**ADMIN FAQ**

1. Do I need to fill up all the fields in the “Edit profile”?

No, Only the everything with “name” is needed. Everything else is optional.

1. Who are the people listed in the messages/chat module?

Everyone that registers in the system can see anyone there. Which means as long as the user is registered, he/she can engage in a chat.

1. What is “Create and manage” in the announcements?

Here is where the admin can post, edit, and delete an announcement.

1. Why can I pick a department in the “Create announcement”?

Originally, the website is designed for EDP only, but in the case that other departments will be added, the picking of department will limit those who can see it. Meaning If the admin chooses only EDP as the department, only people who registered as EDP can see it.

1. What is “View by department”?

An admin can view the different announcements that each department has in this module.

1. I can’t see the file I want to upload in the “Upload files”, What can I do?

The “Upload files” part has restrictions to what type of file is to be uploaded. As of now, Only files ending in “.docx,.doc,.ppt,.pdf,.txt,.xls,.xlsx,.rar,.zip,.7z” can be uploaded. You can email us if you have another file type so that we can add it into the system.

1. What is “Shared with” when uploading files?

The “Shared with” field means that you want that folder public to another department.

1. What is “View files” and “View shared files”?

This module really has no effect on the administrator accounts, that’s because an admin can see all the files regardless of the department. But since the administrator is still a part of one department, the “View Shared Files” are those files that other department has shared to your department.

1. Can I have a folder within a folder?

No, The system is designed to not have sub folders, If we finish other modules early, this can be redesigned.

1. In posting of policies, can I attach an image to the text area?

No, Attaching an image can’t be done since the system can’t handle it.

1. How many sub-categories can I have in the policies?

It has a maximum of 4 steps, including the Main Topic.

Example:

* Wikang sarili 3
  + Aralin 1
    - Aralin 1 AK
      * Aralin 1 Notes
      * Aralin 1 Notes\_2
  + Aralin 2
    - Aralin 2 AK
      * Atralin 2 Notes.

1. Is the gallery visible to everyone?

Yes, the gallery is visible to everyone that is a user of the system.