



Brgy. Wawa III
Rosario, Cavite

User Instruction Manual

Barangay Form Printing Kiosk

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Aim & Audience

This user instruction manual is designed for admin user and normal user to explain them how to setup and use the automated barangay form printing kiosk. The admin and normal user can find step-by-step on how to use the kiosk system, admin system and cashier system, along with related configuration

System Setup

How to setup database

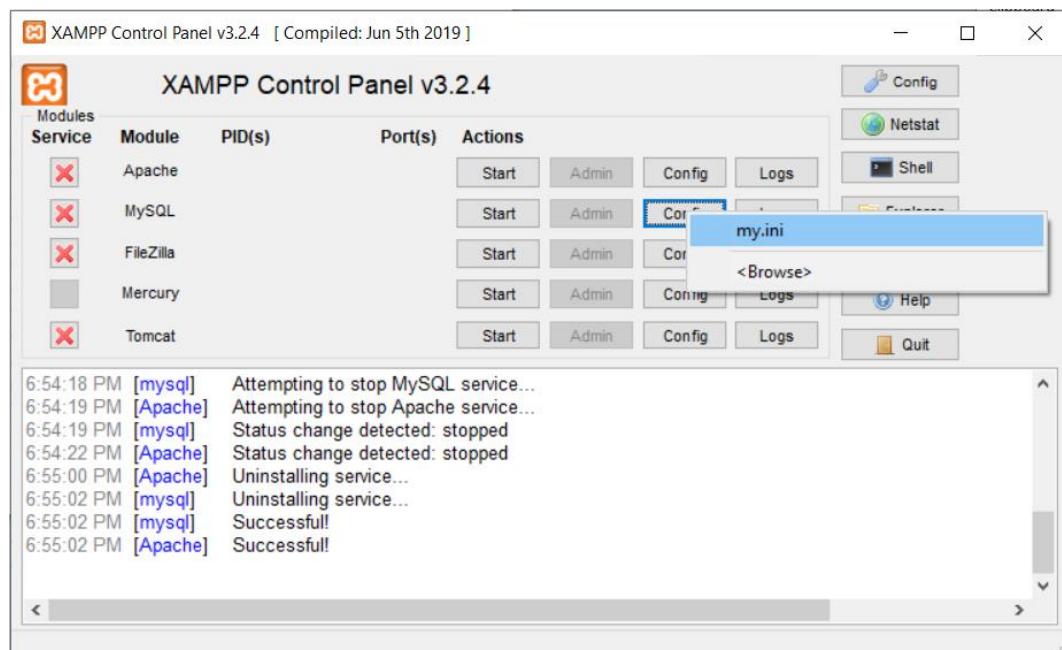
This is a one-time setup only.

Step 1

Install XAMPP Application.

Step 2

Click on MySQL config > Apache (my.ini)



Step 3

Search for “max_allowed_packet” and change the value to 16M.

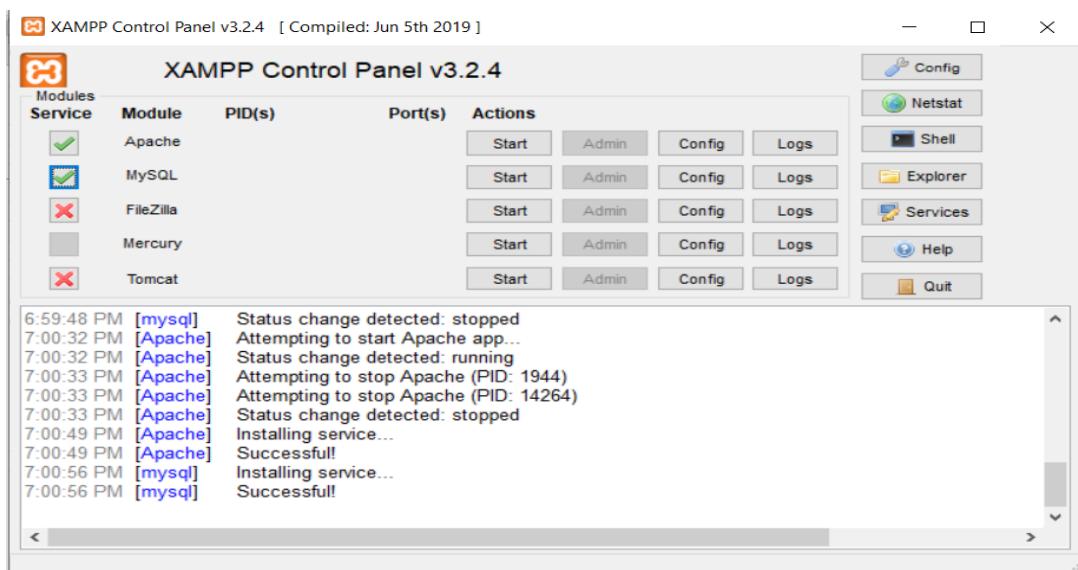
```
character-set-server=utf8mb4  
collation-server=utf8mb4_general_ci  
[mysqldump]  
max_allowed_packet=16M|
```

Step 4

Save (Ctrl+S) then close the my.ini file.

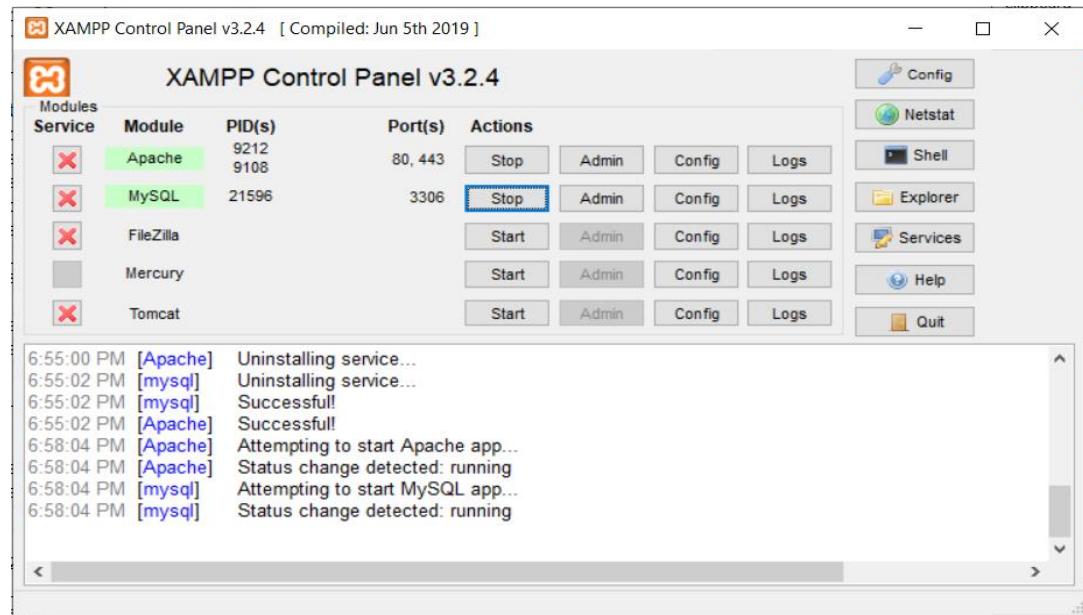
Step 5

Click the Apache and MySQL Modules Service.



Step 6

Click the Apache and MySQL Start button.



How to Register an Admin Account at first use

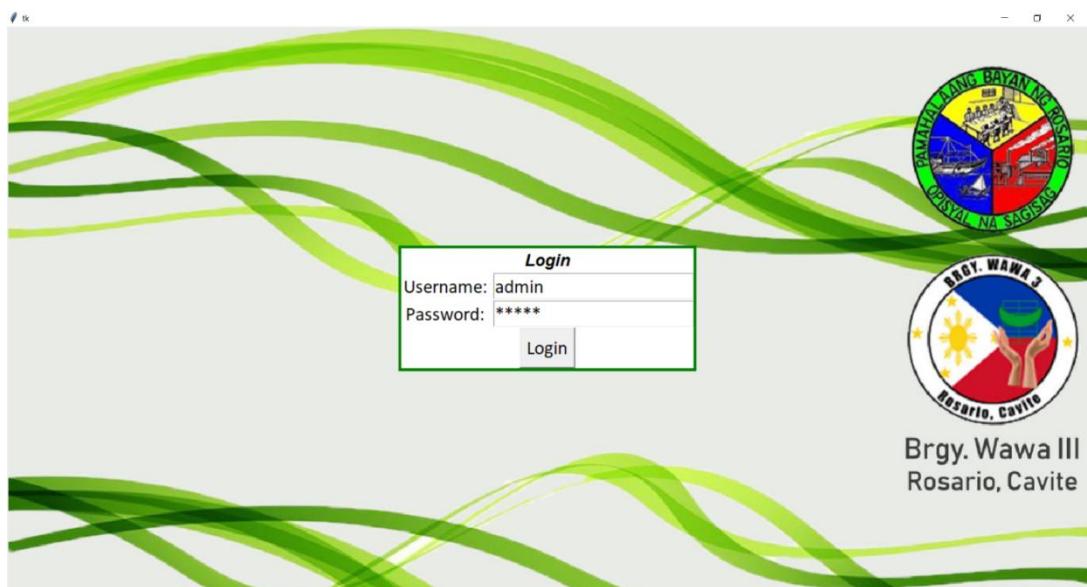
Step 1

Run the admin system.exe application.

Step 2

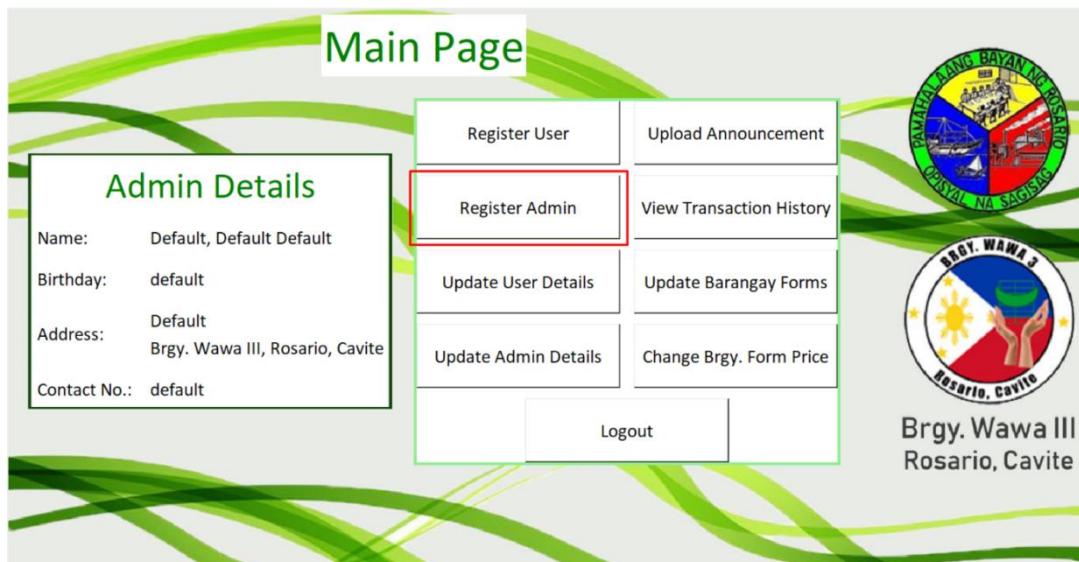
Login the system by inputting username and password.

*Note: Default username and password is **admin** in order to register an account in the system.*



Step 3

Open Register Admin.



Step 4

Complete all the required details then hit the submit button.

The image shows the 'Personal Data Sheet' form. It contains the following fields:

First Name	Middle Name	Last Name	
Address			
Brgy. Wawa III, Rosario, Cavite			
Birth Day	Place of Birth		
year	mm	dd	
Year of Residency	Sex	Civil Status	Contact No.
Security Question		Answer	
Admin Role	Username	Password	Confirm Password

At the bottom, there are 'Submit' and 'Back' buttons.

At the bottom right, there are two circular seals: one for 'PAMAHALANG BAYAN NG ROSARIO' and another for 'BRGY. WAWA 3 Rosario, Cavite'. Below them, the text 'Brgy. Wawa III Rosario, Cavite' is displayed.

After registration, the user can immediately use the account he/she registered.

Note: If the Admin Role is Cashier Role, an admin can also use it in the cashier system.

Kiosk System Setup

The kiosk system will automatically open if the kiosk machine is turned on, but there's one thing you need to setup to completely use the kiosk machine.

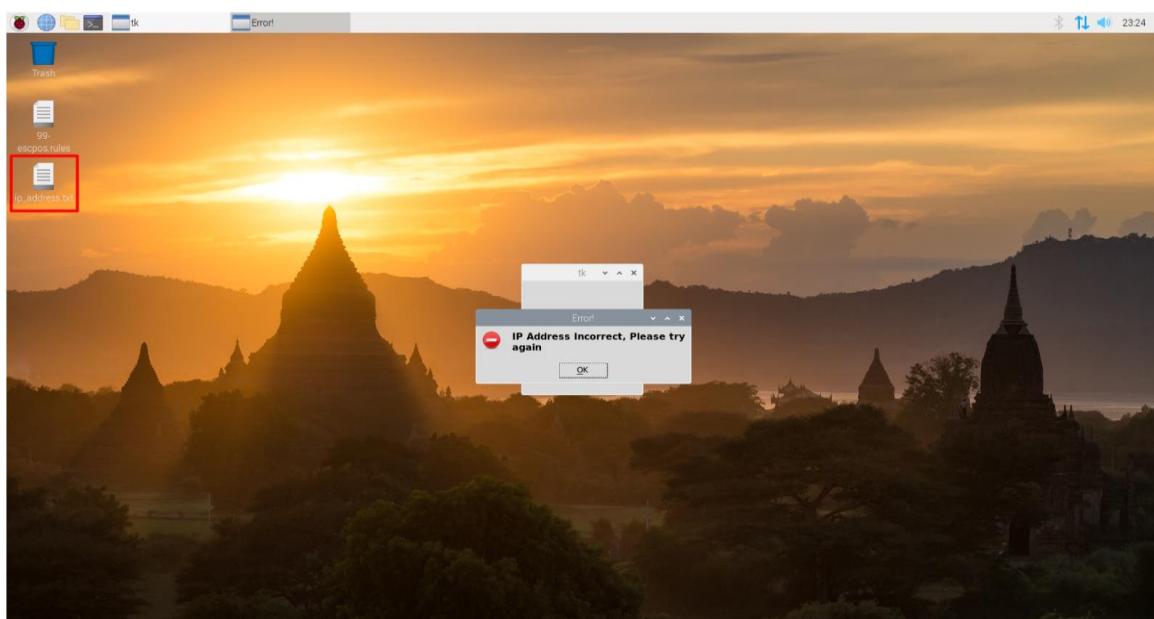
Step 1

Turn on the kiosk machine.



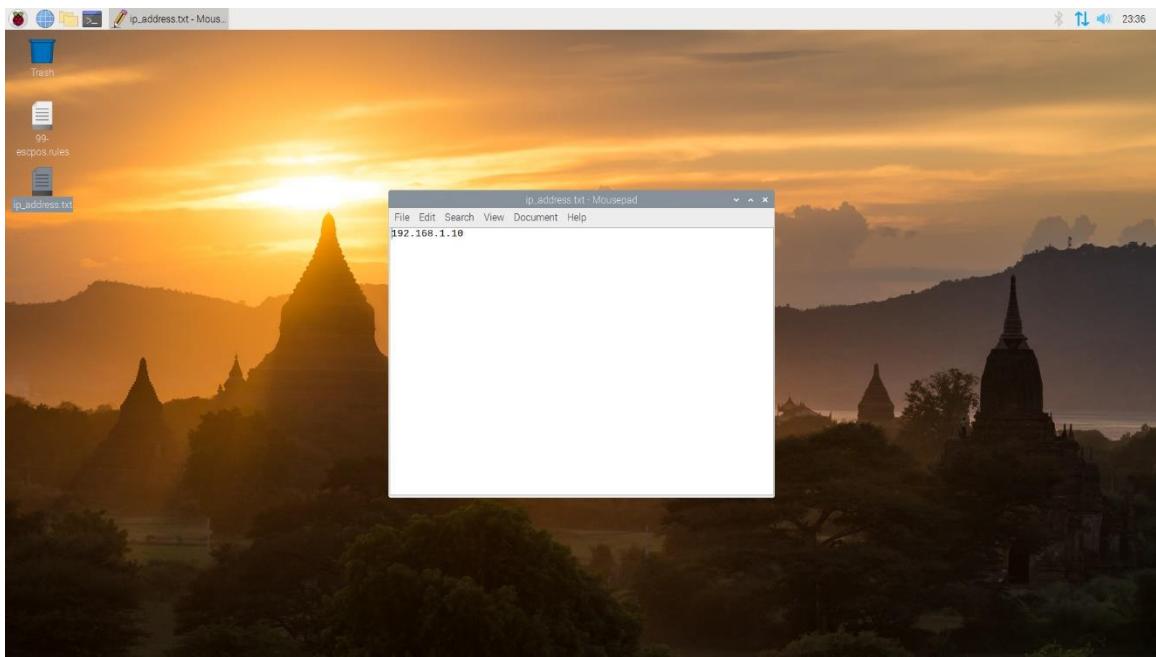
Step 2

Open the ip_address.txt



Step 3

Delete the current IP address and replace with the IP address of the server



Note: The admin can insert a keyboard in a kiosk machine to type the correct IP address

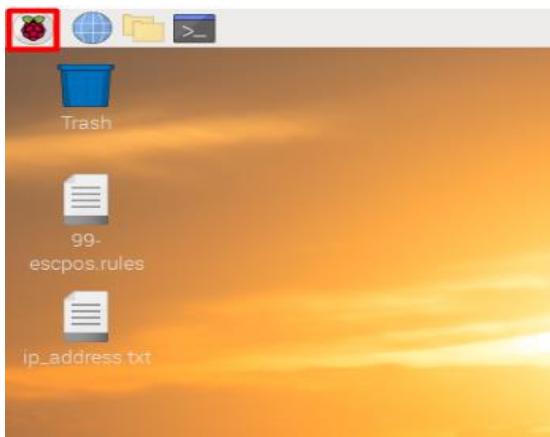
Step 4

Save (Ctrl + S) to save the file then restart the kiosk machine

How to Restart the Kiosk Machine?

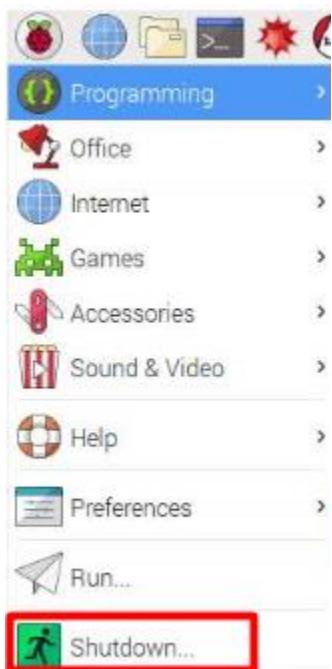
Step 1

Click the Raspberry Pi Symbol in your top left corner



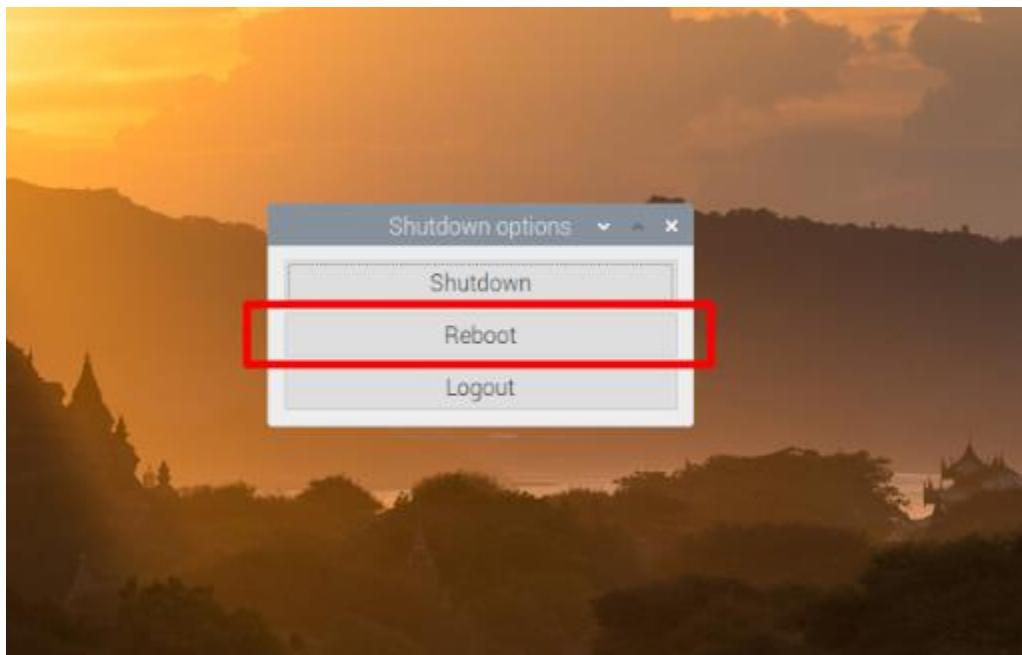
Step 2

Click Shutdown



Step 3

Click Reboot



How to get the IP Address of a computer?

Using Windows Operating System

Step 1

On your keyboard, press windows key + R.

Step 2

Type cmd

Step 3

Type ipconfig

Using Unix Operating System

Step 1

Open the terminal of your computer

Step 2

Type ifconfig

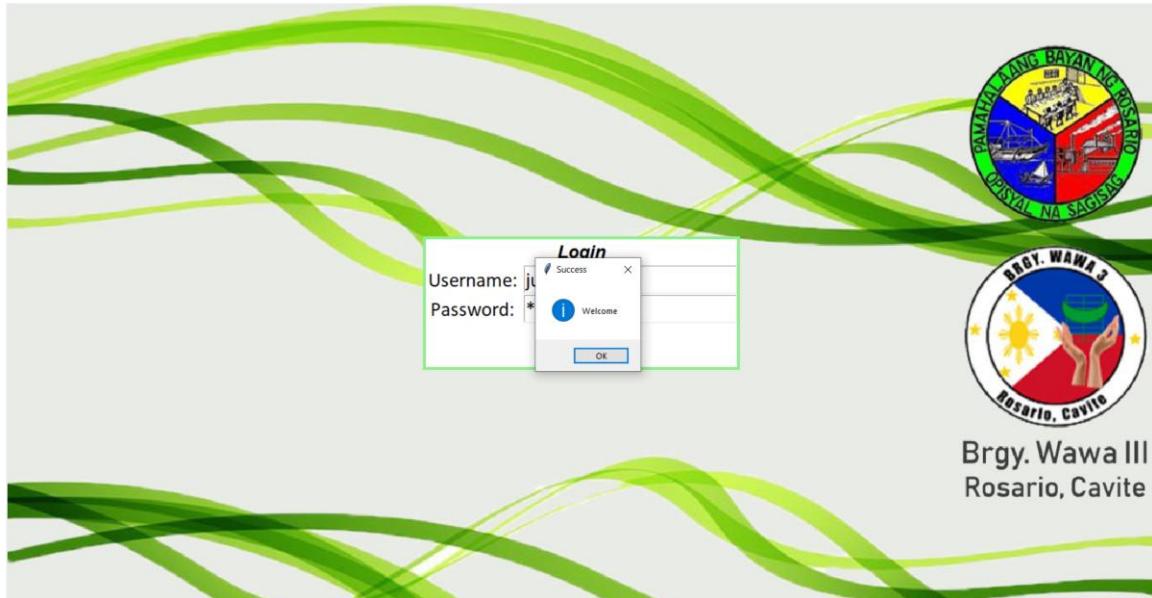
Note: There are a lot of ways to get the IP address of a computer. The following step above is the simplest way. If there's another way the user knows, feel free to use it.

System Functionality

Admin System

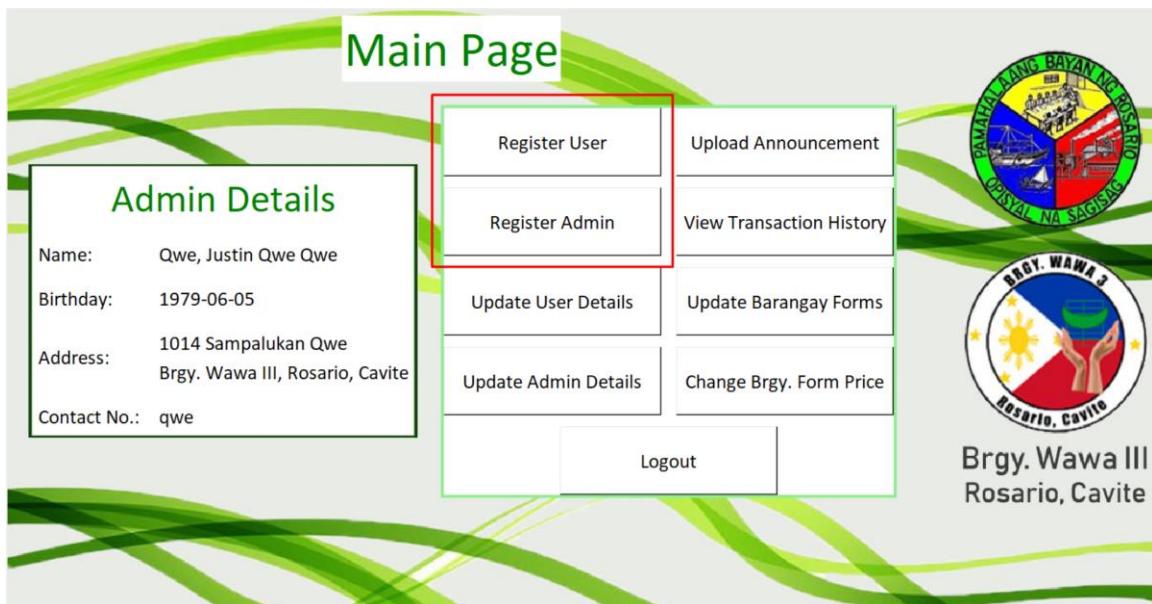
How to Login

Simply type the username and password for a registered admin.



Registration

The admin and user registration can access to the main page of admin system



Note: All the details shown above are for testing purposes only.

How to Register User Information

Fill up or type the details of a person an admin will register, all the details registered here will also reflect to the kiosk system.

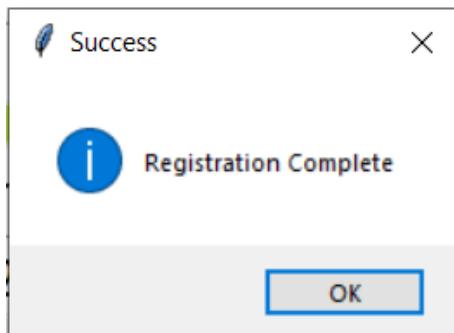
Personal Data Sheet

The form consists of several input fields: First Name, Middle Name, Last Name; Address (Brgy. Wawa III, Rosario, Cavite); Birth Day (year, mm, dd) and Place of Birth; Year of Residency, Sex, Civil Status, Contact No.; Security Question and Answer; and an Upload a Photo button. Below the form are 'Submit' and 'Back' buttons. To the right are two circular seals: one for 'PANAHALANG BAYAN NG ROSARIO' and another for 'Brgy. Wawa III Rosario, Cavite'. The text 'Brgy. Wawa III Rosario, Cavite' is also present.

Note: Contact number is not accepting letters, symbols and special characters. It will accept numbers with a maximum of 15 characters only.

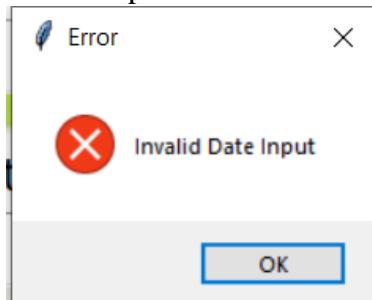
Message box will show if your registration is successful or there's an error

Successful Registration

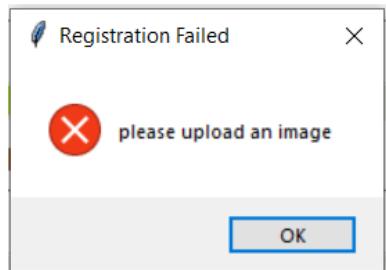


Input Errors

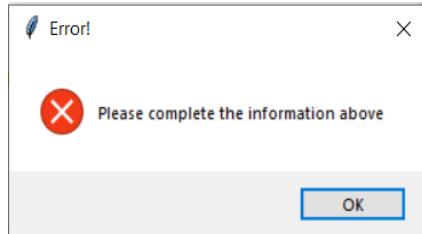
- Admin input an invalid date



- No image uploaded



- Incomplete information



How to Register Admin Information

Fill up the information needed. All the details registered here will also reflect to the kiosk system.

The image shows a 'Personal Data Sheet' form. The form fields include:

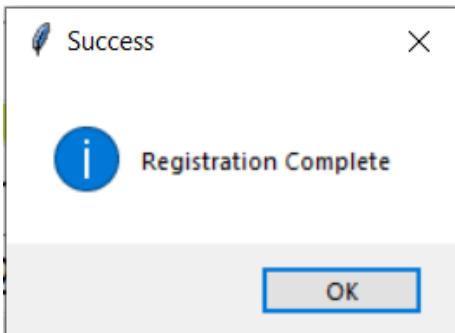
- First Name, Middle Name, Last Name (each with an input field)
- Address (input field showing 'Brgy. Wawa III, Rosario, Cavite')
- Birth Day (year, mm, dd dropdowns) and Place of Birth (input field)
- Year of Residency (dropdown), Sex (dropdown), Civil Status (dropdown), Contact No. (input field)
- Security Question (dropdown) and Answer (input field)
- Admin Role (dropdown), Username (input field), Password (input field), Confirm Password (input field)
- Submit and Back buttons

On the right side of the form, there are two circular seals:

- The top seal is for 'BAMAHALANG BAYAN NG ROSARIO' with the tagline 'OSYAL NA SAGISIG'.
- The bottom seal is for 'BRGY. WAWA 3' located in 'Rosario, Cavite'.

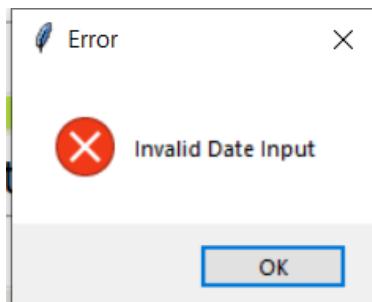
Below the seals, the text 'Brgy. Wawa III Rosario, Cavite' is displayed.

Successful Registration

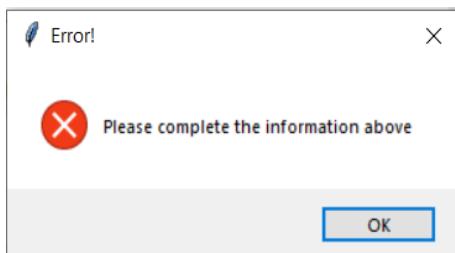


Input Errors

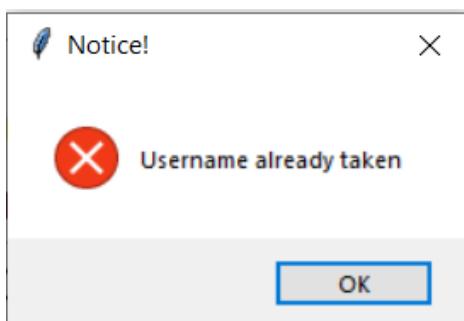
- Admin input invalid date



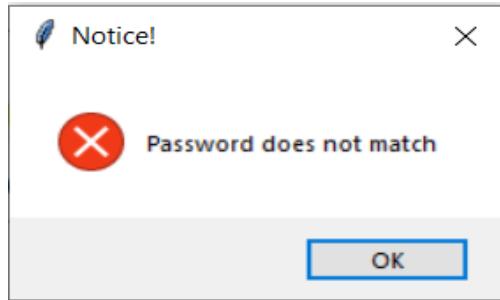
- Incomplete information upon fill-up



- Username already taken



- Password and Confirm Password does not match



How to Update User Information

In this page you can update a detail of a residents.

ID	Last Name	First Name	Middle Name	Sex	Birth Date	Civil Status	Year of Residency	Address	Place of Birth
1	Ramboyongss	Justin Jay	Lumanlan	Male	1999-02-23	Single	1999	1014 Sampalukan St.ss	Trece Martires, Cavite
2	Ramboyong	Justin Jay	Lumanlan	Male	1998-01-14	Single	1998	1014 Sampalukan St.	Trece Martires, Cavite
4	SAMPLE	SAMPLE	SAMPLE	SAMPLE	1998-01-14	SAMPLE	1960	SAMPLE	que
5	tinni	tinni	tinni	Male	1999-01-14	Married	1995	tinni	tinni
6	sample	sample	sample	Male	1970-02-01	Single	1970	sample	sample
7	Abueg	Mark	Mangcao	male	1990-01-24	Single	0		
8	Abueg	Mark	Mangcao	male	1990-01-24	Single	0		
9	Aquino	Mark	Lozano	male	1981-12-06	Married	1903	qweqe	wwwqewqewqe
11	Delos Santos	qwe	qwe	male	1985-12-16	Married	1900	qwe	qwe
12	Delovejies	Mark	Bumanlag	male	1993-05-12	Single	0		
13	Emo	Mark	Maniluez	male	1991-05-27	Single	0		
14	Estotes Jr.	Mark	Alonzo	male	1999-04-01	Single	1902	sam	qew

Search :

[Update Details](#) | [Update Image](#) | [Upload Excel File](#) | [Back](#)

Brgy. Wawa III
Rosario, Cavite

Step 1

Select a resident in the list shown in the update user details then hit Update Details button.

The screenshot shows a table of resident information with 14 rows. The columns include ID, Last Name, First Name, Middle Name, Sex, Birth Date, Civil Status, Year of Residency, Address, and Place of Birth. Row 13 is highlighted with a blue background. Below the table are four buttons: 'Update Details' (highlighted with a red box), 'Update Image', 'Upload Excel File', and 'Back'. To the right of the table are two circular seals: one for 'BAMAHALANG BAYAN NG ROSARIO' and another for 'BRGY. WAWA 3 Rosario, Cavite'. Below the seals is the text 'Brgy. Wawa III Rosario, Cavite'.

ID	Last Name	First Name	Middle Name	Sex	Birth Date	Civil Status	Year of Residency	Address	Place of Birth
1	Rambonyongss	Justin Jay	Lumanlan	Male	1999-02-23	Single	1999	1014 Sampalukan St.ss	Trece Martires, Cavites
2	Rambonyong	Justin Jay	Lumanlan	Male	1999-01-14	Single	1998	1014 Sampalukan St.	Trece Martires, Cavite
4	SAMPLE	SAMPLE	SAMPLE	Male	1998-01-14	SAMPLE	1960	SAMPLE	que
5	tinni	tinni	Male	Male	1998-01-14	Married	1995	tinni	tinni
6	sample	sample	sample	Male	1970-02-01	Single	1970	sample	sample
7	Abueg	Mark	Mangcao	male	1990-01-24	Single	0		
8	Abueg	Mark	Mangcao	male	1990-01-24	Single	0		
9	Aquino	Mark	Lozano	male	1981-12-06	Married	1903	queeq	wewqewqewqe
11	Delos Santos	que	que	male	1985-12-16	Married	1900	que	que
12	Deloverjes	Mark	Bumanlag	male	1993-05-12	Single	0		
13	Emo	Mark	Maniquiz	male	1991-05-27	Single	0		
14	Estotes Jr.	Mark	Alonzo	male	1999-04-01	Single	1902	sam	que

Update Details | Update Image | Upload Excel File | Back

BAMAHALANG BAYAN NG ROSARIO
UPSYAL NA SAGISIG O

BRGY. WAWA 3
Rosario, Cavite

Brgy. Wawa III
Rosario, Cavite

Step 2

All the existing details of a resident will be visible including the Security Question and Answer. If the details don't exist then the entries will remain blank.

The screenshot shows a 'Personal Data Sheet' form. It includes fields for First Name (Mark), Middle Name (Mangcao), Last Name (Abueg), Address (Brgy. Wawa III, Rosario, Cavite), Birth Day (1990-01-24), Place of Birth (empty), Year of Residency (0), Sex (male), Civil Status (Single), Contact No. (empty), Security Question (empty), Answer (empty), and two buttons: 'Submit' (highlighted with a red box) and 'Back'.

First Name: Mark
Middle Name: Mangcao
Last Name: Abueg

Address: Brgy. Wawa III, Rosario, Cavite

Birth Day: 1990-01-24
Place of Birth:

Year of Residency: 0
Sex: male
Civil Status: Single
Contact No.:

Security Question:
Answer:

Submit | Back

BAMAHALANG BAYAN NG ROSARIO
UPSYAL NA SAGISIG O

BRGY. WAWA 3
Rosario, Cavite

Brgy. Wawa III
Rosario, Cavite

Note: The system will not let the user to input a blank information. Hence, it will also show a message box containing an error.

How to Update User Image

Step 1

Select a resident in the list shown in the update user details then hit Update Details button.

The screenshot shows a table of resident data with a search bar at the top. A row for resident ID 13, Emro, is highlighted in blue. Below the table are two circular seals: the top one for 'BANTAHANG BAYAN NG ROSARIO' and the bottom one for 'BRGY. WAWA 3 Rosario, Cavite'. At the bottom of the page are four buttons: 'Update Details', 'Update Image' (which is highlighted with a red box), 'Upload Excel File', and 'Back'.

ID	Last Name	First Name	Middle Name	Sex	Birth Date	Civil Status	Year of Residency	Address	Place of Birth
1	Ramboyong	Justin	Jay	Male	1999-02-23	Single	1999	1014 Sampalukan St.ss	Trece Martires, Cavite
2	Ramboyong	Justin	Jay	Male	1998-01-14	Single	1998	1014 Sampalukan St.	Trece Martires, Cavite
4	SAMPLE	SAMPLE	SAMPLE	Male	1998-01-14	SAMPLE	1960	SAMPLE	que
5	tinni	tinni	tinni	Male	1998-01-14	Married	1995	tinni	tinni
6	sample	sample	sample	Male	1970-02-01	Single	1970	sample	sample
7	Abueg	Mark	Mangcao	male	1990-01-24	Single	0		
8	Abueg	Mark	Mangcao	male	1990-01-24	Single	0		
9	Aquino	Mark	Lozano	male	1981-12-06	Married	1903	qweqeq	wewewewewew
11	Delos Santos	que	que	male	1985-12-16	Married	1900	que	que
12	Delovejies	Mark	Bumanlag	male	1993-05-12	Single	0		
13	Emro	Mark	Martinez	male	1991-05-27	Single	0	sam	qew
14	Estotes Jr.	Mark	Alonzo	male	1999-04-01	Single	1902		

Search :

BANTAHANG BAYAN NG ROSARIO
OPISYAL NA SAGISIG

BRGY. WAWA 3
Rosario, Cavite

Update Details Upload Excel File Back

Step 2

Click Upload a Photo button

The screenshot shows a large green decorative background with two circular seals on the right: 'BANTAHANG BAYAN NG ROSARIO' and 'BRGY. WAWA 3 Rosario, Cavite'. In the center is a white rectangular box containing a red-bordered input field labeled 'Upload a Photo', and below it are 'Back' and 'Submit' buttons. The entire interface is set against a light gray background with green wavy patterns.

Upload a Photo

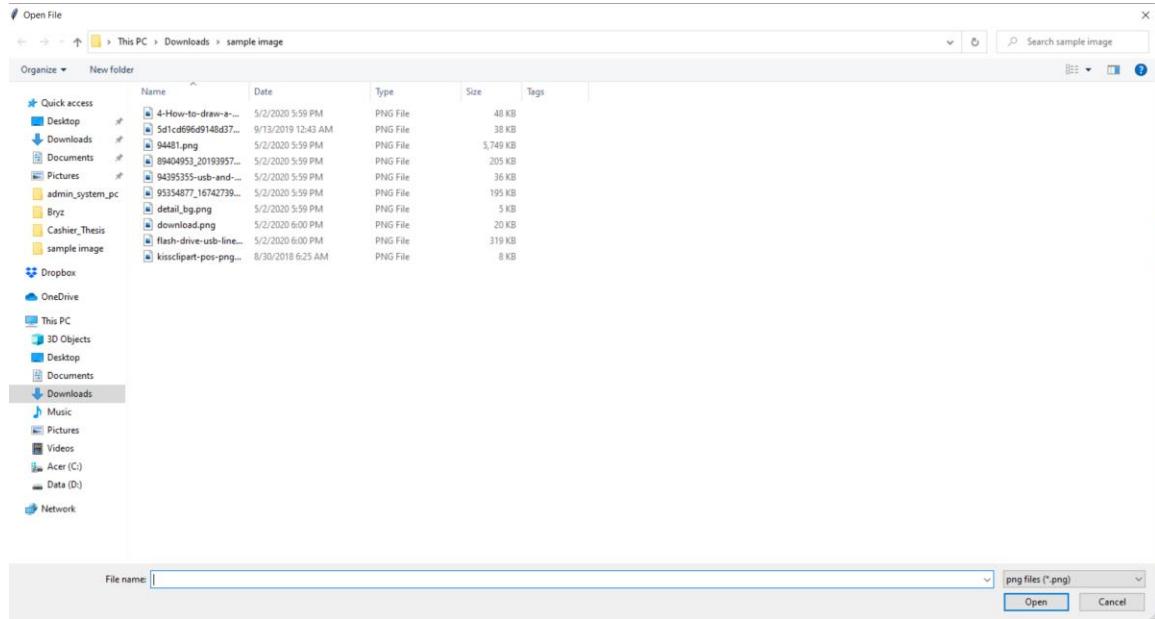
Back Submit

BANTAHANG BAYAN NG ROSARIO
OPISYAL NA SAGISIG

BRGY. WAWA 3
Rosario, Cavite

Step 3

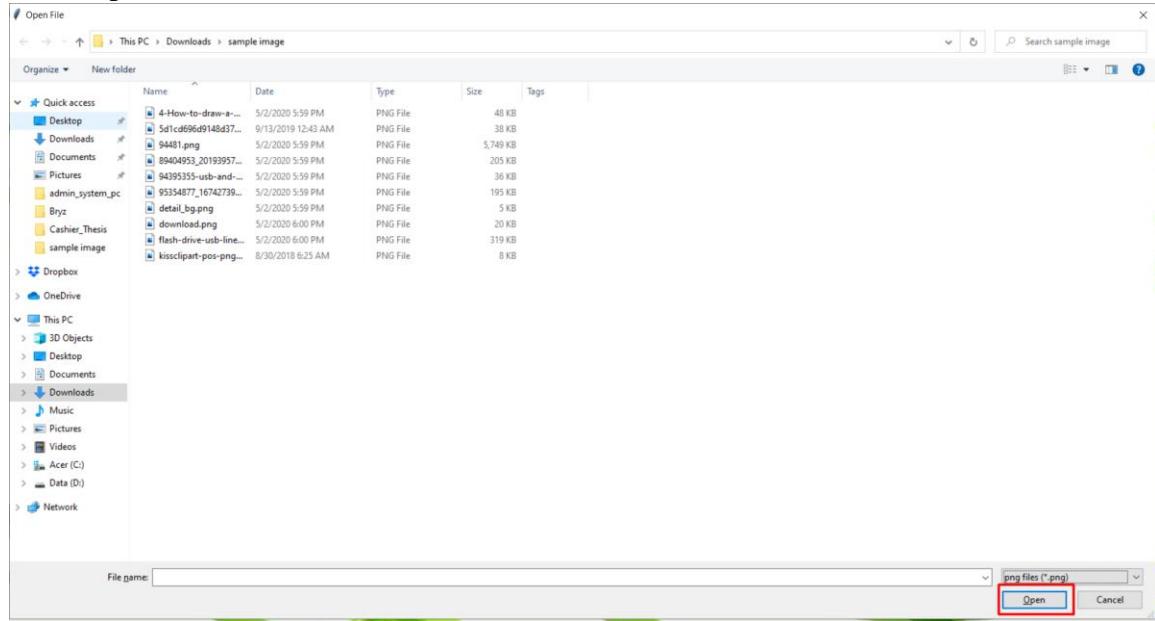
Choose an image.



You can select an image type by clicking the dropdown in the bottom right edge of the Open File window.

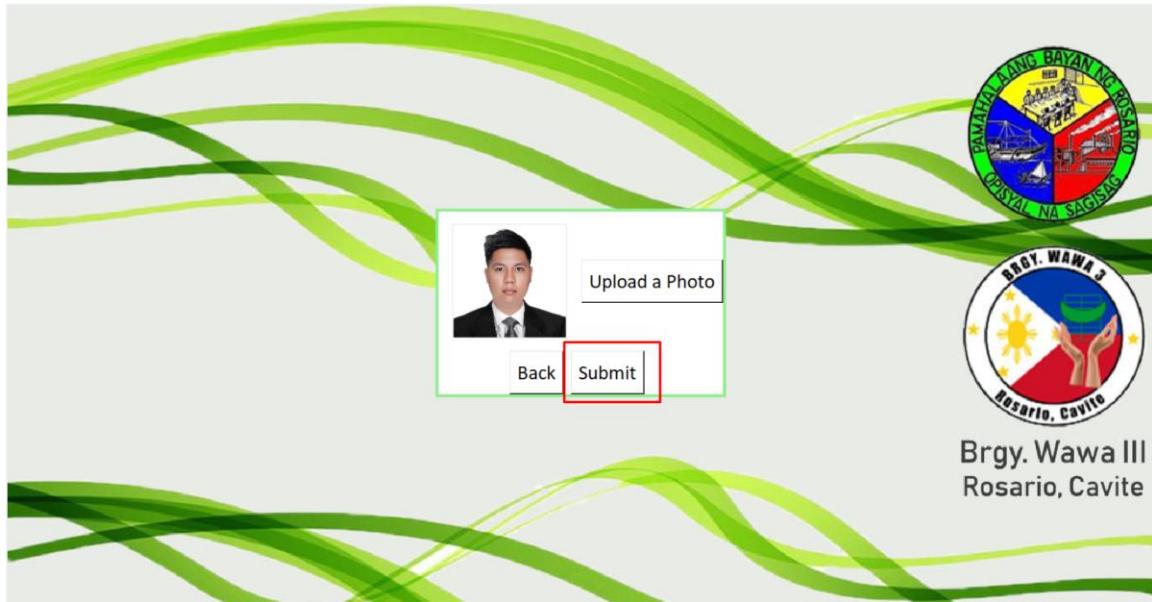
Step 4

Click Open

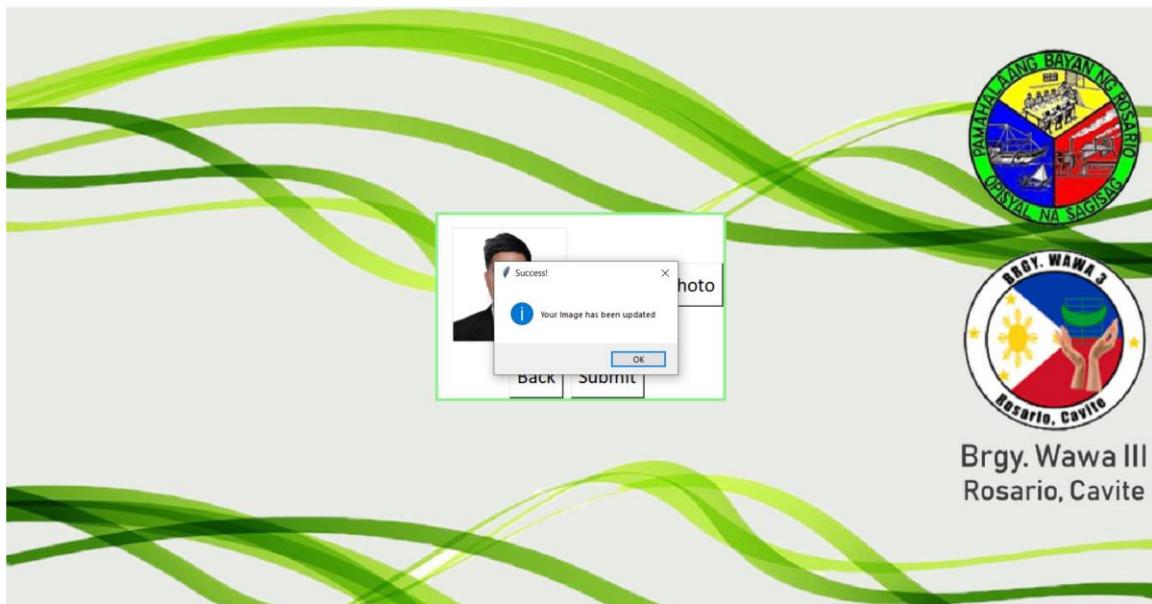


Step 5

Click Submit



A message box will pop-up to notify a successful update.



Note: The system will only accept a .png, .jpg and .jpeg file with less than 5MB file size.

How to Upload a batch file using Excel

Uploading a list of residents in the database using the system is only applicable to the residents, not for admin users.

Step 1

Click the Upload Excel File button in the update user details page

The screenshot shows a web-based application interface for managing user details. At the top, there is a search bar labeled "Search :". Below it is a table with columns: ID, Last Name, First Name, Middle Name, Sex, Birth Date, Civil Status, Year of Residency, Address, and Place of Birth. The table contains 14 rows of sample data. At the bottom of the table are four buttons: "Update Details", "Update Image", "Upload Excel File" (which is highlighted with a red rectangle), and "Back". To the right of the table are two circular seals. The top seal is for "BAMAHALANG BAYAN NG ROSARIO OSYAL NA SAGISAG" and the bottom seal is for "BRGY. WAWA 3 Rosario, Cavite". Below the seals, the text "Brgy. Wawa III Rosario, Cavite" is displayed.

Note: Selecting a user or not will not affect the Upload Excel File

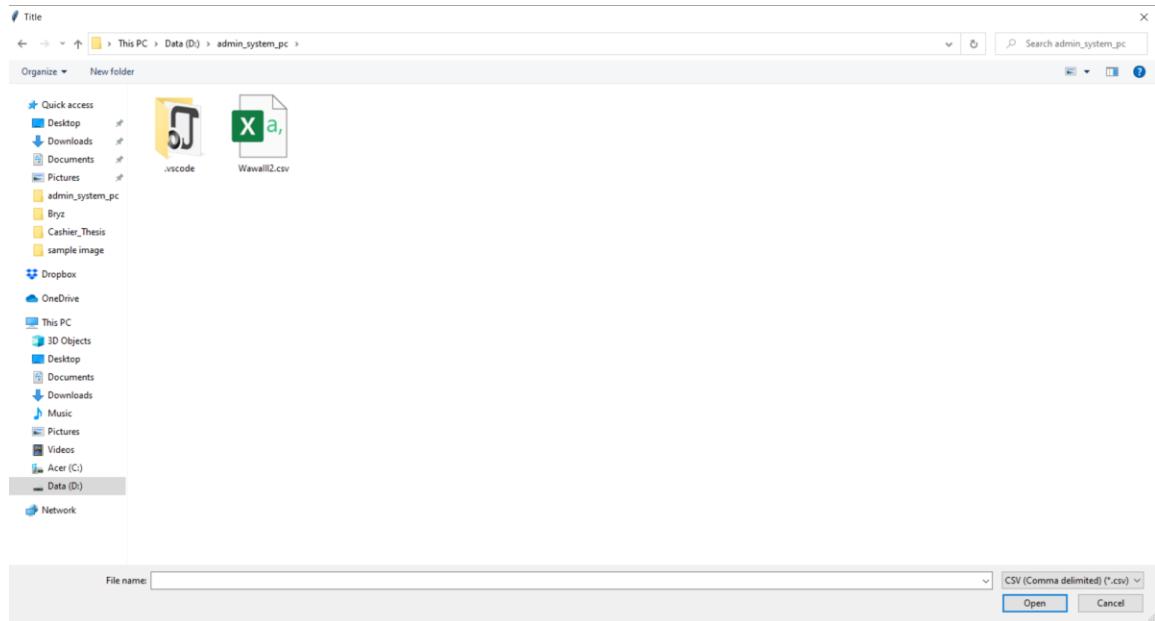
Step 2

Click Upload a File button

The screenshot shows a simplified version of the previous page. It features a large green decorative background with two circular seals on the right: "BAMAHALANG BAYAN NG ROSARIO OSYAL NA SAGISAG" and "BRGY. WAWA 3 Rosario, Cavite". In the center, there is a large rectangular input field with a green border. Above this input field are three buttons: "Back", "Upload a File" (which is highlighted with a red rectangle), and "Submit". Below the input field is the text "Brgy. Wawa III Rosario, Cavite".

Step 3

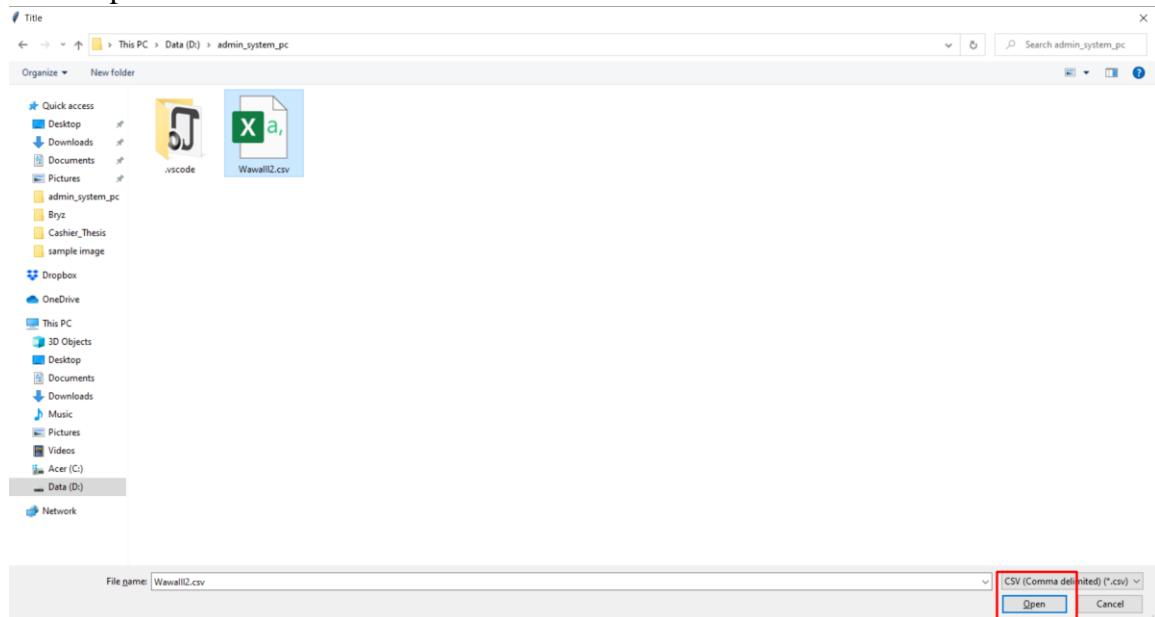
Select a CSV file you want to upload



Note: The system will not show any file types other than CSV file.

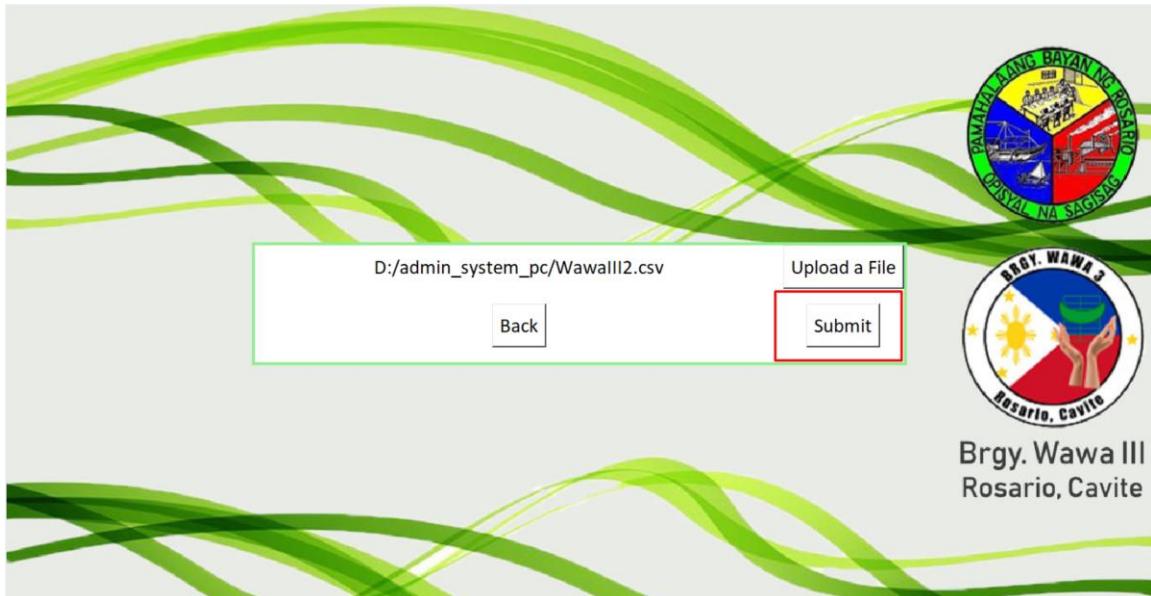
Step 4

Click Open

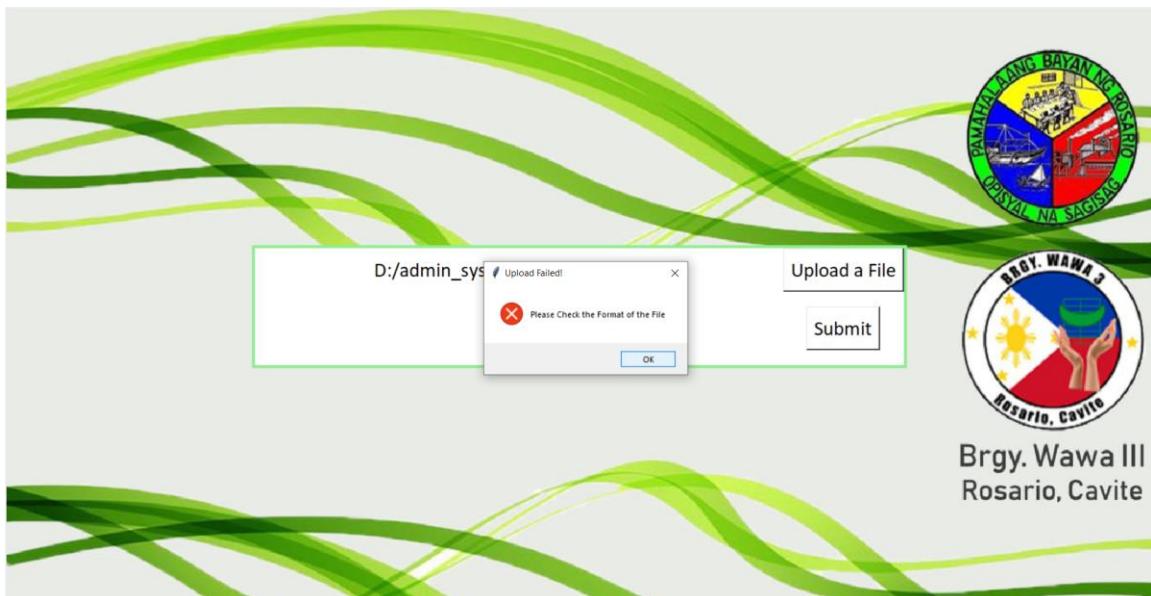


Step 5

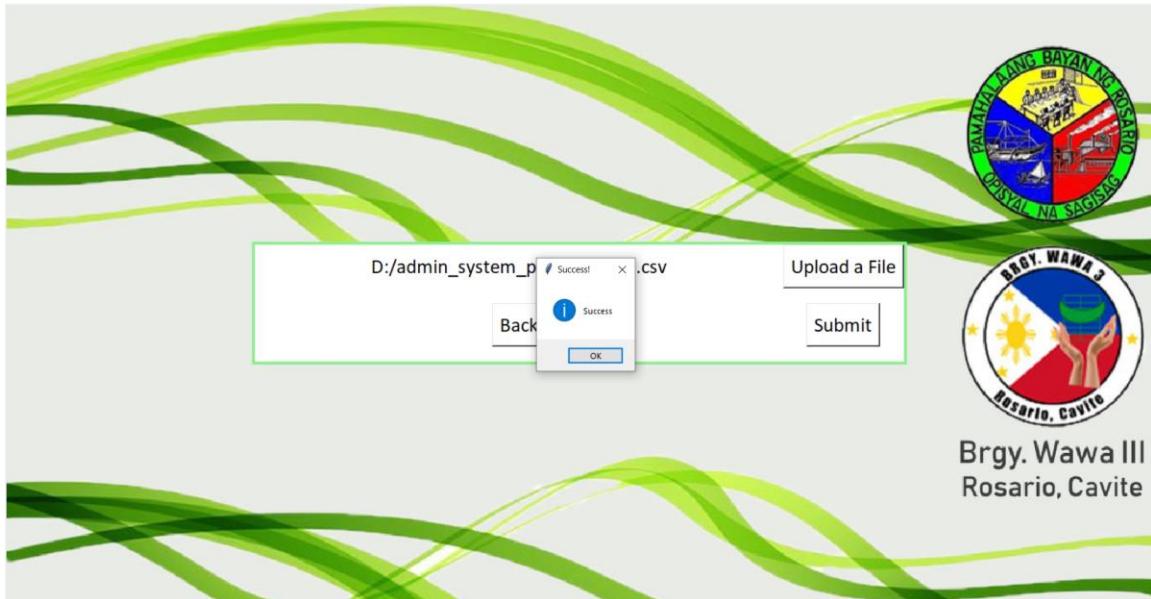
Click Submit



If the file uploaded isn't in a correct format, a message box will show up.



If the file is in the correct format, a success message box will pop up.



The correct File Format must have a correct header:

ID	LAST_NAME	FIRST_NAME	MIDDLE_NAME	SEX	BIRTH_DATE	CIVIL_STATUS	YEAR_OF_RESIDENCY	ADDRESS	PLACE_OF_BIRTH	Contact_No	SECURITY_QUESTION	ANSWER	IMAGE	RFID	FINGER_TEMPLATE
----	-----------	------------	-------------	-----	------------	--------------	-------------------	---------	----------------	------------	-------------------	--------	-------	------	-----------------

Note: The columns ID, Finger_Template, RFID, IMAGE, ANSWER and SECURITY_QUESTION must be left blank. The columns LAST_NAME, FIRST_NAME, MIDDLE_NAME, SEX, BIRTH_DAY, YEAR_OF_RESIDENCY, PLACE_OF_BIRTH and Contact No. will work even if the cell value is empty or not and the header is case sensitive.

How to Update Admin Details

Update Personal Information

Step 1

Select an admin user

Search :

ID	Last Name	First Name	Middle Name	Sex	Birth Date	Civil Status	Year of Residency	Address	Place of Birth
4	Ramboyong	Justin	Lumanlan	Male	1972-04-04	Separated	1972	bviwas tanza cavite	9277917234
6	Reforma	Constantino	Richard	Male	1993-04-04	Single	1972	dreamhomesdreamhomes	sa hospital/hospital
7	Gervacio	Ortega	Mhyka	Female	1996-06-28	Single	2004	Heart Phase 1	Cavite
14	ramboyong	lumanlan	justin jay	Male	1998-01-14	Single	1998	1014 sampalukan st.	Trece Martires, Cavite
15	justin	justin	justin	Male	1970-06-02	Single	1998	justin	justin
16	qwe	qwe	justin qwe	Female	1979-06-05	Married	2003	1014 sampalukan qwe	qwe
17	last justin	first justin	mid justin	Male	1979-06-08	Single	1978	add justin	pobjustin
18	sample	sample	sample	Male	1972-03-03	Married	0	sample	1973
19	tinni	tinni	tinni	Male	1976-08-06	Single	1977	tinni	tinni
20	qwe	qew	qwe	Female	1972-05-04	Single	1973	qwe	qwe
21	Ramboyong	Justin Jay	Lumanlan	Male	1998-01-14	Single	1960	Sample	trece

Brgy. Wawa III
Rosario, Cavite

Update Details | Change Password | Back

Step 2

Click Update Details button

Search :

ID	Last Name	First Name	Middle Name	Sex	Birth Date	Civil Status	Year of Residency	Address	Place of Birth
4	Ramboyong	Justin	Lumanlan	Male	1972-04-04	Separated	1972	bviwas tanza cavite	9277917234
6	Reforma	Constantine	Richard	Male	1993-04-04	Single	1972	dreamhomesdreamhomes	sa hospital/hospital
7	Gervacio	Ortega	Mhyka	Female	1996-06-28	Single	2004	Heart Phase 1	Cavite
14	ramboyong	lumanlan	justin jay	Male	1998-01-14	Single	1998	1014 sampalukan st.	Trece Martires, Cavite
15	justin	justin	justin	Male	1970-06-02	Single	1998	justin	justin
16	qwe	qwe	justin qwe	Female	1979-06-05	Married	2003	1014 sampalukan qwe	qwe
17	last justin	first justin	mid justin	Male	1979-06-08	Single	1978	add justin	pobjustin
18	sample	sample	sample	Male	1972-03-03	Married	0	sample	1973
19	tinni	tinni	tinni	Male	1976-08-06	Single	1977	tinni	tinni
20	qwe	qew	qwe	Female	1972-05-04	Single	1973	qwe	qwe
21	Ramboyong	Justin Jay	Lumanlan	Male	1998-01-14	Single	1960	Sample	trece

Brgy. Wawa III
Rosario, Cavite

Update Details | Change Password | Back

Step 3

Update all the information an admin wants to update

Personal Data Sheet

First Name	Middle Name	Last Name	
justin qwe	qwe	qwe	
Address			
1014 sampalukan qwe Brgy. Wawa III, Rosario, Cavite			
Birth Day	Place of Birth		
1979 / 06 / 05	qwe		
Year of Residency	Sex	Civil Status	Contact No.
2003	Female	Married	
Security Question	Answer		
What is the name of your favorite childhood friend?	qwe		
Admin Role	Submit	Back	
Cashier Admin			



Brgy. Wawa III
Rosario, Cavite

Step 4

Click Submit button

Personal Data Sheet

First Name	Middle Name	Last Name	
justin qwe	qwe	qwe	
Address			
1014 sampalukan qwe Brgy. Wawa III, Rosario, Cavite			
Birth Day	Place of Birth		
1979 / 06 / 05	qwe		
Year of Residency	Sex	Civil Status	Contact No.
2003	Female	Married	35464654
Security Question	Answer		
What is the name of your favorite childhood friend?	qwe		
Admin Role	Submit	Back	
Cashier Admin			



Brgy. Wawa III
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If the entries are left blank, a messagebox will pop-up.

The invalid date input and incomplete details error is also applicable to update details. A messagebox will pop-up if the registration is successful.

Personal Data Sheet

The screenshot shows a registration form for a personal data sheet. The fields include First Name (justin qwe), Middle Name (qwe), Last Name (qwe), Address (1014 sampalukan qwe, Brgy. Wawa III, Rosario, Cavite), Birth Day (1979-06-05), Place of Birth (qwe), Year of Residency (2003), Sex (Female), Civil Status (Married), and a placeholder for Contact Number. Below the form is a security question: "What is the name of your favorite childhood friend?" with the answer "qwe". At the bottom, there is an Admin Role dropdown set to "Cashier Admin", a "Submit" button, and a "Back" button. A modal window titled "Success" displays the message "Registration Successful". To the right of the form, there are two circular seals: one for "Brgy. Wawa III Rosario, Cavite" and another for "Brgy. Wawa 3 Rosario, Cavite".

How to Change Password

Step 1

Click change password button.

The screenshot shows a table of user records with columns: ID, Last Name, First Name, Middle Name, Sex, Birth Date, Civil Status, Year of Residency, Address, and Place of Birth. The table contains 21 entries. At the bottom of the page, there are three buttons: "Update Details", "Change Password", and "Back". The "Change Password" button is highlighted with a red rectangle. To the right of the table, there are two circular seals: one for "Brgy. Wawa III Rosario, Cavite" and another for "Brgy. Wawa 3 Rosario, Cavite".

Note: The change password will only change the password of the logged in account. An admin is not eligible to change the password of other admins nor accessing it.

Step 2

Input current password, new password and confirm new password.

Admin Details

Name: Qwe, Justin Qwe Qwe
Birthday: 1979-06-05
Address: 1014 Sampalukan Qwe
Brgy. Wawa Iii, Rosario, Cavite
Contact No.: qwe

Old Password: *****
New Password: *****
Confirm Password: *****

Back | Submit

Brgy. Wawa III
Rosario, Cavite

Step 3

Click Submit Button

Admin Details

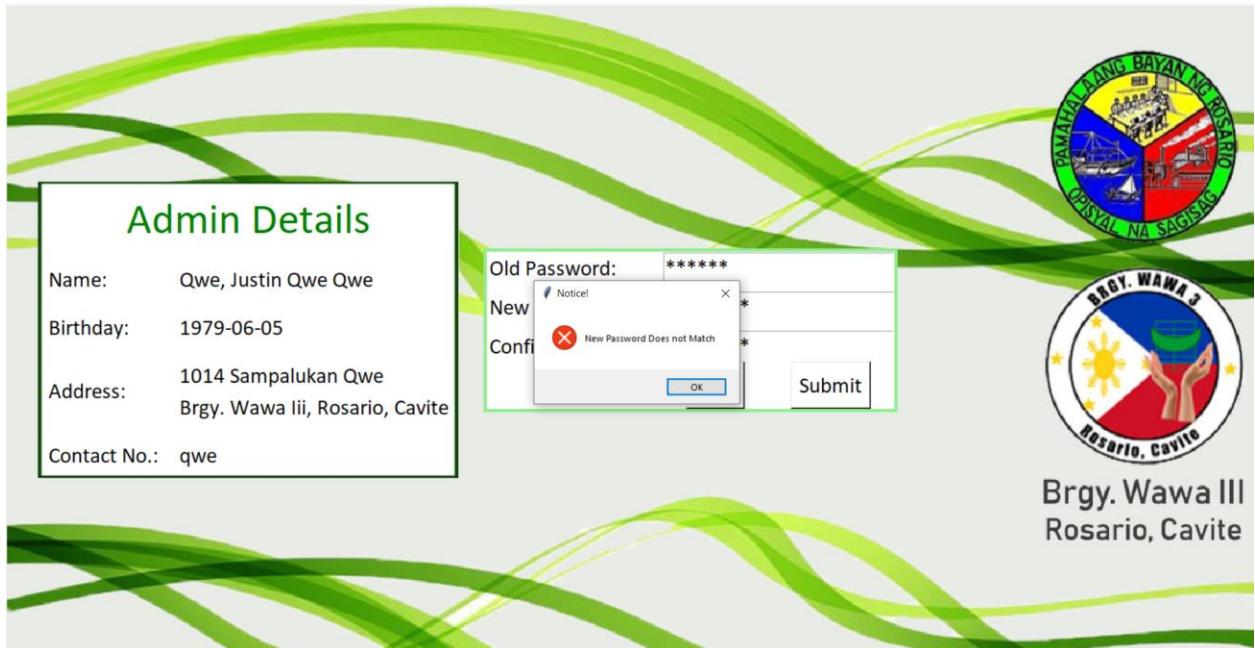
Name: Qwe, Justin Qwe Qwe
Birthday: 1979-06-05
Address: 1014 Sampalukan Qwe
Brgy. Wawa Iii, Rosario, Cavite
Contact No.: qwe

Old Password: *****
New Password: *****
Confirm Password: *****

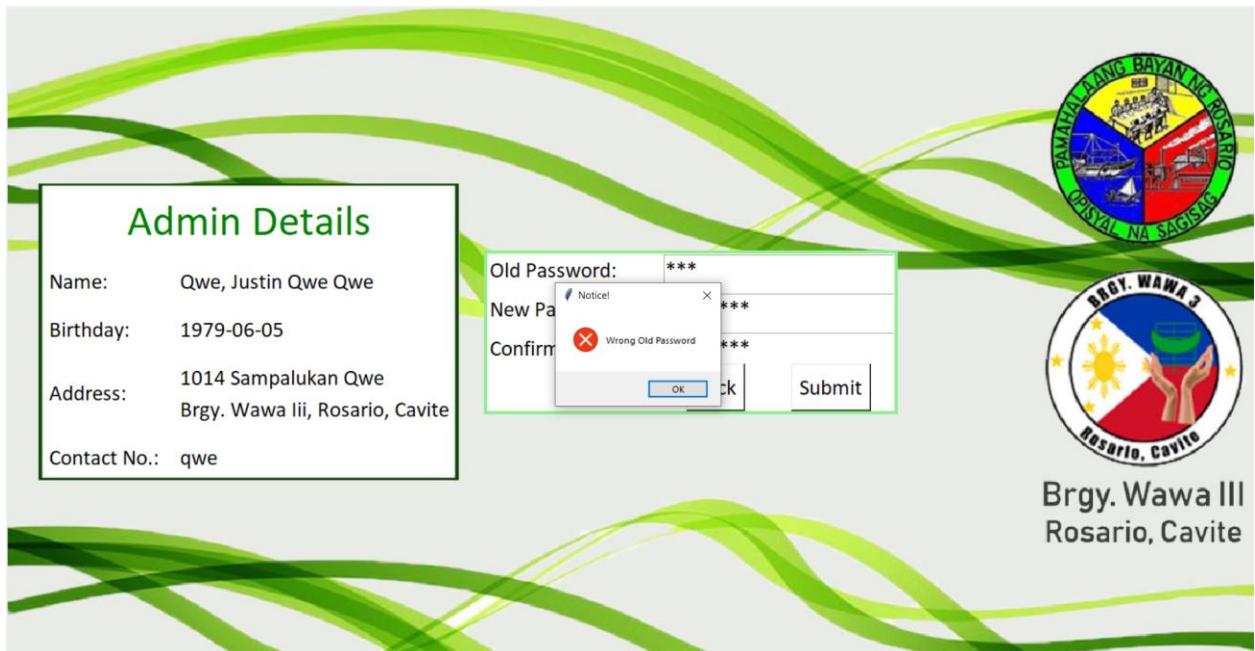
Back | **Submit**

Brgy. Wawa III
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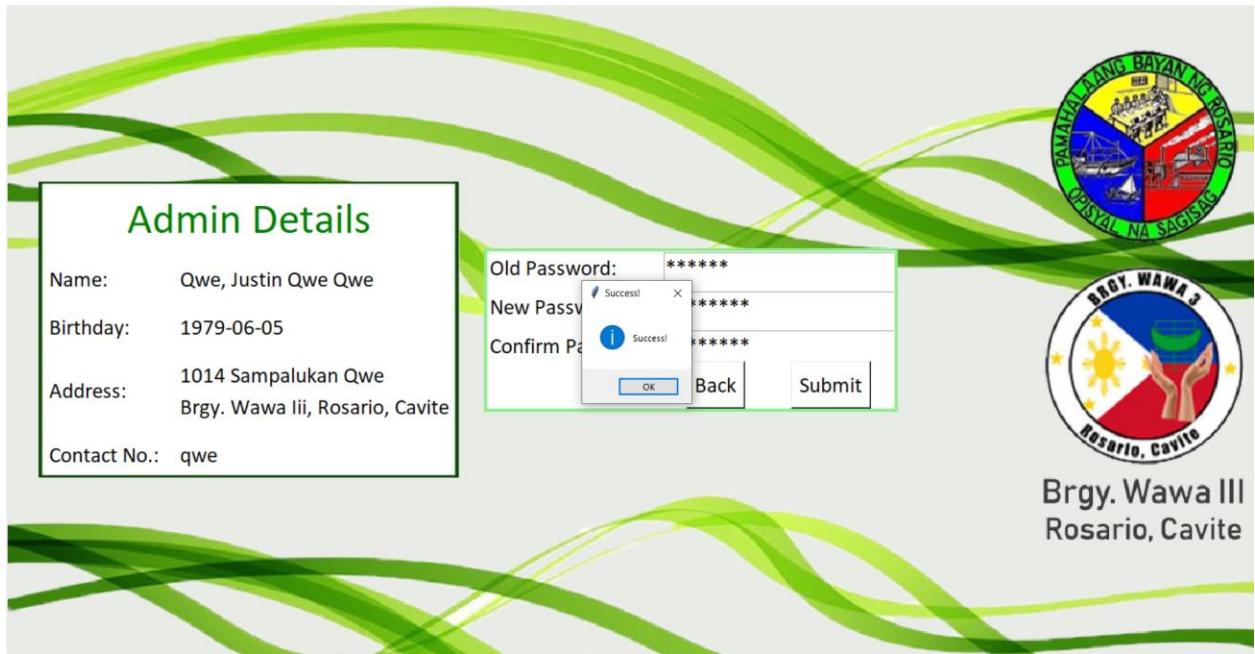
If the new password and confirm password does not match:



If the Old password is incorrect:



If all inputs are correct:

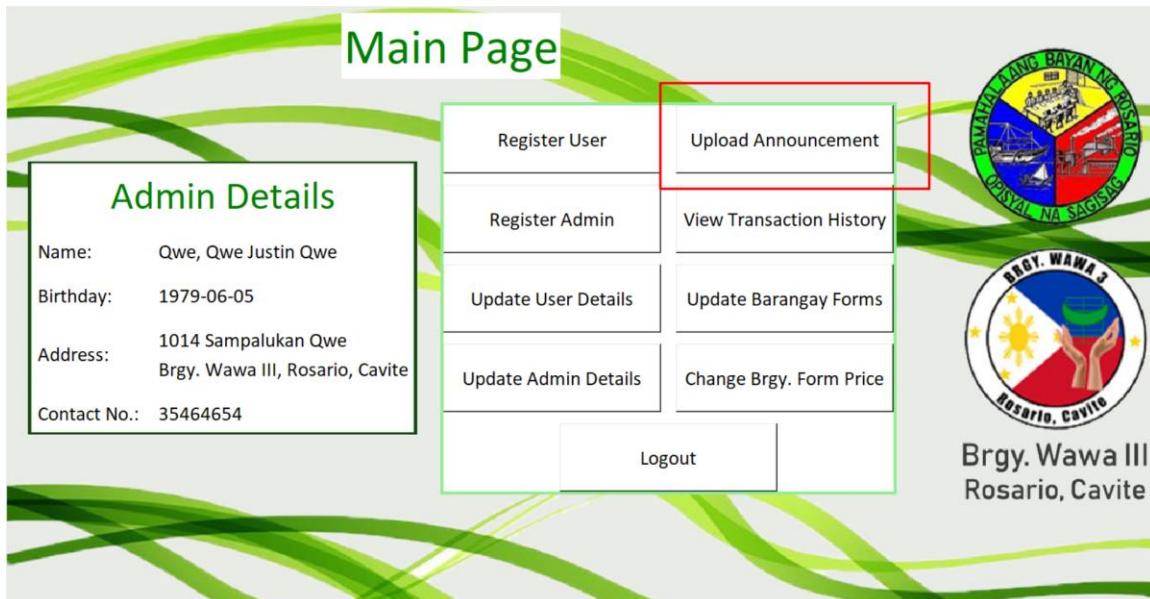


Note: The changed password can immediately be used after logging out. There is no need to relaunch the application.

How to Upload Announcement

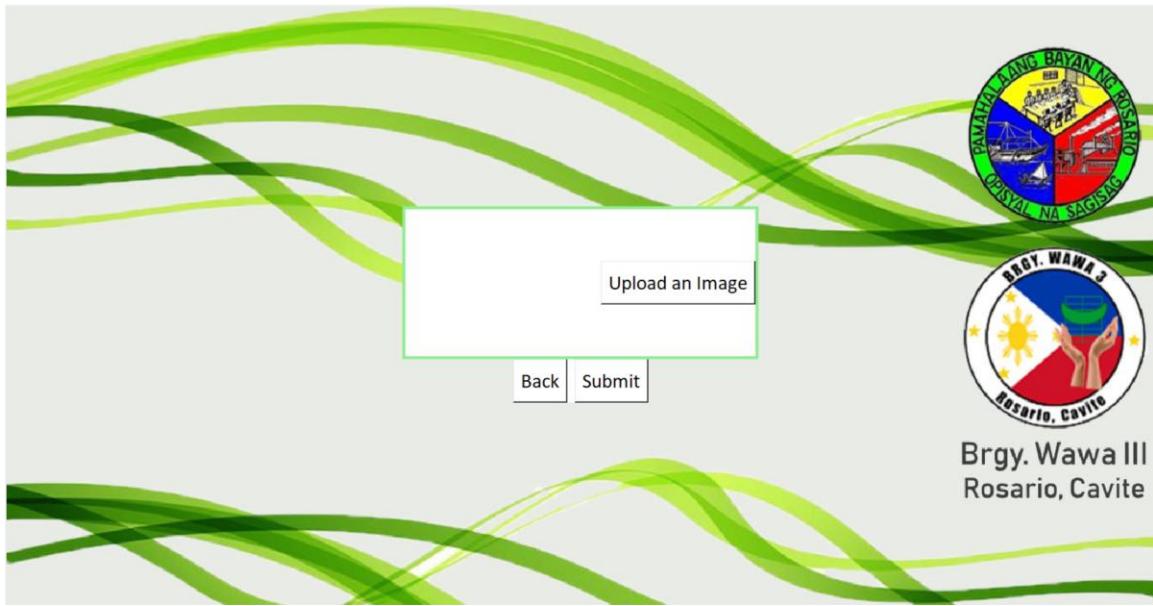
Step 1

Click Upload Announcement button



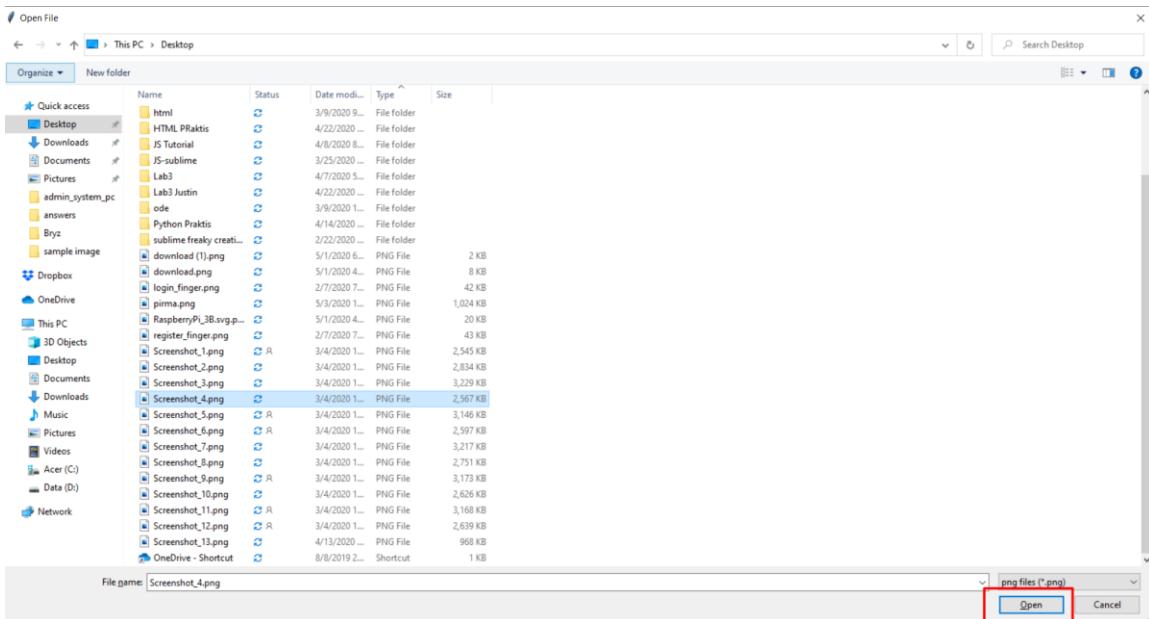
Step 2

Click Upload an Image button



Step 3

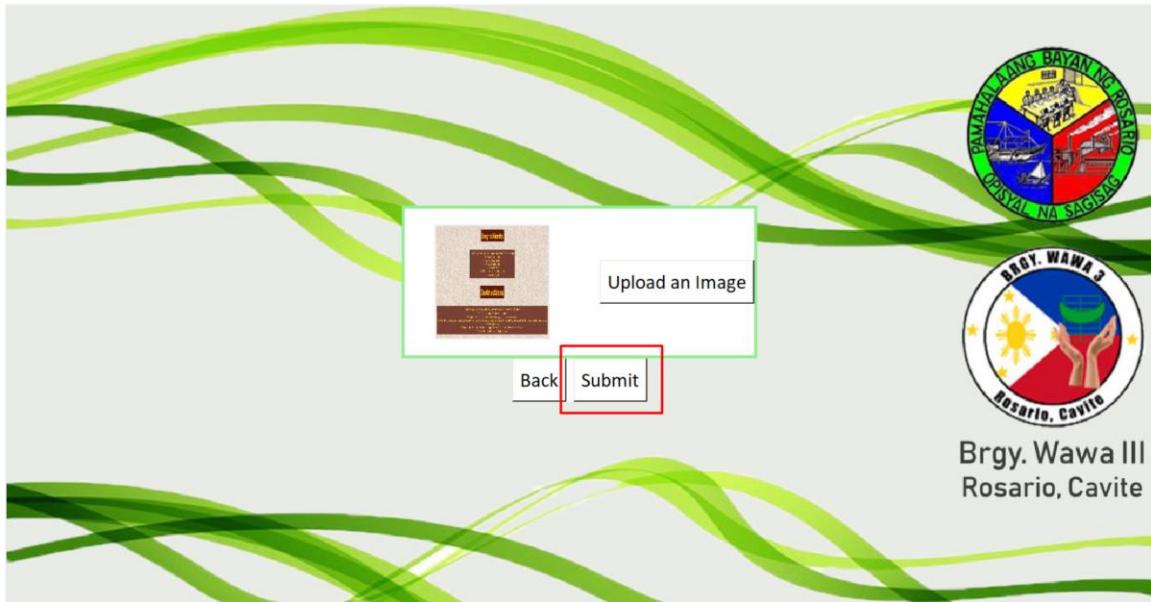
Select an Image and click Open.



Note: The user can select a .png, .jpg and .jpeg files only

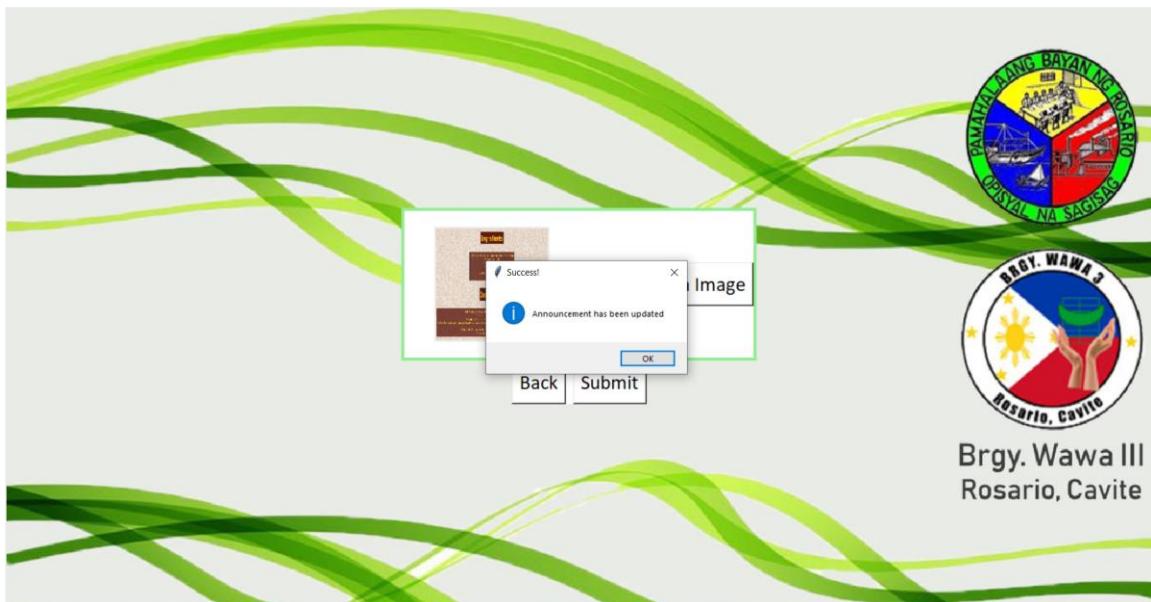
Step 4

Click Submit button

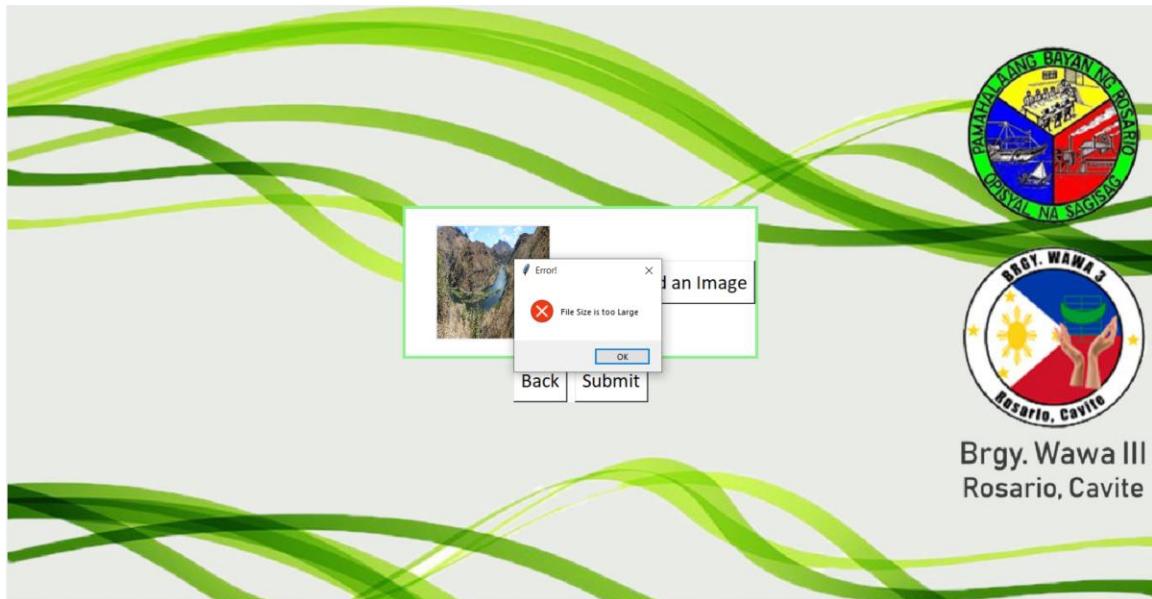


Note: The upload announcement function is the same as upload a profile image function. It will not accept files with over 5MB file size.

Successful Output



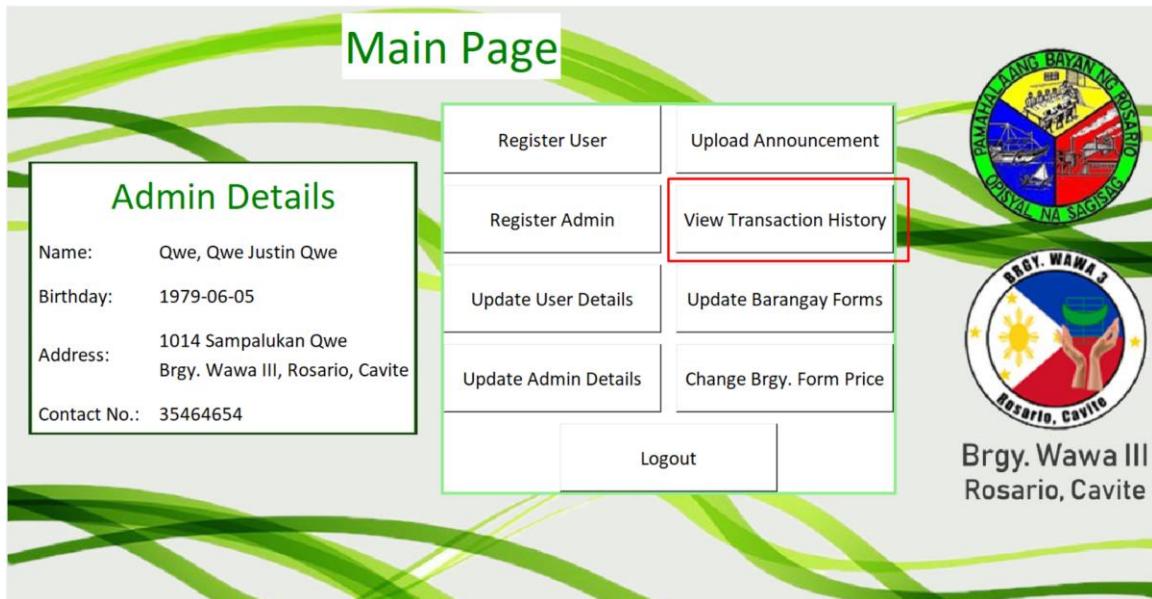
Unsuccessful Output (if the chosen file is over 5MB)



How to View Transaction History and Export Data

Step 1

Click View Transaction History button



Step 2

Click Export Data button

The screenshot shows a software application window with a search bar at the top. Below the search bar is a table with columns: NAME, CONTACT NUMBER, TIME AND DATE, FORM PRINTED, and OR NUMBER. The table contains numerous rows of data, mostly consisting of 'Reforma, Richard Constantino' and various dates/times. To the right of the table is a green decorative graphic featuring the logo of Brgy. Wawa III, Rosario, Cavite. The logo includes the text 'PAMAHALAANG BAYAN NG ROSARIO', 'OPISYAL NA SAGISAG', 'Brgy. Wawa III', and 'Rosario, Cavite'. Below the logo, the text 'Brgy. Wawa III Rosario, Cavite' is displayed.

NAME	CONTACT NUMBER	TIME AND DATE	FORM PRINTED	OR NUMBER
Reforma, Richard Constantino	321654987	0000-00-00 00:00:00	Certificate of Residency for Student	No OR
Reforma, Richard Constantino	321654987	0000-00-00 00:00:00	Certificate of Residency for Student	201420142014
Reforma, Richard Constantino	321654987	0000-00-00 00:00:00	Certificate of Residency for Student	201420142014
Reforma, Richard Constantino	321654987	0000-00-00 00:00:00	Certificate of Residency for Student	No OR
Reforma, Richard Constantino	321654987	0000-00-00 00:00:00	Certificate of Residency for Student	201420142014
Reforma, Richard Constantino	321654987	2020-03-16 16:47:08	Certificate of Residency for Student	No OR
Reforma, Richard Constantino	321654987	2020-03-16 16:51:26	Certificate of Residency for Student	No OR
Reforma, Richard Constantino	321654987	2020-03-16 17:00:23	Certificate of Indigency	No OR
Reforma, Richard Constantino	321654987	2020-03-16 17:01:33	Certificate of Indigency	No OR
Reforma, Richard Constantino	321654987	2020-03-16 17:02:35	Certificate of Indigency	201420142014
Reforma, Richard Constantino	321654987	2020-03-16 17:07:32	Certificate of Residency	No OR
Reforma, Richard Constantino	321654987	2020-03-16 17:08:08	Certificate of Residency	201420142014
Reforma, Richard Constantino	321654987	2020-03-16 17:09:40	Certificate of Residency	No OR
Reforma, Richard Constantino	321654987	2020-03-16 17:10:27	Certificate of Residency	201420142014
Reforma, Richard Constantino	321654987	2020-03-16 17:11:19	Barangay Certification	No OR
Reforma, Richard Constantino	321654987	2020-03-16 17:12:10	Barangay Certification	201420142014
Reforma, Richard Constantino	321654987	2020-03-16 18:46:14	Certificate of Indigency	No OR
Reforma, Richard Constantino	321654987	2020-03-16 18:46:57	Certificate of Indigency	No OR
Reforma, Richard Constantino	321654987	2020-03-16 18:58:10	Certificate of Indigency	No OR
Reforma, Richard Constantino	321654987	2020-03-16 19:01:16	Barangay Certification	No OR
Reforma, Richard Constantino	321654987	2020-03-16 19:04:31	Certificate of Indigency	No OR
Reforma, Richard Constantino	321654987	2020-03-16 19:24:41	Certificate of Indigency	No OR
Reforma, Richard Constantino	321654987	2020-03-18 22:06:42	Barangay Certification	No OR
Reforma, Richard Constantino	321654987	2020-03-18 22:07:58	Certificate of Indigency	201420142014

Export Data **Back**

Step 3

Choose a path where you want to save a file, input a file name then click Save button

The screenshot shows a 'Save As' dialog box. The 'File name:' field contains 'Transaction Report'. The 'Save as type:' dropdown is set to 'All Files'. At the bottom right of the dialog box, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box.

The admin can also search a transaction history using name, date of transaction, contact number, form printed and transaction number by simply using the search bar.

NAME	CONTACT NUMBER	TIME AND DATE	FORM PRINTED	OR NUMBER
Reforma, Richard Constantino	321654987	2020-03-16 16:47:08	Certificate of Residency for Student	No OR
Reforma, Richard Constantino	321654987	2020-03-16 16:51:26	Certificate of Residency for Student	No OR
Reforma, Richard Constantino	321654987	2020-03-16 17:00:23	Certificate of Indigency	No OR
Reforma, Richard Constantino	321654987	2020-03-16 17:01:33	Certificate of Indigency	No OR
Reforma, Richard Constantino	321654987	2020-03-16 17:02:35	Certificate of Indigency	201420142014
Reforma, Richard Constantino	321654987	2020-03-16 17:07:32	Certificate of Residency	No OR
Reforma, Richard Constantino	321654987	2020-03-16 17:08:08	Certificate of Residency	201420142014
Reforma, Richard Constantino	321654987	2020-03-16 17:09:40	Certificate of Residency	No OR
Reforma, Richard Constantino	321654987	2020-03-16 17:10:27	Certificate of Residency	201420142014
Reforma, Richard Constantino	321654987	2020-03-16 17:11:19	Barangay Certification	No OR
Reforma, Richard Constantino	321654987	2020-03-16 17:12:10	Barangay Certification	201420142014
Reforma, Richard Constantino	321654987	2020-03-16 18:46:14	Certificate of Indigency	No OR
Reforma, Richard Constantino	321654987	2020-03-16 18:48:57	Certificate of Indigency	No OR
Reforma, Richard Constantino	321654987	2020-03-16 18:58:10	Certificate of Indigency	No OR
Reforma, Richard Constantino	321654987	2020-03-16 19:01:16	Barangay Certification	No OR
Reforma, Richard Constantino	321654987	2020-03-16 19:04:31	Certificate of Indigency	No OR
Reforma, Richard Constantino	321654987	2020-03-16 19:24:41	Certificate of Indigency	No OR

[Export Data](#) [Back](#)

How to Update Barangay Forms

Since there is a possibility for a barangay forms to change text position, an admin can also adjust texts in the kiosk system.

Step 1

Click Update Barangay Forms button

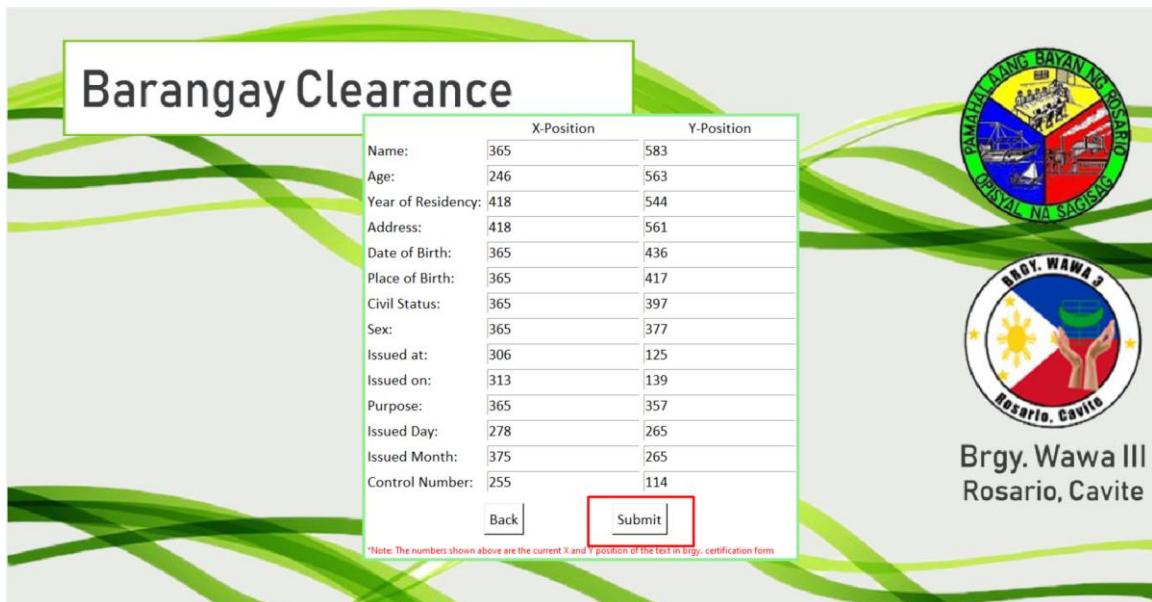
Step 2

Choose a form you want to update

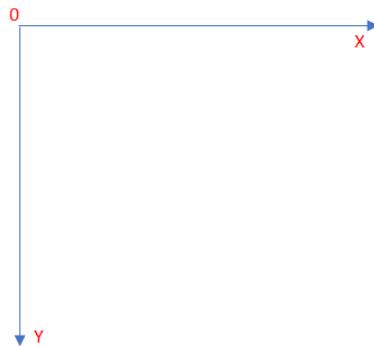


Step 3

Change the value you want to update then click Submit button



Note: The numbers shown are the current X and Y position of the texts of the barangay forms. The entry fields must not be left blank. It will also not accept letters, symbols and special characters.



Use this as a guide to check where the X and Y position start.

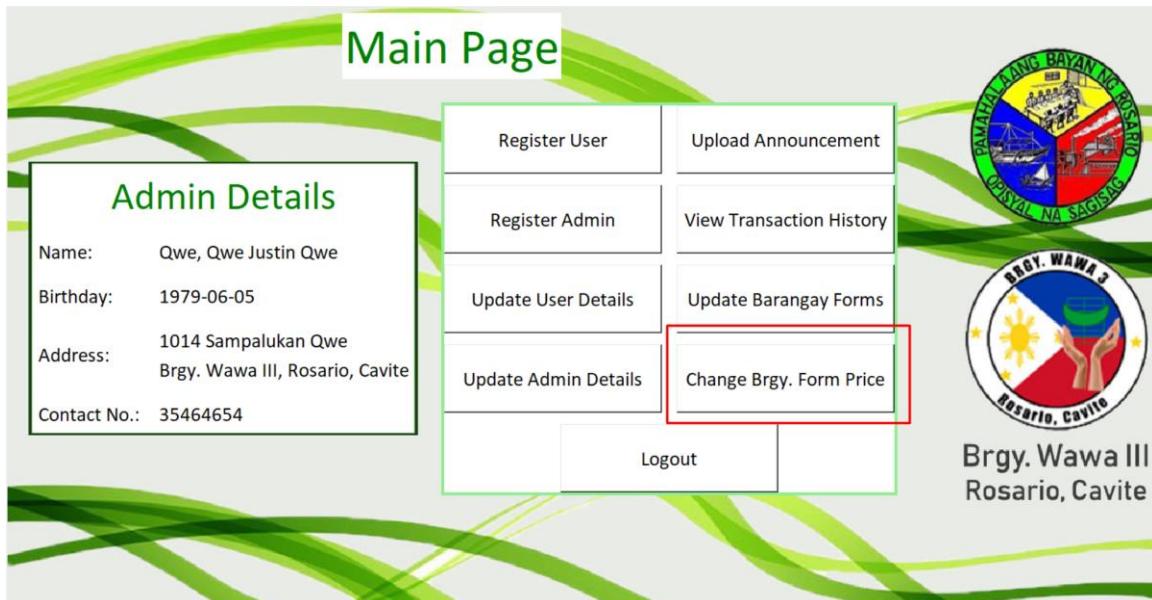
This is a trial and error run but there's no need to restart the kiosk machine to see the update made by the admin. If the position has been updated the admin just need to login in kiosk system to check the text positioning of the barangay forms by doing the whole process and checking the print preview of barangay form.

Also, the instruction above is applicable to all available forms in the kiosk machine.

How to Change Barangay Form Price

Step 1

Click Change Brgy. Form Price



Step 2

Input new price then click Submit button

Change Brgy. Form Price

Barangay Certification:	80
Certificate of Residency:	70
Certificate of Residency for Student:	60
Certificate of Indigency:	50

[View Price Changed History](#) [Back](#) [Submit](#)

*Note: The numbers shown above are the current price of brgy. forms

Brgy. Wawa 3
Rosario, Cavite

Note: The values existed are the current barangay form price. The entry fields will not accept letters, symbols and special characters other than number.

The system can also provide the price change history. It will provide the lists containing name, date changed, previous price, current price and the description of the product by simply clicking the View Price Changed History button

Change Brgy. Form Price

Barangay Certification:	80
Certificate of Residency:	70
Certificate of Residency for Student:	60
Certificate of Indigency:	50

[View Price Changed History](#) [Back](#) [Submit](#)

*Note: The numbers shown above are the current price of brgy. forms

Brgy. Wawa 3
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It will display the history of form price changed. Also, the admin can search the name, description, date changed, previous price and the current price by using the search bar.

Search:				
CHANGED BY	DESCRIPTION	DATE CHANGED	PREVIOUS PRICE	PRICE_CHANGED_TO
ramboyong, justin jay lumanlan	Barangay Certification	2020-03-31 10:22:20	40	50
ramboyong, justin jay lumanlan	Certificate of Residency	2020-03-31 10:35:16	30	40
ramboyong, justin jay lumanlan	Certificate of Residency for Student	2020-03-31 10:35:29	20	30
ramboyong, justin jay lumanlan	Certificate of Indigency	2020-03-31 10:35:36	10	20
ramboyong, justin jay lumanlan	Barangay Certification	2020-03-31 10:35:52	50	60
ramboyong, justin jay lumanlan	Certificate of Residency	2020-03-31 10:35:52	40	50
ramboyong, justin jay lumanlan	Certificate of Residency for Student	2020-03-31 10:35:52	30	40
ramboyong, justin jay lumanlan	Certificate of Indigency	2020-03-31 10:35:52	20	30
que, justin que que	Barangay Certification	2020-03-31 10:39:09	60	80
que, justin que que	Certificate of Residency	2020-03-31 10:39:09	50	70
que, justin que que	Certificate of Residency for Student	2020-03-31 10:39:09	40	60
que, justin que que	Certificate of Indigency	2020-03-31 10:39:09	30	50



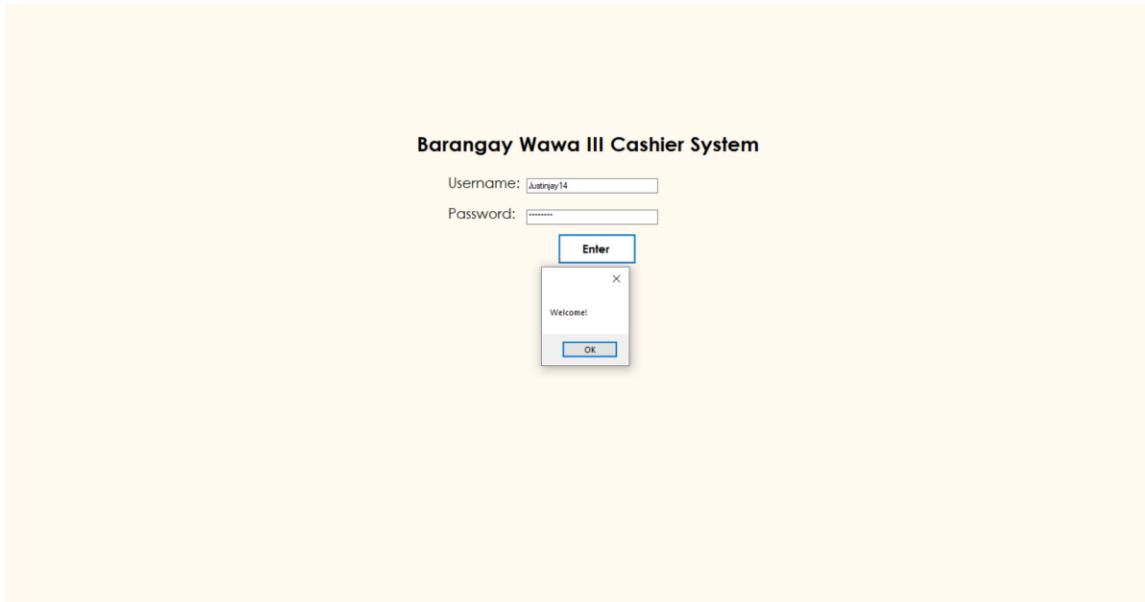
Brgy. Wawa III
Rosario, Cavite

Note: All the data provided above is for trial purposes only

Cashier System

How to Login

Simply type the username and password an admin registered



Note The cashier system will only accept an admin with a `Cashier Role` registered

How to Transact

Step 1

Choose Barangay Form

Unit Price	Quantity	Total
	1	1

Step 2

Input qty.

Step 3

Click Proceed button

Step 4

Enter Amount

Barangay Wawa III Cashier System

ProductName	Unit Price	Quantity	Total
Barangay Certification	80.00	1	80.00

Admin Details

Name: qwe, justin qwe qwe
Sex: Female
Birth Day: 6/5/1979 12:00:00 AM
Civil Status: Married

Choose Brgy. Form Input qty. Proceed

Amount : Total :
Change :

Step 5

Click Submit button

Barangay Wawa III Cashier System

ProductName	Unit Price	Quantity	Total
Barangay Certification	80.00	1	80.00

Admin Details

Name: qwe, justin qwe qwe
Sex: Female
Birth Day: 6/5/1979 12:00:00 AM
Civil Status: Married

Choose Brgy. Form Input qty. Proceed

Amount : Total :
Change :

Step 6

Give the transaction number to resident

Barangay Wawa III Cashier System

ProductName	Unit Price	Quantity	Total
Barangay Certification	80.00	1	80.00

Choose Brgy. Form Input qty.

Barangay Certification 1 Proceed

Transaction Number X
2000090

Amount : 1 OK Total : 80.00

Change : 0 Delete Item

Logout Submit

Note: Amount and Input quantity is not accepting letters, symbols and special characters.

Delete Wrong Input

The cashier will also let you delete the wrong quantity/item.

Step 1

Select an item in the list box

Barangay Wawa III Cashier System

ProductName	Unit Price	Quantity	Total
Barangay Certification	80.00	1	80.00

Choose Brgy. Form Input qty.

Barangay Certification 1 Proceed

Product Name Unit Price Quantity Total

Barangay Certification 80.00 1 80.00

Logout Delete Item

Amount : Total : 80.00

Change : Submit

Step 2

Click Delete button

Barangay Wawa III Cashier System

ProductName	Unit Price	Quantity	Total
Barangay Certification	80.00	1	80.00

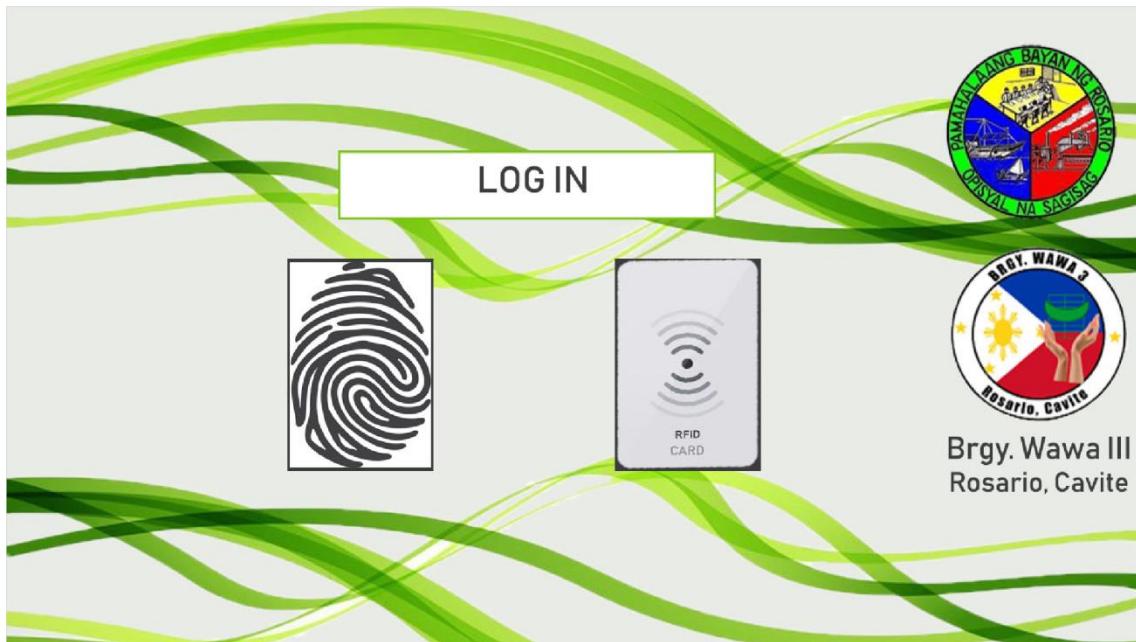
Choose Brgy. Form Input qty.

Amount : Total :
Change :

Kiosk System

How to Login

Once the kiosk has been turned on, the system will automatically start. The user doesn't need to pick what login option he/she will use. The user needs to scan an RFID or a Fingerprint to Login.



Even if the RFID or Fingerprint is already registered in the system. The system will also look for the following conditions:

- User personal information not yet completed

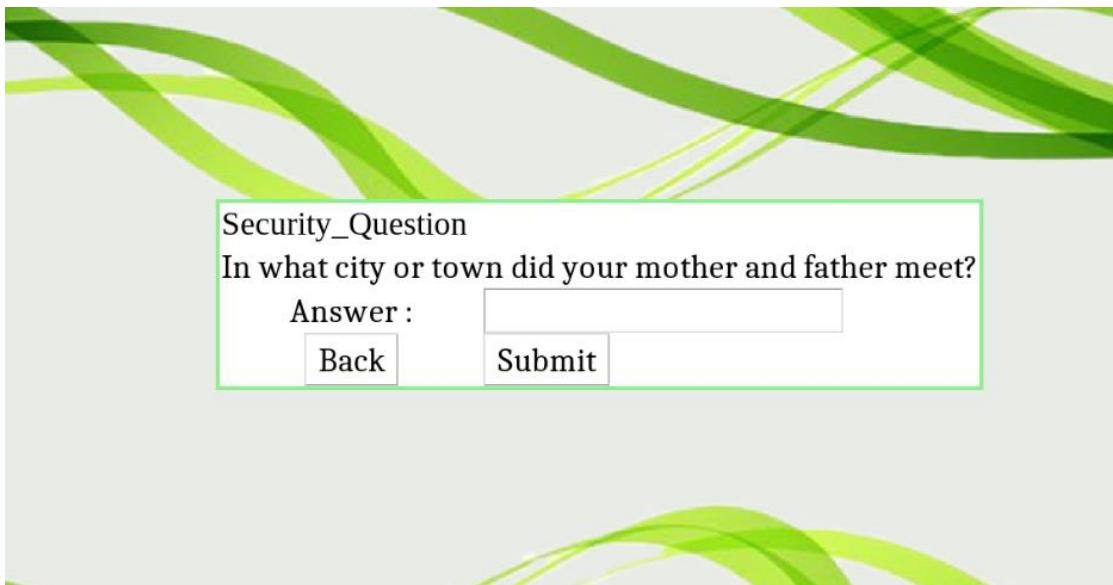


- User Security Question and Answer not yet registered

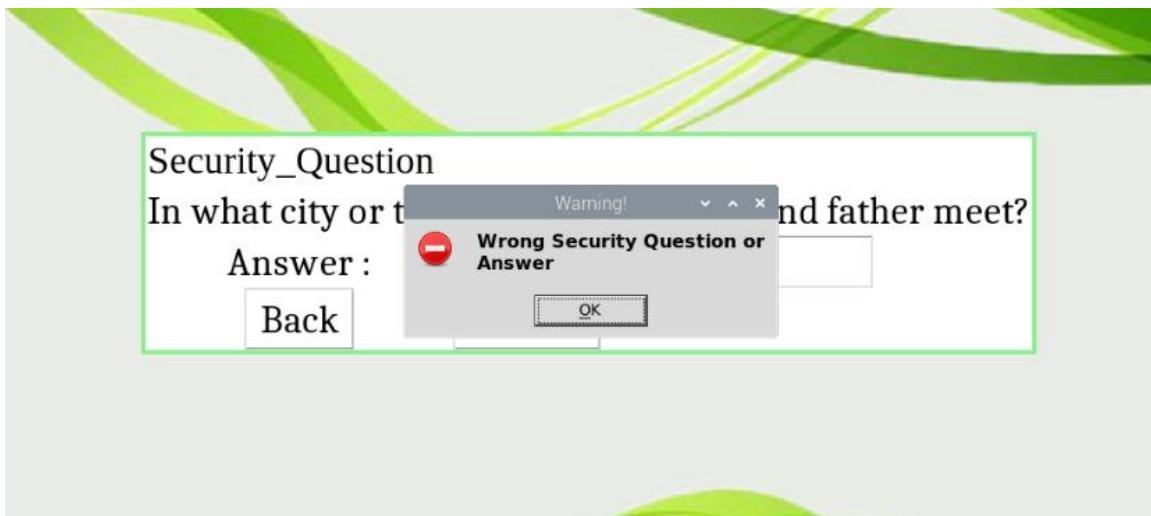


Security Question

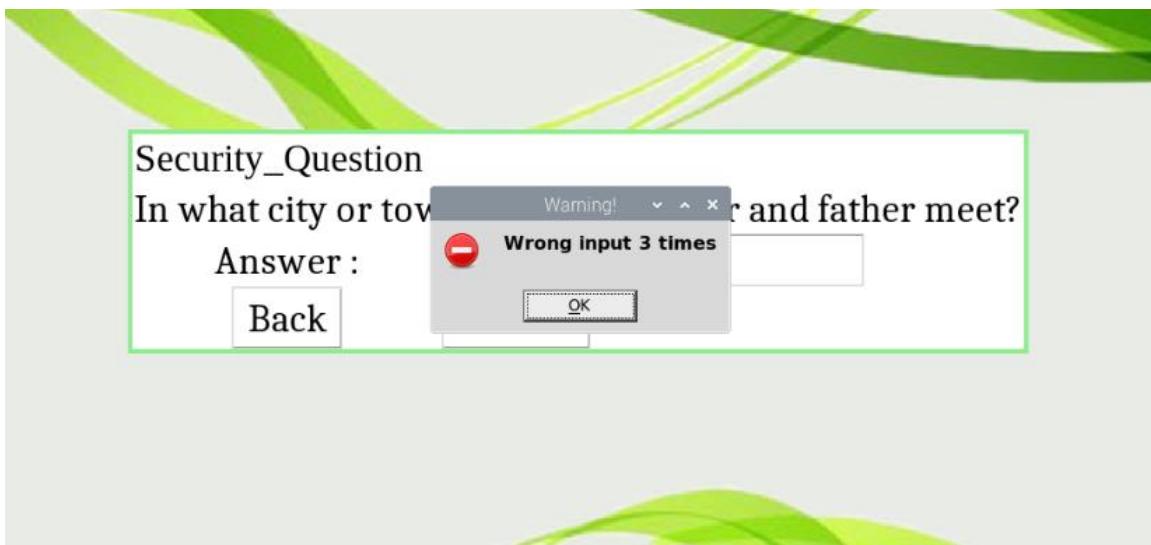
A security question prompt will pop up if the user logs in using an RFID.



A pop-up message will appear telling the user if they answered the question incorrectly.



If the user answers the question incorrectly 3 times, they will be redirected to the login page again.



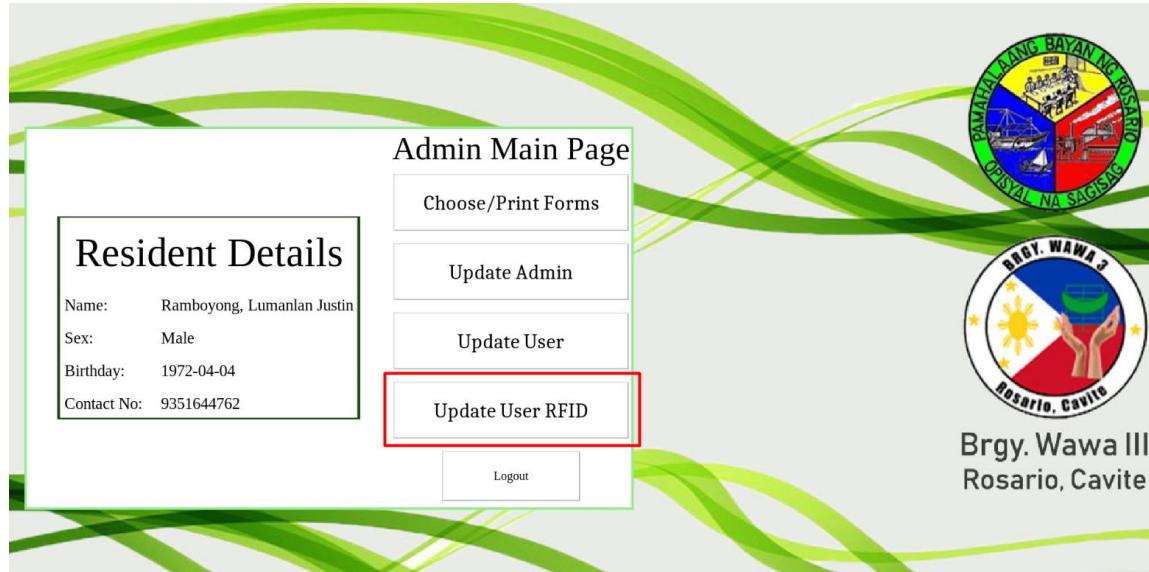
Registration

Since the RFID and fingerprint cannot be registered in the admin system, the RFID and Fingerprint registration has been added to kiosk system.

How to Register RFID

Step 1

Click the Update User RFID



Step 2

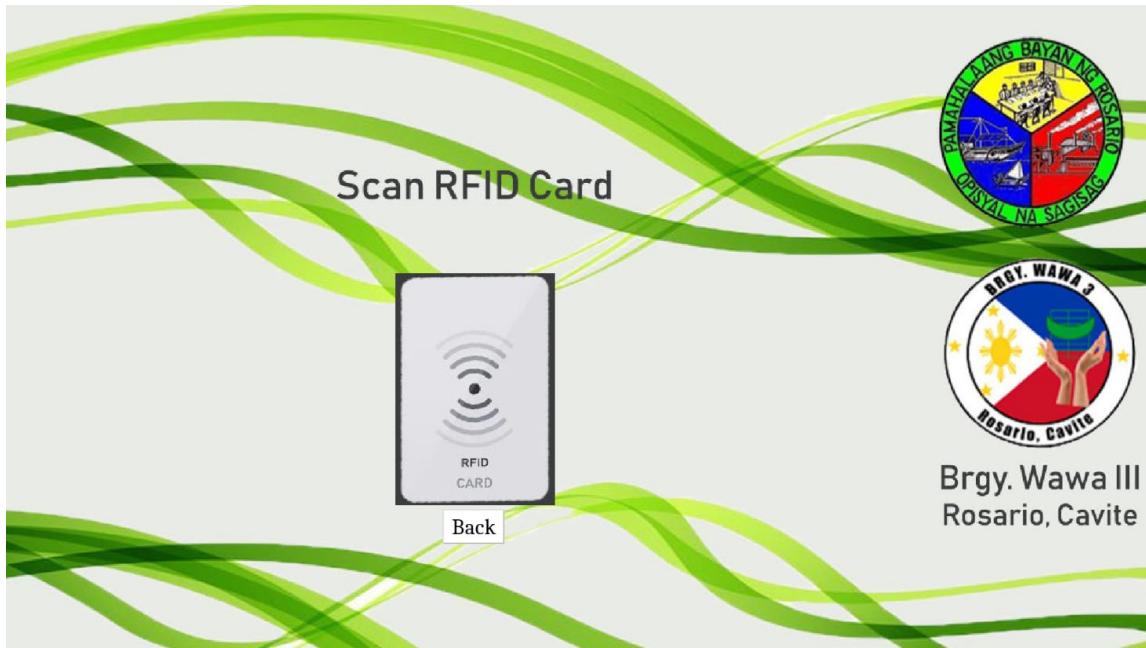
Select a user then click the Update RFID button

The screenshot shows a table of 'Resident Details' with columns for ID, LAST NAME, FIRST NAME, MIDDLE NAME, SEX, BIRTH DATE, CIVIL STATUS, YEAR OF RESIDENCE, ADDRESS, PLACE OF BIRTH, CONTACT NUMBER, and FINGER TEMPLATE. A red box highlights the 'Update RFID' button at the top of the table. To the right, there is a circular logo for 'PAMAHALANG BAYAN NG ROSARIO' and another for 'Brgy. Wawa 3 Rosario, Cavite'.

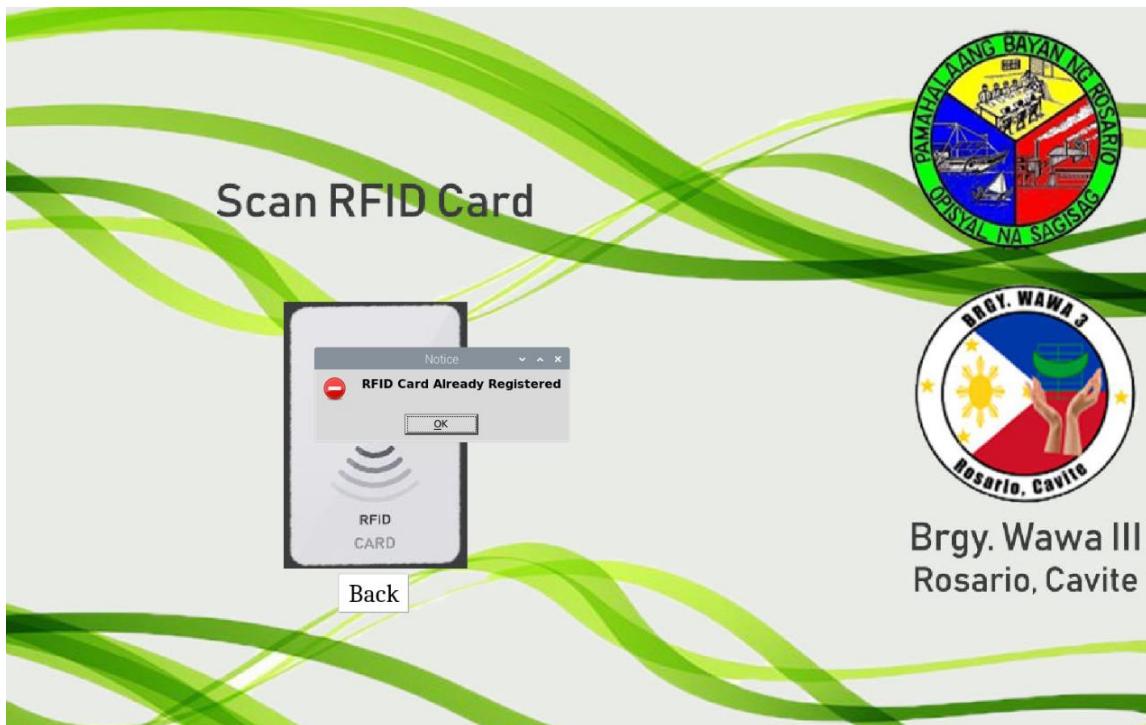
ID	LAST NAME	FIRST NAME	MIDDLE NAME	SEX	BIRTH DATE	CIVIL STATUS	YEAR OF RESIDENCE	ADDRESS	PLACE OF BIRTH	CONTACT NUMBER	FINGER TEMPLATE
1	Ramboyongss	Justin	Jay	Male	1999-01-14	Single	1999	101 Sampalukan St. Trece Martires, Cavite	23131644762	0	
2	Ramboyong	Justin	Jay	Male	1998-01-14	Single	1998	101 sampalukan St. Trece Martires, Cavite	09351644762	1	
4	SAMPLE	SAMPLE	SAMPLE	Male	1998-01-14	SAMPLE	1960	SAMPLE	0935164765		
5	tinni	tinni	tinni	Male	1998-01-14	Married	1995	tinni	0935164444	4	
6	sample	sample	sample	Male	1970-02-01	Single	1970	sample	sample		
7	Auberg	Mark		Male	1999-01-24	Single	0				
8	Aoy	Mark		Male	1999-01-24	Single	0				
9	Aquino	Mark		Male	1980-12-06	Married	1903	qweeq	wwwqewqewqe	68967987	
11	Delos Santos	qwe	qwe	male	1985-12-16	Married	1900	qwe	qwe	321	
12	Deloverjes	Mark		Male	1993-05-12	Single	0				
13	Ermel	Mark		Male	1991-05-27	Single	0				
14	Estotes Jr.	Mark		Male	1990-09-03	Single	1902	sam	qew	093631646464979	
15	Estotes Jr.	Mark	sample	Male	1962-09-03	Married	1963	sample	sample	10293810238	
21673	Absieg	Mark	Manigat	male	0000-00-00	Single	1905				
21676	Aquino	Mark	Lozano	male	0000-00-00	Married	1990				
21682	Cerrado	Mark	Abitan	male	0000-00-00	Live-in	1990				
21688	Deles Santos	Mark	Agire	male	0000-00-00	Married	1990				
21679	Deloverjes	Mark	Bumanlag	male	0000-00-00	Married	1990				
21680	Ermel	Mark	Manigat	male	0000-00-00	Single	1990				
21681	Estotes Jr.	Mark	Alonzo	male	0000-00-00	Single	1990				
21682	Sumaya	Fernando Sr.	Vasquez	male	0000-00-00	Married	1990				
21683	Sumaya	Lydia	Del Rosario	female	0000-00-00	Married	1990				
21684	Sumaya	Mark	Del Rosario	male	0000-00-00	Single	1990				
21685	Sumaya	Fernando Jr.	Del Rosario	male	0000-00-00	Single	1990				
21686	Domingo	Janille	Bautista	female	0000-00-00	Live-in	1990				
21687	Sumaya	Vince Lian	Domingo	female	0000-00-00	Single	1990				
21688	Sumaya	Rame	Del Rosario	male	0000-00-00	Single	1990				
21689	Balendre	Denice	Pangan	female	0000-00-00	Single	1990				
21690	Balendre	Denice	Pangan	male	0000-00-00	Single	1990				
21691	Sumaya	Gwendlyn	Del Rosario	female	0000-00-00	Single	1990				
21692	Lianet	Reven Rey	Sumaya	male	0000-00-00	Single	1990				
21693	Sumaya	Lee Martin	none	male	0000-00-00	Single	1990				
21694	Sumaya	Osven Merle	Del Rosario	male	0000-00-00	Single	1990				
21695	Sumaya	Ma. Rosalinda	Del Rosario	female	0000-00-00	Single	1990				
21696	Naagas	Alexander	Pigan	female	0000-00-00	Live-in	1990				
21697	Berdida	Rowena	Ochhiau	male	0000-00-00	Single	1990				
21698	Naagas	Arlay	Abegar	male	0000-00-00	Single	1990				
21699	Berdida	Karen Justine	Ochhiau	male	0000-00-00	Single	1990				
21700	Naagas	Christina Gabriele	Ochhiau	female	0000-00-00	Single	1990				
21701	Adlay	Micha Joy	Naagas	female	0000-00-00	Single	1990				
21702	Balena	Armando	Letran	male	0000-00-00	Married	1990				
21703	Balena	Ellen	Villanueva	female	0000-00-00	Married	1990				
21704	Balena	Alene	Villanueva	male	0000-00-00	Single	1990				
21705	Balena	Arlene Jay	Villanueva	male	0000-00-00	Single	1990				
21706	Balena	Aaron James	Villanueva	male	0000-00-00	Single	1990				
21707	Balena	Mark Randell	Villanueva	male	0000-00-00	Single	1990				
21708	Balena	John Darren	Villanueva	male	0000-00-00	Single	1990				
21709	Ricalde	Narcisa	Nava	female	0000-00-00	Married	1990				

Step 3

Scan the RFID to register



The kiosk system will not accept an already registered RFID.



How to Register Fingerprint

Step 1

Click the Update Admin or Update User button

The screenshot shows the "Admin Main Page" interface. On the left, there is a box titled "Resident Details" containing the following information:

Name:	Ramboyong, Lumanlan Justin
Sex:	Male
Birthday:	1972-04-04
Contact No:	9351644762

On the right, there is a "Choose/Print Forms" menu with three buttons:

- Update Admin (highlighted with a red box)
- Update User
- Update User RFID

At the bottom right of the page, there are two circular seals:

- "PAMAHALANG BAYAN NG ROSARIO OPISYAL NA SAGISAG"
- "BRGY. WAWA 3 Rosario, Cavite"

Below the page, the text "Brgy. Wawa III Rosario, Cavite" is displayed.

Step 2

Select a user then click Update Fingerprint button

The screenshot shows a table of user records with the following columns:

ID	LAST NAME	FIRST NAME	MIDDLE NAME	SEX	BIRTH DATE	CIVIL STATUS	YEAR OF RESIDE	ADDRESS	PLACE OF BIRTH	CONTACT NUMBER	FINGER TEMPLA
1	Ramboyongss	Jumay Jay	Lumanlan	Male	1999-02-28	Single	1999	101 Sampalukan St. Trice Martires, Cavities	Trice Martires, Cavities	23151644762	0
2	Ramboyong	Satin Jay	Lumanlan	Male	1998-01-14	Single	1998	101 Sampalukan St. Trice Martires, Cavities	Trice Martires, Cavities	09351644762	1
4	SAMPLE	TINI	SAMPLE	Male	1998-01-14	Single	1996	SAMPLE	que	09351644765	
5	tinni	tinni	tinni	Male	1998-01-14	Married	1995	tinni	tinni	09351644444	4
6	sample	sample	sample	Male	1970-02-01	Single	1970	sample	sample	sample	
7	Abues	Mark	Mangcao	male	1990-01-24	Single	0				
8	Abues	Mark	Mangcao	male	1990-01-24	Single	0				
9	Aquino	Mark	Lozane	male	1985-12-06	Married	1993	qweqeq	wewgewewqe	68967987	
11	Delos Santos	Que	Que	male	1985-01-16	Married	1990	qwe	que	321	
12	Delos Santos	Mark	Bumanlag	male	1993-05-12	Single	0				
13	Eromo	Mark	Manilguez	male	1991-05-27	Single	0				
14	Estotes Jr.	Mark	Alonzo	male	1999-04-01	Single	1902	sam	qew	093051654648979	8
21674	sample	Sample	sample	Female	1962-04-03	Married	1963	sample	sample	10293810238	
21675	Abues	Mark	Mangcao	male	0000-00-00	Single	1905				
21676	Aquino	Mark	Lozane	male	0000-00-00	Married	1990				
21677	Abues	Mark	Abitan	male	0000-00-00	Single	1990				
21678	Abues	Mark	Agnes	female	0000-00-00	Married	1990				
21679	Deloverjes	Mark	Bumanlag	male	0000-00-00	Single	1990				
21680	Emo	Mark	Manilguez	male	0000-00-00	Single	1990				
21681	Estotes Jr.	Mark	Alonzo	male	0000-00-00	Single	1990				
21682	Sumaya	Fernando Sr.	Vasquez	male	0000-00-00	Married	1990				
21683	Sumaya	Lydia	Del Rosario	female	0000-00-00	Married	1990				
21684	Sumaya	Rever Rey	Del Rosario	male	0000-00-00	Single	1990				
21685	Sumaya	Fernando Jr.	Del Rosario	female	0000-00-00	Live-in	1990				
21686	Domingo	Janilla	Baudstrio	male	0000-00-00	Live-in	1990				
21687	Sumaya	Vince Lian	Domingo	female	0000-00-00	Single	1990				
21688	Sumaya	Rame	Del Rosario	male	0000-00-00	Live-in	1990				
21689	Balatbat	Evelinda	Pangan	female	0000-00-00	Live-in	1990				
21690	Sumaya	Domingo	Pangan	male	0000-00-00	Single	1990				
21691	Sumaya	Gwendlyn	Del Rosario	female	0000-00-00	Single	1990				
21692	Ularbo	Reven Rey	Sumaya	male	0000-00-00	Single	1990				
21693	Sumaya	Lee Martin	none	male	0000-00-00	Single	1990				
21694	Sumaya	Gwen Mer	Del Rosario	male	0000-00-00	Single	1990				
21695	Sumaya	Ma. Christine	Del Rosario	female	0000-00-00	Single	1990				
21696	Naagas	Alexander	Piglon	female	0000-00-00	Live-in	1990				
21697	Naagas	Hector	Odegar	male	0000-00-00	Live-in	1990				
21698	Naagas	Afry	Abejar	male	0000-00-00	Single	1990				
21699	Berilda	Kurt Justice	Odehua	male	0000-00-00	Single	1990				
21700	Naagas	Christine Gabriel	Abejar	female	0000-00-00	Single	1990				
21701	Adlay	Micha Joy	Naagas	female	0000-00-00	Single	1990				
21702	Balema	Armando	Letraiz	male	0000-00-00	Married	1990				
21703	Balema	Ellen	Villanueva	female	0000-00-00	Married	1990				
21704	Balema	Armen	Villanueva	male	0000-00-00	Single	1990				
21705	Balema	Aferne Joy	Villanueva	female	0000-00-00	Single	1990				
21706	Balema	Aaron James	Villanueva	male	0000-00-00	Single	1990				
21707	Balema	Mark Raniel	Villanueva	male	0000-00-00	Single	1990				
21708	Balema	John Daren	Villanueva	male	0000-00-00	Single	1990				
21709	Ricalde	Narcisa	Nava	female	0000-00-00	Married	1990				

On the right, there are two circular seals:

- "PAMAHALANG BAYAN NG ROSARIO OPISYAL NA SAGISAG"
- "BRGY. WAWA 3 Rosario, Cavite"

Below the table, the text "Brgy. Wawa III Rosario, Cavite" is displayed.

Step 3

Scan a finger 2 times



There are conditions for the system to accept a fingerprint:

Condition 1: If fingerprint is already registered.



Condition 2: If the scanned finger doesn't match what is registered in the system.



Once the fingerprint has been scanned successfully, a message box will pop-up.



Kiosk Printing Process

Step 1

Choose a form you want to print

Available Printable Forms

Resident Details

Name: Ramboyong, Lumanlan Justin
Sex: Male
Birthday: 1972-04-04
Contact No: 9351644762

Barangay Certification
Certificate of Indigency
Certificate of Residency
Certificate of Residency for Student

Back

PAMAHALANG BAYAN NG ROSARIO
UPSYAL NA SAGSAG OLA
BRGY. WAWA 3
Rosario, Cavite

Brgy. Wawa III
Rosario, Cavite

Step 2

Select a purpose from the drop-down menu, then tap submit button

Barangay Clearance

Select a Purpose:

Back Submit

PAMAHALANG BAYAN NG ROSARIO
UPSYAL NA SAGSAG OLA
BRGY. WAWA 3
Rosario, Cavite

Brgy. Wawa III
Rosario, Cavite

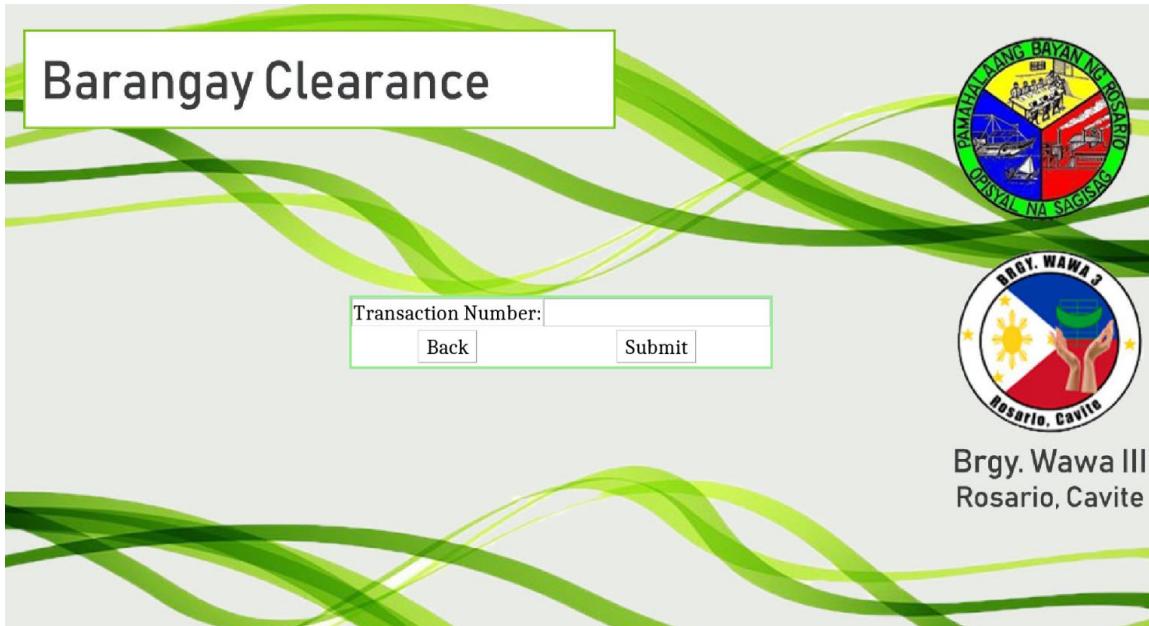
Note: If the purpose is educational assistance, medical assistance, scholarship and the age is greater than 60, the form will be free and the system will proceed to the print preview.

Step 3

An acknowledgment receipt will be printed by kiosk machine. Take it to the cashier and the cashier will give you a transaction number.

Step 4

Input the transaction number given by the cashier, then click submit.

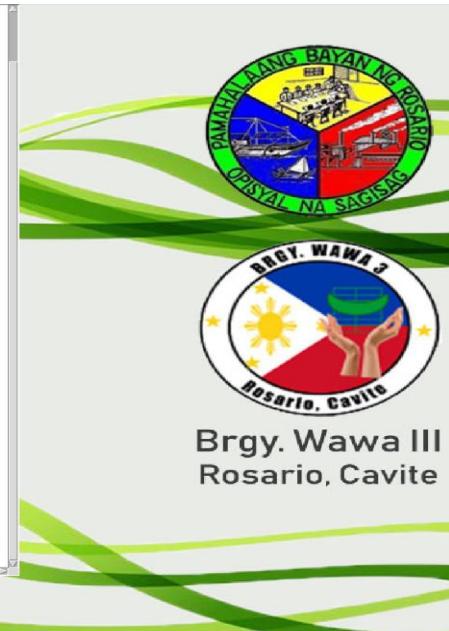


The image shows a digital interface for a barangay clearance system. At the top left, the text "Barangay Clearance" is displayed. On the right side, there are two circular logos: one for "PAMAHALANG BAYAN NG ROSARIO" featuring a boat and industrial scenes, and another for "BRGY. WAWA 3 Rosario, Cavite" featuring the Philippine flag and hands holding a bowl. Below these logos, the text "Brgy. Wawa III Rosario, Cavite" is written. The central part of the interface contains a form with the placeholder text "Transaction Number:" followed by a text input field, a "Back" button, and a "Submit" button.

Step 5

Check the print preview then click the Print button. If the details are incorrect, go to barangay officials so they can changed the wrong detail/s.

The print preview shows a certificate from the Office of the Punong Barangay of Wawa III, Rosario, Cavite. The document is titled "BARANGAY CERTIFICATION". It lists several barangay officials and their positions. The certificate is addressed to "To Whom It May Concern" and certifies that a person named Lumanlan I Ramboeyong, 48 years old, is a resident of Wawa III, Rosario, Cavite since 1972. It further certifies that the subject has good moral character and no derogatory records. The purpose of the certification is for educational assistance. The signature of Hon. Ernesto J. Pagkaliwangan, Punong Barangay, is present along with a circular official seal. The seal contains the text "Brgy. Wawa III, Rosario, Cavite", "Community Tax Cert. No.", "Issued on 2020-05-04", "Issued at Brgy. Wawa III, Rosario, Cavite", and "Control No.: 0000045". A note at the bottom states "Not Valid W/out Dry Seal". A "Right Thumb Mark" box is also present. The background features a green and white striped pattern with the words "Barangay" and "Wawa III" faintly visible.



Note: The steps and process shown in this manual is applicable to all barangay forms.