MUNICIPALITY OF PLACER - SURIGAO DEL NORTE

# BUYAWANONG PLACER

## SYSTEM USER MANUAL

A Web-Based One-Stop Digital Information Portal for the Municipality of Placer

**VERSION 1.0**

Developed for the Municipality of Placer, Surigao del Norte

North Eastern Mindanao State University - Cantilan Campus

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# 1

SECTION 1

# Business Owner Guide

This section guides business owners through creating an account, applying for permits, and managing their transactions.

## 1.1 Account Registration

Create your Buyawanong Placer account to start applying for business permits online.

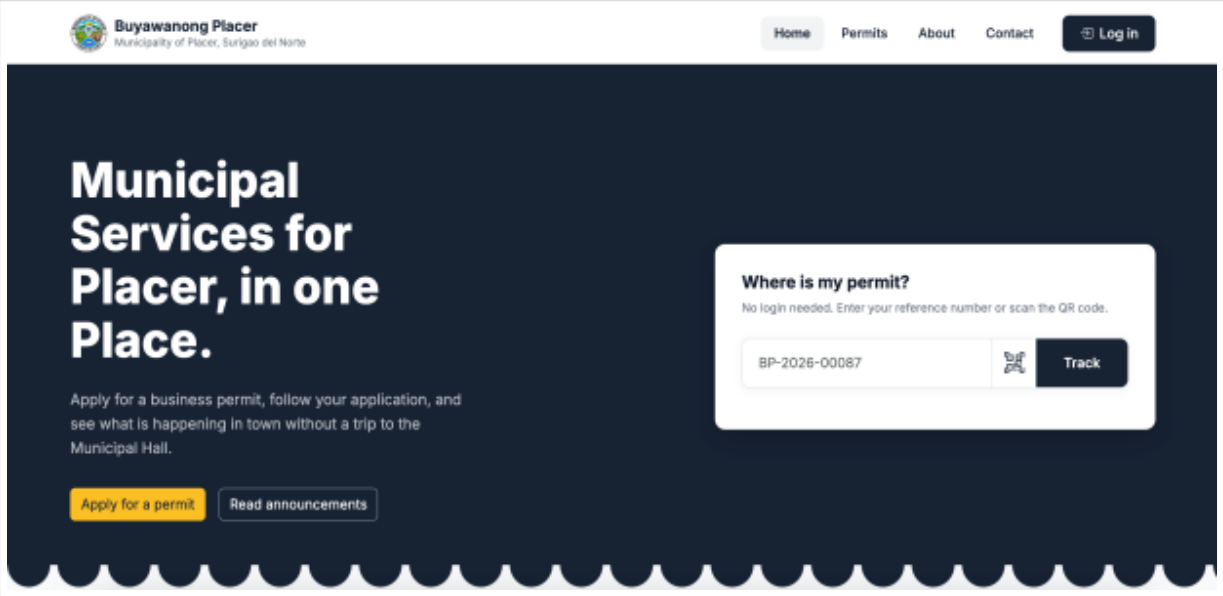



*Figure 1.1a - Homepage and Login access*

- On the portal homepage, click the "Log in" button on the top-right corner.
- In the login modal, select the "Create account" tab.

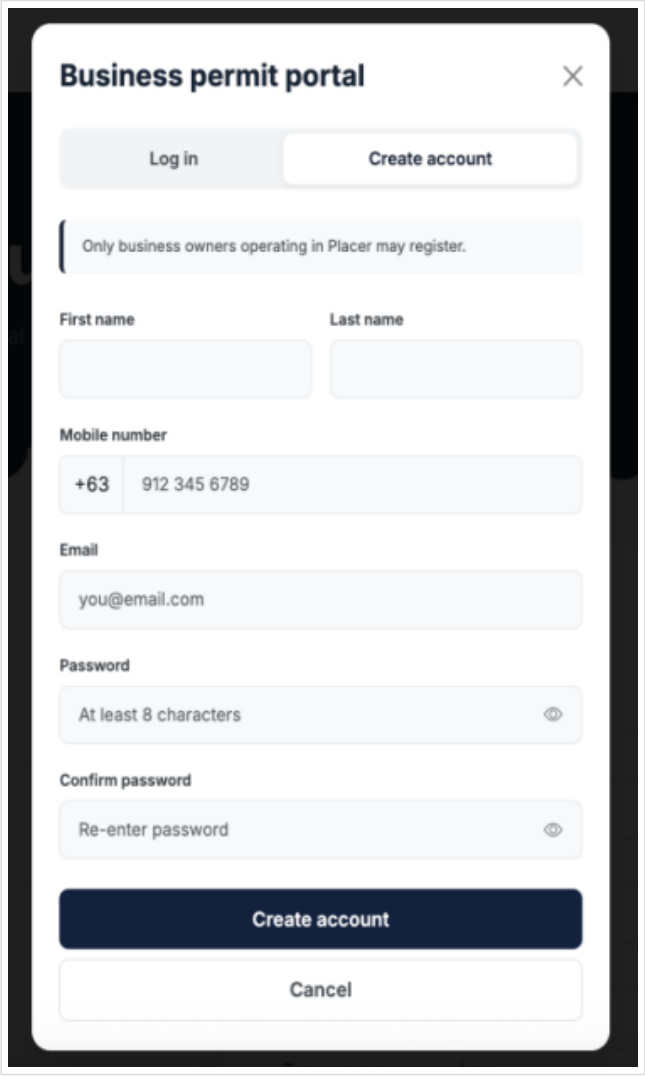



*Figure 1.1b - Create Account form*

- Enter your First Name, Last Name, Mobile Number, Email address and Password (at least 8 characters). Re-enter the password in the Confirm password field.
- Click the "Create account" button.
- Check your inbox for the One-Time Password (OTP). Enter the 6-digit code in the verification modal.

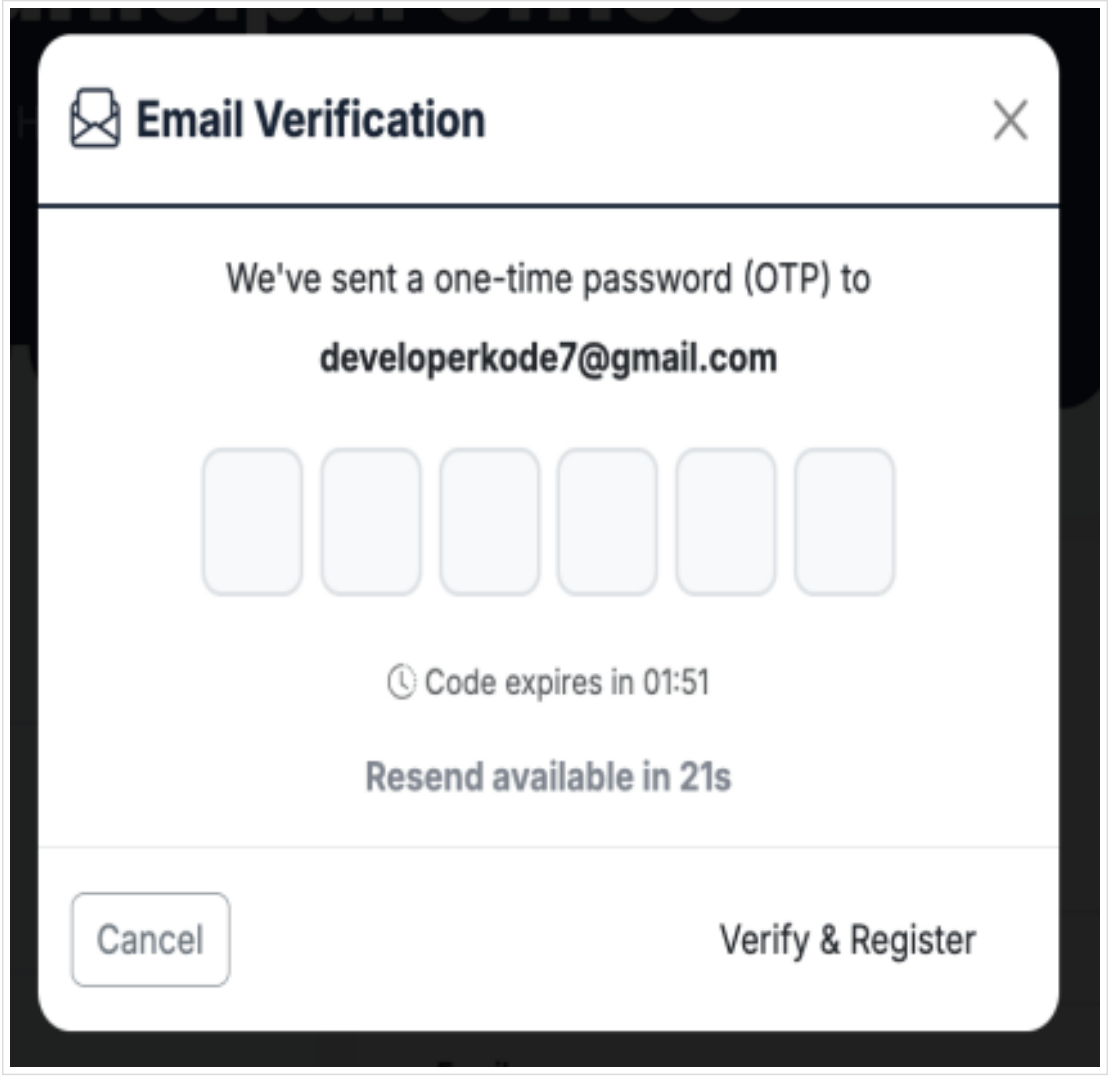



*Figure 1.1c - OTP Verification modal*

- Click "Verify & Register" to complete registration.

> **NOTE**
> Only business owners operating within the Municipality of Placer may register on this portal.

## 1.2 Logging In & Password Reset

To log in, open the login modal, select "Log in", enter your registered email and password, then click "Log in".

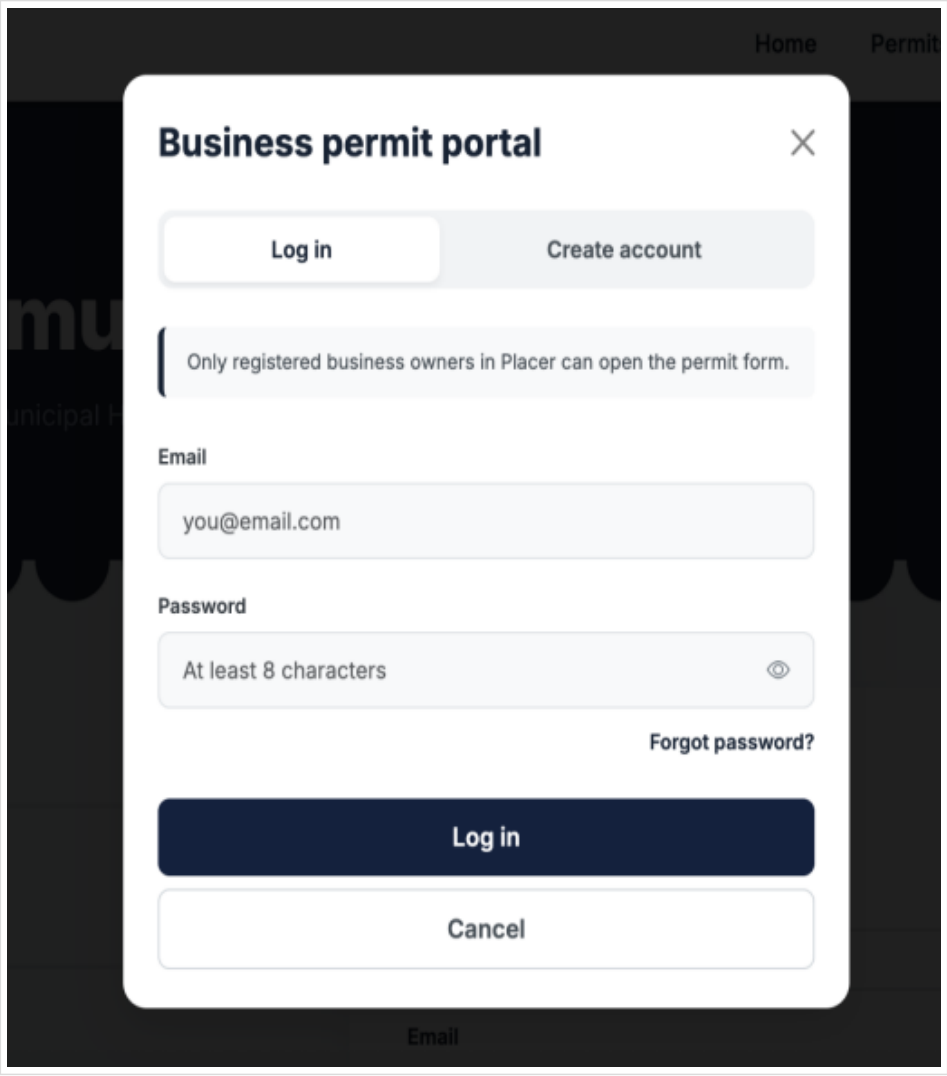



*Figure 1.2a - Login Form*

If you have forgotten your password, click "Forgot password?" below the password field. Enter your registered email and click "Send verification code". Check your inbox for the 6-digit reset code, enter it, and set a new password.

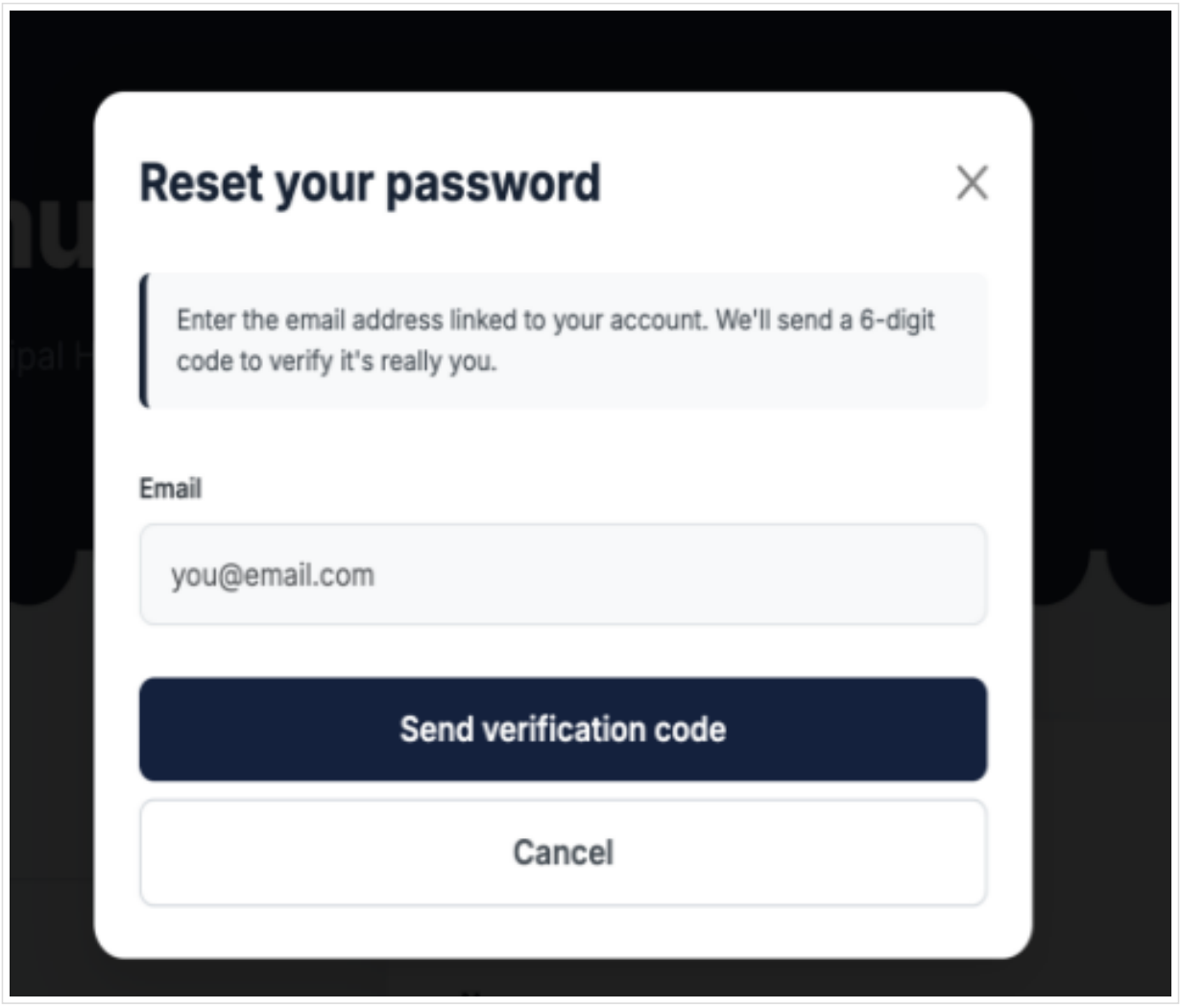



*Figure 1.2b - Reset Password flow*

## 1.3 Navigating Your Dashboard

Upon login you will land on your User Dashboard, which shows a summary of your applications and payments.

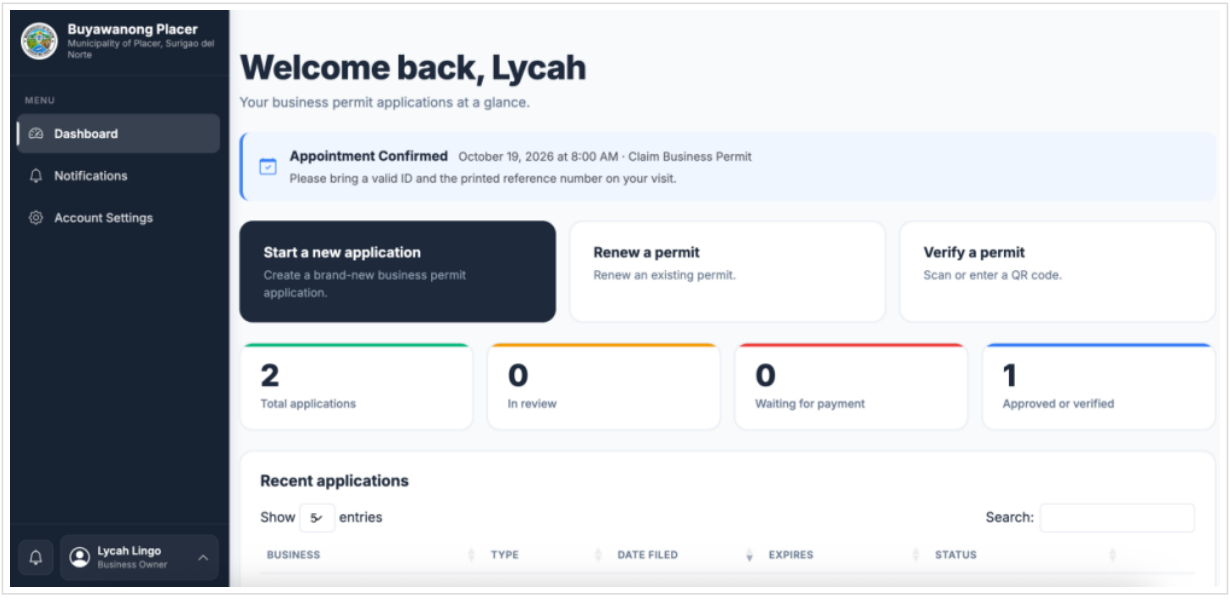



*Figure 1.3a - User Dashboard Overview*

### Summary Widgets
Total Applications, In Review, Pending Payments and Approved Permits are shown at the top.

### Recent Applications
Displays your latest applications, their status, date filed and expiry.

### Payment History
Shows every PayPal transaction with amount, reference number and receipt.

### Notifications Bell
Click the bell icon for real-time notifications (Permit Verified, Payment Received, Fee Assessment).

### Account Settings
Click your profile name and select Account Settings to update your name, contact number or password.

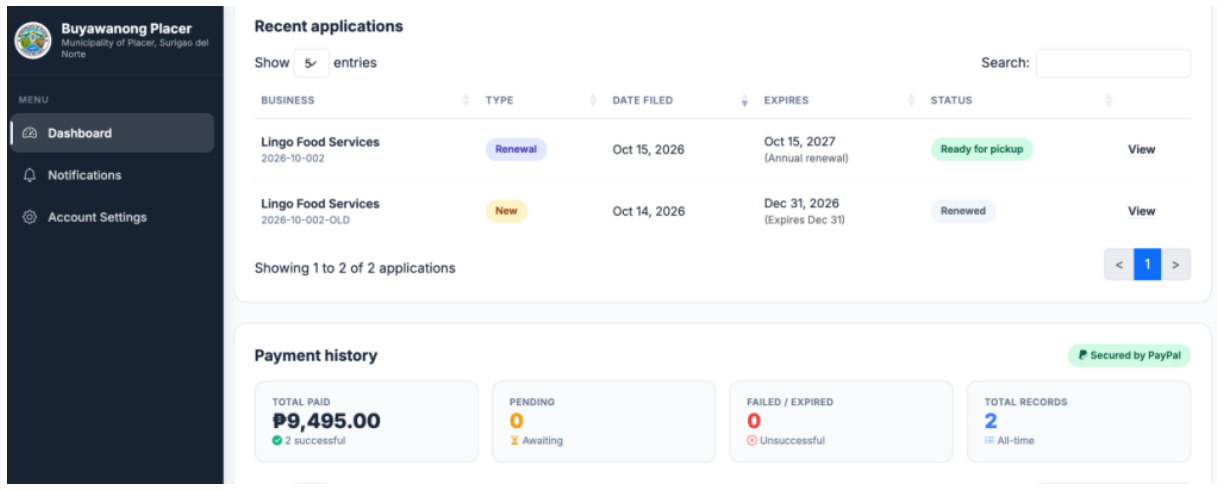



*Figure 1.3b - Recent Applications table*

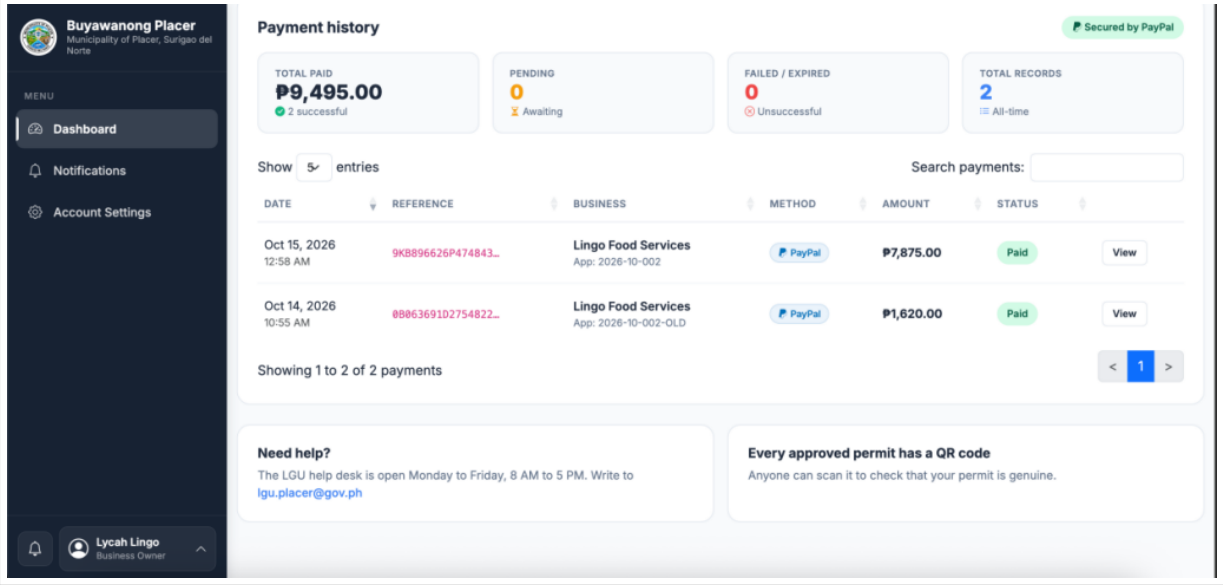



*Figure 1.3c - Payment History table*

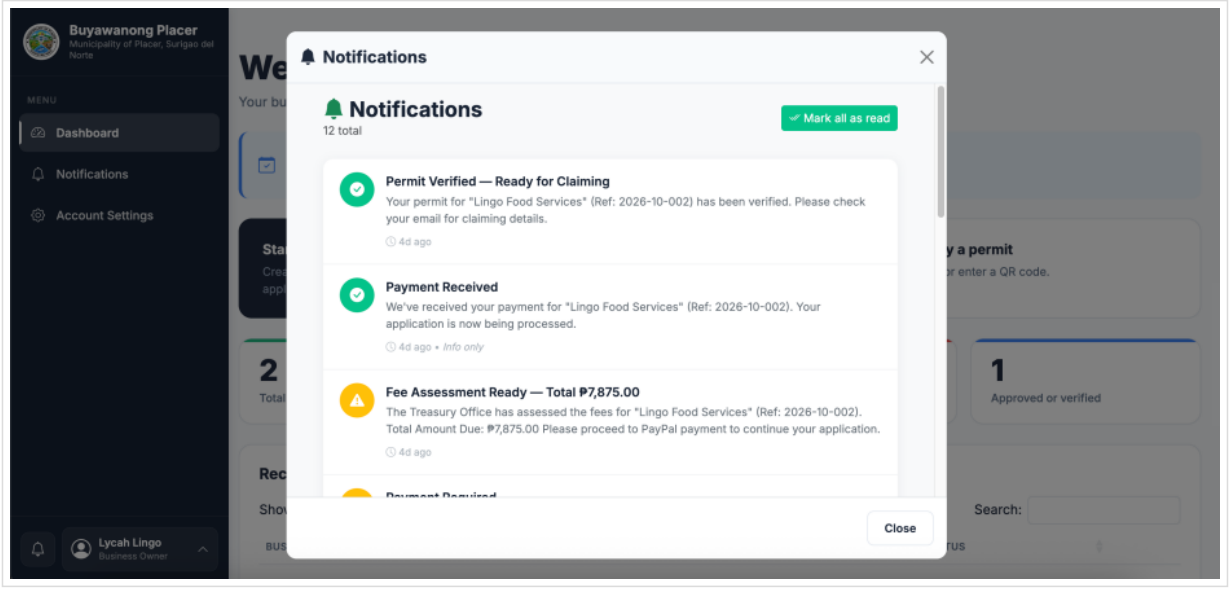



*Figure 1.3d - Notifications dropdown*

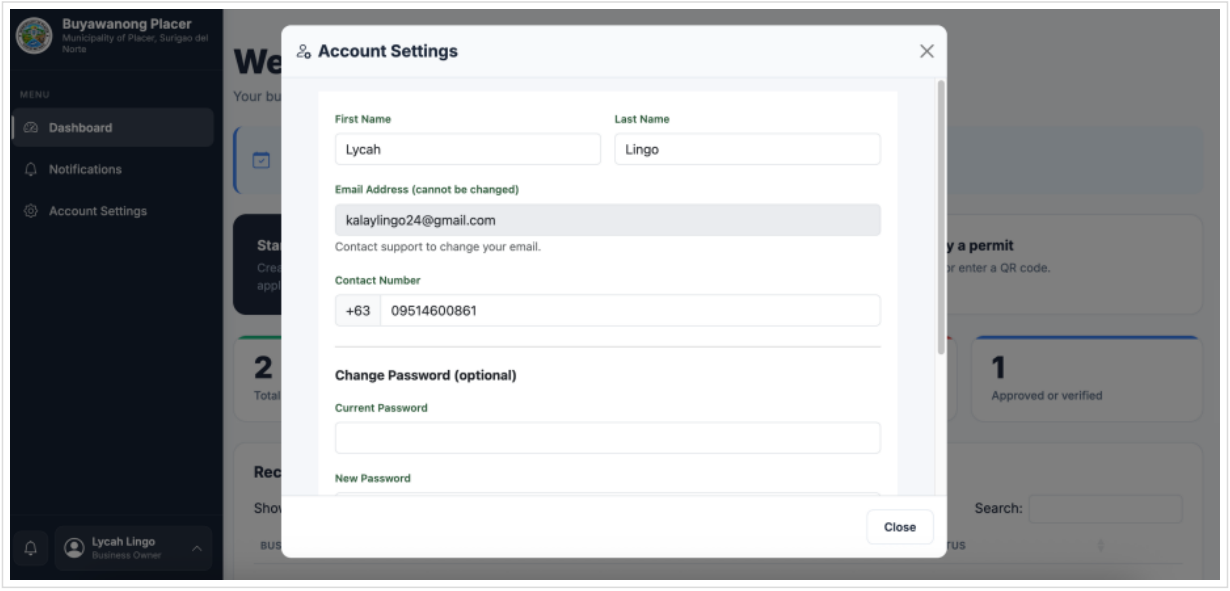



*Figure 1.3e - Account Settings modal*

## 1.4 Applying for a Business Permit

From your dashboard, click "New Application" (or "Renew" if renewing an existing permit). The application has 8 steps:

- Requirements - Review the 8 mandatory document checklist and click Continue.

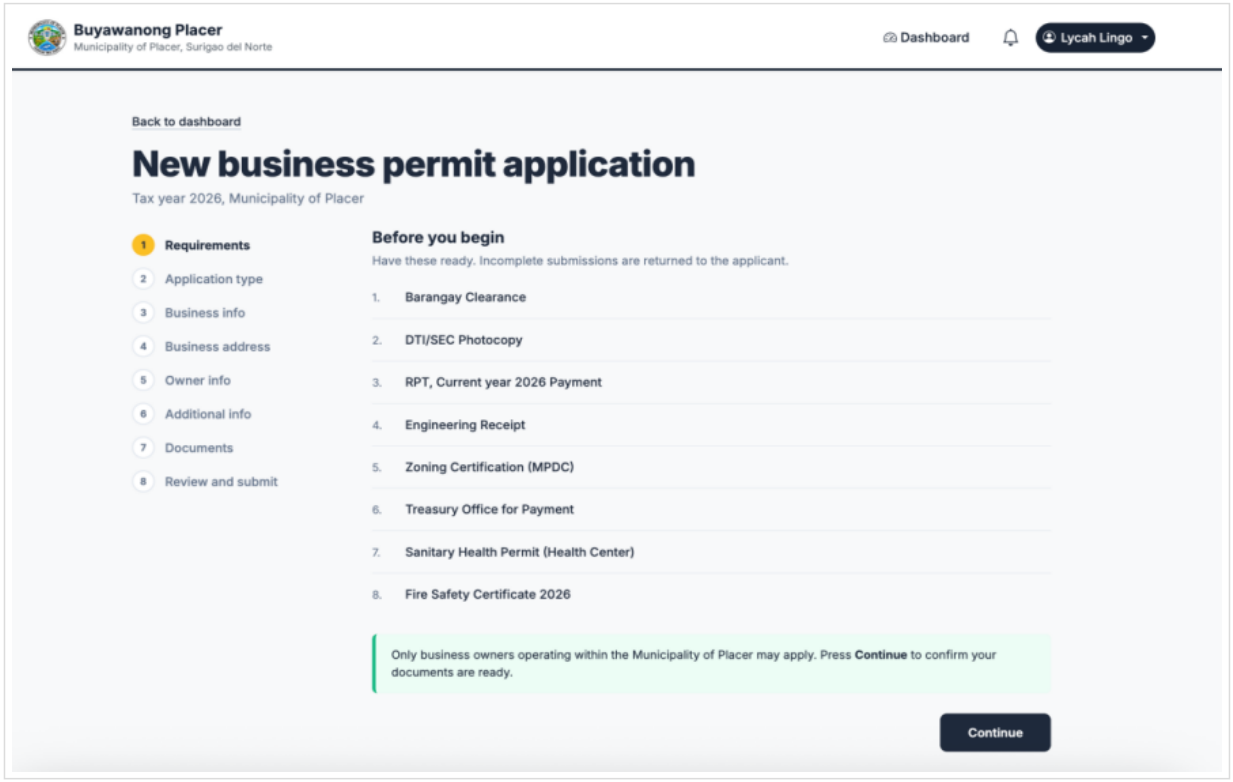



*Figure 1.4a - Step 1: Requirements checklist*

- Application Type - Select New, Renewal or Amendment. Choose your Mode of Payment and enter DTI/SEC Registration No. and TIN No.

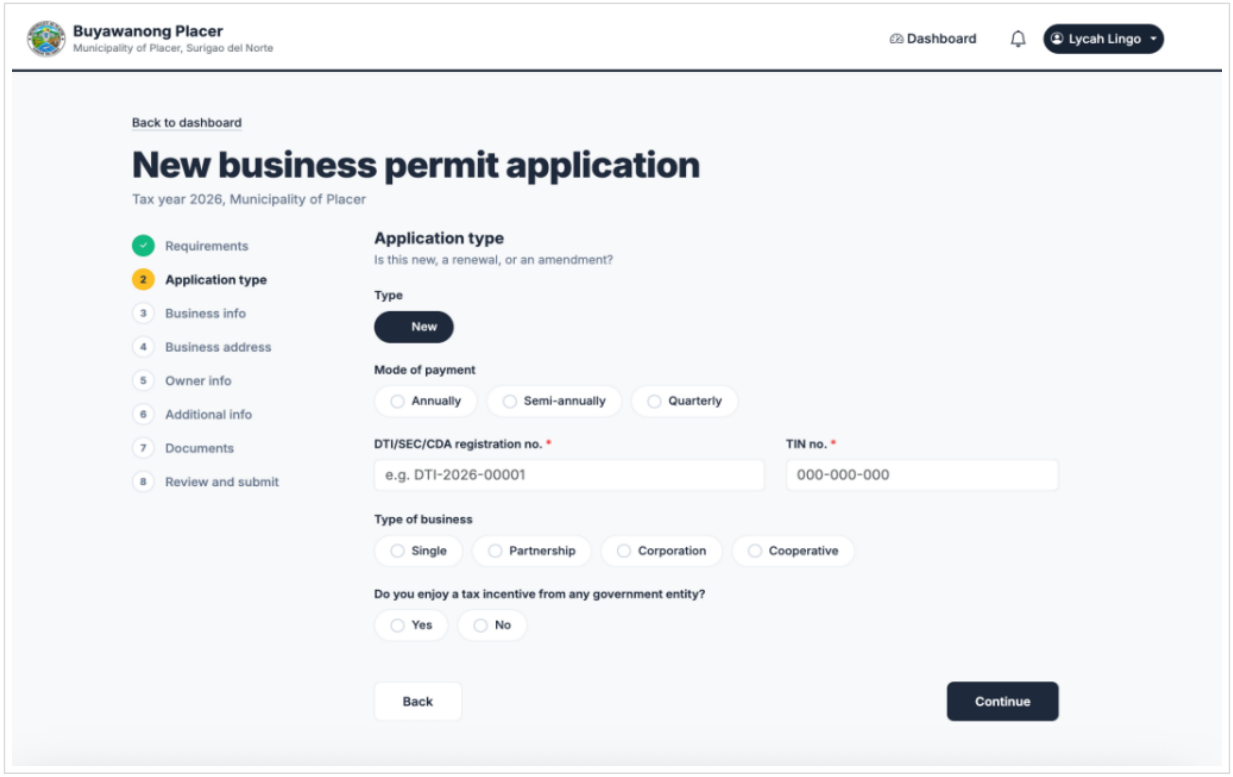



*Figure 1.4b - Step 2: Application Type*

- Business Info - Enter Owner Name, Business Name, Trade Name and Business Activity details.

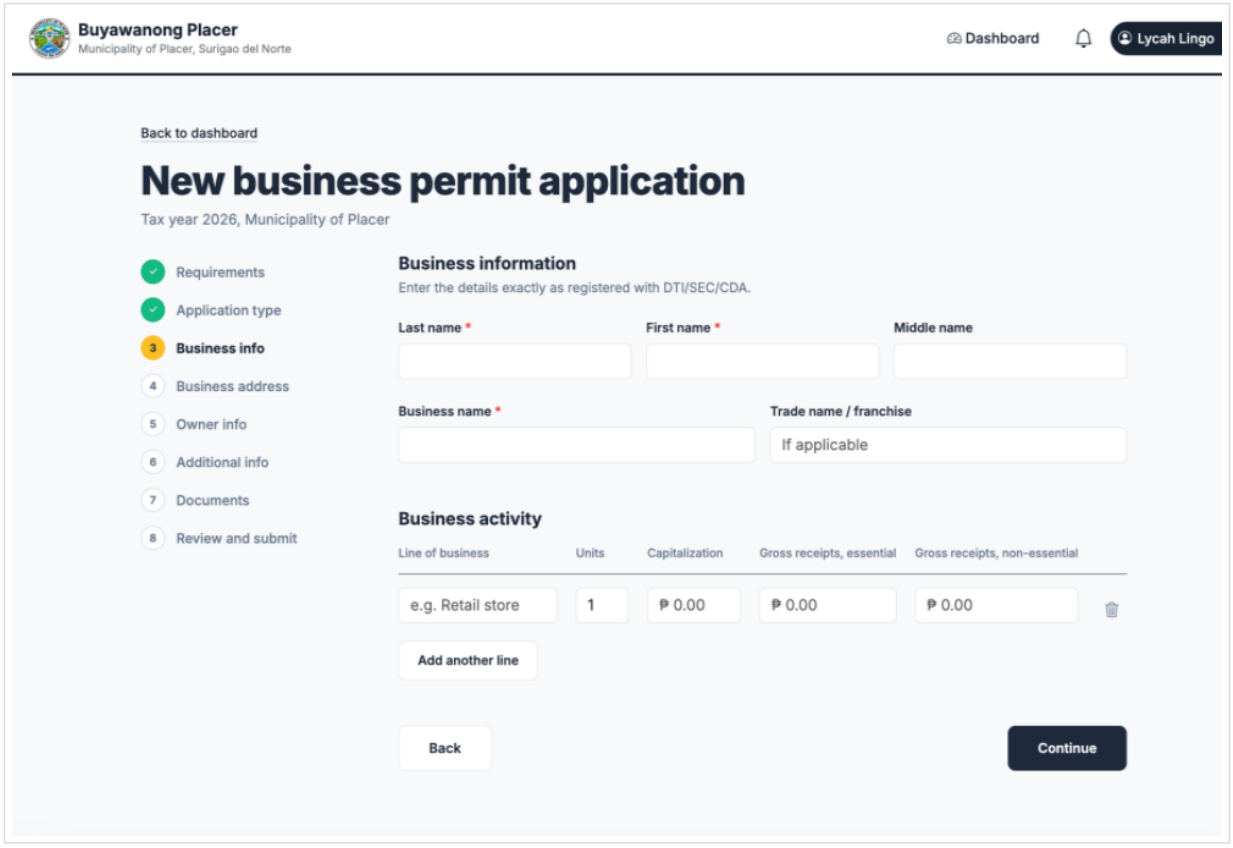



*Figure 1.4c - Step 3: Business Information*

- Business Address - Pin your business location on the map. Fill in address and employee details.

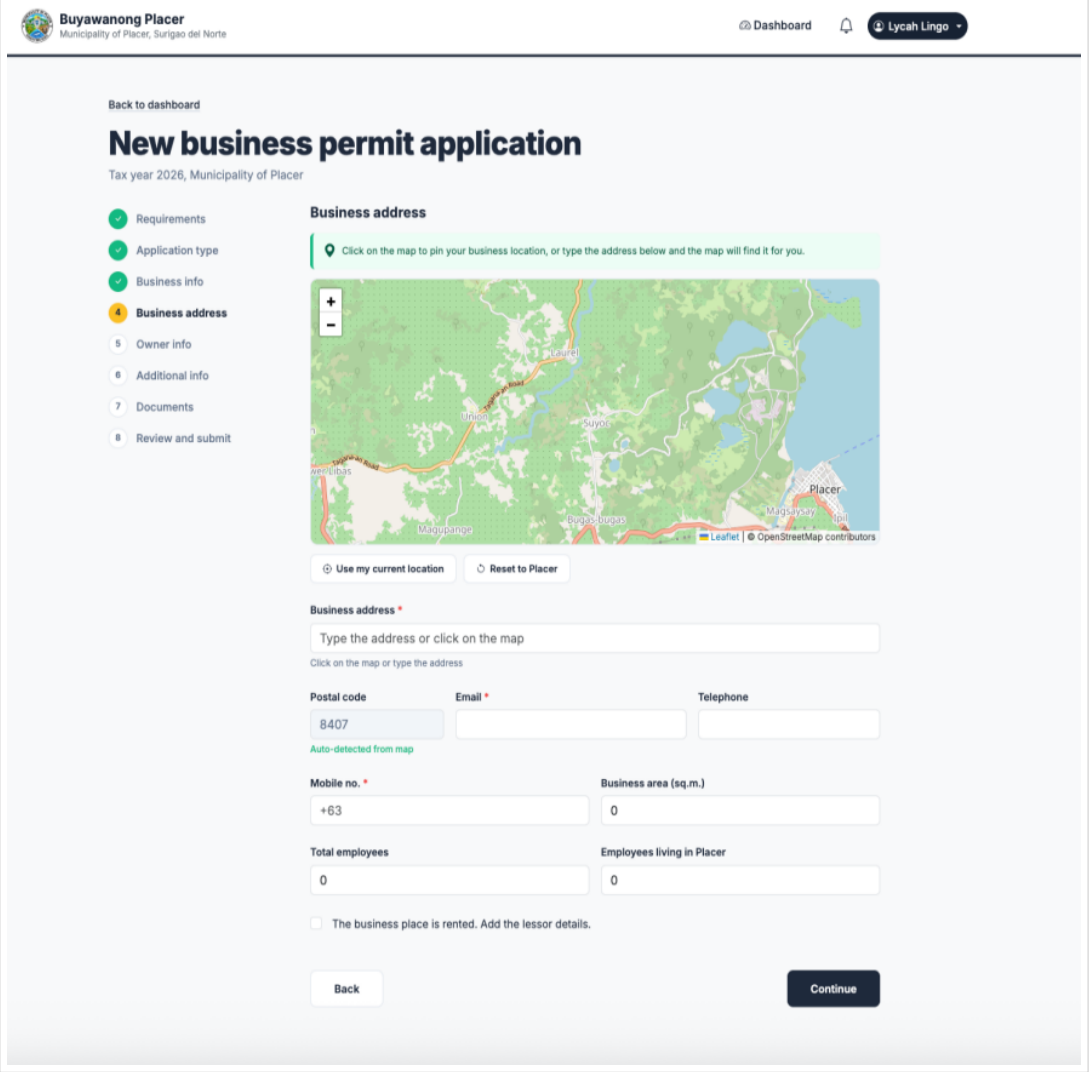



*Figure 1.4d - Step 4: Business Address*

- Owner Info - Enter the owner's home address and emergency contact details.

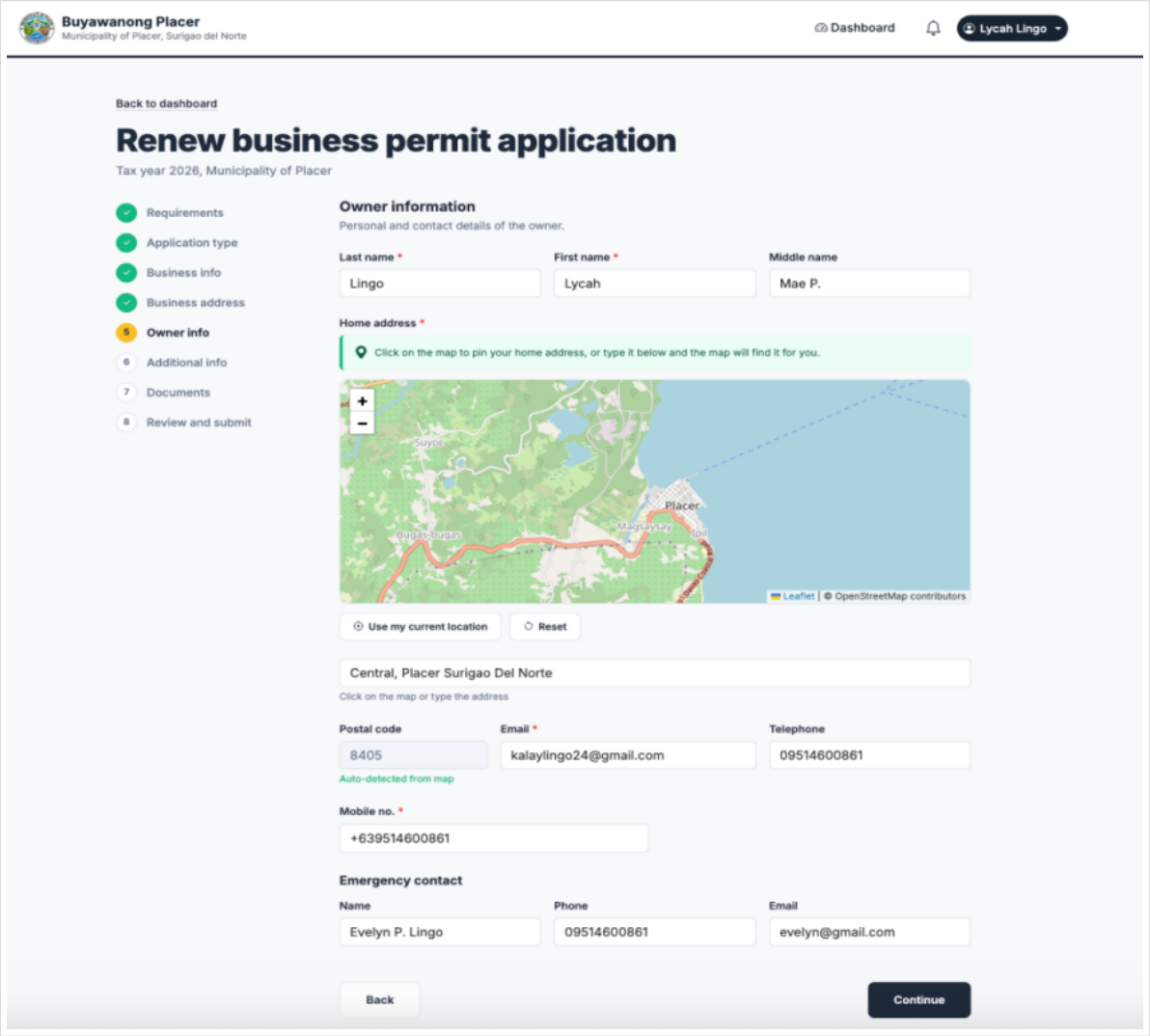



*Figure 1.4e - Step 5: Owner Information*

- Additional Info - Verify the Application No., enter Total Floor Area, Establishment Address, and check the declaration box.

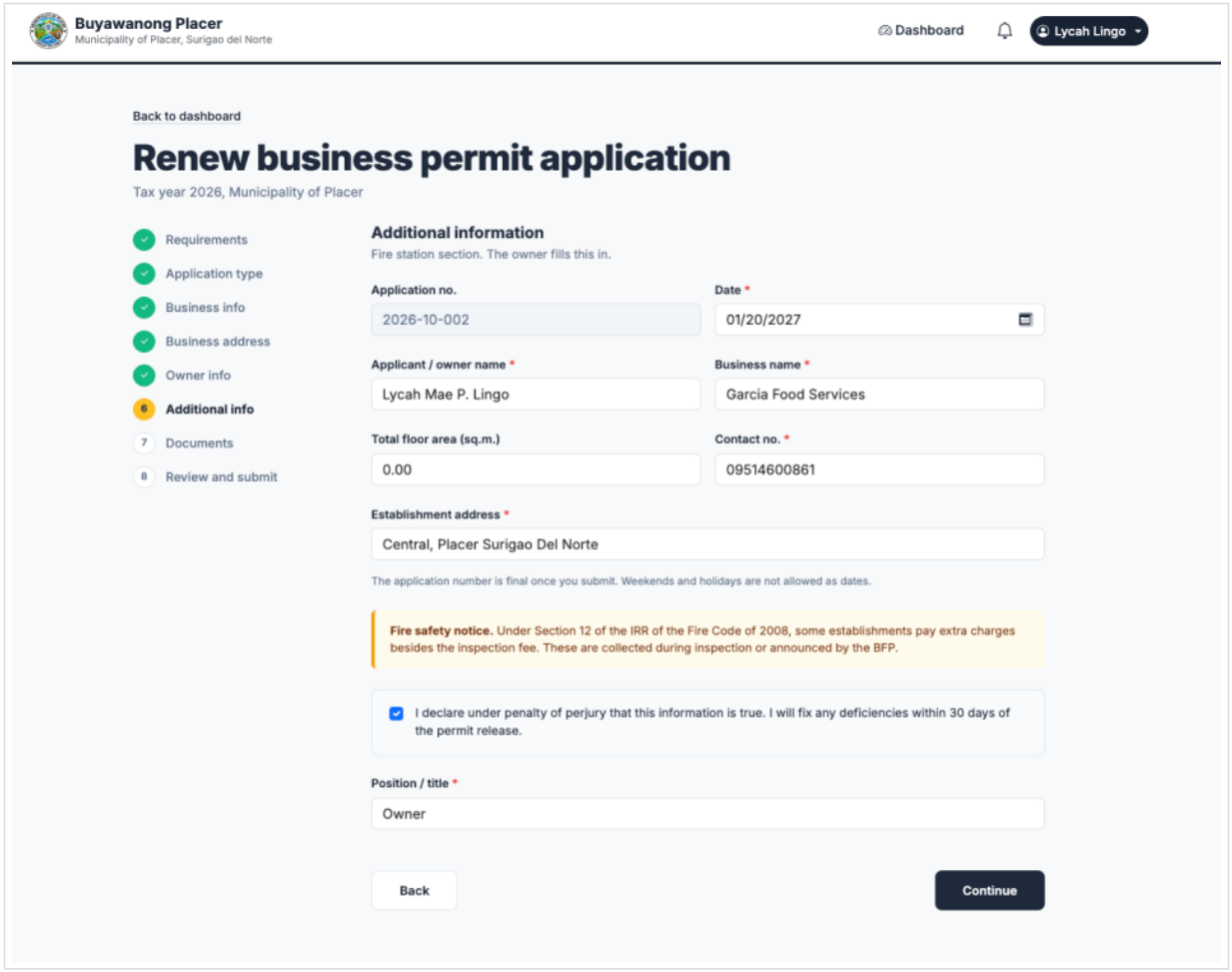



*Figure 1.4f - Step 6: Additional Information*

- Documents - Upload each required document (Barangay Clearance, DTI/SEC, RPT, Engineering, Zoning, Treasury, Sanitary, Fire Safety).

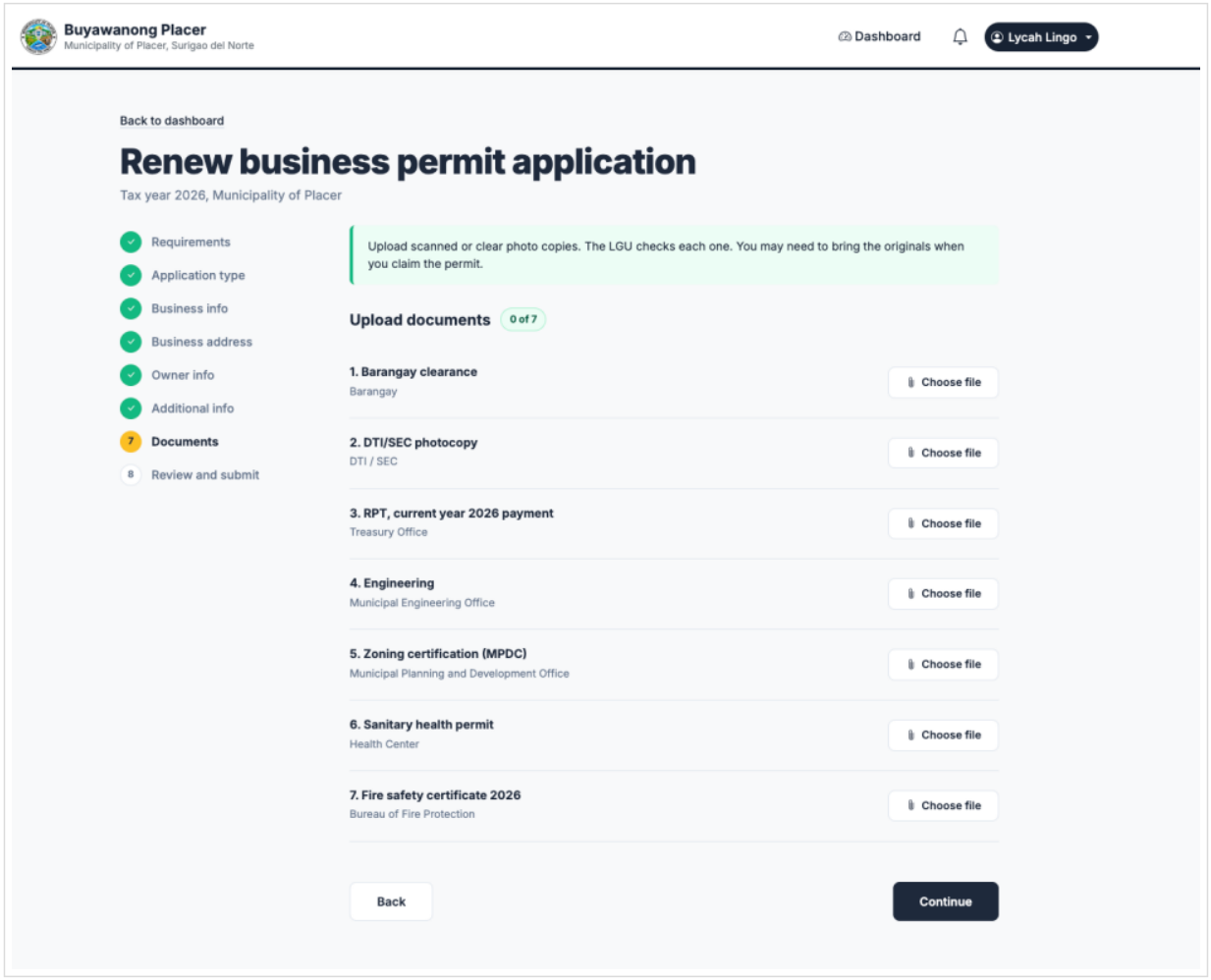



*Figure 1.4g - Step 7: Upload Documents*

- Review and Submit - Review all information, check the two declaration boxes and click "Submit application".

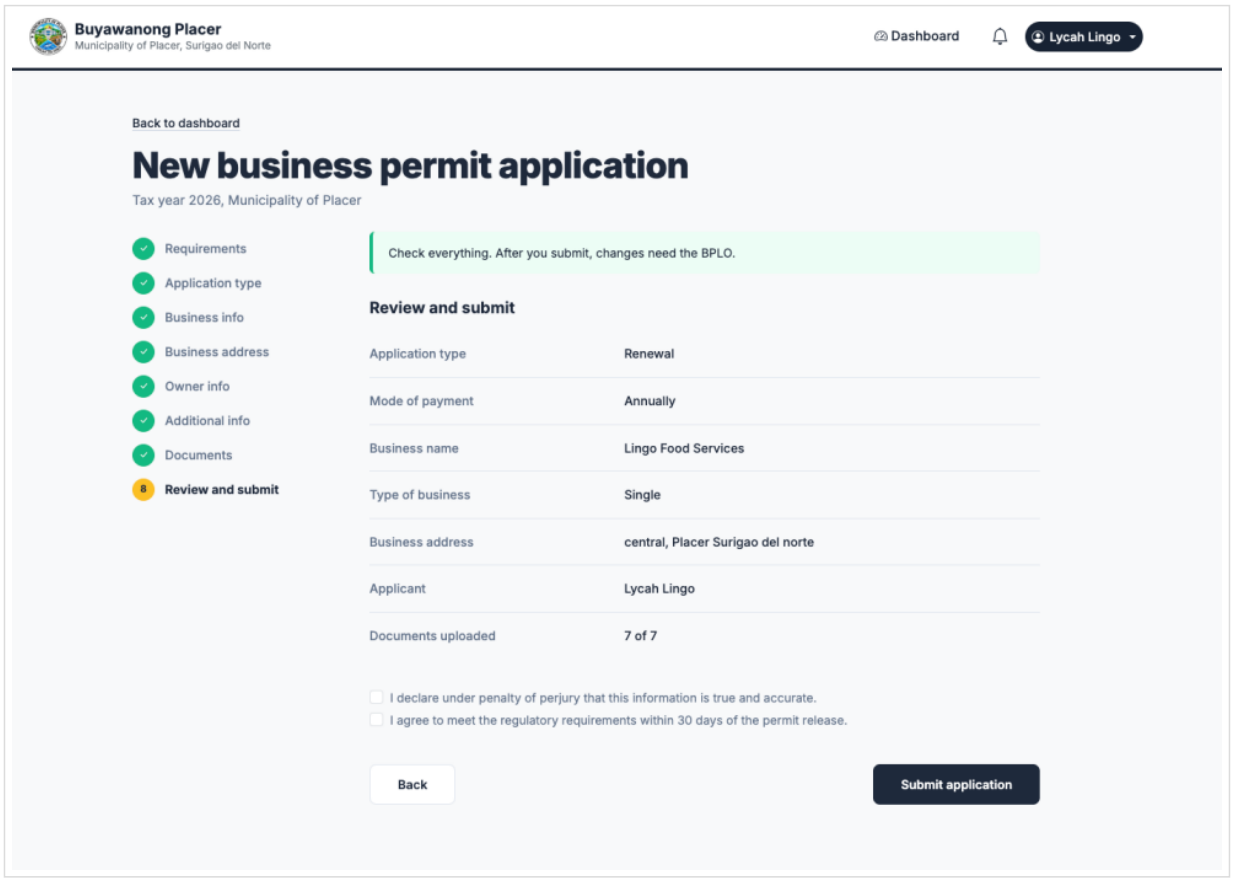



*Figure 1.4h - Step 8: Review and Submit*

**TIP**

Incomplete submissions are returned to the applicant. Double-check all required documents before submitting.

## 1.5 Tracking Your Application

You can track your application at any time - no login needed.

- Go to the "Track an application" section on the Permit page.
- Enter your Reference Number (e.g., BP-2026-00087) or click the QR Code Scanner icon to scan the QR code on your receipt.
- Click "Track" to view the real-time Application Progress timeline.

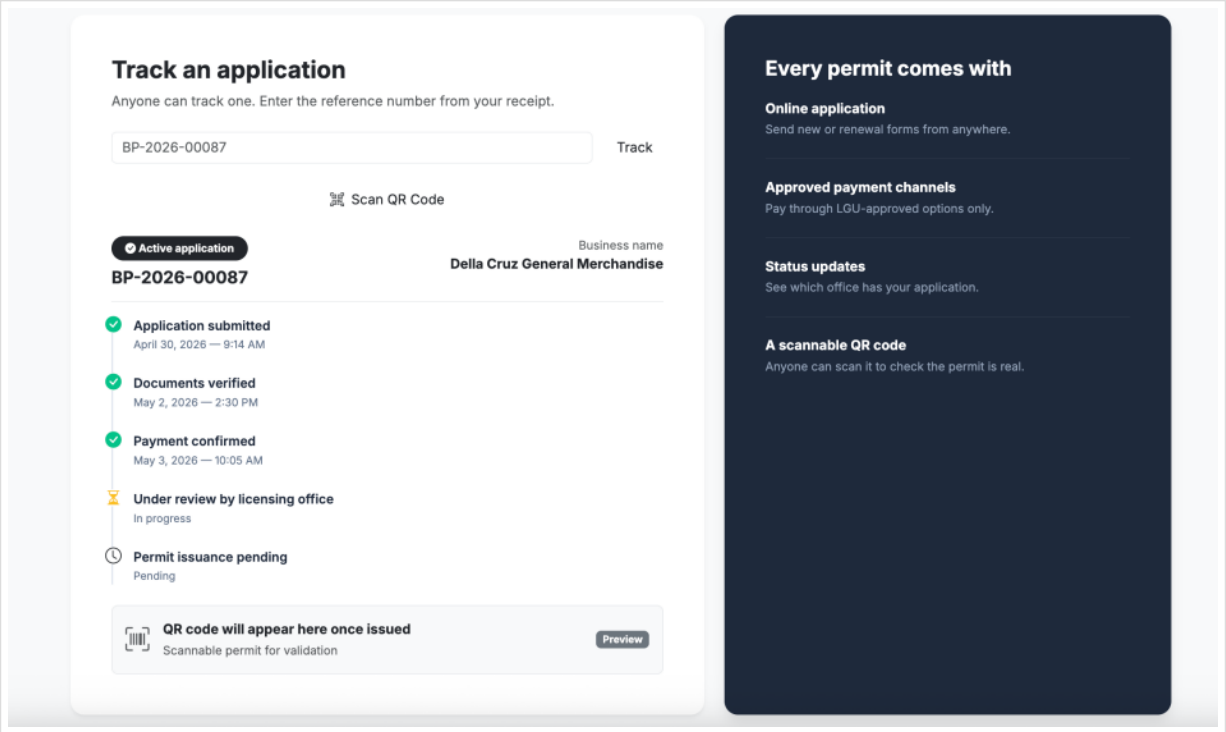



*Figure 1.5 - Application Tracking Timeline*

## 1.6 Viewing Your Permit and Scheduling a Claim

- Once approved, scroll down on your application view to see your Mayor's Business Permit and unique QR Code.
- Click "Print Permit" or "Download PDF" to save a copy.
- To claim the physical permit, click "Schedule Appointment".
- Select an available Date and Time from the calendar and click "Confirm".

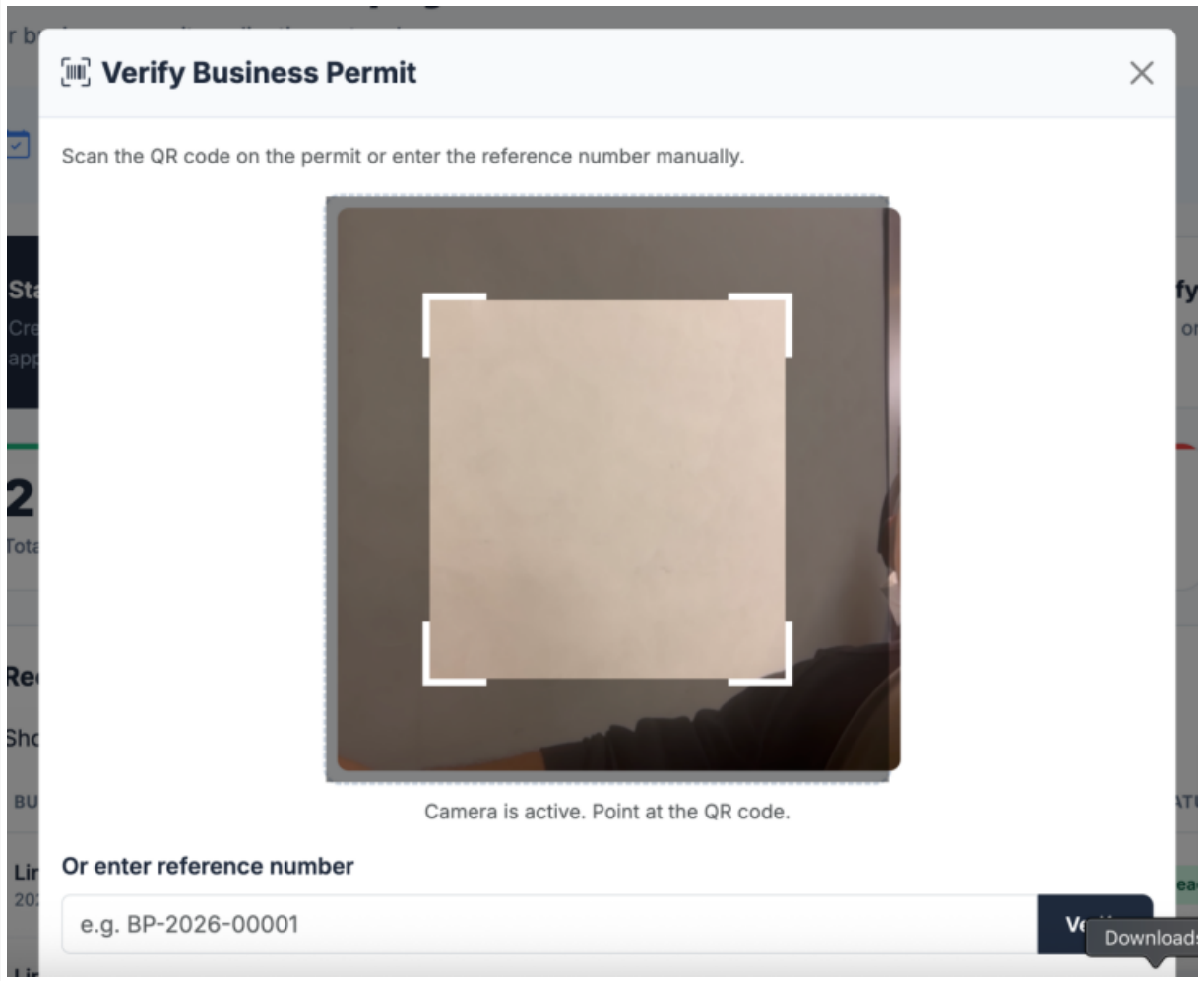



*Figure 1.6a - Verify Permit via QR Scanner*

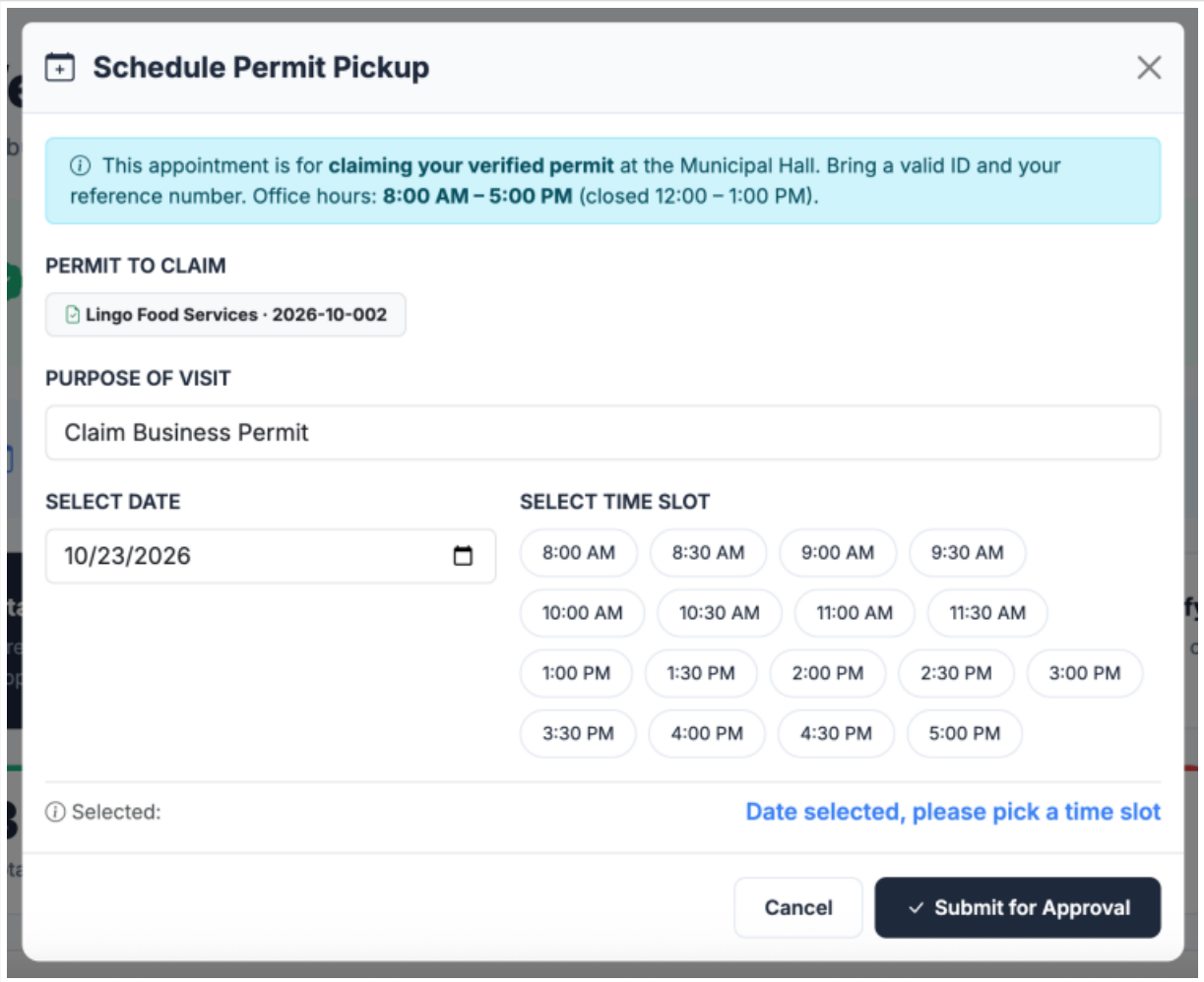



*Figure 1.6b - Schedule Permit Pickup*

**REMINDER**

Bring a valid government-issued ID and your reference number when claiming your permit at the Municipal Hall. Office hours: 8:00 AM - 5:00 PM (closed 12:00 - 1:00 PM).

# 2

SECTION 2

# BPLO Staff Guide

This section guides Business Permits and Licensing Office personnel through their daily tasks.

## 2.1 Reviewing & Approving Applications

- On your BPLO Dashboard, locate the "Needs your review" table.

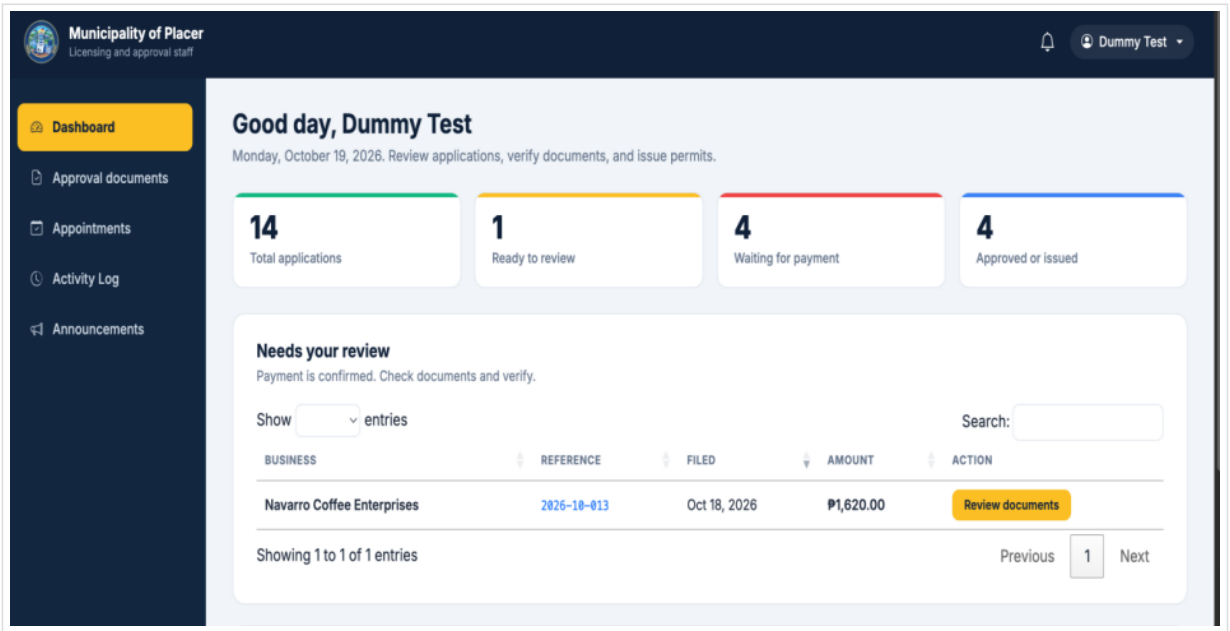



*Figure 2.1a - BPLO Dashboard*

- Click the "Review documents" button for a specific application.
- A split-screen modal opens. Use the left panel to read the submitted ANNEX 1 form.
- Use the right panel to click and download the uploaded documents.
- Click "Approve" to forward to Treasury, OR "Reject" and select the missing documents.

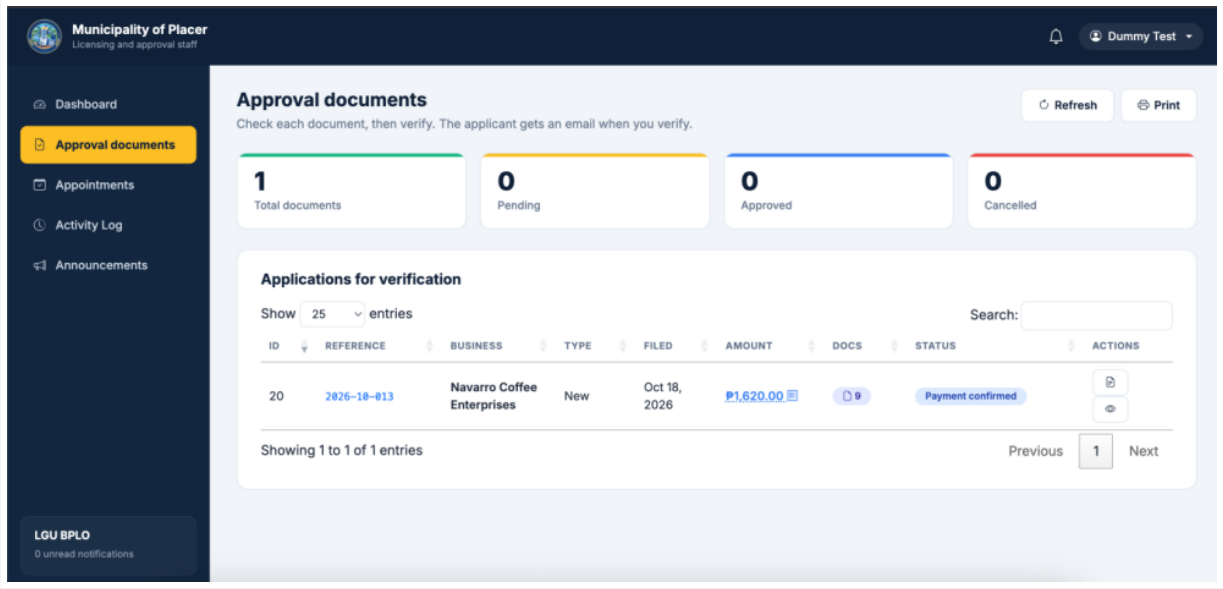



*Figure 2.1b - Approval Documents view*

**TIP**

When you verify an application, the applicant is automatically notified by email and can then schedule a pickup.

## 2.2 Managing Appointments

- Click "Appointments" on the left sidebar.
- Toggle between Calendar View and List View using the filter buttons.

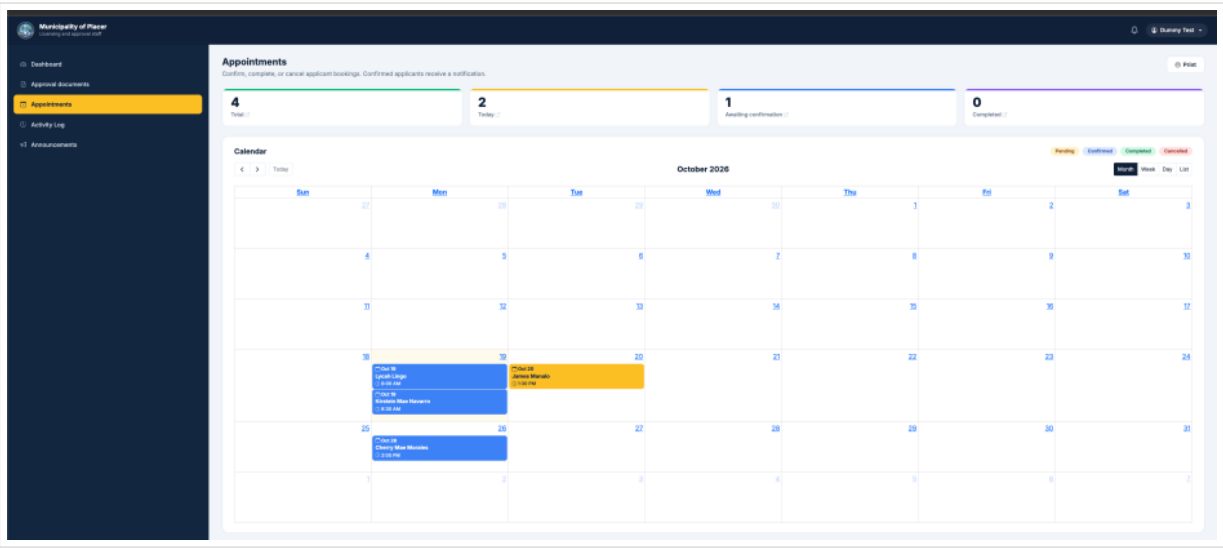



*Figure 2.2a - Calendar View*

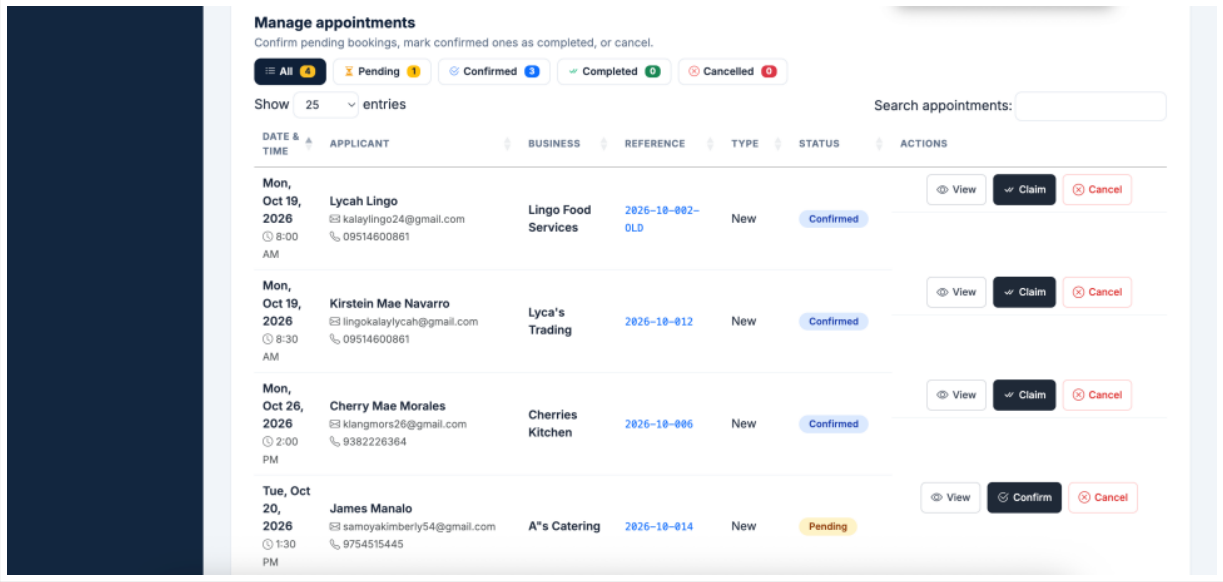



*Figure 2.2b - Appointment List*

- Locate a "Pending" appointment and click "Confirm" or "Cancel".
- Confirmed applicants receive a notification about their scheduled visit.

## 2.3 Creating Announcements

- Click "Announcements" on the left sidebar.
- Click the "Add announcement" button.
- Enter the Title and Content.
- Click "Submit for approval" - an admin must approve it before it appears on the public homepage.

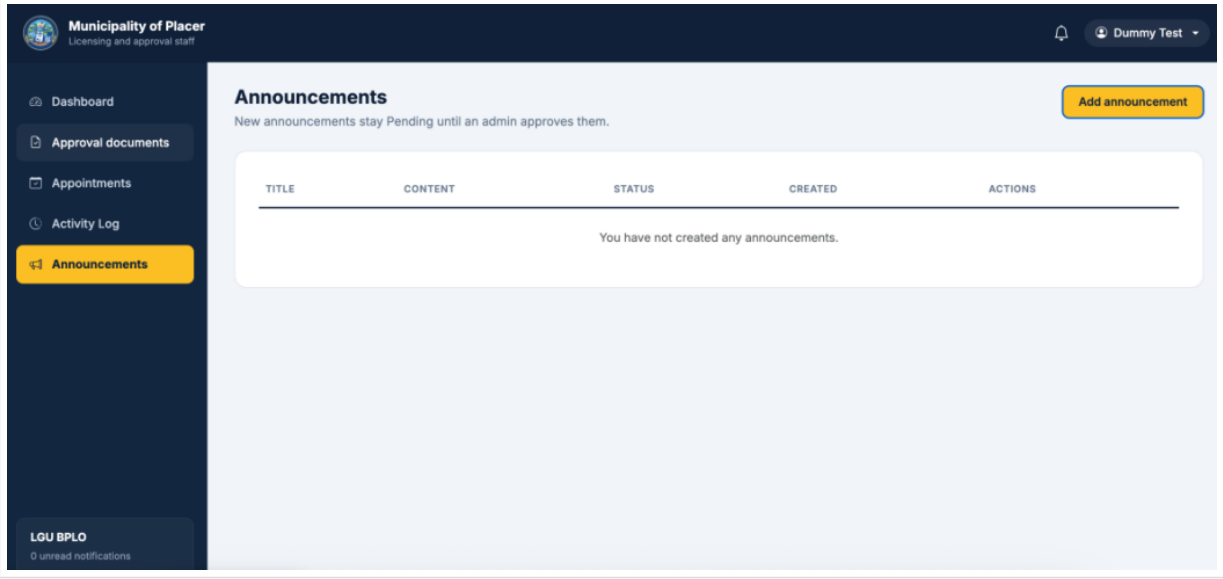



*Figure 2.3a - BPLO Announcements page*

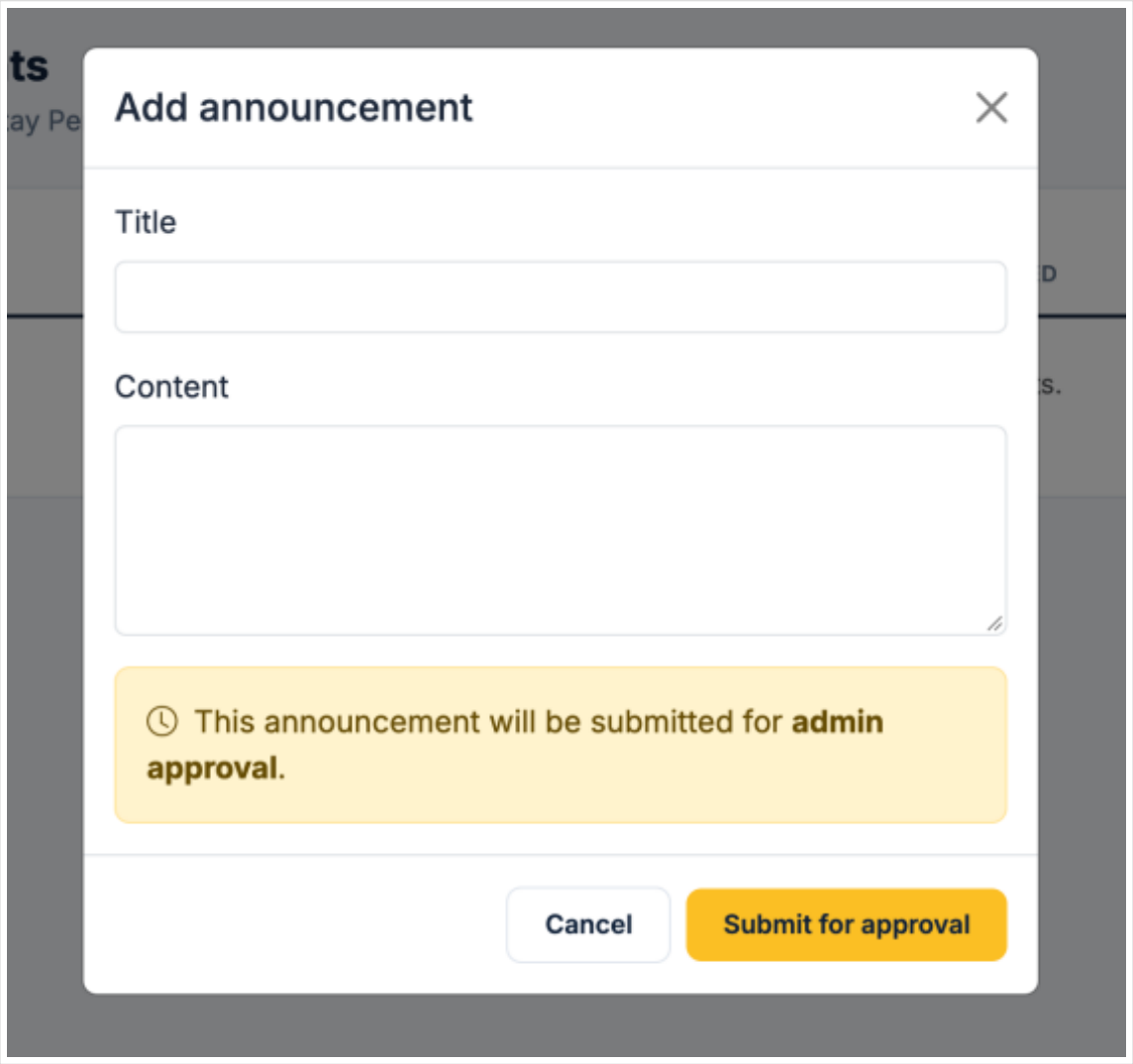



*Figure 2.3b - Add Announcement modal*

# 3

SECTION 3

# Treasury Staff Guide

This section guides Municipal Treasurer's Office personnel through financial processing.

## 3.1 Assessing Permit Fees

- On your Treasury Dashboard, check the "Pending Payment" summary card.

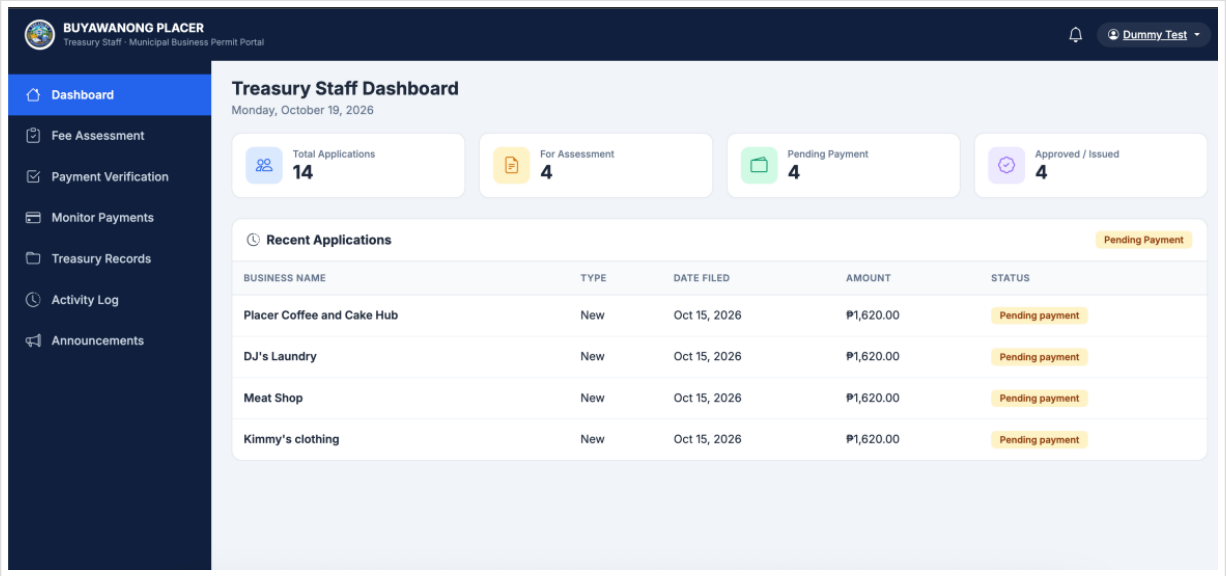



*Figure 3.1a - Treasury Dashboard*

- Click "Fee Assessment" on the left sidebar.

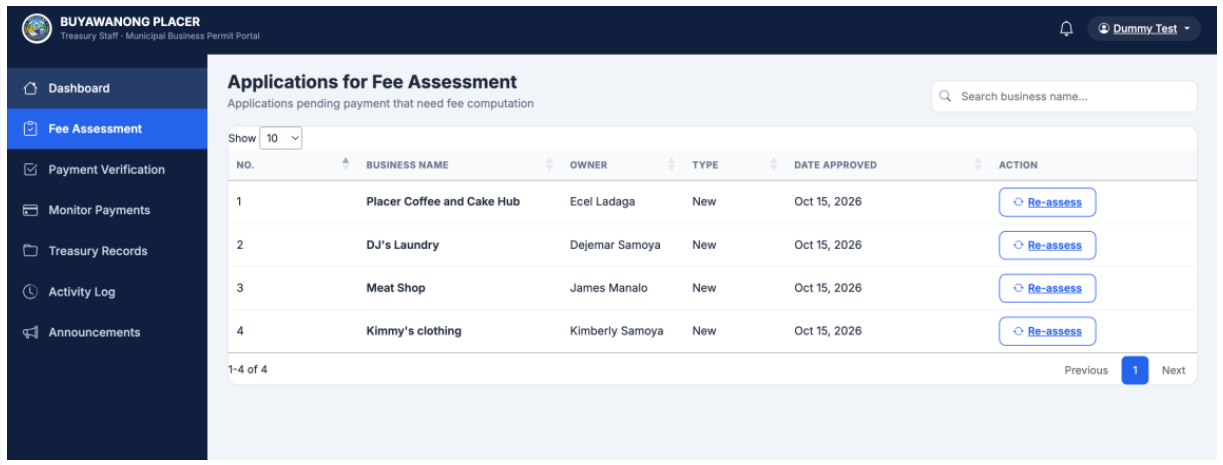



*Figure 3.1b - Applications for Fee Assessment*

- Locate the approved application and click "Re-assess".
- Review the fixed fees and taxes displayed.
- Click "Save Assessment". The system will notify the applicant to proceed with payment.

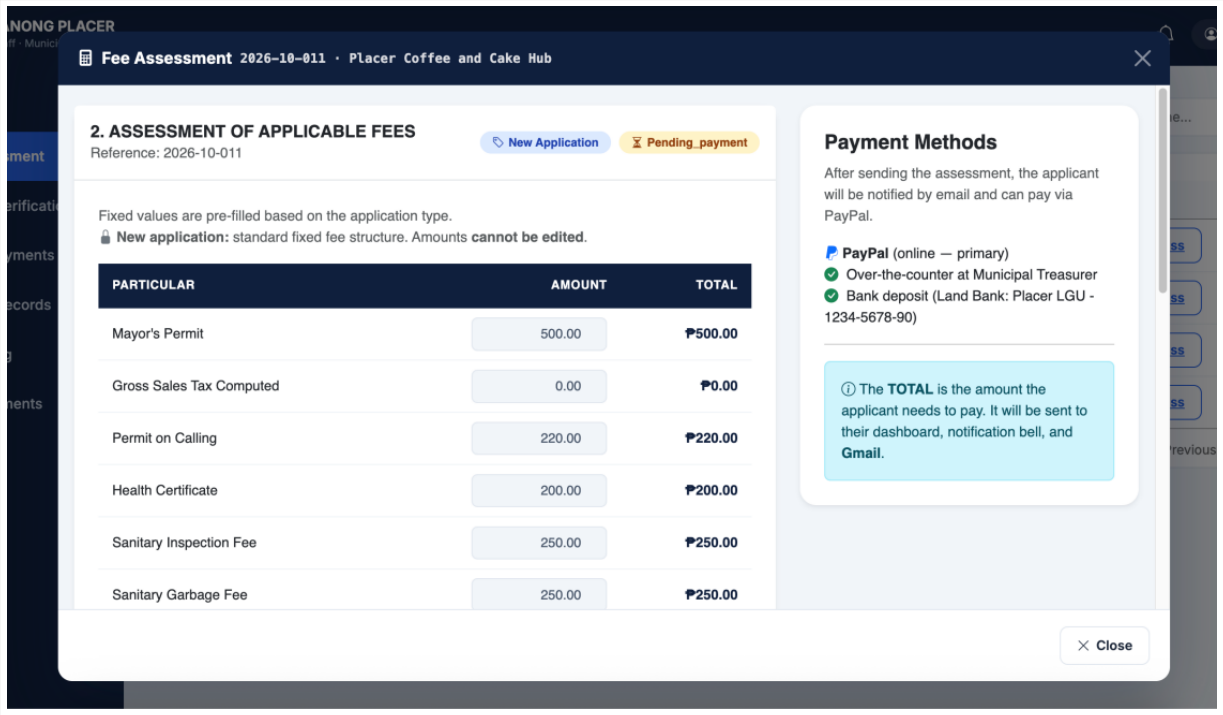



*Figure 3.1c - Assessment of Applicable Fees modal*

> **NOTE**
> Fixed values are pre-filled based on the application type. New applications use a standard fixed fee structure.

## 3.2 Verifying Payments

- Click "Payment Verification" on the left sidebar.

- Locate the applicant who has initiated a PayPal payment.
- Cross-check the amount and click "Confirm".

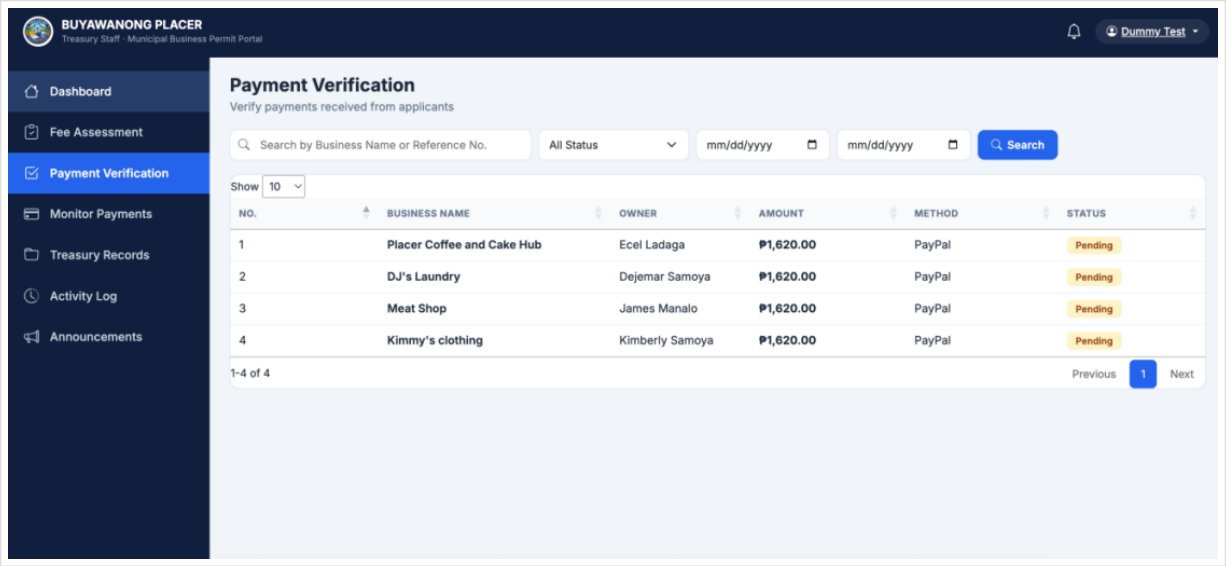



*Figure 3.2 - Payment Verification page*

- Once confirmed, the application is forwarded back to BPLO for final verification and permit issuance.

## 3.3 Monitoring Payments & Treasury Records

- Click "Monitor Payments" to view the line graph of monthly collections and PayPal transactions.

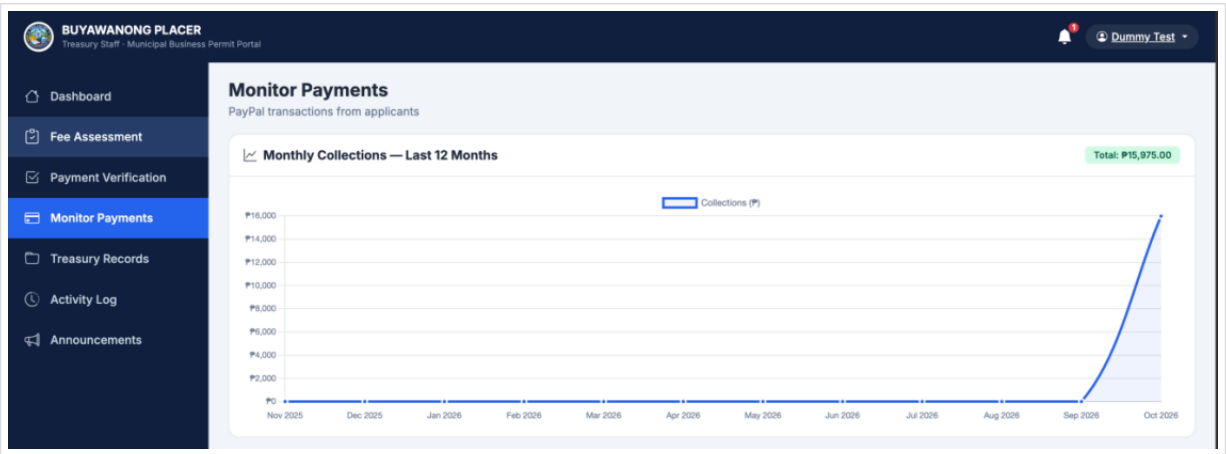



*Figure 3.3a - Monthly Collections chart*

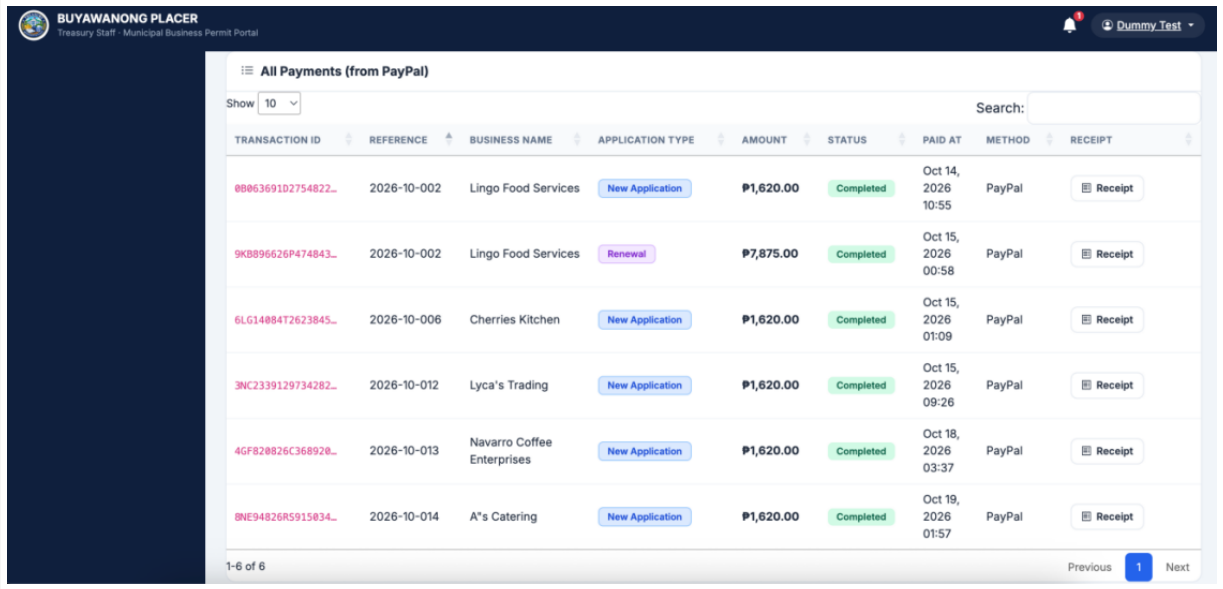



*Figure 3.3b - All Payments list*

- Click "Treasury Records" to view and print official digital receipts.

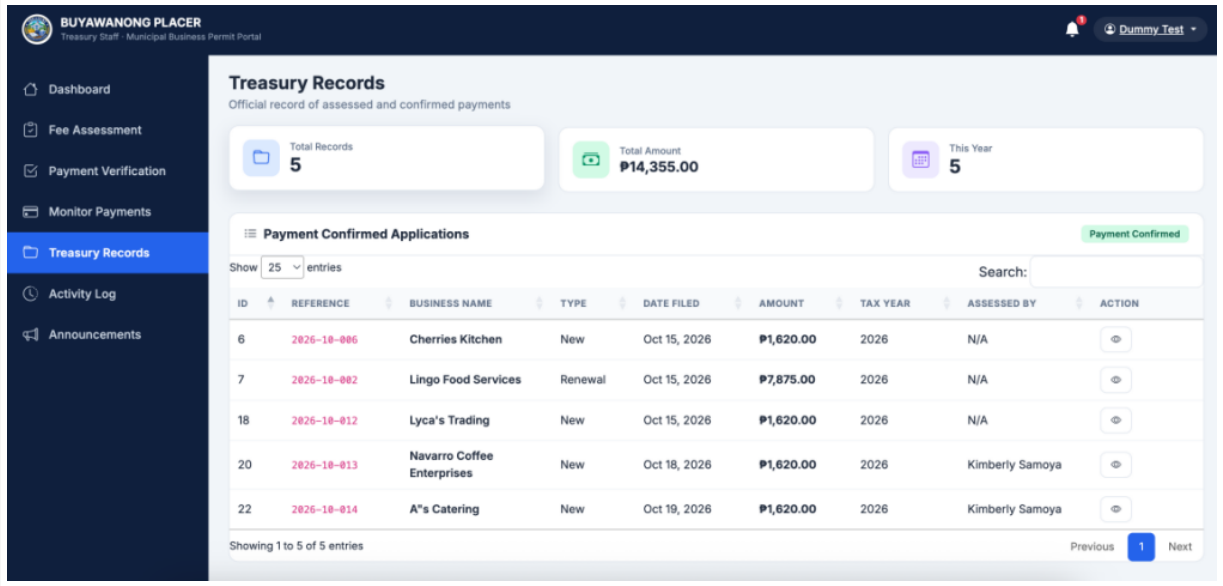



*Figure 3.3c - Treasury Records table*

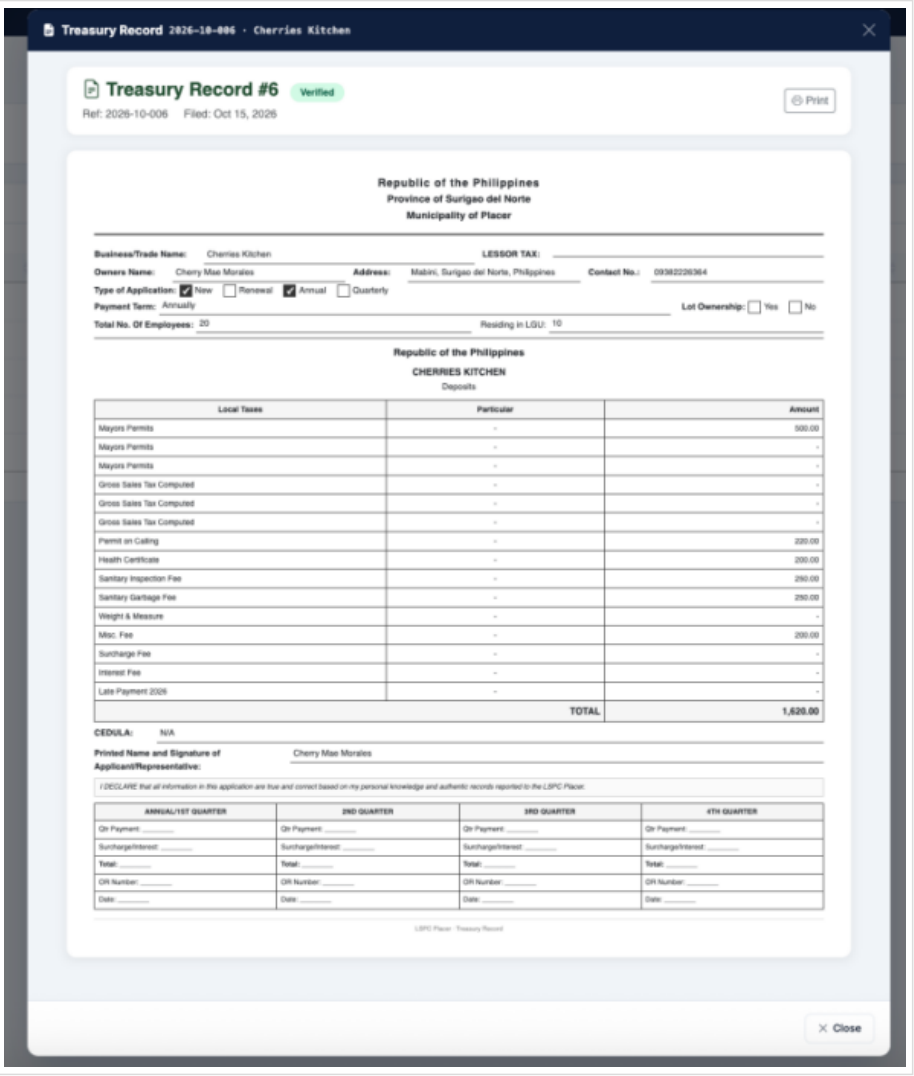



*Figure 3.3d - Treasury Record Receipt modal*

- Use the search bar to filter by business name, reference number or date.

# 4

SECTION 4

# System Administrator Guide

This section guides the System Administrator in managing the overall portal.

## 4.1 Managing Employee Accounts

- Click "Employees" on the left sidebar.

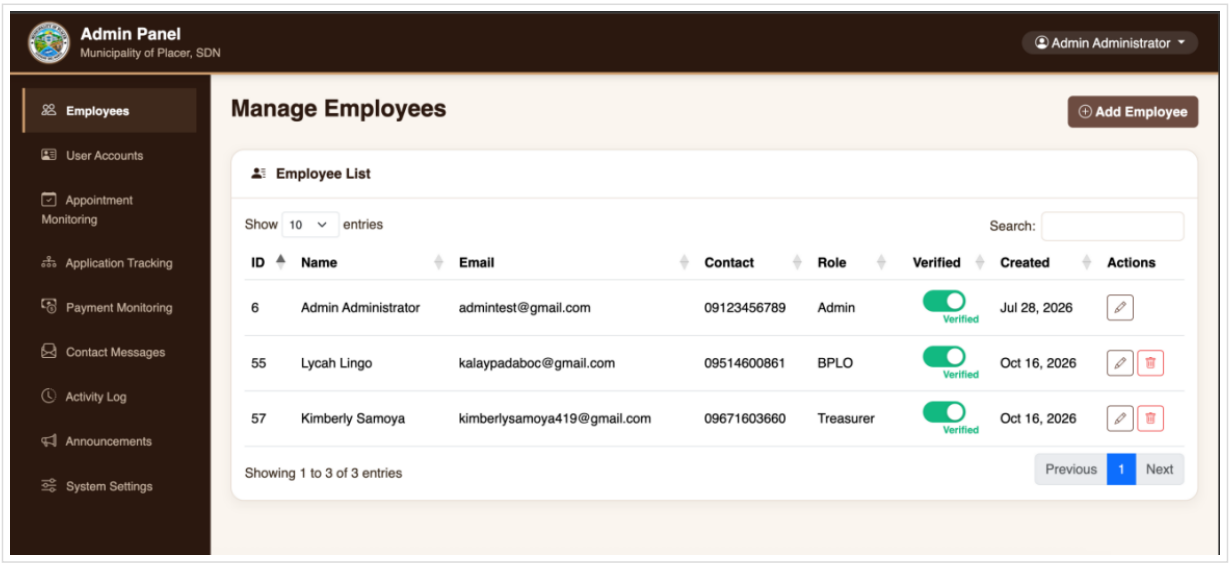



*Figure 4.1a - Manage Employees list*

- Click the "Add Employee" button.

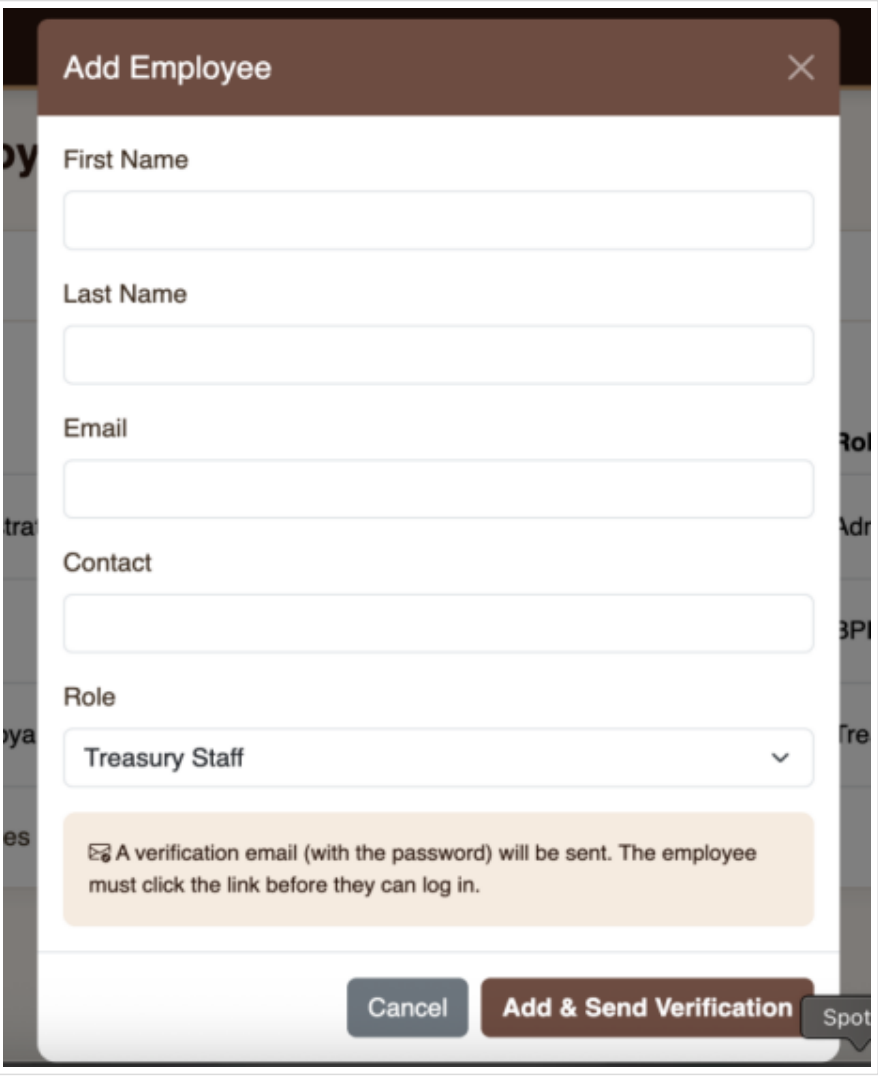



*Figure 4.1b - Add Employee modal*

- Enter the staff's Name, Email and Contact. Select their Role (Treasury Staff, BPLO Staff, Admin).
- Click "Add & Send Verification". A verification email with a password is sent automatically.
- To edit a role, click the Edit (pencil) icon next to their name.

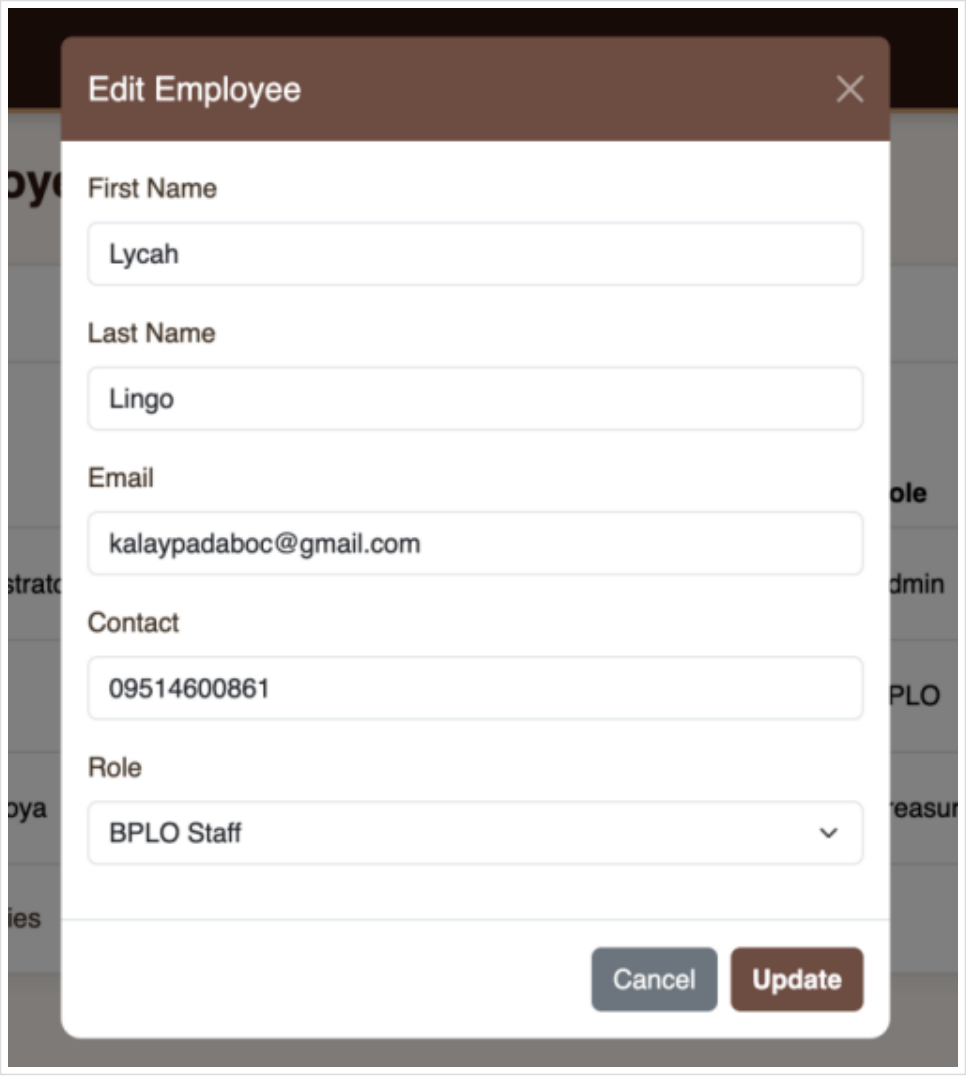



*Figure 4.1c - Edit Employee modal*

## 4.2 Verifying User Accounts

- Click "User Accounts" on the left sidebar.
- Locate the registered Business Owner.
- Toggle the "Verified" switch to the ON position to allow them to log in.

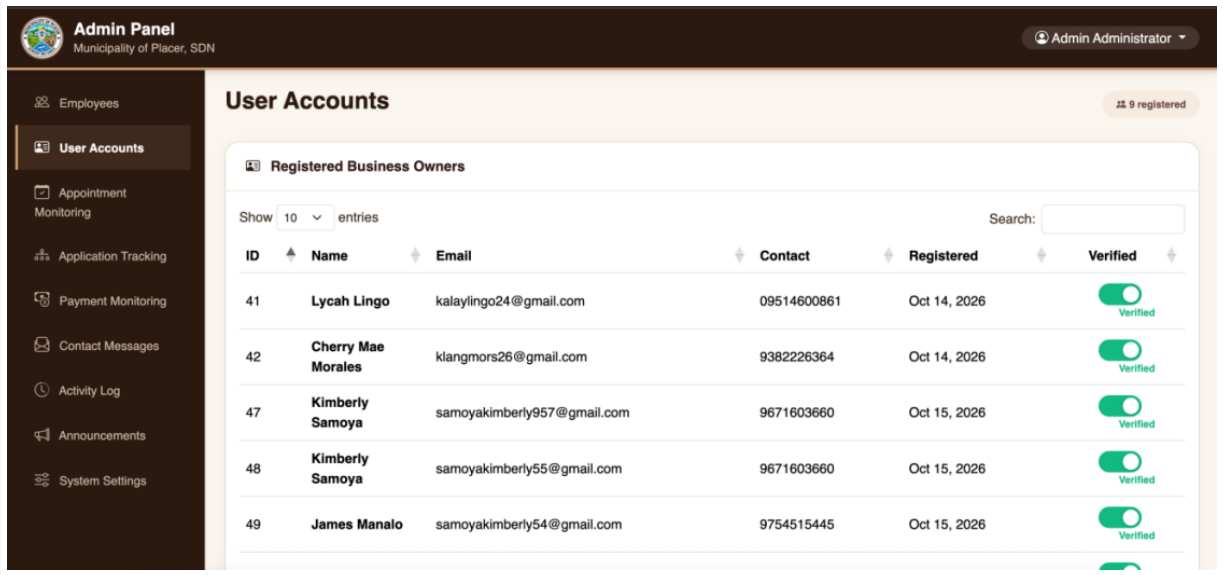



*Figure 4.2a - Registered Business Owners list*

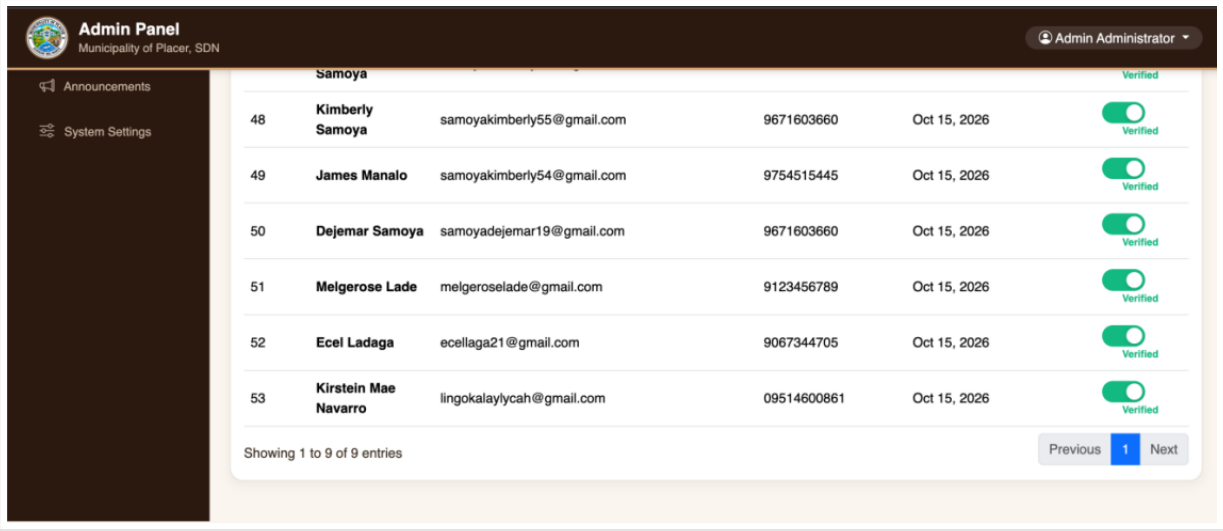



*Figure 4.2b - Registered Business Owners list (cont.)*

> **NOTE**
> Only verified accounts can log in and apply for permits.

## 4.3 Managing Announcements

- Click "Announcements" on the left sidebar.
- Review the list of pending announcements submitted by BPLO staff.
- Click the Check (Approve) icon to publish, or the Trash (Reject) icon to decline.

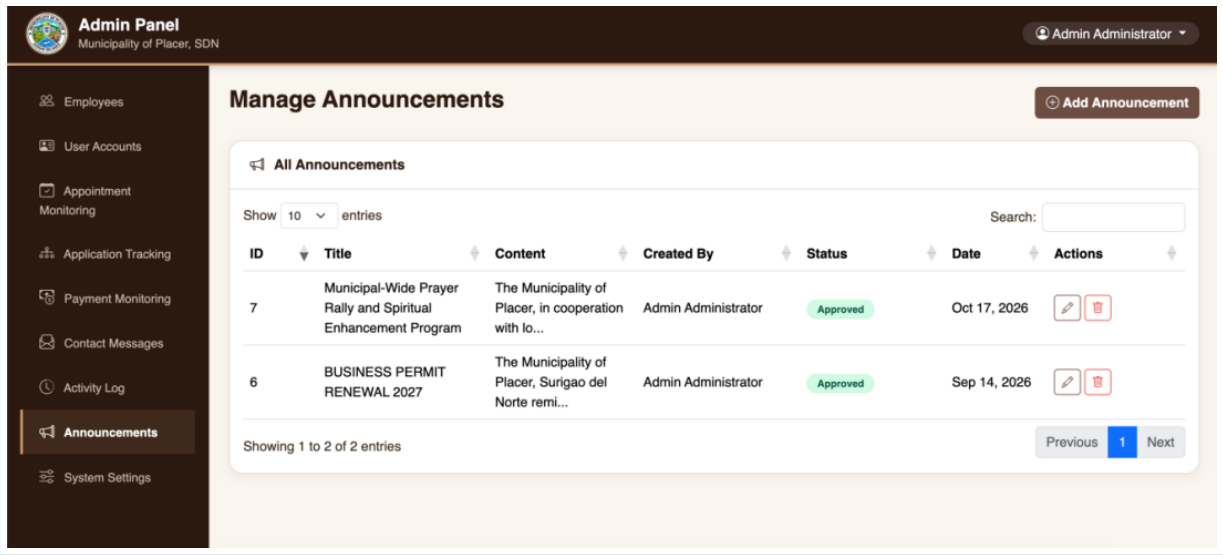



*Figure 4.3 - Manage Announcements page*

## 4.4 Editing Portal Content (System Settings)

- Click "System Settings" on the left sidebar.
- Select the page tab you want to edit (Home Page, About Page, etc.).
- Click into the text fields to edit the Hero Title, Hero Subtitle, or Info Cards.
- Click "Save Changes" to update the live website.

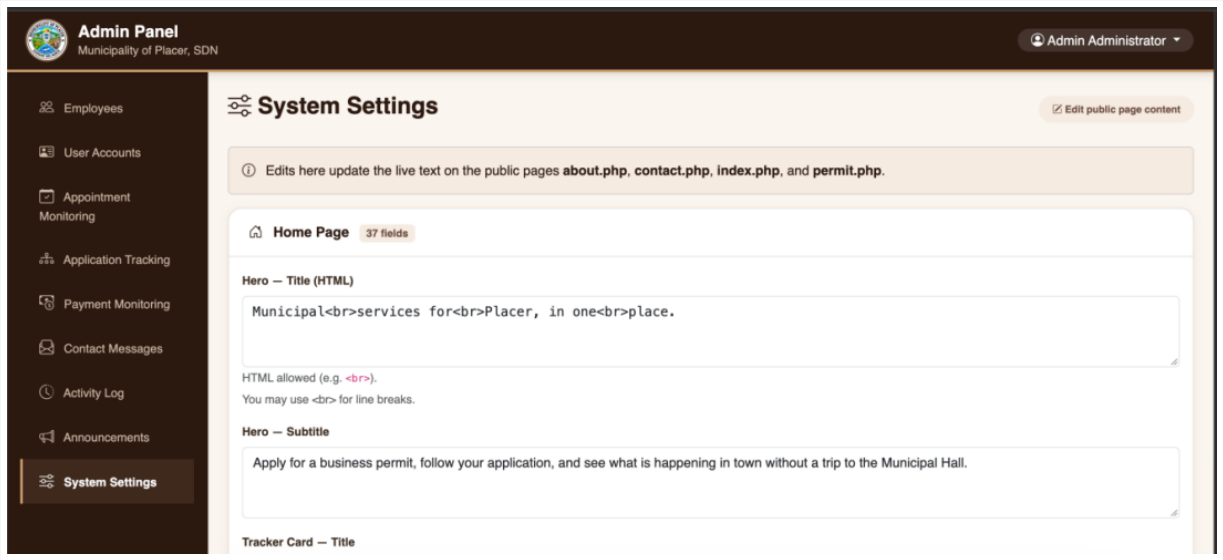



*Figure 4.4a - System Settings page*

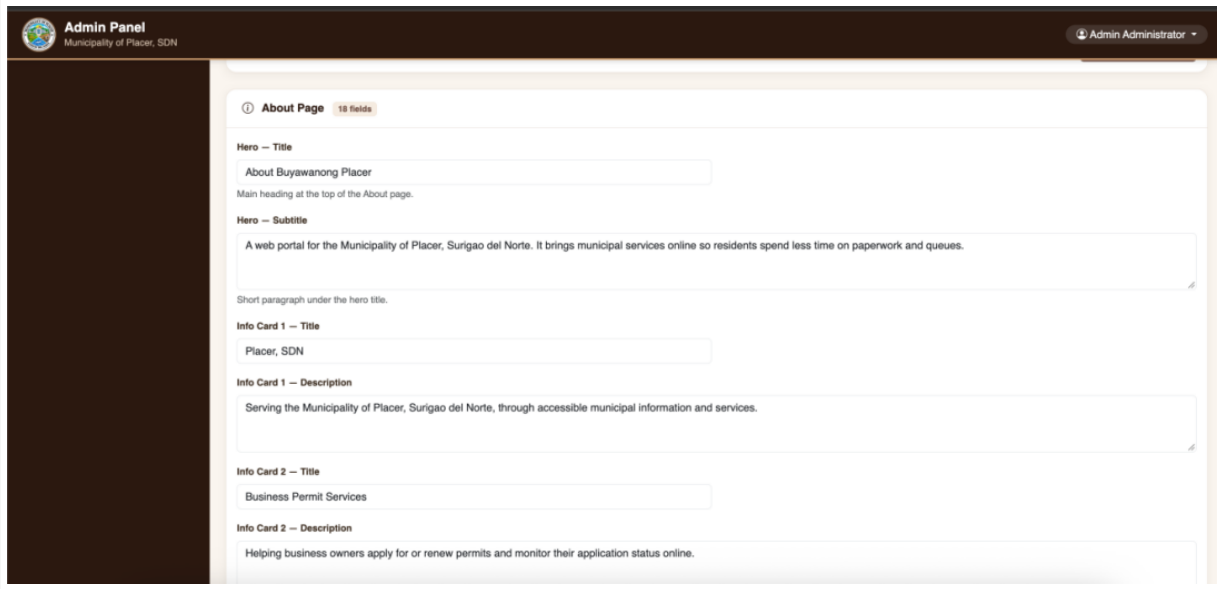



*Figure 4.4b - System Settings (About Page)*

# THANK YOU

Thank you for using Buyawanong Placer - the Municipality of Placer's one-stop digital information portal.

**MUNICIPALITY OF PLACER**

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