



PUBLIC INFORMATION MANAGEMENT SYSTEM

ADMINISTRATOR'S MANUAL

Version	:	v1.0
Draft as of	:	August 24, 2020
Printed on	:	December 5, 2020
Author	:	Philippine Commission on Women
Owner	:	Philippine Commission on Women

TABLE OF CONTENTS

TABLE OF CONTENTS	2
GENERAL INFORMATION	4
DOCUMENT PURPOSE	4
SYSTEM OVERVIEW	4
DASHBOARD	5
MATERIAL REQUEST	5
AUDIT TRAIL	5
ITEM INVENTORY	5
CODE LIBRARY	5
ASSET TYPES	6
CLIENTS	6
ORGANIZATIONS	6
USER MANAGEMENT	6
USER ROLES	6
LOGOUT	6
GETTING STARTED	7
PRE-REQUISITIES	7
LOGGING-IN	8
UPDATING PROFILE	9
LOGGING-OUT	10
MATERIAL REQUEST	11
ADD NEW CLIENT DETAILS ON THE FLY	11
ADD NEW ORGANIZATION ON THE FLY	12
SEARCH IEC MATERIAL ON THE LIST	13
SEARCH IEC MATERIAL ON THE LIST	14
SELECT IEC MATERIAL ON THE LIST	15
AUDIT TRAIL	16
ITEM INVENTORY	17
IEC MATERIAL	18
ADD NEW IEC MATERIAL	18
UPDATE STOCK	19
VIEW IEC MATERIAL	20
EDIT IEC MATERIAL	21
DELETE IEC MATERIAL	21
ASSET TYPE	22
ADD NEW ASSET TYPE	22
ASSET TYPES LIST	23
EDIT ASSET TYPE	24
DELETE ASSET TYPE	24
CLIENT DETAILS	25
ADD NEW CLIENT DETAILS	25
CLIENT LIST DETAILS	26
EDIT CLIENT DETAILS	27
DELETE CLIENT DETAILS	27
ORGANIZATION DETAILS	28
ADD NEW ORGANIZATION DETAILS	28

ORGANIZATION LIST DETAILS	29
EDIT ORGANIZATION DETAILS	30
DELETE ORGANIZATION DETAILS	30
USER DETAILS	31
ADD NEW USER DETAILS	31
USER LIST DETAILS	32
EDIT USER DETAILS	33
DELETE USER DETAILS	33
USER ROLES	34
VIEW USER ROLES	34
ADD NEW USER ROLE	35
EDIT USER ROLE DETAILS	36
DELETE USER ROLE DETAILS	36
REQUEST HISTORY	37
VIEW REQUEST HISTORY	37
SEARCH REQUEST HISTORY	38

GENERAL INFORMATION

The **PIMS** will be the PCW's internal system for monitoring the number of Information, Education and Communication (IEC) materials (i.e. brochures, pamphlets, booklets, etc.) as well as tracking its distribution. Basically, the system should be able to provide data on the following:

- Number of IEC materials on stock;
- IEC materials needed to restock;
- Total number of IEC materials distributed per type;
- Total number of IEC materials distributed per Regions/Provinces/Organization; and
- Most distributed (in-demand) IEC material.

DOCUMENT PURPOSE

This User Guide provides the necessary information to effectively use PCW PIMS. The reader is provided with screenshots and step-by-step procedure on how to be able to use the system efficiently.

SYSTEM OVERVIEW

PCW-PIMS

Philippine Commission on Women – Public Information Management System

Dashboard	Item Inventory
Material Request	Audit Trail
Request History	Code Library
Users	Asset Types
User Roles	Clients
Logout	Organizations

Dashboard

This module display notifications, list of IEC Materials distributed and IEC Material that needed for restocking.

Material Request

This module handles the request for IEC Materials.

Audit Trail

This module displays all request of IEC Materials.

Item Inventory

This module displays IEC Materials details and this module handles restocking and adjusting threshold.

Request History

Keep track of all system activities of IEC Materials.

Code Library

This module handles the maintenance of the following modules.

- Asset types Modules
- Clients Modules
- Organization Modules

Asset Types

This module handles the type of IEC Material.

Clients

This module handles the details of Clients.

Organizations

This module handles the details of Organizations.

User Management

This module allows creation, modification and deletion of user account.

User Roles

This module allows creation of new role, modification and deletion.

Logout

This allows user to logout/exit on the system.

GETTING STARTED

PRE-REQUISITES

Before accessing the system you must have:

1. An Internet Connection
2. A computer with these minimum specifications:
 - **Processor:** CPU-Intel Core i3 (3.30 GHz)
 - **RAM:** 4GB
 - **HDD:** 50gb Disk space
 - **Operating System:** Windows 7
 - **Screen Resolution:** 1024x768
3. Web Browser
 - Google Chrome (supported browser for PIMS)
4. Applications Installed
 - MS Office
 - Adobe Reader
5. A valid User Account



LOGGING IN

1. Open a browser Google Chrome  (Supported browser for PIMS)
2. Type in **172.16.1.205:81** to your web browser. The Log In page will be displayed.



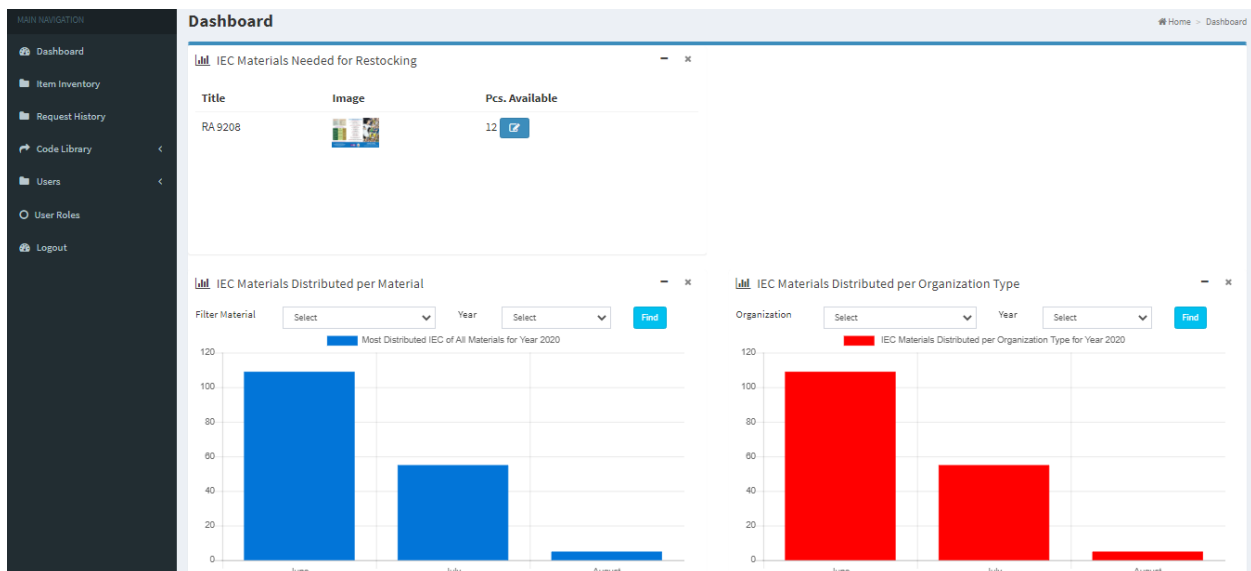
Public Information Management System (PIMS)

Agency ID

Password

Login

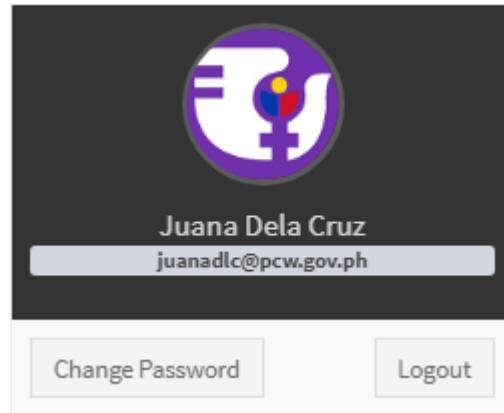
3. Enter **Username**.
4. Enter **Password**.
5. Click **Login**. Dashboard page will be displayed.



UPDATING PROFILE

Use this procedure to update your password.

1. Click Avatar on the upper right corner of the page. Sub-menu will be displayed.



2. Click Change Password. Will redirected to the profile page

User Management Details

Update User Information

Name	Juana Dela Cruz	
New Password	*****	✓
Confirm Password	*****	✓

Password matched.

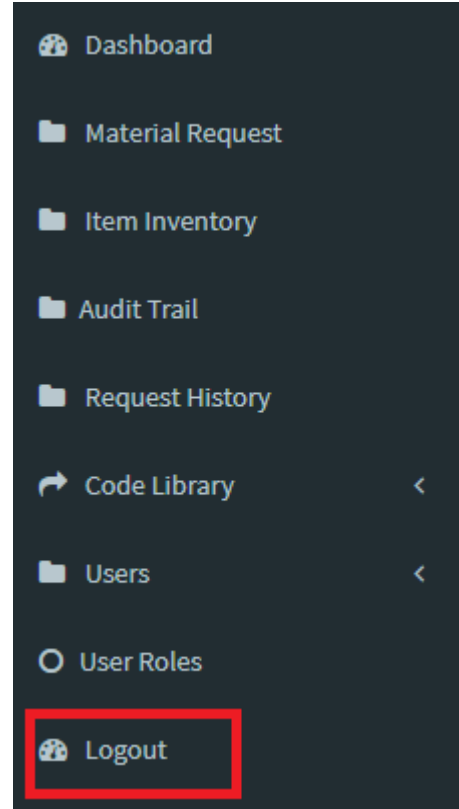
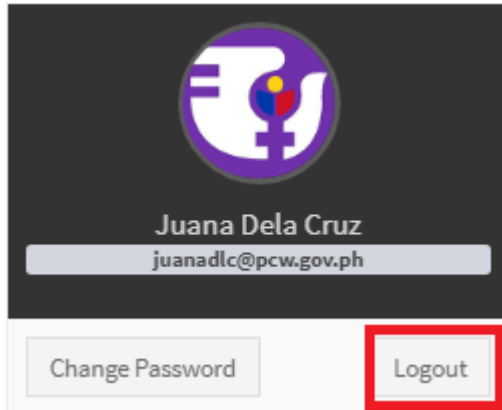
Submit

3. Edit/Update **ALL Fields**.
4. Click **Submit**. "User details successfully updated."

LOGGING OUT

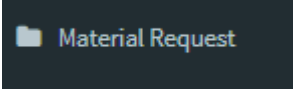
Use this procedure to logout from the system

1. Click the **Logout** button on the upper right corner of the page. Or on the left side menu corner.



MATERIAL REQUEST


Use this procedure to **Request IEC Material**

1. Click  on the side bar menu. And it will be redirected to Item material request page.

Request Home > Request

Request No. LIIMS-6


Requesters Info

Name 

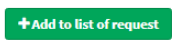
Agency/Organization

Designation

IEC material to request


IEC Material 

No. of items on hand **No. of items requested**



Summary of Request


IEC Material	Quantity (Requested)	Action
Purpose of request <input type="text"/>		



- Select Clients name on the dropdown selection below.

Name 

Requesters Info

Name 

Agency/Organization

Designation

ADD NEW CLIENT DETAILS ON THE FLY

Use this procedure to Add new client details on the fly

2.  Add new Client on material request page.

Add Requestor Details

Name

Agency/Organization

Select Type


+

Designation

Contact No

Save

Close

- Fill in all the required fields.
-  Save record


ADD NEW ORGANIZATION DETAILS ON THE FLY


Use this procedure to Add new organization details on the fly

-  Add new Organization details on the fly.

Add New Organization

Agency / Organization	<input type="text"/>
Organization Type	Select ▼
City Address	Select ▼



- Fill in all the required fields.
-  To save organization details

SEARCH IEC MATERIAL ON THE LIST

Use this procedure to search IEC Material on the fly

3. Enter IEC Material / Click  to search item on the list







IEC Material



Lookup IEC Materials ×

Show entries

Search:

Image 	Title 	Pcs. Available 	Action 
	Violence Against Women (VAW)	220	

Showing 1 to 1 of 1 entries

Previous

1

Next

Close

- Search: Search IEC Material


SELECT IEC MATERIAL ON THE LIST

Use this procedure to **Add new client details on the fly**


4.  Select IEC Material


No. of items requested

5. Enter No. of items

6.  Add item in the list

Summary of Request

IEC Material	Quantity (Requested)	Action
Violence Against Women (VAW)	2	 Remove

-  Remove Remove selected item in the list

** Add one or more item in the list as possible.*

7. Enter Purpose of request

Purpose of request

** Fill in all the required fields.*

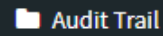
8. To submit IEC request click

 Save

AUDIT TRAIL

Use this procedure to redirect to **Audit Trail**

1. Click

A dark blue rectangular button with a white folder icon and the text "Audit Trail" in white.

on the side bar menu. And it will be redirected to audit trail page.

LogsHome > Logs

IEC Materials Logs

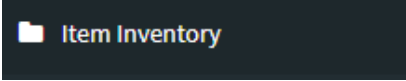
Show entries Search:

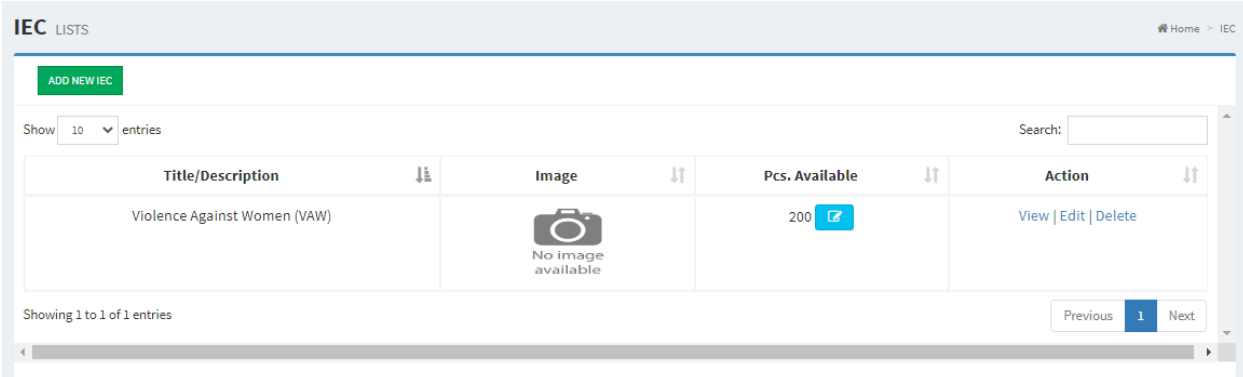
Date & Time Created	Author	Type	Title	Qty.	Qty. Before Update	Remarks
Aug 14, 2020	Juana Dela Cruz	Update Details	18-Day Campaign on VAW Poster	0	502	Update IEC details
Aug 24, 2020	Juana Dela Cruz	Restocked	Violence Against Women (VAW)	20	200	Restock Items
Jun 08, 2020	Juana Dela Cruz	Update Details	Country Gender Assessment	0	200	Update IEC details



Showing 1 to 3 of 3 entries Previous **1** Next

ITEM INVENTORY

Use this procedure to redirect on **Item Inventory**.

- Click  on the side bar menu. And it will be redirected to Item inventory page.



-  - Add new IEC Material
- Search:** - Search IEC Material
-  - Update Stock
- View** - View IEC Material details
- Edit** - Update IEC Material Details
- Delete** - Delete Selected IEC Material

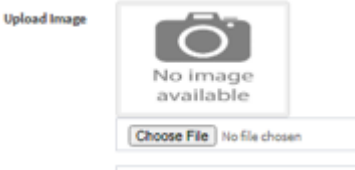


ADD NEW IEC MATERIAL

Use this procedure to **Add New IEC Material**

The screenshot shows the 'ADD' form for 'IEC NEW'. The form is titled 'ADD' and 'IEC Information'. It contains the following fields:

- Upload Image:** A button with a camera icon and the text 'No image available'. Below it is a 'Choose File' button and the text 'No file chosen'.
- Reference No.:** A text input field.
- Title *:** A text input field.
- Author:** A text input field.
- Publisher:** A text input field.
- Copyright Date:** A text input field.
- No. of Pages *:** A text input field.
- Type of Materials *:** A dropdown menu with 'Select' as the current selection.
- Threshold *:** A text input field.

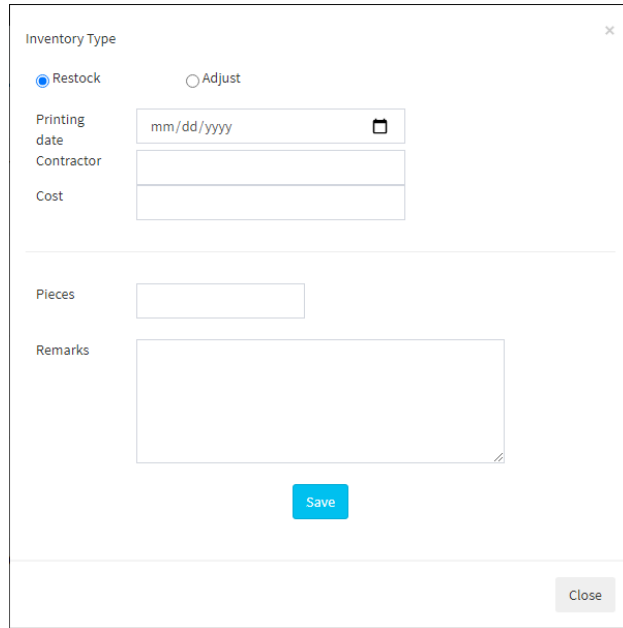
At the bottom right of the form are two buttons: 'Cancel' (red) and 'Save' (blue).

-  1. Select photo from file.
2. Fill in all required (*) fields.
3.  - **Cancel** adding new IEC Material
4.  - **Save** IEC Material "New Record added successfully" message will be displayed.

UPDATE STOCK

Use this procedure to update stock

1. Restock IEC Material

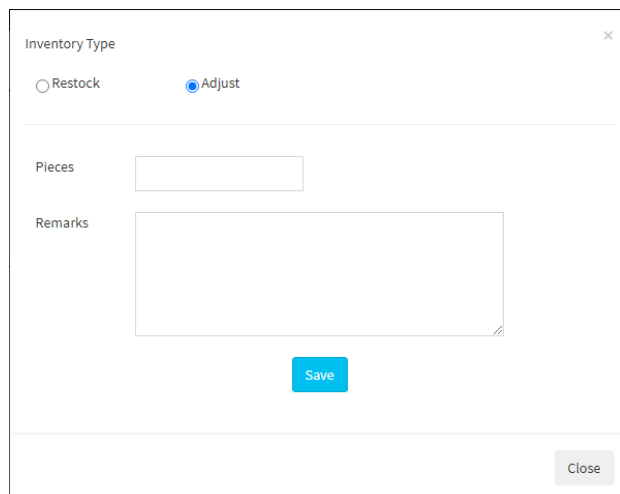


The 'Inventory Type' dialog box is shown with the 'Restock' radio button selected. It contains the following fields: 'Printing date' with a date picker showing 'mm/dd/yyyy', 'Contractor' with a text input field, and 'Cost' with a text input field. Below these is a 'Pieces' field and a larger 'Remarks' text area. A blue 'Save' button is centered at the bottom, and a grey 'Close' button is in the bottom right corner.

Save

- **Save** IEC Material “Record successfully updated” message will be displayed.

2. Adjust IEC Material



The 'Inventory Type' dialog box is shown with the 'Adjust' radio button selected. It contains the following fields: 'Pieces' with a text input field and a larger 'Remarks' text area. A blue 'Save' button is centered at the bottom, and a grey 'Close' button is in the bottom right corner.

Save

- **Save** IEC Material “Record successfully updated” message will be displayed.

VIEW IEC MATERIAL

Use this procedure to view IEC Materials detail and History logs

1. Click **VIEW**. Modal window will be displayed.

View IEC Material

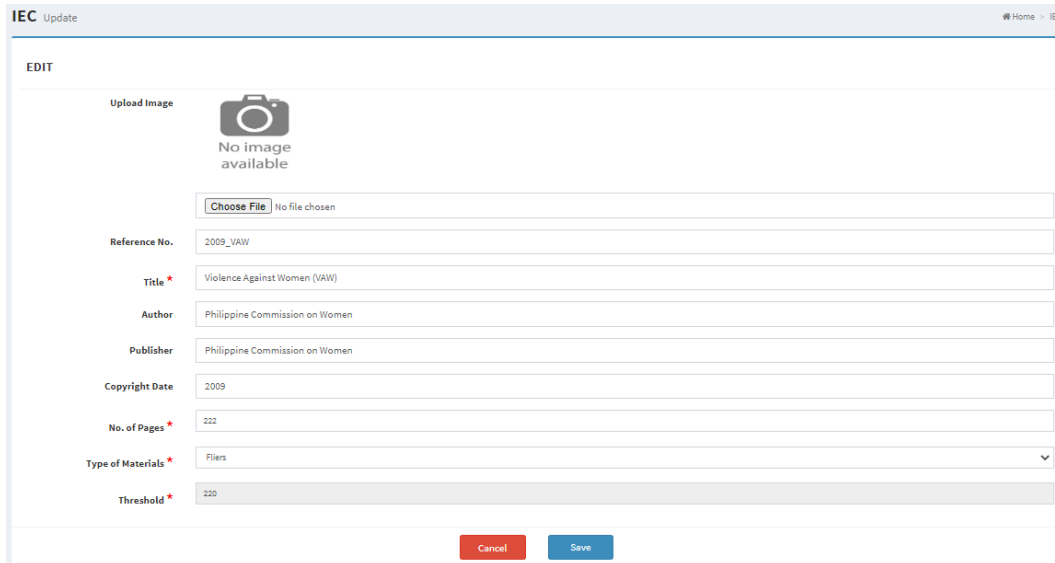
Title/Description :	Violence Against Women (VAW)
Author :	Philippine Commission on Women
Publisher :	Philippine Commission on Women
Copyright :	2009
Pages :	222
Material Type :	Fliers
Threshold for Restocking :	220

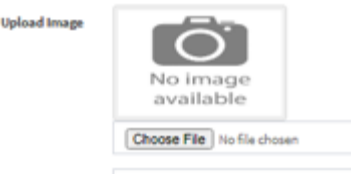


Inventory History

Inventory Type	Previous	Pc(s)	Current	Date Modified	Modified By	Remarks
Restocked	200	+20	0	August 24, 2020	Juana Dela Cruz	Restock Items

EDIT IEC MATERIAL

Use this procedure to edit IEC Materials



1.  Select photo from file to update/change existing photo.
2. Fill in all required (*) fields.
3.  - **Cancel** updating new IEC Material
4.  - **Save** IEC Material “Record successfully updated” message will be displayed.

DELETE IEC MATERIAL

Use this procedure to delete IEC Materials

1. Click **DELETE** alert box message will be displayed

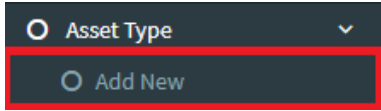
localhost:81 says
Are you sure to delete this record?

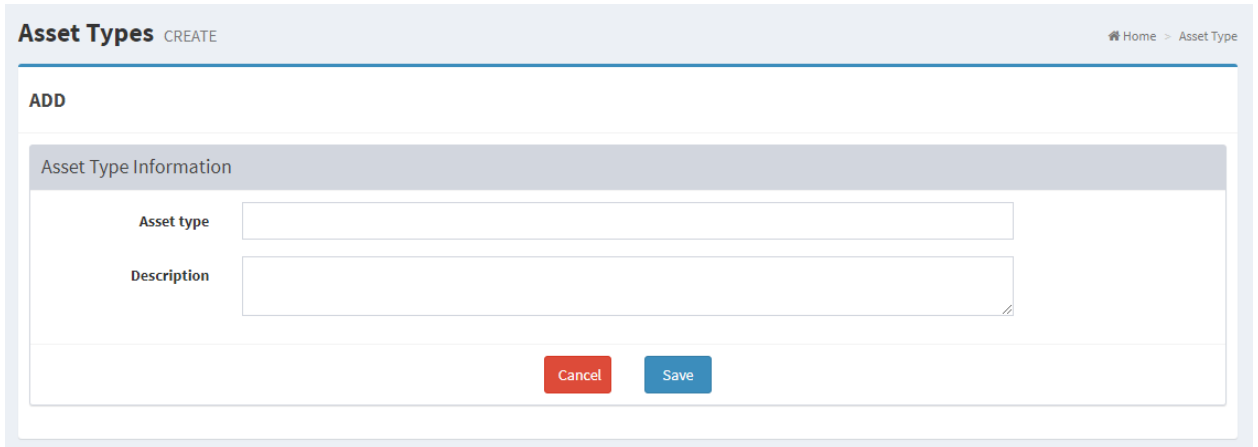


2. Click **OK** to proceed. “Record successfully deleted” message will be displayed.

ADD NEW ASSET TYPE

Use this procedure to add new Asset Type

1. Click  on the side bar menu. And it will be redirected to add new Asset Type.





Asset Types CREATE Home > Asset Type

ADD

Asset Type Information

Asset type

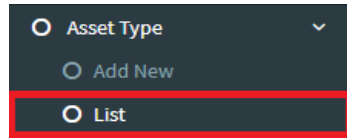
Description

2. Fill in all required fields.
3.  - **Cancel** updating new IEC Material
4.  - **Save** Asset Type “New record added successfully.” message will be displayed.

ASSET TYPES LIST

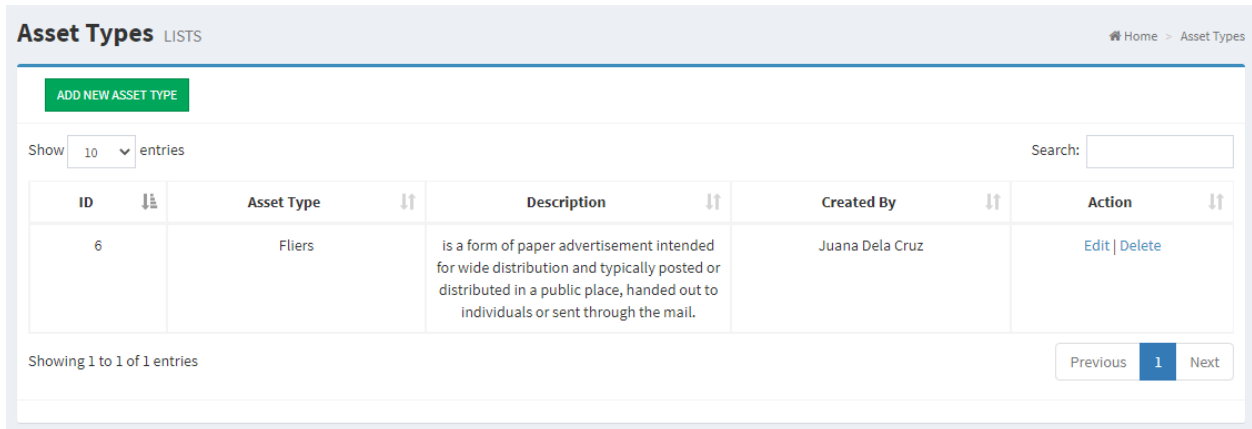
Use this procedure to view list of Asset Types


1. Click



on the side bar menu. And it will be redirected to

Asset Types List.



2.  - Add new Asset Type

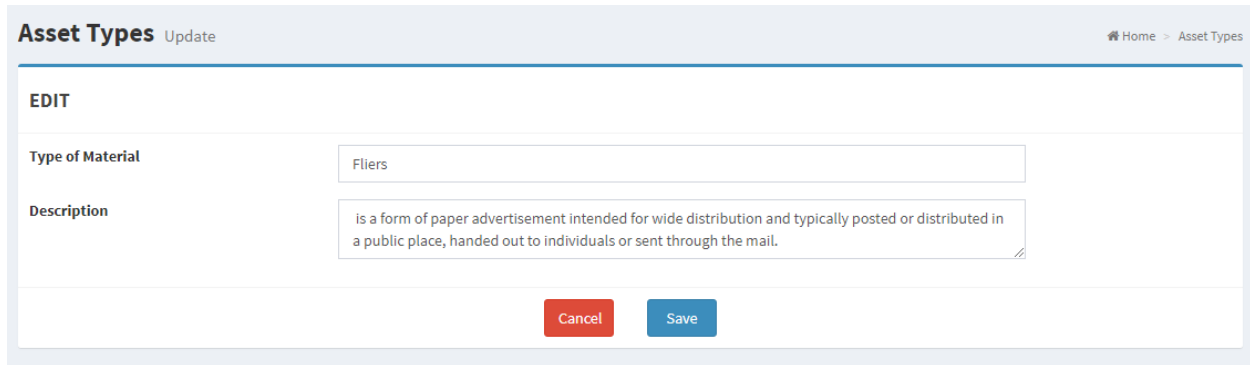
3. Search: - Search Asset Type

4. **Edit** - Update Asset Type Details

5. **Delete** - Delete Selected Asset Type

EDIT ASSET TYPE

Use this procedure to edit Asset Type



Asset Types Update Home > Asset Types

EDIT

Type of Material

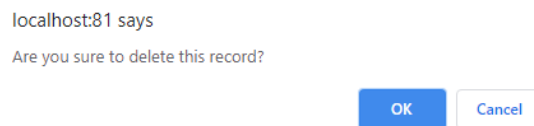
Description

1. Fill in all required fields.
2. - **Cancel** updating Asset Type
3. - **Save** Asset Type “Record successfully updated” message will be displayed.

DELETE ASSET TYPE

Use this procedure to delete selected Asset Type

1. Click **DELETE** alert box message will be displayed



localhost:81 says

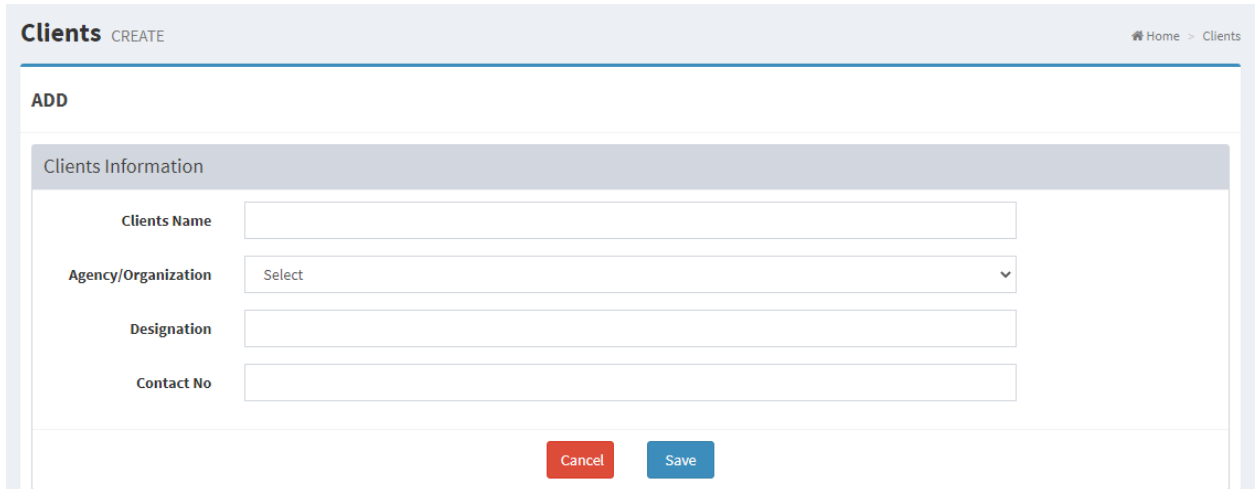
Are you sure to delete this record?



3. Click **OK** to proceed. “Record successfully deleted” message will be displayed.

ADD NEW CLIENT DETAILS

Use this procedure to add new Client

1. Click  on the side bar menu. And it will be redirected to add new Client details.

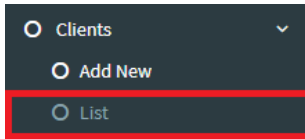


2. Fill in all required fields.
3.  - **Cancel** adding new Client details
4.  - **Save** Client details “New record added successfully.” message will be displayed.

CLIENT LIST DETAILS

Use this procedure to Client list

1. Click



on the side bar menu. And it will be redirected to

Clients LISTS Home > Clients

[ADD NEW CLIENT](#)

Show entries Search:

ID	Clients Name	Ogranization	Designation	Contact No	Created By	Action
30	Juan Dela Cruz	PCW	Librarian	09171234567	Juana Dela Cruz	Edit Delete

Showing 1 to 1 of 1 entries Previous **1** Next

2. [ADD NEW CLIENT](#) - Add new Client details

3. Search: - Search Client



4. **Edit** - Update Client Details

5. **Delete** - Delete Selected Client details

EDIT CLIENT DETAILS

Use this procedure to edit Client details

The screenshot shows a web interface for editing client details. At the top, there is a header bar with the text 'Clients' and 'Update' next to it. On the right side of the header, there is a breadcrumb trail: 'Home > Clients'. Below the header, the main content area is titled 'EDIT'. It contains four input fields: 'Name' with the value 'Juan Dela Cruz', 'Agency/Organization' with a dropdown menu showing 'PCW', 'Designation' with the value 'Librarian', and 'Contact No' with the value '09171234567'. At the bottom right of the form, there are two buttons: a red 'Cancel' button and a blue 'Save' button.

1. Fill in all required fields.
2.  - **Cancel** updating Client details
3.  - **Save** Client details “Record successfully updated” message will be displayed.

DELETE CLIENT DETAILS

Use this procedure to delete selected Client Details

1. Click **DELETE** alert box message will be displayed

localhost:81 says
Are you sure to delete this record?

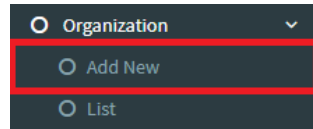
The alert box contains two buttons: a blue 'OK' button and a white 'Cancel' button with a blue border.

4. Click **OK** to proceed. “Record successfully deleted” message will be displayed.

ADD NEW ORGANIZATION DETAILS

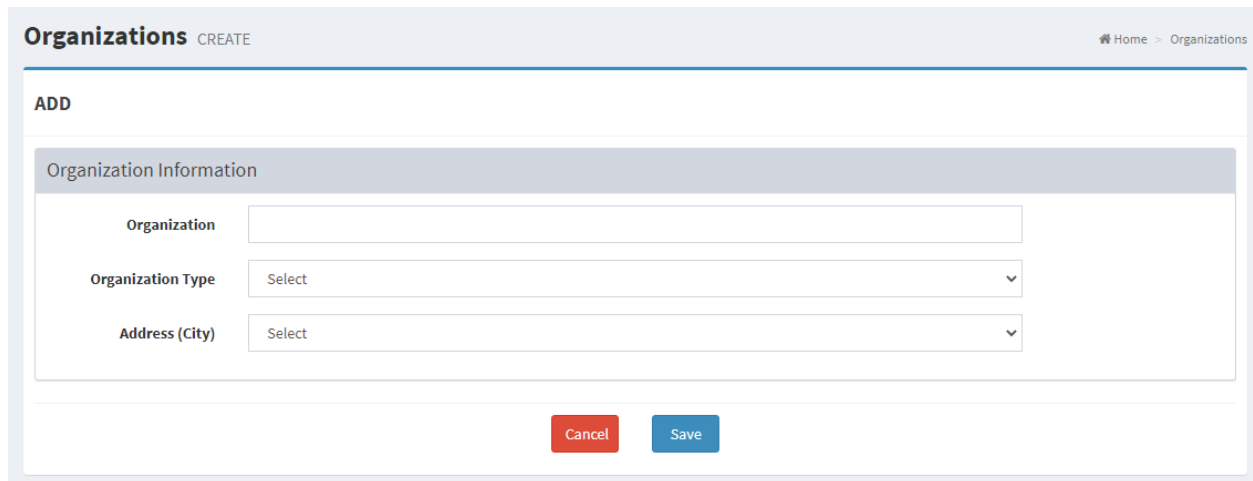
Use this procedure to add new Organization

1. Click





on the side bar menu. And it will be redirected to

add new Organization details.

A screenshot of a web application interface for adding a new organization. The header shows 'Organizations' with a 'CREATE' link and a breadcrumb 'Home > Organizations'. The main section is titled 'ADD' and contains a form titled 'Organization Information'. The form has three fields: 'Organization' (a text input), 'Organization Type' (a dropdown menu with 'Select' as the current value), and 'Address (City)' (a dropdown menu with 'Select' as the current value). At the bottom of the form are two buttons: a red 'Cancel' button and a blue 'Save' button.

2. Fill in all required fields.

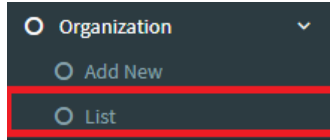
3.  - **Cancel** adding new Organization details

4.  - **Save** Organization details “New record added successfully.” message will be displayed.

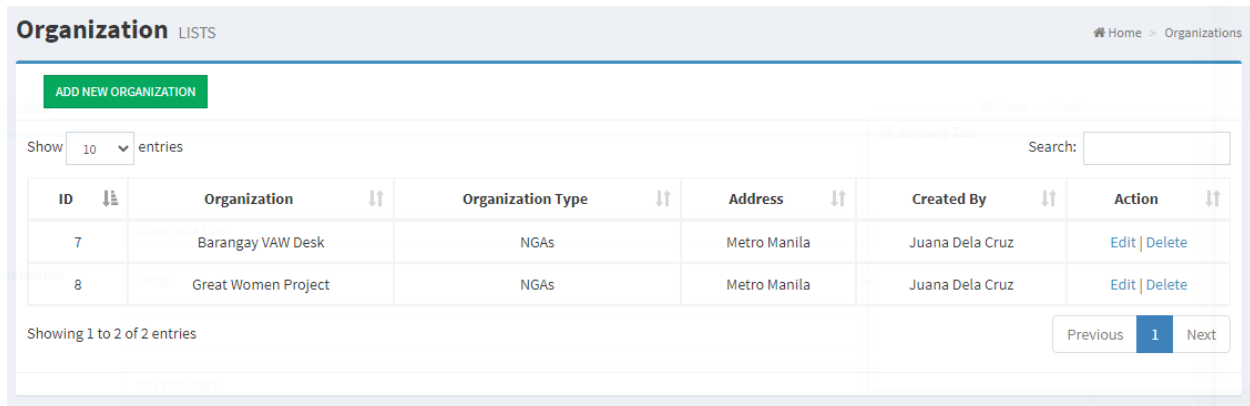
ORGANIZATION LIST DETAILS

Use this procedure to Organization list

1. Click



on the side bar menu. And it will be redirected to



2.

ADD NEW ORGANIZATION

- Add new Organization details

3.

Search:

- Search Organization



4. **Edit** - Update Organization Details

5. **Delete** - Delete Selected Organization details

EDIT ORGANIZATION DETAILS

Use this procedure to edit Organization details

The screenshot shows a web interface titled "Organizations Update". In the top right corner, there is a breadcrumb trail: "Home > Organizations". Below the title bar, the word "EDIT" is displayed. The form contains three input fields: "Organization" with the value "Barangay VAW Desk", "Organization Type" with the value "NGAs" and a dropdown arrow, and "Address (City)" with the value "Metro Manila" and a dropdown arrow. At the bottom of the form, there are two buttons: a red "Cancel" button and a blue "Save" button.

1. Fill in all required fields.
2.  - **Cancel** updating Organization details
3.  - **Save** Organization details "Record successfully updated" message will be displayed.

DELETE ORGANIZATION DETAILS

Use this procedure to delete selected Organization Details

1. Click **DELETE** alert box message will be displayed

localhost:81 says
Are you sure to delete this record?

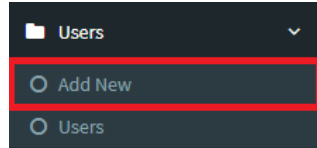
The alert box contains two buttons: a blue "OK" button and a white "Cancel" button with a blue border.

2. Click **OK** to proceed. "Record successfully deleted" message will be displayed.

ADD NEW USER DETAILS

Use this procedure to add new User



1. Click



on the side bar menu. And it will be redirected to

add new User details.

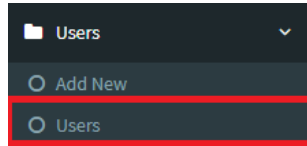
A screenshot of a web form titled 'User New'. The form is divided into two columns. The left column contains labels for the fields: 'Agency ID', 'Name', 'Email', 'Usertype', 'Password', and 'Confirm Password'. The right column contains the corresponding input fields: a text box for 'Agency ID', a text box for 'Name', a text box for 'E-mail Address', a dropdown menu for 'Usertype' with 'Select' as the current value, a text box for 'Password', and a text box for 'Confirm Password'. At the bottom right of the form, there are two buttons: a red 'Cancel' button and a blue 'Save' button. The top of the form has a header bar with 'User New' on the left and a breadcrumb trail 'Home > User' on the right.

2. Fill in all required fields.
3.  - **Cancel** adding new User details
4.  - **Save** User details "User added successfully." message will be displayed.

USERS LIST DETAILS

Use this procedure to view User's list

1. Click
User's list.



on the side bar menu. And it will be redirected to

User Lists Home > User

[ADD NEW USER](#)

Show entries Search:

Name	Agency ID	Email	Usertype	Created by	Action
Juan Dela Cruz	20150371	juandlc@pcw.gov.ph	Super Admin	Apr 30, 2020	Edit Delete
Juana Dela Cruz	20200526	juanadlc@pcw.gov.ph	Super Admin	Jan 01, 1970	Edit Delete

Showing 1 to 2 of 2 entries Previous **1** Next

2. [ADD NEW USER](#) - Add new User details
3. Search: - Search User
4. **Edit** - Update User Details
5. **Delete** - Delete Selected User details

EDIT USER DETAILS

Use this procedure to edit user details

User Management Update Home > users

EDIT

Name: Juan Dela Cruz

Agency ID: 20150371

Email: juandlc@pcw.gov.ph

Usertype: Inventory Manager

Password: Password Reset

Back Save

4. Fill in all required fields.
5. Cancel - **Cancel** updating User details
6. Save - **Save** User details “User details successfully updated” message will be displayed.

DELETE USER DETAILS

Use this procedure to delete selected User Details

5. Click **DELETE** alert box message will be displayed

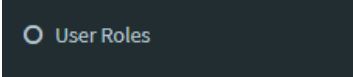
localhost:81 says
Are you sure to delete this record?

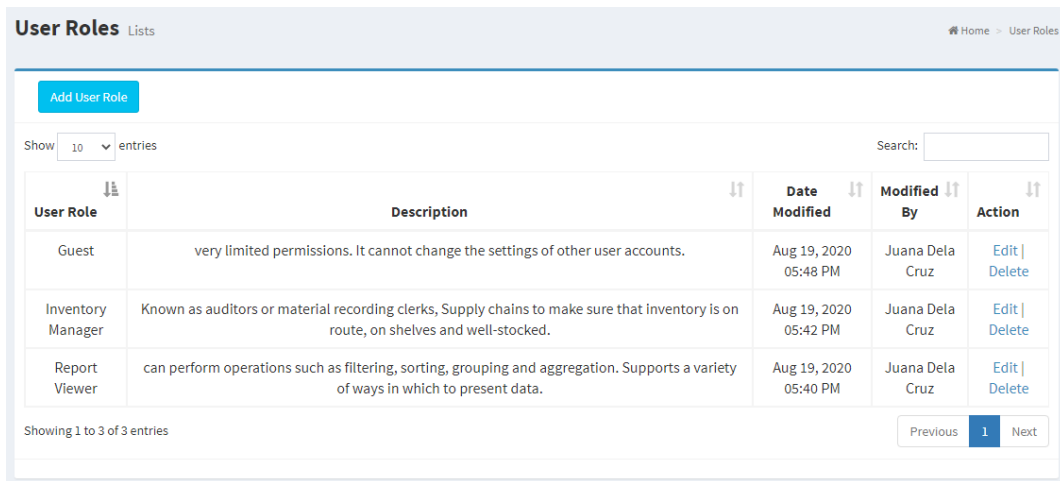
OK Cancel


6. Click **OK** to proceed. “User info successfully deleted” message will be displayed.

VIEW USER ROLES

Use this procedure to view User Roles

1. Click  on the side bar menu. And it will be redirected to add new User role.



1.  - Add new User role
2. **Search:** - Search User Role
3. **Edit** - Update User Role Details
4. **Delete** - Delete Selected User Role details

ADD NEW USER ROLE

Use this procedure to add new User Role

Add User Role

User Role :

Description :

User Access Rights

Modules	Enabled
Material Request	<input checked="" type="checkbox"/>
Inventory	<input type="checkbox"/>
Code Library	<input type="checkbox"/>
User Management	<input type="checkbox"/>
Reports	<input type="checkbox"/>
Audit Log	<input type="checkbox"/>


Save

2. Fill in all required fields.
3. Click to enable toggle switch ☒ to enable user access rights.
4. - **Save** User role. "New record added successfully." message will be displayed.

EDIT USER ROLE DETAILS

Use this procedure to edit user role details

User Access Rights	
Modules	Enabled
Material Request	<input checked="" type="checkbox"/>
Inventory	<input checked="" type="checkbox"/>
Code Library	<input type="checkbox"/>
User Management	<input type="checkbox"/>
Reports	<input type="checkbox"/>
Audit Log	<input type="checkbox"/>

1. Fill in all required fields.
2.  - **Save** User details “Record successfully updated” message will be displayed.

DELETE USER ROLE DETAILS

Use this procedure to delete selected User role Details

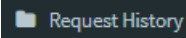
1. Click **DELETE** alert box message will be displayed

localhost:81 says
Are you sure to delete this record?

2. Click **OK** to proceed. “Record successfully deleted” message will be displayed.

VIEW REQUEST HISTORY

Use this procedure to view Request History

1. Click  on the side bar menu. And it will be redirected to view Request History.

Request History

Home > Request History

Filter

Date From

mm/dd/yyyy

Date To

mm/dd/yyyy

Find

Show 10 entries

Search:

Select All <input type="checkbox"/>	Request ID	Date/time of Request	Client Name	Organization Name	Title	Pcs	Staff Incharge
<input type="checkbox"/>	LIIMS-1	Jun 15, 2020 05:18 PM	Juan Dela Cruz	Barangay VAW Desk	Magna Carta of Women Brochure - English Version	2	Juana Dela Cruz
<input type="checkbox"/>	LIIMS-1	Jun 15, 2020 05:18 PM	Juan Dela Cruz	Barangay VAW Desk	Country Gender Assessment	2	Juana Dela Cruz
<input type="checkbox"/>	LIIMS-3	Apr 16, 2019 05:20 PM	Juan Dela Cruz	Barangay VAW Desk	Magna Carta of Women Brochure - English Version	2	Juana Dela Cruz
<input type="checkbox"/>	LIIMS-3	Jun 16, 2019 05:20 PM	Juan Dela Cruz	Barangay VAW Desk	RA 9208	5	Juana Dela Cruz
<input type="checkbox"/>	LIIMS-3	Jun 16, 2020 05:20 PM	Juan Dela Cruz	Barangay VAW Desk	Magna Carta of Women Brochure - English Version	5	Juana Dela Cruz

Showing 1 to 5 of 5 entries

Previous

1

Next

Print selected record

2. Search: - Search Request History

SEARCH REQUEST HISTORY

Use this procedure to search Request History

Filter

Date From

mm/dd/yyyy



Date To

mm/dd/yyyy



Find

1. Enter Inclusive Dates (From and to) of Transaction and click find to search

Filter

Date From

06/20/2020

Date To

06/15/2020

Find

Show 10 entries

Search:

Select All <input type="checkbox"/>	Request ID	Date/time of Request	Client Name	Organization Name	Title	Pcs	Staff Incharge
<input type="checkbox"/>	LIIMS-1	Jun 15, 2020 05:18 PM	Juan Dela Cruz	PCW	Magna Carta of Women Brochure - English Version	2	Juana Dela Cruz
<input type="checkbox"/>	LIIMS-1	Jun 15, 2020 05:18 PM	Juan Dela Cruz	PCW	Country Gender Assessment	2	Juana Dela Cruz

Showing 1 to 2 of 2 entries

Previous 1 Next

Print selected record

2. Click **Select All** ☐ to select all filtered results (Multiple selections) and for single selection, click each checkbox of each row.
3. Click **Print selected record** to print record.