



USER MANUAL

PASSENGER E-TRACER SYSTEM

Introduction

Welcome to the Passenger e-Tracer System User Manual. This manual is designed to provide thorough information about the system and a step-by-step guide on its operation.

Passenger e-Tracer System aims to eliminate the manual process of tracking and documenting returning residents which can increase the COVID-19 infection rate. Digitizing the process can streamline data collection and management which makes feedback loop and decision-making faster and data driven. This digital tracking system was developed by the IT experts at the Digital Transformation Office of University of Science and Technology of Southern Philippines as their response to mitigate the impact of the COVID-19 pandemic. This is also aligned with USTP's mission of providing innovative solutions to society's pressing challenges.

USERS

- **MARITIME INDUSTRY AUTHORITY**

MARINA can have the streamlined tracking and documentation process for the returning seafarers.

- **LOCAL GOVERNMENT UNIT**

The Local Government Units can be given enough lead time to know the number of returning residents so they can prepare for the transportation and quarantine arrangements.

- **PASSENGER VESSEL COMPANIES**

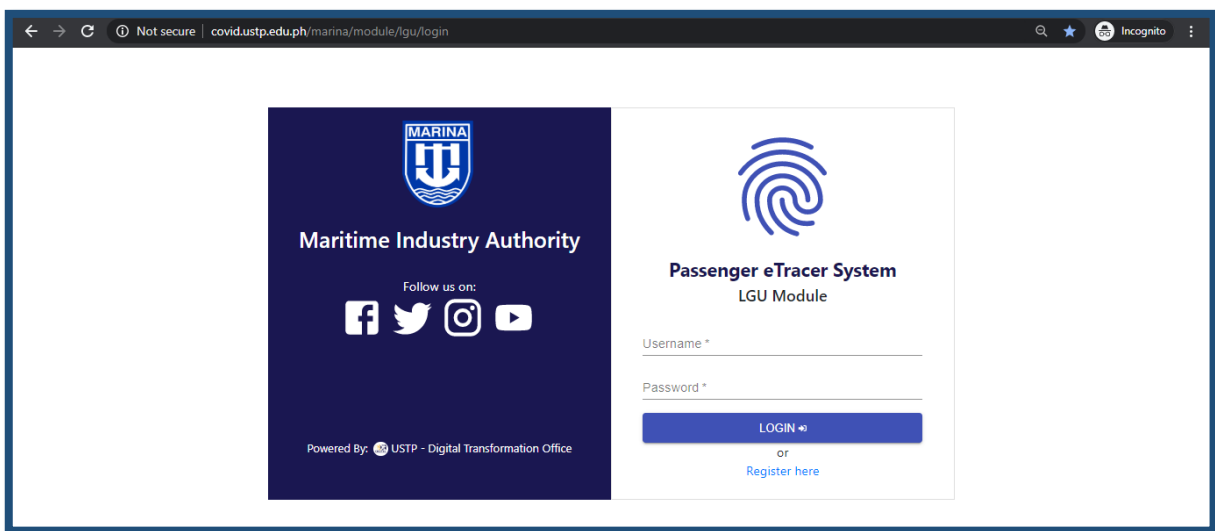
The passenger vessel companies can digitize and streamline their documentary compliance for MARINA.

How to access the Passenger e-Tracer System for LGU Module

New User

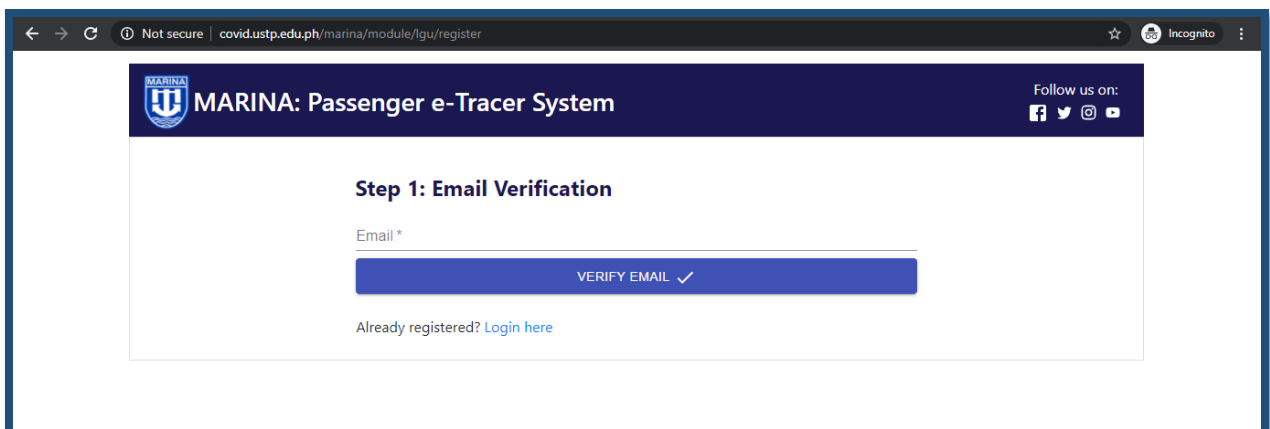
Account username and password were set by Admin personnel appointed to create an LGU login account. By default, all accounts password is set to “123”. On the other hand, if you encounter difficulty in logging into your account you may ask assistance to Admin personnel assigned to the LGU’s account. Once you have successfully registered and had a log in the account go to <http://covid.ustp.edu.ph/marina/module/lgu>

1. LOGIN AND REGISTER PAGE



The screenshot shows the login page for the MARINA Passenger eTracer System LGU Module. The page is divided into two main sections. On the left, there is a dark blue sidebar with the MARINA logo at the top, followed by the text "Maritime Industry Authority". Below this, it says "Follow us on:" and lists social media icons for Facebook, Twitter, Instagram, and YouTube. At the bottom of the sidebar, it says "Powered By: USTP - Digital Transformation Office". On the right, there is a white box with a fingerprint icon at the top, followed by the text "Passenger eTracer System LGU Module". Below this, there are input fields for "Username *" and "Password *", a blue "LOGIN" button, and a link "or Register here".

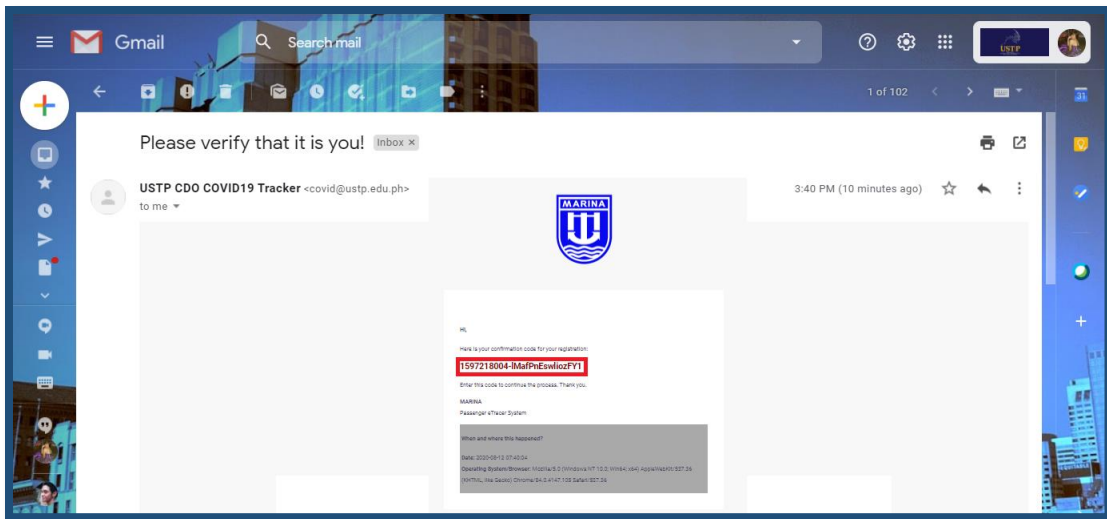
The user will fill up the username and password then click **LOGIN** to proceed to the dashboard. But if the user has no account just click the “Register here”. Also if the user has entered a wrong username/password there will be a message “Invalid username or password.” And the logo fingerprint will be color red.



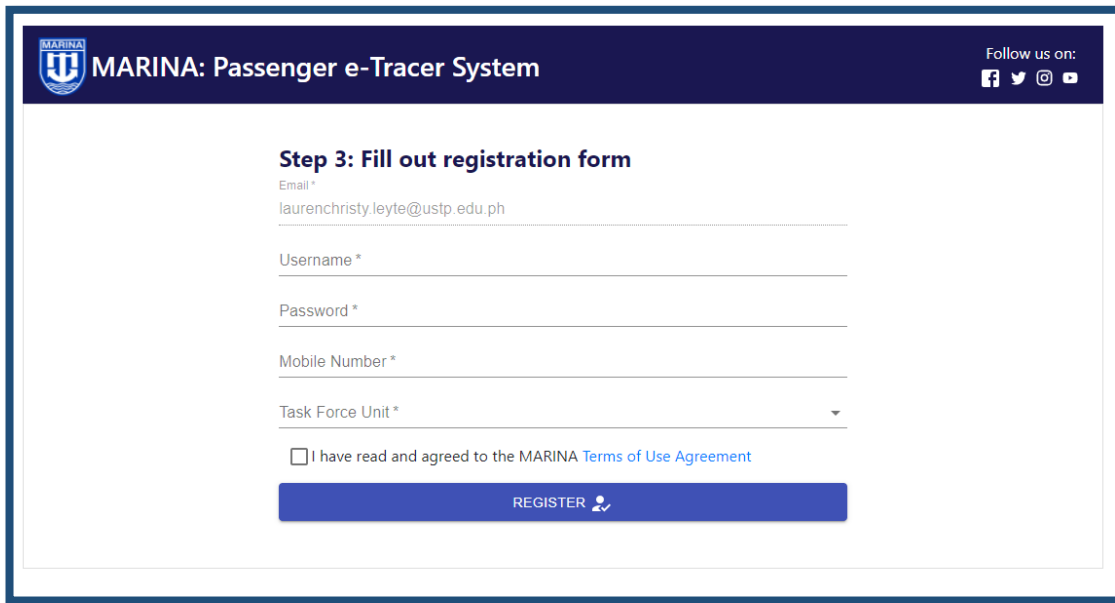
The screenshot shows the registration page for the MARINA Passenger e-Tracer System. The page has a dark blue header with the MARINA logo and the text "MARINA: Passenger e-Tracer System". On the right side of the header, it says "Follow us on:" and lists social media icons for Facebook, Twitter, Instagram, and YouTube. The main content area is white and contains the text "Step 1: Email Verification". Below this, there is an input field for "Email *" and a blue "VERIFY EMAIL ✓" button. At the bottom, it says "Already registered? Login here".

STEP 1: EMAIL VERIFICATION

To register, the user must first input his/her email address for Email verification process and click "Verify Email" after it an email verification will be send to user's email.

A screenshot of the MARINA: Passenger e-Tracer System registration page. The header shows the MARINA logo and the text 'MARINA: Passenger e-Tracer System'. There are social media links for Facebook, Twitter, Instagram, and YouTube. The main content area is titled 'Step 2: Use the code sent to your email'. Below this, there is a label 'Validation Code *' and a text input field. To the right of the input field is a blue button labeled 'VALIDATE CODE' with a checkmark icon. Below the input field is a blue button labeled '< BACK'.**STEP 2: USE THE CODE SENT TO YOUR EMAIL**

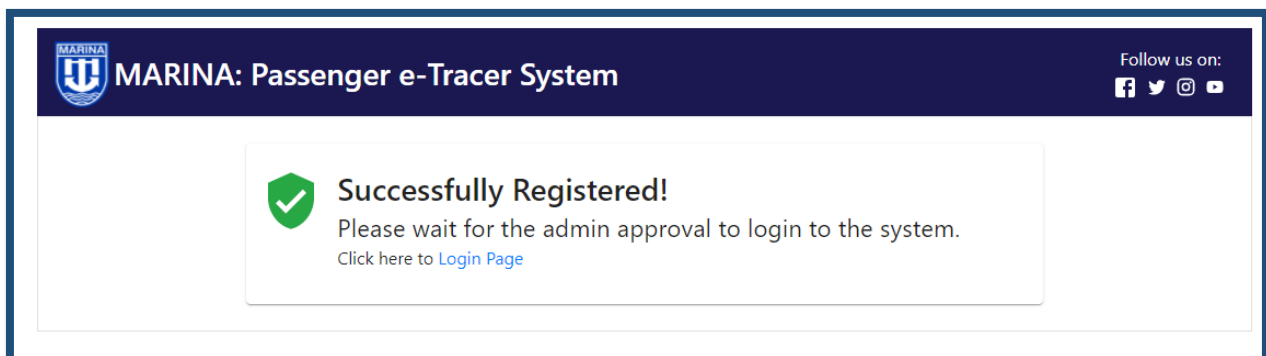
Just copy the confirmation code sent to user's email and paste it on the provided section and click "VALIDATE CODE".



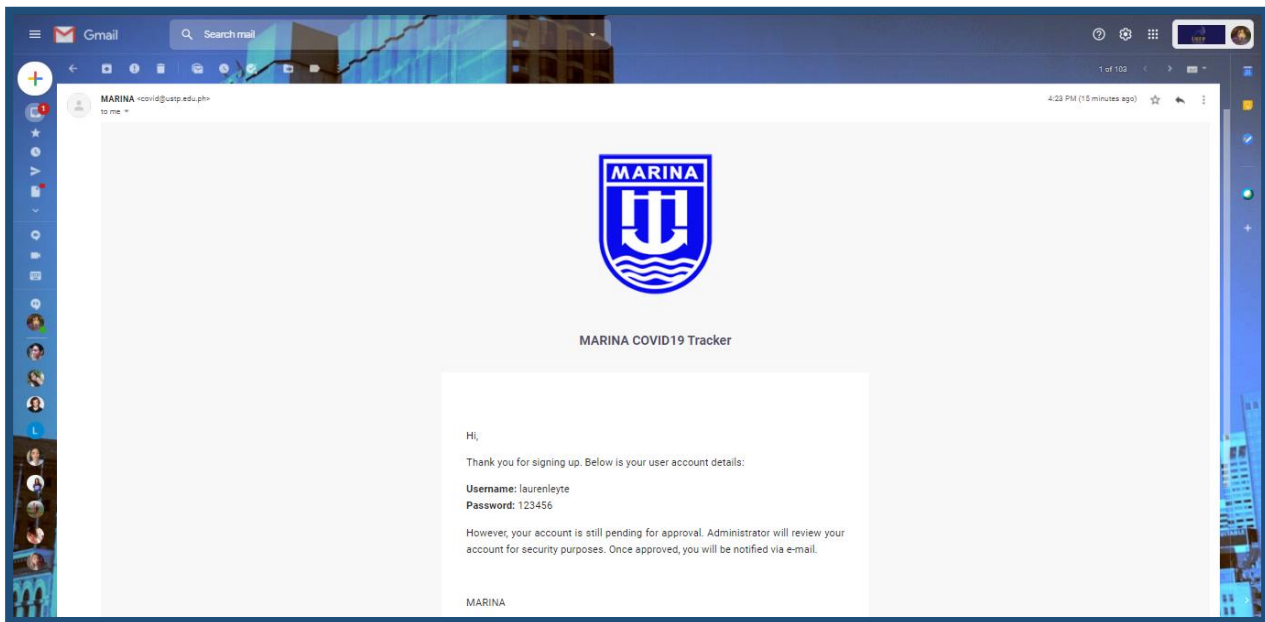
The screenshot shows the registration form for the MARINA: Passenger e-Tracer System. The header includes the MARINA logo and the text "MARINA: Passenger e-Tracer System". On the right, there are social media icons and the text "Follow us on:". The form is titled "Step 3: Fill out registration form". It contains the following fields: Email * (with the value "laurencristy.leyte@ustp.edu.ph"), Username *, Password *, Mobile Number *, and Task Force Unit * (a dropdown menu). Below these fields is a checkbox labeled "I have read and agreed to the MARINA Terms of Use Agreement". At the bottom is a blue button labeled "REGISTER" with a user icon.

STEP 3 : FILL OUT REGISTRATION FORM

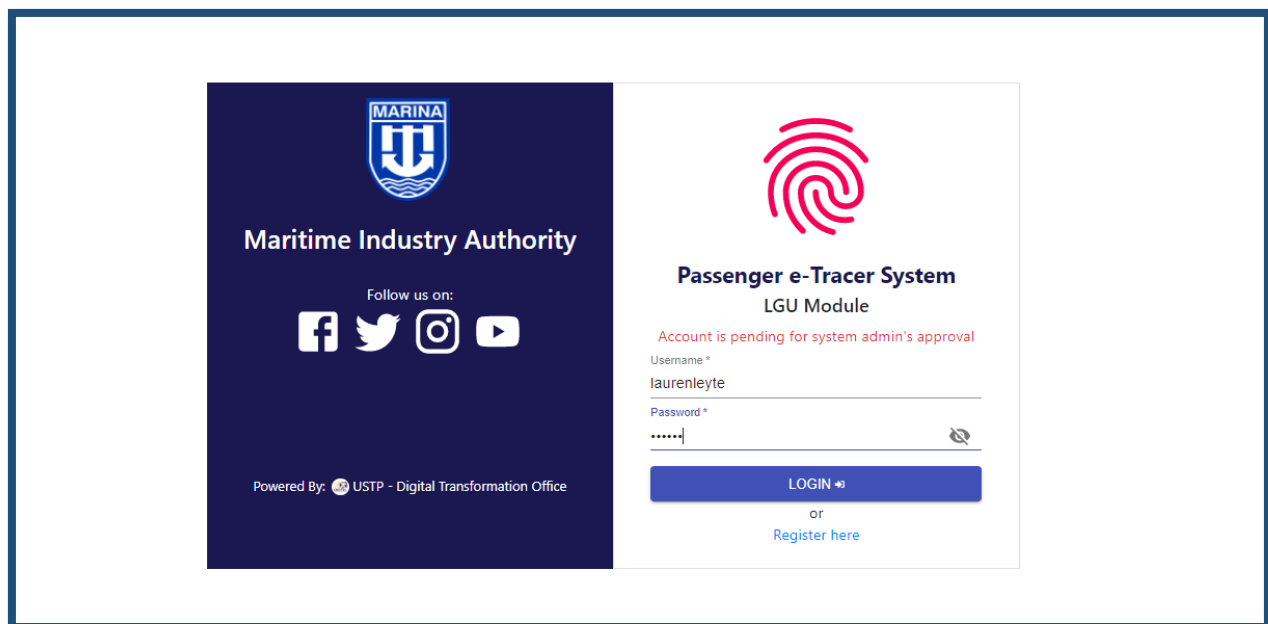
The user must fill out the fields which are marked required. In the Task Force Unit section, the user will choose if from Province or City/Municipality if the user will choose province or city/municipality the user will choose from a list of provinces or city/municipality with its zip code in the Philippines from A-Z and after the user has read the **Terms of Use Agreements** just check the "I agree" box and then the "**REGISTER**" button and a "Successfully message will appear but this registration is only applicable for LGU's only. Once the registration is complete the LGU user will wait for the admin approval of it.



The screenshot shows the "Successfully Registered!" message. The header includes the MARINA logo and the text "MARINA: Passenger e-Tracer System". On the right, there are social media icons and the text "Follow us on:". The message is displayed in a white box with a green checkmark icon. The text reads: "Successfully Registered! Please wait for the admin approval to login to the system. Click here to [Login Page](#)".



This is an example of an email that has its temporary confirmation with attached user account details such as users's username and password but this account is still pending for admin's approval for account security purposes. Once approved the user will be notified via email. See the picture below if the user will use the Login details.



This will be the screen if the user will use the pending account, user can't login to the given login details.

2. DASHBOARD

Passenger eTracer System | LGU Module

Cagayan de Oro City

DOWNLOAD APP

Profile List

Reference #	Name	Type	Contact	Origin	Destination	ETD	ETA	Transport #	Seat #	Ship
30	Kaden Russo	LSI	09354501580	EXERCITATI	VOLUPTATEM	8/4/2020	8/5/2020	Debitis ex	12c	MV Tiborcio
33	Jomar Llevado	LSI	09354501580	MANILA	CDO	8/5/2020	8/6/2020	v123	12C	MV Agata
34	Jane Llevado	LSI	09354501580	MANILA	CDO	8/5/2020	8/6/2020	v123	12D	MV Agata

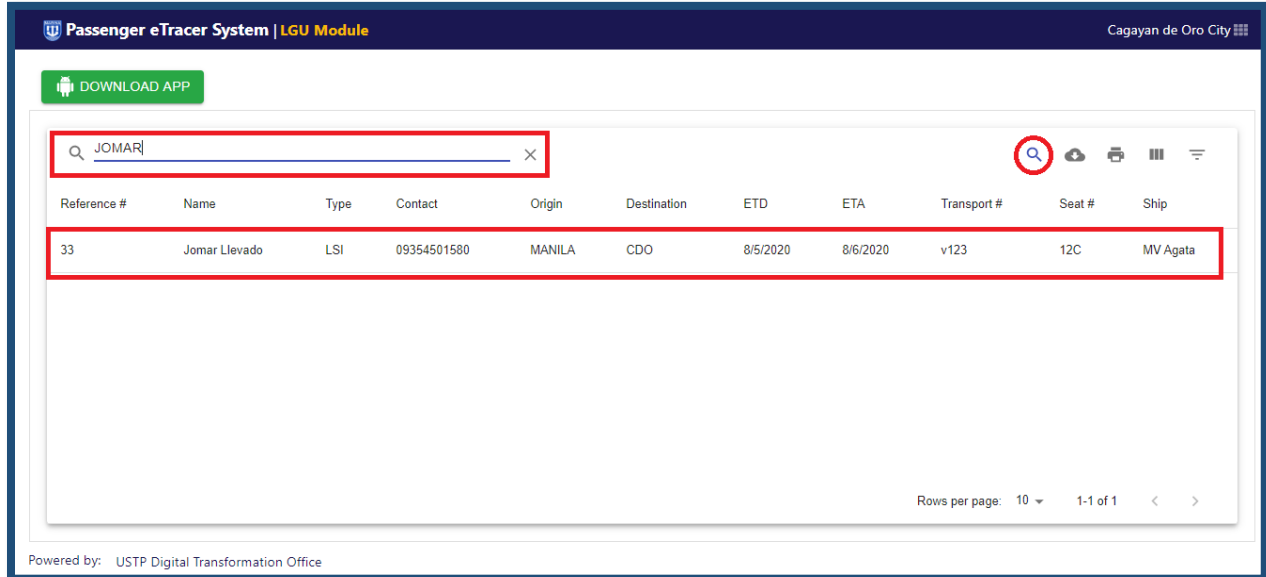
Rows per page: 10 1-3 of 3

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Once logged in, the user will be directed to the LGU dashboard.

- 1. DOWNLOAD APP BUTTON** The user can also download the mobile app.
- 2. PROFILE LIST**- where the user can see the list of profiles with its REFERENCE #, NAME, TYPE, CONTACT, ORIGIN, DESTINATION, ESTIMATED TIME DEPARTURE, ESTIMATED TIME ARRIVAL, TRANSPORT #, SEAT #, and SHIP.
- 3. LOGGED AS LGU** this button allows the user to change the password using the change password button and to end access to the LGU account using the logoff button.
- 4. ICONS** these icons are used for searching, downloading CSV, printing, viewing columns, and filtering table.

3. SEARCH



Passenger eTracer System | LGU Module Cagayan de Oro City

DOWNLOAD APP

Search: JOMAR

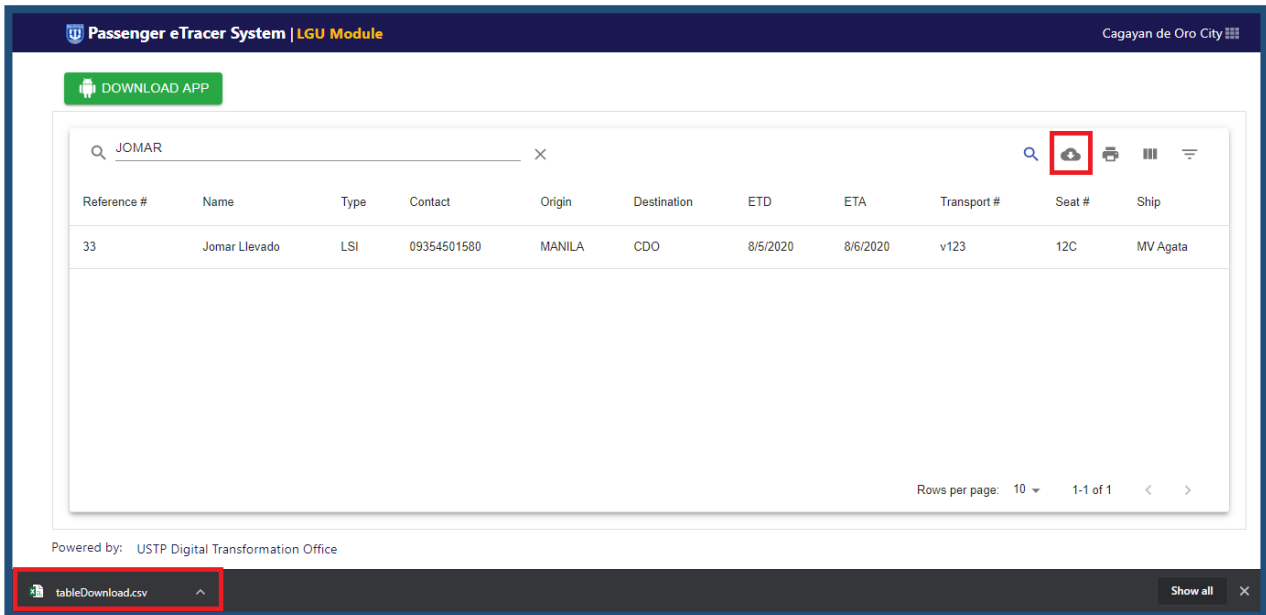
Reference #	Name	Type	Contact	Origin	Destination	ETD	ETA	Transport #	Seat #	Ship
33	Jomar Llevado	LSI	09354501580	MANILA	CDO	8/5/2020	8/6/2020	v123	12C	MV Agata

Rows per page: 10 1-1 of 1

Powered by: USTP Digital Transformation Office

The user can search for a record of the LSI/RFO by clicking the search icon. It can be searched by name, type, and etc.

4. DOWNLOAD CSV



Passenger eTracer System | LGU Module Cagayan de Oro City

DOWNLOAD APP

Search: JOMAR

Reference #	Name	Type	Contact	Origin	Destination	ETD	ETA	Transport #	Seat #	Ship
33	Jomar Llevado	LSI	09354501580	MANILA	CDO	8/5/2020	8/6/2020	v123	12C	MV Agata

Rows per page: 10 1-1 of 1

Powered by: USTP Digital Transformation Office

tableDownload.csv Show all

The user can download the file by clicking the download CSV and named as **tableDownload.csv**. See the picture below for reference.

Reference #	Name	Type	Contact	Origin	Destination	ETD	ETA	Transport #	Seat #	Ship
30	Kaden Russo	LSI	9354501580	EXERCITATI	VOLUPTATEM	8/4/2020	8/5/2020	Debitis ex	12c	MV Tiborcio
33	Jomar Llevado	LSI	9354501580	MANILA	CDO	8/5/2020	8/6/2020	v123	12C	MV Agata
34	Jane Llevado	LSI	9354501580	MANILA	CDO	8/5/2020	8/6/2020	v123	12D	MV Agata

5. PRINT

Passenger e

DOWNLOAD

SEARCH JOMAR

Reference #

33

Profile List:

Reference #	33
Name	Jomar Llevado
Type	LSI
Contact	9354501580
Origin	MANILA
Destination	CDO
ETD	8/5/2020
ETA	8/6/2020
Transport #	v123
Seat #	12C
Ship	MV Agata

Print

1 sheet of paper

Destination: Brother DCP-T710W P

Pages: All

Copies: 1

Color: Color

More settings

Print

Cancel

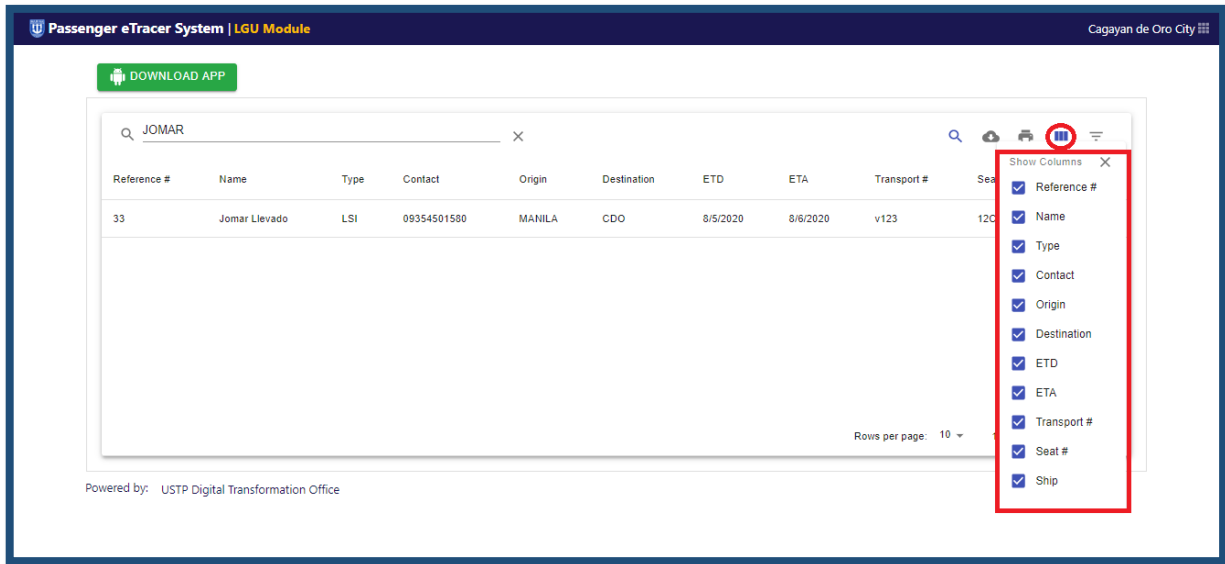
Ship

MV Agata

Powered by: USTP D

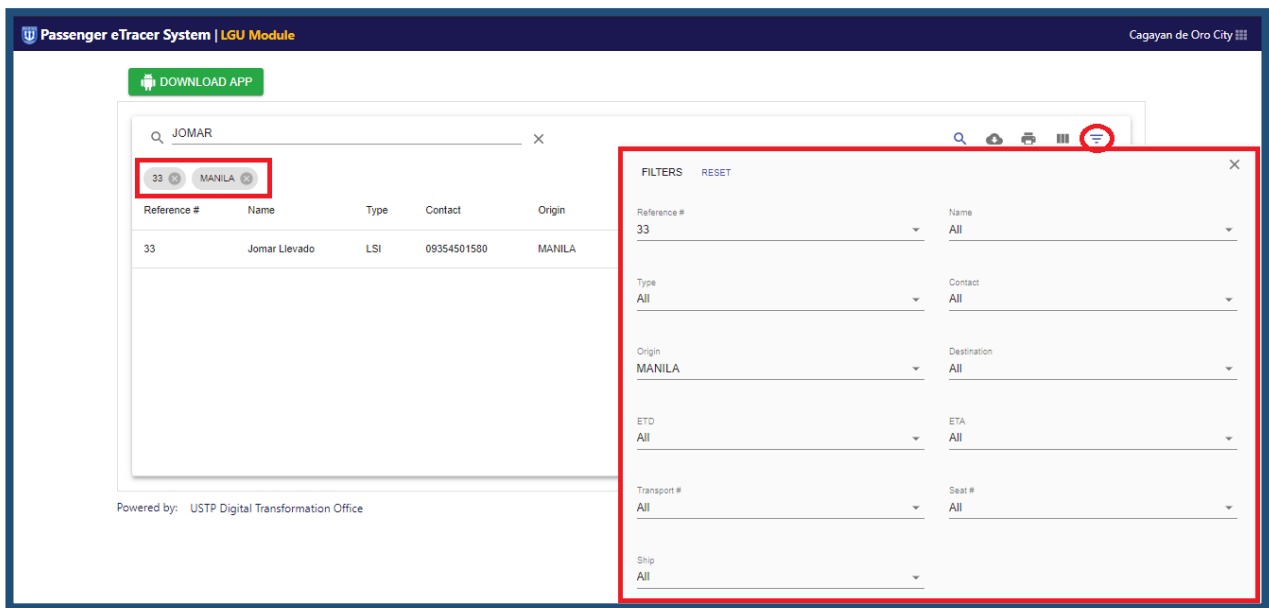
The user can also print a copy of the profile list by clicking the print icon and select the printer, pages, no. of copies, etc., then click the **PRINT** button.

6. VIEW COLUMNS



If the user wants to view it by Reference #, Name, Type, and etc., Click the Show Columns icon.

7. FILTER



The user can search it by categories such as by Reference #, Name, Type, and etc., and can also click the RESET button to undo.

8. CHANGE

The screenshot displays the 'Passenger eTracer System | LGU Module' interface. A 'Change Password' modal form is open, highlighted with a red border. The form contains the following fields and instructions:

- New Password ***: New PASSWORD should be atleast 6 characters
- Confirm Password ***: Input should match your new PASSWORD
- Old Password ***: Your current PASSWORD

At the bottom of the modal are two buttons: 'Save' (blue) and 'Close' (red). In the top right corner of the application, the 'Change' button is highlighted with a red box. The background shows a search bar with 'JOMAR' and a table with columns: Reference #, Name, Type, Co, ETA, Transport #, Seat #, and Ship. A single row of data is visible: 33, Jomar Llevado, LSI, 09, 8/6/2020, v123, 12C, MV Agata.

After logging in with the default password, the user is required to reset the default password and create a new one. The user can change their System's password at any time by clicking the '**logged as LGU**' button at the top of the homepage.

9. LOGOUT

The screenshot displays the 'Passenger eTracer System | LGU Module' interface. A 'Logout' confirmation pop-up is shown in the center, highlighted with a red border. The pop-up contains the following text:

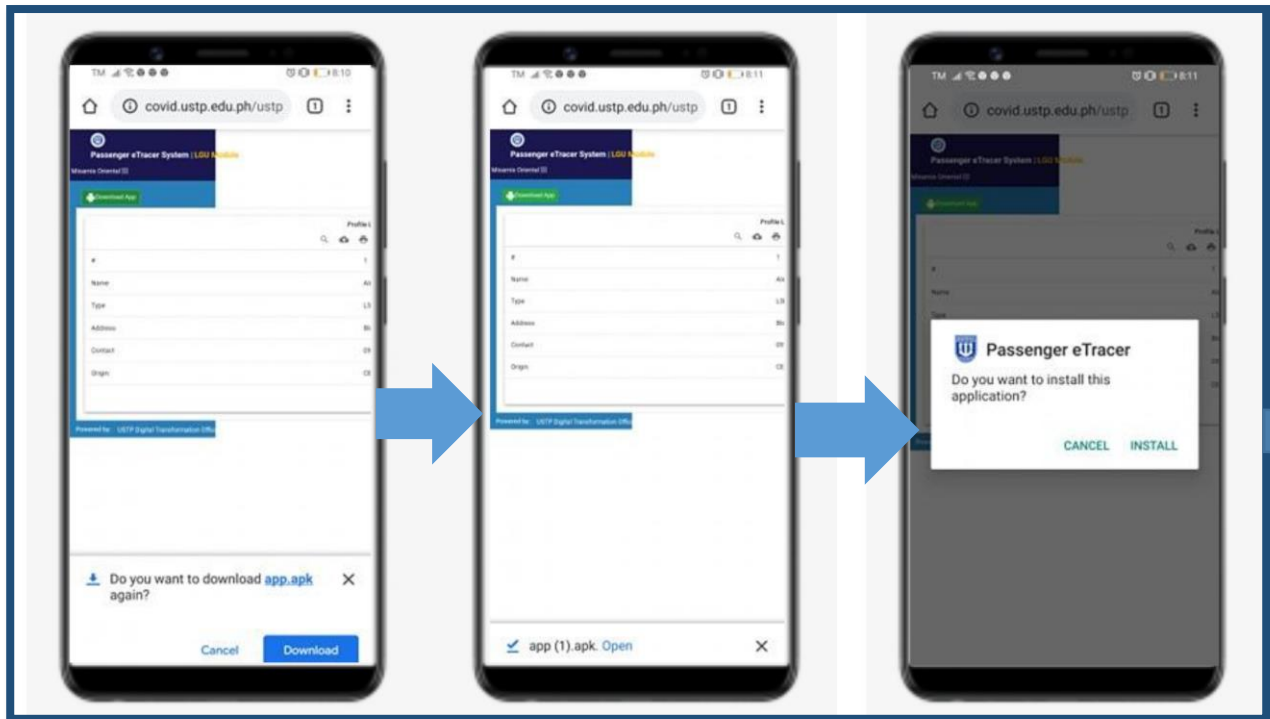
Are you sure?
You want to logout?

At the bottom of the pop-up are two buttons: 'Yes' (blue) and 'Cancel' (red). In the top right corner of the application, the 'Logout' button is highlighted with a red box. The background shows the same search bar and table as in the previous screenshot.

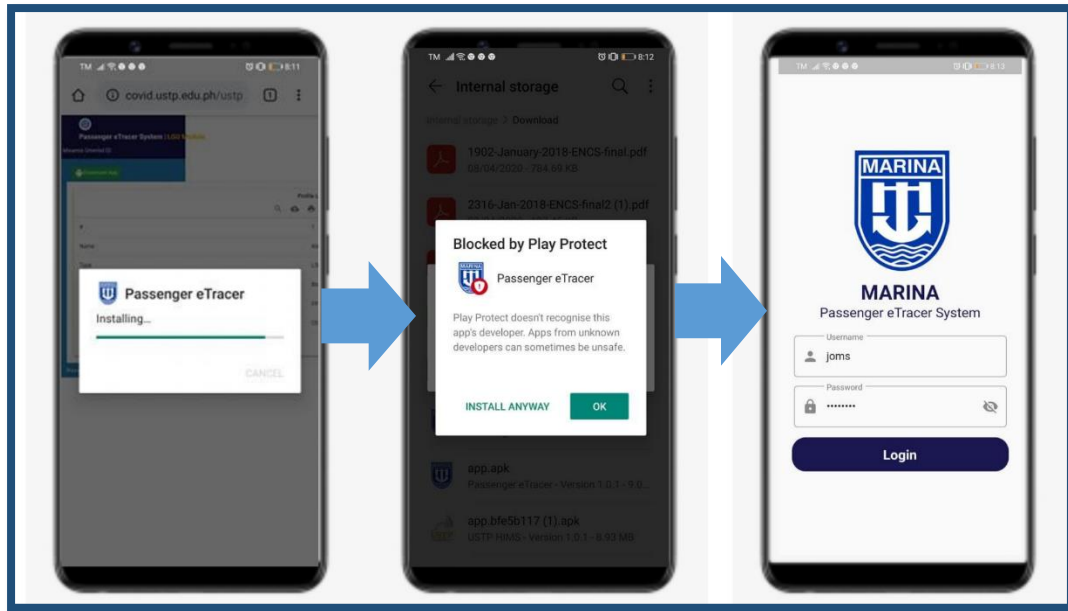
Click on the **Logout Button** on the upper right corner of the home screen next to the Change button to logout in your account. Logging out of the Portal prompts a confirmation pop-up, "**Are you sure? You want to logout?**" then routes you back to the login page.

How to access the Passenger e-Tracer System for LGU in Mobile Application

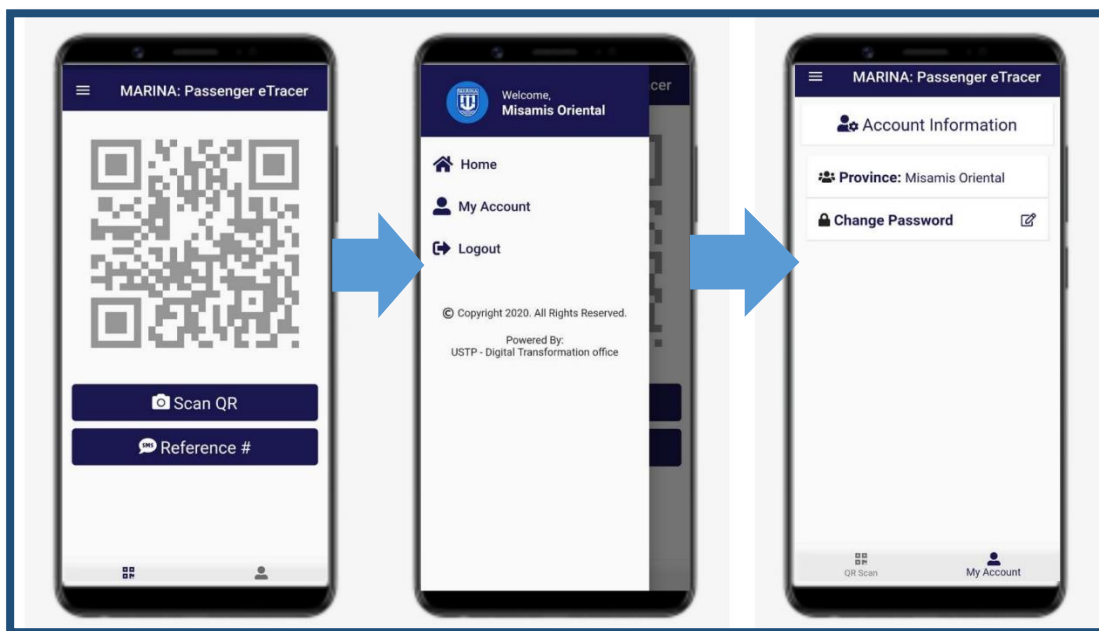
Only LGU's can download and access the app. This is where the LGU will scan the QR code from LSI/RFO that has been given by the system and also the reference number sent by the system through SMS. This is the step-by-step guide on its operation.



To the download, the app Go to your mobile's browser and enter the link **covid.ustp.edu.ph/ustphims-lgu**, enter LGU's username and password and the user will be redirected to its dashboard click the "Download the app" button. See the first picture for reference. After the user has clicked the download button click "Open" on the app.apk a pop-up message will appear on your screen and just click "Install".

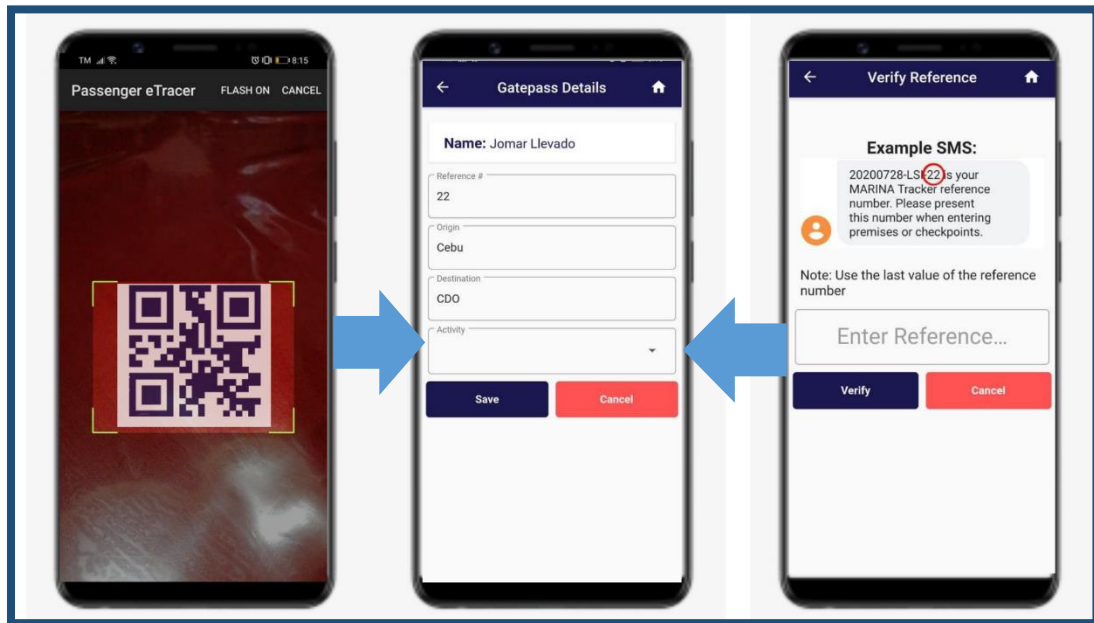
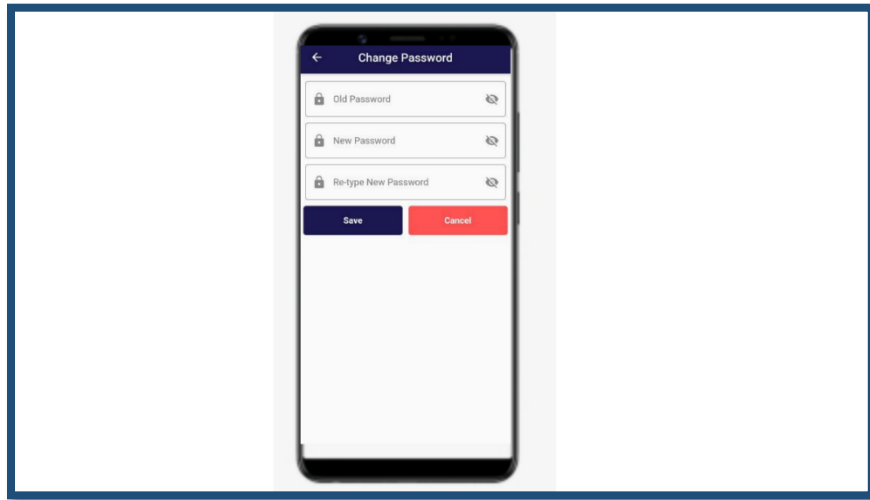


The app is now installing in your mobile once it is done a pop-up again will come out in your screen and stating that the app is not safe but don't mind it just click "Install anyway". Now that the app has successfully downloaded open the app and enter the Username and password.



After logging in the user can see a landing page that has a Scan QR and Reference # and on the upper left corner the user will see three stacked lines which users can click to see a menu of pages on the site. It has the HOME, MY ACCOUNT, and the LOGOUT Menu. When the user clicks "Home" the user will be redirected to the Home page/Landing

page also when clicking the “My account” the user will see his/her account information what LGU province has logged on it and also the change password. See the picture below.



The first picture is the page when clicking the “Scan QR” this is where the LGU will scan the QR code that has been sent through email to the LSI/RFO and after scanning the code it will go to a Gate pass details page with the Name, Reference #, Origin, Destination and Activity under the activity it has a “Check-in and Check-out” where the LGU will put check-in when the LSI/RFO is in the holding area and to check out if the said LSI/RFO is checking out. The LGU can also use the Reference # of the LSI/RFO that has been sent to them. Note that only the last reference number will be input on it.