User Manual

COVID-19 vaccine registration app

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CONTENT TABLE

VISITORS

This section will provide information on how to navigate through the web app as a visitor. To enter the system as a visitor you need to provide the link corresponding to the page. When entering as a visitor the page will redirect you to the home page, corresponding to the path /home. Once you are there you will see on top a navigation bar with the name of the application and different redirect buttons. From there you will be able to move through five different areas of the application, by simply clicking on the button corresponding to each one.


ACCESSIBLE AREAS:

- ✓ Home ("Inicio"): as mentioned before, this is the first page you see as a visitor to the page. In this area you will be able to see the most relevant information regarding the vaccination process or information in general as established by the creator of the page.
- ✓ News ("Noticias"): with path '/news', this page will contain news about COVID-19 and the vaccination in the country. These news will be updated by the administrator to show updated news.
- ✓ Information ("Información"): with path '/information', this page will contain useful information about the page, the Health Ministry and the registration process for vaccination using the page.
- ✓ Contact ("Contacto"): with path '/contact', this page works as a way of asking questions you may have about the process. To ask a question you will need to fill four different fields: your Personal Identification Document number (DPI), your full name, an email (where you will receive the answer), and the message you want to send to the page's email account.
- ✓ Login ("Iniciar session"): with path '/login'. See USER's section for information.

FOOTER:

Through the different areas described before, at the bottom of the page, you will find the footer, as a gray box with different links. The footer is divided in three columns: information,

users and social media. The first column[1], like the header, allows you to navigate through the four informative pages of the app (home, information, news, contact) by clicking on its name. The next column[2] will allow you to navigate through the Login and Registration (See USER's section for information) pages. Finally, the last column[3] will redirect you to the Health's Ministry social media, by clicking on each social media icon (Twitter, Instagram or Facebook).
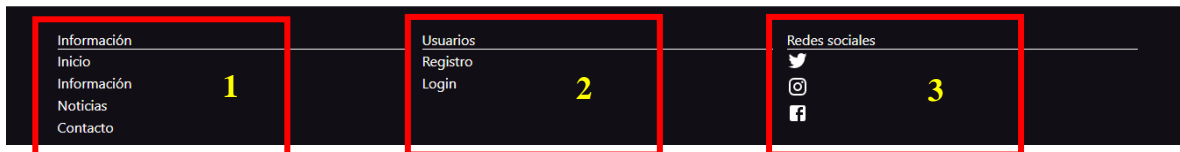
To navigate as a logged user, continue to the next section of the manual.

USERS

This section will provide information on how to navigate the web application as a logged user.

REGISTRATION PROCESS:

The first step to navigate as a user is creating one. To do that you can enter the registration page (with path '/register') with two different methods:

1. The most direct method is scrolling down to the footer of the page, looking at the second column and clicking on the link that says "Registro".

2. At the navigation bar, click on "Iniciar Sesión". Once you are in the login page, click on the bottom of the form where it says "Regístrate".
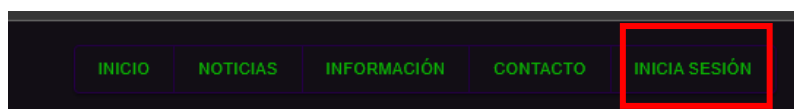
Once you are in the signup page, you will see a form with four fields to fill:

1. "Nombre de usuario". This is where you enter your DPI number.

2. "Contraseña": you will need to provide a password for your new user.

3. "Repetir Contraseña": in this field you will need to write the same password as the one in the field before (otherwise you will not be able to create a new user).

4. "Tipo de usuario": this is a select field. You will be shown three different options: "Administrador" (See ADMINISTRATORS' section for information), "Empleado" (See EMPLOYEES' section for information), and "Usuario". Select this last option.

Once you have filled all the boxes, click on the green button. If there are no errors, you will be redirected to the data registry page (with path '/register-data'). If there are any errors, check your answers above.

¡IMPORTANT! You will only be able to register if your DPI if you apply to get the vaccine, so make sure you meet the current parameters to be vaccinated.

Once on the data registry page, you will see your personal information (already in the system, provided by the administrator). You will be able to update your phone numbers and your email addresses (the second field of each one of this is optional). You won't be able to edit the other fields, but make sure your information is correct. However, at the bottom of the page you will see the "centro de vacunación" field. Select the vaccination center where you would want to get vaccinated in.
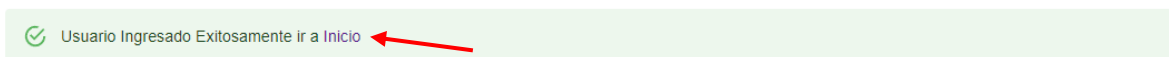

¡IMPORTANT! You won't be able to change the vaccination center once it is set.

Once you have checked and filled your data, click on the green button. If everything is ok, you will see a success message. If you click where it says "Inicio" you will be redirected to the home page.

NAVIGATION THROUGH THE APP:

As a logged user you will have access to the same four informative pages as before. However, there will be some changes in the navigation bar and the footer.

- ✓ The footer: now in the second column of the footer, you will see only one link, "Mi cuenta" that redirects to your profiles. There you will be able to consult your data. Not only your user data but check your vaccination dates, vaccination center and the vaccine you are getting.

- ✓ The navigation bar: now, instead of having an "Iniciar Sesión" button, you will see an exit icon. This means, that when you click this button, you will log out from your session. This will redirect you to the home page, and you will be able to navigate again as a user. Whenever you want to access your account again, you will need to login again.

LOGIN:

To access your account, you will need to log in using your user (the one you created in the registration process). To access the login page (with path 'login'), you can do it through the footer (second column, where it says Login) or through the navigation bar by clicking on the "Iniciar Sesión" button.

Once you are located in the home page, you will se a form with two input boxes and a button:

1. "Nombre de usuario": in this field you will need to enter the DPI number you used to create your user in the registration phase.
2. "Contraseña": you will need to write the same password you used to register your user.

Once you have both fields filled, you need to press the green button. If there are no errors you will be redirected to the home page and will be able to navigate as a logged user (as mentioned before in this section); else, check the information provided in the form.

To navigate as an employee, continue to the next section of the manual.

EMPLOYEES

This section will provide information on how to navigate through the web app as a health employee.

REGISTRATION PROCESS:

See the subsection "Registration process" from the previous section (USERS). This time, when completing the signup form select "Empleado" on the "Tipo de usuario" field. A message will appear on your screen letting you know that you will be registered as a user (not an employee). However, a request will be sent to the administrator. If it is approved, when this happens you will have employees' privileges.

If the signup process has no errors, you will be redirected to the data registry. There, you can continue with the steps expressed on the USERS' section.

EMPLOYEES' MODULE:

The employees' module will allow you to see and update vaccination data from users. It will be used when you want to assign a vaccine or register that they are getting vaccinated at that moment. To access the Employees Module (with path '/health-employees'); go to the footer. As an employee, on the second column, you will find the link "Módulo empleados", this will redirect you to the page.
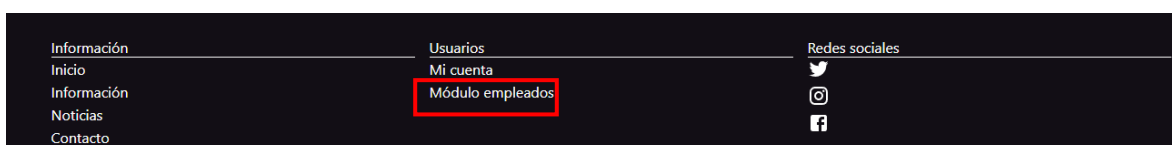
To register a user's vaccination process you need to write their DPI number on the search bar on top of the form. Then click on the magnifying glass icon:

✓ If the user does not exist, an error message will let you know.

ⓘ Error, el usuario no está registrado

✓ If the user exists but does not have a vaccine dose programmed for that day, you will see their data on the screen. However, an error message will let you know the date is not correct, and you won't be able to continue with their process.

Datos del usuario:

DPI	Nombre Completo

Centro de vacunacion	Vacuna
2	Sputnik

Fecha Primera dosis	Aplicada
12/10/2021	Sí

Fecha Segunda dosis	Aplicada
11/12/2021	Sí

Fecha Tercera dosis	Aplicada
dd/mm/aaaa	No

ⓘ Error, el usuario no está programado para vacunarse hoy

✓ If the user exists and has a dose programmed for that day, you will be able to add the vaccine they are getting (if it is not already established) and confirm they are getting the dose, and which one it is.

Datos del usuario:

DPI	Nombre Completo

Centro de vacunacion	Vacuna
4	Moderna

Fecha Primera dosis	Aplicada
14/10/2021	No

Fecha Segunda dosis	Aplicada
dd/mm/aaaa	No

| Fecha Tercera dosis	Aplicada
dd/mm/aaaa	No

REGISTRAR LOS CAMBIOS

When you are done updating the person's vaccination process, click on the green button. The data will be updated for the person with the selected DPI. If the person is still missing doses, the system will automatically show you and update the date of said dose, according to the days established for the vaccine they are getting.

To navigate as an administrator, continue to the next section of the manual.

ADMINISTRATORS

This section will provide information on how to navigate through the web app as an administrator.

The first change you will see as an administration is the footer, which will give you access to more options than with any other type of user.
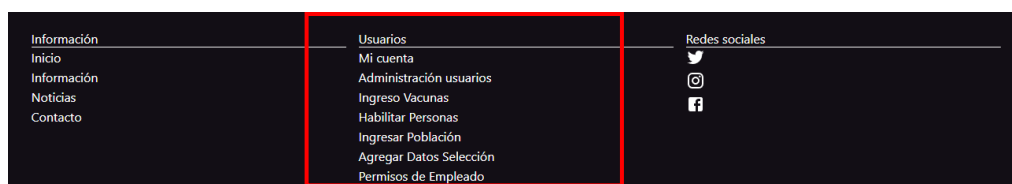
REGISTRATION PROCESS:

See the subsection "Registration process" from the section USERS. This time, when completing the signup form select "Administrador" on the "Tipo de usuario" field. A new text box called "Contraseña Administrador" will appear. There you will need to provide the administrators password. If you don't provide it correctly you won't be able to create an administrator user. Otherwise, you will be redirected to the data registry. There, you can continue with the steps expressed on the USERS' section.

USERS ADMINISTRATION:

In this section, you as an administrator, will be able to update population information. If the person you are looking for has a user created, you will be able to delete their user.

To access this area, go to the second column of the footer and click where it says "Administración usuarios". This will redirect you to the desired page. This page is divided in two areas:

- ✓ User search: in this form you will be able to search a person manually. To do so, write their DPI on the search bar. Then, click on the magnifying glass button. If the person exists, you will see their data (DPI, full name, nationality, birth date, gender, chronic illness (if they have one) and job) on the screen. Otherwise, you won't see anything. You will be able to edit their data (except the DPI), by replacing their values on the textbox corresponding to each piece of information. When you are done, click on "Actualizar los Datos" to update the person's data on the database.

If the person is registered with a user a new button "Eliminar usuario" will appear. If you click on the button, their user will be deleted from the system.

Sexo	Enfermedad	Profesión
M ▼	Hipertensión ▼	Maestro -privado ▼

ACTUALIZAR LOS DATOS	ELIMINAR USUARIO

✓ Users' table: it is below the user search. There you can see the data of the whole population in the system. If you do not want to enter the dpi manually to update or eliminate a user, go to the user's table, and click on the button on the last column. This will send the data to the form above so you can update or eliminate the user.

DPI	Nombre Completo	Nacionalidad	Sexo	Enfermedad Crónica	Profesión	Seleccionar
12345678	Juana	guatemalteca	F	1	1	✏️
12345679	Pedro	guatemalteca	M	2	1	✏️ TO EDIT PERSON
12345680	Jaime	guatemalteca	M	1	2	✏️
12345681	JP	guatemalteca	F	2	2	✏️
12345682	José	guatemalteca	M		1	✏️

ADDING VACCINES:

This is the space where you can add new vaccines to the catalog or edit the existing ones. To access this area, go to the second column of the footer and click where it says "Ingreso Vacunas". This will redirect you to the desired page. This page is divided in two areas:

✓ Insert Form: this is the space where new vaccines are added to the catalog. To make a new entry, fill the four fields:

1. Nombre vacuna: here, enter the name of the vaccine you want to add.
2. Laboratorio: here, enter the name of the laboratory that fabricates the vaccine you want to add.
3. Dosis: here, enter the amount of dosis the vaccine requires.
4. Días siguiente dosis: here, enter what is the interval in days between one dose of the vaccine and the next one.

Inserte una nueva vacuna

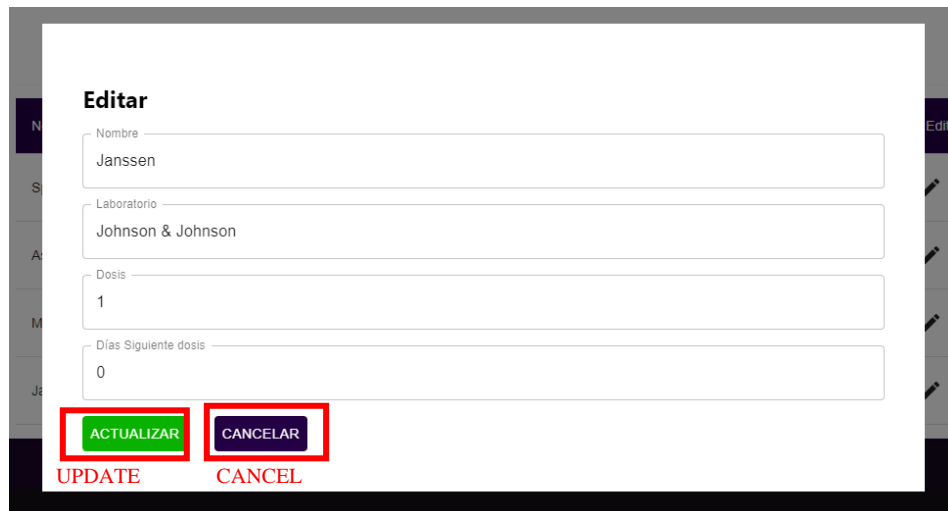| Nombre Vacuna 1 | Laboratorio 2 |
| Dosis 3 | Días siguiente dosis 4 |

AGREGAR VACUNA

When you are done filling the vaccine's information click on the green button. If the vaccine is created correctly, you will see a message on the screen. Refresh the page to see if the vaccine appears in the catalog below.

⊘ Vacuna Ingresada Exitosamente

✓ Vaccines' catalog: this space is a table with al the information of every vaccine registered in the system (the information you are asked for in the form above). If you want to edit the information of one of the vaccines click on the edit button on the last column of the table. When doing so, a modal will appear on your screen. Edit the information you want by changing the values on the textboxes corresponding to that information. When you are done updating the data click on the green button. If you decide you don't want to change anything, click on the purple button.

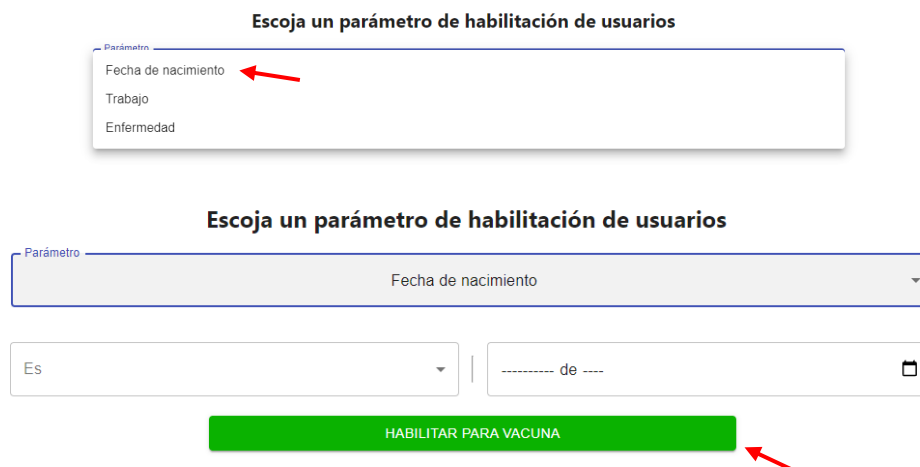| Nombre	Laboratorio	Cantidad de dosis	Días siguiente Dosis	Editar
Sputnik	Rusia	2	60	✏️
AstraZeneca	AstraZeneca	2	30	✏️ TO EDIT VACCINE
Moderna	Moderna	2	28	✏️
Janssen	Johnson & Johnson	1	0	✏️

ENABLE USERS FOR VACCINATION:

This is the area where you can update the population for it to be able to get registered to get the vaccine if they meet the parameters you will enable as valid for getting a vaccine. To access this area, go to the second column of the footer and click where it says "Habilitar personas". This will redirect you to the desired page with path '/habilitar-poblacion'.

Once in the page you will see a form with one select field. There you have three options to use as parameters for vaccination:

✓ "Fecha de Nacimiento": using the birth date as a parameter. Clicking it will make two new inputs appear. In the first one you can choose one of three options '=', '<', '>'. This will establish if you want to enable users with a birth date equal to, previous or after the date you will choose in the next textbox. When you are done, click on the green button and the people who meet the parameter will now be able to create a user.

✓ "Trabajo": using the job as a parameter this will make two new inputs appear. The first one cannot be changed; it just shows that you will enable the job that is equal to the one you will have to select on the other input. When you are done, click on the green button and the people who meet the parameter will now be able to create a user.

✓ "Enfermedad": using the job as a parameter this will make two new inputs appear. The first one cannot be changed; it just shows that you will enable the illness that is equal to the one you will have to select on the other input as a parameter for being able to get a vaccine. When you are done, click on the green button and the people who meet the parameter will now be able to create a user.

ADDING PEOPLE:

This is the area where you will be able to enter new members of the population to the system. To access this area, go to the second column of the footer and click where it says "Ingresar

- ✓ Massive population import: this is a form with two buttons. It will be used to import population and their data massively using a csv file, instead of doing manually one by one. To do so you will need a csv with 9 columns: DPI, full_name, birth date, email, telephone, job, sickness, gender, nationality (in this order). Click on the purple button to select the csv file where you have people's data and click on open. Once that is done you can click on "Enviar a la base de datos" to send the data from the file to the database.

Importar Población

Seleccionar el archivo CSV

SELECCIONAR ARCHIVO — ADDING CSV FILE

Ningún archivo seleccionado

ENVIAR A LA BASE DE DATOS — SEND TO DATABASE

- ✓ Manual entry: this is a form where you, as an administrator, will be able to add population one by one, instead of doing it massively. The form has 9 fields: DPI, full_name, birth date, email, telephone, job, sickness, gender, nationality (same as the columns from the massive import). Add all the data from the person you want to enter to the database. When you are done, click on the green button to add the person to the system.

Ingreso Manual de personas

DPI		Nombre Completo
Nacionalidad		Fecha de Nacimiento — dd/mm/aaaa
Correo		Teléfono
Sexo	Enfermedad	Profesión

AÑADIR PERSONA — SEND TO DATABASE

EDITING NEWS PAGE:

One of the privileges and jobs of the administrator is changing the content of the news page, which you can access through the navigation bar or through the footer, to make the content dynamic. These changes of content have three forms: adding content, editing existing content, deleting content.

Adding content:

To add content to the news area, go to the top of the page. There you will see three green buttons. Each one corresponds to one kind of element you can add to the page:

1. "Agregar Texto-Lado": This element has two elements: an image and text. Clicking on this button will open a modal which has a form with a file input, a select input and a text input. The file input is represented by the purple button "seleccionar imagen". Click on the button to upload the image (only .jpg, .jpeg, .png accepted) you want to add in the new element. On the select input chose whether you would like to display the image to the right or left of the text. Then on the text input add the text you would like the element to display. When you are done, click con the green button to add the element. The element should now appear on the news page. On the contrary, if you decide you don't want to add the element click on the purple button to cancel the operation.

2. "Agregar Imagen-descripcion": This element, like the one before, has two elements: an image and text (image on top, text in the bottom). Clicking on this button will open

a modal which has a form with a file input and a text input. The file input is represented by the purple button "seleccionar imagen". Click on the button to upload the image (only .jpg, .jpeg, .png accepted) you want to add in the new element. Then on the text input add the text you would like the element to display. When you are done, click con the green button to add the element. The element should now appear on the news page. On the contrary, if you decide you don't want to add the element click on the purple button to cancel the operation.

Ingresar los datos

SELECCIONAR IMAGEN

Ninguna Imagen Seleccionada

Descripción

AGREGAR   CANCELAR

3. "<u>Agregar Texto</u>": This element has only one element: text. Clicking on this button will open a modal which has a text field. On the input add the text you would like the element to display. When you are done, click con the green button to add the element. The element should now appear on the news page. On the contrary, if you decide you don't want to add the element click on the purple button to cancel the operation.

Ingresar los datos

Texto

AGREGAR   CANCELAR

Editing content:

To edit the existing content in the page, click on the edit icon (the one with the pencil) of the element whose content you would like to change. By doing this, a modal will be open showing the existing information of the element (same structure as the modals for creating

the elements). Change the values on the inputs to the ones you want to display now. When you are done, click con the green button to update the element. The element should now appear updated on the news page. On the contrary, if you decide you don't want to change the element click on the purple button to cancel the operation.

¡IMPORTANT! With this functionality, besides the three elements mentioned before, you can also change the title of the page.

Deleting content:

To delete content from the page, click on the delete icon (the one with the trashcan) of the element you want to eliminate. By doing so, the element should cease to appear on the news page. And the data will be eliminated from the database.

ADDING OPTIONS:

Some of the information of the users is selected from different, existing tables. For example: vaccination centers, jobs, or chronic illnesses. It is the job of the administrator to add these

options for the users to chose from. This can be done in the options page with path '/information-options'. To access this area, go to the second column of the footer and click where it says "Agregar Datos Selección". This will redirect you to the desired page.

The page has card with three buttons, depending on the table where you want to add the new option:

Escoja el campo para el que desea agregar una opción

AGREGAR CENTRO DE VACUNACIÓN

AGREGAR ENFERMEDAD

AGREGAR PROFESIÓN

✓ "Agregar Centro de Vacunación": click this if you want to add a new vaccination center. When clicking it a modal is opened, showing a form with three text fields. Add the name of the center in the first field, the department where it is located, the second and the address in the third one. Once you are done, click on the green button to add the center. On the contrary, if you decide you do not want to add the new center, click on the purple button to cancel the operation.

Escriba los datos del nuevo centro

Nombre

Departamento

Dirección

ACTUALIZAR   CANCELAR

✓ "Agregar Enfermedad": click this if you want to add a new chronic illness. When clicking it a modal is opened, showing a form with a text field and a selection box. Add the name of the illness in the text field. On the selection box chose whether having this illness will enable people to get vaccinated or not. Once you are done,

click on the green button to add the illness. On the contrary, if you decide you do not want to add it, click on the purple button to cancel the operation.

Escriba los datos de la nueva enfermedad

Nombre

Parámetro de vacunacion

ACTUALIZAR CANCELAR

✓ "Agregar Profesión": click this if you want to add a new profession option. When clicking it a modal is opened, showing a form with a text field and two selection boxes. Add the name of the profession in the text field. On the first selection box chose whether having this profession will enable people to get vaccinated or not. On the second selection box chose if the profession belongs to the public or private sector. Once you are done, click on the green button to add the profession. On the contrary, if you decide you do not want to add it, click on the purple button to cancel the operation.

Escriba los datos de la nueva profesión

Nombre

Parámetro de vacunacion

Sector al que pertenece

ACTUALIZAR CANCELAR

ASIGNING FIRST DOSE'S DATE:

In this area, the administrator will be able to update manually, the date for the first vaccination dose to users who don't have a date assigned yet. To access this area, go to the second column of the footer and click where it says "Asignar Primera Dosis". This will redirect you to the desired page.

The page will have a form that will let you select one of two parameters to assign the date to the users:

- ✓ "Todo el que no tenga fecha": this will add a vaccination date to every user without a date for their first dose assigned. With this option you will only see one other field, a date picker. Select the date you want to assign the users to have their vaccine dose. When you are done click on "Asignar Fecha" to send the updated date to the database.

- ✓ "Por centro de vacunación": this Will let you add a vaccination date to every user from a specific vaccination center without a date for their first dose assigned. With this option you will see two other inputs: a select input where you can choose the vaccination center, and a date picker to choose the date to assign to the users.

CHANGING USERS TO EMPLOYEES:

In the EMPLOYEES' section of this manual, it was mentioned that only administrators had the power to assign a user permission to be an employee, after they made the request. To do so, you will have to access the requests' area. To access this area, go to the second column of the footer and click where it says "Permisos de Empleados". This will redirect you to the desired page.

The page will show a table with all the pending requests.

Solicitudes de permisos de empleado

DPI Empleado	Nombre completo	Aprobar Solicitud	Rechazar Solicitud
12345678	Juana	✓	🗑

To accept the request, and change the user to be an employee, click on the green button on the third column, on the employee whose request you want to accept.

Solicitudes de permisos de empleado

DPI Empleado	Nombre completo	Aprobar Solicitud	Rechazar Solicitud
12345678	Juana	✓	🗑

To deny the request, and not changing the permissions for the user, click on the purple button on the fourth column, on the employee whose request you want to deny.

Solicitudes de permisos de empleado

DPI Empleado	Nombre completo	Aprobar Solicitud	Rechazar Solicitud
12345678	Juana	✓	🗑

This is the end of the User Manual. We hope it was useful for you and you can use our application without any inconvenience.