BAI Website User Manual

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1. Introduction

Welcome to the Bureau of Animal Industry's official website! We are thrilled to present this user manual to guide you through the various features and functionalities that our online platform has to offer. As a dedicated government agency committed to the welfare of animals and the enhancement of the livestock industry, the Bureau of Animal Industry (BAI) is constantly striving to provide accessible and efficient services to our stakeholders.

About the Bureau of Animal Industry

The BAI plays a pivotal role in safeguarding the health and well-being of animals, promoting responsible animal husbandry practices, and ensuring the quality and safety of animal products in our nation. Our website serves as a valuable portal for stakeholders, including farmers, veterinarians, researchers, and the general public, to access essential information, services, and resources.

2. Purpose of the User Manual

This user manual has been meticulously crafted to assist you in navigating our website seamlessly. Whether you are a livestock producer seeking information on disease prevention, a veterinarian looking for regulatory guidelines, or a researcher exploring the latest advancements in animal science, this manual will serve as your comprehensive guide.

Key Features Covered

- **Navigation:** Learn how to easily explore the various sections of our website.
- **Services:** Discover the array of services and resources available online for your convenience.
- **Updates and Announcements:** Stay informed about the latest news, events, and developments within the BAI.
- **Contact Information:** Find the relevant contact details to reach out to our team for assistance.

We encourage you to familiarize yourself with the contents of this user manual to make the most of your online experience with the Bureau of Animal Industry. Thank you for choosing to engage with us digitally, and we are confident that this guide will enhance your interaction with our website.

For any further inquiries or assistance, please feel free to reach out to our dedicated support team.

Welcome to the Bureau of Animal Industry's online community!

3. Target Audience

The Bureau of Animal Industry (BAI) website is designed to cater to a diverse range of stakeholders, each with specific needs and requirements. One crucial segment of our target audience includes individuals and organizations actively seeking or applying for various certifications and licenses related to the animal industry. Here's a more detailed breakdown:

1. **Livestock Producers and Farmers:**
    - ***Description****:* Individuals engaged in animal husbandry, livestock production, and farming activities.
    - ***Needs****:* Practical guidelines, resources on animal health, market trends, and access to government programs and incentives.
    - ***Specific Focus*** *:* Certification for disease-free status, facility registration.
2. **Veterinarians and Animal Health Professionals:**

- ***Description****:* Veterinarians, animal health professionals, and researchers involved in safeguarding animal health.
- ***Needs****:* Regulatory guidelines, disease control protocols, research publications, and access to online services for permits and certifications.
- ***Specific Focus*** *:* Veterinary practitioner's license, certifications for disease control.

3. **Government Officials and Policy Makers:**
    - ***Description****:* Government officials and policymakers responsible for formulating and implementing regulations related to animal welfare and livestock management.
    - ***Needs****:* Legislative updates, statistical data on the livestock industry, and tools for monitoring and enforcement of regulations.
    - ***Specific Focus*** *:* Oversight of certifications and licenses.
4. **Researchers and Academia:**
    - ***Description****:* Researchers, academics, and students in the field of animal science and agriculture.
    - ***Needs****:* Access to research publications, academic resources, and information on ongoing projects and collaborations.
    - ***Specific Focus*** *:* Academic research on certifications and licenses.
5. **General Public and Animal Enthusiasts:**
    - ***Description****:* Individuals with a general interest in animals, animal welfare, or those seeking information on pets and responsible pet ownership.
    - ***Needs****:* Educational content on animal care, responsible ownership, and information on public events and initiatives.
    - ***Specific Focus*** *:* Awareness of certifications and licenses affecting the general public.
6. **Certification and Licensing Applicants:**
    - ***Description****:* Individuals and businesses actively seeking or applying for certifications and licenses offered by the BAI.
    - ***Needs****:* Clear application processes, guidance on required documents, and real-time status tracking.
    - ***Specific Focus*** *:* User-friendly guides on applying for facility registration, local shipping permits, and other certifications.
7. **International Collaborators and Partners:**
    - ***Description****:* Organizations and individuals from the international community collaborating with or interested in the activities and initiatives of the Bureau of Animal Industry.
    - ***Needs****:* Information on collaborative programs, international standards, and resources for cross-border collaborations.
    - ***Specific Focus*** *:* Harmonization of certifications for international trade.

Understanding the unique needs of each target audience segment allows the BAI to tailor its website content and services effectively. This includes providing detailed guides and resources specifically designed for those seeking or applying for certifications and licenses within the animal industry.

4. System Requirements

To guarantee a seamless and efficient experience while interacting with the Bureau of Animal Industry's website, users are advised to ensure that their systems meet the following requirements:

1. **Devices:**
    - *Desktop Computers:* Use a desktop computer or laptop for the best experience.
    - *Mobile Devices:* The website is designed to be responsive, allowing access from various mobile devices such as smartphones and tablets.
2. **Operating System:**
    - *Windows:* Windows 7 or later.
    - *Mac:* macOS 10.12 (Sierra) or later.
    - *Linux:* Most modern distributions.
3. **Web Browser:**

    Use the latest version of a modern web browser for optimal performance. Recommended browsers include:

        - Google Chrome
        - Mozilla Firefox
        - Microsoft Edge
        - Safari
4. **Internet Connection:**
    - A stable and high-speed internet connection is recommended for quick loading of pages and smooth access to online services.
5. **Screen Resolution:**
    - Recommended minimum screen resolution: 1366 x 768 pixels.
    - The website is designed to be responsive to various screen sizes, including smaller screens on mobile devices.
6. **JavaScript:**
    - Ensure that JavaScript is enabled in your web browser settings for the website's interactive features and dynamic content.
7. **Cookies:**
    - Enable cookies in your browser to ensure access to certain secure areas and personalized features.
8. **Security Software:**
    - Disable pop-up blockers for the Bureau of Animal Industry's website to ensure that important notifications and alerts are not blocked.
    - Ensure that any security software (firewall, antivirus) allows access to the website.
9. **PDF Viewer:**
    - A PDF viewer is recommended to access downloadable documents and resources available on the website.
10. **Account Requirements (If Applicable):**
    - If the website offers user accounts, ensure that you have a valid email address for account registration and communication.
    - Follow password guidelines for creating a secure password.
11. **Browser Plugins:**
    - Disable unnecessary browser plugins that may interfere with the website's functionality.
12. **Mobile App (If Applicable):**

- If the Bureau of Animal Industry offers a mobile app, ensure that your device meets the app's specific requirements available on the respective app store.

It is recommended to keep your system and browser up-to-date to benefit from the latest security features, improvements, and compatibility enhancements. Users encountering technical issues are encouraged to refer to the website's support resources or contact the provided support channels for assistance.

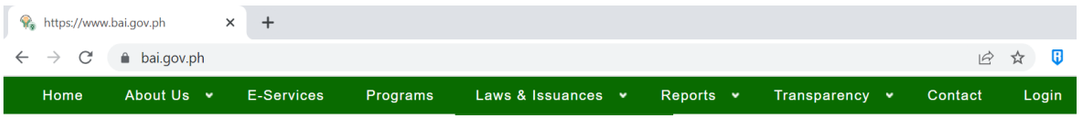
By adhering to these system requirements, users can optimize their experience and ensure the smooth functionality of the Bureau of Animal Industry's website.

5. Getting Started

Welcome to the Bureau of Animal Industry's online platform! Whether you are a livestock producer, veterinarian, researcher, or a member of the public interested in animal welfare, getting started with our website is a simple and straightforward process. Follow the steps below to make the most of the resources and services we offer:

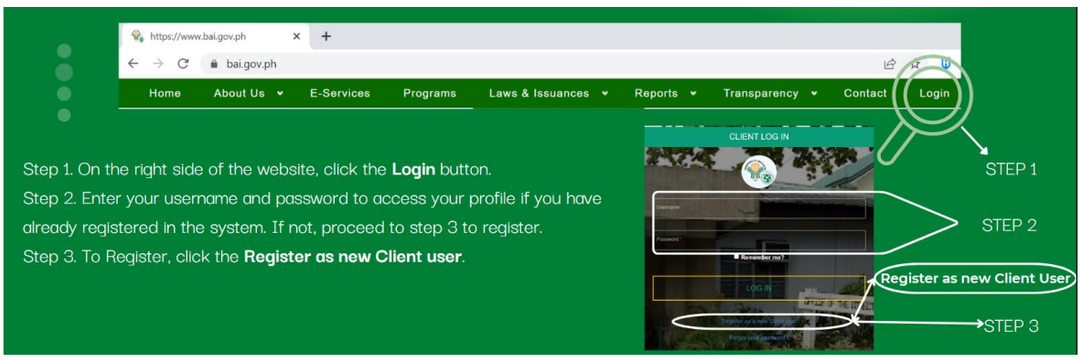
5.1 Accessing the Website

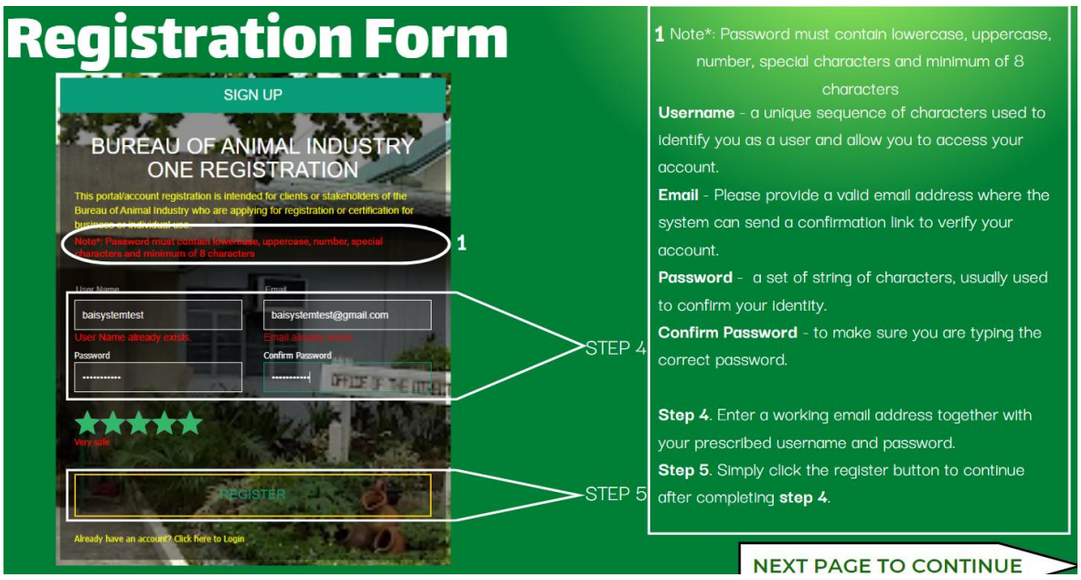
To access the BAI website, open your preferred web browser and navigate to bai.gov.ph. **Please see the instructions below.**



5.2 User Login/Registration

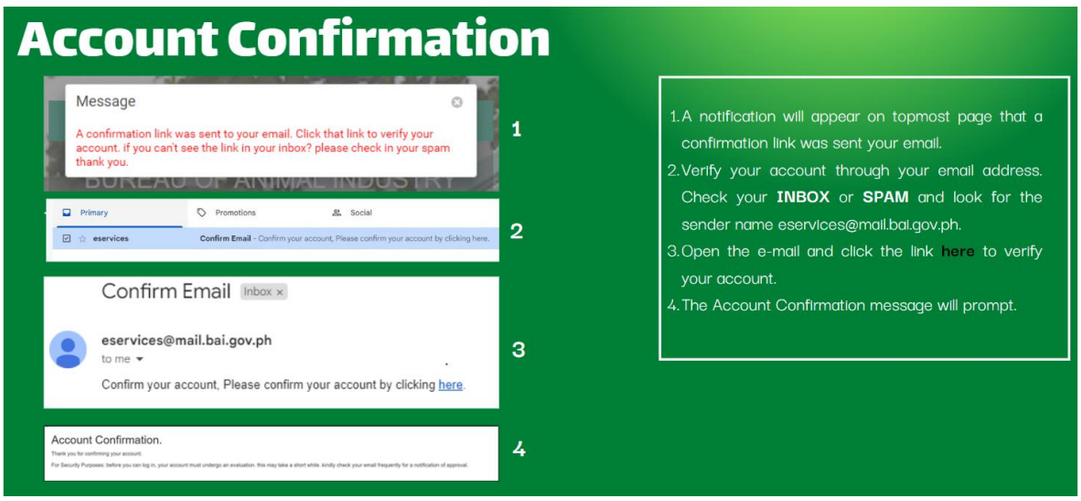
User Login and Registration are fundamental processes that grant you access to our platform. During Registration, provide your details to create an account. You'll then use these credentials to log in. For security, ensure a strong password. If you're a returning user, simply enter your credentials at the Login page. If new, follow the easy Registration steps. Both processes are designed for a seamless and secure user experience. **Please see the instructions below.**





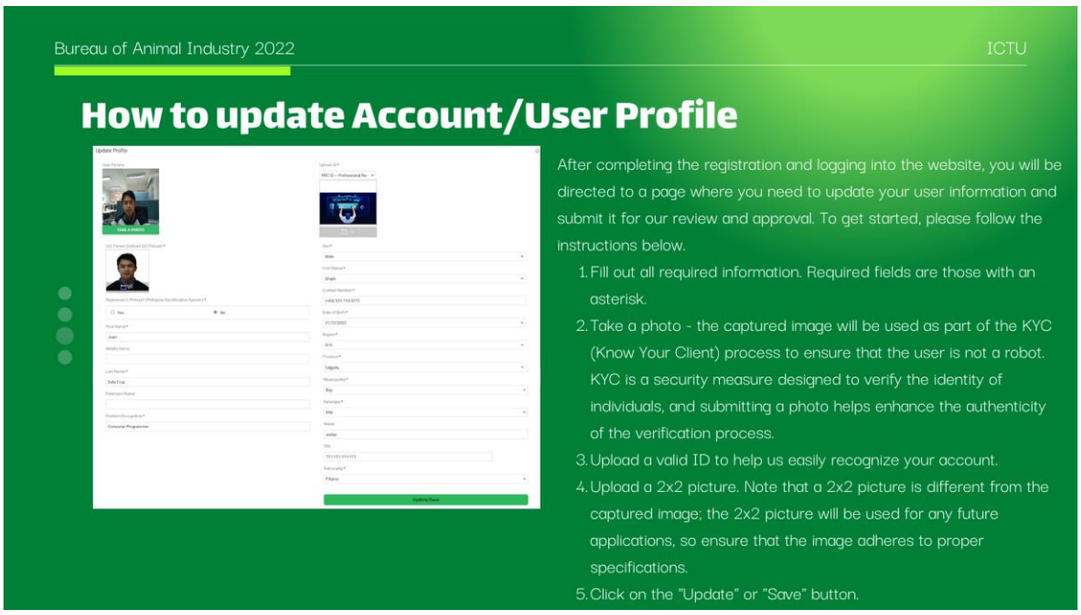
5.3 Account Confirmation

Account Confirmation via email is a crucial step in validating your user account. After registering, you'll receive an email with a verification link. Clicking this link confirms the accuracy of your provided email address and activates your account. It's a security measure to ensure only valid users gain access to the platform. **Please see the instructions below.**



5.4 Updating User Profile

This section provides detailed guidance on how users can modify and enhance their profile information within the system. From updating personal details to customizing preferences, this section offers step-by-step instructions to ensure that users can effortlessly manage and maintain accurate information in their profiles. Learn how to navigate through the profile settings and make necessary adjustments to keep your account information up-to-date and tailored to your preferences.

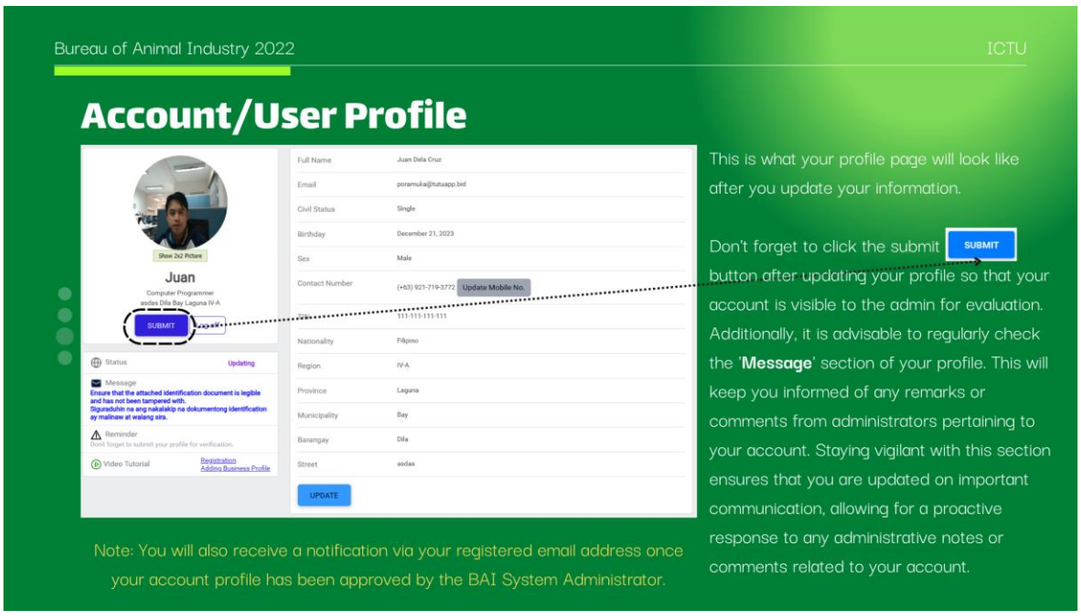


After completing the registration and logging into the website, you will be directed to a page where you need to update your user information and submit it for our review and approval. To get started, please follow the instructions below.

- Fill out all required information. Required fields are those with an asterisk.
- Take a photo - the captured image will be used as part of the KYC (Know Your Client) process to ensure that the user is not a robot. KYC is a security measure designed to verify the identity of individuals, and submitting a photo helps enhance the authenticity of the verification process.
- Upload a valid ID to help us easily recognize your account.
- Upload a 2x2 picture. Note that a 2x2 picture is different from the captured image; the 2x2 picture will be used for any future applications, so ensure that the image adheres to proper specifications.
- Click on the "Update" or "Save" button.

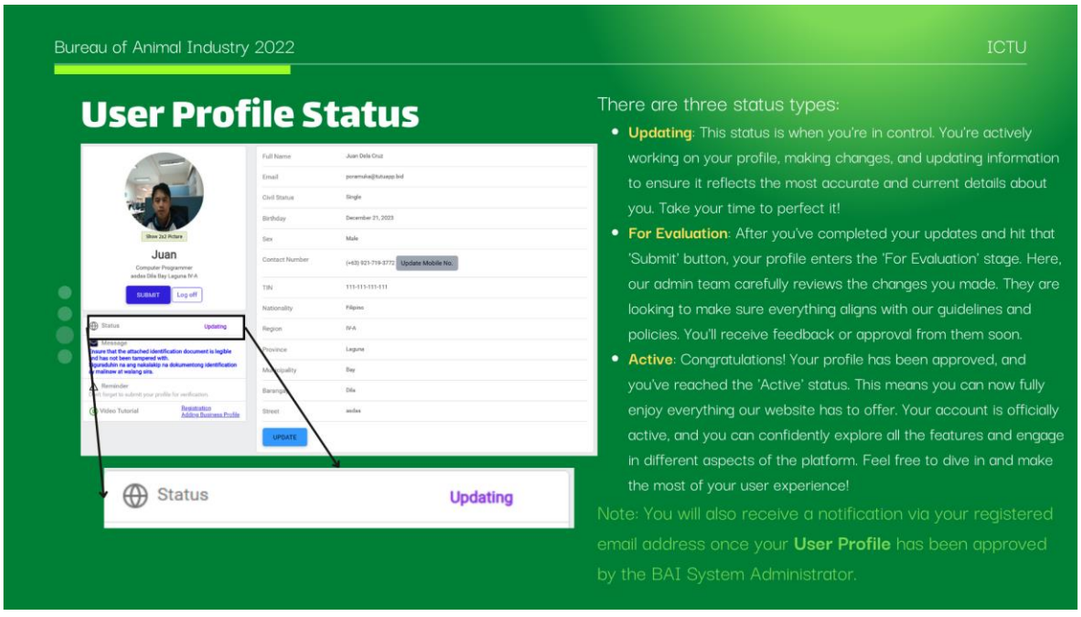
5.5 Submit User Profile

This section allows users to send their updated profile information for administrative evaluation. Similar to processes found in platforms like GCash, this section enables users to submit their modified profile details to the administrators for review. Ensure that all changes are accurate and in compliance with any specified guidelines before submitting. This step initiates the administrative evaluation process, ensuring that your profile updates are thoroughly reviewed for approval.



5.6 User Profile Status

This section provides an overview of the different stages of your profile goes through during the updating and approval process. Understanding these statuses is essential for managing your profile effectively and ensuring a smooth user experience.



5.7 Add Business/Company Profile

This section guides you through the process of creating and managing a business or company profile on the system. This feature allows you to showcase your business or company information. Follow the steps bellow on how to

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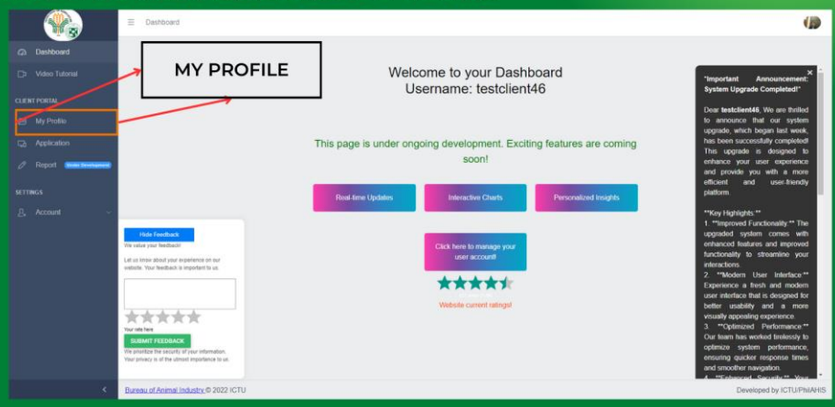
How to add Business Profile



- This is what your dashboard looks like when you successfully log in to the system.
- To add a business/company profile, click on "My Profile." Please refer to the image above.

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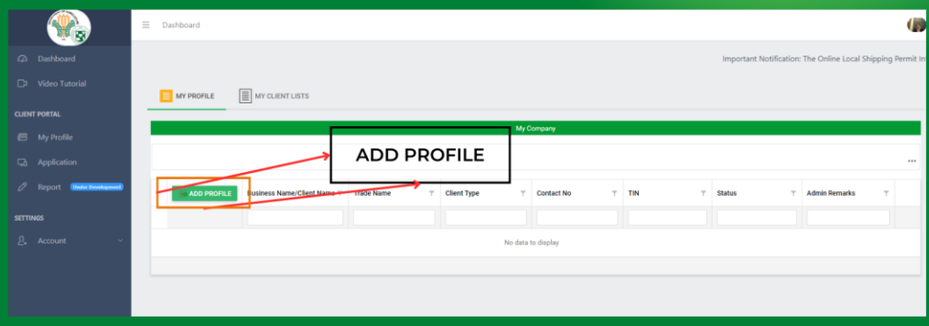
How to add Business Profile



- After clicking the "My Profile", your page will change. Please refer to the image above.
- To add a business/company profile, click on "Add Profile." Please refer to the image above. It will open a form where you will fill out all the required fields. Note: Required fields are those marked with an asterisk (*).

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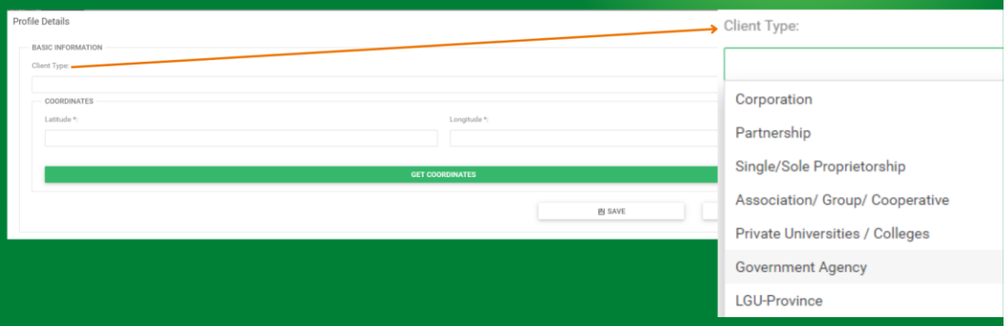
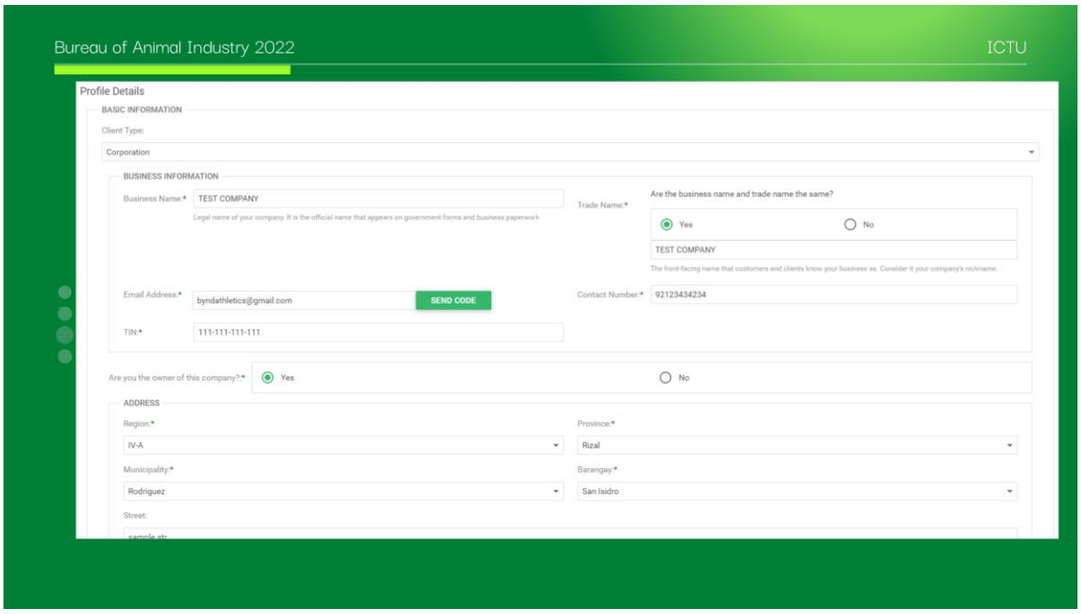
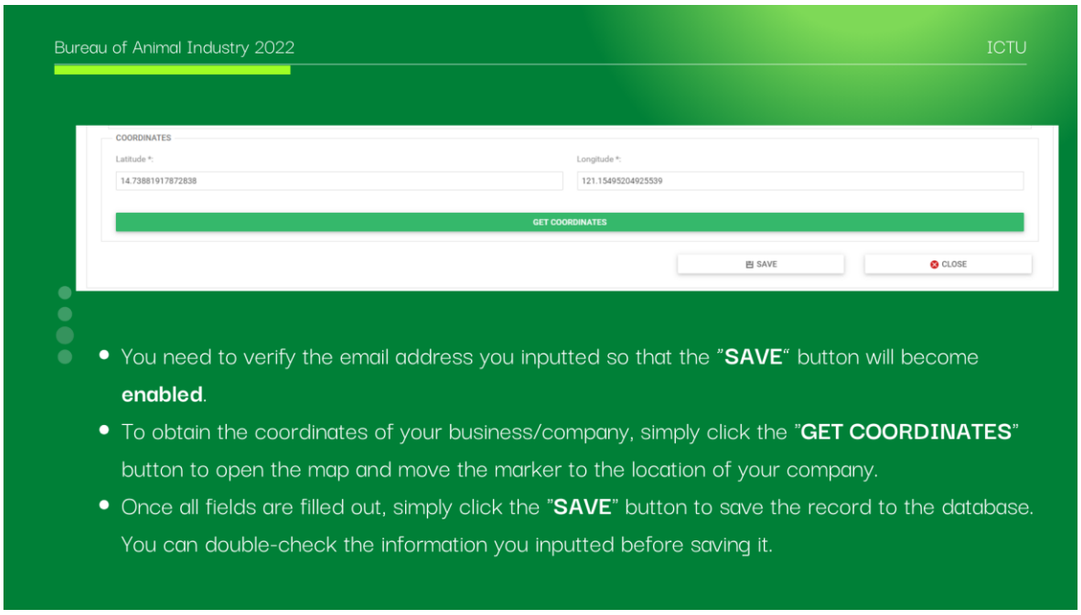
How to add Business Profile



- After clicking the "Add Profile" button, a popup form will appear. Under the "Client Type" dropdown, a list will be displayed. Now, you can select the type to which your company belongs.
- After selecting from the list, you will notice that the form will display other fields based on the selection you made. Always be guided by the asterisk marks for fields that are required.

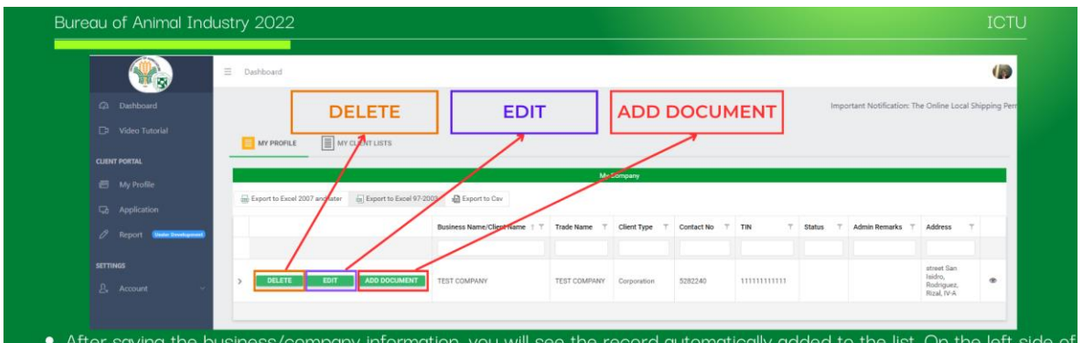




- You need to verify the email address you inputted so that the "**SAVE**" button will become **enabled**.
- To obtain the coordinates of your business/company, simply click the "**GET COORDINATES**" button to open the map and move the marker to the location of your company.
- Once all fields are filled out, simply click the "**SAVE**" button to save the record to the database. You can double-check the information you inputted before saving it.

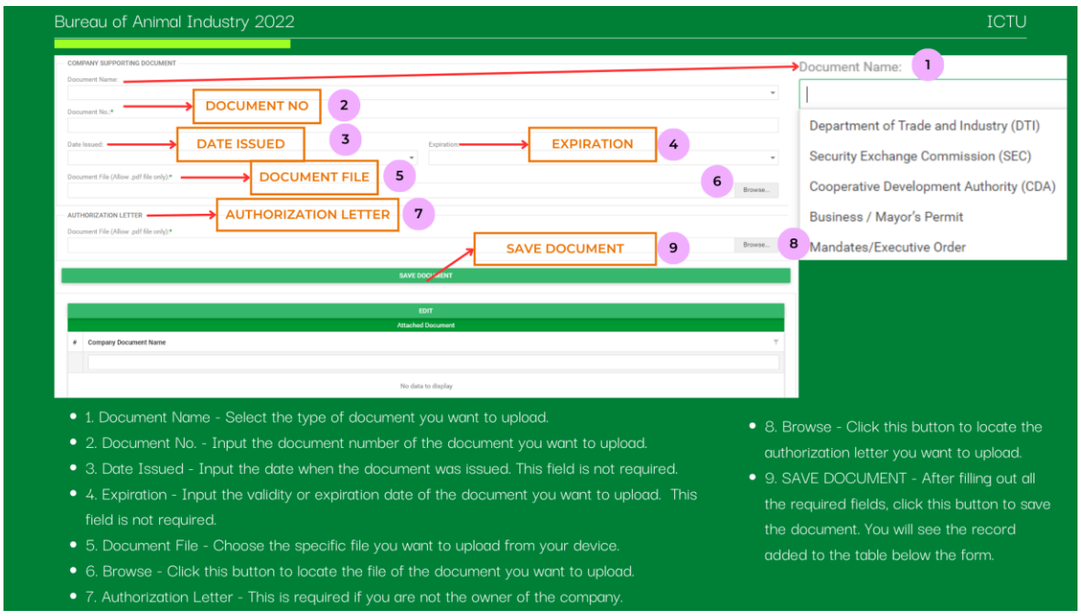
5.7.1 Adding Supporting Document

This section allows users to upload and attach legal documents to their business or company profile. These documents serve as official records that provide credibility, transparency, and legal protection for the company.

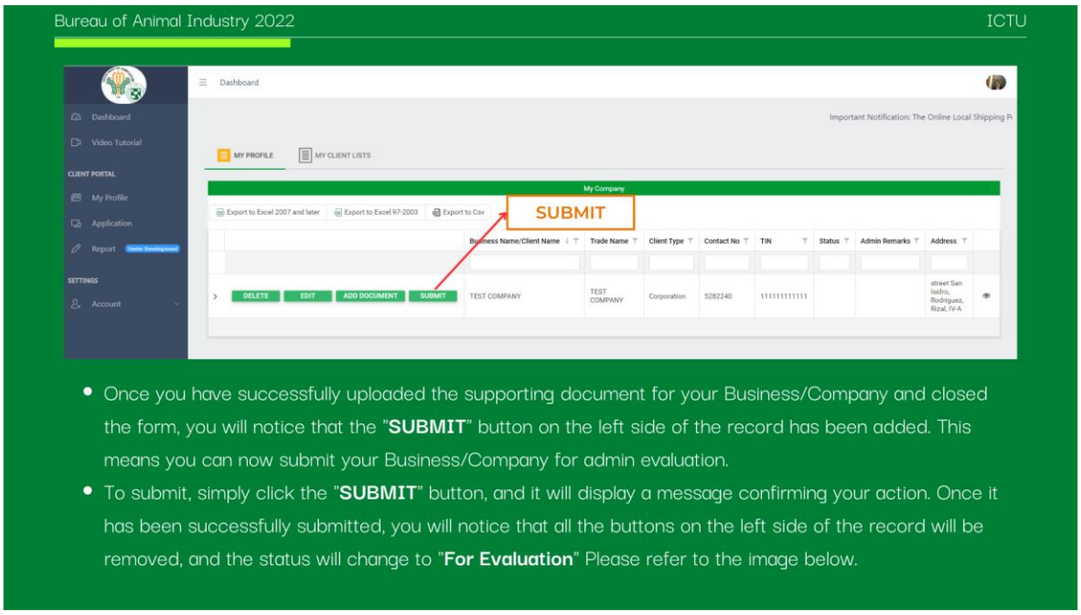


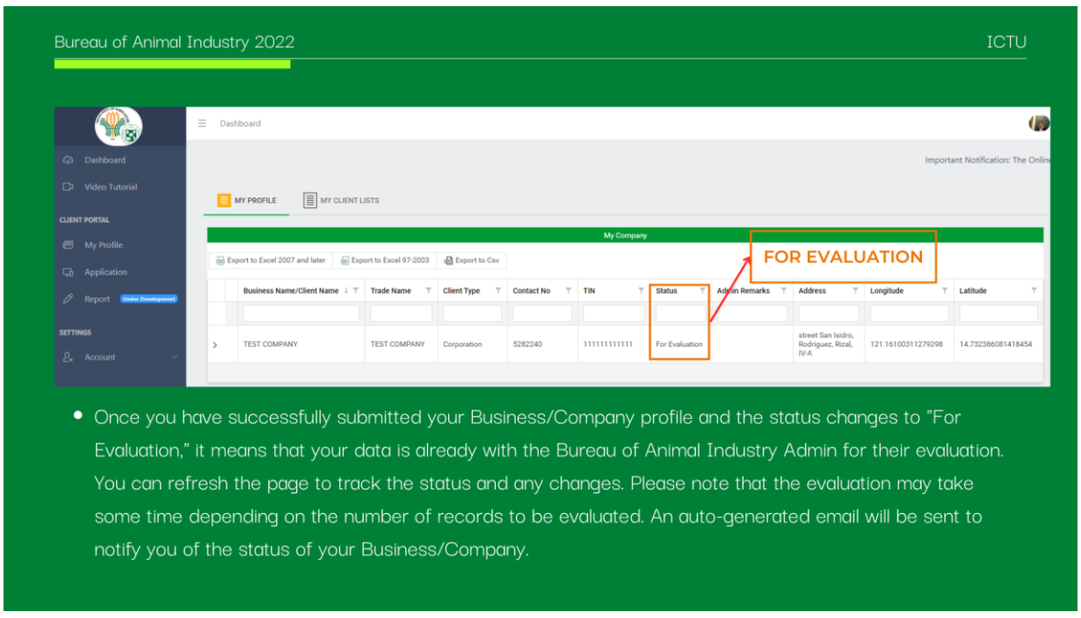
- After saving the business/company information, you will see the record automatically added to the list. On the left side of the record, you will see different buttons: "**DELETE**", "**EDIT**", and "**ADD DOCUMENT**".
- **DELETE** - You can still delete the record you inputted by clicking this button.
- **EDIT** - You can still edit the information you inputted by clicking this button.
- **ADD DOCUMENT** - This button will allow you to add a supporting document regarding your business/company. You can attach either **SEC, BUSINESS/MAYORS Permit, CDA, DTI, or Executive Order/Mandate (For government)**.
- **Note**: If you are a **representative** and not the **owner** of the company, you need to attach an **Authorization letter**. Additionally, if your company is a corporation and the business name and tradename are different, you need to attach the **SEC** and **Business/Mayors Permit.**

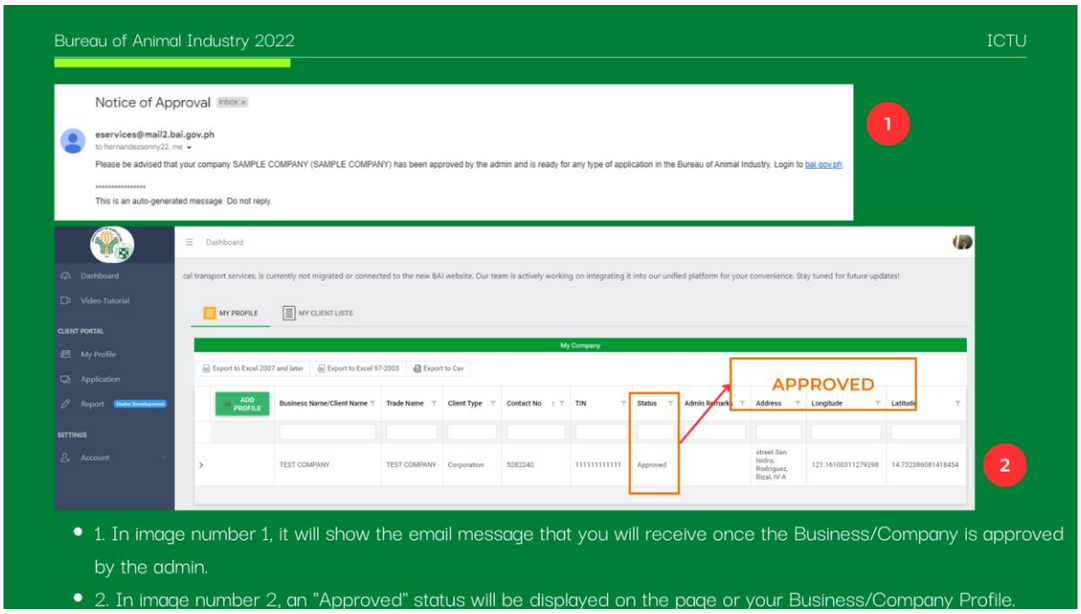
Click on the "**Add Document**" button to open the uploading form. Please see the image below.



5.7.2 Submit Business/Company Profile

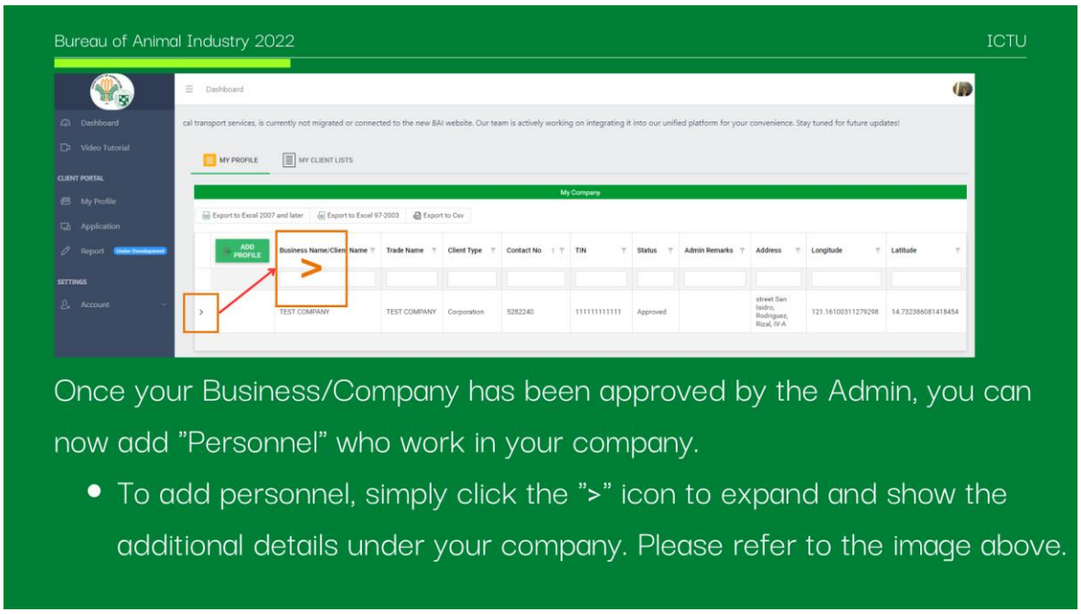


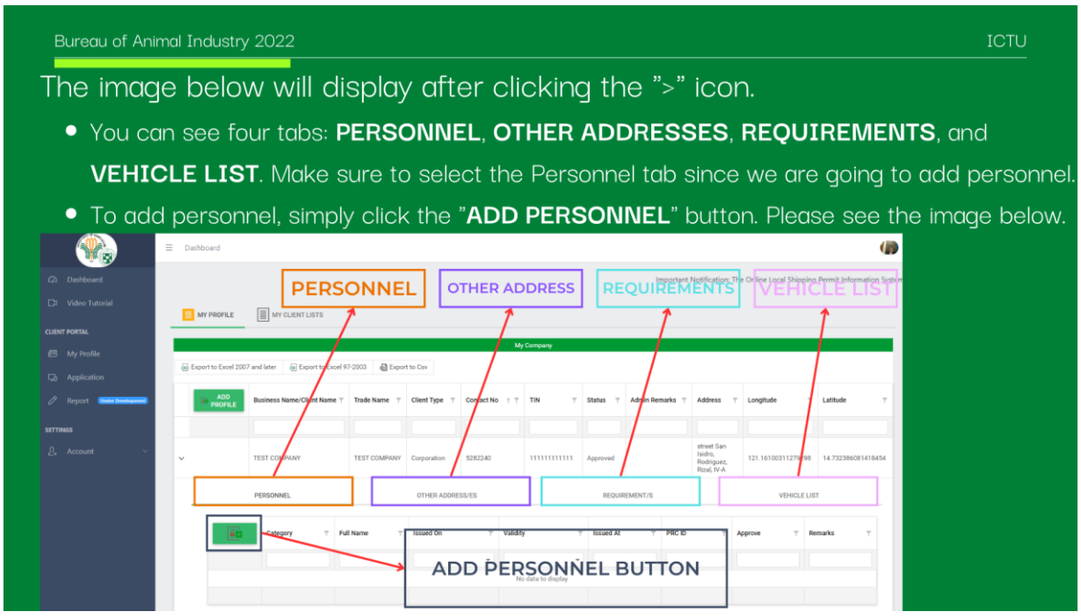




5.8 Adding Personnel

This section will allow you to add the personnel who work within your business or organization. Adding personnel is crucial to your business, as they play a significant role in the company.





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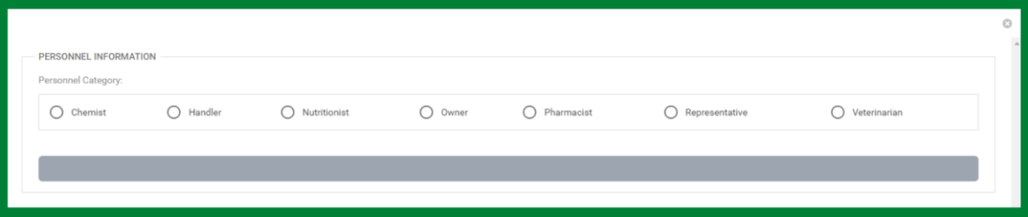
After clicking the "Add Personnel" button, a form will open. In the form, you can see the "Personnel Category list" which includes options like Chemist, Handler, Nutritionist, Owner, Pharmacist, Representative, and Veterinarian. You can select one category to which the personnel belongs. Please see the image below.



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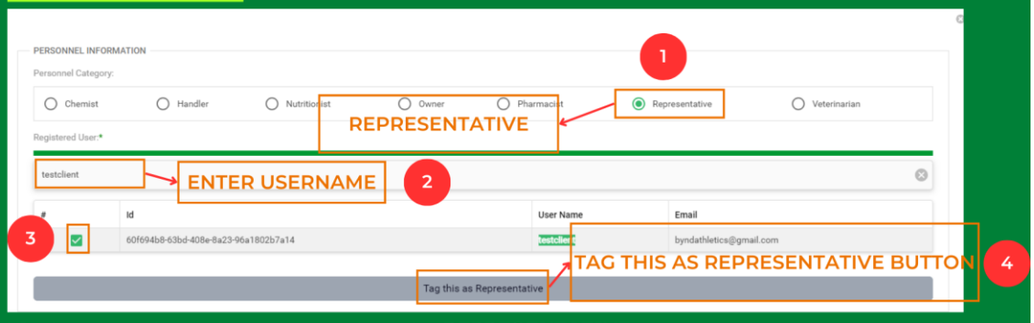

1. In the image above, the category selected is **REPRESENTATIVE**.
2. Enter the "**Username**" of the user you want to add as a **REPRESENTATIVE**. Ensure that the user is already registered in the system and that their account has been approved by the admin.
3. Don't forget to check the checkbox located on the left side of the username you inputted in the search results.
4. After you select the username that you want to tag as REPRESENTATIVE, simply click the "**TAG AS REPRESENTATIVE**" button to save it under your company.

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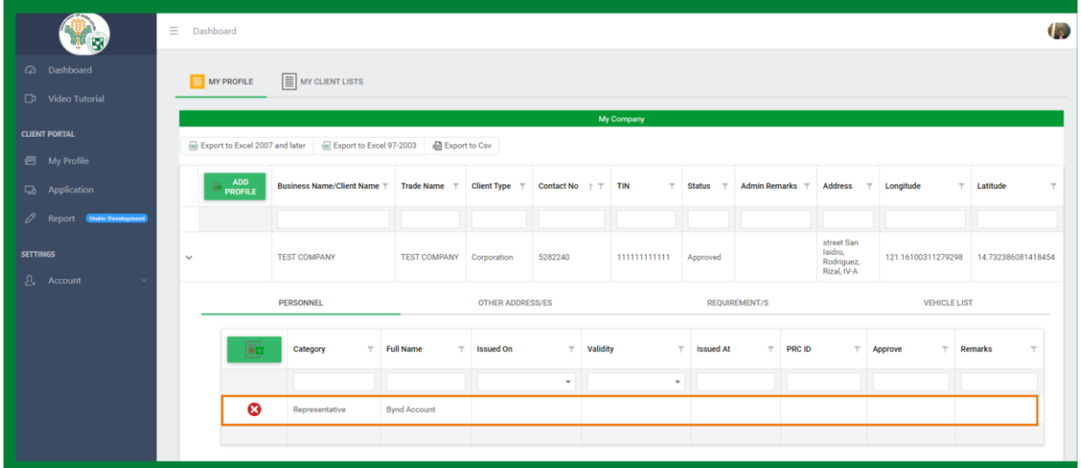


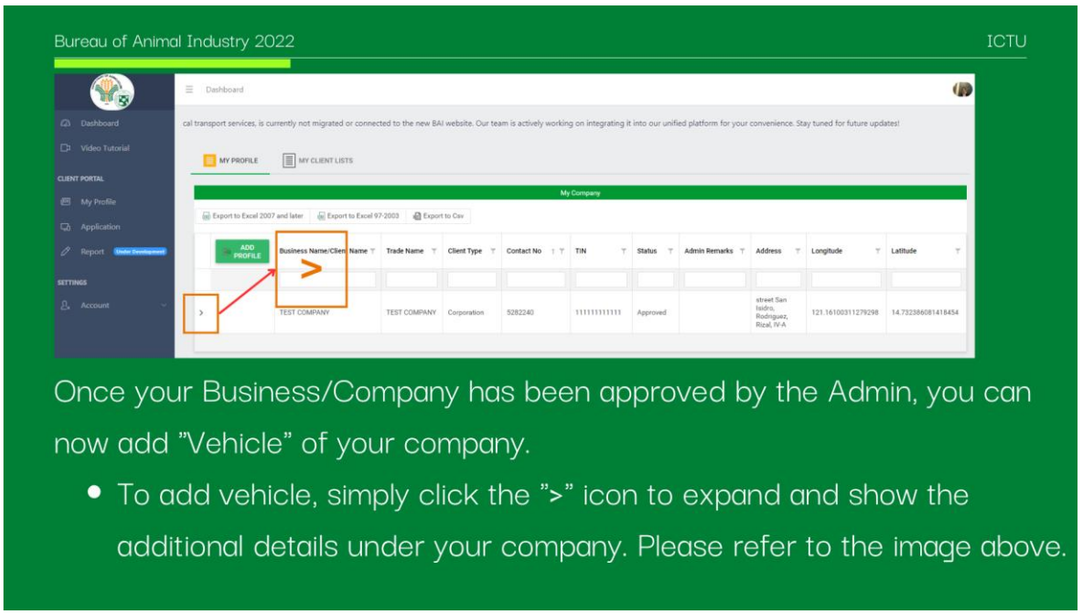
After saving the user that you tagged, it will appear in the list. Please refer to the image above.

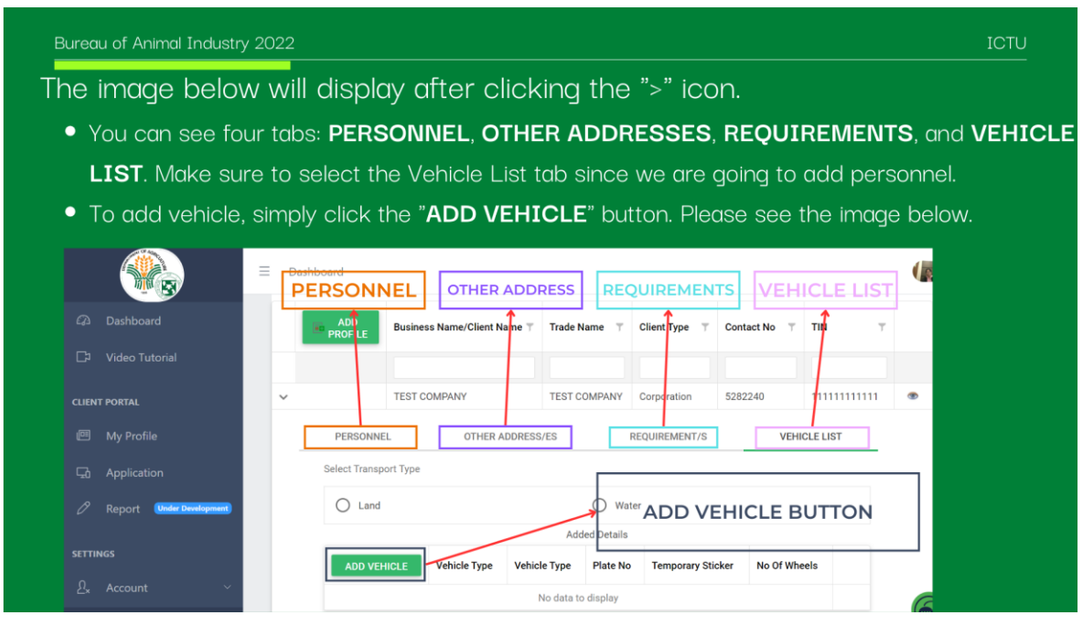
REMINDER: By tagging a user as personnel under your company, you agree and acknowledge that you are authorizing them to act on behalf of your company. This includes representing your company in various capacities and making decisions on its behalf. Please ensure that the individuals tagged as personnel are entrusted with the responsibilities and authority associated with their role within your organization. Additionally, be aware that in the event of any violations or

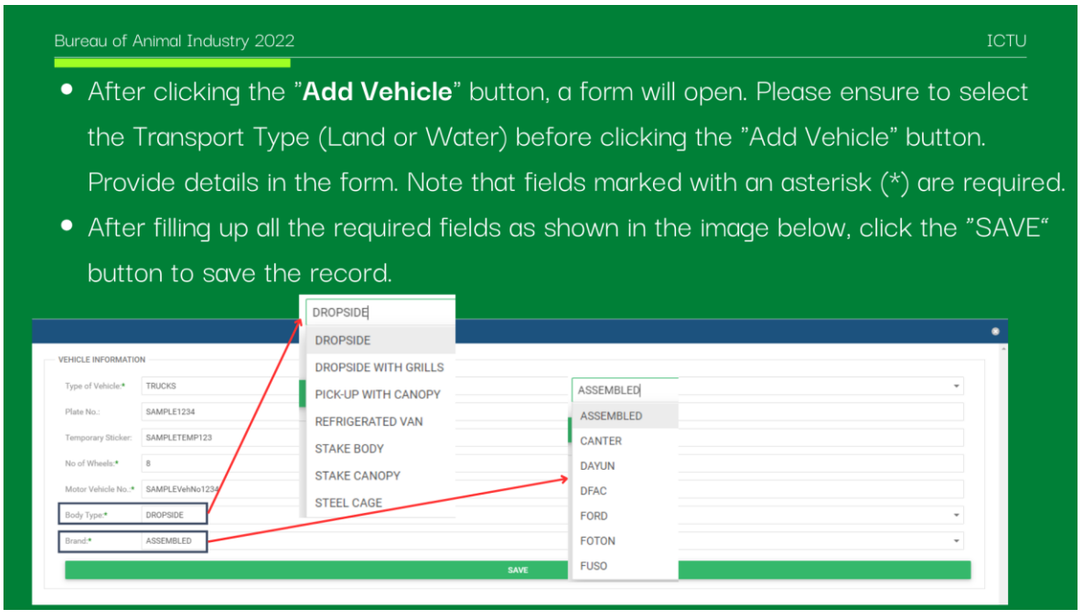
misconduct by the tagged user, your company will be held responsible for their actions..

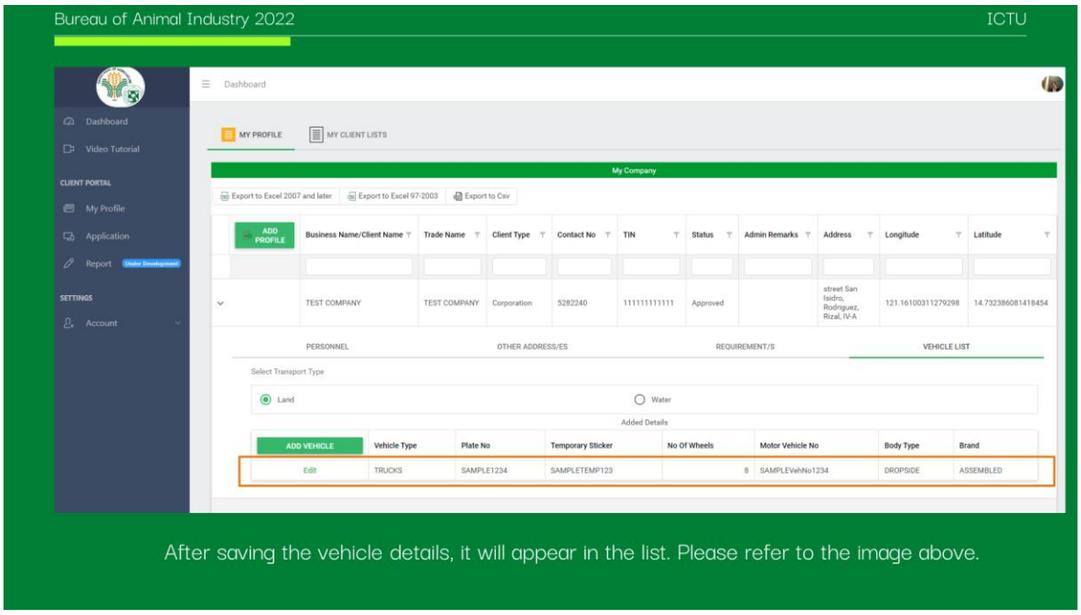
5.9 Adding Vehicle

This section of the user manual provides step-by-step instructions on how to add a vehicle to your account. Adding a vehicle allows users to register and manage vehicles associated with their profile.









6. Using E-Services

6.1 Step-by-Step Guides

6.1.1 How to Apply for Handler's ID

This section of the user manual outlines the process of applying for a Handler's ID. It provides detailed instructions on the necessary steps and requirements to successfully apply for a Handler's ID, facilitating smooth navigation through the application process.

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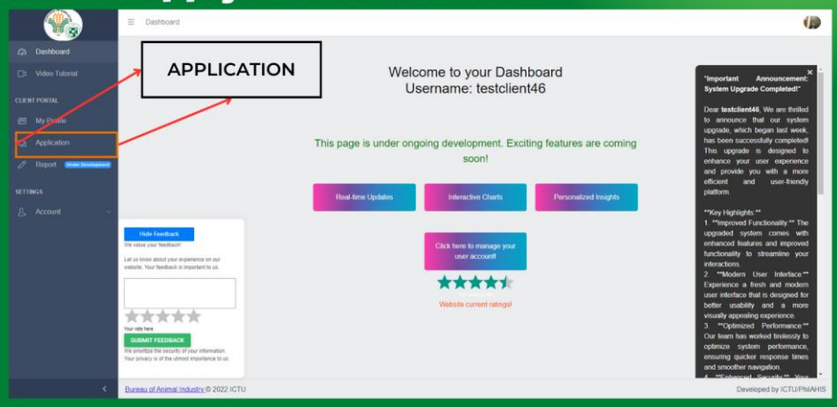
How to Apply for a Handlers ID



- This is what your dashboard looks like when you successfully log in to the system.
- To navigate to the application, click on "Application". Please refer to the image above.

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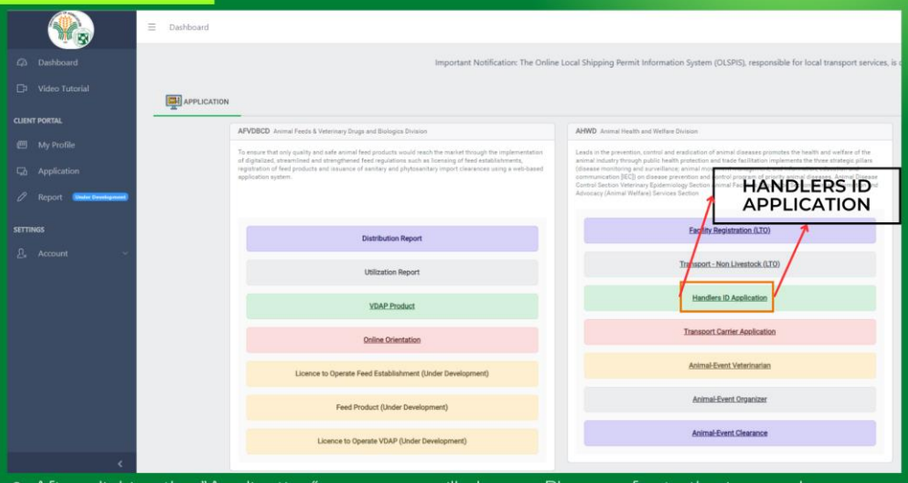
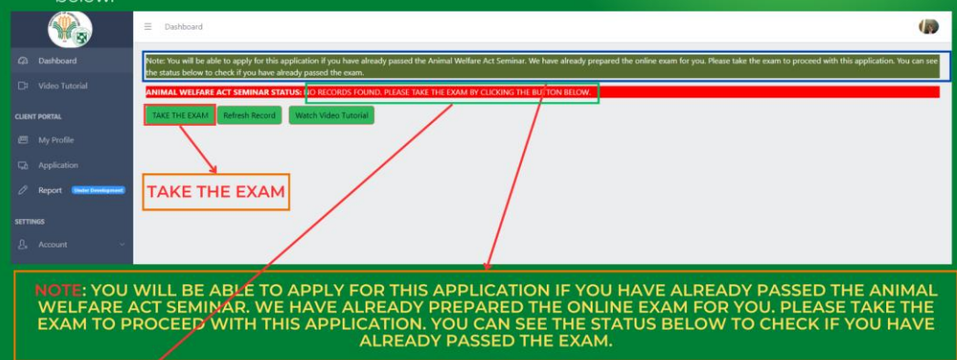


- After clicking the "Application", your page will change. Please refer to the image above.
- To apply for a Handlers ID, click the "Handlers ID Application". Please refer to the image above.

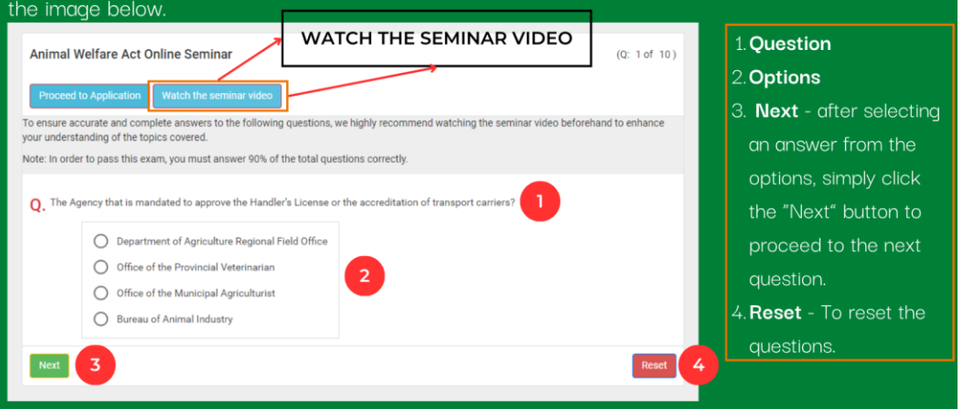
Bureau of Animal Industry 2022 ICTU

- After clicking the "Handlers ID Application", your page will change. Please refer to the image below.

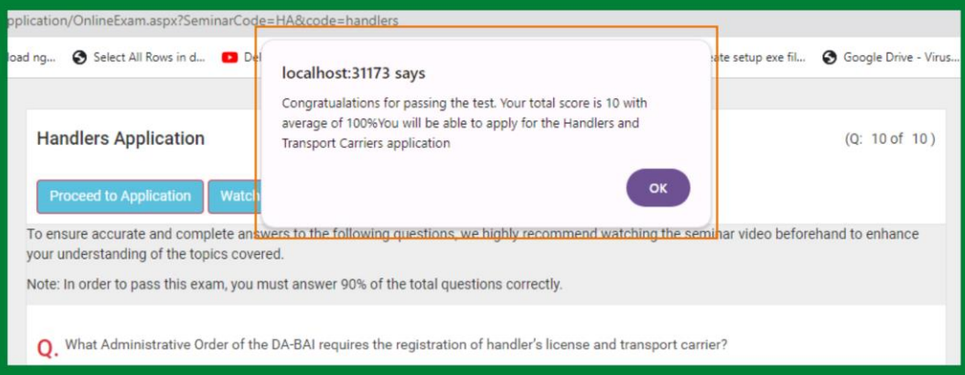


- NO RECORDS FOUND. PLEASE TAKE THE EXAM BY CLICKING THE BUTTON BELOW. If you see this status, it means you need to take the exam first before you can proceed to the application. To take the exam, simply click the "**TAKE THE EXAM**" button.

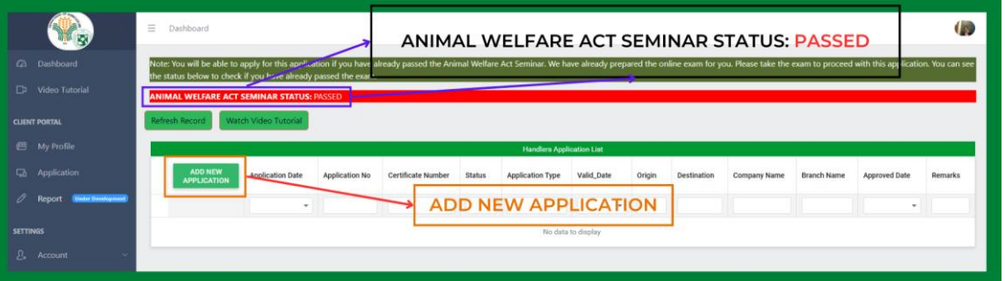
- After clicking the "**TAKE THE EXAM**" button, your will be redirected to this page. Please refer to the image below.



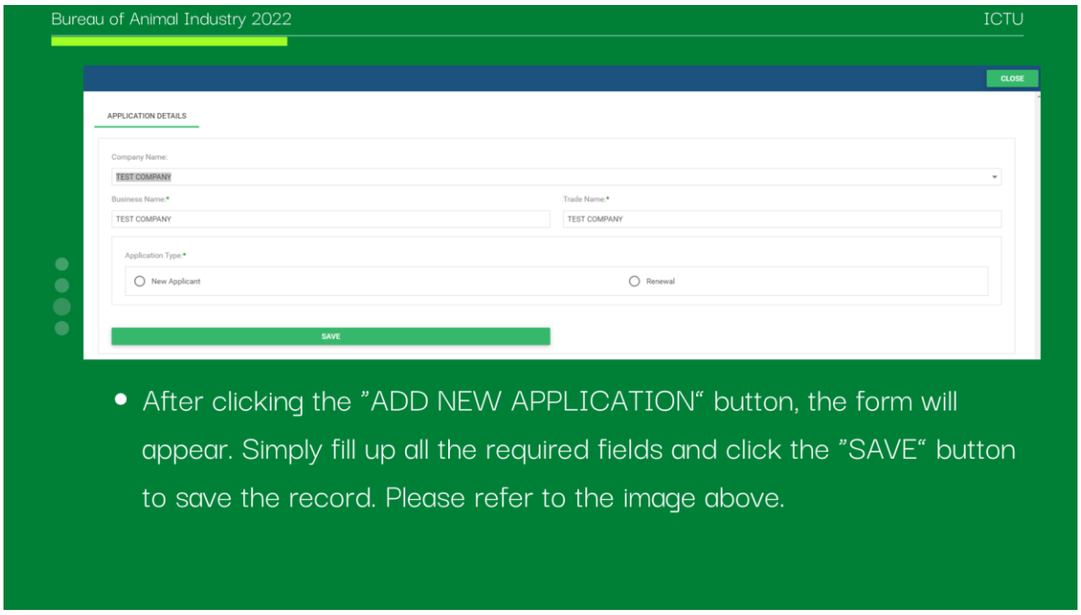
To pass the exam, you need to answer 90% of the questions correctly. An online video has also been provided for you to guide you on how to answer the series of questions. To open or play the video, simply click the "WATCH THE SEMINAR VIDEO" button.



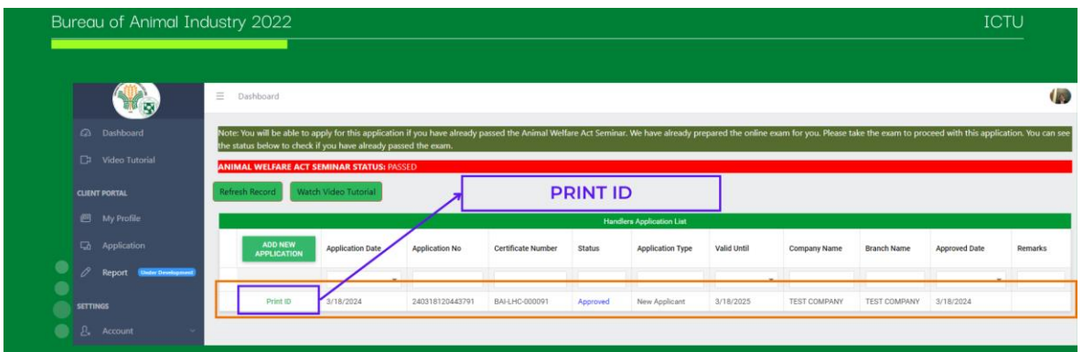
After answering all the given questions, a popup message will appear showing the scores and average that you achieved. Please refer to the image above.



- The image above depicts the page appearance after passing the online exam. You can see in the status that you have already passed the exam.
- To add or create a Handlers ID application, simply click the "**ADD NEW APPLICATION**" button, and a popup form will open in which you need to input all required fields.

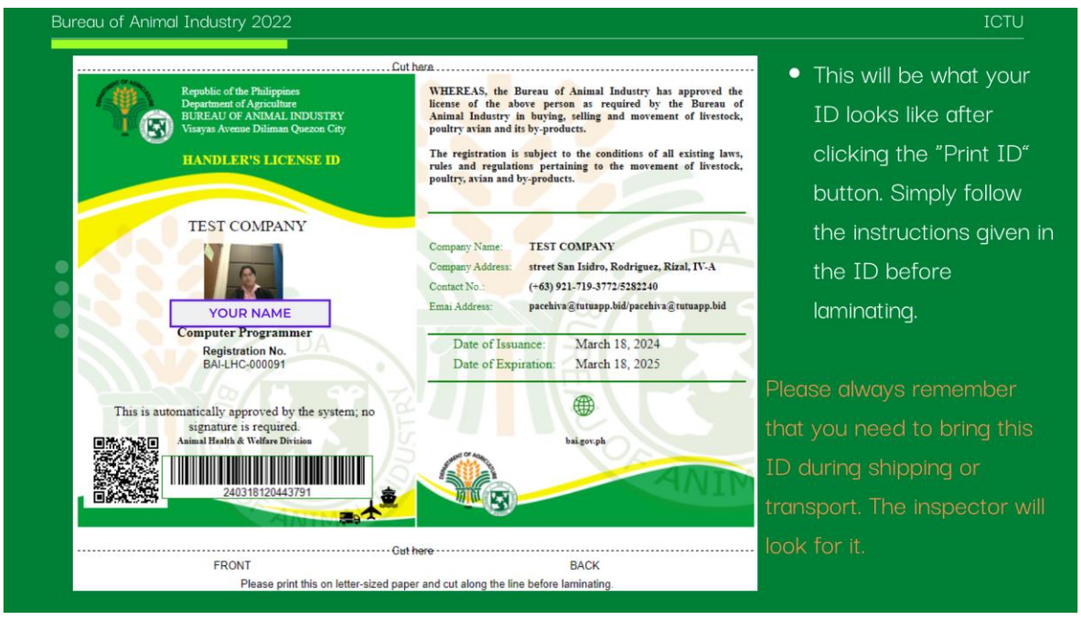


- After clicking the "ADD NEW APPLICATION" button, the form will appear. Simply fill up all the required fields and click the "SAVE" button to save the record. Please refer to the image above.



- After saving the record, it will appear in the list. Please refer to the image above.
- The system has automatically approved the application.
- To print the ID simply click the "**Print ID**" button.

Please remember that any violation committed while using this ID will result in both the company and the owner of the ID being held responsible.



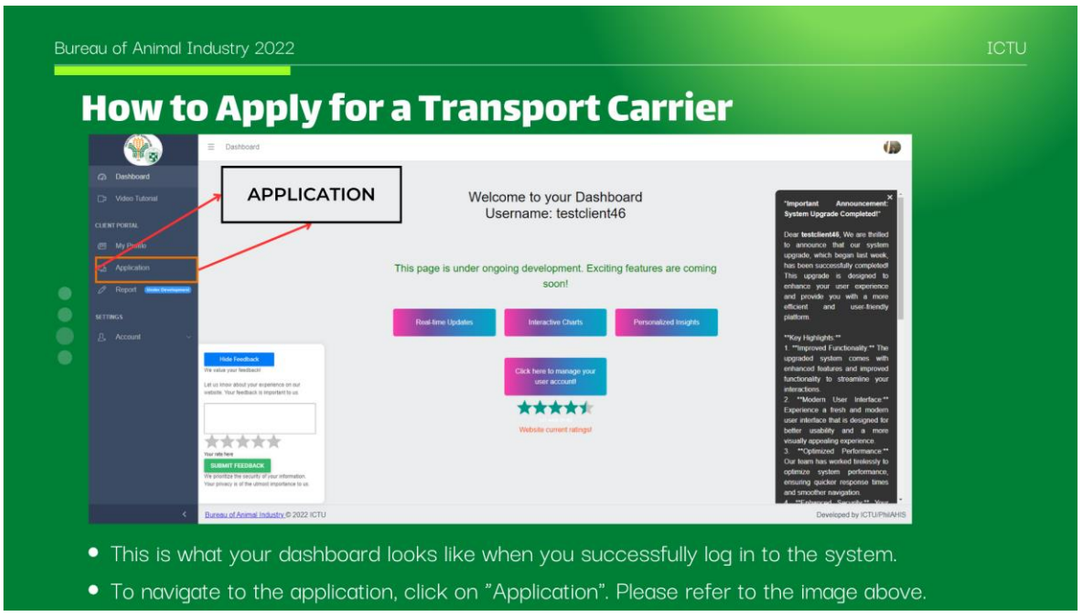
- This will be what your ID looks like after clicking the "Print ID" button. Simply follow the instructions given in the ID before laminating.

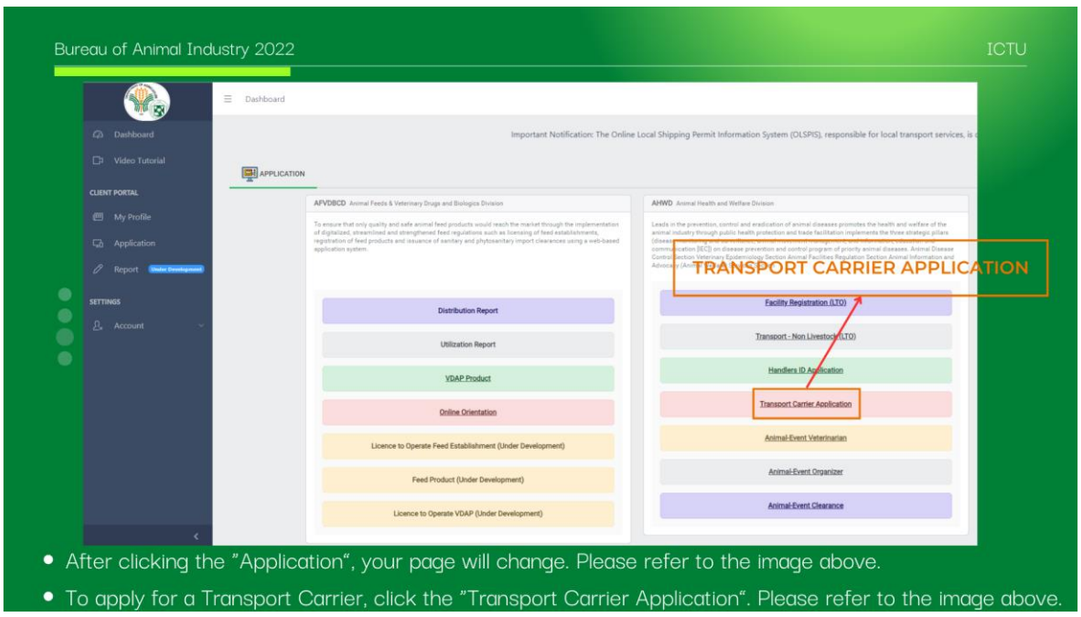
Please always remember that you need to bring this ID during shipping or transport. The inspector will look for it.

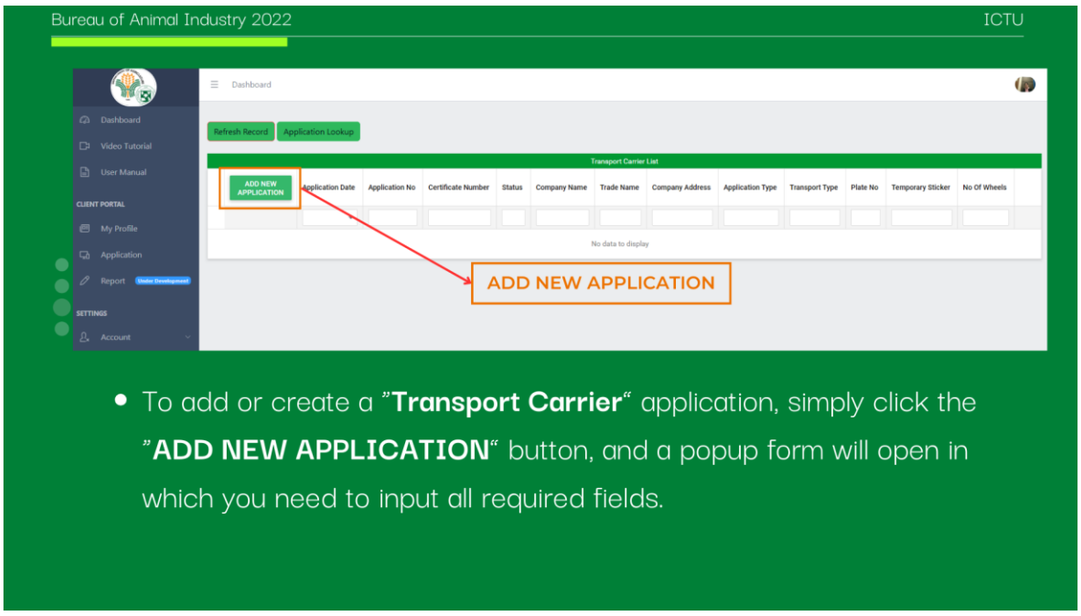
6.1.2 How to Apply for Transport Carrier

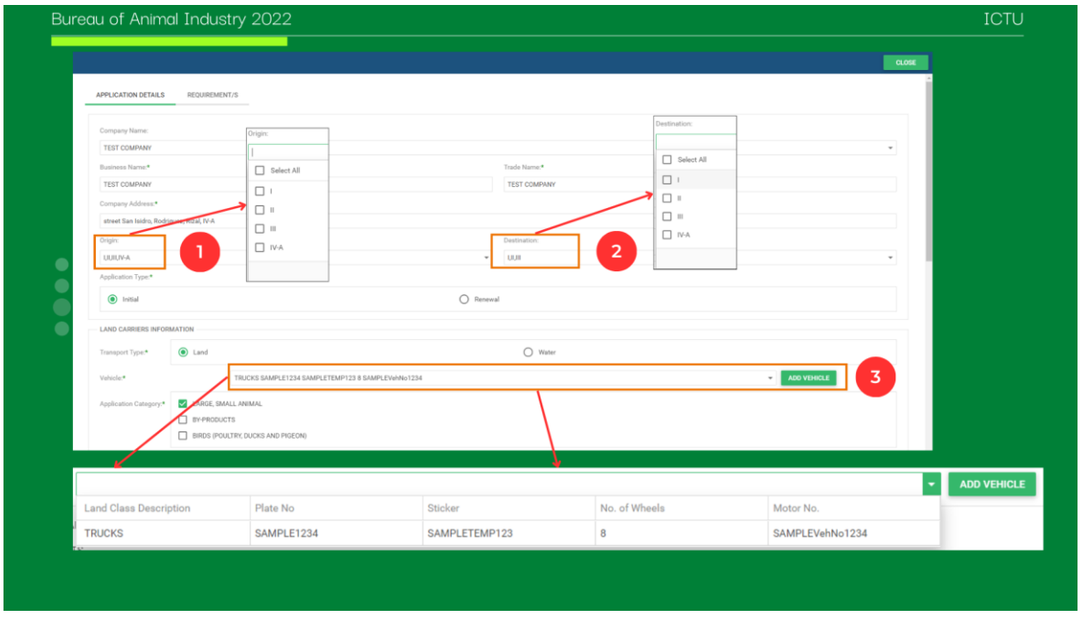
This section of the user manual provides a detailed guide on the process of applying for a Transport Carrier within the system. Users will learn step-by-step instructions on how to initiate and complete the application process, including the submission of required documents and information. Additionally, the section

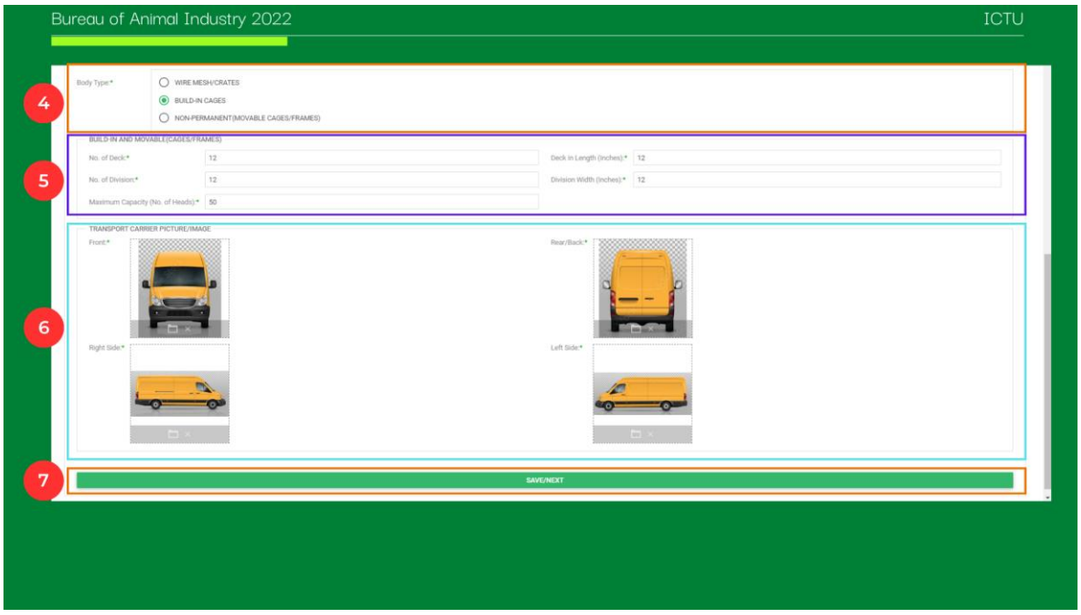
outlines the benefits and responsibilities associated with becoming a Transport Carrier, providing users with a comprehensive understanding of the role. By following the instructions provided, users can efficiently navigate through the application process and ensure compliance with all necessary requirements, facilitating a smooth and successful application experience.

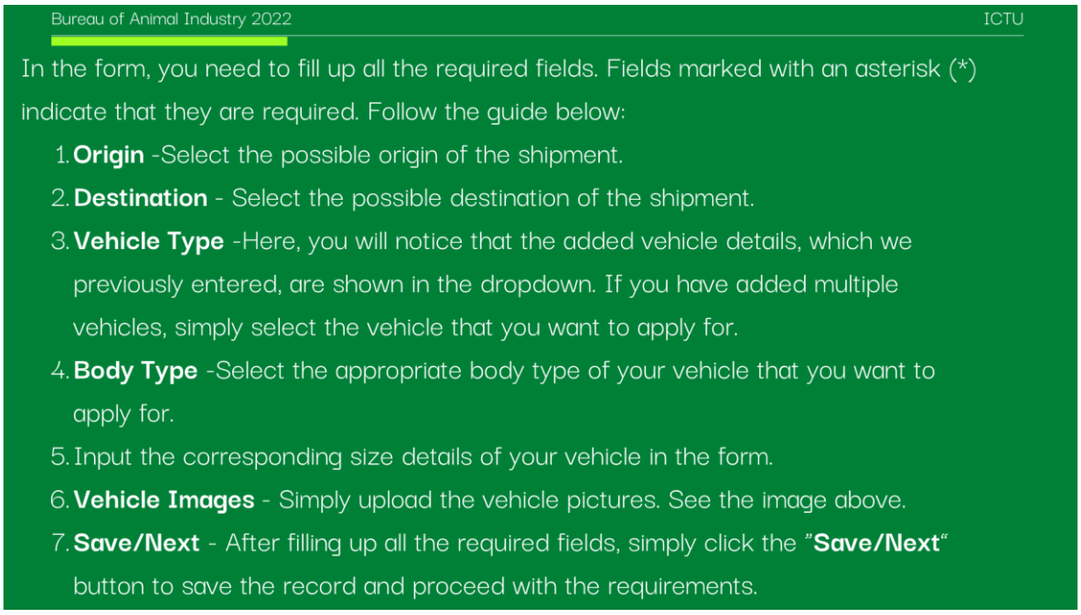






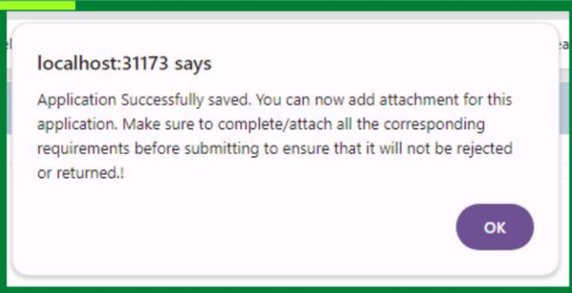




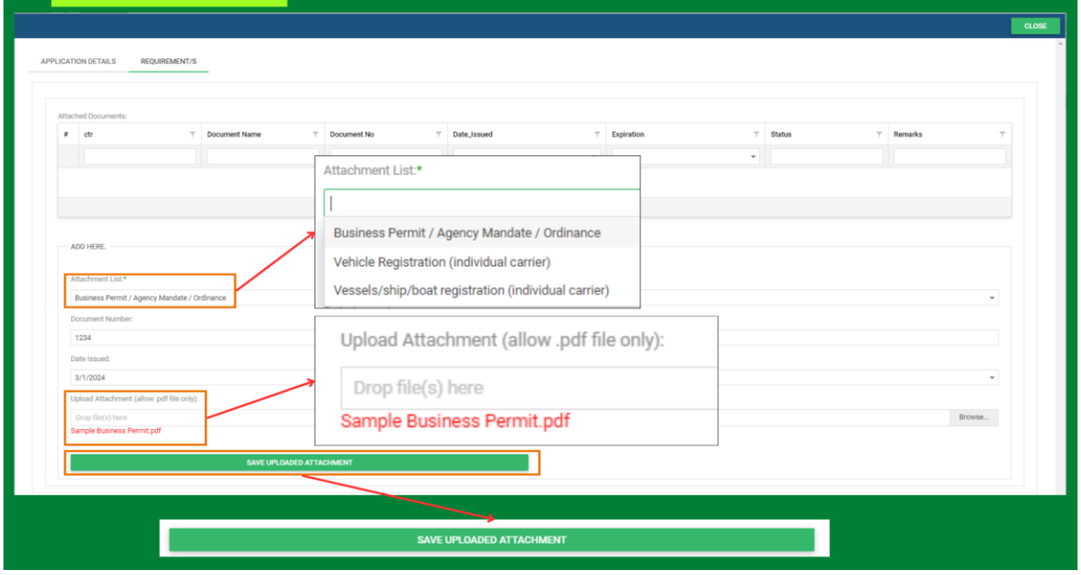


In the form, you need to fill up all the required fields. Fields marked with an asterisk (*) indicate that they are required. Follow the guide below:

1. **Origin** -Select the possible origin of the shipment.
2. **Destination** - Select the possible destination of the shipment.
3. **Vehicle Type** -Here, you will notice that the added vehicle details, which we previously entered, are shown in the dropdown. If you have added multiple vehicles, simply select the vehicle that you want to apply for.
4. **Body Type** -Select the appropriate body type of your vehicle that you want to apply for.
5. Input the corresponding size details of your vehicle in the form.
6. **Vehicle Images** - Simply upload the vehicle pictures. See the image above.
7. **Save/Next** - After filling up all the required fields, simply click the "**Save/Next**" button to save the record and proceed with the requirements.

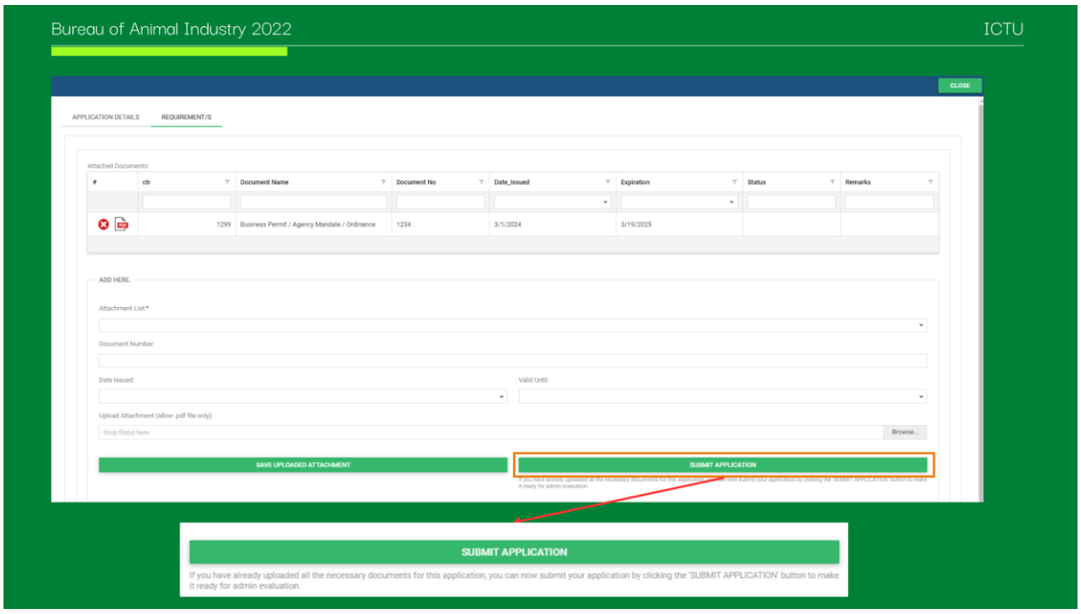


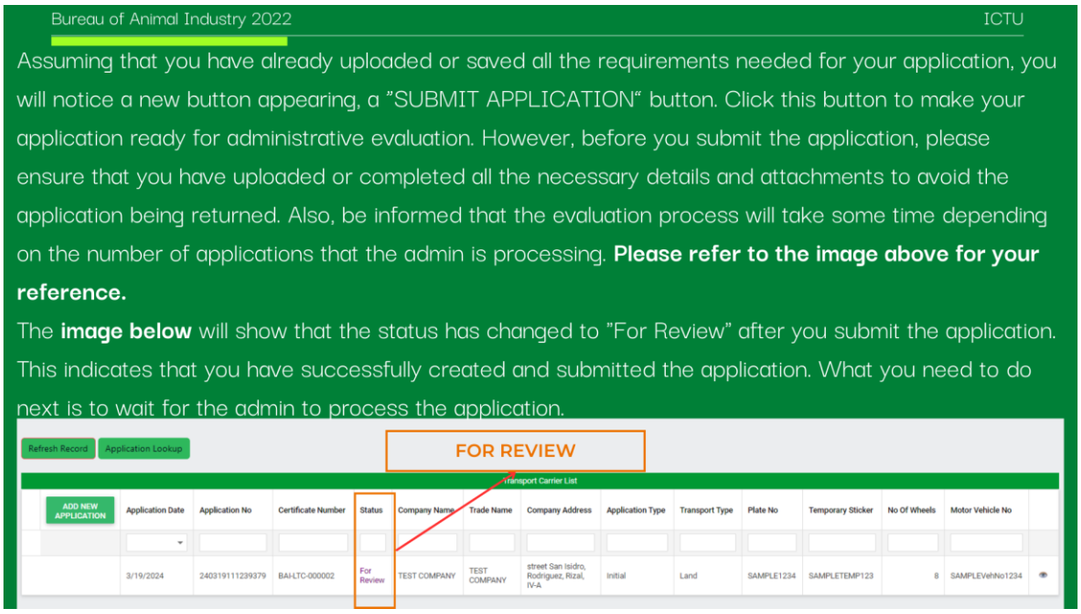
After clicking the "**Save/Next**" button, a message will appear indicating that you have successfully saved the record. Please read the message shown above carefully before proceeding. After you close the message, you will now be able to add all the required attachments needed to process your application. Upload those documents before submitting the application for administrative evaluation to avoid rejection or return of the application.



Please fill out all the required fields as indicated in the requirements form:

- **Attachment Name:** Enter the name of the attachment or requirement you want to upload. Select it from the dropdown list.
- **Document Number:** If available, include the document number of the document you want to upload, as well as its validity and the date issued.
- **Upload Document:** Browse the document that you want to upload. Ensure that it was successfully selected before clicking the "**Save**" button. You will notice that you have successfully browsed it if the title appears at the bottom part of the upload control in red font color.
- **Save:** After filling out all the required fields and browsing the document that you want to upload, simply click the "**Save**" button to save the record. You will know if you have saved it successfully because it will be shown in the list above the form. Please refer to the image above for further guidance.





Assuming that you have already uploaded or saved all the requirements needed for your application, you will notice a new button appearing, a "SUBMIT APPLICATION" button. Click this button to make your application ready for administrative evaluation. However, before you submit the application, please ensure that you have uploaded or completed all the necessary details and attachments to avoid the application being returned. Also, be informed that the evaluation process will take some time depending on the number of applications that the admin is processing. **Please refer to the image above for your reference.**

The **image below** will show that the status has changed to "For Review" after you submit the application. This indicates that you have successfully created and submitted the application. What you need to do next is to wait for the admin to process the application.

7. Conclusion

The user manual serves as a comprehensive guide for users to effectively navigate and utilize the system's features and functionalities. Through detailed instructions and explanations, users can easily understand how to perform various tasks, such as registering for seminars, adding vehicles, or applying for Handler's IDs. By following the guidelines outlined in the manual, users can maximize their experience with the system, ensuring efficient and hassle-free operation. Additionally, the user manual emphasizes the importance of adhering to security measures and guidelines to safeguard user data and ensure a secure user experience. Overall, the user manual serves as a valuable resource for users, empowering them to make the most out of the system while promoting efficiency and user satisfaction.