

USER MANUAL

User Manual

It contains all essential information for the user to make full use of the information system. This manual includes a description of the system functions and capabilities, contingencies and alternate modes of operation, and step-by-step procedures for system access and use.

Social Welfare and Development Management System

Social Welfare and Development Management System is a web-based system that will manage the profile of those residence of Canaman wherein they can add, edit and update records of the clients data and records of acquired assistance, secure the data of clients and services compiled in the database, records the client in every assistance they offer and it can generate the summary of transactions of services. Aso, the system includes advocacy module wherein the Social Welfare and Development Management Officer can blog activities, announcements and updates regarding in the services they offer.

Calendar

How to Add Schedule

1. Click the cell of the chosen date
2. Input the Activities/Reminder and time

Add Event

×

Event Name

This is a event

Color

Choose ▾

Start date

07/03/2018 12:00 AM

📅

End date

07/04/2018 12:00 AM

📅

Close

Save changes

3. Click Confirm Button

Close

Save changes

12

How to Edit Schedule

1. Double click the cell that you want to edit
2. Edit the content

Edit Event

Event Name

This is a event

Color

■ Black

Start date

07/25/2018 12:00 AM

End date

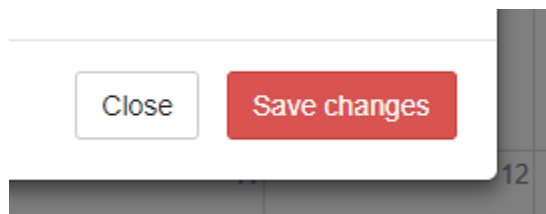
07/26/2018 12:00 AM

☐ Delete event

Close

Save changes

3. Click Save Changes



How to Delete Schedule

1. Double click the cell that you want to delete
2. Put check in the Delete event

Edit Event

Event Name

This is a event

Color

■ Black

Start date

07/25/2018 12:00 AM

End date

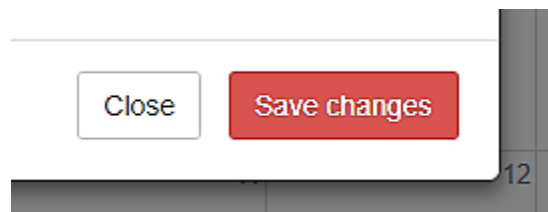
07/26/2018 12:00 AM

☐ Delete event

Close

Save changes

3. Click Save Changes



Account

How to Log-in

1. Input the user name and password
2. Click the Log-In Button



Department of Social Welfare and
Development

Welcome

Log in

[Lost your password?](#)

 SWDMS

Social Welfare and Development Management System
Canaman © 2018

How to Log-out

1. Click the arrow in the upper right side of the page
2. Click Log-out

Admin ▾


3:11


Profile


Activity Log


Help

Log Out









Thu	Fri	Sat
5	6	7

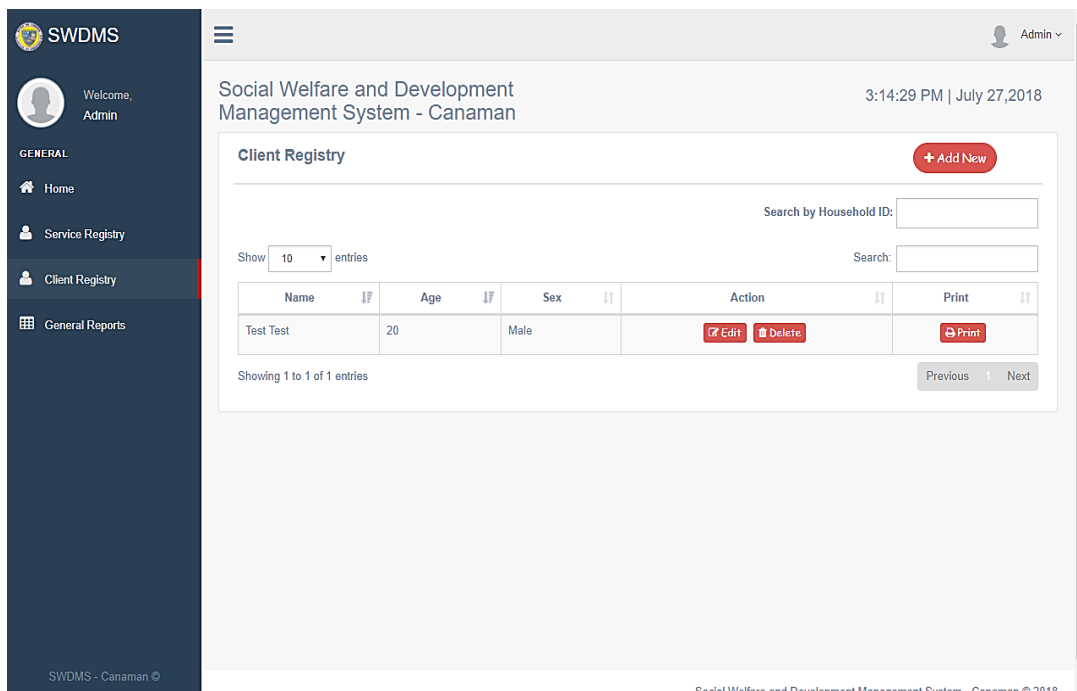
Services /Assistance Available

- Aid to individual in crisis situation (AICS)
- Social case study report
- Welfare of Socially Disadvantage Women, Youth and other Needy adult
- Children in Conflict with the Law
- Certificate of Indegency
- Solo parent and persons with Disability
- Death Aid of Senior Citizen and Persons with Disability
- Pre –marriage Counseling
- Livelihood Assistance
- Referral Letter to other Agencies

New Client

How to Register New Client


1. Click Client Registry in the left side of the page




The screenshot shows the SWDMS (Social Welfare and Development Management System) interface. On the left is a dark blue sidebar with the SWDMS logo and a user profile for 'Admin'. The main content area is titled 'Client Registry' and includes a red '+ Add New' button. Below this is a search bar for 'Household ID' and a 'Show' dropdown set to '10 entries'. A table displays one entry with columns for Name, Age, Sex, Action, and Print. The entry is 'Test Test', age 20, male. The Action column contains 'Edit' and 'Delete' buttons, and the Print column contains a 'Print' button. At the bottom of the table, it says 'Showing 1 to 1 of 1 entries' with 'Previous' and 'Next' navigation links. The footer of the page includes 'SWDMS - Canaman ©' and 'Social Welfare and Development Management System - Canaman © 2018'.

Name	Age	Sex	Action	Print
Test Test	20	Male	Edit Delete	Print

2. Click the add new Button

SWDMS



Welcome,
Admin

GENERAL

Home

Service Registry

Client Registry

General Reports

SWDMS - Canaman ©

Admin

3:14:29 PM | July 27, 2018

Social Welfare and Development
Management System - Canaman

Client Registry

+ Add New

Search by Household ID:

Search:

Show entries


Name	Age	Sex	Action	Print
Test Test	20	Male	<div>Edit</div> <div>Delete</div>	<div>Print</div>


Showing 1 to 1 of 1 entries

Previous1Next

Social Welfare and Development Management System - Canaman © 2018

3. Choose the service that the client want to acquire

SWDMS



Welcome,
Admin

GENERAL

Home

Service Registry

Client Registry

General Reports

SWDMS - Canaman ©

Admin

3:14:57 PM | July 27, 2018

Social Welfare and Development
Management System - Canaman

Client Registry

+ Add New

Search by Household ID:

Search:

Show entries

Name	Age	Sex	Action	Print
Test Test	20	Male	<div>Edit</div> <div>Delete</div>	<div>Print</div>

Showing 1 to 1 of 1 entries

Previous1Next

Burial Assistance

Educational Assistance

Food Assistance

Medical Assistance

Transportation Assistance

Others:

Children in Conflict with the Law

Livelihood Assistance

Social Case Study

Pre-marriage Counselling

Referral to other Agencies

Certificate of Indigency

Assistance for Death Aid of Senior Citizen & PWD

Solo Parent ID

Person With Disability ID

Welfare of Socially Disadvantaged Women, Youth & Other Needy Adult

Cancel

Social Welfare and Development Management System - Canaman © 2018

4. Fill-up the New Client Form
5. Click Submit Button

Old Client

How to Register an Old Client

1. Click Service Registry

The screenshot displays the SWDMS (Social Welfare Development Management System) interface. On the left is a dark sidebar with the SWDMS logo and a user profile for 'Admin'. The main content area is titled 'Social Welfare Management System' and 'Client Registry'. A modal form is open, listing various services: 'Burial Assistance', 'Educational Assistance', 'Food Assistance', 'Medical Assistance', and 'Transportation Assistance'. Below these is an 'Others:' section with a scrollable list including 'Children in Conflict with the Law', 'Livelihood Assistance', 'Social Case Study', 'Pre-marriage Counselling', 'Referral to other Agencies', 'Certificate of Indigency', 'Assistance for Death Aid of Senior Citizen & PWD', 'Solo Parent ID', 'Person With Disability ID', and 'Welfare of Socially Disadvantaged Women, Youth & Other Needy Adult'. A 'Cancel' button is at the bottom right of the modal. In the background, another form is visible with fields for 'Household ID', 'Search', and buttons for 'Add New', 'Print', and 'Previous/Next' navigation. The footer of the background form reads 'Development Management System - Canaman © 2018'.

2. Choose the client who wants to acquire new services

Service Registry

Showing All Services ▼

Search by Household ID:

Show

10 ▼

 entries

Search:

Date	Time	Name	Age	Sex	Amount	Date Disburse	Acquired Services	Action
2018-07-27	18:17:10	Mike Ambait	20	Male	N/A	N/A	Pre-marriage Counseling	Choose
2018-07-27	18:17:10	Mayce Go	21	Female	N/A	N/A	Pre-marriage Counseling	Choose
2018-07-27	13:54:31	Test Test	20	Male	N/A	N/A	Social Case Study Report	Choose

Showing 1 to 3 of 3 entries

[Previous](#) [1](#) [Next](#)

3. Choose the service that the client want to acquire

Service Registry

Showing All Services ▼

Search by Household ID:

Show

10 ▼

 entries

Search:

Date	Time	Name	Age	Sex	Amount	Date Disburse	Acquired Services	Action
2018-07-27	18:17:10	Mike Ambait	20	Male	N/A	N/A	Pre-marriage Counseling	Choose
2018-07-27	18:17:10	Mayce Go	21	Female	N/A	N/A	Pre-marriage Counseling	Choose
2018-07-27	13:54:31	Test Test	20	Male	N/A	N/A	Social Case Study Report	Choose

Showing 1 to 3 of 3 entries

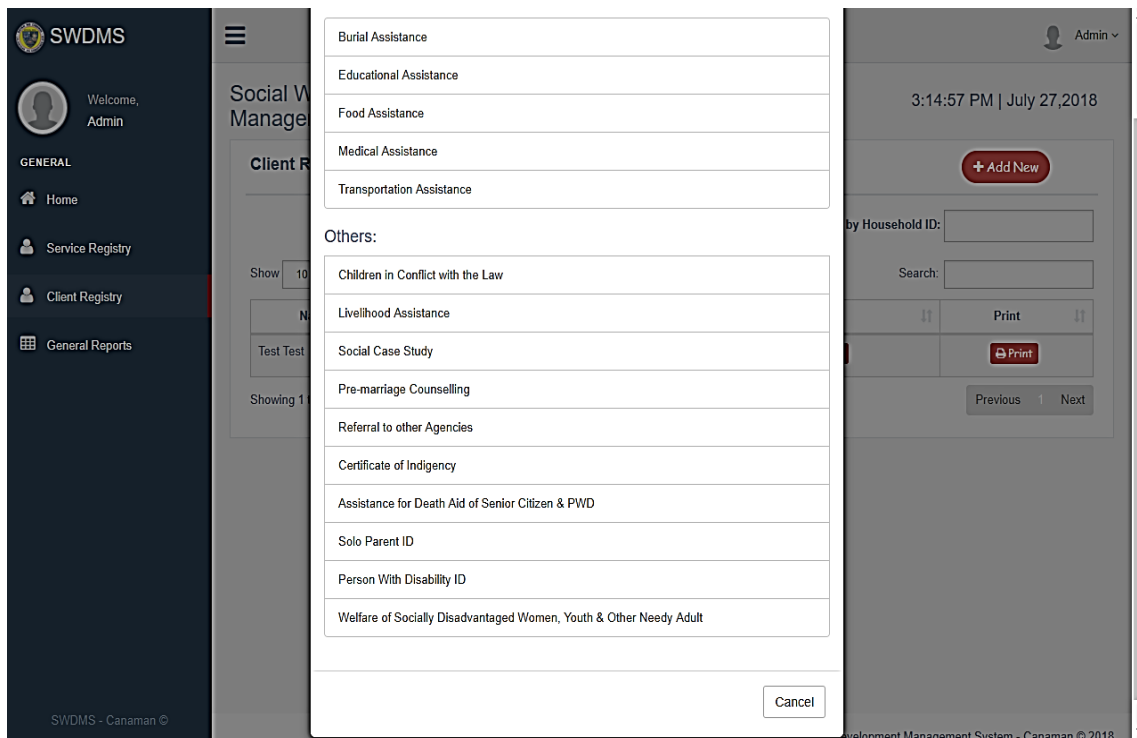
[Previous](#) [1](#) [Next](#)

4. Fill-up the missing field in the form
5. Click Submit Button

Generate General Reports

How to Print Summary and General Reports

1. Click General Reports



2. Input the date range you want to generate

General Report

05/01/2018 07/31/2018 Range Print

July 2018

		No. of Client		Amount
		Female	Couple	
Pre-marriage Counselling			1	
Social Case Study	1	0		
Children in Conflict with the Law	0	0		
Referral to Other Agency	0	0		

3. Click the print button
4. Choose the services that you want to print
5. Click Print Button Again

Generate Forms

How to print Forms

1. Click Client Registry
2. Click the print button
3. Choose the services that you want to print
4. Click Print Button Again