# **Table of Contents**

Introduction
1.1 Purpose of the System1
1.2 Key Features for Admins
1.3 System Requirements 2
Getting Started
2.1 Accessing the System
2.2 Admin Role Overview
Admin-Specific Features 5
3.1 Managing User Accounts
3.2 Overseeing Profiles
3.3 Event and Meeting Management
3.4 Publishing Announcements7
<b>Reports and Printing</b>
4.1 Generating Reports
4.2 Printing Documents
System Settings
5.1 Configuring System Options 10
Troubleshooting
6.1 Common Issues 11
6.2 Contact Support 12
<b>FAQs</b>

# 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

- 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**

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

A	SANCORENTIANS SIX Record System     Pashboard     Transactions     o <u>m</u> KK Publicy     o <u>m</u> KK Publicy     o <u>m</u> KK Publicy	Profile Management C Profile U. Ant profile Proce PSP profile	a B			Control Profession	→E
	Contrary     Contrary     Contrary     Contrary     Contrary     Contrary     Contrary     Contrary     Contrary	Corp         Corp         Corp         Corp         Teles           Prediction         *         Manne           21:0002         Bringhame Bucklig Mathematic           21:0003         Journals Werners Rosenia           21:0004         Journals Werners Rosenia           21:0005         Rieder Theirens Hours           21:0005         Rieder Theirens Hours           Sthowing 1 to 4 of 4 entries	Centrar Vacchy • Centrar Vacchy • Centrar Vacchy • Output	Email Address 0 rodginemalisri@gmail.com rjaimaica@gmail.com journeysoquim@jmail.com riverantbert@gmail.com	Zone/Purek         Sex           Zone 0         Male           Zone 1         Female           Zone 3         Male           Zone 1         Male	A CONTRACTOR OF A CONTRACTOR OF A CONTRACTOR OF A CONTRACTOR OF A CONTRACTOR A CONT	→ D → C
	<ul> <li>Peperts</li> <li>Profile</li> <li>Logout</li> </ul>						

#### Note:

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

# **Attendance Management**

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



# **Evaluate Attendance Requests**

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

SANGGLINIANG KABATAAN SK Record System	Rent. Q Copyret3 -	
Dashboard     Transactions +	Event Details	
o 🎰 KK Profiling o 🗁 Attendances	Title: Youth Leadenship Seminar Dele: 2024-10-01	B
o 🚊 Officers	Officer/Hember UserType Label Proof Status Action	
Hearings Hornandis Tonandis Counterful Counterful Counterful Counterful Producements Producemen	Intends, Jamaia Yanna Officer Under Forgersteine grand Under State Angeweine Lander State A	→A
± Profile G Logout		

#### 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**

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



# **Meeting Management**

- A. Navigate to *Meetings* on the sidebar menu
- B. Create tentative meeting info for announcement purpose by clicking the **Add Meeting** button
- C. 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

A Centrol Cent		SANGGUNIANG KABATAAN SK Record System	E Search			٩			🗢 👩 rodginet23
Meteling 0: *       Perpes:       Time Started       Meteling Vews	A 🛶	Dashboard     Transactions     Transactions     Meetings     List, Financials     Events/Activities	Meeting Mana Meeting Details Add meet Copy CSM	gement	B POF Colu	mn visibility *			Search
COMMARCATION We Announcements Properts Partient		Documents	Heeting ID 🕴	Purpose	Time Started	Meeting Venue	Meeting Date	Attendees	Action
Proteire		COMMUNICATION	21-30010	Emergency Meeting	10:19 PM	Aridowen Town Hall	November 03, 2024	SK Officials	Add Details
Appends         21 5005         Bringary Mediag         000 AMA         Addewin, Bits Threaks, Capyan         Ocaber 32, 2024         SC 056aia         Yes         Edit           27 5006         Regular Session         220 20 FM         Ardsewin Train Hall         November 54, 2024         SC 056aia         Yes         Edit         Ardsewin Train Hall         November 54, 2024         SC 056aia         Yes         Edit         Ardsewin Train Hall         November 54, 2024         SC 056aia         Yes         Edit         Ardsewin Train Hall         November 51, 2024         SC 056aia         Yes         Edit         Ardsewin Train Hall         November 51, 2024         SC 056aia         Yes         Edit         Ardsewin Train Hall         November 51, 2024         SC 056aia         Yes         Edit         Ardsewin Train Hall         November 51, 2024         SC 056aia         Yes         Edit         Ardsewin Train Hall         November 51, 2024         SC 056aia         Yes         Edit         Ardsewin Train Hall         November 51, 2024         SC 056aia         Yes         Edit         Ardsewin Train Hall         November 51, 2024         SC 056aia         Yes         Edit         Ardsewin Train Hall         November 51, 2024         SC 056aia         Yes         Edit         Ardsewin Train Hall         November 51, 2024         SC 056aia		Announcements	21-3004	SK Special Session	09:00 AM	Aridowen Town Hall	October 10, 2024	SK Officials	View Edit Archive
2:000         Biguár fecision         12:00 PM         Aritheren Tour: Hall         Neumentor 64, 2021         SC Official         No.         DEEL         Aritheren           2::-000         First Session         02:30 AM         Aritheren Tour: Hall         Expender 61, 2021         SC Official         No.		Reports	21-3005	Emergency Meeting	09:00 AM	Aridawen, Sta. Teresita, Cagayan	October 30, 2024	SK Officials	View Edit
2 - 500 First Sexton 07.30 AM Antower Tour Hall Expension 07.201 M Online Tour Hall Expension 07.201 M			21-3006	Regular Session	12:00 PM	Aridowen Town Hall	November 04, 2024	SK Officials	View Edit Archive
A Police E			21-3007	First Session	07:30 AM	Aridowen Town Hall	September 01, 2024	SK Officials	View Edit Archive
± Pote E			Showing 1 to 5	of 7 entries					« ( <mark>1</mark> 2 ) »
± Pote									•
		* Drofile							Е
									_

#### 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.



#### Note:

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**

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



## **Document Management**

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

- E. Remove document from the view list using the **Archive** button.
- F. **Icons** are place 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.

# **Publishing Announcements**

- A. Navigate to *Announcement Management* on the *sidebar menu*.
- B. 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

	SANGGUNIANG KABATAAN SK Record System	E Search.		۹		٠	😋 rodginet23 v	
A	Darboad     Transactions     Transactions     Medings     LensyActivities     Documents     Documents     Medinactivities     Medinactivities     Medinactivities     Medinactivities     Medinactivities	Add Ansatz           Carry         Carry           Carry         Carry           Ansatz         Carry <t< th=""><th>Pres Por Por Por Por Por Por Por Por Por Por</th><th>Announcement Mann Kreeucement Oen Activity 1 Source project intentions and deadfree Community Clausity Dales Source for envice excellence Transit ald Mering</th><th>Target Date         Image: Constant State Stat</th><th>Scarch: View fait View fait View fait View fait View fait View fait</th><th>Anshine Anshin</th><th>→ C → D</th></t<>	Pres Por	Announcement Mann Kreeucement Oen Activity 1 Source project intentions and deadfree Community Clausity Dales Source for envice excellence Transit ald Mering	Target Date         Image: Constant State Stat	Scarch: View fait View fait View fait View fait View fait View fait	Anshine Anshin	→ C → D
	≛ Profile ⊕ Logout							

#### 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.



#### 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.

# **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.

				REPUBLIC OF THE PHILIPPINES REGION IV-A PROVINCE OF CAVITE CITY OF BACOOR			PEINT
<b>V</b>			OFFICE OF	THE SANGGUNIANG I	(ABATA)	AN	7
_			MON	ITHLY ACCOMPLISHMENT REP	ORT		
				Barangay: ARIDOWEN			
t I: Project / Activities Undertal	ken						
ecutive power of the Sanggunia	ang Kabataan						Month of: OCTOBER
ecutive power of the Sanggunia	ang Kabataan	itatus		Date		Project Activity	Month of: OCTOBER
ecutive power of the Sanggunia	eng Kabataan S Pending	itatus Completed	Started	Date	Cost	Project Activity Fund Source	Month of: OCTOBER
Activities Undertaken Youth Leadership Seminar	ng Kabataan S Pending	tatus Completed √	Started October 1, 2024	Date Completed November 2, 2024 4:12 AM	<b>Cost</b> 5000	Project Activity Fund Source Local SK Fund	Month of: OCTOBER Remarks Well-received by participan
Activities Undertaken Youth Leadership Seminar Entrepreneurship Workshop	Pending	Completed	Started October 1, 2024 October 16, 2024	Date Completed November 2, 2024 4:12 AM November 2, 2024 4:12 AM	Cost 5000 4000	Project Activity Fund Source Local SK Fund National Government Grant	Month of: OCTOBER Remarks Well-received by participan Scheduled for next month
Activities Undertaken Youth Leadership Seminar Entrepreneurship Workshop Sports Fest 2024	Pending	itatus Completed	Started October 1, 2024 October 16, 2024 October 29, 2024	Date Completed November 2, 2024 4:12 AM November 2, 2024 4:12 AM	Cost 5000 4000 20000	Project Activity Fund Source Local SK Fund National Government Grant Barangay SK Fund	Month of: OCTOBER Remarks Well-received by participan Scheduled for next month Schedule to enhance youth h
cutive power of the Sanggunia Activities Undertaken Youth Leadership Seminar Entrepreneurship Workshop Sports Fest 2024 Tree Planting Activity	Pending	Completed	Started October 1, 2024 October 16, 2024 October 29, 2024 October 13, 2024	Date           Completed           November 2, 2024 412 AM           November 2, 2024 412 AM           November 2, 2024 412 AM           November 2, 2024 412 AM	Cost 5000 4000 20000 15000	Project Activity Fund Source Local SK Fund National Government Grant Barangay SK Fund Barangay Fund	Month of: OCTOBER Remarks Well-received by participan Scheduled for next month Schedule to enhance youth h 500 trees planted in bray pa

# 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.