

Guidance Counseling Information Management System User Manual

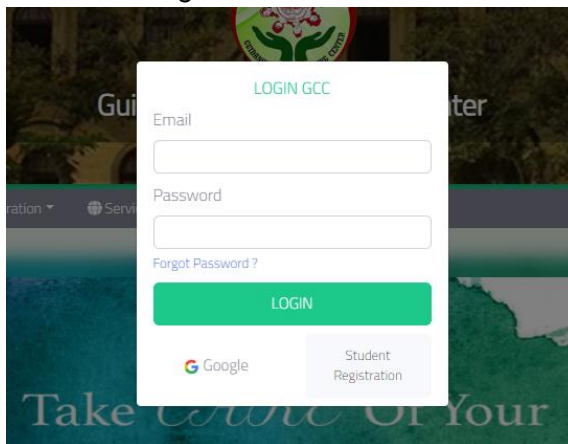
Guidance and Counseling Center Office Admin

Login

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

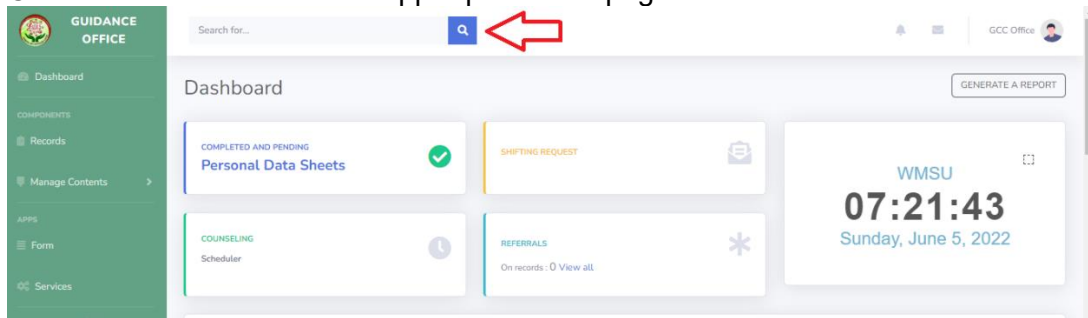


3. In the login box, enter the Username (always an email address) and Password then click on login.



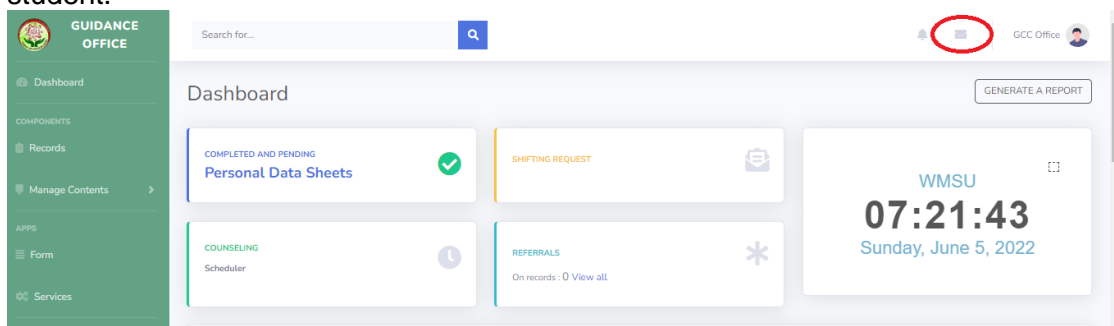
Advance Search

Click on Search for... on the upper part of the page to use advance search.



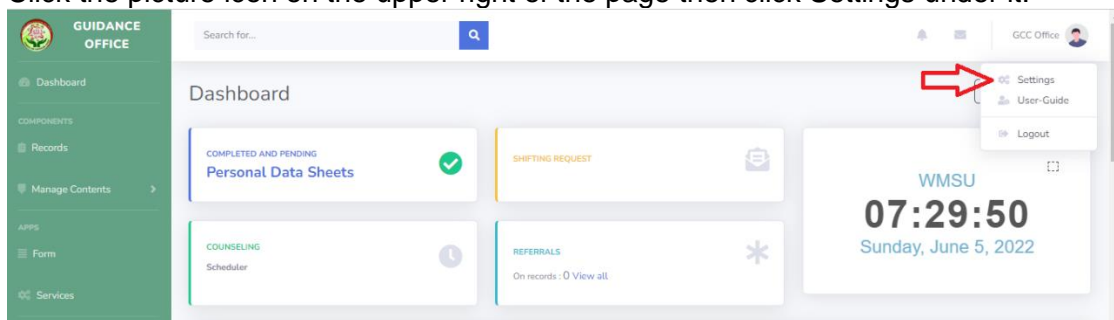
Messaging

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



Settings and Personal Information

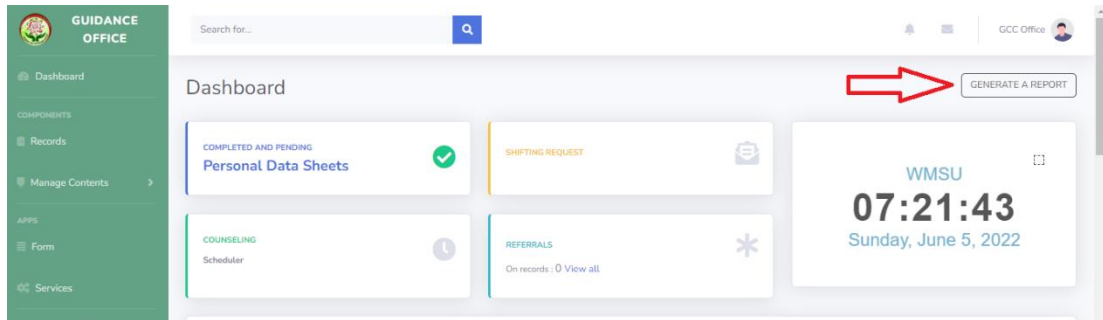
Click the picture icon on the upper right of the page then click Settings under it.



Note: You can't change your email address. Contact the System Super Admin if you want to change email.

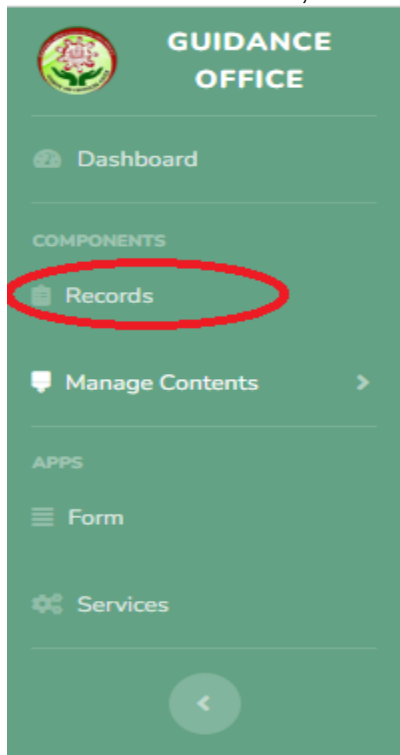
Generate a Report

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



Records

To view all the records, click Records on the sidebar.



On the Records section you can view all the data that have been recorded such as Shifting Request, Personal Data Sheets, Shifting Forms, Counseling Records, Colleges and Courses with their designated College Guidance Coordinators, and Logs.

Shifting

On the Record section, Click Shifting Request

The screenshot shows the GUIDANCE OFFICE web application. On the left is a green sidebar with navigation links: Dashboard, COMPONENTS (Records, Manage Contents), APPS (Form, Services), and a back arrow. The main content area is titled 'Records' and contains a breadcrumb trail: 'Shifting Request / Personal Data Sheets / Shifting Forms / Counseling / Colleges / Coordinator Accounts / Logs / Filtering'. Below this is a section titled 'Shifting Request Forms' with a 'Search Filter...' input. A table lists a single record for student 'sk201' (081) shifting from 'BS INFORMATION TECHNOLOGY' to 'BS GEODETIC ENGINEERING' on 'June 6, 2022'. The 'Action' column for this record has three buttons: 'Other Details', 'Generate Shifting Form', and 'VIEW'. A red arrow points to the 'Shifting Request' link in the breadcrumb.

* Student ID	From	To	Date-Submitted	Name	Action
sk201 081	BS INFORMATION TECHNOLOGY (College of Computing Studies)	BS GEODETIC ENGINEERING (College of Engineering)	June 6, 2022	Abdulmuti Jaypee A.	Other Details Generate Shifting Form VIEW

You can view the details and information included in the shifting request by clicking Other Details button.

This screenshot is identical to the previous one, but a red arrow points to the 'Other Details' button in the 'Action' column of the table row.

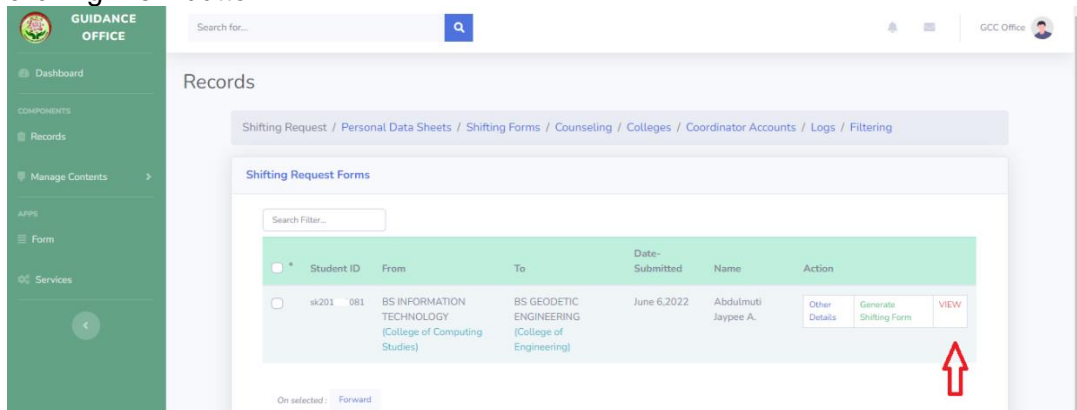
* Student ID	From	To	Date-Submitted	Name	Action
sk201 081	BS INFORMATION TECHNOLOGY (College of Computing Studies)	BS GEODETIC ENGINEERING (College of Engineering)	June 6, 2022	Abdulmuti Jaypee A.	Other Details Generate Shifting Form VIEW

You can generate Shifting form and print it by clicking Generate Shifting Form button.

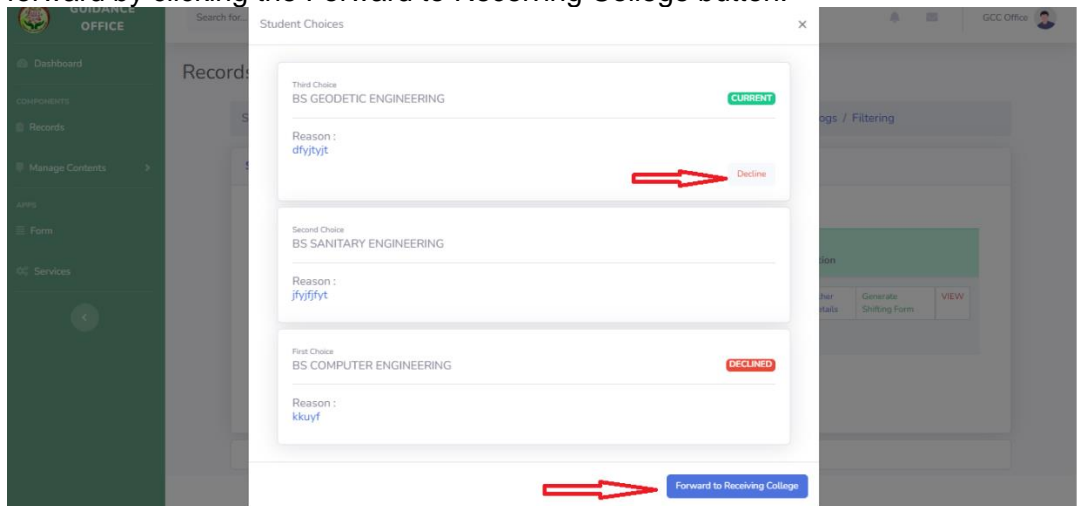
This screenshot is identical to the previous ones, but a red arrow points to the 'Generate Shifting Form' button in the 'Action' column of the table row.

* Student ID	From	To	Date-Submitted	Name	Action
sk201 081	BS INFORMATION TECHNOLOGY (College of Computing Studies)	BS GEODETIC ENGINEERING (College of Engineering)	June 6, 2022	Abdulmuti Jaypee A.	Other Details Generate Shifting Form VIEW

You can view, forward to receiving the receiving college, decline, and suggest course by clicking View button.

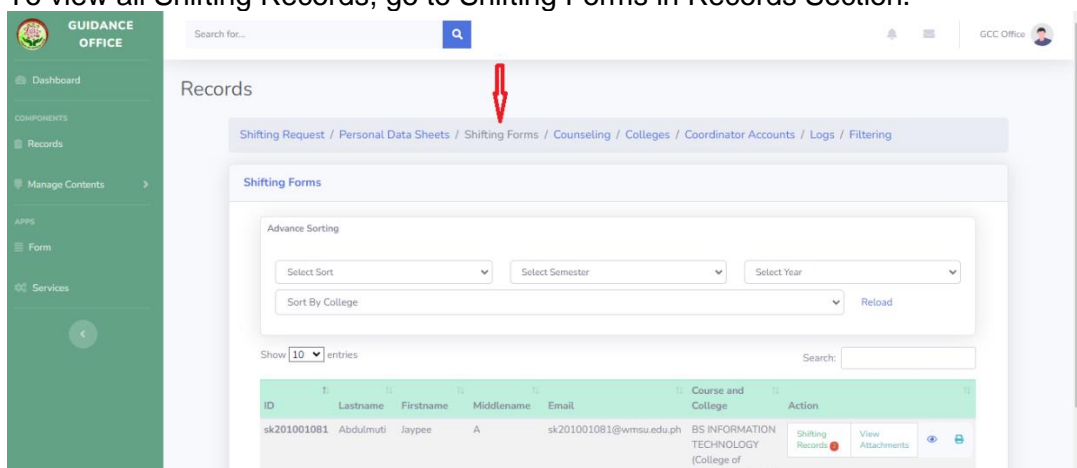


Upon clicking the View button, you can decline by clicking the decline button, and forward by clicking the Forward to Receiving College button.



Shifting Records

To view all Shifting Records, go to Shifting Forms in Records Section.



To view a specific shifting record of a student, click on a Shifting Records button corresponding to the student you want to view.

GUIDANCE OFFICE

Search for...

Records

Shifting Request / Personal Data Sheets / Shifting Forms / Counseling / Colleges / Coordinator Accounts / Logs / Filtering

Shifting Forms

Advance Sorting

Select Sort Select Semester Select Year

Sort By College Reload

Show 10 entries

Search:

ID	Lastname	Firstname	Middlename	Email	Course and College	Action
sk201001081	Abdulmuti	Jaypee	A	sk201001081@wmsu.edu.ph	BS INFORMATION TECHNOLOGY (College of Computing Studies)	Shifting Records View Attachments

Here you will be able to view all the past and current shifting record of the specific student.

GUIDANCE OFFICE

Search for...

Abdulmuti Jaypee A * Shifting Records

Show 10 entries

Search:

Status	From	To	Date-submitted	Times
On-line	REASONS	BS INFORMATION TECHNOLOGY	BS COMPUTER ENGINEERING	May 24, 2022 1
On-line	Generated Shifting Form (Automated)	BS INFORMATION TECHNOLOGY	BS GEODETIC ENGINEERING	June 6, 2022 2

Showing 1 to 2 of 2 entries

Previous 1 Next

View Shifting Records

Back to the Shifting Form you will also be able to view by clicking the eye button and print by clicking the print button the Shifting Profile form submitted by the student.

GUIDANCE OFFICE

Search for...

Records

Shifting Request / Personal Data Sheets / Shifting Forms / Counseling / Colleges / Coordinator Accounts / Logs / Filtering

Shifting Forms

Advance Sorting

Select Sort Select Semester Select Year

Sort By College Reload

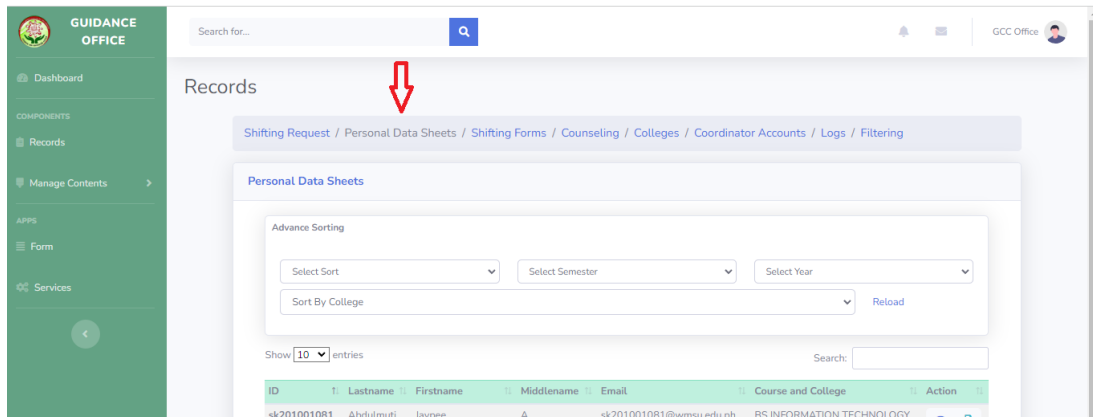
Show 10 entries

Search:

ID	Lastname	Firstname	Middlename	Email	Course and College	Action
sk201001081	Abdulmuti	Jaypee	A	sk201001081@wmsu.edu.ph	BS INFORMATION TECHNOLOGY (College of Computing Studies)	Shifting Records View Attachments

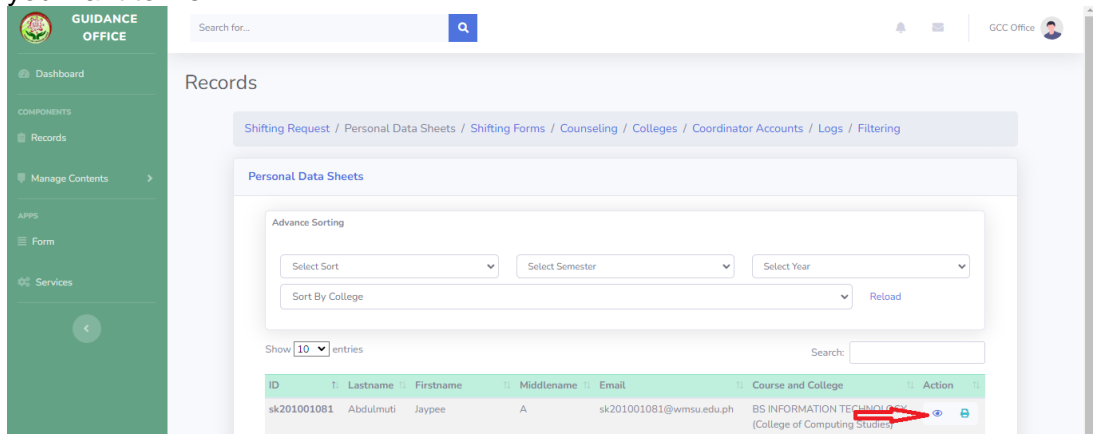
Personal Data Sheets

On the Records Section you can click Personal Data Sheet to view all the recorded Personal Data Sheet contents.



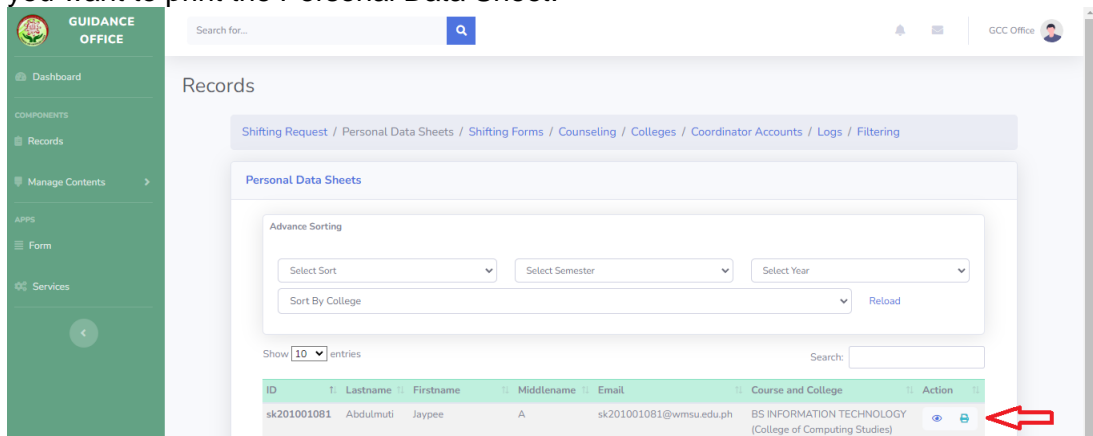
The screenshot shows the 'GUIDANCE OFFICE' interface. The left sidebar contains navigation links: Dashboard, COMPONENTS (Records, Manage Contents), APPS (Form, Services), and a back arrow. The main content area is titled 'Records' and shows a breadcrumb trail: Shifting Request / Personal Data Sheets / Shifting Forms / Counseling / Colleges / Coordinator Accounts / Logs / Filtering. The 'Personal Data Sheets' section includes an 'Advance Sorting' panel with dropdowns for 'Select Sort', 'Select Semester', and 'Select Year', along with a 'Sort By College' dropdown and a 'Reload' button. Below this is a table with columns: ID, Lastname, Firstname, Middlename, Email, Course and College, and Action. The first row shows student data: sk201001081, Abdulmuti, Jaypee, A, sk201001081@wmsu.edu.ph, BS INFORMATION TECHNOLOGY. A red arrow points to the 'Personal Data Sheets' link in the breadcrumb trail.

To view a Personal Data Sheet, click on the eye icon corresponding to a student that you want to view.



This screenshot is identical to the previous one, but with a red arrow pointing to the eye icon in the 'Action' column of the student table, indicating how to view a specific Personal Data Sheet.

To print a Personal Data Sheet, click on the printer icon corresponding to a student that you want to print the Personal Data Sheet.



This screenshot is identical to the previous ones, but with a red arrow pointing to the printer icon in the 'Action' column of the student table, indicating how to print a specific Personal Data Sheet.

Colleges and Courses

To view and manage the Colleges and their designated Guidance Coordinators and the courses, click on Colleges in the Records Section.

The screenshot shows the 'Records' section of the Guidance Office system. The left sidebar contains navigation links: Dashboard, Records, Manage Contents, Form, and Services. The main content area displays the 'Colleges' management interface. A red arrow points to the 'Colleges' link in the breadcrumb navigation: Shifting Request / Personal Data Sheets / Shifting Forms / Counseling / Colleges / Coordinator Accounts / Logs / Filtering. The interface includes an 'Add new College' button and a table for managing colleges. The table has columns for College, Date-Created, and Courses. The 'College of Agriculture' is listed with a date of January 12, 2022. Below the college name, there is a box containing the coordinator's information: TOTO SITI AISHA, Contact No: 09 6 .ph, and a 'Replace' button. To the right, there is a table for managing courses, with columns for Course, date-created, and Action. The table lists two courses: BS AGRICULTURE and BS AGRIBUSINESS, both created on May 19, 2022. Each course has 'Edit' and 'Delete' buttons.

College	Date-Created	Courses									
College of Agriculture	January 12, 2022	<table border="1"><thead><tr><th>Course</th><th>date-created</th><th>Action</th></tr></thead><tbody><tr><td>BS AGRICULTURE</td><td>May 19, 2022</td><td>Edit Delete</td></tr><tr><td>BS AGRIBUSINESS</td><td>May 19, 2022</td><td>Edit Delete</td></tr></tbody></table>	Course	date-created	Action	BS AGRICULTURE	May 19, 2022	Edit Delete	BS AGRIBUSINESS	May 19, 2022	Edit Delete
Course	date-created	Action									
BS AGRICULTURE	May 19, 2022	Edit Delete									
BS AGRIBUSINESS	May 19, 2022	Edit Delete									

Logs

To view all the processes logs, click on Logs in the Records Section.

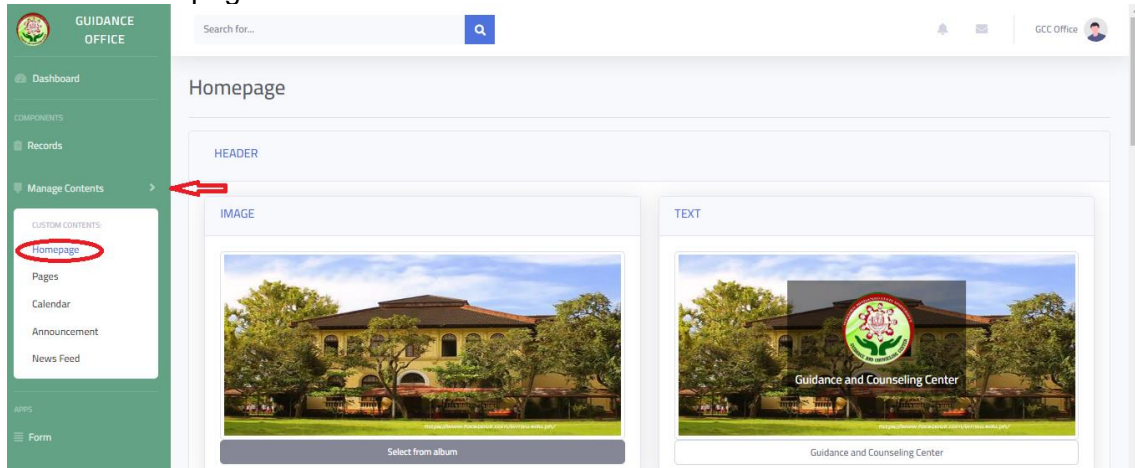
The screenshot shows the 'Records' section of the Guidance Office system. The left sidebar contains navigation links: Dashboard, Records, Manage Contents, Form, and Services. The main content area displays the 'Logs' management interface. A red arrow points to the 'Logs' link in the breadcrumb navigation: Shifting Request / Personal Data Sheets / Shifting Forms / Counseling / Colleges / Coordinator Accounts / Logs / Filtering. The interface includes an 'Advance Sorting' section with three dropdown menus: Select Sort, Select Semester, and Select Year. Below the sorting section, there is a 'Show 10 entries' dropdown and a 'Search' input field. The main content area displays a table of logs with columns: Date, Fields, Description, Admin, and Contact No. The table lists three log entries: 1. June 5, 2022 @07:17 am, View-Print-Modify, Viewed All Referrals, pass firstadmin, None. 2. June 5, 2022 @07:39 am, View-Print-Modify, Viewed All Referrals, pass firstadmin, None. 3. June 6, 2022 @08:45, approve, The shifting Request of Abdulmuti Jaypee was DECLINED by the College of Engineering, Abdulmuti Jef, 09553565655.

Date	Fields	Description	Admin	Contact No
June 5, 2022 @07:17 am	View-Print-Modify	Viewed All Referrals	pass firstadmin	None
June 5, 2022 @07:39 am	View-Print-Modify	Viewed All Referrals	pass firstadmin	None
June 6, 2022 @08:45	approve	The shifting Request of Abdulmuti Jaypee was DECLINED by the College of Engineering	Abdulmuti Jef	09553565655

Website Content Management

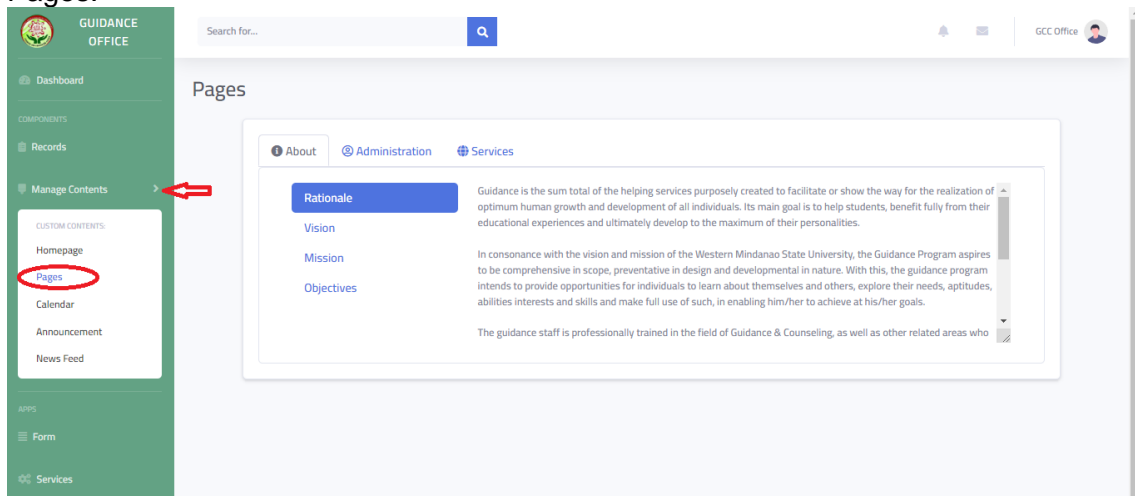
Manage Homepage Content:

To manage the content of the homepage, click on Manage Contents on the sidebar, then click on Homepage.



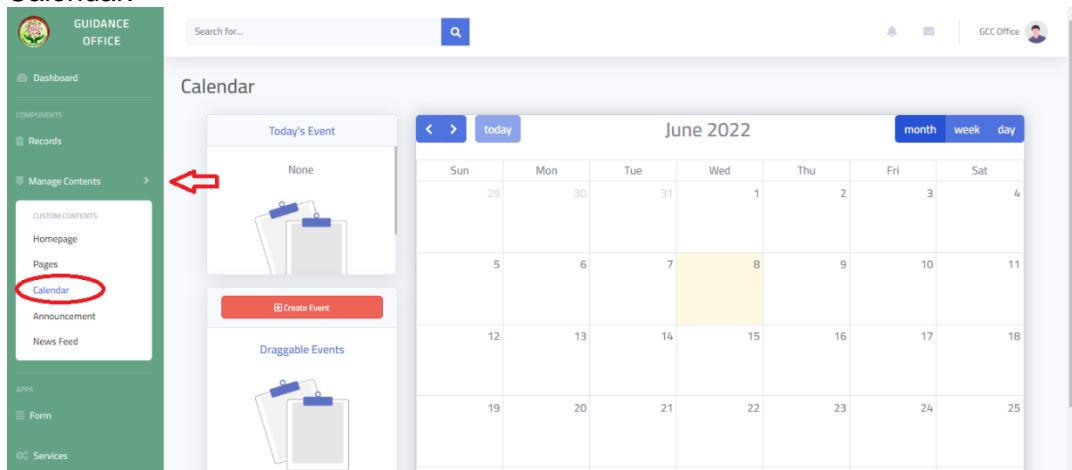
Manage Other Website Content:

To manage other content of the website such as “Website About Information”, Administration, and Services, click on Manage Contents on the sidebar, then click on Pages.



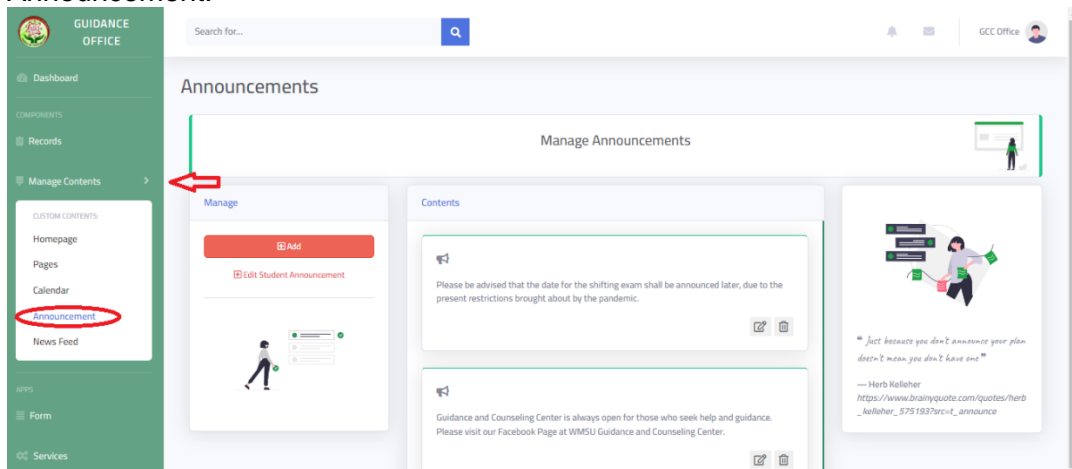
Manage Calendar Activities:

To manage calendar activities, click on Manage Contents on the sidebar then click on Calendar.



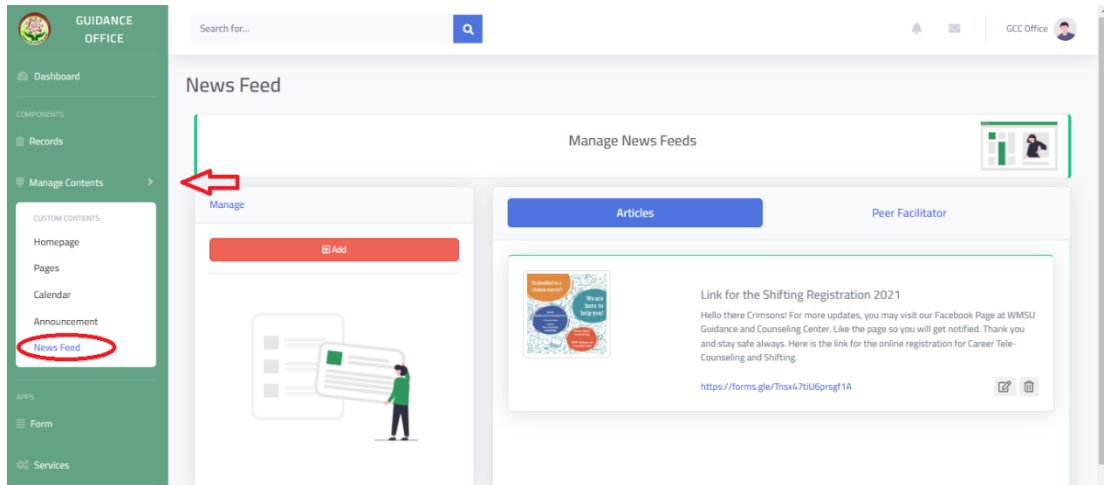
Manage Announcement:

To manage announcements, click on Manage Contents on the sidebar then click on Announcement.



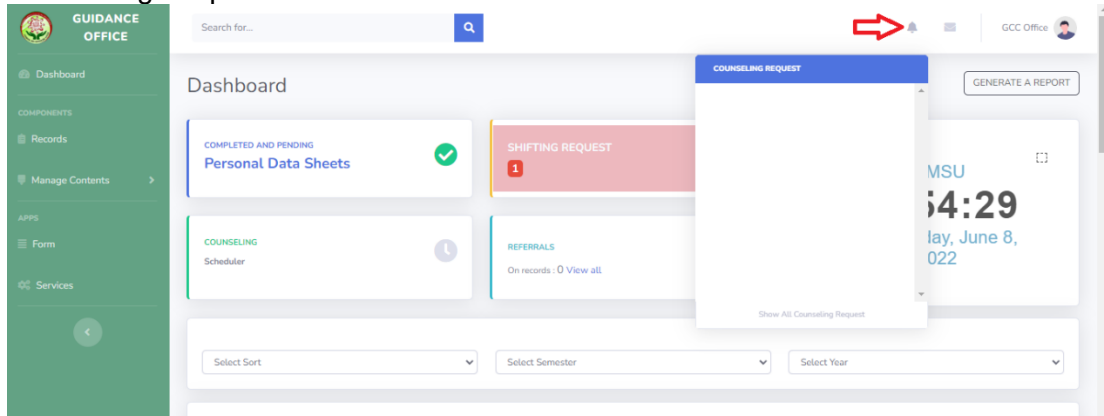
Manage Newsfeed:

To manage the newsfeed, click on Manage Contents on the sidebar then click on News feed.



Counseling Request Notification

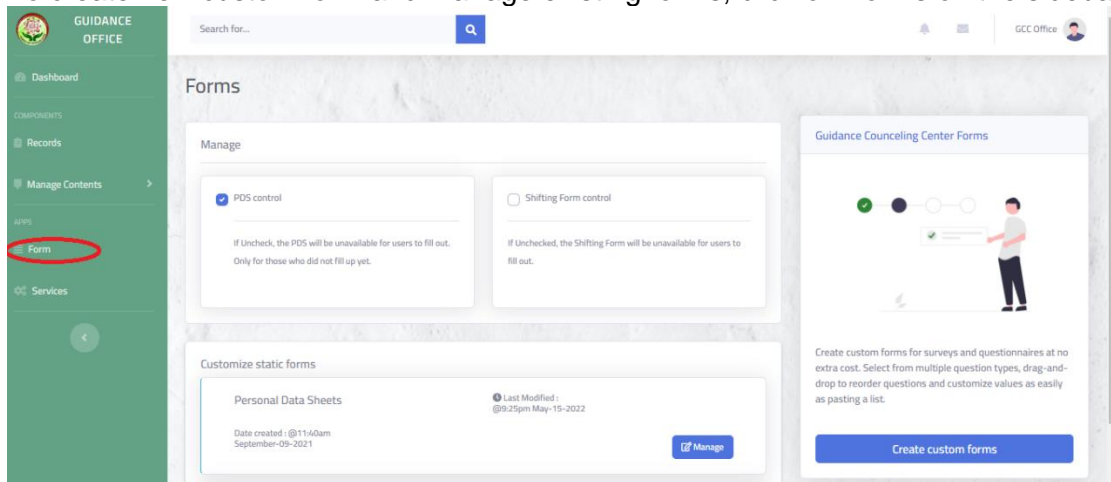
On the GCC Dashboard, click on the Bell icon on the upper right of the page to view Counseling Request Notification.



Then click on a specific counseling request to redirect to it.

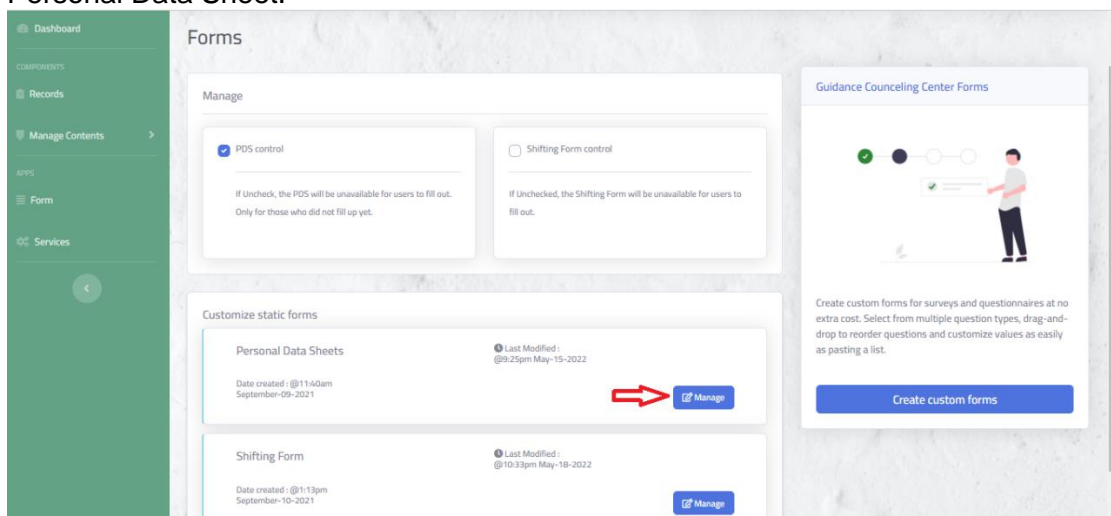
Create and Manage Forms

To create new custom form and manage existing forms, click on Forms on the sidebar.



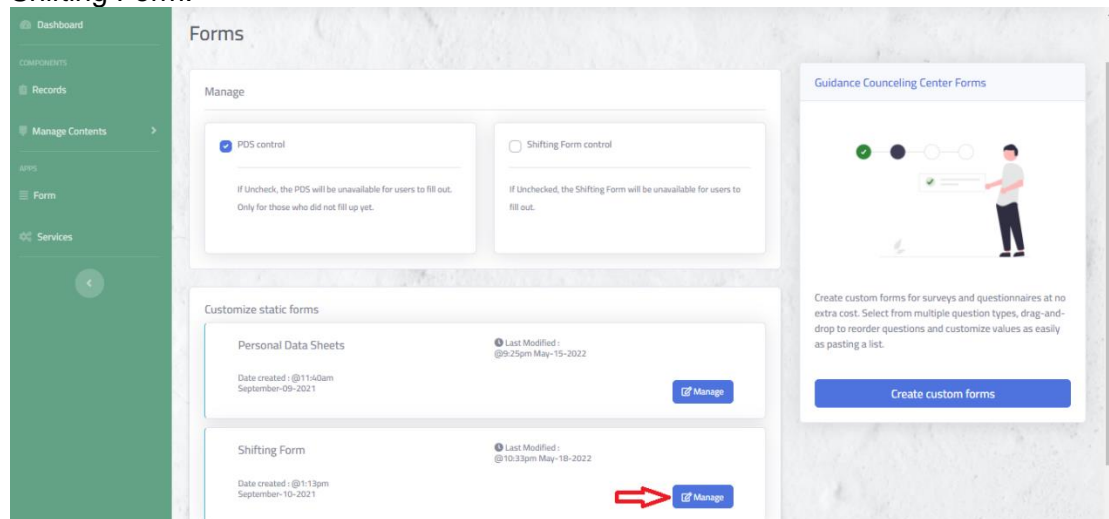
Manage Personal Data Sheet Format

On the bottom part of the Form section click on the Manage button corresponding to Personal Data Sheet.



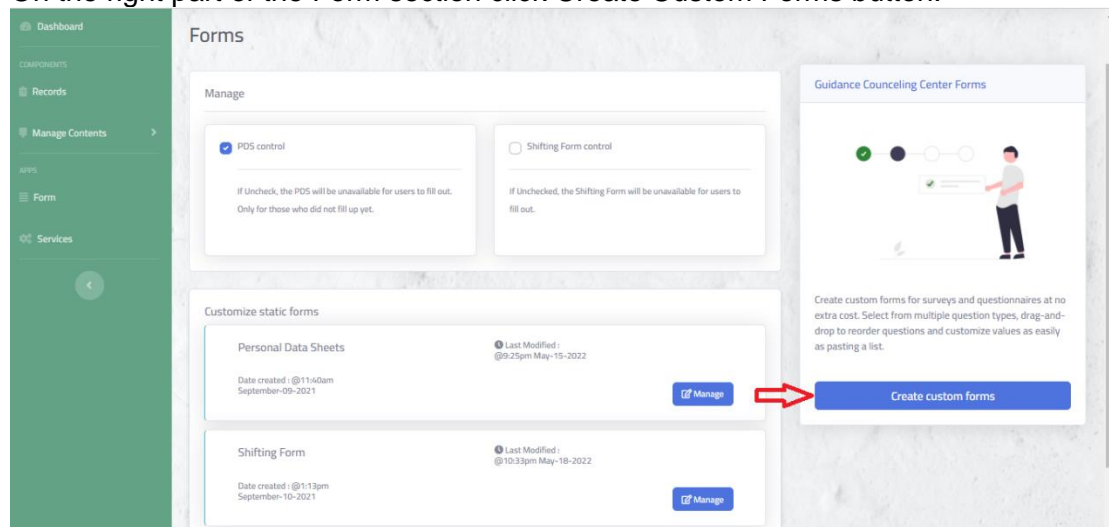
Manage Shifting Form Format:

On the bottom part of the Form section click on the Manage button corresponding to Shifting Form.

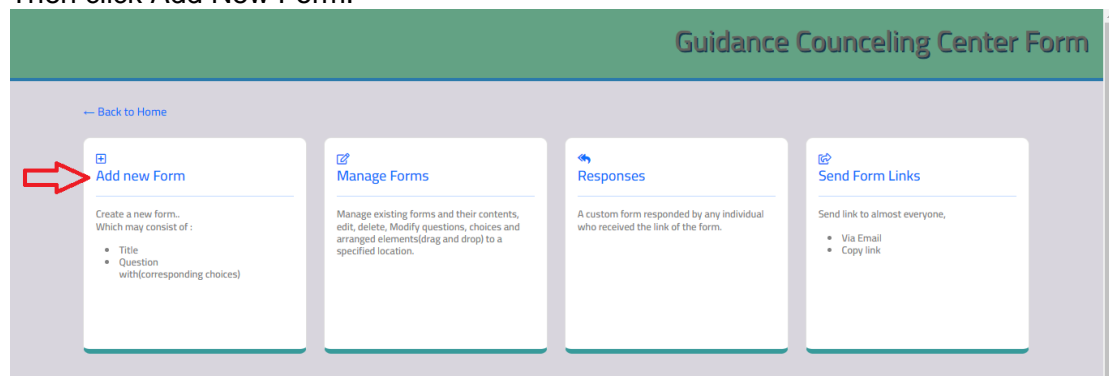


Create Custom Form:

On the right part of the Form section click Create Custom Forms button.

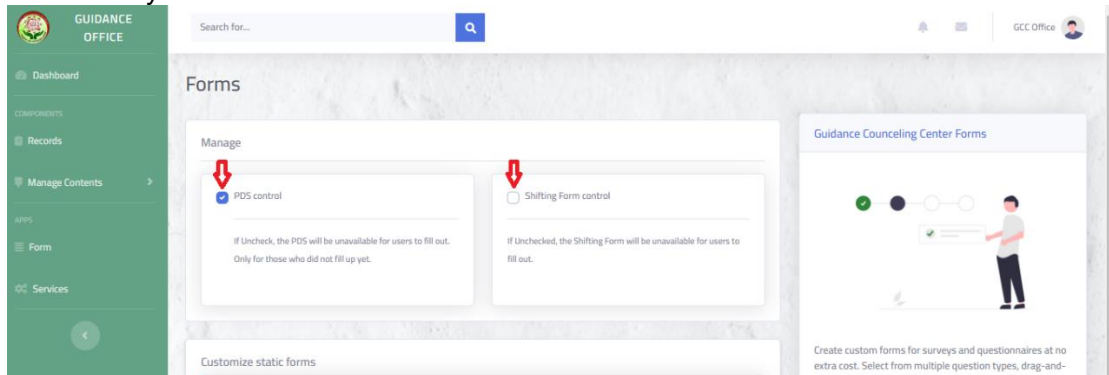


Then click Add New Form.



Form Availability Control:

On the Form section, you can check/uncheck the checkboxes for the corresponding forms that you want to be available/unavailable to the students.



Counseling Scheduler:

To go to Counseling Scheduler, click on Services on the sidebar.

