

BCS IMS - LOGIN CREDENTIALS

Bureau of Communications Services Inventory Management System

! CONFIDENTIAL DOCUMENT

Change all default passwords immediately after first login. Do not share this document.

System Access URL

<https://your-domain.com>

System Administrator

Email: admin@bcs.gov.ph

Password: **Admin@BCS2026**

Access: Full system access. Manage users, items, settings, and all modules. View audit trail.

Supply Officer

Email: supply@bcs.gov.ph

Password: **Supply@BCS2026**

Access: Manage purchase requests, IAR, RIS, property items, transfers. Generate GAM reports.

Creating Additional User Accounts

Login as Administrator -> Admin -> Users -> Add User -> Assign role:

Admin | Supply Officer | End User | Auditor

User Role Permissions

Admin: Full access to all modules, user management, audit trail, system settings

Supply Officer: Purchase requests, receiving (IAR), issuance (RIS), property, transfers, reports

End User: Submit requisition slips, view own issuances and property assignments

Auditor: Read-only access to all records and audit trail. Cannot create or modify.

Security Instructions

1. Change all default passwords immediately after first login.
2. Use strong passwords: minimum 12 characters, mix of letters, numbers, symbols.
3. Never share login credentials - each person must have their own account.
4. The system logs all actions in the Audit Trail (Admin -> Audit Trail).
5. Report any unauthorized access to support@quanbyai.com immediately.

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