

# **BAOS: Barangay Automated Office System**

## **USER MANUAL**

Developed for the Barangay Office of SLU SVP Housing Cooperative, Bakakeng

Developed and Authored By:

Ancheta, Victor Lorenzo

Apilis, Anri Bruce

Astudillo, Raitheon Fared

Godoy, Dave Joshua

Lim, Andre Adam

Mercado, Eethan Dominic

Permison, Mark TJ

Rillera, Raean

## **ABOUT THE MANUAL**

This manual serves to assist its users to familiarize themselves with the Barangay Automated Office System (BAOS). This manual provides detailed instructions, tips, and essential information necessary that would allow for the ease of use of the system. The manual is intended to be used to train its users and provide guidelines regarding the use of the system in order to minimize issues concerning the user when using the system.

This manual should only be in the possession and use of the officers of SLU SVP Housing Cooperative and the Developers and should not be disclosed or distributed to third party individuals or groups without proper authorization.

The contents of this manual is an accompaniment to the system as it was on January 18, 2024. As such, there is a possibility that the contents of this manual would be obsolete in future iterations of the system.

## ABOUT THE SYSTEM

This system was developed as an augmentation to the core processes conducted in the barangay office of SLU SVP Housing Cooperative to assist in their daily activities. The system was developed with their needs in mind and as such, the features of the system reflects how the office conducts their daily operations as it was understood by the developers through a series of data gathering over the course of the system's development.

The system was developed through the following tools and applications accompanied by their respective versions at the time of this manual's writing.

NodeJS 18.12.1

WAMP 3.3.0

Java 19.0.1

MySQL 8.0.31

NodeJS Dependencies:

```
"async": "^3.2.4",
"cookie-parser": "~1.4.4",
"crypto-js": "^4.2.0",
"csv-parse": "^5.5.2",
"debug": "~2.6.9",
"docx-merger": "^1.2.2",
"dotenv": "^16.3.1",
"easy-template-x": "^3.2.0",
"express": "^4.18.2",
"express-mysql-session": "^3.0.0",
"express-session": "^1.17.3",
"http-errors": "~1.6.3",
"md5": "^2.3.0",
"moment": "^2.29.4",
"moment-timezone": "^0.5.43",
"morgan": "~1.9.1",
"multer": "^1.4.5-lts.1",
"mysql2": "^3.6.0",
"mysqldump": "^3.2.0",
"pug": "^3.0.2",
"serve-favicon": "^2.5.0",
"ts-node": "^10.9.1"
```

The list above shows the important applications and packages used in the development of the system. This serves as a baseline should problems be encountered with the system caused by updating the system.

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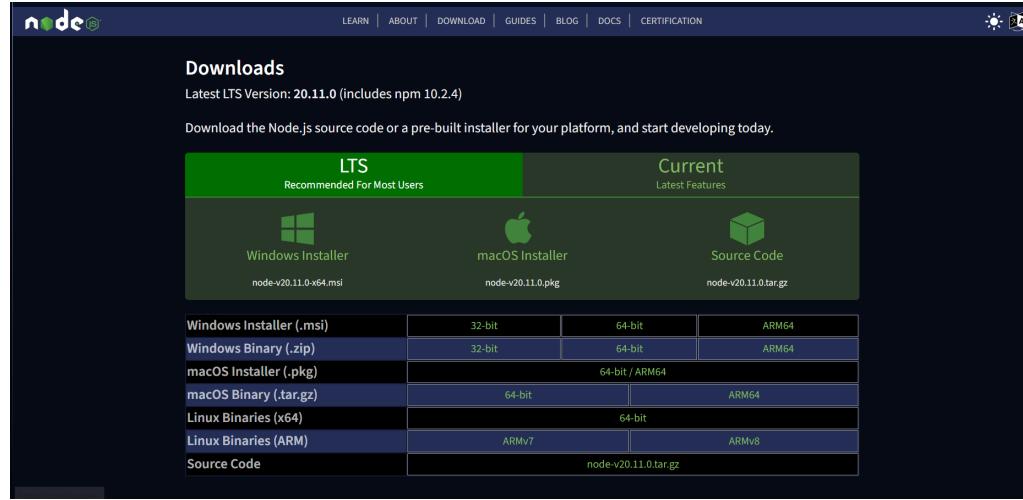
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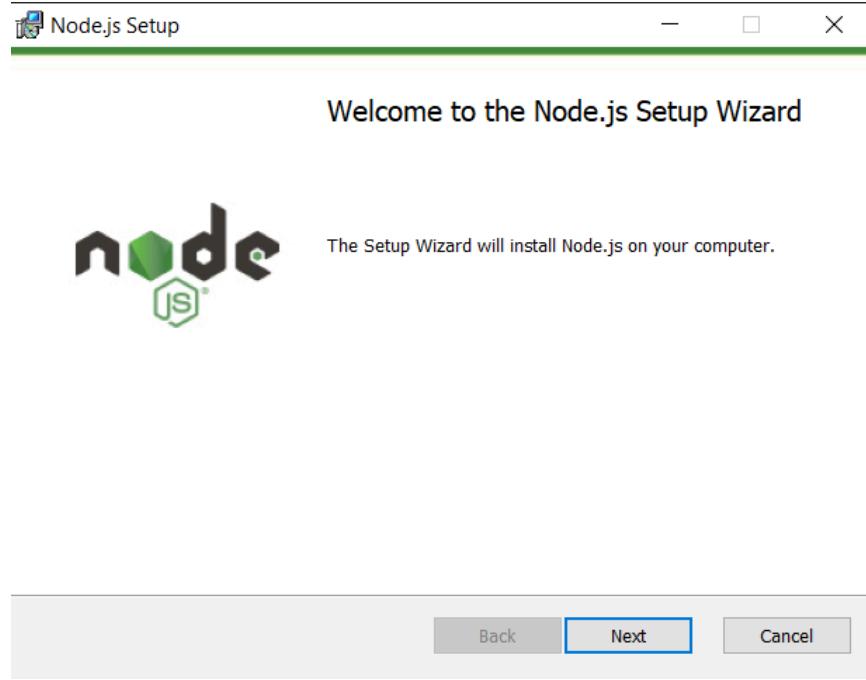
## I. Installation and Setup

### Node JS Installation

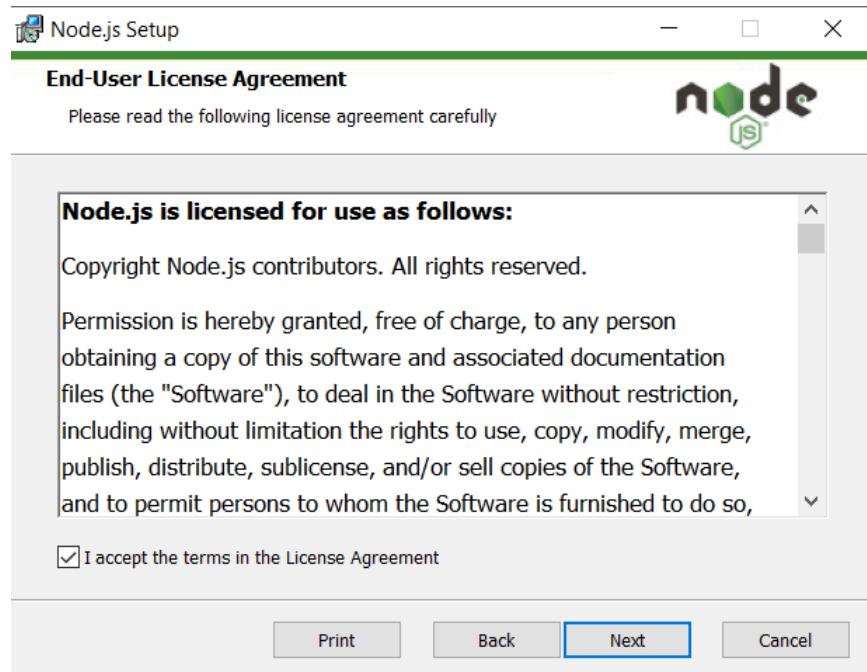
1. Visit the website <https://nodejs.org/en/download/>



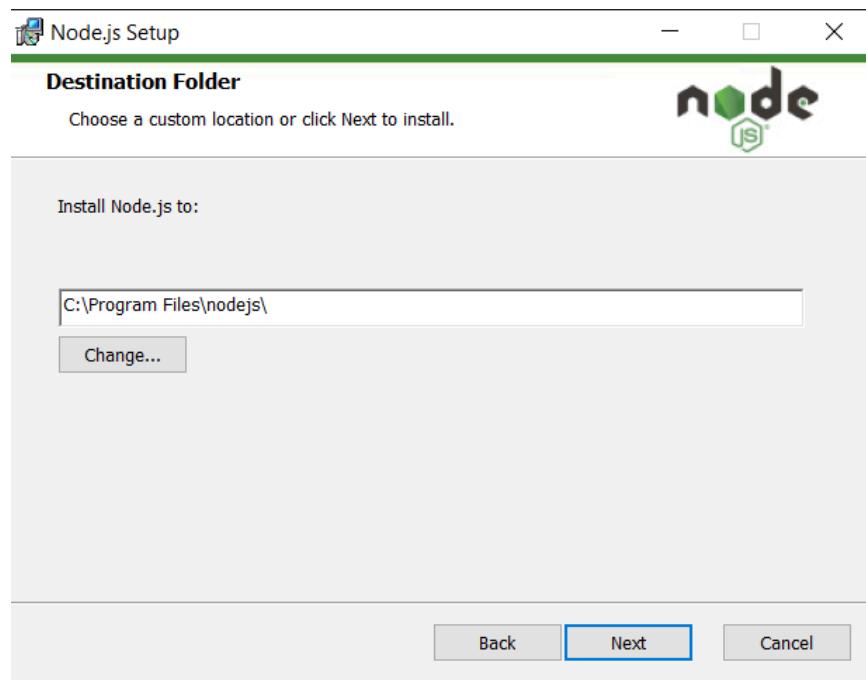
2. Depending on the server's Operating System, select the appropriate installer.
3. After the installer is installed, opening it would open the window below, then the prompt below will appear just click the “Next” button.



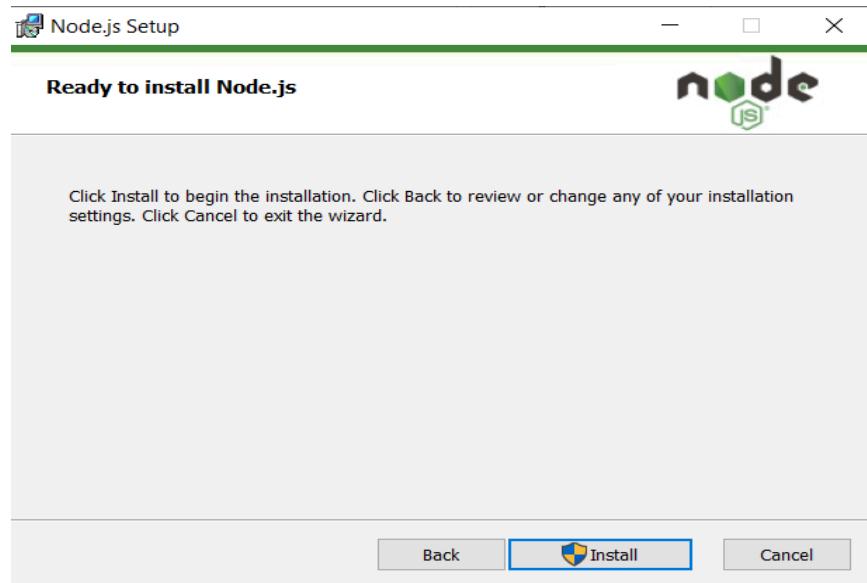
4. After clicking the next button the prompt below will appear, read the agreement then click the checkbox and the “Next” button.



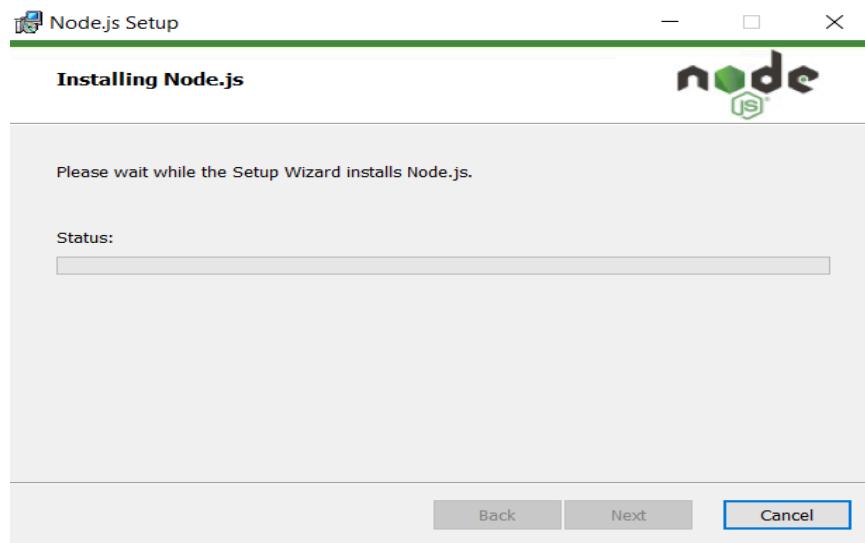
5. This prompt will appear, you can change the file location or just click the “*Next*” button until you reach this prompt.



6. If this prompt appears just click the “*Install*” button.



7. After clicking the “*Install*” button.The prompt below will appear showing the status of your installation.



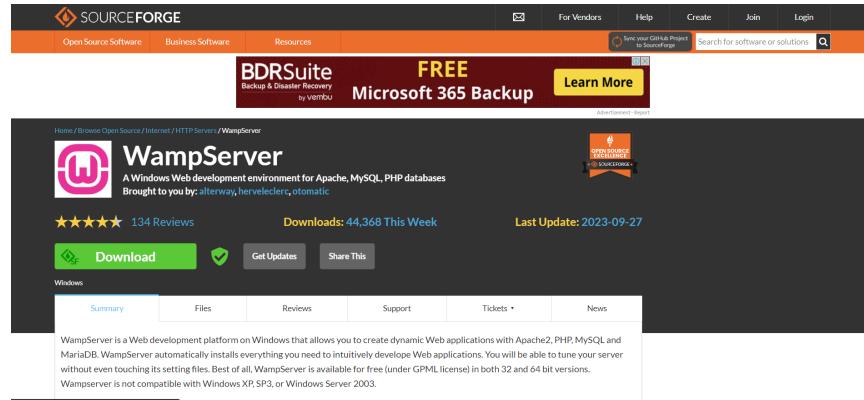
8. After the installation this last prompt will appear, just click the “*Finish*” button and it is now installed into the system. To verify if it has been installed correctly, open a command prompt (Windows Key + R for Windows then type cmd + enter) and type: `node -v`. If the version appears, then it has been successfully installed.

```
C:\Users\Acer Ntro>node -v  
v18.12.1
```

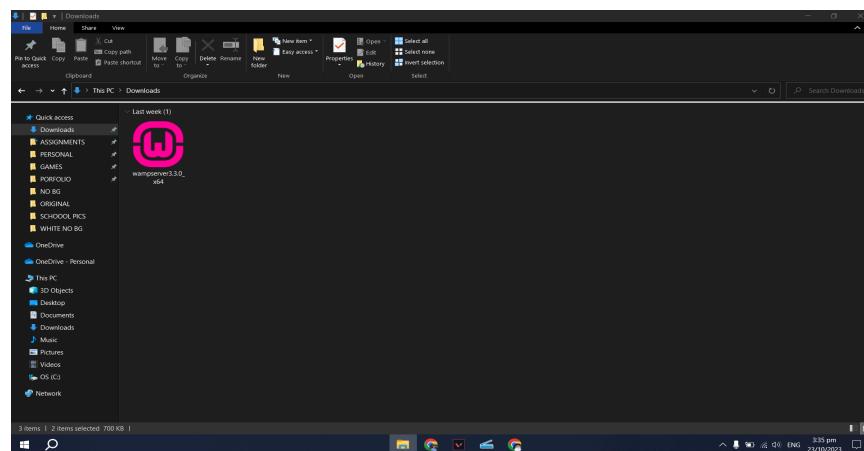
## WAMP Server Installation

1. Visit the site: <https://sourceforge.net/projects/wampserver/>.

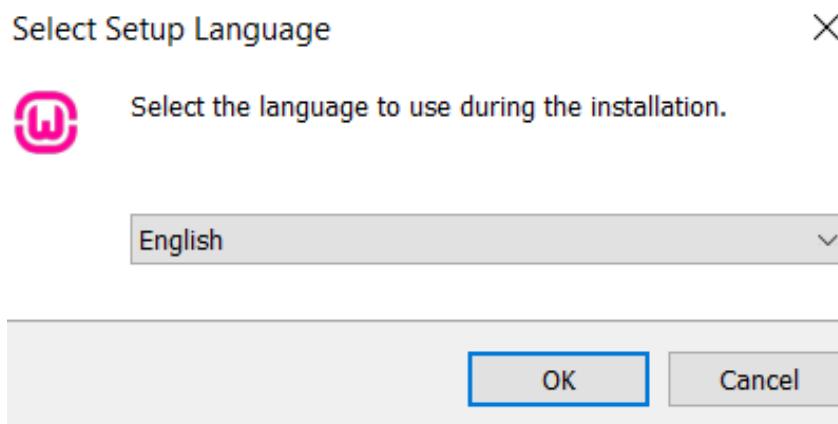
The site below will appear, Just click the green “Download” button.



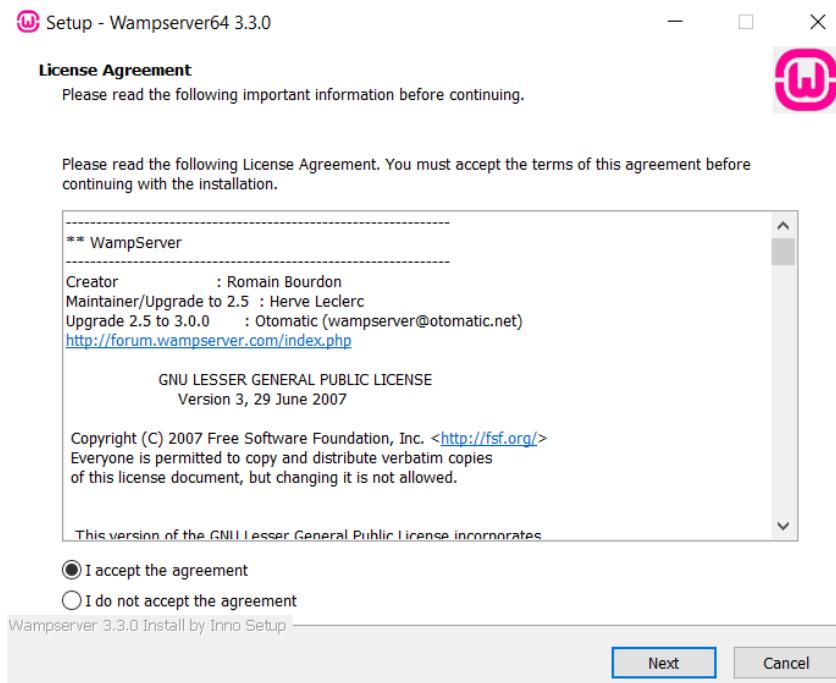
2. Check your downloads folder in file explorer, if done correctly there will be a filename wampserver it will look like the image below. Just double click the icon to begin installation.



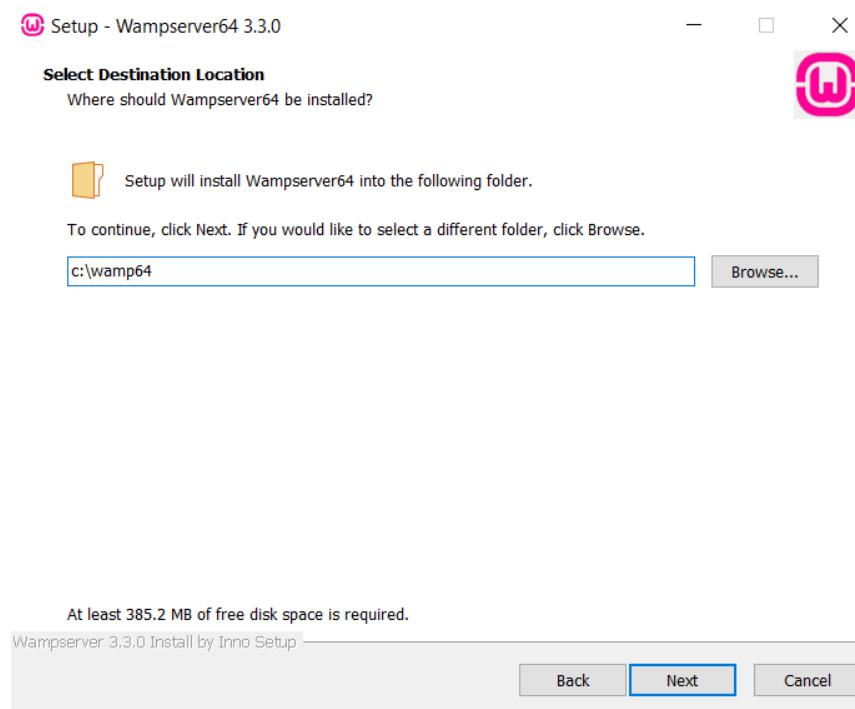
3. Select the appropriate language for installation then click the “OK” button.



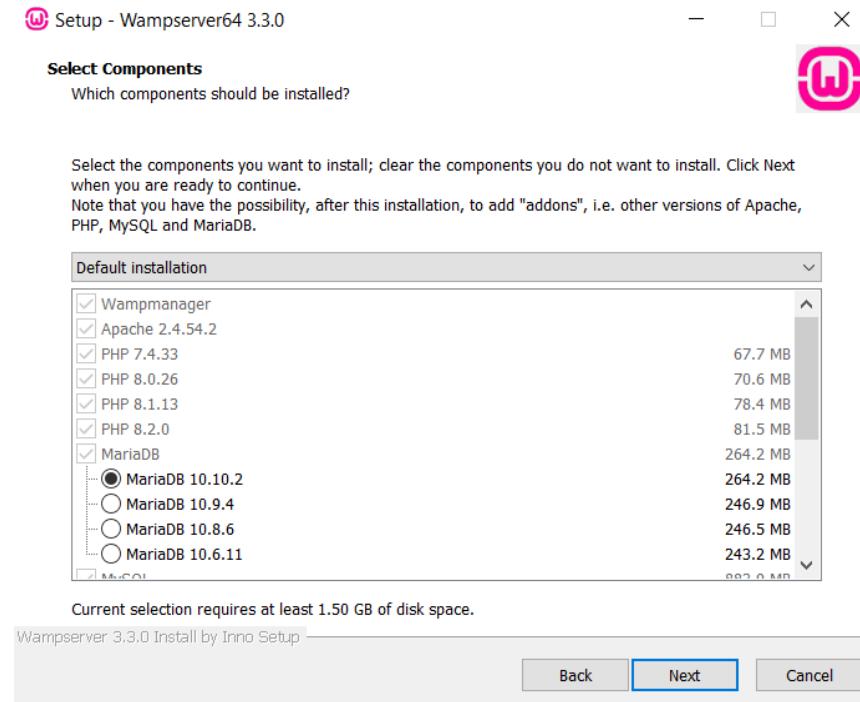
4. The prompt below will appear: read the license agreement then click the “*I accept the agreement*” circle then click the “Next” button.



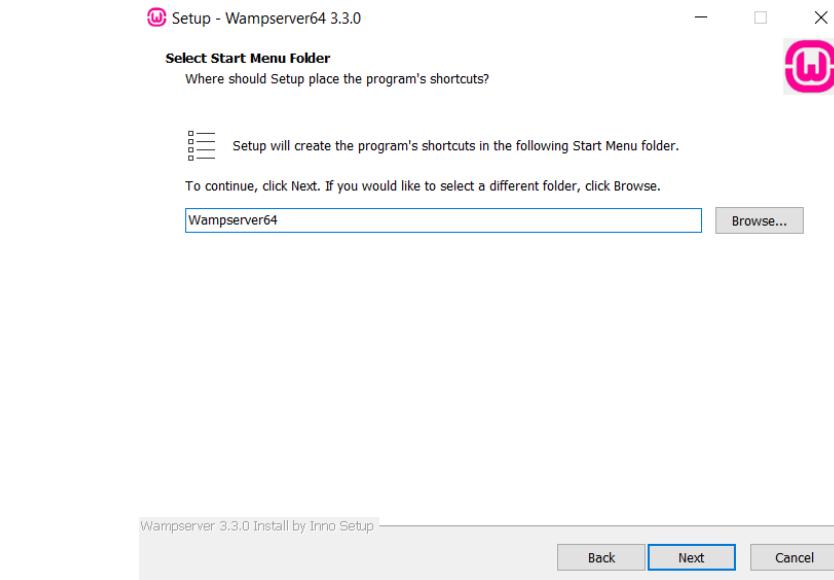
5. Just click the “Next” button until you reach the prompt below and you can change the file destination or just click the “Next” button.



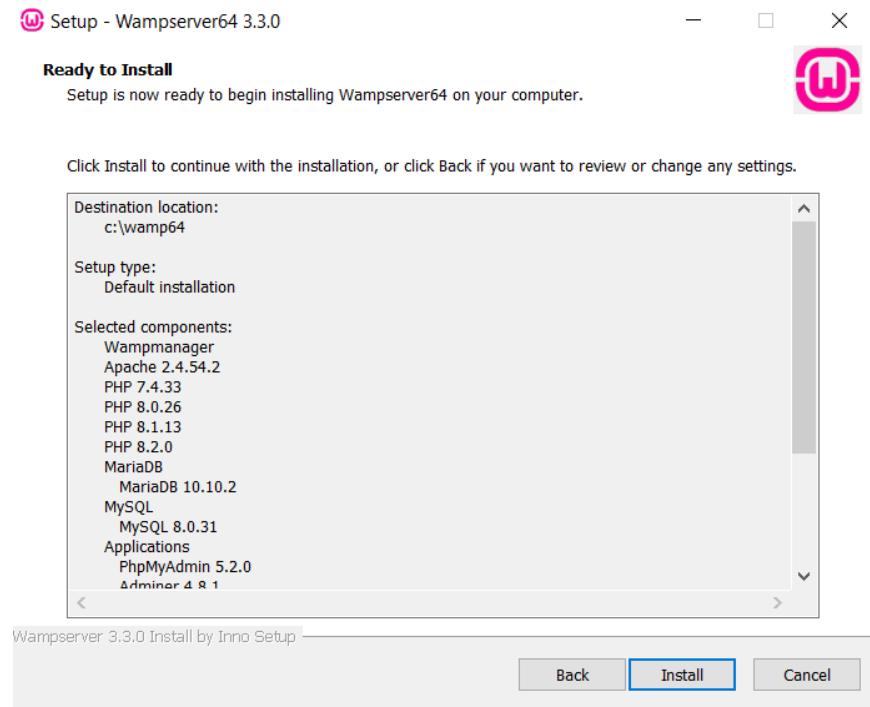
6. The prompt below shows the components you can include in your installation just click the circle beside it. After that click the “*Next*” button.



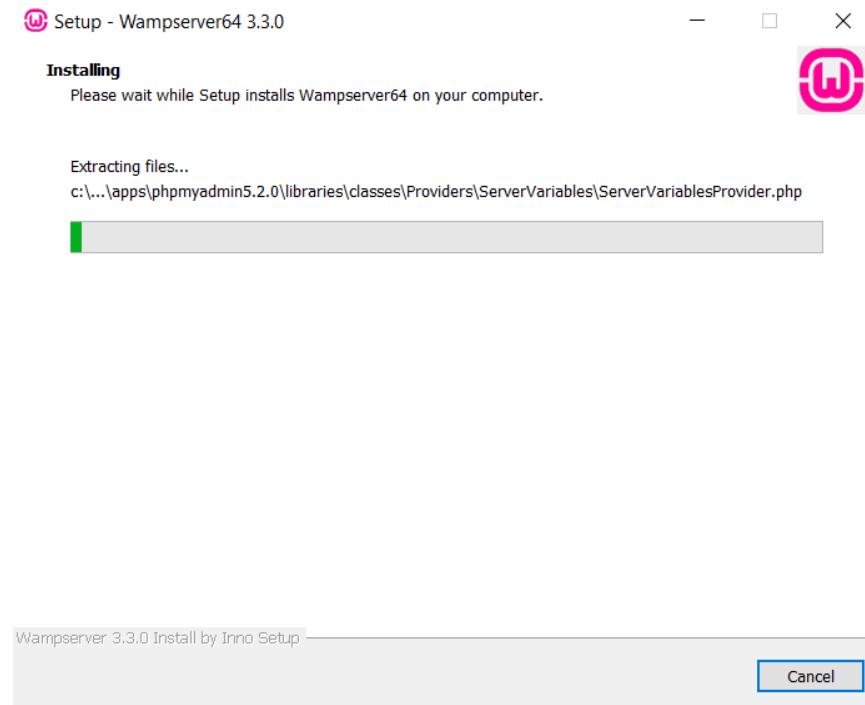
7. After selecting the components needed the prompt below will appear just click the “*Next*” button.



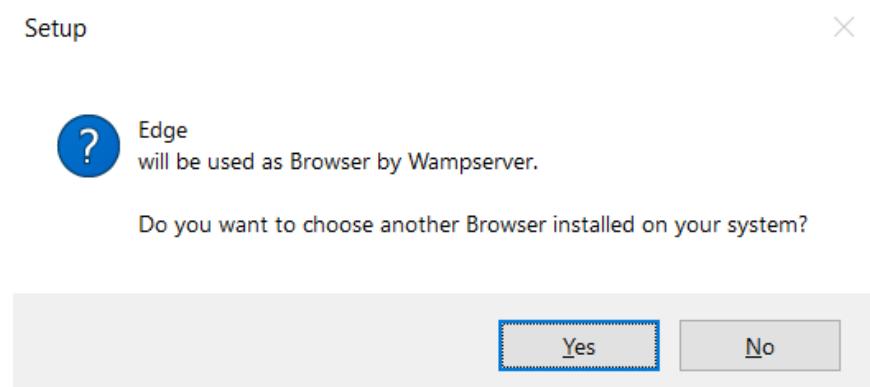
8. We are ready for installation, the prompt below will appear and just click the “*Install*” button.



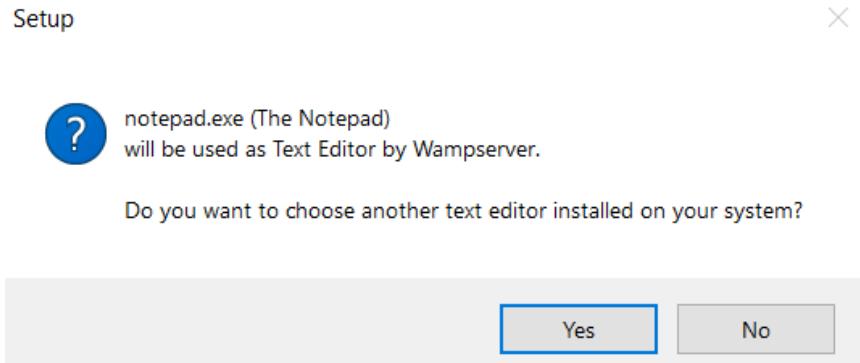
9. The prompt below will appear to show the status of your installation.



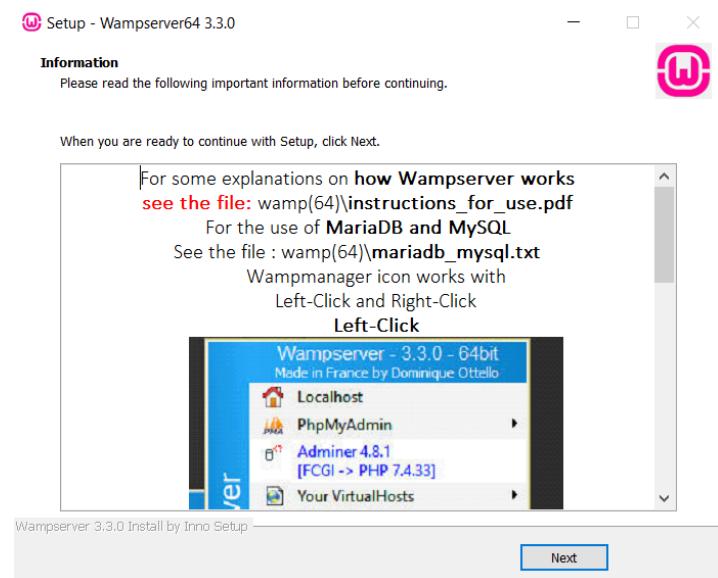
10. Another prompt will appear asking what default browser it will use if you want to change it click the “*Yes*” button.



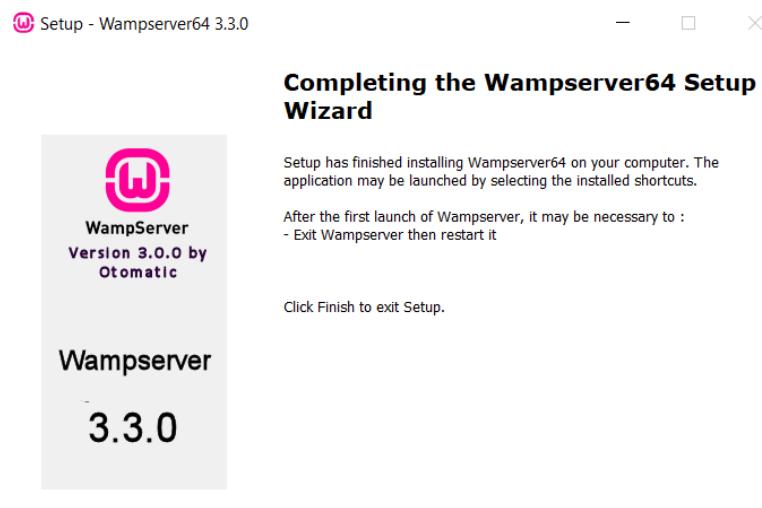
11. The next prompt will ask for a text editor to utilize, just click the “No” button.



12. Read the setup prompt, just click the “Next” button.



13. After that we just have to click the “Finish” button and we are all set to utilize Wampserver.



## Java Installation

1. Visit the site: <https://www.oracle.com/java/technologies/downloads/>

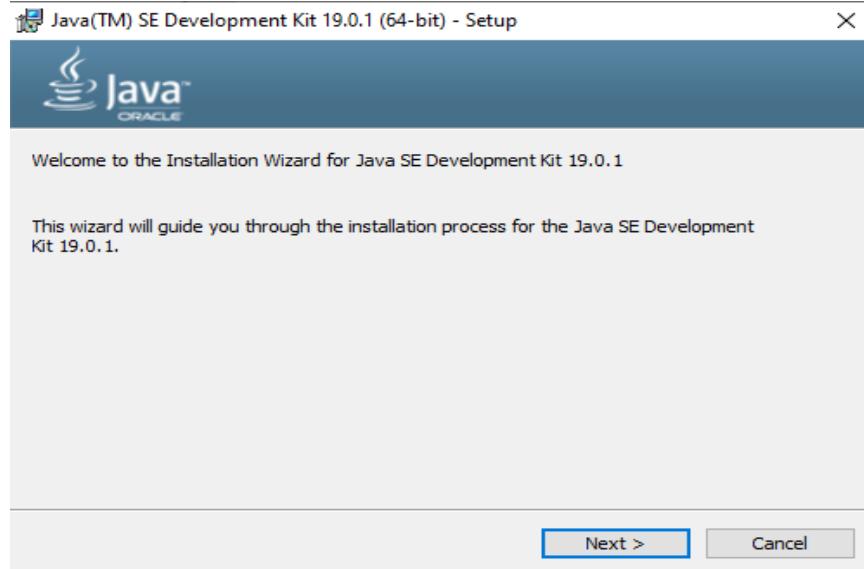
Go to the tab of your Operating System and download the x64 installer. In my case, I use Windows OS so that's what is seen below

JDK 21	JDK 17	GraalVM for JDK 21	GraalVM for JDK 17
<b>JDK Development Kit 21.0.1 downloads</b>			
JDK 21 binaries are free to use in production and free to redistribute, at no cost, under the <a href="#">Oracle No-Fee Terms and Conditions (NFTC)</a> .			
JDK 21 will receive updates under the NFTC, until September 2026, a year after the release of the next LTS. Subsequent JDK 21 updates will be licensed under the Java SE OTN License (OTN) and production use beyond the <a href="#">limited free grants</a> of the OTN license will <a href="#">require a fee</a> .			
Linux	macOS	Windows	
Product/file description	File size	Download	
x64 Compressed Archive	185.39 MB	<a href="https://download.oracle.com/java/21/latest/jdk-21_windows-x64_bin.zip">https://download.oracle.com/java/21/latest/jdk-21_windows-x64_bin.zip</a> (sha256)	
x64 Installer	163.82 MB	<a href="https://download.oracle.com/java/21/latest/jdk-21_windows-x64_bin.exe">https://download.oracle.com/java/21/latest/jdk-21_windows-x64_bin.exe</a> (sha256)	
x64 MSI Installer	162.60 MB	<a href="https://download.oracle.com/java/21/latest/jdk-21_windows-x64_bin.msi">https://download.oracle.com/java/21/latest/jdk-21_windows-x64_bin.msi</a> (sha256)	

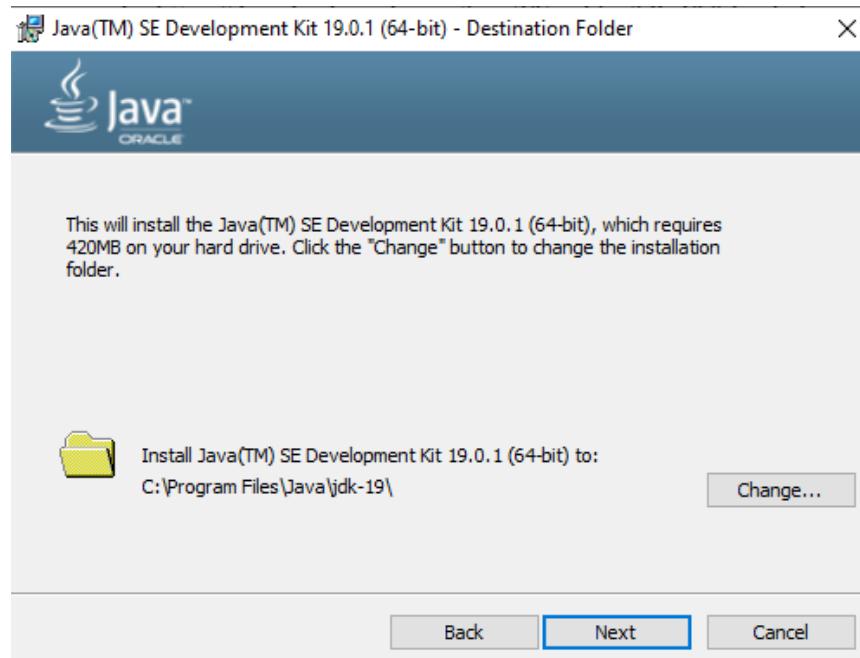
2. After the download has finished, open this .exe file to proceed



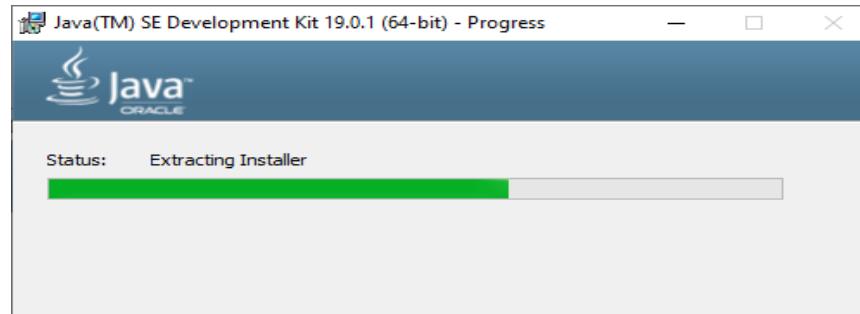
3. The prompt below will appear then click the “Next” button.



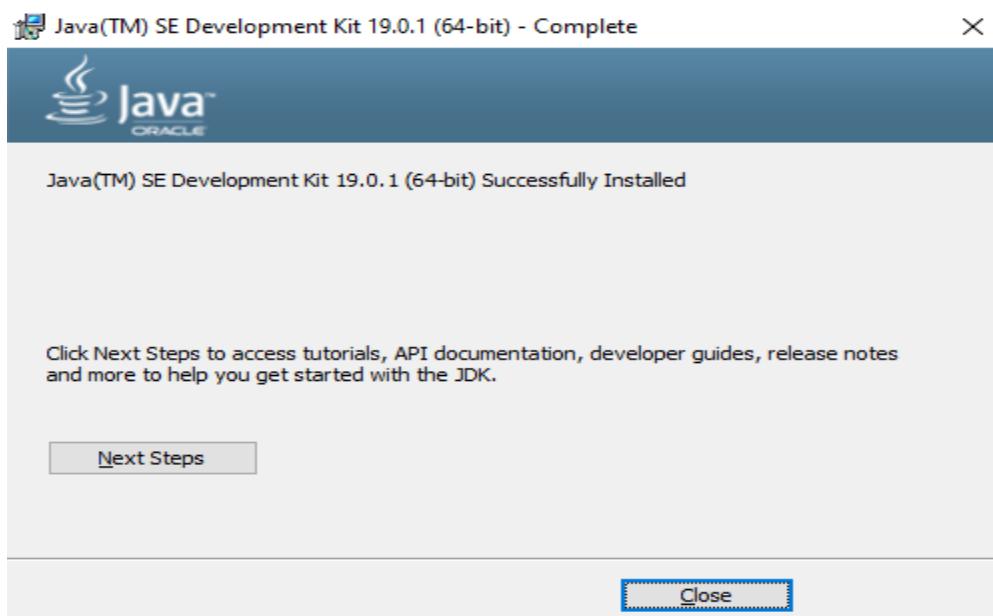
- Just click the “Next” button until you reach the prompt below and you can change the file destination or just click the “Next” button.



- The prompt below will appear to show the status of your installation.

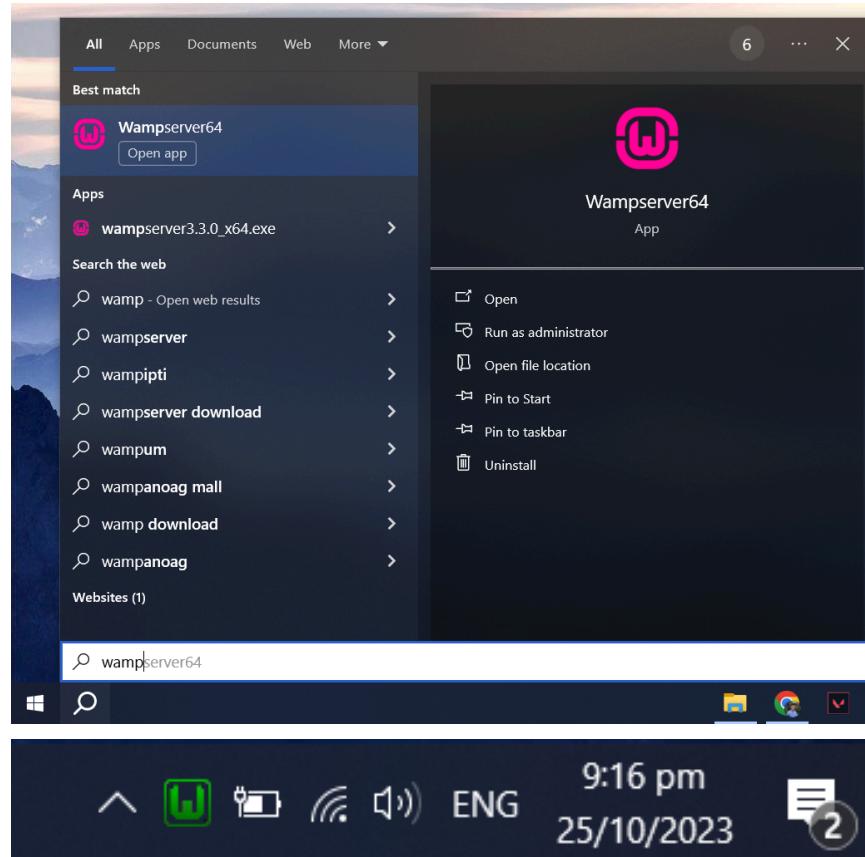


- After that we just have to click the “Close” button and we are all set to utilize the Java SE Development Kit.

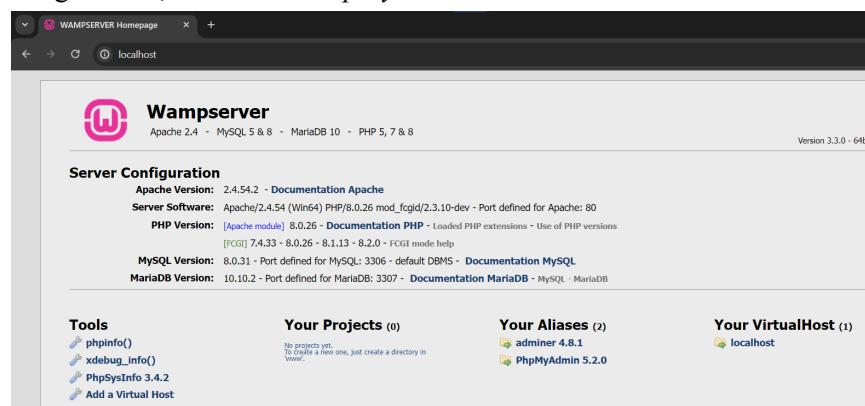


## Database Setup

1. Find your wamp server application and open it, wait for it to set-up then make sure the wamp logo is green



2. Open any web browser then type “localhost” on the search bar, it should look like the image below, then click “*PhpMyadmin*”.



3. After clicking “*PhpMyadmin*” it will look like the image below just type “*root*” on the username space then leave the password space blank, then click “*Log in*”.



4. Click on “*User Accounts*” and it should look like the image below.

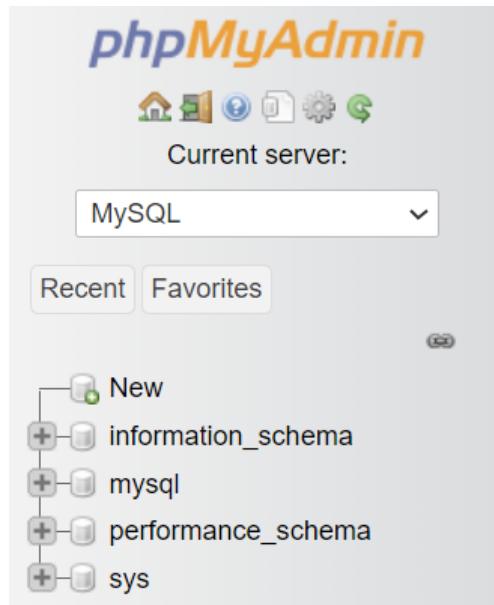
User name	Host name	Password	Global privileges	Grant	Action
mysql.infoschema	localhost	Yes	SELECT	No	<a href="#">Edit privileges</a> <a href="#">Export</a> <a href="#">Unlock</a>
mysql.session	localhost	Yes	SHUTDOWN, SUPER	No	<a href="#">Edit privileges</a> <a href="#">Export</a> <a href="#">Unlock</a>
mysql.sys	localhost	Yes	USAGE	No	<a href="#">Edit privileges</a> <a href="#">Export</a> <a href="#">Unlock</a>
root	localhost	No	ALL PRIVILEGES	Yes	<a href="#">Edit privileges</a> <a href="#">Export</a> <a href="#">Lock</a>

5. When you are in the User Accounts click “*Edit privileges*” with the username of “*root*”

	User name	Host name	Password	Global privileges	Grant	Action
<input type="checkbox"/>	mysql.infoschema	localhost	Yes	SELECT	No	<a href="#">Edit privileges</a> <a href="#">Export</a> <a href="#">Unlock</a>
<input type="checkbox"/>	mysql.session	localhost	Yes	SHUTDOWN, SUPER	No	<a href="#">Edit privileges</a> <a href="#">Export</a> <a href="#">Unlock</a>
<input type="checkbox"/>	mysql.sys	localhost	Yes	USAGE	No	<a href="#">Edit privileges</a> <a href="#">Export</a> <a href="#">Unlock</a>
<input type="checkbox"/>	root	localhost	No	ALL PRIVILEGES	Yes	<a href="#">Edit privileges</a> <a href="#">Export</a> <a href="#">Lock</a>

6. After clicking on “Edit privileges” click the “Change Password” above. It should look like the image below. After that you can put any password you wish to use, then click “Go”.

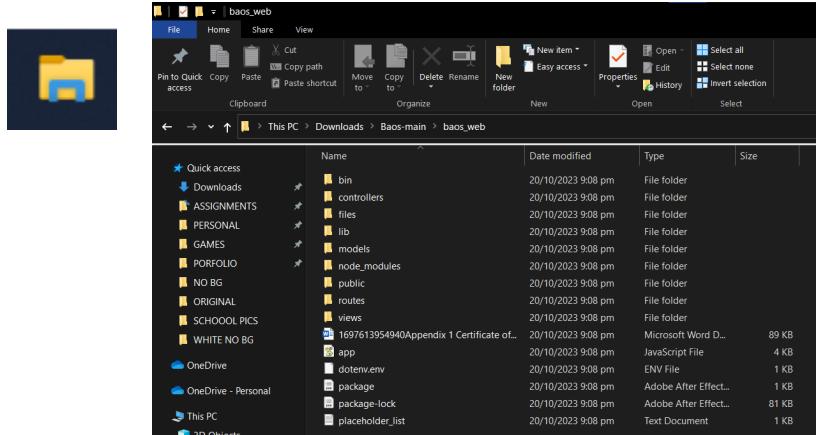
7. After setting a password you will have to log in again just enter your username and password. Click “New” on the left side of the screen.



8. Name the new database “Baos” then choose “utf8mb4\_0900\_as\_cs” on the drop down menu then click “Create”

## Databases

9. After creating the database click the “Import” above then click “Choose File”. We will provide a file for you to choose then just scroll down and click “Import”.
10. Open file explorer and find the “Baos-main” folder and open it and open the “baos\_web” folder it should look like the image below



11. Right click on the “.env” file and open it using any notepad apps you use.
12. After opening it should look like the image below and edit the “DB\_PASS” to the password you set for the user “root” save and you are done.

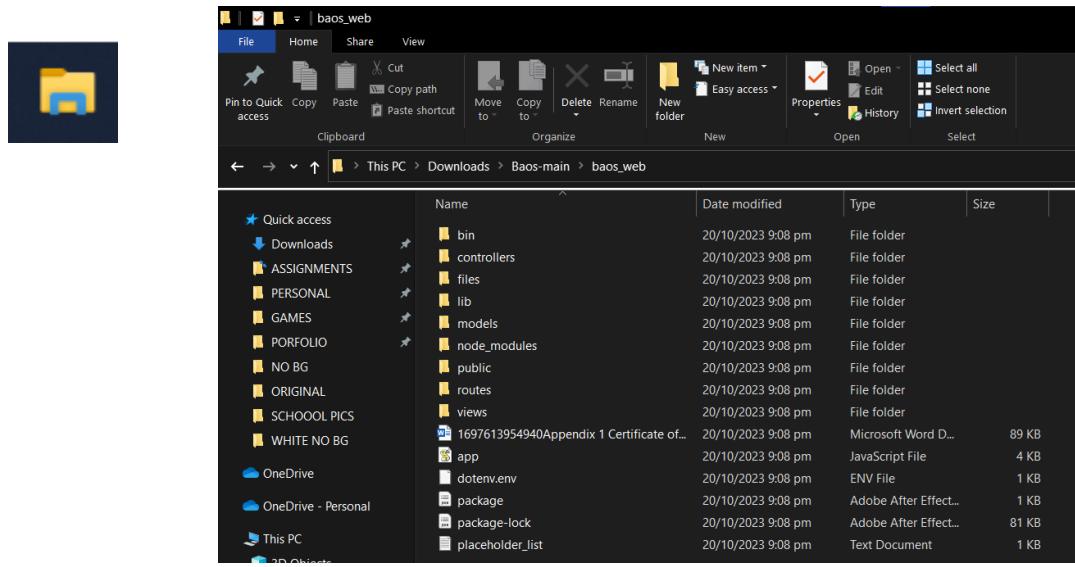
```

1 APP_PORT = 3000
2 DB_PORT = 3306
3 DB_HOST = localhost
4 DB_USER = root
5 DB_PASS = Password
6 MYSQL_DB = baos
7 SESS_LIFETIME = TWO_HOURS
8 NODE_ENV = development

```

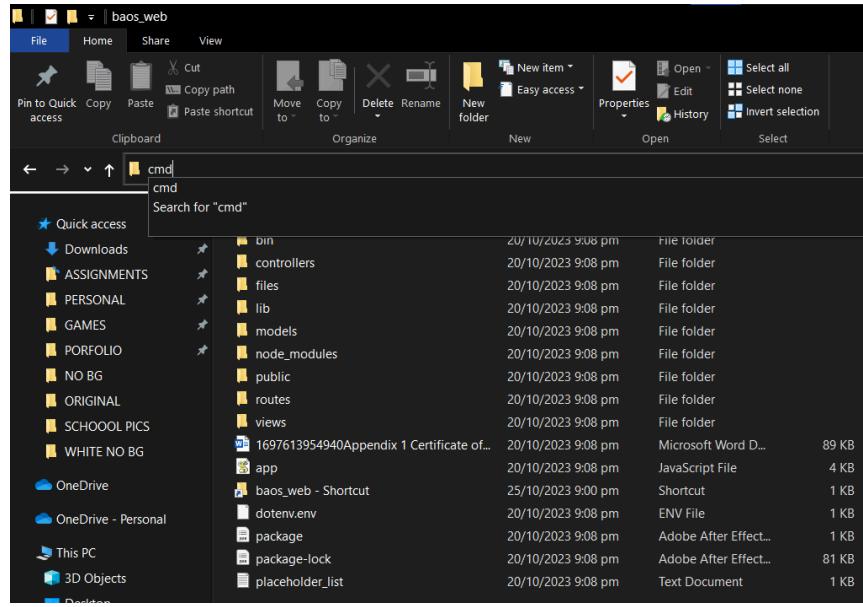
## Web Server Setup

1. Open file explorer and find the “*Baos-main*” folder and open it and open the “*baos\_web*” folder it should look like the image below



1.

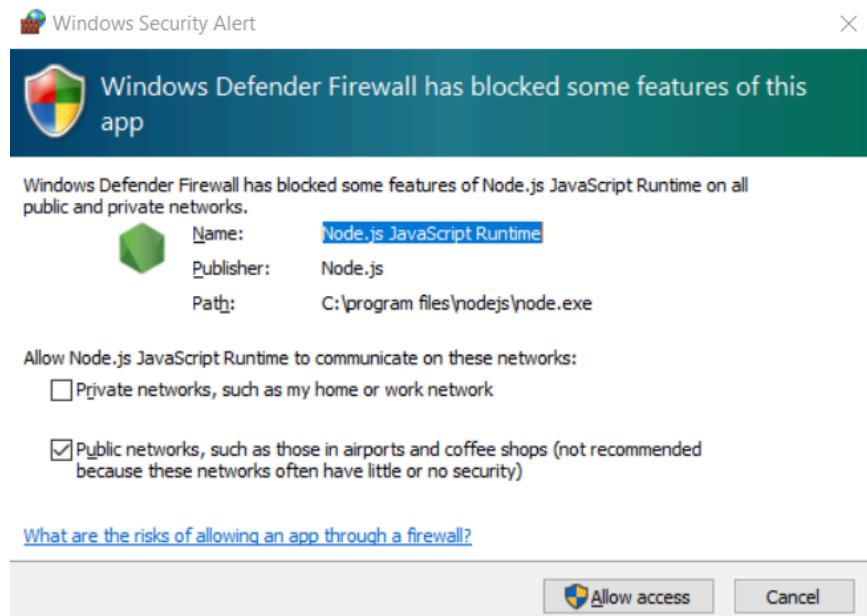
2. After opening the folder type “cmd” on the file path and press Enter on the keyboard.



3. After that this prompt will appear just type “*npm run start*” then press enter on the keyboard.

The screenshot shows a terminal window with the title "C:\Windows\System32\cmd.exe". The command "C:\Users\EAN\Downloads\Baos-main\baos\_web>npm run start" is being typed into the terminal. The terminal also displays the system information: "Microsoft Windows [Version 10.0.19045.3570]" and "(c) Microsoft Corporation. All rights reserved."

4. If the prompt below appears just click “Allow Access”.



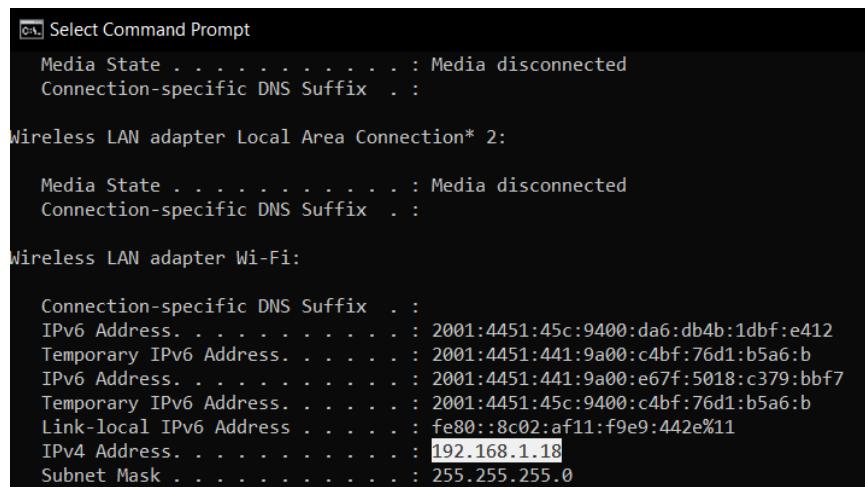
5. The prompt should look like the image below after that you are all set.

```
PS C:\Users\EAN\Downloads\Baos-main\baos_web>npm run start
> baos-web@0.0.0 start
> node ./bin/www

C:\Users\EAN\Downloads\Baos-main\baos_web
```

## Server Configuration

- Find and open the command prompt application then type “*ipconfig*” and look for the “*IPv4 Address*” and copy the IP address beside it, by pressing **ctrl+C** on the keyboard.



```
Windows Select Command Prompt
Media State . . . . . : Media disconnected
Connection-specific DNS Suffix . :

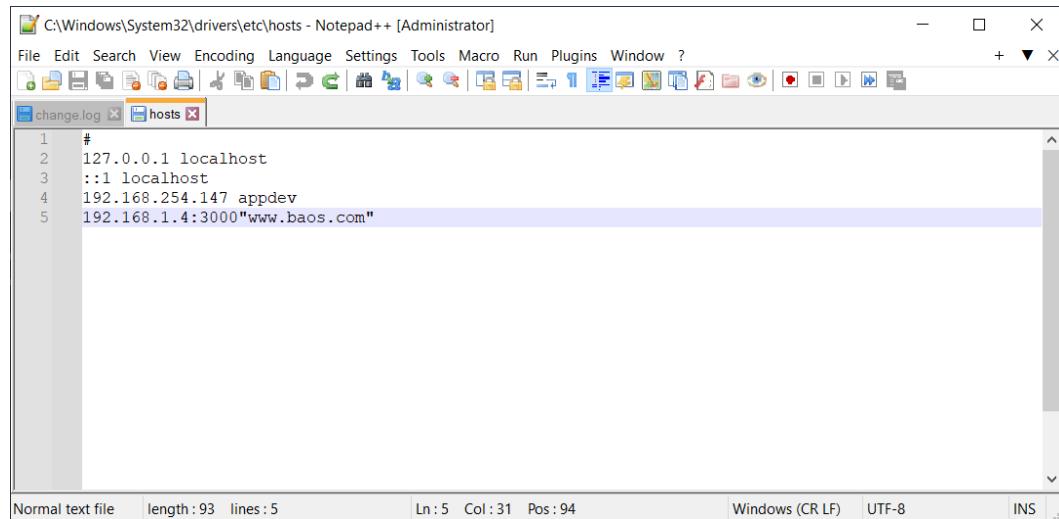
Wireless LAN adapter Local Area Connection* 2:

Media State . . . . . : Media disconnected
Connection-specific DNS Suffix . :

Wireless LAN adapter Wi-Fi:

Connection-specific DNS Suffix . :
IPv6 Address. . . . . : 2001:4451:45c:9400:da6:db4b:1dbf:e412
Temporary IPv6 Address. . . . . : 2001:4451:441:9a00:c4bf:76d1:b5a6:b
IPv6 Address. . . . . : 2001:4451:441:9a00:e67f:5018:c379:bbf7
Temporary IPv6 Address. . . . . : 2001:4451:45c:9400:c4bf:76d1:b5a6:b
Link-local IPv6 Address . . . . . : fe80::8c02:af11:f9e9:442e%11
IPv4 Address. . . . . : 192.168.1.18
Subnet Mask . . . . . : 255.255.255.0
```

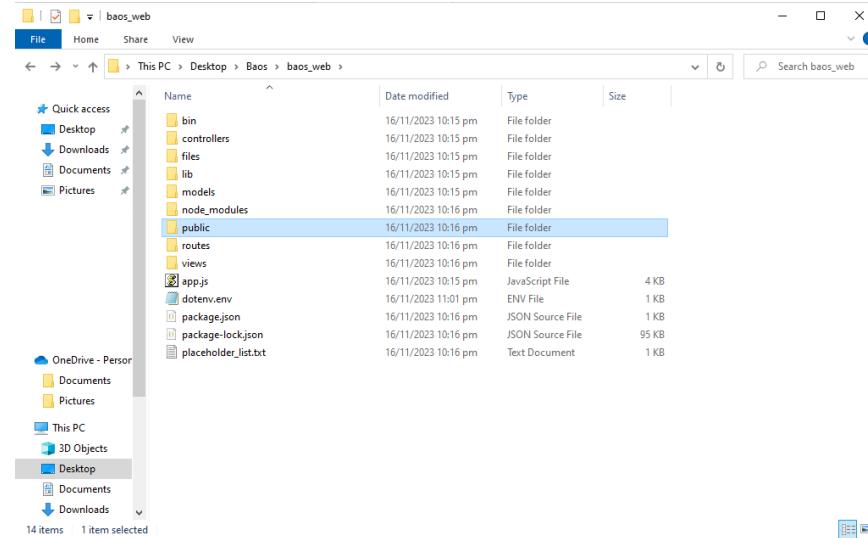
- Open file explorer and open the “*C drive*” or where your Windows is. Then open the folder “*Windows*” then the folder “*System32*” then the folder “*drivers*” and lastly open the “*etc*” folder. Open the file named “*hosts*” using any notepad application.



- Paste the IP address you copied earlier then type `:4000 "www.baos.com"`, After that press **crtl+S** on the keyboard to save.
- To check if it is working, open any web browser then type “*www.baos.com*” and BAOS should appear.

## Springbuilt Server Setup

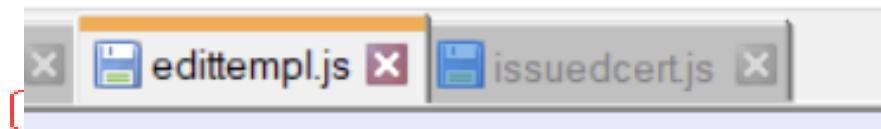
1. Go to your *baos\_web* folder and open the *public* folder



2. Open the *javascripts* folder



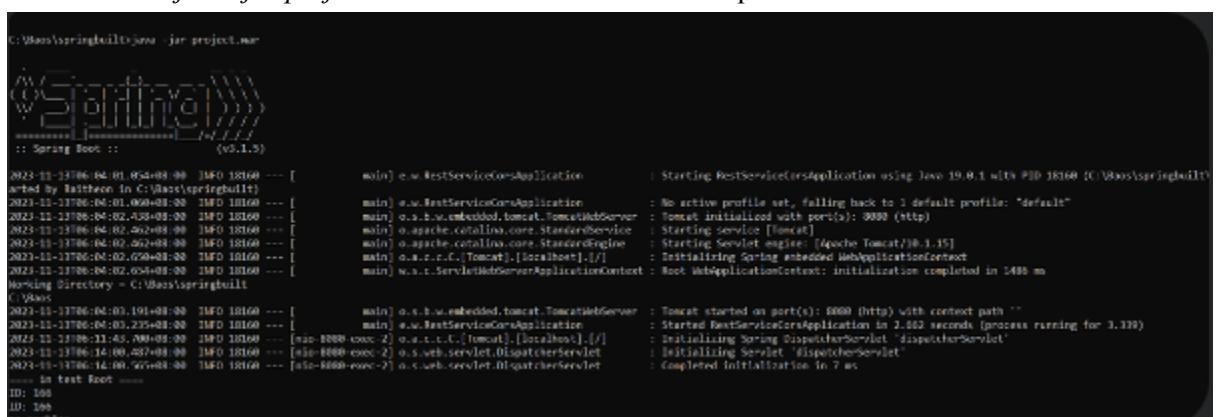
3. Then open these two files on your selected notepad: *edittemp.js* and *isssuedcert.js*



4. Proceed to the root folder of BAOS and look for the *springapp* property source. Open it and type *nodedir = C:/Baos/baos\_web* inside.



5. Move the BAOS directory to the root folder of C:/
6. Go to the *springbuilt* folder and open it in CMD
7. Enter: *java -jar project.war* then this should be the output



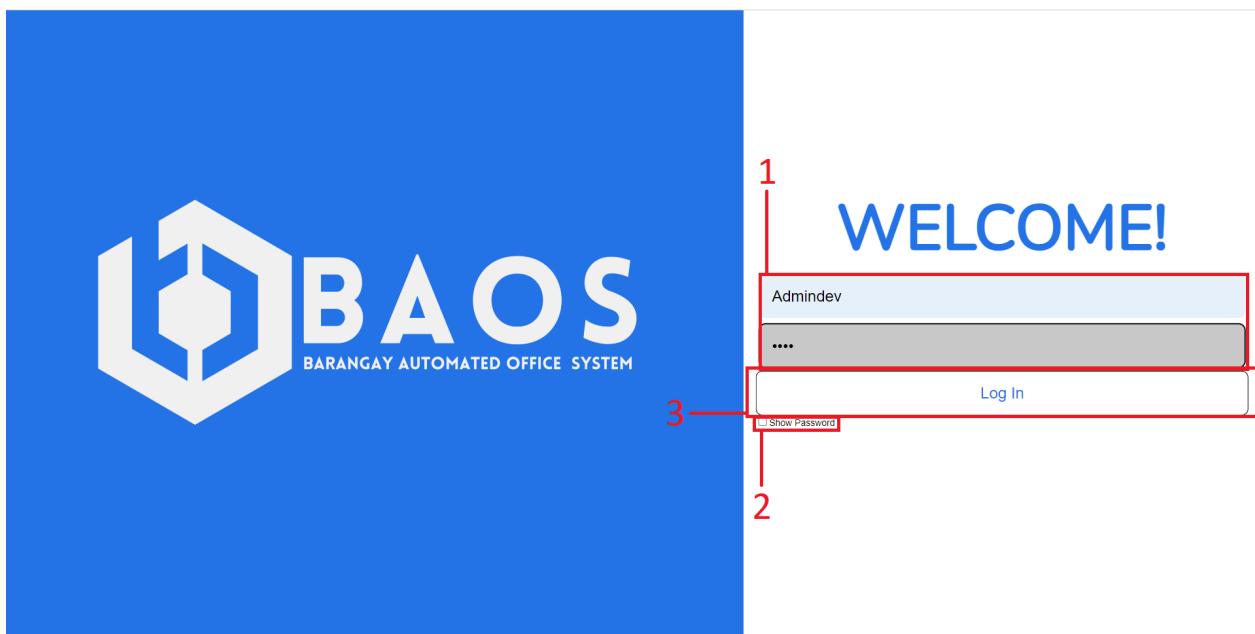
8. After moving the BAOS folder to C:, you can now open the main server using *npm run*.

## II. The Login Page

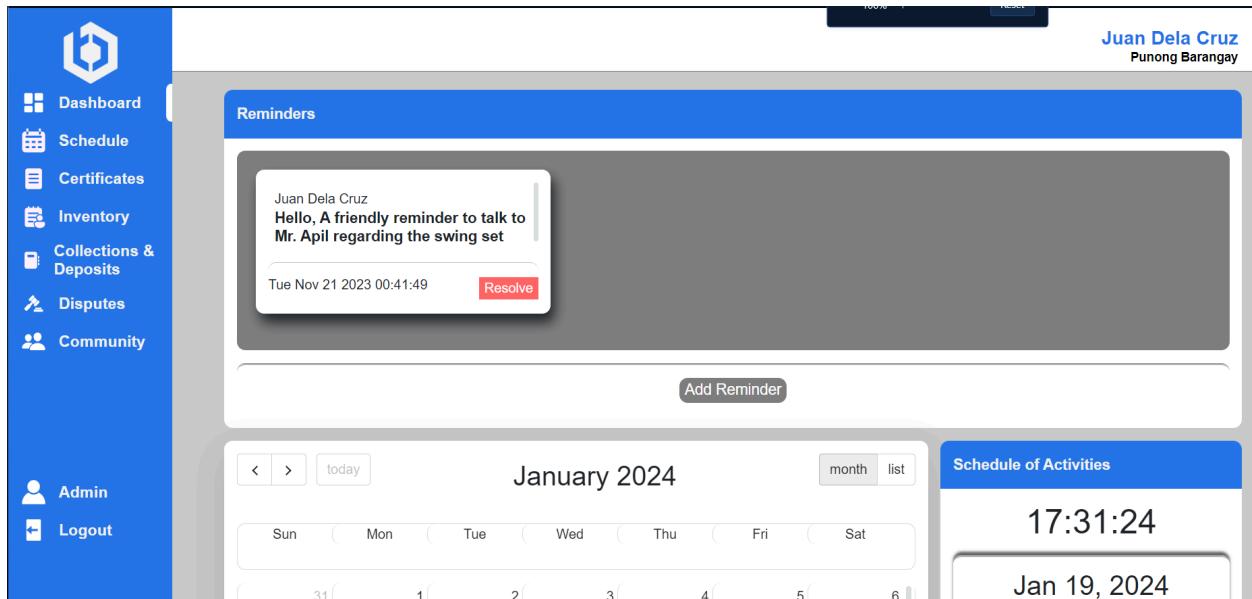
This page is the first page that you'll see upon entering the website's url.

1. Enter *Username* and *Password*
2. You have the option to see your password by clicking “*Show Password*”
3. Press the *Log in* button. Once the credentials are valid, you will be taken to the dashboard.

Be reminded that the system automatically logs out users that have been logged in for over 2 hours.



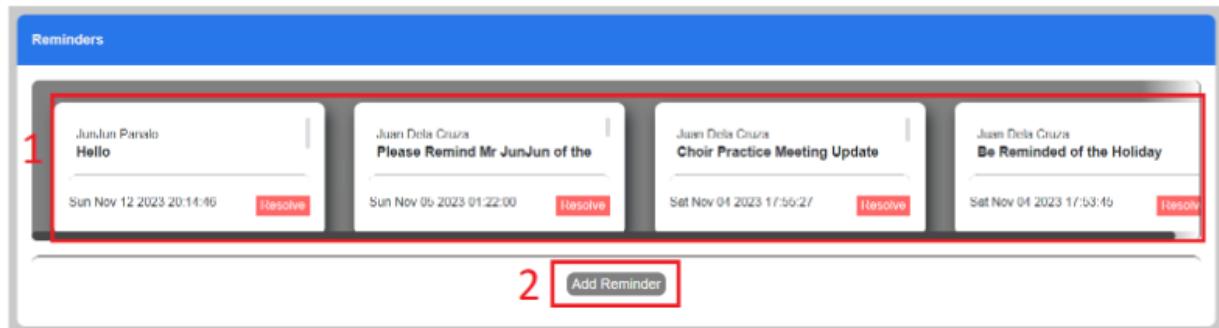
### III. The Dashboard



The dashboard contains three major sections: the reminders, calendar of events, and the schedule of activities for the day.

#### Reminders

1. View the Reminders/Announcements
2. Add a reminder by clicking on “Add Reminder”



3. The input for the reminder would appear as seen below. Input the message of your reminder and it would appear on the list of reminders above.

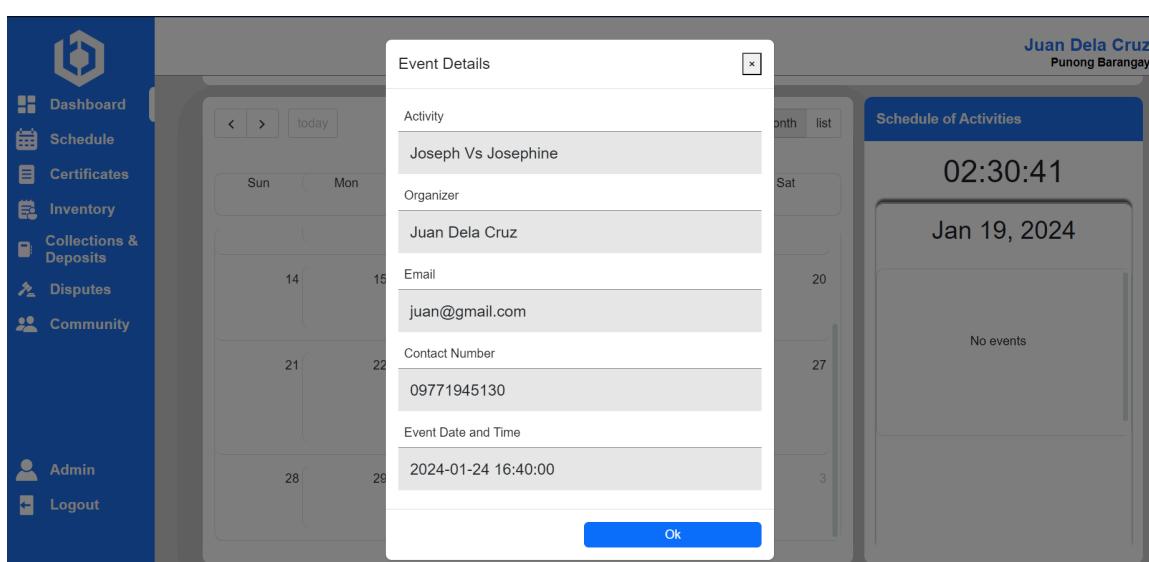
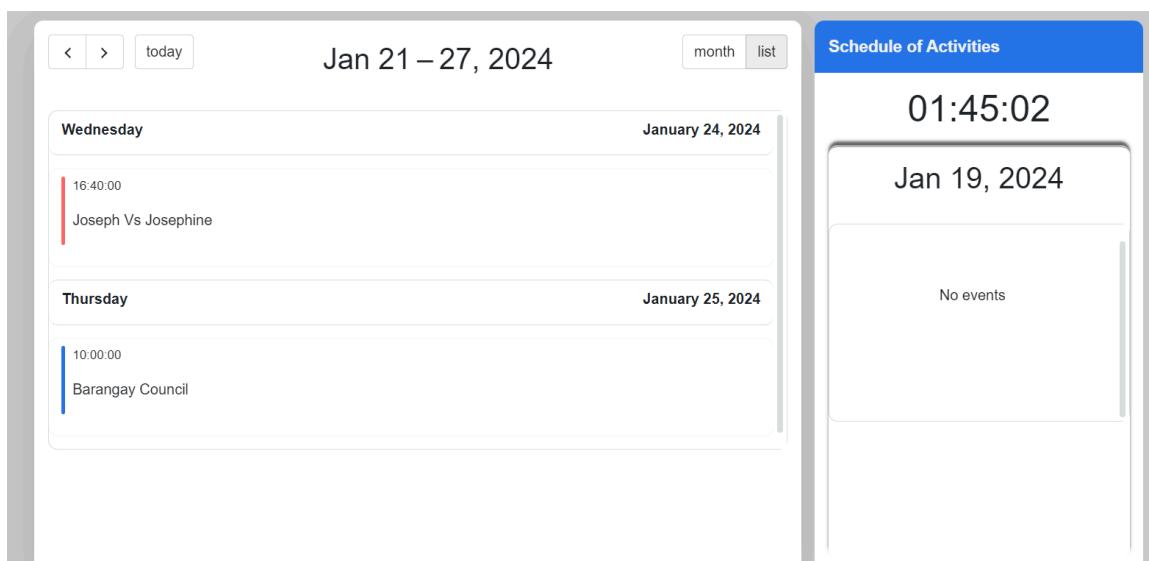
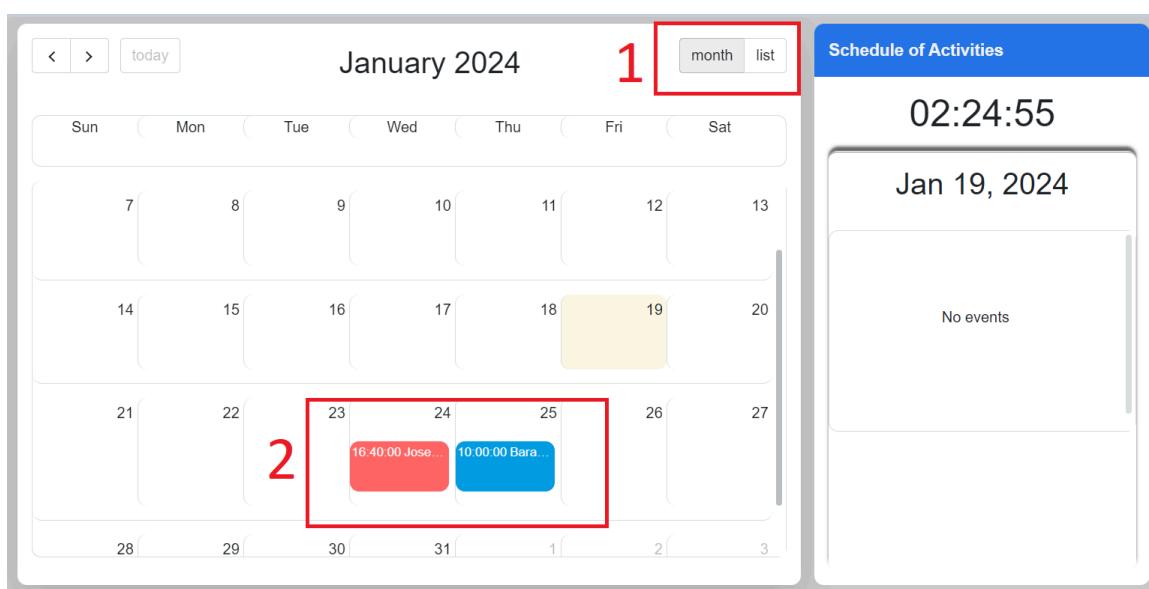


4. If a reminder is no longer needed. Click on the resolve button and it would be deleted from the list of reminders.



## Calendar of Events and Schedule of the Day

1. Clicking on either month/list will toggle the calendar to change from monthly to weekly and vice versa.
2. The cards on the calendar represent the events showing the time and name of the event. Clicking on any event opens the details of the event. Red refers to specific scheduled events while blue indicates general events (More on Event Scheduling).



#### IV. Event Scheduling

The screenshot shows a 'Schedule List' interface. At the top, there is a search bar with a dropdown menu set to 'Search By Date' and a text input field containing 'Search...'. Below the search bar is a table with columns: Date, Time, Activity, Organizer, Email, and Contact Number. Two rows of data are visible: one for 'Barangay Council' on 2023-11-17 at 12:30:00 and another for 'Choir Practice' on 2023-11-16 at 11:30:00. A red box labeled '2' highlights the entire table area. In the bottom right corner of the main content area, there is a blue button labeled 'Add Schedule'.

1. Search for a schedule in the schedule list by their category such as *Date*, *Time*, *Activity*, *Organizer*, *Email*, and *Contact Number*. Can also search for a specific schedule by typing in the *search bar*.
2. View the details of schedules here.
3. Add a schedule by clicking the *Add Schedule* button.

#### Adding Schedule

1. Fill up the details of the schedule below. All inputs must be filled before submission. The activity schedule only accepts events from Mondays-Fridays and 8:00 am - 5:00 pm.

The screenshot shows a 'New Schedule' dialog box. It contains several input fields:

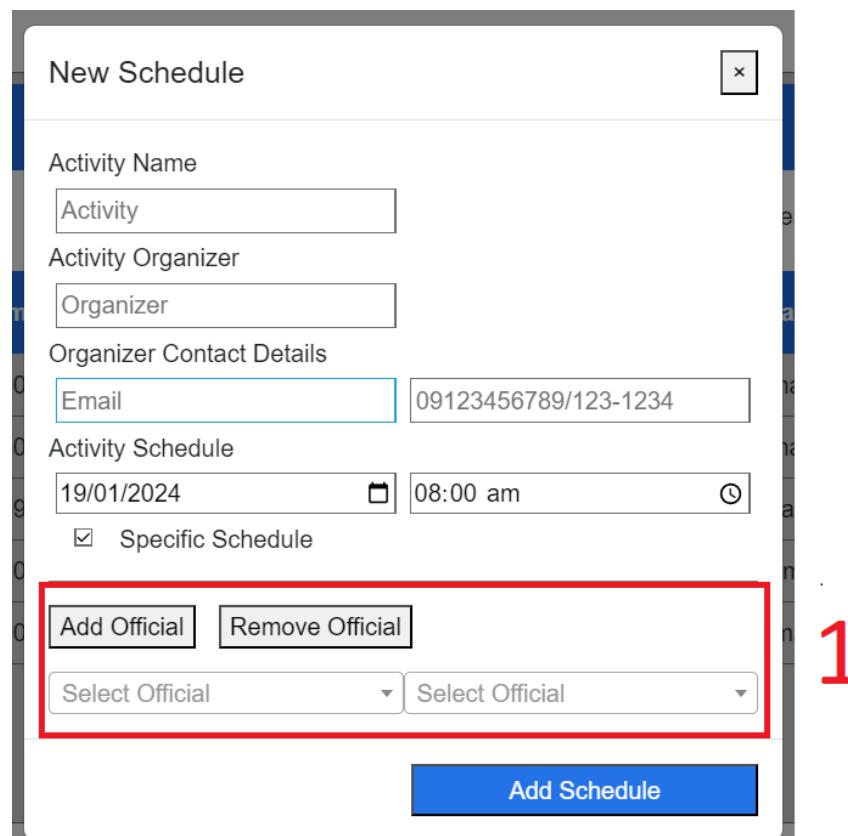
- Activity Name:** A text input field containing 'Activity'.
- Activity Organizer:** A text input field containing 'Organizer'.
- Organizer Contact Details:** Two adjacent input fields: 'Email' (containing '09123456789/123-1234') and 'Phone' (containing '09123456789/123-1234').
- Activity Schedule:** A date input field showing '19/01/2024', a time input field showing '08:00 am', and a small calendar icon.
- Specific Schedule:** A checkbox labeled '□ Specific Schedule'.

A large red box labeled '1' highlights the first four input fields. A smaller red box labeled '2' highlights the 'Specific Schedule' checkbox. At the bottom right of the dialog is a blue 'Add Schedule' button.

2. By default, a schedule is labeled as a *general schedule*. Clicking on Specific Schedule allows you to assign the event to specific Barangay Officials making it a *specific schedule*.

## Specific Schedules

- Submitting a schedule as a specific schedule shows the section on the form below. It allows you to add specific officials concerned with the schedule so it would only appear on the event calendar of those officials only and would be invisible for other officials that are not involved. You are not allowed to submit a specific schedule without specifying at least one official.



New Schedule

Activity Name  
Activity

Activity Organizer  
Organizer

Organizer Contact Details  
Email 09123456789/123-1234

Activity Schedule  
19/01/2024 08:00 am  Specific Schedule

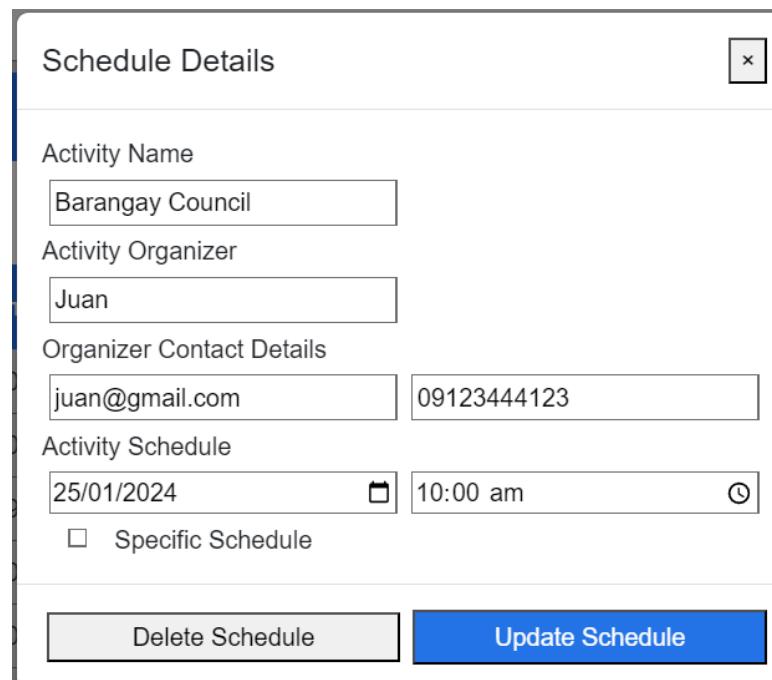
Select Official

A red box highlights the "Add Official" and "Remove Official" buttons, and another red box highlights the "Select Official" dropdowns.

1

## Updating and Deleting Schedule

- Clicking on any schedule in the schedule list opens the details of the schedule. This allows you to change the details of the event. Clicking on the *Delete Schedule* button *permanently removes* the schedule from the list of events.



Schedule Details

Activity Name  
Barangay Council

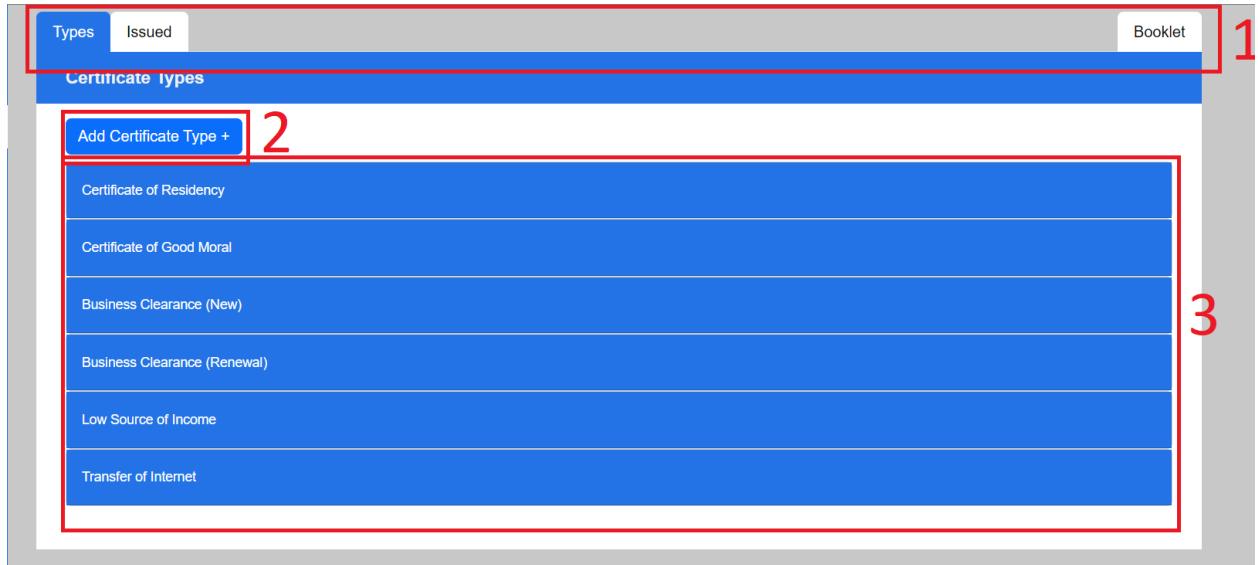
Activity Organizer  
Juan

Organizer Contact Details  
juan@gmail.com 09123444123

Activity Schedule  
25/01/2024 10:00 am  Specific Schedule

## V. Certificate Processing

1. You can switch between certificate types, issued certificates, and receipt booklet by pressing the buttons *Types, Issued, and Booklet*.
2. Add a New Certificate Type that can be issued to residents.
3. View the list of certificate types here. Clicking on any of these allows you to issue this specific type of certificate to a resident.



### Adding Certificate Type

1. This form allows you to Create a New Certificate Type. This would require you to upload a template of the certificate to be used for this transaction. Clicking on *Add Type* registers this certificate type which would then allow you to issue certificates of this type. Clicking on *Add Type & Edit* allows you to edit the template you have uploaded before registering the certificate type.

The screenshot shows a modal dialog box titled 'Add Certificate'. At the top right is a close button (an 'x'). The form has three input fields: 'Type Name' (with placeholder 'Name'), 'Fee' (with placeholder 'Fee'), and 'Template Name' (with placeholder 'Template Name'). Below these is a file upload section with 'Choose File' (button) and 'No file chosen' (text). At the bottom are three buttons: 'Close' (gray), 'Add Type' (blue), and 'Add Type & Edit' (blue).

## Certificate Type Options

Clicking on a certificate type shows you three options:

1. Issue Certificate: Issue this type of certificate to a resident
2. Template Options: Add new Templates or Edit existing Templates for this certificate. You can also change which template would be actively used when issuing this type of certificate.
3. Type Options: Change the name of this certificate type or delete the certificate type (Important: Name for the default certificate types cannot be changed and cannot be deleted (i.e. Certificate of Residency, etc.))

The screenshot shows a user interface for managing certificate types. At the top, there are tabs for 'Types' and 'Issued'. On the right, there's a 'Booklet' button. Below the tabs is a blue header bar with the text 'Certificate Types'. Underneath is a white content area. On the left, there's a button labeled 'Add Certificate Type +'. The main content area contains a section for 'Certificate of Residency' with fields for 'Type Name' (set to 'Certificate of Residency') and 'Fee' (set to '123'). To the right of this section are three blue rectangular buttons, each with a red border and a red number to its right: 'Issue Certificate' (number 1), 'Template Options' (number 2), and 'Type Options' (number 3).

## Issue Certificate

1. Select the Resident that the certificate will be issued to. The dropdown list contains the list of all residents registered in the barangay and has a search functionality for ease of use. Issuing a *Business Clearance Renewal* only displays the list of residents with registered businesses. If a resident plans on registering a new business, they must be issued a *Business Clearance (New)*. Issuing a certificate for Transfer of Internet also only displays the list of Archived Residents (Previously Registered Residents that moved away)
2. Toggling this checkbox allows you to automatically set the date of issuance to today. In cases of issuing a certificate that was conducted in the past, toggle this off and a date input would be provided in the next window.

The screenshot shows a modal dialog box titled 'Issue Certificate'. It has a close button in the top right corner. Inside, there are two input fields: 'Resident:' with a dropdown menu labeled 'Select a Resident' (number 1) and 'Date:' with a checkbox labeled 'Current Date' (number 2). At the bottom left is a 'Close' button, and at the bottom right is a blue 'Next' button. A small green link 'Delete Type' is visible at the very bottom of the dialog.

3. Clicking *Next* above would show the window below. This section contains the residential information of the selected resident.
4. Additional Inputs for specific types of certificates. In this case, this section appears when issuing a business clearance for new businesses.
5. Optional Inputs: Certain certificate types contain additional information in their templates and the user can manually input those details here that would be reflected on the generated certificate.

Issue Certificate

Name: Ezra Y. White	Contact Number: 09908299874	3
Household Number: 15	Residential Type: Bonafide Resident	
Birth Date: June 9, 1974	Gender: Female	
Marital Status: Divorced	IP Status: Indigenous	

New Business Details

# Business Contact	4
A Business Name	

Optional Details

A Community Tax Cert	5
A Previous TIN NO.	

[Back](#) [Issue](#)

6. Upon Issuing the certificate it would appear in the list of issued certificates with a *Pending* status. Clicking on this would allow you to either view the generated certificate or delete this record. While the status is still *Pending*, this is still not considered a completed transaction as indicated by the blank Receipt Number. The payment for this transaction must first be accepted by the Treasurer in the *Collections and Deposits (More on Receiving Certificate Payments)* before it can be assigned a receipt number.

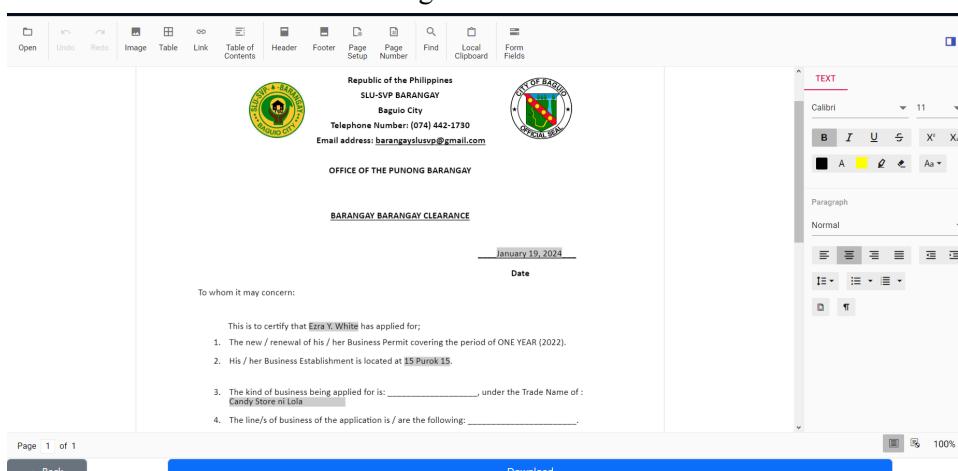
Types [Issued](#) Booklet

**Issued Certificates**

RN	Date	Name	Type	Status
	January 19, 2024	Ezra Y. White	Business Clearance (New)	Pending
2001	January 18, 2024	Aiden G. Ward	Certificate of Good Moral	Paid
2000	January 18, 2024	Elijah W. Perez	Business Clearance (New)	Paid
4	January 18, 2024	Sophie G. Ward	Certificate of Residency	Paid
3	November 22, 2023	Juan Dela Cruz	Certificate of Residency	Paid
2	November 22, 2023	Aiden G. Ward	Certificate of Good Moral	Paid
1	January 10, 2023	Frank U. Carter	Business Clearance (New)	Paid

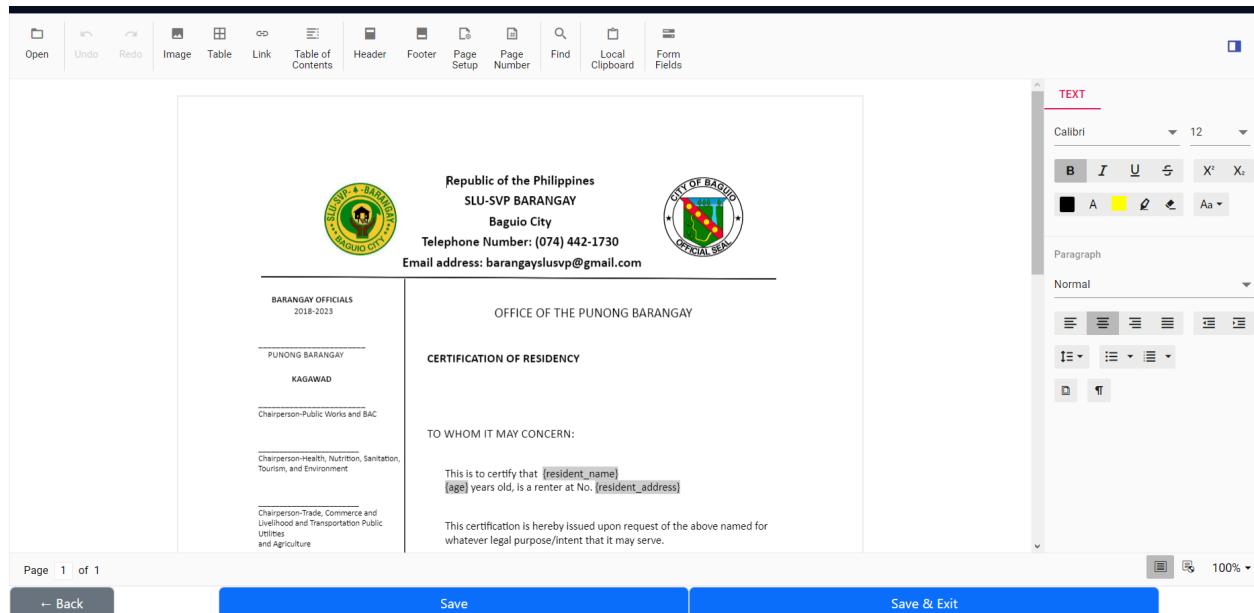
6

The view below shows the generated certificate of the transaction above.



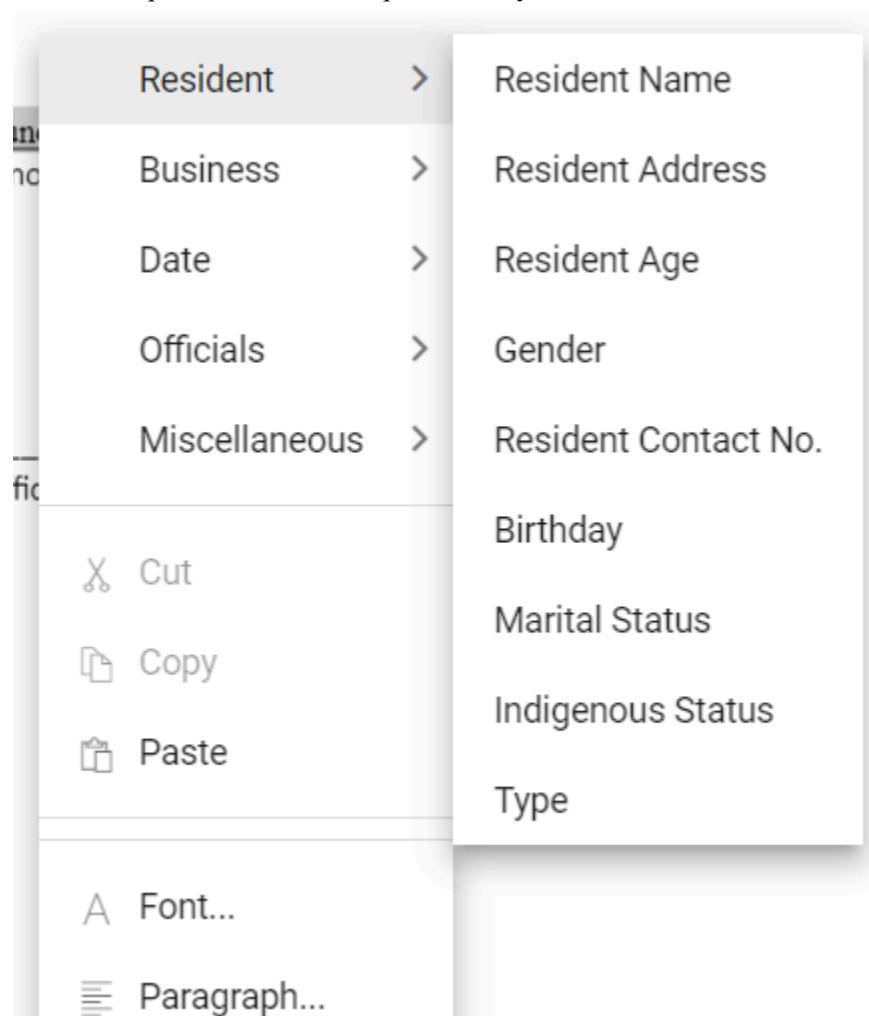
## Editing Template

This is accessed through the Certificate Type Options via *Template Options* or this could also be accessed when adding a new template and selecting *Add & Edit*. The certificate would contain gray highlights which indicates that this is data that would be replaced depending on the information inputted when generating the certificate. These are called *placeholders* and are important to tell the system which data to replace for the generated certificate.



## Template Placeholders

You can place placeholders in the template via *right click* which would show you the different data that you can put. Selecting any one of these would automatically place the placeholders on the position of your cursor on the document.



Currently these are the available placeholders and what data they input:

Resident Name	Name of the Resident
Resident Address	The address of the Resident
Resident Age	Age of the Resident
Gender	Gender of the Resident
Resident Contact No.	The Contact Number of the Resident
Birthday	Birthday of the Resident
Marital Status	The marital status of the resident
Indigenous Status	Indigenous Status of the Resident
Type	The type of Resident
Trade Name	The registered name of the Business
Business Contact	Contact Number for the Business
Month Day Year Format	Current date in Month Day, Year
MM/DD/YY Format	The current date in MM/DD/YY Format
Day Of Format	The current date in Nth day of month
Punong Barangay	Punong Barangay
Chairperson-Public Works	Chairperson-Public Works and Barangay Captain
Secretary	Secretary
Treasurer	Treasurer
Chairperson-Health	Chairperson-Health, Nutrition, Sanitation, Tourism...
Chairperson-Trade	Chairperson-Trade, Commerce and Livelihood, and Trade...
Chairperson-Human Rights	Chairperson-Human Rights, Laws and Regulations, Senior...
Chairperson-Finance	Chairperson-Finance, Ways and Means
Chairperson-Peace	Chairperson-Peace and Order, Protection and Security
SK Chairman	SK Chairman
Child Development Worker	Child Development Worker
Nutrition Action Officer	Nutrition Action Officer
Chief Tanod	Chief Tanod
Assistant Chief Tanod	Assistant Chief Tanod
Previous Business TIN NO	The TIN of the previous business if present
Community Tax Cert	The Community Tax Certificate
OR Number	The receipt number
Amount Paid	The Amount Paid for the Certificate

## Certificate Receipt Booklet

- Shows the current Receipt Number Range of the currently active booklet.
- Set current range to inactive and set a new booklet range (Setting a new booklet range cannot overlap with previous booklets)
- Edit the range of the current receipt number of booklet (Setting a new booklet range cannot overlap with previous booklets)

The screenshot shows a user interface for managing certificate booklets. At the top, there are tabs for 'Types' and 'Issued'. On the right, a 'Booklet' button is visible. Below the tabs, a blue header bar says 'Booklets'. Underneath, a section titled 'Booklet Options' contains fields for 'Booklet Min:' (set to 2000) and 'Booklet Max:' (set to 3000). A red box labeled '1' highlights these fields. Below this is a section titled 'Premature Exhaust' with a red box labeled '2'. At the bottom left is an 'Edit' button with a red box labeled '3'. A 'Show/Hide Booklets table' link is present. The main table has columns for 'Status', 'Minimum', and 'Maximum'. It shows two rows: one for 'active' status with values 2000 and 3000, and one for 'inactive' status with values 1 and 1500.

Status	Minimum	Maximum
active	2000	3000
inactive	1	1500

## Issued Certificate Summary

Shows the summary of issued certificates for a given year.

The screenshot shows a user interface for viewing issued certificates. At the top, there are tabs for 'Types' and 'Issued'. On the right, a 'Booklet' button is visible. Below the tabs, a blue header bar says 'Issued Certificates'. Underneath, there are several filter options: 'Filter by Name' (input field), 'Filter by Date' (date range input), 'Filter by Type' (dropdown menu), and 'Filter by Status' (radio buttons for Pending and Paid). Below these filters is a table with columns for 'RN', 'Date', 'Name', 'Type', and 'Status'. The table lists seven issued certificates. At the bottom left is a 'View Summary' button with a red box around it.

RN	Date	Name	Type	Status
	January 19, 2024	Ezra Y. White	Business Clearance (New)	Pending
2001	January 18, 2024	Aiden G. Ward	Certificate of Good Moral	Paid
2000	January 18, 2024	Elijah W. Perez	Business Clearance (New)	Paid
4	January 18, 2024	Sophie G. Ward	Certificate of Residency	Paid
3	November 22, 2023	Juan Dela Cruz	Certificate of Residency	Paid
2	November 22, 2023	Aiden G. Ward	Certificate of Good Moral	Paid
1	January 10, 2023	Frank U. Carter	Business Clearance (New)	Paid

## VI. Collections and Deposits

### Certificate Collection

1. Switch Views between Certificate Collections, Garbage Collections, and Receipt Number Booklet for Garbage Collection. Garbage Booklet works the same way as the Certificate Receipt Booklet. Refer to that section for more information.
2. Filter Options for the list of Collections
3. The list of Collections. Clicking on a Pending Certificate Collection allows you to receive the payment which would then assign it a Receipt Number.

RN	Date	Name	Type	Amount	Status
	2024-01-19	Ezra Y. White	Business Clearance (New)	₱200.00	Pending
2001	2024-01-18	Aiden G. Ward	Certificate of Good Moral	₱150.00	Paid
2000	2024-01-18	Elijah W. Perez	Business Clearance (New)	₱200.00	Paid
4	2024-01-18	Sophie G. Ward	Certificate of Residency	₱123.00	Paid
3	2023-11-22	Juan Dela Cruz	Certificate of Residency	₱123.00	Paid
2	2023-11-22	Aiden G. Ward	Certificate of Good Moral	₱0.00	Paid
1	2023-01-10	Frank U. Carter	Business Clearance (New)	₱200.00	Paid

4. Filter Deposits List
5. List of Deposits
6. Add Deposits which would ask for the necessary information for the transaction

Timestamp	Bank	Reference	Amount Deposited
2023-01-10 18:50:00	Landbank of The Philippines	987GH38761AB	₱15,000.00
2023-02-10 20:16:00	Landbank of The Philippines	ABhasd623AG	₱20,000.00
2023-03-10 19:00:00	Landbank of The Philippines	HGAS12345	₱10,000.00
2024-01-19 00:00:00	Landbank of The Philippines	123	₱15,000.00

7. Generate RCD document

## Garbage Collection

1. Search Household Number for their Garbage Fee Dues
2. Summary of households and their Garbage Fee Dues.
3. *Apply Fees:* Applies the set Garbage Collection Fee to each household  
*Apply Penalties:* Applies the penalty fee to all households that were not able to pay for the week.  
*Collection Setting:* Set the amount for Garbage Fees and Penalties  
(When applying the fees and penalties for the week. The general flow would be **Apply Penalties > Apply Fees**)

The screenshot shows a table titled "Garbage Fee Due" with columns: Household Number, Overpayment, Penalty, Amount Due, Total Due, and Paid This Week. The table contains 6 rows of data. At the bottom right are three buttons: "Apply Fees", "Apply Penalties", and "Collection Setting". A red box labeled "1" highlights the search bar at the top right. A red box labeled "2" highlights the table area. A red box labeled "3" highlights the bottom buttons.

Household Number	Overpayment	Penalty	Amount Due	Total Due	Paid This Week
1	₱109.00	₱0.00	₱0.00	₱0.00	No
2	₱159.00	₱0.00	₱0.00	₱0.00	No
3	₱122.00	₱0.00	₱0.00	₱0.00	No
4	₱0.00	₱2.00	₱6.00	₱8.00	No
5	₱0.00	₱8.00	₱50.00	₱58.00	No
6	₱0.00	₱8.00	₱50.00	₱58.00	No

4. Filter List of Payments made for Garbage Collection
5. List of Payments made for Garbage Collection
6. Click to input details of payer for Garbage Collection. The inputted payments would automatically update the dues in the household dues on 2. Receiving a payment from a resident would automatically set their household as *Paid for the Week*.

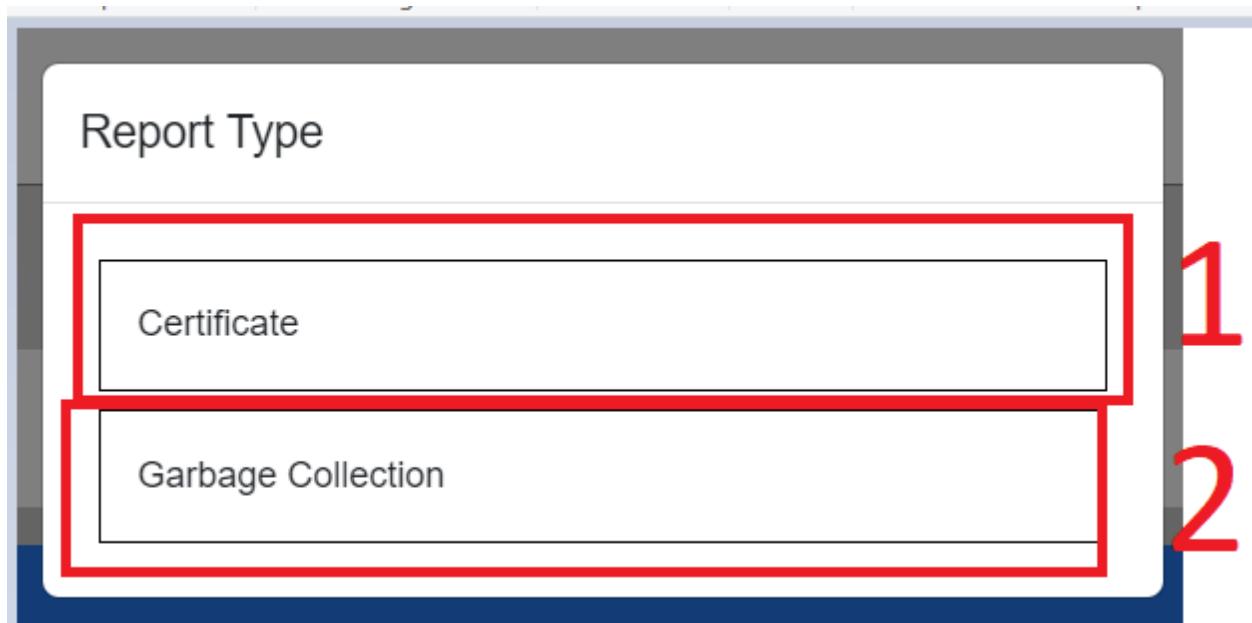
The screenshot shows a table titled "Garbage Fee Collections" with columns: Timestamp, Payer, Individual Paid, Penalty Paid, and Total Amount Collected. The table contains 6 rows of data. At the bottom right is a button labeled "Receive Payment". A red box labeled "4" highlights the filter inputs at the top left. A red box labeled "5" highlights the table area. A red box labeled "6" highlights the "Receive Payment" button.

Timestamp	Payer	Individual Paid	Penalty Paid	Total Amount Collected
2024-01-18 14:30:51	Daniel Y. Hall	₱44.00	₱6.00	₱50.00
2024-01-18 14:30:32	Mia J. White	₱196.00	₱4.00	₱200.00
2024-01-18 14:27:38	Jack G. Ward	₱148.00	₱2.00	₱150.00
2024-01-08 22:52:44	Sophie G. Ward	₱30.00	₱0.00	₱30.00
2024-01-08 22:52:07	Juan Dela Cruz	₱5.00	₱15.00	₱20.00
2024-01-08 22:51:34	Aiden G. Ward	₱0.00	₱5.00	₱5.00

## Generating RCD Document

The view below is displayed when clicking on the *Generate RCD* button on the list of certificate collections

1. Generate RCD for Certificate Collections
2. Generate RCD for Garbage Collection



## Certificate RCD

1. Select the range of the RCD document you want to generate.

Certificate Report Type

Back

Year

Batch

Month

2. In the below example, we have selected the Month of January 2024

Report Month

Back

Month

January 2024

Submit

3. You will be prompted to wait while the document is being generated. Once completed the file will be downloaded and you will be able to open it. As seen below, the only date with any collections for January, 2024 is January 18. As such, only one page was created

Garbage RCD

1. Select the Date of the document that you want to generate. Only dates with recorded collections for Garbage can be selected.

# Garbage Report

[Back](#)

---

Select a Date

\*Only days with records are selectable

Year:

Month:

Day:

---

2. In this example, we selected January 18,2024 and the document is generated below.

## VII. Inventory

### Inventory Value Summary

- View the *Category, Total Quantity, In Possession, Broken/Overage, Total Value of Assets, Total Loss, and Overall Total Value* of the Barangays Inventory

Inventory Value Summary							
Category	Total Quantity	In Posession	Borrowed	Broken/Overage	Total Value of Assets	Total Value loss	Overall Total Value
IT	12	12	0	3	₱348,900.00	₱89,100.00	₱259,800.00
Sports	7	6	1	2	₱58,000.00	₱13,000.00	₱45,000.00
DRR	1	1	0	0	₱37,000.00	₱0.00	₱37,000.00
Other Machineries	5	5	0	0	₱105,400.00	₱0.00	₱105,400.00
Total Assets: ₱447,200.00							

### Inventory Articles

- Search for an item in the inventory by their category such as *Article, Description, or Type*.
- View the list of Items and their Categories. Clicking on any row here would display the details of the article and the specific items registered under it. Here you would be able to edit the article or delete it.
- Add an Article into the Inventory by clicking the “Add Article” Button
- Display only Item Sets with individual Components (More on Article Sets).

Inventory Articles						
Article	Description	Unit Of Measure	Unit Value	Type	Total Quantity	
Laptops	Laptop (Dell Inspiron) SN:...	Piece	₱28,900.00	IT	1	
Laptops	Laptop (Acer Color Red w...	Piece	₱22,500.00	IT	2	
Laptops	Laptop (Lenovo Brand Co...	Piece	₱21,200.00	IT	1	
Swing Set	Steel	Set	₱10,000.00	Sports	3	
Seesaw Set	Steel	Set	₱3,000.00	Sports	2	
Slide Set	Steel	Set	₱7,000.00	Sports	1	
Monkey Bar	Steel	Set	₱15,000.00	Sports	1	
Computer	CHUWI CH10 Pro	Set	₱27,000.00	DRR	1	
4 <input type="checkbox"/> Show Sets With Individual Components						
3 <input type="button" value="Add Article"/>						

## Inventory Items

Under the details of the article, you can view the different items and their corresponding IDs and conditions. If you want to register a new item under the same article, click on *Add Item*.

The screenshot shows a form for managing inventory items. At the top, there are fields for Type (IT), Unit of Measure (Piece), Unit Value (₱28,900.00), and Total Quantity (1). Below these are buttons for 'Edit Article' and 'Add Item'. A section titled 'Items' contains a table with columns ID, condition, and On Hand. One row is shown with ID 32, condition Serviceable, and On Hand Yes. At the bottom is a large blue 'Add Item' button.

ID	condition	On Hand
32	Serviceable	Yes

Clicking on an item above would display the details of the specific item and the history of borrows and reservations for that specific item.

1. Edit/ Delete Item
2. List of Borrows for the item. If the item has not been returned yet, clicking on a borrow record would prompt you to return the item (More on Returning an Item).
3. List of Reservations for the item. If the item still hasn't been borrowed, clicking on a reservation record would prompt you to borrow the item and set the status of the Reservation to *Borrowed*. On the other hand, if the item has not been borrowed the day after the reservation date, its status would automatically be set to *Expired*.
4. Clicking on these buttons would prompt you to input the details of Borrow/Reservation

The screenshot shows the 'Item Details' page for an item with Article 'Laptops', Item ID '5', Condition 'Serviceable', and On Hand 'Yes'. It includes an 'Edit Item' button and a 'back' link. Below this is a 'Borrow History' table and a 'Reservation History' table, both of which are highlighted with red boxes and numbered 1 through 4. The 'Borrow History' table shows a single entry for Zachary G. ... with Borrower Contact 09708658497, Borrowed 2024-01-15, Expected Return 2024-01-16, Returned 2024-01-17, and Approved By Eleanor P. P... The 'Reservation History' table shows a single entry for Aiden G. Ward with Reservation Date 2024-01-18, Expected Return 2024-01-20, and Status Expired. At the bottom are buttons for 'Borrow Item' and 'Reserve Item'.

Borrower	Borrower Contact	Borrowed	Expected Return	Returned	Approved By
Zachary G. ...	09708658497	2024-01-15	2024-01-16	2024-01-17	Eleanor P. P...

Reserver	Reservation Date	Expected Return	Status
Aiden G. Ward	2024-01-18	2024-01-20	Expired

## Borrowing/Reserving an Item

The forms below are for borrowing and reserving an item respectively. You would be prompted to enter the date of reservations / borrow and the expected return date of the item. For Borrowing an item, an additional input would be required to track which barangay official approved the item to be borrowed. **You are not allowed to set a range of dates that overlaps with existing reservations and unreturned borrow records.**

The image shows two side-by-side mobile application screens. The top screen is titled "Borrow Item" and the bottom screen is titled "Reserve Item". Both screens have a "back" button in the top right corner. Each screen contains fields for "Item/Set ID" (set to 32), "Borrower" (a dropdown menu labeled "Select a Resident"), "Date Borrowed" (a date picker field), and "Expected Return" (a date picker field). The "Borrow Item" screen also includes a "Approved By" field (a dropdown menu labeled "Select Official") and a blue "Borrow Item" button at the bottom. The "Reserve Item" screen has a similar layout but lacks the "Approved By" field, instead featuring a larger central area for entering reservation details.

## Returning an Item

This can be accessed by clicking on an unreturned borrow record on an Item's detail or on the list of borrowed items as seen below.

A screenshot of a mobile application interface titled "Borrowed Items". The table has a blue header row with columns: Article, Item ID, Borrower Name, Contact Number, Date Borrowed, Expected Return, Status, and Approved By. Two rows of data are visible: one for a Printer (Article 44) and one for a Generator (Article 12). The Generator row is highlighted with a red background. The "Status" column for the Printer shows "Pending" and for the Generator shows "Overdue". The "Approved By" column for both rows shows the name of the approver.

Borrowed Items							
Search By Article Search..							
Article	Item ID	Borrower Name	Contact Number	Date Borrowed	Expected Return	Status	Approved By
Printer	44	Zack G. Ward	09708658497	2024-01-18	2024-01-24	Pending	Sophia G. Ward
Generator	12	Juan Dela Cruz	09771945130	2024-01-17	2024-01-17	Overdue	Juan Dela Cruz

1. Set the date when the item was returned.
2. Set the condition of the item when returned. There are three options:
  - a. Serviceable: The item is in good condition and can still be borrowed
  - b. Not Serviceable (Repairable): The item was broken but can still be repaired
  - c. Not Serviceable(Beyond Repairable): The item was broken and can no longer be repaired.

Selecting either of the Not Serviceable options would register it as a broken item under the care of the borrower (More on Repair/Replacement Tracking).

The screenshot shows a 'Return Item' form with the following fields:

- Item/Set ID:** 44
- Borrower:** Zack G. Ward
- Date Borrowed:** 18/01/2024
- Expected Return:** 24/01/2024
- Date Returned:** 19/01/2024
- Item Condition On Return:** Serviceable

Red boxes highlight the 'Expected Return' field (labeled 1) and the 'Item Condition On Return' dropdown (labeled 2). A large red number '1' is positioned to the right of the 'Expected Return' field, and a large red number '2' is positioned to the right of the 'Item Condition On Return' dropdown. A blue 'Return Item' button is at the bottom right.

### Item Replacement/Repair Tracking

Below the list of unreturned borrowed items, the list of items for repair and tracking can be found. Clicking on any of these rows would update the status as cleared.

The screenshot shows a table titled 'Item Repair/Replacement Tracking' with the following data:

Care Of	Contact Number	Item ID	Article	Status
Frank U. Carter	09598978227	53	Computer Monitor	For Repair

## Article Sets With Individual Components

When adding an article, you may have noticed that there are two types of set under the unit of measure. Set(Whole) refers to an article considered as a set that does not have any individual components and is treated as a single article. On the other hand, Sets with Individual components is a collection of individual items of other articles.

The screenshot shows a user interface for adding an article. At the top left is the title "Add Article". In the top right corner is a "back" button. Below the title, there are fields for "Article Name" and "Description". Under the heading "Unit Of Measure", there is a dropdown menu with the following options: "Set(Whole)", "Set(Whole)" (repeated), "Set(Individual Components)" (which is highlighted in blue), and "Other". Below the dropdown is a field labeled "Type" containing the value "IT". At the bottom right of the form is a large blue button labeled "Add Article".

When creating an article set with individual components, you would be asked to select the specific items from other articles that are included in this set.

The screenshot shows the 'Add Article' interface. At the top, there is a 'back' button. Below it, there are fields for 'Article Name' and 'Description'. Under 'Unit Of Measure', a dropdown menu shows 'Set(Individual Components)'. A red box highlights the 'Add Component' and 'Remove Component' buttons, along with two dropdown menus labeled 'Select Component'. At the bottom is a large blue 'Add Article' button.

To view Sets with Individual components, toggle the checkbox below the list of inventory articles.

The screenshot shows the 'Inventory Articles' page. At the top, there is a search bar with 'Search By Article' and a dropdown for 'Search..'. Below is a table with columns: Article, Description, and Set Total Value. The table contains three rows: 'Emergency Set' (Set of Emergency tools, ₦59,500.00), 'Computer Set' (System Used by the Treasurer, ₦24,000.00), and 'Computer Set' (System Used By Secretary, ₦45,000.00). At the bottom left is a checkbox for 'Show Sets With Individual Components', and at the bottom right is a blue 'Add Article' button.

Article	Description	Set Total Value
Emergency Set	Set of Emergency tools	₦59,500.00
Computer Set	System Used by the Treasurer	₦24,000.00
Computer Set	System Used By Secretary	₦45,000.00

Clicking on a set form above would display the window below.

1. The list of individual components/item included in this set. Clicking on any item would display the detail of the item similar to what is presented in the Inventory Items section.
2. Borrowing and Reserving from a set follows the exact rule set that is employed when borrowing/ reserving an item. The difference here is that it automatically updates the reservation and borrow history of all the items in the set at once.

Article Details

Set ID	5
Article	Computer Set
Description	System Used By Secretary
Set Value	₱45,000.00

[Edit Article](#)

Components

ID	Article	On Hand
62	Motherboard	Yes
63	Storage	Yes
64	RAM	Yes
65	Casing	Yes
44	Printer	No
61	CPU	Yes

[Borrow Set](#)  
[Reserve Set](#)

1

2

When returning a borrowed set with individual components. Each item must be returned individually in the same way described in the Returning an Item Section of this document.

## VIII. Disputes

### Resident Disputes Overview

1. View the List of Cases
2. Search for Cases by *Docket Number, Case, Nature, Status, Date, Complainant or Defendant*. Can also search for a specific case by typing in the search bar.
3. View the List of Ongoing Cases
4. Add a new Case by clicking on the “File Case” button

The screenshot shows a user interface for managing disputes. On the left, a blue header says 'List of Cases'. Below it, a large red box labeled '1' contains the text 'No Cases To show'. In the center, there's a search bar with 'Search By Docket Number' and a 'Search...' button; this area is labeled '2'. On the right, a blue header says 'Ongoing Cases'; this area is labeled '3'. At the bottom right, a blue button labeled 'File Case' is highlighted with a red box and labeled '4'.

The view below shows a summary of all filed cases based on the Month and Year on the left.

The screenshot shows a 'Case Summary' table for November 2023. The table has columns for Mediation, Conciliation, Arbitration, Repudiated, Withdrawn, Pending Cases, Dismissed Cases, Certified Cases, Referred to Concerned Agencies, and Ongoing. The data is categorized by Civil and Criminal cases, with a total row.

	Mediation	Conciliation	Arbitration	Repudiated	Withdrawn	Pending Cases	Dismissed Cases	Certified Cases	Referred to Concerned Agencies	Ongoing
Civil	0	0	0	0	0	0	0	0	0	2
Criminal	0	0	0	0	0	0	0	0	0	1
Total	0	0	0	0	0	0	0	0	0	3

## Case Details

1. General Information Regarding the case
2. Edit Case Details/ Delete Case
3. List of Lupon and Parties Involved
4. Sessions Conducted. Clicking on a session timestamp allows you to enter the summary of what happened during that session. Clicking on *schedule session* allows you to schedule a session which would also create a *specific schedule* for all lupon members involved in the case.

The screenshot shows a vertical list of case details. Section 1 contains fields for Case Number (202401-1), Case Title, Arrest Info, Case Description, Arrest Participants, and Case Date (2024-01-18). Section 2 contains buttons for Edit, Delete, and Schedule Session. Section 3 lists Lupon participants. Section 4 shows a session log with a timestamp of 2024-01-18 10:00 AM. Section 5 is a placeholder for dispute resolution.

5. Clicking on this allows you to set what action the lupon will enact regarding the case. With the exception of *Pending Cases*, setting a lupon action would disable your ability to edit and add case sessions and as well as changing the action enacted. If *Certified Case* is selected a certification document is downloaded by the system as seen below

**Dispute Certification**

This is to certify that:

1. There has been no personal confrontation between the parties before the Punong Barangay because the respondent was absent and that mediation failed.

2. The Pangkat Tagapakasundo was constituted but there has been no personal confrontation before the Pangkat likewise did not result into a settlement because the respondent was absent.

3. Therefore, the corresponding complainant for the dispute may now be filed in court/government office.

This day of \_\_\_\_\_

\_\_\_\_\_Sophia G. Ward\_\_\_\_\_  
Secretary

Attested By:

Sophia G. Ward      Lily S. Gray

Noted By:  
\_\_\_\_\_Juan Dela Cruz\_\_\_\_\_  
Punong Barangay

## Filing a Case

The form below must be accomplished to file a case. Here you can select multiple complainants and defendants in the case. As well as select the officials who would be acting as the lupon for the case.

File Case

Case Title

Case Description

Complainant  

<input type="text" value="Full Name"/>	<input type="text" value="09123456789/123-1234"/>
<input type="button" value="Add Complainant"/>	<input type="button" value="Remove Complainant"/>

Defendant  

<input type="text" value="Full Name"/>	<input type="text" value="09123456789/123-1234"/>
<input type="button" value="Add Defendant"/>	<input type="button" value="Remove Defendant"/>

Lupon

Date Filed

Case Nature

## IX. Community

1. Get list of households
2. Get list of registered businesses
3. Show List of Archived Residents
4. List of Registered Residents
5. Add Resident

The screenshot shows a map of a residential area with various streets and landmarks. To the right of the map are five numbered sections:

- 1**: A blue rectangular box labeled "Households".
- 2**: A blue rectangular box labeled "Businesses".
- 3**: A blue rectangular box containing a search bar labeled "Search Resident..." and a button labeled "Show Archived List".
- 4**: A blue rectangular box containing a table of registered residents. The table has columns for Name, Household Number, Gender, Birthday, Contact Number, Marital Status, Residential Type, and IP Status. The data is as follows:

Name	Household Number	Gender	Birthday	Contact Number	Marital Status	Residential Type	IP Status
Juan Dela Cruz	1	Male	2009-08-01	09771945130	Married	Renter	Indigenous
Aiden G. Ward	1	Male	1982-02-01	09749105848	Married	Bonafide Resident	Indigenous
Sophie G. Ward	1	Female	1950-02-26	09142713866	Married	Bonafide Resident	Non-Indigenous
Zoanon G. Ward	1	Male	1970-12-04	09835168648	Single	Bonafide Resident	Indigenous
Hannah G. Ward	1	Female	1973-03-09	09141107032	Single	Bonafide Resident	Non-Indigenous
Zachary G. Ward	1	Male	1980-08-16	09708858497	Single	Bonafide Resident	Non-Indigenous
Zack G. Ward	1	Male	1980-08-16	09708858497	Single	Bonafide Resident	Non-Indigenous

- 5**: A blue rectangular box labeled "Add Resident".

### Households

1. Add a household. Newly Created households have no residents and households registered under it by default.
2. List of Households, Clicking on a household would display the details of the household

The screenshot shows a map of a residential area with various streets and landmarks. To the right of the map are two numbered sections:

- 1**: A blue rectangular box labeled "Add Household".
- 2**: A blue rectangular box containing a table of households. The table has columns for Household Number and Household Head. The data is as follows:

Household Number	Household Head
1	Juan Dela Cruz
2	Eleanor S. Hall
3	Harry Z. Ward
4	No Household Head
5	No Household Head
6	No Household Head
7	No Household Head
8	No Household Head

### Add Household

Household Number

Address

Confirm

3. General Information of the Household
4. Allows you to click on the map to indicate the household's location on the map
5. Displays the list of residents belonging to the household. Clicking on a resident shows the details of the resident which allows you to edit their details.
6. Adds a resident under the current household.

The screenshot shows a map of a residential area with various streets and landmarks. A blue marker indicates the household's location. To the right of the map is a detailed view of the household information and resident list.

**Household Number:** 1

**Address:** Purok 1  
Household Head: Juan Dela Cruz

**Residents:**

Name	Gender	Birthday	Contact Number	Marital Status	Residential Type	IP Status
Juan Dela ...	Male	2009-08-01	09771945...	Married	Renter	Indigenous
Aiden G. ...	Male	1982-02-01	09749105...	Married	Bonafide ...	Indigenous
Sophie G. ...	Female	1950-02-26	09142713...	Married	Bonafide ...	Non-Indig...
Zooman G...	Male	1970-12-04	09883516...	Single	Bonafide ...	Indigenous
Hannah G...	Female	1973-03-09	09141107...	Single	Bonafide ...	Non-Indig...

**Add Resident**

## Setting Household Head

Select any resident and on the details of the resident, there is a checkbox for *set household head*

**Update Resident**

Household Number: 1

Full Name: Aiden G. Ward

Gender: Male

Birth Date: 01/02/1982

Contact Number: 09749105848

Marital Status: Married

Residential Type: Bonafide

IP Type: Indigenous

Household Head

**Archive Resident**

**Confirm**

## Businesses

Shows the list of registered businesses and the date of their last issued Business Clearance.

Business Name	Owner	Last Issued
Panalo Bet	Bob S. Ward	DELETED
ASW Motor	Frank U. Carter	2024-01-19
Suki Suki Store	Elijah W. Perez	2024-01-19

## Residents

### Adding Resident

Adding a resident can be done either through the household list or resident list. The form below would appear upon clicking on *Add Resident*. All fields must be filled before submission.

**Add Resident**

Household Number	<input type="text"/>
Full Name	<input type="text"/>
Gender	<input type="text"/>
Birth Date	<input type="text"/> dd/mm/yyyy
Contact Number	<input type="text"/>
Marital Status	<input type="text"/>
Residential Type	<input type="text"/>
IP Type	<input type="text"/>
<input type="checkbox"/> Household Head	
<b>Confirm</b>	

## Edit/Archive Resident

Clicking a resident either through the household details or list of residents would display the form below. You have the option to Archive the resident or update the details of the resident.

Update Resident

---

Household Number

Full Name

Gender

Birth Date

Contact Number

Marital Status

Residential Type

IP Type

Household Head

---

## Restoring Archived Resident

Toggling the *Show Archived List* displays the list of Archived Residents. You can click any resident here to restore them.

Show Archived List

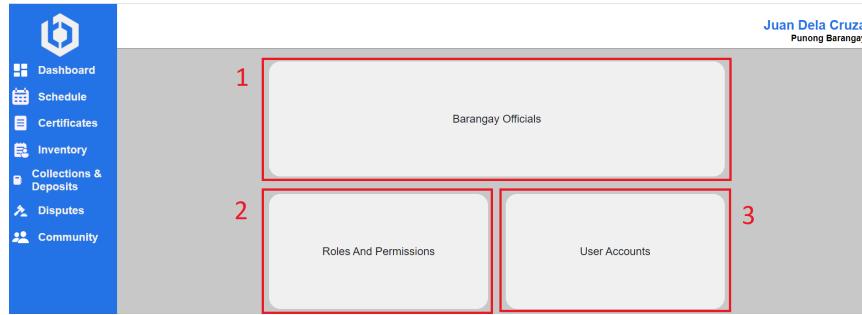
---

Name	Household Number	Gender	Birthday	Contact Number	Marital Status	Residential Type	IP Status
Sophia G. Ward	1	Female	1950-02-26	09142713866	Married	BonaFide Resident	Non-Indigenous
Zoe L. Taylor	4	Female	1947-11-9	09162011145	Married	BonaFide Resident	Indigenous
Jack S. Gray	6	Female	1970-10-25	09684558152	Separated	BonaFide Resident	Non-Indigenous

## X. Admin

### User Management

1. Click on “*Barangay Officials*” to edit the officials.
2. Click on “*Roles and Permissions*” to edit the roles and permissions of the officials.
3. Click on “*User Accounts*” to edit the users in the system.



### Barangay Officials

1. After clicking on the *Barangay Officials*, you can now view the *Names, Roles* and *E-mails* of the *Officials*.
2. You can also add an Official by clicking on the blue “*Add Official*” button.

Name	Position	email
Juan Dela Cruz	Punong Barangay	juan@gmail.com
Sophia G. Ward	Secretary	sog@gmail.com
Victoria J. Brown	Treasurer	vlc@gmail.com
Eleanor P. Patterson	Chairperson-Public Works and BAC	el@gmail.com
Lily S. Gray	Chairperson-Health, Nutrition, Sanitation, Tourism and E...	lls@gmail.com
Samuel I. Gray	Chairperson-Trade, Commerce and Livelihood, and Tran...	sam@gmail.com
Zack G. Ward	Chairperson-Human Rights, Laws and Regulations, Seni...	zach@gmail.com
Frank U. Carter	Chairperson-Finance, Ways and Means	frank@gmail.com

3. You will see this after clicking on the blue “Add Official” button.
4. Here you can *Select a Resident*, *Select their Position* and *enter their Email*
5. After that, just click on the “Confirm” button.

The image consists of three vertically stacked screenshots of a "Add Official" dialog box, likely from a software application. Each screenshot shows a form with fields for Name, Position, and Email, and a "Confirm" button at the bottom. A vertical bracket on the right side groups the second and third screenshots, indicating they show the state of the dialog after selecting a resident and choosing a position.

**Screenshot 1 (Top):** The dialog is titled "Add Official". It contains fields for "Name" (dropdown menu "Select a Resident"), "Position" (dropdown menu "Select Position"), "Email" (text input field), and a checked checkbox "Set as Active Member". A large blue "Confirm" button is at the bottom.

**Screenshot 2 (Middle):** The "Name" dropdown menu is open, showing a list of names: "Juan Dela Cruza" (highlighted in blue), "JunJun Panalo", "Bunji B. Burnako", and "Renter A. Ku". A large blue "Confirm" button is at the bottom.

**Screenshot 3 (Bottom):** The "Position" dropdown menu is open, showing a list of positions: "Punong Barangay" (highlighted in blue) and "Secretary". A large blue "Confirm" button is at the bottom.

## Roles and Permissions

1. View the “*Roles*” and “*Number of Active Users*” of the Officials
2. Edit their “*Role Permissions*” to either *View* or *Edit*.

The screenshot shows two panels side-by-side. The left panel is titled 'Roles' and contains a table with four rows: Secretary (1 active user), Treasurer (1 active user), Administrator (1 active user), and General User (0 active users). The right panel is titled 'Role Permissions' and lists various modules for a 'Secretary': Certificates, Schedule, Inventory, C&D, Disputes, and Community, each with a radio button for 'View' or 'Edit'. A red box labeled '1' highlights the Roles table, a red box labeled '2' highlights the Role Permissions list, and a red box labeled '3' highlights the 'Save Changes' button at the bottom.

3. Save all changes by clicking “*Save Changes*”

## User Accounts

1. View the *Username*, *Role*, *Owner*, *Status* and *Logged In Status* of the Officials.
2. Add a new user by clicking on “*Add User*”

The screenshot shows a table titled 'Users' with columns: Username, Role, Owner, and Status. It lists three users: Adminindev (Administrator, Juan Dela Cruz, Active), Secretarydev (Secretary, Sophia G. Ward, Active), and Treasurerdev (Treasurer, Victoria J. Brown, Active). A red box labeled '1' highlights the Users table. A red box labeled '2' highlights the blue 'Add User' button in the bottom right corner.

Add Account

Username

Password

Owner

Select an Official

Role

Select a Role

**Submit**

## XI. Data Recovery

For every *two hours* that the server has been online, it will produce a backup of the database used by the system which can be found in the *backups* folder of the server's folder.

View

is PC > Acer (C:) > Baos > baos\_web > backups

Name	Date modified	Type	Size
2024-1-18-19	18/01/2024 7:45 pm	SQL Text File	152 KB

The naming convention is as follows: “Year”-“Month”-“day”-“hour in 24h format”. Thus from the example above, the produced backup is the data recorded on January 18 2024 at 7:00 pm. Backups are automatically deleted after 30 days by the server to avoid storage issues.