

CSCRO5 Activities Information System

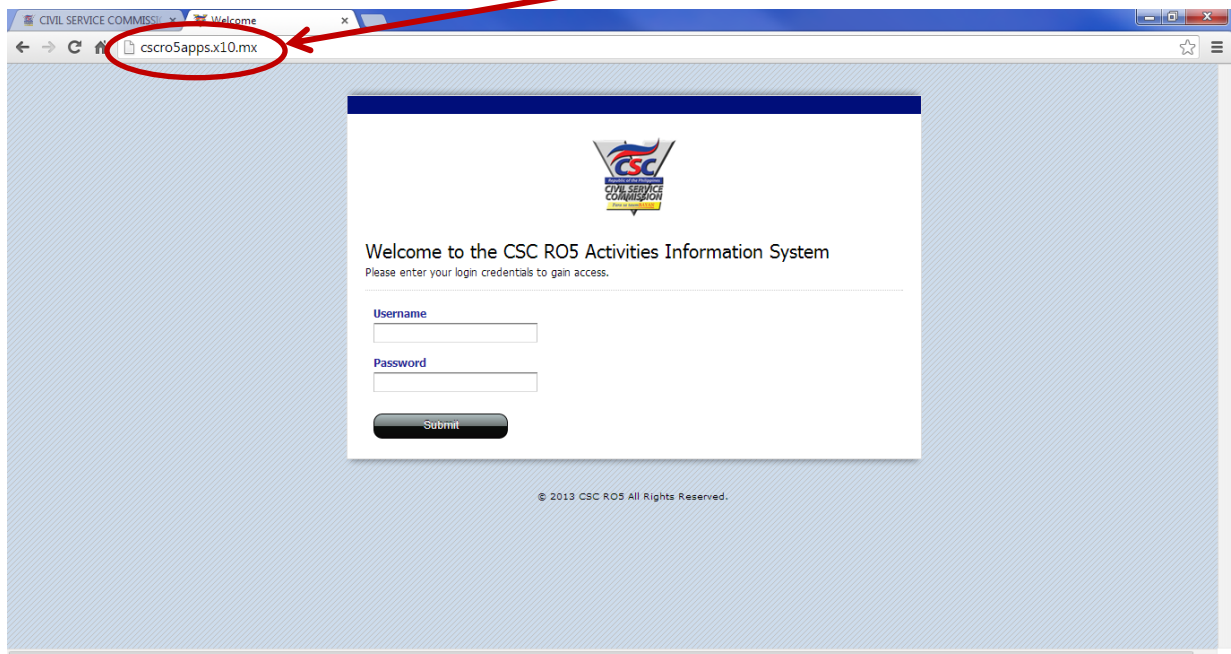
(A system developed in compliance to COA Circular No. 2013-004 dated January 30, 2013)

USER MANUAL

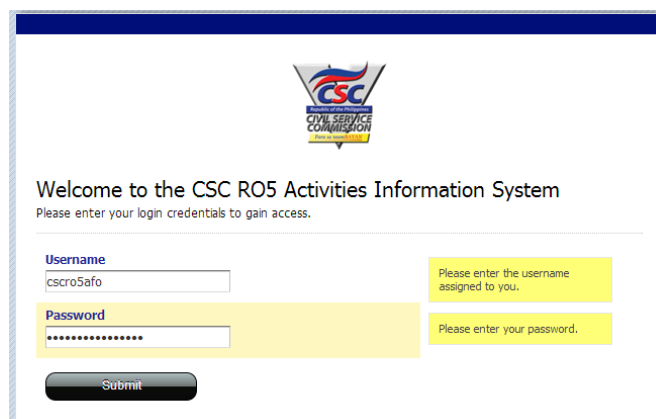
Requirements: Any computer/mobile device with an internet connection and with printing capability.

Step 1

Access the system by browsing to the following URL: **cscro5apps.x10.mx**



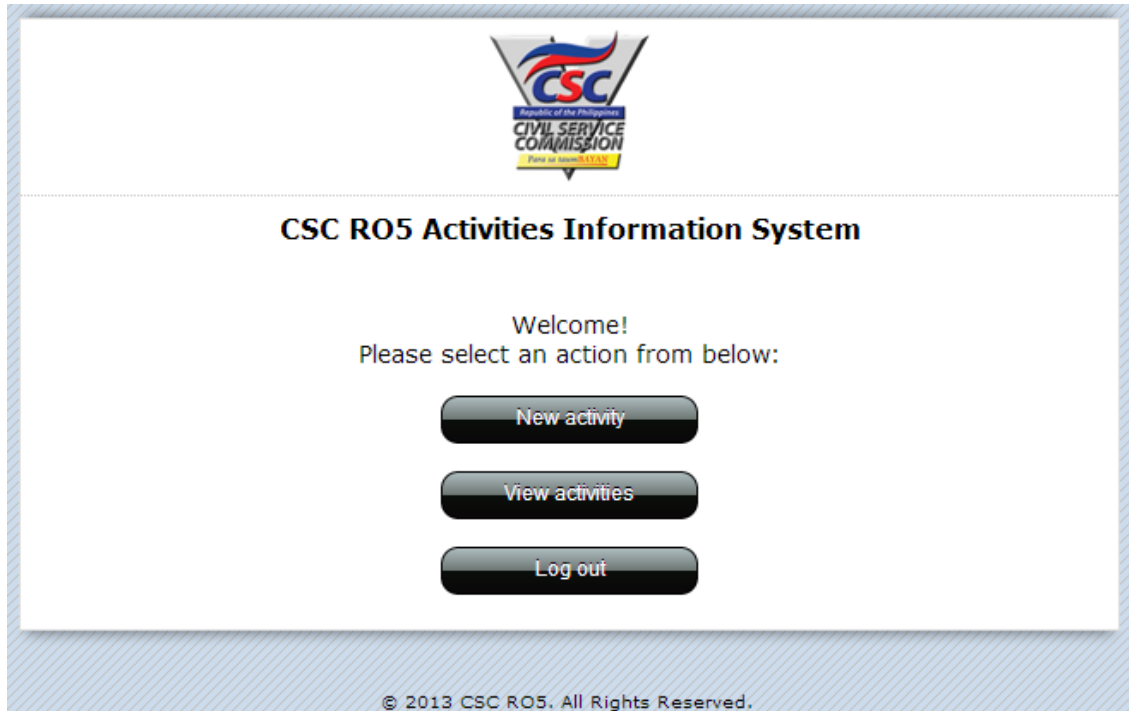
You will then be presented with an access screen. Input the login details provided by MSD and click on the "Submit" button in order to gain access to the system.



As shown in the picture above, guides on the accomplishment of the form appear on the sides when you hover your cursor above or select a particular item.

Step 2

Once you have gained access to the system, you will be presented with a very simple action screen containing buttons for the most common actions needed for the system.



To post a new activity, click on the “New activity” button.

To view activities already posted, click on the “View activities” button.

To exit the system, don’t forget to click on the “Log out” button when you’re done.

Step 3

To post a new activity, simply click on the “New activity” button on the action screen, to take you to the entry page, as shown below:

The screenshot displays the 'CSC RO5 Activities Information System' interface. At the top center is the CSC logo, which includes the text 'CSC', 'Department of the Philippines', 'CIVIL SERVICE COMMISSION', and 'Merit-Based Employment'. Below the logo, the page title is 'CSC RO5 Activities Information System' and the subtitle is 'New Activity Entry Form'. The 'Unit/Division' is set to 'AFO'. The form contains several input fields: 'Project/Activity Name', 'Location', 'Project Cost' (with a pre-filled value of 'Php 0.00'), 'Fund Source', 'Development Partner', 'Supplier/Contractor', and a large 'Project Description' text area. At the bottom, there are date pickers for 'Starting Date' (pre-filled with 03/06/2014) and 'Ending Date'. Three buttons are located at the bottom: 'Submit', 'Action Screen', and 'Log out'.

As can be seen, a simple form is presented for filling out the details of your project.

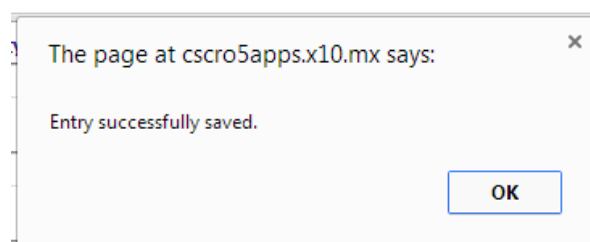
Guides on filling out the form will pop up on the side of the selected field or any item that your cursor is hovering on, as shown below:

Simply follow the guides and you can hardly go wrong.

Likewise, date entries are simplified by clicking on the **calendar icon** beside the date fields, as shown:

Simply click on the desired date to automatically fill out the date field.


Carefully go over the form again once you are done in order to double-check the entries. When you are sure that the data is correct, click on the “Submit” button to commit the data into the database, a success message will be shown if the entry has been entered into the system.



Step 4

To print the data for inclusion in the documents required for purchase, just click on the “Print” button in order to print the entry in the prescribed format.

Annex "A"



Regional Office No. V
Rawis, Legazpi City

Project: Sample Cost: PhP 1.00
Location: Sample Fund Source/s: F-101

Implementing Agency: Civil Service Commission, R05 - AFO
Development Partner: _____
Contractor/Supplier: _____
Brief Description of Project: Sample post for manual

Project Details:

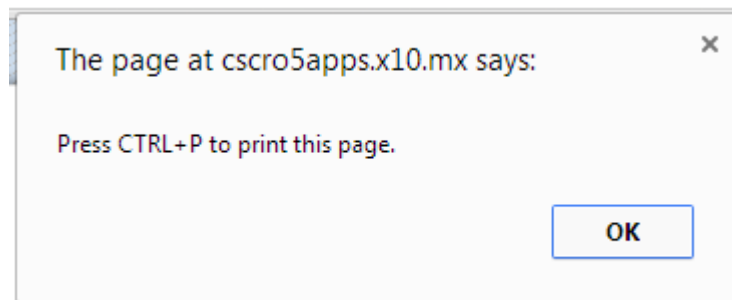
Project Date				Project Status			Remarks
Duration	Started	Target Date of Completion	% of Completion	As of (date)	Cost incurred to Date	Date Completed	
1	March 6, 2014	March 6, 2014		March 6, 2014			

For particulars or complaints about this project, please contact the Regional Office or Cluster which has jurisdiction on this project:

COA Regional Office No./Cluster: 5
Address: Rawis, Legazpi City
Contact No. : ~~482-0548~~ or Text COA Citizen's Desk at 0915-539-1957

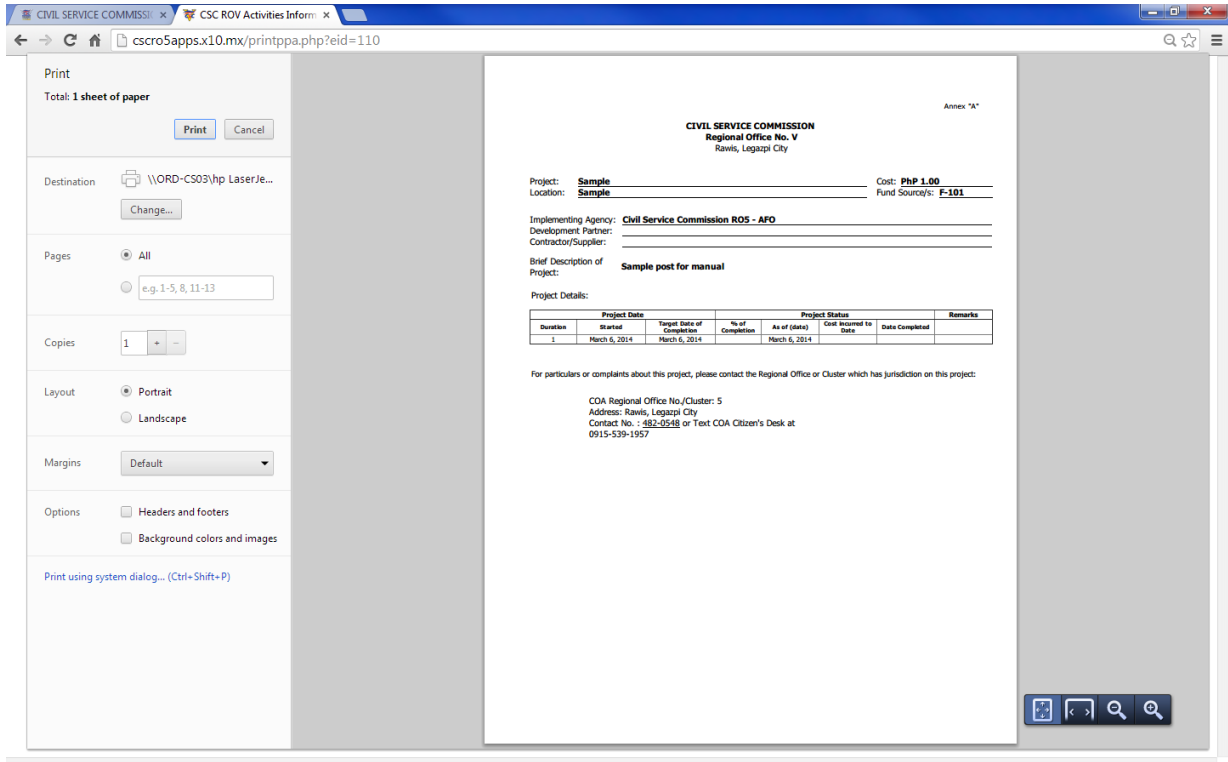
Print
New Entry
Back

Once the print button is clicked, the layout will change to a printable layout and a message will appear, prompting you to press the key combination, CTRL+P, in order to show the print dialog.



Click on the “OK” button to proceed.

The print dialog contains the basic controls needed for printing such as the printer selector, the copy number selector, the layout and margin controls, etc...



It is usually best to leave the settings at default settings, unless you want to print to a different printer or make more than one copy of the posting.

When you are done printing, simply click on the browser's **back button** to go back.

