



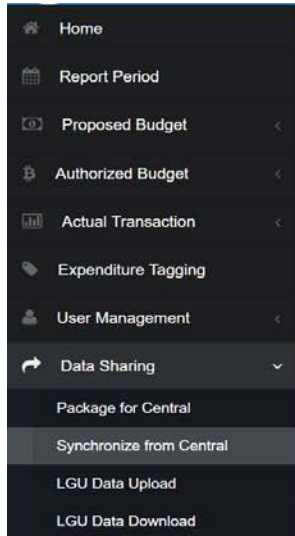
# Data Sharing

Synchronize from Central  
LGU Data Download  
LGU Data Upload  
Package for Central



# Synchronize from Central

Procedure for copying data/parameters from eSRE Central system to the eSRE LGU System.



## Synchronize from Central

Data Sharing / Synchronize from Central

Search by Module Name:

Search

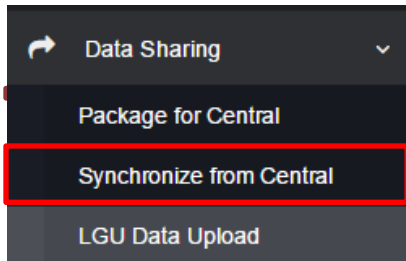
Fetch More



Module Name	Synch By	Time Synch
IRA	marcelina	2016-11-10
LGU Profile	marcelina	2016-11-10
Barangays of LGU	marcelina	2016-11-10
Annual Cash flow	marcolina	2016-11-10
Approved Performance Target	marcolina	2016-11-10

1-5 of 30

## Synchronize from Central



1. Click Data Sharing on the left menu. *Sub-menu* will be displayed.
2. Click Synchronize from Central. *Synchronize from Central* page will be displayed.
3. Click **Synchronize from Central (Arrow icon)**. *Synchronize from Central* window will be displayed.

## Synchronize from Central

Screenshot of the "Synchronize from Central" dialog box. The dialog has a title bar with a close button. A green "Synchronize" button is in the top right corner. Below it are three input fields: "Username \*", "User Password \*", and "Confirm Password \*". At the bottom is a table with two columns: "Module Name" and "Status".

Module Name	Status
LGU Profile	
Barangays of LGU	
IRA	
Approved Performance Target	
Annual Cash flow	
Seasonality Index	

1. Enter **Username**.
2. Enter **Password**.
3. Enter **Confirm Password**.
4. Click **Synchronize**. *Confirmation Box* will be displayed. **“Do you want to synchronize from Central?”**
5. Click **Yes**. *Message Box* will be displayed. **“Central successfully synchronized”**. Click **OK**. *Message Box* will be closed.



# LGU Data Download

Use this procedure to download a file containing your data to be shared and uploaded into another eSRE LGU System.

# LGU Data Download

Data Sharing / LGU Data Download

Search by Period (YYYY-Q)

Search

Fetch More



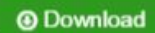
Period	Module	Type	Total
2016-1	SRE-NGAS Reconciliation	Treasurer Data	1
2016-1	Statement of Financial Operation	Treasurer Data	1

## Message Box

The record was successfully saved.

✓ OK

### LGU Data Download

 Download

Period \*

Type \*

## LGU Data Download



Data Sharing



Package for Central

Synchronize from Central

LGU Data Upload

1. Click Data Sharing> LGU Data Download.
2. Click Download Data. *LGU Data Download* page will be displayed.
3. Enter Period.
4. Select Type.
5. Click Download. *LGU Data* will be downloaded.



# LGU Data Upload

Describes the procedures for uploading data from other eSRE LGU System.

# LGU Data Upload

Data Sharing / LGU Data Upload

Search by Period (YYYY-Q)

Search

Fetch More

Filter



Period	Module	Type	Total	Downloaded By	Date Uploaded
2016-1	SRE-NGAS Reconciliation	Treasurer Data	1	teste	
2016-1	Statement of Financial Operation	Treasurer Data	1	teste	

**Message Box**

The record was successfully saved.

OK

Save

File \* Choose Files No file chosen

Upload Download Error Log

**Data Upload Details**

Period	Module	Type	Total	Downloaded By
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## LGU Data Download

Data Sharing

Package for Central

Synchronize from Central

LGU Data Upload

1. Click Data Sharing > LGU Data Upload.
2. Click Upload Data.
3. Click Choose Files.
4. Select File (File from LGU Data Download).
5. Click Open.
6. Click Upload.
7. Click Save.
8. Click OK.





# Package for Central

Generate report packages that will be uploaded into the eSRE Central System.

Search by Year (YYYY)

Period	Year	Quarter	Install Type	Status	Actions
2016-2	2016	Second quarter	Assessor	Approved	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2016-2	2016	Second quarter			
2016-2	2016	Second quarter			
2016-1	2016	First quarter			
2016-1	2016	First quarter			

**Message Box**

The record was successfully saved.

**Report Period**

Year \* 
Province

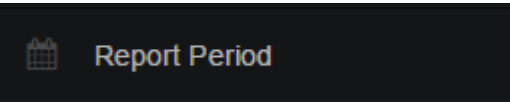
Quarter \* 
City / Municipality

Install Type   
LGU Type

Status \* 
LGU Code

Region 
LGU Classification

## Packaging of Report



1. Click **Report Period**.
2. Click **Edit** beside period to be approved.
3. Select **Status**.
4. Click **Save**.

# Package for Central

Data Sharing / Package for Central

**WARNING** Please refrain from opening the packaged file. File is not readable.

Period Covered \*

2016-1

Report Type \*

Package Treasurer Data

Generate Report Package

## Packaging of Report



Data Sharing



Package for Central

1. Click Data Sharing > Package for Central.
2. Enter Period Covered.
3. Select Report Type.
4. Click Generate Report Package.

5. Select **Save File**.
6. Click **OK**. *File* will be downloaded.

# Reminders

- System will allow packaging if report period's status is **Approved**.