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Page Layout

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Landing Page



SUPER-CHARGE YOUR PROCUREMENT WORKFLOWS.

→ Elevate your **Procurement Workflow** with our intuitive **Procurement Management System**. From seamless requisitions to automated generations, our platform streamlines every step, ensuring efficiency and precision in your procurement process. K

[OPEN AUTOPROC APP →](#)

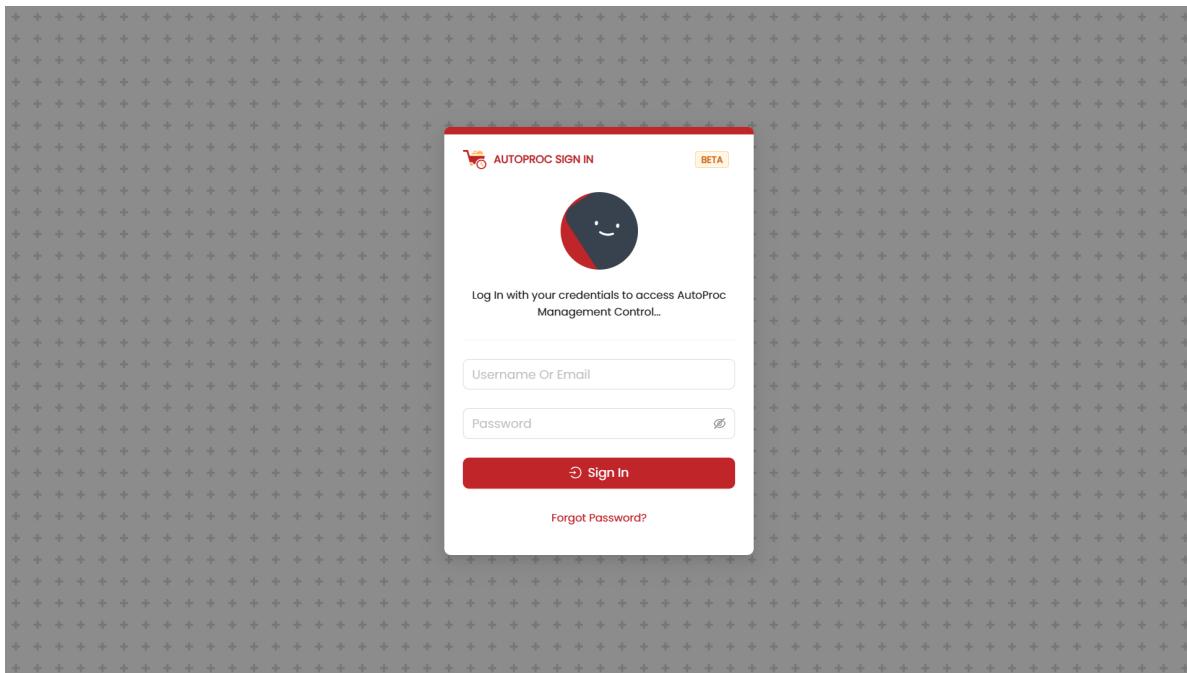
Click the ***Open AutoProc App*** Button to Proceed.

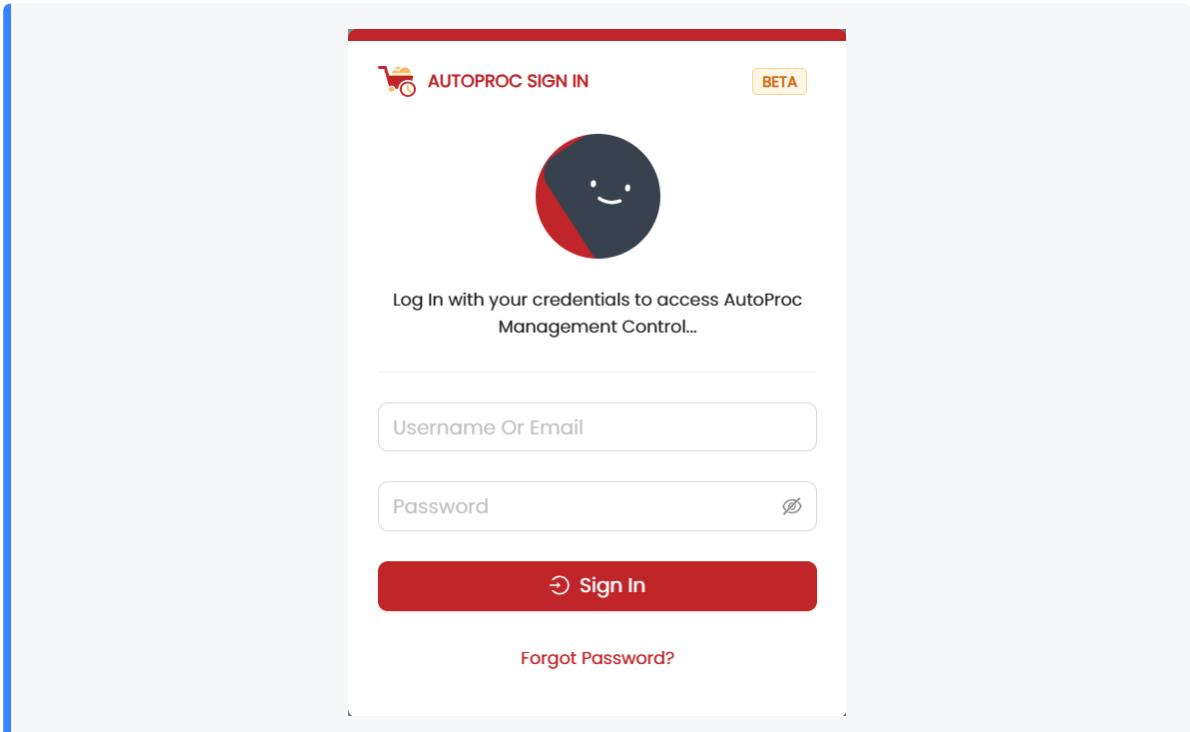
Auth Pages

Authentication Pages are as follows:

- Sign In
- Forget Password
- Sign Out

Sign In Page





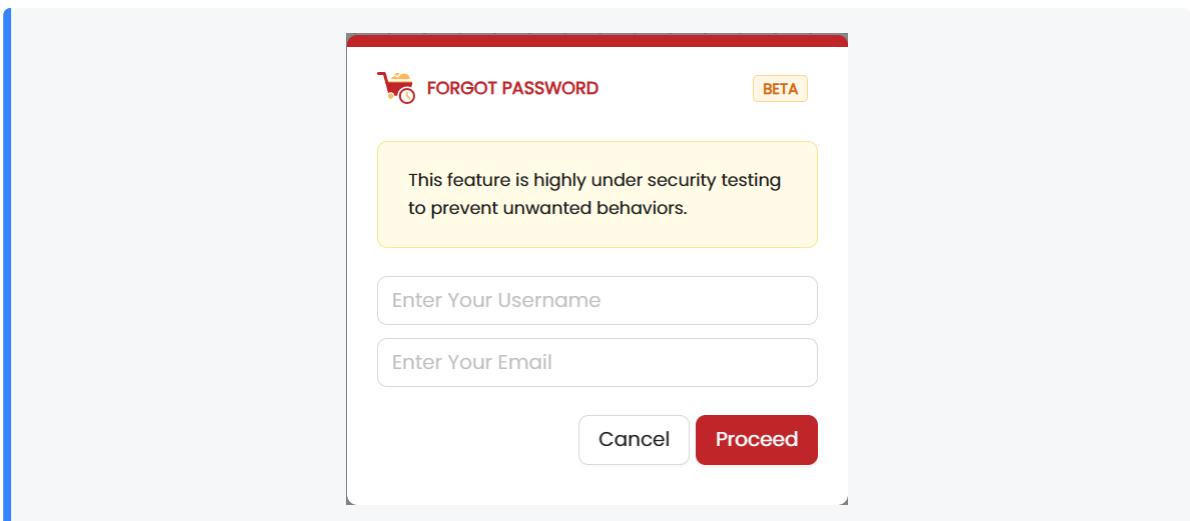
The **Sign in** Authentication accepts a username or email and the user's designated password.

- The  icon is used to toggle the password visibility.
- When you enter your credentials the system will automatically identify your user  **Role**.

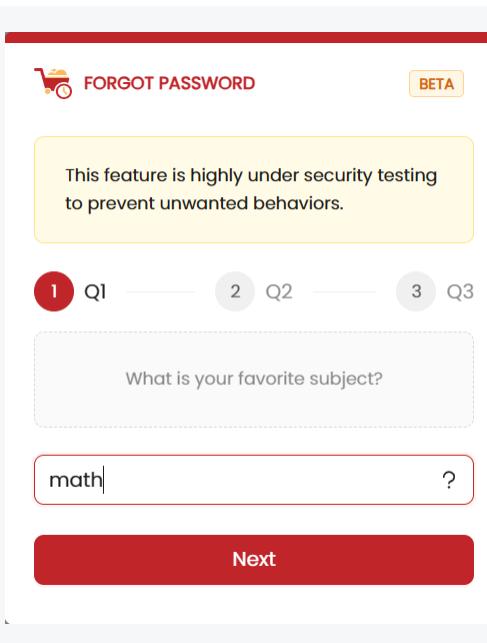
Forget Password

In case of a **Forgot Password?** event, an added option to **Reset** and **Create New** password is shown below.

1. Click on the **Forgot Password?** from the Sign In Page
2. Enter your **Username** and **Email**.

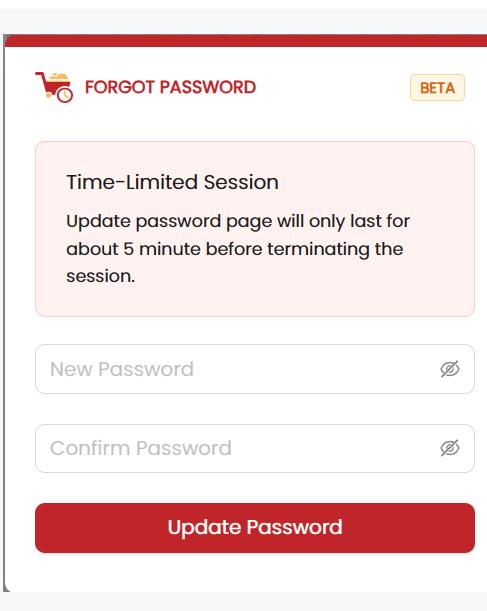


2. Answer the **Security Questions** to proceed to the password reset area. This Security Question can be modified on the Administrator [Security Question Settings](#).



This screenshot shows the first step of a three-step password recovery process. The title 'FORGOT PASSWORD' is at the top, with a 'BETA' badge. A yellow box contains the message: 'This feature is highly under security testing to prevent unwanted behaviors.' Below is a progress bar with three steps: '1 Q1', '2 Q2', and '3 Q3'. A question box asks 'What is your favorite subject?' with a red input field containing 'math' and a question mark icon. A red 'Next' button is at the bottom.

3. Password Update, this password update panel will only last for **5 minutes** until its session destroys it, this is to assure unnecessary changes to the password updater.

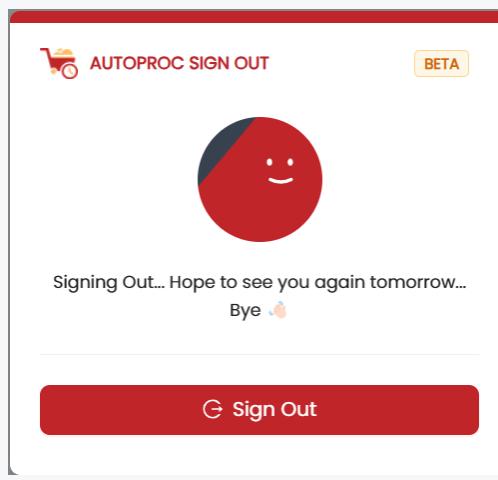


This screenshot shows the password update step. The title 'FORGOT PASSWORD' is at the top, with a 'BETA' badge. A pink box contains the message: 'Time-Limited Session' and 'Update password page will only last for about 5 minute before terminating the session.' Below are two input fields: 'New Password' and 'Confirm Password', each with a visibility icon. A red 'Update Password' button is at the bottom.

After Updating the password the app automatically redirects to the  Login Page.

Sign Out Page

The System usually automatically signs out a user after a duration of a period time, ex. (4 Hours).



Getting Around

App Layout Design and App Traversal Guide

Top Bar

The dashboard displays the following information:

- Overview:**
 - Total PRs (2024): 3
 - Total Cost (2024): ₹ 1.3K
 - Total Users (2024): 8,24
 - Total Suppliers (2024): 18
- Procurements (SVP):** A bar chart showing Purchase Requests from January to December. The chart shows a single bar for January at a value of 3.
- Suppliers (Relevance):** A table showing supplier details:

Supplier	RNK	OnTime	Extends	Delays
1. RNK	9	0	2	0
2. Tarpaulin Layout and Printing (TLP)	9	0	0	0
- Deliveries:** A section showing a printer icon and a message: "No New Notifications For Today".
- Proc Type Ratio:** A pie chart titled "TOPBAR" showing the distribution of procurement types. The chart is divided into three segments: SVP (red), BIDDING (grey), and REQUESTED (blue).

Top Bar displays the **App Name** and options for **Global Search**, **Notifications**, and **Account Information**.

1. App Name



2. Search Bar. Refer to [Search Panel](#)

Search Purchase Requests, Purchase Order, Users and ...



3. Notifications and Administrator Information. Refer to [Notifications Panel](#) and [Administrator Info View](#).



Sidebar

The screenshot shows the AUTOPROC BETA dashboard. At the top, there is a search bar and a notifications icon. The main area is divided into several sections: 'Overview' (Total PRs (2024): 3, Total Cost (2024): 1.3K, Total Users (2024): 24, Total Suppliers (2024): 18), 'Procurements (SVP)' (a bar chart showing 3 purchase requests in January), 'Deliveries' (a section with a message: 'No New Notifications For Today'), and 'Suppliers (Relevance)' (a list of suppliers with their status: 1. RNK 9 (OnTime: 0, Extends: 2, Delays: 0) and 2. Tarpaulin Layout and Printing (TLP) 9). A 'Proc Type Ratio' section is also visible with a preview of a donut chart labeled 'NAVBAR'.

Sidebar or is also called **Navbar** is the main navigation of the App. Hover (Put your cursor on top of the button) to show a tooltip about the Page Title.

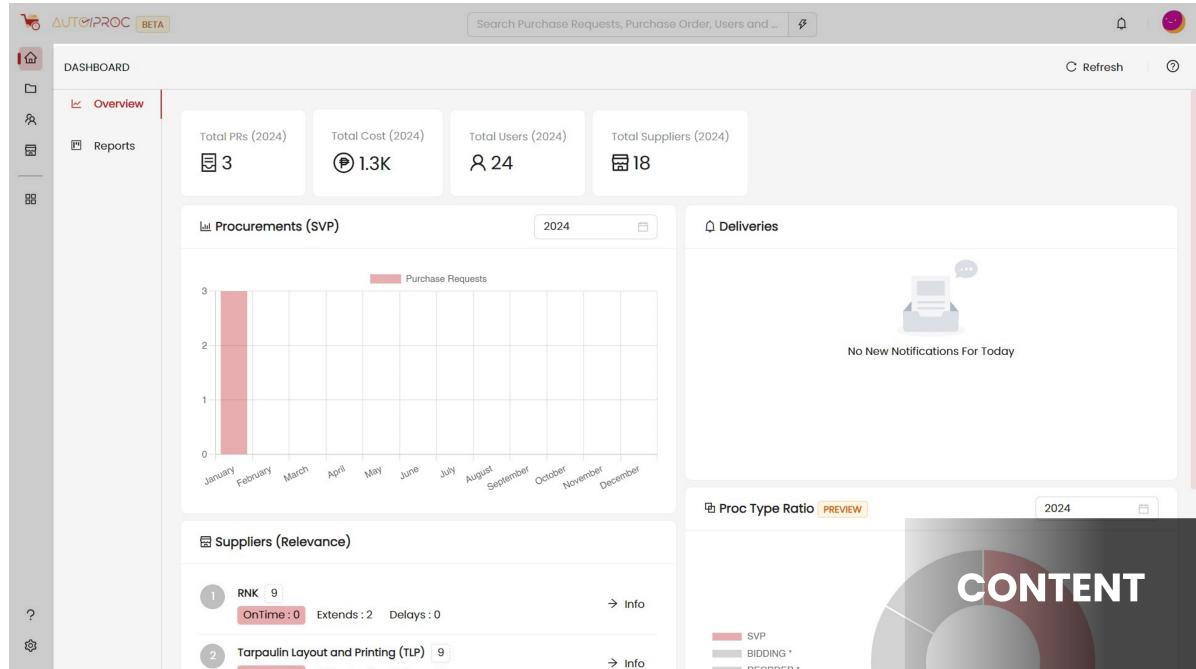
1. Primary Navigation Buttons *from top* **Dashboard, Records, Users, Suppliers, and Entities**.

The screenshot shows the AUTOPROC BETA sidebar. It contains five main navigation icons: a house icon for Dashboard, a folder icon for Records, a user icon for Users, a briefcase icon for Suppliers, and a grid icon for Entities. A horizontal line separates the sidebar from the main content area.

2. Settings & Manual *from top* **Help & Feedback** and **Settings**.



Content



Content display the very contents from a **Navigation** item.

The Content View is displayed either as **One Panel** or **Tabbed Panel** and usually structured as three view layout that consists of a **Sub-Header**, **Tab Bar** *no tab bar for specific pages* and the **ScrollView Panel**.

1. Sub Header

The dashboard displays the following key metrics:

- Total PRs (2024): 3
- Total Cost (2024): ₦ 1.3K
- Total Users (2024): 24
- Total Suppliers (2024): 18

Procurements (SVP) (2024):

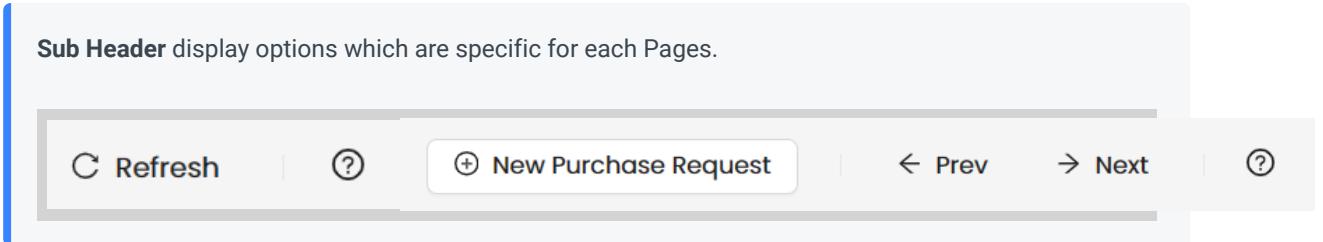
Month	Purchase Requests
January	3
February	0
March	0
April	0
May	0
June	0
July	0
August	0
September	0
October	0
November	0
December	0

Deliveries: No New Notifications For Today

Proc Type Ratio (2024):

Category	Ratio
SVP	50%
BIDDING *	25%
REORDER *	25%

Sub Header display options which are specific for each Pages.



2. **Tab Bar** if the page is viewed as a Tab View. The Panel is placed on the left side of the content panel.

DASHBOARD C Refresh ?

Overview

Reports

Total PRs (2024) Total Cost (2024) Total Users (2024) Total Suppliers (2024)

3 1.3K 24 18

Procurements (SVP) 2024

Purchase Requests

Month	Purchase Requests
January	3
February	1
March	0
April	0
May	0
June	0
July	0
August	0
September	0
October	0
November	0
December	0

Deliveries

No New Notifications For Today

Suppliers (Relevance)

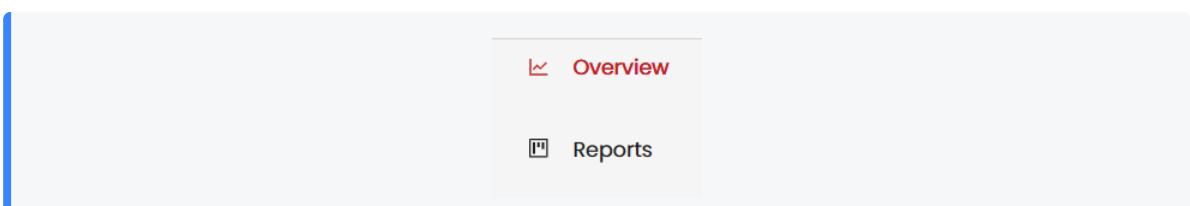
1 RNK | 9 OnTime : 0 Extends : 2 Delays : 0 → Info

2 Tarpon Layout and Printing (TLP) | 9 → Info

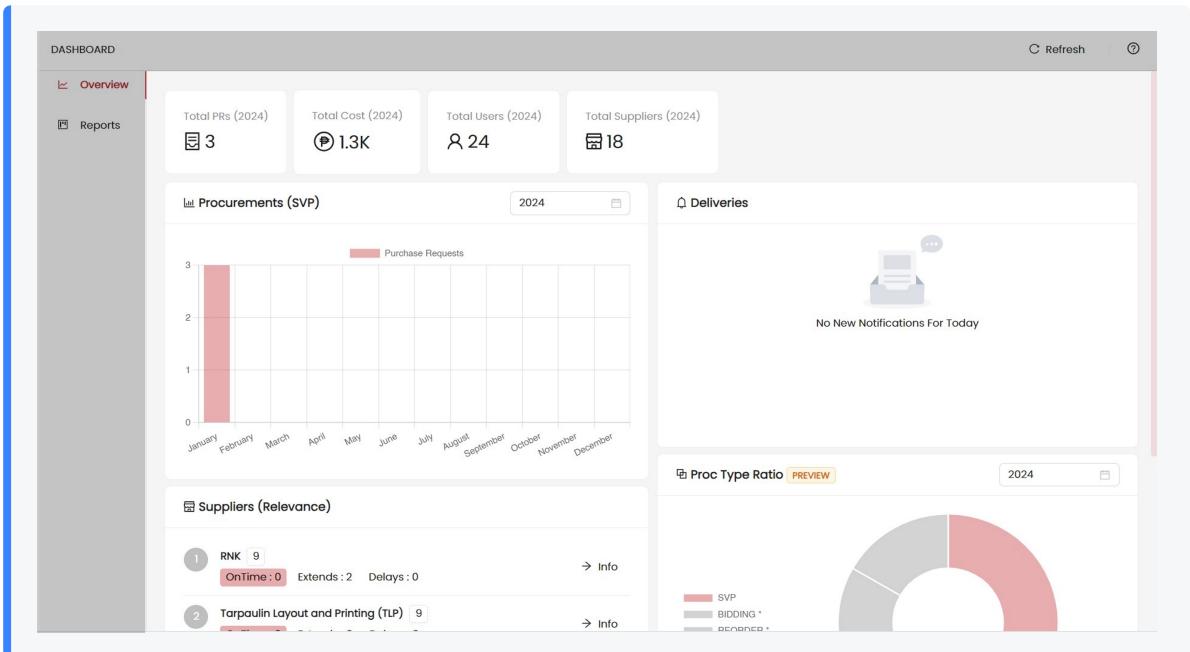
Proc Type Ratio PREVIEW 2024

Proc Type	Ratio
SVP	Red
BIDDING	Grey
PROCUREMENT	White

Tab Selectors - shows the control to navigate the view inside the content.



3. Scroll View Panel - Scroll view panel displays the important details and information of a Page

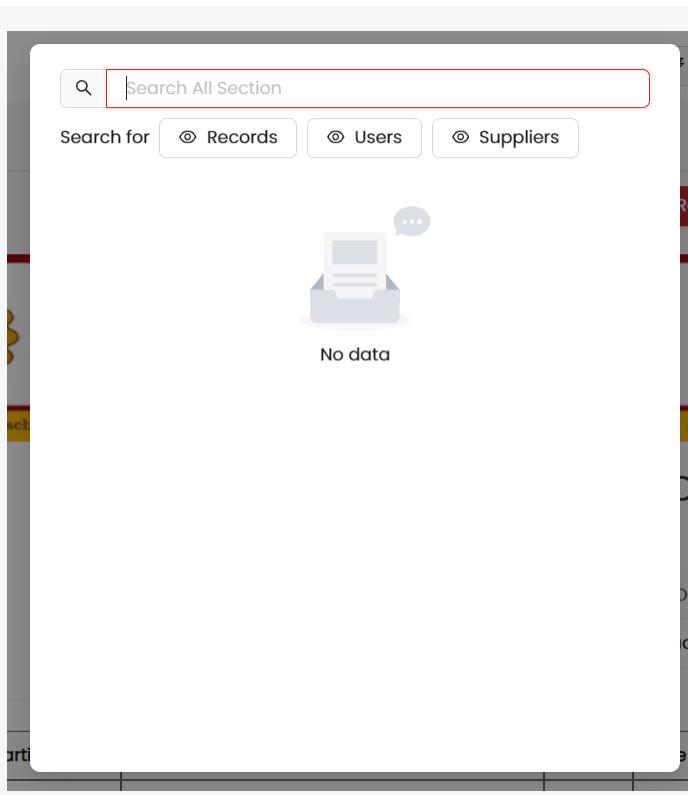


Search Bar and Modal

Search or as it's opinionated name **"Global Search"** is used to find **Procurement Records**, **Users**, and **Suppliers** on a simple and globally accessible search function.

To access the Global Search click on the search box on the Top Bar or using the **Keyboard Shortcut** **CTRL + SPACE**, and a modal shall appear.

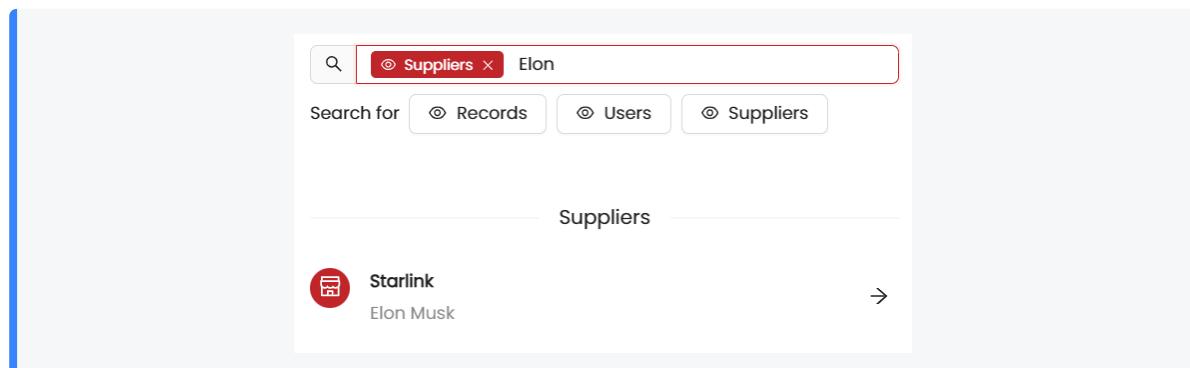
Search Purchase Requests, Purchase Order, Users and ...



By Default the searchable option is **ALL** which returns all types matching result from the query string. You can search for specific areas like **Records** , **Users** , and **Suppliers** .

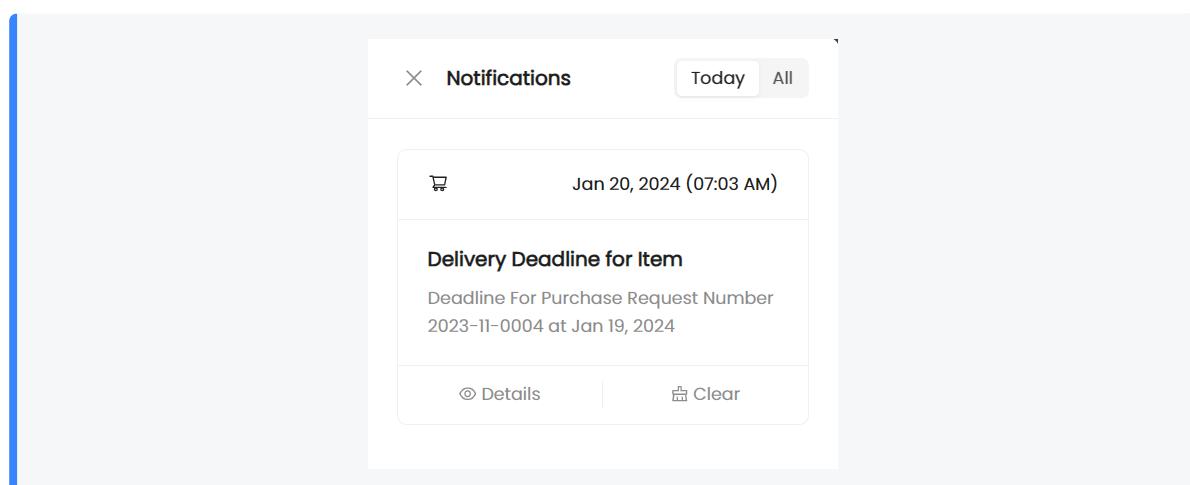
Click on the **Result Item** to view its details → .

- To close the panel click on the outside of the dialog or,
- Using the keyboard key **esc** .

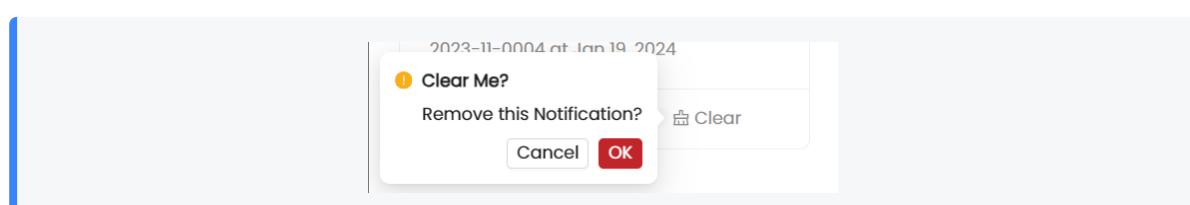


Notifications Panel

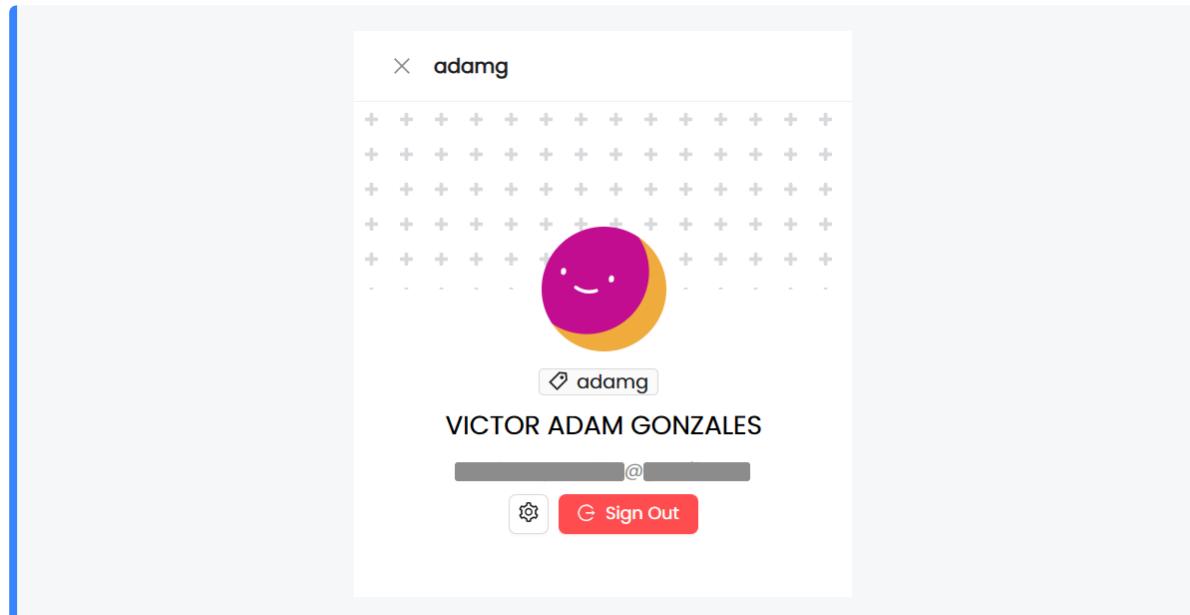
Open the Notifications Panel by clicking the **🔔** or using the **Keyboard Shortcut** **CTRL** + **/** . The **🔔** will show a red dot on top, this indicates that it has new notifications.



- You can close the panel by clicking outside the panel or by clicking the **X** button.
- You can toggle to which notifications type you want to view (**Today's Notifications** or **All of Time Notifications**).
- To go to the details of the Item click the **Details** button to redirect to (Purchase Request Details) [**Records Item**].
- To delete a Notification, click the **Clear** button. this will prompt to confirmation tooltip as shown below.



Administrator Account View

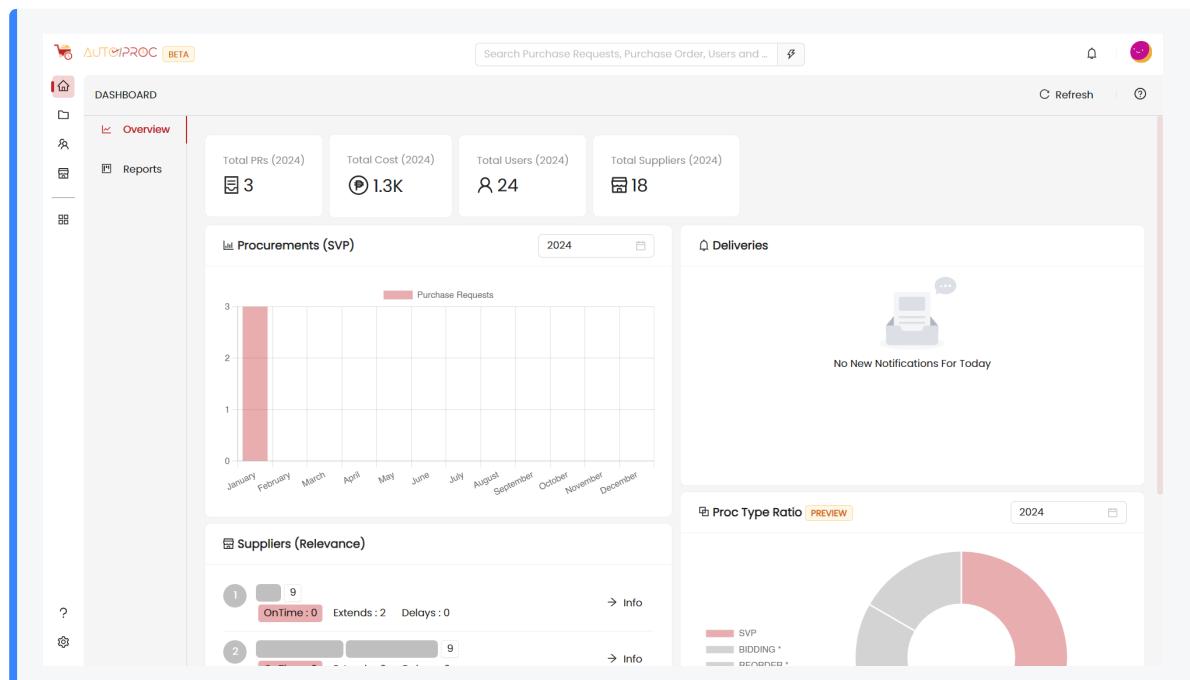


Administrator Account View is the logged in administrator view, this displays the **username**, **full name**, and **email**. This panel can be opened using the **Avatar Image** on the **left most** of the **Top Bar** or using the **Keyboard Shortcut** **CTRL + :**.

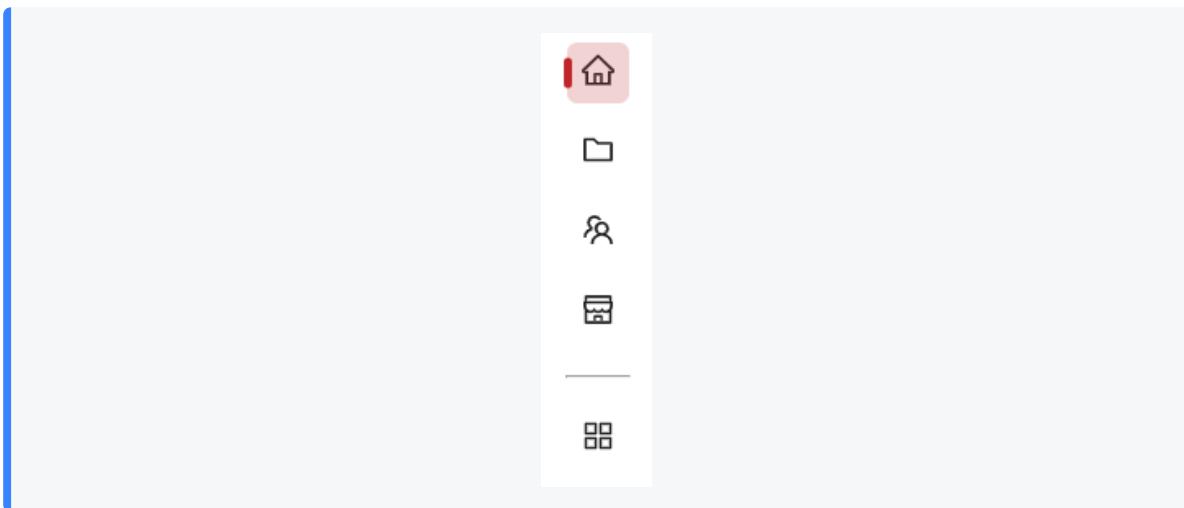
- This panel is also where you can **Sign Out** as a logged in user.
- The panel also allows easy access to the **Settings Page**.
- To close the panel just click out side the Drawer or Click the **X** Button or in the keyboard key **esc**.

Dashboard

Dashboard is where we display data summaries and important **quick-to-view** information from the app data.



- To access the dashboard click on to the Home Button  on the **Navigation Bar/Sidebar**.

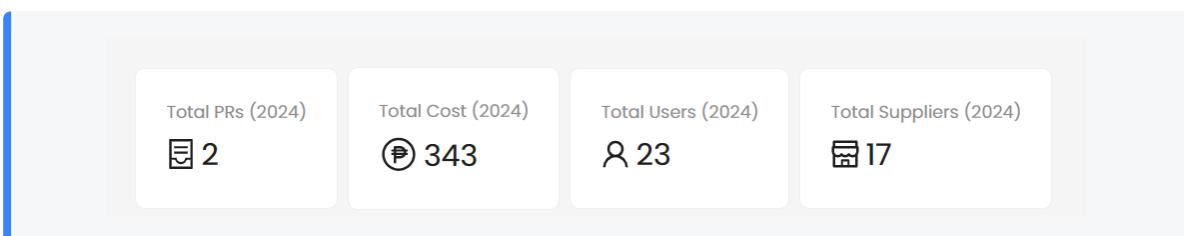


- Dashboard Page is divided into two separate views (Dashboard View and Generate Reports View)
- Dashboard View displays data summaries
- Reports View generates Reports and Prints them

Dashboard Tab

Summary Cards

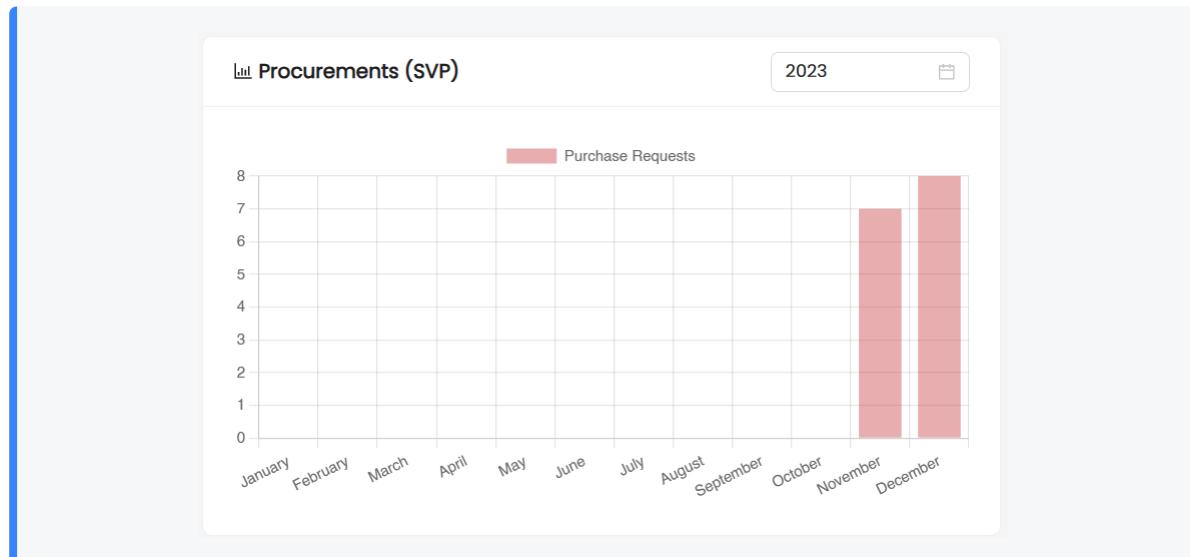
Summary Cards, displays total values. *from left* **Total Purchase Requests** (Current Year), **Total Purchase Requests Cost** (Current Year), **Total Active Users**, and **Total Active Suppliers**.



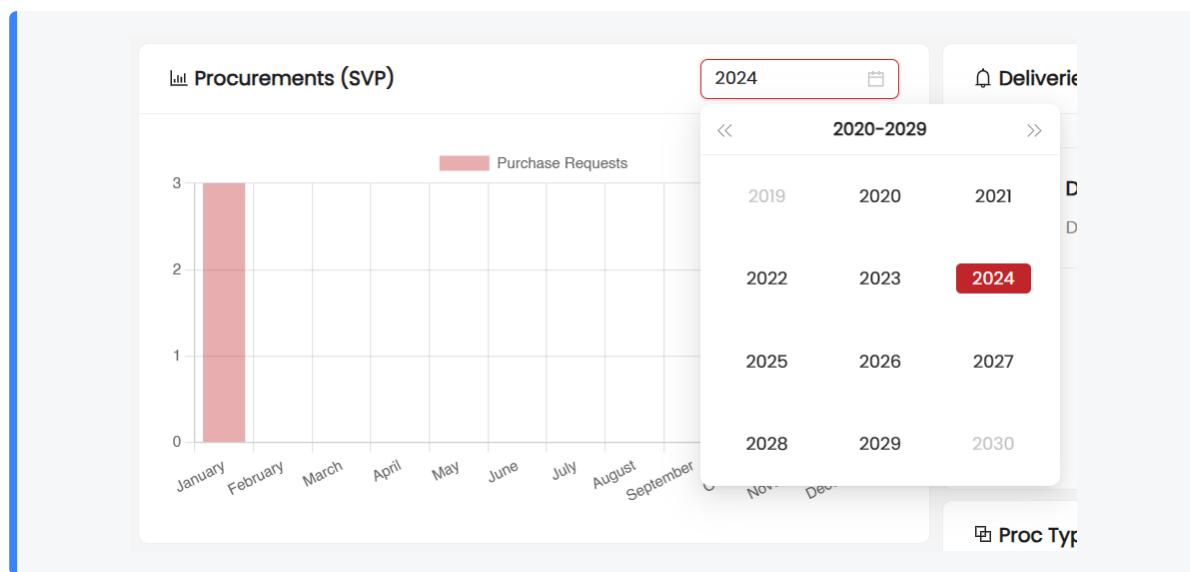
NOTE: they only display data, the cards are not interactive.

Total Purchase (Current Year)

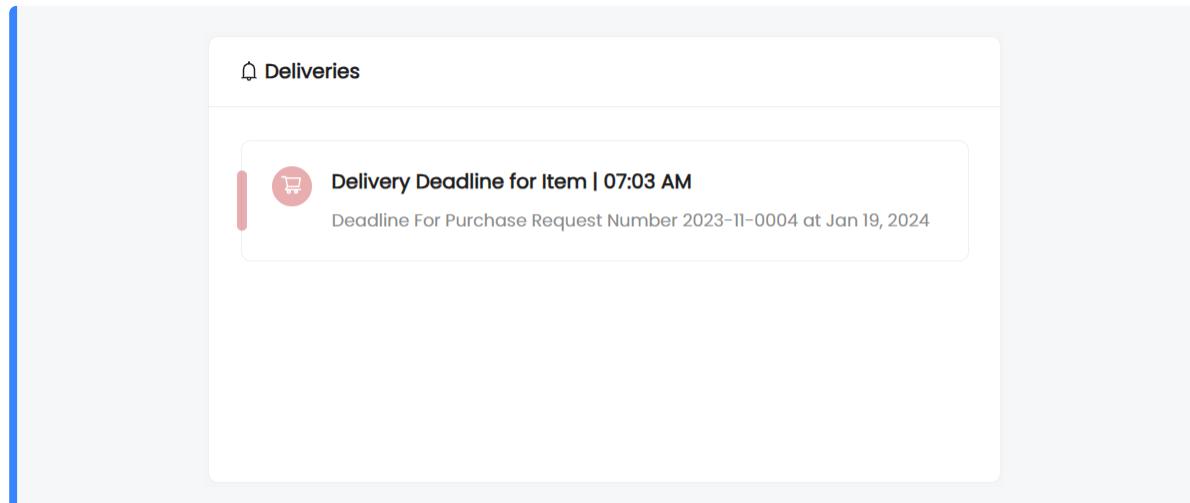
Total Purchase Request Chart  display the count of rendered purchase request each month within the current year.



To display the count of a specific year use the **year picker**  at the *top right* of the card.



Today's Notifications

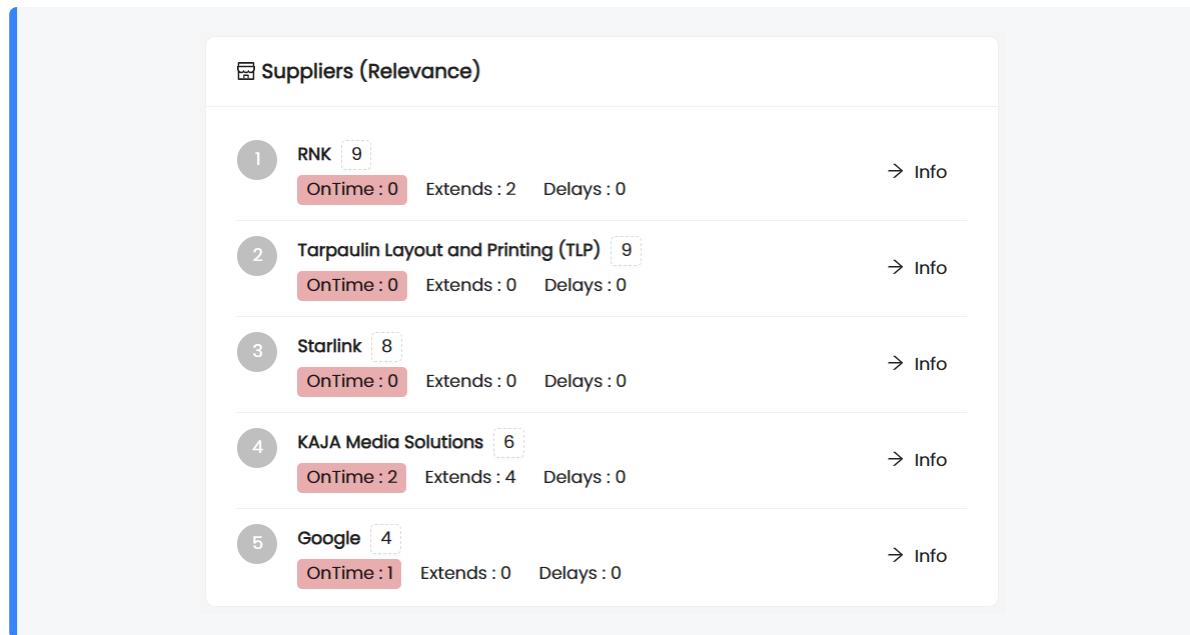


Deliveries displays all delivery notifications within the day.

Note: To view the Purchase Request Item, Open the Notification Panel.

Supplier Relevance

Supplier relevance displays the **Top 5** suppliers with the rating based from thier **Relevance** (number of occurence of being picked as a bidder).



The dashboard displays the top 5 suppliers based on relevance. Each supplier entry includes a rank, name, relevance count, and performance metrics: OnTime, Extends, and Delays. An 'Info' button is available for each supplier.

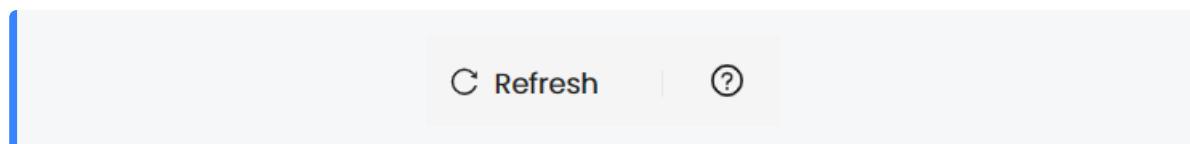
Rank	Supplier	Relevance	OnTime	Extends	Delays	Action
1	RNK	9	0	2	0	→ Info
2	Tarpaulin Layout and Printing (TLP)	9	0	0	0	→ Info
3	Starlink	8	0	0	0	→ Info
4	KAJA Media Solutions	6	2	4	0	→ Info
5	Google	4	1	0	0	→ Info

Click the Arrow Button → to view the suppliers details.

Using the Refresh Button & Help

The app automatically refresh the data in the dashboard, although you can manually refresh the data inside the dashboard

- At the **Sub-Header** click on the action button labeled "↻ Refresh"
- The help button with the icon ⓘ displays this manual.



The sub-header contains two buttons: a 'Refresh' button with a circular arrow icon and a 'Help' button with a question mark icon.

Generate Reports Tab

Generate Reports from Purchase Orders.

Overview
GENERATE REPORT

Start date
End date
()
Re-Generate

Print



Republic of the Philippines
BATANES STATE COLLEGE
Washington Ave., San Antonio, Batanes

<https://www.bachbatanes.edu.ph> <https://web.facebook.com/batanes.bsc.official> batanes.bsc@gmail.com 0939-534-9236



GENERATED PURCHASE REPORT

2024

Generated At	No. POs	Start Date	End Date	Days
January 18, 2024 (02:53 PM)	1 Items	January 11, 2024	January 18, 2024	7 Days

PO No.	Particulars	Purpose	Cost	Type	Supplier	Status	Issued
2024-01-0017	Catridge, Land, Drink, and etc.	To make amends of the system services	₱0.00	SVP	Apostol General Merchandise	COMPLETED	2024-01-18

Subtotal ₱0.00

Prepared By:
VICTOR ADAM GONZALES
Administrator

- by default the generated result, generates the PRs within 7 days (1 Week).
- To generate report based from a date range using the Range Selector above the document.

Start date
End date
()
Re-Generate

- Select the date range and click the starting date and the ending date, then click the **re-generate** button.

2023-12-01
2024-01-15
()
Re-Generate

Dec 2023							Jan 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2	31	1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	31	1	2	3
31	1	2	3	4	5	6	4	5	6	7	8	9	10

24 (11:06 PM) 3 Items January 12, 2024 January 19, 2024 7 Days

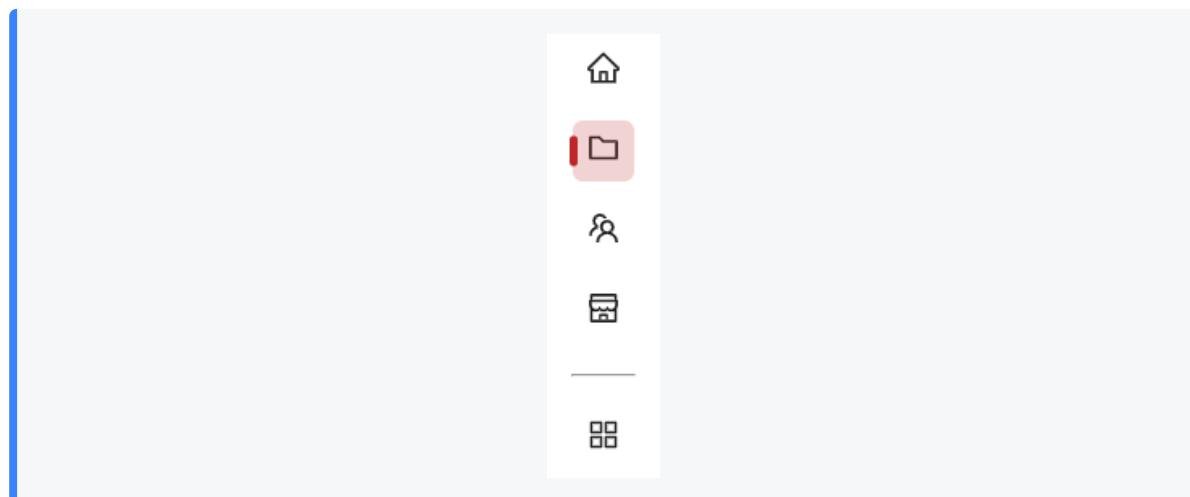
- To print the Document click on the **print** button on the top-right of the Sub-Header.

Records

Records Page, displays the list of purchase requests along with the status of the documents.

PURCHASE ORDERS							<input type="button" value="New Purchase Request"/>	<input type="button" value="Prev"/>	<input type="button" value="Next"/>	<input type="button" value="View"/>
# No.	# Reference	End User	Purpose	Particulars	Status					
2024-01-0017	2023-01-0017	[REDACTED]	To make amends of the system services	Cartrige, Land, Drink, J...	<div style="width: 85%;">85%</div>	<input type="button" value="Details"/>				
2023-12-0015	2023-12-0015	[REDACTED]	For Programs and Activities of ICT Department	Desktop	<div style="width: 42%;">42%</div>	<input type="button" value="Details"/>				
2024-01-0016	2024-01-0016	[REDACTED]	Communist	Expired Milk	<div style="width: 0%;">0%</div>	<input type="button" value="Details"/>				
2023-12-0012	2023-12-0012	[REDACTED]	Document Slippage	Clippers and Cow Mil...	<div style="width: 100%;">100%</div>	<input type="button" value="Details"/>				
2023-II-0008	2023-II-0008	[REDACTED]	Purchase New Ink Cartridges, Printer Cleaning Ut...	Full Set Subliminal Ink...	<div style="width: 100%;">100%</div>	<input type="button" value="Details"/>				
2023-II-0001	2023-II-0007	[REDACTED]	Lorem Ipsum Dorem Sit Amet Consectituir	Ink and Printer Flush ...	<div style="width: 100%;">100%</div>	<input type="button" value="Details"/>				
2023-12-0014	2023-12-0014	[REDACTED]	This Procurement Records is for Testing the Deliv...	Agricultural Hand Tro...	<div style="width: 0%;">0%</div>	<input type="button" value="Details"/>				
2023-12-0013	2023-12-0013	[REDACTED]	supply is running low	pin	<div style="width: 100%;">100%</div>	<input type="button" value="Details"/>				

- to open the Records page click on the Folder  icon in the Navigation Bar.



Row Definition

Row Label	Row Description
No.	Purchase Request Number
Reference	Purchase Request Reference Number
End User	End User's / Client's / Requester's Name
Purpose	Purchase Request Purpose
Particulars	Preview of the rendered particulars
Status	Document Status, Accomplishment Status (<input checked="" type="checkbox"/> Completed <input type="checkbox"/> No Activity 0% Percentage Status). Refer to Document Status
View	Button to View the Purchase Request Details. Refer to Purchase Request Details .

Records Pagination

To paginate to list of purchase request click on the pagination control on the Sub-Header.

[!\[\]\(e2906a780c2bbcdc2a236d79598e58f1_img.jpg\) Prev](#) [!\[\]\(b46c7f04a8d398c60eb357f7415c967f_img.jpg\) Next](#)

Adding New Purchase Request

Adding a new purchase request. Click on the [Add New Purchase Request](#) Button on the Sub Header.

 [New Purchase Request](#)

This will show a [drawer](#) at the right side of the screen.

- to **Cancel** the creation of PR click outside the drawer or click the  button.

× CREATE NEW PR

* Purchase Request Number

 Generate

* OBR

00-00-0000-00-0000

* Reference Number

REF

* End User

Type the User's Name

* Issued Date

2024-01-18



* Purpose

Particulars

* Particulars

+ Add Item

⊕ Save Purchase Request

- Generate a PR Number using the generate button. PR Number Generator assure that Purchase Request Number does not enter duplicate keys.

* Purchase Request Number

 Generate

- OBR & Reference Number

1. (Obligation Request) has an input mask, so the value is strictly controlled.

* OBR

00-00-0000-00-0000

* Reference Number

REF

- End User and Issued Date

* End User

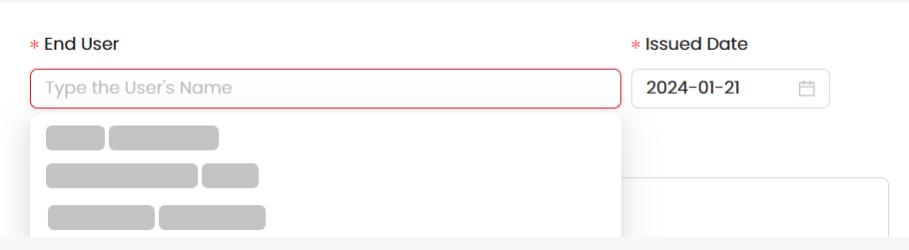
Type the User's Name

* Issued Date

2024-01-18



To Select an **End-User** select the ***select box*** and type their **Name**.

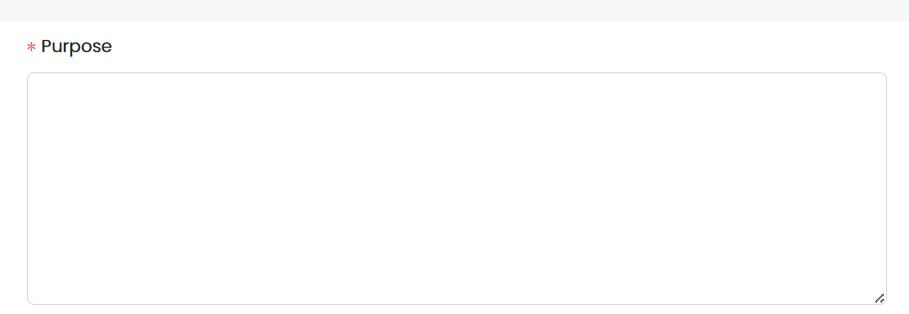


* End User

Type the User's Name

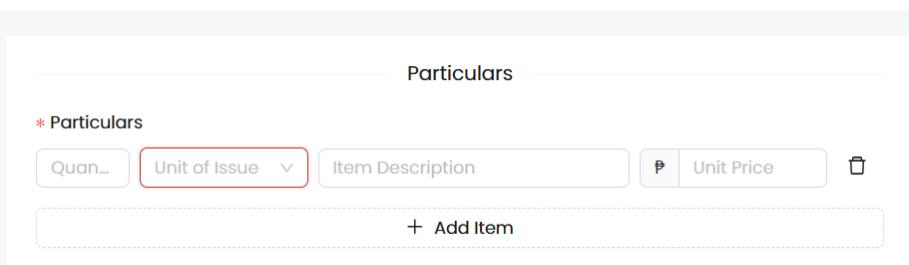
2024-01-21

1. **Purpose** - the purpose of the purchase request



* Purpose

1. **Particulars** - to create particulars you just need to add a new particular by clicking the **+ Add Item** Button.
 - Once added a new item an input of ***from-left-to-right*** **Quantity**, **Unit of Issue**, **Description**, and **Unit Price** in (₱ Peso)
 - To remove an item click on the delete button  on the right most of the row item.



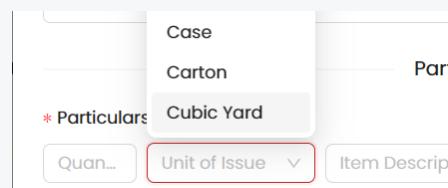
Particulars

* Particulars

Quan... Unit of Issue Item Description ₱ Unit Price

+ Add Item

Select Unit of Issue.



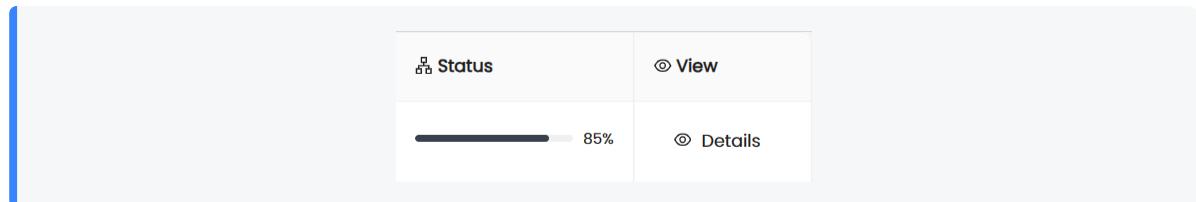
To add new Type of Unit of Issue Refer to *Unit Issue Manager*

1. **Save Purchase Button** - Save Purchase Request will save the New Purchase Request Document.

Purchase Request Details

Opening the Purchase Request Details page

- Click on the **details** button on the [Records Page](#) to open the [Purchase Request Details](#).



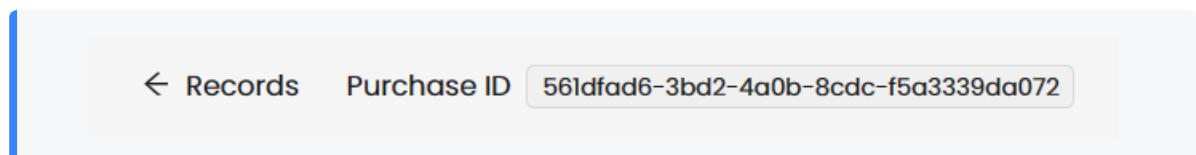
Records Item

The Purchase Request Details Page

The screenshot shows the Purchase Request Details page. The main content area displays the Purchase Request document, which includes the college's logo, name, and contact information. The document is titled "PURCHASE REQUEST" and contains sections for PR Number, Reference No., Department, and a table of items with their details. The sidebar on the right lists "Document Status" with various items checked off, such as "Purchase Request", "Recommendation", "RFQ", "Abstract", "Awarding", "Purchase Order", and "Delivery".

Back Button

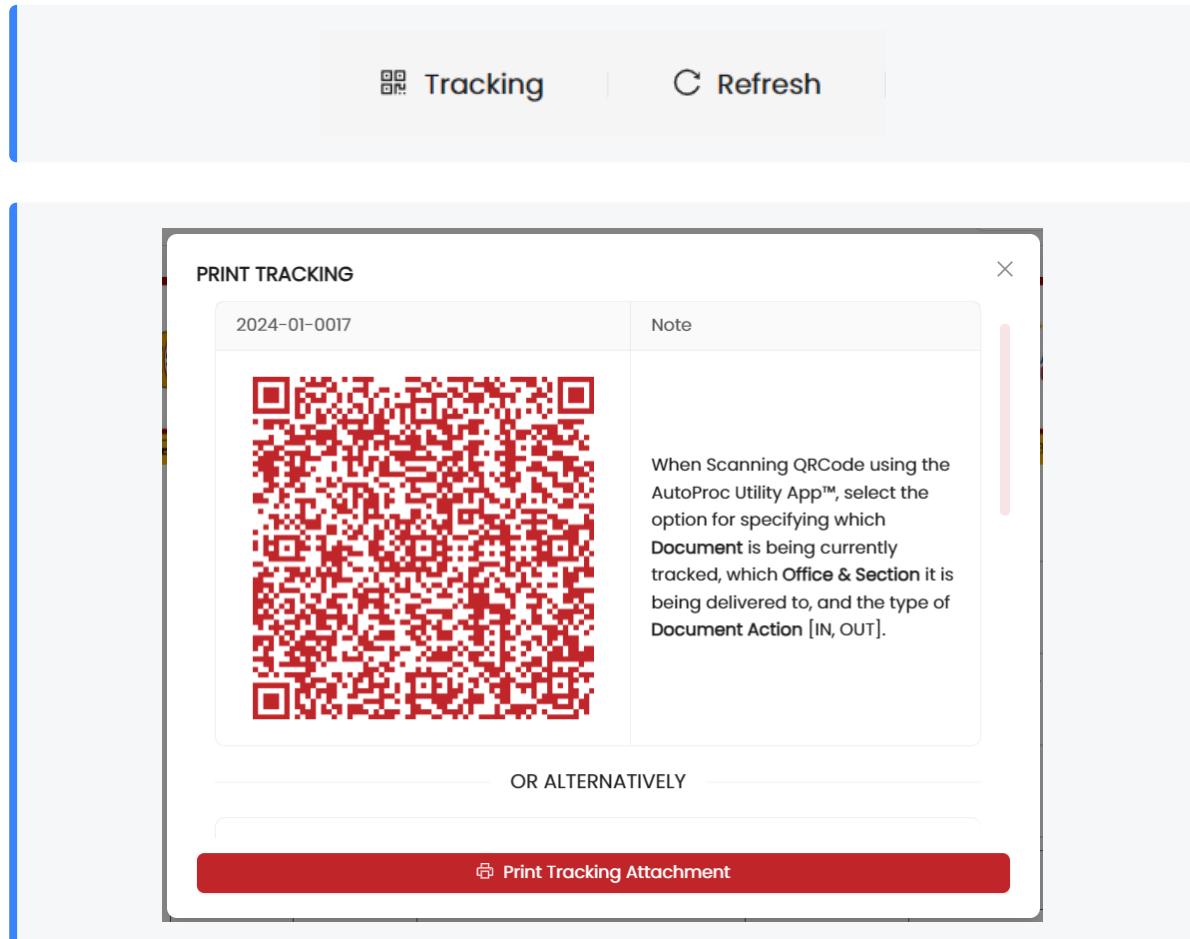
- To go back use the **Records** back button located at the top most left of the sub header, this will return back to the [Records Page](#).
- The Sub Header also displays the **Record ID** of the current Viewed Purchase Requests



Generate Tracking

Generate Document used for **Routing**, primarily used by the **AutoProc Utility™ (Tracker)**. Refer to Utility Tracker.

- Click the **Tracking** button to display the QRCode.
- Refresh to reload page data using the **Refresh** button.



- To print the generated QRCode click on the **Print Tracking Attachment** button **This will be attached with the Purchase Request Document**.

Document Steps (Tabs)

The Purchase Request Details is divided into seven (7) Tabs, each representing the type of document it handles.

Purchase Request

 Recommendation

 Request Quotation

 Abstract of Quotation

 Awarding & Release

 Purchase Order

 Delivery Status

Purchase Request Tab

Handle the modification of the **Purchase Request** document.

✓ Completed

 Print  Edit PR

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Washington Ave., San Antonio, Basco, Batanes



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PURCHASE REQUEST

PR Number	2024-01-0017	Date	January 18, 2024
Reference No.	2023-01-0017	OBR	01-03-2023-11-0987
Department	Information and Communications Technology Department	Section	

Qty	Unit	Item Description	Unit Price	Total
3	cn	Catridge	₱454.00	₱1,362.00
3	cy	Land	₱56.00	₱168.00
67	cs	Drink	₱15.00	₱1,005.00
89	hv	lomies	₱345.00	₱30,705.00

Tab Header (Purchase Request Tab). displays,

✓ Completed

 Print 

-  Set Document **Final** Button (*left most*) will confirm for document finalization which will set the document as immutable. Refer to [Make Document Final](#).
-  **Print** Button which will print the Document in the [Document Preview Panel](#).

-  **Edit PR** Button which opens the PR Edit Drawer, It is the same as the [Create New Purchase Request Form](#), but **PR Number, End User** fields are not modifiable.

Document Preview (Purchase Request Tab). displays,



PURCHASE REQUEST

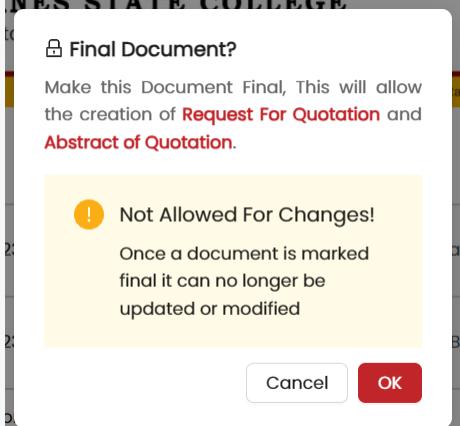
PR Number	2024-01-0017	Date	January 18, 2024
Reference No.	2023-01-0017	OBR	01-03-2023-11-0987
Department	Information and Communications Technology Department	Section	

Qty	Unit	Item Description	Unit Price	Total
3	cn	Catridge	₱454.00	₱1,362.00
3	cy	Land	₱56.00	₱168.00
67	cs	Drink	₱15.00	₱1,005.00
89	hv	James	₱345.00	₱30,705.00

This is the same preview as to what the **Print** will output.

Make Document Final

Once the document is set to final, modification using the **Edit PR** will not be available, same through the button will also be disabled. the Button also shows a text **Completed**.



Final Document?

Make this Document Final, This will allow the creation of **Request For Quotation** and **Abstract of Quotation**.

! Not Allowed For Changes!

Once a document is marked final it can no longer be updated or modified

Cancel **OK**

NOTE: Make Final in other Tabs may differ due to the requirements it needs to unlock them.

Request Recommendation Tab

Handle the modification of the **Purchase Request Recommendation** document.



✓ Completed

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Approval of BAC Resolution Recommending Alternative Mode of Procurement
under Small Value Procurement

BAC RESO 2023-01-0018

WHEREAS, Section 48 Rule XVI of the Revised Implementing Rules and Regulations of RA 9184 allows Alternative Mode of Procurement subject to prior approval of the HOPE thru Annual Procurement Plan (APP) and only to promote economy and efficiency;

WHEREAS, Section 53.9 allows Small Value Procurement provided that the procurement does not fall under shopping in Section 52 of this IRR and the amount involved does not exceed the thresholds prescribed in Annex "H" of this IRR;

WHEREAS, Appendix 18, Section 3.e on the Guidelines for Shopping and Small Value Procurement provides an Abstract of Quotations shall be prepared setting forth the names of those who responded

The same as the [Purchase Request Tab](#) it also has the same action buttons,

- **Set Document Final** Button (left most) will confirm for document finalization which will set the document as immutable. Refer to [Make Document Final](#).
- **Print** Button which will print the document from the Document Preview.
- Purchase Request Recommendation has two (2) types of document preview (**Review** and **Approve**). you can use the **Toggle Button** to toggle between the documents.

Content Editable

Some contents can be edit manually if the need arises.



BAC RESO 2023-01-0018

WHEREAS
Section 48 Rule XVI of the Revised Implementing Rules and Regulations of RA 9184 allows Alternative Mode of Procurement subject to prior approval of the HOPE thru Annual Procurement Plan (APP) and only to promote economy and efficiency;

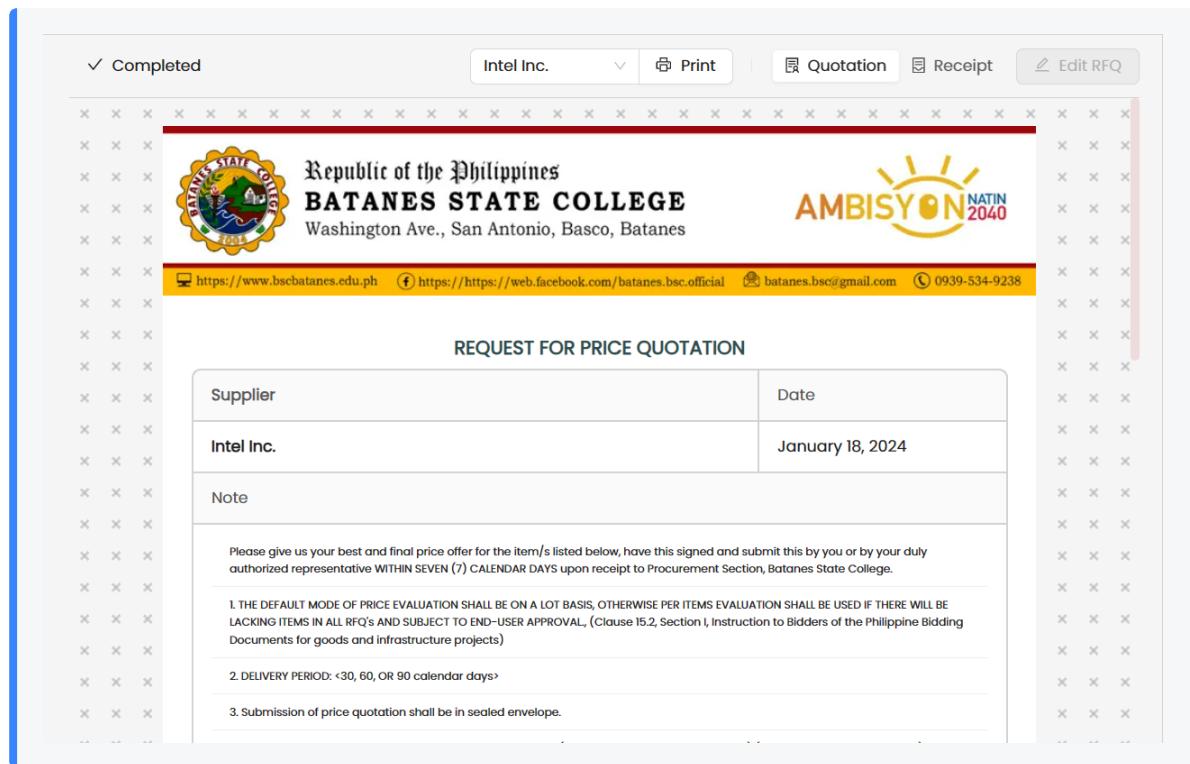
WHEREAS, Section 53.9 allows Small Value Procurement provided that the procurement does not fall

WARNING: This feature is still a **Preview** and changes does not persist through the span of the application. it is temporarily set for the purpose of printing.

- To activate the Content Editable option, Click on the text that needs to be changed.
- Click outside the textbox or press **esc** to save the changes.

Request for Price Quotation Tab

Handle the modification of the **Request For Price Quotation** document.



✓ Completed Intel Inc. Print Quotation Receipt Edit RFQ

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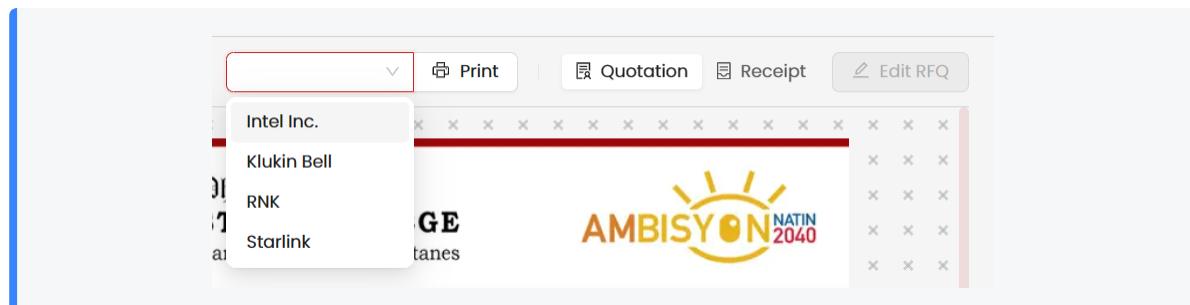
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REQUEST FOR PRICE QUOTATION

Supplier	Date
Intel Inc.	January 18, 2024
Note	
Please give us your best and final price offer for the item/s listed below, have this signed and submit this by you or by your duly authorized representative WITHIN SEVEN (7) CALENDAR DAYS upon receipt to Procurement Section, Batanes State College.	
1. THE DEFAULT MODE OF PRICE EVALUATION SHALL BE ON A LOT BASIS, OTHERWISE PER ITEMS EVALUATION SHALL BE USED IF THERE WILL BE LACKING ITEMS IN ALL RFQ's AND SUBJECT TO END-USER APPROVAL, (Clause 15.2, Section I, Instruction to Bidders of the Philippine Bidding Documents for goods and infrastructure projects)	
2. DELIVERY PERIOD: <30, 60, OR 90 calendar days>	
3. Submission of price quotation shall be in sealed envelope.	

The same as the [Purchase Request Tab](#) it also has the (partially) same action buttons,

- Set Document **Final** Button (*left most*) will confirm for document finalization which will set the document as immutable. Refer to [Make Document Final](#).
- **Print** Button which will print the document from the Document Preview. The RFQ print in the type Quotation Panel requires to select a Supplier before printing.



Print Quotation Receipt Edit RFQ

Intel Inc.
Klukin Bell
RNK
Starlink

AMBISYON NATION 2040

- Document Preview Types (**Quotation** and **Receipt**), using the **Toggle** button to toggle between the two documents.
- Edit RFQ, add or edit the Suppliers for the RFQ documents. by clicking the **Edit RFQ** button at the top-right fo the RFQ document topbar.

[Edit Request For Price Quotation](#)

× Edit

Date

2024-01-05

* Suppliers

Select Suppliers

 Update RFQ Document



Select Suppliers by clicking each one (Maximum 10 Suppliers for now.)

× Edit

Date

2024-01-05

* Suppliers

Klukin Bell × Intel Inc. × RNK ×

Starlink ×

KAJA Media Solutions

One-Stop Government Mandates Registr...

Intel Inc. ✓

Klukin Bell ✓

RNK ✓

Starlink ✓

Google

Tarpaulin Layout and Printing (TLP)



To deselect, click on the supplier name on the dropdown or click the  beside the Supplier Name inside the search box.

Quotation for Abstract Tab

Handle the modification of the **Abstract of Quotation** document.

✓ Completed

 Print

 Edit Abstract



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ABSTRACT OF QUOTATION

Bidding Location	Date
Basco	January 18, 2024
Note	Furnished At
(<input checked="" type="checkbox"/>) Furnishing/delivery of supplies, and materials or equipment (<input checked="" type="checkbox"/>) Furnishing Labor, services, etc. (<input checked="" type="checkbox"/>) Rental or use of transportation facilities equipment, quarters, rooms, lot or space, etc.	Batanes State College
(State place or site of Office or project where articles or services be furnished or returned)	

The same as the [Purchase Request Tab](#) it also has the (partially) same action buttons,

-  [Set Document Final](#) Button (*left most*) will confirm for document finalization which will set the document as immutable. Refer to [Make Document Final](#).
-  [Print](#) Button which will print the document from the Document Preview.
-  [Edit Abstract Quotations](#) adding quotation values.

[Edit Abstract Quotation](#)

× Edit Abstract of Quotation

* Place of Bidding Date

Basco 2024-01-17

Enter The Total Quotated

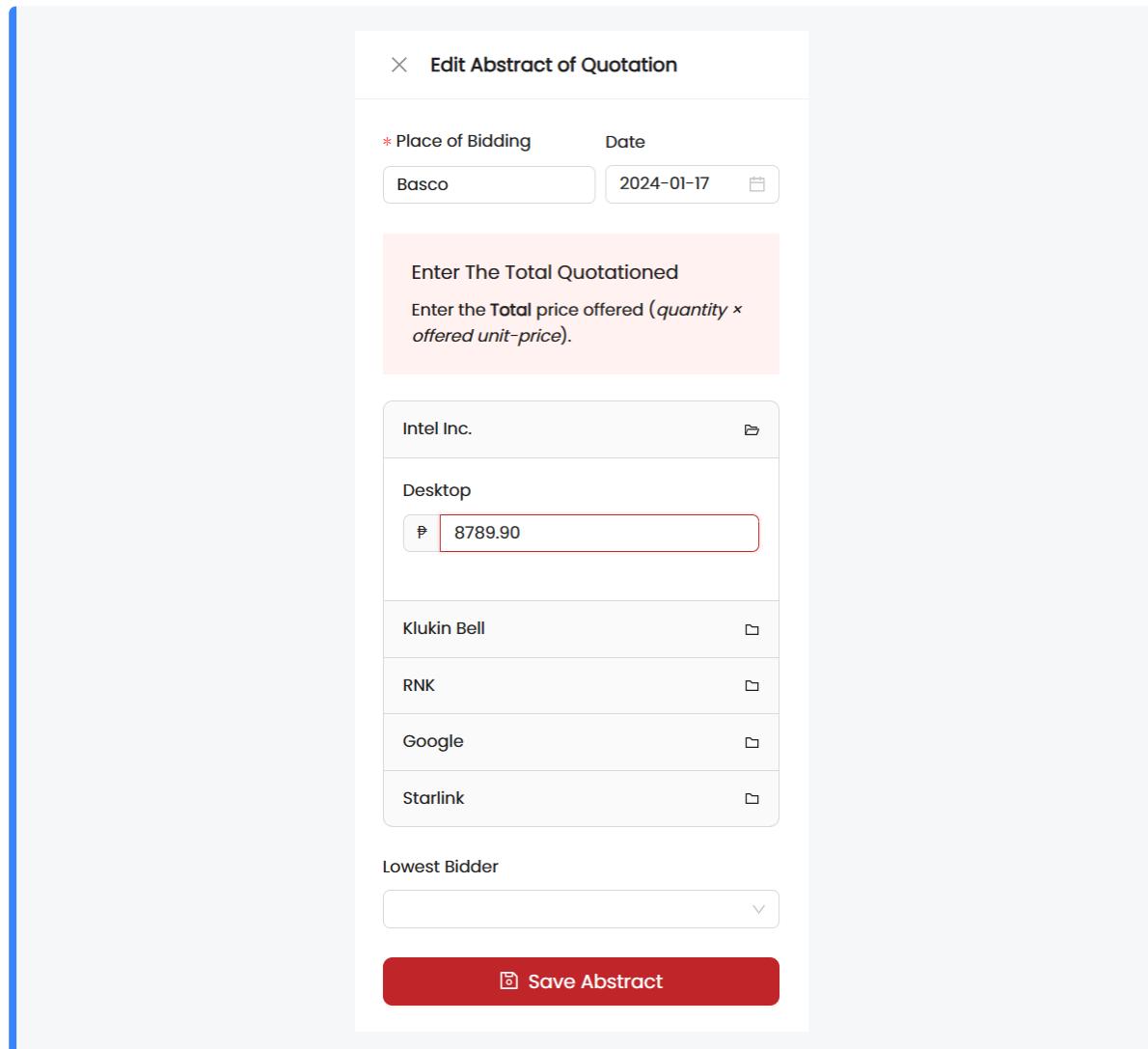
Enter the **Total** price offered (*quantity × offered unit-price*).

Intel Inc.	✉
Desktop	₱ 8789.90
Klukin Bell	✉
RNK	✉
Google	✉
Starlink	✉

Lowest Bidder

▼

Save Abstract



Using accordion view, editing the Supplier's quotation by clicking on the Supplier Name to show all the product total price. *Enter only the total price quotation* the application will auto-compute the *unit price quotations*.

- After reevaluating the document, it can proceed to select the **Lowest Bidder**.

Purchase Awards

Handle the modification of the **Purchase Awarding** document.

✓ Completed
 Review
 Approve
 Notice
 Print

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BAC Resolution Recommending for Award

WHEREAS the BATANES STATE COLLEGE advertised the Request for Price Quotation (RFQ) for the Bond Paper, Fastener, and Brown Folder with PR #2024-01-0018 dated January 18, 2024.

WHEREAS from the period the Request for Price Quotation (RFQ) has started up to the time of bid submission and opening, Nine (9) prospective bidder were able to submit the RFQ;

WHEREAS the Price Quotation based on the Lowest Calculated & Responsive Bid (LCRB) format of the bidders were opened and its bid price was read as follows:

Item No.	Bidder with Calculated Bid	ABC	Bid Amount
01	Intel Inc.	₱545.00	₱605.00

The same as the [Purchase Request Tab](#) it also has the (partially) same action buttons,

- **Set Document Final** Button (left most) will confirm for document finalization which will set the document as immutable. Refer to [Make Document Final](#).
- **Print** Button which will print the document in the Document Preview. The RFQ print in the type Quotation Panel requires to select a Supplier before printing.
- Toggle between document preview type (**Review**, **Approve**, and **Notice**).

Content Editable

Some contents can be edit manually if the need arises.

BAC RESO 2023-01-0018

WHEREAS

Section 48 Rule XVI of the Revised Implementing Rules and Regulations of RA 9184 allows Alternative Mode of Procurement subject to prior approval of the HOPE thru Annual Procurement Plan (APP) and only to promote economy and efficiency;

WHEREAS, Section 53.9 allows Small Value Procurement provided that the procurement does not fall

WARNING: This feature is still a **Preview** and changes does not persist through the span of the application. it is temporarily set for the purpose of printing.

- To activate the Content Editable option, Click on the text that needs to be changed.
- Click outside the textbox or press **esc** to save the changes.

Purchase Order

Handle the modification of the **Purchase Awarding** document.

✓ Completed

Print Edit PO

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PURCHASE ORDER

Supplier	RNK	PO No.	2024-01-0018
Address	IHUBOK 2, Kaychanarianan, Nat'l Road	Date	01/18/2024
TIN	123-123-123-123		

Please furnish this office the following articles subject to the term and conditions contained herein:

Place of Delivery	BSC Agriculture Building	Delivery Term	FOB Destination
Days of Delivery	30 Day(s)	Payment Term	30 Days Upon Delivery

No	Unit	Description	Quantity	Unit Price	Amount

The same as the [Purchase Request Tab](#) it also has the (partially) same action buttons,

- [Set Document Final](#) Button (left most) will confirm for document finalization which will set the document as immutable. Refer to [Make Document Final](#).
- [Print](#) Button which will print the document in the Document Preview. The RFQ print in the type Quotation Panel requires to select a Supplier before printing.
- [Edit PO](#) edit the Purchase Order. is the same as the [Create New Purchase Order](#).

Create Purchase Order

CREATE NEW

* Entity/Agency * Date

Makima Inc 2024-01-18

* Destination

Batanes State College

* Delivery

90 Days

* Delivery Term

FOB Destination

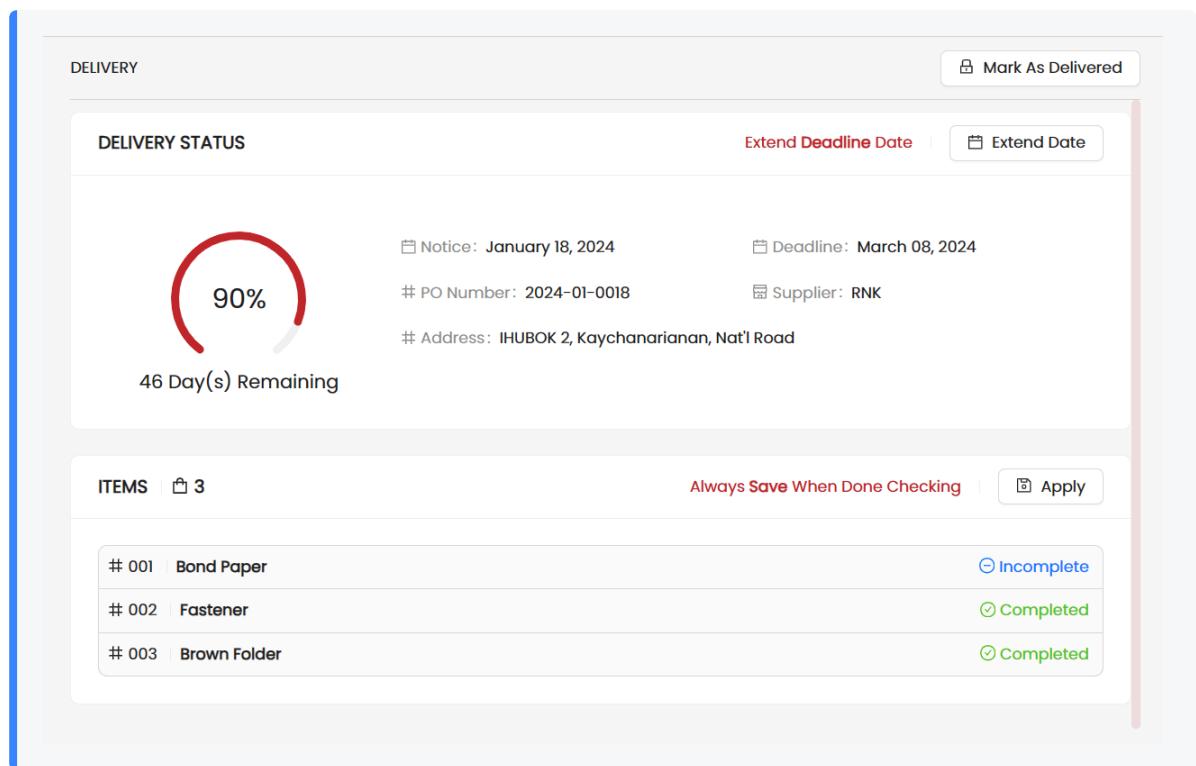
* Payment Term

30 days upon delivery

Save Purchase Request

Delivery

Handle the modification of the **Purchase Document** document.



DELIVERY

DELIVERY STATUS

90%

46 Day(s) Remaining

Notice: January 18, 2024

Deadline: March 08, 2024

PO Number: 2024-01-0018

Supplier: RNK

Address: IHUBOK 2, Kaychanarianan, Nat'l Road

ITEMS 3

Always Save When Done Checking

Apply

001 Bond Paper Incomplete

002 Fastener Completed

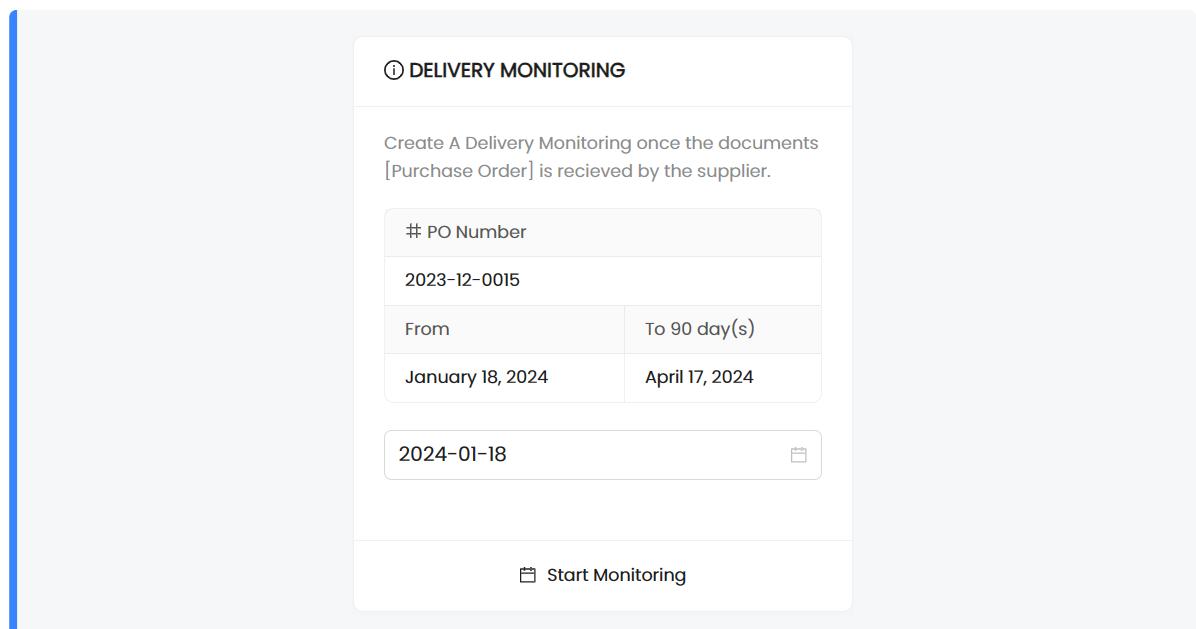
003 Brown Folder Completed

WARNING: Creating a new delivery monitoring requires the Purchase Order to be finalized first.

Create New Delivery

Creating a delivery monitoring, requires you to select the starting date.

- Enter the starting date or select as is
- Click on the  Start Monitoring to initialized the monitoring.



① DELIVERY MONITORING

Create A Delivery Monitoring once the documents [Purchase Order] is received by the supplier.

PO Number

2023-12-0015

From To 90 day(s)

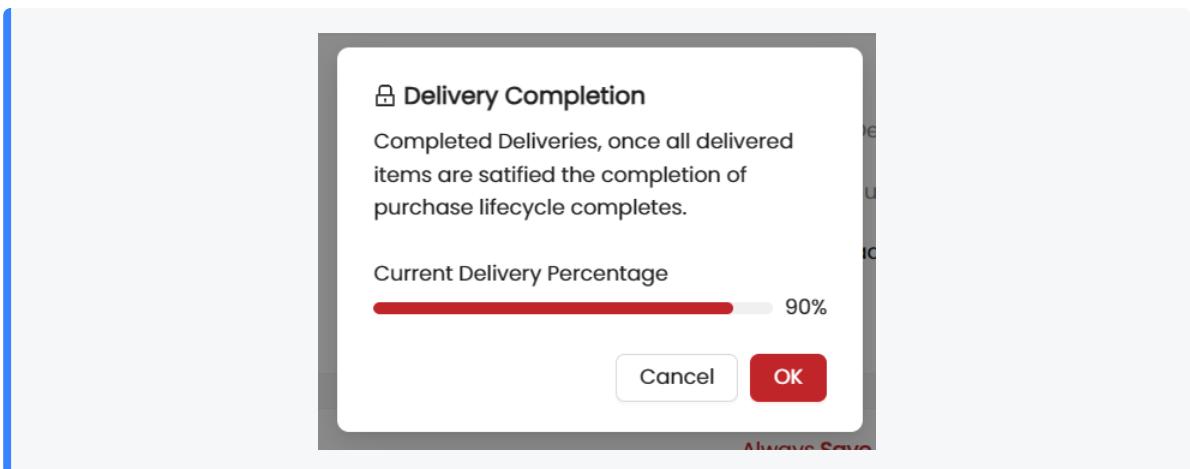
January 18, 2024 April 17, 2024

2024-01-18

 Start Monitoring

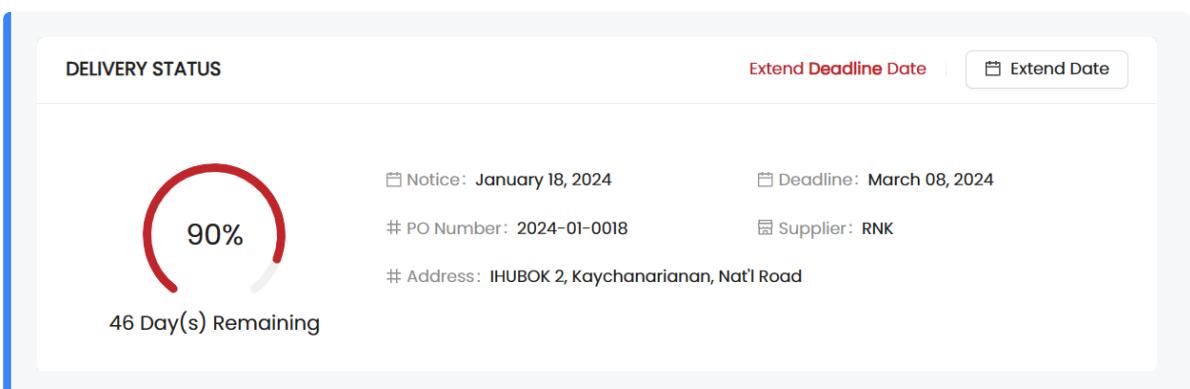
The Tab Header displays the actions,

- Marked as Delivered wherein when the documents is finalized and requires no more item to be delivered by confirming the confirm dialog the delivery will accomplish and the document status from the Records review will show a completed (100%) status in displayed on the [Document Status](#), and the [Records Page](#).



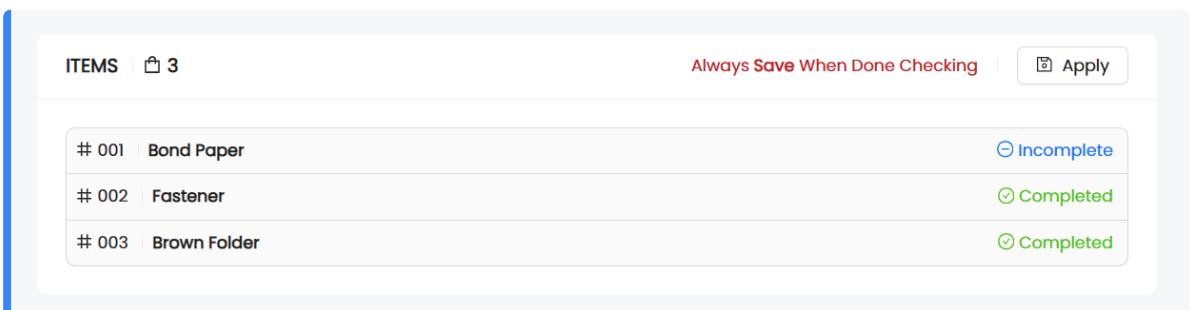
Delivery Status

- Displays the [Purchase Order Details](#), the delivery status (in Percentage).
- It also displays the remaining days of the delivery.



Delivery Items

- Displays the list of particulars that are either in [pending](#) | [completed](#) state.
- And to save the changes use the [Apply](#) button which will update the Delivery Status.



- To update the item click on the item [container](#)
- This will display the Item Details such as unit-price and quantity.
- [Checklist](#) controls are the modifiable elements. which are [Quantity](#) , [Quality Checked](#) , [Authenticity Checked](#) and [Remarks](#) .

001 | Bond Paper Incomplete

Name	Bond Paper	Quantity	500 Item(s)	Unit	₱0.90
Total	₱450.00	Remarks	N/A		

Checklist

450	<input checked="" type="checkbox"/> Quality	<input checked="" type="checkbox"/> Authentic	Remarks
-----	---	---	---------

002 | Fastener Completed

003 | Brown Folder Completed

Extend Delivery Date

- Extending the delivery date by clicking the **Extend Delivery** button on the **Delivery Status** Section.

[Extend Deadline Date](#) | [Extend Date](#)

- This will open a dialog.
- The application will calculate the number of days and the date it'll extend to.

Request For Extension

Original Deadline	Extended Date
March 08, 2024	March 23, 2024

15 Days

Cancel **Extend**

- Select the number of extension days

15 Days

5 Days

15 Days

30 Days

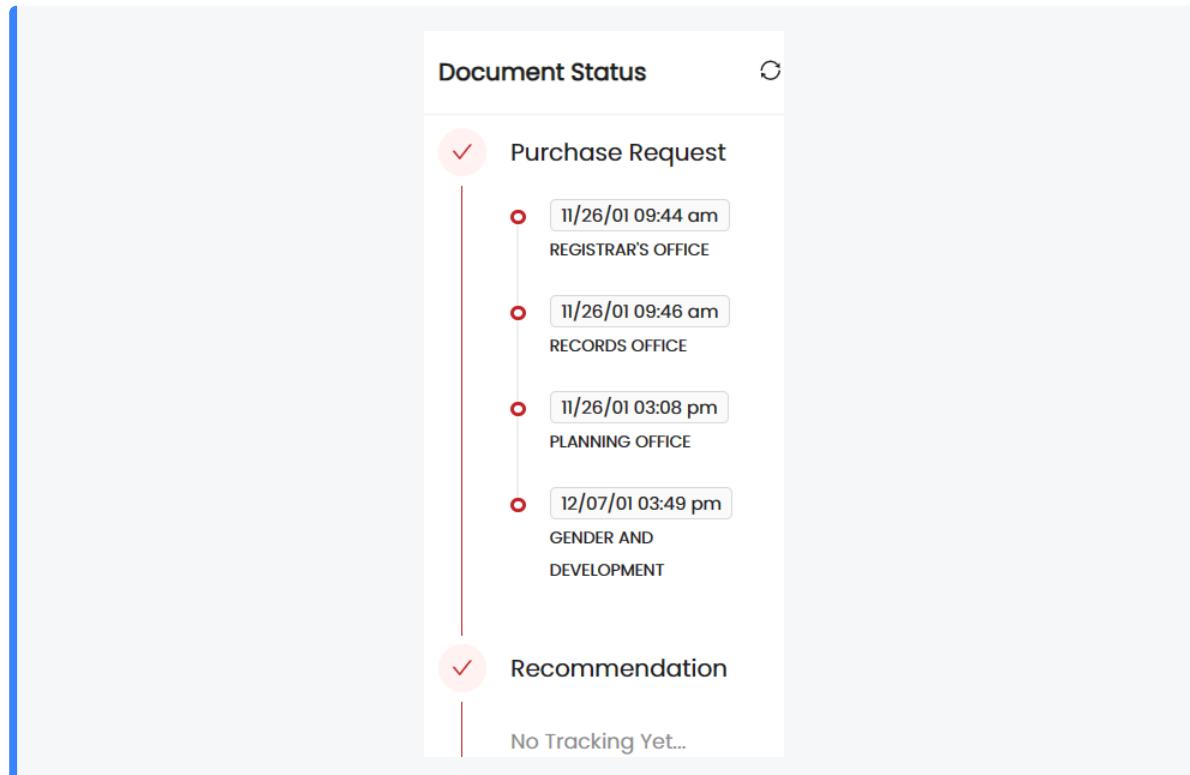
60 Days

90 Days

Document Status

Document status tracks the document current routing status and the steps completed

- When an Document Type is completed (Toggled the `Set Final`) a  mark will be displayed, which will proceed the status tracking onto the next Document Type.
- Along with this document status the Offices the document traversed to are also tracked using the **AutoProc Utility**.
- *Note: the refresh icon does not indicate any actions, it only animates when a new update to the document status is triggered.*

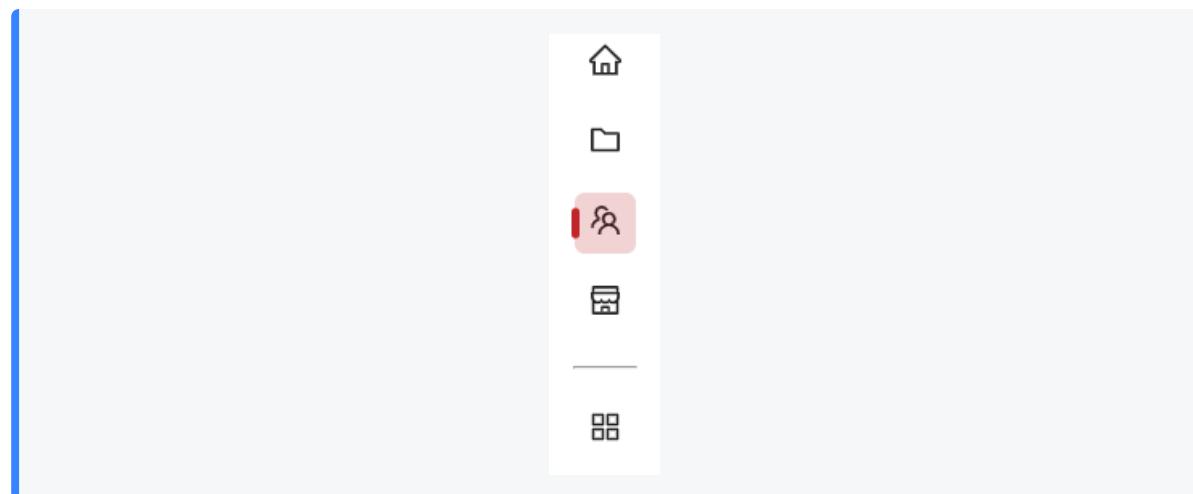


End Users

Manage Users `Standard` , `Tracker` , `Checker` user roles.

USER MANAGEMENT								
⌚	👤 Name	⌚ Role	⌚ Department	⌚ Section	✉ Email	☎ Phone	🔗 Link	⌚ Details
🟡	[REDACTED]	⌚ TRACKER	Finance Depart...	Accounting	[REDACTED]	-	-	[REDACTED]
🟡	[REDACTED]	👤 USER	Planning Office	-	[REDACTED]	[REDACTED]	-	[REDACTED]
🟡	[REDACTED]	👤 USER	Registrar's Office	-	[REDACTED]	-	-	[REDACTED]
🟡	[REDACTED]	👤 USER	Finance Depart...	Budget	[REDACTED]	-	-	[REDACTED]
🟡	[REDACTED]	👤 USER	Administrative ...	-	[REDACTED]	[REDACTED]	-	[REDACTED]
🟡	[REDACTED]	👤 USER	Registrar's Office	-	[REDACTED]	-	-	[REDACTED]
🟡	[REDACTED]	👤 USER	Information an...	-	[REDACTED]	[REDACTED]	https://m.me/...	[REDACTED]
🟡	[REDACTED]	👤 USER	Student Service...	Socio Cultural C...	[REDACTED]	-	-	[REDACTED]
🟩	Neon Zone	👤 USER	Administrative ...		neonzone@amail...	-	-	[REDACTED]

Open End User page by clicking the  icon on the **Sidebar/Navigation**.



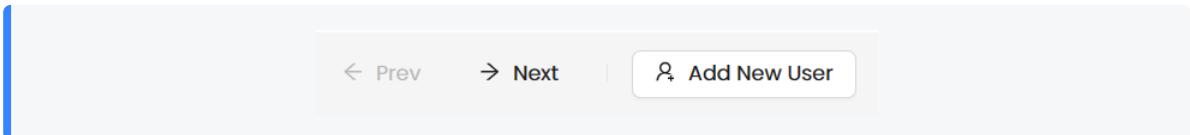
Row Definition

Row Label	Row Description
😊	User Profile Image
Name	Users Full Name
Department	Office Department Designation
Section	Department Section Designation
Email	User's Email. Link Option
Phone	User's Phone. Link Option
Link	External Links ex. Social Media
Details	View Details of the User. Refer to the User Details .

Sub Header

End User Sub Header Actions

- Pagination using the `Prev` and `Next` buttons
- `Add New User` button to create a new user. Refer to [Add End User](#).



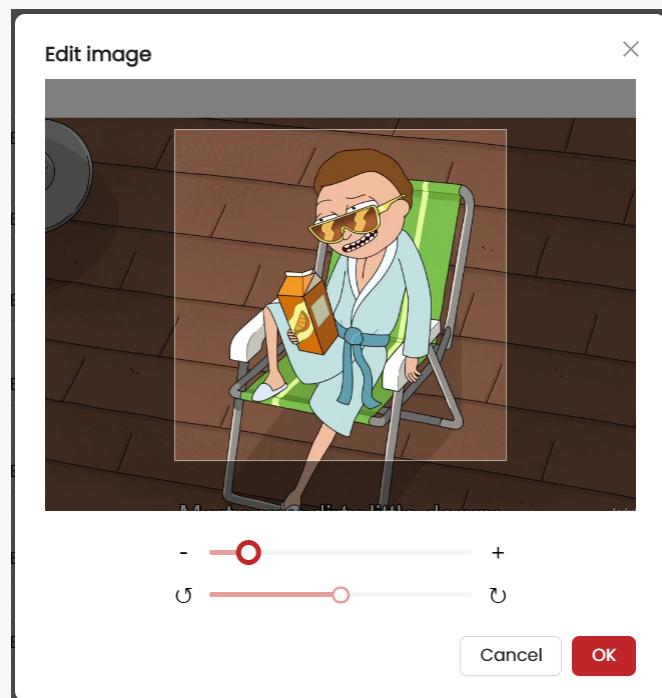
Add End User

Create a new user of type either `User` | `Tracker` | `Checker`.

A screenshot of a 'Add New User' form. The form has a light gray background with a blue vertical bar on the left. At the top, there is a close button 'X' and the title 'Add New User'. Below the title is a circular area with a dashed border and a '+ Upload' button. Underneath this are three tabs: 'User' (which is red and highlighted), 'Tracker', and 'Checker'. The form then contains several input fields with red asterisks indicating required fields:

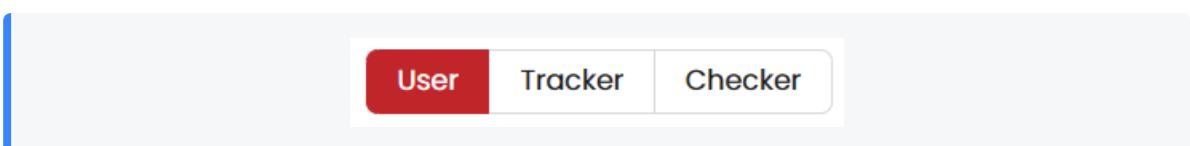
- * Username: An empty input field.
- * First Name: An empty input field.
- Middle Name: An empty input field.
- * Last Name: An empty input field.
- Ext. Name: An empty input field.

- User `Profile Image` (Optional) - Click the `+upload` and a file picker shall pop-up after selecting a file an image cropper will show.



- The first `Slider` indicates the Zoom of the Image.
- The second `Slider` indicates the Rotation of the Image.
- To position the image, hover over the image when a  icon shows up right click and drag then release to set position.

- `User Role` defining the user role
 - `User` is the standard end-user type
 - `Tracker` is a special user that has only access to the **AutoProc Utility Tracker**.
 - `Checker` is a special user that has only access to the **AutoProc Utility Checker**.



- `User Information` - are end-user essential information.
 - `username` - a unique identifier to the user
 - `first name`
 - `middle name` (optional)
 - `last name`
 - `suffix` (optional)

This image shows a user registration form with the following fields:

- * Username
- * First Name
- Middle Name
- * Last Name
- Ext. Name

- User Office Designation - select office designation.

This image shows the 'Office Designation' selection interface. The user has selected '09940665' from a dropdown menu. The list of departments is as follows:

- Records Office
- Supply Section
- Teacher Education Department
- Administrative Services
- Agriculture Department
- Finance Department

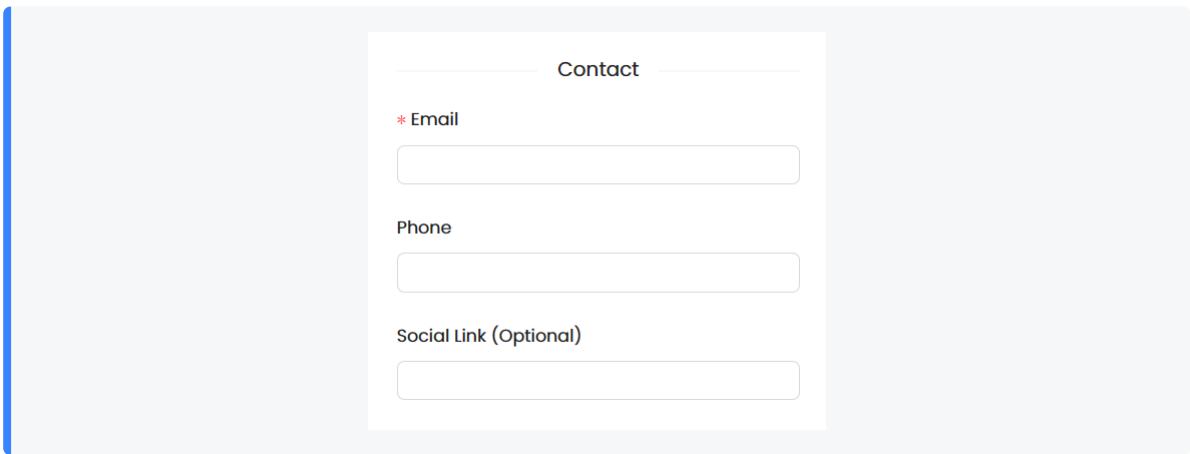
or if the office is under a department (section). by selecting the departments with the > .

This image shows the 'Office Designation' selection interface with a hierarchical list. The user has selected 'Finance Department' from the 'Agriculture Department' section. The list is as follows:

- Agriculture Department
 - Finance Department
 - Research Development and Extension Training
 - Director of Instruction
 - Bids & Awards Committee
 - Student Services Department
- Accounting
 - Budget
 - Cashier

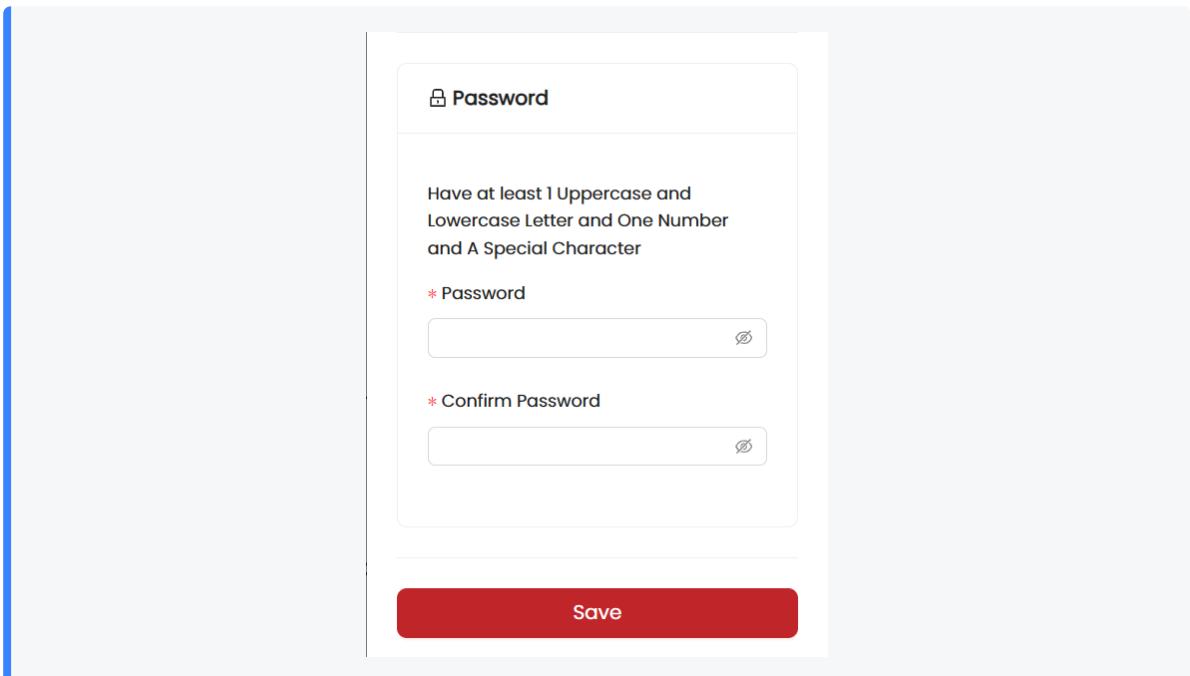
- Contact Information

- Email - must be unique
- Phone
- Social Link (optional)



A screenshot of a mobile application's contact form. The title 'Contact' is at the top. It includes fields for 'Email' (marked with a red asterisk), 'Phone', and 'Social Link (Optional)'. Each field has a text input box below it.

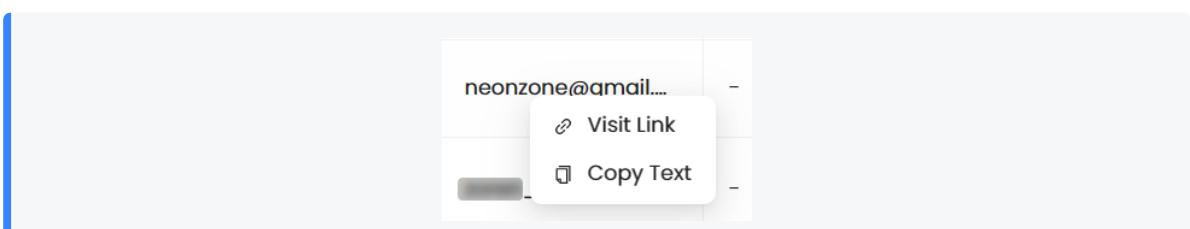
- **Password** - set a default password !PREVIEW FEATURE for the created user.
- **Save** Button to save the new User.



A screenshot of a password setup screen. It starts with a title '>Password' with a lock icon. Below it is a note: 'Have at least 1 Uppercase and Lowercase Letter and One Number and A Special Character'. It has two text input fields: 'Password' and 'Confirm Password', each with a clear icon. At the bottom is a large red 'Save' button.

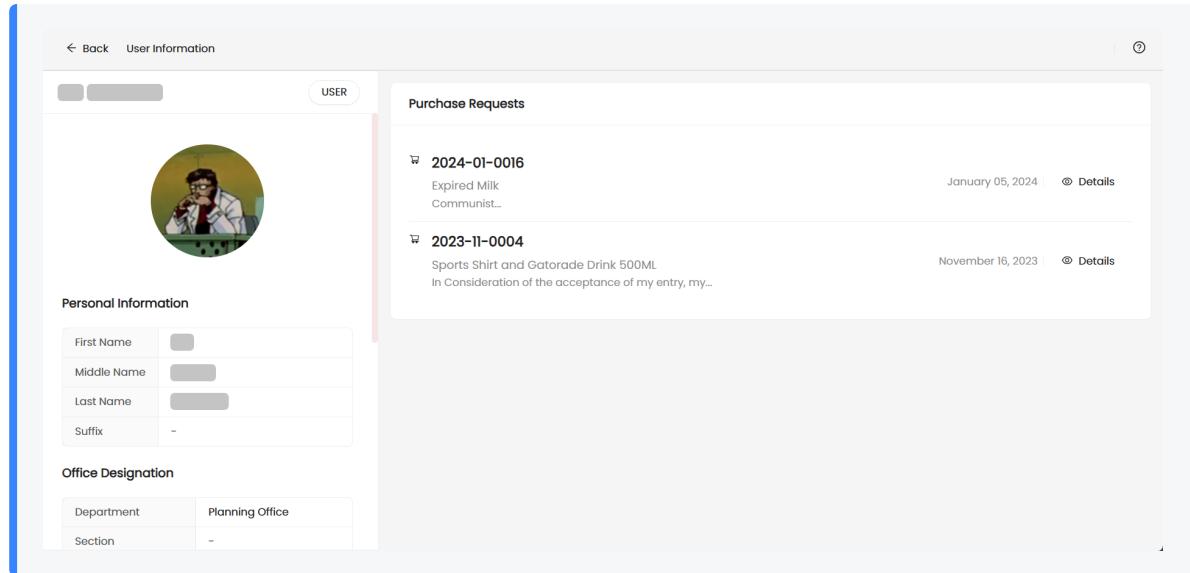
Link Option

By clicking the `email` or the `phone` text it shows an option to visit the link or copy the contact information.



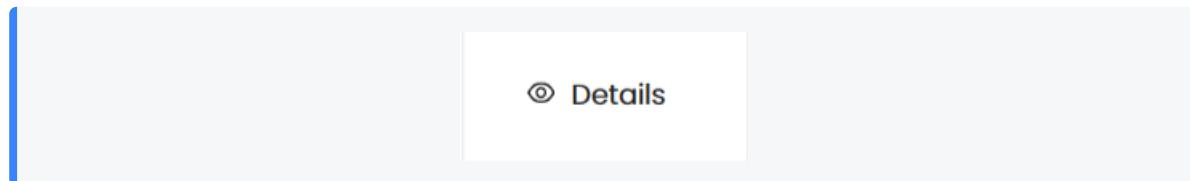
User Details

User Information displays both the basic **Information** of the user and the latest **Purchase Requests** made by the user.



The screenshot shows the 'User Information' page. At the top left is a 'Back' button and the text 'User Information'. At the top right is a help icon. The page is divided into two main sections: 'USER' on the left and 'Purchase Requests' on the right. The 'USER' section contains a user profile picture, a 'Personal Information' table with fields for First Name, Middle Name, Last Name, and Suffix, and an 'Office Designation' table with fields for Department (Planning Office) and Section. The 'Purchase Requests' section lists two entries: one for '2024-01-0016' (Expired Milk, Communist...) dated January 05, 2024, and another for '2023-11-0004' (Sports Shirt and Gatorade Drink 500ML, In Consideration of the acceptance of my entry, my...) dated November 16, 2023. Each entry has a 'Details' button.

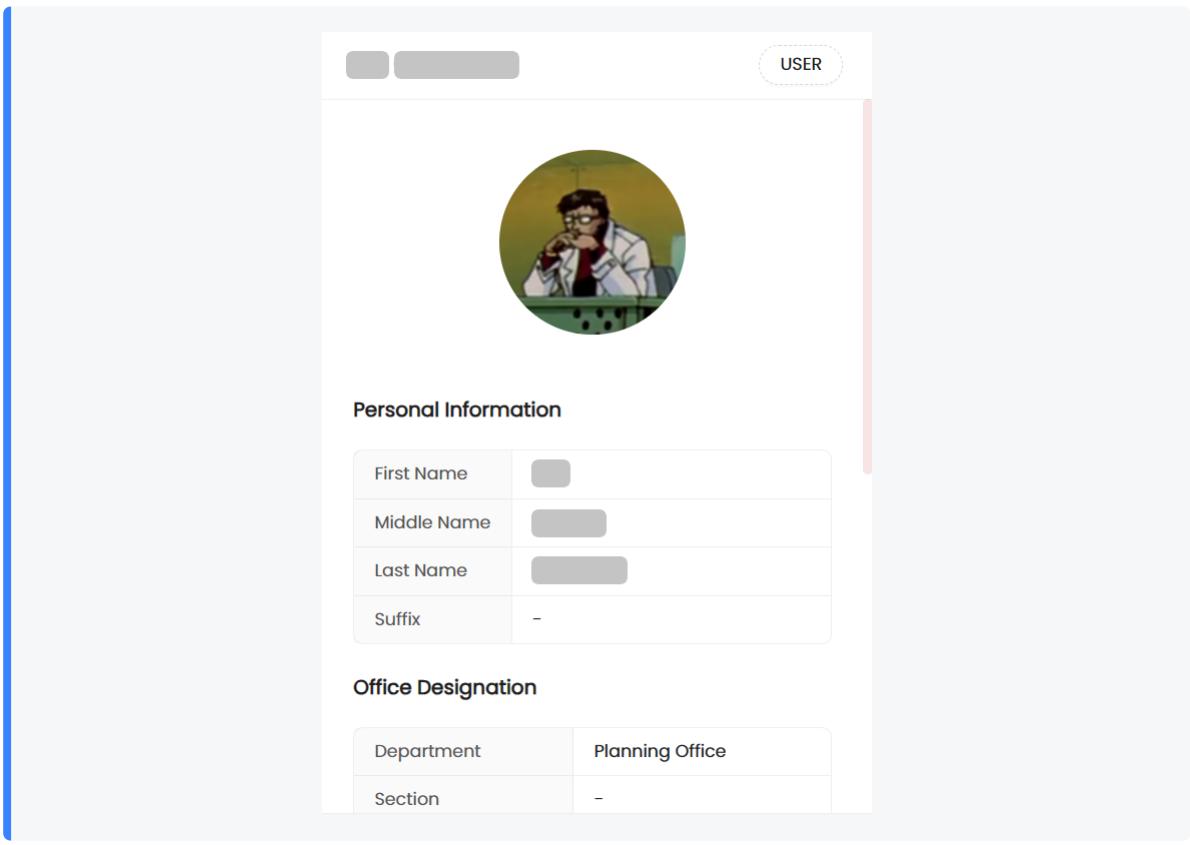
To acces this page click on the  [Details](#) button from the [End Users Page](#) Row Item.



The screenshot shows the 'End Users Page' with a single row item. The row item contains a 'Details' button with the  [Details](#) text.

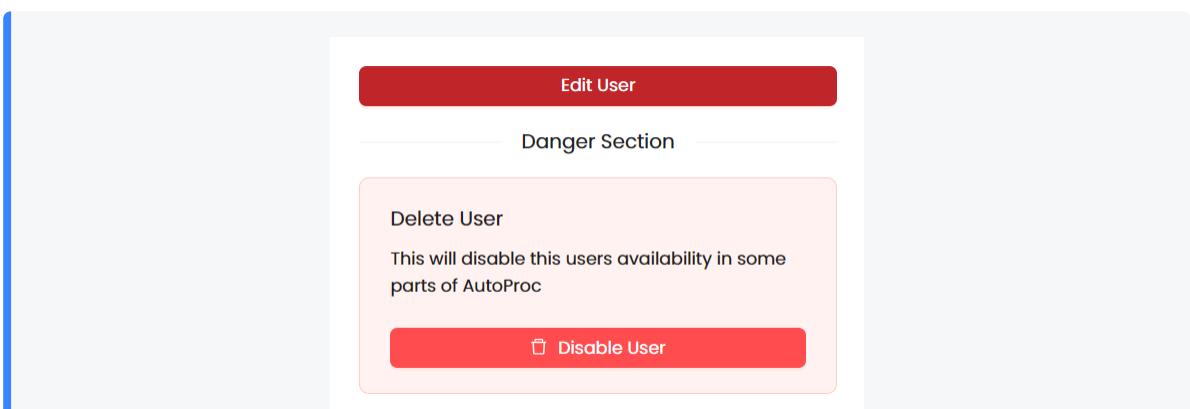
- At the Top-Left of the Sub Header is the  [Back](#) button which returns the page back to [End Users Page](#).
- The User Details page is divider into two section Right Side **User Information Panel** and the left side if the **Purchase Requests** by the User.

User Information Panel

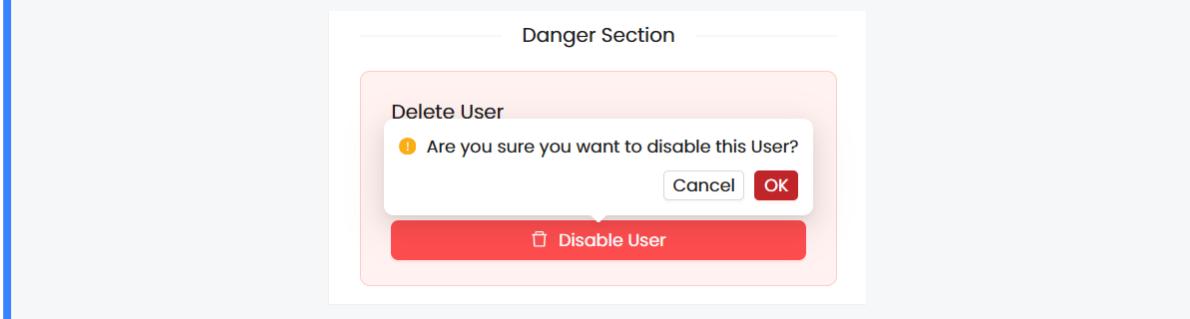


Modify User

- To modify user click on the **Edit User** button. the edit form is similar to what [Create New User](#) has.
- Disable user will disable the User, (do not display).



A confirm dialog for delete user will appear before proceeding.



Purchase Request Panel

The purchase requests panel, lists all the user latest purchase request

- Click on the **Details** button to view the Purchase Request Details. Redirected to [Record Details](#).

Purchase Requests

2024-01-0016 Expired Milk Communist...	January 05, 2024 Details
2023-11-0004 Sports Shirt and Gatorade Drink 500ML In Consideration of the acceptance of my entry, my...	November 16, 2023 Details

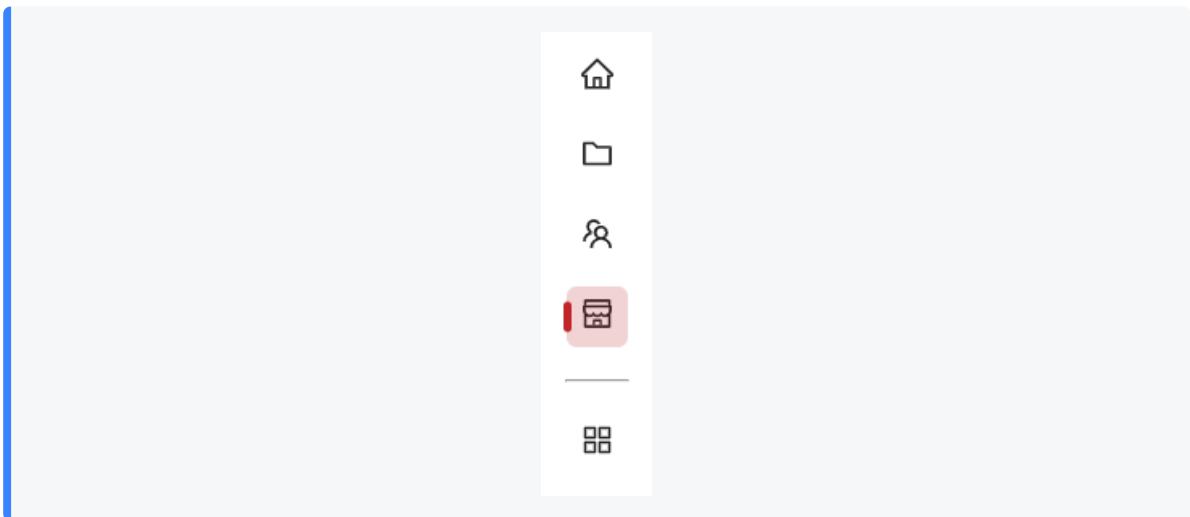
Suppliers

Manager supplier information, displays thier rankings, and statuses.

SUPPLIERS

123-123-123-123  RNK Romy Puriran Selection Count 9 ↗ 0 On-Time 0 Delays 0 Extended	233-343-034-343  Tarpaulin Layout and Printing (TLP) Zoren Abano Selection Count 9 ↗ 0 On-Time 0 Delays 0 Extended	999-999-999-999  Starlink Elon Musk Selection Count 8 ↗ 0 On-Time 0 Delays 0 Extended
555-555-555-555  KAJA Media Solutions NZ Selection Count 6 ↗ 2 On-Time 0 Delays 0 Extended	666-666-666-666  Google Sundar Pichai Selection Count 4 ↗ 1 On-Time 0 Delays 0 Extended	343-455-554-549  One-Stop Government Mandates Registration Walter Fagut Selection Count 3 ↗ 0 On-Time 0 Delays 0 Extended

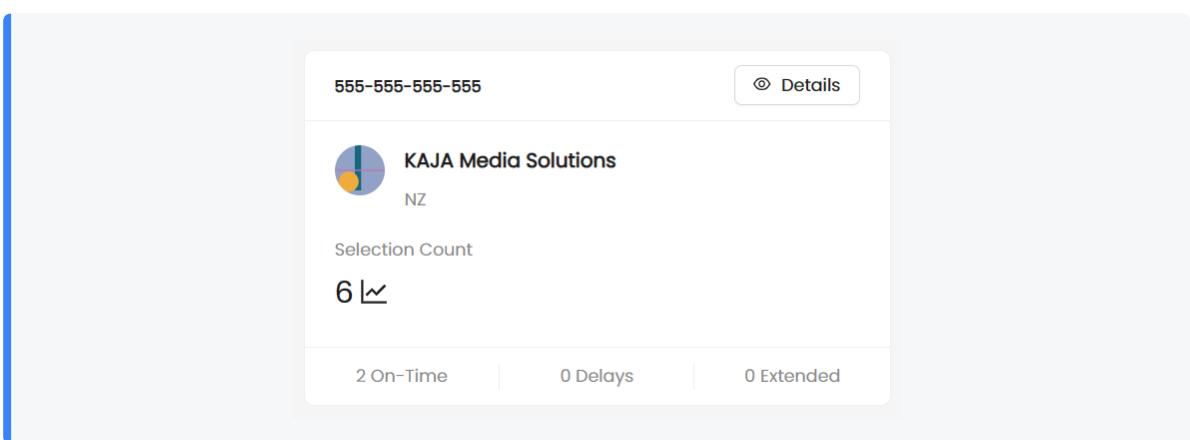
This can accessed using the  **Supplier** button on the Sidebar/Navigation Bar.



Supplier Card

Each supplier is displayed as a Card with details of

- **Name** - name of the Supplier
- **Owner/Representative**
- **Selection Count** - how much the supplier is selected for RFQ.
- **On-Time** - No. of On Time deliveries (Rating).
- **Delays** - No. of Delayed deliveries (Rating).
- **Extends** - No. of Request for Extension (Rating).
- The **Details** button will show the in-depth information about the supplier. Refer to [Supplier Details](#).



Add New Supplier

To add new supplier click on the **Add Supplier** on top left side of the Sub-Header.

- Click the **Save Supplier** to save the current changes
- Click outside the Drawer or Click the **X** Button or Press **esc** to cancel.

×

Add New Supplier

* TIN

* Name

* Address

Representative

* Representative

* Position

 Save Supplier

Supplier Details

By clicking the **Details** button on the Supplier Card. This will open the Supplier Information and modify its data.

- TIN number
- Name Supplier Name
- Address Supplier's Address
- Representative/Owner
- Representative Position
- Click the **Updated Supplier** button to update the Supplier Information.
- Click the **Disabled Supplier** button to disable to Supplier.

Supplier Information

TIN	555-555-555-555
Name	KAJA Media Solutions
Address	Dummy Address
Representative	



John Doe

CEO, CO-FOUNDER

Danger Section

✖ Disable Supplier

***** TIN

***** Name

***** Address

Representative

***** Representative

***** Position

✎ Update Supplier

Entities

Entites handles data control for `Offices`, `Units`, and `Officer`.

OFFICES

Name	Description	Edit
GAD	Gender & Development	
RDO	Registrar's Office	
GSO	General Service Office	
ICT	Information and Communications Technology Department	
REC	Records Office	
SUP	Supply Section	
TED	Teacher Education Department	
ADM	Administrative Services	

BAC Organization

Chair	Members
Djovi R. Durante College President	
Doreen C. Castillo BAC Chairperson	
Fortunato Phillip A. Cabugao BAC Vice Chairperson	

Document Editor

To access the Entities page click the  on the Sidebar/Navigation Bar.



Offices

Control Department and Sections.

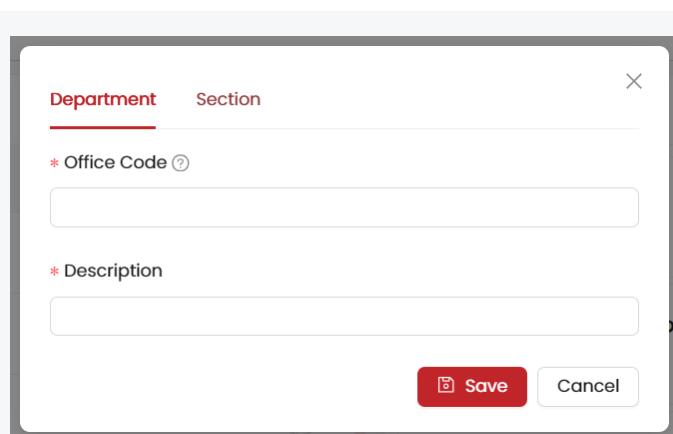
Offices		New Office
Name	Description	Edit
GAD	Gender & Development	
RDO	Registrar's Office	
GSO	General Service Office	
ICT	Information and Communications Technology Departme...	
REC	Records Office	
SUP	Supply Section	
TED	Teacher Education Department	
ADM	Administrative Services	

To Access the **Sections** click on the button besides the Department Code.

+  ADM	Administrative Services	
 AGD	Agriculture Department	
 FNC	Finance Department	
 FAC	Accounting	
 FBD	Budget	
 FCS	Cashier	

Create New Office

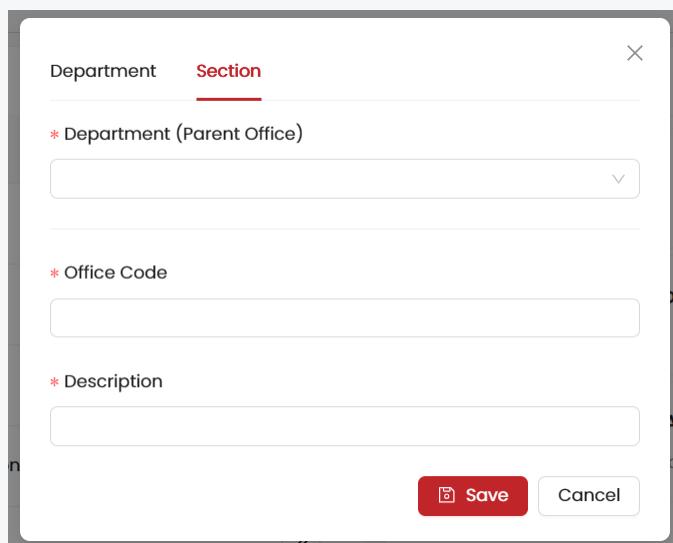
- To create new office click on the `New Office` button on the top of the card, this will show edit modal.
- Initially it will default to creating new `Department`.



The modal has a tab bar at the top with `Department` and `Section`. The `Department` tab is selected. It contains fields for `* Office Code` and `* Description`, both with placeholder text. At the bottom are `Save` and `Cancel` buttons.

To create a `Section` click on the section on the `Tab` bar.

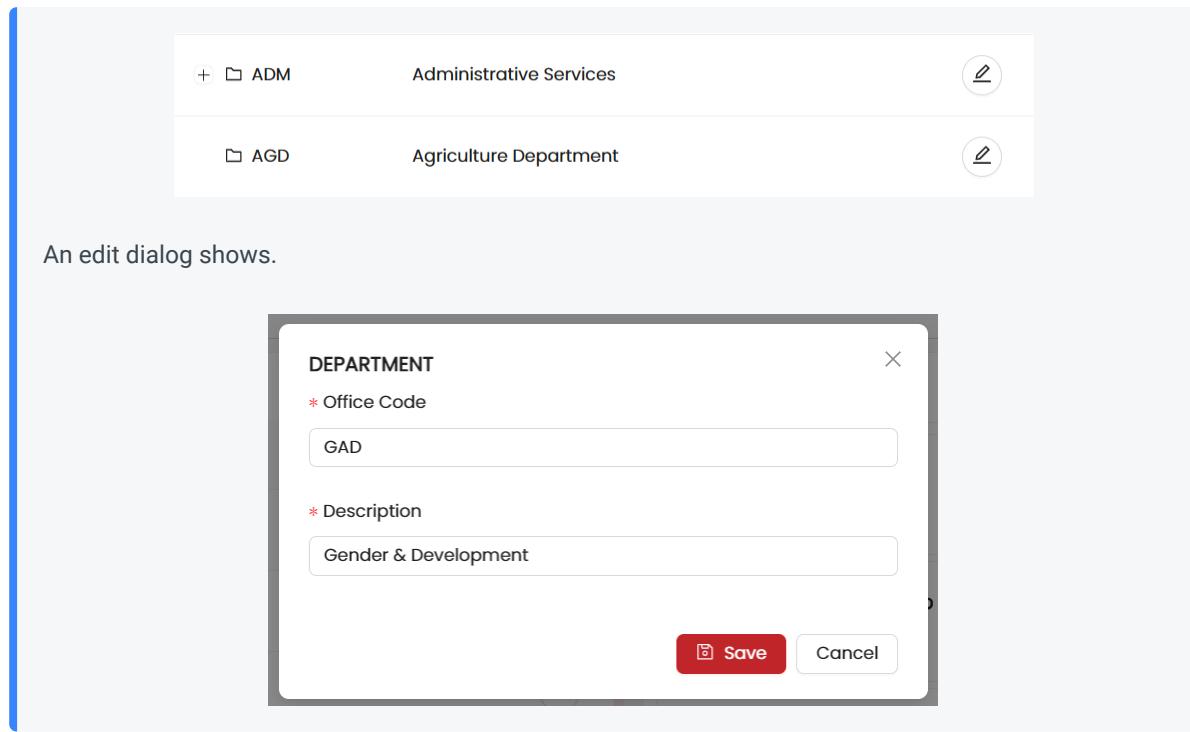
- It requires to enter first the `Parent` department.



The modal has a tab bar at the top with `Department` and `Section`. The `Section` tab is selected. It contains fields for `* Department (Parent Office)` (a dropdown menu), `* Office Code`, and `* Description`, all with placeholder text. At the bottom are `Save` and `Cancel` buttons.

Editing Office

To edit an Office (Department or Section) click on the  Icon on the right of the office row.



An edit dialog shows.

DEPARTMENT

* Office Code
GAD

* Description
Gender & Development

Save **Cancel**

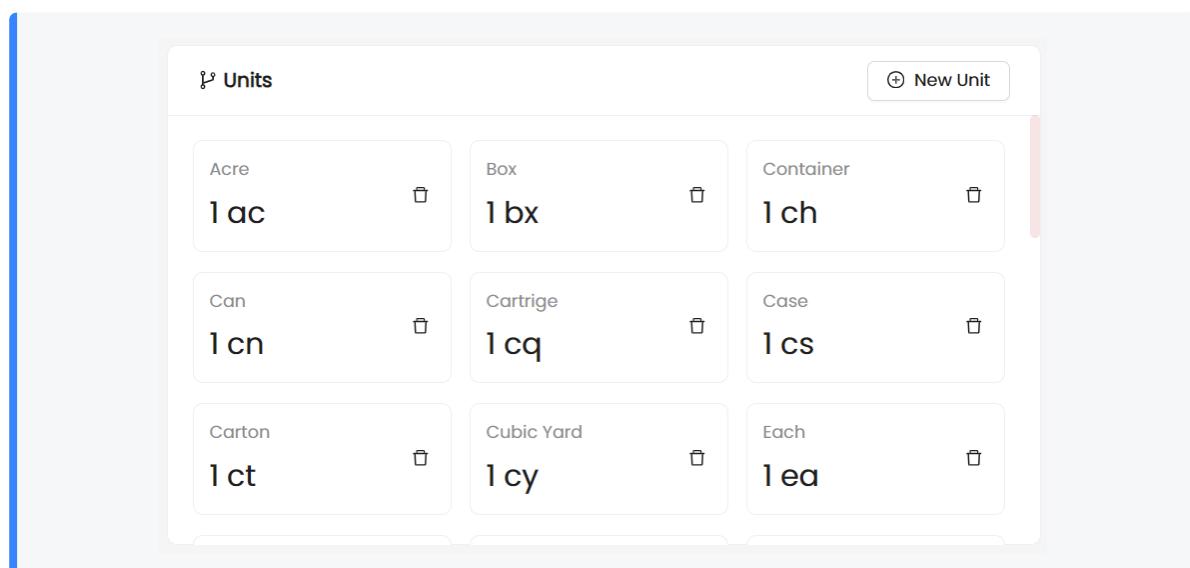
Deleting an Office [On-Development]

Feature is still **in-development** so is the documentation.

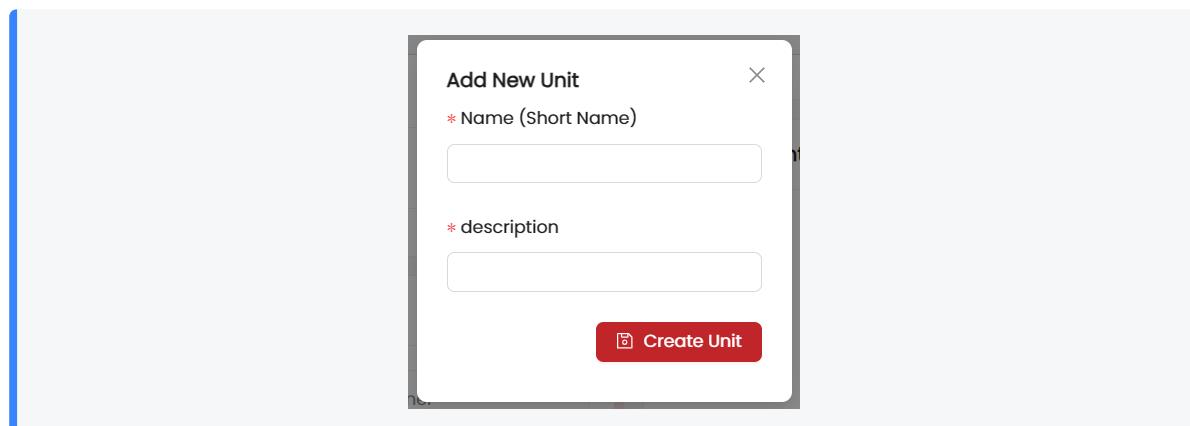
Units

Add, Delete Unit Type, Unit Type is used in the section [Create New Purchase Request](#).

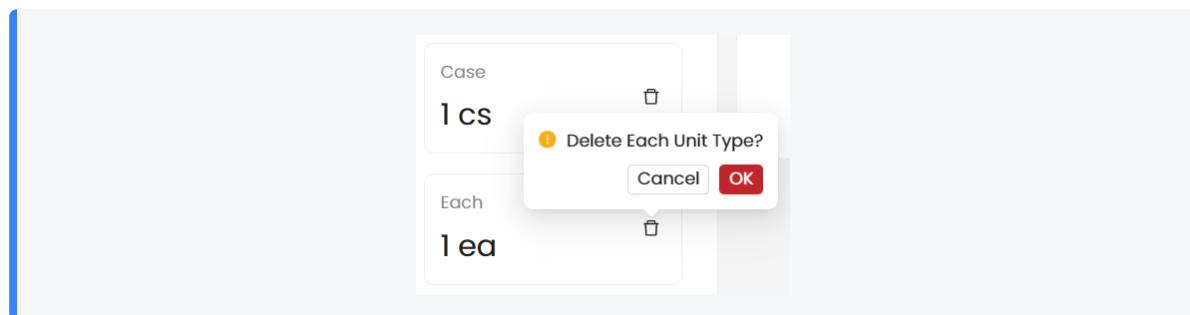
- Each Card displays the Description (Long Name), The Name (Short Name) and the **Delete** Button.
ex.
 - **Acre** - Long Name
 - **ac** - Short Name
 - is displayed as **1 ac**.



To add new unit, click on the **New Unit** button. and a dialog pops-up.

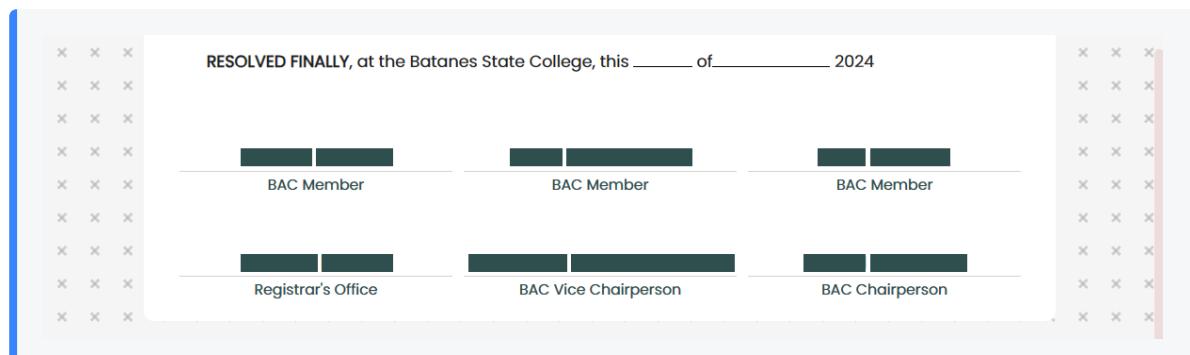


To delete a unit click on the  icon to remove unit.



Officers

Add, Remove, Update Officers usually displayed on signature fields in the PR Records



Primary Officers

- Head/President of the College
- BAC Chairperson
- BAC Vice Chairperson

BAC Organization

Chair Members





College President







BAC Chairperson







BAC Vice Chairperson



Members

- BAC Members
- Add New Member by selecting the Add Member button.

BAC Organization

Chair Members





BAC Member







BAC Member







BAC Member



Add Member

Edit Officer

- To edit an officer click the  icon and the edit officer dialog shows up.

Editing Primary Officers

Update Officer Info

First Name
Middle Name
Last Name
Suffix

Editing Member Officers

Update Officer Info

First Name
Middle Name
Last Name
Suffix

Settings

Settings controls options such as,

- User `Admin` Account Information
- User `Password` settings
- User `Security Question` settings
- Page Settings

SETTINGS

⌚ Settings

👤 Account

Save

Username: adamg

Login Again
You are Required to Login Again After Updating Username

Personal Information

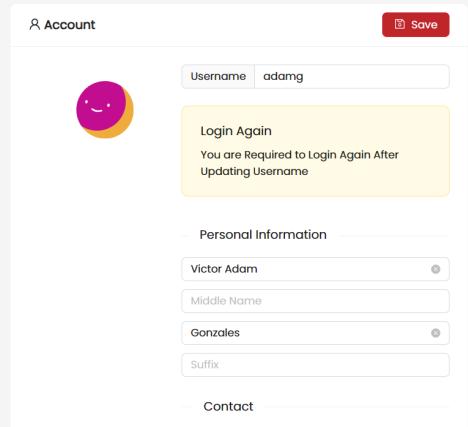
Victor Adam

Middle Name

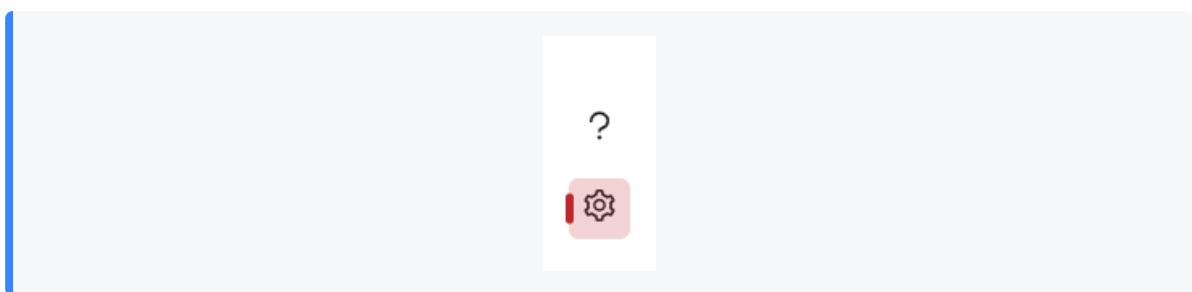
Gonzales

Suffix

Contact



This is can be access using the ⌚ on the Sidebar/Navigation Bar.



Account

Controls the Administrator Information.

👤 Account

Save

Username: adamg

Login Again
You are Required to Login Again After Updating Username

Personal Information

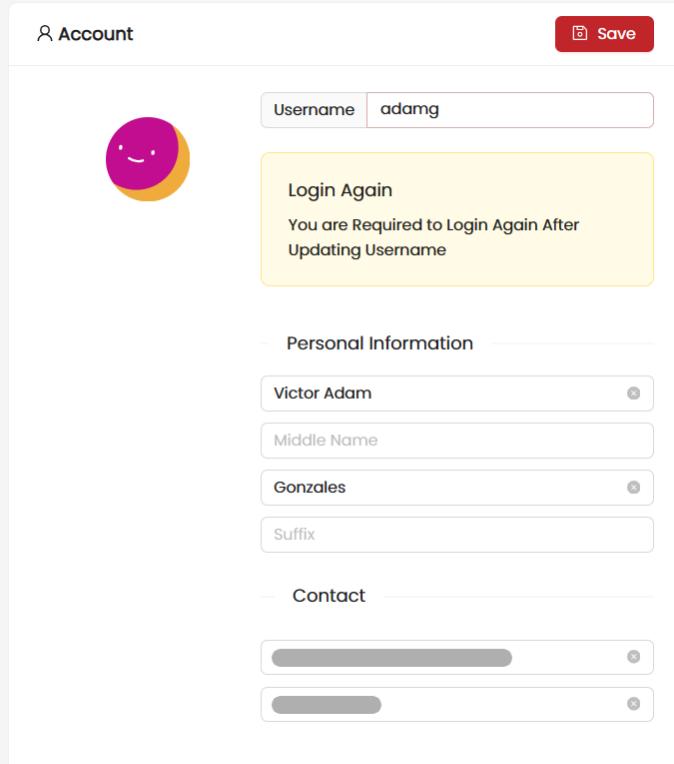
Victor Adam

Middle Name

Gonzales

Suffix

Contact

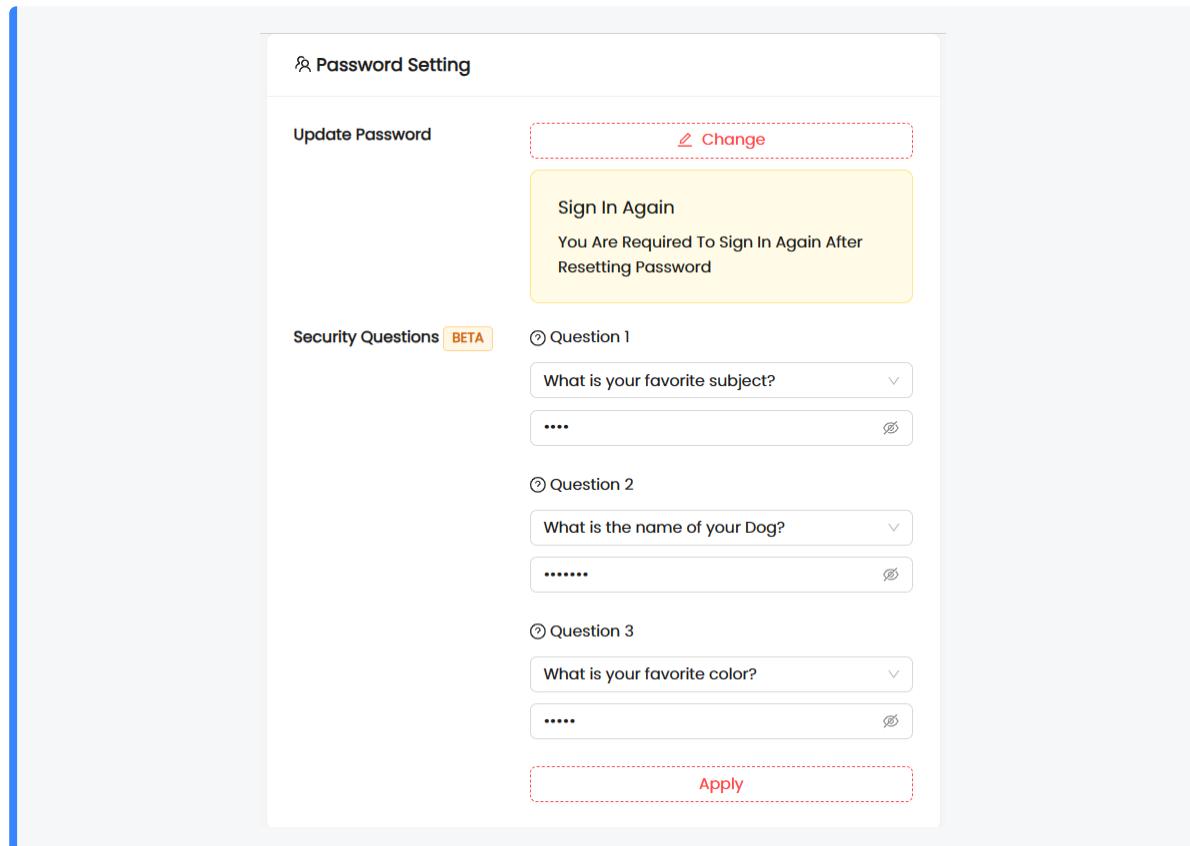


- **Username** - Adminitritor Username
- **First Name**
- **Middle Name** (optional)
- **Last Name**
- **Suffix** (optional)
- **Email**
- **Phone** (optional)

To save the updated information click on the **Save** button this will show a [Password Confirmation](#) Before saving the changes.

Password Setting

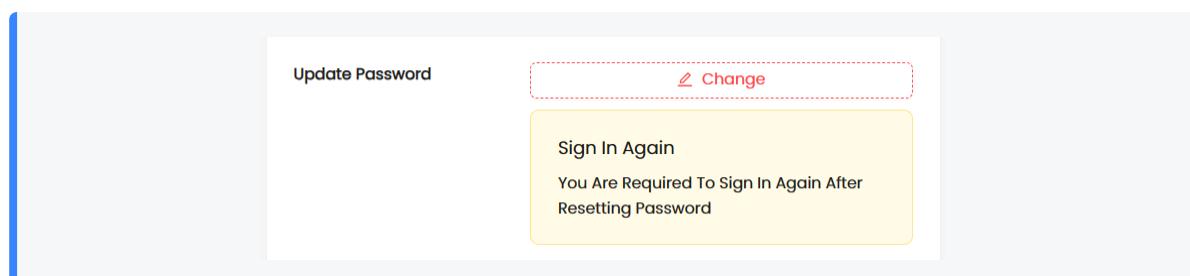
Password setting handles options for password **Update** and **Security Questions**.



The screenshot shows a 'Password Setting' interface. On the left, there is a 'Update Password' section with a 'Change' button. On the right, there is a 'Sign In Again' section with a note: 'You Are Required To Sign In Again After Resetting Password'. Below these are three 'Security Questions' sections, each with a question, a dropdown menu, and a redacted answer field. The questions are: 'What is your favorite subject?', 'What is the name of your Dog?', and 'What is your favorite color?'. At the bottom right is a red 'Apply' button.

Change Password

By clicking the **Change** button a [Password Confirmation](#) will appear. once approved, fields for new password is unlocked.



The screenshot shows the same 'Password Setting' interface as the previous screenshot, but the 'Change' button is now highlighted with a red dashed border. The 'Sign In Again' note is also present.

After changing the password a **Sign Out** dialog will appear prompting to sign in again.

Update Password

Change

Enter Your Password

New Password 

Confirm New Password 

 Change Password  Cancel

Sign In Again

You Are Required To Sign In Again After
Resetting Password

Security Questions

Change the Current Administrator's Security Questions, this utility is incorporated with the [Forget Password Option](#).

Security Questions BETA

 Question 1

What is your favorite subject? 

..... 

 Question 2

What is the name of your Dog? 

***** 

 Question 3

What is your favorite color? 

***** 

 Apply

-  Use the **Password** visibility to view the answer.
- When Security questions updates are satisfied, then click the **Apply** button to apply the changes. This will prompt a [Password Prompt](#) before allowing to proceed action.

Global Options

Global options  ! PREVIEW

Width 10

Results 15

Pagination Size

Default Pagination size used by records list. By default it's set to 8.

Search Limit

Maximum Returned Result by Global Search, By Default is 10 Items Per Category.

Performance

To Prevent Performance Bottle-Neck
Keep the Search Limit At Minimum.

- **Pagination Size** - controls how the pagination of Data Tables in the Application *Users List* and *Records List*.
- **Search Limit** - controls how the search result count returned by the [Search Modal](#).

Manual Backup

Manual backup is option that allows the client to download the backup to their computer which then can be sent to the Server Administrator for [Restoration](#).

Backups

Create Backup

Label

Create a Custom Backup, add a label to exclude it from the rest of the pregenerated backups

Create Backup

- Provide the **Label** of the backup.
- Click the **Create Backup** button to generate a backup, which promptly opens a [Password Confirmation](#).
- A prompt shall pop-up asking if you want to download the newly created backup.

⚠ **Download Backup File**

Download the backup file to your computer,

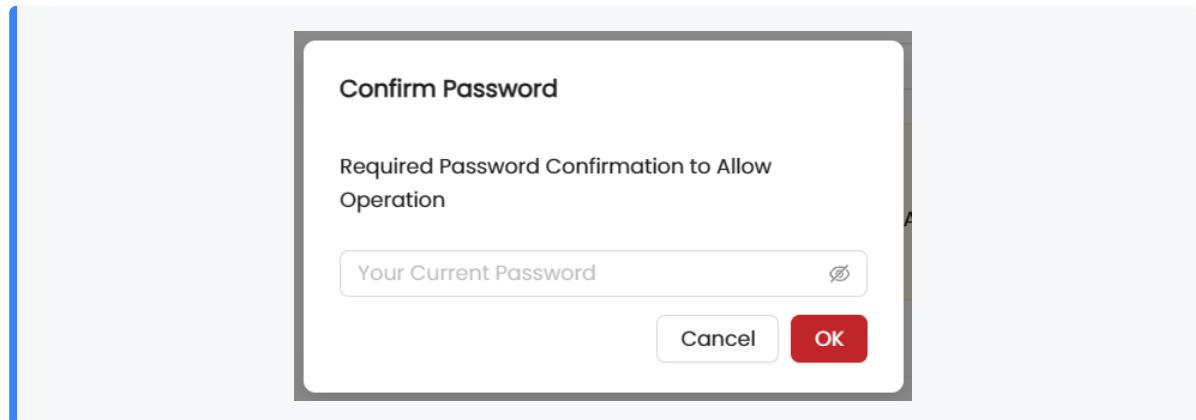
Restore

If you want to restore the database from the downloaded backup, you must send the backup and request to the server admin for this permission.

Cancel OK

Password Confirm Box

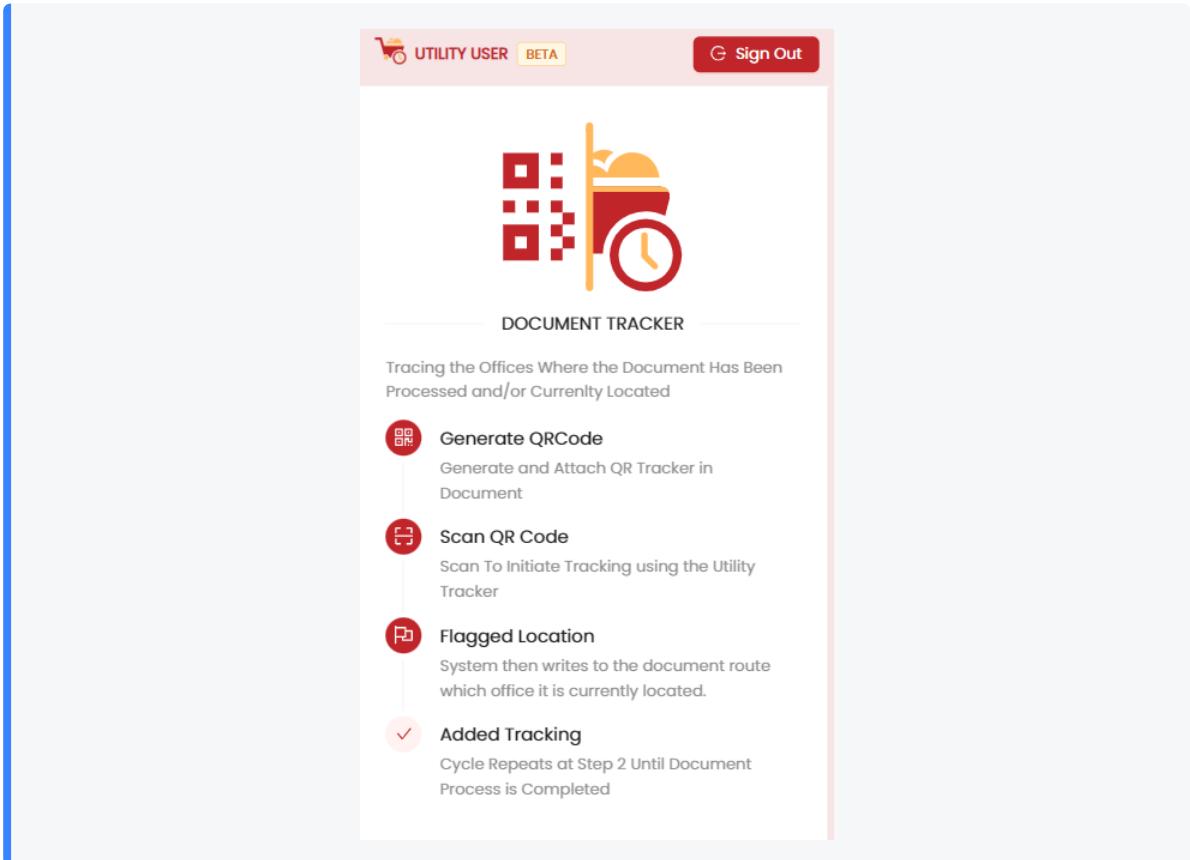
Request a password confirms before proceeding to action.



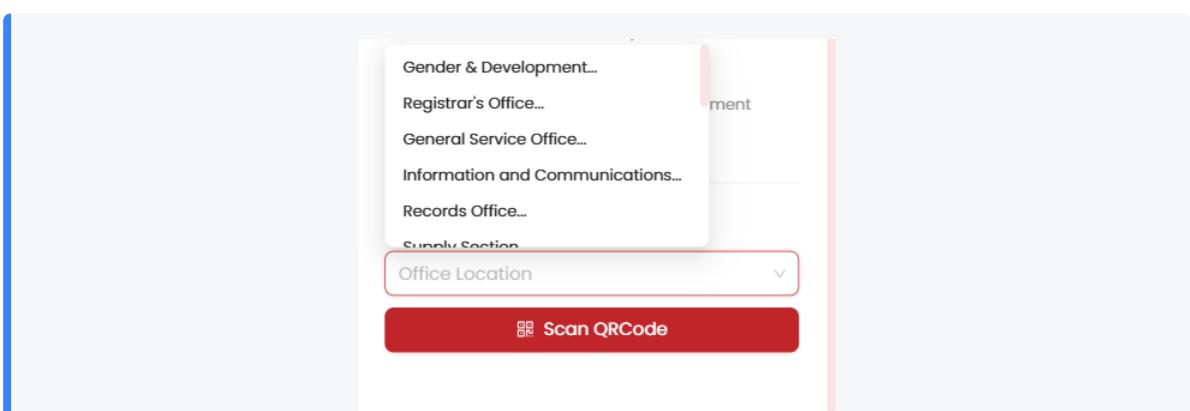
AutoProc Utility Tracker

Autoproc utility tracker is a utility tool which is used on the document routing mechanism utilized by the [Record Item View](#) in determining the status of the processed document. This is also the tool used by the [QR Code Generator](#).

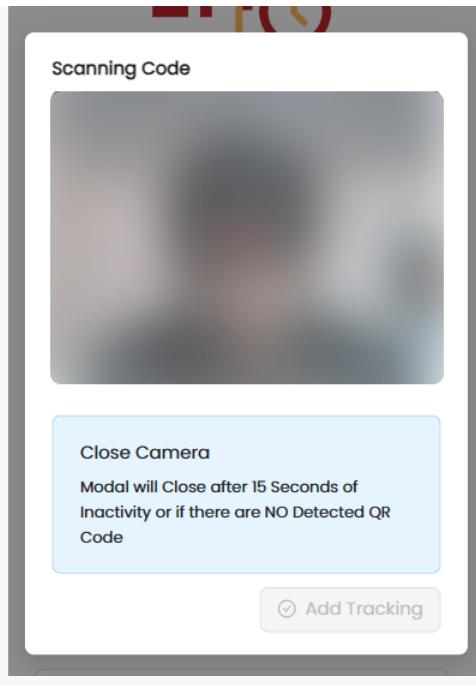
- To Sign Out click the `Sign Out` button.



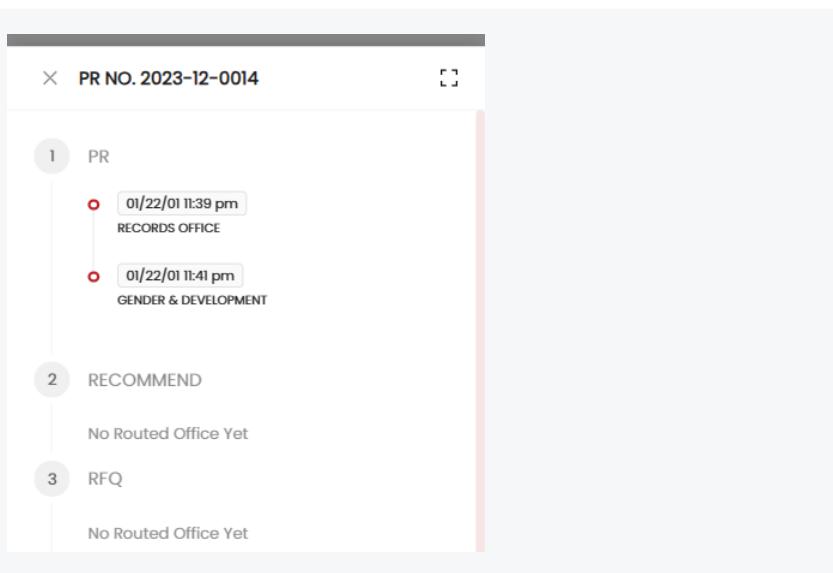
- Using the PR Tracking (QR Code) scroll further to see the scan qr document option
- Select the **Office Destination** to select the current destination.



- Then click **Scan QRCode** and it will open a dialog.



- A checkmark will show at the center of the camera indicating that the `scan` was successful.
- Click the `Add Tracking` to add destination to the document routing.
- A quick preview of the status will popup. This is a mirror view of the [Document Status](#).



AutoProc Utility Checker

Autoproc utility checker is a utility tool which is used on the delivery monitoring mechanism utilized by the [Record Item View](#) specifically at [Document Status](#) in determining the status of the delivered items.

UTILITY USER BETA

Sign Out



DELIVERY CHECKER

Delivery Checker Tool. This is the Portable Version of the Deliver Checker on AutoProc Administrator.

<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

This process requires the CHECKER to enter his/her passcode to verify the updated delivery checklist.

Select PO Number

Check Deliveries

- To check for deliveries status, type in the **Select PO Number** the purchase order number of the delivery item.
- Then Select from the list of provided available pending delivery POs.

The screenshot shows a mobile application interface for delivery monitoring. At the top, there are 'Back' and 'Refresh' buttons. Below that is a section titled 'PO Information' with a progress bar indicating 90% completion and 45 days remaining. A table provides details: Notice (January 18, 2024), Deadline (March 08, 2024), PO # (2024-01-0018), Supplier (RNK), and Address (IHUBOK 2, Kaychanarianan, Nat'l Road). Below this is a section titled 'Items' with a list of three items: # 001 Bond Paper... (status: empty), # 002 Fastener... (status: checked), and # 003 Brown Folder... (status: checked). A red 'Empty' button is at the bottom.

- **Back** button to return back to homepage.
- **Refresh** button to refresh data.

This is the mirror (portable) version of the Delivery Monitoring on the Administrator [Delivery Monitoring](#).

The screenshot shows a mobile application interface for delivery monitoring. At the top, there are 'Back' and 'Refresh' buttons. Below that is a section titled 'PO Information' with a progress bar indicating 90% completion and 45 days remaining. A table provides details: Notice (January 18, 2024), Deadline (March 08, 2024), PO # (2024-01-0018), Supplier (RNK), and Address (IHUBOK 2, Kaychanarianan, Nat'l Road).

And then the Items Editor.

Items

001 | Bond Paper...

Name	Bond Paper
Quantity	500 Item(s)
Unit	₱0.90
Total	₱450.00
Remarks	N/A

— Checklist —

Quality Authentic

450

Remarks

002 | Fastener...

003 | Brown Folder...

Apply

Unlike the Administrator Delivery Monitoring Side. The Checker requires a [Password Confirm](#) before applying changes.