Administrator

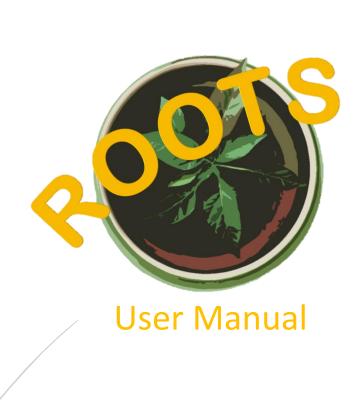


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1.0. INTRODUCTION TO THE MANUAL



1.1. About ROOTS

ROOTS is a web-enabled application that provides traditional and alternative medicine services from licensed practitioners with the ability to purchase medicinal plants, herbs and other products online. The application comes with a feature that displays the different types of medicinal plants from a catalogue of recognized medicinal plants and herbs that have been documented by the Philippine Institute of Traditional and Alternative Health Care (PITAHC). In addition, the catalogue also provides recipes on how to use and cultivate the medicinal plants and process them into alternative supplements/medicines.

1.2. About of the Manual

This manual is designed to address the training needs of the **ROOTS** Administrator. The manual is composed of four sections:

- 1. General Information
- 2. System Summary
- 3. Getting Started
- 4. Using the System

The General Information section defines what the system is and what the system is designed and intended for.

The System Summary section refers to the general overview of the system. In the summary, the uses of the various parts of the system are outlined, such as the system's hardware and software requirements, the system's configuration, the User access levels, and the system's behavior in the event of a contingency.

The Getting Started section explains how to register and log in to the system. The section also explains the system menu as well as how to change one's Username and/or Password.

The Using the System section provides a detailed description and illustration of the various system functions as well as how to use each of them correctly.

2.0. SYSTEM SUMMARY



2.1. System Configuration

ROOTS can operate on any device with that can access the internet by using any internet browser. The application requires a connection to the Internet in order to access the catalogue and services of the application. Anything placed within the cart of the Product Tab will be immediately saved into the database and will remain there until checkout or until it is removed by the User.

2.2. Responsibilities of the Administrator

The **ROOTS** Administrator IS RESPONSIBLE FOR monitoring the status of the web application. He or she is also responsible for managing the data of the web application.

2.3. Contingencies

In the event of a power outage, any products that are inside the cart will be saved into the database. In case there is no internet connection, the application cannot be accessed.



3.0. GETTING STARTED



3.1. Logging In

The Administrator Login is done by filling out the 2 input fields that are requesting for the Administrator's Username and Password (refer to figure 3.1-1). Once the information has been supplied, simply click the Login button to log in to the web application.

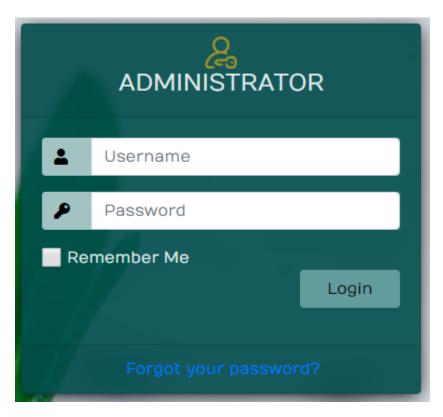


Figure 3.1-1

3.2. System Menu

ROOTS is a tabbed application which consists of 8 tabs (refer to figure 3.2-1). The 'Profile' tab redirects the Administrator to their Profile Page which contains their personal information, which can be updated at any time. The 'Dashboard' tab redirects the Administrator to the Dashboard Page which provides several charts and information regarding the performance of the web application. The 'Users' tab redirects the Administrator to the Users page which shows the personal information and current status of every User of the web application. The 'Catalogue' tab redirects the User to the Catalogue page where the Administrator can view the information, in either English or Filipino, regarding the medicinal and health benefits of various plants, fruits, and vegetables that have been studied and researched by the Philippine Institute of Traditional and Alternative Healthcare (PITAHC). The 'Products' tab redirects the Administrator to the Products Page which displays the current inventory of products as well as the order history of the Users of the web application. The 'Modalities' tab redirects the Administrator to the Modalities Page which displays the list of Modalities of the **ROOTS** web application. The 'Licensed Practitioners' tab redirects the Administrator to the Licensed Practitioners page which provides the list of Licensed Practitioners of PITAHC, their personal information, and their schedule of appointments. The 'Feedback' tab redirects the User to the Feedback Page which provides data regarding the rating of the Users regarding the products that they have bought or the services of the Licensed Practitioner that they have booked.

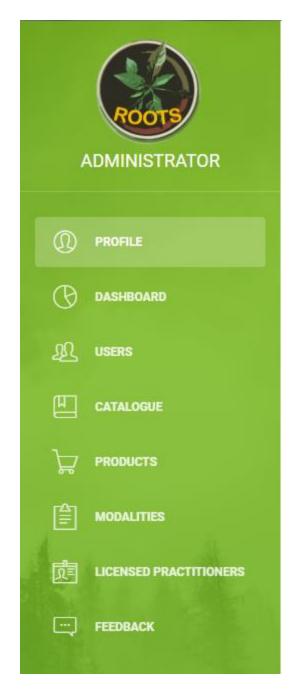


Figure 3.2-1

3.2.1. Profile Tab

The Profile Tab (refer to Figure 3.2.1-1) consists of the personal information of the Administrator, such as their Username, Address, and a personal description about themselves.

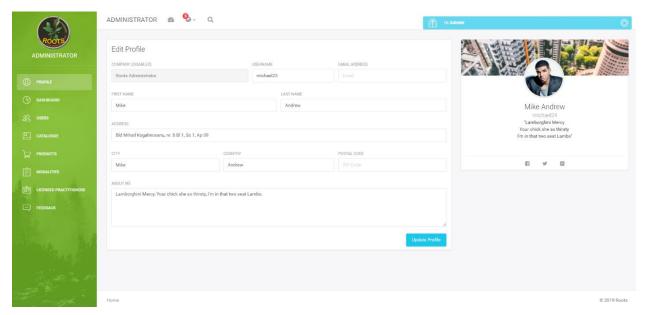


Figure 3.2.1-1

3.2.2. Dashboard Tab

The Dashboard Tab (refer to Figure 3.2.2-1 and 3.2.2-2) consists of several charts that signify the current performance and status of the *ROOTS* web application. The charts indicate the User Behavior, how many users remain active, the sales of the products, which services are booked the most, the most Frequently Asked Questions, the total sales of the web application for the year, and many more.

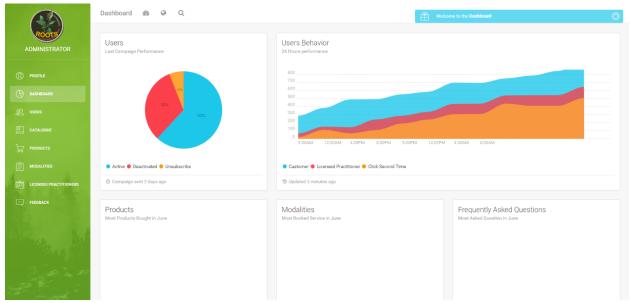


Figure 3.2.2-1

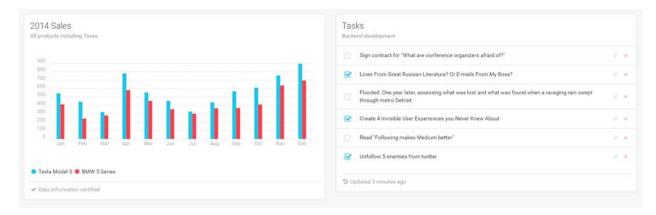


Figure 3.2.2-2

3.2.3. Users Tab

The Users Tab (refer to Figure 3.2.3-1) contains the list of Users of the **ROOTS** web application as well as their information, including their personal information and their Login History in the web application.

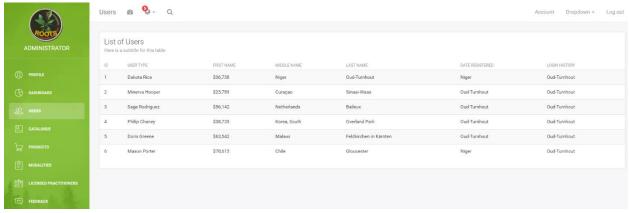


Figure 3.2.3-1

3.2.4. Catalogue Tab

The Catalogue Tab (refer to Figure 3.2.4-1 and 3.2.4-2) consists of information and the various medicinal benefits of 50 plants that have been studied and researched by the Philippine Institute of Traditional and Alternative Healthcare (PITAHC) as well as the latest date that each table was updated. The catalogue can be viewed in either English or Filipino, depending on the preference of the Administrator.

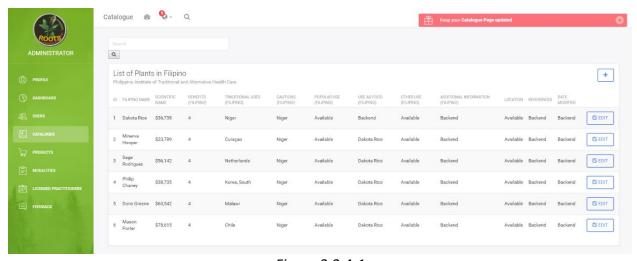


Figure 3.2.4-1

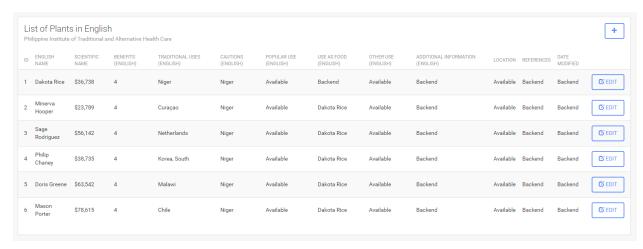


Figure 3.2.4-2

3.2.5. Products Tab

The Products Tab (refer to Figure 3.2.5-1 to 3.2.5-4) consists of the list of various products that are being sold by PITAHC as well as the current inventory of all products and also the list of orders which shows how many customers have bought a specific product as well as their payment method. The Administrator has the ability to add a new product to the Products Page which will subsequently be available for sale in the **ROOTS** web application.

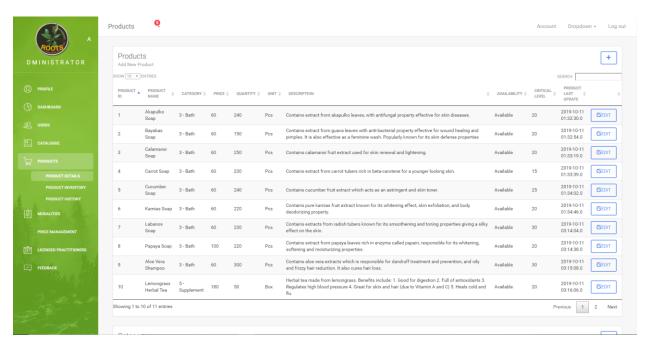


Figure 3.2.5-1



Figure 3.2.5-2

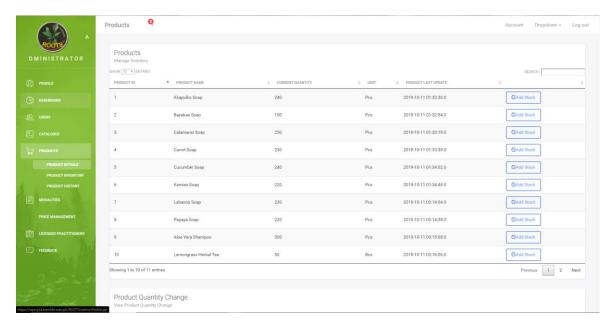


Figure 3.2.5-3

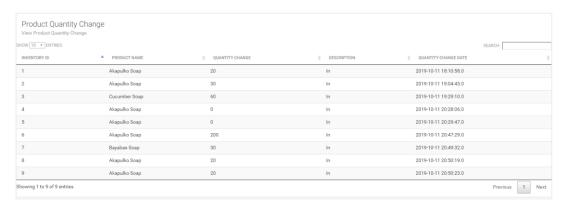


Figure 3.2.5-4

3.2.6. Modalities Tab

The Modalities Tab (refer to Figure 3.2.6-1) provides the list of Modalities of the web application. Here, the Administrator will be able to view the types of Modalities that are offered by the web application.

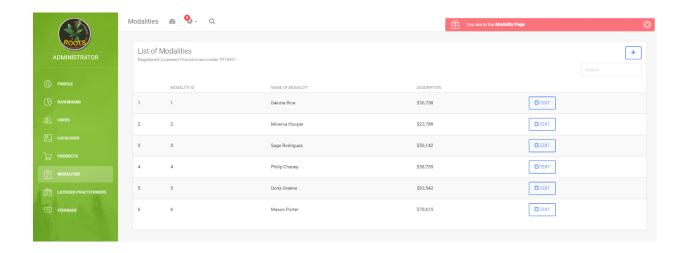


Figure 3.2.6-1

3.3. Licensed Practitioners Tab

The Licensed Practitioners Tab (refer to Figures 3.3-1 and 3.3-2) provides the list of registered Licensed Practitioners of PITAHC, including their schedule, location, type of modality, and rating. The second table shows the list of appointments that have been made by the Users of the web application for the services of the registered Licensed Practitioners.

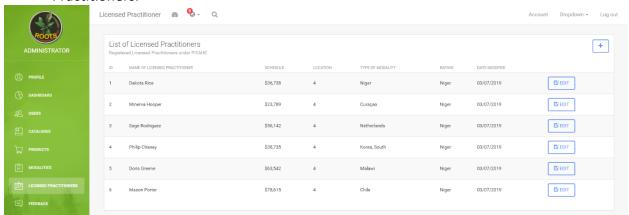


Figure 3.3-1

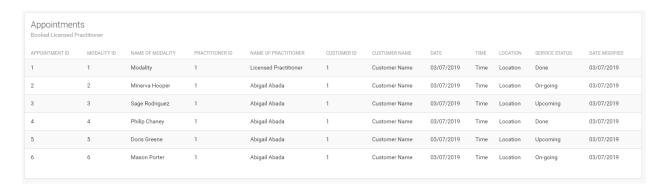


Figure 3.3-2

3.4. Feedback Tab

The Feedback Tab (refer to Figure 3.4-1) contains the list of various products and registered Licensed Practitioners of PITAHC. Each Product/Licensed Practitioner in the list will have a rating, which will be dependent on the satisfaction of the User with the product or the service of the Licensed Practitioner.

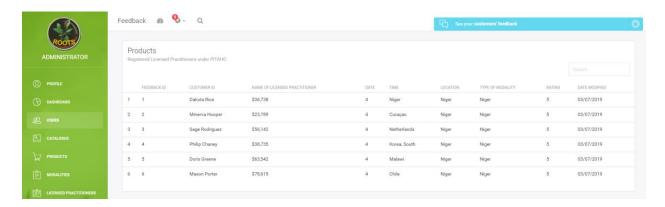


Figure 3.4-1

3.5. Exit System

The Administrator can exit the **ROOTS** web application at any time by simply exiting the web browser.

4.0. USING THE SYSTEM



4.1.1. Profile Page

The Profile page consists of 9 input fields (1 field is disabled) that are for the Administrator's Username, Email address, First Name, Last Name, Address, City, Country, Postal Code, and About Me (Administrator's self-description).

The Username, Email address, First Name, Last Name, Address, City, Country, and About Me are VARCHAR input fields. The Postal Code is a DOUBLE input field. This page contains the Administrator's personal credentials with which they have the freedom to change at any time.

4.1.2. Dashboard Page

The Dashboard page is comprised of 6 charts that indicate the current performance of the web application as well as 1 checklist window for several tasks.

The first chart is the Users chart which indicates how many active Users are using the web application in comparison to inactive Users. Next is the Users behavior chart which indicates the activity of both Users and Licensed Practitioners in the last 24 hours. Next is the Products chart which indicates the most bought products for the month. Next is the Modalities chart which indicates which ones are booked the most by Users for the month. Next is the Frequently Asked Questions chart (FAQ chart) that indicates which questions are inquired the most by the Users. Next is the Sales chart which indicates what products/services produced the most sales for the year. Lastly, the Tasks window contains a list of tasks that are meant for backend development.

4.1.3. Users Tab

The Users Tab provides a list of all registered Users of the web application as well as their information.

In this page, the Administrator will be able to see each User's User Id, what type of User they are, their First, Middle, and Last Names, the Date of their registration, and their login history.

4.1.4. Catalogue Tab

The Catalogue Tab consists of information on 50 common plants in the Philippines and their medicinal benefits for people.

In the tab, the information about a single plant is shown: Name, Scientific Name, Recommended Use by the DOH, Beneficial Uses, Traditional Uses, Popular Use as Medicine or Supplement, Caution in Usage, Use as Food, Other Uses, location, Additional

Information, References, and Date of Last Update. The Recommended Use by the DOH, Beneficial Uses, Traditional Uses, and Popular Use as Medicine or Supplement all give information on the medicinal benefits of each plant and how they can be used to treat various ailments and illnesses as well as how to prevent them. The Caution in Usage gives a warning in the usage of that particular plant as there may be possible harmful effects in using that plant. The Use as Food provides information on how the plant, their leaves, fruit, roots, and other parts can be consumed and the medicinal benefits that each plant contains. The Other Uses provides information on how a particular plant can be used for alternate purposes besides its medicinal benefits. One example would be how Bamboo can be used as furnishing in and around one's house. The location provides information on which locations the plant can be located as well as what type of environment that the plant normally grows in. The Additional Information provides more beneficial information about the plant that was not previously stated in any of the previous tables. The References provide the authors and researchers who conducted their study and research into these plants. The Date of Last Update shows the latest Date in which the Plant received any changes to its table, whether to add new content, change or delete any existing content. The information from the catalogue is not only available in English but also in the Filipino language.

4.1.5. Products Tab

The Products Tab acts as the main E-Commerce section of the web application where official products of PITAHC will be posted as being available and for sale.

In this page, the Administrator will be able to view 2 separate tables: The Inventory Table and the List of Orders Table. The Inventory Table shows the list of products that are currently being sold in the web application. Listed in the table are the Product ID, Name, Quantity, Stock In, Price, Date Added, Date Modified, and Availability. The List of Orders Table shows the list of products that have been ordered by the Users of the web application. Listed in the table are the Order ID, Product ID, Product Name, User ID, User Name, Total Amount, Quantity, Mode of Payment, Payment Status, Delivery Address, Order Status, Delivery Status, and Date Modified. The Administrator has the ability to make changes to either of these tables.

4.1.6. Modalities Tab

The Modalities Tab provides the Administrator with the list of current Modalities/Services that are being offered to the Users of the web application.

In this tab, the Administrator will be provided with a list of the existing Modalities of the **ROOTS** web application. In the table, the information that are listed are the Modality ID,

Name of Modality, and the Description. The Administrator has the ability to make any updates or changes to these modalities at any time.

4.1.7. Licensed Practitioners Tab

The Licensed Practitioners Tab is composed of 2 tables: The List of Licensed Practitioners Table and the Appointments Table.

The List of Licensed Practitioners Table provides a list of registered Licensed Practitioners from PITAHC as well as their general information. The table indicates the Licensed Practitioner ID, Name of Licensed Practitioner, Schedule, Location, Type of Modality, Rating, and Date Modified. The Appointments Table provides the Administrator with the list of Licensed Practitioners that have been booked by the Users for their services. The table contains the Appointment ID, Modality ID, Name of Modality, Practitioner ID, Name of Practitioner, Customer ID, Customer Name, Date, Time, Location, Service Status, and Date Modified. The Administrator has the ability to make any changes or updates to the List of Licensed Practitioners Table.

4.1.8. Feedback Tab

The Feedback Tab is composed of 2 tables: The Products Table and the Services Table.

The Products Table indicates the rating of each Product as rated by the Users who have purchased them. The table contains the Feedback ID, Customer ID, Name of Product, Quantity, Location, Rating, and Date Modified. The Services Table indicates the rating of the services of the Licensed Practitioners as rated by the Users. The table includes the Feedback ID, Practitioner ID, Name of Licensed Practitioner, User ID, Name of User, Type of Modality, Date, Time, Location, Rating, Feedback, and Date Added.

4.2. Special Instructions for Error Connection

In the event that the web application is unable to retrieve information data, ensure that the device is properly connected to the internet. As **ROOTS** is a web-enabled application, it will not be possible to access without a connection to the internet.

