

## **Appendix A**

### **Super 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 super 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 super admin will be directed to the Dashboard Page.



### 1.1 Displaying the Sidebar

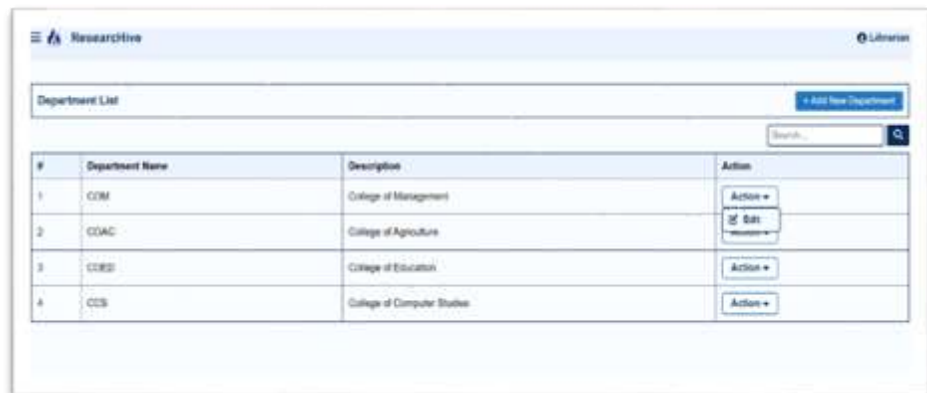
1. Click the sidebar menu next to the search bar to display the sidebar.
2. To close it, click the sidebar menu again.



## 2. Navigating to the Department List Page

### 1.2 Access the Department List Page

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

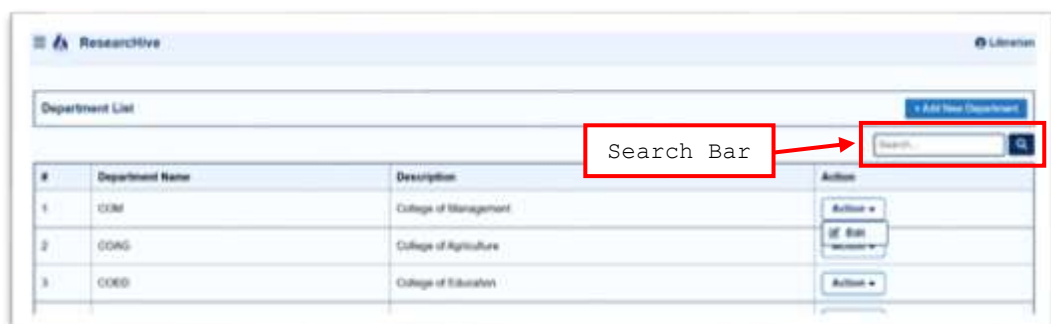


The screenshot shows the 'Department List' page in a web application. At the top, there's a header with 'Researchrive' and a 'Librarian' profile. Below the header, there's a 'Department List' title and a '+ Add New Department' button. A search bar is located to the right of the title. The main content is a table with four columns: '#', 'Department Name', 'Description', and 'Action'. The table lists four departments: COM (College of Management), COAC (College of Agriculture), COED (College of Education), and CCS (College of Computer Studies). Each row has an 'Action' button with a dropdown menu.

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

### 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.

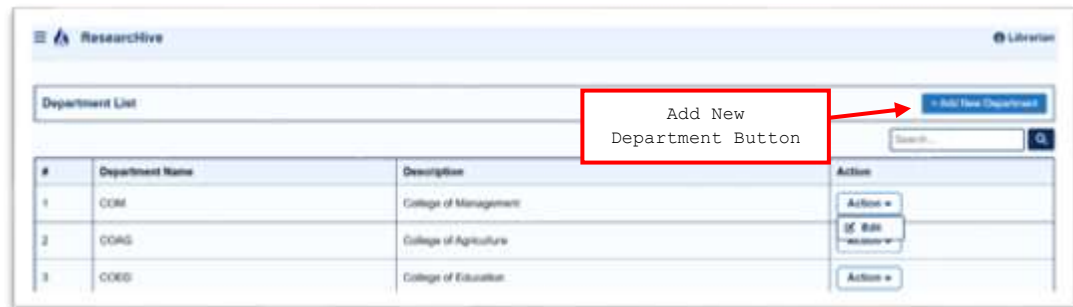


This screenshot is similar to the previous one, but it highlights the search bar with a red box and a red arrow pointing to it. The text 'Search Bar' is written next to the box. The search bar is located at the top right of the table area, next to the '+ Add New Department' button.

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

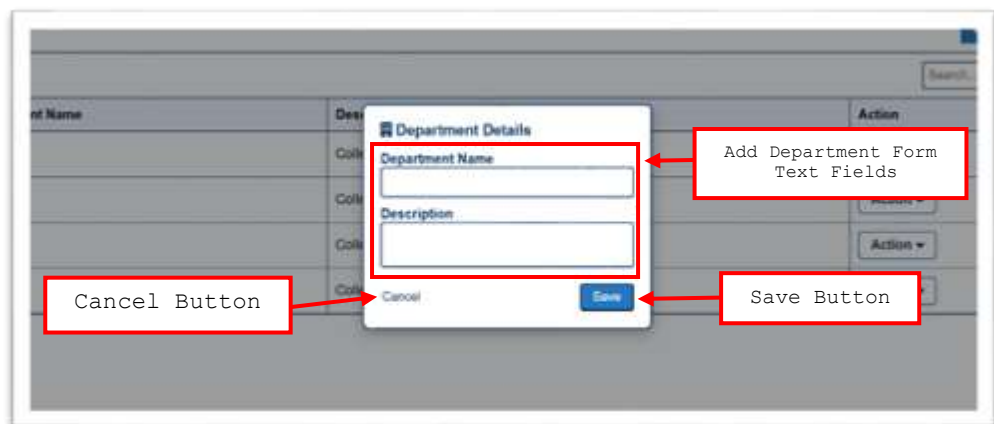
## 2.2 Adding a Department

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



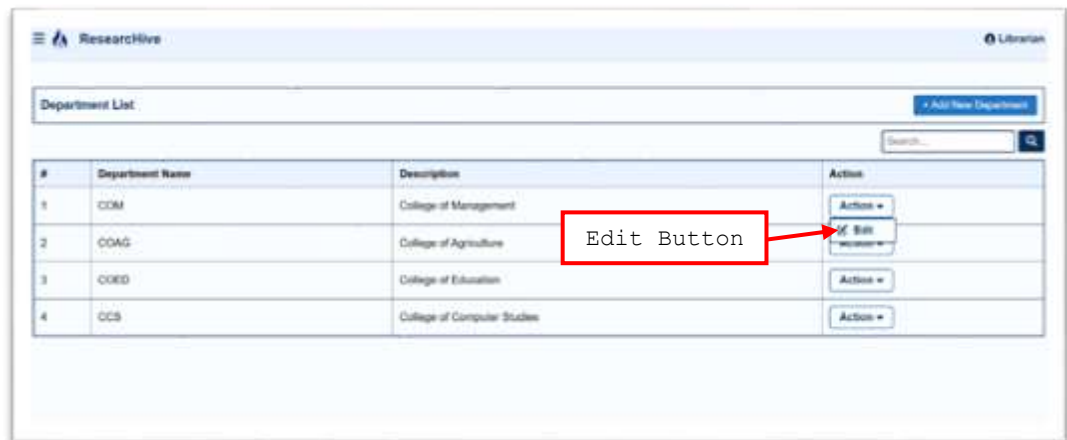
## 2.3 Filling Out the Add Department Form

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



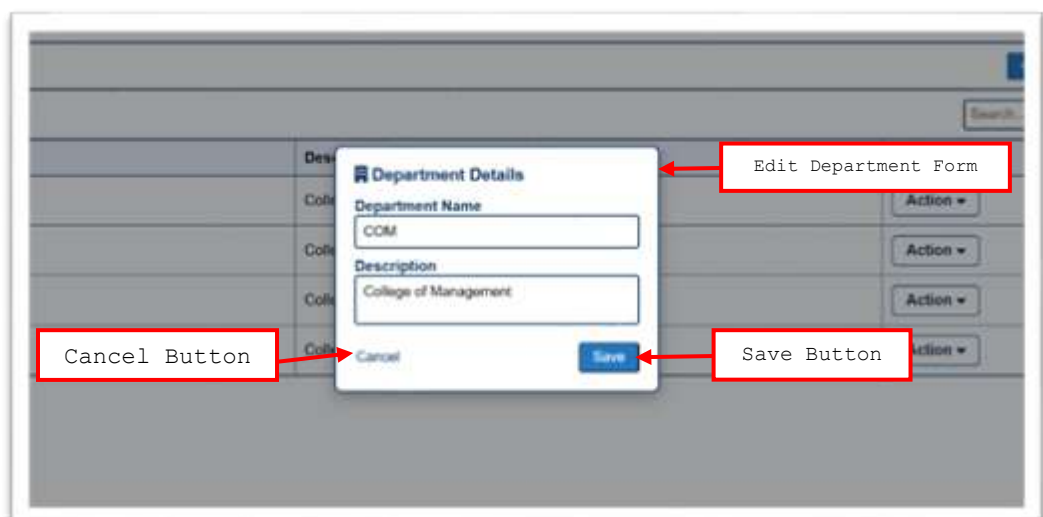
## 2.4 Editing a Department

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



## 2.5 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 Department List Page, click the Cancel button.



### 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 super admin will be directed to the Program List Page.



The screenshot shows the 'Researchive' application interface. At the top, there's a header with the 'Researchive' logo and a 'Librarian' user profile. Below the header, there's a 'Program List' section with a search bar and a '+ Add New Program' button. The main content is a table with 6 columns: #, Department, Program Name, Description, Majors, and Action. The table lists 6 programs: 1. COAG, BSA, Bachelor of Science in Agriculture, Crop Science, Animal Science; 2. COM, BSQA, Bachelor of Science in Office Administration; 3. COED, BSSED, Bachelor of Secondary Education, English, Filipino, Mathematics; 4. COM, BSMM, Bachelor of Science in Hospitality Management; 5. CCS, BSIT, Bachelor of Science in Information Technology; 6. COED, BSSED, Bachelor of Elementary Education. Each row has an 'Action' button with a dropdown arrow.

#	Department	Program Name	Description	Majors	Action
1	COAG	BSA	Bachelor of Science in Agriculture	Crop Science, Animal Science	Action ▾
2	COM	BSQA	Bachelor of Science in Office Administration		Action ▾
3	COED	BSSED	Bachelor of Secondary Education	English, Filipino, Mathematics	Action ▾
4	COM	BSMM	Bachelor of Science in Hospitality Management		Action ▾
5	CCS	BSIT	Bachelor of Science in Information Technology		Action ▾
6	COED	BSSED	Bachelor of Elementary Education		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.

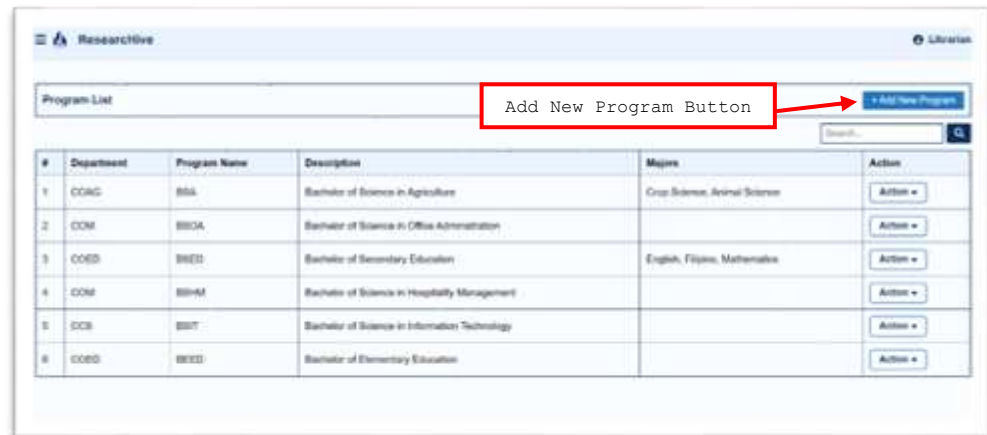


This screenshot is similar to the previous one but includes a red box around the search bar and a red arrow pointing to it from the text 'Search Bar'.

#	Department	Program Name	Description	Majors	Action
1	COAG	BSA	Bachelor of Science in Agriculture	Crop Science, Animal Science	Action ▾
2	COM	BSQA	Bachelor of Science in Office Administration		Action ▾
3	COED	BSSED	Bachelor of Secondary Education	English, Filipino, Mathematics	Action ▾
4	COM	BSMM	Bachelor of Science in Hospitality Management		Action ▾

### 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.

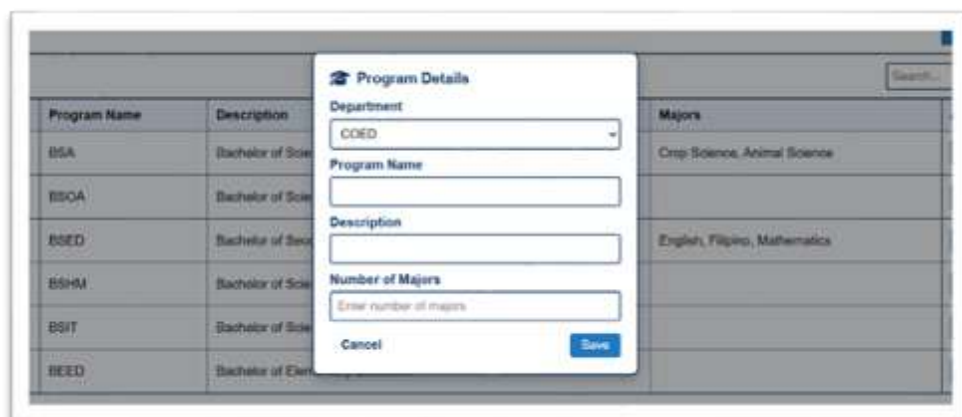


The screenshot shows a web application interface for managing programs. At the top, there's a header with 'Researchive' and 'Library'. Below it, a 'Program List' section contains a table with columns: #, Department, Program Name, Description, Majors, and Action. The table lists six programs: BSA, BSOA, BSSED, BSHM, BSIT, and BEED. To the right of the table, there is a red box labeled 'Add New Program Button' with an arrow pointing to a blue button labeled '+ Add New Program'.

#	Department	Program Name	Description	Majors	Action
1	COAG	BSA	Bachelor of Science in Agriculture	Crop Science, Animal Science	Action +
2	COM	BSOA	Bachelor of Science in Office Administration		Action +
3	COED	BSSED	Bachelor of Secondary Education	English, Filipino, Mathematics	Action +
4	COM	BSHM	Bachelor of Science in Hospitality Management		Action +
5	COE	BSIT	Bachelor of Science in Information Technology		Action +
6	COED	BEED	Bachelor of Elementary Education		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.



The screenshot shows the 'Program Details' form overlaying the Program List table. The form has fields for Department (a dropdown menu with 'COED' selected), Program Name, Description, and Number of Majors (with a red error message 'Enter number of majors'). There are 'Cancel' and 'Save' buttons at the bottom of the form.

Program Name	Description	Majors
BSA	Bachelor of Science in Agriculture	Crop Science, Animal Science
BSOA	Bachelor of Science in Office Administration	
BSSED	Bachelor of Secondary Education	English, Filipino, Mathematics
BSHM	Bachelor of Science in Hospitality Management	
BSIT	Bachelor of Science in Information Technology	
BEED	Bachelor of Elementary Education	



### 3.4 Editing a Program

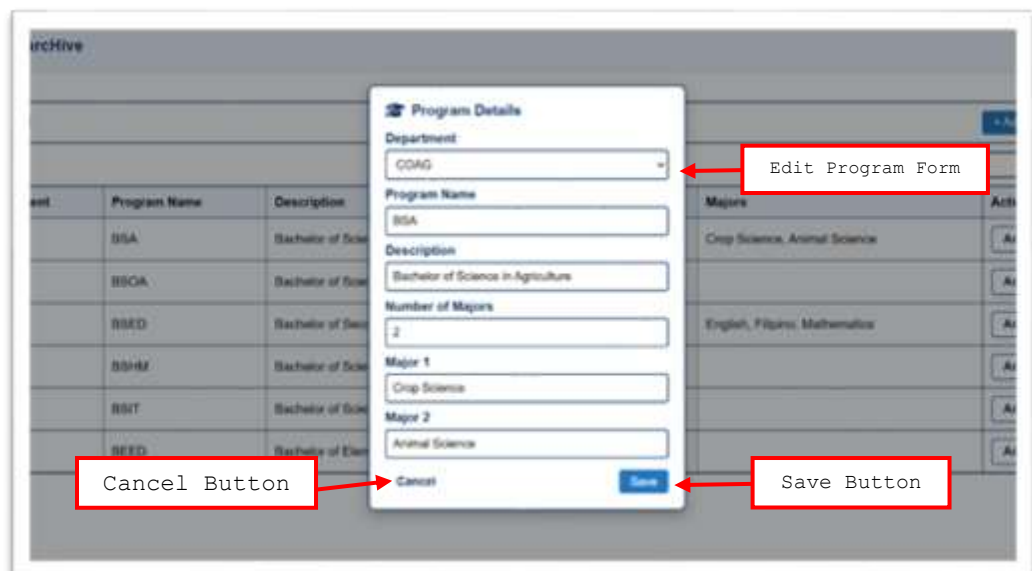
1. To edit a program, click the program Action button and select the Edit option.
2. Then it will take you to the Edit Form.



#	Department	Program Name	Description	Majors	Action
1	COAG	BSA	Bachelor of Science in Agriculture	Crop Science, Animal Science	Action + Edit
2	COM	BSOA	Bachelor of Science in Office Administration		Action +
3	COED	BSED	Bachelor of Secondary Education	English, Filipino, Mathematics	Action +
4	COM	BSHM	Bachelor of Science in Hospitality Management		Action +
5	CCS	BSIT	Bachelor of Science in Information Technology		Action +
6	COED	BEED	Bachelor of Elementary Education		Action +

### 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

COAG

Program Name

BSA

Description

Bachelor of Science in Agriculture

Number of Majors

2

Major 1

Crop Science

Major 2

Animal Science

Cancel Button

Cancel

Save Button

Save




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

##### 1.1 Access the Research Profile Page

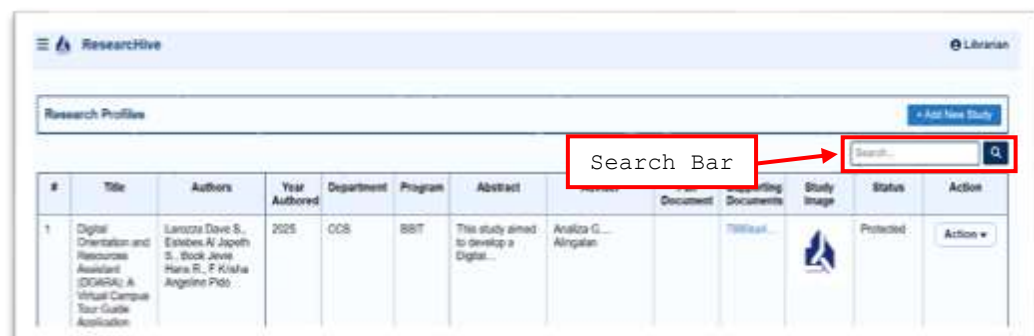
1. After clicking either the Research Profile button in the sidebar or the Program List card, the super admin will be directed to the Research Profile Page.




#	Title	Authors	Year Authored	Department	Program	Abstract	Adviser	Full Document	Supporting Documents	Study Image	Status	Action
1	Digital Orientation and Resources Assistant (DORARA): A Virtual Campus Tour Guide Application System	Lorenzo Dave S., Esteban A. Joseph S., Book Jevie Hans R., F. Krishna Angeline Pido	2025	CCS	BBIT	This study aimed to develop a Digital...	Analiza G. Alingatan		Thumbnail...		Protected	Action ▾
2	Optimized Intelligent Nutrition Keeper (ONIK)	Librado Jetro Jordan P., De Vera Mark Real P., Lapasanen Jeryl P., Lacasa Alvin Pamela	2025	CCS	BBIT	This research aimed to develop an IoT-based...	Dave Allan A. Tapacay		Thumbnail...		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	Digital Orientation and Resources Assistant (DORARA): A Virtual Campus Tour Guide Application System	Lorenzo Dave S., Esteban A. Joseph S., Book Jevie Hans R., F. Krishna Angeline Pido	2025	CCS	BBIT	This study aimed to develop a Digital...	Analiza G. Alingatan		Thumbnail...		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.



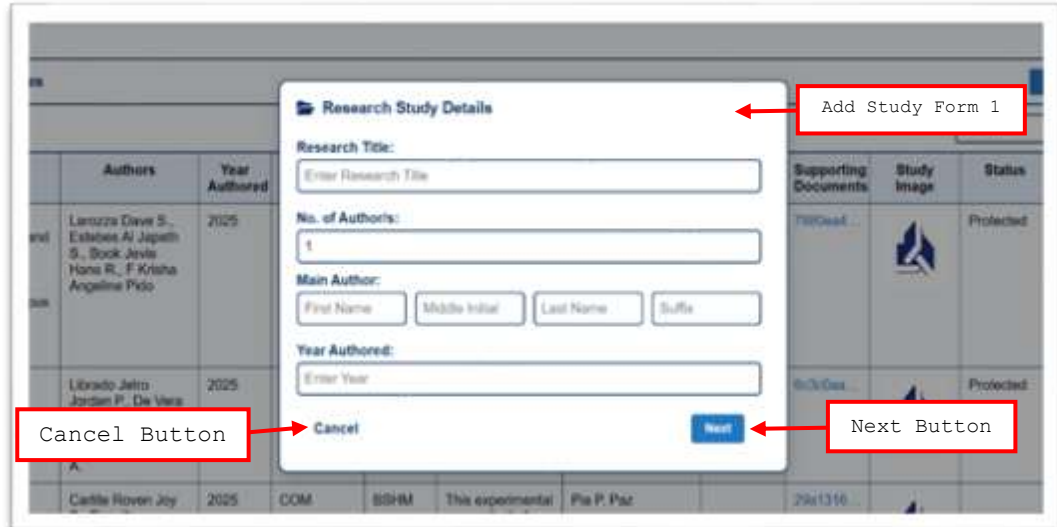
The screenshot shows the Researchive interface. At the top, there is a 'Research Profiles' section. A red box highlights the 'Add New Study Button' label, with an arrow pointing to the '+ Add New Study' button. Below this is a table with the following data:

#	Title	Authors	Year Authored	Department	Program	Abstract	Adviser	Full Document	Supporting Documents	Study Image	Status	Action
1	Digital Orientation and Resource Assistant (DORA): A Virtual Campus Tour Guide Application System	Lanzone Dave B., Estabes Al Japheth S., Book Javia Mara R., F Kinha Angeline Pds	2025	CCS	BSIT	This study aimed to develop a Digital...	Anelisa G... Alngalan		Full Document		Protected	Action
2	Optimized Intelligent Nutrition Keeper (OINK)	Libardo Jairo Jordan P., De Vera Mark Ruel P., Lapezaran Jeryl P., Laceran Alzel Pamela A.	2025	CCS	BSIT	This research aimed to develop an IoT-based...	Deve Alvin A. Tagacay		Full Document		Protected	Action
3	Tropical Almond	Carille Rowen Joy S., Gasulla	2025	COM	BSMR	This experimental research study	Ria P. Paul		Full Document			Action

#### 4.3 Filling Out the Add Study Form

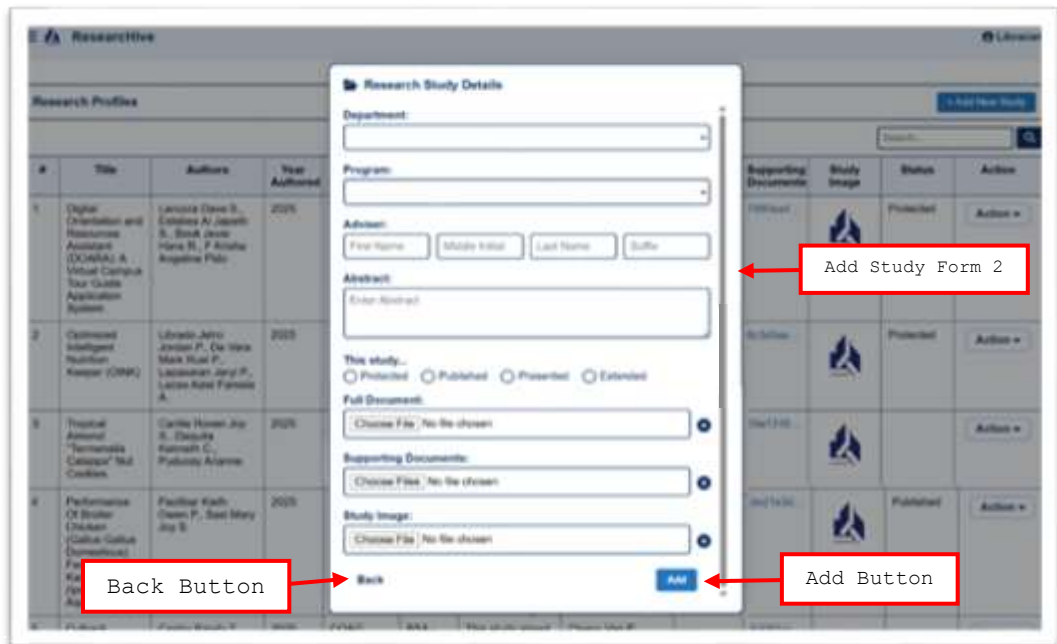
1. Complete all the required fields in form 1 and 2.
2. After entering the required information in form 1, click the Next button to display form 2. After entering all the required information click the Add button to save the study. Click the Back button to go back to form 1. If the system detects a duplicate 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.



**Add Study Form 1**

**Cancel Button**      **Next Button**



**Add Study Form 2**

**Back Button**      **Add Button**

#### 4.4 Editing a Study

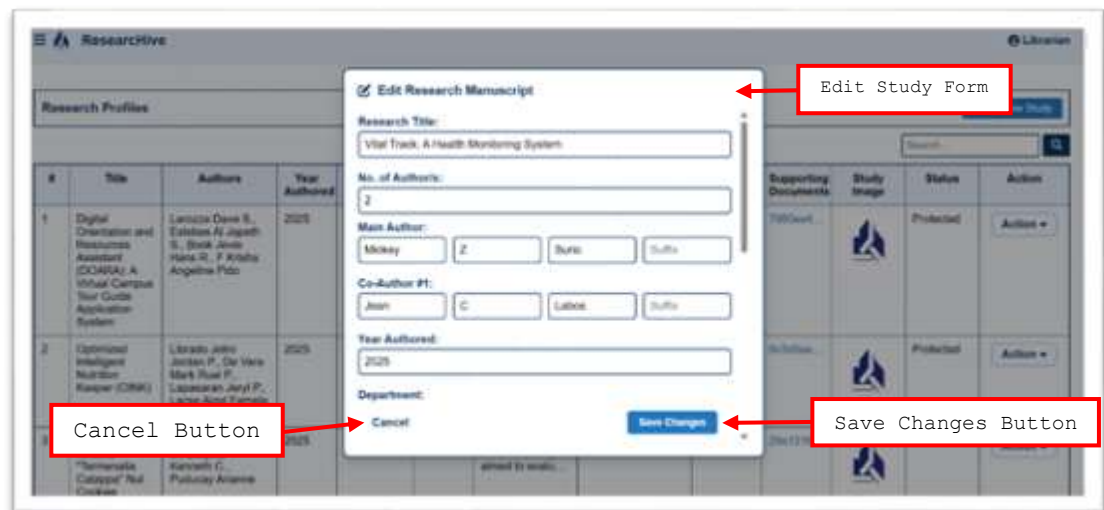
1. To edit a study, click the study Action button and select the Edit option.
2. Then it will take you to the Edit Form.



#	Title	Authors	Year Authored	Department	Program	Abstract	Adviser	Status	Action
1	Digital Orientation and Resources Assistant (DOARA): A Virtual Campus Tour Guide Application System	Larizza Dove S., Estebes Al Joseph S., Book Jemie Hans R., F. Krista Angelina Pido	2025	CCS	BSIT	This study aimed to develop a Digital...	Araliza G... Alingalan	Protected	<div>Action Button</div> <div>Edit Button</div>
2	Optimized Intelligent Nutrition Keeper (OINK)	Librado Jairo Jordan P., De Vera Mark Russ P., Lapasaran Jeryl P., Lacas Asol Pamela A.	2025	CCS	BSIT	This research aimed to develop an IoT-based...	Dave Alan A. Tagacay	Protected	Action
3	Tropical Almond	Carillo Raven Jay S., Daguba	2025	COM	BSHM	This experimental research study	Pa P. Paz		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. Bullo Bullo

Co-Author #1:  
Joan C. Labol Bullo

Year Authored:  
2025

Department:  
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 Authored	Department	Program	Abstract	Adviser	Status	Action
1	Digital Orientation and Resources Assistant (DORARA): A Virtual Campus Tour Guide Application System	Larutza Dave S., Estobes Al Japeth S., Bock Jevie Hans R., F. Kisha Angeline Pido	2025	CCS	BSIT	This study aimed to develop a Digital...	Analiza G. Alingatan	Protected	<div> <div>Action</div> <div>View</div> <div>Edit</div> </div>
2	Optimized Intelligent Nutrition Keeper (ONIK)	Librado Jetho Jordan P., De Vera Mark Ruel P., Lapezaran Jeryl P., Lacerda Axel Pamela A.	2025	CCS	BSIT	This research aimed to develop an IoT-based...	Dave Alan A. Tagacay	Protected	Action
3	Tropical Almond	Carito Raven Joy S., Dagalla	2025	COM	BSHM	This experimental research study	Pa P. Paz		Action

#### 4.7 Study Details Form

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

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#### 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 super admin will be directed to the Statistics Page.



### 5.1 Generating a List

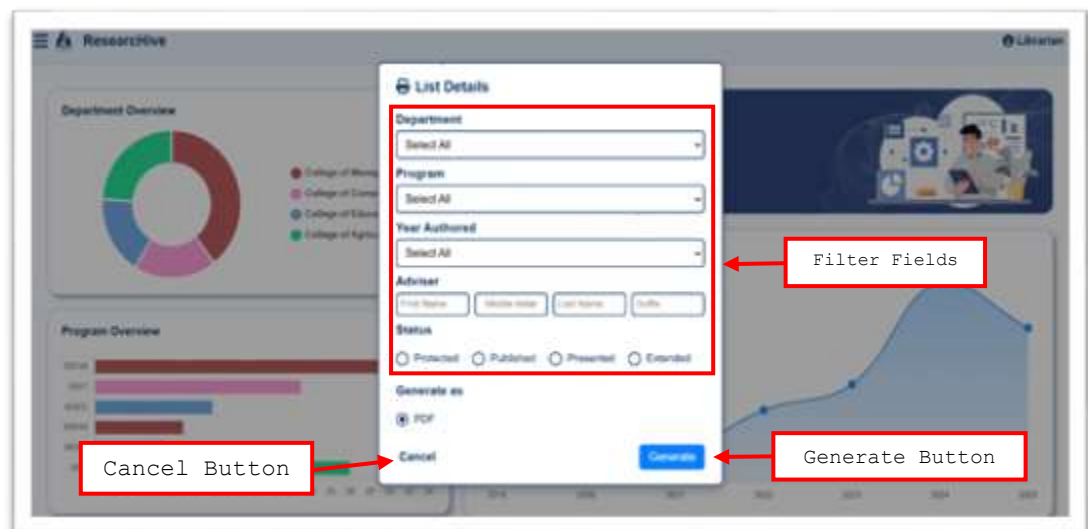
1. To generate a list, click the Generate List button.
2. Then it will take you to List Details Form.





## 5.2 List Details Form

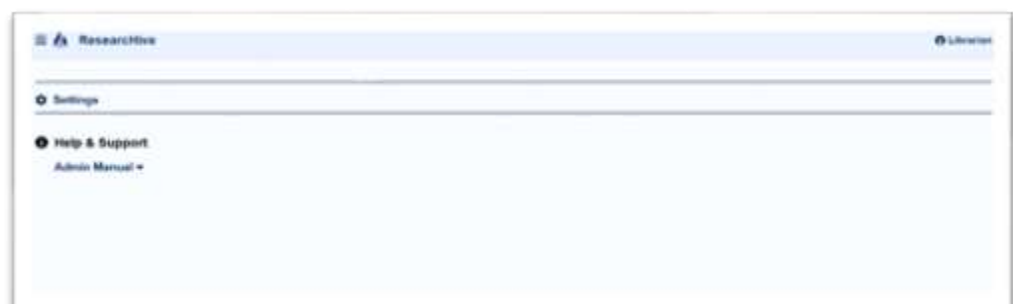
1. To generate a list, apply filters using the available filter fields.
2. Then, click the Generate button to download a list file based on the filters you selected.
3. If you want to return to the Statistics Page, click the Cancel button.



## 6. Navigating to the Settings Page

### 1.1 Access the Settings Page

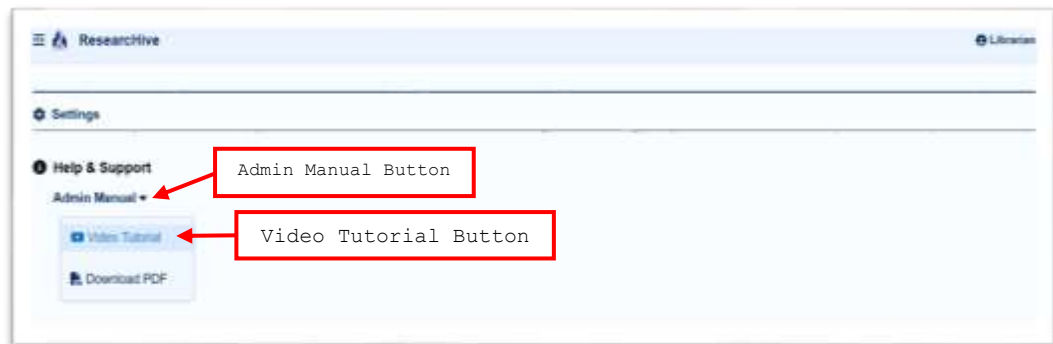
1. After clicking either the Settings button in the sidebar or the Settings card, the super admin will be directed to the Settings Page.





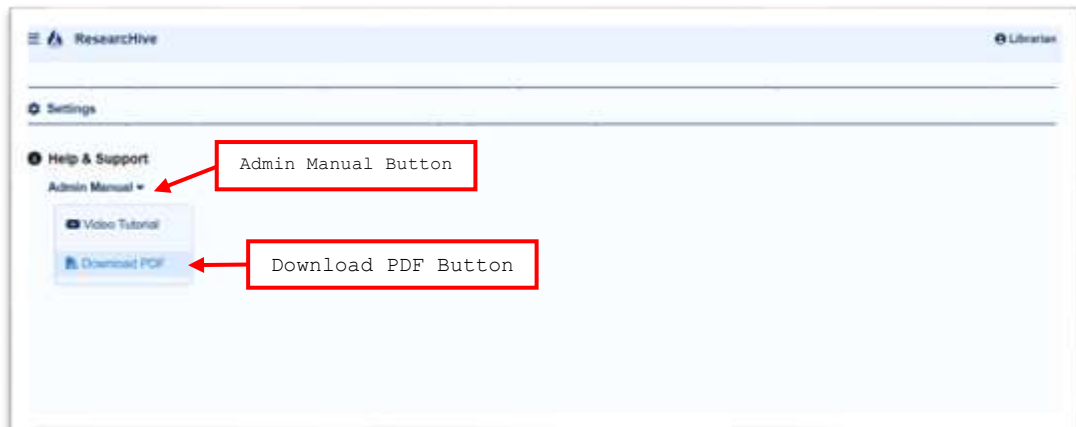
## 6.1 Accessing Video Tutorial of Admin's Manual

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



### 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

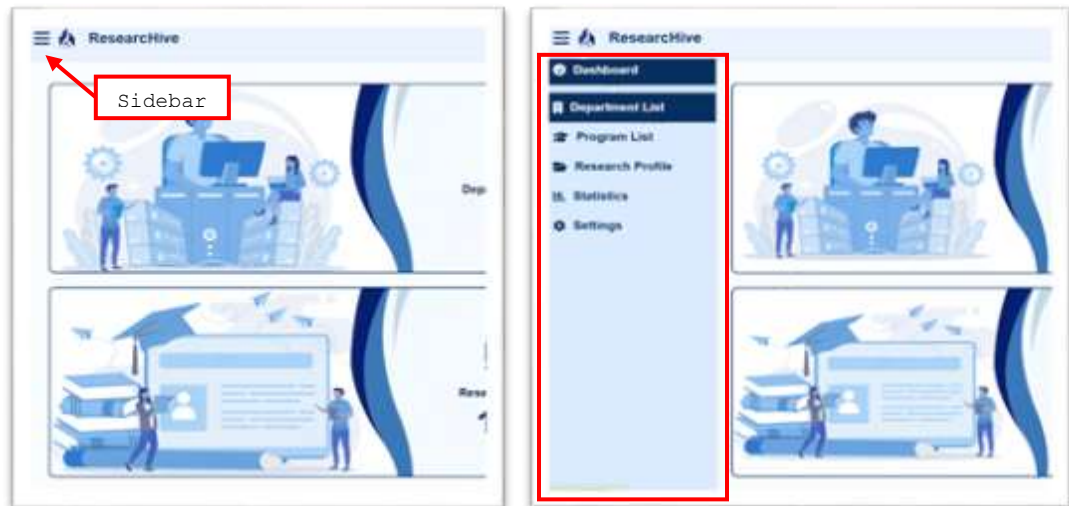
### 1.1 Access the Department List Page

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



## 1.2 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

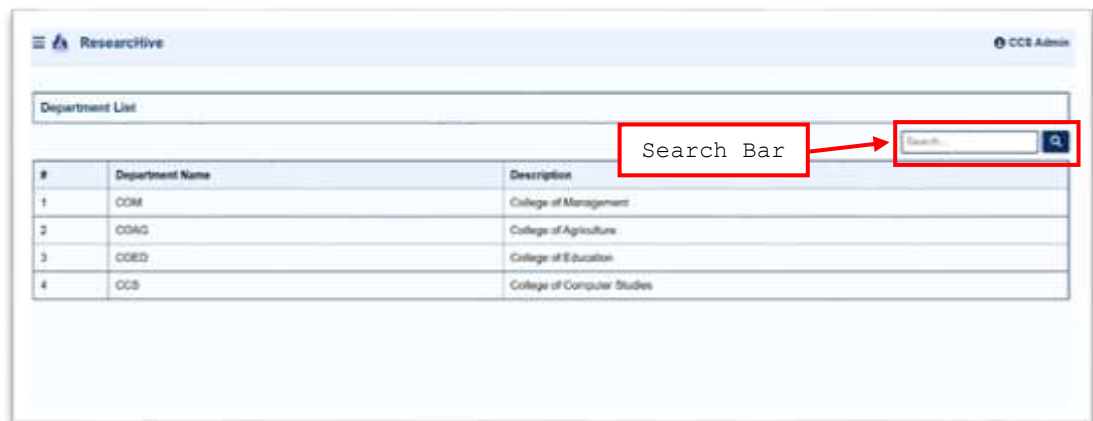
1. After clicking either the Department List button in the sidebar or the Department List card, the admin will be directed to the Department List Page.



#	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 'Department List' page in the Researchive system. A red box labeled 'Search Bar' points to a search input field with a magnifying glass icon. Below the search bar is a table with the following 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

## 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 the 'Program List' page in the Researchive system. It includes a '+ Add New Program' button and a search bar. Below these 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.

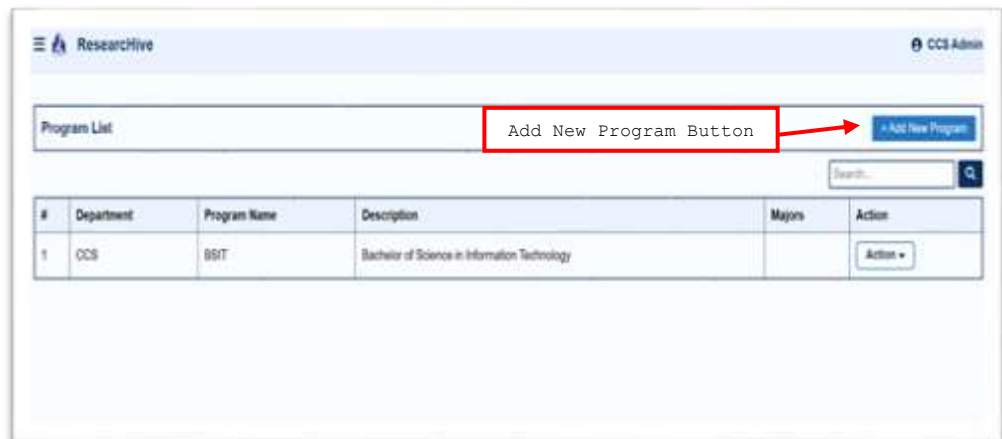


The screenshot shows the 'ResearchHive' interface. At the top, there is a 'Program List' header and an 'Add New Program' button. Below this is a search bar with a magnifying glass icon. A red box labeled 'Search Bar' points to this search bar. Below the search bar is a table with columns: #, Department, Program Name, Description, Majors, and Action. The table contains one row with the following data:

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

### 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.

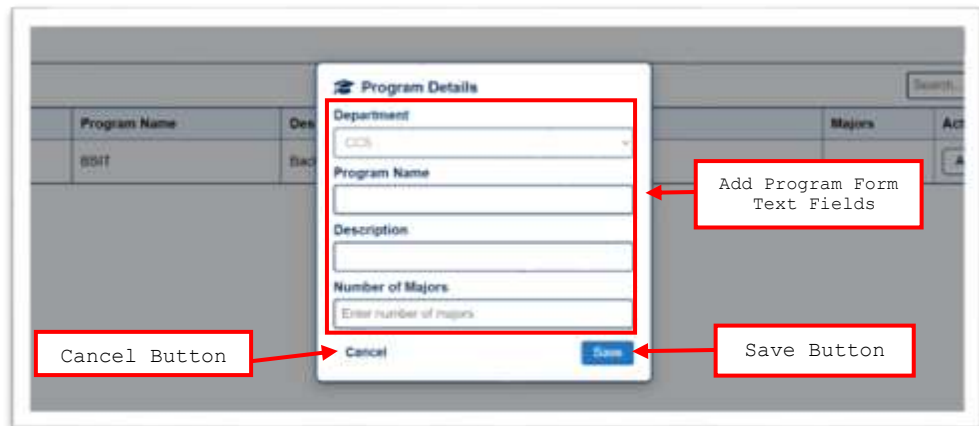


The screenshot shows the 'ResearchHive' interface. At the top, there is a 'Program List' header and an 'Add New Program' button. A red box labeled 'Add New Program Button' points to this button. Below the button is a search bar with a magnifying glass icon. Below the search bar is a table with columns: #, Department, Program Name, Description, Majors, and Action. The table contains one row with the following data:

#	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.



The screenshot shows a 'Program Details' modal form. It contains the following fields: Department (dropdown menu), Program Name (text input), Description (text input), and Number of Majors (text input with a placeholder 'Enter number of majors'). At the bottom of the form are two buttons: 'Cancel' and 'Save'. Red boxes and arrows highlight these elements: a box around the input fields labeled 'Add Program Form Text Fields', a box around the 'Cancel' button labeled 'Cancel Button', and a box around the 'Save' button labeled 'Save 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.

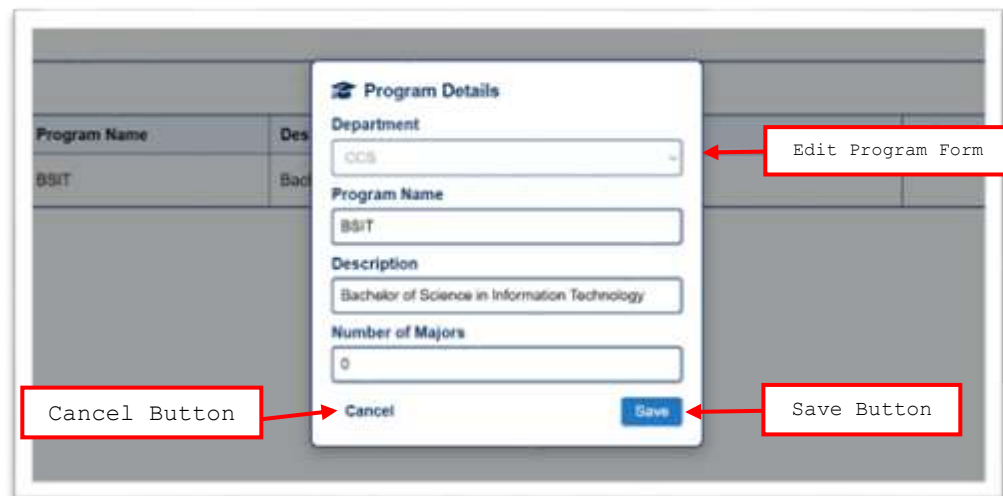


The screenshot shows the 'Program List' page. It features a table with the following columns: #, Department, Program Name, Description, Majors, and Action. The first row contains the data: 1, CCS, BSIT, Bachelor of Science in Information Technology, and an empty Majors field. The Action column for this row has a dropdown menu with an 'Edit' option. A red box and arrow highlight the 'Edit' button, labeled 'Edit Button'. Above the table is a search bar and a '+ Add New Program' button. The page header includes 'ResearchHive' and 'CCS Admin'.



### 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.



The screenshot shows a 'Program Details' modal form. The form contains the following fields: Department (dropdown menu showing 'CCS'), Program Name (text input showing 'BSIT'), Description (text input showing 'Bachelor of Science in Information Technology'), and Number of Majors (text input showing '0'). At the bottom of the form are two buttons: 'Cancel' and 'Save'. Annotations with red boxes and arrows point to these buttons: 'Edit Program Form' points to the form area, 'Cancel Button' points to the 'Cancel' button, and 'Save Button' points to the 'Save' 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.

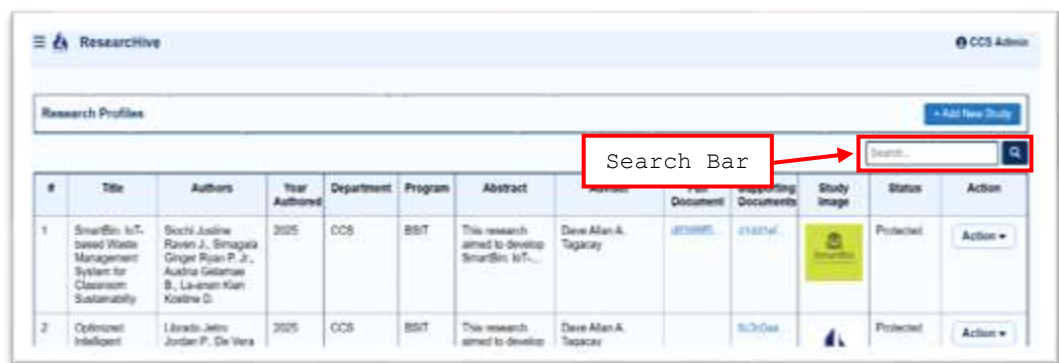


The screenshot shows the 'Research Profiles' page. It features a table with the following columns: #, Title, Authors, Year Authored, Department, Program, Abstract, Adviser, Full Document, Supporting Documents, Study Image, Status, and Action. There are two rows of data listed.

#	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 Astine, Raven J., Sinagala, Ginger Ryan P. J., Austria Gelanaw B., Lananan Klen Kestine D.	2025	CCS	BSIT	This research aimed to develop SmartBin IoT...	Dave Allen A. Tagaray	<a href="#">Full Document</a>	<a href="#">Supporting Documents</a>		Protected	Action ▾
2	Optimized Intelligent Nutrition Keeper (ONIK)	Lirado Jethu, Jordan P., De Vera Mark Russ P., Lapasaran Jeryl P., Lacio Alcei Pamela A.	2025	CCS	BSIT	This research aimed to develop an IoT-based...	Dave Allen A. Tagaray	<a href="#">Full Document</a>	<a href="#">Supporting Documents</a>		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.



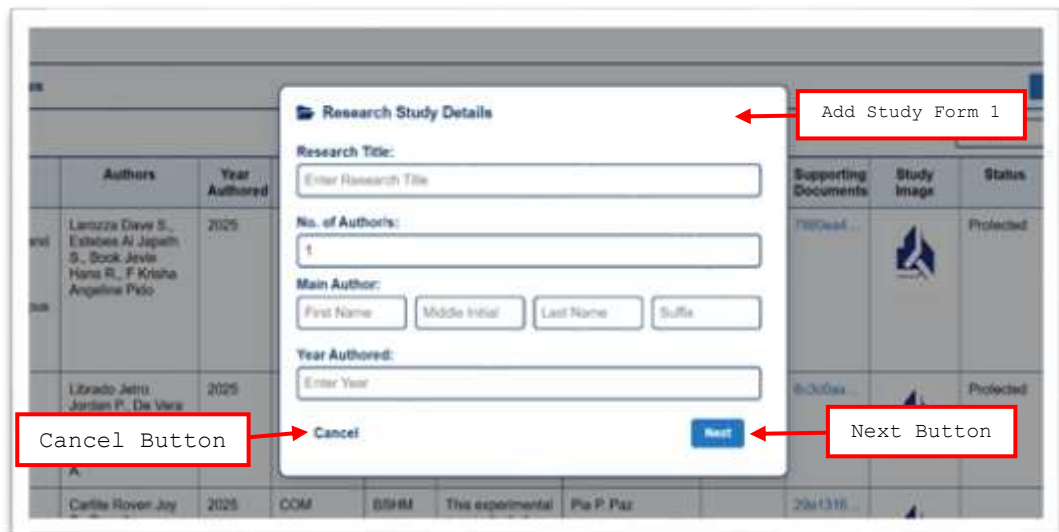
#### 4.2 Adding a Study

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.





The screenshot shows a web application interface with a modal form titled "Research Study Details" overlaid on a table. The form contains the following fields and buttons:

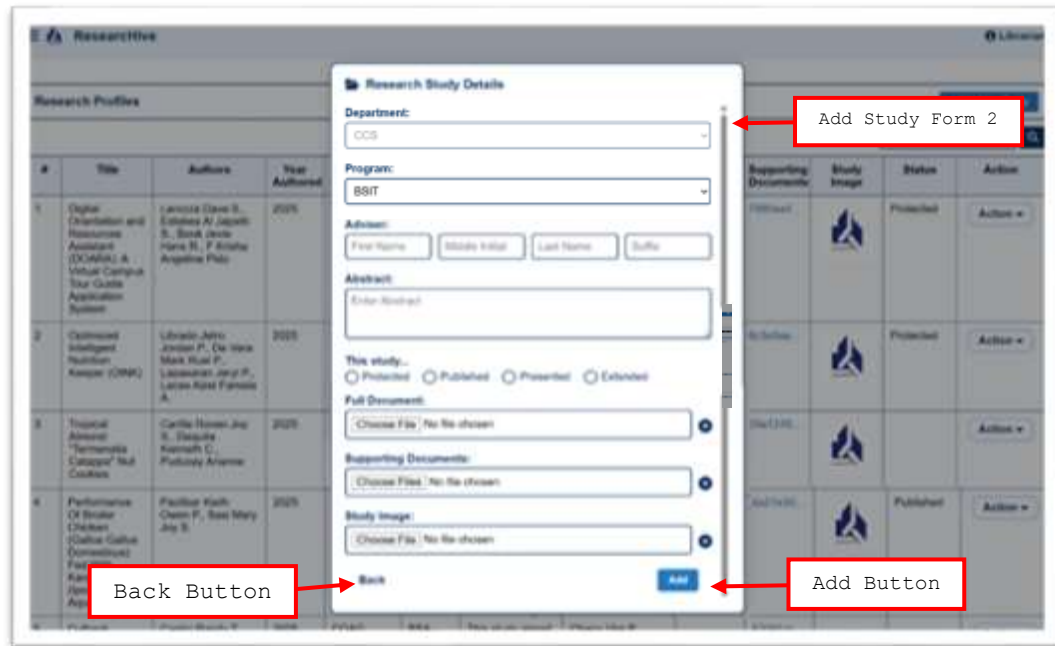
- Research Title:** A text input field with the placeholder "Enter Research Title".
- No. of Authors:** A text input field with the value "1".
- Main Author:** Four text input fields labeled "First Name", "Middle Initial", "Last Name", and "Suffix".
- Year Authored:** A text input field with the placeholder "Enter Year".
- Buttons:** "Cancel" (bottom left), "Next" (bottom right), and "Add" (top right).

Annotations with red boxes and arrows point to the following elements:

- Add Study Form 1:** Points to the "Research Study Details" modal form.
- Cancel Button:** Points to the "Cancel" button at the bottom left of the form.
- Next Button:** Points to the "Next" button at the bottom right of the form.

The background table has columns: Authors, Year Authored, Supporting Documents, Study Image, and Status. It contains three rows of data.

Authors	Year Authored	Supporting Documents	Study Image	Status
Lamza Dave S., Estabes Al Japeth S., Book Jevie Hans R., F Krishna Angeline Pado	2025	7000ad...		Protected
Librado Jetro Jordan P. De Vera	2025	8c30ba...		Protected
Carla Rovon Joy	2025	COM	BHM	This experimental



#### 4.4 Editing a Study

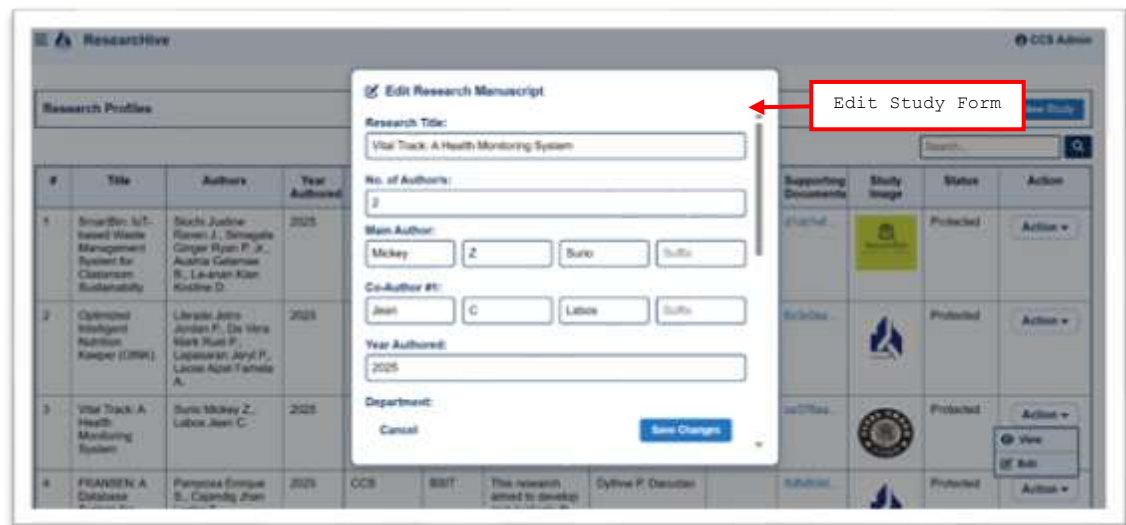
1. To edit a study, click the study Action button and select the Edit option.
2. Then it will take you to the Edit Form.



#	Title	Authors	Year Authored	Department	Program	Abstract	Adviser	Status	Action
1	SmartBin: IoT-based Waste Management System for Classroom Sustainability	Sorcha Justine Raven J., Sinagaia Ginger Ryan P. Jr., Austria Gatamue B., Le-anan Kian Kristine G.	2025	CCS	BSIT	This research aimed to develop SmartBin, IoT...	Deve Allen A. Tagacay	Protected	Action ▼ View Edit
2	Optimized Intelligent Nutrition Keeper (ONIK)	Librado Jairo Jordan P., De Vera Mark Ruei P., Laponaran Jeryl P., Laponaran Fanelia A.	2025	CCS	BSIT	This research aimed to develop an IoT-based...	Deve Allen A. Tagacay	Protected	Action ▼
3	Vital Track: A Health Monitoring System	Burns Mickey Z., Lahon Jean C.	2025	CCS	BSIT	This research aimed to develop a health...	Wences J. Bulnes	Protected	Action ▼
4	FRANSEN: A Database	Pamprosa Enrique S., Capandig Juan	2025	CCS	BSIT	This research aimed to develop	Dyline P. Ocades	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.



#### 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.





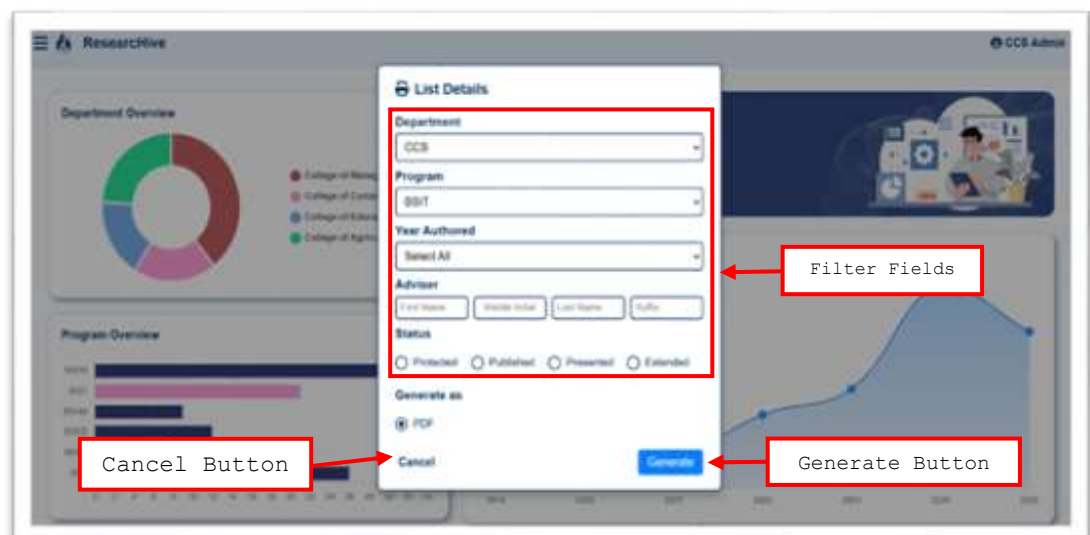
### 5.1 Generating a List

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.

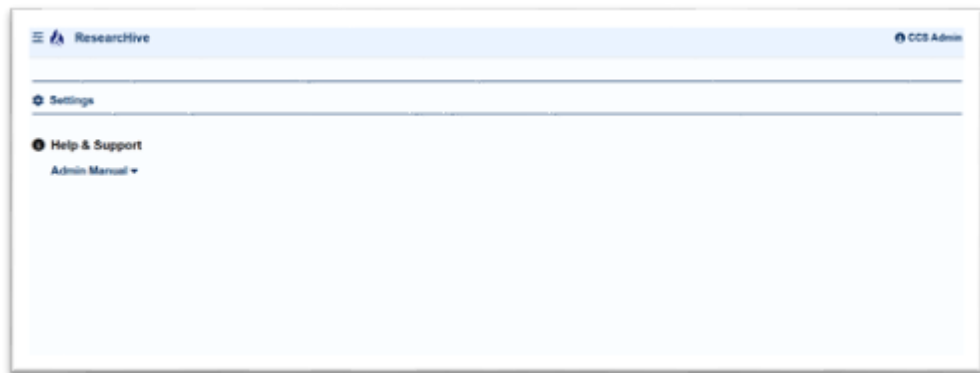




## 6. Navigating to the Settings Page

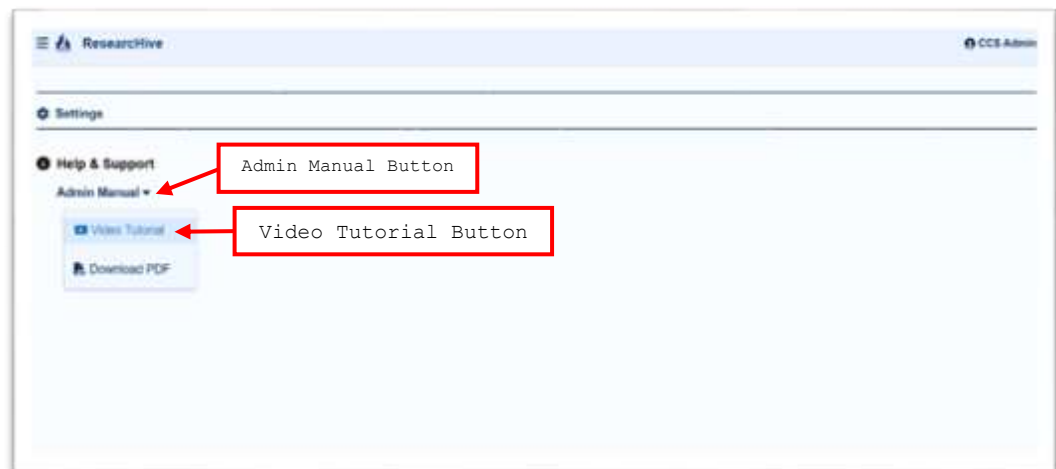
### 1.1 Access the Settings Page

- 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.



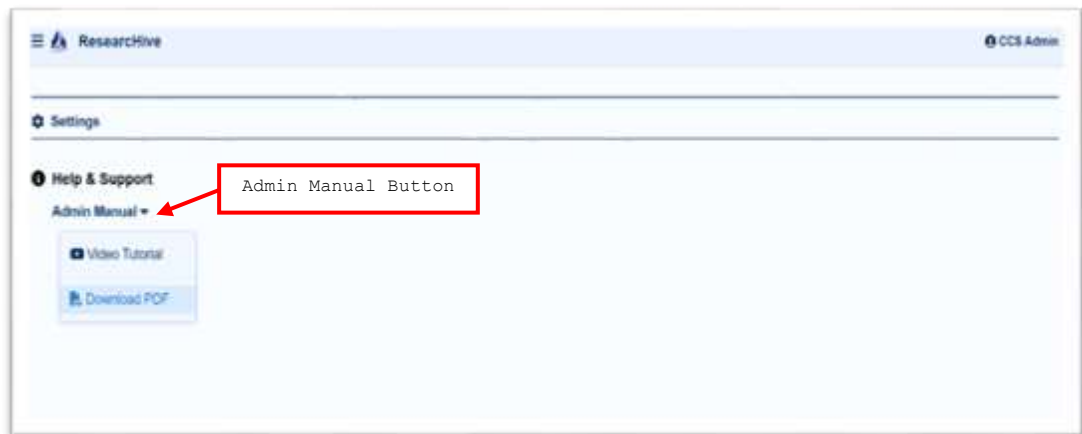
### 6.1 Accessing Video Tutorial of Admin's Manual

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 ResearchHive YouTube video tutorial.



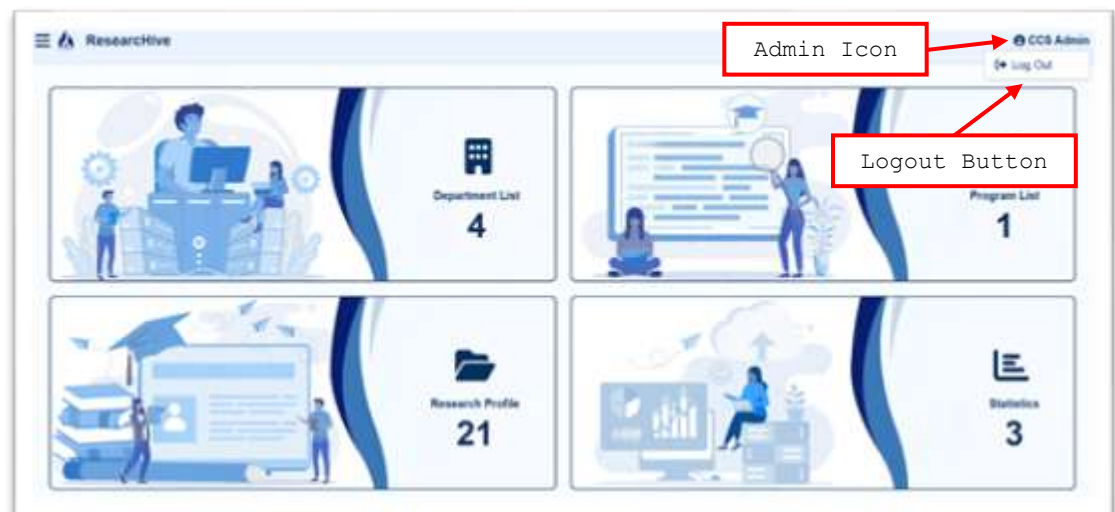
## 6.2 Accessing PDF File of Admin's Manual

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.



## **User's Manual**

### 1. Launching the Application

1. Double-click the app icon
2. The Splash Screen will appear for a seconds,  
displaying the application's logo and name before  
proceeding to the Home Screen.
3. Then the application redirects the user to the Home  
Screen.



### 1.1 Navigating the Home Screen

#### 1.1.1 Access the Home Screen

1. The user will be directed to the Home Screen  
after the Splash Screen is displayed.

2. After clicking the home button in the navigation bar, the user will be directed to the home screen.

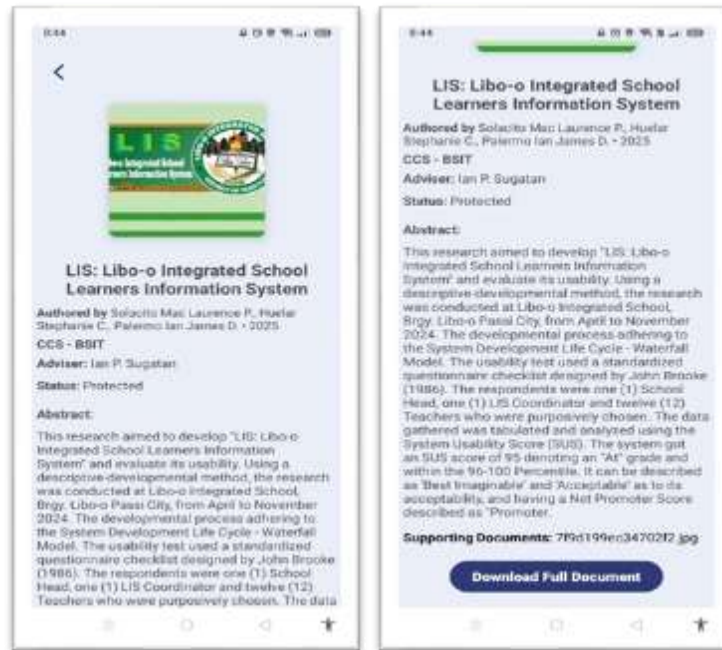


#### 1.1.1.2 Viewing a Study

1. To view a study, click the Study Card under suggested or popular studies section.



2. After clicking the Study Card, the user will be directed to the Study Details Screen.



Study Details Screen

### 1.1.3 Browsing Studies by Department

1. To view studies, click the Department Card under explore by department section.



2. After clicking the Department Card, the user will be directed to the Research Profile Screen, where the research studies associated with the selected department are displayed.



#### 1.1.1.4 Using the Navigation Bar

1. It allows the user to access the Home, Research Profile, and Settings screens.
2. Click the Home Button to return to the Home Screen.
3. Click the Research Profile Button to access the Research Profile Screen.
4. Click the Settings Button to open the Settings Screen.



## 2. Navigating the Research Profile Screen

### 2.1 Access the Research Profile Screen

1. After clicking the research profile button in the navigation bar, the user will be directed to the research profile screen.



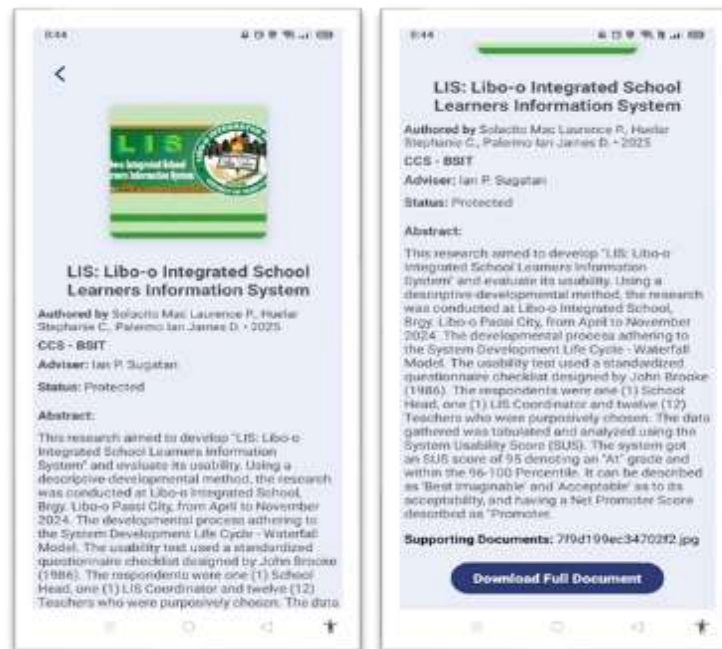


## 2.2 Viewing a Study

1. To view a study, click the Study Card.



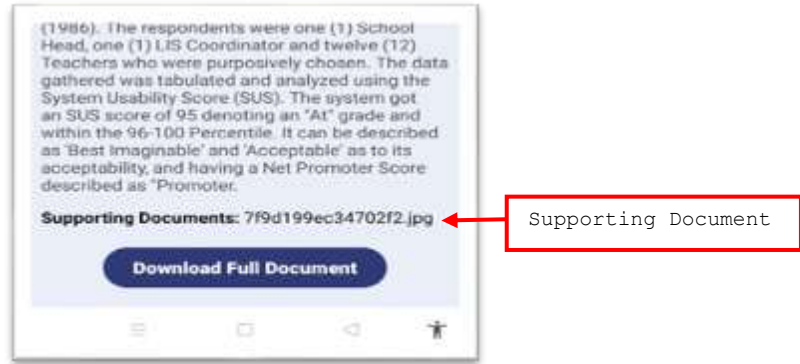
2. After clicking the Study Card, the user will be directed to the Study Details Screen.



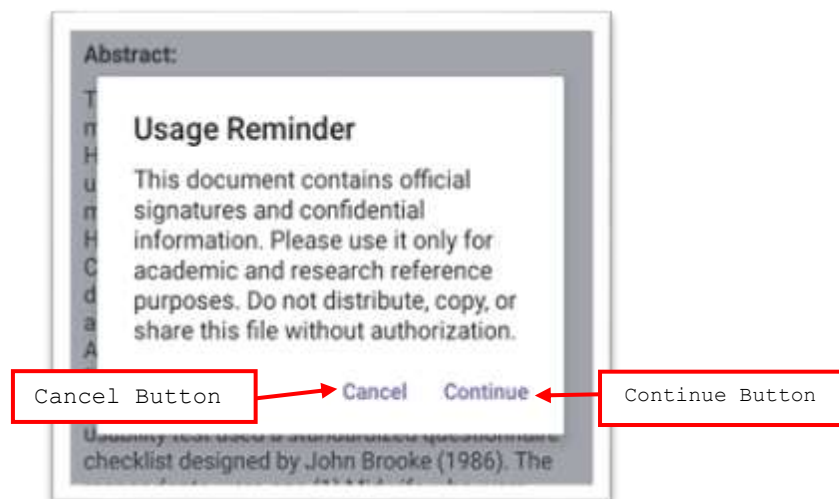
Study Details Screen

### 2.3 Accessing Supporting Documents

1. Click the supporting document to open it.

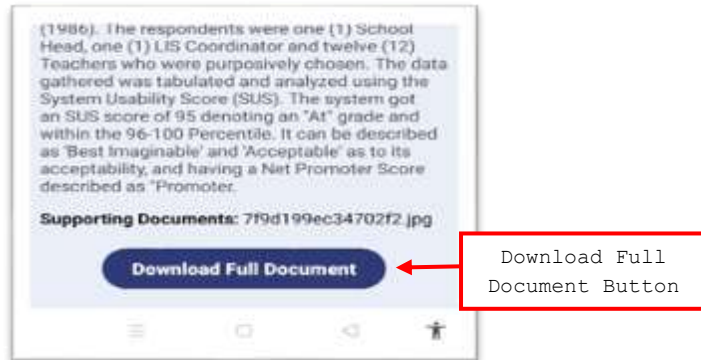


2. A Usage Reminder Message will appear before opening the file.
3. To continue viewing the document, tap the Continue Button.
4. To close the message, tap the Cancel Button.

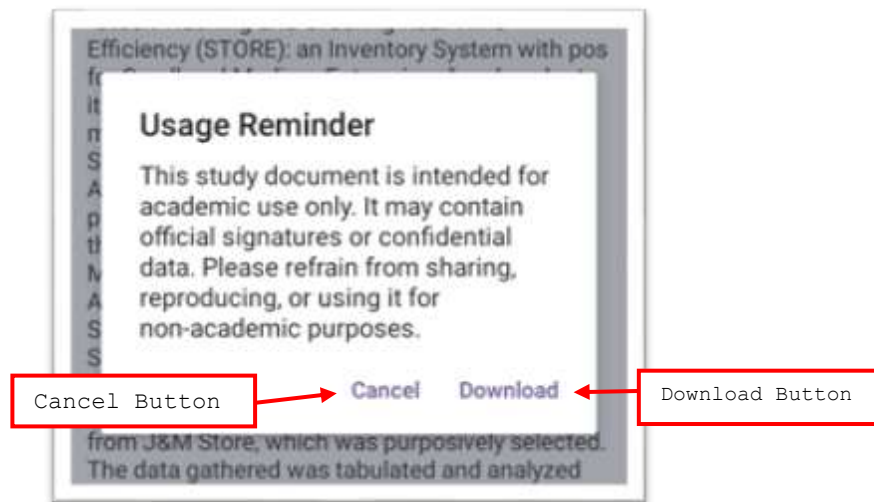


### 2.4 Downloading the Full Document

1. Click Download Full Document Button to download the research study.

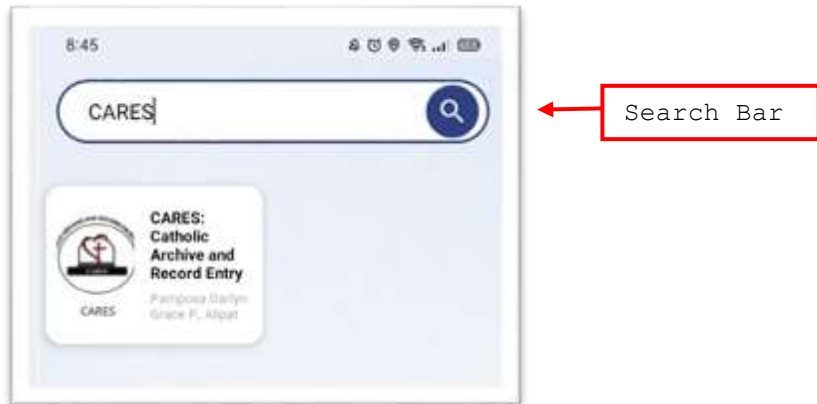


2. A Usage Reminder Message will appear before downloading.
3. To proceed with the download, click the Download Button.
4. To cancel, click the Cancel Button.



## 2.5 Utilizing the Search Bar

1. Click the search bar, and type keywords related to the study.
2. Matching results will be displayed below.



## 2.6 Using the Navigation Bar

1. It allows the user to access the Home, Research Profile, and Settings screens.
2. Click the Home Button to return to the Home Screen.
3. Click the Research Profile Button to access the Research Profile Screen.
4. Click the Settings Button to open the Settings Screen.



### 3. Navigating the Settings Screen

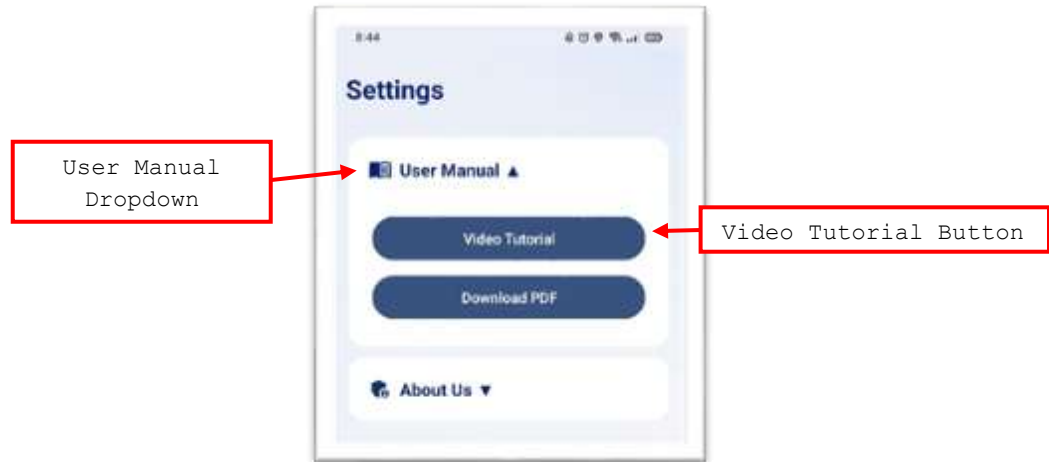
#### 3.1 Access the Settings Screen

1. After clicking the settings button in the navigation bar, the user will be directed to the settings screen.



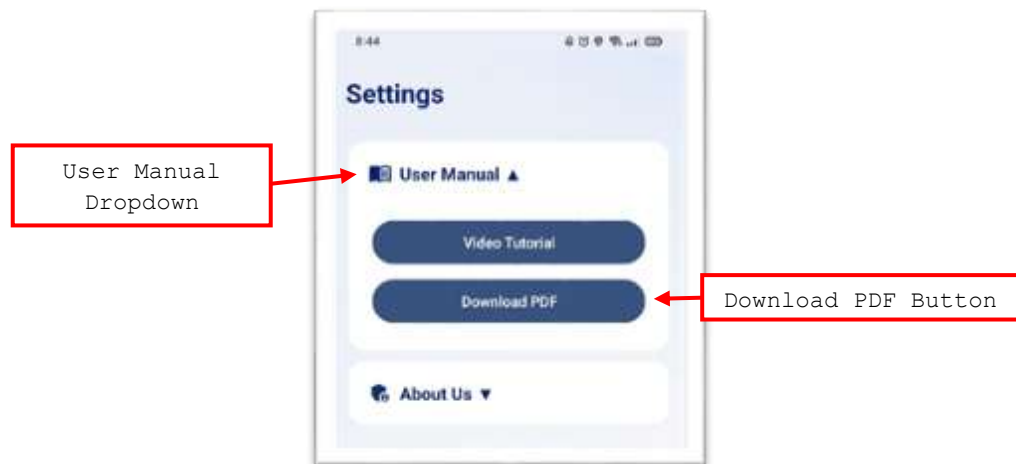
#### 3.2 Accessing Video Tutorial

1. To view access, click the User Manual dropdown, and select the Video Tutorial option.
2. The user will be redirected to the official ResearchHive YouTube Video Tutorial.



### 3.3 Downloading the User Manual as PDF

1. To view access, click the User Manual dropdown, and select the Download PDF option.
2. The User's Manual PDF file will then be downloaded to the user's device.



### 3.4 Viewing the About Us Section

1. Click the About Us dropdown.



2. The dropdown will display information about the application and its developers.

3. To close it, tap the About Us Dropdown again.

