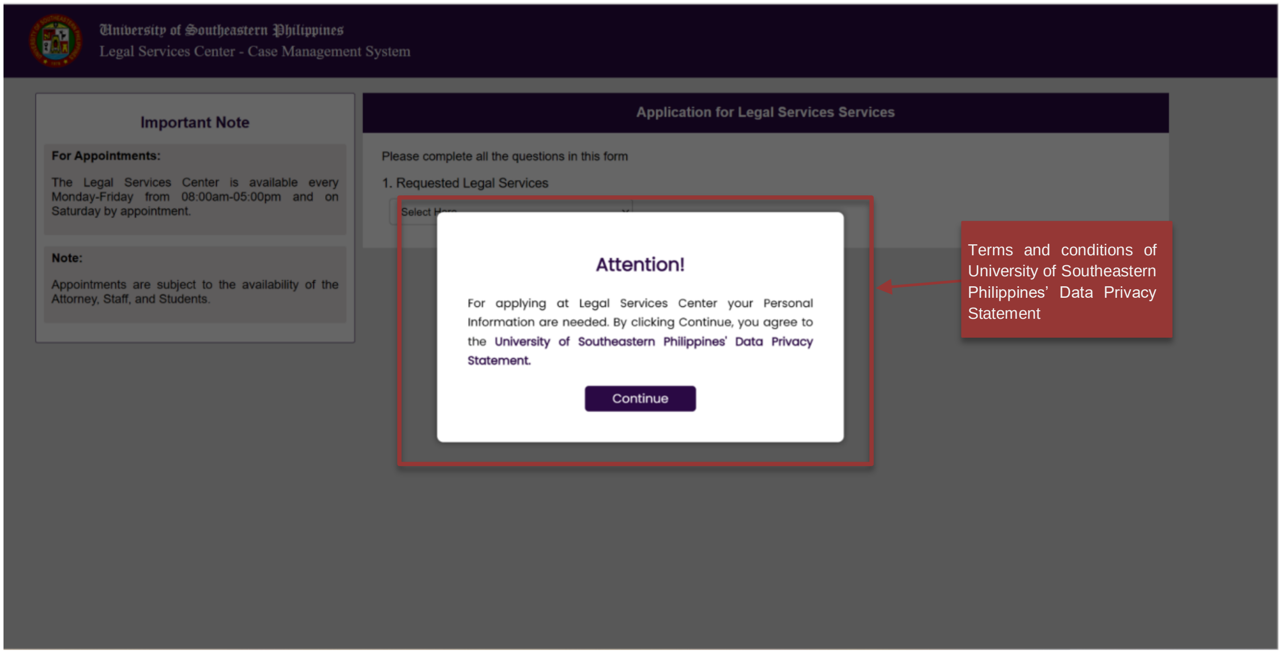
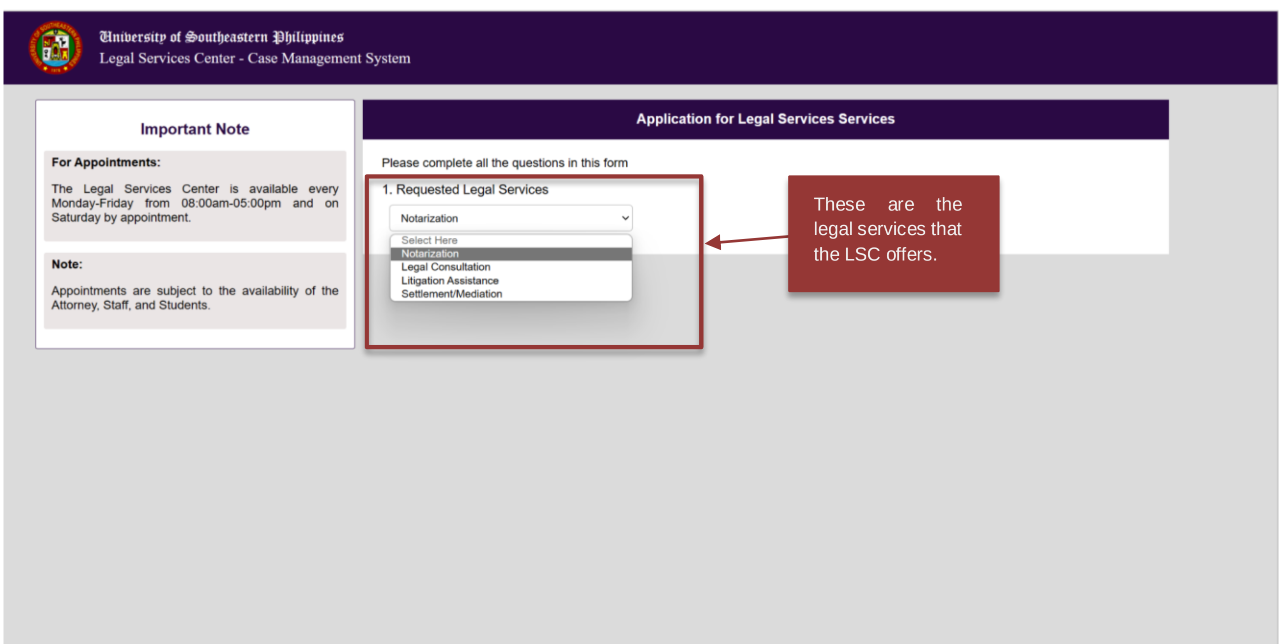
Client’s Interface

To apply for a legal service through the university's website, the client must first visit the website and agree to the terms and conditions.

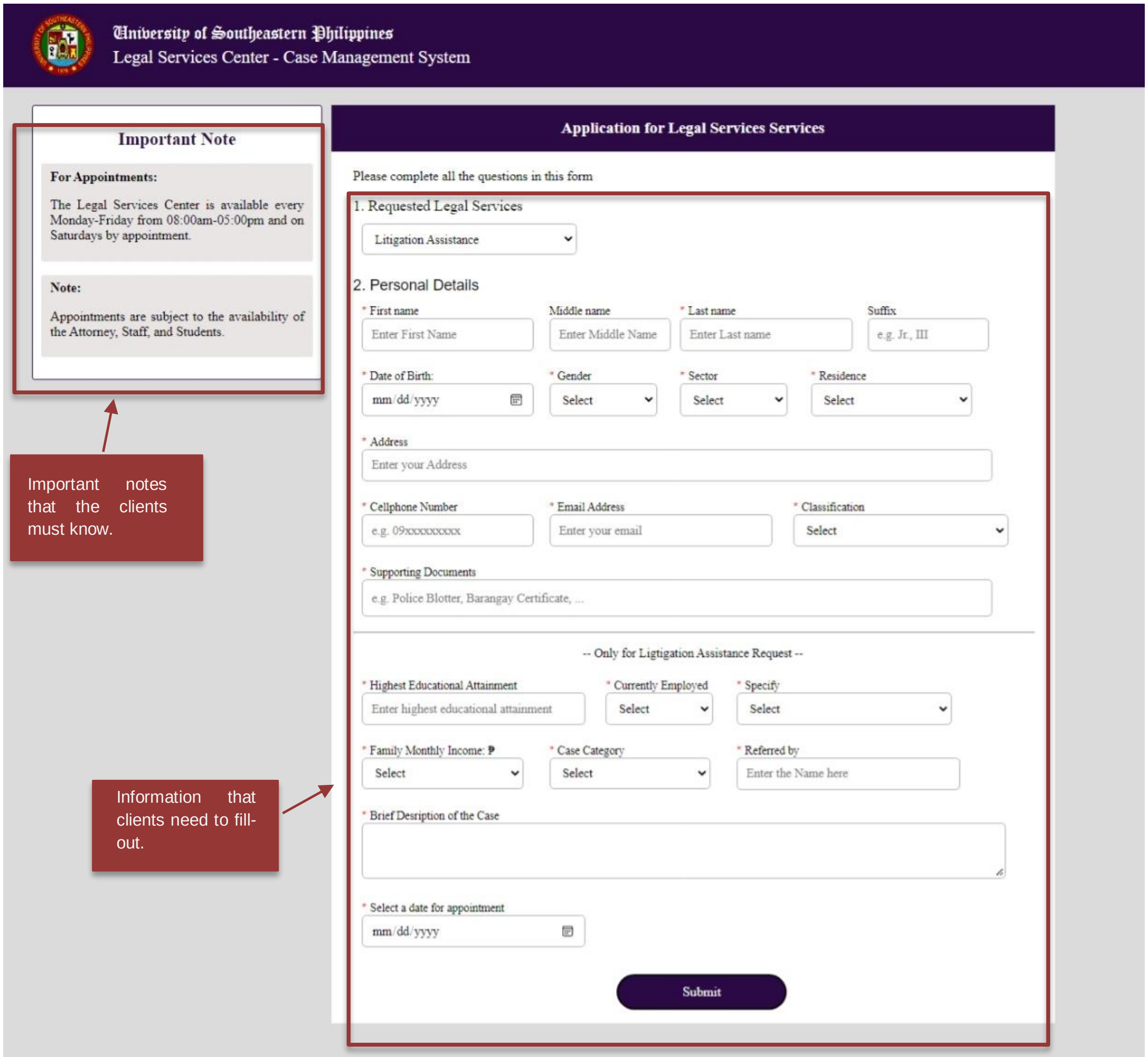


Application for Legal Services Page

After agreeing to the terms and conditions, the client can choose which legal service they would like to apply for.



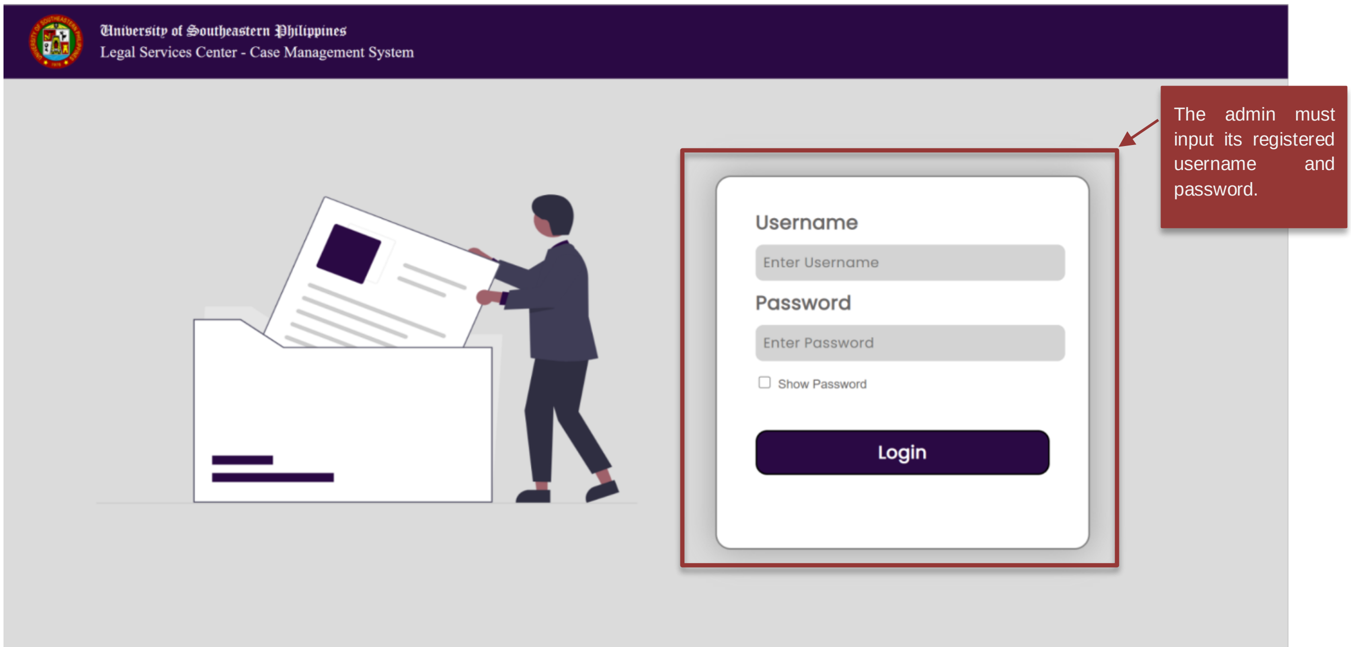
Once the desired legal service has been selected, the client will need to fill out and submit an application form.



Admin's Interface

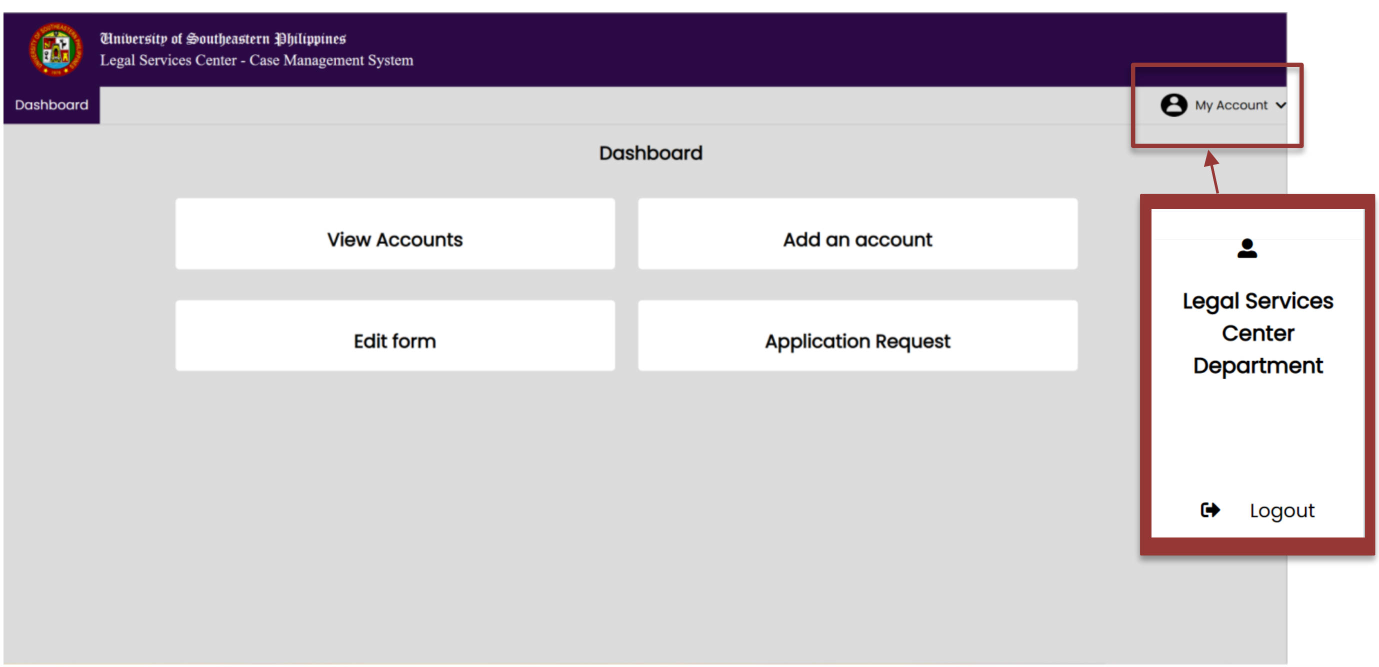
Login Page

To gain administrative access to the system, the user must first log in.

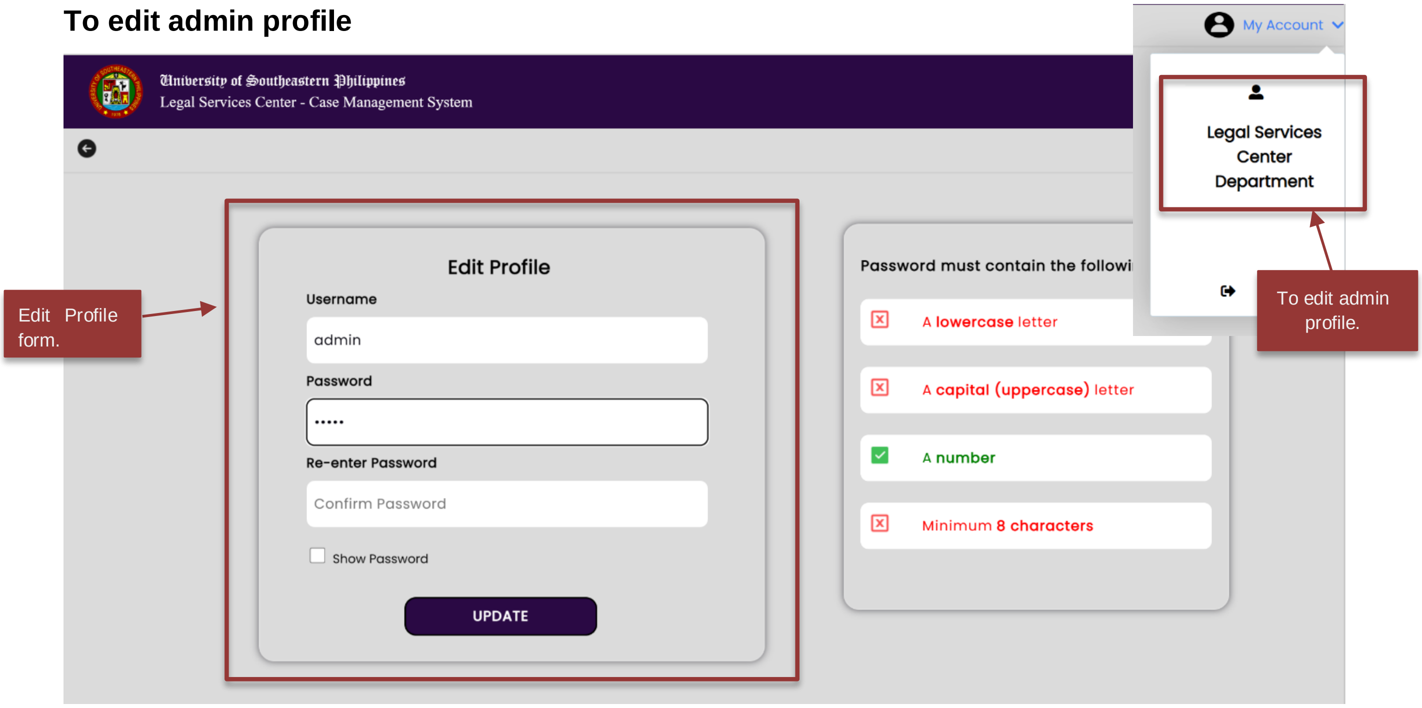


Admin Dashboard

After the admin user logs into the system, they will typically be redirected to the dashboard page. The dashboard page displays View Accounts, Edit Form and Add an account options.

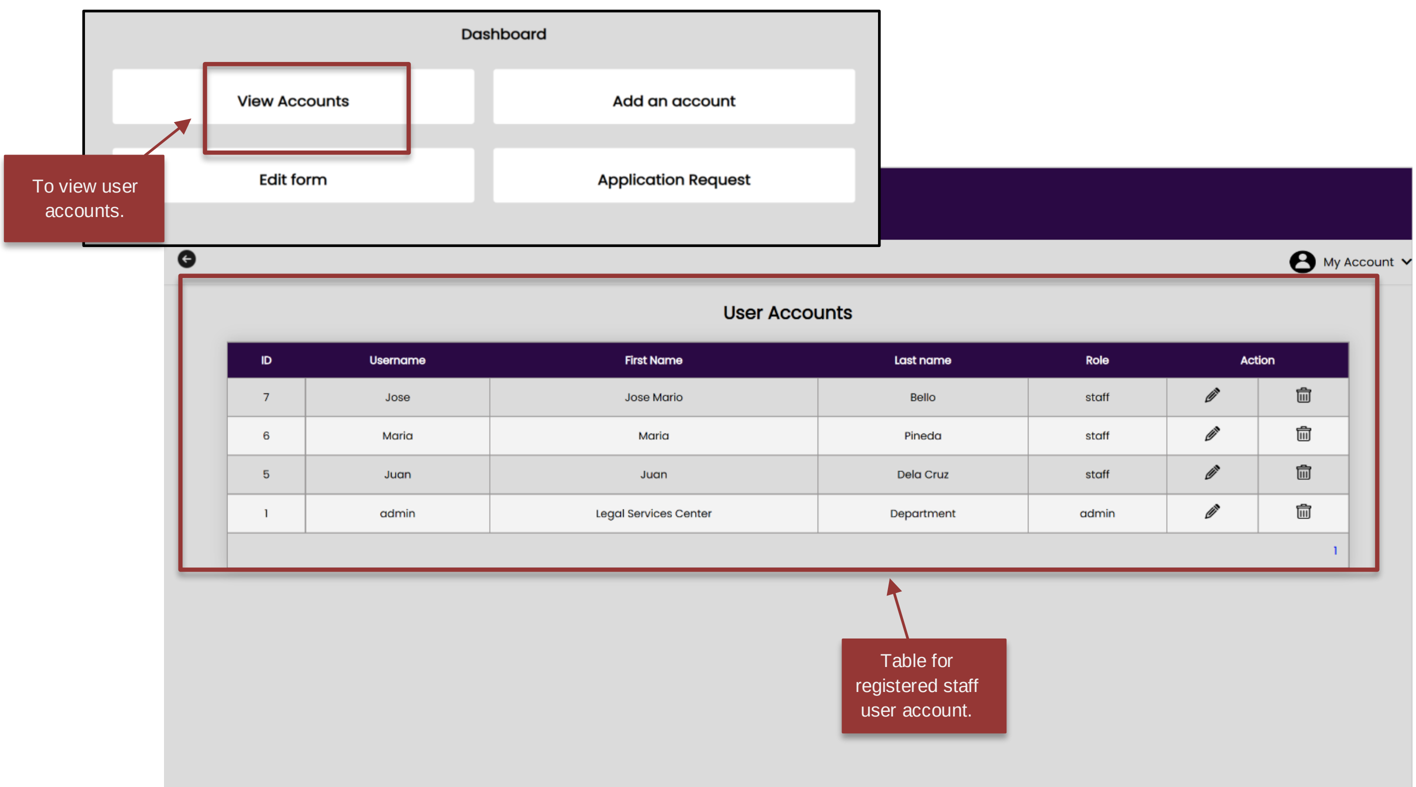


To edit admin profile

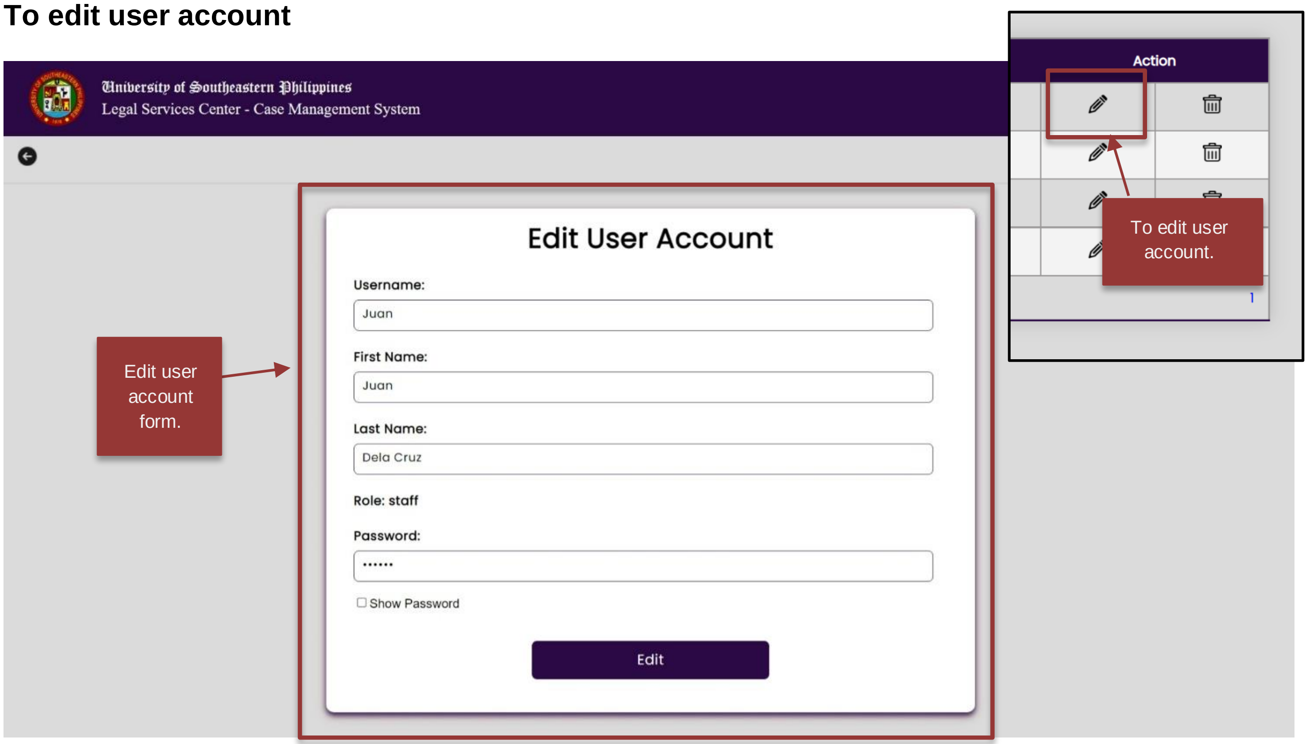


If the admin chooses to navigate the View Accounts, they can view, edit, and delete staff accounts.

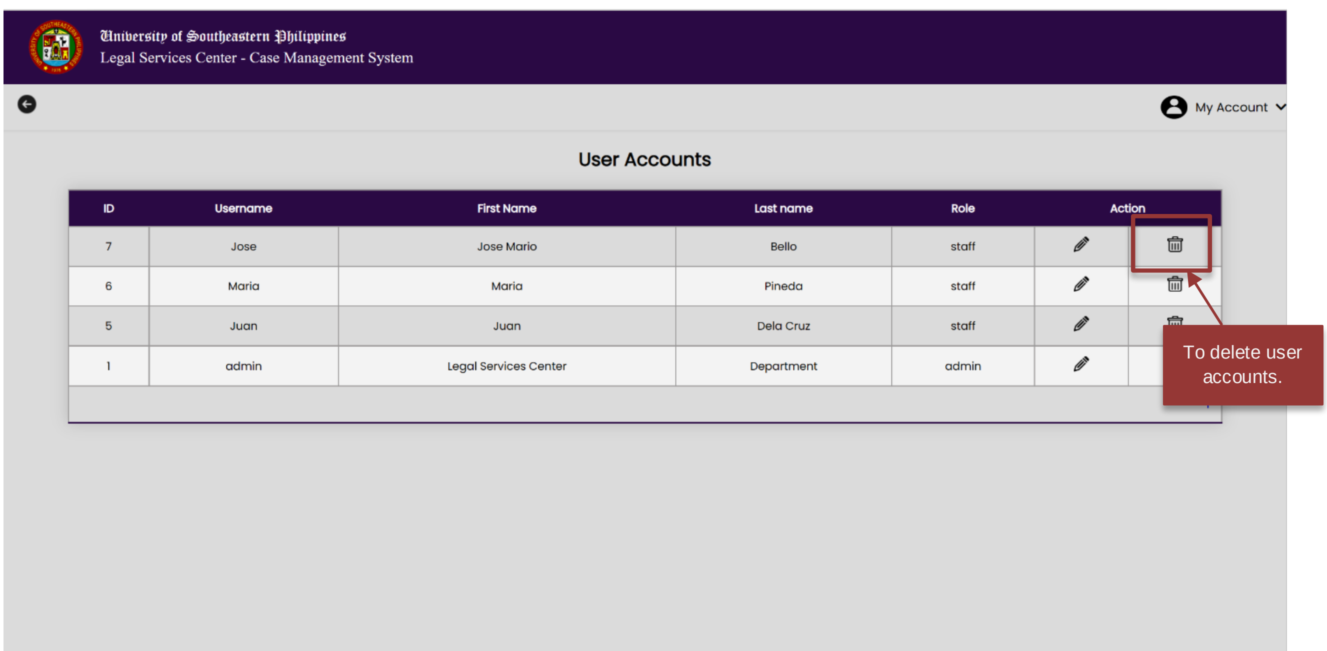
To view accounts



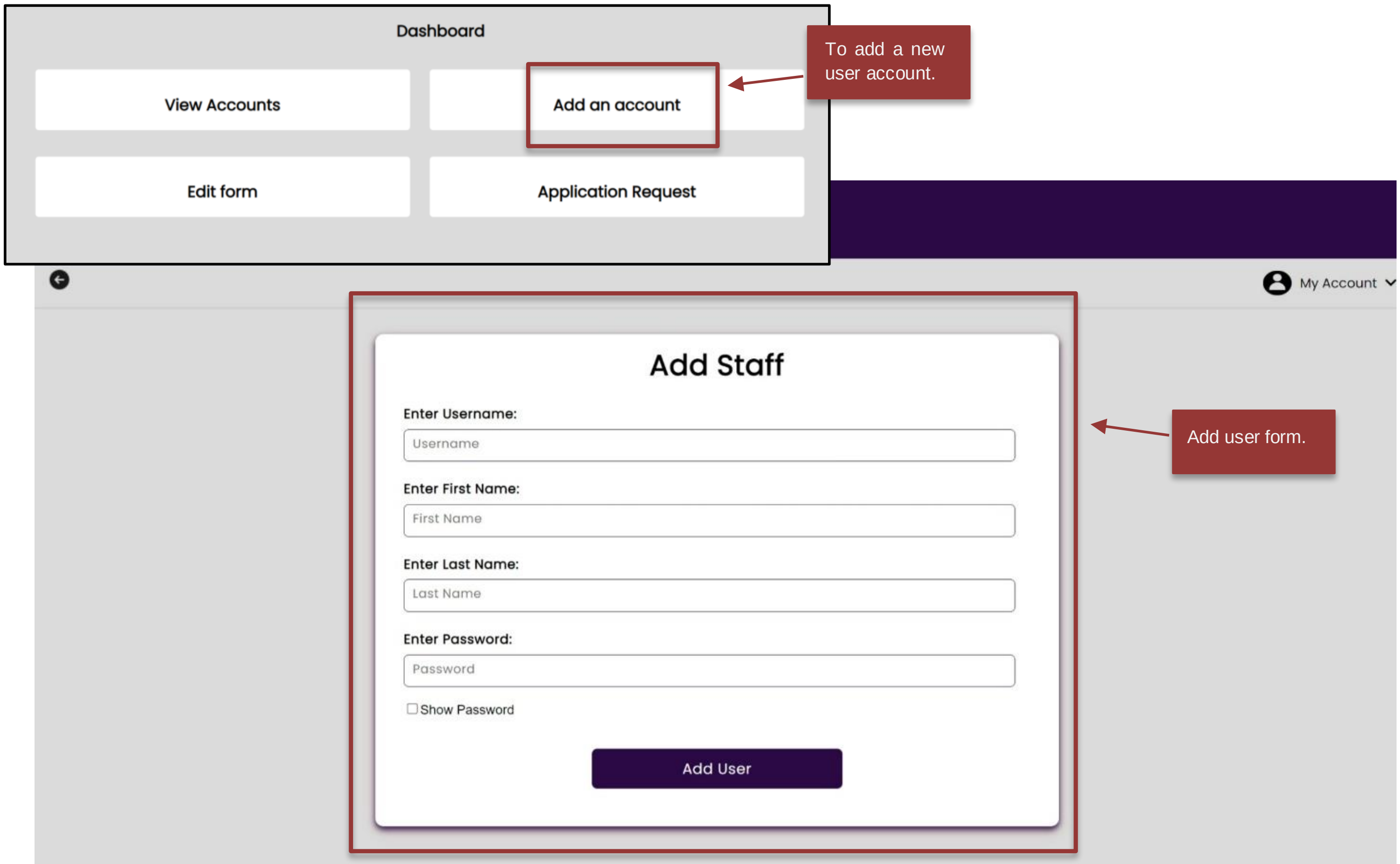
To edit user account



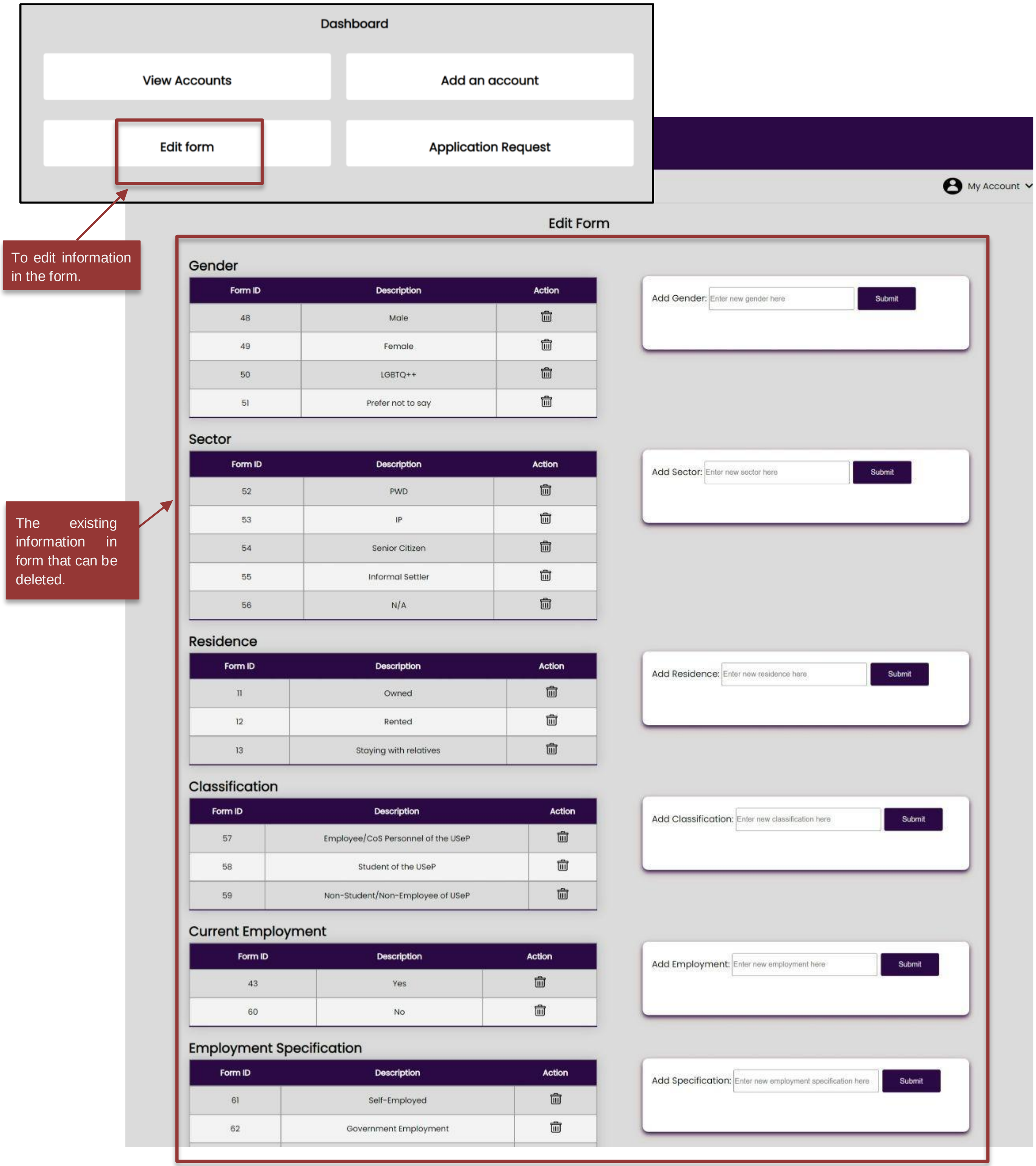
To delete user account



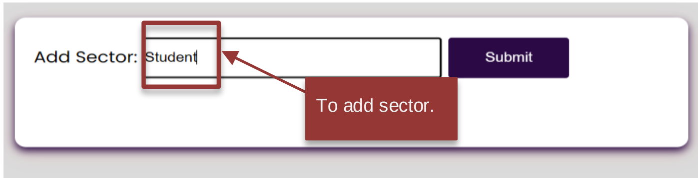
To add an account for the staff users, the admin can click “Add an account”.

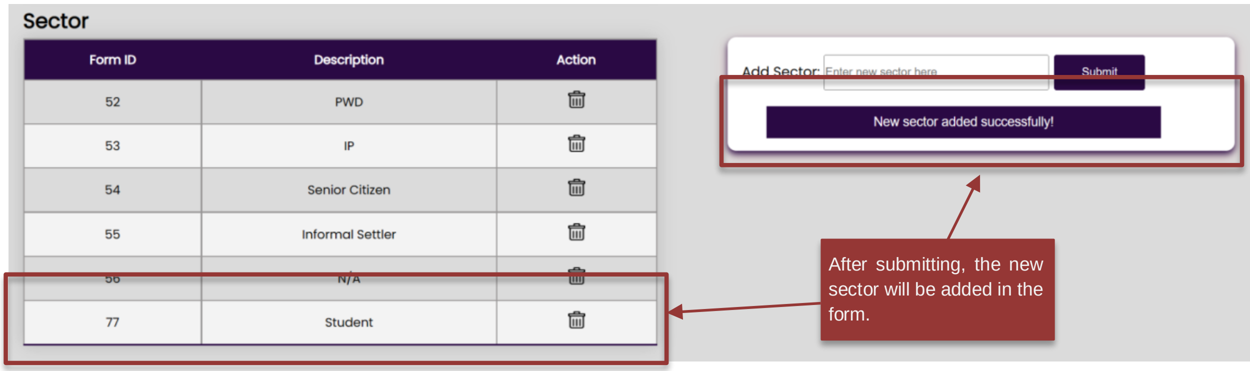


In the system, the admin user can edit the application forms as needed. To do this, the admin user can click on the "Edit form" option. Once the admin user has finished making their changes, they can save it by clicking the submit button and the changes will be reflected in the live version of the form.



To add in the form with example.

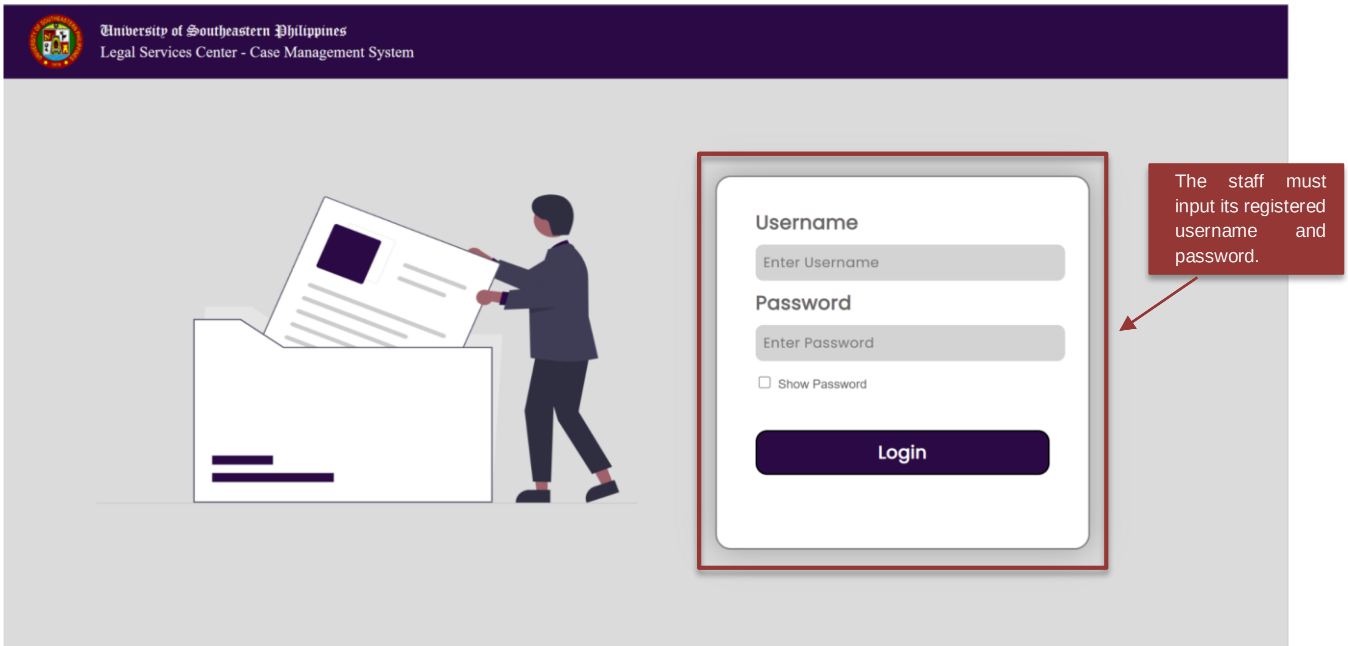




Staff's Interface

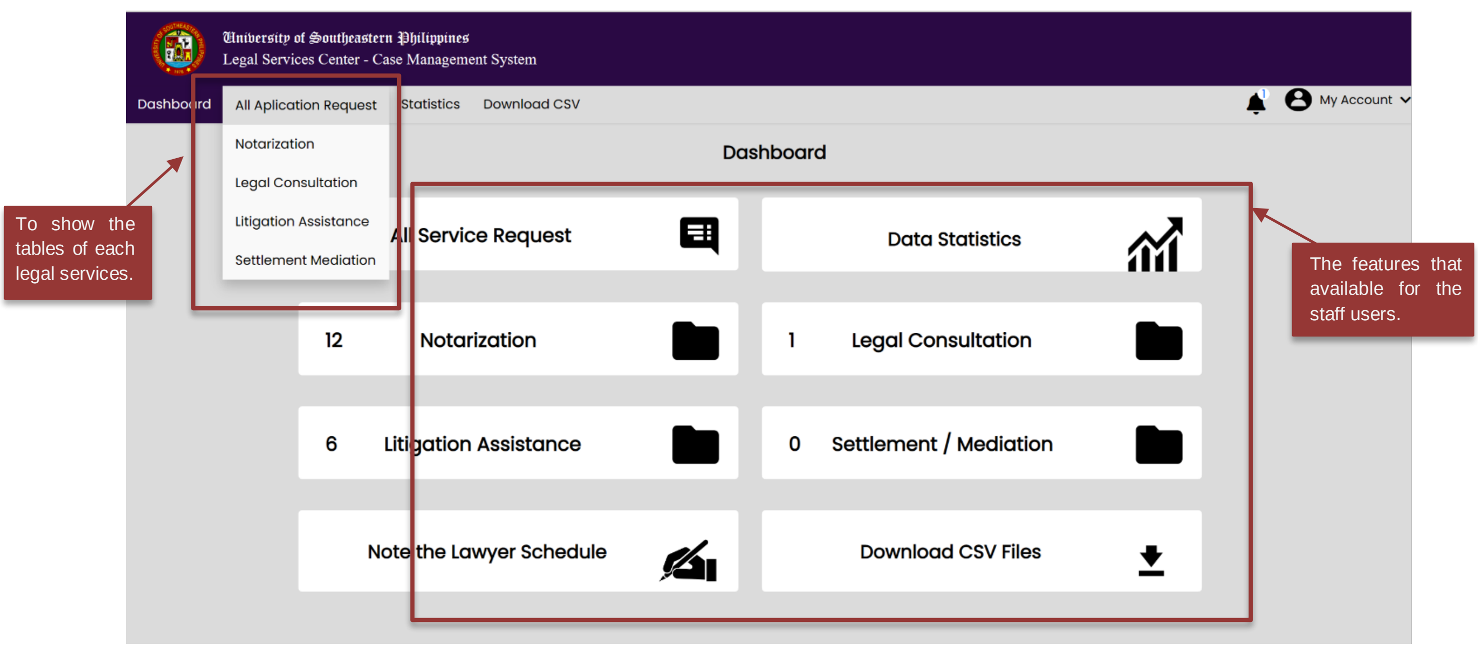
Login Page

To access the system, the staff user is required to log in to their registered account using their unique login credentials. This ensures that only authorized staff users are able to access the interface and its features.

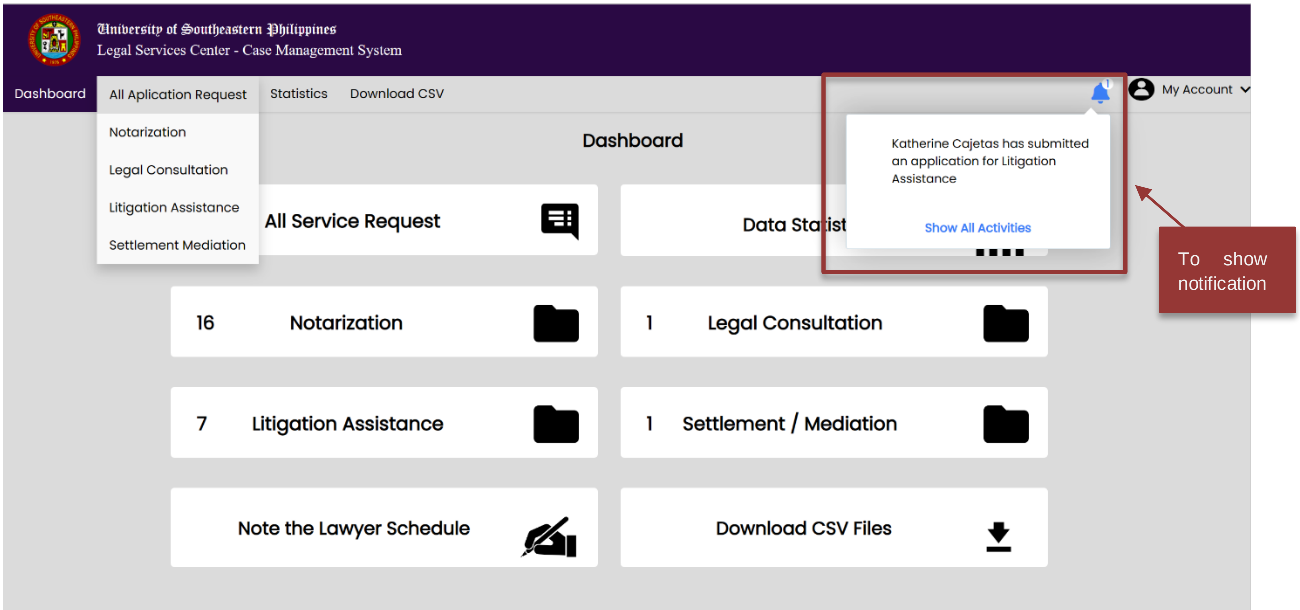


Staff Dashboard

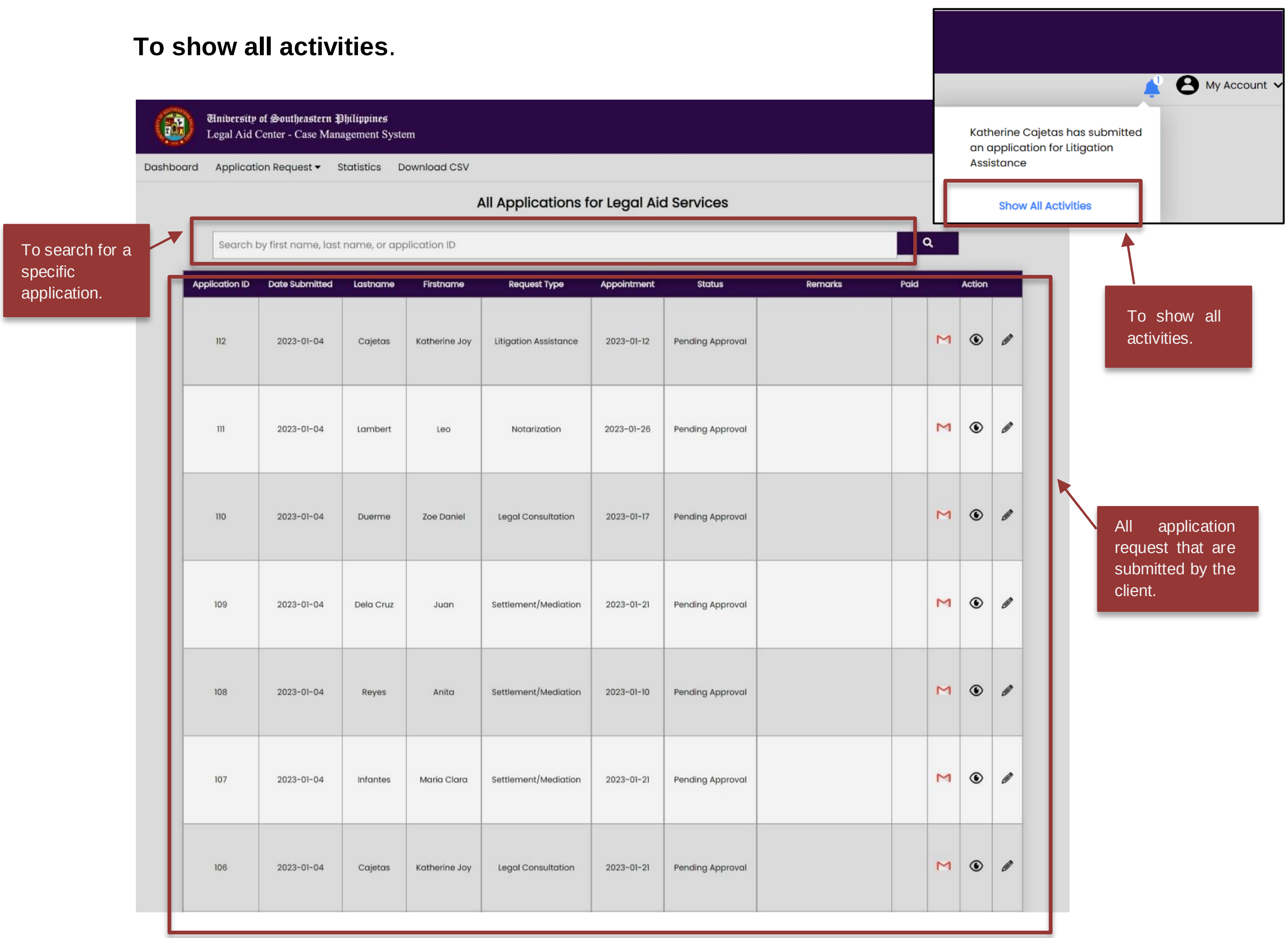
After successfully logging in to their registered account, the staff user will be redirected to the dashboard. The dashboard typically provides an overview of the staff's current tasks, recent activity, and any important updates or notifications. From the dashboard, the staff user can access various tools and features to process the application request.



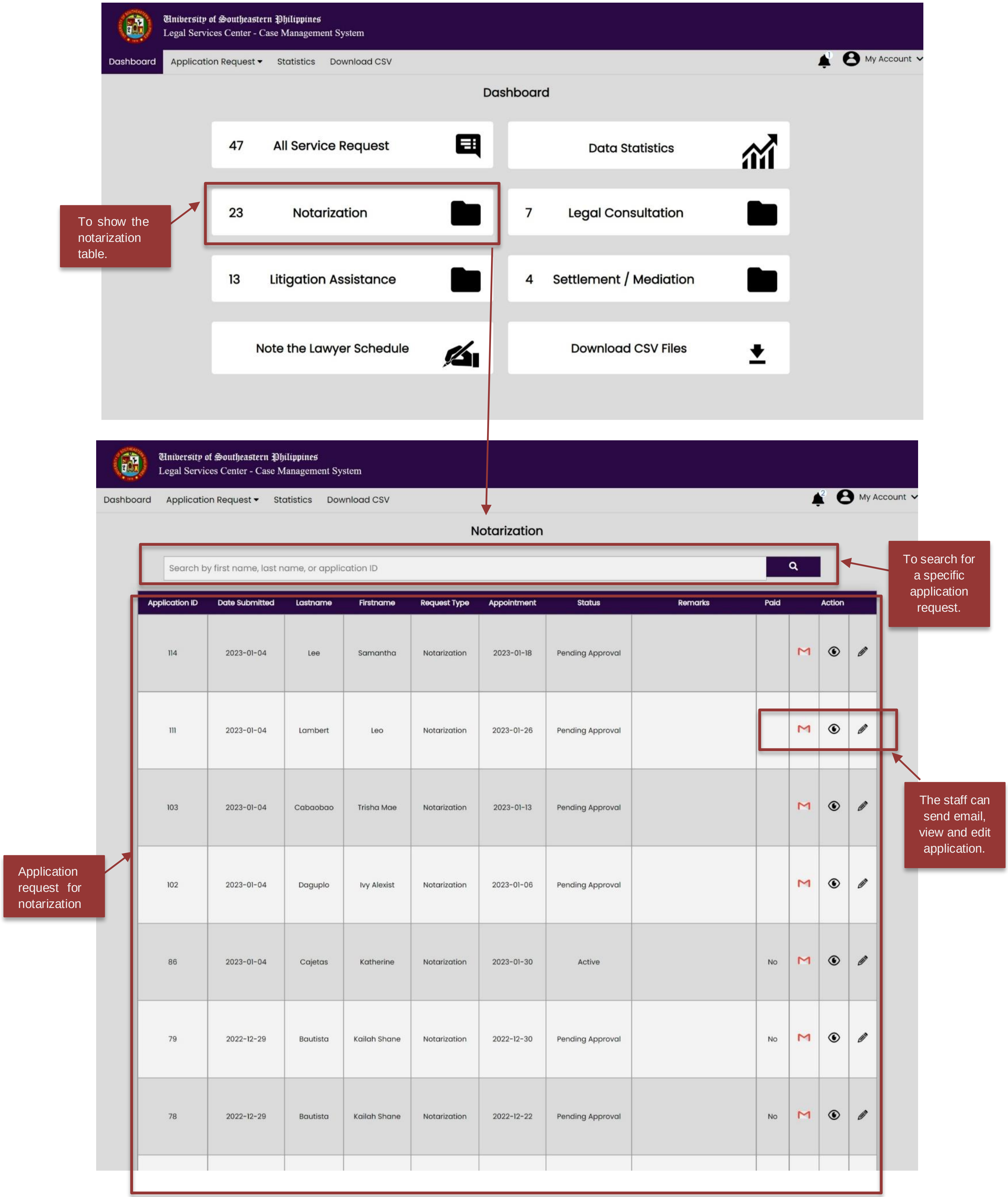
The staff user can receive and show notification of the client's submitted application request.



To show all activities.

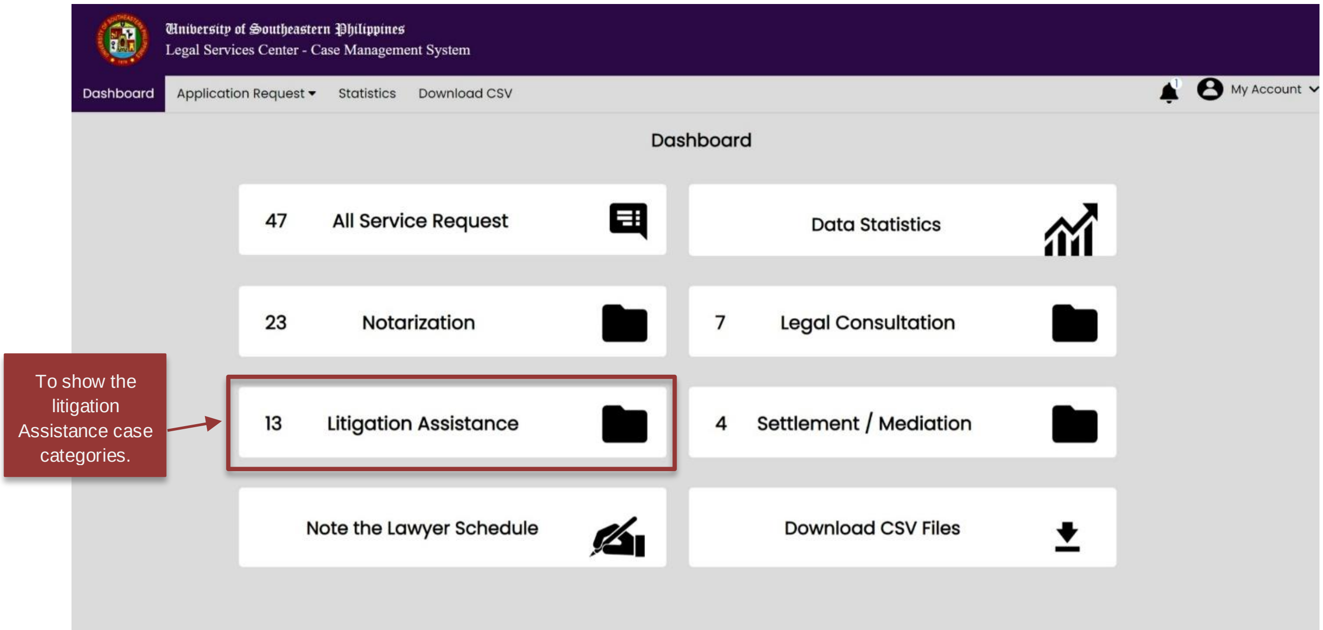


To show the submitted Notarization forms, click the “Notarization” tab.



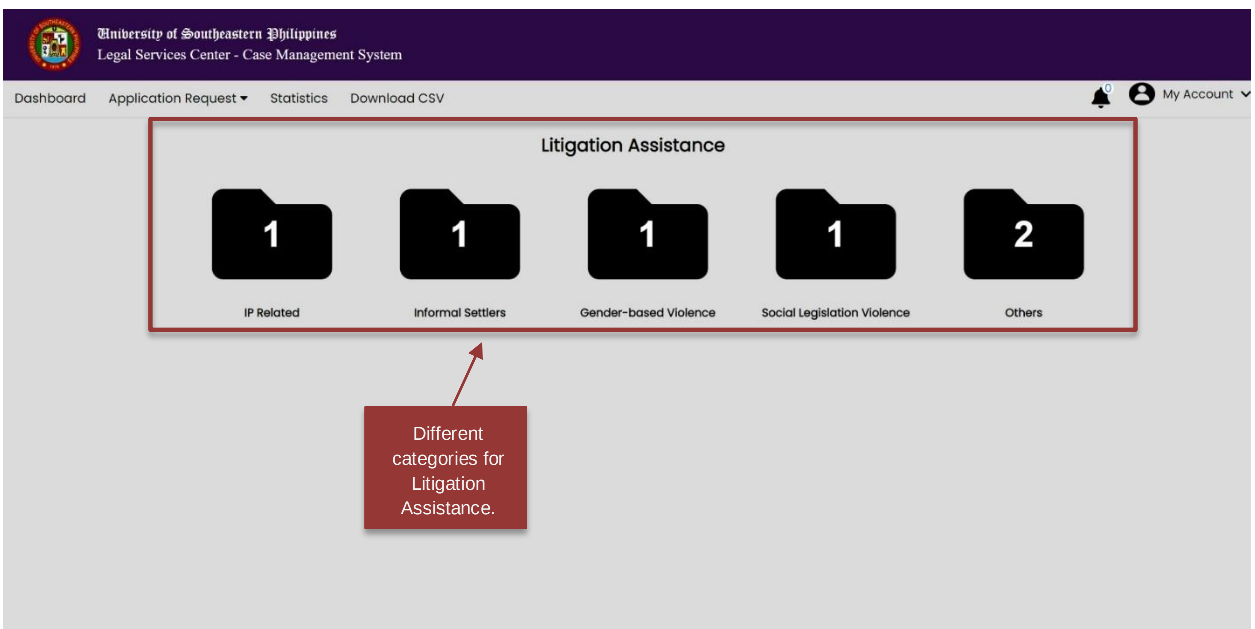
Application ID	Date Submitted	Lastname	Firstname	Request Type	Appointment	Status	Remarks	Paid	Action
114	2023-01-04	Lee	Samantha	Notarization	2023-01-18	Pending Approval			
111	2023-01-04	Lambert	Leo	Notarization	2023-01-26	Pending Approval			
103	2023-01-04	Cabaobao	Trisha Mae	Notarization	2023-01-13	Pending Approval			
102	2023-01-04	Daguplo	Ivy Alexist	Notarization	2023-01-06	Pending Approval			
86	2023-01-04	Cajetas	Katherine	Notarization	2023-01-30	Active		No	
79	2022-12-29	Bautista	Kailah Shane	Notarization	2022-12-30	Pending Approval		No	
78	2022-12-29	Bautista	Kailah Shane	Notarization	2022-12-22	Pending Approval		No	

To show the different Litigation Assistance case categories, click the “Litigation Assistance” tab

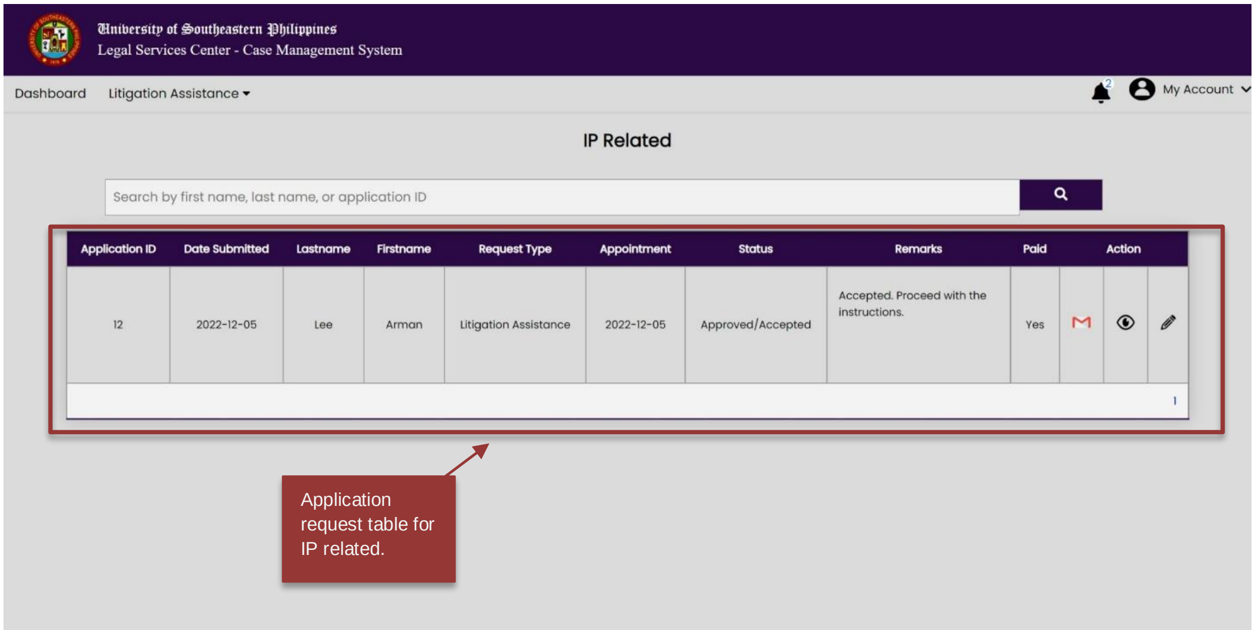


Litigation Assistance Page

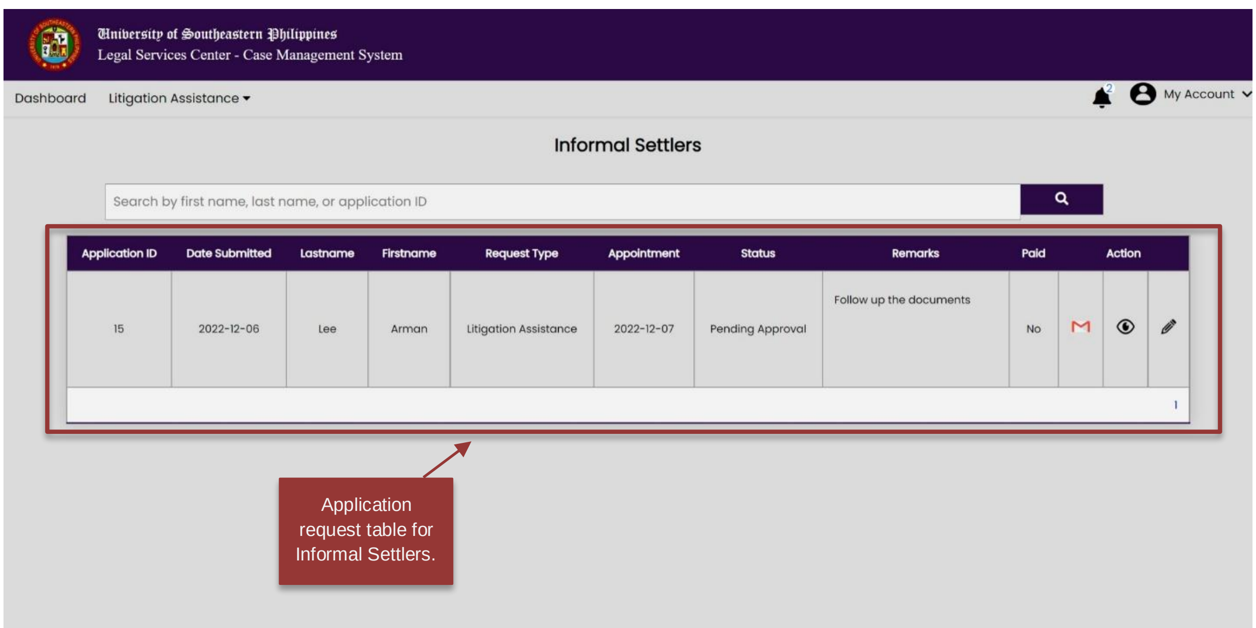
For litigation assistance it caters cases such as gender-based violence, IP related, informal settlers, social legislation violence, and many more.



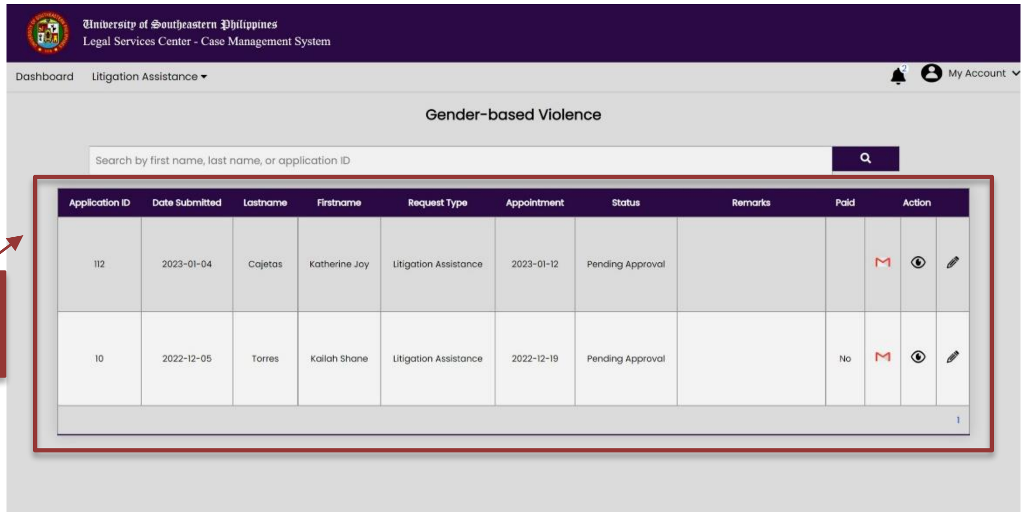
IP Related Table



Informal Settlers Table



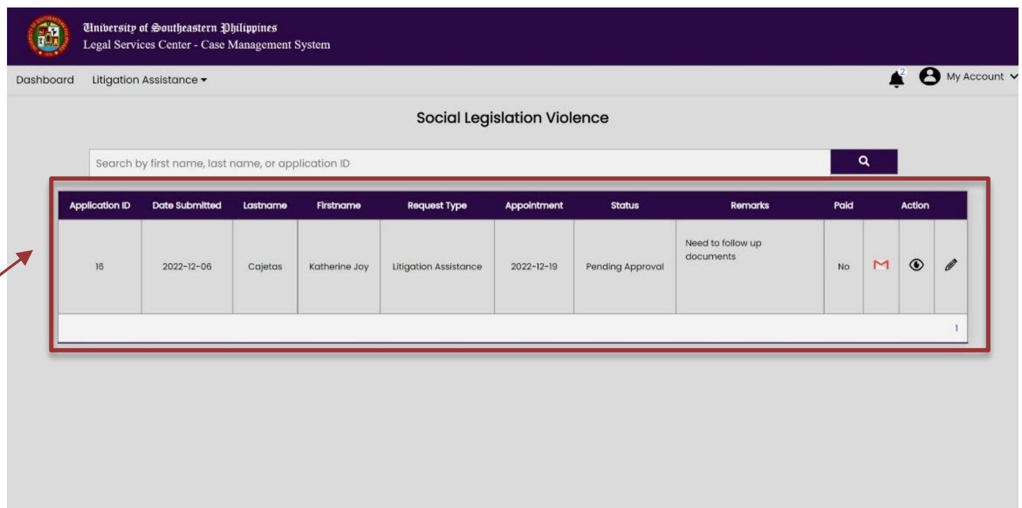
Gender-based Violence Table



Application ID	Date Submitted	Lastname	Firstname	Request Type	Appointment	Status	Remarks	Paid	Action
112	2023-01-04	Cajetas	Katherine Joy	Litigation Assistance	2023-01-12	Pending Approval			
10	2022-12-05	Torres	Kailah Shane	Litigation Assistance	2022-12-19	Pending Approval		No	

Application request table for Gender-based Violence.

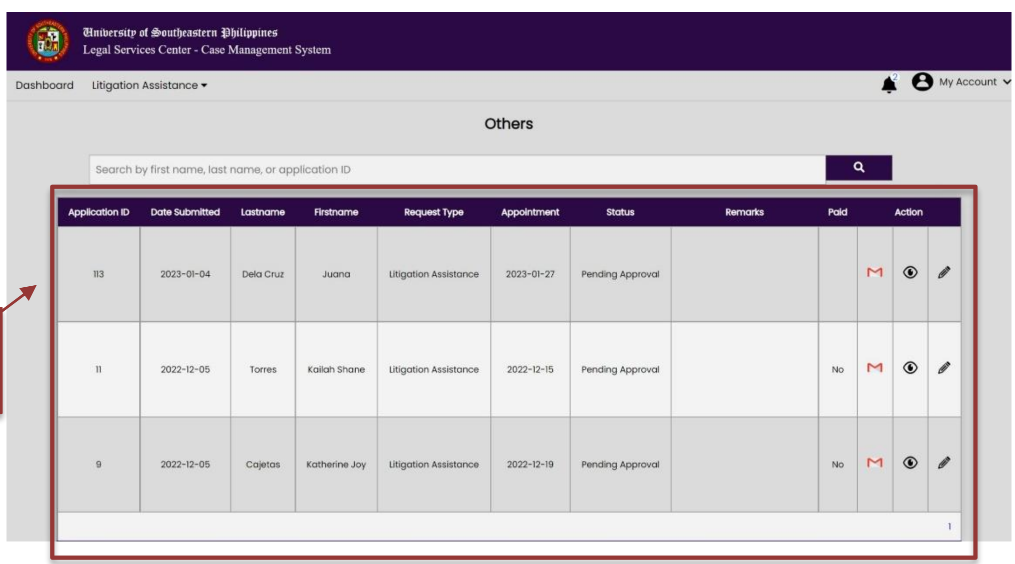
Social Legislation Violence Table



Application ID	Date Submitted	Lastname	Firstname	Request Type	Appointment	Status	Remarks	Paid	Action
16	2022-12-06	Cajetas	Katherine Joy	Litigation Assistance	2022-12-19	Pending Approval	Need to follow up documents	No	

Application request table for Social Legislation Violence.

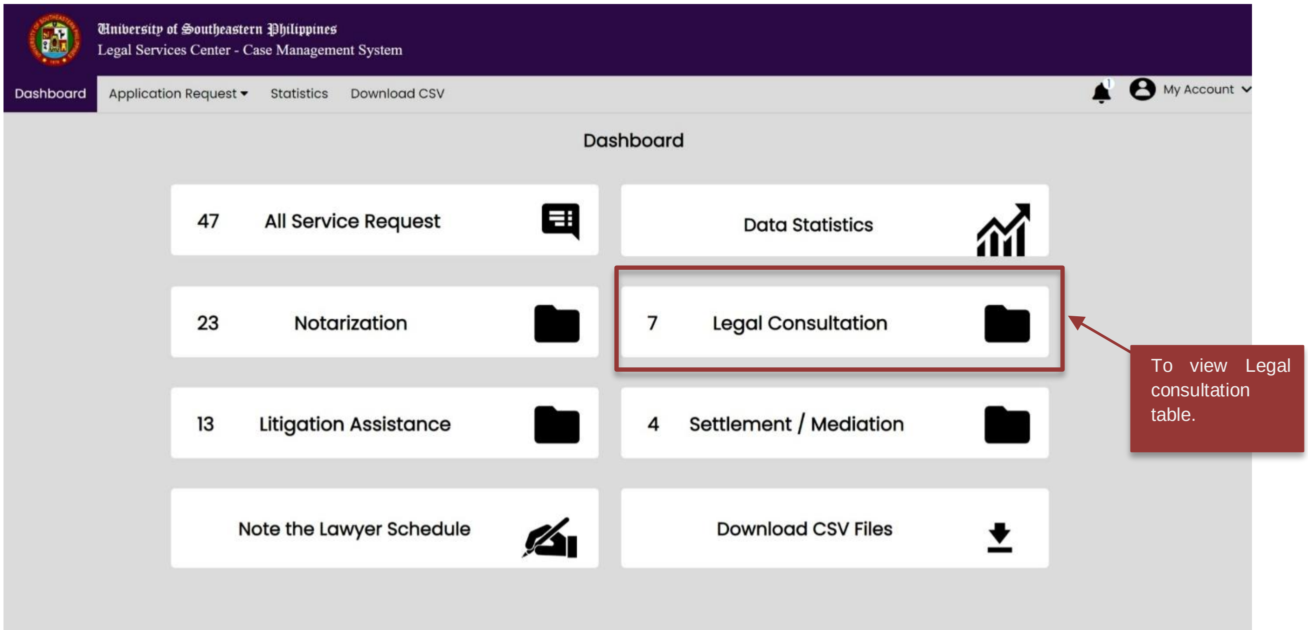
Others Table



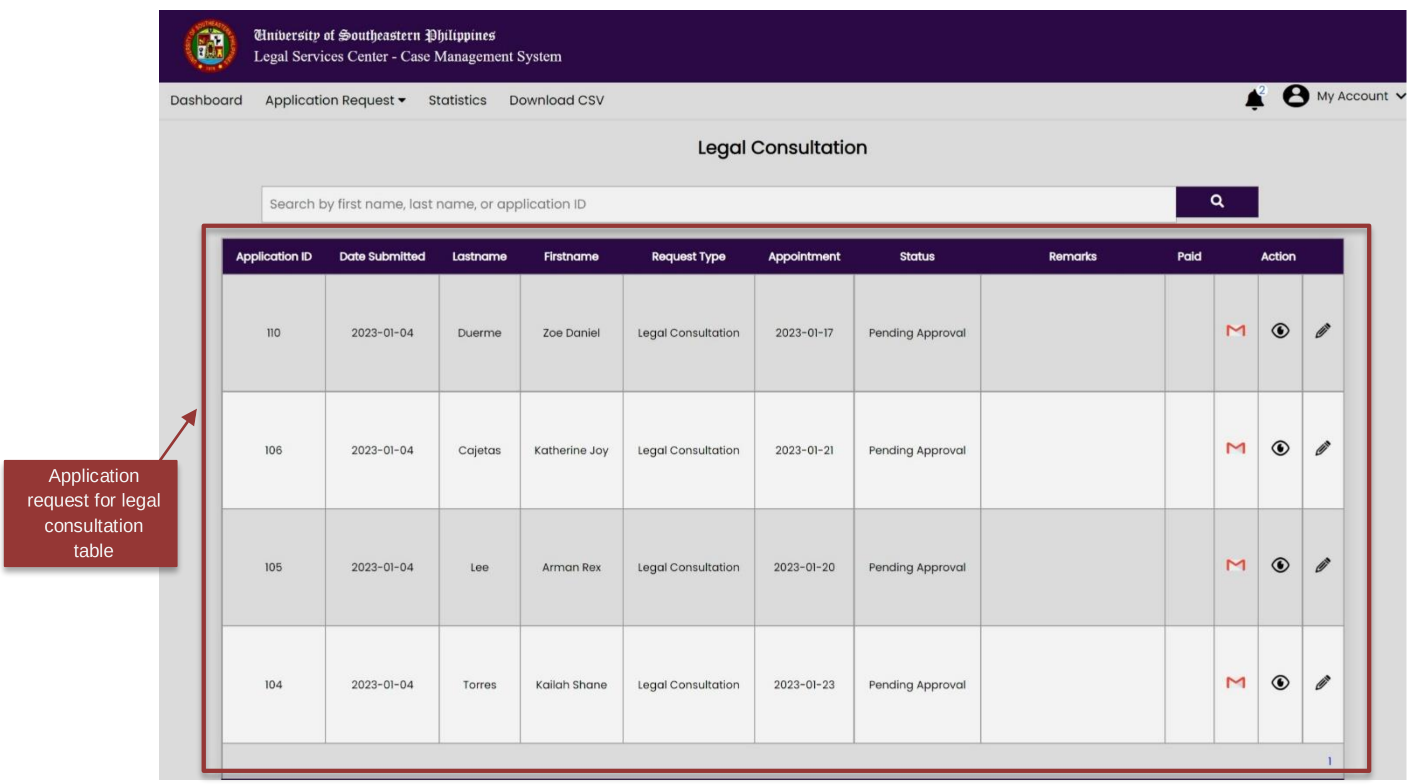
Application ID	Date Submitted	Lastname	Firstname	Request Type	Appointment	Status	Remarks	Paid	Action
113	2023-01-04	Dela Cruz	Juana	Litigation Assistance	2023-01-27	Pending Approval			
11	2022-12-05	Torres	Kailah Shane	Litigation Assistance	2022-12-15	Pending Approval		No	
9	2022-12-05	Cajetas	Katherine Joy	Litigation Assistance	2022-12-19	Pending Approval		No	

Table for other category under litigation assistance.

To show the submitted Legal Consultation forms, click the “Legal Consultation” tab in the dashboard.

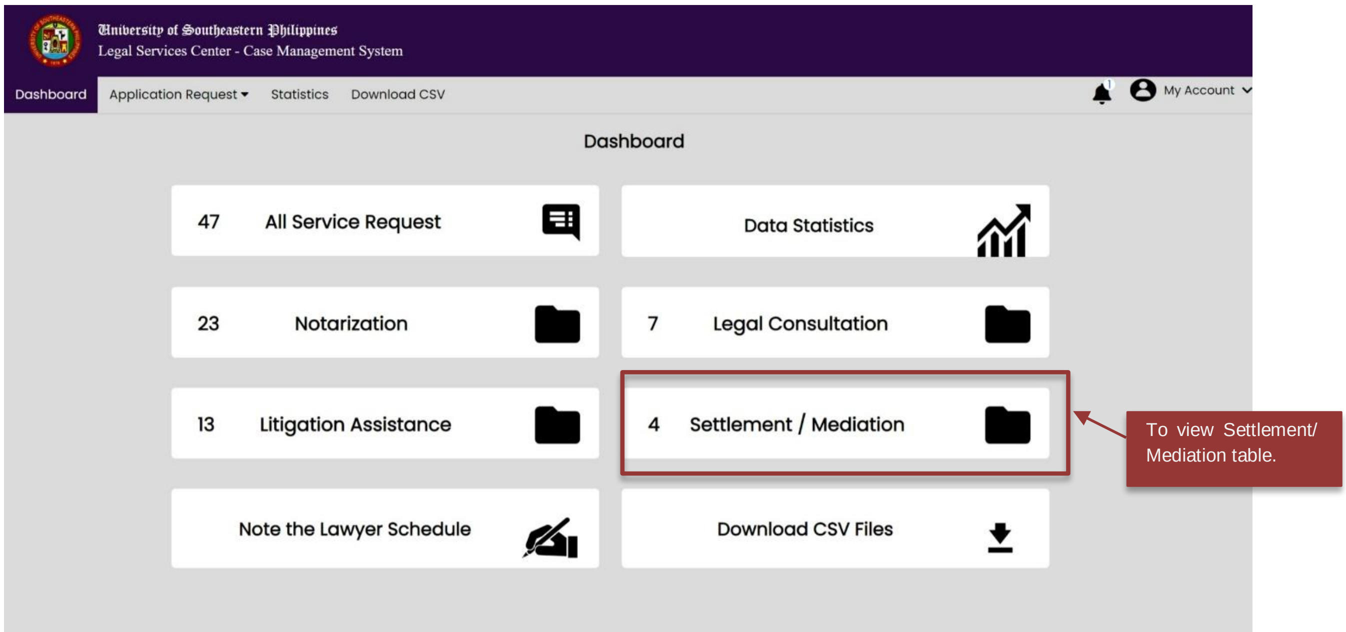


Legal Consultation Page

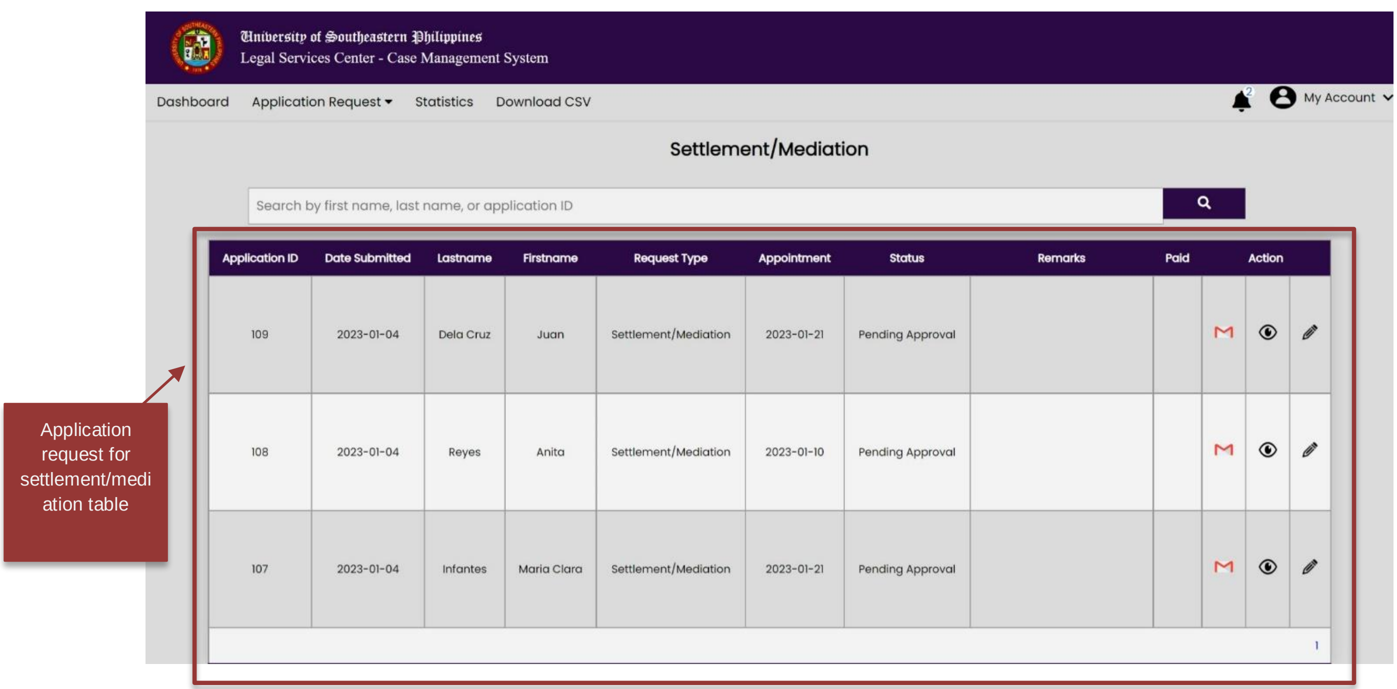


Application ID	Date Submitted	Lastname	Firstname	Request Type	Appointment	Status	Remarks	Paid	Action
110	2023-01-04	Duerme	Zoe Daniel	Legal Consultation	2023-01-17	Pending Approval			
106	2023-01-04	Cajetas	Katherine Joy	Legal Consultation	2023-01-21	Pending Approval			
105	2023-01-04	Lee	Arman Rex	Legal Consultation	2023-01-20	Pending Approval			
104	2023-01-04	Torres	Kailah Shane	Legal Consultation	2023-01-23	Pending Approval			

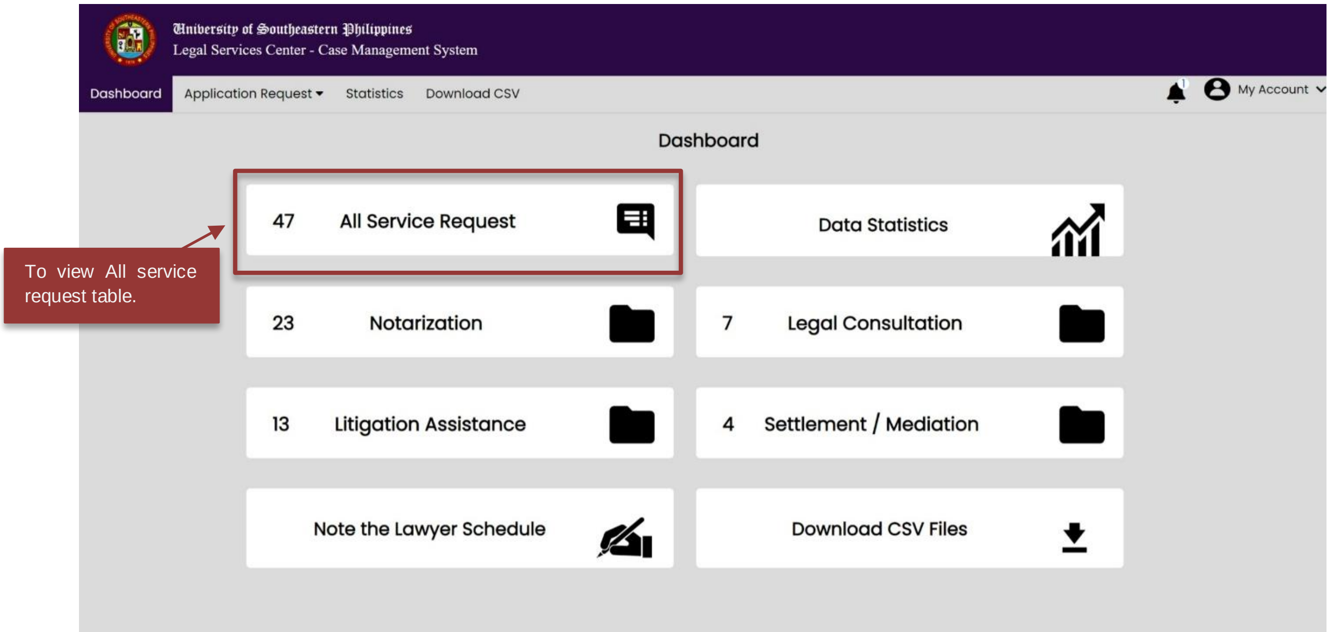
To show the different Settlement Mediation forms, click the “Settlement Mediation” tab in the dashboard.



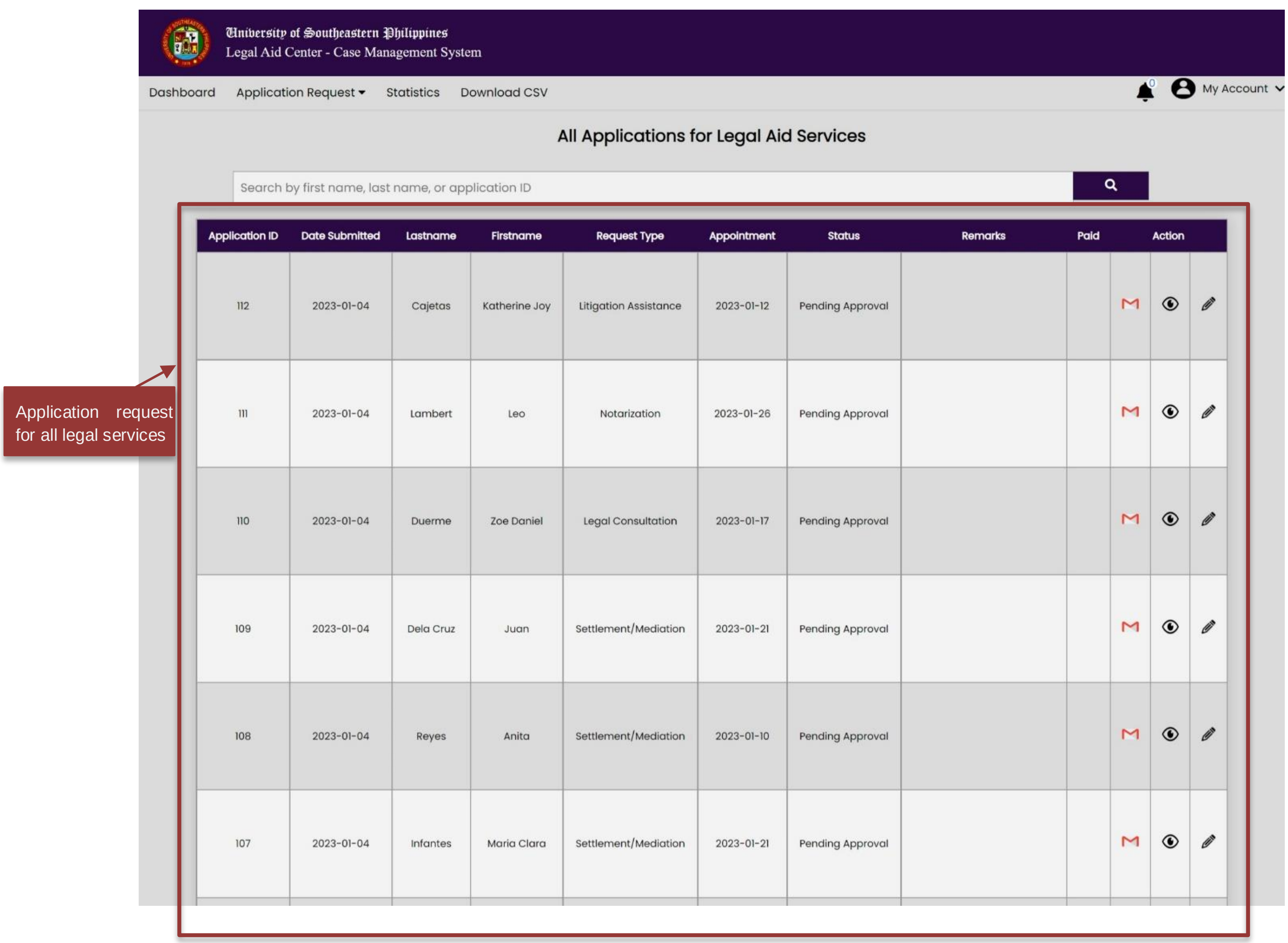
Settlement/ Mediation Page



To view all the application service request, click the “All Service Request” tab in the dashboard.



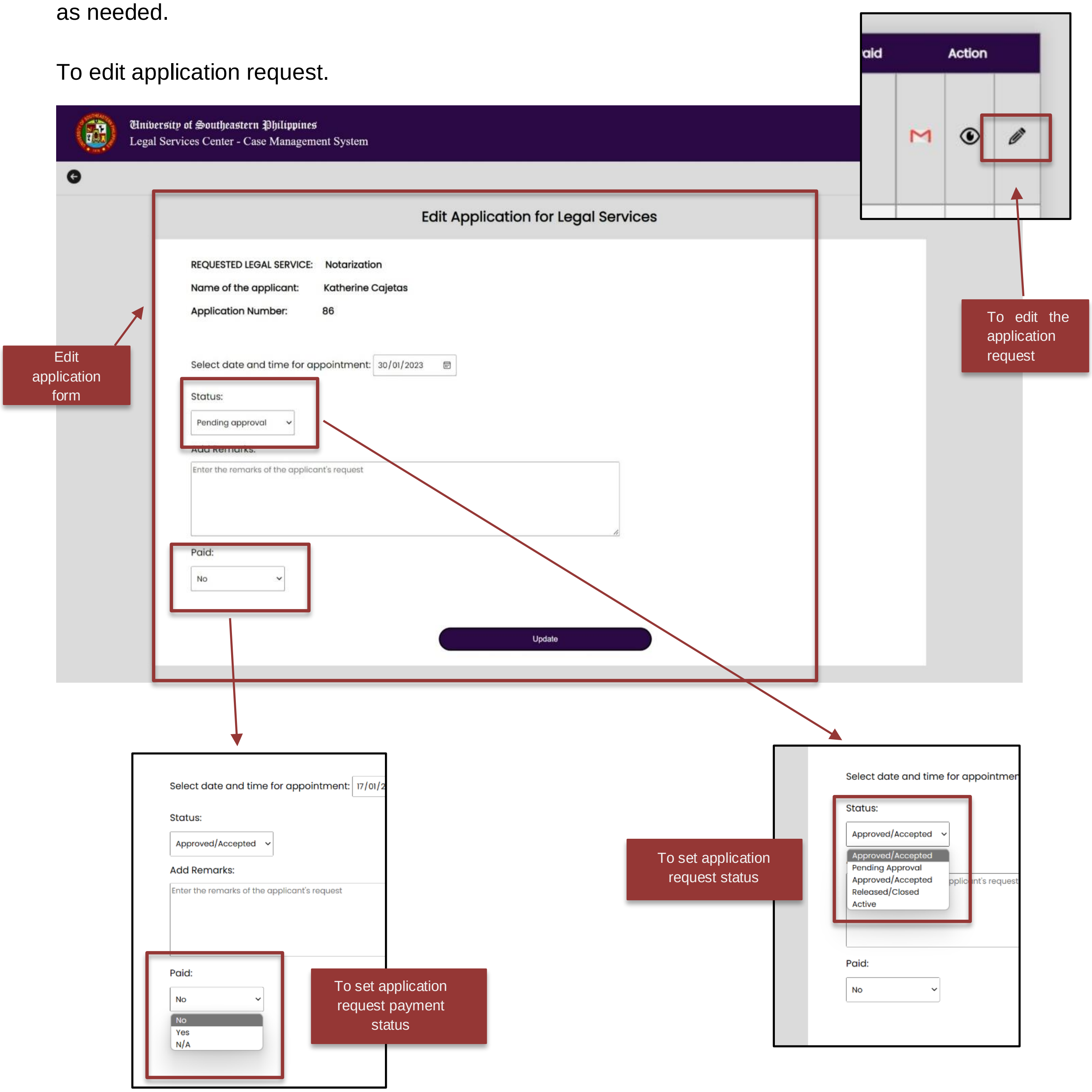
All Applications for Legal Aid Services Page



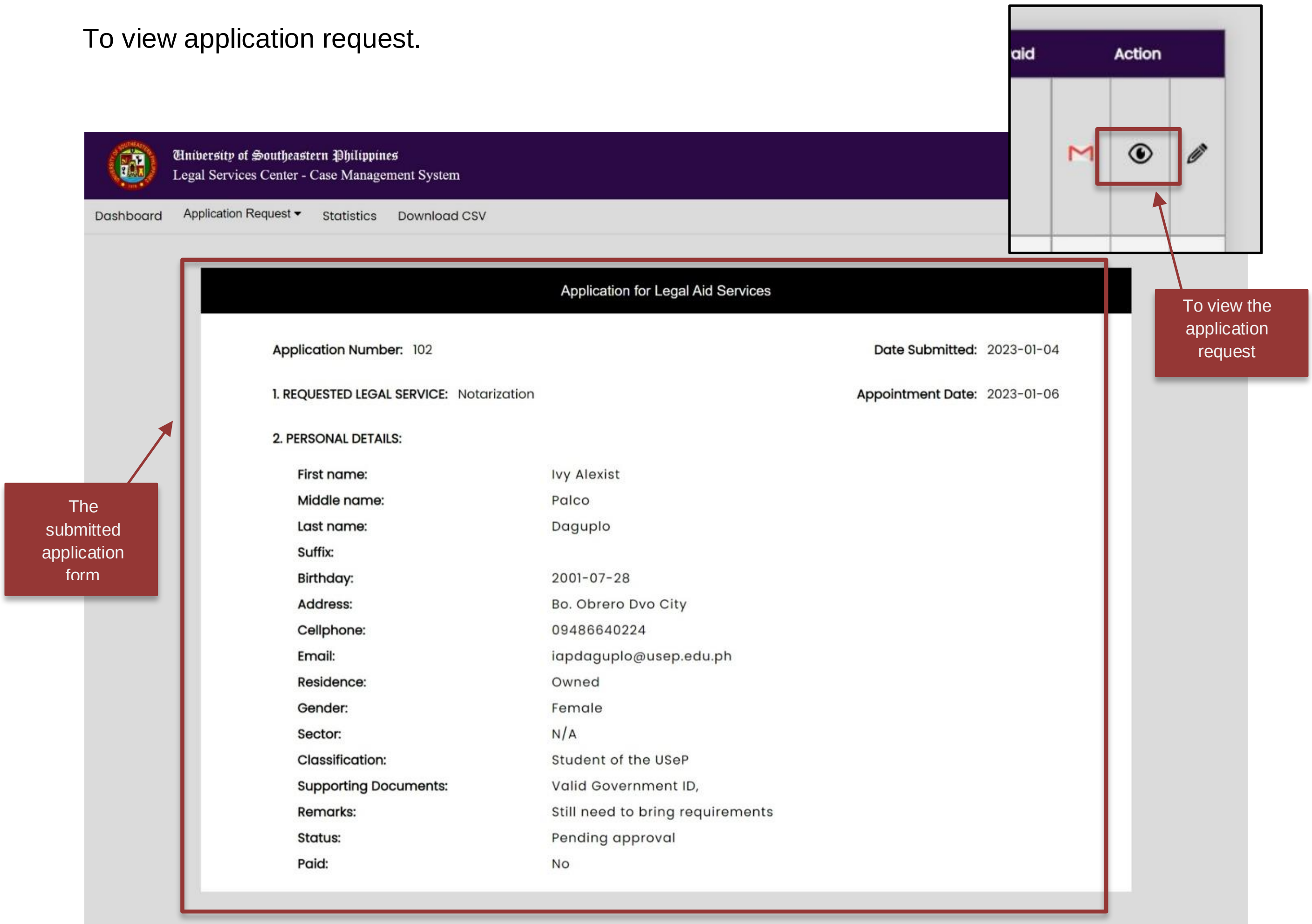
Action Button

The action button in the table will allow the staff user to send an email to the client. By clicking on the action buttons, the staff user will be able to view and edit the client's application request as needed.

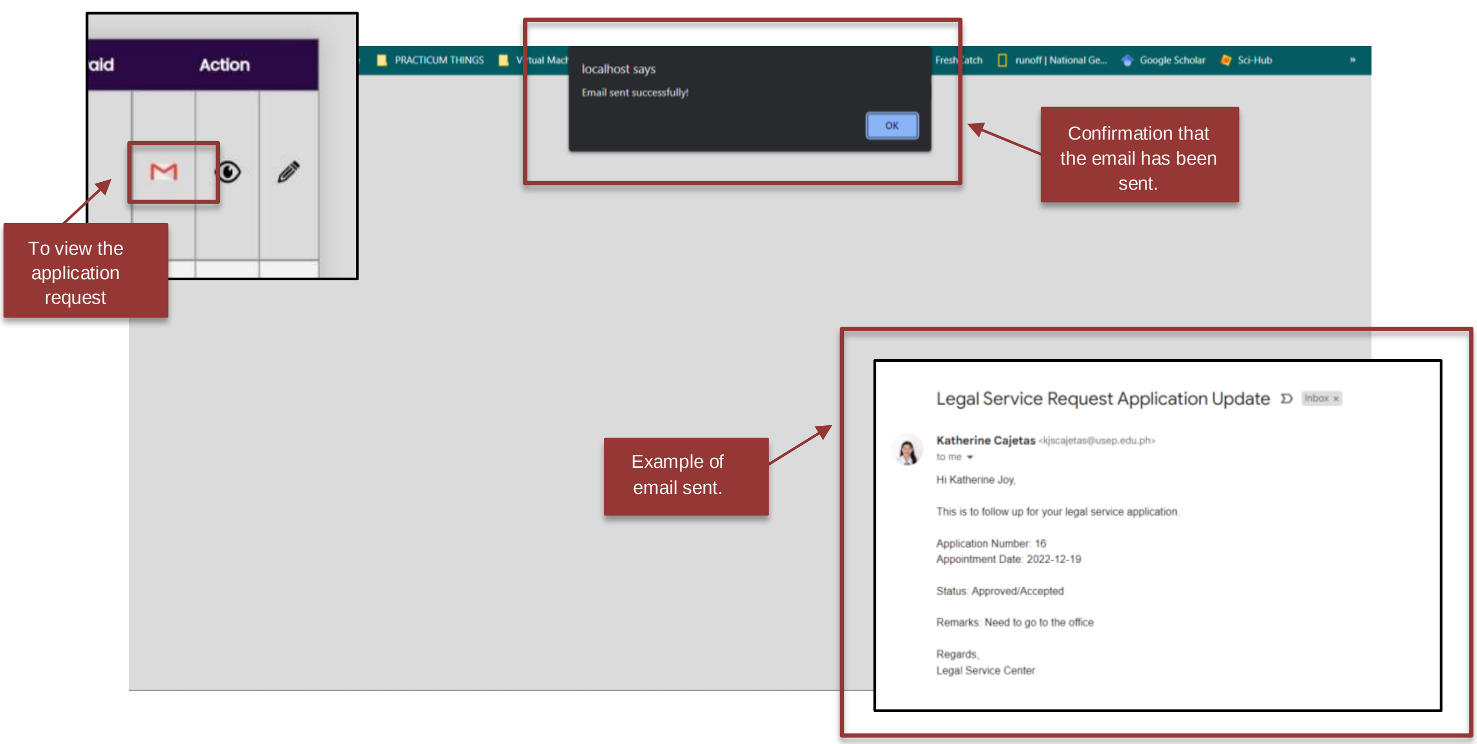
To edit application request.



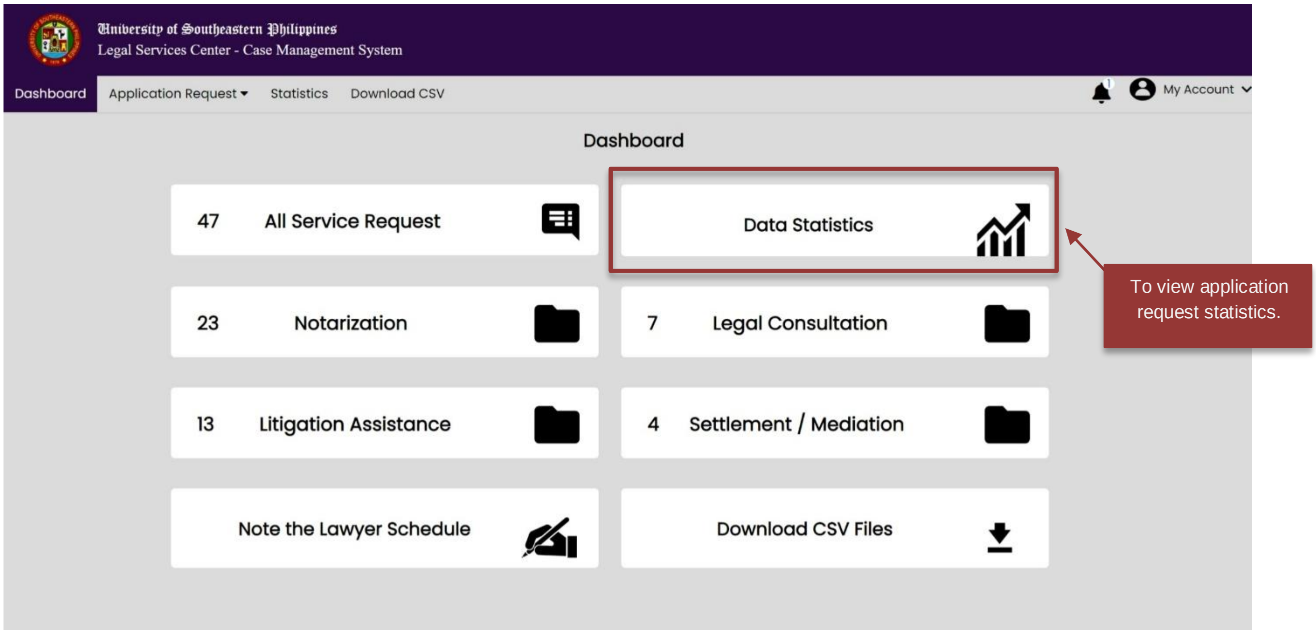
To view application request.



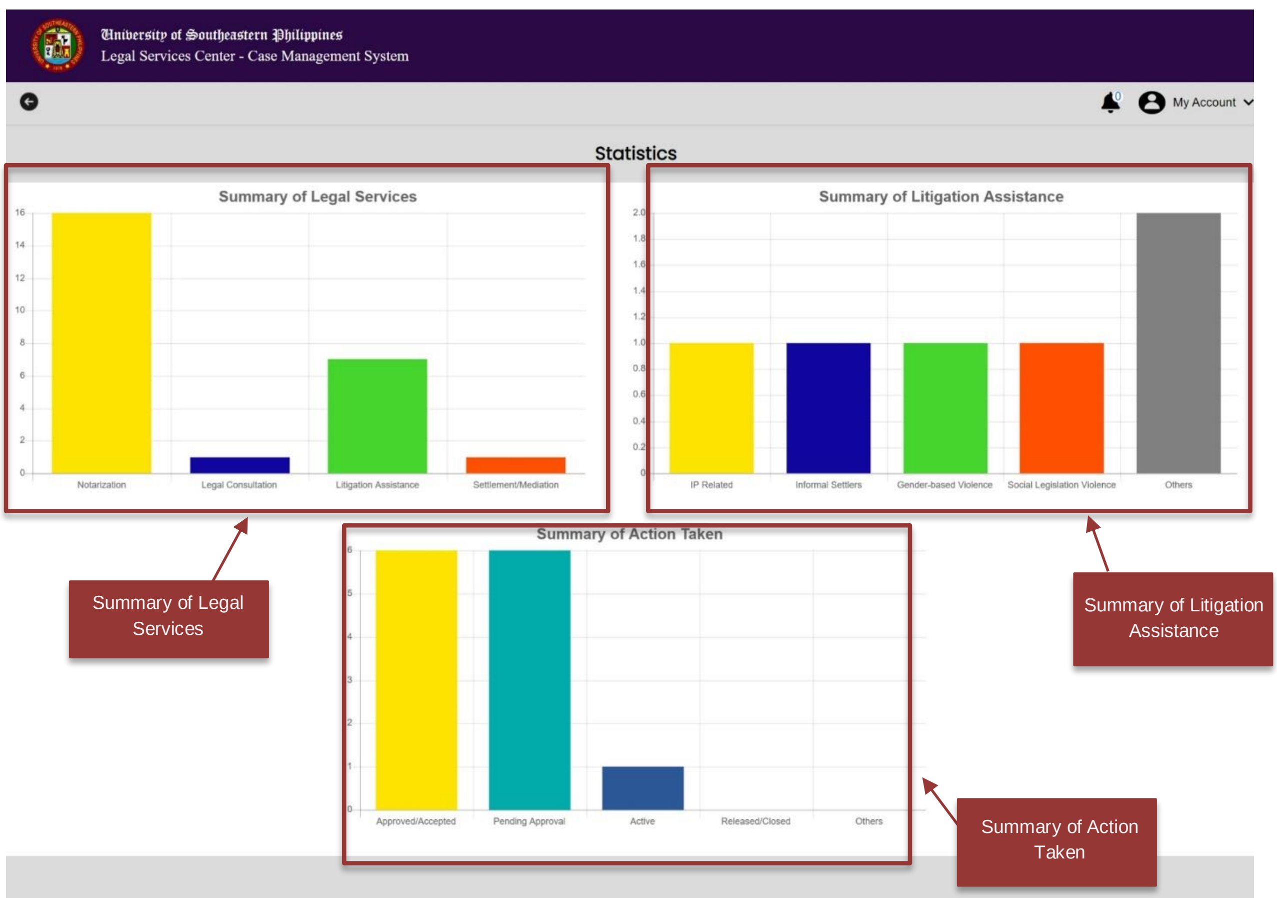
To send email.



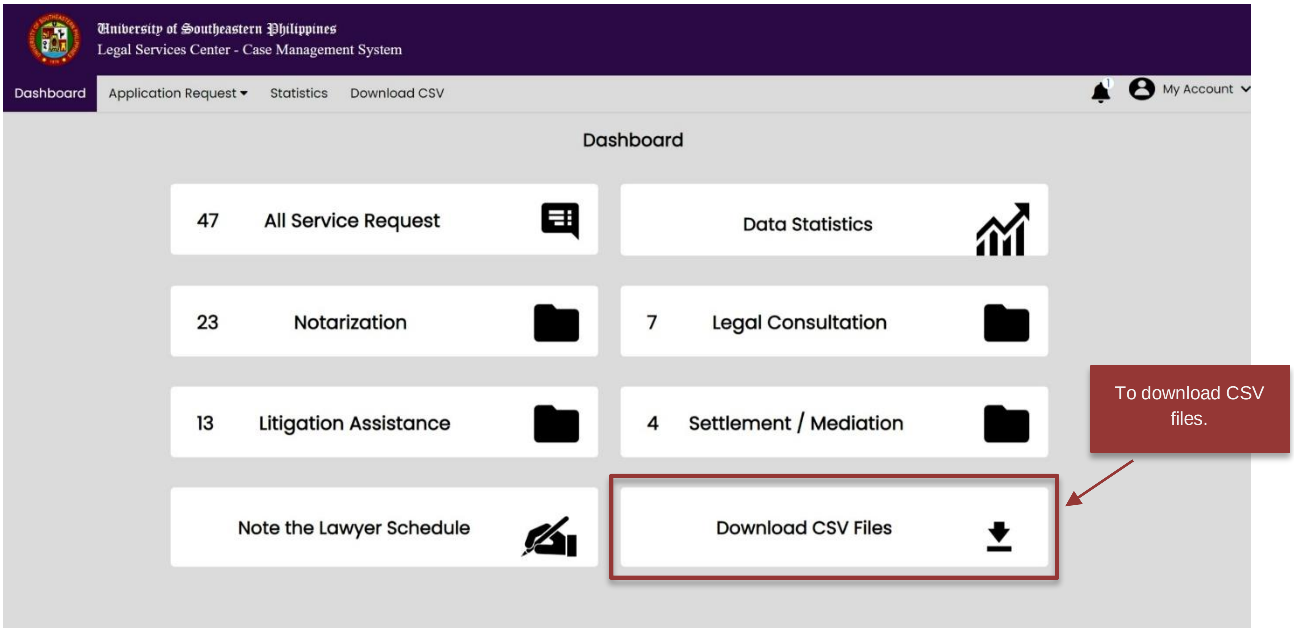
To show the summary of all the submitted application requests, click the “Statistics” button in the dashboard.



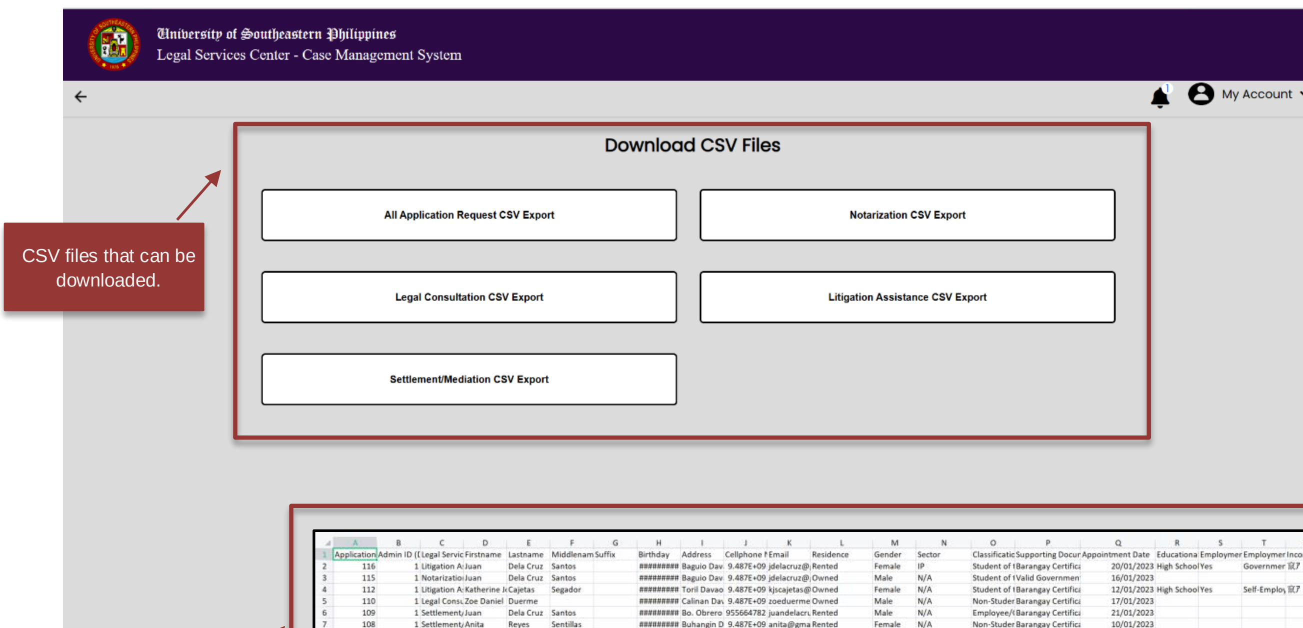
Data Statistics Page

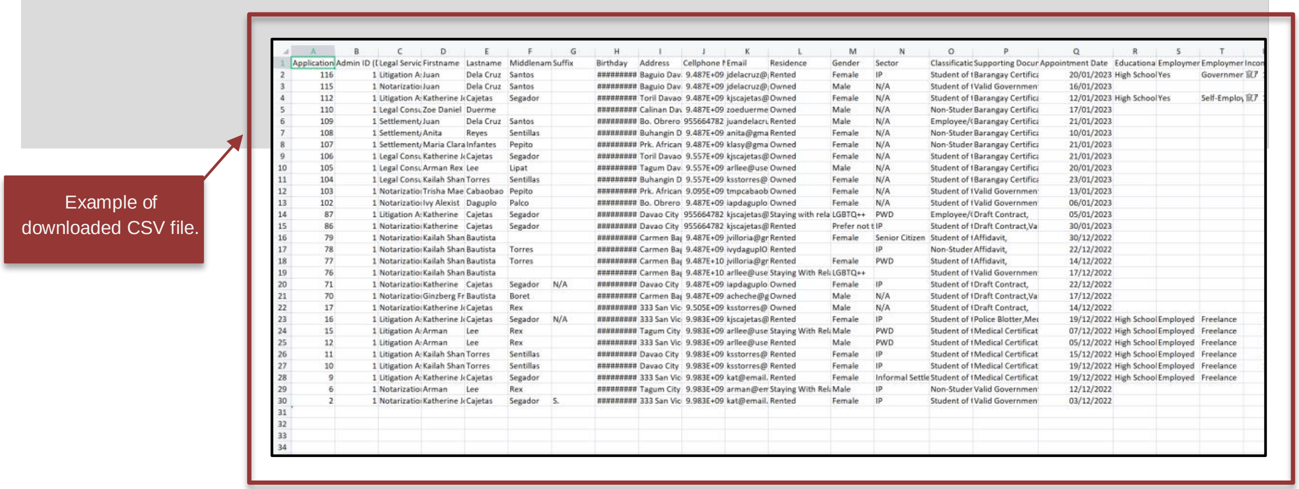


To download the CSV files of the submitted legal applications, click the “Download CSV Files” button



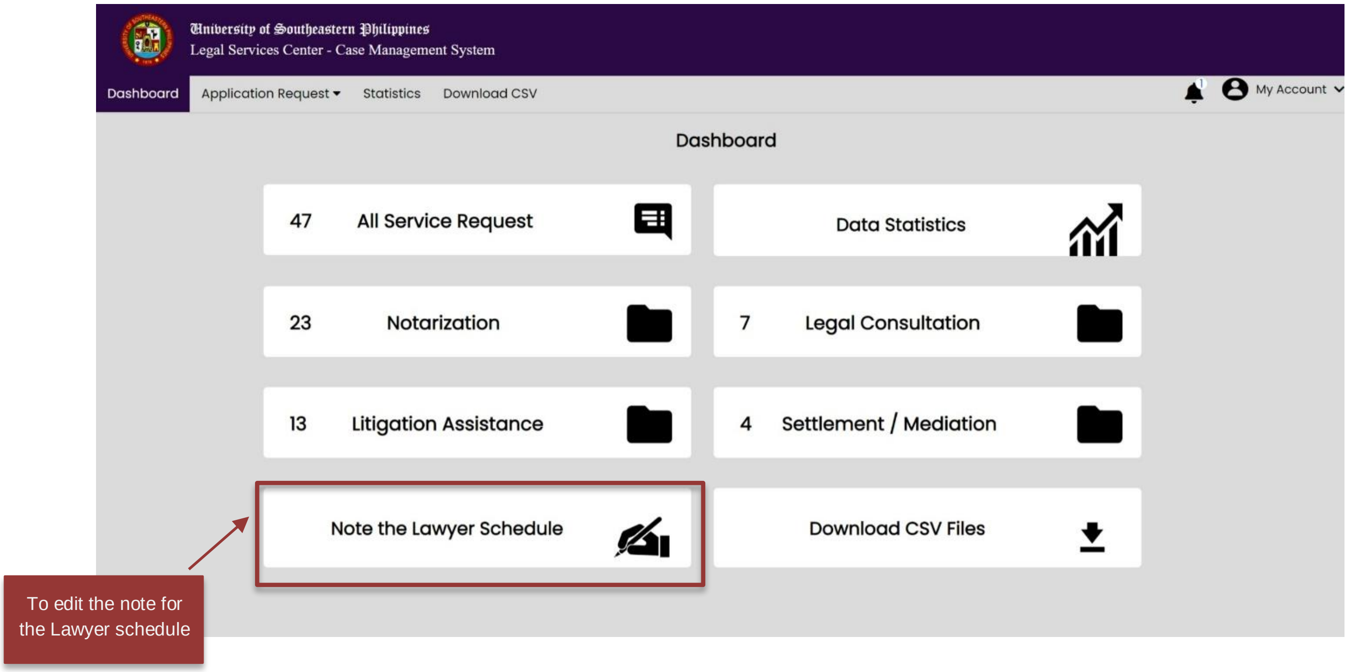
Download CSV Files Page

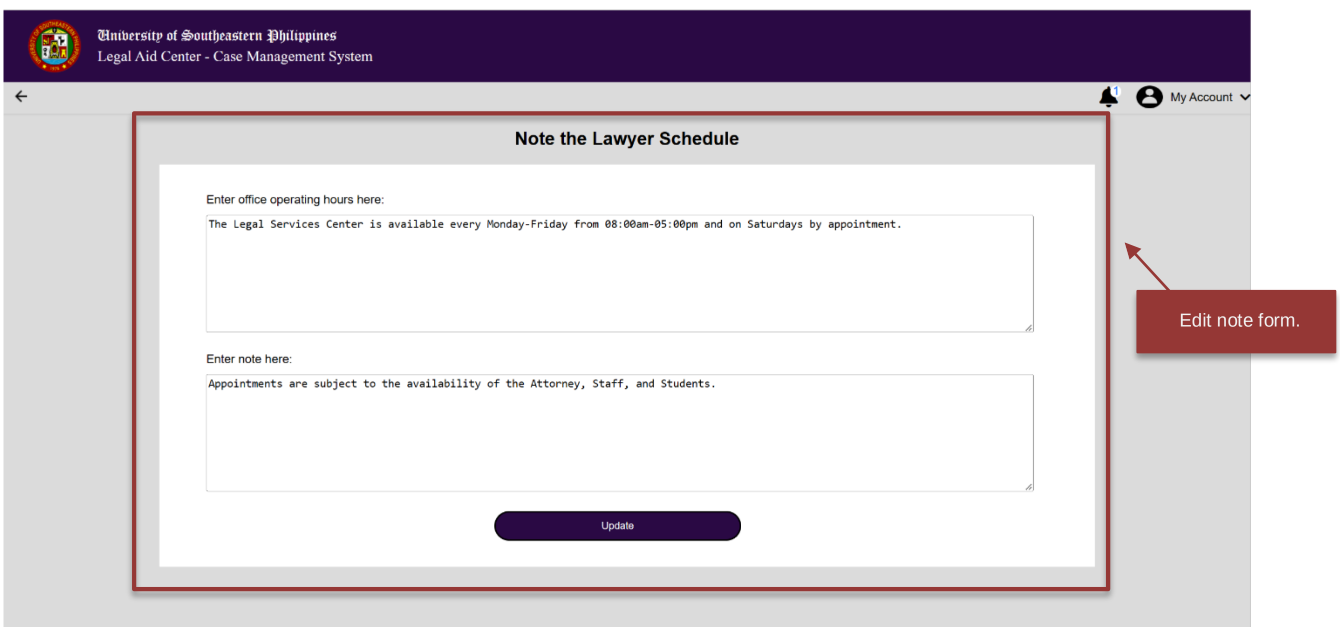




Application	Admin ID (I	Legal Servic	Firstname	Lastname	Middlenam	Suffix	Birthday	Address	Cellphone N	Email	Residence	Gender	Sector	Classificatic	Supporting Docur	Appointment Date	Educationa	Employmer	Employmer	Incon
116	1	Litigation A	Juan	Dela Cruz	Santos		#########	Baguio Dav	9.487E+09	jdelacruz@	Rented	Female	IP	Student of t	Barangay Certifica	20/01/2023	High School	Yes	Governmer	官7
115	1	Notarizatio	Juan	Dela Cruz	Santos		#########	Baguio Dav	9.487E+09	jdelacruz@	Owned	Male	N/A	Student of t	Valid Governmen	16/01/2023				
112	1	Litigation A	Katherine J	Cajetas	Segador		#########	Toril Davao	9.487E+09	kjscajetas@	Owned	Female	N/A	Student of t	Barangay Certifica	12/01/2023	High School	Yes	Self-Employ	官7
110	1	Legal Consu	Zoe Daniel	Duerme			#########	Calinan Dav	9.487E+09	zoeduerme	Owned	Male	N/A	Non-Studer	Barangay Certifica	17/01/2023				
109	1	Settlement	Juan	Dela Cruz	Santos		#########	Bo. Obrero	955664782	juandelacru	Rented	Male	N/A	Employee/(	Barangay Certifica	21/01/2023				
108	1	Settlement	Anita	Reyes	Sentillas		#########	Buhangin D	9.487E+09	anita@gma	Rented	Female	N/A	Non-Studer	Barangay Certifica	10/01/2023				
107	1	Settlement	Maria Clara	Infantes	Pepito		#########	Prk. African	9.487E+09	klasy@gma	Owned	Female	N/A	Non-Studer	Barangay Certifica	21/01/2023				
106	1	Legal Consu	Katherine J	Cajetas	Segador		#########	Toril Davao	9.557E+09	kjscajetas@	Owned	Female	N/A	Student of t	Barangay Certifica	21/01/2023				
105	1	Legal Consu	Arman Rex	Lee	Lipat		#########	Tagum Dav	9.557E+09	arllee@use	Owned	Male	N/A	Student of t	Barangay Certifica	20/01/2023				
104	1	Legal Consu	Kailah Shan	Torres	Sentillas		#########	Buhangin D	9.557E+09	ksstorres@	Owned	Female	N/A	Student of t	Barangay Certifica	23/01/2023				
103	1	Notarizatio	Trisha Mae	Cabaobao	Pepito		#########	Prk. African	9.095E+09	tmpcabaob	Owned	Female	N/A	Student of t	Valid Governmen	13/01/2023				
102	1	Notarizatio	Ivy Alexist	Daguplo	Palco		#########	Bo. Obrero	9.487E+09	iapdaguplo	Owned	Female	N/A	Student of t	Valid Governmen	06/01/2023				
87	1	Litigation A	Katherine	Cajetas	Segador		#########	Davao City	955664782	kjscajetas@	Staying with rela	LGBTQ++	PWD	Employee/(	Draft Contract,	05/01/2023				
86	1	Notarizatio	Katherine	Cajetas	Segador		#########	Davao City	955664782	kjscajetas@	Rented	Prefer not t	IP	Student of t	Draft Contract,Va	30/01/2023				
79	1	Notarizatio	Kailah Shan	Bautista			#########	Carmen Ba	9.487E+09	jvilloria@gr	Rented	Female	Senior Citizen	Student of t	Affidavit,	30/12/2022				
78	1	Notarizatio	Kailah Shan	Bautista	Torres		#########	Carmen Ba	9.487E+09	ivydaguplO	Rented		IP	Non-Studer	Affidavit,	22/12/2022				
77	1	Notarizatio	Kailah Shan	Bautista	Torres		#########	Carmen Ba	9.487E+10	jvilloria@gr	Rented	Female	PWD	Student of t	Affidavit,	14/12/2022				
76	1	Notarizatio	Kailah Shan	Bautista			#########	Carmen Ba	9.487E+10	arllee@use	Staying With Rel	LGBTQ++		Student of t	Valid Governmen	17/12/2022				
71	1	Notarizatio	Katherine	Cajetas	Segador	N/A	#########	Davao City	9.487E+09	iapdaguplo	Owned	Female	IP	Student of t	Draft Contract,	22/12/2022				
70	1	Notarizatio	Ginzberg Fr	Bautista	Boret		#########	Carmen Ba	9.487E+09	acheche@g	Owned	Male	N/A	Student of t	Draft Contract,Va	17/12/2022				
17	1	Notarizatio	Katherine J	Cajetas	Rex		#########	333 San Vic	9.505E+09	ksstorres@	Owned	Male	N/A	Student of t	Draft Contract,	14/12/2022				
16	1	Litigation A	Katherine J	Cajetas	Segador	N/A	#########	333 San Vic	9.983E+09	kjscajetas@	Rented	Female	IP	Student of t	Police Blotter,Mec	19/12/2022	High School	Employed	Freelance	
15	1	Litigation A	Arman	Lee	Rex		#########	Tagum City	9.983E+09	arllee@use	Staying With Rel	Male	PWD	Student of t	Medical Certificat	07/12/2022	High School	Employed	Freelance	
12	1	Litigation A	Arman	Lee	Rex		#########	333 San Vic	9.983E+09	arllee@use	Rented	Male	PWD	Student of t	Medical Certificat	05/12/2022	High School	Employed	Freelance	
11	1	Litigation A	Kailah Shan	Torres	Sentillas		#########	Davao City	9.983E+09	ksstorres@	Rented	Female	IP	Student of t	Medical Certificat	15/12/2022	High School	Employed	Freelance	
10	1	Litigation A	Kailah Shan	Torres	Sentillas		#########	Davao City	9.983E+09	ksstorres@	Rented	Female	IP	Student of t	Medical Certificat	19/12/2022	High School	Employed	Freelance	
9	1	Litigation A	Katherine J	Cajetas	Segador		#########	333 San Vic	9.983E+09	kat@email.	Rented	Female	Informal Settle	Student of t	Medical Certificat	19/12/2022	High School	Employed	Freelance	
6	1	Notarizatio	Arman	Lee	Rex		#########	Tagum City	9.983E+09	arman@em	Staying With Rel	Male	IP	Non-Studer	Valid Governmen	12/12/2022				
2	1	Notarizatio	Katherine J	Cajetas	Segador	S.	#########	333 San Vic	9.983E+09	kat@email.	Rented	Female	IP	Student of t	Valid Governmen	03/12/2022				

To edit the note at the Application form, click the “Note the Lawyer Schedule” tab in the dashboard.





Search Bar Feature

The search feature will allow the staff user to quickly and easily locate a specific application request within the table. By entering the first name, last name, or id into the search bar, the staff user will be able to filter the table and display only those requests that are relevant to their search.