Information Technology Department

2nd Floor, Benilde Hall, 2544 Taft Ave.

User's Manual

CSBLIFE/CSBGRAD Registration System (CSBLIFE System/ CSBGRAD System)

Version 2.0

Preface and Acknowledgment

The concept of the **CSBLIFE/CSBGRAD Registration System** came from Career and Placement Office (CPO) and Department of Student Life (DSL).

The project is a web-based system with two URL to accommodate two different user groups: CSBGRAD and CSBLIFE users.

The purpose of the project is to improve the existing web-based system named CSBGRAD System by enhancing its existing modules and adding essential features. By putting this project in place will help CPO and DSL improve their CSBGRAD and CSBLIFE activities given that some manual processes can be eliminated, records and information can easily be accessed, modified and tracked, and amount of time for reports generation can be lessened. The existing scope of the project covers the following areas: Student CSBGRAD online registration, activities creation and posting, and reports generation. While, the additional scope of the project covers the following areas: Student CSBGRAD attendance viewing, Student/ Faculty CSBLIFE-accredited activities viewing, CSBLIFE accreditation Application Form creation & approval, CSBGRAD attendance management, CSBGRAD email notification, and enhanced reports generation.

We would especially like to thank Mr. Ricson Singson Que, Ms. Norie M. Ador Dionisio, Mr. Levi V. Albania, Mr. Philip James G. Rocha, Mr. Earvin Bryan S. Co (BS-IS student), and Mr. Jonathan L. Broqueza for their contribution and support.

The following organizations & officers contributed in the development of the project:

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INFORMATION TECHNOLOGY DEPARTMENT

Document Version History

Date	Version	Description	Author
6/13/2011	1.0	CSBLIFE/ Ordev Registration System User's Manual	Goldelin P. Cabiltes
5/6/2019	2.0	New CSBLIFE/ CSBGRAD Website Address. Code Update from ORDEV-C to CSBGRAD Exclusion of ORDEV-A & B	Virgil B. Fariñas

1 Definition of Terms

1.1 DSL – Department of Student Life
1.2 CPO – Career and Placement Office
1.3 CSBGRAD Reg System – CSBLIFE/ CSBGRAD Registration System alias for CSBGRAD users
1.4 CSBLIFE System – CSBLIFE/ CSBGRAD Registration System alias for CSBLIFE.

2 FOR CSBGRAD STUDENTS

2.1 How to access CSBGRAD Reg System

2.1.1   Open your browser and type http://apps1.benilde.edu.ph/csbgrad/**.**

2.1.2   A login page will appear. Type your CSBInfoNet Account and password into the appropriate text boxes, and then click the **Sign In** button.

Figure 2.1.1 CSBGRAD Reg System Login Page

2.2 How to Pre-register your chosen CSBGRAD Sessions

2.2.1   After a successful login from step 2.1.2, CSBGRAD Sessions will be displayed in the page (Figure 2.2.1 CSBGRAD Sessions Page). Click **Register** link (under ACTION column) of the CSBGRAD Session you wish to register.
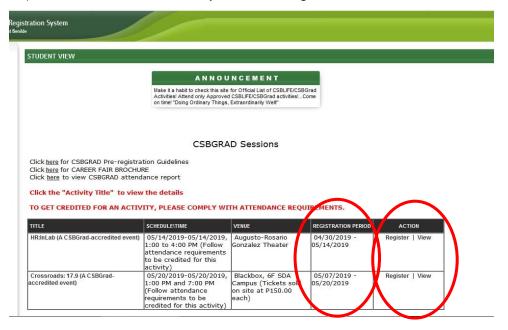

Figure 2.2.1 CSBGRAD Sessions Page

2.2.2   A pop up box will appear with **Register** and **Close Window** buttons. Click **Register** button.

Figure 2.2.2 Registration Box

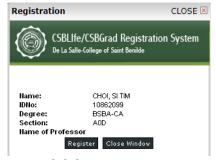2.2.3   Upon clicking the **Register** button, a System Message "Successfully Registered" will appear. Click **Close Window** button to close the Registration Box (Figure 2.2.2).

2.2.4   PLEASE TAKE NOTE OF THE REGISTRATION DATE!

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Date:	Date:

2.2.5 To register for another CSBGRAD session, simply follow the steps 2.2.1 to 2.2.4. Please note that in order to pass CSBGRAD course, you are required to attend three (3) CSBGRAD sessions of your choice on the specified dates you registered in.

2.3 How to view description of the CSBGRAD Session

2.3.1 After a successful login from step 2.1.2, CSBGRAD Sessions will be displayed in the page (Figure 2.3.1). Click the Title of the session you wish to view the description.

Figure 2.3.1 CSBGRAD Sessions Page: Title of Session

2.3.2 A pop up box will appear (Figure 2.3.2) for you to view the description of the CSBGRAD Session.
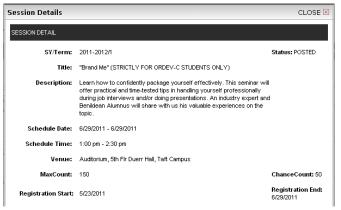

Figure 2.3.2 CSBGRAD Session Description

2.3.3 Click **CLOSE** link (upper right corner of Figure 2.3.2) to return to CSBGRAD Sessions Page (Figure 2.3.1).

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2.4 How to de-register the CSBGRAD Session you Pre-registered

2.4.1 From CSBGRAD Sessions page (Figure 2.2.1), click **De-Register** link (under ACTION column) of the CSBGRAD Session you wish to de-register. Notice that after you successfully de-registered, the **De-Register** link has been replaced with **Register** link.

2.5 How to view list of students who Pre-registered in CSBGRAD Session

2.5.1 From CSBGRAD Sessions page (Figure 2.2.1), click **View** link (under ACTION column). Detailed Registration and Attendance Page (Figure 2.5.1) will be displayed.
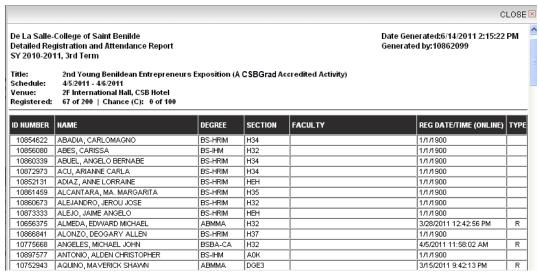
CLOSE ☒

De La Salle-College of Saint Benilde   Date Generated:6/14/2011 2:15:22 PM
Detailed Registration and Attendance Report   Generated by:10862099
SY 2010-2011, 3rd Term

Title: 2nd Young Benildean Entrepreneurs Exposition (A CSBGrad Accredited Activity)
Schedule: 4/5/2011 - 4/6/2011
Venue: 2F International Hall, CSB Hotel
Registered: 67 of 200 | Chance (C): 0 of 100

ID NUMBER	NAME	DEGREE	SECTION	FACULTY	REG DATE/TIME (ONLINE)	TYPE
10854622	ABADIA, CARLOMAGNO	BS-HRIM	H34		1/1/1900	
10856080	ABES, CARISSA	BS-IHM	H32		1/1/1900	
10860339	ABUEL, ANGELO BERNABE	BS-HRIM	H34		1/1/1900	
10872973	ACU, ARIANNE CARLA	BS-HRIM	H34		1/1/1900	
10852131	ADIAZ, ANNE LORRAINE	BS-HRIM	HEH		1/1/1900	
10861459	ALCANTARA, MA. MARGARITA	BS-HRIM	H35		1/1/1900	
10860673	ALEJANDRO, JEROU JOSE	BS-HRIM	H32		1/1/1900	
10873333	ALEJO, JAIME ANGELO	BS-HRIM	HEH		1/1/1900	
10656375	ALMEDA, EDWARD MICHAEL	ABMMA	H32		3/28/2011 12:42:56 PM	R
10866841	ALONZO, DEOGARY ALLEN	BS-HRIM	H37		1/1/1900	
10775668	ANGELES, MICHAEL JOHN	BSBA-CA	H32		4/5/2011 11:58:02 AM	R
10897577	ANTONIO, ALDEN CHRISTOPHER	BS-IHM	A0K		1/1/1900	
10752943	AQUINO, MAVERICK SHAWN	ABMMA	DGE3		3/15/2011 9:42:13 PM	R

Figure 2.5.1 Registration Box

2.5.2 Click **CLOSE** link (upper right corner of Figure 2.5.1) to return to CSBGRAD Sessions page (Figure 2.2.1).

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2.6 How to view your CSBGRAD Attendance

2.6.1   In CSBGRAD Sessions Page (Figure 2.6.1), click **here** link.

Figure 2.6.1 CSBGRAD Sessions Page: Click here link

2.6.2   Once you clicked **here** link, the system will display your CSBGRAD Attendance (Figure 2.6.2 Student Attendance Report). Student Attendance Report will display all the activities that you have attended and credited by CPO.

Figure 2.6.2 Student Attendance Report

2.6.3   To print the Student Attendance Report (Figure 2.6.2), click **Print** button. A pop up window will be displayed similar to Figure 2.6.2. Use the print feature of your web browser to print the report.

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3   FOR CSBGRAD FACULTY

3.1   How to access CSBGRAD Reg System

3.1.1   Open your browser and type http://apps1.benilde.edu.ph/csbgrad/.

3.1.2   A login page will appear. Type your CSBInfoNet Account and password into the appropriate text boxes, and then click the **Sign In** button.

Figure 3.1.1 CSBGRAD Reg System Login Page

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Date:	Date:

3.2 How to view your students' attendance

3.2.1 After a successful login from step 3.1.2, Reports menu (Figure 3.2.1) will be displayed (left side of the screen). Select the report you want view. You will be directed to the page of that report.

Figure 3.2.1 Reports menu

3.2.2 The default display of SY/Term dropdowns is the current year and term.

How to display the report?

3.2.2.1 If you clicked **Attendance per Faculty** link in step 3.2.1, choose Faculty name using the dropdown menu. The report will display students per section, per name, and per date of event in ascending order.

3.2.2.2 If you clicked **Attendance per Section** link in step 3.2.1, choose Section using the dropdown menu. The report will display students per name and per date of event in ascending order.

3.2.2.3 If you clicked **Attendance per Event** link in step 3.2.1, choose the title of the event using the dropdown menu. The report will display students per name in ascending order.

3.2.2.4 If you clicked **Attendance per Student** link in step 3.2.1, type the ID number of the student that you want to view, and then click **Submit** button. The report will display events attended by the student per date of event in ascending order.

3.2.3 To print the report, click the **Print** button found at the upper middle portion of the page.

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4   FOR CSBLIFE STUDENTS

4.1   How to access CSBLIFE System (For CSBLIFE Students)

4.1.1   Open your browser and type http://apps1.benilde.edu.ph/csblife/**.**

4.1.2   A login page will appear. Type your CSBInfoNet Account and password into the appropriate text boxes, and then click the **Sign In** button.

Figure 4.1.1 CSBLIFE System Login Page

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Date:	Date:

4.2   How to view CSBLIFE activities (for CSBLIFE students only)

4.2.1   After a successful login from step 4.1.2, CSBLIFE activities will be displayed in the page. Click the Title of the CSBLIFE activity you wish to view the details.

Figure 4.2.1 CSBLIFE Activities Page

4.2.2   A pop up box will appear (Figure 4.2.2 CSBLIFE Activity Details) for you to view the details of the CSBLIFE activity.
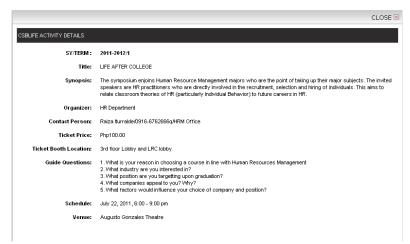

Figure 4.2.2 CSBLIFE Activity Details

4.2.3   Click **CLOSE** link (upper right corner of Figure 4.2.2) to return to CSBLIFE Activities Page (Figure 4.2.1).

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Date:	Date:

5 FOR CSBLIFE FACULTY

5.1 How to access CSBLIFE System

5.1.1 Open your browser and type http://apps1.benilde.edu.ph/csblife/**.**

5.1.2 A login page will appear. Type your CSB InfoNet Account and password into the appropriate text boxes, and then click the **Sign In** button (See Figure 4.1.1 CSBLIFE System Login Page).

5.2 How to create and submit CSBLIFE Application Form

5.2.1 After a successful login from step 5.1.2, click **CSBLIFE Application Form** link from the menu (left side of the screen).

Figure 5.2.1 CSBLIFE System Menu

5.2.2 A screen will appear for you to create new CSBLIFE Accreditation Application Form. Click **Create New** button.

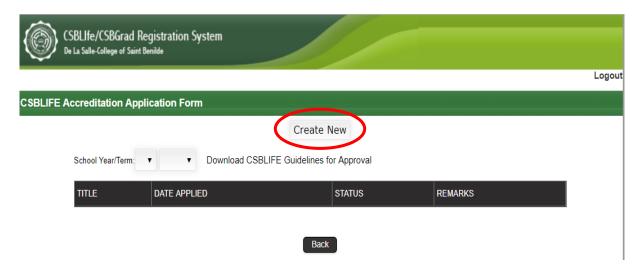| Prepared by:	
Goldelin P. Cabiltes	Vanessa L. Agriz
Business Systems Analyst	Coordinator
Date:	Date:

Figure 5.2.2 Create/Search CSBLIFE Accreditation Application Form Page

5.2.3   After clicking Create New button, CSBLIFE Accreditation Application Form will appear. Fill in all sections of the form and read all the reminders. To fill in the form, follow steps 5.2.3.1 to 5.2.3.4 carefully

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How to fill in the CSBLIFE Accreditation Application Form?

5.2.3.1 Answer all required fields (indicated with red asterisk *) from top (**School Year/Term** fields) to **SYNOPSIS OF THE ACTIVITY** section in the form (see Figure 5.2.3), and then click **Save** button. The system will display "Record has been saved.". Make sure that the system has successfully saved the information before proceeding to step 5.2.3.2.
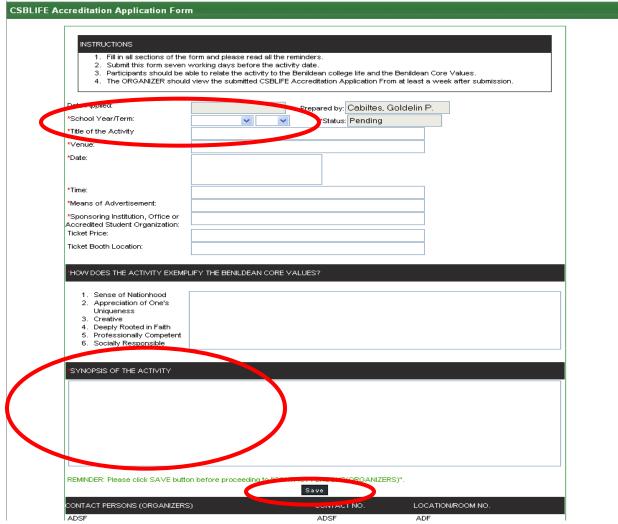

Figure 5.2.3 CSBLIFE Accreditation Application Form: from top (School Year/Term) to SYNOPSIS OF THE ACTIVITY

5.2.3.2 Proceed to **CONTACT PERSON (ORGANIZERS) Section** to add/update/delete a contact person (See Figure 5.2.4).

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Date:	Date:

To ADD a contact person, fill in the CONTACT PERSON, CONTACT NO. and LOCATION/ROOM NO. text boxes, and then click Add button. A System Message "Record has been added." will be displayed. Notice that the added record is inserted in the table (CONTACT PERSONS Table). If you wish to add another contact person, simply repeat the ADD process.

To UPDATE the details of an existing contact person, click the desired contact person from the table (CONTACT PERSONS Table), and then the system will display the contact person and the details in the text boxes. Change the details in the text boxes, and then click Update button. A confirmation box stating "Are you sure you want to update this record?" will appear with OK and Cancel button. Click OK button, and then a System Message "Record has been updated" will appear. Notice that the updated record is displayed in the table.

To delete an existing contact person, click the desired contact person from the table (CONTACT PERSONS Table), and then the system will display the contact person and the details in the text boxes. Click Delete button. A confirmation box stating "Are you sure you want to delete this contact details?" will appear with OK and Cancel button. Click OK button, and then a System Message "Record has been deleted" will appear. Notice that the deleted record is removed in the table.
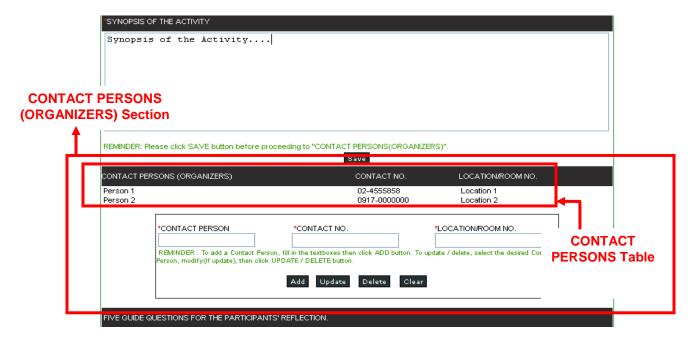

Figure 5.2.4 CSBLIFE Accreditation Application Form: CONTACT PERSONS (ORGANIZERS) Section

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Date:	Date:

5.2.3.3 After saving contact persons, proceed to **Five Guide Questions for the Participants' Reflection Section** to add/update/delete a guide question (see Figure 5.2.5).

To ADD a guide question, fill in the NO. and GUIDE QUESTION text boxes, and then click Add button. A System Message "Record has been added." will be displayed. Notice that the added record is inserted in the table (Five Guide Questions Table). Make sure that you have added five (5) questions before proceeding to step 5.2.3.4. If you wish to add another guide question, simply repeat the ADD process.

To UPDATE an existing guide question, click the desired guide question from the table (Five Guide Questions Table), and then the system will display the guide question details in the text boxes. Change the details in the text boxes, and then click Update button. A confirmation box stating "Are you sure you want to update this record?" will appear with OK and Cancel button. Click OK button, and then a System Message "Record has been updated" will appear. Notice that the updated record is displayed in the table.

To delete an existing guide question, click the desired guide question from the table (Five Guide Questions Table), and then the system will display the guide question details in the text boxes. Click Delete button. A confirmation box stating "Are you sure you want to delete this guide question details?" will appear with OK and Cancel button. Click OK button, and then a System Message "Record has been deleted" will appear. Notice that the deleted record is removed in the table.
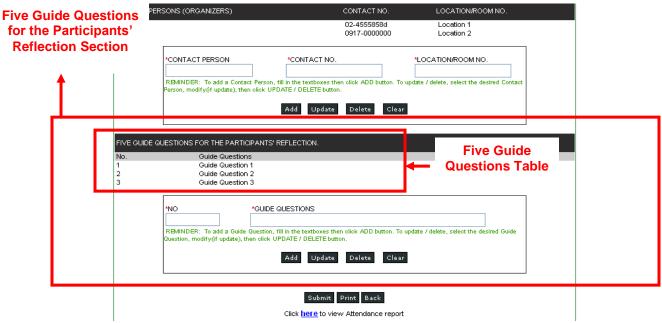

Figure 5.2.5 CSBLIFE Accreditation Application Form: Five Guide Questions for the Participants' Reflection Section

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5.2.3.4 Once all sections of the form have been answered, click **Submit** button located at the bottom of CSBLIFE Accreditation Application Form (see Figure 5.2.6). A confirmation box stating "Are you sure you want to submit this Activity? Once submitted you can no longer update it." will appear with OK and Cancel button. Click OK button, and then a System Message "Activity has been submitted." will be displayed.
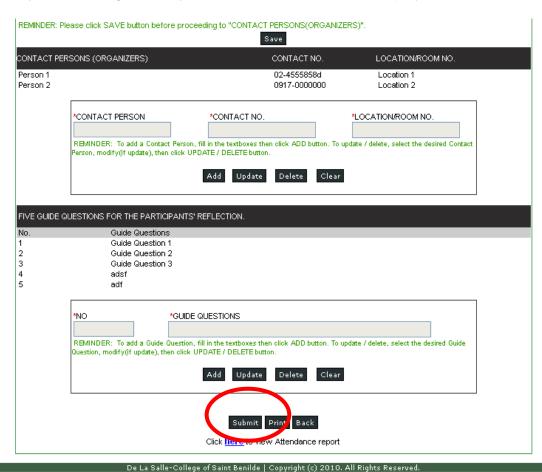

Figure 5.2.6 Submit CSBLIFE Accreditation Application Form

Prepared by:	
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Date:	Date:

5.3 How to view/ print CSBLIFE Application Form

5.3.1 After clicking CSBLIFE Application Form link from the menu (See Figure 5.2.1), Create/Search CSBLIFE Accreditation Application Form Page will appear (See Figure 5.2.2). Select the current School Year and Term in the appropriate dropdown boxes, and then the system will display all CSBLIFE Application Forms you created during the specified SY/Term on the same page (Figure 5.2.2).

5.3.2 Click the Title of CSBLIFE Application Form you wish to view (Figure 5.2.2), and then the system will display the form similar to figure below (Figure 5.3.1).
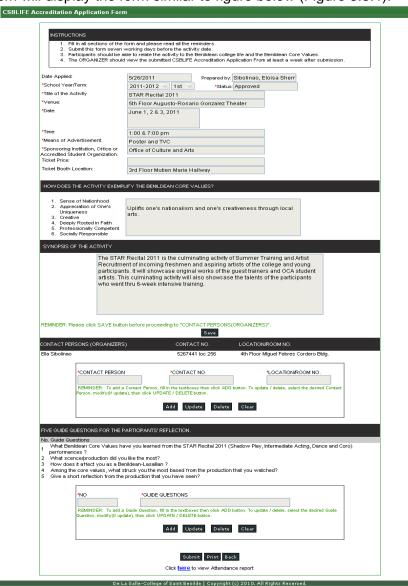

Figure 5.3.1 CSBLIFE Accreditation Application Form

Prepared by:	
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Date:	Date:

5.3.3   To print the CSBLIFE Accreditation Application Form, click **Print** button located at the bottom of the form (middle of Submit and Back buttons in Figure 5.3.1). A pop up window displaying the form will appear. Use the print feature of your web browser to print the report

5.3.4   To print Attendance Report template, click **here** link located at the bottom of the form (below the Submit, Print and Back buttons in Figure 5.3.1). A pop up window will be displayed similar to figure below (Figure 5.3.2 CSBLIFE Activity Attendance Report). Use the print feature of your web browser to print the report.

Figure 5.3.2 CSBLIFE Activity Attendance Report

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Date:	Date:

6   CLICK LOGOUT

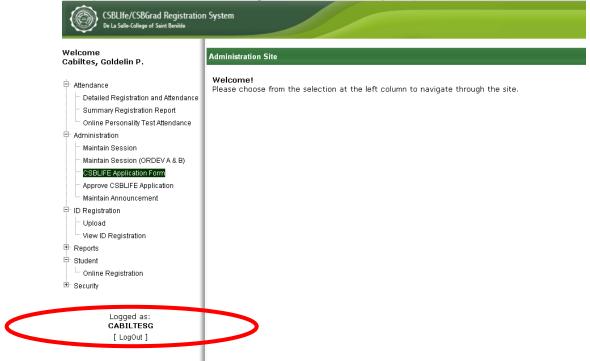**6.1**   When you are finished, click **Logout** link for security purposes.

Figure 6.1 CSBLIFE/CSBGRAD Registration System Logout

Prepared by:		Approved by:			Noted by:
Goldelin P. Cabiltes	Vanessa L. Agriz	Ma. Teresa D. Jose	Myla F. San Gabriel	Jonathan L. Broqueza	Randy G. Tandoc
Business Systems Analyst	Coordinator	CPO Head	CSBLIFE Coordinator	ITDO Head	ISPC Director
Date:		Date:	Date:	Date:	Date: