MDQRS User Manual

Table of Contents

1. Installation **2**

1.1. Java Installation 2

1.2. MDQRS Installation 7

2. Configuration **9**

2.1. Network Configuration 9

2.2. Report Configuration 10

3. Using and Navigating the System **12**

3.1. Personnel Module 12

3.2. Equipment Module 14

3.3. Work Category Module 16

3.3.1. Work Category Sub-Module 16

3.3.2. Activity Sub-Module 17

3.3.3. Sub-Activity Sub-Module 19

3.4. Activity Module 20

3.4.1. Regular Activity Sub-Module 21

3.4.2. Other Activity Sub-Module 33

3.4.3. Other Expenses Sub-Module 37

3.4.4. Drivers For Engineers Sub-Module 39

3.4.5. Projects/Program of Works Sub-Module 43

3.5. Report Module 45

3.5.1. Exporting 45

1. Installation

Minimum Hardware requirements:

Hardware	Minimum Requirements
Processor	Core i3 or Ryzen 3 and Higher
Installed RAM	4 GB and Higher
Storage	Recommended to have at least 50GB of space available
Operating System	At least Windows 7
Display Resolution	1600 x 900

1.1. Java Installation

Installation process:

1. Download the latest JDK installer for windows environment, choose **x86 installer** if your system type is **32bit** otherwise choose **x64 installer** if your system type is **64bit**.

   To check system type, go to **settings > system > about** and look for **system type.**

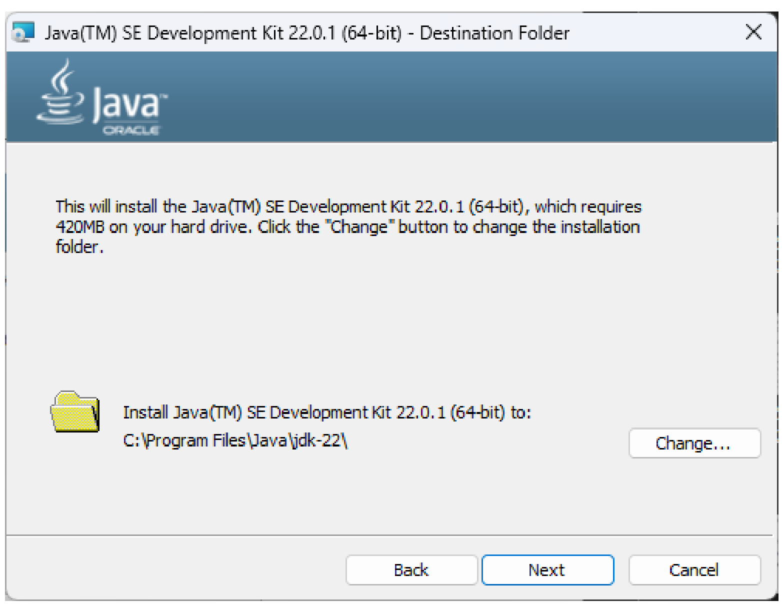
   You can download Java here as of writing this document: https://www.oracle.com/in/java/technologies/downloads/

2. If you have already downloaded the installer files for the JDK, you can now proceed in installing the JDK.
   Note: Some JDK doesn't include JRE, in which it must be installed separately. JRE or Java Runtime Environment is essential to run the JAVA applications.

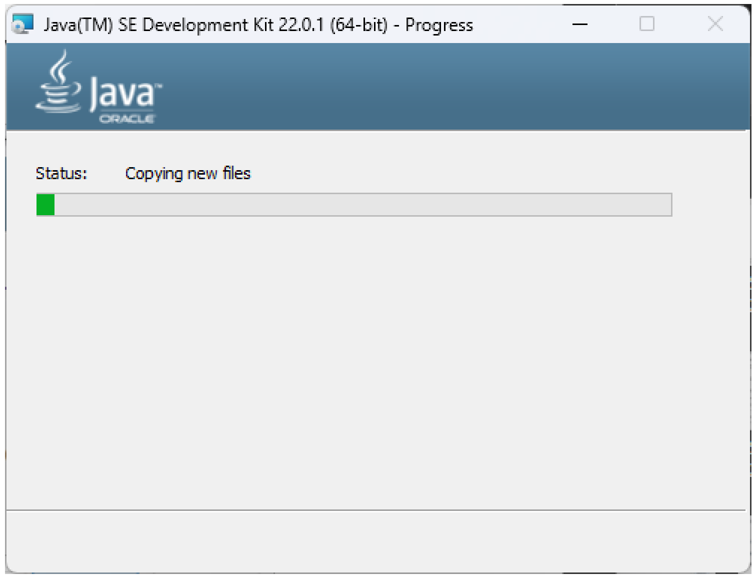
3. First, go to the folder where you saved the JDK installer and then open that file.

4. After Opening, just click **next.**

5. Again, just click **next** and never change anything in the default path to avoid errors.



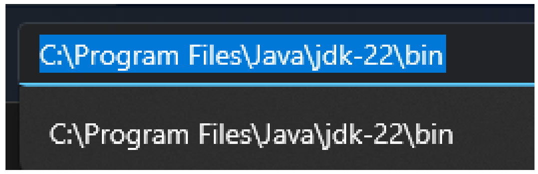
6. Wait for the loading progress to finish.



7. After that, just hit **close**.

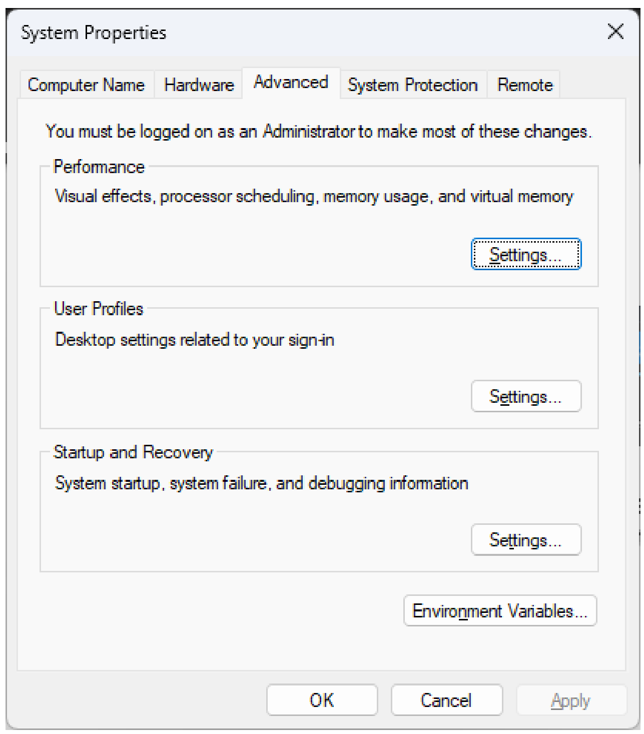
8. Now go to the file directory where your java was installed or simply go to this path C:\Program Files\Java

9. After that, open the **jdk-22** folder (22 is the version number) and then open the **bin** folder. Copy the installation path C:\Program Files\Java\jdk-22\bin

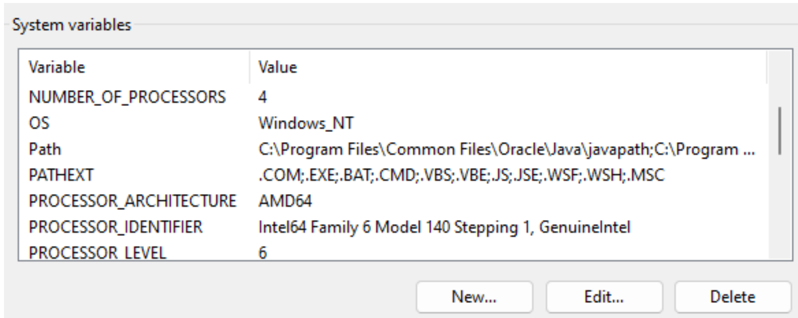


10. In your keyboard, press **windows key + S** and then type "Edit the environment variables" and press **enter**.

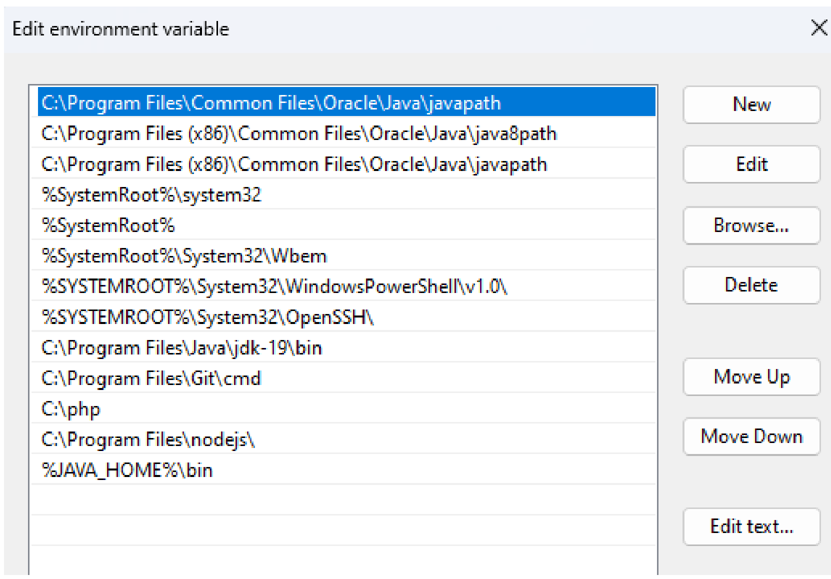
11. Now go to **Environment Variables**.



12. Then in system variables, find the **Path** variable then select and edit it.

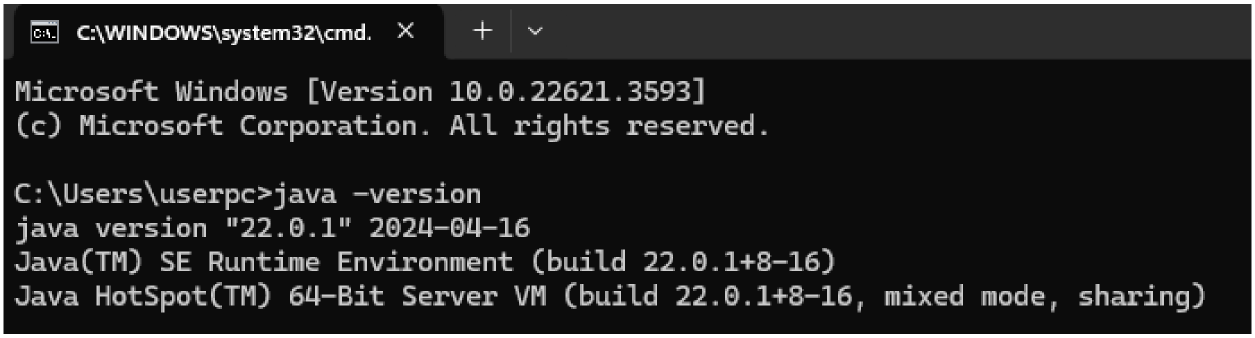


13. Now on the right side of the window, click the **New** button and then paste the path that you've copied earlier. Click **ok** in all of the windows.



14. To check if you've successfully installed java on your machine, press **windows key + R** then type **cmd** and press enter to open command prompt.

15. In your command line interface, type **java -version** to check if java was properly installed on your machine. It then should show something like in the picture below.

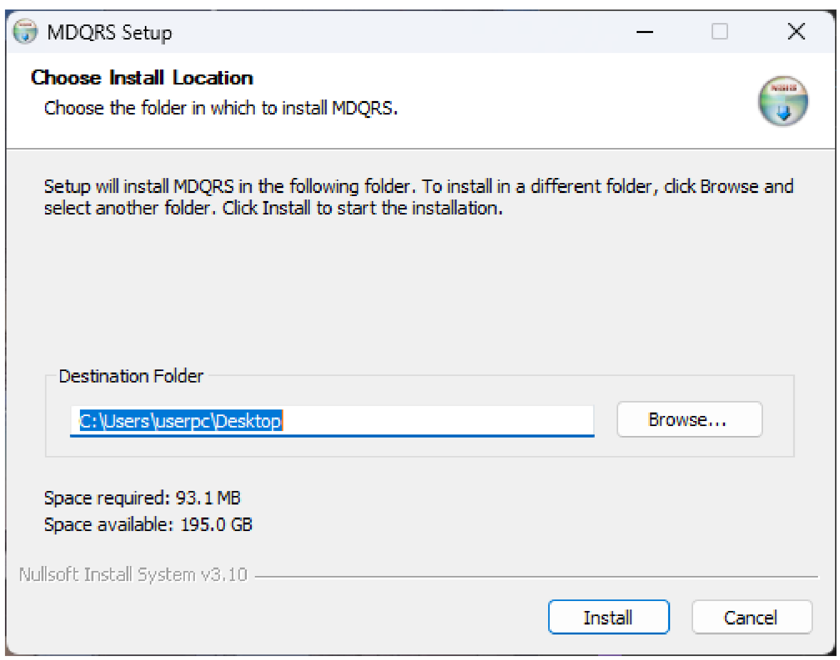


1.2. MDQRS Installation

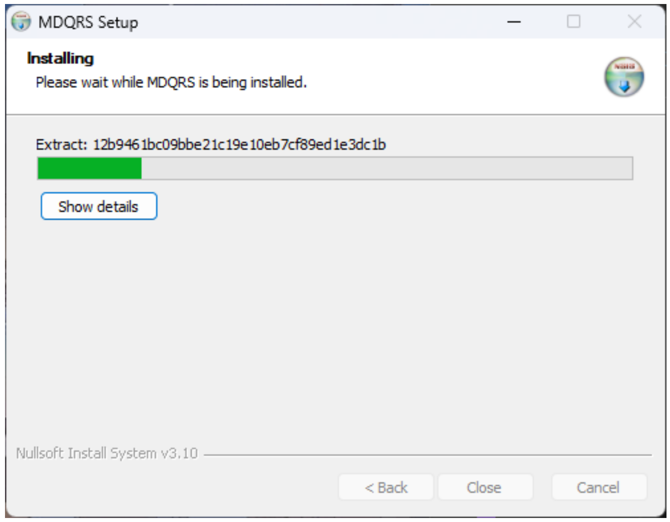
Installation process:

1. Open the **MDQRS.exe** then set the destination folder or you can just leave it as that. Now click **Install**.

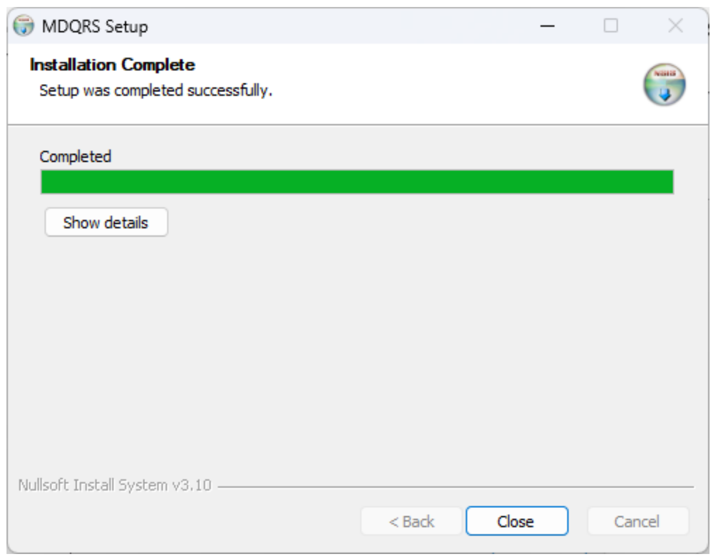
   Note: Save the destination folder path because you'll need it later.



2. Wait for the installation process to finish.



3. After the installation process was done, click **close**.



4. Now go to destination folder (the path that you've saved earlier) where you installed the system and open the **MDQRS** folder and go to the **dist** folder.

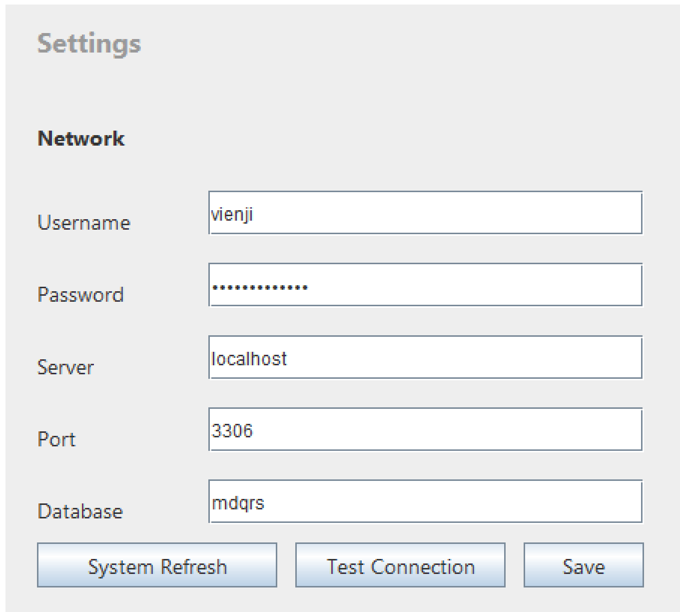
5. Right click on **MDQRS.bat** file and create a shortcut and then move the shortcut where you find it convenient to place like on the desktop.

   Warning: Do not place the **MDQRS.bat** file on any other folder or else it will cause an error thus will not open the system since the file path will not be relative anymore with the **MDQRS.exe** file, the batch file is crucial to run the system. That's why we need to create a shortcut for it.

2. Configuration

2.1. Network Configuration

1. Go to settings and find the network section.



2. In the network section you can find text-fields with corresponding labels for Username, Password, Server, Port, and Database.

    a. Username – write the **server user account username** set by the **database administrator** or **developer**.

    b. Password – enter the corresponding **password** for the **server user account**.

    c. Server – write **localhost** or **127.0.0.1** if the **MDQRS** is within the same machine as the database was installed. If not, make sure that your machine and server are connected within the same network and then use the **server's ip address**.

    You can check the **server's ip address** by typing **ipconfig** command in your cmd. Look for **IPv4 Address…** and that will be the server's ip address.

d. Port – the default port number for the server will be **3306** if there were no changes after the installation of **MySQL server**. Ask your system database administrator or developer if problems occurred.

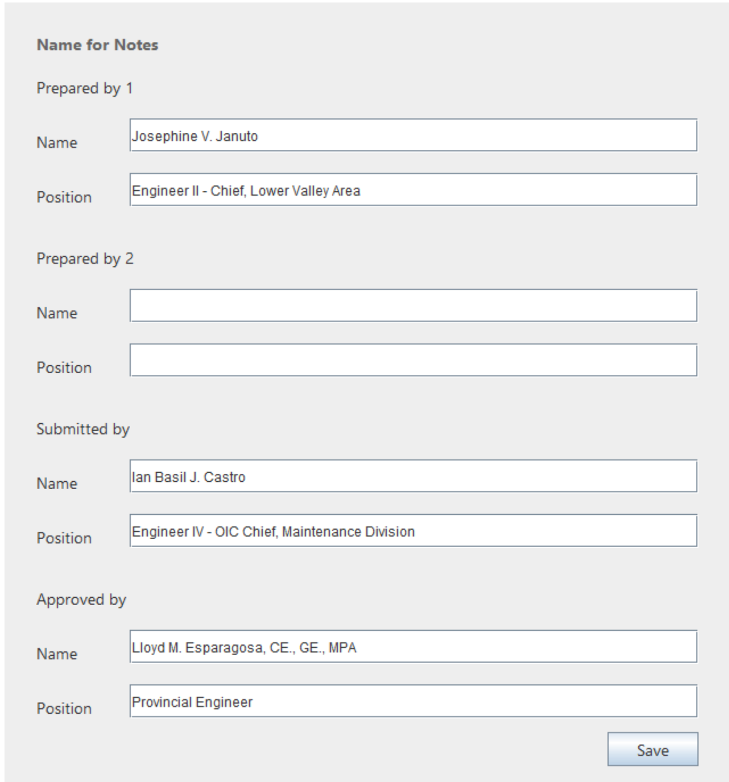
e. Database – just write **mdqrs** since that's the name of the database for the **MDQRS**.

3. After setting the network configurations, you can now save it.
4. You can test if the network configurations were correct by clicking the **test connection** button, a dialog that says "You're connected to the server!" will pop up if you've successfully made a connection with the server, otherwise an **Error** will be displayed if there are unexpected errors or a failed connection.
5. You can then click **system refresh** to reload the data (if there's any) into the system.

2.2. Report Configuration

1. To configure the report, go to settings and find the report section. In the report section, there are two sub-sections **Name for Notes** (Signatures) and **Quarterly Report Details**.

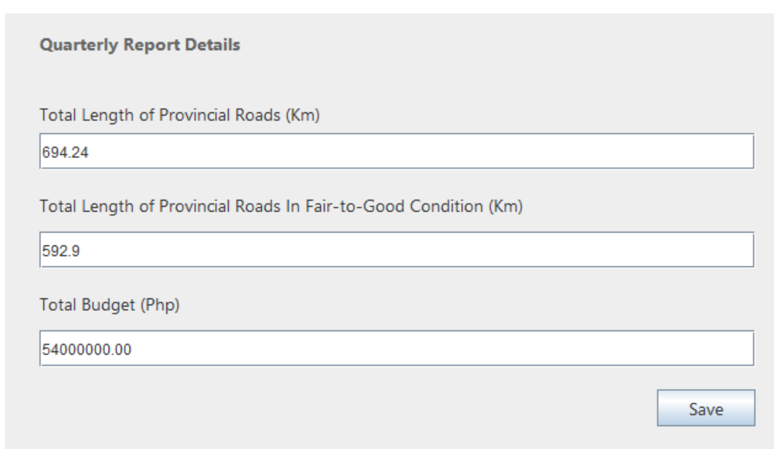
2. In **Names for Notes** (Signatures) section there are 4 sections named **Prepared by 1, Prepared by 2, Submitted by, and Approved by**. Each of them has 2 corresponding fields for name and position.



3. After filling up the information, you can then click save.

   Note: You can leave some sections or fields blank if it's not available at the moment.

4. In **Quarterly Report Details** there are 3 text fields for **Total Length of Provincial Roads (Km), Total Length of Provincial Roads in Fair to Good Condition (Km),** and **Total Budget (Php)**.



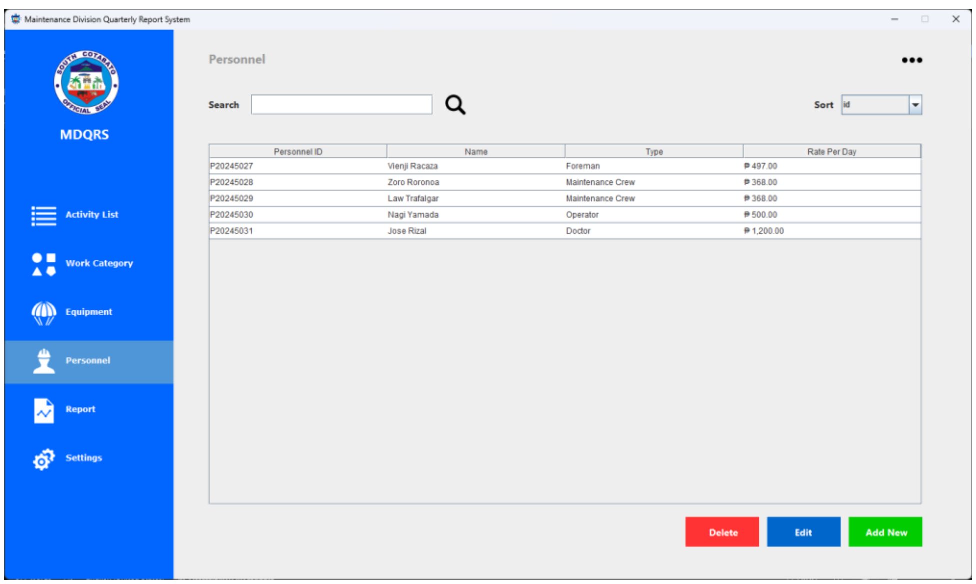
5. After filling up the information, you can then click save.

3. Using and Navigating the System

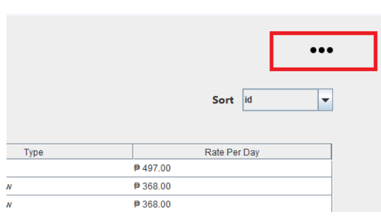
3.1. Personnel Module

Before we start using the system to add activities, we must first need to add all of the data that we need like the personnel names, equipment, and work categories with their corresponding list of activities and sub-activities.

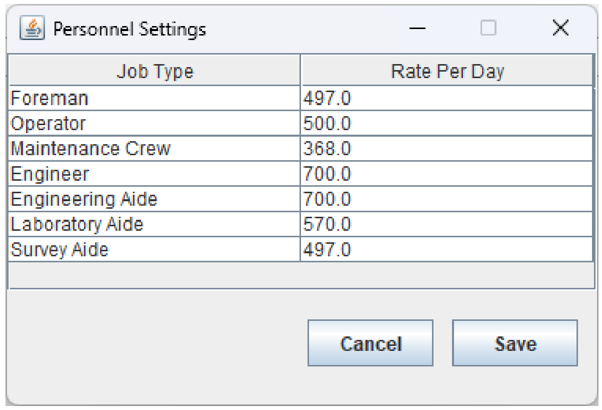
1. To get started, considering that you've already opened the MDQRS. On the left-hand side of the system, you'll see the navigation panel or menu. Click the personnel module and you'll see the personnel page.



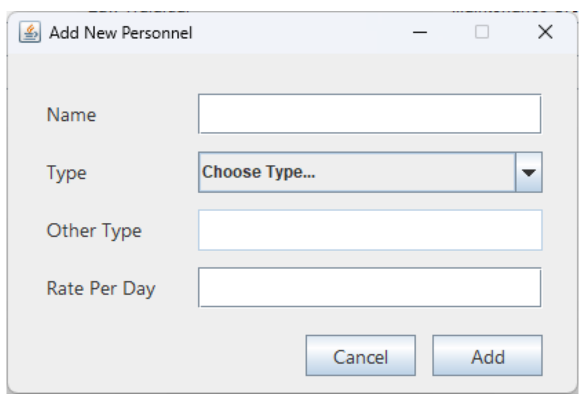
2. Now you need to set the wages for the specific job types first to ensure that they'll have a preset rate per day. To do this, click the 3 dots on the upper-right corner of the personnel page above the sort dropdown.



3. A small settings window will pop up, it has 2 columns, a column for **Job Type** and the other one is for **Rate Per Day**. You can set the **Rate Per Day** by clicking the cell and typing your amount, then press Enter key. After setting all of the rates you can now click the save button.



4. Now, to add personnel, click the Add New button located below the table of the personnel page and a window will pop up.



5. It has 4 fields; **Name, Type, Other Type,** and **Rate Per Day**.

   a. Name – you can just write the full name of the personnel here.
   b. Type – for type, you can choose the job type for the personnel, for an instance choose **maintenance crew** if that is his/her job type, **engineer** if it is his/her job type, and so on. If the job type is not available, just choose other and the **Other Type** text field will be enabled for you to type the other job type.
   c. Other Type – this field will only be enabled if you've chosen **other** in the type selection. You can enter any other job type in here that was not available in the type selection box.

d. Rate Per Day – the value for rate per day was already preset with their corresponding job type, as what we've set earlier before. On the other hand, for Other Type jobs, you'll need to manually set their rate.

6. After entering all of the necessary personnel information, you can now click the save button to add the new personnel information to the database. A confirm message dialog will prompt you if you want to add another personnel; just click yes if you wanted to add another one else no or cancel if not.

7. If you wanted to edit the personnel information, just select a row or personnel and click the Edit button below the table on personnel page. A new window will pop up, in here you can change the personnel name, and their job type. **Note: You can't edit the Rate Per Day of a personnel whose job type is not "other" here, we have settings for that (See 3.1. Personnel Module – 2 to 3). The only Rate Per Day that you can edit here are for those who have the job type of "other".**

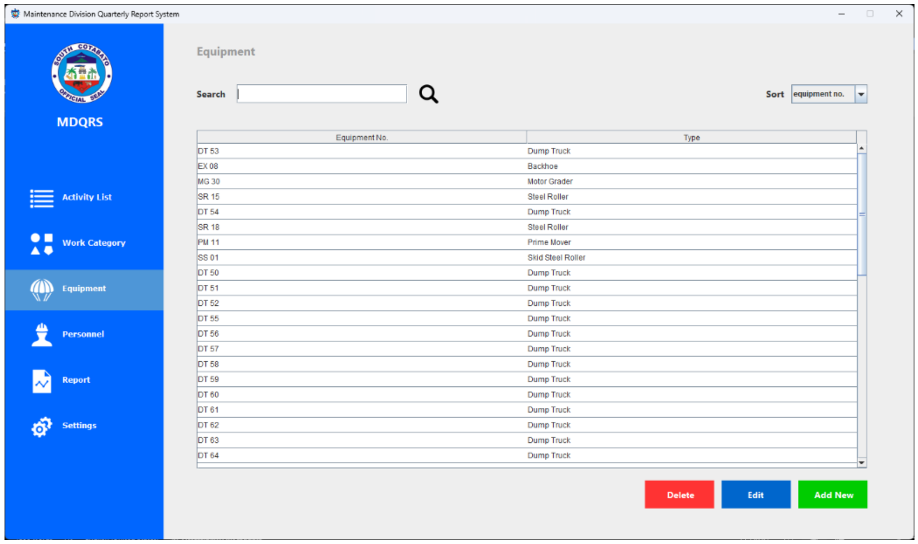
8. After making some changes you can then click the save button to update the personnel information.

9. You can also Delete the personnel information if you wanted to by selecting the row of the personnel that you wanted to be deleted. Warning: Deleting a personnel information can't be undone, and you can no longer use their information for future use cases. Also, this will not affect the previous activities that already used the information, for an instance if you've deleted Juan Dela Cruz, you will still see his information from the activity forms that was created before the event of deletion occurred.

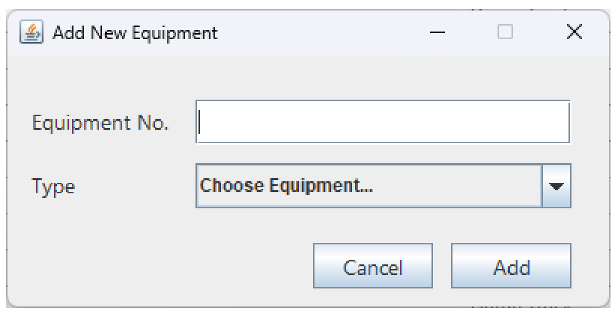
3.2. Equipment Module

After you've done adding personnel information in the Personnel Module, we will now add equipment information (It's not actually necessary to add personnel first, you can add equipment, personnel, or work category in any order).

1. So, to add a new equipment information, navigate to the equipment module just like how you navigated to personnel module by clicking the equipment module on the left-hand side of the system in the navigation panel.



2. Now, to add equipment, click the Add New button located below the table of the equipment page and a window will pop up.



3. In the Add New Equipment window, you'll find 2 fields; **Equipment Number,** and **Type:**

    a. Equipment No. – you can enter the equipment number here. The number should be unique to avoid ambiguity or confusion between the equipment information.
    b. Type – you can select an equipment type here. For an instance, **dump truck, loader,** and etc.

4. If you're already done just click add, and the information will then be added to the database. A confirm message dialog will prompt you if you want to add another equipment; just click yes if you wanted to add another one else no or cancel if not.

5. If you wanted to edit the equipment information, just select a row or equipment and click the Edit button below the table on personnel page. A new window will pop up, in here you can change only the type. After selecting a new type, just click save to update the equipment information.

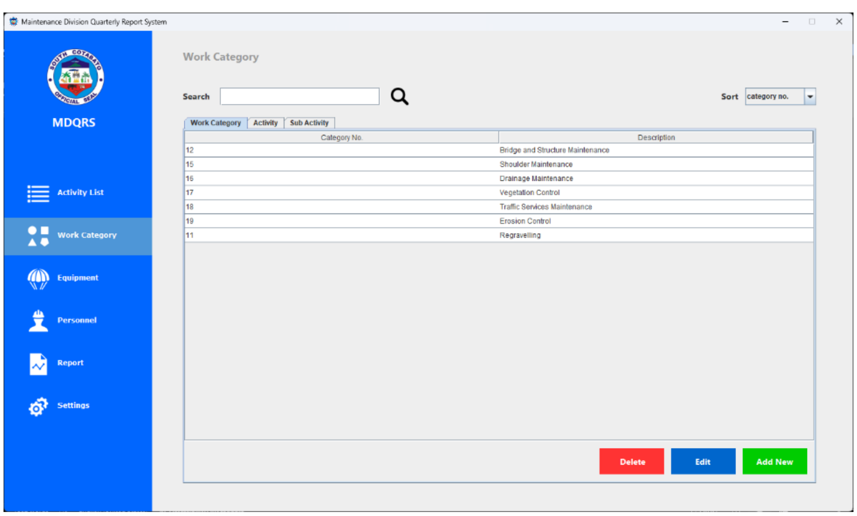
6. You can also Delete the equipment information if you wanted to by selecting the row of the equipment that you wanted to be deleted. Warning: Deleting an equipment information can't be undone, and you can no longer use its information for future use cases. Also, this will not affect the previous activities that already used the information, for an instance if you've deleted DT 7 Dump Truck, you will still see its information from the activity forms that was created before the event of deletion occurred.

3.3. Work Category Module

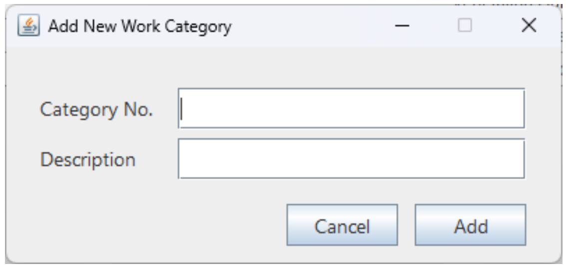
Work Category Module contains 3 sub-modules; **Work Category, Activity,** and **Sub-Activity**. When starting with Work Category Module, you need to add a work category first in the **Work Category Sub-Module** to categorize the activities, and add an activity next so that the sub-activity will have a parent activity. The order should be work category > activity > sub-activity.

3.3.1. Work Category Sub-module

1. To add new work category, navigate to the work category module by clicking the work category module on the left-hand side of the system in the navigation panel and click the Work Category Tab on the tabbed pane.



2. Now, to add a work category, click the Add New button located below the table of the work category sub-module and a window will pop up.



3. The Add New Work Category window has 2 fields: **Category No.,** and **Description.**

    a. Category No. – enter a unique category number in here. The value should only be an integer, otherwise an error will occur.
    b. Description – enter the category description here. An input instance will be **Regravelling, Bridge and Structure Maintenance, Shoulder Maintenance**, and etc.

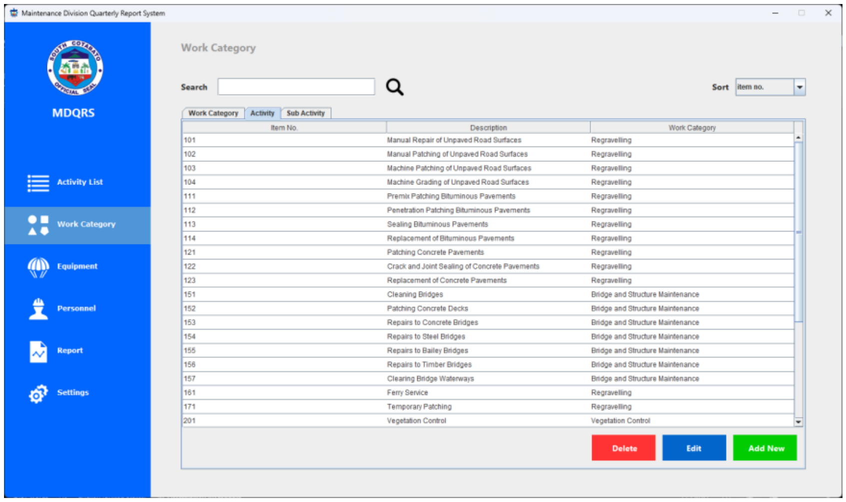
4. After that, just click save to add the work category.

5. If you wanted to edit the work category, just select a row or work category and click the Edit button below the table on work category sub-module. A new window will pop up, in here you can change only the description. After the changes, just click save to update the work category description.

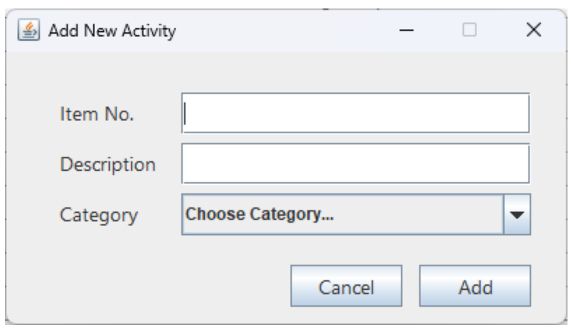
6. You can also Delete the work category if you wanted to by selecting the row of the work category that you wanted to be deleted. Warning: Deleting a work category can't be undone, and you can no longer use its information for future use cases.

3.3.2. Activity Sub-module

1. To add new activity, navigate to the work category module by clicking the work category module on the left-hand side of the system in the navigation panel and click the Activity Tab on the tabbed pane.



2. Now, to add an activity, click the Add New button located below the table of the activity sub-module and a window will pop up.



3. The Add New Activity window has 3 fields: **Item No., Description,** and **Category**.

    a. Item No. – enter the unique item number of the activity in here like **504, 101, 102,** and etc.
    b. Description – write the activity description here like **Manual Patching of Unpaved Road Surfaces, Sealing Bituminous Pavements**, and etc.
    c. Category – you can select a category here like **Regravelling, Bridge and Structure Maintenance, Shoulder Maintenance**, and etc. That's why we need to populate the work category first before adding an activity, so that we can select a category for the activities.

4. After entering the activity details, just click save.

5. If you wanted to edit the activity, just select a row or activity and click the Edit button below the table on activity sub-module. A new window will pop up, in

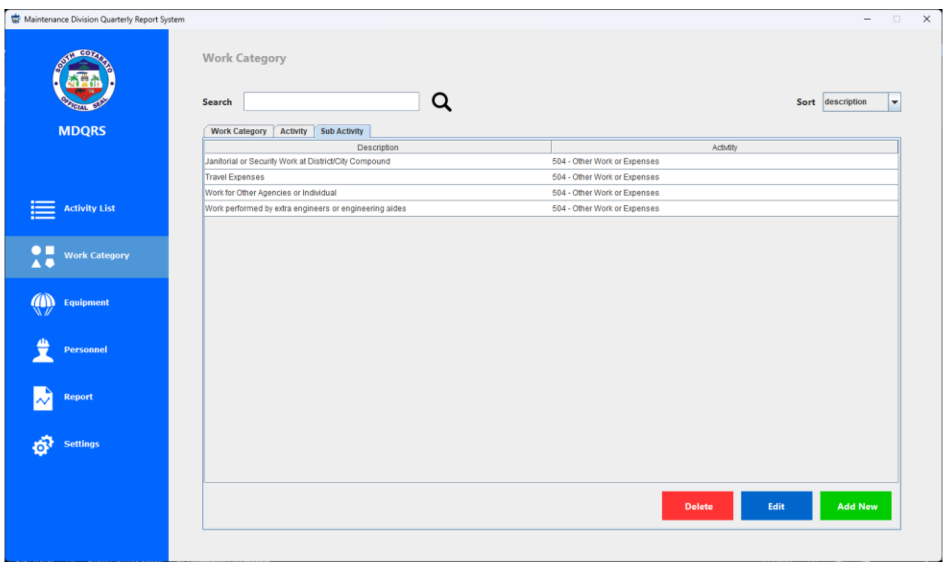
here you can change only the description, and category. After the changes, just click save to update the activity details.

6. You can also Delete the activity if you wanted to by selecting the row of the activity that you wanted to be deleted. Warning: Deleting an activity can't be undone, and you can no longer use its information for future use cases.

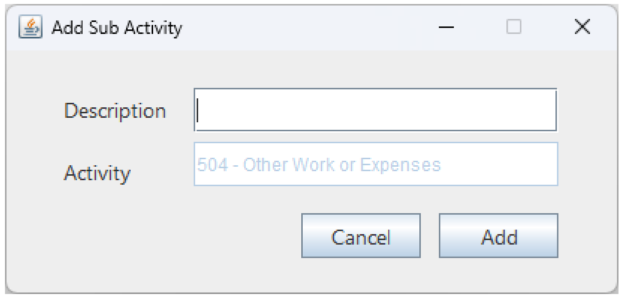
   Reminder: You can't delete the 504-activity since it will cause some unwanted system behavior.

3.3.3. Sub-Activity Sub-module

1. To add new sub-activity, navigate to the work category module by clicking the work category module on the left-hand side of the system in the navigation panel and click the Sub-Activity Tab on the tabbed pane.



2. Now, to add a sub-activity, click the Add New button located below the table of the sub-activity sub-module and a window will pop up.



3. The add new sub-activity has 2 fields: **Description,** and **Activity:**

    a. Description – you can write the description of the sub-activity here.
    b. Activity – this is the parent activity of the sub-activity in which it was already set for the solely for the 504.

4. After indicating the description, you can then click save or just simply hit enter.

5. If you wanted to edit the sub-activity, just select a row or sub-activity and click the Edit button below the table on activity sub-module. A new window will pop up. In here you can only change the description. After the changes, just click save to update the sub-activity description.

6. You can also Delete the sub-activity if you wanted to by selecting the row of the sub-activity that you wanted to be deleted. Warning: Deleting a sub-activity can't be undone, and you can no longer use its information for future use cases.

3.4. Activity Module

After you've done adding all of the information that you're going to need in adding activities, we can now proceed in the process of filling up the activity forms.

The Activity Module has 5 sub-modules: **Regular Activity, Other Activity, Other Expenses, Drivers for Engineers,** and **Projects/Program of Works**. Each of these sub-modules are the initial entry point to make the monthly and quarterly reports. So, let's understand each of them:

a. Regular Activity – this sub-module is the entry point for the Road Works activities. Instances are the **101, 152, 201,** and etc., in which it's also the entry point for some **504** activities like **Work for Other Agencies or Individual.** In here you can specify the Activity, Sub-Activity (if applicable), Location, Road Section (if others, you can specify), date, implementation mode, and the days of operation. It has also tables for the Operation Equipment, Maintenance Crew, Materials, and Crew Equipment, in which you can add the information that you've loaded earlier, like the personnel information, and equipment.

b. Other Activity – this sub-module is the entry point for the **504 – Other Work or Expenses** especially its sub-activity like the **Janitorial or Security Work at District/City Compound,** and **Work performed by extra engineers or engineering aides.** It has also a table for adding the related personnel in this activity like the Engineers, and Engineering Aides.

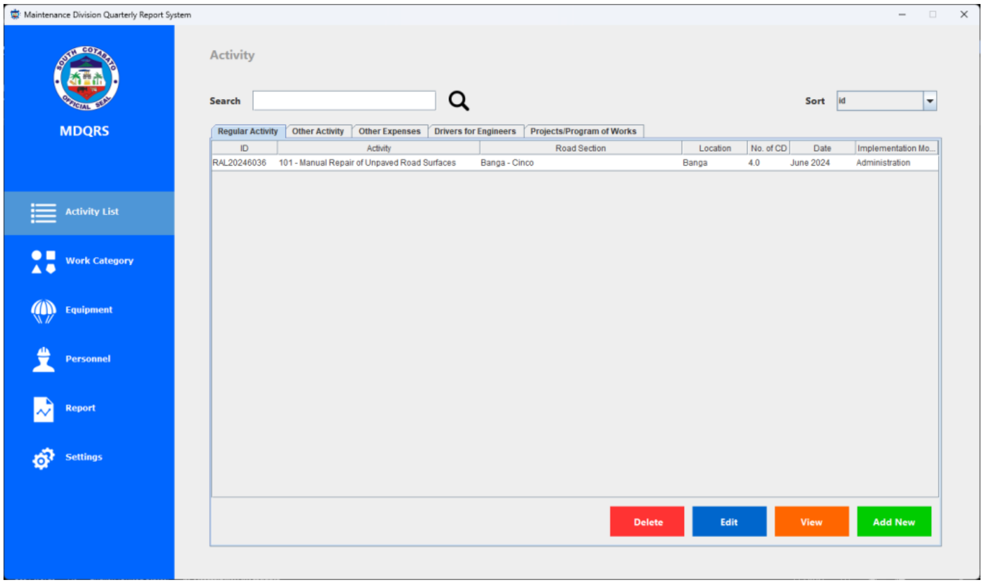
c. Other Expenses – this sub-module serves as the entry point for the **Meal Allowance** and **Indirect Cost and Expenses**. Under the **Meal allowance**, it has fields for labor crew cost, and labor equipment cost. The **Indirect Cost and Expenses** on the other hand has fields for light and heavy equipment.

d. Drivers for Engineers – this sub-module is the entry point for the **504** activity that's related to the drivers for engineers. It has its own side panel located at the right-hand side to see the total cost of Labor-crew, Labor-equipment, Equipment Fuel, and Lubricant for the specified timeframe and time-range. In here you can add the labor-equipment, equipment-fuel, and lubricant cost on the text-field provided by the form.

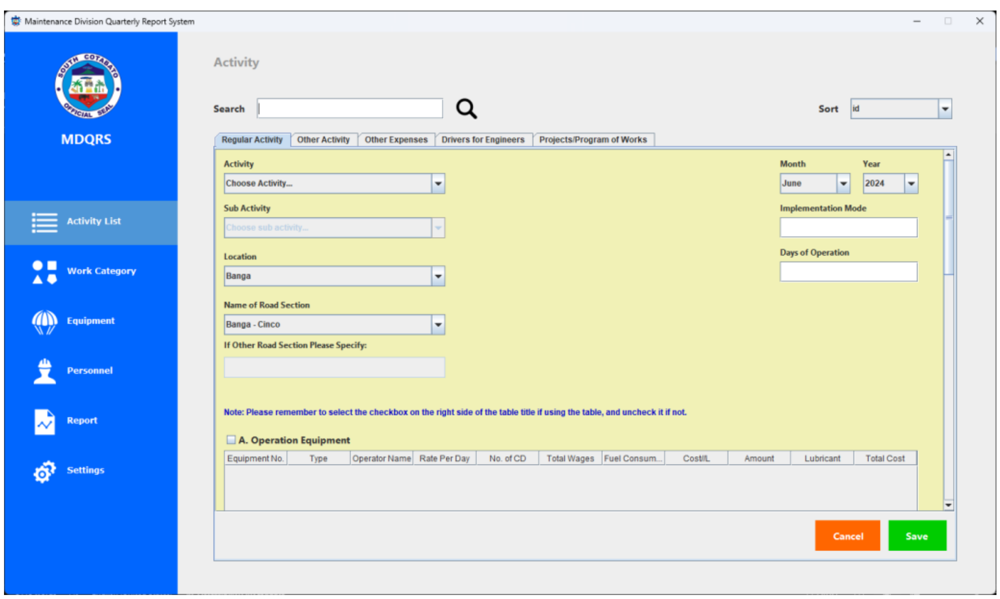
e. Projects/Program of Works – this sub-module is the entry point for the **programs of works** and its related projects. In here, you can specify in the text-field provided by the form the name of the program, and add all of the related projects related to this program using the table that was provided.

3.4.1. Regular Activity Sub-module

1. To add new regular activity, navigate to the activity module by clicking the activity module on the left-hand side of the system in the navigation panel and click the Regular Activity Tab on the tabbed pane.



2. Now, to add a regular activity, click the Add New button located below the table of the regular activity sub-module and a regular activity form will be displayed.



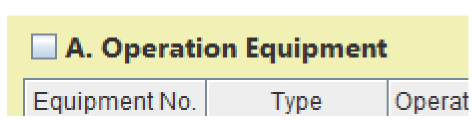
3. The regular activity form has 3 sections: The head, in which it has the fields for the Activity, Sub Activity, Location, Road Section, Date, Implementation Mode, and Days of Operation. Next is the Operation Equipment section that has the table for adding operation equipment. Lastly, the Operation Maintenance Crew section that has 3 sub sections, the Maintenance Crew, Materials, and Equipment.

    a. First let's explore the head, as what was said it has fields for the Activity, Sub Activity, Location, Road Section, Date, Implementation Mode, and Days of Operation.

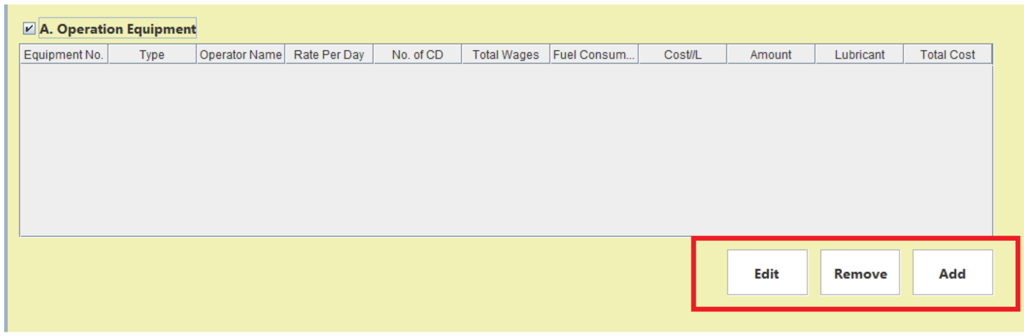
        i. Activity – in this dropdown you can select the appropriate activity related to the road section. You can choose whether it is 101, 102, or etc. If you have selected the 504, the Sub Activity dropdown will be enabled.
        ii. Sub Activity – you can only use this dropdown if you've selected a 504 activity, since it's the only activity that has sub-activities. In this, you can choose what specific sub-activity is that 504 that you're referring to.
        iii. Location – you can select the location of the road section here, whether it's in Koronadal, Banga, Surallah, etc.
        iv. Road Section – in here you can select the road section where the activity was used. If the road section is unavailable here, just simply choose "other" and the "Other Road Section" text field will then be enabled for you to specify the road section.
        v. Date – specify the month and year of the regular activity.
        vi. Implementation Mode – specify the mode of implementation here.
        vii. Days of Operation – indicate the duration of the operation here.

    b. Operation Equipment Section has the table for adding operation equipment.

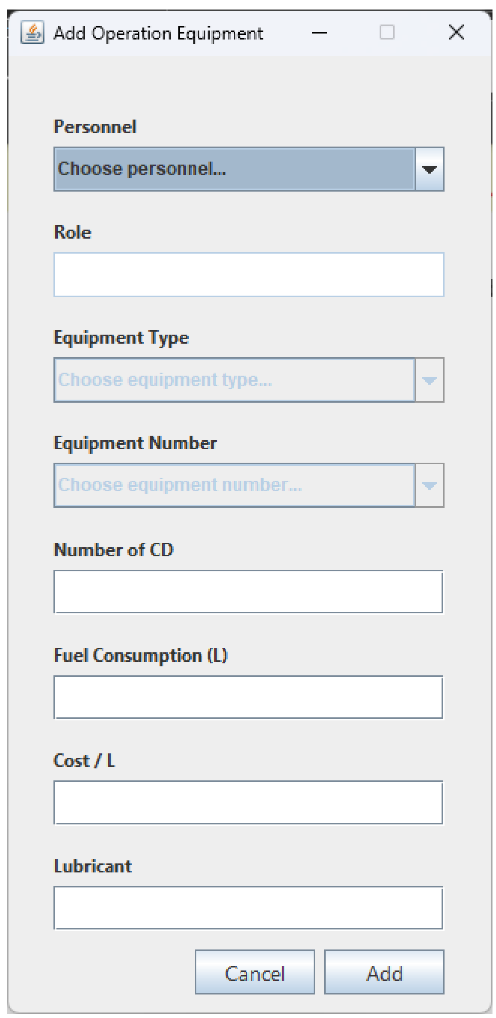
        i. To add an operation equipment, first you need to select the checkbox on the left side of the table title to show the functions for adding an operation equipment.



ii. After selecting the checkbox, you should now be able to see the functions or buttons below the table. Now click **Add** to proceed on adding an operation equipment.



iii. An Add Operation Equipment window should be displayed after clicking the Add button.



iv. The Add Operation Equipment Window has 8 fields: **Personnel, Role, Equipment Type, Equipment Number, Number of CD, Fuel Consumption, Cost (Fuel),** and **Lubricant.**

    1. Personnel – select the appropriate personnel for the operation equipment, it is recommended to select the **Foreman** first to have a clean look for the table, as the system doesn't sort or rearrange the data for the operation equipment. You can then select an **Operator**.
    2. Equipment Type – the equipment type can only be enabled when the personnel have a job type of **Operator**. In the Equipment Type dropdown, you can choose whether the equipment is a dump truck, roller, bulldozer, or etc.
    3. Equipment Number – the equipment number can only be enabled when the personnel have a job type of **Operator**. In the Equipment Number dropdown, you can choose whether the equipment number is DT 7 if it's a type of Dump Truck, FL 18 is it's a type of Loader, and so on.
    4. Number of CD – indicate the Calendar Days spent of the equipment here.
    5. Fuel Consumption – specify the fuel consumption of the equipment here by liters.
    6. Cost – indicate the fuel cost by liters here.
    7. Lubricant – indicate the lubricant cost here.

v. After entering all of the operation equipment details, just click add to add it to the table.

vi. You can also edit the operation equipment details just by selecting a row or operation equipment, and then click the **Edit** button.

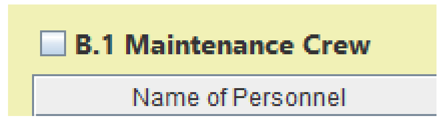
vii. After making some changes you can click save to save the changes.

viii. If you want to remove an operation equipment from the table, you can just select a row and click the **Remove** button.

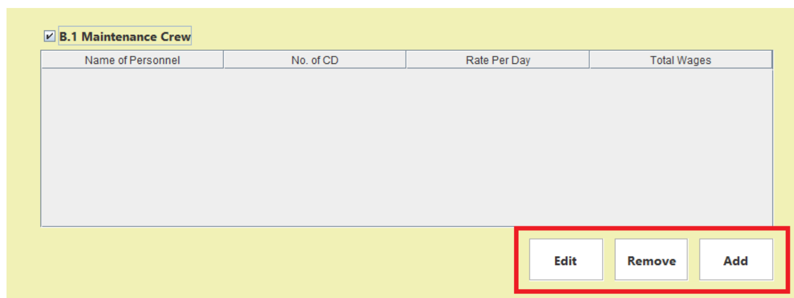
c. Operation Maintenance Crew Section

i. Maintenance Crew sub section has the table for the maintenance crew.

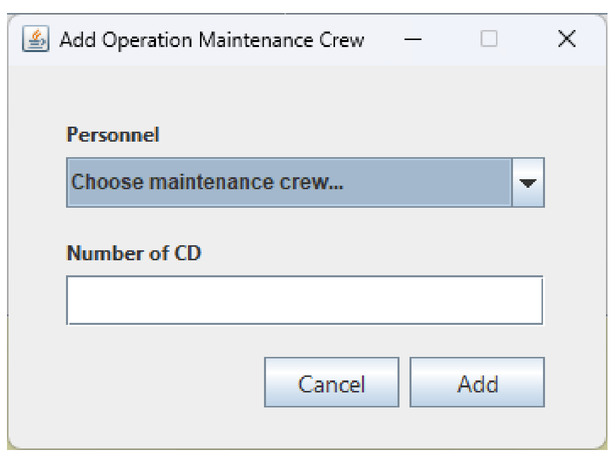
1. To add a maintenance crew, first you need to select the checkbox on the left side of the table title to show the functions for adding a maintenance crew.



2. After selecting the checkbox, you should now be able to see the functions or buttons below the table. Now click **Add** to proceed on adding a maintenance crew.



3. An Add Operation Maintenance Crew window should be displayed after clicking the **Add** button.



4. The Add Operation Maintenance Crew window has 2 fields only: **Personnel,** and **Number of CD.**

    a. Personnel – you can select a maintenance crew here.
    b. Number of CD - indicate the Calendar Days spent of the maintenance crew here.

5. After selecting a maintenance crew and indicating the Calendar Days that they've spent, you can then click the add button.

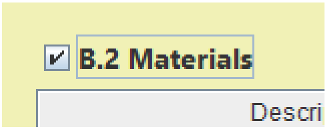
6. You can also edit the maintenance crew details by selecting a row or maintenance crew and clicking the **Edit** button.

7. After making some changes, you can then click save to save changes.

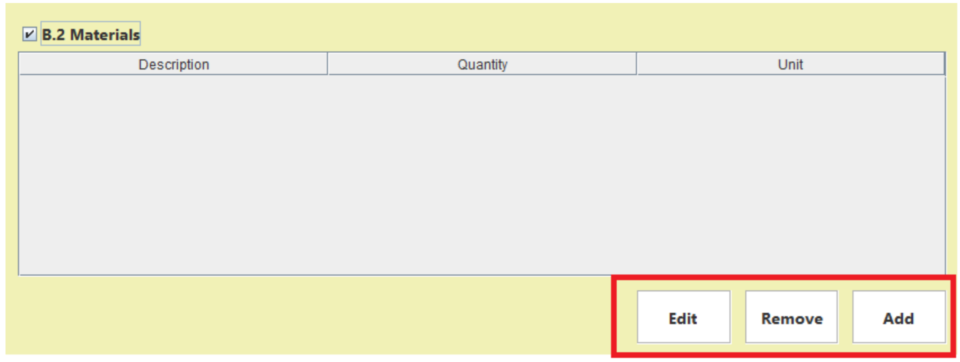
8. If you want to remove the maintenance crew from the table, just simply select a row and click the **Remove** button.

ii. Materials sub section has the table for the materials.

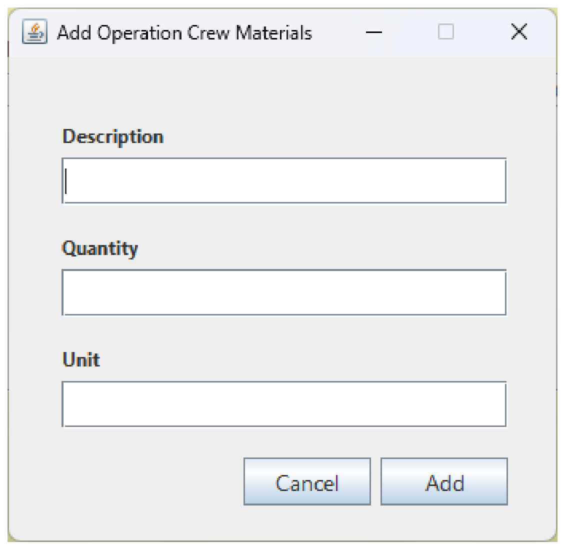
1. To add a material, first you need to select the checkbox on the left side of the table title to show the functions for adding a material.



2. After selecting the checkbox, you should now be able to see the functions or buttons below the table. Now click **Add** to proceed on adding a material.



3. An Add Operation Crew Materials should be displayed after clicking the **Add** button.



4. The Add Operation Crew Materials window contains 3 fields: **Description, Quantity** and **Unit.**

    a. Description – you can write the description of the materials here.
    b. Quantity – you can indicate the quantity of the materials here.
    c. Unit – you can specify the unit here like meters, kilos, pieces, or etc.

5. After specifying the details of the materials, you can then click the add button.

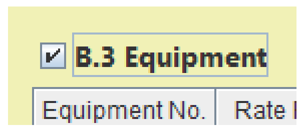
6. You can also edit the material's details by selecting a row or materials and clicking the **Edit** button.

7. After making some changes, you can then click save to save changes.

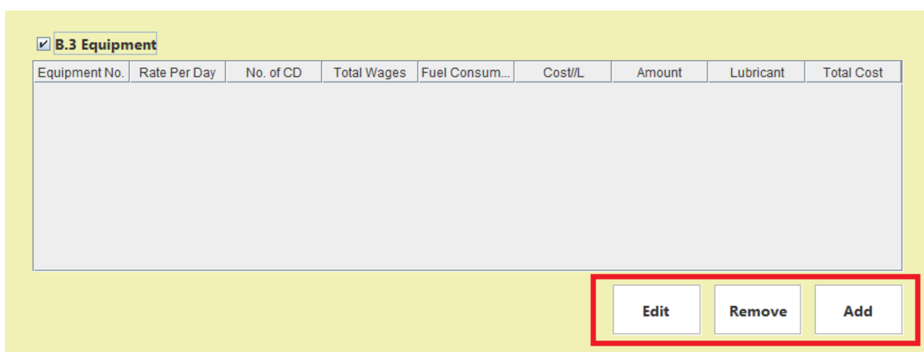
8. If you want to remove the materials from the table, just simply select a row and click the **Remove** button.

iii. Equipment sub section has the table for the equipment.

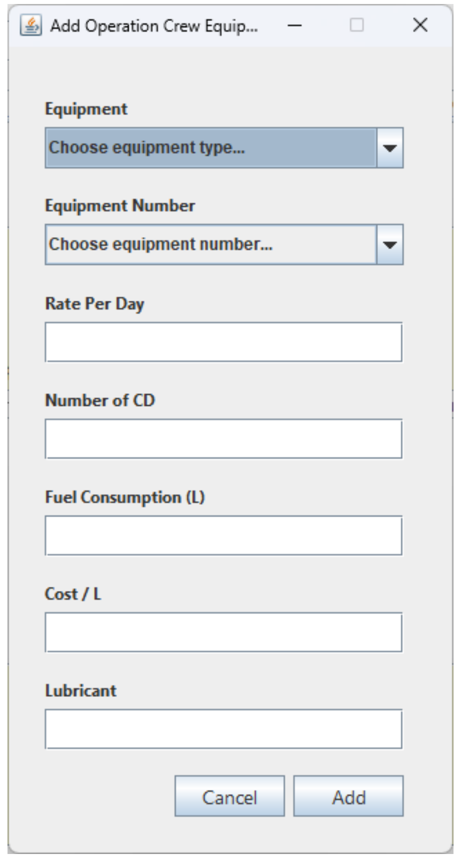
1. To add an equipment, first you need to select the checkbox on the left side of the table title to show the functions for adding an equipment.



2. After selecting the checkbox, you should now be able to see the functions or buttons below the table. Now click **Add** to proceed on adding an equipment.



3. An Add Operation Crew Equipment window should be displayed after clicking the **Add** button.



4. The Add Operation Equipment Window has 7 fields: **Equipment Type, Equipment Number, Rate Per Day, Number of CD, Fuel Consumption, Cost (Fuel),** and **Lubricant.**

    a. Equipment – here you can choose the type of the equipment, whether it is a dump truck, roller, or etc.
    b. Equipment Number – you can select the Equipment number here, in which you can choose whether the equipment number is DT 7 if it's a type of Dump Truck, FL 18 is it's a type of Loader, and so on.
    c. Rate Per Day – you can indicate the rate per day here.
    d. Number of CD – indicate the Calendar Days spent of the equipment here.
    e. Fuel Consumption – specify the fuel consumption of the equipment here by liters.
    f. Cost – indicate the fuel cost by liters here.

g. Lubricant – indicate the lubricant cost here.

5. After specifying the details of the equipment, you can then click the add button.

6. You can also edit the equipment details by selecting a row or materials and clicking the **Edit** button.

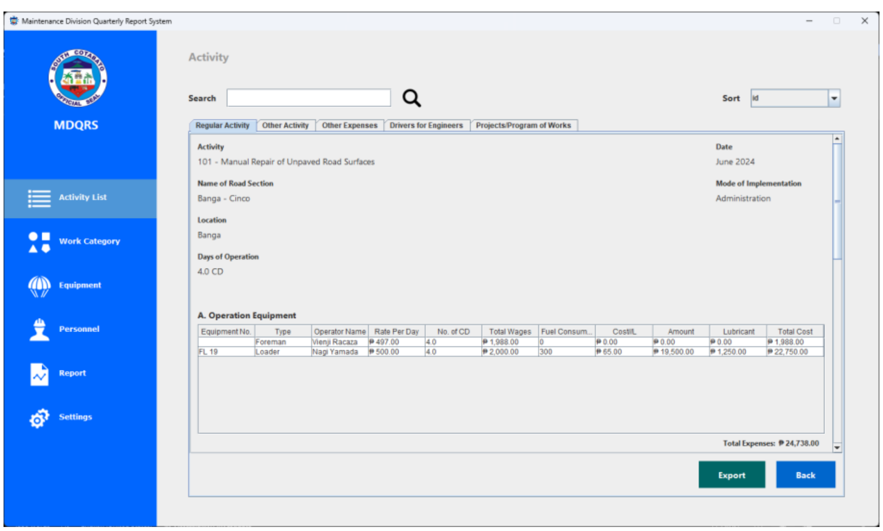
7. After making some changes, you can then click save to save changes.

8. If you want to remove the equipment from the table, just simply select a row and click the **Remove** button.

d. After filling up the form you can just simply click the save button to save the **Regular Activity** information into the database.

4. To **Edit** the **Regular Activity** just simply select a regular activity from the table and then click the Edit button. A form that's filled out by the regular activity's information is then displayed. Change the information that you wanted to rectify in which the process is just the same with adding a new regular activity. After making some changes just click save to update the regular activity's information.

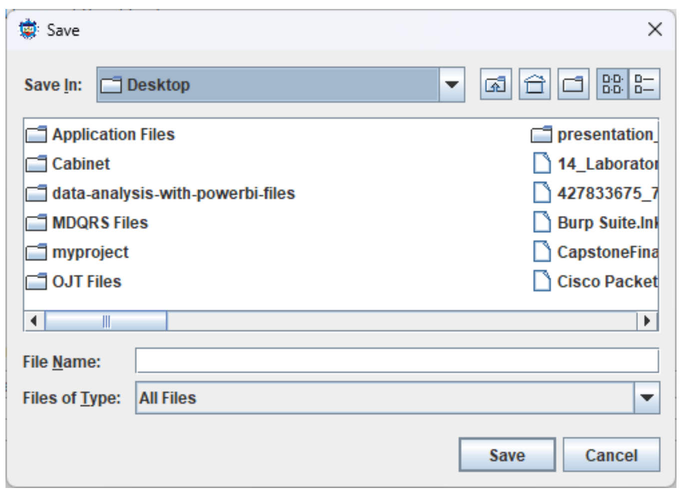
5. You can also view the detailed regular Activity information by selecting a regular activity and clicking the View button.



6. In here, you can view the detailed information of the regular activity, you can see the total operation equipment total cost, maintenance crew total cost, equipment total cost, and also the grand total cost of the regular activity.

7. You can also **Export** the regular activity by clicking the Export button located below the form pane.

8. After clicking export, a file chooser will be displayed for you to choose the file directory where you wanted to save the report.

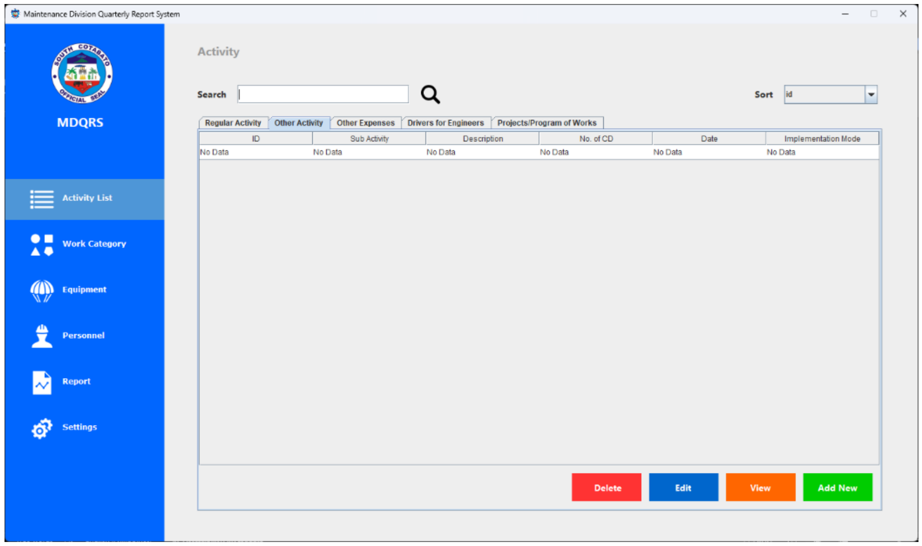


9. After choosing the file directory, just simply indicate the **File Name** and click save.
   Note: When naming your files, you don't need to put the file extension since it's already appended automatically when saving the file as *.xlsx*

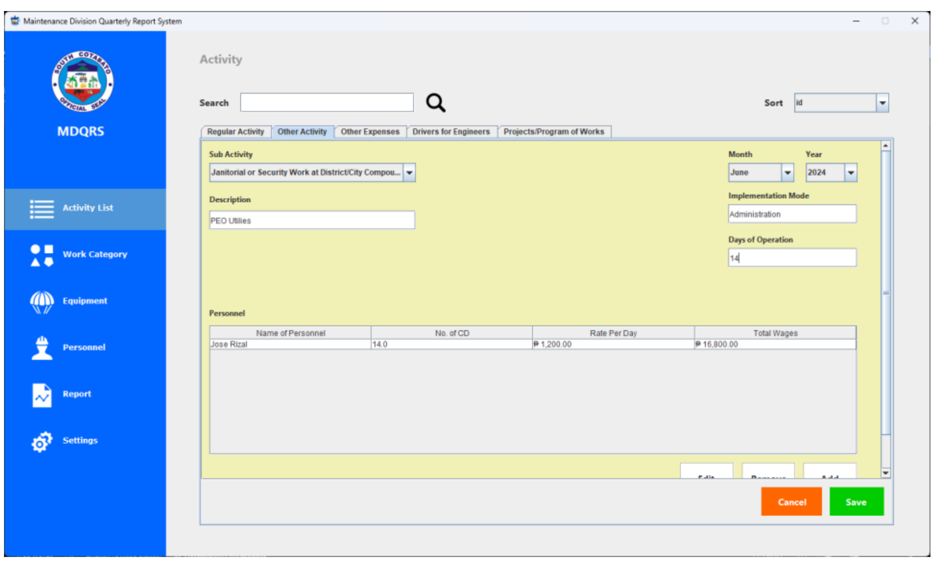
10. You can also **Delete** a Regular Activity by selecting a row to delete. Warning: Deleting a Regular Activity can't be undone, so be careful whenever deleting important data.

3.4.2. Other Activity Sub-module

1. To add new other activity, navigate to the activity module by clicking the activity module on the left-hand side of the system in the navigation panel and click the Other Activity Tab on the tabbed pane.



2. Now, to add an other activity, click the Add New button located below the table of the other activity sub-module and an other activity form will be displayed.



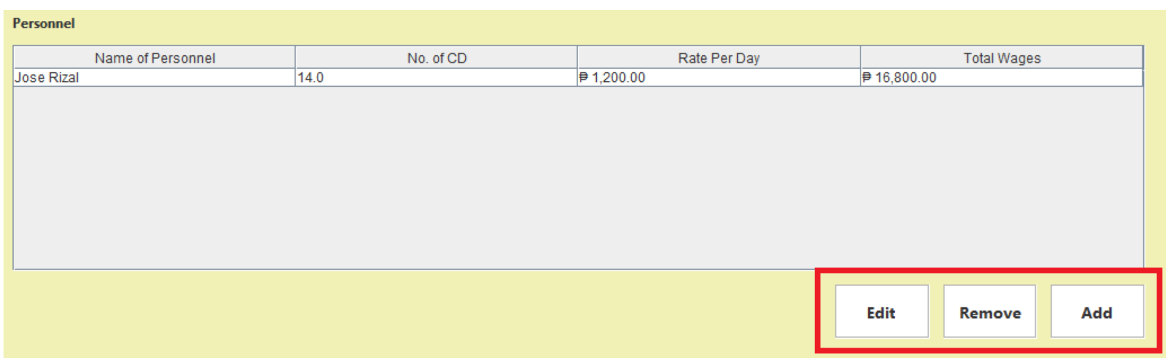
3. The other activity form has 2 sections: The head, it contains the field for Sub Activity, Description, Date, Implementation Mode, and Days of Operation. The other one is the Personnel section that has the table for the personnel.

   a. Head section:

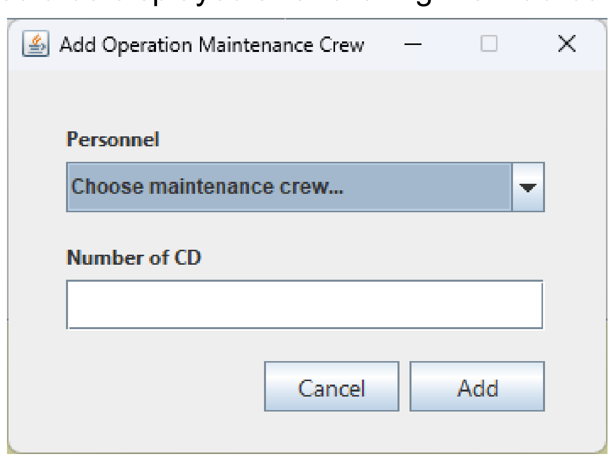
      i. Sub-activity – you can select the sub-activity for the other activity here.
      ii. Description – you can write the description here, for example: **PEO Utilities,** and etc.
      iii. Date – you can indicate the month and year in here.
      iv. Implementation mode – you can specify which mode of implementation mode was used.
      v. Days of Operation – you can indicate the duration of the operation here.

   b. Personnel Section

      i. To add new personnel just click the **Add** button below the personnel table.



      ii. A window should be displayed after clicking the **Add** button.



iii. The window has 2 fields only: **Personnel,** and **Number of CD.**

a. Personnel – you can select the personnel here.
b. Number of CD - indicate the Calendar Days spent of the personnel here.

iv. After selecting personnel and indicating the Calendar Days that they've spent, you can then click the add button.

v. You can also edit the personnel details by selecting a row or personnel and clicking the **Edit** button.

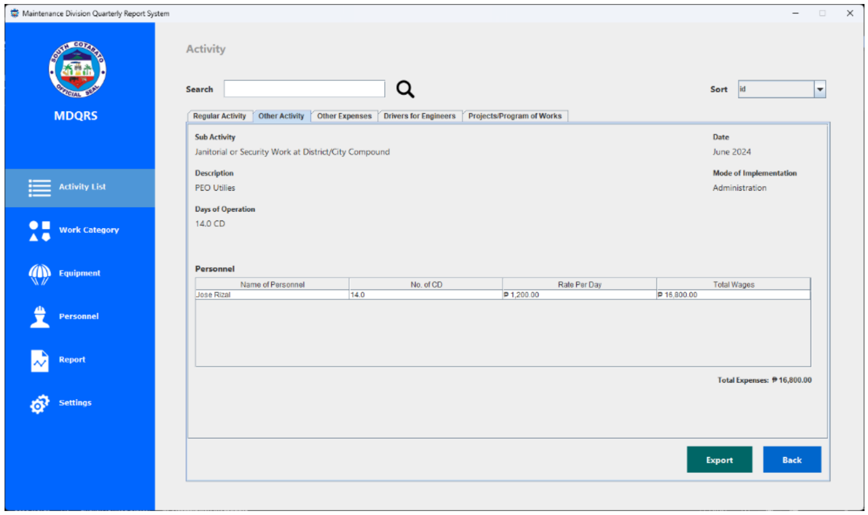
vi. After making some changes, you can then click save to save changes.

vii. If you want to remove the personnel from the table, just simply select a row and click the **Remove** button.

c. After filling up the form you can just simply click the save button to save the **Other Activity** information into the database.

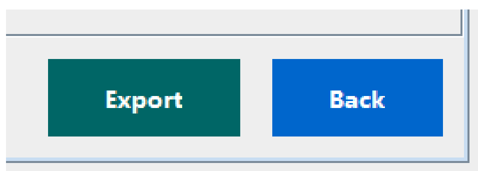
4. To **Edit** the **Other Activity** just simply select an other activity from the table and then click the Edit button. A form that's filled out by the other activity's information is then displayed. Change the information that you wanted to rectify in which the process is just the same with adding a new other activity. After making some changes just click save to update the other activity's information.

5. You can also view the detailed other activity information by selecting an other activity and clicking the View button.

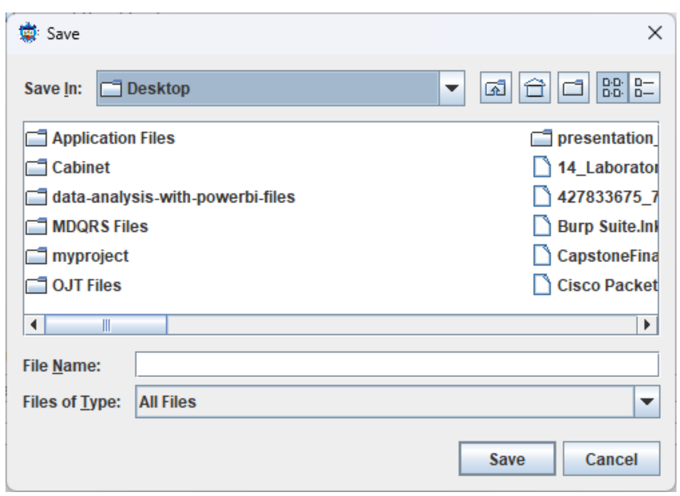


6. In here, you can view the detailed information of the other activity, and you can also see the total expenses for the personnel.

7. You can also **Export** the other activity by clicking the Export button located below the form pane.



8. After clicking export, a file chooser will be displayed for you to choose the file directory where you wanted to save the report.

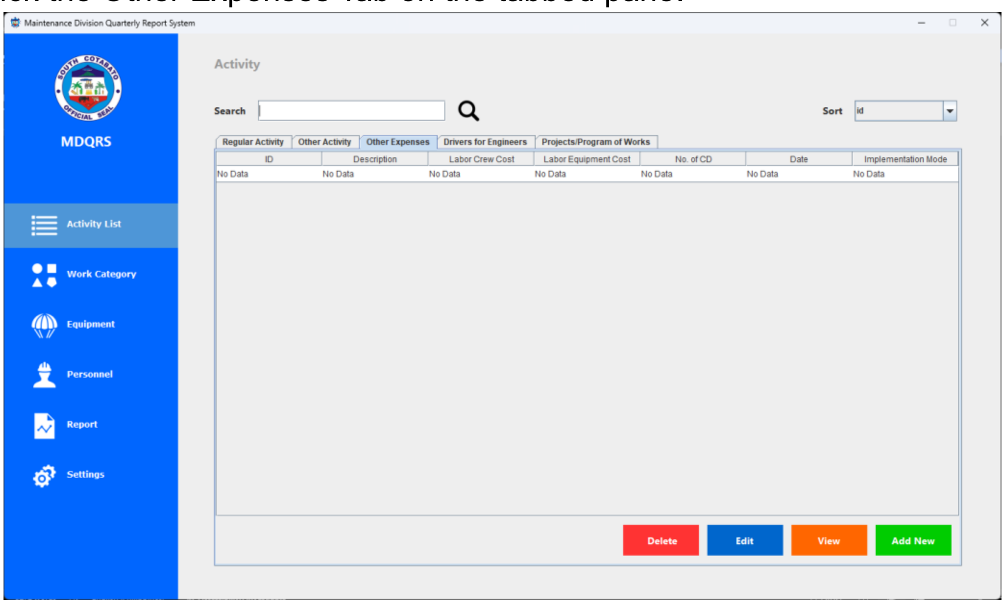


9. After choosing the file directory, just simply indicate the **File Name** and click save.
   Note: When naming your files, you don't need to put the file extension since it's already appended automatically when saving the file as *.xlsx*

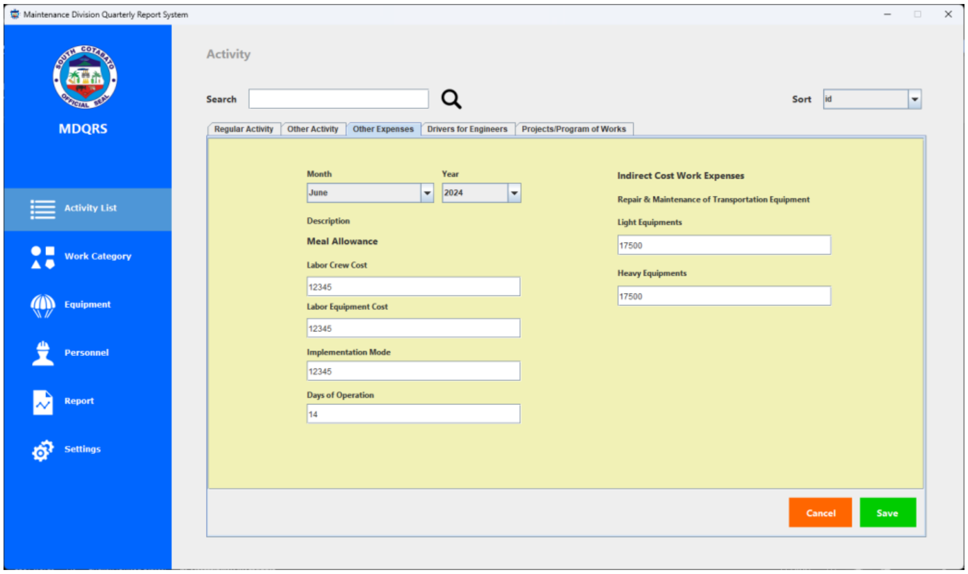
10. You can also **Delete** an Other Activity by selecting a row to delete. Warning: Deleting an Other Activity can't be undone, so be careful whenever deleting important data.

3.4.3. Other Expenses Sub-module

1. To add new other expenses, navigate to the activity module by clicking the activity module on the left-hand side of the system in the navigation panel and click the Other Expenses Tab on the tabbed pane.



2. Now, to add an other expenses, click the Add New button located below the table of the other expenses sub-module and an other expenses form will be displayed.



3. The other expenses form has 2 sections: **Meal Allowance**, and **Indirect Cost Work Expenses.**

   a. Meal Allowance

      i. Labor Crew Cost – you can enter the labor crew cost here.
      ii. Labor Equipment Cost – you can enter the labor equipment cost here.
      iii. Implementation mode – indicate the mode of implementation here.
      iv. Days of Operation – specify the duration of the operation.

   b. Indirect Cost Work Expenses

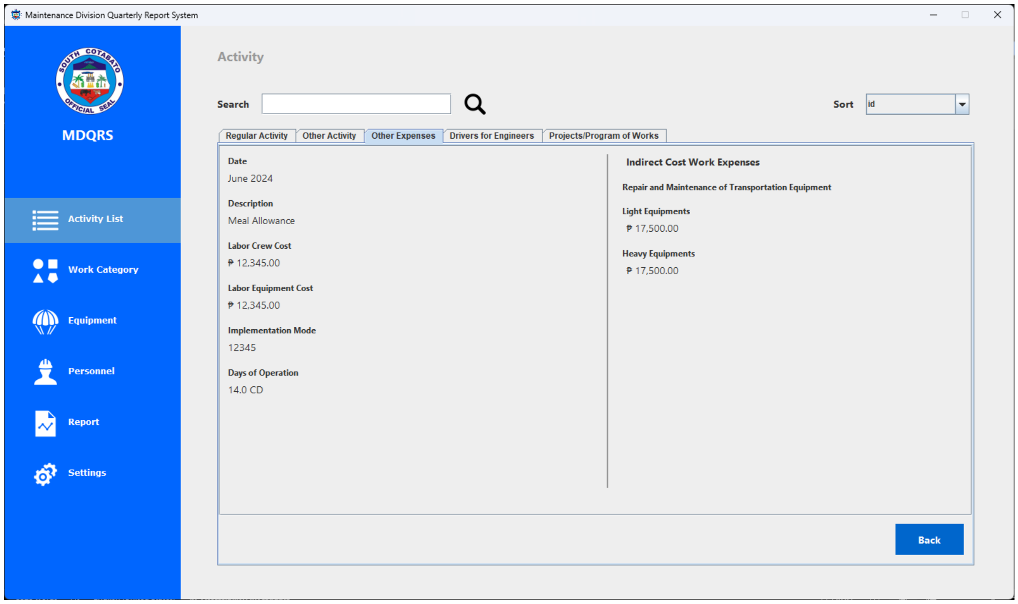
      i. Light Equipments - you can enter the amount cost for light equipment here.
      ii. Heavy Equipments – you can enter the amount cost for heavy equipment here.

   c. After filling up the form you can just simply click the save button to save the **Other Expenses** information into the database.

4. To **Edit** the **Other Expenses** just simply select an other expenses from the table and then click the Edit button. A form that's filled out by the other expenses information is then displayed. Change the information that you wanted to rectify in which the process is just the same with adding a new

other expenses. After making some changes just click save to update the other expenses information.

5. You can also view the detailed other expenses information by selecting an other expenses and clicking the View button.



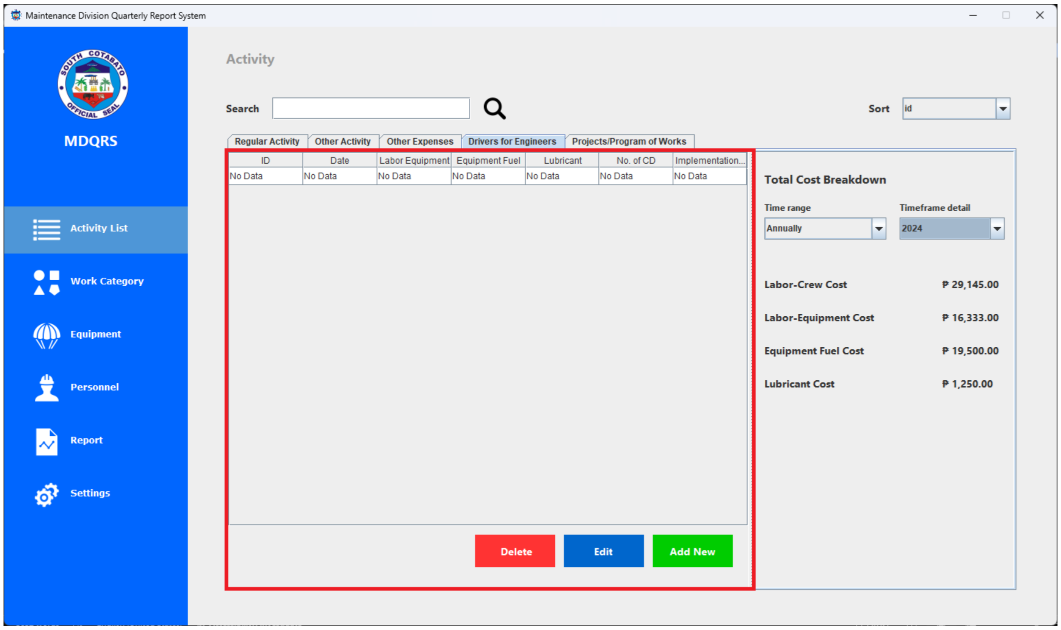
6. You can also **Delete** an Other Expenses by selecting a row to delete. Warning: Deleting an Other Expenses can't be undone, so be careful whenever deleting important data.

3.4.4. Drivers for Engineers Sub-module

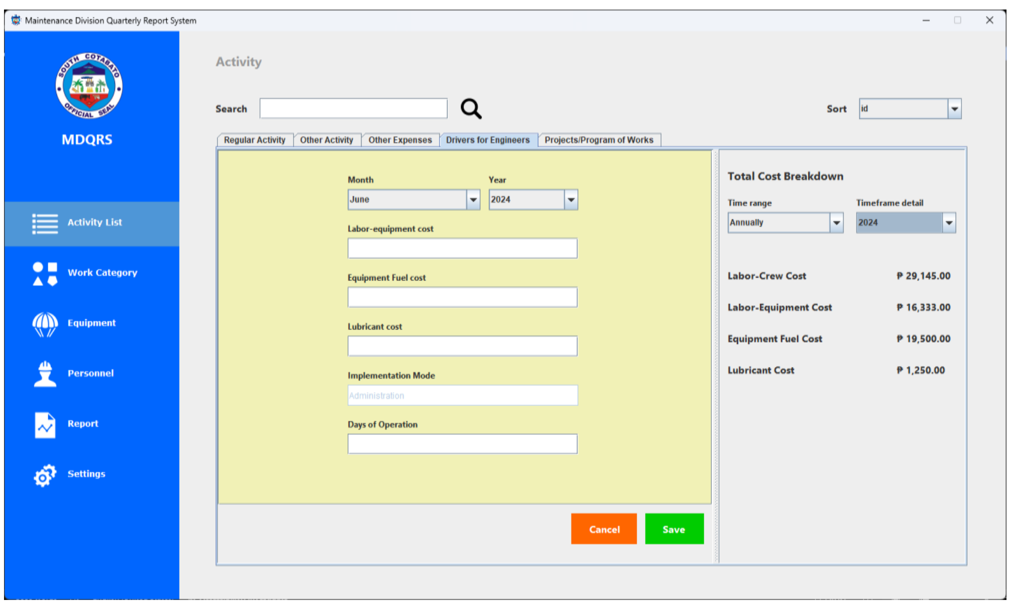
The Drivers for Engineers Sub-module is divided into 2 sections, on the left-hand side is the panel for the DFE table and its navigations; on the right-hand side is the Total Cost Breakdown exclusive to Labor Crew Cost, Labor Equipment Cost, Equipment Fuel Cost, and Lubricant Cost only.

1. **DFE panel**

   a. To get to the DFE panel, navigate to the activity module by clicking the activity module on the left-hand side of the system in the navigation panel and click the Drivers for Engineers Tab on the tabbed pane.



b. To add a Drivers for Engineers activity, click the Add New button located below the table of the DFE sub-module and a DFE form will be displayed.



c. The DFE form contains fields for Date, Labor-equipment cost, Equipment Fuel cost, Lubricant cost, Implementation Mode, and Days of Operation.

   i. Date – in here you can choose the month and year.

ii. Labor-equipment cost – you can enter the labor equipment cost here.
iii. Equipment Fuel cost – you can enter the equipment fuel cost here.
iv. Lubricant cost – you can enter the lubricant cost here.
v. Implementation mode – this is the mode of implementation for the activity. It is already set to **Administration**, and disabled to avoid changes.
vi. Days of Operation – specify the duration of the operation here.

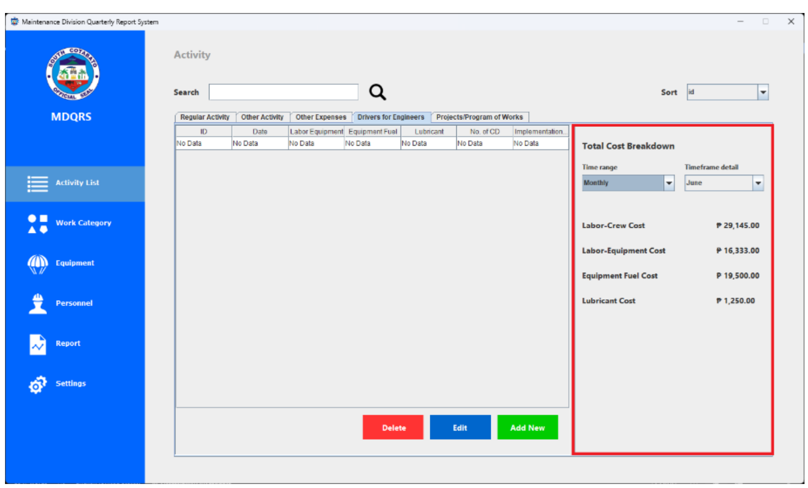
d. After filling up the form you can just simply click the save button to save the DFE activity information into the database.

e. To **Edit** the **DFE** just simply select a DFE activity from the table and then click the Edit button. A form that's filled out by the DFE activity information is then displayed. Change the information that you wanted to rectify in which the process is just the same with adding a new DFE activity. After making some changes just click save to update the DFE information.

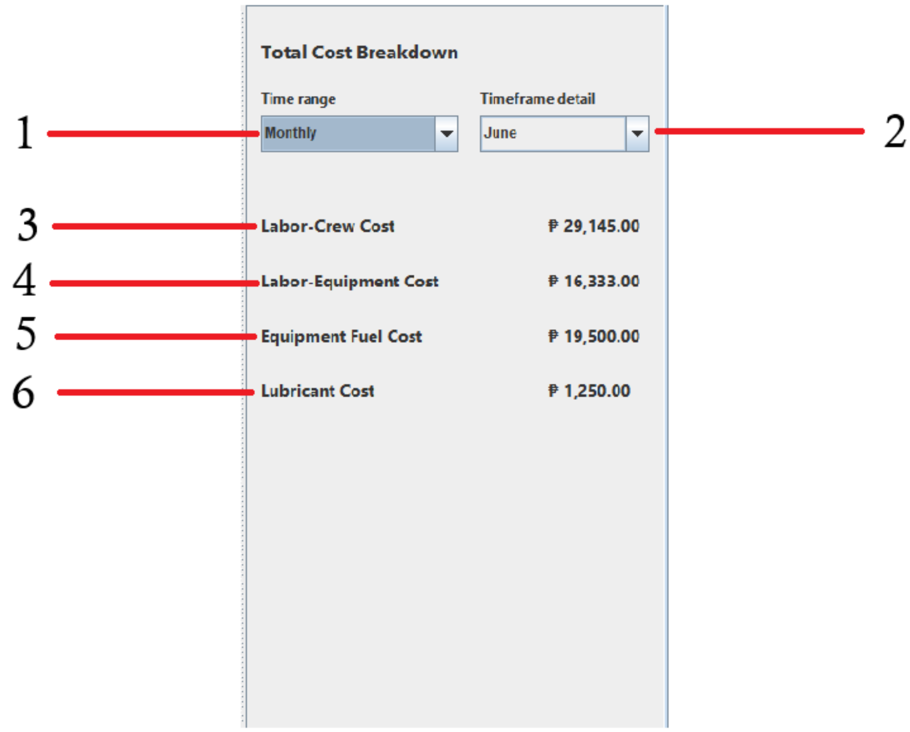
f. You can also **Delete** a DFE activity by selecting a row to delete. Warning: Deleting a DFE activity can't be undone, so be careful whenever deleting important data.

2. Total Cost Breakdown panel

a. To get to the Total Cost Breakdown panel, navigate to the activity module by clicking the activity module on the left-hand side of the system in the navigation panel and click the Drivers for Engineers Tab on the tabbed pane.



b. Total Cost Breakdown Anatomy



1. **Time range** – this is the dropdown for selecting the range of time for the cost that you wanted to view. It has 3 options that you can choose from; Monthly, Quarterly, and Annually.

2. **Timeframe detail** – this is the dropdown for selecting the timeframe detail or the specific range that you wanted to see. For an instance, if you've selected **Monthly** as the time range, you can then select its timeframe detail like June, August, December, etc.; if you've selected **Quarterly**, you can choose if it is 1st Quarter, 2nd Quarter, 3rd Quarter, or 4th Quarter.

3. **Labor-Crew Cost** – this is the total labor-crew cost for the specific period that was set.

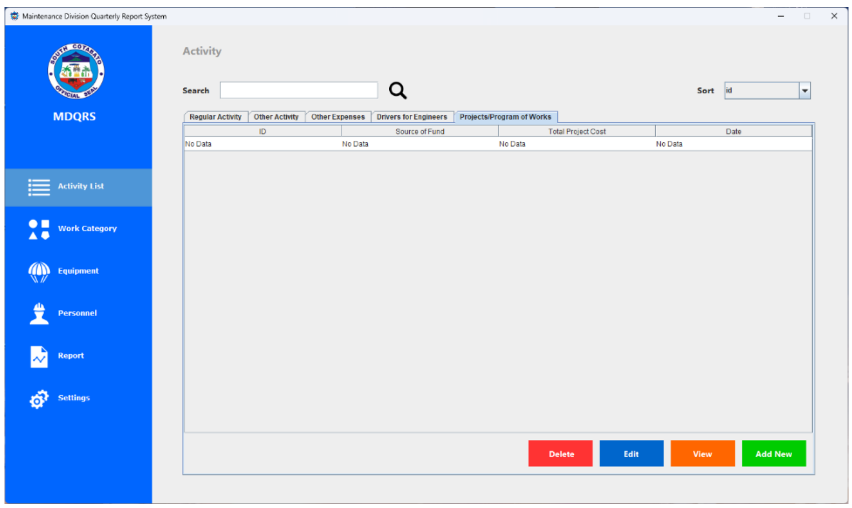
4. **Labor-Equipment Cost** - this is the total labor-equipment cost for the specific period that was set.

5. **Equipment Fuel Cost** - this is the total equipment fuel cost for the specific period that was set.

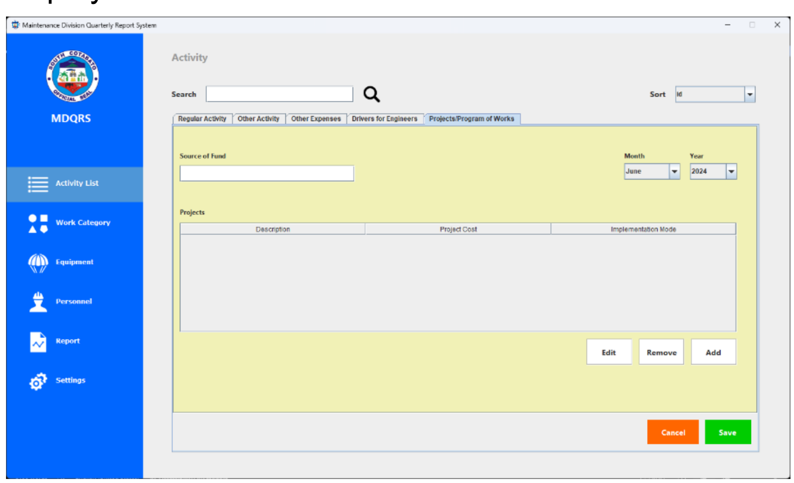
6. **Lubricant Cost** – this is the total lubricant cost for the specific period that was set.

3.4.5. Projects/Program of Works Sub-module

1. To add new program, navigate to the activity module by clicking the activity module on the left-hand side of the system in the navigation panel and click the *Projects/Program of Works* Tab on the tabbed pane.

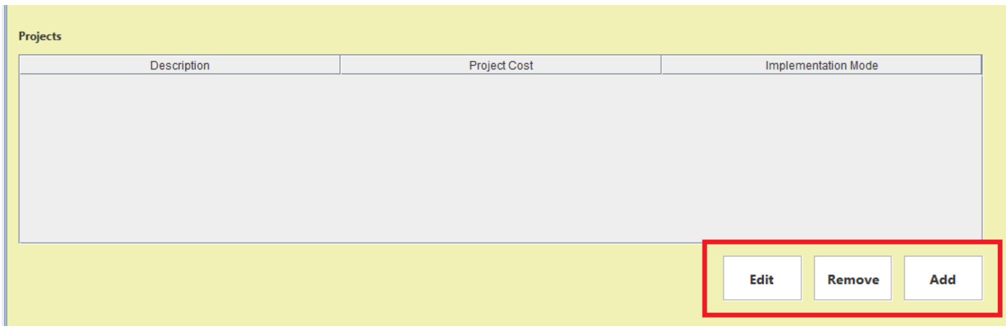


2. Now, to add a program, click the Add New button located below the table of the *projects/program of works* sub-module and a *projects/program of works* form will be displayed.

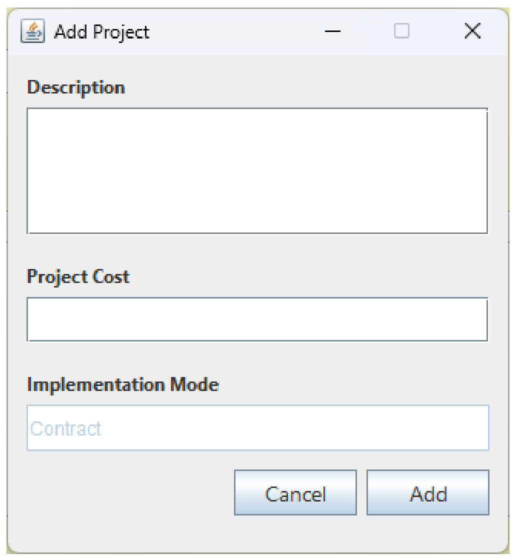


3. The *projects/program of works* form contains a field for writing the **source of fund** and the date. It does also have a table for adding the projects.

4. Now, to add a project, just simply click the **Add** button below the project table.



5. An Add Project window dialog will pop up.



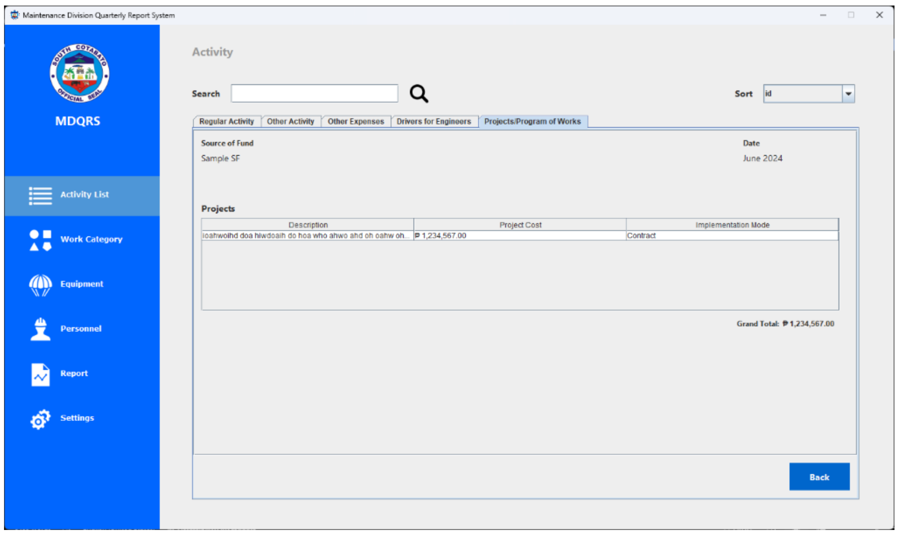
6. The Add Project window contains 3 fields: **Description, Project Cost,** and **Implementation Mode.**

    a. Description – you can write the project description here.
    b. Project Cost – you can write the project cost here.
    c. Implementation Mode – this is the mode of implementation for the project. It's already set to **Contract**, and disabled to avoid changes.

7. After filling up the details you can now click the save button to add the program and its related projects into the database.

8. To **Edit** the **Projects/Program of Works** just simply select a regular activity from the table and then click the Edit button. A form that's filled out by the program's information is then displayed. Change the information that you wanted to rectify in which the process is just the same with adding a new projects/program of works. After making some changes just click save to update the program's information.

9. You can also view the detailed program's information by selecting a program and clicking the View button.



7. You can also **Delete** a program by selecting a row to delete. Warning: Deleting a Program can't be undone, so be careful whenever deleting important data.

3.5. Report Module

The report module is the main actor for generating the report for the accumulated activities and other data. It will generate the Monthly, Quarterly, and a Workbook of Regular Activities that contains all of the detailed regular activities information.

So, assuming that you're already in the Report Module, we will now discuss how to export different reports just like what was mentioned above.

3.5.1. Exporting

1. **Monthly Report**

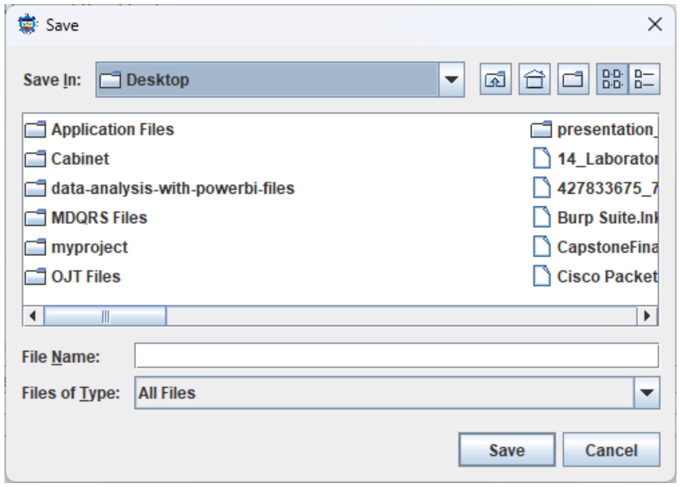
    a. To generate a monthly report, just go to the Monthly Report section in the Report Module.

    b. In the Monthly Report section, there are 3 fields: **Header Title, Month,** and **Year**.

        i. Header Title – you can write the header title for the monthly report here. Don’t worry about writing it all over again. The system automatically retains the header title after exporting a monthly report for future use cases.
        ii. Month – you can choose which month of the Monthly Report is what you wanted to generate.
        iii. Year – you can choose which year of the Monthly Report is what you wanted to generate.

    c. After setting all of the parameters to generate the report, just simply click the **Export Monthly Report** button.

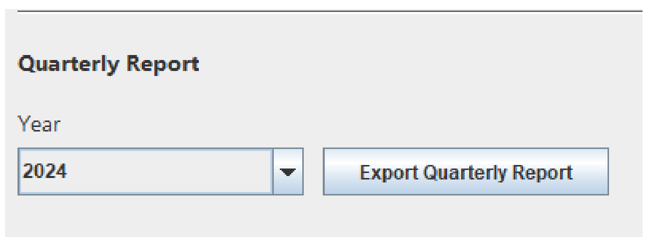
    d. After clicking export, a file chooser will be displayed for you to choose the file directory where you wanted to save the report.



e. After choosing the file directory, just simply indicate the **File Name** and click save.
Note: When naming your files, you don't need to put the file extension since it's already appended automatically when saving the file as *.xlsx*

2. **Quarterly Report**

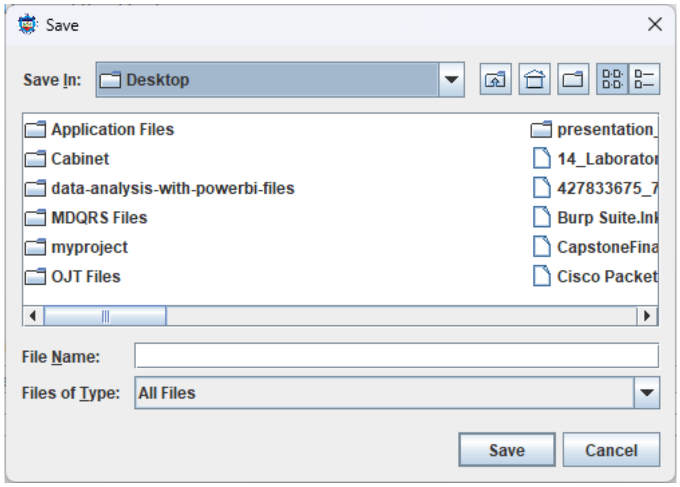
a. To generate a quarterly report, just go to the Quarterly Report section in the Report Module.



b. There's only one field for the quarterly report, and that is the Year. Just choose which Year of the Quarterly report is what you wanted to generate.

c. After selecting a year to generate the report, just simply click the **Export Quarterly Report** button.

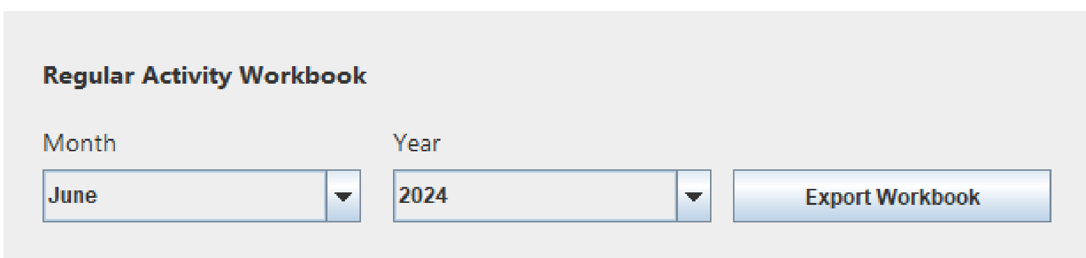
d. After clicking export, a file chooser will be displayed for you to choose the file directory where you wanted to save the report.



e. After choosing the file directory, just simply indicate the **File Name** and click save.
Note: When naming your files, you don't need to put the file extension since it's already appended automatically when saving the file as *.xlsx*

3. **Regular Activity Workbook**

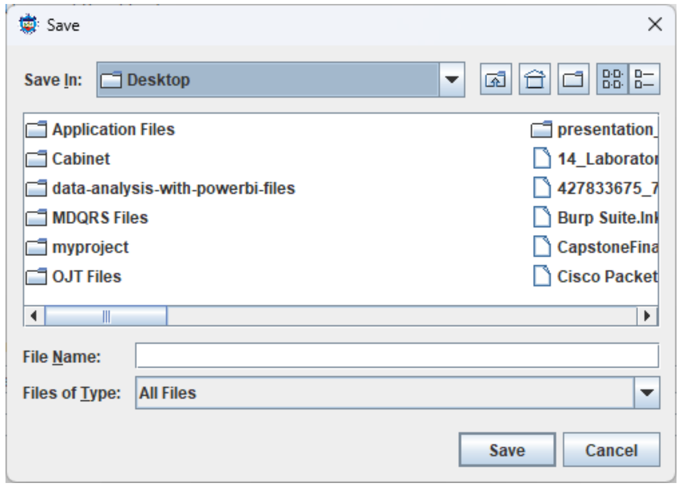
a. To generate a regular activity workbook, just go to the Regular Activity Workbook section in the Report Module.



b. There are two fields for the quarterly report: Month and Year. Simply choose the Year and Month for the quarterly report you wish to generate.

c. After selecting the month and year to generate the report, just simply click the **Export Workbook** button.

d. After clicking export, a file chooser will be displayed for you to choose the file directory where you wanted to save the report.



e. After choosing the file directory, just simply indicate the **File Name** and click save.
Note: When naming your files, you don't need to put the file extension since it's already appended automatically when saving the file as *.xlsx*