User Manual: DOST-FPRDI Training Mapping Application

Overview

The DOST-FPRDI Training Mapping Application is designed to help visualize, manage, and monitor training activities conducted across the country. The system enables users to filter training data by time and location and provides authorized users access to an administrative panel for data management.

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1. Landing Page

Upon opening the website, users are greeted with a landing page displaying the text:

“DOST FPRDI Training Activities”

A button labeled **“View Map”** is available. Clicking this button redirects the user to the **Map Page**.

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2. Map Page (Main Page)

The **Map Page** provides an interactive overview of all training activities.

Features:

- Interactive map showing training activity markers
- Filtering options for:
    - Year
    - Month
    - Region
    - Province
    - City

How It Works:

- Applying filters automatically:
    - Zooms the map to the selected location

    - Displays only the training activities relevant to the selected filter
- Clicking a training marker displays detailed information, including:
    - Training title
    - Dates
    - Number of male and female participants
    - Location

Admin Access:
At the bottom of the navigation rail, users can access the **Login** option to enter the **Admin Page** (available only to authenticated users).

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3. Admin Page

The **Admin Page** is restricted to authorized users and allows for comprehensive management of training records.

Core Functions:

- View, add, edit, and delete training records
- Import training data through CSV files
- Manage training tables organized by year
- Ensure automatic synchronization of data with the Map Page

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4. Managing Training Records

Viewing and Editing Records:

1. **Select the Year:**
   Use the dropdown menu at the top (e.g., training_info_2024).
2. **Find the Training:**
   The list of training activities will load below the dropdown.
3. **Edit a Training:**
    - Click the **Edit** button beside the corresponding record.

- Update the fields as needed.
- Click **Save** to apply changes.

Deleting a Record:

- Click the **Delete** button beside the record.
- Confirm deletion when prompted.
  Note: Deletion is permanent.

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5. Adding a New Training

1. Click the **Add** button located at the top right of the admin interface.
2. Select the **Year Table** where the training will be added.
   Note: You can only add records to years already existing in the database. If the year is not yet created, use the **Import** function.
3. Complete the form with the following details:
   - Training Title
   - Number of Male Participants
   - Number of Female Participants
   - Start Date and End Date
   - Continuation Day (optional)
     Reminder: For one-day trainings, the Start Date and End Date should be the same.
4. Click **Add** to save the new training record.

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6. Importing Training Data (CSV)

1. Click the **Import** button on the top right.
2. Prepare your CSV file with the correct filename format:

makefile

CopyEdit

training_info_YYYY.csv

Example: training_info_2025.xlsx

3. Upload the file and confirm the import.

Result:

- A new training table will be created in the database.
- The imported data will appear:
  - In the **Admin Page** list
  - In the **Map Page** visualization

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7. Viewing Import History

1. Click the **History** button.
2. Review the following information:
   - Names of uploaded CSV files
   - Upload dates
   - Upload status

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8. Real-Time Synchronization with Map

Any action performed (Add, Edit, Delete, Import) is instantly reflected on:

- The **Map Page**
- All filtering, sorting, and reporting features

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9. Best Practices and Tips

- Always double-check dates before saving records.
- The **End Date** should never be earlier than the **Start Date**.
- Names entered into the system are automatically formatted with capitalized words.
- Login credentials should be kept secure and confidential.

10. Purpose and Value of the System

The system is designed to assist TSD-TMDSS and other authorized personnel in:

- Tracking training activities conducted nationwide throughout the year
- Presenting completed and ongoing trainings in a visual and organized manner
- Highlighting the geographic and chronological scope of the organization’s efforts
- Ensuring data remains centralized, accessible, and well-maintained