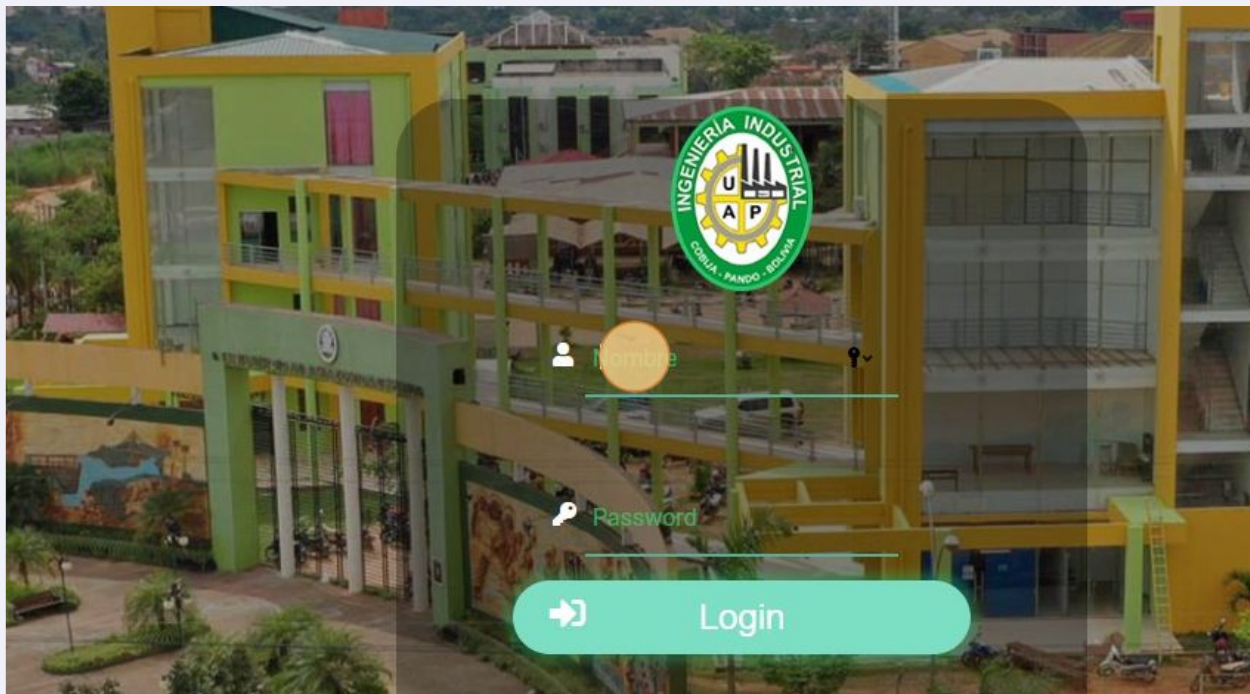


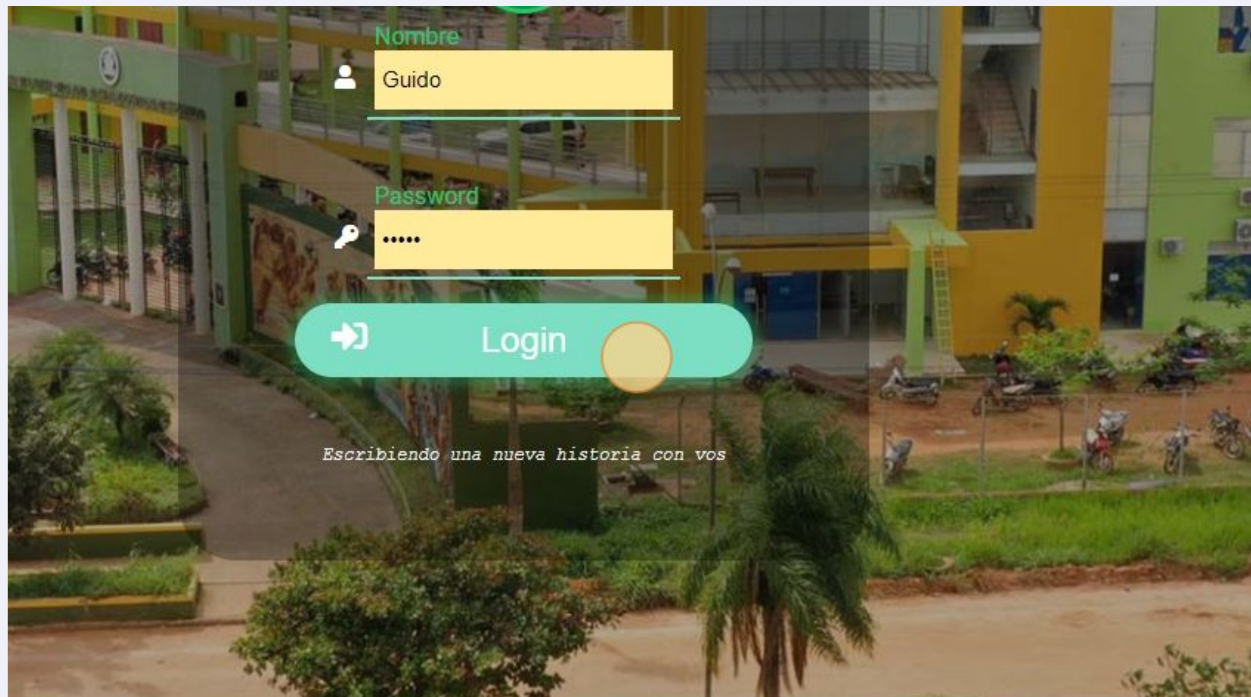
Uap Workflow

- 1 Navigate to servicios.uap.edu.bo:8181

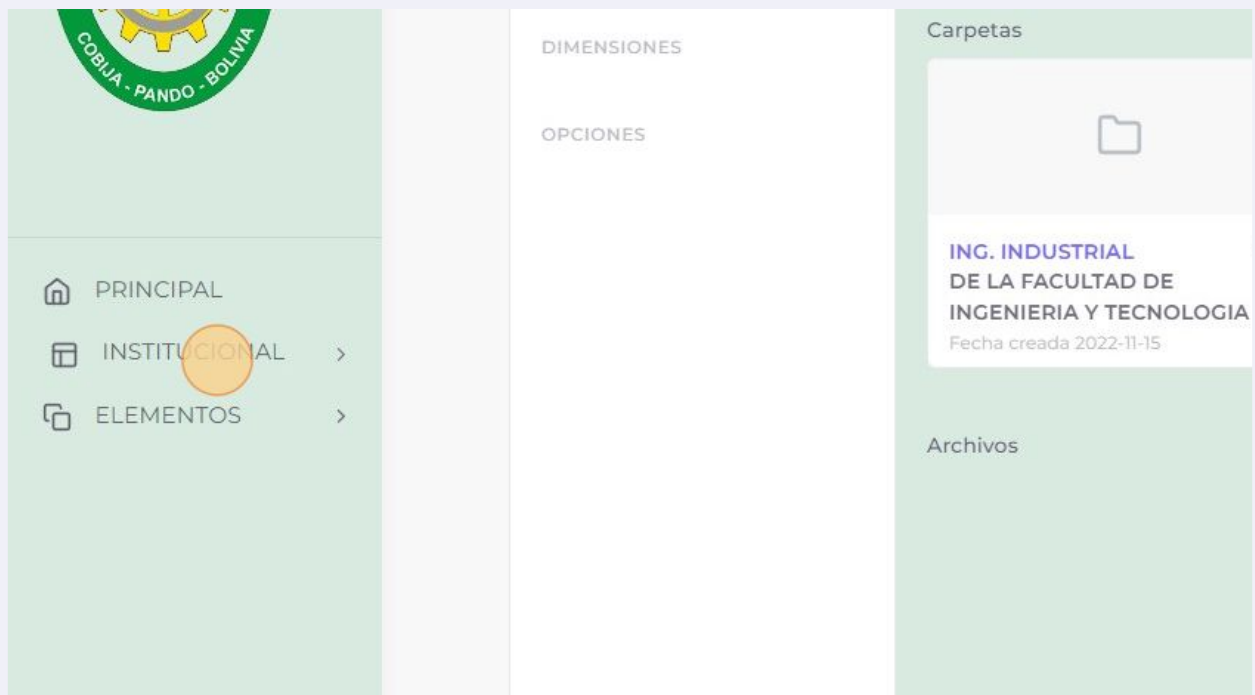
- 2 Click this text field.



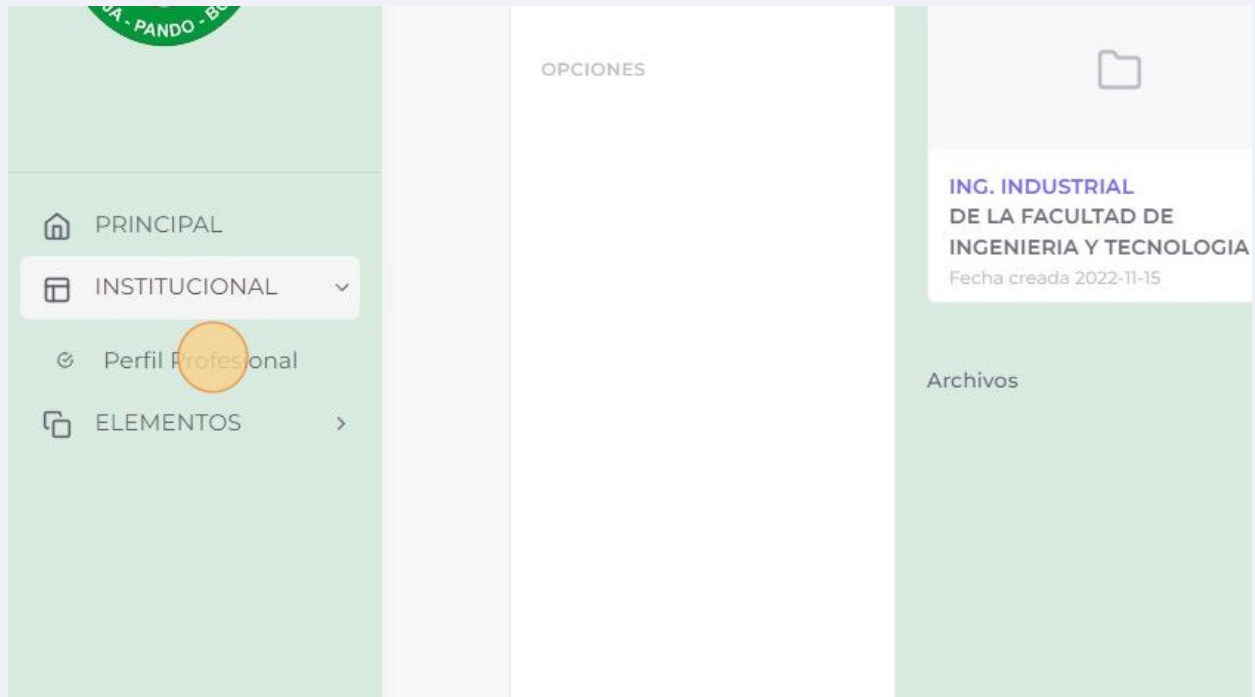
3 Click "Login"



4 Click "INSTITUCIONAL"



5 Right-click "Perfil Profesional"



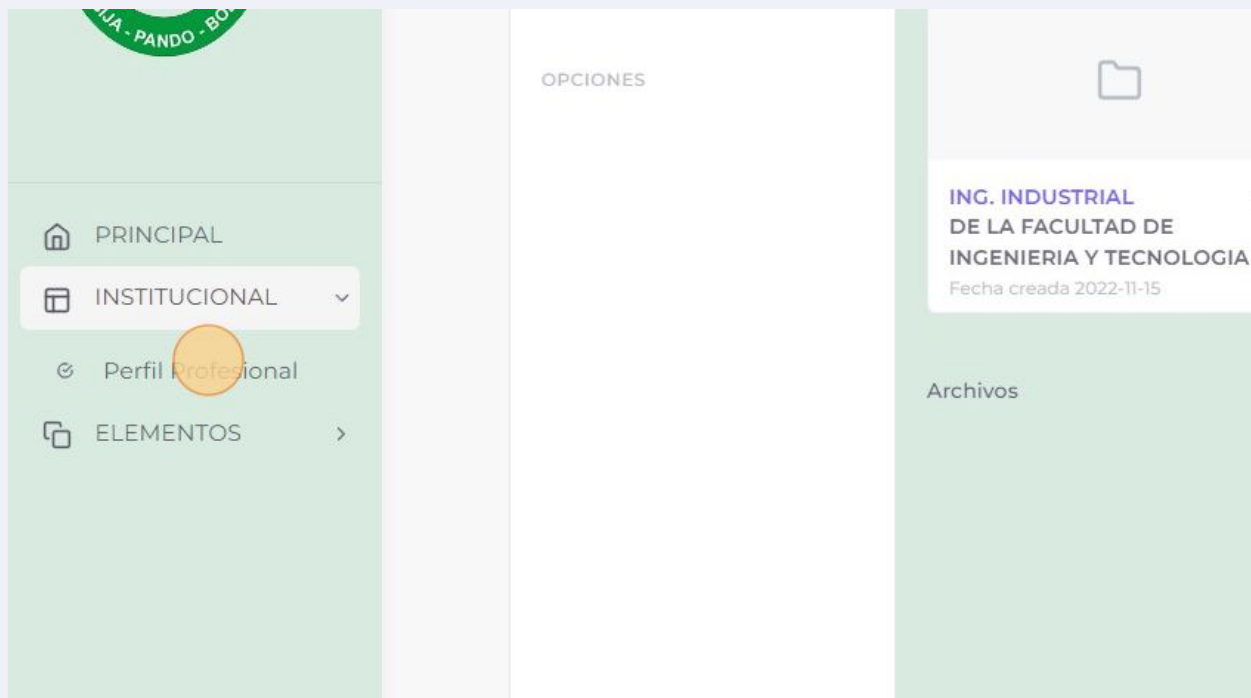
6 Click "InicioIngeniería Industrial"



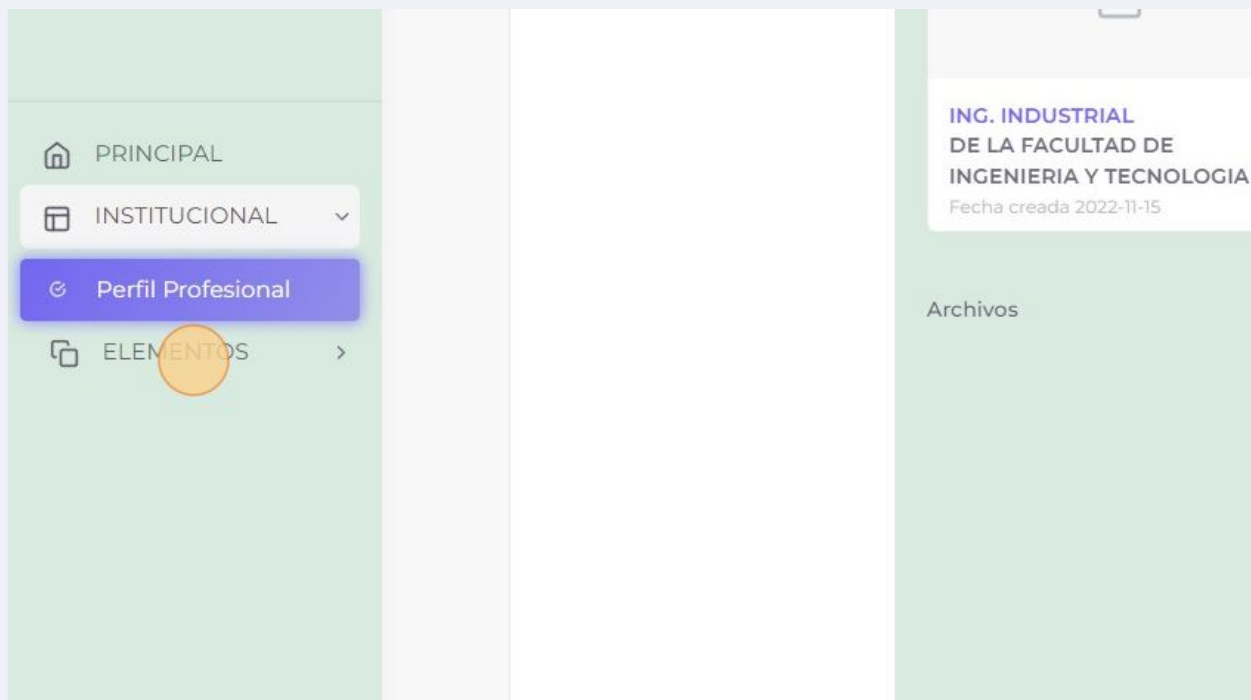
7 Click here.



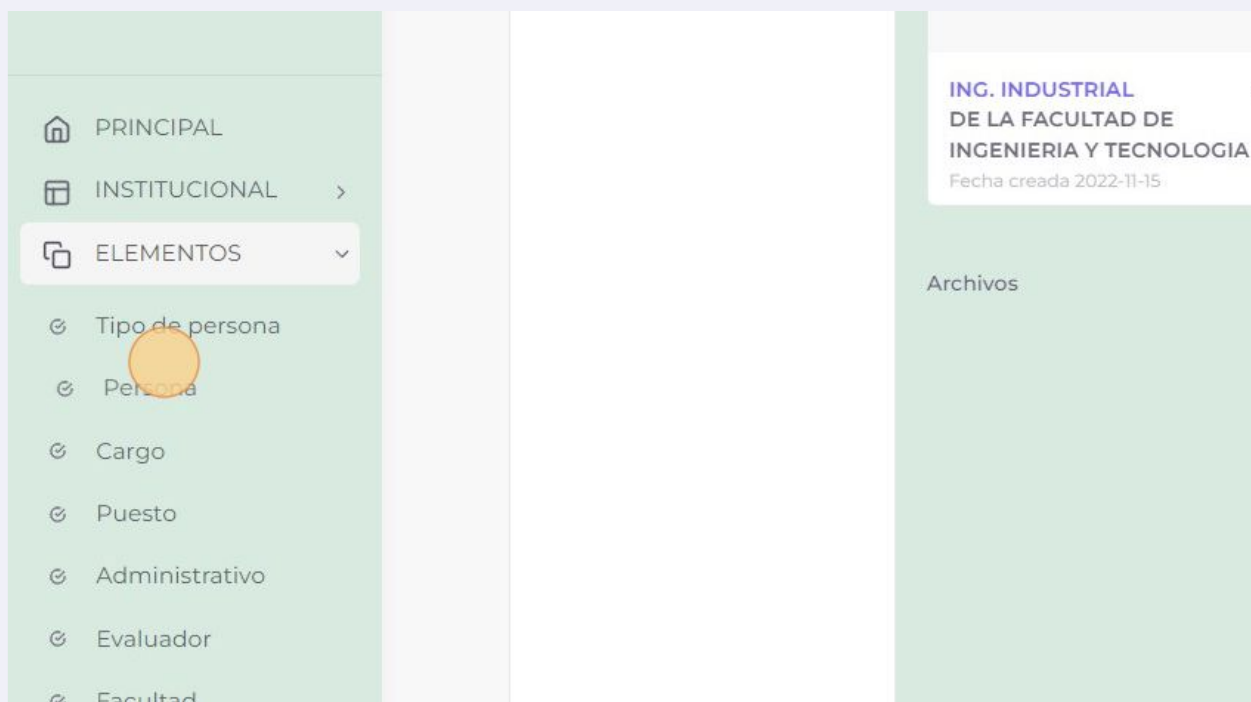
8 Click "Perfil Profesional"



9 Click "ELEMENTOS"













10 Click "Persona"



11 Click the "Search:" field.

algún archivo seleccionado

Search: 

TIPO PERSONA	IMAGEN	ESTADO	OTROS
Secretaria		Activo	 
Director		Activo	 
Administrador		Activo	 

12 Type

13 Click "PDF"

PRINCIPAL

INSTITUCIONAL >

ELEMENTOS >

Estado: Activo

Imagen: Seleccionar archivo

Agregar

Copy Excel PDF Print

NOMBRE	PATERNO	MATERNO	CI	FECHA
Brandy	Daza	Daza	8475748	2022-
Guido	Nogales	Suaznabar	784512	2022-
Juan Carlos	Mamani	Laura	6920900	2022-

14 Click "Print"

CI: dd/mm/aaaa

Estado: Activo

Imagen: Seleccionar archivo

Agregar

Copy Excel PDF Print

NOMBRE	PATERNO	MATERNO	CI	FECHA REGISTR
Brandy	Daza	Daza	8475748	2022-12-13
Guido	Nogales	Suaznabar	784512	2022-12-13
Juan Carlos	Mamani	Laura	6920900	2022-11-30

15 Switch to tab "ING. INDUSTRIAL"

16 Switch to tab "Scribe - Start Recording"

17 Click "Excel"

The screenshot shows a web application interface. On the left is a green sidebar menu with three items: 'PRINCIPAL' (with a house icon), 'INSTITUCIONAL' (with a folder icon and a right arrow), and 'ELEMENTOS' (with a document icon and a right arrow). The main content area is white. At the top, there is a form with a label 'Estado' and a dropdown menu currently showing 'Activo'. To the right of the dropdown is a partially visible 'Imagen' label and a 'Se' button. Below the form is a blue button labeled 'Agregar'. Underneath the button is a horizontal bar with four buttons: 'Copy', 'Excel' (highlighted with a yellow circle), 'PDF', and 'Print'. Below this bar is a table with four columns: 'NOMBRE', 'PATERNO', 'MATERNO', and 'CI'. Each column header has a small sort icon. The table contains three rows of data.

NOMBRE	PATERNO	MATERNO	CI
Brandy	Daza	Daza	8475748
Guido	Nogales	Suaznabar	784512
Juan Carlos	Mamani	Laura	6920900

18 Click "ELEMENTOS"

The screenshot shows a web application interface. On the left is a green sidebar with a circular logo at the top containing the text 'BIJA - PANDO - BOL'. Below the logo, the sidebar contains the text 'PRINCIPAL', 'INSTITUCIONAL', and 'ELEMENTOS', with 'ELEMENTOS' highlighted by an orange circle. The main content area on the right has a white background. At the top, there is a form with two input fields: 'Ci' (with the value 'Ci') and 'Estado' (with the value 'Activo'). Below these fields is a blue button labeled 'Agregar'. To the right of the form, there are partially visible labels 'Fecha' and 'Imag' with corresponding input fields. Below the form is a table with a header row containing 'NOMBRE', 'PATERNO', 'MATERNO', and 'CI'. The table has two data rows: one with 'Brandy', 'Daza', 'Daza', and '8475748'; and another with 'Guido', 'Nogales', 'Suaznabar', and '784512'. Above the table is a row of buttons: 'Copy', 'Excel', 'PDF', and 'Print'.

NOMBRE	PATERNO	MATERNO	CI
Brandy	Daza	Daza	8475748
Guido	Nogales	Suaznabar	784512

19 Click "ELEMENTOS"

This screenshot is identical to the one above, showing the same web application interface. The sidebar on the left has 'ELEMENTOS' highlighted. The main content area features a form with 'Ci' and 'Estado' fields, an 'Agregar' button, and a table with two rows of data. The table headers are 'NOMBRE', 'PATERNO', 'MATERNO', and 'CI'. The data rows are 'Brandy', 'Daza', 'Daza', '8475748' and 'Guido', 'Nogales', 'Suaznabar', '784512'. Buttons for 'Copy', 'Excel', 'PDF', and 'Print' are located above the table.

NOMBRE	PATERNO	MATERNO	CI
Brandy	Daza	Daza	8475748
Guido	Nogales	Suaznabar	784512

20 Click "ELEMENTOS"

PRINCIPAL
INSTITUCIONAL
ELEMENTOS

Ci
Ci

Estado
Activo

Agregar

Copy Excel PDF Print

NOMBRE	PATERNO	MATERNO	CI
Brandy	Daza	Daza	8475748
Guido	Nogales	Suaznabar	784512

21 Click "ELEMENTOS"

PRINCIPAL
INSTITUCIONAL
ELEMENTOS

Ci
Ci

Estado
Activo

Agregar

Copy Excel PDF Print

NOMBRE	PATERNO	MATERNO	CI
Brandy	Daza	Daza	8475748
Guido	Nogales	Suaznabar	784512

22 Click "Cargo"

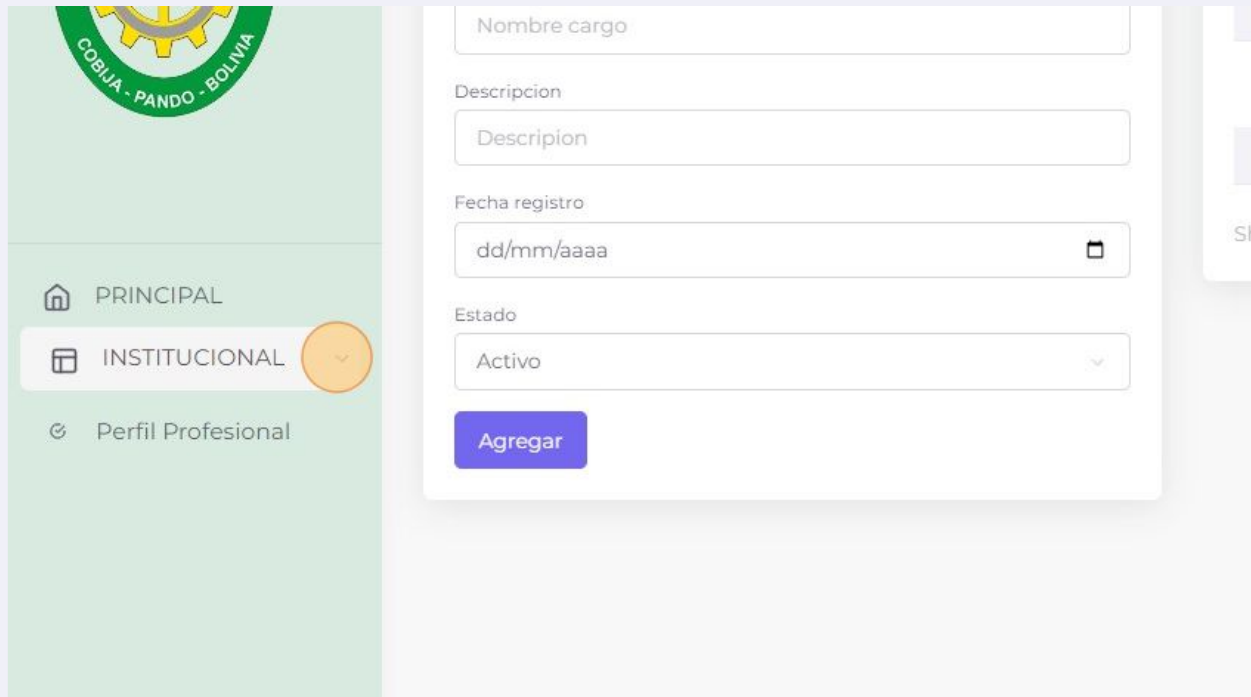
The screenshot shows a web application interface. On the left is a sidebar with a green background and white text. It contains a menu with the following items: PRINCIPAL, INSTITUCIONAL, ELEMENTOS (highlighted with a blue circle), Tipo de persona, Persona, Cargo (highlighted with an orange circle), Puesto, Administrativo, Evaluador, Facultad, and Carrera. On the right, there is a white panel with a blue 'Agregar' button at the top. Below the button is a table with the following data:

NOMBRE	PATERNO	MATERNO	CI
Brandy	Daza	Daza	8475748
Guido	Nogales	Suaznabar	784512
Juan Carlos	Mamani	Laura	6920900
Marena	Velardes	Enriquez	566654

23 Click "INSTITUCIONAL"

The screenshot shows a web application interface. On the left is a sidebar with a green background and white text. It contains a menu with the following items: PRINCIPAL, INSTITUCIONAL (highlighted with an orange circle), and a partially visible 'ELEMENTOS' item. On the right, there is a white panel with a form for adding a new cargo. The form has the following fields: 'Nombre cargo' (text input), 'Descripcion' (text input), 'Fecha registro' (date picker showing 'dd/mm/aaaa'), and 'Estado' (dropdown menu showing 'Activo'). At the bottom of the form is a blue 'Agregar' button.

24 Click "INSTITUCIONAL"



COBIJA - PANDO - BOLIVIA

PRINCIPAL

INSTITUCIONAL

Perfil Profesional

Nombre cargo

Descripcion

Fecha registro

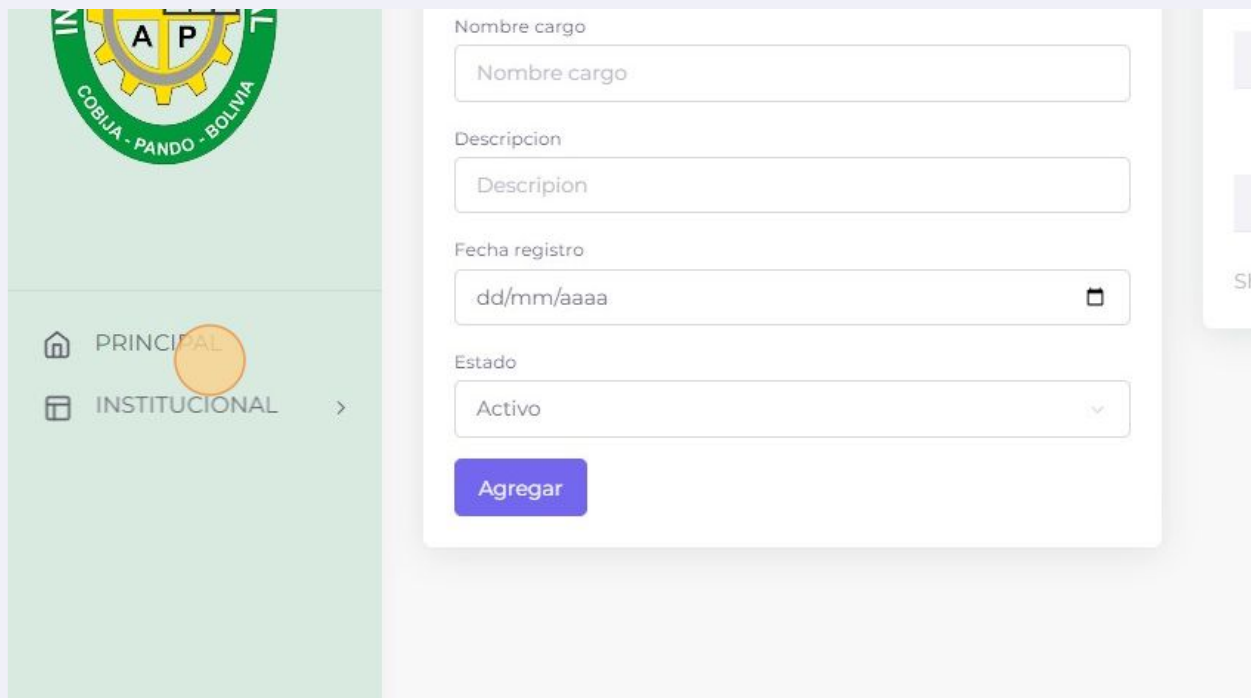
dd/mm/aaaa

Estado

Activo

Agregar

25 Click "PRINCIPAL"



COBIJA - PANDO - BOLIVIA

PRINCIPAL

INSTITUCIONAL

Nombre cargo

Descripcion

Fecha registro

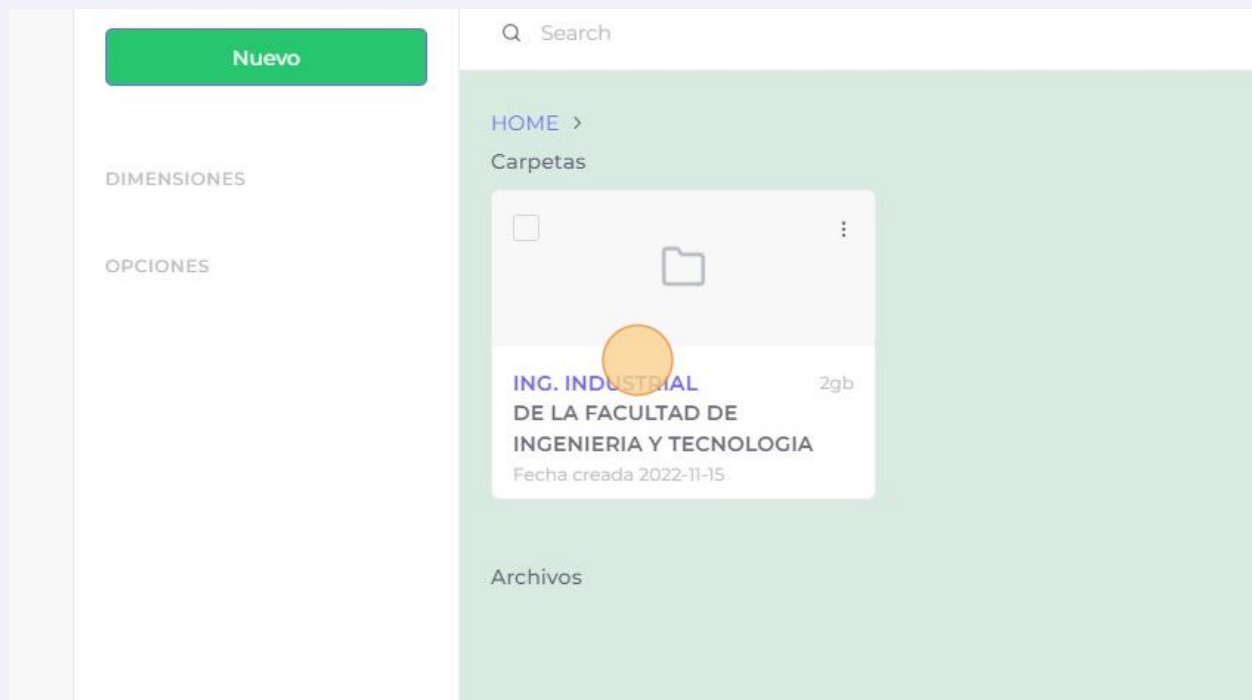
dd/mm/aaaa

Estado

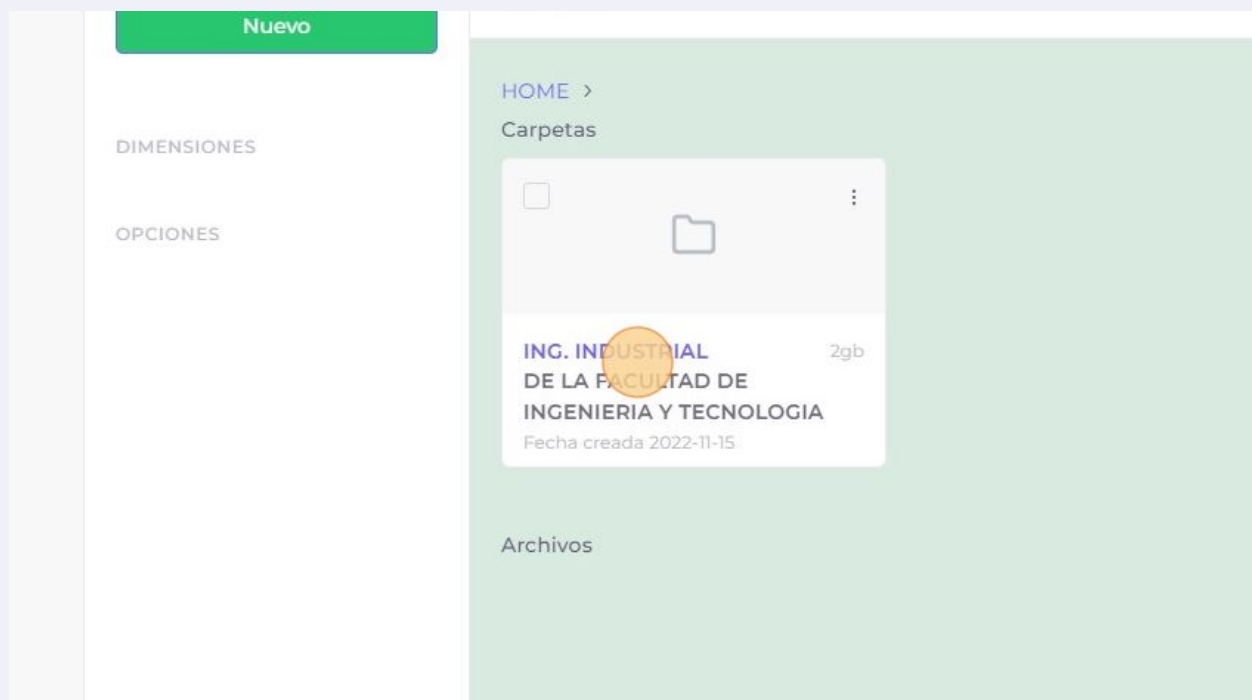
Activo

Agregar

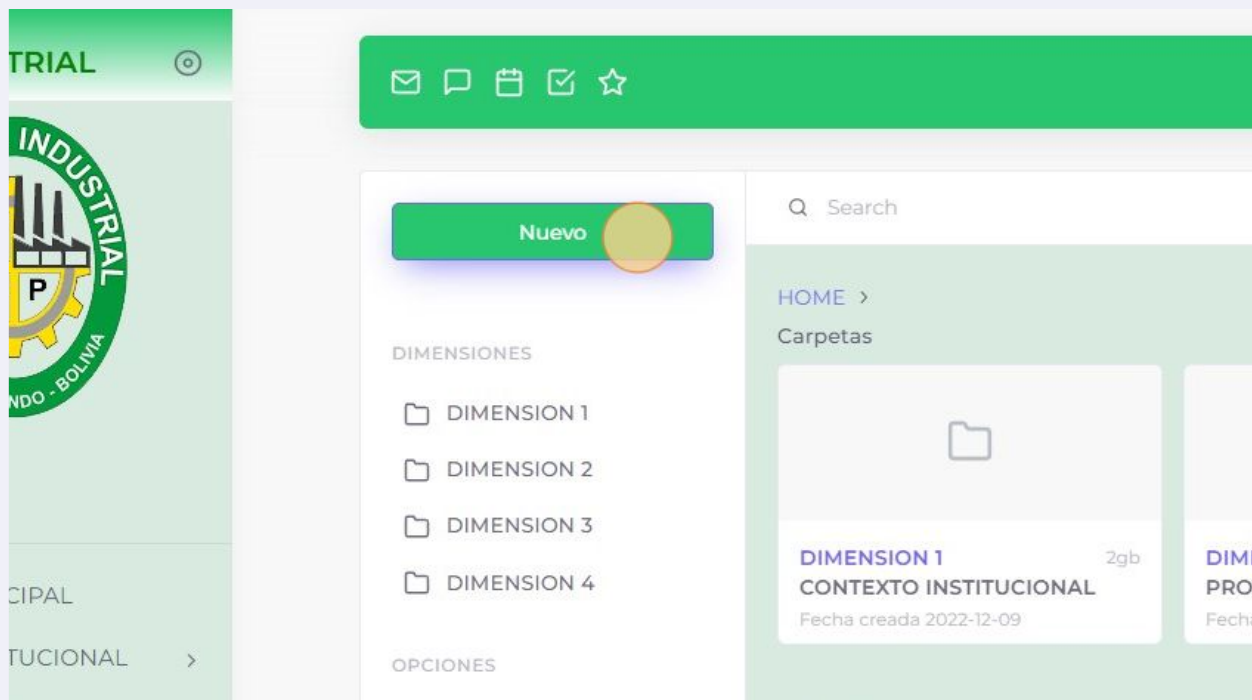
26 Click here.



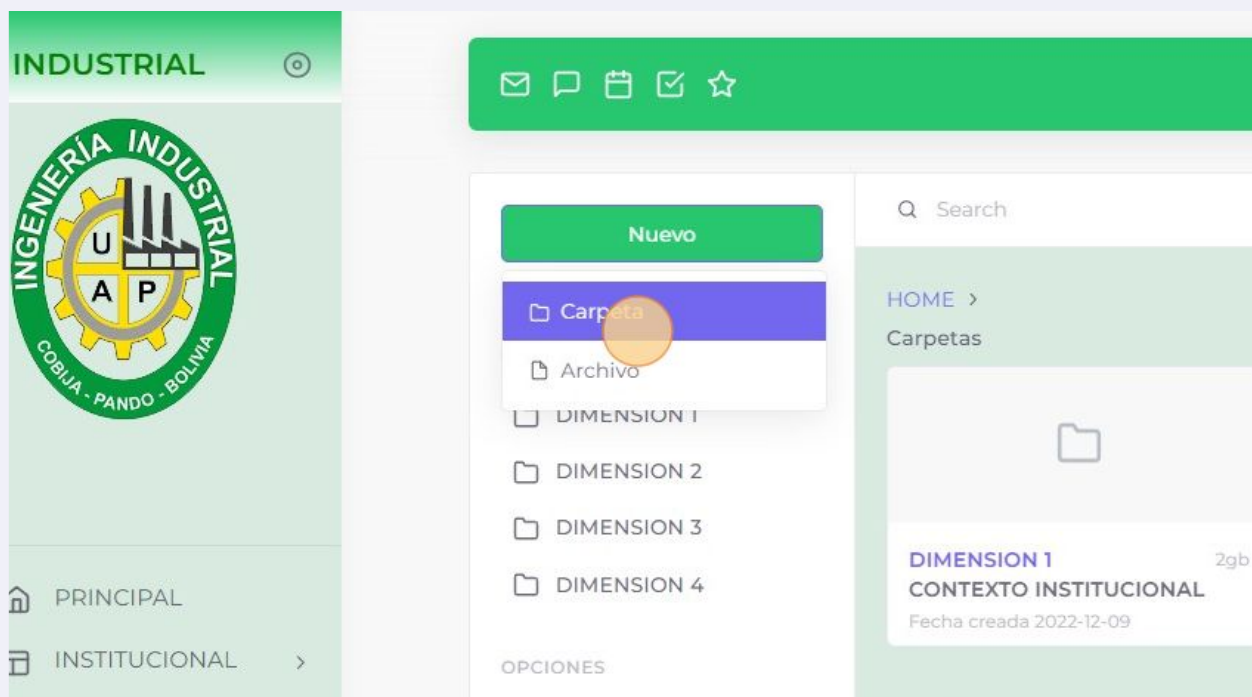
27 Click "ING. INDUSTRIAL"



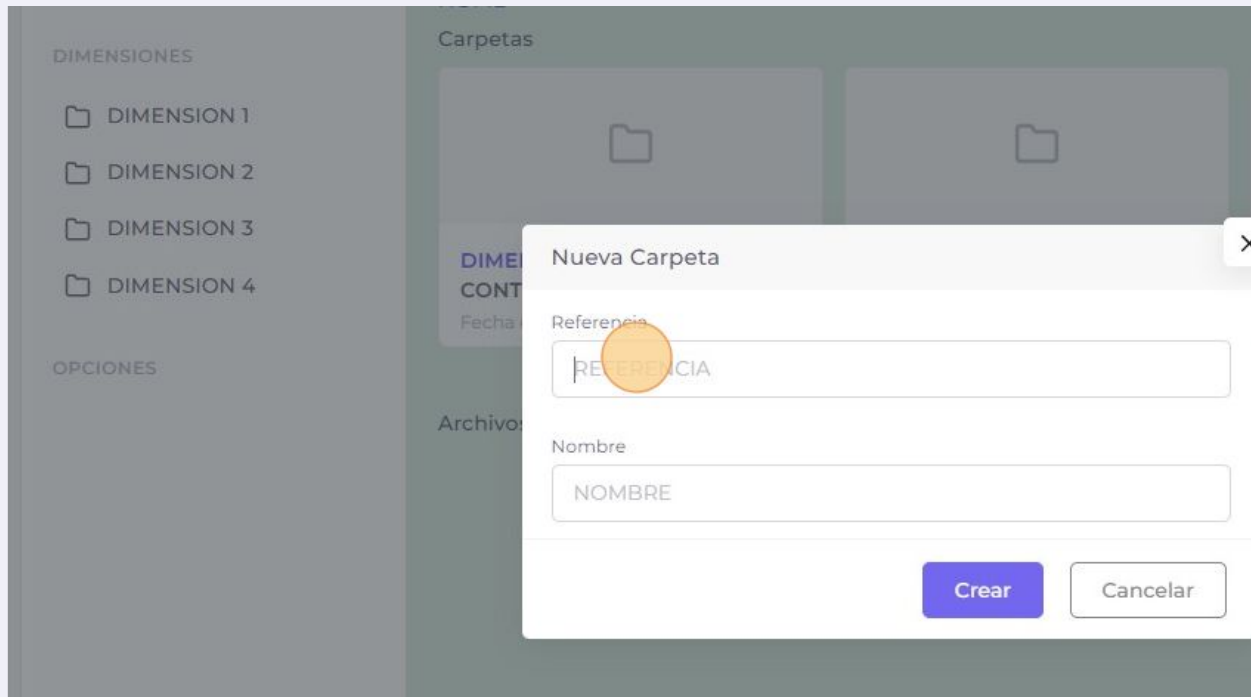
28 Click "Nuevo"



29 Click here.

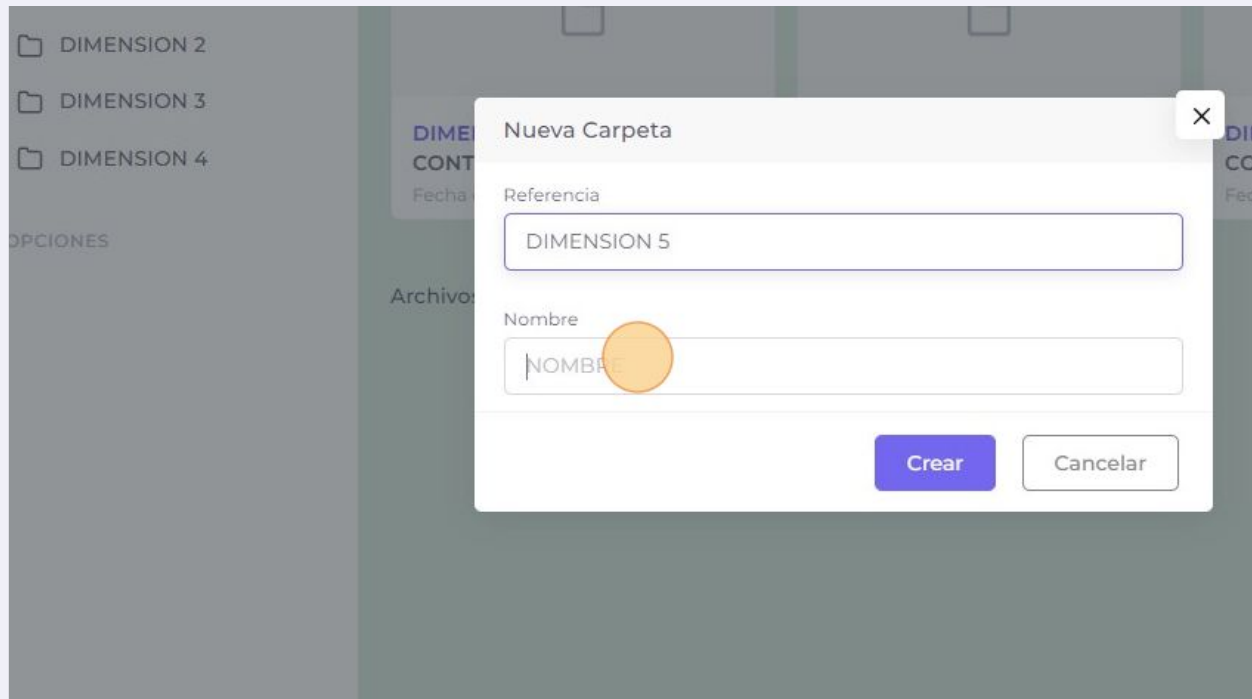


30 Click the "referencia" field.



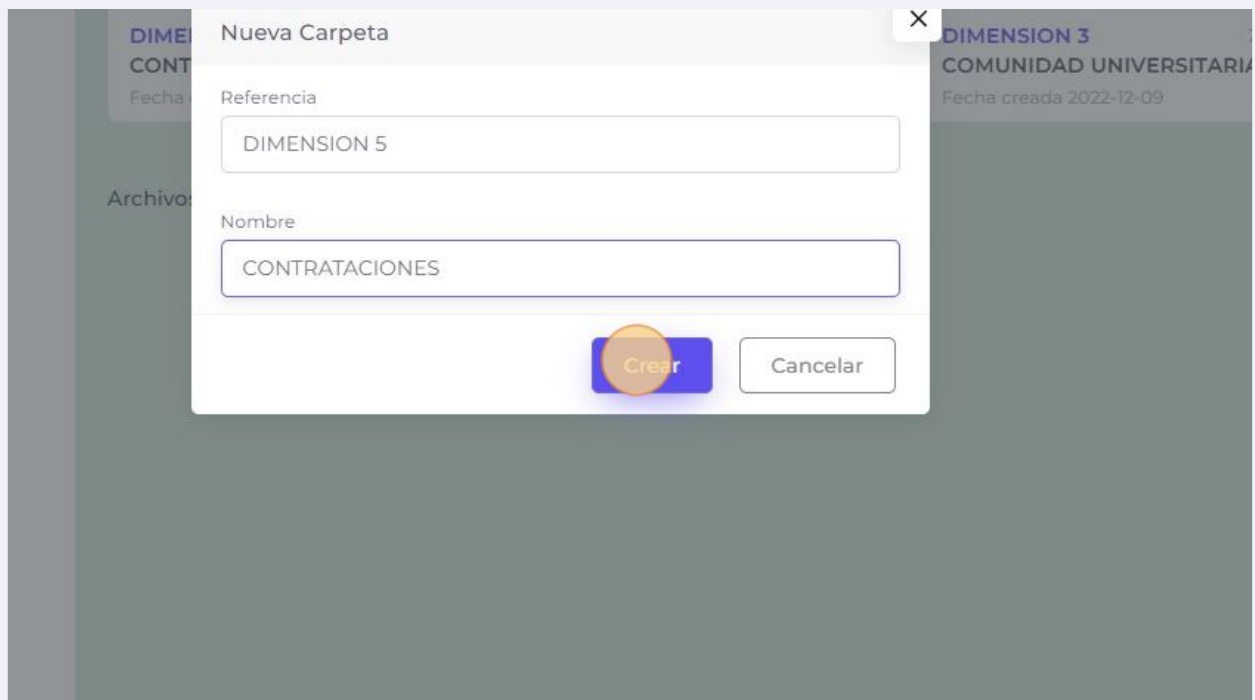
31 Type " [[Backspace]] 5"

32 Click the "nombre" field.

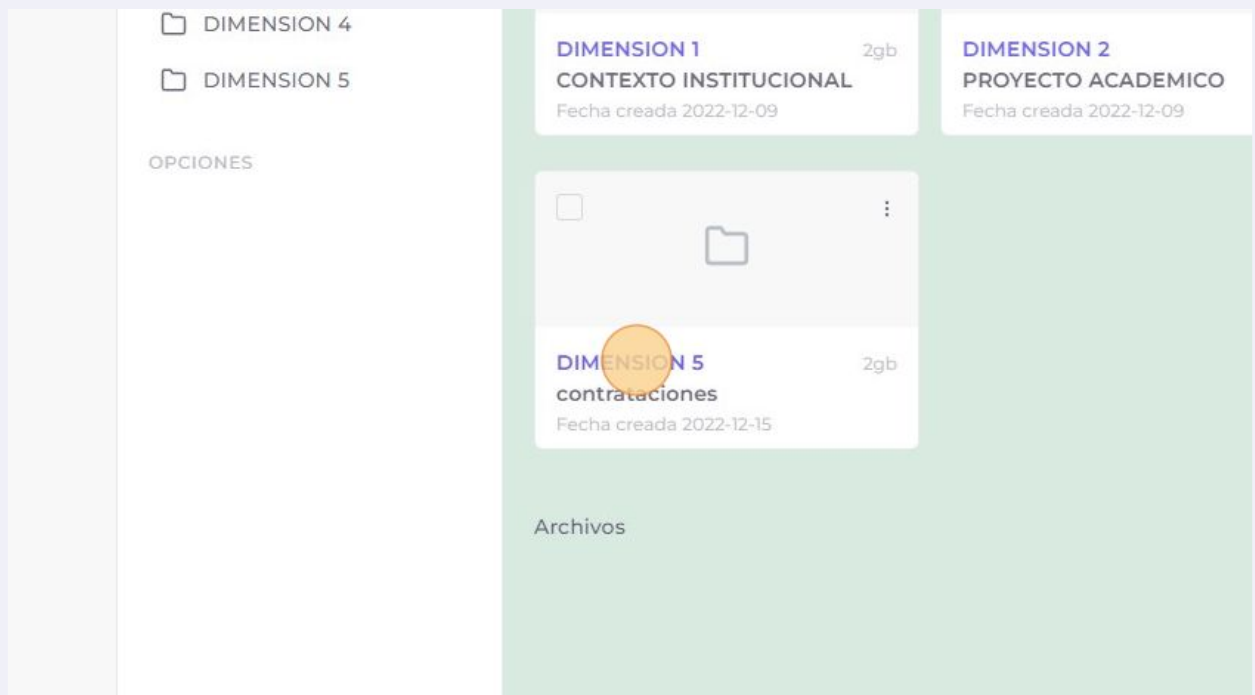


33 Type "contrataciones"

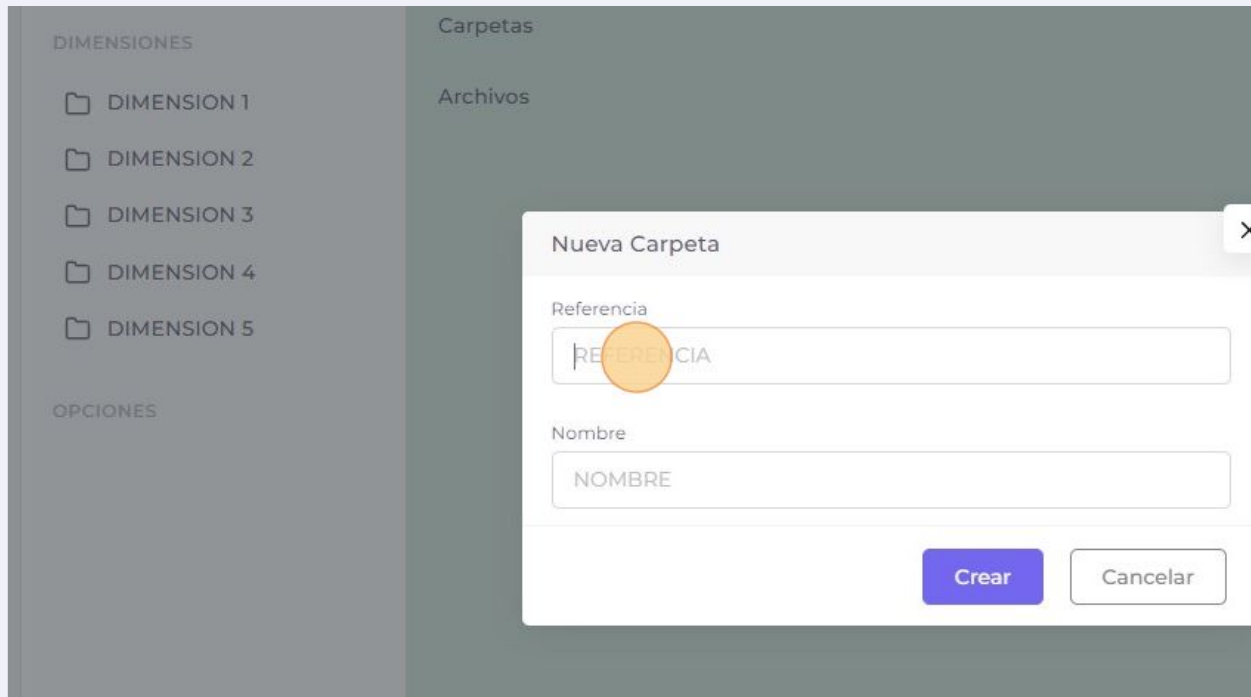
34 Click "Crear"



35 Click "DIMENSION 5"

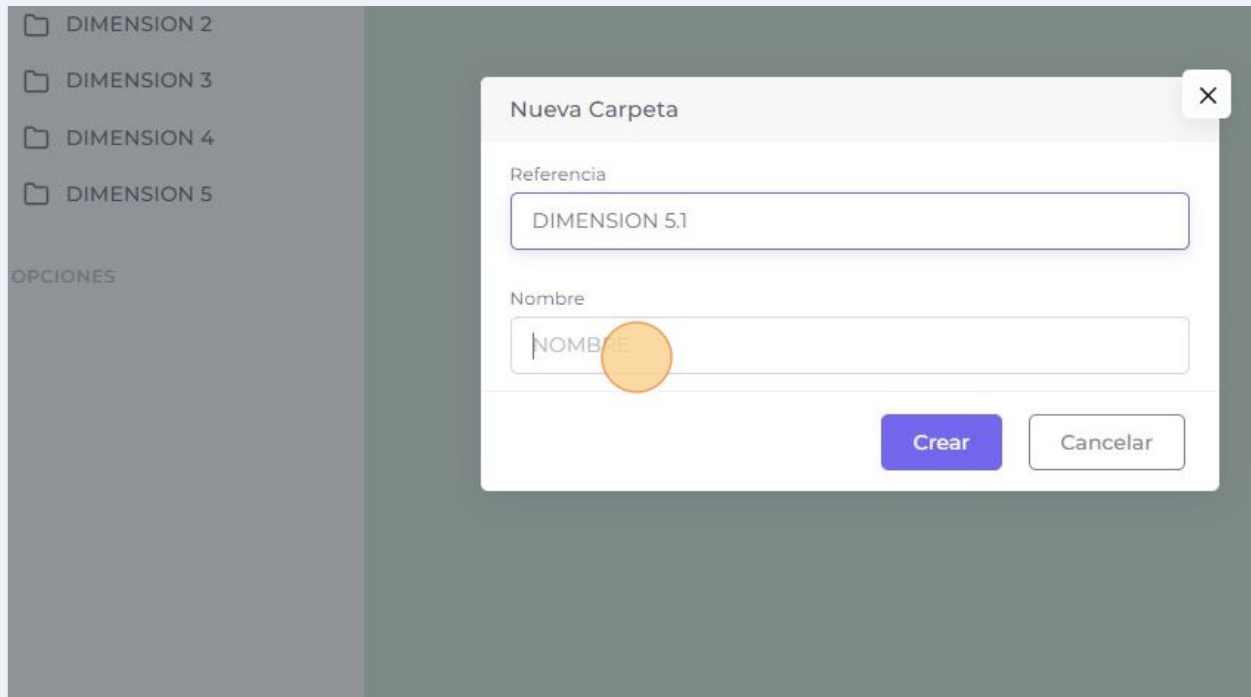


36 Click the "referencia" field.



37 Type ".1"

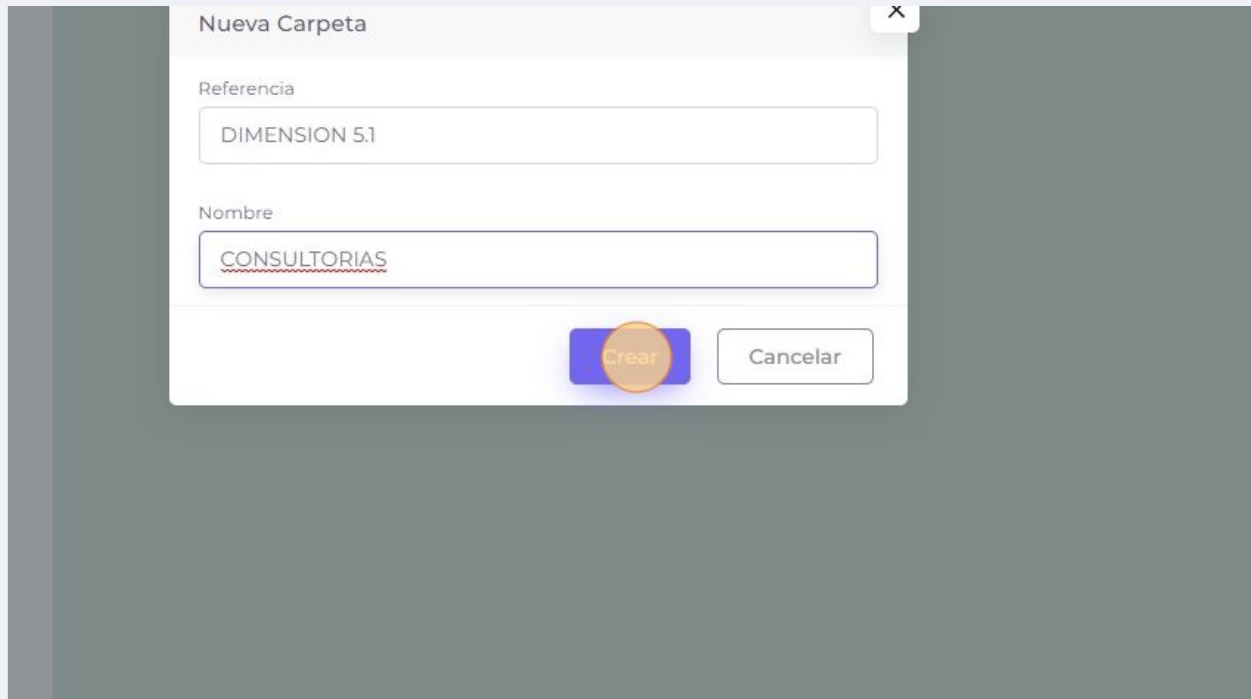
38 Click the "nombre" field.



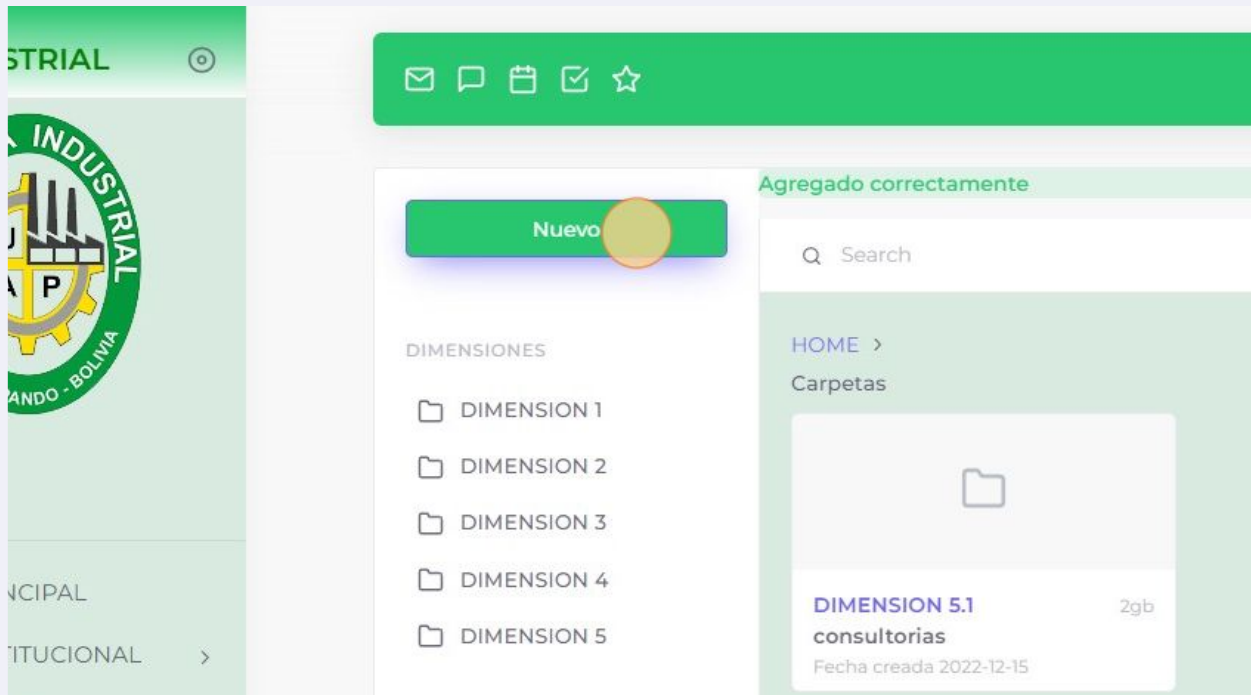
The screenshot shows a web interface with a sidebar on the left containing a list of dimensions: DIMENSION 2, DIMENSION 3, DIMENSION 4, and DIMENSION 5. Below this list is a section labeled 'OPCIONES'. The main area of the interface is a dark gray panel. Overlaid on this panel is a white dialog box titled 'Nueva Carpeta' with a close button (X) in the top right corner. The dialog box contains two input fields: 'Referencia' with the text 'DIMENSION 5.1' and 'Nombre' with the text 'NOMBRE'. An orange circular cursor is positioned over the 'Nombre' field. At the bottom right of the dialog box are two buttons: 'Crear' (blue) and 'Cancelar' (white with a gray border).

39 Type "consultorias"

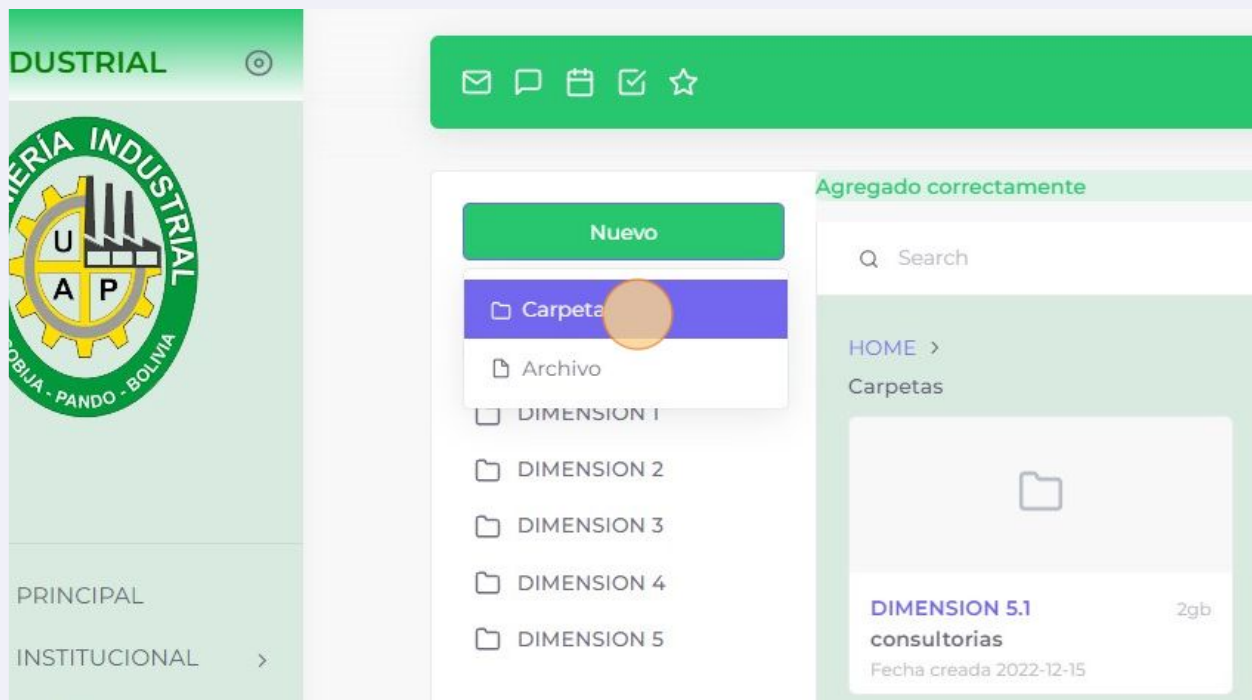
40 Click "Crear"



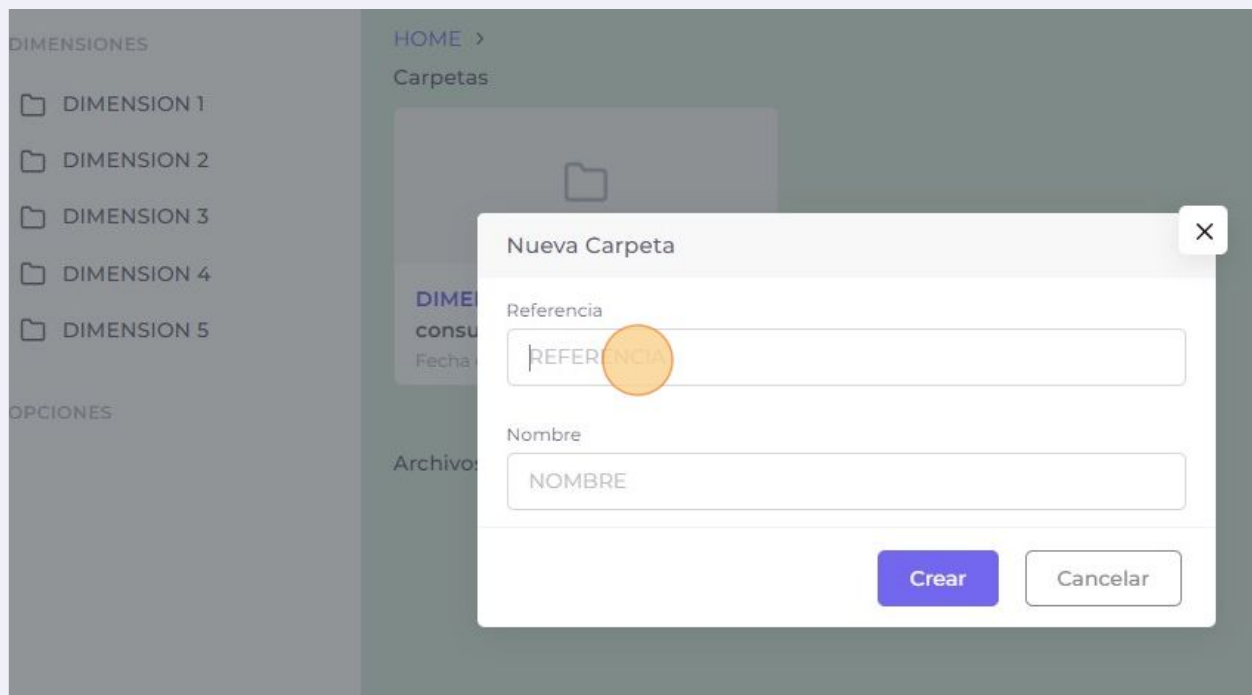
41 Click "Nuevo"



42 Click here.

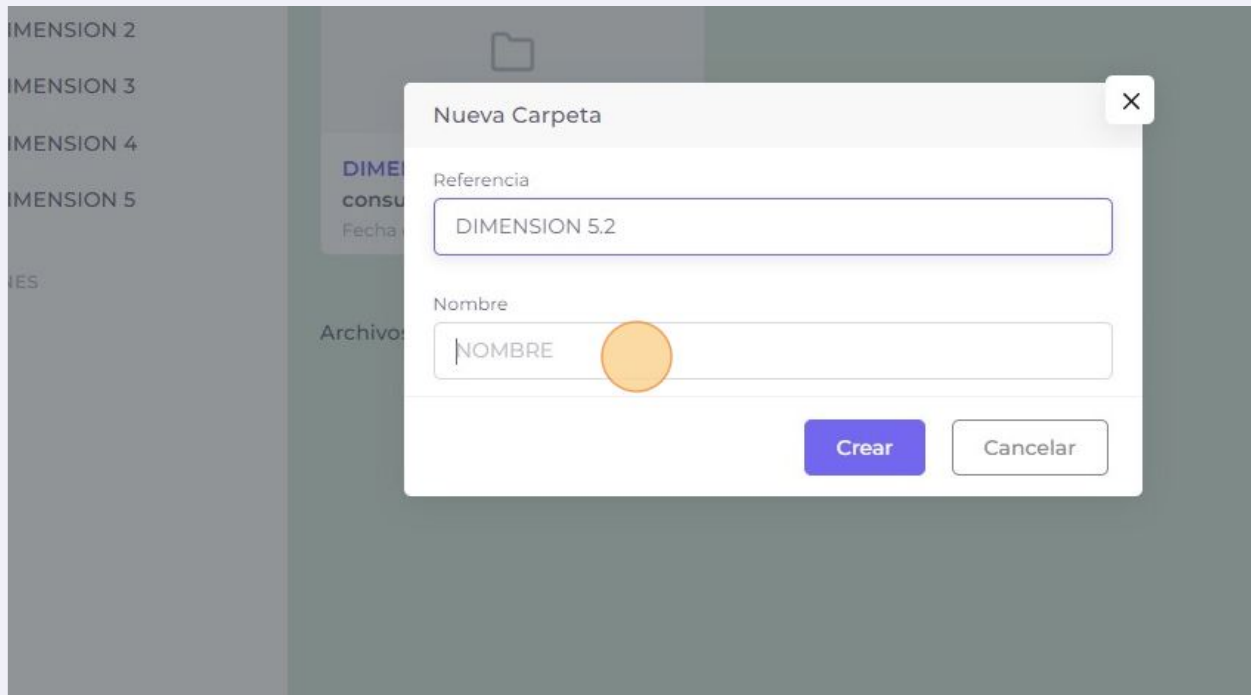


43 Click the "referencia" field.



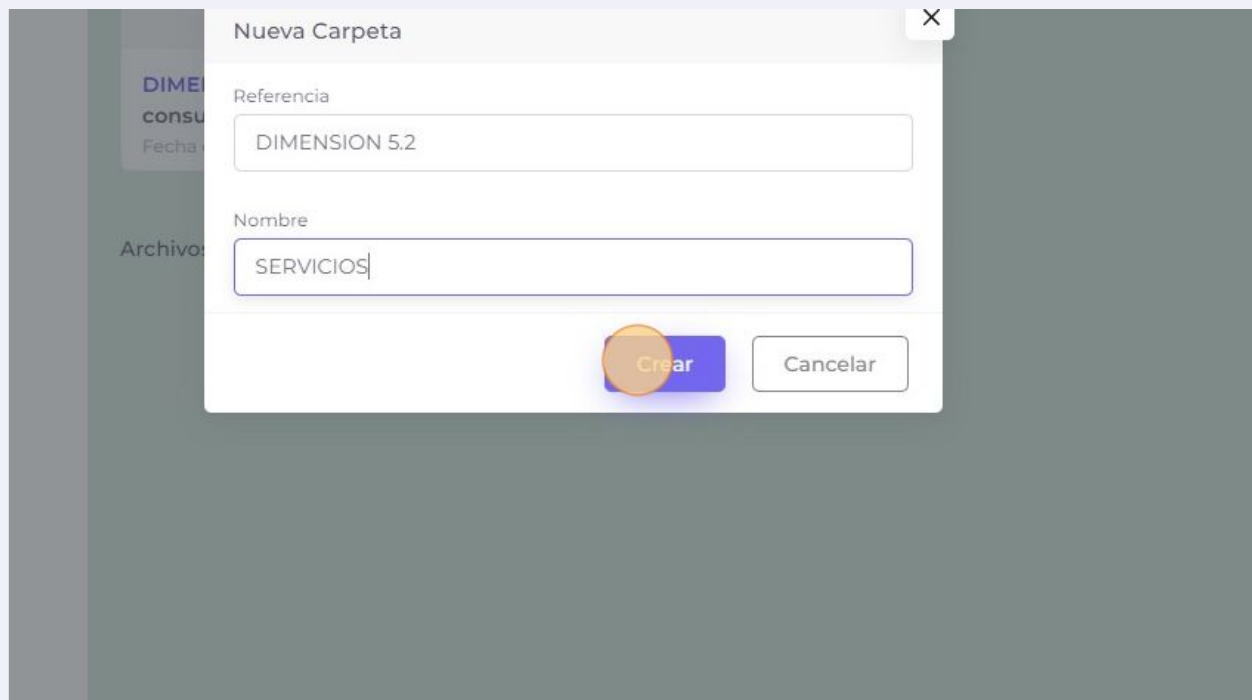
44 Type " [[Backspace]] 2"

45 Click the "nombre" field.

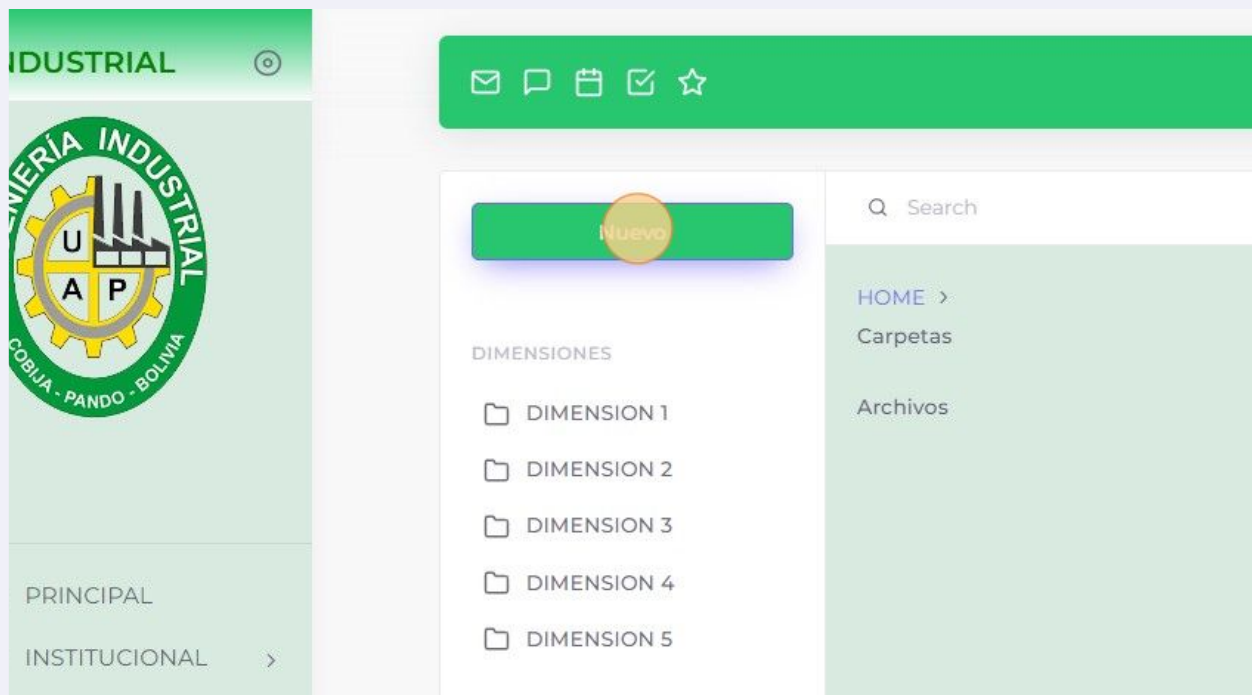


46 Type "servicios"

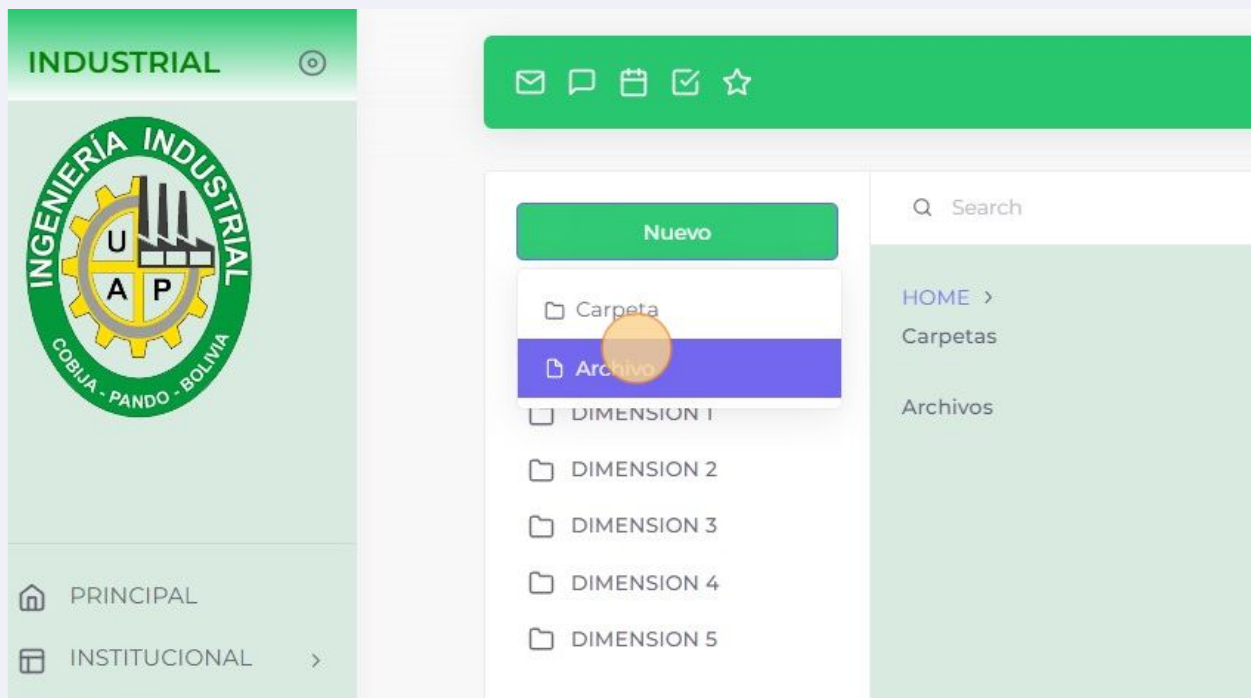
47 Click "Crear"



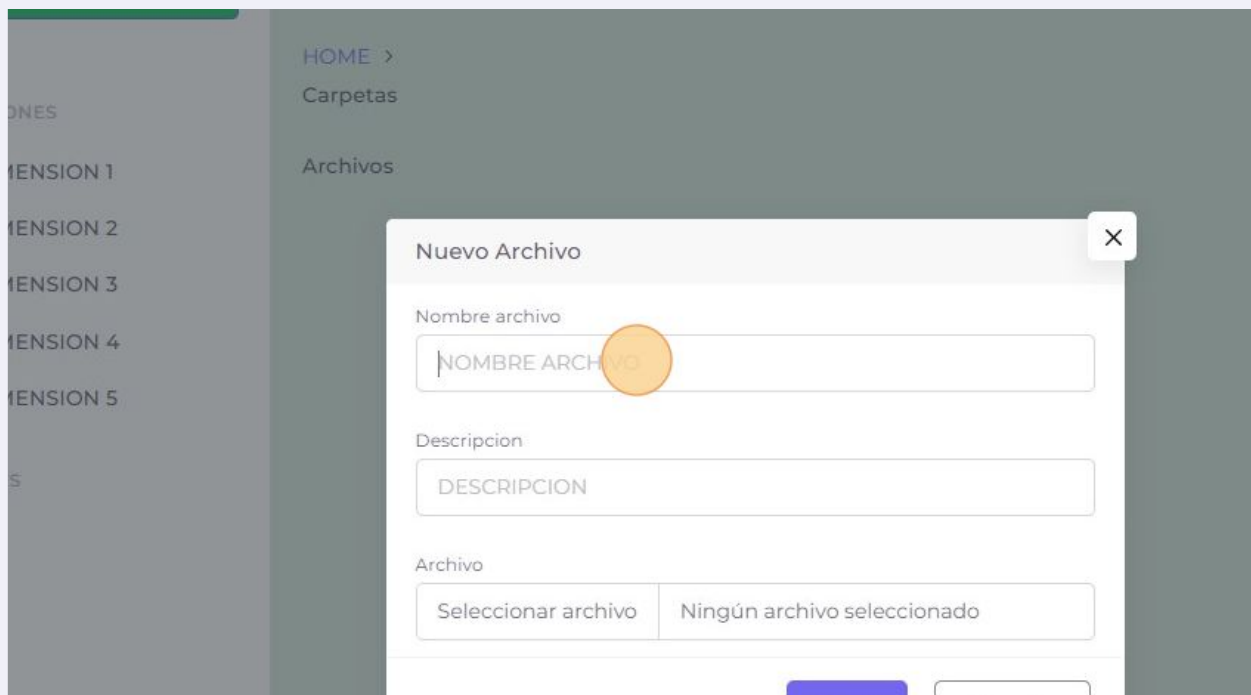
48 Click "Nuevo"



49 Click here.



50 Click the "Nombre archivo" field.

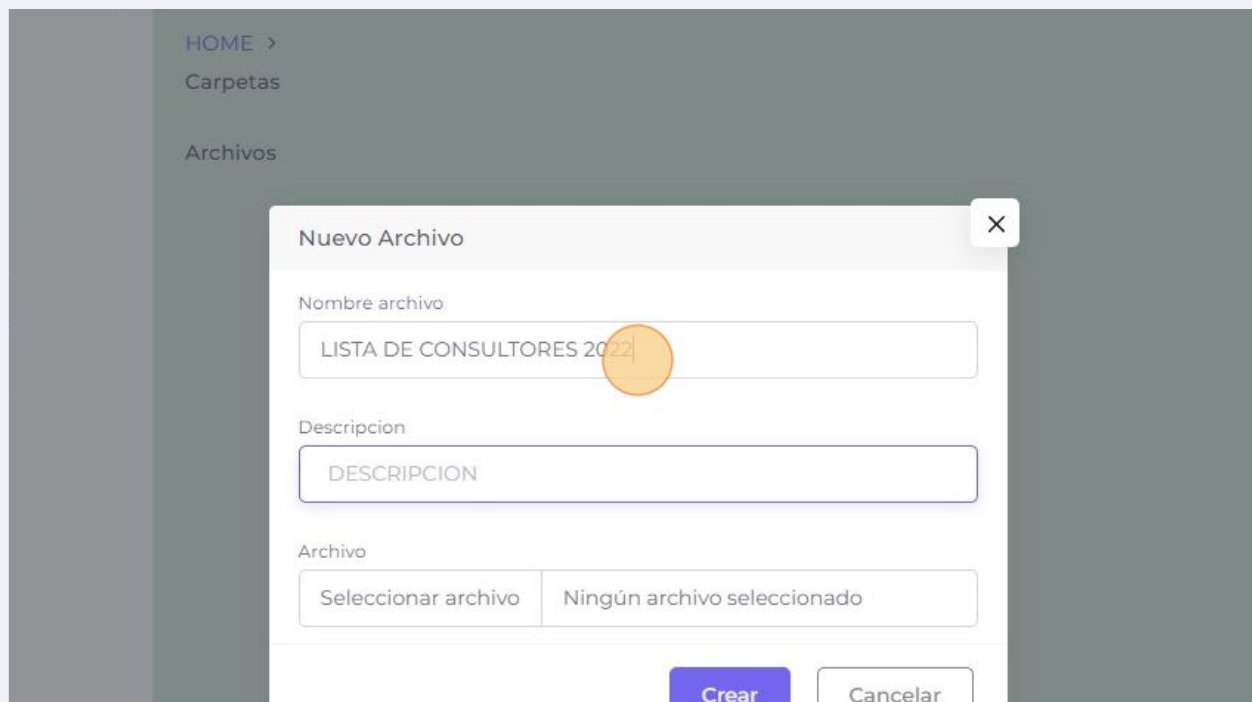


51 Type "lista de consultores 2022"

52 Click the "Descripcion" field.

The screenshot shows a web application interface with a sidebar on the left containing a list of dimensions: DIMENSION 1, DIMENSION 2, DIMENSION 3, DIMENSION 4, and DIMENSION 5. Below this list is a section labeled 'OPCIONES'. The main area of the application is titled 'Archivos'. A modal dialog box titled 'Nuevo Archivo' is open in the center. It contains three input fields: 'Nombre archivo' with the text 'LISTA DE CONSULTORES 2022', 'Descripcion' with the text 'DESCRIPCION', and 'Archivo' which is a dropdown menu showing 'Seleccionar archivo' and 'Ningún archivo seleccionado'. At the bottom right of the dialog are two buttons: 'Crear' (blue) and 'Cancelar' (white). An orange circle highlights the 'Descripcion' input field.

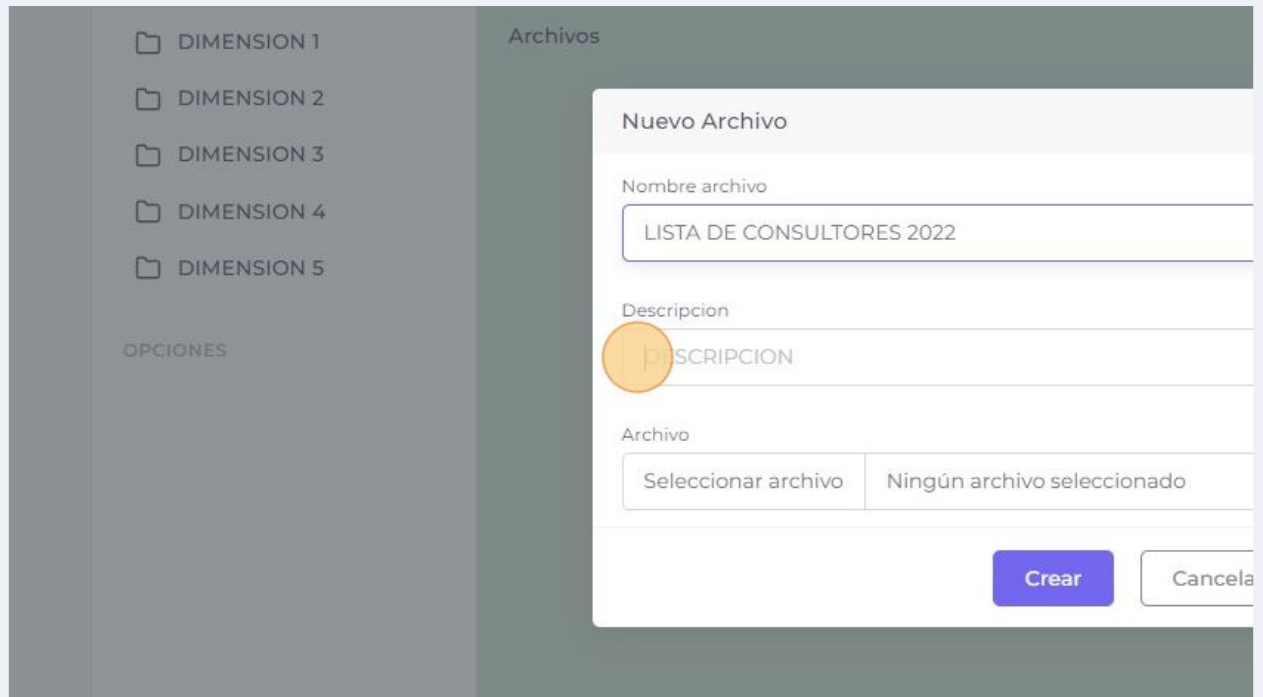
53 Click the "Nombre archivo" field.



The screenshot shows a web application interface with a sidebar on the left containing the links "HOME >", "Carpetas", and "Archivos". The main content area displays a modal dialog titled "Nuevo Archivo" with a close button (X) in the top right corner. The dialog contains three input fields: "Nombre archivo" with the text "LISTA DE CONSULTORES 2022" and an orange circle highlighting it, "Descripcion" with the text "DESCRIPCION", and "Archivo" which is a dropdown menu currently showing "Ningún archivo seleccionado" and a "Seleccionar archivo" button. At the bottom of the dialog are two buttons: "Crear" (highlighted in blue) and "Cancelar".

54 Press [[ctrl]] + [[c]]

55 Click the "Descripción" field.



56 Press [[ctrl]] + [[v]]

57 Click the "Descripción" field.

Archivos

ON 1

ON 2

ON 3

ON 4

ON 5

Nuevo Archivo

Nombre archivo

LISTA DE CONSULTORES 2022

Descripción

LISTA DE CONSULTORES 2022

Archivo

Seleccionar archivo Ningún archivo seleccionado

Crear Cancelar

58 Type " de la carrera de ingeniería industrial"

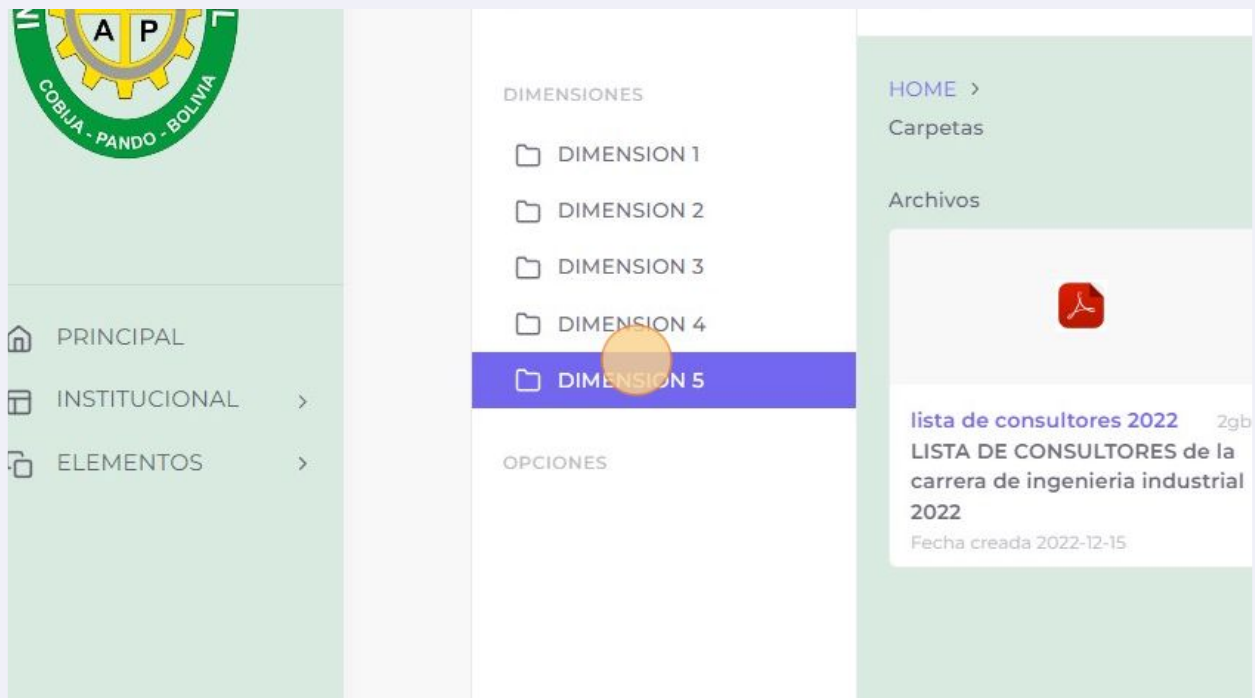
59 Click the "Introduzca Archivo" field.

The screenshot shows a 'Nuevo Archivo' (New File) dialog box. It has three input fields: 'Nombre archivo' (File name) containing 'LISTA DE CONSULTORES 2022', 'Descripcion' (Description) containing 'LISTA DE CONSULTORES DE LA CARRERA DE INGENIERIA INI', and 'Archivo' (File). The 'Archivo' field contains a button labeled 'Seleccionar archivo' (Select file) and the text 'Ningún archivo seleccionado' (No file selected). An orange circle highlights the 'Seleccionar archivo' button. At the bottom right are 'Crear' (Create) and 'Cancelar' (Cancel) buttons. In the background, a sidebar lists 'DIMENSION 3', 'DIMENSION 4', and 'DIMENSION 5'.

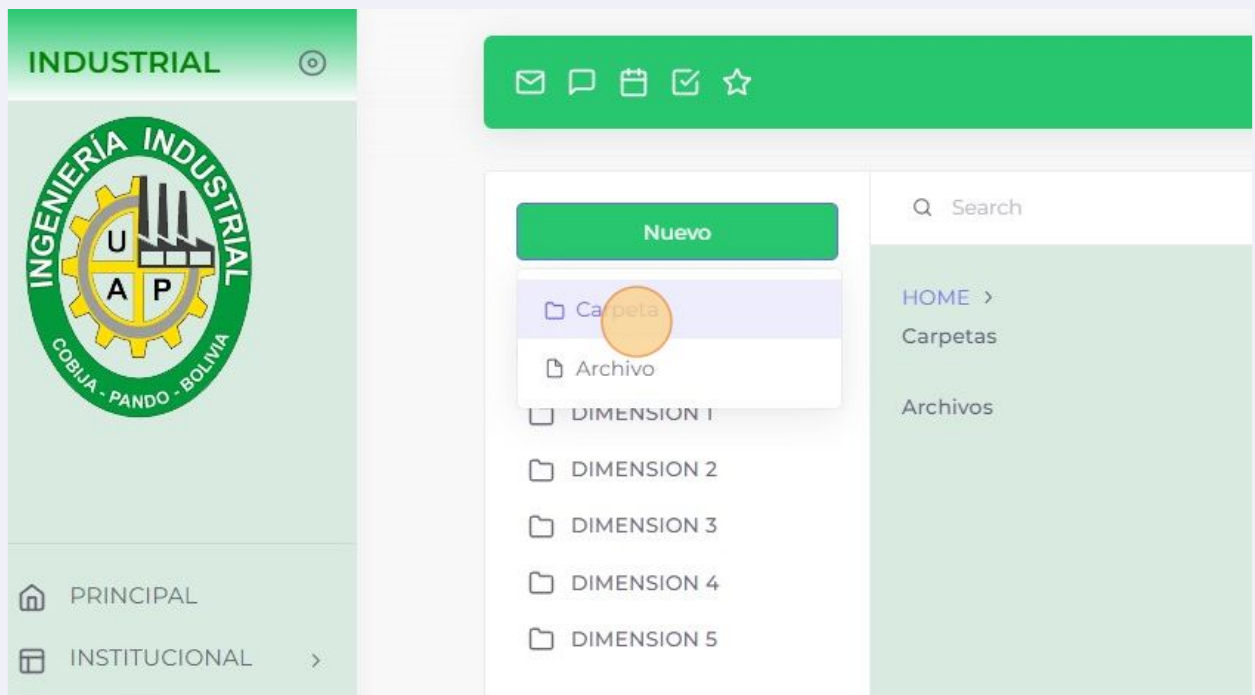
60 Click "Crear"

This screenshot is a closer view of the 'Nuevo Archivo' dialog box. The 'Nombre archivo' field contains 'LISTA DE CONSULTORES 2022', the 'Descripcion' field contains 'LISTA DE CONSULTORES DE LA CARRERA DE INGENIERIA INI', and the 'Archivo' field contains a button labeled 'Seleccionar archivo' and the text 'Contraloría gener...l estado tarea 2.pdf'. An orange circle highlights the 'Crear' (Create) button at the bottom. The 'Cancelar' (Cancel) button is also visible.

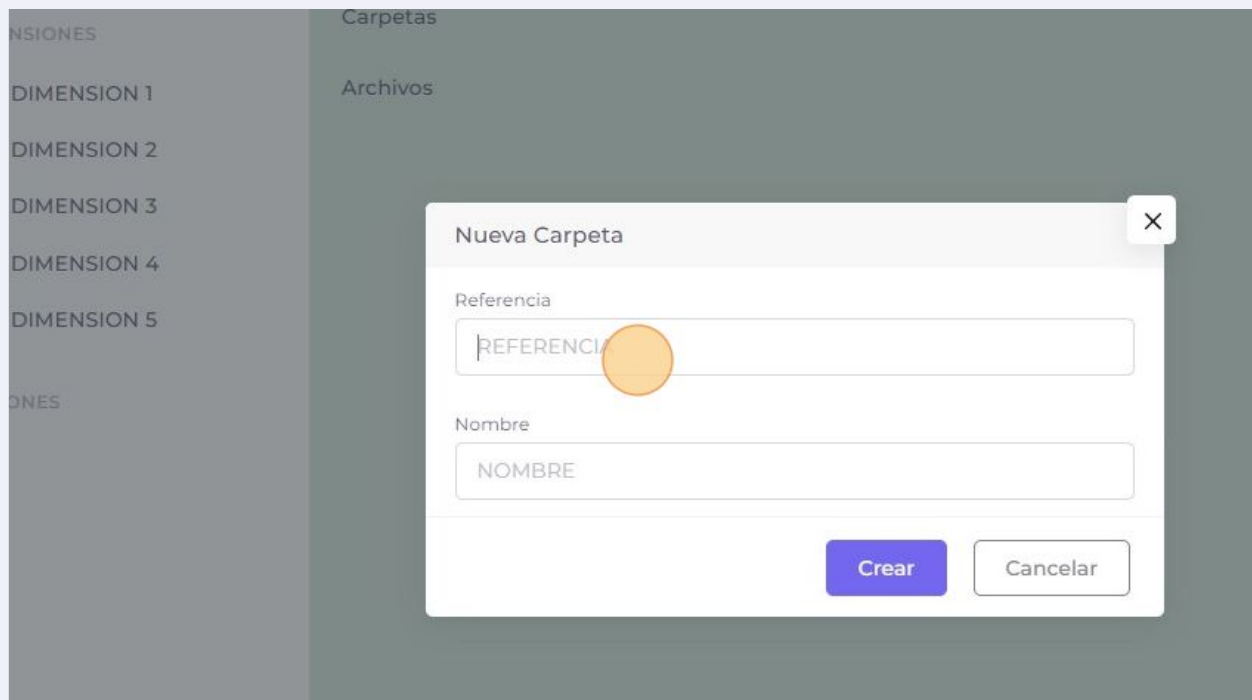
61 Click "DIMENSION 5"



62 Click "Carpeta"

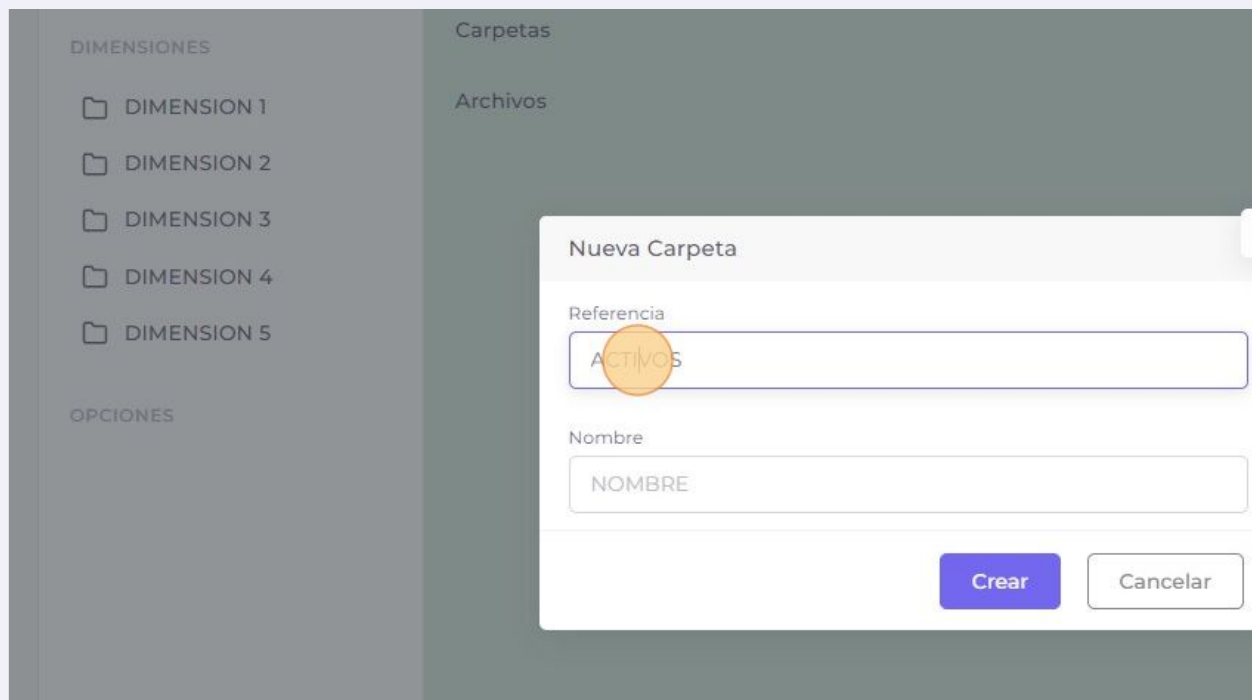


63 Click the "referencia" field.



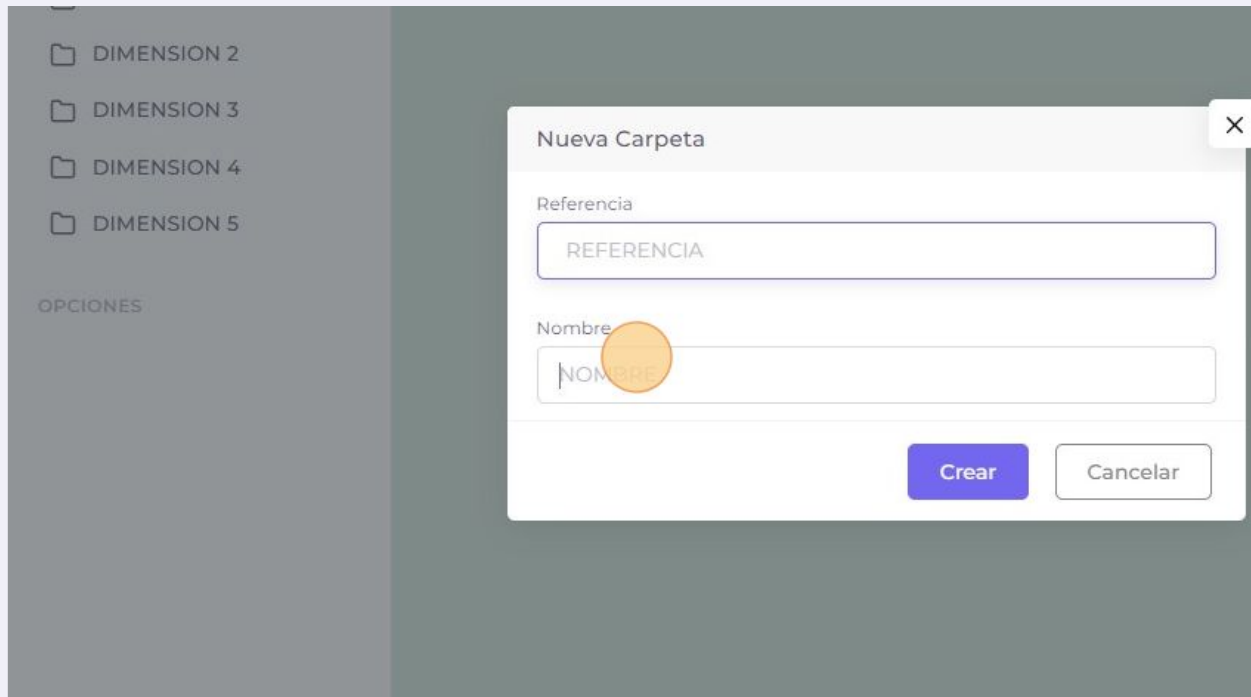
64 Type "Activos"

65 Double-click the "referencia" field.



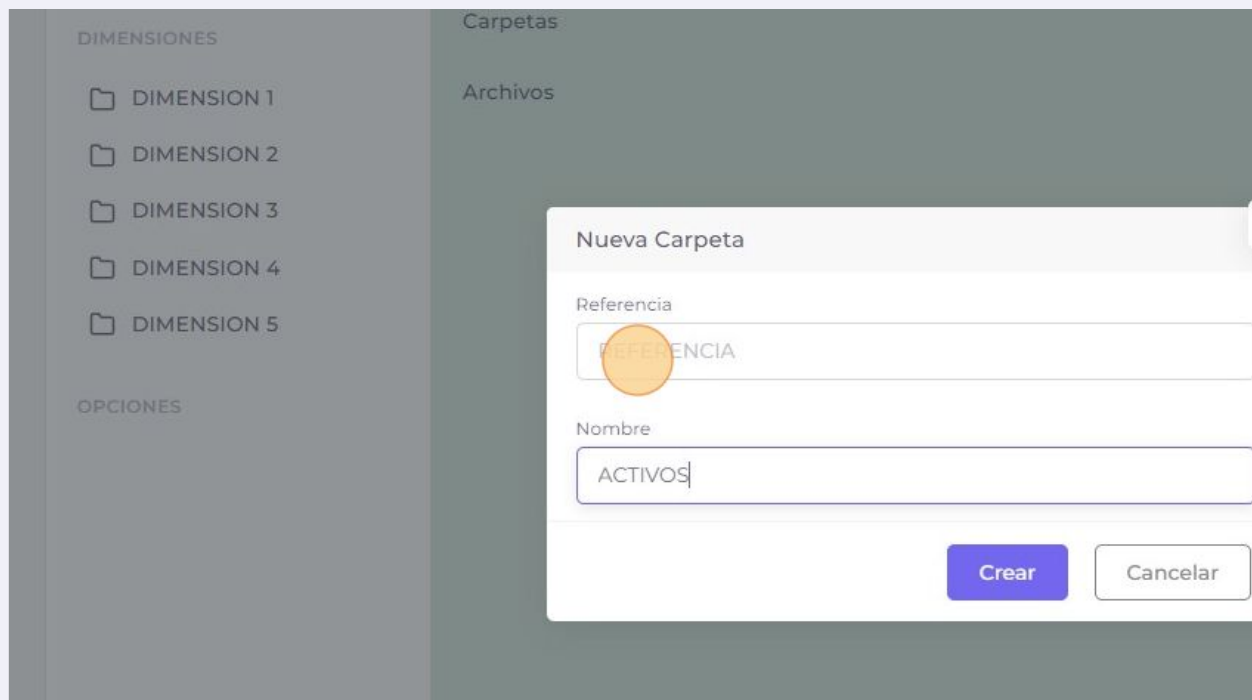
66 Press [[ctrl]] + [[x]]

67 Click the "nombre" field.



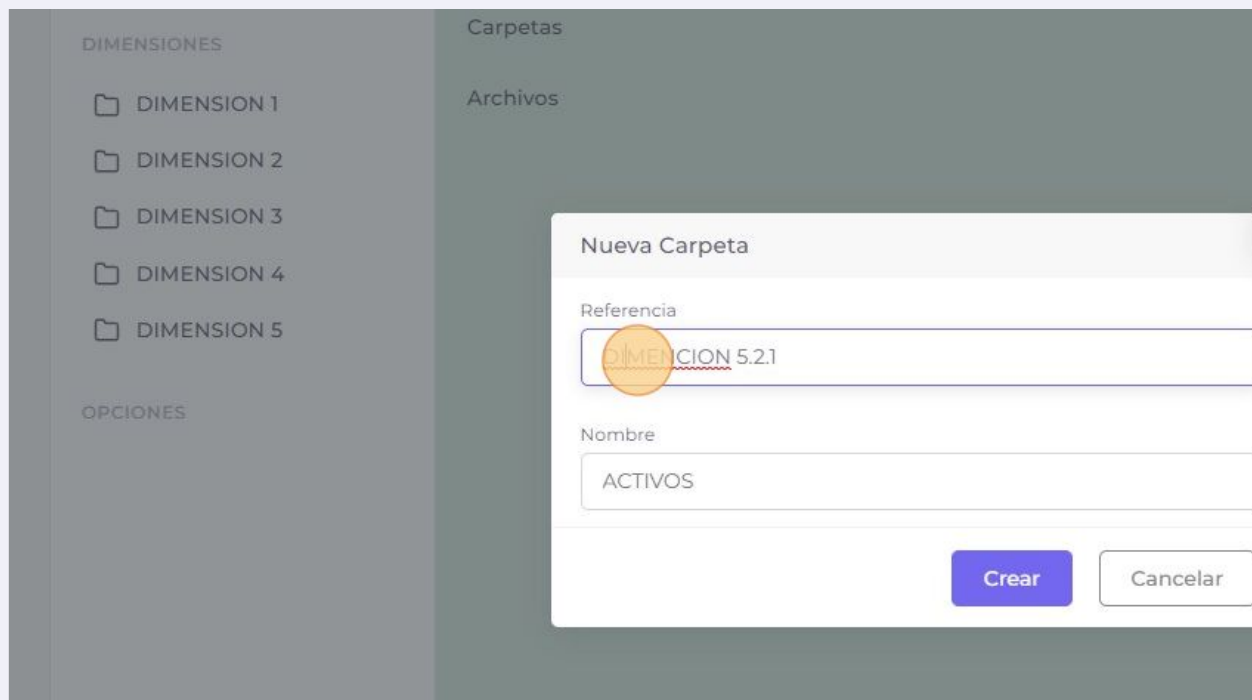
68 Press `[[ctrl]]` + `[[v]]`

69 Click the "referencia" field.

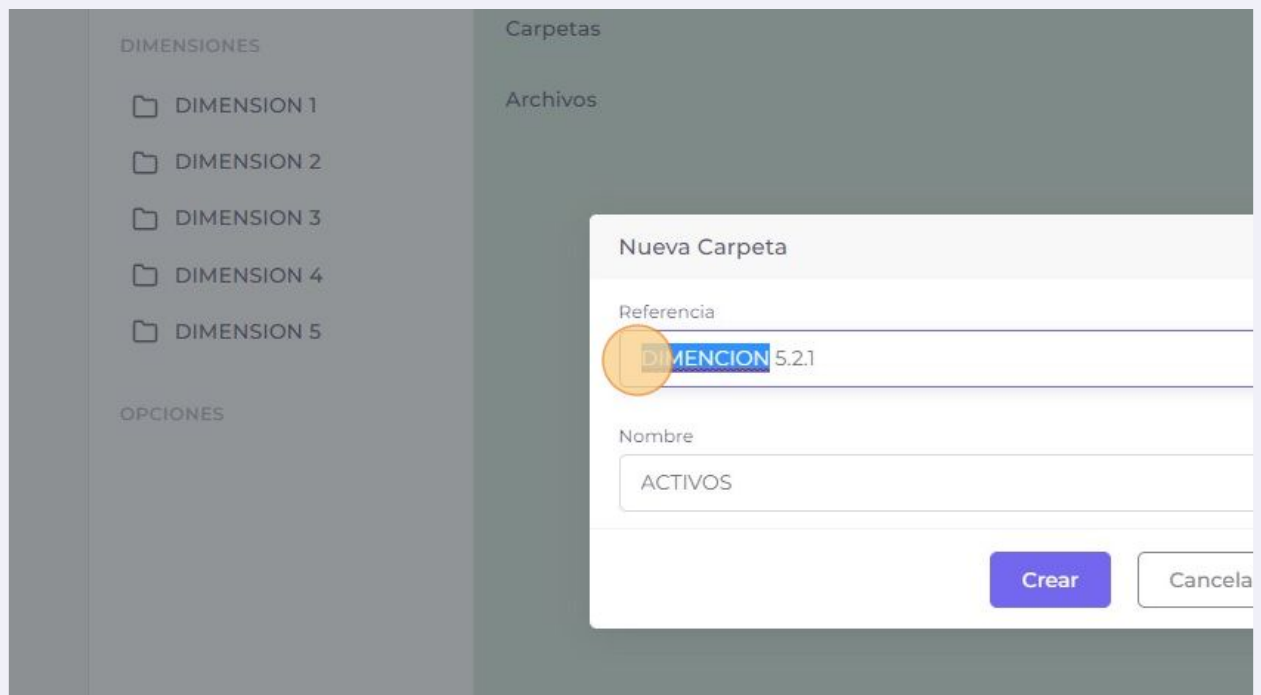


70 Type "dimencion 5.2.1"

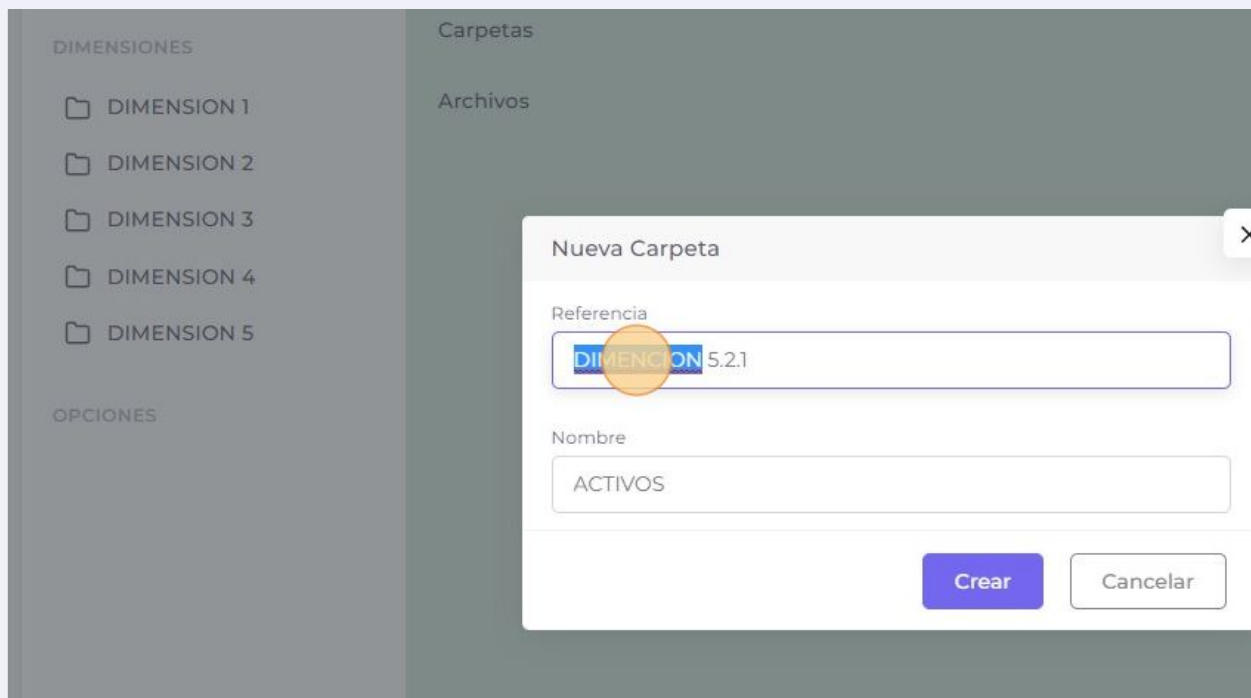
71 Right-click the "referencia" field.



72 Click the "referencia" field.

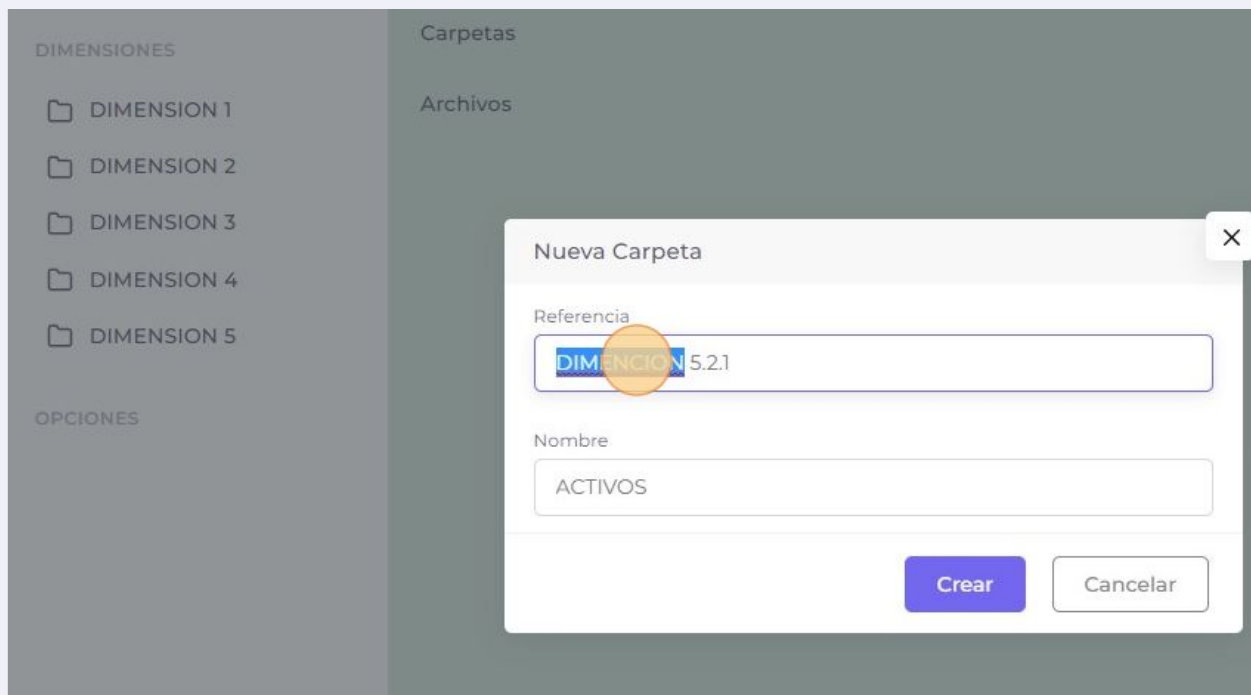


73 Click the "referencia" field.



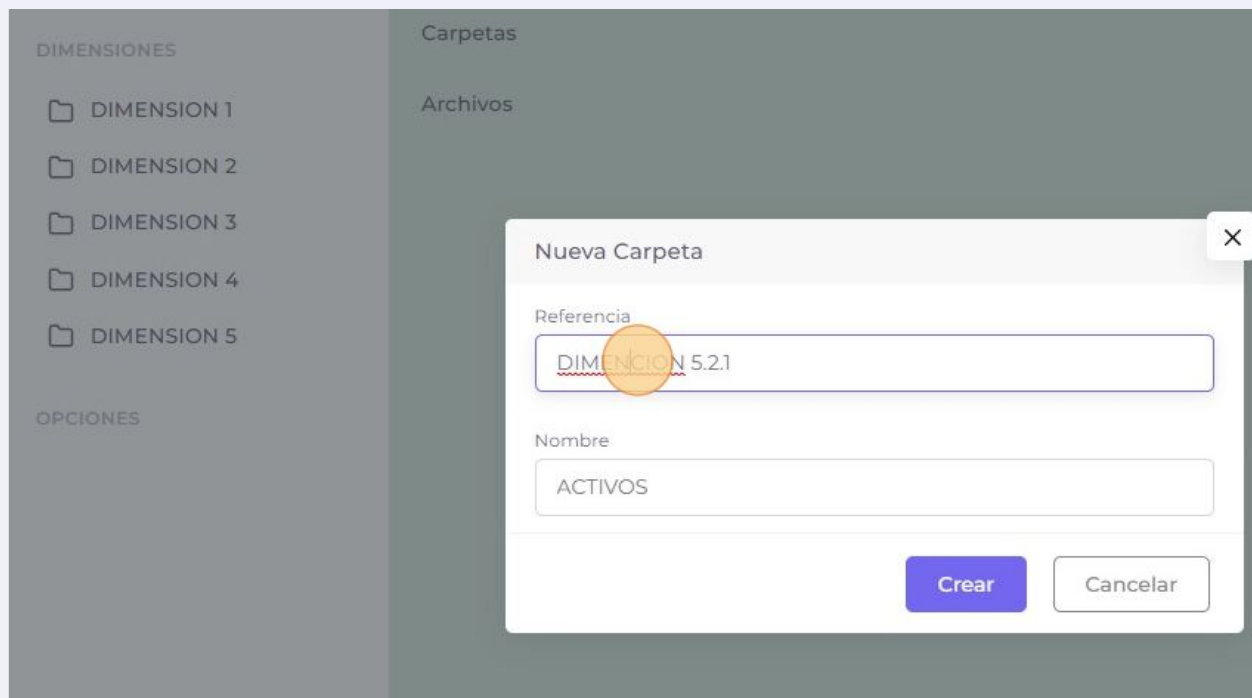
The screenshot shows a software interface with a sidebar on the left and a main panel on the right. The sidebar has a section titled 'DIMENSIONES' with five folder icons labeled 'DIMENSION 1' through 'DIMENSION 5', and a section titled 'OPCIONES' below it. The main panel has a header 'Carpeta' and a sub-header 'Archivos'. A modal dialog box titled 'Nueva Carpeta' is open in the center. It contains two text input fields: 'Referencia' and 'Nombre'. The 'Referencia' field contains the text 'DIMENSION 5.2.1' and is highlighted with a blue callout bubble. The 'Nombre' field contains the text 'ACTIVOS'. At the bottom right of the dialog are two buttons: 'Crear' (blue) and 'Cancelar' (white with a grey border). A close button 'X' is in the top right corner of the dialog.

74 Click the "referencia" field.



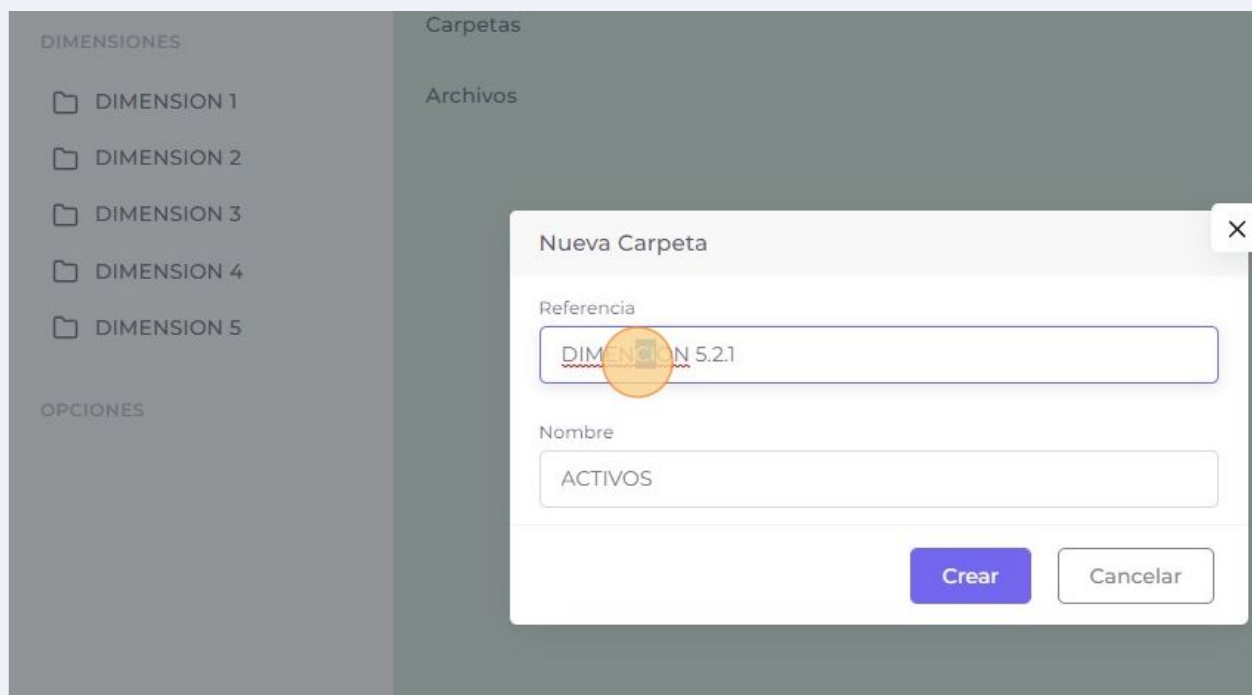
This screenshot is identical to the one above, showing the same software interface and 'Nueva Carpeta' dialog box. The 'Referencia' field, containing 'DIMENSION 5.2.1', is again highlighted with a blue callout bubble. The 'Nombre' field contains 'ACTIVOS', and the 'Crear' and 'Cancelar' buttons are at the bottom right. The sidebar and main panel structure are also identical to the previous image.

75 Click the "referencia" field.



The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar has two sections: 'DIMENSIONES' with five folder icons labeled 'DIMENSION 1' through 'DIMENSION 5', and 'OPCIONES'. The main content area has a header 'Carpetas' and a sub-header 'Archivos'. A modal dialog box titled 'Nueva Carpeta' is open, featuring a close button (X) in the top right corner. It contains two input fields: 'Referencia' with the text 'DIMENSION 5.2.1' and 'Nombre' with the text 'ACTIVOS'. At the bottom of the dialog are two buttons: 'Crear' (blue) and 'Cancelar' (white with a grey border). An orange circle highlights the 'Referencia' input field.

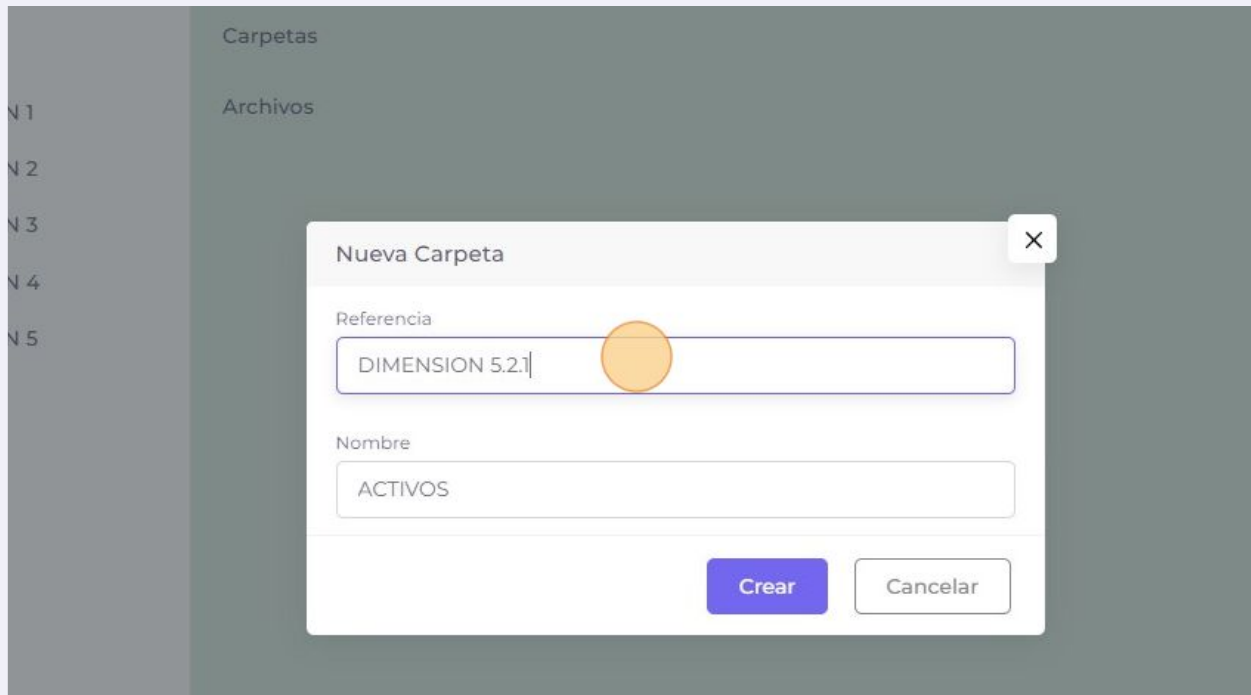
76 Double-click the "referencia" field.



This screenshot is identical to the one above, showing the 'Nueva Carpeta' dialog box with the 'Referencia' field highlighted by an orange circle. In this version, a double-click icon (two overlapping circles) is positioned over the 'Referencia' field to indicate the next action.

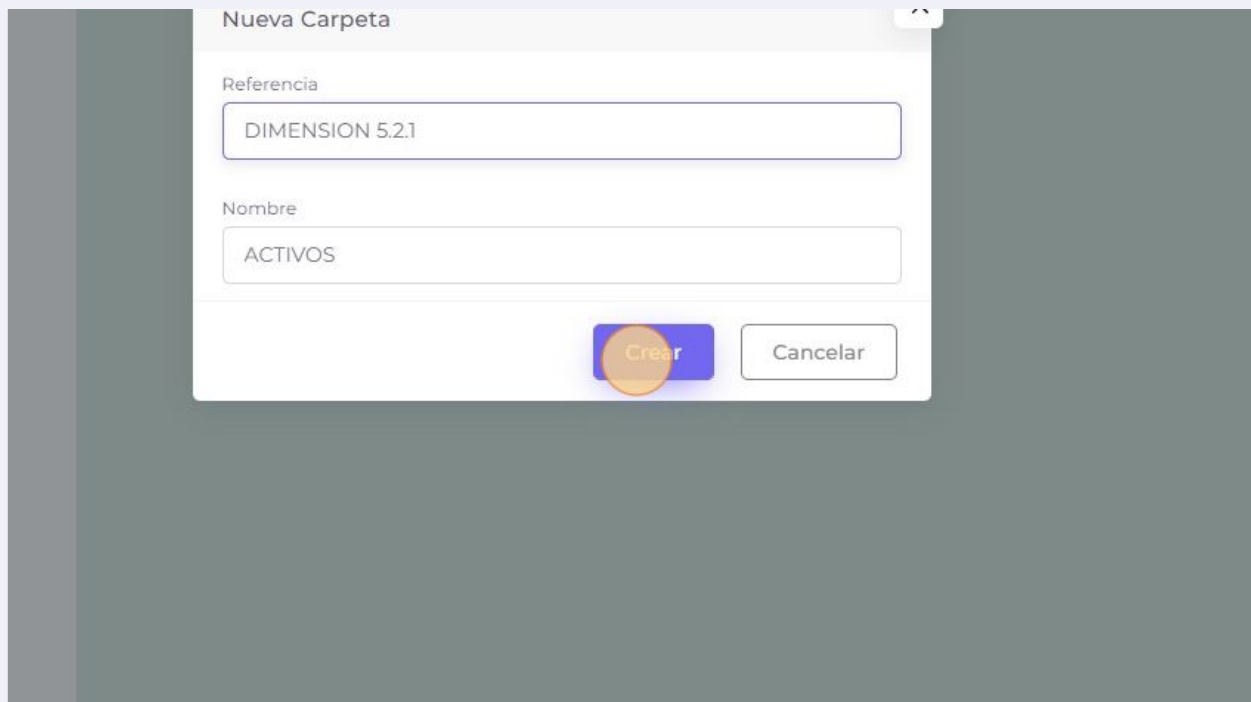
77 Type "s"

78 Click the "referencia" field.



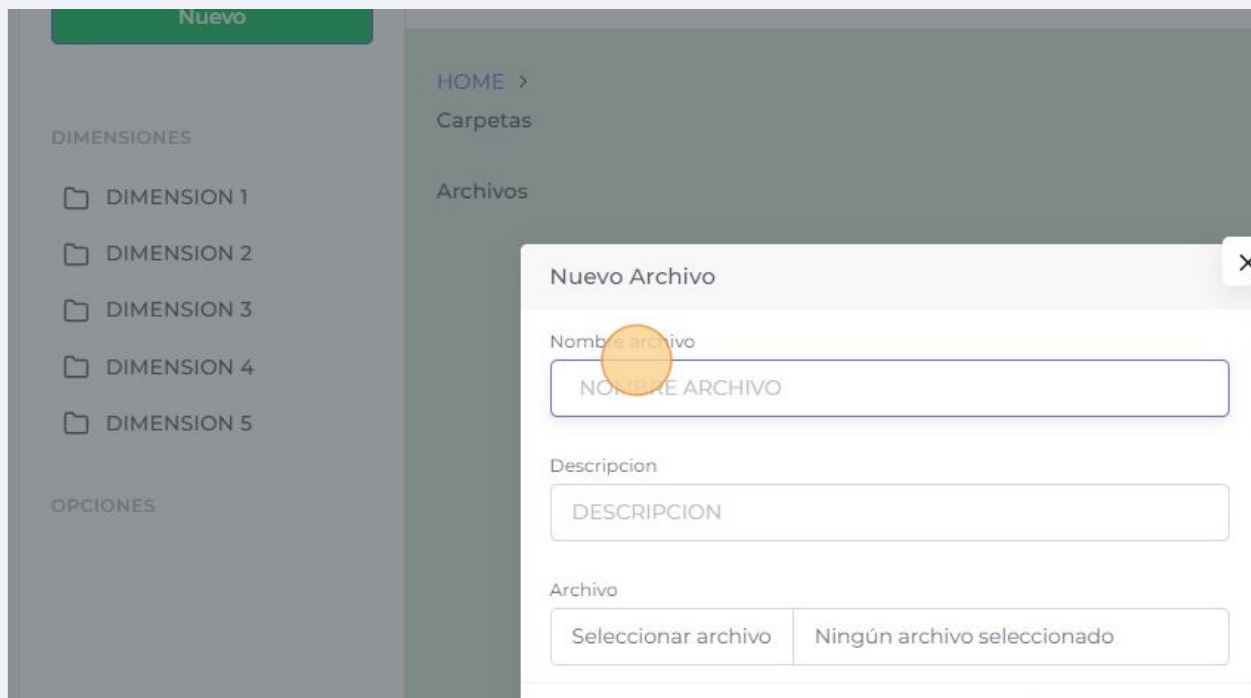
The screenshot shows a web application interface with a sidebar on the left containing a list of items labeled 'N 1' through 'N 5'. The main area has a header with 'Carpetas' and 'Archivos'. A modal dialog titled 'Nueva Carpeta' is open in the center. It has a close button (X) in the top right corner. The dialog contains two text input fields: 'Referencia' and 'Nombre'. The 'Referencia' field is currently selected, indicated by a blue cursor and a blue highlight, and contains the text 'DIMENSION 5.2.1'. The 'Nombre' field contains the text 'ACTIVOS'. At the bottom of the dialog are two buttons: 'Crear' (blue) and 'Cancelar' (white with a blue border).

79 Click "Crear"



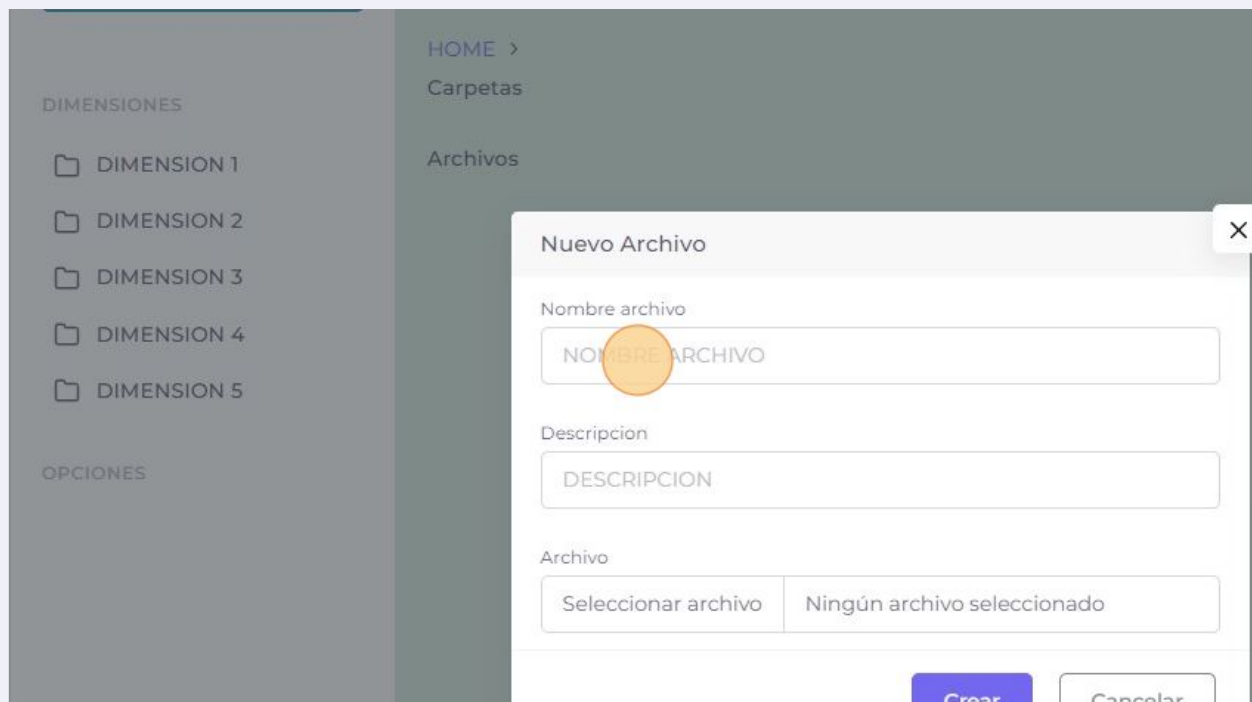
The screenshot shows a modal dialog titled "Nueva Carpeta". It contains two text input fields: "Referencia" with the value "DIMENSION 5.2.1" and "Nombre" with the value "ACTIVOS". At the bottom right, there are two buttons: "Crear" (highlighted with an orange circle) and "Cancelar".

80 Click here.



The screenshot shows the application interface. On the left, there is a sidebar with a "Nuevo" button at the top. Below it, under "DIMENSIONES", are five folder icons labeled "DIMENSION 1" through "DIMENSION 5". Under "OPCIONES", there are no visible items. The main area shows a breadcrumb "HOME > Carpetas" and a list of "Archivos". A modal dialog titled "Nuevo Archivo" is open in the foreground. It has a text input field for "Nombre archivo" (highlighted with an orange circle) containing "NOMBRE ARCHIVO", a text input field for "Descripcion" containing "DESCRIPCION", and a section for "Archivo" with two buttons: "Seleccionar archivo" and "Ningún archivo seleccionado".

81 Click the "Nombre archivo" field.



82 Type "mesas"

83 Click the "Descripción" field.

The screenshot shows a 'Nuevo Archivo' (New File) dialog box. The dialog has a title bar with a close button (X). It contains three input fields: 'Nombre archivo' (File Name) with the text 'MESAS', 'Descripción' (Description) with the text 'DESCRIPCIÓN', and 'Archivo' (File) with a dropdown menu showing 'Seleccionar archivo' and 'Ningún archivo seleccionado'. At the bottom right are two buttons: 'Crear' (Create) and 'Cancelar' (Cancel). An orange circle highlights the 'Descripción' field. The background shows a sidebar with 'DIMENSION 1' through 'DIMENSION 5' and 'OPCIONES', and a main area titled 'Archivos'.

84 Type "mesas para los laboratorios"

85 Click the "Introduzca Archivo" field.

DIMENSION 3
DIMENSION 4
DIMENSION 5
IONES

Nombre archivo
MESAS

Descripcion
MESAS PARA LOS LABORATORIOS

Archivo
Seleccionar archivo Ningún archivo seleccionado

Crear Cancelar

86 Click "Crear"

Nombre archivo
MESAS

Descripcion
MESAS PARA LOS LABORATORIOS

Archivo
Seleccionar archivo Internet-WIMAX.pdf

Crear Cancelar