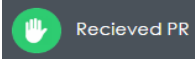
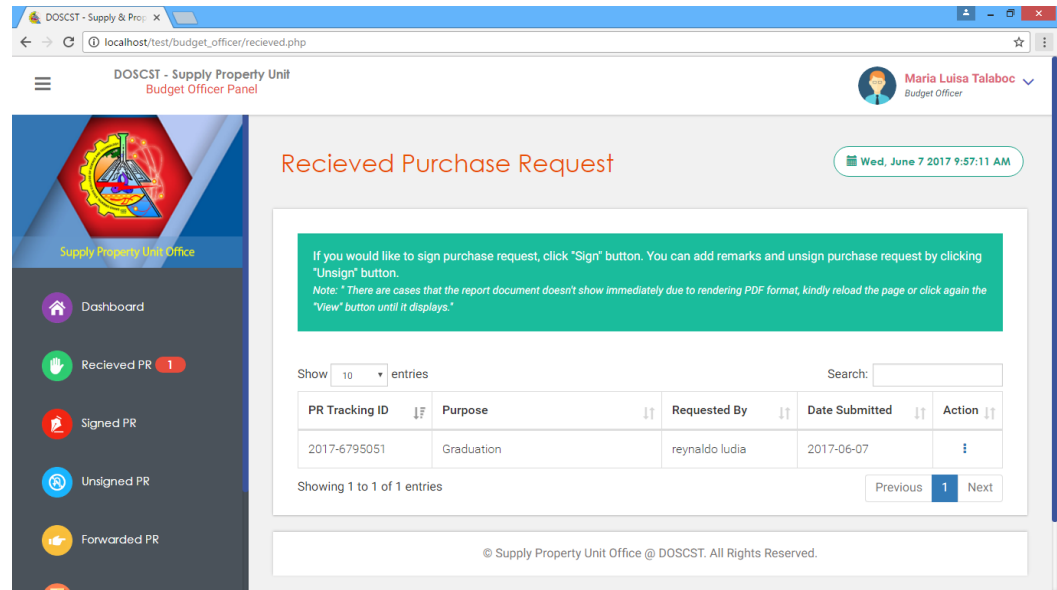

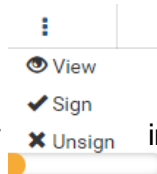


Q. Received PR


By clicking the  the authorized personnel will be redirected to the Received Purchase Request page where the authorized personnel can view the received PR from end-users.




a. Action

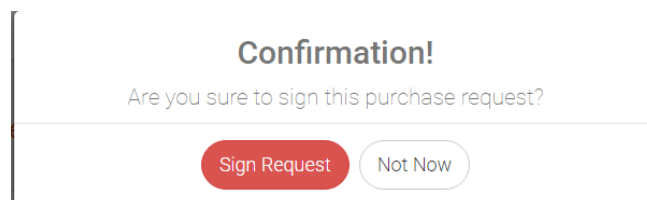
By clicking the  this options will appear  in which the authorized personnel can View, Sign and Unsign the received PR.

- **View**

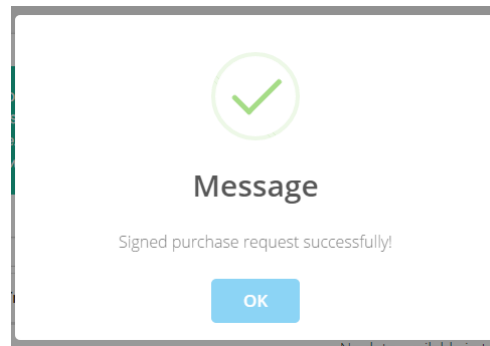
When the  **View** is clicked the system will display a printable form of PR (.pdf).

- **Sign**

When the  **Sign** is clicked, the system will ask for a confirmation from the user. Like the image showed below,

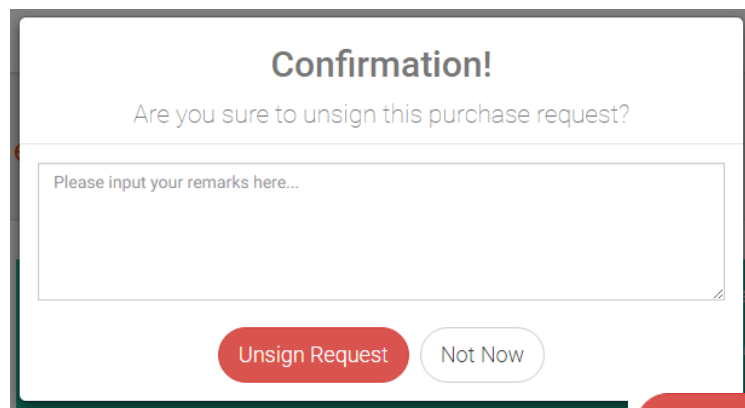


When the **Sign Request** is clicked this message will appear.



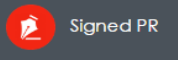

- **Unsign**

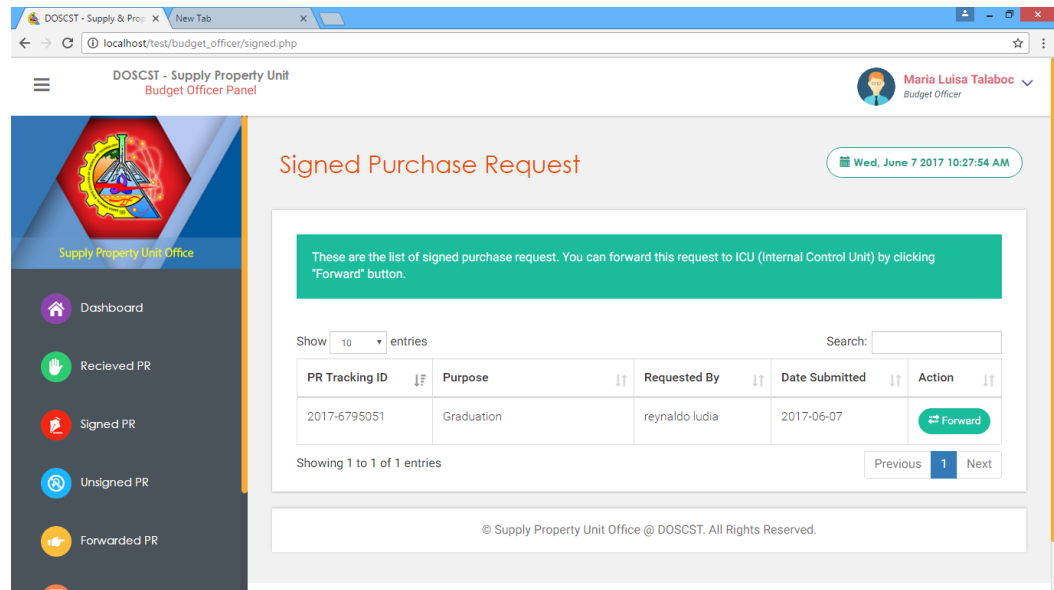
When the **✕ Unsign** is clicked, the system will require a remarks to let the end-user know why the PR is not signed. Example,



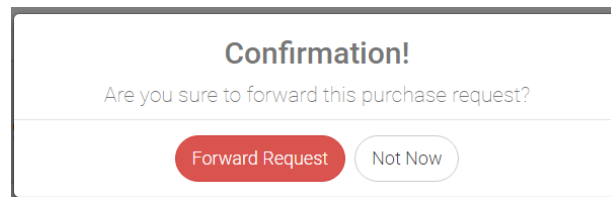
To complete the action the personnel will click the **Unsign Request** button.

R. Signed Requests

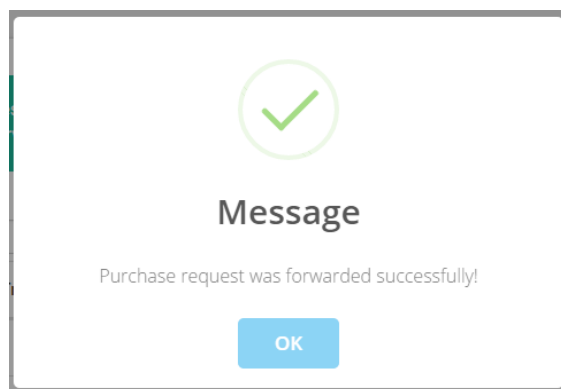
By clicking the  the authorized personnel will be redirected to the Signed Purchase Request page where he can forward his signed request by clicking the  button .




Then it will prompt for a confirmation before forwarding the request.

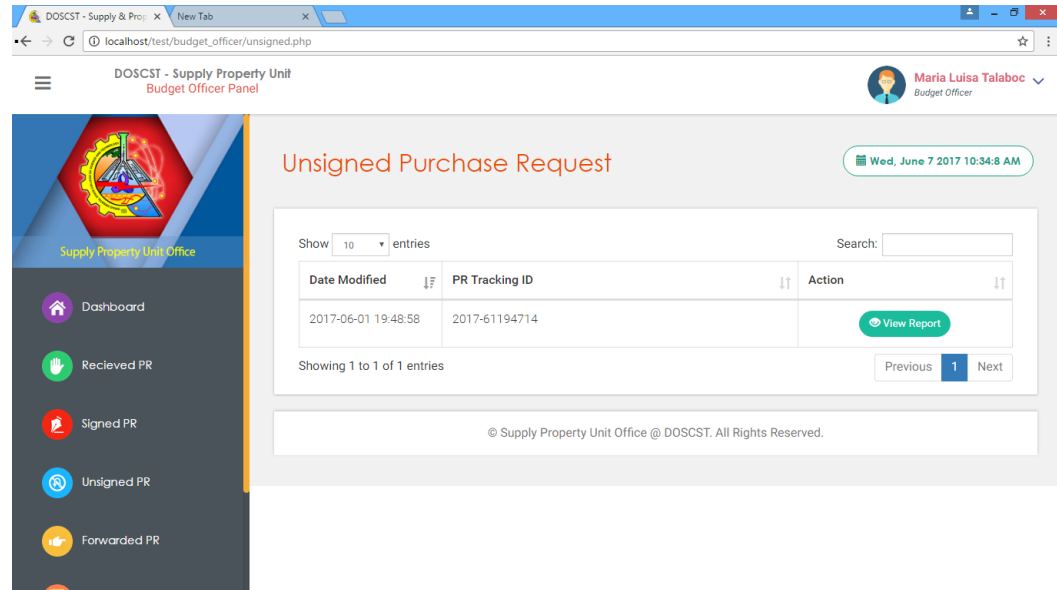



When the  button is clicked, it will display a success message.



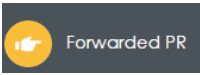
S. Unsigned PR

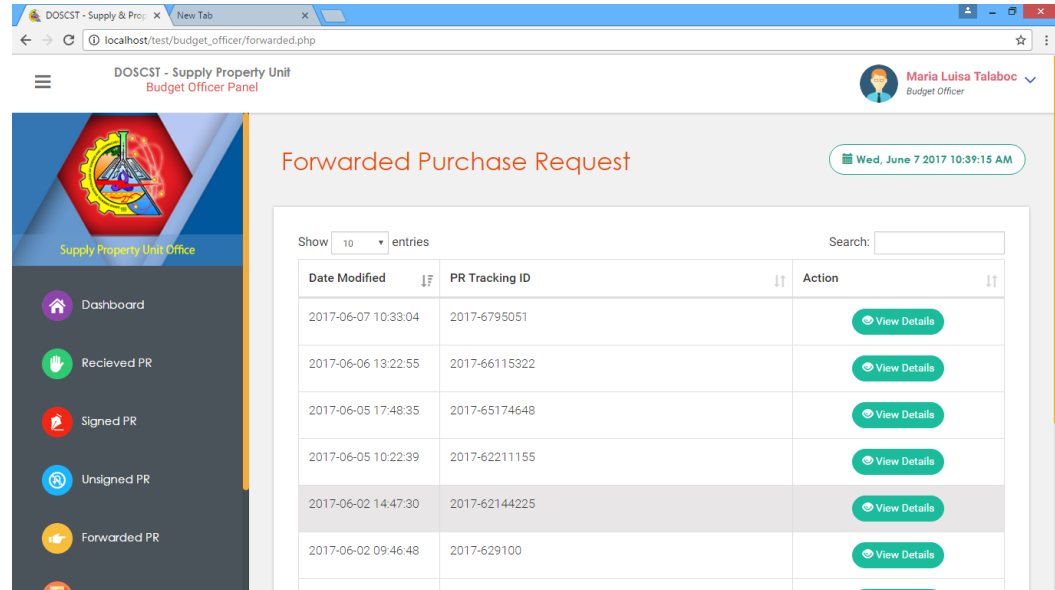
By clicking the  the authorized personnel will be redirected to the Unsigned Purchase Request where the list of all the unsigned requests are displayed.



The personnel can click  to view the Purchase Request in PDF format.

T. Forwarded PR


By clicking the  Forwarded PR the authorized personnel can view the forwarded purchase requests including the date it is forwarded and the tracking ID.

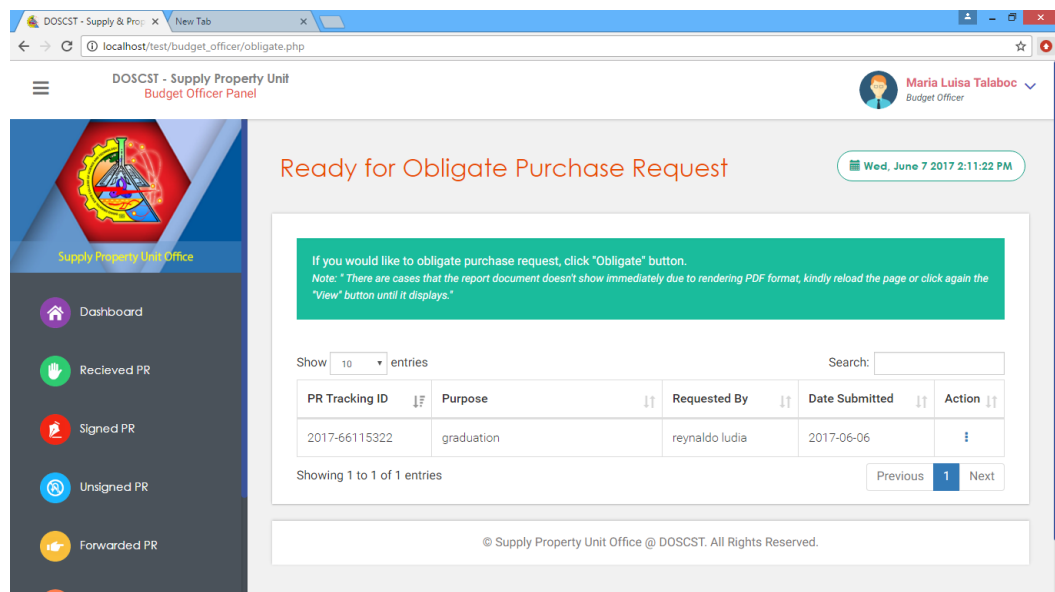


The screenshot shows the 'Forwarded Purchase Request' page in the DOSCST - Supply Property Unit Budget Officer Panel. The page displays a table of forwarded purchase requests with columns for Date Modified, PR Tracking ID, and Action. The table contains 7 entries, each with a 'View Details' button.

Date Modified	PR Tracking ID	Action
2017-06-07 10:33:04	2017-6795051	View Details
2017-06-06 13:22:55	2017-66115322	View Details
2017-06-05 17:48:35	2017-65174648	View Details
2017-06-05 10:22:39	2017-62211155	View Details
2017-06-02 14:47:30	2017-62144225	View Details
2017-06-02 09:46:48	2017-629100	View Details

U. Obligate PR (Budget Officer)

By clicking the  Obligate PR the budget officer will be redirected to the page where the PR that are to be obligated will be listed.



The screenshot shows the 'Ready for Obligate Purchase Request' page in the DOSCST - Supply Property Unit Budget Officer Panel. The page displays a table of purchase requests ready for obligation with columns for PR Tracking ID, Purpose, Requested By, Date Submitted, and Action. The table contains 1 entry.


PR Tracking ID	Purpose	Requested By	Date Submitted	Action
2017-66115322	graduation	reynaldo ludia	2017-06-06	View Details

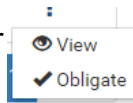
Showing 1 to 1 of 1 entries

Previous 1 Next


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- **Action**


To update a PR the SPU In-charge will click  and options will appear

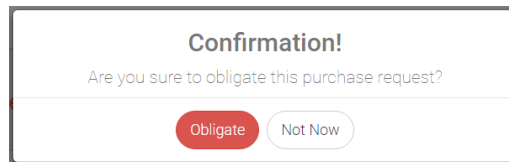


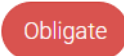
- **View**

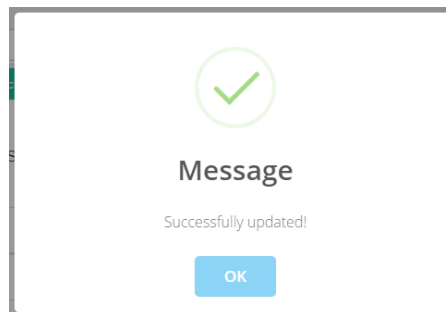
Click the  to view the PR in a PDF format.

- **Obligate**

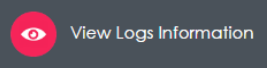
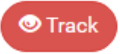

Click the  to update the status of PR for Bidding and it will need remarks (e.g. This PR is for Canvassing)

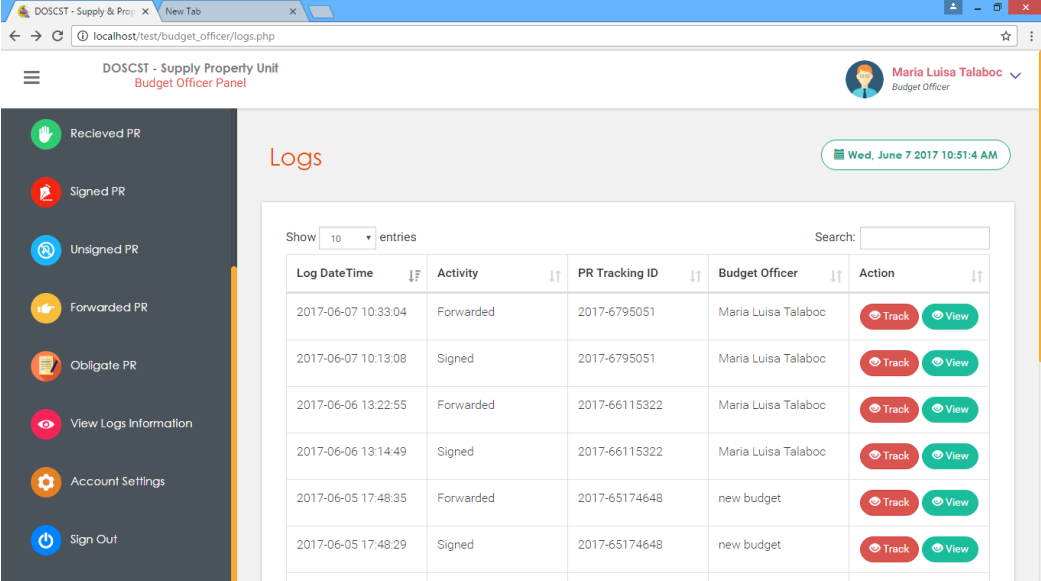


And click the  button and a success message will appear.



V. Logs

By clicking the  the authorized personnel will be redirected to the Logs Page which it consists all his received and signed PR. Also, the personnel can track the status of this Purchase Request by clicking the  button and viewing the PR in pdf form by clicking the  button.















DOSCST - Supply Property Unit Budget Officer Panel

Logs

Wed, June 7 2017 10:51:4 AM

Show 10 entries

Log DateTime	Activity	PR Tracking ID	Budget Officer	Action
2017-06-07 10:33:04	Forwarded	2017-6795051	Maria Luisa Talaboc	 
2017-06-07 10:13:08	Signed	2017-6795051	Maria Luisa Talaboc	 
2017-06-06 13:22:55	Forwarded	2017-66115322	Maria Luisa Talaboc	 
2017-06-06 13:14:49	Signed	2017-66115322	Maria Luisa Talaboc	 
2017-06-05 17:48:35	Forwarded	2017-65174648	new budget	 
2017-06-05 17:48:29	Signed	2017-65174648	new budget	 

SPU IN-CHARGE USER MANUAL

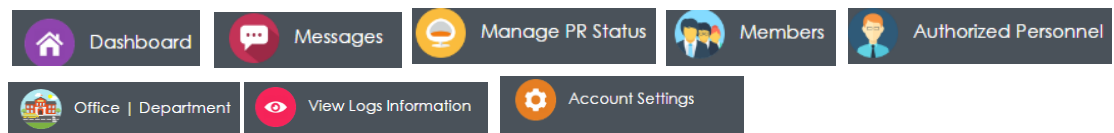
A. SPU In-charge Dashboard

Once the SPU In-charge accessed his account, this page will be the first to display.

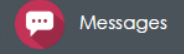
DATE PROCESSED	PR Tracking ID	ACTIVITY
2017-06-05 10:26:08	2017-62211155	Forwarded to budget officer
2017-06-05 10:25:58	2017-62211155	Back to SPU for making of Purchase Order (PO)
2017-06-05 10:25:40	2017-62211155	Forward to BAC for signing
2017-06-02 14:55:19	2017-62144225	Forwarded to budget officer
2017-06-02 14:55:10	2017-62144225	Back to SPU for making of Purchase Order (PO)
2017-06-02 14:55:01	2017-62144225	Forward to BAC for signing
2017-06-02 10:26:20	2017-629100	Waiting for delivery

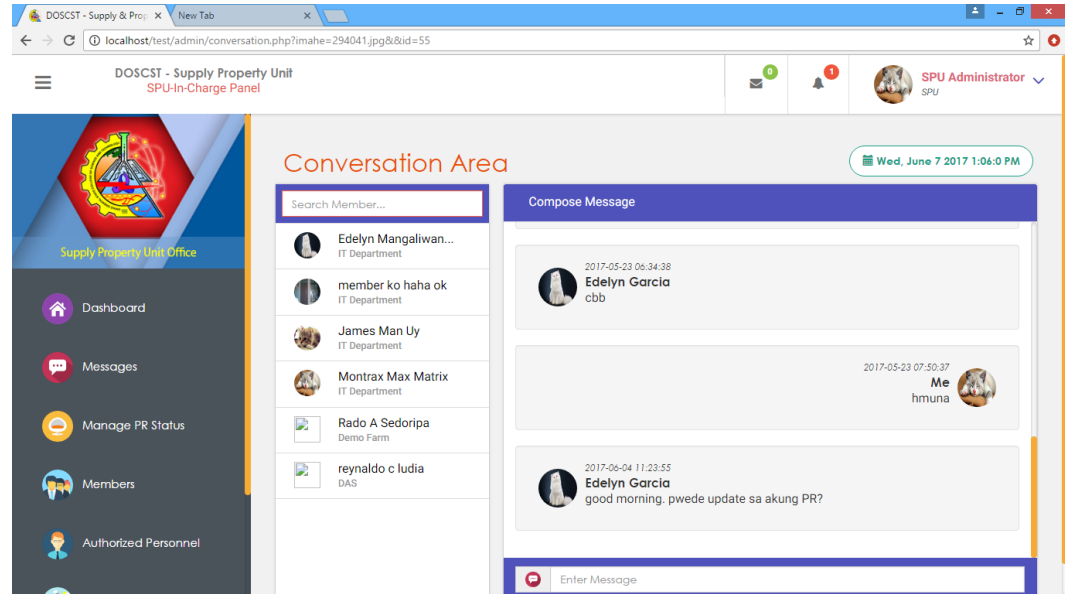
a. Navigations

b. This navigations allows the SPU In-charge to access pages such as



B. Messages

By clicking the  the SPU In-charge will be redirected to the Messages Page in which he can send messages to a specific end-user.

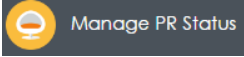


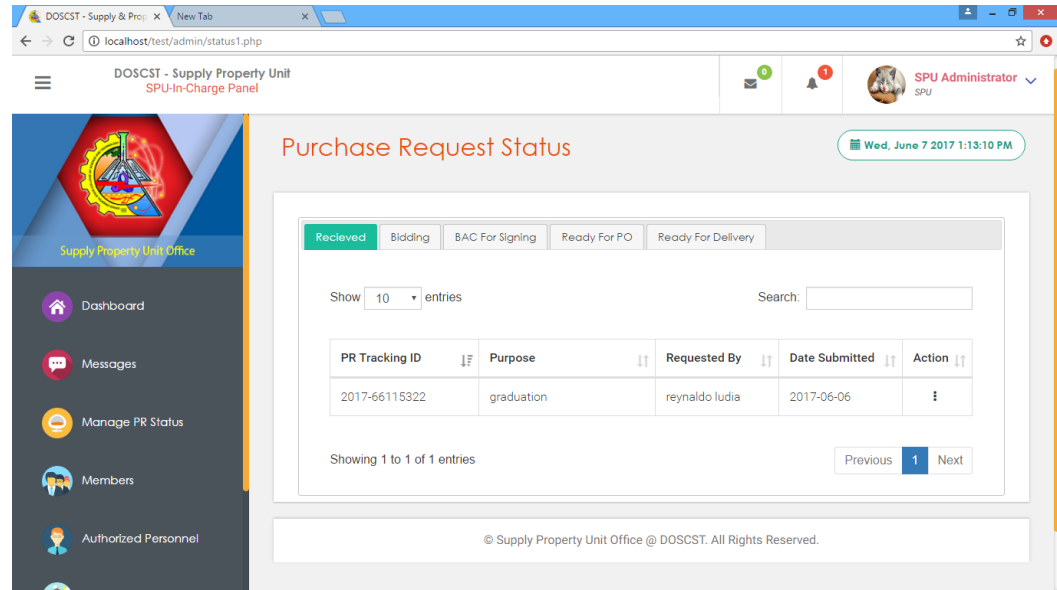
The SPU In-charge will click on a specific end-user found on the list, and enter his message in the message area as shown in the image below,




After typing the SPU In-charge will press the ENTER key in the keyboard.

C. Manage PR Status


By clicking on the  the SPU In-charge will be redirected to the Purchase Request Status page.

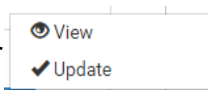


a. Received

By clicking the  the SPU In-charge can view the list of received PR will display.

- **Action**

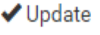
To update a PR the SPU In-charge will click  and options will appear



- **View**

Click the  to view the PR in a PDF format.

- **Update**

Click the  to update the status of PR for Bidding and it will need remarks (e.g. This PR is for Canvassing)

Confirmation!

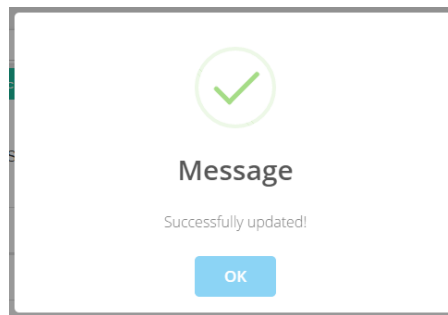
Are you sure to update this purchase request for Bidding?

Remarks:

For Canvassing and Public Bidding

Update
Not Now

And click the Update button and a success message will appear.



b. Bidding

By clicking the Bidding the SPU In-charge the list of PR that are currently under the Bidding process.

The screenshot shows a web application interface for the Supply Property Unit Office. The top navigation bar includes a menu icon, the title "DOSCST - Supply Property Unit SPU-In-Charge Panel", and a user profile for "SPU Administrator". The main content area is titled "Purchase Request Status" and features a date/time stamp "Wed, June 7 2017 1:31:3 PM".


Below the title, there are tabs for different request statuses: "Received", "Bidding" (which is highlighted in green), "BAC For Signing", "Ready For PO", and "Ready For Delivery". A search bar and a "Show 10 entries" dropdown are located above a table.

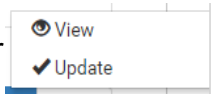
PR Tracking ID	Purpose	Requested By	Date Submitted	Action
2017-66115322	graduation	reynaldo ludia	2017-06-06	⋮

At the bottom of the table area, it says "Showing 1 to 1 of 1 entries" and includes "Previous", "1", and "Next" navigation links.

The footer of the page reads: "© Supply Property Unit Office @ DOSCST. All Rights Reserved."

- **Action**


To update a PR the SPU In-charge will click  and options will appear

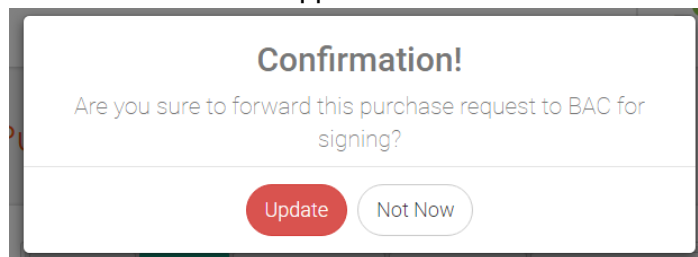


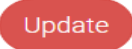
- **View**

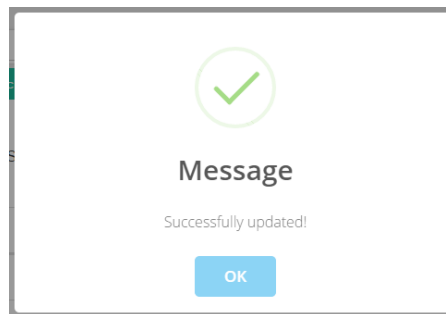
Click the  View to view the PR in a PDF format.

- **Update**

Click the  Update to update the status of PR to BAC for Signing and a confirmation will appear.

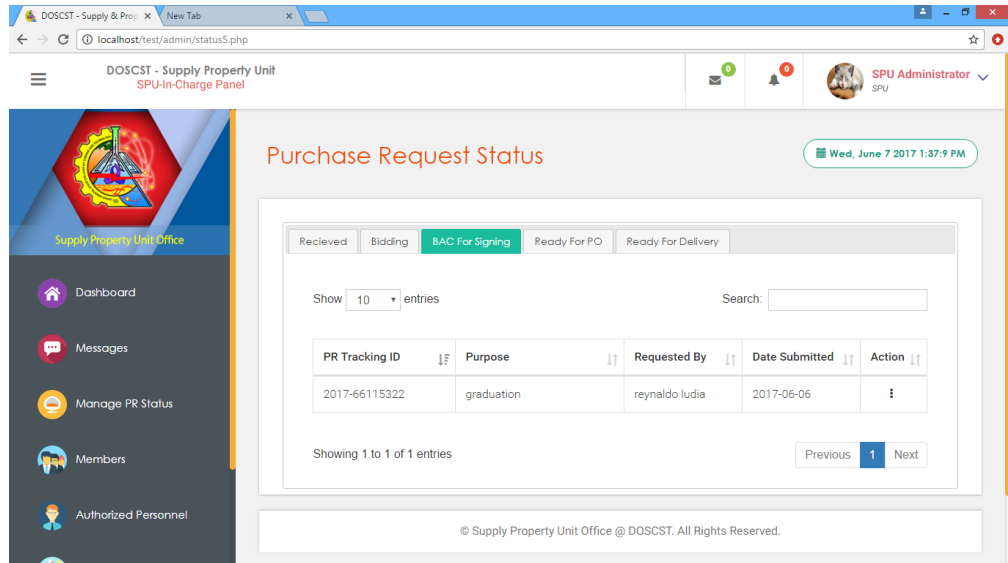


And click the  Update button and a success message will appear.



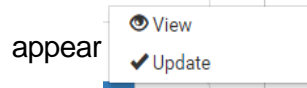
c. BAC for Signing

By clicking the **BAC For Signing** the SPU In-charge the list of PR that are currently under the BAC for Signing.



- **Action**


To update a PR the SPU In-charge will click  and options will appear

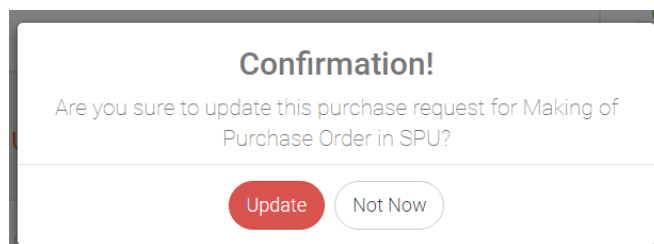


- **View**

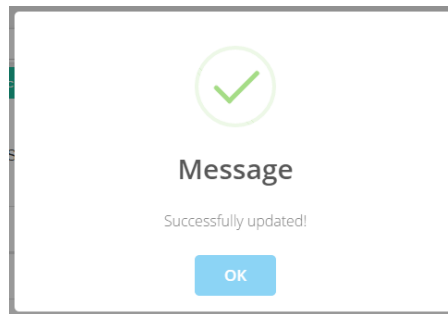
Click the  to view the PR in a PDF format.

- **Update**

Click the  to update the status of PR to Making of Purchase Order and a confirmation will appear.

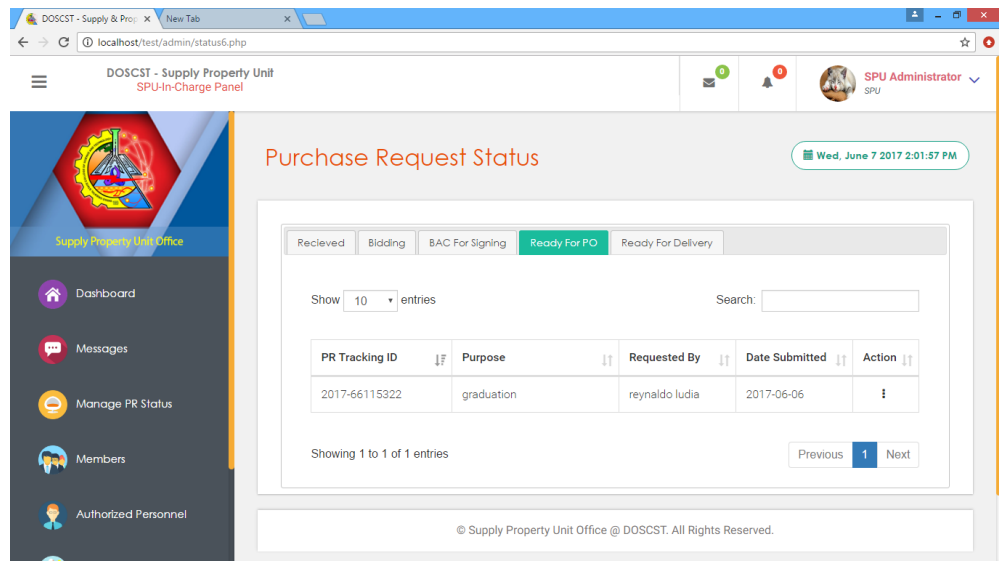


And click the **Update** button and a success message will appear.




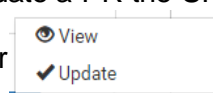
d. Ready for PO

By clicking the **Ready For PO** the SPU In-charge the list of PR that are currently Ready for PO.




- **Action**


To update a PR the SPU In-charge will click  and options will appear

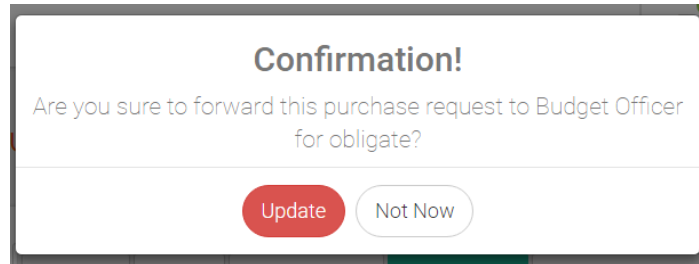


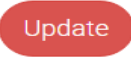
- **View**

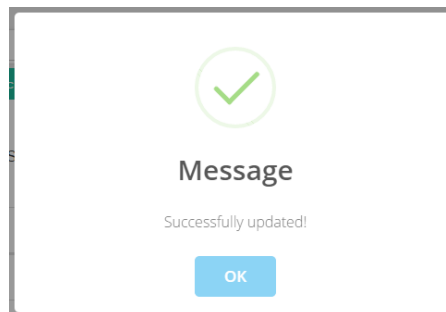
Click the  View to view the PR in a PDF format.

- **Update**

Click the  Update to update the status of PR to forward to Budget Officer for Obligate and a confirmation will appear.

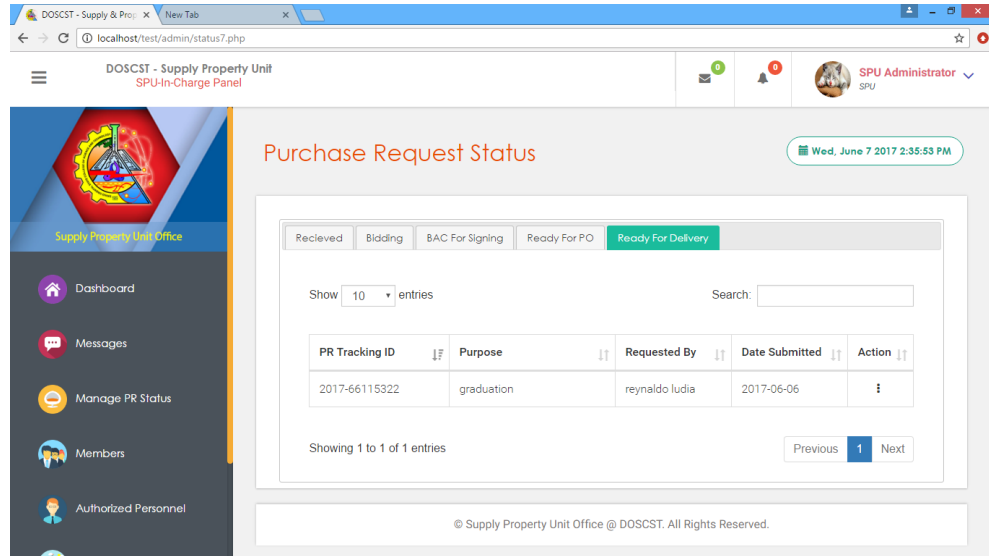


And click the  button and a success message will appear.




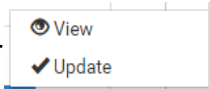
e. Ready for Delivery

By clicking the **Ready For Delivery** the SPU In-charge the list of PR that are currently Ready for delivery.



- **Action**


To update a PR the SPU In-charge will click  and options will appear

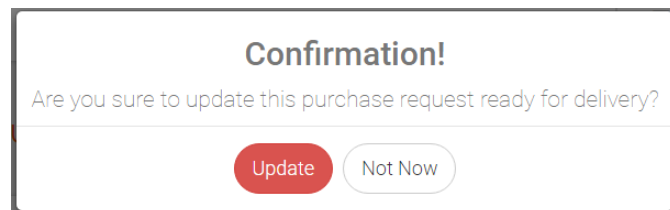


- **View**

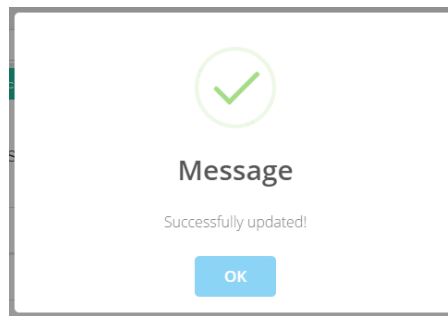
Click the  **View** to view the PR in a PDF format.

- **Update**

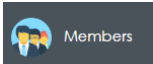
Click the  **Update** to update the status of PR to Ready for Delivery Officer for Obligate and a confirmation will appear.

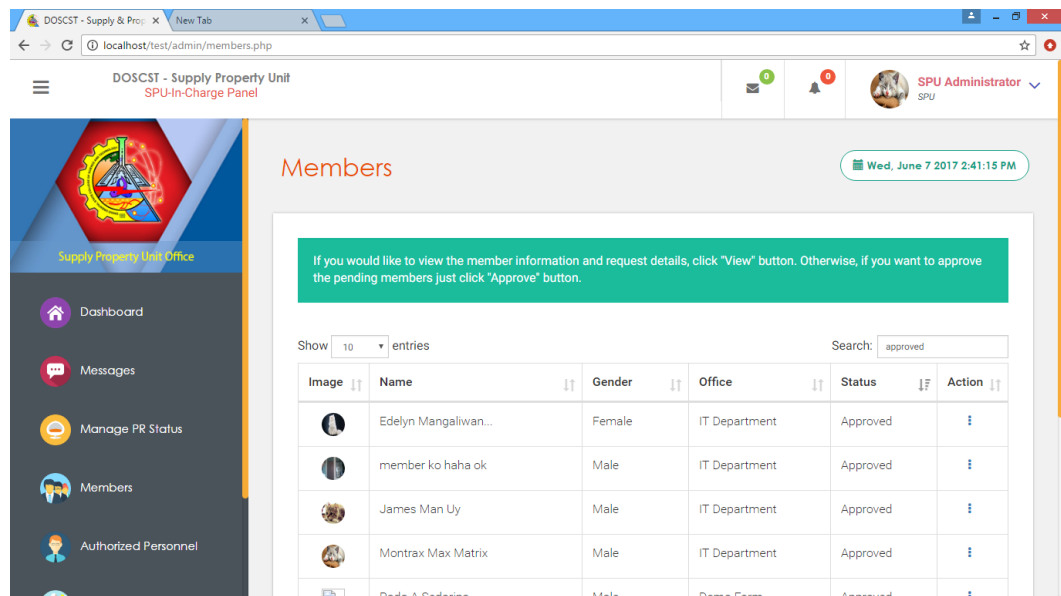


And click the **Update** button and a success message will appear.




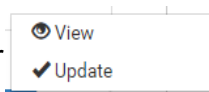
D. Members

By clicking  the SPU In-charge will be redirected to the Members Page in which he can view the list of all the members that registered for an account on the system.




- **Action**

To update a PR the SPU In-charge will click  and options will appear



- **View**

Click the  to view the members Purchase Requests.

The screenshot shows the 'Member Purchase Requests' page in the DOSCST - Supply Property Unit SPU-In-Charge Panel. The page displays a list of purchase requests for member Reynaldo C. Ludia. A green notification box at the top provides instructions on how to print or download the purchase request document by clicking the 'Report Preview' button. Below the notification, there is a table with columns: PR Number, Purpose, Date-Time Created, and Action. Two entries are shown, both for 'Graduation' requests. The first entry has PR Number 2017-6795051 and was created on 2017-06-07 09:50:53. The second entry has PR Number 2017-66115322 and was created on 2017-06-06 11:53:23. Both entries have a 'Report Preview' button next to them. The page also includes a sidebar with navigation options: Dashboard, Messages, Manage PR Status, Members, and Authorized Personnel. The top right corner shows the user is logged in as 'SPU Administrator'.

Member: reynaldo c ludia | Gender: Male | Office/Department: DAS | [Back](#)


If you want to print or download the purchase request document just click "Report Preview" button.
 Note: " There are cases that the report document doesn't show immediately due to rendering PDF format, kindly reload the page or click again the "Report Preview" button until it displays."

Show 10 entries Search:

PR Number	Purpose	Date-Time Created	Action
2017-6795051	Graduation	2017-06-07 09:50:53	Report Preview
2017-66115322	graduation	2017-06-06 11:53:23	Report Preview

Showing 1 to 2 of 2 entries Previous 1 Next

E. Authorized Personnel

By clicking  Authorized Personnel the SPU In-charge will be redirected to the Authorized Personnel page where the SPU In-charge can view and add the list of Head Officers, Directors and Other Personnel.

The screenshot shows the 'Manage Authorized Personnel' page in the DOSCST - Supply Property Unit SPU-In-Charge Panel. The page displays a list of authorized personnel under the 'Head Officer' tab. A green notification box at the top provides instructions on how to insert a new head officer by clicking the 'Add Head Officer' button. Below the notification, there is a table with columns: Image, Head Officer, Office | Department, Gender, and Action. Four entries are shown: 'head', 'k', 'edelyn g', and 'Roy M. Padilla'. The first three entries are in the 'IT Department' and the last one is in the 'Demo Farm'. All entries have a vertical ellipsis icon in the 'Action' column. The page also includes a sidebar with navigation options: Dashboard, Messages, Manage PR Status, Members, and Authorized Personnel. The top right corner shows the user is logged in as 'SPU Administrator'.

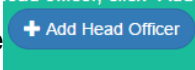

Head Officer | Director | Other Personnel

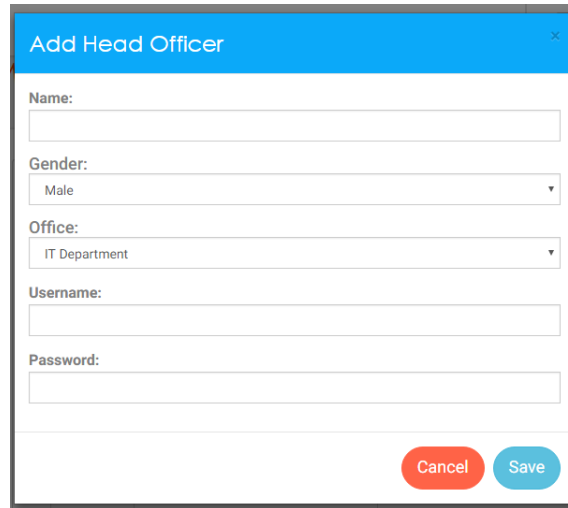
If you would like to insert new head officer, click "Add Head Officer" button. If you want to view head officer activity just click "View Activity" button. [Add Head Officer](#)

Show 10 entries Search:

Image	Head Officer	Office Department	Gender	Action
	head	IT Department	Male	View Activity
	k	IT Department	Male	View Activity
	edelyn g	Office1	Female	View Activity
	Roy M. Padilla	Demo Farm	Male	View Activity

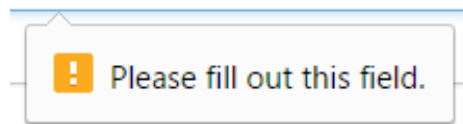
a. Head Officer

To add head officer just click the  button and fill up the needed information and click .



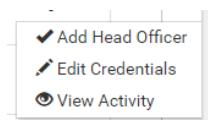
The 'Add Head Officer' form is a modal window with a blue header. It contains the following fields: 'Name' (text input), 'Gender' (dropdown menu with 'Male' selected), 'Office' (dropdown menu with 'IT Department' selected), 'Username' (text input), and 'Password' (text input). At the bottom right, there are two buttons: 'Cancel' (red) and 'Save' (blue).

If there are missing information this prompt will appear.




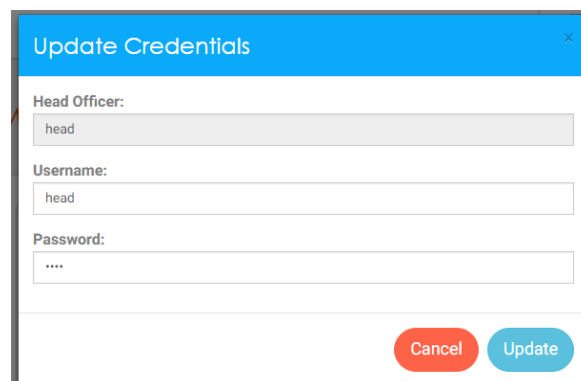
- Action**

Click the  to view these options



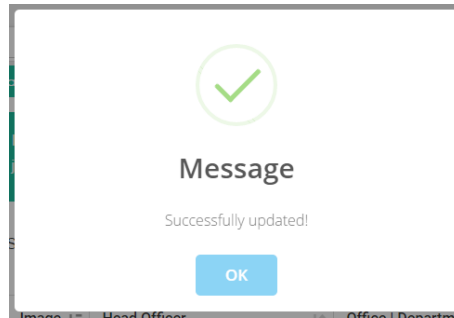
- Edit Credentials**

Click the  **Edit Credentials** to modify the head officer's credentials and this window will appear.



The 'Update Credentials' form is a modal window with a blue header. It contains the following fields: 'Head Officer' (text input with 'head' selected), 'Username' (text input with 'head'), and 'Password' (text input with '****'). At the bottom right, there are two buttons: 'Cancel' (red) and 'Update' (blue).

When done click the **Update** button and this success message will appear.



- **View Activity**

Click the **View Activity** to view the activities of the head officer and this window will appear.

View Activity

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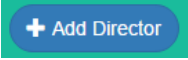

Back | **Head Officer Logs**

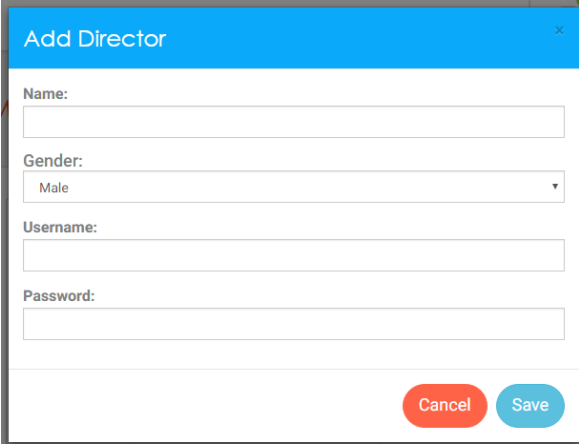
This are the following list of Head-Officer activities. If you want to view PR-Number information including the requestor, click "Full Details" button.
Head-Officer: head | Office: IT Department

Show 10 entries Search:

Log Date-Time	Activity	PR Tracking ID	Action
2017-06-01 19:48:28	Forwarded	2017-61194714	Full Details
2017-06-01 19:48:22	Signed	2017-61194714	Full Details
2017-06-01 19:48:13	Unsigned	2017-61194632	Full Details

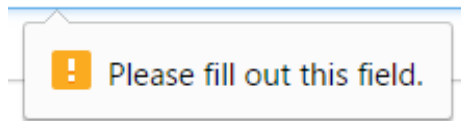
b. Director

To add head officer just click the  button and fill up the needed information and click .



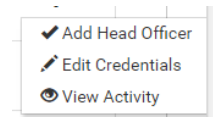
The 'Add Director' form is a modal window with a blue header. It contains four input fields: 'Name' (text), 'Gender' (dropdown menu with 'Male' selected), 'Username' (text), and 'Password' (text). At the bottom right, there are two buttons: 'Cancel' (red) and 'Save' (blue).

If there are missing information this prompt will appear.



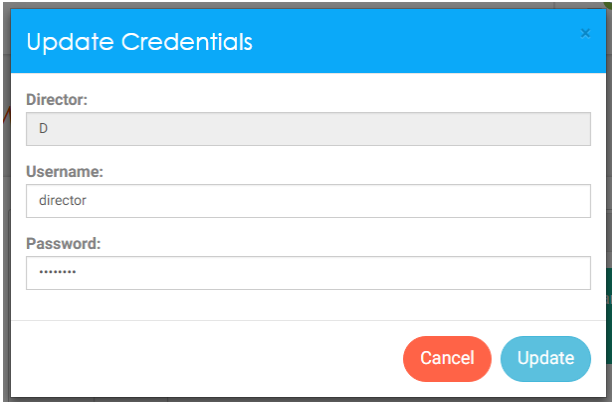
- Action**

Click the  to view these options



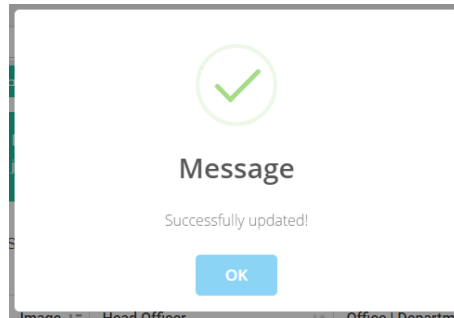
- Edit Credentials**

Click the  **Edit Credentials** to modify the head officer's credentials and this window will appear.



The 'Update Credentials' form is a modal window with a blue header. It contains three input fields: 'Director' (text, containing 'D'), 'Username' (text, containing 'director'), and 'Password' (text, containing '.....'). At the bottom right, there are two buttons: 'Cancel' (red) and 'Update' (blue).

When done click the **Update** button and this success message will appear.



- **View Activity**

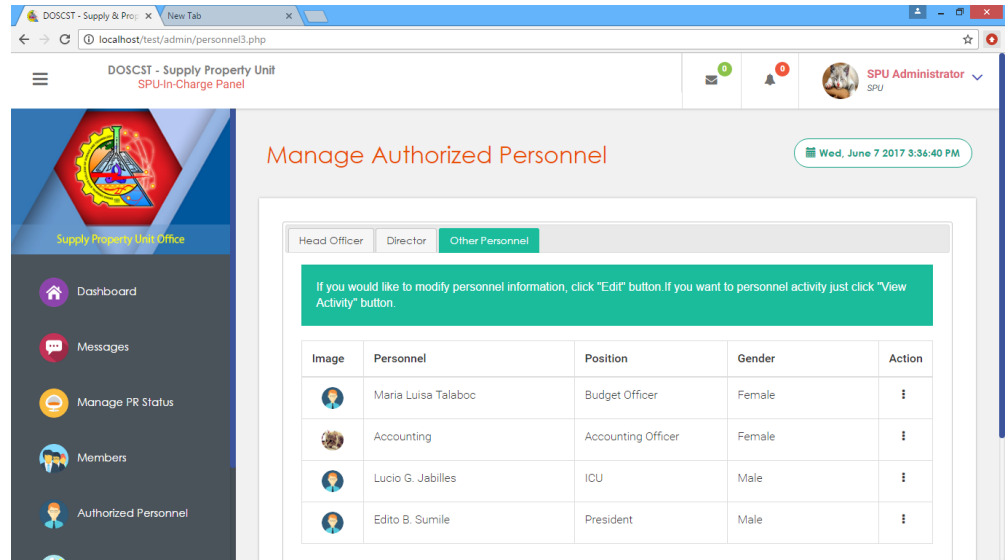
Click the **View Activity** to view the activities of the head officer and this window will appear.

The screenshot shows the 'View Activity' window for the 'Director Logs'. The window includes a sidebar with navigation options: Dashboard, Messages, Manage PR Status, Members, and Authorized Personnel. The main content area displays a list of activities with the following data:

Log Date-Time	Activity	PR Tracking ID	Action
2017-06-07 14:32:20	Forwarded	2017-66115322	Full Details
2017-06-07 14:27:33	Approved	2017-66115322	Full Details
2017-06-02 14:58:54	Approved	2017-62144225	Full Details

c. Other Personnel

This page shows the list of personnel namely; Budget Officer, Accounting Officer, Internal Control Unit (ICU) and the President.



- **Action**

Click on the to view these options

Change
 View Activity

- **Change**

Click on the Change to change or update the other personnel's account and click the **Update** button to save the changes.

Update Information

Position:

Budget Officer

Name:

Maria Luisa Talaboc

Gender:

Female

Username:


budget

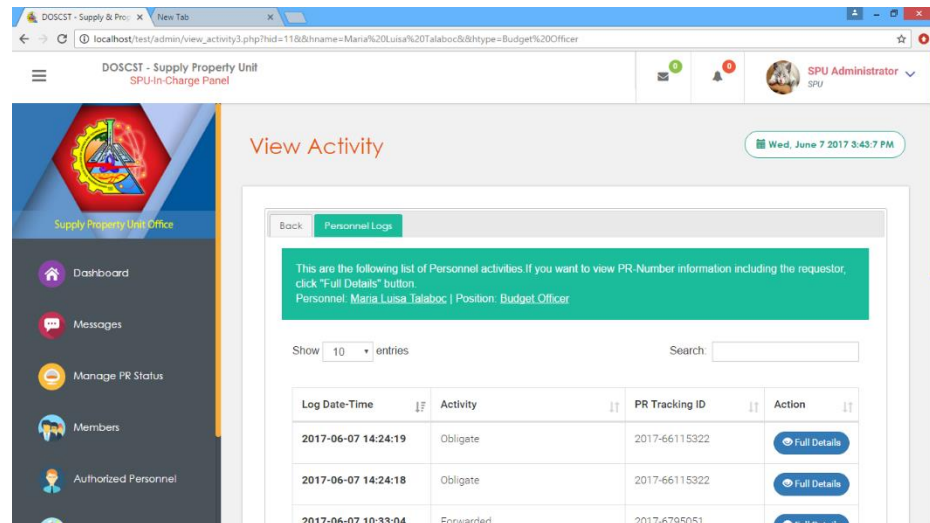
Password:

Cancel

Update

- **View Activity**

Click on the  **View Activity** to view the list of the activities of the selected personnel.



View Activity

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Back: Personnel Logs

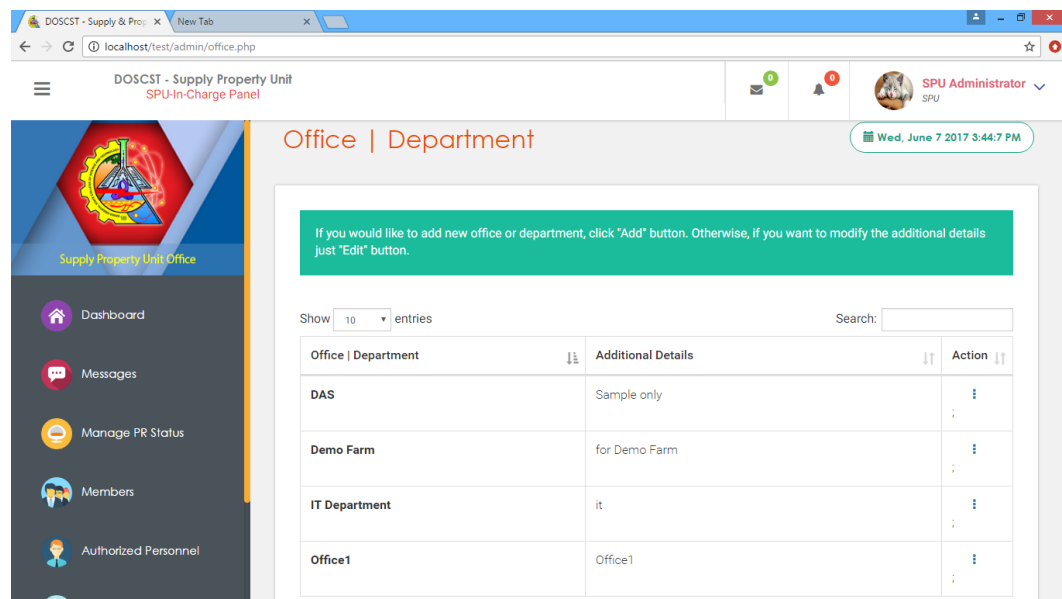
This are the following list of Personnel activities. If you want to view PR-Number information including the requestor, click "Full Details" button.
Personnel: Maria Luisa Talaboc | Position: Budget Officer

Show 10 entries Search:

Log Date-Time	Activity	PR Tracking ID	Action
2017-06-07 14:24:19	Obligate	2017-66115322	Full Details
2017-06-07 14:24:18	Obligate	2017-66115322	Full Details
2017-06-07 10:33:04	Forwarded	2017-6795051	Full Details

F. Office | Department

When the  **Office | Department** is clicked it will redirect the SPU In-charge to the Office | Department Page which he can view the list of offices.



Office | Department

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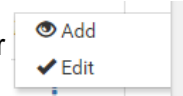
If you would like to add new office or department, click "Add" button. Otherwise, if you want to modify the additional details just "Edit" button.

Show 10 entries Search:


Office Department	Additional Details	Action
DAS	Sample only	Edit
Demo Farm	for Demo Farm	Edit
IT Department	it	Edit
Office1	Office1	Edit

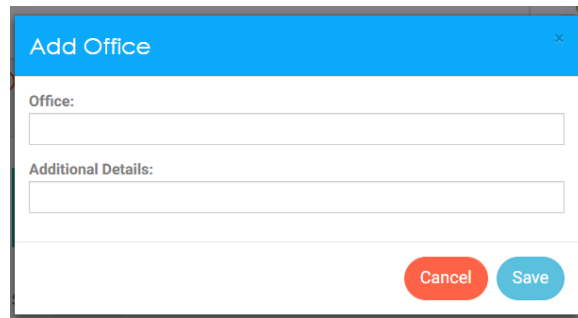
- **Action**


Click on the  and these options will appear



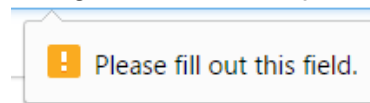
- **Add**

Click on the  Add and fill up the needed information.

A modal form titled 'Add Office' with a blue header and a close button. It contains two text input fields: 'Office:' and 'Additional Details:'. At the bottom right, there are two buttons: 'Cancel' (red) and 'Save' (blue).

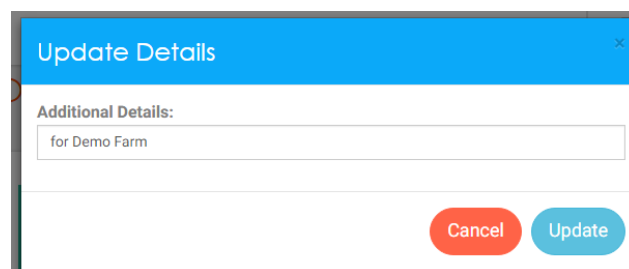
After filling up the form click the  button.

If there are missing information this prompt will appear.




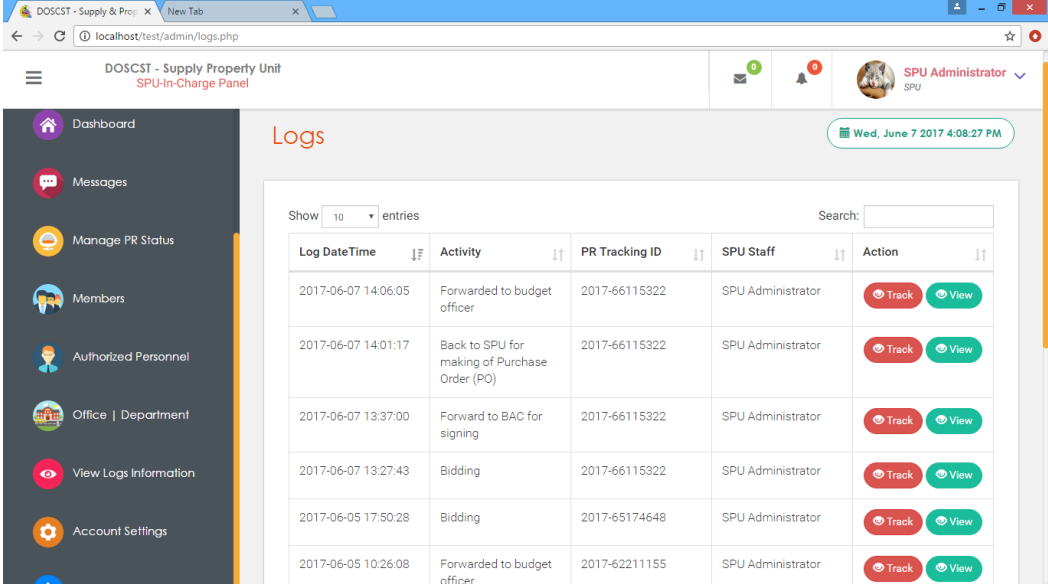
- **Edit**

Click the  Edit to modify the details of the office.

A modal form titled 'Update Details' with a blue header and a close button. It contains one text input field labeled 'Additional Details:' with the text 'for Demo Farm' inside. At the bottom right, there are two buttons: 'Cancel' (red) and 'Update' (blue).

G. View Logs Information


When the  is clicked the SPU In-charge will be redirected to the Logs page.



The screenshot shows the 'Logs' page of the DOSCST - Supply Property Unit SPU-In-Charge Panel. The page has a sidebar with navigation options: Dashboard, Messages, Manage PR Status, Members, Authorized Personnel, Office | Department, View Logs Information (highlighted), and Account Settings. The main content area shows a table of log entries. The table has columns for Log DateTime, Activity, PR Tracking ID, SPU Staff, and Action. The Action column contains 'Track' and 'View' buttons for each entry.

Log DateTime	Activity	PR Tracking ID	SPU Staff	Action
2017-06-07 14:06:05	Forwarded to budget officer	2017-66115322	SPU Administrator	
2017-06-07 14:01:17	Back to SPU for making of Purchase Order (PO)	2017-66115322	SPU Administrator	
2017-06-07 13:37:00	Forward to BAC for signing	2017-66115322	SPU Administrator	
2017-06-07 13:27:43	Bidding	2017-66115322	SPU Administrator	
2017-06-05 17:50:28	Bidding	2017-65174648	SPU Administrator	
2017-06-05 10:26:08	Forwarded to budget officer	2017-62211155	SPU Administrator	

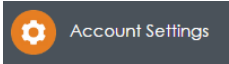
a. Track

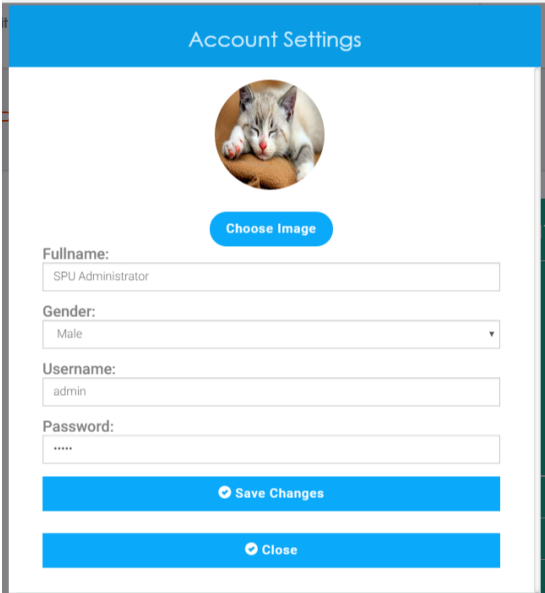
Click on the  button to view the specific status of the selected request.

b. View

Click on  to view the selected Purchase Request in a pdf form.

H. Account Settings

Click on the  to modify the SPU In-charge account.



The screenshot shows the 'Account Settings' form. It has a blue header with the title 'Account Settings'. Below the header is a circular profile picture of a cat. To the right of the profile picture is a 'Choose Image' button. Below the profile picture are four input fields: 'Fullname:' (containing 'SPU Administrator'), 'Gender:' (a dropdown menu with 'Male' selected), 'Username:' (containing 'admin'), and 'Password:' (containing '*****'). At the bottom of the form are two blue buttons: 'Save Changes' and 'Close'.