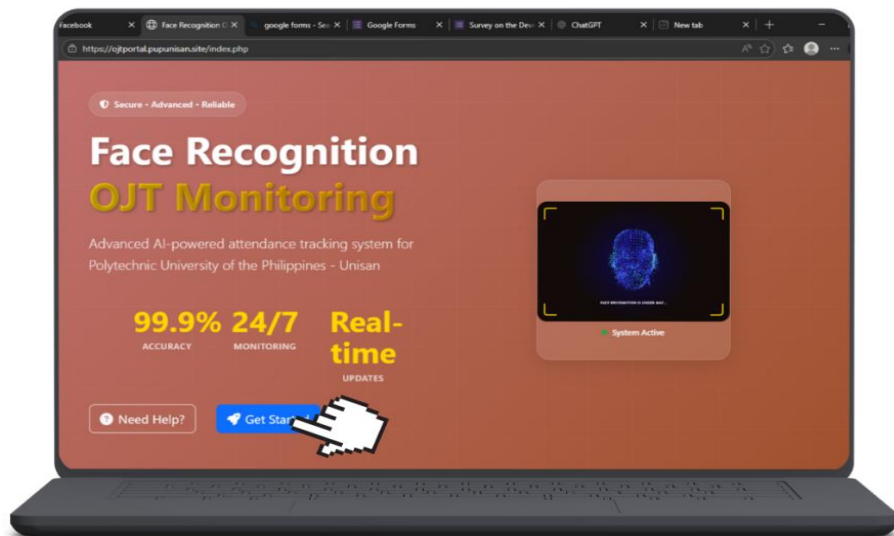
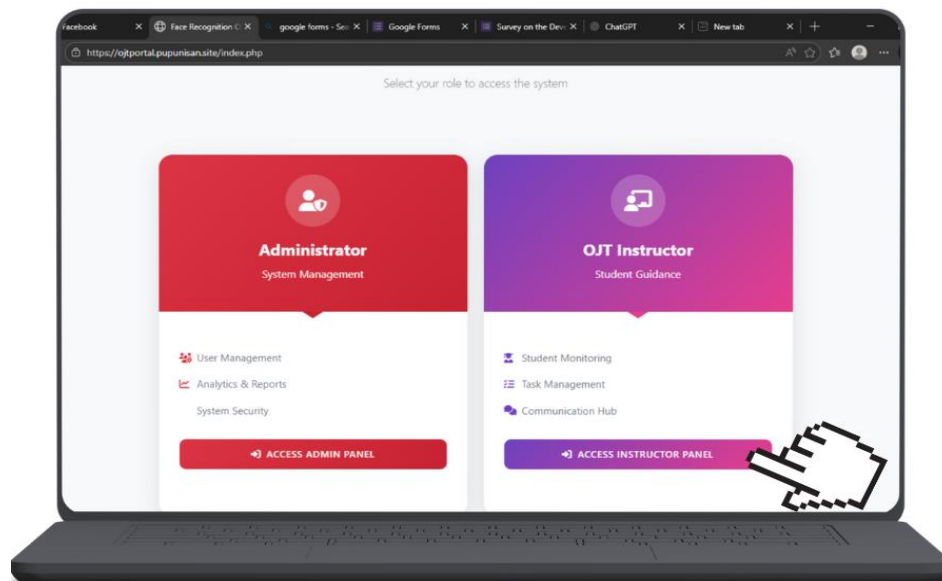


Accessing the System

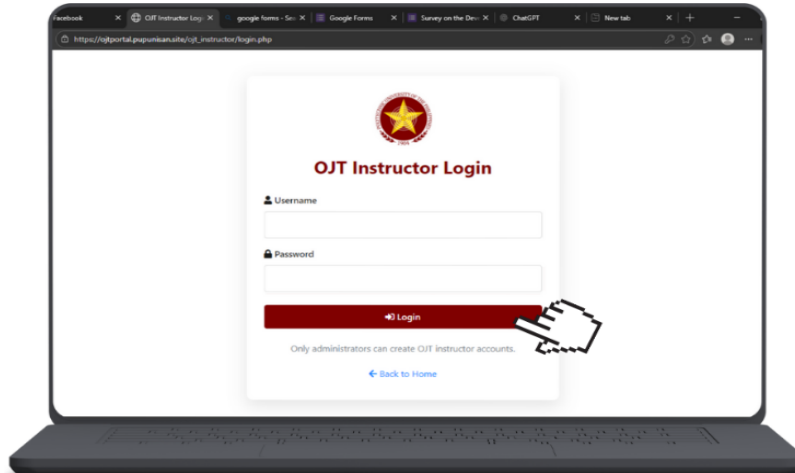
1. Open a web browser.
2. Enter the official URL of the OJT Monitoring System [Face Recognition OJT Monitoring System - PUP Unisan](https://portal.pupunisan.edu/index.php)
3. Click “Get Started” or Scroll Down to Access Intuctor Panel



4. Click Access to Go to the Log in Page



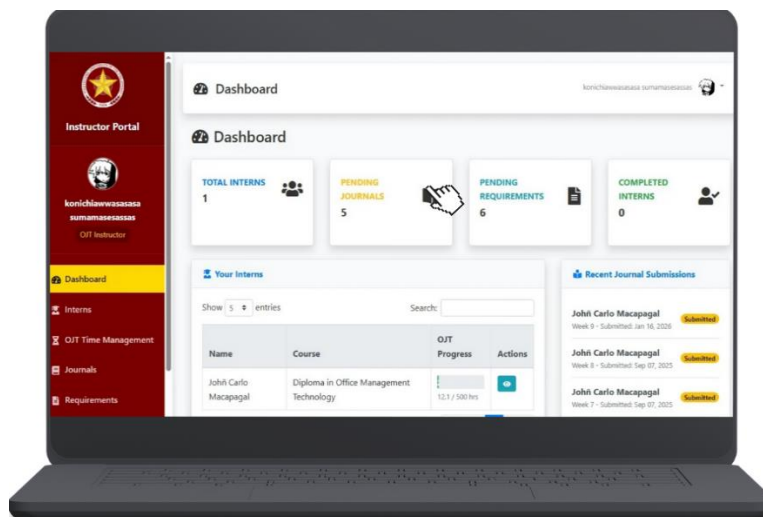
5. Input the **Instructor username and password** provided by the system administrator, then click **Login**



Instructor Dashboard Overview

After successful login, the Instructor Dashboard displays:

- List of assigned interns
- Attendance summary
- Pending submissions
- Evaluation status

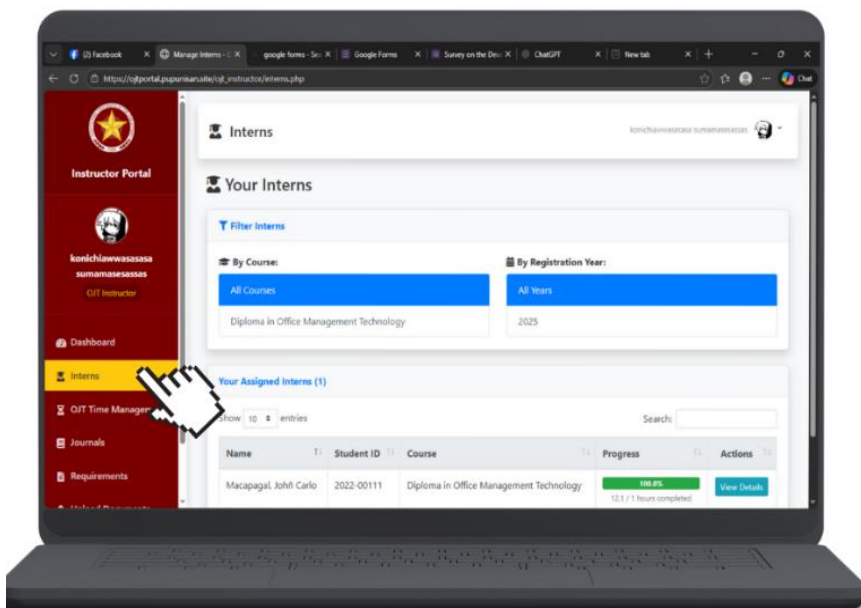


The dashboard serves as the central control panel for all instructor-related activities.

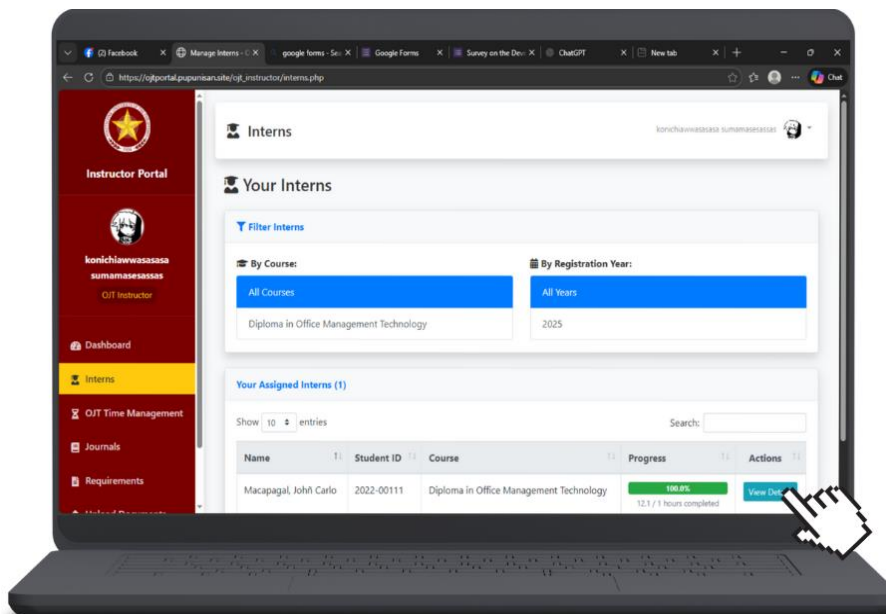
Monitoring Intern Attendance

Viewing Intern Details

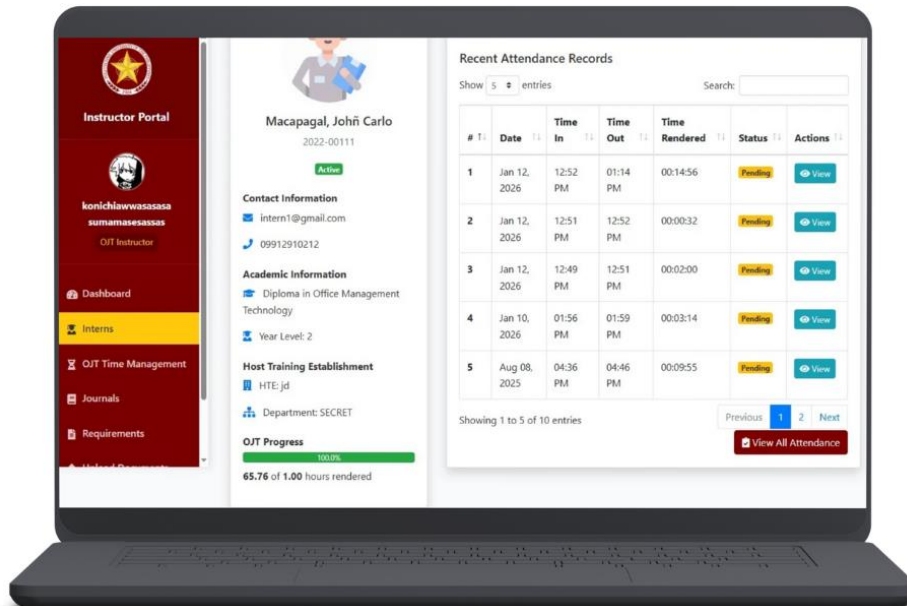
1. From the dashboard, click **Intern** Tab.



2. Click **View Details** in the right side of the selected Intern.

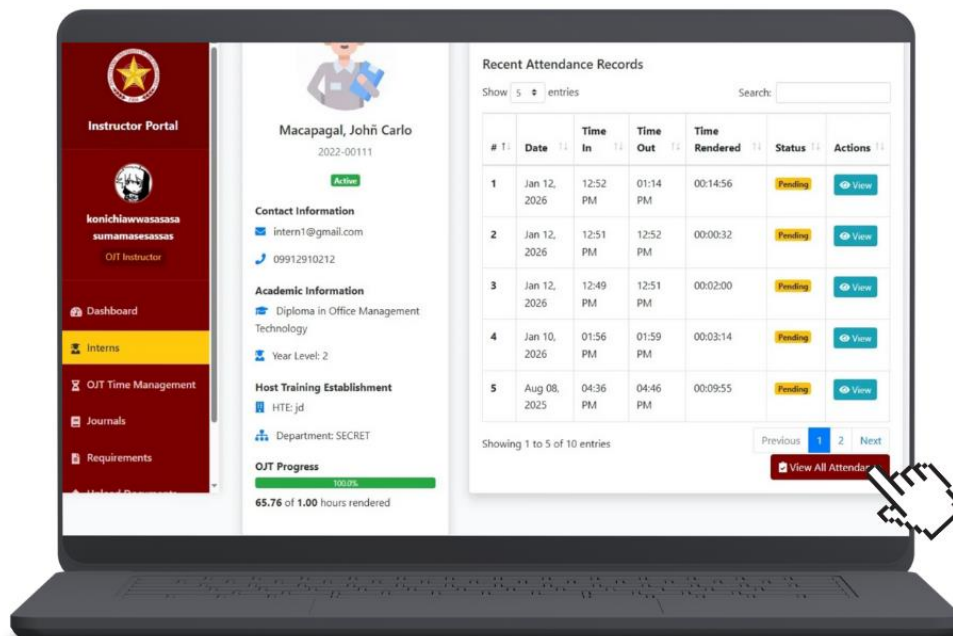


3. The system will display the full details and the attendance summary of the selected Intern.

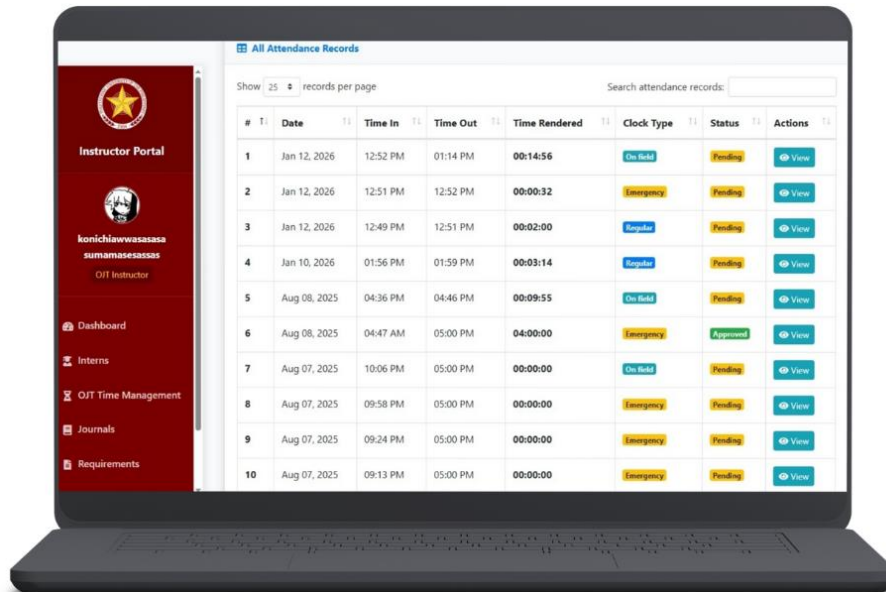


Viewing Intern Attendance Details

1. In Intern Details Click **View All Attendance** to display the Attendance Record.

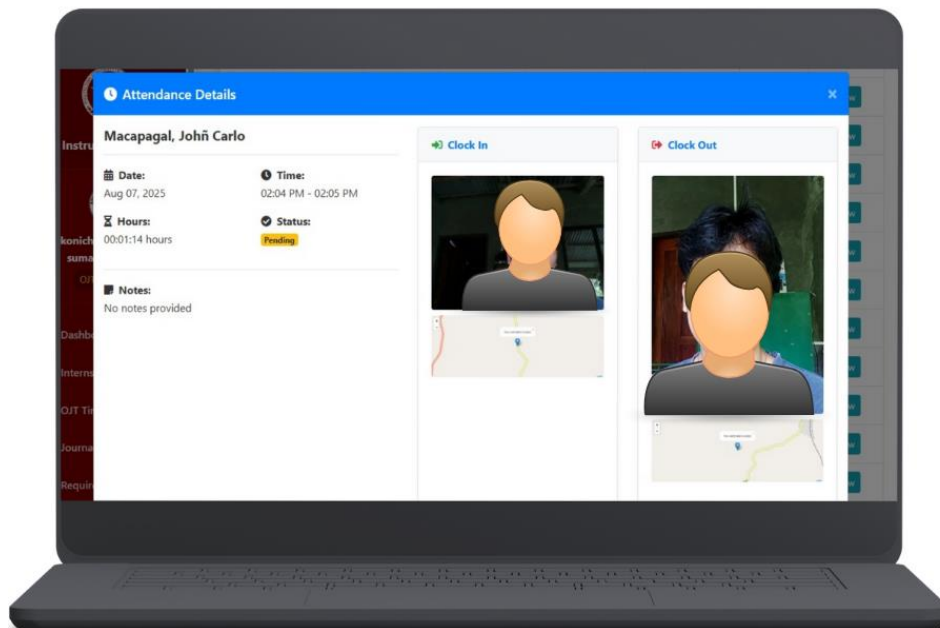


2. The system will display the Attendance record of the selected intern.



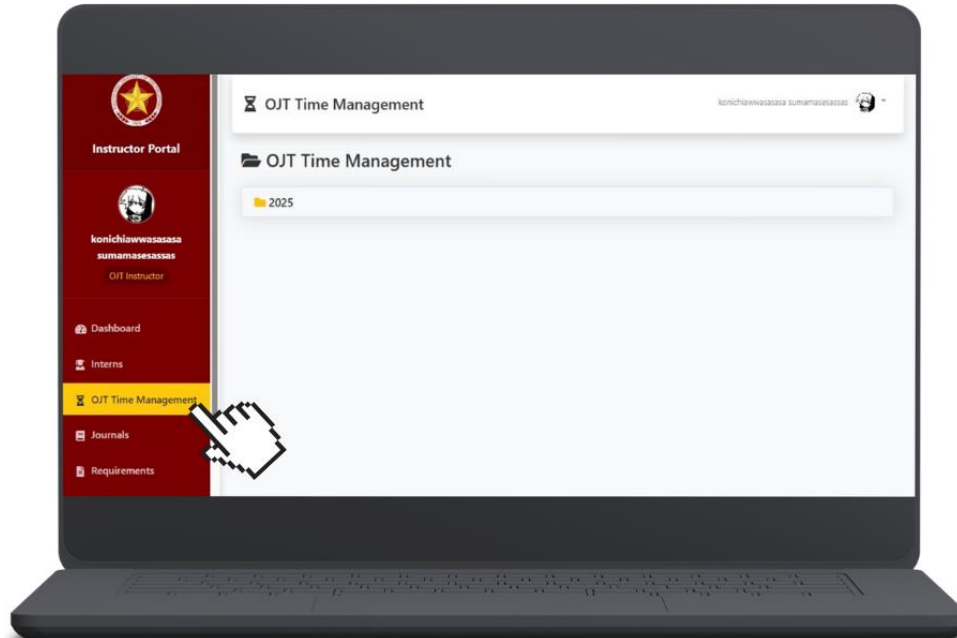
3. Click View in right side of the selected attendance record.

4. The system will display the Attendance details, face and geolocation record.

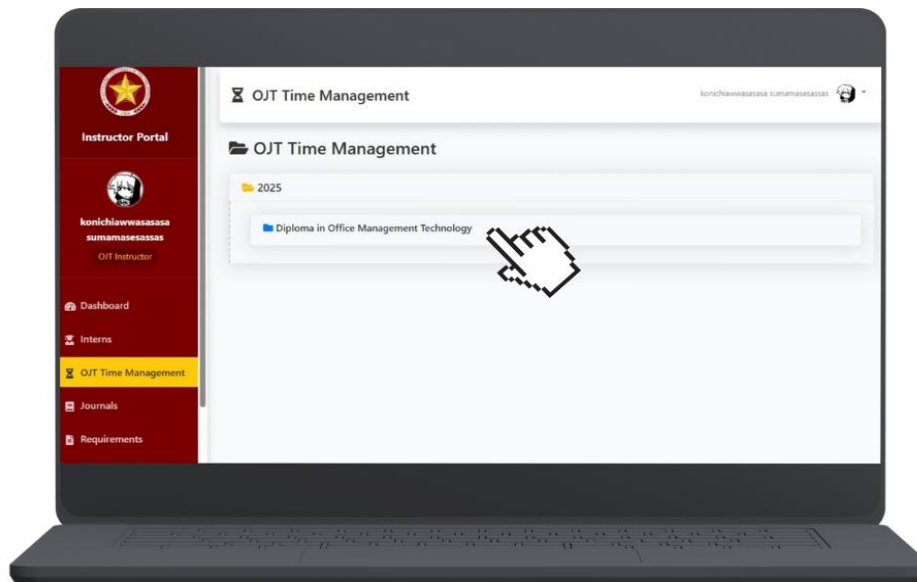


Editing Required Hours

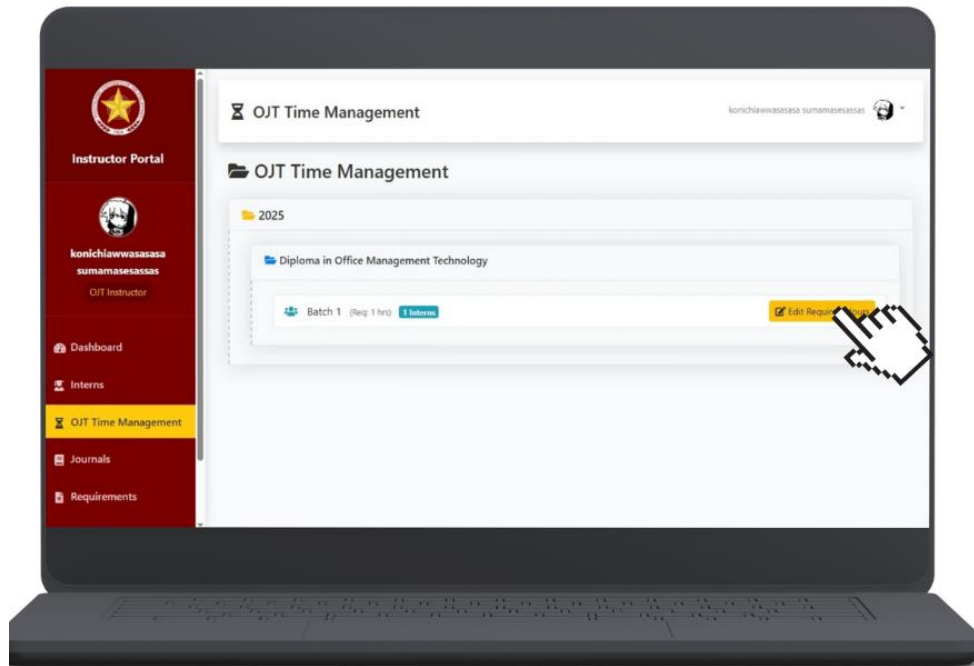
1. From the dashboard, click **OJT Time Management** Tab.



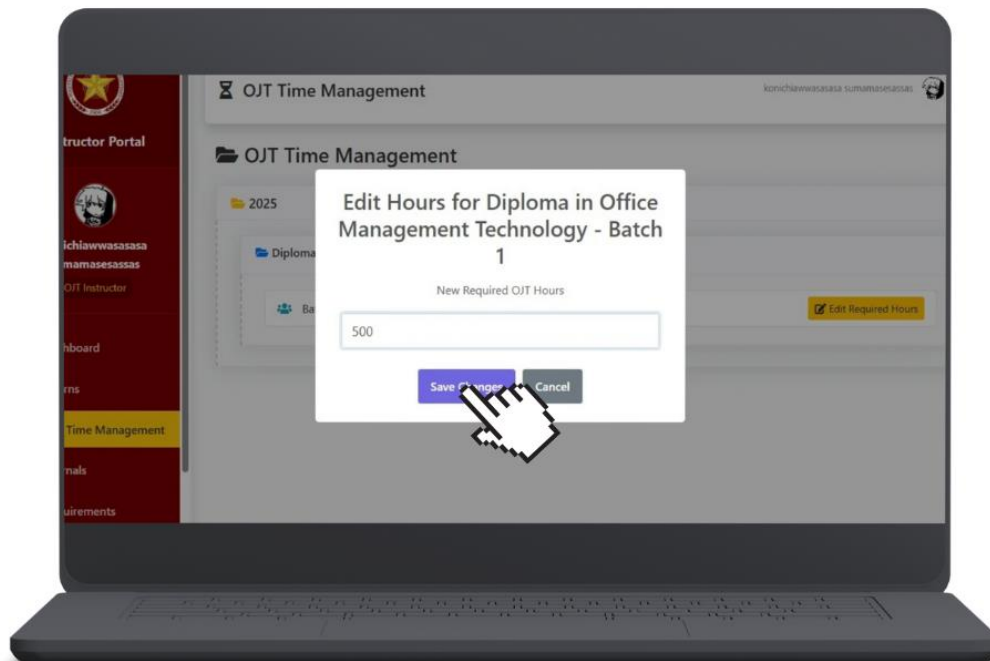
2. Then Click the the selected year to display the programs or courses.
3. Then click the selected courses that you want to edit required hours.



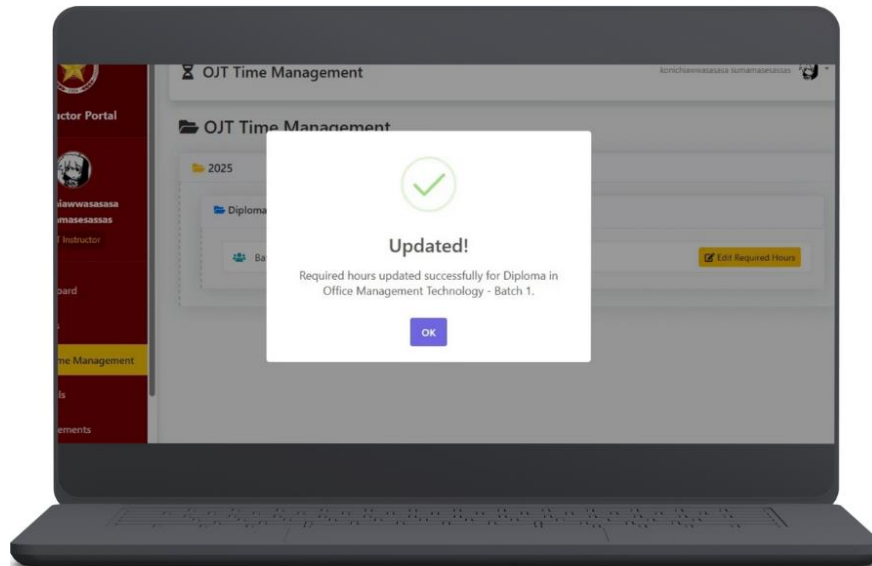
- The system will display the batch that you handle.
- Then click **Edit Required Hours** in the right side of the selected batch.



- Input the hours that required then click **Save Changes**.



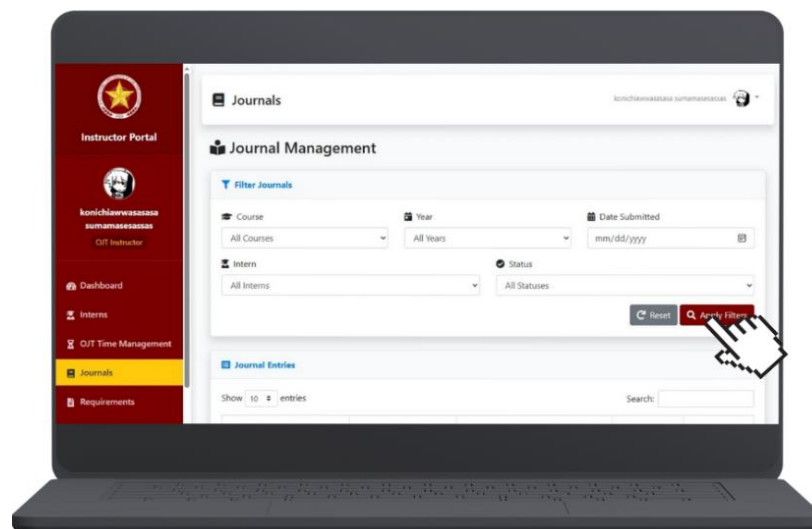
7. The system shows the confirmation that the hours updated successfully.



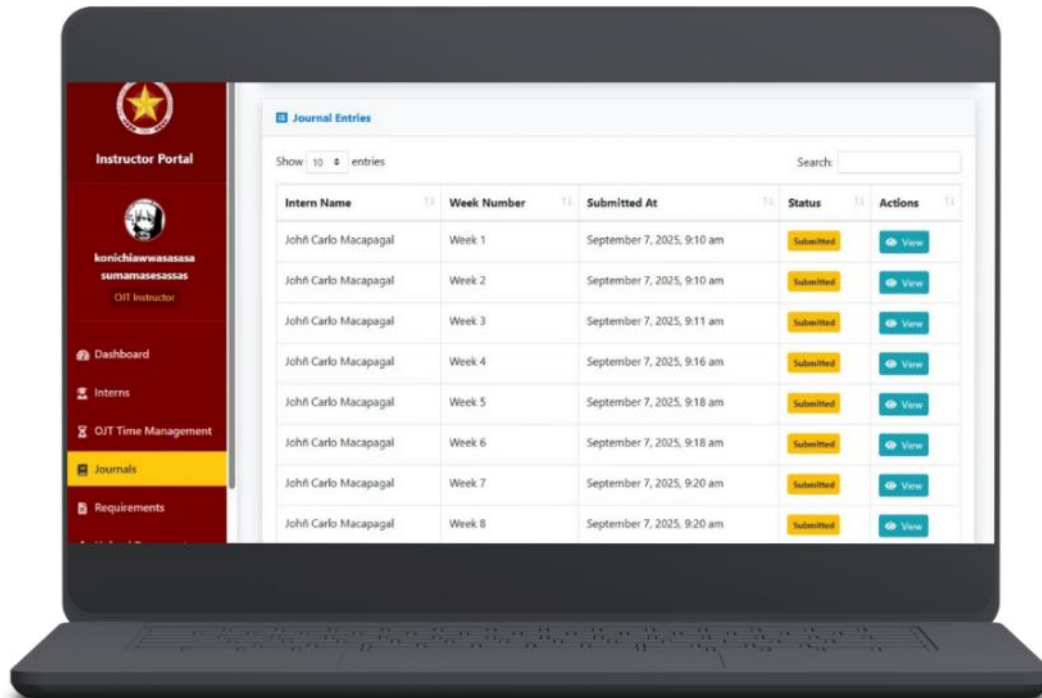
Managing Journals

Filtering and View Journal

1. From the dashboard, click **Journal** Tab.
2. The system will display the journal management and the filtering section.
3. Select Course, Year, Date Submitted, Intern and Status.
4. Then click **Apply Filters**.

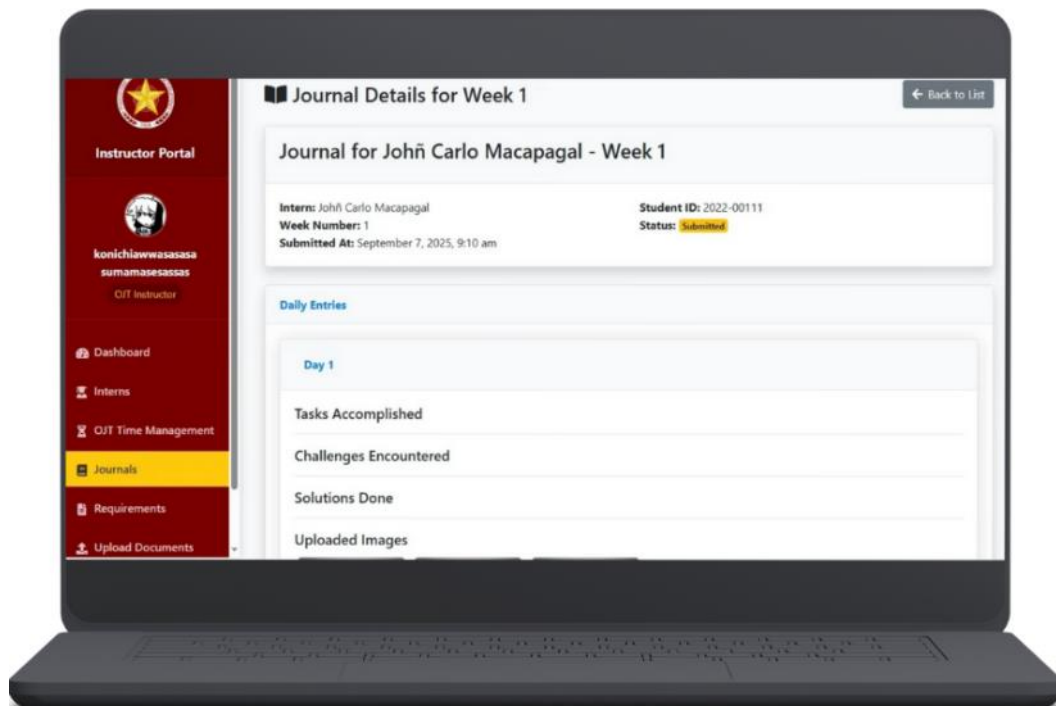


5. The system display the result of filtering.

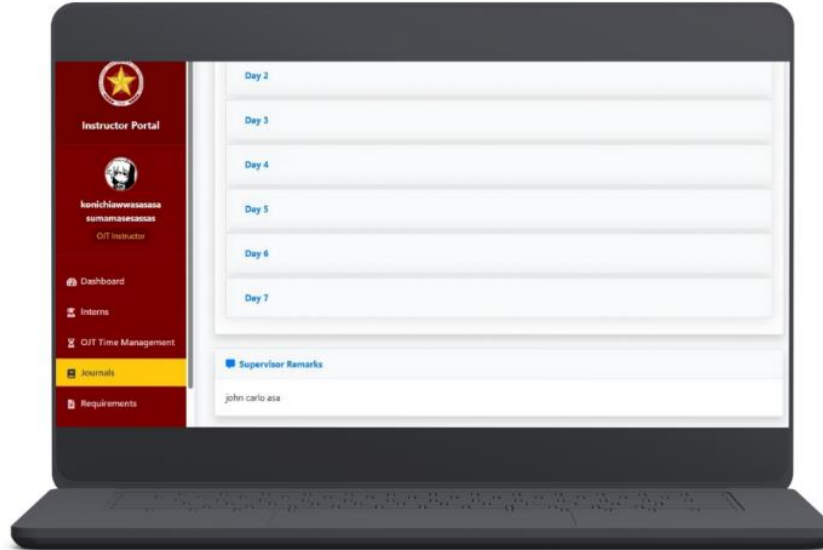


6. Click View in the right side of the selected journal entries.

7. The system display the Journal Details for Week 1 of your selected Intern.



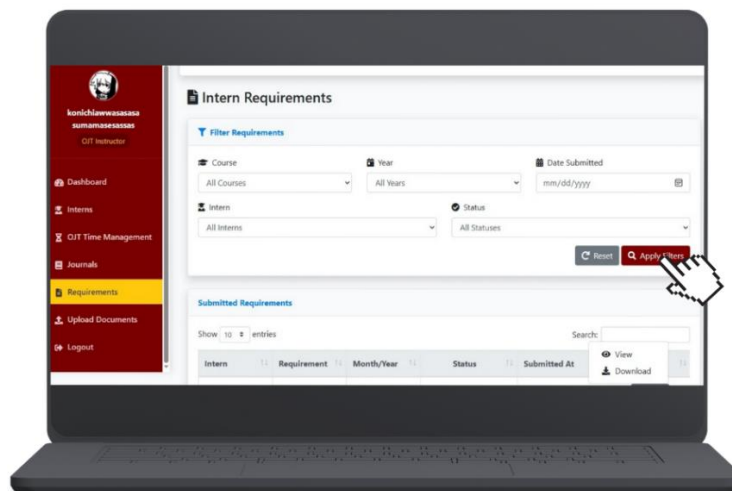
8. Scroll down to view supervisor remarks.



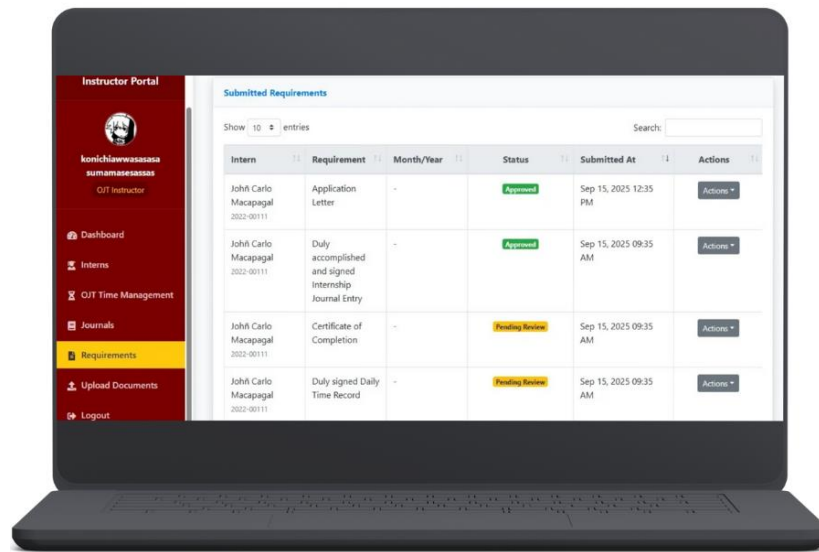
Managing Intern Requirments

Filtering Requirements

1. From the dashboard, click **Journal** Tab.
2. The system will display the journal management and the filtering section.
3. Select Course, Year, Date Submitted, Intern and Status. Then click **Apply Filters**.

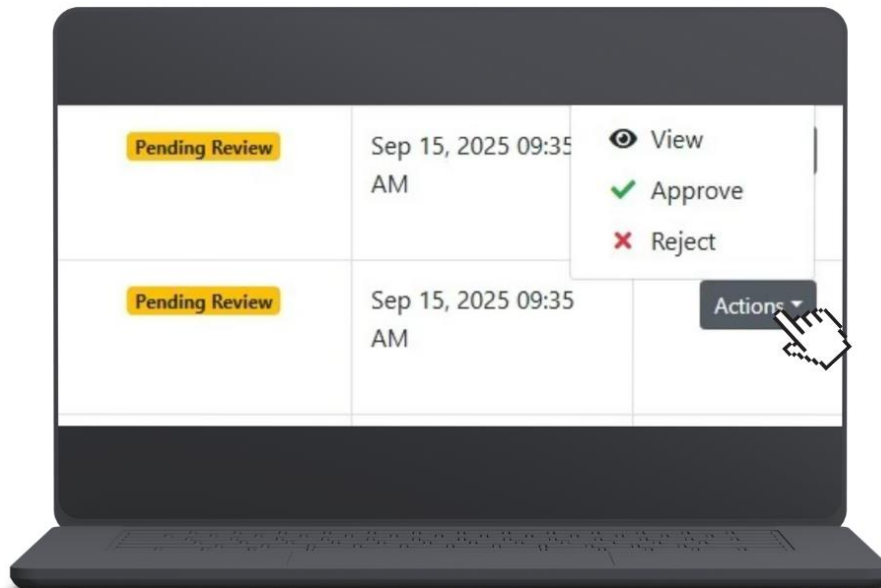


5. The system display the result of filtering.

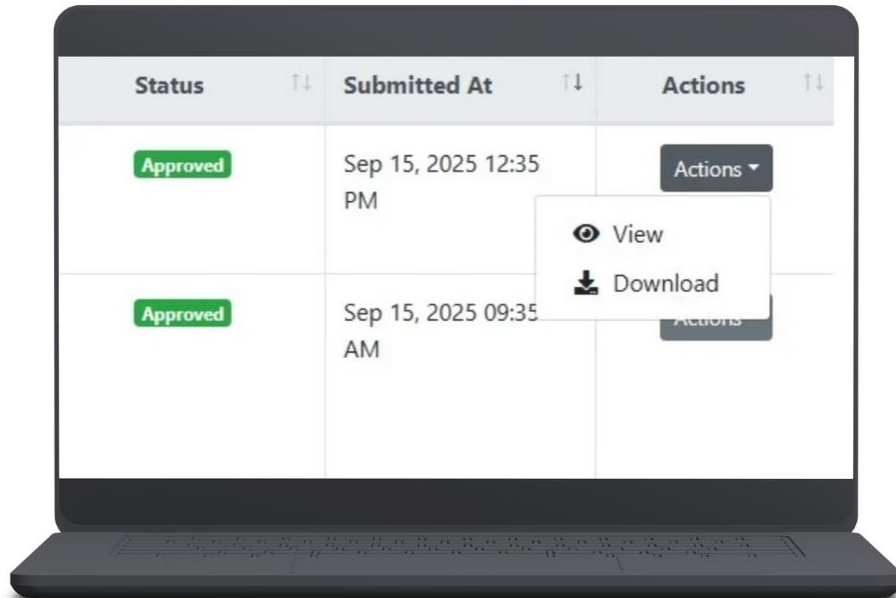


6. Click Action in in the right side of the selected Intern.

7. Select type of action you want to do: View, Approve or Reject.

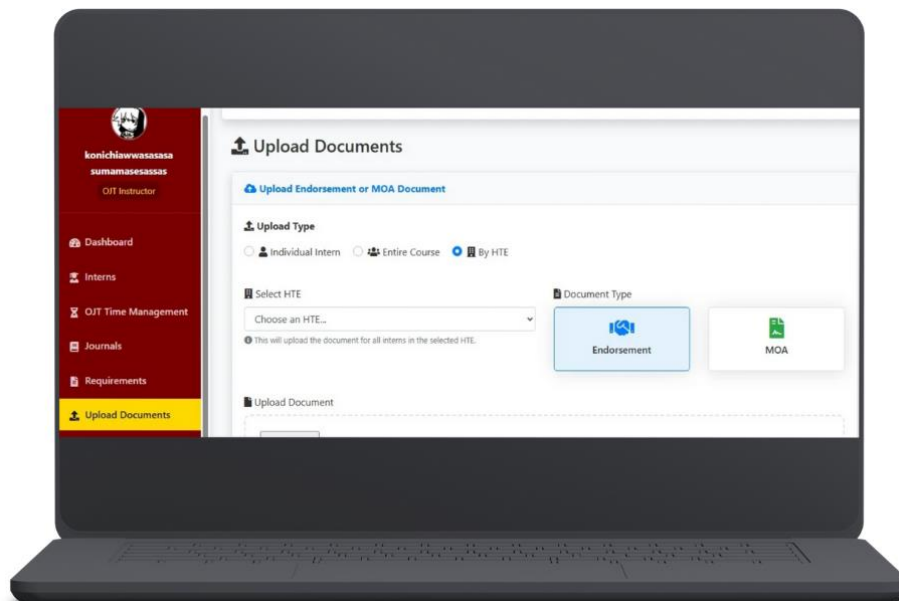


8. Once you Approve, you can download the requirements.

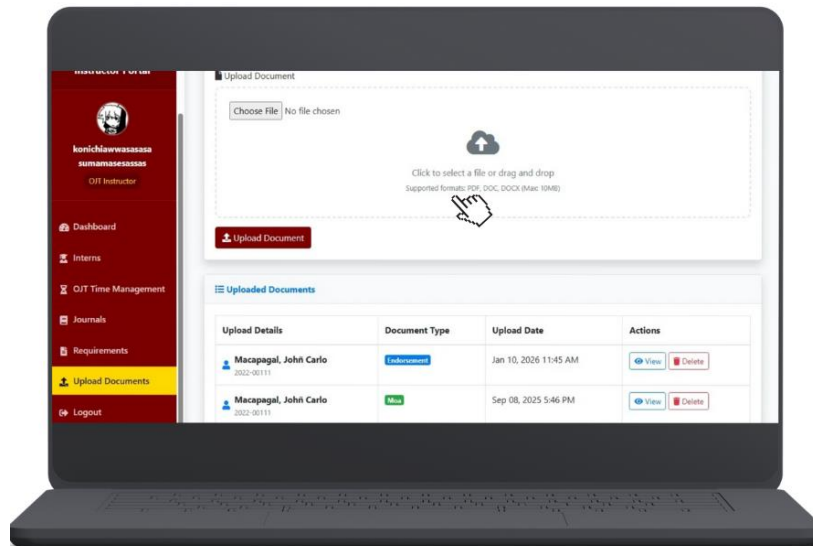


Uploading Documents

1. From the dashboard, click **Upload Documents** Tab.
2. Select Upload Type and Document Type



3. Click choose file to select a file you want to upload
4. Then click **Upload Documents**.



5. After uploading, you will see Uploaded Documents at the bottom of the page. You can View, Download and Delete it.