User’s Manual

CSBLIFE/Ordev Registration System
(CSBLIFE System/ OrdevReg System)

Version 1.0
Preface and Acknowledgment

The concept of the CSBLIFE/Ordev 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: ORDEV C users and CSBLIFE/ORDEV A & B users.

The purpose of the project is to improve the existing web-based system named OrdevReg System by enhancing its existing modules and adding essential features. By putting this project in place will help CPO and DSL improve their ORDEV 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 ORDEV A & B-accredited activities viewing, Student ORDEV C online registration, ORDEV A, B & C activities creation and posting, and reports generation. While, the additional scope of the project covers the following areas: Student ORDEV C attendance viewing, Student/ Faculty CSBLIFE-accredited activities viewing, CSBLIFE accreditation Application Form creation & approval, ORDEV C attendance management, ORDEV C email notification, and enhanced reports generation.

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1 Definition of Terms

1.1 DSL – Department of Student Life
1.2 CPO – Career and Placement Office
1.3 OrdevReg System – CSBLIFE/Ordev Registration System alias for ORDEV C users
1.4 CSBLIFE System – CSBLIFE/Ordev Registration System alias for CSBLIFE/ORDEV A & B Users

2 FOR ORDEV C STUDENTS

2.1 How to access OrdevReg System

2.1.1 Open your browser and type http://www.dls-csb.edu.ph/ordevreg/.

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.

![OrdevReg System Login Page](image-url)

*Figure 2.1.1 OrdevReg System Login Page*
2.2 How to Pre-register your chosen ORDEV C Sessions

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

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

2.3 How to view description of the ORDEV C Session

2.3.1 After a successful login from step 2.1.2, ORDEV C 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 ORDEV-C 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 ORDEV C Session.

![Figure 2.3.2 ORDEV C Session Description]

2.3.3 Click CLOSE link (upper right corner of Figure 2.3.2) to return to ORDEV C Sessions Page (Figure 2.3.1).
2.4 How to de-register the ORDEV C Session you Pre-registered

2.4.1 From ORDEV C Sessions page (Figure 2.2.1), click **De-Register** link (under ACTION column) of the ORDEV C 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 ORDEV C Session

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

![Figure 2.5.1 Registration Box](image)

2.5.2 Click **CLOSE** link (upper right corner of Figure 2.5.1) to return to ORDEV C Sessions page (Figure 2.2.1).
2.6 How to view your ORDEV C Attendance

2.6.1 In ORDEV C Sessions Page (Figure 2.6.1), click here link.

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

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.
3 FOR ORDEV C FACULTY

3.1 How to access OrdevReg System

3.1.1 Open your browser and type http://www.dls-csb.edu.ph/ordevreg/.

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.
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.

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.
4 FOR CSBLIFE/ ORDEV A & B STUDENTS

4.1 How to access CSBLIFE System (For CSBLIFE and ORDEV A & B Students)

4.1.1 Open your browser and type http://www.dls-csb.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.

![CSBLIFE System Login Page](image)

Figure 4.1.1 CSBLIFE System Login Page
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](image)

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](image)

4.2.3 Click CLOSE link (upper right corner of Figure 4.2.2) to return to CSBLIFE Activities Page (Figure 4.2.1).
4.3 How to view ORDEV A & B activities (for ORDEV A & B students only)

4.3.1 After a successful login from step 4.1.2, ORDEV A and B activities will be displayed in the page (Figure 4.3.1 ORDEV A & B Activities Page). Click the title of the ORDEV A & B activity you wish to view the details.

![Figure 4.3.1 ORDEV A & B Activities Page]

4.3.2 A pop up box will appear (Figure 4.3.2 ORDEV A & B Session Details) for you to view the details of the ORDEV A & B activity.

![Figure 4.3.2 ORDEV A & B Session Details]

4.3.3 Click CLOSE link (upper right corner of Figure 4.3.2) to return to ORDEV A & B Activities Page (Figure 4.3.1).
5 FOR CSBLIFE FACULTY

5.1 How to access CSBLIFE System

5.1.1 Open your browser and type http://www.dls-csb.edu.ph/csblife/.

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

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**Figure 5.2.1 CSBLIFE System Menu**

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

![Create New](image)

**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.

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).

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: 
Vanessa L. Agriz  
Coordinator  
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.

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

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Coordinator

**Date:**

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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.

![Submit CSBLIFE Accreditation Application Form](Figure 5.2.6)
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](image-url)
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.

![Attendance Report](image)

*Note: This form is to be submitted to the CSBLIFE Coordinator not later than seven working days after the event.*

**Figure 5.3.2 CSBLIFE Activity Attendance Report**
6   CLICK LOGOUT

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

![CSBLIFE/Ordev Registration System Logout](image)

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**Figure 6.1 CSBLIFE/Ordev Registration System Logout**