USER MANUAL

BARANGAY
INFORMATION SYSTEM

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1. Introduction

1.1 Purpose

The Barangay Dancalan Information System (BDIS) is a software application designed to streamline the management of resident records and barangay officials. This user manual provides instructions on how to effectively use the system.

1.2 System Overview

The BDIS allows barangay administrators to store and manage resident details and maintain information about barangay officials. The system helps improve efficiency and accuracy in managing essential information.

1.3 Key Features

- Resident Records: Add, update, search, and delete resident information.
- Barangay Officials: Add, update, search, and delete information about barangay officials.
- Reports: Generate reports on resident records and barangay officials.
- Backup operation

2. Getting Started

2.1 System Requirements

To use the Barangay Information System, ensure that your computer meets the following requirements:
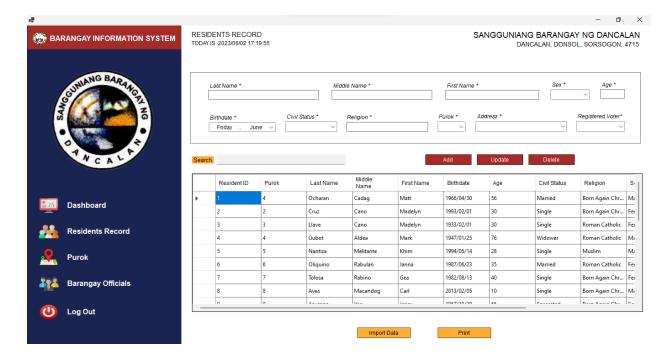- Operating System: Windows 7 or later, macOS 10.12 or later, or Linux
- Processor: Dual-core processor or higher
- Memory (RAM): 4 GB or more
- Storage: 500 MB of available disk space

2.2 Installation

Follow these steps to install the Barangay Information System:
1. Download the installation package.
2. Run the installation file and follow the on-screen instructions.
3. Specify the installation directory and click "Install" to begin the installation process.
4. Once the installation is complete, you can launch the application.

3. Resident Records

3.1 Adding Residents

To add a resident to the system, follow these steps:
1. Log in to the Barangay Information System using your credentials.

2. Navigate to the "Resident Records" section.
3. Fill in the required details, such as name, address, and other relevant information.
4. Click on the "Add" button.

3.2 Updating Resident Information

To update resident information, follow these steps:
1. Log in to the Barangay Information System using your credentials.
2. Navigate to the "Resident Records" section.
3. Search for the resident whose information you want to update.
4. Click on the resident's row in the table to view their details.
5. Make the necessary changes to the resident's information.
6. Click on the "Update" button.

3.3 Searching for Residents

To search for residents, follow these steps:
1. Log in to the Barangay Information System using your credentials.
2. Navigate to the "Resident Records" section.
3. Use the search bar to enter the resident's name or resident's id information.
4. The system will display matching results based on your search criteria.

3.4 Deleting Residents

To delete a resident, follow these steps:
1. Log in to the Barangay Information System using your credentials.
2. Navigate to the "Resident Records" section.
3. Search for the resident you want to delete.
4. Click on the resident's row in the table.
5. Click on the "Delete" button.
6. Confirm the deletion when prompted.

3.5 Generating Report

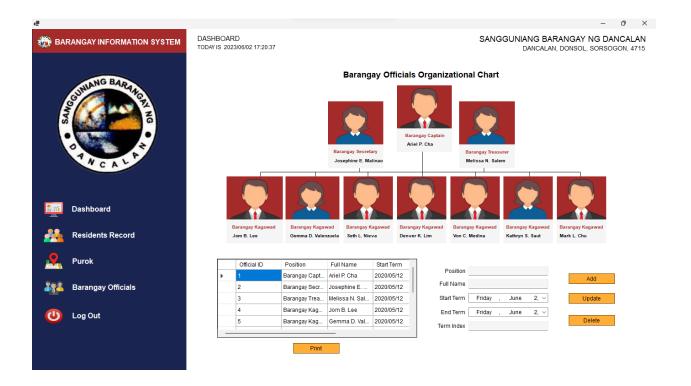To generate report on resident records, follow these steps:
1. Log in to the Barangay Information System using your credentials.
2. Navigate to the "Resident Records" section.
3. Click "Generate Report" to generate the residents masterlist report in a printable format.

3.6 Import Resident Data

To import data on the resident records, follow these steps:
1. Log in to the Barangay Information System using your credentials.
2. Navigate to the "Resident Records" section.
3. Click "Import Data" to import residents data.
4. Select the CSV data file.
5. Click "OK" to confirm your intent to import data in the residents' table.

4. Barangay Officials

4.1 Adding Officials

To add a barangay official, follow these steps:
1. Log in to the Barangay Information System using your credentials.
2. Navigate to the "Barangay Officials" section.
3. Enter the official's name, position, and other relevant details.
4. Click on the "Add" button.

4.2 Updating Official Information

To update official information, follow these steps:
1. Log in to the Barangay Information System using your credentials.
2. Navigate to the "Barangay Officials" section.
3. Click on the official's row in the table to view their details.
4. Make the necessary changes to the official's information.
5. Click on the "Update" button.

4.3 Deleting Officials

To delete an official, follow these steps:
1. Log in to the Barangay Information System using your credentials.

2. Navigate to the "Barangay Officials" section.
3. Click on the official's row in the table.
4. Click on the "Delete" button.
5. Confirm the deletion when prompted.

4.4 Generating Reports

To generate reports on barangay officials, follow these steps:
1. Log in to the Barangay Information System using your credentials.
2. Navigate to the "Barangay Officials" section.
3. Click "Generate Report" to generate the barangay officials list report in a printable format.

5. Backup Operation

To safeguard your data, the Barangay Dancalan Information System provides a backup feature. This allows you to create regular backups of the system's data. Follow the instructions provided to perform backup operation.

1. Log in to the Barangay Information System using your credentials.
2. Navigate to the "Dashboard" section.
3. Click "BACKUP" to perform a backup operation.
4. Choose a suitable location to store the backup file.
5. Enter the name for your backup file.
6. Click "Save" to backup your database.