

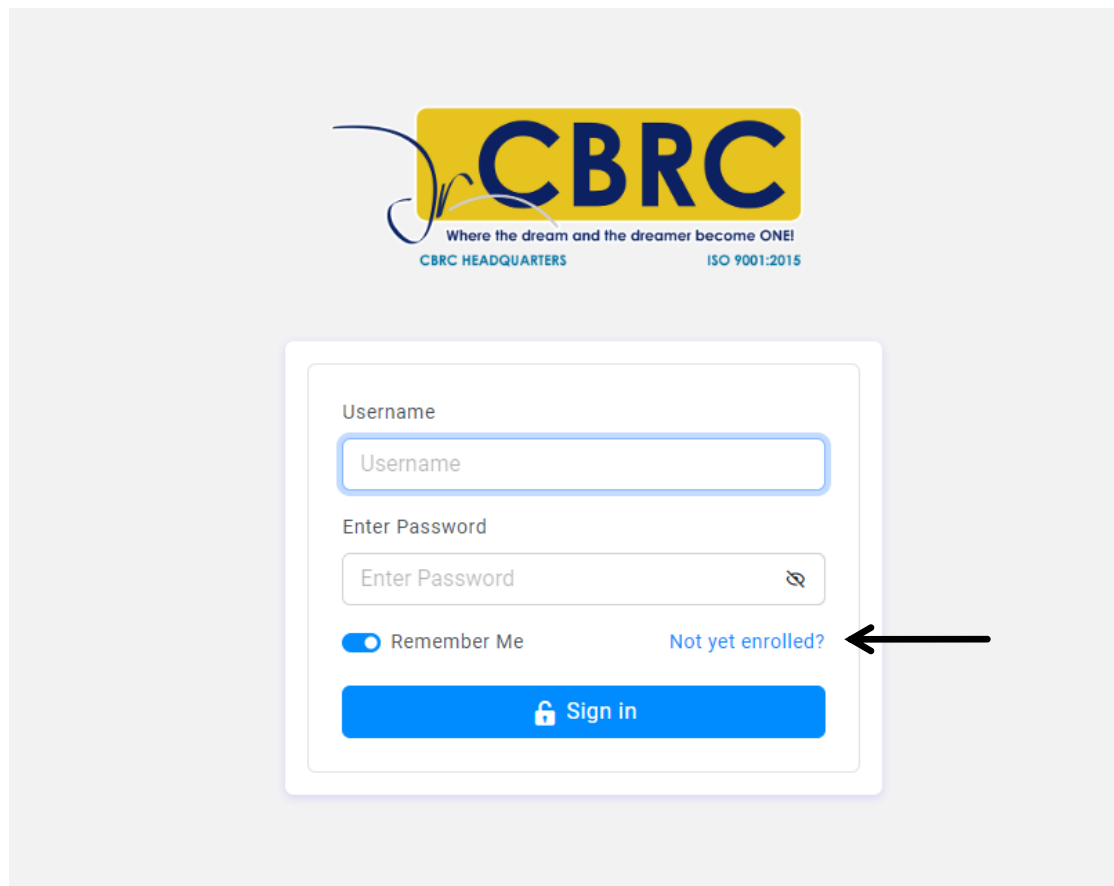
User's Manual

A user's manual is a document that a user is given to facilitate the easy use of a specific product, service, or system. It is sometimes referred to as a user handbook or an instruction manual. These documents include comprehensive details concerning functions, standards and norms, troubleshooting techniques, and more.

Instruction

Homepage

1. Open your browser in your computer and search cbrcenrollment.online
2. Click "Not Yet enrolled?". After you click it, It will go to "Sign up Form".



The screenshot shows the CBRC (College of Computing and Information Sciences) login page. At the top, there is a logo with the text "CBRC" in large blue letters, "Where the dream and the dreamer become ONE!" below it, and "CBRC HEADQUARTERS" and "ISO 9001:2015" at the bottom. Below the logo is a login form with the following elements:

- A "Username" label above a text input field containing the placeholder "Username".
- An "Enter Password" label above a password input field containing the placeholder "Enter Password" and a toggle icon.
- A "Remember Me" checkbox that is checked, with the text "Remember Me" next to it.
- A link "Not yet enrolled?" with a black arrow pointing to it from the right.
- A blue "Sign in" button with a lock icon and the text "Sign in".



Sign-Up form & Payment Info

1. Fill up the form with your complete details.
2. Payment Info at the bottom of the page.
3. Click “Save”
4. If you have account already, you can just click “Sign in here”

Sign Up

Already have an account? [Sign in here](#) ←

Student #	First Name	Middle Name	Last Name	Suffix
<input type="text" value="000019"/>	<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Suffix"/>

Upload Photo	Birthday	Age	Gender	Marital Status
<input type="button" value="Choose File"/> No file chosen	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="Age"/>	<input type="text" value="v"/>	<input type="text" value="v"/>

Contact #	Address
<input type="text" value="Contact #"/>	<input type="text" value="Address"/>

School Graduated	Year Graduated	Previous Review Center	Number of times taken
<input type="text" value="School Graduated"/>	<input type="text" value="Year Graduated (ex"/>	<input type="text" value="Previous Review Center"/>	<input type="text" value="Number of times"/>

Contact person in case of emergency	Relationship	Contact #
<input type="text" value="Contact person in case of emergency"/>	<input type="text" value="Relationship"/>	<input type="text" value="Contact #"/>

Username	Password	SELECT SCHOOL LOCATION	SELECT BRANCH
<input type="text" value="Username"/>	<input type="text" value="Enter Password"/>	<input type="text" value="Select Location"/>	<input type="text" value="Select School Branch"/>

Payment Info

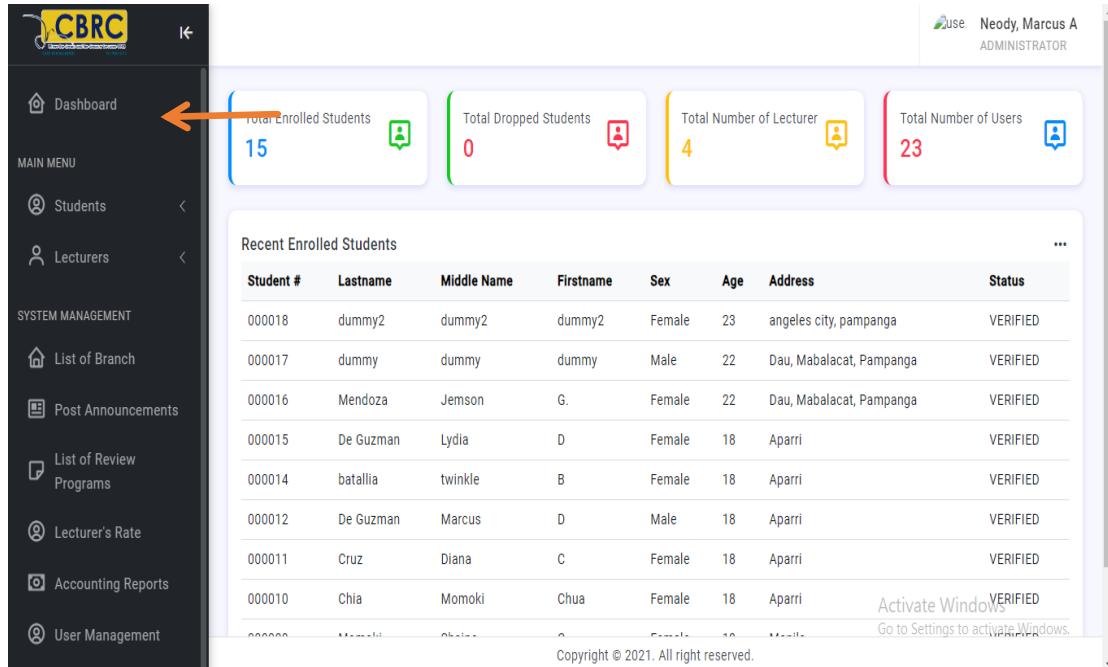
Upload Receipt	SELECT SEASON	SELECT REVIEW PROGRAM
<input type="button" value="Choose File"/> No file chosen	<input type="text" value="Select Season"/>	<input type="text" value="Select Review Program"/>

Down Payment	Amount	Remarks
<input type="text" value="Down Payment"/>	<input type="text" value=""/>	<input type="text" value="PARTIAL"/>

SAVE ←

Admin Account

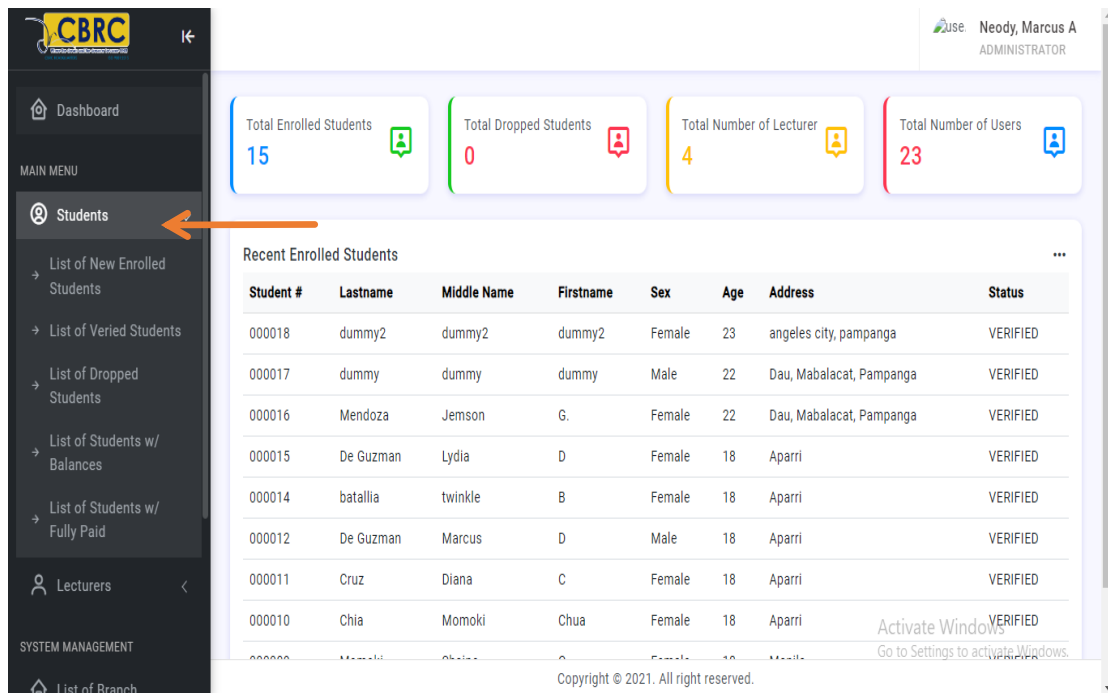
1. Click “Dashboard” and you will see the number of enrolled students, verify accounts, lecturers, users.



The screenshot shows the CBRC Admin Dashboard. The left sidebar contains a 'Dashboard' link, which is highlighted with an orange arrow. The main content area displays four summary cards: 'Total Enrolled Students' (15), 'Total Dropped Students' (0), 'Total Number of Lecturer' (4), and 'Total Number of Users' (23). Below these cards is a table titled 'Recent Enrolled Students' with columns: Student #, Lastname, Middle Name, Firstname, Sex, Age, Address, and Status. The table lists 10 students, all with a status of 'VERIFIED'.

Student #	Lastname	Middle Name	Firstname	Sex	Age	Address	Status
000018	dummy2	dummy2	dummy2	Female	23	angeles city, pampanga	VERIFIED
000017	dummy	dummy	dummy	Male	22	Dau, Mabalacat, Pampanga	VERIFIED
000016	Mendoza	Jemson	G.	Female	22	Dau, Mabalacat, Pampanga	VERIFIED
000015	De Guzman	Lydia	D	Female	18	Aparri	VERIFIED
000014	batalia	twinkle	B	Female	18	Aparri	VERIFIED
000012	De Guzman	Marcus	D	Male	18	Aparri	VERIFIED
000011	Cruz	Diana	C	Female	18	Aparri	VERIFIED
000010	Chia	Momoki	Chua	Female	18	Aparri	VERIFIED

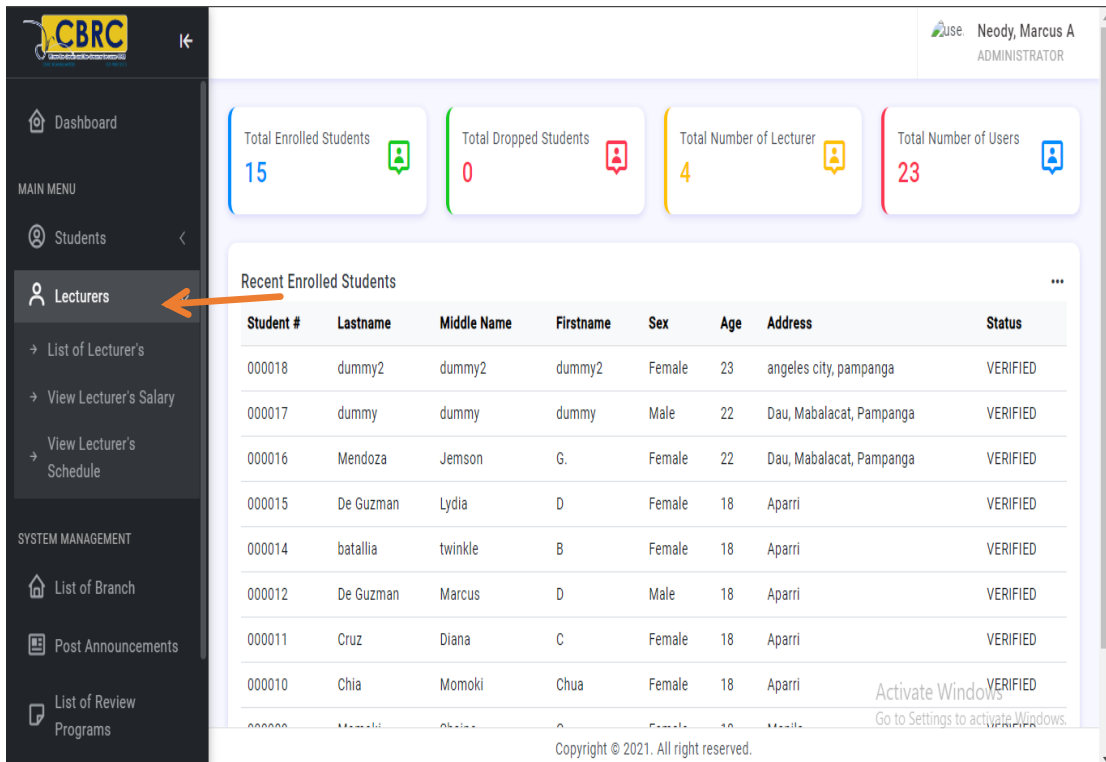
2. Click “Students” to see the list of students, verified, enrolled, dropped, with balances, and fully paid.



The screenshot shows the CBRC Admin 'Students' page. The left sidebar contains a 'Students' link, which is highlighted with an orange arrow. The main content area displays the same four summary cards as the dashboard. Below these cards is a table titled 'Recent Enrolled Students' with columns: Student #, Lastname, Middle Name, Firstname, Sex, Age, Address, and Status. The table lists 10 students, all with a status of 'VERIFIED'.

Student #	Lastname	Middle Name	Firstname	Sex	Age	Address	Status
000018	dummy2	dummy2	dummy2	Female	23	angeles city, pampanga	VERIFIED
000017	dummy	dummy	dummy	Male	22	Dau, Mabalacat, Pampanga	VERIFIED
000016	Mendoza	Jemson	G.	Female	22	Dau, Mabalacat, Pampanga	VERIFIED
000015	De Guzman	Lydia	D	Female	18	Aparri	VERIFIED
000014	batalia	twinkle	B	Female	18	Aparri	VERIFIED
000012	De Guzman	Marcus	D	Male	18	Aparri	VERIFIED
000011	Cruz	Diana	C	Female	18	Aparri	VERIFIED
000010	Chia	Momoki	Chua	Female	18	Aparri	VERIFIED

3. Click “Lecturer” to see the lecturers salary, schedule and list of lecturers.

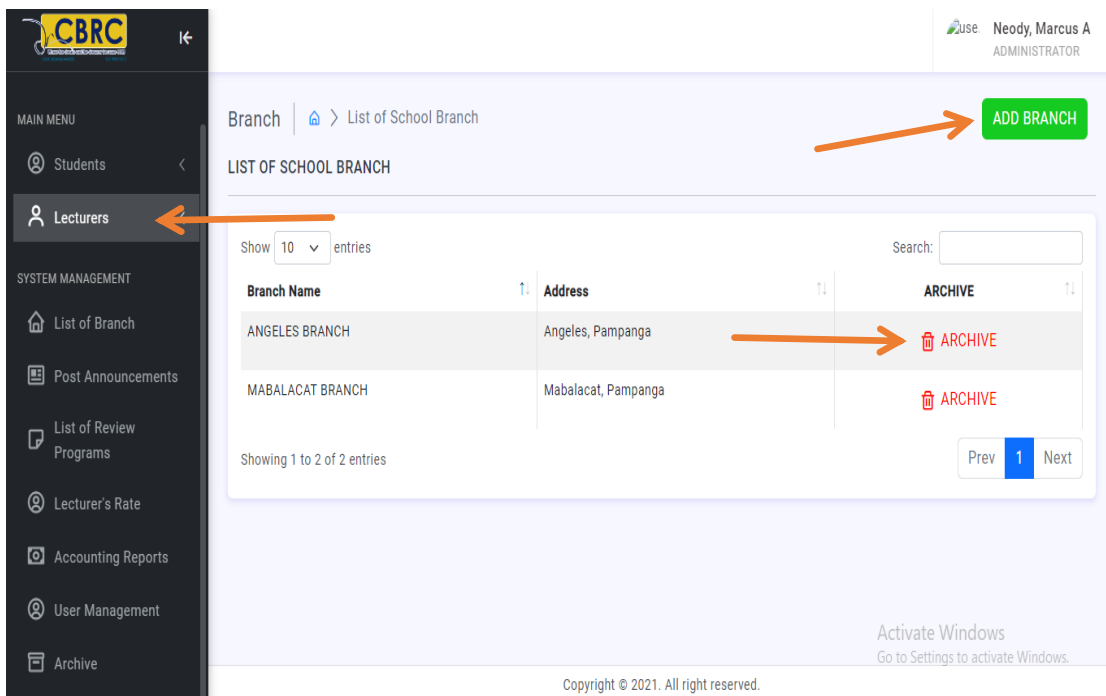


The screenshot shows the CBRC dashboard with the 'Lecturers' menu item highlighted in the sidebar. The main content area displays a table of recent enrolled students.

Student #	Lastname	Middle Name	Firstname	Sex	Age	Address	Status
000018	dummy2	dummy2	dummy2	Female	23	angeles city, pampanga	VERIFIED
000017	dummy	dummy	dummy	Male	22	Dau, Mabalacat, Pampanga	VERIFIED
000016	Mendoza	Jemson	G.	Female	22	Dau, Mabalacat, Pampanga	VERIFIED
000015	De Guzman	Lydia	D	Female	18	Aparri	VERIFIED
000014	batallia	twinkle	B	Female	18	Aparri	VERIFIED
000012	De Guzman	Marcus	D	Male	18	Aparri	VERIFIED
000011	Cruz	Diana	C	Female	18	Aparri	VERIFIED
000010	Chia	Momoki	Chua	Female	18	Aparri	VERIFIED

4. Click “List of Branch” to see the other branches of CBRC.

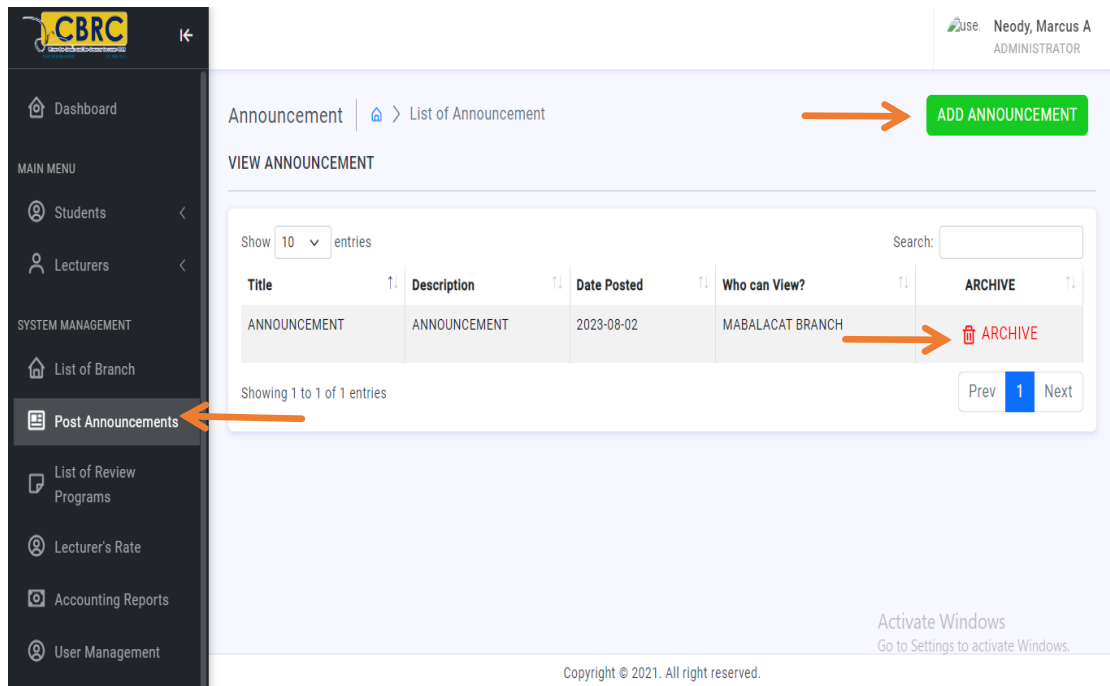
- Click “Add Branch” if you want to add branch.
- Click “Archive” if the branch does not exist anymore in this area.



The screenshot shows the 'List of School Branch' page. The 'ADD BRANCH' button is highlighted in the top right, and the 'ARCHIVE' button is highlighted in the table for the Angeles Branch.

Branch Name	Address	ARCHIVE
ANGELES BRANCH	Angeles, Pampanga	ARCHIVE
MABALACAT BRANCH	Mabalacat, Pampanga	ARCHIVE

5. Click “Post Announcement” if you want to post/update announcement.
- Click “Add Announcement” if you want add another announcement.
 - Click “Archive” to archive announcement in this area.



Announcement | > List of Announcement

ADD ANNOUNCEMENT

VIEW ANNOUNCEMENT

Show 10 entries

Search:

Title	Description	Date Posted	Who can View?	ARCHIVE
ANNOUNCEMENT	ANNOUNCEMENT	2023-08-02	MABALACAT BRANCH	ARCHIVE

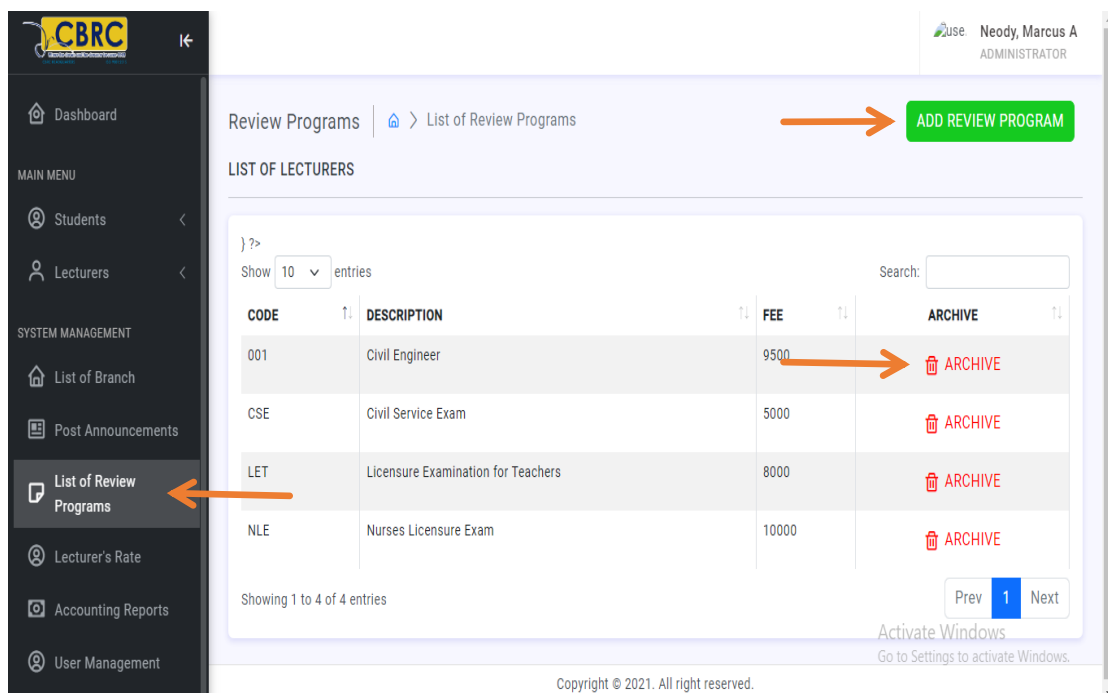
Showing 1 to 1 of 1 entries

Prev 1 Next

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Go to Settings to activate Windows.

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6. Click “List of Programs” you will see in this section are the programs that CBRC offers.
- Click “Add Review Program” to add programs in this area.
 - Click “Archive” to archive this program in this area.



Review Programs | > List of Review Programs

ADD REVIEW PROGRAM

LIST OF LECTURERS

Show 10 entries

Search:

CODE	DESCRIPTION	FEE	ARCHIVE
001	Civil Engineer	9500	ARCHIVE
CSE	Civil Service Exam	5000	ARCHIVE
LET	Licensure Examination for Teachers	8000	ARCHIVE
NLE	Nurses Licensure Exam	10000	ARCHIVE

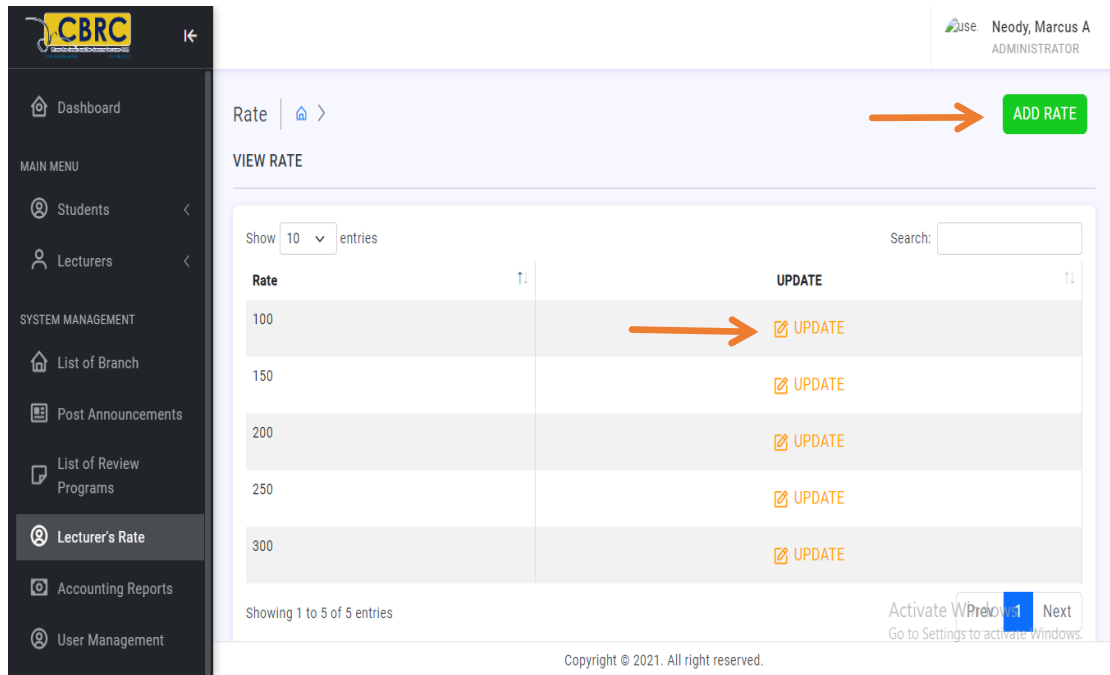
Showing 1 to 4 of 4 entries

Prev 1 Next

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7. Click “Lecturer's Rate” you will see in this section are the different rate of lecturers.
 - Click “Add Rate” to add another rate on lecturers.
 - Click “Update” to update the lecturers rate.



CBRC Needy, Marcus A
ADMINISTRATOR

Rate [Home](#) >

VIEW RATE

Show 10 entries Search:

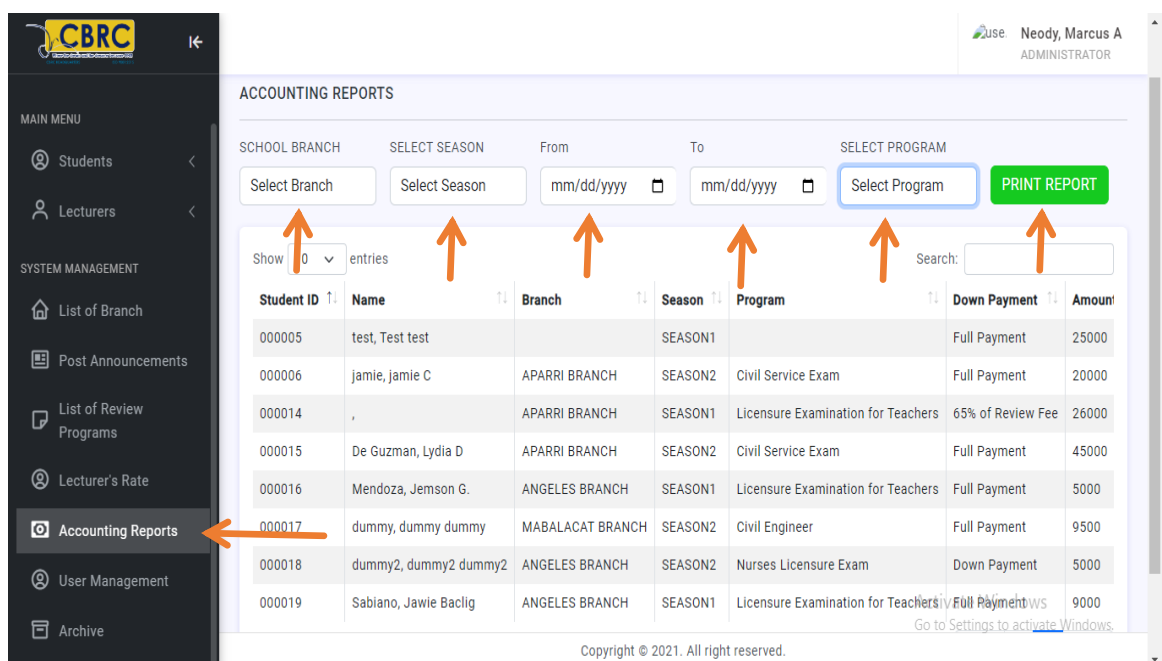
Rate	UPDATE
100	UPDATE
150	UPDATE
200	UPDATE
250	UPDATE
300	UPDATE

Showing 1 to 5 of 5 entries

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Go to Settings to activate Windows.

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8. Click “Accounting reports” in this section you will see the students payment in different programs and different branch.
 - Click “School Branch” and “Select Season” to add branch and season.
 - Click “Select Program” to add program to appear what program will be printed.
 - Input Date (mm/dd/yyyy) in From and To.
 - The Click “Print report” to print accounting reports from different branches of CBRC.



CBRC Needy, Marcus A
ADMINISTRATOR

ACCOUNTING REPORTS

SCHOOL BRANCH: SELECT SEASON: From: To: SELECT PROGRAM: [PRINT REPORT](#)

Show 0 entries Search:

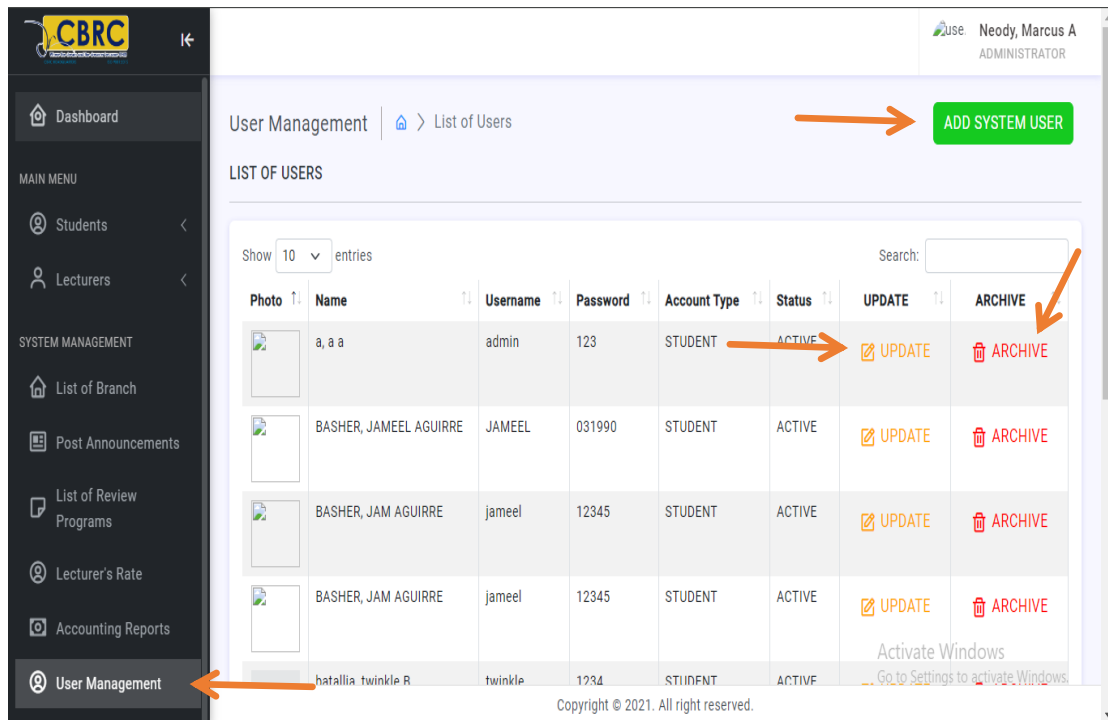
Student ID	Name	Branch	Season	Program	Down Payment	Amount
000005	test, Test test		SEASON1		Full Payment	25000
000006	jamie, jamie C	APARRI BRANCH	SEASON2	Civil Service Exam	Full Payment	20000
000014	,	APARRI BRANCH	SEASON1	Licensure Examination for Teachers	65% of Review Fee	26000
000015	De Guzman, Lydia D	APARRI BRANCH	SEASON2	Civil Service Exam	Full Payment	45000
000016	Mendoza, Jemson G.	ANGELES BRANCH	SEASON1	Licensure Examination for Teachers	Full Payment	5000
000017	dummy, dummy dummy	MABALACAT BRANCH	SEASON2	Civil Engineer	Full Payment	9500
000018	dummy2, dummy2 dummy2	ANGELES BRANCH	SEASON2	Nurses Licensure Exam	Down Payment	5000
000019	Sabiano, Jawie Bacilig	ANGELES BRANCH	SEASON1	Licensure Examination for Teachers	Full Payment	9000

Go to Settings to activate Windows.

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9. Click “User Management” in this section you will see the other system user accounts that been active/not active.

- Click “Add System User” to add another system user account.
- Click “Update” to update the system user account.
- Click “Archive” to archive system user account.



User Management | List of Users

ADD SYSTEM USER

LIST OF USERS

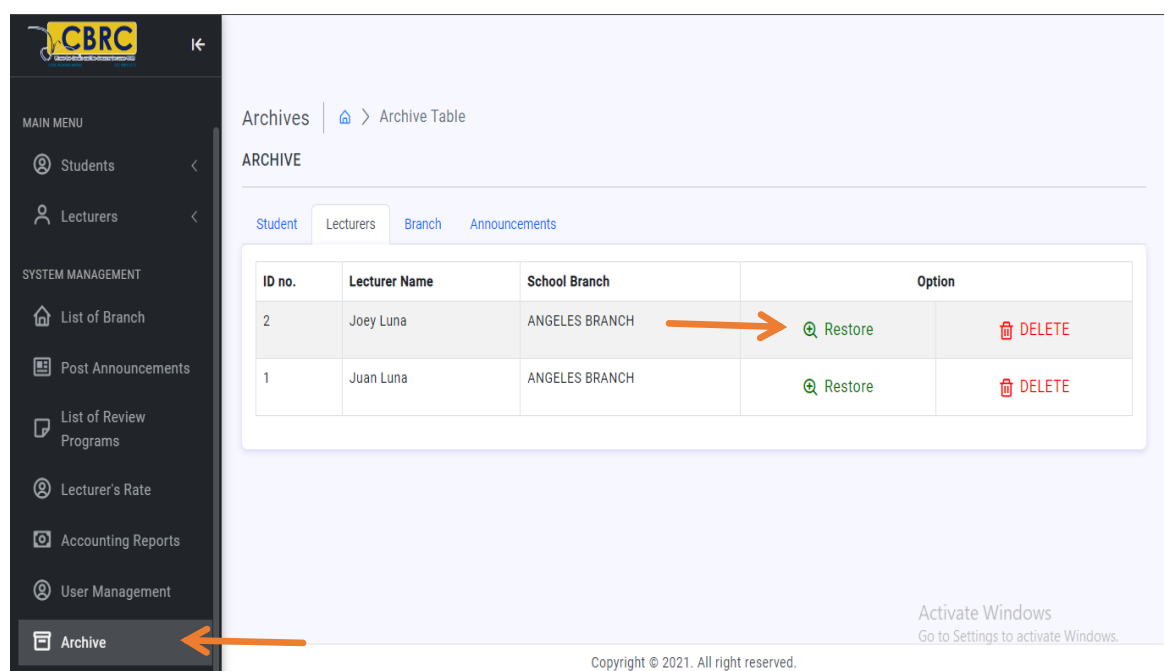
Show 10 entries

Photo	Name	Username	Password	Account Type	Status	UPDATE	ARCHIVE
	a, a a	admin	123	STUDENT	ACTIVE	UPDATE	ARCHIVE
	BASHER, JAMEEL AGUIRRE	JAMEEL	031990	STUDENT	ACTIVE	UPDATE	ARCHIVE
	BASHER, JAM AGUIRRE	jameel	12345	STUDENT	ACTIVE	UPDATE	ARCHIVE
	BASHER, JAM AGUIRRE	jameel	12345	STUDENT	ACTIVE	UPDATE	ARCHIVE
	hatallia, twinkle R	twinkle	1234	STUDENT	ACTIVE	UPDATE	ARCHIVE

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10. Click “Archives” in this section all the archive accounts, students, lecturers, branch, announcement will be stored.

- Click “Retrieve” if you want to bring back or recover the data.



Archives | Archive Table

ARCHIVE

Student Lecturers Branch Announcements

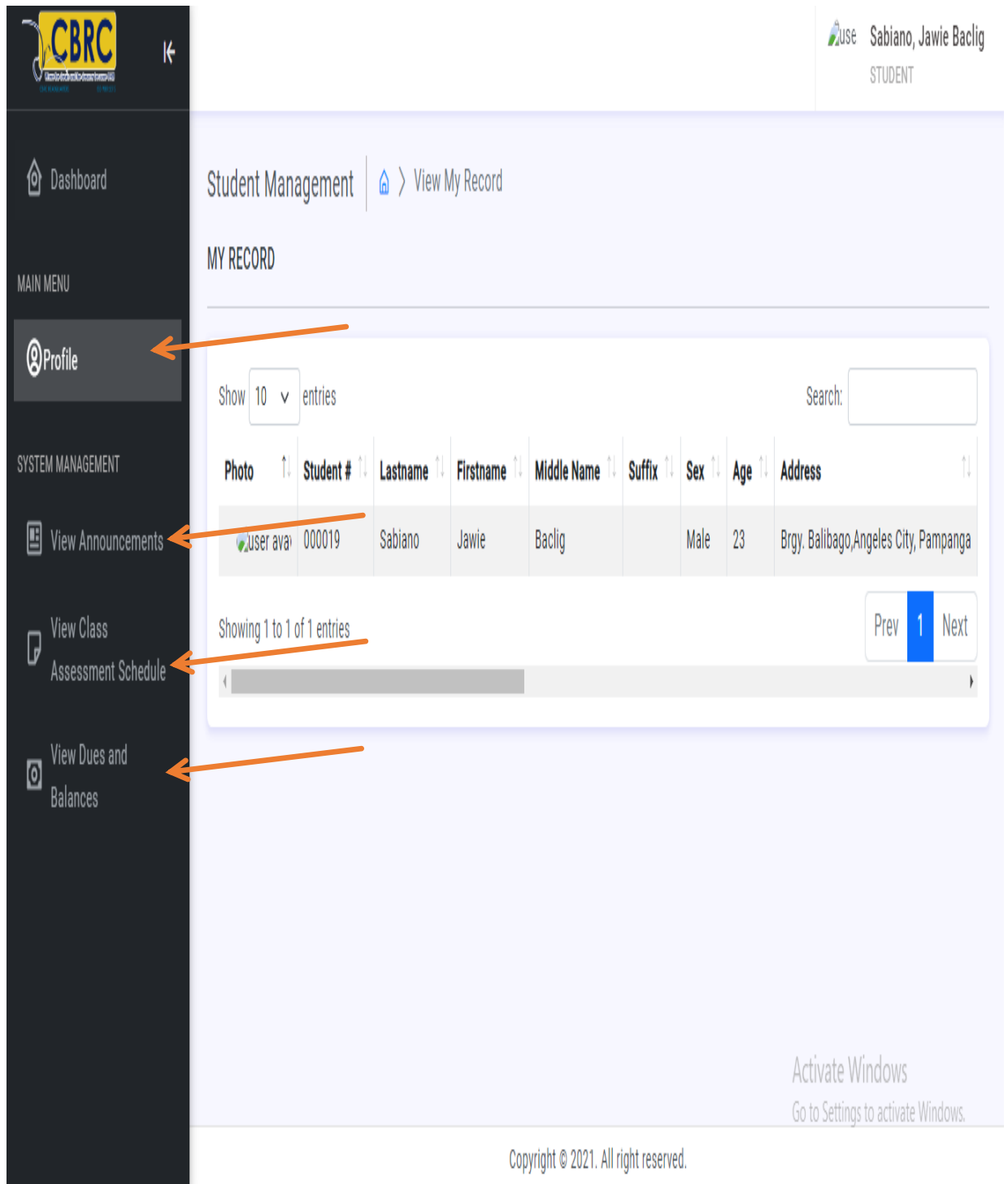
ID no.	Lecturer Name	School Branch	Option
2	Joey Luna	ANGELES BRANCH	Restore DELETE
1	Juan Luna	ANGELES BRANCH	Restore DELETE

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Student Account

1. Click “Profile” to view the information of student.
2. Click “View Announcement” to view announcement from admin and branch.
3. Click “View Class Assessment Schedule” to see the schedules of review program.
4. Click “View Dues and Balances” to see the payment dues and balance of account.



CBRC

use Sabiano, Jawie Baclig
STUDENT

Dashboard

MAIN MENU

Profile

SYSTEM MANAGEMENT

View Announcements

View Class Assessment Schedule


View Dues and Balances

Student Management > View My Record

MY RECORD

Show 10 entries

Search:

Photo	Student #	Lastname	Firstname	Middle Name	Suffix	Sex	Age	Address
	000019	Sabiano	Jawie	Baclig		Male	23	Brgy. Balibago, Angeles City, Pampanga

Showing 1 to 1 of 1 entries

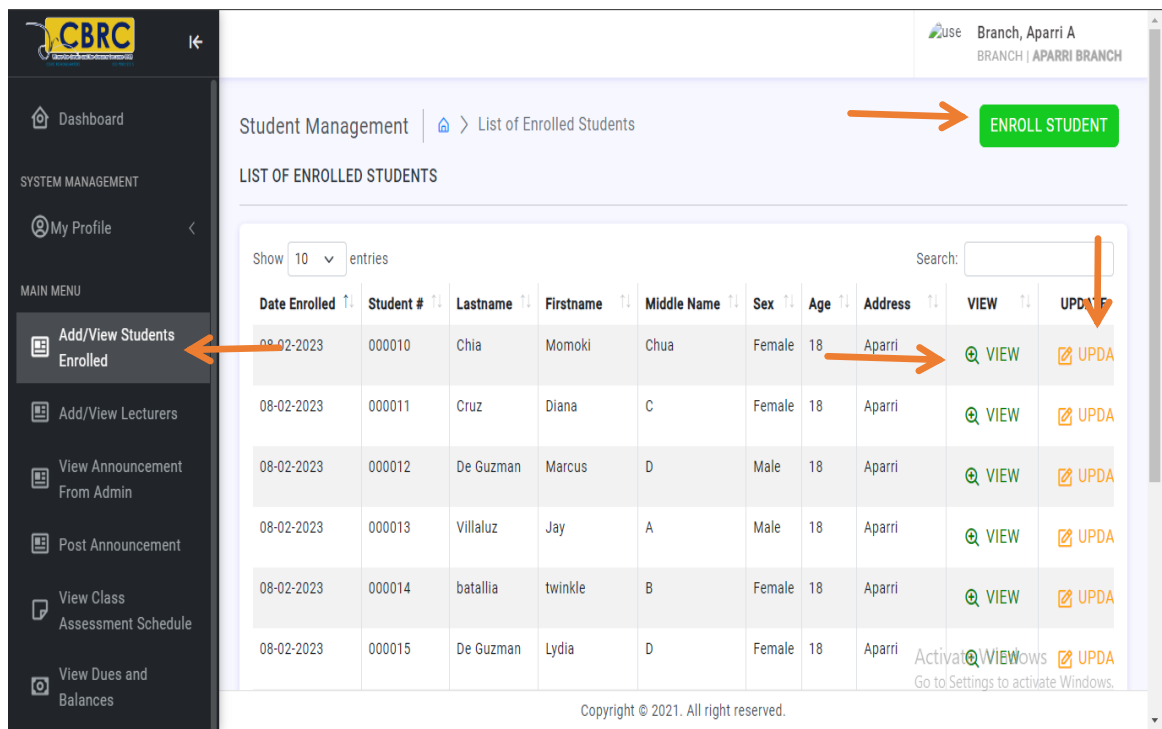
Prev 1 Next

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Branch Account

1. Click “Add/View Students Enrolled” to see the list of students enrolled in different branch.
 - Click “View” to view the information of student
 - Click “Update” to view and update the status of student if she/he is verified, unverified, dropped out, Inactive.
 - Click “Enroll Student” if the student enrolled through walk-in process.















Student Management | List of Enrolled Students

ENROLL STUDENT

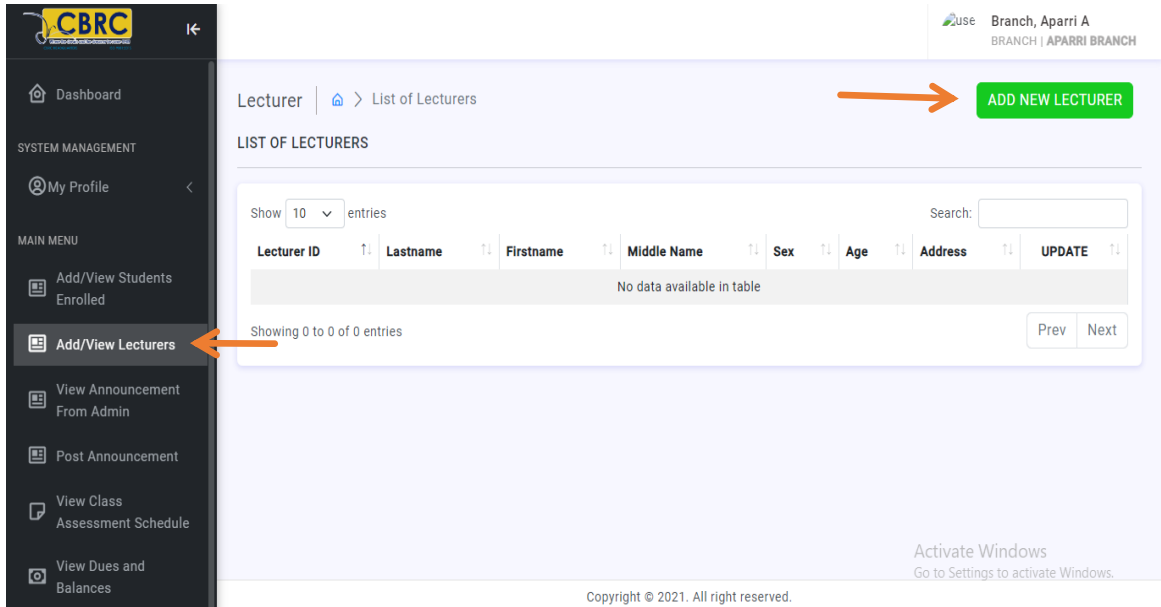
LIST OF ENROLLED STUDENTS

Show 10 entries

Date Enrolled	Student #	Lastname	Firstname	Middle Name	Sex	Age	Address	VIEW	UPDA
08-02-2023	000010	Chia	Momoki	Chua	Female	18	Aparri	 VIEW	 UPDA
08-02-2023	000011	Cruz	Diana	C	Female	18	Aparri	 VIEW	 UPDA
08-02-2023	000012	De Guzman	Marcus	D	Male	18	Aparri	 VIEW	 UPDA
08-02-2023	000013	Villaluz	Jay	A	Male	18	Aparri	 VIEW	 UPDA
08-02-2023	000014	batallia	twinkle	B	Female	18	Aparri	 VIEW	 UPDA
08-02-2023	000015	De Guzman	Lydia	D	Female	18	Aparri	 VIEW	 UPDA

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2. Click “Add/View Lecturers” to see the list of lecturer in different branches
 - Click “Add New Lecturer” to add new lecturer in branches.



Dashboard

SYSTEM MANAGEMENT

My Profile

MAIN MENU

Add/View Students Enrolled

Add/View Lecturers

View Announcement From Admin

Post Announcement

View Class Assessment Schedule

View Dues and Balances

Lecturer | List of Lecturers

ADD NEW LECTURER

LIST OF LECTURERS

Show 10 entries

Search:

Lecturer ID	Lastname	Firstname	Middle Name	Sex	Age	Address	UPDATE
No data available in table							

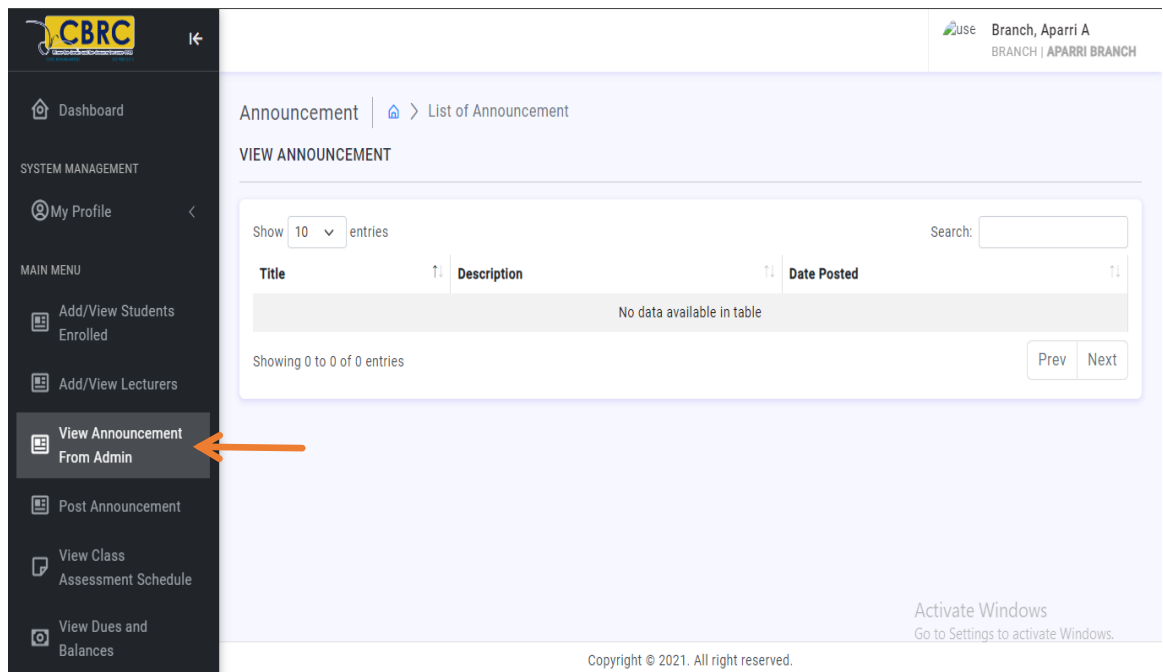
Showing 0 to 0 of 0 entries

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3. Click “View Announcement From Admin” to view announcements.



Dashboard

SYSTEM MANAGEMENT

My Profile

MAIN MENU

Add/View Students Enrolled

Add/View Lecturers

View Announcement From Admin

Post Announcement

View Class Assessment Schedule

View Dues and Balances

Announcement | List of Announcement

VIEW ANNOUNCEMENT

Show 10 entries

Search:

Title	Description	Date Posted
No data available in table		


Showing 0 to 0 of 0 entries

Prev Next

Activate Windows
Go to Settings to activate Windows.

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4. Click “Post Announcement” to post announcement
- Click “Add announcement” to add announcement.



- Dashboard
- SYSTEM MANAGEMENT
- My Profile
- MAIN MENU
- Add/View Students Enrolled
- Add/View Lecturers
- View Announcement From Admin
- Post Announcement**
- View Class Assessment Schedule
- View Dues and Balances

Announcement | > List of Announcement

ADD ANNOUNCEMENT

VIEW ANNOUNCEMENT

Show 10 entries
Search:

Title	Description	Date Posted	Who can View?	UPDATE	DELETE
ANNOUNCEMENT	loorem	2023-08-02	LECTURER	UPDATE	ARCHIEVE


Showing 1 to 1 of 1 entries

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Go to Settings to activate Windows.

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5. Click “View Class Assessment Schedule” to see the list of lecturers schedule.
 - Click “View” to see the schedule of class assessment
 - Click “Update” to update the schedule of class assessment
 - Click “Archive” to archive schedules.
 - Click “Add Schedule” to add class schedule.



- Dashboard
- SYSTEM MANAGEMENT
- My Profile
- MAIN MENU
- Add/View Students Enrolled
- Add/View Lecturers
- View Announcement From Admin
- Post Announcement
- View Class Assessment Schedule**
- View Dues and Balances

Lecturer | > Lecturer's Schedule

LIST OF SCHEDULES

Show 10 entries
Search:

Lecturer ID	Lastname	Firstname	Middle Name	Sex	Age	Address	VIEW
1	Luna	Juan	C		18	Rizal Manila	VIEW
1	Luna	Juan	C		18	Rizal Manila	VIEW
1	Luna	Juan	C		18	Rizal Manila	VIEW
2	Luna	Joey	C	Male	18	Manila	VIEW



Showing 1 to 4 of 4 entries


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





Use  Branch, Aparri A
BRANCH | APARRI BRANCH


 Dashboard


SYSTEM MANAGEMENT


 My Profile <


MAIN MENU


 Add/View Students Enrolled


 Add/View Lecturers


 View Announcement From Admin

 Post Announcement

 View Class Assessment Schedule

 View Dues and Balances







Lecturer |  > Lecturer's Schedule



VIEW SCHEDULE

Show entries

Search:

Lecturer Number	Name	Review Program (Subject)	Day	Time	EDIT	DELETE
1		Civil Service Exam	Tuesday	01:00 PM - 02:00 PM	 UPDATE	 ARCHIVE
1		Civil Service Exam	Wednesday	01:00 PM - 02:00 PM	 UPDATE	 ARCHIVE
1	Luna, Juan C	Civil Service Exam	Friday	01:00 PM - 02:00 PM	 UPDATE	 ARCHIVE

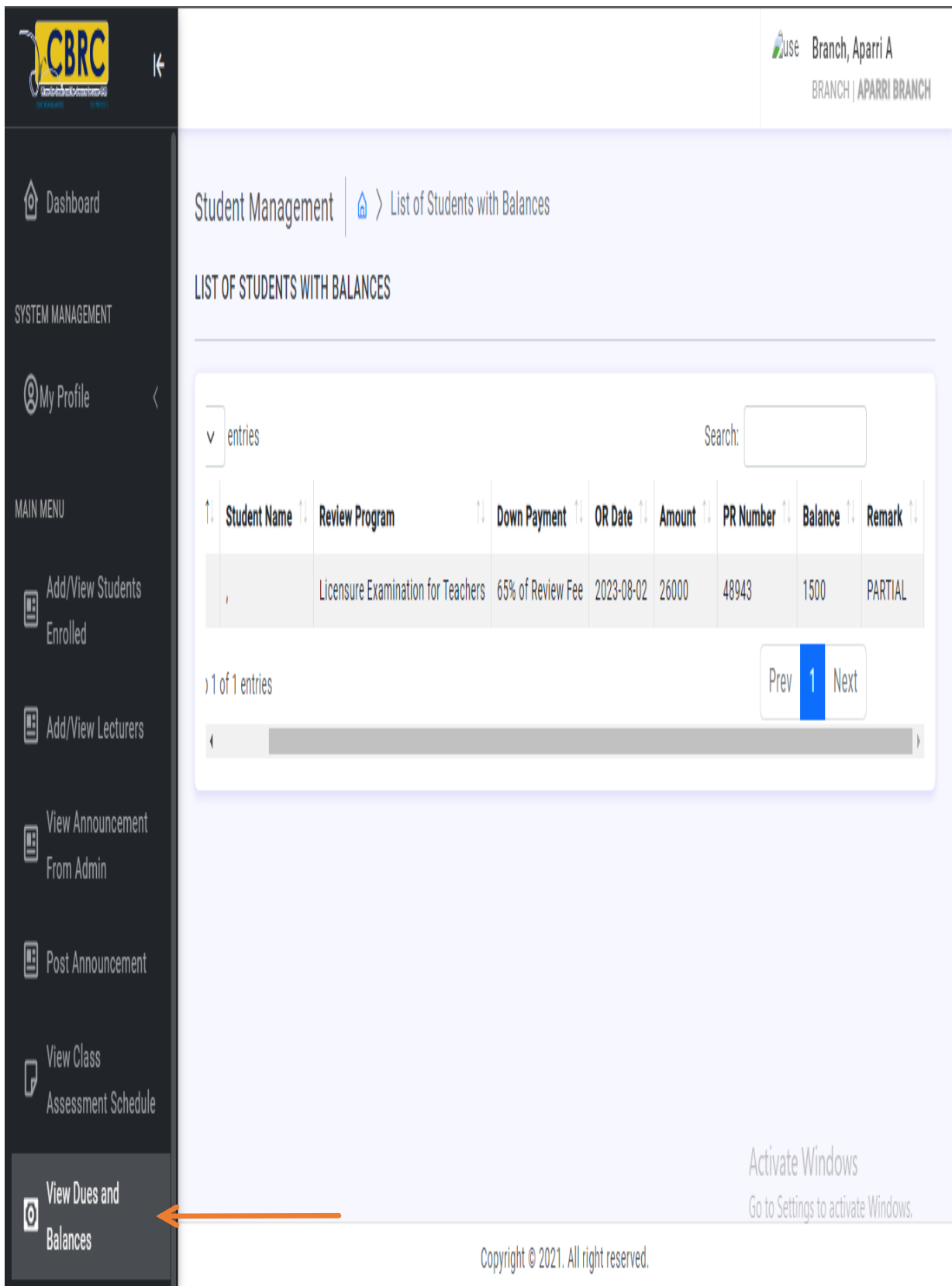
Showing 1 to 3 of 3 entries

Prev **1** Next

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6. Click “View Dues and Balances” to see the balances of enrolled students.



The screenshot displays the CBRC (College of Computing and Information Sciences) system interface. On the left is a dark sidebar menu with the following items: Dashboard, SYSTEM MANAGEMENT, My Profile, MAIN MENU, Add/View Students Enrolled, Add/View Lecturers, View Announcement From Admin, Post Announcement, View Class Assessment Schedule, and View Dues and Balances. The 'View Dues and Balances' item is highlighted in a darker grey, and an orange arrow points to it from the right. The main content area has a light blue header with 'Student Management' and a breadcrumb 'List of Students with Balances'. Below this is the title 'LIST OF STUDENTS WITH BALANCES'. A table shows one entry for a student named ',' with details on their review program, payment status, OR date, amount, PR number, balance, and remark. The table is part of a list with 1 entry, and navigation buttons for 'Prev' and 'Next' are visible. At the bottom right, there is a watermark for 'Activate Windows' and a copyright notice: 'Copyright © 2021. All right reserved.'

CBRC

use Branch, Aparri A
BRANCH | APARRI BRANCH

Student Management | > List of Students with Balances

LIST OF STUDENTS WITH BALANCES

entries Search:

Student Name	Review Program	Down Payment	OR Date	Amount	PR Number	Balance	Remark
,	Licensure Examination for Teachers	65% of Review Fee	2023-08-02	26000	48943	1500	PARTIAL

> 1 of 1 entries

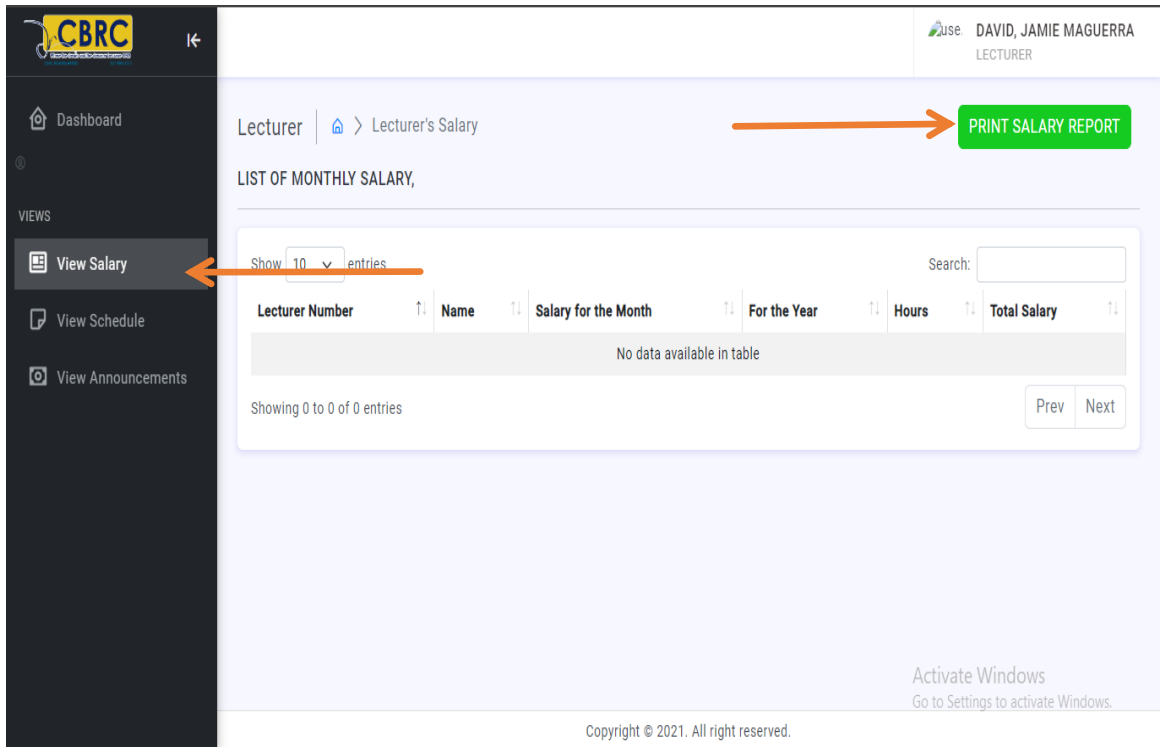
Prev 1 Next

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Lecturer Account

1. Click “View Salary” to see the monthly salary.
 - Click “Print Salary Report” to print the whole salary for a year.



CBRC

DAVID, JAMIE MAGUERRA
LECTURER

Lecturer | > Lecturer's Salary

PRINT SALARY REPORT

LIST OF MONTHLY SALARY,

Show 10 entries

Search:

Lecturer Number	Name	Salary for the Month	For the Year	Hours	Total Salary
No data available in table					

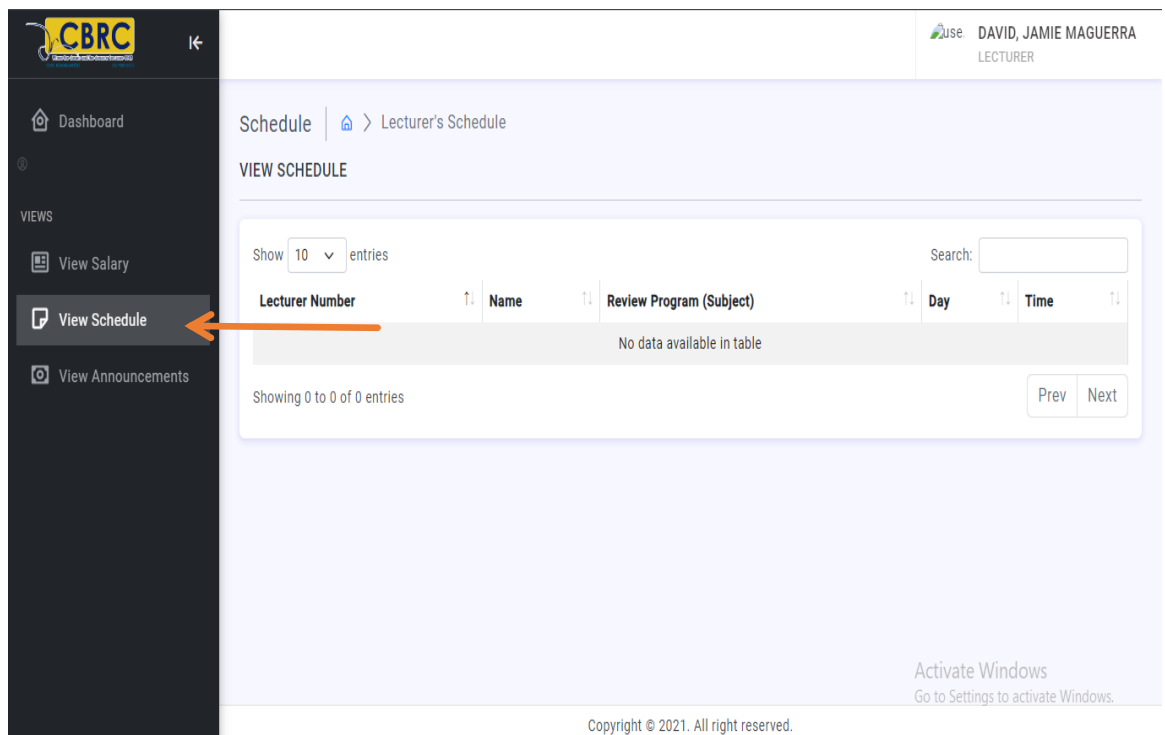
Showing 0 to 0 of 0 entries

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2. Click “View Schedule” to see the schedule of lecturer.



CBRC

DAVID, JAMIE MAGUERRA
LECTURER

Schedule | > Lecturer's Schedule

VIEW SCHEDULE

Show 10 entries

Search:

Lecturer Number	Name	Review Program (Subject)	Day	Time
No data available in table				

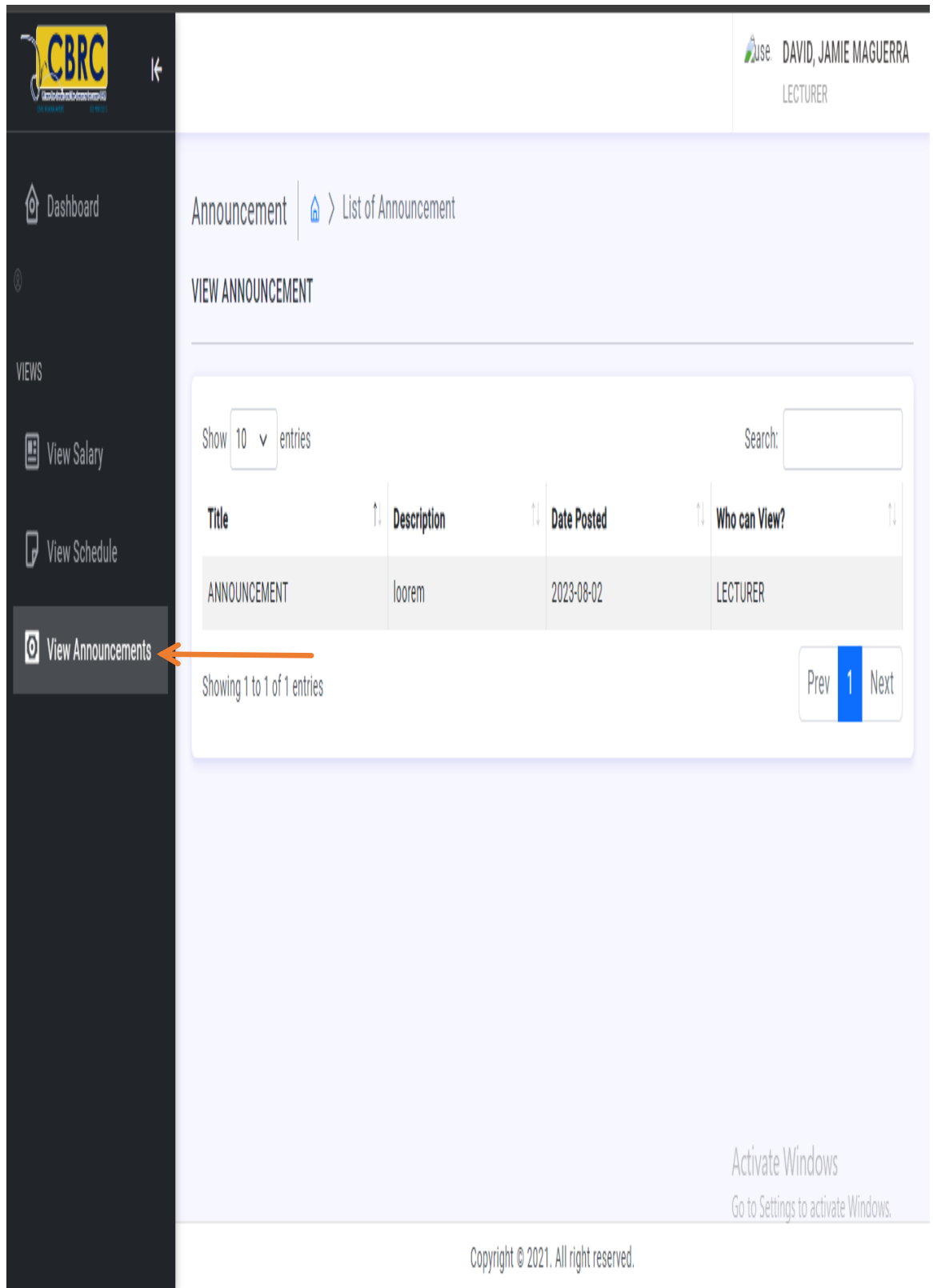
Showing 0 to 0 of 0 entries

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Go to Settings to activate Windows.

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3. Click “View Announcement” to view announcement form the admin and branch.



The screenshot displays the CBRC system interface. On the left, a dark sidebar contains the CBRC logo and navigation links: Dashboard, View Salary, View Schedule, and View Announcements (highlighted with an orange arrow). The main content area shows the 'View Announcements' page. At the top right, the user profile is displayed: David, Jamie Maguerra, LECTURER. The page title is 'Announcement' with a breadcrumb link to 'List of Announcement'. Below the title, the section is labeled 'VIEW ANNOUNCEMENT'. A search bar and a dropdown menu showing '10 entries' are present. A table lists the announcements with columns: Title, Description, Date Posted, and Who can View?. The table contains one entry: 'ANNOUNCEMENT' with description 'loorem', date '2023-08-02', and view permissions 'LECTURER'. Below the table, it says 'Showing 1 to 1 of 1 entries' and a pagination control shows 'Prev 1 Next'. At the bottom right, there is a watermark for 'Activate Windows' and a copyright notice 'Copyright © 2021. All right reserved.'

Title	Description	Date Posted	Who can View?
ANNOUNCEMENT	loorem	2023-08-02	LECTURER