

## **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

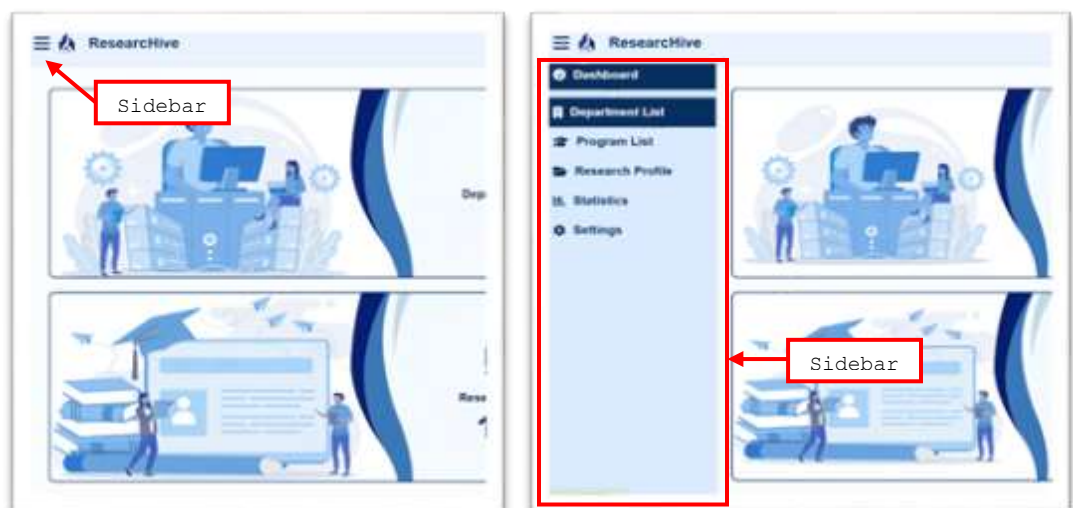
### 1.1 Access the Department List Page

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

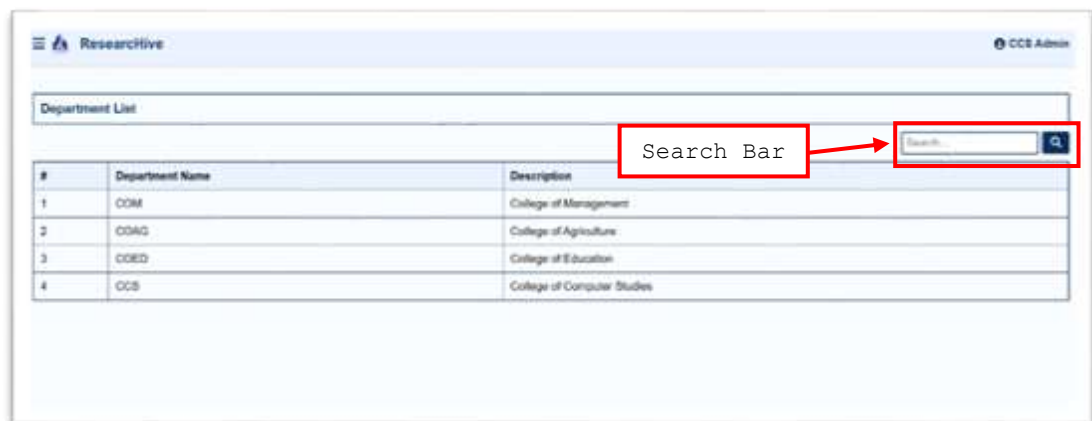
### 1.1 Access the Department List Page

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.



### 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.



### 3. Navigating to the Program List Page

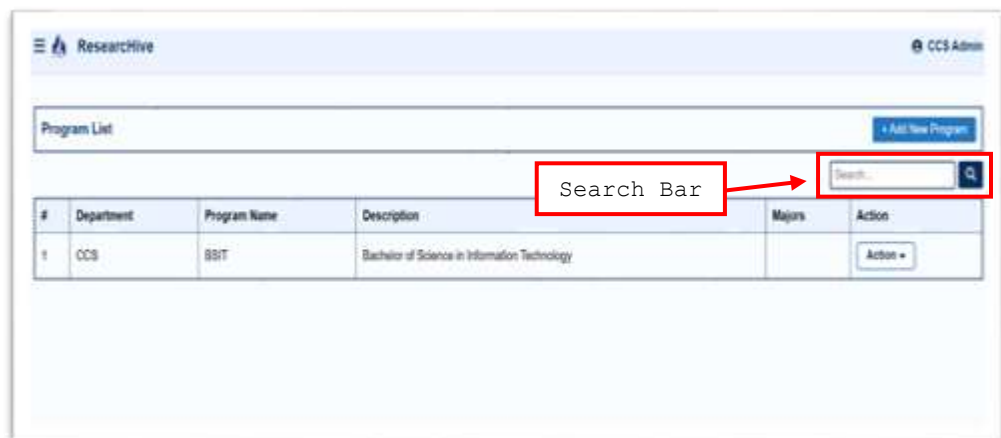
#### 1.1 Access the Program List Page

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.



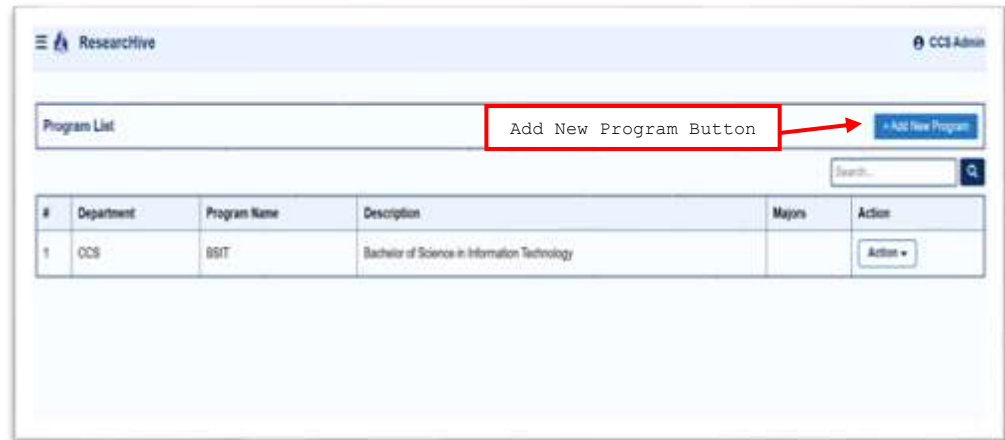
#### 3.1 Utilizing the Search Bar

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.



### 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.



ResearchMivo CCS Admin

Program List

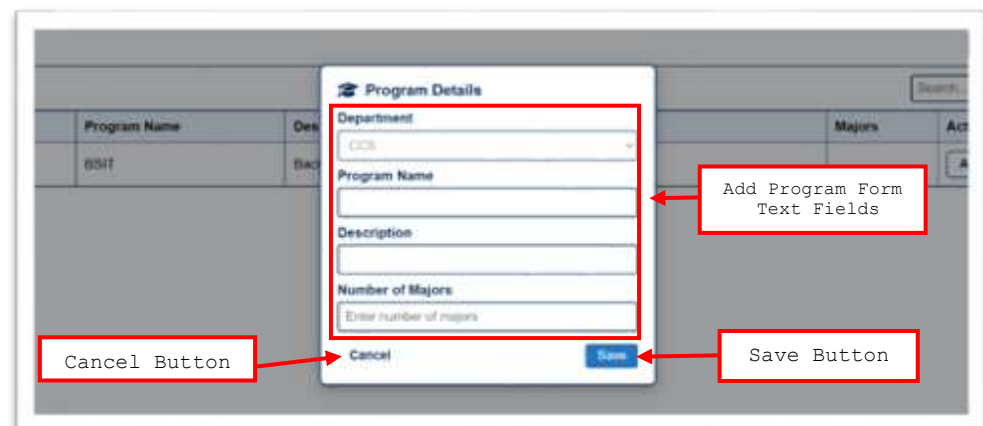
Add New Program Button

+ Add New Program

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

### 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.



Program Details

Department: OCS

Program Name:

Description:

Number of Majors: Enter number of majors

Cancel Button

Cancel

Save Button

Save

### 3.4 Editing a Program

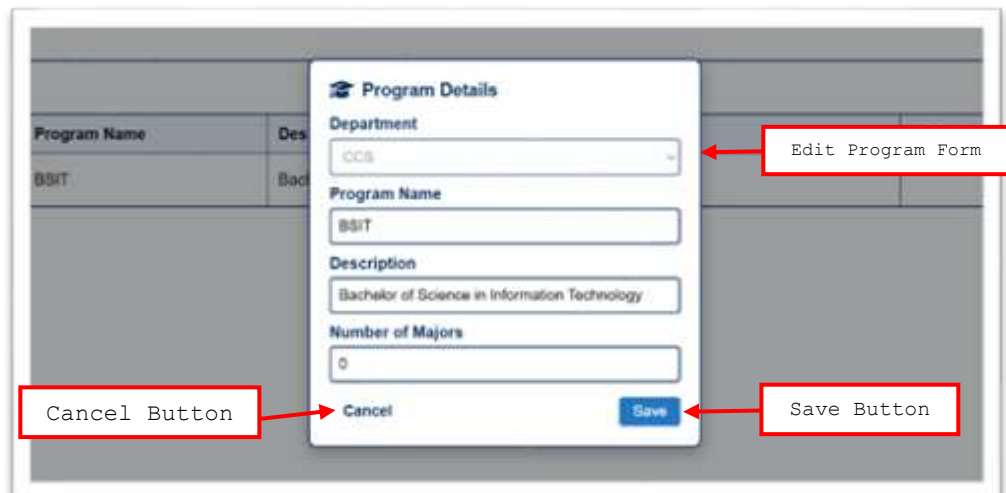
1. To edit a program, click the program Action button and select the Edit option.
2. Then it will take you to the Edit Form.



#	Department	Program Name	Description	Majors	Action
1	CCS	BSIT	Bachelor of Science in Information Technology		<div> <div>Action</div> <div>Edit</div> </div>

### 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

Cancel Button

Save Button

Edit Program Form

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

##### 1.1 Access the Research Profile Page

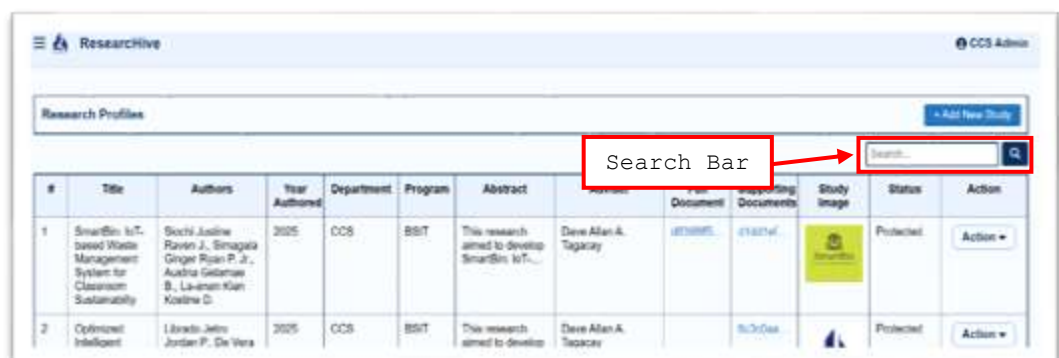
1. After clicking either the Research Profile button in the sidebar or the Program List card, the admin will be directed to the Research Profile Page.





#	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	Sochi Justine Raven J., Sinagala Ginger Ryan P. Jr., Austria Geomara B., Lujanen Kian Kristine D.	2025	CCS	BSIT	This research aimed to develop SmartBin IoT...	Dave Allan A. Tagaray	10/30/25	01/02/25		Protected	Action ▾
2	Optimized Intelligent Nutrition Kasper (Other)	Librado Jetro Jordan P., De Vera Mark Rue P., Lujanen Jeryl P., Lujanen Alvin Pamela A.	2025	CCS	BSIT	This research aimed to develop an IoT-based...	Dave Allan A. Tagaray		01/02/25		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...	Werna J. Sulas		01/02/25		Protected	Action ▾
4	FRANSEN A Database	Pangosa Enrique S., Capandig Juan	2025	CCS	BSIT	This research aimed to develop...	Dyline P. Dacotan		01/02/25		Protected	Action ▾

##### 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	Sochi Justine Raven J., Sinagala Ginger Ryan P. Jr., Austria Geomara B., Lujanen Kian Kristine D.	2025	CCS	BSIT	This research aimed to develop SmartBin IoT...	Dave Allan A. Tagaray	10/30/25	01/02/25		Protected	Action ▾
2	Optimized Intelligent Nutrition Kasper (Other)	Librado Jetro Jordan P., De Vera Mark Rue P., Lujanen Jeryl P., Lujanen Alvin Pamela A.	2025	CCS	BSIT	This research aimed to develop...	Dave Allan A. Tagaray		01/02/25		Protected	Action ▾

## 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.



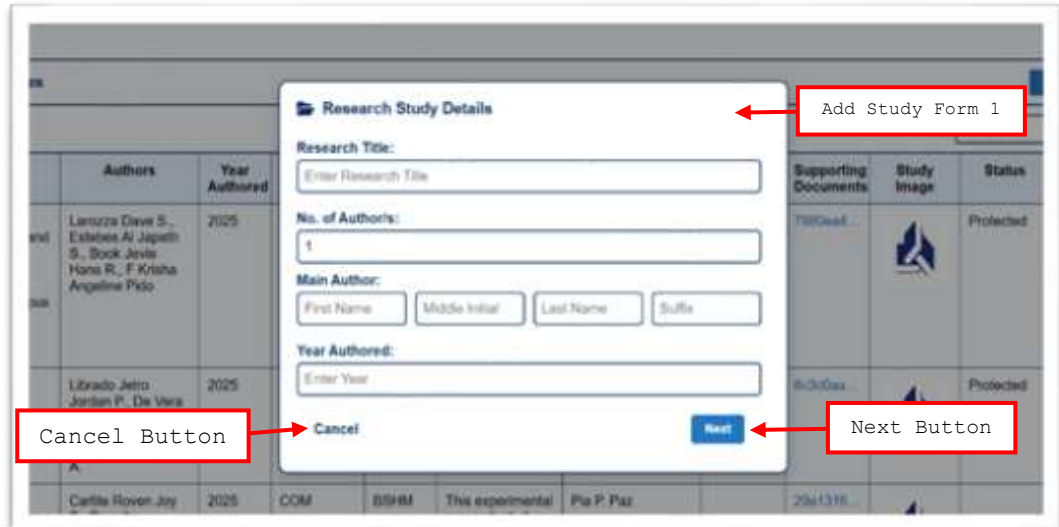
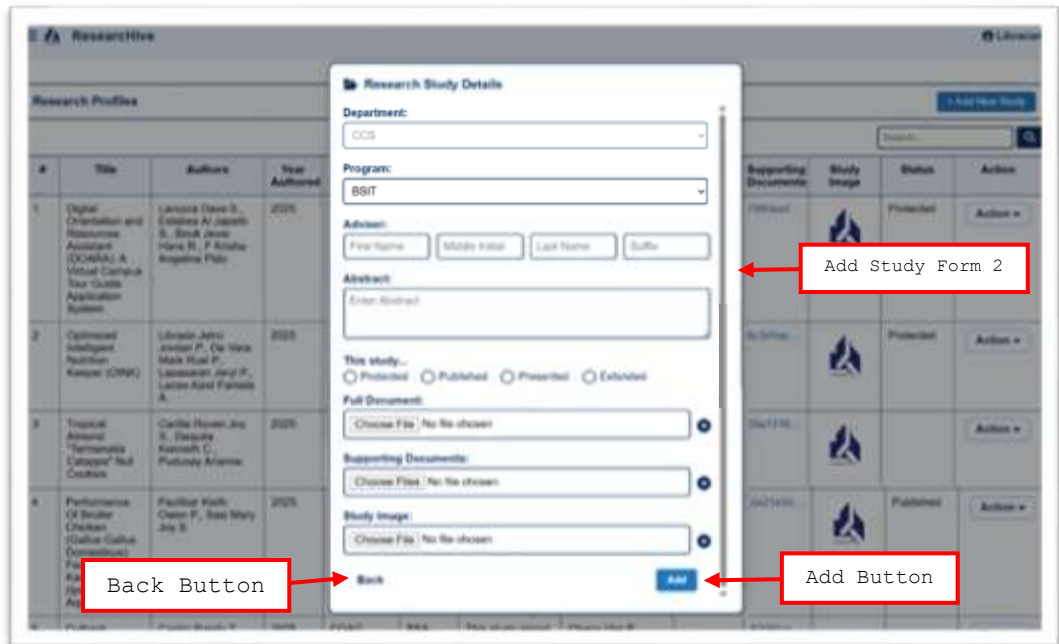
The screenshot shows the ResearchHub interface. At the top, there is a navigation bar with the ResearchHub logo and a user profile icon labeled 'CCS Admin'. Below the navigation bar is a search bar and a list of research profiles. A red box highlights the 'Add New Study' button in the top right corner of the table area, with an arrow pointing to it. The table contains three rows of research profiles, each with columns for ID, Title, Authors, Year Authored, Department, Program, Abstract, Adviser, Full Document, Supporting Documents, Study Image, Status, and Action.

#	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	Bochi Justine Raven J., Sinagala Ginger Ryan P. Jr., Austria Gelman B., Lavanan Kian Kristine S.	2025	CCS	BSIT	This research aimed to develop SmartBin: IoT...	Dave Alan A. Tagaray	20250505...	20250505...		Protected	Action ▾
2	Optimized Intelligent Nutrition Keeper (ONK)	Libardo Jairo Jordan P., De Vera Mary Rust P., Lapisaran Jeryl P., Lacer Azof Pamela A.	2025	CCS	BSIT	This research aimed to develop an IoT-based...	Dave Alan A. Tagaray		20250505...		Protected	Action ▾
3	Vital Track: A Health Monitoring	Burns Mickey Z., Labao Jean C.	2025	CCS	BSIT	This research aimed to develop a health...	Wendy J. Buhes	20250505...	20250505...		Protected	Action ▾

## 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.

#### 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.

The screenshot displays the ResearchHive interface. At the top, there is a navigation bar with the ResearchHive logo and a user profile icon labeled 'CCS Admin'. Below this is a section titled 'Research Profiles' with a '+ Add New Profile' button. A search bar is located on the right. The main content is a table with the following columns: #, Title, Authors, Year Authored, Department, Program, Abstract, Advisor, Status, and Action. The table contains four rows of research profiles. The first row is highlighted with a yellow background. Red boxes and arrows point to the 'Action' column of the first row, specifically to the 'Action Button' (a dropdown menu) and the 'Edit Button' (a button with a pencil icon).

#	Title	Authors	Year Authored	Department	Program	Abstract	Advisor	Status	Action
1	SmartBin: IoT-based Waste Management System for Classroom Sustainability	Sucht, Justine Raven J., Sinagata Ginger Ryan P. Jr., Austria Colomae B., Lananan Kian Kristina D.	2025	CCS	BSIT	This research aimed to develop SmartBin, IoT-based...	Dave Allan A. Tagaray	Protected	<div>Action Button</div> <div>Edit Button</div>
2	Optimized Intelligent Nurdan Keeper (ONW)	Librado Jethro Jordan P., De Vera Mark Ruei P., Lapanaran Jeryl P., Lacas Acid Pamela A.	2025	CCS	BSIT	This research aimed to develop an IoT-based...	Dave Allan A. Tagaray	Protected	Action
3	Vital Track: A Health Monitoring System	Burns Mickey Z., Labine Jean C.	2025	CCS	BSIT	This research aimed to develop a health...	Wiemra J. Bulnes	Protected	Action
4	FRANGEN: A Database	Pangosa Enrique B., Gaudy Jean	2025	CCS	BSIT	This research aimed to develop	Dyline P. Ocadas	Protected	Action

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.

The screenshot shows the 'Edit Research Manuscript' form in the ResearchHive application. The form is overlaid on a table of research profiles. The form contains the following fields:

- Research Title:** Vial Track: A Health Monitoring System
- No. of Authors:** 2
- Main Author:** Mickey (Z, Buro, Suffix)
- Co-Author #1:** Juan (C, Leticia, Suffix)
- Year Authored:** 2025
- Department:** (Empty)

Red boxes and arrows highlight the 'Cancel Button' and 'Save Changes Button'.

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 Authored	Department	Program	Abstract	Adviser	Full	Supporting	Study	Status	Action
1	SmartBin: IoT-based Waste Management System for Classroom Sustainability	Seachy Justine Raven J., Serragala Ginger Ryan P. Jr., Austria Geomae B., Lavanan Kian Kristine D.	2025	CCS	BSIT	This research aimed to develop SmartBin, IoT...	Dave Allan A. Tagaray				Protected	<div> <div>Action</div> <div>View</div> <div>Back</div> </div>
2	Optimized Intelligent Nutrition Keeper (ONIK)	Librado Jairo Jordan P., De Vera Mark Russ P., Lapasaran Jerry P., Larios Alzel Fanelia A.	2025	CCS	BSIT	This research aimed to develop an IoT-based...	Dave Allan A. Tagaray				Protected	Action
3	Vital Track: A Health Monitoring System	Buris Mickey Z., Labos Jean C.	2025	CCS	BSIT	This research aimed to develop a health...	Werna J. Buhas	cc3776...			Protected	Action
4	FRANGEN: A Database	Pampos Enrique B., Capangay Jean	2025	CCS	BSIT	This research aimed to develop...	Elyne P. Ocasio	subfina...			Protected	Action

#### 4.7 Study Details Form

1. If you want to return to the Research Profile Page, click the Back Arrow button.

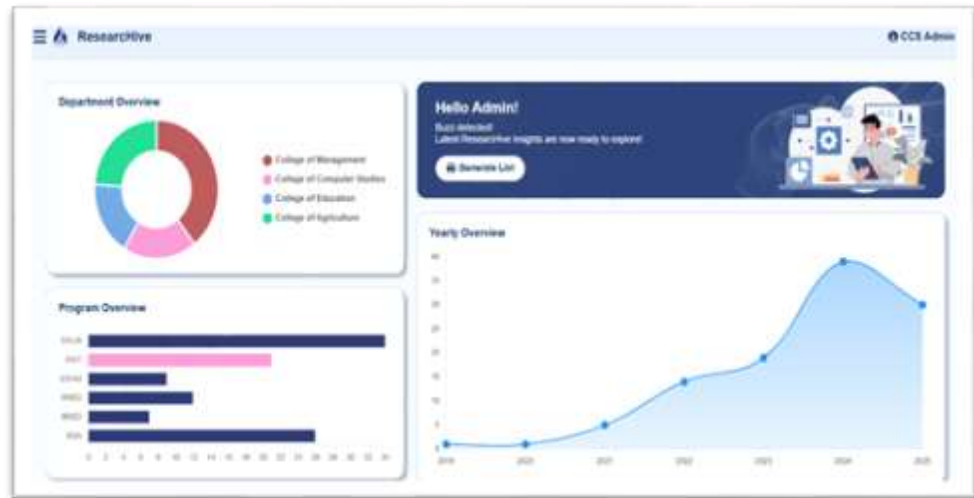


#	Title	Authors	Year Authored	Department	Program	Abstract	Adviser	Full	Supporting	Study	Status	Action
1	SmartBin: IoT-based Waste Management System for Classroom Sustainability	Seachy Justine Raven J., Serragala Ginger Ryan P. Jr., Austria Geomae B., Lavanan Kian Kristine D.	2025	CCS	BSIT	This research aimed to develop SmartBin, IoT...	Dave Allan A. Tagaray				Protected	Action
2	Optimized Intelligent Nutrition Keeper (ONIK)	Librado Jairo Jordan P., De Vera Mark Russ P., Lapasaran Jerry P., Larios Alzel Fanelia A.	2025	CCS	BSIT	This research aimed to develop an IoT-based...	Dave Allan A. Tagaray				Protected	Action
3	Vital Track: A Health Monitoring System	Buris Mickey Z., Labos Jean C.	2025	CCS	BSIT	This research aimed to develop a health...	Werna J. Buhas	cc3776...			Protected	Action
4	FRANGEN: A Database	Pampos Enrique B., Capangay Jean	2025	CCS	BSIT	This research aimed to develop...	Elyne P. Ocasio	subfina...			Protected	Action

#### 5. Navigating to the Statistics Page

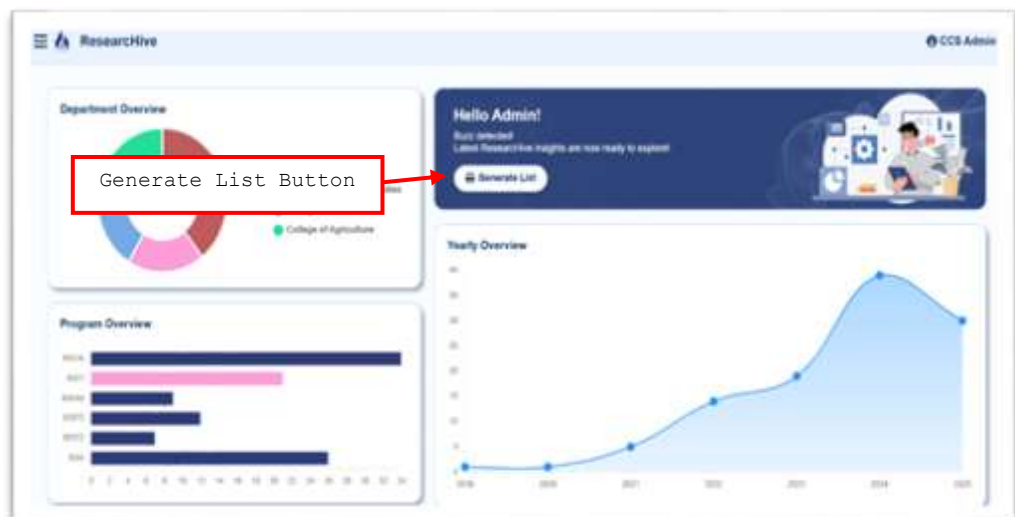
##### 1.1 Access the Statistics Page

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



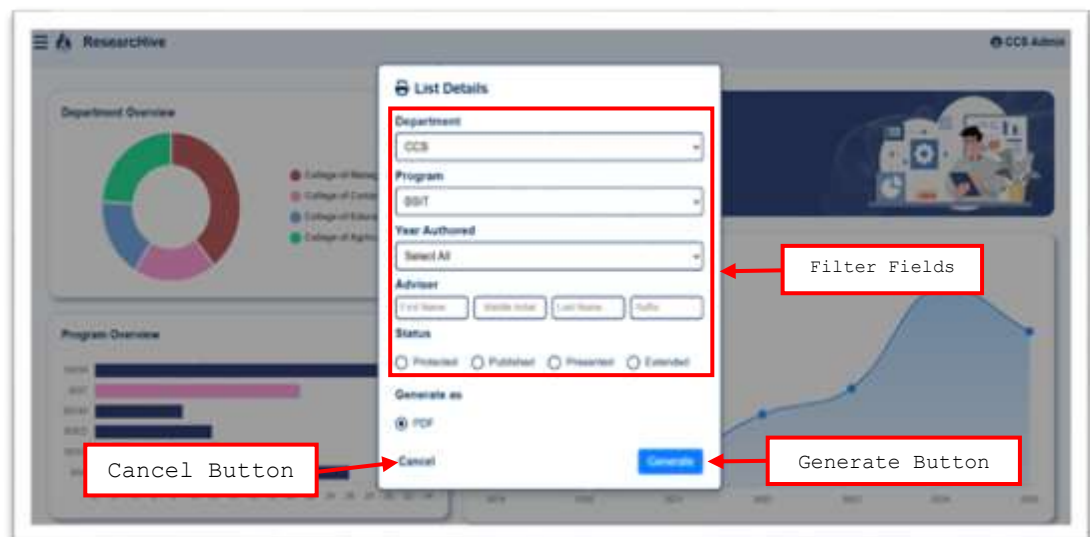
### 5.1 Generating a List

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



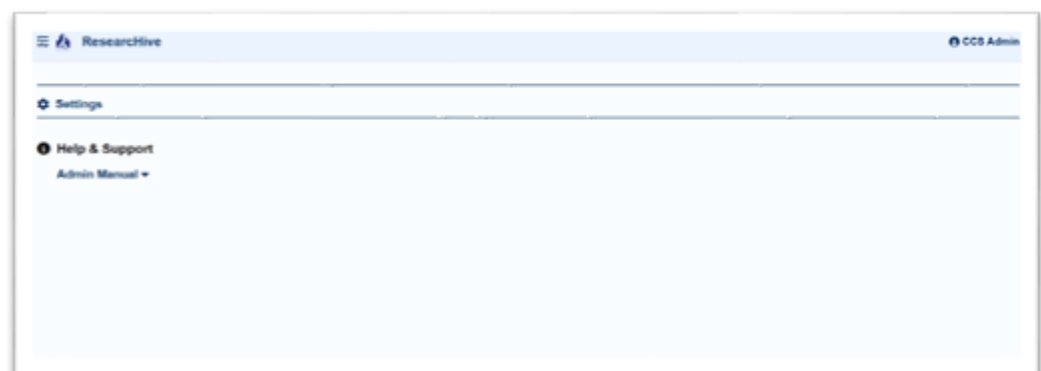
## 5.2 List Details Form

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.



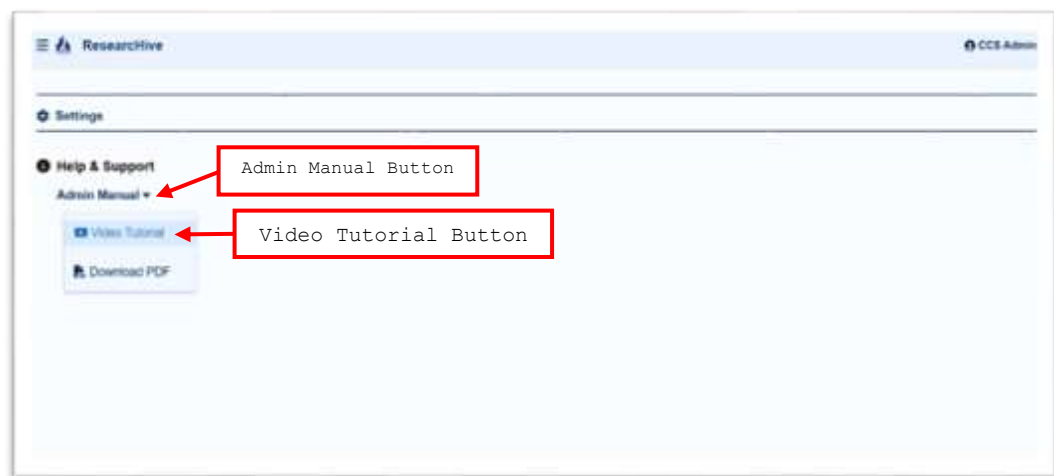
## 6. Navigating to the Settings Page

- 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.



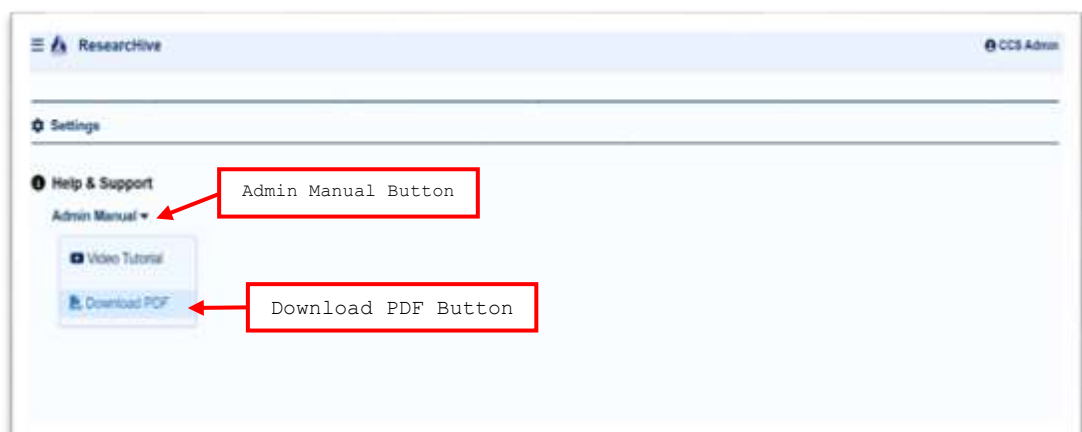
## 6.1 Accessing Video Tutorial of Admin's Manual

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.

