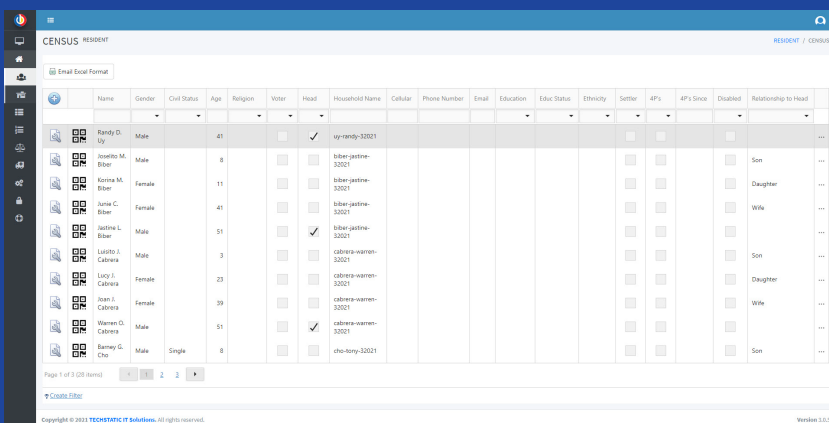# BeGiN
BARANGAY e-GOVERNANCE iNFORMATION SYSTEMS

QUICK START GUIDE
How to encode a resident and capture vaccination required data.

STEP 1

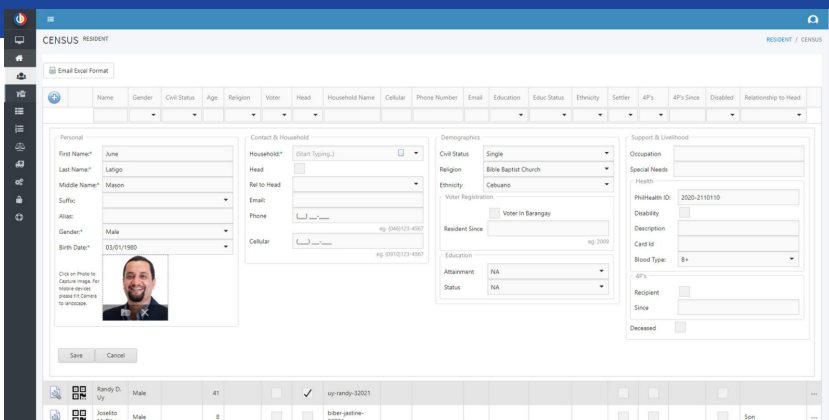After logging into **BeGiN**, click on the **Census Module**, then go over to the **Residents Page**

STEP 2

Click on the Blue plus (+) sign to add a new record

STEP 3
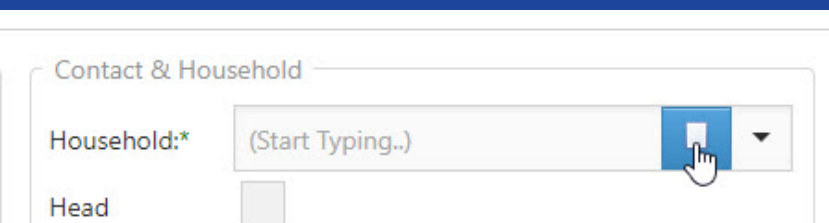
The Blank Resident page can be filled up with the necessary details

a) All fields with an asterisk (*) need to be filled up
b) In instances where data is unavailable, unknown or forgotten, it may be left blank, and the records can be updated at another time.
c) For the Philhealth ID, in its absence, you may indicate zero (0)

STEP 4

Each resident belongs to a Household, therefore, it is a requirement to add the new Resident record to an existing household thru the drop down arrow on the utmost right..or
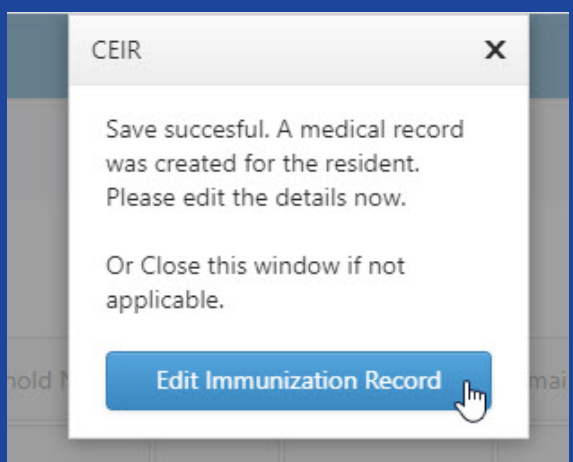

Create a new Household if his household has not yet been recorded

STEP 5
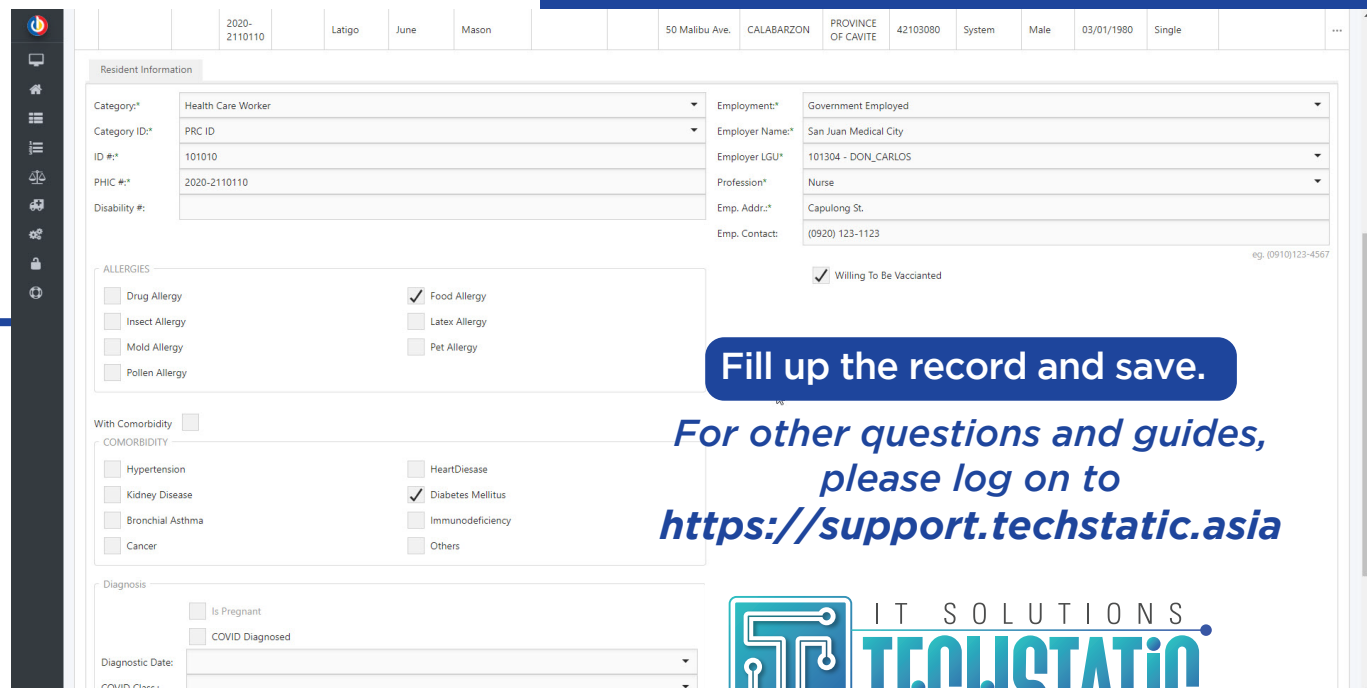
Clicking on the X will close this and proceed to saving the record, but it is recommended to continue and capture the details necessary for Vaccination

An attempt to save the record will show this prompt

At this point, we may now encode the medical details of a Resident, for use in the Vaccination Module

STEP 6

Fill up the record and save.

For other questions and guides, please log on to https://support.techstatic.asia

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