

USER MANUAL

GRAVENGEL : A Web-based Digital
Grave and Records Management
System



October 2025
Version 1.0

Table of Contents

»»» Introduction	→	Page 01
»»» Login	→	Page 02
»»» Forgot Password	→	Page 02
»»» Dashboard	→	Page 03
»»» Burial Records	→	Page 03
»»» Add Staff (Burial Records)	→	Page 04
»»» Renewals	→	Page 04
»»» Cemetery Map (Admin)	→	Page 05
»»» Cemetery Map (Cemetery Staff)	→	Page 05
»»» Logs & Reports	→	Page 06
»»» User Account (Admin)	→	Page 06
»»» Add Staff (Admin - User Account)	→	Page 07
»»» Contact Us	→	Page 07

»» Backup & Restore	→	Page 08
»» Notifications / Alerts	→	Page 08
»» My Profile	→	Page 09
»» QR Scanner (Landing Page)	→	Page 09
»» Our Team	→	Page 10



Introduction

Gravengel is a digital system created to modernize and make the management of Plaridel Public Cemetery efficient. It offers a centralized database for all burial records and transactions.



Juana Marie Vinta
System Analyst



Faster on-site
verification via QR



Centralized, searchable
records



Secure access and audit
trail

"As system developers, we aim to make every hour of development count, building not just for today's needs, but for every user and every moment the system will serve in the future."



Let's Explore!

Login

To access your account, sign in with your registered email and password, then click Login.

- 1 Go to the GravenGel website at www.gravenGel.online
- 2 Click the **Log In** button at the top-right corner of the navigation bar.
- 3 Enter your credentials then click login button again.

Forgot Password

If you forget your password, click Forgot Password to reset it. Make sure Caps Lock is off when typing your password.

- 1 In Login Page under text-field, click **Forgot Password**.
- 2 Enter your registered email then click **Send Reset Link**.
- 3 Check your registered email then click the link.
- 4 Now, you're free to create and type your new password.

Let's Explore!

Dashboard

The Dashboard serves as the main control panel, allowing users to easily track system statistics, rental statuses, and daily operations.

- | | |
|---|--|
| <p>1 Active Burial
Displays the total number of currently active burial records.</p> | <p>4 Staff Accounts
Summarizes the number of active staff accounts in the system.</p> |
| <p>2 Expired Rentals
Shows graves with expired rental terms that need renewal.</p> | <p>5 Calendar
Monitors dates and times of upcoming and expiring rental records.</p> |
| <p>3 Today's Transaction
Lists all transactions recorded for the current day.</p> | <p>6 Graphs
Showing the distribution of active and expired rentals and chart presenting the total transactions made over the past week.</p> |

Burial Records

The Burial Records feature allows staff to record, update, and monitor burial details efficiently.

- | | |
|--|--|
| <p>1 Burial Table
Displays burial and interment right holder information.</p> | <p>4 Generate Report
Print a soft copy of burial information.</p> |
| <p>2 Add Burial
Click to add new burial details.</p> | <p>5 Actions:</p> <ul style="list-style-type: none">  - to view or edit burial details.  - to print burial information.  - to view qr receipt of the burial.  - to archive burial record. |
| <p>3 Archive
View and restore expired rental records.</p> | |

Let's Explore!

Add Burial (Burial Records)

Allows staff to register new burials and record complete details of the interment and right holder. **To add burial:**

- 1 Click **Add Burial** and review the **Terms and Conditions**.
- 2 After agreeing, fill out the Burial Information, then click **Next**.
- 3 Enter the Interment Right Holder details and check the required documents.
- 4 Review and print the overall burial information (**PAHINTULOT**), then click **Next**.
- 5 Print the Contract (**Kasunduan**), then click **Next**.
- 6 Print the **QR Receipt/Ticket**, then click **Finish**.

Renewals

Allows staff to renew burial rentals or mark plots as vacated using the renewal action button on any burial record. **To renew a burial record:**

- 1 Go to Renewals and click **Process Renewal**.
- 2 Choose whether continue to process renew or **Do Not Renew & Vacate Plot**.
- 3 If renewing, enter the required information (IRH info, payment amount & date) and click **Confirm & Renew**.
- 4 To print renewal history, click **Generate Report** below the record.
- 5 Use the **Search Bar** to quickly find the burial record.

Let's Explore!

Cemetery Map (Admin)

Allows the admin to manage, calibrate, and modify cemetery map plots for accurate placement and organization. **To manage:**

- 1 Click  and turn on **Highlight Toggle** for easier viewing.
- 2 Adjust the **X and Y Offsets** to set the correct position.
- 3 Click **Save Calibration** (use **Reset Offsets** to return to default).
- 4 Select a plot to modify and click **Manage Block**.
- 5 Enter the **Block Title, Rows,** and **Columns**.
- 6 Click **Save Changes** to view your updated blocks.

Cemetery Map (Cemetery Staff)

Allows staff to easily view and monitor the cemetery layout.

- 1 Can turn on **Highlight Toggle** for easier viewing.
- 2 Can view detailed Burial Information in specific plot.
- 3 Can monitor **Vacant and Occupied Plots** in real time.
- 4 Can search specific blocks and plots for quick access.

Let's Explore!

Logs and Reports

Provides a detailed record of user activities and transactions for transparency and monitoring.

- 1 Activity Logs**
Track all actions performed by users within the system.
- 2 Transaction Reports**
View all transactions made by a specific user.
- 3 Filters**
Quickly find records by user, date, or time.
- 4 Generate Report**
Print or download a summarized copy of logs and transactions.
- 5 Actions:**
 - to view staff activity details.

User Account (Admin Only)

Allows the admin to manage all user accounts with access to the system.

- 1 User Account Table**
Displays summary information of all users.
- 2 Add Staff**
Click to add a new cemetery staff account.
- 3 Search Bar**
Quickly find cemetery staff account.
- 4 Actions:**
 -  - to activate or deactivate an account.
 -  - to edit staff basic info or designations.
 -  - to view qr receipt of the burial.

Let's Explore!

Add Staff (Admin - User Account)

Allows the admin to create new staff accounts for system access.

To add staff:

- 1 Click **Add Staff**.
- 2 Enter all required information and ensure the email is active.
- 3 Click **Create Account**.
- 4 Copy the provided temporary password and send it to the staff.
- 5 **The cemetery staff must change their password upon first login.**
- 6 The new user can now access the system using their credentials.

Contact Us

Provides users a simple way to reach the developers for inquiries, reports, or system-related concerns. **To report/appeal:**

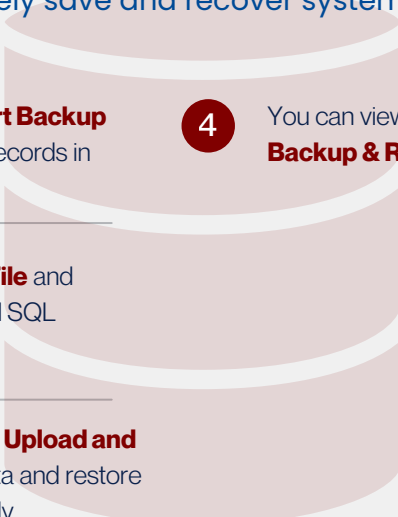
- 1 Click  to view the developers' contact number or email.
- 2 For urgent or critical concerns, click **Report Issue**.
- 3 Fill out the required information and describe your complaint or concern.
- 4 Click **Send Report** to submit your message to the developers.

Let's Explore!

Backup & Restore (Admin Only)

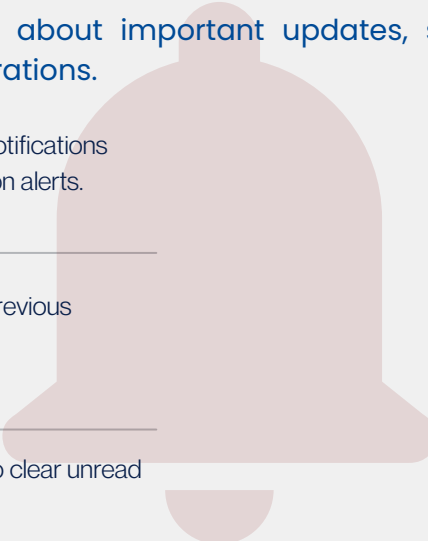
Allows the admin to securely save and recover system data.

To backup/restore:

- 1 To back up data, click **Start Backup** to download a copy of all records in the system.
 - 2 To restore, click **Choose File** and select the previously saved SQL file.
 - 3 After selecting the file, click **Upload and Restore** to recover the data and restore system records successfully.
 - 4 You can view and print your **Backup & Restore History**.
- 

Notification/Alerts

Keeps users informed about important updates, such as upcoming or past expirations.

- 1 Click **Today** to view notifications about current expiration alerts.
 - 2 Click **History** to see previous expiration alerts.
 - 3 Click **Mark All Read** to clear unread notifications.
- 

Let's Explore!

My Profile

Allows users to manage their personal information and account security.

- 1 Edit Info**
Update your personal details and upload a profile picture.
- 2 Change Password**
Enter your current password, set a new one, and click **Update Password**.
- 3 Recent Activity**
View and, if needed, print your recent account activities.

QR Scanner (Landing Page)

Enables everyone to quickly access burial information by scanning or uploading a QR code. **To scan:**

- 1** On the website's landing page, click **QR Scanner**.
- 2** For **Live Scan**, click **Start** and allow camera access.
- 3** For **Upload Image**, click **Choose File** and upload the QR image.
- 4** Click **Decode & Lookup** to process the scan.
- 5** Now, you can view the summarized burial information displayed on the screen.

Our Team

TRIVERA believe that innovation grows through collaboration. Every idea, line of code, and shared effort brings us closer to creating systems that make a real difference.

Orion Seal R. Cano

System Developer

"Innovation begins with a single line of code. Every function we build is a step toward simplifying lives and transforming ideas into reality."

Althea DC. Marcelino

Connector

"Bridging people, ideas, and goals creates the foundation of success. Collaboration is the key that turns vision into progress."

Juana Marie E. Vinta

System Analyst

"A system's true strength lies in understanding the needs of its users. Careful analysis turns complex problems into clear, workable solutions."

Angelo I. Reyes

Capstone Adviser

"Guidance shapes potential into achievement. Behind every successful project is a mentor who believed in their students' abilities."

This user manual marks the completion of our capstone project, a product of dedication, collaboration, and continuous learning. We hope GRAVENGEL contributes to improving cemetery record management and serves as an inspiration for future innovators.



0916-126-9394



www.gravengel.online



gravengel.support@gmail.com



Bulacan State University

Thank you!

October 2025
Version 1.0