



Information Technology Department

2nd Floor, Benilde Hall, 2544 Taft Ave.

User's Manual

Online Graduation Invitation System (OGIS)

Version 1.0

Notice: The information in this document is subject to change without prior notice. The Information Technology Department (ITD) and De La Salle-College of Saint Benilde accept no liability for the content in this manual, or for the consequences of any actions taken on the basis of the information provided.



Preface and Acknowledgment

The original concept of the Online Graduation Invitation System came from Ms. Maia S. Cruz, Mr. Alfredo N. Caberte, and Ms. Donnabelle C. Vinoya. They initiated and requested for the project to be put in place for the Registrar's Department.

The purpose of which is to provide an online system that is accessible to all the faculty members, directors, head, managers and other members of the community to send their confirmation of attendance to the Commencement Exercises held every term thereby avoiding members of the community not being able to attend the graduation ceremony due from the lost or failure to receive the graduation invitation coming from the Registrar's Department. The scope of the project covers all members of the DLS–CSB community who are viable to attend the Commencement Exercises.

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

The following are the ITD officers involved in the project:

Project Leader:	Jhoann O. Tandoc
System Analyst:	Jhoann O. Tandoc
Programmer:	Ivan Paul A. Sucilla
Documentation Specialist:	Jimbo S. Mendoza
Quality Assurance Specialist:	Jhoann O. Tandoc



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Document Version History

Date	Version	Description	Author
04/19/2010	1.0		Jimbo S. Mendoza



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1. Definition of Terms

- 1.1 OGIS – Online Graduation Invitation System.
- 1.2 SS – Support Staff.
- 1.3 AS – Administrative Staff.
- 1.4 Staff – refers to SS/AS.
- 1.5 Faculty – refers to Part-Time Teaching Faculty, Full-Time Teaching Faculty, and Academic Service Faculty.
- 1.6 Infonet account – it is a username and password given to members of the DLS-CSB community.

2. How to use the Online Graduation Invitation System?

2.1. Accessing OGIS

2.1.1 Upon entering the link (<http://csb/ogis>) to the address bar of a web browser a screen will be accessible to the user as shown in Figure 2.1.1.1

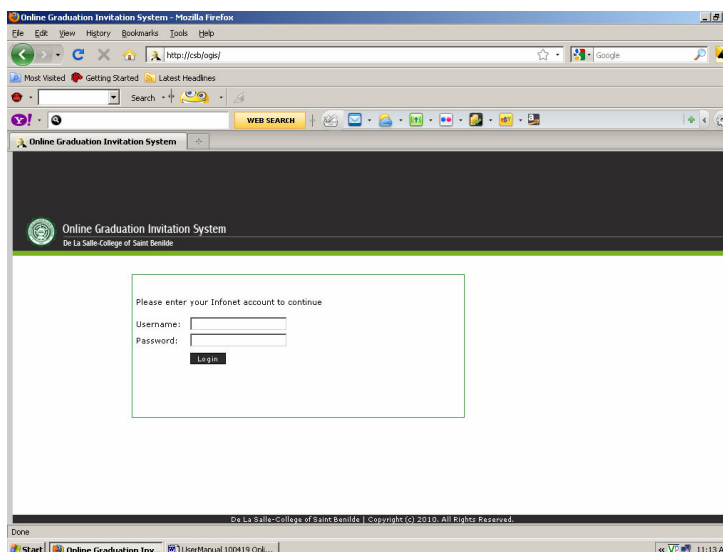


Figure 2.1.1.1 Login window

2.1.2 Enter a valid username and password (InfoNet account) in the appropriate text box and then click the “Login” button as shown in Figure 2.1.1.1. A screen will appear as shown in Figure 2.1.2.1

Note:

- a) A staff and Faculty must have a valid InfoNet account issued by the Information Technology Department (ITD) Service Desk Room B201, 2nd Floor, Benilde Hall.

Prepared by:	
Jimbo S. Mendoza	Alfredo N. Caberte
Business Analyst/System Analyst	Assistant Registrar for Operations
Date:	Date:



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b) If in case the user tries to access the OGIS and not within the online registration schedule, a message: “Registration is not allowed at this time” will appear.

c) If in case the user is not authorized to access the OGIS, a message “You are not allowed to register” will appear.

Online Graduation Invitation System
De La Salle-College of Saint Benilde
Logout

Graduation Invitation

Baccalaureate Mass and Commencement Exercises
De La Salle-College of Saint Benilde

Office of the Registrar

Cordially invites all the Faculty Members and Academic Service Personnel
through the School Dean and Center Directors

to the

Baccalaureate Mass and Commencement Exercises

at the

Philippine International Convention Center (PICC) Plenary Hall
Followed by the Reception

The Schedule of Activities for that day will be as follows:

07:00 - 07:15	Bus Departure from DLS-CSB
08:00 - 08:15	PICC Assembly
08:15 - 08:30	Processional
08:30 - 11:30	Baccalaureate Mass and Commencement Exercises
11:30 - 13:00	Reception Venue

To confirm your attendance, please complete the online registration
on or before the deadline.

Rules and Regulations

- Please bring your DLS-CSB ID both at the PICC and the reception. Failure to swipe your ID will mean no attendance record. The College will have to deduct from your salary the food cost and toga rental if you fail to give due notice of your non-attendance.
- Appropriate attire shall be required for entry in the PICC. Absolutely no wearing of slippers/undershirt (sando) is allowed. PICC reserves the right to refuse entry of any person who is not appropriately attired.
- Bringing in and conducting the following are strictly prohibited:
 - Drugs and all other forms of contraband
 - Alcoholic beverages
 - Deadly weapons and objects
 - Pets
 - Food and Beverages (other than those served and prepared by the PICC caterer)
 - Loitering
 - Sleeping
 - Gambling
 - Cooking
 - Eating and drinking inside halls and meeting rooms during non-social functions
 - Smoking inside meeting rooms, halls, closed corridors and walkways
- Children below seven (7) years old are not allowed entry to events that do not involve children.
- For security reason, bags and packages are inspected at the entrance. Do not bring unnecessary items with you.
- Cellular phones and two-way radios must be switched-off inside the meeting rooms and halls where events are going on as these interfere with the sound system.
- Only Florfoto School Pictures, Inc. will be permitted inside the PICC. You may bring cameras but use them only at the lobby before and after the graduation ceremony. Video taking is likewise prohibited.
- Please avoid unbecoming behaviors inside the plenary hall. Avoid using cell phones, going out or to the comfort rooms very often, sleeping, shouting or shrieking, and having very loud conversations.
- For Faculty members/ASFs, please return your toga at the designated place in the PICC lobby right after the graduation ceremony.
- PICC shall exercise full authority within its premises and reserves the right to control, regulate, inspect, refuse entry to or prohibit any person as well as materials considered inimical to or which constitute violation of Philippine laws and PICC rules and regulations.

Figure 2.1.2.1 Graduation Invitation

Prepared by:	
Jimbo S. Mendoza	Alfredo N. Caberte
Business Analyst/System Analyst	Assistant Registrar for Operations
Date:	Date:



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2.1.3 Click the “Next” button in Figure 2.1.2.1 and the Online Registration Form screen will appear. Note that the Online Registration Form varies between a Staff (see Figure 2.2.2.1.1) and Faculty (see Figure 2.2.1.1.1). For Faculty Registration, refer to 2.2.1 Register Faculty. For Staff Registration, refer to 2.2.2 Register SS/AS.

2.2. How to Register?

2.2.1. Register Faculty

Online Graduation Invitation System
De La Salle-College of Saint Benilde Logout

Online Registration Form
SY 2009-2010, THIRD TERM Graduation and Baccalaureate Mass on Wednesday, January 20, 2010

Graduation Registration Information

Date Registered:

Last Name: First Name: Middle Name:
 Department: Classification:

Attendance:

I am attending the graduation ceremony and baccalaureate mass at the PICC and the reception at the gloria . I am bringing guest/s. I have paid 660 per guest to the Finance Department.
 No. of guests: OR no.:

I am attending the graduation ceremony and the baccalaureate mass but not the reception at the gloria.

I am not attending the baccalaureate mass and the graduation ceremony at the PICC. Therefore neither will I attend the reception at the gloria

Toga:

I need a toga, I will see the Faculty Services Staff at the Taft, SDA, or ICC Campus of the Office of the Registrar on or before Saturday, January 30, 2010 for my measurement.

Particulars:

Highest Degree Earned :

I graduated from:

Hood:

I need a toga and I have confirmed with the Graduation Assistant at the Office of the Registrar that my measurements are on record.

I have my own toga.

I will wear my Sablay (UP Graduate).

I understand that:

- I will claim the rented toga from the department secretary.
- I will observe wearing Barong Taglog (male) / Filipiniana dress (female) as a UP Graduate.
- I will swipe my ID both at the PICC and reception for it is the basis of my attendance. Failure to swipe my ID will mean no attendance record and shall require me to write a letter addressed to the Registrar and noted by the School Dean attest to my presence at the occasion.

Important Reminder: test

- I will return the rented to at the PICC right after the graduation ceremony. test
- Once i signify my intention to join, I am compelled to attend, otherwise the College has my permission to deduct from my salary the following costs: test
- I will complete this form and register not later than Saturday, January 30, 2010.

Thank you.

The system will not allow you to edit/modify any part of the Registration after Saturday, January 30, 2010.

Figure 2.2.1.1.1 Online Registration Form - for Faculty

Prepared by:	
Jimbo S. Mendoza	Alfredo N. Caberte
Business Analyst/System Analyst	Assistant Registrar for Operations
Date:	Date:



- 2.2.1.1 Choose the appropriate department from the “Department” dropdown in Figure 2.2.1.1.1.
- 2.2.1.2 Choose the type of attendance by ticking the right radio button located below the “Attendance:” portion.
 - a. If the “I am attending the graduation ceremony...I am bringing guest/s...” is ticked the Faculty must enter the number of guest and the O.R. no in their respective text box then proceed to step 2.2.1.3.
 - b. If the “I am attending the graduation ceremony...but not the reception...” in Figure 2.2.1.1.1 is ticked, the Faculty will proceed to step 2.2.1.3.
 - c. If the “I am not attending ...” radio button is ticked, the “Toga:” check box and the three (3) radio buttons located below the “Hood:” text box are disabled. Proceed to 2.2.1.4
- 2.2.1.3 Tick the “Toga:” check box option if a toga is needed, otherwise leave the check box unchecked. Note that if the “Toga:” check box is ticked the three (3) radio buttons located below the “Hood:” text box are disabled.
- 2.2.1.4 Choose the appropriate degree from the “Highest Degree Earned:” drop down list.
- 2.2.1.5 Choose the right school from the “I graduated from:” drop down list.
- 2.2.1.6 Type the appropriate color of the hood of your toga at the “Hood:” text box.
- 2.2.1.7 Click the “Register” button to register a Faculty and a message “Registered successfully” will appear and the system will also display the date and the time the Faculty registered. The “Register” button will be replaced by a “Save” button. Click the “Save” button to save any changes made on the registration form and a message “Record updated successfully.” will appear.
- 2.2.1.8 Click the “Back” button to return from the previous screen.

Prepared by:	
Jimbo S. Mendoza	Alfredo N. Caberte
Business Analyst/System Analyst	Assistant Registrar for Operations
Date:	Date:



Note:

1. Take note of the message “The system will not allow you to edit/modify any part of the Registration ...” displayed at the bottom of the registration form; this is to remind the Faculty/Staff the last day to edit/modify his registration form.
2. The online registration form automatically displays the name and classification of the Faculty.

2.2.2. Register SS/AS

The screenshot shows the 'Online Registration Form' for the 'SY Graduation and Baccalaureate Mass on'. The form is titled 'Graduation Registration Information' and includes the following fields and sections:

- Date Registered:** (empty field)
- Last Name:** MENDOZA
- First Name:** JIMBO
- Middle Name:** SANTOS
- Department:** ACTC-CLU (dropdown menu)
- Classification:** STAFF (dropdown menu)
- Attendance:**
 - I am attending the graduation ceremony and baccalaureate mass at the PICC and the reception at the .
 - I am not attending the baccalaureate mass and the graduation ceremony at the PICC. Therefore neither will I attend the reception at the .
- I understand that:**
 - I will swipe my DLS-CSB ID both at the PICC and the reception for it is the basis of my attendance. Failure to swipe my DLS-CSB ID will mean no attendance record and shall require me to write a letter addressed to the Registrar and noted by the School Dean/Department Head to attest to my presence at the occasion.
 - The food cost will be charge to our department/center. Once, i signify my intention to join, I am compelled to attend; otherwise, the College has permission to deduct from my salary for the food cost.
Important Reminder:
 - I will complete this form and register not later than .
- Thank you.
- Buttons: Register, Back
- Footer: The system will not allow you to edit/modify any part of the Registration after the .

Figure 2.2.2.1.1 Online Registration Form - for Staff

2.2.2.1 Choose the appropriate department from the “Department” drop down list in Figure 2.2.2.1.1.

2.2.2.2 Choose the type of attendance by ticking the right radio button located below the “Attendance:” portion

Prepared by:	
Jimbo S. Mendoza	Alfredo N. Caberte
Business Analyst/System Analyst	Assistant Registrar for Operations
Date:	Date:



2.2.2.3 Click the “Register” button to register an SS/AS and a message “Registered successfully” will appear and the system will also display the date and the time the SS/AS registered. The “Register” button will be replaced by a “Save” button. Click the “Save” button to save any changes made on the registration form and a message “Record updated successfully.” will appear

2.2.2.4 Click the “Back” button to return to the previous screen.

2.3. Printing of Invitation

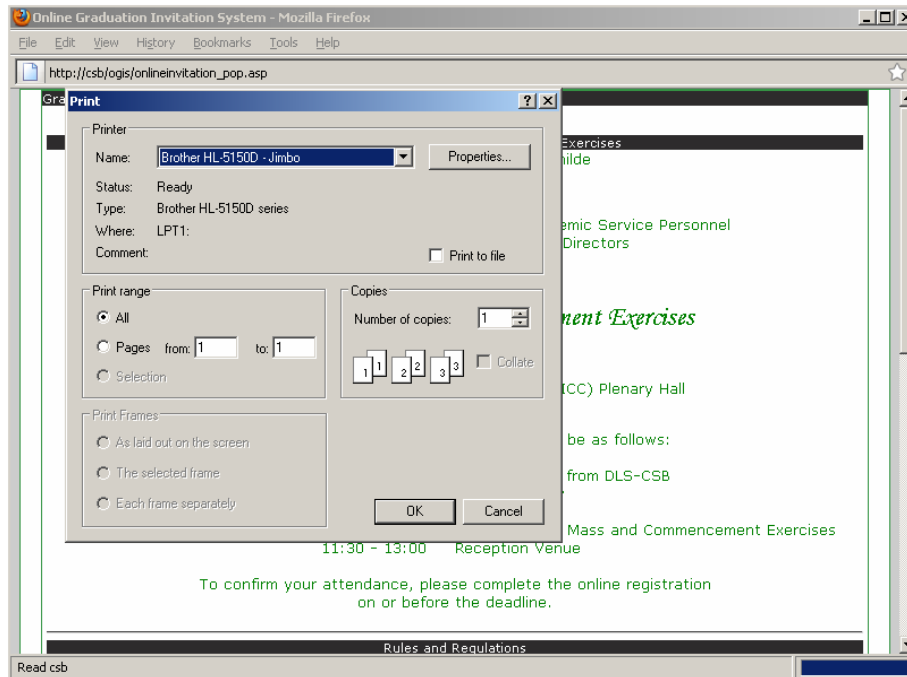


Figure 2.3.1.1 Print Window

2.3.1 Click the “Print” button in Figure 2.1.2.1 to print the graduation invitation. A graduation invitation and print window will appear (see Figure 2.3.1.1). Click the “OK” button to print the graduation invitation. A sample printout is shown in Figure 2.3.1.2.

2.3.2 Click the “Cancel” button to exit from the “Print Window”.

2.4. Logout

When you are finished, click the “Logout” option for security purposes.

Prepared by:	
Jimbo S. Mendoza	Alfredo N. Caberte
Business Analyst/System Analyst	Assistant Registrar for Operations
Date:	Date:



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The Schedule of Activities for that day will be as follows:										
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To confirm your attendance, please complete the online registration on or before the deadline.										
Rules and Regulations										
<ul style="list-style-type: none"> • Please bring your DLS-CSB ID both at the PICC and the reception. Failure to swipe your ID will mean no attendance record. The College will have to deduct from your salary the food cost and toga rental if you fail to give due notice of your non-attendance. • Appropriate attire shall be required for entry in the PICC. Absolutely no wearing of slippers/undershirt (sando) is allowed. PICC reserves the right to refuse entry of any person who is not appropriately attired. • Bringing in and conducting the following are strictly prohibited: <ul style="list-style-type: none"> - Drugs and all other forms of contraband - Alcoholic beverages - Deadly weapons and objects - Pets - Food and Beverages (other than those served and prepared by the PICC caterer) - Loitering - Sleeping - Gambling - Cooking - Eating and drinking inside halls and meeting rooms during non-social functions - Smoking inside meeting rooms, halls, closed corridors and walkways • Children below seven (7) years old are not allowed entry to events that do not involve children. • For security reason, bags and packages are inspected at the entrance. Do not bring unnecessary items with you. • Cellular phones and two-way radios must be switched-off inside the meeting rooms and halls where events are going on as these interfere with the sound system. • Only Florofoto School Pictures, Inc. will be permitted inside the PICC. You may bring cameras but use them only at the lobby before and after the graduation ceremony. Video taking is likewise prohibited. • Please avoid unbecoming behaviors inside the plenary hall. Avoid using cell phones, going out or to the comfort rooms very often, sleeping, shouting or shrieking, and having very loud conversations. • For Faculty members/ASFs, please return your toga at the designated place in the PICC lobby right after the graduation ceremony. • PICC shall exercise full authority within its premises and reserves the right to control, regulate, inspect, refuse entry to or prohibit any person as well as materials considered inimical to or which constitute violation of Philippine laws and PICC rules and regulations. 										

Figure 2.3.1.2 Graduation Invitation Printout

Prepared by:	Approved by:	Noted by:
Jimbo S. Mendoza Business Analyst/ System Analyst	Alfredo N. Caberte Assistant Registrar for Operations	Randy G. Tandoc Director, ISPC
Date:	Date:	Date: