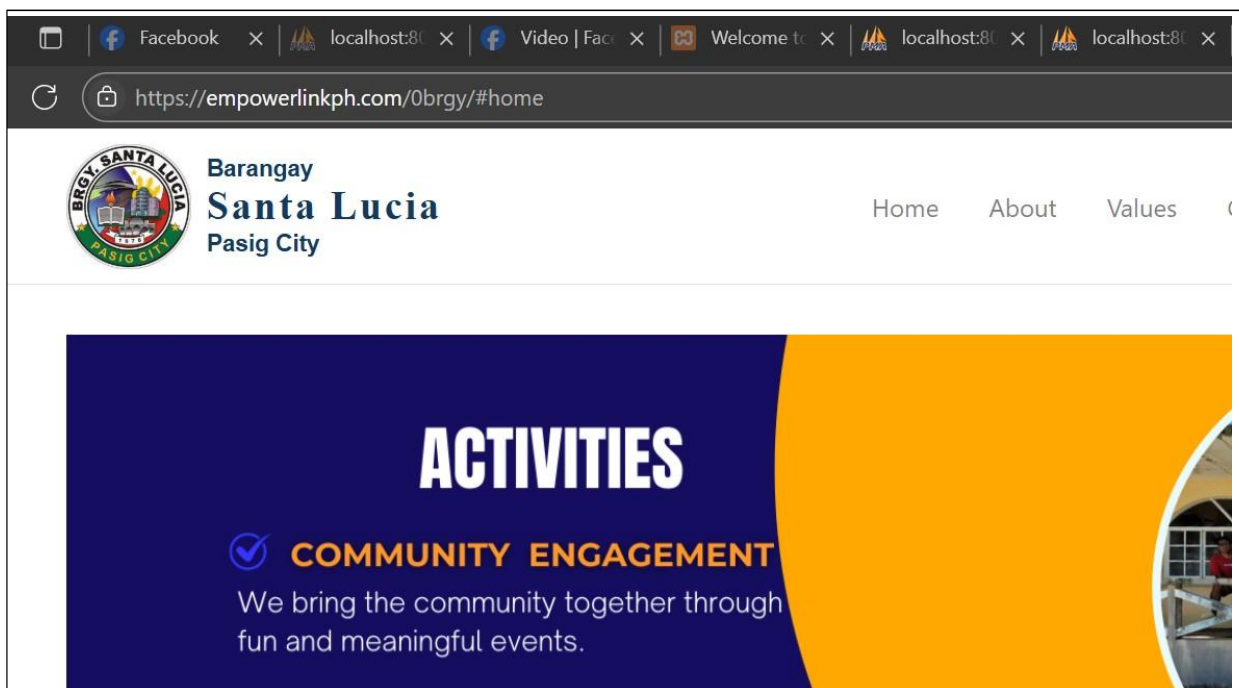


Barangay Management System User Manual

The Barangay Management System <https://empowerlinksolution.com/brgy/logins> a digital platform designed to streamline the administrative and operational processes of a barangay. It serves as a centralized system that manages and organizes essential information about all residents, enabling efficient governance at the grassroots level.

This system aims to enhance the ease, accuracy, and accessibility of resident data and barangay records. Its main purpose is to provide reliable and up-to-date information that supports effective decision-making, service delivery, and overall community management.



Users

The Barangay Management System supports four types of users: Administrator, Chairman, Secretary, and Resident. Each user role has specific access levels and responsibilities within the system:

1. Administrator

The Administrator has full access to all features of the system. This user can add, update, and delete records across all modules. The Administrator also monitors user activities, system logs, and ensures the smooth operation of the entire system.

2. Chairman

The Chairman's access is similar to that of the Administrator. This role can perform major functions within the system and oversee barangay operations and records.

3. Secretary

The Secretary has limited administrative access. This user can add, update, and delete resident records. Additionally, the Secretary is responsible for generating barangay documents such as clearances and certifications.

Accounts
 Username – 1111@gmail.com
 Password – 1232

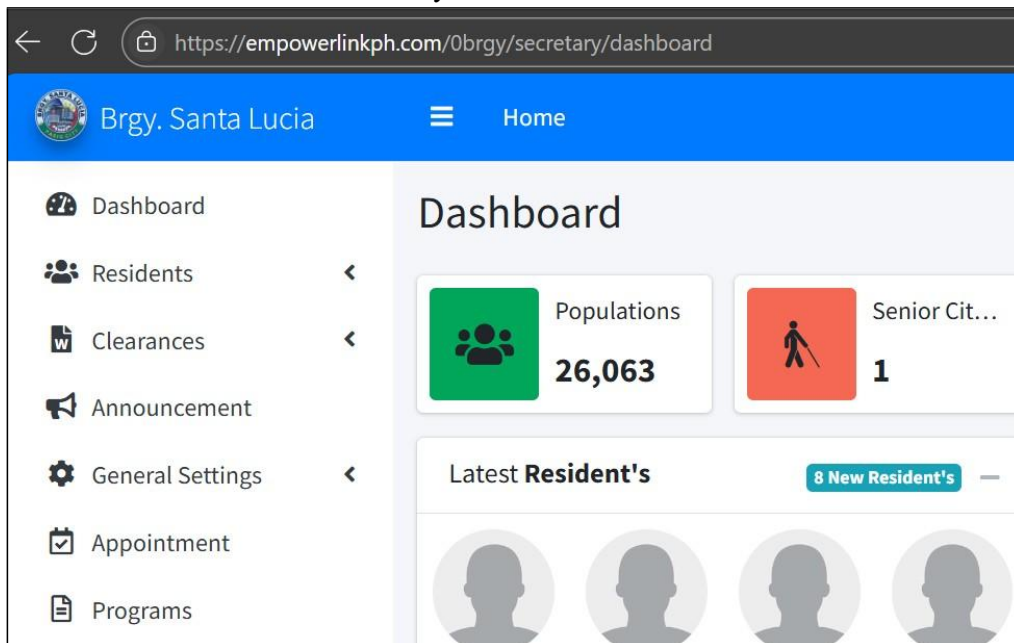
4. Resident

Residents have access to a personalized dashboard where they can request appointments, apply for clearances, and update their personal information. Their access is restricted to their own data and services available to community members.

Public Features

1. Landing Page

The landing page serves as the main public-facing section of the system. It displays all important announcements, upcoming events, and barangay activities, providing residents and visitors with up-to-date information about the community.



2. Secure Login System

The system includes a secure login feature that ensures only registered users can access their respective dashboards. Built using the CodeIgniter framework, the login system incorporates essential security measures such as input validation, password hashing, and session management to protect user data and prevent unauthorized access.

User Manual

1. General Settings Setup

Before using the Barangay Management System, the General Settings must be configured. This setup is

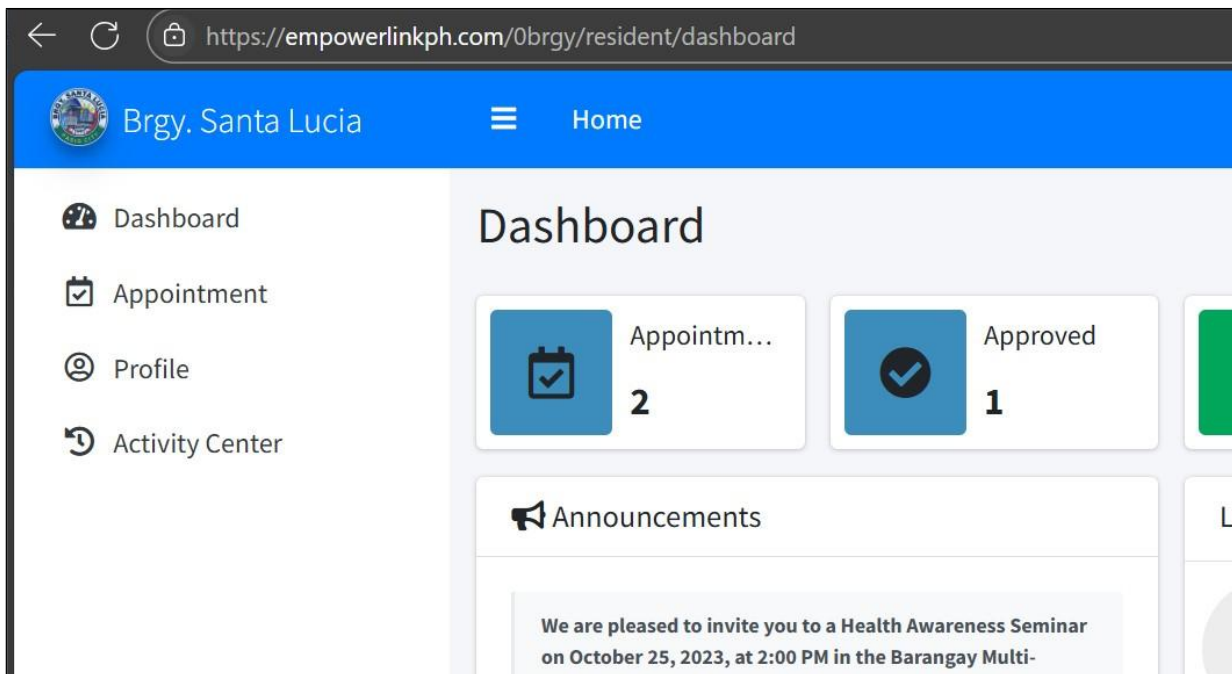
essential to ensure that all modules and features function properly across all user roles.

The General Settings include the following components:

• Purok – Define and manage the different zones or areas within the barangay.
• Position – Set up the official designations or roles within the barangay (e.g., Chairman, Secretary, Treasurer).
• Committee – Create and organize various committees under the barangay administration.
Certificate) that will be accessible through the resident portal for appointment requests.
• Program Types – Includes social programs such as 4Ps, scholarship programs, senior citizen benefits, and others.
• Officials and Staff – Register and manage the names and roles of current barangay officials and personnel.
• Barangay Details – Enter general information about the barangay including name, location, contact information, and other relevant data.

2. Residents

The Residents module is where you can add, update, and delete resident records. It serves as the central database for managing all members of the barangay. This module also allows you to:



• Issue and record barangay clearances
• Tag residents as officials
• Assign residents to specific programs (e.g., 4Ps, senior citizen programs, scholarships)

Sub-Components:

The Residents module includes categorized lists to help users filter and manage data efficiently.

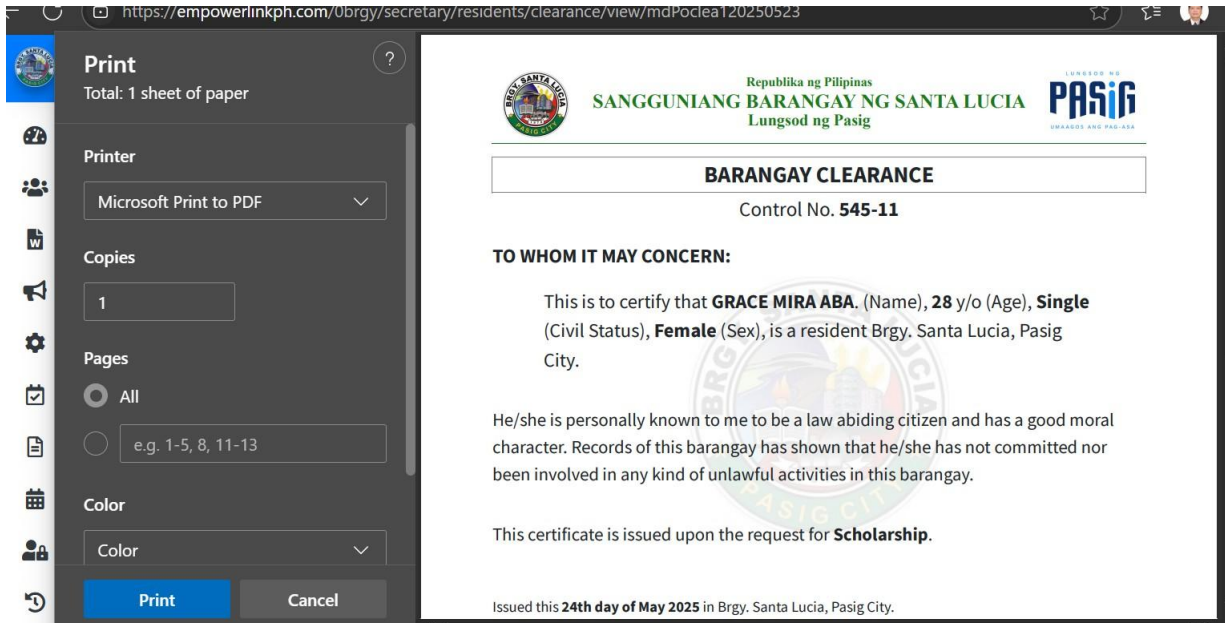
These sub-categories include:

• Family Leaders – Displays all designated heads of families.
• Female Residents – List of all registered female residents.
• Male Residents – List of all registered male residents.
• Senior Citizens – Residents who fall under the senior citizen category.
• Voters – Residents marked as registered voters.
• Non-Voters – Residents who are not registered to vote.
• 4Ps Members – Individuals enrolled in the 4Ps (Pantawid Pamilyang Pilipino Program).
• Single Parents – Residents identified as single parents.
• Vaccinated Residents – Residents who have received vaccination.

- Non-Vaccinated Residents – Residents who have not yet been vaccinated.
- PWDs – Persons with Disabilities registered in the barangay.

3. Clearances

The Clearances module is designed to manage the issuance of official barangay documents to residents. This module allows authorized users (such as the Secretary or Administrator) to generate and print various types of certificates requested by residents.



These sub-categories include:

- Family Leaders – Displays all designated heads of families.
- Female Residents – List of all registered female residents.
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- Vaccinated Residents – Residents who have received vaccination.
- Non-Vaccinated Residents – Residents who have not yet been vaccinated.
- PWDs – Persons with Disabilities registered in the barangay.

Key Functions:

- Create New Clearance – Generate new clearance documents such as:

- Barangay Clearance
- Certificate of Indigency
- Certificate of Residency
- Certificate of Good Moral Character

- Assign to Resident – Link the clearance to a specific resident’s record for tracking and documentation purposes.
- Set Purpose – Specify the purpose of the clearance (e.g., job application, school enrollment, government requirement).
- Date and Official Signatory – Automatically includes the current date and assigned barangay official for digital signatures or printed copies.
- Print Option – Print-ready templates for official use, with the barangay seal and relevant details

formatted properly.

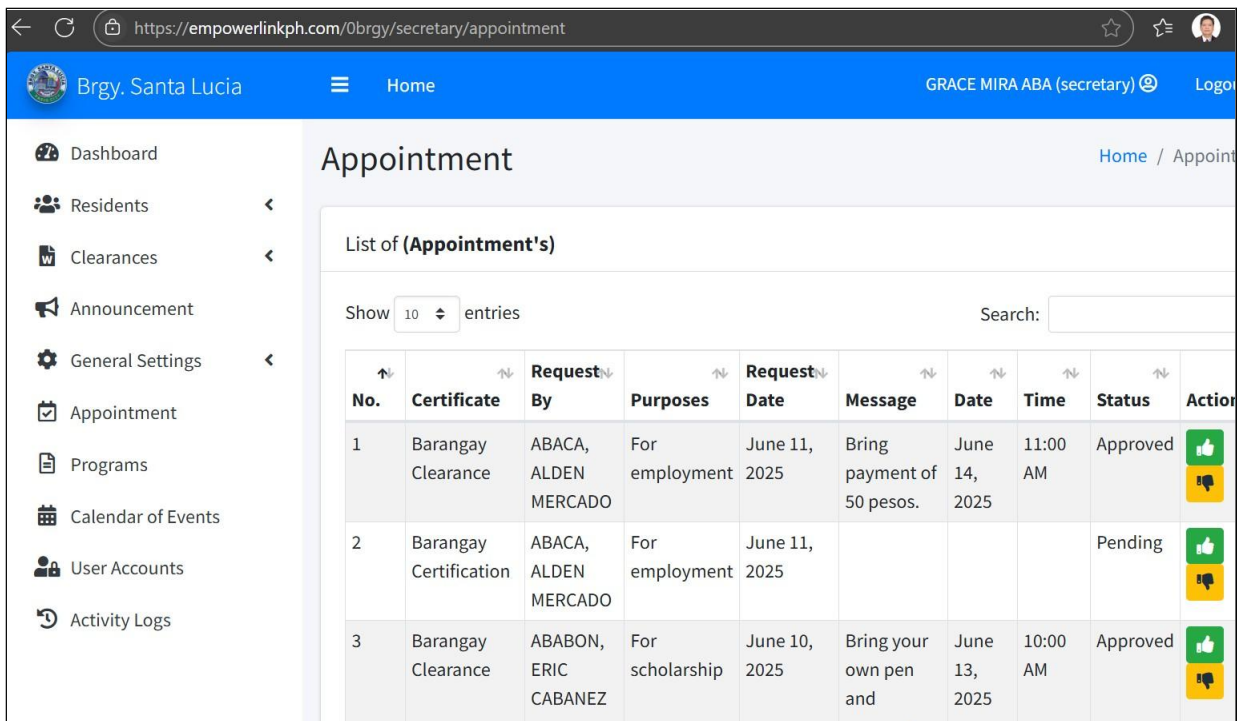
Integration with Resident Portal:

Residents can request clearance documents through their portal accounts. Once approved by barangay staff, the clearances are processed and made available for pickup or download (depending on barangay policy).

This feature streamlines the traditional manual clearance process, saving time for both residents and barangay staff, while ensuring accurate records are maintained for transparency.

4. Appointments

The Appointments module allows residents to request services or clearances from the barangay online. This feature helps reduce foot traffic and manage time more efficiently.



Key Functions:

- Resident Request – Residents can choose the type of document or service they need and schedule a preferred date.
- Appointment Status – Barangay staff can approve, reschedule, or decline appointments based on availability.
- Notifications – Residents receive updates about their appointment status.
- Queue Management – Helps the barangay organize daily tasks and prepare the necessary documents in advance.

5. Programs

The Programs module manages the social and community-based programs within the barangay. Each resident can be enrolled or tagged in specific programs based on their eligibility.

Examples of Programs:

- 4Ps (Pantawid Pamilyang Pilipino Program)
- Scholarship Programs
- Senior Citizen Benefits
- Livelihood Programs
- Feeding and Health Programs

Key Functions:

- **Assign Program** – Add a resident to a specific program.
- **Track Beneficiaries** – View lists of enrolled residents per program.
- **Update Program Info** – Modify program names, details, and eligibility rules.

6. Reports

The Reports module enables users to generate printable summaries and detailed reports for internal use or submission to higher government offices.

Available Reports:

- Resident Demographics (e.g., age, gender, purok)
- Voters vs. Non-Voters
- Program Beneficiaries
- Clearance Issuance Reports
- PWD, Senior Citizens, and Single Parent Lists

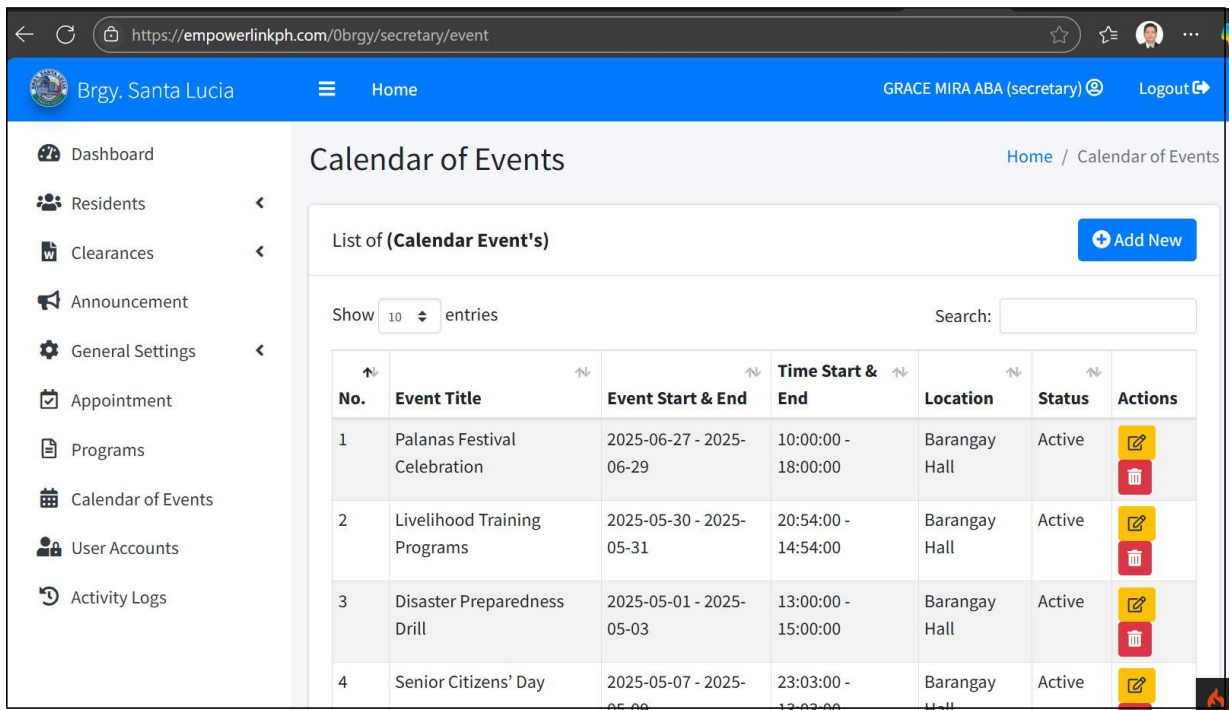
7. Calendar of Events

The Calendar of Events provides an interactive view of all barangay-related schedules and announcements.

Features:

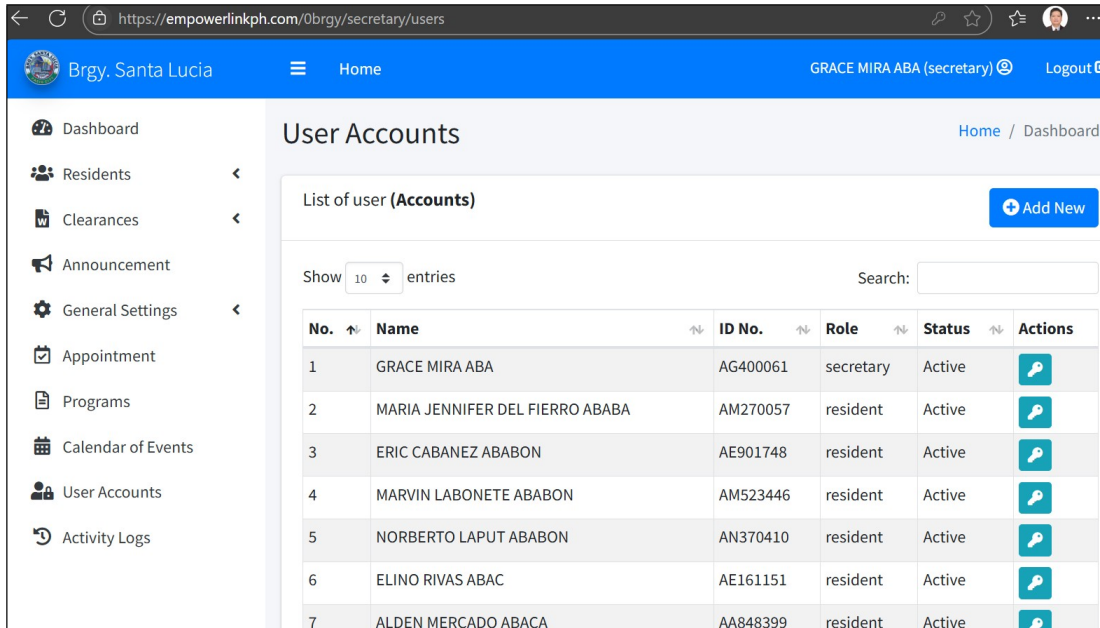
This keeps everyone informed and encourages community participation.

- **Add New Events** – Create barangay events like meetings, community clean-ups, or public holidays.
- **Edit/Delete Events** – Modify or remove outdated entries.
- **Resident View** – Residents can view upcoming events from the landing page.



8. User Accounts

The User Accounts module allows the Administrator to manage access and control of the system.



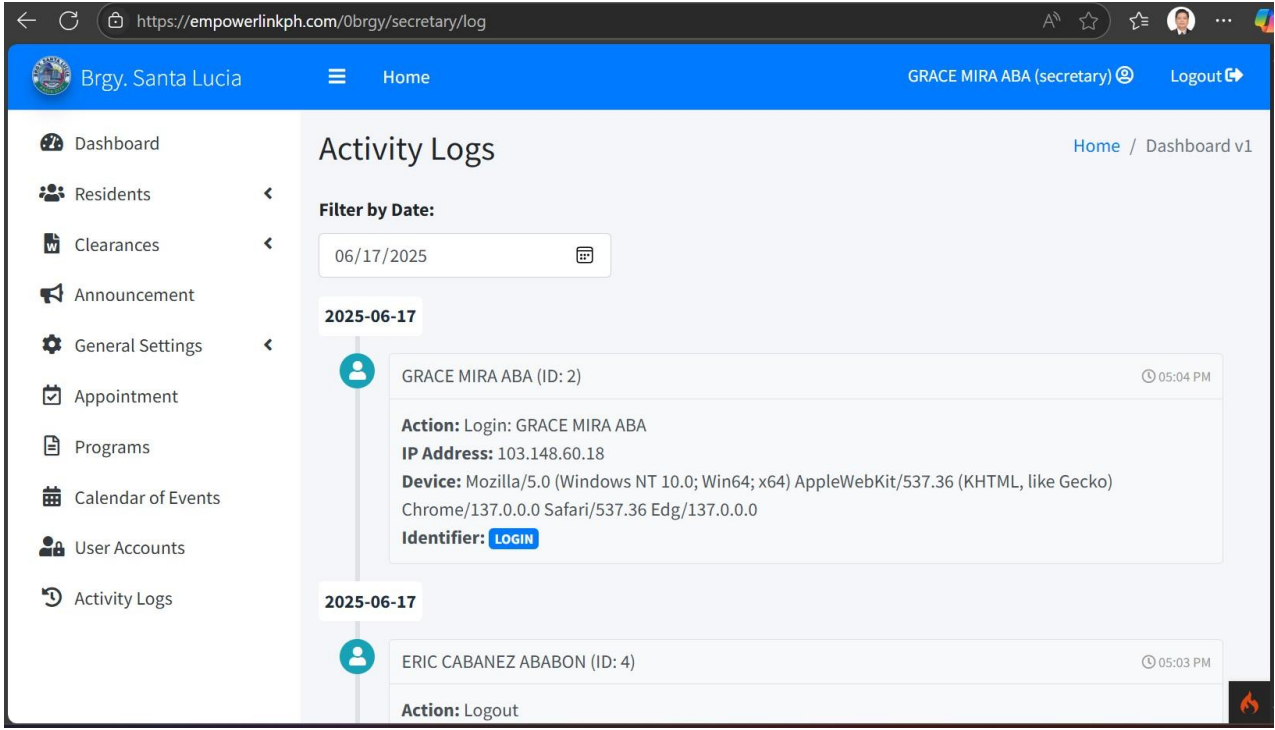
Key Functions:

This ensures that only authorized personnel can perform sensitive actions in the system.

- Add New Users – Create accounts for Chairman, Secretary, or other officials.
- Set Role and Permissions – Define what features each user can access based on their position.
- Update or Deactivate Accounts – Modify user information or deactivate accounts as needed.

9. Activity Logs

The Activity Logs module tracks all system activities to promote transparency and accountability.



- User actions (e.g., login, logout, add, edit, delete)
- Timestamps of each activity
- Module where the action occurred

Log Details:

These logs are useful for auditing and monitoring unauthorized or unusual system behavior.