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

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System Summary section provides a general overview of the system. The summary outlines the uses of

the system’s hardware and software requirements, system’s configuration, user access levels and

system’s behavior in case of any contingencies.

- 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 can be installed 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.

Admin Side

1. Log-in
2. View of Dashboard (Discuss its content)
3. Information Management.
   1. Taxonomic Classification
   2. Culture Media
   3. Preservation Method
   4. Preservation Method
   5. Storage
   6. Characteristics
   7. Forms
4. Microbe Collection
   1. Navigating the Microbe Collection Tab
      1. Profile Tab
      2. Preservation Tab
      3. Gallery Tab
   2. How to add Microbe profile
5. Minor Admin Requests
   1. Navigating the Microbe Collection Tab

\*Note some necessary information about the function of the tab

1. Microbe Re-culture
   1. Navigating the Microbe Re-culture Tab
   2. How to Re-culture Microbe
   3. Declaring an expired microbe as a deceased
2. Microbe Requests
   1. Deposit Request
      1. Navigating the Microbe Request
      2. How to download the Deposit Request Forms
      3. How to accept and decline Deposit Request
   2. Order Request
      1. Navigating the Order Request
      2. How to download the Order Request Forms
      3. How to accept and decline Order Request
3. Appointments
   1. Deposit
      1. Navigation of Deposit in Appointment tabs
      2. How to receive to be deposited microbe.
   2. Order
      1. Navigation of Order in Appointment tabs
      2. How to receive to be order microbe.
4. Users
   1. Admins
      1. Navigation of admin users
      2. How to add an admin users
      3. Viewing of users profile
      4. How to Edit Users profile
   2. Lab Personnel
      1. Navigation of Lab Personnel
      2. How to Add Lab Personnel
      3. How to Edit Lab Personnel Profile
5. Query/Reports
   1. \*PENDING\*
6. Microbe Printouts
   1. \*PENDING\*

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

Minor Admin Side

1. Log-in
2. View of Dashboard (Discuss its content)
3. Microbe Collection
   1. Navigating the Microbe Collection Tab
      1. Profile Tab
      2. Preservation Tab
      3. Gallery Tab
   2. How to add Microbe profile
4. Microbe Re-culture
   1. Navigating the Microbe Re-culture Tab
   2. How to Re-culture Microbe
   3. Declaring an expired microbe as a deceased
5. Microbe Input Logs
   1. Deposit Request
      1. Navigating the Microbe Request
      2. How to download the Deposit Request Forms
      3. How to accept and decline Deposit Request
   2. Order Request
      1. Navigating the Order Request
      2. How to download the Order Request Forms
      3. How to accept and decline Order Request
6. Microbe Inputs
   1. Navigating the Microbe Inputs Log Tab
7. Microbe Edit Logs
   1. Navigating the Microbe Edit Logs Tab
8. History Logs
   1. Navigating the History Logs Tab