

Spacebar

SRO Management  
System

# ***User*** ***Manual***

Admin User Manual  
for Student Relations Office Staff



# *Introduction*

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SRO Management System is a system that streamlines the functions of the Student Relations Office into a centralized, secure, and effective web application for the Student Relations Office (SRO) that overhauls the services they are currently providing to eliminate excess physical paperwork and unnecessary manual work. The web application is an all-in-one system wherein the processing of activity requests, annual reports of organizations, and organization recognition applications — as well as the associated records — will be digitized.

**Note:** Because of ongoing developments in the web app, some features might be outdated.

**Spacebar**

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# *Student User*

# Open Web Application

# 01

Using your desired browser, enter the link  
<http://localhost:5173/login>.

1

You should be directed to the Login Page..

2

## 02 Log In



- 1 Click the Login with UP Mail button.



- 2 Enter your UP email and click next.



## Log In 02

1 →

2 →

Enter your password and click next.

3

1 →

2 →

You should be redirected to the student dashboard.

4



# 03

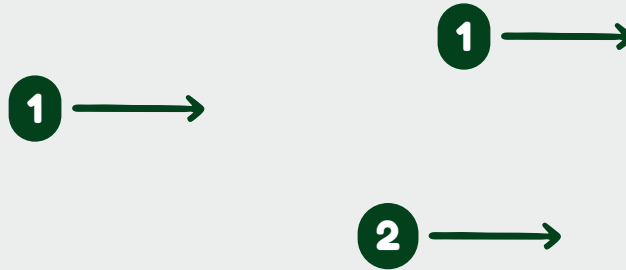
## Frequently Asked Questions

**1** Click any question.

**2** The answer to the selected question should display in a dropdown.

## Navigating Weekly Calendar

# 04



Click the chevron left button or the chevron right button.

**1**

The calendar should be switched to the previous week or next week, respectively.

**2**

## 05 Submit a Request



- 1 Click Submit a Request in the side bar.



- 2 The SRO Activity Request Guidelines should pop up. Click I understand.

Submit a  
Request

05

1 →

2 →

← 3

← 4

5 →

6 →

7 →

8 →

9 →

← 10

The request form should be displayed. Fill up all fields and click next. This will be repeated in the next sections except Submission.

5

# 05

## Submit a Request

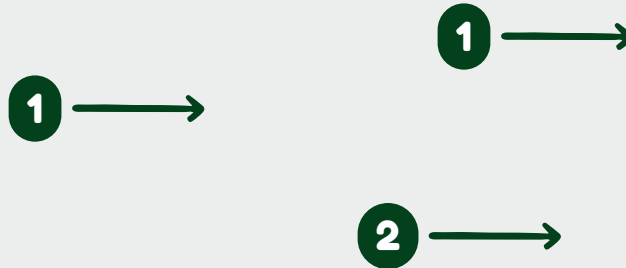


- 4 Upload a single PDF file containing the required documents and click Submit Request.

- 5 Click Yes.

## Submit a Request

# 05



A confirmation message should pop up.

6

You should be redirected back to the dashboard.

7

# 06

## View My Activity Details



- 1** Click My Activities in the side bar.



- 2** Click eye button.



## View My Activity Details

# 06



A dialogue containing the activity details should be displayed. Click View Scanned Form.



The file in Google Drive containing the scanned form should be opened in a new tab.



# 07 Submit an Appeal



- 1 From My Activities, click the pencil button.



- 2 A pop up dialogue should appear. Enter reason for appeal and click Edit Submission.



Edit Submission form page should be displayed and filled out, similar to submitting a request.



In the Submission section, click Submit Form.



# 07

## Submit an Appeal



**5** Click Yes.



**6** A confirmation message should appear before redirecting to dashboard.



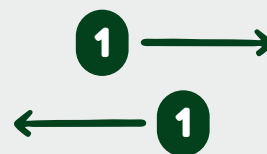
Click Activities Calendar in the side bar.



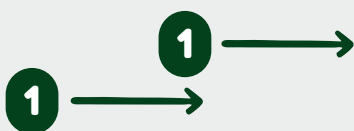
Filter the activities displayed in the calendar according to month, year, and organization.



# 08 Activities Calendar



- 3** Click the chevron left or chevron right to switch to previous or next month, respectively.



- 4** Scrolling down, click any activity under the Upcoming Activities table to view its details.

# Book an Appointment

# 09



Click Book Appointment in the side bar.

**1**



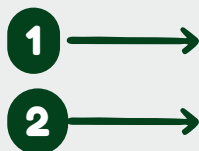
Fill out the required details.

**2**

## 09 Book an Appointment



**3** Select desired date.



**4** Select desired time slot and click Book Appointment.



## Reschedule Appointment

# 10



After booking an appointment, user should be redirected to My Appointments.

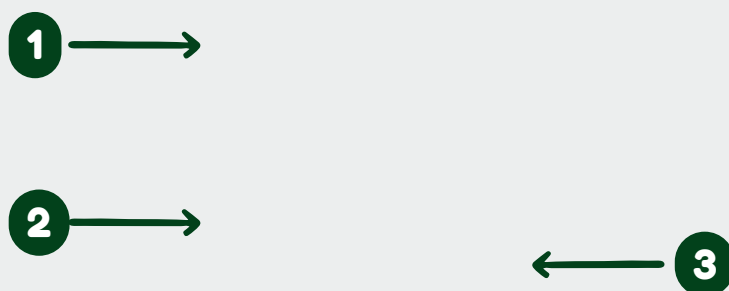
*1*



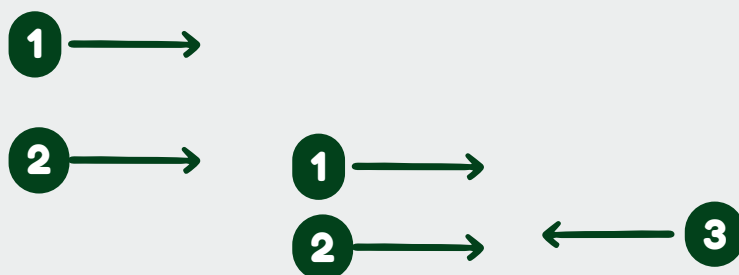
Click Reschedule for the desired appointment.

*2*

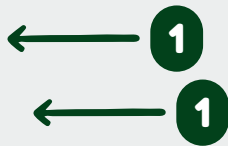
# 10 Reschedule Appointment



**3** Select desired date.

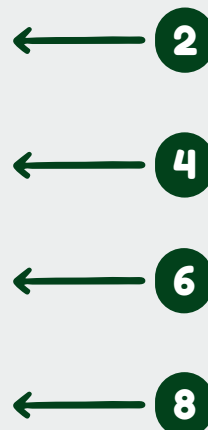
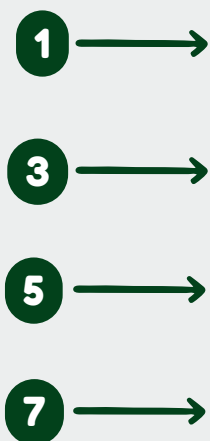


**4** Select desired time slot and click Request Reschedule.



Click Application for Recognition in the side bar.

1



Fill out required fields.

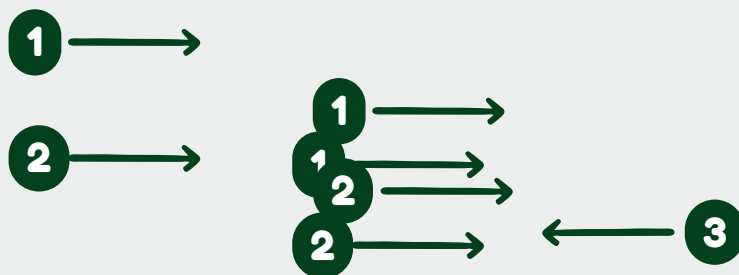
2

# 11

## Organization Application



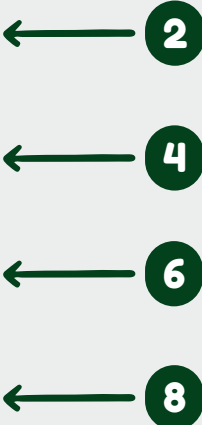
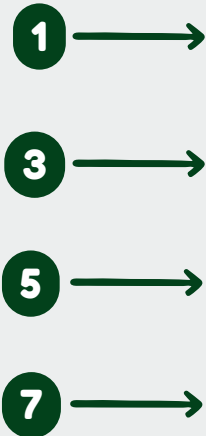
- 3** Download needed forms by clicking Download button.



- 4** Upload scanned copy of required forms and click Submit Form.



Click Submit.



Click Schedule Now to redirect to Book an Appointment  
page.

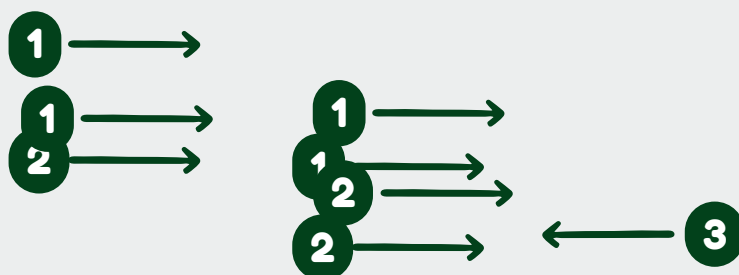


# 12

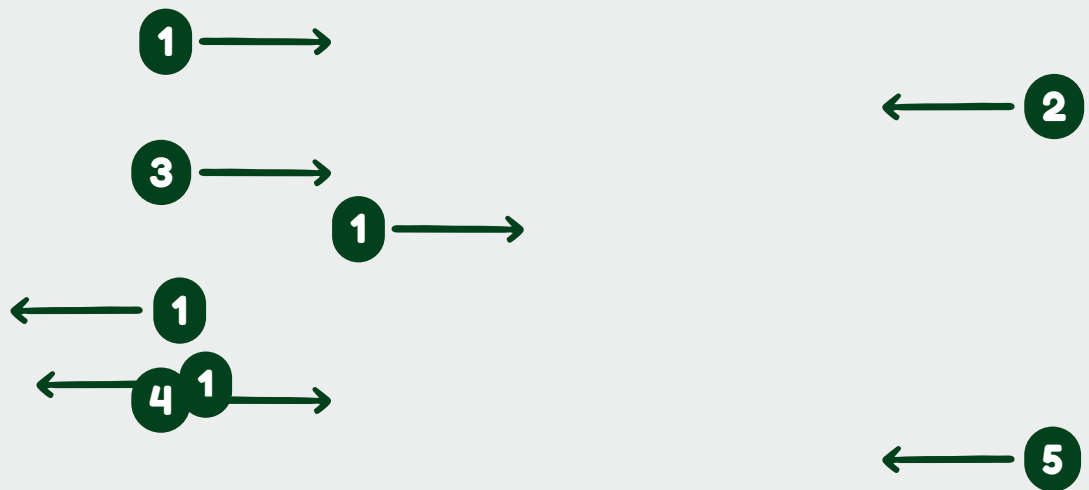
## Annual Report



- 1** Click Annual Report in the side bar.



- 2** Click Download next to the required document to download a copy.



Fill in required information. Upload required forms and click Submit Form.

5

1

Click Submit.

4

# 13

## Sign Out



**1** Click Sign Out at the bottom of the side bar.

**2** You should be directed to the Login Page.



# Administrator

*Shared  
Functionalities*

# 01

## Open Web Application



**1**

Using your desired browser, enter the link  
<http://localhost:5173/login>

**2**

You should be redirected to the Login Page.

## Log In 02



Click the Login with UP Mail button.

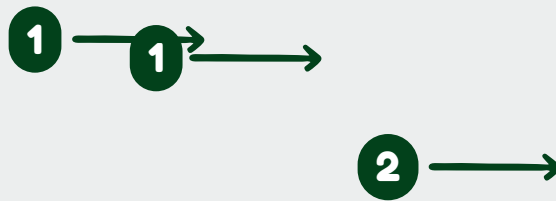
**1**



Enter your UP email and click next.

**2**

## 02 Log In



**3** Enter your password and click next.

**4** You should be redirected to the admin dashboard.

## Approve an Activity Request

# 03



Click on an incoming activity request.

**1**



A pop up window should appear containing the activity details. Scroll down and click View Scanned Form.

**2**

# 03

## Approve an Activity Request

- 3 The file in Google Drive containing the scanned form should be opened in a new tab.



- 4 Go back to the web application. The Approve and Reject buttons should be enabled.

## Approve an Activity Request

# 03



Enter remarks for approval and click Approve.



A popup confirmation dialogue should appear. Click confirm.



## 04 Reject an Activity Request



- 1 From the activity details dialogue, enter remarks for rejection and click Reject.



- 2 A popup confirmation dialogue should appear. Click confirm.



## Navigating Weekly Calendar

# 05



On the Admin Dashboard, click chevron left or right button.



The calendar should be switched to the previous week or next week, respectively.



# 06

## View Activity Details from Dashboard

2

1 →

1

On the dashboard, click on the desired activity.

2

A popup window should appear containing the details of the activity.

## View Activity Details from Pending Requests

07



Click on Pending Requests in the side bar.

1



The list of pending activity requests should display.  
Select type of pending request to switch between incoming activities and appeals/cancellations.

2

## 07 View Activity Details from Pending Requests



**3** On the table, click on the desired activity.

**4** A popup window should appear containing the details of the activity.

## View Activity Details from Summary of Activities

08



Click on Summary of Activities in the side bar.



The summary of activity requests should display. Select activity status to switch between approved and pending activities.



# 08

## View Activity Details from Summary of Activities



**3** On the table, click on the desired activity.

**4** A popup window should appear containing the details of the activity.

## View Activity Details from Activities Calendar

09



Click on Activities Calendar in the side bar.

1



The activities calendar should display. Scroll down and there should be an Upcoming Activities table.

2

# 09

## View Activity Details from Activities Calendar



**3** On the table, click on the desired activity.

**4** A popup window should appear containing the details of the activity.



## Filter Summary of Activities

# 10



On the Summary of Activity Requests page, click on the funnel icon at the top.



A dialogue with four dropdown lists should pop up.



# 10

## Filter Summary of Activities



Select desired organization under the Organization dropdown.



Select desired category under the Activity Category dropdown.

## Filter Summary of Activities

# 10



Select desired month of activities under the Month dropdown.



Select desired academic year under the Academic Year dropdown.



# 10

## Filter Summary of Activities



**7** Click Apply Filter.

**8** The applied filters should appear at the top right and the activities displayed should be limited to the filters.



On the Activities Calendar page, Filter the activities displayed according to month, year, and organization.



Click the chevron left or chevron right to switch to previous or next month, respectively.



# 12

## Summary of Organizations



**1** Click Summary of Organizations in the side bar.

**2** A grand summary of all organization should be displayed with pertinent contact information.

## Summary of Organizations

# 12



Enter any sequence of letters in the search bar.



Organizations with matching names should be  
displayed immediately.



# 12

## Summary of Organizations



- 5** Select organization category to filter organizations.



- 6** Click Generate Certificate.





A print dialogue should be displayed in a new tab containing the generated certificate.

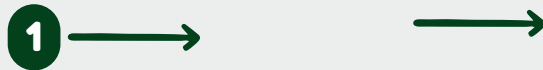


Modify print settings according to preference and click print to get a hard copy of the certificate.



# 12

## Summary of Organizations



- 9 Click Summary of Events to view a summary of events conducted by the organization.



- 10 Click View Annual Report to access the Google Drive folder containing the annual report of the organization.



Click Annual Reports in the side bar.



A list of organizations and their submissions should be displayed.



# 13 Annual Reports

1 →

→

3 Enter any sequence of letters to display matching organization names.

1 →

4 Click on the dropdown next to the search bar to select desired academic year.



Click View File 1, View File 2, or Drive Folder to open the annual report submission in Google Drive.



# 14

## Sign Out



- 1 Click Sign Out at the bottom of the side bar.

- 2 You should be directed to the Login Page.

# Administrator

***SRO-only  
Functionalities***

# 01

## Confirm Appointments



- 1 Click Appointments in the side bar.

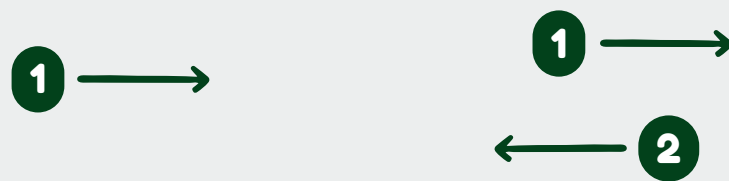


- 2 A list of submitted appointments should be displayed. Click on an appointment.



## Confirm Appointments

# 01



The Appointment Details dialogue should pop up. Enter notes to the student and click Confirm.

3

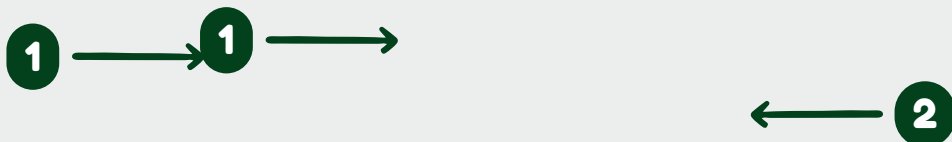
A confirmation email should be sent to the email of the requesting student.

4

## 02 Reject Appointments



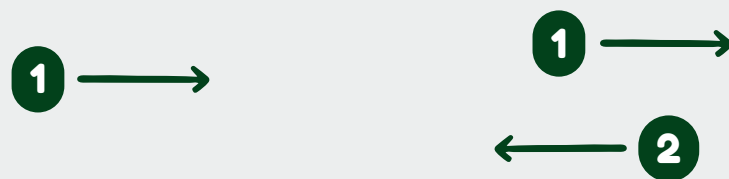
- 1** The Appointment Details dialogue should pop up. Enter notes to the student and click Reject.



- 2** Enter a reason for rejection and click Reject Appointment.

## Reject Appointments

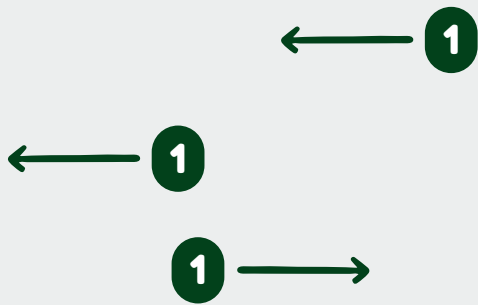
# 02



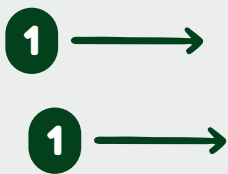
The Appointment Details dialogue should pop up. Enter notes to the student and click Confirm.

3

## 03 Modify Appointment Settings



**1** On the Appointments page, click Settings.



**2** The appointment settings should be displayed. Enter desired start and end times.

## Modify Appointment Settings

# 03



The time slots should be limited based on the start time and end time. Next, select interval of time slots.

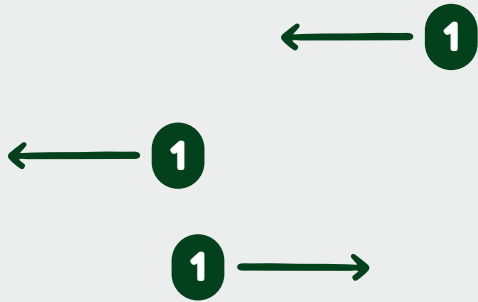


Select a date to be blocked and click “Block Date”.

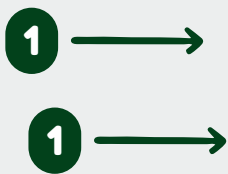


# 03

## Modify Appointment Settings



**5** Click on a time slot to block it.



**6** Blocked time slots should turn red. Click Save All Settings.



Click on Add an Activity in the side bar.

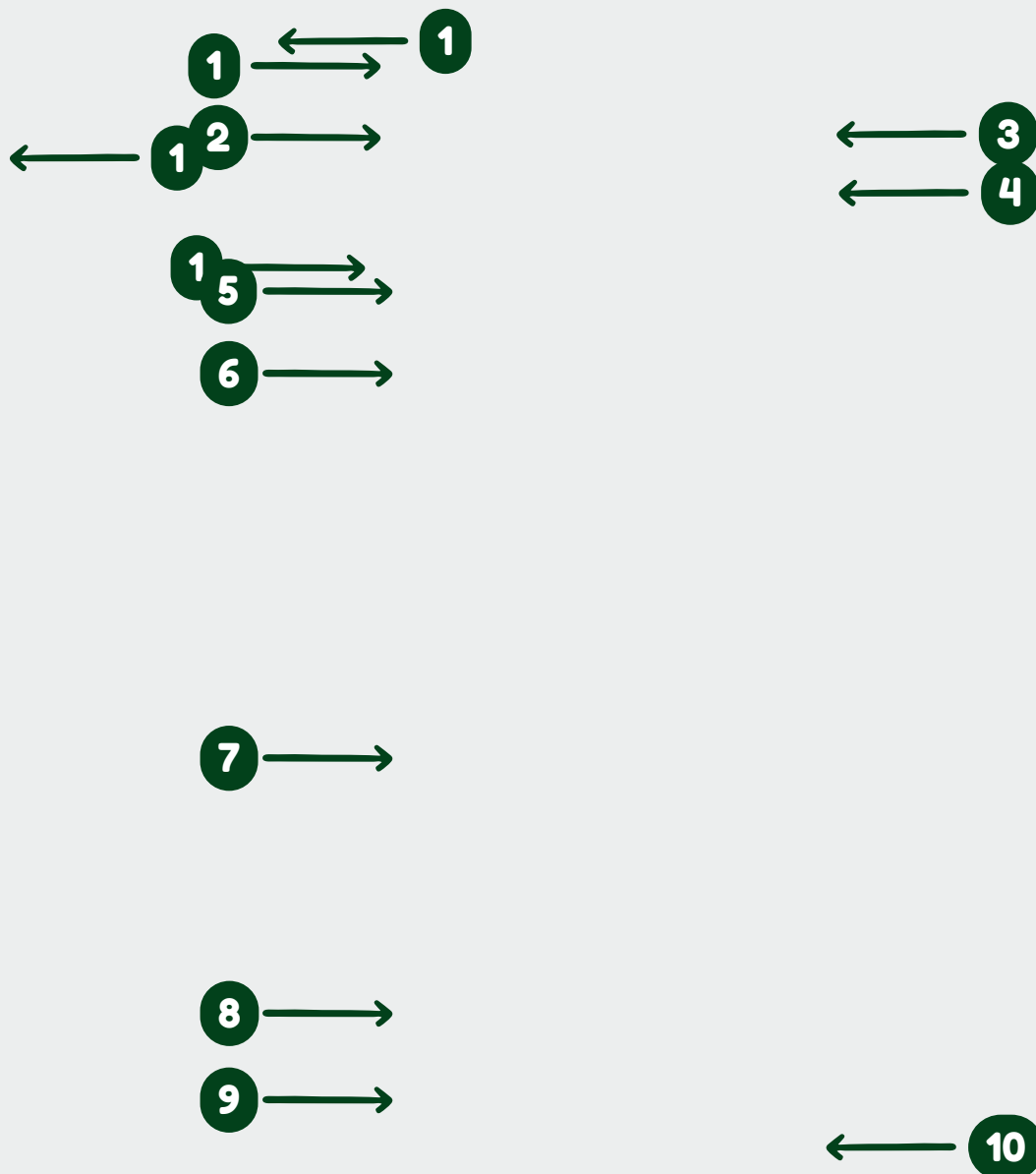
1



SRO Activity Request Guidelines should appear in a dialogue. Click I Understand.

2

## 04 Add an Activity



5

The request form should be displayed. Fill up all fields and click next. Repeat for the next two sections.





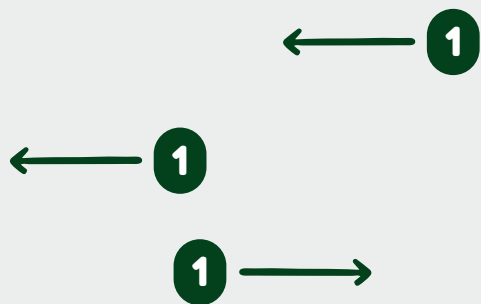
Upload a single PDF file containing the required documents and click Create Activity.



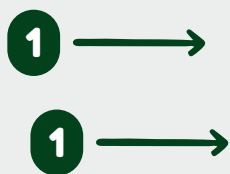
Click Yes.



## 04 Add an Activity



**6** You should see a confirmation message.



**7** You should be redirected back to the dashboard.



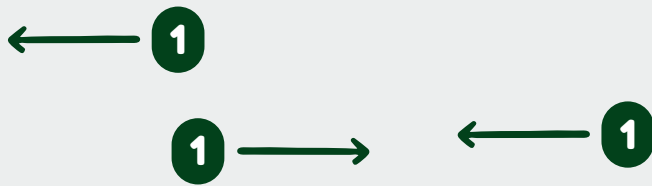
Click Organization Applications on the side bar.



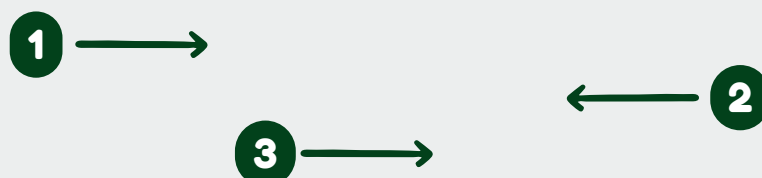
A list of all submitted applications should be displayed.  
Click on an entry.



## 05 Organization Applications



- 3** A dialogue should be displayed. Click Drive Folder to open submission drive.



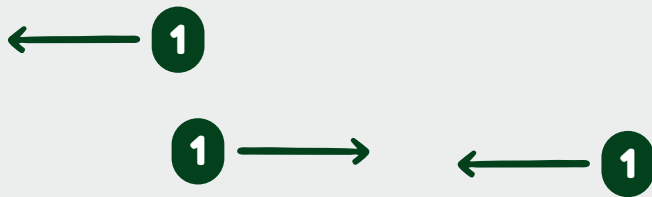
- 4** Fill out required details and click confirm.

# Administrator

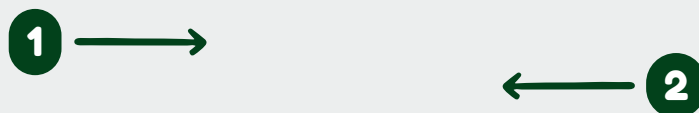
***ODSA-only  
Functionalities***

# 01

## Organization Applications



- 1 From the dialogue containing the submission details, click Drive Folder to open submission drive.



- 2 Fill out required details and click confirm.



# *Thank You*