

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**

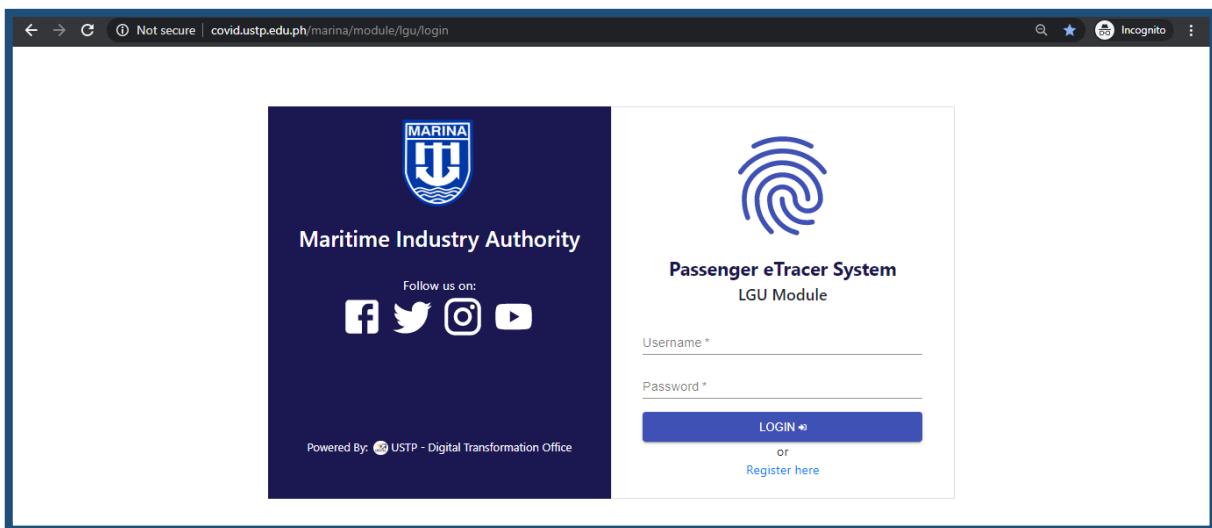
The passenger vessel companies can digitize and streamline their documentary compliance for MARINA.

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

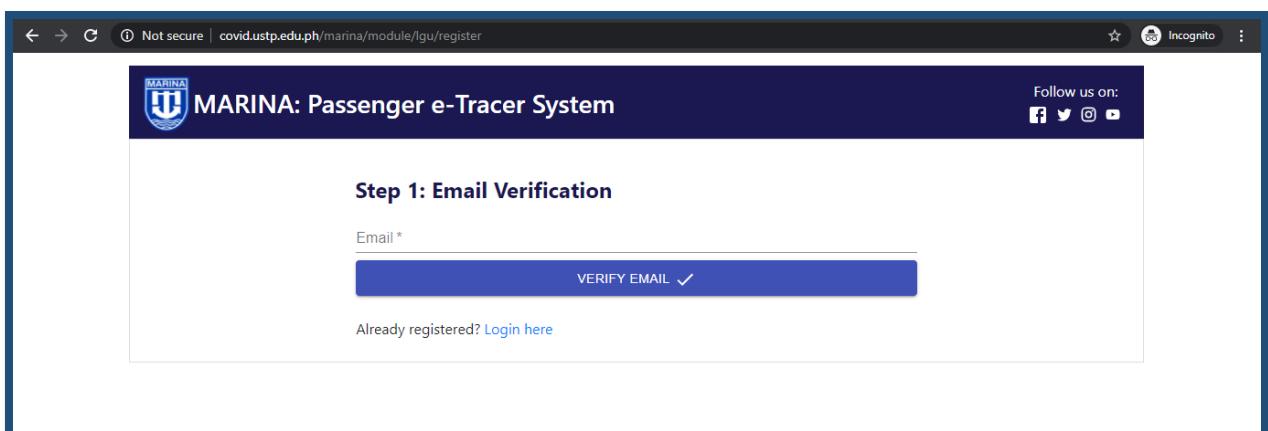
New User

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

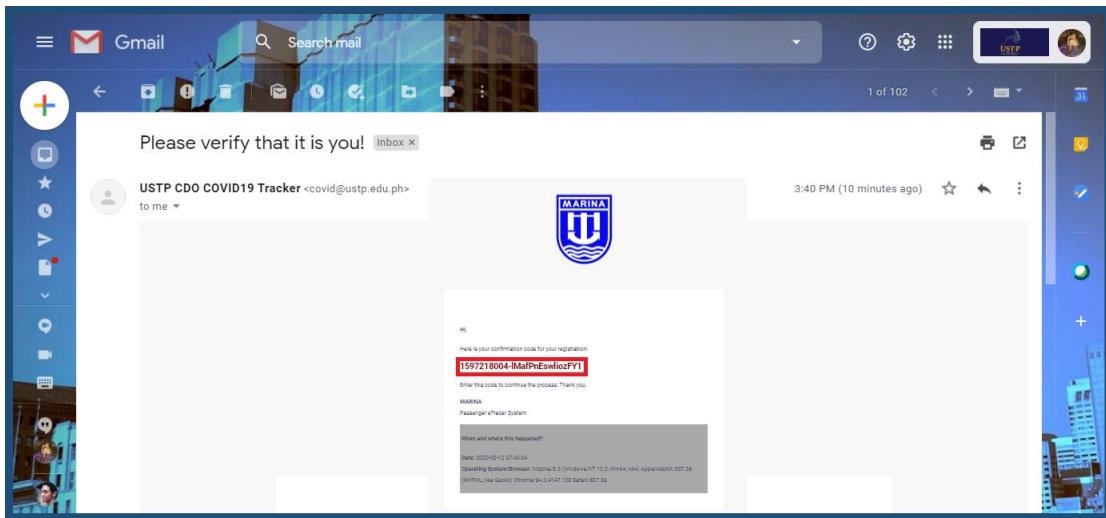


The user will fill up the username and password then click **LOGIN** to proceed to the dashboard. But if the user has no account just click the “Register here”. Also if the user has entered a wrong username/password there will be a message “**Invalid username or password.**” And the logo fingerprint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



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.



Step 2: Use the code sent to your email

Validation Code *

1597218004-IMafPhEswlozFY1

VALIDATE CODE ✓

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".



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Step 3: Fill out registration form

Email *
laurencchristy.leyte@ustp.edu.ph

Username *

Password *

Mobile Number *

Task Force Unit *

I have read and agreed to the MARINA [Terms of Use Agreement](#)

REGISTER 

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.



MARINA: Passenger e-Tracer System

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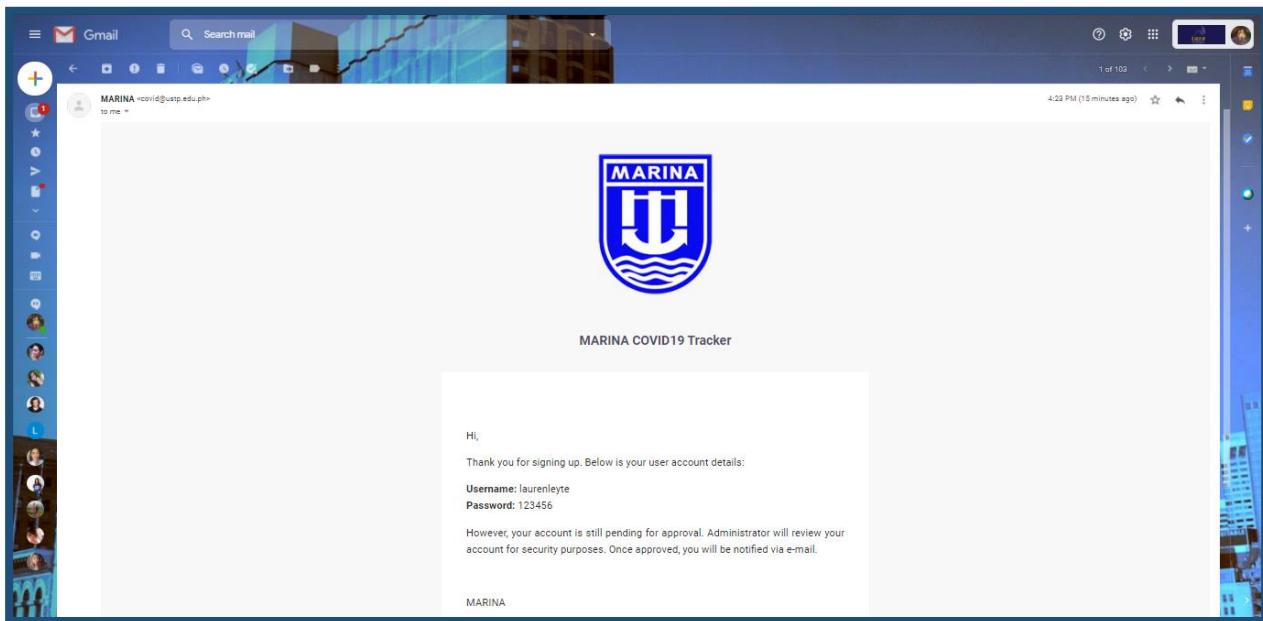


Successfully Registered!

Please wait for the admin approval to login to the system.

Click here to [Login Page](#)

PASSENGER E-TRACER SYSTEM



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

The screenshot shows the Passenger eTracer System LGU Module dashboard. At the top left is the title "Passenger eTracer System | LGU Module". On the right, there is a red box containing the text "Cagayan de Oro City" with three small icons. A green button labeled "DOWNLOAD APP" with an Android icon is at the top left. Below the title is a table titled "Profile List" with columns: Reference #, Name, Type, Contact, Origin, Destination, ETD, ETA, Transport #, Seat #, and Ship. There are three rows of data. At the bottom right of the table are buttons for "Rows per page" (set to 10), "1-3 of 3", and navigation arrows. A red box highlights the entire table area. Four numbered circles point to specific elements: 1 points to the "DOWNLOAD APP" button; 2 points to the table header; 3 points to the "Cagayan de Oro City" text; and 4 points to the table's filter/search toolbar.

Reference #	Name	Type	Contact	Origin	Destination	ETD	ETA	Transport #	Seat #	Ship
30	Kaden Russo	LSI	09354501580	EXERCITATI	VOLUNTATEM	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

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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

The screenshot shows the Passenger eTracer System interface. At the top, there is a navigation bar with the title "Passenger eTracer System | LGU Module" and a location indicator "Cagayan de Oro City". Below the navigation bar is a green button labeled "DOWNLOAD APP". The main area features a search bar with the input "JOMAR" and a magnifying glass icon. To the right of the search bar are icons for cloud storage, printing, and other system functions. Below the search bar is a table with columns: Reference #, Name, Type, Contact, Origin, Destination, ETD, ETA, Transport #, Seat #, and Ship. A single row is highlighted with a red border, corresponding to the search term "JOMAR". The row contains the following data: Reference # 33, Name Jomar Llevado, Type LSI, Contact 09354501580, Origin MANILA, Destination CDO, ETD 8/5/2020, ETA 8/6/2020, Transport # v123, Seat # 12C, and Ship MV Agata. At the bottom of the page, there is a footer note "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

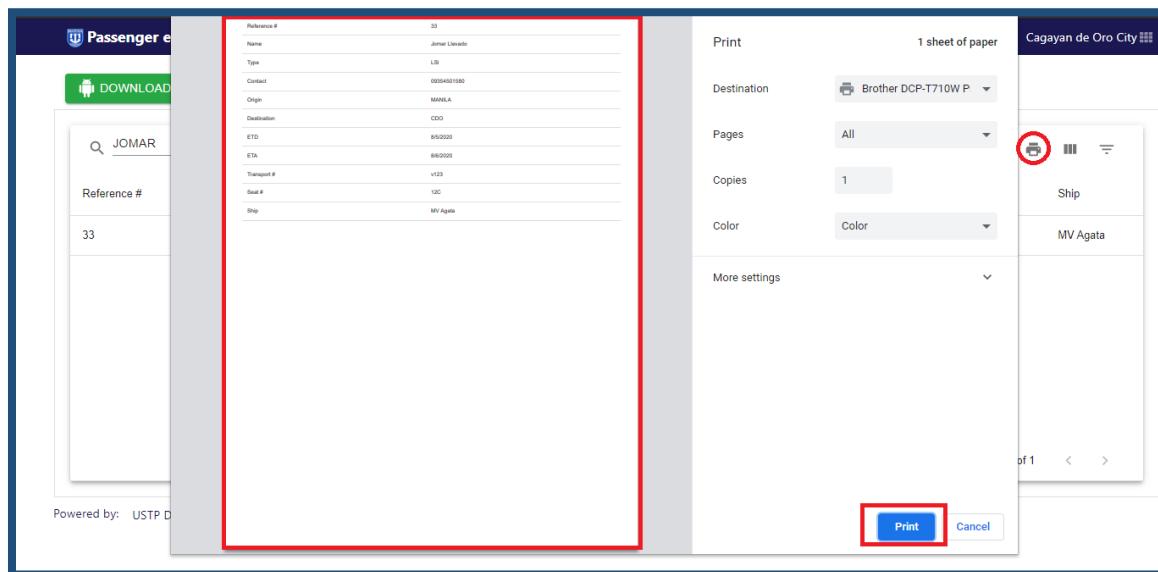
This screenshot is identical to the previous one, showing the search results for "JOMAR". However, a red box highlights the "tableDownload.csv" button in the bottom left corner of the footer. The footer also includes a "Show all" link and a close button (X).

The user can download the file by clicking the download CSV and named as [tableDownload.csv](#). See the picture below for reference.

PASSENGER E-TRACER SYSTEM

	A	B	C	D	E	F	G	H	I	J	K
1	Reference #	Name	Type	Contact	Origin	Destination	ETD	ETA	Transport #	Seat #	Ship
2	30	Kaden Russo	LSI	9354501580	EXERCITATI	VOLUNTATEM	8/4/2020	8/5/2020	Debitis ex	12c	MV Tiborcio
3	33	Jomar Llevado	LSI	9354501580	MANILA	CDO	8/5/2020	8/6/2020	v123	12C	MV Agata
4	34	Jane Llevado	LSI	9354501580	MANILA	CDO	8/5/2020	8/6/2020	v123	12D	MV Agata
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5. PRINT



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

The screenshot shows a search results page for "JOMAR". A red box highlights the "Show Columns" icon in the top right corner of the header. A second red box highlights the "Show Columns" modal window on the right side of the screen. The modal lists all columns with checkboxes, and most are checked. Below the modal are buttons for "Rows per page" (set to 10) and a "Search" button.

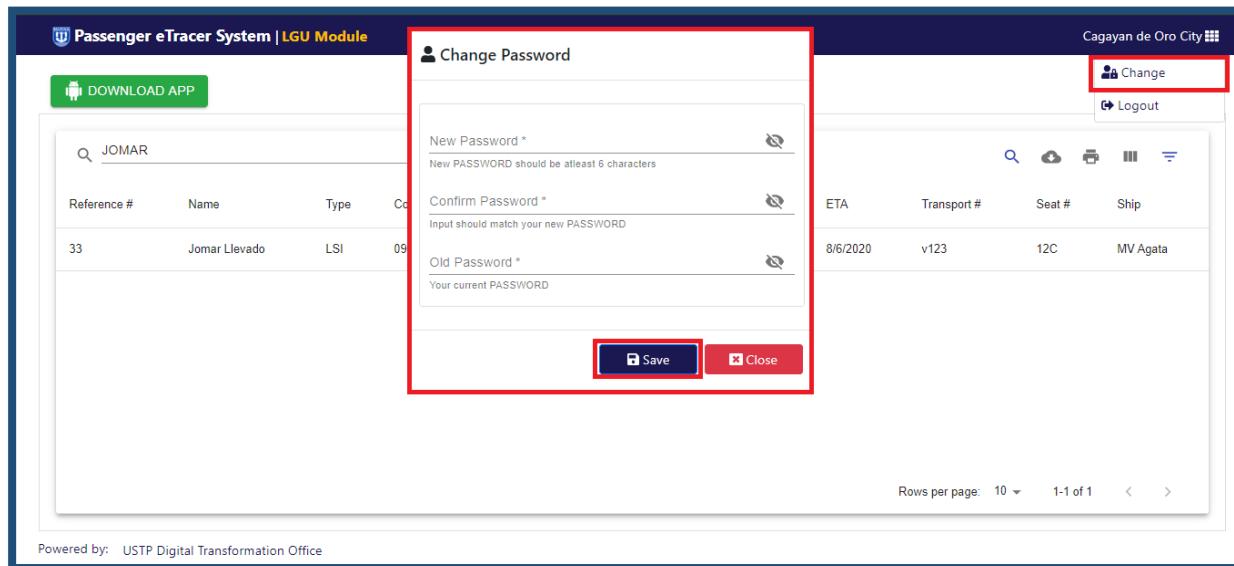
If the user wants to view it by Reference #, Name, Type, and etc., Click the Show Columns icon.

7. FILTER

The screenshot shows a search results page for "JOMAR". Two specific filters are highlighted with red boxes: "Reference # 33" and "Origin MANILA". A large red box highlights the "FILTERS" panel on the right side of the screen. The panel contains dropdown menus for various filters: Reference # (33), Name (All), Type (All), Contact (All), Origin (MANILA), Destination (All), ETD (All), ETA (All), Transport # (All), Seat # (All), and Ship (All). A "RESET" button is also visible in the top right of the filter panel.

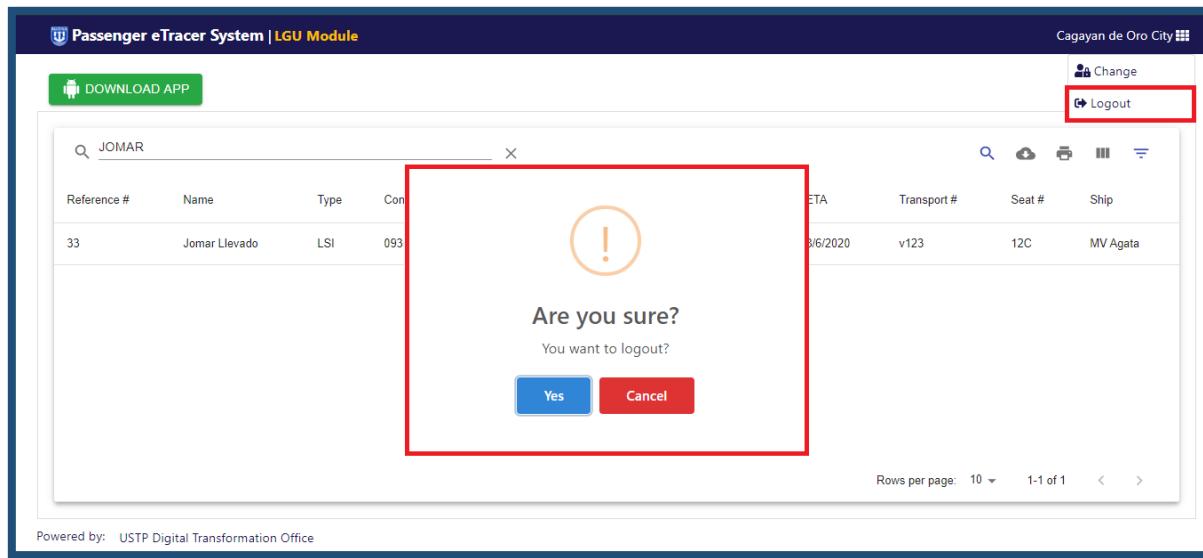
The user can search it by categories such as by Reference #, Name, Type, and etc., and can also click the RESET button to undo.

8. CHANGE



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.

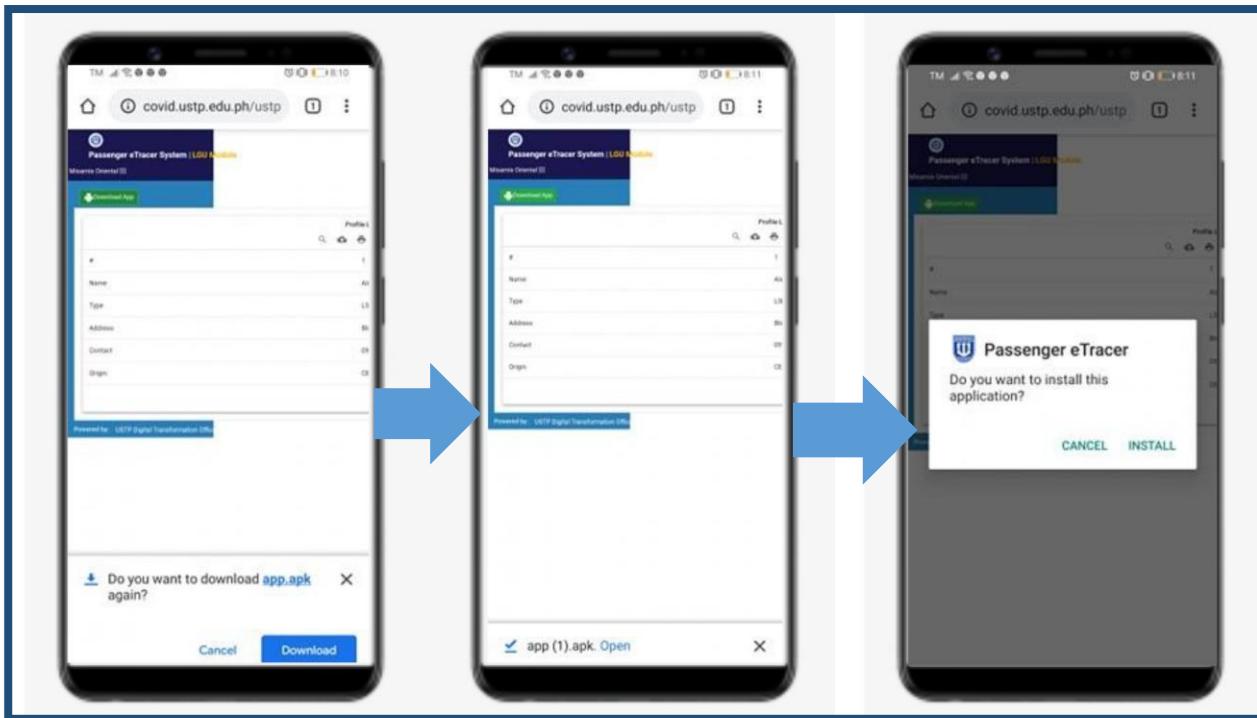
9. LOGOUT



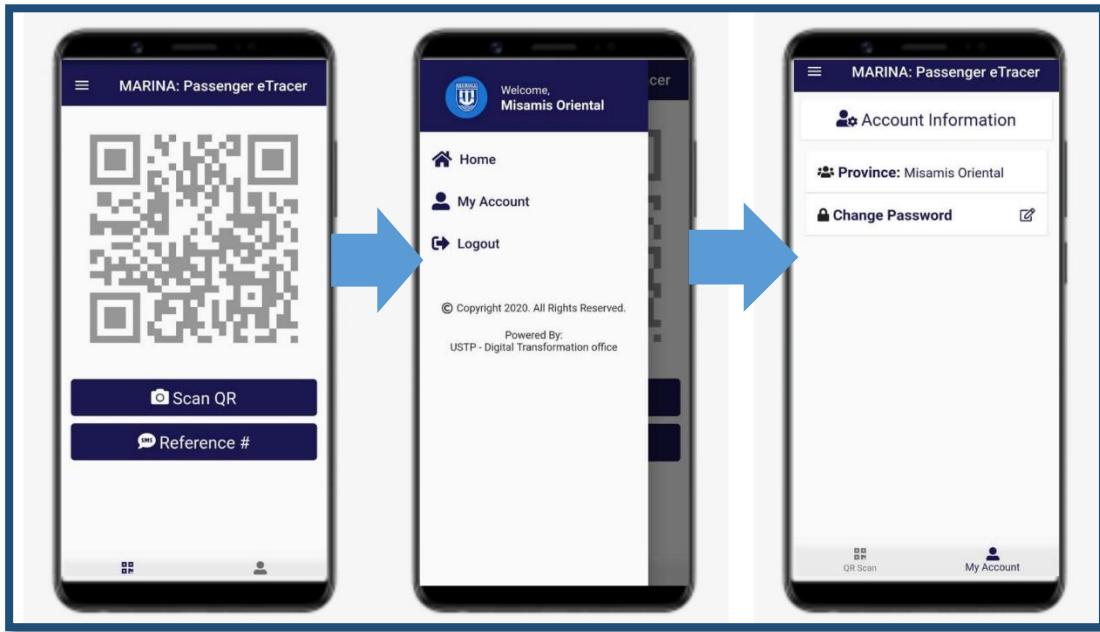
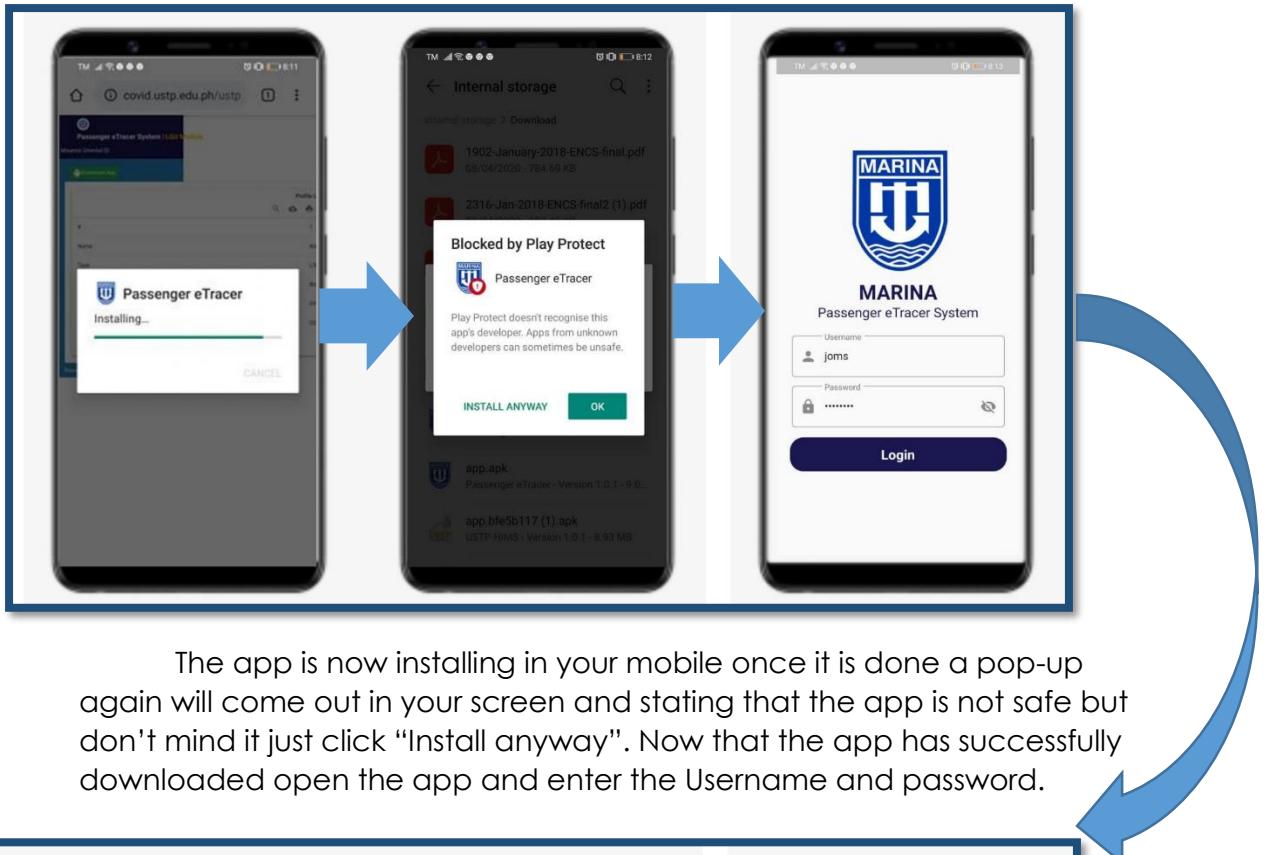
Click on the **Logout Button** on the upper right corner of the home screen next to the Change button to logout in your account. Logging out of the Portal prompts a confirmation pop-up, "**Are you sure? You want to logout?**" then routes you back to the login page.

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.

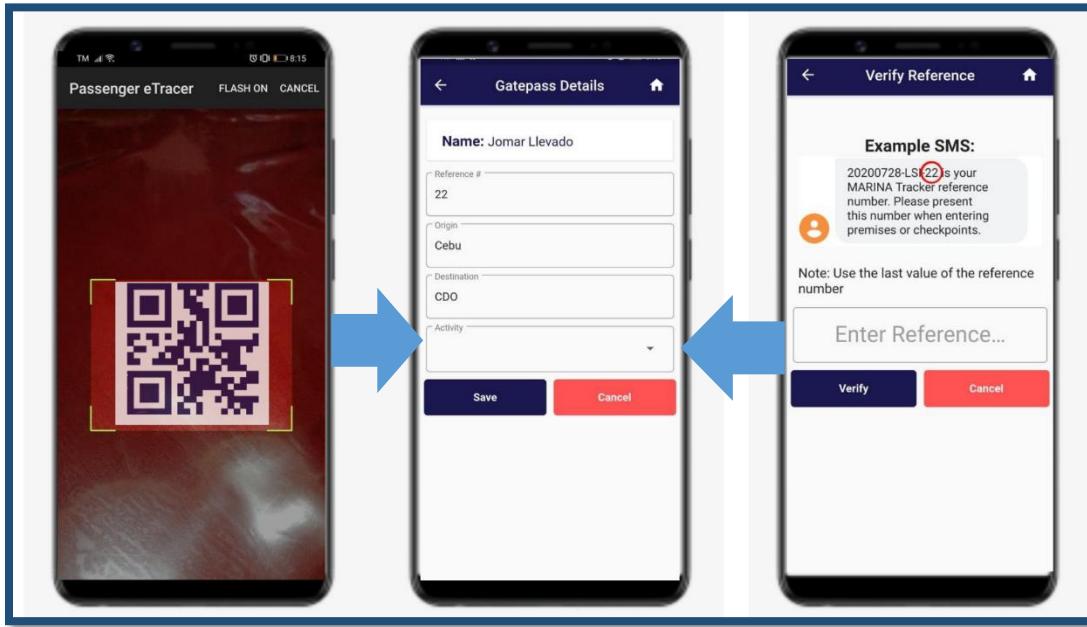
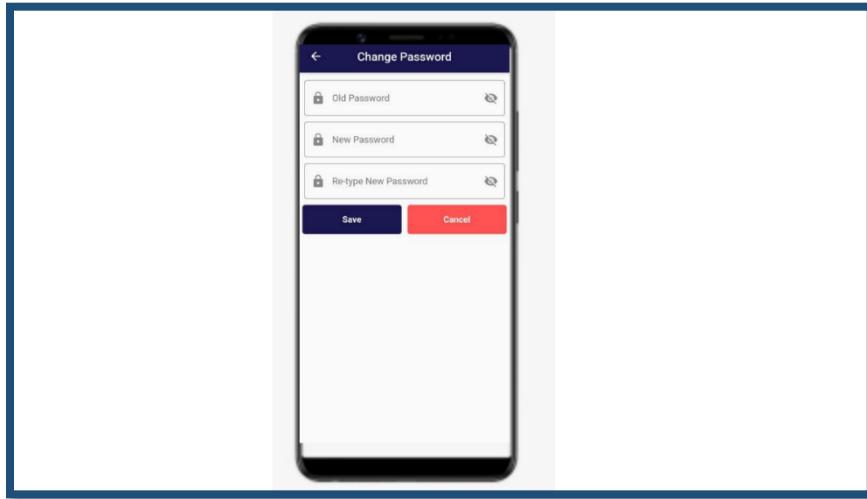


To download, go to your mobile's browser and enter the link **covid.ustp.edu.ph/ustphims-lgu**, enter LGU's username and password and the user will be redirected to its dashboard click the "Download the app" button. See the first picture for reference. After the user has clicked the download button click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



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.