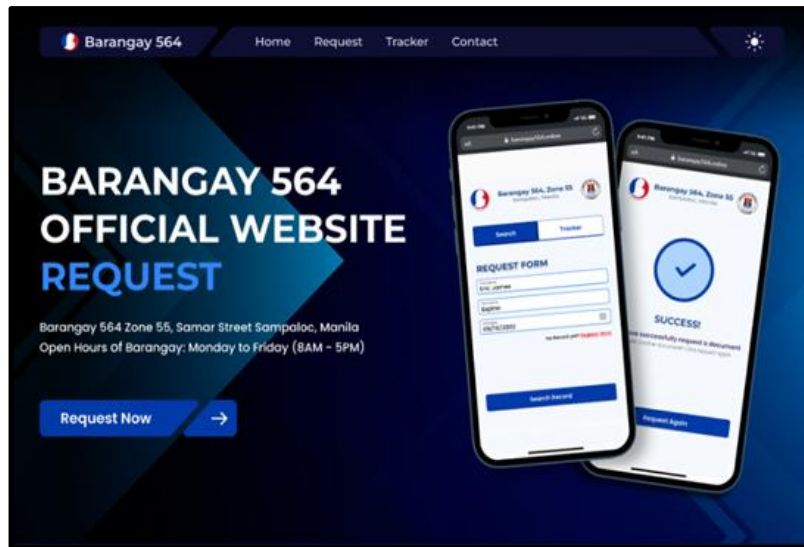# Barangay 564 Website User Guide Manual

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.

2. Fill in and complete all the required information. Then click "Register".

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

3. 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.

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".

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

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

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".

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

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

Track Request

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

2. 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.

Claiming of requested documents

1. 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.

2. 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

1. 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".
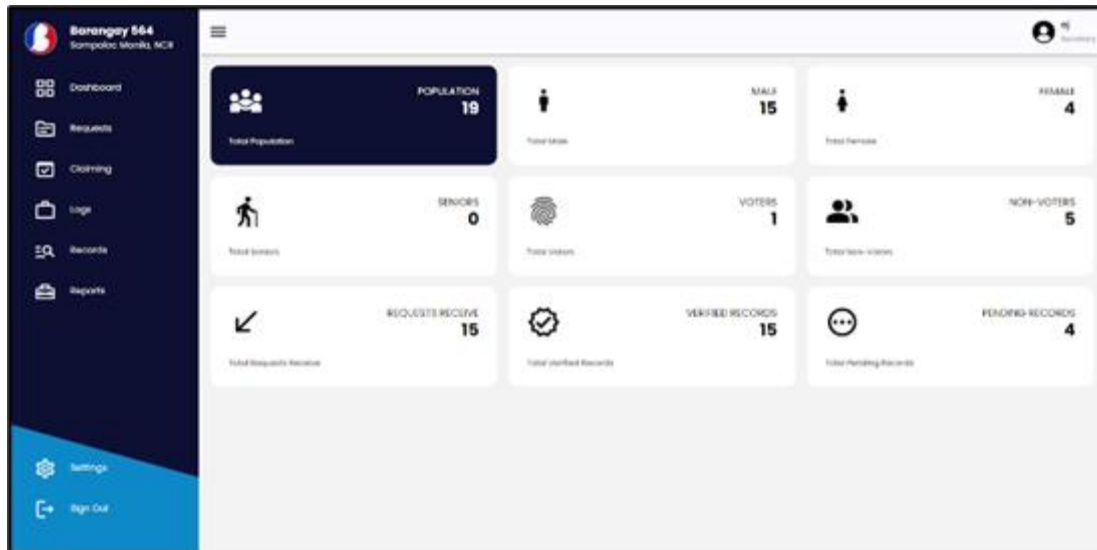
2. If ever you forgot your password, you can still reset it, click "Forgot Password". Just use your registered e-mail address to get the OTP to verify. If verified, then you can set your new password.
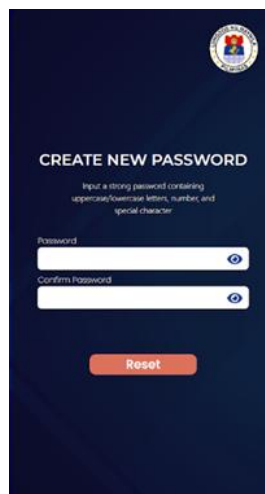
Admin Dashboard

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.

-
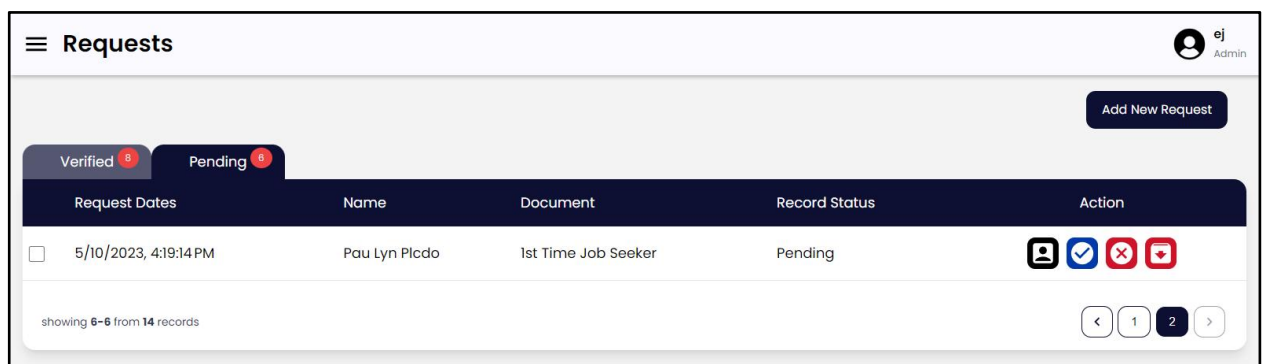
- It is presented and organized in table form with action buttons (e.g., view all details, mark as verified, reject, and archive request).

- 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.

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.
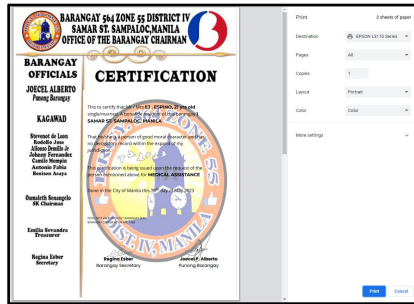

3. To process a document, just click the "print" button. You can adjust the printing settings. If all are set, click "print".

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.

	Processed Date	Name	Document	Purpose	Action
☐	5/4/2023, 9:47:19 PM	Raphael Palogan Enciso	Barangay Indigency	Financial Assistance	
☐	5/4/2023, 9:36:20 PM	Raphael Palogan Enciso	Barangay Certificate	Medical Purposes	
☐	5/4/2023, 9:35:32 PM	Raphael Palogan Enciso	Barangay Certificate	Medical Purposes	

showing **1-3** from **3** records

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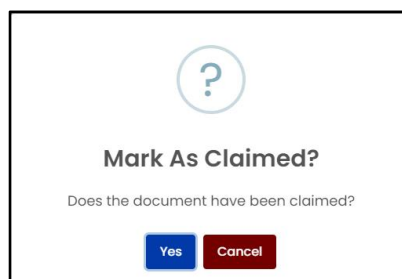
Admin Logs Tab

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."


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".

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.
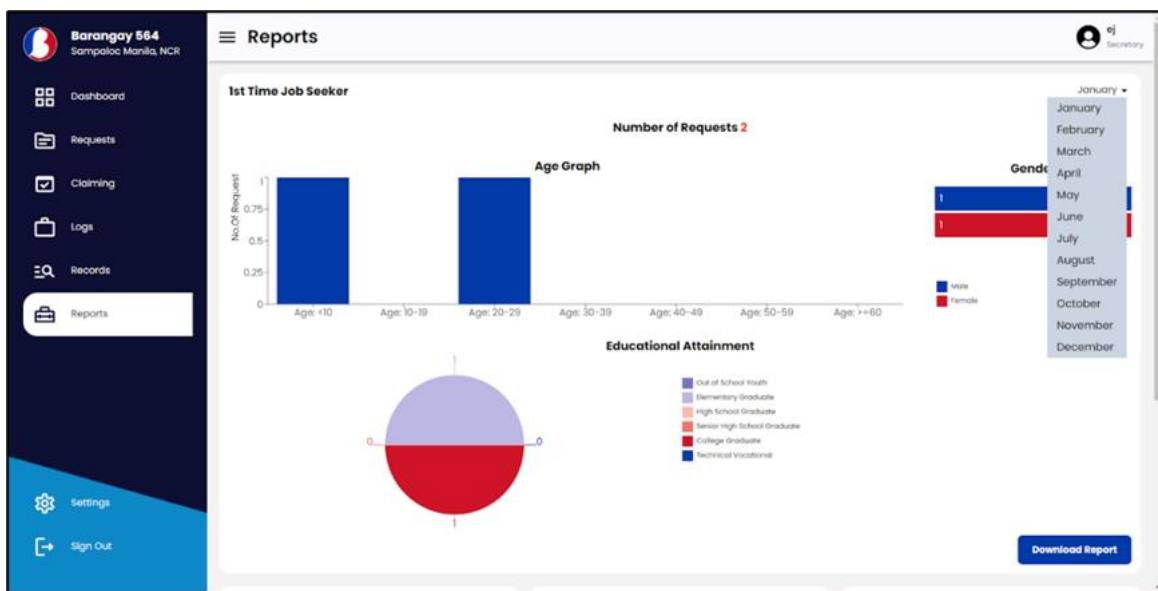
Admin Settings

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

- Forms OTP
- Signature
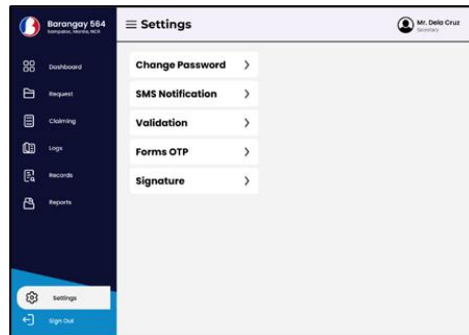
Note: You need to enter your password to apply for the changes.