

# CLUSTER TRAINING FOR THE PROVINCIAL ROLL-OUT OF LGU INTEGRATED FINANCIAL TOOLS (LIFT)

Bayview Park Hotel  
Manila







# INSTALLATION PROCEDURE





# Navigating the eSRE Central System

Log In/Out

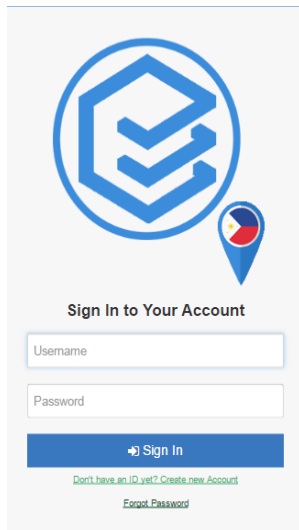
My Account

User Registration and Approval

Change Password

Forgot Password





Sign In to Your Account

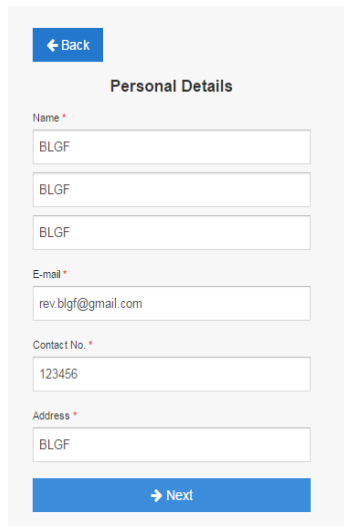
Username

Password

[Don't have an ID yet? Create new Account](#)

[Forgot Password](#)

Sign In



← Back

Personal Details

Name \*

BLGF

BLGF

BLGF

E-mail \*

rev.blgf@gmail.com

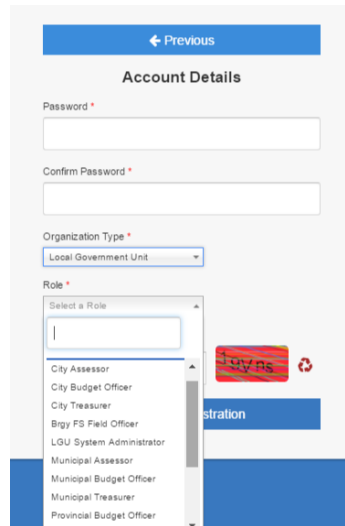
Contact No. \*

123456

Address \*

BLGF

Next



← Previous

Account Details

Password \*

Confirm Password \*

Organization Type \*

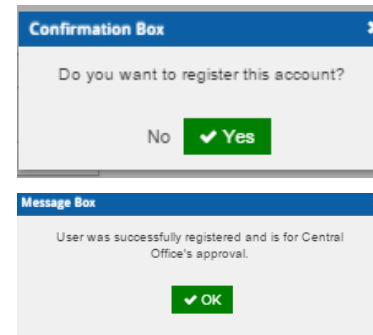
Local Government Unit

Role \*

Select a Role

- City Assessor
- City Budget Officer
- City Treasurer
- Briggy FS Field Officer
- LGU System Administrator
- Municipal Assessor
- Municipal Budget Officer
- Municipal Treasurer
- Provincial Budget Officer

Registration



Confirmation Box

Do you want to register this account?

No ☒ Yes

Message Box

User was successfully registered and is for Central Office's approval.

☒ OK

## Create New Account

1. Enter **URL** on the web address of the browser. *Sign In* page will be displayed.
2. Click **Don't have an ID yet? Create new account**.
3. Fill up the necessary information in the **Personal and Account Details**.
4. In the account details, LGUs may have an option to register for specific role.
5. Then click **Yes** then **OK**.



## Sign In to Your Account



 Sign In

[Don't have an ID yet? Create new Account](#)

## Enter your Email below to reset your password



 Submit

[Back](#)

## Forgot Password

1. Click **Forgot Password** on the log in page. *Forgot Password* window will be displayed.
2. Enter **Username**.
3. Enter **Email**.
4. Click **Submit**.
5. Open email to authenticate the request.



# Reminders

- Password must be at least 8 characters long.
- All user registrations shall be approved by the Central System Administrator.
- The system will email the user of his/her system-generated username (firstname.lastname) upon approval of the account.
- Since the system allows for sharing of email addresses, you need to specify your username and email when resetting a forgotten password.





# Navigating the eSRE LGU System

LGU System Installation

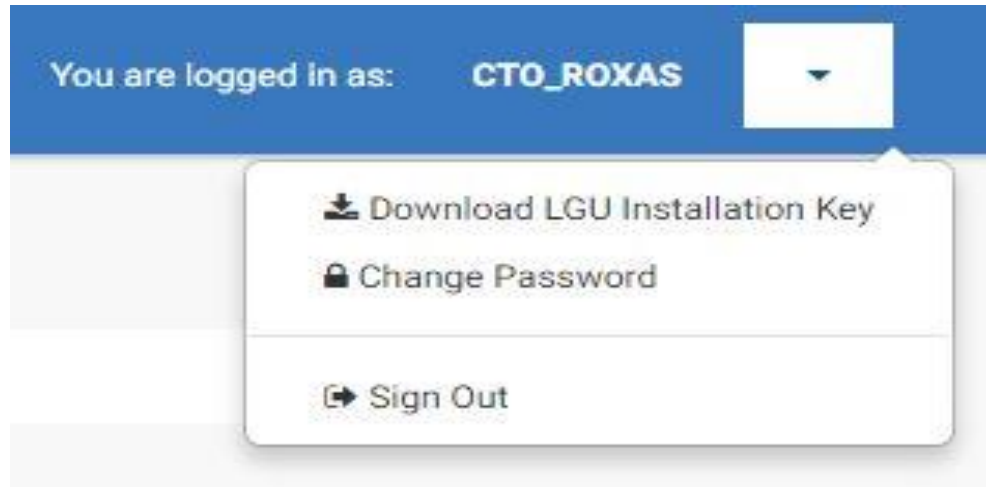
Log In/Out

My Account

Change Password

Forgot Password





## LGU System Administrator

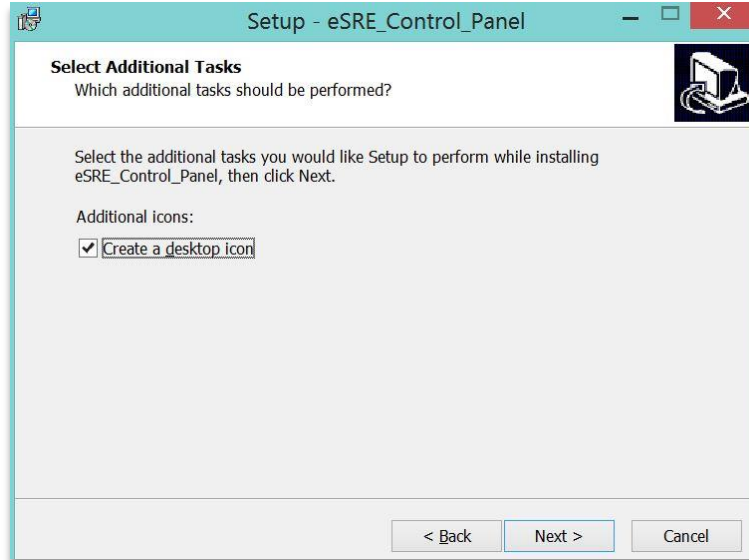
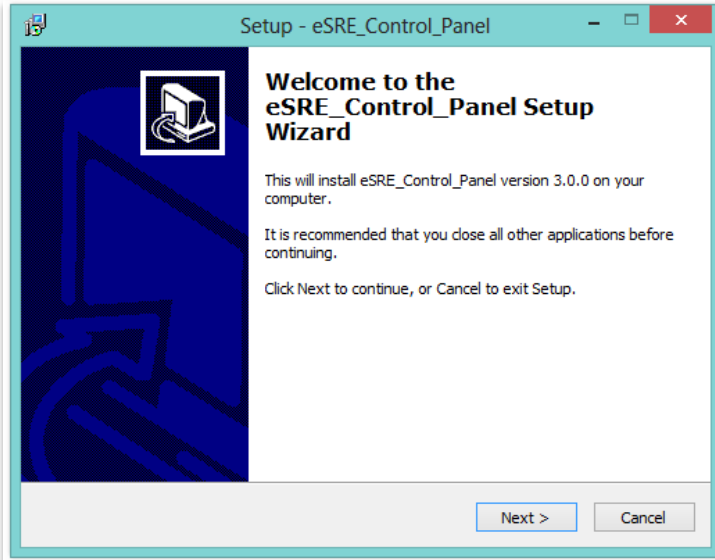
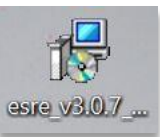
1. Log in to Central System using your newly registered LGU System Administrator account.
2. Click **Arrow down icon** on the upper right of the page.
3. Click **Download LGU Installation Key**. *LGU Installation Key* will be downloaded.



# Reminders

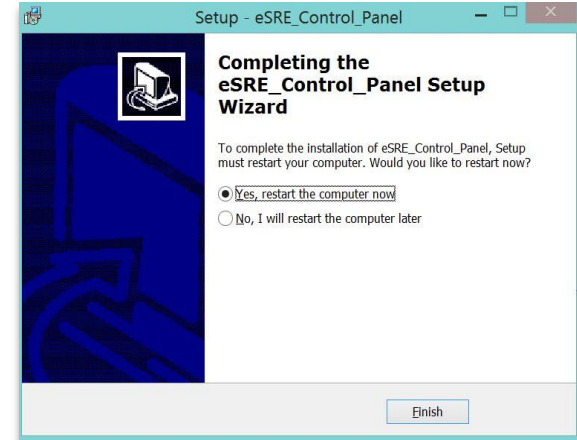
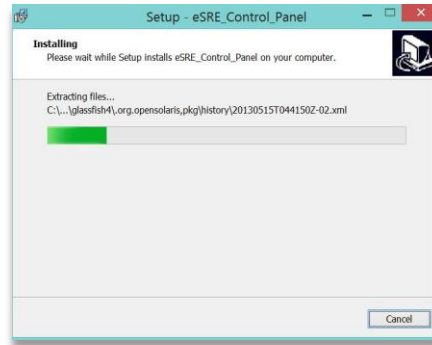
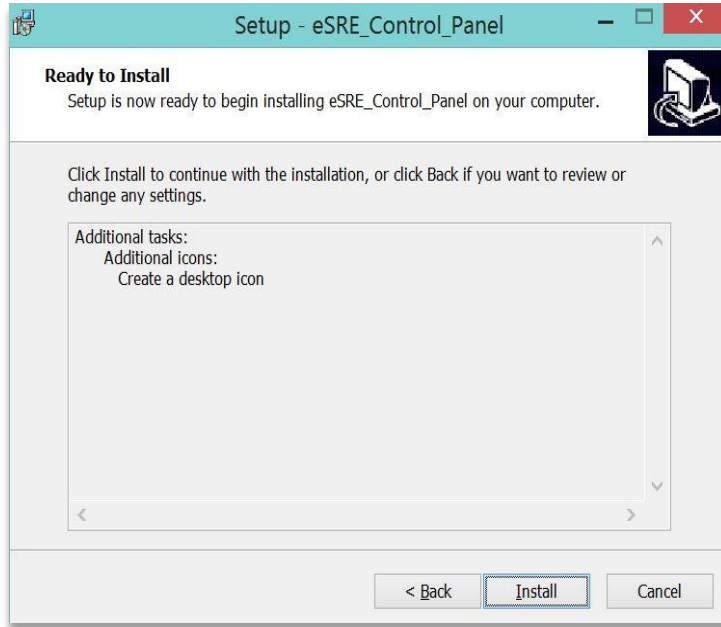
- This function is available to Treasurers, Budget Officers, Assessors and LGU System Administrators.
- Download an installation key to install the eSRE LGU System.
- The LGU System Administrator has the privilege to create user accounts within his/her LGU System.
- When a Treasurer/Budget Officer/Assessor downloads a key, he/she is also granted the LGU System Administrator role.





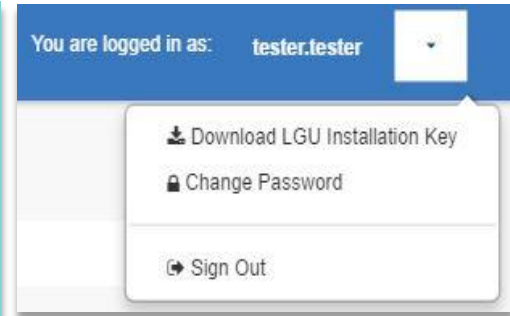
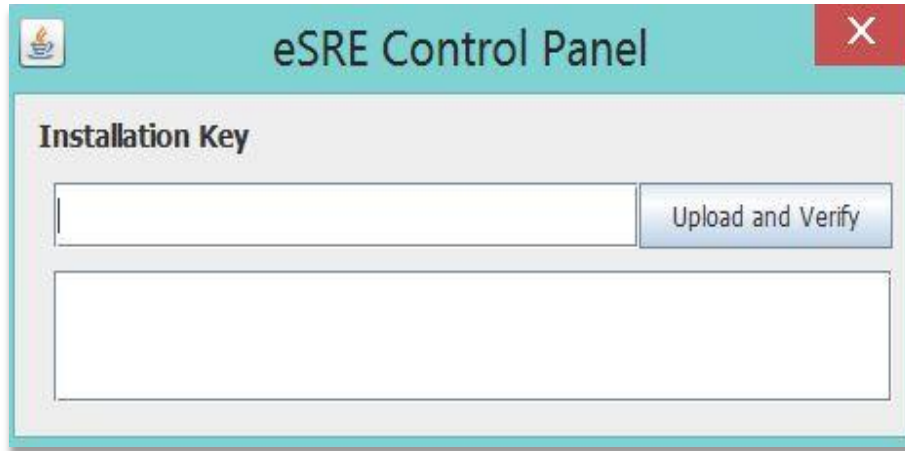
1. Open eSRE\_Control\_Panel Setup on your desktop. *Control Panel* setup will be displayed.
2. Click **Next**. *Additional Tasks* will be displayed.
3. Check **Create a desktop icon**.
4. Click **Next**. *Ready to Install* will be displayed.





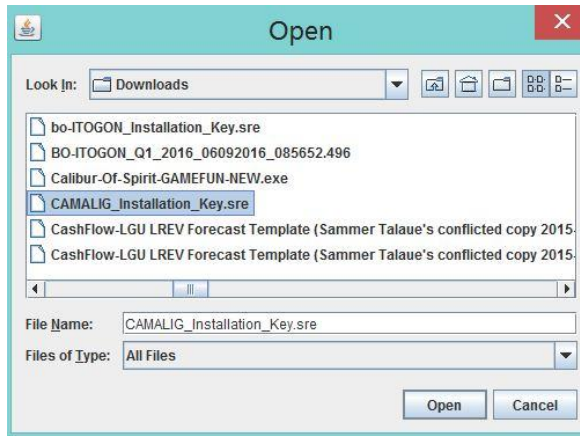
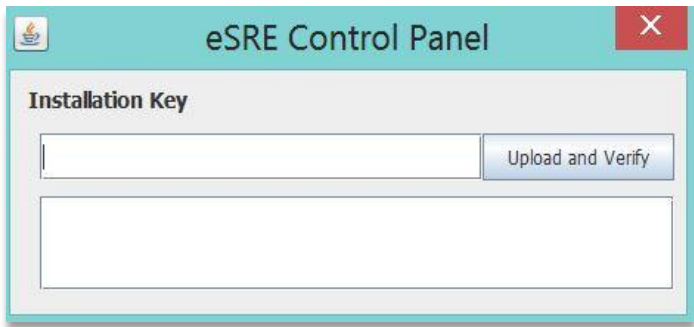
1. Click **Install**. *Preparing to install* will be displayed.
2. Wait the installation to be finished. *Completing Installation* will be displayed.
3. Select **Yes, restart the computer now**.
4. Click **Finish**. *User's unit* will be restarted.





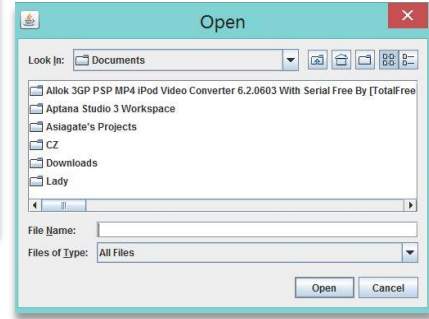
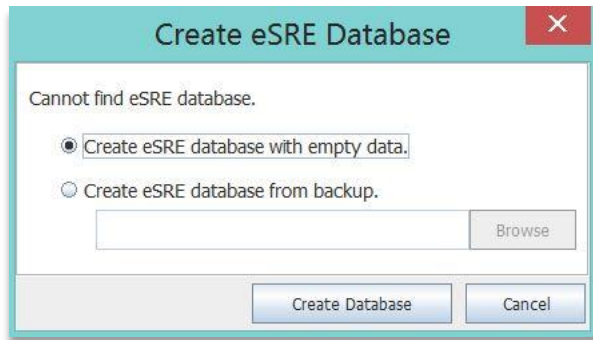
1. After restarting your unit, open eSRE Control Panel Setup . *Installation Key* window will be displayed.
2. Download the installation key first from eSRE Central to upload and verify..
3. Open eSRE Central on your browser.
4. Click **Arrow down** on the upper right header of the page. *Sub-menu* will be displayed.
5. Click **Download LGU Installation Key**. *LGU Installation Key* will be automatically download.
6. Upload the **LGU Installation Key** files from **Installation Key** window.





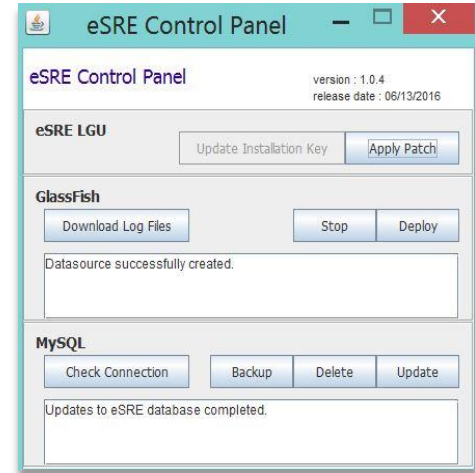
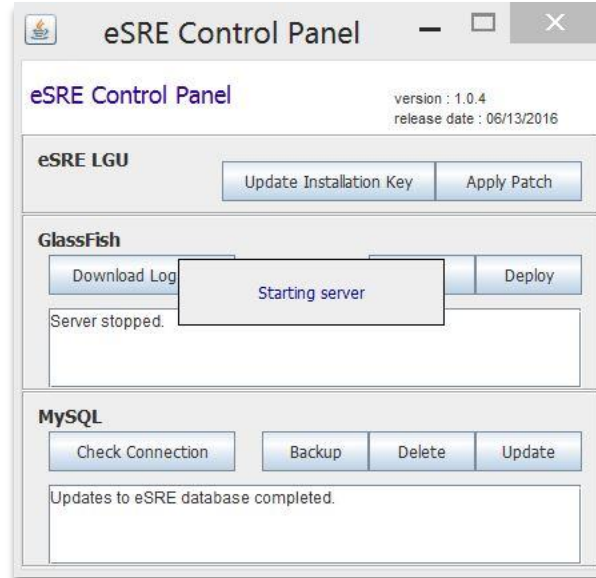
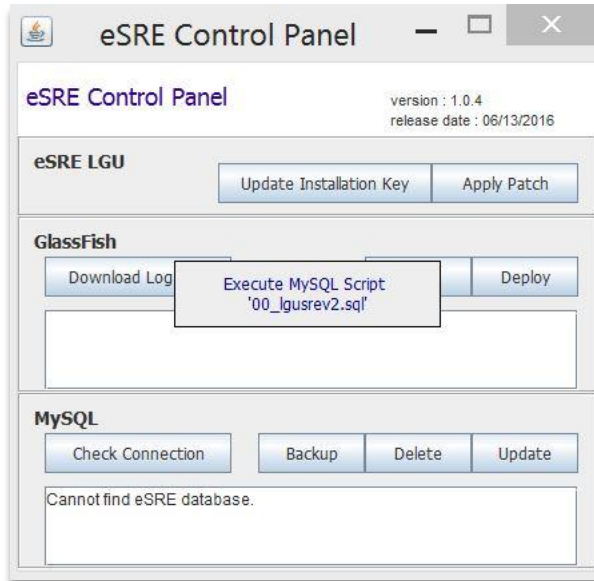
1. Click **Upload and Verify**. *Open/File Upload* window will be displayed.
2. Select the **downloaded installation key**.
3. Click **Open**. *Installation Key checking and Installing eSRE* will be displayed.
4. Wait until the **installing** has finished and the **Installation complete** message is displayed on Installation Key window.





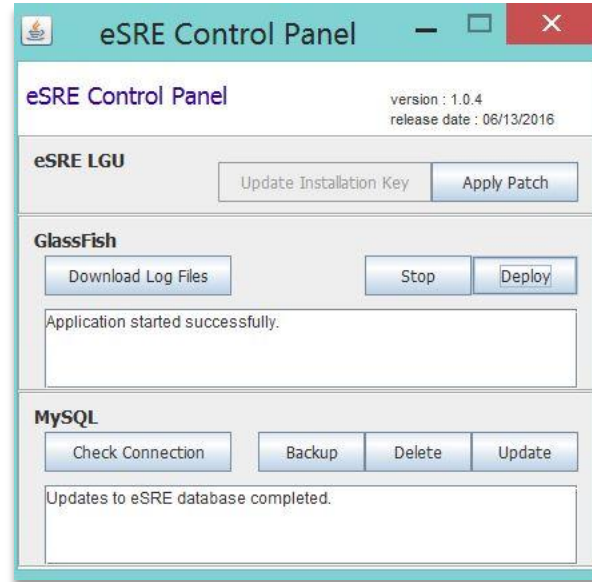
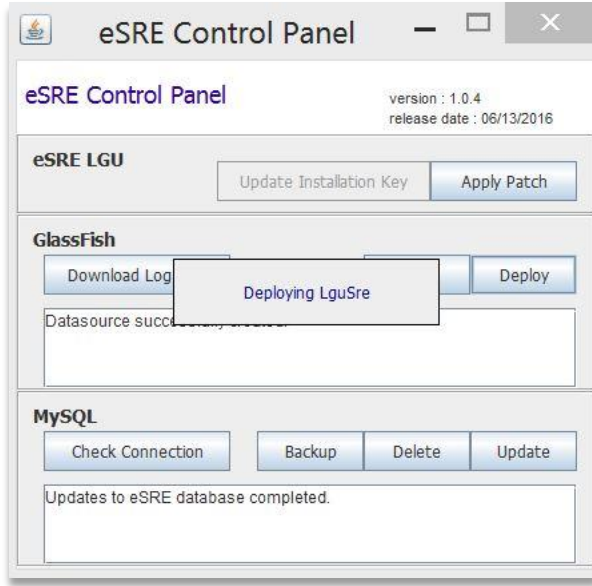
1. Click **X**. *Control Panel* will be displayed. *Create Database* will be displayed.
2. Select **Create eSRE database** with empty data for new database
3. Select **Create eSRE database** from backup if you have existing database for the older version.
  - Click **Browse**. *Open/File Upload* window will be displayed.
  - Select **Database File** to be upload.
  - Click **Open**.





1. Click **Create Database**. *Execute MySQL Script* will be displayed.
2. Wait until finished.
3. After upload **database**, *Starting Server* will be displayed.
4. Wait until finished. *Data source successfully created* will be displayed.
5. Click **Deploy**





6. *Deploying LguSRE* will be displayed.
7. Wait until finished.
8. You can now Log In to eSRE LGU System using the username and password when you downloaded the installation key.



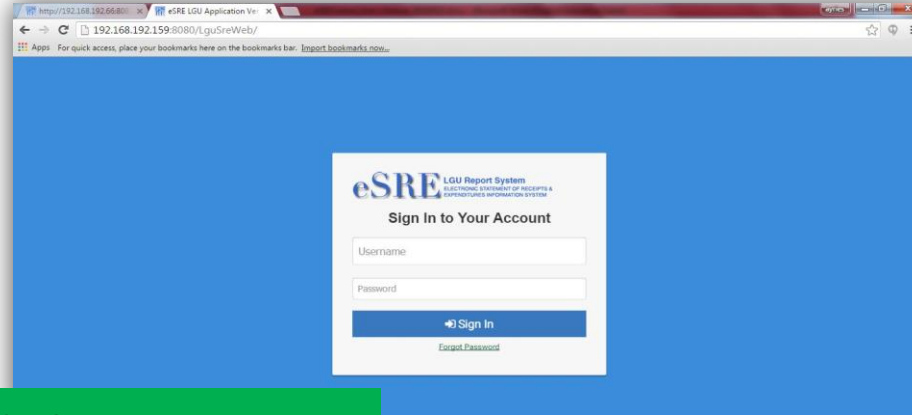
# Reminders

- If workstation has an existing eSRE v2.x, run uninstall process of eSREv2.x.
- If workstation has an existing eSRE v3.x, use the eSRE Control Panel to update application and/or data.
- eSRE v3.x has a separate uninstall process.



URL:

localhost:8080/lguWeb



## LGU System Administrator

1. Enter **URL** on the web address of the browser. *Sign In* page will be displayed.
2. Enter **Username**.
3. Enter **Password**.
4. Click **Sign In**.



# Personal Information

[Home](#) / [Personal Information](#)

Roles

Assessor

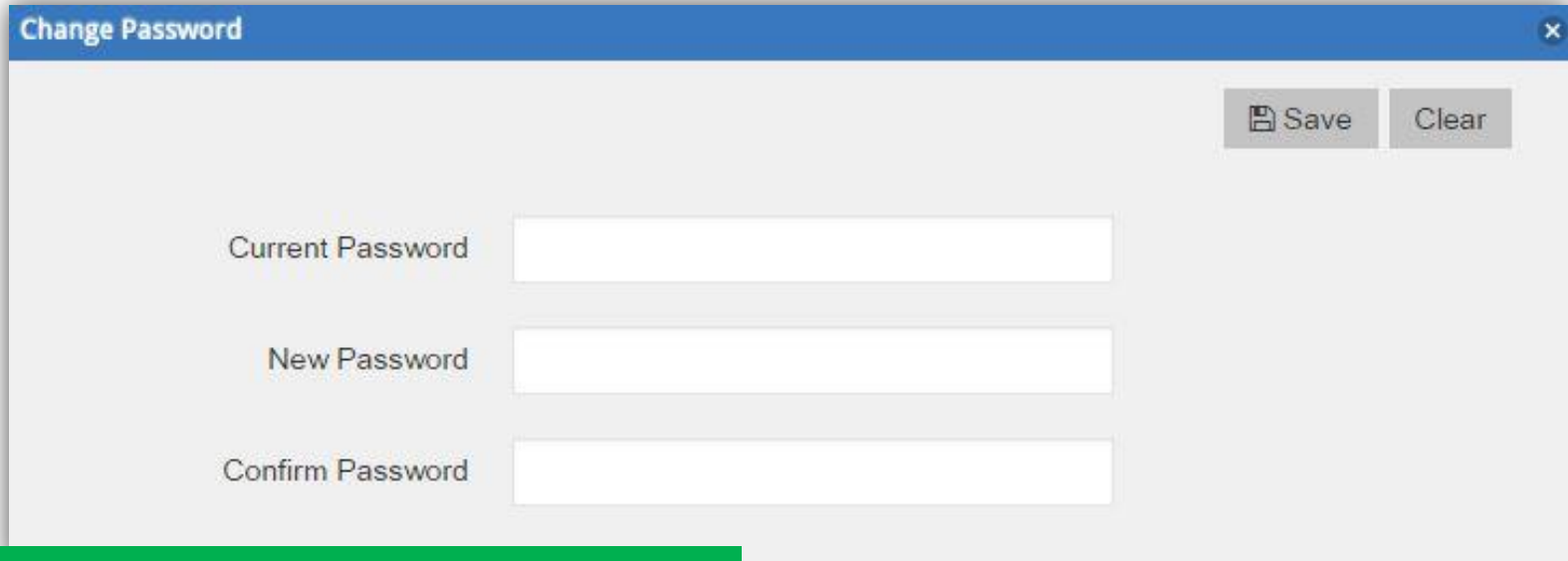
Budget Officer

Treasurer

## LGU System Administrator

1. Click **Name** on the upper right of the page. *Personal Information* page will be displayed.



A screenshot of a 'Change Password' dialog box. The dialog has a blue title bar with the text 'Change Password' and a close button (X) in the top right corner. The main area is light gray. In the top right corner of the main area, there are two buttons: 'Save' with a floppy disk icon and 'Clear'. Below these buttons are three text input fields. The first field is labeled 'Current Password', the second 'New Password', and the third 'Confirm Password'. Each label is to the left of its corresponding input field.

Change Password

Save Clear

Current Password

New Password

Confirm Password

## LGU System Administrator

1. Click **Arrow down icon** on the upper right of the page.
2. Click **Change Password**. *Registered User* window will be displayed.
3. Enter **Current Password**.
4. Enter **New Password**.
5. Enter **Confirm New Password**.
6. Click **Save**.



➡ Sign Out

**eSRE** LGU Report System  
ELECTRONIC STATEMENT OF RECEIPTS &  
EXPENDITURES INFORMATION SYSTEM

## Sign In to Your Account

➡ Sign In

[Forgot Password](#)

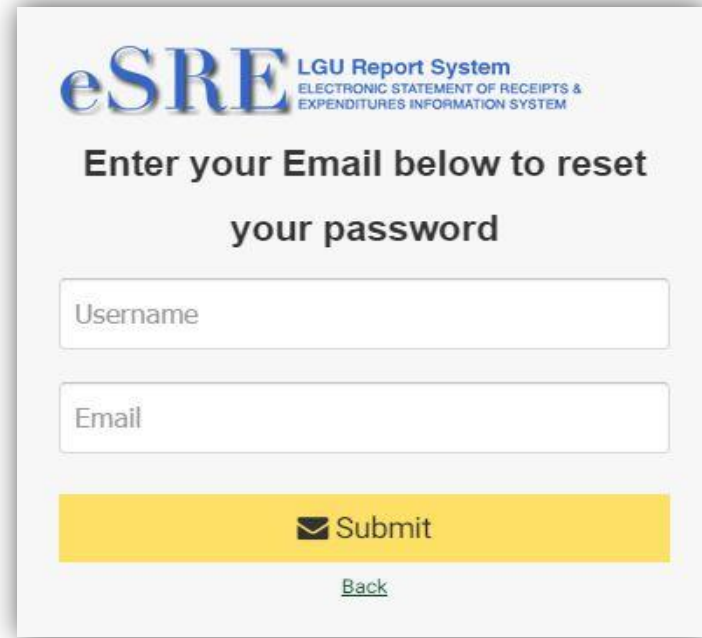
## LGU System Administrator

1. Click **Sign Out** on the upper right of the page. *Log In* page will be displayed.





The image shows the 'Sign In to Your Account' page of the eSRE LGU Report System. At the top, the logo 'eSRE' is displayed in blue, followed by 'LGU Report System' and 'ELECTRONIC STATEMENT OF RECEIPTS & EXPENDITURES INFORMATION SYSTEM' in smaller text. Below the header, the title 'Sign In to Your Account' is centered. There are two input fields: 'Username' and 'Password'. Below these fields is a blue button with a right-pointing arrow and the text 'Sign In'. At the bottom, there is a link labeled 'Forgot Password'.

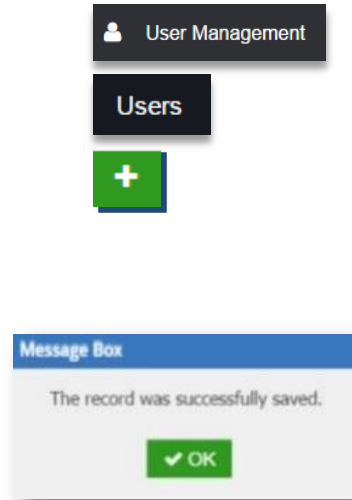


The image shows the password reset page of the eSRE LGU Report System. At the top, the logo 'eSRE' is displayed in blue, followed by 'LGU Report System' and 'ELECTRONIC STATEMENT OF RECEIPTS & EXPENDITURES INFORMATION SYSTEM' in smaller text. Below the header, the title 'Enter your Email below to reset your password' is centered. There are two input fields: 'Username' and 'Email'. Below these fields is a yellow button with an envelope icon and the text 'Submit'. At the bottom, there is a link labeled 'Back'.

## LGU System Administrator

1. Click **Forgot Password** on the log in page. *Forgot Password* window will be displayed.
2. Enter **Username**.
3. Enter **Email**.
4. Click **Submit**.
5. Click **Log Out** on the upper right of the page. *Log In* page will be displayed.



The image shows a 'User Management' window with a blue header. In the top right corner are 'Delete' and 'Save' buttons. The main area contains a form with the following fields: 'Login Name/ID' (with 'Auto Generated' text), 'Password', 'First Name \*', 'Middle Name \*', 'Last Name \*', 'Email \*', and 'Designation'. Below these is an 'Active' checkbox with 'Yes' selected. At the bottom is a table with two columns: 'Role' and 'Description'. The 'Role' column has a dropdown menu. Below the table is a green '+ Add Role' button.

## LGU System Administrator

1. Click **User Management > Users**.
2. Click **Add Record**.
3. Enter **Password and other user details**.
4. Select Active to Yes if user is an active user or No, to deactivate the user account.
5. Click **Add Role**.
6. Select **Role**
7. Click **Save**.
8. Click **Yes**.





# Managing User Accounts



# Users

User Management / Users

Q Search

↻ Fetch More

▼

+

Login Name/ID	Full Name	Actions
isa.itogon	itogon, Isa sre	 

## View List of Users

1. Click **User Management** on the left menu. Sub-menu will be displayed.
2. Click **Users** on the sub-menu. *Users* page will be displayed.



# Users

[User Management](#) / Users

Search by Full Name  Search Fetch More Filter +

Login Name/ID	Full Name	Actions
Isa.itogon	itogon, Isa sre	<span>Edit</span> <span>Delete</span>

## Search a User

1. Click **User Management on the left menu**. Sub-menu will be displayed.
2. Click **Users** on the sub-menu. *Users* page will be displayed.
3. Enter **Full Name**.
4. Click **Search**. Records will be displayed based on the search input.

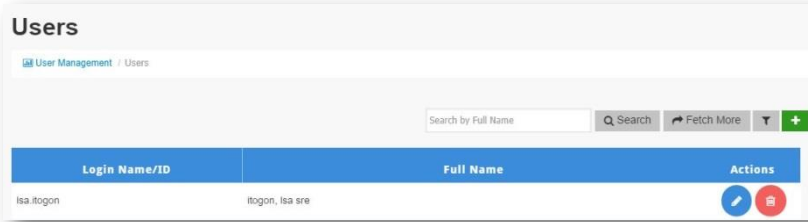
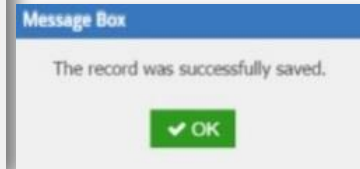


The screenshot displays the 'Users' management interface. At the top, there's a 'Users' header and a breadcrumb 'User Management / Users'. Below this is a search bar with the placeholder 'Search by Full Name' and buttons for 'Search', 'Fetch More', and a dropdown menu. A form for 'Login Name/ID' is also present. Below the search bar is a table with two columns: 'Login Name/ID' and 'Full Name'. The table contains one row with the values 'Isa.itogon' and 'itogon, Isa sre'. To the right, a 'User Management' modal is open, showing a form for adding or editing a user. The form includes fields for 'Login Name/ID' (lgu.approver), 'Password', 'First Name' (lgu), 'Middle Name' (treasurer), 'Last Name' (Approver), 'Email' (barlaanmayann@gmail.com), 'Designation', and an 'Active' checkbox. At the bottom of the modal, there's a 'Role' dropdown set to 'TREASURER\_APPROVER' and a 'Description' field with the value 'Treasurer'. The background shows a sidebar with a 'Users' menu item and a list of users including 'admin', 'andy', 'lgu.approver', 'lgu.salay', and 'lmy'.

## Advance Search of a User

1. Click **User Management** on the left menu. Sub-menu will be displayed.
2. Click **Users** on the sub-menu. *Users* page will be displayed.
3. Click Show/Hide Advance Search. Fields to be used as criteria for advance search will be displayed.
4. Enter Login Name/ID.
5. Click Search. Records will be displayed based on the search input.



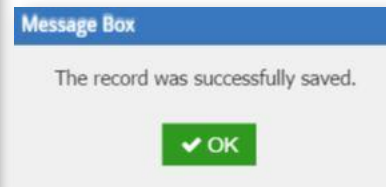
## Add a User

1. Click **User Management on the left menu**. Sub-menu will be displayed.
2. Click **Users** on the sub-menu. *Users* page will be displayed.
3. Click Add User. Users window will be displayed.
4. Enter Login Name/ID. Enter Password.
5. Enter First Name. Enter Middle Name. Enter Last Name.
6. Enter Email.
7. Enter Designation.
8. Select Active.
9. Click Add Role. New Field will be displayed. Select Role.
10. Click Add Role to add more.
11. Repeat steps. Click Save. Message Box will be displayed
12. Click Ok.





	Role	Description
	LGU_TR_ADMIN	LGU Treasurer System Administrator



## Edit a User

1. Click **User Management** on the left menu. Sub-menu will be displayed
2. Click **Users** on the sub-menu. *Users* page will be displayed.
3. Click **Edit (Pencil Icon)**. *Users* window will be displayed.
4. Edit **fields** as necessary.
5. Click **Save**. *Message Box* will be displayed.
6. Click **Ok**.



## Users

User Management / Users

Search by Full Name

Q Search

↶ Fetch More

▼



Login Name/ID

Full Name

Actions

isa.itogon

itogon, isa sre



### Confirmation Box

Do you want to delete the record?

No

✓ Yes

### Message Box

The record was successfully deleted.

✓ OK

## Delete a User

1. Click **User Management** on the left menu. Sub-menu will be displayed
2. Click **Users** on the sub-menu. *Users* page will be displayed.
3. Click **Delete (Trash Icon)**. *Confirmation Box* will be displayed.
4. Click **Yes**. *Message Box* will be displayed. **“Do you want to delete the record?”**
5. Click **Ok**. *Record* will be deleted.



**Thank you!**