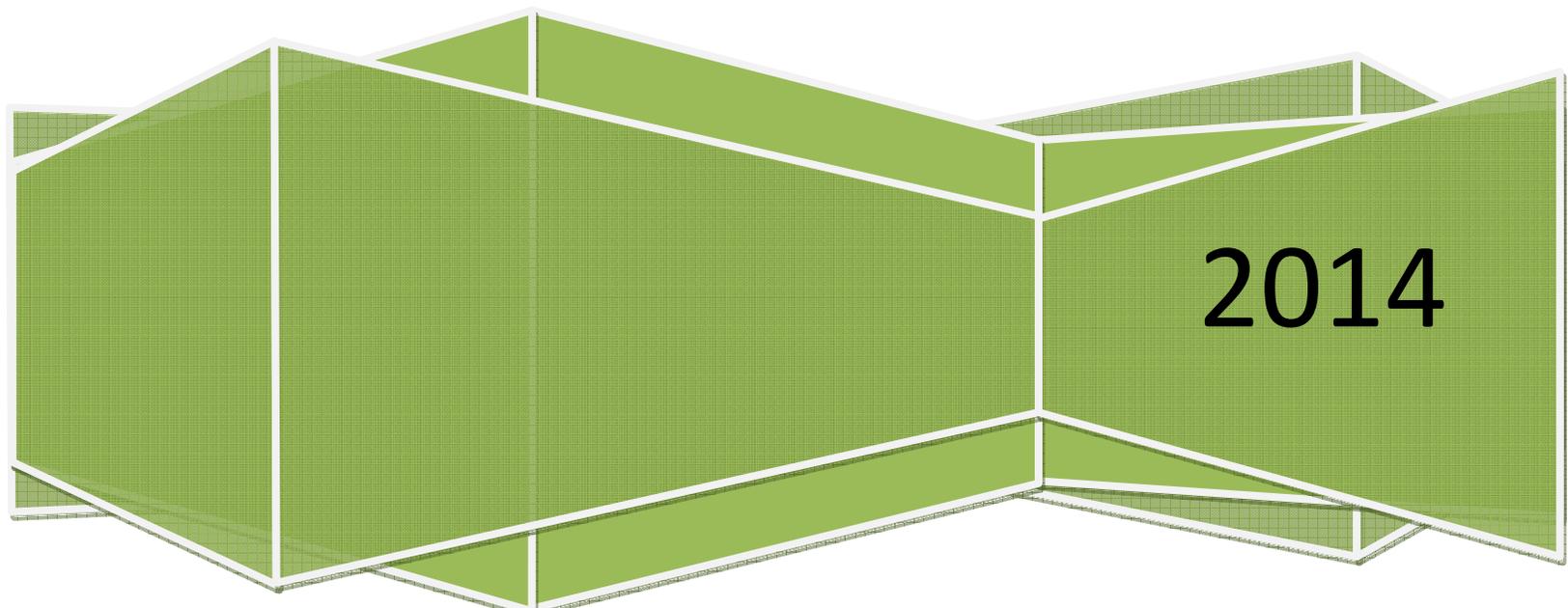


Cavite state University

Research Information System v1.0

User's Manual

CEIT - DIT



2014

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INTRODUCTION

The User manual aims to provide basic information about the system for the Research Center. The system covers five level of access namely: Guest, Student, Faculty, College Research Coordinator and Administrator.

The Guest user level is for people not connected with the University or those people with no login credentials. They can still view information from the system but only limited access.

The Student user level is for the students enrolled in the University. This user level is classified into two: authenticated and the non-authenticated accounts. The difference between two classifications is that the authenticated accounts can view abstracts and can also upload their researches. A student account can be authenticated by the Administrator or the College Research Coordinator.

The Faculty user level is for the researchers inside the University. This user level can be given or assigned by the College Research Coordinator or the Administrator (usually created by them). A user level with this access can upload the researches and also patents awarded to them with published researches in any journals.

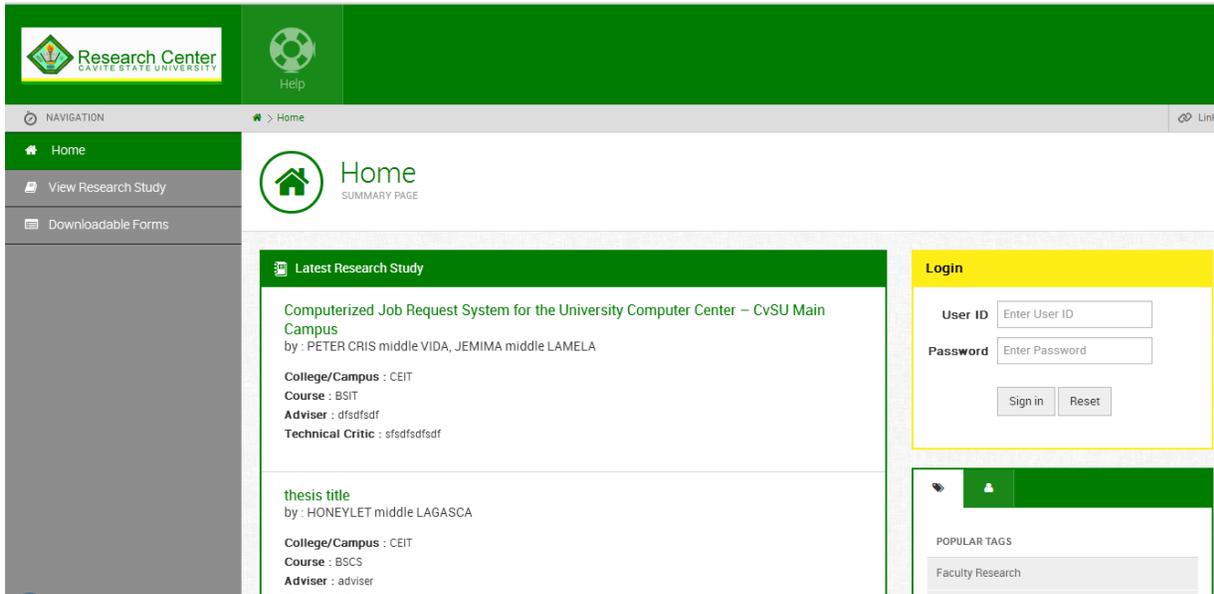
The College Research Coordinator (CRC) is a user level that can act as an Administrator for every college. This user level can upload student researches in every college and also create faculty accounts for their college. Approval of researches submitted by the students is also covered in this user level.

The administrator is a user that controls most access in the system. The Administrator account can create and remove CRC accounts. Functionalities same as the CRC are handled by the Administrator with a greater scope, in which, the whole University rather than a college.

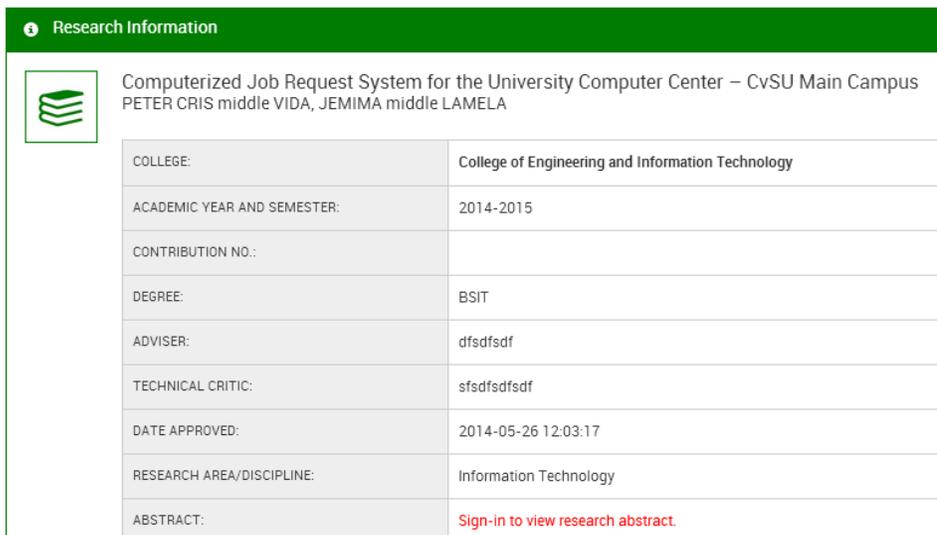
In the following discussions, the features and functions handled by the user levels will be discussed.

GUEST

Research Study



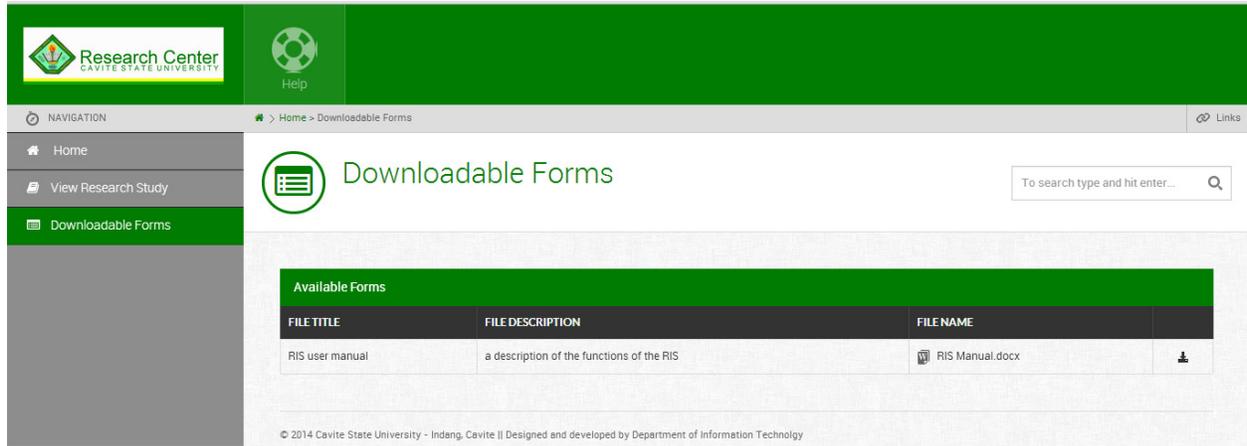
The guest account can view researches stored in the research center. One restriction though of the guest user level is that abstracts from researches are not visible, only information about the authors are available.



If a user wants to view the abstract of a research, they have to login. Any guests that view a research will see a notification that they have to sign in to view the abstract.

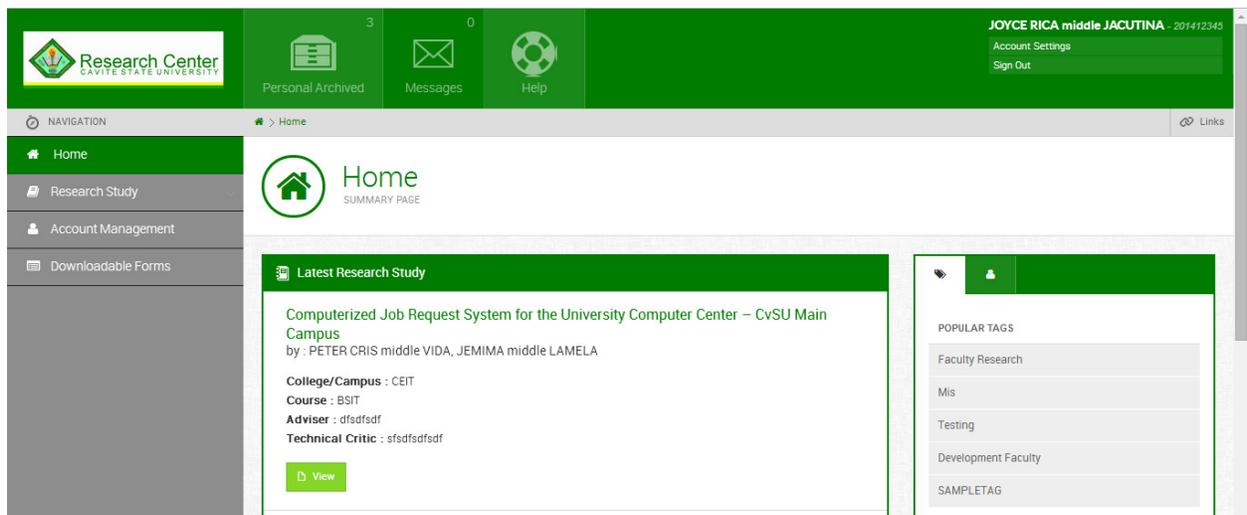
Downloadable Forms

The system features a part wherein the administrator can upload forms that are related to the Research Center. Anyone can download the forms.



STUDENT

This user level is given to the students of Cavite State University for them to be able to view researches produced inside the university.



View Research Study

Same as any user level, a student can view a research study, like the guest user level discussed earlier; the only difference is if a student account is authenticated, the abstract will be available for viewing. A student account can be authenticated by either the Administrator or the College Research Coordinator.

Research Information



Computerized Job Request System for the University Computer Center – CvSU Main Campus
 PETER CRIS middle VIDA, JEMIMA middle LAMELA

COLLEGE:	College of Engineering and Information Technology
ACADEMIC YEAR AND SEMESTER:	2014-2015
CONTRIBUTION NO.:	
DEGREE:	BSIT
ADVISER:	Charlotte B. Carandang
TECHNICAL CRITIC:	Mark Philip M. Sy
DATE APPROVED:	2014-05-26 12:03:17
RESEARCH AREA/DISCIPLINE:	Information Technology
ABSTRACT:	<p>The study entitled, "Computerized Job Request System for the University Computer Center – CvSU Main Campus" was conducted to serve UCC-Hardware Section and their clientele. The automation of the end-to-end life cycle of a job request was the main goal of the study. Thus, eliminating the common issues encountered with a manual and paper-based system.</p> <p>The System Development was used as the methodology of the software. It has seven process workflows which is the following: Analyze/Planning, Breakdown Priority Project, Design Module, Code – Test/Debug, Integration of sub procedures, Test/Implementation.</p> <p>The software was developed through the use of different tools and technologies including the following:</p>

An authenticated student account lets them view the abstract of the study. Additionally, a research study can also be bookmarked by a student, which will be stored in the personal archive tab of the student account.

TAGS:

Job Order, Service Request, Wewerw

Add to bookmark
← Back to list

Bookmark removed!

Upload Study

The purpose of authenticating a student account is to also control the accounts that can upload a research study. Each student can upload a research, which is also sometimes referred to as "thesis".

The screenshot shows the Research Center website interface. At the top, there is a navigation bar with the Research Center logo and a 'Personal Archived' tab with a count of 2. Below this is a main navigation menu with options: Home, Research Study (highlighted), View Research Study, Upload Research Study, Account Management, and Downloadable Forms. The 'Research Study' menu item is expanded, showing sub-options for viewing and uploading studies.

A student can choose if they want to view or upload a study. Only one study per student per course is allowed.

A study can be uploaded by either researchers if there more than one researcher, in that case, the system will detect if a student is considered as an author.

The screenshot shows the 'Research Study' system interface. On the left is a sidebar menu with options: Home, Research Study (selected), View Research Study, Upload Research Study, Account Management, and Downloadable Forms. The main content area is titled 'Research Study ABSTRACT PAGE' and contains a form for 'Student Research Information'. The form fields are: College (CAS), Academic Year (2014-2015), Semester (1st), Contribution no. (with a text input field), Degree (BSPSYC), and Thesis title (required) (with a text input field).

If a student has no current research uploaded, the student will fill out the details in the research study form.

The course and the college is automatically set based on the information of the student.

Also, the system checks if the co-author is a valid co-author, there are certain restrictions.

The screenshot shows the 'Student researcher/s full name' selection interface. It features a list of student records with the following details:

- 2014: No student record found.
- 201412345: Name: JACUTINA, JOYCE RICA y middle. *Invalid co-author, has already uploaded research.
- 201412123: Name: PARANGUE, IRENE MAE y middle. *Cannot assign self as co-author.
- 201412122: Name: OCAMPO, JULIOUS RYAN y middle. *Invalid co-author, different course.
- 201310311: Name: MECADIO, KARL MARICON y middle.

Below the list are fields for 'Adviser: (required)', 'Technical Critic: (required)', and 'Abstract: (required)'. The abstract field includes a rich text editor toolbar with options for Bold, Italic, Underline, Strikethrough, Paragraph, Font Family, Font Sizes, Bulleted List, Numbered List, Indent, and Unindent.

The abstract in a study can be formatted, not only as a simple text. There are various formatting tools available. Any formatting made will also be visible when a research is being viewed.

interaction between newspapers and politics. "Newspapers and politics" returned 569 hits. A more s
 search of "newspapers and Brazil" returned 22 hits. That is still a fair number of dissertations. Titles
 sometimes help winnow the field, but many titles are not very descriptive. For example, one dissert
 titled "Rhetoric and Riot in Rio de Janeiro." It is unclear from the title what this dissertati
 newspapers in Brazil. One option would be to download or order the entire dissertation on
 might speak specifically to the topic.]

p » span Words: 141

Input Tags
 (optional)

system interaction x
 Natural Language Processing x NLP x
 add a tag

Submit Abstract

There are also tags that can be inserted along with the research studies. This can help other researchers search the study using these tags or keywords.

Update Study

When a student uploads a study, it will be pending for approval. The approval will come from either the College Research Coordinator or the Administrator. Anytime, the student can update the information in their study,

Research Center CAVITE STATE UNIVERSITY

Personal Archived 2 Messages 0 Help

JOYCE RICA middle JACUTINA - 2014

Account Settings Sign Out

NAVIGATION Home > Research Study

Home
 Research Study
 View Research Study
 Upload Research Study
 Account Management
 Downloadable Forms

Research Study
 ABSTRACT PAGE Show Advanced Opti

Currently has a pending upload
 Retrieve record from database

Student Research Information	
College:	CAS
Academic Year:	2014-2015
Semester:	1st

your research is to search Dissertation Abstracts International for all dissertations th
 interaction between newspapers and politics. "Newspapers and politics" returned 569 hits
 search of "newspapers and Brazil" returned 22 hits. That is still a fair number of dissert
 sometimes help winnow the field, but many titles are not very descriptive. For example,
 titled "Rhetoric and Riot in Rio de Janeiro." It is unclear from the title what this dissertati
 newspapers in Brazil. One option would be to download or order the entire dissertation on
 might speak specifically to the topic.]

p » span Words: 14

Input Tags
 (optional)

Mis x Android x Programming x
 update complete x add a tag

Update Abstract

Until a research is approved, any modifications can still be accepted on a research. The update abstract option will always be present.

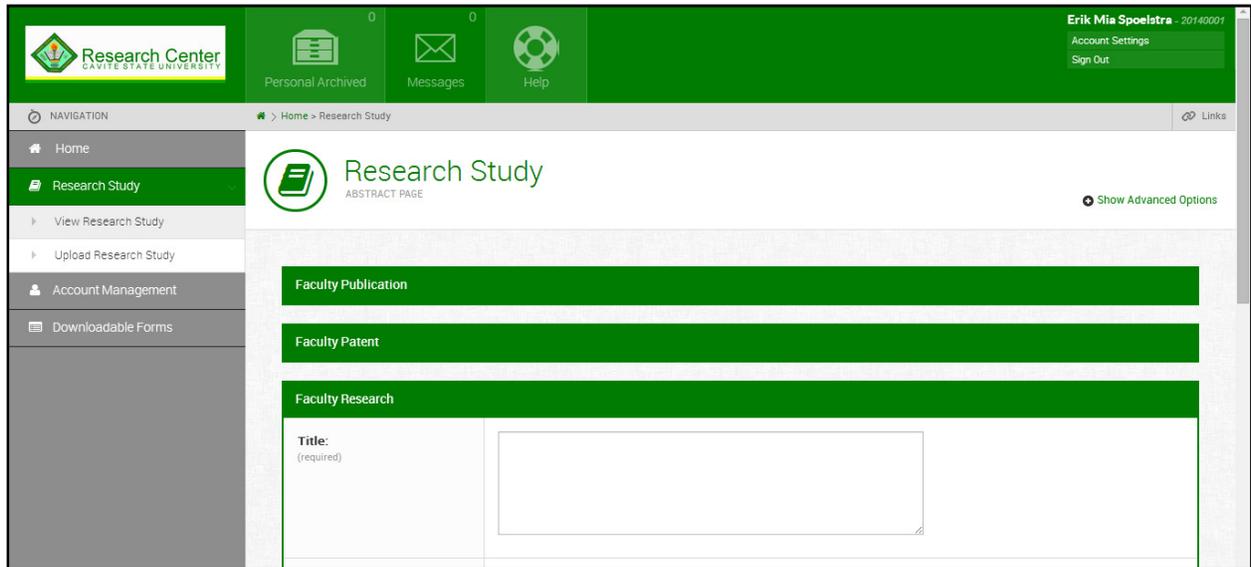
The students will be able to see if their research has been approved. Once approved, they will not be able to modify their research or upload another research.

FACULTY

A faculty account can be created by an Administrator or by the CRC. A faculty can upload a completed research, patents received and faculty publications.

Upload Faculty Research

Uploading a research is same as how the students upload their research. The difference though is that the faculty researches can be more than one research for a faculty member.



Faculty Research	
Title: (required)	<input type="text"/>
Funding source classification: (required)	<input type="text" value="None"/>
Nature of involvement: (required)	<input type="text" value="Please select nature of involvement..."/>
Abstract: (required)	<div><p>Rich text editor toolbar with options for Bold, Italic, Underline, Strikethrough, Paragraph, Font Family, and Font Sizes.</p><p>Abstract content area with a 'p' paragraph tag and a 'Words: 0' counter.</p></div>
Input Tags (optional)	<input type="text" value="add a tag"/>

Once a faculty logs in their account, in the Upload Research Study, there are options, Faculty Publication, Faculty Patents and Faculty Research.

In the Faculty Research, there are several fields to be filled out.

Funding source field is usable if ever there are fund sources from Government, Private or International Sectors.

Nature of involvement is the role of the faculty in the research

Upload Faculty Patents

Faculty Patent	
Description of patent award: (required)	<input type="text" value="Description of patent award"/>
Author/s: (optional)	<input type="text" value="Author"/>
	<input type="text" value="Author"/>
Registry No.: (required)	<input type="text" value="Author"/>
Year awarded: (required)	<input type="text" value="Please select year awarded..."/>
Duration: (required)	<input type="text" value="Please select duration..."/>
<input type="button" value="Submit Patent"/> <input type="button" value="Reset"/>	

The patents given to a faculty member can be added also in the system.

The user who is logged in is considered to be the awardees of the patent; hence, the **Authors** field is optional.

Only the required fields are to be filled out by the user logged in.

Any errors committed by the user will be filtered by the system.

Faculty Research
Submission could not be processed.
Please enter the Patent description
Please enter the registry number
Please enter the year awarded
<input type="button" value="OK"/>

Upload Faculty Publication

For the publication, any articles, or journal entries made by a faculty member can also be added in the system. Some of the fields required are:

Publication Title: (required)	<input type="text" value="Publication Title"/>
Author/s: (optional)	<input type="text" value="Author"/>
	<input type="text" value="Author"/>
Journal: (required)	<input type="text" value="Journal"/>
Volume: (required)	<input type="text" value="Please select volume number"/>
Issue: (required)	<input type="text" value="Issue"/>
Pages: (required)	<input type="text" value="Pages"/>
Year:	<input type="text" value="Please select year of publication"/>

The **Publication Title** is the most important field in the Faculty publication.

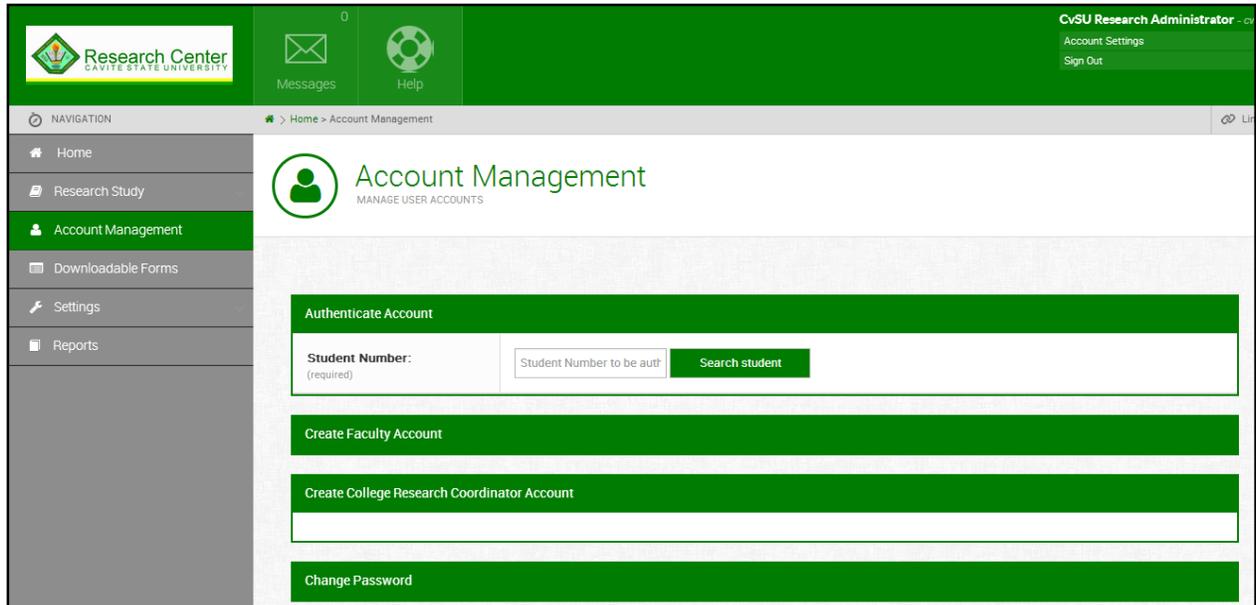
Authors are optional because the system assumes that the user who will enter the publication entry is the main author.

The details about the Journal are required to be give, like the name of the Journal, volume, issue, page it was included and also the year that the journal was published.

ADMINISTRATOR / CRC

The Administrator and the CRC are almost the same access when it comes to the system, though there is one big difference, the CRC controls only one college. Think of it as the CRC is the Administrator of a college and the Administrator is for the whole University.

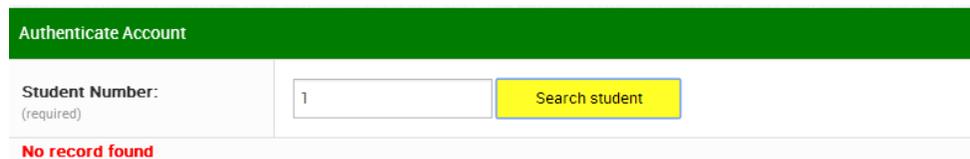
The CRC account can be created and removed by the Administrator. In the Account Management Tab for the Administrator, there are four (4) functions that can be done.



The screenshot shows the CvSU Research Administrator interface. The top navigation bar includes the Research Center logo, Messages, Help, and user options (Account Settings, Sign Out). The main content area is titled "Account Management" and contains four primary actions: "Authenticate Account", "Create Faculty Account", "Create College Research Coordinator Account", and "Change Password". The "Authenticate Account" section is active, showing a form with a "Student Number" field and a "Search student" button.

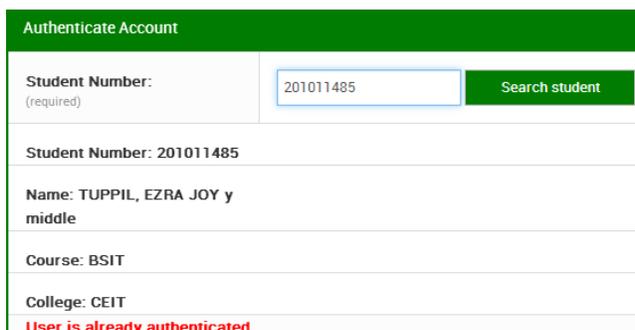
Authenticate Student Accounts

A student can authenticate their account by approaching a CRC of their college or the Administrator. There are certain scenarios for authenticating a student:



This screenshot shows the "Authenticate Account" form with the "Student Number" field containing the value "1". The "Search student" button is highlighted in yellow. Below the form, a red message states "No record found".

The first one is if a student is not in the list of students in the University, they cannot be authenticated.



This screenshot shows the "Authenticate Account" form with the "Student Number" field containing the value "201011485". The "Search student" button is highlighted in green. Below the form, the following information is displayed: "Student Number: 201011485", "Name: TUPPIL, EZRA JOY y middle", "Course: BSIT", and "College: CEIT". A red message at the bottom states "User is already authenticated".

The second one is if a student is found in the records but actually authenticated. The student information will be displayed but it cannot be authenticated because it already is authenticated.

Authenticate Account	
Student Number: <small>(required)</small>	<input type="text" value="201011429"/> <input type="button" value="Search student"/>
Student Number:	201011429
Name:	VALDEZ, WILFREDO y middle
Course:	BSIT
College:	CEIT
<input type="button" value="Authenticate"/> <input type="button" value="Reset"/>	

Third one is when a student is found in the records and not yet authenticated; the button **Authenticate** will be present.

Before a student is authenticated, the user will be asked to confirm.

When the user presses OK, the student will be authenticated.

An authenticated student can:

- Upload a research
- View abstracts of the Study

Authenticate Student
Are you sure you want to authenticate the student number: 201011429?
<input type="button" value="OK"/> <input type="button" value="Cancel"/>

REMINDER: A CRC account can do the authentication of a student; the only difference is that students from the college of the CRC are the only available students for authentication. In other words, a student of one college cannot be authenticated by the CRC from a different college.

Create Faculty Account

Create Faculty Account	
Employee Number: <small>(required)</small>	<input type="text" value="Employee Number"/>
First Name: <small>(required)</small>	<input type="text" value="First Name"/>
Middle Name: <small>(required)</small>	<input type="text" value="Middle Name"/>
Last Name: <small>(required)</small>	<input type="text" value="Last Name"/>
College: <small>(required)</small>	<input type="text" value="Please select college or campus..."/> <ul style="list-style-type: none"> <input type="text" value="Please select college or campus..."/> College of Engineering and Information Tec College of Nursing College of Education College of Economics, Management and De College of Sports, Physical Education and R College of Criminal Justice College of Veterinary Medicine and Biomed College of Arts and Sciences
<p>Employee Number is the Username Default password is <i>cvsuresearch</i></p> <input type="button" value="Create Account"/> <input type="button" value="R"/>	

A faculty account can be given to any members of the University which can upload researches, patents and publications.

Only basic information is asked for the creation of the accounts. The Employee number will serve as the username. The college can be chosen from the list of available colleges but when the CRC creates a faculty account, the college is set to the college of the CRC.

A default password is given for a faculty account: **cvsuresearch**, this password can be changed after the faculty log in to their account.

REMINDER: A CRC account can create a faculty account; the only difference is that faculty accounts created by the CRC are automatically assigned to the college of the CRC.

Create College Research Coordinator Account

Create College Research Coordinator Account

Username: <small>(required)</small>	<input type="text" value="Username"/>
First Name: <small>(required)</small>	<input type="text" value="First Name"/>
Middle Name: <small>(required)</small>	<input type="text" value="Middle Name"/>
Last Name: <small>(required)</small>	<input type="text" value="Last Name"/>
College/Campus: <small>(required)</small>	<input type="text" value="Please select a College"/>

Default password is *cvsuresearch*

Create Account
Reset

College Research Coordinator List

Show entries Search:

USERNAME	NAME	COLLEGE	
celtuser	David Cero y L	CEIT	

The Administrator is responsible for creating and removing a CRC account. The list of all CRC accounts is displayed below with the create CRC account. Only few details are needed for the creation of the CRC account, the most important field is the College, which that certain CRC account will be handling.

REMINDER: This function is not available for a CRC account. This is exclusive for the Administrator.

Approve Researches

Student Research Title List

Show entries Search:

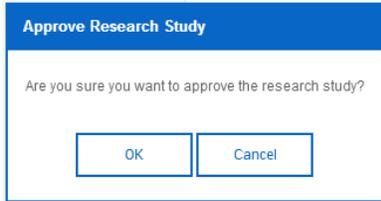
TITLE/S	AUTHOR/S
Development of Online Offline System - Pending Approval	JOYCE RICA middle JACUTINA, ERICKA MAE middle VERGARA
E-Commerce: National Coffee Research Development and Extension Center - Pending Approval	WILFREDO middle VALDEZ, EZRA JOY middle TUPPIL

When viewing the list of researches, for the Administrator and the CRC account, the researches that are pending for approval will be shown.

	was the general purpose-scripting language that is especially suited fo for the background of the software, RedKoda 3.0 for the diagram desig user data, Dreamweaver for the construction of codes and Microsoft of
TAGS:	E-commerce, NCRDEC, IT 2014

To approve a research, just view the research and then, the option for Approving and Updating will be present.

Approve Study
Update Study
← Back

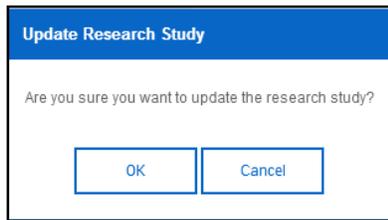


Before a study can be displayed on the list of studies, a confirmation of the approval is needed.

Once the OK button is pressed, the study will be included on the list available for the other users.

REMINDER: The CRC can only approve/update researches which are from their college, when viewing researches from the other colleges, there will be no Approve and Update Study buttons.

Update Student Research



To update a study, while viewing it, click on the Update Study button. Before updating a study, a confirmation will be asked if the update is initiated by the user.

Once the OK button is pressed, the window will be displayed with the fields that the can be modified.

Research Information	
 E-Commerce: National Coffee Research Development and Extension Center WILFREDO middle VALDEZ, EZRA JOY middle TUPPIL	
COLLEGE:	College of Engineering and Information Technology
ACADEMIC YEAR AND SEMESTER:	2014-2015
CONTRIBUTION NO.:	<input type="text"/>
DEGREE:	BSIT
ADVISER:	Lydia P. Nosa
TECHNICAL CRITIC:	Mark Philip M. Sy
DATE APPROVED:	Pending
RESEARCH AREA/DISCIPLINE:	No Research Area yet ▼
ABSTRACT:	TUPPIL, EZRA JOY B. and VALDEZ, WILFREDO C. E-Commerce: National Coffee Research Development and Extension Center. An undergraduate Thesis. Bachelor of Science in Information Technology. Cavite State University, Indang, Cavite. March 2014. Adviser: Ms. Lydia P. Nosa. The study entitled "E-Commerce: National Coffee Research Development and Extension Center" was created to help the National Coffee Research Development and Extension Center as well as their customers lessen the time

TAGS:	<input type="text" value="E-commerce"/> <input type="text" value="NCRDEC"/> <input type="text" value="IT 2014"/> <input type="button" value="add a tag"/>
<input type="button" value="Save changes"/> <input type="button" value="Back"/>	

The only available fields for updating are the **Contribution Number**, the **Research Area** and the **Tags**. After putting values in the fields, to save the changes, just click the **Save changes** button.

Upload Student Research

Uploading student researches can also be done by the Administrator and CRC. There are additional fields to be filled out compared when the students upload their own study.

Student Research Information [Administrator]	
College: (required)	Please select college or campus...
Academic Year: (required)	2014-2015
Semester: (required)	1st
Contribution no.: (required)	Contribution no.
Degree: (required)	Please select degree...
Thesis title: (required)	
Student researcher/s full name: (required)	

The field **College** should be filled out by the Administrator along with the **Degree**. The College should be filled out first, for the list of degrees to be available.

The fields of authors will not be available until the **College** and **Degree** is filled out. This would help to trim down the results for searching a student.

As the user type a letter of the name, the system will be providing suggested names as author; these authors are from the College and the Degree set by the user. If the user will click on the suggested name, it will be placed as the author.

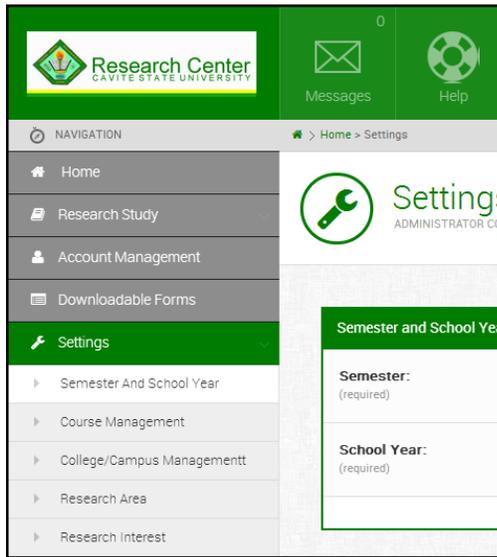
Student researcher/s full name: (required)	aa	<ul style="list-style-type: none"> ANGELIE REIGH MANIPOL DENNIS A?ABEZA MACY A?ONUEVO JAN WILSON A?ONUEVO ALEJANDRO A?ORA
--	----	--

Student researcher/s full name: (required)	EZRA JOY TUPPIL	Name: TUPPIL, EZRA JOY y middle Invalid author, has already uploaded research.
--	-----------------	---

The system will check if the user has already uploaded a research, if they have, the system will prompt the user. Only students that have not yet uploaded a research is valid as an author.

REMINDER: The CRC can upload a research only in their college. Unlike the Administrator, the CRC will not set the field **College**, only the **Degree**.

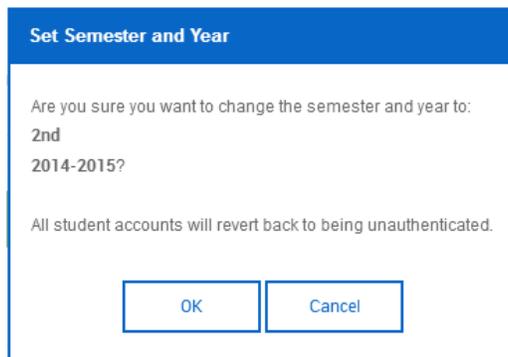
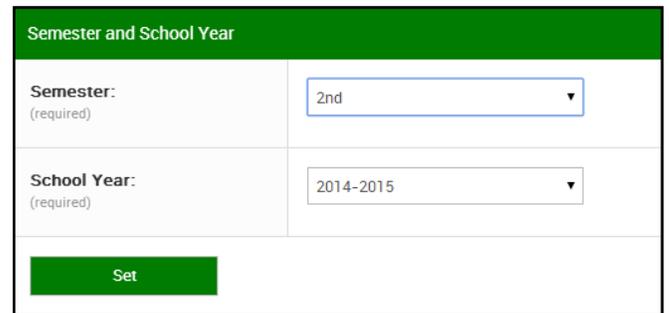
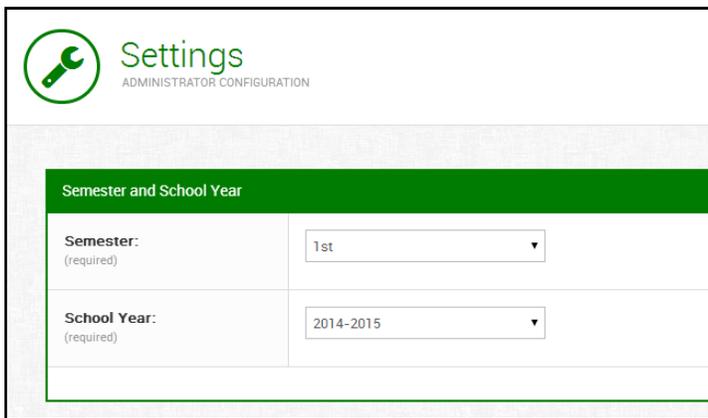
Settings



The Settings Tab has five (5) areas. The Course Management and College/Campus Management were provided only to imitate the functionality of having additional colleges and courses. In the implementation, the official list of colleges and courses are replicated from the database of the existing CvSU server.

The Research Interest is a functionality added in preparation for the profile of a faculty member.

Set Semester and School Year



The Semester and School year currently set will be displayed when the page loads. Only when the values changes for either the semester or year will make the button **Set** visible. After pressing the button **Set**, a confirmation will be asked.

Once the there are changes in the Semester and School Year, all of the student accounts will be reverted back to being unauthenticated.

Research Area

Research Area Management is for the Research Areas that are placed in the studies entered in the system. List of current Research Areas are displayed along with the option to enter another research area.

The screenshot shows a web interface for managing research areas. At the top, there is a green header with the text "Research area management". Below this, there is a form for adding a new research area. It includes a text input field labeled "Research area description:" with the placeholder text "Research area". Below the input field are two buttons: "Submit" and "Reset".

Below the form is a section titled "Research area list" with a green header. This section contains a table of existing research areas. The table has a search bar and a "Show 10 entries" dropdown. The table header is "RESEARCH AREA DESCRIPTION". The table lists three research areas: "Human-Computer Interaction", "Information Technology", and "Literature". Each row has a trash icon in the right column.

RESEARCH AREA DESCRIPTION	
Human-Computer Interaction	
Information Technology	
Literature	

Reports

The reports presented by the system are given in categories and can be filtered depending on the details needed.

Student Research

The screenshot shows a "Research report" form for student research. It has a green header. On the left, there are two sections: "Select category:" with a dropdown menu set to "Student research", and "Filter by:" with a dropdown menu set to "All". Below these is a "Submit" button.

The "Filter by:" dropdown menu is open, showing the following options: "All", "College or Campus", "College or Campus/Academic Degree", "College/Academic Degree/School Year", and "College or Campus /Academic Degree/School Year/Semester".

The category student research is accompanied with different filters which will help trim down the results. It can be filtered up to per college, per degree, per school year and per semester.

Faculty Research

The screenshot shows a "Research report" form for faculty research. It has a green header. On the left, there are two sections: "Select category:" with a dropdown menu set to "Faculty research", and "Filter by:" with a dropdown menu set to "All". Below these is a "Submit" button.

The "Filter by:" dropdown menu is open, showing the following options: "All", "Private", and "Government".

The Faculty research category can be filtered by the type of the funding source.

Research Area

The screenshot shows a form titled "Research report" with a green header. It contains a "Select category:" label with a subtext "Select category for the report generation." and a "Research area:" label. A dropdown menu for "Research area" is open, displaying a list of categories: "Natural Language Processing" (highlighted), "Information Technology", "Literature", "Human-Computer Interaction", and "Neural Network". A green "Submit" button is located at the bottom left.

In the Research Area, the list of current Research areas will be displayed to choose from. Then all of the researches by that research area will be displayed.

School Year and Semester

The screenshot shows the "Research report" form with a green header. It includes a "Select category:" label with subtext "Select category for the report generation.", a "School year:" label with a dropdown menu showing "2010-2011", and a "Semester:" label with a dropdown menu showing "1st". A green "Submit" button is at the bottom left.

There are options to be shown per school year and semester. This will display all of the student researches in the set values.

Other Categories

The screenshot shows the "Research report" form with a green header. It features a "Select category:" label with subtext "Select category for the report generation." and a dropdown menu for "Other Categories" with options: "Choose One" (highlighted), "Student research", "Faculty research", "Patents", "Publication", "College/Campus", "Course/Academic Degree", "School year and semester", "Research area", and "Research interest". A green "Submit" button is at the bottom left, and a green "Summary" button is at the bottom right.

The other categories do not have specific filters; they provide all of the reports in that category.

- Patents
- Publication

The screenshot shows a window titled "Research Summary" with a close button (X) in the top right corner. It contains a table with the following data:

RESEARCH	TOTAL
Student Research	5
Faculty Research	2
Patents	1
Publication	2

Below the table, it states "Total research1: 10". A "Close" button is located at the bottom right of the window.

There is also a summary button in which will display the total count of all the researches and broken down in every type of reserches

Development Team: Research Information System v1.0

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