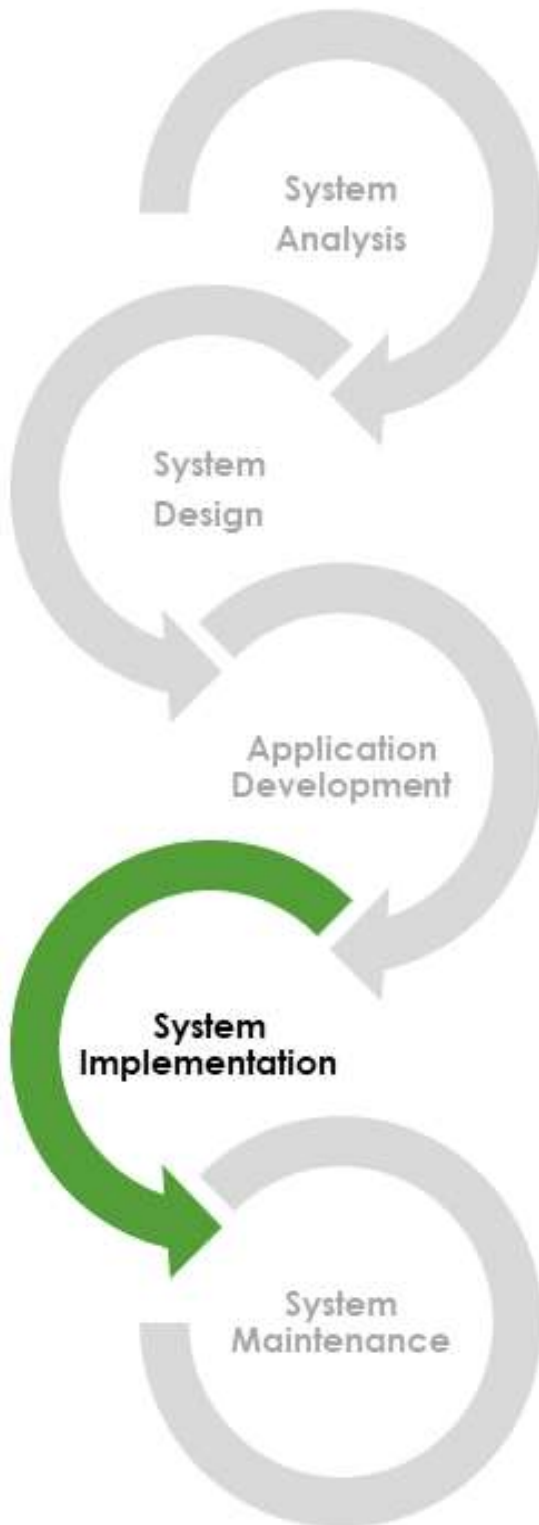# GEOMATICS TRAINING CENTER INFORMATION SYSTEM (GTCIS)



# SYSTEM USER MANUAL (PARTICIPANT)

Geospatial System Development Division
Geospatial Information System Management Branch

# CONTENTS

# 1. GETTING STARTED

## 1.1 LAUNCHING THE APPLICATION

- Open web browser, type the url http://www.namria.gov.ph/gtcis in the web browser.

- Landing page shows:
    - List of available trainings.
    - Start and Ending Date
    - Venue
    - Available Slots

    Participant can register by clicking the **Register** button of the selected training course.

## 1.2 HOW TO SIGN-UP (FOR NEW PARTICIPANT)

- To sign-up for a new account, click the **Sign-Up** button from the login page.



- Fill up the information form then click the **Save** button. Your username is your email address and the password is the one you provided.

## 1.3 HOW TO RESET FORGOTTEN PASSWORD

- From the login page, click the **Forgot Password** link. The Request Reset page will be displayed.



- Type in the email address of the account you want to recover.
- Provide a new password.
- Enter the confirmation code that will be sent to your email address when you click the **Get Code** button.



*Note:* A notification message will appear "Confirmation code was sent to your email".



Confirmation code was sent to your email

- Click **Submit** button for the system to apply new password.

## 1.4 HOW TO LOGIN

- Click **Login** located at the upper right portion of the screen.



- To Login, type your **Username** and **Password** on the ACCESS CONFIRMATION text box and click the **Log In** button.



- If "Your login attempt was not successful. Please try again." appears on your screen, try encoding your username and password again.

- If login attempt is successful, the training page will be displayed with menu options to edit your Profile and access to pre-test, post-test and training evaluation of the active training you are in.
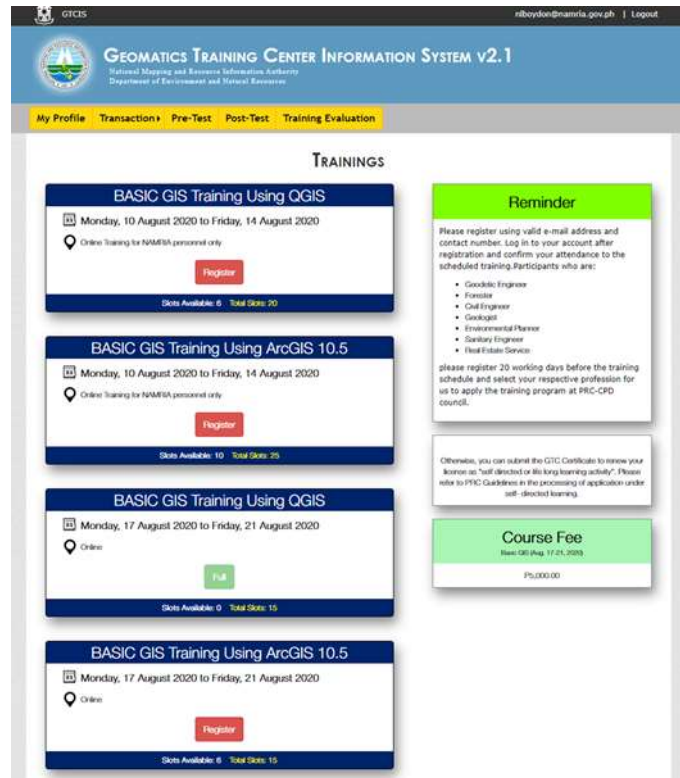


- To exit the system, click the **Logout** button found on the upper-right portion of your screen.



## 1.5  HOW TO ACCESS THE MAIN PAGE - TRAINING

The Training page displays the following menu: My Profile, Transaction, Pre-Test, Post-Test and Training Evaluation. It also displays important announcements, course fee, current training schedule and updated number of registered students. All trainings offered requires minimum number of participant.
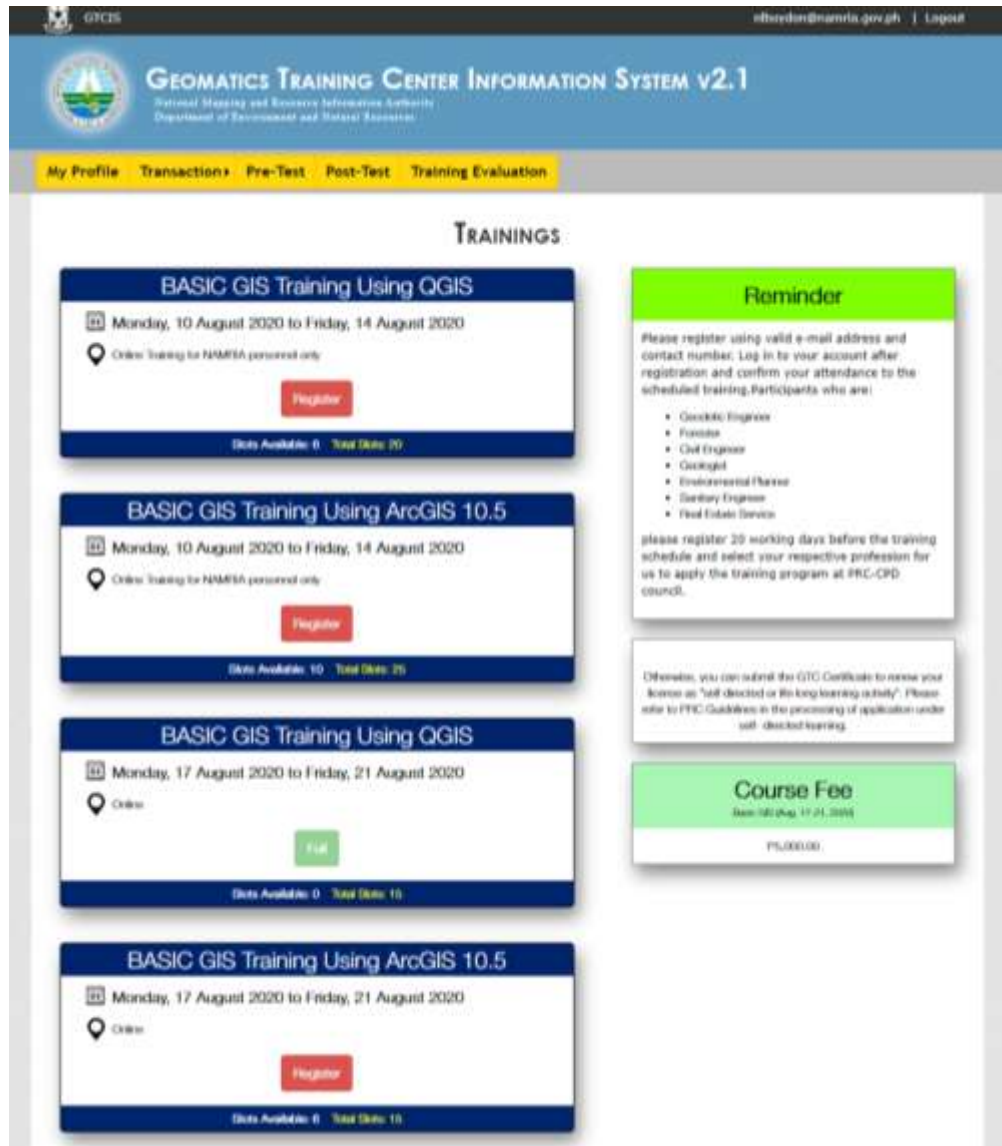
Participant can access the following menu: My Profile, Transaction, Pre-Test, Post-Test and Training Evaluation.

### 1.5.1  HOW TO ACCESS/EDIT MY PROFILE

**My Profile** contains all information of the participant. All information is subject to data privacy.

- Upon login (follow steps 5.3.1 to 5.4)
- Click the **My Profile** menu.

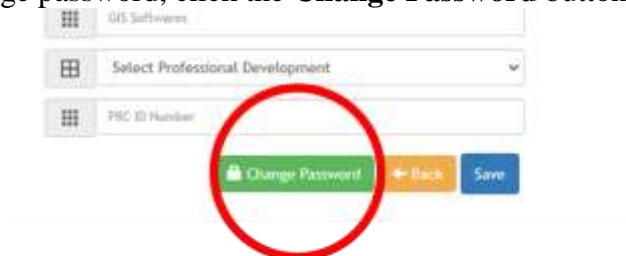- Displays My Profile page, update the information and click **Save** button.



*Note:* A notification message will appear "Save Successful".



- Click **Back** button to view Trainings page.



- To change password, click the **Change Password** button.

- Encode new password and click **Save** button.



*Note:* A notification message will appear "Password Change Successful".
Participant will be redirected to My Profile Page.



### 1.5.2   HOW TO REGISTER IN A TRAINING COURSE

Trainings menu displays training schedules, available slots, course fee and important announcements.

- Select a course by clicking the **Register button** of the course, the participant will be redirected Registration page.
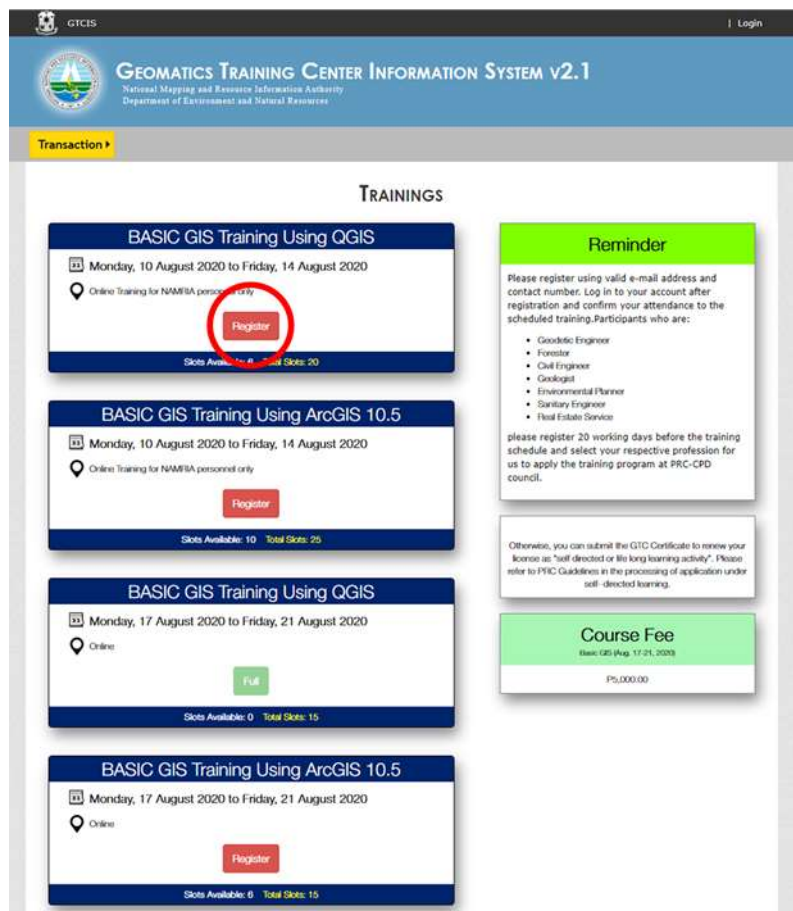
- Click the **Confirm Registration** button to reserve a slot.



*Note:* A notification message will appear "Reservation Complete".



- Click **Back** button to view updated training page.



- Displays updated Trainings page.



*Note:* A non-clickable **Registered** button displayed in the course with an updated number of slots available.

Participant will receive an email confirmation of attendance, mode of payment, additional web access link, hardware specifications, internet connection and software requirements.

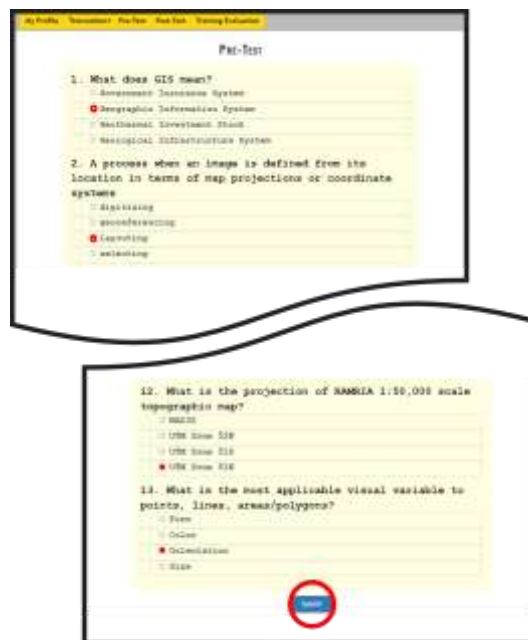### 1.5.3  HOW TO ACCESS PRE-TEST

Pre-Test displays a questionnaire that serve as gauge of a participants knowledge and skills of the course.

- Upon login
- Click **Pre-Test**. (Note: Access to Pre-Test are available to registered participants).
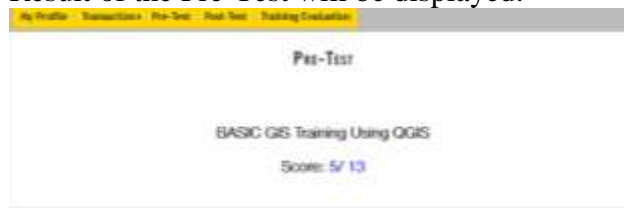
- Answer the questionnaire by clicking the **radio** button.
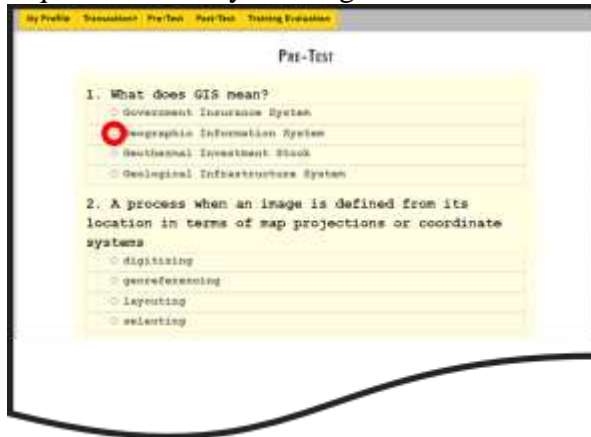


- Click **Submit** button to submit Pre-Test.

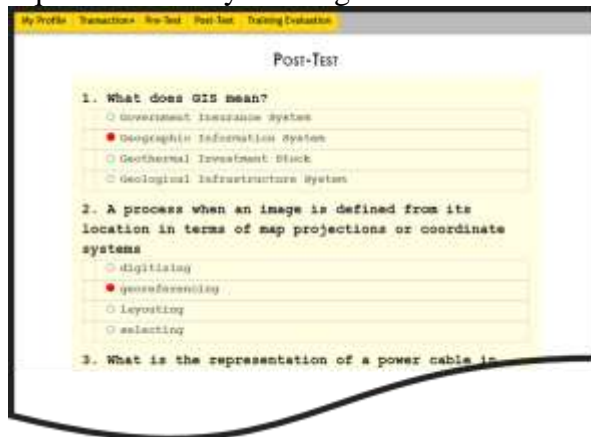

- Result of the Pre-Test will be displayed.



Note*:* Access to **Post-Test** will be disabled after submitting the Post-Test.
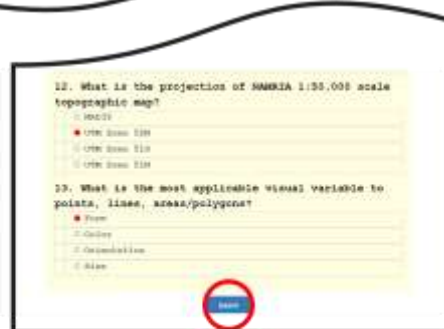
**1.5.4 HOW TO ACCESS POST-TEST**

Post-Test menu displays a questionnaire that serve as gauge how much a participants learned and added knowledge and skills of the course.

- Upon login
- Click Post-Test menu. (Note: Access to Post-Test will be announced by the facilitator.).
- Answer the questionnaire by clicking the **radio** button.



- Click **Submit** button to submit Post-Test.
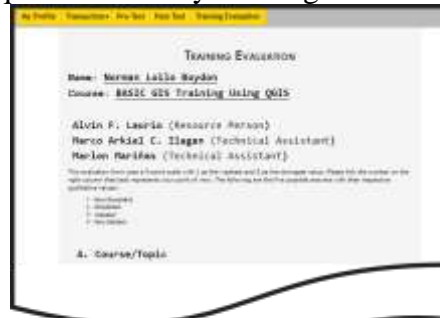


- Result of the Post-Test will be displayed.



Note*: Access to **Pre-Test** and **Post-Test** will be disabled after submitting the Post-Test.

### 1.5.5 HOW TO ACCESS TRAINING EVALUATION

Training Evaluation menu displays a questionnaire that evaluates the effectiveness of training programs, assess facilitators, avenue for improvement thru comments and suggestions.
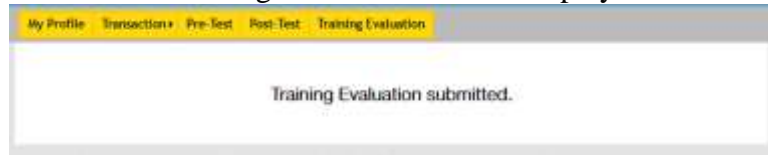
- Upon login
- Click **Training Evaluation** menu. (Note: Post-Test menu are available to participants who submitted both Pre-Test and Post-Test).
- Answer the questionnaire by clicking the **radio** button.

- Click **Submit** button to submit Training Evaluation.

- Result of the Training Evaluation will be displayed.



Note*:* Access to **Training Evaluation** will be disabled after submitting the Training Evaluation.