

PHILIPPINE GENERAL HOSPITAL

The National University Hospital
University of the Philippines Manila
Taft Avenue, Manila
Tel. No. 554-8400 loc. 2038
PHIC – Accredited Health Care Provider
ISO 9001 Certified

Residency and Post-Residency Fellowship Online Web Application version 0.01

December 15, 2023



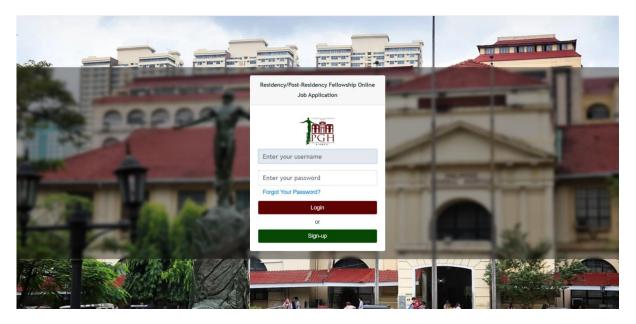
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1. Login Page

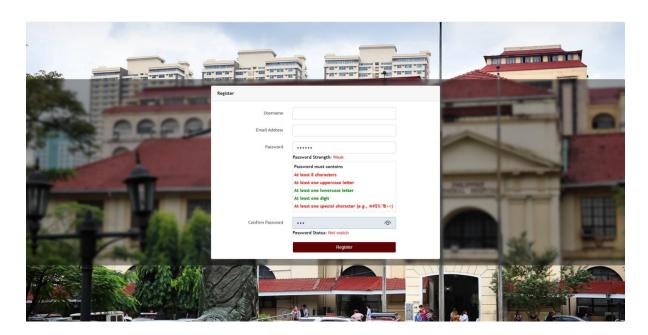
This will be the main page when the end user browses the url: https://apply.pgh.gov.ph/



2. Registration Page

The end user must click the **Sign-up** button to direct to registration page.

Once the user enters the page, they have to fill up the information and then click "**register**" to create an account.





For creating the password, here are the requirements to enhance the security of user accounts and prevent unauthorized access

- 1. Length: Passwords must be of a certain minimum length, often 8 characters or more.
- 2. Complexity: Passwords may be required to include a combination of uppercase and lowercase letters, numbers, and special characters.
- 3. No common words: Passwords should not be based on easily guessable information like common words or phrases.
- 4. No personal information: Passwords should not contain easily obtainable personal information like names, birthdays, or addresses.
- 5. Minimum uniqueness: Passwords might be required to differ significantly from the user's previous passwords.
- 6. Maximum attempts: There may be a limit on the number of logins attempts before an account is locked or temporarily suspended.

The text turning green signifies that the end user has successfully fulfilled all the password creation requirements, while it will turn red if any of these requirements are not met.

Password must contains

At least 8 characters

At least one uppercase letter

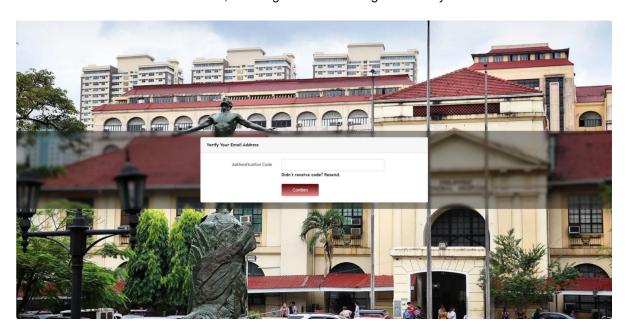
At least one lowercase letter

At least one digit

At least one special character (e.g., @#\$%^&+=)

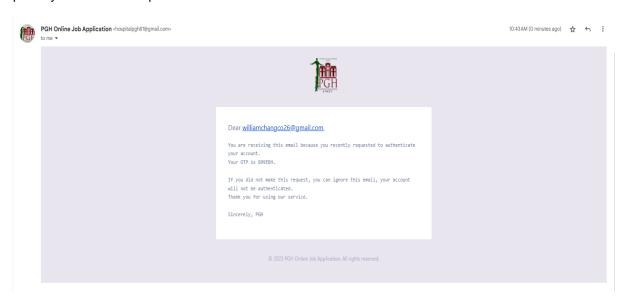
3. Account Verification Page

To access their account, end users are required to provide an active email address. Upon doing so, they will receive a confirmation email containing a valid OTP (One-Time Password) code. This OTP must be entered for account access, allowing end users to log in securely.

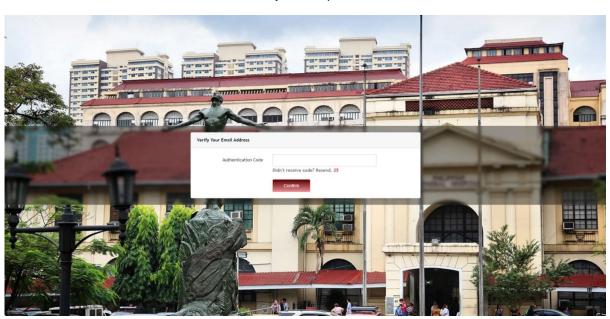




Sample email UI format: There is a possibility that the email will be delivered either to the end user's primary inbox or their spam folder

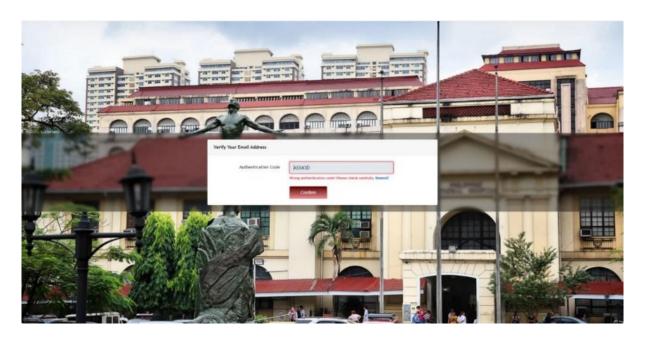


A 30-second countdown will initiate before they can request for another OTP

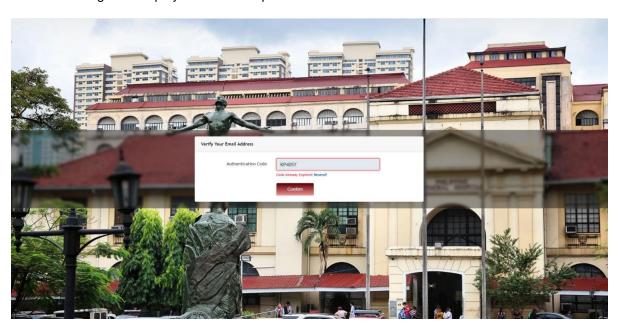




An error message will display if the end user input a wrong OTP



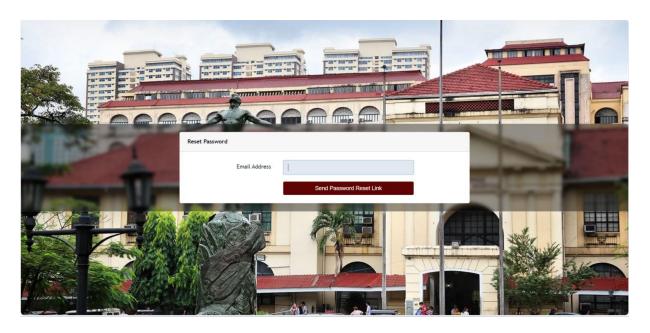
An error message will display If the OTP expired within 24 hours



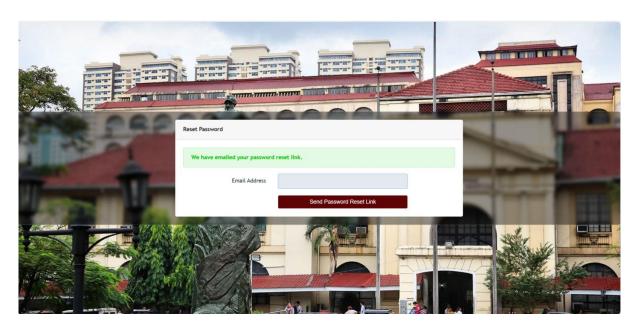


4. Forget Password

In the event that the end user forgets their password, they can simply click on the "Forgot Password" option. This will redirect them to a page where they can enter their valid email address and proceed to update their password.

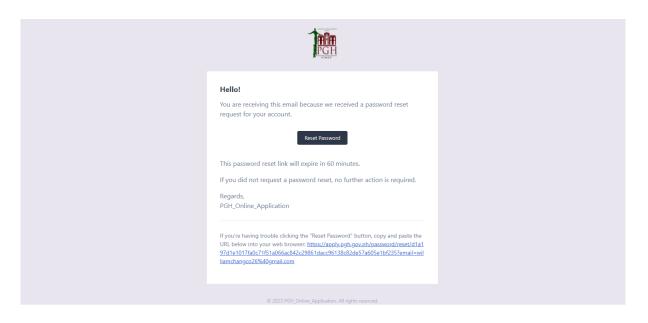


Once the end user enters their email address, a notification will be displayed indicating that a link has been sent to their email account.

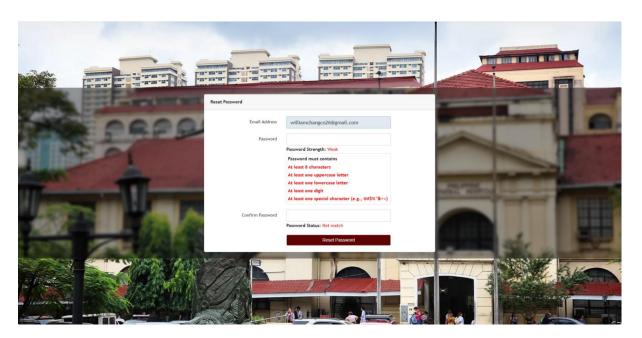




The end user will receive a redirect link to change password



After the end user clicks the "Reset Password" button or <u>link</u> below, they will be redirected to the "Reset Password" page, where they can input a new password to replace the old one.



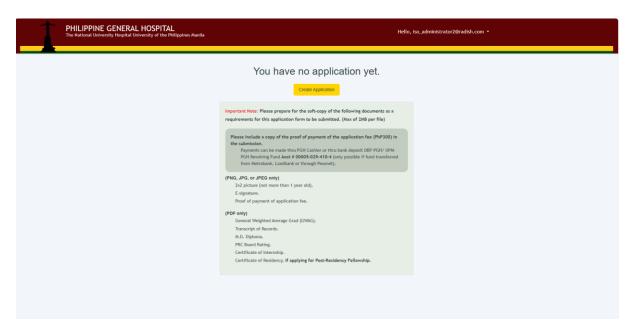
Following the password reset, the end user will return to the Login page and then can use the newly set password to access the page.



Applicant's Module

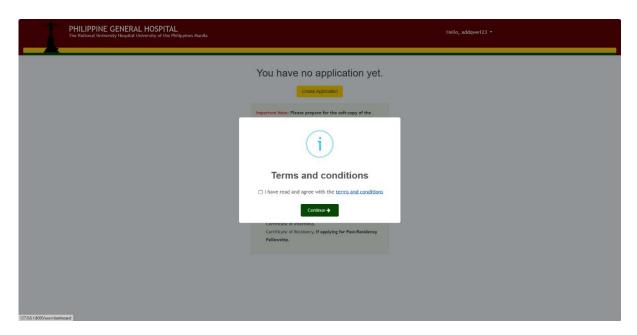
1. Home Page

Upon successful login, the end user has no application yet. They must click the yellow button to start with the application form.



2. Application Form

Once the end user clicks the 'create application' button, the **Terms and Conditions** will appear, providing guidance to the end user on data privacy and explaining how the collected documents will be utilized, they should agree by clicking check mark.



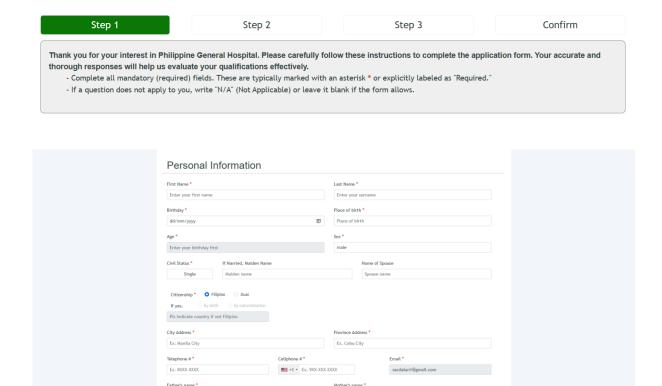


Guidelines in the Application Form

- 1. The end user is unable to proceed to other fields until they have completed each step
- 2. The end user can skip a field if there is no marked with an asterisk * or explicitly labeled as "Required."
- 3. The end user can input N/A (Not Applicable) if they don't want to leave the field blank
- 4. The end user can access the page with an internet connection for up to 2 hours without needing to log out. However, if the user loses their internet connection, the application will automatically log them out
- 5. If the application form auto-logs off, any unsaved data will not be retained, and the end user will be required to start the application process again

Step 1: Personal Information

This step is mainly for the applicant's identification refers to any data or details that can be used to identify or contact an individual user.

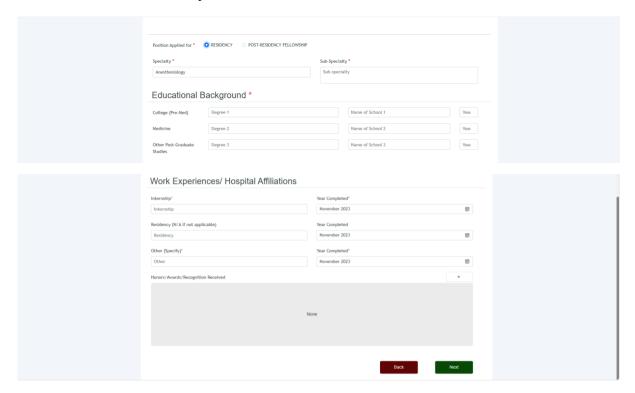




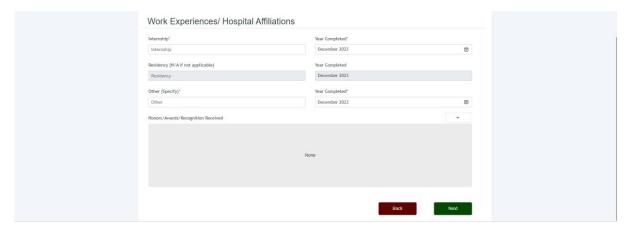
Step 2: Educational and Experience

This step primarily focuses on the applicant's educational background and their proficiency in their chosen field. The end user is required to select the type of position they are applying for, which can be either 'Residency' or 'Post-Residency'.

If the end user clicks **residency** radio button: All fields will be available:

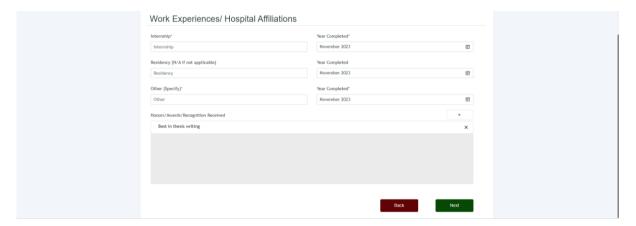


If the end user clicks the **post-residency** radio button: Some field will be disable



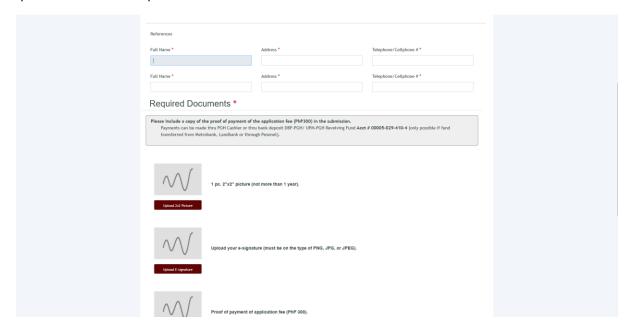


Applicants can include multiple achievements by selecting the "Add" button.



Step 3: Required Documents

In this step, the end user is expected to upload the necessary documents as evidence of their qualifications and competence to work at PGH



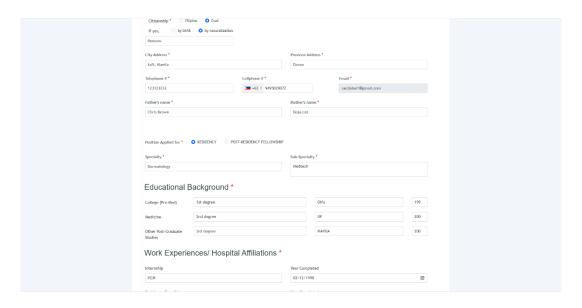
The application can only be finalized once all uploads are completed.

- 1. When the user clicks on the image, they have the option to upload a different file, effectively replacing the existing one
- 2. The user has no size limit in uploading a document
- 3. The permitted document formats that end users can upload include .pdf, .doc, .docx, .png, .jpg, and .jpeg.
- 4. The end user can not upload multiple document in 1 input
- 5. The end user must upload all required documents to complete the application form. Failure to upload all the required documents will trigger an error notification and prevent the end user from the form submission



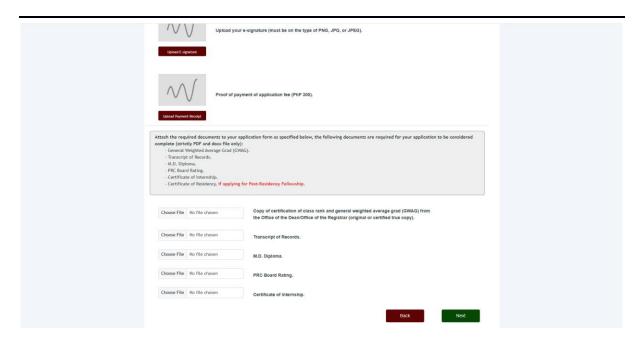
Step 4: Confirmation of All Details before Submission

On this page, users can access a complete overview of the entire form, enabling them to review and rectify any omitted fields and providing an opportunity to replace any documents, thus preventing the need for a repetitive, back-and-forth application process from HO department



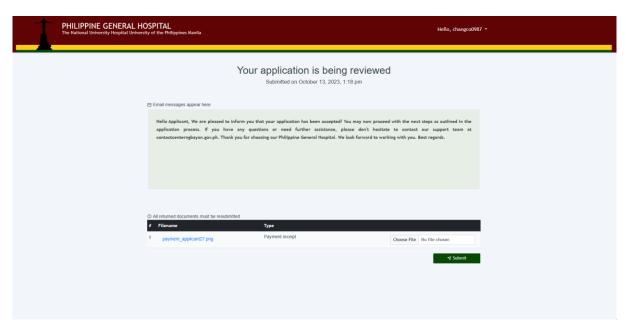






3. Applicant's Application View Page

After submission, the end user's homepage will be refreshed to reflect the current status of the application.



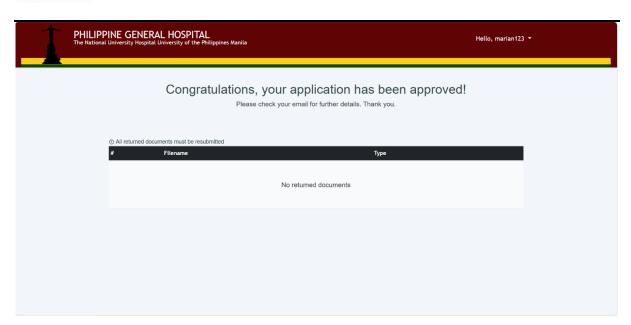
Application Result

Following the evaluation by the H.O and the relevant department, the applicant will be notified of the outcome via email notifications and on the website.

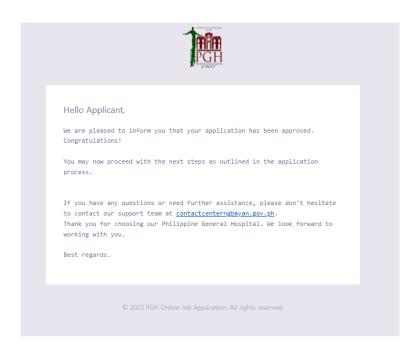
3.A Accepted Application

If they are deemed fit, the end user will receive an approved confirmation and an email notification





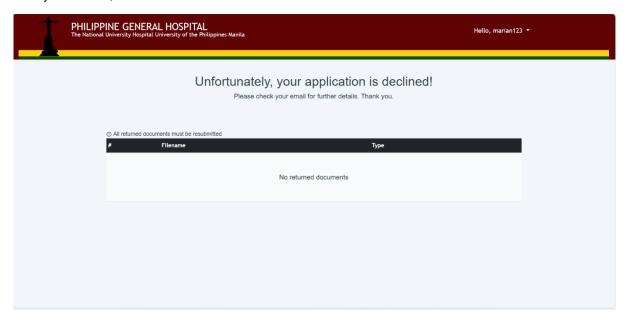
Sample email notification:



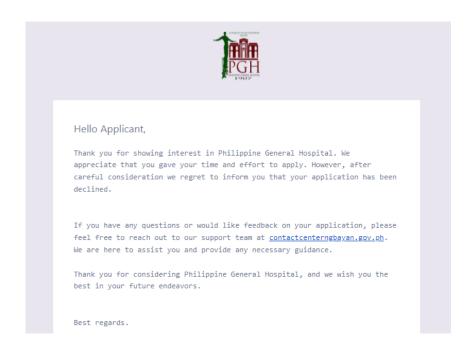


3.B Decline Application

If they are not fit, the end user will receive a declined confirmation and an email notification



Sample email notification:

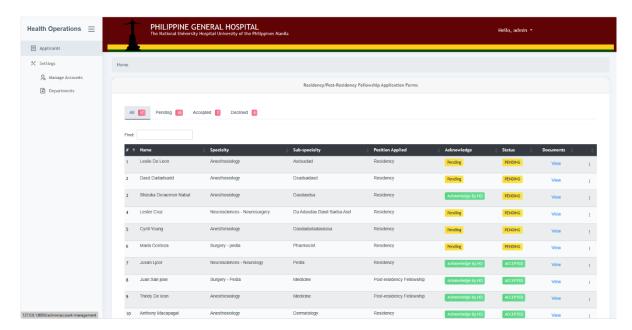




Health Operation Department's Module

1. Applicants Page (Side Bar)

The purpose of this page is to display and sort applications into categories such as "All," "Pending," "Approved," and "Declined" Status.



The end user accessibility:

- The ability to click view and will redirect to applicant's submitted documents.
- The authorization to select the "Check/Green" button to confirm that the applicant's receipt has been verified or choose the "Return/Yellow" button to indicate that the receipt requires resubmission.



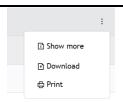
Please Note: After the end user selects either the check (left image) or return (right image) button, a confirmation pop-up message will appear, providing the option to include remarks or leave the field blank if it is not applicable.





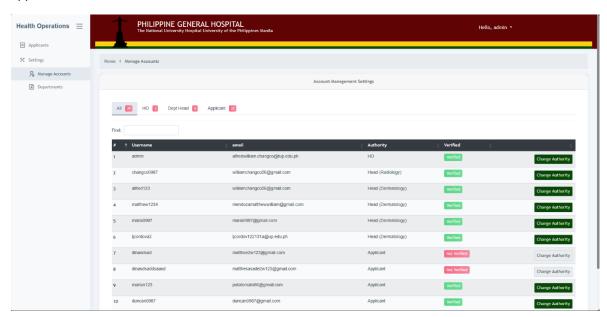


The end user has the option to click the three dots on the right side, revealing three commands: "Show More" (displaying the summary of the applicant's form) and "Download."



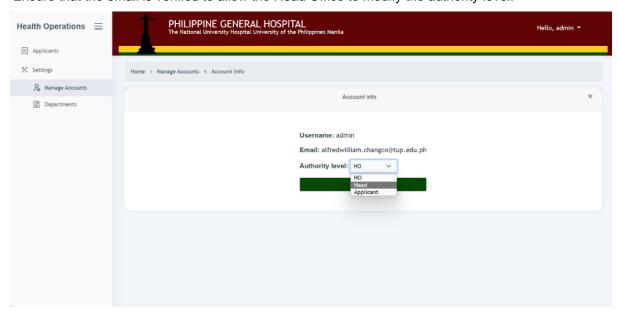
2. Settings (Side Bar)

2.A Manage Accounts: The HO can view the list of usernames, emails of HO, Department Head and Applicant.



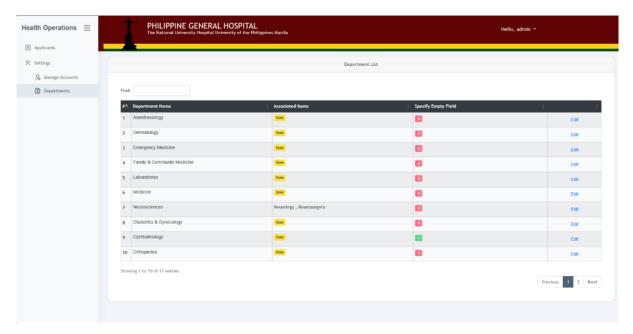
A.I Manage Account Info: The HO department is authorized to designate the department head. It can assign multiple account to manage every department.

Ensure that the email is verified to allow the Head Office to modify the authority level.





2.B Departments: The H.O Department has the authority to add another department or to edit specialty.

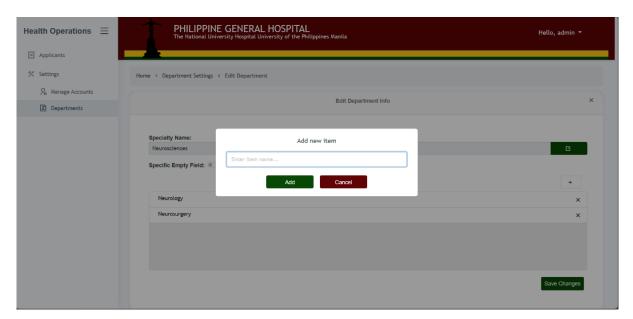


B.I Edit Department: The HO can view all department





B.II Add New Item: The HO can add new department by clicking the Add button

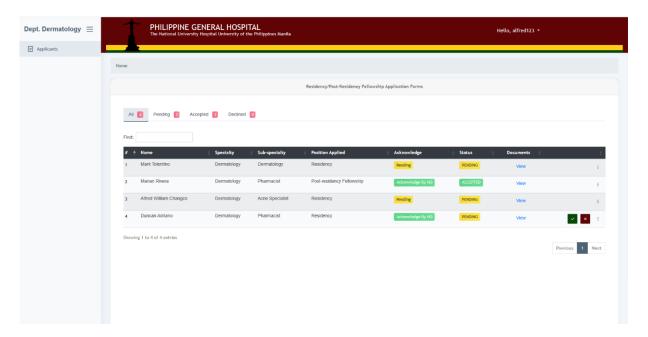




Department's Module

1. Applicants Page

Each department possesses the capability to access the applicant's form and assess the attached documents. They have the ability to either approve or reject the application.

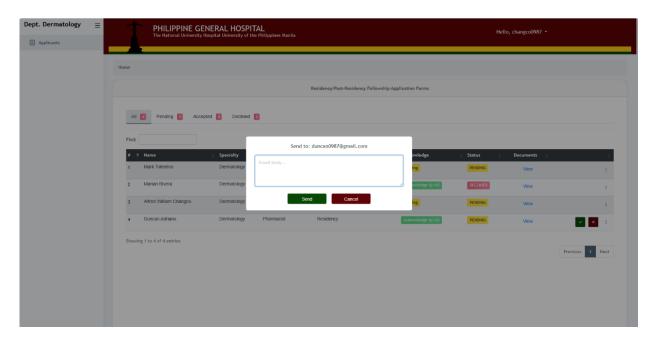


Furthermore, they can access the complete application, download and print it.

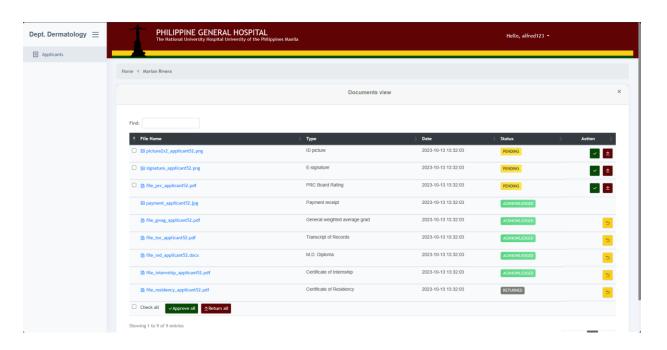




In the event of any document-related issues, they can send an email to the applicant for further action on their application.



1.A Document View: After clicking the **view** action, the department head can view the applicant's attached documents.

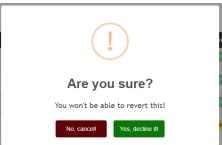




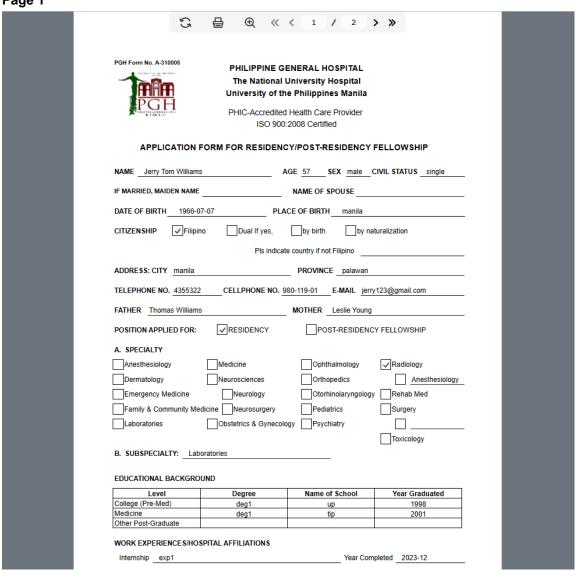
The end user has the authority to accept or decline the applicant's application form. When the end user selects either of these actions, a confirmation alert will display that serves as a precautionary measure to give opportunity for reconsideration before moving on to the next step.

The green button indicates yes and the red button is for No





1.B Print Preview: Page 1





Page 2

