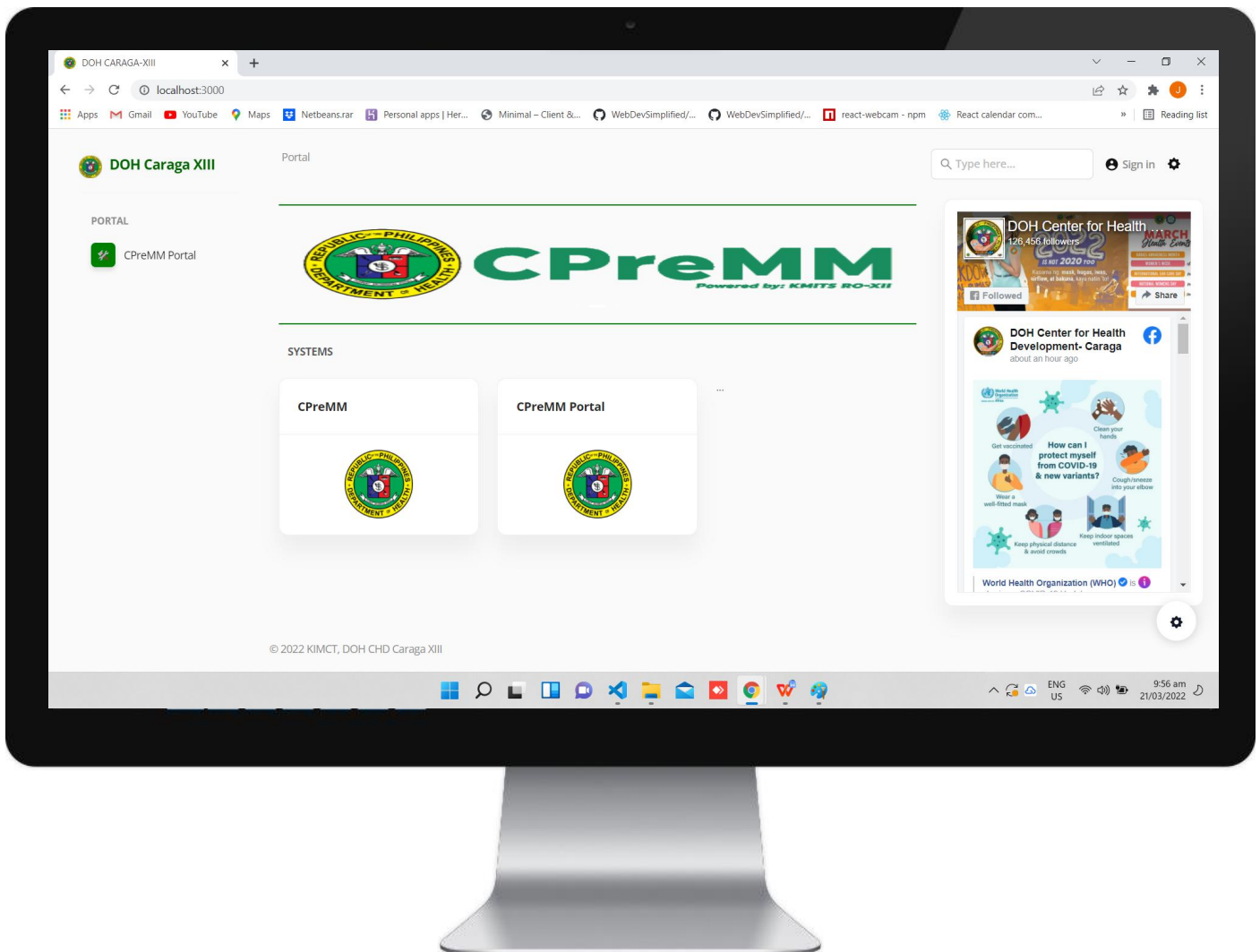


USER MANUAL



DOH-CARAGA CPreMM Portal

Prepared By:

ROLANDO C. BECERRO JR.
Computer Programmer 1

Supervised By:

GLADYS D. BULADACO, RN
Computer Maintenance Technologist III

TABLE OF CONTENTS

I. System Overview

II. System Accessibility

III. System User-Interfaces

1. Landing Page

2. Portal Dashboard

3. Portal Job Order Request

3.1 Google ReCaptcha

3.2 Requesting Personnel

3.3 Device Information

3.4 Sign Pad

3.5 Submit

3.6 Confirmation

4. Login Page

5. Job Order Request List

5.1 New / Pending Job Order List

5.2 Proceeded Job Order List

5.3 Print Option

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

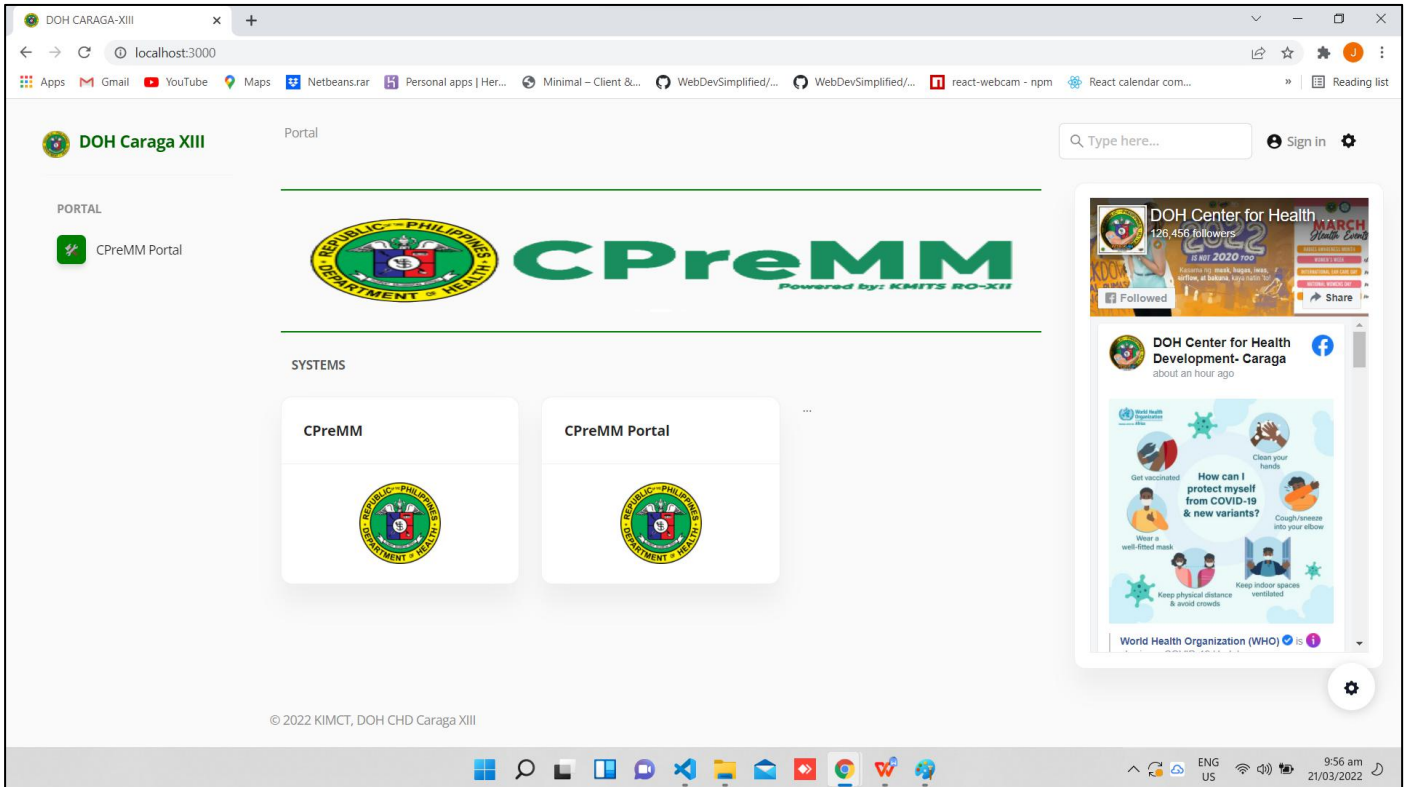


Figure 1. Landing Page

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

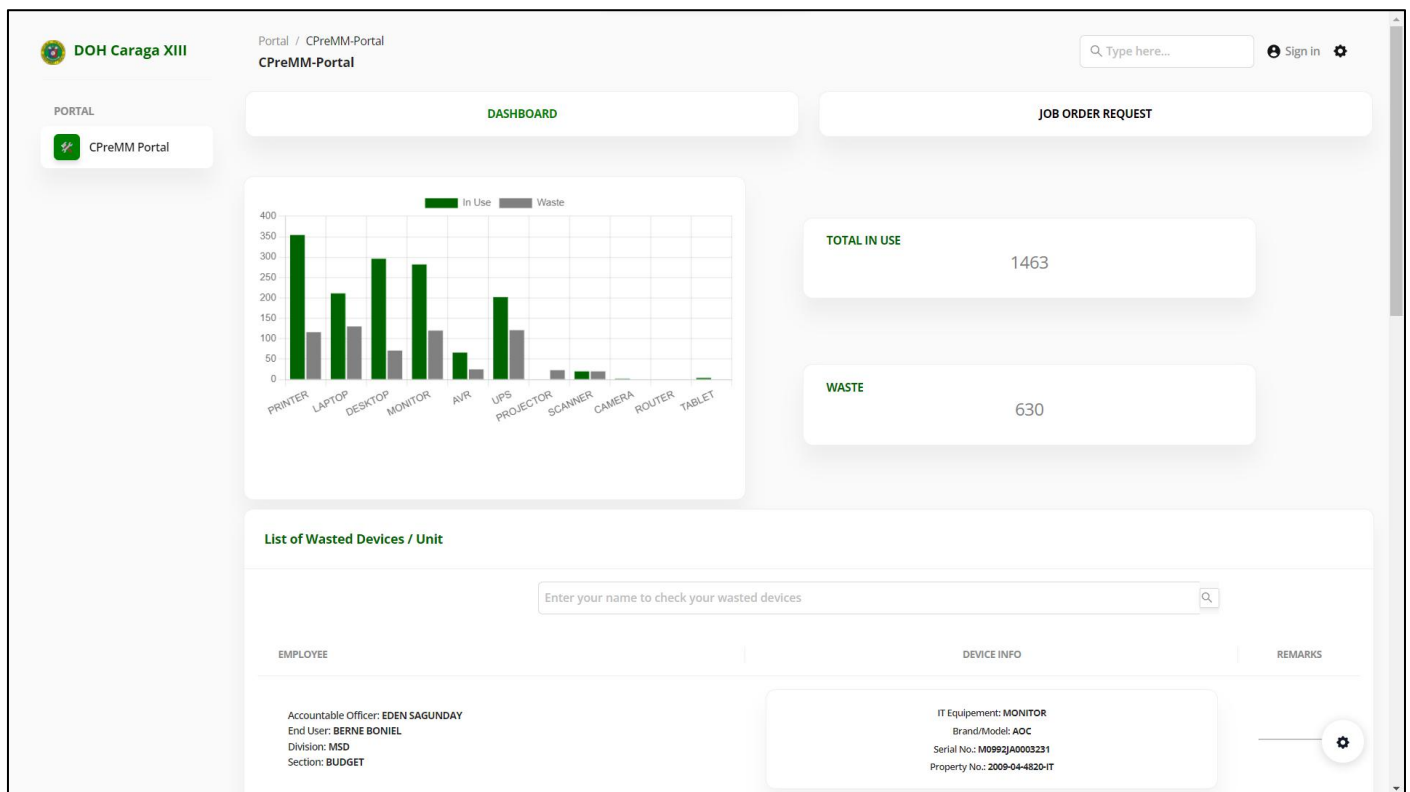


Figure 2. CPreMM Portal Dashboard

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.

The screenshot shows the 'CPreMM-Portal' interface. At the top, there's a header with the 'DOH Caraga XIII' logo, the text 'Portal / CPreMM-Portal', a search bar, and 'Sign in' and 'Settings' icons. A sidebar on the left contains 'PORTAL' and 'CPreMM Portal' links. The main content area has a 'DASHBOARD' and a 'JOB ORDER REQUEST' button. Below these is a progress bar with four steps: '1 Requesting Personnel', '2 Select/Enter Device to Repair', '3 Nature of Complaint', and '4 Sign Request Form'. The 'Requesting Personnel' step is active. The main form area is titled 'Request Job Order' and contains a Google reCAPTCHA widget with the text 'I'm not a robot' and a 'NEXT' button. A footer at the bottom left reads '© 2022 KIMCT, DOH CHD Caraga XIII'.

Figure 3.1 Google ReCaptcha

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

The screenshot shows the 'CPreMM-Portal' interface, similar to the previous one, but with the 'Requesting Personnel' step completed. The progress bar now shows '1 Requesting Personnel' as completed and '2 Select/Enter Device to Repair' as the next step. The main form area is titled 'Request Job Order' and contains a section for 'REQUESTING PERSONNEL DETAILS'. This section has three labels: 'Name:', 'Designation:', and 'Division - Section:'. The 'Name:' field is filled with 'BULADACO, GLADYS D'. Below the 'Name:' field, there is a dropdown menu showing two options: 'BULADACO, GLADYS D' (Computer Maintenance Technology III) and 'APARTA, PEARL GLADYS H' (Public Health Pharmacist). A 'NEXT' button is located at the bottom right of the form. A footer at the bottom left reads '© 2022 KIMCT, DOH CHD Caraga XIII'.

Figure 3.2 Requesting Personnel

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

The screenshot shows the 'Request Job Order' form in the CPreMM-Portal. The breadcrumb trail indicates the current step is '2 Select/Enter Device to Repair'. The form contains the following fields:

- Serial #:** A dropdown menu with the value 'SGH733TC80' selected.
- Property Code:** A dropdown menu with the value '2018-02-190-IT' selected.
- IT Equipment:** A text input field containing 'DESKTOP'.
- Brand / Model:** A text input field containing 'HP 280 G2 MICRO TOWER'.

Navigation buttons include 'GET BACK' (top right), 'PREV' (bottom left), and 'NEXT' (bottom right). A settings gear icon is located in the bottom right corner. The footer text reads '© 2022 KIMCT, DOH CHD Caraga XIII'.

Figure 3.3 Device Information

Step 4: Enter the nature of the complaint and the phone number to call.

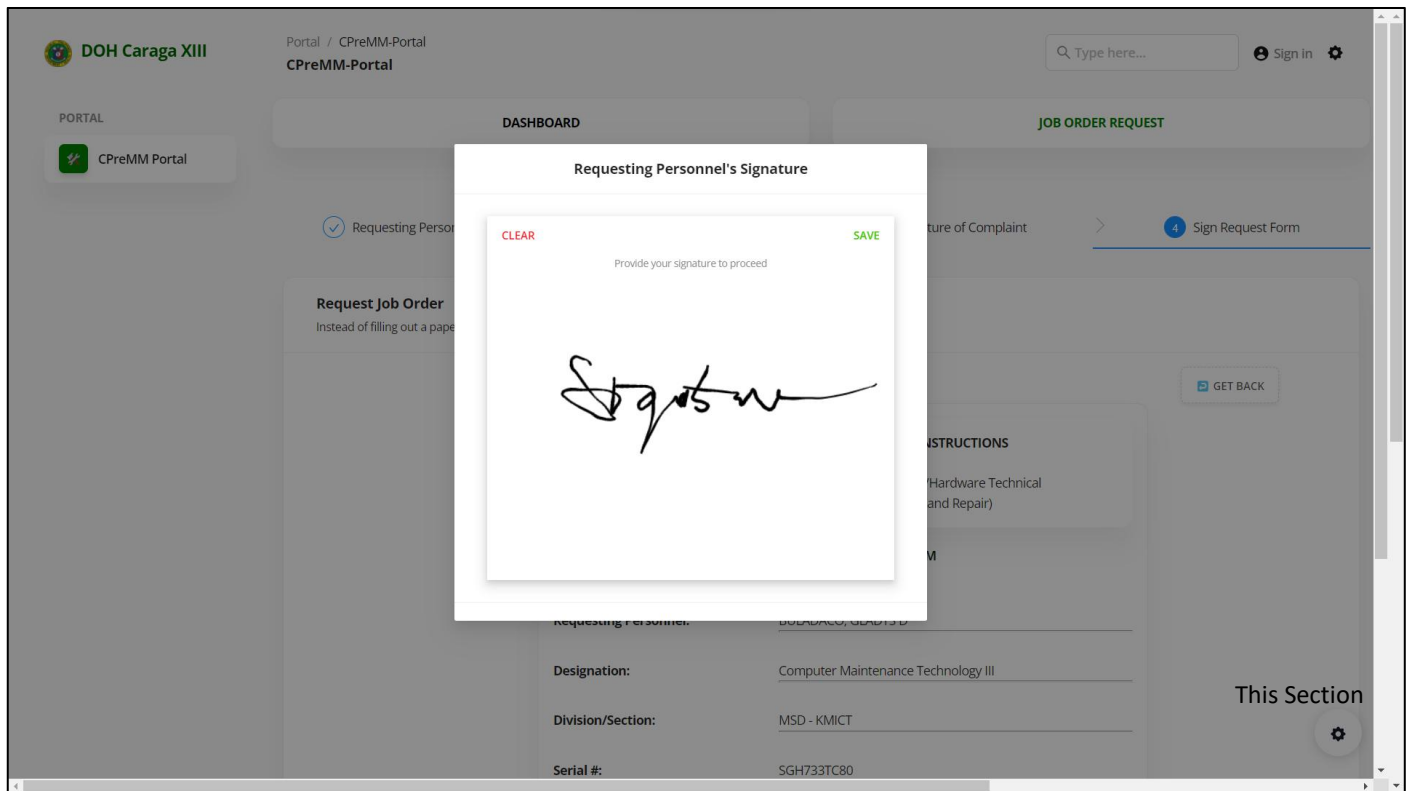
The screenshot shows the 'Request Job Order' form in the CPreMM-Portal. The breadcrumb trail indicates the current step is '3 Nature of Complaint'. The form contains the following fields:

- NATURE OF COMPLAINT:** A large text area with the placeholder text 'Describe the issue with the device/unit.'
- PHONE NUMBER:** A text input field with the placeholder text 'Enter phone number to contact'.

Navigation buttons include 'GET BACK' (top right), 'PREV' (bottom left), and 'NEXT' (bottom right). A settings gear icon is located in the bottom right corner. The footer text reads '© 2022 KIMCT, DOH CHD Caraga XIII'.

Figure 3.4 Nature of Complaint

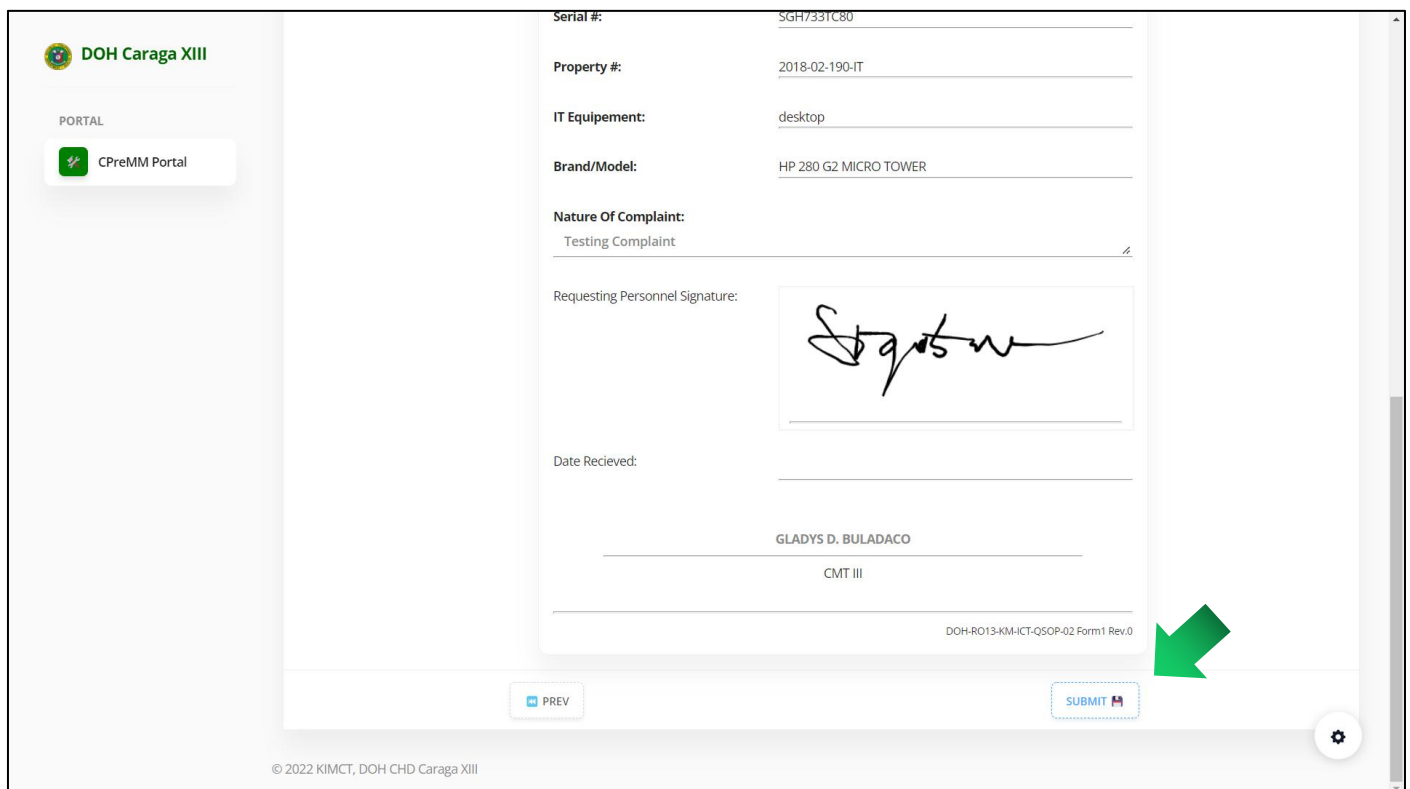
Step 5: Fill out the sign pad with your signature.



The screenshot shows the CPreMM Portal interface. A modal window titled "Requesting Personnel's Signature" is centered on the screen. Inside the modal, there is a "CLEAR" button in red and a "SAVE" button in green. Below the buttons, it says "Provide your signature to proceed". A handwritten signature is visible on a white background within the modal. The background of the portal is dimmed, showing the "JOB ORDER REQUEST" section with a progress indicator at step 4, "Sign Request Form". Other visible text includes "DOH Caraga XIII", "Portal / CPreMM-Portal", "CPreMM-Portal", "DASHBOARD", "Requesting Personnel", "Request Job Order", "Instead of filling out a paper", "Designation: Computer Maintenance Technology III", "Division/Section: MSD - KIMCT", "Serial #: SGH733TC80", "GET BACK", "INSTRUCTIONS", "Hardware Technical (and Repair)", and "This Section".

Figure 3.5 Sign Pad

Step 6: Submit and Job Order Requests Form Checking.



The screenshot shows the "JOB ORDER REQUEST" form in the CPreMM Portal. The form contains the following fields and values: "Serial #:" SGH733TC80, "Property #:" 2018-02-190-IT, "IT Equipment:" desktop, "Brand/Model:" HP 280 G2 MICRO TOWER, "Nature Of Complaint:" Testing Complaint, "Requesting Personnel Signature:" (with a handwritten signature), "Date Received:" (empty), "GLADYS D. BULADACO", "CMT III", and "DOH-RO13-KM-ICT-QSOP-02 Form1 Rev.0". At the bottom of the form, there is a "PREV" button and a "SUBMIT" button with a red icon. A green arrow points to the "SUBMIT" button. The footer of the page reads "© 2022 KIMCT, DOH CHD Caraga XIII".

Figure 3.6 Submit

Step 7: Confirmation

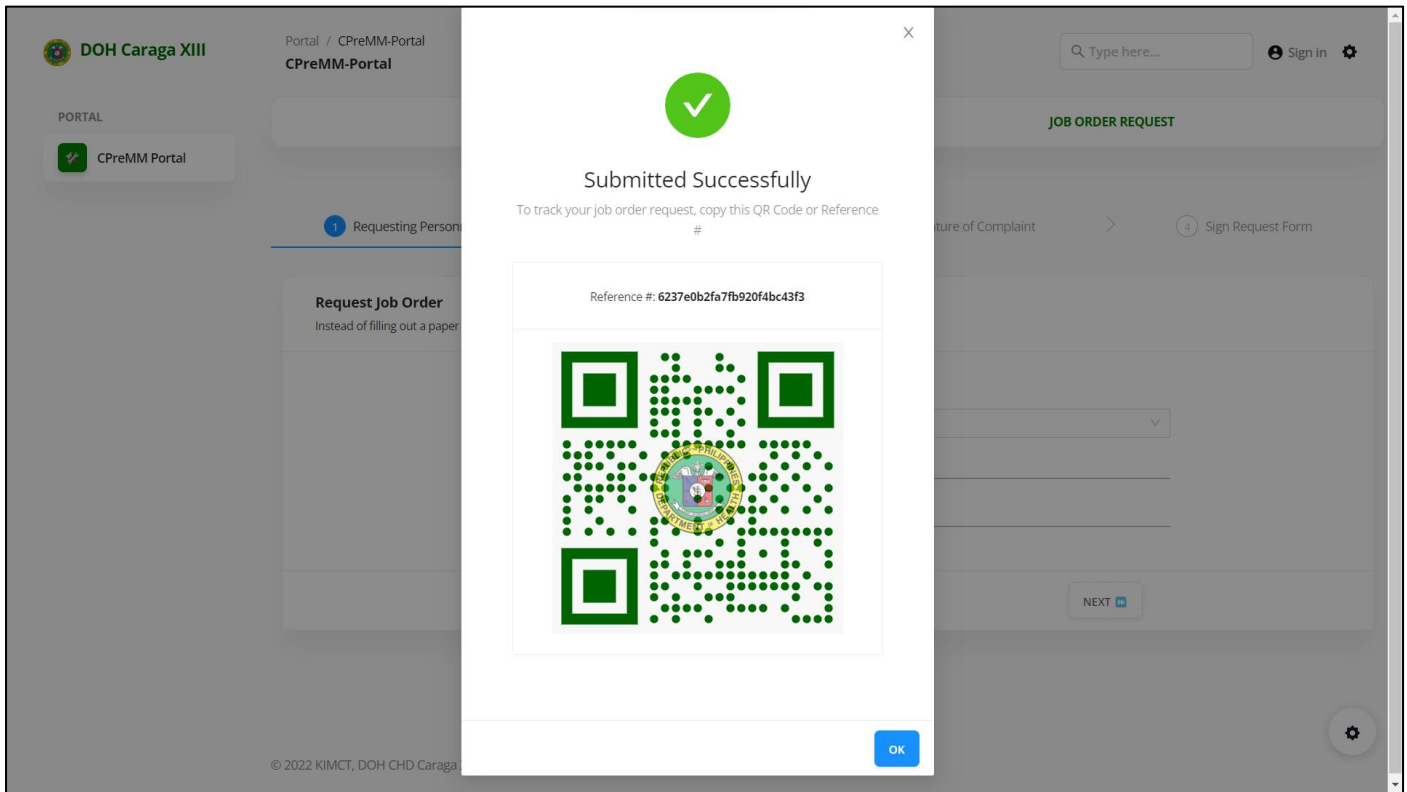


Figure 3.7 Confirmation

Login Page

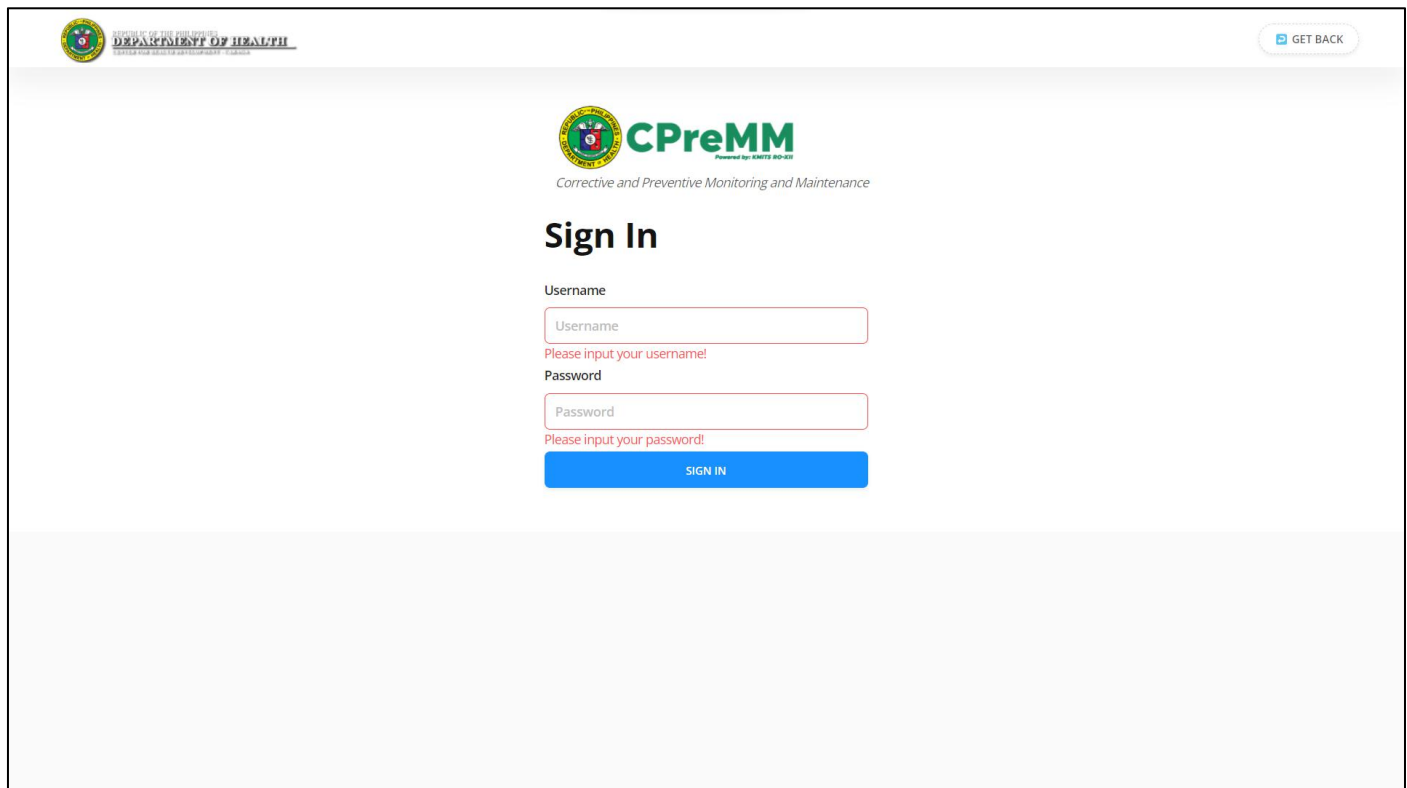


Figure 4. Login Page

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

Job Order Requests List

DOH Caraga XIII

Portal / Job-Order-List

Job-Order-List

Q Type here... Logout

PORTAL

- CPreMM Portal

ADMIN SECTION

- Job Order List

New / Pending

Live Monitoring ☒

DATE FILED	REQUESTING PERSONNEL	DEVICE INFO	NATURE OF COMPLAINT	ACTIONS
March 21, 2022 @ 10:19:30 AM	Name: BULADACO, GLADYS D Designation: Computer Maintenance Technology III Division/Section: MSD - KMICT Phone #: 09123	IT Equipment: DESKTOP Brand/Model: HP 280 G2 MICRO TOWER Serial No.: 5GH733TC80 Property No.: 2018-02-190-IT	Testing Complaint	<input checked="" type="button" value="REJECT"/> <input type="button" value="PROCEED"/>
March 14, 2022 @ 06:05:56 PM	Name: BULADACO, GLADYS D Designation: Computer Maintenance Technology III Division/Section: MSD - KMICT Phone #: 09195204851	IT Equipment: MONITOR Brand/Model: ACER Serial No.: MMLXN5500341304DBB4201 Property No.: 2015-06-142-IT	No display	<input checked="" type="button" value="REJECT"/> <input type="button" value="PROCEED"/>
March 14, 2022 @ 05:56:09 PM	Name: BECERA, KENT VINCENT C Designation: Computer Programmer I Division/Section: MSD - BAC Phone #: 09101064727	IT Equipment: MONITOR Brand/Model: ACER Serial No.: MMLXMS50016020008C4214 Property No.:	TEST	<input checked="" type="button" value="REJECT"/> <input type="button" value="PROCEED"/>
March 14, 2022 @ 01:29:30 PM	Name: BILLUGA, JESSA CRESTY N Designation: TRAINING ASSISTANT	IT Equipment: PRINTER Brand/Model: HP Serial No.: CN11K6M2GF	Testing again	<input checked="" type="button" value="REJECT"/> <input type="button" value="PROCEED"/>

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.

DOH Caraga XIII

PORTAL

- CPreMM Portal

ADMIN SECTION

- Job Order List

Proceeded

DATE FILED	REQUESTING PERSONNEL	DEVICE INFO	NATURE OF COMPLAINT	ACTIONS
March 11, 2022 @ 08:27:48 AM	Name: CANONIGO, RICKY Designation: COMPUTER PROGRAMMER I Division/Section: MSD - KMICT Phone #: 09129004207	IT Equipment: DESKTOP Brand/Model: HP 280 G2 MICRO TOWER Serial No.: 5GH733TC66 Property No.: 2018-11-461-IT	Testing lang	<input checked="" type="button" value="REJECT"/> <input type="button" value="PROCEED"/>
March 10, 2022 @ 03:16:39 PM	Name: CERVANTES, JOY DYANA V Designation: Health Program Researcher Division/Section: ARD - HEMS Phone #: 091233213	IT Equipment: DESKTOP Brand/Model: HP 280 G2 MICRO TOWER Serial No.: 5GH733T69P Property No.: 2018-06-305-IT	testing	<input checked="" type="button" value="REJECT"/> <input type="button" value="PROCEED"/>


1

PRINT

© 2022 KIMCT, DOH CHD Caraga XIII

Figure 5.2 Proceeded List

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




DOH Caraga XIII

PORTAL


CPreMM Portal

ADMIN SECTION

Job Order List



DEPARTMENT HEALTH OFFICE - MARIKINA CITY
City Office - Health Information System Technical
Division/Section: IT

JOB ORDER REQUEST FORM

Date: March 17, 2022	Requesting Personnel: MILAGROS BLADYS D.
Investigation:	Computer Maintenance Technology II
Division/Section:	HMS - HMSCT
Serial #: _____	ASST/INSPEN/_____
Property #: _____	
IT Equipment:	LPT
Brand/Model:	HP/NOTE BOOK TOWER
Nature Of Complaint:	Dormant
Requesting Personnel Signature:	
Date Received:	
	BLADYS D. MILAGROS
	CMT II
	<small>BOM-2022-03-17-001-02 Request No. 3</small>

Print

2 sheets of paper

Destination:  Microsoft Print to PDF

Pages: All


Layout: Portrait

Color: Color

More settings ▾

Print
Cancel

March 10, 2022
@ 03:16:39 PM


Name: CERVANTES, JOY DYANA V
Designation: Health Program Researcher
Division/Section: ARD - HEMS
Phone #: 091233213

IT Equipment: DESKTOP

Brand/Model: HP 280 G2 MICRO TOWER

Serial No.: 5GH733T69P

Property No.: 2018-06-305-IT

testing

✕ REJECT
PROCEED

✕ REJECT
PROCEED

✕ REJECT
PROCEED

✕ REJECT
PROCEED

⚙️

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