#### A. Home Page

The screenshot below is the home page of Web-Based Purchase Request Tracking System.



#### a. Buttons

The Login button directs the system user to the Login Form (see item G) while the button Sign Up directs the system user to the Sign Up Form (see item H).

#### A. About Us

This page displays information such as the vision, mission and goals of DOSCST.



#### **B.** Gallery

This page contains photos taken from Supply and Property Unit and grounds of DOSCST.



## C. Team

This page displays brief information about the system Team Developers.



### D. Contact Us

This page contains location and contact information such as contact number, social media accounts, email address and website.

🔞 DOSCST - Supply & Prop 🗙 🚺		4		×
← → C ③ localhost/test/			☆	÷
Supply & Property Unit	Home About Us Gallery	Team Contact Us Google Map		
	Contact Us Feel free to contact us anytime.			
Contact us any time	Contact Info	Related Links		
We're here to help. We're friendly and available to contact. Reach out to us anytime and well happily answer your questione and foodbacke	Q Guang-Guang, Brgy. Dahican, Mati City, Davao Oriental	DOSCST(Official Website)		
questions and recubacks.	🊳 Mati (Main), San Isidro, Cateel, & Banaybanay	Facebook		
	(087) 388-3195	Twitter		
	doscst@yahoo.com	W Wikipedia		

#### E. Google Map

This page shows the exact location of the Supply and Property Unit in DOSCST through Google Map.



## F. Login Form

This allows the user to login to his/her account.



## a. Fill-up Login Form

The user needs to input the use	ername in this field 💶 Username	
and password on this field 🥑	Password	. Next is to click
the JLogin button or to canc	el click the Close button.	

#### b. Prompts

In case there are missing or incorrect values, the web application will display

these messages.



If user tries to login in Pending account, this message will be displayed.



# G. Sign Up Form (Requestor)

This is where requestor's can sign up for an account.

Note: New accounts can be accessed after it is approved by the Supply and Property Unit.

Developed Information:	
Fersonal Information:	
Firstname	
Middlename:	
Middlename	
Lastname:	
Lastname	
Gender:	
Male	v
Position:	
Position	
Section:	
Section	
Office:	
Select Office	Ţ
Head-Officer:	
Select Head Officer	Ŧ
Profile Picture:	
Choose Image Image Name	
Suggested Size: width(150px) x height(15	i0px)
Login Information:	
Username:	
Username	
Password:	
Password	

## a. Fill-up Sign Up Form

The requestor must fill up all the fields in the Personal Information: section

to successfully to create an account. The requestor must click the Choose Image

to select a profile image for his/her account. After all fields have been completely filled up, the requestor must click the save button. To refresh the form the user can click the Clear Form button. To close the form the user can click the button.

## b. Prompts

This message will be shown if the signing up for a new account is successfully done.



Otherwise, this prompt will display if there are lacking information.



#### H. End-user Dashboard

The screenshot below shows the End-user dashboard which displays after a requestor logged-in in their accounts. Dashboard also contains charts and images.



## a. Navigations

Navigations directs the users to different pages.



### b. Message

This displays unread messages received by the end-user.



### c. Notification

This displays newly received notifications of the end-user.



## d. User Information

This displays user information.



• My Profile – by clicking 👗 My Profile this window will display.



• Settings- by clicking Settings this window will open. In which the

user can edit his/her account.

	Account Settings	
	Choose Image Firstname: Edelyn Middlename: Mangaliwan Lastname: Garcia	
	Gender: Female	
	Save Changes	
	Close	
By clicking the	Save Changes button, this prompt will dis	play.
	Message!	
	Account successfully updated!Kindly login again	
	ок	

Sign out- by clicking Sign Out the end-user will be logged out in the system.

#### I. Messages

This is where the end-user and administrator can have conversations such as following up for the Purchase Requests that they have submitted.



To write message for the administrator, the end-user can input their messages in

this area,



After typing the message, it can be sent through pressing the ENTER key in the

keyboard.

### J. Notifications

🚳 DOSCST - Su	pply & Prop 🗙 📃						≜ <u>-</u> 0
← → C 🛈	localhost/test/members/notificati	ons.php					\$
≡	DOSCST - Supply Property Member/Requestor(Demo R	<b>y Unit</b> Farm)			<b>_</b> 0	<b>A</b> 0	SPU Member
		Notific	cation Details See all notification		(	🗃 Sun, June 4	4 2017 12:36:15 PM
			() June 2nd 2017	PR#: 2017-62213935 was signed by Head.		09:41:08 PM	1
Supply	Property Unit Office		() June 2nd 2017	PR#: 2017-62211155 was unsigned by He.		09:17:16 PM	i
n Da	shboard		() June 2nd 2017	PR#: 2017-62144225 was approved for v		02:58:54 PM	:
			June 2nd 2017	PR#: 2017-62144225 was forwarded by A		02:58:05 PM	
Me	ssages		() June 2nd 2017	PR#: 2017-62144225 was signed by Acco		02:57:57 PM	
<u>()</u> No	tifications		() June 2nd 2017	PR#: 2017-62144225 was updated(obliga		02:56:33 PM	1
			() June 2nd 2017	PR#: 2017-62144225 ,Status:Forwarded		02:55:19 PM	1
Cre	eate Request		() June 2nd 2017	PR#: 2017-62144225 ,Status:Back to SP		02:55:10 PM	I
Red	quest Drafts		() June 2nd 2017	PR#: 2017-62144225 ,Status:Forward to		02:55:01 PM	1
			() June 2nd 2017	PR#: 2017-62144225 ,Status: Bidding ,		02:54:51 PM	i
			-				

This is where the notifications are displayed.

The end-user can click on the notification to show full details. Example:

() June 2nd 2017	PR#: 2017-62213935 was signed by Head	09:41:08 PM
PR#: 2017-62213935 was sig	ned by Head Officer: Roy M. Padilla	
June 2nd 2017	PR#: 2017-62211155 was unsigned by He	09:17:16 PM
June 2nd 2017	PR#: 2017-62144225 was approved for v	02:58:54 PM

The end-user can also	Track	a notification.
	🗊 Delete	
	59.17.10 FIV	

#### a. Track

By clicking Track, the end-user can track the notifications of a certain Purchase

Request. (see )

## b. Delete

By clicking Delete , the end-user can delete the notification.

### K. Create Purchase Request

By clicking the Create Request from the navigation, a form that is showed below will be displayed where end-users needs to input the Purpose of making the request.

create Purchase Request	×
Purpose:	
Please input purchase request purpose	4
Create	

After the Purpose is written, the end-user should click the Create

button. Once the request is successfully created, this message will be displayed.



### L. Manage Request List

							<b>▲</b> - □
← → C ① localhost/test/members/request	_area.php?request_id=2017-622111	55					☆
DOSCST - Supply Propert     Member/Requestor(Demo	ty Unit Farm)				≥0	<b>A</b> <sup>0</sup>	SPU Member
	Manage Red	quest Items				🖥 Sun, June 4 20	017 12:58:15 PM
Supply Prozettin Unit Office	PR Tracking ID: Purpose: For office u	<b>2017-62211155</b> se.					
Messages	C Edit Selecte	ed Items 💼 Remo	ve Selected Ite	rms 🕒 Print	Preview	Activity Op	tions -
Messages	Show 10 • entries	ed Items 💼 Remov	ve Selected Ite Unit	Quantity 👔	Preview Sear	S <mark>Activity Op</mark> ch:	Action 1
Messages           Messages           Notifications           Create Request	C' Edit Selecte Show 10 • entries	ed Items	ve Selected Ite Unit 11 pc	rns <b>₽ Print</b> Quantity ↓î 70	Preview Sear Unit Cost 17 To P 3460.00 P	B Activity Op ch:	Action 11
Messages           Notifications           Create Request	C'Edit Selecte	ed Items Removes R Removes Removes Rem	ve Selected Ite Unit L1 pc pc	Quantity 11 70 50	Preview         E           Sear         Unit Cost 11         To           P 3460.00         P         P           P 6000.00         P         P	Activity Op           ch:	Action LT I
Messages          Messages         Notifications         Create Request         Request Drafts	C'Edit Selecte	ed Items Removes R Removes Removes Rem	ve Selected Ite Unit L1 pc	Quantity         []           70         50	Preview         Sear           Unit Cost         11         Tr           P 3460.00         P           P 6000.00         P	Activity Op ch:	Action 1 i i Next

This page allows the end-user to add items in the created request.

#### a. Edit Selected Items

This allows the end-user to edit the selected item. First is to mark the item as

wo	10 • ent	ries				S	Search:	
₹ †F	ltem	↓†	Description 1	Unit ↓↑	Quantity 🗍	Unit Cost 👔	Total Cost ⊔1	Action <sub>↓↑</sub>
•	item1		This is the	рс	70	₱ 3460.00	₱ 242200.00	÷
•	item2		This is the	рс	50	₱ 6000.00	₱ 300000.00	1

Second, click the G Edit Selected Items button.

#### b. Remove Selected Items

Same as above, in removing multiple items the end-user will still mark the items to be deleted (same as show above at "Edit Selected Items") but this time the end-user will click the Remove Selected Items button and a confirmation prompt will be displayed.

Message	×
1 record was deleted !!!	
	ОК

## c. Print Preview



button, the end-user can view the Purchase

Request in a PDF Form in a different window as shown below,

<u>é</u>			viev	v_report_temporary.php - Goo	gle Chrome			
<ol> <li>localhost/</li> </ol>	/test/men	nbers/vie	ew_report_temporary.	php?request_id=2017-62211155				
view_rep	ort_temp	orary.ph	P	1 / 1			¢	ē
I	Departm Section: Stock # 1	nent: De DC Unit pc	Dan mo Farm SCST Demo Farm Item item2	Purchase Re Republic of the Phil vao Oriental State College of S Guang-Guang, Mail City, D PR No: SAI No: Description and/or Performa This is the item 2	equest ippines cience and To avao Oriental - Control - Contro	echnology Date: <u>2017/06</u> Date: Unit Cost 6000.00	/02 	
	2	pcs	item1	This is item 1 Funds Available: <b>NEW BUDGET</b> Budget Officer	500	1000.00 Total	500000.00 800000	#
	Purpo	se: For (	Requested by:	Af	proved by:			Ē

## d. Activity Options



Insert Item

Insert Item	×
Item:	
Description:	
Unit:	
Quantity:	
Cost:	
	Cancel Add to list

By clicking the **Insert Item**, this means that the end-user can only insert one item at a time and will display this form.

After completely filling up the form, the end-user can click the Add to list

button and a success message will be displayed.



- Record Multiple Items
- By clicking the **Record Multiple Items**, the end-user can insert multiple

items and a modal will display that is shown below,

Generate Multiple Records	×
Enter how many records you want to insert: ex: 1,2,3,4,5	
	Cancel Generate

The end-user will input how many items she/he needs to insert in the

Purchase Request, example

Enter how many records you want to insert:
5

Then click the Generate

button. Automatically the page will be displayed

that will be good for 5 items to be inserted.

Stock#	Item	Description	Unit	Quantity	Unit Cost
1	ltem	Description	Unit	Quantity	Unit Cost
2	ltem	Description	Unit	Quantity	Unit Cost
3	ltem	Description	Unit	Quantity	Unit Cost
4	ltem	Description	Unit	Quantity	Unit Cost
5	ltem	Description	Unit	Quantity	Unit Cost
		Cancel Save All			

After completely filling up the form, to save the item the end-user will click



### e. Showing Entries

By selecting desired number of entries to be displayed in the table, the end-user

must click the



### f. Pagination

The end-user can navigate through the tables after clicking these page options.



## M. Request Drafts

By clicking the Request Drafts in the navigation, the end-user will be redirected to the Request Drafts Page. This page consists of Purchase Requests that are not yet final or submitted to the immediate head officer.

🔹 DOSCST - Supply & Prop 🗙 📃					≜ _ 0 ×
$\leftrightarrow$ $\rightarrow$ $\mathbb{C}$ (i) localhost/test/members/drafts					☆ :
DOSCST - Supply Property U     Member/Requestor(Demo Farr	nit m)			≥0	▶ <sup>●</sup>
	Purchase Rec	quest Drafts			1 Sun, June 4 2017 2:10:7 PM
Supply Particle Office	If you would like to view "Edit Request" button a	v and manage purchase reque nd removing purchase request	st items, click "View" butto by using "Remove" buttor	on. You can modify requ ).	est purpose by using
	Show 10 • entries			Search	
Messages	PR Tracking ID	Purpose	↑ Date Created ↓↑	Action	μ
	2017-62211155	For office use.	2017-06-02 21:11:55	• View 🗹 Edit Re	quest 🗊 Remove
Create Request	2017-64125349	Purpose	2017-06-04 12:53:56	View 🗹 Edit Re	quest 🗍 Remove
Prequest Drafts	Showing 1 to 2 of 2 entrie	s			Previous 1 Next
		© Supply Property Uni	it Office @ DOSCST_All Riv	ahts Reserved	

### a. View

By clicking the View (button, the end-user will be redirected to the Manage Requests List in which the end-user can add, modify and remove items in the Purchase Requests which is shown previously in the item L. (Manage Request List).

#### b. Edit Request

By clicking the GEdit Request button, the end-user can edit the details for the

Purchase Request that is shown below,

	Please modify purchase request details.
Purpose:	
For office us	e.
Section:	
DOSCST De	no Farm
Requestor	s Designation:
Pigerry In-Cl	harge

Once the end-user is already done in the changes he/she can click the



button to save the changes and a success message will appear

confirming the action.

D H	$\checkmark$	
	Message	
0	Successfully updated!	
7	ОК	

### c. Remove

By clicking the Remove button, end-user can remove the Purchase Request from the list of Purchase Request Drafts. After clicking, the system will require a confirmation though this dialog.

Delete!
Are you sure to remove this request?
Remove Cancel

Once, the end-user will click the



will display.

o ii		
	Message!	
n	Removed Successfully	
7	ок	

#### **N. Unsigned Requests**

By clicking the Output Consigned Requests from the navigation, the end-user will be redirected to the Unsigned Request Page which displays all the submitted requests that re unsigned by the Authorized Personnel.

🐔 DOSCST - Supply & Prop 🗙 📃					4	- 8 ×
$\leftrightarrow$ $\rightarrow$ C (i) localhost/test/members/unsign						☆ :
DOSCST - Supply Property Ur Member/Requestor(Demo Farr	nit m)			<b>0</b>	A <sup>0</sup>	SPU V Member
	List of Unsigne	d Reque	sts		iun, June 4 2017 9:5	55:15 PM
Supply Preserve due Office	If you would like to track Otherwise, if you want to Note: "There are cases that "Report Preview" button unti	and view the purcl print or download the report document of lit displays.*	nase request information including the the purchase request document just cl loesn't show immediately due to rendering PL	items, click "Track De ick "Report View" butt F format, kindly reload th	tails" button. ton. ne page or click again	the
Messages	Show 10 • entries			Search:		
	PR Tracking ID $\downarrow\uparrow$	Purpose ↓↑	Status ↓↑	Date-Time Created	↓	JT
Create Request	2017-6421535	This is the purpose.	UNSIGNED_Head-Officer	2017-06-04 21:53:0	5 1	
	Showing 1 to 1 of 1 entries				Previous 1	Next
Request Drafts						
		© Supply Pr	operty Unit Office @ DOSCST. All Right	s Reserved.		



• Save to Draft

By choosing the 🛓 Save to draft the end-user can save the unsigned

PR in cases like the end-user wanted to resibmit PR.

### • Track details

🛓 DOSCST - Su	pply & Prop X					± - 0
← → C (0	localhost/test/members/view_request_deta	ails.php?request_id=2017-6421535				
≡	DOSCST - Supply Property Unit Member/Requestor(Demo Farm)				≥ <sup>0</sup> ▲ <sup>0</sup>	SPU Member
Supply		PR Tracking ID: 2017-6421535 Requested by: Rado A Sedoripa Date Created: 2017/06/04 List of Requested Hems				
		Item	Description		Unit	Quantity
ô Da	shboard	item1	item1		рс	888
Me	ssages					1
	tifications	Purpose: This is the purpose.				
			Track	Details		
Cre	eate Request	Track Date	Activity	Personnel	Remar	ks
🔁 Red	quest Drafts			Head-Officer: Roy M. Padilla	Please review fo	r revision.

selected request and will direct to this page,

By choosing the 🔍 Track Details

# O. Manage Purchase Request

By clicking the Manage Requests, the system user will be redirected to the Manage Purchase Request page where the user can Track and Print his submitted requests.

🚳 DOSCST - Supply & Prop 🗙 📃		🔺 – 🔿 🗙				
$\leftarrow$ $\rightarrow$ C 🛈 localhost/test/members/mana	age_requests.php	☆ 9				
DOSCST - Supply Prope Member/Requestor(I	erty Unit DAS)	≥ <sup>0</sup> ↓ <sup>0</sup>				
Messages	Manage Purchase Requests	Wed, June 7 2017 8:07:5 AM				
Create Request	If you would like to track and view the purchase request information including you want to print or download the purchase request document just click 'Rep Note: ' There are cases that the report document doesn't show immediately due to render 'Report Preview' button until it displays.'	the items, click "Track" button. Otherwise, if ort Preview" button. ng PDF format, kindly reload the page or click again the				
(8) Unsigned Requests	Show 10 • entries	Search:				
Manage Requests	PR Tracking ID         Purpose         Date-Time Created           2017-66115322         graduation         2017-06-06 11:5322	Action				
View Logs Information	Showing 1 to 1 of 1 entries Previous 1 Nex					
3ign Out	© Supply Property Unit Office @ DOSCST. All Rights Reserved.					

option, end user can track the

## a. Track



of his purchase request including the remarks from the authorized personnel.

	tails.prip:request_Id=2017-6611552	12		r				
DOSCST - Supply Property Unit Member/Requestor(DAS)			z	SPU Member				
	Track Details							
	Track Date	Activity	Personnel	Remarks				
Supply Plaguery Unit Office	2017-06-06 14:23:17	Forwarded	President: Edito B. Sumile					
	2017-06-06 14:22:11	Signed	President: Edito B. Sumile					
A Dashboard	2017-06-06 13:56:07	Forwarded	ICU-Officer: Lucio G. Jabilles					
Messages	2017-06-06 13:47:33	Signed	ICU-Officer: Lucio G. Jabilles					
			Budget-Officer: Maria Luisa Talaboc					
Create Request	2017-06-06 13:14:49	Signed	Budget-Officer: Maria Luisa Talaboc					
	2017-06-06 12:10:35	Forwarded	Head-Officer: Diego P. Tan					
Request Drafts	2017-06-06 12:10:14	Signed	Head-Officer: Diego P. Tan					

## **b.** Report Preview

In the Report Preview button, the end-user can view the PR in PDF format.

# P. Logs Information

By clicking the button, the end-user will be redirected to the Logs Information page where the end-user can view history such as submitting and creating purchase

request.						
Supply & Prop ×						≜ – 0 ×
← → C () localhost/test/members/logs.php						☆ 9
DOSCST - Supply Property Unit Member/Requestor(DAS)				≥	A 3	SPU ~
Messages	.ogs Informat	ion			🗑 Wed, Jun	e 7 2017 8:42:36 AM
Create Request	These are the list of log	s information about purch	ase requests.			
Request Drafts	Show 10 • entries			S	Search:	
(Requests	Log DateTime ↓	PR Tracking ID	Activity	.↓†	Action	ļ†
	2017-06-06 11:58:18	2017-66115322	Submit purchase request		🚔 Repa	rt Preview
Manage Requests	2017-06-06 11:53:22	2017-66115322	Create purchase request		🖨 Repo	rt Preview
( ) View Logs Information	Showing 1 to 2 of 2 entries	S			Previo	us 1 Next
🕑 Sign Out		© Supply Property	VUnit Office @ DOSCST. All Rights R	leserved.		