

## **BH Tracking User Manual**

### **Registration and Login:**

Users must sign in using their first name, last name, email, and password. After successful registration, they will be directed to the login page, where they must input their registered email and password to access the dashboard.

### **Dashboard Overview:**

Within the dashboard, users will find all the data saved in the database. They can filter data using the search function and input their target data. Actions such as viewing, which allows users to see the complete data of a specific record with the option to convert data to a PDF file, are included. Users can also edit a record by clicking the edit button or delete it by clicking the delete button.

### **Adding data to the system:**

Users have three options for adding data to the system:

1. Add New Record: By clicking this button, users can access a form ready for completion. Upon submission, the data is automatically added to the table.
2. Importing CSV file: By clicking the "choose file" button, users can select a CSV file on their computer and import it into the system by clicking the import button. This method allows for multiple data insertions into the system.
3. Image import: By selecting image files, users can import multiple images. When the import button is clicked, the images are directly saved in the resources/gallery folder. If the saved data from the CSV has a similar name, the image will be automatically associated with it.

### **Generate Report:**

This button directs users to a page that filters data based on date, visualizes the data in a pie chart, and displays data in a table based on the filtered date. The search function is also available, allowing users to type the desired data they want to filter in the table.

### **Mapping:**

By clicking the mapping button, users will be directed to a page where a map is present with red markers visible on it. When clicked, the data of that boarding house location is displayed.

### **Filter Map:**

Users also have the option to filter map data by inputting the establishment name, selecting district and barangay, checking the kind of construction, class of boarding house, rates being charged, sources of water supply, lightning, and ventilation, and filtering if the boarding house has a permit or not.

Users can return to the dashboard by clicking the home link or logo icon in the header and log out of the system by clicking the logout link.