BAOS: Barangay Automated Office System

USER MANUAL

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

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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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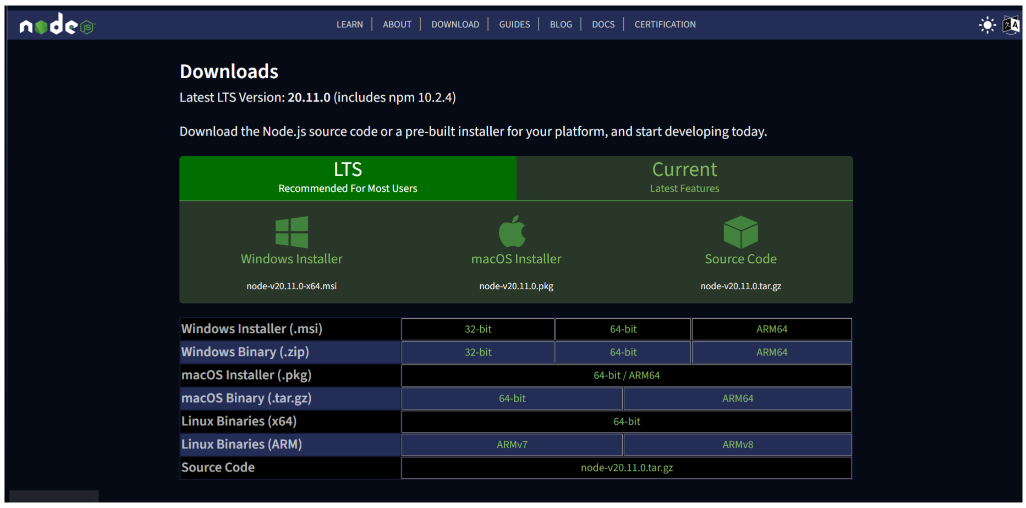
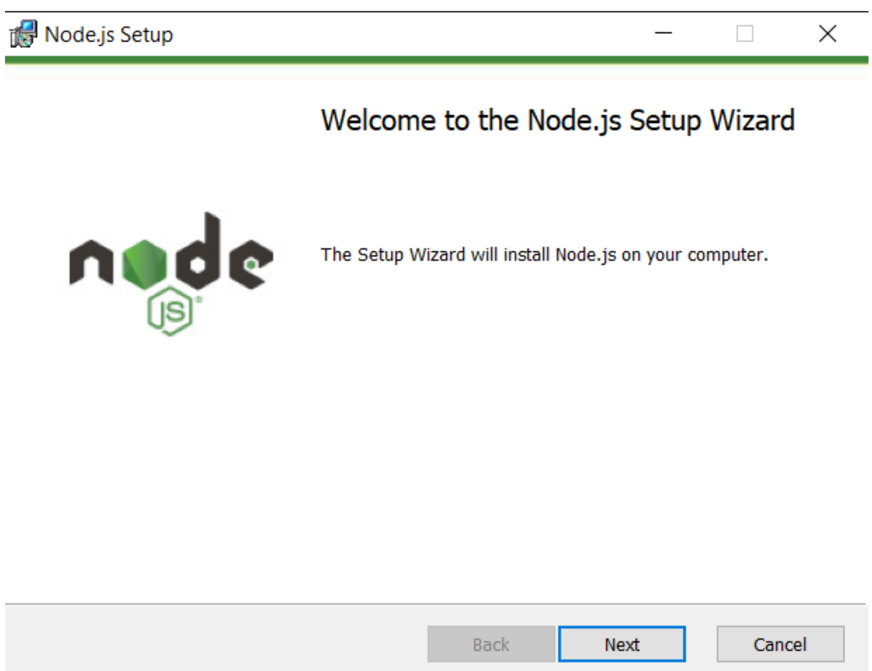
I. Installation and Setup

Node JS Installation

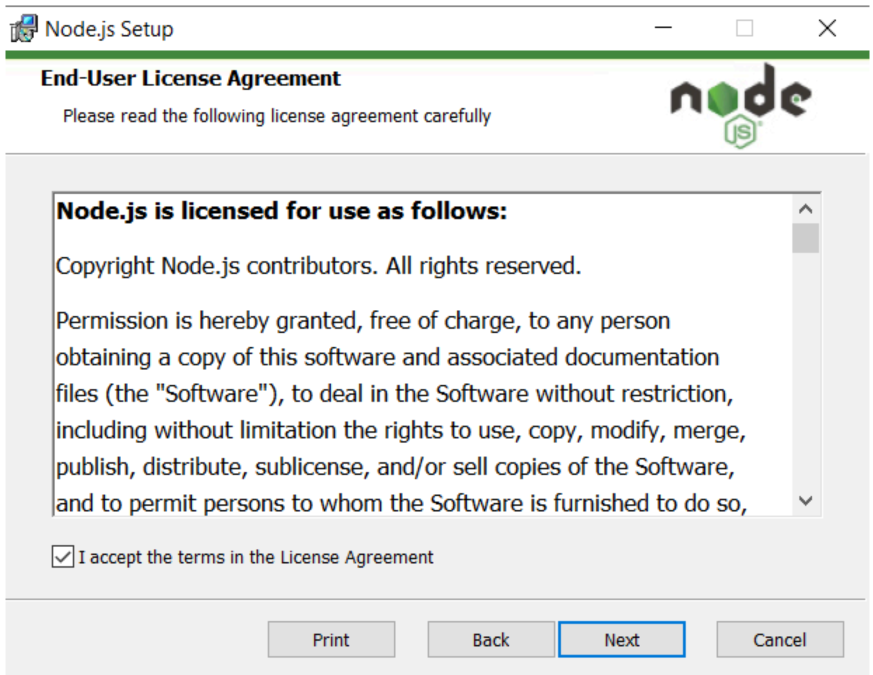
1. Visit the website https://nodejs.org/en/download/



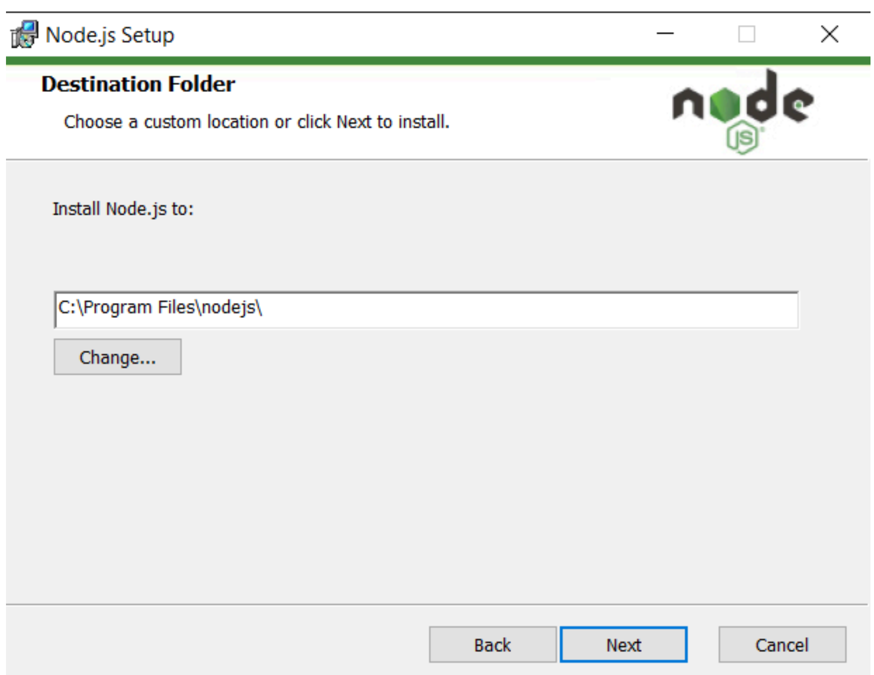
2. Depending on the server's Operating System, select the appropriate installer.
3. After the installer is installed, opening it would open the window below, then the prompt below will appear just click the *"Next"* button.



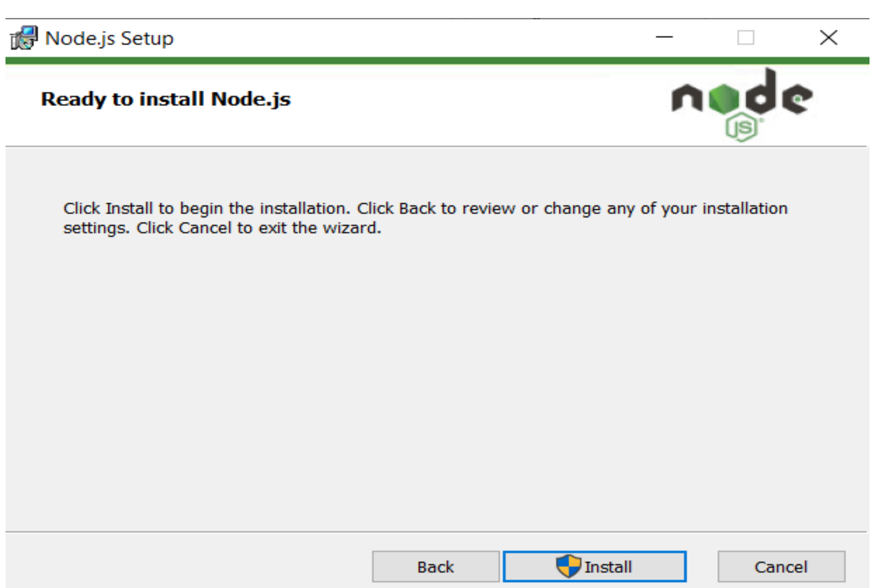
4. After clicking the next button the prompt below will appear, read the agreement then click the checkbox and the *"Next"* button.



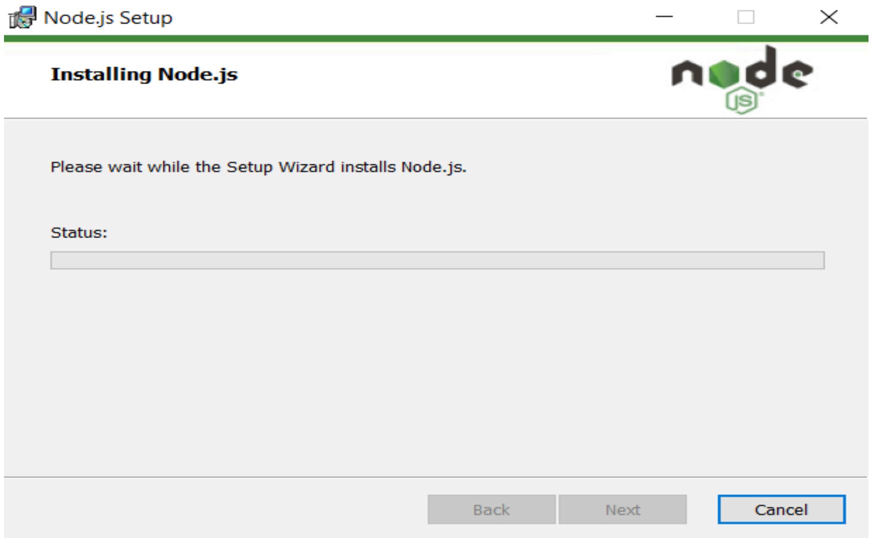
5. This prompt will appear, you can change the file location or just click the *"Next"* button until you reach this prompt.



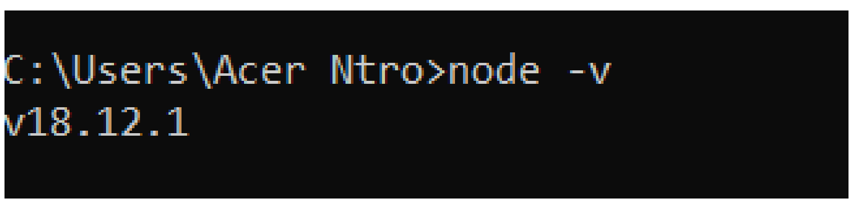
6. If this prompt appears just click the *"Install"* button.



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

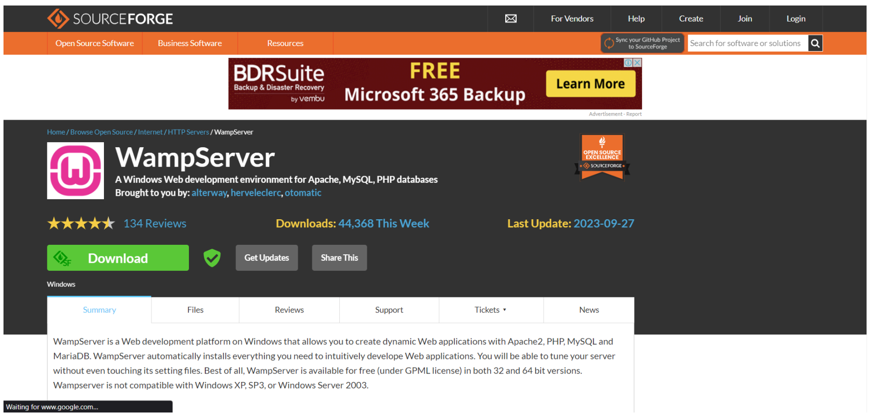


8. After the installation this last prompt will appear, just click the *"Finish"* button and it is now installed into the system. To verify if it has been installed correctly, open a command prompt (Windows Key + R for Windows then type cmd + enter) and type: node -v. If the version appears, then it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

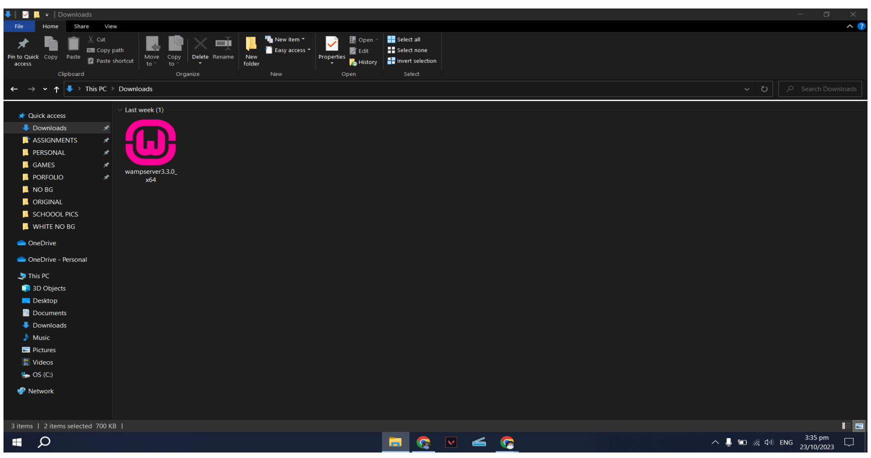


WAMP Server Installation

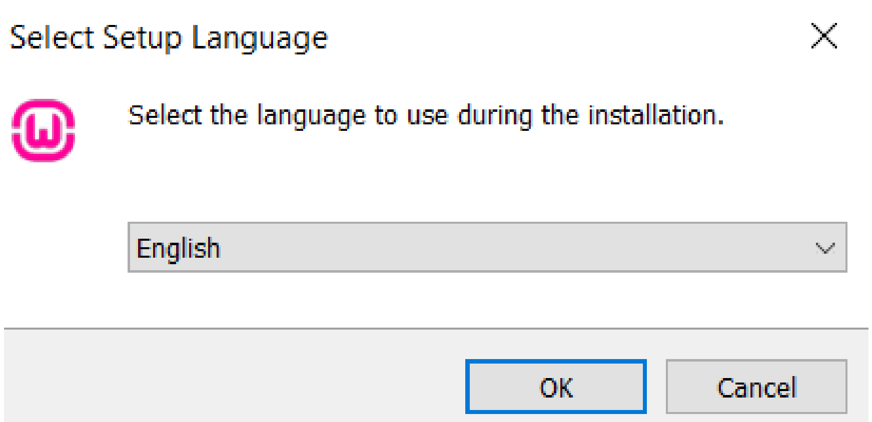
1. Visit the site: https://sourceforge.net/projects/wampserver/ .
   The site below will appear, Just click the green *"Download"* button.



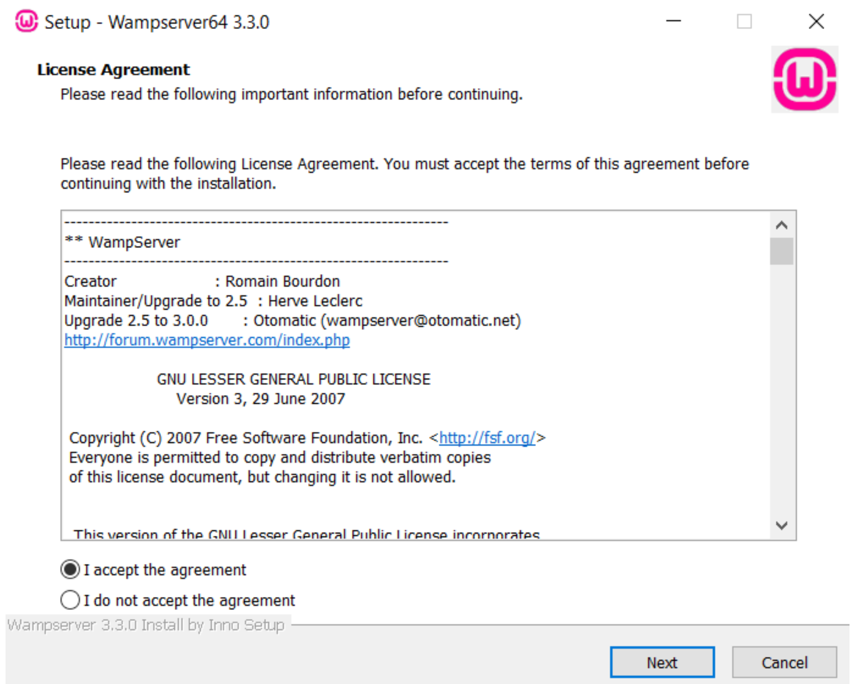
2. Check your downloads folder in file explorer, if done correctly there will be a filename wampserver it will look like the image below. Just double click the icon to begin installation.



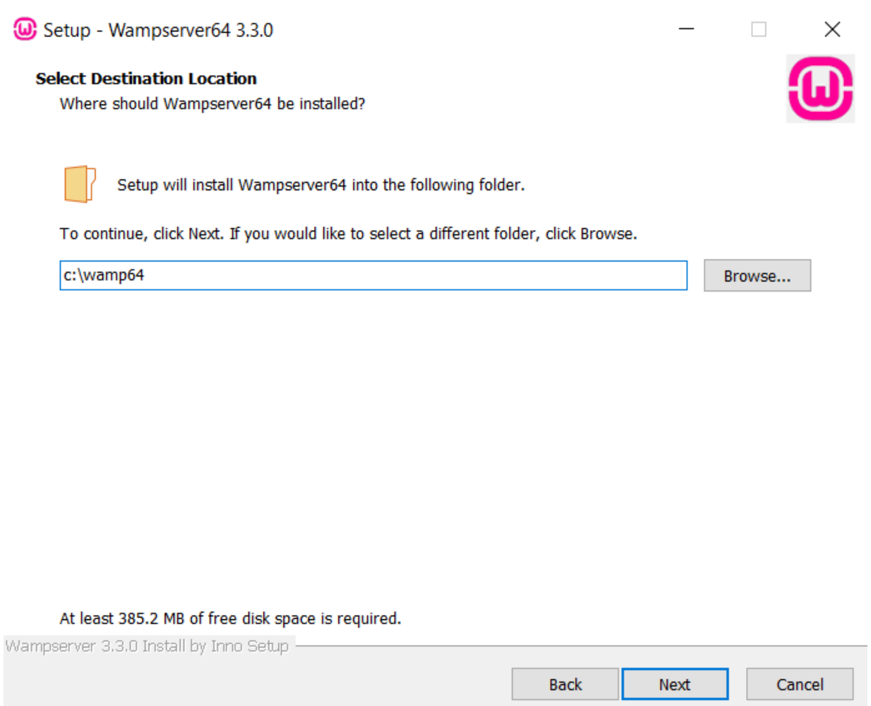
3. Select the appropriate language for installation then click the *"OK"* button.



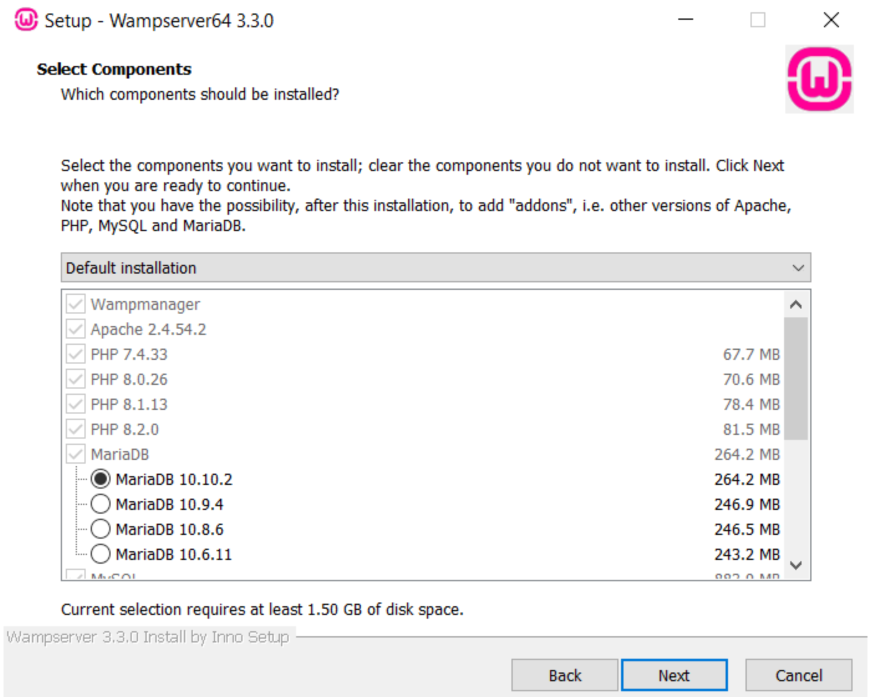
4. The prompt below will appear: read the license agreement then click the *"I accept the agreement"* circle then click the *"Next"* button.



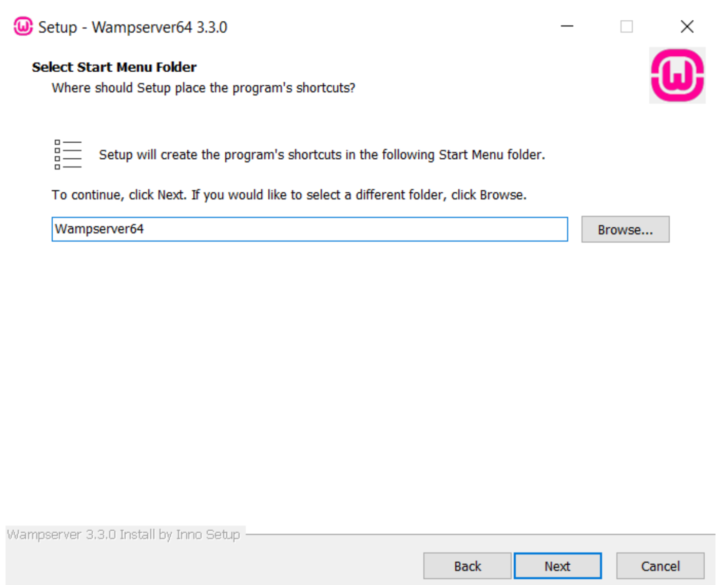
5. Just click the *"Next"* button until you reach the prompt below and you can change the file destination or just click the *"Next"* button.



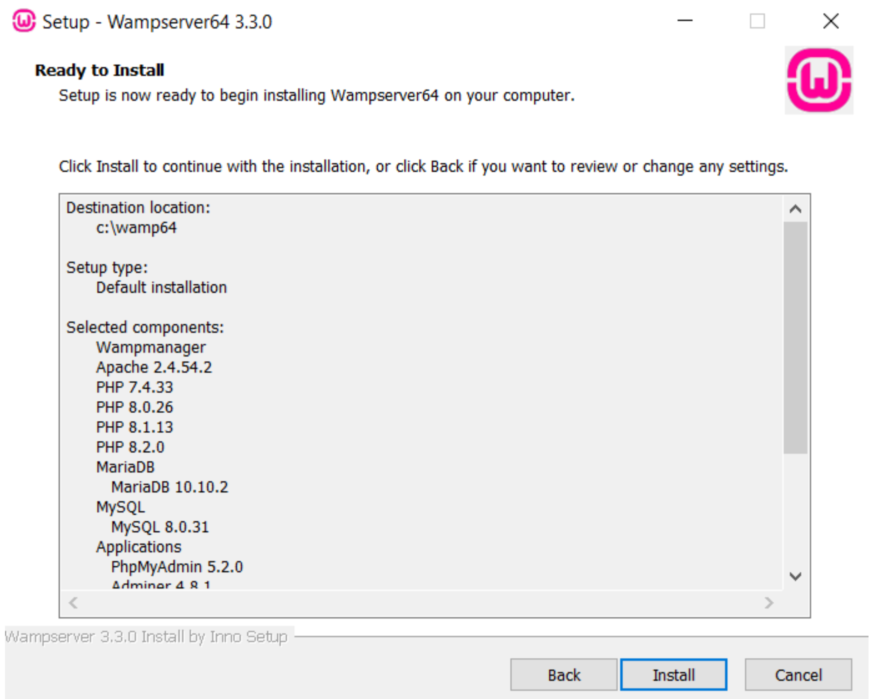
6. The prompt below shows the components you can include in your installation just click the circle beside it. After that click the *"Next"* button.



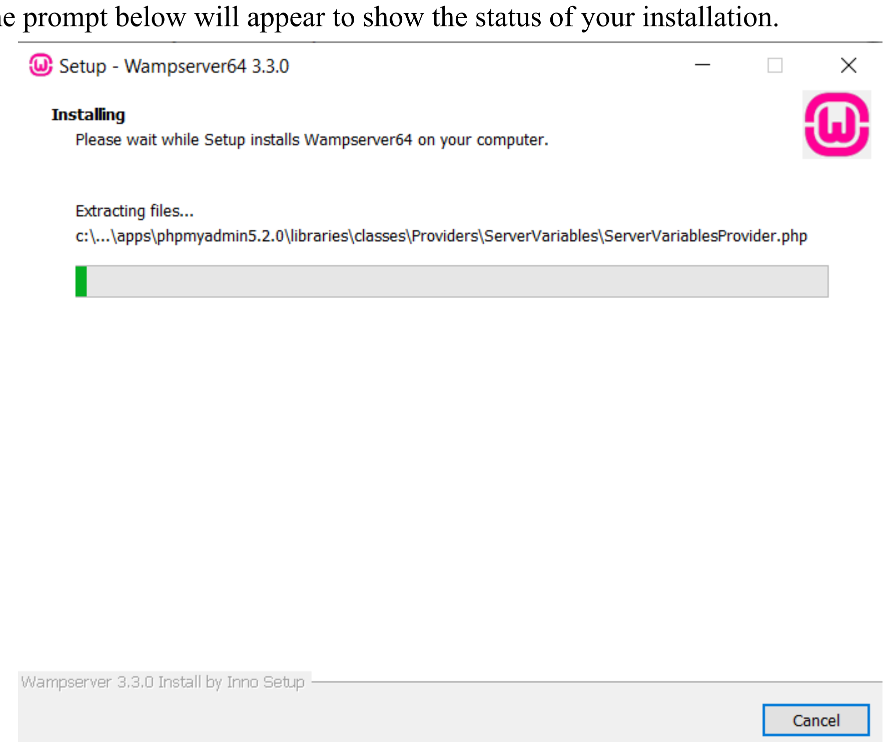
7. After selecting the components needed the prompt below will appear just click the *"Next"* button.



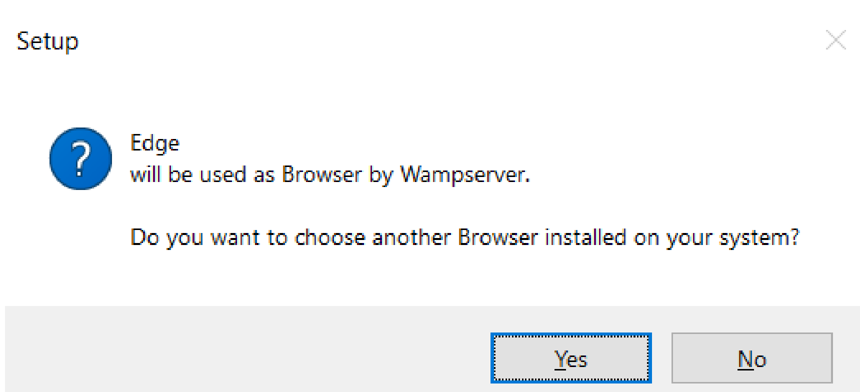
8. We are ready for installation, the prompt below will appear and just click the *"Install"* button.



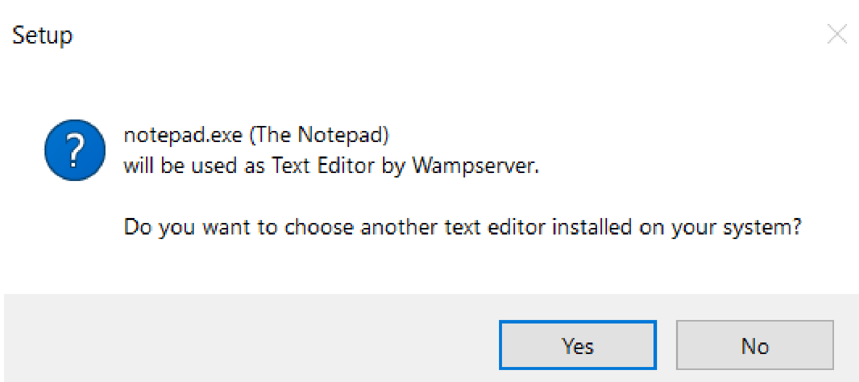
9. The prompt below will appear to show the status of your installation.



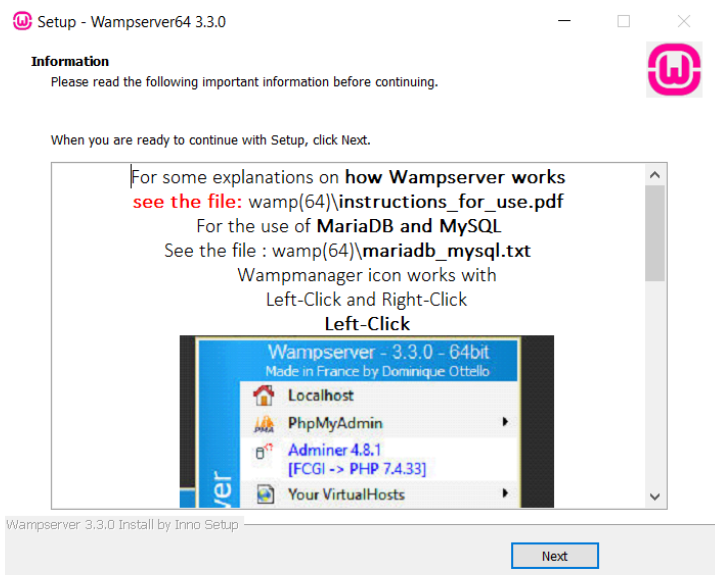
10. Another prompt will appear asking what default browser it will use if you want to change it click the *"Yes"* button.



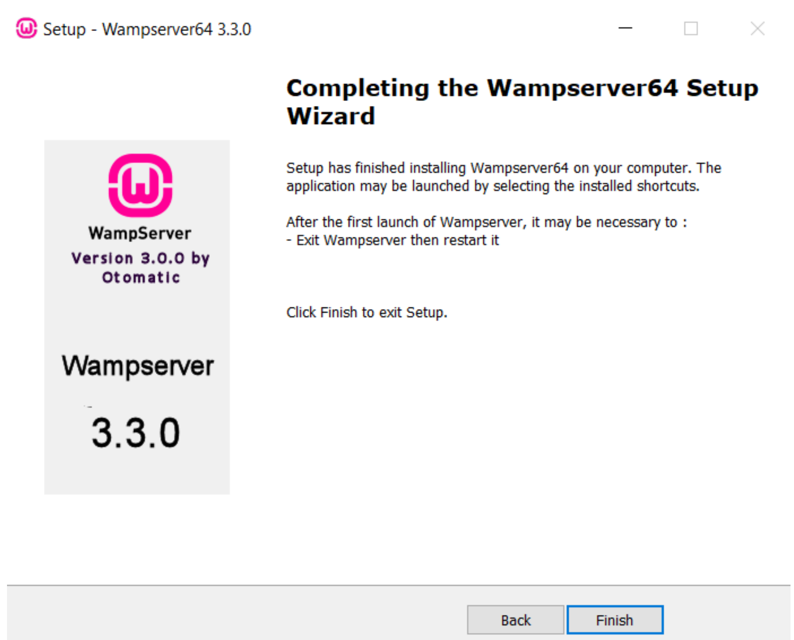
11. The next prompt will ask for a text editor to utilize, just click the *"No"* button.



12. Read the setup prompt, just click the *"Next"* button.

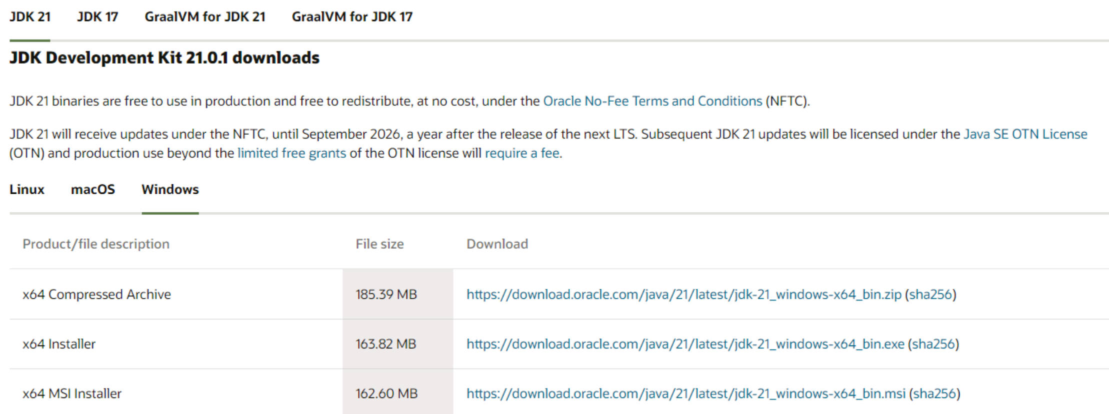


13. After that we just have to click the *"Finish"* button and we are all set to utilize Wampserver.

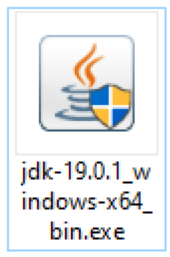


Java Installation

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

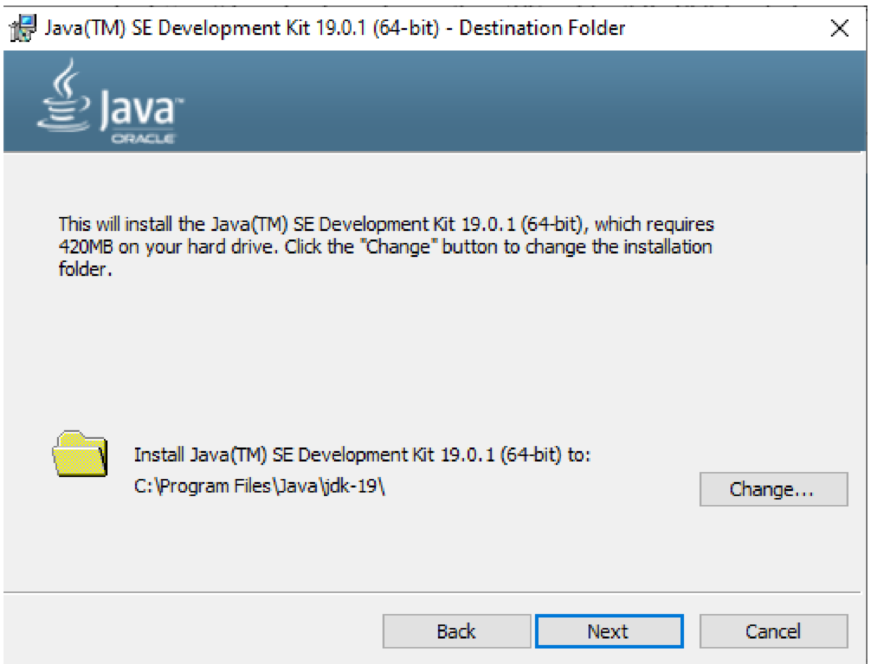


2. After the download has finished, open this .exe file to proceed

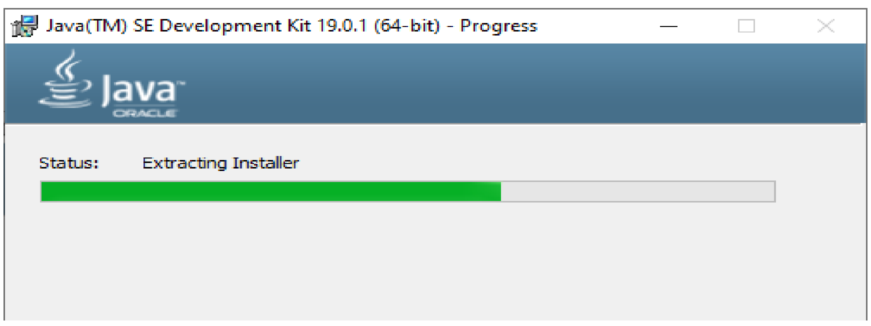


3. The prompt below will appear then click the "Next" button.

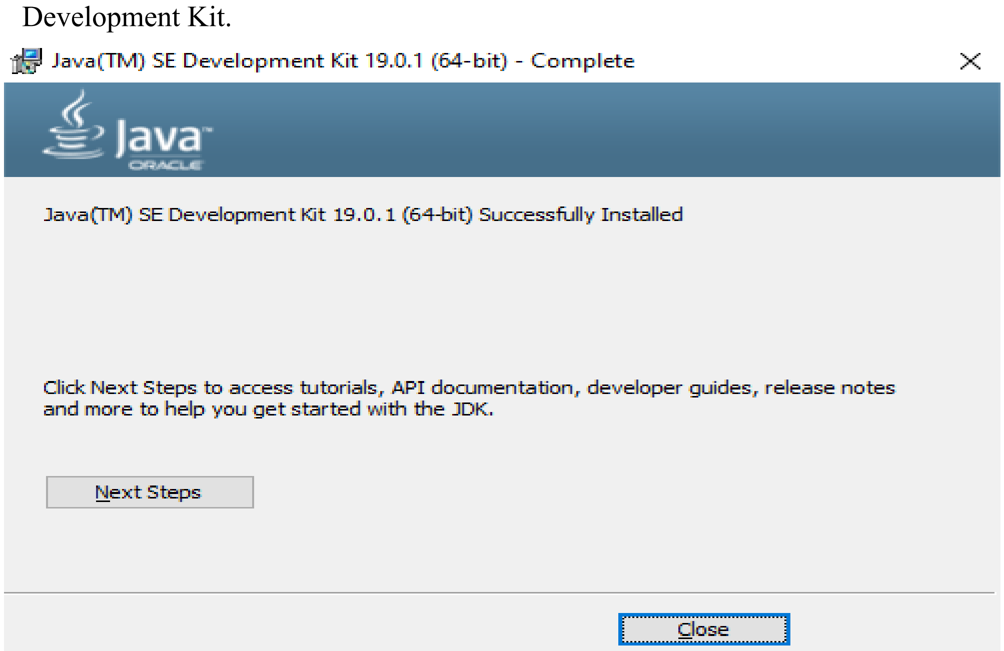
4. Just click the "Next" button until you reach the prompt below and you can change the file destination or just click the "Next" button.



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

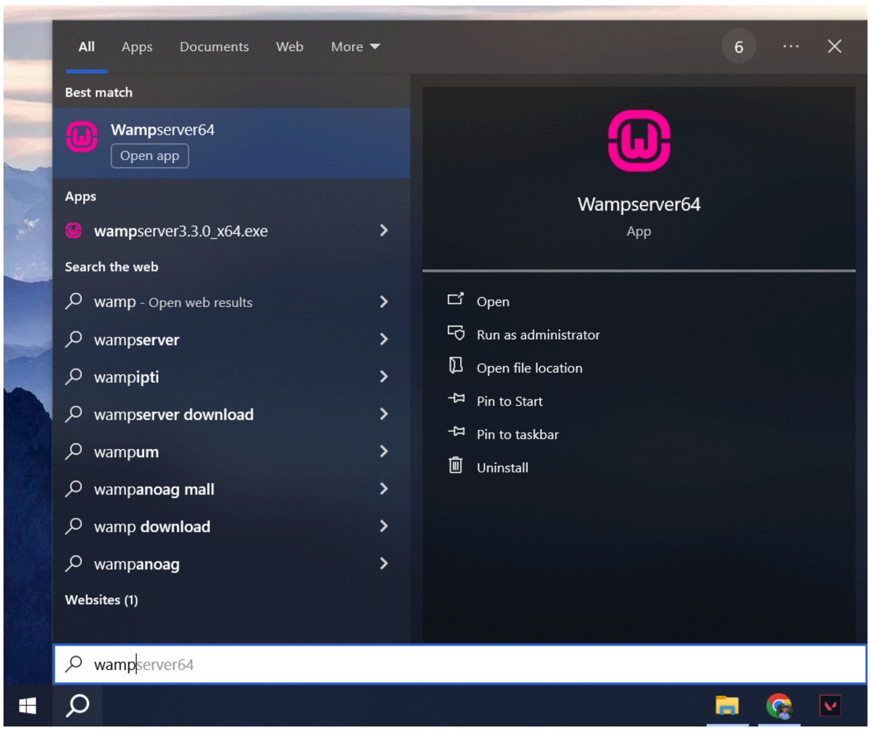


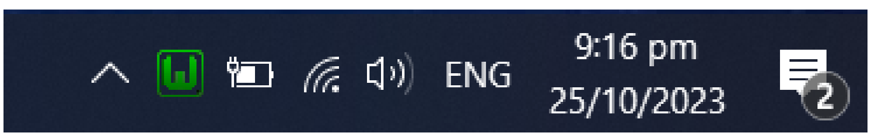
6. After that we just have to click the "*Close*" button and we are all set to utilize the Java SE Development Kit.



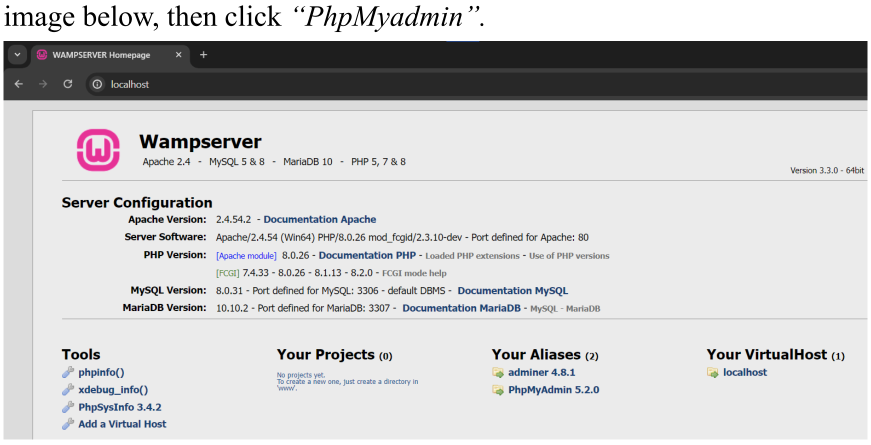
Database Setup

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



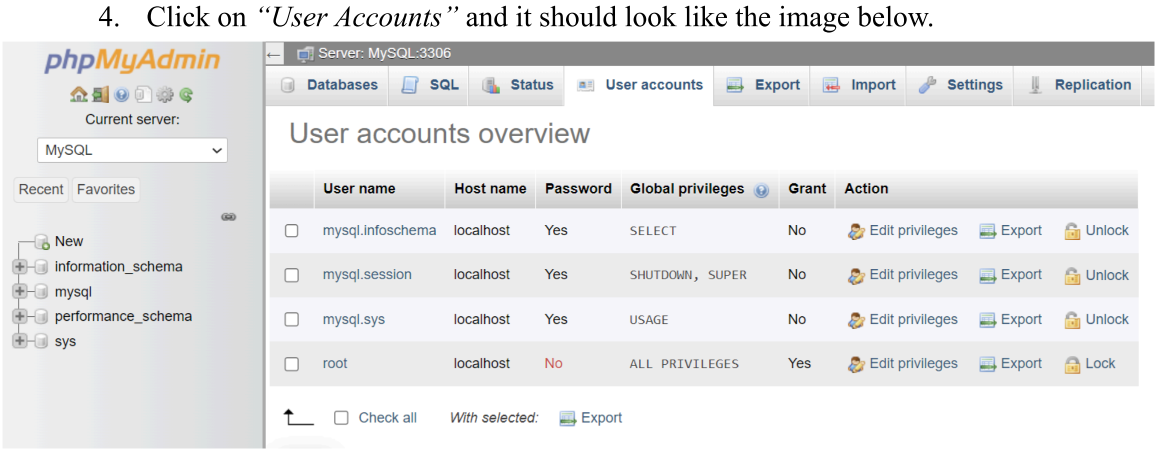


2. Open any web browser then type *"localhost"* on the search bar, it should look like the image below, then click *"PhpMyadmin"*.

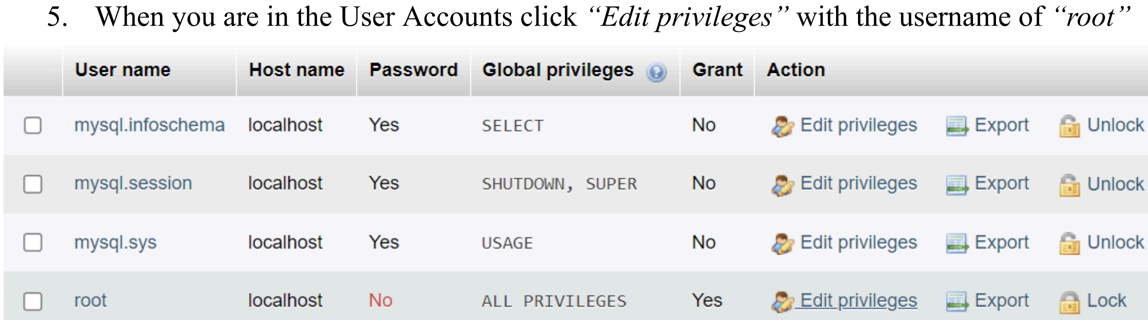


3. After clicking *"PhpMyadmin"* it will look like the image below just type *"root"* on the username space then leave the password space blank, then click *"Log in"*.

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

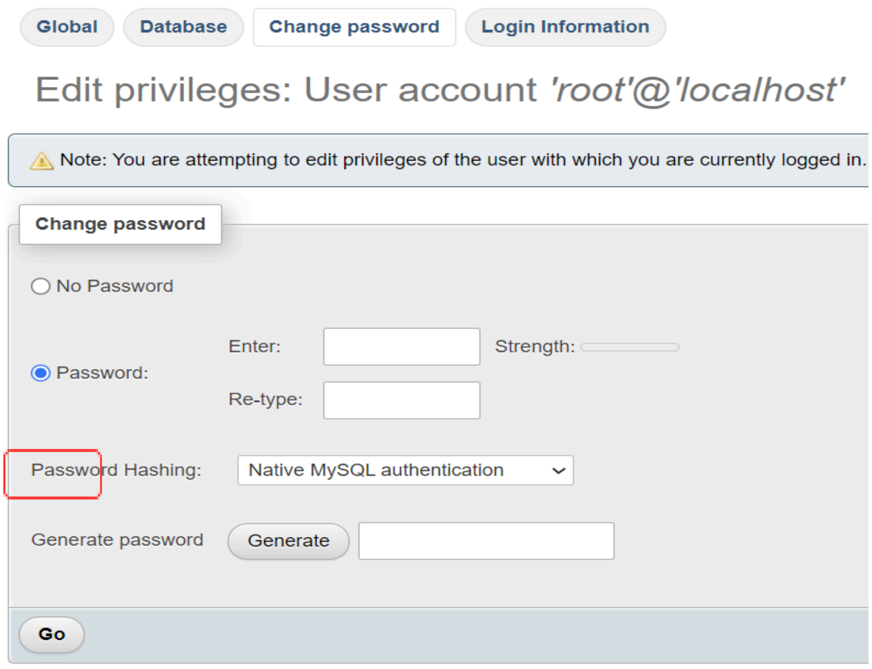


5. When you are in the User Accounts click *"Edit privileges"* with the username of *"root"*

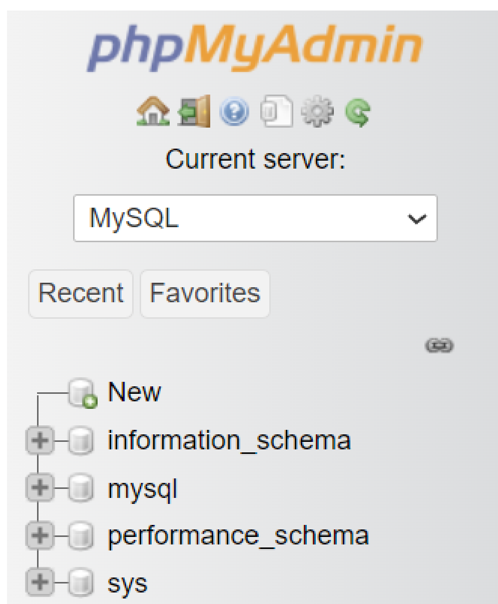


	User name	Host name	Password	Global privileges	Grant	Action		
☐	mysql.infoschema	localhost	Yes	SELECT	No	Edit privileges	Export	Unlock
☐	mysql.session	localhost	Yes	SHUTDOWN, SUPER	No	Edit privileges	Export	Unlock
☐	mysql.sys	localhost	Yes	USAGE	No	Edit privileges	Export	Unlock
☐	root	localhost	No	ALL PRIVILEGES	Yes	Edit privileges	Export	Lock

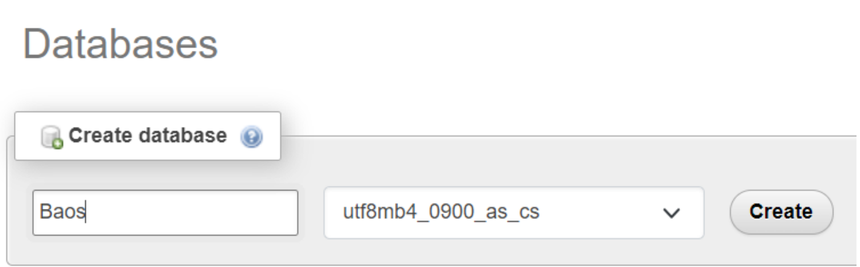
6. After clicking on *"Edit privileges"* click the *"Change Password"* above. It should look like the image below. After that you can put any password you wish to use, then click *"Go"*.



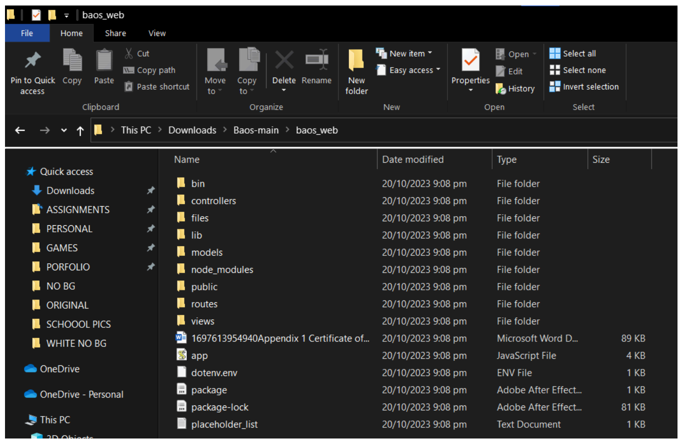
7. After setting a password you will have to log in again just enter your username and password. Click *"New"* on the left side of the screen.



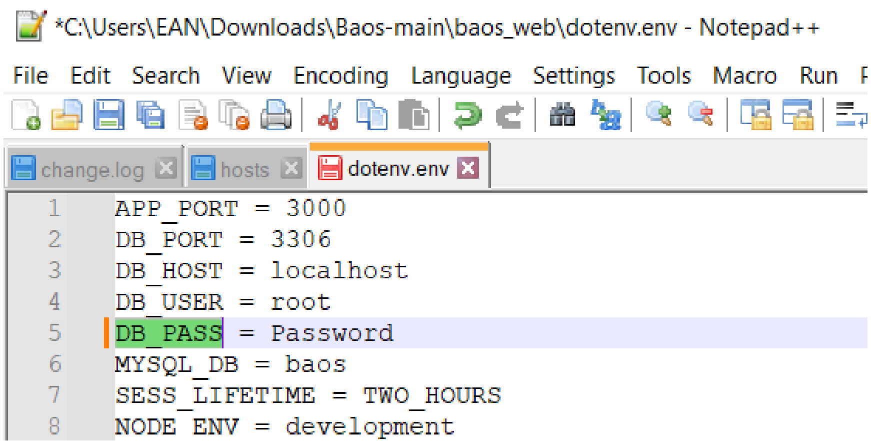
8. Name the new database *"Baos"* then choose *"utf8mb4_0900_as_cs"* on the drop down menu then click *"Create"*



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

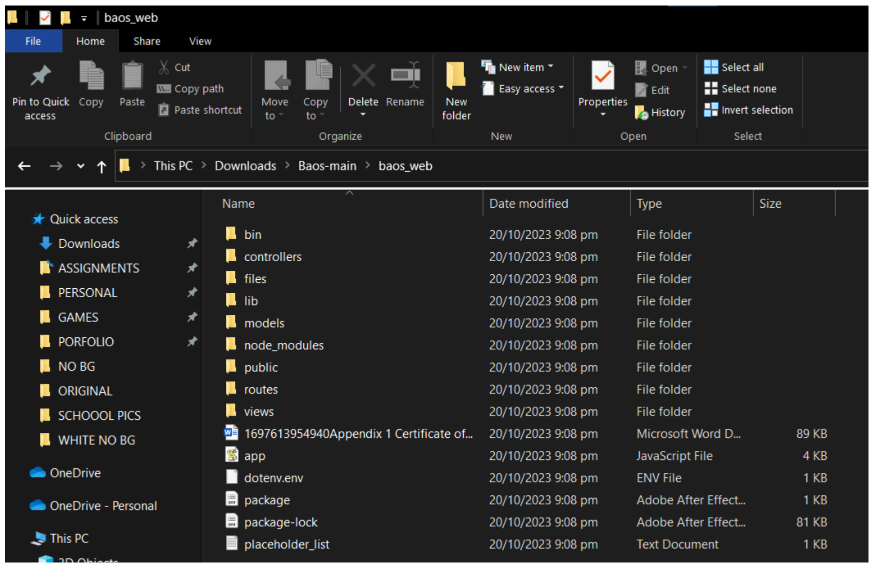


11. Right click on the *"dotenv.env"* file and open it using any notepad apps you use.
12. After opening it should look like the image below and edit the *"DB_PASS"* to the password you set for the user *"root" save* and you are done.



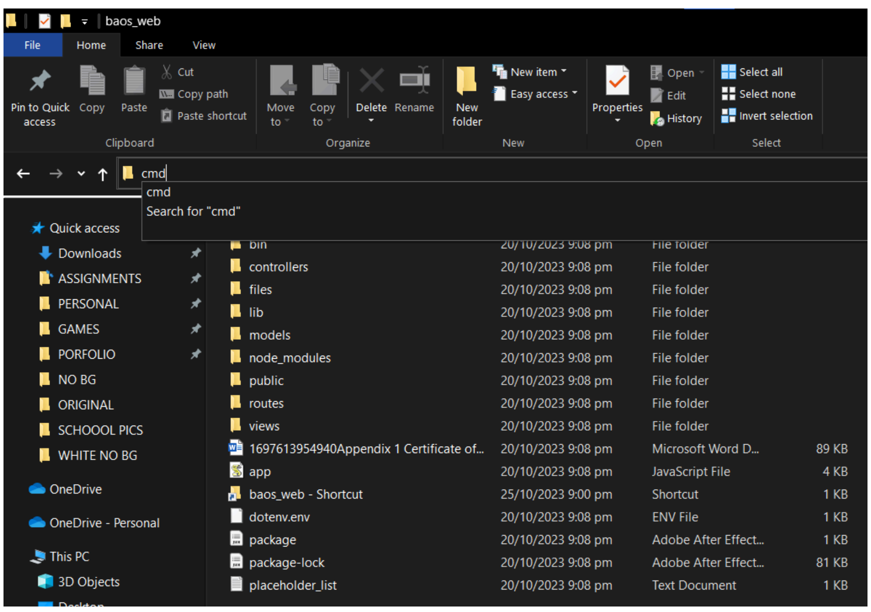
Web Server Setup

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

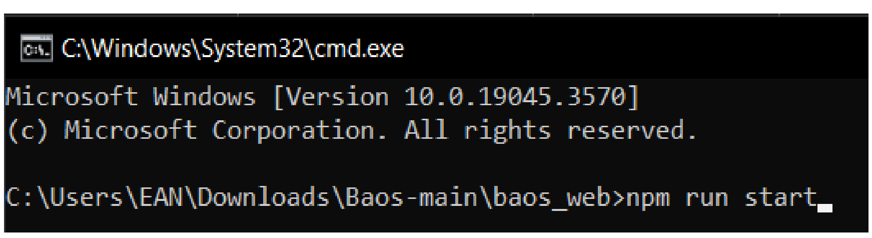


1.

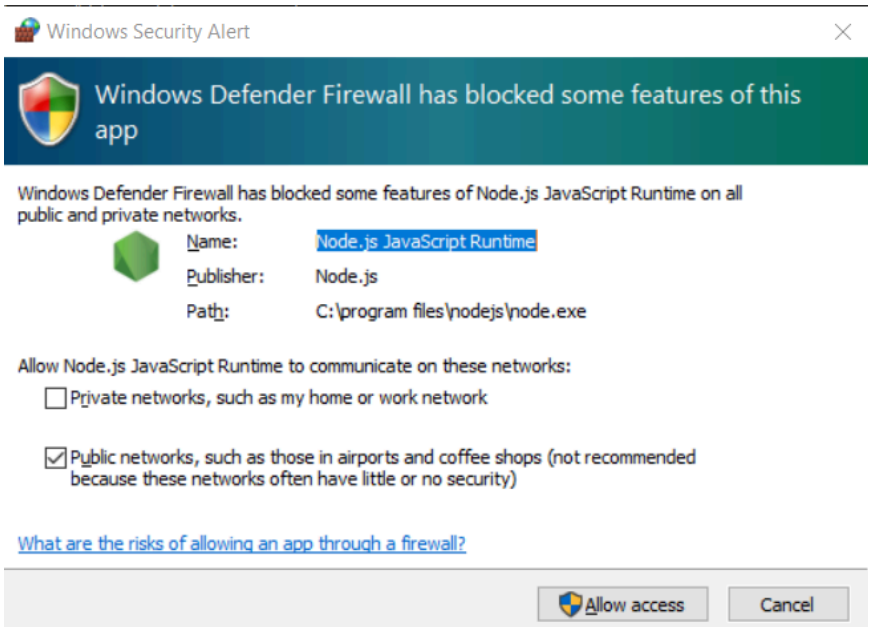
2. After opening the folder type *"cmd"* on the file path and press Enter on the keyboard.



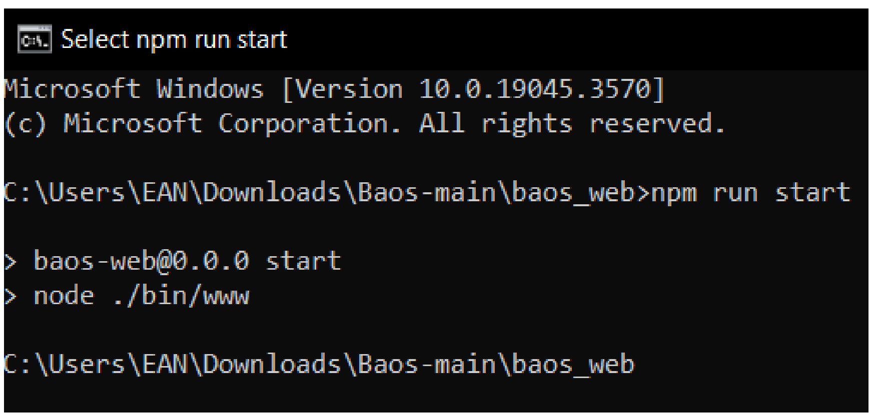
3. After that this prompt will appear just type *"npm run start" then press enter on the keyboard.*



4. If the prompt below appears just click *"Allow Access"*.

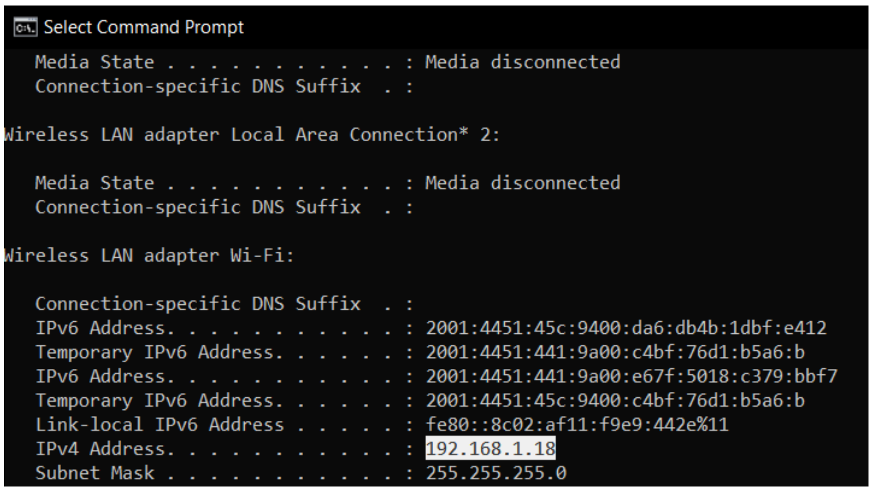


5. The prompt should look like the image below after that you are all set.

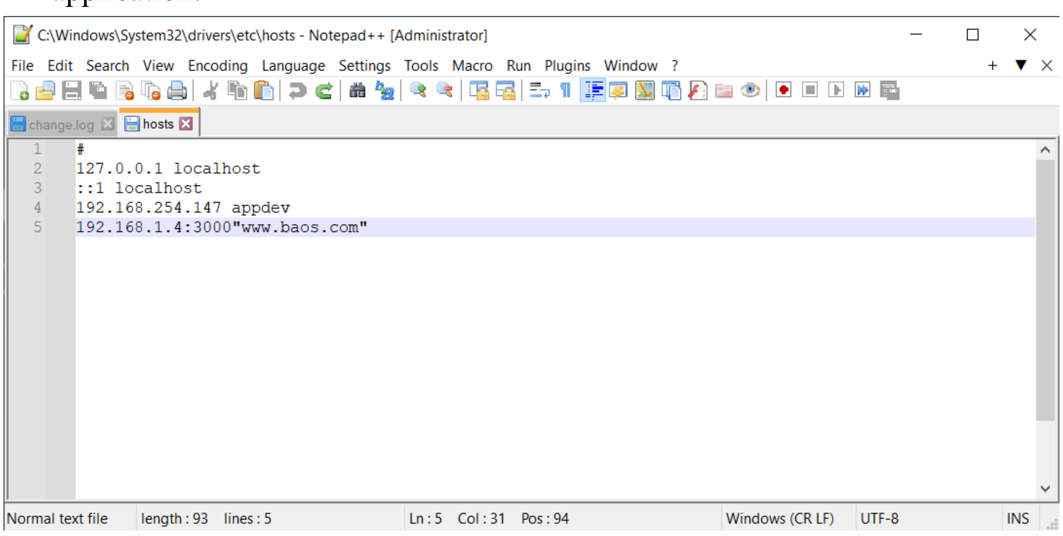


Server Configuration

1. 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.



2. 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.

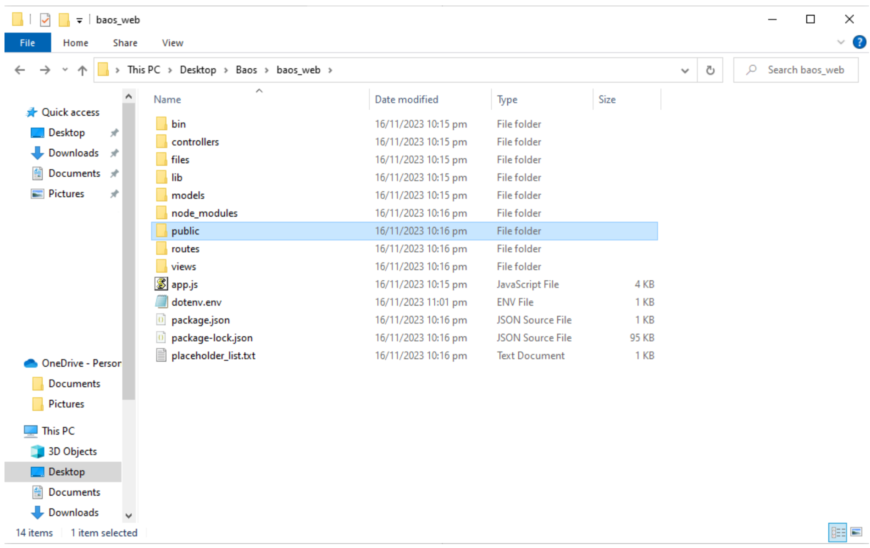


3. Paste the IP address you copied earlier then type *:4000 "www.baos.com",* After that press crtl+S on the keyboard to save.

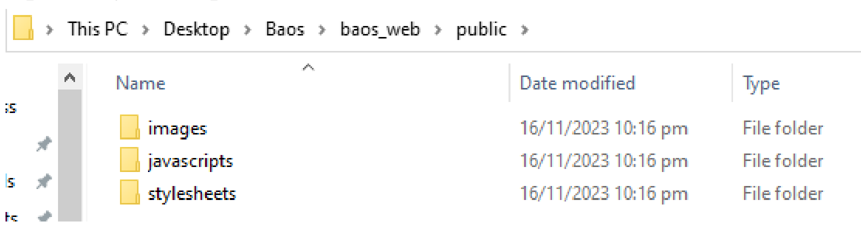
4. To check if it is working, open any web browser then type *"www.baos.com"* and BAOS should appear.

Springbuilt Server Setup

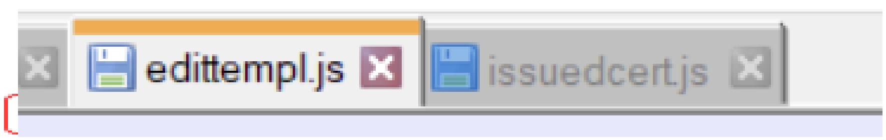
1. Go to your *baos_web* folder and open the *public* folder



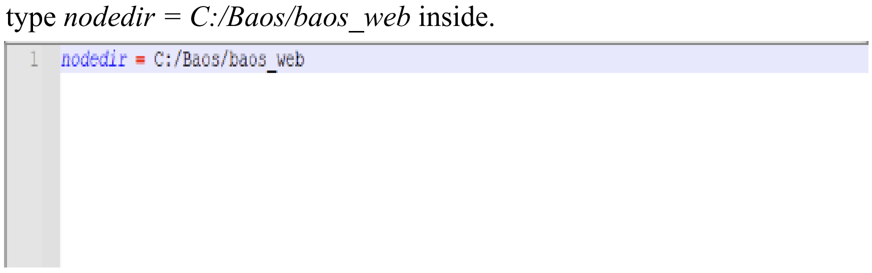
2. Open the *javascripts* folder



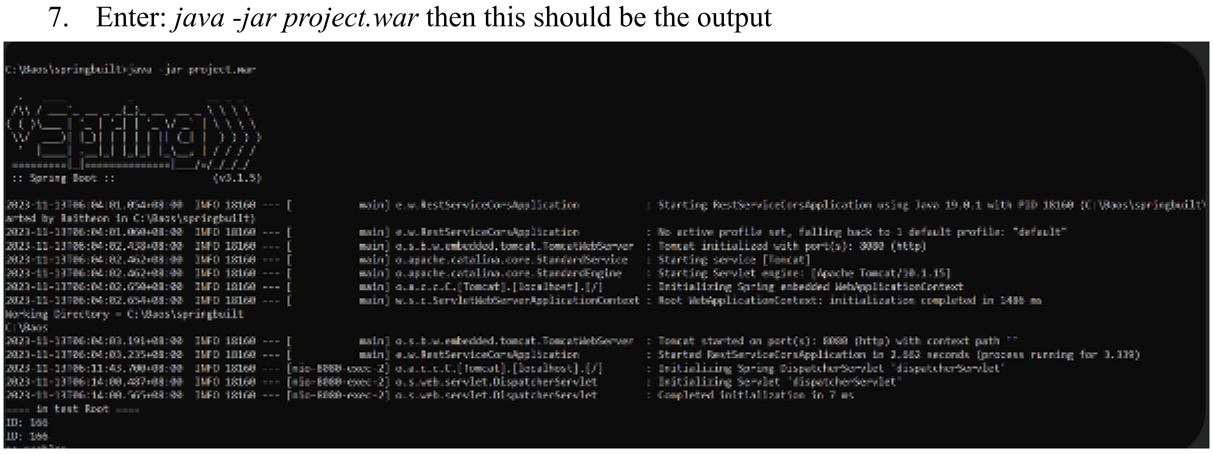
3. Then open these two files on your selected notepad: *edittemp.js* and *isssuedcert.js*



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



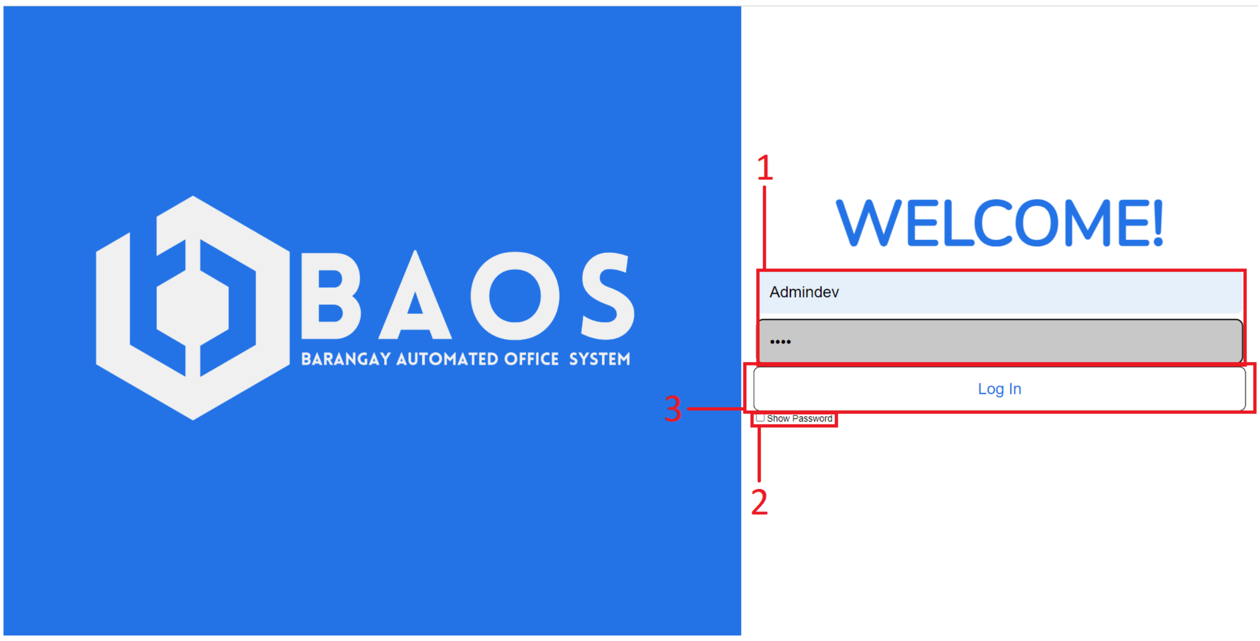
8. After moving the BAOS folder to C:, you can now open the main server using *npm run.*

II. The Login Page

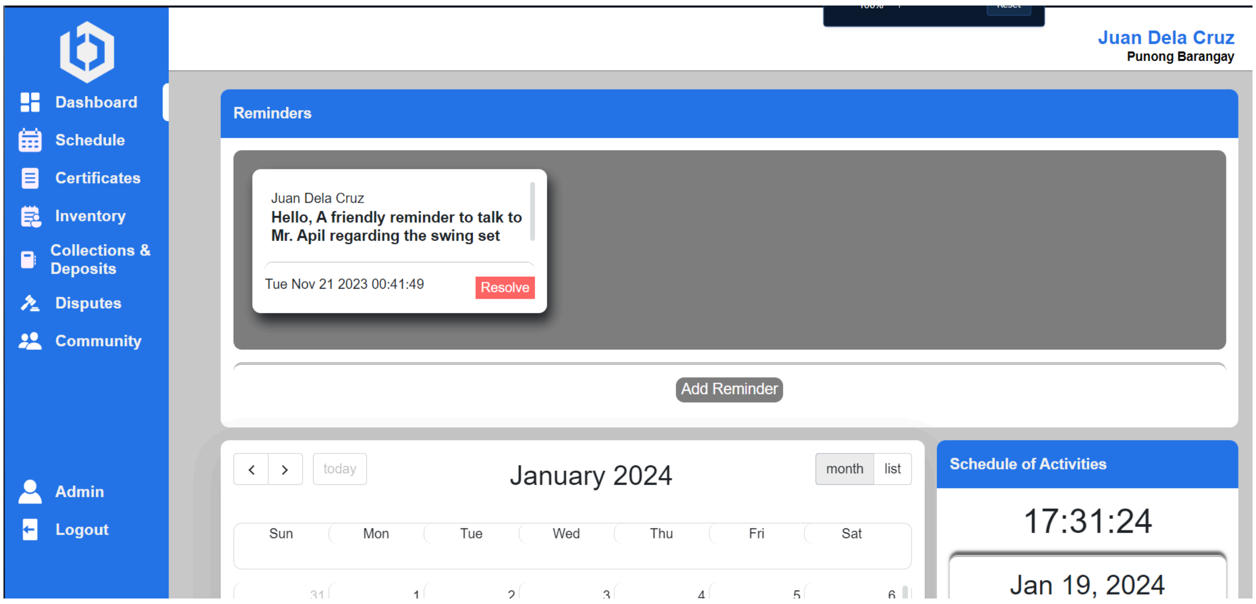
This page is the first page that you'll see upon entering the website's url.

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.



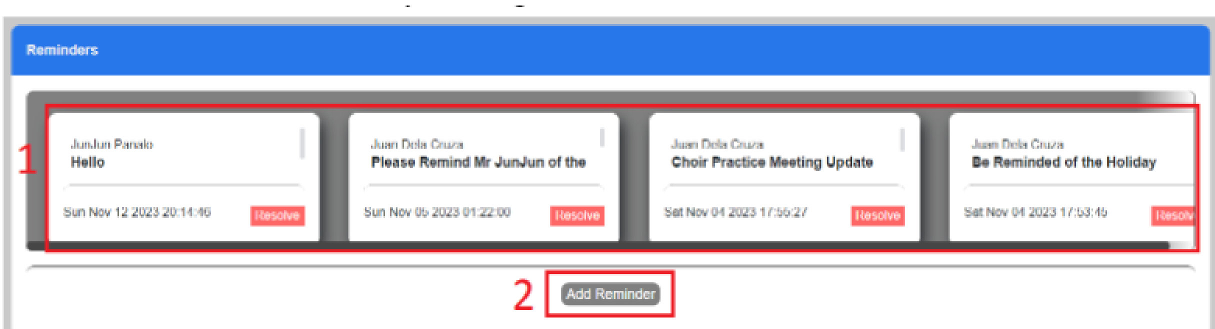
III. The Dashboard



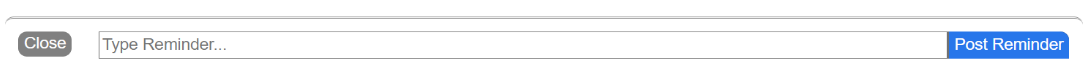
The dashboard contains three major sections: the reminders, calendar of events, and the schedule of activities for the day.

Reminders

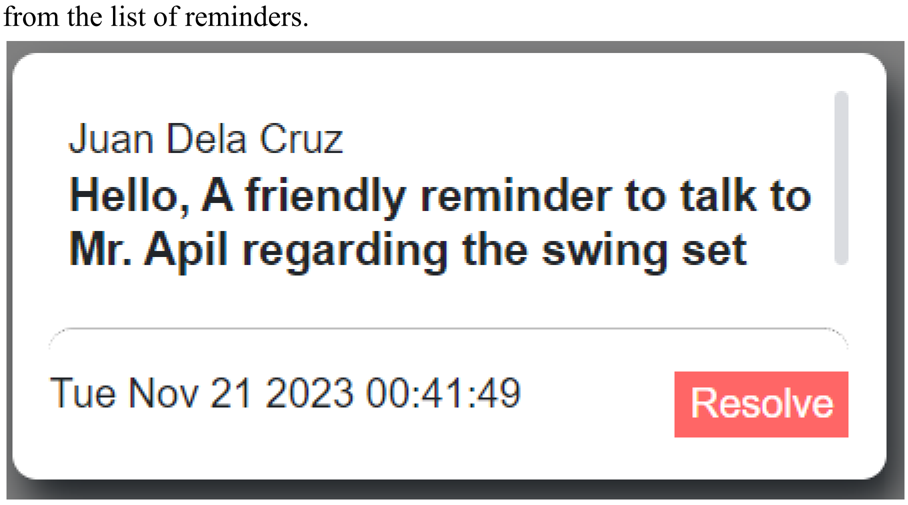
1. View the Reminders/Announcements
2. Add a reminder by clicking on "*Add Reminder*"



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.

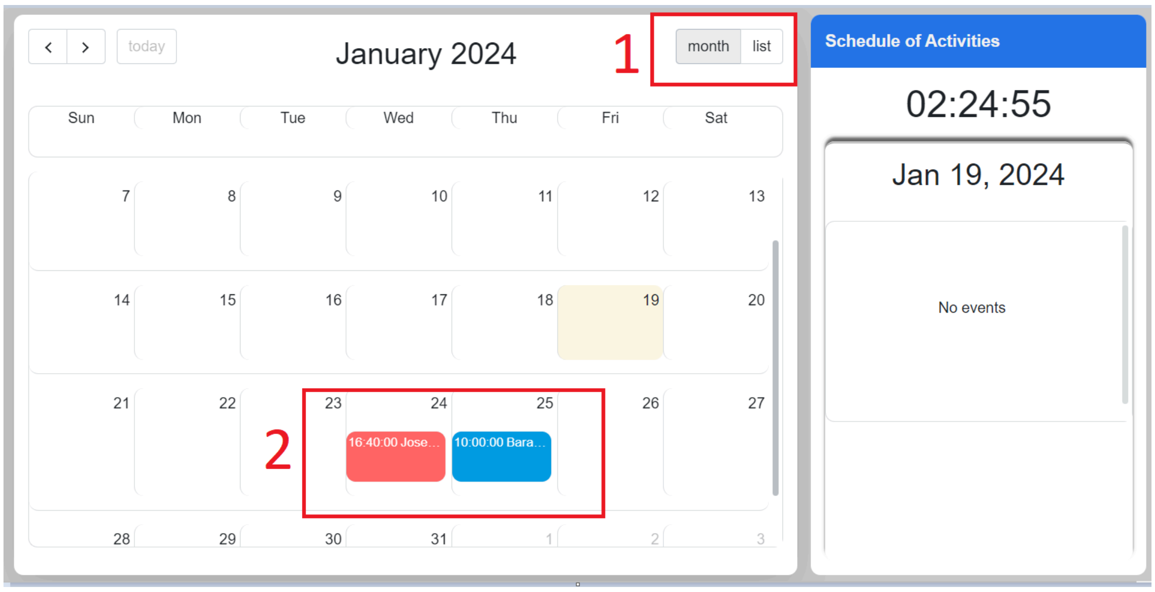


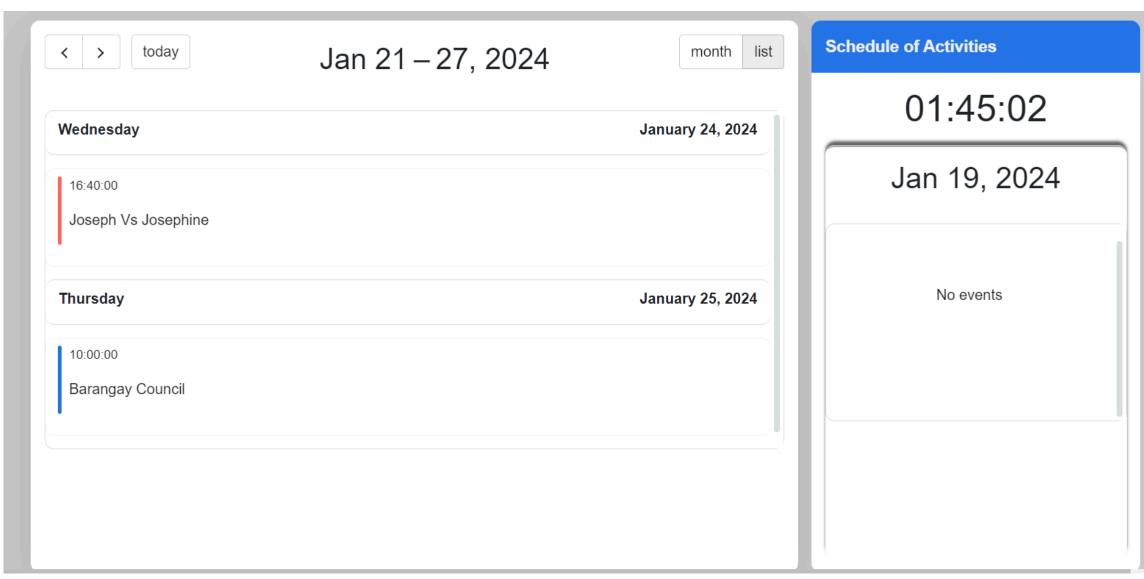
4. If a reminder is no longer needed. Click on the resolve button and it would be deleted from the list of reminders.

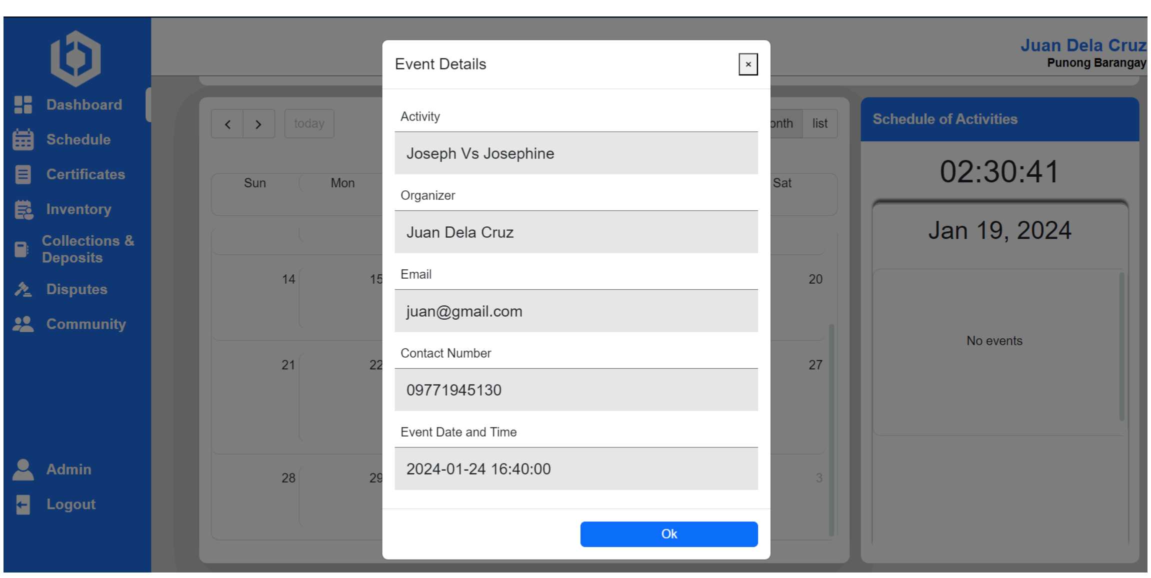


Calendar of Events and Schedule of the Day

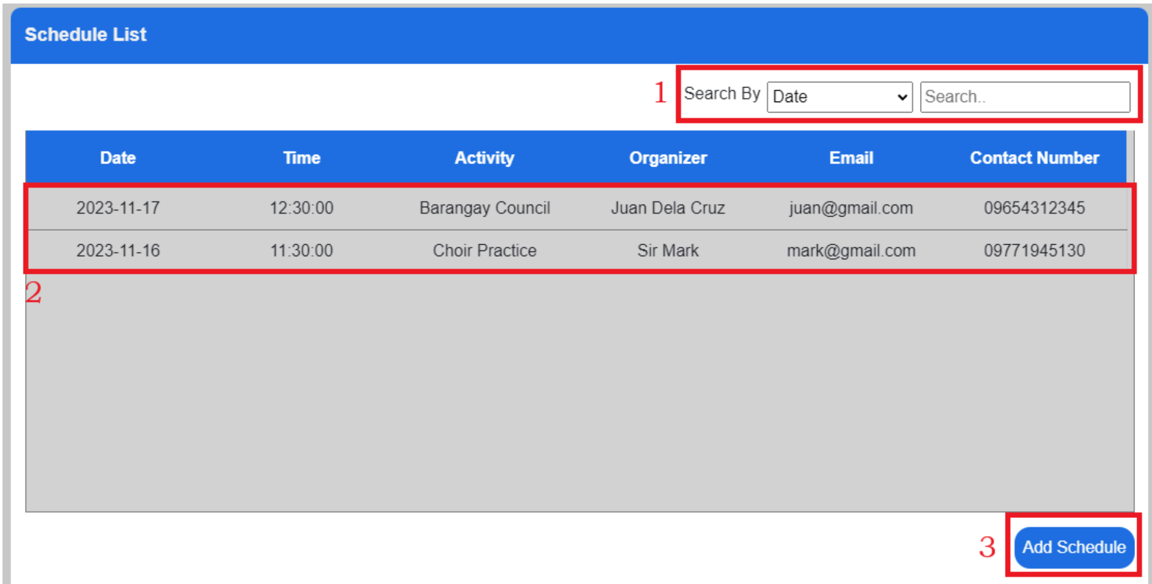
1. Clicking on either month/list will toggle the calendar to change from monthly to weekly and vice versa.
2. The cards on the calendar represent the events showing the time and name of the event. Clicking on any event opens the details of the event. Red refers to specific scheduled events while blue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







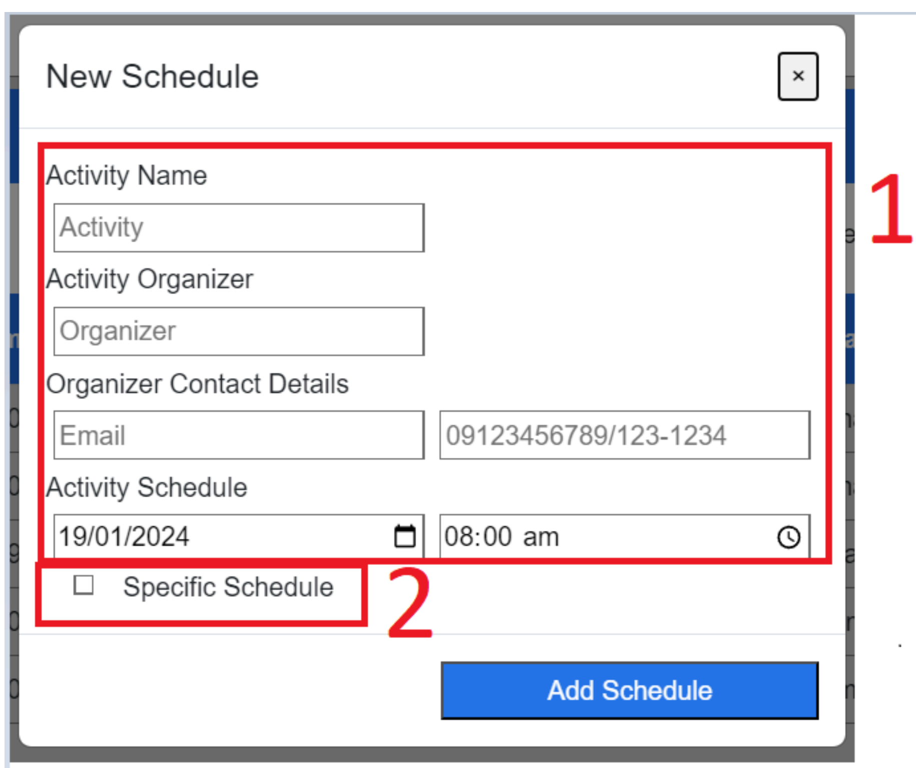
IV. Event Scheduling



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

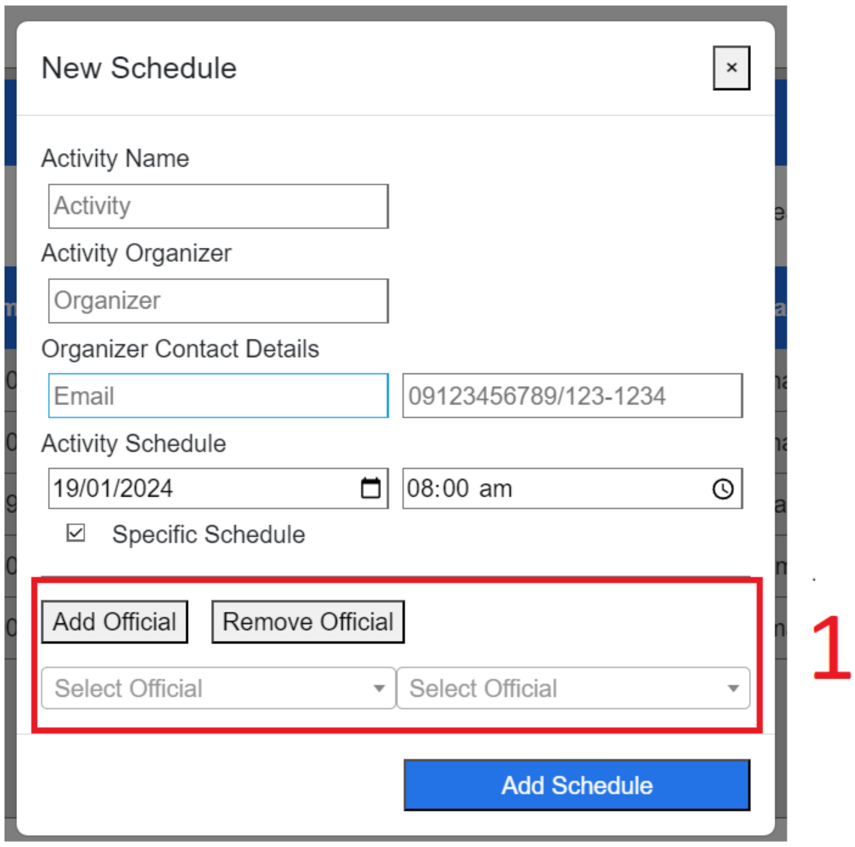
1. Form inputs. Fill up the details of the schedule below. All inputs must be filled before submission. The activity schedule only accepts events from Mondays-Fridays and 8:00 am - 5:00 pm.



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*.

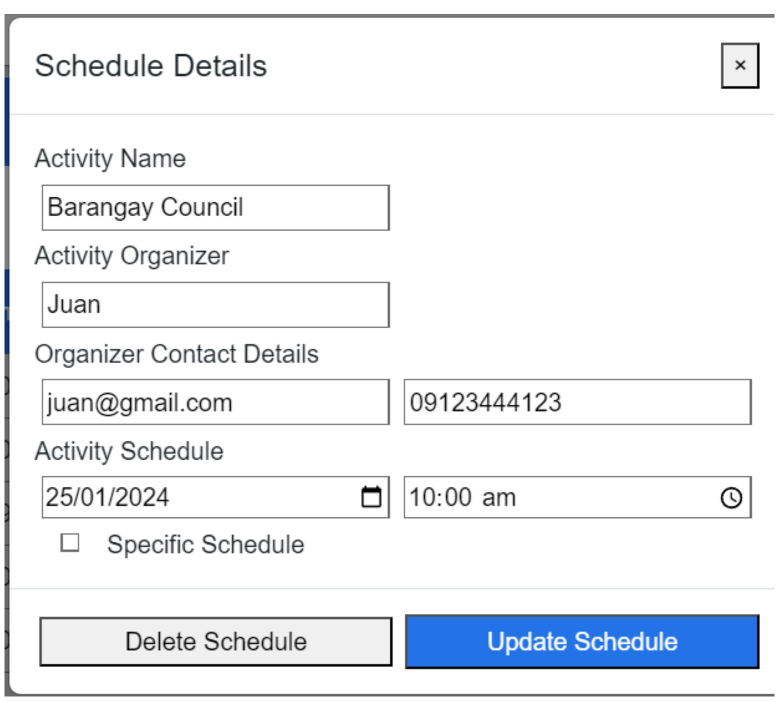
Specific Schedules

1. 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.



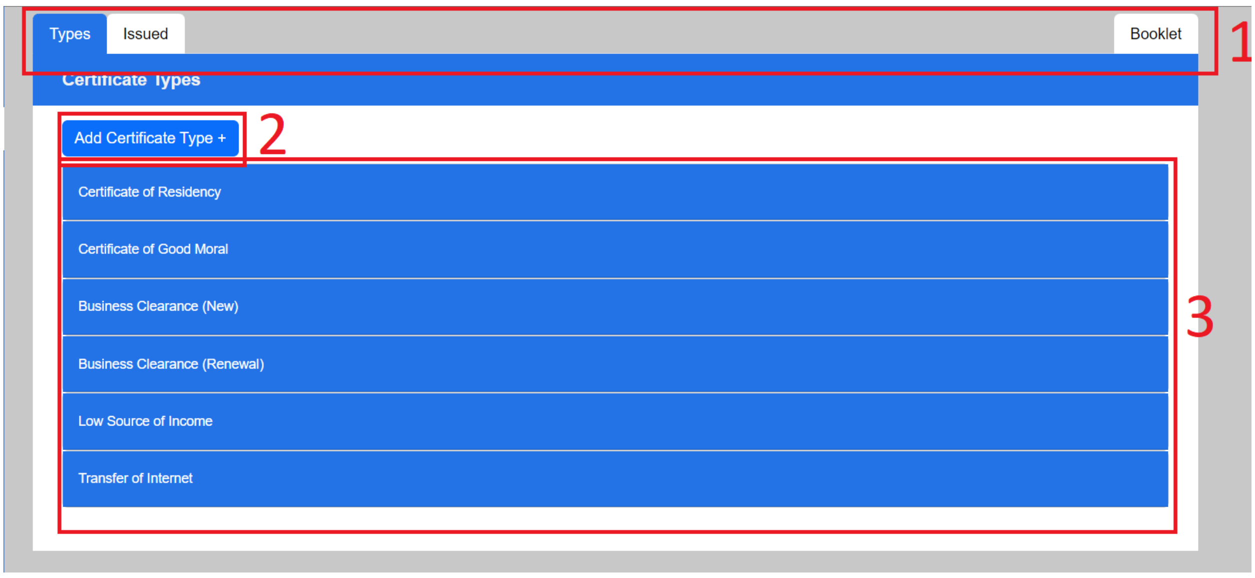
Updating and Deleting Schedule

1. 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.



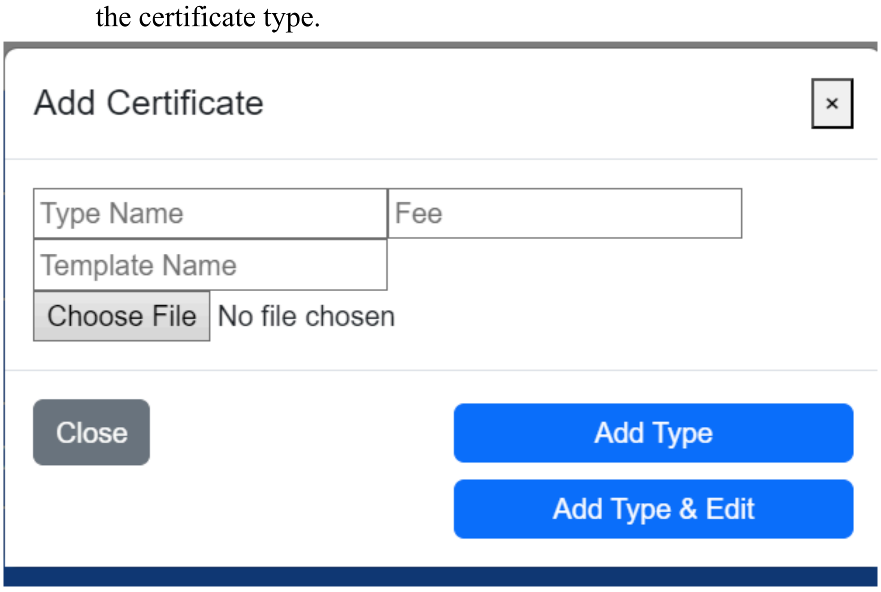
V. Certificate Processing

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.



Certificate Type Options

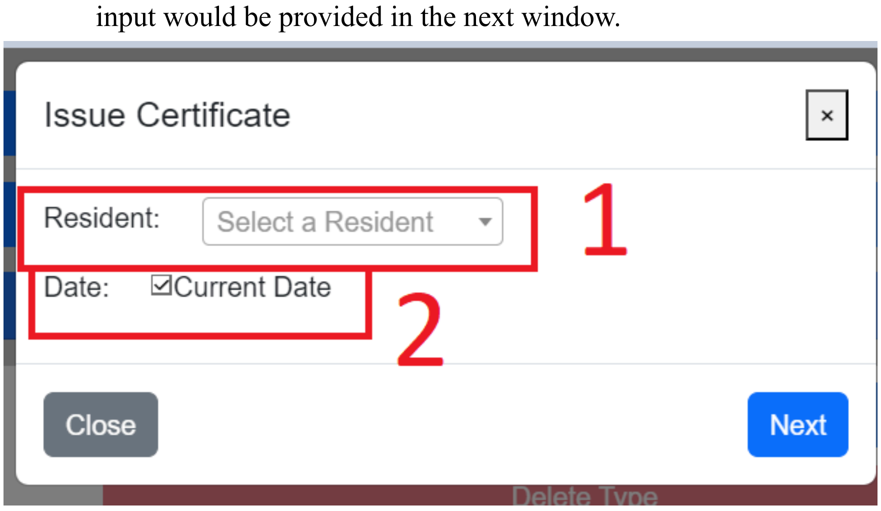
Clicking on a certificate type shows you three options:

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.))

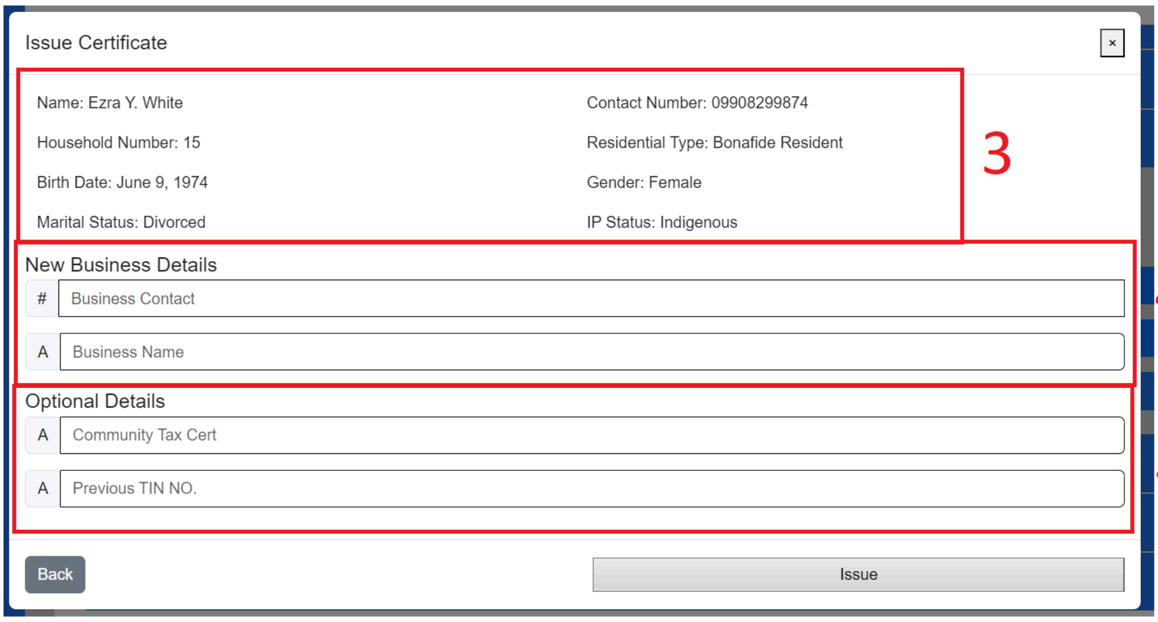
Issue Certificate

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)

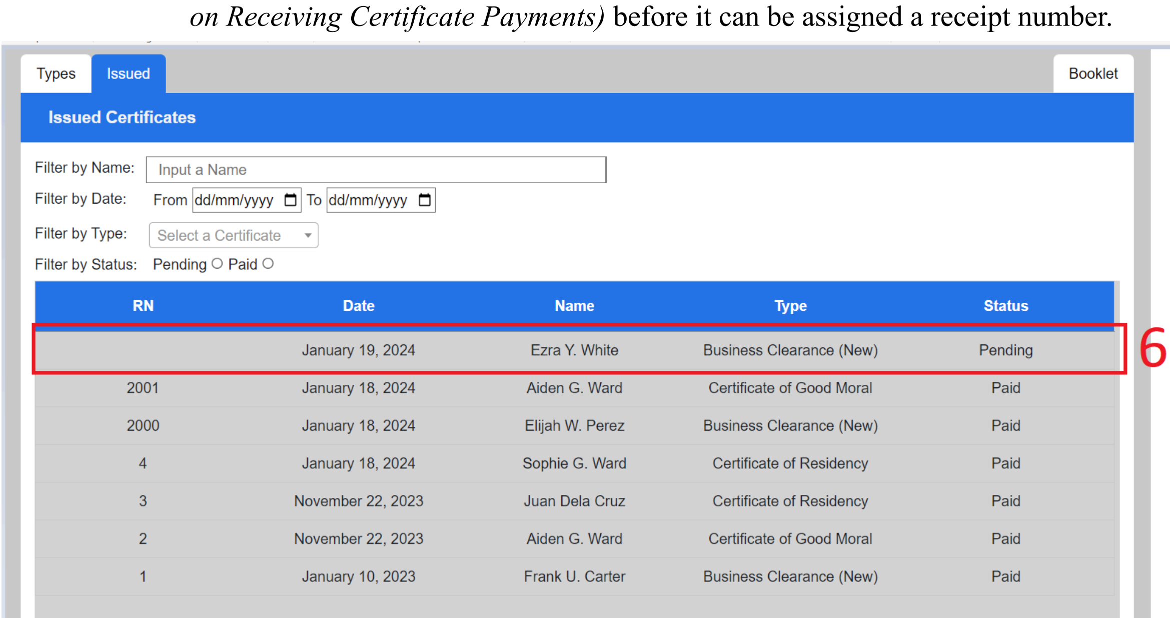
2. Toggling this checkbox allows you to automatically set the date of issuance to today. In cases of issuing a certificate that was conducted in the past, toggle this off and a date input would be provided in the next window.



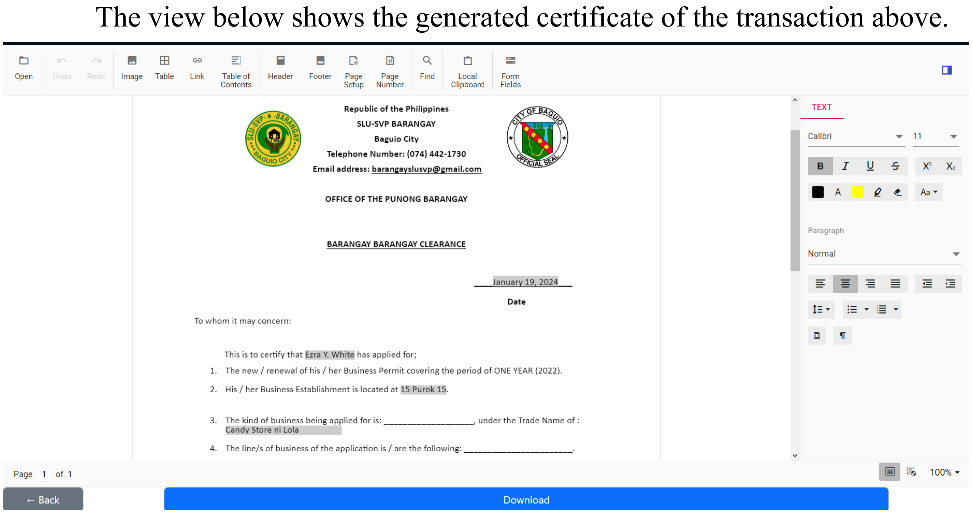
3. Clicking *Next* above would show the window below. This section contains the residential information of the selected resident.
4. Additional Inputs for specific types of certificates. In this case, this section appears when issuing a business clearance for new businesses.
5. Optional Inputs: Certain 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.



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.

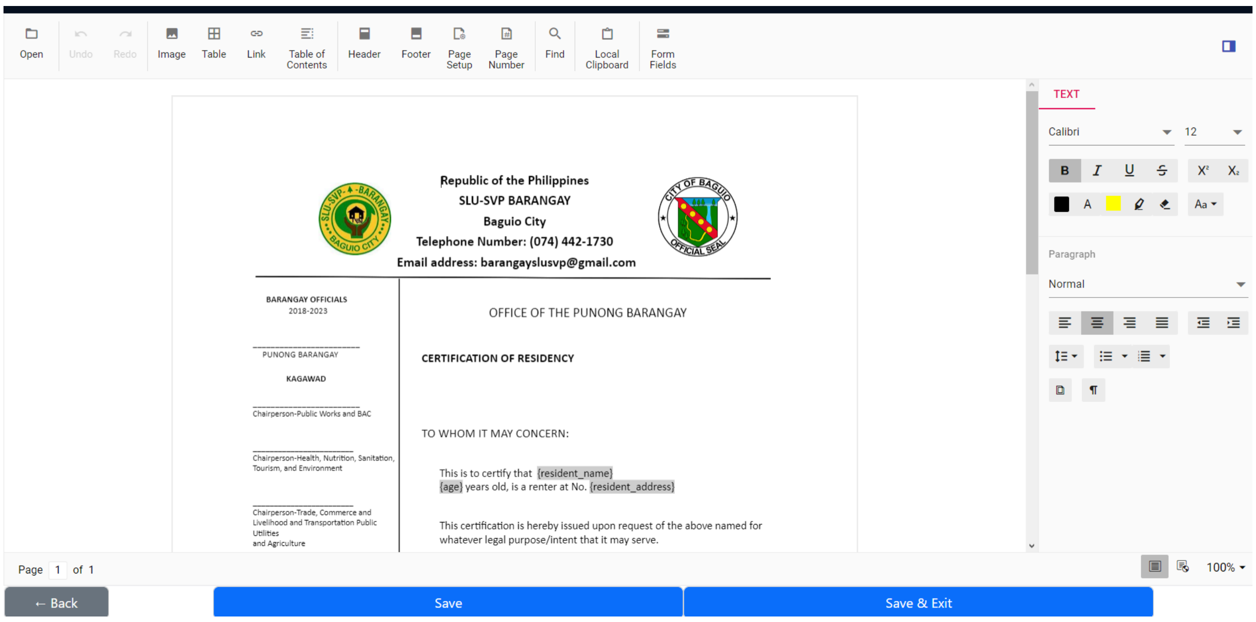


The view below shows the generated certificate of the transaction above.



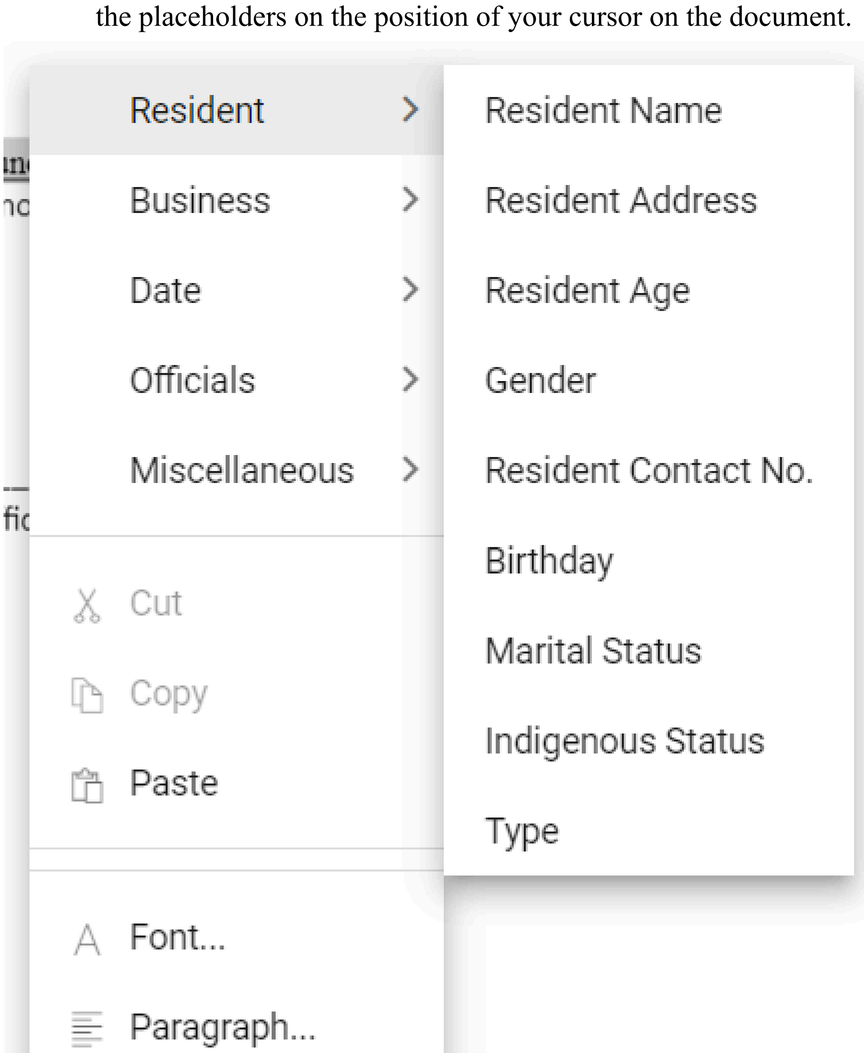
Editing Template

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. T*he 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.

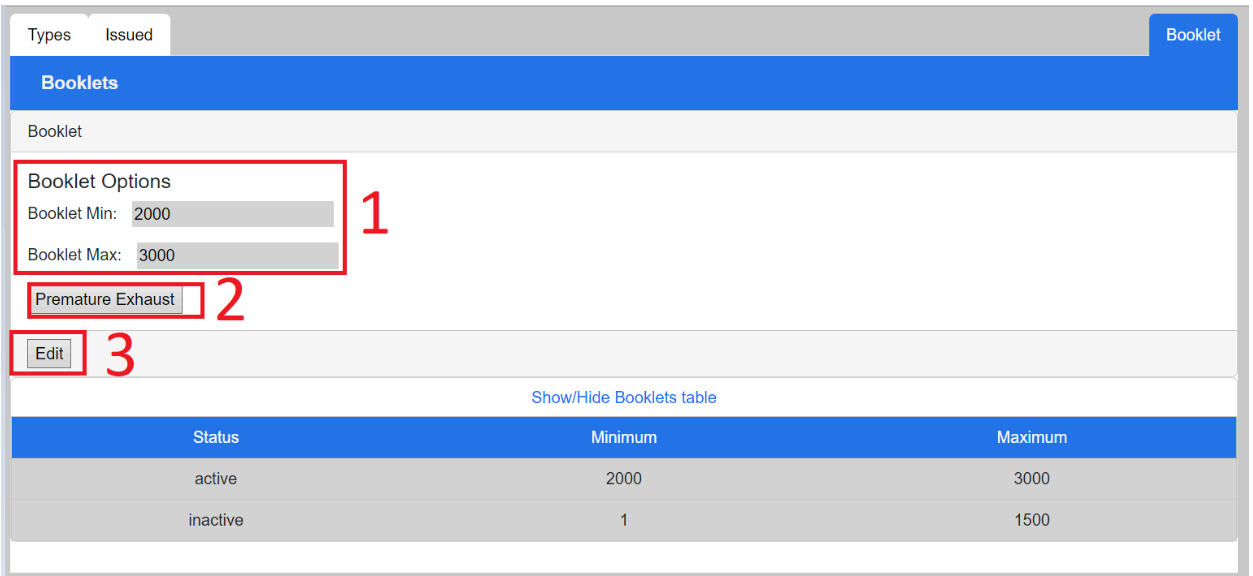


Currently these are the available placeholders and what data they input:

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 Reside
Birthday	Birthday of the Resident
Marital Status	The marital status of the reside
Indigenous Status	Indigenous Status of the Residen
Type	The type of Resident
Trade Name	The registered name of the Busin
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 For
Day Of Format	The current date in Nth day of m
Punong Barangay	Punong Barangay
Chairperson-Public Works	Chairperson-Public Works and BAC
Secretary	Secretary
Treasurer	Treasurer
Chairperson-Health	Chairperson-Health, Nutrition, Sanitation, Tourism...
Chairperson-Trade	Chairperson-Trade, Commerce and Livelihood, and Tr...
Chairperson-Human Rights	Chairperson-Human Rights, Laws and Regulations, Se...
Chairperson-Finance	Chairperson-Finance, Ways and Means
Chairperson-Peace	Chairperson-Peace and Order, Protection and Securi...
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 Cert
OR Number	The receipt number
Amount Paid	The Amount Paid for the Certificate

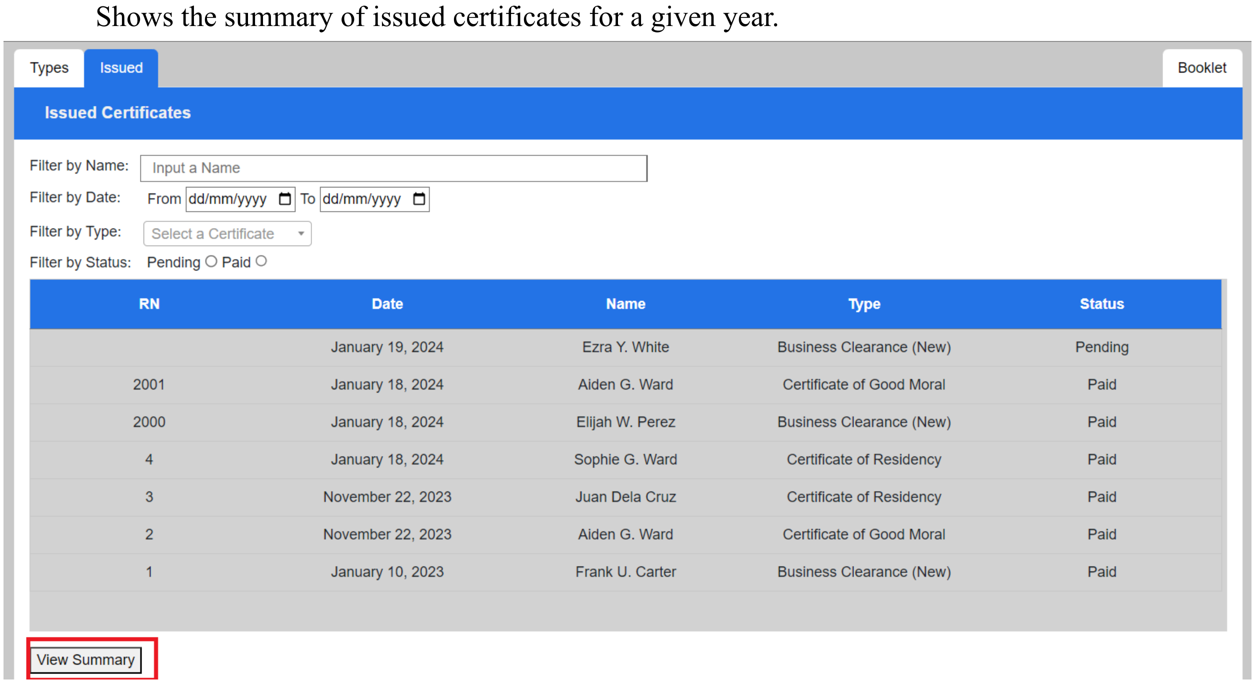
Certificate Receipt Booklet

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



Issued Certificate Summary

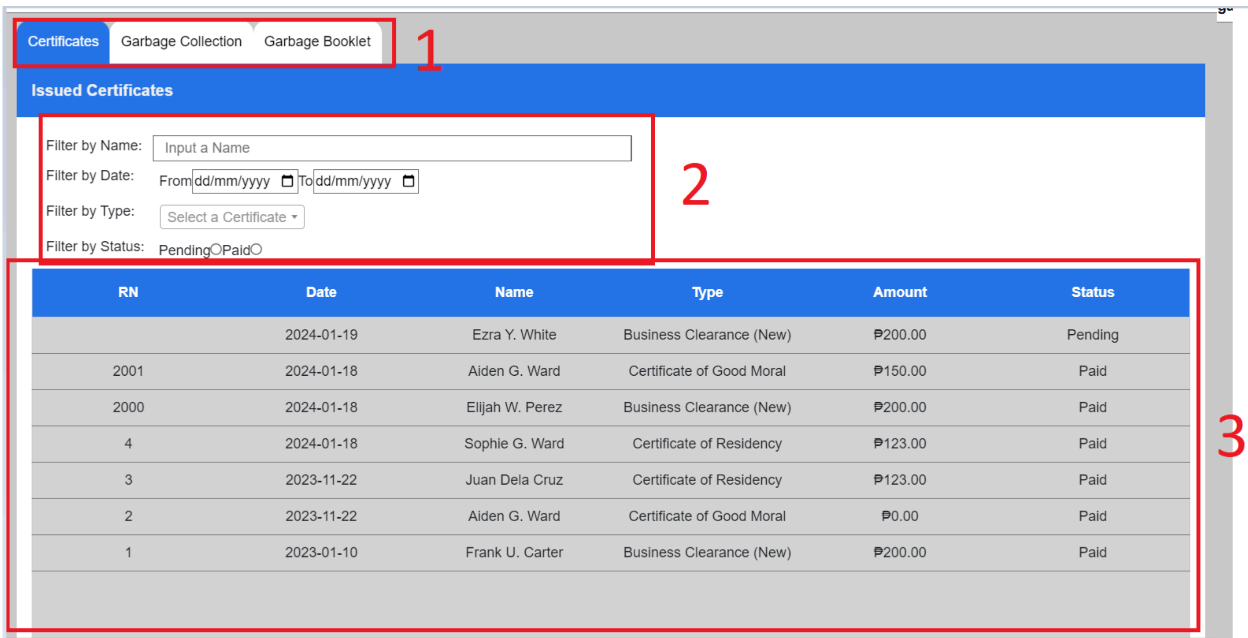
Shows the summary of issued certificates for a given year.



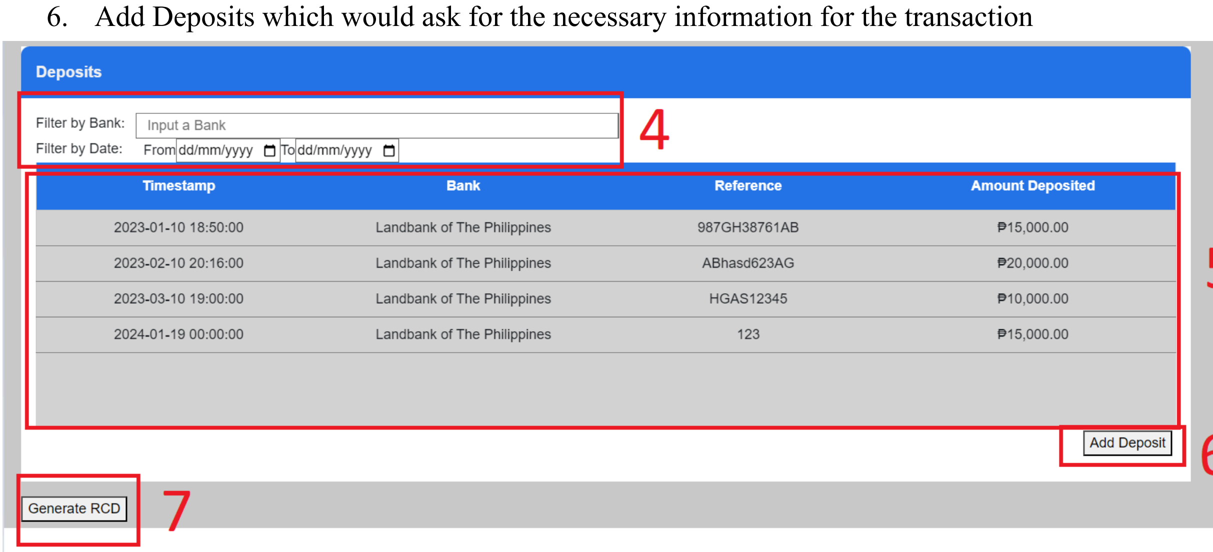
VI. Collections and Deposits

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.



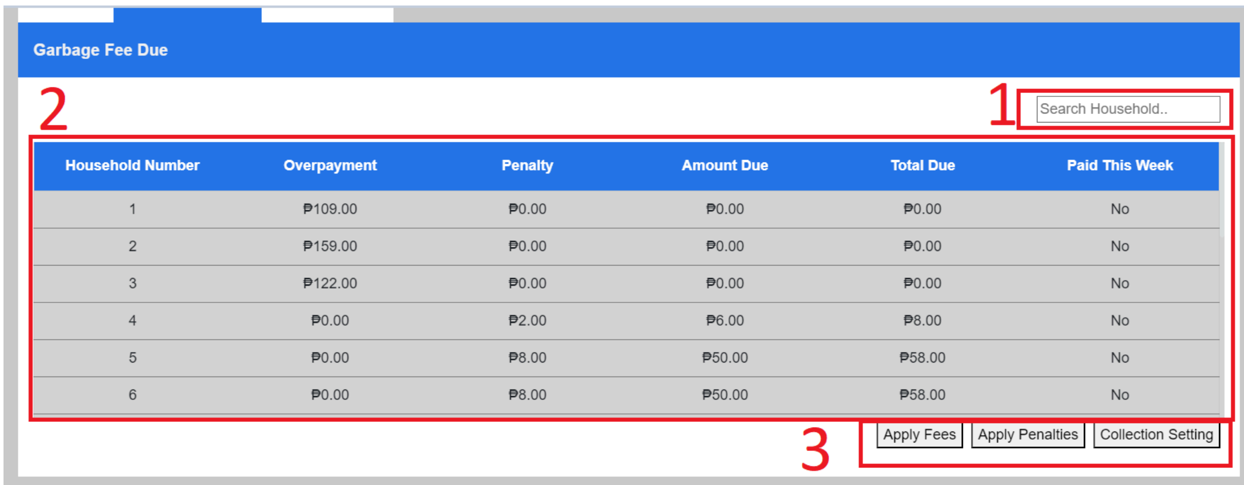
4. Filter Deposits List
5. List of Deposits
6. Add Deposits which would ask for the necessary information for the transaction



7. Generate RCD document

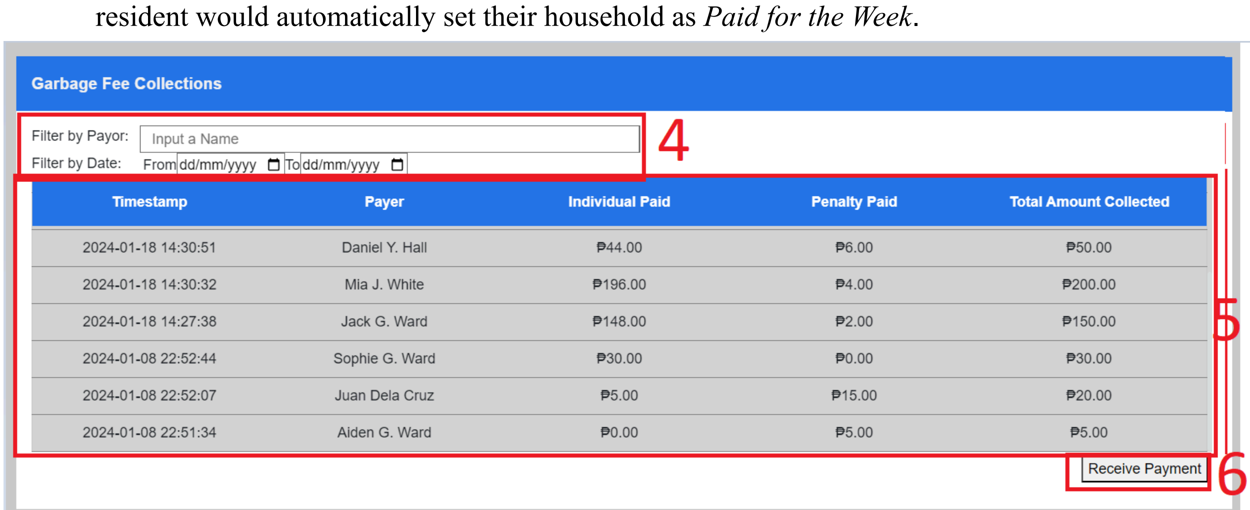
Garbage Collection

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)



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*.

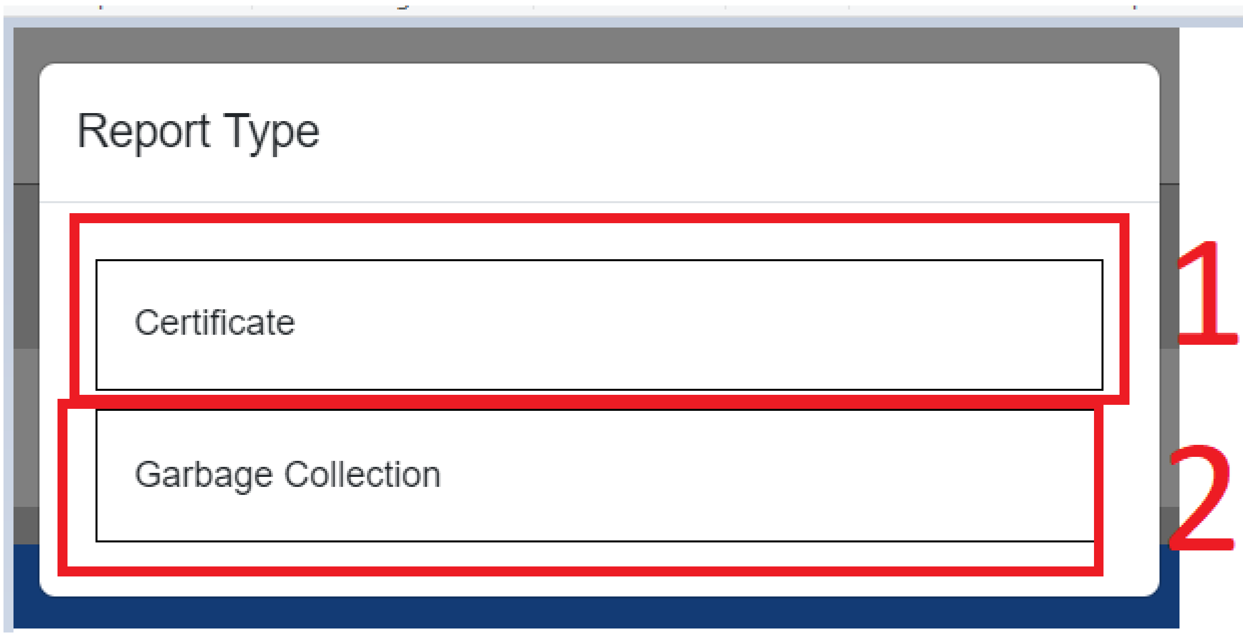


Timestamp	Payer	Individual Paid	Penalty Paid	Total Amount Collected
2024-01-18 14:30:51	Daniel Y. Hall	₱44.00	₱6.00	₱50.00
2024-01-18 14:30:32	Mia J. White	₱196.00	₱4.00	₱200.00
2024-01-18 14:27:38	Jack G. Ward	₱148.00	₱2.00	₱150.00
2024-01-08 22:52:44	Sophie G. Ward	₱30.00	₱0.00	₱30.00
2024-01-08 22:52:07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

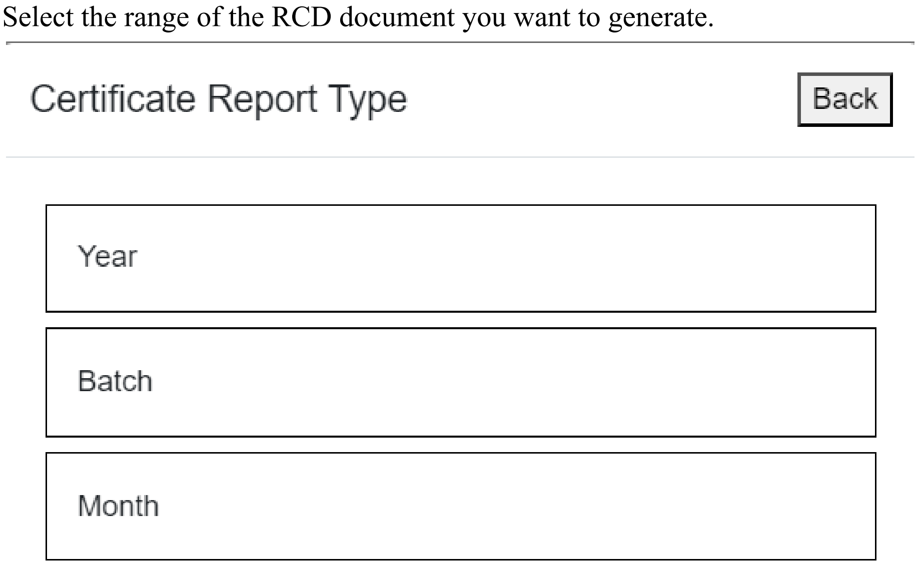
The view below is displayed when clicking on the *Generate RCD* button on the list of certificate collections

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

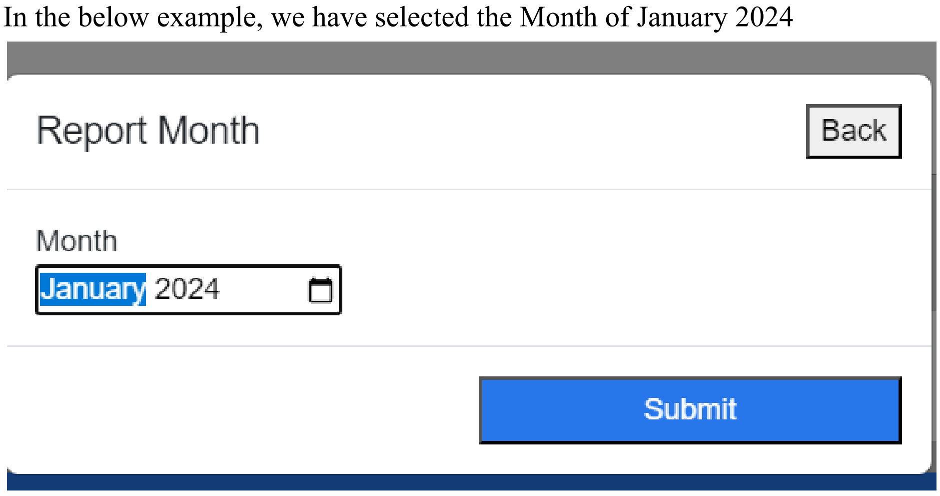


Certificate RCD

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



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



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

REPORT OF COLLECTIONS AND DEPOSIT				
Name of Barangay Treasurer:	Victoria J. Brown		Date: January 18, 2024	
Barangay:	SLU-SVP BARANGAY		RCD: 2024-1-1	

A.COLLECTIONS				
DATE	NUMBER	PAYOR	NATURE OF COLLECTION	AMOUNTS
01/18/2024	4	Sophie G. Ward	Certificate of Residency	123
01/18/2024	2000	Elijah W. Perez	Business Clearance (New)	200
01/18/2024	2001	Aiden G. Ward	Certificate of Good Moral	150
TOTAL				473

B.DEPOSITS			
	BANK/BRANCH	REFERENCE	AMOUNT
	Landbank of The Philippines	123	15000
TOTAL			

C.ACCOUNTABILITY OF ACCOUNTABLE FORMS												
Name of Form and No.	Beginning Balance			Receipt			Issued			Ending Balance		
	Qty	Inclusive Serial No		Qty	Inclusive Serial No		Qty	Inclusive Serial No		Qty	Inclusive Serial No	
		From	To		From	To		From	To		From	To
With money Value Official Receipt												
Without money Value Official Receipt	1001	2000	3000				2	2000	2001	999	2002	3000
	1497	4	1500				1	4	4	1496	5	1500

D. CERTIFICATION

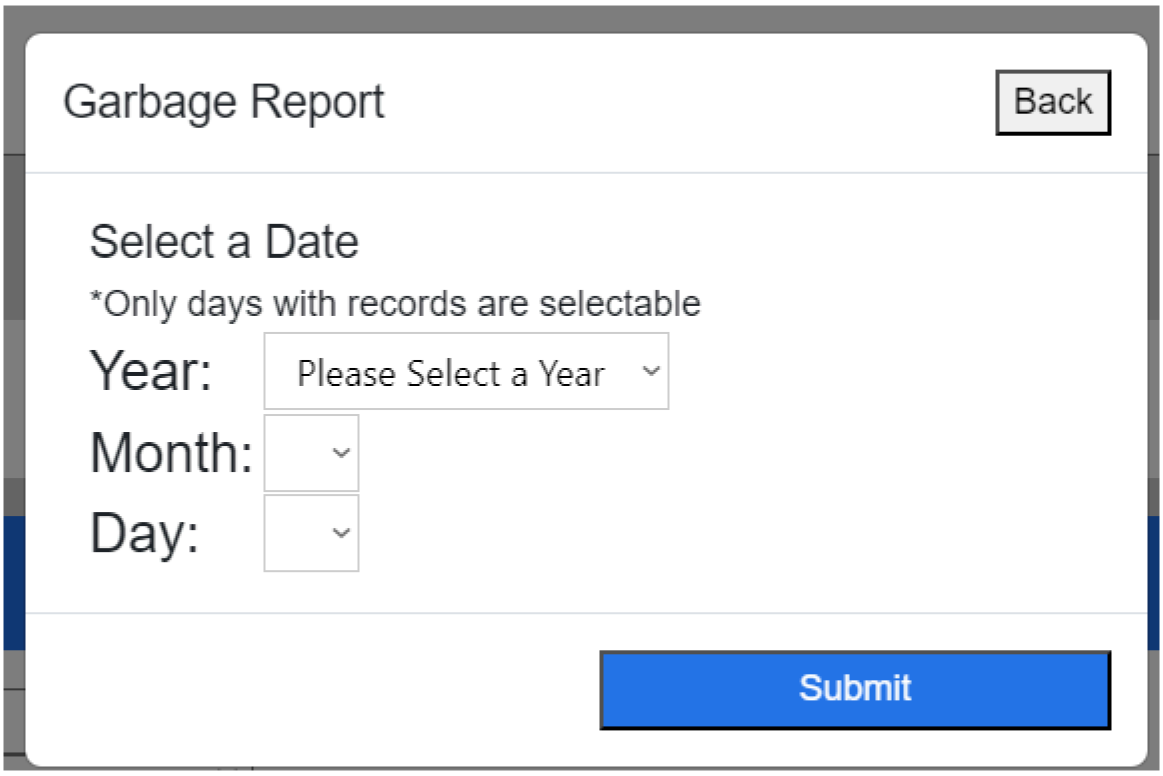
I hereby certify that the certification of collections and Deposits and Accountable Forms including supporting documents are true and correct

Victoria J. Brown		Date:	January 18, 2024
Barangay Treasurer			

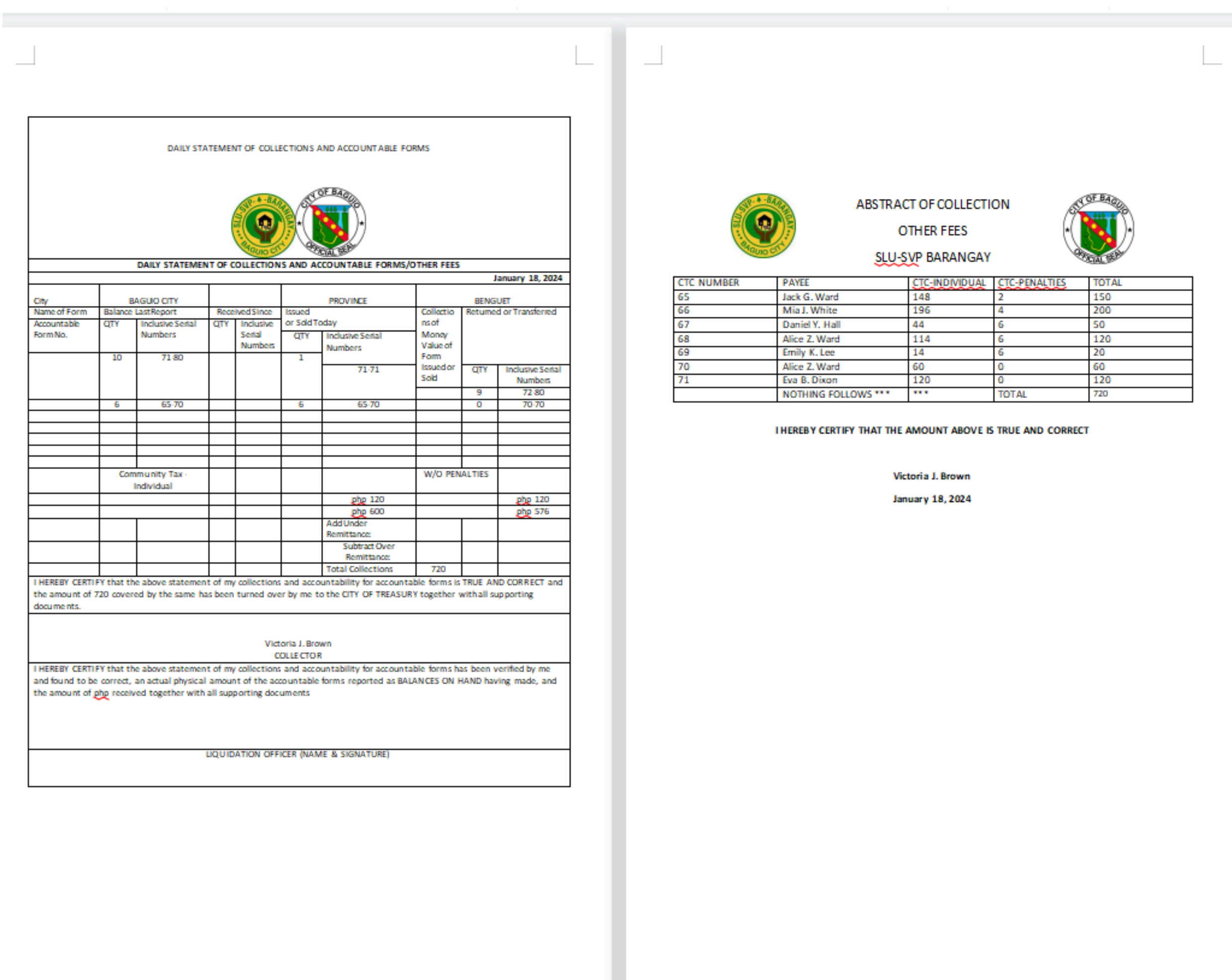
E. ACCOUNTING ENTRIES Account Title	Account Code	Debit	Credit
Prepared By:	Approved By:		

Garbage RCD

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



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



DAILY STATEMENT OF COLLECTIONS AND ACCOUNTABLE FORMS

DAILY STATEMENT OF COLLECTIONS AND ACCOUNTABLE FORMS/OTHER FEES

January 18, 2024

City	BAGUIO CITY				PROVINCE		BENGUET		
Name of Form	Balance Last Report		Received Since		Issued or Sold Today		Collections of Money Value of Form Issued or Sold	Returned or Transferred	
Accountable Form No.	QTY	Inclusive Serial Numbers	QTY	Inclusive Serial Numbers	QTY	Inclusive Serial Numbers		QTY	Inclusive Serial Numbers
	10	71-80			1	71-71		9	72-80
	6	65-70			6	65-70		0	70-70
	Community Tax - Individual						W/O PENALTIES		
						php 120			php 120
						php 600			php 576
						Add Under Remittance:			
						Subtract Over Remittance:			
						Total Collections	720		

I HEREBY CERTIFY that the above statement of my collections and accountability for accountable forms is TRUE AND CORRECT and the amount of 720 covered by the same has been turned over by me to the CITY OF TREASURY together with all supporting documents.

Victoria J. Brown
COLLECTOR

I HEREBY CERTIFY that the above statement of my collections and accountability for accountable forms has been verified by me and found to be correct, an actual physical amount of the accountable forms reported as BALANCES ON HAND having made, and the amount of php received together with all supporting documents

LIQUIDATION OFFICER (NAME & SIGNATURE)

ABSTRACT OF COLLECTION

OTHER FEES

SLU-SVP BARANGAY

CTC NUMBER	PAYEE	CTC-INDIVIDUAL	CTC-PENALTIES	TOTAL
65	Jack G. Ward	148	2	150
66	Mia J. White	196	4	200
67	Daniel Y. Hall	44	6	50
68	Alice Z. Ward	114	6	120
69	Emily K. Lee	14	6	20
70	Alice Z. Ward	60	0	60
71	Eva B. Dixon	120	0	120
	NOTHING FOLLOWS ***	***	TOTAL	720

I HEREBY CERTIFY THAT THE AMOUNT ABOVE IS TRUE AND CORRECT

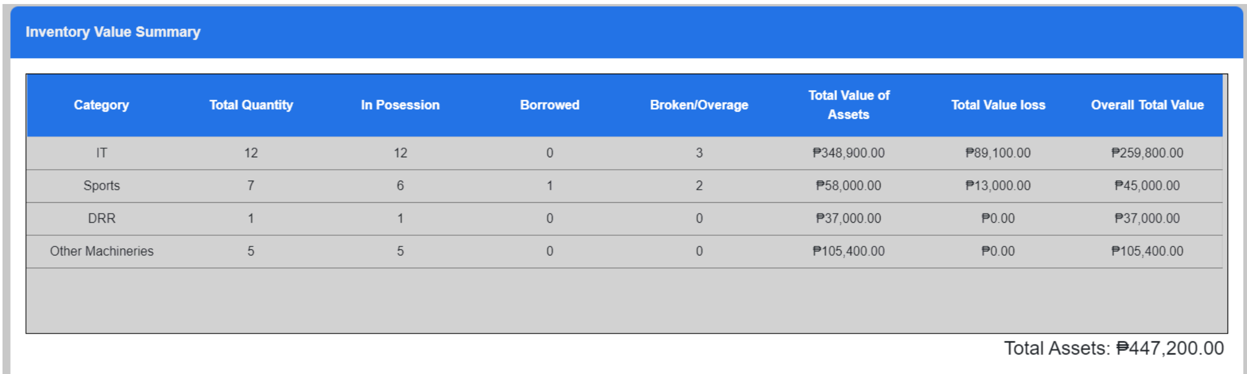
Victoria J. Brown

January 18, 2024

VII. Inventory

Inventory Value Summary

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

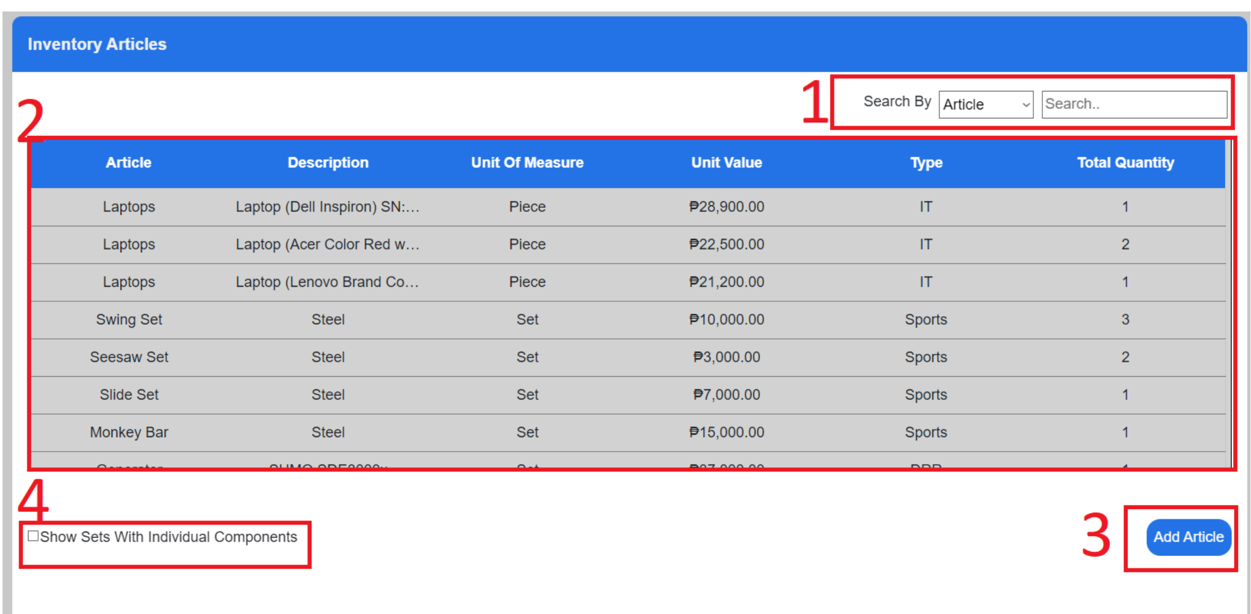

Inventory Value Summary

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

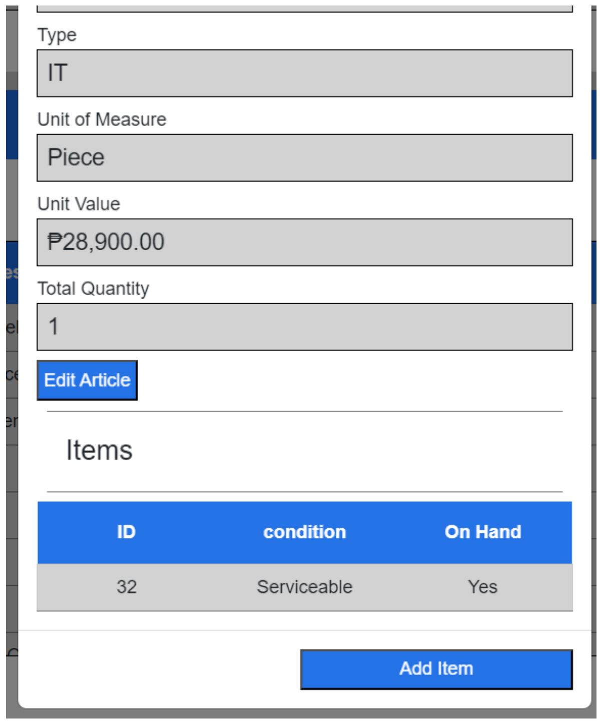
1. Search for an item in the inventory by their category such as *Article, Description, or Type*.
2. View the list of Items and their Categories. Clicking on any row here would display the details of the article and the specific items registered under it. Here you would be able to edit the article or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



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

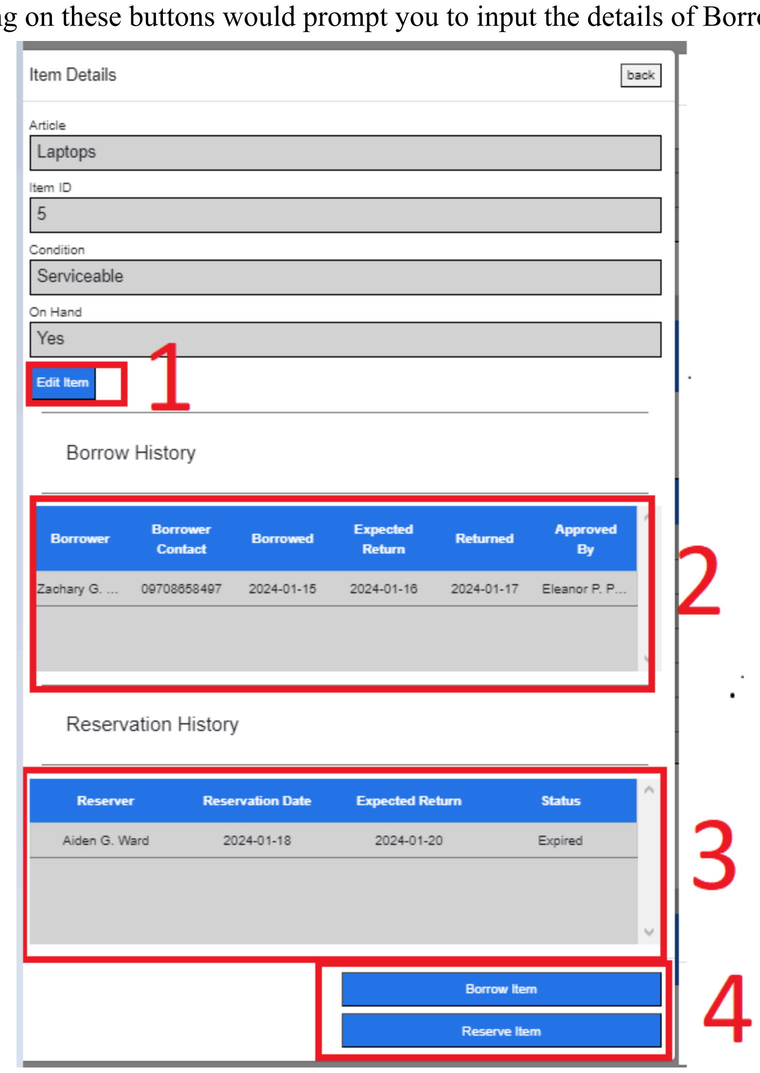
Inventory Items

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.*



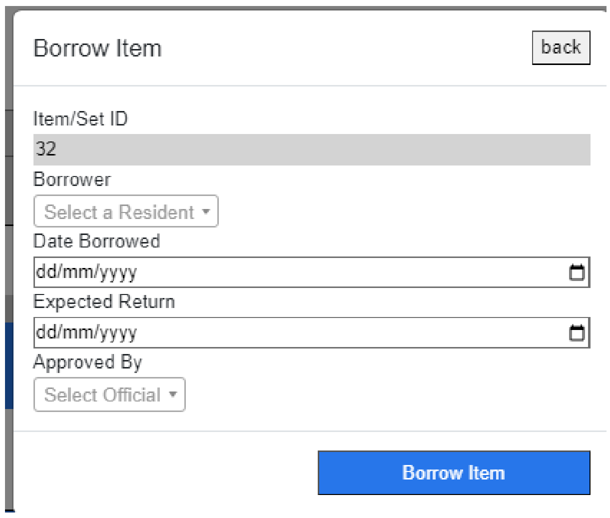
Clicking on an item above would display the details of the specific item and the history of borrows and reservations for that specific item.

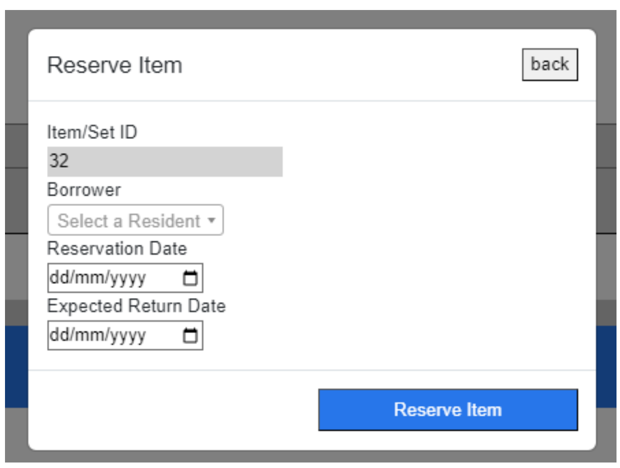
1. Edit/ Delete Item
2. List of Borrows for the item. If the item has not been returned yet, clicking on a borrow record would prompt you to return the item (More on Returning an Item).
3. List of Reservations for the item. If the item still hasn't been borrowed, clicking on a reservation record would 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



Borrowing/Reserving an Item

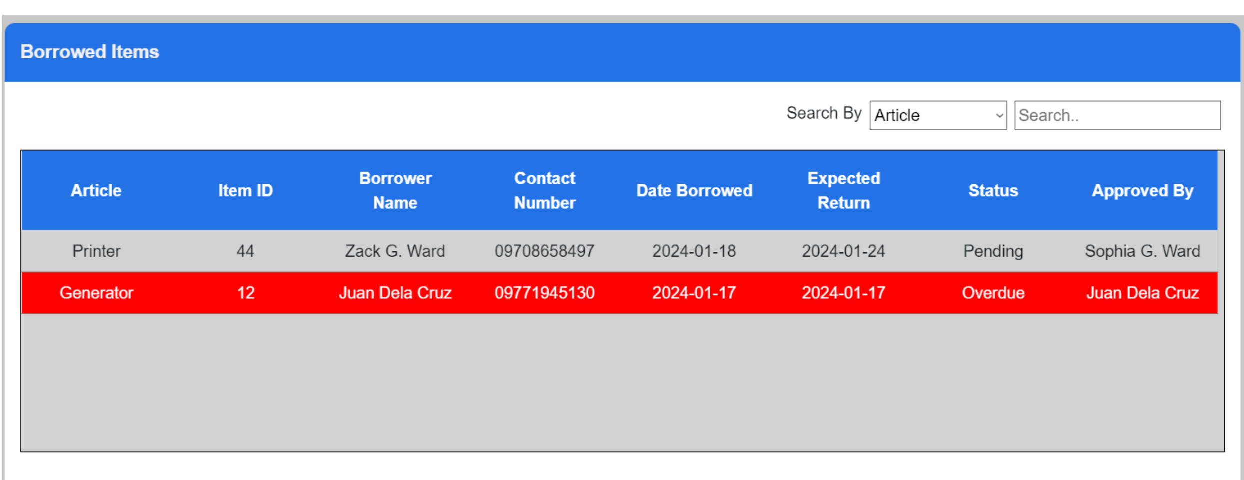
The forms below are for borrowing and reserving an item respectively. You would be prompted to enter the date of reservations / borrow and the expected return date of the item. For Borrowing an item, an additional input would be required to track which barangay official approved the item to be borrowed.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





Returning an Item

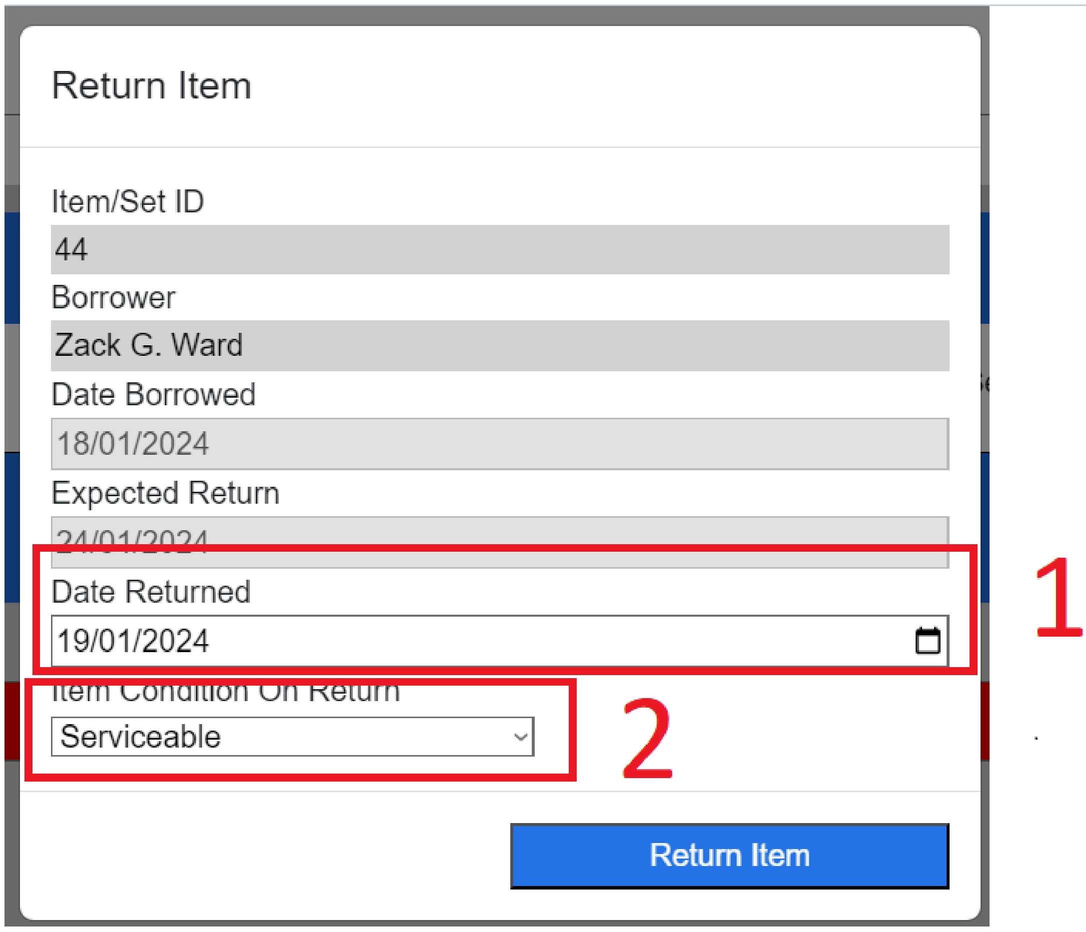
This can be accessed by clicking on an unreturned borrow record on an Item's detail or on the list of borrowed items as seen below.



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

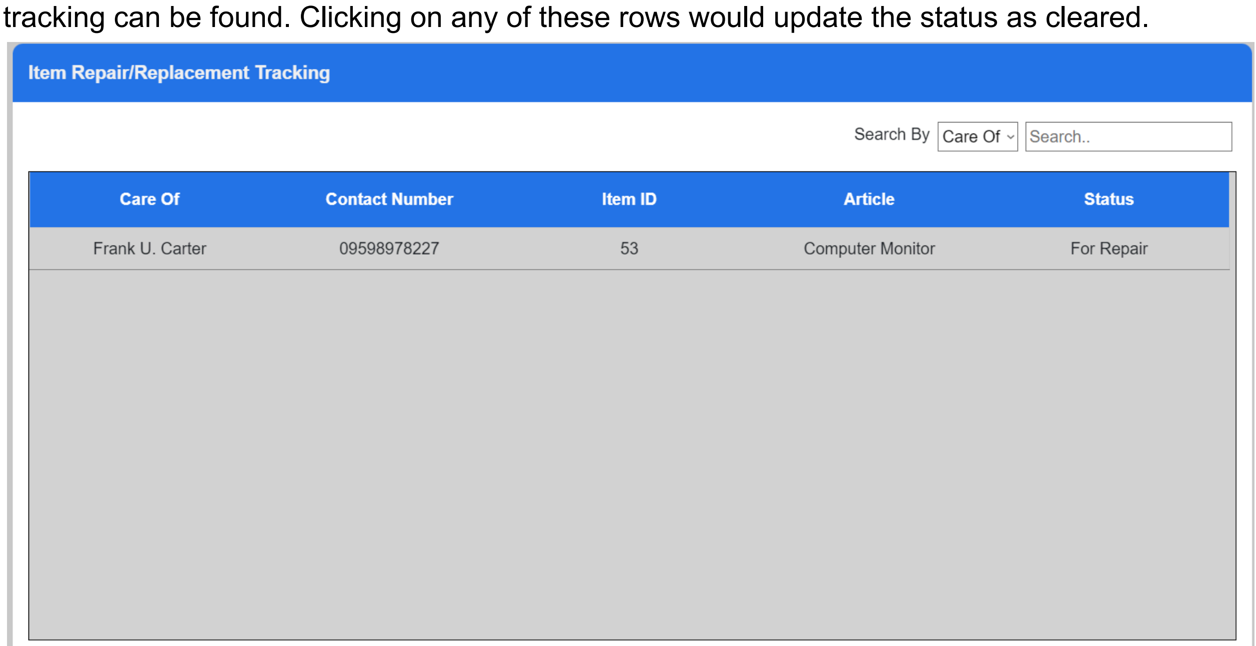
1. Set the date when the item was returned.
2. Set the condition of the item when returned. There are three options:
    a. Serviceable: The item is in good condition and can still be borrowed
    b. Not Serviceable (Repairable): The item was broken but can still be repaired
    c. Not Serviceable(Beyond 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).



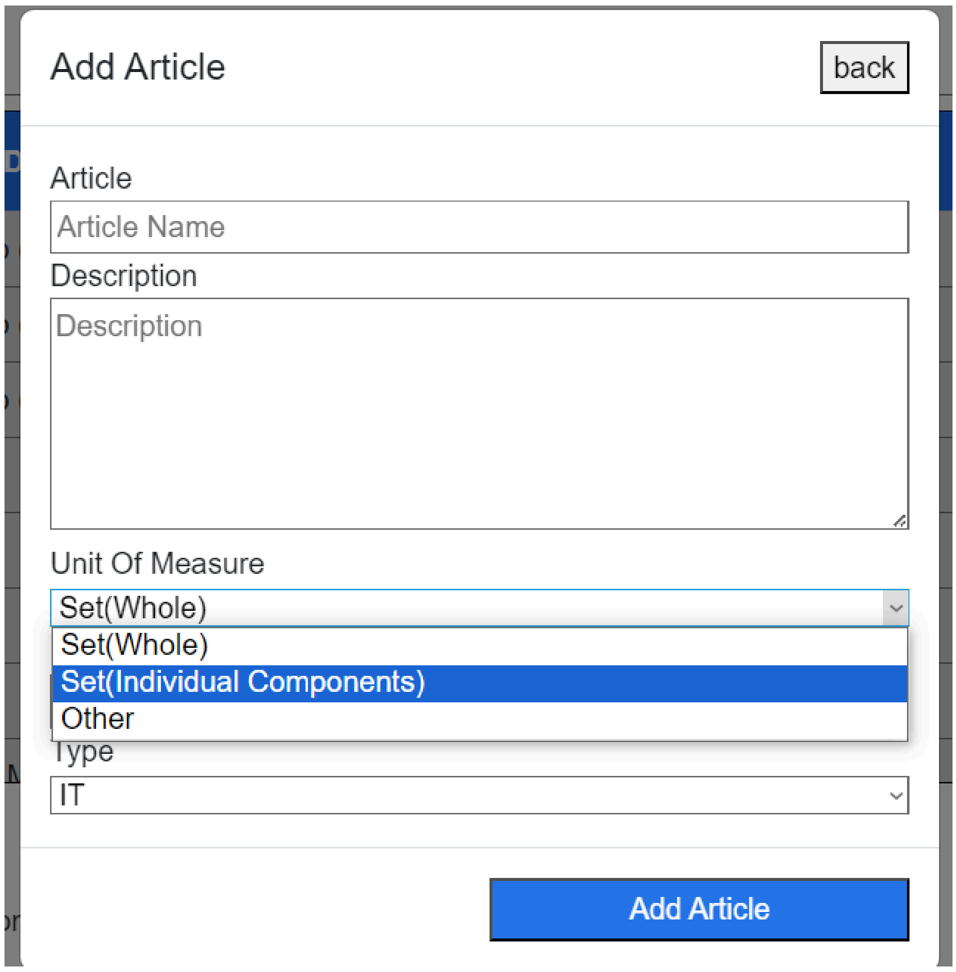
Item Replacement/Repair Tracking

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.

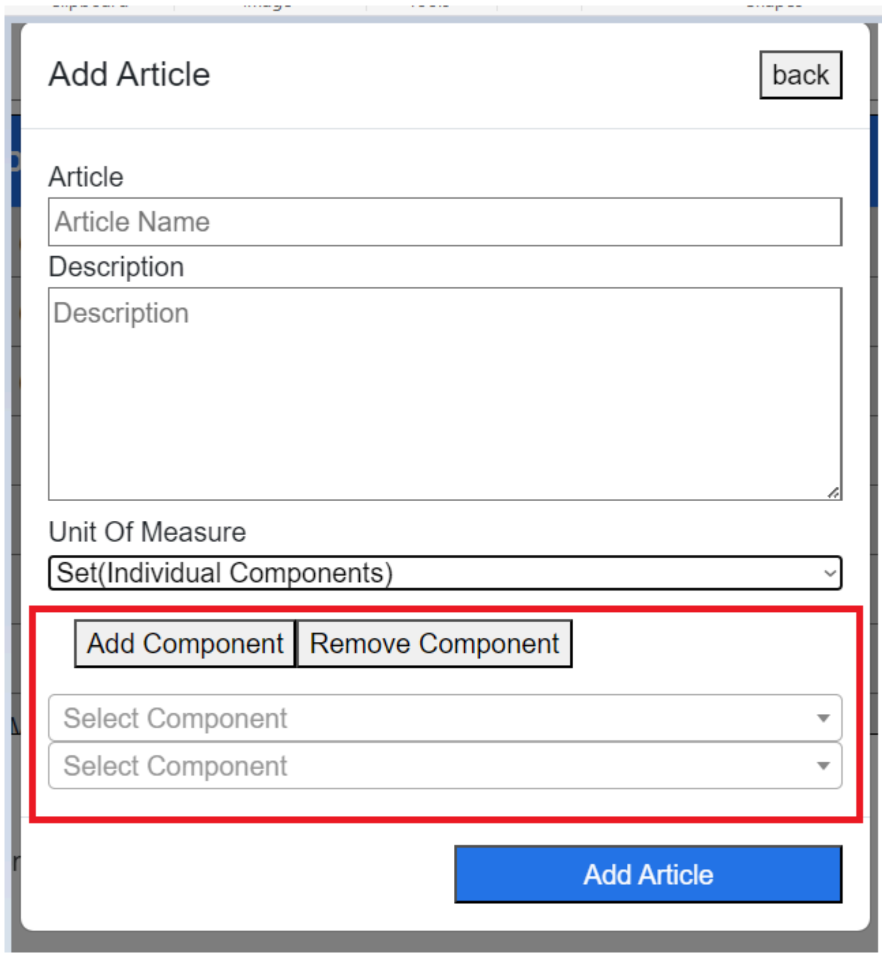


Article Sets With Individual Components

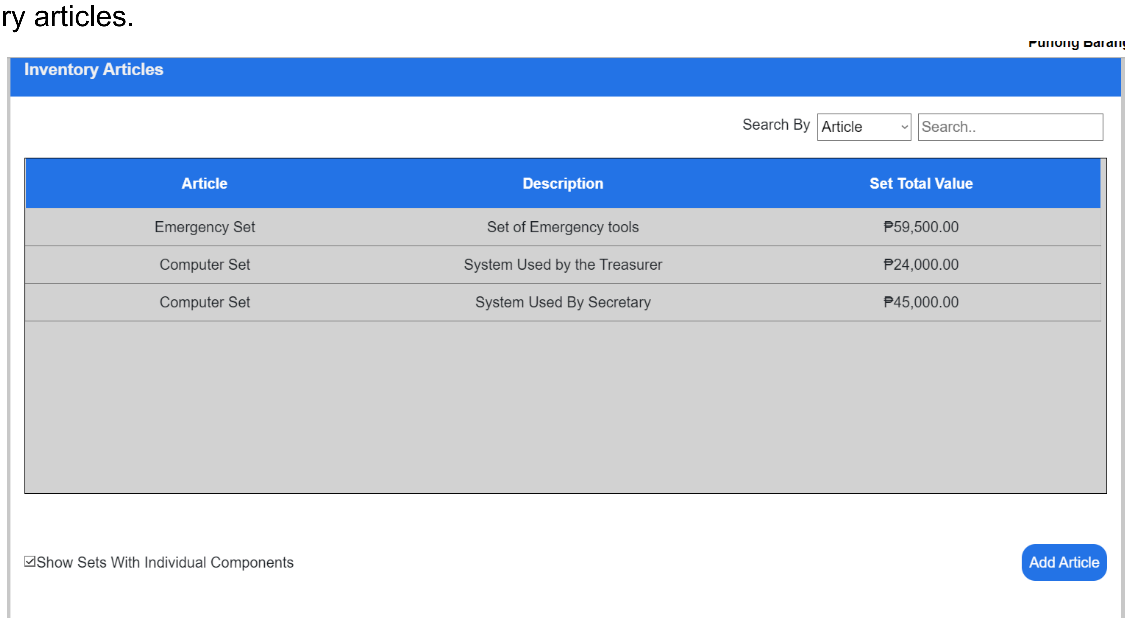
When adding an article, you may have noticed that there are two types of set under the unit of measure. Set(Whole) refers to an article considered as a set that does not have any individual components and is treated as a single article. On the other hand, Sets with Individual components is a collection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



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.

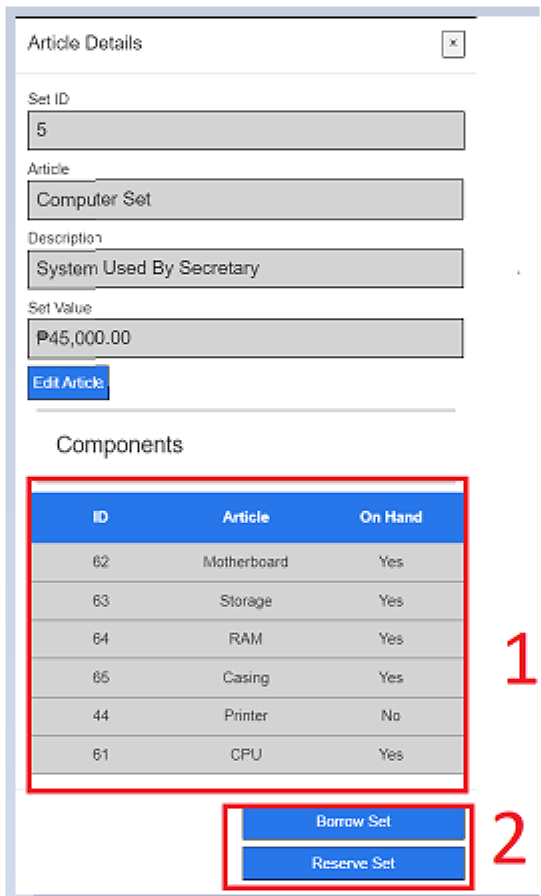


To view Sets with Individual components, toggle the checkbox below the list of inventory articles.



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.

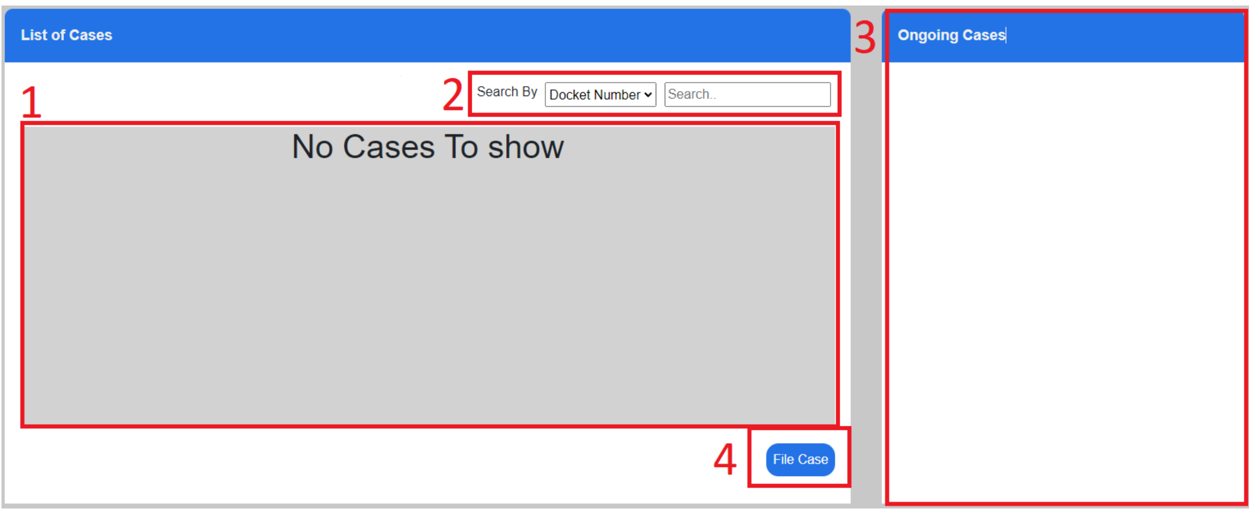


When returning a borrowed set with individual components. Each item must be returned individually in the same way described in the Returning an Item Section of this document.

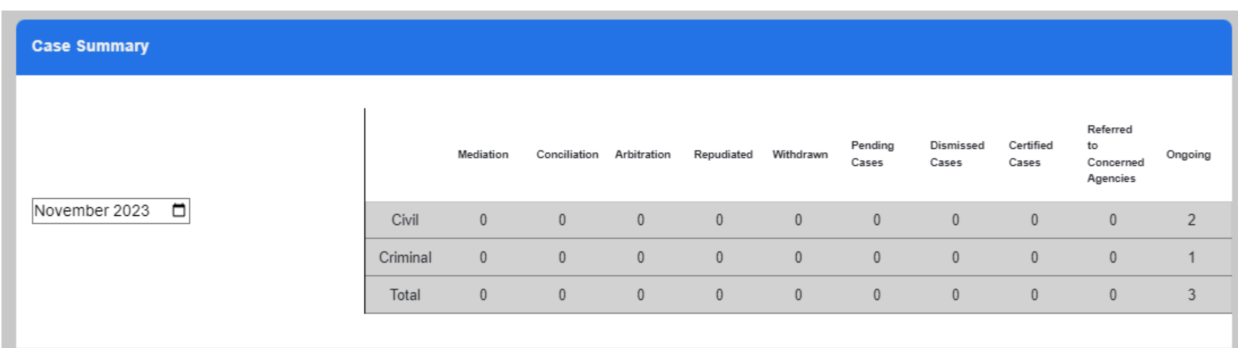
VIII. Disputes

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



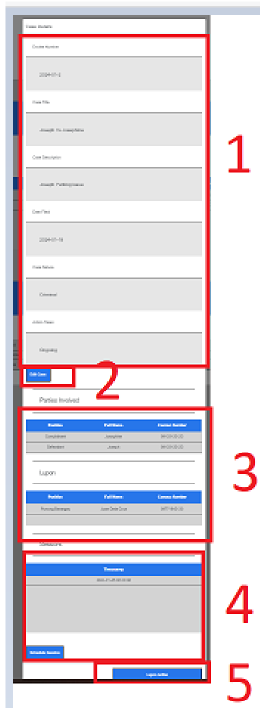
The view below shows a summary of all filed cases based on the Month and Year on the left.



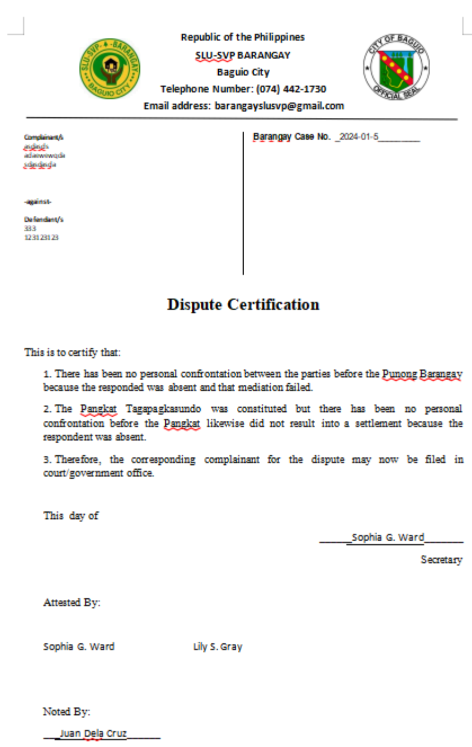
	Mediation	Conciliation	Arbitration	Repudiated	Withdrawn	Pending Cases	Dismissed Cases	Certified Cases	Referred to Concerned Agencies	Ongoing
Civil	0	0	0	0	0	0	0	0	0	2
Criminal	0	0	0	0	0	0	0	0	0	1
Total	0	0	0	0	0	0	0	0	0	3

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.



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



Republic of the Philippines
SLU-SVP BARANGAY
Baguio City
Telephone Number: (074) 442-1730
Email address: barangayslusvp@gmail.com

Complainant/s
[illegible]

-against-

Defendant/s
333
123123123

Barangay Case No. _2024-01-5________

Dispute Certification

This is to certify that:

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

2. The Pangkat Tagapagkasundo 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

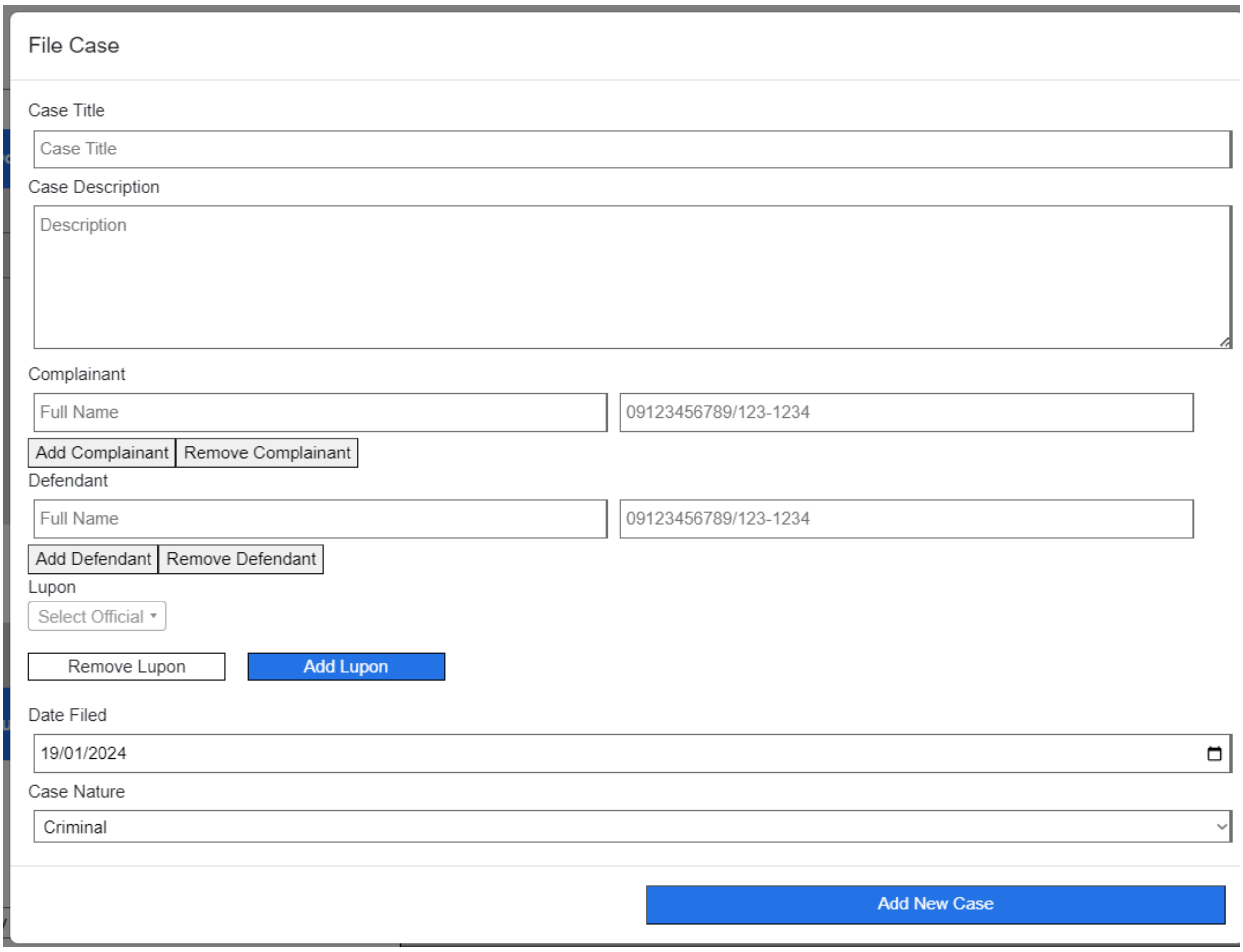
Attested By:

Sophia G. Ward Lily S. Gray

Noted By:
___Juan Dela Cruz______
Punong Barangay

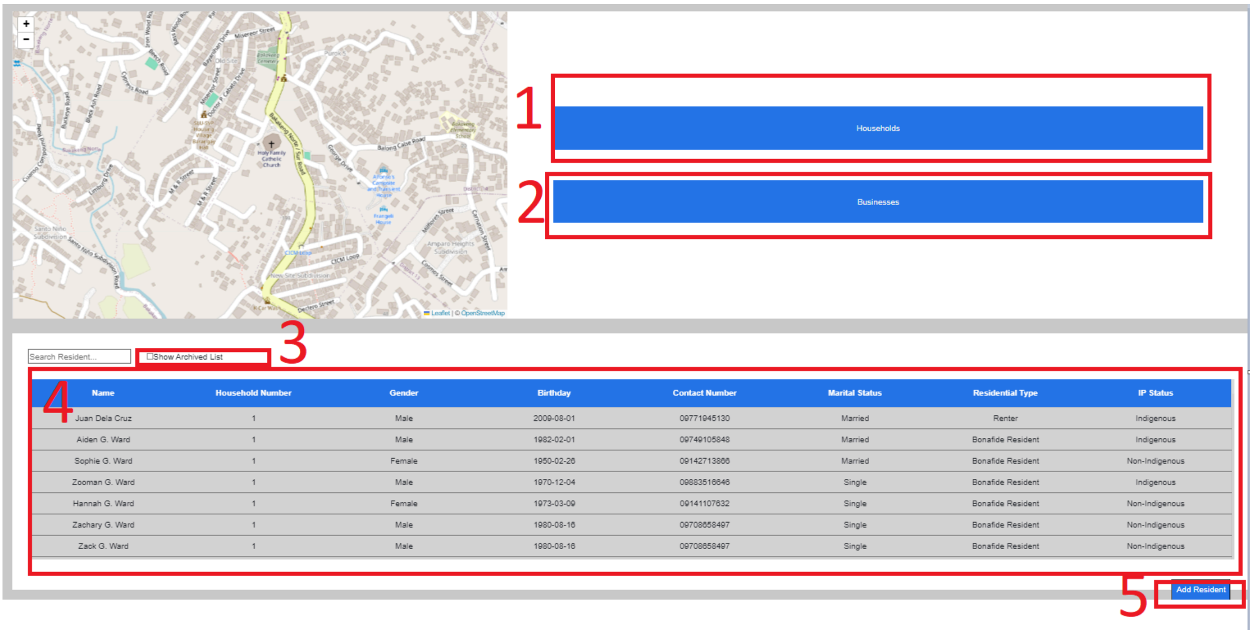
Filing a Case

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.



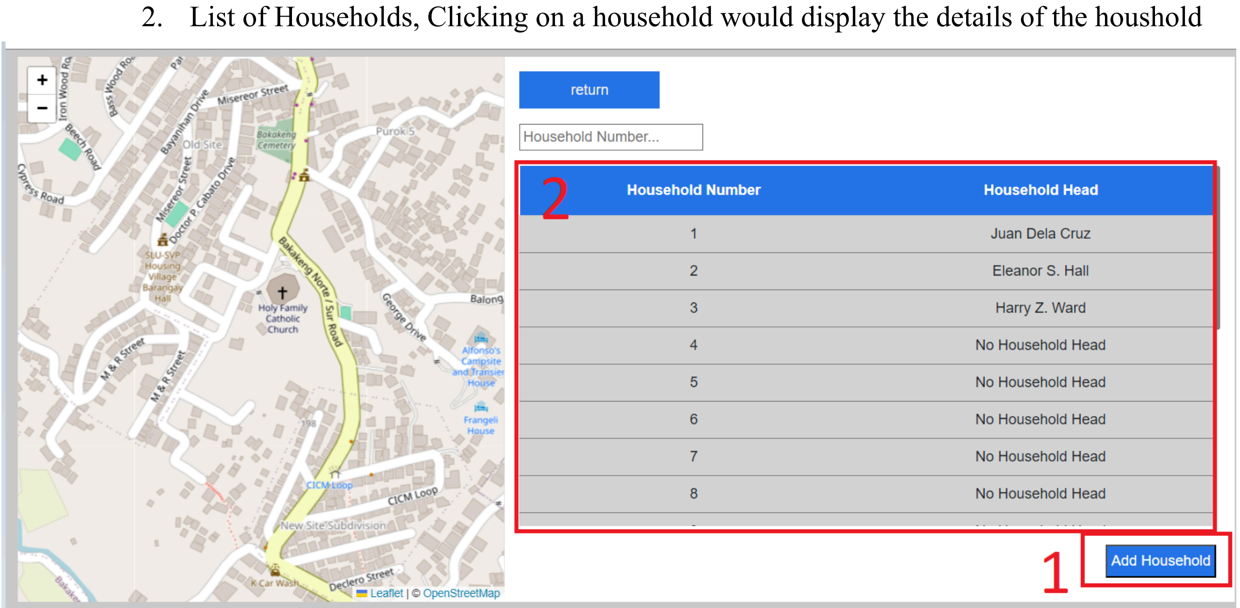
IX. Community

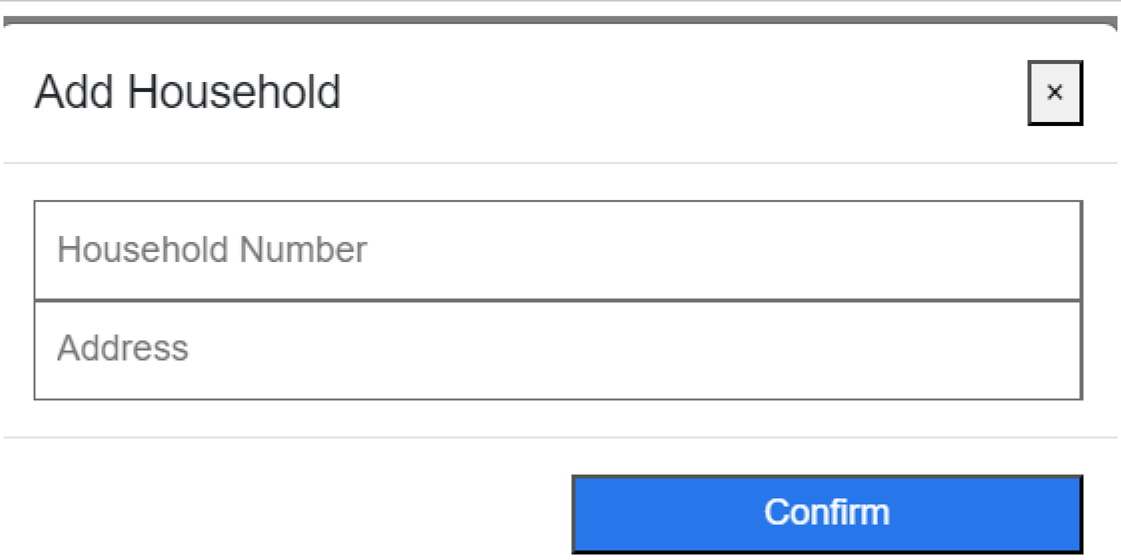
1. Get list of households
2. Get list of registered businesses
3. Show List of Archived Residents
4. List of Registered Residents
5. Add Resident



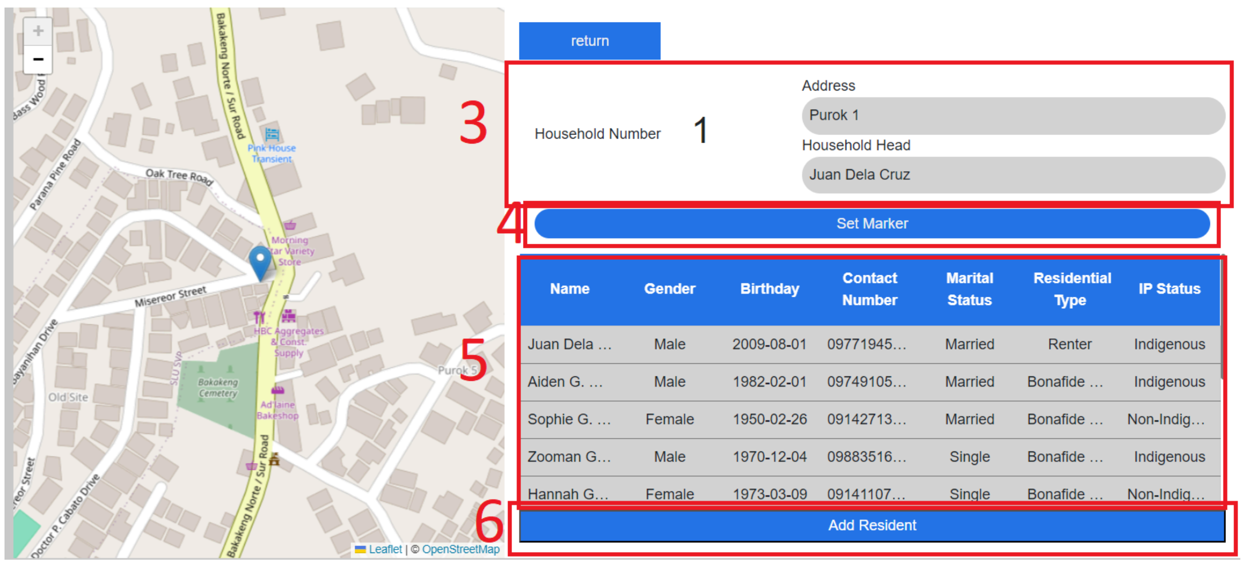
Households

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 houshold



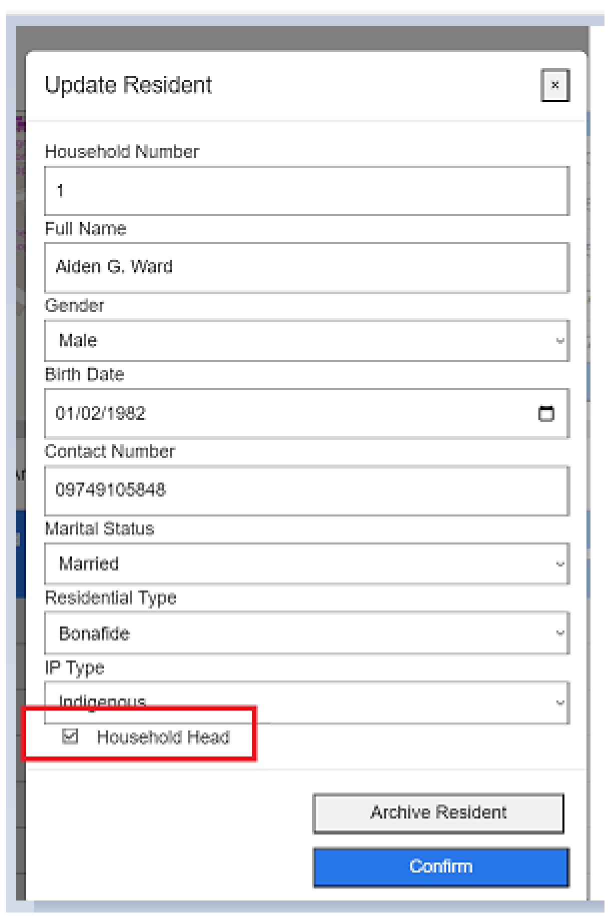


3. General Information of the Household
4. Allows you to click on the map to indicate the household's location on the map
5. Displays the list of residents belonging to the household. Clicking on a resident shows the details of the resident which allows you to edit their details.
6. Adds a resident under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



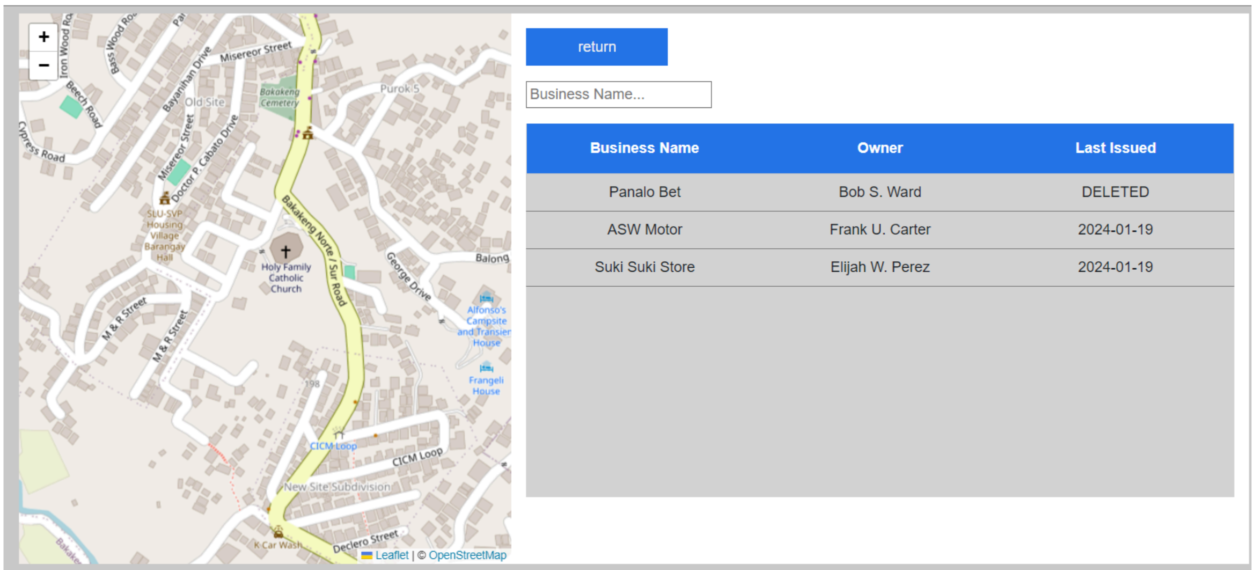
Setting Household Head

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



Businesses

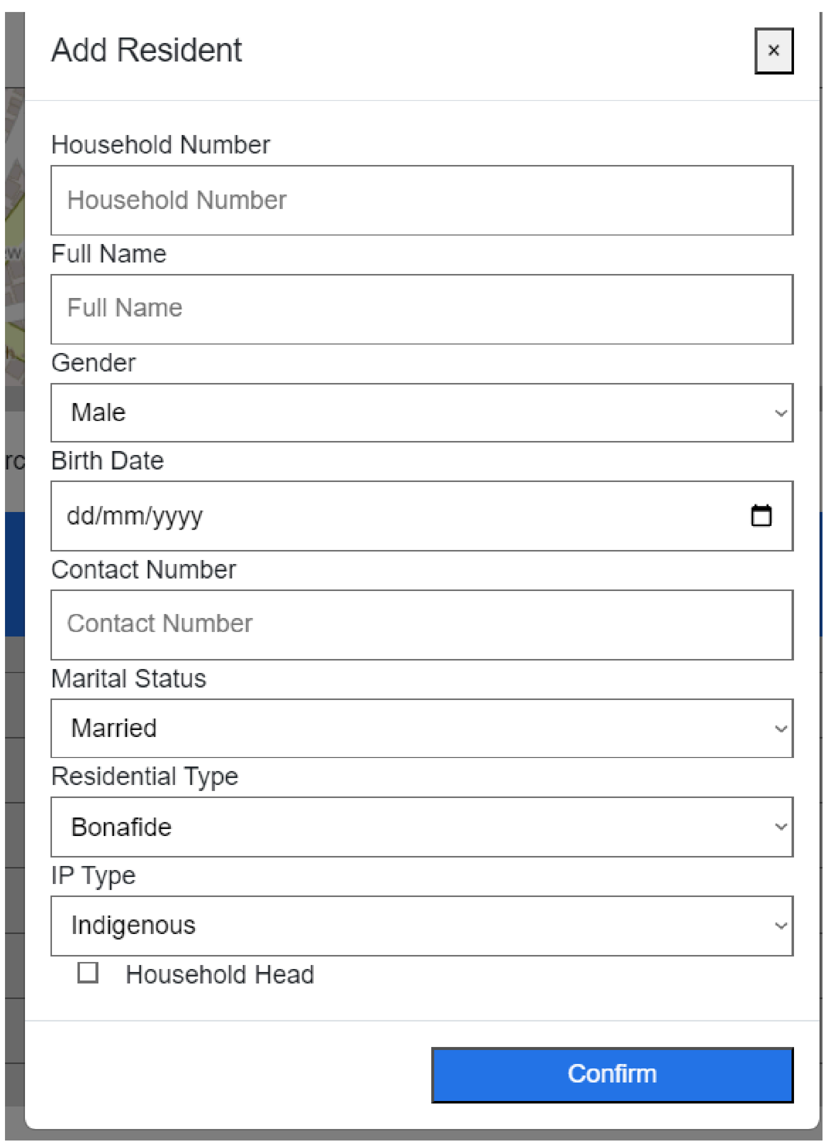
Shows the list of registered businesses and the date of their last issued Business Clearance.



Residents

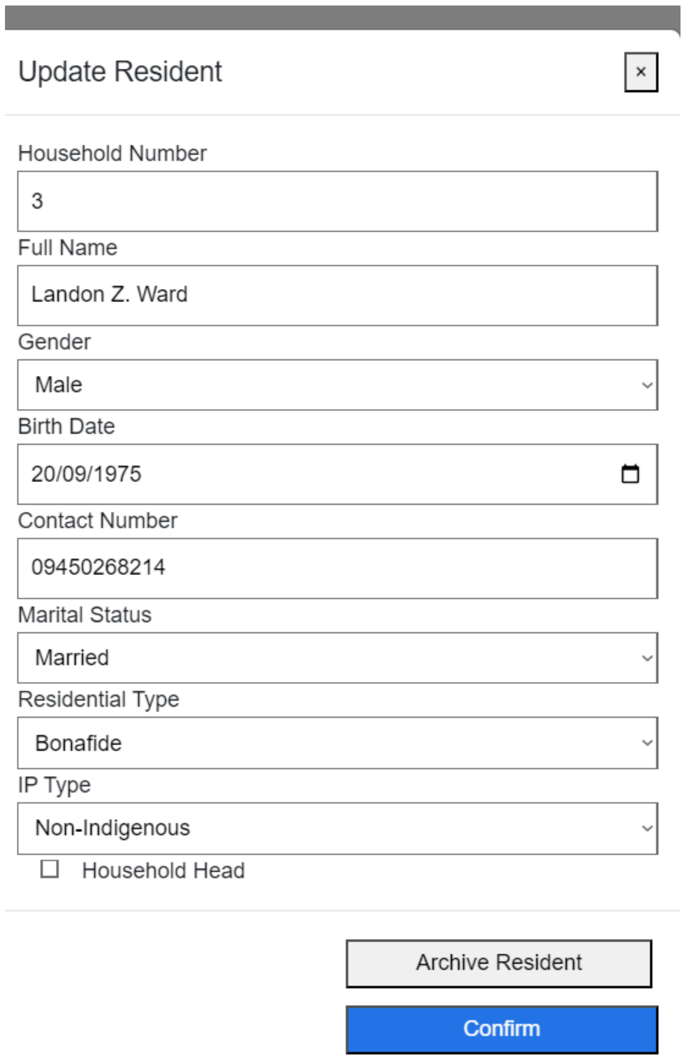
Adding Resident

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.



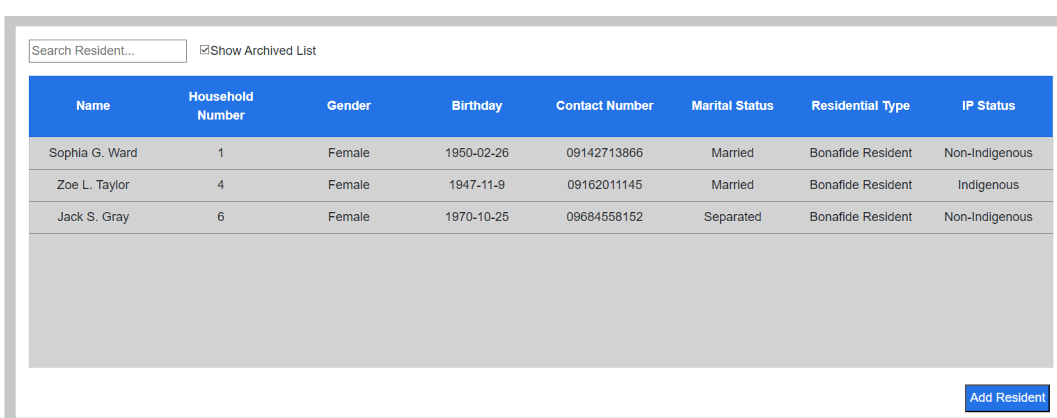
Edit/Archive Resident

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.



Restoring Archived Resident

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

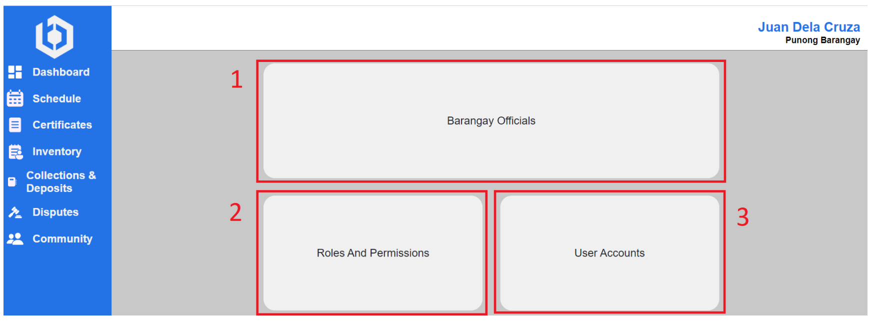


Name	Household Number	Gender	Birthday	Contact Number	Marital Status	Residential Type	IP Status
Sophia G. Ward	1	Female	1950-02-26	09142713866	Married	Bonafide Resident	Non-Indigenous
Zoe L. Taylor	4	Female	1947-11-9	09162011145	Married	Bonafide Resident	Indigenous
Jack S. Gray	6	Female	1970-10-25	09684558152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

X. Admin

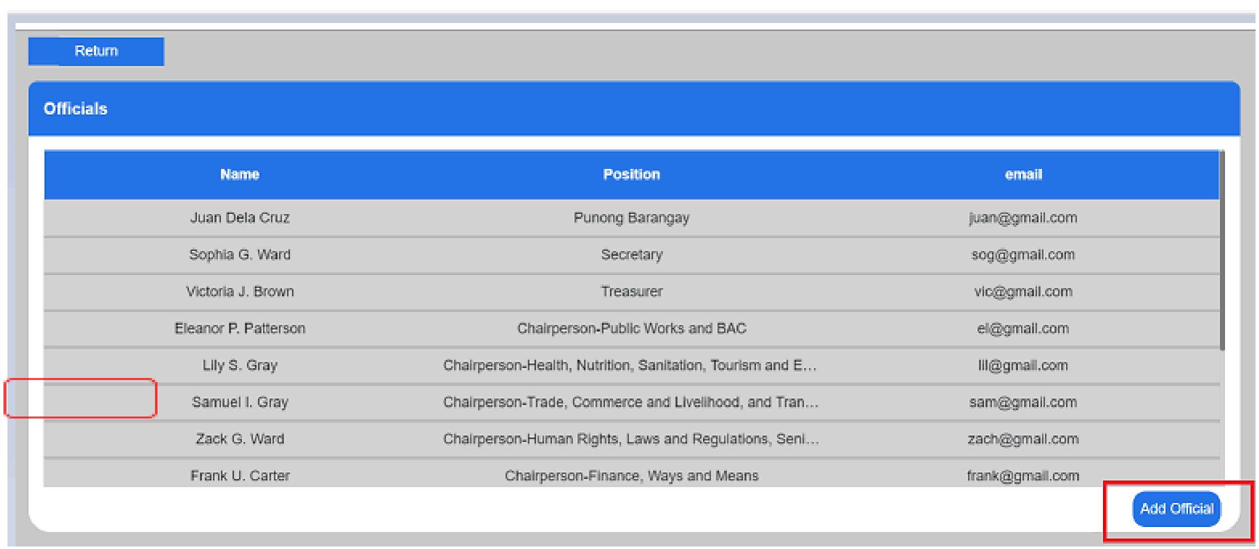
User Management

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.

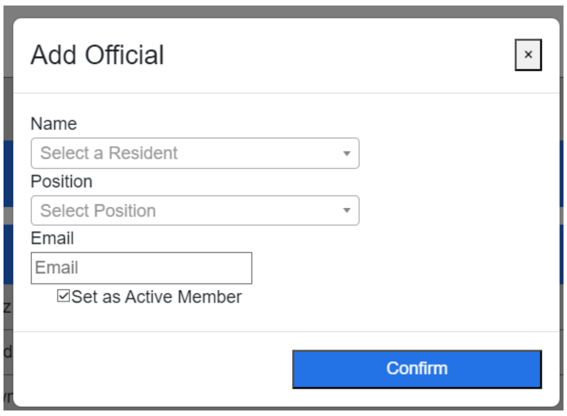


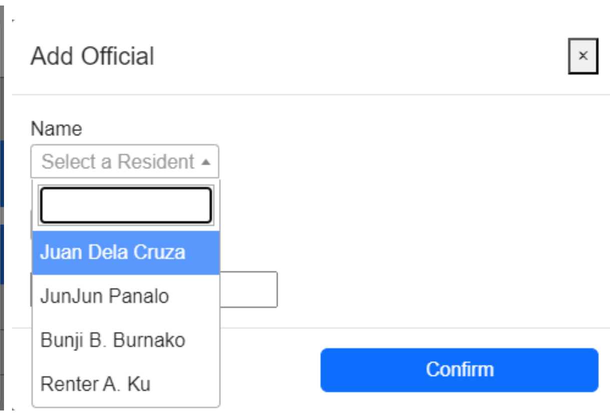
Barangay Officials

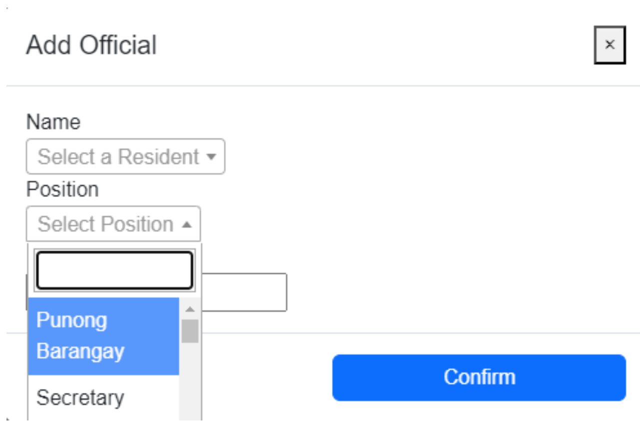
1. After clicking on the *Barangay Officials*, you can now view the *Names, Roles* and *E-mails* of the *Officials.*
2. You can also add an Official by clicking on the blue "*Add Official"* button.



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.

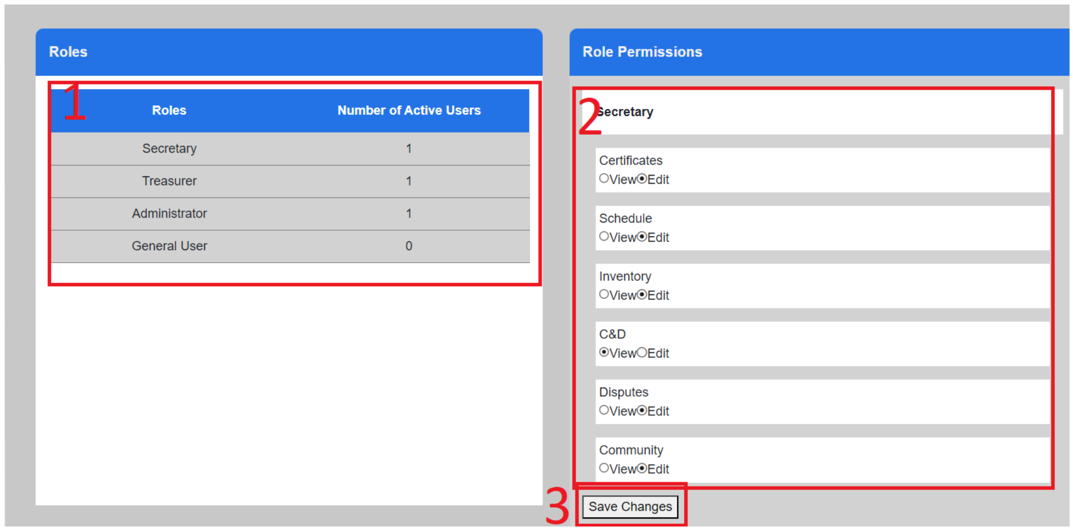






Roles and Permissions

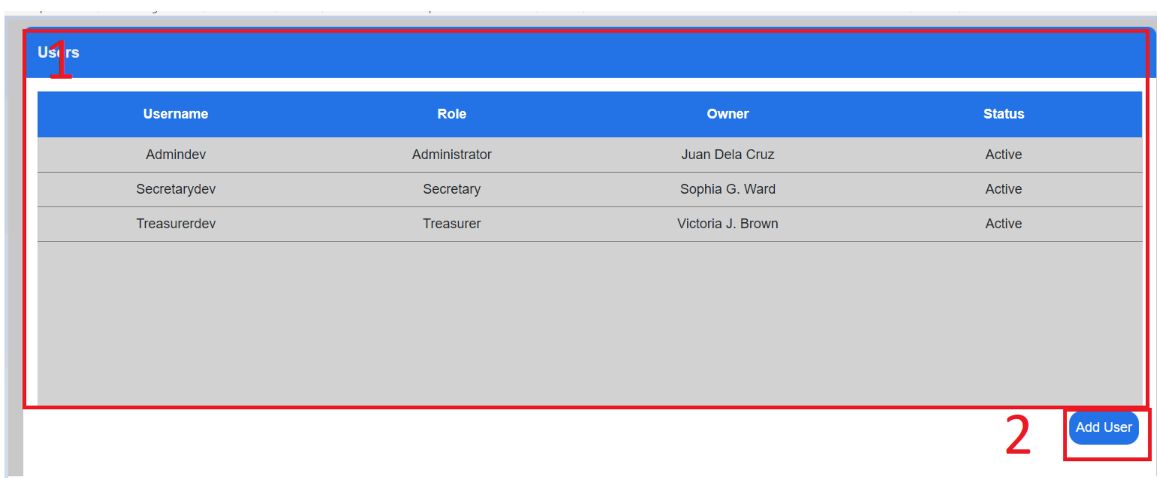
1. View the "*Roles*" and *"Number of Active Users"* of the Officials
2. Edit their "*Role Permissions*" to either *View* or *Edit*.

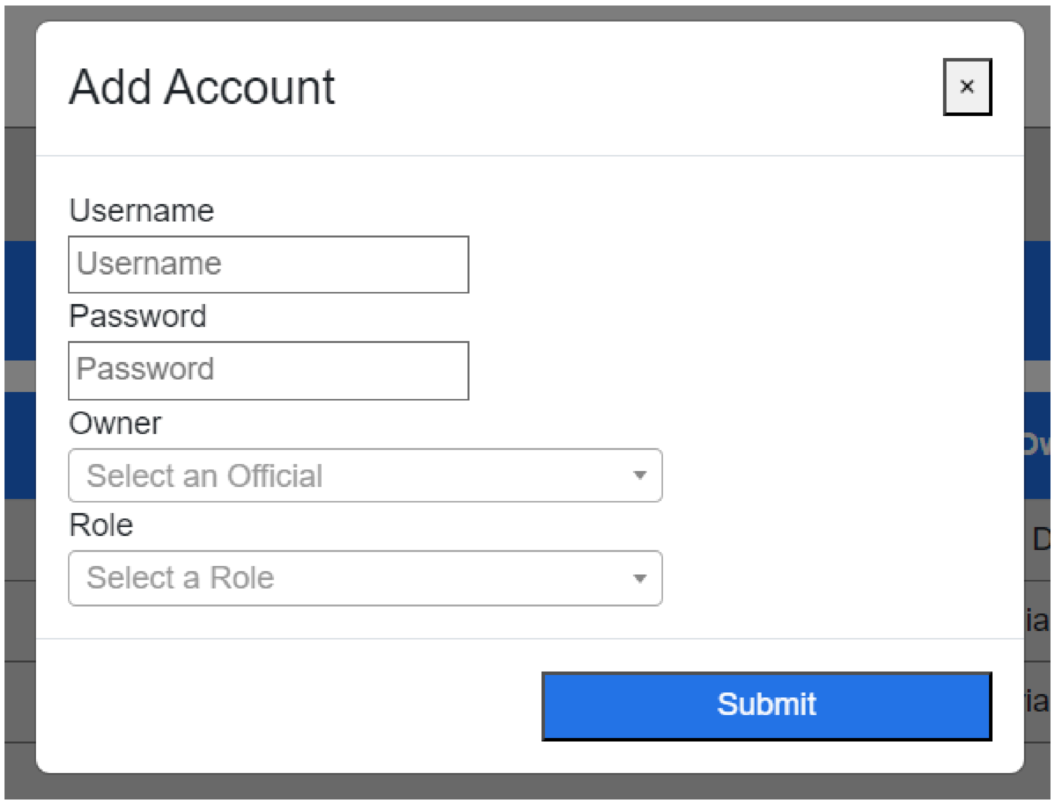


3. Save all changes by clicking "*Save Changes*"

User Accounts

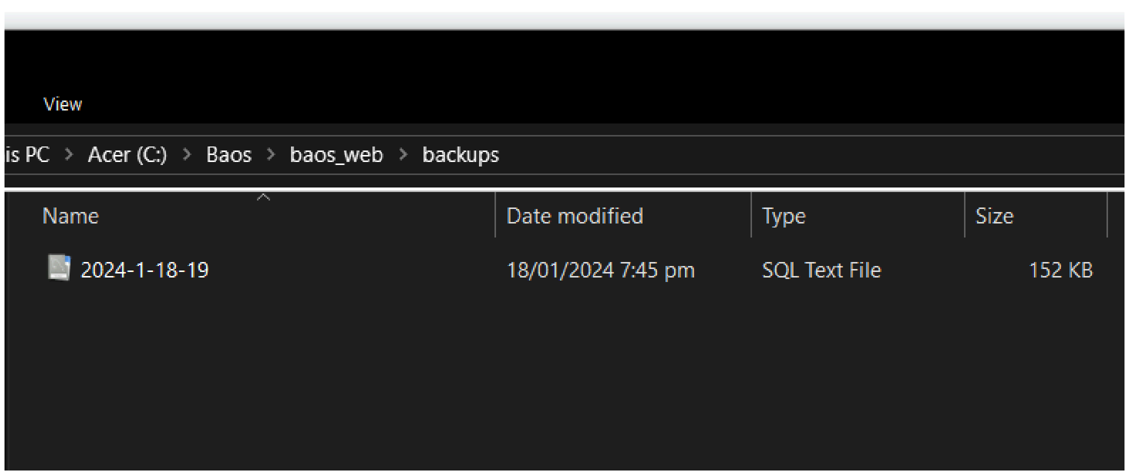
1. View the *Username*, *Role*, *Owner*, *Status* and *Logged In Status* of the Officials.
2. Add a new user by clicking on *"Add User"*





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.



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 delete after 30 days by the server to avoid storage issues.