Figure 1. Landing page of the users (students, parents, alumni)

Figure 1 shows the landing page of the users wherein they can request a form, track their requested form and go to frequently asked questions. They can also go to About (Figure 2) and Contact (Figure 3) through the menus on top.
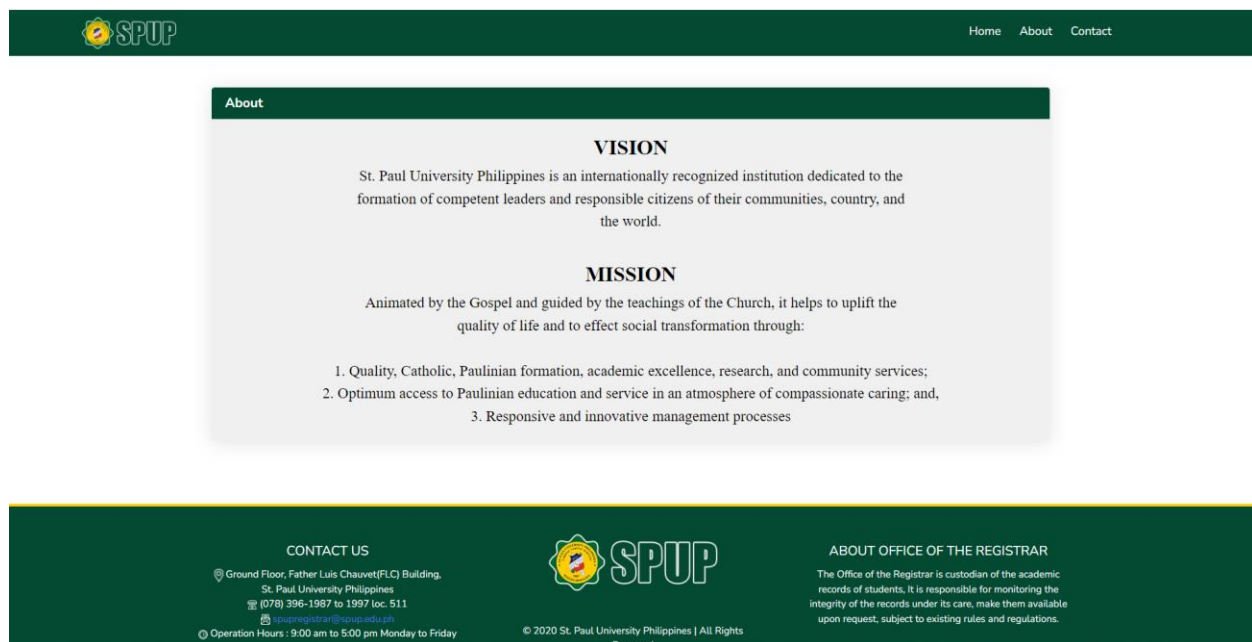

Figure 2. About page

Figure 1 shows the vision and mission of St. Paul University Philippines.

Figure 3. Contact page

Figure 3 shows contact information of the university registrar.

Figure 4.1 Requesting form – terms and conditions

Figure 4.1 shows the first part of requesting a form which is to accept the terms and conditions of the Registrar's Office and St. Paul University Philippines

Figure 4.2 Requesting form – student record

Figure 4.2 asks for student record needed from the user.

Figure 4.3 Requesting form – academic information

Figure 4.3 asks for academic information needed from the user.

Figure 4.4 Requesting form – mode of claiming

Figure 4.4 asks the preferred mode of claiming of the user.

Figure 5.1 Track requested form

Figure 5.1 asks the reference number of the requested form for tracking.

Figure 5.2 Track requested form

Figure 5.2 this is what the user can view after inputting their reference number. The user can see the status, comments/remarks, and date of approval/disapproval of the requested form per office.

Figure 6 Frequently asked questions

Figure 6 shows frequently asked questions to the Registrar's Office. Users can click on the menus to expand and see the answers.
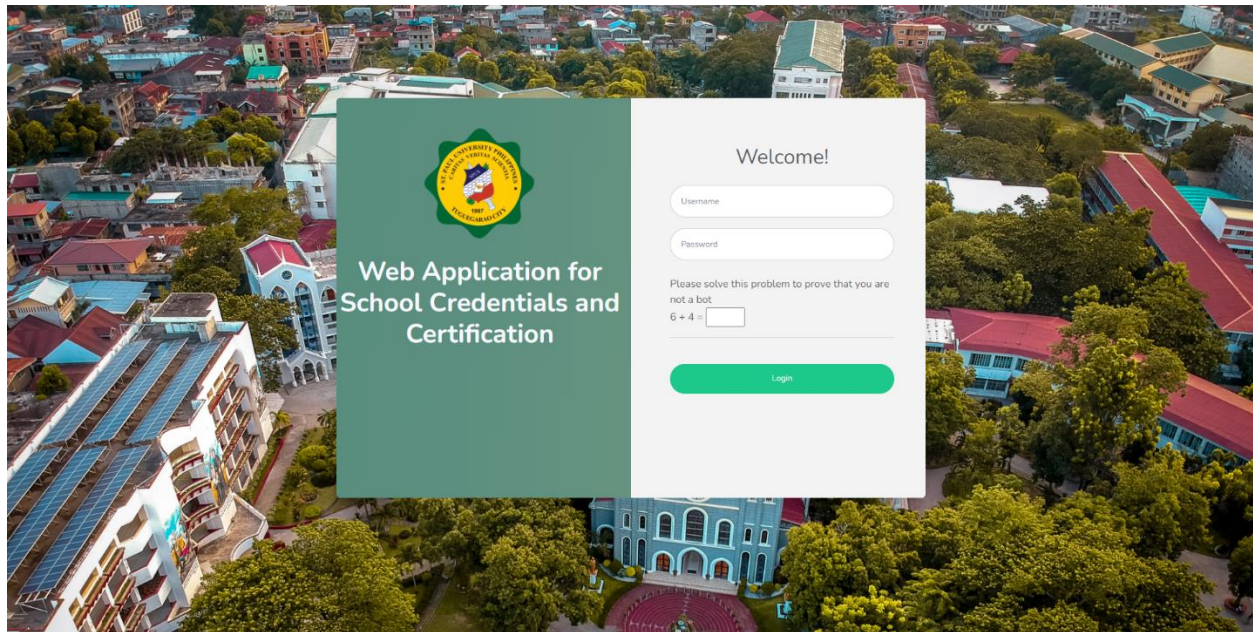
Figure 7 Admin (Registrar's Office, Business Affairs Office, School Deans) login

Figure 7 asks for the username, password, and an answer to the captcha to log in.
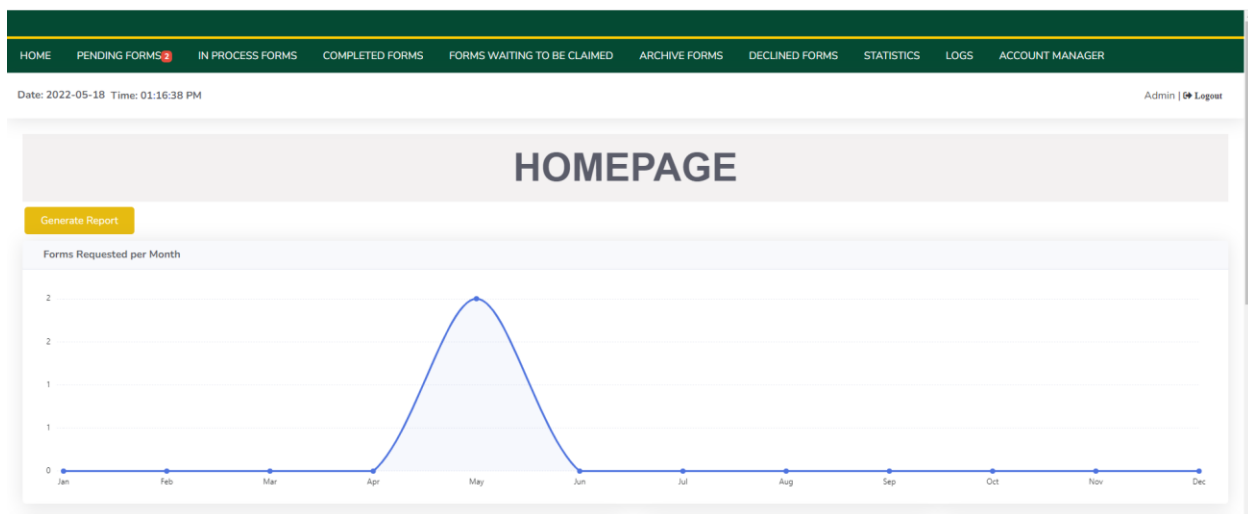
Figure 8.1 Admin (Registrar's Office) homepage

Figure 8.1 shows the homepage of the admin after logging in. This is where the admin can navigate through pending forms, in process forms, completed forms, forms waiting to be claimed, archived forms, declined forms, statistics, logs, and account manager through the menus located at the top.
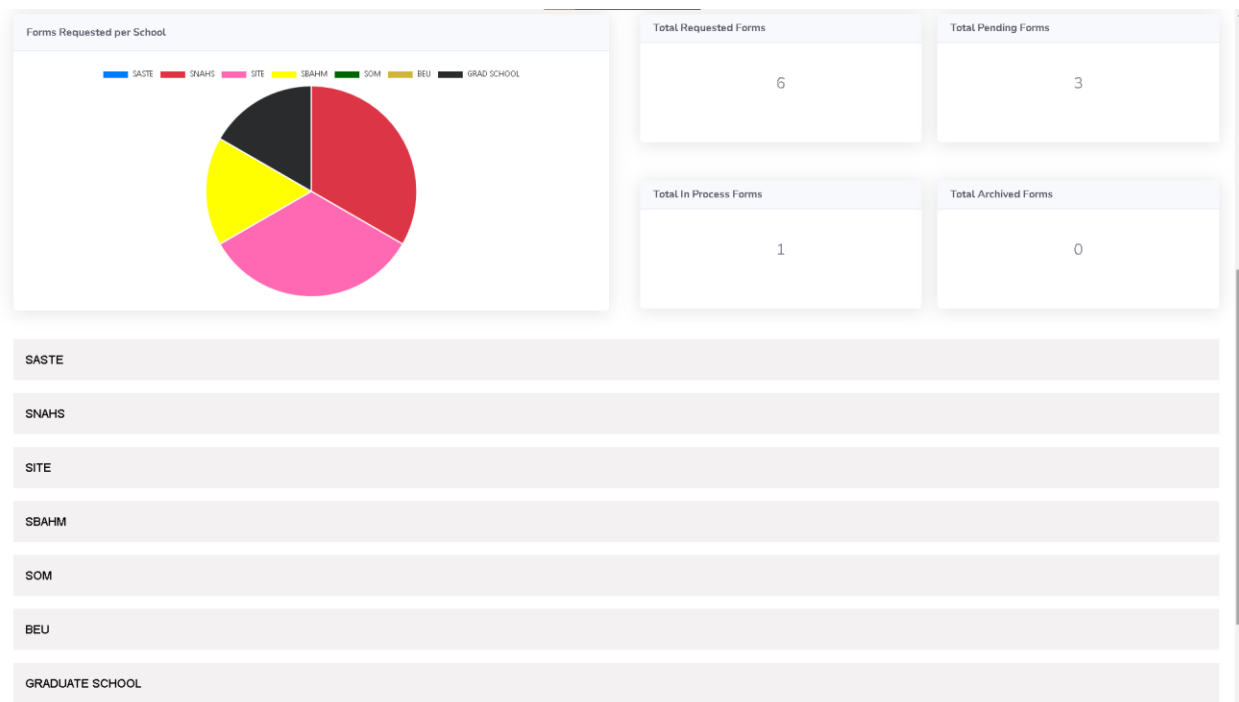
Figure 8.2 Admin (Registrar's Office) homepage

Figure 8.2 shows where the admin can get a specific tracker of the total requested forms, total pending forms, total in process forms, total archived forms of the different schools in St. Paul University Philippines.

Figure 9.1 Admin (Registrar's Office) pending forms

Figure 9.1 shows where the admin can view all the pending forms.

Date: 2022-05-24 Time: 08:54:21 PM   Zenaida Estil | ⏻ Logout

VIEW FORM

Personal Information

Student Number

2018011040

First Name   Middle Name   Last Name

Jerick   Josue   Lara

Mobile Number   Email

09659929421   jericklara@gmail.com

School

SCHOOL OF INFORMATION TECHNOLOGY AND ENGINEERING

Academic Information

Type of Form   Reason

Diploma   For Reference

Number of Copies   Number of Requests

1   1

Course Completed   Date Graduated

Undergraduate

Claiming Information

Mode of Claiming   Representative Name

Personal Pick-up

Mailing Address

✔ Approve   ✖ Decline   ← Back

Figure 9.2 Admin (Registrar's Office) pending forms

Figure 9.2 shows a specific form from the pending forms where the admin can approve or decline the request.

Date: 2022-05-18 Time: 01:19:56 PM

Admin | ⟶ Logout

IN PROCESS FORMS

Show 10 ⬦ entries

Search:

Student Number	Full Name	School	Type of Form	Reason/Purpose	Date Requested	Under Review by:	Option
			No data available in table				
Student Number	Full Name	School	Type of Form	Reason/Purpose	Date Requested	Under Review by:	Option

Showing 0 to 0 of 0 entries

Previous   Next

Figure 10 Admin (Registrar's Office) in process forms

Figure 10 shows where the admin can view all the in-process forms.

Date: 2022-05-18 Time: 01:20:14 PM

Admin | ⟶ Logout

COMPLETED FORMS

Show 10 ⬦ entries

Search:

Student Number	Full Name	School	Type of Form	Reason/Purpose	Fee	Date Requested	Option
			No data available in table				
Student Number	Full Name	School	Type of Form	Reason/Purpose	Fee	Date Requested	Option

Showing 0 to 0 of 0 entries

Previous   Next

Figure 11 Admin (Registrar's Office) completed forms

Figure 11 shows where the admin can view all the completed forms.

Date: 2022-05-24 Time: 09:20:36 PM   Miguel Gamiao | ⟶ Logout

FORMS WAITING TO BE CLAIM

Show 10 ⬍ entries   Search: [   ]

Date Applied		Student Number		Full Name		Type of Form		Fee		Option	
				No data available in table							
Date Applied		Student Number		Full Name		Type of Form		Fee		Option	

Showing 0 to 0 of 0 entries   Previous Next

🟡 SPUP

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Figure 12 Admin (Registrar's Office) forms waiting to be claimed

Figure 12 shows where the admin can view all the forms that are waiting to be claimed.

Date: 2022-05-18 Time: 01:20:43 PM   Admin | ⟶ Logout

ARCHIVED FORMS

Show 10 ⬍ entries   Search: [   ]

Date Applied		Student Number		Full Name		Type of Form		Fee		Date Received		Claimed by:		Option	
						No data available in table										
Date Applied		Student Number		Full Name		Type of Form		Fee		Date Received		Claimed by:		Option	

Showing 0 to 0 of 0 entries   Previous Next

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Figure 13 Admin (Registrar's Office) archived forms

Figure 12 shows where the admin can view all the archived forms. Archived forms are forms that are already claimed.

Date: 2022-05-18 Time: 01:21:09 PM

Admin | ☞ Logout

DECLINED FORMS

Show 10 ÷ entries

Search:

Student Number	Full Name	School	Type of Form	Reason/Purpose	Date Requested	Reason of Declining	Option
				No data available in table			
Student Number	Full Name	School	Type of Form	Reason/Purpose	Date Requested	Reason of Declining	Option

Showing 0 to 0 of 0 entries

Previous Next

Figure 14 Admin (Registrar's Office) declined forms

Figure 14 shows where the admin can view all the declined forms.

Date: 2022-05-24 Time: 08:55:45 PM

Zenaida Estil | ☞ Logout

STATISTICS

SPECIFIC DAY STATISTICS

Enter a specific year, month, and day for its statistics

Year: [   ] Month: January ⌄ Day: [   ]

Submit

SPECIFIC MONTH STATISTICS

Enter a specific year and month for its statistics

Year: [   ] Month: January ⌄

Submit

SPECIFIC YEAR STATISTICS

Enter a specific year for its statistics

Year: [   ]

Submit

Figure 15.1 Admin (Registrar's Office) statistics

Figure 15.1 shows where the admin can view daily, monthly, and yearly statistics.

HOME   PENDING FORMS**1**   IN PROCESS FORMS   COMPLETED FORMS**2**   FORMS WAITING TO BE CLAIMED   ARCHIVE FORMS   DECLINED FORMS   STATISTICS   LOGS   ACCOUNT MANAGER

Date: 2022-05-24 Time: 08:57:03 PM   Zenaida Estil | ← Logout

STATISTICS

Showing you a day statistics of **Year: 2022 Month: 05 Day: 22**   Go Back

Forms Requested for the Day

Show
10   ▾
entries

Search:

Full Name	School	Type of Form	Date Received
asdasd adasd	SCHOOL OF NURSING AND ALLIED HEALTH SCIENCES	Diploma	
test test	SCHOOL OF BUSINESS, ACCOUNTANCY AND HOSPITALITY MANAGEMENT	Diploma	
Full Name	School	Type of Form	Date Received

Showing 1 to 2 of 2 entries   Previous 1 Next

Figure 15.2 Admin (Registrar's Office) daily statistics

Figure 15.2 shows where the admin can view daily statistics.

HOME   PENDING FORMS**1**   IN PROCESS FORMS   COMPLETED FORMS**2**   FORMS WAITING TO BE CLAIMED   ARCHIVE FORMS   DECLINED FORMS   STATISTICS   LOGS   ACCOUNT MANAGER

Date: 2022-05-24 Time: 08:57:46 PM   Zenaida Estil | ← Logout

STATISTICS

Showing you a month statistics of **Year: 2022 Month: 5**   ⬇Generate Report   Go Back

Forms Requested per Week

Week 1 (Days 1-7)   Week 2 (Days 8-14)   Week 3 (Days 15-21)   Week 4 (Days 22-31)

Figure 15.3 Admin (Registrar's Office) monthly statistics

Figure 15.3 shows where the admin can view monthly statistics.
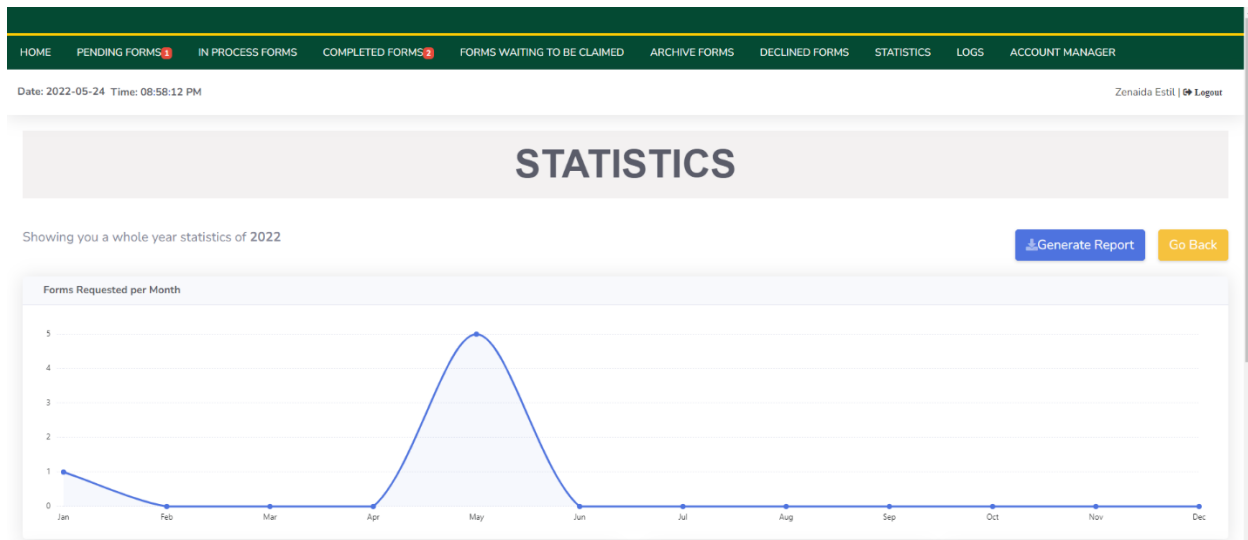
Figure 15.4 Admin (Registrar's Office) yearly statistics

Figure 15.4 shows where the admin can view yearly statistics.

Figure 16 Admin (Registrar's Office) logs

Figure 16 shows where the admin can view all the actions done within the system.

Date: 2022-05-24 Time: 09:00:22 PM   Miguel Gamiao | ⏻ Logout

ACCOUNTS

+ New Account

Show 10 ÷ entries   Search:

Username	Full Name	Email	Contact	User Type	Option
admin	Admin Test	captainsteven01@gmail.com	1231231	ADMIN	Edit Delete
admin2	admin2 admin2	admin2@gmail.com	123456	ADMIN	Edit Delete
admin3	Miguel na Gamiao	mg@gmail.com	09	ADMIN	Edit Delete
bao	Bao b Office	gbalabis@gmail.com	09354567899	BAO	Edit Delete
beudean	Beu Dean bal	gbalabis@gmail.com	09354567899	BEU DEAN	Edit Delete
employee	Employee employee	jlara@gmail.com	09766543211	EMPLOYEE	Edit Delete
graddean	Graduate Dean bal	gbalabis@gmail.com	09354567899	GRADSCHOOL DEAN	Edit Delete
jlara	jerick j lara	captainsteven01@gmail.com	11234	ADMIN	Edit Delete
sastedean	Saste Dean bal	gbalabis@gmail.com	09354567899	SASTE DEAN	Edit Delete
sbahmdean	Sbahm Dean bal	gbalabis@gmail.com	09354567899	SBAHM DEAN	Edit Delete

Figure 17.1 Admin (Registrar's Office) account manager

Figure 17.1 shows where the admin can manage all the accounts within the system.

HOME   PENDING FORMS 3   IN PROCESS FORMS   COMPLETED FORMS 2   FORMS WAITING TO BE CLAIMED   ARCHIVE FORMS   DECLINED FORMS   STATISTICS   LOGS   ACCOUNT MANAGER

Date: 2022-05-24 Time: 09:02:45 PM   Miguel Gamiao | ← Logout
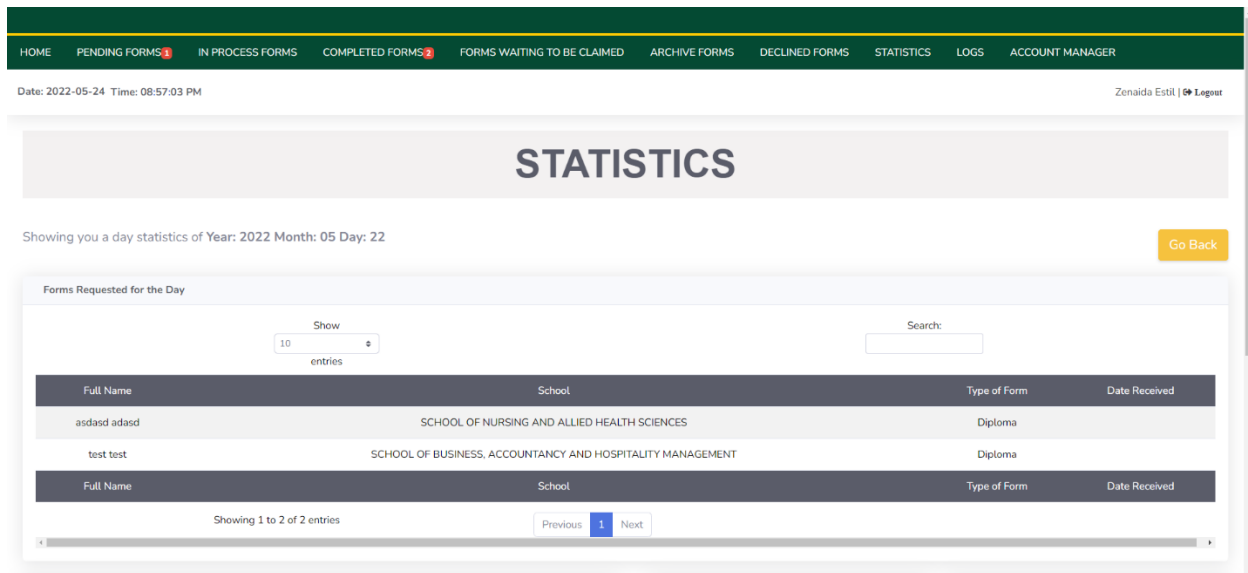
ADD NEW ACCOUNT

Username	Password	Confirm Password

☐Show Password

First Name	Middle Name	Last Name

Email	Contact	Account Type
		Type:

✓ Continue   ✗ Cancel

Figure 17.2 Admin (Registrar's Office) account manager – add new account

Figure 17.2 this is where the admin can create new accounts.

HOME   PENDING FORMS 3   IN PROCESS FORMS   COMPLETED FORMS 2   FORMS WAITING TO BE CLAIMED   ARCHIVE FORMS   DECLINED FORMS   STATISTICS   LOGS   ACCOUNT MANAGER

Date: 2022-05-24 Time: 09:04:06 PM   Miguel Gamiao | ← Logout

EDIT ACCOUNT

Username

admin3

First Name	Middle Name	Last Name
Miguel		Gamiao

Number	Email
09123456789	mg@gmail.com

✓ Continue   🔑 Change Password   ✗ Cancel

Figure 17.3 Admin (Registrar's Office) account manager – edit account

Figure 17.3 this is where the admin can edit accounts.

Date: 2022-05-24 Time: 09:06:00 PM   Miguel Gamiao | ⏻ Logout

CHANGE PASSWORD

Old Password   New Password   Confirm New Password

☐Show Password

✓ Continue   ✗ Cancel

Figure 17.4 Admin (Registrar's Office) account manager – change password

Figure 17.4 this is where the admin can change the password of the accounts.

Date: 2022-05-18 Time: 01:26:17 PM

Site Dean | ⏻ Logout

Requested Forms

Show 10 ⬍ entries

Search:

Student Number ⇅	Full Name ⇅	School ⇅	Type of Form ⇅	Reason/Purpose ⇅	Date Requested ⇅	Option ⇅
2018011040	Jerick Josue Lara	SCHOOL OF INFORMATION TECHNOLOGY AND ENGINEERING	Diploma	For Reference	2022-05-18	👁 View
Student Number	Full Name	School	Type of Form	Reason/Purpose	Date Requested	Option

Showing 1 to 1 of 1 entries

Previous 1 Next

SPUP

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Figure 18 Admin (School Dean and Business Affairs Office) requested forms

Figure 18 this is where the admin can approve or declined requested forms.

Date: 2022-05-18 Time: 01:26:57 PM

Site Dean | ⏻ Logout

Completed Forms

Show 10 ⬍ entries

Search:

Student Number ⇅	Full Name ⇅	School ⇅	Type of Form ⇅	Reason/Purpose ⇅	E-mail ⇅	Option ⇅
2018011040	Jerick Josue Lara	SCHOOL OF INFORMATION TECHNOLOGY AND ENGINEERING	Diploma	For Reference	jericklara@gmail.com	👁 View
Student Number	Full Name	School	Type of Form	Reason/Purpose	E-mail	Option

Showing 1 to 1 of 1 entries

Previous 1 Next

SPUP

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Figure 19 Admin (School Dean and Business Affairs Office) completed forms

Figure 19 this is where the admin can view all the requests that are completed.