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.

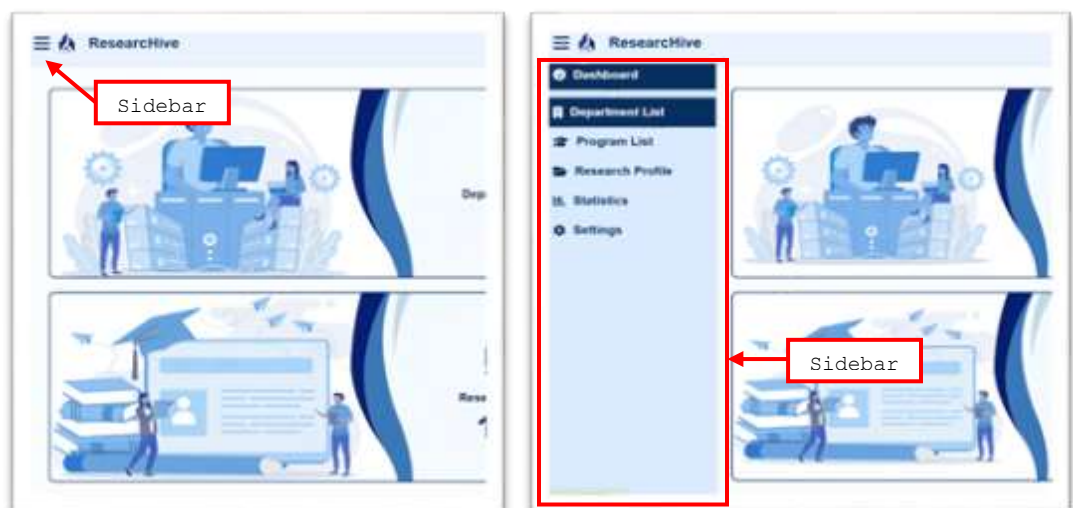1.2 Navigating the Dashboard Page

   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.
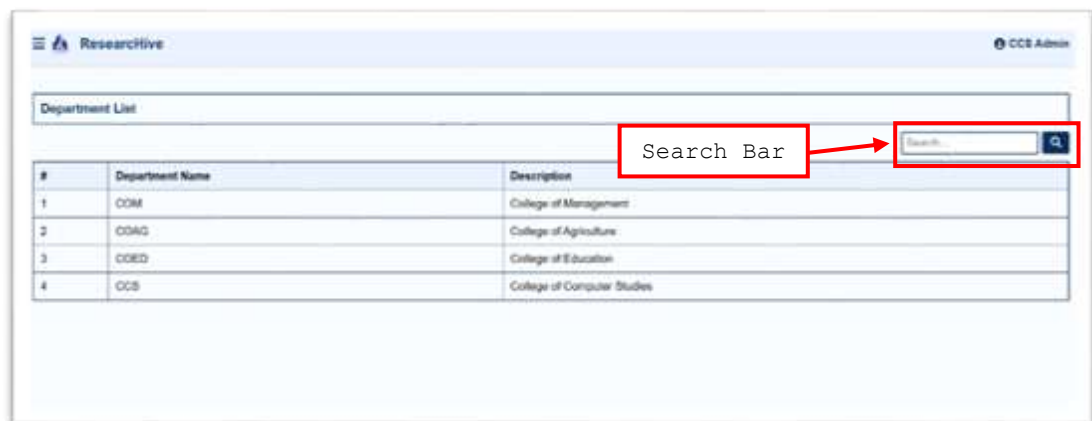
2. Navigating to the Department List Page

   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.
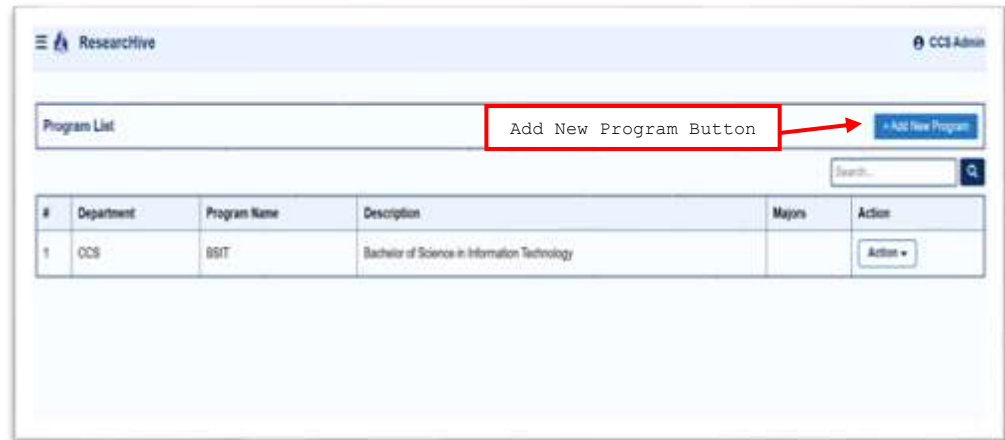

2.1 Utilizing the Search Bar

   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

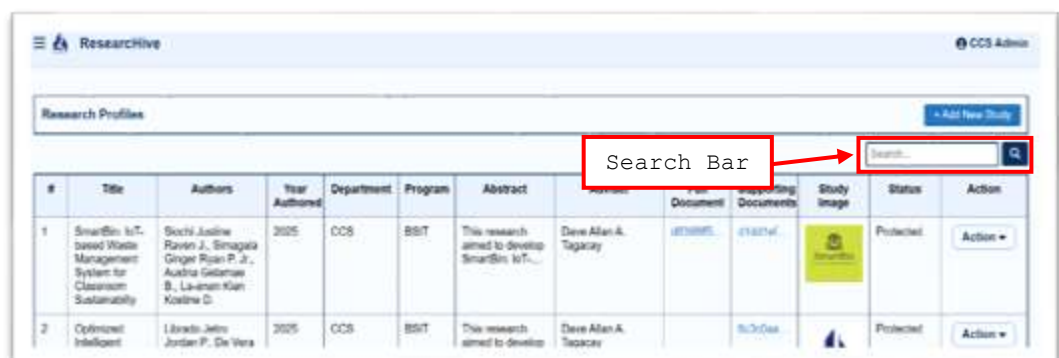   1. After clicking either the Program List button in the sidebar or the Program List card, the admin will be directed to the Program List Page.

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.
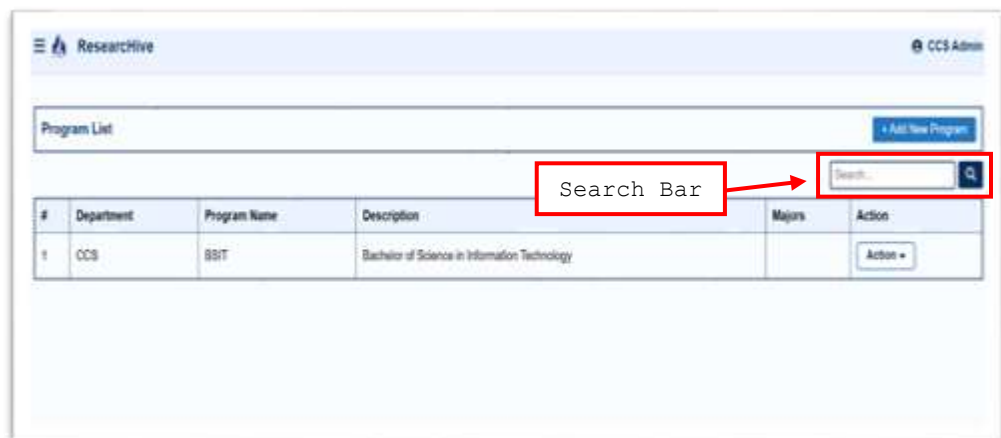
3.2 Adding a Program

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

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.

3.4 Editing a Program
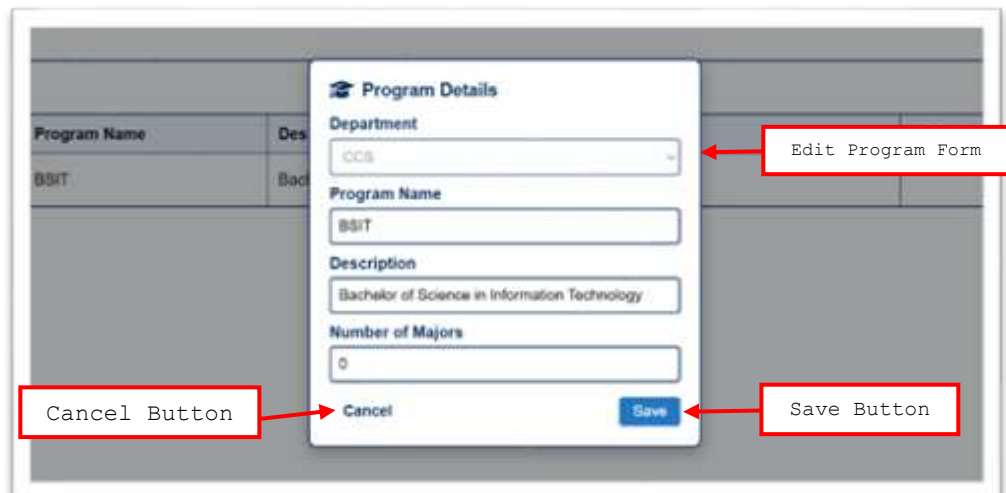
1. To edit a program, click the program Action button
   and select the Edit option.

2. Then it will take you to the Edit Form.

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.

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.

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.

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.

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.

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.

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.

4.7 Study Details Form

1. If you want to return to the Research Profile

   Page, click the Back Arrow button.

5. Navigating to the Statistics Page
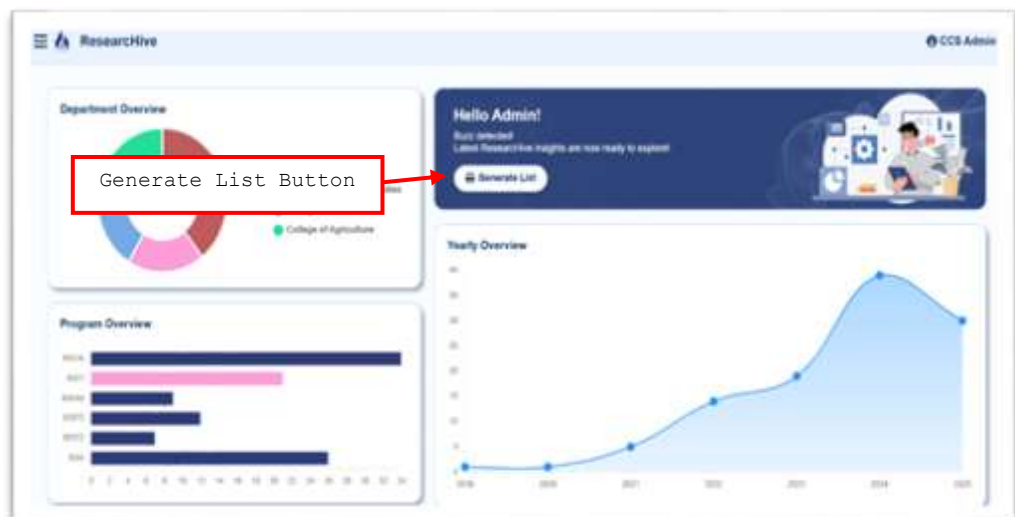
   1.1 Access the Statistics Page

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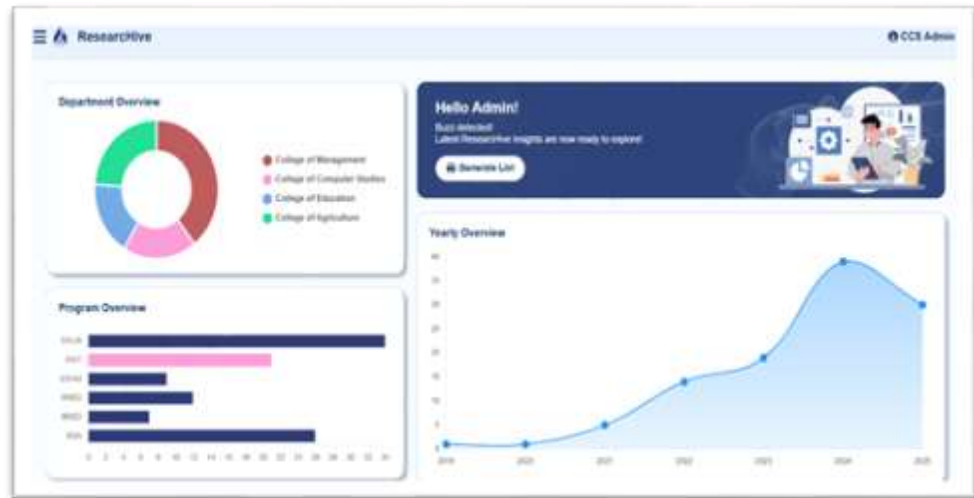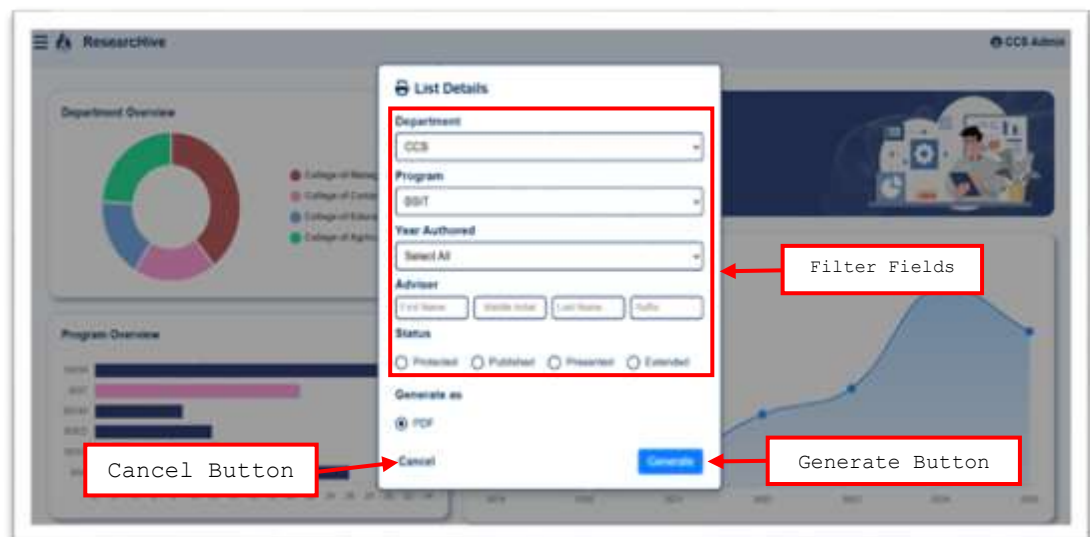

5.1 Generating a List

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.
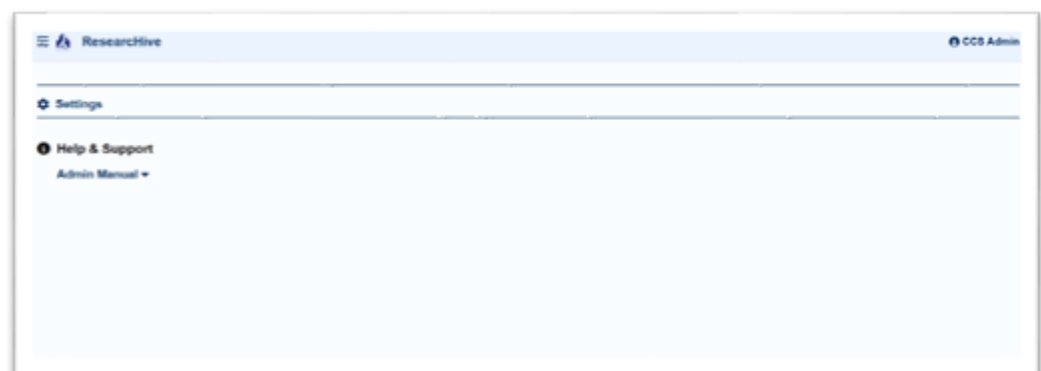
6.1 Accessing Video Tutorial of Admin's Manual
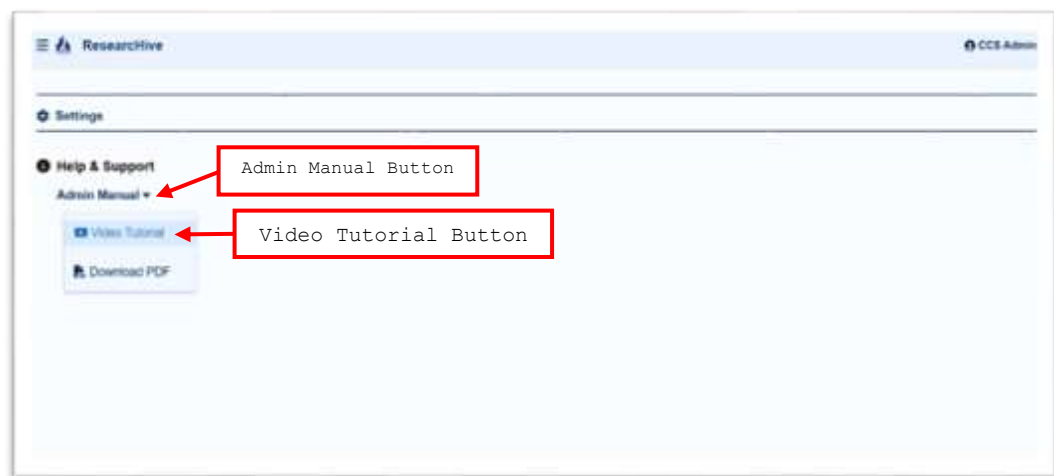
1. To view the video tutorial of the Admin's Manual, click the Admin Manual button and select the Video Tutorial option.

2. The admin will then be redirected to the ResearcHive 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.
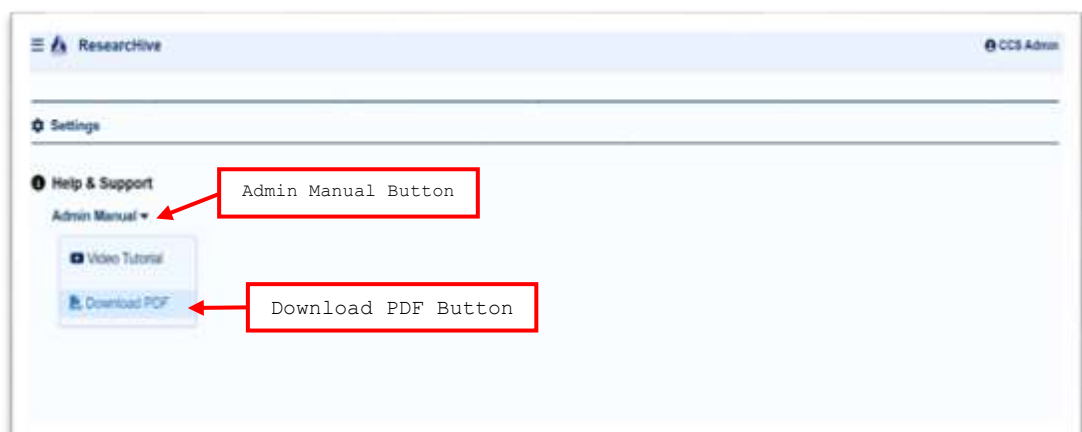
6.3 Logout the System

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.