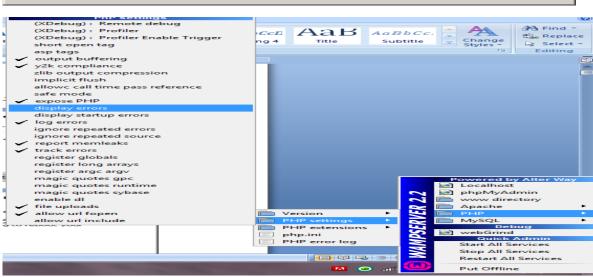
USER'S MANUAL (INSTALLING THE SYSTEM)

1. Install WampServer2 and Mozilla Firefox Web Browser. Uncheck "display errors" and "display startup errors" at the php settings located at wampserver notification tray.







2. Extract the "system" folder that contains the Online Pre-Registration and Report Information Management System for CHED Region-VIII StuFAP C:\wamp\www\

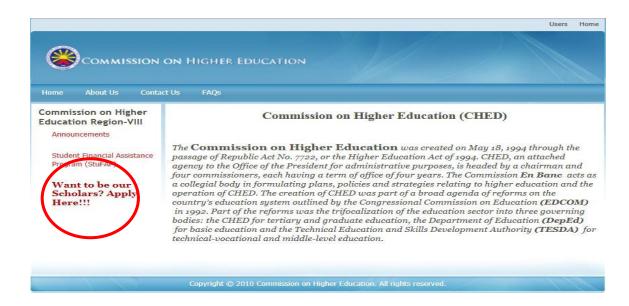


3. Open the PHPmyadmin via web browser at the URL http://localhost/phpmyadmin/ and import the ched.sql

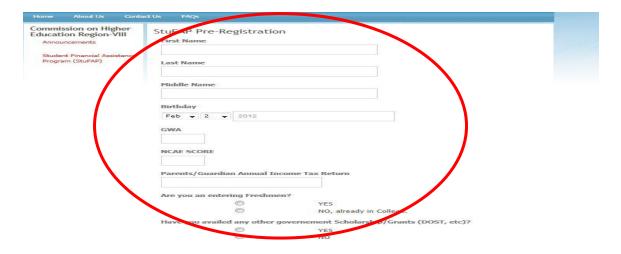


(FRONT END)

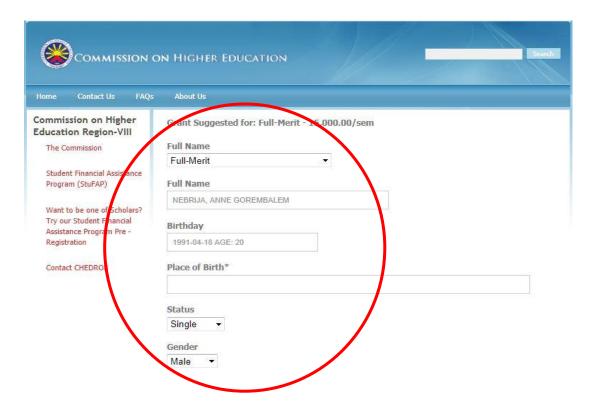
- **1.** This page contains the announcements, contact information, FAQ and about Student Financial Assistance Program.
- **2.** Click "Want to be our scholar?" where you can pre-register and register at the OSS Form 1.



3. This is the pre-registration side of applicant where he/she can fill up the general requirements.



4. This is the actual registration at the OSS Form 1 where the applicant can fill up all the required fields.



FRONT END (System Administrator's Account)

-Log in with the user together with their username, password and user type.



BACK END (System Administrator's Account)

1. Homepage of System Administrator



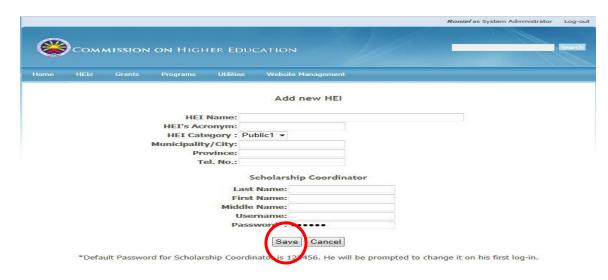
2. Click the "HEI" menu



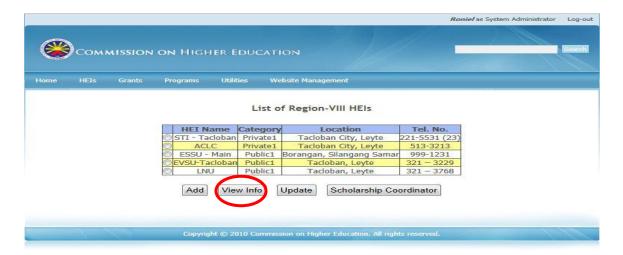
3. Click the "Add Button" to put a new HEI school



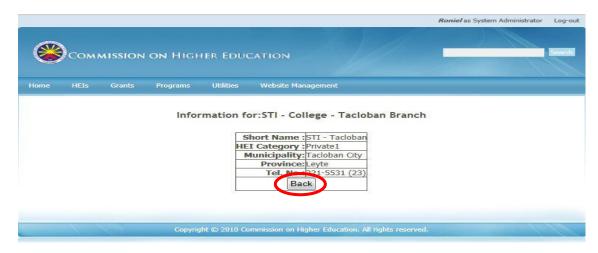
4. Click "Save Button" to save new name of HEI School



5. Click "View Info" to view the information about the HEI



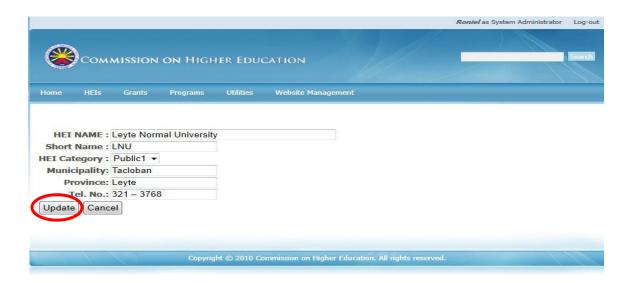
6. Click "Back Button" to go back to the list of HEI page



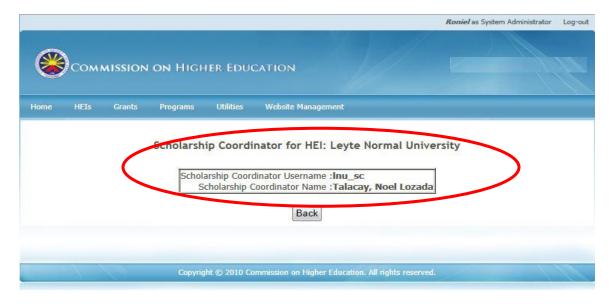
7. Click "Update Button"



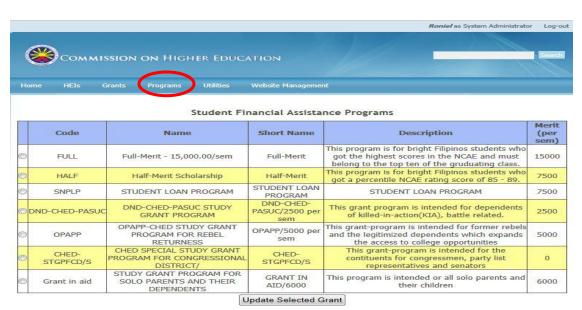
8. Click "Update Button" again to update the name, category and municipality of HEI information



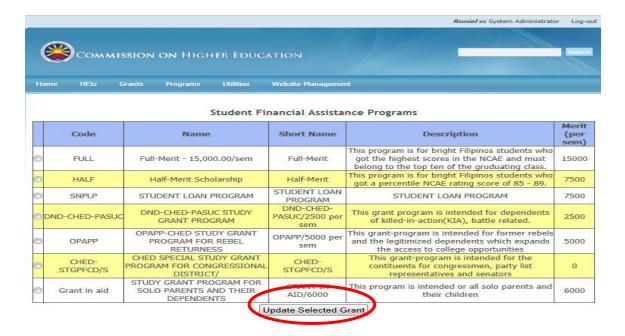
9. This page can display the name of the Scholar Coordinator assign to their HEI Schools.



- 10. Click "Program" Menu to view list of Programs
- **11.** This page displays the list of Programs under the Student Financial Assistance Program



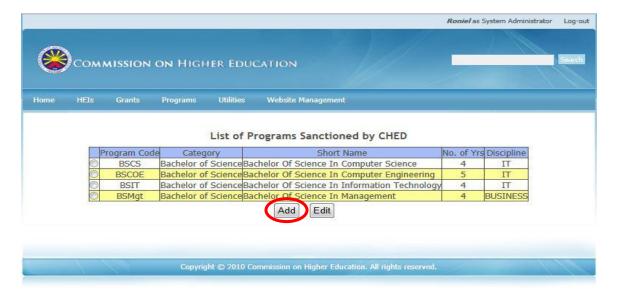
12. Click the "Update selected Grant" Button



13. Click the "Update" button to change the data.



- 14. This page displays the list of programs sanctioned by CHED Region VIII
- 15. Click "Add" button



16. Click "Save" button to save the inputted data



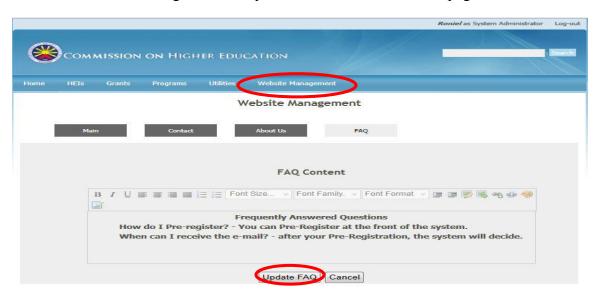
17. Click "Update" button to update the program code, category, program name, year and discipline.



18. Click "Utilities" menu to have a "Back up Database"



19. Click "Website Management" to update the content of front end page.

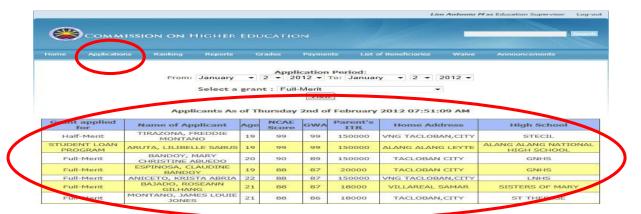


BACK END (Education Supervisor Account)

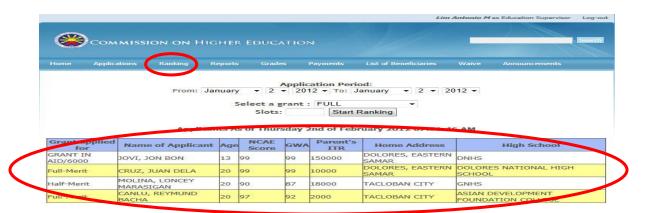
1. Homepage of Education Supervisor



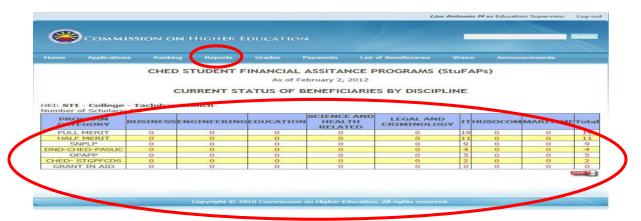
2. Click "Applications" menu to view the list of the StuFAP applicants



3. Click "Ranking" menu to rank the list of StuFAP applicants



4. Click "Reports" menu to view reports



5. Click "Grades" to view the grade reports of scholars.



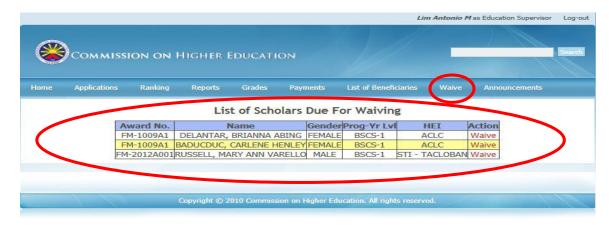
6. Click "Payments" menu to view the list of grantees for payment.



7. Click "List of Beneficiaries"



8. Click the "Waive" menu to view the StuFAP scholar who did not meet the minimum grade requirement.

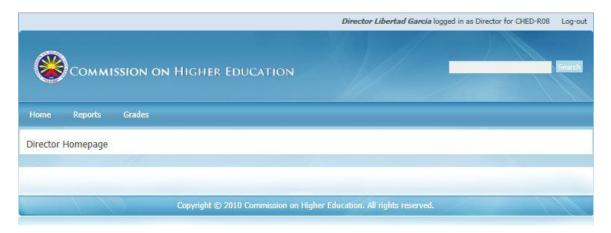


9. Click "Announcement" menu to "Add New Announcement" and post it on the Scholarship Coordinator's homepage.

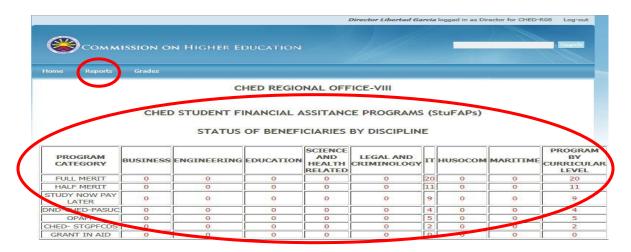


BACK END (CHED Region 8 Director's Account)

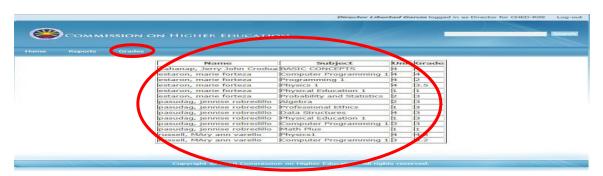
1. Director's Homepage



2. Click "Reports"



3. Click "Grades" to view list of grade reports.

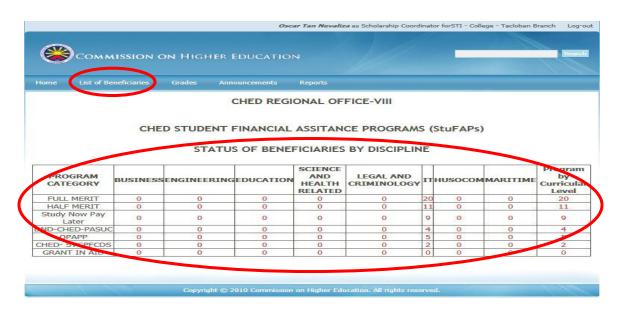


BACK END (Scholarship Coordinator's Account)

1. Scholarship Coordinator's Homepage



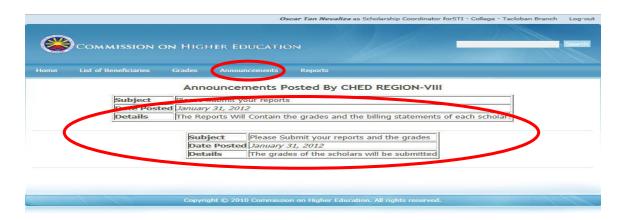
2. Click "List of Beneficiaries"



3. Click "Grades" menu to view list of grades



4. Click "Announcements"



5. Click "Reports"

