

About

This manual provides the information needed to navigate and use the Public Sector Union (PSU) Web Page.

PSU Web Page Layout

Upon opening the public sector union web page, the screen below will appear.

The screenshot shows the 'Public Sector Unionism' web page. At the top, there is a navigation bar with tabs: 'Registered Unions', 'Accredited Unions', 'CNA Registered', 'Masterlist', 'Union Profile', and 'Contact Us'. Below this is a search bar with 'Export', 'Print', and 'Search' buttons. The main content area is titled 'Registered Union' and contains a table with columns: Region, Sector, Union Name, Agency, Address, Reg. Cert. No., Reg. Date, and View Certificate. Below the table is a pagination control showing '5' records per page, '1932' total items, and 'Page 1' of '387' pages. Navigation buttons include 'First', 'Previous', 'Next', and 'Last'.

Region	Sector	Union Name	Agency	Address	Reg. Cert. No.	Reg. Date	View Certificate
11	NGA	A. L. Navarro National High School Teachers Association (NAHISTEA)	A.L. NAVARRO NATIONAL HIGH SCHOOL	Laoang, Davao City	1633	07-Nov-07	Click Here
07	NGA	Abellana National School Faculty and Employees Association	ABELLANA NATIONAL HIGH SCHOOL	Osmena Boulevard, Cebu City	1165	15-Oct-02	
CARAGA	NGA	Adela Serra Ty Memorial Medical Center Employees Union (ASTMMCEU)	ADELLA SERRA TY MEMORIAL MEDICAL CENTER	Capitol Hills, Telaje, Tandag City	1824	16-Nov-11	Click Here
NCR	NGA	AFP Retirement and Separation Benefits System Employees Association (AFP RSBS EA)	AFP RETIREMENT AND SEPERATION BENEFITS SYSTEM	Camp Emilio Aguinaldo, Quezon City	1770	15-Jun-10	Click Here
CARAGA	NGA	Agusan National High School Faculty Employees Association	AGUSAN NATIONAL HIGH SCHOOL	Butuan City	1083	14-May-02	

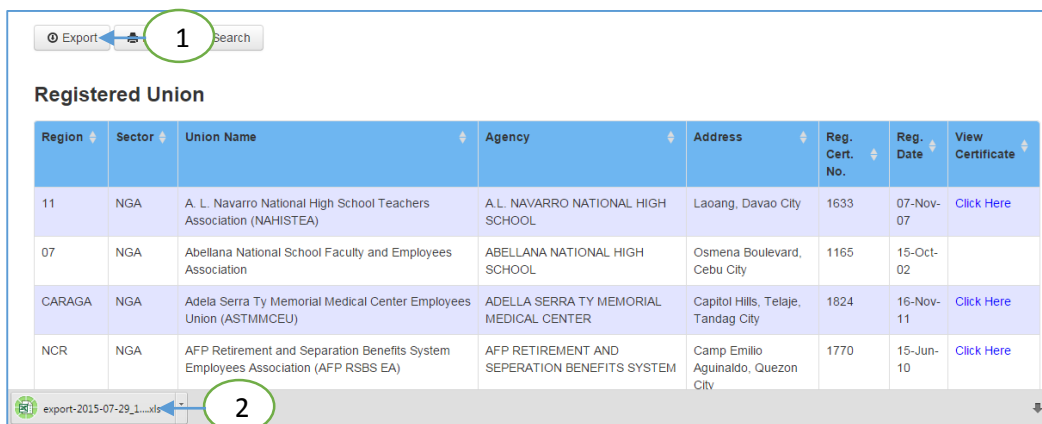
Choose the actions you want as enumerated:

1. System tabs - to choose display option for registered unions, accredited unions, etc.
 - a. Registered Unions – display list of registered unions.
 - b. Accredited Unions – display list of accredited unions.
 - c. CNA Registered – display list of unions with CNAs.
 - d. Masterlist – display the list of unions with registration, accreditation and CNA information.
 - e. Union Profile – display the union profile.
 - f. Contact Us – display the contact unit and its number. It also contains the Union Profile Update Form for download in case union have updates.
2. Action buttons – to export, print and search records.
3. Table Columns – to sort columns.
4. No. of records per page selection – to set the number of records to display per page.
5. Total Number of Records – display total number of records.

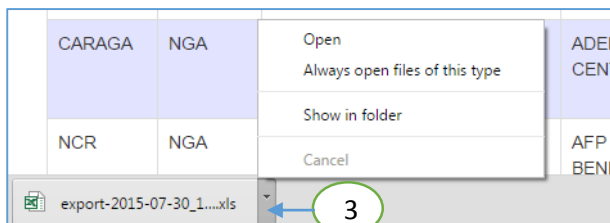
6. Page input field – to display the contents of the specified page.
7. Page navigation buttons – to navigate to different pages.
 - a. First – go to first page
 - b. Previous – go to previous page
 - c. Next – go to next page
 - d. Last – go to last page
8. Image Link – to open a new browser tab and display the selected certificate.

To Export

1. Click Export button.



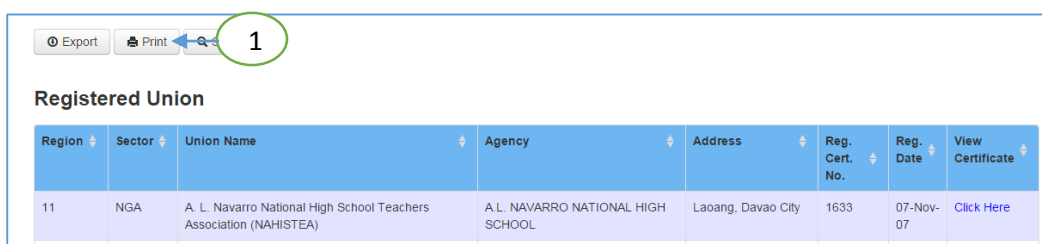
2. Wait for the download completion of the exported file.



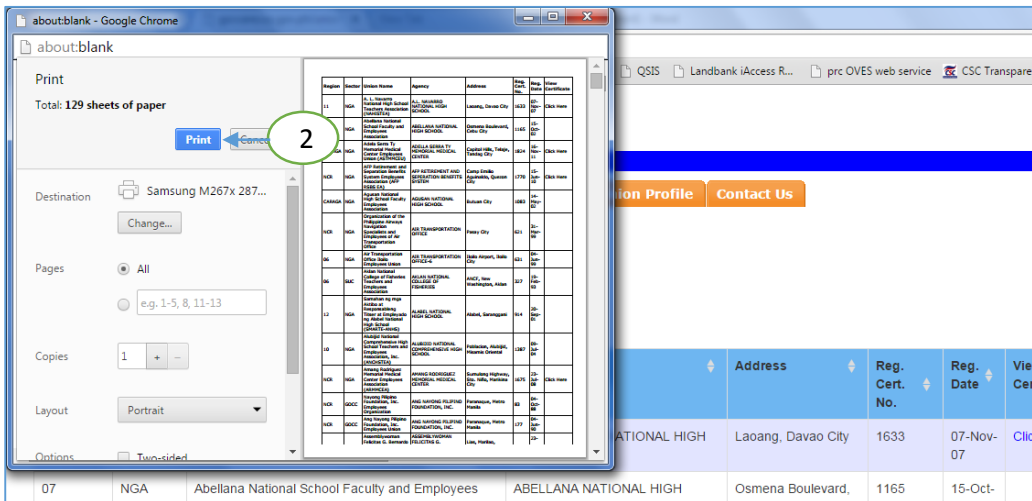
3. Click the arrow beside the exported file and choose the Show in folder to open the folder where the file is saved.

To Print

1. Click Print button.

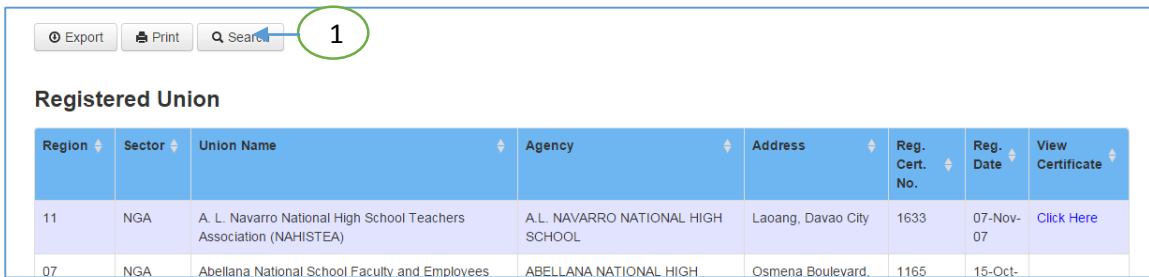


2. Wait for the print preview and click the Print button.

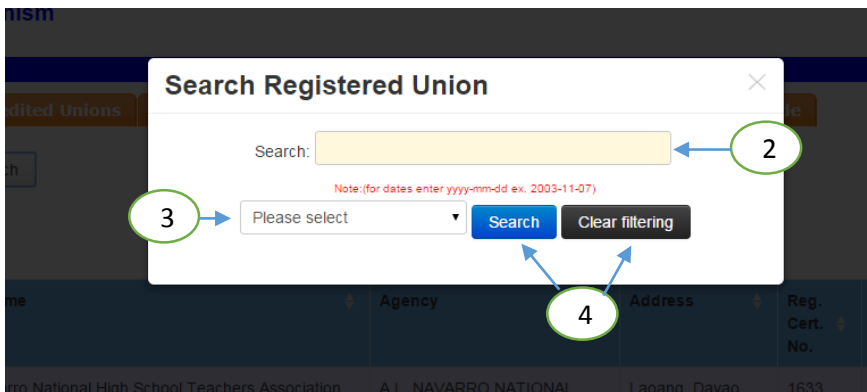


To Search

1. Click Search button.



2. The search display box will appear. Enter the text to be search.



3. Select the column to be search.
4. Click Search button to display the records that match with the search criteria. Otherwise, click Clear Filtering to remove the filtering and display again all the records.