



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL
GOVERNMENT
BUREAU OF FIRE PROTECTION

BFP Fire Code Revenue and Inspection System User's Manual

(Plan Evaluator)

This system shall cover the assessment, collection and utilization process of the Fire Code Revenues composed of Fire Code Taxes, Fees, Charges and Fines, which includes periodic status monitoring and consolidated reporting from the BFP local units.

The user's Plan Evaluator role enables the user to only access functions intended for the Plan Evaluator such as approval/disapproval FSEC applications.

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Login Page

Input username and password to login. Once logged on, the system will automatically sync local to server and vice versa. After successful synced, notifications will pop. The default username is your Account Number and the password is the same with your password in the Human Resource Information System.

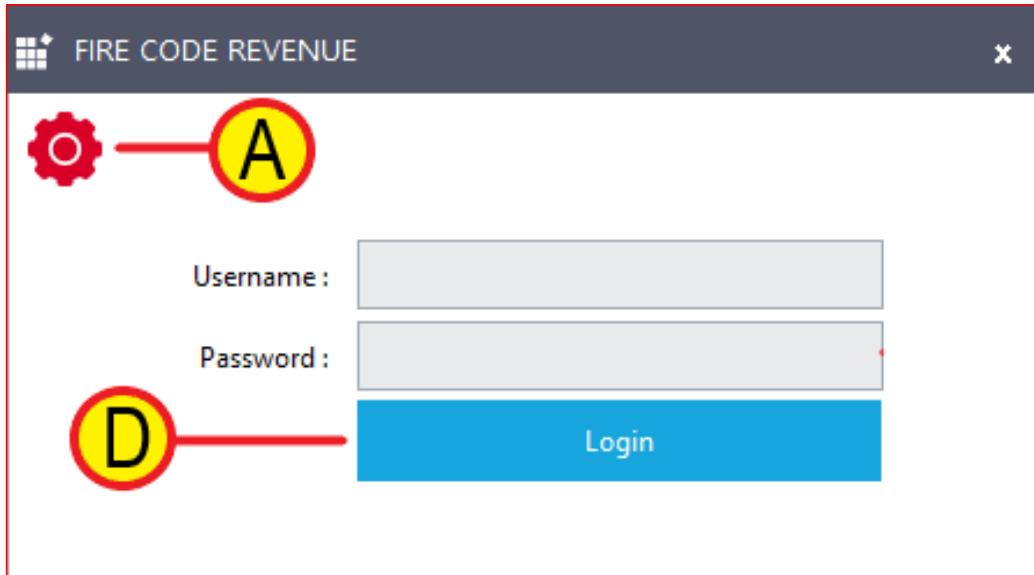
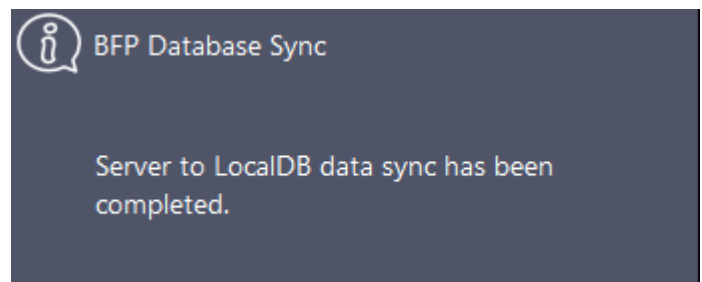
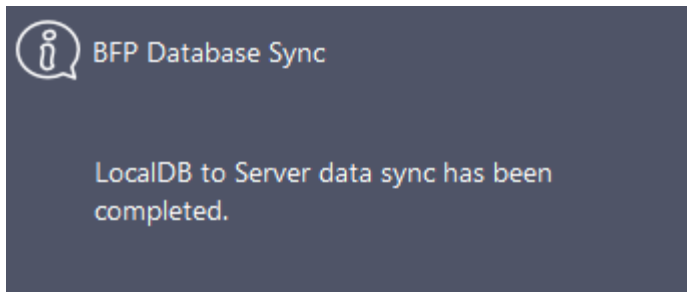


Figure 3.7

A – Settings Button: Click this button to set your unit station and input the desired database settings.

D – Login Button: Click this button to enter into the system after you input your valid username and password.



Dashboard Page - Collection Tab

This is the default view after you successfully login into the system. This page allows you to view/filter daily, weekly, monthly or yearly collection but by default the collection tab displays the daily list of collections. On this page there are five (5) tabs, these are Collection, Deposits, OR Status, Count of Customers and Establishments.

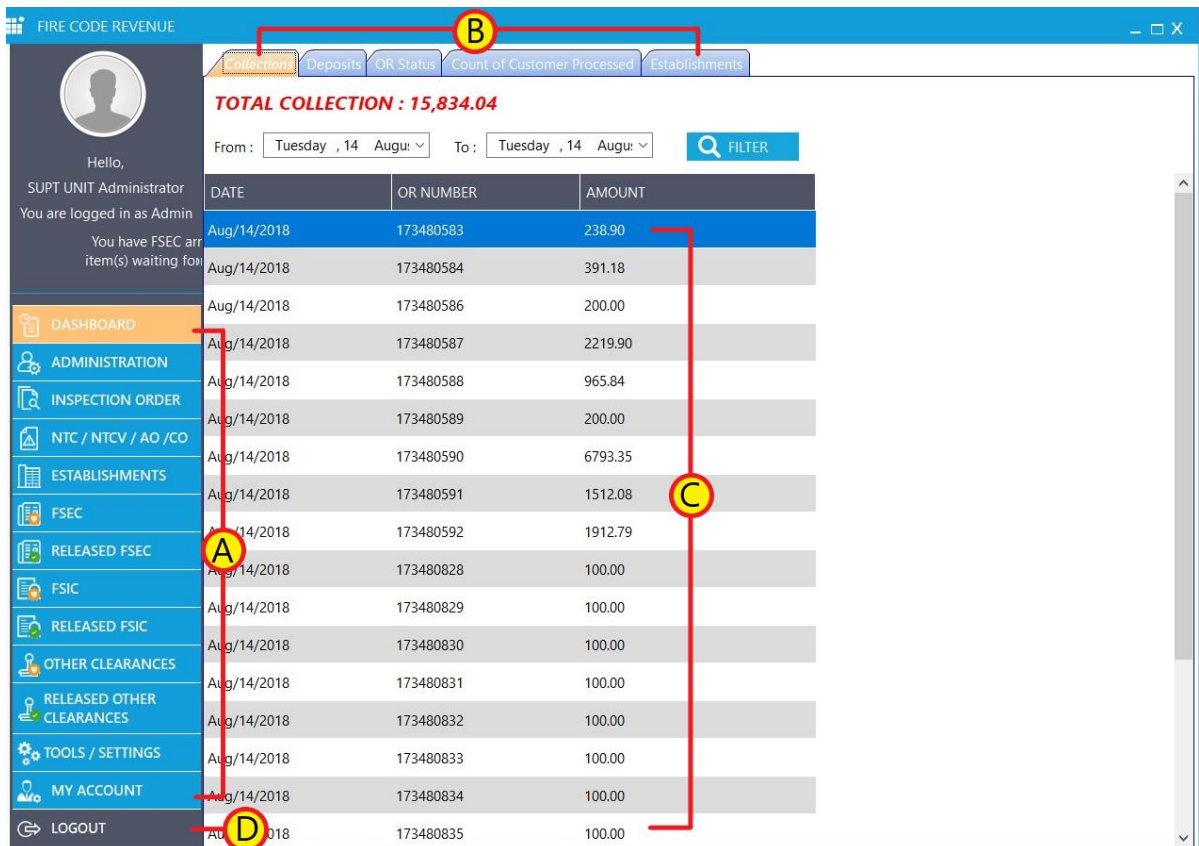


Figure 3.8

- A- Menu: Composed of Dashboard, Administration, Inspection Order, NTC/NTCV/AO/CO, Establishments, FSEC, Released FSEC, FSIC, Released FSIC, Other Clearances, Released Other Clearances, Tools/Settings and My Account. Each of these menus have different functions.
- B- Tabs: Composed of Collection, Deposits, OR Status, Count of Customers and Establishments. Click these tabs to view their functions.
- C- List of Collections: This is today's list of collections.
- D- Logout: Click this button to sign out to the system.

Fire Safety Evaluation Clearance (FSEC) Page

Click on the **FSEC** menu of the left portion of the system and then Click **PLAN EVALUATOR** Tab.

PLAN EVALUATOR – This page allow the Plan Evaluator to Approve or Disapprove collected FSEC application. Click on the Owner Name to view the details.

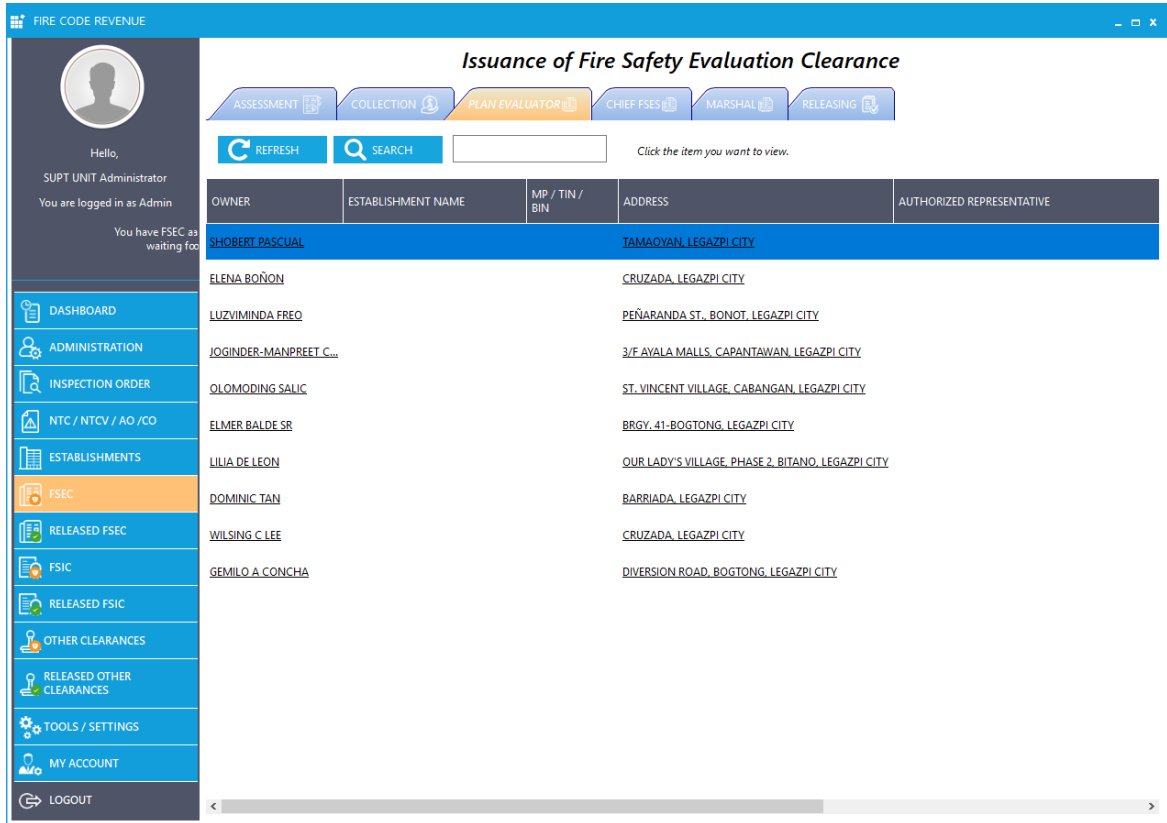


Figure 6.3

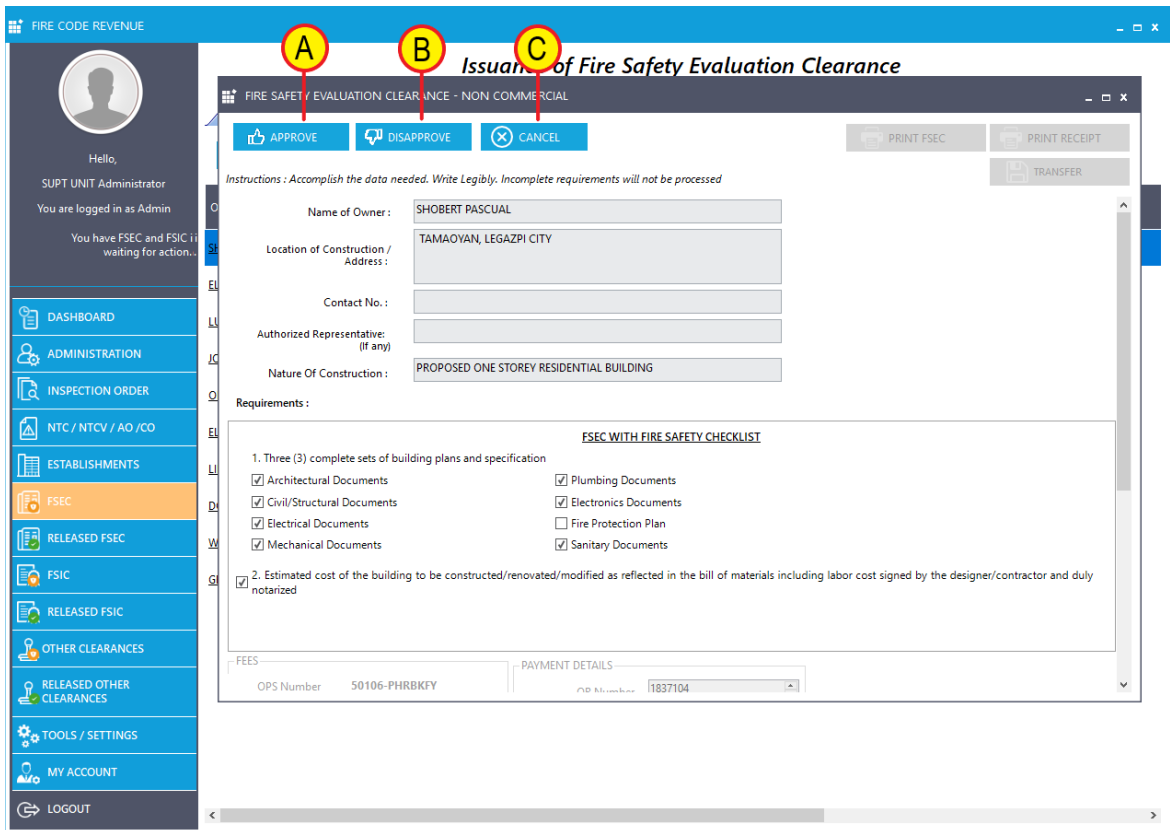


Figure 6.3.1

A – Approve Button: Click this button to approved the FSEC application. After approval, the application will now be send to the Chief FSES Tab for approval.

B – Disapprove Button: Click this button to disapproved the application. After the disapproval, the system will open a Notice of disapproval ready for printing.

C – Cancel Button: Click this button to close the form.

The Menus and functionalities of the system can be access and available based on the user role every user. A window will pop-up if you are not authorized to access the other functions (Figure 8.0).

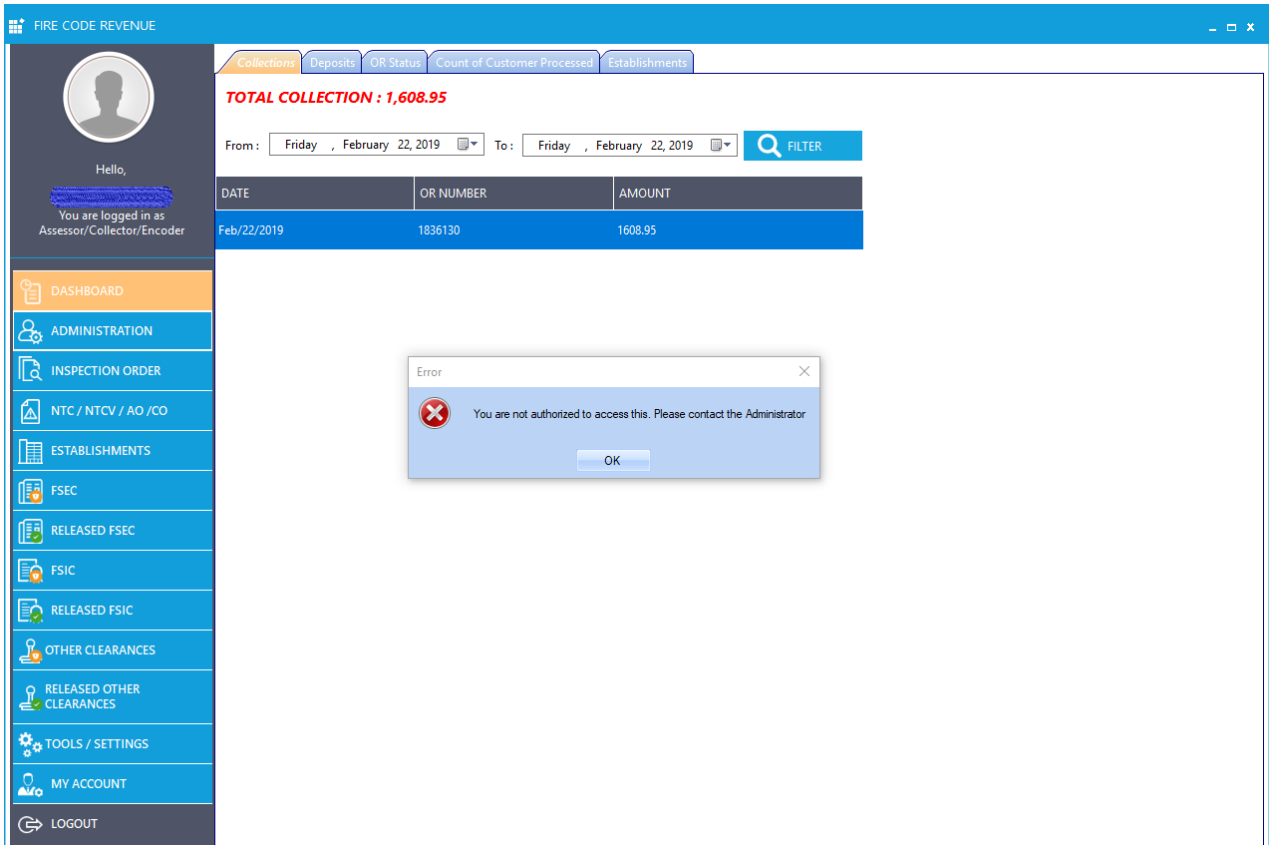


Figure 8.0

My Account

This page allows you to update your password. Just input your new password on **New Password** textbox and input in again on the **Confirm Password** textbox. Click Submit Button to save your update.

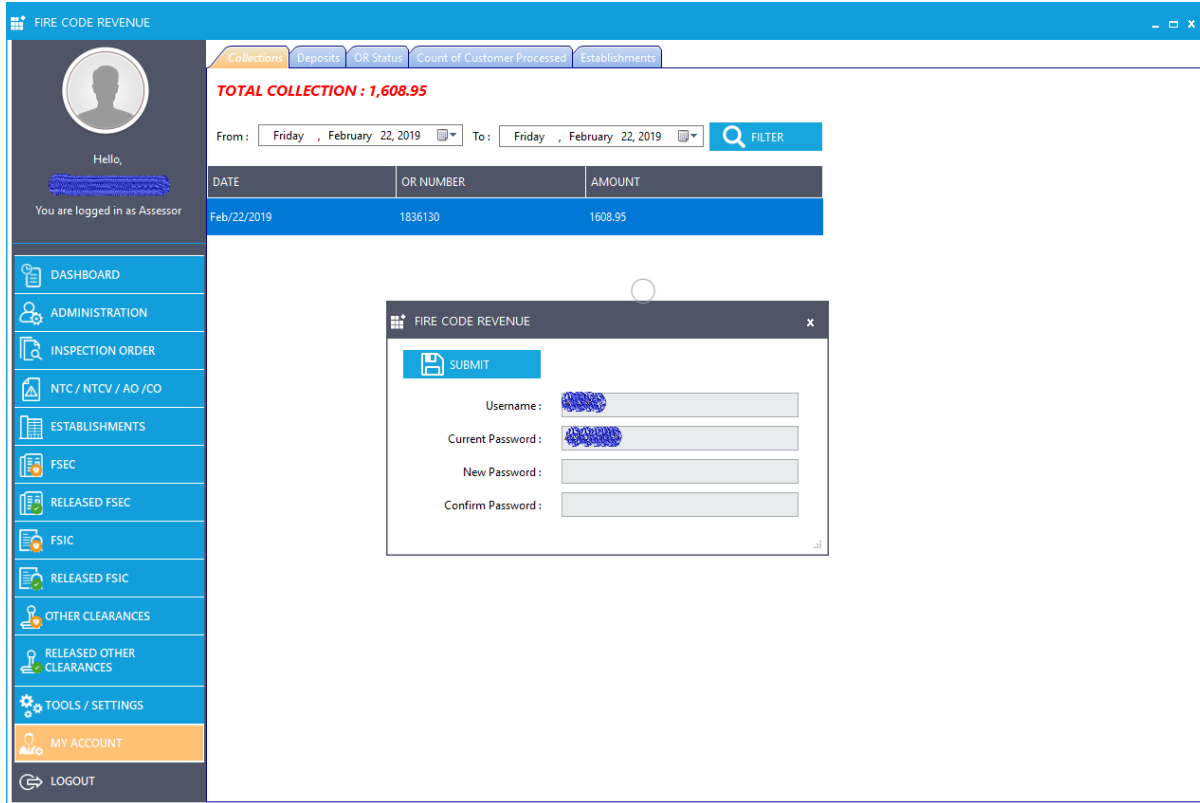


Figure 9.2

Logout Button

Click this button (A) to sign out/log off onto the system.

The screenshot shows the FIRE CODE REVENUE dashboard. At the top, there are tabs for Collections, Deposits, OR Status, Count of Customer Processed, and Establishments. Below the tabs, it displays 'TOTAL COLLECTION : 30,106.52'. There are date filters for 'From' and 'To', both set to 'Monday', and a 'FILTER' button. The main content area is a table with columns for DATE, OR NUMBER, and AMOUNT. The table lists 13 rows of collection data for February 18, 2019. On the left sidebar, there are navigation options: DASHBOARD, ADMINISTRATION, INSPECTION ORDER, NTC / NTCV / AO / CO, ESTABLISHMENTS, FSEC, RELEASED FSEC, FSIC, RELEASED FSIC, OTHER CLEARANCES, RELEASED OTHER CLEARANCES, TOOLS / SETTINGS, MY ACCOUNT, and LOGOUT. The LOGOUT button is highlighted with a red circle containing the letter 'A'.

DATE	OR NUMBER	AMOUNT
Feb/18/2019	1830074	184.80
Feb/18/2019	1836061	248.64
Feb/18/2019	1836062	216.00
Feb/18/2019	1836063	184.50
Feb/18/2019	1836064	167.10
Feb/18/2019	1836065	169.10
Feb/18/2019	1836066	221.40
Feb/18/2019	1836067	149.90
Feb/18/2019	1836068	167.86
Feb/18/2019	1836069	152.40
Feb/18/2019	1836073	184.20
Feb/18/2019	1836075	149.90
Feb/18/2019	1836076	858.05
Feb/18/2019	1836077	800.82
Feb/18/2019	1836078	1282.58
Feb/18/2019	1836079	303.14

Figure 9.3