

# **BASIC INDIVIDUAL USER GUIDE**

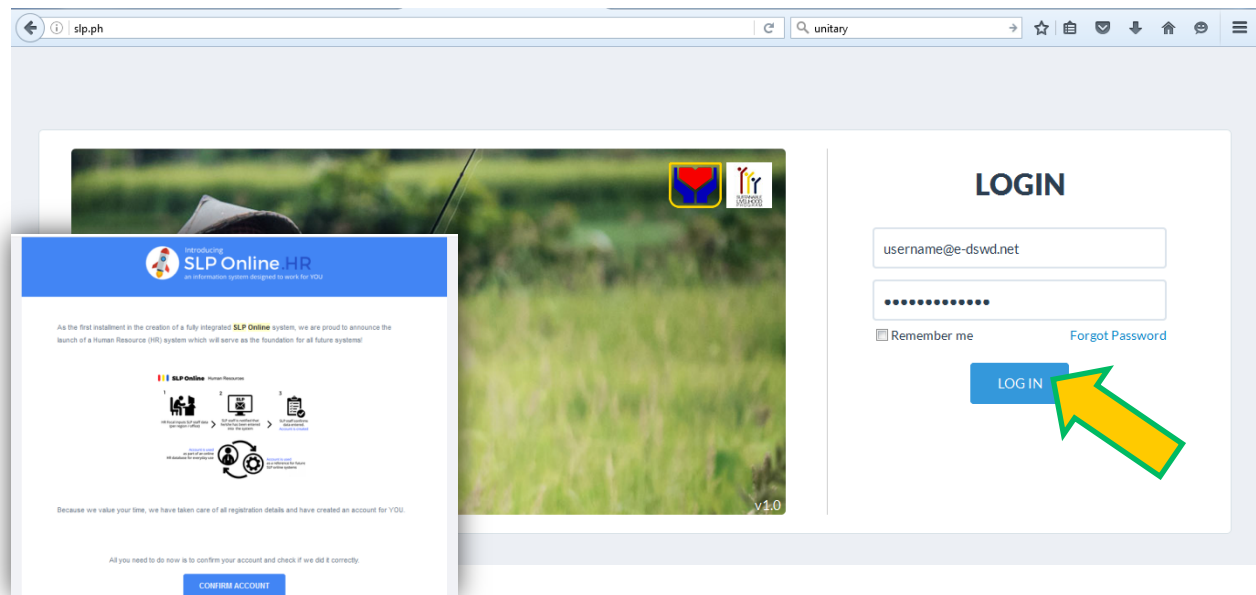
As of August 2016

## **Registering an account**

Since SLP.PH is created for the sole use of people working under the Sustainable Livelihood Program, registering for an account is through e-mail invitation only. Training officers and Human Resources (HR) focals for each region are responsible for sending invitations to staff who are not yet part of the system.

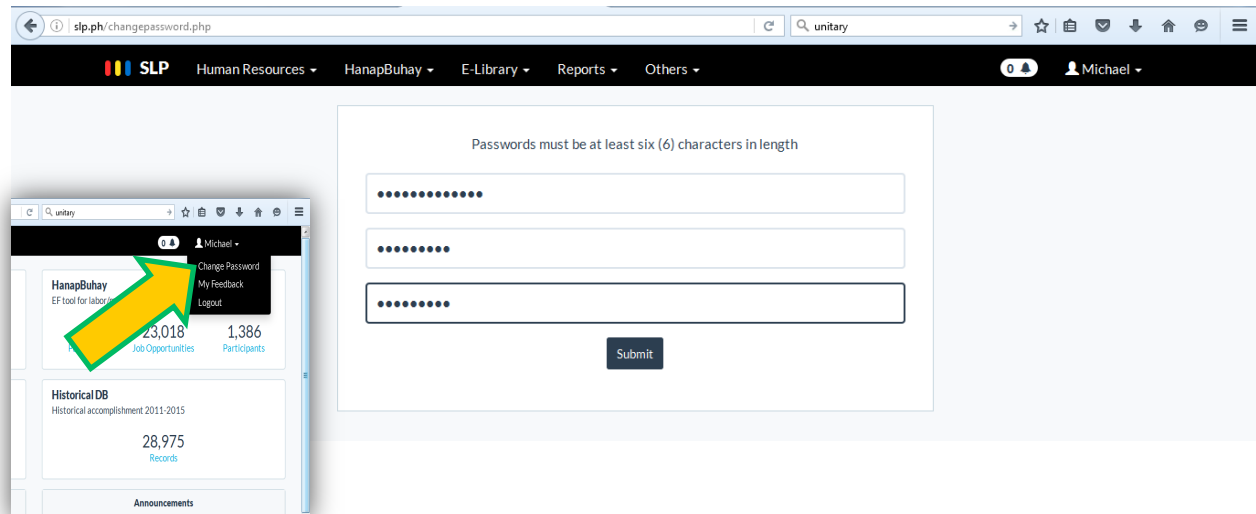
## **Logging-in to SLP.PH**

A confirmation e-mail will be sent to your e-mail account. Upon clicking the Confirm Account button, you will be directed to your profile so that you can verify and edit your personal information as well as create a password. After verifying account information, the user will be able to login.



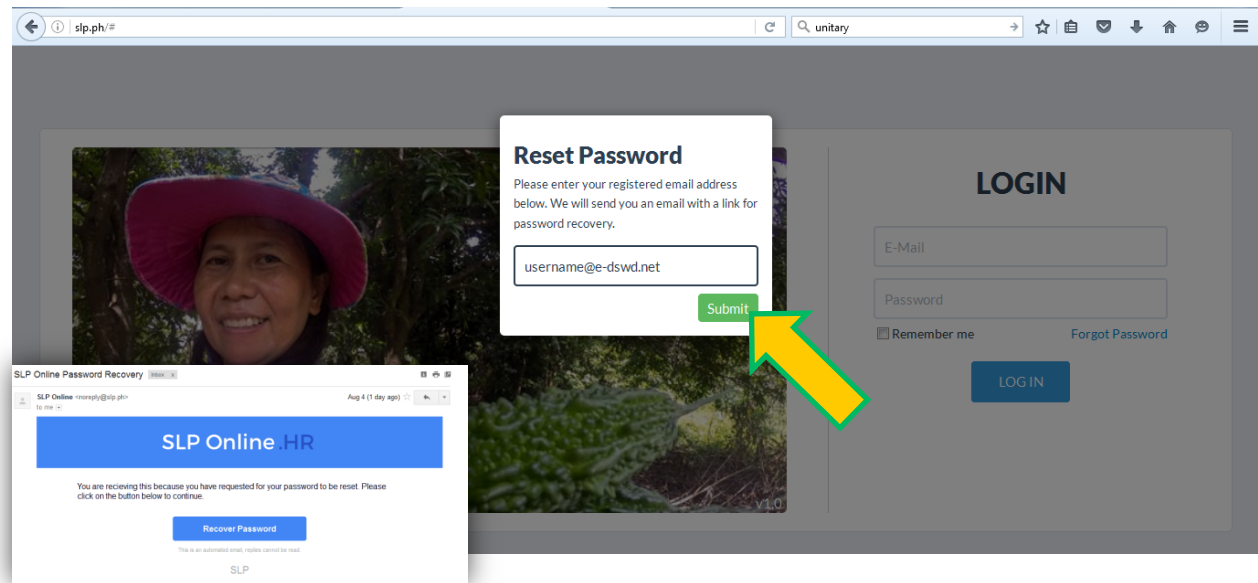
## **Changing Password**

To change your temporary or current password, just click Change Password which can be found by clicking your name at the upper right side of the page. Enter your current password followed by the new one then select Submit. A pop-up box will notify you of the successful changing of your password.



## Forgot Password

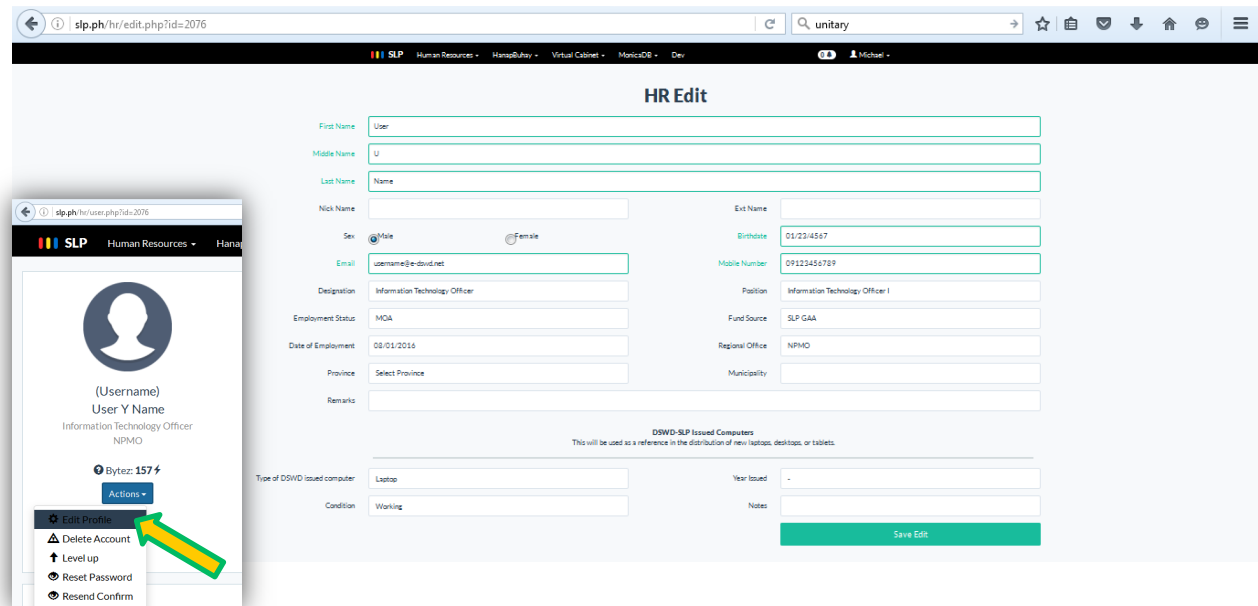
In case of forgotten password, just click the Forgot Password and a dialogue box will appear. Enter your e-mail address and click Submit to receive a password retrieval notification e-mail.



Now check your inbox for the SLP Online Password Recovery message, open the message and click Recover Password which will allow you to create a new password to access your account.

## Adding and Editing details of personal account

On your homepage, click the Human Resources and look for My Profile. Upon clicking, you will be directed to your main profile page, click Actions below your profile picture then select Edit Profile which will bring you to the HR Edit page where you can make the necessary changes. Be sure to save the changes that you made by clicking the Save Edit button provided at the bottom of the page.



## Using ROVER

ROVER is a groundbreaking tool that accurately records your own activities or accomplishments. It also functions as a location tracking tool and allows uploading of reports. You can also view the activities of other SLP personnel to see what are they up to and tag them when making your own record of activity.

The screenshot shows the ROVER web application. At the top, there's a browser address bar with 'slp.ph/hr/user.php?id=2076'. Below the header, the title 'ROVER' is displayed with the instruction 'Click on rows to view more'. A table with columns 'When', 'Where', and 'What' is shown, but it contains no data. To the right of the table are several input fields: a date field set to '8/3/2016' with an 'AM / PM' dropdown, another date field set to '8/5/2016' with an 'AM / PM' dropdown, a 'Training' dropdown menu, a text field containing 'Cebu City', and a text area with the text 'Introducing the SLPPH system to new users.' Below these is a 'Tag other people..' field. A 'Tagged:' section shows a black pill with 'Name, User' and a red 'x' icon. A large green arrow points from this section to a green 'Add Record' button.

## Adding a partner organization

On the HanapBuhay menu just select Partners and on the left side of the screen you will see the Add Partner button, click the button to access the Partner Registration form where you can enter the necessary details and click the Register button once complete.

The screenshot shows the 'Partner Registration' form. The form has a header 'Partner Registration' and a navigation bar with 'SLP', 'Human Resources', 'HanapBuhay', 'E-Library', 'Reports', and 'Others'. The form fields include: 'Organization / Company Name', 'Partner Type' (dropdown), 'Primary Sector' (dropdown), 'Office Address (Number/Unit, Street, Town/Brgy)', 'Year Established' (dropdown), 'Website Address' (text field), 'Contact Person' (text field), 'Contact Person Title' (text field), 'Contact Email' (text field), 'Contact Number (Mobile)' (text field), 'Means of Engagement' (dropdown), 'Cost of Engagement (if app. / hosted by FO)' (text field), 'Select Region' (dropdown), 'Select Province' (dropdown), 'City/Municipality' (dropdown), and 'Preferred Area 1' (dropdown). A green 'Register' button is at the bottom right. In the bottom left corner, there is a 'PARTNERS' sidebar showing a bar chart with data for NPMO, an 'Add Partner' button, and a total of '273 jobs from 68 partners'. A large green arrow points from the 'Add Partner' button in the sidebar to the 'Partner Registration' form.

## Searching for job openings

Look for Jobs under the HanapBuhay menu, upon clicking it will show the latest available job opportunities. Sorting out by region through the use of the drop-down option on top of the list can also be made to limit your search. To search for a specific job opening, key in your keyword inside the search box located at the upper right part of the screen.

The screenshot shows the SLP Jobs page. On the left, there is a bar chart titled "JOBS" showing the number of openings for various job titles. The chart shows a total of 23,018 openings from 273 jobs. The job titles and their corresponding opening counts are: 12,000 (unlabeled), 1,696 (unlabeled), 1,550 (unlabeled), 730 (unlabeled), 500 (unlabeled), 500 (unlabeled), 100 (unlabeled), 75 (unlabeled), 30 (unlabeled), 23 (unlabeled), and 3 (unlabeled). A green arrow points to the "Add Job" button. On the right, there is a table of job openings with columns: Job Name, Sector, Openings, Province, and Status. The table lists various jobs such as GASOLINE BOY, MASON AND CARPENTER, and WELDERS. A search bar is located at the top right of the table.

Job Name	Sector	Openings	Province	Status
GASOLINE BOY	SOS (Social Community Developmen...	0/100	Pangasinan	Proposed
MASON AND CARPENTER	Construction	0/6	La Union	Proposed
GASOLINE BOY	SOS (Social Community Developmen...	0/100	La Union	Open
GASOLINE BOY	SOS (Social Community Developmen...	0/100	Ilocos Sur	Open
SALES CLERK	SOS (Social Community Developmen...	0/20	Pangasinan	Open
SALES CLERK	SOS (Social Community Developmen...	0/20	La Union	Open
WELDERS	TVET	0/1000	Pangasinan	Open
SKILLED CARPENTERS	Construction	0/7	La Union	Open
SKILLED MASON	Construction	0/5	La Union	Open
LABORERS	Construction	0/10	La Union	Open

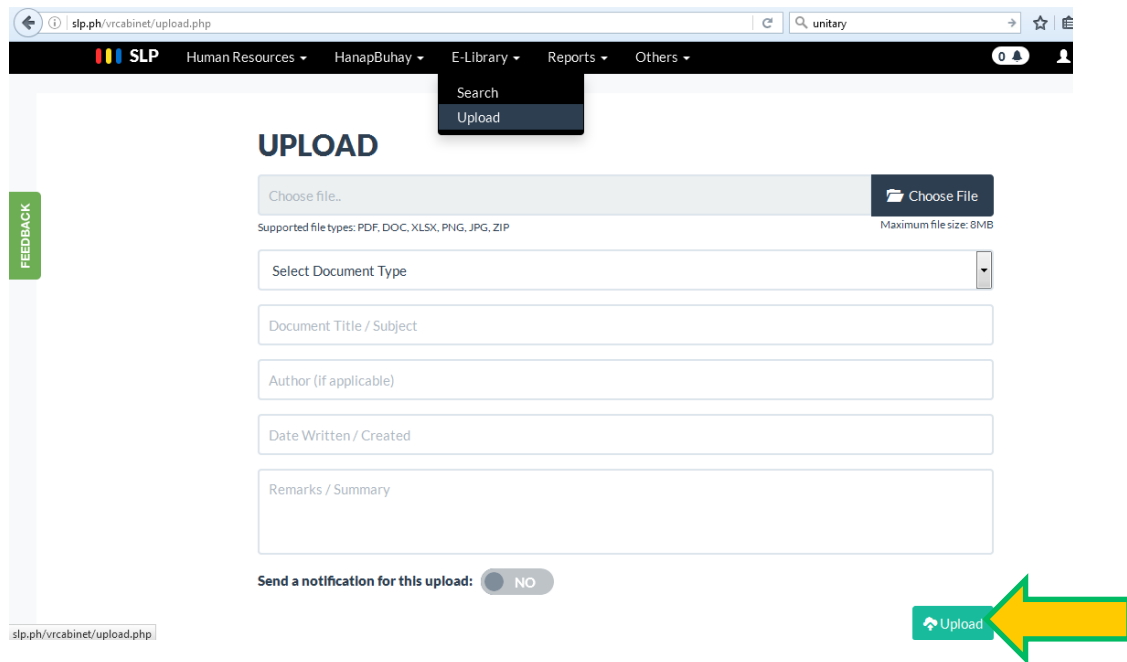
## Adding a new job candidate

Adding a new item on the job section can also be found under the HanapBuhay menu. Click the Jobs and upon being directed on the page look for the Add Job button on the left side of the screen. On the new page, you can now encode the details of the job that you want to enter to the system.

The screenshot shows the SLP Jobs Add Job page. On the left, there is a bar chart titled "JOBS" showing the number of openings for various job titles. The chart shows a total of 23,018 openings from 273 jobs. The job titles and their corresponding opening counts are: 12,000 (unlabeled), 1,696 (unlabeled), 1,550 (unlabeled), 730 (unlabeled), 500 (unlabeled), 500 (unlabeled), 100 (unlabeled), 75 (unlabeled), 30 (unlabeled), 23 (unlabeled), and 3 (unlabeled). A green arrow points to the "Add Job" button. On the right, there is a form titled "Job Details" with various fields for entering job information. The fields include: Search for partner, Selected Partner (none), Intervention Type, Primary Sector, Sub-Sector, Specific Vacancy / Job Opening Name, Number of Openings, Expected Start Date (mm/dd/yyyy), Working Days per Week, Working Hours per Day, Status of Employment, Expected Salary (PHP), Preferred Sex, Preferred Age Group, Preferred Height, Brief Description of Job, Job Requirements / Qualifications (Dias, ID pics, Certificates, etc), Select Region, Select Province, City/Municipality, Alternate Contact Person, Alternate Contact Title, Alternate Contact E-mail, and Alternate Contact Number (Mobile). A green arrow points to the "Add Job" button.

## Uploading/Submitting files

On the E-Library section, click Upload and attach your file. Fill up the required fields prior to uploading. You may add relevant information such as the file author and remarks for easier tracking.

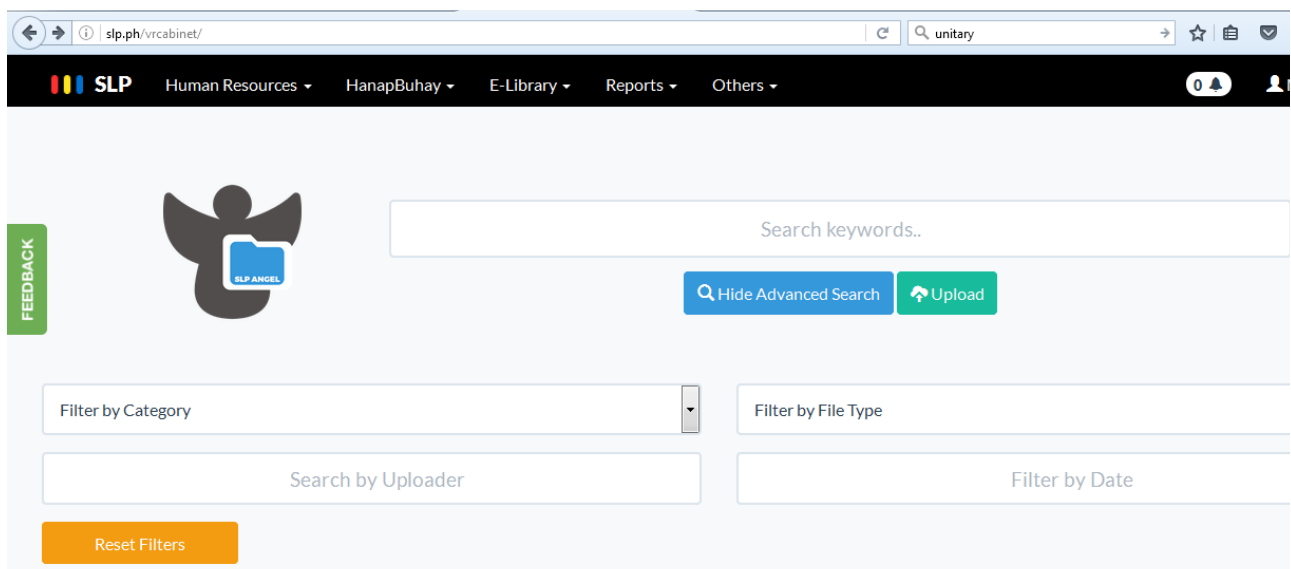


The screenshot shows the 'UPLOAD' page in the SLP E-Library system. The page has a dark header with navigation links: SLP, Human Resources, HanapBuhay, E-Library, Reports, and Others. The 'E-Library' menu is open, showing 'Search' and 'Upload' options. The main content area is titled 'UPLOAD' and contains a 'Choose file..' button with a 'Choose File' icon. Below this, it lists supported file types (PDF, DOC, XLSX, PNG, JPG, ZIP) and a maximum file size of 8MB. There are several input fields: 'Select Document Type' (a dropdown), 'Document Title / Subject', 'Author (if applicable)', 'Date Written / Created', and 'Remarks / Summary'. At the bottom, there is a toggle for 'Send a notification for this upload:' set to 'NO'. A green 'Upload' button with an upward arrow is located at the bottom right, highlighted by a large yellow arrow.

An e-mail notification will be sent to your DSWD e-mail address confirming the success of your upload.

## Searching for files in the E-Library

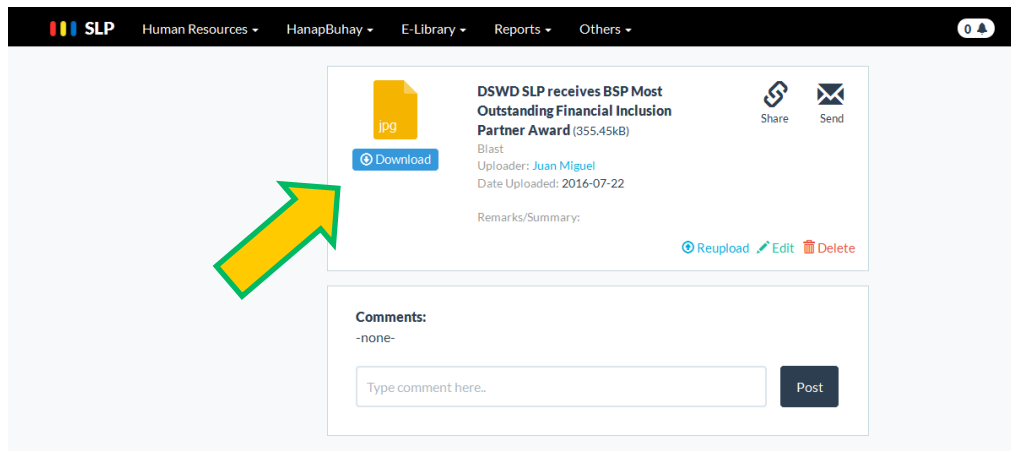
Click the Search option which can be found inside the E-Library. You can do the basic search by keying in the details on the search box or use the advanced search button.



The screenshot shows the 'Search' page in the SLP E-Library system. The page has a dark header with navigation links: SLP, Human Resources, HanapBuhay, E-Library, Reports, and Others. The 'E-Library' menu is open, showing 'Search' and 'Upload' options. The main content area features a large search box with the placeholder text 'Search keywords..'. Below the search box are two buttons: 'Hide Advanced Search' and 'Upload'. There are also several filter options: 'Filter by Category' (a dropdown), 'Filter by File Type' (a dropdown), 'Search by Uploader' (a text input), and 'Filter by Date' (a text input). A 'Reset Filters' button is located at the bottom left. The SLP logo and a 'FEEDBACK' button are visible on the left side of the page.

## Downloading files from E-Library

Just look for the file that you wish to download on the E-Library, click the file and a new page will appear. Click the blue Download button just beside the file details to download the file.

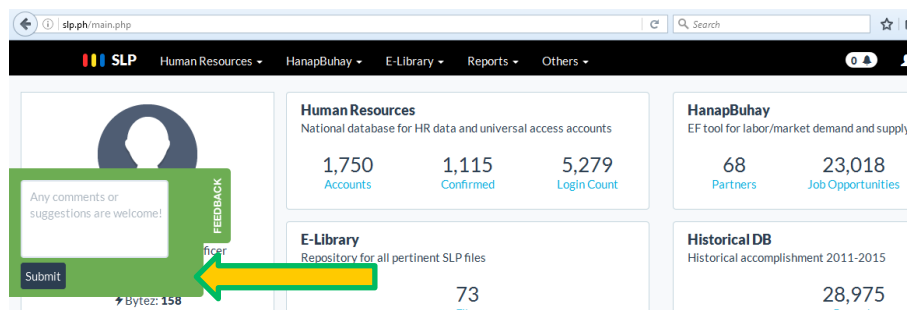


## Viewing SLP's accomplishments and other relevant statistics of the Hanapbuhay Program:

You may check the Reports menu which provides the necessary information on the statistical information of HanapBuhay through the HanapBuhay Dashboard as well as the SLP's accomplishments by clicking Historical Data.

## Sending feedback

For any comments or suggestions, the feedback feature is accessible anytime. Just roll over your mouse to the Feedback form which is always available on the left side of your screen. Type in your message and click Submit.



To view all the comments you submitted using the feedback form, you may check them out on My Feedback under your Username. There, you can also see the response of the admin regarding your comments.

