

OJT INFORMATION SYSTEM USER MANUAL

Overview:

The OJT Information System is an application designed to streamline the management of on-the-job training (OJT) programs in AST Shipping Company. The system enables the management of the students undertaking the OJT in the company.

Features:

- Centralized dashboard for all information needed.
- User-friendly interface for easy navigation.
- Trainee management, including adding, editing, and deleting trainee records.
- OJT progress tracking with hours and completed tasks recording.
- Reporting and analytics
- System Backup

Getting Started (Installation)

To install the OJT Information System, follow these steps:

1. Obtain the installation package from the designated source.
2. Run the installer file (.exe or .msi) and follow the on-screen instructions.
3. Specify the installation directory and any additional settings as prompted.

Once the installation is complete, launch the application.

Logging In: After launching the OJT Information System, follow these steps to log in:

Enter the username and password in the provided in the database. The system has no registration so manually put the username and password in the database. To access it, user **jrz** as username and **123** as password

Click the "Login" button to access the system.