

# **DCARES V3**

## **USERS MANUAL**

### **WEB APPLICATION**

## INTRODUCTION

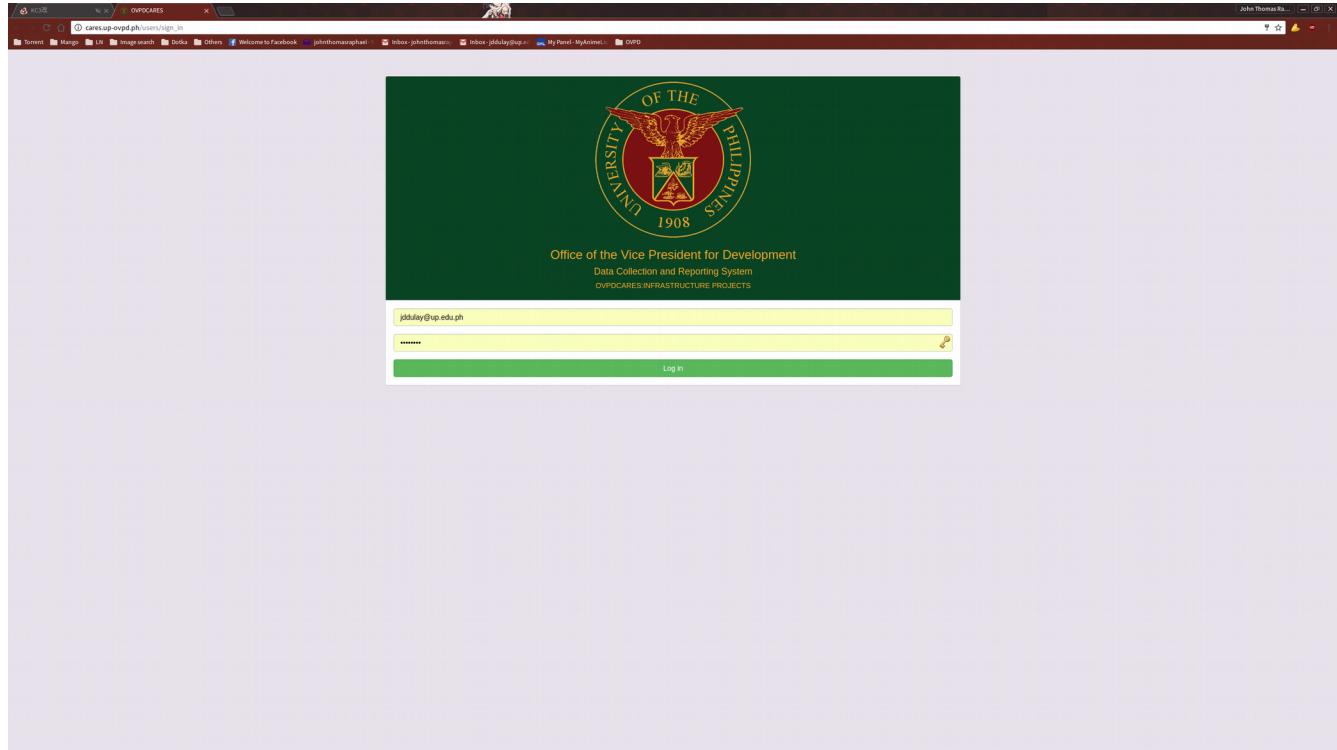
The DCARESV3 is a web application that enables the users to view the various Infrastructure projects held by the University of the Philippines.

## MAIN FEATURES

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

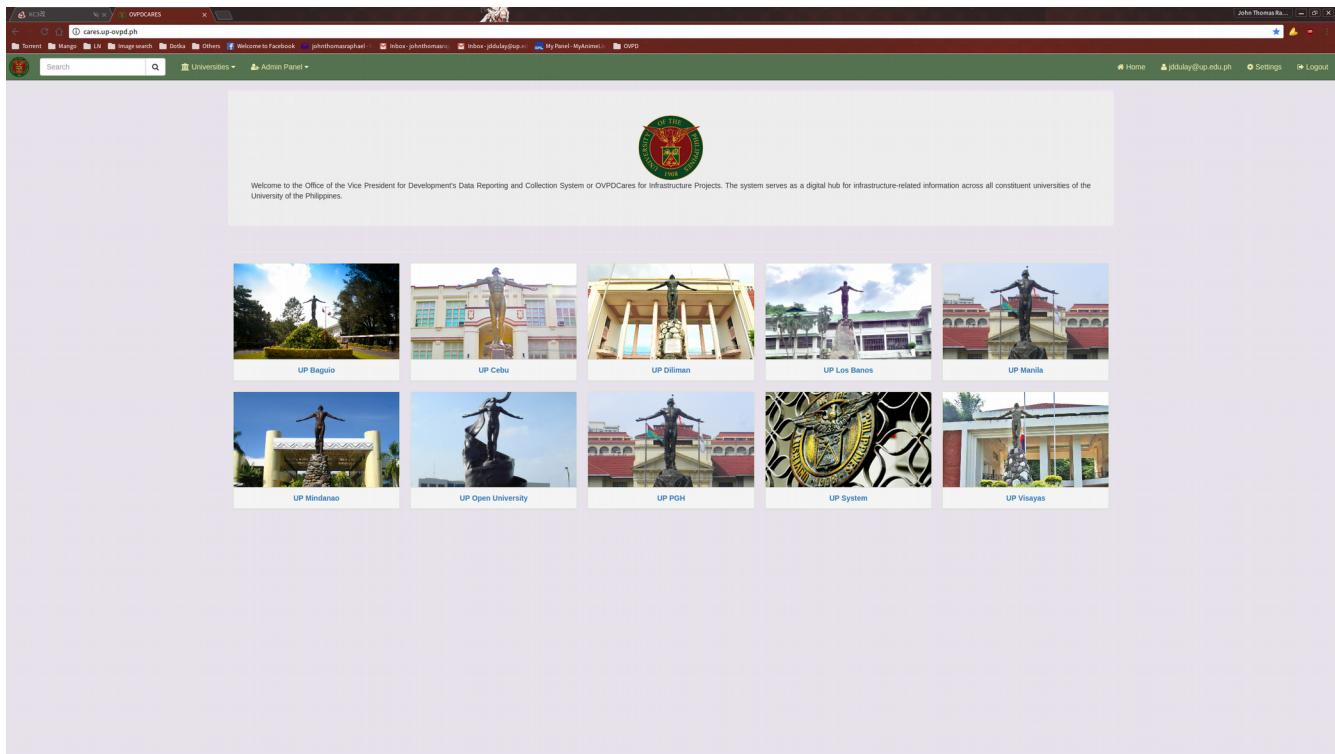
## GETTING STARTED

Access the website through the URL [cares.up-ovpd.ph](http://cares.up-ovpd.ph) where you will be greeted with a login screen.



Input your access credentials to get to the dashboard.

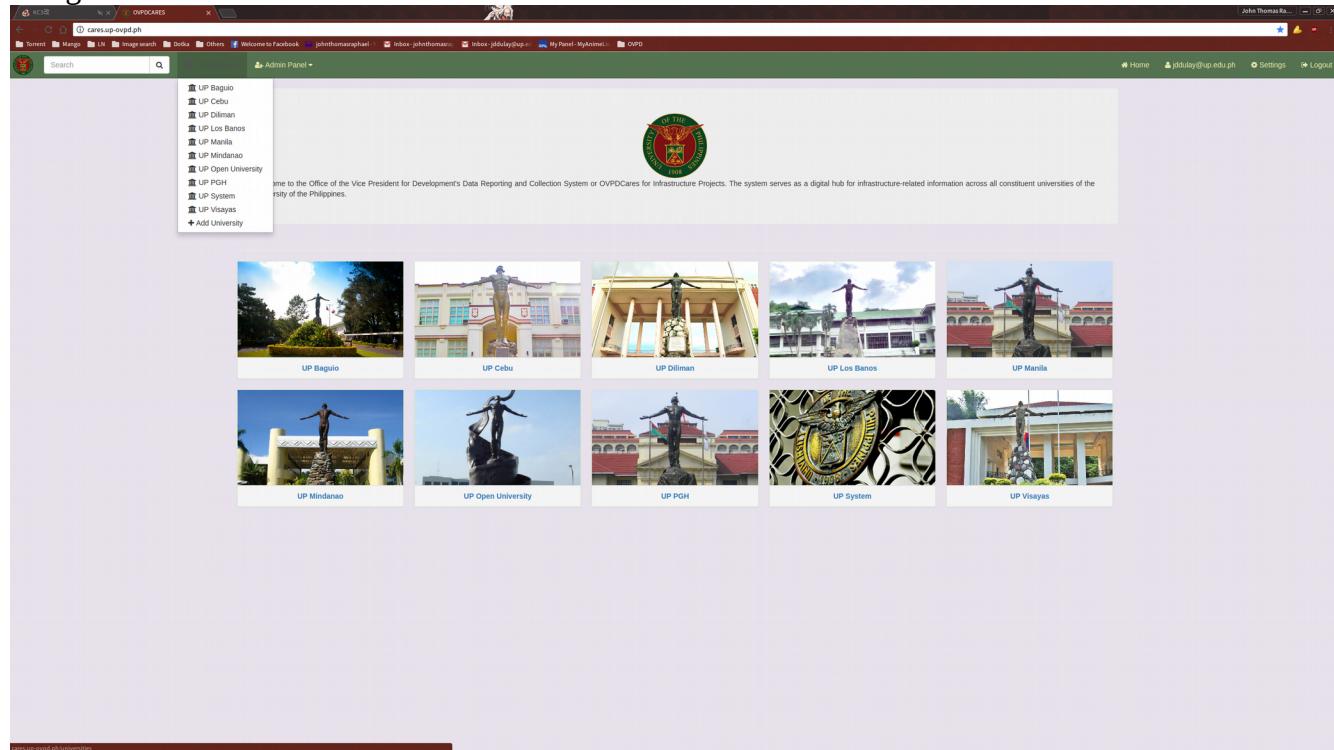
## DASHBOARD



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 accessed on the left side of the navigation bar.

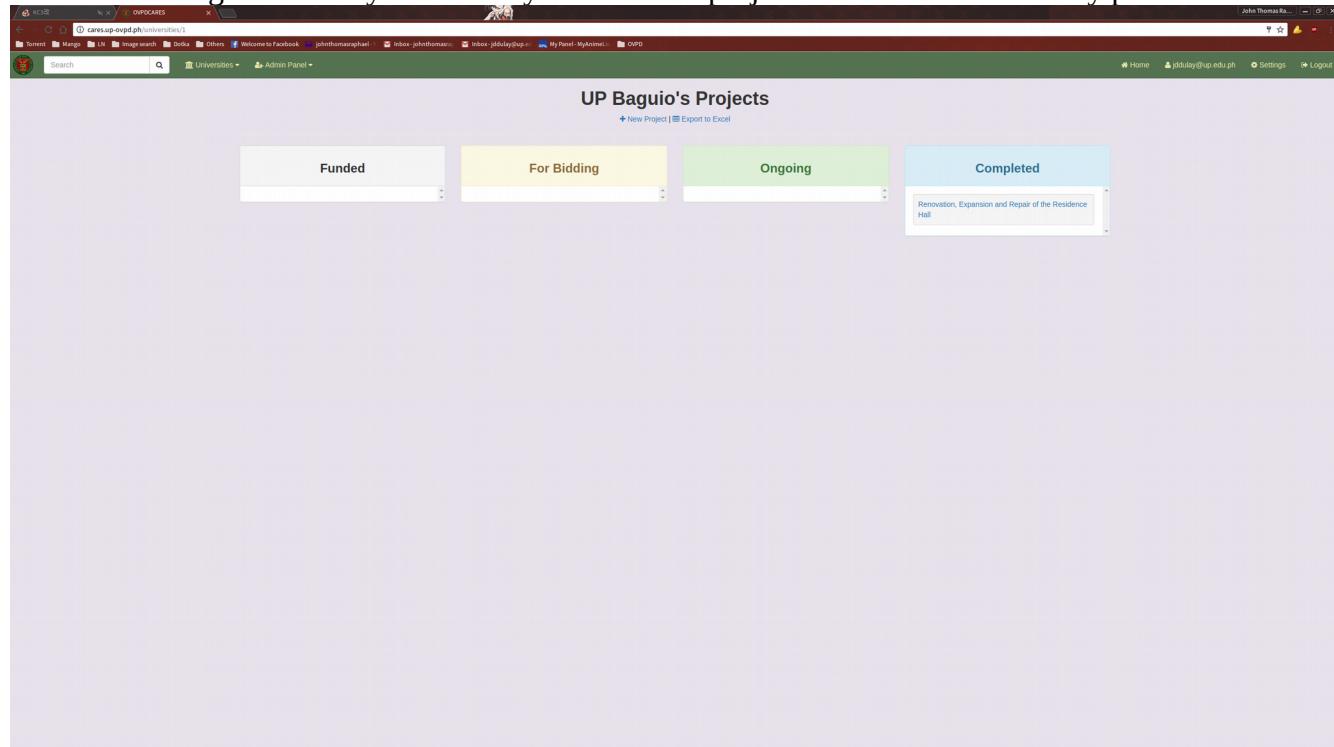
## LIST OF UNIVERSITIES

The List of Universities can be accessed either from the dashboard or via dropdown list on the navigation bar.



This screenshot shows the 'Universities' page of the OVPD Cares UP-OPVDP website. At the top left, there's a sidebar with a search bar and a dropdown menu titled 'Admin Panel' containing options like 'UP Baguio', 'UP Cebu', 'UP Diliman', etc. The main content area features the official seal of the University of the Philippines. Below it is a brief introduction: 'Welcome to the Office of the Vice President for Development's Data Reporting and Collection System or OVPD Cares for Infrastructure Projects. The system serves as a digital hub for infrastructure-related information across all constituent universities of the University of the Philippines.' Below this, there are ten thumbnail images of statues or buildings, each labeled with the name of a university: UP Baguio, UP Cebu, UP Diliman, UP Los Banos, UP Manila, UP Mindanao, UP Open University, UP PGH, UP System, and UP Visayas.

Selecting a university will show you the list of projects the selected university possesses.

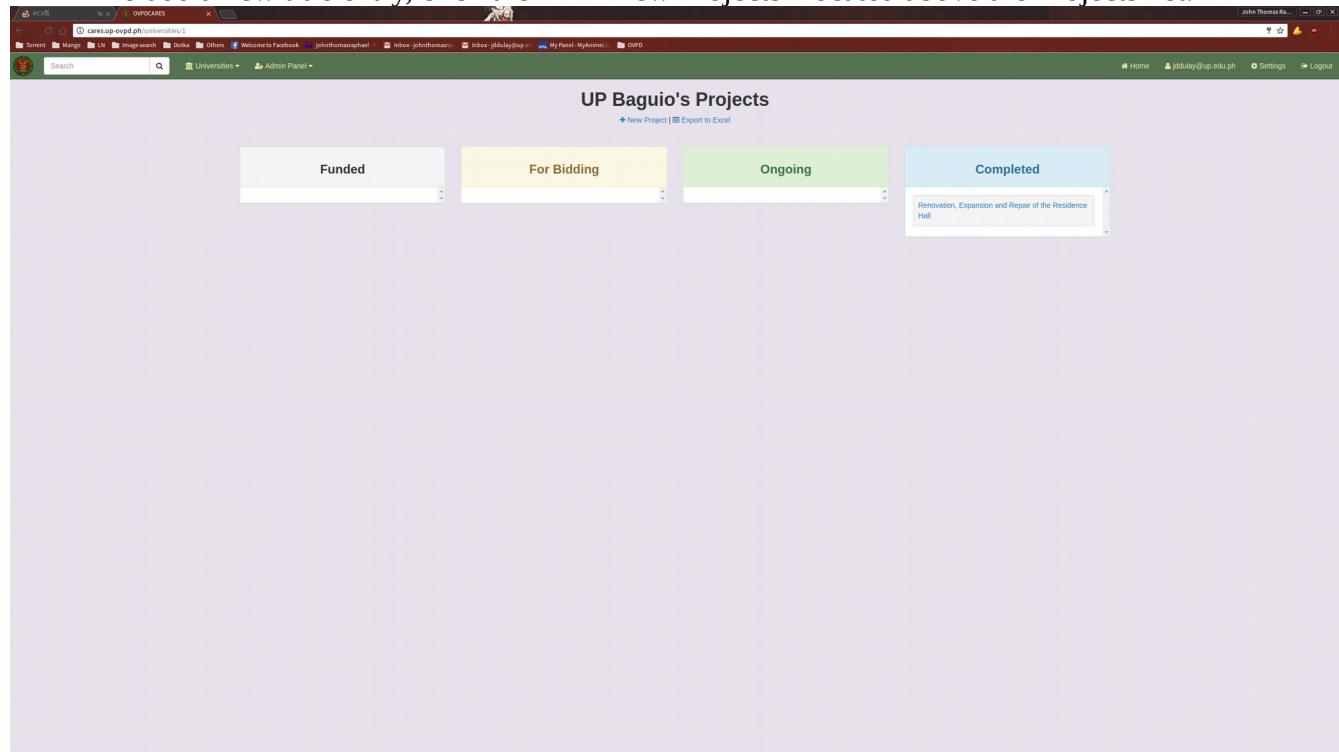


This screenshot shows the 'UP Baguio's Projects' page. The title 'UP Baguio's Projects' is at the top center. Below it are four tabs: 'Funded', 'For Bidding', 'Ongoing', and 'Completed'. The 'Completed' tab is active, showing a single project entry: 'Renovation, Expansion and Repair of the Residence Hall'. At the bottom of the page, there are links for 'New Project' and 'Export to Excel'.

Clicking the "Export to Excel" will prompt a download of the list in Excel format.

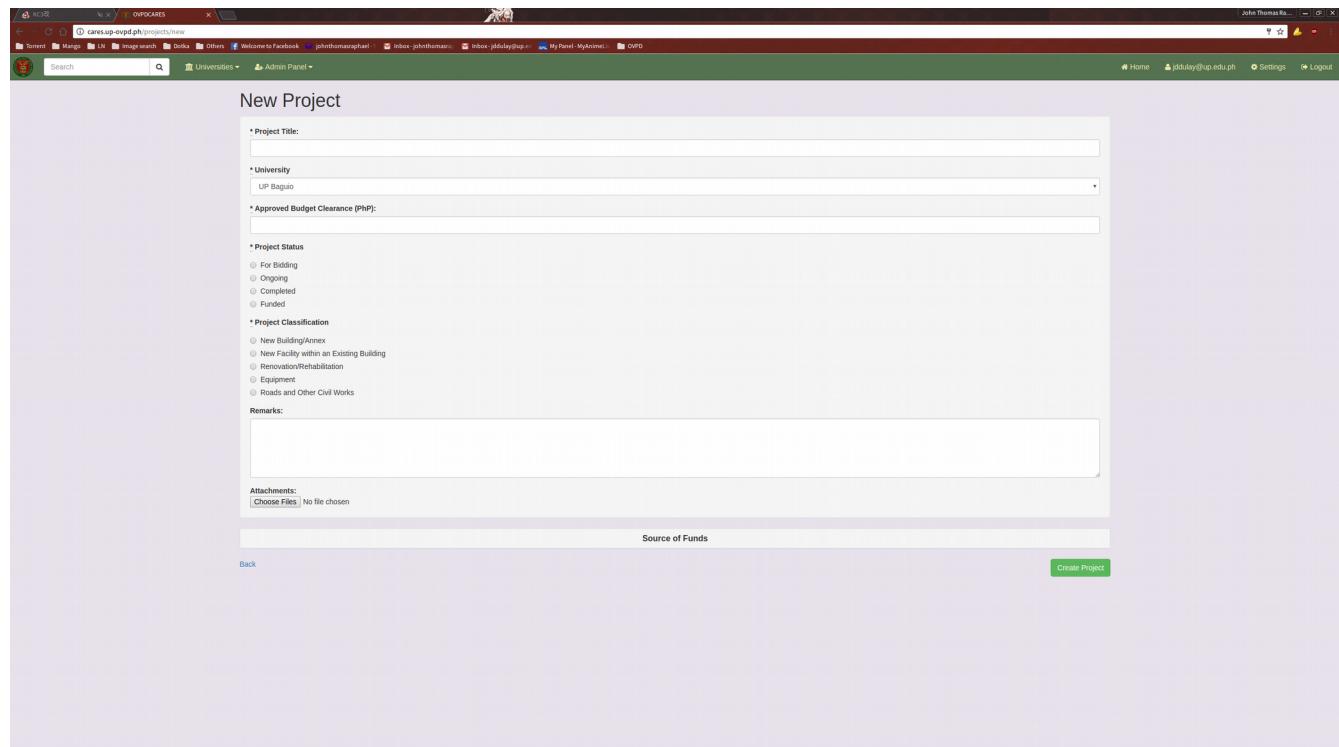
## ADDING A NEW PROJECT

To add a new title entry, click the link “New Projects” located above the Projects list.



The screenshot shows the 'UP Baguio's Projects' page. At the top, there are four colored boxes representing project status: 'Funded' (grey), 'For Bidding' (yellow), 'Ongoing' (green), and 'Completed' (light blue). The 'Completed' box contains one item: 'Renovation, Expansion and Repair of the Residence Hall'. Below these boxes is a large, empty white area.

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



The screenshot shows the 'New Project' form. It includes fields for 'Project Title', 'University' (set to 'UP Baguio'), 'Approved Budget Clearance [PHP]', 'Project Status' (radio buttons for 'For Bidding', 'Ongoing', 'Completed', and 'Funded', with 'For Bidding' selected), 'Project Classification' (radio buttons for 'New Building/Annex', 'New Facility within an Existing Building', 'Renovation/Rehabilitation', 'Equipment', and 'Roads and Other Civil Works', with 'New Building/Annex' selected), 'Remarks', 'Attachments' (a file input field showing 'Choose File | No file chosen'), and 'Source of Funds'. At the bottom right is a green 'Create Project' button.

Depending on the Project Status selected, a different set of fields need to be filled up.

## For Bidding:

The screenshot shows a web-based project management system interface. At the top, there's a navigation bar with links like 'Home', 'Settings', and 'Logout'. Below the navigation is a search bar and a dropdown menu for 'Universities' set to 'UP Baguio'. The main content area is titled 'New Project'.

**Project Title:** (Input field)

**University:** UP Baguio (Select dropdown)

**Approved Budget Clearance (PhP):** (Input field)

**Project Status:** (Radio buttons)  
For Bidding (selected), Ongoing, Completed, Funded

**Project Classification:** (Radio buttons)  
New Building/Annex, New Facility within an Existing Building, Renovation/Rehabilitation, Equipment, Roads and Other Civil Works

**Remarks:** (Text area)

**Attachments:** (File input field) Choose Files | No file chosen

**Bidding Status:** (Radio buttons)  
Pre-Procurement, Pre-Bidding, Opening of Bid, Post-Qualification

**Source of Funds:** (Text area)

**Buttons:** Back (link), Create Project (green button)

## Ongoing:

This screenshot shows the same 'New Project' form as the previous one, but with different configuration settings for ongoing projects.

**Project Title:** (Input field)

**University:** UP Baguio (Select dropdown)

**Approved Budget Clearance (PhP):** (Input field)

**Project Status:** (Radio buttons)  
For Bidding, **Ongoing** (selected), Completed, Funded

**Project Classification:** (Radio buttons)  
New Building/Annex, New Facility within an Existing Building, Renovation/Rehabilitation, Equipment, Roads and Other Civil Works

**Remarks:** (Text area)

**Attachments:** (File input field) Choose Files | No file chosen

**Contractors/Suppliers:** (Text area)

**Percent Completion:** (Text area)

**Target Date of Completion:** (Text input field) DDMMYYYY

**Date of Notice of Award:** (Text input field) DDMMYYYY

**Date of Notice to Proceed:** (Text input field) DDMMYYYY

## Completed:

The screenshot shows a web-based project management system. At the top, there's a navigation bar with links like 'Home', 'Logout', and 'Settings'. Below it is a sub-navigation bar with 'Universities' and 'Admin Panel'. The main content area is titled 'New Project'. It contains several input fields:

- \* Project Title: A text input field.
- \* University: A dropdown menu set to 'UP Baguio'.
- \* Approved Budget Clearance (PhP): An input field.
- \* Project Status: Radio buttons for 'For Bidding', 'Ongoing', 'Completed' (which is selected), and 'Funded'.
- \* Project Classification: Radio buttons for 'New Building/Annex', 'New Facility within an Existing Building', 'Renovation/Rehabilitation', 'Equipment', and 'Roads and Other Civil Works'.
- Remarks: A text area for notes.
- Attachments: A file upload field labeled 'Choose Files' with the message 'No file chosen'.
- Contractors/Suppliers: An input field.
- Actual Cost (PhP): An input field.
- Actual Date of Completion: A date input field in 'DDMMYYYY' format.
- Date of Notice of Award: A date input field in 'DDMMYYYY' format.
- Date of Notice to Proceed: A date input field in 'DDMMYYYY' format.

## Funded:

This screenshot is identical to the one above, showing the 'New Project' form. The only difference is the status of the project, which is now 'Funded' instead of 'Completed'. The rest of the form fields and layout remain the same.

Clicking the panel heading labelled “Source of Funds” will show the hidden field that allows the user to input multiple sources of funds for the entry.

The screenshot shows a web-based application for managing projects. At the top, there's a navigation bar with links like 'Home', 'johnthomasphd', 'Inbox', 'My Panel - My Assess', and 'Logout'. Below this is a green header bar with a search icon and other navigation items. The main content area is titled 'New Project'. It contains several form fields: 'Project Title' (a required field), 'University' (set to 'UP Baguio'), 'Approved Budget Clearance (PhP)': (a text input field), 'Project Status' (radio buttons for 'For Bidding', 'Ongoing', 'Completed', and 'Funded', with 'Funded' selected), 'Project Classification' (radio buttons for 'New Building/Annex', 'New Facility within an Existing Building', 'Renovation/Rehabilitation', 'Equipment', and 'Roads and Other Civil Works', with 'Roads and Other Civil Works' selected), and a 'Remarks' text area. Below these is an 'Attachments' section with a 'Choose Files' button. A 'Source of Funds' section is expanded, showing a table with two rows: one for 'Fund Source' (with a dropdown menu) and one for 'Amount (PhP)' (with a text input field). There are 'Add Fund Source' and 'Remove' buttons. At the bottom right is a 'Create Project' button.

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

## VIEW A PROJECT ENTRY

To view a Project entry, select an entry from the Projects List.

The screenshot shows a web-based application titled "UP Baguio's Projects". At the top, there are four colored buttons: "Funded" (grey), "For Bidding" (yellow), "Ongoing" (green), and "Completed" (light blue). The "Completed" button is currently selected. Below these buttons is a list of projects. The first project in the list is "Renovation, Expansion and Repair of the Residence Hall", which is listed under the "Completed" category.

This will direct you to the Show Project page. Here you can see the various details concerning the selected entry.

The screenshot shows the "Show Project" page for the "Renovation, Expansion and Repair of the Residence Hall" project. The page has a header with the project name. Below the header, there is a summary table with the following details:

Belongs to: UP Baguio
Status: Completed
Classification: Not Available
Approved Budget Ceiling: 11,385,000.00
Actual Cost: 11,399,725.00
Contractor/Supplier: Welmary Construction and Supply
Actual Date of Completion: 27-OCT-2013
Date of Notice of Award: 11-DEC-2012
Date of Notice to Proceed: 29-JAN-2013

Below the summary table is a section titled "Remarks:" which is currently empty. Further down the page are two sections: "Source of Funds" and "File Attachments". The "Source of Funds" section contains a table with one row:

Fund Source	Amount (PHP)
CHED-DAP	11,385,000.00

The "File Attachments" section is currently empty.

## EDITING A PROJECT ENTRY

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

This screenshot shows the 'Renovation, Expansion and Repair of the Residence Hall' project details page. It includes sections for 'Belongs to', 'Status', 'Classification', 'Approved Budget Ceiling', 'Actual Cost', 'Contractor/Supplier', 'Actual Date of Completion', 'Date of Notice of Award', 'Date of Notice to Proceed', and 'Remarks'. Below these is a 'Source of Funds' table with one row for CHED-DAP. There is also a 'File Attachments' section which is currently empty. At the bottom right are 'Edit', 'Delete', and 'Back' links.

This will direct you to the Edit Project Page.

This screenshot shows the 'Editing Renovation, Expansion and Repair of the Residence Hall' project edit page. It contains fields for 'Project Title' (Renovation, Expansion and Repair of the Residence Hall), 'University' (UP Baguio), 'Approved Budget Clearance (PHP)' (11385000.0), 'Project Status' (Completed), 'Project Classification' (Renovation/Rehabilitation), 'Remarks', 'Attachments' (Choose File - No file chosen), 'Contractors/Suppliers' (Weimary Construction and Supply), 'Actual Cost (PHP)' (11395725.0), 'Actual Date of Completion' (27/10/2013), 'Date of Notice of Award' (11/12/2012), and 'Date of Notice to Proceed' (28/12/2013). At the bottom right are 'Edit', 'Delete', and 'Back' links.

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

## VIEW PROJECT COMPONENTS LIST

To view the Project Components of a selected Project entry, first ensure that its Status is set to Ongoing.

New Project

\* Project Title:

\* University: UP Baguio

\* Approved Budget Clearance (PhP):

\* Project Status:  Ongoing

\* Project Classification:  New Building/Annex

Remarks:

Attachments: Choose File (No file chosen)

Contractors/Suppliers:

Percent Completion:

Target Date of Completion: DD/MM/YYYY

Date of Notice of Award: DD/MM/YYYY

Date of Notice to Proceed: DD/MM/YYYY

This will show the hidden Components panel in the Show Projects page.

Project with Component

Belongs to: UP Baguio  
Status: Ongoing  
Classification: New Building/Annex  
Approved Budget Ceiling: 100,000,000.00  
Percent Completion: 99% Complete

Contractor/Supplier: Contractor A  
Target Date of Completion: 13-OCT-2016  
Date of Notice of Award: 13-OCT-2016  
Date of Notice to Proceed: 13-OCT-2016

Remarks:

Source of Funds

Components

+ New Component

Funded

For Bidding

Ongoing

Component A

Completed

File Attachments

## ADDING A NEW PROJECT COMPONENT

To add a new Project Component to a Project entry, click on the New Component link under the Components panel.

The screenshot shows a web browser window with the URL [localhost:3000/projects/1](http://localhost:3000/projects/1). The title bar says "Project with Component". The page displays project details: Belongs to: UP Baguio, Status: Ongoing, Classification: New Building/Annex, Approved Budget Ceiling: 100,000,000.00, and Percent Completion: 99% Complete. Below this is a section for Contractor/Supplier: Contractor A, Target Date of Completion: 13-OCT-2016, Date of Notice of Award: 13-OCT-2016, and Date of Notice to Proceed: 13-OCT-2016. There is a Remarks field and a Source of Funds section. The main focus is a "Components" section with a "+ New Component" button. It shows four colored boxes: "Funded" (grey), "For Bidding" (yellow), "Ongoing" (green) containing "Component A", and "Completed" (blue). At the bottom is a "File Attachments" section and a footer with "Edit | Delete | Back".

This will direct you to the New Components page.

The screenshot shows a web browser window with the URL [localhost:3000/components/new?component%5Bproject\\_id%5D=1](http://localhost:3000/components/new?component%5Bproject_id%5D=1). The title bar says "New Component". The form fields include: \* Component Title (text input), \* Project (dropdown menu set to "Project with Component"), \* Approved Budget Clearance (PHP) (text input), \* Component Status (radio buttons for For Bidding, Ongoing, Completed, Funded), \* Component Classification (radio buttons for New Building/Annex, New Facility within an Existing Building, Renovation/Rehabilitation, Equipment, Roads and Other Civil Works), Remarks (text area), Attachments (file input showing "Choose File" and "No file chosen"), and a "Source of Funds" section. At the bottom right is a "Create Component" button.

Fill up the necessary information and submit.

## VIEW A PROJECT COMPONENT

To view a Project Component entry, click on its Component Name under the Components panel.

The screenshot shows a web browser window with the URL [localhost:3000/projects/1](http://localhost:3000/projects/1). The title bar says "OVPDCARES". The page is titled "Project with Component". It displays project details: Belongs to: UP Baguio, Status: Ongoing, Classification: New Building/Annex, Approved Budget Ceiling: 100,000,000.00. Below this is a progress bar at 99% Complete. Under "Contractor/Supplier": Contractor A. Under "Target Date of Completion": 13-OCT-2016. Under "Date of Notice of Award": 13-OCT-2016. Under "Date of Notice to Proceed": 13-OCT-2016. There is a "Remarks:" section with a text area. Below it are sections for "Source of Funds" and "Components". The "Components" section has a header "Components" with a "+ New Component" button. It lists four categories: "Funded" (gray), "For Bidding" (yellow), "Ongoing" (green), and "Completed" (light blue). "Component A" is listed under the "Ongoing" category. At the bottom are "File Attachments" and "Edit | Delete | Back" buttons.

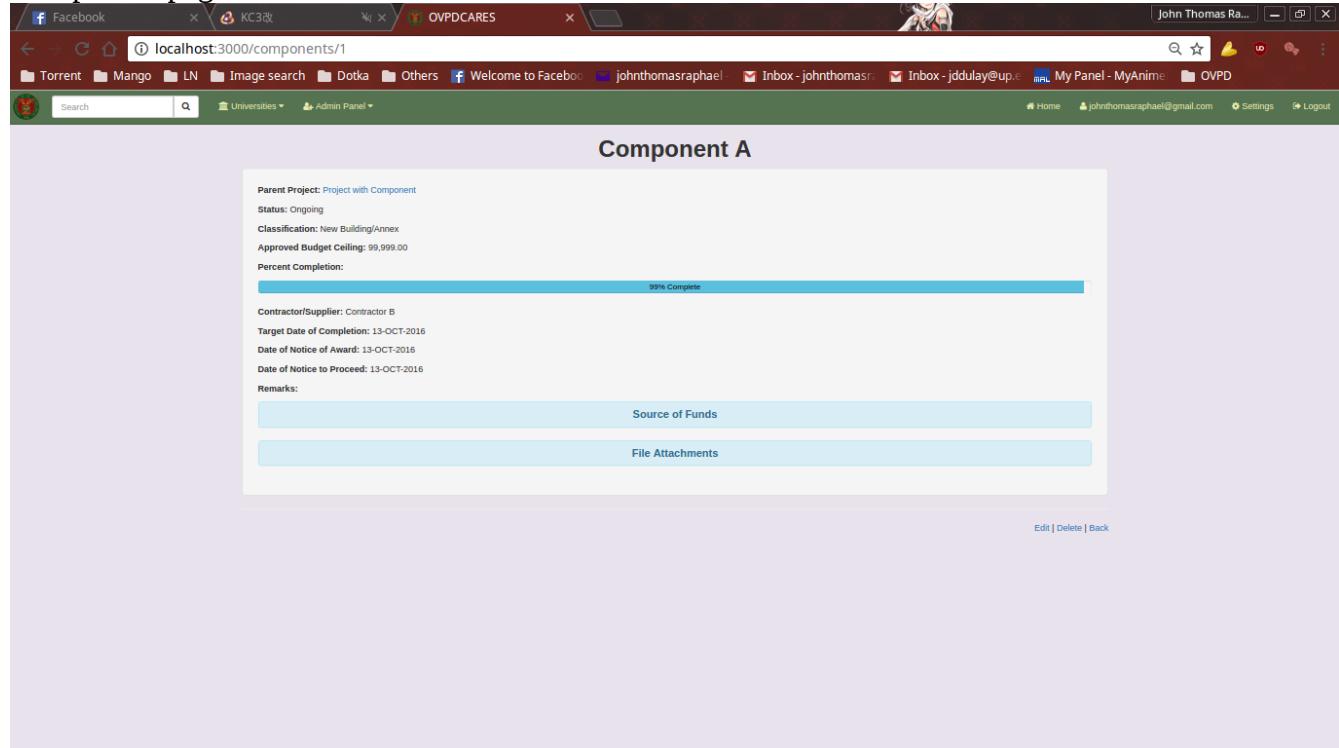
This will direct you to the Show Project Component Page.

The screenshot shows a web browser window with the URL [localhost:3000/components/1](http://localhost:3000/components/1). The title bar says "OVPDCARES". The page is titled "Component A". It displays component details: Parent Project: Project with Component, Status: Ongoing, Classification: New Building/Annex, Approved Budget Ceiling: 99,999.00. Below this is a progress bar at 99% Complete. Under "Contractor/Supplier": Contractor B. Under "Target Date of Completion": 13-OCT-2016. Under "Date of Notice of Award": 13-OCT-2016. Under "Date of Notice to Proceed": 13-OCT-2016. There is a "Remarks:" section with a text area. Below it are sections for "Source of Funds" and "File Attachments". At the bottom are "Edit | Delete | Back" buttons.

This page contains the various details about the selected Project Component.

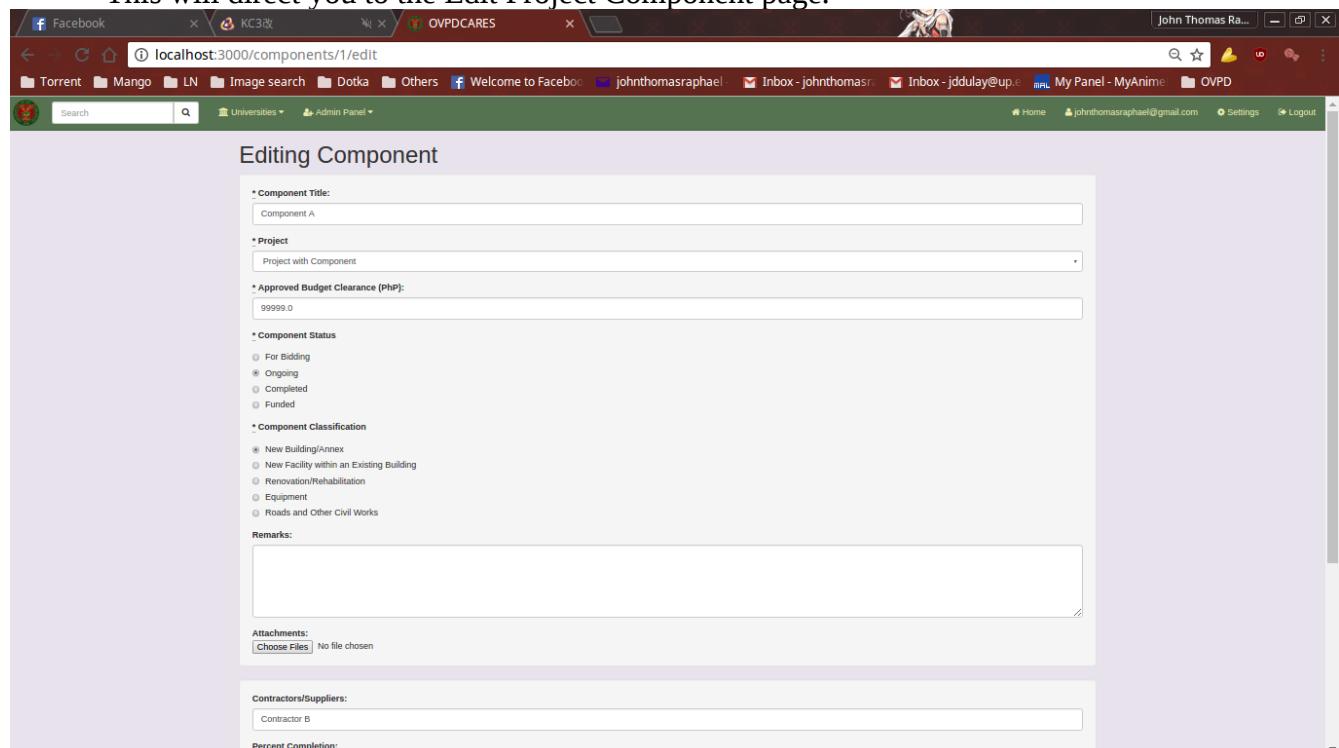
## EDITING A PROJECT COMPONENT

To edit a Project Component, click on the Edit link located on the bottom of the Show Project Component page.



The screenshot shows a web browser window with the URL [localhost:3000/components/1](http://localhost:3000/components/1). The title bar says "Component A". The page displays project details: Parent Project: Project with Component, Status: Ongoing, Classification: New Building/Annex, Approved Budget Ceiling: 99,999.00, and Percent Completion: 99% Complete. Below this, there are sections for Contractor/Supplier (Contractor B), Dates (Target Date of Completion: 13-OCT-2016, Date of Notice of Award: 13-OCT-2016, Date of Notice to Proceed: 13-OCT-2016), and Remarks. At the bottom right are links for Edit, Delete, and Back.

This will direct you to the Edit Project Component page.

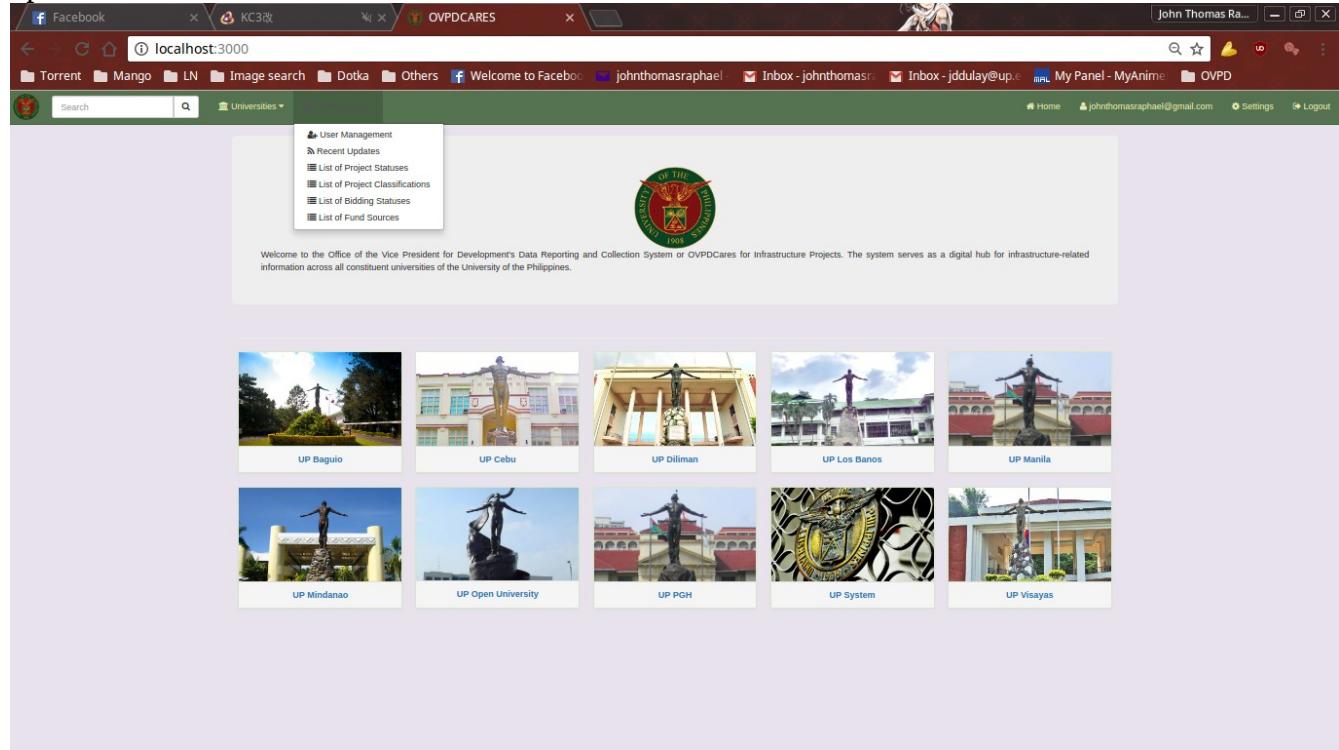


The screenshot shows a web browser window with the URL [localhost:3000/components/1/edit](http://localhost:3000/components/1/edit). The title bar says "Editing Component". The form fields include: Component Title (Component A), Project (Project with Component), Approved Budget Clearance (PhP) (99999.0), Component Status (radio buttons for For Bidding, Ongoing, Completed, Funded, all unchecked), Component Classification (radio buttons for New Building/Annex, New Facility within an Existing Building, Renovation/Rehabilitation, Equipment, Roads and Other Civil Works, all unchecked), Remarks (text area), Attachments (Choose Files button with "No file chosen"), Contractors/Suppliers (Contractor B), and Percent Completion (text input field). At the bottom right are links for Edit, Delete, and Back.

Fill it up with the necessary information and submit.

## ADMINISTRATION PANEL

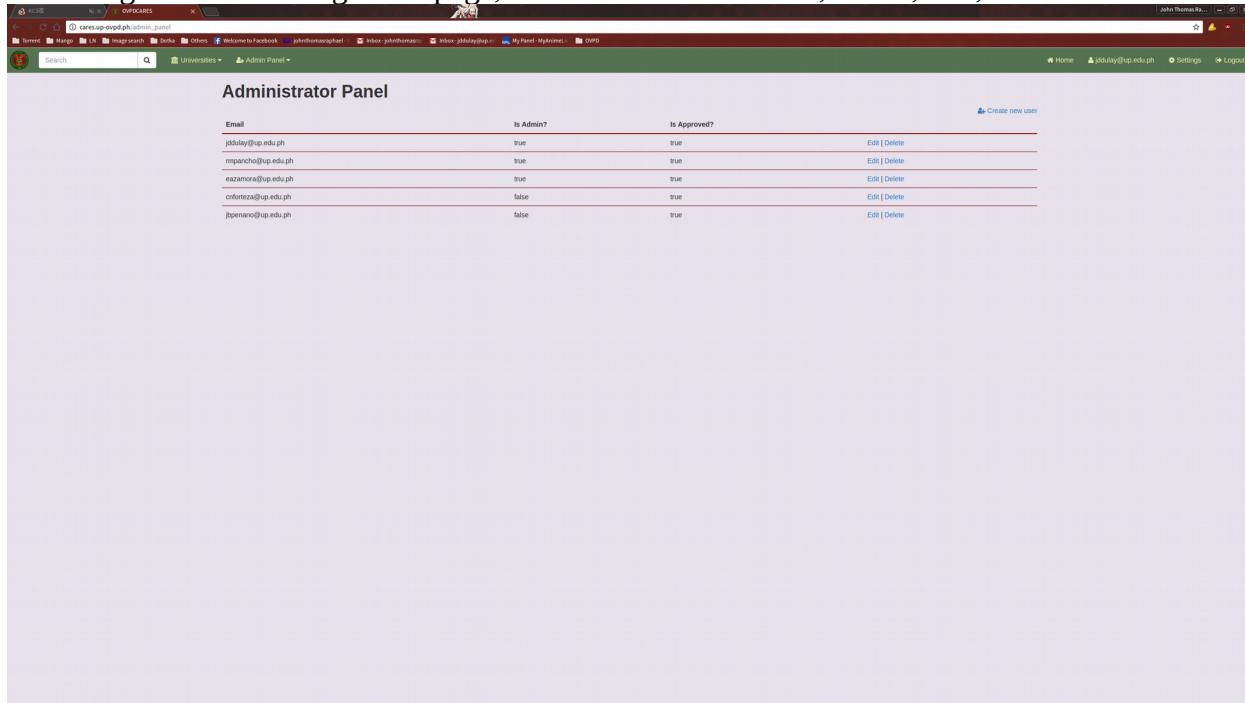
The administration panel can be accessed on the top left of the navigation bar. Note that this option is invisible and unaccessible to non-admin users.



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.

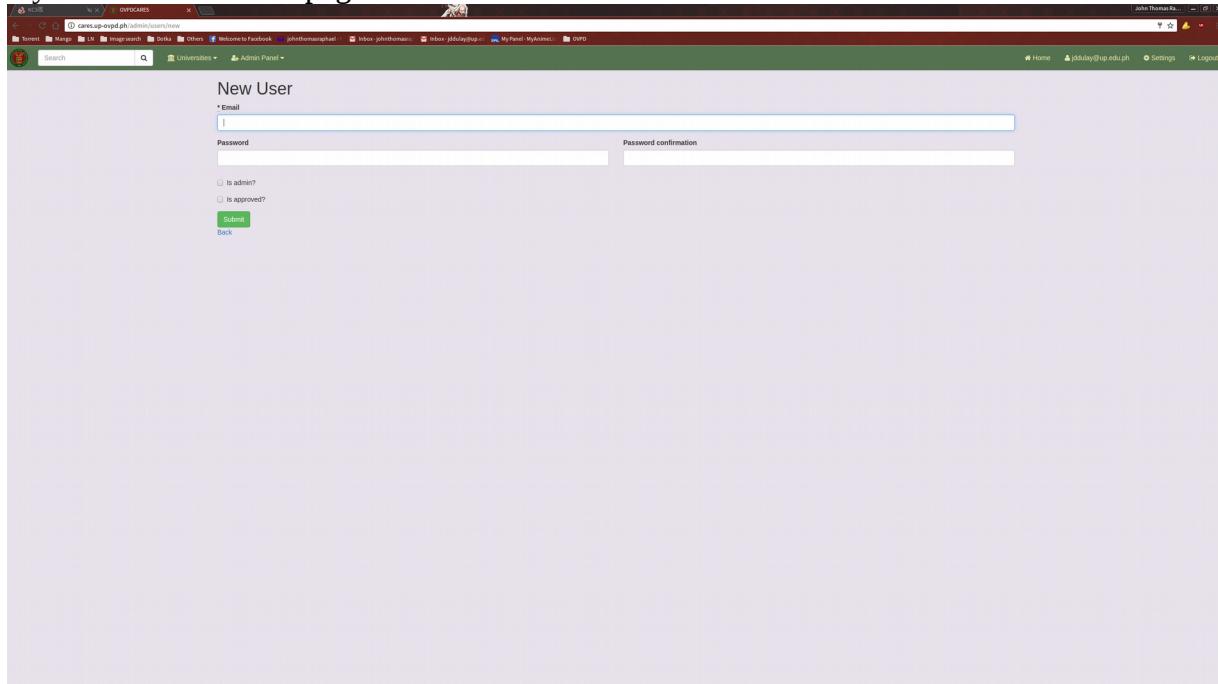


The screenshot shows the 'Administrator Panel' interface. At the top right, there is a link to 'Create new user'. Below it is a table listing five users:

Email	Is Admin?	Is Approved?	Action
jddalay@up.edu.ph	true	true	Edit   Delete
mpando@up.edu.ph	true	true	Edit   Delete
eazamora@up.edu.ph	true	true	Edit   Delete
crfonseca@up.edu.ph	false	true	Edit   Delete
jpbenano@up.edu.ph	false	true	Edit   Delete

## ADDING A NEW USER

To add a new user, click the “Create new user” link on the top right of the user list. This will direct you to the New User page.

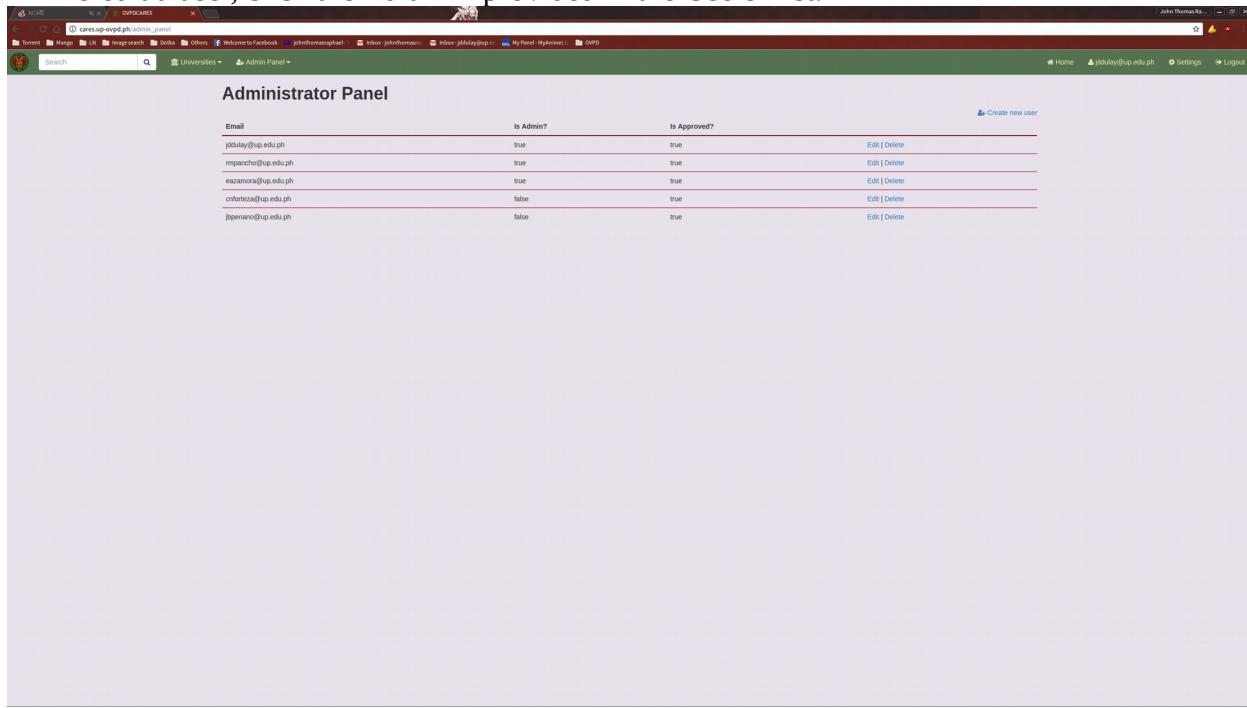


The screenshot shows the 'New User' form. It has fields for 'Email', 'Password', and 'Password confirmation'. There are also checkboxes for 'Is admin?' and 'Is approved?'. At the bottom are 'Submit' and 'Back' buttons.

Fill up with the necessary information and submit.

## EDITING A USER

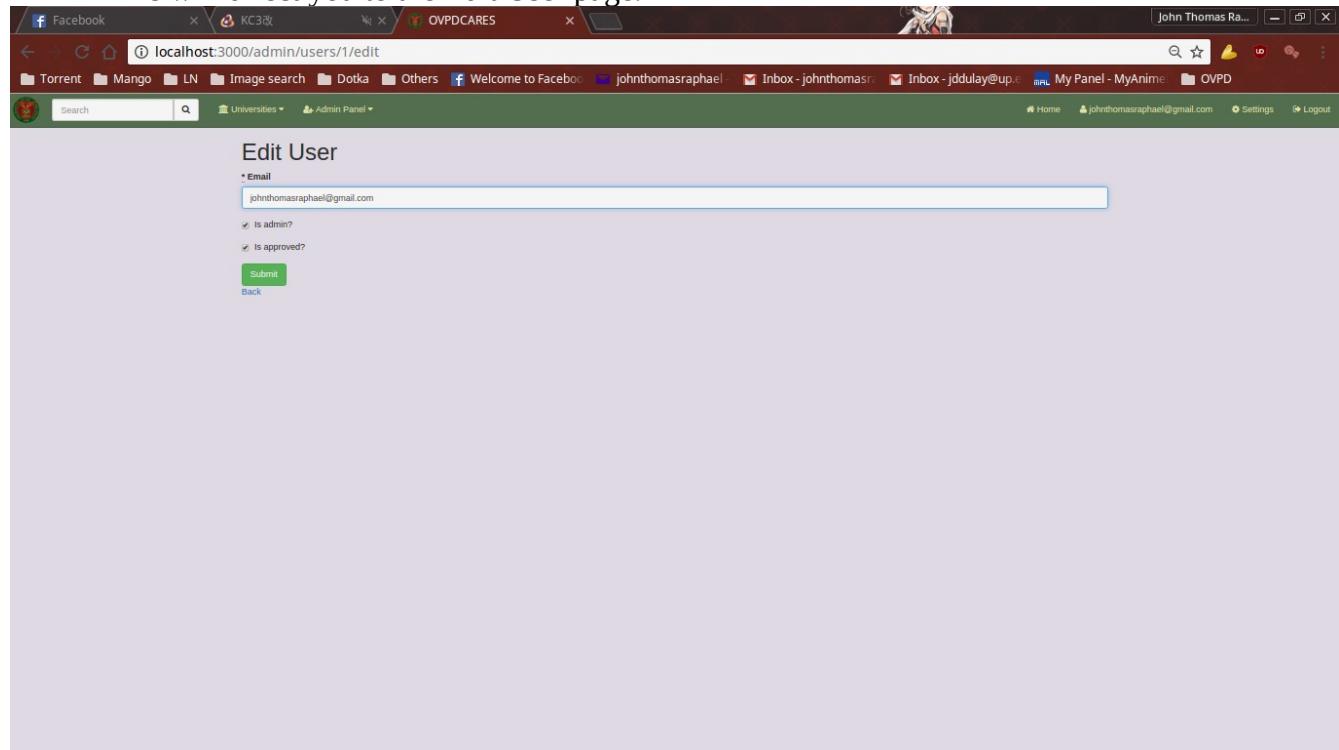
To edit a user, click the Edit link provided in the Users List.



The screenshot shows a web-based administrator panel titled "Administrator Panel". It displays a table of users with columns: Email, Is Admin?, and Is Approved?. The table contains the following data:

Email	Is Admin?	Is Approved?	Action
jddulay@up.edu.ph	true	true	Edit   Delete
mpando@up.edu.ph	true	true	Edit   Delete
eazamora@up.edu.ph	true	true	Edit   Delete
crfonseca@up.edu.ph	false	true	Edit   Delete
jpemanal@up.edu.ph	false	true	Edit   Delete

This will direct you to the Edit User page.



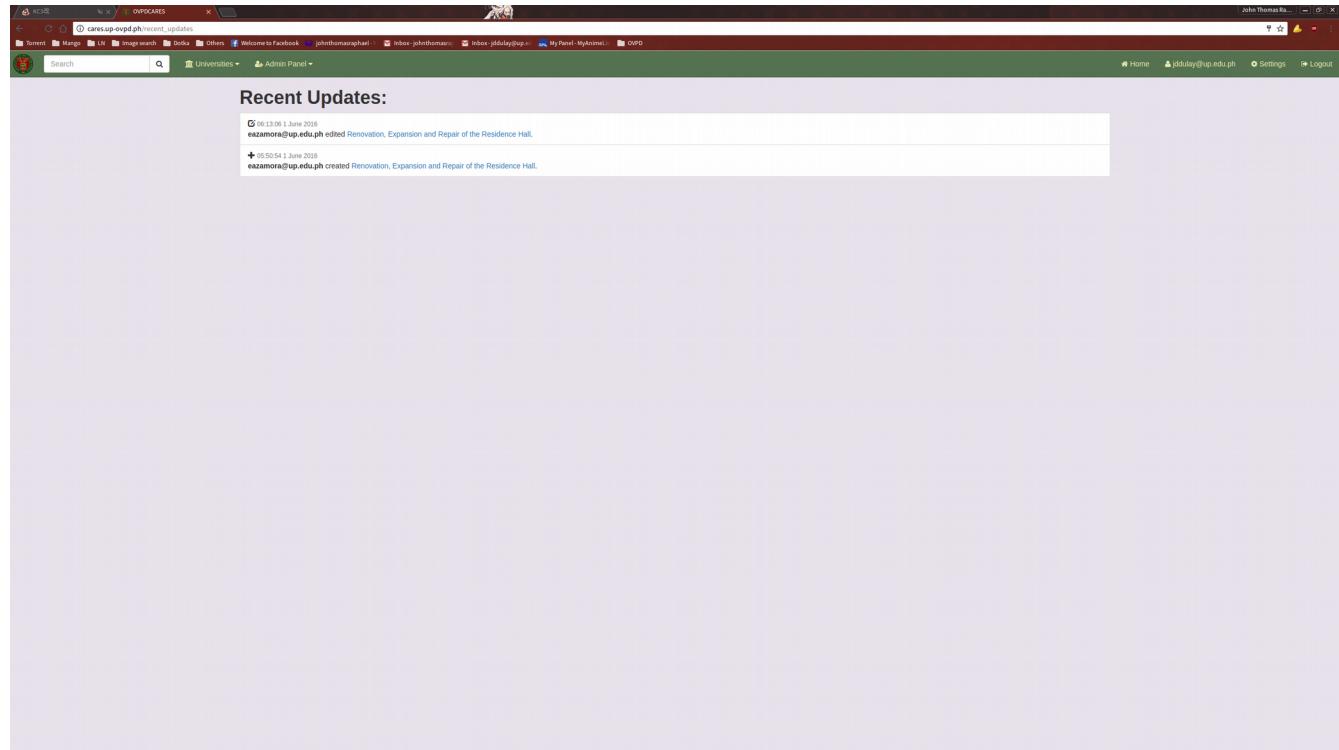
The screenshot shows the "Edit User" page. It has a form with the following fields:

- Email: johnthomasraphael@gmail.com
- Is admin?: checked
- Is approved?: checked
- Submit button
- Back link

Fill it up with the necessary 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.



## 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.

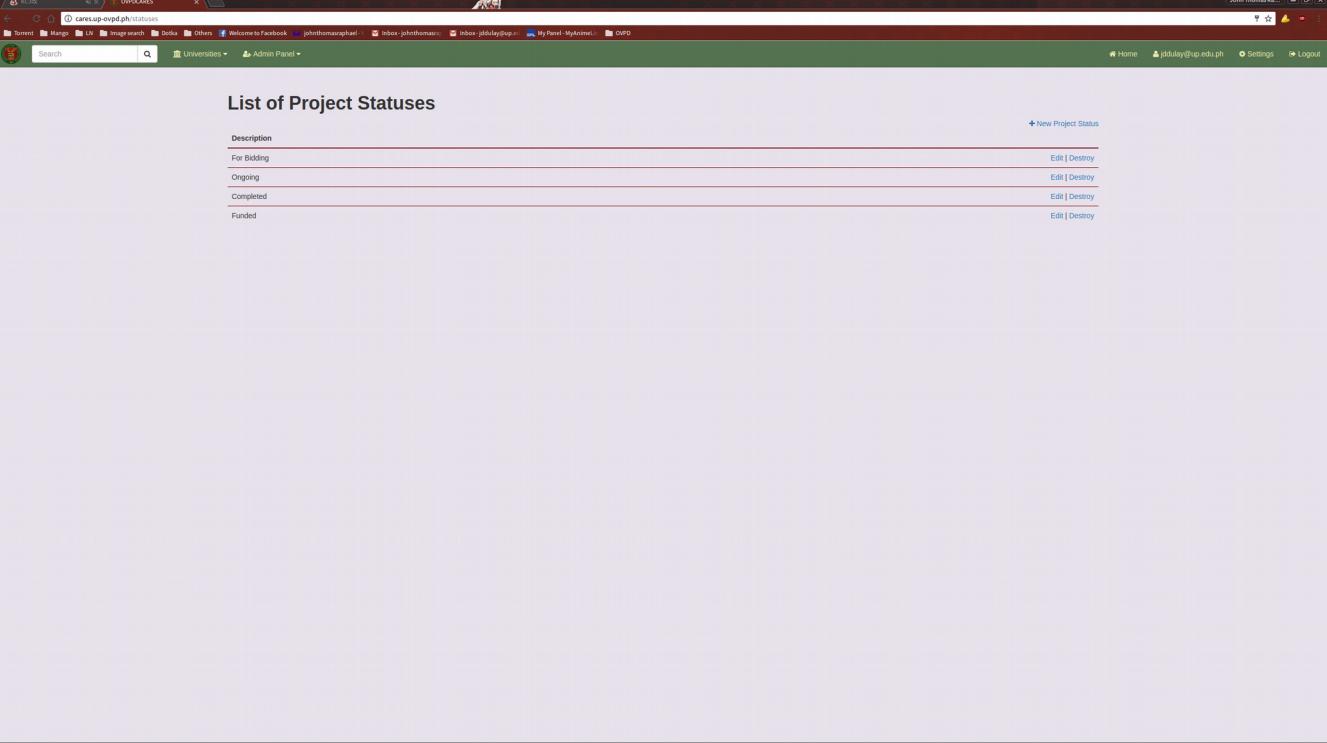
List of Project Statuses

Description	
For Bidding	<a href="#">Edit   Destroy</a>
Ongoing	<a href="#">Edit   Destroy</a>
Completed	<a href="#">Edit   Destroy</a>
Funded	<a href="#">Edit   Destroy</a>

New Project Status

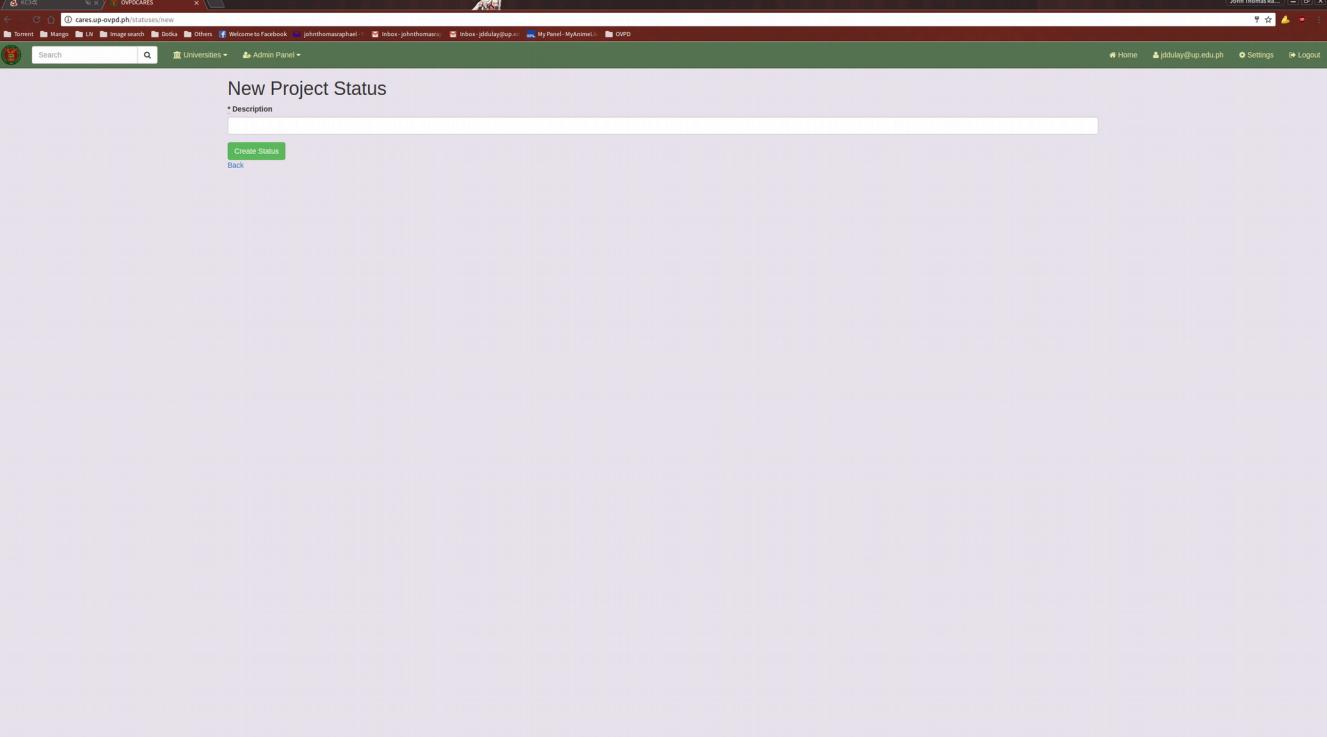
## ADDING A NEW PROJECT STATUS

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



Description	New Project Status
For Bidding	<a href="#">Edit   Destroy</a>
Ongoing	<a href="#">Edit   Destroy</a>
Completed	<a href="#">Edit   Destroy</a>
Funded	<a href="#">Edit   Destroy</a>

This will direct you to the New Project Status page.



New Project Status

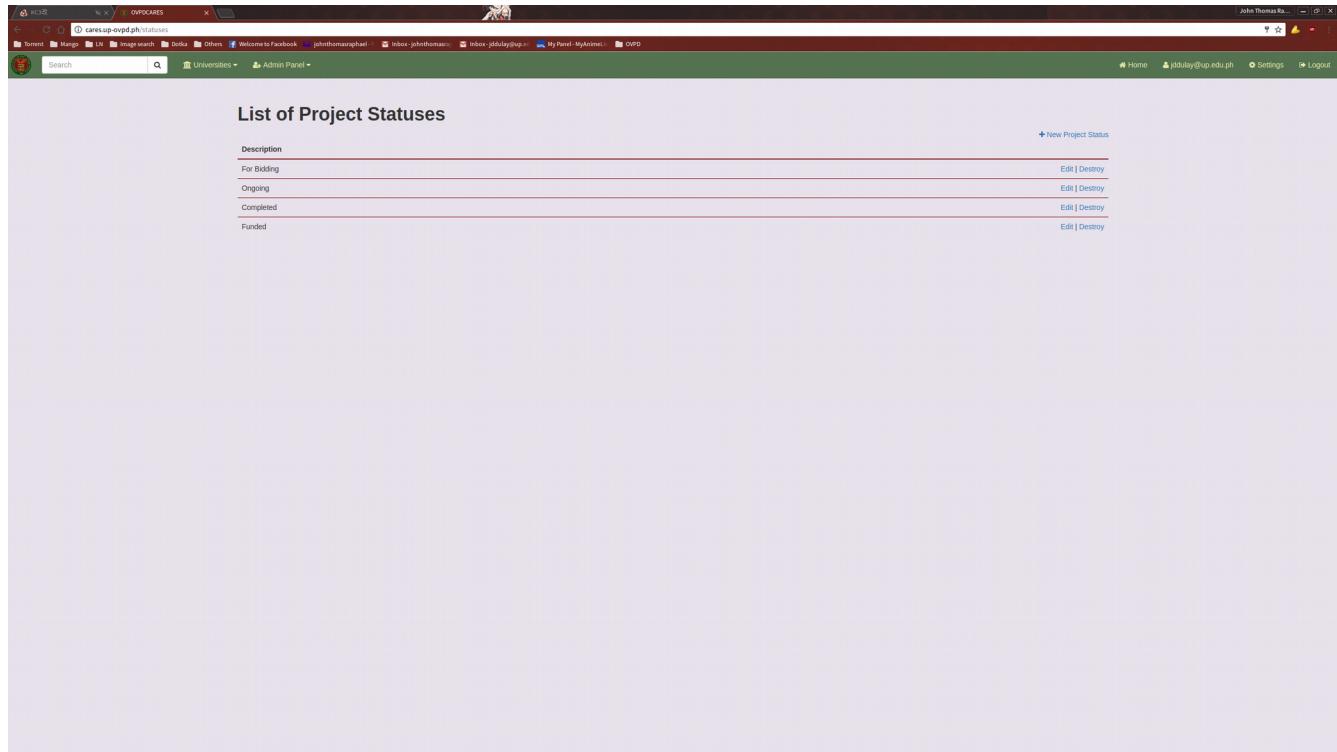
\* Description

[Create Status](#) [Back](#)

Fill it up with the necessary information and submit.

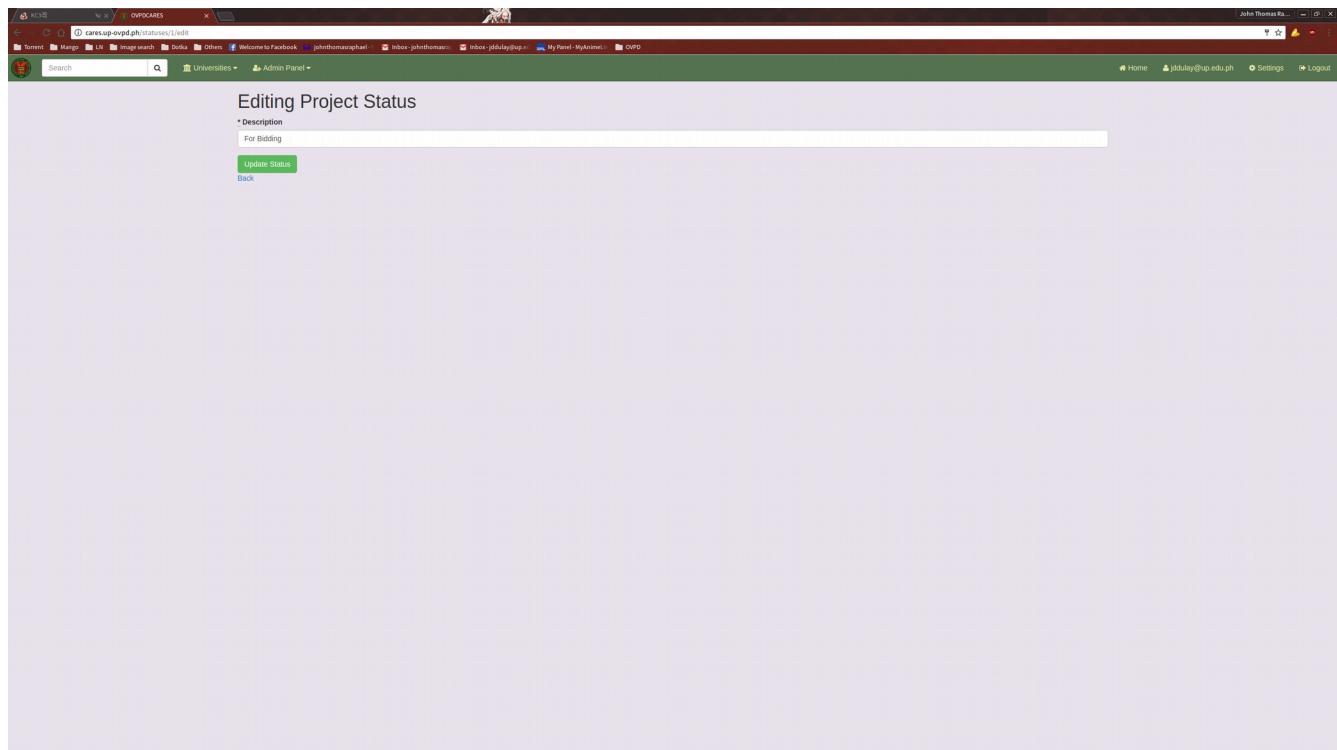
## EDITING A PROJECT STATUS

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



Description	Action
For Bidding	Edit   Destroy
Ongoing	Edit   Destroy
Completed	Edit   Destroy
Funded	Edit   Destroy
Funded	Edit   Destroy

This will direct you to the Edit Project Status page.



Editing Project Status

\* Description  
For Bidding

Update Status

Fill it up with the necessary information and submit.