



### Admin's Manual

#### 1. Launching the System

1. Double-click the system icon



##### 1.1 Filling the Login Form

1. Enter your Email in the Email text box.
2. Enter your Password in the Password text box.
3. After filling in the Email and Password, click the Login button.





## 1.2 Navigating the Dashboard Page

### 1.1 Access the Department List Page

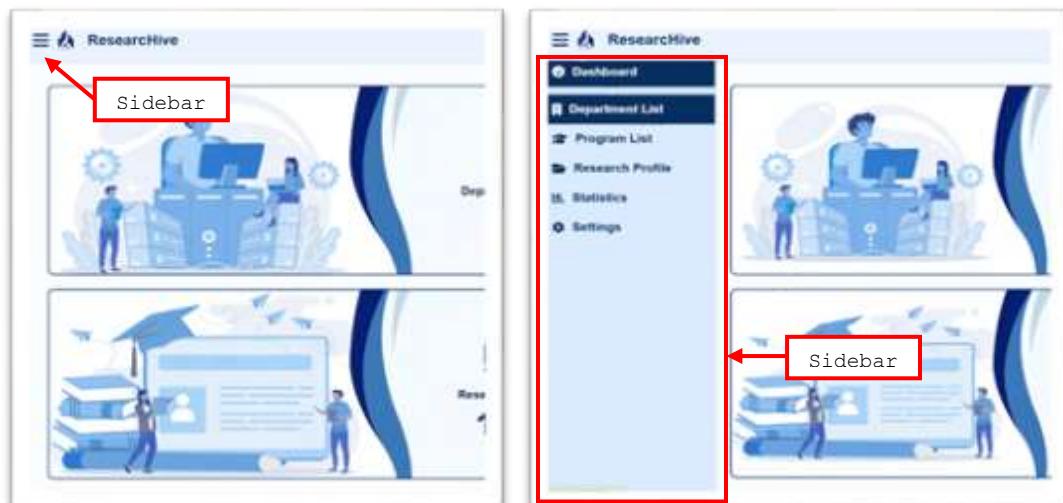
1. The admin will be directed to the Dashboard Page after logging in.

2. After clicking either the Dashboard button in the sidebar or the system logo, the admin will be directed to the Dashboard Page.



### 1.1 Displaying the Sidebar

1. Click the sidebar menu next to the search bar to display the sidebar.
2. To close it, click the sidebar menu again.





## 2. Navigating to the Department List Page

### 1.1 Access the Department List Page

1. After clicking either the Department List button in the sidebar or the Department List card, the admin will be directed to the Department List Page.

The screenshot shows a web application interface titled "ResearchHive". At the top right, there is a "CCS Admin" button. Below the title, a search bar contains the placeholder text "Search...". A table titled "Department List" is displayed, showing four rows of data:

#	Department Name	Description
1	COM	College of Management
2	COAG	College of Agriculture
3	COED	College of Education
4	CCS	College of Computer Studies

### 2.1 Utilizing the Search Bar

1. In the Department List Page, you can search by typing keywords related to the department name or description.
2. Type the keyword in the search bar, and once the department appears, press the Enter key on your keyboard.

The screenshot shows the same "ResearchHive" interface as before. A red rectangular box highlights the search bar at the top right of the page. An arrow points from the text "Search Bar" to this highlighted area. The "Department List" table is visible below, showing the same four departments as the previous screenshot.



### 3. Navigating to the Program List Page

#### 1.1 Access the Program List Page

1. After clicking either the Program List button in the sidebar or the Program List card, the admin will be directed to the Program List Page.

The screenshot shows a web-based application interface titled "ResearchHive". At the top right, there is a "CCS Admin" link. Below the title, a blue header bar contains the text "Program List" and a "Add New Program" button. To the right of the header is a search bar with a magnifying glass icon. The main content area is a table with the following data:

#	Department	Program Name	Description	Majors	Action
1	CCS	BSIT	Bachelor of Science in Information Technology		Action ▾

#### 3.1 Utilizing the Search Bar

1. In the Program List Page, you can search by typing keywords related to the program name, description or major.
2. Type the keyword in the search bar, and once the program appears, press the Enter key on your keyboard.

The screenshot shows the same "ResearchHive" interface as the previous one, but with a red rectangular box highlighting the search bar. An arrow points from the text "Search Bar" to this highlighted area. The rest of the page content is identical to the first screenshot.



### 3.2 Adding a Program

1. To add a new program, click the Add New Program button, which will direct you to the Add Program Form.

The screenshot shows a web-based application titled "ResearchHive". At the top right, there is a user icon labeled "CCS Admin". Below the title, there is a search bar with a magnifying glass icon. A red box highlights the "Add New Program" button located at the top right of the main content area. The main content area displays a table titled "Program List" with one row of data. The columns are labeled "#", "Department", "Program Name", "Description", "Majors", and "Action". The single entry in the table is: #1 CCS BSIT Bachelor of Science in Information Technology. There is a "Search..." input field and a "Q" button next to it.

### 3.3 Filling Out the Add Program Form

1. Complete all the fields in the form.
2. After entering the required information, click the Save button to save the program. If the system detects a duplicate entry, , or empty required fields a message will appear to alert you, helping to prevent adding the same program multiple times.
3. If you want to return to the Program List Page, click the Cancel button.

The screenshot shows a "Program Details" modal window. Inside the modal, there are several input fields: "Department" (set to "CCS"), "Program Name" (containing "BSIT"), "Description" (containing "Bachelor of Science in Information Technology"), and "Number of Majors" (containing "Enter number of majors"). At the bottom of the modal, there are two buttons: "Cancel" on the left and "Save" on the right. Red arrows point from the text "Cancel Button" to the "Cancel" button, from "Save Button" to the "Save" button, and from "Add Program Form Text Fields" to the "Program Name", "Description", and "Number of Majors" fields.



### 3.4 Editing a Program

1. To edit a program, click the program Action button and select the Edit option.
2. Then it will take you to the Edit Form.

#	Department	Program Name	Description	Majors	Action
1	CCS	BSIT	Bachelor of Science in Information Technology		<button>Action</button> <input checked="" type="checkbox"/> Edit

### 3.5 Using the Edit Form

1. After making the necessary updates, click the Save button to apply the changes.
2. If you want to return to the Program List Page, click the Cancel button.

Program Details

Department: CCS

Program Name: BSIT

Description: Bachelor of Science in Information Technology

Number of Majors: 0

Cancel      Save

Edit Program Form



#### 4. Navigating to the Research Profile Page

##### 1.1 Access the Research Profile Page

1. After clicking either the Research Profile button in the sidebar or the Program List card, the admin will be directed to the Research Profile Page.

#	Title	Authors	Year Authored	Department	Program	Abstract	Adviser	Full Document	Supporting Documents	Study Image	Status	Action
1	SmartBin IoT-based Waste Management System for Classroom Sustainability	Socchi Justine, Raven J., Smagala Ginger Ryan P. Jr., Austria Gelmanee B., La-uanan Kain, Kristina D.	2025	CCS	BSIT	This research aimed to develop SmartBin IoT-based...	Dave Allan A. Tagacay	<a href="#">View</a>	<a href="#">Edit</a>		Protected	<a href="#">Action</a>
2	Optimized Intelligent Nutrition Keeper (OINAK)	Librado, John, Jordan P., Dy Vera, Mark Ruif., Latasaran, Jeryl P., Lance Alzel, Pamela A.	2025	CCS	BSIT	This research aimed to develop an IoT-based...	Dave Allan A. Tagacay		<a href="#">View</a>		Protected	<a href="#">Action</a>
3	Vital Track: A Health Monitoring System	Buno Mickey Z., Latosa Jean C.	2025	CCS	BSIT	This research aimed to develop a health...	Wences J. Bustos		<a href="#">View</a>		Protected	<a href="#">Action</a>
4	FRANSEN: A Database	Pampanga Enrique B., Caquigay, Ivan	2025	CCS	BSIT	This research aimed to develop	Dyther P. Dasalan		<a href="#">View</a>		Protected	<a href="#">Action</a>

##### 4.1 Utilizing the Search Bar

1. In the Research Profile Page, you can search by typing keywords related to study details

2. Type the keyword in the search bar, and once the study appears, press the Enter key on your keyboard.

#	Title	Authors	Year Authored	Department	Program	Abstract	Adviser	Full Document	Supporting Documents	Study Image	Status	Action
1	SmartBin IoT-based Waste Management System for Classroom Sustainability	Socchi Justine, Raven J., Smagala Ginger Ryan P. Jr., Austria Gelmanee B., La-uanan Kain, Kristina D.	2025	CCS	BSIT	This research aimed to develop SmartBin IoT-based...	Dave Allan A. Tagacay	<a href="#">View</a>	<a href="#">Edit</a>		Protected	<a href="#">Action</a>
2	Optimized Intelligent Nutrition Keeper (OINAK)	Librado, John, Jordan P., Dy Vera, Mark Ruif., Latasaran, Jeryl P., Lance Alzel, Pamela A.	2025	CCS	BSIT	This research aimed to develop an IoT-based...	Dave Allan A. Tagacay		<a href="#">View</a>		Protected	<a href="#">Action</a>



#### 4.2 Adding a Study

1. To add a new study, click the Add New Study button, which will direct you to the Add Study Form.

#	Title	Authors	Year Authored	Department	Program	Abstract	Adviser	Full Document	Supporting Documents	Study Image	Status	Action
1	SmartBin: IoT-based Waste Management System for Classroom Sustainability	Socni Justine, Raven J., Simagala Ginger Ryan P. Jr., Austria Gelmanne B., La-anan Kian, Kristine D.	2025	CCS	BSIT	This research aimed to develop SmartBin: IoT-based...	Dave Allan A. Tagacay	<a href="#">Download</a>	<a href="#">Download</a>		Protected	<a href="#">Action</a>
2	Optimized Intelligent Nutrition Keeper (OINK)	Librado Jepp Jordan P., De Vera Mark Ruvel P., Lapezaran Jeryl P., Lacas Alzaf Farrelle A.	2025	CCS	BSIT	This research aimed to develop an IoT-based...	Dave Allan A. Tagacay	<a href="#">Download</a>	<a href="#">Download</a>		Protected	<a href="#">Action</a>
3	Vital Track: A Health Monitoring	Bunio Mickey Z., Labox Jean C.	2025	CCS	BSIT	This research aimed to develop a health...	Weena J. Salines	<a href="#">Download</a>	<a href="#">Download</a>		Protected	<a href="#">Action</a>

#### 4.3 Filling Out the Add Study Form

1. Complete all the required fields in form 1 and 2.
2. After entering the required information in form 1, click the Next button to display form 2. After entering all the required information click the Add button to save the study. Click the Back button to go back to form 1. If the system detects a duplicate entry, or empty required fields a message will appear to alert you, helping to prevent adding the same study multiple times.



3. If you want to return to the Research Profile Page, click the Cancel button.

The screenshot shows a research study entry form. At the top right is a link labeled "Add Study Form 1". In the center is a "Research Study Details" section with fields for "Research Title", "No. of Authors" (set to 1), "Main Author" (with sub-fields for First Name, Middle Initial, Last Name, and Suffix), and "Year Authored". Below this is a "Cancel" button in a red box and a "Next" button in another red box. The main table lists studies with columns for "Authors", "Year Authored", "Status", and "Action". One study is shown in detail: "Liberato Jetro, Jordan P., De Vera" from 2025, categorized under COM, BSIIT, This experimental, Pu P Paz, with a status of Protected and a study image icon.

The screenshot shows a list of research profiles. A modal window titled "Research Study Details" is open over the list, containing fields for "Department" (CCS), "Program" (BSIT), "Adviser" (with sub-fields for First Name, Middle Initial, Last Name, and Suffix), and "Abstract". It also includes sections for "This study..." (Protected, Published, Presented, Extended) and "Full Document" (Choose File: No file chosen). Below the modal is a "Back" button in a red box and an "Add" button in another red box. The main table lists studies with columns for "Title", "Authors", "Year Authored", "Status", and "Action". One study is shown in detail: "Digital Orientation and Performance Assistant (DOPA): A Virtual Campus Tour Guide Application System" by "Liberato Jetro, Jordan P., De Vera, Main Huay, Liberto, Jero P., Liberto, Jordi F., Liberto, Jordi Farnell A." from 2025, categorized under CCS, BSIIT, This experimental, Pu P Paz, with a status of Protected and a study image icon.

#### 4.4 Editing a Study

1. To edit a study, click the study Action button and select the Edit option.
2. Then it will take you to the Edit Form.



#	Title	Authors	Year Authored	Department	Program	Abstract	Adviser	Status	Action
1	SmartBin: IoT-based Waste Management System for Classroom Sustainability	Souchi Justine Raven J., Simagala Ginger Ryan P. Jr., Austria Geomar B., La-anan Kian Kostine D.	2025	CCS	BST	This research aimed to develop SmartBin: IoT-based...	Dave Allen A. Tagucay	Protected	Action ▾
2	Optimized Intelligent Nutrition Keeper (OINK)	Librada Jerry Jordan P., De Vera Mark Ruell P., Lapezaran Jeryl P., Lacier Asiel Femilia A.	2025	CCS	BST	This research aimed to develop an IoT-based...	Dave Allen A. Tagucay	Protected	Action ▾
3	Vital Track: A Health Monitoring System	Burn Mickey Z., Latice Jean C.	2025	CCS	BST	This research aimed to develop a health...	Weena J. Butas	Protected	Action ▾
4	FRANGEN: A Database	Pampanga Enrique B., Capeding Jwan	2025	CCS	BST	This research aimed to develop	Dyfhra P. Ocasiano	Protected	Action ▾

#### 4.5 Using the Edit Form

1. After making the necessary updates, click the Save Changes button to apply the changes.
2. If you want to return to the Research Profile Page, click the Cancel button.

Edit Research Manuscript

Research Title: Vital Track: A Health Monitoring System

No. of Authors: 2

Main Author: Mickey Z. Burn

Co-Author #: Jean C. Latice

Year Authored: 2025

Department: CCS

Action ▾

Supporting Documents

Study Image

Status

Action

Protected

Action ▾

Protected

Action ▾

Protected

Action ▾

Cancel

Save Changes

#### 4.6 Viewing Study Details

1. To view a study, click the study Action button and select the View option.

2. Then it will take you to the Study Details Form.

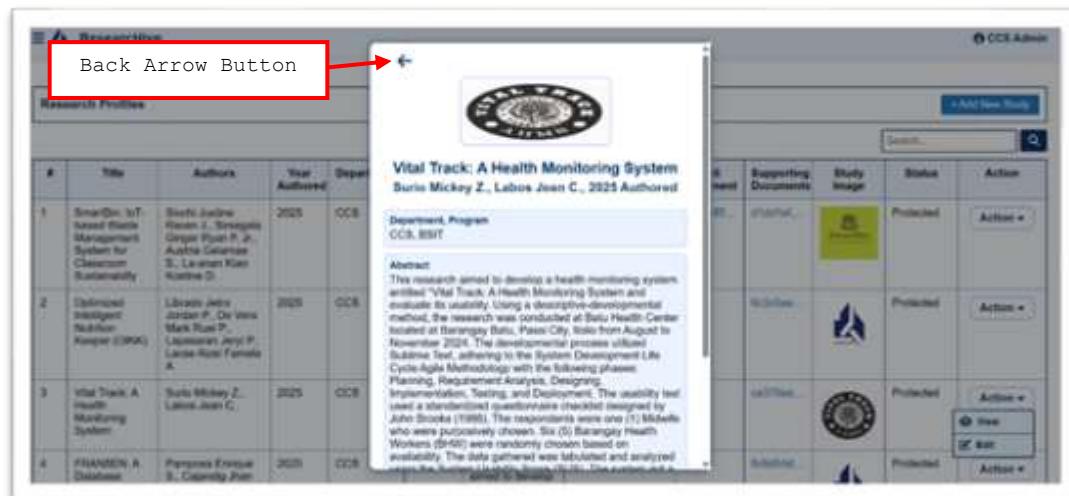


#	Title	Authors	Year Authorized	Department	Program	Abstract	Adviser	Full	Supporting	Study	Status	Action
1	SmartBin: IoT-based Waste Management System for Classroom Sustainability	Bacchi Justine Roxas J., Soriano Cinger Ryan P. Jr., Austine Galante B., Le-anne Klein Kostina D.	2025	CCS	BSIT	This research aimed to develop SmartBin, IoT-based...	Dave Alan A. Tagacay				Protected	Action ▾
2	Optimized Intelligent Nutrition Keeper (OINK)	Liberato Jethro Jordan P., De Vera Mark Russ P., Lapasanan Jeyl P., Larce Asini Farrelle A.	2025	CCS	BSIT	This research aimed to develop an IoT-based...	Dave Alan A. Tagacay				Protected	Action ▾
3	Vital Track: A Health Monitoring System	Suris Mickey Z., Labos Jean C.	2025	CCS	BSIT	This research aimed to develop a health...	Wenca J. Buñes				Protected	Action ▾
4	FRANDEN A Database	Pampoco Enrique B., Capeling Juan	2025	CCS	BSIT	This research aimed to develop...	Dyfhra P. Diassales				Protected	Action ▾

#### 4.7 Study Details Form

1. If you want to return to the Research Profile

Page, click the Back Arrow button.

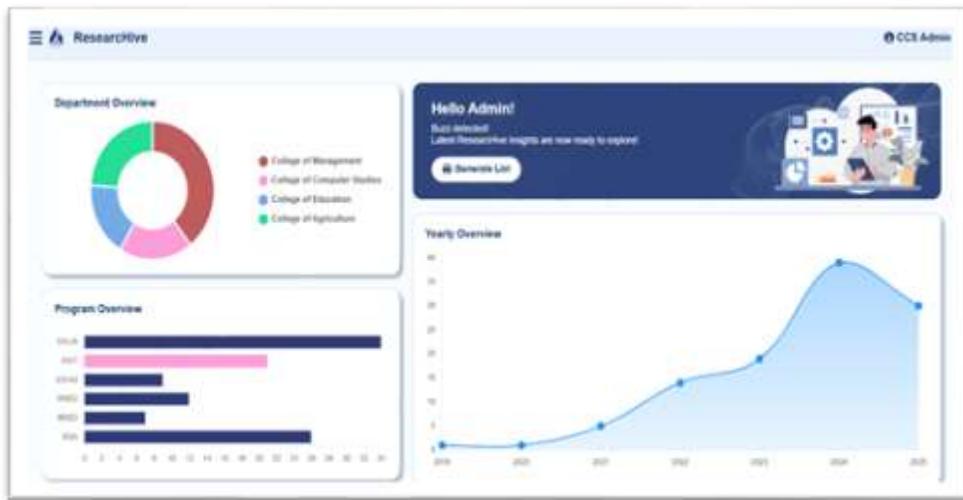


The screenshot shows a detailed view of a study profile titled "Vital Track: A Health Monitoring System" by Suris Mickey Z. and Labos Jean C. from 2025. The profile includes the authors, year authorized, department (CCS), program (BSIT), abstract, adviser (Dave Alan A. Tagacay), and status (Protected). The "Action" button is also visible. On the right side, there is a grid of other study profiles with their respective details and actions.

#### 5. Navigating to the Statistics Page

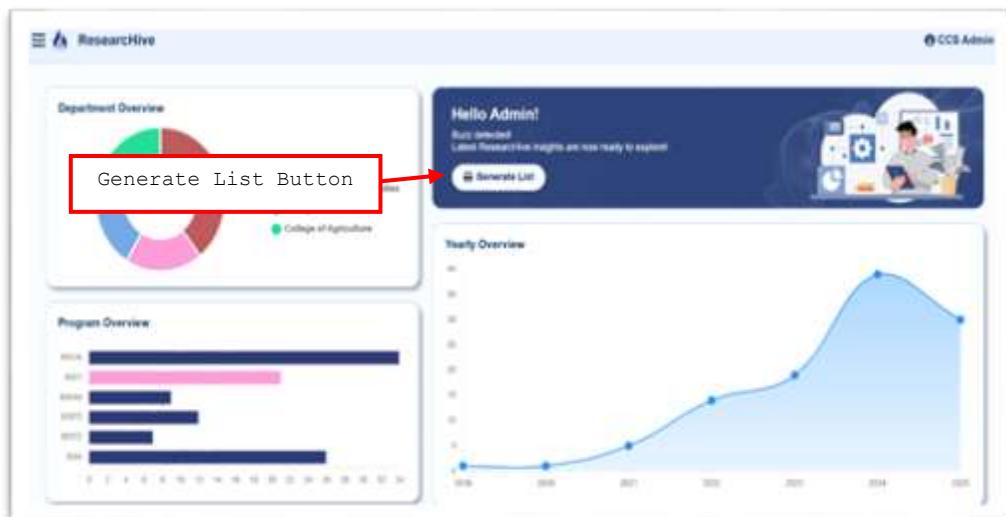
##### 1.1 Access the Statistics Page

1. After clicking either the Statistics button in the sidebar or the Statistics card, the admin will be directed to the Statistics Page.



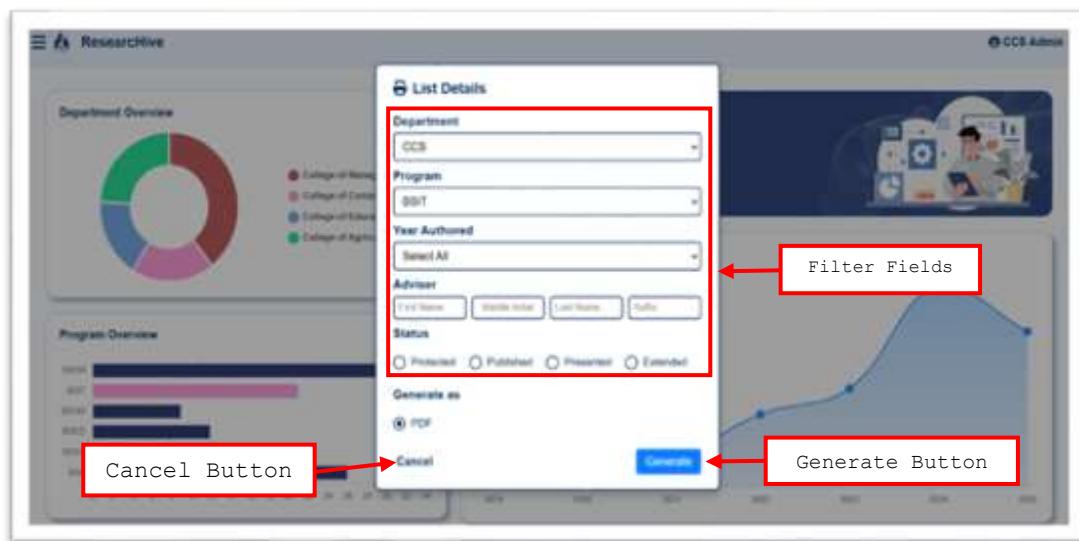
### 5.1 Generating a List

1. To generate a list, click the Generate List button.
2. Then it will take you to List Details Form.



## 5.2 List Details Form

1. To generate a list, apply filters using the available filter fields.
2. Then, click the Generate button to download a list file based on the filters you selected.
3. If you want to return to the Statistics Page, click the Cancel button.



## 6. Navigating to the Settings Page

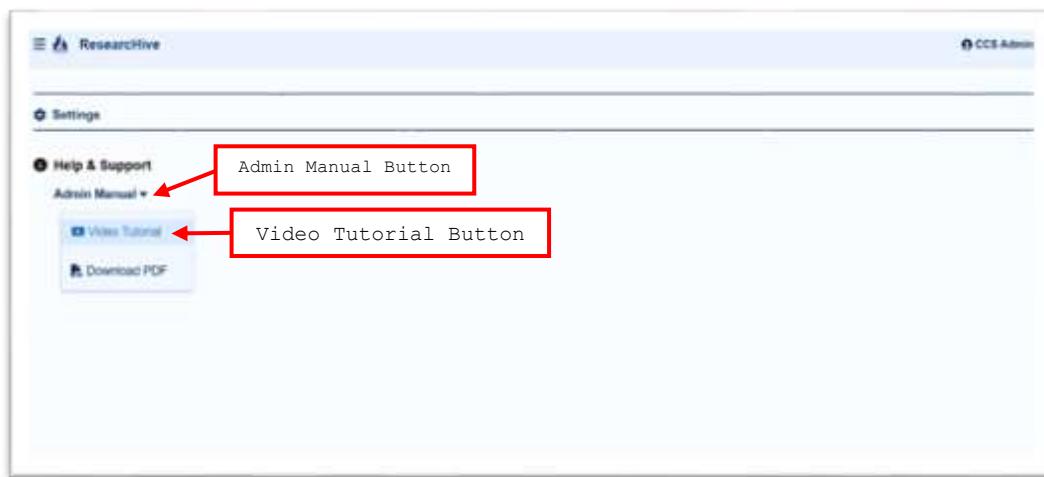
- 1.1 Access the Settings Page
- 1.2 1. After clicking either the Settings button in the sidebar or the Settings card, the admin will be directed to the Settings Page.





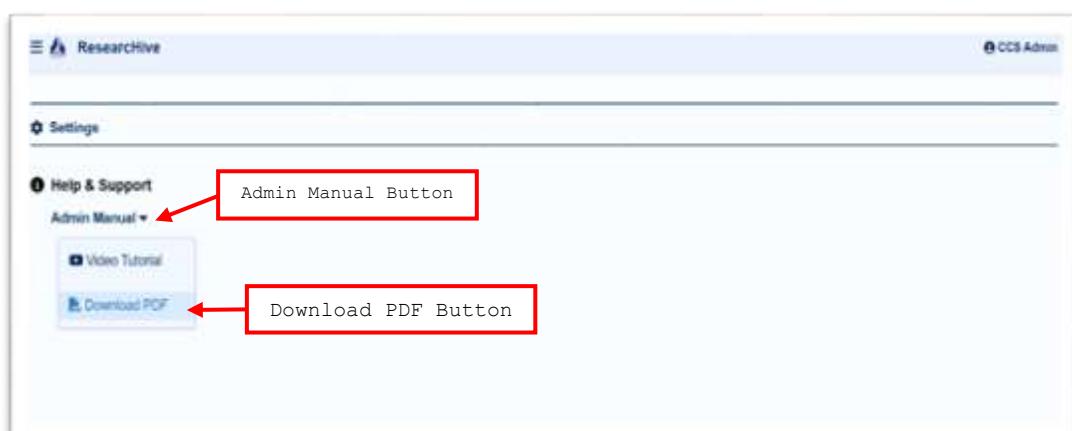
#### 6.1 Accessing Video Tutorial of Admin's Manual

1. To view the video tutorial of the Admin's Manual, click the Admin Manual button and select the Video Tutorial option.
2. The admin will then be redirected to the ResearchHive YouTube video tutorial.



#### 6.2 Accessing PDF File of Admin's Manual

1. To view the PDF file of the Admin's Manual, click the Admin Manual button and select the Download PDF option.
2. The PDF File will then be downloaded.





### 6.3 Logout the System

1. To log out of the system, click the Admin Icon to display the Logout option.
2. Click the Logout button to end the session.

