Guidance Counseling Information Management System User Manual
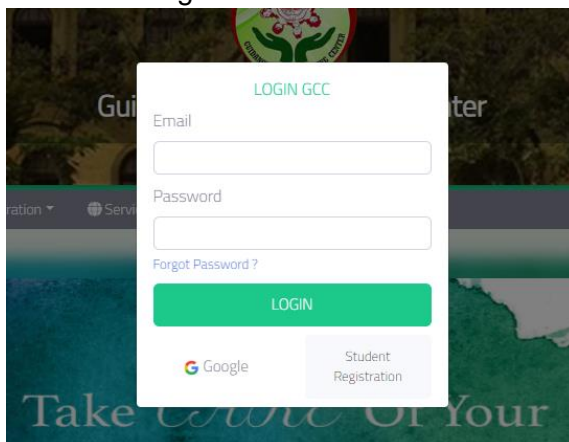
Super Admin User

Login

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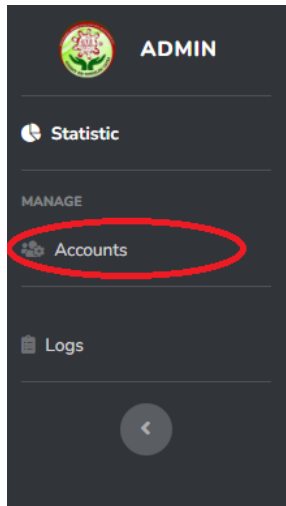2. Click on the sign in button on the right of the homepage:

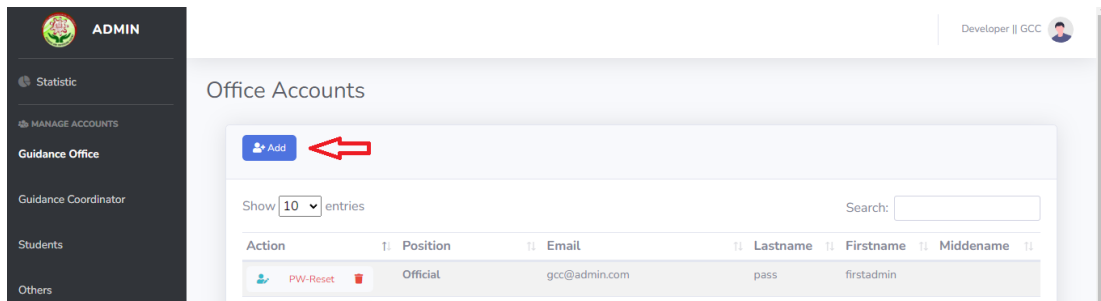3. In the login box, enter the Username (always an email address) and Password then click on login.
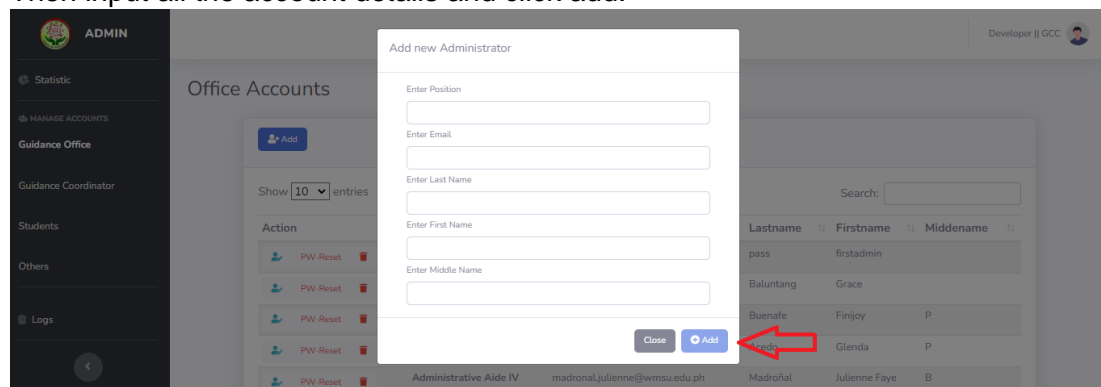
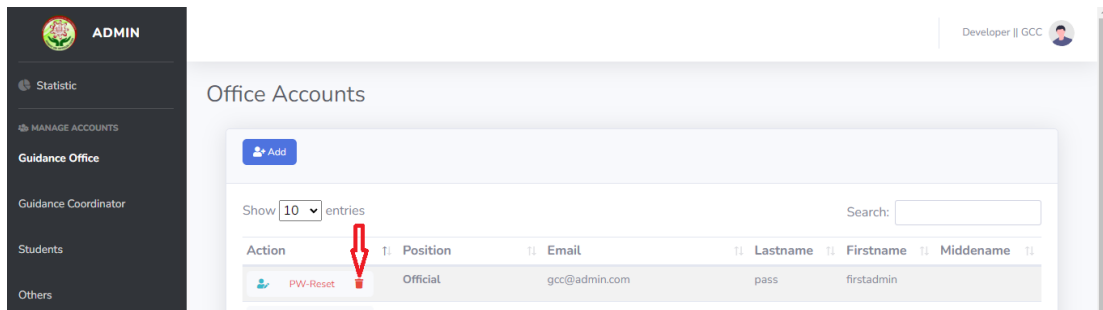**Managing Accounts**

1. Click Accounts on the sidebar.

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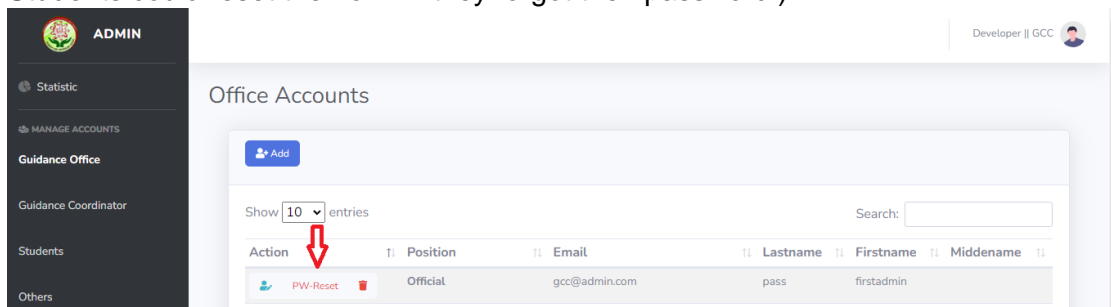

Then input all the account details and click add.

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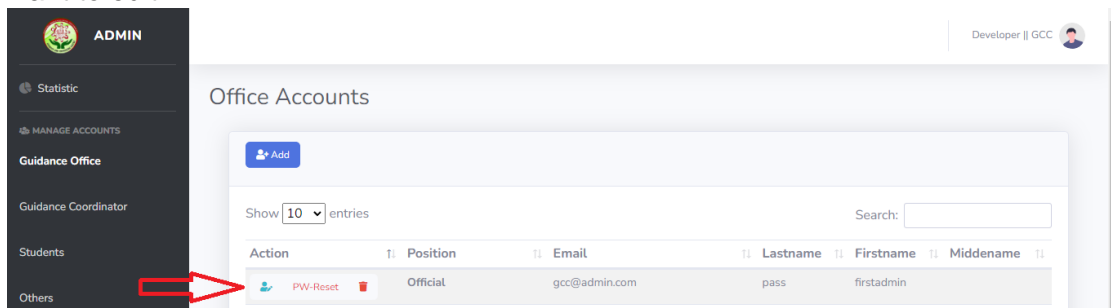
6. To block a student, click on Students on the sidebar then click the block icon corresponding to the student you want to block.

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

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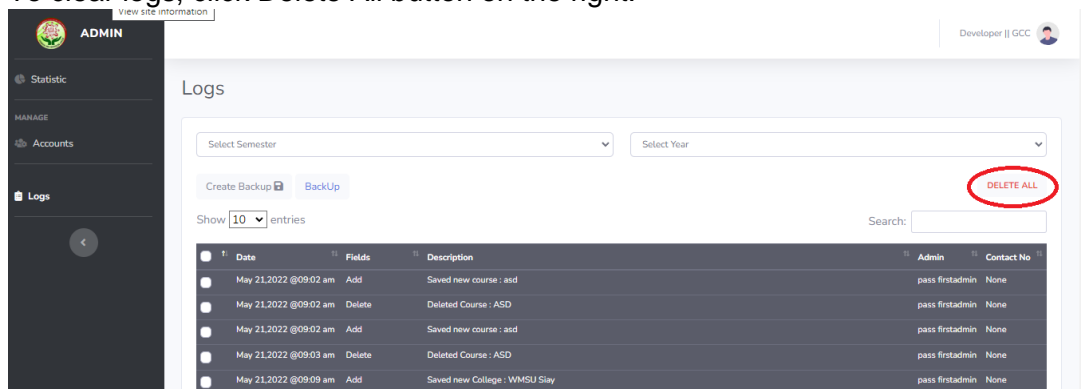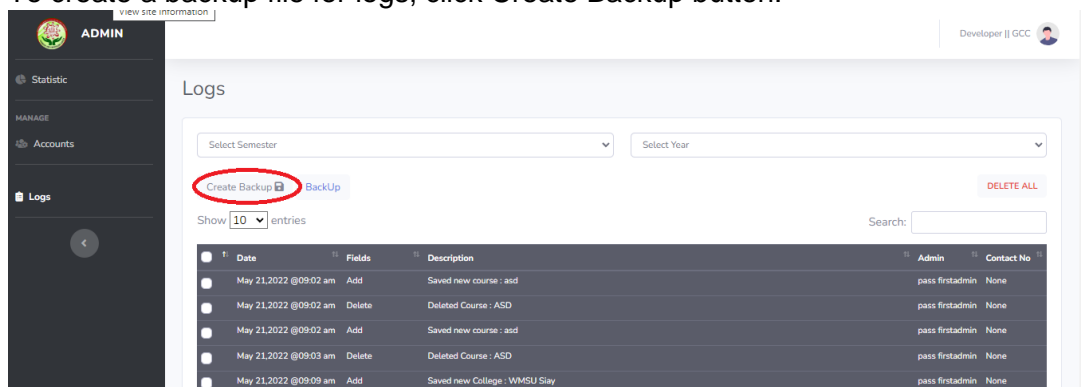
View and Manage Logs

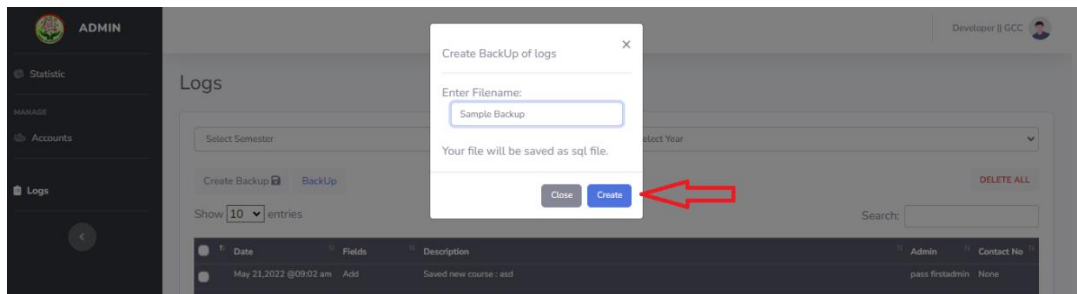1. To view and manage logs, click Logs on the sidebar.
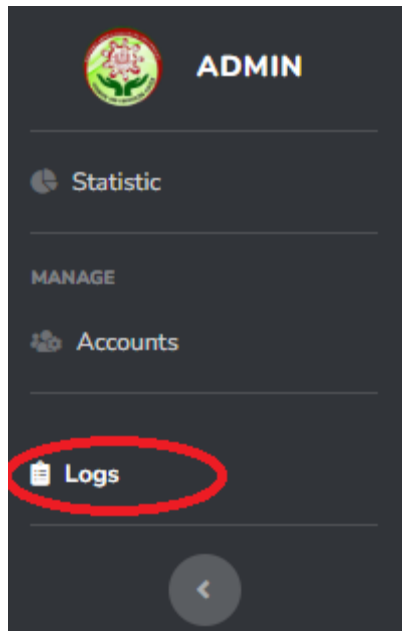
2. To clear logs, click Delete All button on the right.

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.