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CLIENT AND VISITOR ENTRY SYSTEM

USER'S MANUAL

Corporate Planning and MJS Department

INFORMATION TECHNOLOGY DIVISION

February 2021



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CLIENT AND VISITOR ENTRY SYSTEM **USER'S MANUAL**

1.0 GENERAL INFORMATION

1.1 System Overview


The Client and Visitor Entry System (CVES) was initially conceptualized as a means to respond and support the contact-tracing efforts of the Department of Health, the Inter-Agency Task Force, the Local Government Units and other concerned government agencies as required by existing laws. The system, eventually, was seen not only as a means to enhance operational processes and align our systems to the current situation but as a measure/catalyst that can strictly implement the entry of people inside the Office and Port premises.

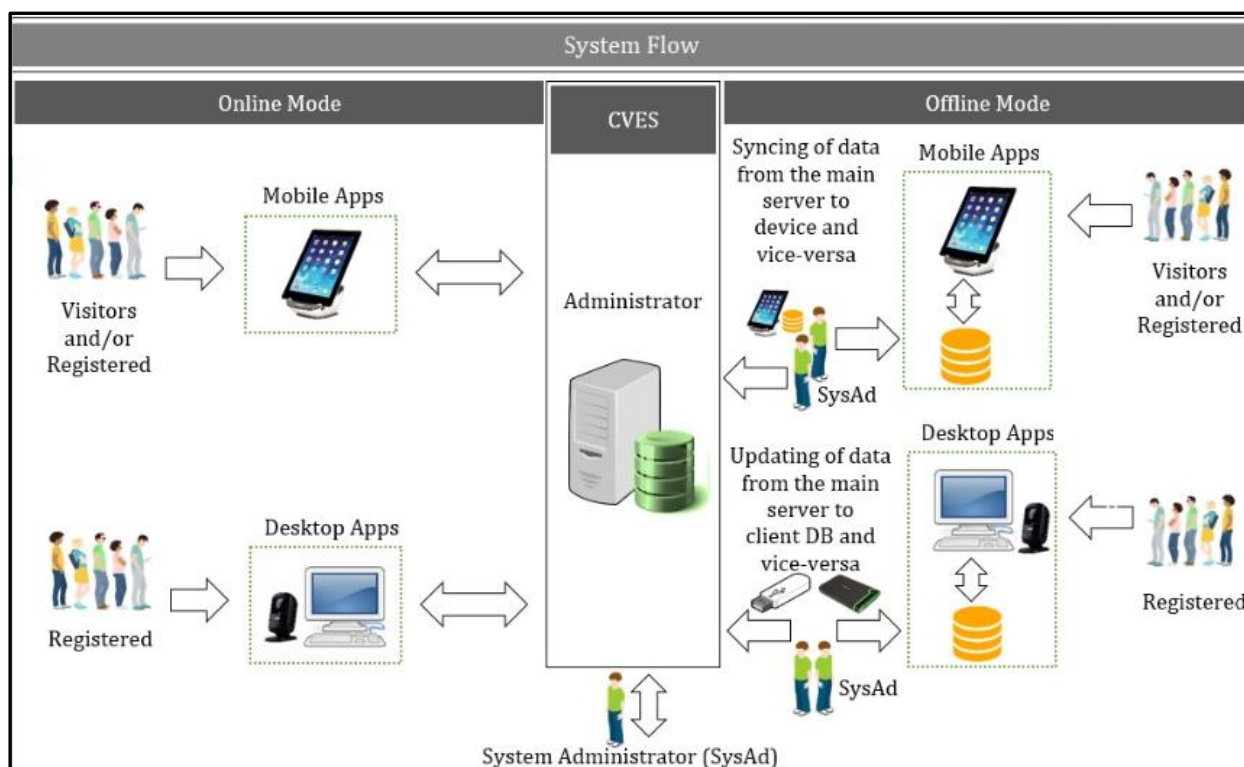
As stipulated in the Office Order No. 19 series of 2020, the PFDA Central Office and the Regional Fish Ports are required to implement the computerized entry system for visitors and registered clients.

This User's Manual presents an overview of the application's features and functionalities. This manual was developed for the purpose of guiding the Process Owners and the Users alike in using, navigating and utilizing the CVES.

1.2 Conceptual Framework

The Client and Visitor Entry System's process flow for both the Online Mode and the Offline Mode is illustrated in the image shown on next page:

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The process of the data capture using the mobile application and the desktop application will be tackled in this User's Manual.

1.3 Organization of the Manual


The User's Manual is divided into 4 sections: General Information, Getting Started, Using the System and the Report Generation.

General Information Section explains in general terms the system and the purpose for which it was intended. It also narrates the parts of this manual.

Getting Started section explains how to launch the application. It also explains what are common in most interfaces.

Using the System section describes in detail how to run the system.

Report Generation section discusses the reports that can be viewed and printed in the system.

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2.0 GETTING STARTED

2.1. System Configuration

The Client and Visitor Entry System is stand-alone system developed to monitor and document the basic information of all individuals entering PFDA premises. It was developed in two (2) platforms, desktop application and Mobile application. It can be implemented in either online or offline mode. Information can be captured through manual entry and/or through QR/Bar code reading.

Requirements for the implementation are as follows:

Desktop Application:

- Server-type PC for 24/7 transactions
- Monitor (preferably 43-inch size) for viewing/validation of client's picture
- UPS
- QR/Barcode Reader


Mobile Application:

- OS: Android Processor : 2 GHZ Tablet processor or more
- RAM : 4GB RAM or above
- Internal Storage : 32GB or above
- Cameras: Front 5MP, Rear 8MP or above
- Screen: 7 inch, 1280 x 800 pixels of resolution
- Android Version: Minimum of Nougat 7.1 or Latest
- Battery Life : 2800 mAh or above

2.2. User Access Levels

There are three (3) types of users of this application:

- a. System Administrator – This refers to the Information Technology Division-CPMISD who developed the system and is responsible for the upkeep, configuration and continuous operation of the application. The functions of this type of user, however, are not tackled in this User's Manual.
- b. Process Owner – In the case of the Central Office, this is the General Services Division of the Admin Services Department while at the Ports, this refers to the unit that will be assigned by the Port Manager. They are overall responsible in maintaining the system and ensuring that the Port policies on implementation are strictly adhered.
- c. User – This refers to PFDA employees with given rights to undertake the implementation of Desktop and/or Mobile applications.

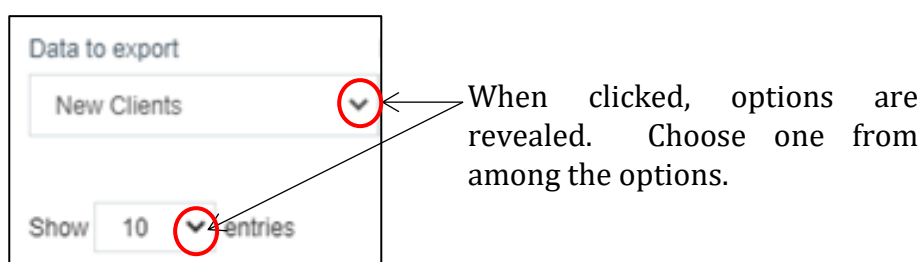
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This Manual details the functionalities available to both the Process Owners and the Users.

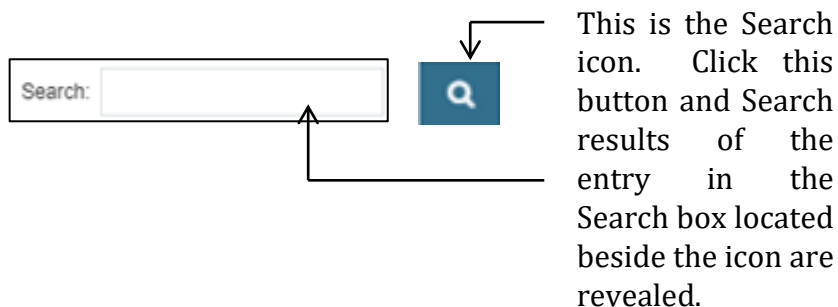
2.3. Standard Conventions

The following are standard conventions in the CVES desktop application:

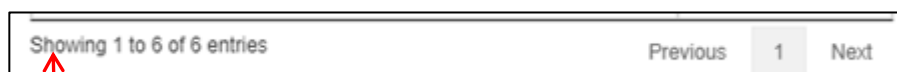
2.3.1. Dropdown Options



2.3.2. Search




2.3.3. Navigation

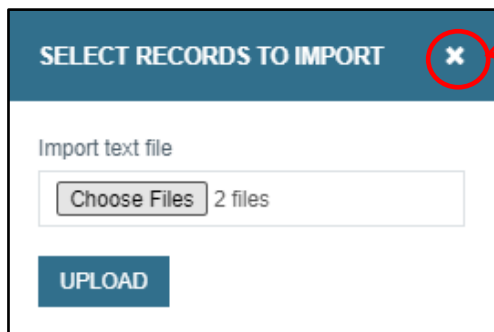


This indicates the number of records currently viewed from the total number of entries viewable.

Navigate the records for display using Previous and Next buttons.

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2.3.4. Close



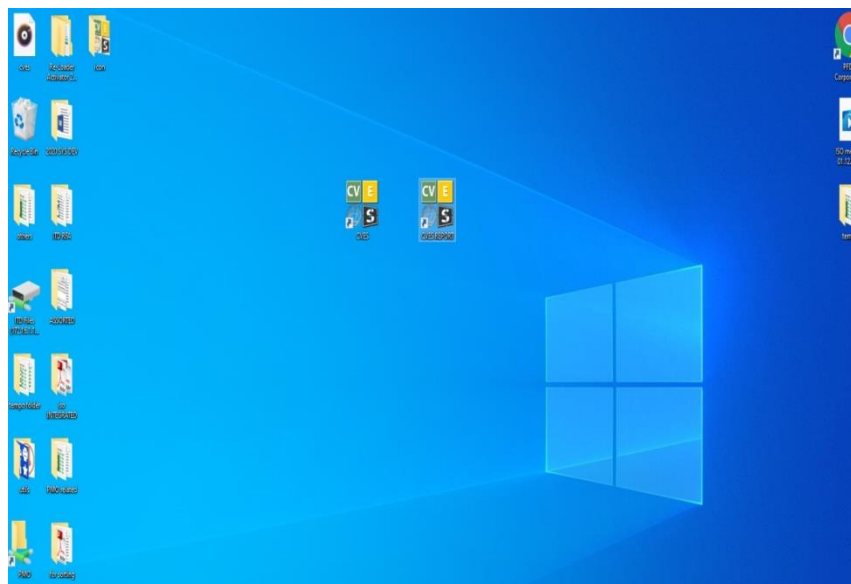
Click the "X" button to close the screen.

3.0 USING THE SYSTEM

The steps to be followed in navigating both systems are discussed in the following sections of this Manual.


3.1. Desktop Application

The instructions to use this application are enumerated as follows:

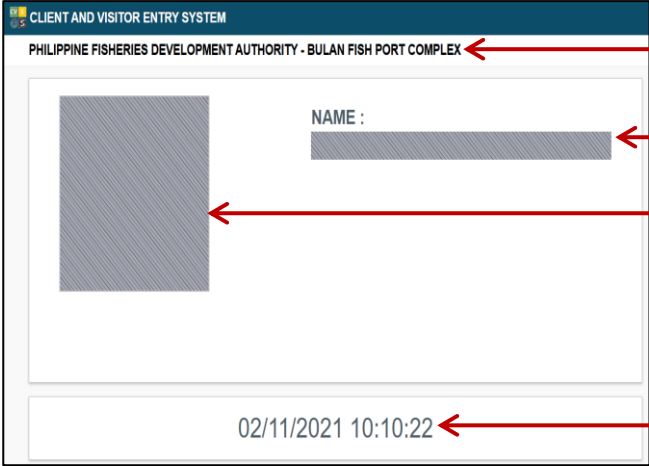


- a. Locate the created shortcut for the CVES application in your desktop.
The icon would most likely, look like this →



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- b. Double-click said icon to open the default screen which looks like the succeeding image below:



PFDA Office/Port Name

Textbox for the Client Name

Picture Holder


Current Date and Time

DEFAULT SCREEN

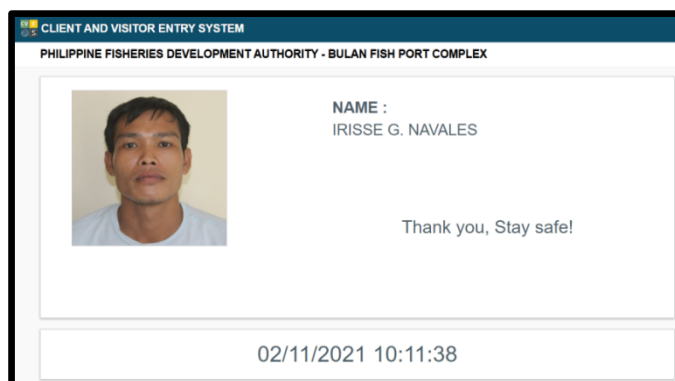
- c. Using the QR Code Reader or Barcode Scanner, scan the code located at the back of the PFDA issued Accreditation ID.



This picture depicts an example of scanning a QR code using the QR Code Reader.

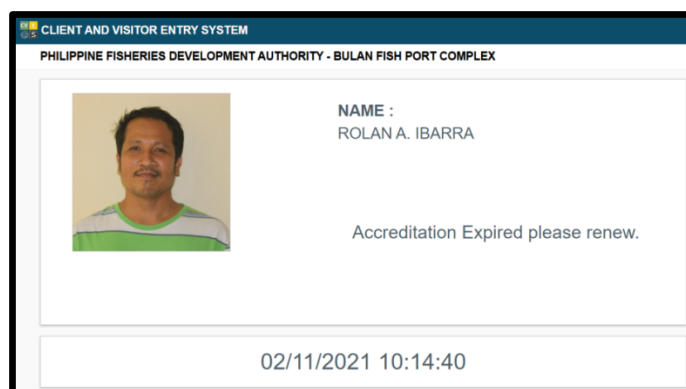
	PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY PCA Annex Building, Elliptical Road, Diliman, Quezon City	Code	PFDA-ITD-MNL-15
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If the person presents a valid PFDA Accreditation ID, his/her name and picture will be automatically shown in the monitor of the desktop. Validation will be made on the picture displayed with the actual person using the ID. If approved, the message that will appear on screen is "Thank you. Stay safe!"



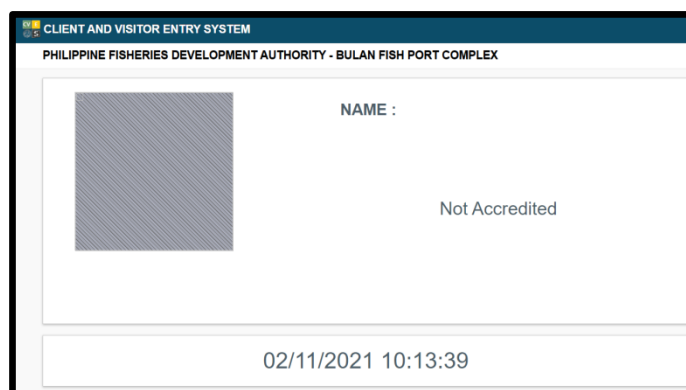
ACCREDITED

If the person uses an expired PFDA Accreditation ID, the screen will still reveal the name and the picture of the Client however the message that will be shown in the monitor is "Accreditation expired. Please renew." Client should be notified of the expired ID.




EXPIRED

If the QR/Barcode scanned does not exist in the PFDA database, no information is displayed on the monitor and no record of entry is captured. The message that will appear is "Not accredited". Manual entry can be made on the CVES using the mobile application.



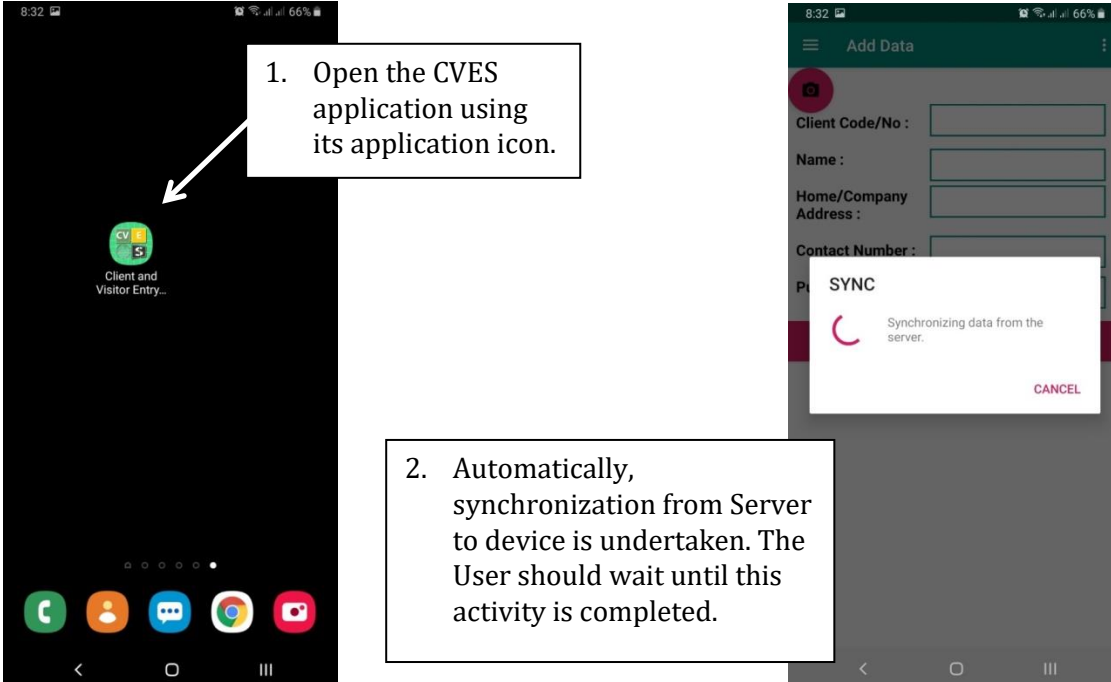
NOT ACCREDITED

	PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY PCA Annex Building, Elliptical Road, Diliman, Quezon City	Code	PFDA-ITD-MNL-15
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3.2. Mobile Application

The instructions to use this android application are enumerated as follows:

3.2.1. Daily preparation prior to data capture activity




1. Open the CVES application using its application icon.
2. Automatically, synchronization from Server to device is undertaken. The User should wait until this activity is completed.

The device is now ready to conduct the data entry information gathering.

3.2.2. Data Capture

Data entry information of persons with no PFDA issued ID can be captured through manual entry of required inputs in the User interface of the CVES Mobile application.

The interface for data entry is presented on next page.

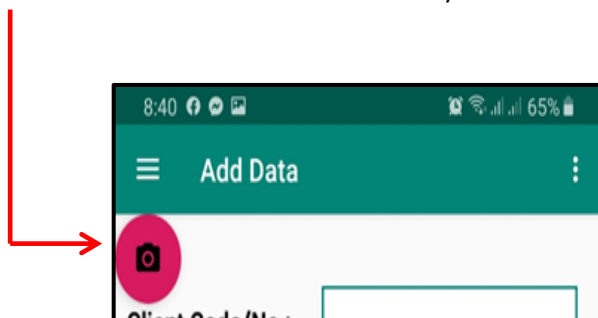
	PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY PCA Annex Building, Elliptical Road, Diliman, Quezon City	Code	PFDA-ITD-MNL-15
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- ← For non-accredited clients, this field is bypassed.
- ← Enter the complete name of Person entering the Port here.
- ← Enter the Company Name and Address, if applicable, else, input the home address.
- ← Enter the telephone or cellphone number.
- ← Indicate reason for entering the Port premises.
- ← Click checkbox if visitor accepts the Privacy Notice.
- ← When done, click the SAVE button to commit entries on Time In made.

If person entering the Port has been issued with PFDA Port ID and will using the tablet or Android device to record entry, the instructions to be followed are:

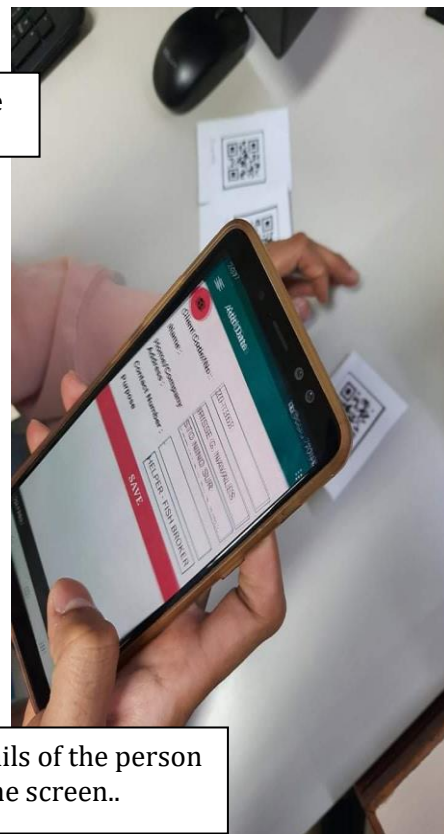
1. Click the camera icon to enable the Scanner/Code Reader of the android application.



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Use the tablet to scan the QR code



If accredited, details of the person are revealed on the screen..

11:44 47%

Add Data

☐ Add Photo

Client Code/No :

Name :

Home/Company Address :


Contact Number :

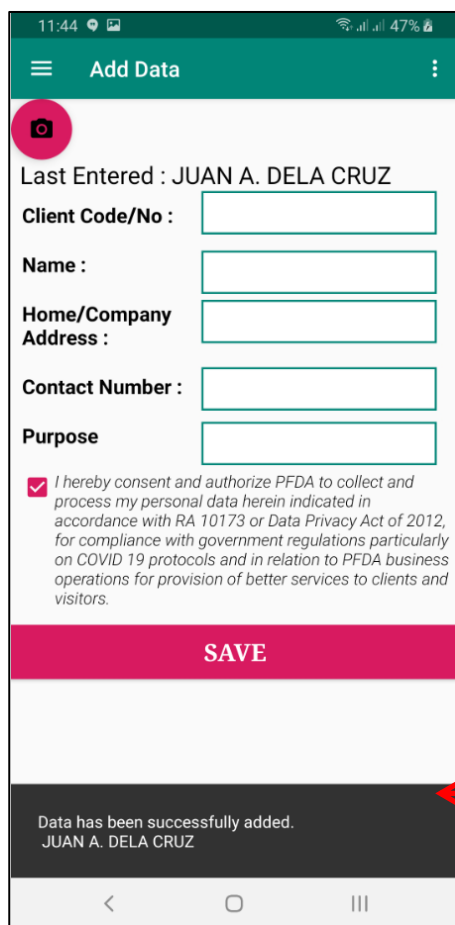
Purpose :

☒ I hereby consent and authorize PFDA to collect and process my personal data herein indicated in accordance with RA 10173 or Data Privacy Act of 2012, for compliance with government regulations particularly on COVID 19 protocols and in relation to PFDA business operations for provision of better services to clients and visitors.

SAVE


Then click the SAVE button.

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11:44 47%

☰ Add Data ⋮



Last Entered : JUAN A. DELA CRUZ

Client Code/No :

Name :

Home/Company Address :

Contact Number :

Purpose :

☒ I hereby consent and authorize PFDA to collect and process my personal data herein indicated in accordance with RA 10173 or Data Privacy Act of 2012, for compliance with government regulations particularly on COVID 19 protocols and in relation to PFDA business operations for provision of better services to clients and visitors.

SAVE

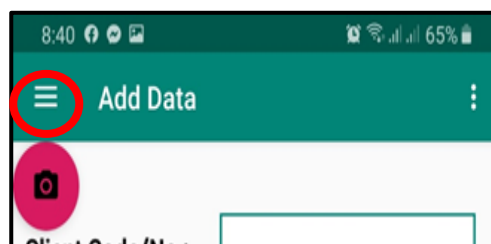
Data has been successfully added.
JUAN A. DELA CRUZ


< ○ |||

The appearance of this message will indicate that saving the record of entry has been successful.

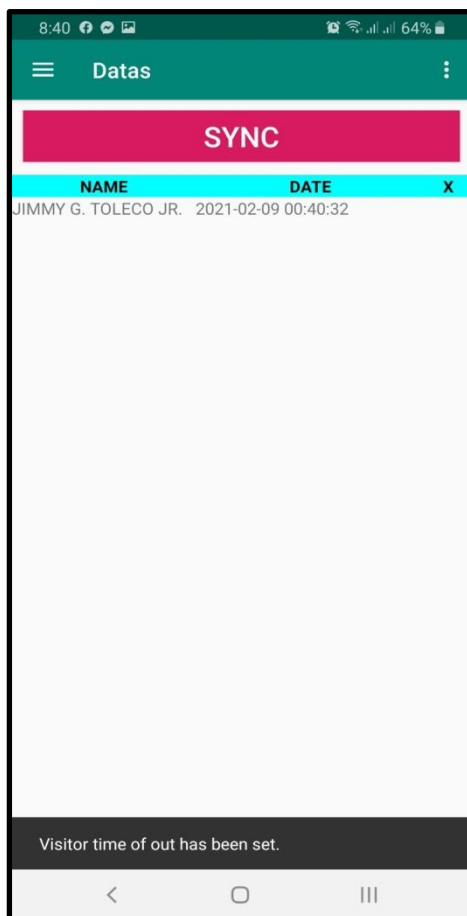
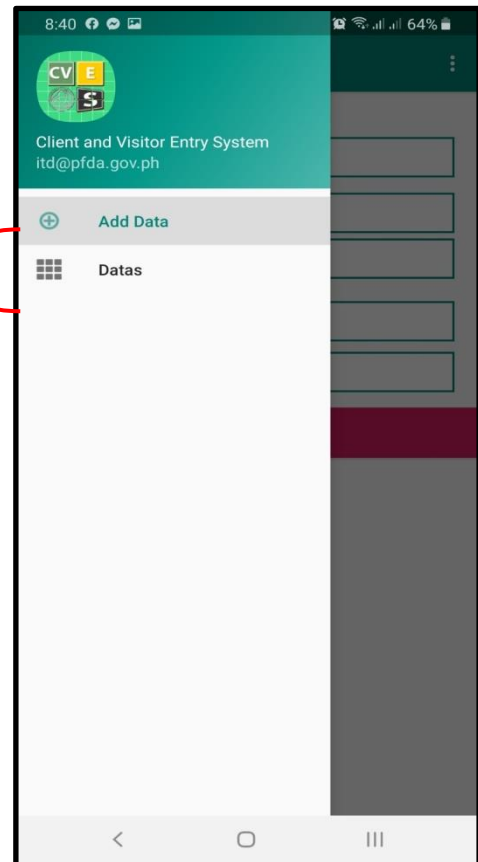
To set the time-out:

1. Click the Drawer Icon for ADD DATA




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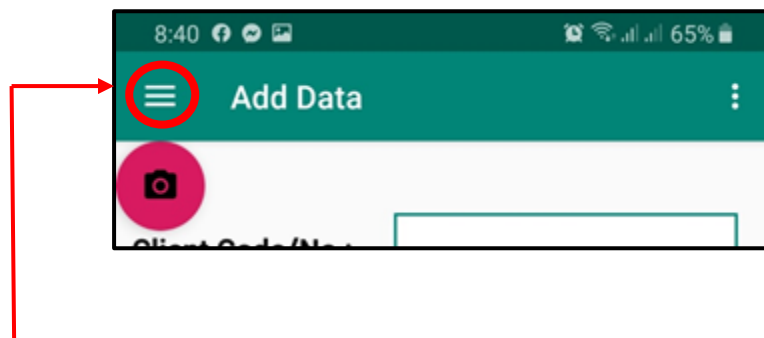
3. From the two (2) command buttons available, click on the DATA icon.



2. Clicking the “X” button will set the Time out for the record selected. The message “Client/Visitor Time Out has been set” will be displayed on lower portion of the interface.

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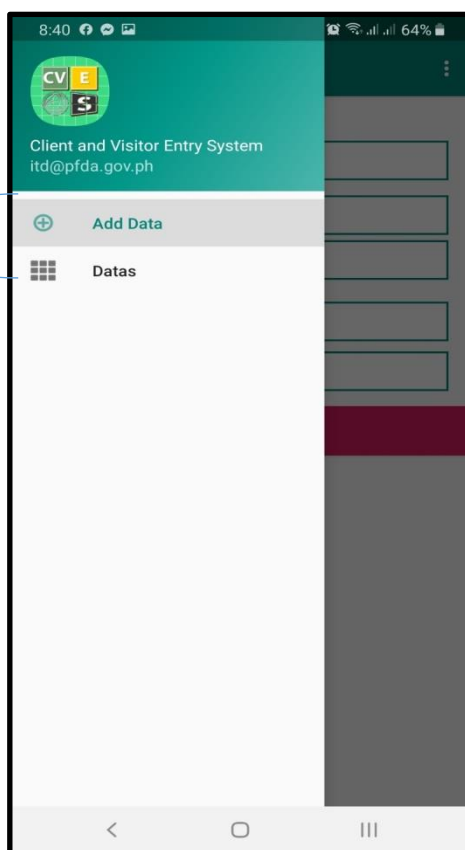
3.2.3. Sync to Server




1. Click the Drawer Icon for ADD DATA

These two
(2) icons will
be displayed.

2. To view/list records saved, click the icon for DATA.

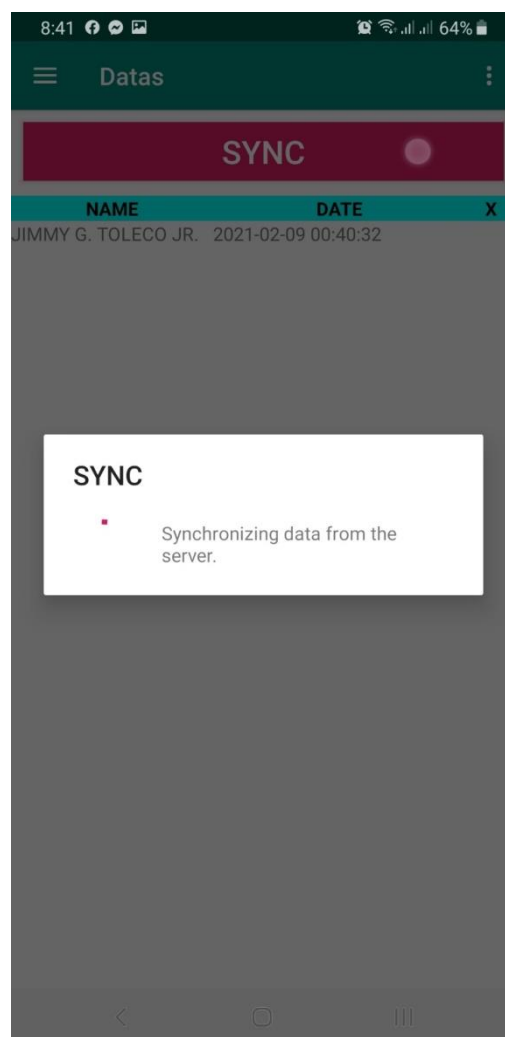



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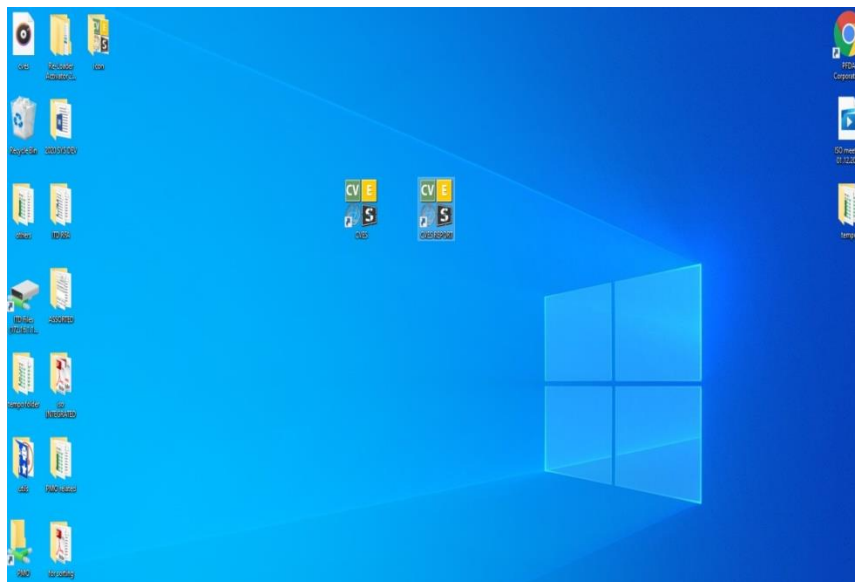
- Since we have entered only one record, one entry is revealed. Click the SYNC button to synchronize the records captured to the database in the Server.

- A Message Box will appear regarding on going sync activity. Allow completion of synchronization.



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4.0 REPORT GENERATION

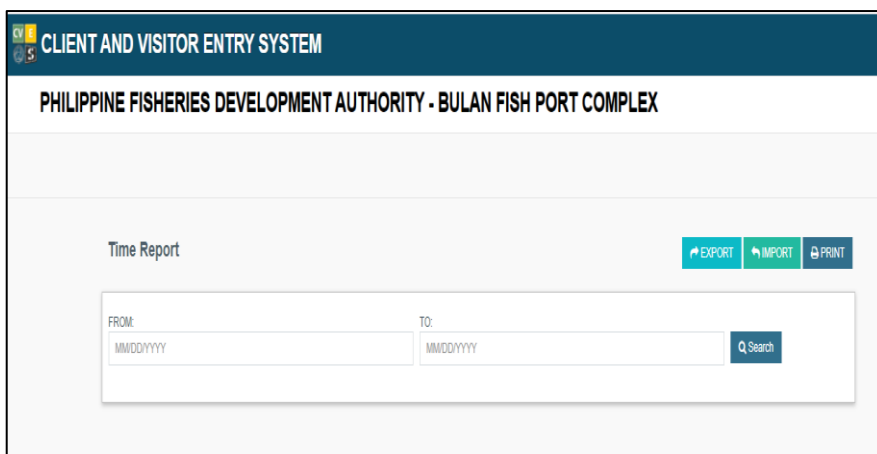



The reports needed can be generated in the Report Generation module of the Desktop Application using the Administrator's Interface. The instructions are as follows:

1. Locate and double-click the CVES Report icon in the Desktop.

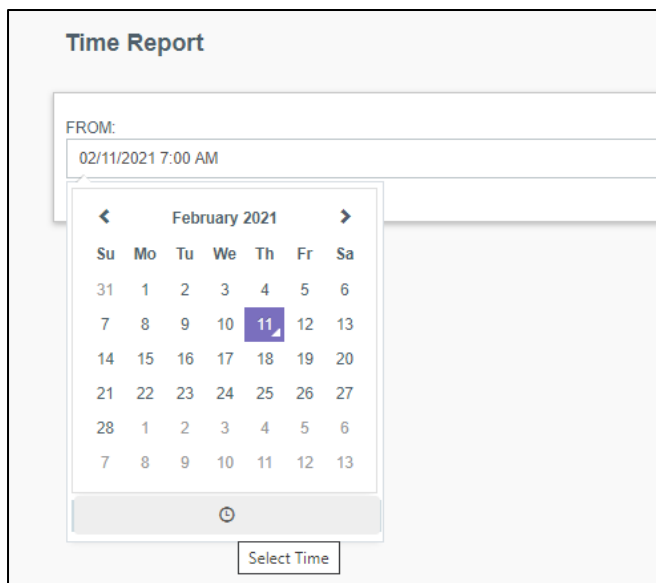


2. This default screen will be displayed. Set the Date Range for the Report.

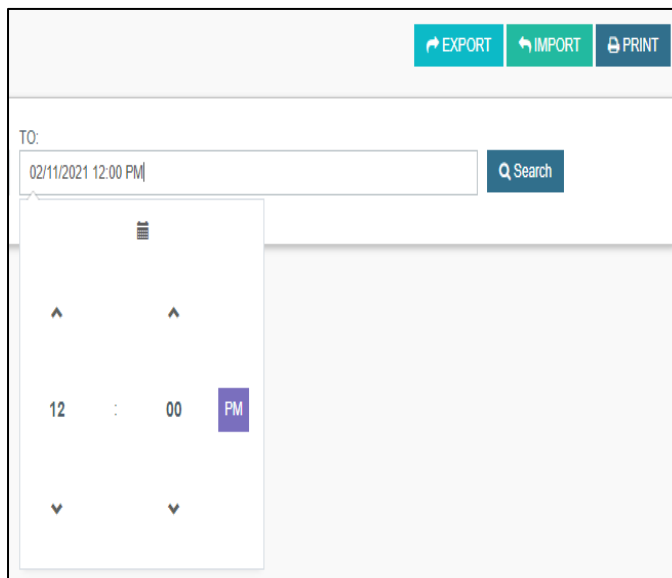


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- Input Start Date in the FROM textbox.




- Input End Date in the TO textbox.



- Click the SEARCH button after Date Parameters have been set.



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Time Report EXPORT IMPORT PRINT

FROM: 02/11/2021 7:00 AM TO: 02/11/2021 12:00 PM Search

Show 10 entries Search:

Full Name	Date	Time
IRISSE G. NAVALES	February 11, 2021	08:21
JIMMY G. TOLECO JR.	February 11, 2021	08:22
MA. CECILIA A. GUILLERGAN	February 11, 2021	08:22
ANGIE MAE R. GEMENTIZA	February 11, 2021	08:23
JAMES G. CARBAJOSA	February 11, 2021	08:23
FRANCISCO T. MAGSIPOC	February 11, 2021	08:23
JOSE FILBERT B. FIGUEROA	February 11, 2021	08:23
JOE P. ATANACIO	February 11, 2021	08:24
ROLAN A. IBARRA	February 11, 2021	08:24
IRISSE G. NAVALES	February 11, 2021	10:11

Showing 1 to 10 of 11 entries Previous 1 2 Next

This is the view of the list generated using the parameters set.



A. NEW CLIENTS


To transfer new clients captured from desktop to the Server, follow the instructions enumerated below:

1. Click the EXPORT command button located at the upper right portion of the Time Report Window/Screen.

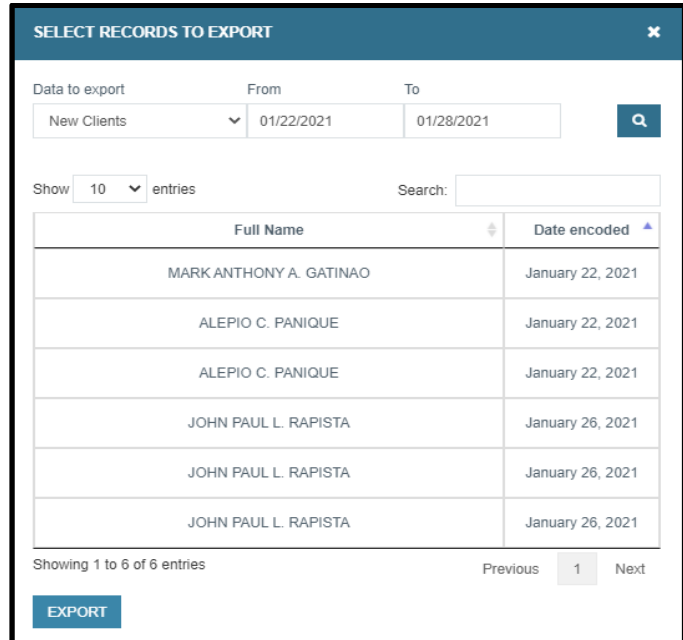
PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY - BULAN FISH PORT COMPLEX

Time Report EXPORT IMPORT PRINT

FROM: MM/DD/YYYY TO: MM/DD/YYYY Search

	PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY PCA Annex Building, Elliptical Road, Diliman, Quezon City	Code	PFDA-ITD-MNL-15
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1. Choose "New Clients" in the dropdown options for the Data to Export field.
2. Select a Start Date for the textbox of the field FROM.
3. Select an End Date for the textbox of the field TO.
4. Click the SEARCH button.



SELECT RECORDS TO EXPORT

Data to export: New Clients (dropdown) From: 01/22/2021 To: 01/28/2021 [SEARCH]

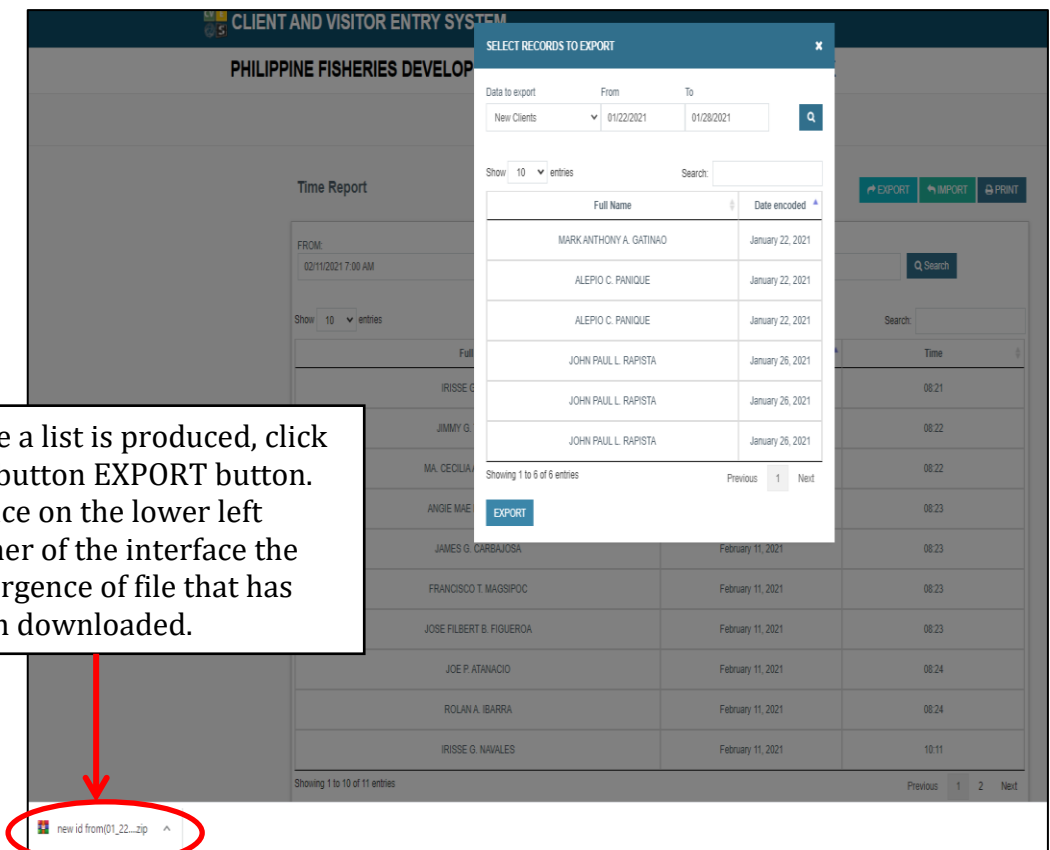
Show: 10 entries Search: []

Full Name	Date encoded
MARK ANTHONY A. GATINAO	January 22, 2021
ALEPIO C. PANIQUE	January 22, 2021
ALEPIO C. PANIQUE	January 22, 2021
JOHN PAUL L. RAPISTA	January 26, 2021
JOHN PAUL L. RAPISTA	January 26, 2021
JOHN PAUL L. RAPISTA	January 26, 2021

Showing 1 to 6 of 6 entries Previous 1 Next

EXPORT

5. Once a list is produced, click the button EXPORT button. Notice on the lower left corner of the interface the emergence of file that has been downloaded.



CLIENT AND VISITOR ENTRY SYSTEM

PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY

Time Report

FROM: 02/11/2021 7:00 AM

Show: 10 entries

Full Name

IRISSE G. NAUALES

JIMMY G. CARBAJOSA

MA. CECILIA

ANGIE MAE

JAMES G. CARBAJOSA

FRANCISCO T. MAGSPOC

JOSE FILBERT B. FIGUEROA

JOE P. ATANACIO

ROLAN A. IBARRA

IRISSE G. NAUALES

Showing 1 to 10 of 11 entries Previous 1 2 Next

EXPORT **IMPORT** **PRINT**

Q Search

Search: []

Time

08:21

08:22

08:23

08:23

08:23


08:23

08:24

08:24

10:11

new id from(01_22_2021_2021).zip

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The instructions are as follows:

1. Press the EXPORT button and the next screen is displayed:

SELECT RECORDS TO EXPORT

Data to export

From

To

Client Logs

02/02/2021

02/09/2021

Q

Show

10

entries

Search:

Full Name	Date	Time	Action
JOHN PAUL L. RAPISTA	February 04, 2021	15:13	
JOHN PAUL L. RAPISTA	February 04, 2021	15:14	
RANEL - OSORIO	February 04, 2021	15:16	
ANTONIO . VILLANUEVA	February 08, 2021	09:16	
ANTONIO . VILLANUEVA	February 08, 2021	09:18	
ANTONIO . VILLANUEVA	February 08, 2021	09:20	
JOHN PAUL L. RAPISTA	February 08, 2021	09:26	
JOHN PAUL L. RAPISTA	February 08, 2021	09:34	
MARK ANTHONY A. GATINAO	February 08, 2021	09:34	
JOHN PAUL L. RAPISTA	February 08, 2021	09:37	

Showing 1 to 10 of 10 entries


Previous

1

Next

EXPORT

2. Press the EXPORT button and a text file will be downloaded. The screen will look like the screen below:

	PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY PCA Annex Building, Elliptical Road, Diliman, Quezon City	Code	PFDA-ITD-MNL-15
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Time Report

FROM:
02/02/2021 4:00 AM

Show 10 entries

JOHN PAUL L. RAPISTA
JOHN PAUL L. RAPISTA
RANEL - OSORIO
ANTONIO . VILLANUEVA
ANTONIO . VILLANUEVA
ANTONIO . VILLANUEVA
ANTONIO . VILLANUEVA
JOHN PAUL L. RAPISTA
JOHN PAUL L. RAPISTA
JOHN PAUL L. RAPISTA
MARK ANTHONY A. GATINAO
JOHN PAUL L. RAPISTA

Showing 1 to 10 of 10 entries

SELECT RECORDS TO EXPORT

Data to export: Client Logs From: 02/02/2021 To: 02/09/2021

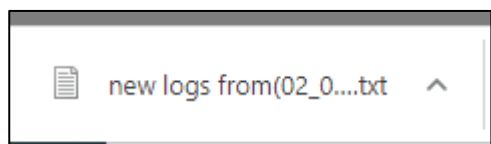
Show 10 entries Search:

Full Name	Date	Time	Action
JOHN PAUL L. RAPISTA	February 04, 2021	15:13	
JOHN PAUL L. RAPISTA	February 04, 2021	15:14	
RANEL - OSORIO	February 04, 2021	15:16	
ANTONIO . VILLANUEVA	February 08, 2021	09:16	
ANTONIO . VILLANUEVA	February 08, 2021	09:18	
ANTONIO . VILLANUEVA	February 08, 2021	09:20	
JOHN PAUL L. RAPISTA	February 08, 2021	09:26	
JOHN PAUL L. RAPISTA	February 08, 2021	09:34	
MARK ANTHONY A. GATINAO	February 08, 2021	09:34	
JOHN PAUL L. RAPISTA	February 08, 2021	09:37	


Showing 1 to 10 of 10 entries Previous 1 Next

EXPORT

new logs from(02_0....txt ^



3. Copy this from Local CVES to the USB Flash Drive or similar device.

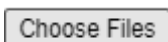
	PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY PCA Annex Building, Elliptical Road, Diliman, Quezon City	Code	PFDA-ITD-MNL-15
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of NEW CLIENTS

In the LOCAL CVES, do the following to copy file from Server to Desktop computer used in CVES:

1. Click IMPORT button in Report Generation and the next screen is displayed.



Click the CHOOSE FILES button then locate and choose the files to import.




Click this button and this message will appear

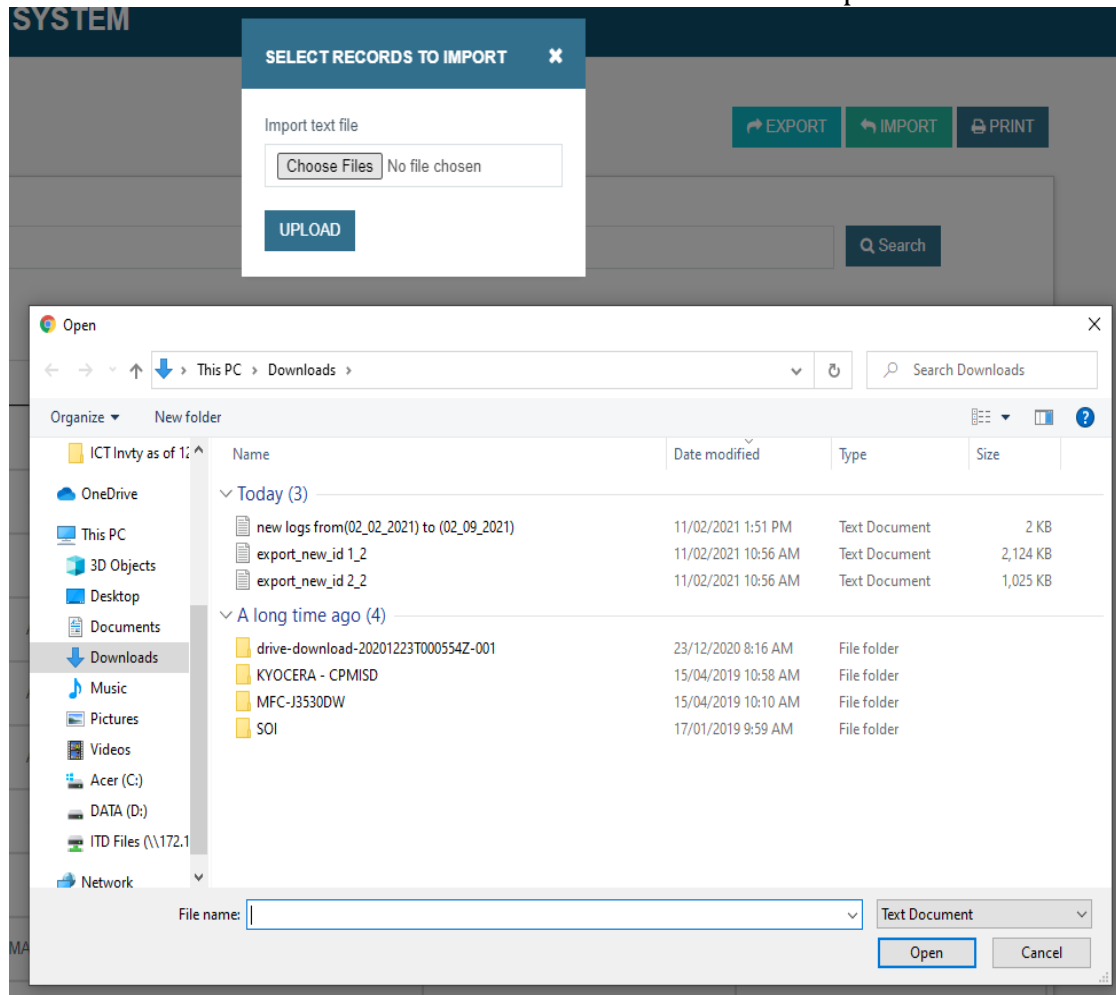



of CLIENT LOGS

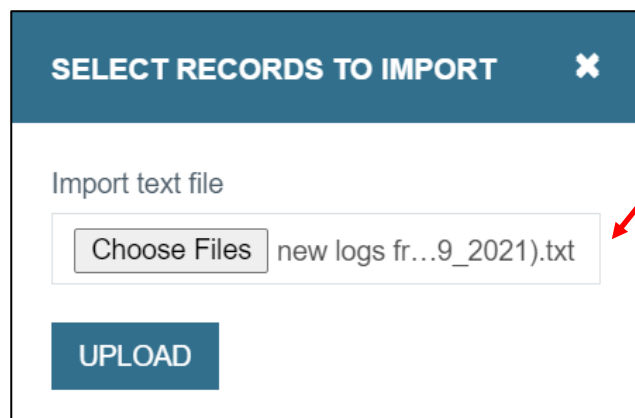
To transfer from USB Flash Drive to Server, the instructions are as follows:


	PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY PCA Annex Building, Elliptical Road, Diliman, Quezon City	Code	PFDA-ITD-MNL-15
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1. Click the IMPORT button.
2. Click the CHOOSE FILES button in the Select Records to Import User Interface.

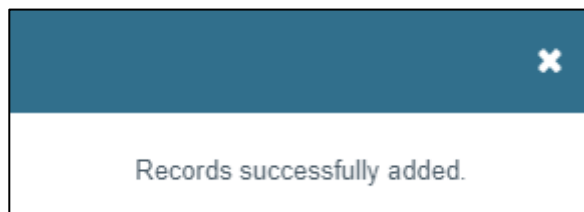


3. Choose the file to import, in this example, use the new logs text file.






	PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY PCA Annex Building, Elliptical Road, Diliman, Quezon City	Code	PFDA-ITD-MNL-15
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4. Click this button  and the message that will appear is as follows:



The procedure to print is explained in detail in the succeeding portion of this Manual.

Time Report






FROM:

02/11/2021 12:00 AM

TO:

02/11/2021 12:00 PM

 Search

Show 10 entries

Search:

Full Name	Date	Time
IRISSE G. NAVALES	February 11, 2021	08:21
JIMMY G. TOLECO JR.	February 11, 2021	08:22
MA. CECILIA A. GUILLERGAN	February 11, 2021	08:22
ANGIE MAE R. GEMENTIZA	February 11, 2021	08:23
JAMES G. CARBAJOSA	February 11, 2021	08:23
FRANCISCO T. MAGSIPOC	February 11, 2021	08:23
JOSE FILBERT B. FIGUEROA	February 11, 2021	08:23
JOE P. ATANACIO	February 11, 2021	08:24
ROLAN A. IBARRA	February 11, 2021	08:24
IRISSE G. NAVALES	February 11, 2021	10:11

Showing 1 to 10 of 11 entries


Previous

1


2

Next

1. Set the parameters by accomplishing inputs to Date Range fields of FROM and TO fields.

	PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY PCA Annex Building, Elliptical Road, Diliman, Quezon City	Code	PFDA-ITD-MNL-15
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2. Choose SEARCH to display the outcome.
3. Click the PRINT button to produce the Hard copy of the report.




PHILIPPINE FISHERIES DEVELOPMENT
AUTHORITY

CLIENT LOGS

Full Name	Date	Time
IRUSSE G. NAVALES	February 11, 2021	08:21
JIMMY G. TOLECO JR.	February 11, 2021	08:22
MA. CECILIA A. GUILLERGAN	February 11, 2021	08:22
ANGIE MAE R. GEMENTIZA	February 11, 2021	08:23
JAMES G. CARBAJOSA	February 11, 2021	08:23
FRANCISCO T. MAGSIPOC	February 11, 2021	08:23
JOSE FILBERT B. FIGUEROA	February 11, 2021	08:23
JOE P. ATANACIO	February 11, 2021	08:24
ROLAN A. IBARRA	February 11, 2021	08:24
IRUSSE G. NAVALES	February 11, 2021	10:11
ROLAN A. IBARRA	February 11, 2021	10:14

Print 1 sheet of paper

Destination  Canon iP2700 series ▼

Pages All ▼

Copies 1

Color Color ▼

More settings ▼