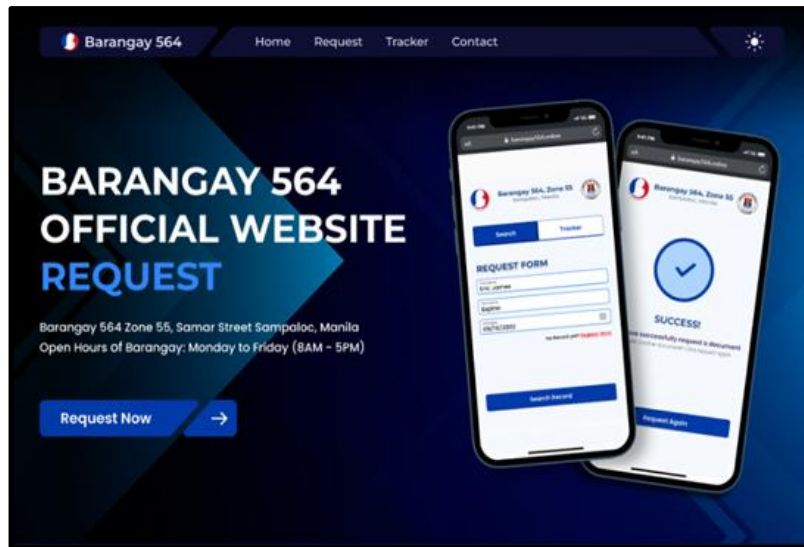


## User's Manual Guide

### Barangay 564 Website User Guide Manual

#### Website Overview

Read the manual carefully before use and retain it for future reference.



Visit <https://barangay564.online/>. Click “Request Now” or scan the QR Code to get directly to the request form.



Dev QR



Production QR

#### Register Form

1. For new users, click the “Register Here!” to register first before requesting a document.

Barangay 564, Zone 55  
Sampaloc, Manila

Search Tracker

**REQUEST FORM**

First Name

Last Name

Birthdate  
mm/dd/yyyy

No Record Yet? [Register Here!](#)

Search Record

- Fill in and complete all the required information. Then click “Register”.

Barangay 564, Zone 55  
Sampaloc, Manila

**REGISTRATION FORM**

Personal Information \* Fields are required

First Name \* Middle Name

Last Name \*

Phone Number \*

House No. \* Street \*  
- Select -

Birth Date \* Gender \*  
mm/dd/yyyy - Select -

☐ I understand and agree that any personal data I will provide will be processed in accordance with the Data Privacy Act of 2012

Back Register

**Note:** The system checks if the user is already in the master list or not.

- If not yet in the master list, you need to provide an ID or Bill of Statement for verification by uploading the Front and Back part of the document.

The resident is NOT on the Master list

To be able to be in the master list, kindly upload the required document. Click proceed

Proceed

Barangay 564, Zone 55  
Sampaloc, Manila

**VERIFY YOUR IDENTITY**

Document \*  
- Select -

ID

Bill Statement

**Note:** The staff of the barangay will check and verify your submitted document

*(Proceed to the step 4 process of requesting the document)*

## Request Document

1. For existing users, input all information needed to search your record. Click “Search Record”.

Barangay 564, Zone 55  
Sampaloc, Manila

Search Tracker

**REQUEST FORM**

First Name

Last Name

Birthdate  
mm/dd/yyyy

No Record Yet? [Register Here!](#)

Search Record

2. Enter OTP sent to your registered mobile number. Click “Submit”.

Input OTP

Submit Cancel

3. Update your information if needed. Click the arrow right button if there are no changes.

Barangay 564, Zone 55  
Sampaloc, Manila

**CHECK YOUR INFORMATION**

Please review your information  
Review and verify your details

First Name EJ Middle Name

Last Name Espino

Phone Number 09123123123

House No. 1 Street Samar

Birth Date 09/19/2002 Gender Male

Edit Info Update

< >

4. Select the type of barangay document you want to request. Provide the purpose of your request. When you select “others” you need to specify your purpose. Then click “Proceed”.

Barangay 564, Zone 55  
Sampaloc, Manila

### REQUEST FORM

Select type of Document  
For faster processing, please provide a valid purpose

Document \*  
- Select -

Purpose \*  
- Select -

Proceed

5. You have now successfully requested a barangay document. Your request is now going on validation if the purpose of the request is valid.

Barangay 564, Zone 55  
Sampaloc, Manila

## SUCCESS!

You have successfully requested a document  
Request another document? Click Request Again

Request Again

Track Your Request

**Note:** You will receive a text message once your request is approved and ready to claim in Barangay 564.

Hi John,

This is barangay564, we want to inform you that your barangay document request is ready to claim!

To track and view the details of your request, track it here: [Redacted Link]

Tap to load preview

## Track Request

1. For existing users, input all information needed to search your record. Click “Track All Request”.

Barangay 564, Zone 55  
Sampaloc, Manila

Search Tracker

**TRACK REQUEST**

First Name

Last Name

Birthdate  
mm/dd/yyyy

Track All Request

- Once the record is found, all document requests will be shown with their details. From the date and time of being submitted, ready for claiming, and the time of being claimed.

**REQUESTOR FOUND**  
Requestor's Name: Eric Espino

**Tracker for all**  
Check the current state of your request

Request Date	Document
5/9/2023 6:24:00 PM	Barangay Indigency >
5/9/2023 5:56:08 PM	Barangay Certificate >

**Barangay Indigency**  
Type of Document

Date	Status
5/9/2023 11:57:16 PM	Claimed
5/9/2023 11:57:10 PM	Ready to Claim
5/9/2023 6:24:00 PM	Request Submitted

Okay

## Claiming of requested documents

- Once you have received an SMS notification/message from the barangay informing you that your document is ready-to-claim status already, you can proceed to go to barangay 564.
- Present your ID to verify that you are the one who requested it. If other people will claim your document(s) on your behalf, they must provide an authorization letter stating that you are authorizing them to claim your requested barangay document(s).

## Barangay 564 Website Admin Guide Manual

### Admin Register

- Go to <https://rms.barangay564.online/>



2. For new admin users, click the “Register” to create an account first before logging in.
3. Fill in and complete all the required information. Then click “Register”.

*(Then proceed to the Login tab)*

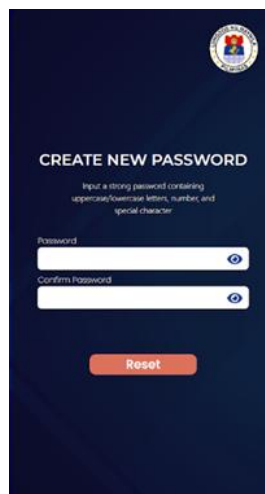
**Note:** New registered accounts will be verified first by the barangay 564 staff to ensure the security and accessibility of the admin of the website.

## Admin Login

1. For existing users, input all information needed to log in. Click “Login”.

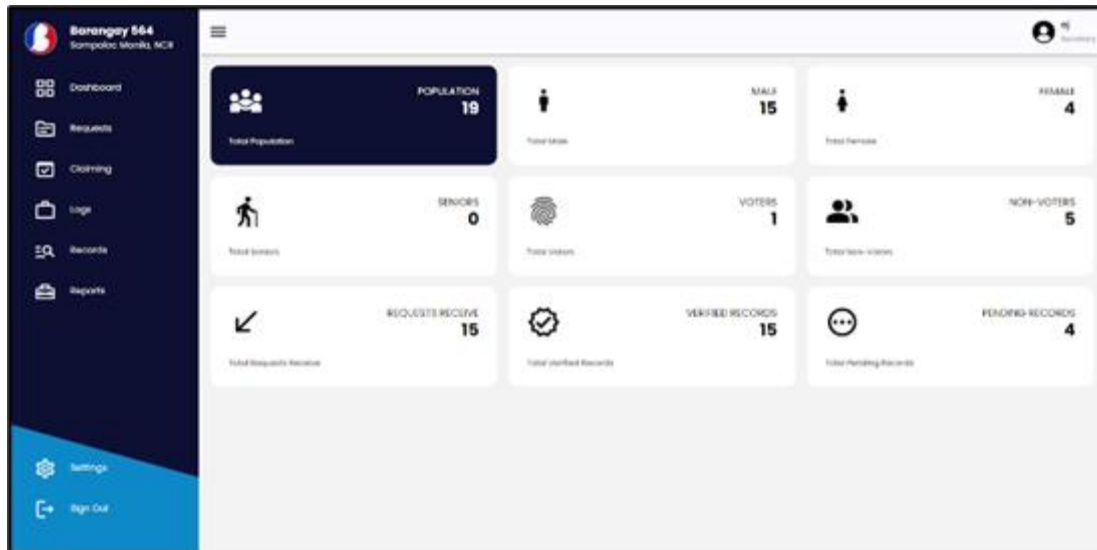


2. If ever you forgot your password, you can still reset it, click “Forgot Password”. Just use your registered e-mail address to get the OTP to verify. If verified, then you can set your new password.



## Admin Dashboard

1. In the dashboard tab, the admin can overview various data.
  - Population
  - Voters
  - No. Requests Receive
  - No. Verified Records
  - No. Pending Records
  - And more

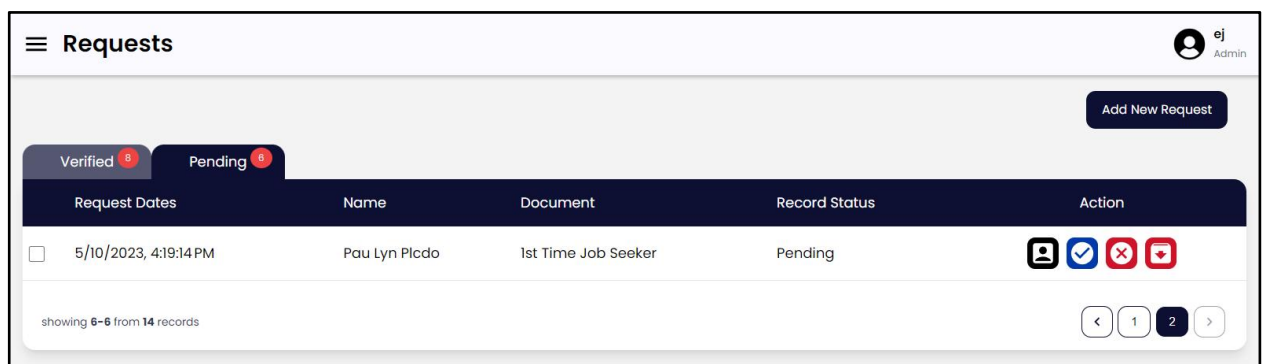


## Admin Request Tab

1. In the Request Tab, the admin can add new requests. Click “Add New Request”, transferring to the requested document.
2. It also filters all requested documents. It has two tabs, Verified and Pending.

## Pending

- In the pending section, the admin can view all requested documents of all unverified residents (not in the master list). Admin can manually check their uploaded ID or Bill of Statement.



- It is presented and organized in table form with action buttons (e.g., view all details, mark as verified, reject, and archive request).
- Also, it can multi-select for an easier way of marking as verified, reject, and archiving the selected requests.



- You can check their uploaded documents in the “view all details” button. If it is reviewed as a legitimate resident, click the “mark as verified” button. All their requests will be transferred to the verified section. If not, you can reject or archive it.

The diagram illustrates a three-step process for handling a request. Each step is represented by a card with a question mark icon, a title, a question, and a requester's name. The steps are: 1. Mark As verified? (Do you want to verify this request? Requester's Name: Pau Lyn Plcdo), 2. Mark As archive? (Do you want to archive this request? Requester's Name: Pau Lyn Plcdo), and 3. Mark As rejected? (Do you want to reject this request? Requester's Name: Pau Lyn Plcdo). Each card has 'Yes' and 'Cancel' buttons at the bottom.

## Verified

- In the verified section, the admin can view all requested documents that need to be processed.
- It is presented and organized in table form with action buttons (e.g., view all details, print, mark as processed, and reject).
- Also, it can multi-select for an easier way of marking as processed and reject of requests.

Requests

Admin

Add New Request

Verified

Pending

Request Dates	Name	Document	Record Status	Action
<input type="checkbox"/> 5/9/2023, 4:27:31 PM	Paulina Victoria Placido	Barangay ID	Verified	<div> <div></div> <div></div> <div></div> <div></div> </div>
<input type="checkbox"/> 5/9/2023, 4:39:52 PM	Raphael Palogan Enciso	Barangay Indigency	Verified	<div> <div></div> <div></div> <div></div> <div></div> </div>
<input type="checkbox"/> 5/10/2023, 6:50:51 PM	Ej Espino	Barangay Indigency	Verified	<div> <div></div> <div></div> <div></div> <div></div> </div>

showing 6-8 from 14 records

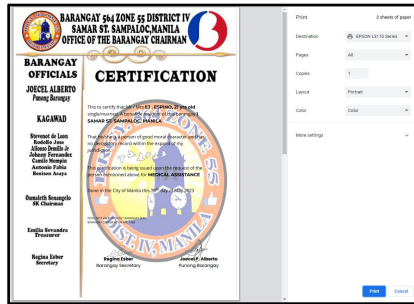
<

1

2

>

3. To process a document, just click the “print” button. You can adjust the printing settings. If all are set, click ”print”.

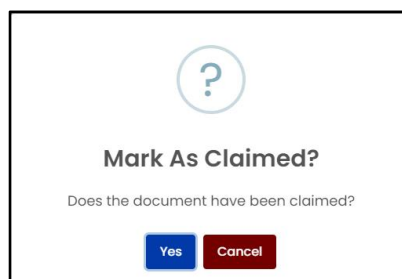


## Admin Claiming Tab

1. In the Claiming Tab, the admin can view all ready-to-claim document requests.
2. Presented and organized in table form with action buttons (e.g., view all details, mark as claimed).
3. Multi-select for an easier way of marking processed requests.

Claiming					ej Admin
	Processed Date	Name	Document	Purpose	Action
<input type="checkbox"/>	5/4/2023, 9:47:19 PM	Raphael Palogan Enciso	Barangay Indigency	Financial Assistance	
<input type="checkbox"/>	5/4/2023, 9:36:20 PM	Raphael Palogan Enciso	Barangay Certificate	Medical Purposes	
<input type="checkbox"/>	5/4/2023, 9:35:32 PM	Raphael Palogan Enciso	Barangay Certificate	Medical Purposes	
showing 1-3 from 3 records					1

4. If a document is about to be claimed, you can mark it as claimed in the claiming tab.



## Admin Logs Tab

1. In the Logs Tab, the admin can view all claimed, archived, and rejected requests.

2. Use the search bar for an easier way to find a specific request. The search is last name-based, which means you must input the last name for searching.
3. To download all records in logs, click “Download Logs.”

Claimed Date	Name	Document	Purpose	Status	Action
5/9/2023, 11:57:21PM	Eric Espino	Barangay Certificate	Medical Purposes	Claimed	
5/9/2023, 11:57:16 PM	Eric Espino	Barangay Indigency	Medical Assistance	Claimed	
5/9/2023, 11:38:00PM	Ej Espino	Barangay Certificate	Application for Employment	Claimed	
5/9/2023, 11:37:57 PM	Ej Espino	Barangay Indigency	Financial Assistance	Claimed	

showing 1-4 from 4 records

## Admin Records Tab

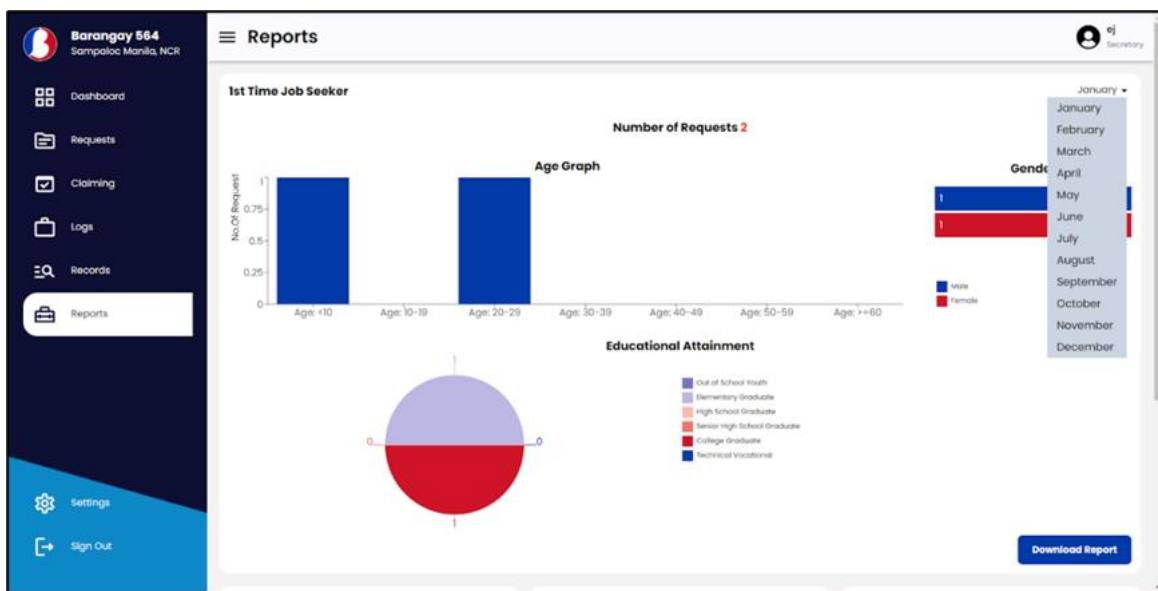
4. In the Records Tab, the admin can view all residents’ information. Presented and organized in table form with action buttons (e.g., view all details, delete a record). Furthermore, it can be sorted alphabetically or vice versa.
5. Use the search bar for an easier way to find a specific request. The search is last name-based, which means you must input the last name for searching.
6. To download all residents’ information in records, click “Download All Records”.

Full Name	Birth Date	Address	Phone Number	Status	Action
Enciso, Raphael Palagan	2002-06-22	Samar	09273707664	Verified	
Enciso, Rap	2002-06-22	1047 Samar	09273707664	Pending	
Espino, Eric	2002-09-19	1 Samar	09218177806	Verified	
Espino, Ej	2002-09-19	1 Samar	09218177806	Verified	
Pla, Pau Vic	2001-11-11	1010 Samar	09123456789	Pending	

showing 1-5 from 7 records

## Admin Reports Tab

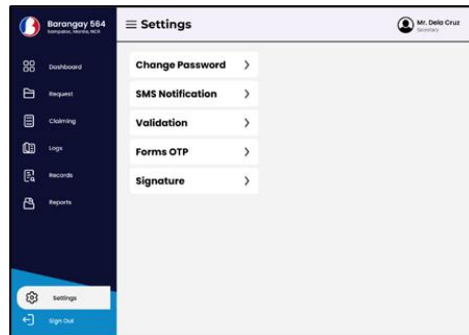
1. In the Reports Tab, the admin can view the graph and chart reports of all document requests. There are four (4) sections in reports, representing the types of barangay documents that can be requested. The data in the graph and charts are updated in real-time. Furthermore, reports can be sorted by month.
2. To download reports and statistics of the documents, click “Download Report” on the specific section of the type of barangay document.



## Admin Settings

1. In the Settings, the admin can set, update, enable, and disable various aspects of the website. Such as the following:
  - Change Password
  - SMS Notifications
  - Validation

- Forms OTP
- Signature



**Note:** You need to enter your password to apply for the changes.