

1. Click 'Go to Login Page' to proceed to login

2. You may login with account or register new one

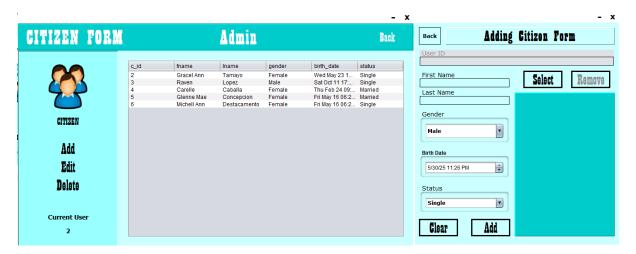


3. if you have chosen to register, you need to fill up!

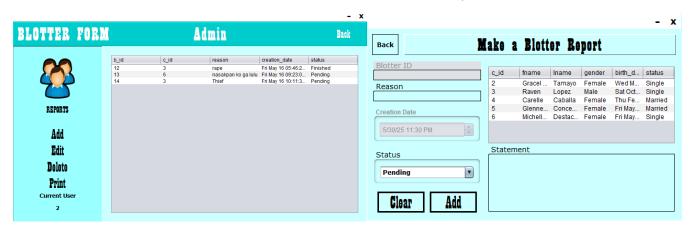
4. If you login, you'll be prompt either Admin or User



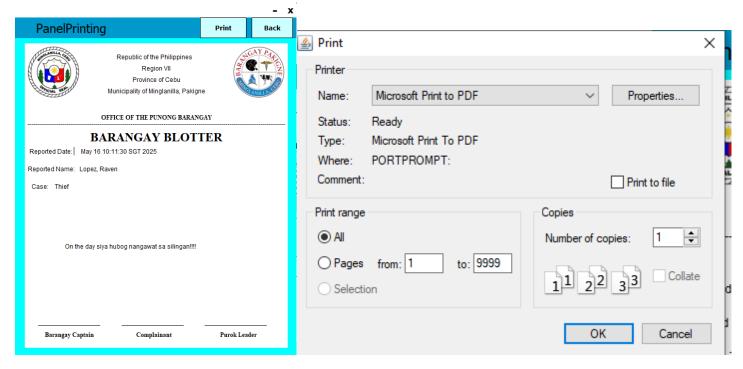
5. Select User to view all the user info for both admin and user, but only admin can add, edit, and delete



6. Select Citizen to view all the citizen info for both admin and user, but only admin can add, edit, and delete

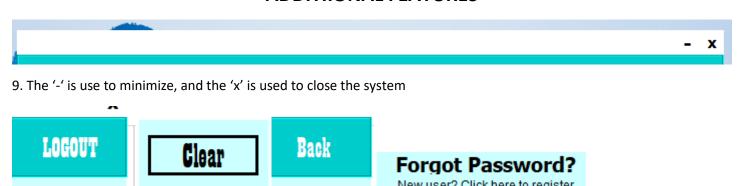


7. Select Blotter to view all the blotter records and to also make a report, add, edit and delete both user and admin have equal access to this.

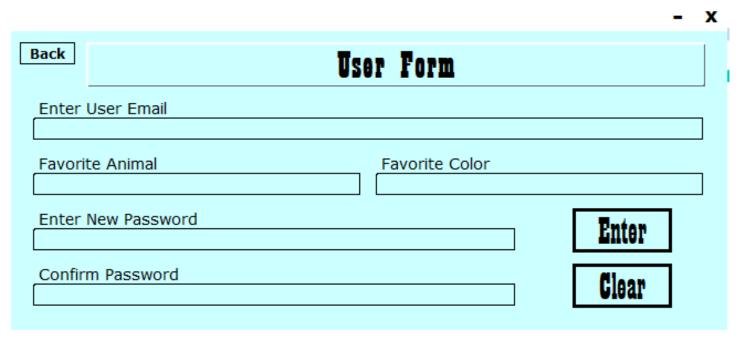


8. in the blotter form, if you select print for a specific report you will be prompt with first image, and if you click the print the second image will show up that allows you to make the report into a pdf form to be printed.

## **ADDITIIONAL FEATURES**



10. 'Logout' means what it means, 'Clear' is to clear what you input in the system, like name, username, password, etc... 'Back' is to go back from the previous page and the 'Forgot Password?' is to allow the user to recover his/her account if he/she forgotten it.



11. When you forgot password, you need to fill up the information to identify if it's really is you!