

Guide for Support Administrator

1. Login as an Administrator

The homepage of DepEd Monitoring is at mobileapp.deped.gov.ph. To login as an administrator, you will see the "Admin Login" link at the lower right portion of the page. Click it and input your administrator credentials on the login form. Click login and you will be redirected to the Admin Portal Dashboard.

On your initial login, you will be redirected to your account profile. You will be asked to update your temporary password.

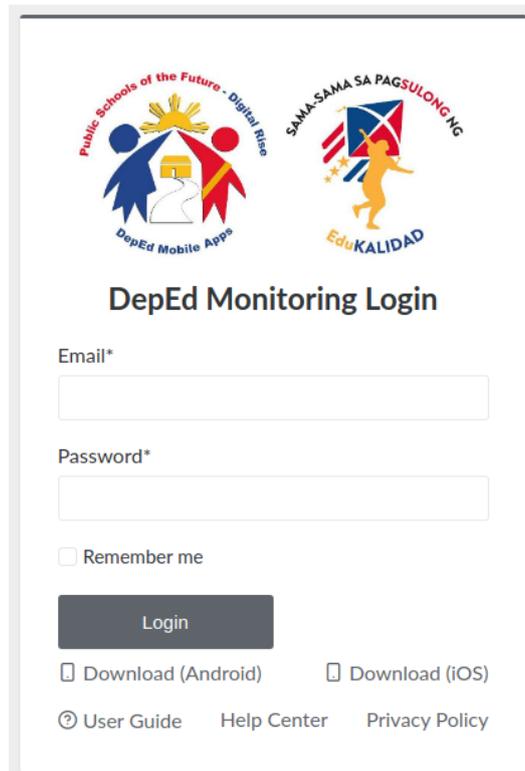
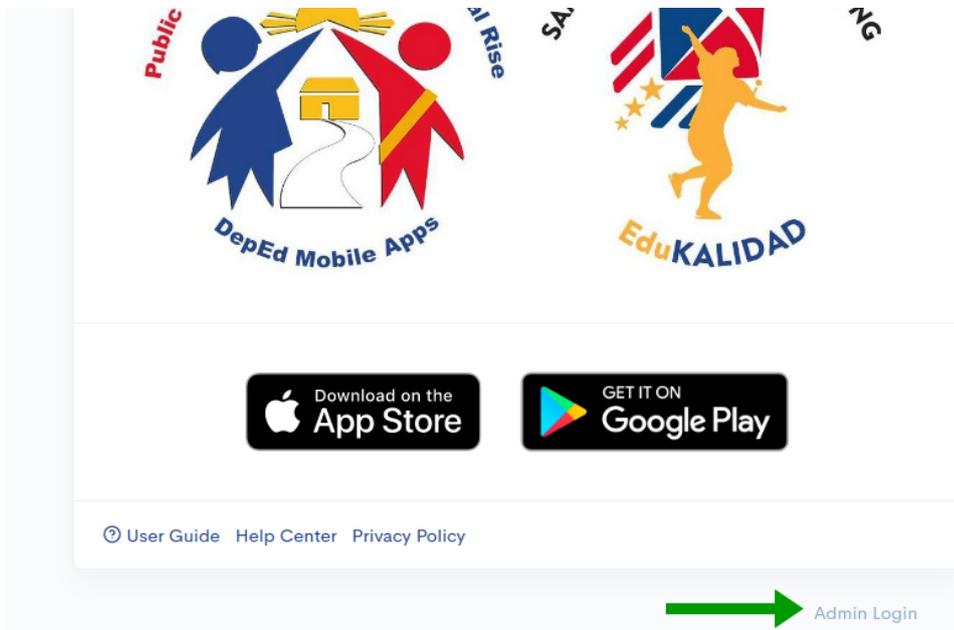


Figure 1. DepEd Monitoring Landing Page (left) and Admin Login Page (right)

2. Admin Portal Interface

The user interface for the Admin Portal is very straightforward and easy-to-use. In this chapter, we will discuss the four (4) main parts of this portal.

1. **Navigation Bar** - In this portion, you will see a list of links that will help you access different parts of the Admin Portal.
2. **Main Content** - In this portion, all of the information are displayed in table form. There will be action buttons (view, edit, or delete) for each row. In most modules, there will be a New button displayed on the upper-right part.
3. **Account actions** - you can view your account by clicking this button . To logout, simply click this button .
4. **Filter** - to narrow down the list or data displayed in the Main content, you can use the filter fields in this portion. The available fields will vary depending on which module you are currently in.

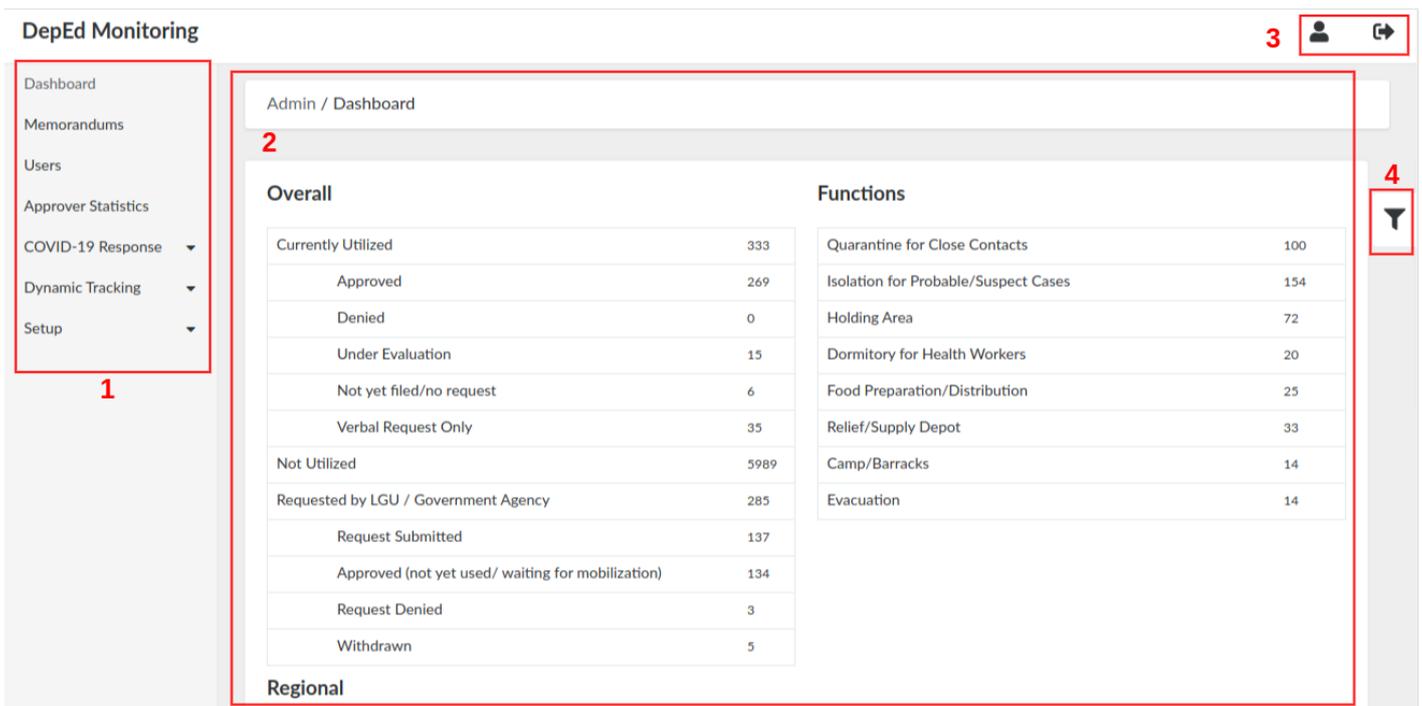


Figure 2. Admin Portal Dashboard

2.1. Dashboard

Dashboard is the homepage of the Admin Portal (see Figure 2). It contains the statistics of the responses gathered from the Facility Tracking survey (COVID-19 Responses).

The figures displayed here will change depending on what [type of administrator](#) is currently logged

in. For example, as a Support administrator, you can see the data here starting from the national level. You can narrow the data down by using the filters on the right (i.e. display data specific for NCR). Another example is if a Division IT Officer (DITO) is currently logged in, the available data displayed for them is already filtered by their designated division. They could only see the statistics for their division and the schools under it.

3. User Management

There are two kinds of users in DepEd Monitoring: an administrator and a normal user (survey respondents). As a Support administrator, you have the access to view them both. However, you only have edit access on users, and not on admin.

3.1. Administrator

This chapter will focus on managing administrators. As a Support administrator, you can only access the list of administrators, and view a specific one.

3.1.1. Admin Roles

There are six (6) different admin roles available. Each one has its own access and permissions to the Admin Portal.

1. **Super Admin** - has access to all tasks (create, view, edit, and delete), modules, and reports; only role that has the ability to delete a record.
2. **Central Office** - has access to all modules and reports and with tasks to create, view, and edit records.
3. **RITO (Regional IT Officer)** - has access to modules, reports, and users within jurisdiction; can edit records within their designated Region.
4. **DITO (Division IT Officer)** - has access to modules, reports, and users within jurisdiction; can edit records within their designated Division.
5. **Survey Creator** - has access to modules and reports specific to survey management, and with tasks to create, view, and edit records.

6. **Support** - has view and edit capabilities on limited modules.

3.1.2. View Administrator List

To view all the administrators, go to **Setup**, then select **Admin Users**.

On the top, you can filter the list by clicking a specific role. For example, in Figure 3, DITO has been clicked, that is why the list only displayed administrators with that role. More filters are available if you click the filter icon on the right. Available filter fields are: Name, Email, Region, and Division.

On the bottom, you can download the list of administrators displayed by clicking CSV.

The screenshot shows the 'Admin / Admin Users' page. At the top, there are filter buttons for roles: All (4), Super Admin (0), Support (0), Central Office (0), RITO (0), **DITO (4)**, and Survey Creator (0). A green arrow points to the 'DITO (4)' button. Below the filters is a table with columns: Id, Name, Email, Role, Current Sign In At, Sign In Count, and Created At. The table contains four rows of administrator data. Each row has 'View' and 'Edit' buttons on the right. At the bottom left, it says 'Displaying all 4 Admin Users' and 'Download: CSV JSON'. A green arrow points to the 'Download: CSV JSON' link.

Id	Name	Email	Role	Current Sign In At	Sign In Count	Created At	
f6ad3c4a-5ad0-40ed-9798-cf3dc924fee1	Yolanda G Isidro	yolanda.isidro001@deped.gov.ph	DITO		0	April 22, 2020 01:36	View Edit
a1b00692-5da1-43f6-8d21-9bae21f23b80	Dale A Latawan	dale.latawan001@deped.gov.ph	DITO		0	April 22, 2020 01:36	View Edit
0bdcb44-ac06-4fc0-811d-f2d1779156c7	Eduardo L Kondo	eduardo.kondo001@deped.gov.ph	DITO	October 26, 2020 07:48	4	April 22, 2020 01:36	View Edit
04d1a2d5-0ada-45f0-94e4-02d7348f02d4	Jayson C Castro	jayson.castro001@deped.gov.ph	DITO	October 24, 2020 22:27	9	April 22, 2020 01:36	View Edit

Figure 3. Administrator List

3.1.3. View a Specific Administrator

Step 1. Go to **Setup**, then select **Admin Users**.

Step 2. Search the specific administrator, and click their Administrator ID or the View button on the right.



Figure 4. Administrator ID (green box) and Action Buttons (yellow box)

In the view page, you can see the administrator details and a list of users this specific administrator has approved.

3.2. User/Respondent

This chapter will focus on managing normal users or respondents. As a Support administrator, you can access the list of users, and view or edit a specific one.

3.2.1. View User List

To view all the respondents, simply click **Users** on the navigation bar.

On the top, you can filter the list by clicking a specific status:

- **Active** - approved users
- **Pending Approval** - users that have confirmed their account, but are not yet approved
- **Rejected** - users that have confirmed their account, but are rejected
- **Unconfirmed Registrations** - users that have not yet confirmed their account

More filters are available if you click the filter icon on the right. Available filter fields are: Email, Email validation status, Name, Mobile, Created at.

Admin / Users

Active (319) Pending Approval (528) Rejected (0) Unconfirmed Registrations (345)

<input type="checkbox"/>	Name	Email	Email Verified	Mobile	School	Is Approved	Approved At	Current Sign In At	Sign In Count	Created At	
<input type="checkbox"/>	John Edward Ardevela Laluis	john.laluis@deped.gov.ph	UNVERIFIED	09099268095	136851 - Guillermo S. Sanchez Memorial ES, Malabon City (NCR)	YES	June 01, 2020 23:06			April 21, 2020 19:28	View Edit
<input type="checkbox"/>	Rodel Cabanes Oclares	rodel.oclares@deped.gov.ph	DELIVERABLE	09282464201	136631 - Talipapa ES, Caloocan City (NCR)	YES	June 01, 2020 23:06			May 18, 2020 07:00	View Edit
<input type="checkbox"/>	Jessa Ramos Salaum	jessa.salaum@deped.gov.ph	DELIVERABLE	09286355162	136616 - Bagong Silang ES, Caloocan City (NCR)	YES	June 01, 2020 23:06			May 17, 2020 13:40	View Edit
<input type="checkbox"/>	Gemo Dioquino Parajas	gemo.parajas@deped.gov.ph	UNVERIFIED	09272560347	319903 - Barangka NHS, Marikina City (NCR)	YES	June 01, 2020 23:06			April 21, 2020 18:43	View Edit
					136588 - Padre						

Figure 5. User List

3.2.2. View a Specific User

Step 1. On the navigation bar, click **Users**.

Step 2. Search the specific user, and click the View button on the right.

In the view page, you can see the following data:

- **User details** - general information of the user
- **Special assignments** - surveys they are assigned to answer

3.2.3. Approver Statistics

In this module, you can view a list of administrators and their corresponding number of users approved. To access this, simply click **Approver Statistics** on the navigation bar.

You can generate a CSV report of this by clicking the "Export to CSV" button on the upper-right.

These statistics can only be filtered depending on the date of approval of the users. You can select whether the users are approved within the day, week or month.

Name	Email	Number of Users Approved
Josephine L Dignadice	phinelim85@yahoo.com	384
Geronimo Jr C Burce Jr	geronimo.burce@deped.gov.ph	280
Nesty Joy F Tabaosares	neztyjoy@gmail.com	85
Jerome P Absin	jerome.absin@deped.gov.ph	43
Jimmy Santos	jimmy.santos001@deped.gov.ph	41
Joseph Gemina	joseph.gemina@deped.gov.ph	35
Lea Imelda E Ibayan	awareadyact@gmail.com	18
Amelia T Naras	amelia.naras@deped.gov.ph	10
Supra	admin@intelimina.com	2

9 total entries

Figure 6. Approver Statistics

To see the list of users that a specific administrator has approved, simply click the administrator's name, and you will be redirected to the administrator's profile. On the profile page, look for the table named "Users Approved".

Users Approved

Name	Email	School	Approved at
Diana Gomez Oblea	diana.oblea@deped.gov.ph	109745 - Lucena West IV Elementary School, Lucena City (Region IV-A)	2020-06-19 09:59:08 +0800
Ma. Cherie Gonzales Resurreccion	cherieresurreccion22@gmail.com	109723 - Lucena North III Elementary School, Lucena City (Region IV-A)	2020-06-19 09:58:53 +0800
Adora Atajar De La Peña	adora.delapena001@deped.gov.ph	109745 - Lucena West IV Elementary School, Lucena City (Region IV-A)	2020-06-19 09:58:39 +0800
Dianne Fontamillas Rala	dianne.rala@deped.gov.ph	109718 - Elvira Razon Aranilla Elementary School, Lucena City (Region IV-A)	2020-06-19 09:58:17 +0800
Elyzar Mercurio Montes	elyzar.montes@deped.gov.ph	109721 - Lucena North I Elementary School, Lucena City (Region IV-A)	2020-06-19 09:57:46 +0800
Maria Corazon Adion Rubio	mariacorazon.rubio@deped.gov.ph	109724 - Reymar Compound Elementary School, Lucena City (Region IV-A)	2020-06-09 14:20:04 +0800
Archieson Gojo Rogelio	archieson.rogelio@deped.gov.ph	500427 - Ransohan Integrated School, Lucena City (Region IV-A)	2020-06-09 14:19:57 +0800
Gilbert Racsag Raet	gilbert.raet@deped.gov.ph	308502 - Cotta National High School, Lucena City (Region IV-A)	2020-06-09 14:19:47 +0800
Xyra Villanueva Nicdao	xyra.nicdao@deped.gov.ph	109729 - BLISS Elementary School, Lucena City (Region IV-A)	2020-06-09 14:19:29 +0800
KarenJane Rotoni Reyes	karenjane.reyes@deped.gov.ph	109714 - Lucena East VII Elementary School, Lucena City (Region IV-A)	2020-06-09 14:19:06 +0800

10 total entries

Figure 7. Users Approved Table

3.2.4. Edit a User

Step 1. On the navigation bar, click **Users**.

Step 2. Search the specific user, and click the Edit button on the right.

Step 3. Update the user details.

Step 4. Click the "Update User" button.

4. Facility Tracking (COVID-19 Response)

The Facility Tracking module is a list of responses submitted by the approved DepEd users who have answered the COVID-19 Facility Tracker survey, which is specifically about the use of school facilities during this pandemic.

To access this module, click **COVID-19 Response** on the navigation bar, then select **Facility Tracking**. The responses can be categorized in three (3) statuses:

- **In Utilization** - schools that are currently used during this COVID-19 situation
- **LGU Requested** - schools which have been requested for use
- **Not Used** - schools which are not in use

On the top, you can filter the list by clicking a specific status. For example, in Figure 8, "In Utilization" has been clicked, that is why the list only displayed responses with that status.

On the bottom, you can download the list of responses displayed by clicking CSV.

Admin / Facility Trackings

Batch Actions ▾

All (504) In Utilization (15) LGU Requested (17) Not Used (472)

<input type="checkbox"/>	School	User	Is school currently utilised for the COVID-19 Crisis?	Created At	Updated At	
<input type="checkbox"/>	136828 - Dampalit ES, Malabon City (NCR)	Eric Resare Bron	Yes	April 26, 2020 05:54	April 26, 2020 17:17	View Delete
<input type="checkbox"/>	305370 - Pasay City South High School, Pasay City (NCR)	Emmily Arajo Saez	Yes	April 26, 2020 19:10	June 18, 2020 21:46	View Delete
<input type="checkbox"/>	112768 - San Roque ES, Camarines Sur (Region V)	Cyril Arellano Asido	Yes	April 26, 2020 11:45	April 26, 2020 11:45	View Delete
<input type="checkbox"/>	136595 - Rivera Village Elementary School, Pasay City (NCR)	Anicia Eusebio Monton	Yes	April 26, 2020 15:49	April 27, 2020 17:20	View Delete
<input type="checkbox"/>	112989 - Sagñay CS, Camarines Sur (Region V)	Michelle Borja Coralde	Yes	April 26, 2020 10:32	April 26, 2020 10:32	View Delete
<input type="checkbox"/>	117468 - A.L. Jayme ES, Bacolod City (Region VI)	Mark Edwin Jiz Solis	Yes	April 26, 2020 13:16	April 26, 2020 13:16	View Delete
<input type="checkbox"/>	111980 - Balinad Elementary School, Albay (Region V)	Trixie Abonita Santor	Yes	April 26, 2020 08:52	April 26, 2020 08:52	View Delete
<input type="checkbox"/>	120480 - Tayak Elementary School, Negros Oriental (Region VII)	Asterio Palalon Badon	Yes	April 26, 2020 08:24	June 10, 2020 07:10	View Delete
<input type="checkbox"/>	136589 - Rafael Palma ES, Pasay City (NCR)	Pedrito Velasco Dela Rosa	Yes	April 26, 2020 16:27	April 28, 2020 14:42	View Delete
<input type="checkbox"/>	112685 - Mambayawas ES, Camarines Sur (Region V)	Eva Villamer Balagot	Yes	April 26, 2020 03:45	April 26, 2020 03:45	View Delete
<input type="checkbox"/>	113063 - Salvacion ES, Camarines Sur (Region V)	Baymelyn Ilagan Lontok	Yes	April 26, 2020 19:37	April 26, 2020 19:37	View Delete
<input type="checkbox"/>	136588 - Padre Burgos Elementary School, Pasay City (NCR)	Jeanne Rejuso	Yes	April 26, 2020 18:09	April 26, 2020 18:42	View Delete
<input type="checkbox"/>	136471 - Bacood Elementary School, Manila (NCR)	Irene Gumabon Tesoro	Yes	April 26, 2020 09:54	May 12, 2020 17:36	View Delete
<input type="checkbox"/>	107997 - Kaytambog Elementary School, Cavite (Region IV-A)	Melanne Baldo Baculanlan	Yes	April 26, 2020 12:03	April 26, 2020 12:03	View Delete
<input type="checkbox"/>	305367 - Pasay City East HS, Pasay City (NCR)	Peter Remarata Cannon Jr.	Yes	April 26, 2020 12:44	April 26, 2020 12:52	View Delete

Displaying all 15 Facility Trackings
Download: CSV JSON

Figure 8. Facility Tracking

5. Memorandums

Administrators can setup memos and official announcements published on the DepEd Mobile Application that can be viewed by the approved DepEd users. To view these, click **Memorandums** on the navigation bar.

Figure 9. Sample Memorandum on DepEd Mobile Application

← **Memorandum**

How to Use the FACILITIES TRACKER - (ECQ)

Revision #10

Created on Thu, Apr 22, 2021 12:04 PM by Admin
need to be responded to truthfully.

Updated Mon, Jul 25, 2022 11:33 PM by Admin