Q. Received PR

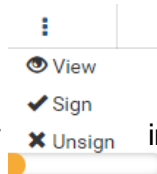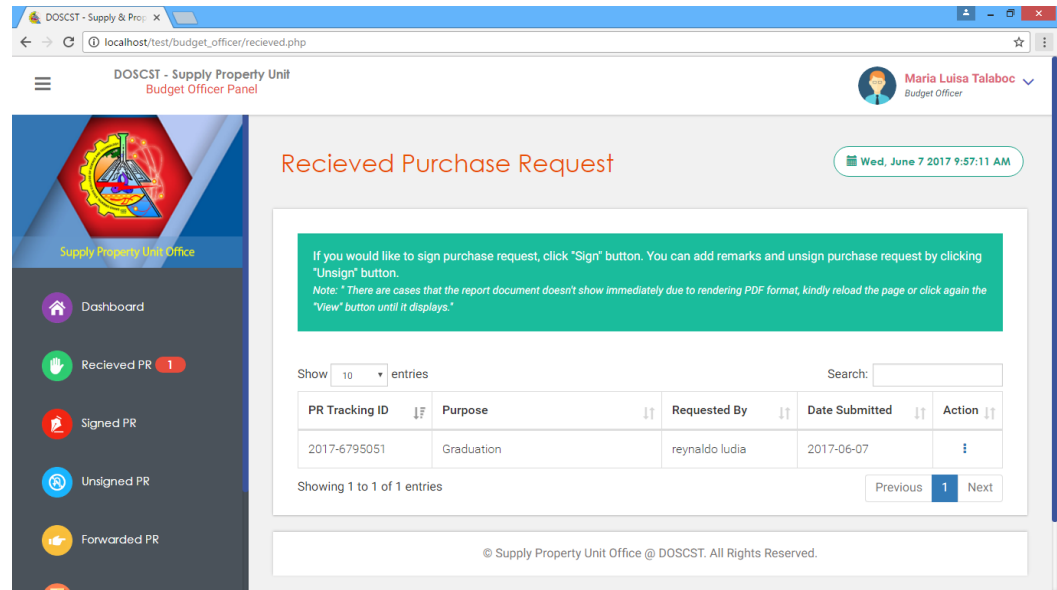By clicking the **Recieved PR** the authorized personnel will be redirected to the Received Purchase Request page where the authorized personnel can view the received PR from end-users.
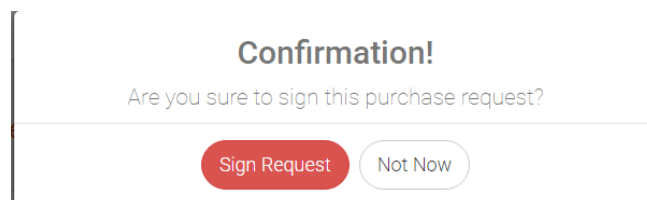

a. Action

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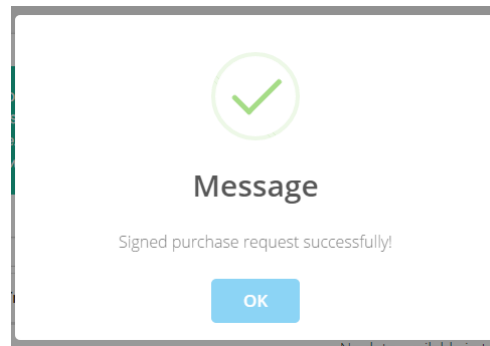

- **View**

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

- **Sign**

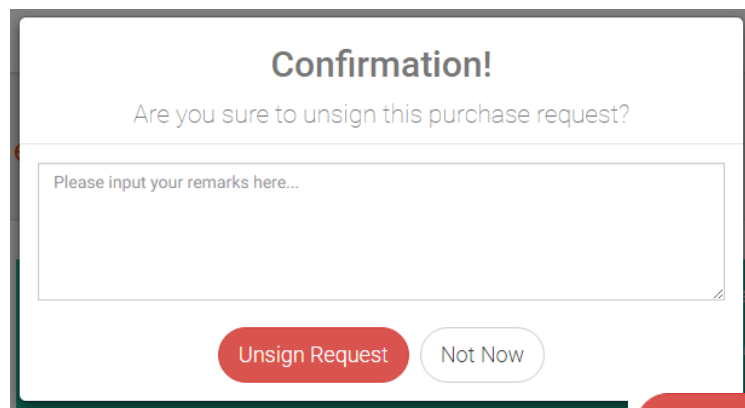 When the ✔ Sign is clicked, the system will ask for a confirmation from the user. Like the image showed below,

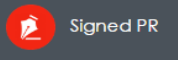When the [Sign Request] is clicked this message will appear.

- **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]
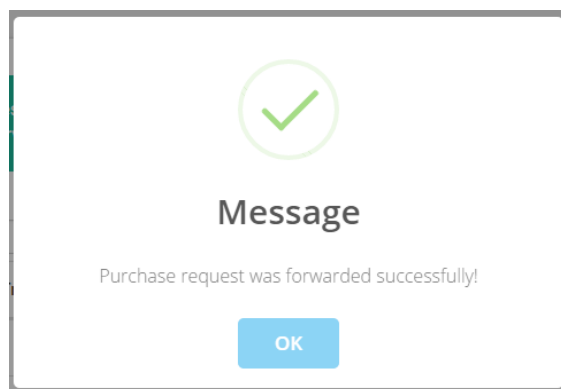
button.

R. Signed Requests

By clicking the [Signed PR] the authorized personnel will be redirected to the Signed Purchase Request page where he can forward his signed request by clicking the [Forward] button .
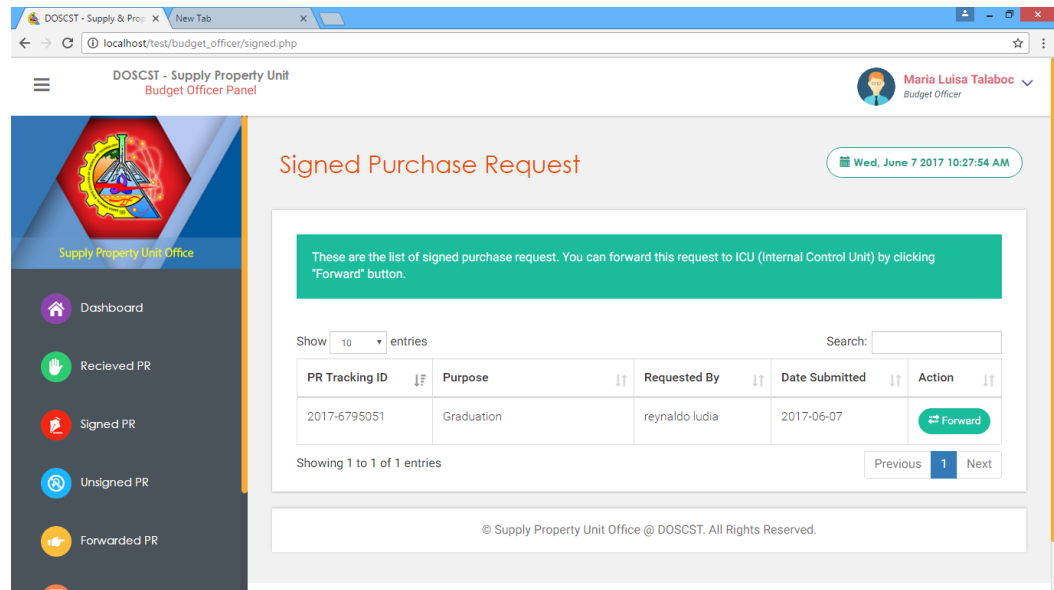
Then it will prompt for a confirmation before forwarding the request.
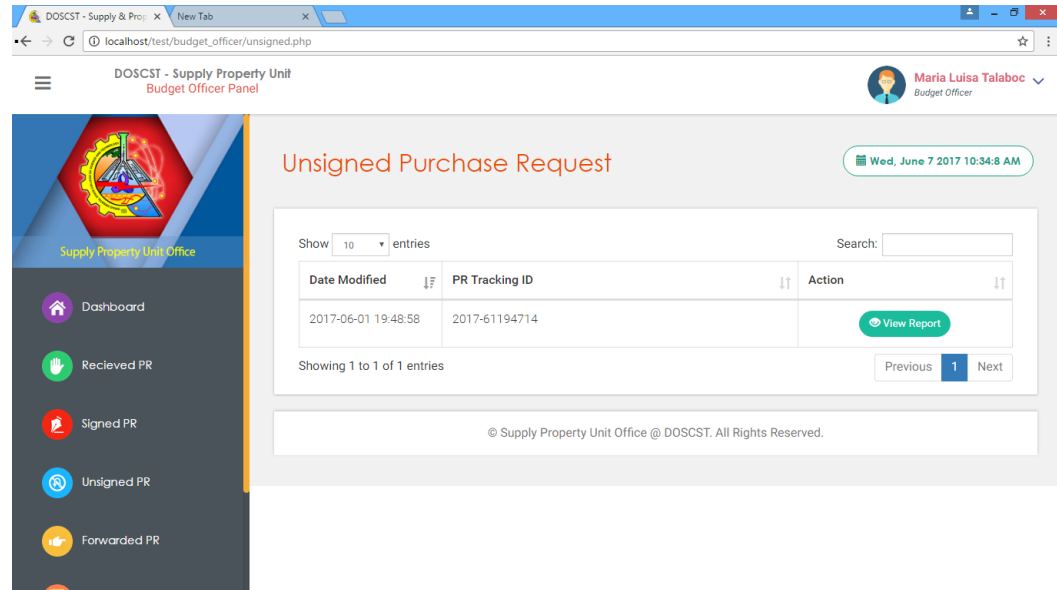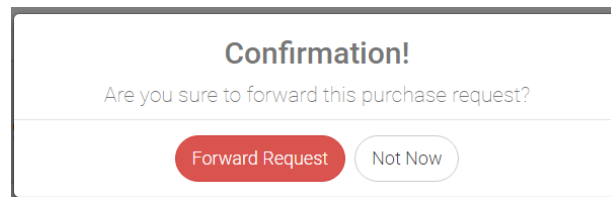

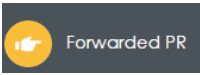When the [Forward Request] button is clicked, it will display a success message.
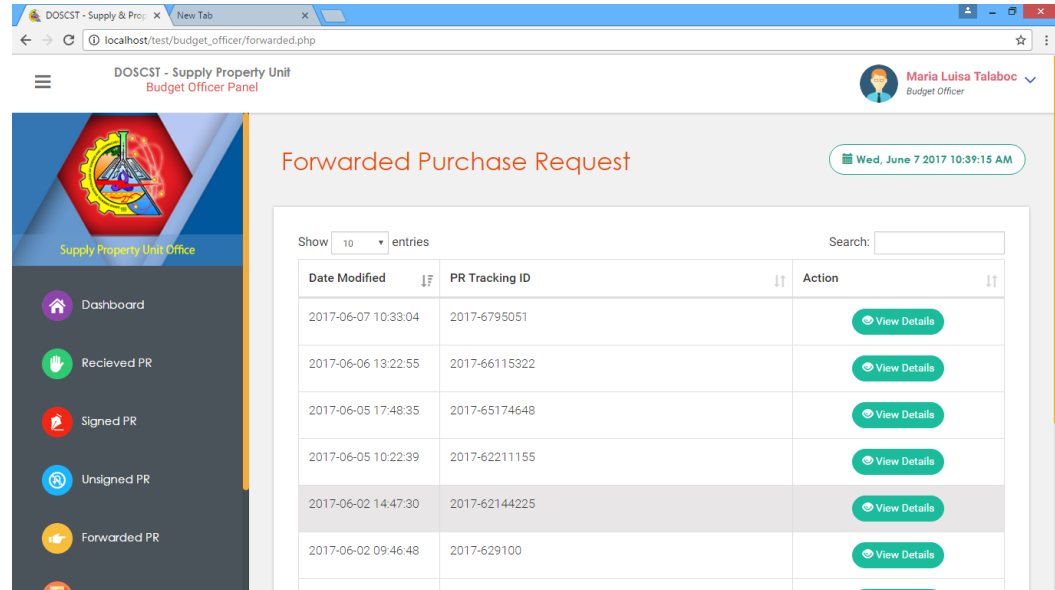
S. Unsigned PR

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

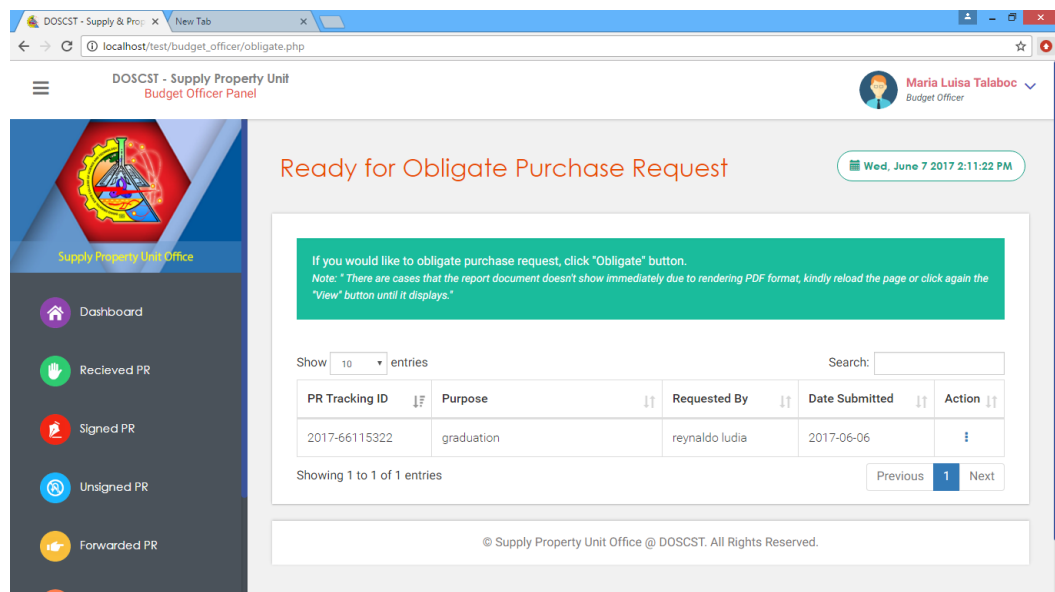purchase requests including the date it is forwarded and the tracking ID.

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.

- **Action**

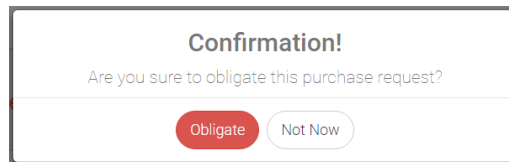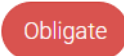 To update a PR the SPU In-charge will click ⋮ and options will
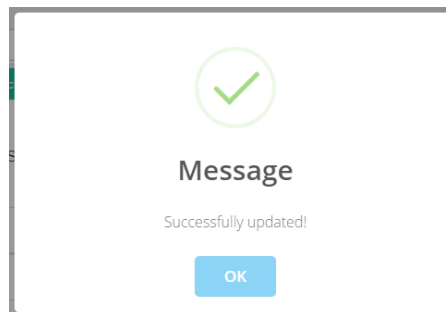
  appear

- **View**

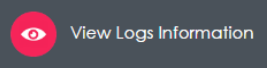 Click the to view the PR in a PDF format.
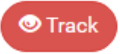
- **Obligate**

  Click the ✔Obligate to update the status of PR for Bidding and it

  will need remarks (e.g. This PR is for Canvassing)
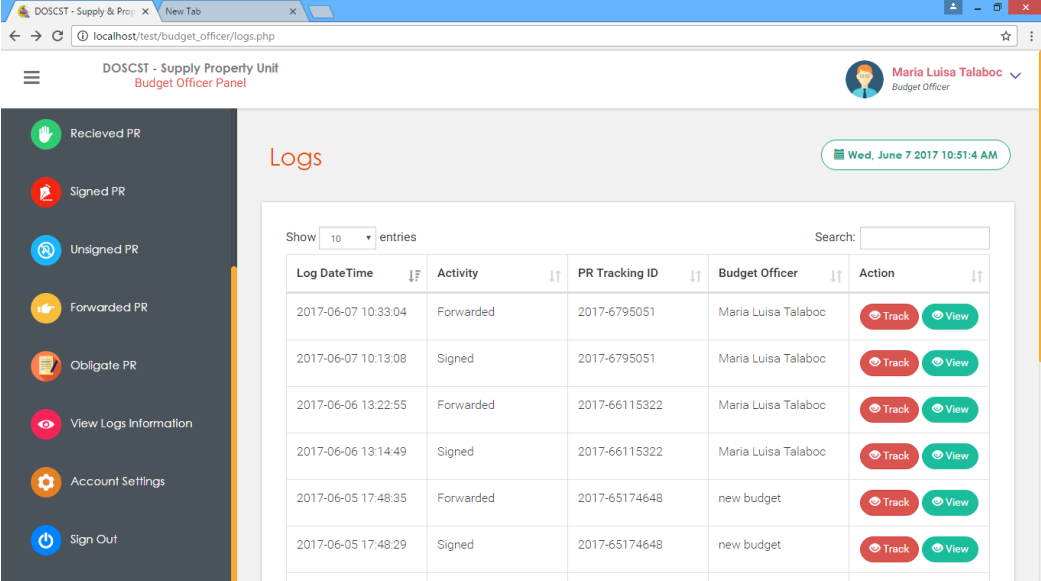

  And click the **Obligate** button and a success message will

  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.

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.
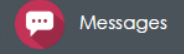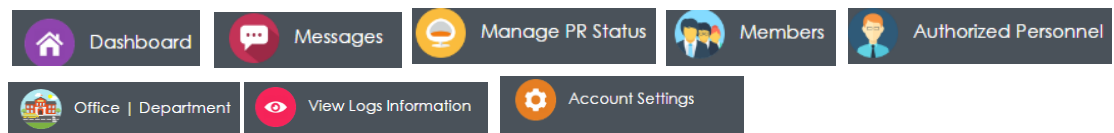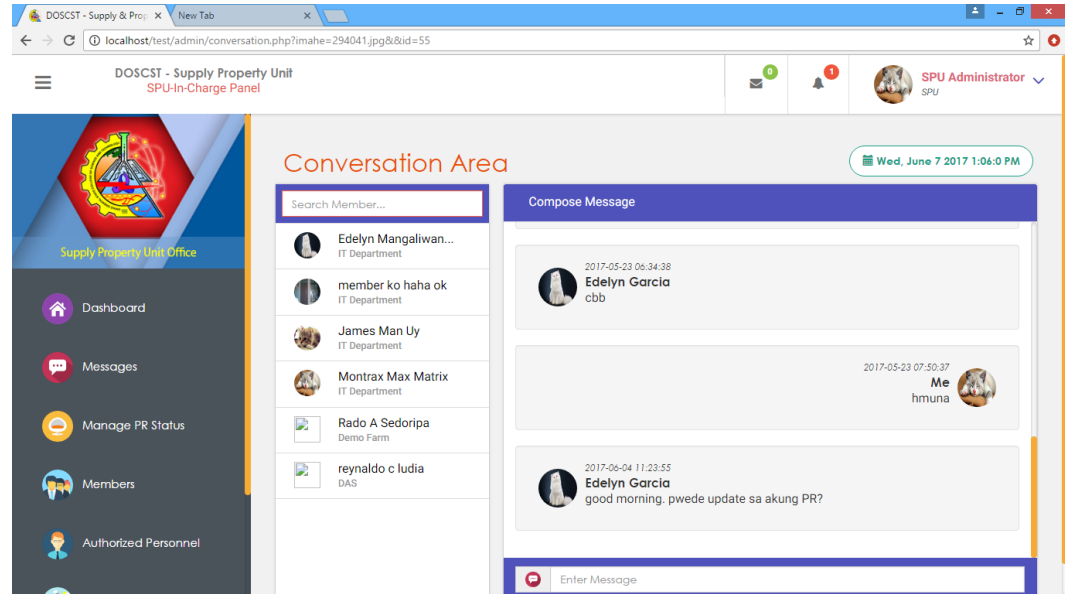

a. Navigations

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

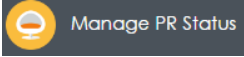Page in which he can send messages to a specific end-user.
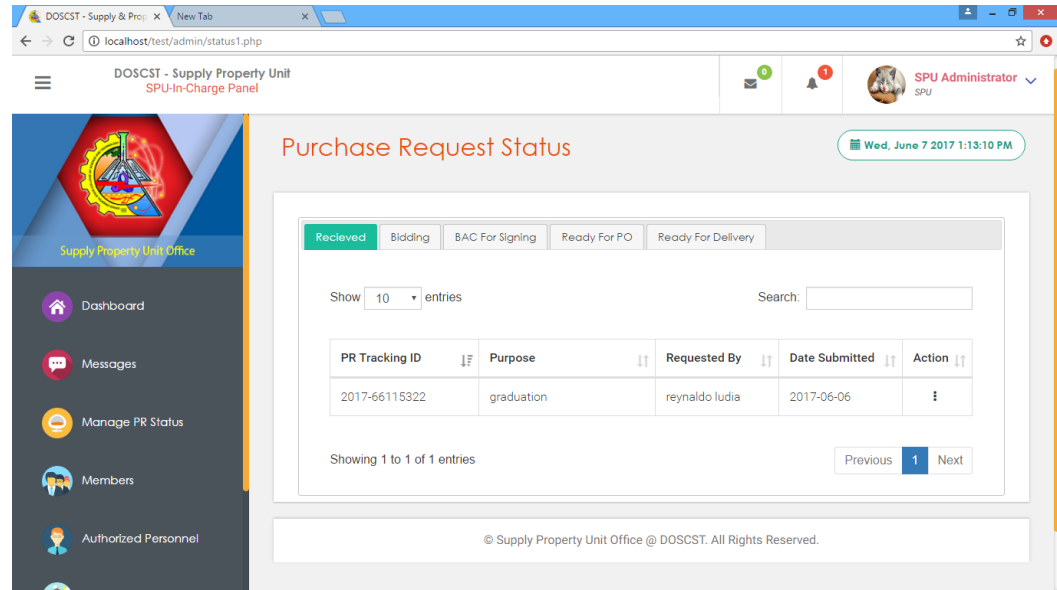

The SPU In-charge will click on a specific end-user found on the list, and enter his

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
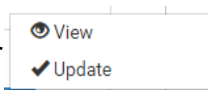
Purchase Request Status page.

a. Received

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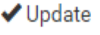
PR will display.

- **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)

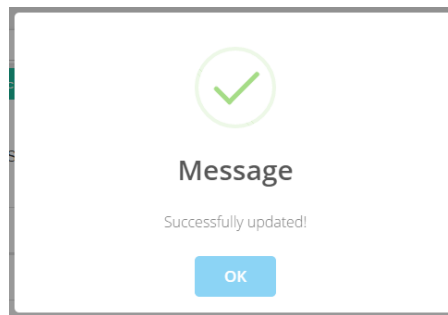And click the **Update** button and a success message will appear.

b. Bidding

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

- **Action**

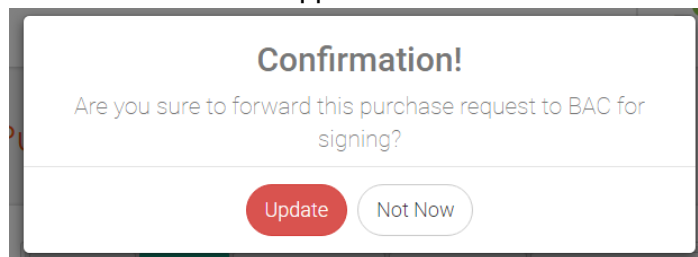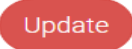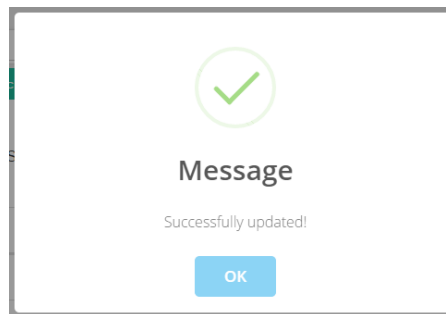 To update a PR the SPU In-charge will click ⁝ and options will appear

- **View**

  Click the to view the PR in a PDF format.

- **Update**

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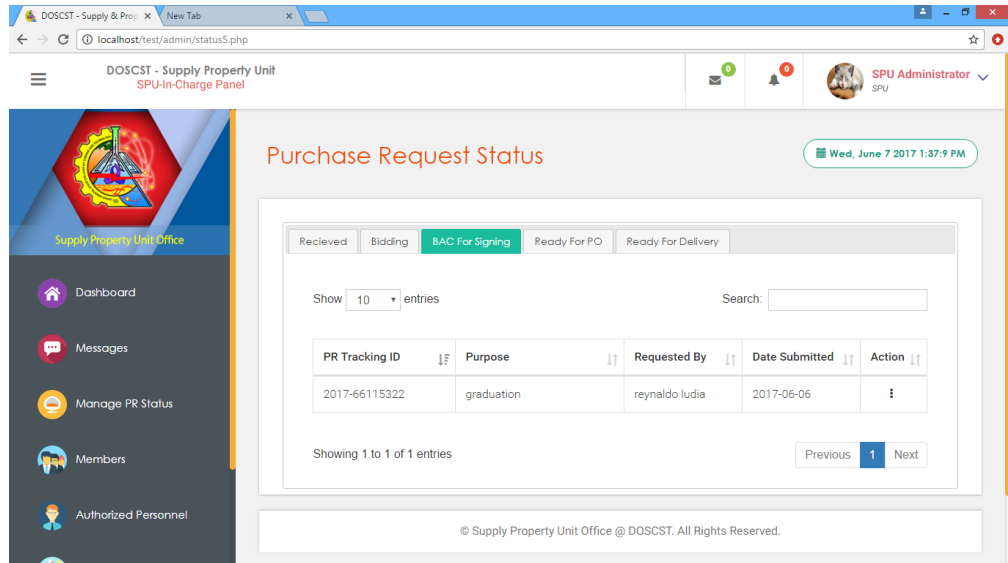
  and a confirmation will appear.

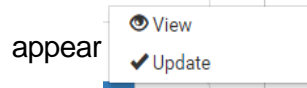   And click the button and a success message will appear.

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**

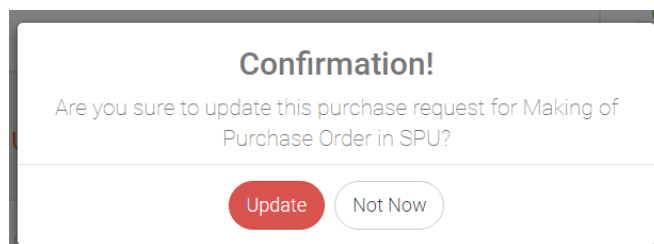   To update a PR the SPU In-charge will click ⁝ and options will appear [View / Update]
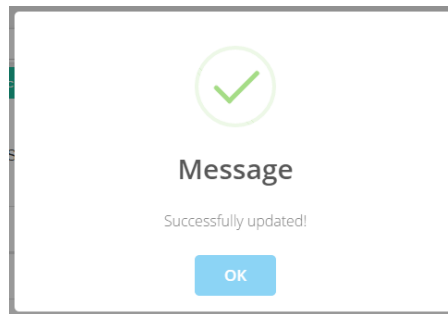
- **View**

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

- **Update**

    Click the [Update] to update the status of PR to Making of Purchase Order and a confirmation will appear.
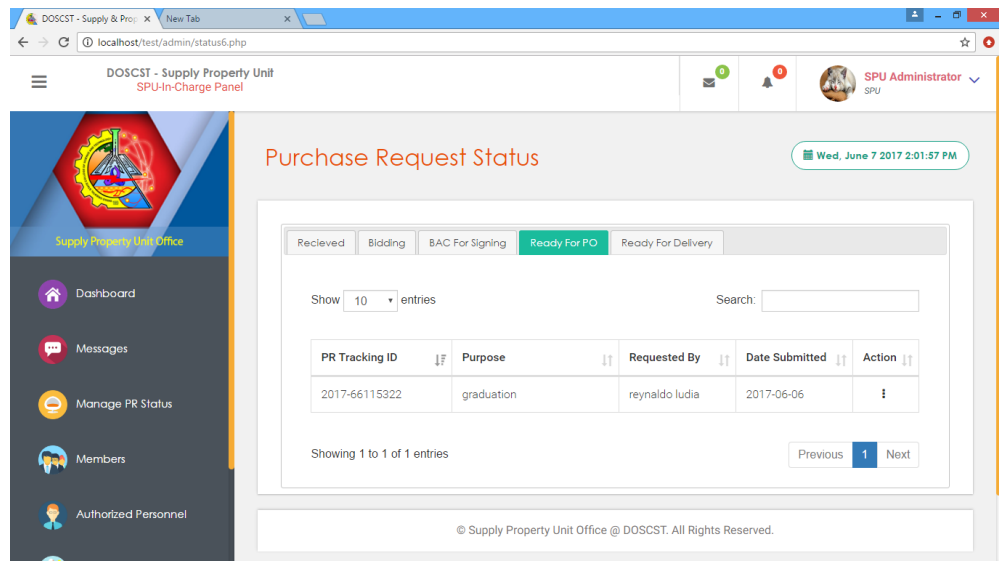
And click the **Update** button and a success message will appear.
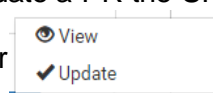

d. **Ready for PO**

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


• **Action**

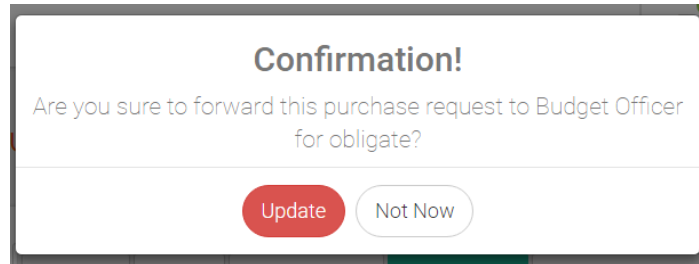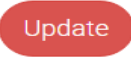To update a PR the SPU In-charge will click ⋮ and options will appear
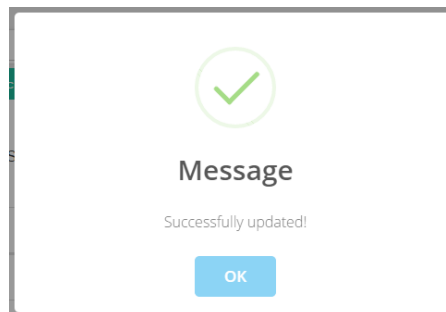
- **View**

  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

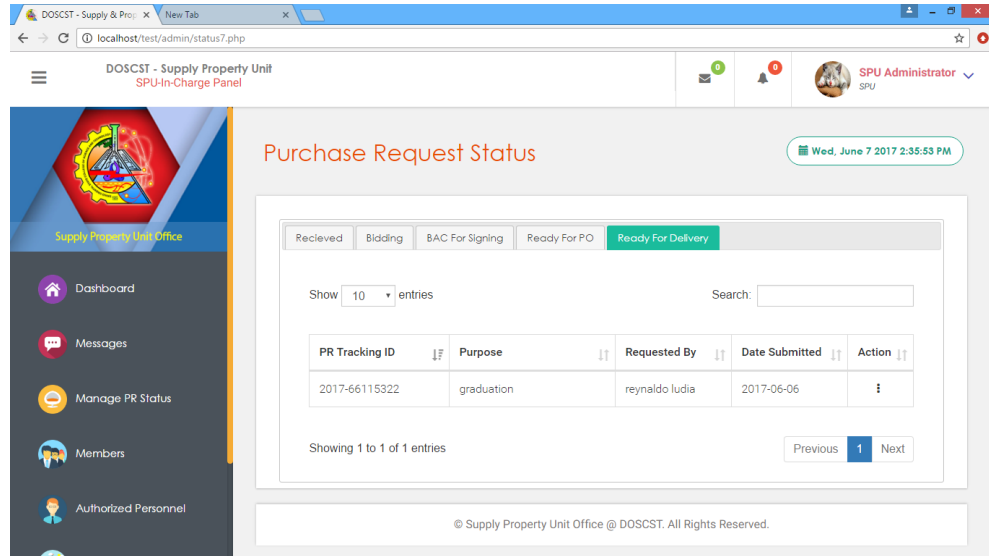 Officer for Obligate and a confirmation will appear.

  ### Confirmation!

  Are you sure to forward this purchase request to Budget Officer for obligate?

  [Update] [Not Now]

  And click the [Update] button and a success message will

  appear.

  ✓

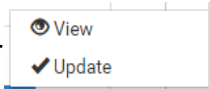 **Message**

  Successfully updated!

  [OK]

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**

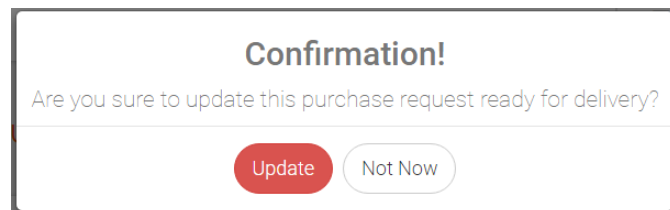   To update a PR the SPU In-charge will click ⋮ and options will appear [View / Update]
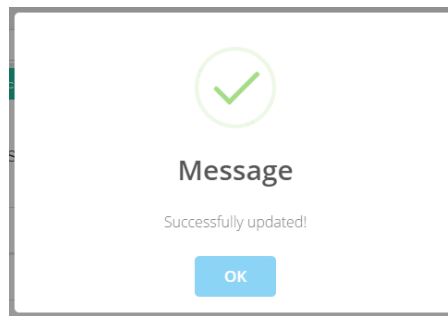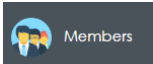
- **View**

    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.
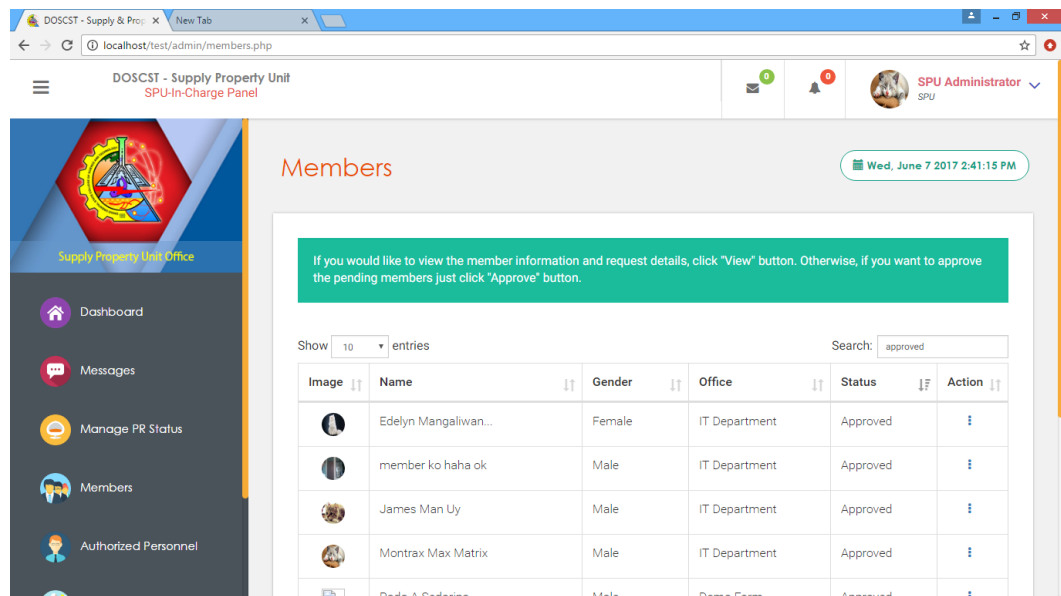

Confirmation!

Are you sure to update this purchase request ready for delivery?

Update   Not Now

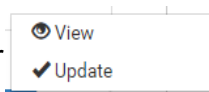And click the Update button and a success message will appear.

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.

E. Authorized Personnel

By clicking 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.
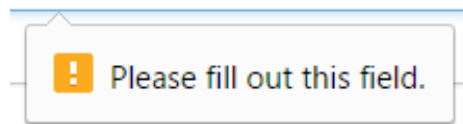
a. Head Officer

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

information and click

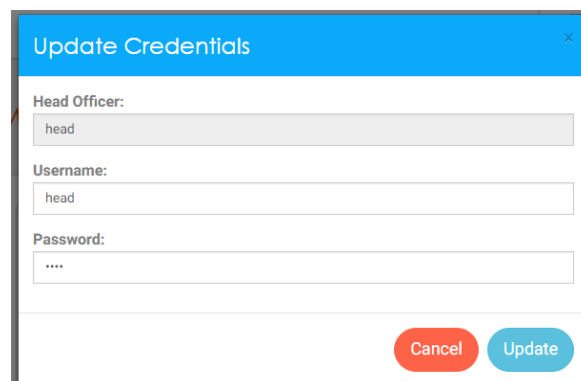If there are missing information this prompt will appear.

- **Action**

Click the ⋮ to view these options
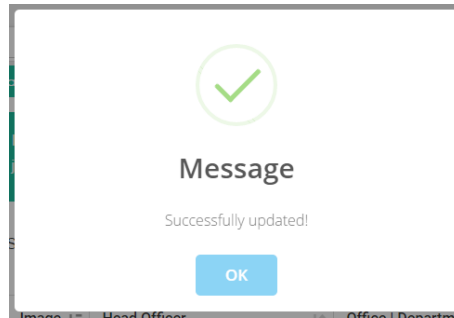
- **Edit Credentials**

Click the ✎ Edit Credentials to modify the head officer's

credentials and this window will appear.

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.

b. Director

To add head officer just click the [+ Add Director] button and fill up the needed
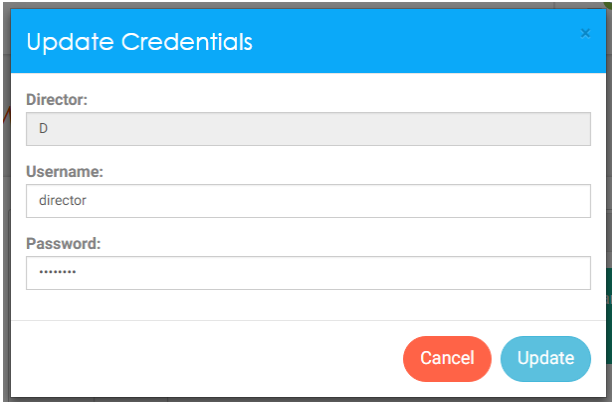
information and click [Save]

Add Director

Name:

Gender:
Male ▼

Username:

Password:

Cancel   Save

If there are missing information this prompt will appear.

⚠ Please fill out this field.

- **Action**

  Click the ⋮ to view these options
  ✔ Add Head Officer
  ✎ Edit Credentials
  👁 View Activity

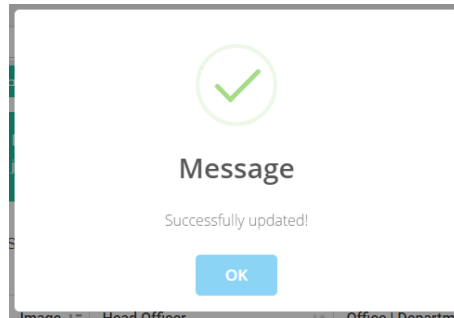- **Edit Credentials**

  Click the ✎ Edit Credentials to modify the head officer's

  credentials and this window will appear.

  Update Credentials

  Director:
  D

  Username:
  director

  Password:
  ········

  Cancel   Update

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.

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.

- **View Activity**

  Click on the [👁 View Activity] to view the list of the activities of the

  selected personnel.

F. Office | Department

When the [🏫 Office | Department] is clicked it will redirect the SPU In-charge to the

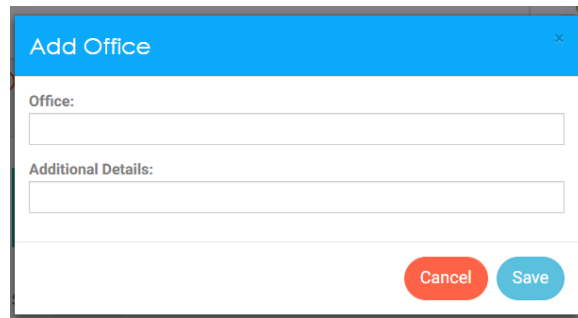Office | Department Page which he can view the list of offices.

- **Action**

    Click on the ⋮ and these options will appear

    ◉ Add
    ✔ Edit

- Add

    Click on the ◉ Add and fill up the needed information.

    Add Office ×

    Office:

    Additional Details:

    Cancel   Save
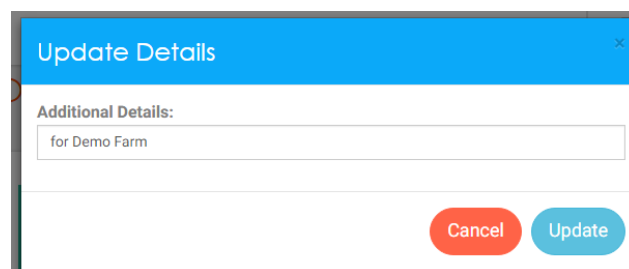
    After filling up the form click the Save button.

    If there are missing information this prompt will appear.

    ❗ Please fill out this field.
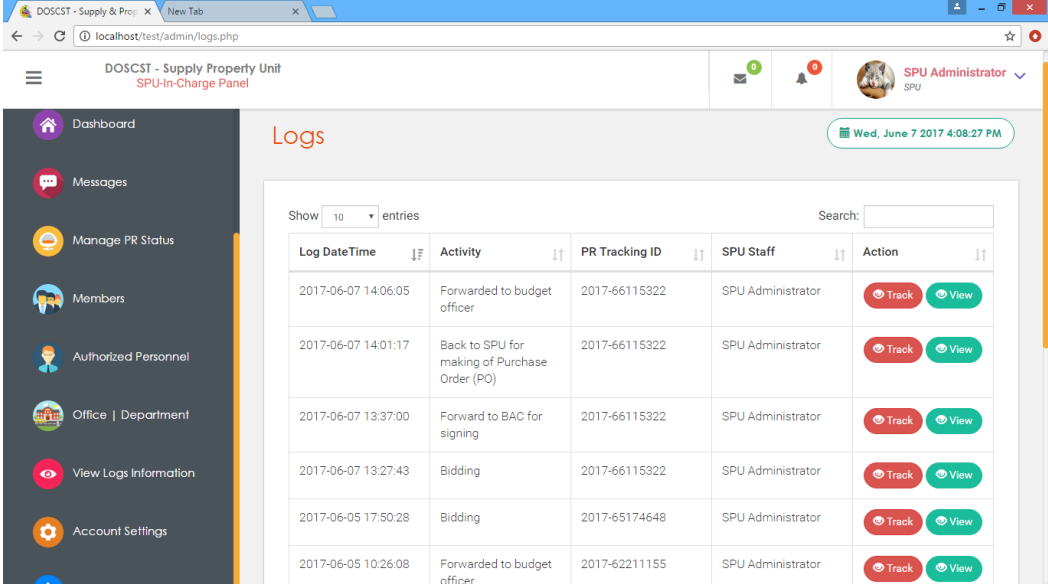
- **Edit**

    Click the ✔ Edit to modify the details of the office.

    Update Details ×

    Additional Details:

    for Demo Farm

    Cancel   Update

G. View Logs Information

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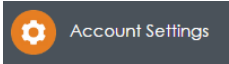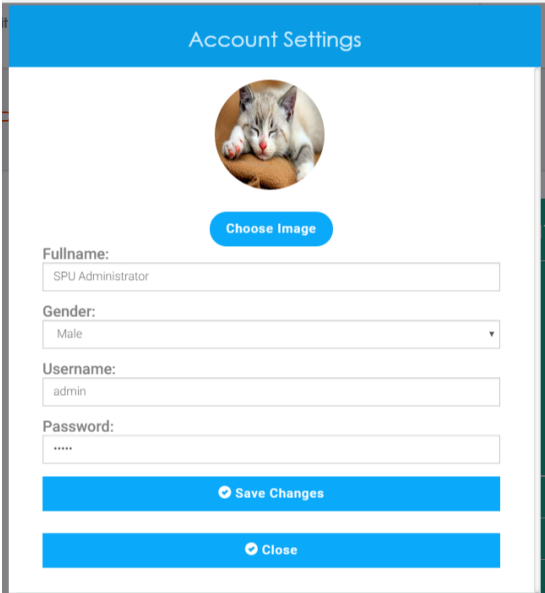
the Logs page.

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.