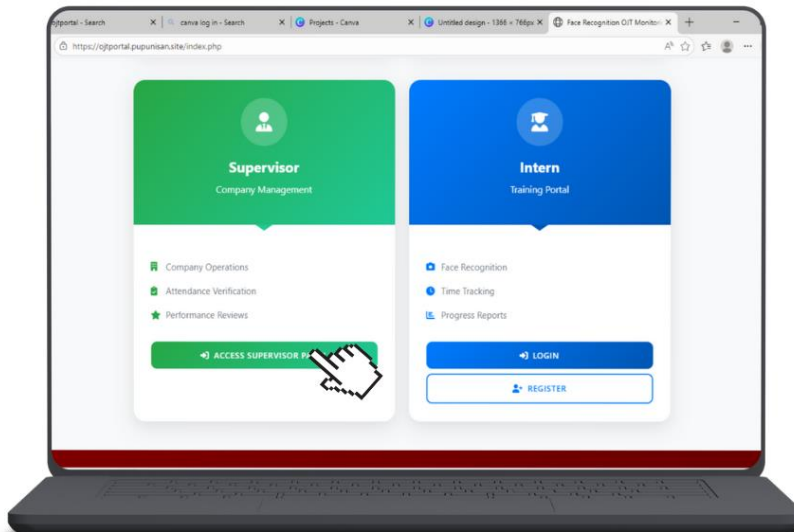


Accessing System

- 1: Click the link and open in your browser. <https://ojtportal.pupunisan.site/index.php>
- 2: Click **"Get Started"** or Scroll Down.

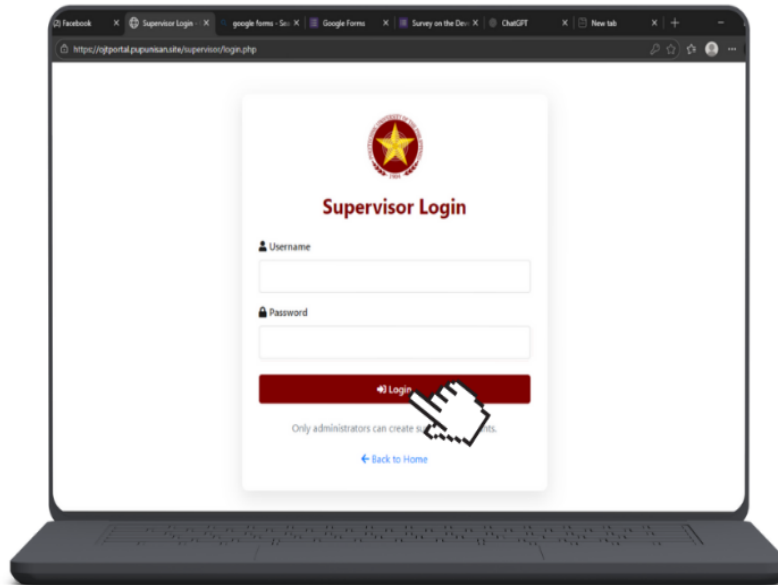


- 3: Find and click **"supervisor"** panel.



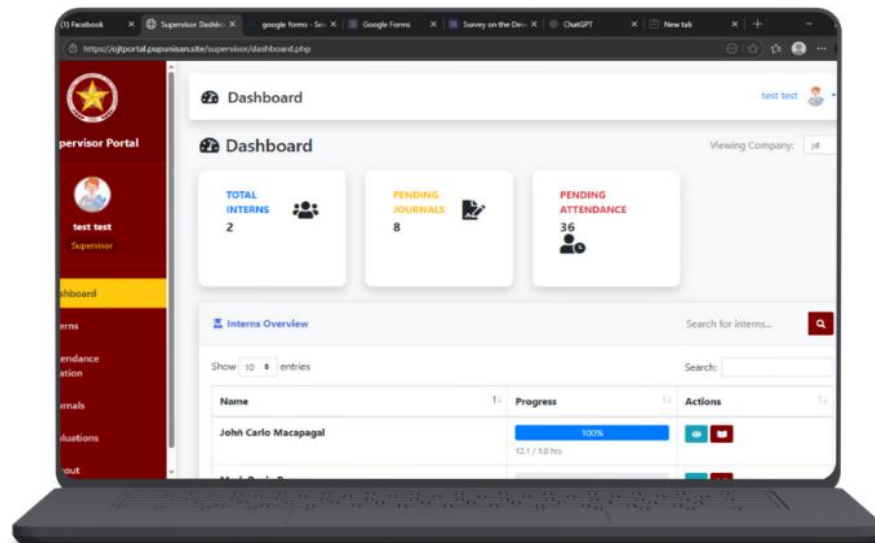
4: Input your “username” and “Password” then click "login" then you will go to dashboard.

Note: The admin is responsible for creating your account.



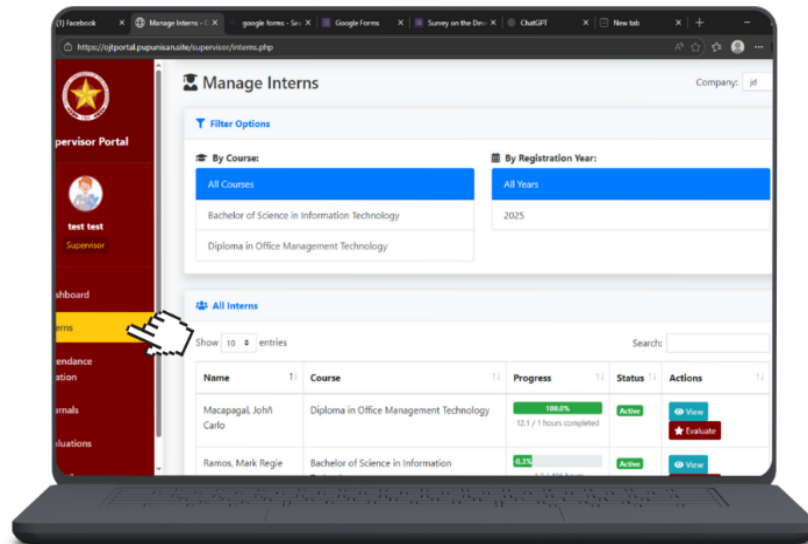
Supervisor Dashboard Overview

- Total Interns
- Pending Journals
- Pending Attendance
- Evaluation Status

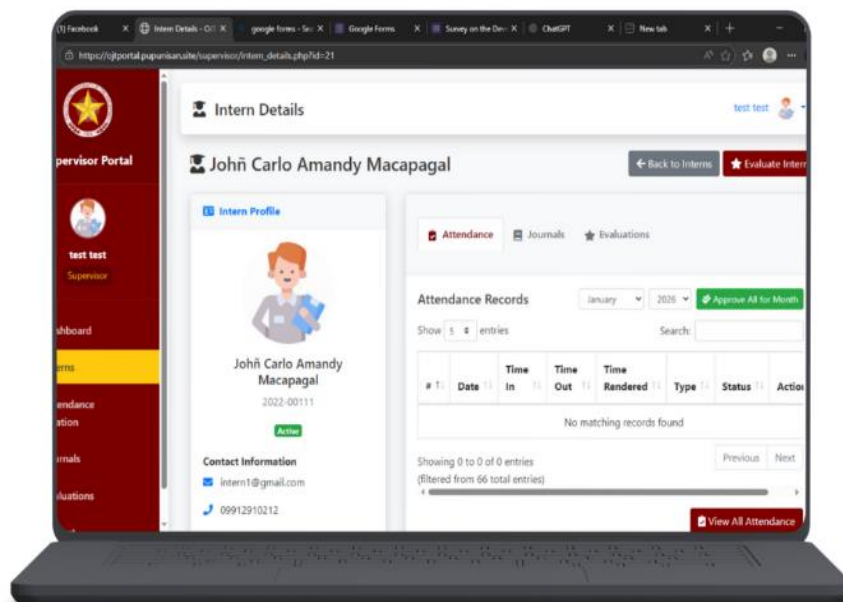


Manage Intern

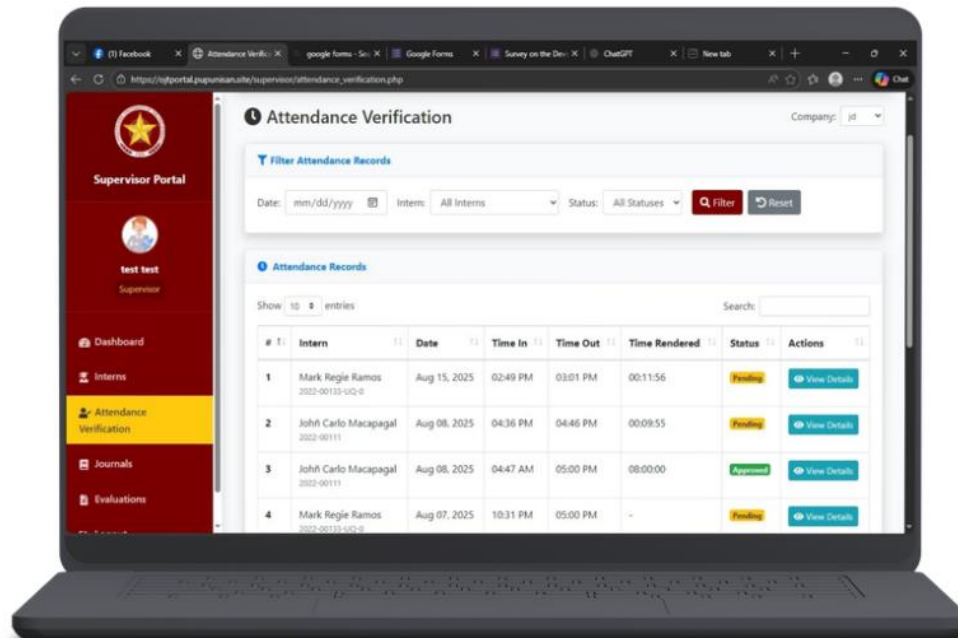
1. Click “Interns” tab to manage interns & “View” intern information also “Evaluate” your interns.



2. You can approved the attendance of intern monthly just click the dropdown in right side and choose month then click “Approved All for Month”

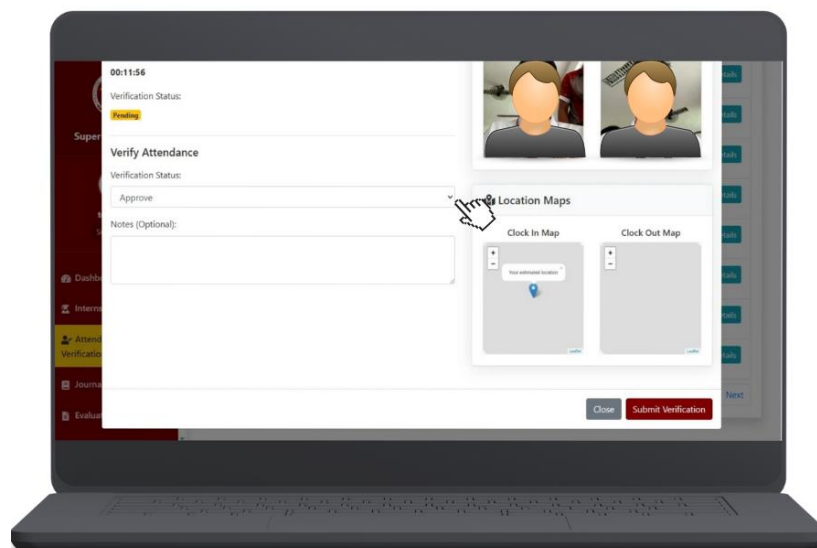


3. Click **“Attendance Verification”** to view attendance of all the interns and **“View Details”** of interns to view there **“Attendance Details”**.



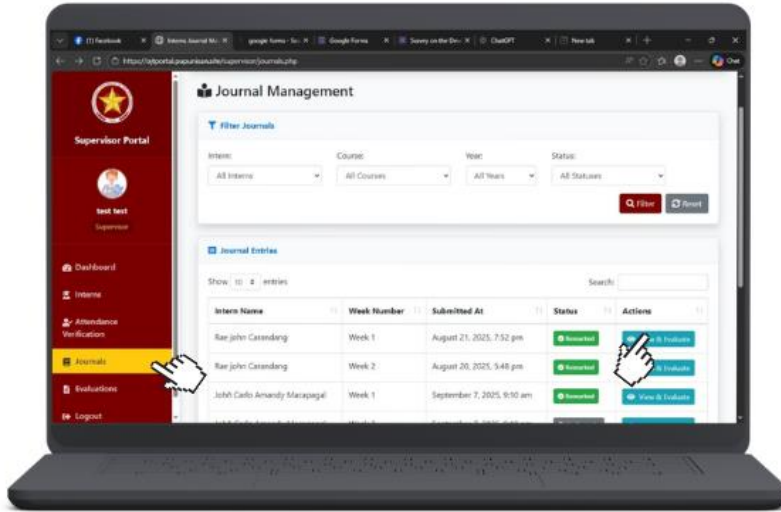
4. The system will display the Attendance details, face and geolocation record.

5. You can reject the attendance of the intern just click the dropdown under **“Verification Status”** and choose **“Reject”** then you can add **“Notes”**(Optional) to Intern then click **“Submit Verification”**.

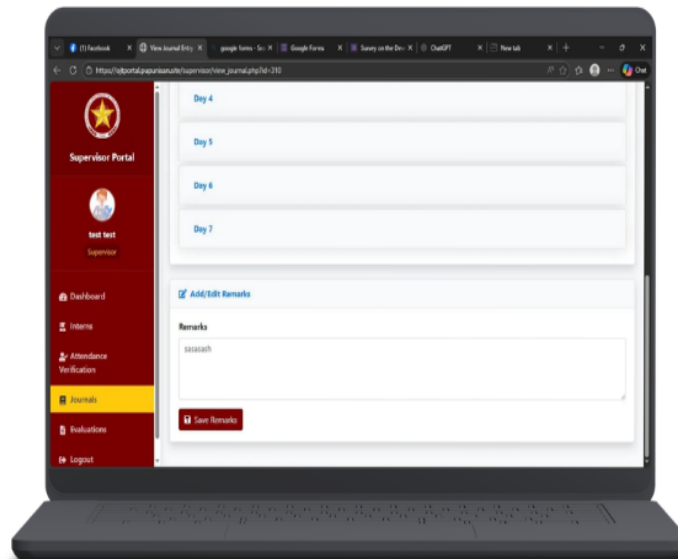


Managing Journals of Interns

1. Click the "Journals" tab to view the Journals of all the interns, you can filter the Interns, Course, Year, and Status.



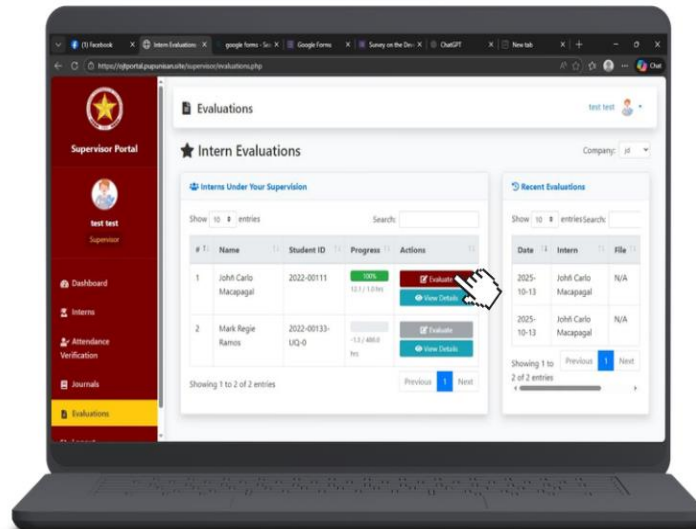
2. Once you click View & Evaluate you can now review the Journal of Interns and give "Remarks" then click "Save Remarks" to save.



Evaluation to Intern

1. From Dashboard click the "**Evaluation**" tab.

Note: You cannot evaluate an intern if they not completed their 500 hours.



2. Then click the Evaluate in the right under Actions to Evaluate Intern.

3. The System will display the evaluation form for to evaluate the intern then you can add Recommendation to intern then click "**Submit Evaluation**" to save.

