Online Scheduling System of Carlos Hilado Memorial State College

User Manual for Administrator

1.0 Administrator's Login

Administrator should have an id and password to access to this page.

To Login, Please follow the steps below:

1. Enter username and password.
2. Click the "Login" button.
3. If login is valid, you will be redirected to the administrator page as shown in Figure1. 3.
4. If login failed, an error message will be displayed, and you have to reenter the username or password as shown in Figure 1.2.

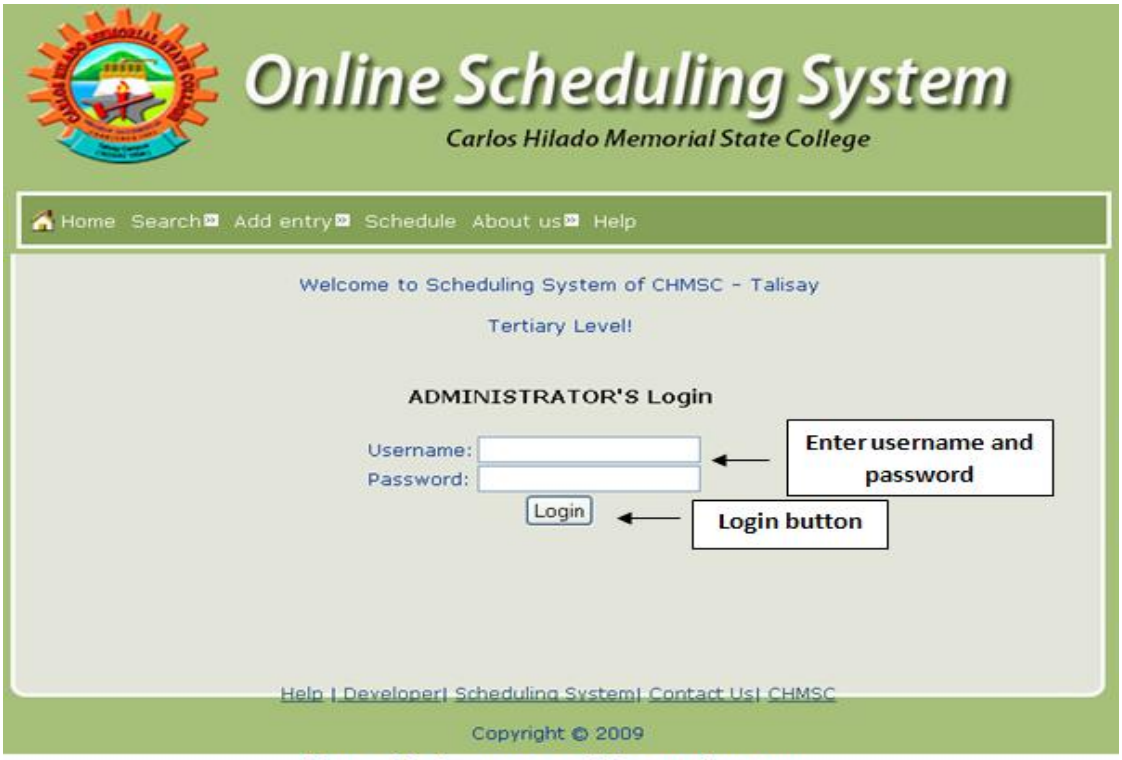

Figure 1.1: Username and Password screen

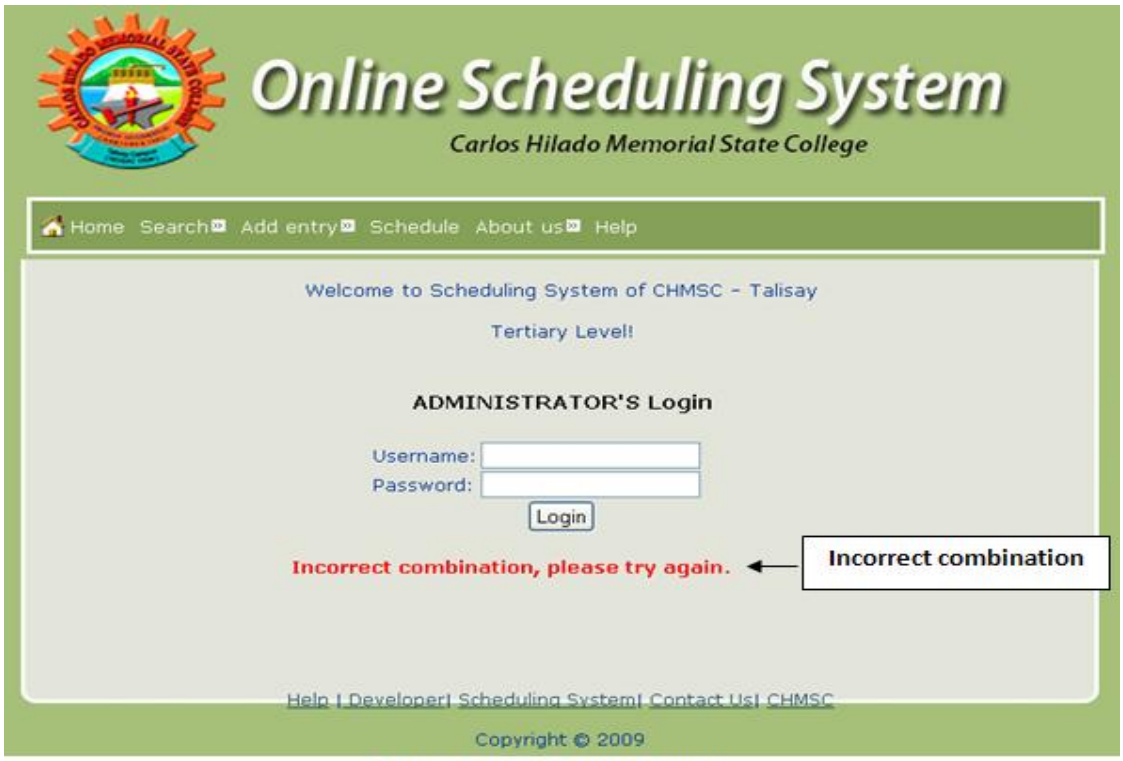

Figure 1.2: Login failed screen

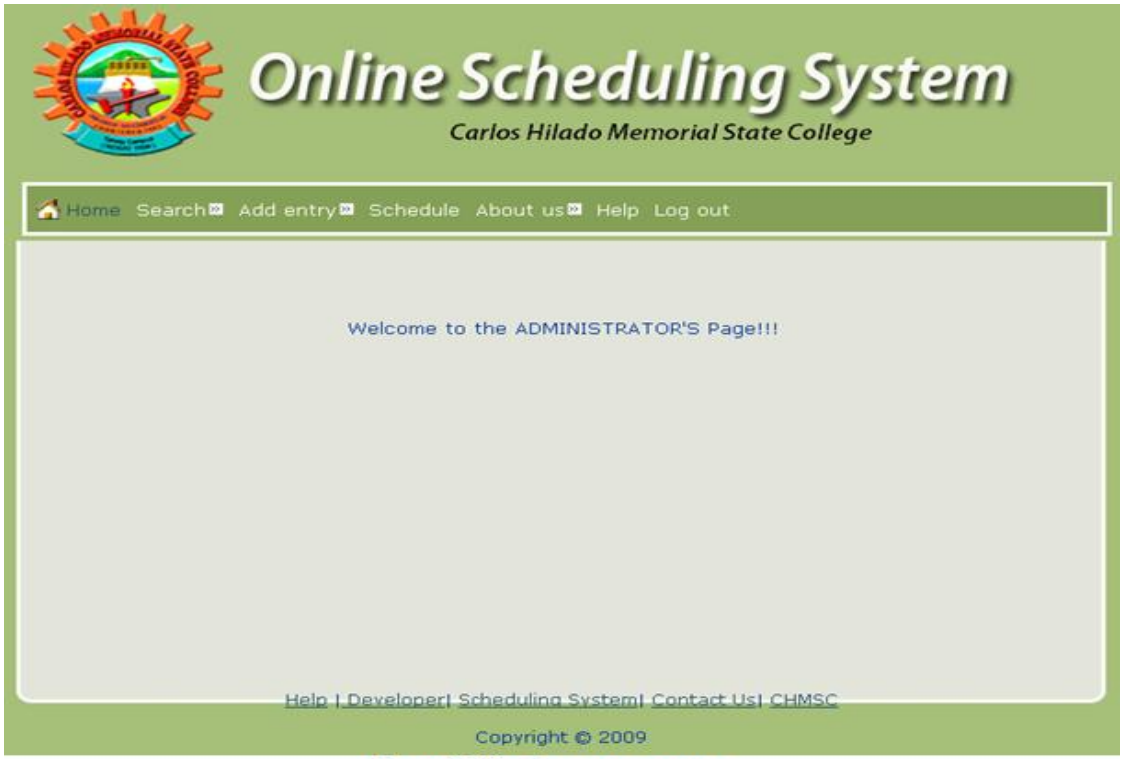

Figure 1.3: Login success screen

2.0 Search Schedule

If the administrator wants to search schedule of Teacher, Student and Room, please follow the steps:

1. Go to “Search” menu.
2. Select category (“Teacher Schedule”, “Student Schedule”, “Room Schedule”) as shown in Figure 2.1.
3. Click on the chosen category as shown in Figure 2.2.
4. Select on the drop-down list and click the “Next” button as shown in Figure 2.3.
5. If the application is successful, the screen shown in Figure 2.4 will appear.

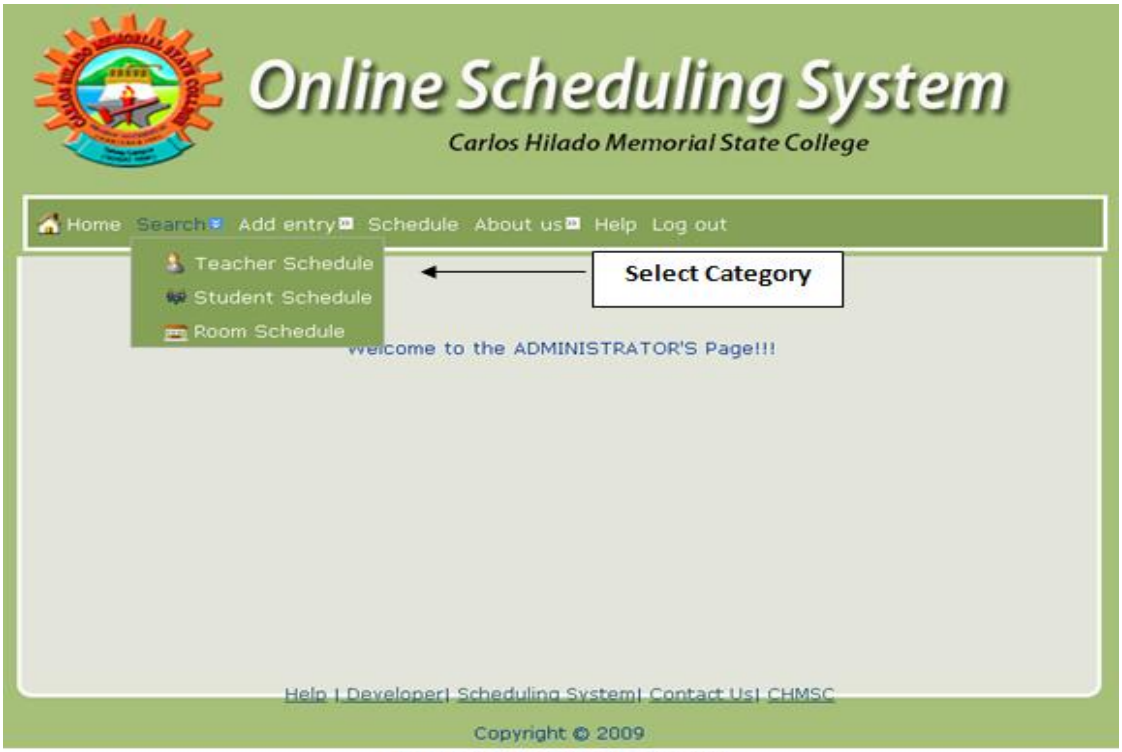

Figure 2.1: Search screen

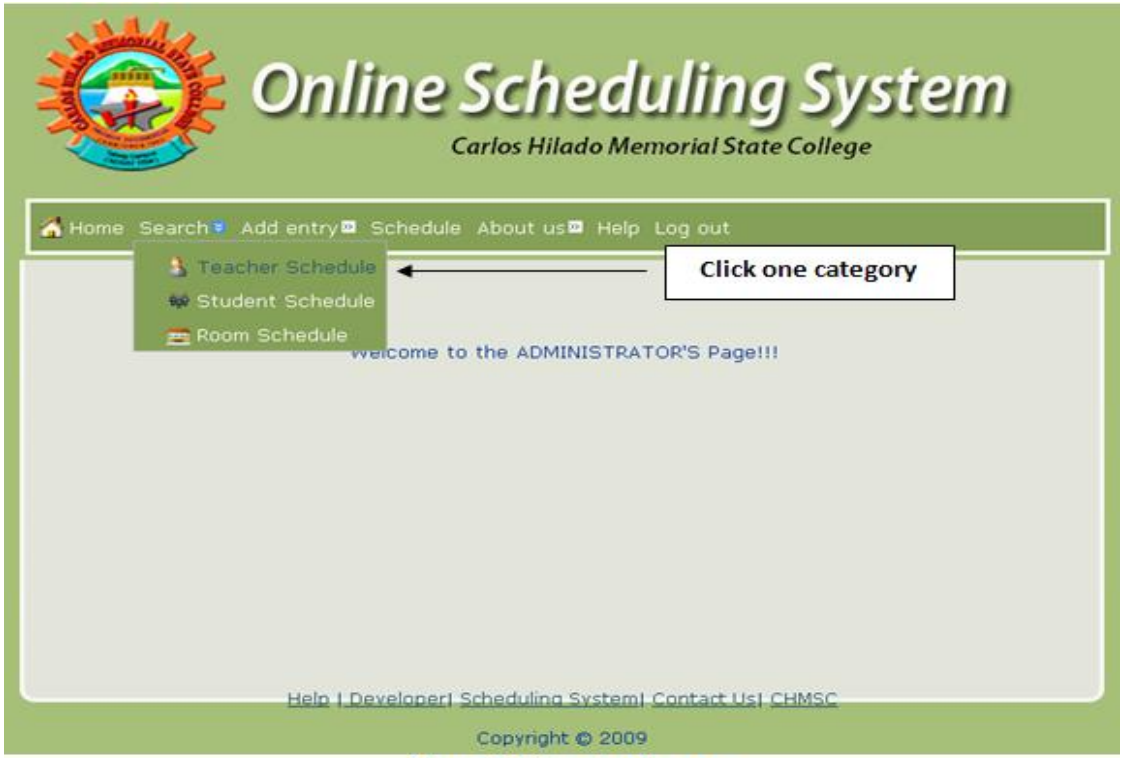

Figure 2.2: Search category

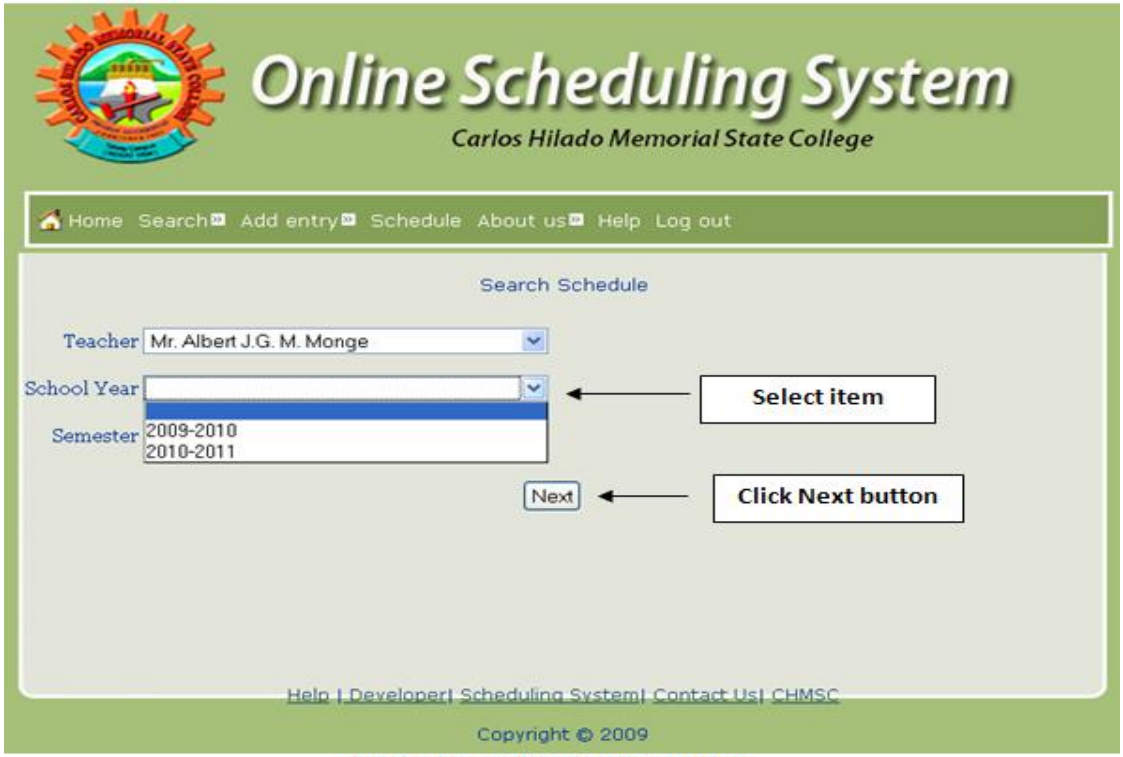

Figure 2.3: Search Schedule screen

Figure 2.4: Application successful screen

3.0 Add Entry

To use the “Add Entry” functionality, please follow the steps:

1. Go to “Add Entry” menu.
2. Select on the category (“User”, “Teacher”, “Course”, “Subject”, “Room”, “Department”, “School Year”) and click on the chosen category as shown in Figure 3.1.
3. Fill in the information needed and click “Submit” button to save the entered data or “Clear” button to clear the text field as shown in Figure 3.2.
4. After clicking the “Submit” button, a screen shown in Figure 3.3 will appear.

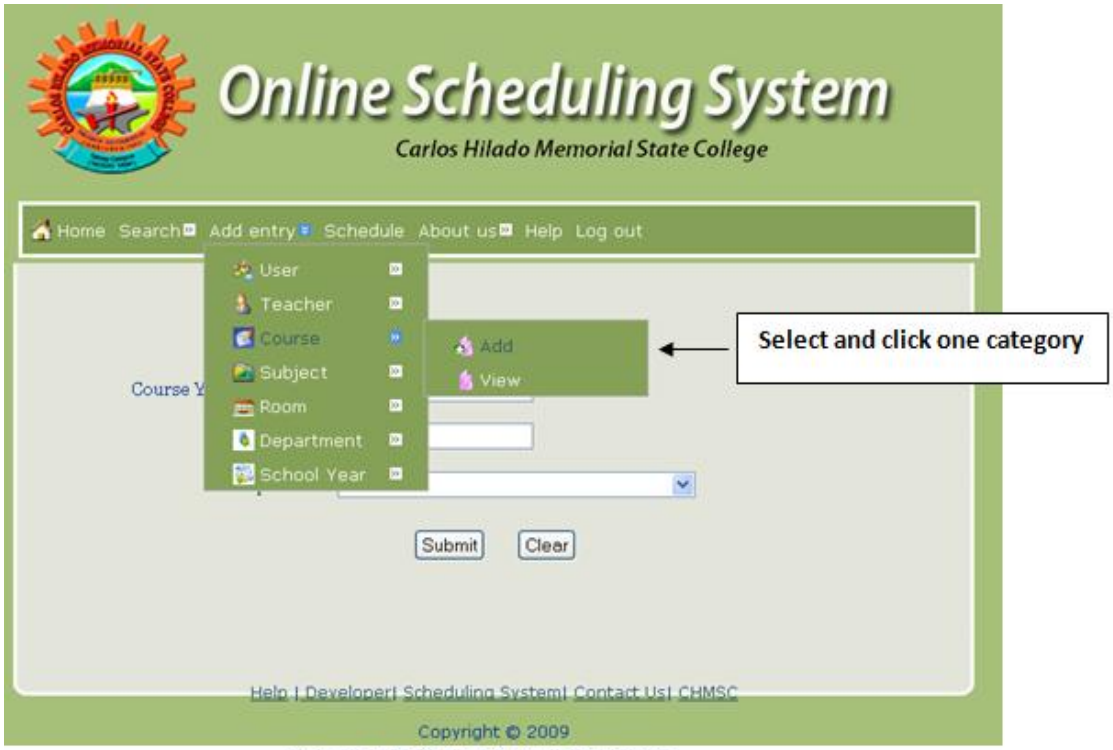

Figure 3.1: Select Category screen

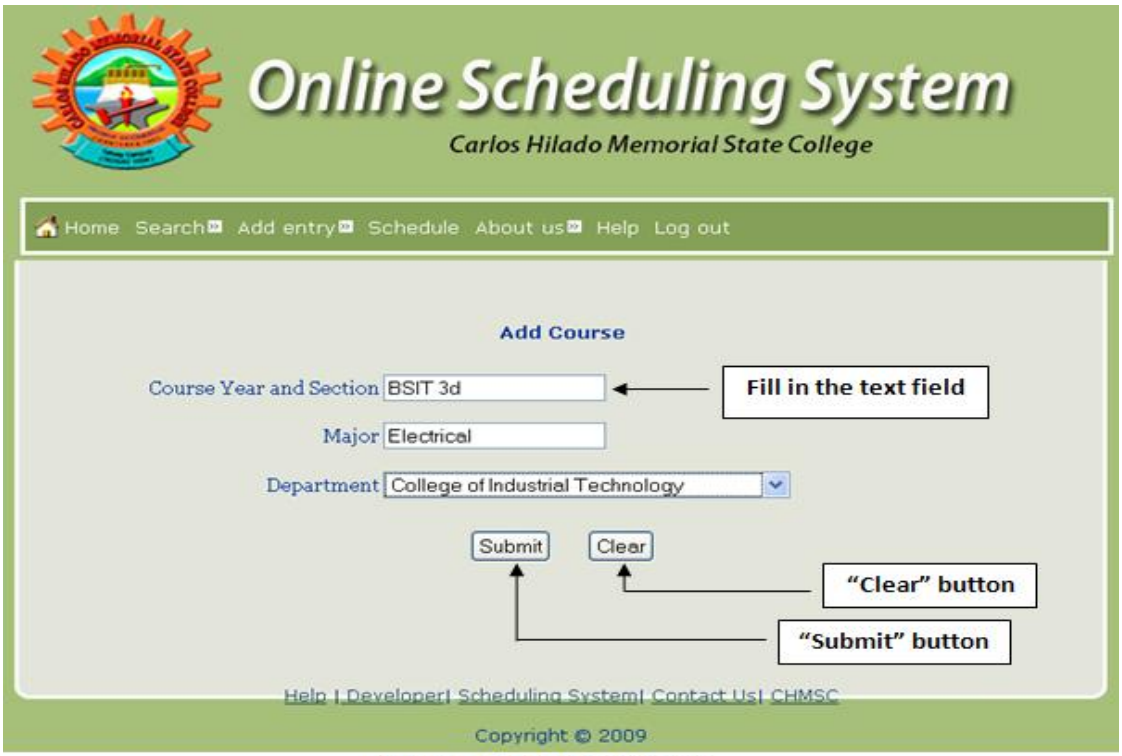

Figure 3.2: Add course screen

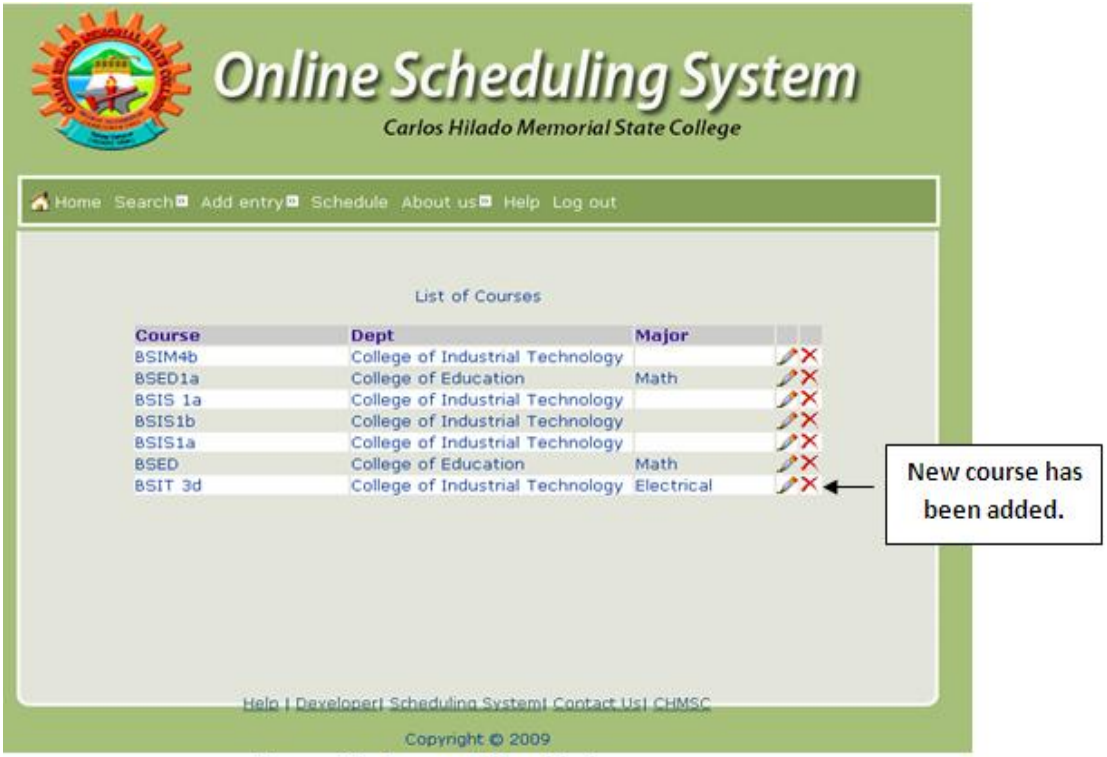

Figure 3.3: Successfully added screen

4.0 Create Schedule

To add new schedule, please follow the steps:

1. Click on the “Schedule” menu.
2. Select item on the list and click “Submit” button to save the entered data or “Clear” button to clear the drop-down list as shown in Figure 4.1.
3. If there’s a conflict, an error message will be displayed as shown in Figure 4.2.
4. If there is no conflict, a message will be displayed as shown in Figure 4.3.

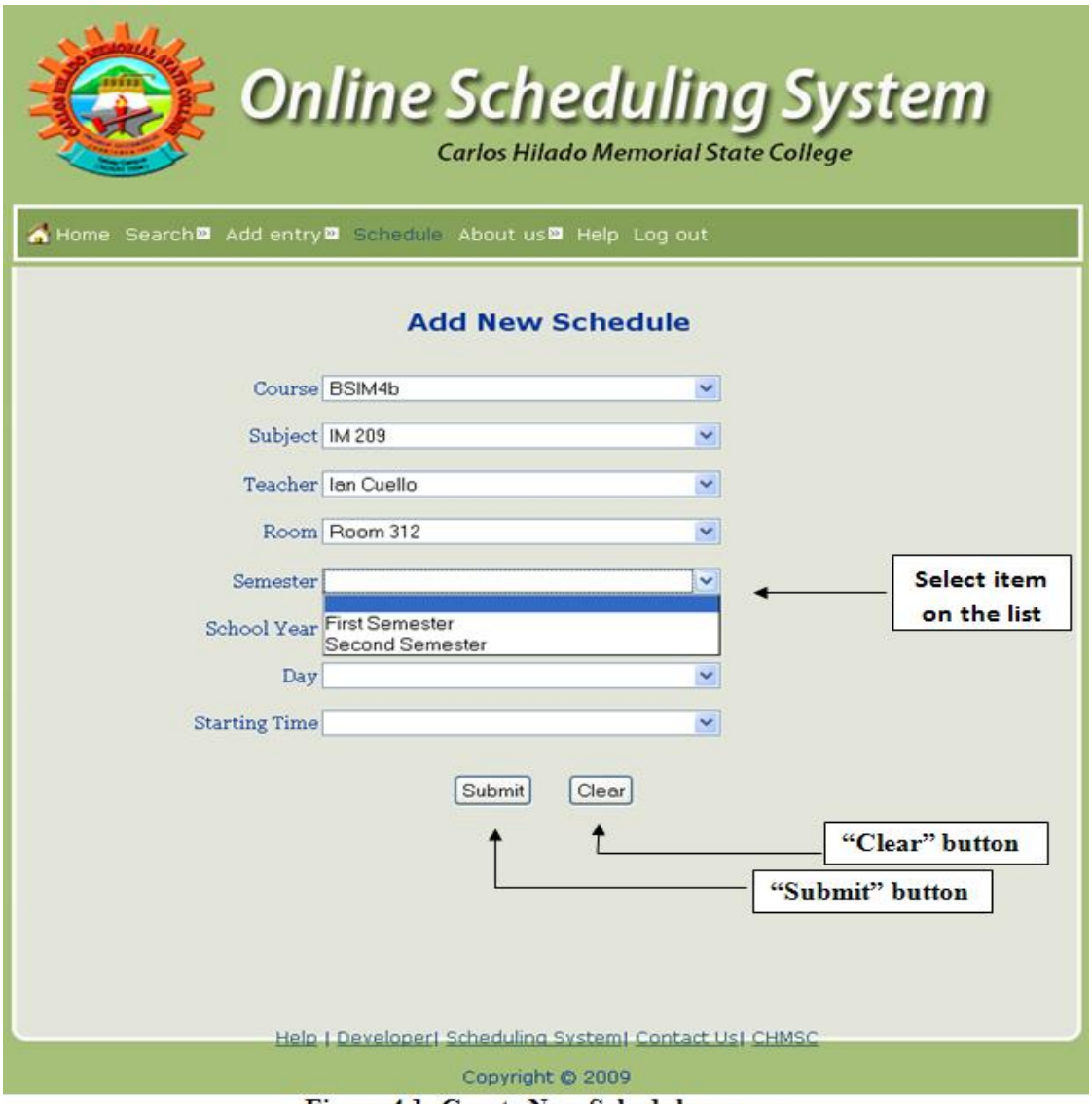

Figure 4.1: Create New Schedule screen

Figure 4.2: Conflict Schedule screen

Figure 4.3: Schedule saved screen