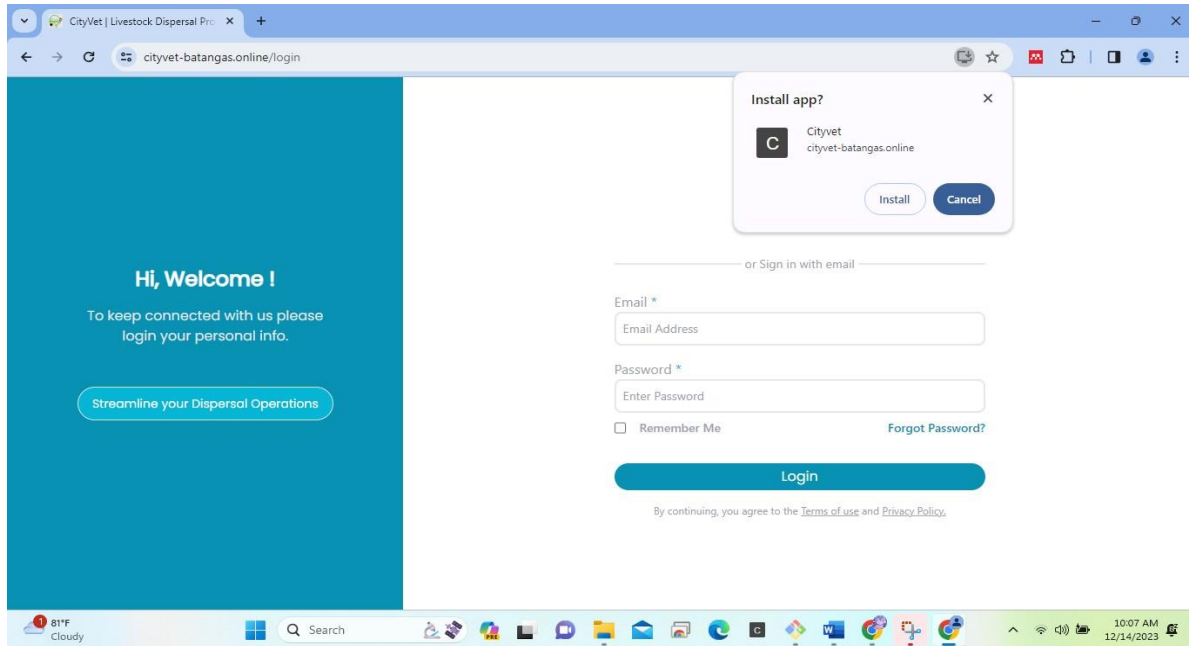


USER'S MANUAL

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Download: To download the PWA app, navigate to the website and click on the “Install app” button in the pop-up window that appears in the top right corner. Confirm the installation by clicking “Install” in the confirmation window.

User Manual

Dashboard

CITYVET

Main:
Dashboard
Dispersal

List:
Livestock
Beneficiaries

Manage Team:
Team

Analytics:
Statistics



Optimize

Your Operations

Search

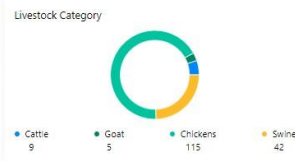
Home

Total Beneficiaries
13
View All This week

Total Livestocks
14
View All This week

Total Number of Livestock Dispersed
20
View All This week

Total Number of Livestock Redispersed
4
View All This week



Recent Activity

RECIPIENTS	LIVESTOCK RECIEVED	QUANTITY	DATE TIME	BARANGAY	STATUS
Mark Agulla	Swine	2	3 days ago	Barangay 22	Dispersed
Mario Lumanglas	Broiler Chickens	10	3 days ago	Sampaga	Dispersed
Mae Hitagi	Free Range Chickens	10	3 days ago	Wawa	Dispersed
Justine Caparas	Broiler Chickens	20	4 days ago	Liponpon Isla Verde	Dispersed
Mario Lumanglas	Broiler Chickens	20	4 days ago	Sampaga	Dispersed

New Join Beneficiaries

	Hannady Deligero Sto. Niño	View
	Rudeus Marteja Sto. Niño	View
	Eris Greyrat Dela Paz Pulot Itass	View
	Eris Megurdia Dela Paz Pulot Itass	View
	postman Viana	View

- Once logged in, you will be taken to the dashboard of the dispersal record management system. Here you can view key performance indicators for your dispersal program, beneficiaries, and redispersal activities including total numbers distributed, recipients added, and a pie chart of the most common livestock category dispersed, along with a table of recent activities, for easy monitoring of progress.

Dispersal table

CITYVET

Main

Dashboard

Dispersal

List

Livestock


Benefeciaries

Manage Team

Team

Analytics

Statistics



Optimize

Your Operations

Search

Dispersal

Single Entries

Batch Entries

Disperse

Batch Disperse

Search Name

Barangay

Status

Export

View

<input type="checkbox"/>	Barangay	Name	Eartag	Animal Recieved	Dispersal Date	Status	Actions
<input type="checkbox"/>	Tingga Labac	Jeffrey Reyes	20-01A	CPDO Cattle (1)	2023 August 17	Dispersed	...
<input type="checkbox"/>	Wawa	Mae Hitagi	20-01B	CPDO Cattle (1)	2023 September 28	Re	...
<input type="checkbox"/>	Sampaga	Mario Lumanglas	20-01D	CPDO Cattle (1)	2023 October 13	Di	...
<input type="checkbox"/>	Barangay 22	Mark Aguila	20-0A5	Goat - Doe (1)	2023 May 15	Tr	...
<input type="checkbox"/>	Liponpon Isla Verde	Justine Caparas	20-0A5	Goat - Doe (1)	2023 September 30	Dispersed	...

0 of 11 row(s) selected.

Rows per page

5

Page 1 of 3

<<

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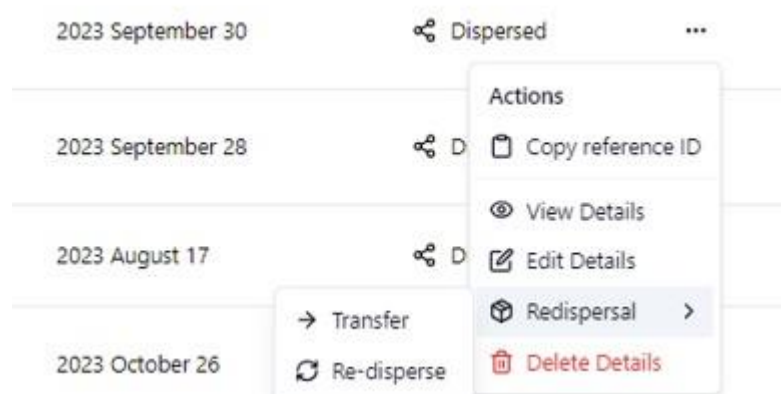
>

>>

- By clicking "Dispersal" in the sidebar menu, you will be navigated to the dispersal table. Here you can view, track, add, edit, delete and filter dispersal records in the table by barangay, status, and Search for Name. You can also export the data and quickly add either single or multiple dispersal entries using the buttons at the top of the page.

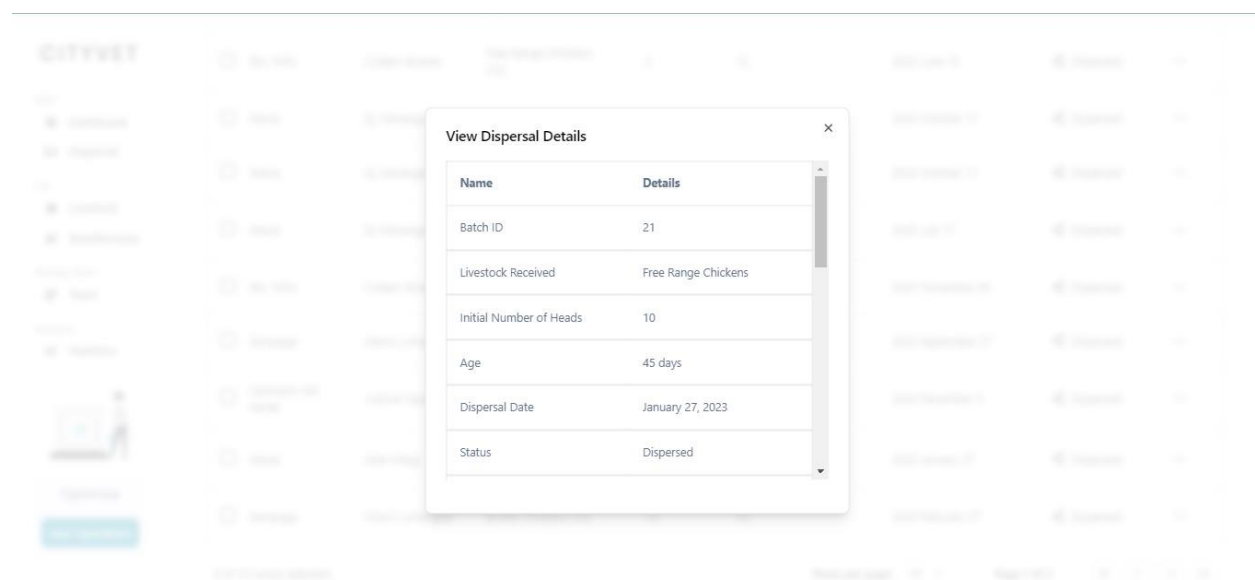
5

Dispersal Actions



- Each dispersal record has a dropdown-actions in Redispersal submenu you can toggle the "Redisperse" or "Transfer" actions to redistribute or move livestock among beneficiaries.

View Dispersal Details



- View and Dispersal Monitoring Details: To view details, find the record and select "View Details" from the action menu. This pop up a modal showing Dispersal information of certain recipients.

Edit Dispersal Record

The screenshot shows a web application interface with a sidebar on the left and a main content area. A modal window titled "Edit dispersal Details" is open in the center. The modal contains the following fields:

- Number of Heads:** A text input field containing the value "12".
- Date Visit:** A date picker showing "October 18th, 2023".
- Visit Again:** A dropdown menu currently set to "No".
- Contract details:** A text input field containing "3 Years Amortization".
- Notes:** A text input field containing "8 sisiw".
- Remarks:** A text input field containing "Investigate".

At the bottom of the modal is a blue button labeled "Update Details".

5. Edit and monitoring: To edit a dispersal record, find the desired record, click the "Edit" option in the dropdown actions menu, which opens a pop-up to update details like number of heads, date, notes and remarks, then click "Update."

Redisperse Livestock

The screenshot shows a web application interface with a sidebar on the left containing navigation links like 'Dashboard', 'Dispersal', 'New', 'Dispersal History', 'Reports', and 'Settings'. The main content area displays a table of dispersal records. A modal window titled 'Redisperse' is open, overlaying the table. The modal contains the following fields:

- Beneficiary ID:** A text input field containing the number '5'.
- Full Name:** A text input field containing 'Justine Caparas'.
- Redisperse:** A dropdown menu.
- New Recipients:** A section with a search bar labeled 'Search new recipients...' and a dropdown arrow.
- Livestock:** A section with a search bar labeled 'Search livestock...' and a dropdown arrow.
- Initial Number of Heads:** A text input field containing the number '1'.
- Dispersal Date:** A date input field with a placeholder 'mm/dd/yyyy' and a calendar icon.
- Contract Details:** A text input field.
- Notes:** A text input field.
- Submit:** A blue button at the bottom right of the modal.

Note: Bcroícc dí-íg, c-í-s"íc tkať tke -ícw íccipic-íť kas bcc-í added as a -ícw bc-ícriciaíQ.

6. To redisperse livestock, select "Redisperse" from the dropdown menu in a dispersal record, search for and select the new recipient and livestock type, specify the number of heads and dispersal date, include any contract details or notes, then click "Submit" to complete the redistribution and update recipient records. After Successful Redispersal the status will automatically updated.

Transfer Livestock

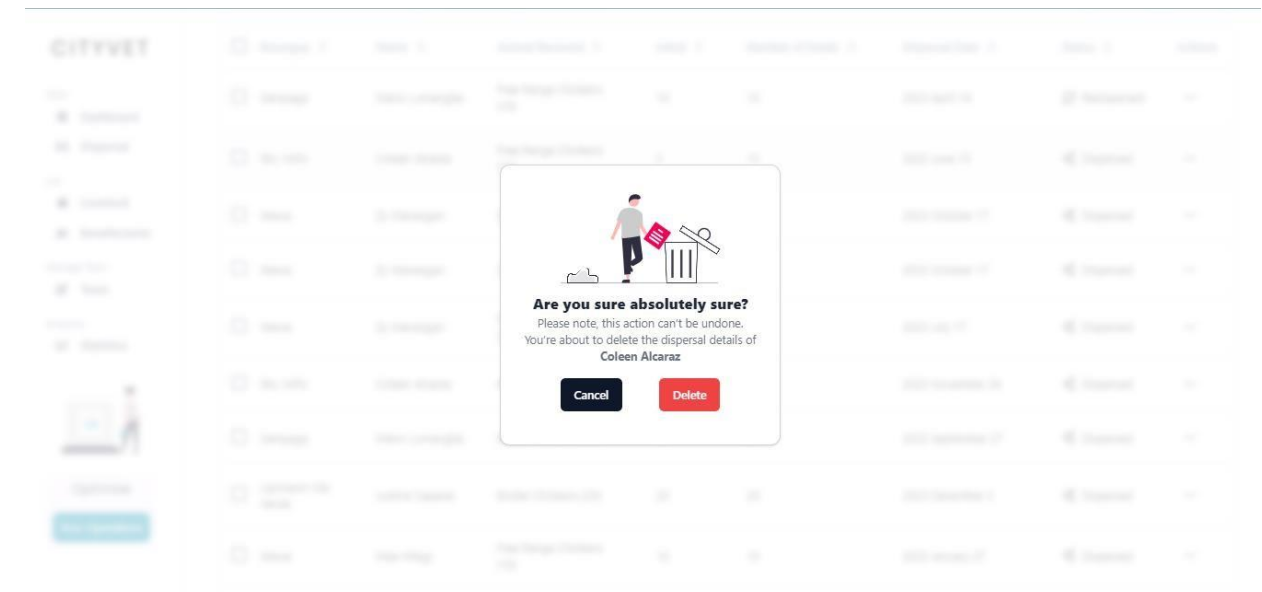
The screenshot shows a web application interface for managing livestock. A modal window titled "New Recipients" is open, overlaying a blurred background of a "Dispersal" record list. The modal contains the following fields:

- Search new recipients...**: A text input field with a dropdown arrow.
- Dispersal Date**: A date input field with a calendar icon, showing the format "mm/dd/yyyy".
- Contract Details**: A text input field.
- Notes**: A text input field.
- Initial Number Of Heads**: A text input field with the value "1".
- Submit**: A blue button at the bottom right of the modal.

Note: Broic píoccdi→ig, c→s"íc tkat tkc →cw íccipic→t, wkom Qo" wa→t to íccci:c tkc tía→sricí, kas bcc→i added as a →cw bc→icriciaíQ.

7. Transfer: To transfer a dispersal record, select "Transfer" from the dropdown, fill relevant details like new recipient, date, heads and notes in the modal, then click "Submit" to complete the transfer. After Successful Transfer the status will automatically updated.

Delete Actions



8. Delete Records: On the Dispersals page, locate the record you want to remove. In the Actions column, click the down arrow and select Delete. A confirmation popup will ask you to verify deleting the selected record. Clicking Delete permanently removes the record from the system. The deleted record is then removed from your dispersals list.

Disperse Livestock

The screenshot shows the CITYVET interface with a sidebar on the left containing navigation links: Main (Dashboard, Dispersal), List (Livestock, Beneficiaries), Manage Team (Team), and Analytics (Statistics). The main content area is titled 'Dispersal' and features a search bar and a settings icon. On the right, there are buttons for 'Disperse' and 'Batch Disperse'. The central form is titled 'Disperse' and includes a section 'Let's begin with the livestock information.' with three buttons: 'Livestock Info' (active), 'Recipient Info', and 'Dispersal Info'. Below this, there is a 'Livestock to recieved' section with a dropdown menu showing 'CPDO Cattle - 23-2N1' and a 'Next' button.

9. Clicking “Disperse” or “Batch Disperse” will direct you to a multi-step dispersal form with three sections for entering new dispersal records. First is Select Livestock Section

Select Beneficiaries

The screenshot shows the CITYVET interface with a sidebar on the left containing navigation links: Main (Dashboard, Dispersal), List (Livestock, Beneficiaries), Manage Team (Team), and Analytics (Statistics). The main content area is titled 'Dispersal' and features a search bar and a settings icon. On the right, there are buttons for 'Disperse' and 'Batch Disperse'. The central form is titled 'Disperse' and includes a section 'Provide us with the recipient's information.' with three buttons: 'Livestock Info', 'Recipient Info' (active), and 'Dispersal Info'. Below this, there is a 'Recipients Name' section with a dropdown menu showing 'Navila Diaz' and 'Back' and 'Next' buttons.

10. Select Beneficiary: Simply select newly registered beneficiaries

Dispersal Details Input

The screenshot shows the CITYVET interface for the Dispersal section. On the left is a sidebar with navigation links: Main (Dashboard, Dispersal), List (Livestock, Beneficiaries), Manage Team (Team), and Analytics (Statistics). The main content area has a search bar and a 'Dispersal' header. Below the header are three buttons: 'Livestock Info', 'Recipient Info', and 'Dispersal Info'. To the right is a 'Disperse' form with fields for 'Dispersal Date' (12/14/2023), 'Contract Details' (1 cattle amortization), and 'Initial Number of Heads' (1). At the bottom right of the form are 'Back' and 'Create' buttons.

11. Dispersal Details: Fill in all the required fields such as dispersal date and contract details

This screenshot shows the same CITYVET interface after the 'Create' button was clicked. The 'Disperse' form is now replaced by a success message: a green checkmark icon, the text 'Dispersal created successfully', and a 'Close' button. The sidebar and navigation elements remain the same.

12. Click “Create” to complete the dispersal process. A success message will then appear on the screen.

13. Clicking “Disperse” or “Batch Disperse” will direct you to a multi-step dispersal form with three sections for entering new dispersal records.

Livestock Table

CITYVET

Search

Livestock

Add new

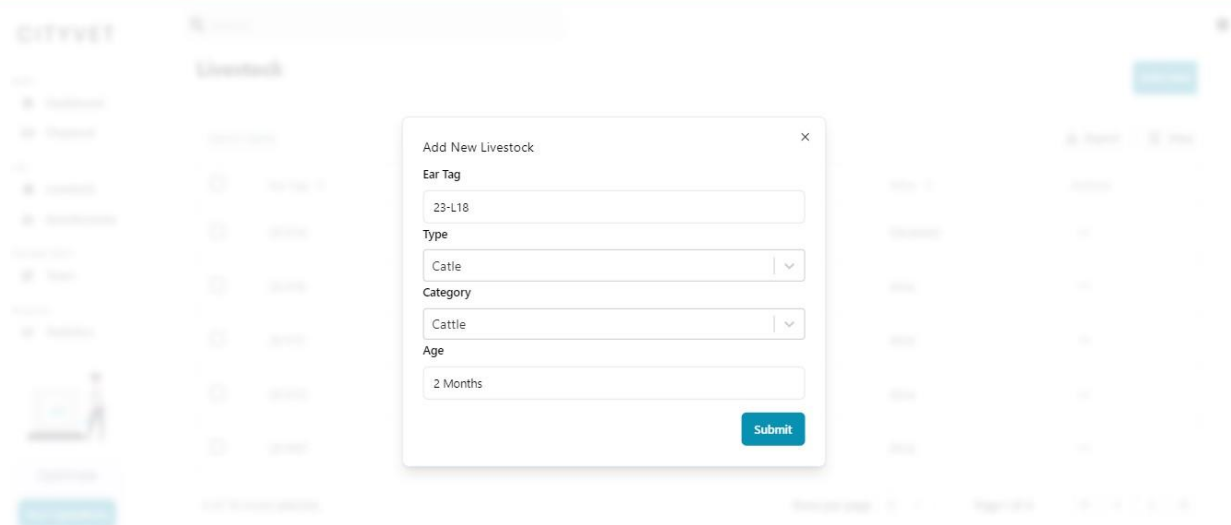
Search Name Category Export View

<input type="checkbox"/>	Ear Tag ↕	Animal ↕	Age ↕	Alive ↕	Actions
<input type="checkbox"/>	20-01A	CPDO Cattle	2 months	Deceased	...
<input type="checkbox"/>	20-01B	CPDO Cattle	2 months	Alive	Actions Copy reference ID View Details Edit Details Delete Details
<input type="checkbox"/>	20-01C	CPDO Cattle	2 months	Alive	
<input type="checkbox"/>	20-01D	CPDO Cattle	2 months	Alive	
<input type="checkbox"/>	20-0A5	Goat - Doe	2 months	Alive	...

0 of 16 row(s) selected. Rows per page 5 Page 1 of 4

14. By clicking "Livestock" in the sidebar menu, you will be navigated to the livestock record table containing information on all distributed animals. Here you can easily view, add, edit or delete records, filter by category or search by code and export the data table. New livestock can also be quickly added directly onto this page.

Add Livestock

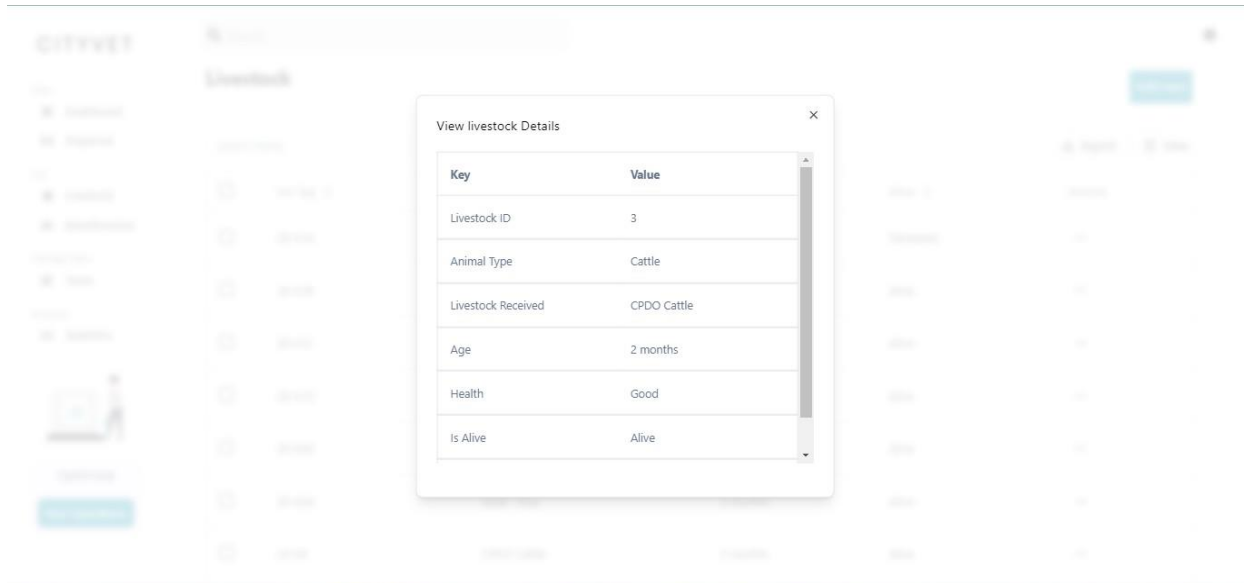


The screenshot shows a web application interface with a sidebar on the left containing navigation links like 'Dashboard', 'Livestock', 'Reports', and 'Settings'. The main content area is titled 'Livestock' and displays a table of existing records. Overlaid on this is a modal window titled 'Add New Livestock' with a close button (X) in the top right corner. The modal contains the following fields:

- Ear Tag:** A text input field containing '23-L18'.
- Type:** A dropdown menu with 'Cattle' selected.
- Category:** A dropdown menu with 'Cattle' selected.
- Age:** A text input field containing '2 Months'.
- Submit:** A blue button at the bottom right of the modal.

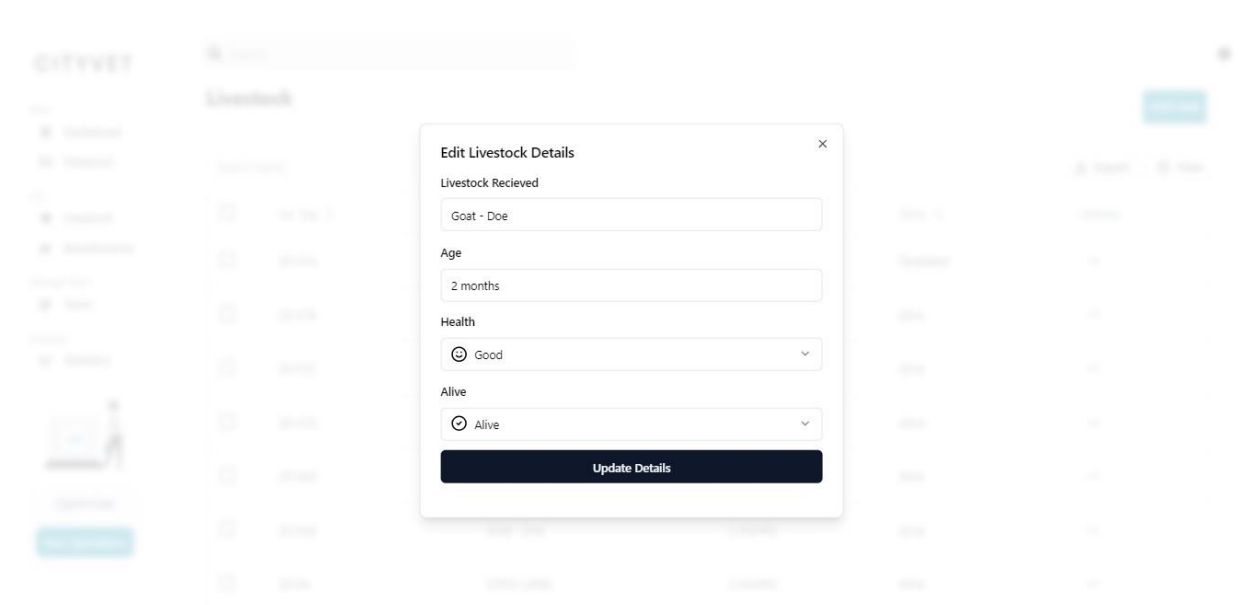
15. To add a new livestock record on the Livestock Record Table page, simply select the relevant options from the dropdown fields for Animal Type, Category, and Age. The livestock code will be auto-generated. Please ensure that all required fields are completed before saving the new record.

View Livestock Details



16. View livestock details: To view details, find the record and select "View Details" from the action menu. This pop up a modal showing Livestock information.

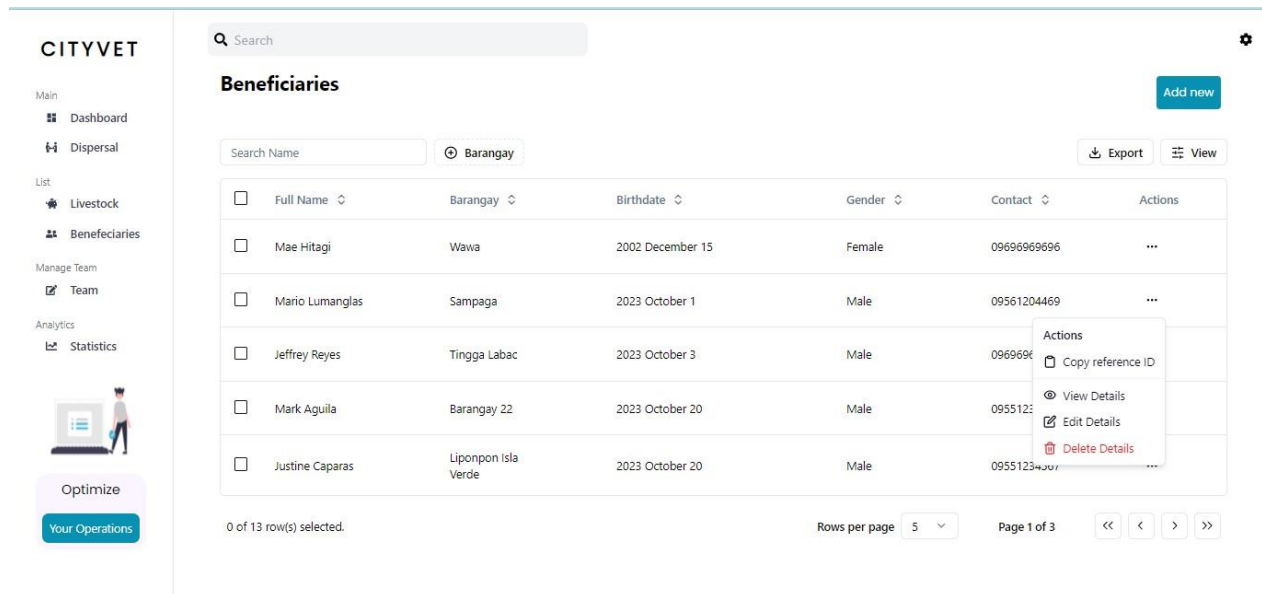
Edit Livestock



17. Edit livestock details: To edit a livestock record, find it in the records table, select "Edit" from the dropdown actions menu, which will open a popup modal allowing

partial updates to fields like animal type, age, health status etc. Save your changes by clicking "Update" without leaving the record table view.

Beneficiary Table



CITYVET

Search

Beneficiaries [Add new](#)

Search Name [Barangay](#) [Export](#) [View](#)

<input type="checkbox"/>	Full Name	Barangay	Birthdate	Gender	Contact	Actions
<input type="checkbox"/>	Mae Hitagi	Wawa	2002 December 15	Female	09696969696	...
<input type="checkbox"/>	Mario Lumanglas	Sampaga	2023 October 1	Male	09561204469	...
<input type="checkbox"/>	Jeffrey Reyes	Tingga Labac	2023 October 3	Male	09696969696	...
<input type="checkbox"/>	Mark Aguila	Barangay 22	2023 October 20	Male	09551234567	...
<input type="checkbox"/>	Justine Caparas	Liponpon Isla Verde	2023 October 20	Male	09551234567	...

0 of 13 row(s) selected. Rows per page: 5 Page 1 of 3

Actions: [Copy reference ID](#), [View Details](#), [Edit Details](#), [Delete Details](#)

18. Selecting "Beneficiary" from the sidebar menu will take you to the beneficiary records table. This page displays data on all individuals who have received livestock through the dispersal program. From here, you can effortlessly view, add, edit, or remove beneficiary details. Records can be filtered by barangay or searched by name. You can export the full data table as needed.

Add new Beneficiary

Add New Beneficiary X

Full name
Ralph Martinez

Date of Birth
02/11/1986

Mobile
09551234569

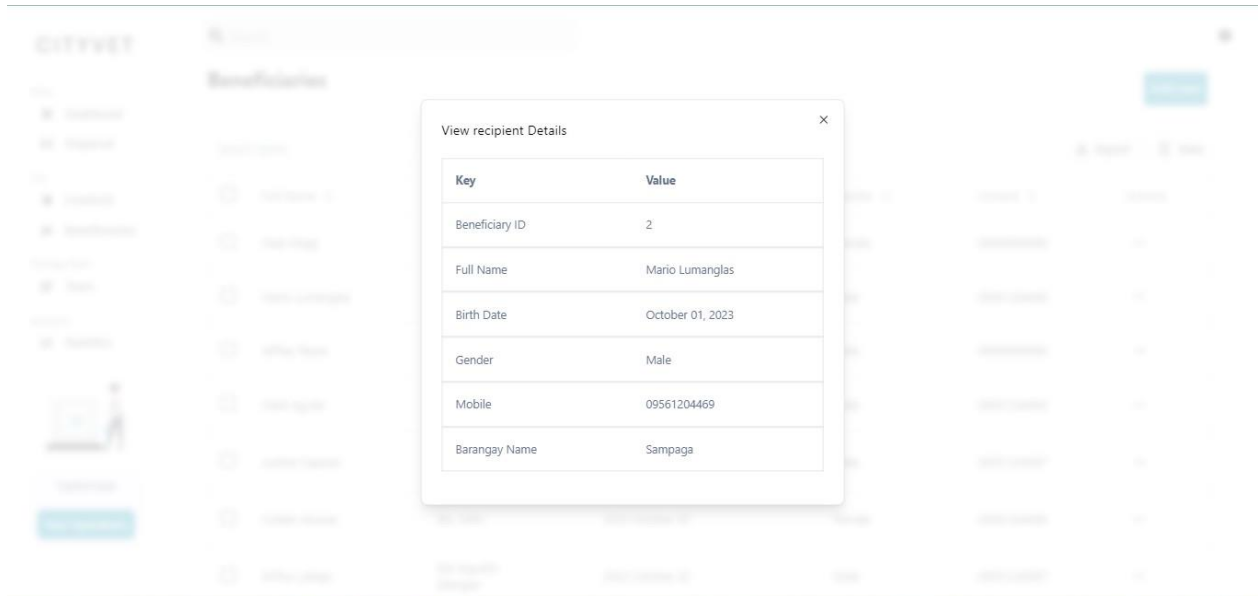
Gender
Male

Barangay ID
San Jose Sico

Submit

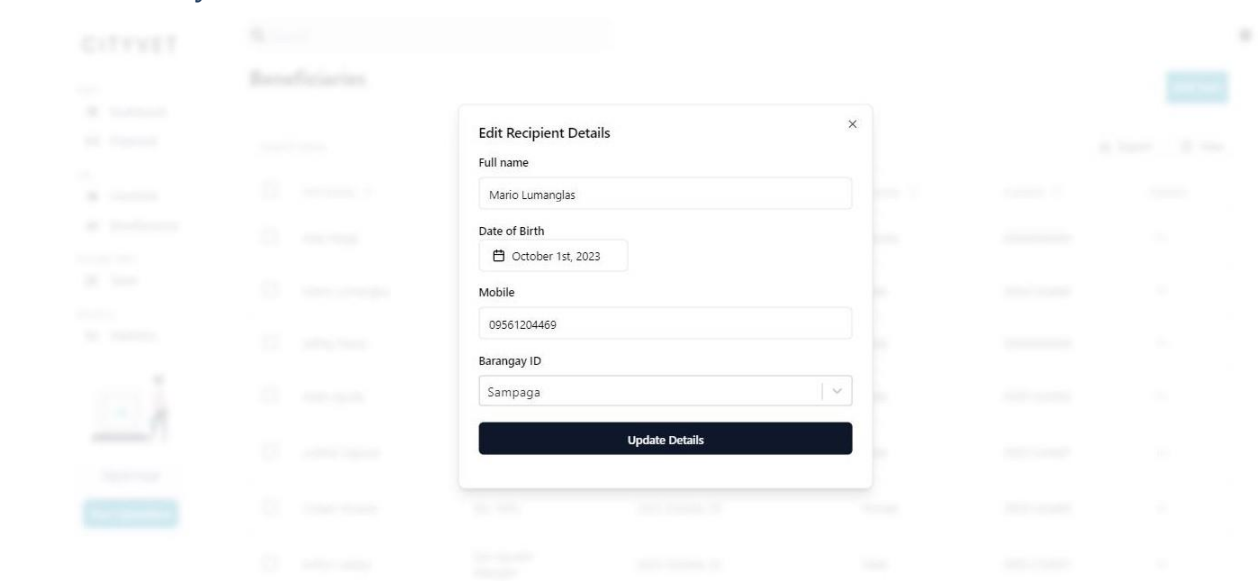
19. To add a new beneficiary, required fields that must be filled out include Full Name, Date of Birth in mm/dd/yyyy format, Mobile, Gender by selecting from a dropdown, and Barangay ID.

View Beneficiary Details



20. View Details: To view a beneficiary's details, locate their record in the table. Each record contains a dropdown actions menu. Select "View Details" from this menu to display a popup with the beneficiary's name, ID and other important information.

Edit Beneficiary Details



21. Edit Beneficiary Data: To edit a beneficiary, find their record and select "Edit" from the dropdown actions. This will open an edit pop up modal where you can partially update fields like name, contacts etc. Save changes by clicking "Update" without leaving the record table.

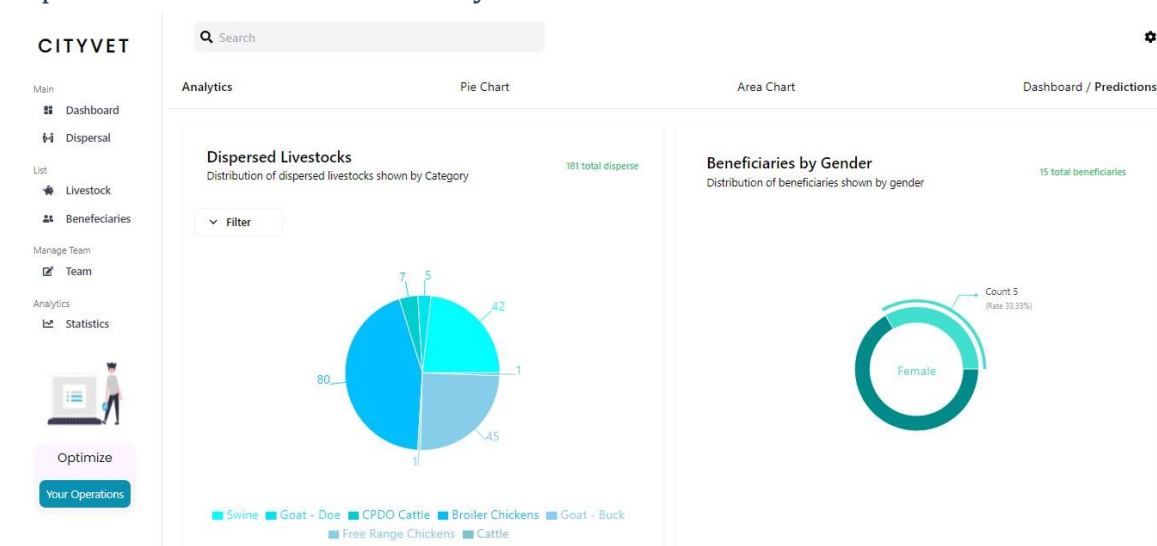
Analytics

Dispersed Livestock



22. Dispersed Livestock: Locate the "Statistics" option in the left sidebar menu on the CITYVET dashboard and click on it. This will open the statistics interface, where you will see a bar chart titled "Dispersed Livestock." The chart displays the distribution of dispersed livestock by type over each month. You can filter the data displayed on the chart by selecting either "Month" or "Year" from the top right corner of the analytics section.

Dispersed Livestock and Beneficiary Gender



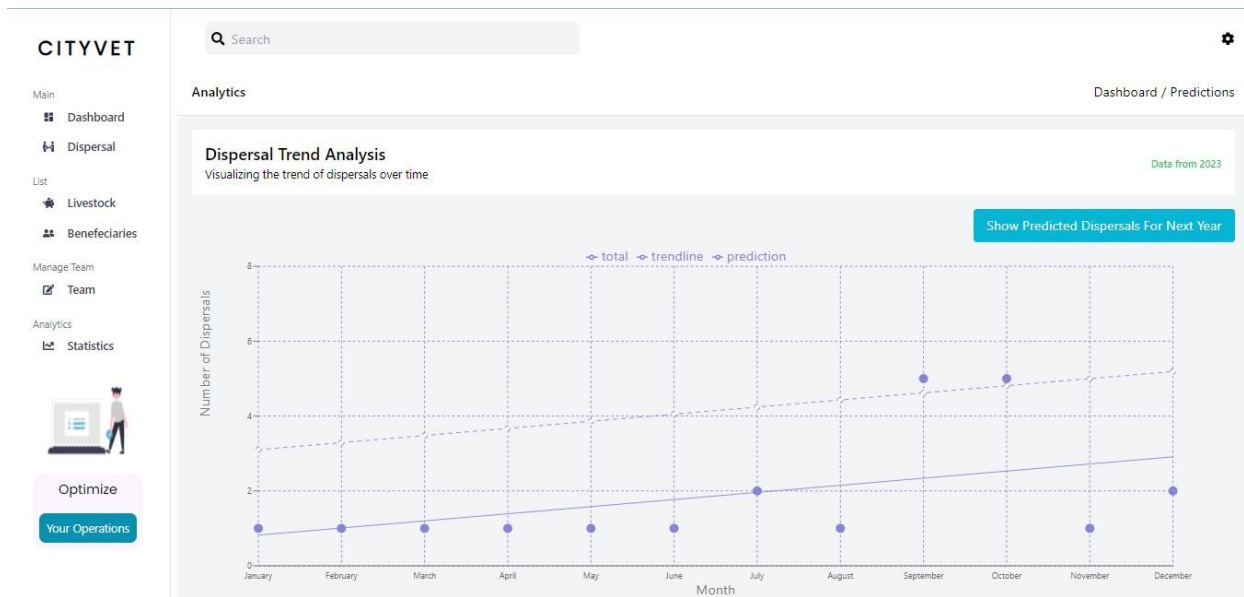
23. View Livestock and Beneficiary Charts: Simply click into the pie chart which can be selected from the options at the top analytics Tab, to view the distribution of dispersed livestock by category. Different colors represent types including Swine, Goat - Doe, CPDO Cattle, and more. The pie chart shows the ratios of livestock dispersed by type. Next to the first chart is a Custom Active Shape Pie Chart titled "Beneficiaries by Gender". This chart resembles a donut graph. Click on this chart to view the distribution of beneficiaries displayed by gender. Both charts utilize pie chart visualizations to represent the data.

Dispersed Livestock Over Time



24. View Dispersals and Redispersals Over Time: On the Analytics tab, click "Area Chart" to display a chart showing dispersal trends. The chart "Dispersals and Redispersals Over Time" compares original dispersal dates to offspring redispersal dates. Data points indicate trends over quarters Q1 to Q4. Use the top right dropdowns to view data by month, quarter, year or a specific year. This allows analyzing dispersal and redispersal patterns over time.

Predictions



25. View Dispersal Trend Analysis: On the "Analytics" tab, select "Predictions". The chart shows dispersals on the Y axis vs months on the X axis. Lines represent total dispersals, regression trendline, and predicted trendlines. The top right shows the data year. Ensure the correct year is selected for analysis. Click "Show Predicted Dispersals for next year" to reveal predictions. The regression analysis draws a continuation line assuming similar dispersal growth to predict next year's volumes. This feature uses regression to analyze past dispersal trends and predict future trends. This provides valuable insights for operational planning.

Transferring Data to Other Windows Computer

Locate the SQLite database file on your computer. Here are the steps to do that:

1. **Open File Explorer:** You can do this by pressing `Win + E` on your keyboard, or by clicking on the folder icon in your taskbar.
2. **Go to the C: Drive:** In the left-hand panel of File Explorer, click on `This PC`, then double-click on the `C:` drive.
3. **Go to the Users Folder:** In the `C:` drive, locate and double-click on the `Users` folder.
4. **Go to Your User Folder:** Inside the `Users` folder, find and double-click on your user folder. The name of this folder is usually the same as your username on your computer.
5. **Go to the AppData Folder:** In your user folder, locate and double-click on the `AppData` folder. If you can't see this folder, it's because it's hidden by default. To view hidden folders, click on the `View` tab at the top of File Explorer, then check the box for `Hidden items`.
6. **Go to the Roaming Folder:** Inside the `AppData` folder, find and double-click on the `Roaming` folder.
7. **Go to the Cityvet Folder:** In the `Roaming` folder, locate and double-click on the `cityvet` folder.
8. **Locate the Database File:** Inside the `cityvet` folder, you should see the `cityvetdb.db` file. This is your SQLite database file.
9. **Copy the Database File:** To copy the file, right-click on it and select `Copy`. Then navigate to the location where you want to save the copy, right-click on an empty space, and select `Paste`.

Run the App on the New Computer

Use the existing data on a new computer by replacing the `cityvetdb.db` file. Here are the steps:

1. Install and run the application on the new computer. This should create a new `cityvetdb.db` file in the `cityvet` folder under `Roaming`.
2. **Locate the New Database File:** Follow the same steps as before to navigate to the `cityvet` folder in the `Roaming` directory of the new computer.
3. **Replace the Database File:** Delete the newly created `cityvetdb.db` file. Then, paste the `cityvetdb.db` file that you saved from the old computer into the `cityvet` folder.

Now, when you run the application on the new computer, it should use the existing data from the old computer.

