Q. Received PR

By clicking the 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.

C illocalhost/test/budget_officer/red	cieved.php				
DOSCST - Supply Propert Budget Officer Panel	ly Unit			Maria Budget	a Luisa Talaboc Officer
	Recieved Pu	chase Request		🗮 Wed, June 7 2	017 9:57:11 AM
Supply Property Unit Office	If you would like to sig "Unsign" button.	n purchase request, click "Sign" button. Yo	u can add remarks and	unsign purchase request by	y clicking
Dashboard	"View" button until it displa	it the report document doesn't show inimediately iys."	y due to rendening PDP ronn	at, kindy reload the page of the	ck again the
Dashboard Recieved PR	View [*] button until it displa	n die report obcomment obesitt sitow infiniteoratery ys.*	y due to rendening PDP form	Search:	ck again the
Dashboard Recleved PR Signed PR	View ⁺ button until it disple Show 10 ▼ entries PR Tracking ID ↓₹	Purpose	Requested By	Search:	ck again the
Cashboard Recleved PR Signed PR	Now 10 • entries PR Tracking ID ↓ 2017-6795051	Purpose	Requested By	Search: Date Submitted	Action
Dashboard Recieved PR Signed PR Unsigned PR	Show 10 • entries PR Tracking ID ↓ F 2017-6795051 Showing 1 to 1 of 1 entries	Purpose If Graduation	Requested By	Search: Date Submitted II 2017-06-07 Previous	Action
 Dashboard Recieved PR Signed PR Unsigned PR Unsigned PR Forwarded PR 	New ¹ button until it displ Show 10 ▼ entries PR Tracking ID ↓ 2017-6795051 Showing 1 to 1 of 1 entrie	Purpose II Graduation s	Requested By	Search: Date Submitted II 2017-06-07 Previous erved.	Action

a. Action

By clicking the i 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).

•

View

Sign

When the Signis 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.
	\checkmark
	Message
	Signed purchase request successfully!
	οκ
	No data available in tab

• Unsign

When the X Unsign is clicked, the system will require a remarks

to let the end-user know why the PR is not signed. Example,

Confirmation!	
Are you sure to unsign this purchase request?	
Please input your remarks here	
Unsign Request Not Now	F
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 .

Wein too	$\sim \sqrt{\Box}$				
\leftrightarrow \Rightarrow C () localhost/test/budget_officer/signed.	.php				\$
DOSCST - Supply Property Un Budget Officer Panel	nit			?	Maria Luisa Talaboc 🧹 Budget Officer
	Signed Purch	ase Request		Wed, June	7 2017 10:27:54 AM
Supple Process Dath office	These are the list of si "Forward" button.	gned purchase request. You can forw	ard this request to ICU (In	ternal Control Unit) by cli	cking
Recieved PR	Show 10 • entries	Purpose 1	Requested By	Search: Date Submitted	Action 1
Signed PR	2017-6795051	Graduation	reynaldo ludia	2017-06-07	Forward
(8) Unsigned PR	Showing 1 to 1 of 1 entrie	25		Previo	us 1 Next
Forwarded PR		© Supply Property Unit Offic	e @ DOSCST. All Rights R	eserved.	

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



When the Forward R	button is clicked, it will display a	a success message.
	\checkmark	e
	Message	1
	Purchase request was forwarded successfully!	τe
	ок	bl

S. Unsigned PR



format.

T. Forwarded PR



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

DOSCST - Supply & Prop 🗙 New Tab	×		± _ 0 ×
\leftrightarrow \rightarrow C (i) localhost/test/budget_officer/forwa	rded.php		☆ :
DOSCST - Supply Property U Budget Officer Panel	Init		Maria Luisa Talaboc 🗸 Budget Officer
	Forwarded Pu	urchase Request	🗮 Wed, June 7 2017 10:39:15 AM
Supply Property Unit Office	Show 10 • entries		Search:
	Date Modified ↓7	PR Tracking ID ↓↑	Action ↓↑
A Dashboard	2017-06-07 10:33:04	2017-6795051	View Details
Recieved PR	2017-06-06 13:22:55	2017-66115322	• View Details
Signed PR	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
Forwarded PR	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.

🝝 DOSCST - Supply & Prop 🗙 New Tab	×				🕹 - 🗇 🗙
\leftrightarrow \ni C () localhost/test/budget_officer/oblig	ate.php				☆ 📀
DOSCST - Supply Property Budget Officer Panel	Unit			Maria Budget	a Luisa Talaboc 🗸 Officer
	Ready for Ob	oligate Purchase Re	quest	Wed, June 7 2	2017 2:11:22 PM
Supply Proving Unit Office	If you would like to obl Note: " There are cases th "View" button until it displa	igate purchase request, click "Obligate" bu at the report document doesn't show immediately ays."	tton. due to rendering PDF format	, kindiy reload the page or clic	ck again the
Recieved PR	Show 10 • entries			Search:	
	PR Tracking ID ↓=	Purpose 1	Requested By	Date Submitted $\downarrow\uparrow$	Action 1
Signed PR	2017-66115322	graduation	reynaldo ludia	2017-06-06	E.
	Showing 1 to 1 of 1 entrie	25		Previous	1 Next
Forwarded PR		© Supply Property Unit Office @ [00SCST. All Rights Reser	ved.	

• Action

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

• View

Click the ^{OView} to view the PR in a PDF format.

• Obligate

Click the \checkmark Obligate 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 obligate this purchase request?	
Obligate Not Now	



button and a success message will

appear.

	\checkmark
5	Message
	Successfully updated!
	ок

V. Logs

By clicking the View Logs Information 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 Track button and viewing the PR in pdf form by clicking the View button.

🗾 🍇 DOSC:	ST - Supply & Prop × New Tab	×				▲ = @ ×
$\leftrightarrow \rightarrow c$	localhost/test/budget_officer/logs.php					☆ :
≡	DOSCST - Supply Property Unit Budget Officer Panel				(Maria Luisa Talaboc 🗸 Budget Officer
0	Recieved PR	ogs				Wed, June 7 2017 10:51:4 AM
	Signed PR					
8	Unsigned PR	Show 10 • entries			Search	r.
		Log DateTime ↓7	Activity ↓↑	PR Tracking ID	Budget Officer ↓↑	Action ↓↑
<u></u>	Forwarded PR	2017-06-07 10:33:04	Forwarded	2017-6795051	Maria Luisa Talaboc	Track View
0	Obligate PR	2017-06-07 10:13:08	Signed	2017-6795051	Maria Luisa Talaboc	Track View
0	View Logs Information	2017-06-06 13:22:55	Forwarded	2017-66115322	Maria Luisa Talaboc	Track View
		2017-06-06 13:14:49	Signed	2017-66115322	Maria Luisa Talaboc	Track View
•	Account Settings	2017-06-05 17:48:35	Forwarded	2017-65174648	new budget	Track View
త	Sign Out	2017-06-05 17:48:29	Signed	2017-65174648	new budget	Track View

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 ^{Messages} 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



the SPU In-charge will be redirected to the

Purchase Request Status page.

🚳 Doscst	- Supply & Prop × New Tab	×			≜ – 0 ×
\leftrightarrow \Rightarrow G	Iocalhost/test/admin/status1.php				☆ 📀
≡	DOSCST - Supply Property Un SPU-In-Charge Panel			A ⁰ 🚳	SPU Administrator 🗸
Sup	-) Present Ville Office	Purchase Request Status Recleved Bladding BAC For Signing Ready For PC	Ready For Delivery	Wed, Ju	une 7 2017 1:13:10 PM
Â	Dashboard	Show 10 • entries	S	earch:	
()	Messages	PR Tracking ID ↓₹ Purpose	L↑ Requested By ↓	↑ Date Submitted ↓↑	Action $\downarrow\uparrow$
	Manage PP Status	2017-66115322 graduation	reynaldo ludia	2017-06-06	1
	Members	Showing 1 to 1 of 1 entries		Previous	1 Next
2	Authorized Personnel	© Supply Property Unit Offi	ce @ DOSCST. All Rights	Reserved.	

a. Received

By clicking the Recieved 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

View

Click the ^{OView} to view the PR in a PDF format.

• Update

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

		Confirmation!	
	L	Are you sure to update this purchase request for Bidding?	
	Ren	arks:	
	For	Canvassing and Public Bidding	
		Update Not Now	
			_
	And cli	ck the Update button and a suc	cess message will
	appear		
		Message	
		Successfully updated!	
		or	
b.	Bidding		
	Bidd		
	By clicking the	the SPU in-charge the list of P	'R that are currently
	under the Bidding pro	ocess.	
	C □ □ C □ □ Cocalhost/test/admin/status4.php	×	
	DOSCST - Supply Property Unit SPU-In-Charge Panel	2 <mark>0</mark>	SPU Administrator
	F	urchase Request Status	🗰 Wed, June 7 2017 1:31:3 PM
	Supply Property Unit Office	Recleved Bidding BAC For Signing Ready For PO Ready For Delivery	
	Tashboard	Show 10 • entries Search	Y:
		PR Tracking ID 17 Purpose 17 Requested By 1	Date Submitted $\downarrow\uparrow$ Action $\downarrow\uparrow$
	G Manage PR Status	2017-66115322 graduation reynaldo ludia 2	2017-06-06
	Members	Showing 1 to 1 of 1 entries	Previous 1 Next
	Authorized Personnel	© Supply Property Unit Office @ DOSCST. All Rights Rese	rved.

• Action

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

appear _____Update

Click the ^{OView} 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
, ,		5

currently under the BAC for Signing.

🍝 DOSCST - Supply & Prop 🗙 New Tab	×							A -	o ×
\leftrightarrow \rightarrow C () localhost/test/admin/status5.php									☆ (
DOSCST - Supply Property Unit SPU-In-Charge Panel					0	* 0		SPU Administra	itor 🧹
P	urchase Requ	est Statu	S			(🗮 Wed, J	lune 7 2017 1:37:9 f	PM
Supply Property Unit Office	Recieved Bidding B	AC For Signing	Ready For PO	Ready For De	livery				
Tashboard	Show 10 • entries				Sea	Irch:			
💬 Messages	PR Tracking ID	Purpose	Ĵţ	Requested	By ⊥†	Date Submi	tted _{↓↑}	Action $_{\downarrow\uparrow}$	
Manage PR Status	2017-66115322	graduation		reynaldo lu	dia	2017-06-06		÷	
Members	Showing 1 to 1 of 1 entri	es				Ρ	revious	1 Next	
Authorized Personnel		© Supply Prop	erty Unit Office @	DOSCST. All	Rights Re	served.			

• Action

.

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

appear ✓ 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.	- @	D View
View Click the [●] View to view the PR in a PDF format. Update Click the <u>VIPdate</u> to update the status of PR to Making of Purchase Order and a confirmation will appear.	appear	✔ Update
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.	View	
Update Click the Update to update the status of PR to Making of Purchase Order and a confirmation will appear.	Click the	• View to view the PR in a PDF format.
Click the Update to update the status of PR to Making of Purchase Order and a confirmation will appear.	Update	
Purchase Order and a confirmation will appear.	Click the	✓ Update the status of PR to Making of
	Purchase	Order and a confirmation will appear.
Confirmation		Confirmation

Confirmation!	Į
Are you sure to update this purchase request for Making of Purchase Order in SPU?	l
Update Not Now	

		Up	date				
	And clic	k the	button and	a suc	cess r	nessage	WII
	appear.						
			Message Successfully updated!				
d.	Ready for PO						
	By clicking the Read	dy For PO	the SPU In-cha	arge the	e list o	f PR that	are
	currently Ready for PO						
	🔞 DOSCST - Supply & Prop X New Tab X					<u> </u>	×
					•	SPU Administrator	7 ~
	Purc	hase Request	Status		Wed,	June 7 2017 2:01:57 PM)

currently

🍝 DOSCST - Supply & Prop 🗙 🗸 New Tab	×			🔺 – 🗇 🗙
\leftrightarrow \rightarrow C 🛈 localhost/test/admin/status6.php				\$
DOSCST - Supply Property U SPU-In-Charge Panel	nit	_0	A ⁰	SPU Administrator 🗸
	Purchase Request Status		🗮 Wed, J	June 7 2017 2:01:57 PM
Supply Property Unit Office	Recleved Bidding BAC For Signing Ready For PO Ready For	r Delivery		
Pashboard	Show 10 • entries	Se	arch:	
	PR Tracking ID ↓₹ Purpose ⊥↑ Reque	ted By	Date Submitted	Action 1
O Manage PR Status	2017-66115322 graduation reynald	o ludia	2017-06-06	I
Members	Showing 1 to 1 of 1 entries		Previous	1 Next
Authorized Personnel	© Supply Property Unit Office @ DOSCS1	. All Rights R	leserved.	

Action •

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

-	👁 View
appear	✔ Update

• View

Click the ^{OView} 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 of appea	click the Update button and a success message r	will
	Message	
	Successfully updated!	
	ОК	

e. Ready for Delivery

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

🤞 Doscs	T - Supply & Prop 🗙 New Tab	×			≛ - ª ×
$\leftrightarrow \Rightarrow G$	O localhost/test/admin/status7.php				☆ 0
≡	DOSCST - Supply Property Ur SPU-In-Charge Panel	it		• • 🍕	SPU Administrator 🗸
		Purchase Request Status		🗮 Wed, J	June 7 2017 2:35:53 PM
Suj	oply Property Unit Office	Recieved Bidding BAC For Signing Read	For PO Ready For Delivery		
â	Dashboard	Show 10 • entries		Search:	
(Messages	PR Tracking ID ↓ . Purpose	↓ ↑ Requested By	$\downarrow\uparrow$ Date Submitted $\downarrow\uparrow$	Action 1
9	Manage PR Status	2017-66115322 graduation	reynaldo ludia	2017-06-06	I
?	Members	Showing 1 to 1 of 1 entries		Previous	1 Next
2	Authorized Personnel	© Supply Property U	nit Office @ DOSCST. All Right	s Reserved.	
		© Supply Property U	nit Office @ DOSCST. All Right	s Reserved.	

• Action

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

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

• Update

Delivery Officer for Obligate and a confirmation will appear.



And clic	k the Update button and a suc	cess message will
appear.		
	Message	
	Successfully updated!	5
	ОК	

D. Members

By clicking Members 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

DOSCST - Supply & Prop × New Tab	×									
C O localhost/test/admin/members	s.php									☆
DOSCST - Supply Prope SPU-In-Charge Pan	erty Unit Iel					≥0	* 0		SPU SPU	Administrator
	Membe	ers						Wed, Ja	une 7 2	017 2:41:15 PM
Supply Property List Office	If you way	ld like to view the member in	eformation a	and request of	dataila	click "View" buttor	Othory	1		
Dashboard	the pendin	ig members just click "Appro	ove" button.	inu request (uetans,		i. Otherw	vise, ir you w	ant to a	ipprove
Cashboard	Show 10	ng members just click "Appro	ove" button.	nu request (Jetaiis,		i. Otherv	Search: appr	oved	pprove
Dashboard Messages	show 10	entries Name	uve" button.	Gender	Jetaiis, ↓↑	Office	t, Otherv t†	Search: appr Status	roved	Action J1
Dashboard Messages Manage PR Status	Show 10	entries entries Kame Edelyn Mangaliwan	intration a we® button.	Gender Female	Jecans,	Office IT Department	L Otherv	Search: appr Status Approved	roved	Action 1
Cashboard Cashboard Massages Manage PR Status Manage PR Status	Show 10	entries Anne Edelyn Mangaliwan member ko haha ok	lionnation a pve* button.	Gender Female Male	Jerans,	Office IT Department IT Department	L Otherv	Search: appr Status Approved	roved	Action 11 E
Dashboard Messages Manage PR Status Members	show 10	entries e	Lî	Gender Female Male	Jerans, ↓↑	Office IT Department IT Department IT Department	L Otherv	Search: appr Status Approved Approved	oved	Action 11 E
 Dashboard Messages Manage PR Status Members Authorized Personnel 	show 10 Image 11 Image 20 Image 20 Imag	entries entries entries Amme Edelyn Mangaliwan member ko haha ok James Man Uy Montrax Max Matrix	literination a we* button.	Gender Female Male Male	Jetans,	Office IT Department IT Department IT Department IT Department		Search: appr Status Approved Approved Approved	roved	Action 17 i i i i i i i

Action

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

• View

Click the

View to view the members Purchase Requests.

Supply & Prop X New Tab	×			≟ _ 0 ×
\leftrightarrow \rightarrow C (i) localhost/SUPR_no%20PAR/admin/view	v_member.php?view_id=69&&vname=	reynaldo%20c%20ludia&&vgender=Male&&voffi	ce=DAS	☆ 🔾
DOSCST - Supply Property Unit SPU-In-Charge Panel			≥0 ▲0	SPU Administrator 🗸
	Member Purchc	ise Requests		Ved, June 7 2017 2:57:51 PM
Supply Preparity Unit Office	Member: reynaldo c ludia	Gender: Male Office/Department: DAS	Back	
🕋 Dashboard	If you want to print or downlo Note: " There are cases that the re	oad the purchase request document just clic sport document doesn't show immediately due to re	k "Report Preview" button. ndering PDF format, kindly reload t	he page or click again the
Messages	Report Preview Dutton unit it an	рнауз.		
🦲 Manage PR Status	Show 10 • entries		Search:	
	PR Number ↓↑	Purpose 1	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.

DOSCST - Supply & Prop 🗙 New Tab 🗙 🗙						📥 – 🗇 💌	
\leftarrow \rightarrow C (i) localhost/test/admin/personnel.php						☆ (D
DOSCST - Supply Property Unit SPU-In-Charge Panel					•	SPU Administrator V	
Mo	inage /	Authorized Person	inel		🗮 Wed, Ju	une 7 2017 3:14:25 PM	
Supply Property Unit Office	Head Officer	Director Other Personnel	Add Head Officer" butto	n lf vou want t	o view head office	er activity	
Tashboard	just click "Vi	ew Activity" button. + Add Head Offic	er				
P Messages	Show 10	▼ entries		Search:			
Manage PR Status	lmage <u>↓</u> =	Head Officer	Office Department	ļţ	Gender ⊔†	Action $_{\downarrow\uparrow}$	
		head	IT Department		Male	i	
Monbols -	Q	k	IT Department		Male	I	
Authorized Personnel	Q	edelyn g	Office1		Female	I	
	0	Roy M. Padilla	Demo Farm		Male	1	

a. Head Officer



If there are missing information this prompt will appear.



Action

✓ 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	×
Head Officer:	
head	
Username:	
head	
Password:	
)L
Cancel	Update

• View Activity

Click the View Activity to view the activities of the head officer

DOSCST - Supply & Prop 🗙 New Tab				≜ - 0 ×
\leftrightarrow \ni C (localhost/test/admin/view_activity.php?hid	=1&&hname=head&&hoffice=IT%20	Department		☆ •
DOSCST - Supply Property Unit SPU-In-Charge Panel			≥ 0 ▲ (SPU Administrator V
Superior Process date Suffice	Bock Head Officer Logs			(# Wed, June 7 2017 3:29:28 PM)
😚 Dashboard	This are the following list of requestor, click "Full Details" Head-Officer: <u>head</u> Office:	Head-Officer activities.If you want to view 'button. IT Department	/ PR-Number informati	ion including the
C Messages	Show 10 • entries		Search:	
Manage PR Status				
	Log Date-Time ↓₹	Activity 11	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

and this window will appear.

b. Director



If there are missing information this prompt will appear.



Action



• 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 cl	ick the Update button and this success r	nessage
will appear.		
Γ		
	\checkmark	
	Message	
	Successfully updated!	
	ок	
ha	name TE E. Mand Officer The E. Office Thermotopic	

• View Activity

Click the View Activity to view the activities of the head officer

and this window will appear.

🚳 DOSCST - Supply & Prop 🗙 New Tab	×				≜ _ Ø <mark>×</mark>
← → C ③ localhost/test/admin/view_activity2.php?	nid=10&&hname=D&&htype=Directo	r			☆ 0
DOSCST - Supply Property Unit SPU-In-Charge Panel			2 0	0	SPU Administrator 🗸
Supely Processes for Diffice	Back Director Logs				Wed, June 7 2017 3:34:2 PM
A Dashboard	This are the following list of click "Full Details" button. Director: D	Director activities.If you want to view PR-	Number informatio	on includin	g the requestor,
Personages Messages	Show 10 • entries		Search:		
Manage PR Status	Log Date-Time ↓	Activity 11	PR Tracking ID	↓†	Action 1
Members	2017-06-07 14:32:20	Forwarded	2017-66115322		
Authorized Personnel	2017-06-07 14:27:33	Approved	2017-66115322		♥ Full Details
	2017-06-02 14:58:54	Approved	2017-62144225		S Full Details

c. Other Personnel

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

OSCST - Supply & Prop × New Tab	×				
C O localhost/test/admin/personne	el3.php				
DOSCST - Supply Prope SPU-In-Charge Pan	erty Unit el		i	≥ ⁰	SPU Administrato
	Manage	e Authorized Pe	rsonnel		ed, June 7 2017 3:36:40 PN
Supply Property Unit Office	Head Office	r Director Other Personnel			
Noshboard	If you we Activity"	ould like to modify personnel info	mation, click "Edit" button.lf you wa	ant to personnel activity	just click "View
Dashboard Messages	If you we Activity" Image	ould like to modify personnel infor button. Personnel	mation, click "Edit" button.lf you w	ant to personnel activity Gender	just click "View Action
Dashboard Messages Manage PR Status	If you we Activity* Image	uld like to modify personnel infor button. Personnel Maria Luisa Talaboc	mation, click "Edit" button If you we Position Budget Officer	Ant to personnel activity Gender Female	just click "View Action
	If you we Activity"	Personnel Maria Luisa Talaboc Accounting	mation, click "Edit" button If you we Position Budget Officer Accounting Officer	Ant to personnel activity Gender Female Female	Just click "View Action E
 Dashboard Messages Manage PR Status Members 	If you we Activity	Personnel Maria Luisa Talaboc Accounting Lucio G. Jabilles	Position Budget Officer Accounting Officer ICU	Gender Female Female Male	Just click "View Action I I I I I

• Action

Click on the **!** to view these options Oview 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	۳
Username:	
budget	
Password:	
Cancel Update	

• View Activity

Click on the View Activity to view the list of the activities of the

G G localhost/test/admin/view_activity	3.php? <mark>hid=11</mark> &&hname=Maria%20Luisa%20T	alaboc&&htype=Budget%20Officer			
DOSCST - Supply Property SPU-In-Charge Panel	Unit		2 <mark>0</mark>	A ^O	SPU Administrato
	View Activity				📲 Wed, June 7 2017 3:43:7 PM
Supply Property Unit Office	Back Personnel Logs				
n Dashboard	This are the following list of click "Full Details" button. Personnel: Maria Luisa Tala	Personnel activities.If you want to view P boc Position: Budget Officer		ation includ	ling the requestor,
Dashboard	This are the following list of click "Full Details" button. Personnel: <u>Maria Luisa Tala</u>	Personnet activities If you want to view P boc Position: <u>Budget.Officer</u>	R-Number inform	ation includ	ling the requestor,
Dashboard Messages Manage PR Status	This are the following list of click "Full Details" button. Personnel Maria Lusa Tala	Personnel activities If you want to view P boc Position: Budget.Officer	R-Number information	ation includ	ling the requestor,
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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.

🌜 DOSCST - Supply & Prop 🗙 New Tab	×					÷ - 0	×
\leftrightarrow \rightarrow C () localhost/test/admin/office.php						\$	0
DOSCST - Supply Property Un SPU-In-Charge Panel	nit		20	* 0	SPU SPU	J Administrator 🧹	
Supply Promoti Mary Diffice	Office Department	, click "Add" button. Otherw	vise, if you v	want to mod	Wed, June 7	2017 3:44:7 PM	
Tashboard	Show 10 • entries			Se	arch:		
Morragor	Office Department	Additional Details			11	Action 🔐	
Misselfes	DAS	Sample only				1	
PR Status	Demo Farm	for Demo Farm				1	
Members	IT Department	it				I ;	
Authorized Personnel	Office1	Office1				1 ;	

• Action

Add

•

Click on the 🚦 and these options will appear

👁 Add

🗸 Edit

k on the	Add and fill u	ip the needed informa
Add	Office	×
Office:		
Addition	nal Details:	
		Cancel Save

After filling up the form click the Save button.

If there are missing information this prompt will appear.



• Edit

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

Update Details	×
Additional Details:	
for Demo Farm	
	Cancel Update

G. View Logs Information

▲ DOSCST - Supply & Prop × New Tab ← → C ① localbost/test/admin/locas.php	×						-
DOSCST - Supply Property SPU-In-Charge Panel	r Unit			_0	* 0	SP SPU	U Administrate
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Members	2017-06-07 14:06:05	Activity UT	2017-66115322	SPU Adminis	↓1 strator	Track	Jî ⊘ View
Authorized Personnel	2017-06-07 14:01:17	Back to SPU for making of Purchase Order (PO)	2017-66115322	SPU Adminis	strator	© Track	♥View
Office Department	2017-06-07 13:37:00	Forward to BAC for signing	2017-66115322	SPU Adminis	strator	Track	• View
• View Logs Information	2017-06-07 13:27:43	Bidding	2017-66115322	SPU Adminis	strator	Track	© View
Account Settings	2017-06-05 17:50:28	Bidding	2017-65174648	SPU Adminis	strator	Track	• View
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