



e-brgy
Generic Web-based Barangay
Resident and Request Management System

USER MANUAL

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Preface

This USER MANUAL is intended for the e-brgy PROJECT TEAM that produced a system named **e-brgy: Generic Web-based Barangay Resident Monitoring and Request Management System**. This software system aims to help ease and fasten the works in the barangay by monitoring its requests for documents, items and facilities. Also by having an accurate information about residents, household and officials within the barangay. The goal of this manual is to give a broad overview of the system's purpose, developer's objectives and its software requirements. Also this manual includes how to operate the system from logging in as an admin or barangay official, creating and managing the users, updating details about a resident, item, facility, or document and how to use system's specific functions and view previously made transactions. The manual consists of troubleshooting and contacts of the developers in case of an unwanted messages or system inaccuracy appear while handling the system.

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Chapter I

Introduction

Background Details

e-brgy is a generic web-based barangay resident monitoring and request management system. It aims to help ease and fasten the works in the barangay by monitoring its requests for documents, items and facilities. Also help saving time and effort in getting needed information about the residents, household and officials within the barangay.

Through the web platform, having an account is only limited to the barangay officials to ensure the security of the information of the barangay. The software ensures that the official registered is a resident of the said barangay. The software provides request modules for documents, items and facilities that are a common process made in a barangay. It helps the officials track down and record the details of those who requested one of the module. The software also provides an online document request form for those residents who cannot come to the barangay hall personally. It ensures that every process of the request is recorded, update the user of their request and ready to be prepared and claimed.

Every process made in the system is recorded to help track of the important things happened in the system. Managing the details of every resident in the barangay is recorded and updated by the officials themselves to know and manage their jurisdiction. The software also provides accurate calculations and reports the payment of every process and can be downloaded by the user to have a proof of the transaction.



















In the administrator's side, various features are added to fit the barangay needs. The document template and its content are dynamic where the barangay can define or design their own document template.

Objective

The objective of the e-brgy Project Team in creating the software is to improve the process in the barangay by having complete and accurate information about their residents and the requests made in their barangay.

Document and System Convention

The table below shows the symbol and description of each graphic found in the system and documents.

Description	Icons
Edit Details	
Delete Details	 
Add Details	
Cancel Request of an Item, Facility or Document	 
View Document Template or Image	 
Print Document, Receipt or Report	
To change the status of a Document has been claimed	
Use to send an updated status for their requested document	
Use to issue a request for Item and Facility	
An icon to determine if an specific request has been paid	
Use to determine and update if a client will pay his/her request	 
Use to return an item or facility after it was used	
Use to Download Payment Summary of a request	
Use to update an information about a resident if he/she moved to another household within the barangay. Found in "Manage Resident"	

SYSTEM REQUIREMENTS

Hardware Requirements

	Minimum Requirements	Recommended
Processor	at least Intel (R) Celeron (R) CPU	Intel core i3 or i5 / dual core or higher
Memory (RAM)	at least 2GB of memory	4GB of memory
Free Space	10GB	20GB or higher

Software Requirements

	Minimum Requirements	Recommended
Operating System	Windows 7 or higher MAC OS X Linux Ubuntu 14.04 or other distributors	Windows 10 MAC OS X Yosemite or higher Linux Ubuntu 16.04 LTS
Web Browser	any browser available	Google Chrome
Application	third party softwares: composer, xampp/wampp, MySQL Workbench/ Phpmyadmin	

CONTACT US

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Chapter II

SOFTWARE INSTALLATION

INSTALLATION OF THIRD PARTY SOFTWARES

APACHE SERVER

First, Choose a Apache Server application whether it is xampp or wampp. The developers recommend XAMPP since it is easier to configure and it is already ready to host web applications online when it is installed.



Go to <https://www.apachefriends.org/index.html> and download the latest xampp installer with the latest PHP version. We impose to install xampp installer with PHP version 5.6 or higher because the software includes packages that require higher PHP requirement to run. Please do install this version or some features may not work. Follow the installation wizard to install.

Follow the installation wizard to install.

COMPOSER

[Home](#) | [Getting Started](#) | [Download](#) | [Documentation](#) | [Browse Packages](#)

Download Composer

Windows Installer

The installer will download composer for you and set up your PATH environment variable so you can simply call `composer` from any directory.

Download and run `Composer-Setup.exe` - it will install the latest composer version whenever it is executed.

Command-line installation

Run this in your terminal to get the latest Composer version:

```
php -r "copy('https://getcomposer.org/installer', 'composer-setup.php');"
php -r "if (hash_file('SHA384', 'composer-setup.php') === 'e115a8dc7871f15d853148a7fbac7da
php composer-setup.php
php -r "unlink('composer-setup.php');"
```

This installer script will simply check some php.ini settings, warn you if they are set incorrectly, and then download the latest composer.phar in the current directory. The 4 lines above will, in order:

Go to getcomposer.org/download/ and download windows installer if your using Windows platform and if you are using other platform kindly follow the installation process for the intended platform in the getcomposer.org website or ask any assistance for the installation. This is a critical process because the software will not run if this is not installed.

Please be guided that you need the apache server installed first because installation wizard will look for PHP path folder from apache server upon installation.

MySQL Database

Apache server have MySQL Database support already and you don't need other installation to install MySQL Database. You can access your database upon running the MySQL Service and APACHE service from XAMPP Control Center and open the link localhost/phpmyadmin to a browser.

e-brgy SOFTWARE

Copy the ZIP file from the installation DVD provided by the developer to the Apache folder that can be hosted. C:xampp/htdocs is the default path for XAMPP and C:wampp/www for wampp.

After copying the file, extract the files from the zip file using any zip extractor application or you can use the application default in Windows 10 to extract it. You will now then see the e-brgy folder. If the e-brgy folder contains the e-brgy folder inside then move the folder inside, outside the folder then the path should be

Internet Implementation

SEARCH FOR HOSTING SERVICE

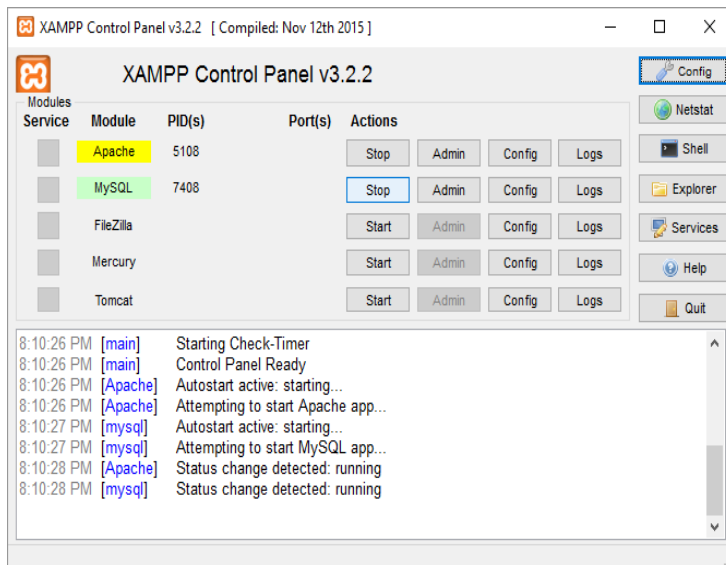
Search for hosting service that supports LARAVEL php framework. If the hosting service supports LARAVEL php framework, it is now easy for you, you just have to upload the zip file from the DVD provided and it will automatically extract the file for you. If the hosting service do not support Laravel php framework, you need to upload the file 1 by 1. Make sure to upload all the files from the zip file or there will be a possibility for the application to not run. You are going to set up also the database from the hosting. Import the **db_ebrgy.sql** from the MySQL Database of the hosting service.

CHAPTER III

SOFTWARE SETUP

Intranet Implementation

Running the server



1) Run the XAMPP Control Panel and click run on the following service: Apache and MySQL.

Internet Implementation

The hosting service you chose will be providing a link where you will be accessing the Software. This link is the typical Unified Resource Link (URL) we are using to access different websites or social media.

Chapter IV

SOFTWARE BASICS

Start-up Procedure

1. Open the browser and type the link of provided by the hosting service. In case of intranet, use the ip address before together with the port number given by the php artisan serve command earlier.

Example link: <http://192.168.1.6:8000/public>

Note: 8000 is the port number and /dashboard is the path you want to look first

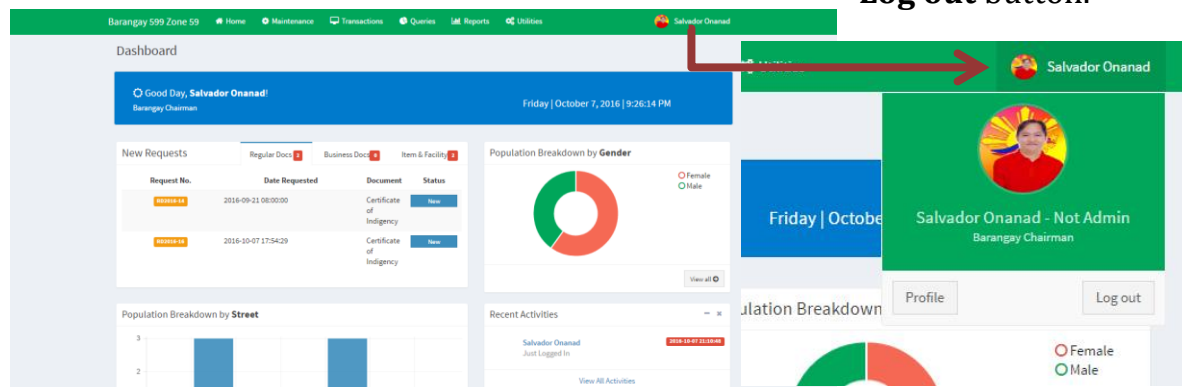
2. Once you typed in the link. You will be directed to the website and click the “Login” in the navigation tab, found on the upper-right side of the website then login your account.

If you don't have an account yet, you can click “Register” then input the needed information.




NOTE: Only a registered resident and elected officer within the barangay can register and have an account.

3. After you have successfully logged in, you will be directed to the dashboard.
4. To customize your profile picture and your signature, go to **Profile** by clicking the name displayed on the upper-right corner where you can also find the **Log out** button.



5. In the profile section, it is ***important that you upload a picture format of your signature.*** Then click the **Save Changes** button.
6. You can change your Username and Password. Then click the **Save Changes** button.

User Profile Home - User profile




Salvador Onanad
Barangay Chairman

Gender	Male
Birthday	1957-09-01
Address	1915-A 8, Manila
Contact Number	99182474
Civil Status	Married


Profile Settings

Profile Image*



No file chosen

Signature*



No file chosen

Account Settings

Username

Password

Chapter V

USING THE SOFTWARE

MAINTENANCE

Household Maintenance

- This is where the user will input the details about a household.

1. Input all the needed information on the left side of the form. Be sure to input all the right details. Then click **“Submit”** button below.

The screenshot shows the 'Household Maintenance' interface. On the left is a form for adding a new household. It includes fields for House Owner (Last Name, First Name, Middle Name), House/Unit/Building No., Street (a dropdown menu), Zone/Purok No., and House Type (a dropdown menu). A 'Submit' button is at the bottom. On the right is a 'List of Household' table with columns: ID, House Owner, House/Unit/Building No., Street, Zone/Purok No., House Type, and Action. The table contains three entries. The 'Action' column has two icons: a green checkmark and a red X.

ID	House Owner	House/Unit/Building No.	Street	Zone/Purok No.	House Type	Action
23	Salvador Canata Onanad	1915-A	Mangga	1	Residential	
24	Jomari Gustilo Ramos	2152 Bldg. A Unit 722	Mulawin	3	Residential	
25	Marivic Villareal	1967	Anahaw	4	Residential	

2. **Editing a saved household data**, is to click the icon.
3. **Deleting a saved household data**, is to click the icon.

Resident Maintenance




- This is where the user will input the details about every resident living in a household.

1. Select Household where the residents will live.

☐ Select House Owner as the Head

The screenshot shows the 'Add Resident' form. It has a 'Search' section with a dropdown menu labeled 'Select Household' (highlighted with a red box and a green '1'). Below it is a checkbox 'Select House Owner as the Head'. The form is divided into sections: 'Personal Details', 'Contact Details', 'Health Details', 'Education & Literacy', and 'Economic Details'. The 'Personal Details' section includes fields for 'Name of resident' (Last Name, Given Name, Middle Name), 'Relation to the Head' (a dropdown menu), 'Residency Status' (a dropdown menu), 'Birthdate' (mm/dd/yyyy), 'Age', 'Birth Place', and 'Gender' (Male/Female). At the bottom, there are three buttons: a green '+', a blue 'Submit', and a red X (highlighted with a red box and a green '3').

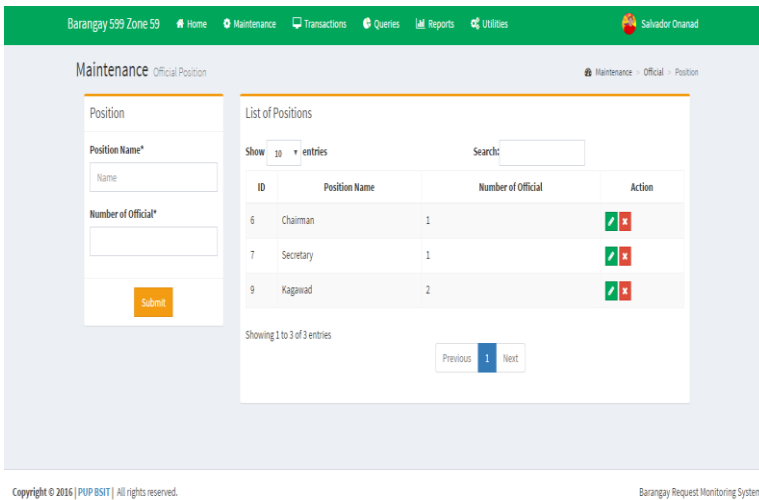
Is use to Select the House Owner as the Head.







2.  **Apply Last Name to all** is use so that the user will not retype the same surname.
3. **Adding a resident in a household.** Click the  icon to add another resident information.
4. **Removing a Field.** By clicking the  icon can remove the excess field/textboxes you added.
5. Click the **Submit** button to save the inputted information.

Official Maintenance

Official Position


- this is where the user will input the Official Position name and its quantity.



ID	Position Name	Number of Official	Action
6	Chairman	1	 
7	Secretary	1	 
9	Kagawad	2	 

1. Input all the needed information on the left side of the form. Be sure to input all the right details. Then click “**Submit**” button below.

2. **Editing a saved Position data,** is to click the  icon.

3. **Deleting a saved Position data,** is to click the  icon.

Official Details

- This is where the user will identify the Barangay Official and the detail of his/her term.

NOTE: Only the registered resident in the barangay can be identify as an Official.

Maintenance Official Details

Official Details

Name*
Select Resident Name

Birthdate

Address

Gender

Position
Select Position







Start of Term
mm/dd/yyyy

End of Term
mm/dd/yyyy

Submit

List of Officials


Show 10 entries Search:

ID	Official Name	Position	Start of Term	End of Term	Action
14	Onanad, Salvador Canata	Chairman	2016-09-28	2019-09-30	 
15	Villareal, Marivic	Secretary	2016-09-28	2019-09-29	 
16	Belleza, Jessa Saguier	Kagawad	2016-09-29	2019-09-29	 

Showing 1 to 3 of 3 entries

Previous 1 Next

is to click the  icon.

1. Input all the needed information on the left side of the form. Be sure to input all the right details. Then click **"Submit"** button below.
2. **Editing Position**, is to click the  icon.
3. **Deleting Position**,

Business Maintenance

Business Type

- This is where the type of business within the barangay is defined.

Barangay 599 Zone 59 Home Maintenance Transactions Queries Reports Utilities Salvador Onanad

Maintenance Business Type















Business Type

Business Type*
Type

Submit



List of Business Types

Show 10 entries Search:

ID	Business Type	Action
12	Hardware	 
13	Bakery	 
15	Retail Store	 
16	Pharmacy	 
17	Parlor/Salon	 
18	Laundry Shop	 
19	Computer Shop	 

Showing 1 to 7 of 7 entries

Previous 1 Next

1. Input the business type on the left side of the form. Then click **"Submit"** button below.
2. **Editing Business Type**, is to click  the icon.
3. **Deleting Business Type**, is to click the  icon.

Business Details





- This is where all the transactions made for a business document is recorded or viewed.

Barangay 599 Zone 59 Home Maintenance Transactions Queries Reports Utilities Salvador Onanad

Maintenance Business Details Maintenance > Business > Business Details

List of Businesses

Show 10 entries Search:

ID	BusinessName	Type	Owner	Address	E-mail Address	Contact No.	Income per month (pesos)	
6	Mars Drugstore	Pharmacy	Alex Garcia	1914-B Peralta St.	mercury@gmail.com	983884454	150000	 
7	Tina's Bakeshop	Bakery	Kristina Tiamsic	Unit 1024 Lorenzo Blg.	jomjomramos@gmail.com	927481284	100000	 

Showing 1 to 2 of 2 entries

Previous 1 Next

1. **Editing Business Details**, is to click the  icon.

2. **Deleting Business Details**, is to click the  icon.

Facility Maintenance

Facility Details

*This is where a facility within the barangay is defined.

Facility Details

Facility Name*
Name

Description
Description

Location*
Select Location

Capacity
0

Rental Fee (for Residents)*
0







Rental Fee (for Non Residents)*
0

Image
Choose File No file chosen

Submit




List of Facilities

Show 10 entries Search:

ID	Facility Name	Description	Location	Capacity	Rental Fee (for Residents)	Rental Fee (for Non-Residents)	Condition	Availability	Image	Acti
12	Aguinaldo Basketball Court	Covered	Peralta St.	10000	50.00	60.00	Good	Available	 	
13	Peralta Gymnasium	Covered	Mulawin St.	1500	100.00	110.00	Good	Available	 	
14	Multi-Purpose Hall	indoor, airconditioned	Peralta St.	500	100.00	110.00	Good	Available	 	

Showing 1 to 3 of 3 entries

Previous 1 Next

1. Input all the needed information on the left side of the form. Be sure to input all the right details. Then click “**Submit**” button below.
2. **Editing a Facility Detail**, is to click the icon. 
3. **Deleting a Facility Detail**, is to click the icon. 
4. **Viewing the Image of the Facility** is by clicking the  icon.

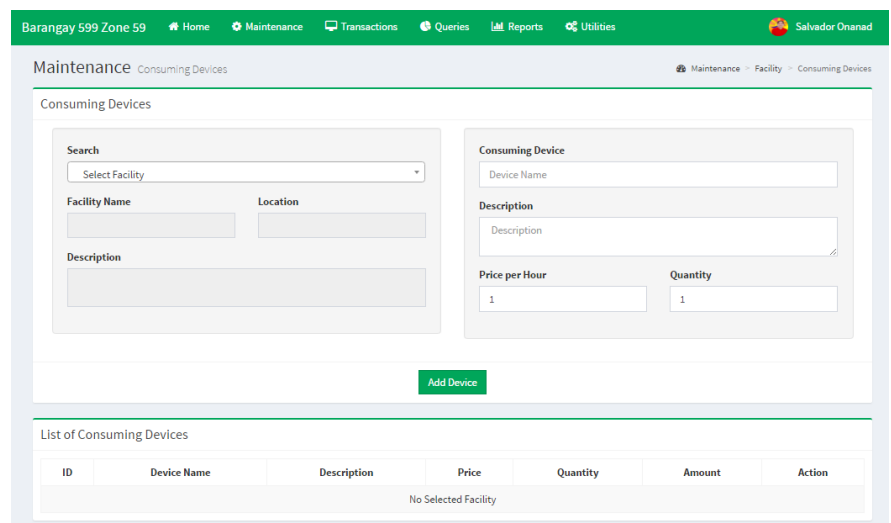
Consuming Devices

- This is where all the consuming devices found in a facility are added.

1. Select first the facility you want to add on a device.


NOTE: You can view the corresponding saved device on a facility after choosing a facility name.

2. Input the device name and its corresponding details asked in the form.
3. Then click the **Add Device button** to save.




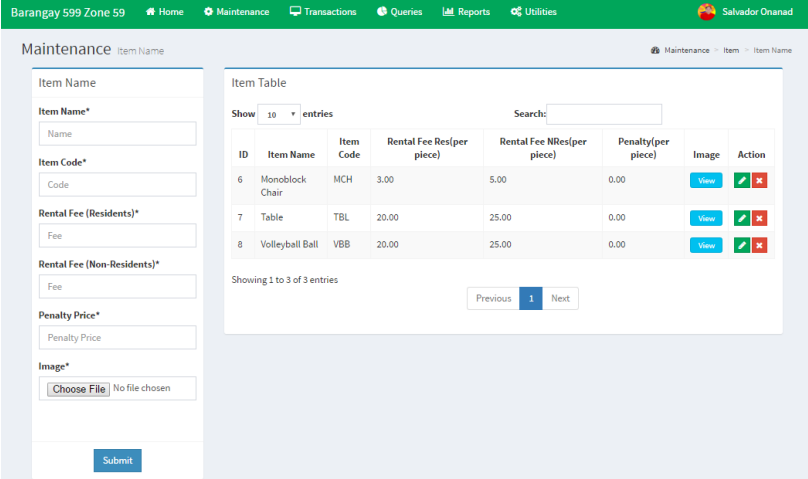
Item Maintenance

Item Details













- This is where you input all the items that can be requested in the barangay.
1. Input all the needed information on the left side of the form. Be sure to input all the right details. Then click “**Submit**” button below.
 2. **Editing an Item Detail**, is to click the  icon.

3. **Deleting an Item Detail**, is to click the  icon.

4. **Viewing the Image of the Facility** is by clicking the  icon.

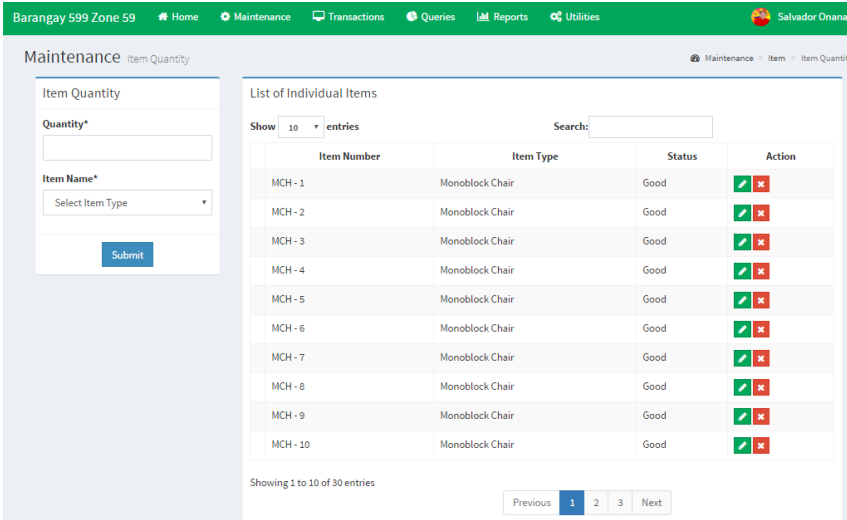


The screenshot shows the 'Maintenance Item Name' form and table. The form on the left has fields for Item Name, Item Code, Rental Fee (Residents), Rental Fee (Non-Residents), Penalty Price, and Image. The table on the right lists items with columns for ID, Item Name, Item Code, Rental Fee Res(per piece), Rental Fee NRes(per piece), Penalty(per piece), Image, and Action. The table contains three entries: Monoblock Chair, Table, and Volleyball Ball.































ID	Item Name	Item Code	Rental Fee Res(per piece)	Rental Fee NRes(per piece)	Penalty(per piece)	Image	Action
6	Monoblock Chair	MCH	3.00	5.00	0.00		  
7	Table	TBL	20.00	25.00	0.00		  
8	Volleyball Ball	VBB	20.00	25.00	0.00		  

Item Quantity

- This is where the user can input the quantity of an item that the barangay has.



The screenshot shows the 'Maintenance Item Quantity' form and table. The form on the left has fields for Quantity, Item Name, and a Submit button. The table on the right lists individual items with columns for Item Number, Item Type, Status, and Action. The table contains ten entries, all of which are Monoblock Chairs with a status of 'Good'.

Item Number	Item Type	Status	Action
MCH - 1	Monoblock Chair	Good	  
MCH - 2	Monoblock Chair	Good	  
MCH - 3	Monoblock Chair	Good	  
MCH - 4	Monoblock Chair	Good	  
MCH - 5	Monoblock Chair	Good	  
MCH - 6	Monoblock Chair	Good	  
MCH - 7	Monoblock Chair	Good	  
MCH - 8	Monoblock Chair	Good	  
MCH - 9	Monoblock Chair	Good	  
MCH - 10	Monoblock Chair	Good	  

1. Select an item type first then input the quantity. Then click **“Submit”** button below.




NOTE: The quantity inputted on the left side is viewed on the table where each item can be determined by their ‘Item Number’.

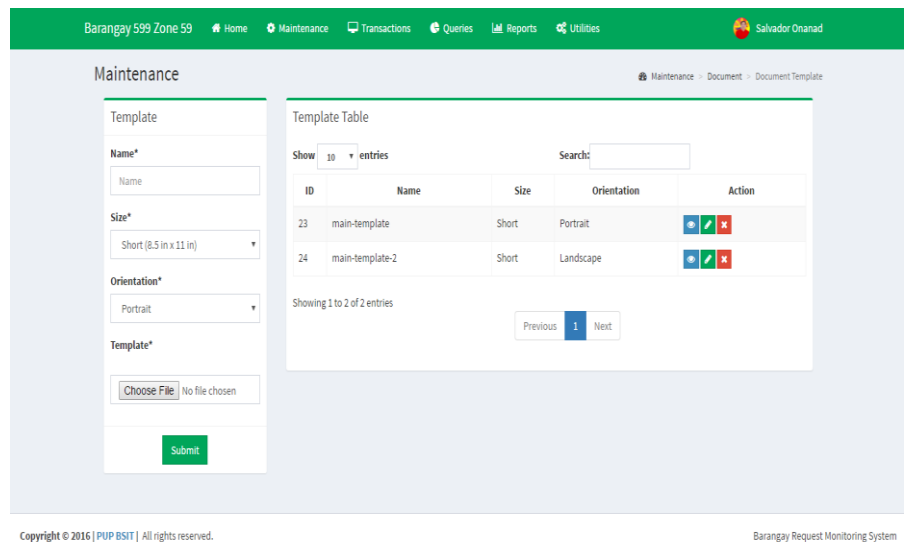
2. **Editing an Item Number**, is to click the  icon.







3. **Deleting an Item Number**, is to click the  icon.

Document Maintenance

Document Layout

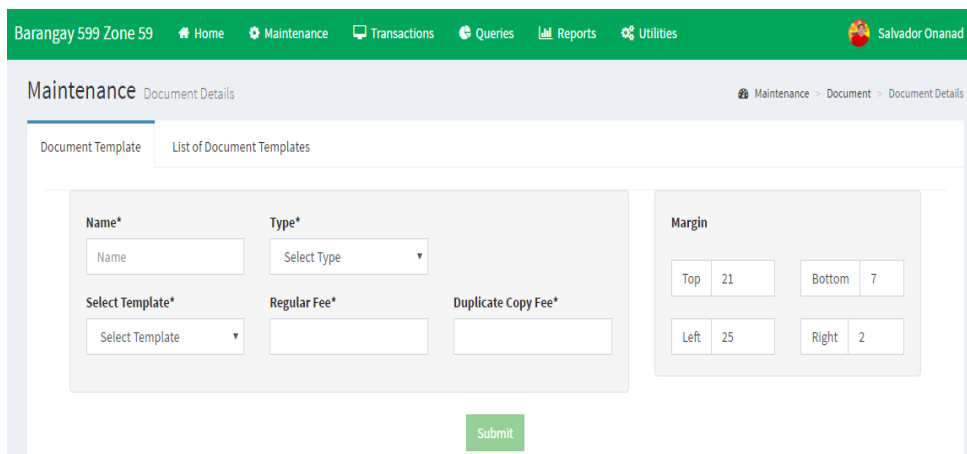
- This is where the layout of a document is defined.
1. Input all the needed information on the left side of the form. Be sure to input all the right details. Then click **“Submit”** button below.
 2. ***Editing a Facility Detail***, is to click the  icon.
 3. ***Deleting a Facility Detail***, is to click the  icon.
 4. ***Viewing the Image of the Facility*** is by clicking the  icon.



ID	Name	Size	Orientation	Action
23	main-template	Short	Portrait	  
24	main-template-2	Short	Landscape	  

Document Template

- This is where the user customize the content and design of the chosen template or layout.



Top	Bottom	Left	Right
21	7	25	2

1. Input the details about the document template. Select the *Document Layout*.
2. Customize margin of the document

Document Template

Edit Template Confirm Template

A Normal text - Bold Italic Underline Small “

Barangay Certificate

To whom it may concern:

This certify that (Name) , of legal age, is a bonafide resident of this barangay with postal address at (house no. and street) , Old Sta. Mesa, Manila.

He/She presently do not have any pending case of any kind in our barangay records.

This certification is being used upon the request of (requestor's name) for (purpose) purpose only.

Issued (day) , day of (month) , year (year) at Barangay 599, Zone 59,

3. Be sure that **Edit Template** is clicked to customize the content of the document.
4. After inputting the content click **Confirm Template**.
5. If you are sure about the content and layout of the document click the **Submit** button.

TRANSACTION

Regular and Business Document

Transaction Regular Documents

Transaction Documents Regular Documents

New Request

Status

- All 2
- New 2
- Pending 0
- For Approval 0
- Done 0
- Cancelled 0

All Requests

Show 10 entries Search:

Request No.	Requestor	Requested For	Type	Date Requested	Document Status	
RD2016-16	Kristina	Mary-Ann Onanad	Resident	2016-10-07 17:54:29	Certificate of Indigency New	
RD2016-14	Jessa Belleza	Jose Villareal	Resident	2016-09-21 08:00:00	Certificate of Indigency New	

Showing 1 to 2 of 2 entries

Previous 1 Next

Figure 1: All Requests Table

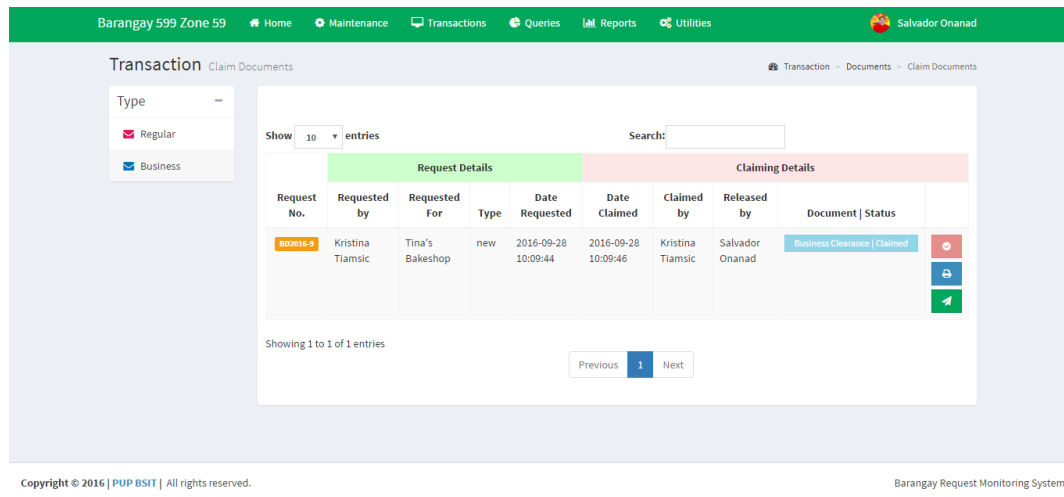


Figure 2:
Claim Documents

Requesting of Document

1. Click the **New Request** button. See Figure 1.
2. Choose whether the requestor of **Regular Document** is **Resident** or **Non-Resident**.
NOTE: Not all documents in the barangay are available for **Non-Residents**.
For **Business Document**, choose whether the requestor asked for a **New** or **Renew** of document.
3. Fill-up the needed information. (All Fields are Required)
4. Choose the Document that the client wants to request. **NOTE:** the client can request more than one document.
5. Click **Submit** button.

Barangay 599 Zone 59 | Home | Maintenance | Transactions | Queries | Reports | Utilities | Salvador Onanad

Transaction | Regular Documents

Transaction - Documents - Regular Documents

Requestor Information

Request ID: 16 | Resident | Non-Resident

Name of Requestor: | Email Address: |

Requested For: | Address: |

Birthdate: | Gender: |

Available Documents

Document	Fee	Purpose
Certificate of Indigency	0.00	

Submit

Barangay 599 Zone 59 | Home | Maintenance | Transactions | Queries | Reports | Utilities | Salvador Onanad

Transaction | Business Documents

Transaction - Documents - Business Documents

Requestor Details

Request ID: 16 | Permit Type: New | Renew

Name of Requestor: Kristina Tiamsic | Email Address: kristiamsic@gmail.com

Business Details

Business Name: Tina's Bakeshop | Owner: Kristina Tiamsic

Address: Unit 1024 Lorenzo Bldg. | Type: Bakery

Email Address: jomponammos@gmail.com | Mobile No.: 927481284

Estimated Monthly Income (pesos): 100000


Available Documents




Document	Fee
Business Clearance	500.00
Business Clearance	500.00

Submit


Approval of Documents (See Figure 1)

NOTE: Officials can only approve a specific document status depending on their Position set in the User Privileges (Utilities).

NOTE: Updating the requestor of the status of their document can be done by clicking the  icon.


1.  is a status that can be access by Kagawad.
2.  is a status that can be access by Secretary.
3.  is a status that can be access by the Chairman.

Printing of Document (See Figure 2)

1. Click the  icon. A pop-up will come out to view the document that will be printed.
2. Click the **Download** button for you to be able to print the requested document.
3. After the file has been downloaded make sure to click the **Submit** button to change the status to **Printed**.

NOTE: A document can only be printed once.

Claiming of Document (See Figure 2)

1. Click the icon. A pop-up will come out to view the document that will be claimed.
2. Click the  **Submit** button to change the status to **Claimed**

Payment of Document



1. Click the  icon shown in *Figure 3*. You will be directed to the **Payment section** (See *Figure 4*).
2. In the Payment Section, input the name of who paid for the document and choose the **Payment Type**. If the Payment Type is waived means the document is free.
3. Click the **Print** button to print the receipt.
4. Then click submit to update the status to  (**Paid**)

Figure 3: Payment Table

Barangay 599 Zone 59 Home Maintenance Transactions Queries Reports Utilities Salvador Onanad

Transaction Payment

Sort: Regular Business

Show 10 entries Search:

Request Details					Payment Details			
Request No.	Requested by	Requested For	Date Requested	Date of Payment	Document	Status	Payment Status	Action
RD2016-14	Jessa Belleza	Villareal, Jose	2016-09-21 08:00:00		Certificate of Indigency	New	Unpaid	03
RD2016-15	Melody Legaspi	Onanad, Mary-Ann	2016-09-28 17:48:18	2016-09-28 09:58:55	Certificate of Indigency	Claimed	Paid	03

Showing 1 to 2 of 2 entries

Previous 1 Next

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Transaction Payment Transaction Documents Payment

Payment/Refund

Request No: 14 Requested by: Jessa Belleza
Date of Request: 2016-09-21 08:00:00 Requested for: Villareal, Jose Cruz

Document	Status	Amount
Certificate of Indigency	New	0.00

Paid By:

Payment Type:

Total Amount:

Amount Due:

Submit Print

Figure 4: Payment Section

Item and Facility Request

Barangay 599 Zone 59 Home Maintenance Transactions Queries Reports Utilities Salvador Onanad

Transaction Item and Facility Table

New Request

Status

- All 3
- New 0
- Approved 2
- Released 0
- Returned 1
- Cancelled 0

Show 10 entries Search:

Request No.	Requestor	Requestor Type	Mobile No	Date of Request	Reserved From	Reserved To	Status	Action
IF20161	Onanad, Angel	Resident	9935727	2016-09-28 19:07:14	2016-09-28 - 00:00:00	2016-09-28 - 23:59:00	Returned Paid	
IF20162	Villareal, Jose	Resident	19294121	2016-09-28 19:50:15	2016-09-28 - 00:00:00	2016-09-28 - 23:59:00	Approved Paid	
IF20163	Villareal, Jose	Resident	19294121	2016-09-28 19:51:44	2016-10-01 - 00:00:00	2016-10-01 - 23:59:00	Approved Unpaid	

Showing 1 to 3 of 3 entries

Previous 1 Next

Figure 5: Requested Items and Facilities

Requesting of Item and Facility

1. Click the **New Request** button. (See Figure 5)
2. Choose on the left side on how you want to reserve the date.

Date Range: you will click the the date and choose the time you want to reserve an item or facility.

Manual Pick Date: You will type the date and time you to reserve an item or a facility.

Transaction Request Item and Facility Form

Select Date

- ☐ Date Range
- ☐ Manual Pick Date

October 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Date Range

☐ Date and Time of Reservation

Reserve

3. After choosing the date range of your reservation, click the button **Reserve**.
4. A pop-up will appear. Input **all** the needed information. Click the radio button of the item or facility you want to reserve and the quantity.
5. Click the **Submit** button below the *Requestor Details*.

Issuing of Item and Facility

1. Click the icon for issuing the requested items and facilities. (See Figure 5)
2. You will be directed to the issuing of items and facilities where you can check and edit the request you have made. (See Figure 6)
3. Click the **Submit** button if you are content with the reservation.
4. A confirmation box will appear to view the summary of the reservation you made. (See Figure 7)
5. Click the **Confirm** button to issue the items or facility requested.

Figure 6:
*Issuing Items
and Facilities*

Figure 7 :
Confirmation for
issuing the
request

Name	Number of Deficient / Excess Item	Item Price	Amount	Status
Monoblock Chair	0	3.00	0	Issue enough Item/s

*Issue To: Andrei Tiamsid

Status: No changes

Total Amount: 0.00

Confirm

Returning of Item and Facility


1. Click the  icon to return requested items or facilities.
2. You will be directed to the return section of reservation. (See Figure 8)
3. Click the Item Name or Facility Name.
4. Change the status of each item if it was broken, damaged or missing after the return.
5. After identifying the status of the requested item or facility. Click the **Submit** button to confirm the returning of request.

Figure 8:
Return Items or
Facility

Return Items

Requestor Name*: Onanad Salvador

Date Issued*: 2016-10-07 17:48:58

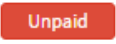

Date Today*: 2016-10-7 17:49:38

Submit

Item ID	Return Status
Monoblock Chair - 1	Good
Monoblock Chair - 2	Good
Monoblock Chair - 3	Good
Monoblock Chair - 4	Good
Monoblock Chair - 5	Good

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Payment of Request

1. If you are on *Figure 5*.
Click the  icon. You will be directed to the Payment Section. (See *Figure 10*)
2. Another way to record payment is to go to Transaction tab, under the Item and Facility panel, click *Payment*. You will be directed to *Figure 9*.
Click the  icon. You will be directed to the Payment Section. (See *Figure 10*)
3. Input and select the necessary data for payment.
4. Click the **Submit** button to confirm payment
5. You can *download and print the Payment Summary* of a reservation by clicking the icon.



Transaction Item & Facility Payment

Status: ☐ All (4) ☐ Paid (3) ☐ Unpaid (1) ☐ Halfpaid (0)

Show 10 entries Search:

Request No.	Requestor	Requestor Type	Mobile No	Date of Request	Status	Payment Status	Payment	Download Payment Summary
1	Onanad, Angel	Resident	9935727	2016-09-28 19:07:14	Returned	Paid		
2	Villareal, Jose	Resident	19294121	2016-09-28 19:50:15	Approved	Paid		
3	Villareal, Jose	Resident	19294121	2016-09-28 19:51:44	Approved	Unpaid		
4	Onanad, Salvador	Resident	99182474	2016-10-07 17:51:01	Returned	Paid		

Showing 1 to 4 of 4 entries

Previous 1 Next

Figure 9: Item and Facility Payment

Figure 10: Payment Section for Requesting of Item and Facility

Transaction Payment

Transaction Documents Payment

Request No. 4 Name Salvador Onanad Request Date Fri Oct 07 2016 - 5:38:58 PM

Date From Fri Oct 07 2016 - 00:00:00 Date To Fri Oct 07 2016 - 23:59:00 Day(s) Borrowed 0

Name	Type	Quantity / Duration	Price per Item / Price per Hour	Additional Payment	Amount
Monoblock Chair	Item	5	P3.00	-	P15.00

Paid by:*

Payment Type: Select Payment Type

Total Amount

Amount Due:

Balance:

Submit

Manage Resident

- Click the **View Family** button, you will be directed to *Figure 12* where you can add, edit and delete resident or deactivate a household.

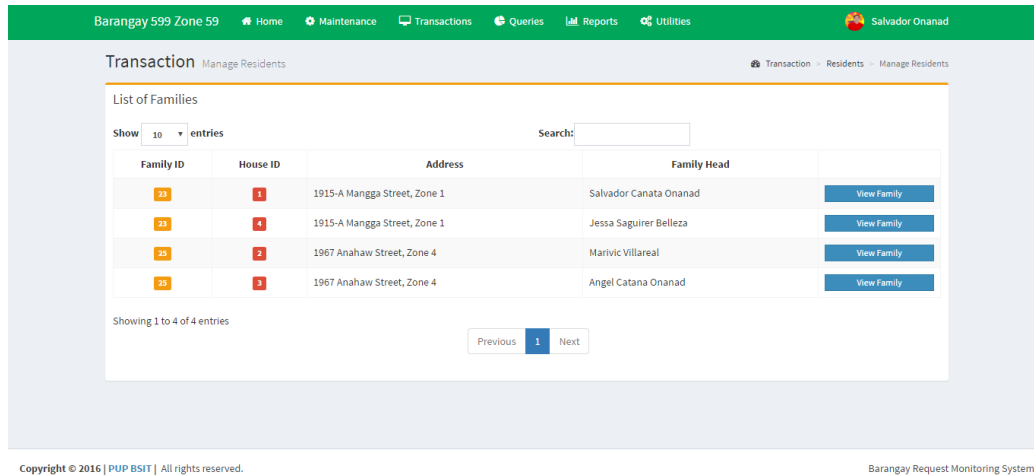


Figure 11: List of Household and Family Head.

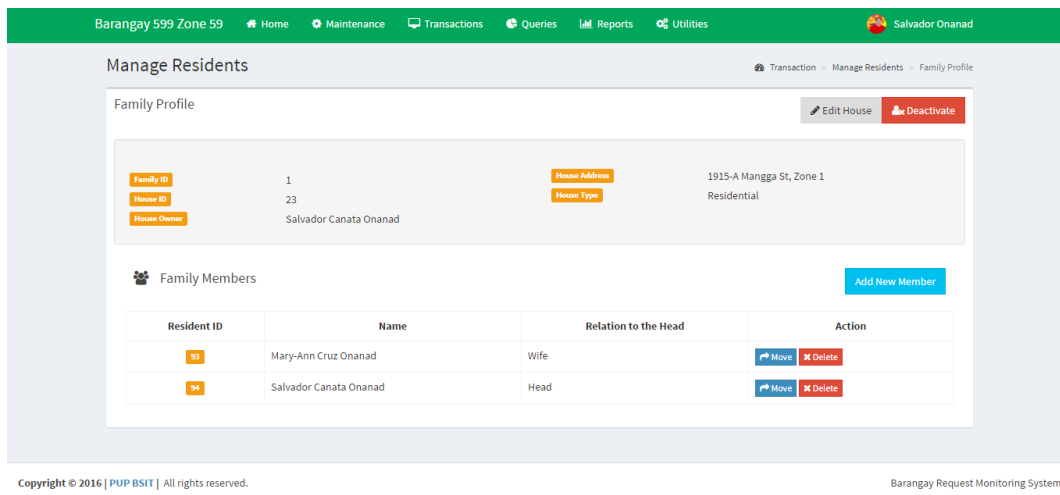


Figure 12: Manage Residents

Moving of Family to another house within the Barangay

- Click the **Edit House** button found on the upper-right corner of the form (*Figure 12*).
- Select the Household address where the family will move to.
- Click **Save** to confirm the move-in of the Family to that household.


Moving of Family to another house outside the Barangay (Deactivated)

- Click the **Deactivate** button found on the upper-right corner of the form (*Figure 12*).
- Click the **Delete** button to confirm deactivation of the family that lived in the barangay.

Adding New Member of the Household/Family

1. Click the **Add New Member** button found in the middle part of the form (*Figure 12*).
2. Input all the required data about the resident then click the **Add Member** button to save the information.

Moving of a Resident within the Barangay

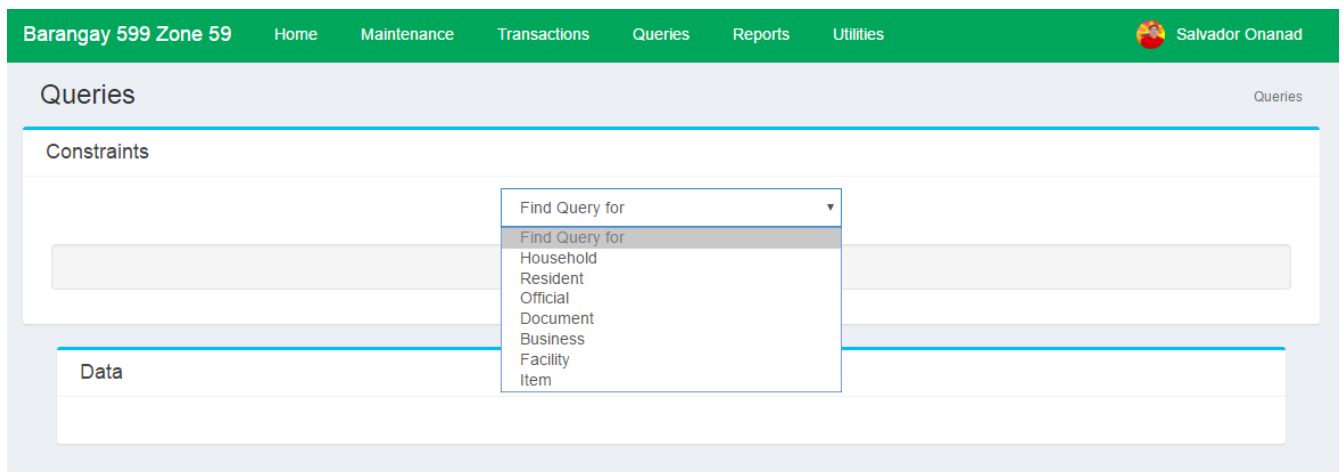
1. Click the  icon.
2. Select if the Resident will move to different house as *New Member* or *As New Family*(*that person will automatically be the Head of that household*)
3. Input all the information needed.
4. If finish, click **Save** button.

Deactivation of Resident

****Deactivation of a Resident is when that person is deceased or had been moved out of the household***

1. Click the  icon.
2. Choose the Reason (Deceased or Moved out)
3. Click the **Save** button to deactivate.

QUERIES



1. Select the module in Maintenance that you want to query.
2. Select the details you want to filter the information.
3. Click the **Refresh** button to view the data.

REPORTS

Barangay 599 Zone 59 Home Maintenance Transactions Queries Reports Utilities Salvador Onanad

Reports

Regular Document Request Report

Date Picker

Today
Yesterday
Last 7 Days
Last 30 Days
This Month
Last Month
Custom Range

FROM TO
09/08/2016 10/07/2016

Apply Cancel

View Full Report

Business Document Request September 1, 2016 - September 30, 2016

View Full Report

1. Select or Input a Date Range.
2. Click the **View Full Report** to view and print the specific Report.

UTILITIES

BARANGAY DETAILS

*This is where the all the details of the barangay are set.

Barangay Details

1. Choose and input the details asked.

2. Click the **Save Changes** button.

Barangay Details

BARANGAY LOGO 1 (Main)

Choose File No file chosen

BARANGAY LOGO 2

Choose File No file chosen

Barangay Name:

Barangay 599 Zone 59

Barangay Address:

Sta. Mesa, District IV, Manila, Philippines

Telephone No:

7163543

Mobile No:

9432817250

Email Address:

barangay599zone59@gmail.com

Save Changes

Address Fields Settings

House/Unit/Building No. ON

Subdivision OFF + ADD

Compound/Tenement OFF + ADD

Street ON + ADD

Purok/Zone ON

Save Changes

Address Field Settings

1. Activate the fields of an address that are needed.
2. If the fields Subdivision, Compound and Street are activated. Click the **Add** button to add the description. Click **Add** to save.
3. Click the **Save Changes** button to save all the data.

USER PRIVILEGES

*Give privilege to every user of the software by activating it. Then click the **Save** button when done.

Barangay 599 Zone 59

HomeMaintenanceTransactionsQueriesReportsUtilities

Salvador Onanad

User Privileges

Home > Utilities > User Privileges

Document Status Access

ID	Name of Official	Position	New	Pending	For Approval
14	Salvador Onanad	Chairman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Marivic Villareal	Secretary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Jessa Belleza	Kagawad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save

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Barangay Request Monitoring System

AUDIT TRAIL

*List of activities done in the system.

Barangay 599 Zone 59

HomeMaintenanceTransactionsQueriesReportsUtilities

Salvador Onanad

Audit Trail

Home > Utilities > Audit Trail

View All Logs

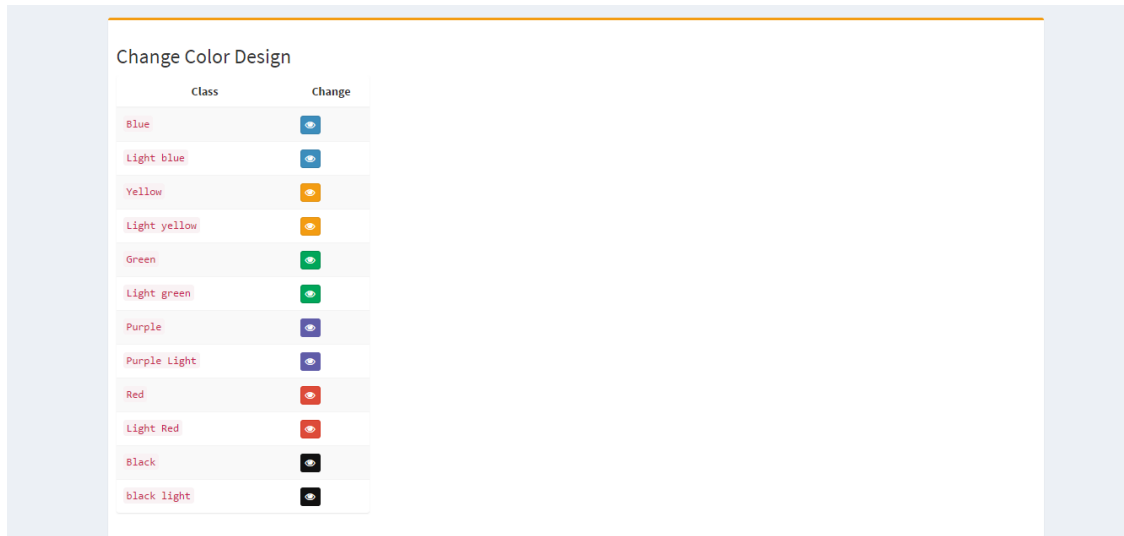
Select PositionSelect ModuleSelect Range

Show 10 entriesSearch:

ID	Official	Action	Module	New Value	Old Value	Date Time
73	Onanad, Salvador Canata	Inserted	Official Position	Kagawad		2016-09-28 21:09:31
74	Onanad, Salvador Canata	Inserted	Official Position	98 9		2016-09-28 21:09:04
69	Villareal, Marivic	Inserted	Add New Member	Angel Onanad		2016-09-28 18:09:05
66	Onanad, Salvador Canata	Inserted	Document Template	Business Clearance		2016-09-28 17:09:32
67	Onanad, Salvador Canata	Inserted	Document Template	Business Clearance		2016-09-28 17:09:32
65	Onanad, Salvador Canata	Inserted	Document Template	Certificate of Indigency		2016-09-28 17:09:12
28	Onanad, Salvador Canata	Inserted	Consuming Devices	Electric Fan 12		2016-09-28 16:09:59
34	Onanad, Salvador Canata	Inserted	Item Details	Volleyball Ball		2016-09-28 16:09:54

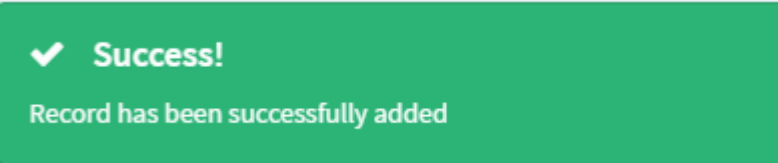
CUSTOMIZE ADMIN PAGE

*Changes the color or theme of the Admin/Official Account Page



CHAPTER VI

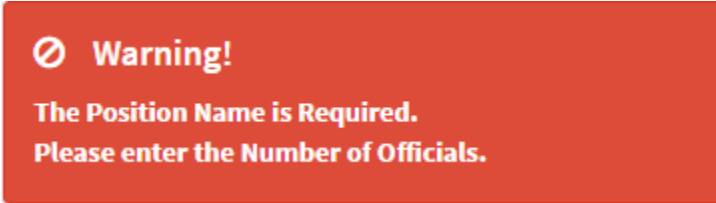
Basic Troubleshooting



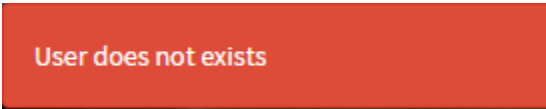
✓ **Success!**
Record has been successfully added

Success Message

If this message appears, it means changes have been saved. Green message means a successful transaction.



⚠ **Warning!**
The Position Name is Required.
Please enter the Number of Officials.

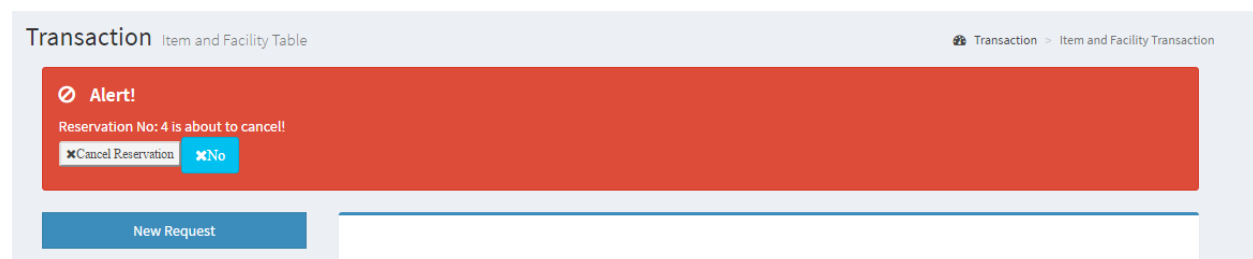


User does not exists

Error Messages

If error message like this appears, it means there is an error based on your inputs. Maybe, your inputs do not pass our validation. Kindly recheck your inputs before pressing the submit or saved button. If it happens in the log in page, you might have authentication error. That means that you enter the wrong credentials. If it happens to be complete in form but requires an image to be uploaded, then the image must be quite big or the file type or file extension of the image is not accepted by our validator. Try changing the image type or image file extension to the file extension that is required in the system and try to use smaller image in storage size. If it persists, call for assistance.

Alert Messages



This Alert Message will appear in (See Figure 8) after every new request of an item and facility if the requestor wanted to cancel the reservation. Click **No** to remove the alert.



e-brgy
Generic Web-based Barangay
Resident and Request Management System

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