

DOCUDB

USERS GUIDE

WEB APPLICATION

INTRODUCTION

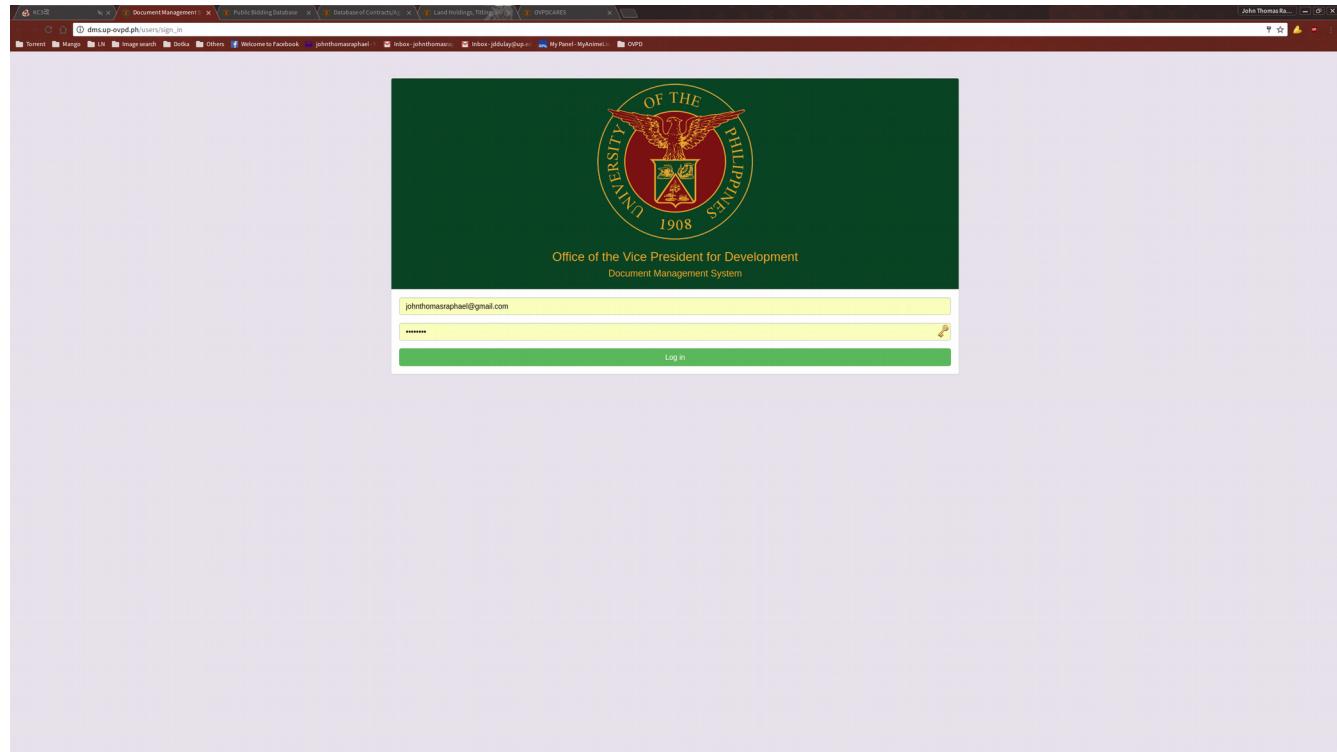
The DocuDB is a web application that enables the users to keep track of the various files and document used by the University of the Philippines Office of the Vice President for Development.

MAIN FEATURES

- Dashboard
- Export to Excel
- Document archives
- Administration Panel
 - User Management
 - List of Offices

GETTING STARTED

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



Input your access credentials to get to the dashboard.

DASHBOARD

The screenshot shows a web-based document management system dashboard. At the top, there's a navigation bar with links like 'Document Management', 'Public Building Database', 'Database of Contracts', 'Land Holdings Transfer', and 'UPDAPES'. On the right side of the header, there are user-specific links for 'John Thomas K...', 'Admin Panel', 'Settings', and 'Logout'.

The main content area is divided into two main sections:

- Documents/Communications Received:** This section lists several documents with their titles, IDs, and status. One document is highlighted with a yellow background:
 - PIDS lot [OVPO2016]412944 Transaction Active
 - Notice of Charge on UP Diliman East Campus UP Town Center [OVPO2016]528605 Transaction Active
 - PNOC Renewables Corporation-EEL Project Proposal [OVPO2016]413283 Transaction Active
 - JURGENET|Proposed Creation of the Office of the Vice President for Information Technology Follow-Up on 1st Jan 2016 Referral [OVPO2016]528452 Transaction Active**
- Documents/Communications Released:** This section lists several documents with their titles, IDs, and status:
 - Agreement on the Cooperation of UP, UPLB and YMCA [OVPO2016]528446 Transaction Active
 - Deed of Donation - DATEM Inc. (DONOR) and UP (DONEE) for Backfill Materials UP Diliman Football Field Project [OVPO2016]624605 Transaction Active
 - Request for Funding UP Mindanao CPDO Technical Staff and MOOE for 2017 PHP 3,624,000.00 [OVPO2016]565609 Transaction Active
 - MOA Between UP and ANFLOCOR for UP PSAE [OVPO2016]111642 Transaction Active
 - Request Parking Space for Service Vehicles - 500 sqm Area [OVPO2016]565604 Transaction Active
 - MEMORANDUM NO. HDOU 2016-C-542-UP Certification in Compliance with GPR Act-Contract of Lease Between the UP and the DCT [OVPO2016]49203 Transaction Active

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 NEW DOCUMENT

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

The screenshot shows a web-based document management system. At the top, there's a navigation bar with links like 'Home', 'Admin Panel', 'Settings', and 'Logout'. Below the navigation is a search bar and a 'Date Received' dropdown. The main area is titled 'Add a new Document'. It contains several input fields and dropdown menus:

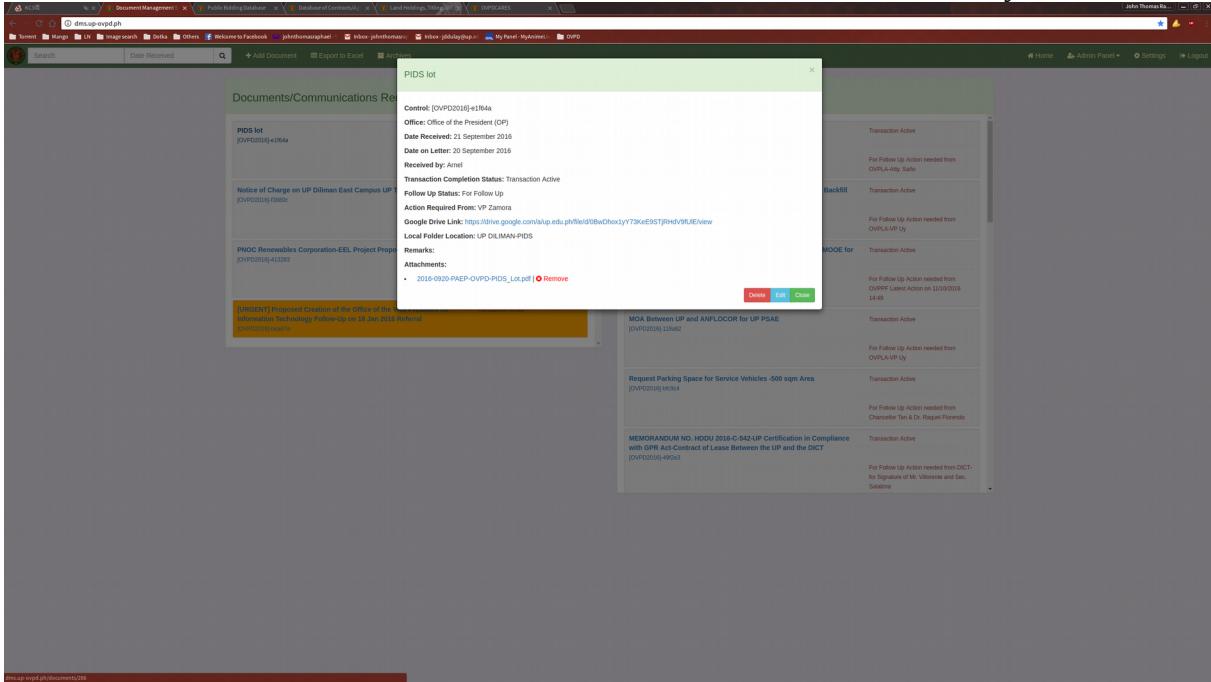
- * Control ID: [OVPD2018]a56b2
- * Originating/Receiving Office: Asian Institute of Tourism
- * Date Received/Sent: DD/MM/YYYY
- Date of Letter: DD/MM/YYYY
- Received By: (empty text field)
- * Subject: (empty text field)
- Status:
 - Received
 - Released
- Archival Status:
 - Active
 - For Archiving
- Transaction Completion Status:
 - Active
 - Completed
- Information Only/No Action Required:
 - Yes
 - No
- For Follow Up:
 - Yes
 - No
- Urgency Status:
 - Urgent
 - Not Urgent
- Date and Time of last action taken: DD/MM/YYYY HH:mm
- Action Required From: (empty text field)
- Google Drive Link: (empty text field)
- Local Folder Location: (empty text field)
- Remarks: (empty text area)
- Attachments:
Choose Files | No file chosen

At the bottom right is a green 'Create Document' button.

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

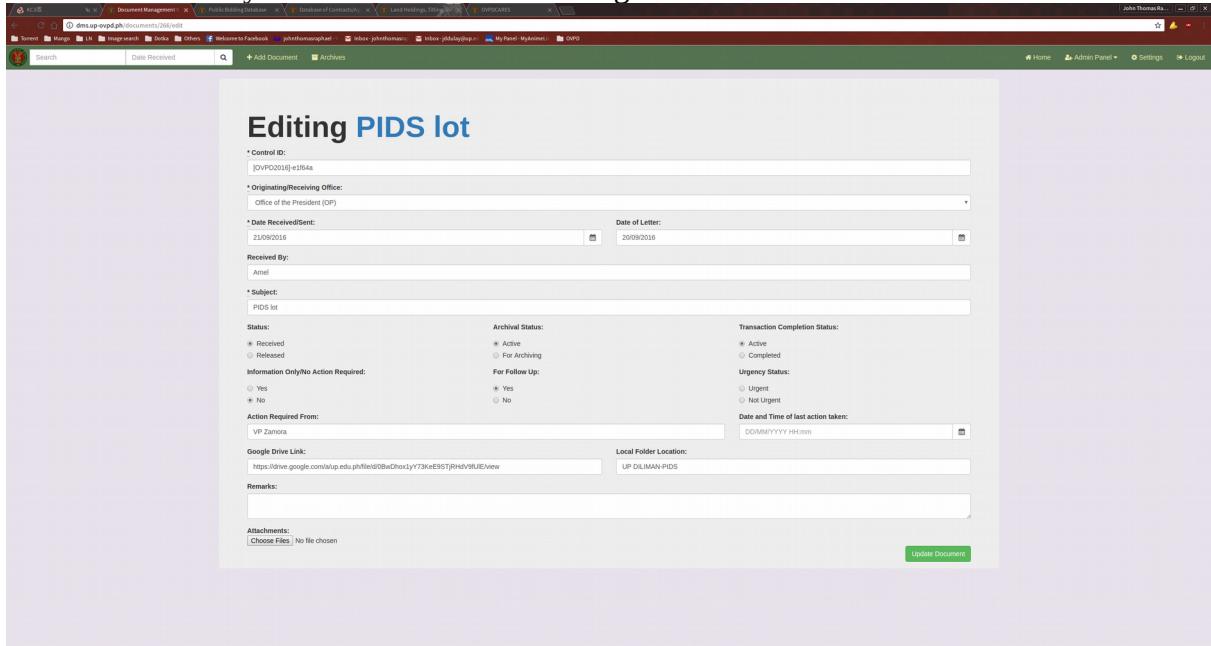
VIEW A DOCUMENT ENTRY

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 DOCUMENT ENTRY

To edit a Document entry, click the Edit button found on the bottom of the View Document modal. This will direct you to the Edit Document Page.



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

EXPORT TO EXCEL

To use the Export to Excel module, click the “Export to Excel” link located on the top left of the navigation bar. This will prompt a download of the entries in Excel format.

The screenshot shows a web-based application interface for document management. At the top, there is a navigation bar with links for Home, Admin Panel, Settings, and Logout. Below the navigation bar, there are two main sections, each titled "Documents/Communications Received".

Left Section:

- PIDS lot [OVPD2018]#1264a Transaction Active
For Follow Up Action needed from VP Zamora
- Notice of Charge on UP Diliman East Campus UP Town Center [OVPD2018]#1880c Transaction Active
For Follow Up Action needed from VP Zamora
- PNOC Renewables Corporation-EEL Project Proposal [OVPD2018]#43293 Transaction Active
For Follow Up Action needed from VP Zamora
- (unpublished) proposed Creation of the Office of the Vice President for Information Technology Follow-up on 18 Jan 2018 Referral [OVPD2018]#43295 Transaction Active

Right Section:

- Agreement on the Cooperation of UP,UPLB and YMCA [OVPD2018]#1250e Transaction Active
For Follow Up Action needed from OVPLA-Ag. Saflo
- Deed of Donation - DATEM Inc. (DONOR) and UP (DONEE) for Backfill Materials UP Diliman Football Field Project [OVPD2018]#42465 Transaction Active
For Follow Up Action needed from OVPLA-VP UP
- Request for Funding UP Mindanao CPDO Technical Staff and MOOE for 2017 PHP 3,624,000.00 [OVPD2018]#55609 Transaction Active
For Follow Up Action needed from OV999-Last Action on 11/03/2018 14:49
- MOA Between UP and ANFLOCOR for UP PSAE [OVPD2018]#116e2 Transaction Active
For Follow Up Action needed from OVPLA-VP UP
- Request Parking Space for Service Vehicles -500 sqm Area [OVPD2018]#46764 Transaction Active
For Follow Up Action needed from Chancellor Tel & Dr. Raquel Florido
- MEMORANDUM NO. HODU 2018-C-542-UP Certification in Compliance with GPR Act-Contract of Lease Between the UP and the DICT [OVPD2018]#49Dc3 Transaction Active
For Follow Up Action needed from DICT- for Signature of Mr. Villoronte and Sec. Salalima

ARCHIVES

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

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

The screenshot shows a web-based administration interface for document management. At the top, there's a navigation bar with various links like 'Document Management', 'Public Building Database', 'Database of Contracts', 'Land Holdings/Mining', and 'CPD'. Below the navigation bar is a search bar and a toolbar with options like 'Add Document', 'Export to Excel', and 'Archives'.

The main content area is divided into two sections:

- Documents/Communications Received:** This section lists several documents with their status and follow-up actions:
 - PDOA Int [OVPD2016]42156a: Transaction Active. Action needed from VP Zamora.
 - Notice of Charge on UP Diliman East Campus UP Town Center [OVPD2016]4288c: Transaction Active. Action needed from VP Zamora.
 - PNOC Renewables Corporation-EEL Project Proposal [OVPD2016]413283: Transaction Active. Action needed from VP Zamora.
 - [URGENT] Proposed Creation of the Office of the Vice President for Microtechnology Follow Up on 18 Jan 2016 Referral [OVPD2016]413283: Transaction Active.
- Documents/Communications Released:** This section lists released documents:
 - Agreement on the Cooperation of UP,UPLB and YMCA [OVPD2016]42156a: Transaction Active. Action needed from OVPD,Atty. Safo.
 - Deed of Donation - DATEM Inc. (DONOR) and UP (DONEE) for Backfill Materials UP Diliman Football Field Project [OVPD2016]424605: Transaction Active. Action needed from OVPD,UP Uy.
 - Request for Funding UP Mindanao CPDO Technical Staff and MOOE for 2017 PHP 3,624,000.00 [OVPD2016]426608: Transaction Active. Action needed from OVPFPP, Latest Action on 11/09/2016 14:49.
 - MOA Between UP and ANFLOCOR for UP PSAE [OVPD2016]411642: Transaction Active. Action needed from OVPD,UP Uy.
 - Request Parking Space for Service Vehicles -500 sqm Area [OVPD2016]426944: Transaction Active. Action needed from Chancellor Tac & Dr. Raquel Florendo.
 - MEMORANDUM ND. IDDU 2016-C-542-UP Certification in Compliance with GPR Adt Contract of Lease Between the UP and the DCT [OVPD2016]426943: Transaction Active. Action needed from DICT- for Signature of Mr. Villarete and Sec. Salama.

In the top right corner of the main content area, there are two buttons: 'User Management' and 'List of Offices'. The 'User Management' button has a small icon of a person, and the 'List of Offices' button has a small icon of a building.

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

USER MANAGEMENT

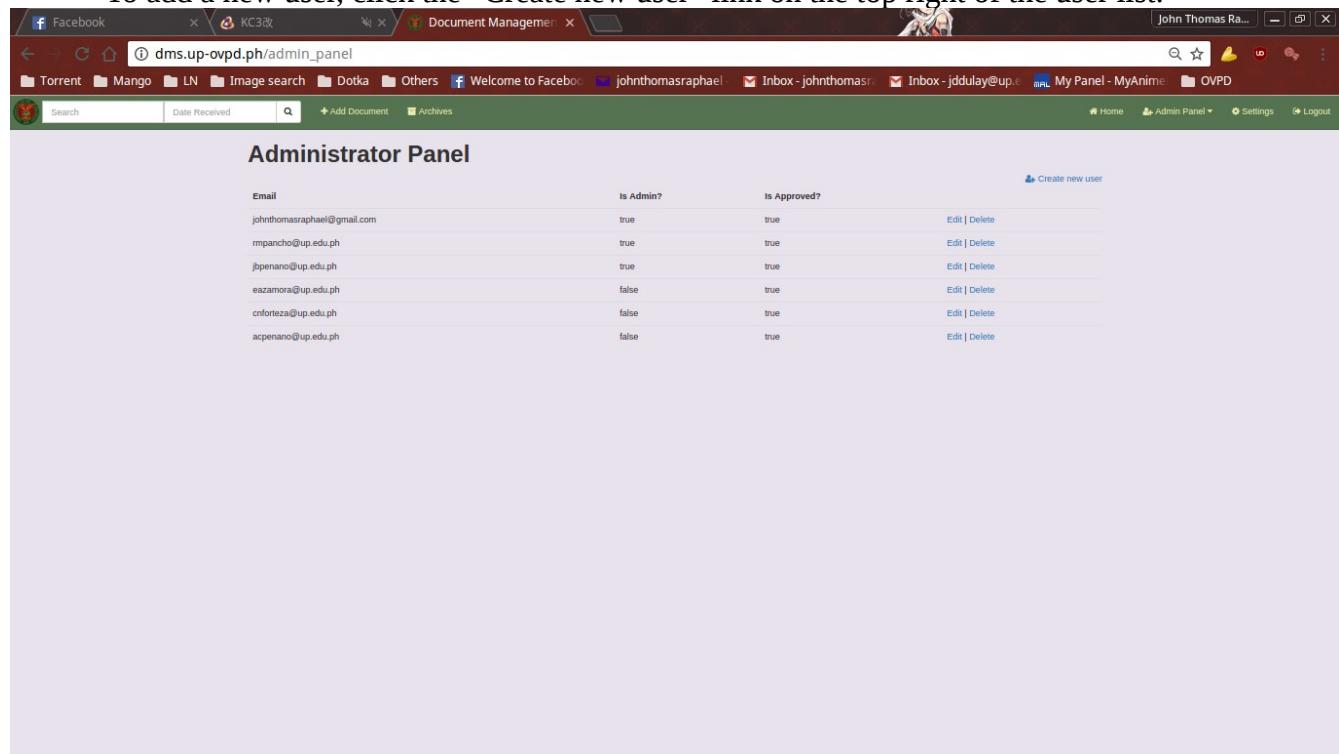
Using the User Management page, the admin user can view, create, edit, and delete users.

The screenshot shows a web-based administrator panel titled "Administrator Panel". The page displays a table of user information with the following columns: Email, Is Admin?, and Is Approved?. There is also a "Create new user" link at the top right of the table area. The data in the table is as follows:

Email	Is Admin?	Is Approved?	Action
johnthomasraphael@gmail.com	true	true	Edit Delete
rmpancho@up.edu.ph	true	true	Edit Delete
jbpenano@up.edu.ph	true	true	Edit Delete
eazamora@up.edu.ph	false	true	Edit Delete
cncfortezza@up.edu.ph	false	true	Edit Delete
acpenano@up.edu.ph	false	true	Edit Delete

ADDING A NEW USER

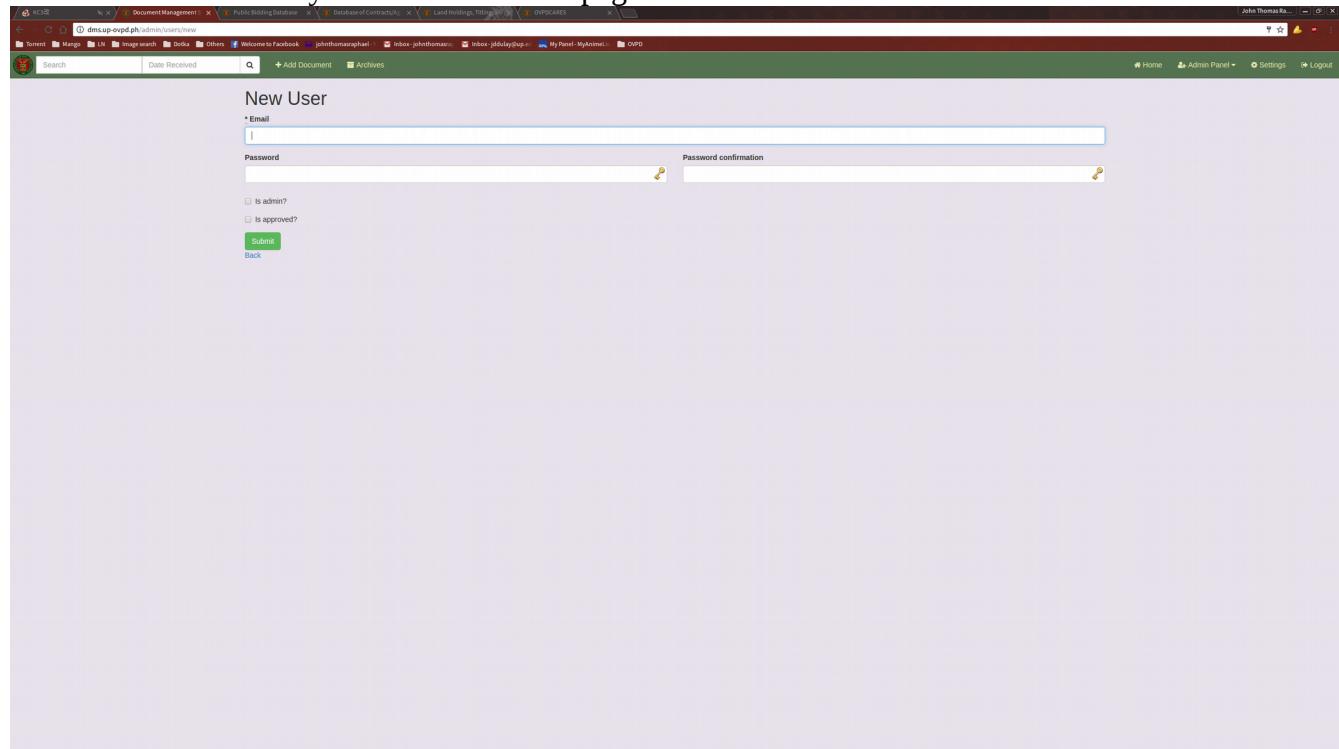
To add a new user, click the “Create new user” link on the top right of the user list.



The screenshot shows a web-based administrator panel titled "Administrator Panel". At the top, there is a navigation bar with links for "Home", "Admin Panel", "Settings", and "Logout". Below the navigation bar is a search bar and a "Date Received" filter. The main content area displays a table of users with columns: "Email", "Is Admin?", and "Is Approved?". Each user row includes "Edit" and "Delete" links. The users listed are:

Email	Is Admin?	Is Approved?	Action
johnthomasraphael@gmail.com	true	true	Edit Delete
rmpancho@up.edu.ph	true	true	Edit Delete
jpenano@up.edu.ph	true	true	Edit Delete
eazamora@up.edu.ph	false	true	Edit Delete
cncortez@up.edu.ph	false	true	Edit Delete
acpenano@up.edu.ph	false	true	Edit Delete

This will direct you to the New User page.

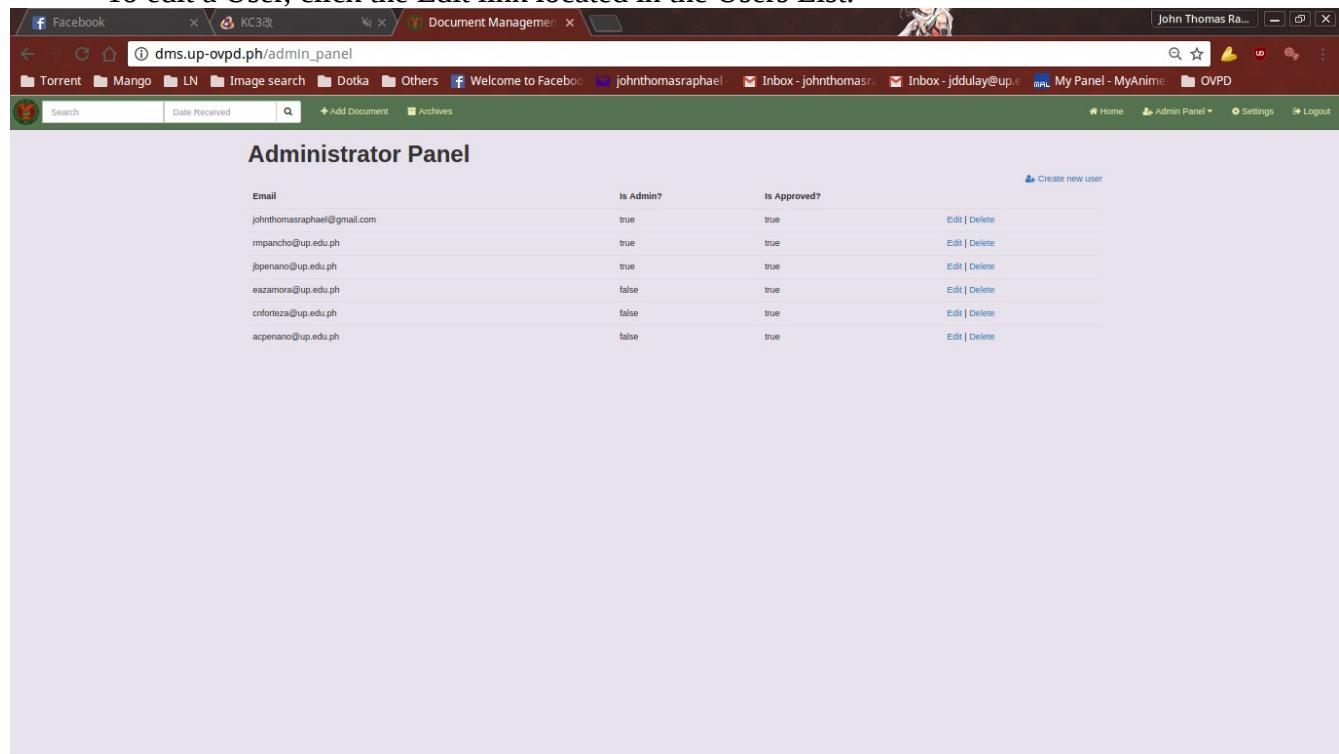


The screenshot shows a "New User" creation form. It has fields for "Email" (with placeholder "johnthomasraphael@gmail.com"), "Password" (with placeholder "password123"), and "Password confirmation" (with placeholder "password123"). There are two checkboxes: "Is admin?" and "Is approved?", both of which are unchecked. At the bottom are "Submit" and "Back" buttons.

Fill it up with the necessary information and submit.

EDITING A USER

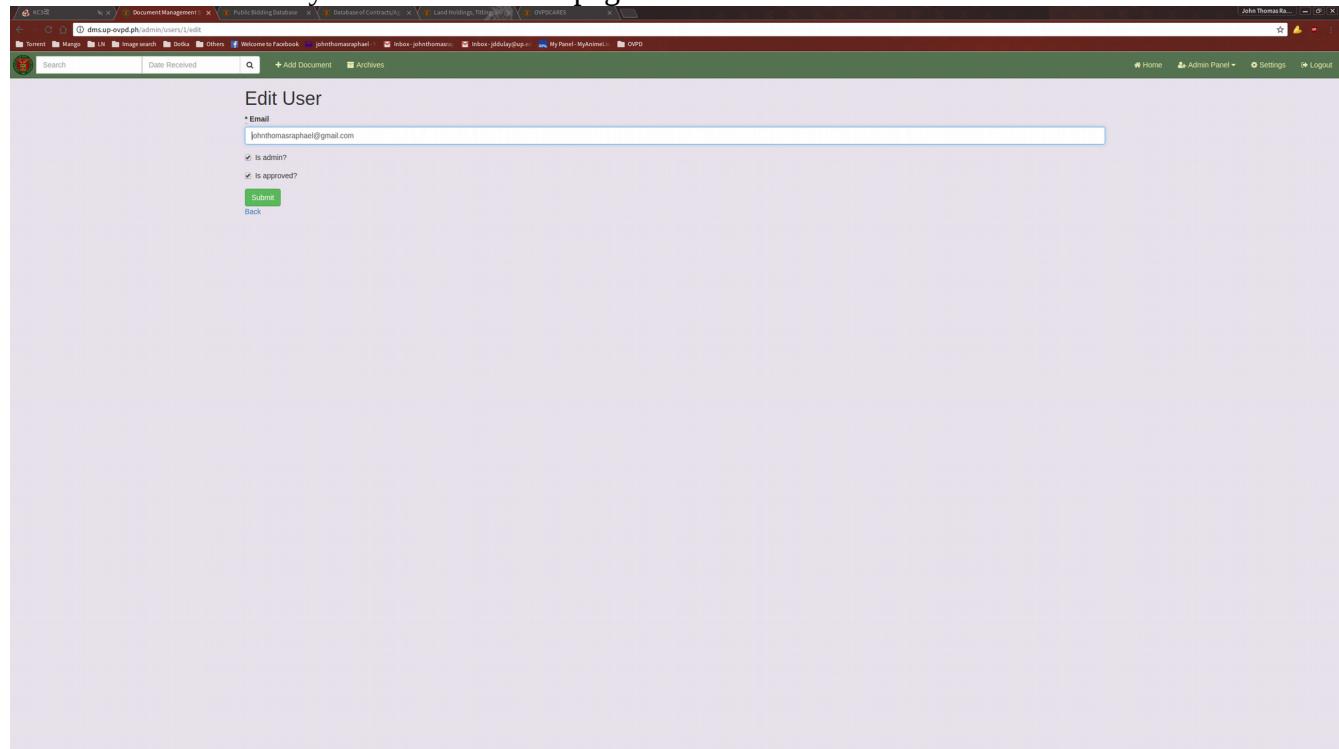
To edit a User, click the Edit link located in the Users List.



The screenshot shows the 'Administrator Panel' interface. At the top, there's a navigation bar with links like 'Home', 'Admin Panel', 'Settings', and 'Logout'. Below the navigation is a search bar and a button for 'Add Document' and 'Archives'. The main area is titled 'Administrator Panel' and contains a table of user data:

Email	Is Admin?	Is Approved?	Action
johnthomasraphael@gmail.com	true	true	Edit Delete
rmpanco@up.edu.ph	true	true	Edit Delete
jpenano@up.edu.ph	true	true	Edit Delete
eazamora@up.edu.ph	false	true	Edit Delete
cncortez@up.edu.ph	false	true	Edit Delete
acpenano@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 fields for 'Email' (johnthomasraphael@gmail.com), 'Is admin?' (checked), and 'Is approved?' (checked). There are 'Submit' and 'Back' buttons at the bottom.

Fill it up with the necessary information and submit.

LIST OF OFFICES

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

The screenshot shows a web-based application interface for managing a list of offices. At the top, there is a navigation bar with various links such as 'Document Management', 'Public Building Database', 'Database of Contracts', 'Land Holdings/Tenures', and 'Archives'. Below the navigation bar, there is a toolbar with icons for 'Search', 'Date Received', 'Add Document', and 'Archives'. On the right side of the header, there are links for 'Home', 'Admin Panel', 'Settings', and 'Logout'. The main content area is titled 'List of Offices' and contains a table with two columns: 'Name' and actions ('Edit | Destroy'). The 'Name' column lists numerous office names, and the actions column provides links to edit or delete each entry. A 'New Office' button is located at the top right of the table area.

Name	Action
UP Office of the Vice President for Planning and Finance	Edit Destroy
UP Office of the Vice President for Administration	Edit Destroy
UP Office of the Vice President for Academic Affairs	Edit Destroy
UP Office of the Vice President for Legal Affairs	Edit Destroy
UP Office of the Vice President for Public Affairs	Edit Destroy
UP Office of the President	Edit Destroy
UP System Accounting Office	Edit Destroy
UP System Budget Office	Edit Destroy
UP System Cash Office	Edit Destroy
UP System Supply and Property Management Office	Edit Destroy
Office of the Vice President for Development	Edit Destroy
Office of Design and Planning Initiatives	Edit Destroy
Campus Maintenance Office (CMO)	Edit Destroy
UP Mindanao	Edit Destroy
Office of the Secretary University	Edit Destroy
Mr. Vicente Quimbo-Makati City	Edit Destroy
Mr. Roberto P. Alingog-Pasig City	Edit Destroy
UP Technology Transfer and Business Development Office	Edit Destroy
Office of the President (OP)	Edit Destroy
OVCCA-Office of the Chief Security Officer	Edit Destroy
Ayala Land Metro North	Edit Destroy
Fine Properties Inc	Edit Destroy
Human Resource and Development Office (HRDO)	Edit Destroy
UP Manila	Edit Destroy
Diliman Legal Office	Edit Destroy
Department of Environment and Natural Resources (DENR)	Edit Destroy
Commission on Higher Education (CHED)	Edit Destroy
Department of Science and Technology (DOST)	Edit Destroy
Business Concessions Office (BCO)	Edit Destroy
Technology Transfer and Business Development Office	Edit Destroy
UP Los Baños	Edit Destroy

ADDING A NEW OFFICE

To add a new Office, click the “New Office” link on the top right of the Offices list.

The screenshot shows a web-based application interface for managing offices. At the top, there's a navigation bar with various links like 'Home', 'Admin Panel', 'Settings', and 'Logout'. Below the navigation is a search bar and a button labeled '+ Add Document'. The main content area is titled 'List of Offices'. It contains a table with two columns: 'Name' and actions. The 'Name' column lists numerous office names, such as 'UP Office of the Vice President for Planning and Finance', 'UP Office of the Vice President for Administration', and 'UP System Accounting Office'. To the right of each name are two links: 'Edit | Destroy'. The entire table has a light gray background, and the text is in a standard black font.

Name	Action
UP Office of the Vice President for Planning and Finance	Edit Destroy
UP Office of the Vice President for Administration	Edit Destroy
UP Office of the Vice President for Academic Affairs	Edit Destroy
UP Office of the Vice President for Legal Affairs	Edit Destroy
UP Office of the Vice President for Public Affairs	Edit Destroy
UP Office of the President	Edit Destroy
UP System Accounting Office	Edit Destroy
UP System Budget Office	Edit Destroy
UP System Cash Office	Edit Destroy
UP System Supply and Property Management Office	Edit Destroy
Office of the Vice President for Development	Edit Destroy
Office of Design and Planning Initiatives	Edit Destroy
Campus Maintenance Office (CMO)	Edit Destroy
UP Mindanao	Edit Destroy
Office of the Secretary University	Edit Destroy
Mr. Vicente Quimbo-Makati City	Edit Destroy
Mr. Roberto P. Alingog-Pasig City	Edit Destroy
UP Technology Transfer and Business Development Office	Edit Destroy
Office of the President (OP)	Edit Destroy
OVCCA-Office of the Chief Security Officer	Edit Destroy
Ayala Land Metro North	Edit Destroy
Fine Properties Inc	Edit Destroy
Human Resource and Development Office (HRDO)	Edit Destroy
UP Manila	Edit Destroy
Diliman Legal Office	Edit Destroy
Department of Environment and Natural Resources (DENR)	Edit Destroy
Commission on Higher Education (CHED)	Edit Destroy
Department of Science and Technology (DOST)	Edit Destroy
Business Concessions Office (BCO)	Edit Destroy
Technology Transfer and Business Development Office	Edit Destroy
UP Los Baños	Edit Destroy

This will direct you to the New Office page.

The screenshot shows a 'Create New Office' form. The title 'Add a new Office' is at the top. Below it is a single input field labeled '* Office Name:' with a placeholder 'Enter office name...'. At the bottom right of the form is a green 'Create Office' button. The background of the page is white, and the overall layout is clean and minimalist.

Fill it up the necessary information and submit.

EDITING AN OFFICE

To edit an Office entry, click the Edit link located in the Offices list.

Name		+ New Office
UP Office of the Vice President for Planning and Finance		Edit Destroy
UP Office of the Vice President for Administration		Edit Destroy
UP Office of the Vice President for Academic Affairs		Edit Destroy
UP Office of the Vice President for Legal Affairs		Edit Destroy
UP Office of the Vice President for Public Affairs		Edit Destroy
UP Office of the President		Edit Destroy
UP System Accounting Office		Edit Destroy
UP System Budget Office		Edit Destroy
UP System Cash Office		Edit Destroy
UP System Supply and Property Management Office		Edit Destroy
Office of the Vice President for Development		Edit Destroy
Office of Design and Planning Initiatives		Edit Destroy
Campus Maintenance Office (CMO)		Edit Destroy
UP Mindanao		Edit Destroy
Office of the Secretary University		Edit Destroy
Mr. Vicente Quimbo-Makati City		Edit Destroy
Mr. Roberto P. Alingog-Pasig City		Edit Destroy
UP Technology Transfer and Business Development Office		Edit Destroy
Office of the President (OP)		Edit Destroy
OVCCA-Office of the Chief Security Officer		Edit Destroy
Ayala Land Metro North		Edit Destroy
Fine Properties Inc		Edit Destroy
Human Resource and Development Office (HRDO)		Edit Destroy
UP Manila		Edit Destroy
Diliman Legal Office		Edit Destroy
Department of Environment and Natural Resources (DENR)		Edit Destroy
Commission on Higher Education (CHED)		Edit Destroy
Department of Science and Technology (DOST)		Edit Destroy
Business Concessions Office (BCO)		Edit Destroy
Technology Transfer and Business Development Office		Edit Destroy
UP Los Baños		Edit Destroy

This will direct you to the Edit Office page.

Editing UP Office of the Vice President for Planning and Finance

* Office Name:

Up Office of the Vice President for Planning and Finance

Update Office

Fill it up with the necessary information and submit.