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Sangguniang Kabataan Record Management System

USER MANUAL

(Admin)

INTRODUCTION

Purpose of the System

The Sangguniang Kabataan Record Management System empowers administrators to manage member profiles, attendance, events, and system configurations efficiently.

Key Features for Admins

Manage user accounts (create, block/unblock).
Oversee dashboard details
Oversee KK and SK profiles, and attendance records.
Manage meetings, events, financials, and documents
Generate and print comprehensive reports.
Publish announcements.
Configure system settings.

System Requirements

Browser: Chrome, Firefox, Edge (latest versions recommended)

Server: PHP 8.1+, MySQL 8+

Framework: Laravel 11

Composer: Version 2.0+ (required for dependency management)

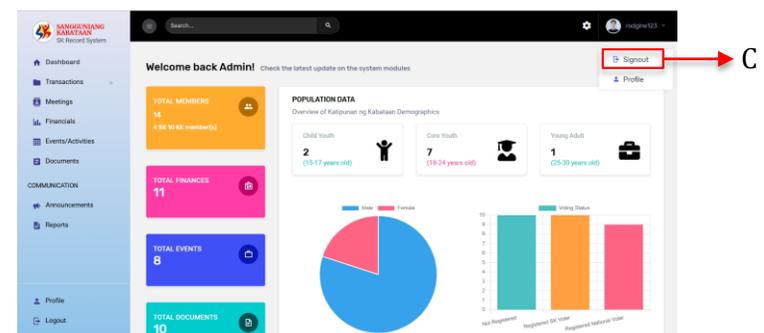
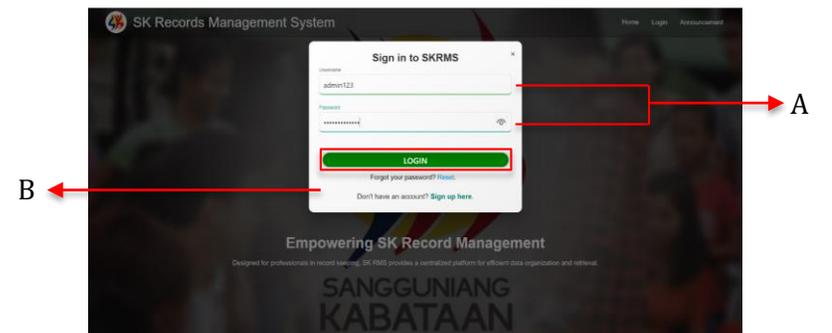
Node.js: Version 18+ (required for frontend asset compilation and npm)

Internet: Stable connection for multi-user access

GETTING STARTED

Accessing the System

1. Open your browser and navigate to <http://127.0.0.1:8000> (or your domain name).
2. Log in using your admin credentials.
3. Logging In/Out
 - A. Enter your email and password.
 - B. Click Login.
 - C. To log out, click your profile icon in the top-right corner and select Sign out.



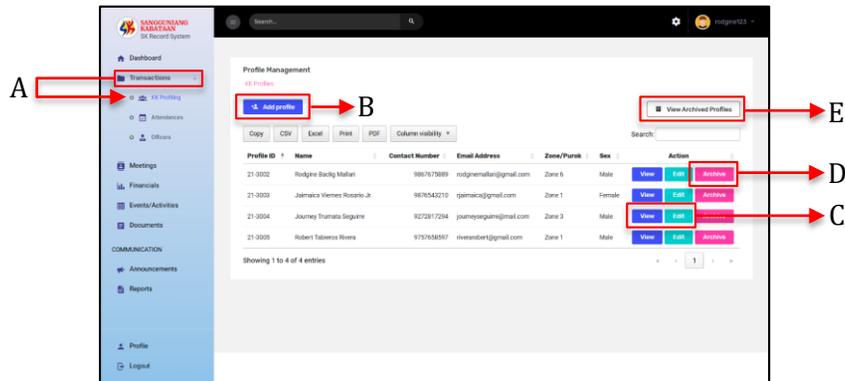
Admin Role Overview

Full access to all system modules and features.

ADMIN-SPECIFIC FEATURES

Manage KK Profiles

- Navigate to *KK Profiling* under the *Transactions* menu.
- Add new profiles by clicking **Add Profile** button.
- Edit and View profile details by selecting a profile and clicking **Edit or View** button.
- Move the profiles to the archive using the **Archive** button.
- The **View Archived Profiles** stores all the archived profiles

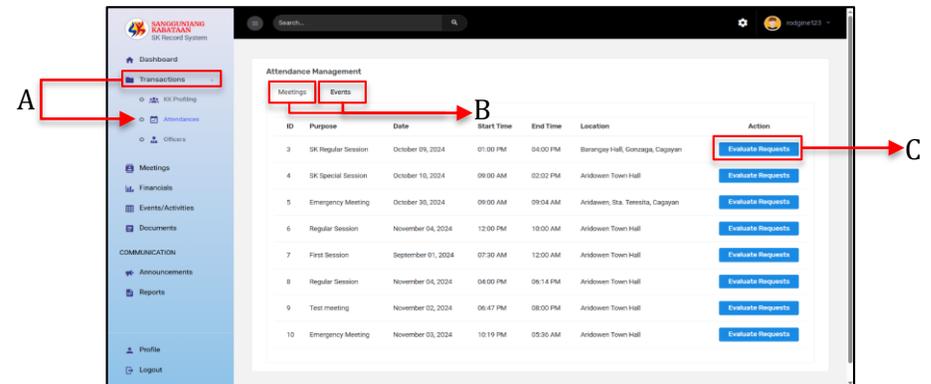


Note:

Profiles are archived rather than deleted to preserve the details as historical records for future reference.

Attendance Management

- Navigate to *Attendance Management* page under the *Transactions* menu.
- Filter display in selecting the desired attendance type by switching between the *Meetings* and *Events* tabs.
- For each record in the table, click the Evaluate Requests button in the Action column to review attendance requests.

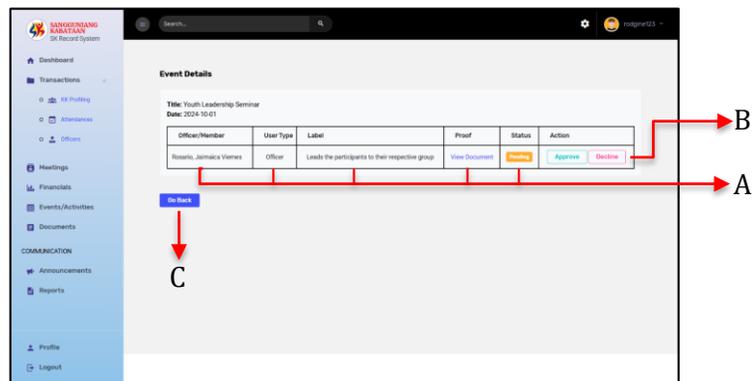


Evaluate Attendance Requests

- Review the attendance details on the evaluation interface:
 - Title:** Displays the title of the meeting or event.
 - Date:** Indicates the date of the meeting or event.
 - Officer/Member:** Lists the names of attendees.

- **User Type:** Specifies if the attendee is an officer or a KK member.
- **Label:** Describes the attendee's role or participation in the event.
- **Proof:** Allows viewing of uploaded documents or evidence by clicking View Document.
- **Status:** Displays the current status of the request (e.g., Pending).

- Approve or decline attendance requests using the **Approve** and **Decline** buttons.
- Click the **Go Back** button to return to the *Attendance Management* module.



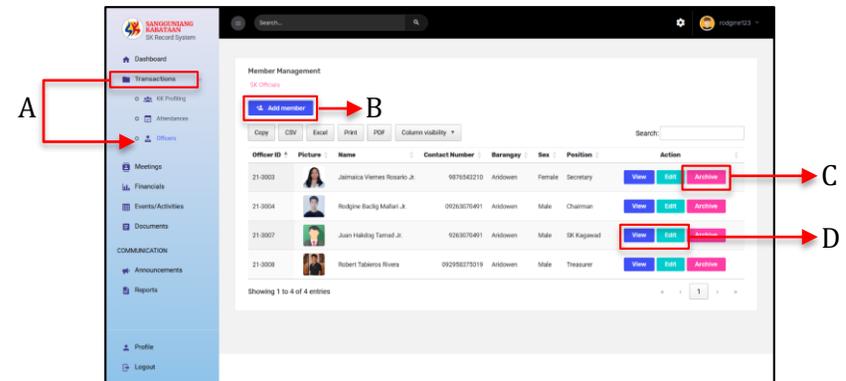
Note:

The proof of attendance uploaded by the user serves to validate their attendance request. The uploaded photo must clearly show the user's presence at the meeting or event; otherwise, the request may be declined.

Approved attendance records may later be used to generate the user's individual accomplishment reports.

Officer Management

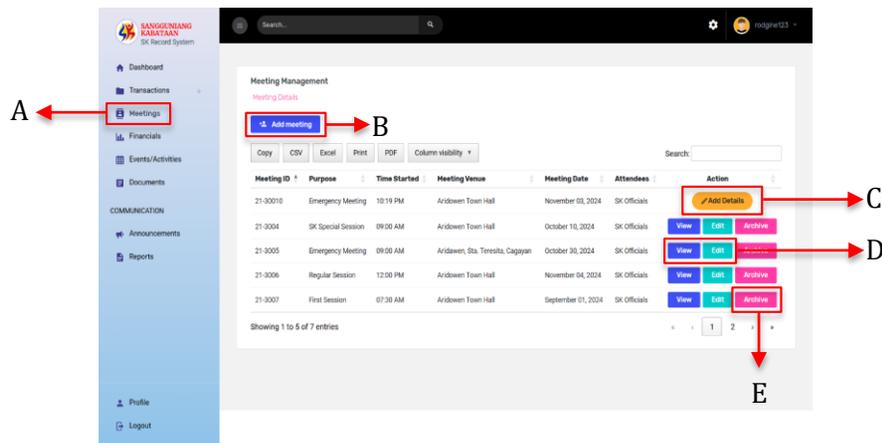
- Navigate to *Officer Management* under the *Transactions* menu.
- Add new officers by clicking the **Add Officer** button.
- Edit or view officer details by selecting an officer and clicking the **Edit or View** button.
- Remove officers from the view list using the **Archive** button.



Meeting Management

- Navigate to *Meetings* on the sidebar menu
- Create tentative meeting info for announcement purpose by clicking the **Add Meeting** button
- Add minutes of the meeting by clicking the **Add Details** button

- D. Edit or view meeting details by clicking the **Edit or View** button of a specific record
- E. Remove the meeting records displayed on the table by clicking the **Archive** button



Note:

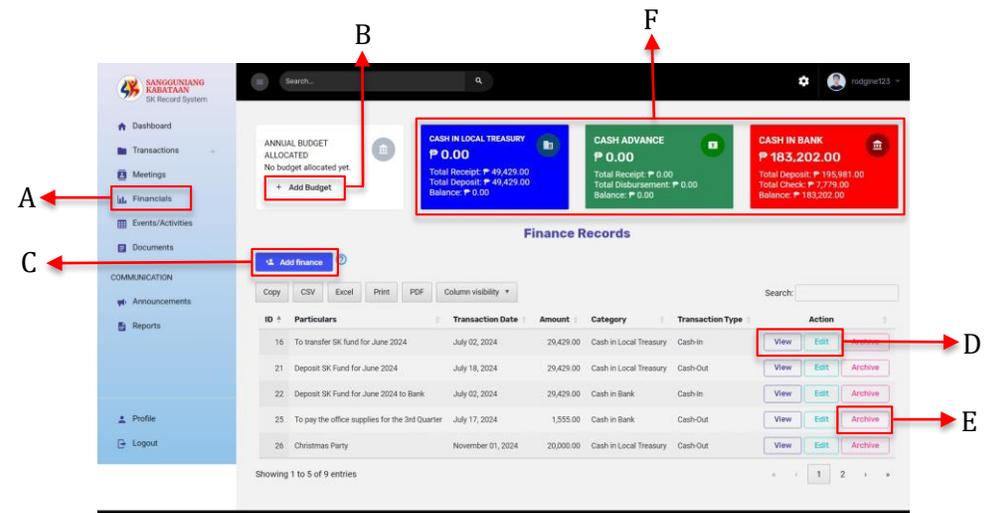
The action column displays buttons for a specific record depending on its status details.

If the meeting is recently added using the Add Meeting button, the action column will display the Add Details button. This indicates that the meeting is either upcoming or ongoing. However, if the meeting already has minutes added to it, the action column will display the View, Edit, and Archive buttons.

Additionally, you can print the meeting records on the view interface for Minutes of Meeting (MOM) reports.

Financial Management

- A. Navigate to *Financials* on the sidebar menu
- B. Add annual budget by clicking the **Add Budget** button on the white card of the module
- C. Add financial record by clicking the **Add Finance** button
- D. Edit or View financial record by clicking the **Edit or View** button of specific record
- E. Remove the financial record on the table list by clicking the **Archive** button
- F. The colored cards indicate the overview of the annual financial budget of SK in their Local Treasury, Bank Account, and Individual committee.

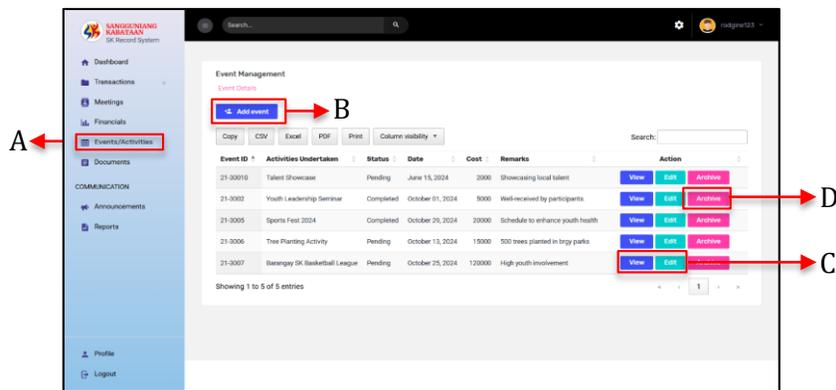


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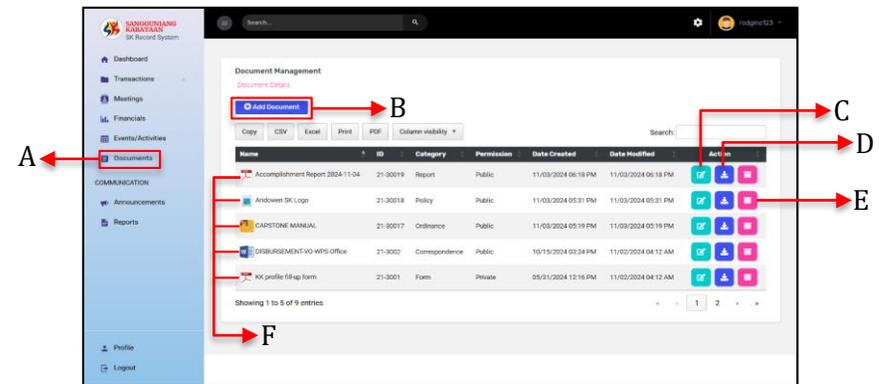
The admin is required to allocate a budget before adding any financial record. This ensures that all financial transactions are properly tracked and accounted for within the allocated budget. Without an allocated budget, financial records cannot be created to prevent inconsistencies or untracked expenses in the system.

Event Management

- Navigate to *Event Management* on the *sidebar menu*.
- Add new event by clicking the **Add Event** button.
- Edit or view event details by selecting an event and clicking the **Edit or View** button.
- Remove event from the view list using the **Archive** button.



- Remove document from the view list using the **Archive** button.
- Icons** are placed on the left side of the document name to indicate what type of document is uploaded.



Note:

The edit feature of the module is designed to modify the details of the document after it is added to the system (e.g., filename, category, and permission). However, this feature does not allow direct editing of the file's content.

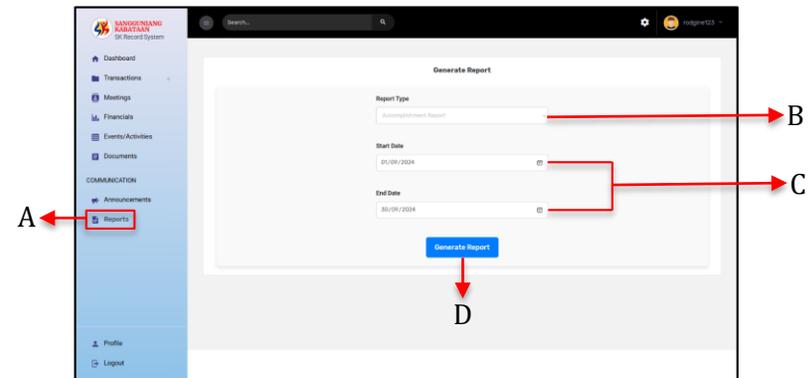
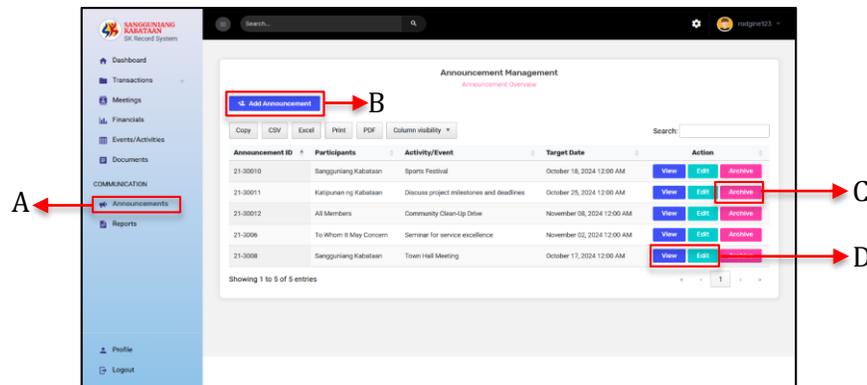
Document Management

- Navigate to *Document Management* on the *sidebar menu*.
- Upload new document by clicking the **Add Document** button.
- Edit document details by clicking the **Edit** button of a specific document.
- Download the document by clicking the **Download icon** on the action column

Publishing Announcements

- Navigate to *Announcement Management* on the *sidebar menu*.
- Add new announcement by clicking the **Add Announcement** button

- C. Edit or view announcement details by selecting the announcement and clicking the **Edit or View** button
- D. Remove the announcement record on the table list by clicking the **Archive** button



Note:
 Generating report may vary depending on its type. The Accomplishment report is intended for the Event Management module, the Financial report (cash book) for financial management and profiling report for Profile management.

Note:
 Announcements will be displayed on the landing page and may vary depending on their date of occurrence. For instance, if an announcement's date has passed, it will automatically be removed from the list. Similarly, archiving an announcement will also remove it from the display.

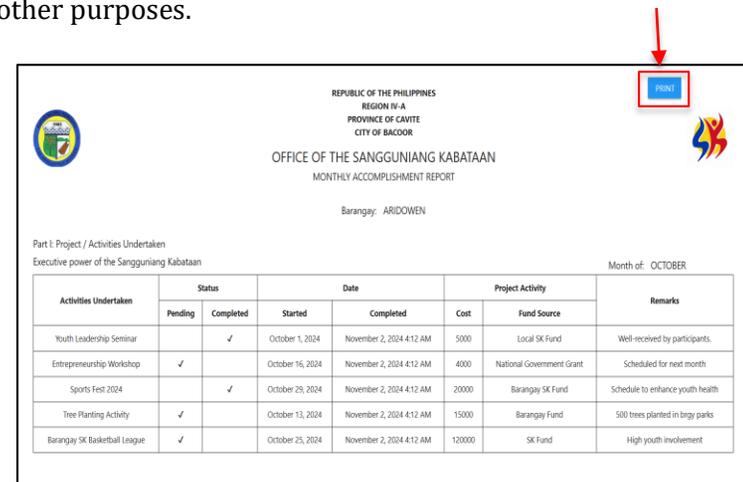
REPORTS AND PRINTING

Generating Reports

- A. Go to Reports from the sidebar.
- B. Select the report type (e.g., Attendance, Events, Members).
- C. Customize filters (e.g., date range, type) as needed.
- D. Click Generate to create a report.

Printing Reports

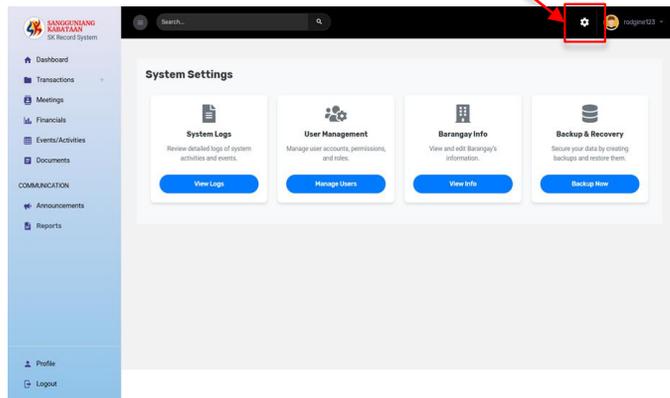
After submitting the report form, users can access a print button located on the generated report. This feature enables users to easily produce a hard copy of the report output for their records or other purposes.



SYSTEM SETTINGS

Configuring System Options

- Navigate to Settings in the sidebar.
- Modify system preferences (e.g., default roles, permissions).
- Save changes to apply immediately.



System/Activity Logs

- This module provides a comprehensive overview of all user activities within the system.
- It captures and displays detailed records of actions performed by users, such as logins, data updates, deletions, and other interactions.
- This feature helps administrators monitor user behavior, ensure accountability, and maintain system security by keeping a transparent record of all significant activities.

User Management

- This module allows administrators to efficiently manage user accounts within the system.
- It includes features for creating, updating, and deactivating user accounts, as well as assigning roles and permissions to control access to various functionalities.

Barangay Information

- This module serves as a centralized repository for storing and managing essential barangay data.
- It includes features for recording details such as barangay profiles, demographic information, local resources, and key contacts.

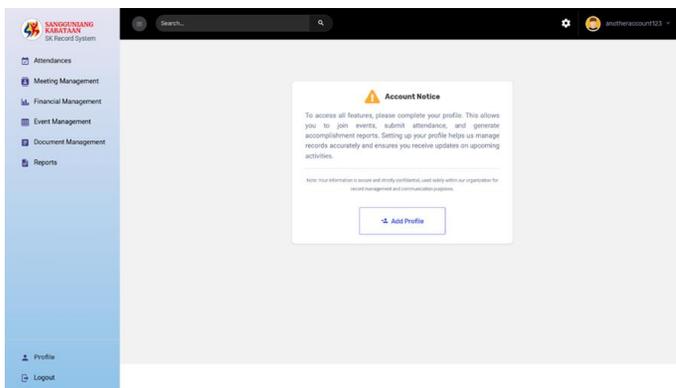
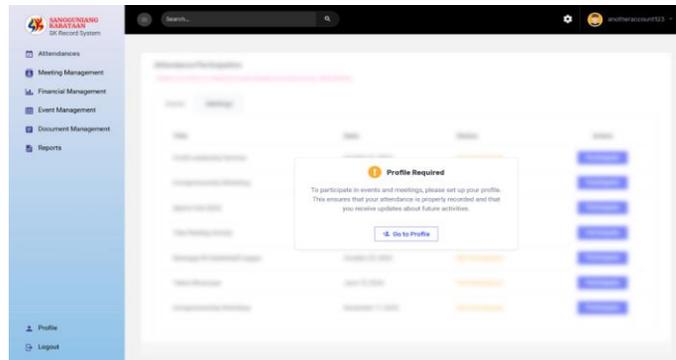
Backup and Recovery

- This module ensures the safety and integrity of system data by providing reliable backup and recovery functionalities.
- It allows administrators to schedule automated backups at specified intervals, minimizing the risk of data loss due to unforeseen events.
- This feature ensures quick and efficient restoration of data when needed, maintaining system continuity and reducing downtime during critical situations.

RESTRICTIONS

Profile Required

The Profile Required notice ensures that every user is identified within the system by requiring them to complete their profile. This serves as a foundation for accessing system functionalities, interacting with others, and maintaining accurate records.



TROUBLESHOOTING

Common Issues

1. **User cannot log in:** Verify the account status (active/blocked).
2. **Missing data:** Ensure proper permissions and data were saved.
3. **Error messages:** Check the system logs or contact support.
4. **Announcements not displaying:** Check if the announcement status is set to "active" and ensure the posting date falls within the current timeline.
5. **Changes not reflecting in reports:** Confirm that the updated data has been saved and ensure the report parameters are correctly selected before generating the report.
6. **Error in uploading files:** Verify that the file size and format comply with the allowed specifications in the system settings and check the storage space available on the server.

Contact Support

Email: skrms-support@gmail.com

Contact Number: +63 926 3070 491

FAQs

How do I reset a user password?

Go to User Management, select the user, and click the **Edit** button and fill in the password field with a new one.

How can I view all announcements?

Navigate to Announcements to view, edit, or delete announcements.

Why archive instead of deleting records?

Profiles are archived rather than deleted to preserve the details as historical records for future reference.

How can I recover archived profile records?

Navigate to **Archive history** button on *Profile Management Module* to view all archived profiles. Click the restore button to bring the profile record back to the table list.

What's the first thing to do of a newly registered user?

As a new user, your first step is to complete your profile. This ensures that your identity is properly registered in the system, enabling smooth interaction and access to system features.