



**Negros Island Region IT Workforce App
Administrator's, LGU, and School Module
Training Manual**

Administrator Module

1.0 Log In

Administrator need to login in order to access the Negros Island IT Workforce system. Login credentials for admin are already set on the database.



Login to your account

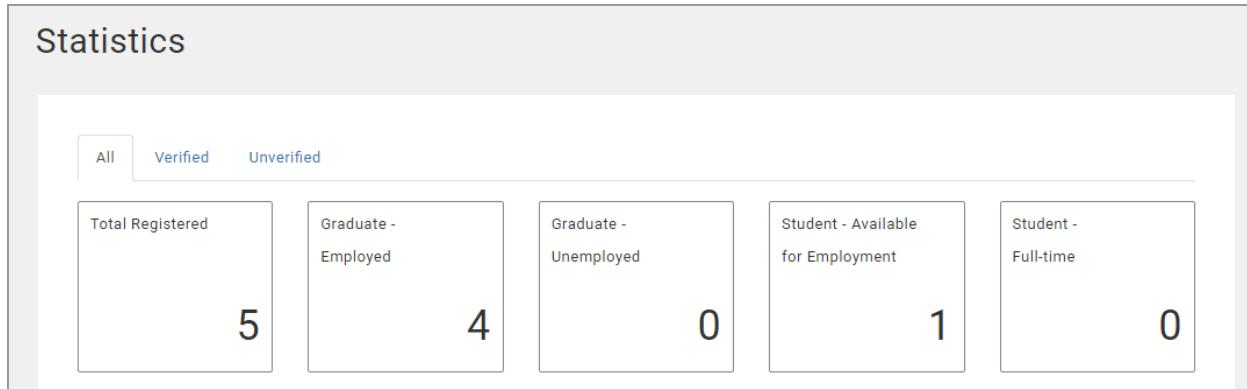
Administrators must login by:

- Entering a valid **Email Address**.
- Entering a valid **Password**.
- When you have entered all the login credentials, click **Log in** button.

2.0 Statistics

Statistics page is the default page after logging in.

Statistics content has an options tab for all registered students from different schools and students who registered using the Student application.



All

Total Registered Students uploaded by Schools and Students who registered using the Student Application.

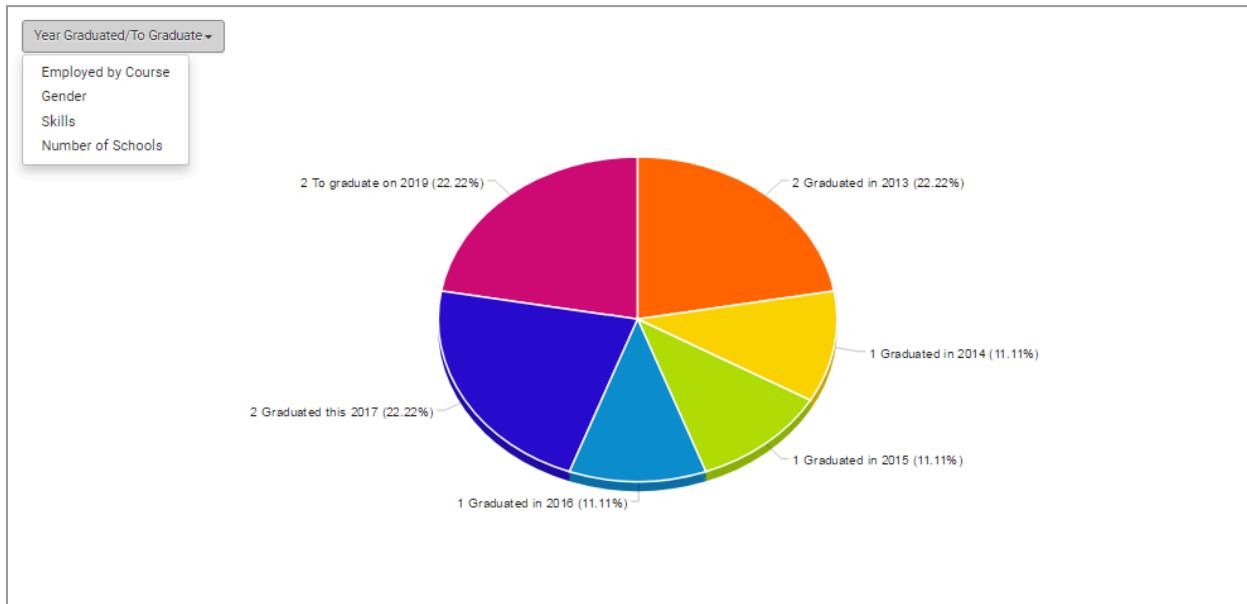
Verified

Total Registered Students uploaded by Schools and Verified Students who registered using the Student Application.

Unverified

Total Registered Student who registered using the Student Application.

Statistics Pie Graph



It's represent the percentage of the Students by the following category:

Year Graduated / To Graduate

Students percentage who graduated by Year. It includes the Verified and Unverified Students.

Employed by Program

Students percentage who are employed by Course. It includes the Verified and Unverified Students.

Skills

Skills percentage of the Students who are registered by Schools and Students who registered using Student Application. It includes the Verified and Unverified Students.

Gender

Gender percentage of the Students who are registered by Schools and Students who registered using Student Application. It includes the Verified and Unverified Students.

Number of Schools

Listed the Total Number of Schools affiliated with Negros Island IT Workforce.

3.0 Workforce List

Click the **Workforce List** Menu. Administrator will be loaded to the Workforce List table.

Workforce List								
Program	AIRLINE COMPUTER OPERATIONS				Filter	Search: <input type="text"/>		
Full Name	Gender	School	Program	Year Graduated / To Graduate On	LGU	Employment Status	Status	Actions
JUAN DE LA CRUZ TONNY	MALE	ISKOL BUKOL UNIVERSITY	BS INFORMATION TECHNOLOGY	2017	TALISAY CITY	STUDENT - AVAILABLE FOR EMPLOYMENT	<input checked="" type="checkbox"/>	
KENNETH SUMAGAYSAY ABOY	MALE	ISKOL BUKOL UNIVERSITY	BS INFORMATION TECHNOLOGY	2016	BACOLOD CITY	STUDENT - AVAILABLE FOR EMPLOYMENT	<input checked="" type="checkbox"/>	
MARK KIT TERR	MALE	ISKOL BUKOL UNIVERSITY	BS ACCOUNTING TECHNOLOGY	2019	DUMAGUETE CITY	STUDENT - AVAILABLE FOR EMPLOYMENT	<input checked="" type="checkbox"/>	
MARK TOW CABILE	MALE	ISKOL BUKOL UNIVERSITY	BS INFORMATION TECHNOLOGY	2014	TALISAY CITY	STUDENT - AVAILABLE FOR EMPLOYMENT	<input checked="" type="checkbox"/>	
RHEN MARK LOPEZ CABELLO	MALE	ISKOL BUKOL UNIVERSITY	BS COMPUTER SCIENCE	2015	TALISAY CITY	STUDENT - AVAILABLE FOR EMPLOYMENT	<input checked="" type="checkbox"/>	

3.1 Search

Click the **Search** textbox and enter the search value inside the text field. Results will be displayed at the Workforce list table.

Workforce List								
Program	AIRLINE COMPUTER OPERATIONS				Filter	Search: <input type="text"/>		
Full Name	Gender	School	Program	Year Graduated / To Graduate On	LGU	Employment Status	Status	Actions
JUAN DE LA CRUZ TONNY	MALE	ISKOL BUKOL UNIVERSITY	BS INFORMATION TECHNOLOGY	2017	TALISAY CITY	STUDENT - AVAILABLE FOR EMPLOYMENT	<input checked="" type="checkbox"/>	
ASAPH FLORES JUANICO	MALE	ISKOL BUKOL UNIVERSITY	AS INFORMATION TECHNOLOGY	2019	BACOLOD CITY	STUDENT - AVAILABLE FOR EMPLOYMENT	UNVERIFIED	

Administrators will be able to search the Students by **Full Name, Gender, School, Program, Year Graduated/ To Graduate On, LGU, Employment Status, and Status** respectively.

3.2 Search Filter

Choose **Search Filter** value on the drop down options and click **Filter** button. Results is display on the Workforce list table.

Workforce List								
Program		AIRLINE COMPUTER OPERATIONS		Filter		Search:		
Program	LGU	PROGRAM	YEAR GRADUATED / TO GRADUATE ON	LGU	EMPLOYMENT STATUS	STATUS		
LGU Schools Available Workforce Graduated/To Graduate On Skills Certification Employment Status SUMAGAYSAY ABOY	DL	BUKOL UNIVERSITY	BS INFORMATION TECHNOLOGY	2017	TALISAY CITY	STUDENT - AVAILABLE FOR EMPLOYMENT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MARK KIT TERR	MALE	ISKOL BUKOL UNIVERSITY	BS INFORMATION TECHNOLOGY	2016	BACOLOD CITY	STUDENT - AVAILABLE FOR EMPLOYMENT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MARK TOW CABILE	MALE	ISKOL BUKOL UNIVERSITY	BS ACCOUNTING TECHNOLOGY	2019	DUMAGUETE CITY	STUDENT - AVAILABLE FOR EMPLOYMENT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			BS INFORMATION TECHNOLOGY	2014	TALISAY CITY	STUDENT - AVAILABLE FOR EMPLOYMENT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Administrator will be able to search the Student by the following filter options:

Program

Administrators can filter the Students list by courses.

LGU

Administrators can filter the Students list by their City address.

Schools

Administrators can filter the Students list by their Schools attended.

Available Workforce

Administrators can filter the Students list who are ready for employment.

Graduated/Graduate On

Administrators can filter the Students list by Year Graduated.

Skills

Administrators can filter the Student list by their Skills.

Certification

Administrators can filter the Students list by their Certifications attended.

Employment Status

Administrators can filter the Students list by their Employment Status.

3.3 Download Masterlist

Choose **Search Filter** value on the drop down options and click **Filter** button. Results will display on the Workforce list table.

Workforce List								
Program	AIRLINE COMPUTER OPERATIONS							
Full Name	GENDER	SCHOOL	PROGRAM	YEAR GRADUATED / TO GRADUATE ON	LGU	EMPLOYMENT STATUS	STATUS	▲
MARK KIT TERR	MALE	ISKOL BUKOL UNIVERSITY	BS ACCOUNTING TECHNOLOGY	2019	DUMAGUETE CITY	STUDENT - AVAILABLE FOR EMPLOYMENT		
MARK TOW CABILE	MALE	ISKOL BUKOL UNIVERSITY	BS INFORMATION TECHNOLOGY	2014	TALISAY CITY	STUDENT - AVAILABLE FOR EMPLOYMENT		
RHEN MARK LOPEZ CABELLO	MALE	ISKOL BUKOL UNIVERSITY	BS COMPUTER SCIENCE	2015	TALISAY CITY	STUDENT - AVAILABLE FOR EMPLOYMENT		

Showing 1 to 3 of 3 entries (filtered from 9 total entries)

Previous **1** Next

DOWNLOAD MASTERLIST

Click the **Download Masterlist** button. Workforce list csv will be downloaded.

4.0 Users

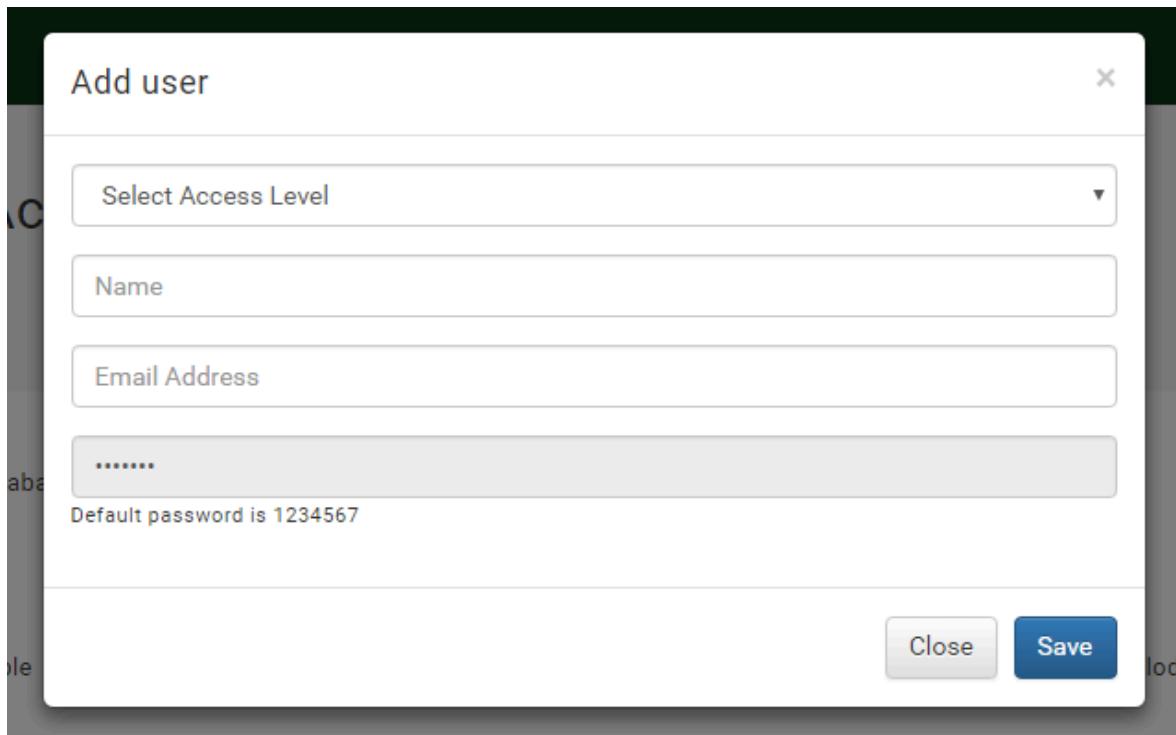
Click the **Users** Menu. Administrator will be loaded to the User Access Level page.

User Access Level				
Add user				
<input type="text" value="Search:"/>				
Name	Email	School/LGU	Access level	Action
Anthony Malabanan	tonyasm19@yahoo.com	Bago City College	School	
Baco Load	bacolod_lgu@gmail.com	Bacolod City	LGU	

4.1 Add User

Click the **Add User** button and the user's modal will be displayed. Administrator will be asked to enter or select the following information (all fields are required):

- **Select Access Level** options
- Enter **Name**. (Full Name)
- Enter **Email Address**.
- **Default password**: 1234567



The screenshot shows a modal dialog box titled "Add user". Inside the dialog, there are four input fields: a dropdown menu for "Select Access Level", a text input for "Name", a text input for "Email Address", and a password input field containing ".....". Below the password field, a note states "Default password is 1234567". At the bottom right of the dialog are two buttons: "Close" and "Save", with "Save" being highlighted in blue.

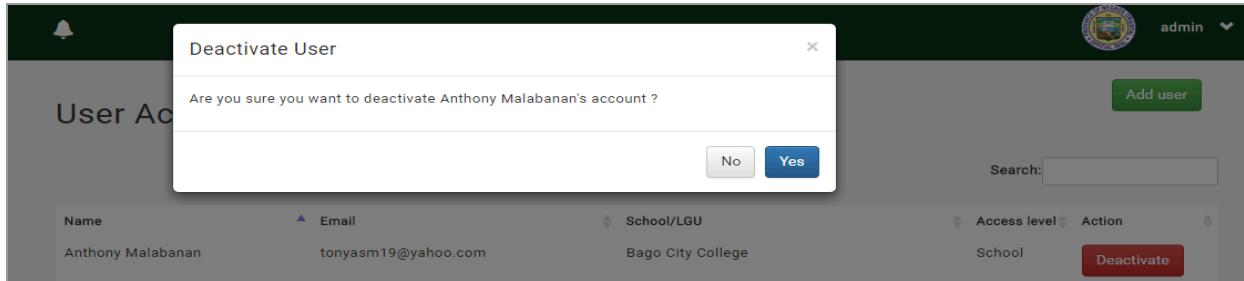
Click the **Save** button. The Registered User will be added automatically on the User Access Level table.

The Registered User should change their own password after their first login for security purposes.

The Administrator should send email to the registered user that the Account is ready to be accessed and the default password is 1234567, which must be changed immediately for security purposes.

4.2 Deactivate User

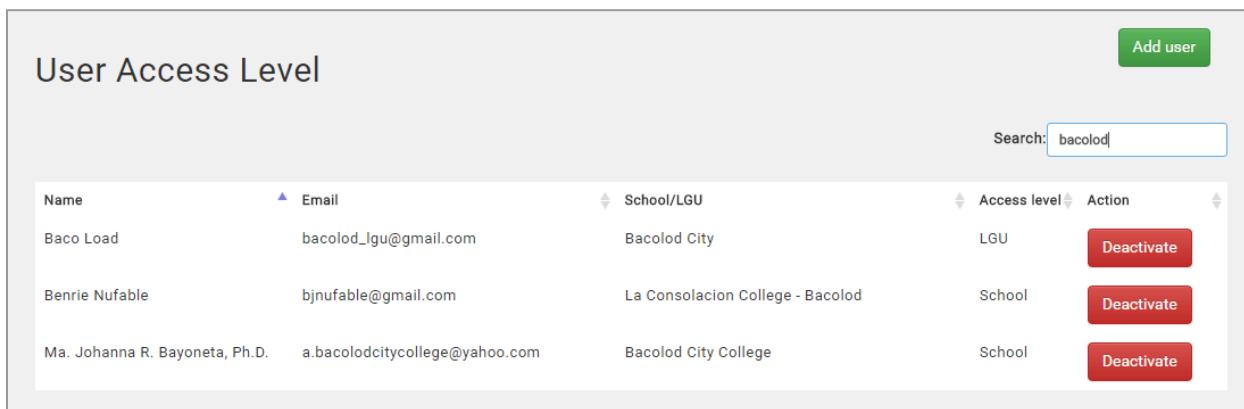
Choose registered user to deactivate on the User Access Level table, click **Deactivate** button and confirmation modal will be displayed.



Click **Yes** option to deactivate the user and **No** option for not deactivating the user .

4.2 Search User

Click the **Search** textbox and enter the search value inside the text field. Results will be displayed at the User Access Level table.



The Administrator will be able to search the User by **Name**, **Email**, **School/LGU**, and **Access Level**.

5.0 Alerts

Click the **Alerts** Menu. Administrator will be loaded to the Alerts page.



The screenshot shows a user interface for managing alerts. At the top, there are buttons for 'Alerts' and 'Create Alert'. On the right, there are filters for 'View posts by' (set to 'Newer to Older') and a dropdown menu. The main content area displays a single alert card. The alert is titled 'Hiring' and is posted by 'admin' on 'January 18, 2017 11:28 AM'. The alert text says: 'There is a job fair.' Below the alert is a small image of a person wearing a white t-shirt with a blue logo.

5.1 Alerts Filter Display

Alerts list display have this following options:



The screenshot shows the same alerts interface, but the 'View posts by' dropdown is open, revealing three options: 'Newer to Older' (selected), 'Older to Newer', and 'Me'.

Newer to Older

This is the default sorting of the alerts. All alerts are displayed from New to Old; filter by posted date.

Older to Newer

All alerts are displayed from Old to New; filters by posted date.

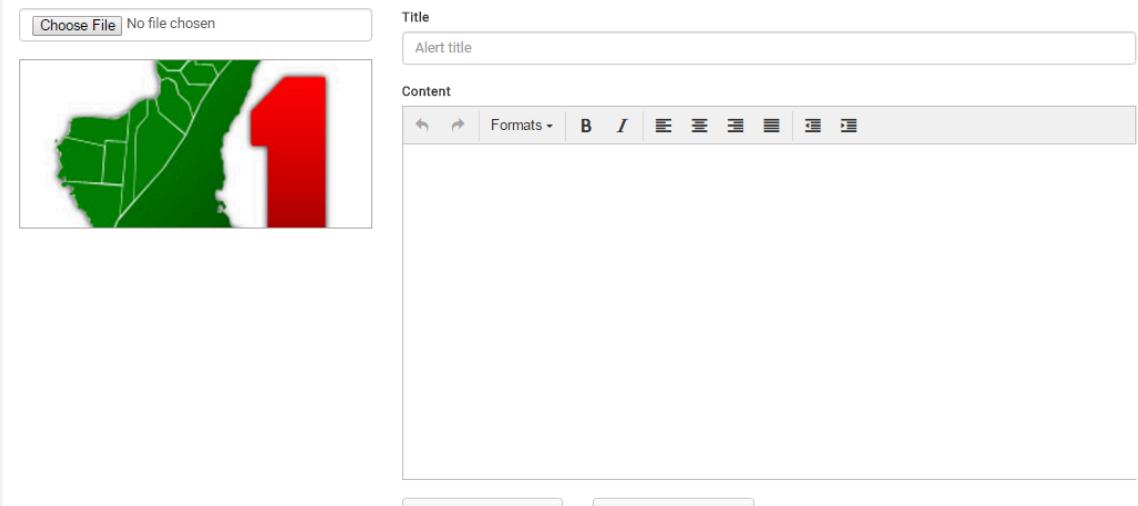
Me

Alerts that will be displayed are posted by the Administrator only.

5.2 Create New Alerts

Click the **Create Alert** button, the page will be loaded to the create alert page.

Alerts > Create Alert



The screenshot shows a form titled 'Alerts > Create Alert'. It includes a file upload field with 'Choose File' and 'No file chosen', a map of Negros Island with a red '1' on it, a title field with 'Alert title', a content rich text editor with a toolbar, and 'Save' and 'Cancel' buttons.

Administrator will be asked to enter the following fields:

- Upload Images.
- Enter Alerts Title.
- Enter Alerts Content.

Click the **Save** button. The Create alert page will be loaded to the main Alert page and a new added alert will be displayed. All modules will receive the Alerts from the Administrator.

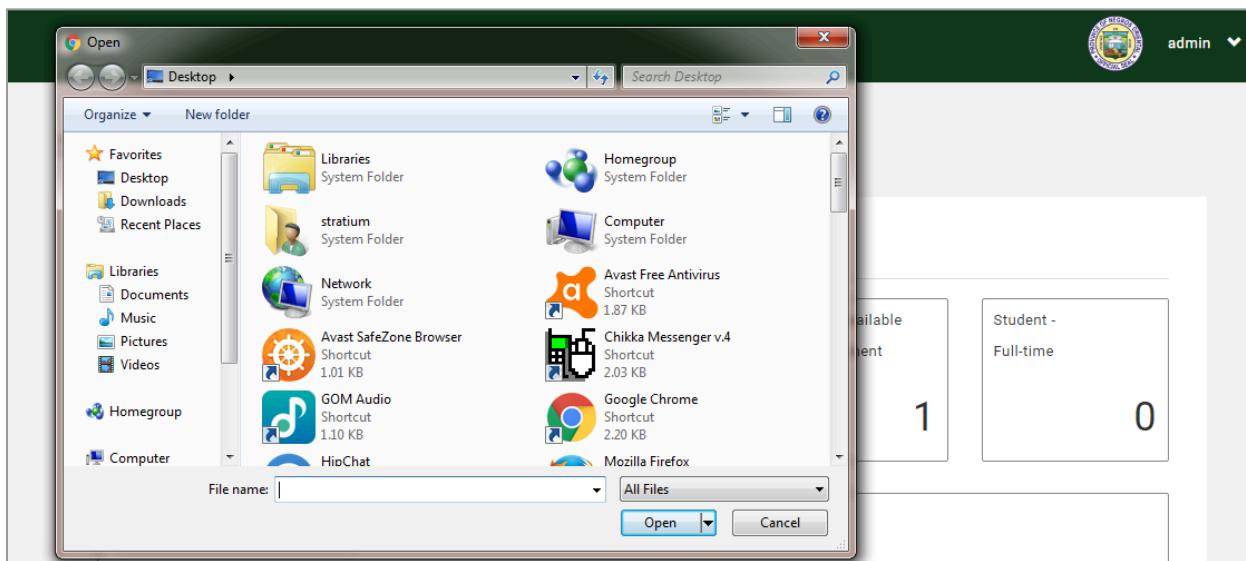
6.0 Administrator option

Click the Admin dropdown option at the upper right corner of the page.



6.1 Change Profile Photo

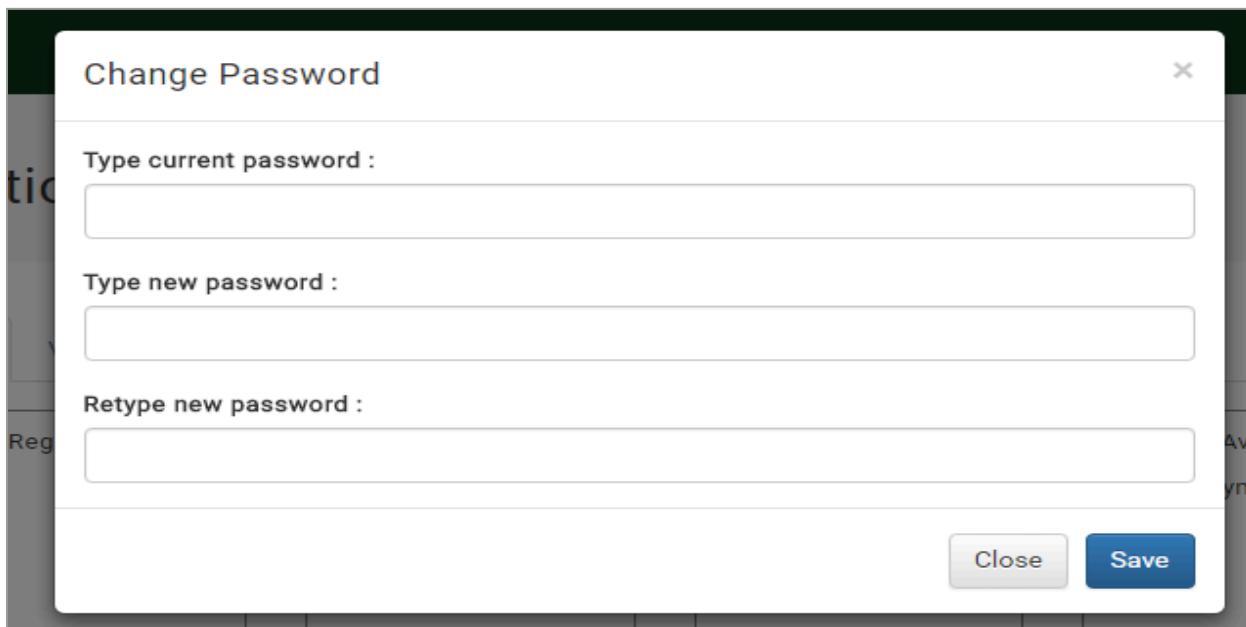
Click **Change Profile Photo** on the dropdown option, File Manager will be displayed so that you can locate the location of the photo that you want to upload.



Choose the selected photo and click the **Open** button. The uploaded photo will be displayed before the logged in username.

6.2 Change Password

Click **Change Password** on the dropdown option, change password modal will be displayed.



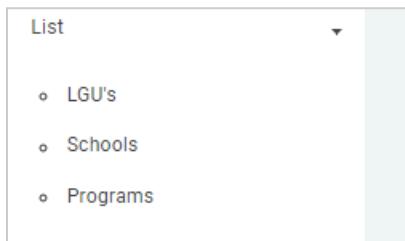
The Administrator will be asked to enter following fields (all fields are required):

- Type **Current Password**.
- Type **New Password**.
- Retype **New Password**.

Click the **Save** button to save the changes in your current password.

7.0 List

Click the **List** Menu. List sub menu will be displayed.



7.1 LGU's

Click the **LGU's** sub menu. Administrator will be loaded to the LGU List page.



The page title is 'List of LGU's'. There is a search bar with the text 'Search: ba'. A table is displayed with the following data:

LGU NAME
Bacolod City
Bago City
Binalbagan City
Hinobaan

Click the **Search** textbox and enter the search value inside the text field. Results will be displayed at the List of LGU's table.

7.2 Schools

Click the **Schools** sub menu. Administrator will be loaded to the List of School's page.

List of Schools

[Add School](#)

Search:

SCHOOL NAME
AMA Computer College
Asian College Of Aeronautics
Bacolod City College
Bago City College
Binalbagan Catholic College
Carlos Hilado Memorial State College - Alijis
Carlos Hilado Memorial State College - Binalbagan
Carlos Hilado Memorial State College - Fortune Towne
Carlos Hilado Memorial State College - Talisay
Central Philippines Adventist College

Click the **Search** textbox and enter the search value inside the text field. Results will be displayed at the List of Schools table.

7.2.1 Add Schools

Click on the **Add School** button and the Add school modal will be displayed.

Add School

School Name:

[Close](#) [Save](#)

The Administrator will be asked to enter the **School name** that should be added on the list.

Click the **Save** button to save the new added School name.

7.3 Programs

Click the **Programs** sub menu. Administrator will be loaded to the List of Program page.

List of Programs		Add Program
		Search: <input type="text"/>
PROGRAM	PROGRAM CODE	
DIPL COMPUTER SYSTEMS AND INFORMATION TECHNOLOGY	DCSIT	
DIPL BUSINESS AND INFORMATION MANAGEMENT	DBIM	
BS INFORMATION TECHNOLOGY	BSIT	
BS INFORMATION SYSTEMS	BSIS	
BS ELECTRONICS ENGINEERING	BS ECE	

Click the **Search** textbox and enter the search value inside the text field. Results will be displayed at the List of Courses table.

7.3.1 Add Programs

Click on the **Add Program** button and the Add Course modal will be displayed.

Add Program

Program:

Program Code:

[Close](#) [Save](#)

Administrator will be asked to enter following fields (all fields are required):

- Enter **Program Name**.
- Enter **Program Abbreviation**

Click the **Save** button to save the new added Course.

Note: List sub menu pages do not have delete functionality.

LGU Module

1.0 Log In

User's need to login in order to authenticate themselves and be able to access the Negros Island IT Workforce system.



Login to your account

Users who are registered by the Administrator must login by:

- Entering a valid **Email Address**.
- Entering a valid **Password**.

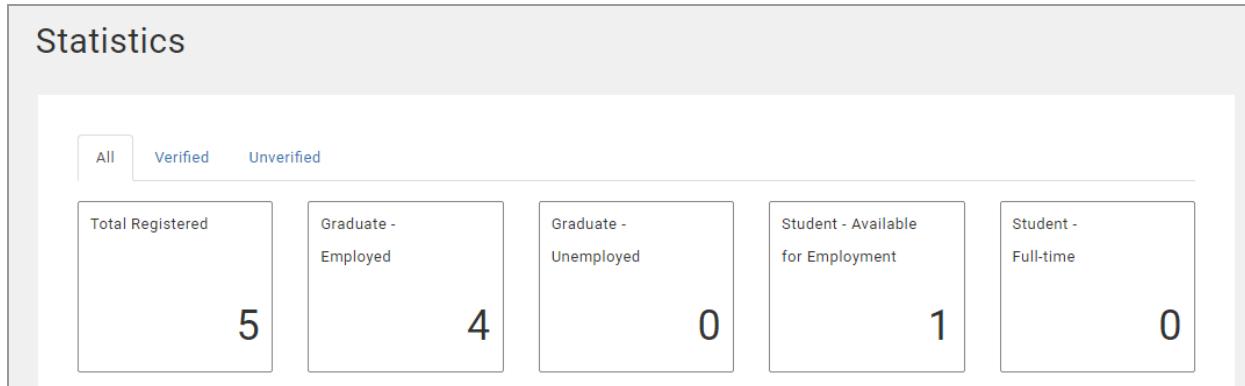
When you have entered all the login credentials, click on the **Log in** button.

Users should change their own password after their first login for security purposes.

2.0 Statistics

The **Statistics** page is the default page after logging in.

Statistics content has an options tab for all registered students from different schools and students who registered using the Student application within LGU's domain.



All

Total Registered Students uploaded by Schools and Students who registered using the Student Application.

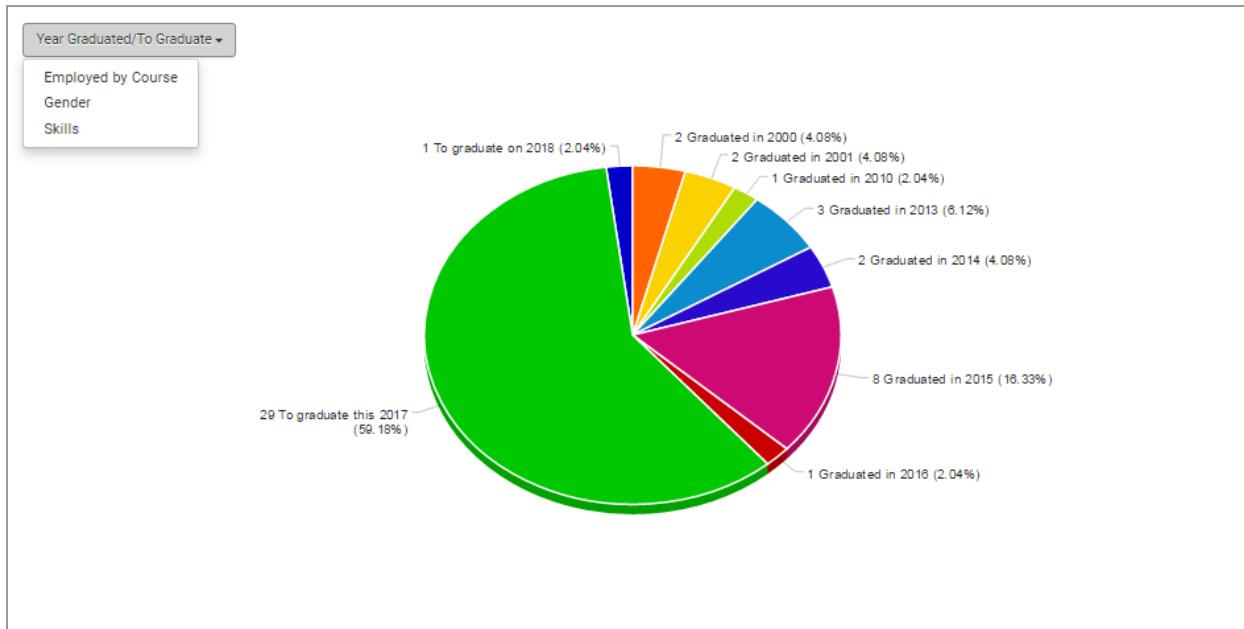
Verified

Total Registered Students uploaded by Schools and Verified Students who registered using the Student Application.

Unverified

Total Registered Student who registered using the Student Application.

Statistics Pie Graph



Note: Statistic Pie Graph values vary on different LGU's for the number of student enrolled in a School within the LGU's domain.

It's represent the percentage of the Students by LGU's for the following category:

Year Graduated / To Graduate

Students percentage who graduated by Year. It includes the Verified and Unverified Students.

Employed by Course

Students percentage who are employed by Course. It includes the Verified and Unverified Students.

Skills

Skills percentage of the Students who are registered by Schools and Students who registered using Student Application. It includes the Verified and Unverified Students.

Gender

Gender percentage of the Students who are registered by Schools and Students who registered using Student Application. It includes the Verified and Unverified Students.

3.0 Students / Alumni

Click the **Students / Alumni** Menu. LGU will be loaded to the Workforce List table.

Students/Alumni								
Program	AIRLINE COMPUTER OPERATIONS							Filter
Full Name	Gender	School	Program	Year Graduated / To Graduate On	Email	Work Status	Status	
ANABEL TAN TONNY	MALE	ISKOL BUKOL UNIVERSITY	BS INFORMATION TECHNOLOGY	2017	febestratiuum01@gmail.com	GRADUATE - EMPLOYED	UNVERIFIED	
ASAPH FLORES JUANICO	MALE	ISKOL BUKOL UNIVERSITY	AS INFORMATION TECHNOLOGY	2019	asa@gmail.com	STUDENT - AVAILABLE FOR EMPLOYMENT	UNVERIFIED	
KENNETH SUMAGAYSAY ABOY	MALE	ISKOL BUKOL UNIVERSITY	BS INFORMATION TECHNOLOGY	2016		STUDENT - AVAILABLE FOR EMPLOYMENT		<input checked="" type="checkbox"/>

3.1 Search

Click the **Search** textbox and enter the search value inside the text field. Results will be displayed at the Students / Alumni table.

Students/Alumni								
Program	AIRLINE COMPUTER OPERATIONS							Filter
Full Name	Gender	School	Program	Year Graduated / To Graduate On	Email	Work Status	Status	
ANABEL TAN TONNY	MALE	ISKOL BUKOL UNIVERSITY	BS INFORMATION TECHNOLOGY	2017	febestratiuum01@gmail.com	GRADUATE - EMPLOYED	UNVERIFIED	
ASAPH FLORES JUANICO	MALE	ISKOL BUKOL UNIVERSITY	AS INFORMATION TECHNOLOGY	2019	asa@gmail.com	STUDENT - AVAILABLE FOR EMPLOYMENT	UNVERIFIED	

LGU will be able to search the Students by **Name, School, Program, Year Graduated/ To Graduate On, Email, Work Status, and Status** respectively.

3.2 Search Filter

Choose **Search Filter** value on the drop down options and click **Filter** button. Results are displayed on the Students / Alumni table.

Students/Alumni							
Program	AIRLINE COMPUTER OPERATIONS			Filter	Search: an		
Program							
Available Workforce							
Graduated/To Graduate On	2018	PROGRAM	YEAR GRADUATED / TO GRADUATE ON	EMAIL	WORK STATUS	STATUS	
Skills	L BUKOL UNIVERSITY	BS INFORMATION TECHNOLOGY	2017	febestratium01@gmail.com	GRADUATE-EMPLOYED	UNVERIFIED	
Certification							
Employment Status							
ASAPH FLORES JUANICO	MALE	ISKOL BUKOL UNIVERSITY	AS INFORMATION TECHNOLOGY	2019	asa@gmail.com	STUDENT - AVAILABLE FOR EMPLOYMENT	UNVERIFIED

LGU will be able to search the Student by the following filter options:

Program

LGU's can filter the Students list by courses.

Available Workforce

LGU's can filter the Students list who are ready for employment.

Graduated/Graduate On

LGU's can filter the Students list by Year Graduated.

Skills

LGU's can filter the Student list by their Skills.

Certification

LGU's can filter the Students list by their Certifications attended.

Employment Status

LGU's can filter the Students list by their Employment Status.

3.3 Download Masterlist

Choose **Search Filter** value on the drop down options and click **Filter** button. Results will display on the Workforce list table.

Students/Alumni

Program		AIRLINE COMPUTER OPERATIONS		Filter		Search:	
FULL NAME	GENDER	SCHOOL	PROGRAM	YEAR GRADUATED / TO GRADUATE ON	EMAIL	WORK STATUS	STATUS
ANABEL TAN TONNY	MALE	ISKOL BUKOL UNIVERSITY	BS INFORMATION TECHNOLOGY	2017	febestratiu01@gmail.com	GRADUATE - EMPLOYED	UNVERIFIED
ASAPH FLORES JUANICO	MALE	ISKOL BUKOL UNIVERSITY	AS INFORMATION TECHNOLOGY	2019	asa@gmail.com	STUDENT - AVAILABLE FOR EMPLOYMENT	UNVERIFIED
KENNETH SUMAGAYSAY ABOY	MALE	ISKOL BUKOL UNIVERSITY	BS INFORMATION TECHNOLOGY	2016		STUDENT - AVAILABLE FOR EMPLOYMENT	VERIFIED

Showing 1 to 3 of 3 entries

Previous 1 Next

[DOWNLOAD MASTERLIST](#)

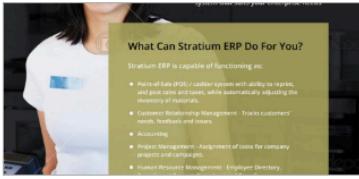
Click the **Download MasterList** button. Workforce list csv will be downloaded.

4.0 Alerts

Click the **Alerts** Menu. LGU's will be loaded to the Alerts page.

Alerts [Create Alert](#)

[View posts by](#) [Newer to Older ▾](#)

	Hiring by: admin Posted: January 18, 2017 11:28 AM There is a job fair.
---	---

4.1 Alerts Filter Display

Alerts list display have this following options:



Alerts [Create Alert](#)

Hiring [by: admin](#) [Posted: January 18, 2017 11:28 AM](#)

There is a job fair.

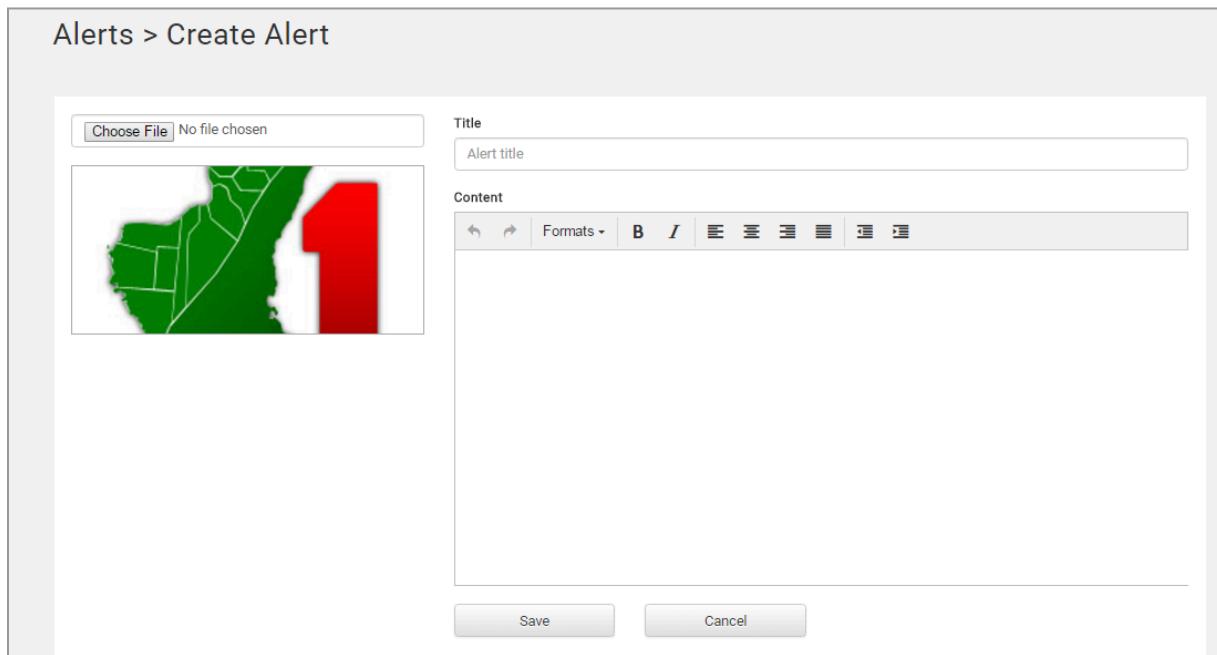
[View posts by](#) [Newer to Older](#) [Older to Newer](#) [Me](#)

Note: LGU's Module can only see their own Alerts and Administrator Alerts only.

- **Newer to Older.** This is the default sorting of the alerts. All alerts are displayed from New to Old; filter by posted date.
- **Older to Newer.** All alerts are displayed from Old to New; filters by posted date.
- **Me.** Alerts that will be displayed are posted by the LGU's only.

4.2 Create New Alerts

Click the **Create Alert** button, the page will be loaded to the create alert page.



Alerts > Create Alert

[Choose File](#) No file chosen

Title

Content

[Save](#) [Cancel](#)

LGU's will be asked to enter the following fields:

- Upload Images.
- Enter Alerts Title.
- Enter Alerts Content.

Click the **Save** button. The create alert page will be loaded to the main Alert page and new added alert will be displayed. Only Administrator and Student connected to LGU can receive the LGU's alerts.

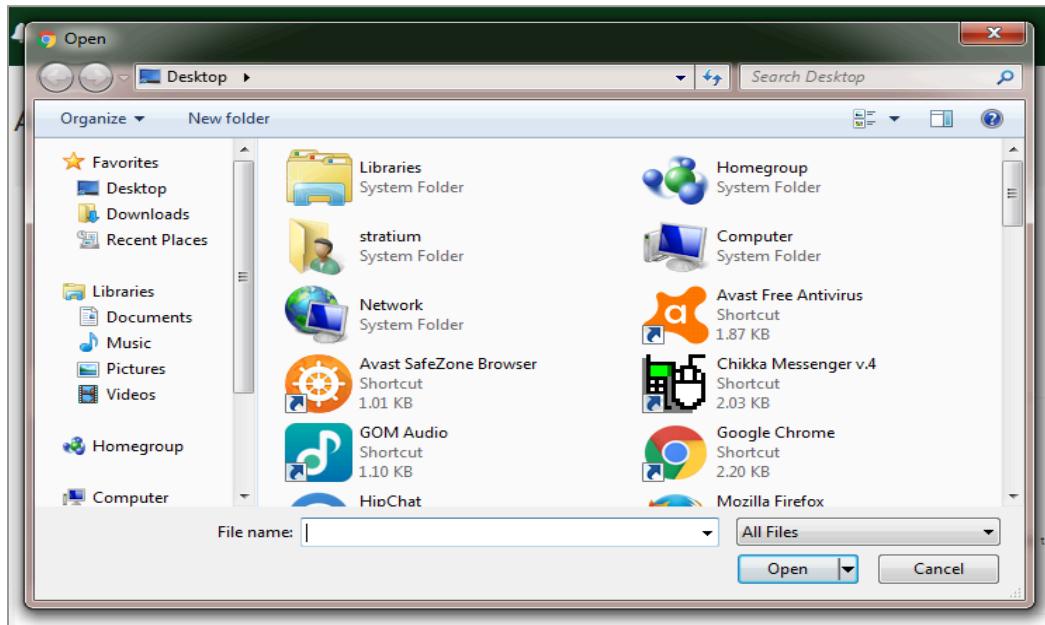
5.0 LGU's option

Click the LGU's dropdown option at the upper right corner of the page.



5.1 Change Profile Photo

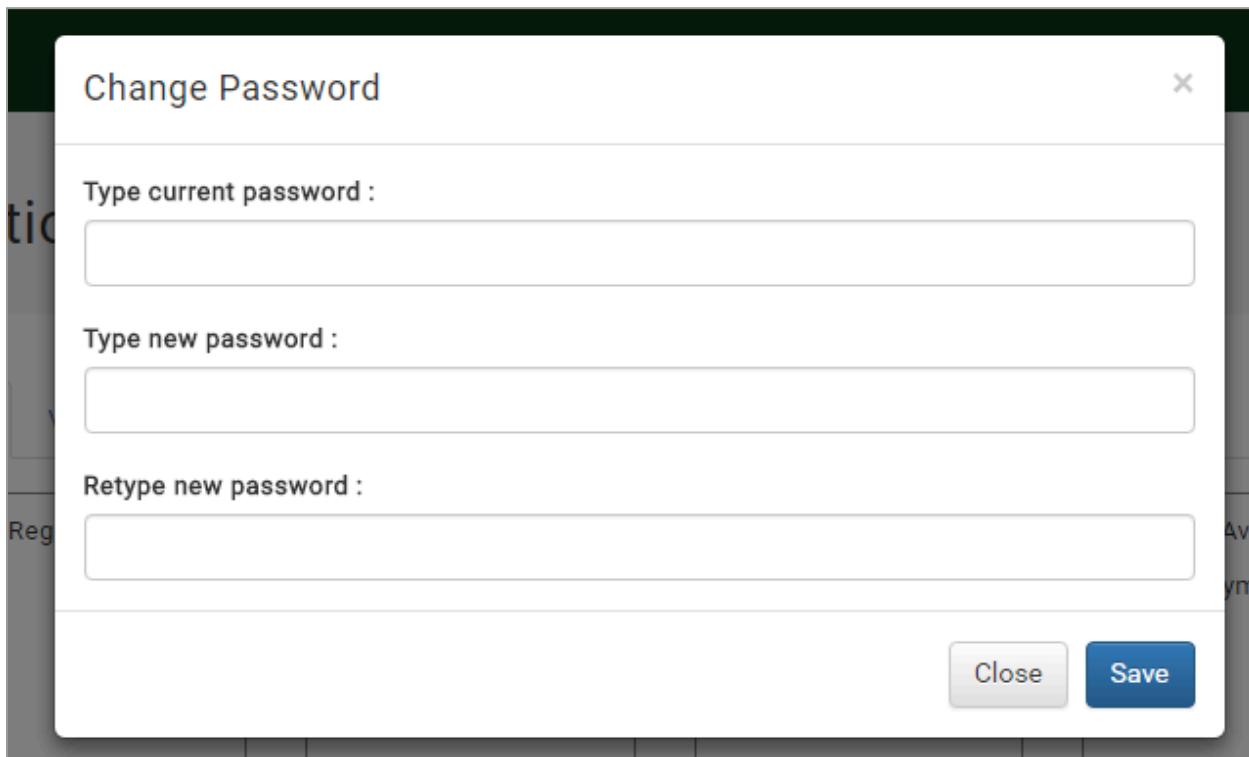
Click **Change Profile Photo** on the dropdown option, File Manager will be displayed so that you can locate the location of the photo that you want to upload.



Choose the selected photo and click the **Open** button. The uploaded photo will be displayed before the logged in username.

5.2 Change Password

Click **Change Password** on the dropdown option, change password modal will be displayed.



The image shows a modal window titled "Change Password". It contains three input fields: "Type current password:", "Type new password:", and "Retype new password:". Below the fields are "Close" and "Save" buttons. The modal is centered over a blurred background of a web page.

LGU will be asked to enter following fields (all fields are required):

- Type **Current Password**.
- Type **New Password**.
- Retype **New Password**.

Click the **Save** button to save the changes in your current password.

School Module

1.0 Log In

User's need to login in order to authenticate themselves and be able to access the Negros Island IT Workforce system.



Login to your account

Users who are registered by the Administrator (NOLITC) must login by:

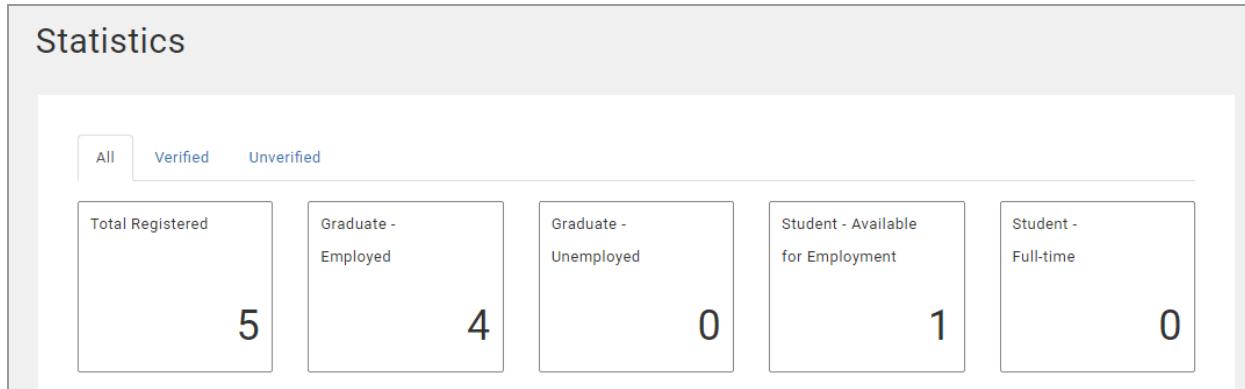
- Entering a valid **Email Address**.
- Entering a valid **Password**.
- When you have entered all the login credentials, click the **Log in** button.

The user should change their own password after their first login for security purposes.

2.0 Statistics

The **Statistics** page is the default page after logging in.

Statistics content has an options tab for all registered students who registered using the Student application and registered by School.



All

Total Registered Students uploaded by Schools and Students who registered using the Student Application.

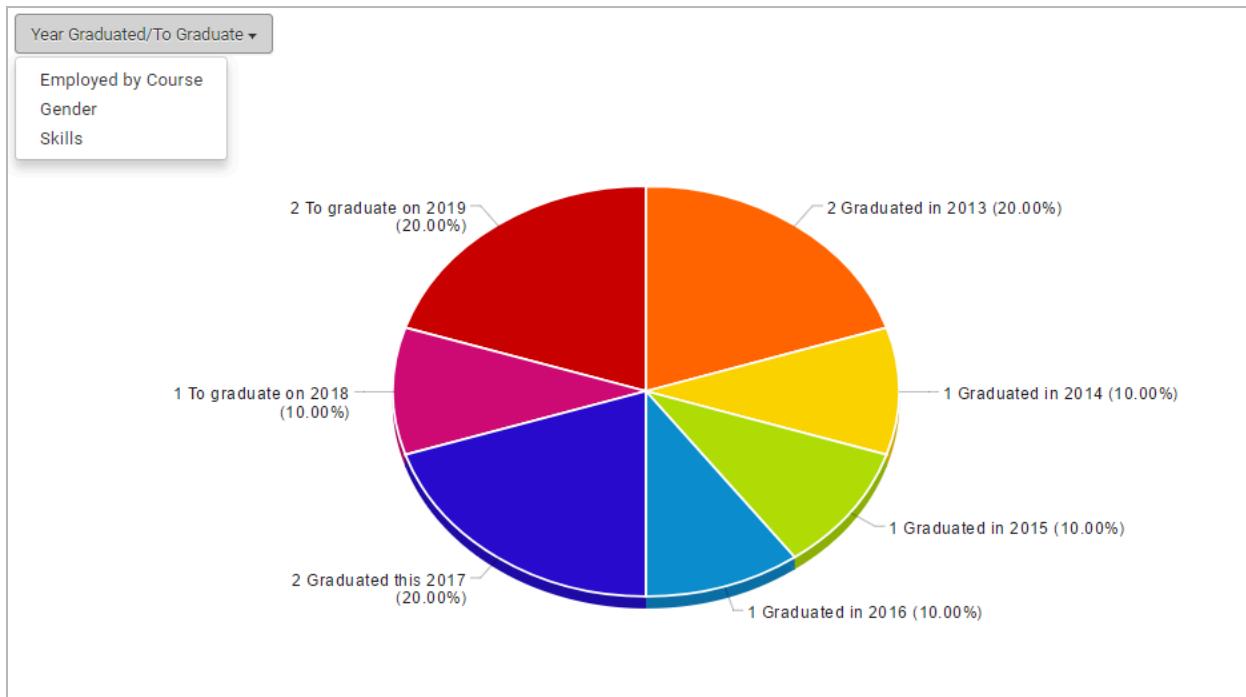
Verified

Total Registered Students uploaded by Schools and Verified Students who registered using the Student Application.

Unverified

Total Registered Student who registered using the Student Application.

Statistics Pie Graph



Note: Statistic Pie Graph values vary on different schools for the number of students enrolled in a School.

It represents the percentage of the Students in a School for the following category:

Year Graduated / To Graduate

Students percentage who graduated by Year. It includes the Verified and Unverified Students.

Employed by Course

Students percentage who are employed by Course. It includes the Verified and Unverified Students.

Skills

Skills percentage of the Students who are registered by Schools and Students who registered using Student Application. It includes the Verified and Unverified Students.

Gender

Gender percentage of the Students who are registered by Schools and Students who registered using Student Application. It includes the Verified and Unverified Students.

3.0 Students / Alumni

Click the **Students / Alumni** Menu. Schools will be loaded to the Workforce List table.

Students/Alumni						UPLOAD STUDENT LIST
Program	Gender	Program	YEAR GRADUATED	BIRTHDATE	STATUS	Search:
ANABEL TAN TONNY	MALE	BS INFORMATION TECHNOLOGY	2017	12-31-5643	<button>Verify</button>	
ASAPH FLORES JUANICO	MALE	AS INFORMATION TECHNOLOGY	2019		<button>Verify</button>	
FEBE JOY DIMANALATA CORUGDA	FEMALE	BS ELECTRONICS AND COMPUTER TECHNOLOGY	2013		<button>Verify</button>	
JAY JEMA JUNIO	MALE	AS INFORMATION TECHNOLOGY	2018		<button>Verify</button>	

3.1 Search

Click the **Search** textbox and enter the search value inside the text field. Results will be displayed at the Students / Alumni table.

Students/Alumni						UPLOAD STUDENT LIST
Program	Gender	Program	YEAR GRADUATED	BIRTHDATE	STATUS	Search:
ASAPH FLORES JUANICO	MALE	AS INFORMATION TECHNOLOGY	2019		<button>Verify</button>	J
FEBE JOY DIMANALATA CORUGDA	FEMALE	BS ELECTRONICS AND COMPUTER TECHNOLOGY	2013		<button>Verify</button>	
JAY JEMA JUNIO	MALE	AS INFORMATION TECHNOLOGY	2018		<button>Verify</button>	
JUAN DE LA CRUZ TONNY	MALE	BS INFORMATION TECHNOLOGY	2017	12-31-1958		

Schools will be able to search the Students by **Name, Gender, Program, Year Graduated, Birthdate, and Status** respectively.

3.2 Search Filter

Choose **Search Filter** value on the drop down options and click **Filter** button. Results is displayed on the Students / Alumni table.

Students/Alumni					UPLOAD STUDENT LIST
Program	BS INFORMATION TECHNOLOGY		Filter	Search: J	
Program	GENDER	PROGRAM	YEAR GRADUATED	BIRTHDATE	STATUS
ASAPH FLORES JUANICO	MALE	AS INFORMATION TECHNOLOGY	2019		Verify
FEBE JOY DIMANALATA CORUGDA	FEMALE	BS ELECTRONICS AND COMPUTER TECHNOLOGY	2013		Verify
JAY JEMA JUNIO	MALE	AS INFORMATION TECHNOLOGY	2018		Verify
JUAN DE LA CRUZ TONNY	MALE	BS INFORMATION TECHNOLOGY	2017	12-31-1958	

School will be able to search the Student by the following filter options:

Program

Schools can filter the Students list by courses.

LGU

School can filter the Students list by their City Address or LGU

Employment Status

Schools can filter the Students list by their Employment Status.

3.3 Download Masterlist

Choose **Search Filter** value on the drop down options and click **Filter** button. Results will display on the Workforce list table.

Students/Alumni

UPLOAD STUDENT LIST

Program: BS INFORMATION TECHNOLOGY | Filter | Search:

FULL NAME	GENDER	PROGRAM	YEAR GRADUATED	BIRTHDATE	STATUS
ANABEL TAN TONNY	MALE	BS INFORMATION TECHNOLOGY	2017	12-31-5643	<button>Verify</button>
ASAPH FLORES JUANICO	MALE	AS INFORMATION TECHNOLOGY	2019		<button>Verify</button>
FEBE JOY DIMANALATA CORUGDA	FEMALE	BS ELECTRONICS AND COMPUTER TECHNOLOGY	2013		<button>Verify</button>
JAY JEMA JUNIO	MALE	AS INFORMATION TECHNOLOGY	2018		<button>Verify</button>
JUAN DE LA CRUZ TONNY	MALE	BS INFORMATION TECHNOLOGY	2017	12-31-1958	
KENNETH SUMAGAYSAY ABOY	MALE	BS INFORMATION TECHNOLOGY	2016	5/7/2000	
MARK KIT TERR	MALE	BS ACCOUNTING TECHNOLOGY	2019	03-03-1990	
MARK TOW CABILE	MALE	BS INFORMATION TECHNOLOGY	2014	10/20/1990	
RHEN MARK LOPEZ CABELLO	MALE	BS COMPUTER SCIENCE	2015	11/29/1993	

Showing 1 to 9 of 9 entries

Previous 1 Next

[DOWNLOAD MASTERLIST](#)

Click the **Download Masterlist** button. Workforce list csv will be downloaded.

4.0 Alerts

Click the **Alerts** Menu. School will be loaded to the Alerts page.

Alerts [Create Alert](#)

[View posts by](#) [Newer to Older ▾](#)



Hiring
by: admin
Posted: January 18, 2017 11:28 AM

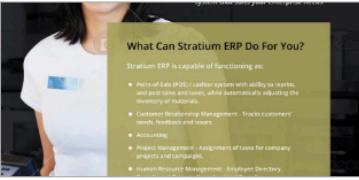
There is a job fair.

4.1 Alerts Filter Display

Alerts list display have this following options:

Alerts [Create Alert](#)

View posts by [Newer to Older](#) [Older to Newer](#) [Me](#)



Hiring
by: admin
Posted: January 18, 2017 11:28 AM

There is a job fair.

Note: School Module can only see their own Alerts and Administrator Alerts only.

Newer to Older

This is the default sorting of the alerts. All alerts are displayed from New to Old; filter by posted date.

Older to Newer

All alerts are displayed from Old to New; filters by posted date.

Me

Alerts that will be displayed are posted by the LGU's only.

4.2 Create New Alerts

Click the **Create Alert** button, the page will be loaded to the create alert page.

Alerts > Create Alert

No file chosen



Title

Content

Alert content goes here. Use the rich text editor to format your message.

[Save](#) [Cancel](#)

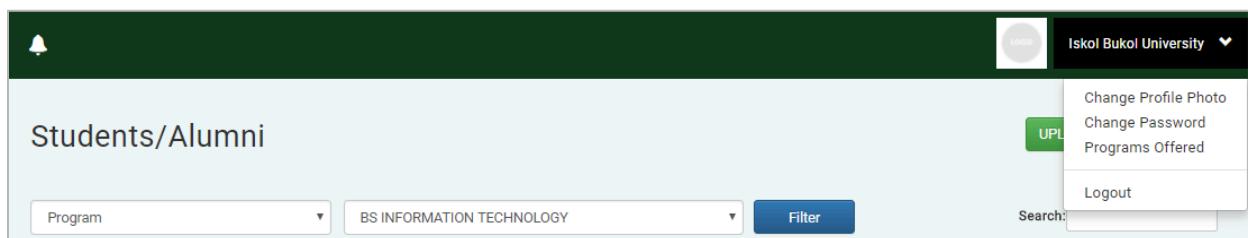
LGU's will be asked to enter the following fields:

- Upload Images.
- Enter Alerts Title.
- Enter Alerts Content.

Click the **Save** button. The create alert page will be loaded to the main Alert page and a new added alert will be displayed. Only Administrator and Student connected to School can receive the School alerts.

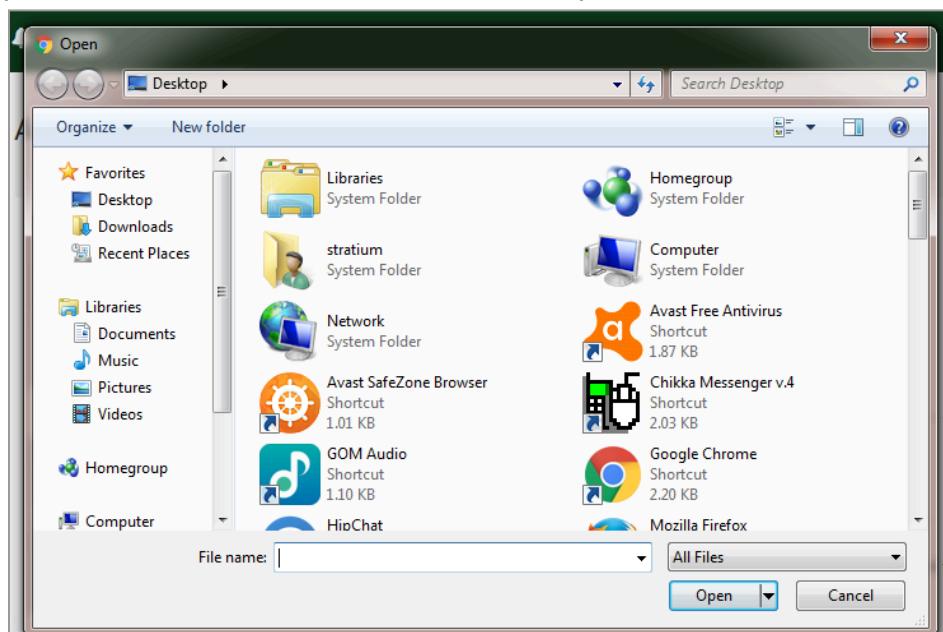
5.0 Schools' option

Click the School dropdown option at the upper right corner of the page.



5.1 Change Profile Photo

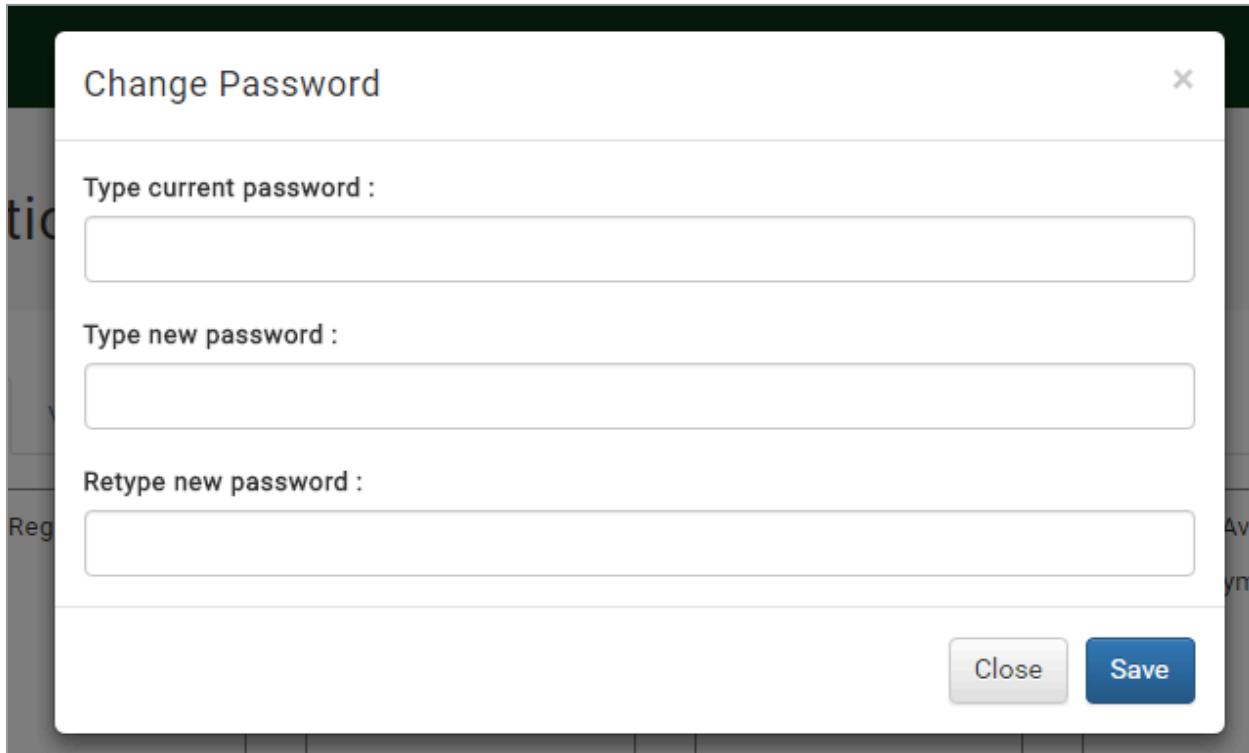
Click **Change Profile Photo** on the dropdown option, File Manager will be displayed so that you can locate the location of the photo that you want to upload.



Choose the selected photo and click the **Open** button. The uploaded photo will be displayed before the logged in username.

5.2 Change Password

Click **Change Password** on the dropdown option, change password modal will be displayed.



The image shows a modal window titled "Change Password". It contains three input fields: "Type current password:", "Type new password:", and "Retype new password:". Each field is enclosed in a light gray rectangular border. Below the fields are two buttons: "Close" (gray) and "Save" (blue).

School will be asked to enter following fields (all fields are required):

- Type **Current Password**.
- Type **New Password**.
- Retype **New Password**.

Click the **Save** button to save the changes in your current password.

5.0 Programs Offered

Click **Program Offered** on the dropdown option, and the offered program page will be displayed.

Program Offered

<input type="checkbox"/> AIRLINE COMPUTER OPERATIONS	<input type="checkbox"/> AIRLINE COMPUTER SCIENCE	<input type="checkbox"/> AIRLINE INFORMATION TECHNOLOGY
<input type="checkbox"/> AS ACCOUNTING TECHNOLOGY	<input type="checkbox"/> AS COMPUTER TECHNOLOGY	<input type="checkbox"/> AS ELECTRONICS ENGINEERING TECHNOLOGY
<input type="checkbox"/> AS INFORMATION TECHNOLOGY	<input type="checkbox"/> AVIATION ELECTRONICS TECHNOLOGY	<input type="checkbox"/> BA ARCHITECTURE
<input type="checkbox"/> BA FINE ARTS - DIGITAL ARTS	<input type="checkbox"/> BA FINE ARTS - INDUSTRIAL DESIGN	<input type="checkbox"/> BIOMEDICAL EQUIPMENT TECHNICIAN
<input type="checkbox"/> BS ACCOUNTING TECHNOLOGY	<input type="checkbox"/> BS AERONAUTICAL ENGINEERING	<input type="checkbox"/> BS COMMERCE - MIS
<input type="checkbox"/> BS COMPUTER ENGINEERING	<input type="checkbox"/> BS COMPUTER SCIENCE	<input type="checkbox"/> BS ELECTRONICS AND COMPUTER TECHNOLOGY
<input type="checkbox"/> BS ELECTRONICS ENGINEERING	<input type="checkbox"/> BS INFORMATION SYSTEMS	<input checked="" type="checkbox"/> BS INFORMATION TECHNOLOGY
<input type="checkbox"/> DIPLO BUSINESS AND INFORMATION MANAGEMENT	<input type="checkbox"/> DIPLO COMPUTER SYSTEMS AND INFORMATION TECHNOLOGY	

Save

Schools have an option on what programs should be listed to display on the filter page by clicking the Checkbox beside the Program name.

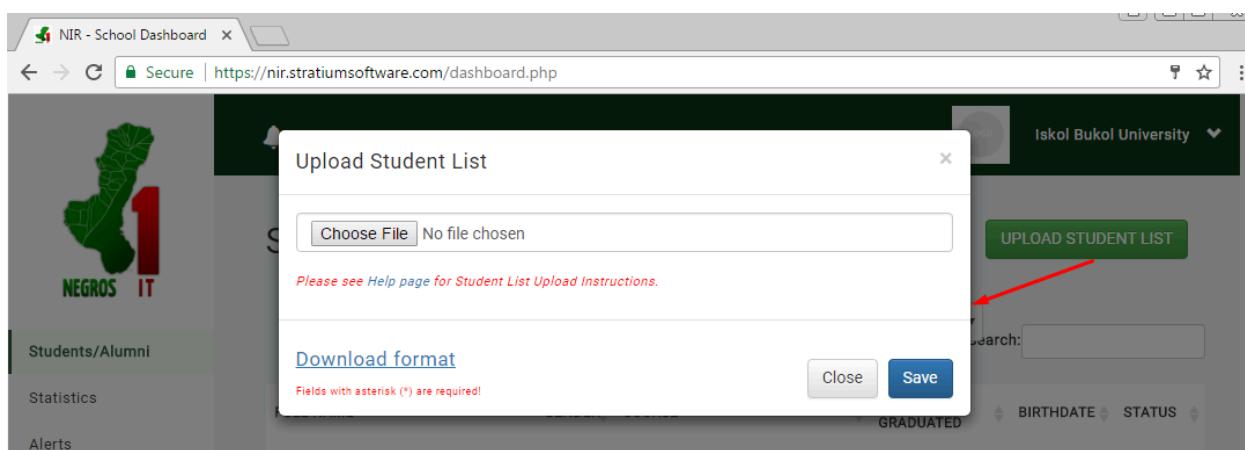
Click the **Save** button to save the changes.

6.0 Help Page (Upload Student List)

Upload Student List

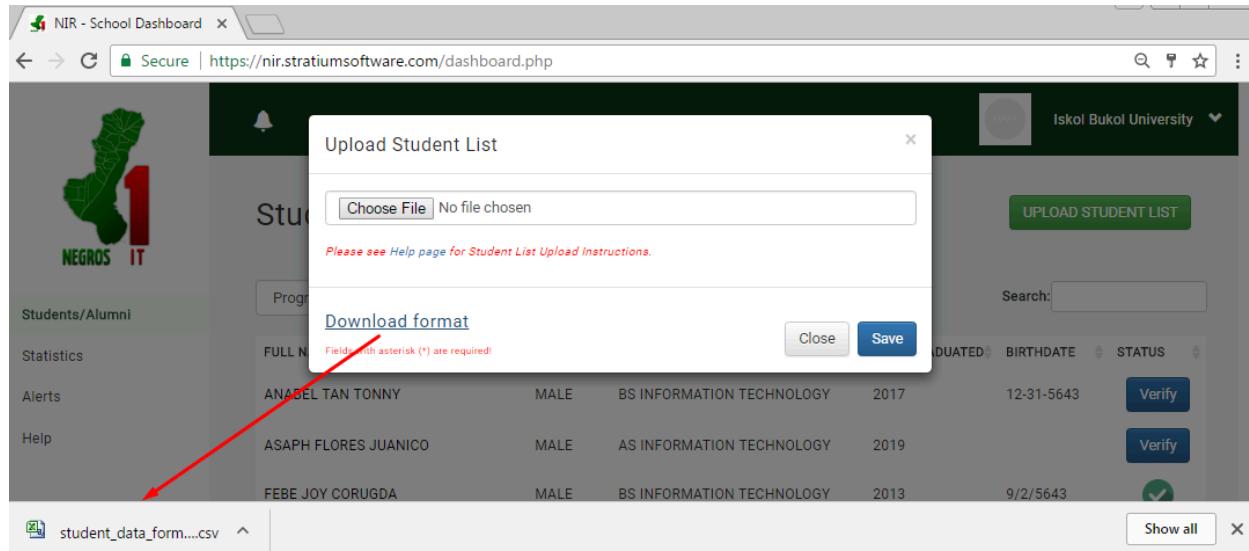
The Student/Alumni page is the default page after the User is logged in successfully.

Click the **Upload Student List** button, and the Upload Student list modal will appear.



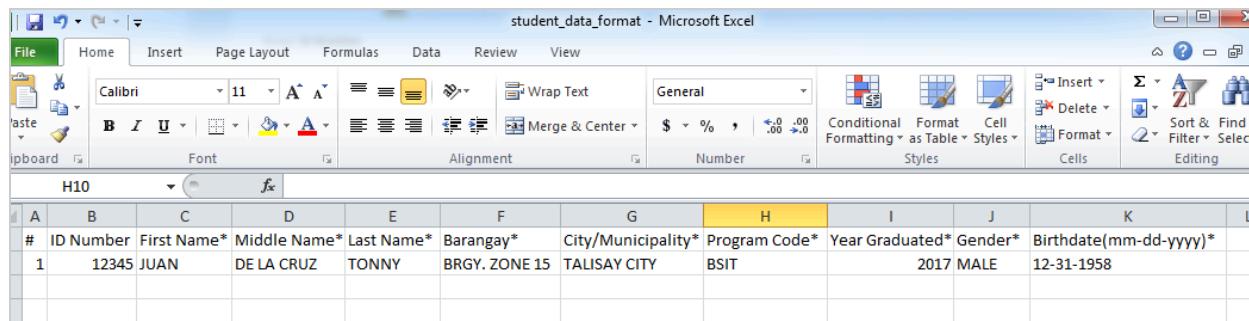
The screenshot shows the NIR - School Dashboard with the URL <https://nir.stratiumpartners.com/dashboard.php>. The dashboard features a logo for Iskol Bukol University and navigation links for Students/Alumni, Statistics, and Alerts. A modal window titled "Upload Student List" is open in the center. It contains a "Choose File" input field with "No file chosen", a note "Please see Help page for Student List Upload Instructions.", a "Download format" link, and "Close" and "Save" buttons. A red arrow points to the "UPLOAD STUDENT LIST" button on the dashboard, which is part of a larger form for managing student data.

Click **Download format** link, **student_data_format** csv file will be downloaded automatically.



The screenshot shows the NIR School Dashboard. A modal window titled 'Upload Student List' is open, containing a 'Choose File' input field with 'No file chosen' and a note: 'Please see Help page for Student List Upload Instructions.' Below this, a 'Download format' link is highlighted with a red arrow. The main dashboard shows a list of students with columns: FULL NAME, GENDER, PROGRAM, YEAR GRADUATED, BIRTHDATE, and STATUS. The student data includes ANABEL TAN TONNY, ASAPH FLORES JUANICO, and FEBE JOY CORUGDA.

Insert the Student List data on the csv file. The user will be asked to enter or select the following information (All fields are required. Use characters from the ENGLISH ALPHABET only, as Scandinavian, Iberian/Spanish, Greek, and Asian letters and characters are not supported):



The screenshot shows a Microsoft Excel spreadsheet titled 'student_data_format - Microsoft Excel'. The data is organized into columns with headers: #, ID Number, First Name*, Middle Name*, Last Name*, Barangay*, City/Municipality*, Program Code*, Year Graduated*, Gender*, and Birthdate(mm-dd-yyyy)*. A sample row is provided with values: 1, 12345, JUAN, DE LA CRUZ, TONNY, BRGY. ZONE 15, TALISAY CITY, BSIT, 2017, MALE, and 12-31-1958.

Enter **ID Number**.

ID number is an optional field.

Enter **First Name**.

First Name is a required field.

Enter **Middle Name**.

Middle Name is a required field.

Enter **Last Name**.

Last Name is a required field.

Enter **Barangay**.

Barangay address is a required field.

Enter **City / Municipality**.

City / Municipality is a required field.

Enter **Program Code**.

Program Code is a required field.

List of Programs:

Acronym to Use	Course
AAT	AS ACCOUNTING TECHNOLOGY
ACT	AS COMPUTER TECHNOLOGY
AEET	AS ELECTRONICS ENGINEERING TECHNOLOGY
AIT	AS INFORMATION TECHNOLOGY
BAArch	BA ARCHITECTURE
BFA-DigArt	BA FINE ARTS - DIGITAL ARTS
BFA-IndDesign	BA FINE ARTS - INDUSTRIAL DESIGN
BSAE	BS AERONAUTICAL ENGINEERING
BSAT	BS ACCOUNTING TECHNOLOGY
BSC-MIS	BS COMMERCE - MIS
BSCE	BS COMPUTER ENGINEERING

BSCS	BS COMPUTER SCIENCE
BSECT	BS ELECTRONICS AND COMPUTER TECHNOLOGY
BSEE	BS ELECTRONICS ENGINEERING
BSIS	BS INFORMATION SYSTEMS
BSIT	BS INFORMATION TECHNOLOGY
CACO	AIRLINE COMPUTER OPERATIONS
CACS	AIRLINE COMPUTER SCIENCE
CAET	AVIATION ELECTRONICS TECHNOLOGY
CAIT	AIRLINE INFORMATION TECHNOLOGY
CBET	BIOMEDICAL EQUIPMENT TECHNICIAN
DBIM	DIPL BUSINESS AND INFORMATION MANAGEMENT
DCSIT	DIPL COMPUTER SYSTEMS AND INFORMATION TECHNOLOGY
N/A	N/A

Enter **Year to Graduate**.

Year to Graduate is a required field.

Enter **Gender**.

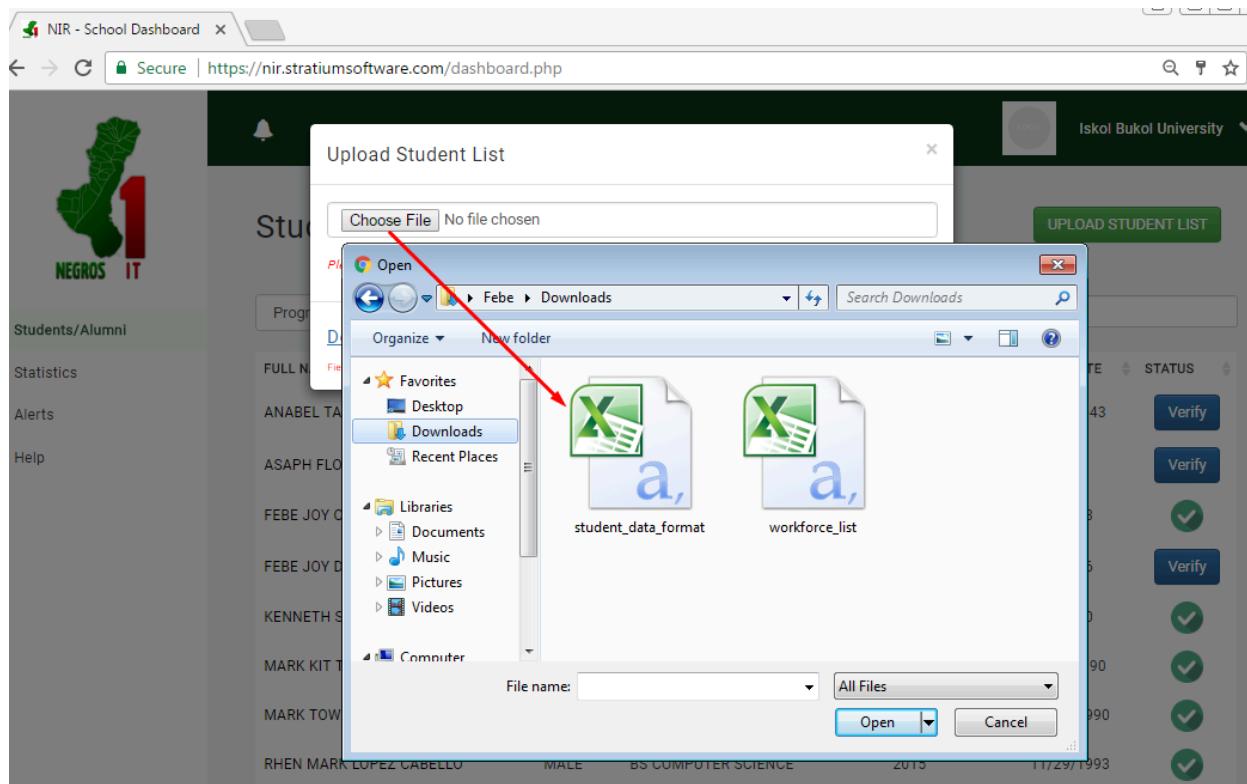
Gender is a required field.

Enter **Birthdate**.

Birthdate is a required field.

Then save the csv file on your local computer.

Go to the NIR system site. Click the **Choose File** button on the student list upload modal where you downloaded the student_data_format csv file.



Click **Save** button, Success notification modal will appear and page will reload to refresh the student list on the Student/Alumni table. The uploaded new student list will display on the table.

Note:

- We advise to conduct data cleaning and to format data to UPPERCASE prior to inserting the student list data on csv file.
- Use the **Programs** acronym that we supply in this page so that the system will read the entered program correctly.
- Please add (') single quotation mark on the Birthdate field before the birth date value for the user who is using the Microsoft Excel.

-- End of Document --