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.
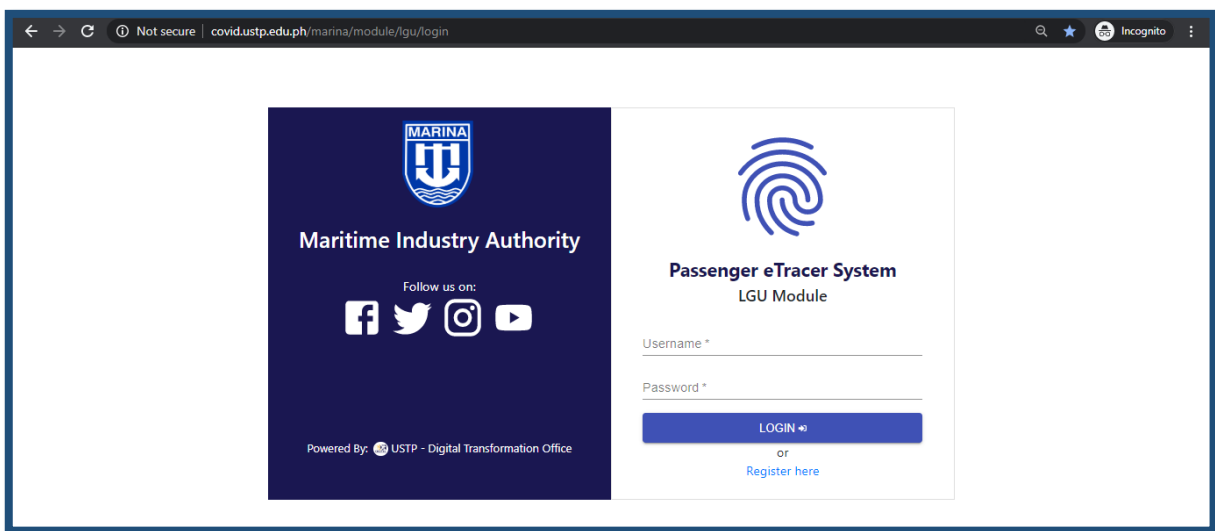- **PASSENGER VESSEL COMPANIES**
  The passenger vessel companies can digitize and streamline their documentary compliance for MARINA.

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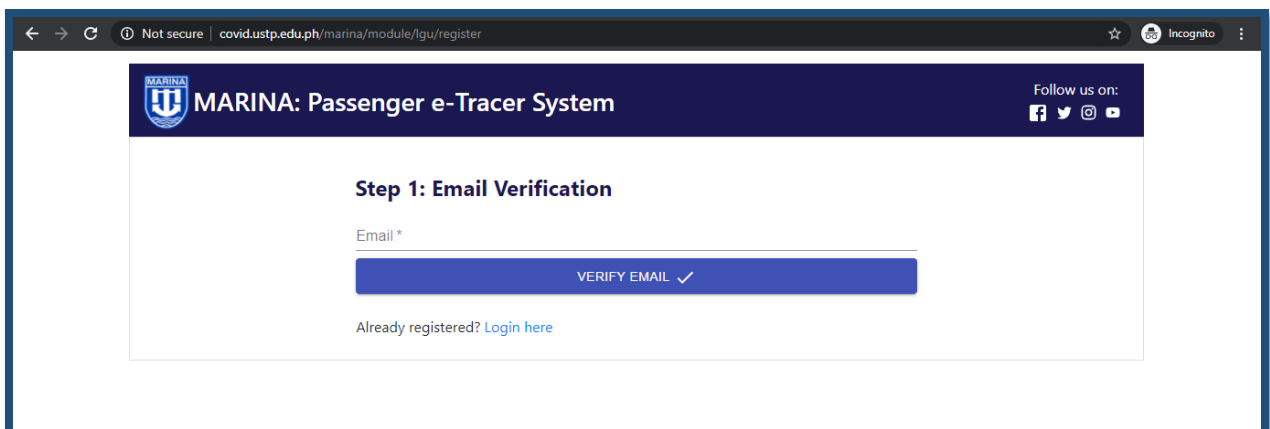
New User

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 <u>username</u> and <u>password</u> 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.
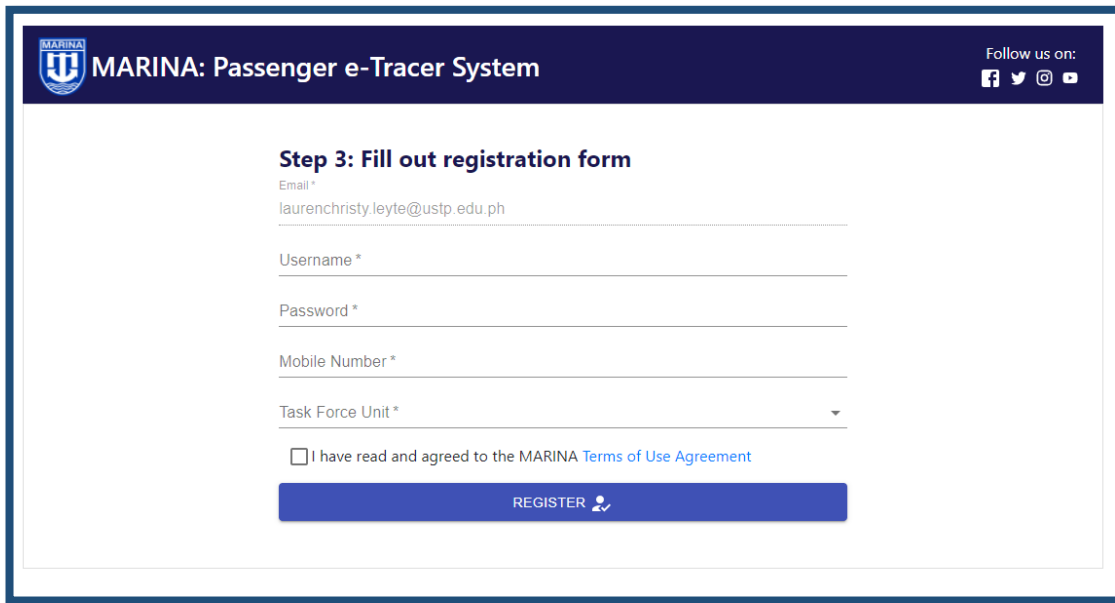
STEP 1: EMAIL VERIFICATION

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.
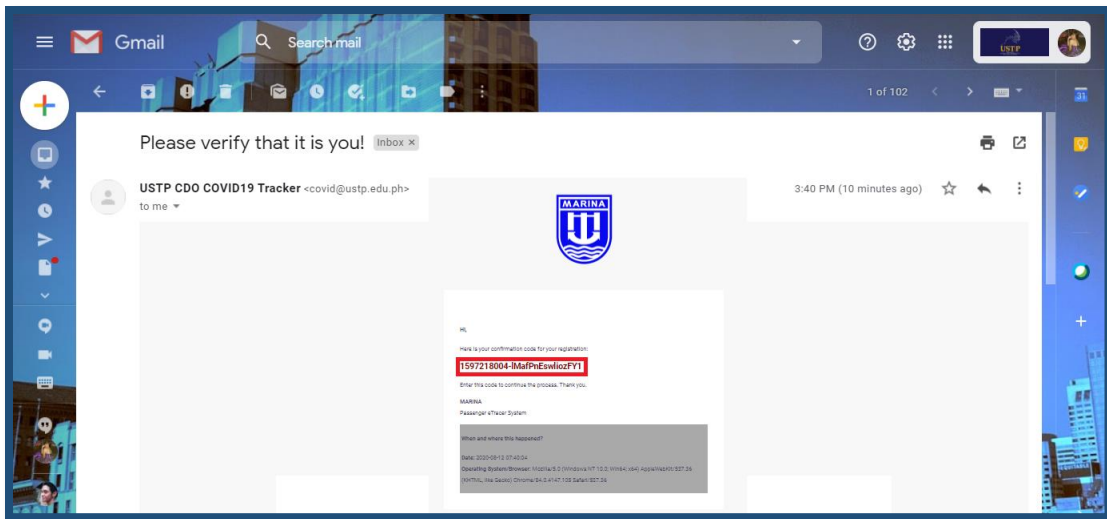
STEP 2: USE THE CODE SENT TO YOUR EMAIL

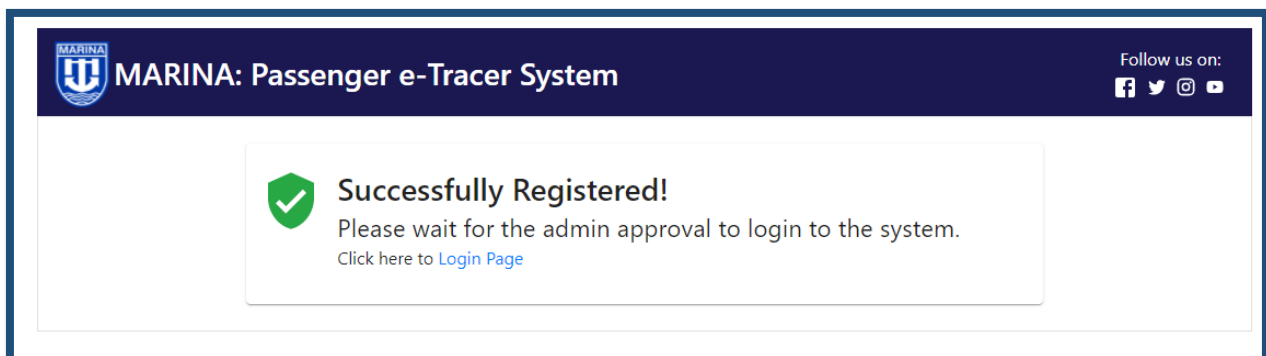Just copy the confirmation code sent to user's email and paste it on the provided section and click "VALIDATE CODE".

## 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.
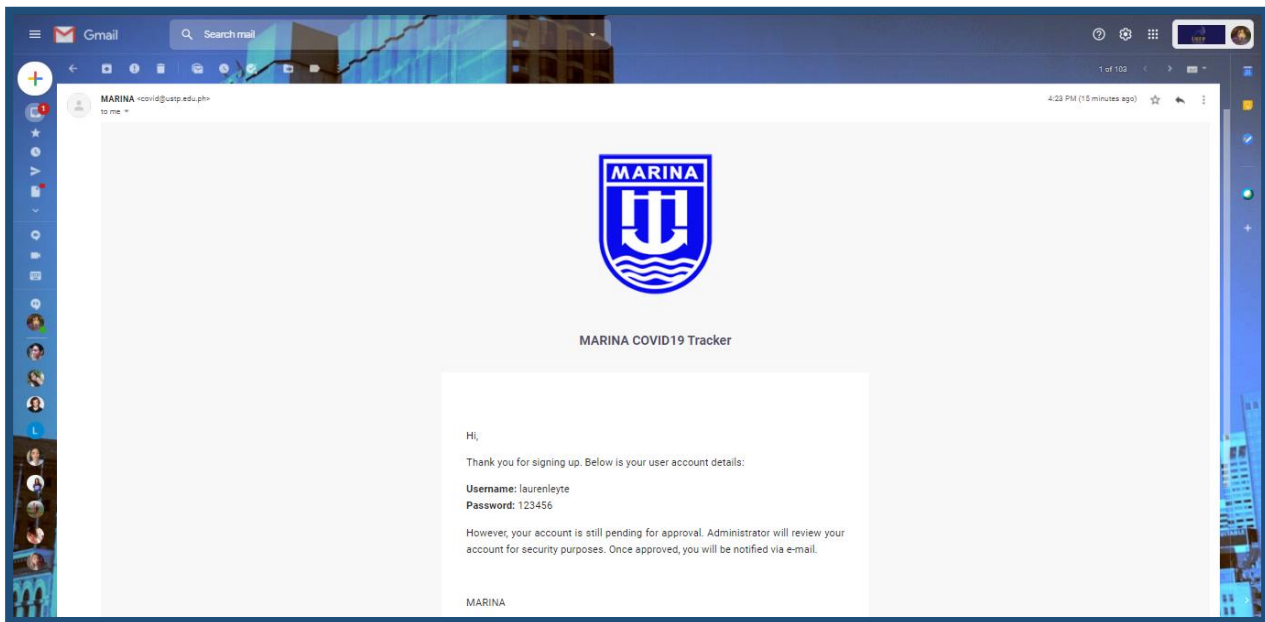
This is an example of an email that has its temporary confirmation with attached user account details such as users's username and password but this account is still pending for admin's approval for account security purposes. Once approved the user will be notified via email. See the picture below if the user will use the Login details.
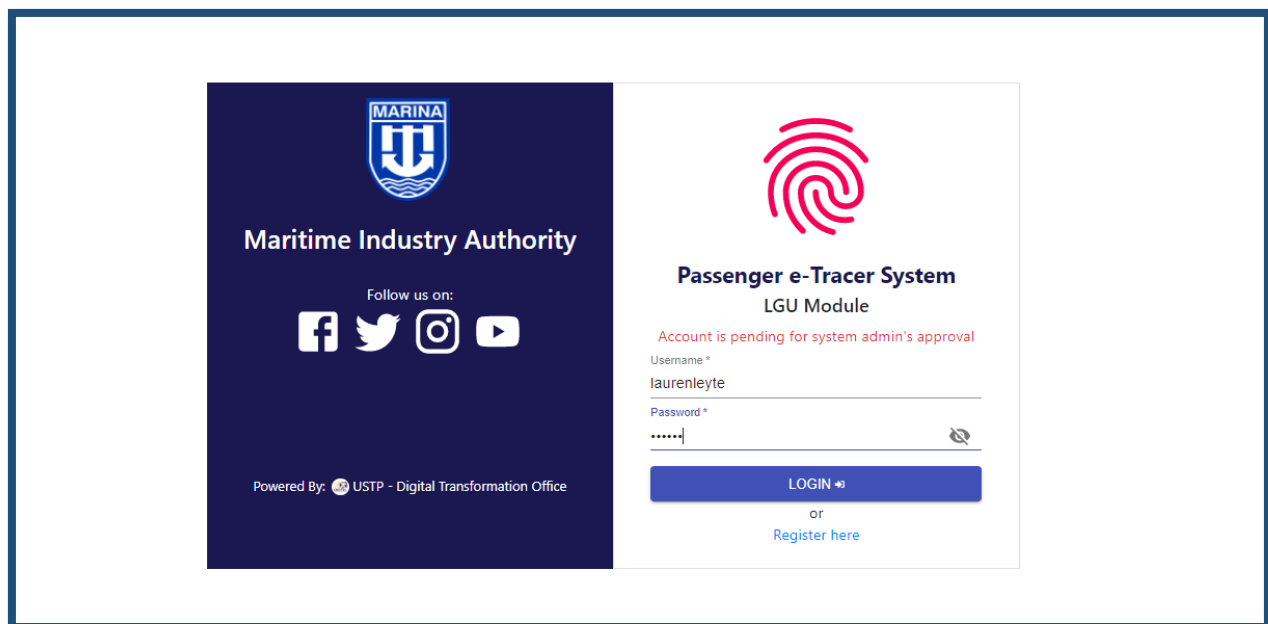
This will be the screen if the user will use the pending account, user can't login to the given login details.

2. DASHBOARD

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

1. **DOWNLOAD APP BUTTON** [DOWNLOAD APP] 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** [Cagayan de Oro City] 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** [icons] these icons are used for searching, downloading CSV, printing, viewing columns, and filtering table.

3. SEARCH

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

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

5. PRINT

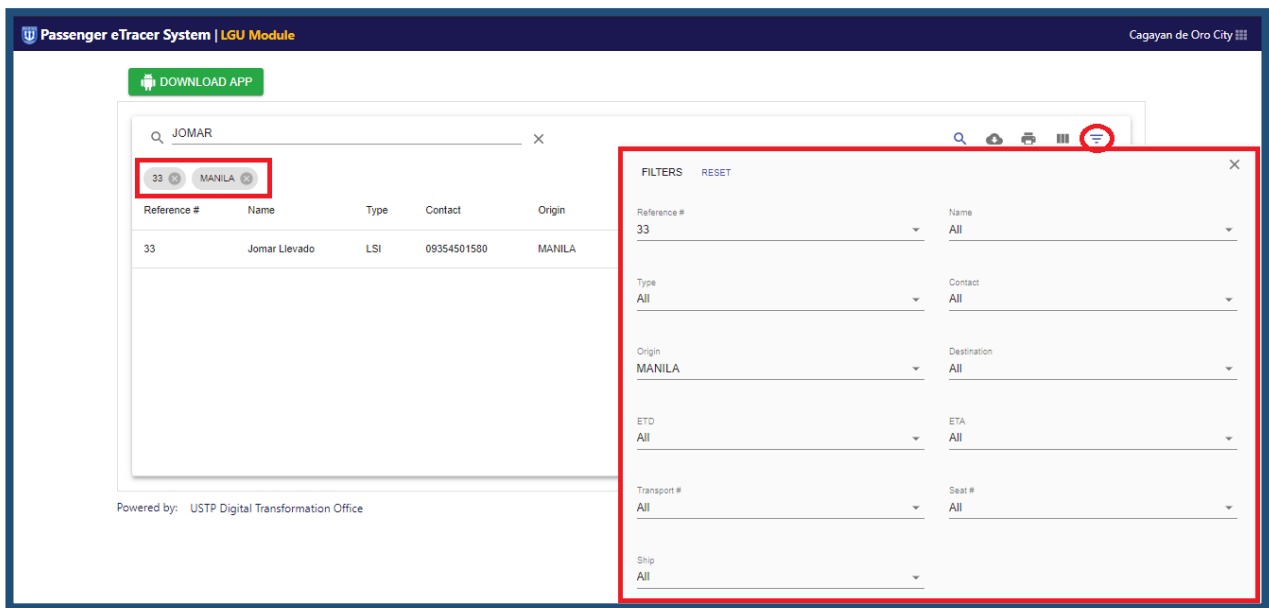The user can also print a copy of the profile list by clicking the print icon and select the printer, pages, no. of copies, etc., then click the **PRINT** button.

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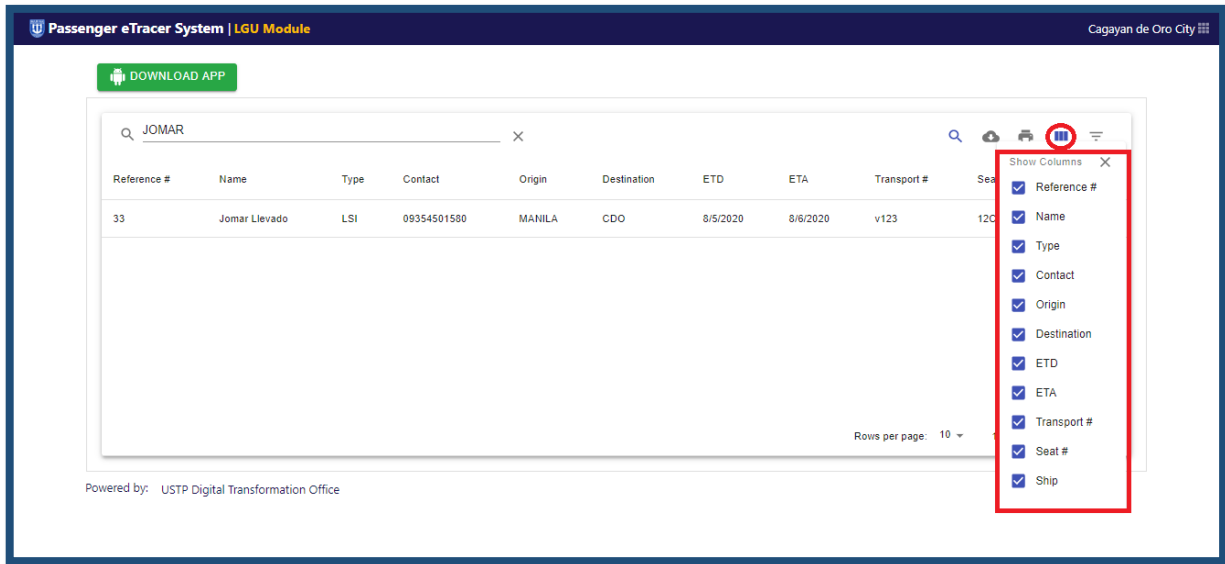
If the user wants to view it by Reference #, Name, Type, and etc., Click the Show Columns icon.

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

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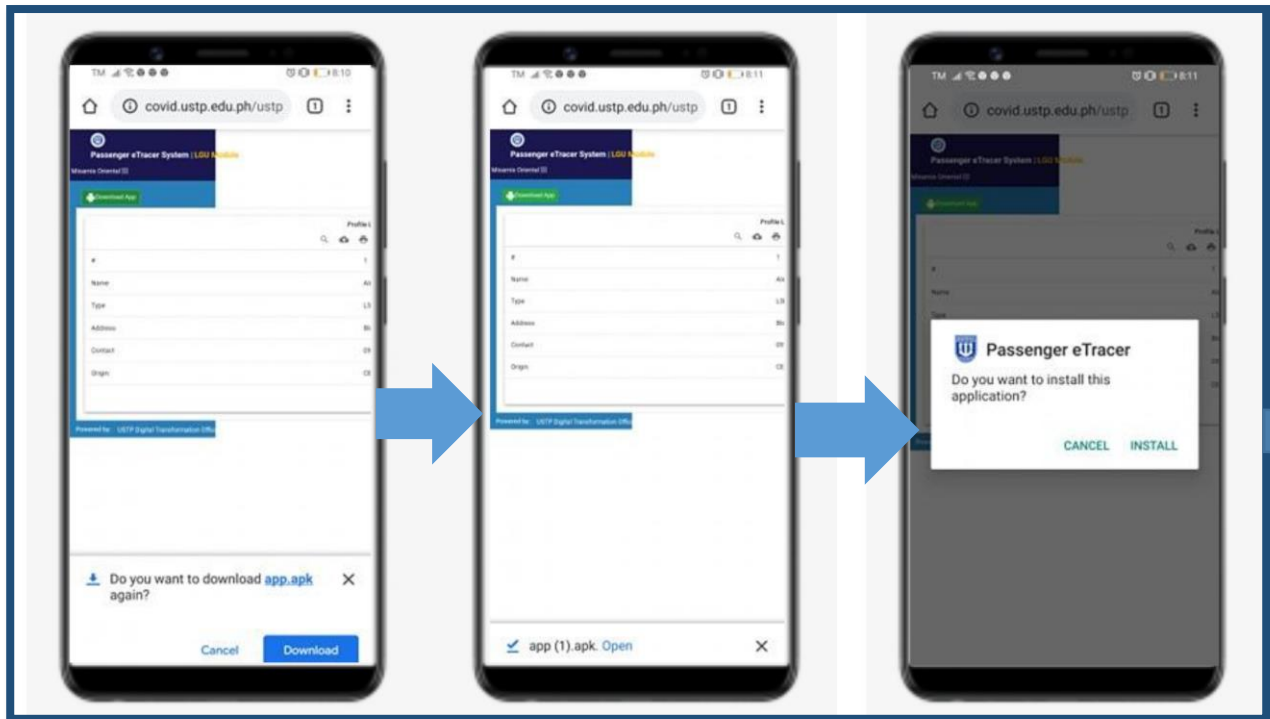
To the download, the app Go to your mobile's browser and enter the link **covid.ustp.edu.ph/ustphims-lgu**, enter LGU's username and p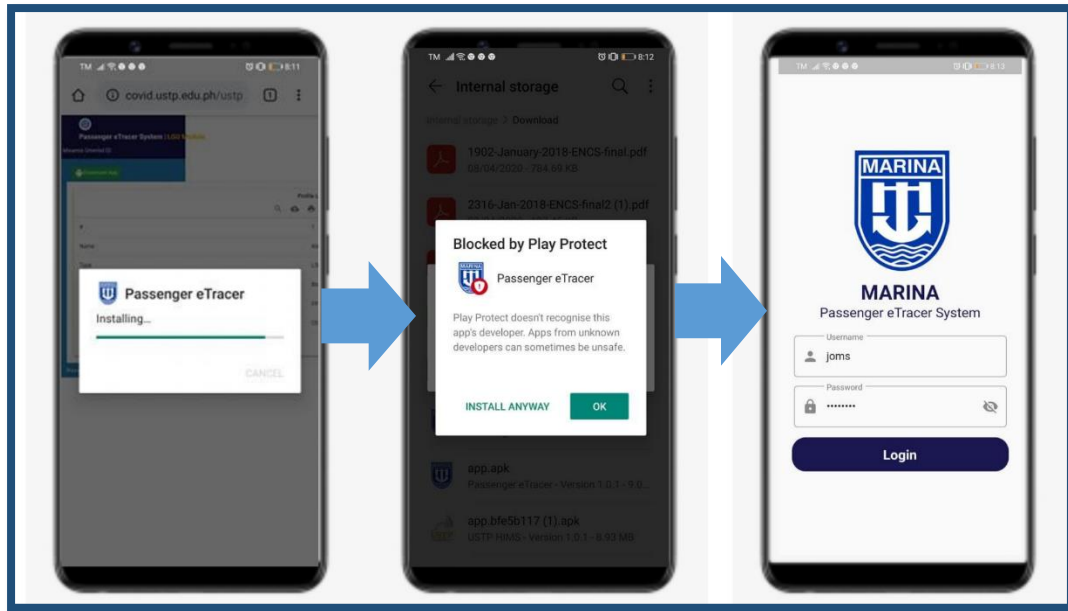assword and the user will be redirected to its dashboard click the "Download the app" button. See the first picture for reference. After the user has clicked the download button click "Open" on the app.apk a pop-up message will appear on your screen and just click "Install".

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.
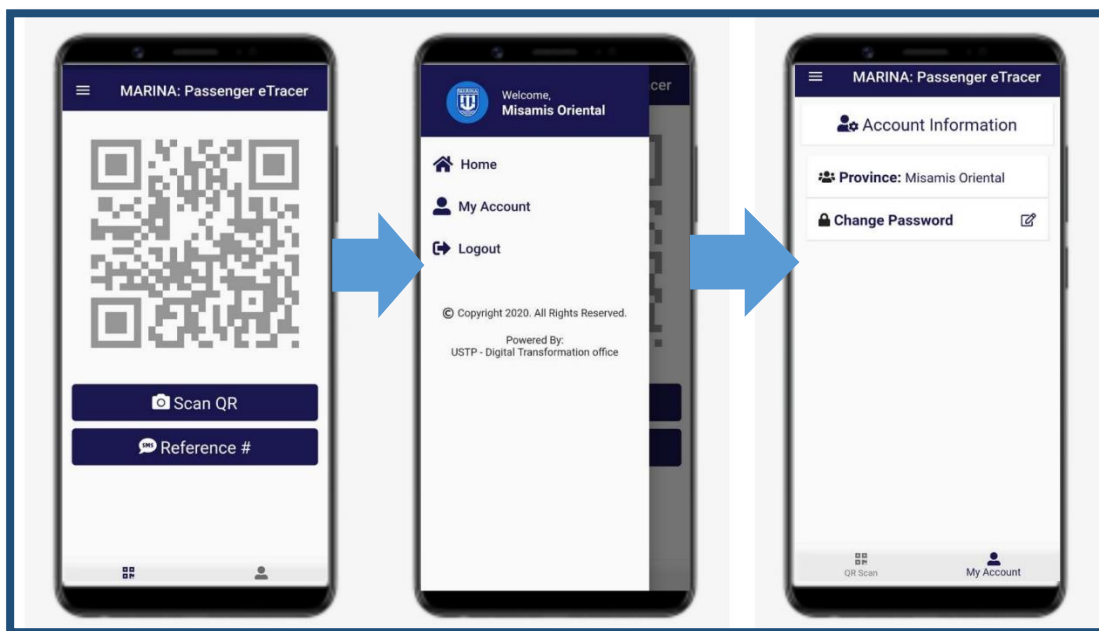

After logging in the user can see a landing page that has a Scan QR and Reference # and on the upper left corner the user will see three stacked lines which users can click to see a menu of pages on the site. It has the HOME, MY ACCOUNT, and the LOGOUT Menu. When the user clicks "Home" the user will 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.
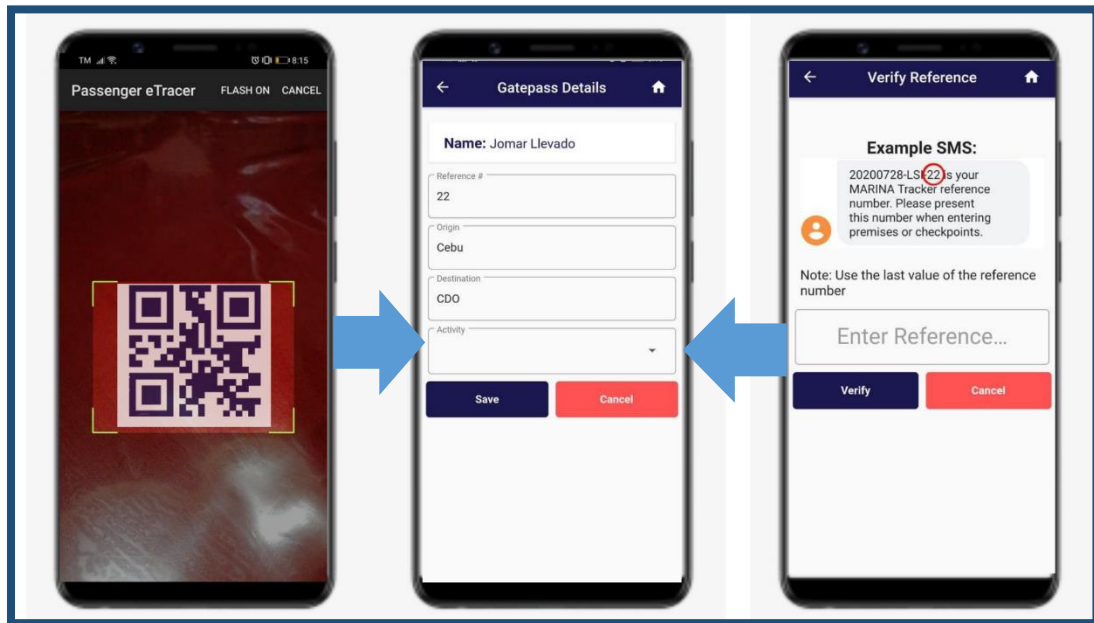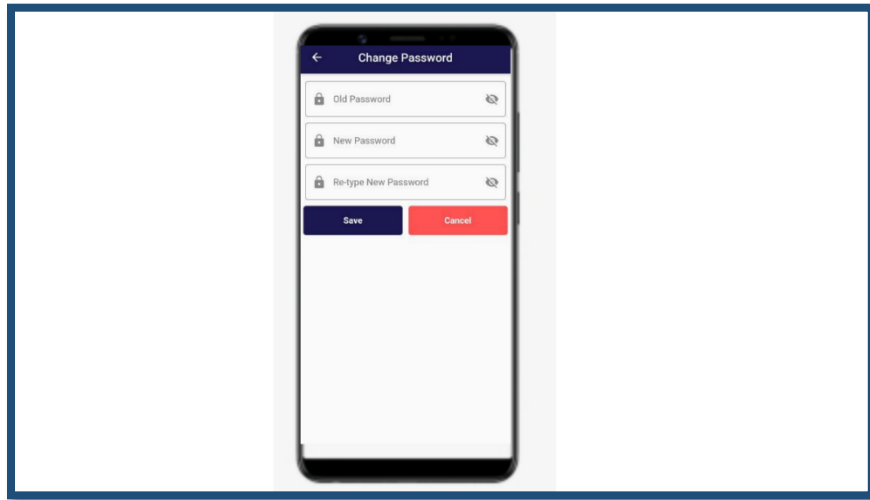
The first picture is the page when clicking the "Scan QR" this is where the LGU will scan the QR code that has been sent through email to the LSI/RFO and after scanning the code it will go to a Gate pass details page with the Name, Reference #, Origin, Destination and Activity under the activity it has 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.