ONLINE CAPDEV MARKET SYSTEM (OCDMS)

User Manual

LGU

WEBSITE INTERFACE

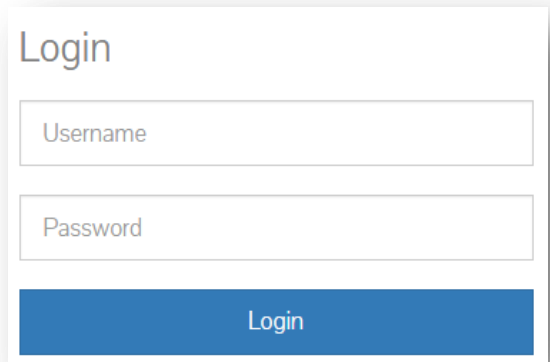- **To access OCDMS pages**
    - Open any browser (Mozilla Firefox, Google Chrome, etc.) and type *www.ocdms.lga.gov.ph*

- **To Login**
    - First Time User
    Username and Password will be provided for you.

- **To Logout**
    - Click on the **LOGOUT** button from the main menu

MY PROFILE

- **Editing Your Profile**
  - <u>Step 1</u>: Go to **My Profile** from the Main Menu

  - <u>Step 2</u>: Click **Edit Profile** button on the upper-right hand corner to edit.

LRI & LGU LIST

- **LRI & LGU List**
  - This is the same as the Online Public Access located on the homepage.
  - To find LRI Users, go to **LRI List**
  - To find LGU Users, to **LGU List**
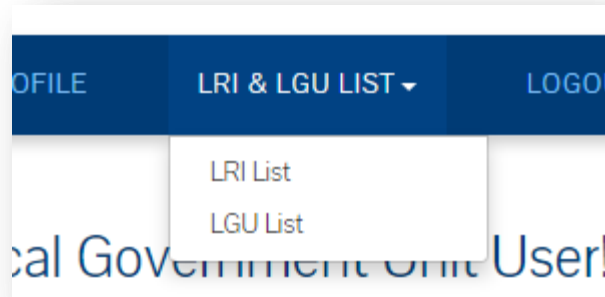
- **LRI List**

- **LGU List**
  - Click on **Plus Sign (+)** to view user types and click on **View** on your desired choice

DASHBOARD

My Sectoral Concerns

Program Suggestions from LRI

MY SECTORAL CONCERN

- **My Sectoral Concern**
  - View all your sectoral concerns and current assigned program on this page
    1. Click **Matching Interventions** to view your matching interventions
    2. Click **Edit** beside the created sectoral concern to edit.
       You can also **Export to PDF** to export the filled form.
    3. Click **Create New Sectoral Concern** to add a concern.

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1

MY SECTORAL CONCERNS

| Matching Interventions | Create New Sectoral Concern |

Show 10 ▼ entries   Search:

PRIORITY SECTOR DESCRIPTION	PRIORITY SECTOR	ACTION
fgdfgf	Basic Utilities (Socially-Protective and Safe LGUs)	**2** Edit Export to PDF

Showing 1 to 1 of 1 entries

Previous **1** Next

MY CURRENT ASSIGNED PROGRAM

Show 10 ▼ entries   Search:

COURSE/PROGRAM NAME	LOCAL RESEARCH INSTITUTE	PROVINCE/REGION	ACTION
	No data available in table		

Showing 0 to 0 of 0 entries

Previous Next

MY SECTORAL CONCERN

- **Matching Interventions**
    - This page allows you to view all your matching interventions.
    - Click on the **Plus Sign (+)** to View the Basic Utilities.

MY SECTORAL CONCERN

- **Edit Sectoral Concern**
    - Edit the page as you wish and click **Save Changes** when done

MY SECTORAL CONCERN

- **Create Sectoral Concern**
    - Fill up the form to create a sectoral concern.
    - Don't forget to click on the Plus Sign (+) to see other text under it.
    - Click **Save Sectoral Concern** when finished.

PROGRAM SUGGESTIONS FROM LRI

- **Program Suggestions from LRI**
  - You may view program suggestions from LRI