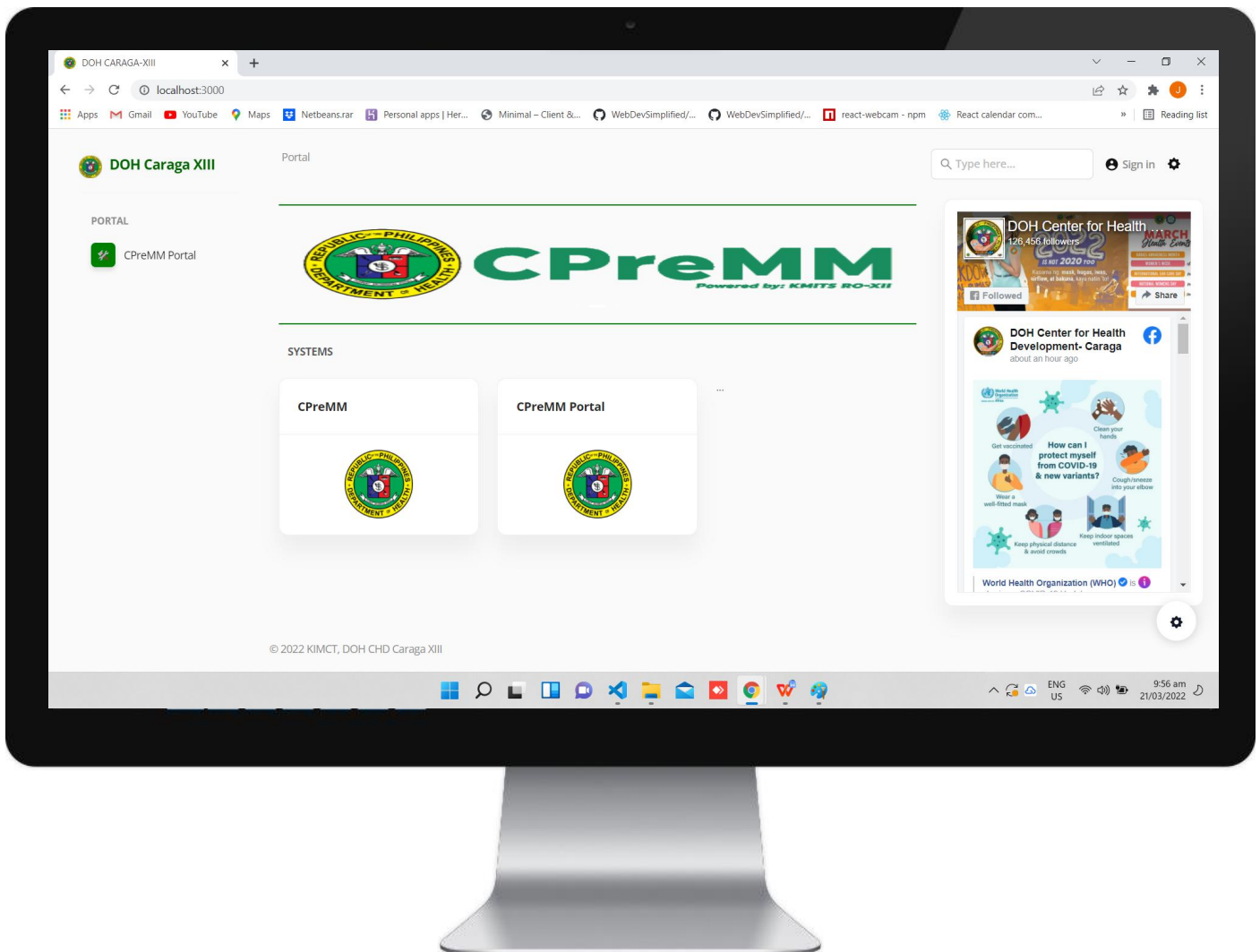# USER MANUAL

DOH-CARAGA CPreMM Portal

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I. SYSTEM OVERVIEW

The DOH-CARAGA CPreMM Portal is designed for device correction and prevention that help and aid the process of job order requests in the DOH-CHD-CARAGA KMICT division. It basically contains the process of storing job order requests details including its nature of complaint, employee's information, and device information. The job order requests contains all its information which is needed for the actual CPreMM System. Instead of filling out a paper request form, employees can use this portal to request job orders.

II. SYSTEM ACCESSIBILITY

The system is a web-based application that can be accessed by using internet browsers (Google Chrome, Opera, Mozilla Firefox, and Microsoft Edge) except for Internet Explorer because of its outdated features.

III. SYSTEM USER-INTERFACES

The system provides a friendly user-interfaces for the users to interact with. Below are the following screenshots of each user-interfaces in the system:
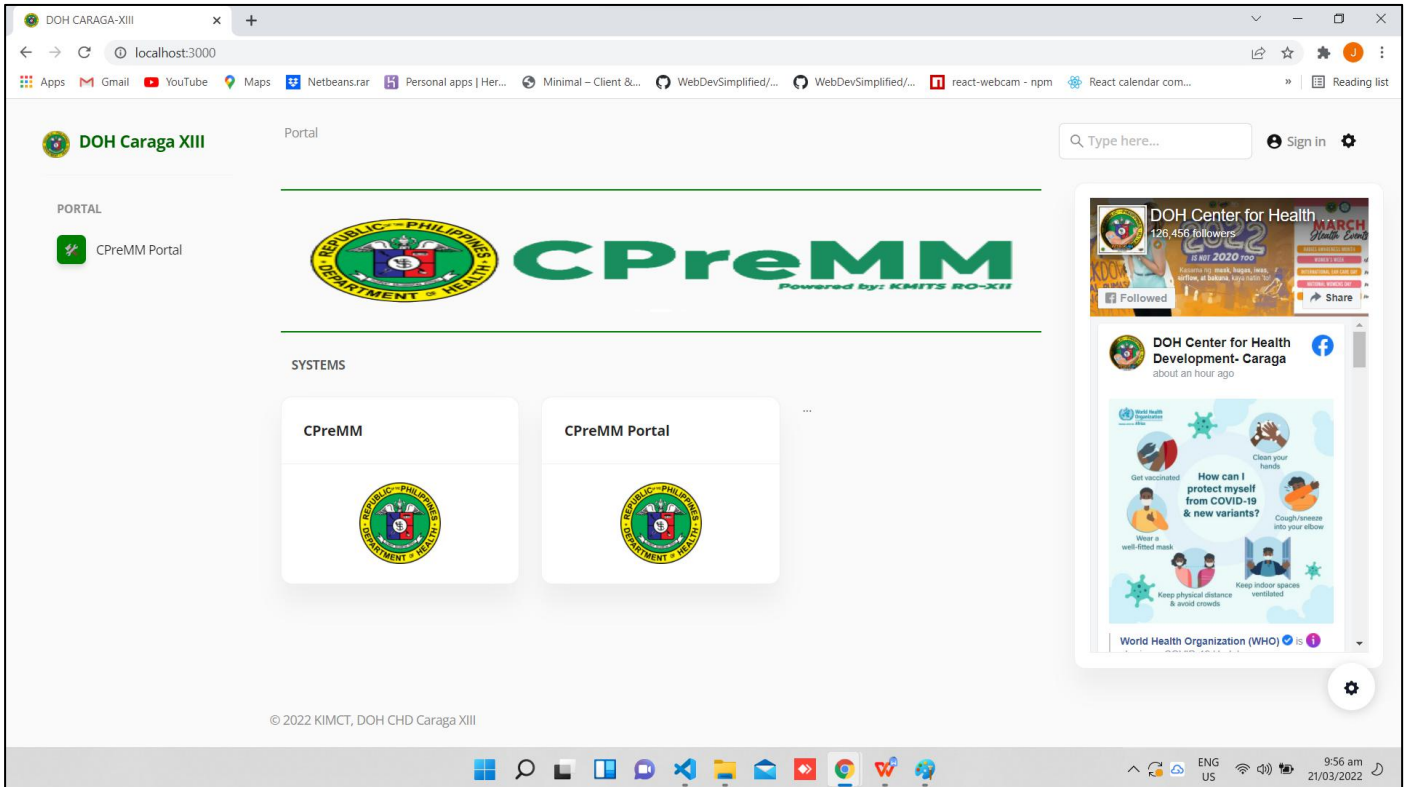
Landing Page

Figure 1. Landing Page

The CPreMM Admin and CPreMM Portal System are displayed on the landing page. CPreMM Admin is a tool for administrators to add, view, remove, and update data. Employees can use the CPreMM Portal to request job repairs online instead of physically filing out paper requests.

CPreMM Portal Dashboard
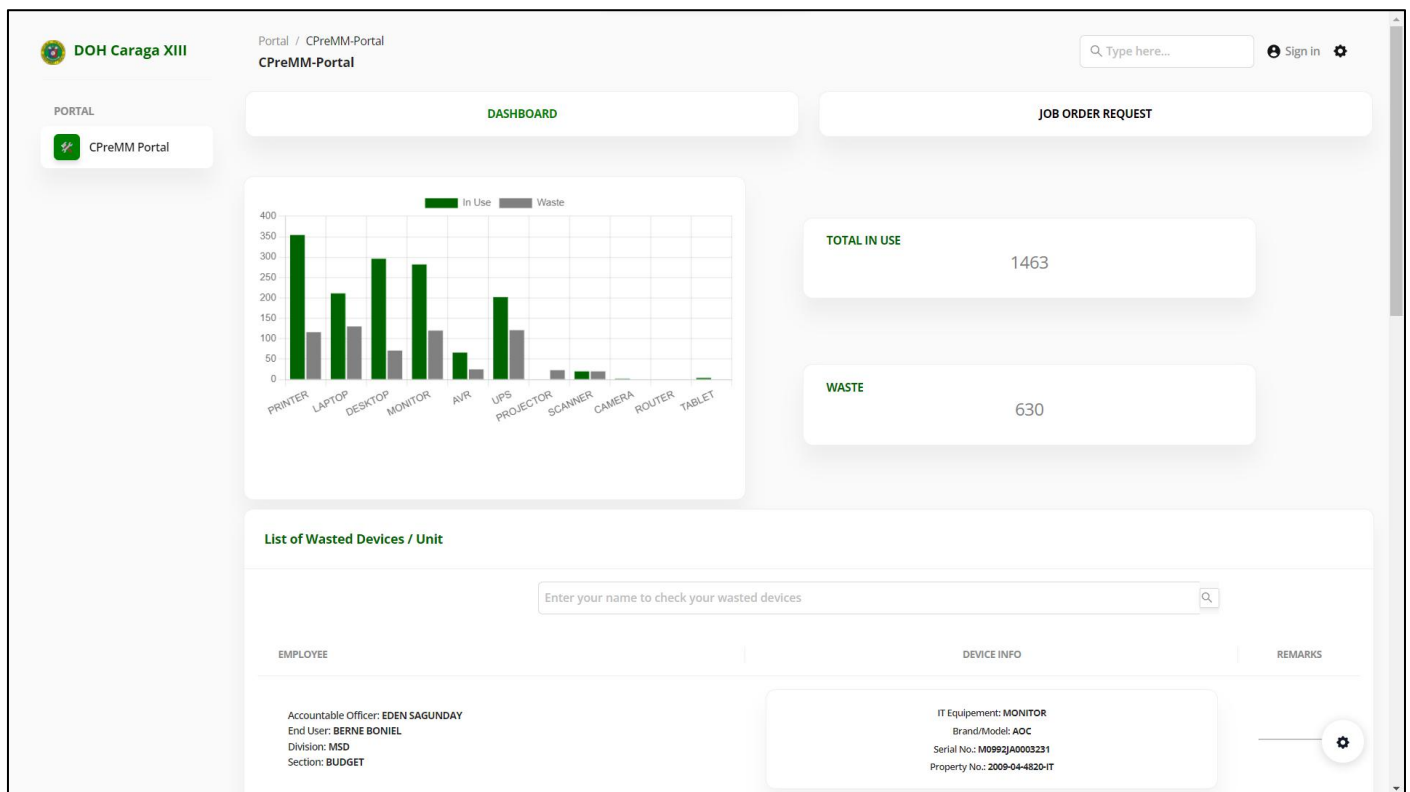
Figure 2. CPreMM Portal Dashboard

The Portal Dashboard displays the total number of devices in use as well as those that are unused. It displays a graph of all devices, indicating their status as in use and wasted. It displays a list of unused devices or units, and users can search by name to locate their unused devices or units.

Job Order Request

Step 1: Check that user is not a robot using Google ReCaptcha.

Figure 3.1 Google ReCaptcha

Step 2: Enter, find and select employee's name as a requesting personnel.

Figure 3.2 Requesting Personnel

Step 3: Enter, find, and choose device information that requires attention.

Figure 3.3 Device Information

Step 4: Enter the nature of the complaint and the phone number to call.
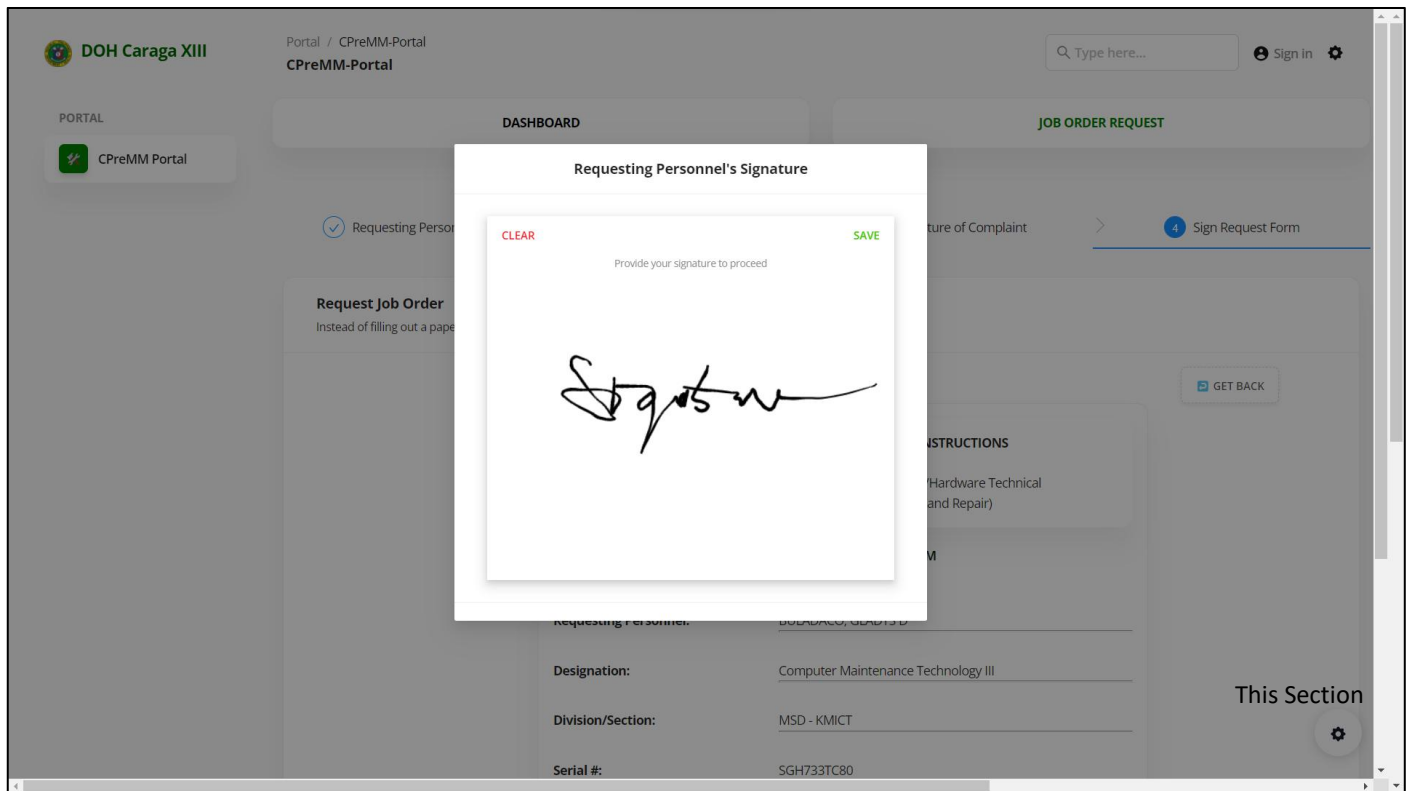
Figure 3.4 Nature of Complaint
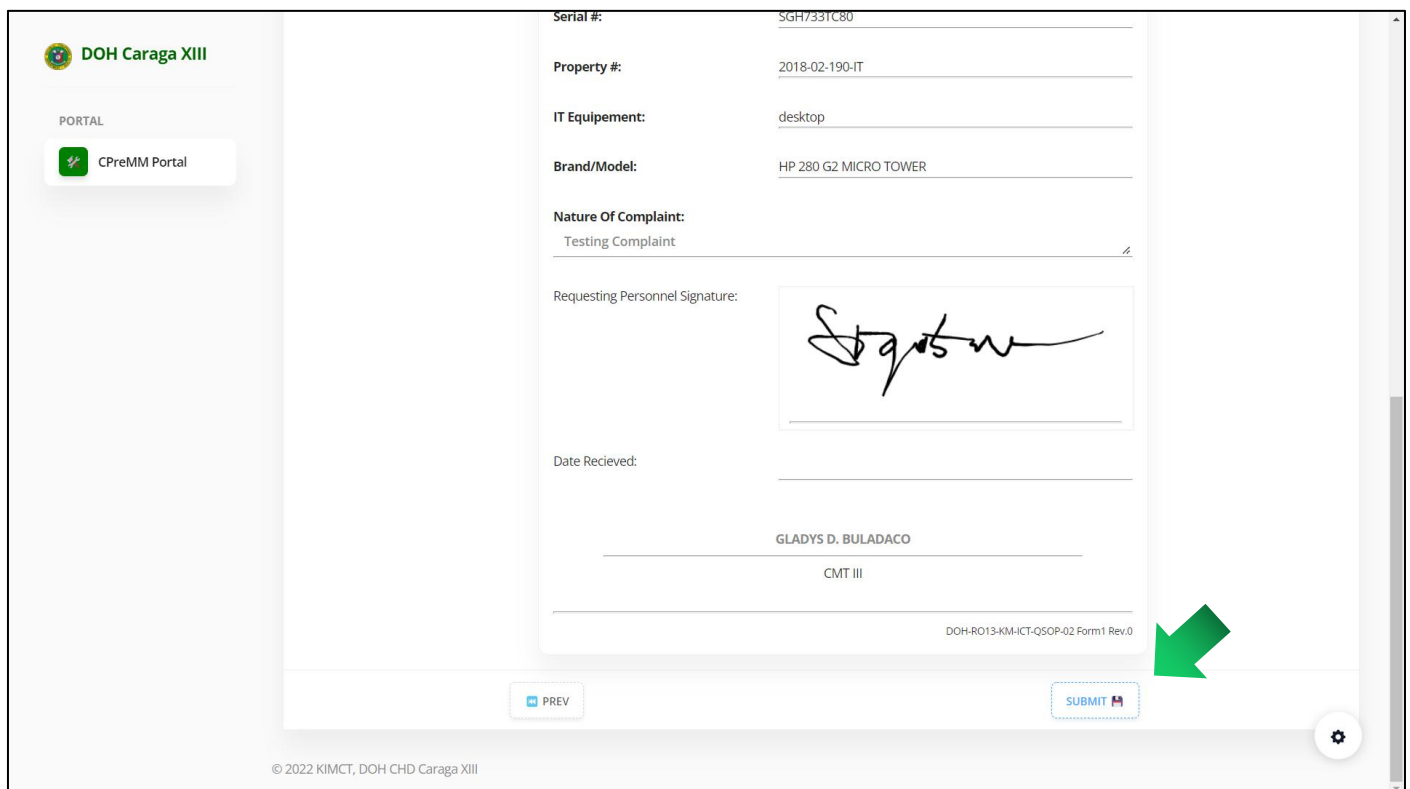
Step 5: Fill out the sign pad with your signature.

Figure 3.5 Sign Pad

Step 6: Submit and Job Order Requests Form Checking.

Figure 3.6 Submit

Step 7: Confirmation
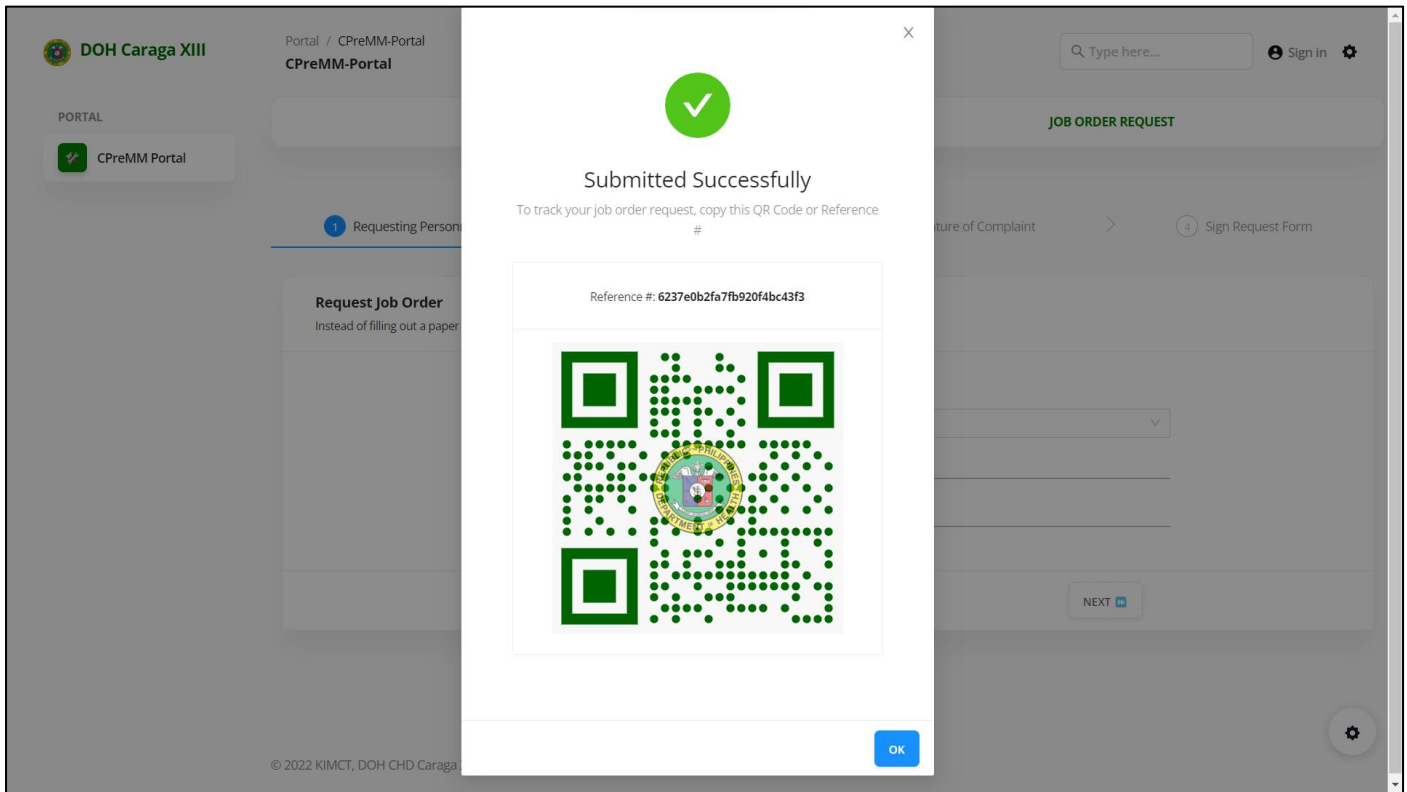
Figure 3.7 Confirmation

Login Page
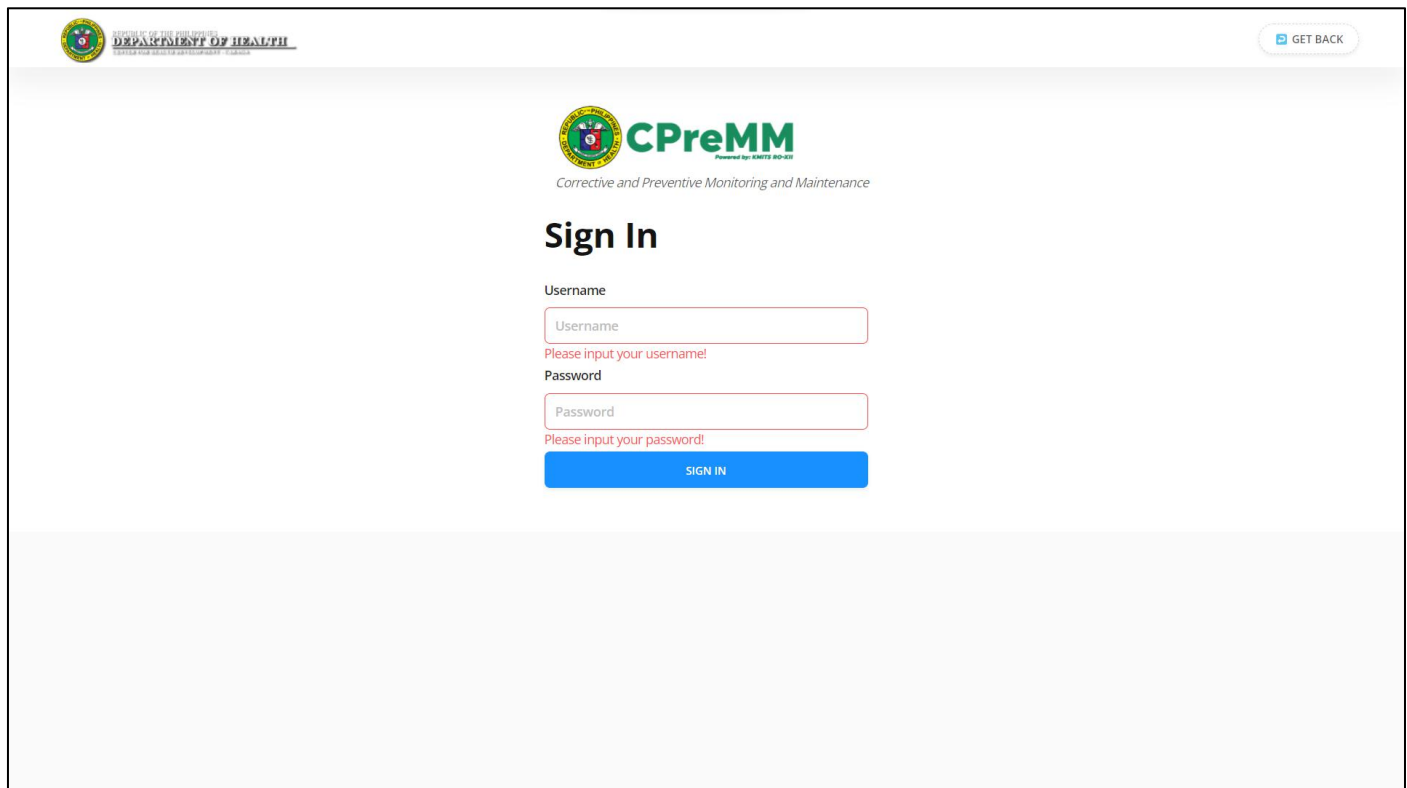
Figure 4. Login Page

Admin users can use their admin account to log in to the CPreMM Portal.

Job Order Requests List

Figure 5.1 New / Pending Job Order List

Admin has the ability to reject and process job order requests. If proceed, the job order data will be automatically added to the CPreMM Admin System's existing job order list. Admins can enable live monitoring to automatically update the list as it change.

Figure 5.2 Proceeded List

The completed job order can be printed and attached as a document by the admin.

Figure 5.3 Print Option

The user interface for printing a job order requests form is shown in the figure above.