

BIDDINGDB

USERS GUIDE

WEB APPLICATION

INTRODUCTION

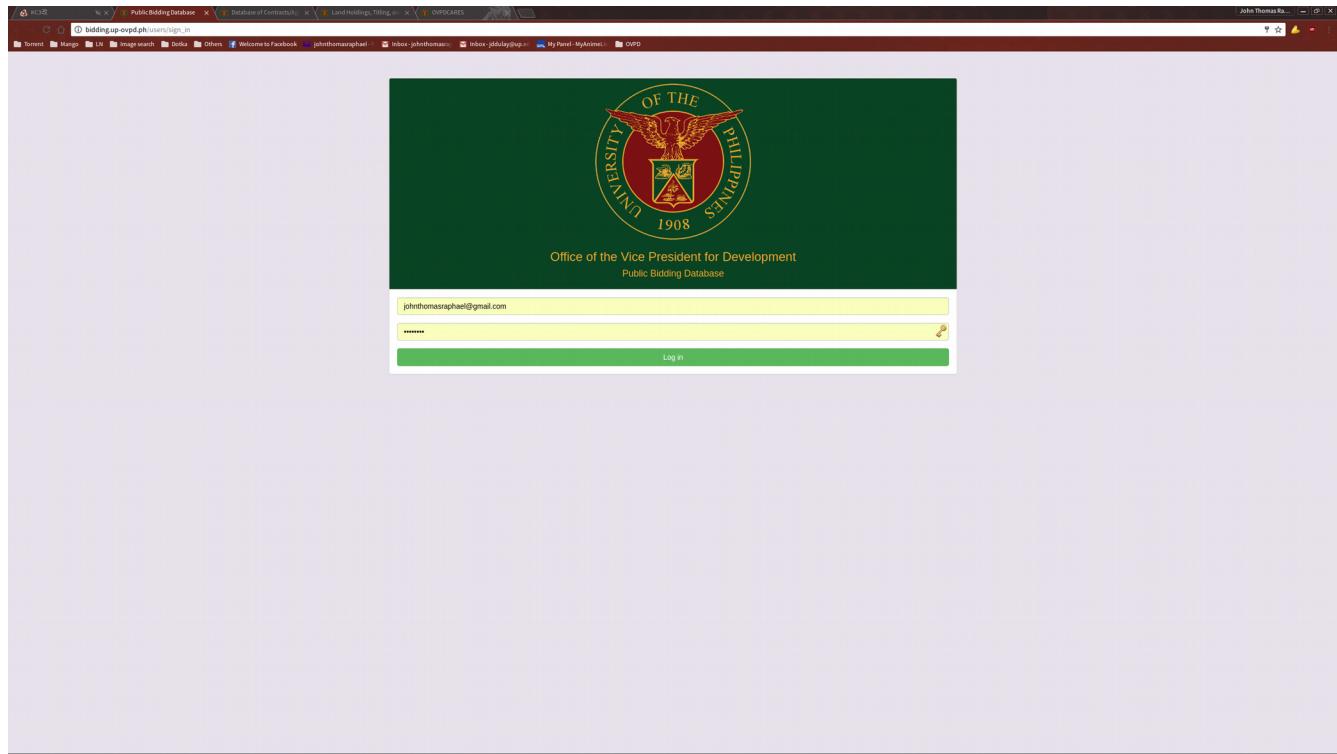
The BiddingDB is a web application that enables the users to keep track of the various details and dates concerning the numerous ongoing bids in the University of the Philippines.

MAIN FEATURES

- Dashboard
- Bid listing
- Calendar View
- Bid archives
- Administration Panel
 - User Management
 - List of Mode of Procurement

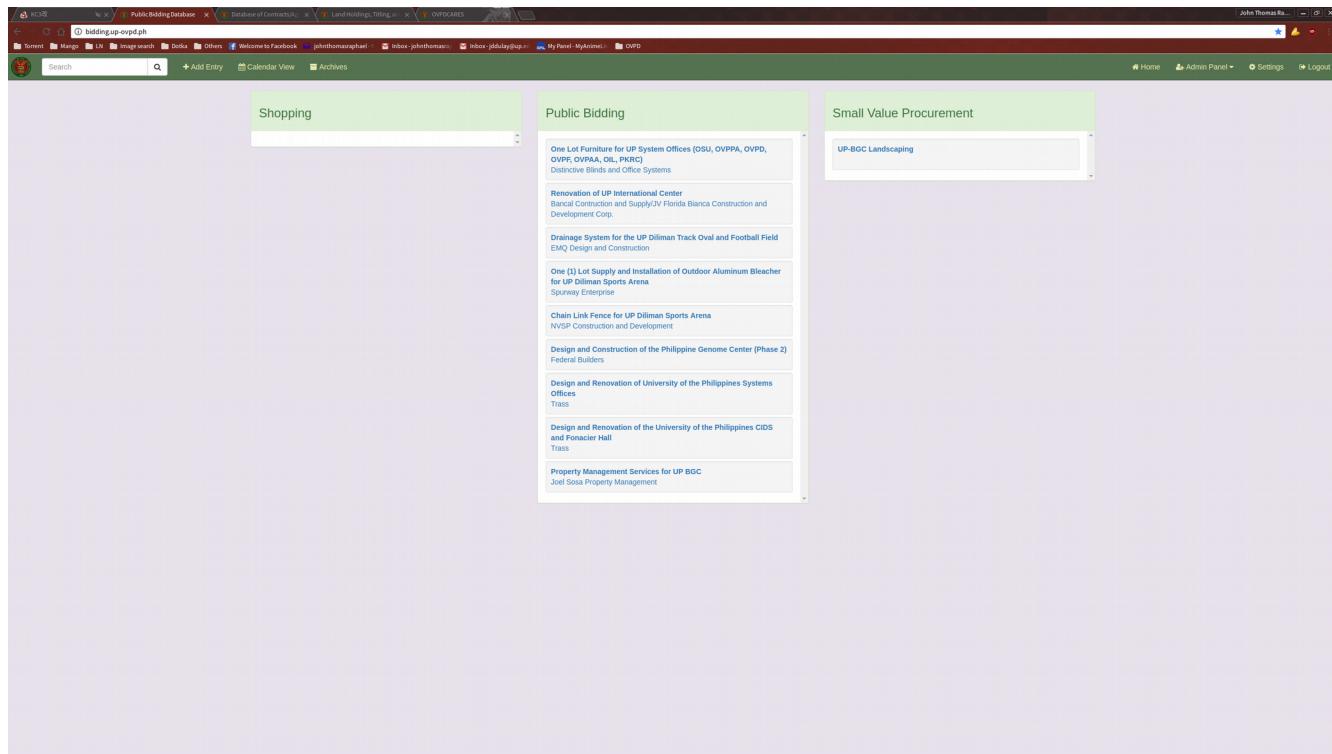
GETTING STARTED

Access the website through the URL bidding.up-ovpd.ph where you will be greeted with a login screen.



Input your access credentials to get to the dashboard.

DASHBOARD



Upon a successful login, the user will be greeted with the dashboard. Most of the available functions can be accessed through here. Note that administration functions cannot be seen and used by non-admin users. The list can be filtered with the Search function accessible from the top left of the navigation bar.

ADDING A BID ENTRY

To add a new bid entry, click the link “Add Entry” located on the top left of the navigation bar. This will take you to the “New Bid” page where you can input the needed information.

The screenshot shows a web-based application titled "New Entry" for creating a bid entry. The form includes fields for Project Title, Contractors/Suppliers, Number of Previous Biddings, Mode of Procurement (Shipping), Approved Budget Clearance, Actual Purchase Amount/Contract Price, Date of Pre-Procurement, Date of Pre-Bidding, Date of Bidding, Date of Post-Qualification, Date of Notice of Award, Date of Purchase Order/Contract, Date of Notice to Proceed, Members of Technical Working Group, Additional Information, Remarks, and Status (Active or Archived). A "Create Bid" button is located at the bottom right of the form.

New Entry

*Project Title:

Contractors/Suppliers:

*Number of Previous Biddings:

*Mode of Procurement:
Shipping

*Approved Budget Clearance:

Actual Purchase Amount/Contract Price:

Date of Pre-Procurement: DDMMYYYY

Date of Pre-Bidding: DDMMYYYY

Date of Bidding: DDMMYYYY

Date of Post-Qualification: DDMMYYYY

Date of Notice of Award: DDMMYYYY

Date of Purchase Order/Contract: DDMMYYYY

Date of Notice to Proceed: DDMMYYYY

Members of Technical Working Group:

Additional Information:

Remarks:

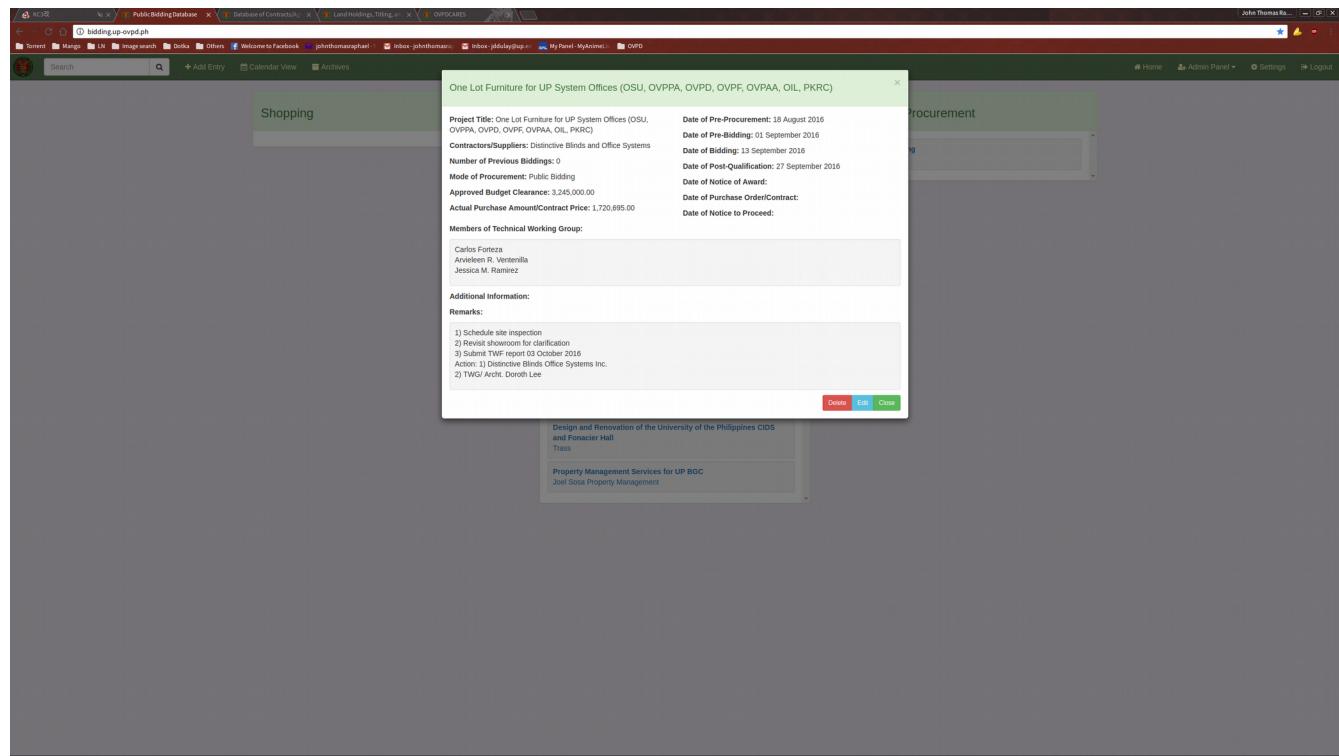
Status:
 Active
 Archived

Create Bid

Once all relevant information has been filled up, click the “Create Bid” button to submit the data to created.

VIEW A BID ENTRY

From the dashboard, you can click on one of the entries on the list to show a modal that contains its details.



From here, the user can choose to edit or delete the chosen entry.

EDITING A BID ENTRY

From the View Entry modal, click on the “Edit” button. This will bring you to the Edit Entry page.

The screenshot shows a web-based application for managing bid entries. The title bar indicates the page is titled "Editing One Lot Furniture for UP System Offices (OSU, OVPPA, OVPD, OVPF, OVPAA, OIL, PKRC)". The interface includes several input fields for project details, dates, and contractor information. It also lists members of a Technical Working Group and provides a section for additional information and remarks. At the bottom, there are status selection buttons and a prominent green "Update Bid" button.

Project Title: One Lot Furniture for UP System Offices (OSU, OVPPA, OVPD, OVPF, OVPAA, OIL, PKRC)

Contractor/Suppliers: Distinctive Blinds and Office Systems

Number of Previous Biddings: 0

Mode of Procurement: Public Bidding

Approved Budget Clearance: 3245000.0

Actual Purchase Amount/Contract Price: 1720695.0

Date of Pre-Procurement: 18/08/2016

Date of Pre-Bidding: 01/09/2016

Date of Bidding: 13/09/2016

Date of Post-Qualification: 27/09/2016

Date of Notice of Award: DD/MM/YYYY

Date of Purchase Order/Contract: DD/MM/YYYY

Date of Notice to Proceed: DD/MM/YYYY

Members of Technical Working Group:

- Carlos Foronda
- Anvilleen R. Venimella
- Jessica M. Ramirez

Additional Information:

Remarks:

- 1) Schedule site inspection
- 2) Revisit showroom for clarification
- 3) Submit TWF report 03 October 2016
- Action: 1) Distinctive Blinds Office Systems Inc.
- 3) TWG/Arch. Dorothy Lee

Status:

- Active
- Archived

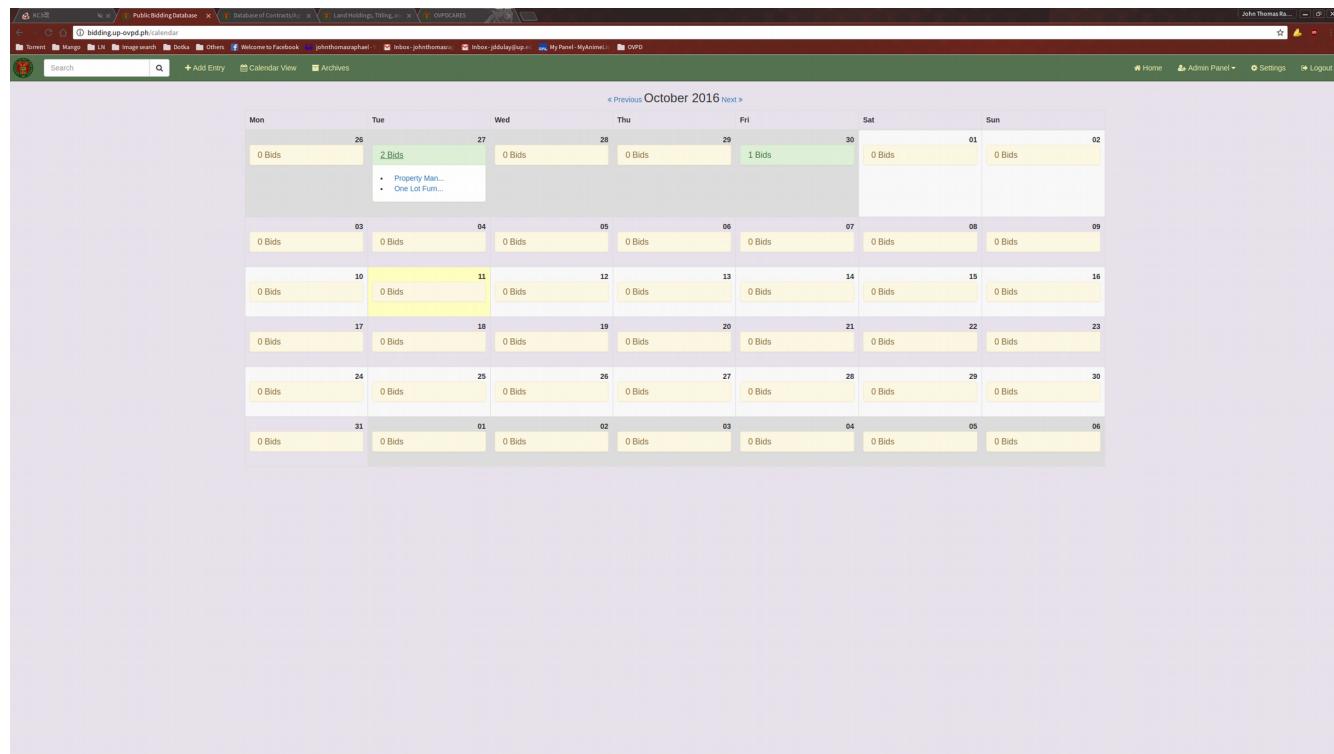
Update Bid

Update the necessary fields and click the “Update bid” button to submit.

CALENDAR VIEW

The Calendar view provides the user an easy way to view the important days for bidding requirements. It also shows how many entries there are for a given day and what those entries are.

To use the Calendar view, click the “Calendar View” link located on the top left of the navigation bar. This will bring you to the Calendar View page.



The Calendar View page show a month view of the current month, as well as the bids for any given day. Navigation to other months is done by clicking the “previous” and “next” links provided.

ARCHIVES

To access the archives, click the “Archives” link on the navigation bar. This will bring you to the Archives page.

The screenshot shows the OVPD Public Bidding Database Archives page. The interface is organized into three main columns:

- Shopping:** Contains a single item: "OVPD HP TonerLink Cartridges Group5 Audio Visual System Corp."
- Public Bidding:** Lists several bids:
 - Supply and Installation of Horizontal Combi Blinds for the Quezon Hall Offices Bluestar Interior Incorporated
 - Ft-Od for UP BGC NVSP Construction and Development
 - One (1) Lot Furniture for UP BGC Group Perspective
 - One (1) Lot University Avenue Landscaping RVS Plant Nursery and Agri Trading
 - One (1) Lot Cabinet and Chairs for UP Quizon Hall Renovation Project (for CP 2nd Floor and 3rd Floor) Group Perspective, Inc.
 - One (1) Lot Security Camera System - Cables and Accessories for UP BGC Palser Asia Incorporated
 - One (1) Lot Light and Audio System for UP BGC Success Business Corp.
 - One (1) Lot All-in-One Personal Computer, Document Camera, Projectors for BGC Maximum Solution Corp.
 - One (1) Lot Digital PABX System for UP BGC Microgeness
 - One (1) Lot LED TVs for UP Microgeness
 - One (1) Lot Door Access System and Parking Access Fair Tech
- Small Value Procurement:** Lists:
 - 2 Units of Camera Drone for ODPI and OICA
 - Office Furniture for ODPI Office
 - Convenience Outlets and Electrical Rewiring for ODPI Office
 - Airconditioning Units for ODPI Office

The Archives page functions exactly like the dashboard, with the exception that only bids tagged as archived are displayed here. Likewise, the dashboard only displays bids that are tagged as active.

ADMINISTRATION PANEL

The administration panel can be accessed on the top right of the navigation bar. Note that this option is invisible and unaccessible to non-admin users.

A screenshot of a web-based administration panel titled "Administrator Panel". The page displays a table of user entries with columns: Email, Is Admin?, Is Approved?, and Read Only Access?. Each entry includes an "Edit | Delete" link. At the top right, there are links for "Create new user", "User Management", and "List of Modes of Procurement". The browser's address bar shows the URL "bidding-up-ovpd.ph/admin_panel".

Email	Is Admin?	Is Approved?	Read Only Access?	Action
johnthomasraphael@gmail.com	true	true	false	Edit Delete
rmparcho@up.edu.ph	true	true	false	Edit Delete
jbpenano@up.edu.ph	false	true	false	Edit Delete
esazamora@up.edu.ph	false	true	false	Edit Delete
cfronterza@up.edu.ph	false	true	false	Edit Delete
ovpd.odp@up.edu.ph	false	true	false	Edit Delete
ovpp@up.edu.ph	false	true	false	Edit Delete
jgflorendo@up.edu.ph	false	true	false	Edit Delete
esolis@up.edu.ph	false	true	true	Edit Delete
ilaguia@up.edu.ph	false	true	true	Edit Delete
genypanoco@mr.up.edu.ph	false	true	false	Edit Delete
jprivera@up.edu.ph	false	true	true	Edit Delete

From here the admin user can select the User Management module or add another entry for Modes of Procurement.

USER MANAGEMENT

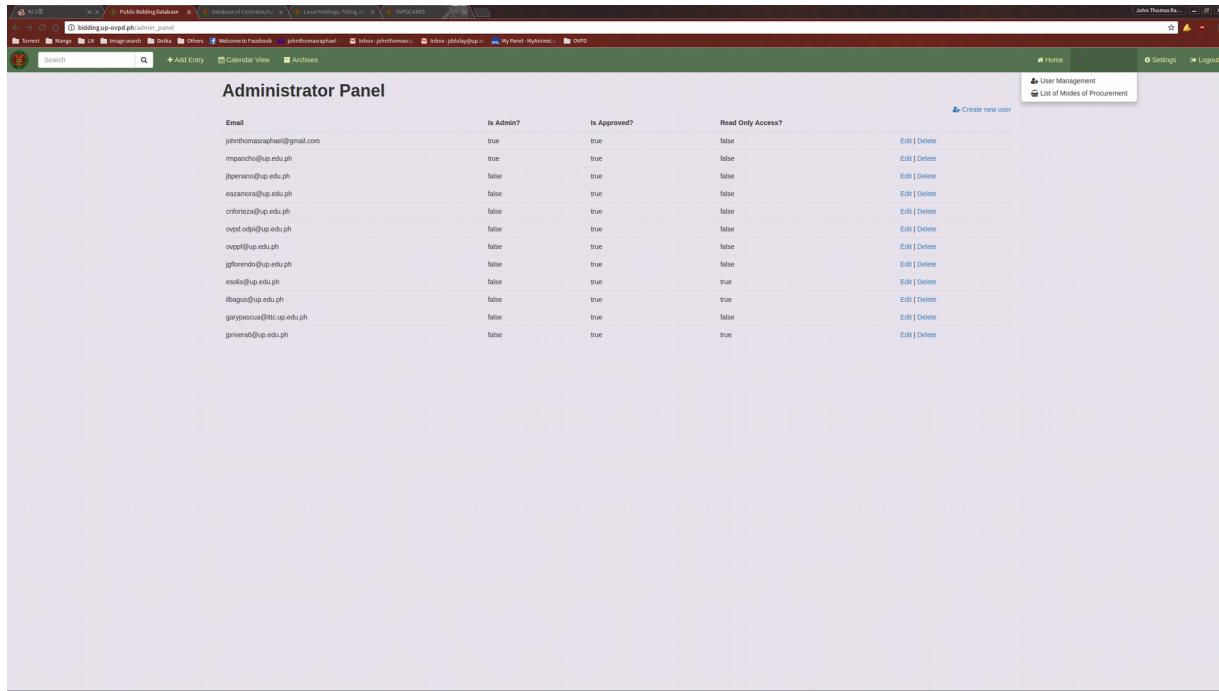
Using the User Management page, the admin user can view, create, edit, and delete users.

The screenshot shows a web-based application titled "Administrator Panel". The interface includes a top navigation bar with links for "Home", "User Management", "List of Modes of Procurement", "Settings", and "Logout". A search bar and a "Create new user" button are also present. The main content area displays a table with columns: "Email", "Is Admin?", "Is Approved?", and "Read Only Access?". The table lists 14 user entries, each with an "Edit | Delete" link. The users listed are:

Email	Is Admin?	Is Approved?	Read Only Access?
johnthomasraphael@gmail.com	true	true	false
rmpanco@up.edu.ph	true	true	false
jbpeman@up.edu.ph	false	true	false
esazamora@up.edu.ph	false	true	false
crloriteza@up.edu.ph	false	true	false
oypd.odip@up.edu.ph	false	true	false
oypp@up.edu.ph	false	true	false
jgfhordeno@up.edu.ph	false	true	false
esolis@up.edu.ph	false	true	true
ibagus@up.edu.ph	false	true	true
garypsacua@ttc.up.edu.ph	false	true	false
jpriverat@up.edu.ph	false	true	true

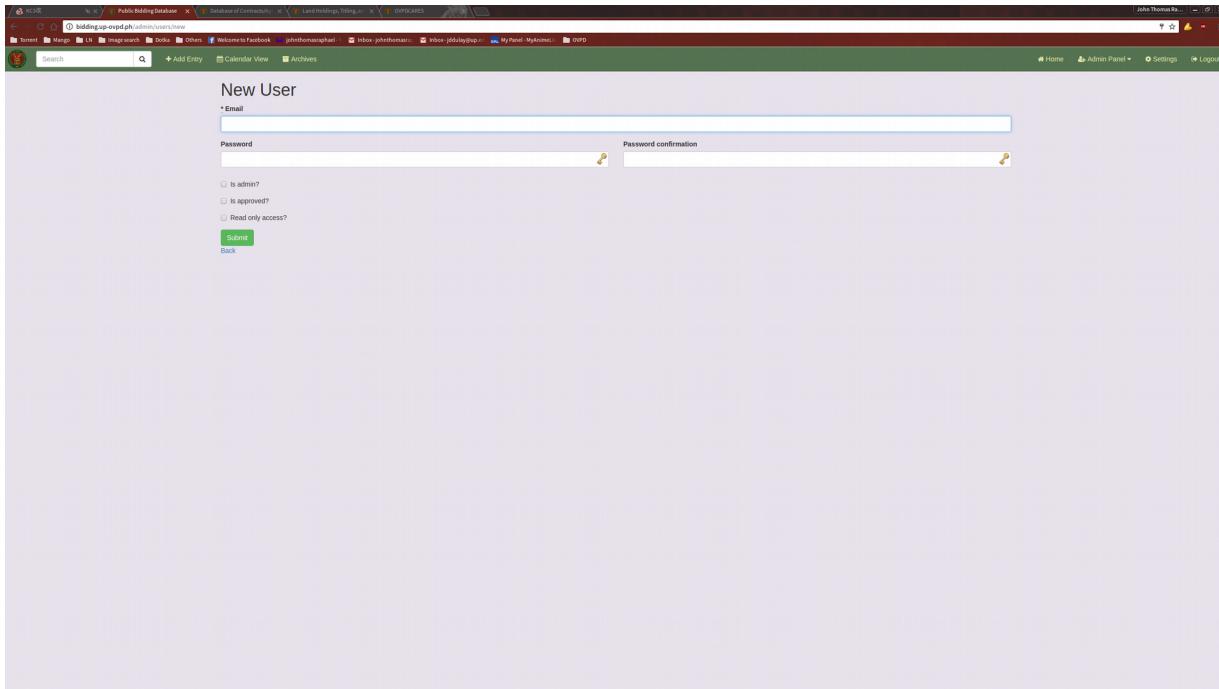
ADDING A NEW USER

To add a new user, click the “Create new user” link located on the top right of the user list.



The screenshot shows a web-based administrator panel titled "Administrator Panel". It displays a table of user entries with columns: Email, Is Admin?, Is Approved?, Read Only Access?, and Actions (Edit | Delete). The table lists 13 users, each with a unique email address ending in @up.edu.ph. The "Is Admin?" column contains mostly "true" values, while the "Is Approved?" column has mixed "true" and "false" values. The "Read Only Access?" column also varies. The "Actions" column for each row includes an "Edit" and a "Delete" link.

This will bring you to the New User page where you can submit the necessary information for your new user.

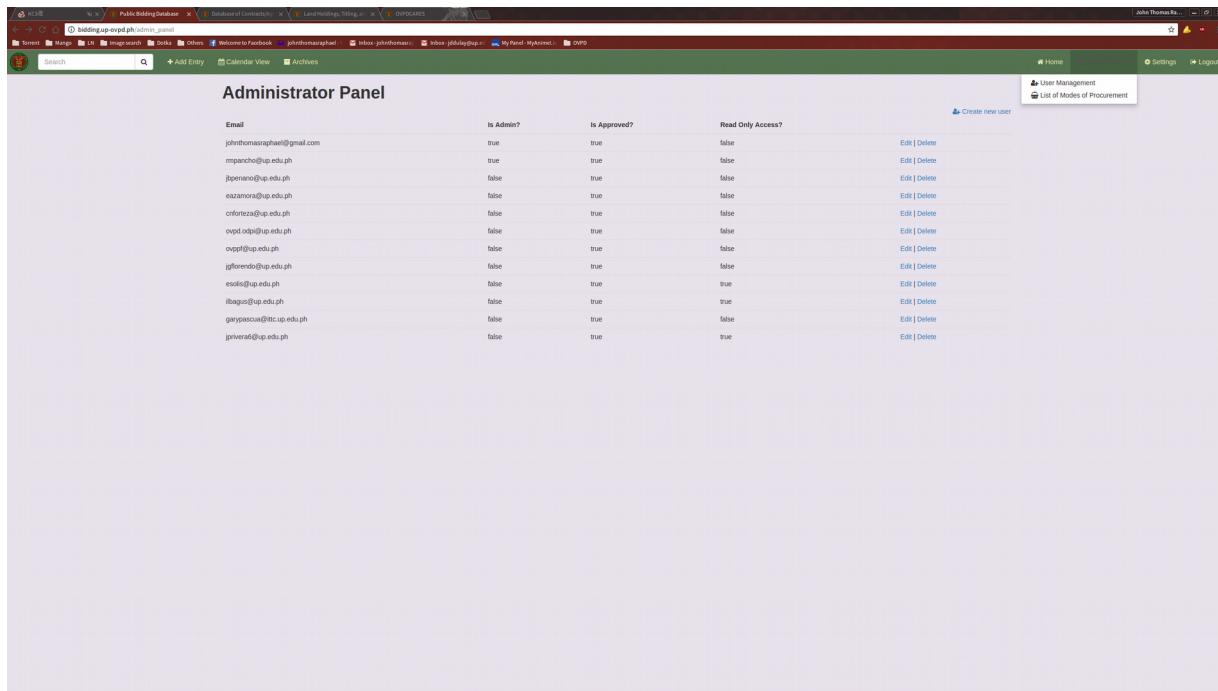


The screenshot shows a "New User" form within the same administrator panel. The form includes fields for "Email" (with a placeholder "* Email"), "Password" (with a placeholder "Password"), and "Password confirmation" (with a placeholder "Password confirmation"). Below these fields are three checkboxes: "Is admin?", "Is approved?", and "Read only access?". At the bottom of the form are two buttons: a green "Submit" button and a "Back" link.

Fill up with the necessary information and submit.

EDITING A USER

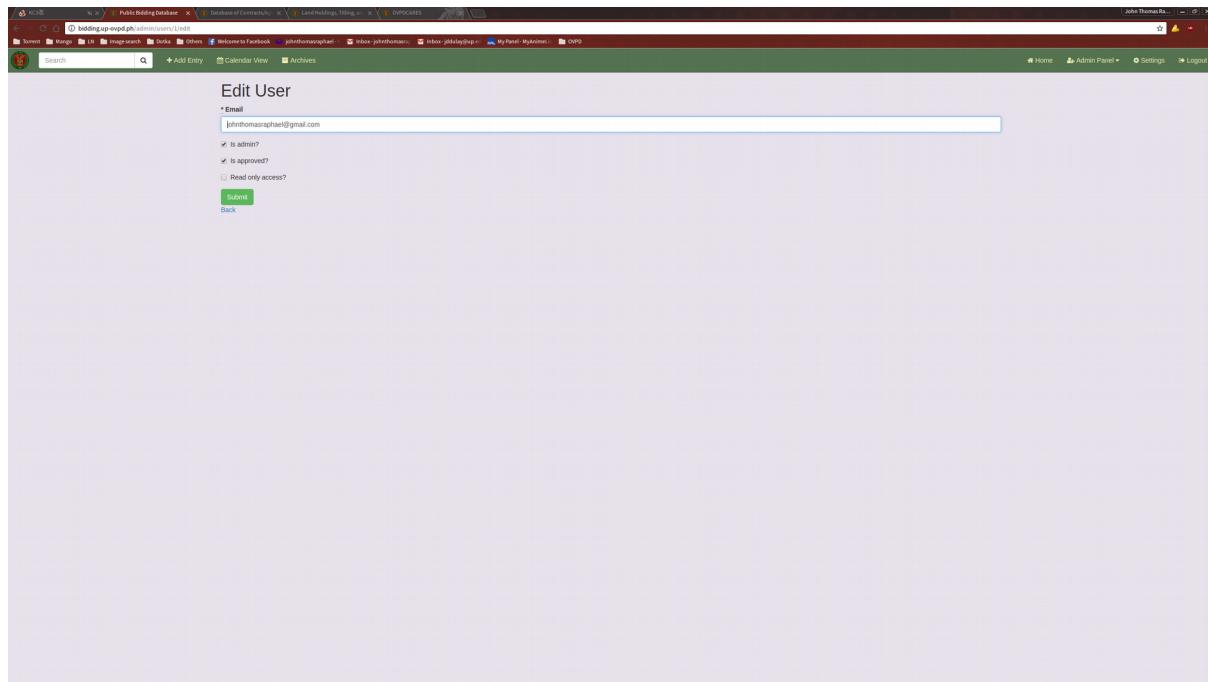
To edit a user, simply click the “Edit” link provided on the User List.



The screenshot shows a web-based administrator panel titled "Administrator Panel". It displays a table of user information with columns: Email, Is Admin?, Is Approved?, Read Only Access?, and Actions (Edit | Delete). The table lists 12 users, each with a unique email address ending in @up.edu.ph. The "Is Admin?" column contains mostly "true" values, while the "Is Approved?" column has mixed values (true/false). The "Read Only Access?" column shows mostly "false" values, with one instance of "true". The "Actions" column provides links for each user to either edit or delete their account.

Email	Is Admin?	Is Approved?	Read Only Access?	Action
johnthomasraphael@gmail.com	true	true	false	Edit Delete
mpranedi@up.edu.ph	true	true	false	Edit Delete
jpmarin@up.edu.ph	false	true	false	Edit Delete
eazamora@up.edu.ph	false	true	false	Edit Delete
cfroniza@up.edu.ph	false	true	false	Edit Delete
ovpd.odpi@up.edu.ph	false	true	false	Edit Delete
ovpd@up.edu.ph	false	true	false	Edit Delete
gjfrederic@up.edu.ph	false	true	false	Edit Delete
esole@up.edu.ph	false	true	true	Edit Delete
ibagus@up.edu.ph	false	true	true	Edit Delete
garypesco@itc.up.edu.ph	false	true	false	Edit Delete
jnevert@up.edu.ph	false	true	true	Edit Delete

This will bring you to the Edit User page.



The screenshot shows the "Edit User" form. It includes fields for "Email" (set to johnthomasraphael@gmail.com), "Is admin?", "Is approved?", and "Read only access?". There is also a "Submit" button and a "Back" link at the bottom of the form.

Edit User

* Email: johnthomasraphael@gmail.com

Is admin?

Is approved?

Read only access?

Submit [Back](#)

Fill up with the necessary information and submit.

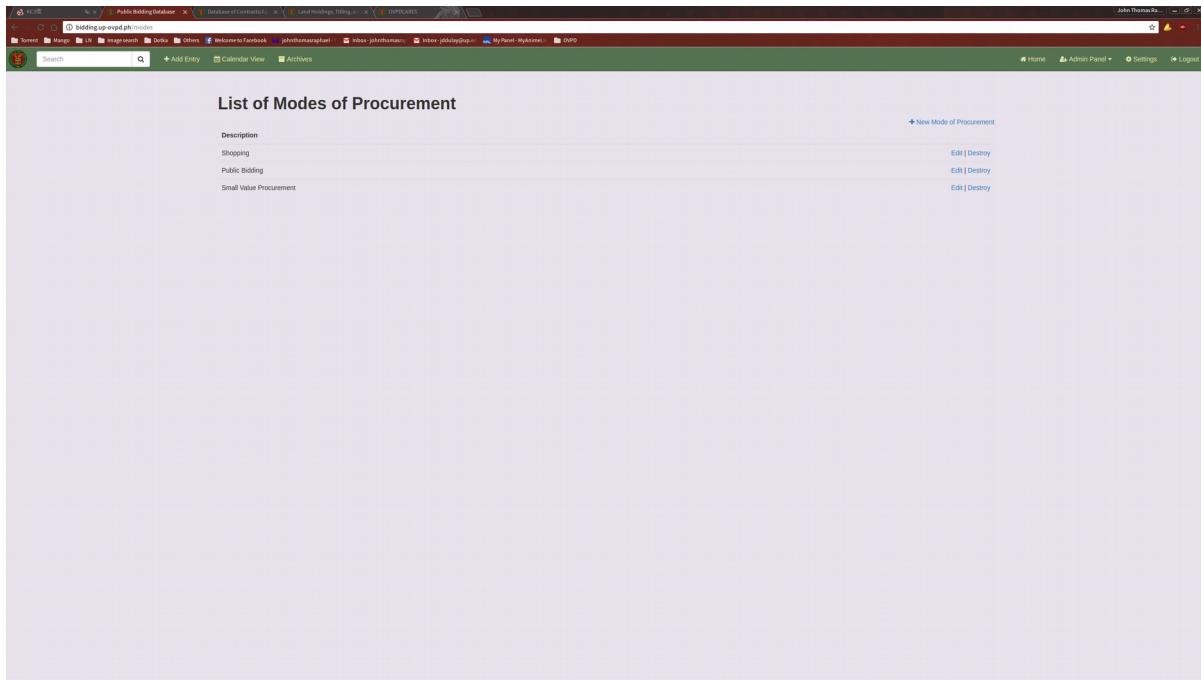
LIST OF MODES OF PROCUREMENT

With the List of Modes of Procurement module, you can view, add, edit, and delete the list of Modes of Procurement that is used in the forms when creating or editing a bid entry.

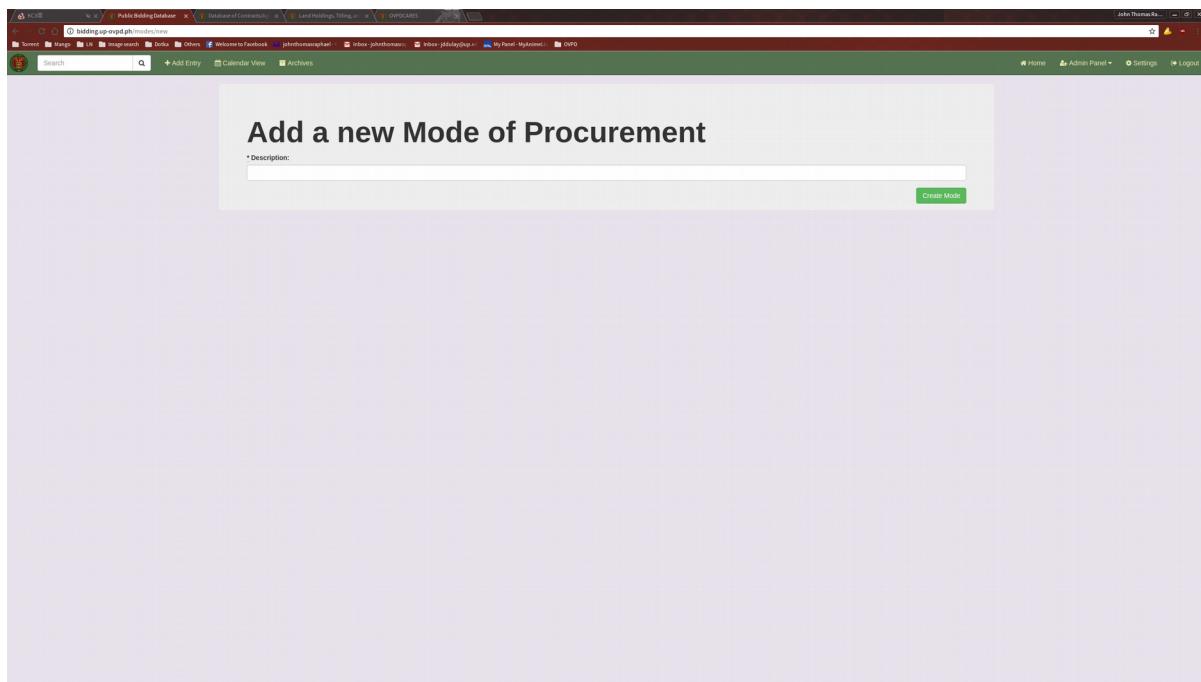
The screenshot shows a web application interface titled "List of Modes of Procurement". At the top, there is a navigation bar with links for "Home", "Admin Panel", "Settings", and "Logout". On the left, there is a sidebar with a "Description" section containing three items: "Shopping", "Public Bidding", and "Small Value Procurement". On the right, there are three sets of "Edit | Destroy" buttons corresponding to these items. A "New Mode of Procurement" button is located at the top right of the main content area. The background of the main content area is light gray.

ADDING A NEW MODE OF PROCUREMENT

To add a new Mode of Procurement, click the “Add Mode of Procurement” link on the top right of the list.



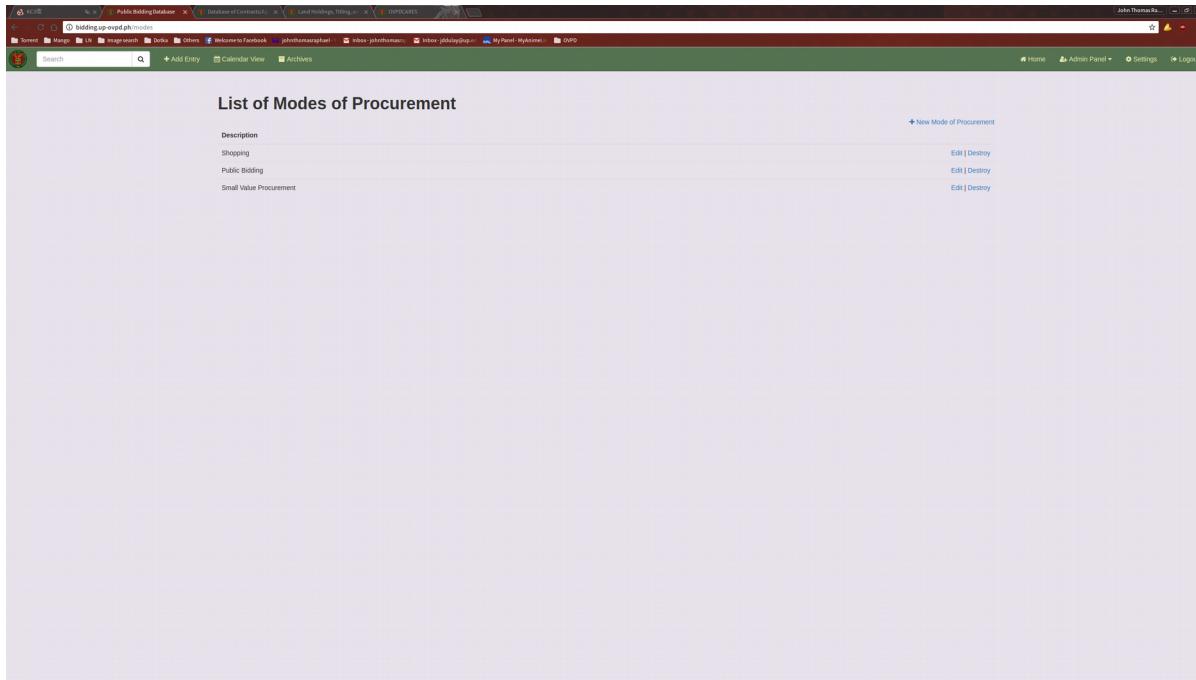
This will bring you to the New Mode of Procurement Page.



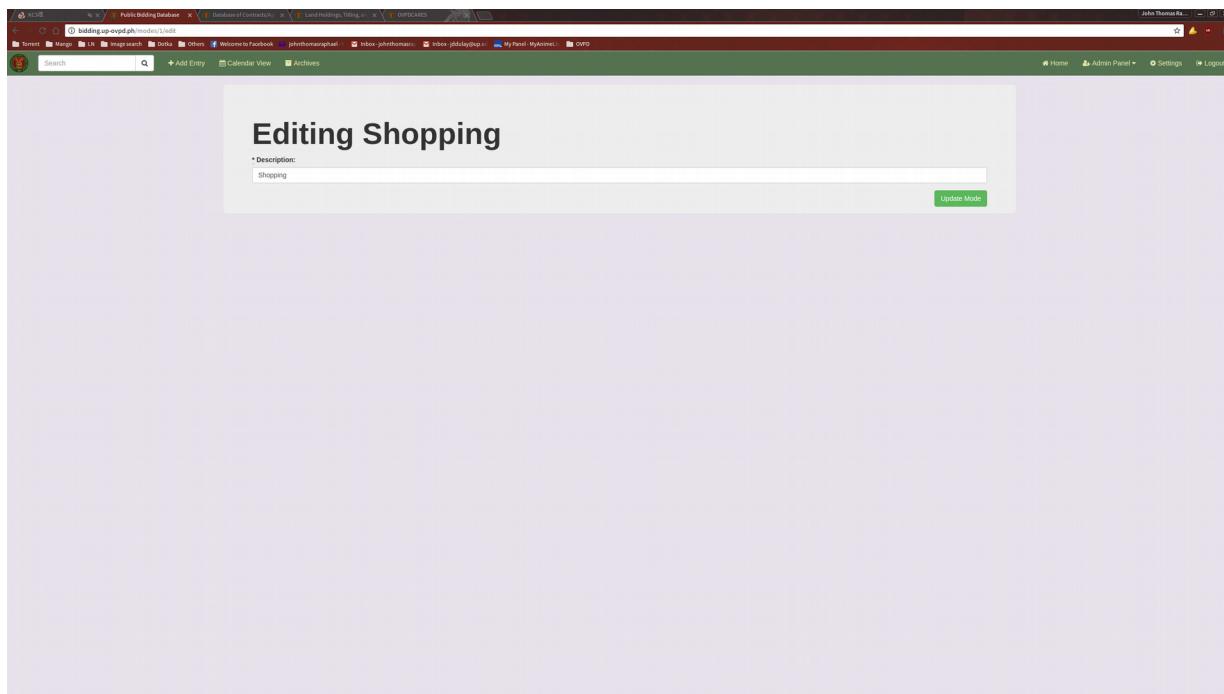
Fill it up the necessary information and submit.

EDITING A MODE OF PROCUREMENT

To edit a Mode of Procurement, click the “Edit” link on the list.



This will bring you to the Edit Mode of Procurement Page.



Fill it up with the necessary information and submit.

BIDDINGDB

USERS GUIDE

ANDROID APPLICATION

INTRODUCTION

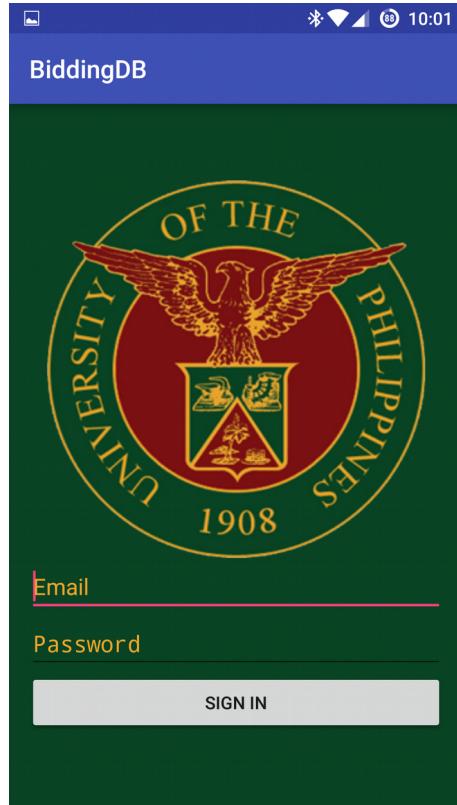
The Mobile-BiddingDB is a readonly android application that enables the users to keep track of the various details and dates concerning the numerous ongoing bids in the University of the Philippines using their Android phones.

MAIN FEATURES

- Bid listing
- Calendar View
- Bid archives

GETTING STARTED

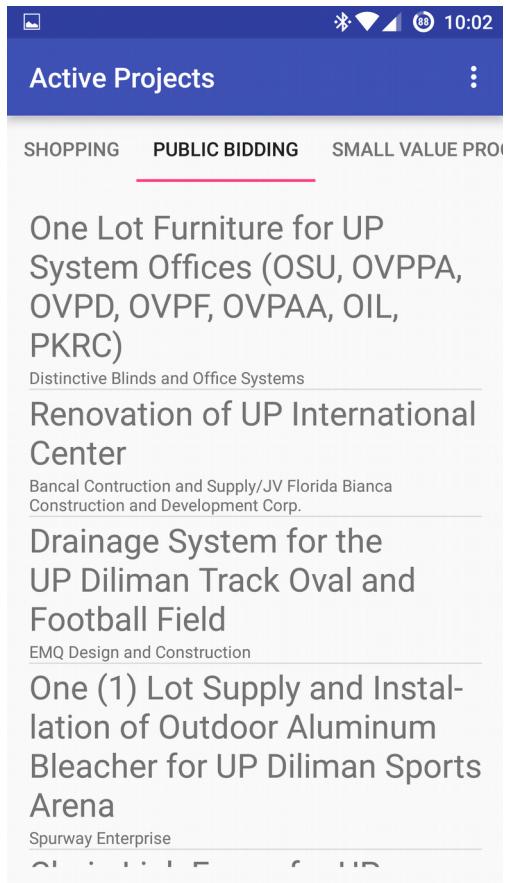
Open the BiddingDB application installed on your phone. This will lead you to a login page.



Enter your access credentials to login.

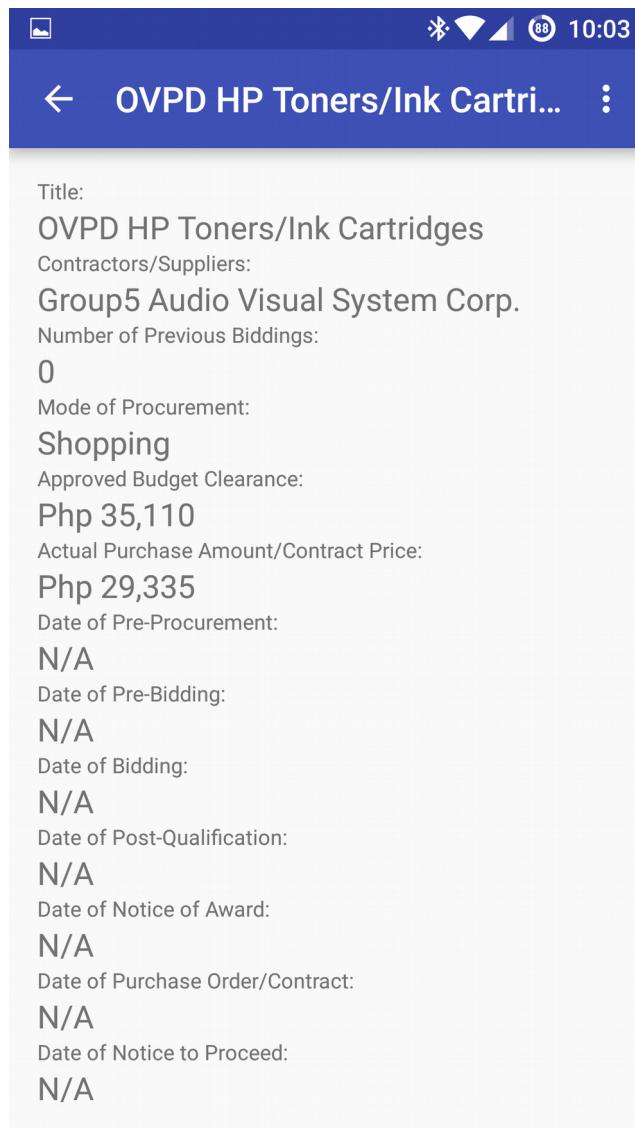
BIDDING LIST

Upon a successful login, you will see the list of active bids that are saved on the system. Use the tabs above the list to view the bids under other bidding categories.



VIEWING A BID ENTRY

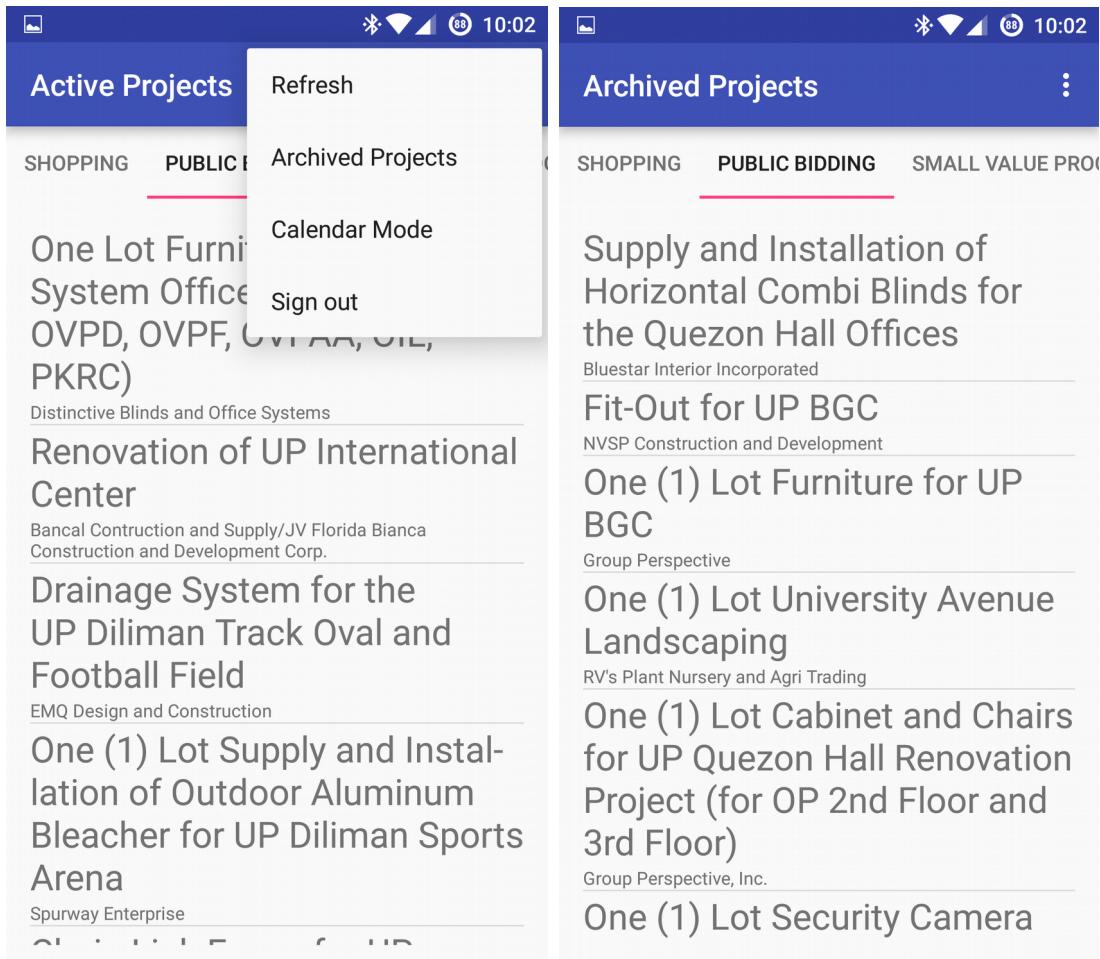
To view a Bid Entry, simply click on a entry on the list. This will send you to a page where you will be able to see the details of the selected entry.



ARCHIVED BIDS

The Archived Bids page allows the user to view all the bids that have been marked as archived on the system.

To view the Archived views, open up the menu(this can differ across different phones) and click on the Archived Projects link. This will direct you to the Archived Projects page.



The Archived Projects page functions exactly the same as the Bid List page.

CALENDAR VIEW

The Calendar view allows the user to see the numerous bidding dates using a calendar.

To access the Calendar View, open the menu and click on the Calendar Mode link. This will bring you to the Calendar Mode page.

The image consists of two side-by-side screenshots of a mobile application interface. The left screenshot shows a menu with the following options: Active Projects (selected), Refresh, Archived Projects, and Calendar Mode. The right screenshot shows a calendar for October 2016. The days of the week are labeled at the top: SUN, MON, TUE, WED, THU, FRI, SAT. The dates are arranged in a grid. Several dates are highlighted with colored backgrounds: Saturday, October 29, is blue; Sunday, October 30, is blue; Monday, October 31, is blue; Tuesday, November 1, is white; Wednesday, November 2, is white; Thursday, November 3, is white; Friday, November 4, is white; Saturday, November 5, is white; Sunday, November 6, is red; Monday, November 7, is white; Tuesday, November 8, is white; Wednesday, November 9, is white; Thursday, November 10, is white; Friday, November 11, is white; Saturday, November 12, is white; Sunday, November 13, is red (indicating it is the current date); Monday, November 14, is white; Tuesday, November 15, is white; Wednesday, November 16, is white; Thursday, November 17, is white; Friday, November 18, is white; Saturday, November 19, is white; Sunday, November 20, is white; Monday, November 21, is white; Tuesday, November 22, is white; Wednesday, November 23, is white; Thursday, November 24, is white; Friday, November 25, is white; Saturday, November 26, is white; Sunday, November 27, is blue; Monday, November 28, is white; Tuesday, November 29, is white; Wednesday, November 30, is blue; Thursday, December 1, is white; Friday, December 2, is white; Saturday, December 3, is white; Sunday, December 4, is white; Monday, December 5, is white.

From here you can see which dates are important to bidding. These dates are highlighted with a colored background for ease of use. Clicking on the highlighted dates show what bids happen on that day.