



User Manual

COVID-19 vaccine registration app

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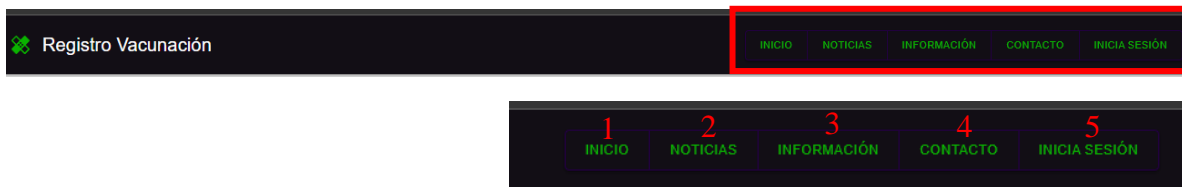
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VISITORS

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.

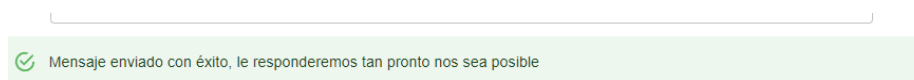
USING CONTACT PAGE:

When entering the contact page (see previous subsection for information on how to access it), you will see four different text fields to provide your information: your Personal

Identification Document number (DPI)¹, your full name², an email³ (where you will receive the answer to your message), and the message⁴ you want to send to the page's email account.

The image shows a contact form with the title "Contáctenos si tiene una consulta". It contains four input fields: "DPI" (labeled with a red 1), "Nombre Completo" (labeled with a red 2), "Email" (labeled with a red 3), and "Mensaje" (labeled with a red 4). Below these fields is a green button labeled "ENVIAR MENSAJE".

When you are done, to send the message, click on the green button that says “Enviar Mensaje”. Wait until you see the success message as shown below:



The administrators will get back to you as soon as possible, so make sure to check your email during the next couple of days.

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 column¹, 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 column² will allow you to navigate through the Login and Registration (See USER's section for information) pages. Finally, the last column³ 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.

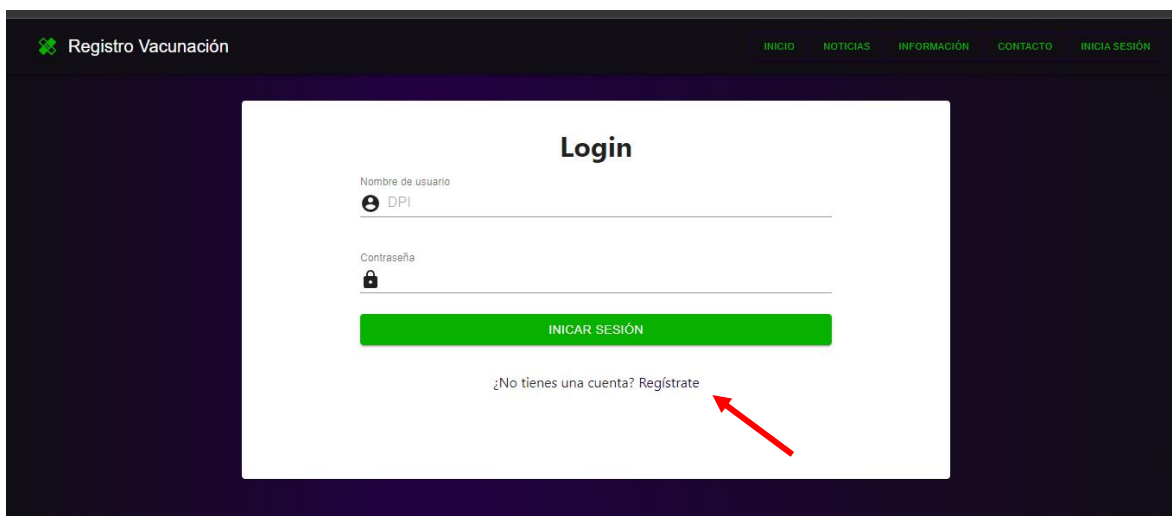
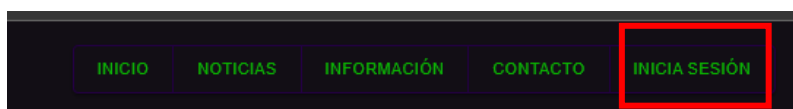
REGISTRATION PROCESS:

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”.

A screenshot of the 'Login' page. The page has a dark header with the logo 'Registro Vacunación' and navigation links: 'INICIO', 'NOTICIAS', 'INFORMACIÓN', 'CONTACTO', and 'INICIA SESIÓN'. The main content area is white and contains a 'Login' form with fields for 'Nombre de usuario' (with a 'DPI' icon) and 'Contraseña' (with a lock icon). Below the fields is a green 'INICAR SESIÓN' button. At the bottom of the form, there is a link that says '¿No tienes una cuenta? Regístrate' with a red arrow pointing to it.

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.

Registro Vacunación

INICIO NOTICIAS INFORMACIÓN CONTACTO INICIA SESIÓN

Registro

1 Nombre de usuario
DPI

2 Contraseña

3 Repetir Contraseña

Tipo de usuario
Administrador
Empleado
4 Usuario

¿Ya tienes una cuenta? Inicia Sesión

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.

REGISTRARSE

¡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.

CHECK YOUR INFORMATION

Regístrese para vacunarse

DPI <input type="text"/>	Nombre Completo <input type="text"/>	
Email <input type="text"/>	Email 2 (opcional) <input type="text"/>	
Teléfono <input type="text"/>	Teléfono 2 (opcional) <input type="text"/>	
Nacionalidad <input type="text"/>	Fecha de Nacimiento <input type="text"/>	
Sexo <input type="text"/>	<input type="text"/>	Trabajo <input type="text"/>
Centro de Vacunación <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>		

REGISTRAR MIS DATOS 

¡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.

 Usuario Ingresado Exitosamente ir a [Inicio](#) 

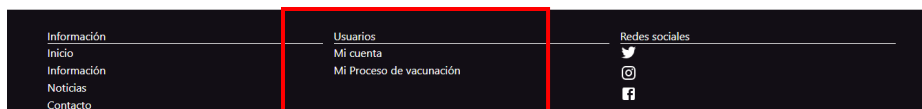
¡IMPORTANT! Check the email or emails provided in the system to make sure you receive a confirmation message from the site after you sign up. If you do not receive it check your profile to see if it is written correctly or use the contact page to see if there was any mistake.

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 two links, “Mi cuenta” that redirects to your profile. 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. And the second one: “Mi proceso de vacunación” which will redirect you to your vaccination process page.



- ✓ 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 see a form with two input boxes and a button:

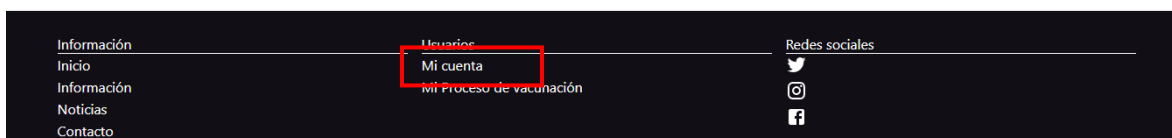
1. “Nombre de usuario”: in this field you will need to enter the DPI number you used to create your user in the registration phase.
2. “Contraseña”: you will need to write the same password you used to register your user.

A screenshot of the 'Registro Vacunación' website. At the top, there is a green navigation bar with links: 'INICIO', 'NOTICIAS', 'INFORMACIÓN', 'CONTACTO', and 'INICIAR SESIÓN'. Below this is a white login form titled 'Login'. The form has two input fields: the first is labeled 'Nombre de usuario' and 'DPI' (highlighted with a red box and the number 1), and the second is labeled 'Contraseña' (highlighted with a red box and the number 2). Below the input fields is a green button labeled 'INICIAR SESIÓN'. At the bottom of the form, there is a link that says '¿No tienes una cuenta? Regístrate' with a red arrow pointing to it.

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.

YOUR PROFILE:

This is the space where you can see your information and update your email and phone numbers if necessary. To access this area (with path ‘/mi-cuenta’), go to the second column of the footer and click where it says “Mi cuenta”.

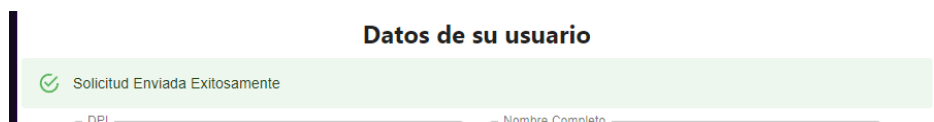


This will redirect you to the desired page. In this page you will see a card with your following information:

1. DPI
2. Full name
3. Emails (1 and 2)
4. Phone numbers (1 and 2)
5. Nationality
6. Birth Date
7. Gender
8. Chronic illness (if it applies)
9. Job
10. Vaccination center
11. Vaccine applied
12. Vaccination dates
13. Vaccine doses applied

When logged as a user, and if you haven't sent a request before, you will see a green button under the text “Datos de su usuario” as shown below:

Click on the button if you want to request employees permits. If your request is sent correctly, you will see a success text, and the button will disappear. The administrator will review your request and decide whether to accept it or deny it.



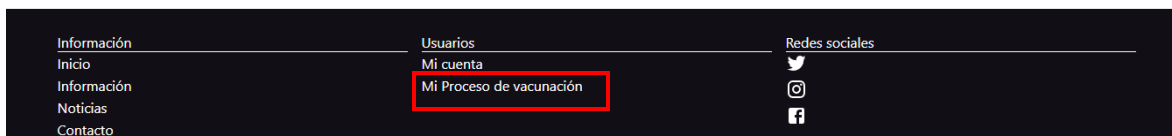
To update your contact information (emails and phone numbers) write on the text field corresponding to the information you want to change, the new information. When you are done click on the green button that says “Actualizar datos de contacto.”



If there are no errors, your information will be updated on the database and next time you open your profile you will see the new data.

YOUR VACCINATION PROCESS:

This is the space where you can download a document with your vaccination process progress and validate the information in there. To access this area (with path ‘/mi-proceso’), go to the second column of the footer and click where it says “Mi proceso de vacunación”.



This will redirect you to the desired page. Once there you will see that the page is divided in two areas:

- Vaccination State Document Download. This corresponds to the top part of this area. To generate a new document, click on the green button that says “Descargar PDF”.

Mi proceso de vacunación

Haga click sobre el botón para descargar el documento con su estado en el proceso de vacunación



This will Download a PDF into your computer, with the current state of your vaccination process. The document will look as shown below, and will show these different areas:

1. “Documento Número”: This will show a 20 digits number, which will correspond to the document ID. This number will let you validate the document later, to see if it is legitimate.
2. “Fecha de Inscripción”: This field show the date in which your user was registered into the system.
3. “Documento creado”: here you can see the date in which the document was created. It will show the current date if a document showing the same data was not created before, otherwise it will show the date of when the document was generated and downloaded for the first time.
4. “DPI”: This will show your Personal Identification Number (DPI).
5. “Nombre”: here you can see and check your full name.
6. “Vacuna Correspondiente”: this will show you the vaccine that was or that will be applied to you.
7. Phases table: this table has three columns. The first one corresponds to the vaccination dose (first, second or third). The second one corresponds to the date programmed for that dose. And the third one, shows the state of each dose. There are four possible states: “No aplica”, if the vaccine you are getting does not go up to that amount of doses; “No programada”, if “”, if the vaccine you are getting does go up to that amount of doses, but there is still not a date programmed for it; “Programada”, if a date has already been set for that dose; and “Aplicada”, if the dose has already been applied to you.
8. “Cuadro de vacunación”: it has two states: “Completo”, if you have no pending doses, or “Incompleto”, if your vaccination process is still incomplete.


ESTADO PROCESO DE VACUNACIÓN

Documento Número:
[20 DIGITS DOCUMENT ID]

2 Fecha de inscripción: [PROFILE CREATION DATE]
 3 Documento creado: [DOCUMENT CREATION DATE]

4 Persona con DPI: [DPI]

5 Nombre: [FULL NAME]

6 Vacuna Correspondiente: [VACCINE APPLIED]


Fase del Proceso	Fecha	Estado
7 Primera Dosis		Programada
Segunda Dosis		No programada
Tercera Dosis		No aplica

8 Cuadro de vacunación: [VACCINATION COMPLETE OR INCOMPLETE]

- Document validation: this is the space where you can validate the information shown in the document downloaded before. It is below the previous part of the page. There you will see a card with a search bar and a template similar to the one in the document. To validate your document, write the 20-digit number at the top of the PDF on the search bar, then click on the magnifying glass icon.

Validar documento

Escriba el identificador de su documento para validar su autenticidad



Documento número:

Persona con DPI:

Nombre Completo:

Vacuna Correspondiente:

Fase del Proceso	Fecha	Estado
Primera Dosis		
Segunda Dosis		
Tercera Dosis		


Cuadro de Vacunación:

There are different possible outcomes when doing this:

- If the document number is correct and the information corresponds to the latest document created for that profile the data will be shown, filling the blanks on the template below the search bar.
- If the document number is correct and the information does not correspond to the one in latest document created for that profile the data will be shown, filling the blanks on the template below the search bar and you will see a warning message telling you a more recent document has already been created, as shown below:

Validar documento

Escriba el identificador de su documento para validar su autenticidad





El documento que está consultando ya no es el más actual

- If the document exists but it corresponds to another user, the data will be shown below, and you will see a warning message, as shown below:

Validar documento

Escriba el identificador de su documento para validar su autenticidad


ID del archivo 


 El documento consultado no corresponde a su usuario

- If the document does not exist, you will see an error message as shown below:

Validar documento

Escriba el identificador de su documento para validar su autenticidad

ID del archivo 

 Error, el documento no existe

¡IMPORTANT! You can download your current document as many times as you want.

VACCINATION DATES:

¡IMPORTANT! You can check your vaccination dates whenever you want in your profile or by downloading your vaccination progress document (both methods specified in the last two subsections). However, an email will be sent to your email addresses notifying you a week before your next vaccination date, so you do not forget.

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

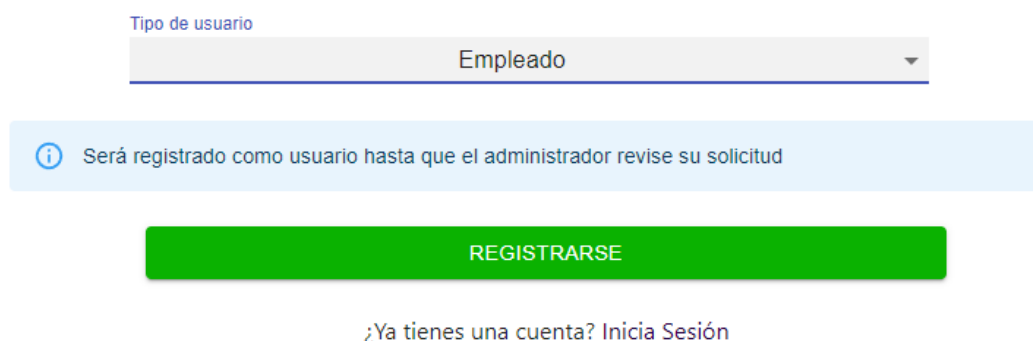
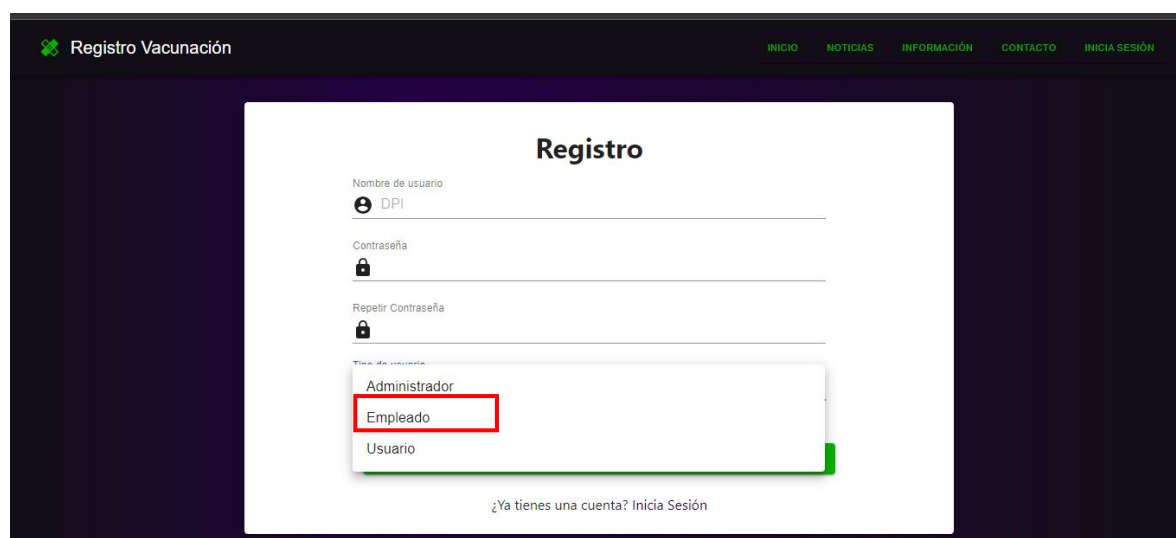
EMPLOYEES

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

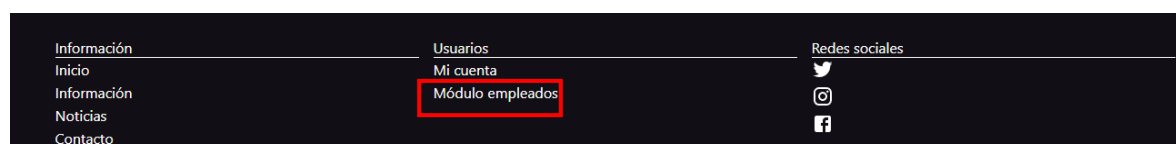
(not an employee). However, a request will be sent to the administrator. If it is approved, when this happens you will have employees' privileges.



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:

A search bar with the placeholder text 'DPI' and a magnifying glass icon on the right side.

- ✓ 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 [REDACTED]	Nombre Completo [REDACTED]
Centro de vacunacion 2	Vacuna Sputnik
Fecha Primera dosis 12/10/2021	Aplicada Sí
Fecha Segunda dosis 11/12/2021	Aplicada Sí
Fecha Tercera dosis dd/mm/aaaa	Aplicada 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 <input style="width: 90%;" type="text"/>	Nombre Completo <input style="width: 90%;" type="text"/>
Centro de vacunacion <input style="width: 90%;" type="text" value="4"/>	Vacuna <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">Moderna ▼</div>
Fecha Primera dosis <input style="width: 90%;" type="text" value="14/10/2021"/>	Aplicada <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">No ▼</div>
Fecha Segunda dosis <input style="width: 90%;" type="text" value="dd/mm/aaaa"/>	Aplicada <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">No ▼</div>
Fecha Tercera dosis <input style="width: 90%;" type="text" value="dd/mm/aaaa"/>	Aplicada <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">No ▼</div>

REGISTRAR LOS CAMBIOS

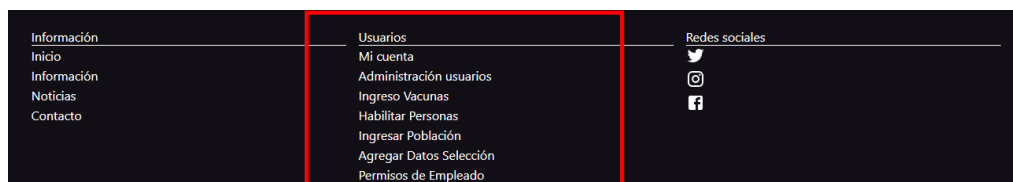
When you are done updating the person's vaccination process, click on the green button. The data will be updated for the person with the selected DPI. If the person is still missing doses, the system will automatically show you and update the date of said dose, according to the days established for the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

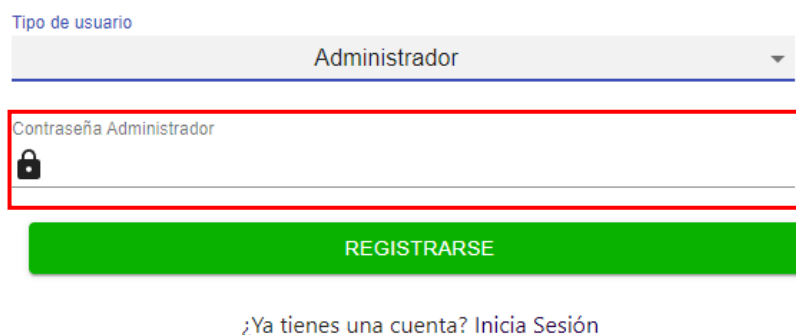
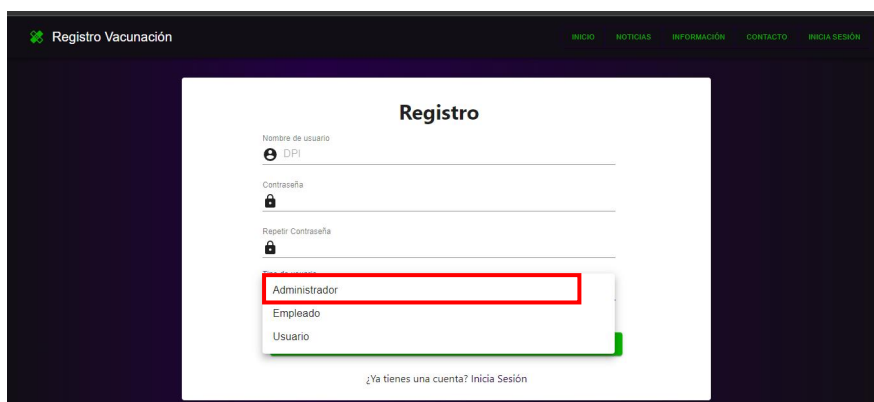
The first change you will see as an administration is the footer, which will give you access to more options than with any other type of user.



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.

Búsqueda de Usuarios

ACTUALIZAR LOS DATOS

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.

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	
12345680	Jalme	guatemalteca	M	1	2	
12345681	JP	guatemalteca	F	2	2	
12345682	José	guatemalteca	M		1	

TO EDIT PERSON

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:

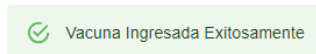
1. Nombre vacuna: here, enter the name of the vaccine you want to add.
2. Laboratorio: here, enter the name of the laboratory that fabricates the vaccine you want to add.
3. Dosis: here, enter the amount of dosis the vaccine requires.
4. Días siguiente dosis: here, enter what is the interval in days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



- ✓ Vaccines' catalog: this space is a table with all 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	
Moderna	Moderna	2	28	
Janssen	Johnson & Johnson	1	0	

TO EDIT VACCINE

Editar

Nombre
Janssen

Laboratorio
Johnson & Johnson

Dosis
1

Días Siguiente dosis
0

ACTUALIZAR

CANCELAR

UPDATE
CANCEL

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.

Escoja un parámetro de habilitación de usuarios

Parámetro

- Fecha de nacimiento
- Trabajo
- Enfermedad

Escoja un parámetro de habilitación de usuarios

Parámetro

Fecha de nacimiento

Es

----- de ----

HABILITAR PARA VACUNA

- ✓ “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.

Escoja un parámetro de habilitación de usuarios

Parámetro

- Fecha de nacimiento
- Trabajo
- Enfermedad

Escoja un parámetro de habilitación de usuarios

Parámetro

Trabajo

=

Trabajo

HABILITAR PARA VACUNA

- ✓ “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.

Escoja un parámetro de habilitación de usuarios

Parámetro

- Fecha de nacimiento
- Trabajo
- Enfermedad

Escoja un parámetro de habilitación de usuarios

Parámetro Enfermedad ▼

=

Enfermedad ▼

HABILITAR PARA VACUNA

←

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 Población”. This will redirect you to the desired page with path ‘/import-users’. This page is divided in two areas:

- ✓ 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 <input style="width: 90%;" type="text"/>	Nombre Completo <input style="width: 90%;" type="text"/>	
Nacionalidad <input style="width: 90%;" type="text"/>	Fecha de Nacimiento <input style="width: 90%;" type="text" value="dd/mm/aaaa"/>	
Correo <input style="width: 90%;" type="text"/>	Teléfono <input style="width: 90%;" type="text"/>	
Sexo <input style="width: 20%;" type="text"/>	Enfermedad <input style="width: 40%;" type="text"/>	Profesión <input style="width: 40%;" type="text"/>

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 on 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

Lado de la imagen

Texto

AGREGAR CANCELAR

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 on 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. **“Agregar Texto”**: 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 on 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.

Es un placer poder colocar este título utilizando texto en html. Cambio. Nuevo. Nuevo html. Actualizado.





Ingresar los datos

Texto

Es un placer poder colocar este título utilizando texto en html. Cambio. Nuevo. Nuevo html. Actualizado. |

ACTUALIZAR

CANCELAR

Es un placer poder colocar este título utilizando texto en html. Cambio. Nuevo. Nuevo html. Actualizado.

NUEVO.





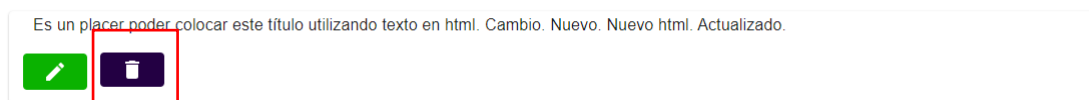
¡**IMPORTANT!** With this functionality, besides the three elements mentioned before, you can also change the title of the page.

Página de noticias.



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

- ✓ “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

- ✓ “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

Form for updating a profession. It contains three input fields: "Nombre", "Parámetro de vacunacion", and "Sector al que pertenece". Below the fields are two buttons: "ACTUALIZAR" (green) and "CANCELAR" (purple).

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.

Form titled "Asigne una fecha de primera dosis". It has a dropdown menu labeled "¿Qué usuarios desea actualizar?" with the option "Todo el que no tenga fecha" selected. Below this is a date picker field with the placeholder "dd/mm/aaaa" and a calendar icon. A red box highlights the date picker field, and the text "Date picker" is written next to it. At the bottom is a green button labeled "ASIGNAR FECHA".

- ✓ "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.

Asigne una fecha de primera dosis

¿Qué usuarios desea actualizar?

Parámetro Por centro de vacunación

Centro de vacunación

Center select ▼

dd/mm/aaaa

Date picker

ASIGNAR FECHA

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	<div style="border: 2px solid red; padding: 2px;"></div>	

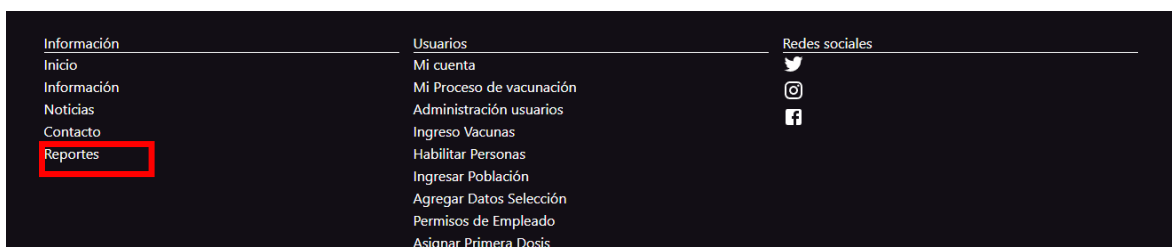
To deny the request, and not changing the permissions for the user, click on the purple button on the fourth column, on the employee whose request you want to deny.

Solicitudes de permisos de empleado

DPI Empleado	Nombre completo	Aprobar Solicitud	Rechazar Solicitud
12345678	Juana		<div style="border: 2px solid red; padding: 2px;"></div>

REPORTS:

In this section you will be able to see different tables corresponding to different data reports of vaccination process around the country. To access this area, go to the first column of the footer and click where it says “Reportes”. This will redirect you to the desired page.



There you will see that the page is divided in four different cards or modules:

- “Reportes de vacunación por centro”: This area will show you a table with a list of people vaccinated between two dates in a specific vaccination center. The module has three different fields for you to fill:
 - “Filtrar por centro”: this will let you choose the vaccination center from which you want to see the people who were vaccinated in. If you do not select a center, you will see the information of every center.
 - “Fecha inicio”: this will let you select the starting date of the time interval you want to get the data from. If you do not select a date the starting point will be the first registered date.
 - “Fecha final”: this will let you select the finishing date of the time interval you want to get the data from. If you do not select a date the ending point will be the last registered date.

The screenshot shows the 'Reportes de vacunación por centro' interface. At the top, there's a title 'Reportes de vacunación por centro' and a dropdown menu 'Filtrar por centro' with the number '1' next to it. Below this, there's a section 'Escoja un rango de fechas' with two date pickers: 'Fecha inicio' (labeled 2) and 'Fecha final' (labeled 3). Below the date pickers is a table with the following columns: 'Centro de vacunación', 'Nombre Centro', 'DPI persona', 'Género persona', 'Fecha de la dosis', '# de dosis', 'Vacuna aplicada', and 'Nombre Vacuna'. The table contains five rows of data. At the bottom left, there is a green button labeled 'DESCARGAR HOJA DE CÁLCULO' with a red arrow pointing to it.

Centro de vacunación	Nombre Centro	DPI persona	Género persona	Fecha de la dosis	# de dosis	Vacuna aplicada	Nombre Vacuna
4	Centro de Salud de SAN ANDRÉS XECUL		F	2021-10-24	primera	2	AstraZeneca
3	Brigada de Fuerzas Especiales		F	2021-09-25	primera	1	Sputnik
2	CAIMI EL ESTOR II		F	2021-11-03	primera	1	Sputnik
1	Mariscal Zavala		M	2021-10-31	segunda	5	Gio
1	Mariscal Zavala		M	2021-10-16	primera	5	Gio

If you want to download the report, click on the green button that says “Descargar hoja de cálculo”. This will download an .xls document with the table shown on the page, as shown below.

	A	B	C	D	E	F	G	H	I
1	Reporte Centro de vacunación 1								
2	Reporte Entre las fechas 2021-10-01 y 2021-11-01								
3									
4									
5	Centro de vacunación	Nombre Centro	DPI persona	Género persona	Fecha de la dosis	# de dosis	Vacuna aplicada	Nombre Vacuna	
6	1	Mariscal Zavala		M	31/10/2021	segunda	5 Gio		
7	1	Mariscal Zavala		M	16/10/2021	primera	5 Gio		
8									
9									

Looking at the headers, you will see the selected vaccination center and the period of time you chose.

- “Detalle de vacunas diario por centro”: This area will show you a table with a list with the amount of people vaccinated with each vaccine in a specific center on a specific date. The module has two different fields for you to fill:
 - “Escoger Centro”: this will let you choose the vaccination center from which you want to see the information. If you do not select a center, you will see the data from every center.
 - “Escoger día”: this will let you choose the date you want the data from.

Detalle de vacunas diario por centro

Escoja un centro de vacunación y una fecha

Escoger centro
 Todos 1

Escoger día
 16/10/2021 2

Centro de vacunación	Nombre Centro	Fecha Aplicada	Vacuna aplicada	Nombre Vacuna	Cantidad de Vacunas Aplicadas
1	Mariscal Zavala	2021-10-16	5	Gio	2
3	Brigada de Fuerzas Especiales	2021-10-16	1	Sputnik	1

DESCARGAR HOJA DE CÁLCULO

If you want to download the report, click on the green button that says “Descargar hoja de cálculo”. This will download an .xls document with the table shown on the page, as shown below.

	A	B	C	D	E	F	G
1	Detalle de vacunas en todos los centros						
2	Reporte del día 2021-10-16						
3							
4							
5	Centro de vacunación	Nombre Centro	Fecha Aplicada	Vacuna aplicada	Nombre Vacuna	Cantidad de Vacunas Aplicadas	
6	1	Mariscal Zavala	16/10/2021	5	Gio	2	
7	3	Brigada de Fuerzas Especiales	16/10/2021	1	Sputnik	1	
8							
9							

Looking at the headers, you will see the selected vaccination center and the date you chose.

- “Personas habilitadas sin registrarse”: this card will show you a table with the list and a total amount of people who are able to create a user in the system (according to the parameters set for the current time) but haven’t created one yet. It will show their information like: DPI, Name, Birth Date, Gender, and Nationality.

Personas habilitadas sin registrarse				
DPI Persona	Nombre Completo	Fecha de Nacimiento	Género persona	Nacionalidad
			F	
			M	guatemalteca
			F	guatemalteca
			M	guatemalteca
			F	guatemalteca
			M	guatemalteca
			M	guatemalteca
TOTAL				7
				

If you want to download the report, click on the green button that says “Descargar hoja de cálculo”. This will download an .xls document with the table shown on the page, as shown below.

A	B	C	D	E	F
Reporte de personas habilitadas para vacuna sin registrarse aún					
DPI Persona	Nombre Completo	Fecha de Nacimiento	Género persona	Nacionalidad	
			F		
			M	guatemalteca	
			F	guatemalteca	
			M	guatemalteca	
			F	guatemalteca	
			M	guatemalteca	
			M	guatemalteca	
			TOTAL	7	

- “Personas registradas que no acudieron a su cita”: this module will show you a table with the list and a total amount of people who did not attend one or more of their programmed vaccination dates. It will show their information like: DPI, Name, Programmed Vaccination Date, dose they skipped, and their corresponding vaccination center (number and name).

Personas registradas que no acudieron a su cita

DPI Persona	Nombre Completo	Fecha programada	Dosis saltada	Centro de Vacunación	Nombre del Centro
		2021-10-24	primera	4	Centro de Salud de SAN ANDRÉS XECUL
		2021-10-15	primera	4	Centro de Salud de SAN ANDRÉS XECUL
		2021-10-16	primera	3	Brigada de Fuerzas Especiales
				TOTAL	3

DESCARGAR HOJA DE CÁLCULO

If you want to download the report, click on the green button that says “Descargar hoja de cálculo”. This will download an .xls document with the table shown on the page, as shown below.

	A	B	C	D	E	F	G
1	Personas registradas que no acudieron a su cita						
2							
3	DPI Persona	Nombre Completo	Fecha programada	Dosis saltada	Centro de Vacunación	Nombre del Centro	
4			24/10/2021	primera	4	Centro de Salud de SAN ANDRÉS XECUL	
5			15/10/2021	primera	4	Centro de Salud de SAN ANDRÉS XECUL	
6			16/10/2021	primera	3	Brigada de Fuerzas Especiales	
7					TOTAL		3

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