

Online Scheduling System of Carlos Hilado Memorial State College

User Manual for Administrator

1.0 Administrator's Login

Administrator should have an id and password to access to this page.

To Login, Please follow the steps below:

1. Enter username and password.
2. Click the “Login” button.
3. If login is valid, you will be redirected to the administrator page as shown in Figure1.
- 3.
4. If login failed, an error message will be displayed, and you have to reenter the username or password as shown in Figure 1.2.

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Welcome to Scheduling System of CHMSC - Talisay
Tertiary Level!

ADMINISTRATOR'S Login

Username:

Password:

Login

Enter username and password

Login button

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Figure 1.1: Username and Password screen



Figure 1.2: Login failed screen



Figure 1.3: Login success screen

2.0 Search Schedule

If the administrator wants to search schedule of Teacher, Student and Room, please follow the steps:

1. Go to “Search” menu.
2. Select category (“Teacher Schedule”, “Student Schedule”, “Room Schedule”) as shown in Figure 2.1.
3. Click on the chosen category as shown in Figure 2.2.
4. Select on the drop-down list and click the “Next” button as shown in Figure 2.3.
5. If the application is successful, the screen shown in Figure 2.4 will appear.

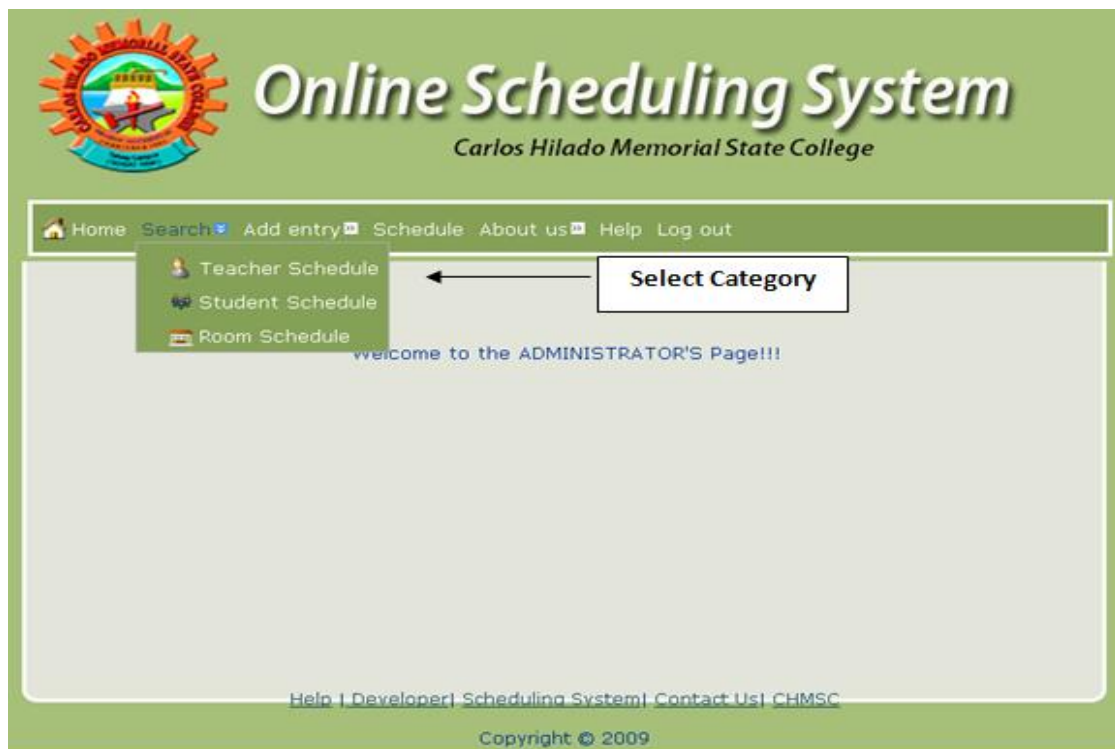


Figure 2.1: Search screen

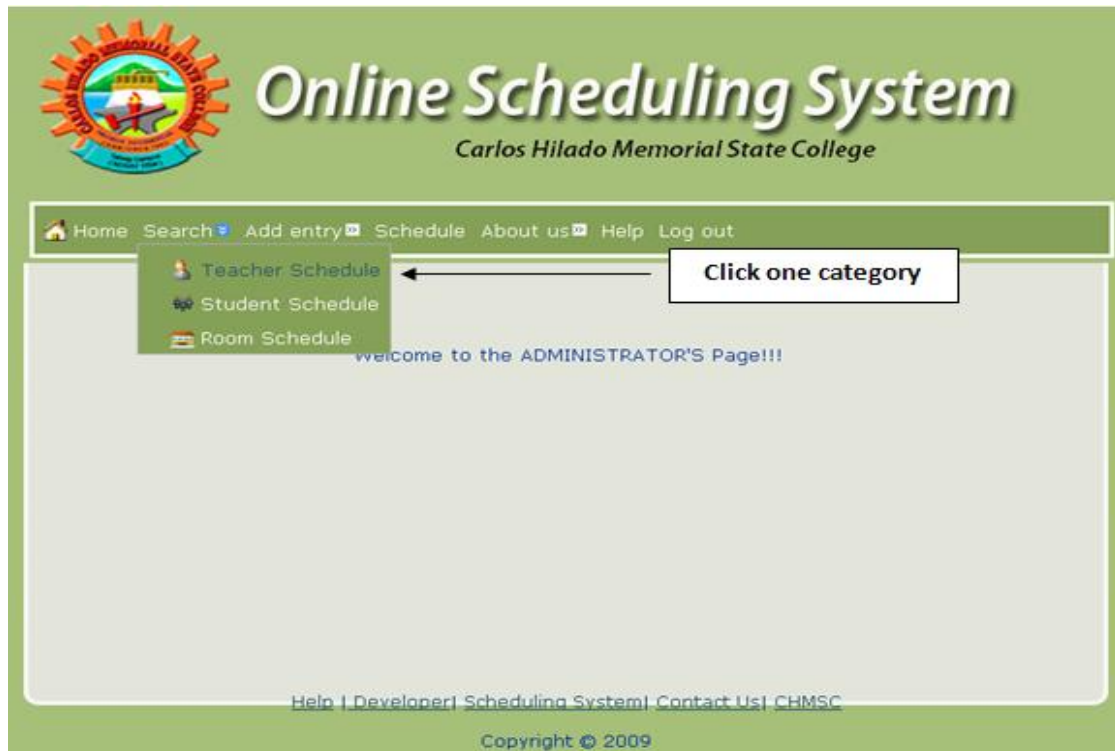


Figure 2.2: Search category

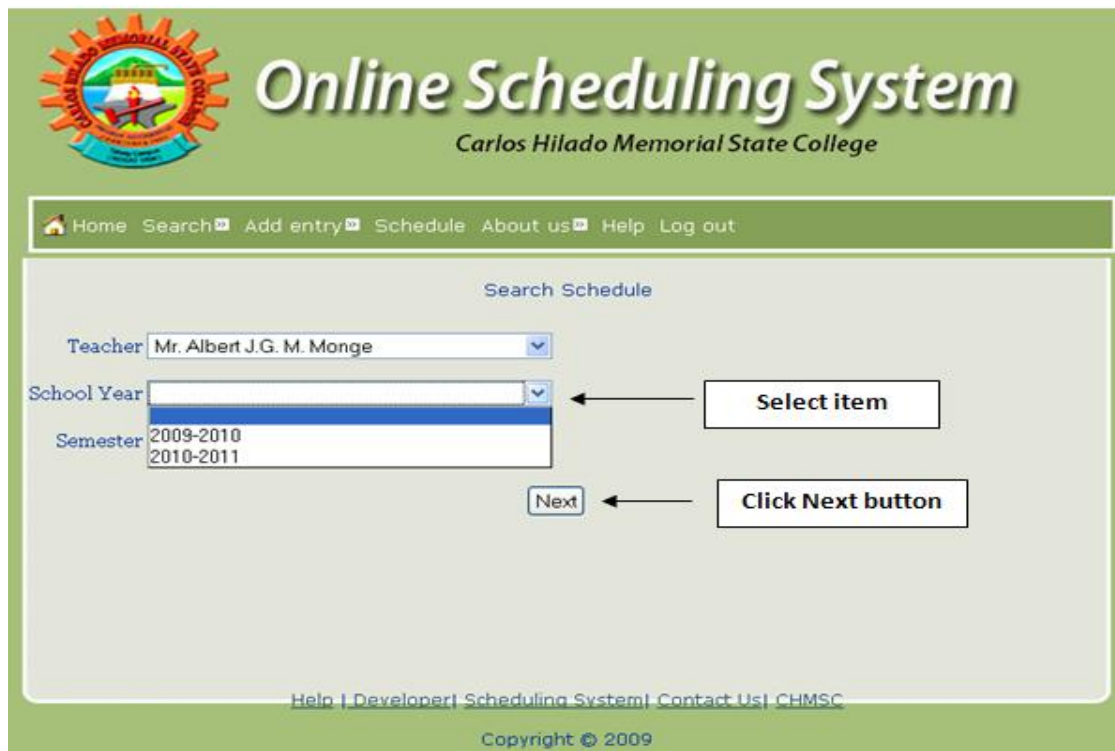


Figure 2.3: Search Schedule screen



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Schedule of Class

First Semester, 2009-2010

Teacher: **Mr. Albert J.G. M. Monge** loading: 3

Course	Subject	Room	Day	Starting time	SY	
BSIM4b	IM 209	Room 311	Monday	02:30:00	2009-2010	 
BSIM4b	IM Proj 1	Room 311	Wednesday	04:30:00	2009-2010	 
BSIM 4a	IM Proj 1	Room 311	Friday	01:30:00	2009-2010	 

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:30 - 8:30					
8:30 - 9:30					
9:30 - 10:30					
10:30 - 11:30					
11:30 - 12:30					
12:30 - 1:30					
1:30 - 2:30					BSIM 4a IM Proj 1 Room 311
2:30 - 3:30	BSIM4b IM 209 Room 311				
3:30 - 4:30					
4:30 - 5:30			BSIM4b IM Proj 1 Room 311		
5:30 - 6:30					
6:30 - 7:30					
7:30 - 8:30					

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Figure 2.4: Application successful screen


3.0 Add Entry

To use the “Add Entry” functionality, please follow the steps:

1. Go to “Add Entry” menu.
2. Select on the category (“User”, “Teacher”, “Course”, “Subject”, “Room”, “Department”, “School Year”) and click on the chosen category as shown in Figure 3.1.
3. Fill in the information needed and click “Submit” button to save the entered data or “Clear” button to clear the text field as shown in Figure 3.2.
4. After clicking the “Submit” button, a screen shown in Figure 3.3 will appear.



Figure 3.1: Select Category screen



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Add Course

Course Year and Section: Fill in the text field

Major:


Department:

"Clear" button
"Submit" button

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Figure 3.2: Add course screen



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List of Courses

Course	Dept	Major	
BSIM4b	College of Industrial Technology		
BSID1a	College of Education	Math	
BSIS 1a	College of Industrial Technology		
BSIS1b	College of Industrial Technology		
BSIS1a	College of Industrial Technology		
BSID	College of Education	Math	
BSIT 3d	College of Industrial Technology	Electrical	New course has been added.

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Figure 3.3: Successfully added screen

4.0 Create Schedule

To add new schedule, please follow the steps:

1. Click on the “Schedule” menu.
2. Select item on the list and click “Submit” button to save the entered data or “Clear” button to clear the drop-down list as shown in Figure 4.1.
3. If there’s a conflict, an error message will be displayed as shown in Figure 4.2.
4. If there is no conflict, a message will be displayed as shown in Figure 4.3.

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Add New Schedule

Course: BSIM4b
Subject: IM 209
Teacher: Ian Cuello
Room: Room 312
Semester:
School Year: First Semester
Day:
Starting Time:

Submit Clear

Select item on the list

“Clear” button

“Submit” button

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Figure 4.1: Create New Schedule screen



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Add New Schedule

** There is a conflict with the schedule of Ian Cuello, BSIM4b at Room 312, Tuesday , 10:30:00 with the subject IM 209*

Course

Subject

Teacher

Room

Semester

School Year

Day

Starting Time

Conflict with the schedule

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Figure 4.2: Conflict Schedule screen



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Add New Schedule

**You have saved schedule of: Course: BSIM4b, Subject: IM 209
Teacher: Ian Cuello, Room: Room 312 at Tuesday,04:30:00'*

Course

Subject

Teacher

Room

Semester

School Year

Day

Starting Time

New Schedule Saved

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Figure 4.3: Schedule saved screen

