



MANUAL

Title: Accounting Trail for P.O and D.V. User Guide

Document Number: SPMC-MAN-IHOM-04

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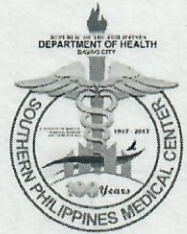


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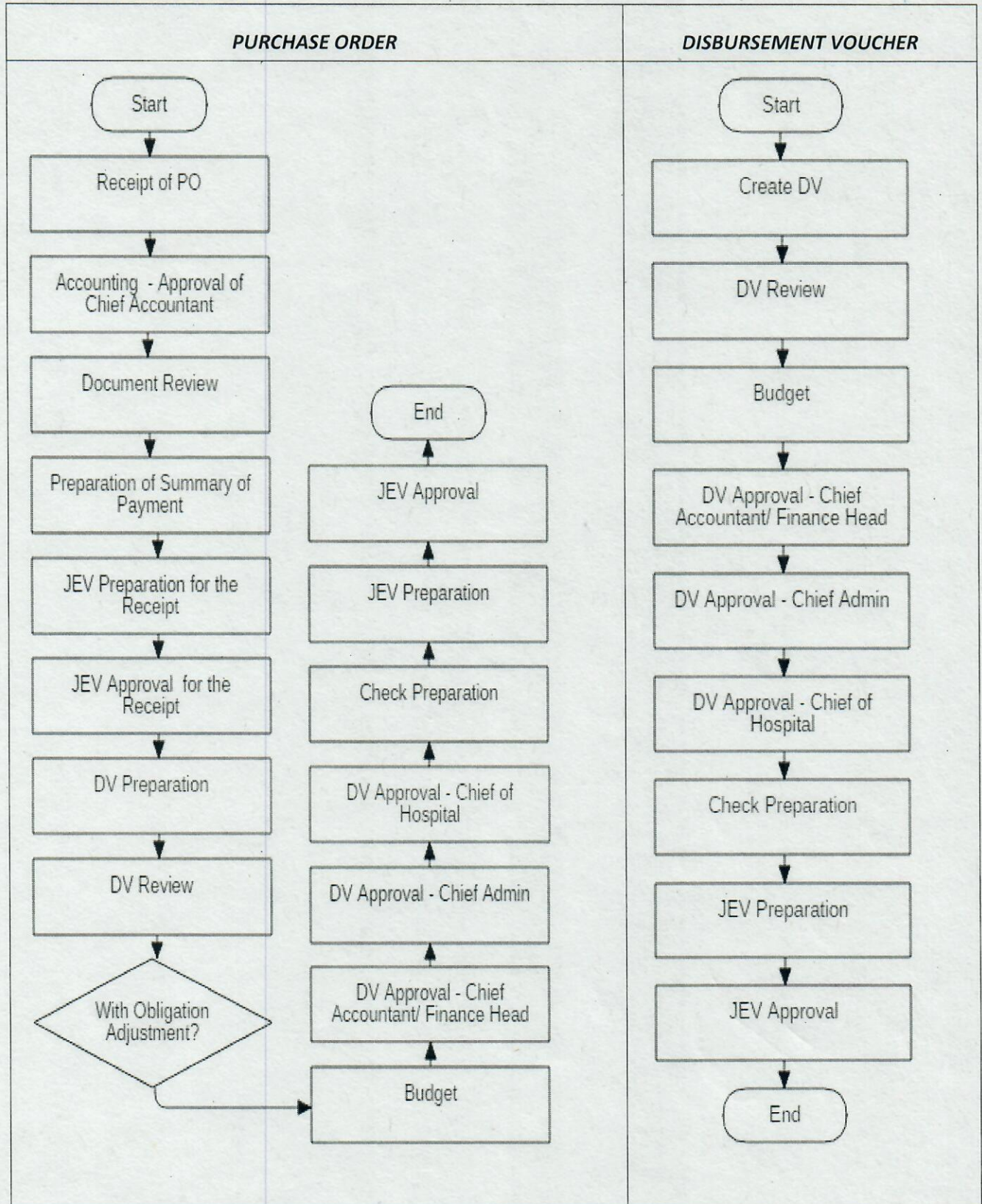
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ACCOUNTING TRAIL STEPS



HOW TO ACCESS ACCOUNTING TRAIL SYSTEM

1. Open Google Chrome or Mozilla Firefox Browser.
2. Enter <https://acctgtrail.spmcdvo.net/> in the search bar to access the site.

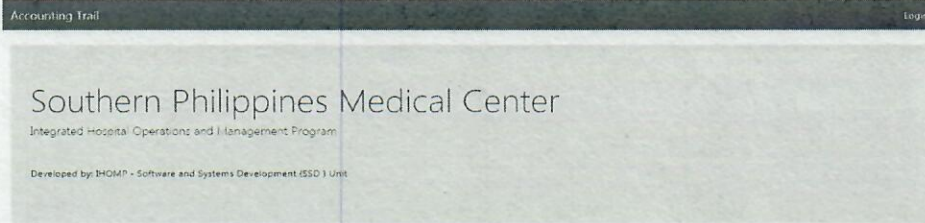


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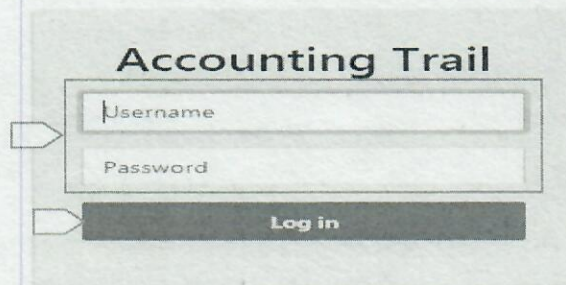
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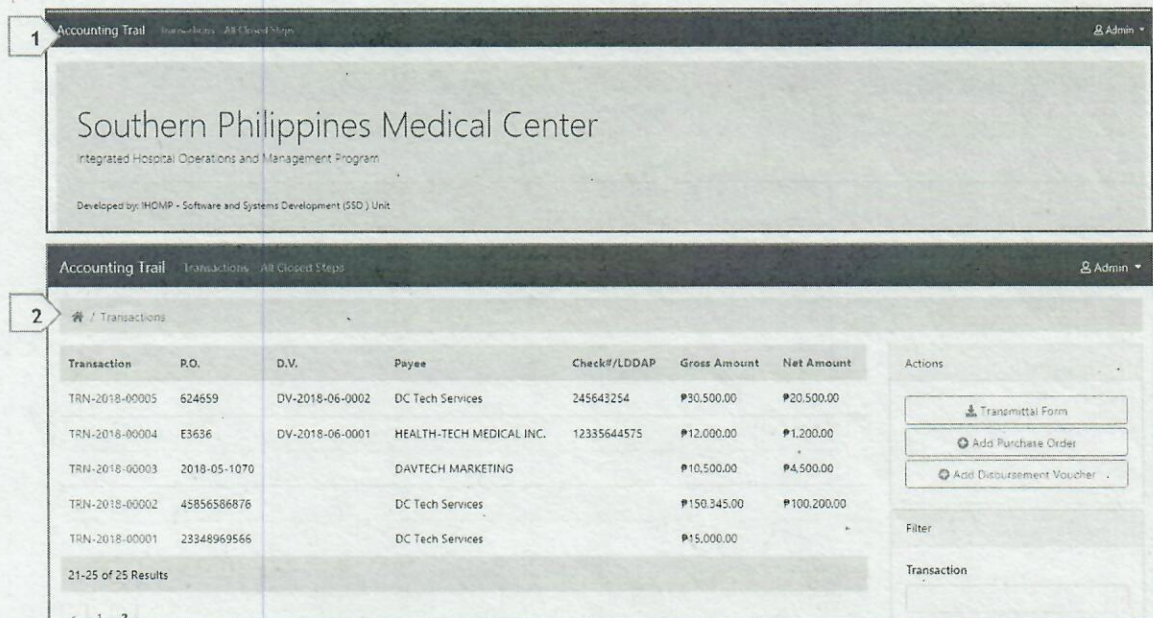
HOW TO LOG-IN

1. Enter your username and password
2. Click the 'Log In' button



HOW TO VIEW ALL TRANSACTION

1. In the Homepage, click the Transaction Menu,
2. System loads the Transaction page



HOW TO VIEW A SPECIFIC TRANSACTION

1. In the Transaction Page, select a transaction to view,
2. System loads the selected transaction details page

1

Accounting TrailTransactionsAll Closed StepsAdmin

Southern Philippines Medical Center

Integrated Hospital Operations and Management Program

Developed by: IHOMP - Software and Systems Development (SSD) Unit

2

Accounting TrailTransactionsAll Closed StepsAdmin

17.24% Complete

TransactionTRN-2018-00024

PayeeBerovan Medical Supplies

Purchase Order2018-10-1070

Gross AmountP76,500.00

Date CreatedJune 21, 2018, 2:35 p.m.

Created ByEncoder Accounting

ParticularsSyringe Aspeto 5cc - 10pcs
Gauze - 20 rolls

Actions

Current step: Preparation of Summary of Payment - In

Close Step

View Closed Steps

Edit Purchase Order

Archive Transaction

Cancel Transaction

HOW TO VIEW ALL CLOSED STEPS

1. In the Dashboard, click the All Closed Steps Menu,

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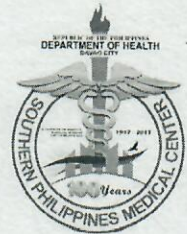


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1

Accounting Trail Transactions All Closed Steps

Admin

Southern Philippines Medical Center

Integrated Hospital Operations and Management Program

Developed by: IHOMP - Software and Systems Development (SSD) Unit

2

Accounting Trail Transactions All Closed Steps

Admin

☰ / All Closed Steps

Transaction	Step	Date Closed	Closed By	DRF	NORSA
TRN-2018-00022	DV Approval - Chief of Hospital - In	June 21, 2018, 10:21 a.m.	Accounting, Encoder		
TRN-2018-00022	DV Approval - Chief Admin - Out	June 21, 2018, 10:21 a.m.	Accounting, Encoder		
TRN-2018-00022	DV Approval - Chief Admin - In	June 21, 2018, 10:21 a.m.	Accounting, Encoder		
TRN-2018-00022	DV Approval - Chief Accountant/Finance Head - Out	June 21, 2018, 10:21 a.m.	Accounting, Encoder		
TRN-2018-00022	DV Approval - Chief Accountant/Finance Head - In	June 21, 2018, 10:21 a.m.	Accounting, Encoder		
TRN-2018-00022	Budget - Out	June 21, 2018, 10:21 a.m.	Accounting, Encoder		
TRN-2018-00022	Budget - In	June 21, 2018, 10:21 a.m.	Accounting, Encoder		
TRN-2018-00022	DV Review - Out	June 21, 2018, 10:21 a.m.	Accounting, Encoder	DRF-2018-0019	
TRN-2018-00022	DV Review - In	June 21, 2018, 10:20 a.m.	Accounting, Encoder		
TRN-2018-00021	Accounting - Approval of Chief Accountant - Out	June 21, 2018, 10:20 a.m.	Accounting, Department Head		
TRN-2018-00021	Accounting - Approval of Chief Accountant - In	June 21, 2018, 10:20 a.m.	Accounting, Department Head		
TRN-2018-00022	DV Preparation - Out	June 21, 2018, 10:20 a.m.	Accounting, Encoder		
TRN-2018-00021	Receipt of PO - Out	June 21, 2018, 10:19 a.m.	Accounting, Department Head		
TRN-2018-00020	Preparation of Summary of Payment - In	June 21, 2018, 10:15 a.m.	Accounting, Department Head		
TRN-2018-00020	Document Review - Out	June 21, 2018, 10:14 a.m.	Accounting, Department Head	DRF-2018-0018	
TRN-2018-00020	Document Review - In	June 21, 2018, 10:14 a.m.	Accounting, Department Head		
TRN-2018-00020	Accounting - Approval of Chief Accountant - Out	June 21, 2018, 10:13 a.m.	Accounting, Department Head		
TRN-2018-00020	Accounting - Approval of Chief Accountant - In	June 21, 2018, 10:13 a.m.	Accounting, Department Head		
TRN-2018-00020	Receipt of PO - Out	May 16, 2018, 10:11 a.m.	Accounting, Department Head		
TRN-2018-00019	Document Review - Out	June 21, 2018, 9:53 a.m.	Accounting, Encoder	DRF-2018-0017	

21-40 of 209 Results

< 1 2 3 4 ... 13 14 15 >

Export Steps

Transmittal Form

Filter

Transaction

Step

Check No./LDDAP

Date Range

From (MM/DD/YYYY)

To (MM/DD/YYYY)

DRF

Norsa

Lastname

Firstname

Archived Transaction

Cancelled Transaction

Search

Clear Filters

2. System loads the All Closed Steps page

HOW TO ADD PURCHASE ORDER

1. In the Transaction Page, click the Add Purchase Order button



2. System loads the Create Purchase Order form
3. Fill up all the fields
4. Click Save button
5. System display a success message

Actions

Transmittal Form

1 Add Purchase Order

Add Disbursement Voucher

Transactions / Create Purchase Order

2 New Purchase Order

Purchase Order

Payee

Gross amount

Particulars

3

4 Save

HOW TO ADD DISBURSEMENT VOUCHER

1. In the Transaction Page, click the Add Purchase Order button,
2. System loads the Create Purchase Order form
3. Fill up all the fields
4. Click Save button, then system display a success message

Actions

Transmittal Form

1 Add Purchase Order

Add Disbursement Voucher

Transactions / Create Disbursement Voucher

2 New Disbursement Voucher

Tick checkbox if transaction is COD

Payee

Gross amount

Net amount

Particulars

3

4 Save

HOW TO CLOSE STEP

1. In the Transaction Page, select a transaction,
2. System loads the selected transaction details page
3. Click the Close Step button
4. System loads the Close Transaction Step form
5. Fill up all the necessary fields
 - a. Additional Fields
 - i. Document Review-Out: DRF (not mandatory, auto series)
 - ii. Preparation of Summary Payment-Out: Net Amount(mandatory)
 - iii. DV Preparation-In: DV Number (auto series)
 - iv. DV Review-Out: DRF (not mandatory, auto series), NORSA (not mandatory, auto series, for PO only)
 - v. Check Preparation-Out: Check # or LDDap (mandatory)

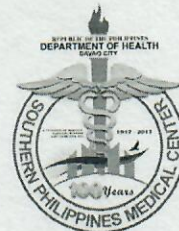


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1

Transactions

Transaction	P.O.	D.V.	Payee	Check#/LDDAP	Gross Amount	Net Amount	Actions
TRN-2018-00005	624659	DV-2018-06-0002	DC Tech Services	245643254	₱30,500.00	₱20,500.00	Transmittal Form
TRN-2018-00004	E3636	DV-2018-06-0001	HEALTH-TECH MEDICAL INC.	12335644575	₱12,000.00	₱1,200.00	Add Purchase Order
TRN-2018-00003	2018-05-1070		DAVTECH MARKETING		₱10,500.00	₱4,500.00	Add Disbursement Voucher
TRN-2018-00002	45856586876		DC Tech Services		₱150,345.00	₱100,200.00	
TRN-2018-00001	23348969566		DC Tech Services		₱15,000.00		

21-25 of 25 Results

2

Transactions / TRN-2018-00024

1128% Complete

Transaction	Payee	Purchase Order	Gross Amount	Date Created	Created By	Particulars	Actions
TRN-2018-00024	Berovan Medical Supplies	2018-10-1070	₱78,500.00	June 21, 2018, 2:35 p.m.	Encoder Accounting	Syringe Aspato 5cc - 10pcs Gauze - 20 rolls	Close Step View Closed Steps Edit Purchase Order Archive Transaction Cancel Transaction

2

3

4

Close Transaction Step

06/22/2018 15:13

Type remarks here...

5

6

Save

6. Click the Save button, then system display a success message

Note:

- User can proceed to the next step once they have successfully closed the current step.
- All steps should be closed in order for the transaction to be completed.
- Steps are defined by the administrator.
- Cashier can only close the Check Preparation In/Out Step

HOW TO MODIFY STEP

1. In the transaction page, select a transaction
2. System loads the selected transaction details page
3. Click the View Closed Steps button
4. System loads all the closed steps performed in the transaction
5. Select a closed step to modify
6. System loads the Edit Close Step form
7. Fill up the form with necessary details
8. Click the Update Step button System loads a success message, updated information, Last

Updated, and Uploaded By field

CONTROLLED

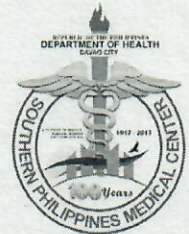


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Transactions						
Transaction	P.O.	D.V.	Payee	Check#/LDDAP	Gross Amount	Net Amount
TRN-2018-00027	2134567	DV-2018-06-0016	DC Tech Services		₱1,200.00	₱1,000.00
TRN-2018-00026	2018-05-2031		Microtech Inc.s		₱5,687.00	
TRN-2018-00025	3546547		HEALTH-TECH MEDICAL INC.		₱15,000.00	
TRN-2018-00024	2018-10-1070		Berovan Medical Supplies		₱76,500.00	

1/24/18 Complete

Transaction

TRN-2018-00024

Payee

Berovan Medical Supplies

Purchase Order

2018-10-1070

Gross Amount

₱76,500.00

Date Created

June 21, 2018, 2:35 p.m.

Created By

Encoder Accounting

Particulars

Syringe Aspato 5cc - 10pcs
Gauze - 20 rolls

2

3

Actions

Current step: Preparation of Summary of Payment - In

Close Step

View Closed Steps

Edit Purchase Order

Archive Transaction

Cancel Transaction

Transactions / TRN-2018-00024 / Closed Steps / Document Review - In

6

Edit Document Review - In

Date Closed

June 21, 2018, 3:14 p.m.

Closed By

Encoder Accounting

Remarks

Remark

7

☒ Input changes below:

Remarks

Remark

8

Update Step

8

Updated Document Review - In step

Edit Document Review - In

Date Closed

June 21, 2018, 3:14 p.m.

Closed By

Encoder Accounting

Last Updated

June 22, 2018, 1:30 p.m.

Updated By

Admin Administrator

Remarks

Updated Remark

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HOW TO MODIFY PURCHASE ORDER

- 1. In the transaction page, select a transaction
- 2. System loads the selected transaction details page
- 3. Click the Edit Purchase Order button
- 4. System loads the Edit Transaction Form
- 5. Fill up the Edit Transaction form with an updated information
- 6. Click the Save button
- 7. System display a success message and redirect to the transaction details page with the updated information

1

Transactions

Transaction	P.O.	D.V.	Payee	Check#/LDDAP	Gross Amount	Net Amount
TRN-2018-00027	2134567	DV-2018-06-0016	DC Tech Services		₱1,200.00	₱1,000.00
TRN-2018-00026	2018-05-2031		Microtech Inc's		₱5,687.00	
TRN-2018-00025	3546547		HEALTH-TECH MEDICAL INC.		₱15,000.00	
TRN-2018-00024	2018-10-1070		Berovan Medical Supplies		₱76,500.00	
TRN-2018-00023	2018-02-0455		Phil Pharmawealth		₱283,300.00	₱283,000.00
TRN-2018-00022		DV-2018-06-0015	TRENDS TECHNOLOGIES, INC.	419688576	₱3,790,500.00	₱3,553,593.75

2

Transactions / TRN-2018-00024

Transaction

TRN-2018-00024

Payee

Berovan Medical Supplies

Purchase Order

2018-10-1070

Gross Amount

₱76,500.00

Date Created

June 21, 2018, 2:35 p.m.

Created By

Enroder Accounting

Particulars

Syringe Aspato 5cc - 10pcs
Gauze - 20 rolls

3

Actions

Current step: Accounting - Approval of Chief Accountant - In

Close Step

View Closed Steps

Edit Purchase Order

Archive Transaction

Cancel Transaction

4

Transactions / TRN-2018-00024 / Edit

Edit TRN-2018-00024

P.O.

2018-10-1070

Payee

Berovan Medical Supplies

Gross Amount

76500.00

Particulars

Syringe Aspato 5cc - 10pcs
Gauze - 20 rolls

5

6

Save

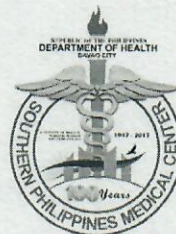


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HOW TO MODIFY DISBURSEMENT VOUCHER

1. In the transaction page, select a transaction,
2. System loads the selected transaction details page
3. Click the Edit Disbursement button
4. Systems loads the Edit Transaction Form
5. Fill up the Edit Transaction form with an updated information
6. Click the Save button
7. System display a success message and redirect to the transaction details page with the updated information

1

Transactions

Transaction	P.O.	D.V.	Payee	Check#/LDDAP	Gross Amount	Net Amount
TRN-2018-00027	2134567	DV-2018-06-0016	DC Tech Services		₱1,200.00	₱1,000.00
TRN-2018-00026	2018-05-2031		Microtech Inc.		₱5,687.00	
TRN-2018-00025	3546547		HEALTH-TECH MEDICAL INC.		₱15,000.00	
TRN-2018-00024	2018-10-1070		Berovan Medical Supplies		₱76,500.00	
TRN-2018-00023	2018-02-0455		Phil Pharmawealth		₱283,300.00	₱283,000.00
TRN-2018-00022		DV-2018-06-0015	TRENDS TECHNOLOGIES, INC.	419888576	₱3,790,500.00	₱3,553,589.75

2

Transactions / TRN-2018-00024

Transaction

Payee

Purchase Order

Gross Amount

Date Created

Created By

Particulars

TRN-2018-00024

Berovan Medical Supplies

2018-10-1070

₱76,500.00

June 21, 2018, 2:35 p.m.

Encoder Accounting

Syringe Aspato Soc - 10pcs
Gauze - 20 rolls

3

Actions

Current step: DV Review - In

Close Step

View Closed Steps

Edit Disbursement Voucher

Archive Transaction

Cancel Transaction

4

Transactions / TRN-2018-00017 / Edit

Edit TRN-2018-00017

Tick checkbox if transaction is COD

Payee

Gross Amount

Net Amount

Particulars

DC Tech Services

1000.00

500.00

sample

5

6

Save

HOW TO EXPORT TRANSMITTAL FORM

1. In the All Closed Steps Page, fill up the necessary fields needed
 - a. Necessary fields to be filled up: Step, Date Range, and Archived and Cancelled Transactions
2. Click the Search button
3. System display all closed steps base on the filters given
4. Click the Transmittal Form button



5. System export a transmittal form in excel format

3

Transaction	Step	Date Closed	Closed By	DRF	NORSA
TRN-2018-00015	JEV Approval for the Receipt - Out	June 21, 2018, 9:18 a.m.	Accounting, Encoder		
TRN-2018-00011	JEV Approval for the Receipt - Out	June 19, 2018, 10:43 a.m.	Accounting, Department Head		
TRN-2018-00008	JEV Approval for the Receipt - Out	June 19, 2018, 9:09 a.m.	Accounting, Encoder		
TRN-2018-00007	JEV Approval for the Receipt - Out	June 18, 2018, 11:24 a.m.	Administrator, Admin		
TRN-2018-00004	JEV Approval for the Receipt - Out	June 18, 2018, 10:37 a.m.	Administrator, Admin		

1-5 of 5 Results

steps_2018-06-25 1...xls

4

1

2

Actions

Export Steps

Transmittal Form

Filter

Transaction

Step

Check No./LDDAP

Date Range

From (MM/DD/YYYY)

To (MM/DD/YYYY)

DRF

Norsa

Lastname

Firstname

Archived Transaction

Cancelled Transaction

Search

Clear Filters

5

TRANSACTION STEP	DATE CLOSED	CLOSED BY	DRF	NORSA	REMARKS
TRN-2018-00000 JEV Approval for the Receipt - Out	2018-06-18 02:37:00+00:0	Administrator, Admin			SAMPLE
TRN-2018-00000 JEV Approval for the Receipt - Out	2018-06-18 03:24:00+00:0	Administrator, Admin			
TRN-2018-00000 JEV Approval for the Receipt - Out	2018-06-19 01:09:00+00:0	Accounting, Encoder			Sample
TRN-2018-00001 JEV Approval for the Receipt - Out	2018-06-19 02:43:00+00:0	Accounting, Department Head			sample
TRN-2018-00001 JEV Approval for the Receipt - Out	2018-06-21 01:18:00+00:0	Accounting, Encoder			

ADDENDUM:



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HOW TO RESET YOUR PASSWORD?

1. Go to the Login Page in <https://acctgtrail.spmcdvo.net/> - Accounting Trail System. Click 'Forgot Password?'

A screenshot of the Accounting Trail login page. It features a title 'Accounting Trail' at the top. Below the title are two input fields: 'Username' and 'Password'. Under the 'Password' field is a 'Log in' button with a key icon. At the bottom of the form is a 'Forgot password' link.

2. You will be directed to the reset password request form

A screenshot of the 'Reset Password' request form. The title is 'Reset Password'. Below the title is a text box containing instructions: 'Enter the username or email address associated with your account and we will email instructions for setting a new one. We will also indicate your username for reference.' Below the text box is an input field labeled 'Username or Email'. At the bottom is a 'Send confirmation link' button.

3. Please read the message: enter your username and email address and submit the form.

A screenshot of the 'Reset Password' request form, identical to the one above. It shows the title, instructions, input field for 'Username or Email', and the 'Send confirmation link' button.

4. A prompt message will appear indicating an email was instructions.

Username or email address is provided



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We've emailed you instructions for setting your password. If an account exists with the email or username you entered, you should receive them shortly. If you don't receive an email, please make sure you've entered the email or username you registered with and check your spam folder.

Reset Password

Enter the username or email address associated with your account and we will email instructions for setting a new one. We will also indicate your username for reference.

Username or Email

Send email instructions link

5. Check and read the Email from Inbox / Spam. Instruction on how to reset password is stated in the message.

Password Reset - Accounting Trail System Inbox x



noreply.imiss@gmail.com
to me

Hello Shela Cacayan,

You're receiving this email because you requested a password reset for your user account at Accounting Trail system.

Your username is: scacayan

Please go to the following page and choose a new password:

<http://10.180.22.84/accounts/reset/Nj/65y-ab88da7e02e0b2d492e4/>

If you did not make this request, you can simply ignore this email.

For queries, please contact IHOMS office.

Sincerely,

IHOMS Administrator

6. You will be directed to reset password form.

Enter new password

Please enter your new password twice so we can verify you typed it in correctly..

New password

- Your password can't be too similar to your other personal information.
- Your password must contain at least 8 characters.
- Your password can't be a commonly used password.
- Your password can't be entirely numeric.

New password confirmation

- Enter the same password as above for confirmation.

Change my password



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New password is entirely numeric – Prompts error message. Transaction failed

Enter new password

Please enter your new password twice so we can verify you typed it in correctly.

New password

- Your password can't be too similar to your other personal information.
- Your password must contain at least 8 characters.
- Your password can't be a commonly used password.
- Your password can't be entirely numeric.

New password confirmation

- Enter the same password as above for confirmation.

The two password fields didn't match.

Change my password

New password is similar to its username – Prompts error message. Transaction failed

Enter new password

Please enter your new password twice so we can verify you typed it in correctly.

New password

- Your password can't be too similar to your other personal information.
- Your password must contain at least 8 characters.
- Your password can't be a commonly used password.
- Your password can't be entirely numeric.

New password confirmation

- Enter the same password as above for confirmation.

This password is too short. It must contain at least 8 characters.

Change my password

Passed: New and confirmed new passwords do not match – Prompts error message.

Enter new password

Please enter your new password twice so we can verify you typed it in correctly.

New password

- Your password can't be too similar to your other personal information.
- Your password must contain at least 8 characters.
- Your password can't be a commonly used password.
- Your password can't be entirely numeric.

New password confirmation

- Enter the same password as above for confirmation.

This password is entirely numeric.

Change my password

Passed: New password is below 8 characters – Prompts error message. Transaction failed

Enter new password

Please enter your new password twice so we can verify you typed it in correctly.

New password

- Your password can't be too similar to your other personal information.
- Your password must contain at least 8 characters.
- Your password can't be a commonly used password.
- Your password can't be entirely numeric.

New password confirmation

- Enter the same password as above for confirmation.

The password is too similar to the username.

Change my password

7. Fill form then click change my password

New password is similar to its first name – Prompts error message. Transaction failed

Enter new password

Please enter your new password twice so we can verify you typed it in correctly.

New password

- Your password can't be too similar to your other personal information.
- Your password must contain at least 8 characters.
- Your password can't be a commonly used password.
- Your password can't be entirely numeric.

New password confirmation

- Enter the same password as above for confirmation.

The password is too similar to the first name.

Change my password

New password is similar to its last name – Prompts error message. Transaction failed

Enter new password

Please enter your new password twice so we can verify you typed it in correctly.

New password

- Your password can't be too similar to your other personal information.
- Your password must contain at least 8 characters.
- Your password can't be a commonly used password.
- Your password can't be entirely numeric.

New password confirmation

- Enter the same password as above for confirmation.

The password is too similar to the last name.

Change my password

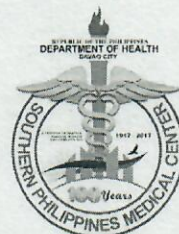


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New password is commonly used – Prompts error message. Transaction failed

Enter new password

Please enter your new password twice so we can verify you typed it in correctly.

New password

- Your password can't be too similar to your other personal information.
- Your password must contain at least 6 characters.
- Your password can't be a commonly used password.
- Your password can't be entirely numeric.

New password confirmation

- Enter the same password as above for confirmation.

This password is too common.

This password is entirely numeric.

Change my password

New and confirmed new passwords match and meet password requirements – password successfully reset. Directs to login page.

Password reset complete

Your password has been set. You may go ahead and log in now.

Log in

Accounting Trail

Username

Password

Log in

Forgot password

Accounting Trail

This web app is hosted on test server!

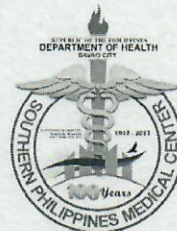
Southern Philippines Medical Center

Integrated Hospital Operations and Management Program

Developed by: IHOMP – Software and Systems Development (SSD) Unit

HOW TO UPDATE EMAIL AND CHANGE PASSWORD?

1. After your successful login, Click Your name at the upper right most of the dashboard,
2. Click profile, Change Password
3. Click Save button.



MANUAL
Title: Accounting Trail for P.O and D.V. User Guide
Document Number: SPMC-MAN-IHOM-04

Shela

Administrator

Profile

Logout

This web app is hosted on test server!

Profile Page

Name: Shela Dianco
Username: soacayan
Email: shelaacayan@gmail.com
Image: No file selected.

Change Password

Cancel Save

1

2

3

current password does not match from its stored credentials - prompts error message. Transaction failed

new and confirmed new passwords do not match - prompts error message. Transaction failed

Change Password

Old password

Your old password was entered incorrectly. Please enter it again.

New password

- Your password can't be too similar to your other personal information.
- Your password must contain at least 6 characters.
- Your password can't be a commonly used password.
- Your password can't be entirely numeric.

New password confirmation

Change Password

Change Password

Old password

New password

- Your password can't be too similar to your other personal information.
- Your password must contain at least 6 characters.
- Your password can't be a commonly used password.
- Your password can't be entirely numeric.

New password confirmation

The two password fields didn't match.

Change Password

Change Password

Old password

New password

- Your password can't be too similar to your other personal information.
- Your password must contain at least 6 characters.
- Your password can't be a commonly used password.
- Your password can't be entirely numeric.

New password confirmation

Change Password



Southern Philippines Medical Center

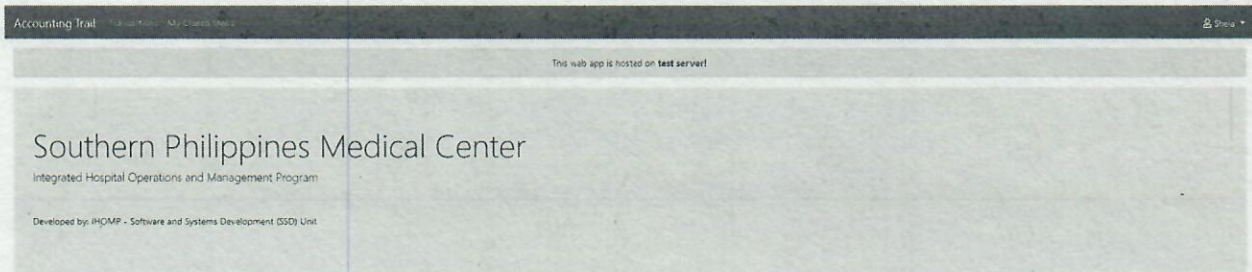
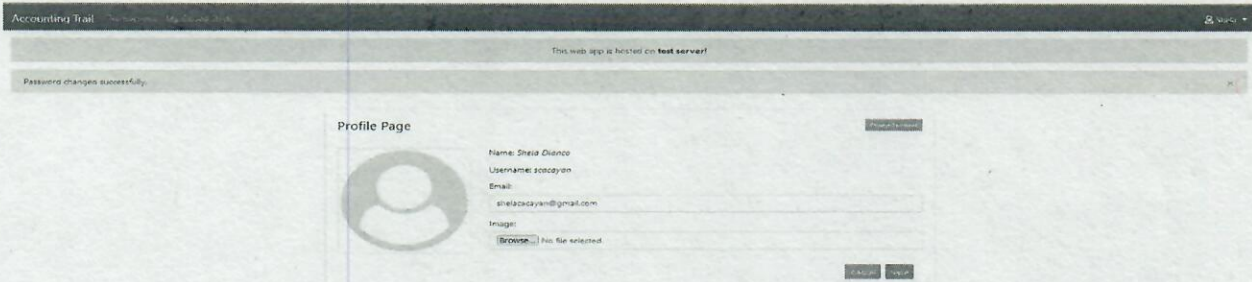
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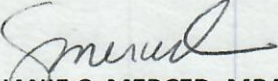
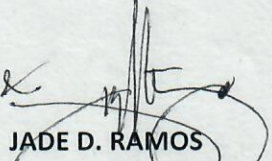


Passed: new and confirmed new passwords match and meet password requirements



HELP AND SUPPORT

Should there be any problems or requests, kindly contact us through our local number 5043 or visit us at data center at IHOMS Office.

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