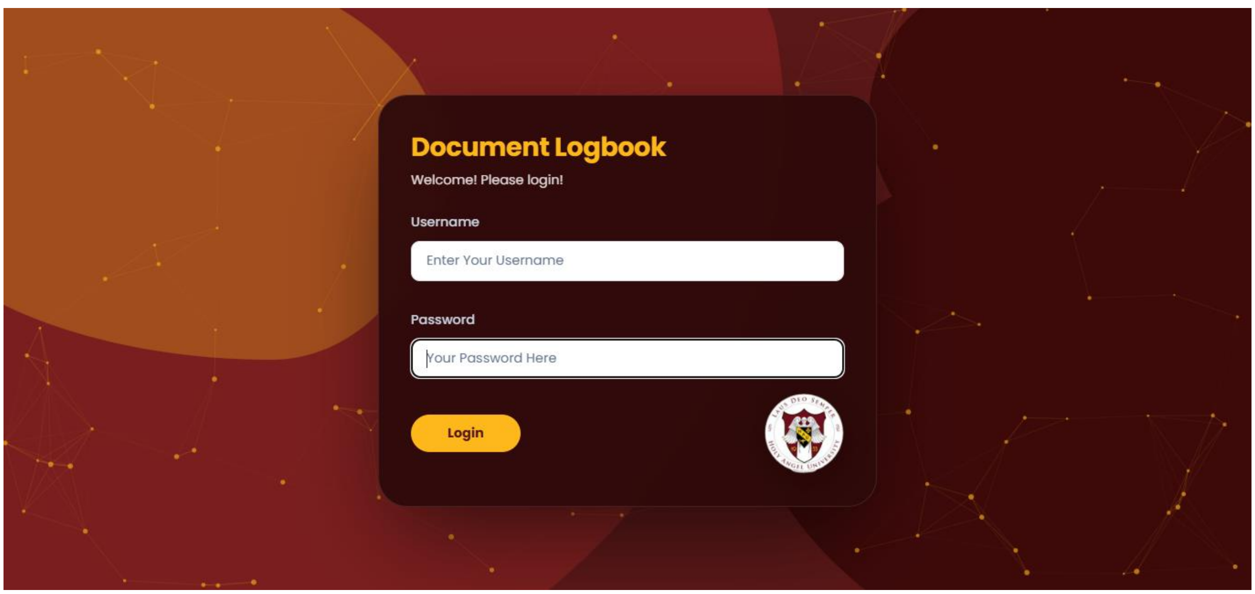
Login Page Documentation

Introduction

Welcome to the **Document Logbook System**. This user manual is designed to guide users on how to properly access the system through the **Login Page**. It explains the purpose of the login screen, how to log in, what to do when errors occur, and basic system behavior after successful authentication.

This manual is intended for:

- System users
- Administrative staff
- Faculty or office personnel
- First-time users of the Document Logbook



System Overview

The Document Logbook is a web-based system that records, manages, and tracks documents. To ensure data security and controlled access, all users must log in using valid credentials before accessing system features.

The Login Page is the first screen users see when accessing the system.

Login Page Description

3.1 Visual Layout

The login page consists of:

- A centered login card
- Username input field
- Password input field
- Login button
- Institutional logo
- Animated background design

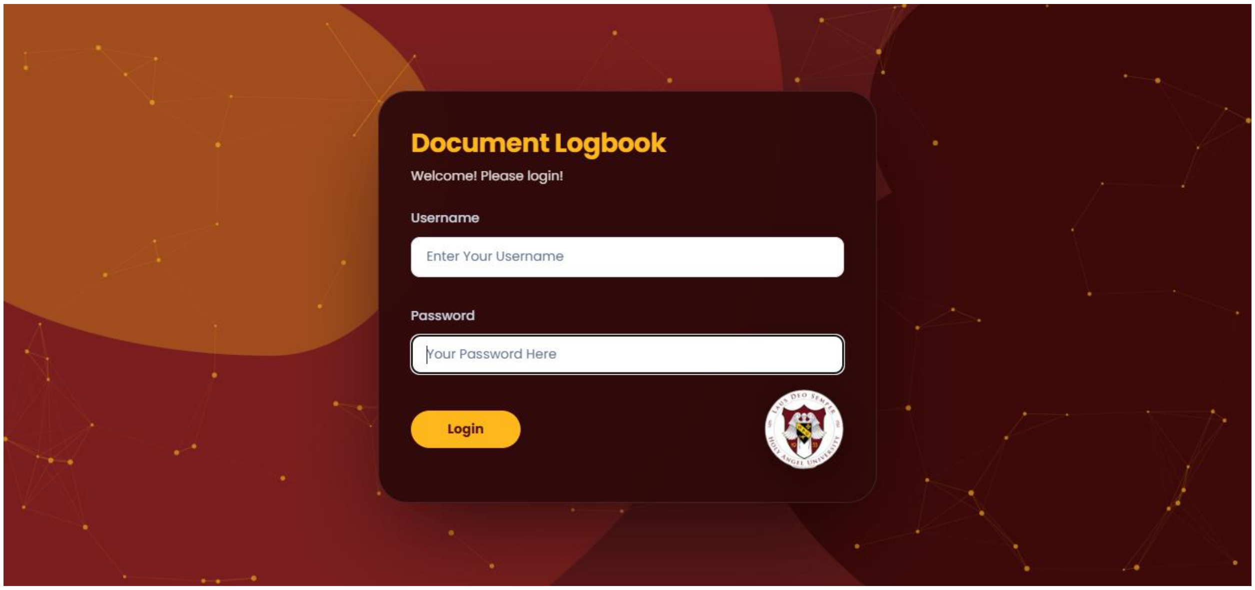
The page is responsive and can be accessed on desktop, tablet, and mobile devices.

How to Log In

Follow the steps below to access the Document Logbook system:

Step 1: Open the Login Page

Open your web browser and navigate to the Document Logbook system URL. The login screen will appear automatically.



Step 2: Enter Your Username

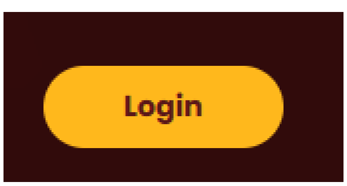
- Click on the **Username** field
- Type your assigned username

Step 3: Enter Your Password

- Click on the **Password** field
- Type your password (characters will be hidden for security)

Step 4: Click Login

- Press the **Login** button
- The system will verify your credentials



Step 5: Access the System

If your login is successful, you will be redirected to the **Documents Page**, where you can begin using the system.

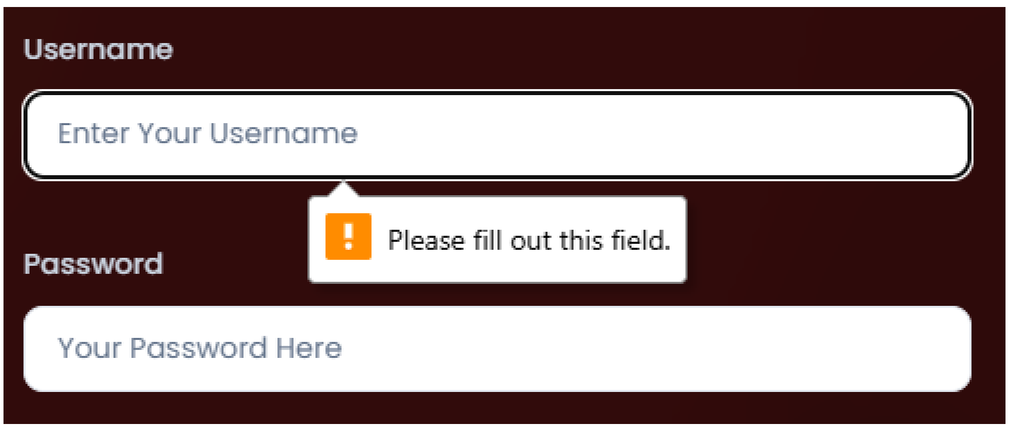
Login Requirements

To successfully log in, the following conditions must be met:

- You must have a registered user account
- Both username and password fields must be filled
- The entered credentials must match system records

Error Messages and Their Meanings

6.1 "Please fill in all fields"



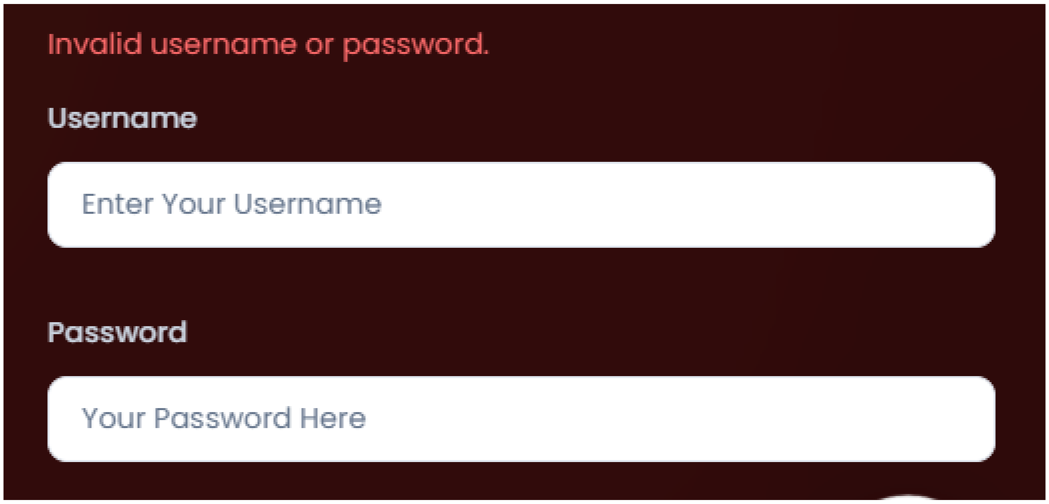
Cause:

- One or both input fields were left empty

Solution:

- Enter both your username and password, then try again

"Invalid username or password"



Cause:

- Incorrect username
- Incorrect password

Solution:

- Double-check your username and password
- Ensure correct capitalization
- Contact the system administrator if the problem persists

Successful Login Message

After system setup or certain actions, a success message may appear (for example, after initial installation). This confirms that the system is ready for use.

Automatic Redirection Behavior

The system automatically redirects users based on their login status:

Situation	System Action
User already logged in	Redirects to Documents Page
Valid login credentials	Redirects to Documents Page
No users exist in system	Redirects to Setup Page

Security Notes for Users

To keep your account secure:

- Do not share your username or password
- Always log out after using the system on shared computers
- Avoid using simple or easily guessed passwords
- Report suspicious activity to the system administrator

Troubleshooting

Problem: Cannot Log In

Possible Causes:

- Incorrect credentials
- Account not yet created
- System maintenance

Recommended Actions:

- Verify your login details
- Try refreshing the page
- Contact the administrator for assistance

System Limitations (User Awareness)

Users should be aware that:

- Password recovery may require administrator assistance
- Multiple failed login attempts may restrict access (if enabled by admin)
- Internet connection is required to use the system

Getting Help

If you encounter issues not covered in this manual, please contact:

- System Administrator
- IT Office or Support Staff

Provide details such as:

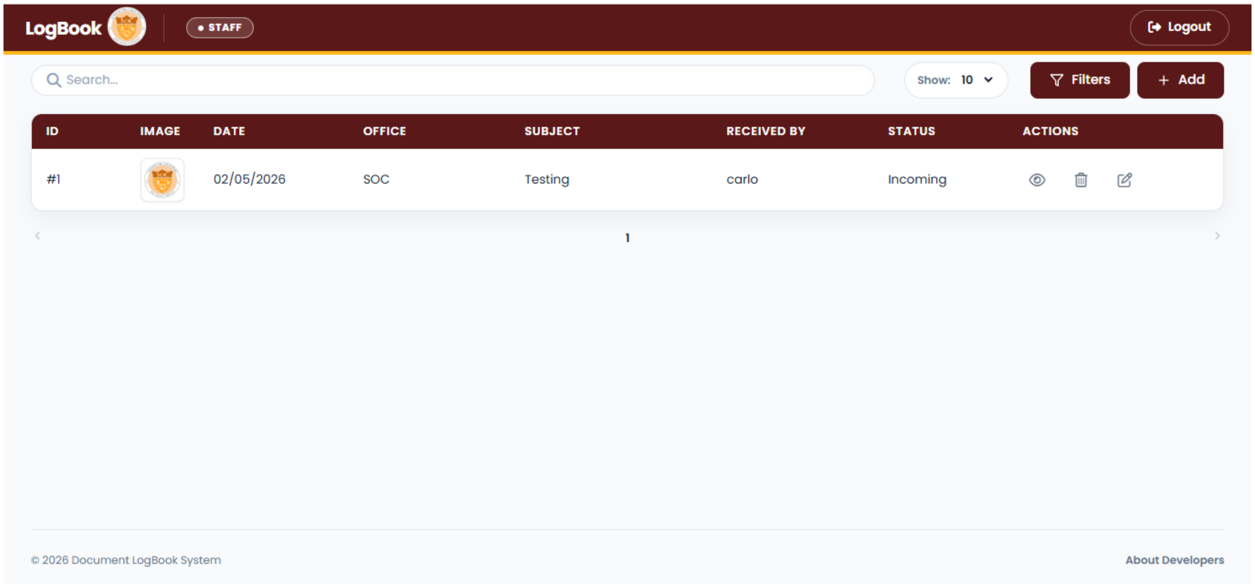
- Your username
- Error message displayed
- Time and date of the issue

Document Page

Introduction to the Documents Page

The Documents Page is the main workspace of the Document Logbook System. After a successful login, users are redirected to this page where they can view, search, filter, add, edit, and manage document records depending on their assigned role.

This section explains how users interact with the Documents Page and its features.



Accessing the Documents Page

Automatic Access

- Users are automatically redirected to the Documents Page after logging in.

Access Restriction

- Users who are not logged in will be redirected back to the Login Page.

16. Page Layout Overview

The Documents Page consists of the following main areas:

- **Navigation Bar**
- **Document Toolbar**
- **Document Table**
- **Action Buttons**
- **Modals (Pop-up Forms)**
- **Footer**

Navigation Bar

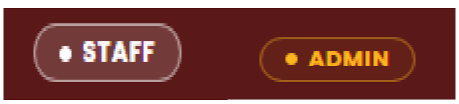
Located at the top of the page, the navigation bar provides:

17.1 System Branding

- LogBook system name
- Institutional logo (clickable for Admin users to change logo)

17.2 User Role Indicator

- Displays Admin or Staff badge
- Indicates the current user's access level



17.3 Navigation Buttons

- Manage Staff (Admin only)

- Logout – securely ends the user session

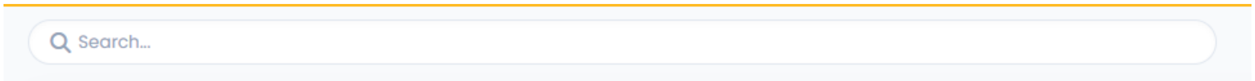
Document Toolbar

The toolbar allows users to quickly manage and locate documents.

18.1 Search Bar

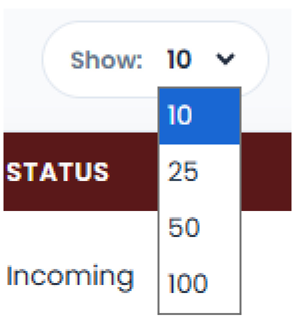
- Enter keywords to search documents by:
  - Subject
  - Description
  - Office
  - Status

- Received By



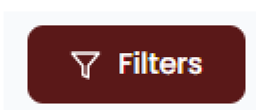
18.2 Items Per Page Selector

- Choose how many records to display:
  - 10
  - 25
  - 50
  - 100



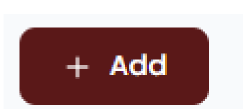
18.3 Filter Button

- Opens the **Advanced Filters Modal**



18.4 Add Button

- Opens the **Add New Document Modal**



Document Table

The document table displays all logged documents in a structured format.

19.1 Table Columns

- ID
- Image / Attachment Preview
- Date
- Office
- Subject
- Received By
- Status
- Actions

ID	IMAGE	DATE	OFFICE	SUBJECT	RECEIVED BY	STATUS	ACTIONS
#1		02/05/2026	SOC	Testing	carlo	Incoming	

19.2 Sorting Documents

- Click on column headers to sort records:
  - Ascending order
  - Descending order
  - Reset sorting

Action Buttons

Each document record includes action icons:

Icon Function

👁️ View document details

✏️ Edit document (if permitted)

🗑️ Delete document (if permitted)

Viewing Document Details

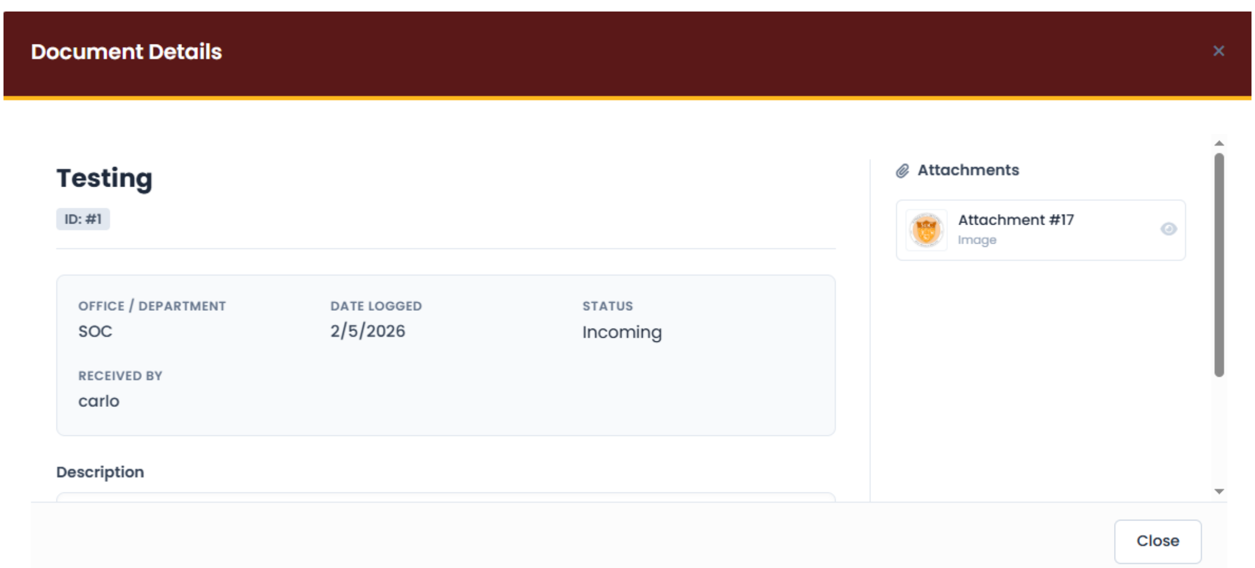
View Modal

Clicking the **View** icon opens the Document Details modal, which displays:

- Document subject
- Document ID
- Office / Department
- Date logged
- Status
- Received by
- Full description
- Attached files

Attachments can be:

- Viewed as images or PDFs
- Downloaded individually
- Browsed using gallery navigation



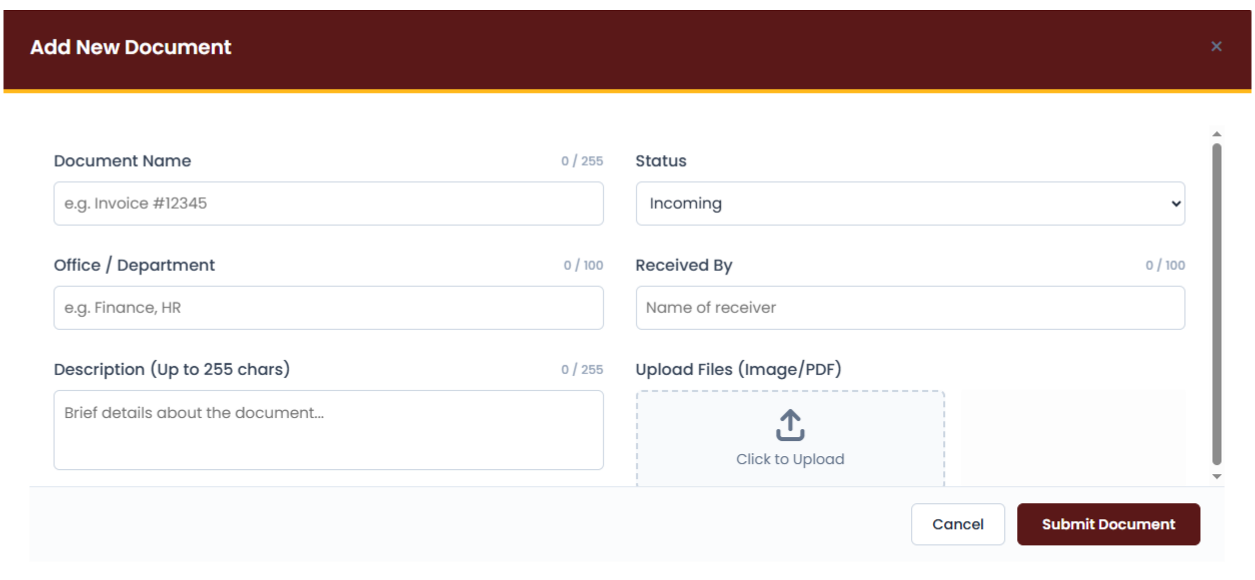
Adding a New Document

Add Document Modal

To add a document:

1. Click the **Add** button
2. Fill in required fields:
    - Document Name
    - Office / Department
    - Description
    - Status (Incoming / Outgoing)
    - Received By (required for Outgoing)
3. Upload files (images or PDF)
4. Click **Submit Document**

A success message will appear once the document is saved.

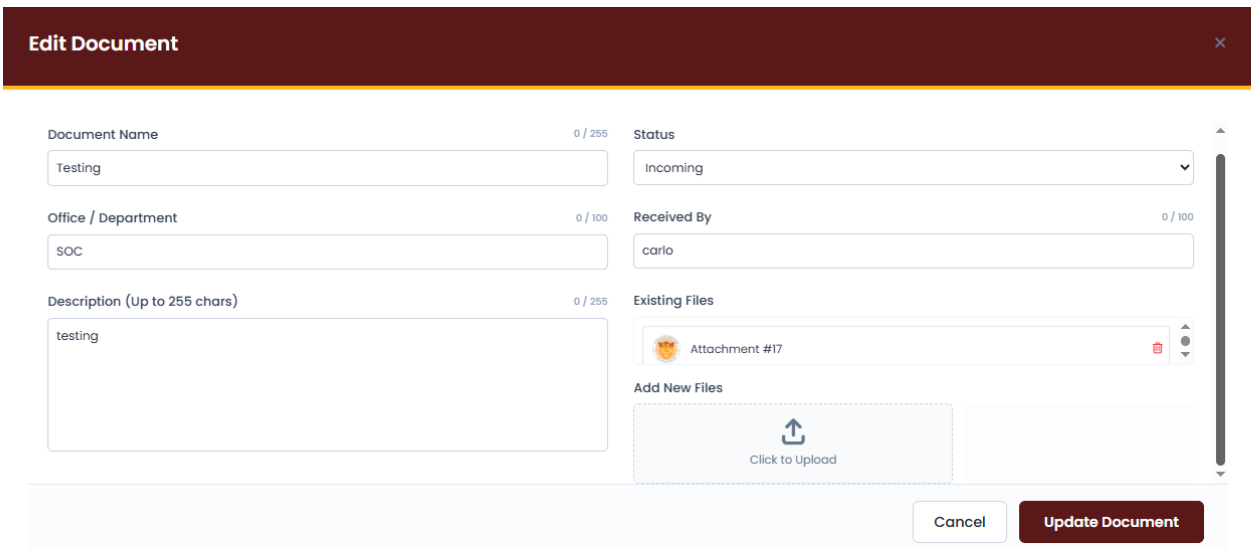


Editing a Document

Edit Document Modal

Users can update existing records by:

1. Clicking the **Edit** icon
2. Modifying document details
3. Managing existing attachments
4. Uploading additional files
5. Clicking **Update Document**



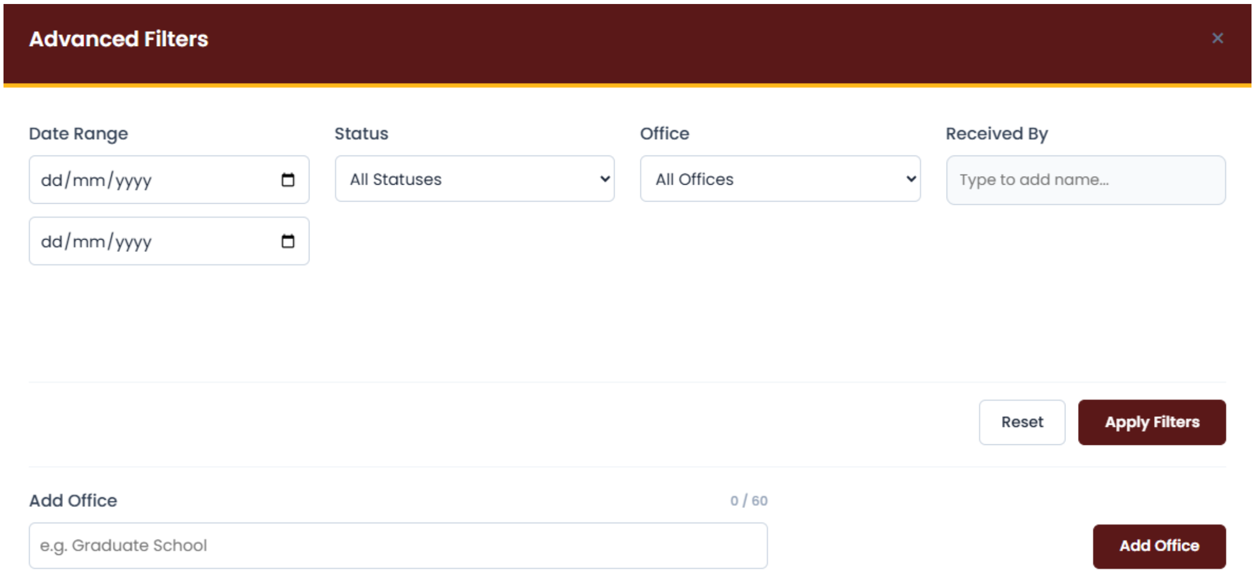
Advanced Filters

The Advanced Filters modal allows refined searching by:

- Date range
- Status (Incoming / Outgoing)
- Office
- Received By (multiple names)

Reset Filters

- Click **Reset** to clear all filters



Staff Management (Admin Only)

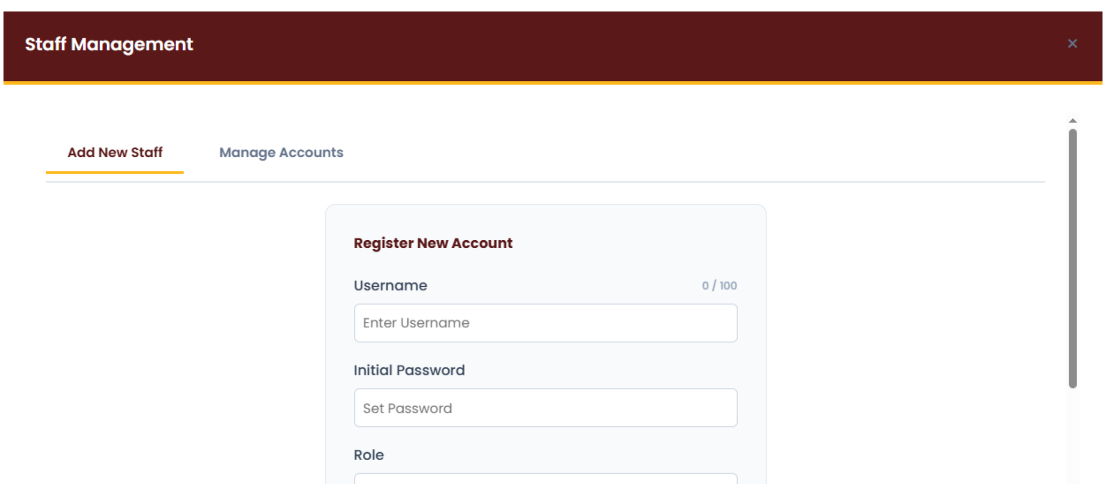
Admins have access to the **Staff Management Modal**, which allows:

25.1 Adding New Staff

- Create new user accounts
- Assign roles (Staff or Admin)

25.2 Managing Accounts

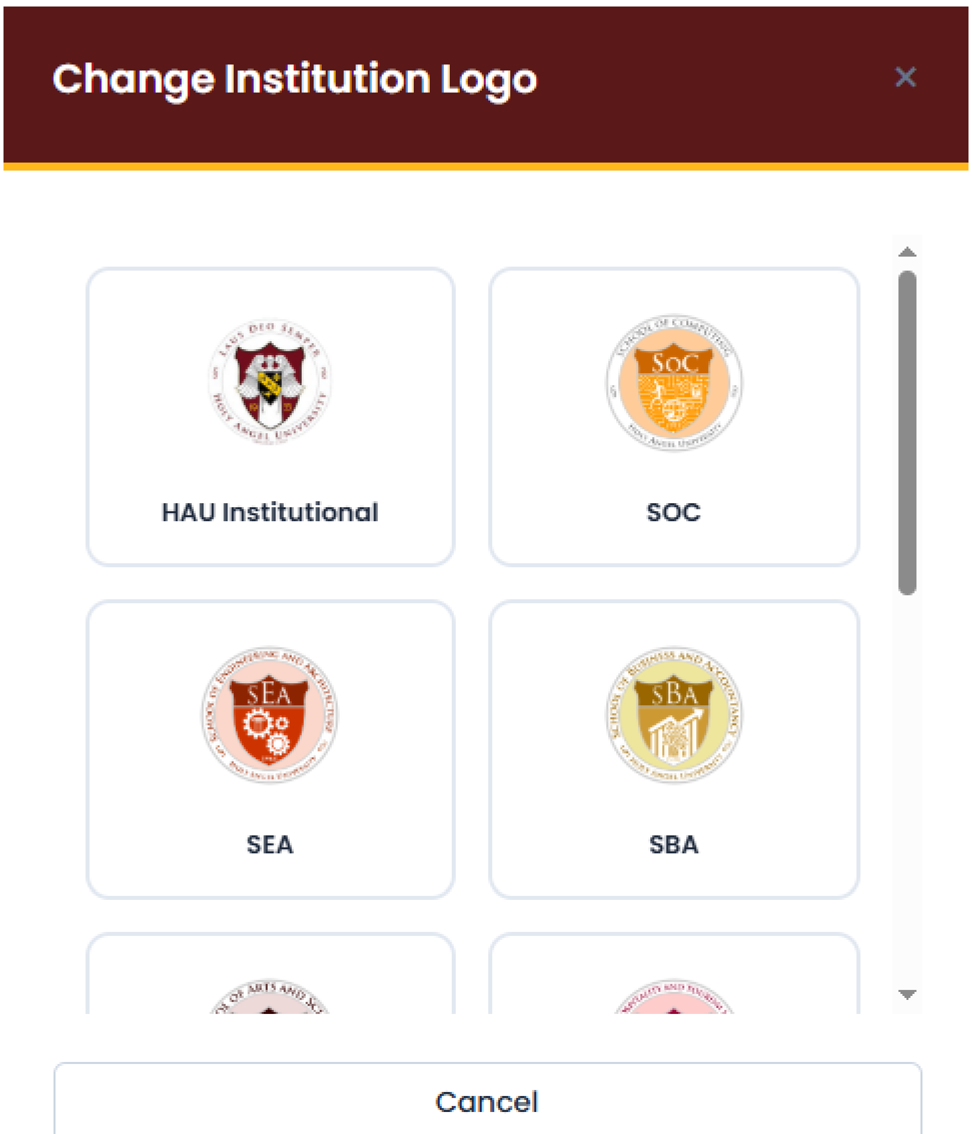
- View all registered users
- Manage roles and credentials



Logo Customization (Admin Only)

Admins can change the system logo by:

1. Clicking the logo in the navigation bar
2. Selecting a predefined institutional logo
3. Saving changes (stored locally in browser)

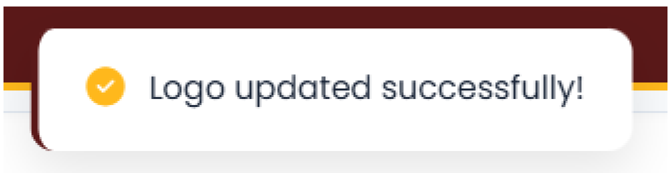


Notifications

The system displays toast notifications for:

- Successful actions
- Errors
- Updates and confirmations

Notifications automatically disappear after a few seconds.



Security and User Guidelines

- Do not share login credentials
- Log out after use on shared devices
- Only upload appropriate document files
- Report errors or unauthorized changes

Troubleshooting

Cannot See Documents

- Ensure you are logged in
- Check filters and search keywords

Cannot Add or Edit Documents

- Verify user role permissions
- Ensure all required fields are filled