

Guidance Counseling Information Management System User Manual

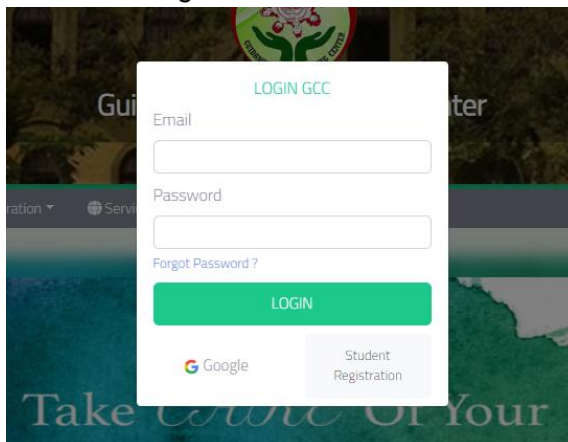
Guidance Coordinator

Login

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

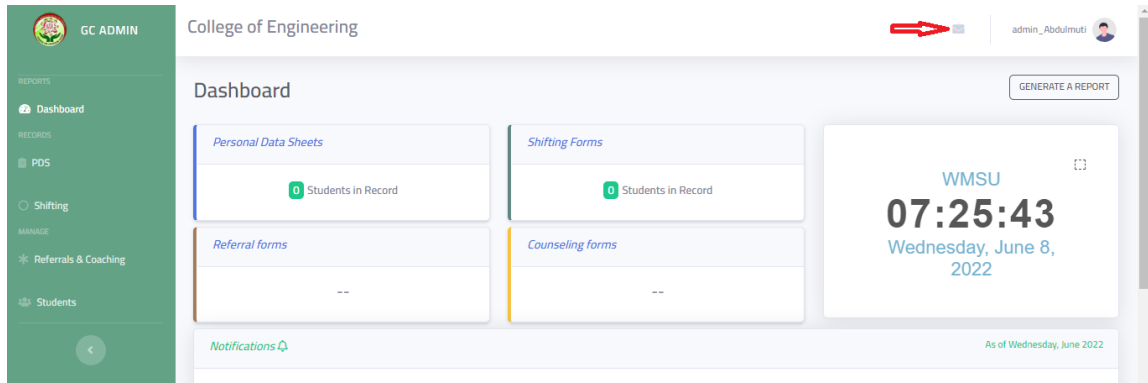


3. In the login box, enter the Username (always an email address) and Password then click on login.



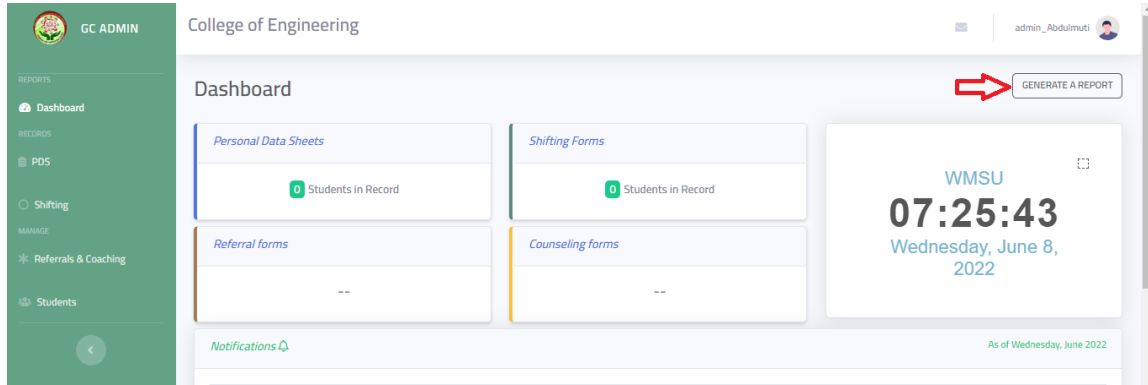
Messaging

Click the envelop icon on the upper right of the page to send a message to one or more student.



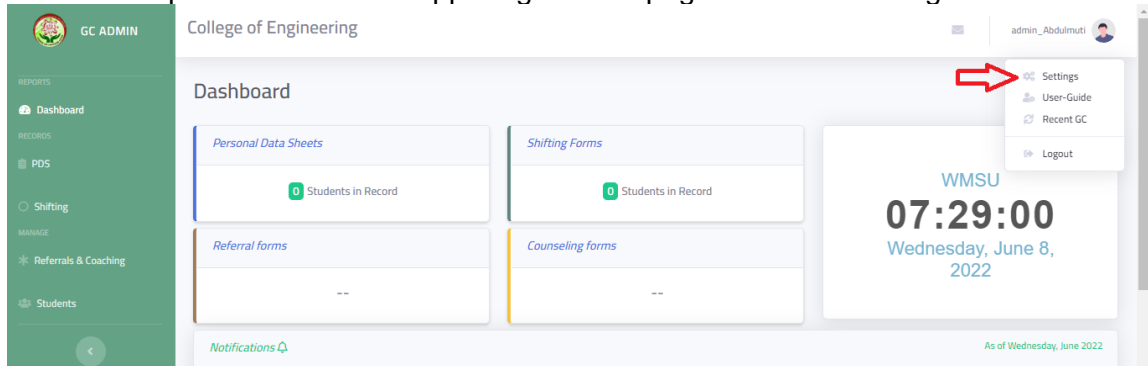
Generate a Report

To generate a report, click on Generate a Report button on the upper right of your Dashboard.



Settings and Personal Information

Click on the picture icon on the upper right of the page then click Settings under it.



Notification

In the Dashboard section, all notifications will be shown, including students who have filled up, update and modify their PDS, or student who filled up the shifting form. and the PDS transfer request that is requested by receiving college and other notifications.

The screenshot shows the WMSU College of Engineering Dashboard. On the left is a green sidebar with navigation links: Dashboard, PDS, Shifting, Referrals & Coaching, and Students. The main content area has a header with 'College of Engineering' and a user profile 'admin_Abdulmuti'. Below the header is a 'Dashboard' section with four cards: 'Personal Data Sheets' (0 Students in Record), 'Shifting Forms' (0 Students in Record), 'Referral forms', and 'Counseling forms'. On the right is a large clock showing 'WMSU 07:57:00 Wednesday, June 8, 2022'. Below the dashboard is a 'Notifications' section, highlighted with a red box. It shows a notification from May 24, 2022: 'Shifting form Received from GCC Student ID : sk201001081, Lastname : Abdulmuti'. A red arrow points to the notification card.

Printing Personal Data Sheet

Click PDS on the Sidebar, then click the print icon on the right part corresponding the student's Personal Data Sheet.

The screenshot shows the 'Personal Data Sheets' page. The sidebar is the same as the dashboard. The main content area has a header with 'College of Engineering' and a user profile 'admin_Abdulmuti'. Below the header is a 'Personal Data Sheets' section. It contains a table with columns: ID, Lastname, Firstname, Middlename, Email, and Action. The table has one entry: ID: sk201001081, Lastname: Abdulmuti, Firstname: Jaypee, Middlename: A, Email: sk201001081@wmsu.edu.ph. In the Action column, there are two icons: an eye icon and a print icon. A red arrow points to the print icon. Below the table, it says 'Showing 1 to 1 of 1 entries' and 'Options On Selected : NOTIFY'. There are also 'Previous', '1', and 'Next' buttons.

Viewing Personal Data Sheet

Click PDS on the Sidebar, then click the eye icon on the right part corresponding the student's Personal Data Sheet.

The screenshot shows the 'Personal Data Sheets' page, identical to the previous one. The table has one entry: ID: sk201001081, Lastname: Abdulmuti, Firstname: Jaypee, Middlename: A, Email: sk201001081@wmsu.edu.ph. In the Action column, there are two icons: an eye icon and a print icon. A red arrow points to the eye icon. Below the table, it says 'Showing 1 to 1 of 1 entries' and 'Options On Selected : NOTIFY'. There are also 'Previous', '1', and 'Next' buttons.

Personal Data Sheet Update Student Notification

Check the checkbox corresponding the student that needs update. Then click the Notify button below.

GC ADMIN College of Engineering

Personal Data Sheets

Show 10 entries Search:

ID	Lastname	Firstname	Middlename	Email	Action
sk201001081	Abdulmuti	Jaypee	A	sk201001081@wmsu.edu.ph	<input type="checkbox"/> [Action icons]

Showing 1 to 1 of 1 entries

Options On Selected: **NOTIFY**

Previous 1 Next

Shifting Request

To view the shifting request forwarded by the Guidance and Counseling Center click Shifting on the sidebar.

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Shifting Records

Show 10 entries Search:

Action	Status	From	To	ID	Lastname	Firstname	Middlename	Email
<input type="checkbox"/> [Approve] [Decline] [View]	For approved	BS GEODETIC INFORMATION TECHNOLOGY (College of Computing Studies)	BS GEODETIC ENGINEERING (College of Engineering)	sk201001081	Abdulmuti	Jaypee	A	sk201001081@wmsu.edu.ph

Showing 1 to 1 of 1 entries

Options On Selected: **APPROVE**

Previous 1 Next

View Declined Records

Shifting Request Approval

Check the checkbox corresponding the student that you want to approve. Then click the Approve button below.

GC ADMIN College of Engineering

Shifting Records

Show 10 entries Search:

Action	Status	From	To	ID	Lastname	Firstname	Middlename	Email
<input type="checkbox"/> [Approve] [Decline] [View]	For approved	BS GEODETIC INFORMATION TECHNOLOGY (College of Computing Studies)	BS GEODETIC ENGINEERING (College of Engineering)	sk201001081	Abdulmuti	Jaypee	A	sk201001081@wmsu.edu.ph

Showing 1 to 1 of 1 entries

Options On Selected: **APPROVE**

Previous 1 Next

View Declined Records

Or you can just simply click the Approve button corresponding to a student.

The screenshot shows the GC ADMIN interface for the College of Engineering. The left sidebar contains navigation links: REPORTS (Dashboard), RECORDS (PDS, Shifting), and MANAGE (Referrals & Coaching, Students). The main content area is titled 'Shifting Records' and displays a table with columns: Action, Status, From, To, ID, Lastname, Firstname, Middlename, and Email. The first entry is for a student with ID sk201001081, Lastname Abdulmuti, Firstname Jaypee, and Middlename A. The status is 'For approval'. A red arrow points to the 'Approve' button in the 'Action' column. Below the table, it says 'Showing 1 to 1 of 1 entries' and 'Options On Selected : APPROVE'.

Decline Shifting Request

To decline a shifting request, click on the decline button corresponding to a student shifting request that you want to decline.

The screenshot shows the GC ADMIN interface for the College of Engineering. The left sidebar contains navigation links: REPORTS (Dashboard), RECORDS (PDS, Shifting), and MANAGE (Referrals & Coaching, Students). The main content area is titled 'Shifting Records' and displays a table with columns: Action, Status, From, To, ID, Lastname, Firstname, Middlename, and Email. The first entry is for a student with ID sk201001081, Lastname Abdulmuti, Firstname Jaypee, and Middlename A. The status is 'For approval'. A red arrow points to the 'Decline' button in the 'Action' column. Below the table, it says 'Showing 1 to 1 of 1 entries' and 'Options On Selected : APPROVE'.

You can also view all the details and information attached to the shifting request and also the shifting forms by clicking the View button.

The screenshot shows the GC ADMIN interface for the College of Engineering. The left sidebar contains navigation links: REPORTS (Dashboard), RECORDS (PDS, Shifting), and MANAGE (Referrals & Coaching, Students). The main content area is titled 'Shifting Records' and displays a table with columns: Action, Status, From, To, ID, Lastname, Firstname, Middlename, and Email. The first entry is for a student with ID sk201001081, Lastname Abdulmuti, Firstname Jaypee, and Middlename A. The status is 'For approval'. A red arrow points to the 'View' button in the 'Action' column. Below the table, it says 'Showing 1 to 1 of 1 entries' and 'Options On Selected : APPROVE'.

You can also view all the declined shifting records by clicking on the View Declined Records below.

GC ADMIN College of Engineering

REPORTS
Dashboard
RECORDS
POS
Shifting
MANAGE
Referrals & Coaching
Students

Shifting Records

Show 10 entries Search:

Action	Status	From	To	ID	Lastname	Firstname	Middlename	Email	Date submitted
View	Accomplished	BS INFORMATION TECHNOLOGY (College of Computing Studies)	BS GEODETIC ENGINEERING (College of Engineering)	sk201001081	Abdulmuti	Jaypee	A	sk201001081@wmsu.edu.ph	June 6, 2022

Showing 1 to 1 of 1 entries
Options On Selected : APPROVE

[View Declined Records](#)

Student List and Search

You can also view and search all the students enrolled in your college by clicking the Students on the sidebar.

GC ADMIN College of Engineering

REPORTS
Dashboard
RECORDS
POS
Shifting
MANAGE
Referrals & Coaching
Students

Students

Advance Search to All Students / All Shifts

Show 10 entries Search:

Action	Status	Account	POS status	email	lastname	firstname	middlename	Course & College
Online	Verified	Completed	sk201001081@wmsu.edu.ph	Abdulmuti	Jaypee	A	BS GEODETIC ENGINEERING (College of Engineering)	

Showing 1 to 1 of 1 entries
Previous 1 Next