

# **DCARESV2**

## **USERS MANUAL**

### **WEB APPLICATION**

## INTRODUCTION

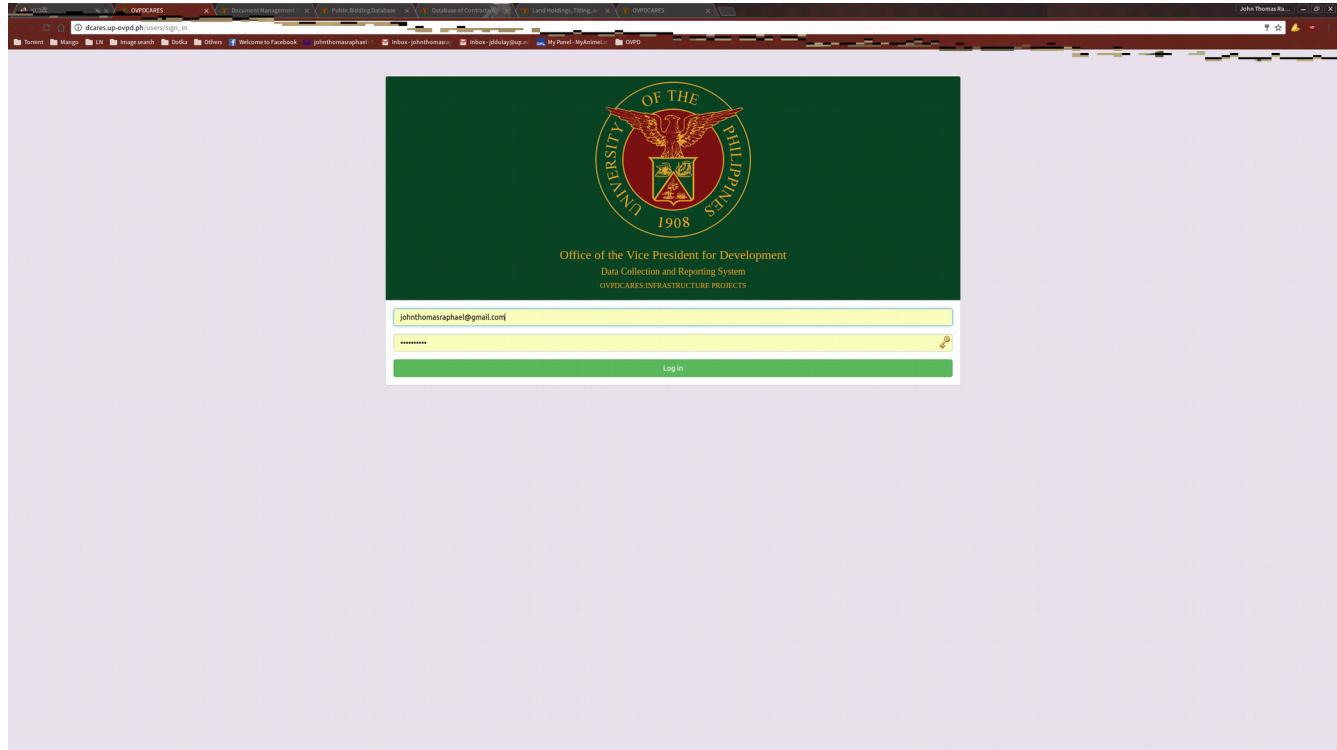
The DCARESV2 is a web application that enables the users to view the various Infrastructure projects held by the University of the Philippines.

## MAIN FEATURES

- Dashboard
- University Project List
- Infrastructure Project per University
  - Project Components
  - Project Images
  - Export to Excel
- Report Generation
- Analytics
- Administration Panel
  - List of Universities
  - Recent Updates
  - List of Project Classifications
  - List of Project Statuses
  - List of Fund Sources
  - User Management

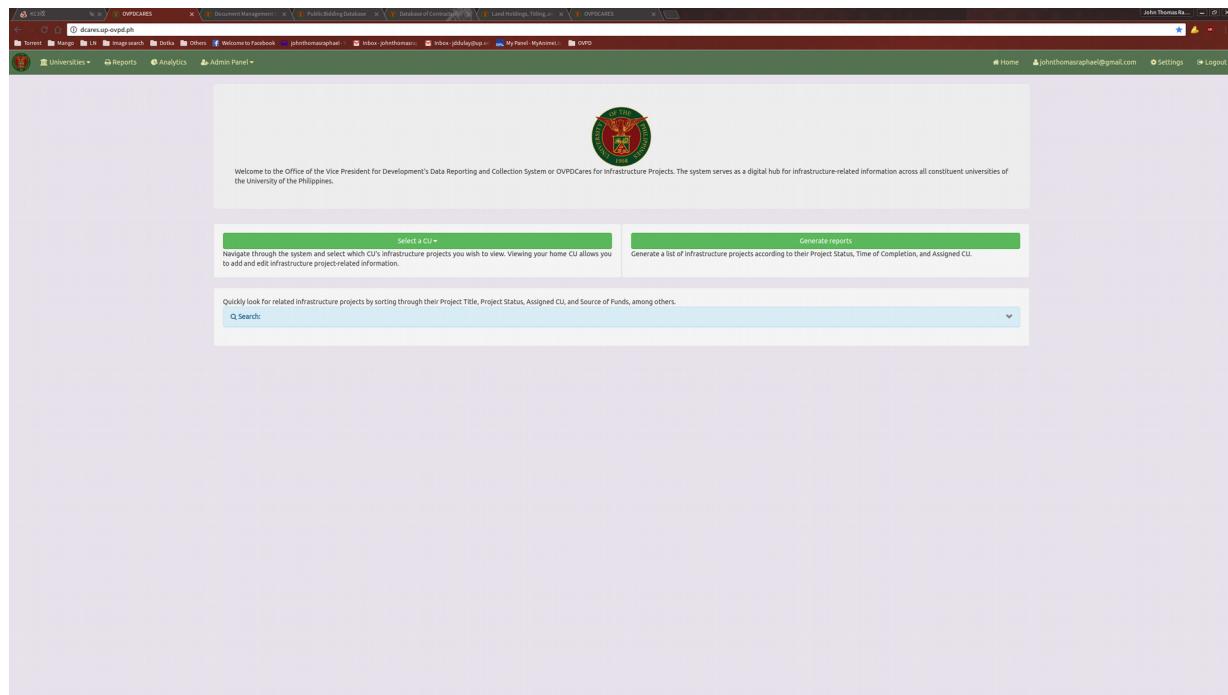
## GETTING STARTED

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

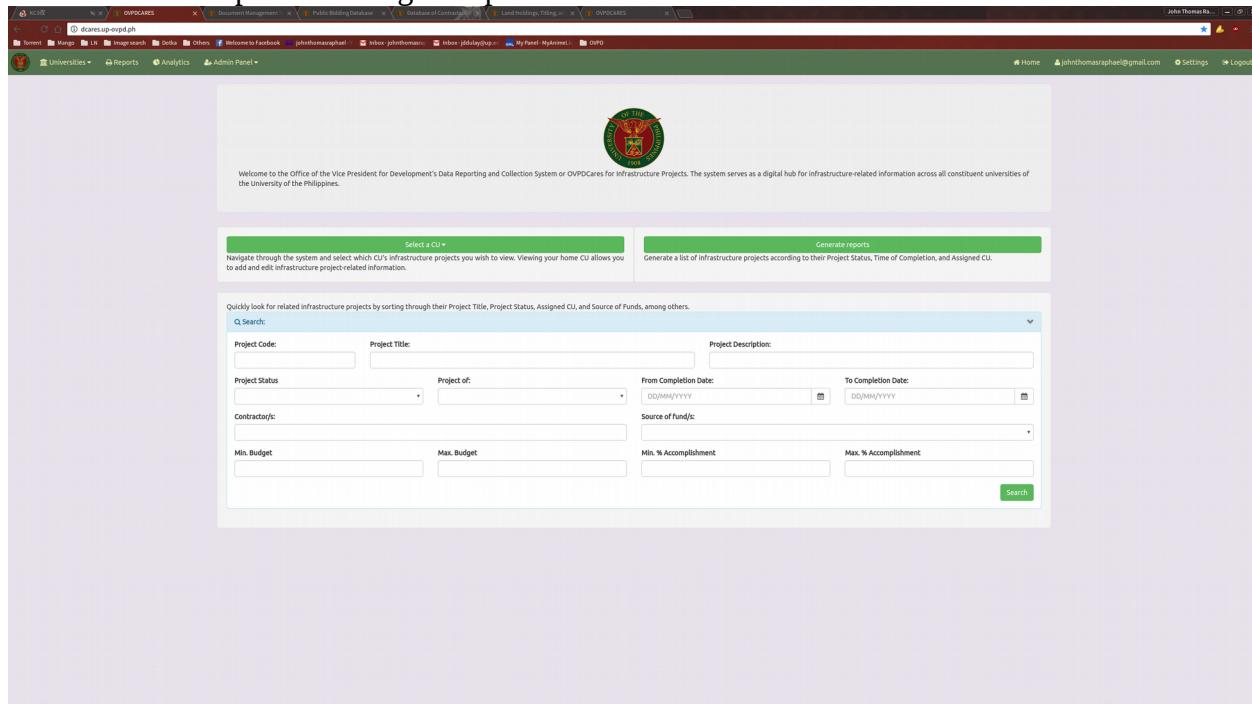


Input your access credentials to get to the dashboard.

## DASHBOARD



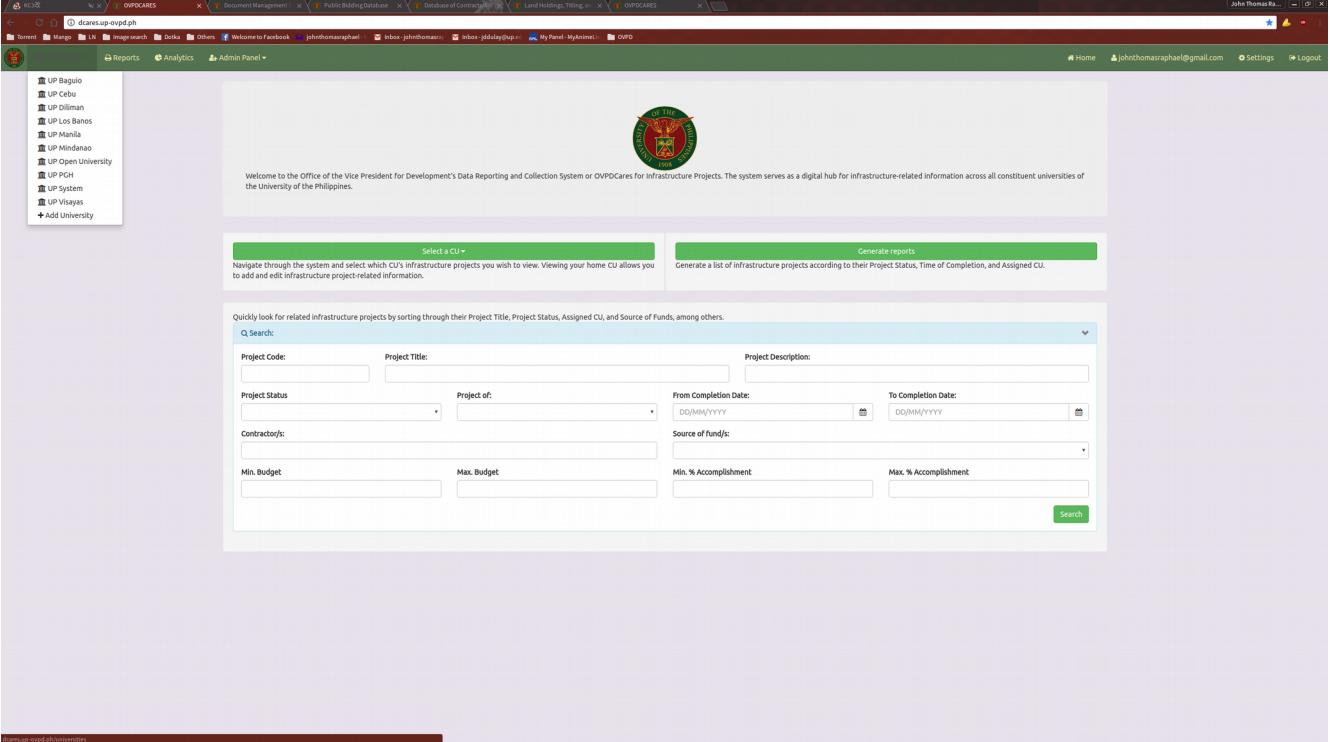
Upon a successful login, the user will be greeted with the dashboard. Most of the available functions can be accessed through here. Note that administration functions cannot be seen and used by non-admin users. The search function can be found below the University list and Generate Report buttons. Click on its panel heading to expand.



## UNIVERSITY PROJECT LIST

The University Project List contains the Infrastructure Projects managed by the selected University.

To access the University List, select a university from either the dropdown from the dashboard or the navigation bar.



The screenshot shows a web browser window for the OVPDCares system. The URL is [direses.up-ovpd.ph](http://direses.up-ovpd.ph). The page title is "University Project List". The header includes the University of the Philippines logo and navigation links for Home, Settings, and Logout. On the left, there's a sidebar with a list of universities: UP Baguio, UP Cebu, UP Diliman, UP Los Baños, UP Manila, UP Mindanao, UP Open University, UP PCH, UP System, and UP Visayas, with a "+Add University" option. The main content area has a green header bar with "Select a CU" and "Generate reports" buttons. Below this is a search bar with placeholder text "Quickly look for related infrastructure projects by sorting through their Project Title, Project Status, Assigned CU, and Source of Funds, among others." and a "Search" button. There are also input fields for Project Code, Project Title, Project Description, Project Status, Project of, From Completion Date, To Completion Date, Contractor/s, Source of Fund/s, Min. Budget, Max. Budget, Min. % Accomplishment, and Max. % Accomplishment.

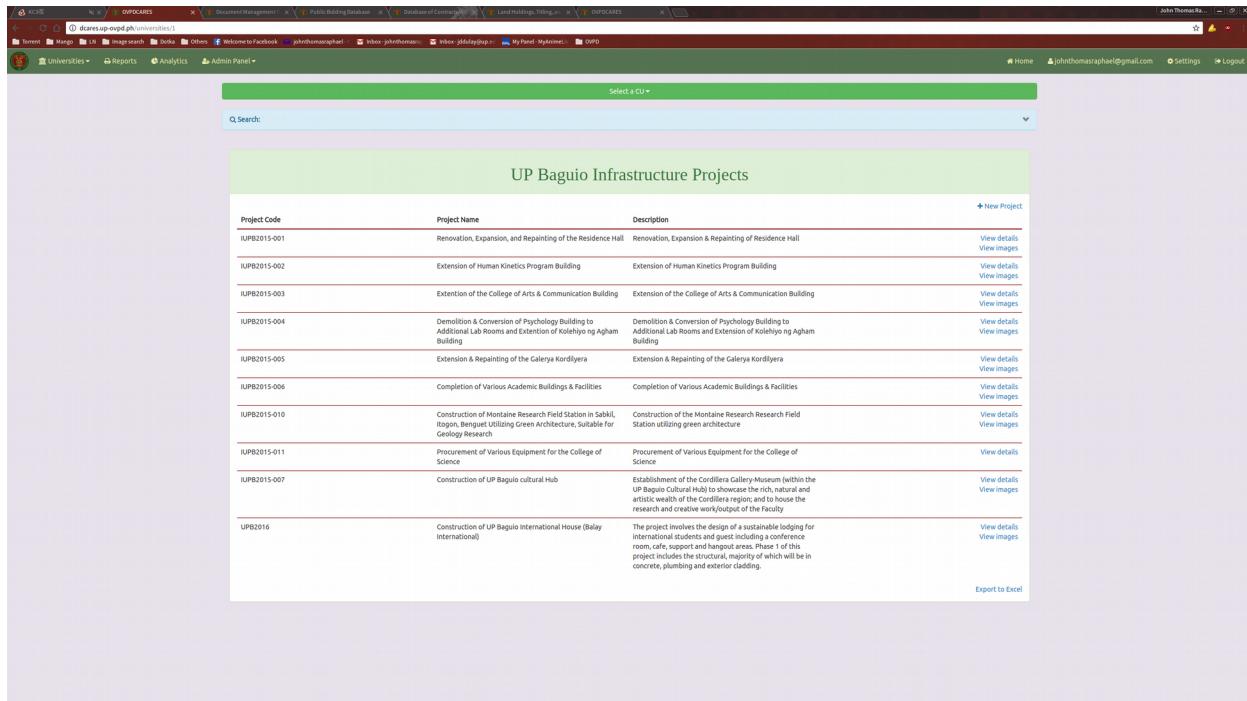
This will direct you to the University Projects page. Here you can see the list of projects the selected university manages, as well as the option to export the list to a downloadable Excel file by following the Export to Excel link.

The screenshot shows a web application interface for managing university projects. At the top, there's a navigation bar with links like 'Home', 'John Thomas Raphael', 'Settings', and 'Logout'. Below the navigation is a search bar with placeholder text 'Search:' and a dropdown menu labeled 'Select a CU'. The main content area has a title 'UP Baguio Infrastructure Projects' and a table listing ten projects. Each project row includes a 'Project Code', 'Project Name', 'Description', and two 'View' buttons ('View details' and 'View images'). A 'New Project' button is located at the top right of the table. At the bottom right of the table, there's an 'Export to Excel' link. The table rows are as follows:

Project Code	Project Name	Description	Action
IUPB2015-001	Renovation, Expansion, and Repainting of the Residence Hall	Renovation, Expansion & Repainting of Residence Hall	<a href="#">View details</a> <a href="#">View images</a>
IUPB2015-002	Extension of Human Kinetics Program Building	Extension of Human Kinetics Program Building	<a href="#">View details</a> <a href="#">View images</a>
IUPB2015-003	Extention of the College of Arts & Communication Building	Extention of the College of Arts & Communication Building	<a href="#">View details</a> <a href="#">View images</a>
IUPB2015-004	Demolition & Conversion of Psychology Building to Additional Lab Rooms and Extension of Kolehiyo ng Aghan Building	Demolition & Conversion of Psychology Building to Additional Lab Rooms and Extension of Kolehiyo ng Aghan Building	<a href="#">View details</a> <a href="#">View images</a>
IUPB2015-005	Extension & Repainting of the Galerya Kordilera	Extension & Repainting of the Galerya Kordilera	<a href="#">View details</a> <a href="#">View images</a>
IUPB2015-006	Completion of Various Academic Buildings & Facilities	Completion of Various Academic Buildings & Facilities	<a href="#">View details</a> <a href="#">View images</a>
IUPB2015-010	Construction of Montaine Research Field Station in Sabkili, Itogon, Benguet Utilizing Green Architecture, Suitable for Geology Research	Construction of the Montaine Research Field Station utilizing green architecture	<a href="#">View details</a> <a href="#">View images</a>
IUPB2015-011	Procurement of Various Equipment for the College of Science	Procurement of Various Equipment for the College of Science	<a href="#">View details</a>
IUPB2015-007	Construction of UP Baguio cultural Hub	Establishment of the Cordillera Gallery-Museum (within the UP Baguio Cultural Hub) to showcase the rich, natural and artistic wealth of the Cordillera region; and to house the research and development output of the faculty.	<a href="#">View details</a> <a href="#">View images</a>
UPB2016	Construction of UP Baguio International House (Balay International)	The project will involve the design and construction of a multi-story building for international students and guests including a conference room, cafe, support and hangout areas. Phase 1 of this project includes the structural, majority of which will be in concrete, plumbing and exterior cladding.	<a href="#">View details</a> <a href="#">View Images</a>

## ADDING A NEW PROJECT

To add a new title entry, click the link “New Projects” located on the top right of the Projects list.

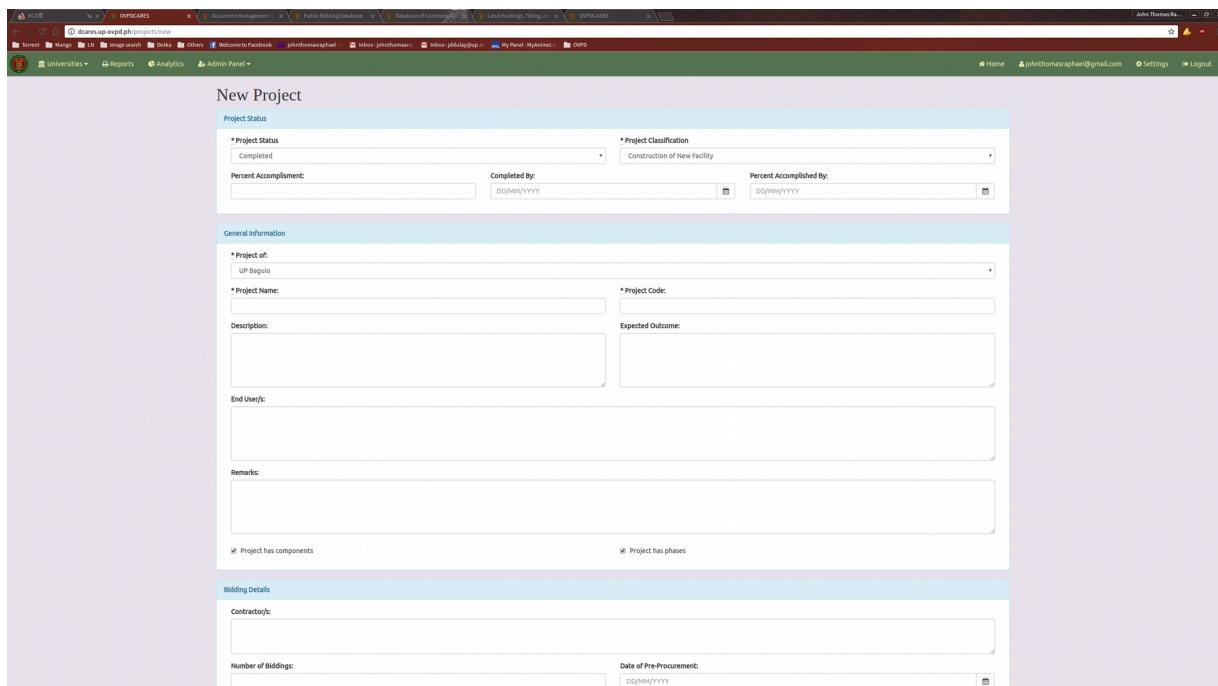


The screenshot shows a web-based application interface for managing projects. At the top, there's a navigation bar with links like 'Universities', 'Reports', 'Analytics', 'Admin Panel', 'Home', 'Settings', and 'Logout'. Below the navigation is a search bar labeled 'Q: Search:' and a dropdown menu labeled 'Select a CU'. The main content area is titled 'UP Baguio Infrastructure Projects' and displays a table of project entries. Each entry includes a project code, name, description, and links to 'View details' and 'View images'. The table rows are as follows:

Project Code	Project Name	Description	Action
IUPB2015-001	Renovation, Expansion, and Repainting of the Residence Hall	Renovation, Expansion & Repainting of Residence Hall	<a href="#">View details</a> <a href="#">View images</a>
IUPB2015-002	Extension of Human Kinetics Program Building	Extension of Human Kinetics Program Building	<a href="#">View details</a> <a href="#">View images</a>
IUPB2015-003	Extention of the College of Arts & Communication Building	Extention of the College of Arts & Communication Building	<a href="#">View details</a> <a href="#">View images</a>
IUPB2015-004	Demolition & Conversion of Psychology Building to Additional Lab Rooms and Extension of Kolehiya ng Agham Building	Demolition & Conversion of Psychology Building to Additional Lab Rooms and Extension of Kolehiya ng Agham Building	<a href="#">View details</a> <a href="#">View images</a>
IUPB2015-005	Extension & Repainting of the Galery Kordilyera	Extension & Repainting of the Galery Kordilyera	<a href="#">View details</a> <a href="#">View images</a>
IUPB2015-006	Completion of Various Academic Buildings & Facilities	Completion of Various Academic Buildings & Facilities	<a href="#">View details</a> <a href="#">View images</a>
IUPB2015-010	Construction of Montaine Research Field Station in Sabuk, Itogon, Benguet Utilizing Green Architecture, Suitable for Geology Research	Construction of Montaine Research Field Station in Sabuk, Itogon, Benguet Utilizing Green Architecture, Suitable for Geology Research	<a href="#">View details</a> <a href="#">View images</a>
IUPB2015-011	Procurement of Various Equipment for the College of Science	Procurement of Various Equipment for the College of Science	<a href="#">View details</a>
IUPB2015-007	Construction of UP Baguio cultural Hub	Establishment of the Cordilleran Gallery Museum within the UP Baguio Cultural Hub to showcase the rich, natural and artistic wealth of the Cordillera region; and to house the research and creative work/output of the Faculty	<a href="#">View details</a> <a href="#">View images</a>
UPB2016	Construction of UP Baguio International House (Balay International)	The project involves the design of a sustainable lodging for international students and guest including a conference room, coffee shop, and lounge areas. Phase I of this project includes the structural, majority of which will be in concrete, plumbing and exterior cladding.	<a href="#">View details</a> <a href="#">View images</a>

At the bottom right of the table, there's a link 'Export to Excel'.

This will take you to the “New Project” page.



The screenshot shows a 'New Project' form. At the top, it has sections for 'Project Status' (with 'Completed' selected) and 'Project Classification' (set to 'Construction of New Facility'). Below that is a 'General Information' section with fields for 'Project of:' (selected 'UP Baguio'), 'Project Name', 'Project Code', 'Description', 'Expected Outcome', 'End User/s', and 'Remarks'. There are also checkboxes for 'Project has components' and 'Project has phases'. At the bottom, there's a 'Bidding Details' section with fields for 'Contractor/s', 'Number of Bidders', and 'Date of Pre-Procurement'.

Fill it up with the necessary information and submit.

## VIEW A PROJECT ENTRY

To view a Project Entry, click on the View Details link provided in the Project List on the University Project List Page.

The screenshot shows a web-based application interface for managing infrastructure projects. At the top, there's a navigation bar with links for Home, Settings, and Logout. Below it is a search bar labeled 'Select a CU' and 'Q. Search:'. The main content area is titled 'UP Baguio Infrastructure Projects'. It lists several projects with their codes, names, descriptions, and links to view details and images. One project, IUPB2015-001, is highlighted in green. At the bottom right of the list, there's a 'New Project' button and an 'Export to Excel' link.

Project Code	Project Name	Description	Action
IUPB2015-001	Renovation, Expansion, and Repainting of the Residence Hall	Renovation, Expansion & Repainting of Residence Hall	<a href="#">View details</a> <a href="#">View images</a>
IUPB2015-002	Extension of Human Kinetics Program Building	Extension of Human Kinetics Program Building	<a href="#">View details</a> <a href="#">View images</a>
IUPB2015-003	Extention of the College of Arts & Communication Building	Extention of the College of Arts & Communication Building	<a href="#">View details</a> <a href="#">View images</a>
IUPB2015-004	Demolition & Conversion of Psychology Building to Additional Lab Rooms and Extension of Kolehiyo ng Agham Building	Demolition & Conversion of Psychology Building to Additional Lab Rooms and Extension of Kolehiyo ng Agham Building	<a href="#">View details</a> <a href="#">View images</a>
IUPB2015-005	Extension & Repainting of the Galery Kordilyera	Extension & Repainting of the Galery Kordilyera	<a href="#">View details</a> <a href="#">View images</a>
IUPB2015-006	Completion of Various Academic Buildings & Facilities	Completion of Various Academic Buildings & Facilities	<a href="#">View details</a> <a href="#">View images</a>
IUPB2015-010	Construction of Montaine Research Field Station in Sablan, Bontoc, Benguet Utilizing Green Architecture, Suitable for Geology Research	Construction of the Montaine Research Field Station utilizing green architecture	<a href="#">View details</a> <a href="#">View images</a>
IUPB2015-011	Procurement of Various Equipment for the College of Science	Procurement of Various Equipment for the College of Science	<a href="#">View details</a>
IUPB2015-007	Construction of UP Baguio cultural Hub	Establishment of the Cordillera Gallery Museum (within the UP Baguio Cultural Hub) to showcase the rich, natural and artistic wealth of the Cordillera region; and to house the research center of the Cordillera Museum.	<a href="#">View details</a> <a href="#">View images</a>
IUPB2016	Construction of UP Baguio International House (Balay International)	The project involves the design of a sustainable lodging for international students and guests including a conference room, cafe, support and hangout areas. Phase 1 of this project includes the structural, majority of which will be in concrete, plumbing and exterior cladding.	<a href="#">View details</a> <a href="#">View images</a>

This will direct you to the Show Project Entry page.

The screenshot shows a detailed view of a specific project entry. The title is 'Renovation, Expansion, and Repainting of the Residence Hall' (IUPB2015-001 - UP Baguio). The page is divided into several sections: 'Project Status' (Status: Completed, Last Updated: 11 May 2016), 'General Information' (Description: Renovation, Expansion & Repainting of Residence Hall, End User(s): University of the Philippine Residence Hall (Dormitory)), 'Bidding Details' (Contractor(s): Welmary Construction and Supply, Number of Buildings: 1, Dates: Pre-Procurement: 19 October 2012, Pre-Bidding: 05 November 2012, Bidding: 19 November 2012, Post-Bidding: 20 November 2012, Notice of Award: 11 December 2012, Purchase Order/Contract: 14 January 2013, Notice to Proceed: 28 January 2013), 'Financial Details' (Total Budget (PHP): 11,385,000.00, Contract Price (PHP): 11,385,000.00, Actual Cost (PHP): 11,395,725.00, Variation Order (PHP): 972,861.22 || 8.55 % of Budget), and 'Remarks' (Contract and Notice to Proceed were issued last January 2013 in view of Christmas vacation).

NCRB dioresup-ovpdph/projects/1

Actual Completion Date: 27 October 2013  
Project Duration (In Calendar Days): 272 days  
Project Extension (In Calendar Days): 90 days  
Remarks:

General Remarks  
Payment completed

Gallery

+ Add new Project Image | View all Project Images

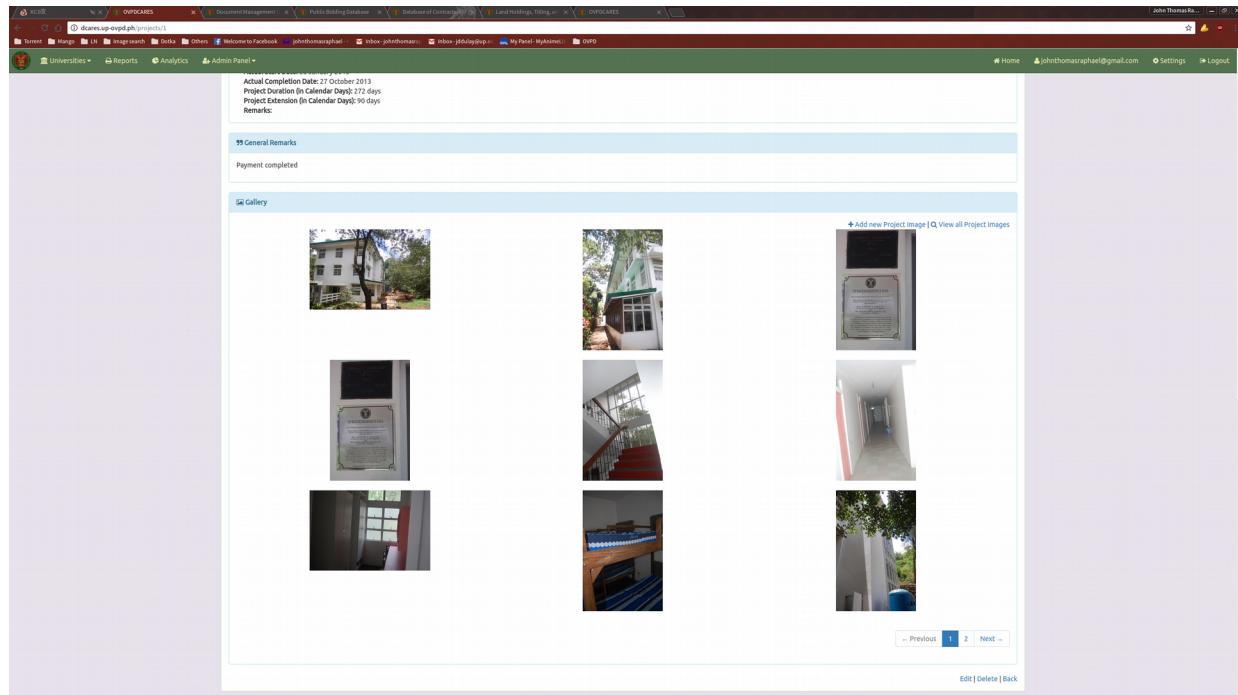
1 2 Next

Edit | Delete | Back

The screenshot shows a web-based project management system. At the top, there's a navigation bar with various links like 'Home', 'Reports', 'Analytics', and 'Admin Panel'. The main content area displays a summary of a completed project: 'Actual Completion Date: 27 October 2013', 'Project Duration (In Calendar Days): 272 days', and 'Project Extension (In Calendar Days): 90 days'. Below this is a 'General Remarks' section with the note 'Payment completed'. A 'Gallery' section follows, featuring a grid of nine images: two exterior views of a white building, three certificates or documents, two interior views (a staircase and a room), and two other exterior shots. There are buttons for adding new images and viewing all images. At the bottom of the gallery are navigation controls for 'Previous' (with page 1 highlighted), 'Next' (with page 2 highlighted), and links to 'Edit', 'Delete', and 'Back'.

## EDIT A PROJECT ENTRY

To edit a Project entry, follow the Edit link located on the bottom part of the Show Project Entry page.



This will direct you to the Edit Project page.

A screenshot of a web browser showing the 'Editing Renovation, Expansion, and Repainting of the Residence Hall' page. The page is divided into several sections: 'Project Status' (Completed), 'Project Classification' (Renovation and Rehabilitation), 'Percent Accomplished' (100.0%), 'Completed By' (27/10/2013), 'Percent Accomplished By' (27/10/2013). 'General Information' includes fields for 'Project of' (UP Baguio), 'Project Name' (Renovation, Expansion, and Repainting of the Residence Hall), 'Project Code' (RIPB2015-001), 'Description' (Renovation, Expansion & Repainting of Residence Hall), 'Expected Outcome' (Improved access to on-campus accommodation for UP students), and 'End User/s' (University of the Philippine Residence Hall (dormitory)). 'Remarks' section contains the text 'Payment completed'. At the bottom, there are checkboxes for 'Project has components' and 'Project has phases'. The 'Bidding Details' section includes 'Contractor/s' (Wetmary Construction and Supply), 'Number of Biddings' (1), and 'Date of Pre-Procurement' (19/10/2012).

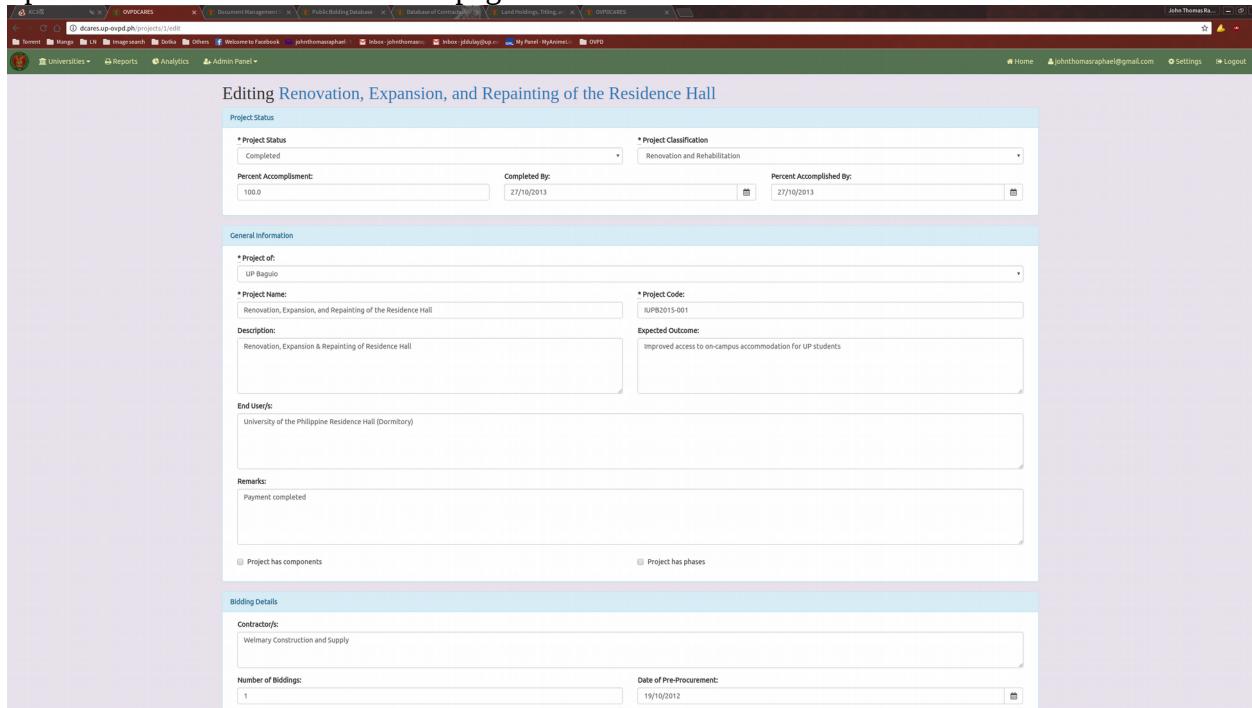
Update the necessary fields and click the “Update document” button when done to submit.

## ADDING AN IMAGE TO A PROJECT

To add an image to an Infrastructure project, you can either follow the “Add new Project Image” link on the details page or go to the Gallery section of the Edit page. Upload your desired image. Note that an image can't be bigger than 2MB in size and a Project can only have a maximum of 15 images at a time.

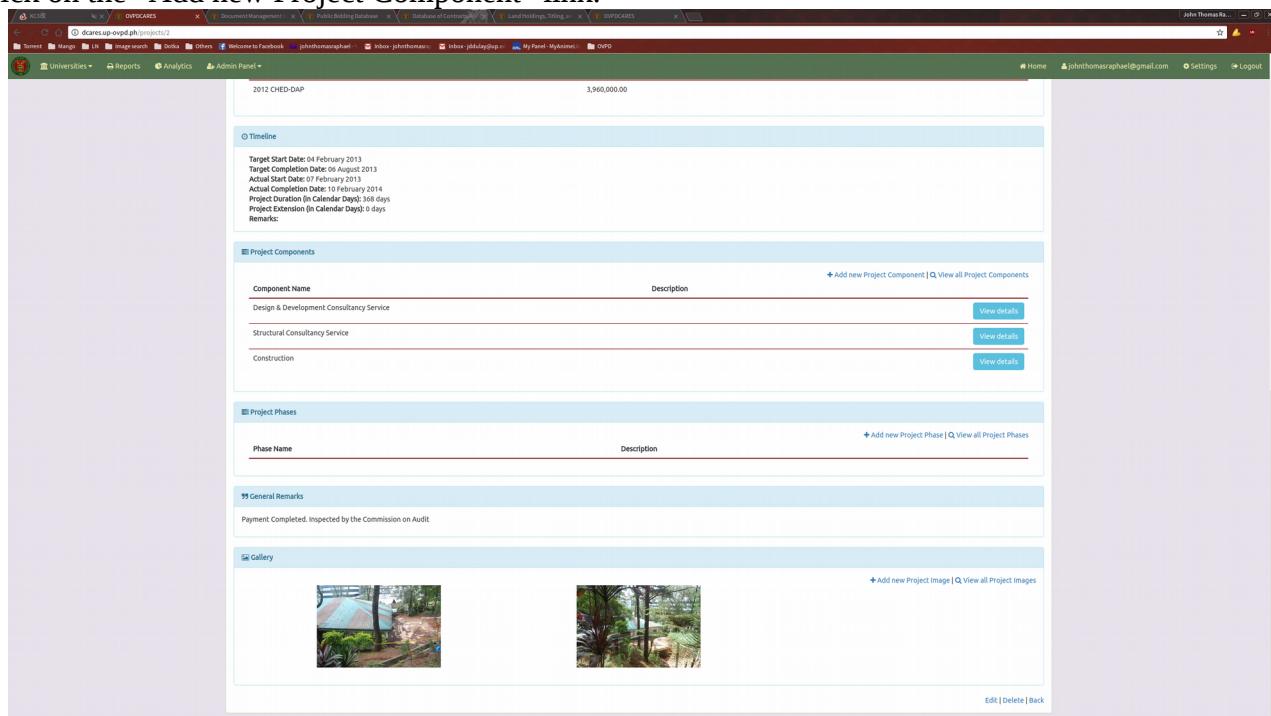
## ADDING A COMPONENT TO A PROJECT

To add a Project Component to an Infrastructure Project, first ensure that the “Project has components” field is ticked in its edit page.



The screenshot shows the 'Editing Renovation, Expansion, and Repainting of the Residence Hall' project details page. At the bottom left of the main form area, there is a checkbox labeled 'Project has components'. This checkbox is checked, indicating that components can be added to this project. Other fields visible include 'Project Status' (Completed), 'Project Classification' (Renovation and Rehabilitation), 'Percent Accomplished' (100.0%), 'Completed By' (27/10/2013), 'Percent Accomplished By' (27/10/2013), 'Project of:' (UP Baguio), 'Project Name' (Renovation, Expansion, and Repainting of the Residence Hall), 'Project Code' (IUPB2015-001), 'Description' (Renovation, Expansion & Repainting of Residence Hall), 'Expected Outcome' (Improved access to on-campus accommodation for UP students), 'End User/s' (University of the Philippine Residence Hall (Dormitory)), and 'Remarks' (Payment completed).

This will make the Project Components panel visible in the Project details page. From here, click on the “Add new Project Component” link.



The screenshot shows the '2012 CHED-DAP' project details page. In the 'Project Components' section, there is a table listing three components:

Component Name	Description	Action
Design & Development Consultancy Service		<a href="#">View details</a>
Structural Consultancy Service		<a href="#">View details</a>
Construction		<a href="#">View details</a>

Below the components, there is a 'Project Phases' section with a table:

Phase Name	Description	Action
		<a href="#">Add new Project Phase</a>   <a href="#">View all Project Phases</a>

Underneath the phases is a 'General Remarks' section containing the text: 'Payment Completed. Inspected by the Commission on Audit'.

At the bottom of the page, there is a 'Gallery' section featuring two images of construction work:

- A photograph of a wooden walkway or bridge under construction over a green area.
- A photograph of a lush green garden with various plants and trees.

At the very bottom right of the page, there are links for 'Edit', 'Delete', and 'Back'.

This will direct you to the New Project Component page.

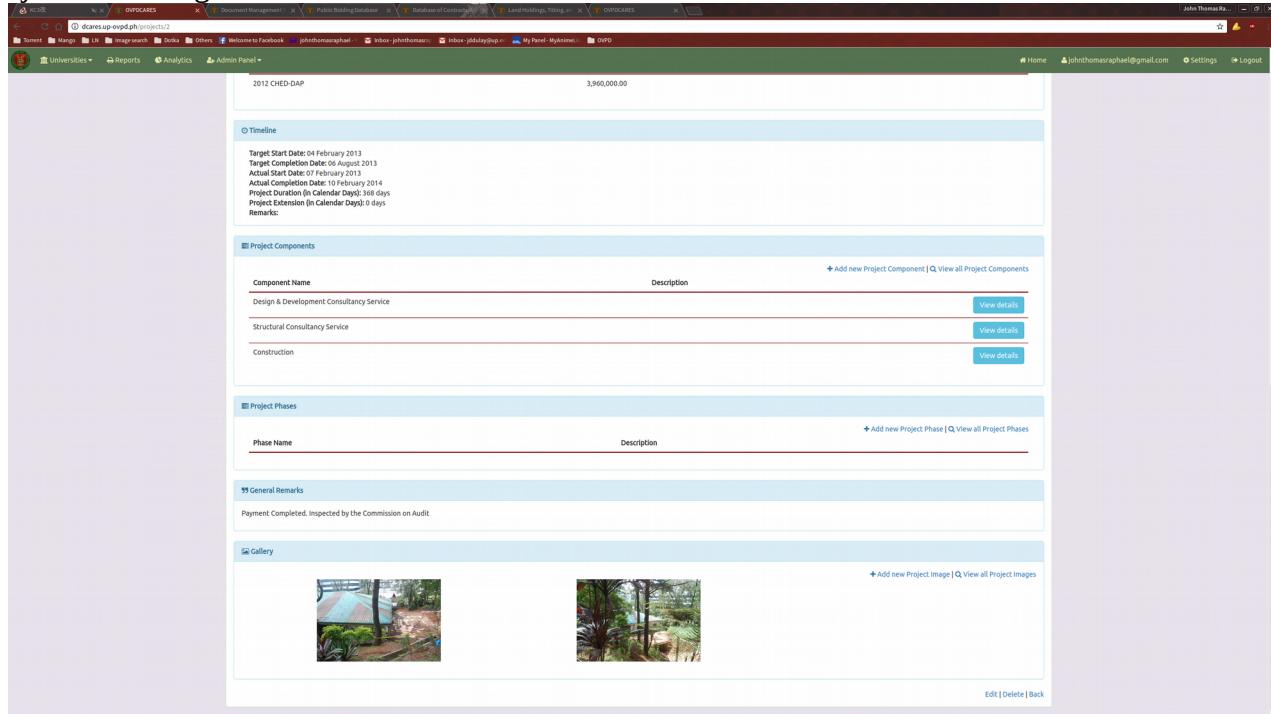
The screenshot shows a web-based application for managing project components. The title bar indicates the page is titled 'New Project Component'. The form is divided into several sections:

- Component Status:** Includes fields for 'Component Status' (set to 'Completed'), 'Percent Accomplishment' (input field), 'Completed By:' (input field with date DD/MM/YYYY), and 'Percent Accomplished By:' (input field with date DD/MM/YYYY).
- General Information:** Includes fields for 'Component Name' (input field), 'Description' (input field), 'End User/s' (input field), and 'Remarks' (input field).
- Bidding Details:** Includes fields for 'Contractor/s' (input field), 'Number of Biddings' (input field), 'Date of Pre-Procurement' (input field with date DD/MM/YYYY), 'Date of Pre-Bidding' (input field with date DD/MM/YYYY), 'Date of Bidding' (input field with date DD/MM/YYYY), 'Date of Post-Qualification' (input field), and 'Date of Notice of Award' (input field with date DD/MM/YYYY).

Fill it up with the necessary information and submit.

## VIEWING A SPECIFIC PROJECT COMPONENT

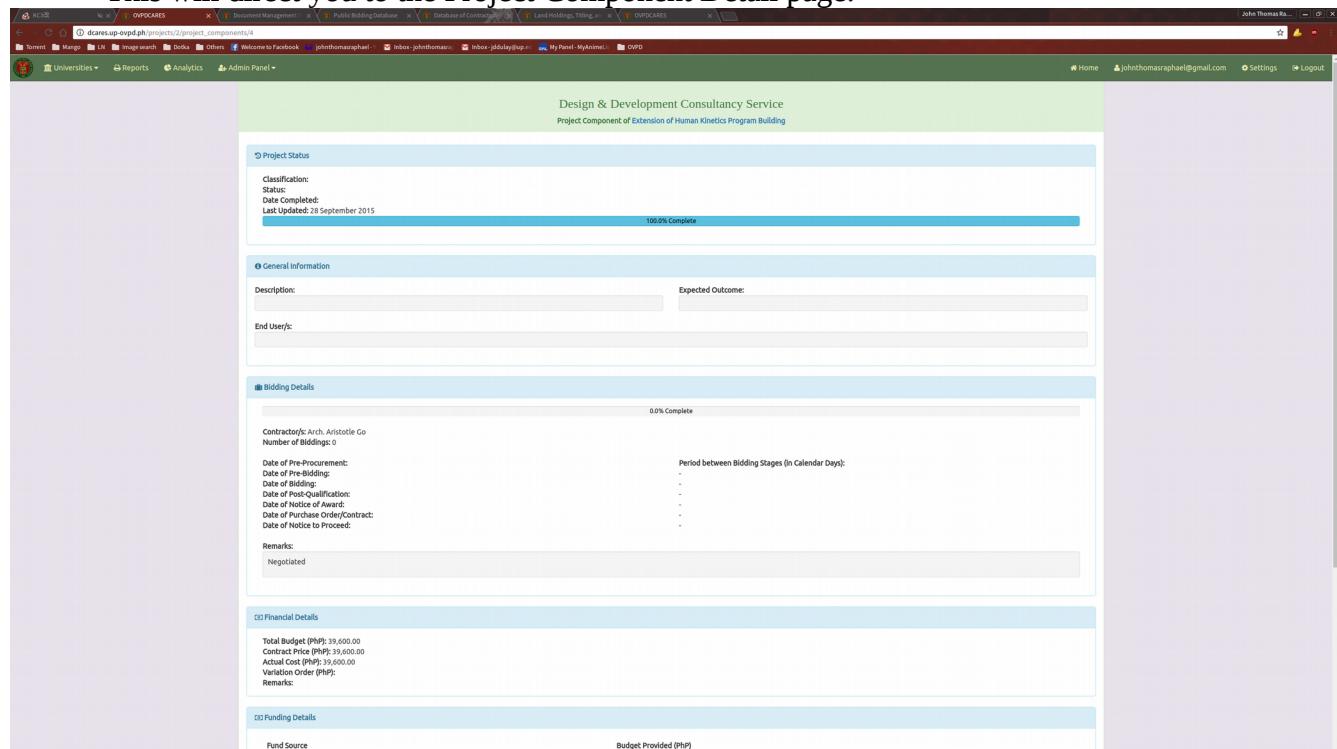
To view a Project Component, click on the “View Details” button assigned to it on its parent Project Detail Page.



The screenshot shows the 'Project Components' section of a project detail page. It lists three components with their descriptions and 'View details' buttons:

Component Name	Description	Action
Design & Development Consultancy Service		<a href="#">View details</a>
Structural Consultancy Service		<a href="#">View details</a>
Construction		<a href="#">View details</a>

This will direct you to the Project Component Detail page.



The screenshot shows the 'Design & Development Consultancy Service' detail page. It includes sections for Project Status, General Information, Bidding Details, Financial Details, and Funding Details.

**Project Status:**  
Classification: Status: Date Completed: Last Updated: 28 September 2015  
100.0% Complete

**General Information:**  
Description: Expected Outcome:  
End User/s:

**Bidding Details:**  
Contractor/s: Arch. Aristotle Go  
Number of Buildings: 0  
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:  
Remarks:  
Negotiated

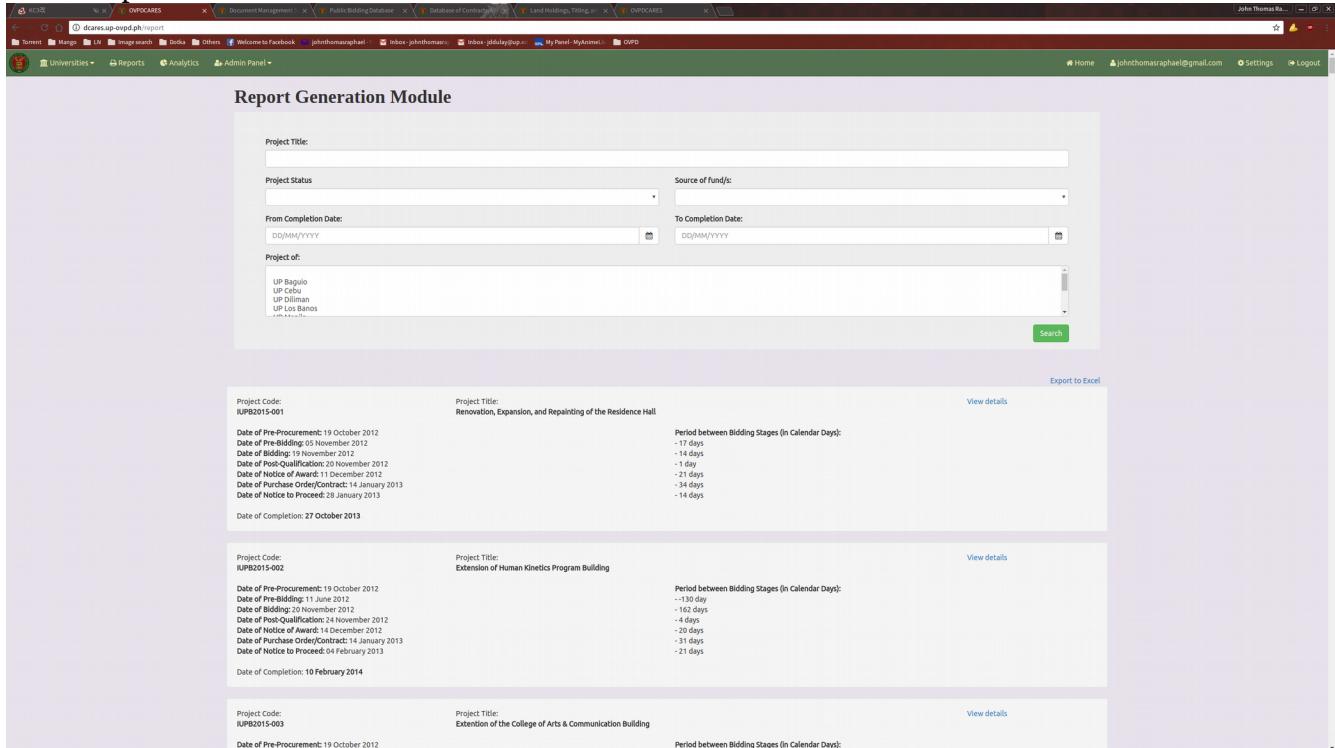
**Financial Details:**  
Total Budget (PHP): 39,600.00  
Contract Price (PHP): 39,600.00  
Actual Cost (PHP): 39,600.00  
Variation Order (PHP):  
Remarks:

**Funding Details:**  
Fund Source: Budget Provided (PHP)

To edit a Project Component, follow the same steps as if editing a Project.

## GENERATING A REPORT

To generate a report, follow the “Reports” link located in the navigation bar. This will bring you to the Reports Generation Module.



The screenshot shows the "Report Generation Module" interface. At the top, there is a search form with fields for "Project Title", "Project Status", "Source of fund/s:", "From Completion Date", and "To Completion Date". Below the search form, there are three project entries listed:

- Project Code:** IUPB2015-001  
**Project Title:** Renovation, Expansion, and Repainting of the Residence Hall  
**Date of Pre-Procurement:** 19 October 2012  
**Date of Pre-Bidding:** 05 November 2012  
**Date of Bidding:** 19 November 2012  
**Date of Post-Qualification:** 20 November 2012  
**Date of Notice of Award:** 11 December 2012  
**Date of Purchase Order/Contract:** 14 January 2013  
**Date of Notice to Proceed:** 28 January 2013  
**Date of Completion:** 27 October 2013  
**Period between Bidding Stages (in Calendar Days):**
  - 17 days
  - 18 days
  - 1 day
  - 21 days
  - 34 days
  - 14 days

[View details](#) [Export to Excel](#)
- Project Code:** IUPB2015-002  
**Project Title:** Extension of Human Kinetics Program Building  
**Date of Pre-Procurement:** 19 October 2012  
**Date of Pre-Bidding:** 11 June 2012  
**Date of Bidding:** 14 July 2012  
**Date of Post-Qualification:** 24 December 2012  
**Date of Notice of Award:** 14 December 2012  
**Date of Purchase Order/Contract:** 14 January 2013  
**Date of Notice to Proceed:** 04 February 2013  
**Date of Completion:** 10 February 2014  
**Period between Bidding Stages (in Calendar Days):**
  - 130 days
  - 162 days
  - 4 days
  - 20 days
  - 31 days
  - 21 days

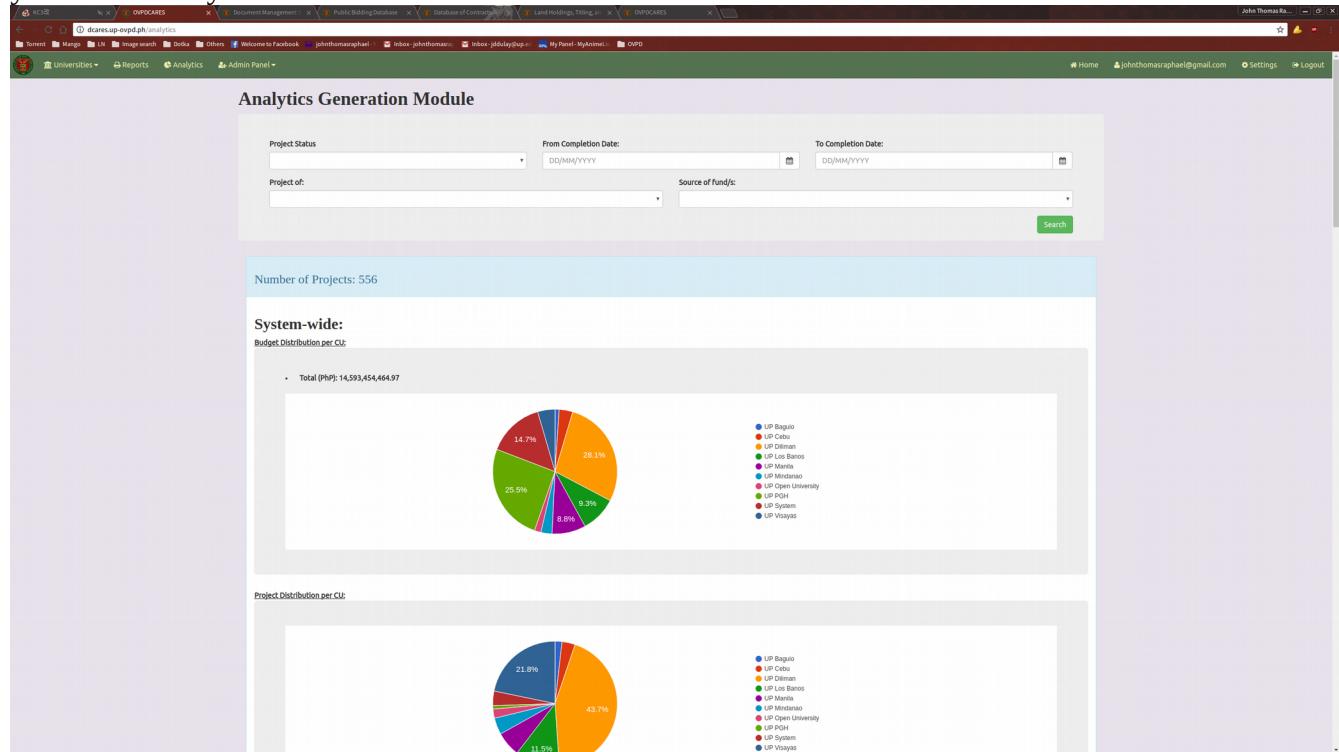
[View details](#) [Export to Excel](#)
- Project Code:** IUPB2015-003  
**Project Title:** Extension of the College of Arts & Communication Building  
**Date of Pre-Procurement:** 19 October 2012  
**Period between Bidding Stages (in Calendar Days):**
  - 130 days
  - 162 days
  - 4 days
  - 20 days
  - 31 days
  - 21 days

[View details](#) [Export to Excel](#)

To use the module, simply use the form provided to filter the list to the desired values. The output can also be exported to an Excel file using the “Export to Excel” link found on the top right of the results list.

## GENERATING ANALYTICS

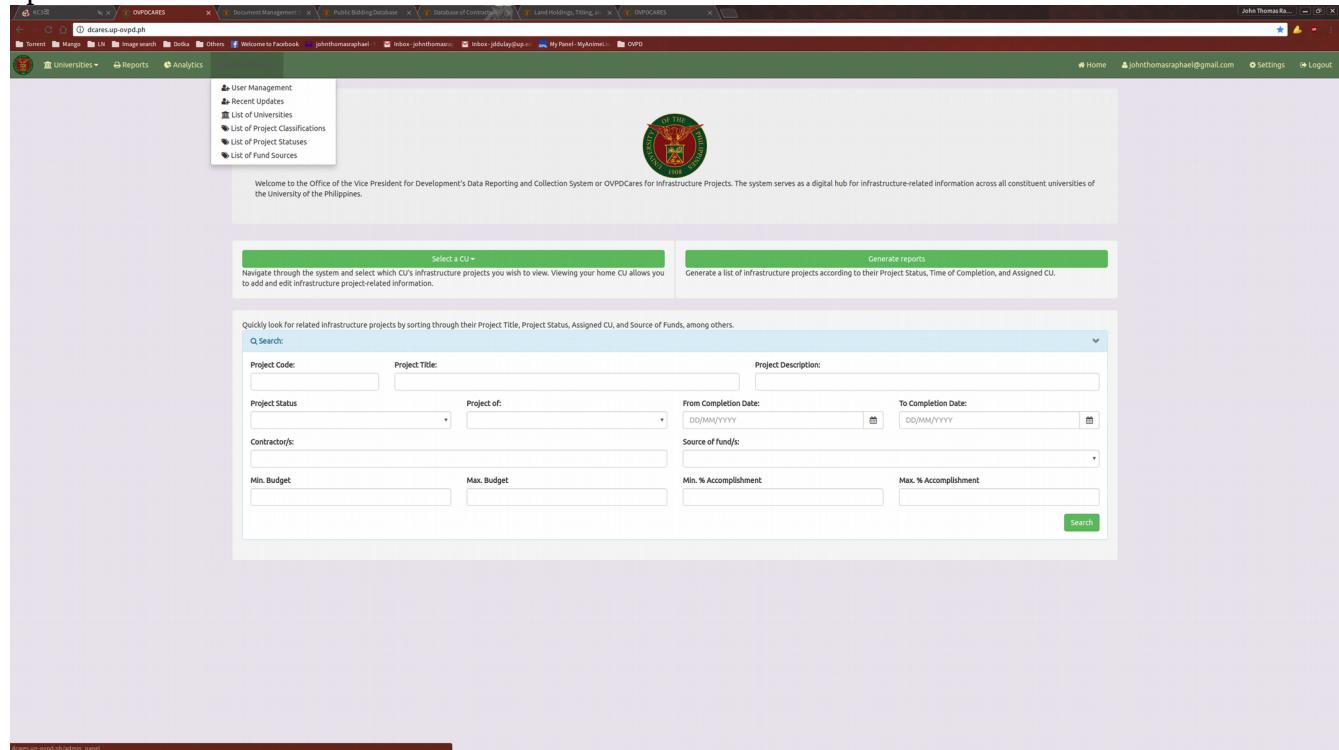
To generate analytics, follow the “Analytics” link provided in the navigation bar. This will lead you to the Analytics module.



As with the Reports module, simply filter out the projects using the provided form. After submitting, the module will generate analytical graphs from the selection provided.

## ADMINISTRATION PANEL

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



From here the admin user can select the User Management module, view Recent Updates, or view and modify the various lists used on the forms for creating and updating project entries.

## USER MANAGEMENT

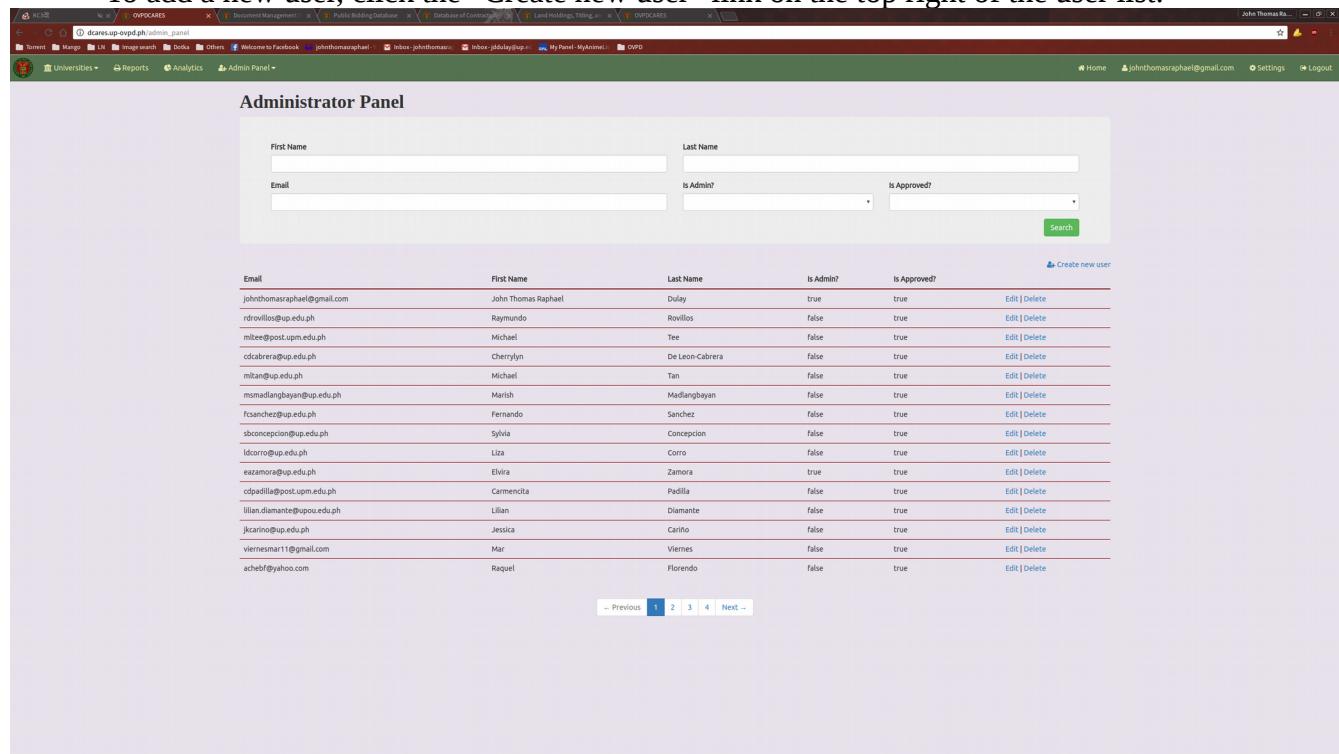
Using the User Management page, the admin user can view, create, edit, and delete users.

The screenshot shows the 'Administrator Panel' of a web application. At the top, there are input fields for 'First Name', 'Last Name', 'Email', 'Is Admin?', and 'Is Approved?'. Below these is a 'Search' button. To the right of the search bar is a link to 'Create new user'. A table lists 18 users with columns for Email, First Name, Last Name, Is Admin?, and Is Approved?. Each row includes 'Edit | Delete' links. At the bottom of the table is a navigation bar with page numbers 1 through 4.

Email	First Name	Last Name	Is Admin?	Is Approved?
johnthomasraphael@gmail.com	John Thomas Raphael	Dulay	true	true
rdrorillo@up.edu.ph	Raymundo	Rovillos	false	true
mitee@post.upm.edu.ph	Michael	Tee	false	true
cdcabreira@up.edu.ph	Cherrilyn	De Leon-Cabrera	false	true
mlitan@up.edu.ph	Michael	Tan	false	true
mmsmadlangbayan@up.edu.ph	Marish	Medlangbayan	false	true
fcsanchez@up.edu.ph	Fernando	Sanchez	false	true
sbcconception@up.edu.ph	Sylvia	Conception	false	true
ldcorro@up.edu.ph	Liza	Corro	false	true
eazamora@up.edu.ph	Elvira	Zamora	true	true
cdpadilla@post.upm.edu.ph	Carmencita	Padilla	false	true
lilian.diamante@up.edu.ph	Lillian	Diamante	false	true
jkarino@up.edu.ph	Jessica	Carino	false	true
viernesmar11@gmail.com	Mar	Viernes	false	true
achebf@yahoo.com	Raquel	Florendo	false	true

## ADDING A NEW USER

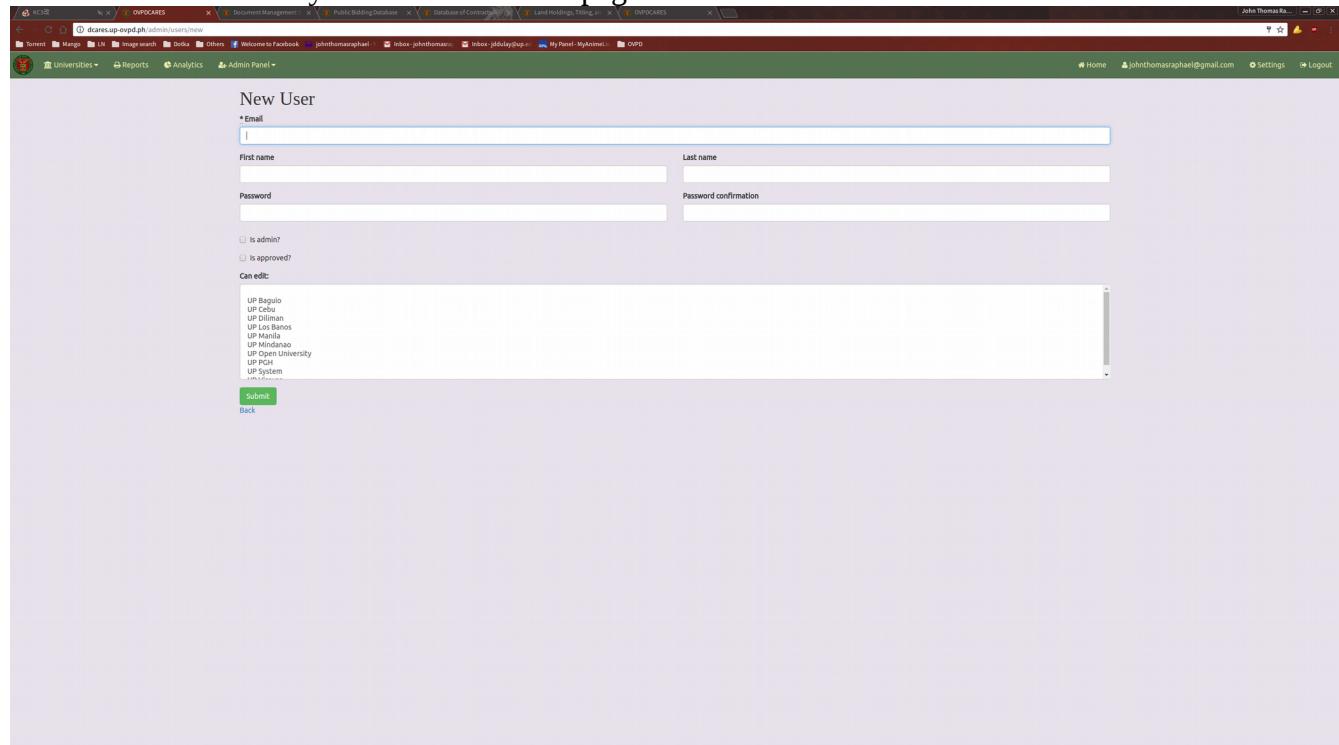
To add a new user, click the “Create new user” link on the top right of the user list.



The screenshot shows the 'Administrator Panel' interface. At the top, there are input fields for 'First Name', 'Last Name', 'Email', 'Is Admin?', and 'Is Approved?'. Below these is a green 'Search' button. To the right of the search bar is a link to 'Create new user'. The main area displays a table of user records with columns: Email, First Name, Last Name, Is Admin?, and Is Approved?. Each row contains a 'Edit | Delete' link. At the bottom of the table is a navigation bar with links for 'Previous', page numbers (1, 2, 3, 4), and 'Next'.

Email	First Name	Last Name	Is Admin?	Is Approved?
johnthomasraphael@gmail.com	John Thomas Raphael	Dulay	true	true
rdrorillo@up.edu.ph	Raymundo	Rovillos	false	true
mitee@post.upm.edu.ph	Michael	Tee	false	true
cocabrera@up.edu.ph	Cherrilyn	De Leon-Cabrera	false	true
mitang@up.edu.ph	Michael	Tan	false	true
mmsadlangbayan@up.edu.ph	Marish	Medlangbayan	false	true
fcsanchez@up.edu.ph	Fernando	Sanchez	false	true
sbcconception@up.edu.ph	Sylvia	Conception	false	true
ldcorro@up.edu.ph	Liza	Corro	false	true
eazamora@up.edu.ph	Elvira	Zamora	true	true
cdpadilla@post.upm.edu.ph	Carmencita	Padilla	false	true
lilian.diamante@upou.edu.ph	Lillian	Diamante	false	true
jkarino@up.edu.ph	Jessica	Carino	false	true
viernesmar11@gmail.com	Mar	Viernes	false	true
achebf@yahoo.com	Raquel	Florendo	false	true

This will direct you to the New User page.

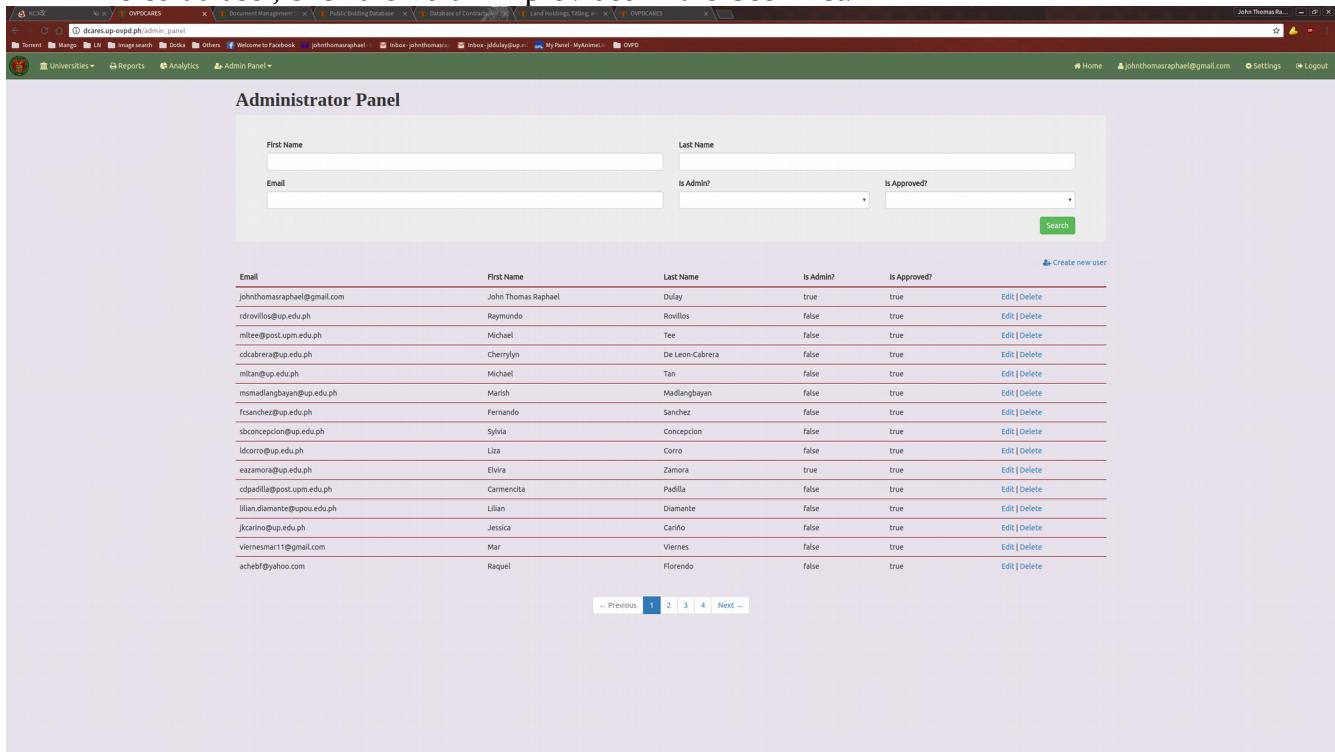


The screenshot shows the 'New User' creation form. It includes fields for 'Email' (with placeholder '@'), 'First name', 'Last name', 'Password', and 'Password confirmation'. Below these are checkboxes for 'Is admin?' and 'Is approved?'. A section titled 'Can edit:' lists various university locations: UP Baguio, UP Cebu, UP Diliman, UP Los Baños, UP Manila, UP Mindanao, UP Open University, UP PCU, UP System, and UP Visayas. At the bottom are 'Submit' and 'Back' buttons.

Fill it up with the necessary option and submit.

## EDITING A USER

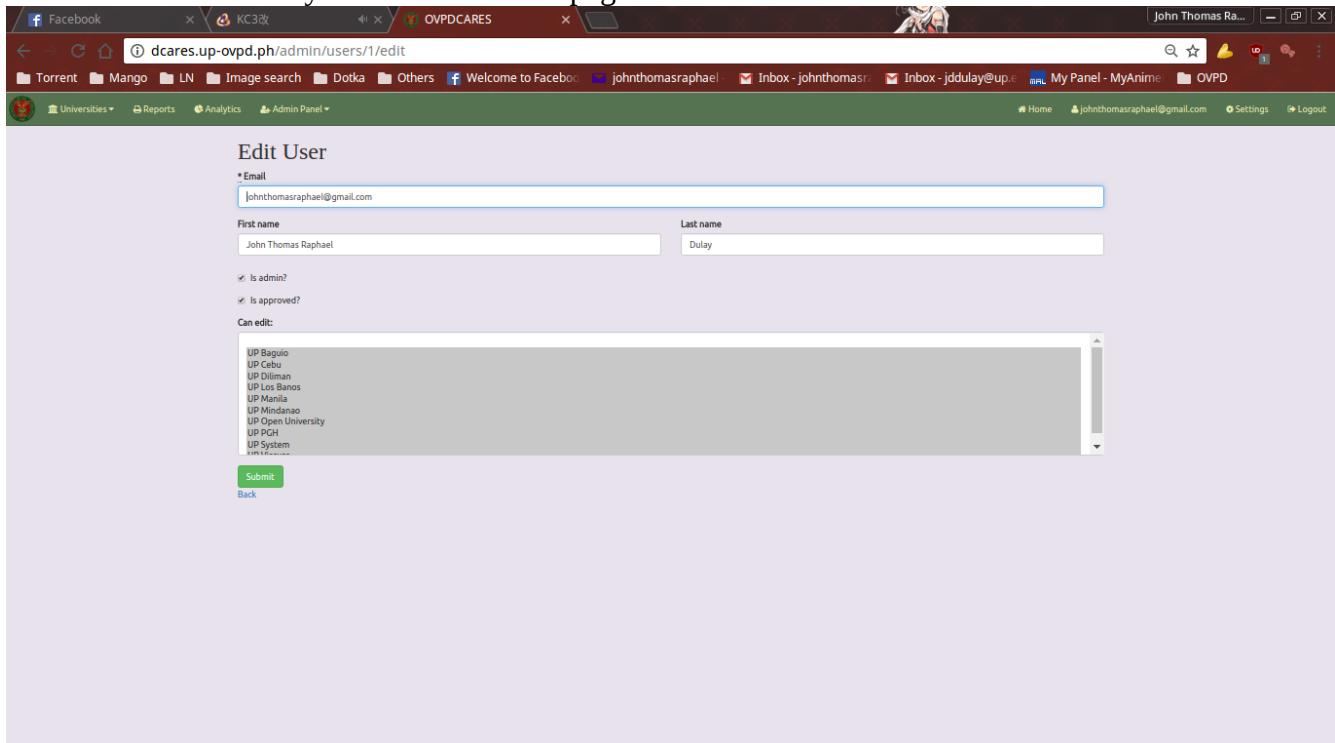
To edit a user, click the Edit link provided in the User List.



The screenshot shows the 'Administrator Panel' interface. At the top, there are input fields for 'First Name', 'Last Name', 'Email', 'Is Admin?', and 'Is Approved?'. Below this is a search bar with a 'Search' button. A 'Create new user' link is located at the top right. The main area displays a table of user records with columns: Email, First Name, Last Name, Is Admin?, and Is Approved?. Each row contains a 'Edit | Delete' link. At the bottom of the table is a pagination control with links for 'Previous', page numbers 1, 2, 3, 4, and 'Next'.

Email	First Name	Last Name	Is Admin?	Is Approved?
johnthomasraphael@gmail.com	John Thomas Raphael	Dulay	true	true
rdrivillos@up.edu.ph	Raymundo	Rovillos	false	true
mitee@post.upm.edu.ph	Michael	Tee	false	true
cocabrera@up.edu.ph	Cherryllyn	De Leon-Cabrera	false	true
mitang@up.edu.ph	Michael	Tan	false	true
mmsadlangbayan@up.edu.ph	Marish	Medlangbayan	false	true
fcsanchez@up.edu.ph	Fernando	Sanchez	false	true
sbsconception@up.edu.ph	Sylvia	Conception	false	true
ldcorro@up.edu.ph	Liza	Corro	false	true
eazamora@up.edu.ph	Elvira	Zamora	true	true
cdpadilla@post.upm.edu.ph	Carmencita	Padilla	false	true
lilian.diamante@upou.edu.ph	Lillian	Diamante	false	true
jkarino@up.edu.ph	Jessica	Carino	false	true
viernesmar11@gmail.com	Mar	Viernes	false	true
achebf@yahoo.com	Raquel	Florendo	false	true

This will direct you to the Edit User page.



The screenshot shows the 'Edit User' page. The user's email, 'johnthomasraphael@gmail.com', is pre-filled in the 'Email' field. The 'First name' field contains 'John Thomas Raphael' and the 'Last name' field contains 'Dulay'. Both 'Is admin?' and 'Is approved?' checkboxes are checked. A scrollable list titled 'Can edit:' contains a single item: 'UP Baguio'. At the bottom are 'Submit' and 'Back' buttons.

Fill it up with the updated information and submit.

## VIEWING RECENT UPDATES

To view recent changes to the project entries, follow the “Recent updates” link under the administration panel dropdown. Here, the admin user can see whether projects have been added, updated, or deleted by a user as well as a timestamp for when the event took place.

The screenshot shows a web browser window with the URL [dcares.up-ovpd.ph/recent\\_updates](http://dcares.up-ovpd.ph/recent_updates). The page title is "Recent Updates". The content area displays a list of 18 recent edits, each with a timestamp, the user who made the edit, and a brief description of the project. The edits are as follows:

- 10:37:28 13 October 2016: ovpd.upvisayas@up.edu.ph edited Two Single Bedroom Housing Units, Bambusa Village (Phase 1), Miagao Campus.
- 10:32:59 13 October 2016: ovpd.upvisayas@up.edu.ph edited Construction of Taklong Island Marine Reserve Research Quarters, Taklong Island, Guimaras.
- 10:30:32 13 October 2016: ovpd.upvisayas@up.edu.ph edited Construction of Regional Research Center (Phase 1), UPV Miagao Campus.
- 10:28:20 13 October 2016: ovpd.upvisayas@up.edu.ph edited Construction of the School of Technology Building (Phase I), UPV Miagao Campus.
- 09:32:36 13 October 2016: ovpd.upvisayas@up.edu.ph edited Indigenous Center under the Center for West Visayan Studies.
- 09:30:03 13 October 2016: ovpd.upvisayas@up.edu.ph edited Construction of Student Dormitory.
- 09:27:03 13 October 2016: steveivan.dalumpines@upo.edu.ph edited UPOU International Convention Center.
- 10:03:12 12 October 2016: oca.upcebu@up.edu.ph edited Design & Construction of Arts & Sciences Building Extension.
- 10:02:41 12 October 2016: oca.upcebu@up.edu.ph edited Design & Construction of Arts & Sciences Building Extension.
- 08:38:28 11 October 2016: danielcelacedo@gmail.com edited Philippine Genome Center - Phase 1.
- 08:37:42 11 October 2016: danielcelacedo@gmail.com edited Quezon Hall Renovation - Phase 3.
- 11:34:17 10 October 2016: viernesmar11@gmail.com edited Completion of Various Academic Buildings & Facilities.
- 11:45:41 10 October 2016: viernesmar11@gmail.com edited Construction of UP Baguio International House (Balay International).
- 13:41:05 10 October 2016: viernesmar11@gmail.com edited Construction of UP Baguio Cultural Hub.
- 13:36:45 10 October 2016: viernesmar11@gmail.com edited Construction of IID Baguio Cultural Hub.

## LISTS

Note: The lists under the Admin Panel function virtually in the exact way. For the sake of brevity, we will only look at the List of Project Statuses. The operations and processes done here can be applied to the other lists.

The List of Project Statuses contains the values that are used during the creation or update of Project entries. To access the list, click the List of Project Statuses link located under the Admin Panel dropdown on the navigation bar.

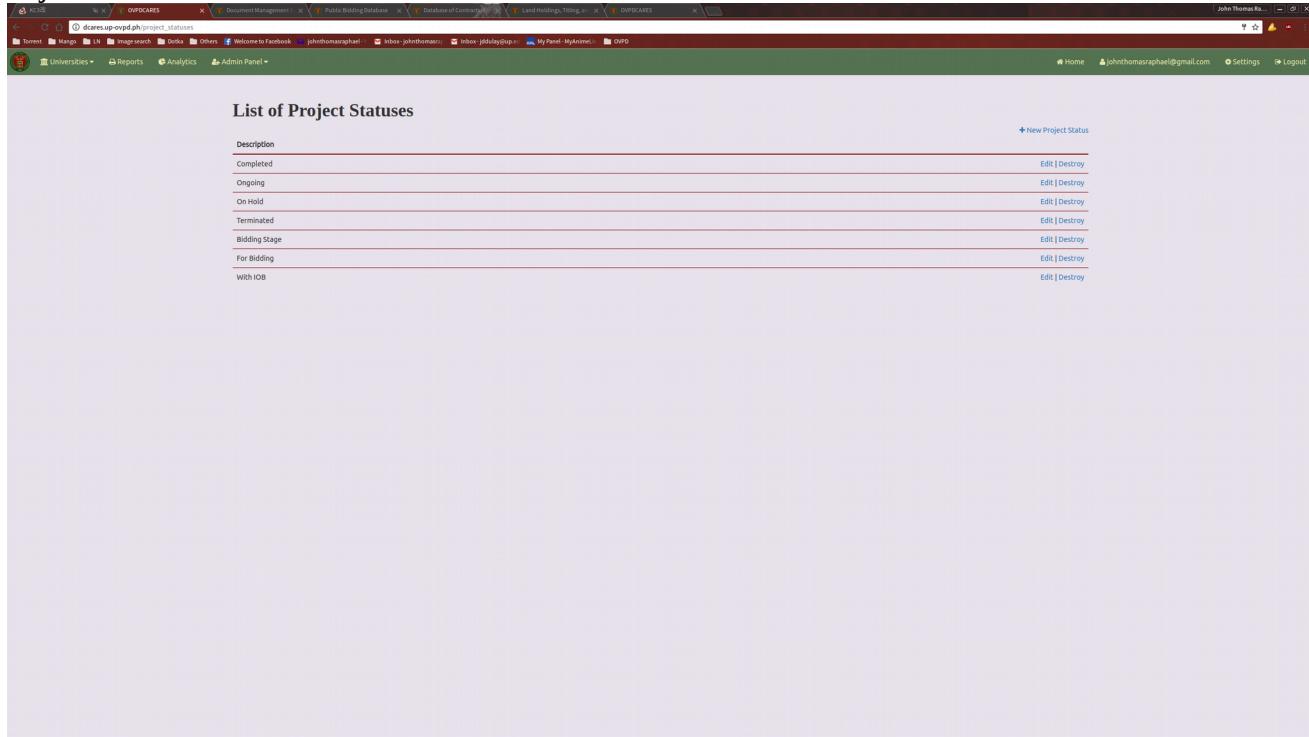
The screenshot shows a web browser window with multiple tabs open. The active tab is titled 'List of Project Statuses'. The page displays a table with the following data:

Description	Action
Completed	Edit   Destroy
Ongoing	Edit   Destroy
On Hold	Edit   Destroy
Terminated	Edit   Destroy
Bidding Stage	Edit   Destroy
For Bidding	Edit   Destroy
With iOB	Edit   Destroy

At the top right of the table, there is a link '+ New Project Status'. The browser's address bar shows the URL 'diacresup-ovpd.ph/project\_statuses'. The top navigation bar includes links for 'Home', 'johnthomasraphael@gmail.com', 'Settings', and 'Logout'.

## ADDING A NEW PROJECT STATUS

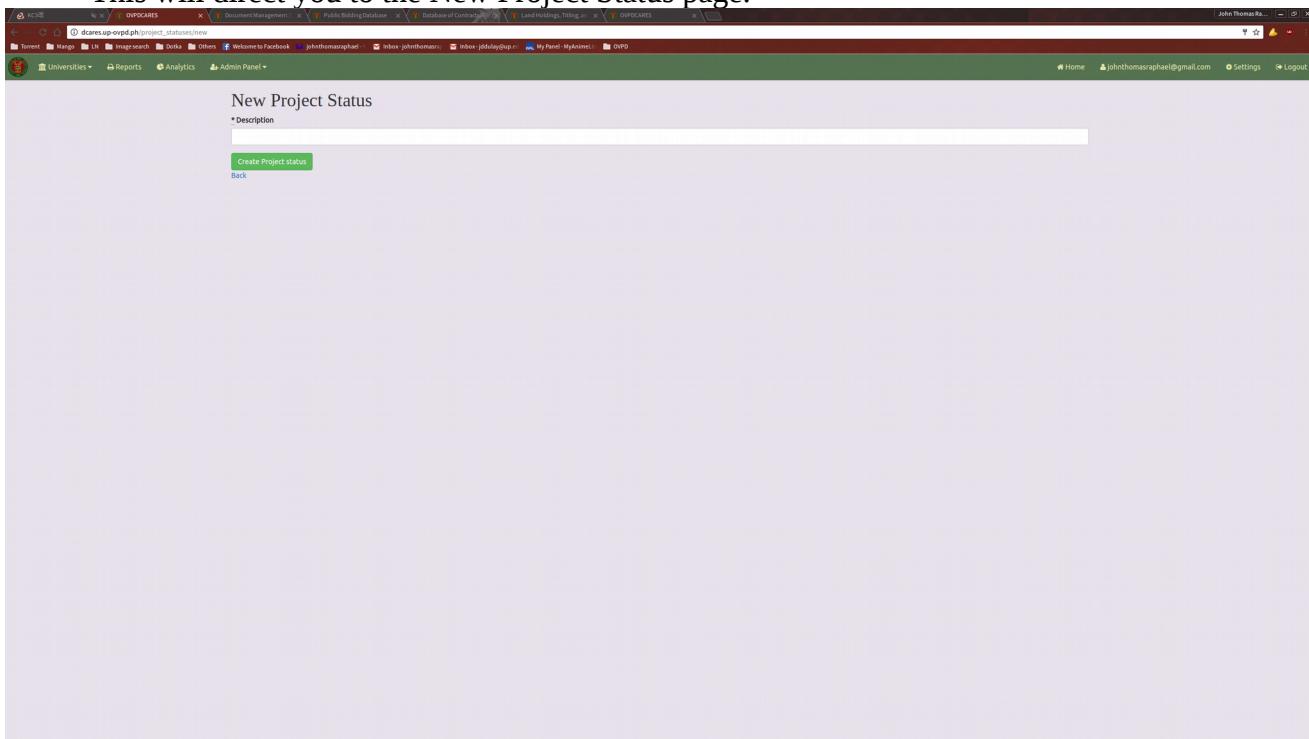
To add a new Project Status, click the New Project Status link located on the top right of the Project Status list.



The screenshot shows a web application interface titled "List of Project Statuses". At the top right of the table header is a link "+ New Project Status". The table has two columns: "Description" and actions. The "Description" column lists seven status types: Completed, Ongoing, On Hold, Terminated, Bidding Stage, For Bidding, and With IOB. To the right of each status name are two links: "Edit | Destroy".

Description	
Completed	Edit   Destroy
Ongoing	Edit   Destroy
On Hold	Edit   Destroy
Terminated	Edit   Destroy
Bidding Stage	Edit   Destroy
For Bidding	Edit   Destroy
With IOB	Edit   Destroy

This will direct you to the New Project Status page.



The screenshot shows a web application interface titled "New Project Status". It features a single input field labeled "\*Description" and a green "Create Project status" button below it. There is also a "Back" link at the bottom left of the form area.

Fill it up with the necessary information and submit.

## EDITING A PROJECT STATUS

To edit a Project Status, click the Edit link provided in the Project Status list.

The screenshot shows a web browser window with multiple tabs open. The active tab displays a list of project statuses. The table has two columns: 'Description' and 'Actions'. The 'Description' column lists: Completed, Ongoing, On Hold, Terminated, Bidding Stage, For Bidding, and With IOB. The 'Actions' column for each row contains two links: 'Edit' and 'Destroy'. At the top right of the table, there is a link '+ New Project Status'.

Description	
Completed	Edit   Destroy
Ongoing	Edit   Destroy
On Hold	Edit   Destroy
Terminated	Edit   Destroy
Bidding Stage	Edit   Destroy
For Bidding	Edit   Destroy
With IOB	Edit   Destroy

This will direct you to the Edit Project Status page.

The screenshot shows a web browser window with multiple tabs open. The active tab displays an 'Editing Project Status' form. The form has one input field labeled '\*Description' containing the value 'Completed'. Below the input field is a green 'Update Project status' button. There is also a 'Back' link at the bottom of the form.

Editing Project Status

\*Description  
Completed

Update Project status

Back

Fill it up with the necessary information and submit.

# **DCARESV2**

## **USERS MANUAL**

### **ANDROID APPLICATION**

## INTRODUCTION

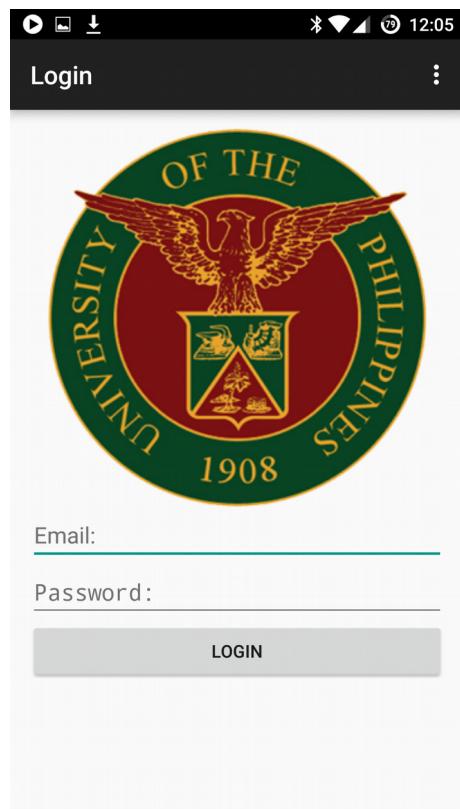
The OVPDCARES is a readonly android application that enables the users to keep track of the various details and dates concerning the numerous ongoing bids in the University of the Philippines using their Android phones.

## MAIN FEATURES

- Infrastructure Project listing

## GETTING STARTED

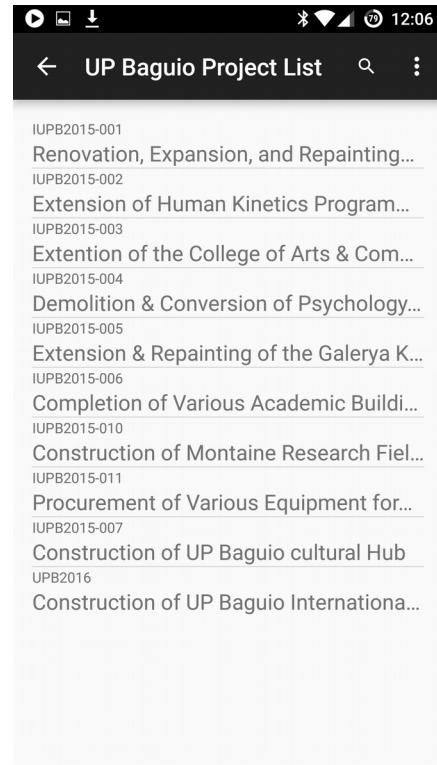
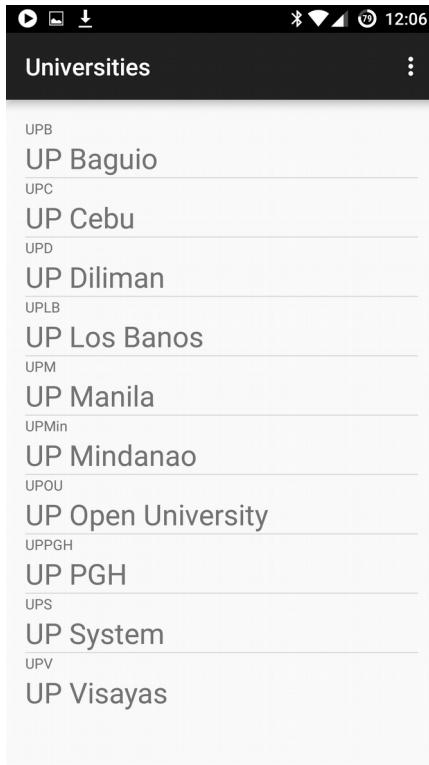
Open the OVPDCARES application installed on your phone. This will lead you to a login page.



Enter your access credentials to login.

## UNIVERSITY LIST

Upon a successful login, you will see the list of universities that are saved on the system. Select a university to view the Infrastructure Projects that it manages.



## VIEWING A PROJECT ENTRY

To view a Project entry, click on the project entry located in the Project List. This will open the page that contains the details of the selected Project entry.

The left screenshot shows a list of projects under 'UP Baguio Project List'. The right screenshot shows the detailed view of a selected project, 'Renovation, Expansion, an...'. The tabs at the top of the detailed view allow switching between 'PROJECT STATUS', 'GENERAL INFORMATION', and 'BID'.

**Project List (Left Screenshot):**

- IUPB2015-001 Renovation, Expansion, and Repainting...
- IUPB2015-002 Extension of Human Kinetics Program...
- IUPB2015-003 Extention of the College of Arts & Com...
- IUPB2015-004 Demolition & Conversion of Psychology...
- IUPB2015-005 Extension & Repainting of the Galery K...
- IUPB2015-006 Completion of Various Academic Buildi...
- IUPB2015-010 Construction of Montaine Research Fiel...
- IUPB2015-011 Procurement of Various Equipment for...
- IUPB2015-007 Construction of UP Baguio cultural Hub
- UPB2016 Construction of UP Baguio Internationa...

**Detailed Project Entry (Right Screenshot):**

**GENERAL INFORMATION TAB:**

- Classification: Renovation and Rehabilitation
- Status: Completed
- Completed By: N/A
- Updated At: N/A
- Percent Accomplishment: 100.0

Use the tabs to navigate to the different sections available.

The left screenshot shows the 'GENERAL INFORMATION' tab selected. The right screenshot shows the 'BIDDING DETAILS' tab selected.

**GENERAL INFORMATION TAB (Left Screenshot):**

- Project Code: IUPB2015-001
- Project Name: Renovation, Expansion, and Repainting of the Residence Hall
- Description: Renovation, Expansion & Repainting of Residence Hall
- Expected Outcome: Improved access to on-campus accommodation for UP students
- End User/s: University of the Philippine Residence Hall (Dormitory)
- Remarks: Payment completed

**BIDDING DETAILS TAB (Right Screenshot):**

- Contractor/s: Welmary Construction and Supply
- Number of Biddings: 1
- Date of Pre-Procurement: N/A
- Date of Pre-Bidding: N/A
- Date of Bidding: N/A
- Date of Post-Qualification: N/A
- Date of Notice of Award: N/A
- Date of Purchase Order/Contract: N/A
- Date of Notice to Proceed: N/A
- Period Between Pre-Procurement and Pre-Bidding (in Calendar Days):
- Period Between Pre-Bidding and Bidding (in Calendar Days):
- Period Between Bidding and Post-Qualification (in Calendar Days):
- Period Between Post-Qualification and Notice of Award (in