

USER MANUAL



Table of Contents

1. Introduction	2
1.1 Purpose	2
1.2 System Overview	2
1.3 Key Features	2
2. Getting Started	2
2.1 System Requirements	2
2.2 Installation	2
3. Resident Records	3
3.1 Adding Residents	3
3.2 Updating Resident Information	4
3.3 Searching for Residents	4
3.4 Deleting Residents	4
3.5 Generating Report	4
3.6 Import Resident Data	4
4. Barangay Officials	5
4.1 Adding Officials	5
4.2 Updating Official Information	5
4.3 Deleting Officials	5
4.4 Generating Reports	6
5. Backup Operation	6

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

The screenshot shows the 'BARANGAY INFORMATION SYSTEM' interface for 'SANGGUNIANG BARANGAY NG DANCALAN'. The left sidebar contains navigation links: Dashboard, Residents Record, Purok, Barangay Officials, and Log Out. The main area displays the 'RESIDENTS RECORD' section with a date stamp 'TODAY IS 2023/06/02 17:19:55'. Below the header is a form to add or update resident information, including fields for Last Name, Middle Name, First Name, Sex, Age, Birthdate, Civil Status, Religion, Purok, Address, and Registered Voter. A search bar and buttons for Add, Update, and Delete are also present. A table lists existing residents with columns for Resident ID, Purok, Last Name, Middle Name, First Name, Birthdate, Age, Civil Status, Religion, and Sex. The table contains 8 rows of data. At the bottom, there are buttons for Import Data and Print.

Resident ID	Purok	Last Name	Middle Name	First Name	Birthdate	Age	Civil Status	Religion	Sex
1	4	Ocharan	Cadag	Matt	1966/04/30	56	Married	Born Again Chr...	Ma
2	2	Cruz	Cano	Madelyn	1993/02/01	30	Single	Born Again Chr...	Fe
3	3	Llave	Cano	Madelyn	1993/02/01	30	Single	Roman Catholic	Fe
4	4	Gubot	Aldea	Mark	1947/01/25	76	Widower	Roman Catholic	Ma
5	5	Nantiza	Melitante	Khim	1994/05/14	28	Single	Muslim	Ma
6	6	Oliquino	Rabulan	Janna	1987/06/23	35	Married	Roman Catholic	Fe
7	7	Tolosa	Rabino	Gea	1982/08/13	40	Single	Born Again Chr...	Fe
8	8	Aves	Macandog	Carl	2013/02/05	10	Single	Born Again Chr...	Ma

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.

The screenshot shows a login window with a dark blue header and a white body. It features a large blue circular icon with a white person silhouette. Below the icon, the text 'SIGN IN' is displayed. There are two input fields: one for the username (with a person icon) and one for the password (with a lock icon). A blue 'Login' button is positioned below the password field.

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

Barangay Information System

DASHBOARD
TODAY IS 2023/06/02 17:20:37

SANGGUNIANG BARANGAY NG DANCALAN
DANCALAN, DONSOL, SORSOGON, 4715

Barangay Officials Organizational Chart

```

graph TD
    Captain[Barangay Captain  
Ariel P. Cha] --> Secretary[Barangay Secretary  
Josephine E. Malinao]
    Captain --> Treasurer[Barangay Treasurer  
Melissa N. Salem]
    Captain --> Kagawad1[Barangay Kagawad  
Jom B. Lee]
    Captain --> Kagawad2[Barangay Kagawad  
Gemma D. Valenzuela]
    Captain --> Kagawad3[Barangay Kagawad  
Seth L. Nieva]
    Captain --> Kagawad4[Barangay Kagawad  
Denver K. Lim]
    Captain --> Kagawad5[Barangay Kagawad  
Von C. Medina]
    Captain --> Kagawad6[Barangay Kagawad  
Kathryn S. Saut]
    Captain --> Kagawad7[Barangay Kagawad  
Mark L. Chu]
  
```

Official ID	Position	Full Name	Start Term
1	Barangay Capt...	Ariel P. Cha	2020/05/12
2	Barangay Secr...	Josephine E. ...	2020/05/12
3	Barangay Trea...	Melissa N. Sal...	2020/05/12
4	Barangay Kag...	Jom B. Lee	2020/05/12
5	Barangay Kag...	Gemma D. Val...	2020/05/12

Position:

Full Name:

Start Term:

End Term:

Term Index:

Add **Update** **Delete**

Print

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.

BARANGAY INFORMATION SYSTEM

DASHBOARD
TODAY IS 2023/06/02 17:19:31

SANGGUNIANG BARANGAY NG DANCALAN
DANCALAN, DONSOL, SORSOGON, 4715

Residents' Record Summary [Refresh](#)

	Total Population	24
	Male	14
	Female	10
	Registered Voters	22

Announcements [Events](#)

Lorem ipsum dolor sit amet

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Population per Purok

Purok	Total Population
Purok 1	1
Purok 2	3
Purok 3	3
Purok 4	4
Purok 5	3
Purok 6	2
Purok 7	2

Database Backup

BACKUP