1.0 GENERAL INFORMATION

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1.1 System Overview

Microbial Culture Collection is a web-based application, which allows its users to manage data, profile microbe, monitor microbe expiration, transact microbe orders and deposits, process internal admin requests, generate sorting queries, and automatically create a report based from the database records.

1.2 Organization of the Manual

The user’s manual consists of eleven sections for admin side: Dashboard, Information Management, Microbe Collection, Minor Admin Requests, Microbe Re-Culture, Microbe Requests, Appointments, Users, Queries, Microbe Printouts Reporting.

Login – created to provide security, in able to avoid external user database access.

Dashboard – created to have an easy view of common query results used for monitoring the general information of the whole database hold.

Information Management – intended to provide and hold maintained data in able to produce easy to click static information.

Microbe Collection – intended to show the list of microbe records and their profile in full access.

Minor Admin Request – intended to receive add microbe request from the Minor Admin when adding a microbe record.

Microbe Re-Culture – intended to show the microbe information regarding its expiration, preservation method, preservation duration, color status, and microbe sub-culturing function module with all of the microbe records.

Microbe Requests – intended tab for processing the assessment of microbe orders and deposit requests.

Users – purposely created to show and manipulate the lists of Administrators and Clients accounts.

Queries – developed to generate advanced microbe searching, sorting and grouping of records.

Reporting - this section describes in what way information collected by the application are presented and how to access the information.

The minor admin side contains eight sections: Dashboard, Microbe Collection, Microbe Re-culture, Input Logs, Edit Logs, and History Logs.

Dashboard – created to have an easy view of common query results used for monitoring the general information of the partial database hold.

Microbe Collection – intended to show the list of microbe records and their profile in limited access.

Input Logs – shows the log records of the microbe inputs of minor admin.

Edit Logs – purposely created to log the edits made by the minor admin.

History Logs – intended to log all of the processes and transacting act made by the minor admin.

The user side consist of five sections: Homepage, Order Microbe, and Deposit Microbe.

Homepage – this part shows the website’s homepage that contains the institution information including photos and threads.

Order Microbe – intended to provide the function for ordering microbe/s.

Deposit Microbe - purposely created to let the users make microbe deposit requests.

2.0 SYSTEM SUMMARY

Web-based Data management and Microbe expiration monitoring with requests assessment system is a proposed to help the users attain and keep the variety of records about the microorganism. The system will also have a color coding based monitoring alert system to track the remaining days of microbe before the expiration using alert level color warnings. The proposed request assessment system holds all of the request and transactions of microbes’ requester and deposit requester. Putting all of the process of the microbial culture collection in one automated system, this feature is a huge help so that data retrievals, microbe managing, microbe distribution, updating the cultures data, preservation records, and for efficient way of microbe document recording. The system is supported at Intel Core i3 or later Processors, 3.70 GHz Dual-Core, 4.00GB RAM at least to sustain the proper speed of the system, System type of 64-bit Operating System, x64 based processor or later versions to maximize the potential performance of the system. There are three user access levels, which are the two different administrators. The first two are the Major administrator and the minor administrator, and the last one is the Requestors, which are subdivided into two: the microbe order requestor and the microbe deposit requestor.

2.1 System Configuration

Web-Based Microbial Culture Collection operates on computer device suited to Windows 7 or later versions. The application requires connection to Internet in order to operate the website and save data to database. The Microbial Culture Collection must connect to a server and cloud to be able to keep the application running in the internet.

2.2 User Access Levels

Registered users especially administrators and the requestors can use application. The minor admin can only have a limited access to administrator functions and the database.

2.3 Contingencies

In case of unexpected human fault deletion or wrong input, past data are not going to be retrievable. In case unexpected power shortage, the unsaved inputs will reset to blank inputs due to the dependency of save function to the button. The application saves data collected to database. Its operational status is under development. Microbial Culture Collection operates on Computer with Windows or Apple operating system.

Login

Step 1: Fill up the Username and Password field with an existing account.

Step2: Press the Login button.

\*When you do not have an existing account click the Register as per shown, repeat the Step 1 and Step 2 process of Logging in.\*

Admin Side

1. Menu Bar

There are six major tabs in the menu bar and these are Dashboard, Information Management, Transaction, Users, Query, and Reports.

Under the Information Management, there are eleven minor tabs, and these are the Taxonomic Classification (Phylum, Class, Order, Family, Genus, and Species), Culture Media, preservation, Storage, Characteristics, and Forms.

Under the Transaction tab, there are five minor tabs, and these are Microbe Collection, Minor Admin Requests, Microbe Re-Culture, Microbe Requests, and Appointments.

Under the Users Tab, there are three minor tabs, and these are Admins, Lab Personnel, and Users.

Under the Query tab, there are four minor tabs, and these are Accounts, Microbe, Monitoring, and Transaction.

Lastly, the Reports tab contains six minor tabs, and these are History Logs, Microbe Edit Logs, Microbe Order History, Microbe Order Report, Microbe Deposit History, and Microbe Deposit Report.

1. Dashboard

* Annual Site Visit Status – chart presentation of monthly users.
* Order Request – counts the number of pending Order Requests from the client.
* Deposit Request – counts the number of pending Deposit Requests from the client.
* Appointments – counts the number of active pending Appointments based from the processed request by the administrator.
* Microbe Status – an interactive bar graph presentation of Microbe Status that is based from the Microbe Monitoring Tab.
* Domain – A pie chart representation of the microbe domain total data ratio.

1. Information Management.
   1. Taxonomic Classification

Step 1: Click the Information management then click any of the Taxonomic Classification you would like to put a maintained data.

Step 2: Click the Add Data Button on the upper right corner of the panel.

Step 3: Fill up the designated field for the data you desire to input.

\*Take note that you need to provide the higher Taxonomic Classification of the taxonomic rank you like to input. If the taxonomic classification does not exist, you need to prioritize and provide the higher rank taxonomic data.

Example: Filling up Phylum and Class.

* 1. Culture Media

Step 1: Click the Culture Media under the Information Management tab.

Step 2: Find the “Add Data” button on the upper right corner of the page.

Step 3: Fill up the Culture Media Name and Culture Media Description

Step 4: Proceed by clicking the confirm button. \*Click the cancel button if you wish to cancel.

* 1. Preservation Method

Step 1: Click the Preservation under the Information Management tab.

Step 2: Find the “Add Data” button on the upper right corner of the page.

Step 3: Fill up the Preservation Method Name and Number of Preservation Days.

Step 4: Proceed by clicking the confirm button. \*Click the cancel button if you wish to cancel.

* 1. Storage

Step 1: Click the Storage under the Information Management tab.

Step 2: Find the “Add Data” button on the upper right corner of the page.

Step 3: Fill up the Storage Name.

Step 4: Proceed by clicking the confirm button. \*Click the cancel button if you wish to cancel.

* 1. Characteristics

Step 1: Click the Culture Media under the Information Management tab.

Step 2: Find the “Add Characteristic” card on the right beside the characteristic list.

Step 3: Fill up the Characteristic Name, Select the Choices option you desire.

Step 4: Proceed by clicking the “Add Data” button. \*Click the clear button if you wish to clear the textbox field.

* 1. Forms

Step 1: Click the Storage under the Information Management tab.

Step 2: Find the “Upload Form” button on the upper right corner of the page.

Step 3: Fill up the Form Name, Form Type, Form Description, and Status.

Step 4: To upload a form file click the “Choose Files button” and click the file you would like to upload and click Open.

Step 4: Proceed by clicking the “Send Form” button. \*Click the close button if you wish to cancel the input.

1. Transaction
   1. Microbe Collection
      1. Navigating the Microbe Collection Tab
         1. Profile Tab

To see the microbe profile:

Step 1: Click the Microbe Collection under the Transaction tab.

Step 2: Click the button with an eye icon (Color Gray).

* + - 1. Preservation Tab

To navigate the Preservation tab:

Step 1: Click the Microbe Collection under the Transaction tab.

Step 2: Click the Preservation tab beside the Profile tab

To Change the storage of the Microbe:

Step 1: Follow the navigating of Preservation tab to locate the tab.

Step 2: Click the “Change Storage Button

Step 3: Do the Storage changes you desire and state the reason of changing the storage in the given space provided.

Step 4: Click the Confirm Button to proceed. \*Click the Cancel button if you wish to cancel the input.

* + - 1. Gallery Tab

How to navigate the Microbe Gallery:

Step 1: Click the Microbe Collection under the Transaction tab.

Step 2: Click the Gallery tab beside the Preservation tab

* + 1. How to add Microbe profile

To add a microbe profile:

Step 1: Follow the navigating of Gallery tab to locate the tab.

Step 2: Click the Upload Images button, and then click the “Choose Files” button.

Step 3: Select the desired number of Images to upload (Maximum of 5 images.)

Step 4: Click the Confirm Button to proceed. \*Click the Cancel button if you wish to cancel the input.

* 1. Minor Admin Requests
     1. Navigating the Microbe Collection Tab

How to view and Accept/Reject the Minor Admin Requests:

Step 1: Click the Minor Admin under the Transaction tab.

Step 2: Click the button with an eye icon (Color Gray).

Step 3: Check the information provided given by the Minor Admin.

Step 4: Scroll down to the bottom of the page and you’ll see, then click the “Accept Button”. \*Click the Decline button if you wish to Decline the input.

How to edit the Minor Admin Requests:

Step 1: Click the Minor Admin under the Transaction tab.

Step 2: Click the button with green Icon in Action column.

Step 3: Change the desired field you wish to change.

Step 4: To proceed saving, scroll down to the bottom of the page, then click the “Save Changes” button.

* 1. Microbe Re-culture

How to Re-culture Microbe:

Step 1: Click the Microbe Re-Culture under the Transaction tab.

Step 2: Click the yellow icon of the microbe you wish to re-culture aligned in the action column.

Step 3: Fill up the designated fields you wish to put.

Step 4: Click the Confirm Button to proceed. \*Click the Cancel button if you wish to cancel the input.

Declaring an expired microbe as a deceased:

\*Take note that you can only mark a microbe as deceased when the microbe expires\*

Step 1: Follow the navigating of Microbe Re-culture tab to locate the tab.

Step 2: Click the enabled red trash icon aligned with the action column of the designated microbe.

Step 3: Click the “Yes” button if you wish to mark the microbe as deceased and “No” button you wish to cancel the changes.

* 1. Microbe Requests
     1. Deposit Request
        1. How to download the Deposit Request Forms

Step 1: Click the Microbe Request under the Transaction tab.

Step 2: Click the Download button of the microbe deposit request you wish to see, which is aligned in the download column.

* + - 1. How to accept and decline Deposit Request

Step 1: Click the Microbe Request under the Transaction tab.

Step 2: Click the gray icon of the microbe you wish to see to view the contents of the deposit request, the button is aligned in the action column.

* + 1. Order Request
       1. How to download the Order Request Forms

Step 1: Click the Microbe Request under the Transaction tab.

Step 2: Click the Download button of the microbe order request you wish to see, which is aligned in the download column.

Step 3: Review the content of the request, and then fill up the Set Appointment Date and Message note. \*The appointment date and the message will be sent to the microbe requestor.

Step 4: Scroll down to the bottom of the page if you wish to proceed of accepting or declining the request. Click the Accept Button to proceed. \*Click the Decline button if you wish to Decline the input.

* + - 1. How to accept and decline Order Request

Step 1: Click the Microbe Request under the Transaction tab.

Step 2: Click the gray icon of the microbe you wish to see to view the contents of the order request, the button is aligned in the action column.

Step 3: Review the content of the request, and then fill up the Set Appointment Date and Message note. \*The appointment date and the message will be sent to the microbe requestor.

Step 4: Scroll down to the bottom of the page if you wish to proceed of accepting or declining the request. Click the Accept Button to proceed. \*Click the Decline button if you wish to Decline the input.

* 1. Appointments
     1. Deposit
        1. How to receive to be deposited microbe.

Step 1: Click the Appointments under the Transaction tab to locate the appointment page.

Step 2: Enter the microbe Accession code generated by the system after the approval of request.

Step 3: After the system generates the result, click the gray icon in the “Action Column”

Step 4: Review the appointed deposit information, then scroll down to the bottom of the page if you wish to proceed of accepting or declining the request. Click the Accept Button to proceed. \*Click the Decline button if you wish to Decline the microbe.

* + - 1. How to receive to be order microbe.

Step 1: Click the Appointments under the Transaction tab to locate the appointment page. Click the Order tab beside the deposit tab.

Step 2: Enter the microbe Accession code generated by the system after the approval of request.

Step 3: After the system generates the result, click the gray icon in the “Action” column

Step 4: Review the appointed deposit information, then scroll down to the bottom of the page if you wish to proceed of accepting or declining the request. Click the Accept Button to proceed. \*Click the Decline button if you wish to Decline the microbe.

1. Users
   1. Admins
      1. How to add an admin users
      2. Viewing of users profile
      3. How to Edit Users profile
   2. Lab Personnel
      1. How to Add Lab Personnel
      2. How to Edit Lab Personnel Profile
2. Query
3. Reports
   1. \*PENDING\*
4. Microbe Printouts
   1. \*PENDING\*

Minor Admin Side

1. View of Dashboard (Discuss its content)

* Number of Microbe Profiled – This is the total number of approved microbe profile input.
* Number of Pending Request – This is the total number of microbe profiling pending request.
* Last Microbe Entered – This shows the last microbe entered by the minor admin.
* Domain – A pie chart representation of the microbe domain total data ratio.
* Microbe Status – an interactive bar graph presentation of Microbe Status that is based from the Microbe Monitoring Tab. \*the data available for viewing of microbe is limited only from what the minor admin had inputted.

1. Microbe Collection
   1. Navigating the Microbe Collection Tab
      * 1. Profile Tab

To see the microbe profile:

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Step 1: Follow the navigating of Gallery tab to locate the tab.

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Step 2: Click the yellow icon of the microbe you wish to re-culture aligned in the action column.

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Step 3: Click the “Yes” button if you wish to mark the microbe as deceased and “No” button you wish to cancel the changes.

1. Microbe Inputs
   1. Navigating the Microbe Inputs Log Tab

Simply Click the Microbe Inputs tab in the minor admin menu bar.

1. Microbe Edit Logs
   1. Navigating the Microbe Edit Logs Tab

Simply Click the Microbe Edit Logs tab in the minor admin menu bar.

1. History Logs
   1. Navigating the History Logs Tab

Simply Click the History Logs tab in the minor admin menu bar.

User Side

1. Log-in
2. Navigation of Homepage (Discuss its content)
3. How to download Order Microbe Requirements
4. How to Order Microbe
5. How to Deposit Microbe
6. Navigation of users’ My Requests
   1. Viewing of Approved Requests
   2. Viewing of Declined Requests
   3. Viewing of Pending Requests
   4. Viewing of Sent Requests