

Guidance Counseling Information Management System User Manual

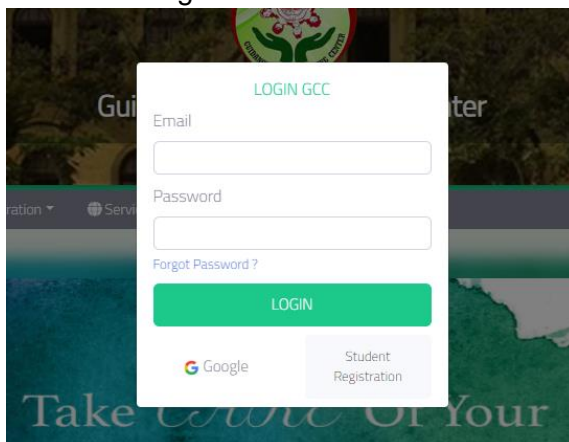
Super Admin User

Login

1. Go to the website home page.
2. Click on the sign in button on the right of the homepage:

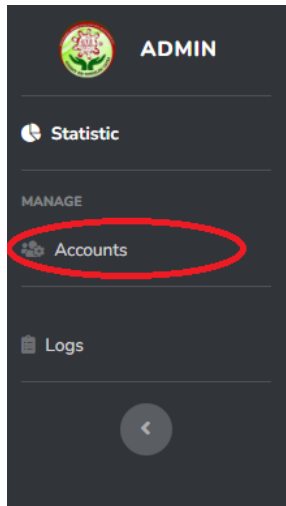


3. In the login box, enter the Username (always an email address) and Password then click on login.

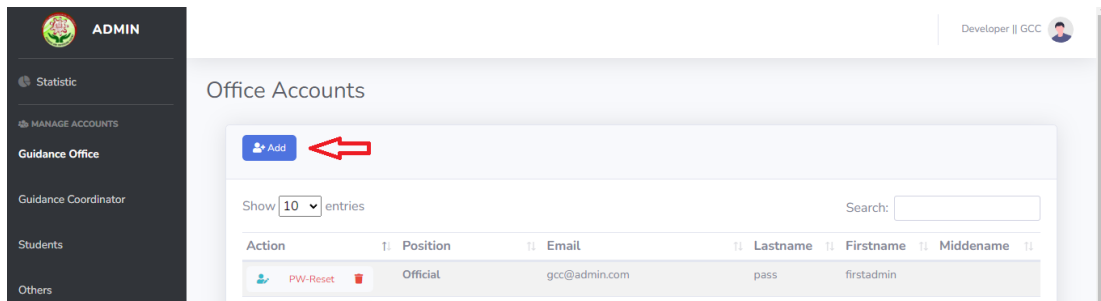


Managing Accounts

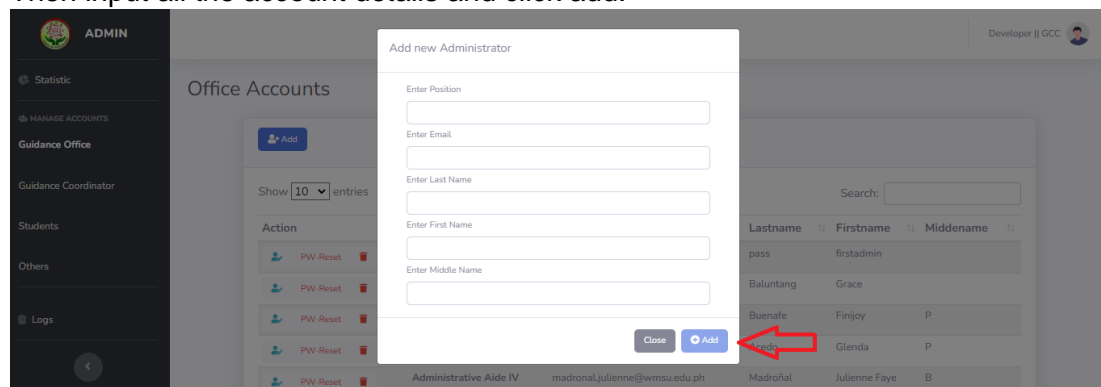
1. Click Accounts on the sidebar.



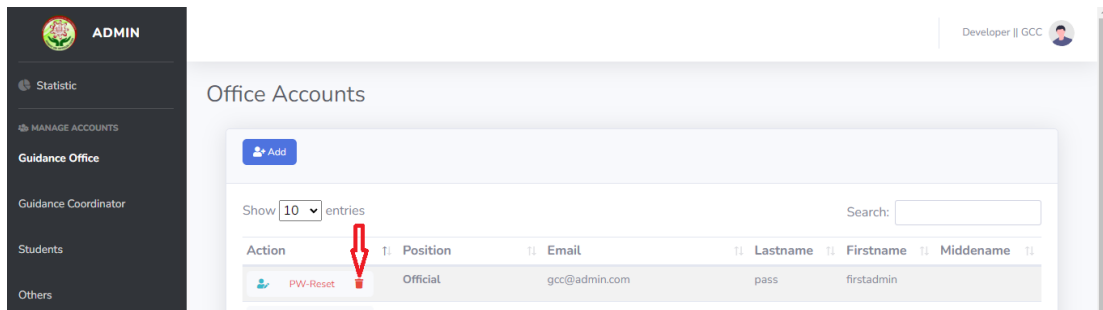
2. To add an account, click the add button corresponding to the account type you want to create.



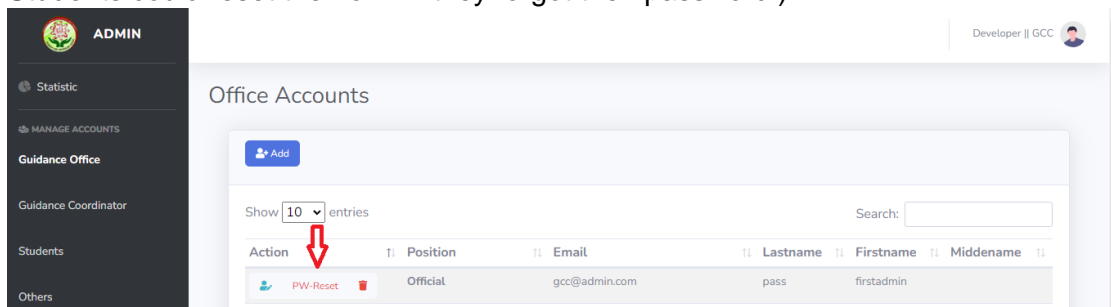
Then input all the account details and click add.



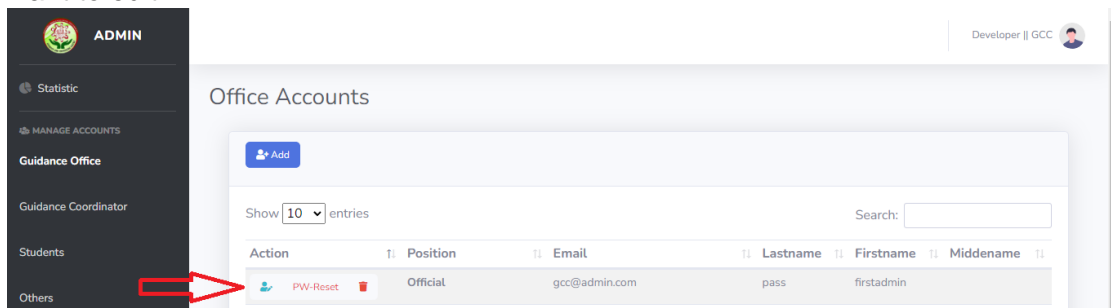
3. To delete an account, click the trash can icon corresponding to a specific account.



4. To reset a password, click the PW Reset Button corresponding to a specific account.
(You can only reset password of Guidance Office and Guidance Coordinator accounts. Students could reset their own if they forgot their password.)





5. To edit account details, click on the edit icon corresponding to a specific account you want to edit.





6. To block a student, click on Students on the sidebar then click the block icon corresponding to the student you want to block.

The screenshot shows the 'Students Accounts' page. The sidebar on the left has 'Students' highlighted. The main content area shows a table of students. A red arrow points to the 'block' icon in the 'Action' column for the student 'CAIMOR REENIAY MAGAAN.'.

Action	Status	email	lastname	firstname	middleName	Course & College
	Offline	sm201600747@wmsu.edu.ph	CAIMOR	REENIAY MAGAAN.	m	BS AGRIBUSINESS (College of Agriculture)
	Online	sk201001081@wmsu.edu.ph	Abdulmuti	Jaypee	A	BS INFORMATION TECHNOLOGY

7. To replace a Guidance Coordinator, click on the Replace button corresponding to a guidance coordinator you want to replace.

The screenshot shows the 'Coordinators Accounts' page. The sidebar on the left has 'Guidance Coordinator' highlighted. The main content area shows a table of coordinators. A red arrow points to the 'Replace' button in the 'Action' column for the coordinator 'Felix-Sadiwa Lucy'.

Action	Status	Effective Date	Execution Date	Email	Lastname	Firstname	College
	Active	June 1, 2021	None	felix.lucy@wmsu.edu.ph	Felix-Sadiwa	Lucy	College of Computing Studies
	Active	May 19, 2022	None	toto.sitti@wmsu.edu.ph	Toto	Sitti Aisha	College of Agriculture

Then input the new Guidance Coordinator details and click the add button.

The screenshot shows the 'Replace College of Computing Studies : GC Administrator' form. A red arrow points to the 'Add' button at the bottom right of the form.

Current Admin : Felix-Sadiwa Lucy Contact No: 09917263902 Email: felix.lucy@wmsu.edu.ph

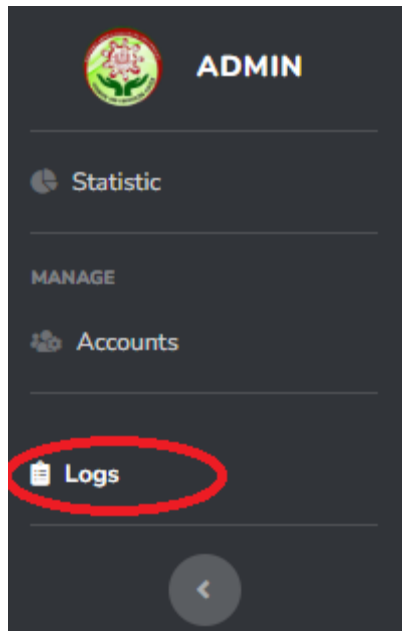
Enter Email: College:

Enter Last Name: Enter First Name: Enter Middle Name:

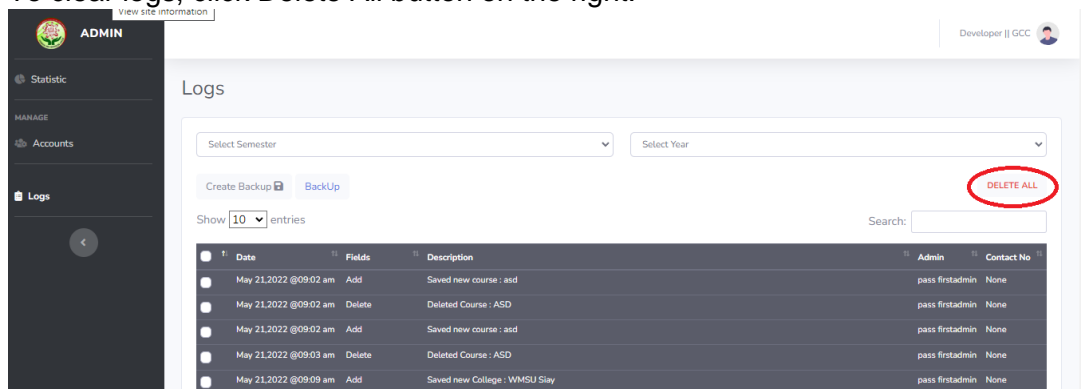
Contact No: Effective Date:

View and Manage Logs

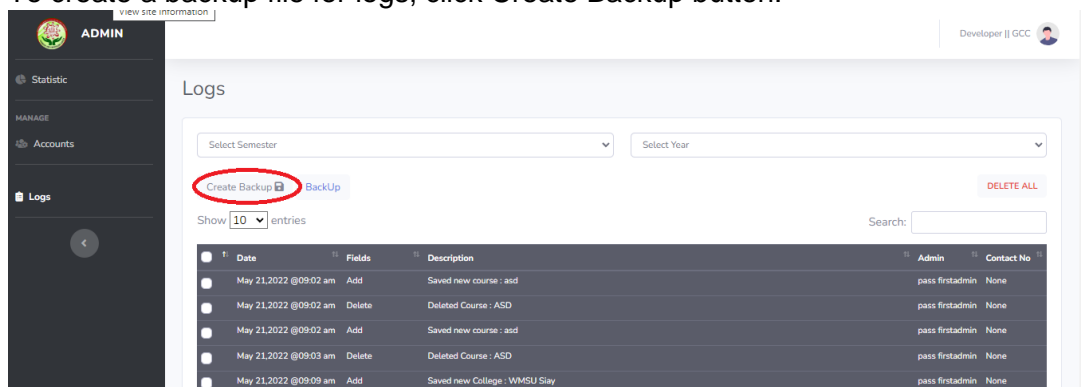
1. To view and manage logs, click Logs on the sidebar.



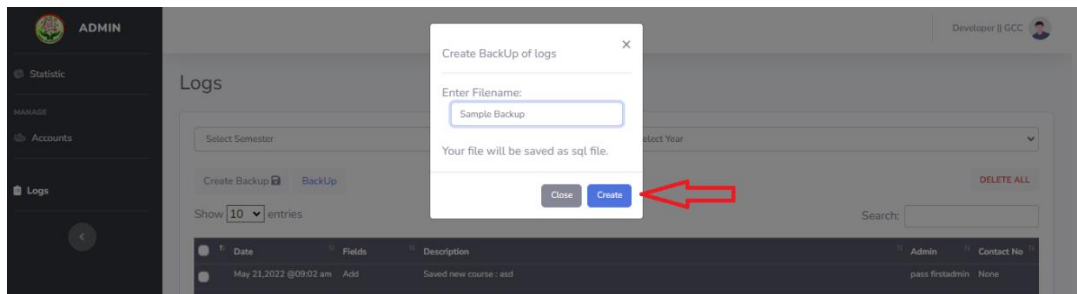
2. To clear logs, click Delete All button on the right.



3. To create a backup file for logs, click Create Backup button.



Then enter the file name and click create.



4. To fetch back up file for logs click Backup.

