**TPE PROCESS FLOW**

**A. Admin Side**

1. Administrator Module (Primary Prerequisite)

* The system has pre-defined Admin User known as Super Admin (SA).
* To access the system for the first time, use the default SA login credential, which can be changed after login. *Ask system admin for SA’s default login.*
* To add admin user:
  + Click “Administrator” in main navigation.

2. College Module (Prerequisite of Dean, Teacher and Student Module)

* Click “College” in main navigation to add College.

3. Dean Module (No Prerequisite)

* Click “Deans” in main navigation to add Dean Account.

4. Teacher (Prerequisite of Class Module)

* Click “Teachers” in main navigation to add Teacher Account.

5. Student Module (No prerequisite)

* Click “Students” in main navigation to add Student Account.
* Subject Reservation Module
* Click “Subjects” inline with student list to reserve subjects to student.

6. Supervisor Module (No prerequisite)

* Click “Supervisors” in main navigation to add Supervisor Account.

7. Subject Module (Prerequisite of Class Module)

* Click “Subjects” from main navigation to add Subjects.

8. Class Module (Prerequisite of Subject Reservation in Student Module)

* Click “Classes” from main navigation to add Class.

9. Setp of Evaluation Module

* Click “Evaluation” from main navigation.
* Click “Questionaires”
* Click “Category”
  + Add Category.
  + Categories will be used in classfying Evaluation Questionaires
* Click “Students”/”Teachers”/”Supervisors”/”Deans” and add their respective questionaires.

10. Backup Module (Database Backup)

* Click “Backup Schedule” to schedule backup.
* Click “Backup Now” to execute backup.