






USER'S MANUAL



Barangay Management Information System BIMS

NVC Computer Science Department

TABLE OF CONTENT

-  1 Introduction
-  2 Minimum System Specifications
-  3 Using BIMS
-  4 Your Role and What You Can Do
-  5 Updates and Maintenance
-  6 Words We Use
-  7 Where to Get Help

INTRODUCTION

Why This Manual Is Essential:

1. **Quick Start:** This manual provides a quick and easy guide to get you started with **BIMS**. Whether you're a new user or returning after a while, these instructions will help you navigate the system effortlessly.
2. **Efficient Learning:** We understand the importance of your time. This manual is designed to help you efficiently learn the key features and functions of **BIMS**, allowing you to make the most of its capabilities without unnecessary delays.
3. **Optimal Usage:** By understanding the content of this manual, you'll be equipped to use **BIMS** to its full potential.
4. **Support and Resources:** Should you need assistance beyond this manual, we've included information on how to get help. Our support team is ready to assist you with any inquiries or concerns.

Let's embark on a seamless journey with **BIMS**! If you have any questions along the way, refer to this manual for assistance. Happy navigating!

MINIMUM SYSTEM SPECIFICATIONS

1. Operating System:

- Windows 10 (64-bit)

2. Processor:

- Dual-core processor (e.g., Intel Core i3 or equivalent)

3. Memory (RAM):

- 4 GB RAM

4. Storage:

- 20 GB free disk space (for the application and data storage)

5. Web Browser (Brave, Google Chrome, or Microsoft Edge):

- Supported web browser for administrative purposes.

6. Screen Resolution:

- 1366 x 768 or higher

7. Database Requirements:

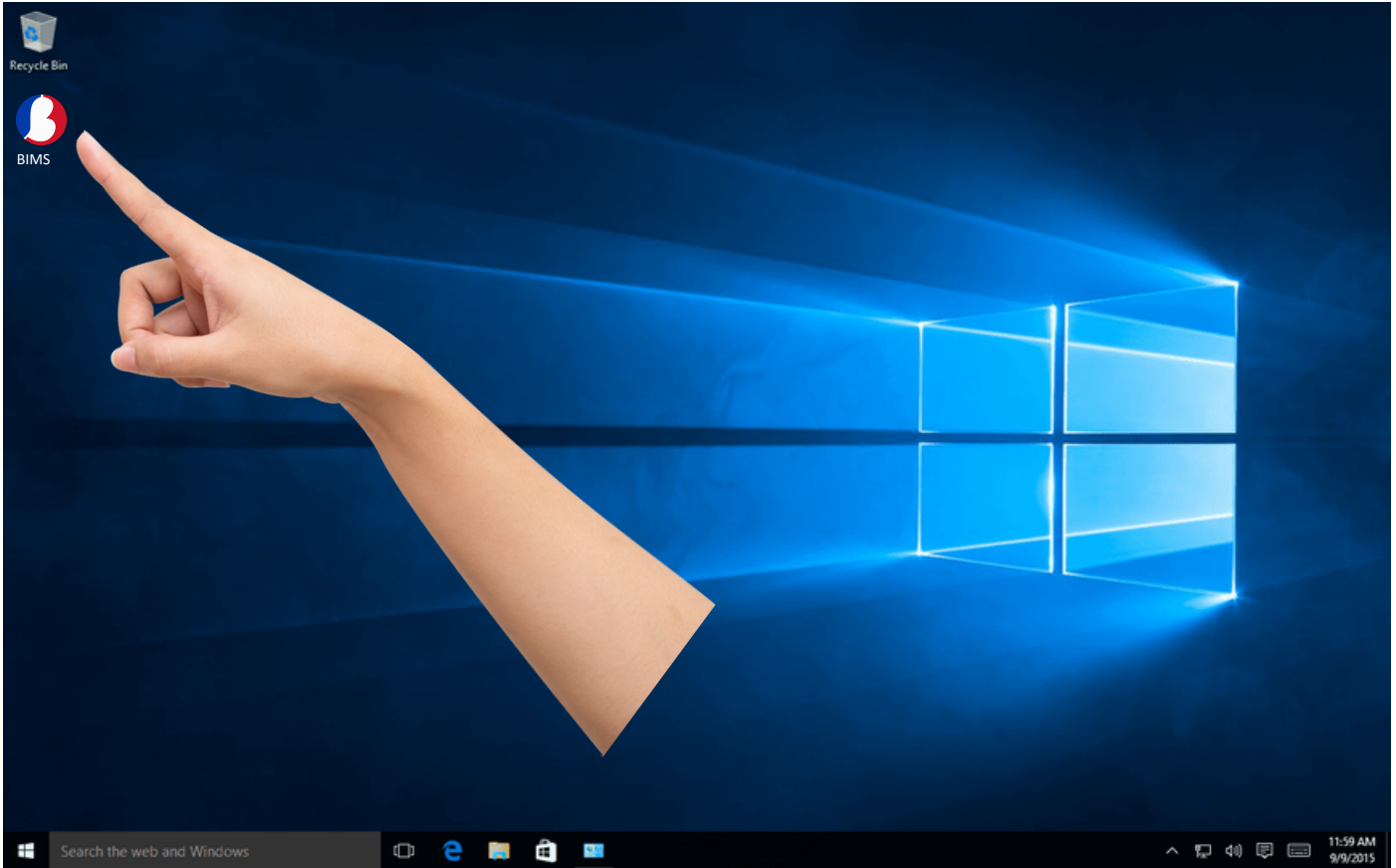
- Local database system such as MySQL or Microsoft SQL Server Express.

8. Security Software:


- Compatible with standard antivirus and firewall software.

USING BIMS

HOW TO LOGIN



- Locate the shortcut icon on your desktop or access BIMS through the installed directory
- **Enter Your Credentials:** On the login screen, enter your username and password.
- **Explore BIMS:** Upon successful login, you'll be directed to the main screen of BIMS.



Login Form

Username:

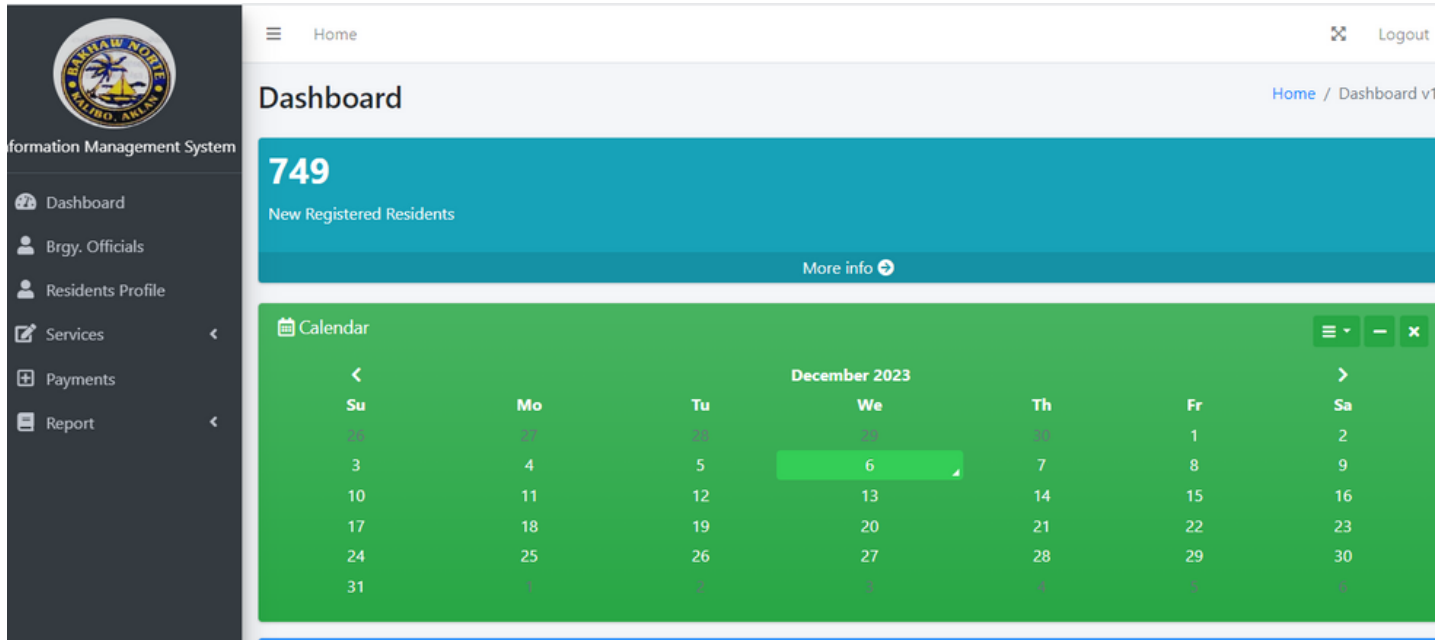
Password:

Show Password

Sign-in

USING BIMS

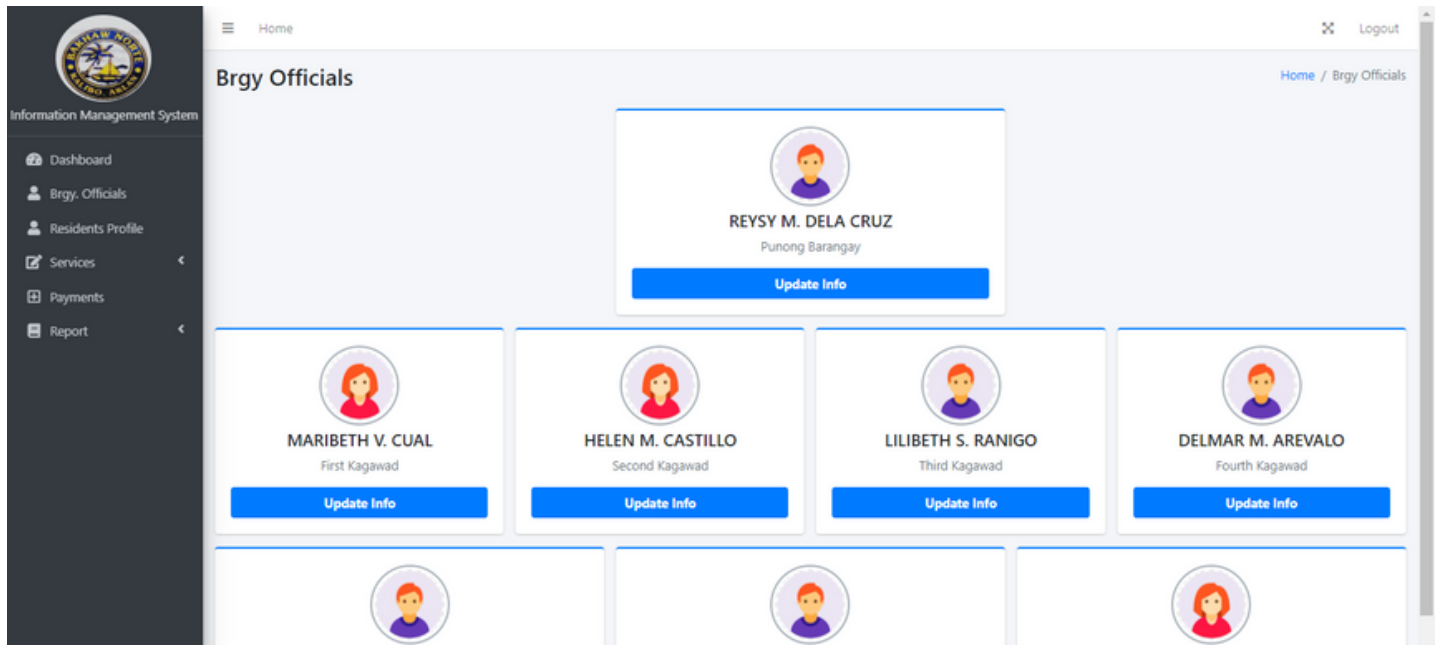
DASHBOARD



- When you log in, you'll be greeted by the main screen of BIMS.
- The main screen provides information on registered residents and displays a calendar.
- If you look to the left part of the system, you'll see the navigation bar, which includes Dashboard, Brgy. Officials, Residents Profile, Services, Payments, and Reports.

USING BIMS

BRGY OFFICIALS

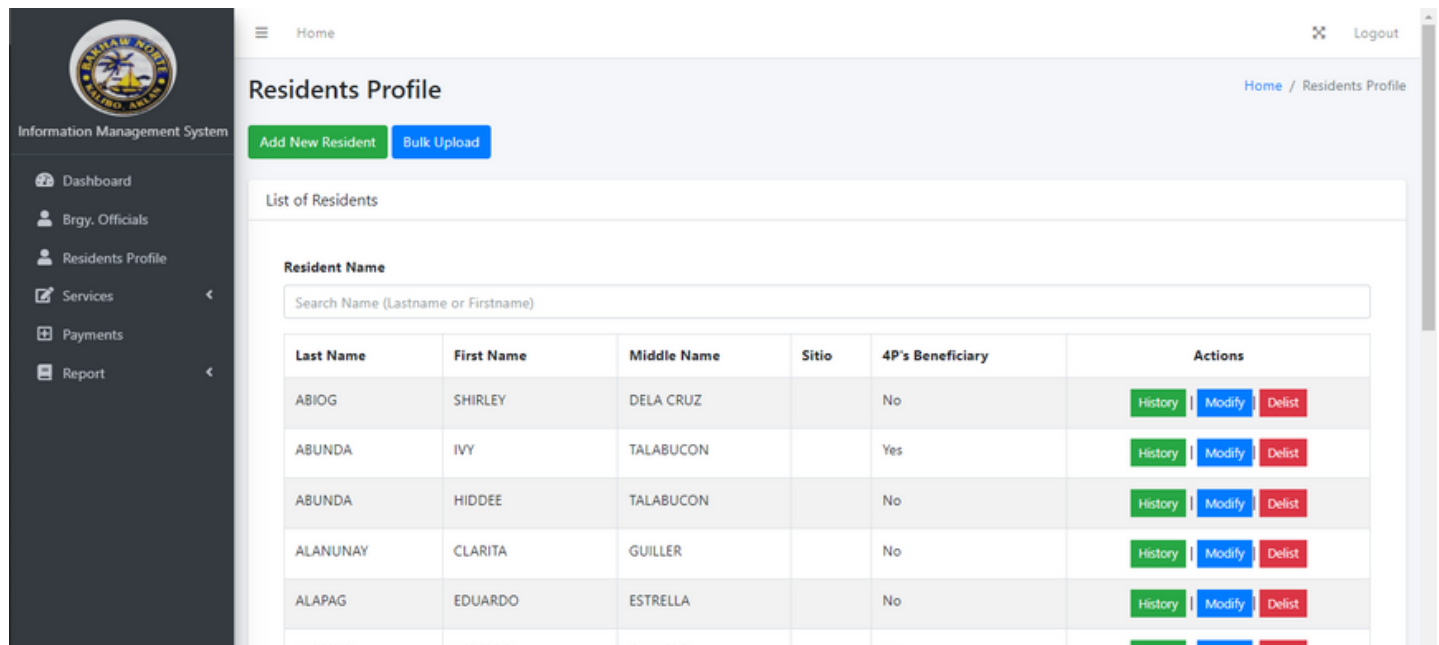


The Barangay Officials module within BIMS is a dedicated section designed to manage and organize information related to the officials of the barangay. This module serves as a comprehensive tool for tracking, updating, and accessing essential details about the leaders and representatives of the community.

1. **Official Profiles:** Access detailed profiles of each barangay official, including their name, position, and other relevant details.
2. **Responsibilities and Duties:** Provide a breakdown of the roles and responsibilities assigned to each official, fostering transparency and understanding of their functions within the barangay.
3. **Photo:** Showcase images of barangay officials, helping residents to familiarize themselves with their community leaders.

USING BIMS

RESIDENTS PROFILE



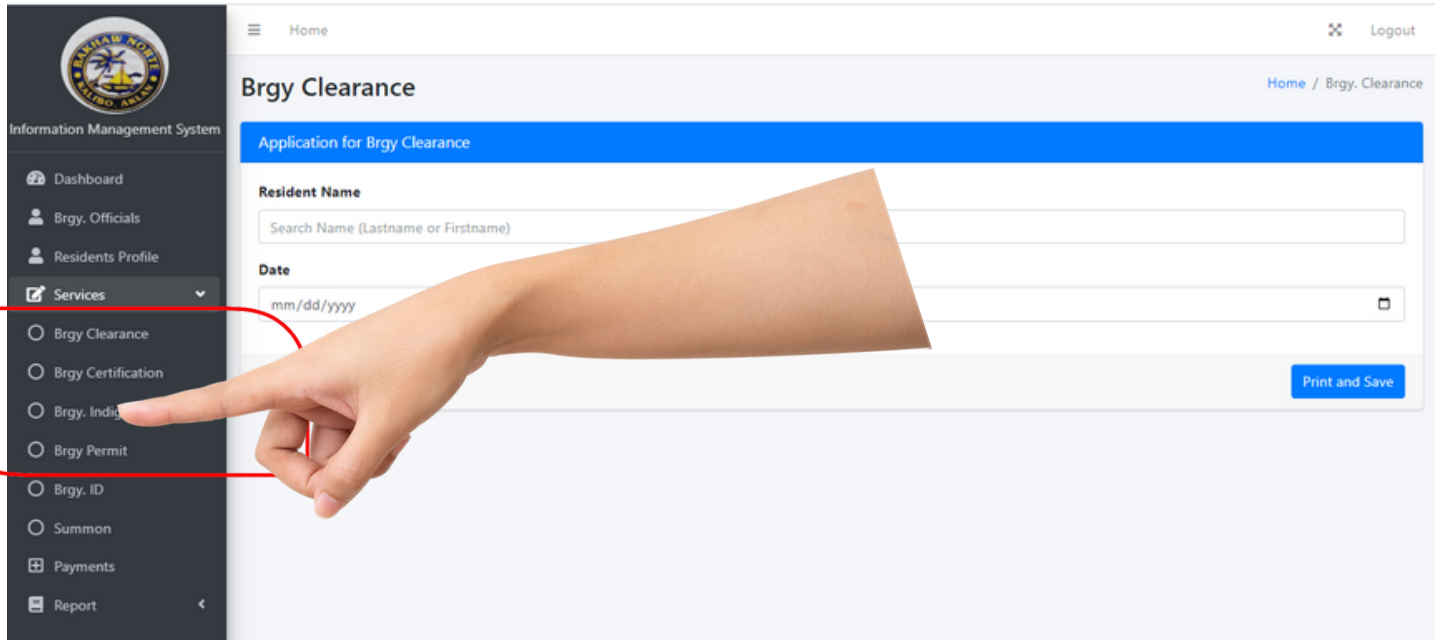
The Residents Profile module within **BIMS** is a dedicated section designed to manage and organize comprehensive information about the residents of the barangay. This module serves as a centralized database, offering a user-friendly interface for efficiently storing, updating, and retrieving resident details.

How to Use:

- 1. Navigation:** Access the Residents Profile module from the navigation bar on the left side of the main screen.
- 2. Profile Creation:** Add new resident profiles by entering relevant information into the system.
- 3. Data Updates:** Regularly update resident profiles to ensure accuracy, especially in cases of address changes or other modifications.
- 4. Search and Filter:** Utilize search and filter functions to quickly locate specific resident profiles based on various criteria.
- 5. Reporting:** Generate reports on resident demographics or other relevant data to support community planning and decision-making.

USING BIMS

SERVICES

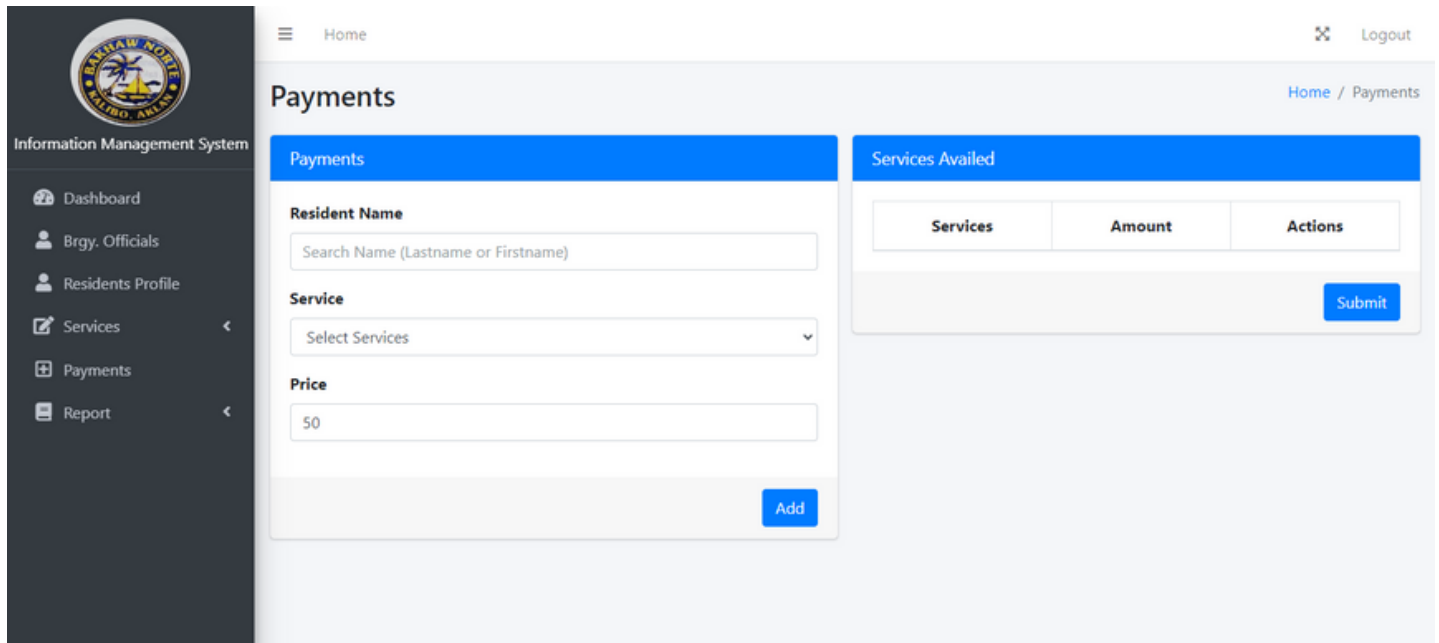


The Services Module in **BIMS** is a dedicated section designed to facilitate the efficient processing and management of various services offered by the barangay. This module streamlines administrative tasks related to barangay clearance, certifications, indigency verification, permits, and more.

1. **Service Catalog:** Access a comprehensive catalog listing all available services within the barangay, including barangay clearance, certifications, indigency verification, permits, and additional services.
2. **Request Management:** Enable residents to submit service requests electronically, reducing paperwork and streamlining the request processing workflow.
3. **Document Generation:** Automatically generate and issue official documents such as barangay clearances, certifications, and permits, reducing manual paperwork and minimizing errors.
4. **Fee Management:** Efficiently manage and track fees associated with different services, supporting transparent financial transactions.

USING BIMS

PAYMENTS



The screenshot displays the BIMS (Barangay Information Management System) interface. On the left is a dark sidebar with the barangay logo and a menu including Dashboard, Brgy. Officials, Residents Profile, Services, Payments, and Report. The main content area is titled 'Payments' and features a form for adding new payments. The form includes fields for Resident Name (with a search hint), Service (a dropdown menu), and Price (with '50' entered). An 'Add' button is at the bottom right of the form. To the right of the form is a 'Services Available' table with columns for Services, Amount, and Actions, and a 'Submit' button. The top navigation bar shows 'Home' and 'Logout' links.

Services	Amount	Actions
----------	--------	---------

The Payments Module in **BIMS** is a dedicated section designed to streamline and manage financial transactions within the barangay. This module facilitates the collection and tracking of payments for various services, fees, and other financial obligations.

1. **Service Fees and Dues:** Manage payments related to barangay services, fees, and dues through a centralized platform.
2. **Payment Tracking:** Track and record payments in real-time, providing transparency and accurate financial records.
3. **Invoice Generation:** Automatically generate invoices for services rendered, making it easy for residents to understand and settle their financial obligations.
4. **Receipt Generation:** Instantly generate and provide residents with receipts upon successful payment, ensuring proof of transaction.
5. **Fee Structure Management:** Maintain an organized fee structure, detailing the cost of various services and fees offered by the barangay.

YOUR ROLE AND WHAT YOU CAN DO

BIMS may have different user roles (e.g., Admin, adnd Staff). Your role determines your level of access and the tasks you can perform.



Administrator (Admin):

- If you're an administrator, you have the highest level of access.
- Admins can configure system settings, manage user accounts, and access all features within **BIMS**



Staff or User Roles

- Users with staff or specific roles have access to features relevant to their responsibilities.
- For example, a staff member might have permissions to manage resident data, record community services, or generate reports.

UPDATES AND MAINTENANCE GUIDE FOR BIMS



Backup Data (if advised):

Before major updates, consider backing up your data. While rare, it's a precautionary step to prevent data loss.



Check Maintenance Schedule

This information is usually communicated by system administrators.



Optimize Performance:

Optimize database performance by removing unnecessary data, updating indexes, and ensuring efficient data storage.



Password Changes

Regularly update passwords for user accounts associated with **BIMS**. Follow best practices for strong and secure passwords.



Maintain Documentation

Keep a record of updates and maintenance activities. Document any changes made during updates for future reference

WORDS WE USE



Barangay

The smallest administrative division in the Philippines, often referred to as a village or district.



BIMS

Barangay Information Management System - The comprehensive system used to manage and organize information within the barangay.



Dashboard

A visual representation of key information or features on the main screen, providing a quick overview of relevant data.



Navigation Bar

A menu bar typically located on the side or top of the screen, allowing users to access different sections or features of the system.



Residents Profile

A module dedicated to managing detailed information about individuals residing in the barangay.



Services Module:

A section focused on handling various services offered by the barangay, such as clearances, certifications, and permits.



Payments Module

A dedicated space for processing and tracking financial transactions, including fees, dues, and service payments.

WHERE TO GET HELP



JOSEPH Z. MASULA



KRISTALY N. GERALDE



LESLIE JOHN FLOGEN



RUMYL JAMES B. DELA CRUZ



ALAN T. RETUBIS

OUR CONTACT



nvc.edu.ph



fb.com/nvcbscsdept2023



262-3937



Capitol Site, Estancia,
Kalibo, Aklan