System User Manual

HARMONISYS

A unified system with various tools for
disaster preparedness and health management.



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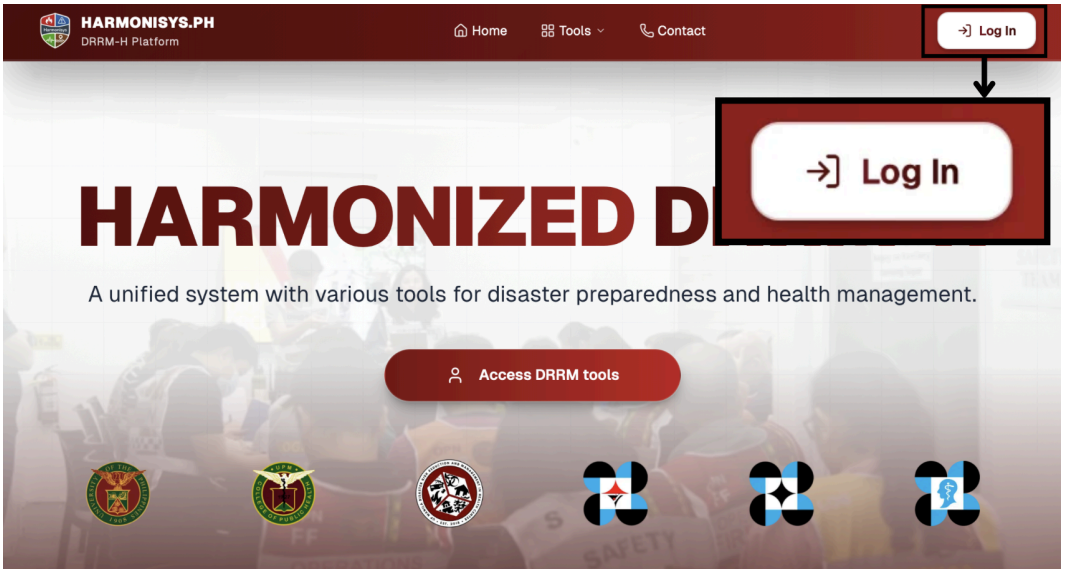
GETTING STARTED

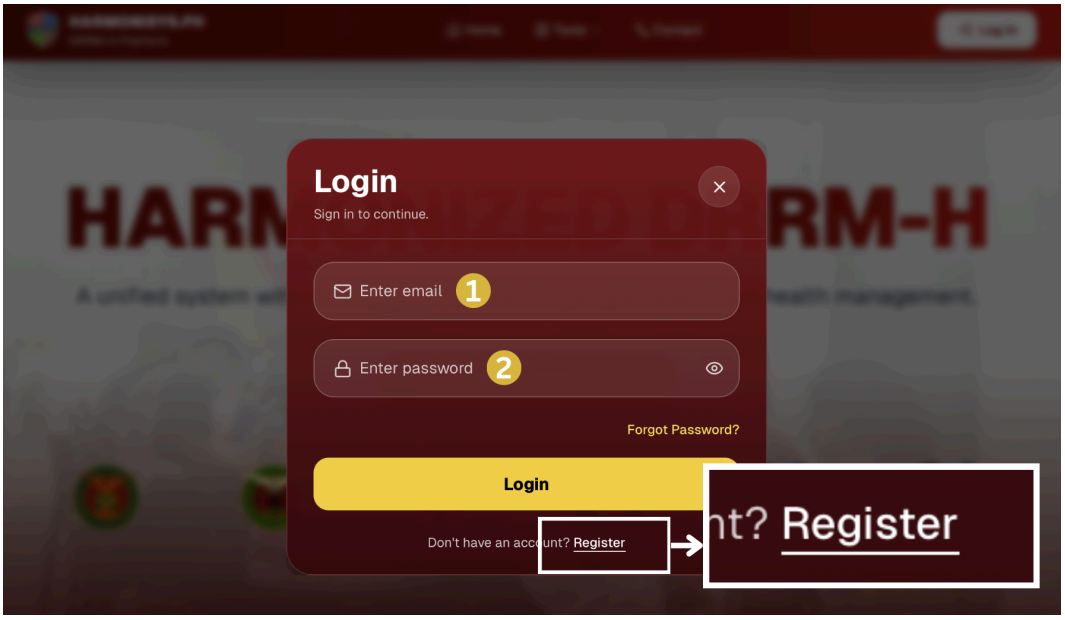
GETTING STARTED

The first step in accessing Harmonisys is creating an account and logging in. This section covers the registration steps, login features, and role assignments.

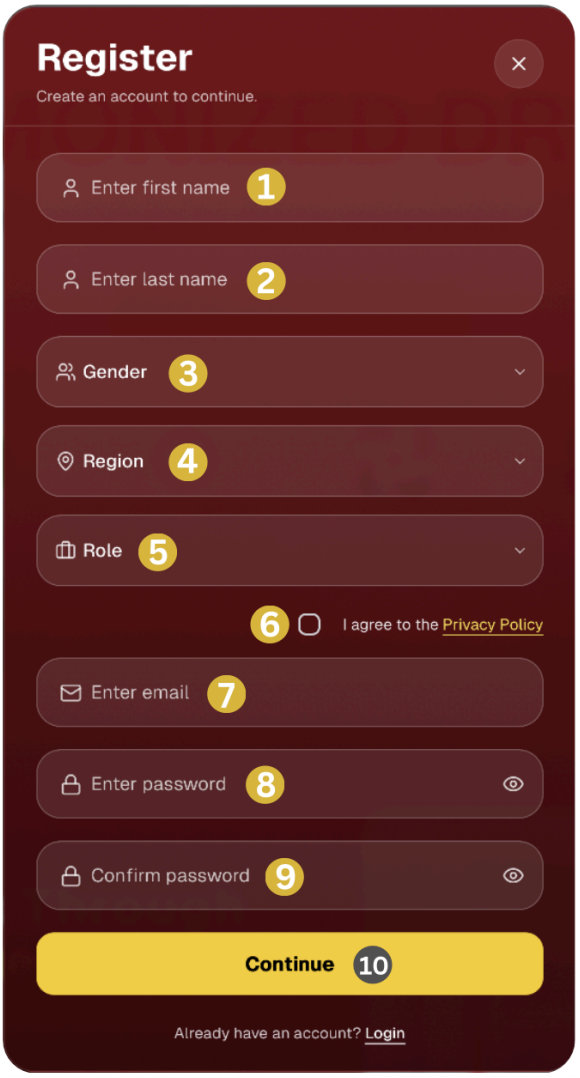
1.1 LOG IN AND REGISTRATION PROCESS

To log in to Harmonisys, click the Log In button on top of the page and enter your **1) email address** and **2) password**. If you do not have an account yet, create an account by clicking the Register button below and filling out the registration form. (See next page for the step-by-step registration process.)





1.1.1 STEP-BY-STEP REGISTRATION

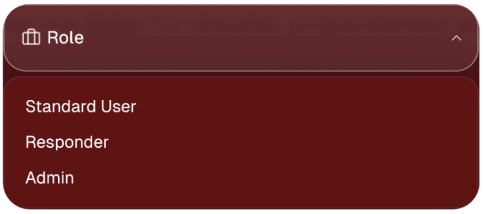


1-2. Enter your **first** and **last name**

3. Select your **gender**

4. Select your **region**

5. Choose your desired **role**



6. Check the **Privacy Policy** Agreement box

7. Enter your **email**

8-9. Enter and confirm your **password**

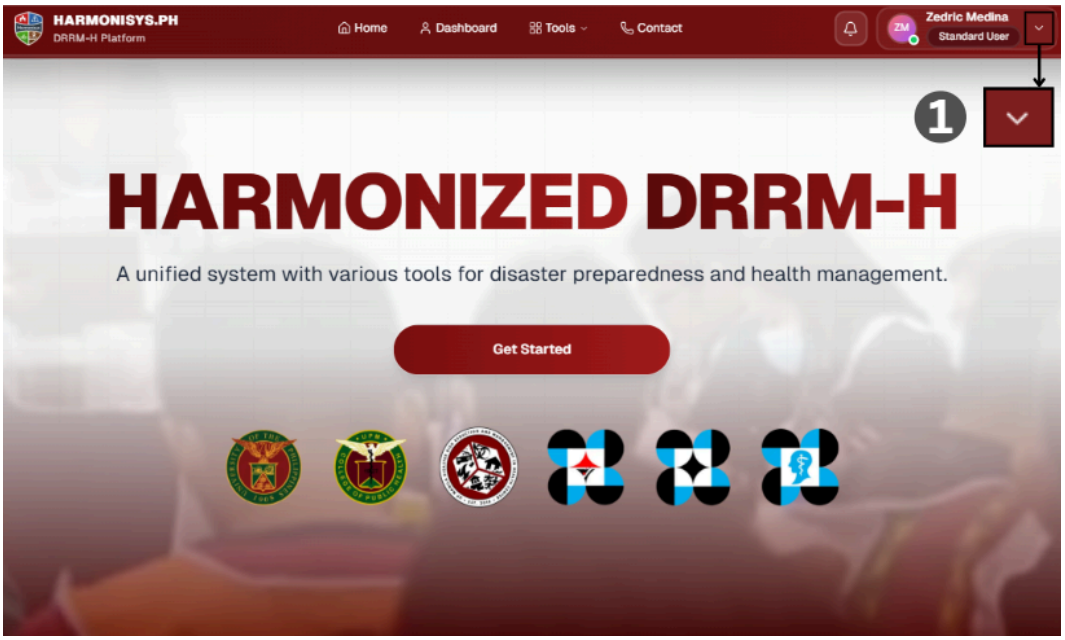
10. Click **Continue** to proceed with the registration

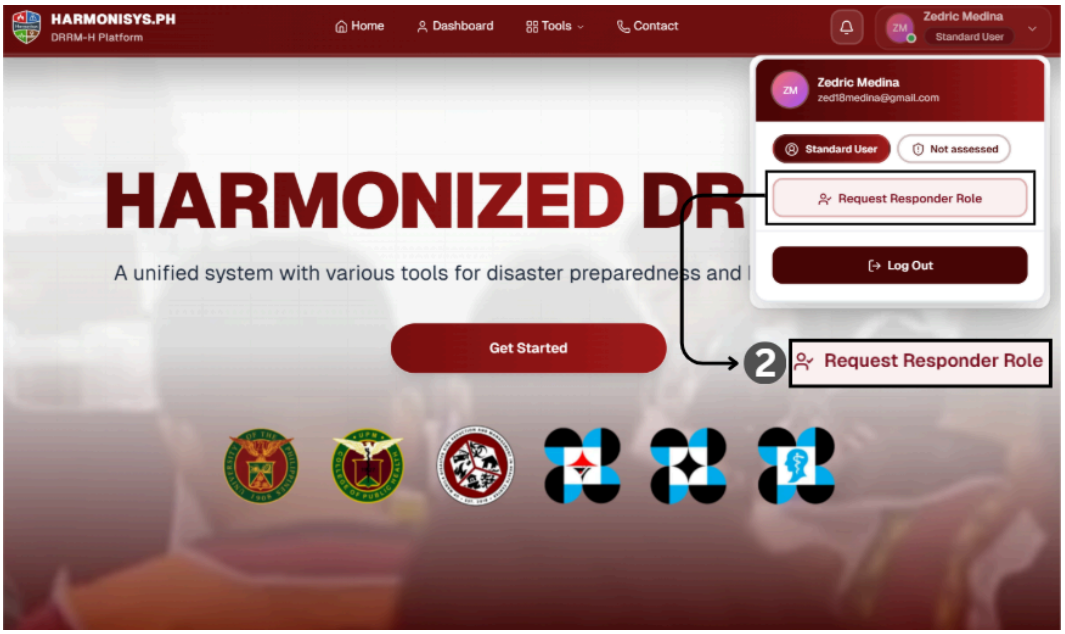
- A One-Time Password (OTP) will be sent to your registered email to verify your account upon submission. Check your email inbox for the OTP and input it to finalize your registration.

- If you already have an account, tap the Login button below. If you forgot your password, tap the Forgot Password button in the Login view to receive an OTP to reset your password.

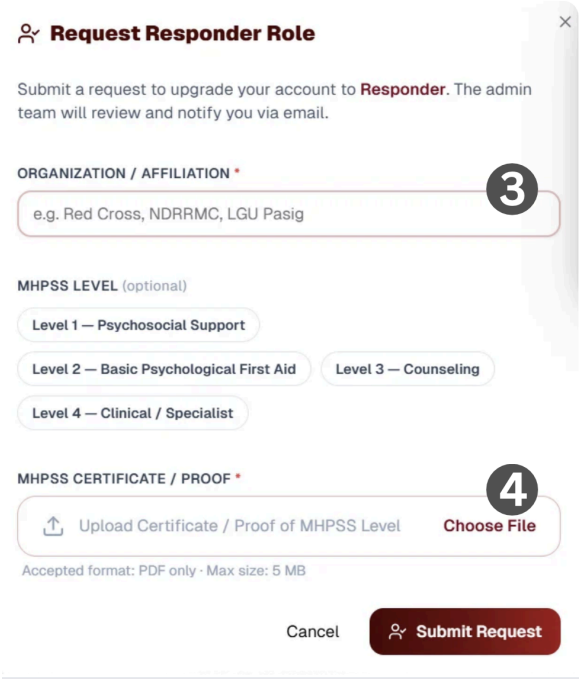
1.2 ROLE APPROVAL PROCESS

To protect sensitive data and system tools, Harmonisys uses a strict approval workflow for elevated accounts. To request a responder role:





1. Click the **Profile dropdown menu** in the header
2. Click the **'Request Responder Role'** Button to open the form



3. Enter **Organization** / **Affiliation**

4. Upload PDF document (Max. size of 5 MB) of **Certificate** or **Proof of MHPSS Level**

Role Request	**Access Timeline & Process**
Standard User	*Immediate Access.* Granted default, limited access right after registration. Can request an upgrade to Responder later.
Responder / Admin	*Pending Review.* Cannot access specialized tools immediately. An existing Admin must review the request and credentials (e.g., MHPSS certificates).
Pending Status	*Temporary Standard Access.* While waiting for approval, the user is temporarily treated as a Standard User with restricted system access.

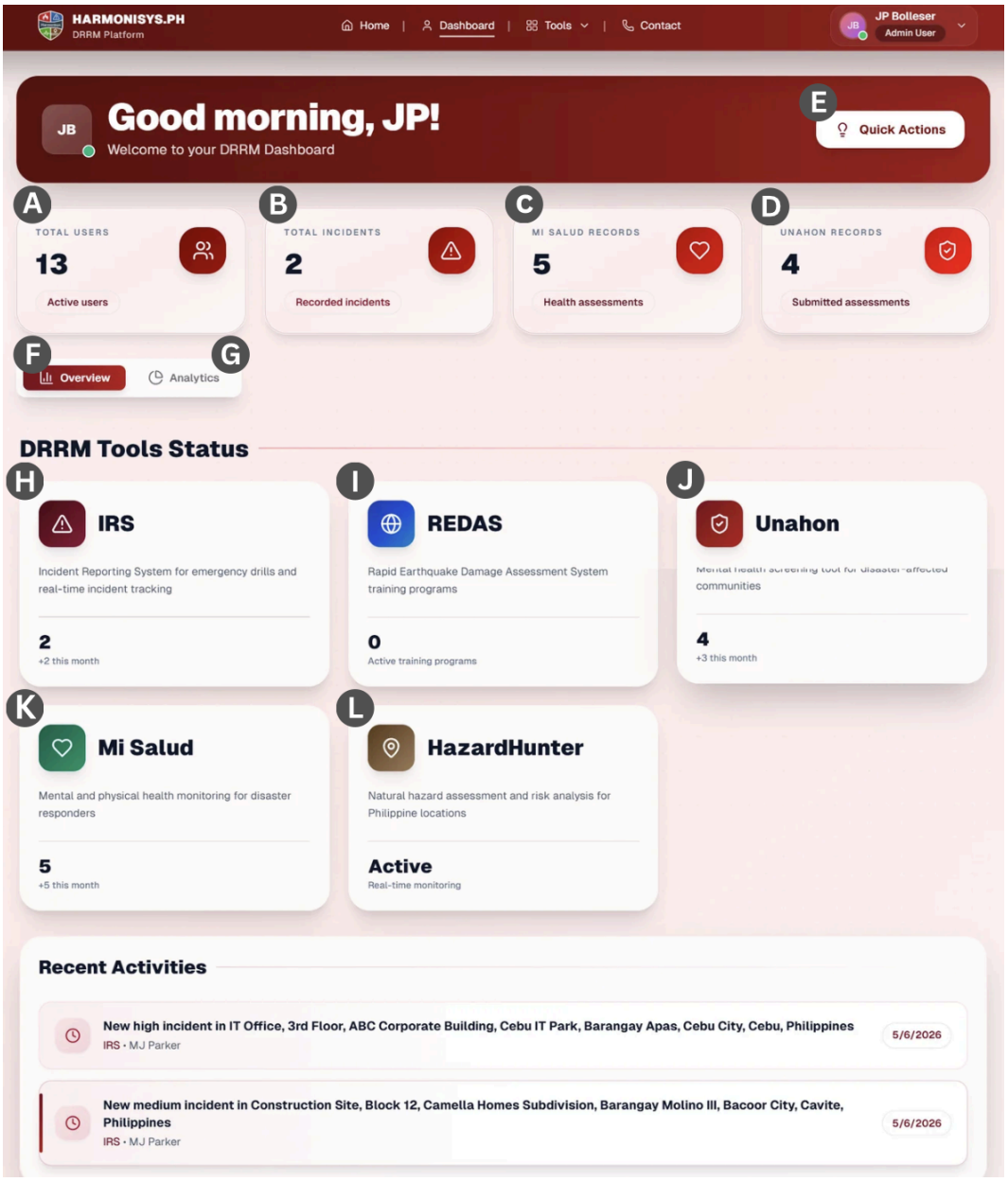
ADMIN USER MANUAL

ADMIN USER MANUAL

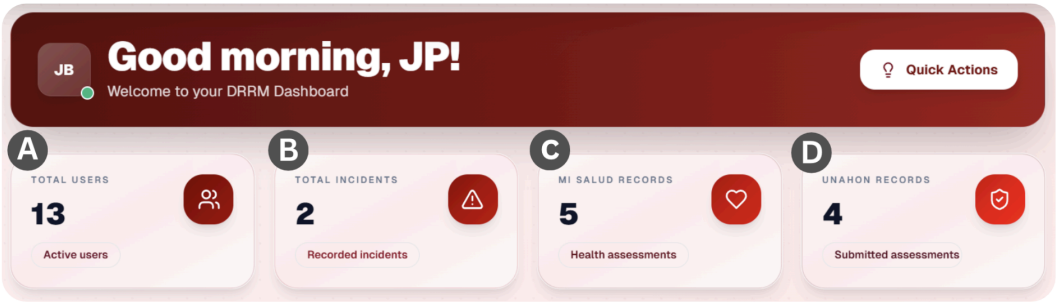
The Admin User is the primary manager of the Harmonisys Website. This role holds the highest access level and is responsible for monitoring the system, managing user accounts, and reviewing critical records across all DRRM tools to ensure effective emergency response operations.

2.1 ADMIN DASHBOARD

The Admin Dashboard is the main control center where the Admin can monitor overall system activity and access all integrated tools.



2.1.1 Admin Dashboard Summary



A. Click the **'Total Users'** card to navigate to the User Controller page

B. Click the **'Total Incidents'** card to navigate to the Incident Management page

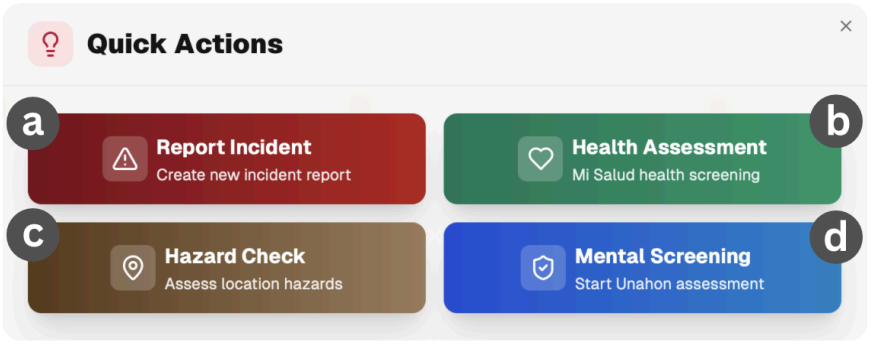
C. Click the **'Mi Salud Records'** card to access the Mi Salud tool

D. Click the **'Unahon Records'** card to access the Unahon tool

2.1.2 Quick Actions



E. Click **'Quick Actions'** for immediate access to important functions



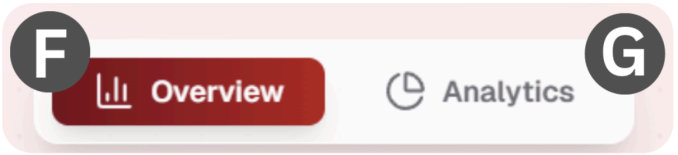
a. Click '**Report Incident'** to be directed to the Incident Reporting System

b. Click '**Health Assessment'** to be directed to Mi Salud

c. Click '**Hazard Check'** to be directed to HazardHunter

d. Click **'Mental Screening'** to be directed to Unahon

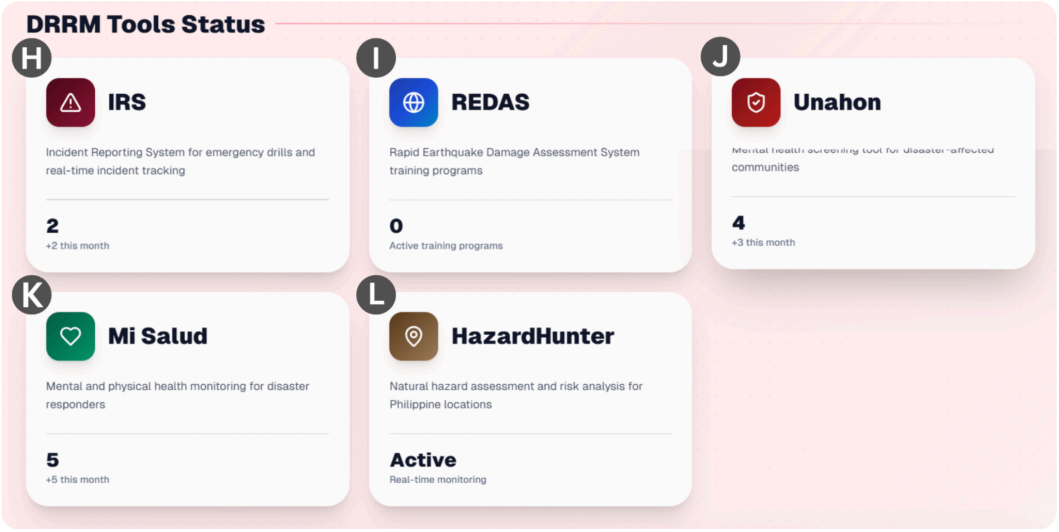
2.1.3 Dashboard Overview and Analytics



F. Toggle the '**Overview'** button to view the status of the DRRM Tools and your Recent Activities in the system

G. Toggle the '**Analytics'** button to see summarized system data

2.1.4 DRRM Tools Status



H. Click the **'IRS'** card to access the Incident Reporting System (IRS) tool

I. Click the **'REDAS'** card to access the Rapid Earthquake Damage Assessment System (REDAS) tool

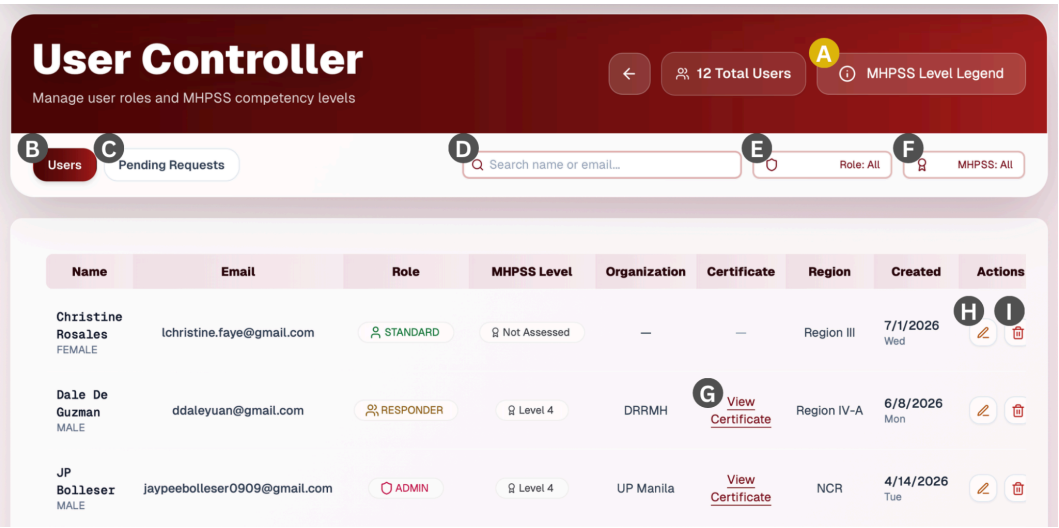
J. Click the **'Unahon'** card to access the Unahon tool

K. Click the **'Mi Salud'** card to access the Mi Salud tool

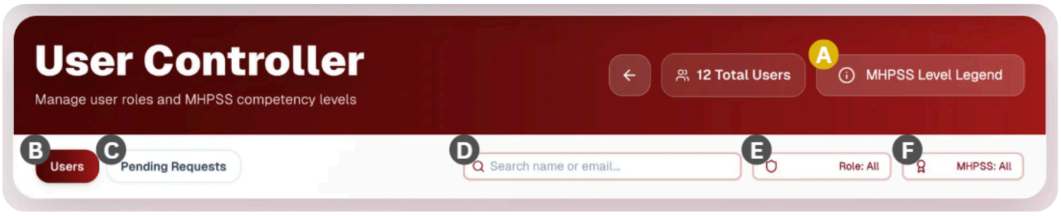
L. Click the **'HazardHunter'** card to access the HazardHunter tool

2.2 USER CONTROLLER & MANAGEMENT

The **User Controller** page allows admins to manage all registered users in the system by viewing user accounts, editing user roles, updating MPHSS levels, checking certifications, and approving or rejecting pending role requests.



2.2.1 User Controller Header



A. Click the **'MHPSS Level Legend'** button to determine the meaning of each MHPSS competency level.

B. Click the **'Users'** tab to view the list of users as well as their details.

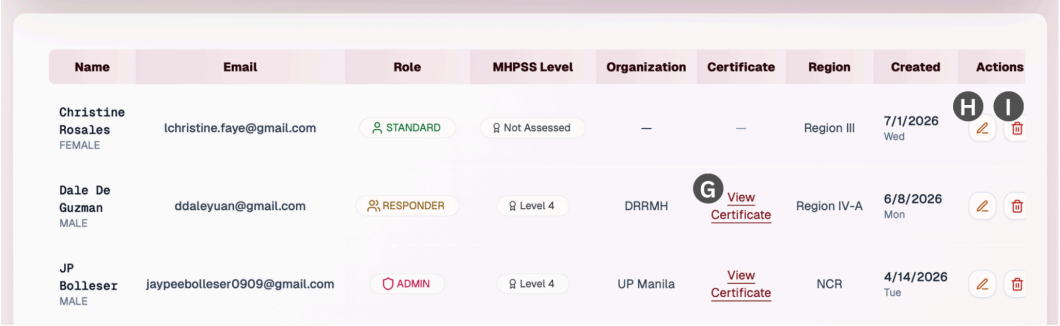
C. Click the **'Pending Requests'** tab to view pending role requests from users, as well as approve or request them.

D. Use the **Search** tab to search for specific users through their name or email address.

E. Use the **'Role'** filter to filter users based on their role, which can either be Admin, Responder, or Standard User.

F. Use the **'MPHSS'** filter to filter users based on their MHPSS competency level.

2.2.2 Users List



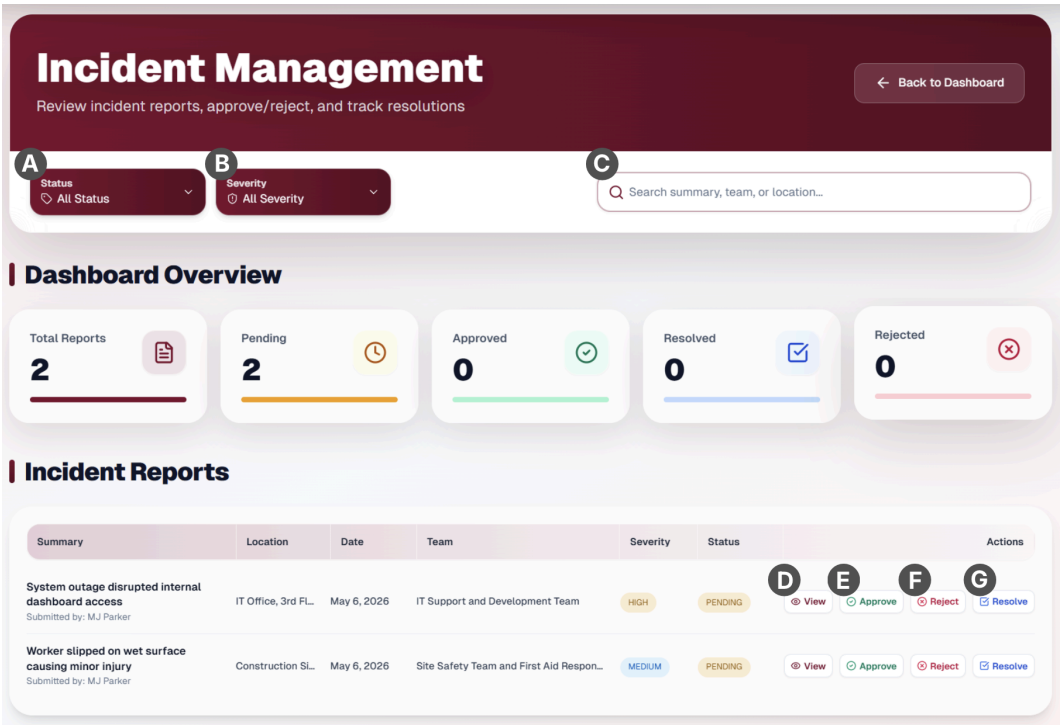
G. Click the **'View Certificate'** link to view a certificate uploaded by the user.

H. Click the **'Edit'** button if one intends to make edits to a user's current details.

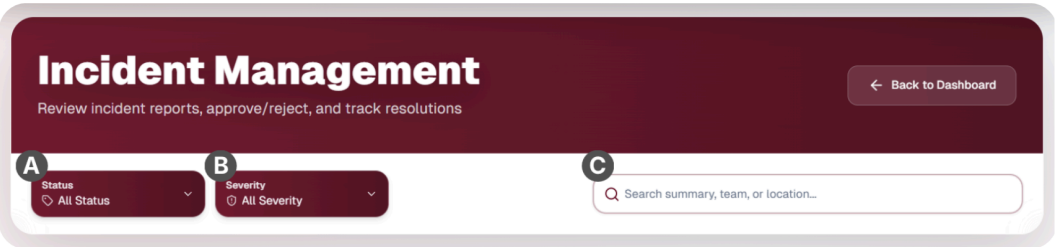
I. Click the **'Delete'** button to delete a user account. A confirmation message will appear to complete the deletion process.

2.3 INCIDENT MANAGEMENT

The Incident Management page allows the Admin to review and manage all submitted incident reports in Harmonisys. It also features a summary of important record counts such as the **Total Reports** and the number of **Pending, Approved, Resolved, and Rejected Reports**.



2.3.1 Incident Management Header

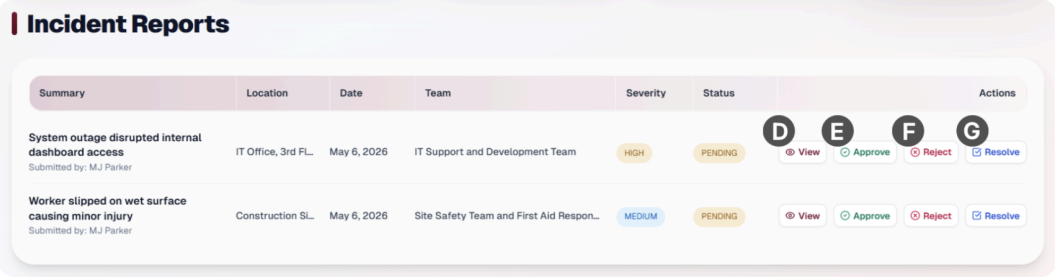


A. Use the **'Status'** filter to sort the incident reports based on their status (Pending, Approved, Rejected, Resolved).

B. Use the **'Severity'** filter to sort the incident reports based on their severity (Low, Medium, High, Critical).

C. Use the **Search** bar to find specific reports by typing keywords related to the report summary, team, or location

2.3.2 Incident Reports List



D. Click the **'View'** button on any specific report to view its full details.

E. Click the **'Approve'** button if the report is valid

F. Click the **'Reject'** button if the report is invalid, incorrect, or unaccepted

G. Click the **'Resolve'** button if the incident has been successfully handled and the issue is completely addressed

2.4 INCIDENT REPORTING SYSTEM (IRS)

The Incident Reporting System (IRS) tool allows admins to report, view, and monitor incident records.



2.4.1. Incident Reporting System (IRS) Core Features

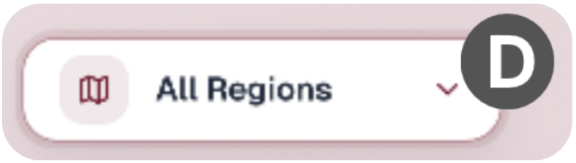


A. Click the **'Report Incident'** button to access the incident report form

B. Click the **'See Incidents'** button to access the list of incident reports

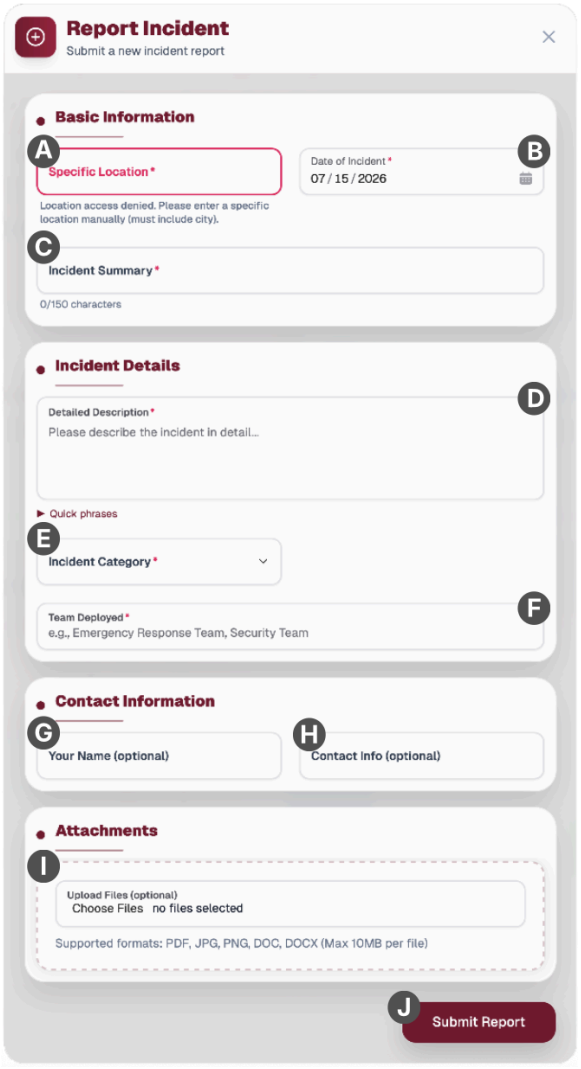
C. Click **'Reports & Analytics'** to navigate to the incident status overview and charts

2.4.2 Incidents Information



D. Click the **'All Regions'** dropdown to select a specific region that one intends to view information on.

2.4.1 REPORT INCIDENT FORM DETAILS



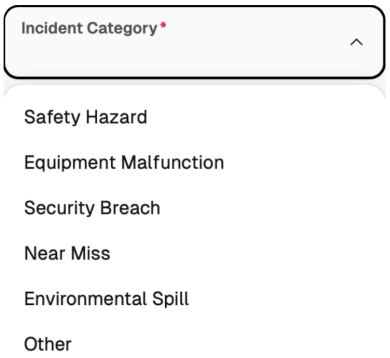
A. Enter the specific **Location** of the incident (must include a valid city)

B. Enter the **date** of the incident

C. Enter the **incident summary**

D. Provide a **detailed description** of the incident

E. Select the **incident category**



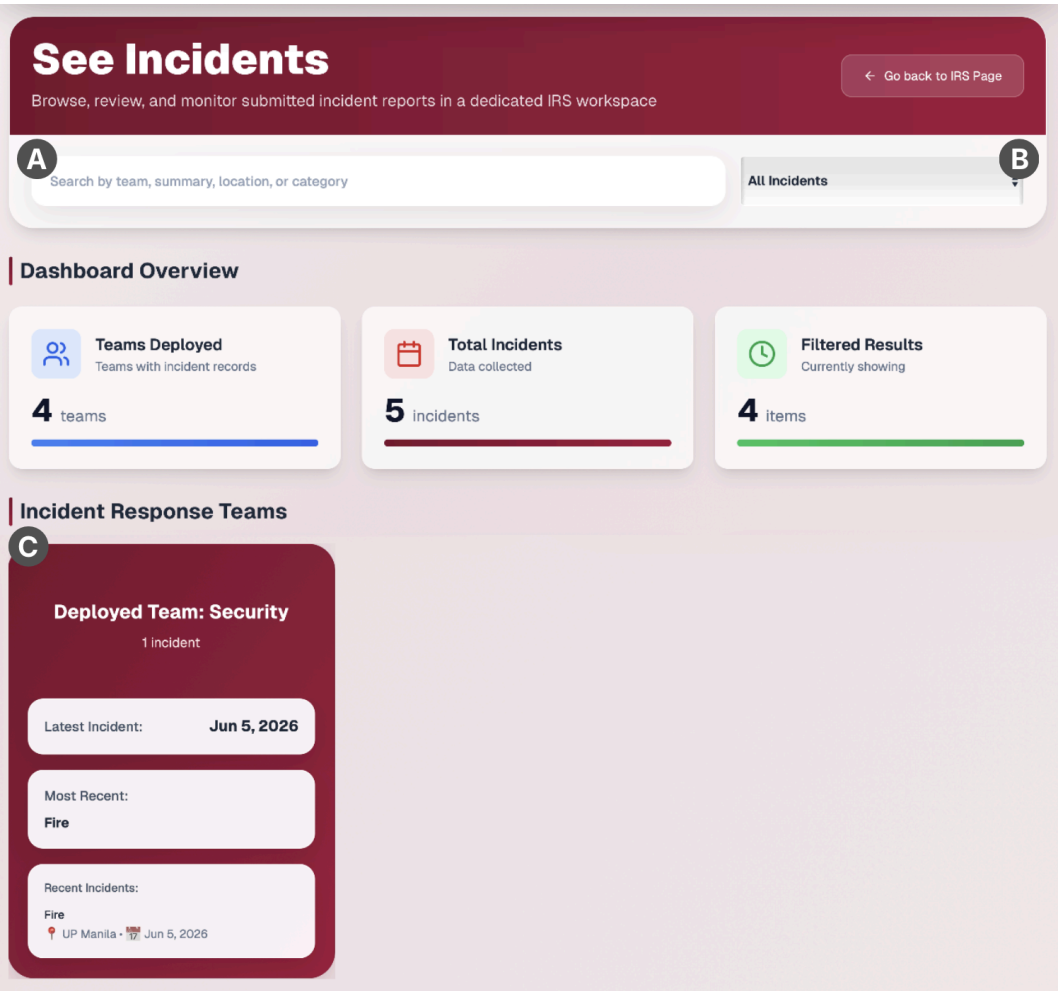
F. Enter the **team deployed** for the incident (e.g. Emergency Response Team, Security Team)

G-H. (Optional) Enter your **name** and **contact information** for follow-up communication

I. Upload supporting files (images, PDFs, documents) as evidence

J. Click **'Submit Report'** and wait for the system to display a success or error message (e.g., an error for an invalid location)

2.4.2 INCIDENT REPORTS VIEW



A. Use the **Search** tab to look for specific incidents based on the deployed team, summary, location, or category.

B. Click the **Incidents** dropdown to filter incidents by status, which includes Ongoing, Completed and Active.

C. Under the Incident Response Teams, click on a specific **Deployed Team** card to view its incident reports and analysis.

2.5 RAPID EARTHQUAKE DAMAGE ASSESSMENT SYSTEM (REDAS)

The Rapid Earthquake Damage Assessment System (REDAS) tool gives admins access to the features, GIS, FAQs, and guides. Administrators can also browse through awards and recognitions, featured videos, training participant statistics, EDM training programs, thesis collaborations, and software and training testimonials.



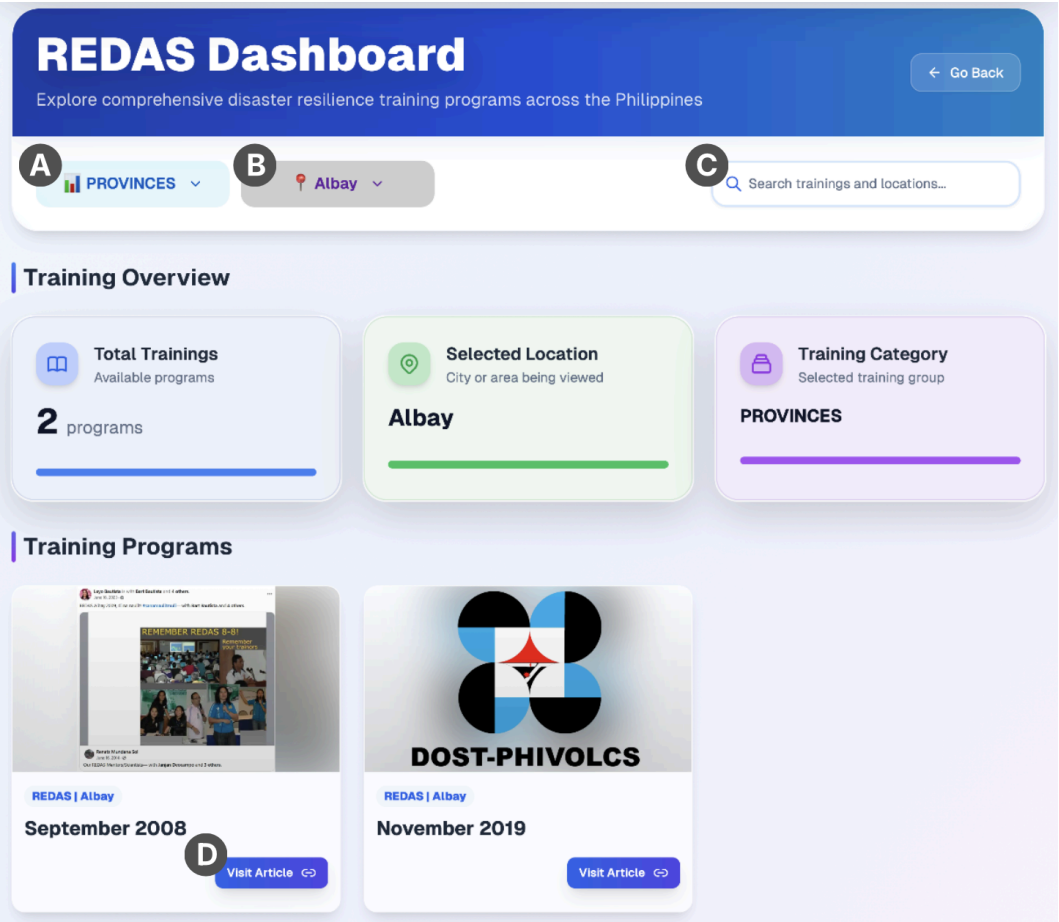
A. Click the **'REDAS Dashboard'** button to access main REDAS records, including training data, locations, and categories

B. Click the **'GIS'** button to open the REDAS GIS map to view training locations

C. Click the **'FAQS'** button to browse through REDAS FAQs and guides

D. Click on any featured video to play the video

2.5.1 REDAS DASHBOARD



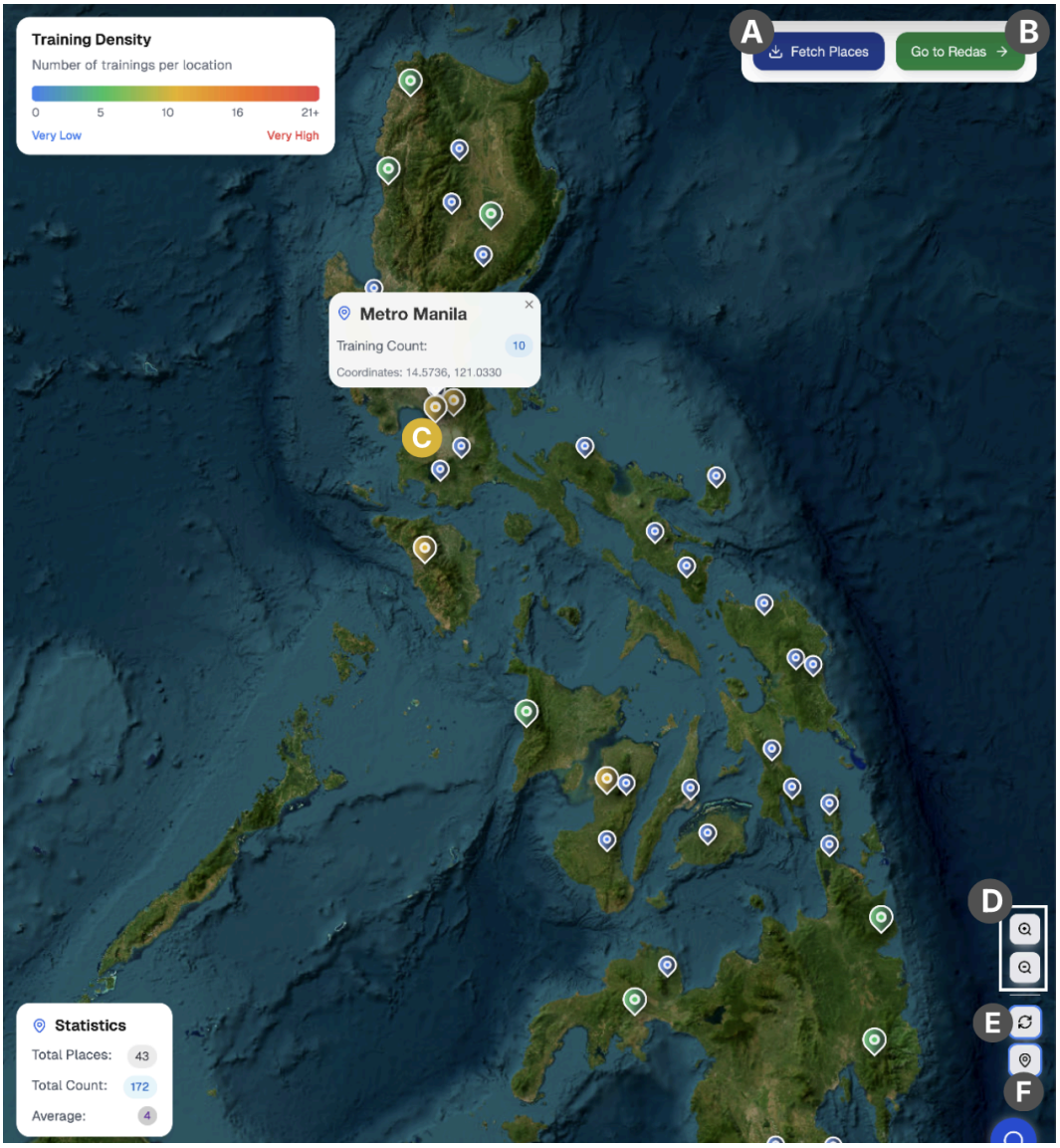
A. Use the **Category** dropdown (Provinces, Cities, NGOs, etc.) to filter the trainings based on the category selected

B. Use the **Location** dropdown to filter the trainings based on the location selected

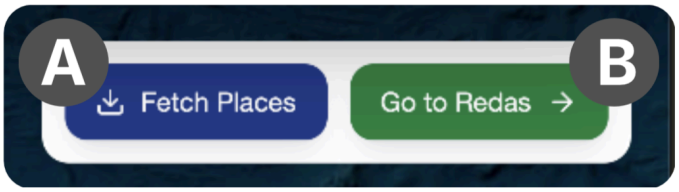
C. Use the **Search** bar to find a specific training or location

D. Click **'Visit Article'** on any card to open the specific article

2.5.2 REDAS GIS



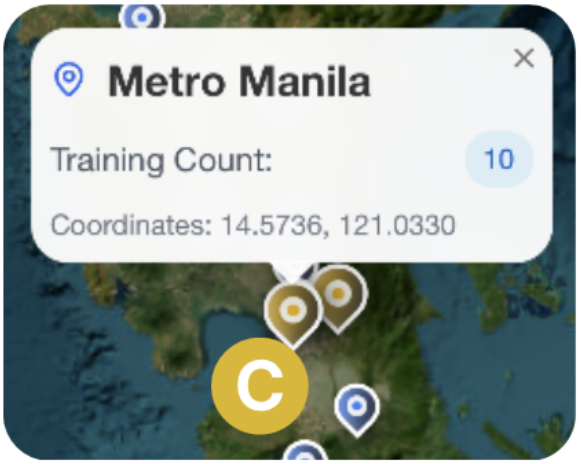
2.5.1.1 REDAS GIS Fetch Places and DOST REDAS Buttons



E. Click the **'Fetch Places'** button to update the map and show the latest training locations

F. Click the **'Go to Redas'** button to navigate to the Philippine Institute of Volcanology and Seismology (PHIVOLCS) REDAS

2.5.1.2 REDAS GIS Map Markers



G. Click on a specific **Map Marker** to view its location details (place name, training count, coordinates)

2.5.1.3 REDAS GIS Controls

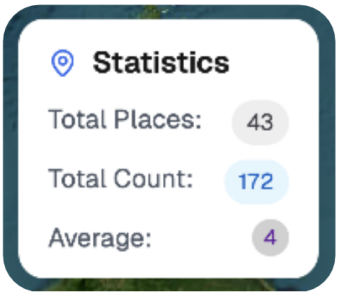


H. Use the **Zoom In and Out** controls to adjust viewing distance

I. Click the **'Training Density Legend'** button to show the legend at the top



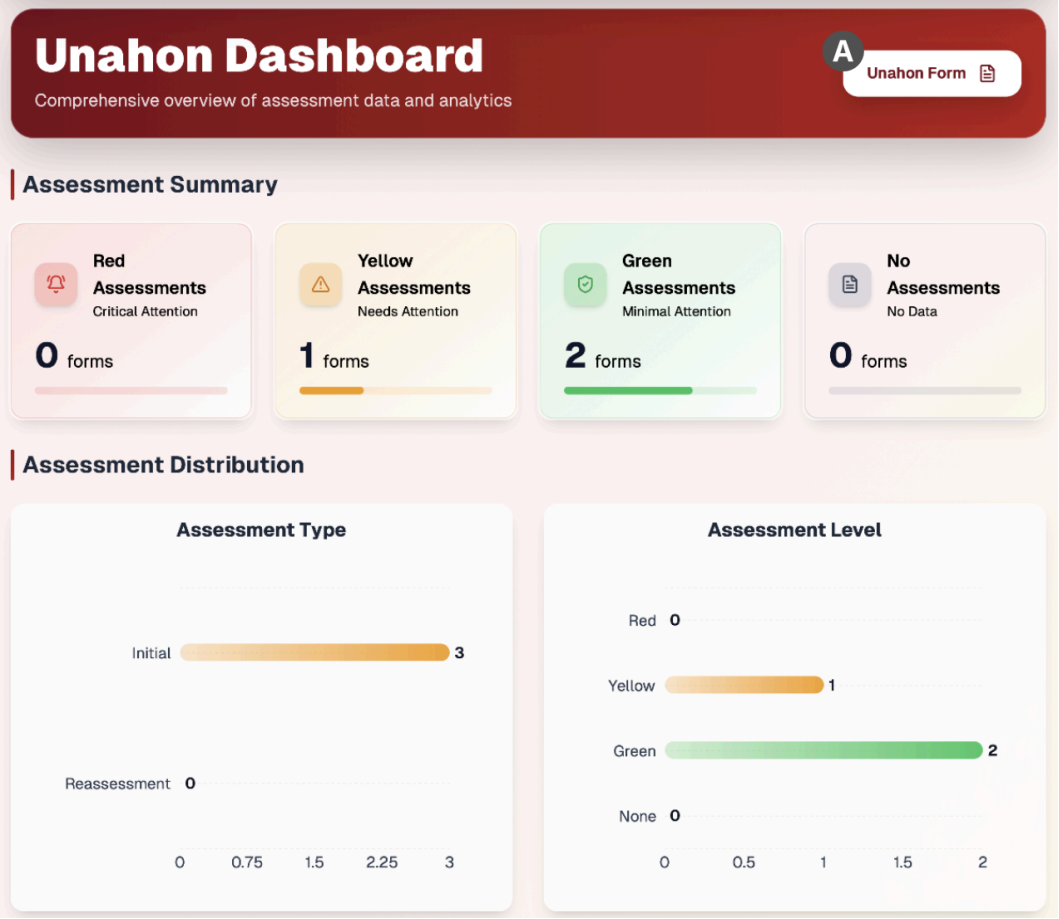
J. Click the '**Map Marker'** button to show the Statistics card at the bottom



2.6 UNAHON

The Unahon Dashboard gives admins access to the Unahon Assessment Summary section, which provides record counts for the different categories of assessments, and an Unahon Assessment Distribution section, which displays charts on the number of assessments per type and level.

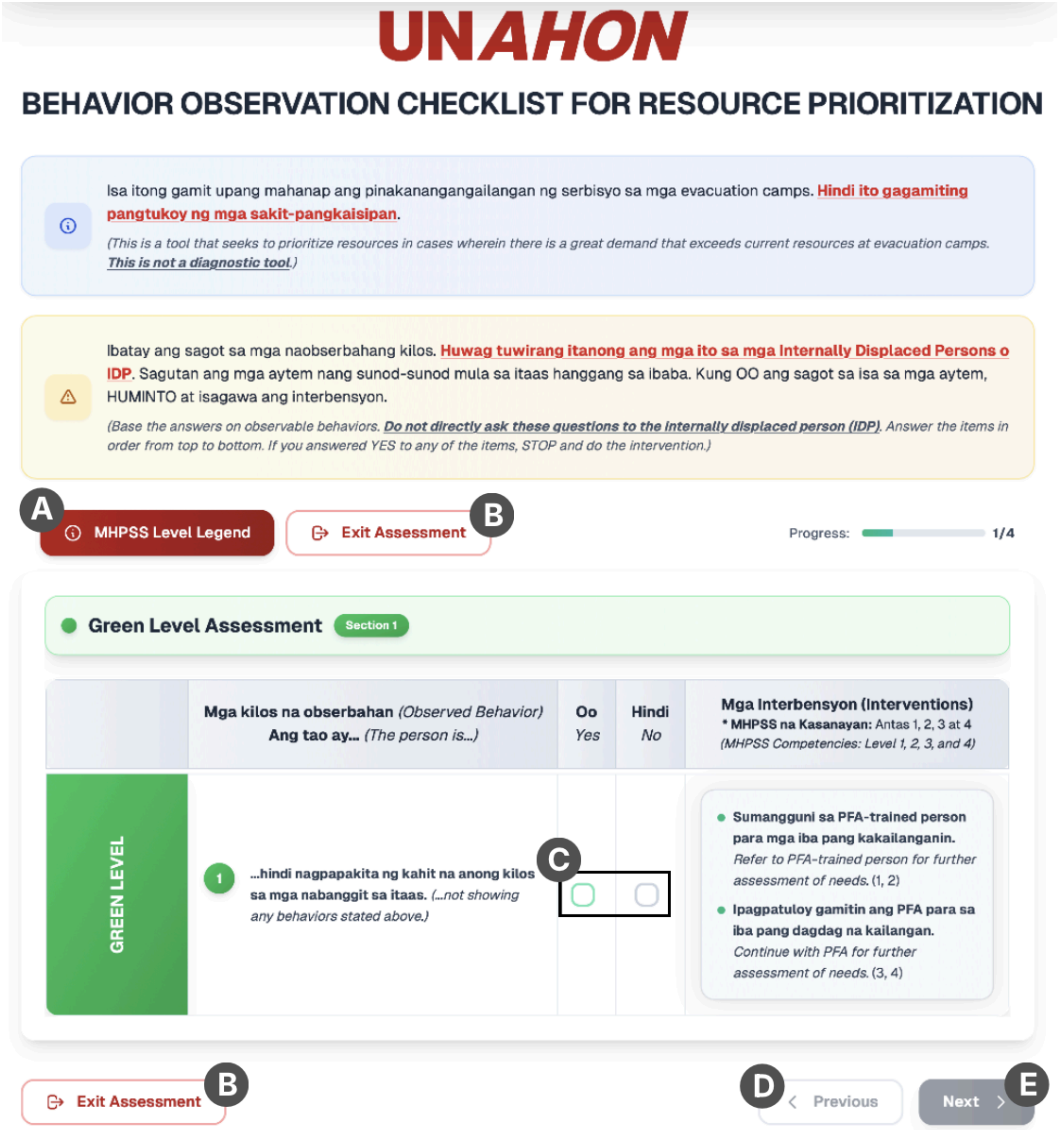
Unahon is a mental health and behavior observation tool. It guides the responder through a checklist based on observed behavior to apply interventions and prioritize support. However, it is not used to diagnose conditions.



A. Click the '**Unahon Form'** button to access the form

2.6.1 UNAHON FORM

The **Unahon Form** is the main tool a responder uses to assess an individual, and this consists of a behavior observation checklist, progress indicator, MHPSS Level Legend, assessment guidelines, and navigation buttons.



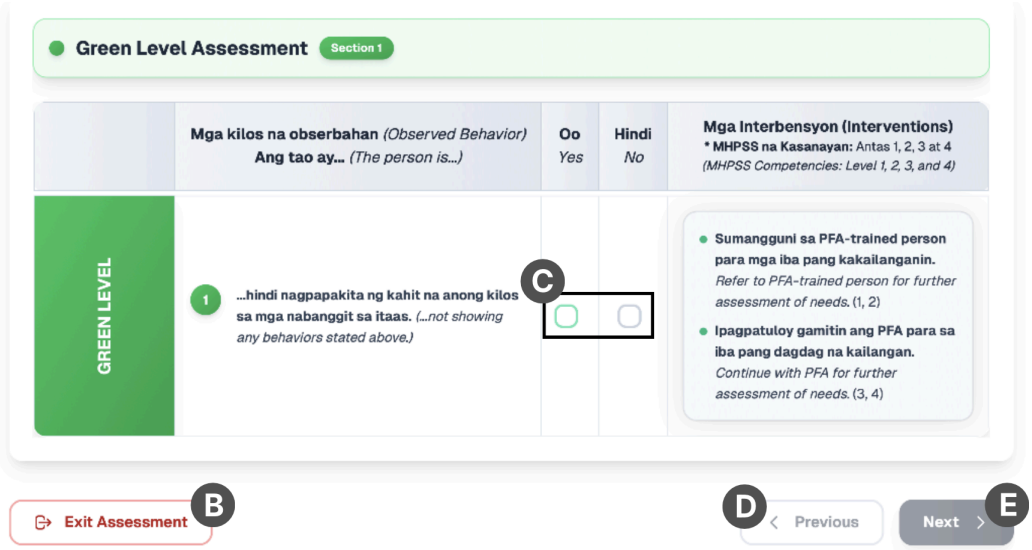
2.6.1.1 Unahon Form Legend and Exit



A. Click the **'MHPSS Level Legend'** button to see information on the Mental Health and Psychosocial Support Levels

B. Click the **'Exit Assessment'** button to leave the Unahon Form page

2.6.1.2 Unahon Form Sections



B. Click the **'Exit Assessment'** button to leave the Unahon Form page

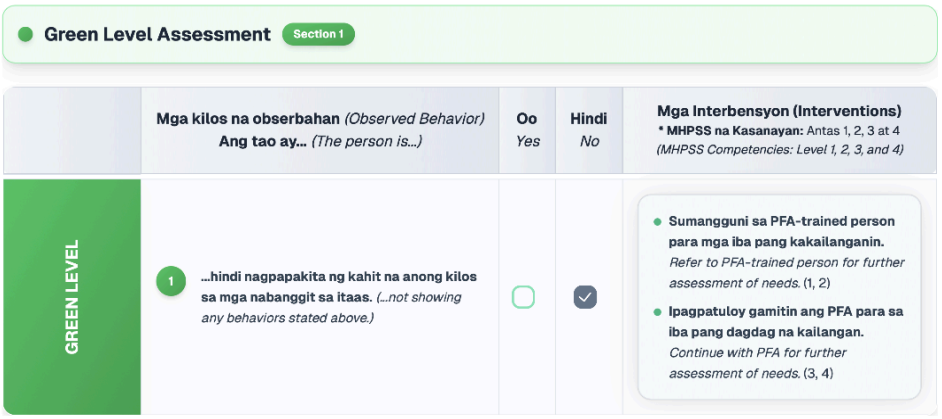
C. To respond to the assessment checklist, click on the **'Yes / No (Oo / Hindi)'** checkboxes corresponding to one's answer

D-E. Click the **'Next / Previous'** buttons to navigate between the sections of the page

I. LEVEL ASSESSMENTS

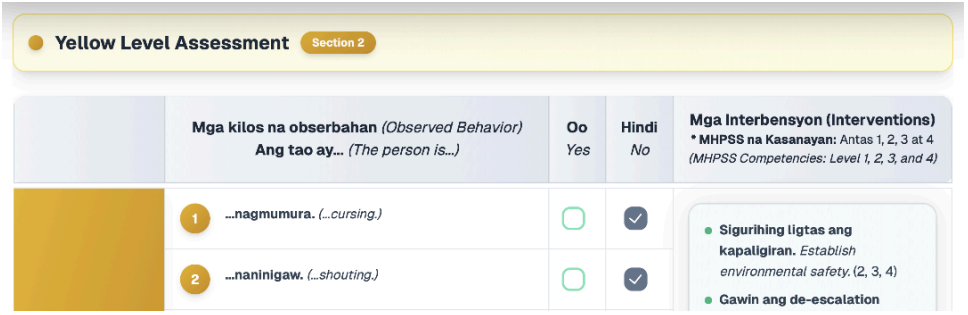
There are 3 different MHPSS levels: **Green, Yellow,** and **Red** Level.

- **Green Level Assessment -** This level section addresses behaviors that are not present in the Red or Yellow section, or those that require minimal attention but may still need further support such as PFA.

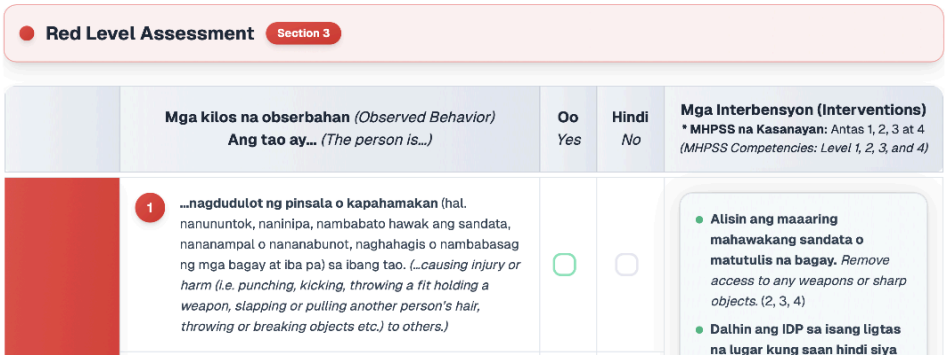


- **Yellow Level Assessment -** This level section addresses behaviors that need attention and monitoring. Here, the responder must observe the person

and apply necessary interventions.

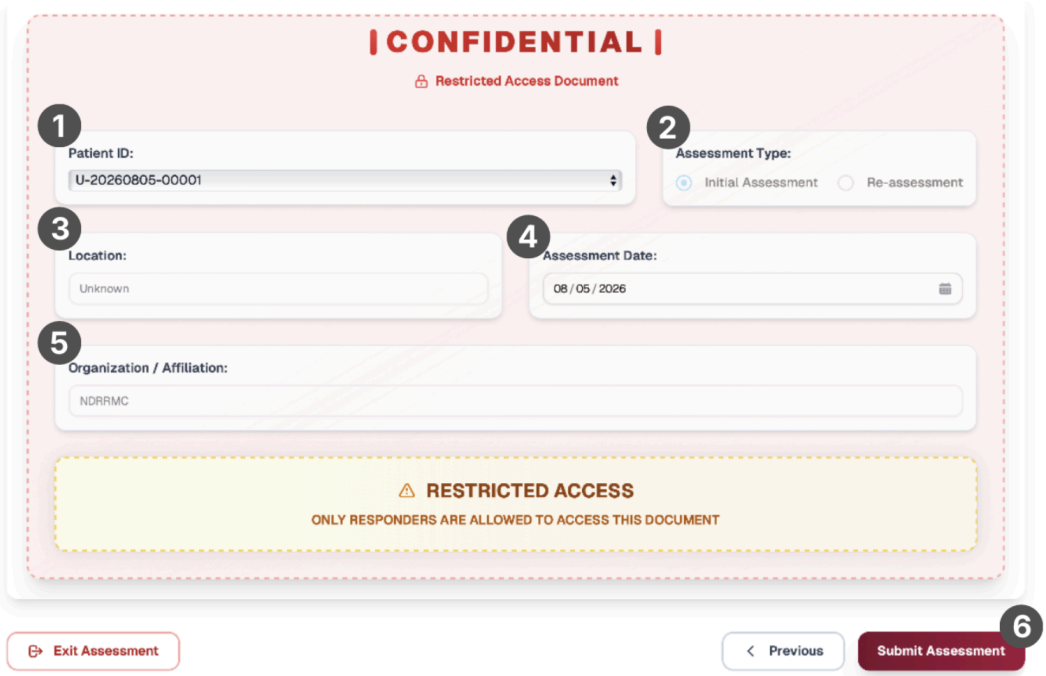


- **Red Level Assessment -** This level section contains critical behavior indicators. If a Yes answer is selected in this section, the required intervention must be immediately performed because it may require urgent attention.



2.6.2 UNAHON CONFIDENTIAL FORM

To complete the assessment, a responder must fill out a confidential form prompting for the patient's information.



A. Select the generated patient ID from the **Patient ID** dropdown

B. Choose whether the assessment is an 'Initial Assessment' or 'Re-assessment' in the **Assessment Type** field

C. The **Location** field asks where the assessment is conducted, which can either be manually entered or automatically pinned

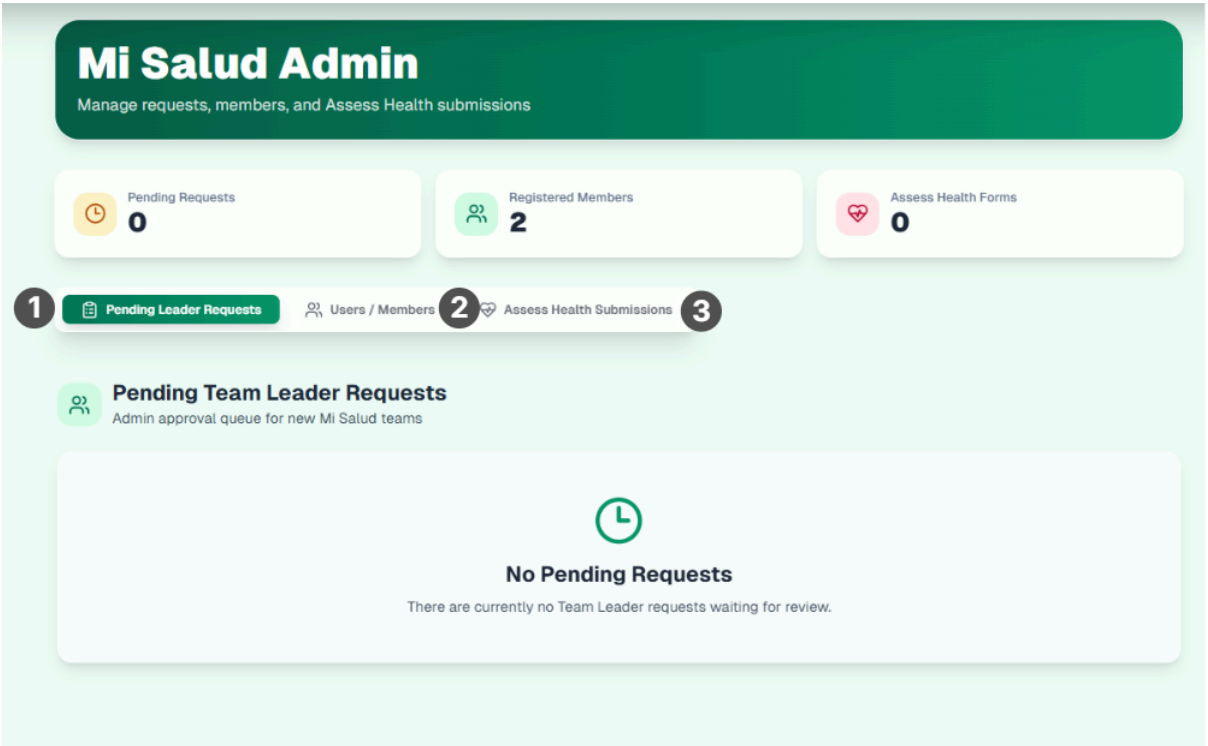
D. Enter the **Date** the assessment was made in the 'Assessment Date' field

E. The **Organization / Affiliation** field prompts for the responder's organization or affiliation

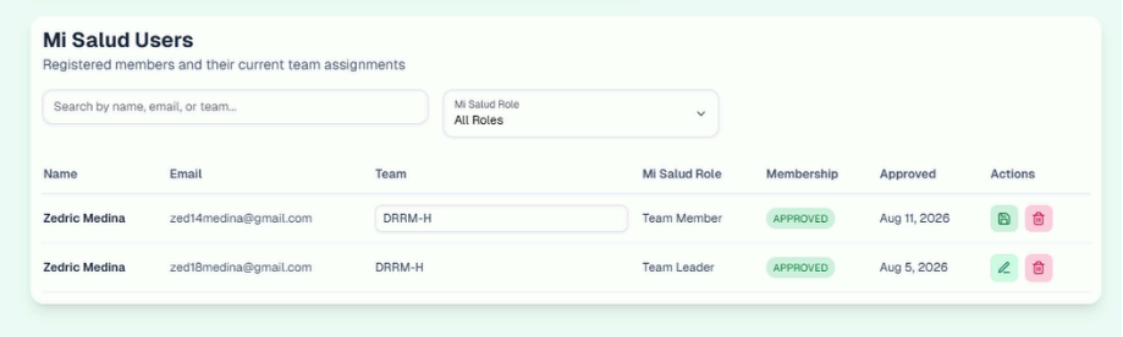
F. To finalize the submission of the assessment, click the **'Submit Assessment'** button. You will be given a confirmation message to verify your final submission

2.7 MI SALUD

The Mi Salud Admin page allows Admins to manage Mi Salud registration requests, registered members, and submitted health assessments.

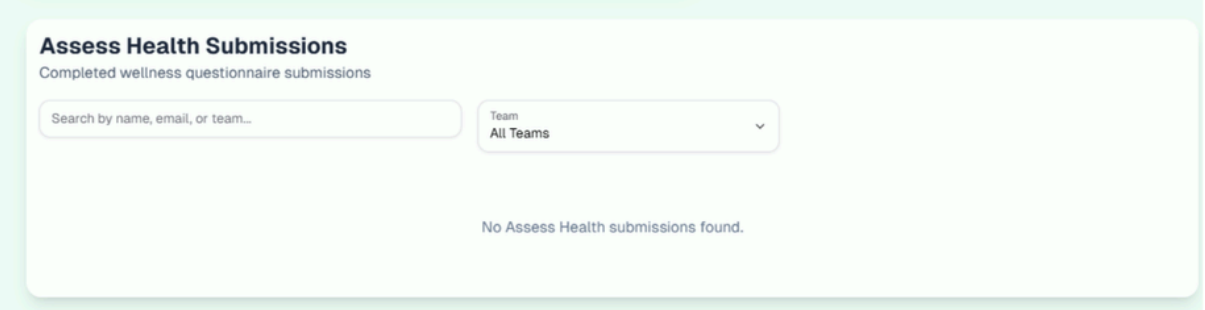


1. Click the '**Pending Requests**' tab to review Team Leader registration requests.
    a. This displays Team Leader registration requests for approval or rejection.
2. Click the '**Registered Members**' tab to view and manage users registered in Mi Salud.
    a. Shows all registered Mi Salud users and allows Admins to manage their information.



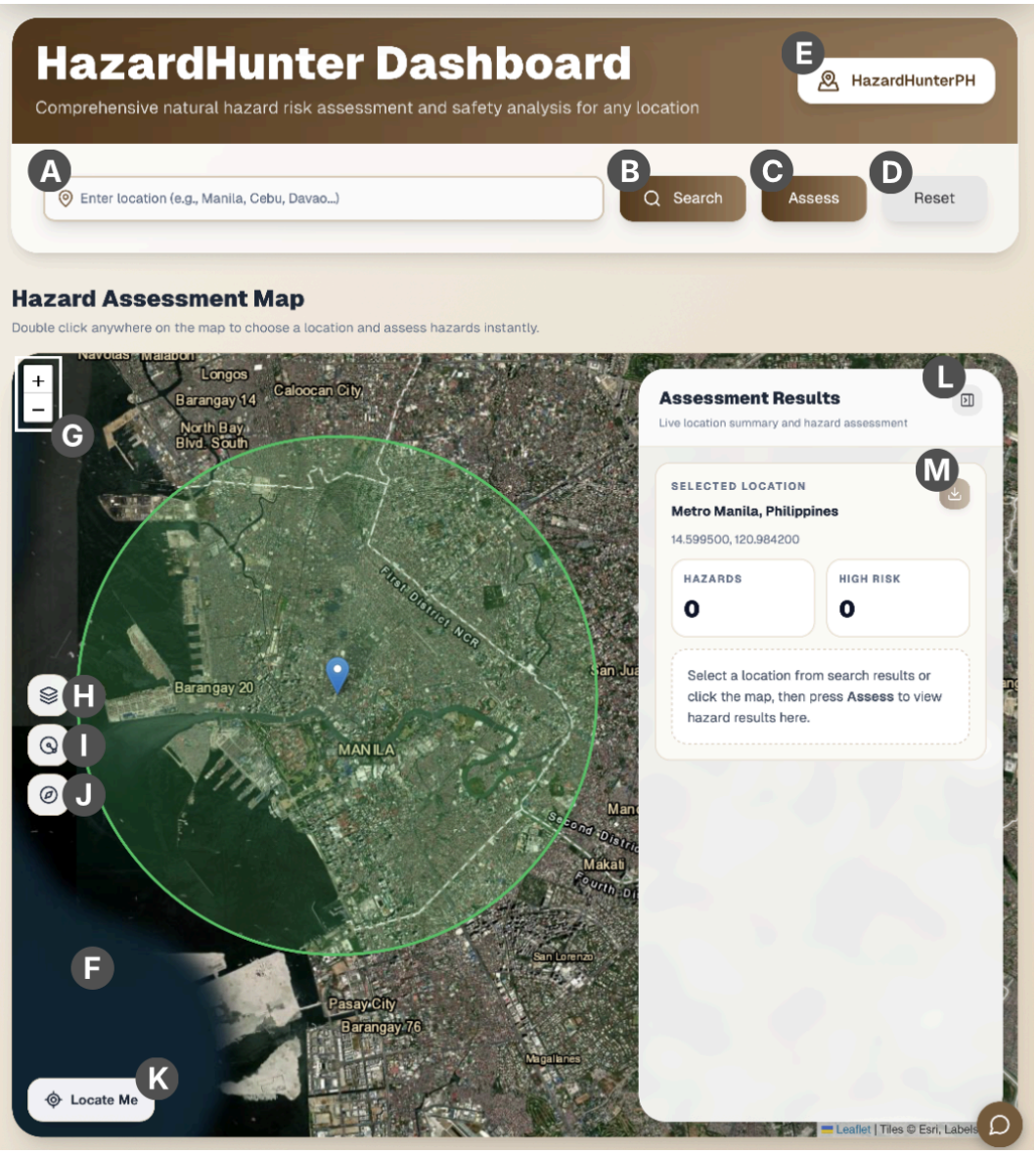
3. Click the '**Assess Health Forms**' tab to review health assessments submitted by responders.

a. Displays submitted health assessments for review and management.

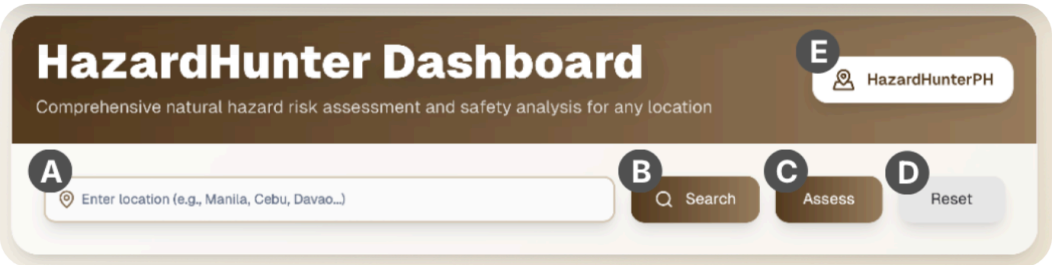


2.8 HAZARDHUNTER

The HazardHunter tool allows administrators to check and assess hazards in any chosen location.



3.6.1 HazardHunter Dashboard Header



A. Use the **Search** tab to look for a specific location to pin in the Hazard Assessment Map

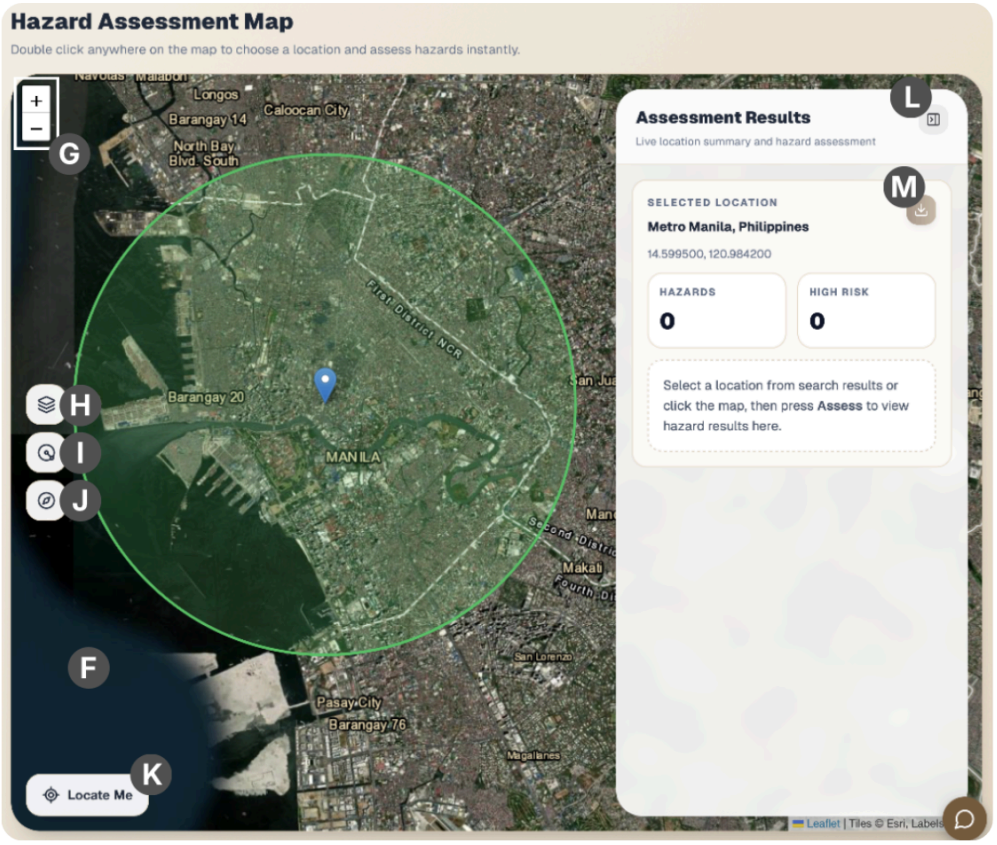
B. After entering a specific location, click the **'Search'** button to display matching location results.

C. To evaluate the hazards in the selected location, click the **'Assess'** button.

D. To clear the current location pinned from the search tab, click the **'Reset'** button.

E. To be directed to the official HazardHunterPh website, click the **'HazardHunterPH'** button.

3.6.2 HazardHunter Map



F. Aside from manually looking up in the search tab, one may double click inside the Hazard Assessment Map to choose a location

G. Manage the **Zoom Controls** to zoom the displayed map in or out depending on one's preference

H. Click the '**Basemaps'** button to choose one's preferred basemap styles (Hybrid, Satellite, OpenStreetMap, Navigation and Topographic)

I. Click the '**Change Radius'** button to adjust the coverage around the selected location

J. Click the '**Compass'** button to reset the direction of the map and point north

K. If one opts to pin one's current location, click the **'Locate Me'** button

L. Click the '**Collapse'** button to hide the Assessment Results popup

M. Click the '**Download'** button to download the hazard assessment of chosen location in PDF form

RESPONDER USER MANUAL

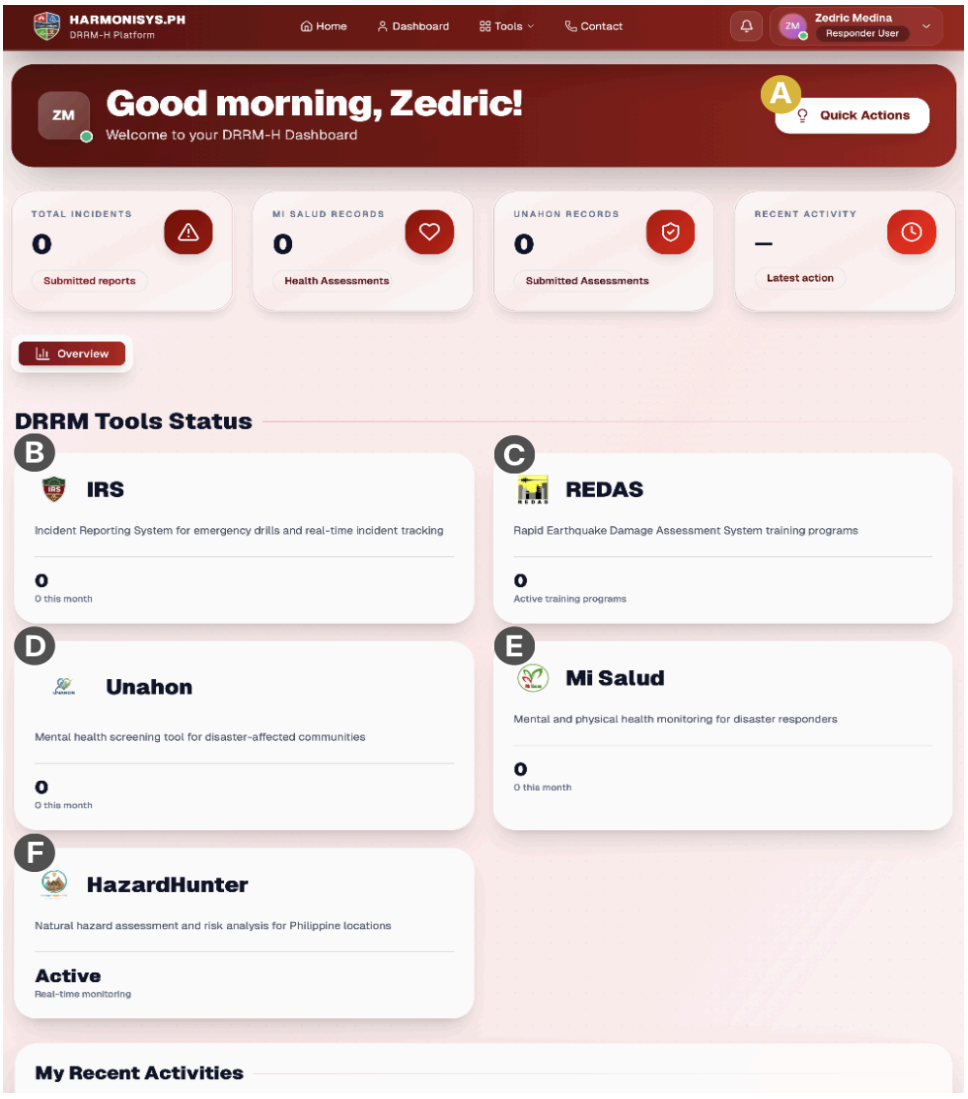
RESPONDER USER MANUAL

The Responder User is responsible for using the Harmonisys Website during disaster response, emergency reporting, and health-related activities. This role has access to important DRRM tools such as IRS, REDAS, Unahon, Mi Salud, and HazardHunter.

Unlike the Admin, the Responder does not manage users or approve records, but mainly focuses on submitting, viewing, and using response-related tools.

3.1 RESPONDER DASHBOARD OVERVIEW

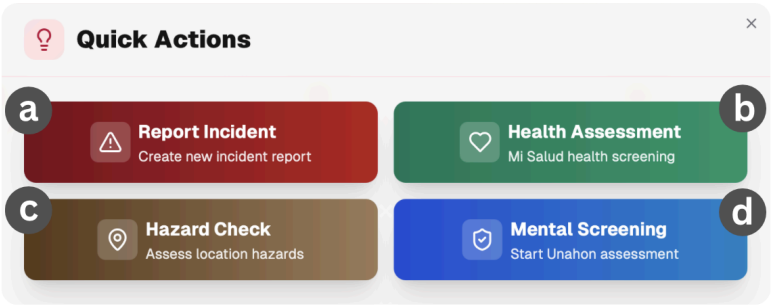
The Responder Dashboard focuses on the responder's own reports, assessments, and recent actions. This also features a summary of important record counts such as **Total Incidents**, **Mi Salud Records**, **Unahon Records,** and **Recent Activity.**



3.1.1 Quick Actions



A. Click **'Quick Actions'** for immediate access to important functions



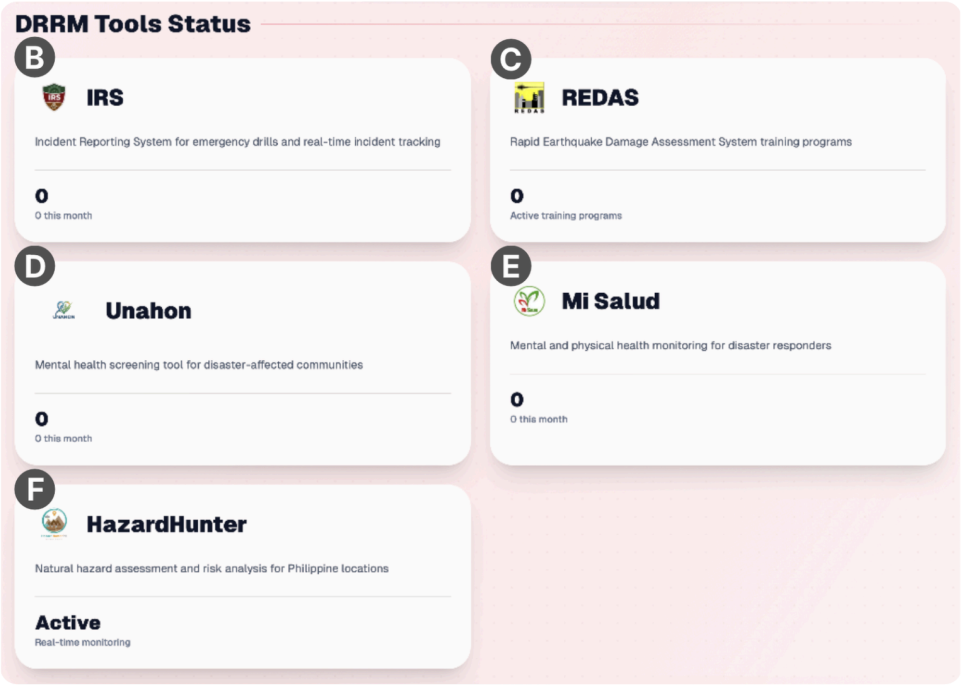
a. Click '**Report Incident'** to be directed to the Incident Reporting System

b. Click '**Health Assessment'** to be directed to Mi Salud

c. Click '**Hazard Check'** to be directed to HazardHunter

d. Click **'Mental Screening'** to be directed to Unahon

3.1.2 DRRM Tools Status



B. Click the **'IRS'** card to access the Incident Reporting System (IRS) tool

C. Click the **'REDAS'** card to access the Rapid Earthquake Damage Assessment System (REDAS) tool

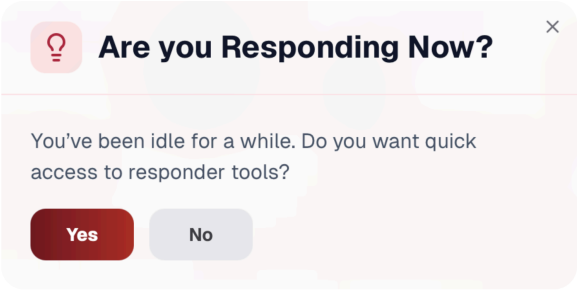
D. Click the **'Unahon'** card to access the Unahon tool

E. Click the **'Mi Salud'** card to access the Mi Salud tool

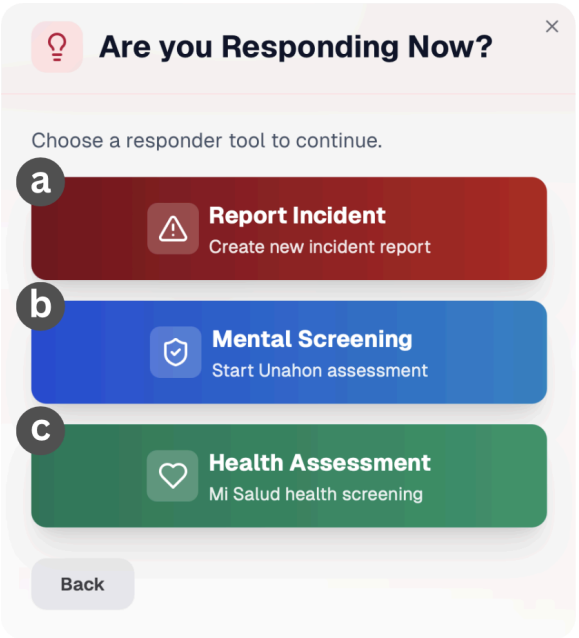
F. Click the **'HazardHunter'** card to access the HazardHunter tool

3.1.3 Dashboard Idle Prompt

A responder who is idle for a few seconds will be prompted with a popup where they are given the option to access responder tools. Click **'Yes'** if you want immediate access to the responder tools, or **'No'** if you do not.



If a responder opts to access these responder tools, another popup will appear displaying all responder tools they can access at that point.



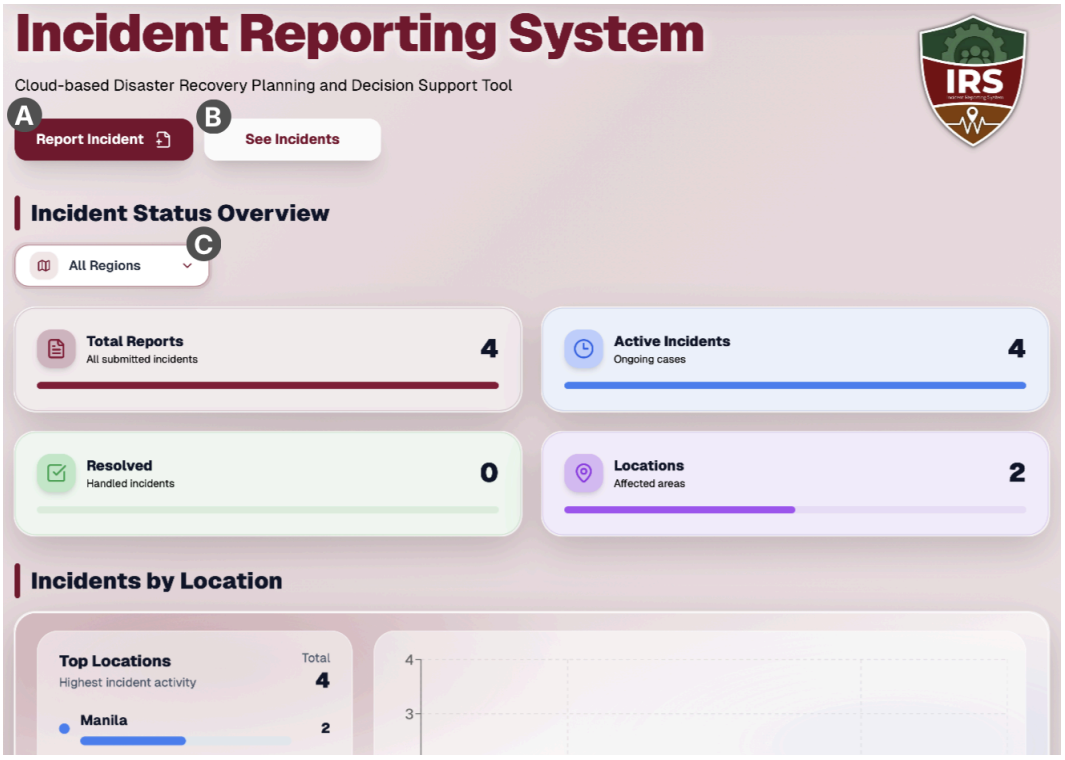
a. Click '**Report Incident'** to create a new incident report

b. Click **'Mental Screening'** to start Unahon assessment

c. Click '**Health Assessment'** to start Mi Salud health screening

3.2 INCIDENT REPORTING SYSTEM (IRS)

One of the DRRM tools present in the Responder dashboard is the Incident Reporting System (IRS), which is used to report, view, and monitor incident records. It also includes an Incident Status Overview which displays record counts such as Total Reports, Active Incidents, Resolved Incidents and Locations of Affected Areas.



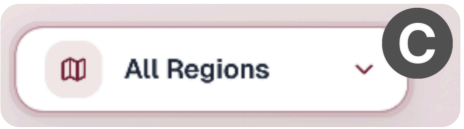
3.2.0.1. Incident Reporting System (IRS) Core Features



E. Click the **'Report Incident'** button to access the incident report form

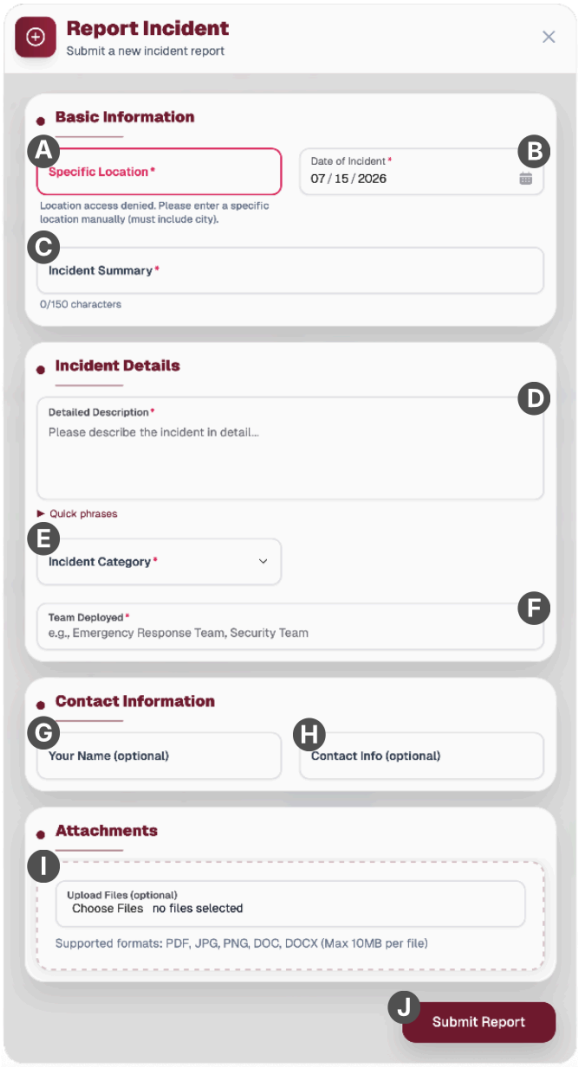
F. Click the **'See Incidents'** button to access the list of incident reports

3.2.0.2 Incidents Information



G. Click the **'All Regions'** dropdown to select a specific region that one intends to view information on.

3.2.1 REPORT INCIDENT FORM DETAILS



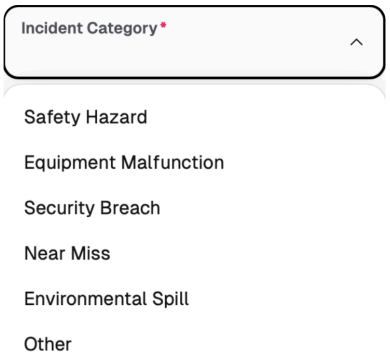
A. Enter the specific **Location** of the incident (must include a valid city)

B. Enter the **date** of the incident

C. Enter the **incident summary**

D. Provide a **detailed description** of the incident

E. Select the **incident category**



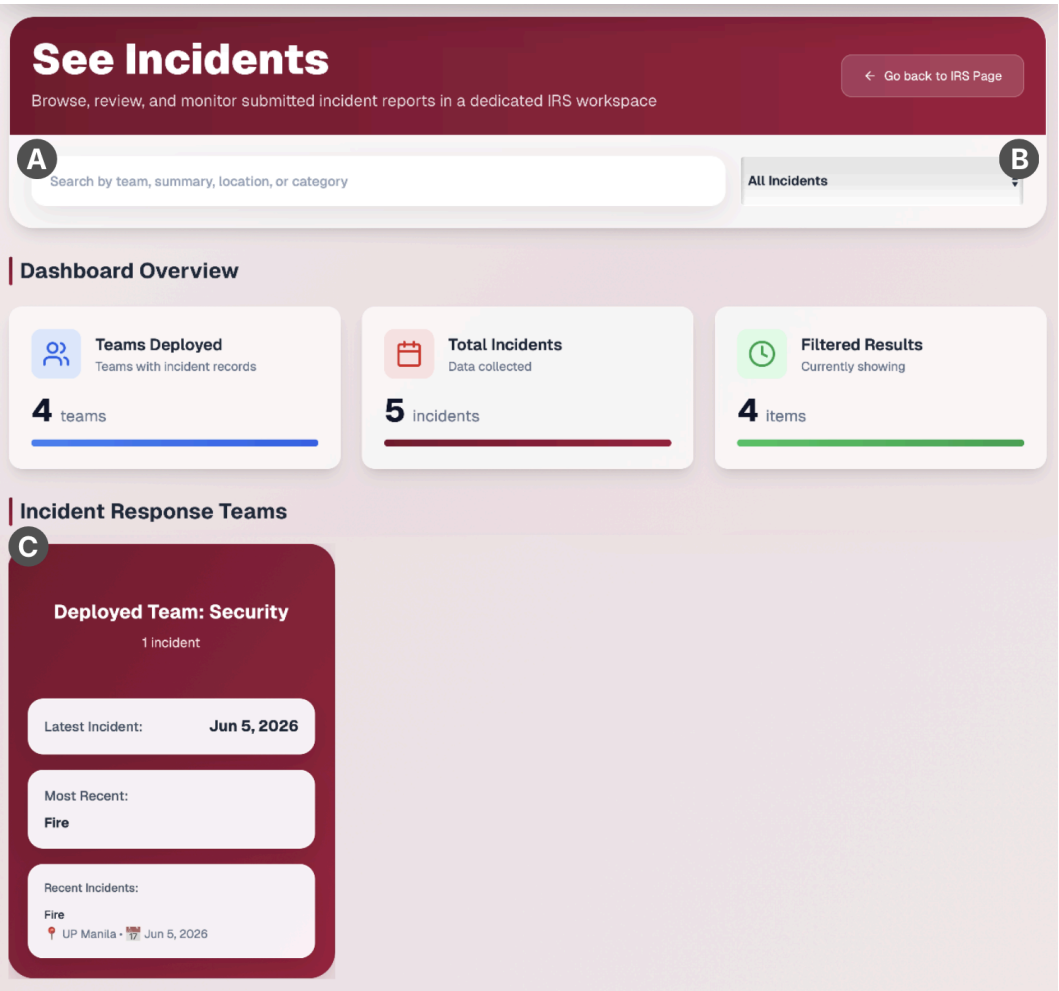
F. Enter the **team deployed** for the incident (e.g. Emergency Response Team, Security Team)

G-H. (Optional) Enter your **name** and **contact information** for follow-up communication

I. Upload supporting files (images, PDFs, documents) as evidence

J. Click **'Submit Report'** and wait for the system to display a success or error message (e.g., an error for an invalid location)

3.2.2 INCIDENT REPORTS VIEW



D. Use the **Search** tab to look for specific incidents based on the deployed team, summary, location or category.

E. Click the '**Incidents'** dropdown to filter incidents by status, which includes Ongoing, Completed and Active.

F. Under the Incident Response Teams, click on a specific **'Deployed Team'** card to view its incident reports and analysis.

3.3 RAPID EARTHQUAKE DAMAGE ASSESSMENT SYSTEM (REDAS)

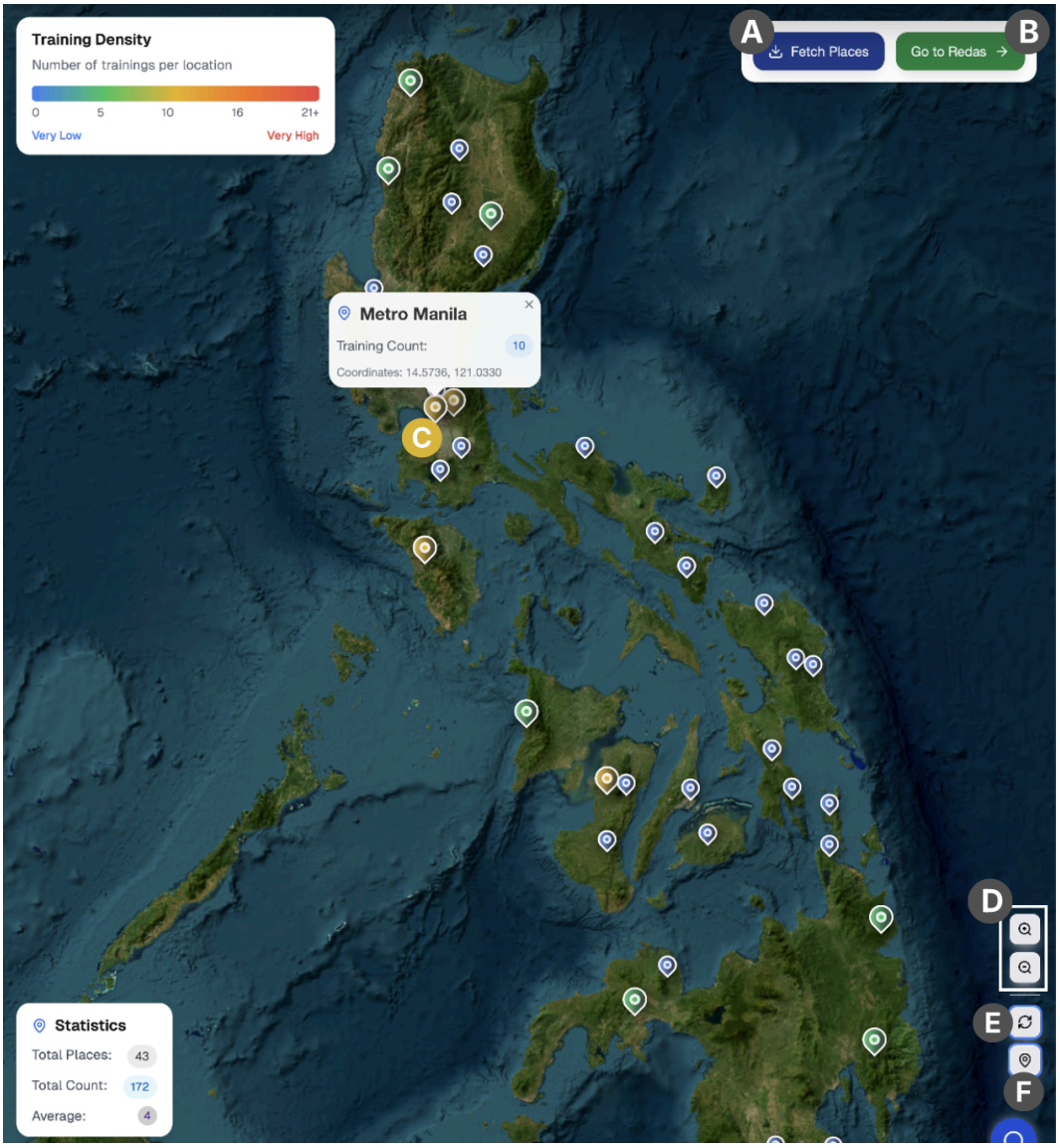
The Rapid Earthquake Damage Assessment System (REDAS) is another tool in the Harmonisys. By clicking **'REDAS'** from the Tools menu in the header, responders will be directed to this page. Responders can view training participant statistics and browse through EDM Training Programs and Thesis collaborations.



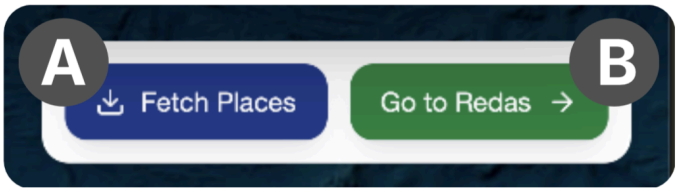
A. Click the **'GIS'** button to open the REDAS GIS map to view training locations using map markers

B. Click the **'REDAS Dashboard'** button to access main REDAS records, including training data, locations, and categories

3.3.1 REDAS GIS



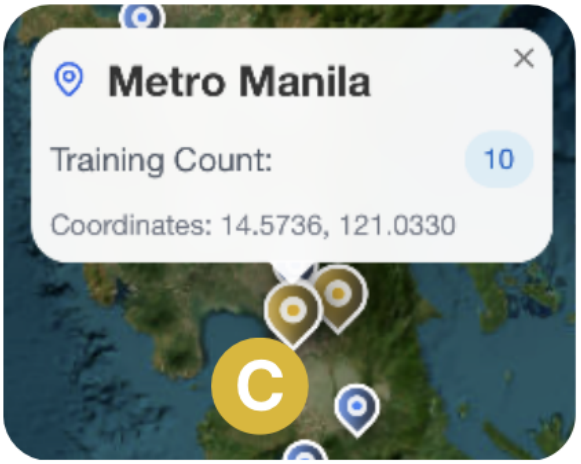
3.3.1.1 REDAS GIS Fetch Places and DOST REDAS Buttons



A. Click the **'Fetch Places'** button to update the map and show the latest training locations

B. Click the **'Go to Redas'** button to navigate to the Philippine Institute of Volcanology and Seismology (PHIVOLCS) REDAS

3.3.1.2 REDAS GIS Map Markers



C. Click on a specific **Map Marker** to view its location details (place name, training count, coordinates)

3.3.1.3 REDAS GIS Controls

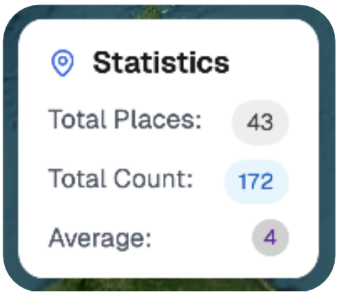


D. Use the **Zoom In and Out** controls to adjust viewing distance

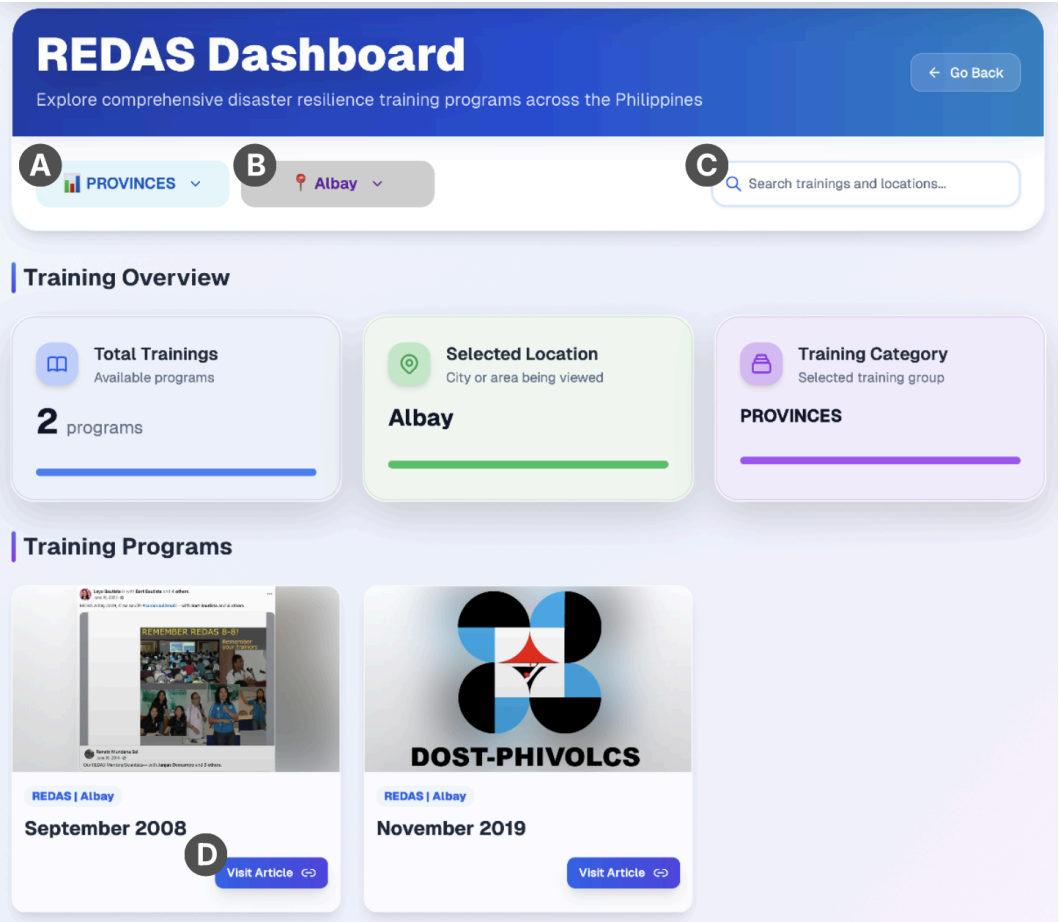
E. Click the **'Training Density Legend'** button to show the legend at the top



F. Click the '**Map Marker'** button to show the Statistics card at the bottom



3.3.2 REDAS DASHBOARD



A. Use the **Category** dropdown (Provinces, Cities, NGOs, etc.) to filter the trainings based on the category selected

B. Use the **Location** dropdown to filter the trainings based on the location selected

C. Use the **Search** bar to find a specific training or location

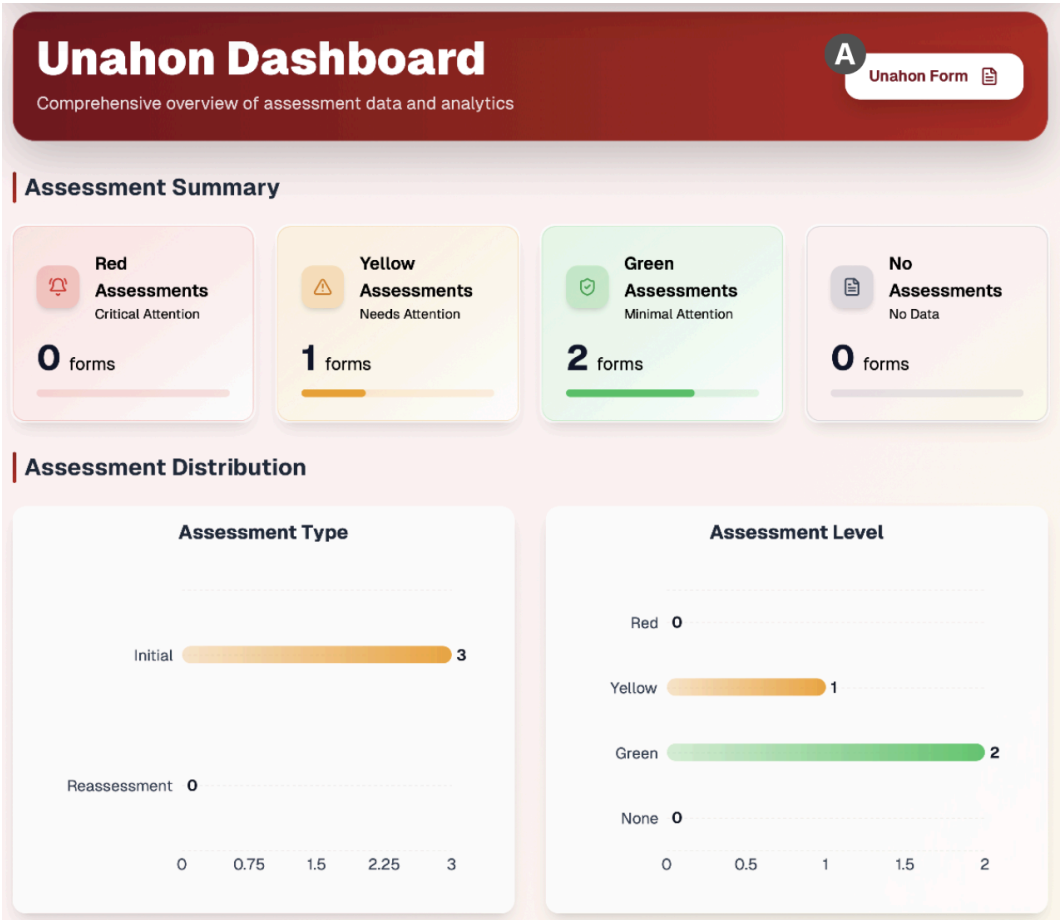
D. Click **'Visit Article'** on any card to open the specific article

3.4 UNAHON

Unahon is a mental health and behavior observation tool. It guides the responder through a checklist based on observed behavior to apply interventions and prioritize support. However, it is not used to diagnose conditions.

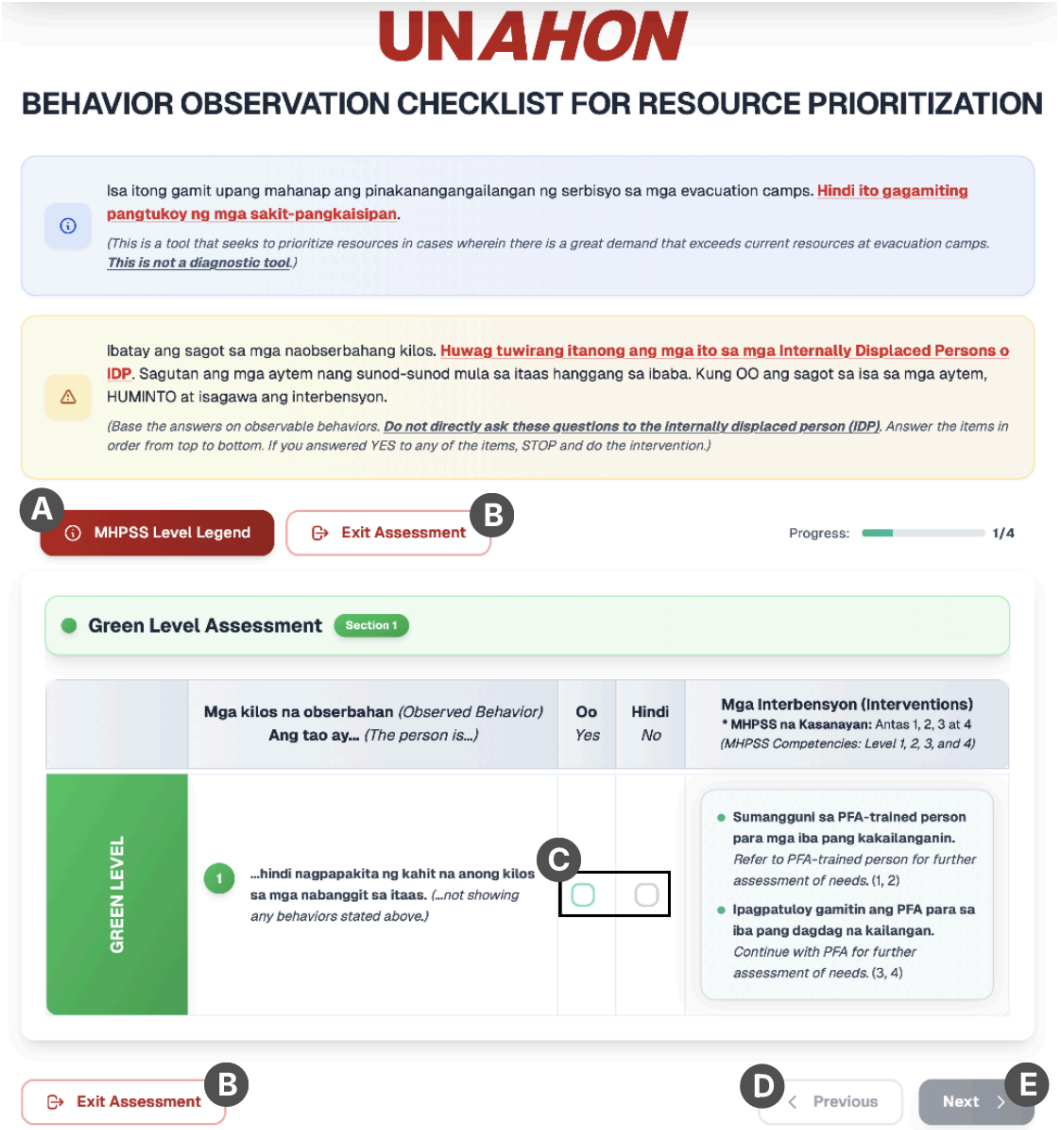
The Unahon Dashboard consists of an Assessment Summary section, which provides record count on the different categories of assessments, and an Assessment Distribution section, which displays charts on the number of assessments per type and level.

To start an assessment, a responder must **A)** click the '**Unahon Form'** button to access the form.



3.4.1 UNAHON FORM

The **Unahon Form** is the main tool a responder uses to assess an individual, and this consists of a behavior observation checklist, progress indicator, MHPSS Level Legend, assessment guidelines, and navigation buttons.



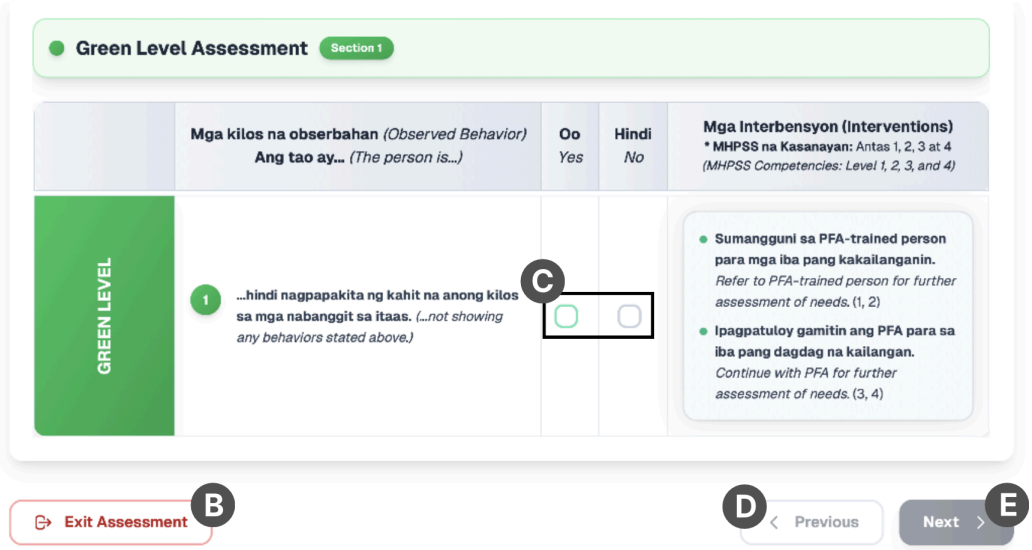
3.4.1.1 Unahon Form Legend and Exit



A. Click the **'MHPSS Level Legend'** button to see information on the Mental Health and Psychosocial Support Levels

B. Click the **'Exit Assessment'** button to leave the Unahon Form page

3.4.1.2 Unahon Form Sections



B. Click the **'Exit Assessment'** button to leave the Unahon Form page

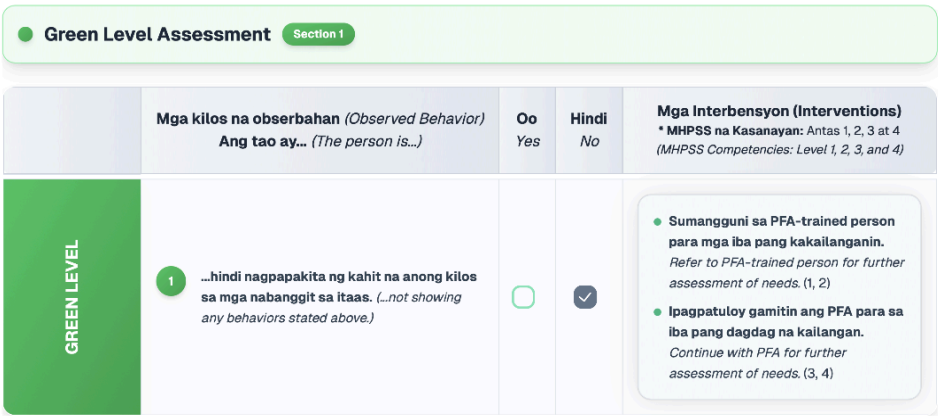
C. To respond to the assessment checklist, click on the **'Yes / No (Oo / Hindi)'** checkboxes corresponding to one's answer

D-E. Click the **'Next / Previous'** buttons to navigate between the sections of the page

I. LEVEL ASSESSMENTS

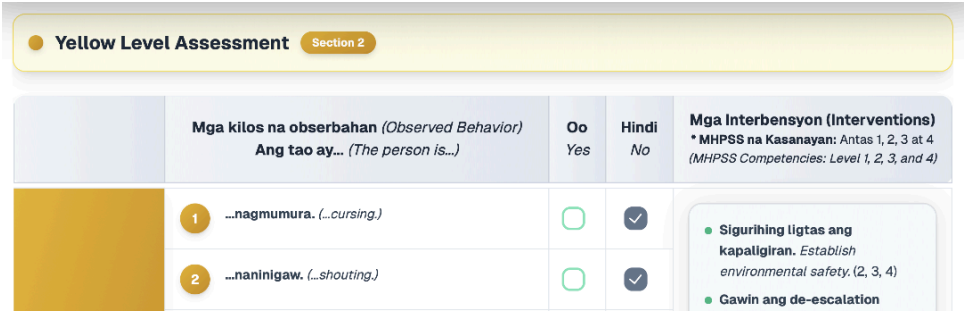
There are 3 different MHPSS levels: **Green, Yellow** and **Red** Level.

- **Green Level Assessment -** This level section addresses behaviors that are not present in the Red or Yellow section, or those that require minimal attention but may still need further support such as PFA.

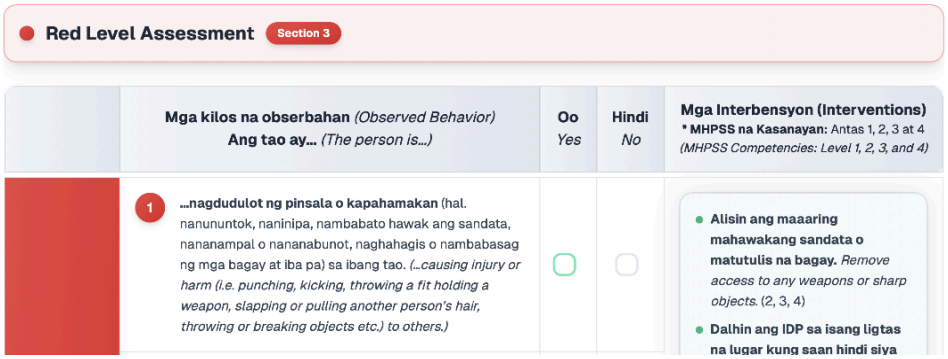


- **Yellow Level Assessment -** This level section addresses behaviors that need attention and monitoring. Here, the responder must observe the person

and apply necessary interventions.

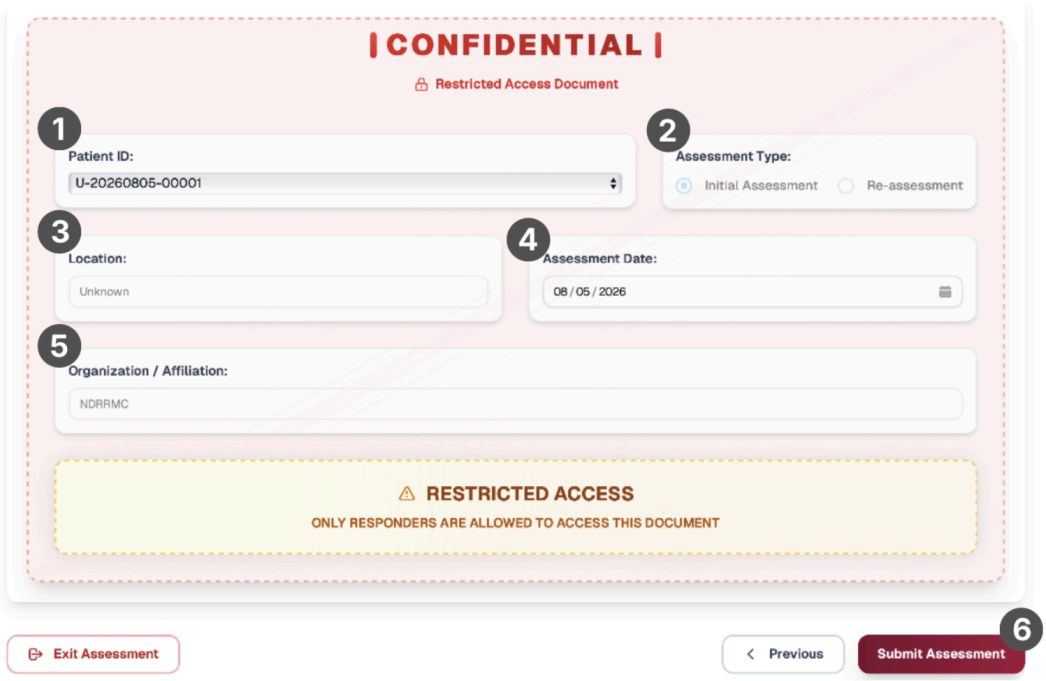


- **Red Level Assessment -** This level section contains critical behavior indicators. If a Yes answer is selected in this section, the required intervention must be immediately performed because it may require urgent attention.



3.4.2 UNAHON CONFIDENTIAL FORM

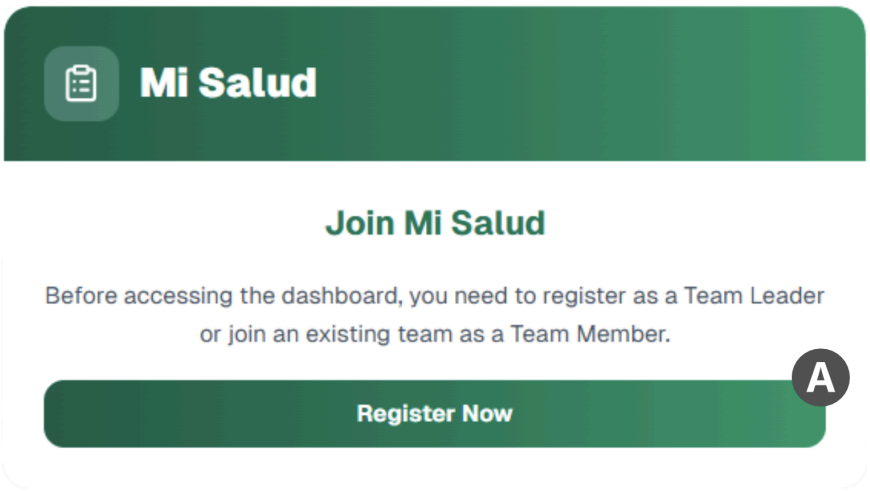
To complete the assessment, a responder must fill out a confidential form prompting for the patient's information.



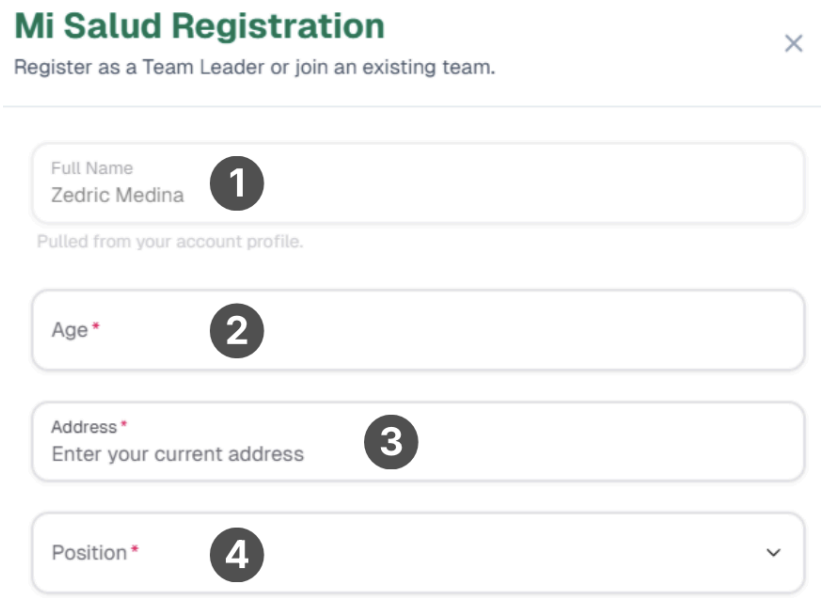
1. Select the generated patient ID from the **Patient ID** dropdown
2. Choose whether the assessment is an 'Initial Assessment' or 'Re-assessment' in the **Assessment Type** field
3. The **Location** field asks where the assessment is conducted, which can either be manually entered or automatically pinned
4. Enter the **Date** the assessment was made in the 'Assessment Date' field
5. The **Organization / Affiliation** field prompts for the responder's organization or affiliation
6. To finalize the submission of the assessment, click the **'Submit Assessment'** button. You will be given a confirmation message to verify your final submission

3.5 MI SALUD

Mi Salud helps monitor team wellness and individual responder health. Registration is required before accessing the tool's dashboard. To register, click the **A) 'Register Now'** button.



3.5.1 MI SALUD REGISTRATION

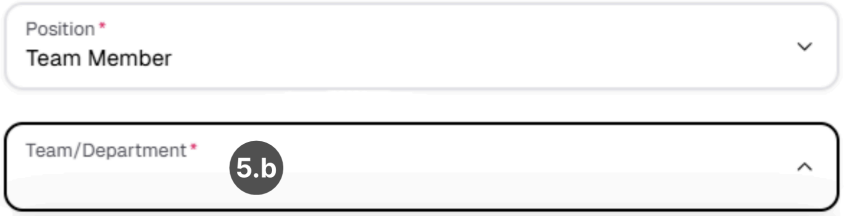


1. Enter your **full name**
2. Enter your **age**
3. Enter your **current address**
4. Select your **position**

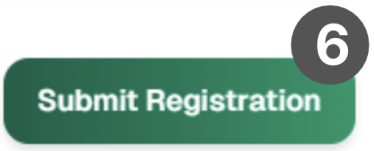
5.a If you are a team leader, enter your **team or department name**



5.b If you are a team member, select your **team or department** from the dropdown

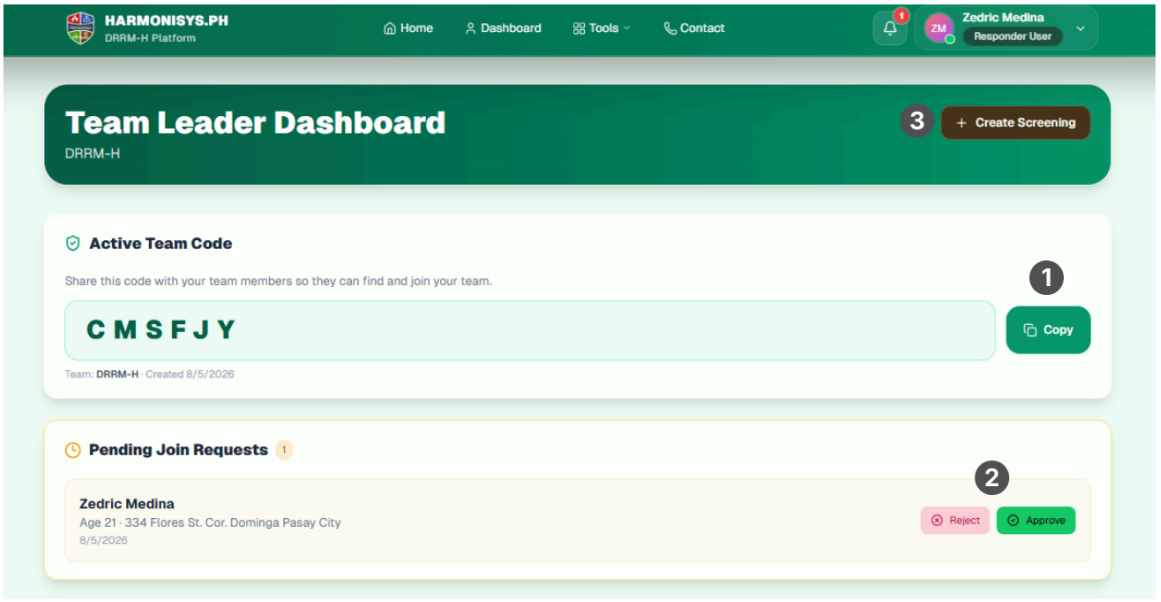


6. Click **'Submit Registration'** to finalize your registration. Wait for your registration to be approved.

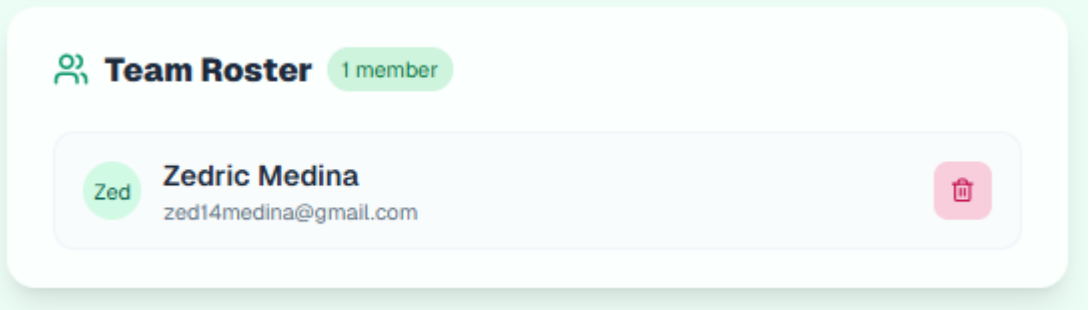


3.5.2 MI SALUD TEAM LEADER DASHBOARD

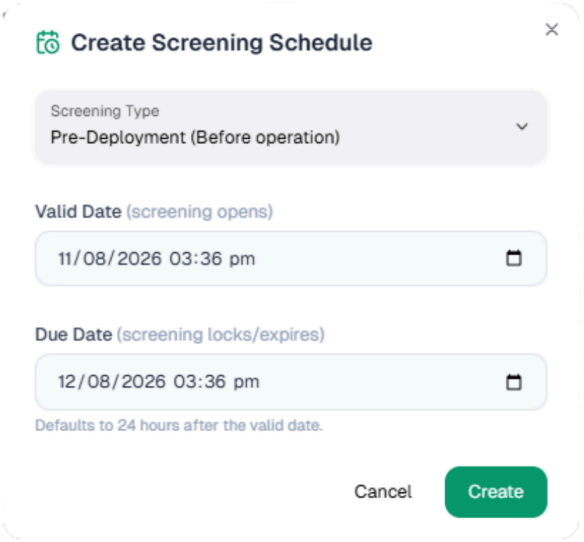
The Team Leader Dashboard allows approved Team Leaders to manage their members and create wellness screenings.



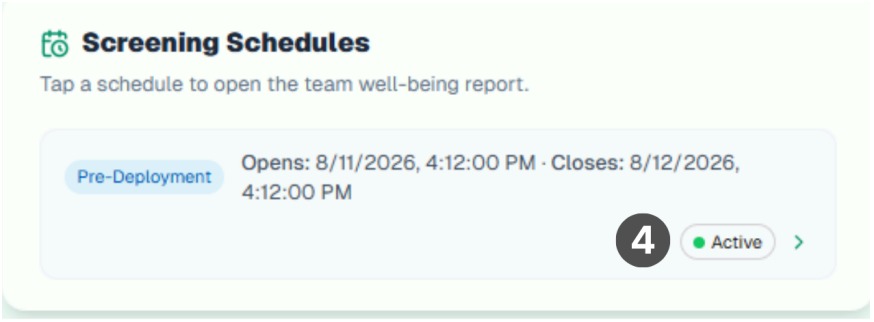
1. Click **'Copy'** to copy and share the team's active code.
2. Use **'Approve'** or **'Reject'** to manage pending member requests. Once approved, the team member will reflect in the team roster.



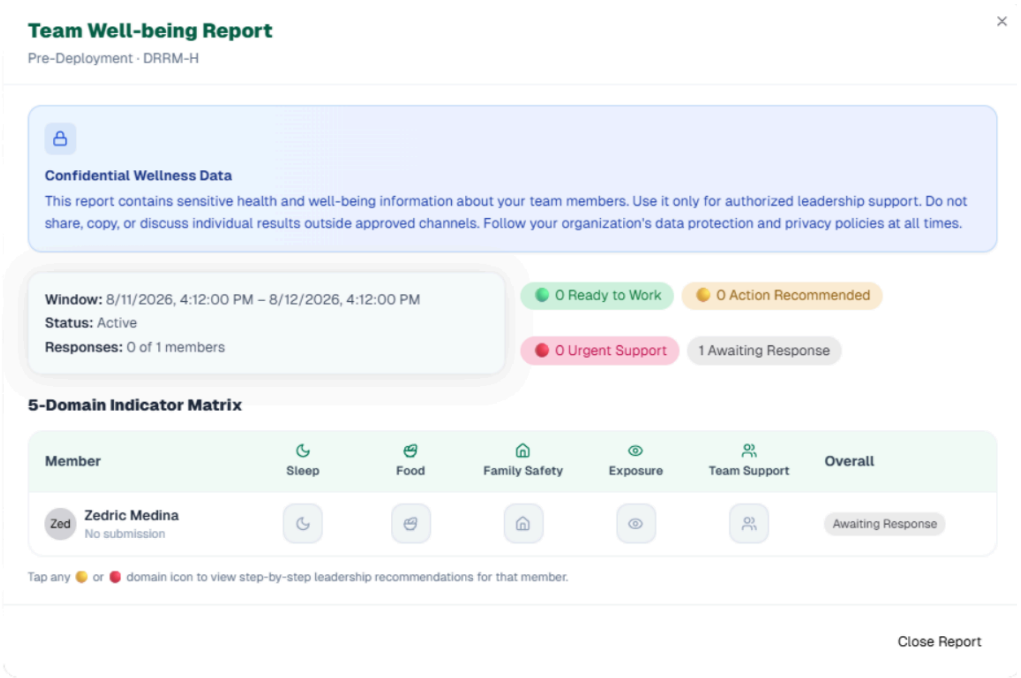
3. Click **'Create Screening'** to schedule a Pre-deployment, During Deployment, or Post-deployment assessment. It will show this pop up…



After creating, it will reflect in the **'Screening Schedules'** table.

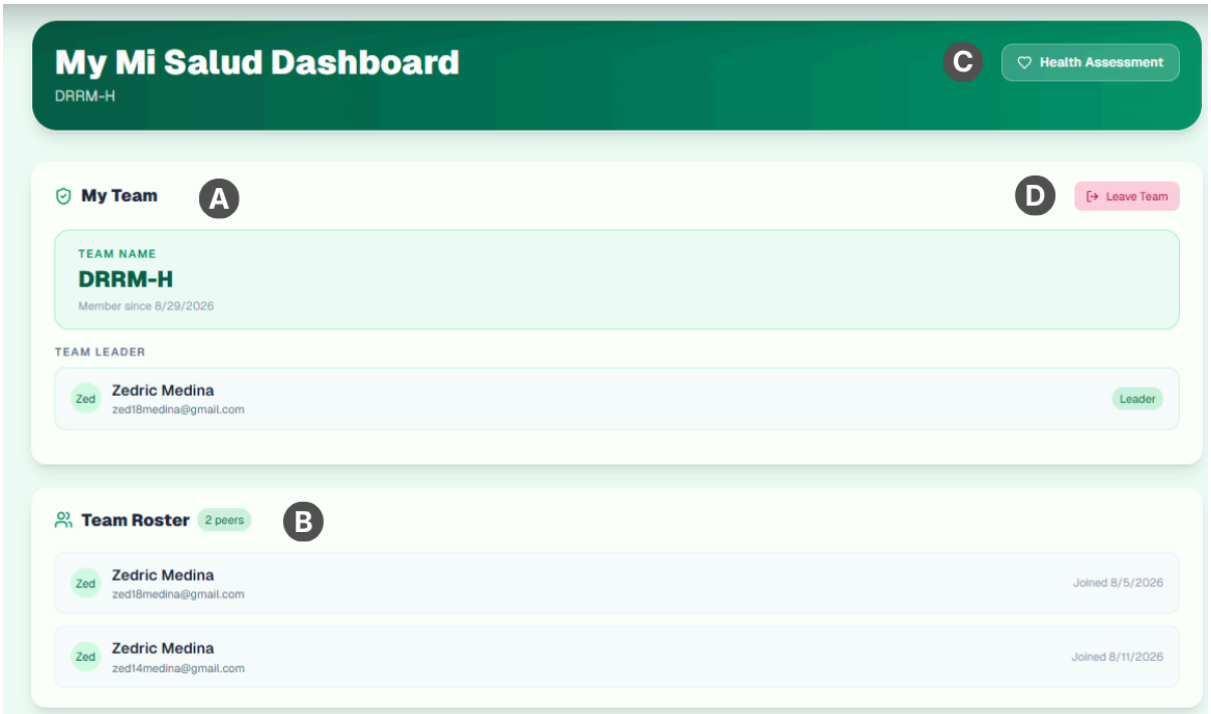


4. When clicked, it will show the **Team Well-being Report**.



3.5.3 MI SALUD TEAM MEMBER DASHBOARD

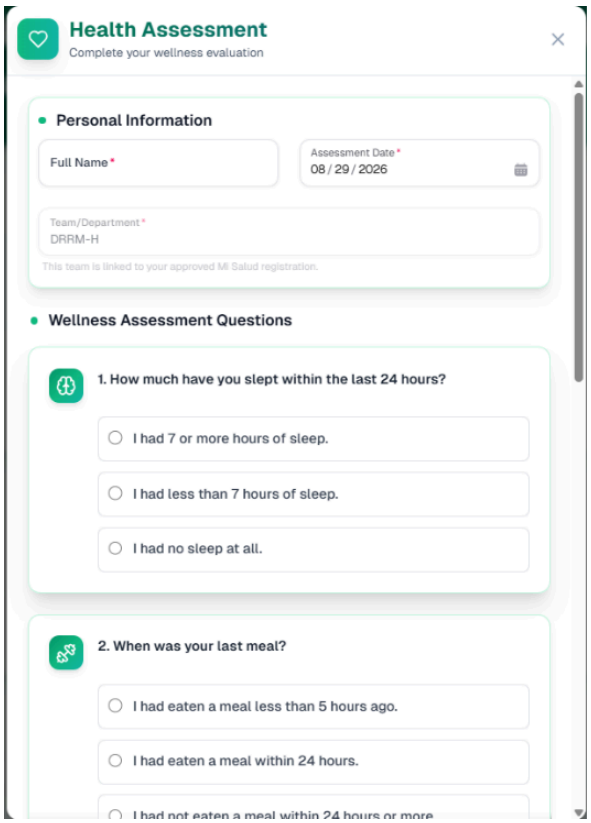
The Mi Salud Team Member page allows registered responders to view their team information, complete wellness assessments, access assigned screenings, and manage their team membership.



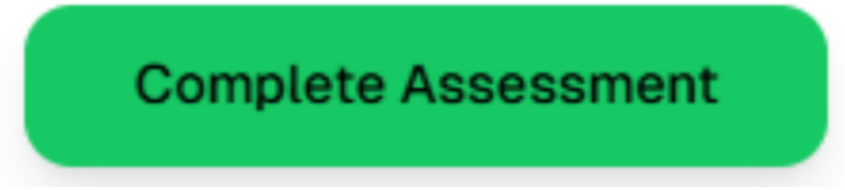
A. View the **Team Information** to see the assigned team and Team Leader.

B. View the **Team Roster** to see the other registered members of the team.

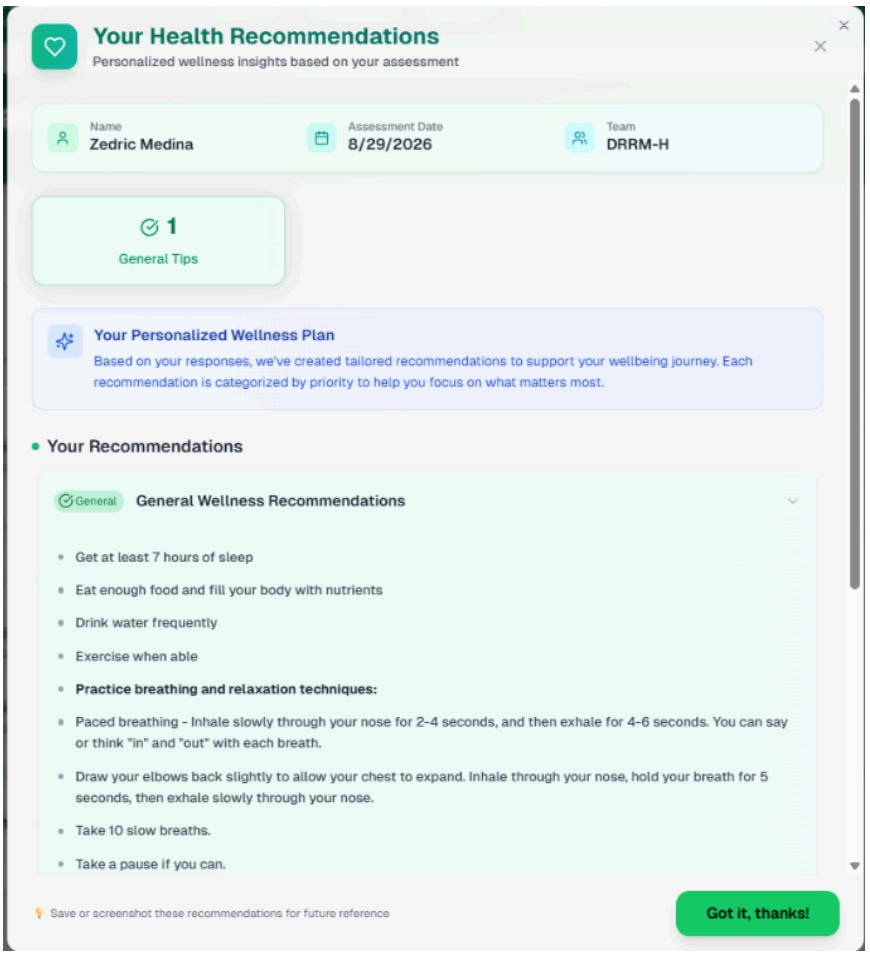
C. Click **'Health Assessment'** to complete a general wellness assessment.



You will have to answer 5 questions and then press '**Complete**' when done.

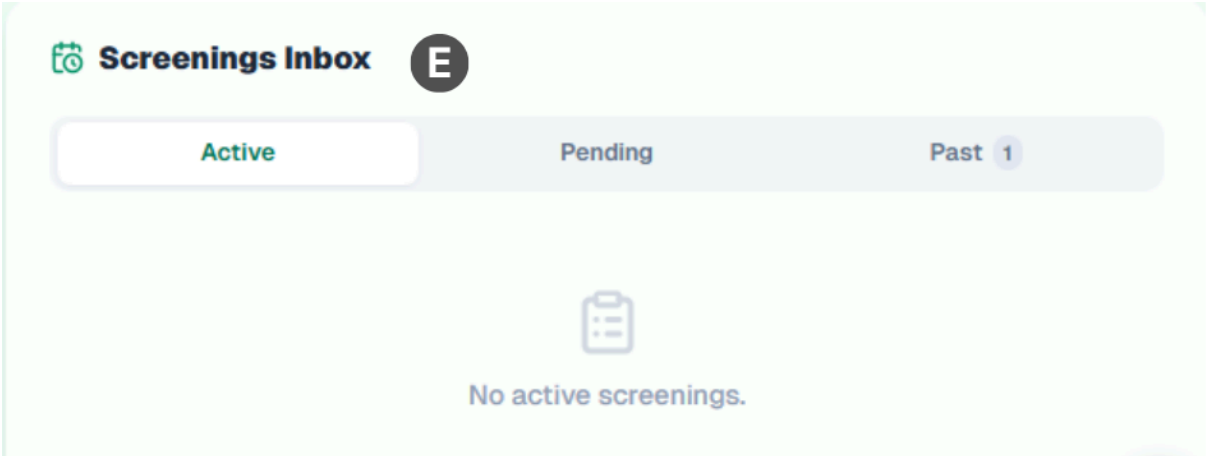


Afterwards, you will receive a summary/analysis.



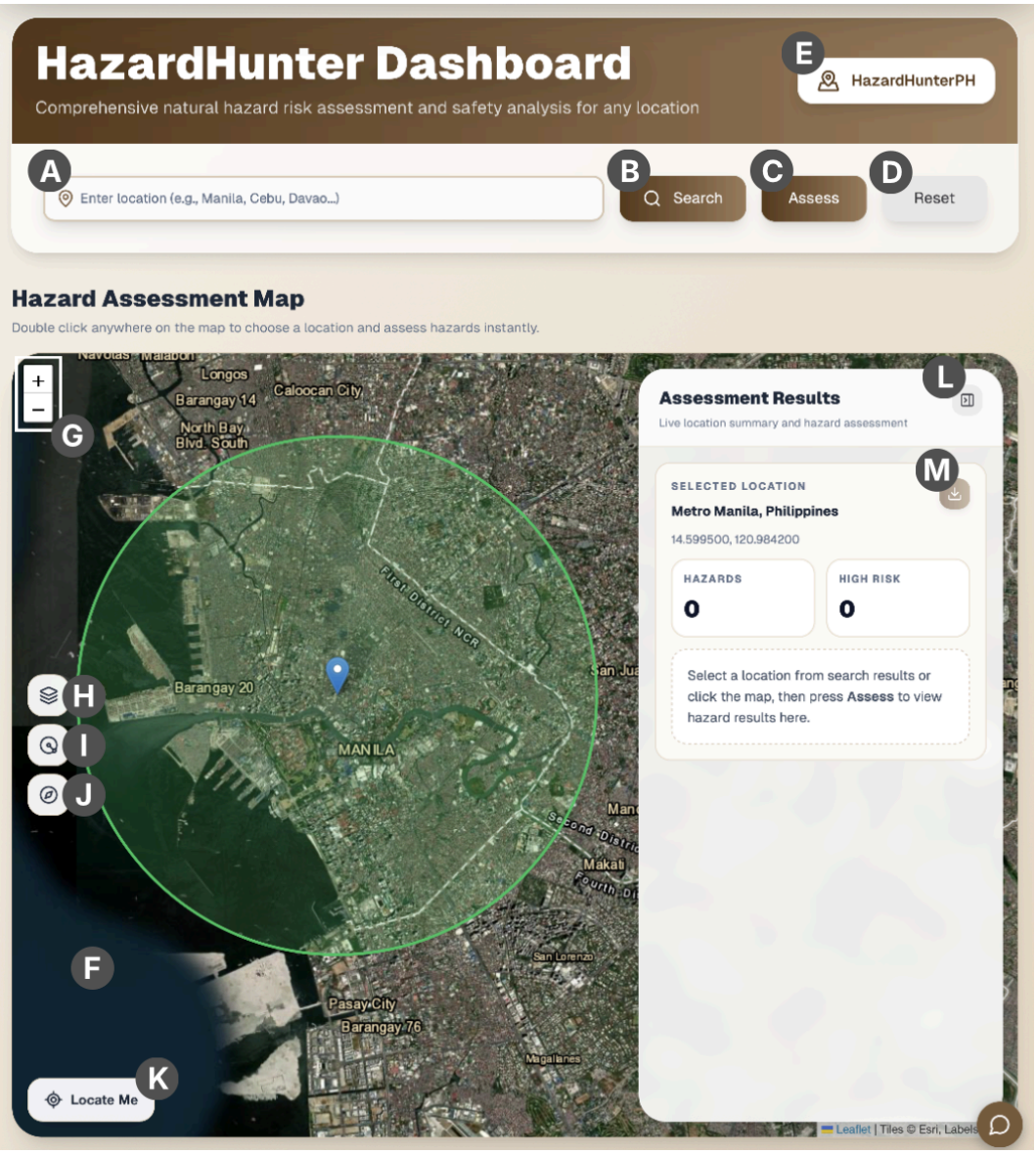
D. Click **'Leave Team'** to leave the current team. A confirmation message will appear before completing the action

E. Click **'Screenings'** to view wellness screenings assigned by the Team Leader.

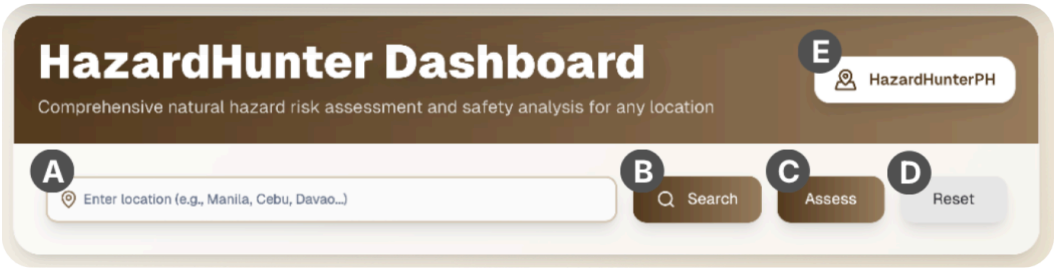


3.6 HAZARDHUNTER

HazardHunter is a tool that can be used by a responder to assess the possible hazards in a specific location.



3.6.1 HazardHunter Dashboard Header



N. Use the **Search** tab to look for a specific location to pin in the Hazard

Assessment Map

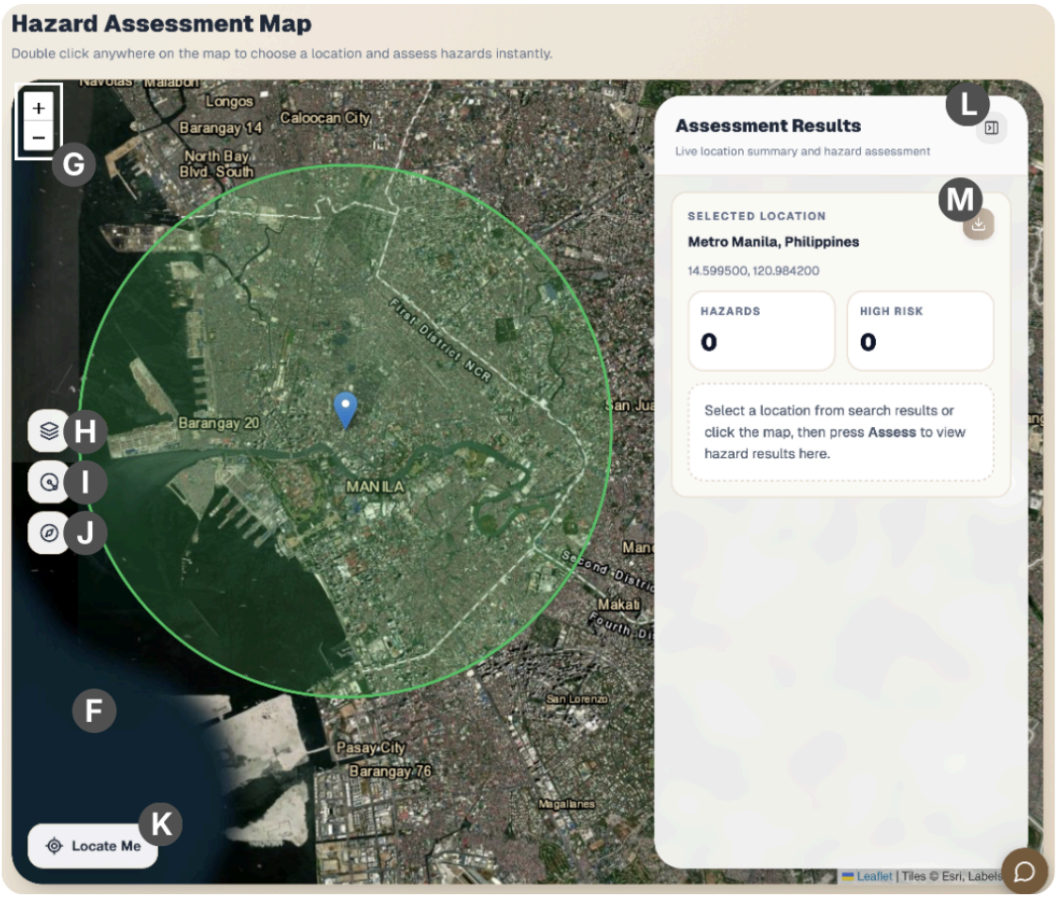
O. After entering a specific location, click the **'Search'** button to display matching location results.

P. To evaluate the hazards in the selected location, click the **'Assess'** button.

Q. To clear the current location pinned from the search tab, click the **'Reset'** button.

R. To be directed to the official HazardHunterPh website, click the **'HazardHunterPH'** button.

3.6.2 HazardHunter Map



S. Aside from manually looking up in the search tab, one may double click inside the Hazard Assessment Map to choose a location

T. Manage the **Zoom Controls** to zoom the displayed map in or out depending on one's preference

U. Click the '**Basemaps'** button to choose one's preferred basemap styles (Hybrid, Satellite, OpenStreetMap, Navigation and Topographic)

V. Click the '**Change Radius'** button to adjust the coverage around the selected location

W. Click the '**Compass'** button to reset the direction of the map and point north

X. If one opts to pin one's current location, click the **'Locate Me'** button

Y. Click the '**Collapse'** button to hide the Assessment Results popup

Z. Click the '**Download'** button to download the hazard assessment of chosen location in PDF form

STANDARD USER MANUAL

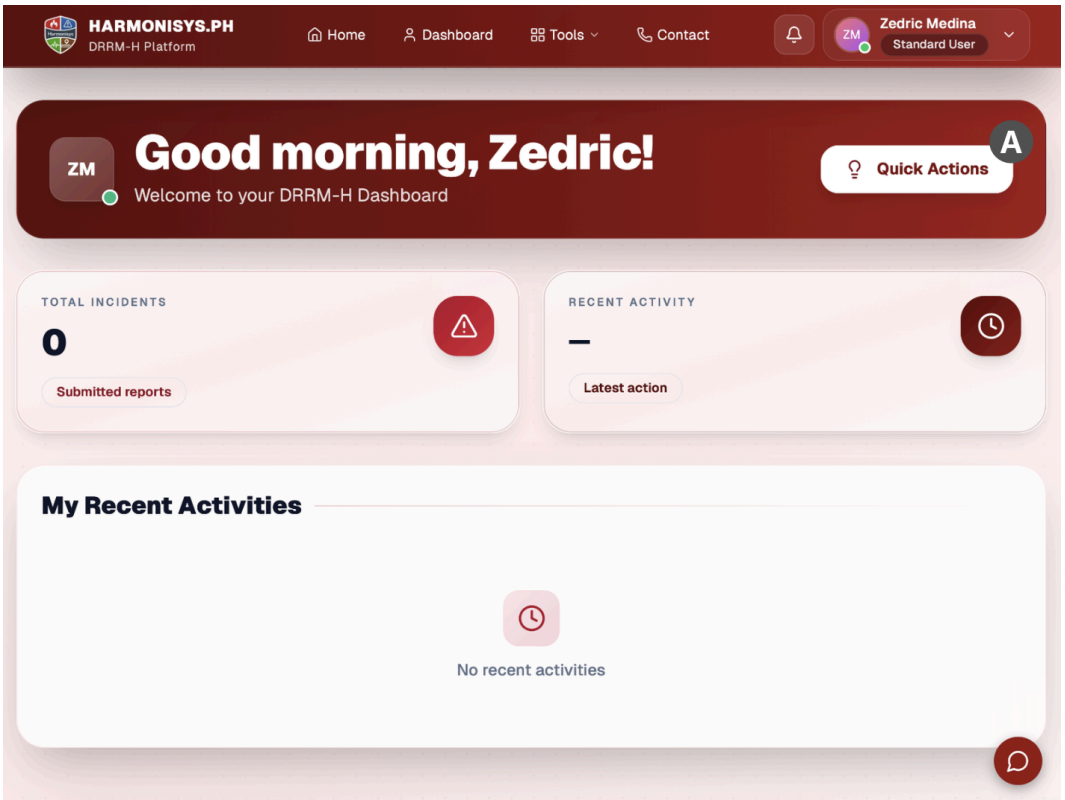
STANDARD USER MANUAL

The Standard User is the default role given to users who have registered in the Harmonisys Website but have not yet been approved for a higher role. This includes users who requested to become a Responder or Admin but are still waiting for Admin approval.

While in this pending state, standard users have limited system access to protect sensitive data. They can view general information pages and submit basic incident reports, but protected dashboards remain restricted.

4.1 STANDARD USER DASHBOARD OVERVIEW

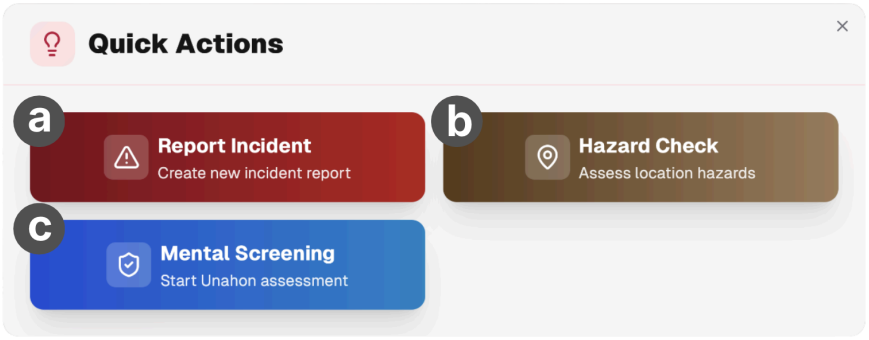
The Standard User Dashboard is the main page shown to users with limited access, allowing them to view basic account activity while waiting for role approval.



A. Click **'Quick Actions'** for immediate access to features available to standard users

4.1.1 Quick Actions

Standard users are only given access to the following quick actions unlike administrators and responders. They can submit an incident report, assess location hazards, and browse through a preview of the Unahon assessment.



a. Click '**Report Incident'** to be directed to the Incident Reporting System

b. Click '**Hazard Check'** to be directed to HazardHunter

c. Click '**Mental Screening'** to be directed to Unahon

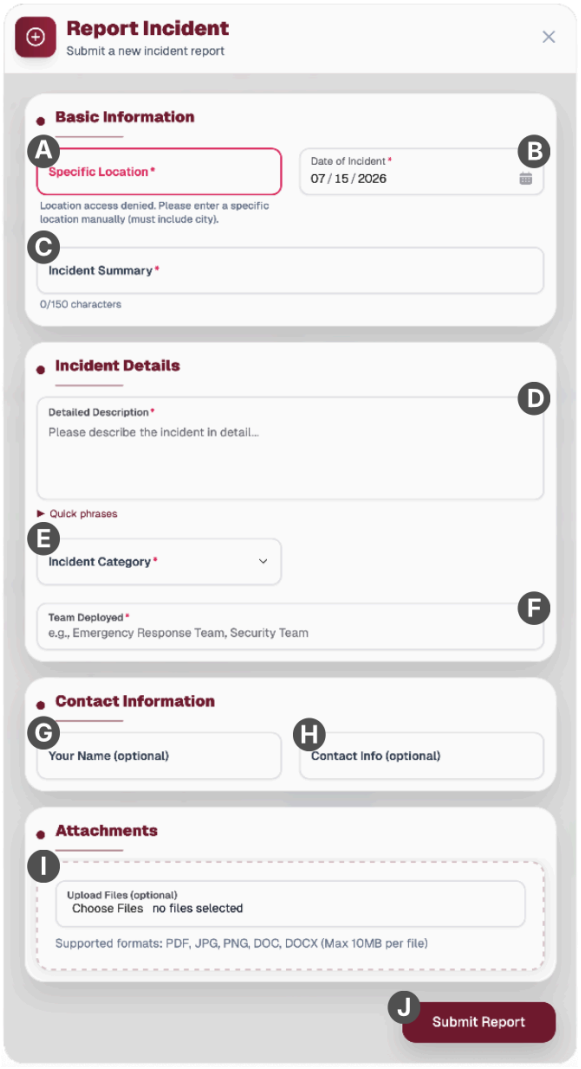
4.2 INCIDENT REPORTING SYSTEM (IRS)

For the Incident Reporting System (IRS) tool, standard users can report an incident.



A. Click the **'Report Incident'** button to access the incident report form

4.2.1 REPORT INCIDENT FORM DETAILS



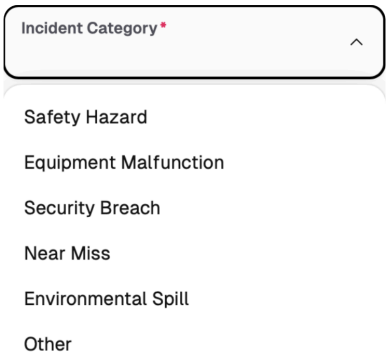
A. Enter the specific **Location** of the incident (must include a valid city)

B. Enter the **date** of the incident

C. Enter the **incident summary**

D. Provide a **detailed description** of the incident

E. Select the **incident category**



F. Enter the **team deployed** for the incident (e.g. Emergency Response Team, Security Team)

G-H. (Optional) Enter your **name** and **contact information** for follow-up communication

I. Upload supporting files (images, PDFs, documents) as evidence

J. Click **'Submit Report'** and wait for the system to display a success or error message (e.g., an error for an invalid location)

4.3 RAPID EARTHQUAKE DAMAGE ASSESSMENT SYSTEM

For the Rapid Earthquake Damage Assessment System (REDAS) tool, standard users have access to the REDAS Dashboard, GIS, FAQs, Awards & Recognitions, Feature Videos, Thesis Collaborations, and Software and Training Testimonials.



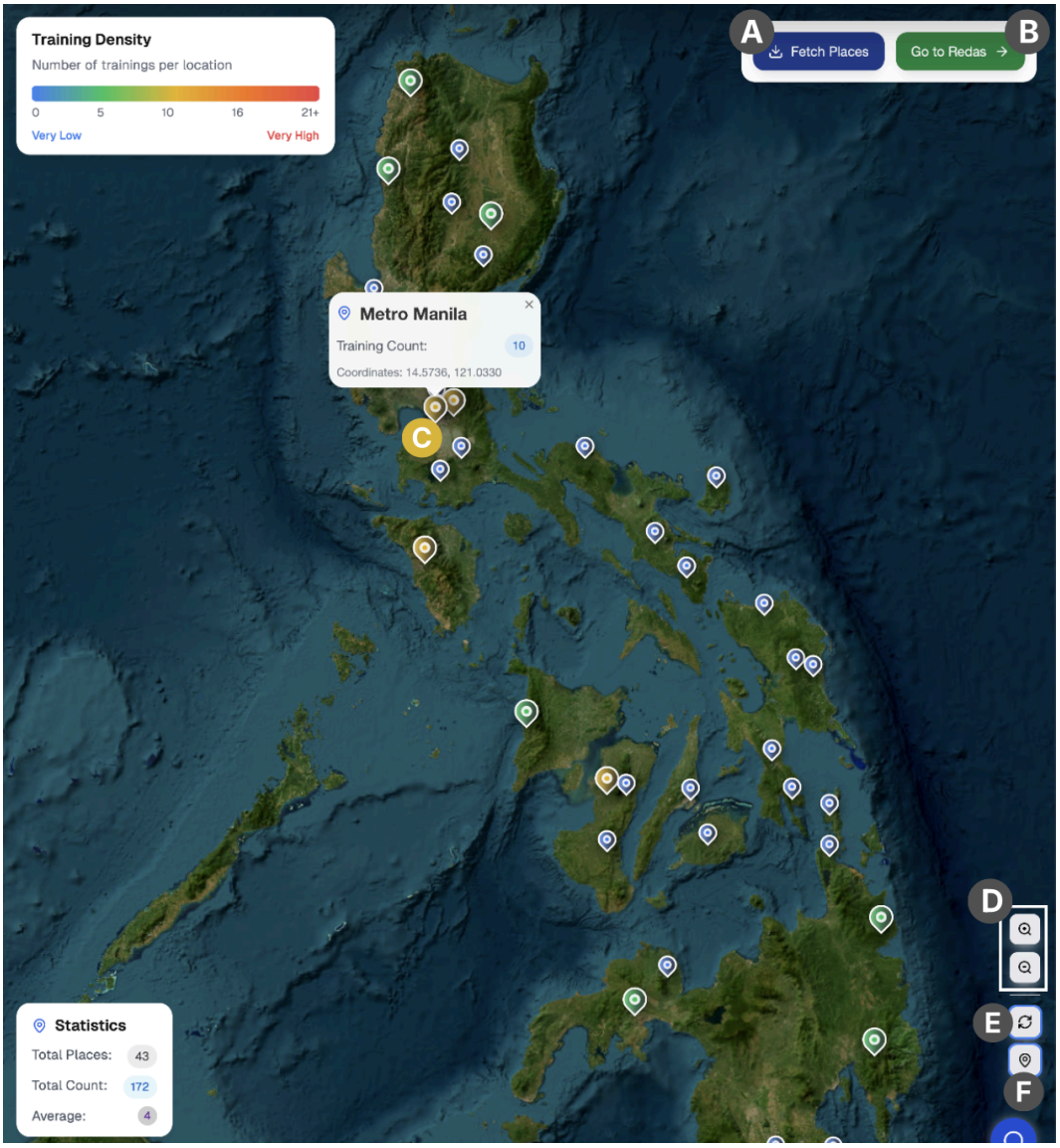
A. Click the **'REDAS Dashboard'** button to access main REDAS records, including training data, locations, and categories

B. Click the **'GIS'** button to open the REDAS GIS map to view training locations

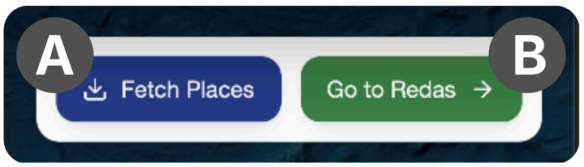
C. Click the **'FAQS'** button to browse through REDAS FAQs and guides

D. Browse through the featured videos and click on any video to play it

4.3.1 REDAS GIS



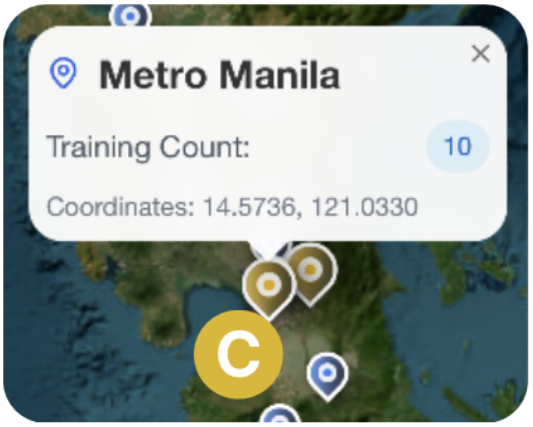
4.3.1.1 REDAS GIS Fetch Places and DOST REDAS Buttons



A. Click the **'Fetch Places'** button to update the map and show the latest training locations

B. Click the **'Go to Redas'** button to navigate to the Philippine Institute of Volcanology and Seismology (PHIVOLCS) REDAS

4.3.1.2 REDAS GIS Map Markers



C. Click on a specific **Map Marker** to view its location details (place name, training count, coordinates)

4.3.1.3 REDAS GIS Controls

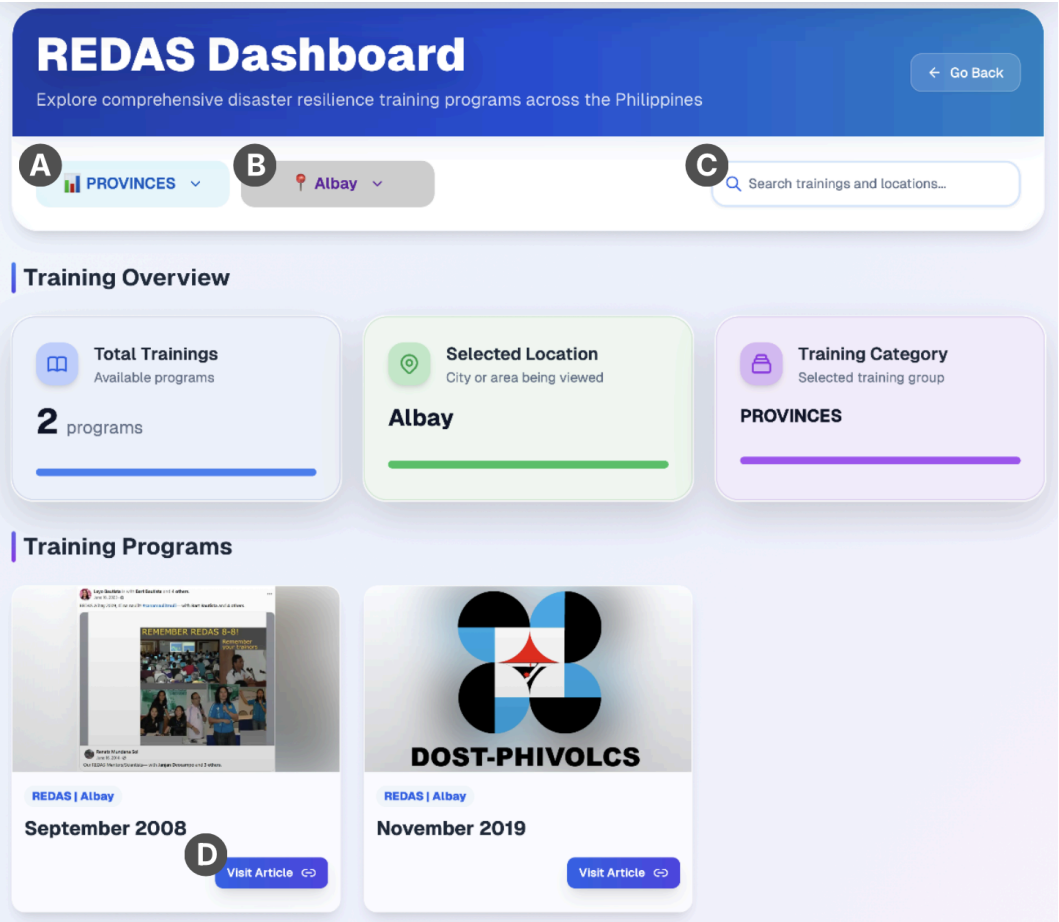


D. Use the **Zoom In and Out** controls to adjust viewing distance

E. Click the **'Training Density Legend'** button to show the legend at the top

F. Click the '**Map Marker'** button to show the Statistics card at the bottom

wa4.3.2 REDAS DASHBOARD



A. Use the **Category** dropdown (Provinces, Cities, NGOs, etc.) to filter the trainings based on the category selected

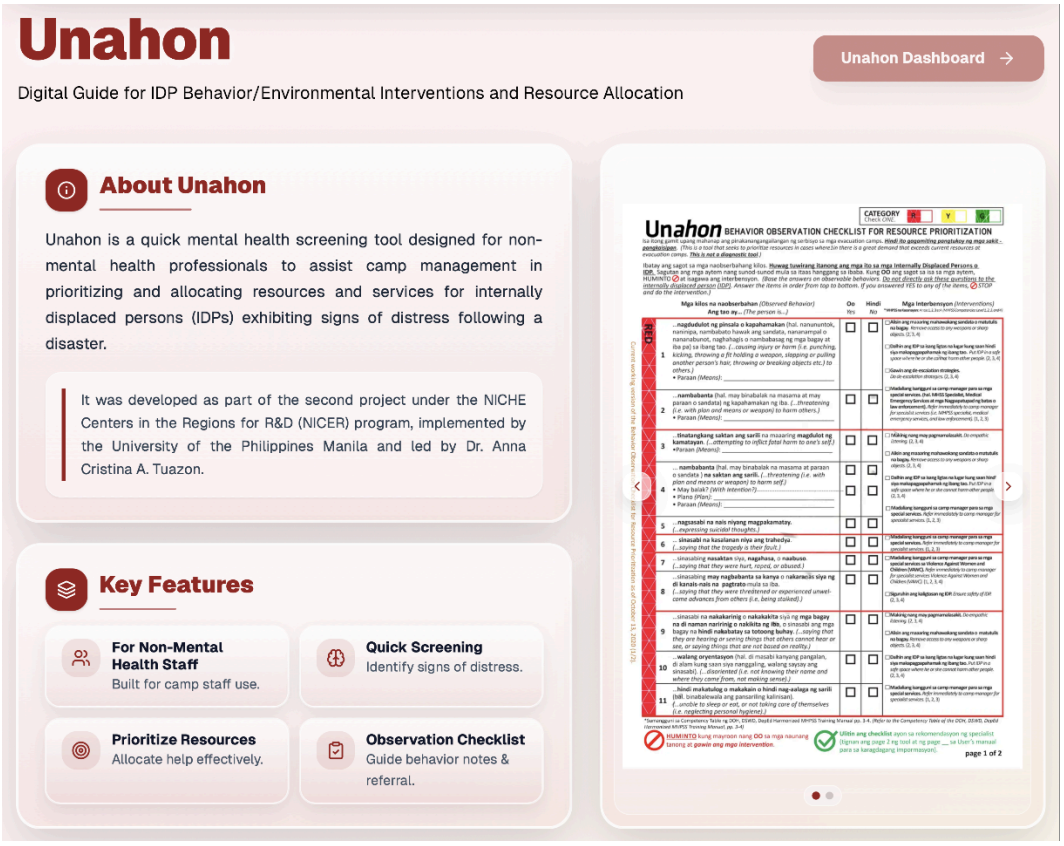
B. Use the **Location** dropdown to filter the trainings based on the location selected

C. Use the **Search** bar to find a specific training or location

D. Click **'Visit Article'** on any card to open the specific article

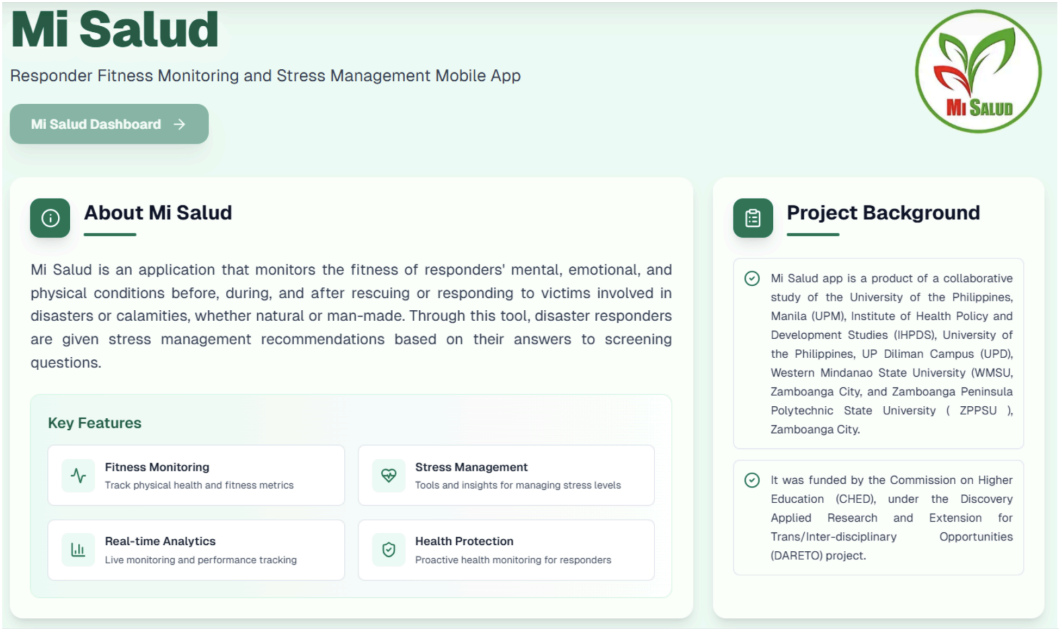
4.4 UNAHON

For the Unahon tool, standard users are only allowed to check the information page to learn about its purpose in behavioral observation for Internally Displaced Persons (IDPs), read through the listed features to understand how responders use it in the field, and look at the preview of the Unahon Behavior Observation Checklist For Resource Prioritization.



4.5 MI SALUD

For Mi Salud, standard users are only given access to the tool's overview, key features, and background.



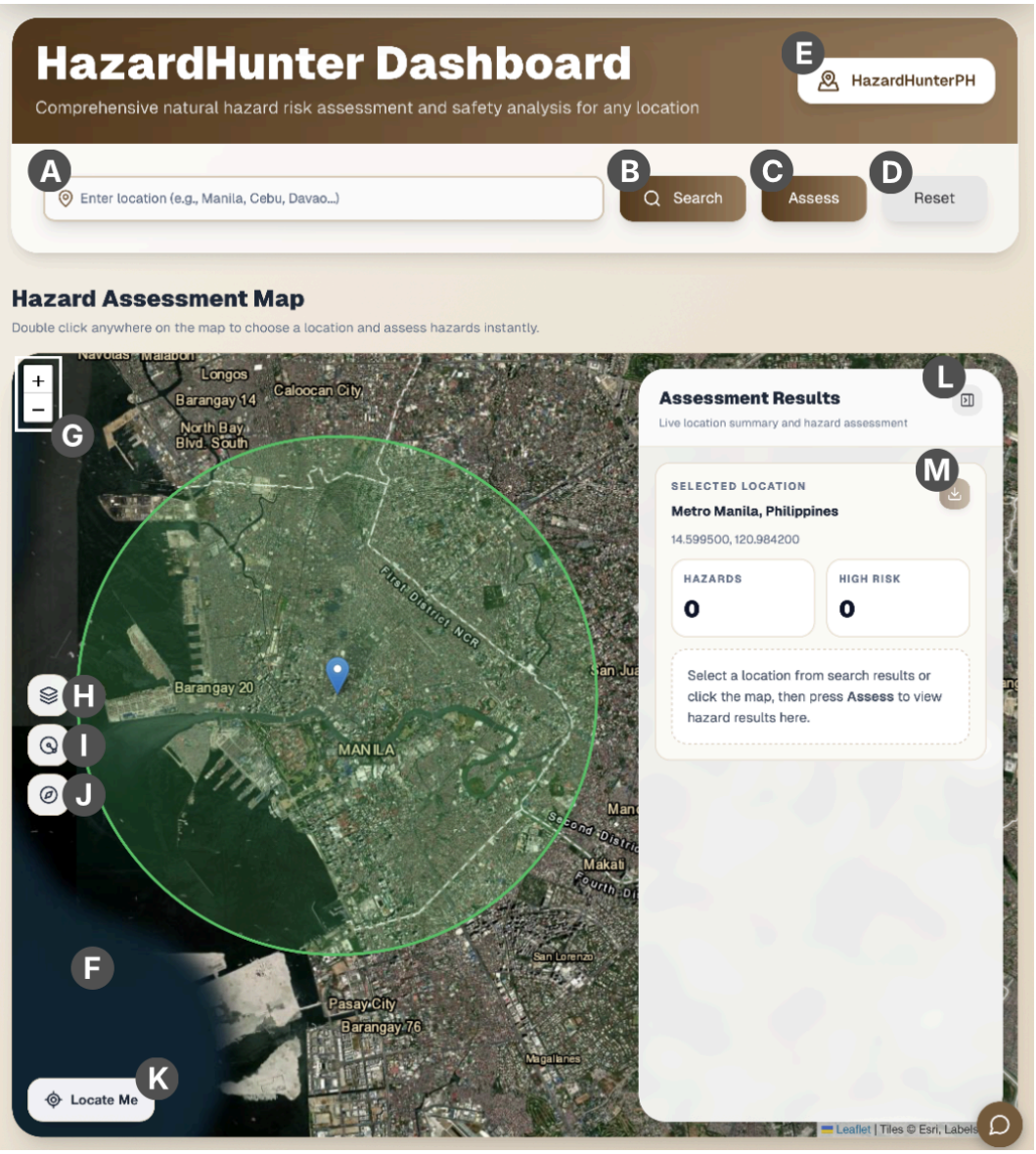
4.6 HAZARDHUNTER

For the HazardHunter tool, standard users have access to both the tool's information page and dashboard. They can use the tool to check location-based hazard risks even if they are not yet approved as an Admin or Responder.

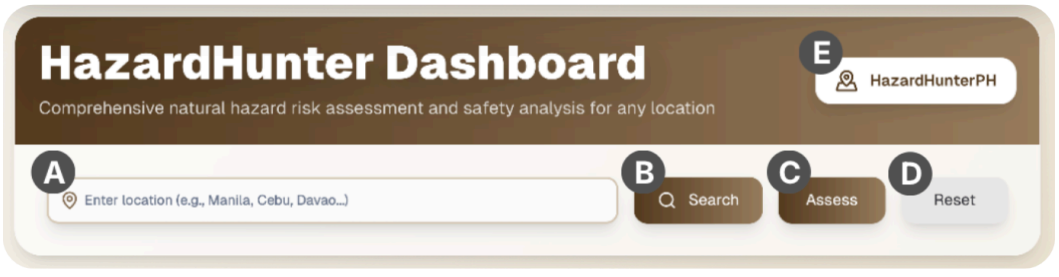


A. Click the **'HazardHunter Dashboard'** button to navigate to the tool's dashboard and map

4.6.1 HAZARDHUNTER Dashboard



4.6.1.1 HazardHunter Dashboard Header



A. Use the **Search** tab to look for a specific location to pin in the Hazard Assessment Map

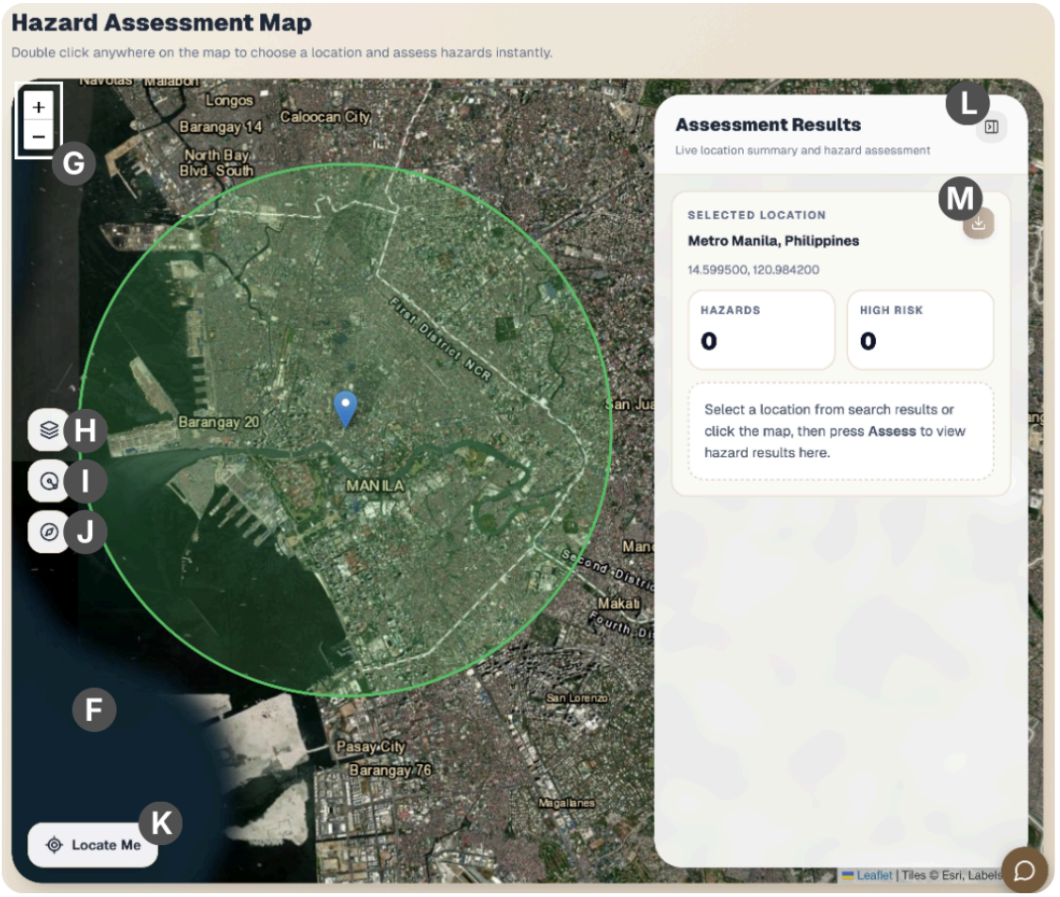
B. After entering a specific location, click the **'Search'** button to display matching location results

C. To evaluate the hazards in the selected location, click the **'Assess'** button

D. To clear the current location pinned from the search tab, click **'Reset'** button

E. To be directed to the official HazardHunterPh website, click the **'HazardHunterPH'** button

4.5.1.2 HazardHunter Map



F. Aside from manually looking up in the search tab, one may double click inside the Hazard Assessment Map to choose a location

G. Manage the **Zoom Controls** to zoom the displayed map in or out depending on one's preference

H. Click the '**Basemaps'** button to choose one's preferred basemap styles (Hybrid, Satellite, OpenStreetMap, Navigation and Topographic)

I. Click the '**Change Radius'** button to adjust the coverage around the selected location

J. Click the '**Compass'** button to reset the direction of the map and point north

K. If one opts to pin one's current location, click the **'Locate Me'** button

L. Click the '**Collapse'** button to hide the Assessment Results popup

M. Click the '**Download'** button to download the hazard assessment of chosen location in PDF form

SYSTEM TOOLS & SUPPORT

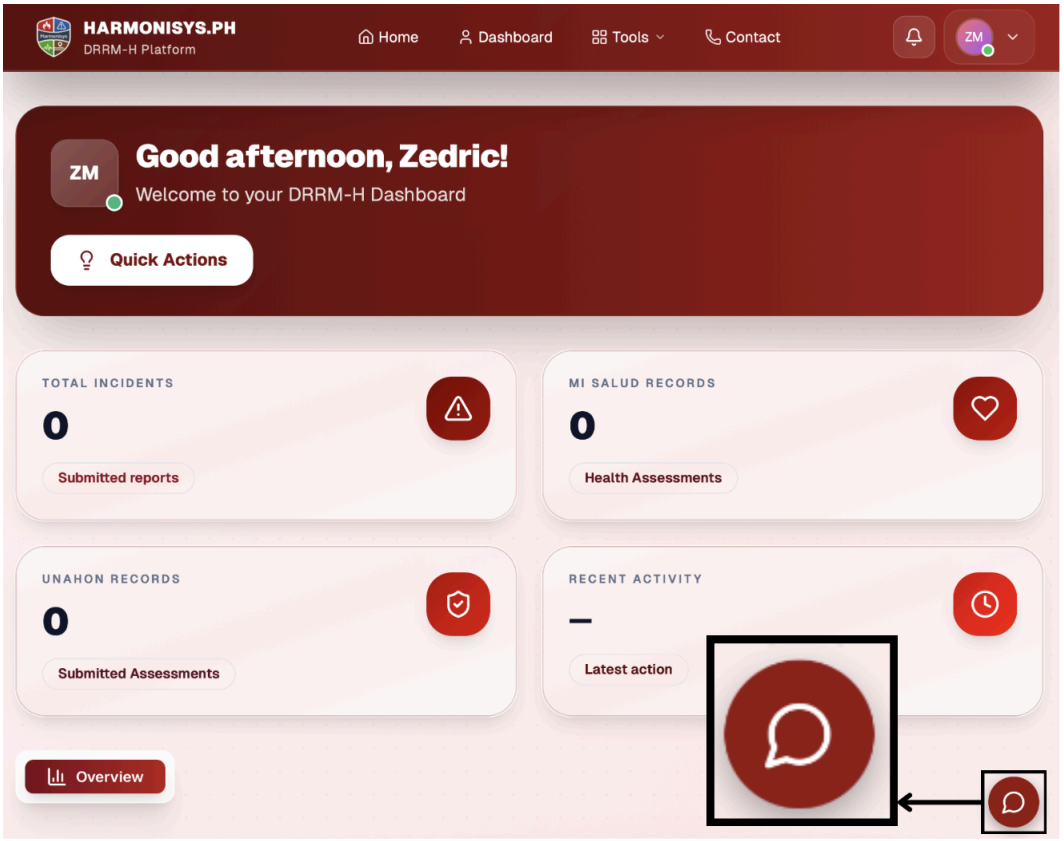
SYSTEM TOOLS & SUPPORT

To ensure all users can navigate the Harmonisys Website effectively, the system includes a built-in virtual assistant.

5.1 DRRM-H ASSISTANT CHATBOT

The DRRM-H Assistant Chatbot is a floating help tool designed to provide quick guidance about the main system modules (IRS, REDAS, Unahon, Mi Salud, and HazardHunter). It helps users understand how to use the tools, where to find specific features, and what each module is used for.

To open the Chatbot, click the floating chat icon at the bottom-right corner of your screen. Read the welcome message and take note of the Emergency Reminder stating the bot is for guidance only, not for life-threatening dispatch.



A. Click any of the pre-set question buttons to instantly generate an answer without needing to type

B. If your issue isn't listed, type your specific question into the Chat Input Field and click the Send button to receive step-by-step instructions or tool explanations

C. Click the **'X'** button to close the chatbot window. The floating icon will remain available on your screen

SYSTEM LIMITATIONS & RESTRICTIONS

SYSTEM LIMITATIONS & RESTRICTIONS

This section outlines the operational boundaries, data security rules, and access controls built into the Harmonisys Website to ensure proper usage and system integrity. To protect system integrity, operational and analytical features are strictly gated by user roles.

6.1 ROLE-BASED ACCESS RESTRICTIONS

Role	**Access Limitations**
Standard User	Can submit basic IRS reports and fully use the HazardHunter assessment tool. Cannot access IRS analytics, view other users' incident reports, or open the Unahon and Mi Salud dashboards.
Pending Responder / Admin	Treated as a Standard User. Full access is withheld until an existing Admin manually reviews their credentials and approves the role upgrade.

6.2 DATA PRIVACY AND CONFIDENTIALITY

- **Unahon Confidentiality:** Access to the Unahon Confidential Form is completely restricted to approved Responders and Admins, as it houses protected personal details and observation records.

- **Patient Anonymization:** The system automatically generates a unique Patient ID for Unahon records to organize data without exposing the individual’s real name.

- **Mi Salud Team Silos:** Responder tracking is strictly compartmentalized. Users cannot submit assessments or view team metrics until they are officially approved to join that specific Mi Salud team or department.

6.3 SYSTEM AND GEOGRAPHICAL DEPENDENCIES

Several DRRM tools within the website rely on accurate spatial data and specific user inputs to function.

- **IRS Location Validation:** The Incident Reporting System strictly requires a valid city in the location field; an incident report will throw an error and fail to submit without it.

- **Manual Data Fetching:** The REDAS GIS map requires the user to manually trigger the "Fetch Places" function to retrieve and display the latest training location data from the servers.

- **Map Interactivity:** HazardHunter and REDAS rely heavily on interactive map coordinates, requiring users to either input exact addresses, double-click the map, or use device tracking ("Locate Me") to generate accurate hazard assessments.

END