User Manual

# **Staff Account**

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2. Click on “Sign up” link
3. …

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**KAISAKA Database Application**

User Manual

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# **[0] Go to Website**

To open the website, go to [kaisaka.vercel.app](http://kaisaka.vercel.app).

# **[1] Staff Accounts**

This includes the creation, viewing, and editing of staff accounts.

## Signup / Account Registration

1. [Open the website](#_e4iotmkp8q0r)
2. If you’re logged in, [log out](#_2upzv6ml6j0j) first
3. Click on **Staff Login**
4. Click on the **Click here to sign up** link
5. Enter your **username**
6. Enter and re-enter your **password**
7. Enter your **email address**
8. Click on **Sign-up**
9. **Wait** for the app to redirect you to the **dashboard page**

## Login

1. [Open the website](#_e4iotmkp8q0r)
2. If you’re in the dashboard page, [log out](#_2upzv6ml6j0j) first
3. Click on **Staff Login**
4. Enter your **email address** and **password**
5. Click on **Login**
6. **Wait** for the app to redirect you to the **dashboard page**

## Profile View

1. Hover on the **user icon** at the top-right corner of the page
2. Click on **My Profile** to view your profile information

## Profile Edit

1. When signed in, hover on the **user icon** at the top-right corner
2. Click on **My Profile**
3. Click on **Edit Profile**
4. Change any profile information as needed
5. Click on **Save Changes**

## Logout

1. Hover on the **user icon** at the top-right corner of the page
2. Click on **Log Out**

# **[2] Member Registration (of CYWD)**

This is the registration of one new child with optional multiple caregivers. This may be done by caregivers without user accounts, and staff with user accounts.

## Register as Caregiver (without user account)

1. If you’re logged in, [log out](#_2upzv6ml6j0j) first
2. Click on **Register a Child**
3. Proceed to the [CYWD Registration](#_yeovpz7qz0r1) steps

## Register as Staff (with user account)

1. If you’re logged out, [log in](#_y607emtutajx) first
2. Click on **Register new CYWD**
3. Proceed to the [CYWD Registration](#_yeovpz7qz0r1) steps

## CYWD Registration

1. Enter all necessary information
   1. In the **Documents** section, tick the checkboxes of documents that the child has already submitted
2. Click on **Next**

## Family Information

1. Are you registering a new family?
   1. Do not check the **existing** checkbox
2. Want to add the new child or caregivers to a family that is already registered in the app?
   1. Check the **existing** checkbox
   2. To find the family, type in the name or contact number of someone from that family
   3. Click **Search**
   4. If you see several matching results, click on the correct family member
3. Want to remove the selected family?
   1. Uncheck the **existing** checkbox

## Caregiver Registration

1. Want to add a new caregiver?
   1. Click on **Add new caregiver**
   2. Enter all necessary information
2. Want to delete a newly added caregiver?
   1. Click on the **Delete** button that is just below the caregiver information

## Submit Registration

1. After finalizing the information, click on **Submit**
2. **Wait** until you are redirected to another page

# **[3] Member Registration (Add to Existing)**

This is the addition of new CYWDs or caregivers to a family that has already been registered in the app. This can only be done by staff who are logged in.

If you’re logged out, [log in](#_y607emtutajx) first

## Add New CYWD to Related/Existing CYWD

1. In the nav bar, hover on **Members** and click on **CYWDs**
2. Select the CYWD related to the new CYWD that you want to add

(you may use [list operations](#_i754p51rqr9w))

1. On the left side of the profile page, click on **Edit Profile**
2. Scroll down until you see the **Family** section
3. Click on **+Add New CYWD**
4. Proceed to the [CYWD Registration](#_yeovpz7qz0r1) steps

## Add New CYWD to Related/Existing Caregiver

1. In the nav bar, hover on **Members** and click on **Caregivers**
2. Select the caregiver of the new CYWD that you want to add

(you may use [list operations](#_i754p51rqr9w))

1. On the left side of the profile page, click on **Edit Profile**
2. Scroll down until you see the **Family** section
3. Click on **+Add New CYWD**
4. Proceed to the [CYWD Registration](#_yeovpz7qz0r1) steps

## Add New Caregiver to Related/Existing CYWD

1. In the nav bar, hover on **Members** and click on **CYWDs**
2. Select the CYWD of the new caregiver that you want to add

(you may use [list operations](#_i754p51rqr9w))

1. On the left side of the profile page, click on **Edit Profile**
2. Scroll down until you see the **Family** section
3. Click on **+Add/Edit Caregivers**
4. Proceed to the [Caregiver Registration](#_u2atsqtft4m3) steps

## Add New Caregiver to Related/Existing Caregiver

1. In the nav bar, hover on **Members** and click on **Caregivers**
2. Select the caregiver related to the new caregiver that you want to add (you may use [list operations](#_i754p51rqr9w))
3. On the left side of the profile page, click on **Edit Profile**
4. Scroll down until you see the **Family** section
5. Click on **+Add/Edit Caregivers**
6. Proceed to the [Caregiver Registration](#_u2atsqtft4m3) steps

# **[4] Member List View**

This includes the viewing members registered in the app. These can only be done by staff who are logged in.

If you’re logged out, [log in](#_y607emtutajx) first.

## CYWD List

1. In the nav bar, hover on **Members**
2. Click on **CYWDs**

## CYWD List: Export

1. [Open the CYWD list](#_vksu3xvsqh7x)
2. To the right of the search bar, click on **Export**
3. Wait for the exported file to be downloaded

## Caregiver List

1. In the nav bar, hover on **Members**
2. Click on **Caregivers**

## Family List

1. In the nav bar, hover on **Members**
2. Click on **Families**

# **[5] Member Profile View/Edit**

This is the viewing and editing of a member’s profile. These can only be done by staff who are logged in.

If you’re logged out, [log in](#_y607emtutajx) first.

## View Profile

1. [Open the members list of your choice](#_1c4gpgixuwuh)
2. Select a member (you may use [list operations](#_i754p51rqr9w))
3. Wait for the member’s profile page to be loaded

## Edit Profile

1. [Open the member’s profile of your choice](#_8e3kxqd45cth)
2. On the left side of the profile page, click on **Edit Profile**
3. Wait for the profile page to reload
4. Edit the necessary information
5. On the left side of the profile page, click on **Save Changes**

# **[6] CYWD Intervention Plans**

This includes the addition, editing, and deletion of a CYWD’s intervention plans. These can only be done by staff who are logged in.

If you’re logged out, [log in](#_y607emtutajx) first.

## Open Interventions Section

1. [Select and open the edit view of a CYWD](#_7x7ca2gcuk6b)
2. Scroll down until you see the **Interventions** section

## Add/Edit Interventions

1. [Open the CYWD’s Interventions section](#_ske49asrs9cs)
2. Enter the list of interventions (separated by comma) in the chosen service categories (i.e., Health, Education, Social, or Livelihood)
3. On the left side of the profile page, click on **Save Changes**
4. Wait for the page to reload

## Delete Interventions

1. [Open the CYWD’s Interventions section](#_ske49asrs9cs)
2. On the right side of the chosen interventions list, click on the **X** button
3. On the left side of the profile page, click on **Save Changes**
4. Wait for the page to reload

## Edit Improvement Status History

1. [Open the CYWD’s Interventions section](#_ske49asrs9cs)
2. In the chosen interventions category, under **Overall Status & Date Created,** click on the ▼ button
3. In the **Status History** pop-up, click on **Add Status**
4. Select the improvement status and its corresponding date
5. To log more improvement statuses, keep clicking on **Add Status**
6. Once all improvement status history is completely logged, click on **Save Changes** on the left side of the profile page

# **[7] CYWD Document Verification**

This includes the list of submissions to be verified by the staff. Verifications can only be done by staff who are logged in.

If you’re logged out, [log in](#_y607emtutajx) first.

## Open Pending Verifications List

1. In the nav bar, hover on **Members**
2. Click on **Pending**

## Edit Verification Status

1. [Open the pending verifications list](#_mh75xx3ftx9)
2. Choose the child whose verification status will be edited
3. On the left side of the profile page, click on **Edit Profile**
4. Scroll down until you see the **Documents and Verification** section
5. Check documents that have already been submitted and verified
6. Uncheck documents that have not been submitted and verified

# **[8] Accomplishment Reports**

This includes the viewing, editing, and exporting of accomplishment reports. These can only be done by staff who are logged in.

If you’re logged out, [log in](#_y607emtutajx) first.

## Open Reports List

1. In the nav bar, hover on **Reports**
2. Click on **Report Periods**

## Create New Report

1. [Open the reports list](#_oje8s7k4n7gg)
2. On the right side of the search bar, click on **Add Another Report Period**
3. Enter the necessary information
4. Click on **Submit**
5. Wait for the page to reload

## View Report Details

1. [Open the reports list](#_oje8s7k4n7gg)
2. Know which report you want to view (you may use [list operations](#_i754p51rqr9w))
3. In the chosen report, click on **Edit**
4. Wait for the report’s pop-up

## Edit Report Details

1. [Select a report that you want to edit](#_gq30lemb36aw)
2. Edit the necessary information
3. Click on **Submit**
4. Wait for the page to reload

## Export Report

1. If you’re already in the reports list, manually refresh it
2. If you’re not yet in the reports list, [open it](#_oje8s7k4n7gg)
3. Know which report you want to view (you may use [list operations](#_i754p51rqr9w))
4. In the chosen report, click on **Export**
5. Wait for the file’s download

# **[9] List Operations**

This includes the searching, sorting, and filtering of any list in the website. These can only be done by staff who are logged in.

If you’re logged out, [log in](#_y607emtutajx) first.

## Searching

1. Open your chosen list ([members](#_1c4gpgixuwuh), [pending verifications](#_mh75xx3ftx9), or [reports](#_oje8s7k4n7gg))
2. In the search bar, enter keywords of the results you are looking for
3. The search results will be updated automatically

## Sorting

1. Open your chosen list ([members](#_1c4gpgixuwuh), [pending verifications](#_mh75xx3ftx9), or [reports](#_oje8s7k4n7gg))
2. Click on the table column headeryou want to sort by
3. Switch between ascending and descending order by continuously clicking on the chosen table column header

## Filtering

1. Open your chosen list ([members](#_1c4gpgixuwuh), [pending verifications](#_mh75xx3ftx9), or [reports](#_oje8s7k4n7gg))
2. On the left side of the search bar, click on **Filter**
3. In the filter form, specify the details you are searching for
4. The search results will be updated automatically
5. To reset filters, click on **Reset Filters**
6. To exit the filter form, click on **Filter** again