



BLTS DOCUMENTATION

DILG Marinduque Provincial
Office

April 2025

Prepared by;

Computer
Engineering OJT-
Interns Batch 2025



A project by ONE MARINDUQUE
DILG - LGRC



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INTRODUCTION

The Barangay Legislative Tracking System (BLTS) is an online platform developed to digitally archive and manage barangay legislative documents such as ordinances, resolutions, and other related records. This system aims to streamline document storage and access for barangay-level governance.

Initially introduced as an offline repository system (Version 1) during the 2023 DILG Internship in collaboration with Computer Engineering trainees from Marinduque State College (MSC, now Marinduque State University or MarSU), the platform has since evolved. Version 3 is the latest iteration, now fully online and optimized for use in areas with stable internet connectivity.

In this version, the DILG serves as the system administrator, responsible for creating barangay accounts. The Barangay Secretary is the designated user, tasked with uploading and managing digital records within the system.

BLTS Version 3 features a modern, user-friendly interface that enhances navigation and accessibility. It also introduces public access through the Get Started section, where anyone can browse ordinances and resolutions across all barangays and municipalities.

This document outlines the system's features and provides a step-by-step guide on how to use BLTS — from logging in, uploading and managing documents, to viewing summaries and accessing public legislative records.



INSTALLATION

Installing VS Code

Visual Studio Code is a source code editor that supports Java, JavaScript, Go, Node.js, Python, and C++, among other programming languages. It's built on the Electron framework, which is used to create Node.js Web apps that leverage the Blink layout engine. The same editor component (codenamed "Monaco") that is used in Azure DevOps is utilized in Visual Studio Code (formerly called Visual Studio Online and Visual Studio Team Services).

Rather than having a project system, it allows users to open one or more folders, which may subsequently be stored as workspaces for later use. As a result, it may be used as a language-independent code editor for any language. It supports a variety of programming languages, each with its own set of capabilities. The parameters can be used to exclude unwanted files and directories from the project tree. Shown below is the step by step process of installing VS Code.

1. Visit <https://code.visualstudio.com/download> and download the version specific to your OS.

The screenshot shows the official Visual Studio Code download page. At the top, there is a navigation bar with links for Docs, Updates, Blog, API, Extensions, FAQ, Learn, and a search bar. A prominent blue button labeled 'Download' is visible. A message at the top states 'Version 1.62 is now available! Read about the new features and fixes from October.' Below this, the main heading is 'Download Visual Studio Code' with the subtext 'Free and built on open source. Integrated Git, debugging and extensions.' There are three main download sections: 'Windows' (with icons for Windows 7, 8, 10, 11), 'Linux' (with icons for .deb and .rpm), and 'Mac' (with an icon for macOS 10.11+). Each section provides links for User Installer, System Installer, and ZIP file download, along with ARM support options. A 'Snap Store' link is also present under the Linux section.



2. Download process will start.

The screenshot shows the official Visual Studio Code website. At the top, there's a navigation bar with links for "Visual Studio Code", "Docs", "Updates", "Blog", "API", "Extensions", "FAQ", and "Learn". To the right of the navigation is a search bar labeled "Search Docs" and a large blue "Download" button. Below the navigation, a message says "Version 1.62 is now available! Read about the new features and fixes from October." A green box contains the text "Thanks for downloading VS Code for Windows!". Below it, there's a link to a direct download and a request for user feedback. The main content area is titled "Getting Started" and includes a brief introduction to VS Code and a code editor preview showing some JavaScript code. On the left, there's a sidebar with links for "Overview", "SETUP", "GET STARTED", "USER GUIDE", "LANGUAGES", "NODEJS / JAVASCRIPT", "TYPESCRIPT", "PYTHON", "JAVA", "C++", "CONTAINERS", "DATA SCIENCE", "AZURE", and "REMOTE". On the right, there's a "GETTING STARTED" sidebar with links to "VS Code in Action", "Top Extensions", "First Steps", "Keyboard Shortcuts", "Downloads", and "Privacy", along with social media and community links.

3. Once the download is complete. Open the file and accept the agreement.

The screenshot shows the "Setup - Microsoft Visual Studio Code (User)" window. The title bar has the Microsoft logo and window control buttons. The main content area is titled "License Agreement" and contains the text: "Please read the following important information before continuing." Below this, a larger text box contains the full license agreement text, which starts with "This license applies to the Visual Studio Code product. Source Code for Visual Studio Code is available at <https://github.com/Microsoft/vscode> under the MIT license agreement at <https://github.com/microsoft/vscode/blob/master/LICENSE.txt>. Additional license information can be found in our FAQ at <https://code.visualstudio.com/docs/supporting/faq>." Below the text, there are two radio buttons for accepting the license: "I accept the agreement" (unchecked) and "I do not accept the agreement" (checked). At the bottom right, there are "Next >" and "Cancel" buttons.



4. Select the drive location where you need to install the VS Code.

Setup - Microsoft Visual Studio Code (User)

Select Destination Location

Where should Visual Studio Code be installed?

Setup will install Visual Studio Code into the following folder.

To continue, click Next. If you would like to select a different folder, click Browse.

C:\Users\sysadmin\AppData\Local\Programs\Microsoft VS Code

Browse...

At least 306.2 MB of free disk space is required.

< Back Next > Cancel

5. Select the folder name for the VS Code setup files.

Setup - Microsoft Visual Studio Code (User)

Select Start Menu Folder

Where should Setup place the program's shortcuts?

Setup will create the program's shortcuts in the following Start Menu folder.

To continue, click Next. If you would like to select a different folder, click Browse.

Visual Studio Code

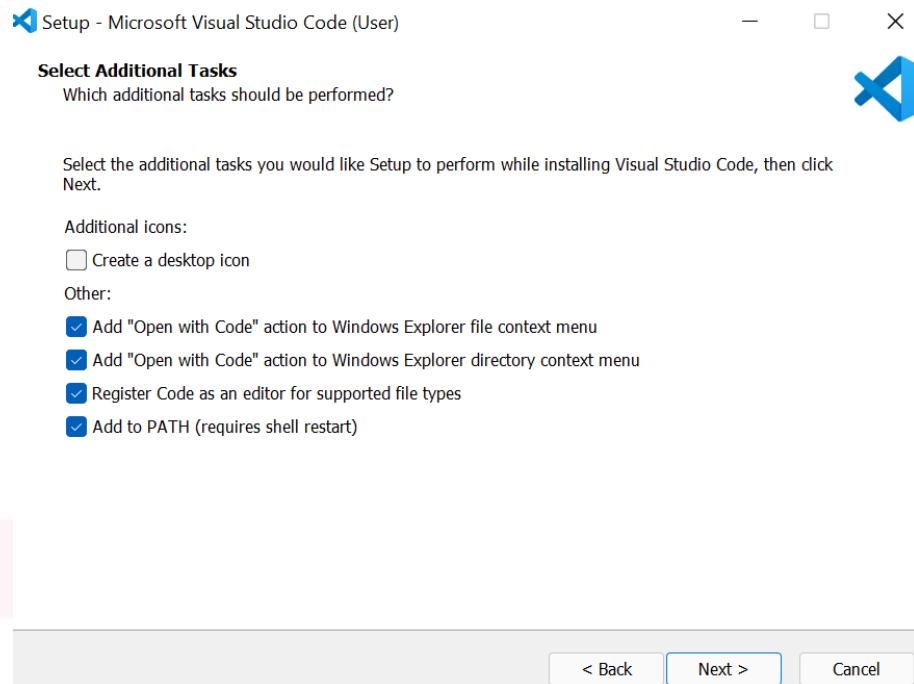
Browse...

Don't create a Start Menu folder

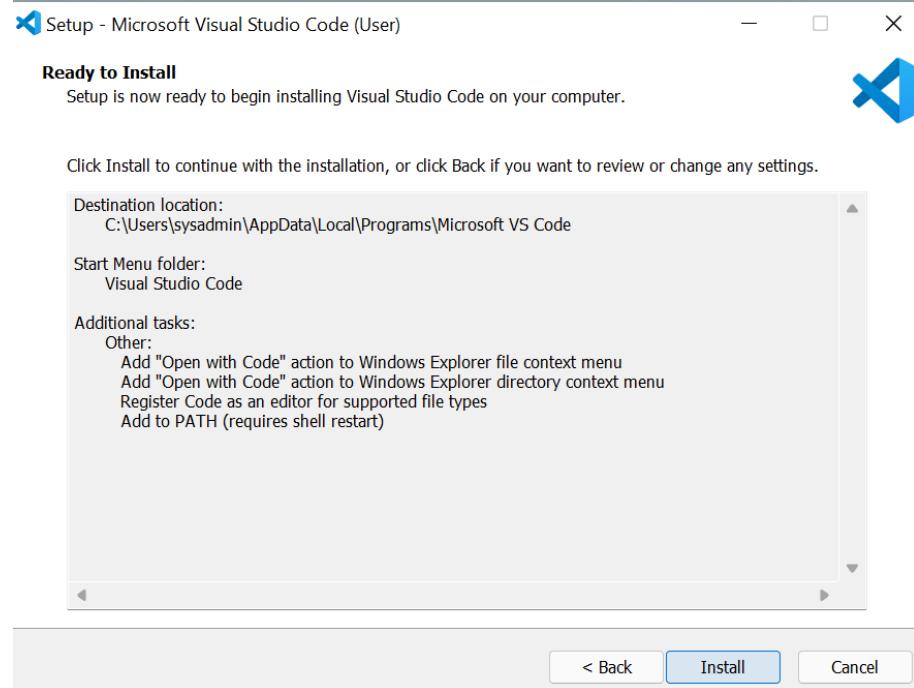
< Back Next > Cancel



6. Select the additional task, you want to do by the installer. I wanted to have "Open with Code" added to both the File and Directory content menu, hence I selected those.

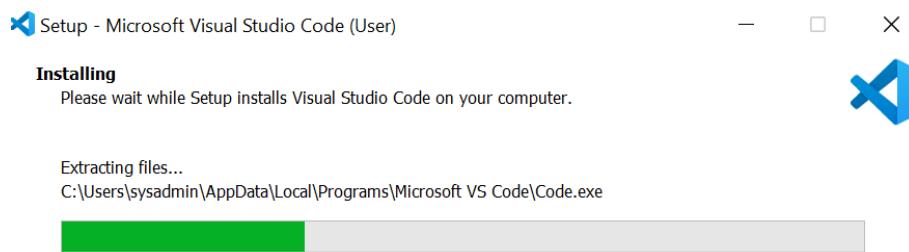


7. Check if all the settings. Click on "< Back" if you need to change anything.





8. Click on "Install", and the installation process will start.



9. After installation, click "Finish".



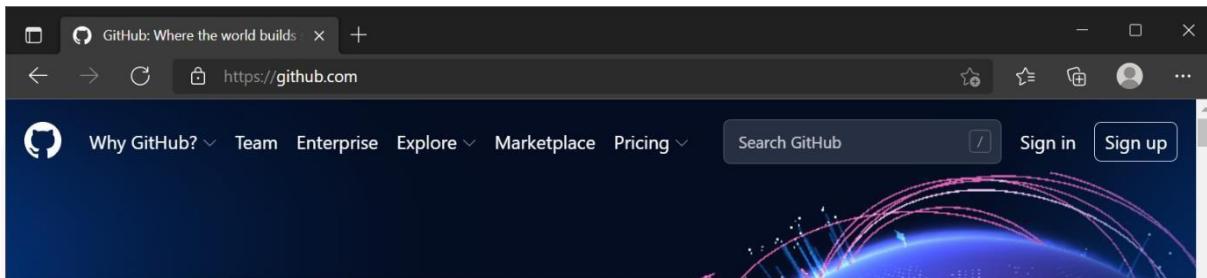


Creating a GitHub Account

GitHub allows you to create, store, change, merge, and collaborate on files or code. Any member of a team can access the GitHub repository (think of this as a folder for files) and see the most recent version in real-time. Then, they can make edits or changes that the other collaborators also see.

With a GitHub account, you get full GitHub support from within the Visual Studio IDE to both manage your code and collaborate with others on development projects. If you don't have a GitHub Account yet, here's how to create one:

1. Open <https://github.com> in a web browser, and then select Sign up.



2. Enter your email address.





3. Create a password for your new GitHub account, and Enter a username, too. Next, choose whether you want to receive updates and announcements via email, and then select Continue.

Welcome to GitHub!
Let's begin the adventure

Enter your email
✓ username@contoso.com

Create a password
✓ ██████████████████

Enter a username
✓ NewUser

Would you like to receive product updates and announcements via email?
Type "y" for yes or "n" for no

→ | Continue

4. Verify your account by solving a puzzle. Select the Start Puzzle button to do so, and then follow the prompts.
5. After you verify your account, select the Create account button.
6. Next, GitHub sends a launch code to your email address. Type that launch code in the Enter code dialog, and then press Enter.

You're almost done!
We sent a launch code to username@contoso.com

→ [Enter code](#)

Didn't get your email? [Resend the code](#) or update your email address.



7. GitHub asks you some questions to help tailor your experience. Choose the answers that apply to you in the following dialogs:

- How many team members will be working with you?
- What specific features are you interested in using?

8. On the Where teams collaborate and ship screen, you can choose whether you want to use the Free account or the Team account. To choose the free account, select the Skip personalization button. GitHub opens a personalized page in your browser.

The screenshot shows the GitHub web interface with a dark theme. At the top, there's a navigation bar with links for Pulls, Issues, Marketplace, and Explore. Below the navigation, there are two main sections: 'Create your first project' and 'Learn Git and GitHub without any code!'. The 'Create your first project' section includes a 'Create repository' button and an 'Import repository' link. The 'Learn Git and GitHub without any code!' section includes a 'Read the guide' button and a 'Start a project' button. Further down, there's a 'Recent activity' section with a note about providing links to activity here. A large central box is titled 'All activity' and contains a 'Introduce yourself' section with a sample README.md file content:

```
NewUser / README.md
1 - 🌟 Hi, I'm @NewUser
2 - 💬 I'm interested in ...
3 - 🚧 I'm currently learning ...
4 - 🎁 I'm looking to collaborate on ...
5 - 📩 How to reach me ...
6 -
```

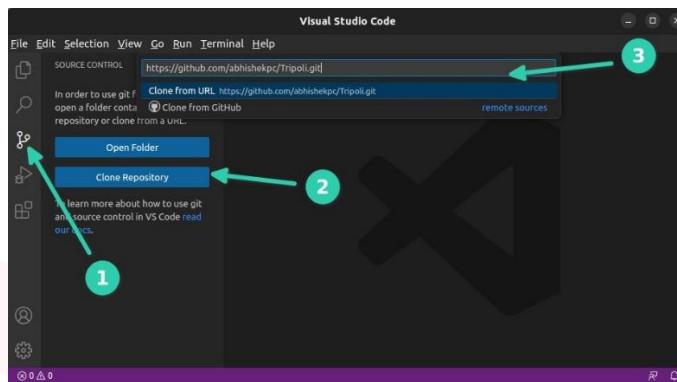
At the bottom of this box are 'Dismiss this' and 'Continue' buttons. Below this, another box is titled 'Discover interesting projects and people to populate your personal news feed.' It includes a note about news feeds and links to 'Explore GitHub'.



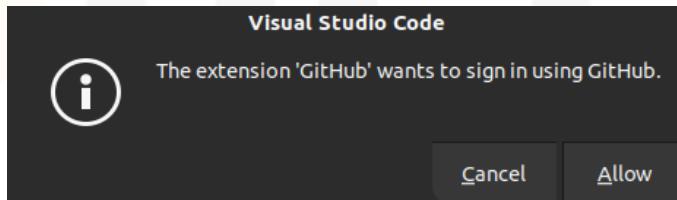
Adding GitHub to VS Code

Please ensure that Git is installed on your computer.

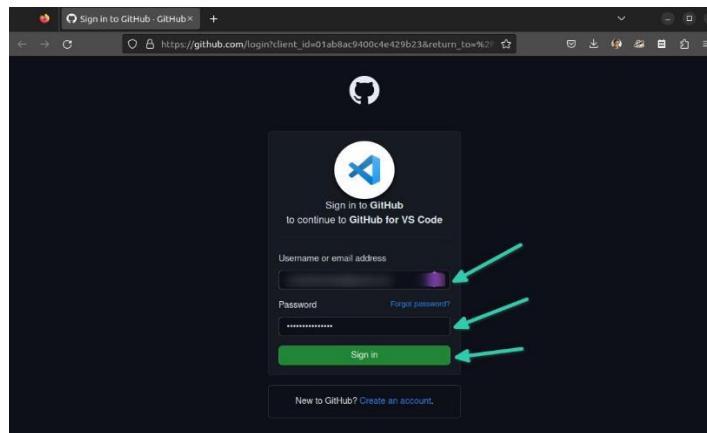
1. Go to the source code tab from the left sidebar. You should see a 'Clone Repository' or 'Publish to GitHub' (if you have opened a folder already) option. Click on the Clone Repository and give it a GitHub repo link or click on 'Clone from GitHub'.



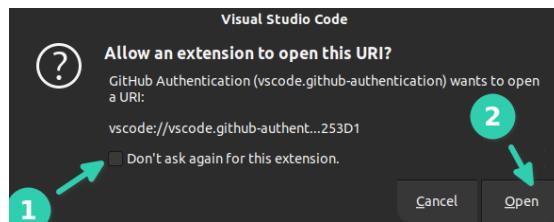
2. It will then show you a message that asks you to sign in to GitHub.



3. Click on Allow button and it will open a browser tab with a GitHub login page. Sing in with your GitHub.

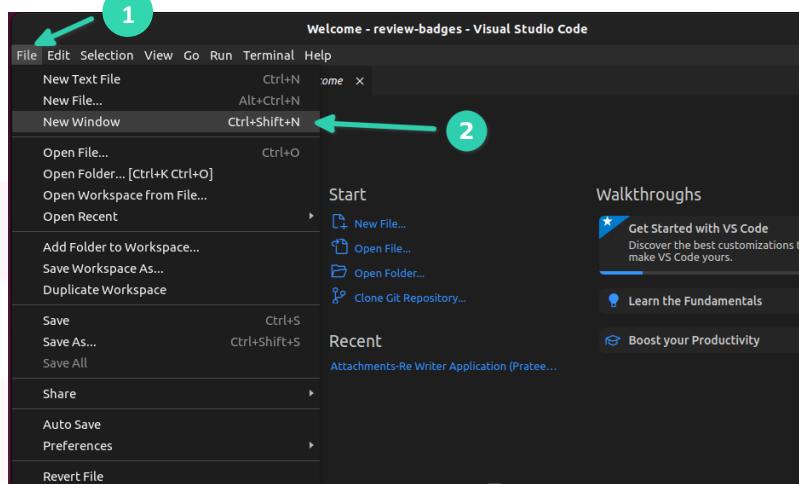


4. You should see a message like this and click Open.

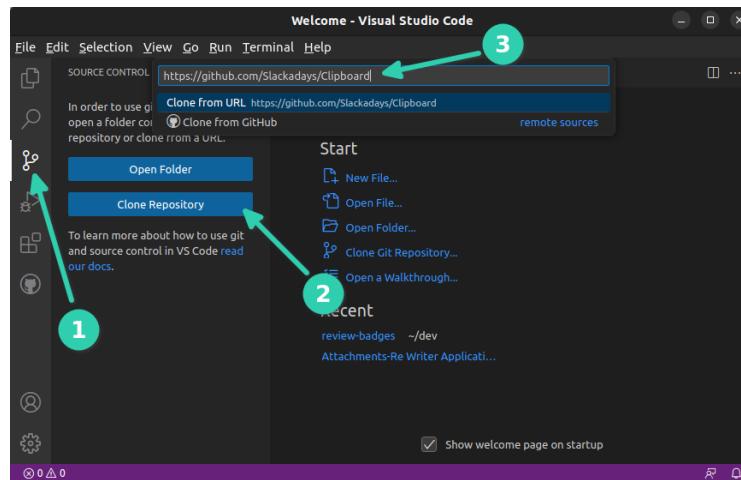


Cloning the BLTS GitHub Repository

1. Open a new window in VS Code.



2. Go to the Source Control tab from the left sidebar and click the Clone Repository button. It will open a viewlet on the top. You can simply copy the URL of the GitHub repo. It can automatically get the clone link from it.



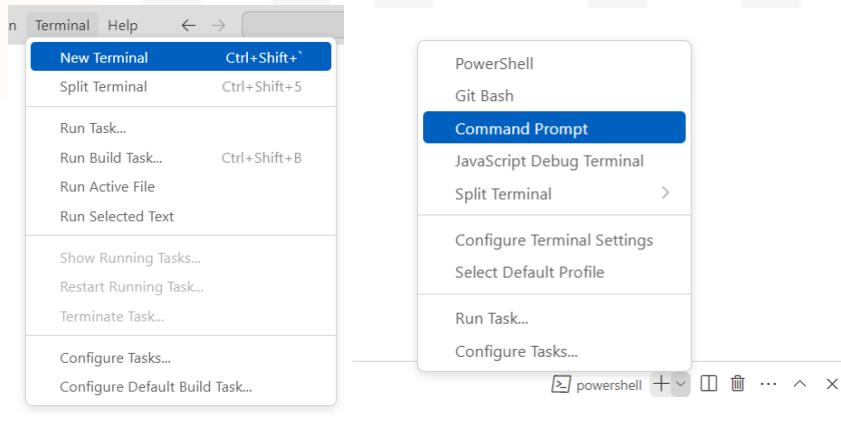


3. Copy the link of the repository of BLTS: <https://github.com/ChrisnellJoy19/BLTS> and paste it on the source control.
4. Then a pop-up window for creating BLTS folder will appear. You can now start editing the BLTS source code in Visual Studio Code.

Configuring Vite for the BLTS Project in VS Code

Vite is a fast and lightweight frontend build tool designed to accelerate development and improve the overall experience for modern web applications. It leverages native ES modules and uses a bundleless development server, making it significantly faster than traditional tools like Webpack. Below are the steps to set up Vite with the VS Code and the BLTS project.

1. Open a new terminal in VS Code and select Command Prompt for the Launch Profile.



2. Navigate to the frontend folder using “cd frontend” and run the “npm install” command to install all dependencies.

```

PROBLEMS OUTPUT DEBUG CONSOLE TERMINAL PORTS
Microsoft Windows [Version 10.0.19042.1466]
(c) Microsoft Corporation. All rights reserved.

C:\Users\HUAWEI\BLTS>cd frontend
PROBLEMS OUTPUT DEBUG CONSOLE TERMINAL PORTS
Microsoft Windows [Version 10.0.19042.1466]
(c) Microsoft Corporation. All rights reserved.

C:\Users\HUAWEI\BLTS>cd frontend
C:\Users\HUAWEI\BLTS\frontend>npm install
  
```



3. Start the Vite development server by running the “npm run dev” command. Access the system by pressing and holding the **Ctrl** key and clicking the link shown in the terminal.

```
PROBLEMS OUTPUT DEBUG CONSOLE TERMINAL PORTS + ... ^ x
C:\Users\HUAWEI\BLTS\frontend>npm run dev
> blts-2@0.1.0 dev
> vite

VITE v6.2.1 ready in 1695 ms
→ Local: http://localhost:5173/
→ Network: use --host to expose
→ press h + enter to show help
```

Installing and Setting Up Node.js for the BLTS Project

Node.js is a JavaScript runtime that allows you to run JavaScript code outside the browser. It is used to build the **backend** of the BLTS system using Express.js. It handles API requests, connects to the database (MongoDB Atlas), and powers the server logic. Below are the steps to configure Node.js for the BLTS project.

1. Check if the Node.js is already installed by opening the VS Code Terminal or Command Prompt and running the “node –v” and “npm –v” command. If both commands return version numbers, Node.js and npm are already installed. Proceed to step 3. If the commands given an error like node not being recognized, the Node.js is not yet installed. Proceed to step 2.
2. Go to the official Node.js website: <https://nodejs.org> and download the **LTS version** (Recommended for stability). Run the installer and follow the default steps. After installation, verify again by running the “node –v” and “npm –v” commands.
3. Open a new terminal and navigate to the backend folder and run the “cd backend” command.



4. Run the “npm install” command inside the backend folder to install the backend dependencies.
5. Create the **.env** file in the backend folder if it's not yet present. Please ask the developers of the BLTS Version 3 for the code to be inputted in the **.env** file
6. Start the Node.js backend server by running the “npm start” command. You should see a “MongoDB connected successfully” at the end of the output message in the terminal.

 MongoDB connected successfully

Upon running the **npm run dev** in the frontend directory and **npm start** in the backend directory, you can now access the BLTS Project. Please refer to the User Manual and Admin Guide for further instructions on how to use the system.

Note: Access to the MongoDB Atlas dashboard is not required to run the BLTS system. The backend is already configured to connect to the online database using the credentials in the provided .env file. If you wish to request access to the MongoDB Atlas dashboard for development or database management purposes, please contact the developers of BLTS Version 3.



BLTS

USER MANUAL

DILG Marinduque Provincial
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A project by ONE MARINDUQUE
DILG - LGRC



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INTRODUCTION

Welcome to the Barangay Legislative Tracking System (BLTS) — a comprehensive digital platform designed to facilitate the efficient storage, organization, and retrieval of barangay legislative documents. Developed to support transparent and accessible local governance, the BLTS provides a centralized online system where ordinances, resolutions, and related records can be securely archived and managed.

The system was initially launched as an offline solution during the 2023 DILG Internship Program, through a collaborative effort between the Department of the Interior and Local Government (DILG) and Computer Engineering trainees from Marinduque State College (now Marinduque State University). Today, BLTS has evolved into its third version — an online and responsive platform accessible to both barangays and the public.

This user manual is intended to guide you through the use of BLTS Version 3. It covers key features of the system and provides clear, step-by-step instructions on tasks such as logging in, uploading and managing legislative documents, editing metadata, and browsing public records. Whether you are a Barangay Secretary managing your community's digital archives or a citizen seeking access to local legislation, this manual will help you navigate the platform with ease.

Let's get started in making barangay legislation more transparent, organized, and accessible — one document at a time.



HOMEPAGE

Welcome to the Barangay Legislative Tracking System (BLTS). Upon accessing the system, you will be directed to the homepage, where you will find the navigation bar featuring the DILG logo, the "DILG Marinduque" text, and three main buttons: User Login, Admin Login, and About Us.

The homepage also displays the BLTS logo along with a brief description of the system. A Get Started button is available, allowing you to browse ordinances and resolutions across different municipalities and barangays.

At the bottom of the page, the footer highlights that the BLTS is a project of One Marinduque DILG–LGRC.

The screenshot shows the BLTS homepage with the following components:

- Navigation Bar:** Contains the DILG Marinduque Logo, DILG Logo, and three buttons: User Button, Admin Button, and About Us Button.
- BLTS Logo:** Features a stylized 'B' composed of colored squares (pink, orange, yellow) followed by the letters "BLTS".
- BLTS Brief Description:** A box containing the text: "Barangay Legislative Tracking System (BLTS) is an online repository platform for archiving Barangay Legislative Records. Barangay Secretary uploads ordinances and resolutions."
- Get Started Button:** A dark blue button with white text.
- Footer:** A dark bar with the text "A project by ONE MARINDUQUE DILG - LGRC".



Get Started

Upon clicking the Get Started button, you will be directed to a new page that retains the navigation bar at the top, the footer at the bottom, and the BLTS logo with its brief description—displayed in a slightly smaller size than on the homepage.

This page features an interactive map of Marinduque powered by Google Maps, allowing you to zoom in, zoom out, and adjust the view as needed. Beside the map, you will find buttons for each municipality. Clicking on a municipality button will redirect you to a page listing its barangays, along with their corresponding ordinances and resolutions.

If you wish to return to the homepage, simply click the Home button located at the bottom left of the navigation bar.

The screenshot shows the BLTS homepage. At the top, there is a navigation bar with the DILG Marinduque logo, a Home button (which is highlighted with a red box), and links for User, Admin, and About Us. Below the navigation bar is the BLTS logo and a brief description: "Barangay Legislative Tracking System (BLTS) is an online repository platform for archiving Barangay Legislative Records. Barangay Secretary uploads ordinances and resolutions." On the left side, there is a map of Marinduque with various barangays labeled: Santa Cruz, Boac, Marinduque, Torrijos, Gasan, and Buenavista. A "View larger map" link is available. On the right side, there is a vertical list of municipality buttons, each with a red box around it, labeled: Boac, Gasan, Mogpog, Buenavista, Sta. Cruz, and Torrijos. The bottom of the page includes a footer with the text "A project by ONE MARINDUQUE DILG - LGRC".

Upon selecting a municipality, you will be directed to the Municipality Page, which displays the municipality's name along with a brief description.

You will also see pie charts showing the distribution of ordinances and resolutions within the municipality. These charts are divided based on the number of ordinances or resolutions contributed by each barangay.



Below the charts is a list of barangays within the municipality. You can select a barangay from the list if you wish to view the specific ordinances and resolutions for that barangay.

To return to the homepage, simply click the Home button. If you wish to return to the Get Started page—where the map and municipality buttons are located—you can click the Back button.

The screenshot shows the 'DILG Marinduque' website. At the top, there are navigation buttons: 'Home Button' and 'Back Button'. Below them is the title 'Mogpog' with a subtitle 'Mogpog is known for its rich cultural heritage and the famous Moriones Festival.' To the right of the title is the 'Municipality Name and Short Description'. Two donut charts are displayed: 'Resolutions Chart' (66.7% dark blue, 33.3% light blue) and 'Ordinances Chart' (50.0% dark blue, 50.0% light blue). At the bottom, there is a list of barangays: 'Balanacan', 'Bocboc', and 'Guisian', each with a 'View Details' button. A red box highlights the 'Barangays' section.

Upon selecting a barangay from the list, you will be directed to the Barangay Page, where you can view the barangay's name at the top. A sorting menu is available, allowing you to organize the displayed documents based on their type, status, administrative year of creation, or by date (oldest or newest). You can also search for a specific document using the search bar provided.

Below the sorting options, you will find the list of documents (either resolutions or ordinances, depending on your selection). For each document, you have the option to view a PDF preview, download the file, or view additional details by clicking View Details. You can hide these additional details at any time by clicking Hide.



If you wish to return to the homepage, simply click the Home button. If you prefer to go back to the Municipality Page—where the charts and barangay list are displayed—click the Back button.

Screenshot of the DILG Marinduque website showing the Barangay BALANACAN page. The page includes navigation buttons for Home, Back, and sorting options (Ordinances, Resolutions, All Status, All Years, Newest First). A search bar is also present. A specific ordinance is highlighted with a red box, showing details like 'Ordinance Sample1' (ORD 2025-003), date (4/1/2025), status (Active), and admin year (2023-2024). Action buttons for View PDF, Download, and View Details are shown.

Screenshot of the DILG Marinduque website showing the Barangay BALANACAN page. The page includes navigation buttons for Home, Back, and sorting options (Ordinances, Resolutions, All Status, All Years, Newest First). A search bar is also present. Two resolutions are listed with red boxes around their details. Resolution Sample 1 (RES 2025-001) has a date of 4/25/2025, status Active, and admin year 2023-2025. Resolution Sample 2 (RES 2025-002) has a date of 4/24/2025, status Active, and admin year 2023-2026. Each resolution entry includes 'View Document', 'Download Document', and 'View Additional Details' buttons. A 'Hide Additional Details' link is also visible.



About Us

By clicking the About Us button on the navigation bar, you will be directed to a page featuring the BLTS logo in white, along with its short tagline written in italicized style and a brief description of the system's purpose. You will also find the View Documentation button, which, when clicked, opens a preview of the system's documentation, including the user manual and admin guide. These documents can be downloaded for your convenience.

This page also showcases the developers behind the BLTS across its three versions. You can select among the BLTS Versions Developers buttons to view the developers for each version.

The screenshot shows the 'About Us' page of the BLTS system. At the top left is a 'Home Button' icon. In the center is the 'CBLTS' logo with the text 'BLTS Logo in white'. Below it is the tagline 'Store your barangay legislative documents in BLTS, the responsive online website' and the purpose 'This aims to aid Barangay Secretaries in managing and keeping their records through an online website wherein the Ordinance and Resolution documents stored are distinguished with which administrative term they were uploaded.' A 'View Documentation' button is present. At the bottom are three tabs labeled 'Version 1', 'Version 2', and 'Version 3', with 'Version 1' being the active tab. Below these tabs is a section titled 'Developers of BLTS V1' featuring three developer profiles:

- CLARENCE S. MADRIGAL**
BSCpE Intern, MarSU
📍 Dili, Gasan, Marinduque
- JEPTHE M. LADERAS**
BSCpE Intern, MarSU
📍 Tampus, Boac, Marinduque
- ARIANNE R. UMALI**
BSCpE Intern, MarSU
📍 Libas, Buenavista, Marinduque

Scrolling further down, you will see the selected BLTS Version Developers, displaying the developers' pictures and contact details. Below the developers' section, you will find the Selected BLTS Version Description, which provides an overview of the selected version of the system.



At the bottom of the page, the BLTS Ownership Disclaimer is displayed, along with the logos of DILG, LGRC MIMAROPA, and One Marinduque. Beneath the logos is a text description affirming the ownership rights over the BLTS.

Developers of BLTS V1



CLARENCE S. MADRIGAL
BSCpE Intern, MarsU



JEPTHE M. LADERAS
BSCpE Intern, MarSU



ARRIANNE R. UMALI
BSCpE Intern, MarSU

Selected BLTS Version Developers

📍 Dili, Gasan, Marinduque
📞 0918-399-3030
✉️ clarencemadrigal08@gmail.com

📍 Tampus, Boac, Marinduque
📞 0916-418-2098
✉️ jeptheladeras@gmail.com

📍 Libas, Buenavista, Marinduque
📞 0998-748-2707
✉️ umalaryana@gmail.com

The Barangay Legislative Tracking System (BLTS) is an offline repository platform for archiving Barangay Legislative Records. Barangay Secretary uploads ordinances, resolutions and others. BLTS is a project completed during the 2023 DILG Internship in collaboration with the Computer Engineering on-the-job trainees from the Marinduque State College (MSC).

Selected BLTS Version Description

BLTS Ownership Disclaimer



Spearheaded by DILG Provincial Office through its administration center office.

The DILG Marinduque Provincial Office asserts full ownership rights over the Barangay Legislative Tracking System (BLTS).

The software was developed for the purpose of helping Barangay Secretaries manage and organize barangay legislative documents.

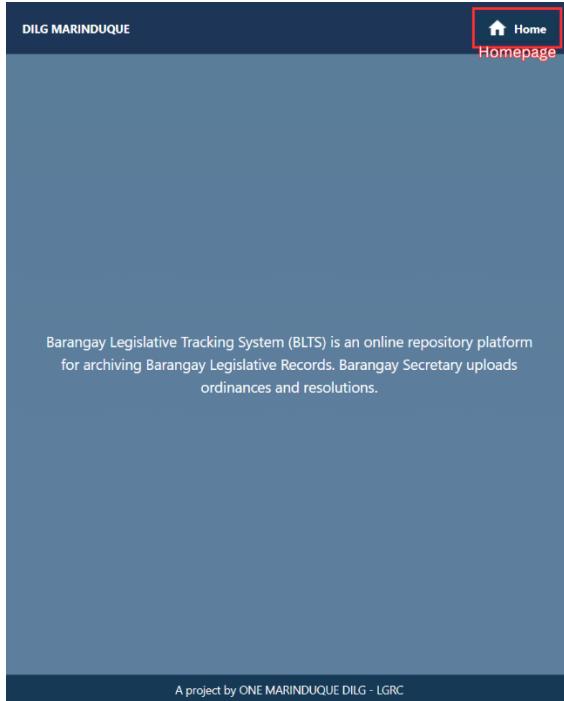
Any unauthorized use, reproduction, distribution, or modification of the software without our explicit consent is strictly prohibited.

We reserve the right to enforce our ownership rights and protect the integrity of the software through legal means as necessary.



USER LOGIN

Upon clicking the User button in the navigation bar, you will be directed to the User Login page. If you already have an account, you can log in by entering your username or email address along with your password.



If you do not yet have an account, you can request one by clicking the blue text labelled "Click here to contact DILG Marinduque." This will open an email draft addressed to the administrator, where you simply need to fill in the required details, such as your municipality, barangay, name of the barangay secretary, and the barangay's official email address. Once you have filled in the required information, simply click the Send button to submit your request to the administrator.



BLTS Account Request
marinduque.dilg.po@gmail.com

BLTS Account Request
Hello DILG Marinduque,

I would like to request an account for the Barangay Legislative Tracking System.

Municipality:
Barangay:
Name of Secretary:
Barangay Email:

Details to Fill Out for Account Creation

Thank you!

Send Button

Send

Once the admin has received your request via email and created the account, you will receive an email containing your login credentials that you can use to log into the system. If you haven't received the email yet, you can check your spam folder, as the email might have been placed there. Remember to change your password after your first login for security purposes, but make sure that you don't forget the new password you have set.

Compose

Inbox Starred Snoozed Sent Drafts Less Important Chats Scheduled All Mail Spam Categories Manage labels Create new label

Welcome to BLTS – Your Account Credentials [Spam]

BLTS Support <marinduque.dilg.po@gmail.com> to me 12:14 AM (12 minutes ago)

Why is this message in spam? It is similar to messages that were identified as spam in the past.

Report not spam

Welcome to BLTS!
Hi [REDACTED]
We're excited to have you onboard. Here are your login credentials

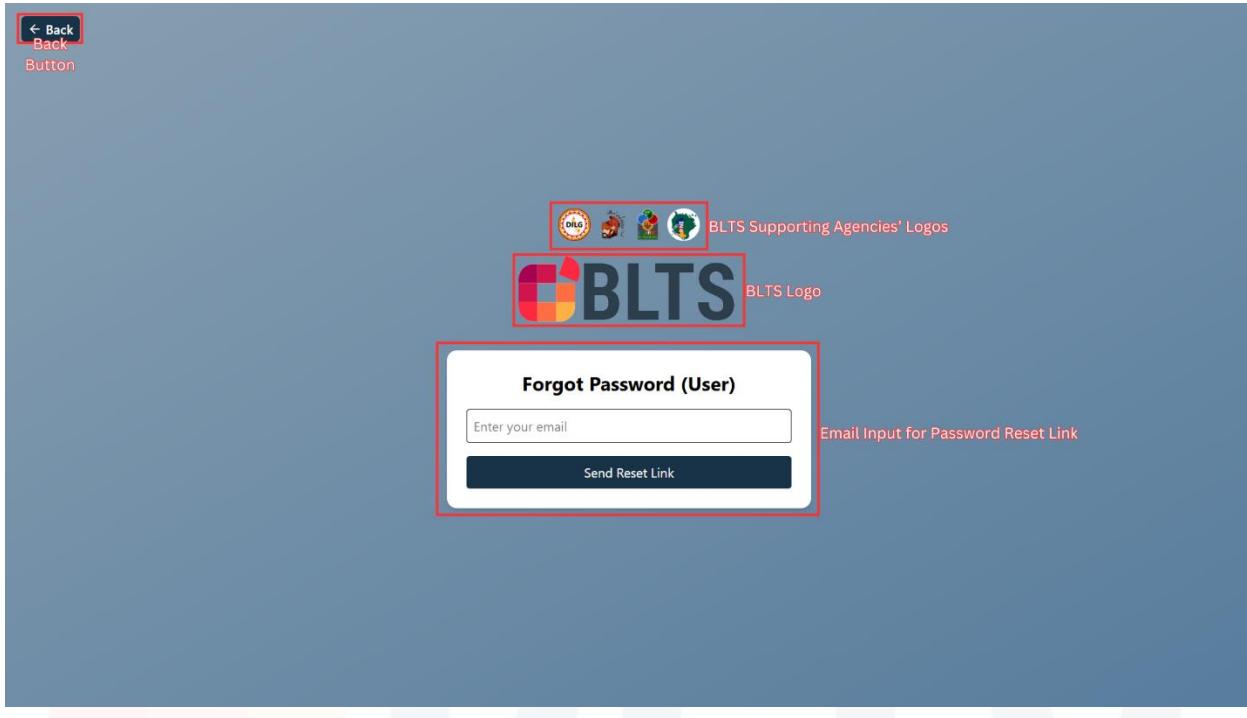
• Username: [REDACTED] Login Credentials
• Email: [REDACTED]
• Password: [REDACTED]

For security purposes, please **change your password** after your first login
If you did not request this account, please contact our support team immediately.

Thank you,
The BLTS Team



If you forget your password, you can click the "Forgot Password?" link. You will be prompted to enter your registered email address. Once verified, a password reset link will be sent to your email.





USER ACCOUNT

Sidebar

The sidebar displays the barangay logo, the barangay name along with its corresponding municipality and province, and the sidebar menu options. The sidebar options include the Dashboard, where you can view an overview of the ordinances and resolutions in your barangay; the Ordinances and Resolutions sections, where you can manage your barangay's ordinance and resolution documents; the Barangay Profile, where information about your barangay is shown; the User Account Settings, where you can update your email and password; and the Logout option, which you can select if you wish to log out and return to the homepage.

The screenshot shows the BLTS (Barangay Local Transparency System) interface. On the left, a dark sidebar contains the following menu items:

- Dashboard
- Ordinances
- Resolutions
- Barangay Profile
- Account Settings
- Logout

On the right, the main dashboard area is titled "WELCOME, BARANGAY BALANACAN!". It features two donut charts. The first chart, under "ORDINANCES", shows 50% in each segment, with categories: Environmental Management (dark blue), Social Protection and Sensitivity (teal). The second chart, under "RESOLUTIONS", also shows 50% in each segment, with categories: Safety, Peace and Order (dark blue), Environmental Management (teal). The top right corner of the dashboard area has the text "Sidebar Options".



Dashboard

Upon logging into the system, you will be directed to your account's dashboard. Here, you will see the supporting agencies' logos along with the BLTS logo, as well as a welcome message displaying your barangay name. The dashboard also features charts for ordinances and resolutions, showing the distribution of these documents based on their respective governance areas. Each color in the chart represents a specific governance area to which the ordinance or resolution documents belong.

The screenshot shows the BLTS Dashboard interface. On the left is a sidebar with the barangay name "Balanacan, Mogpog, Marinduque" and navigation links: Dashboard, Ordinances, Resolutions, Barangay Profile, Account Settings, and Logout. The main area displays the "BLTS Supporting Agencies' Logos" at the top, followed by the "BLTS Logo". A welcome message "WELCOME, BARANGAY BALANACAN! Welcome Barangay Name" is shown. Below this are two donut charts: "ORDINANCES" and "RESOLUTIONS", both divided into two equal halves (50% each) across three governance areas. The legend for the "Ordinances Chart with Governance Area Legend" includes "Environmental Management" (dark teal) and "Social Protection and Sensitivity" (light teal). The legend for the "Resolutions Chart with Governance Area Legend" includes "Safety, Peace and Order" (dark teal) and "Environmental Management" (light teal).



Ordinance Documents Management

Upon clicking the Ordinances option in the sidebar, you will be directed to a page displaying the list of ordinances. Here, you have the option to edit, download, view, or delete an ordinance. If you wish to add a new ordinance, you can click the Add New Ordinance button, which will open a form where you can fill out the necessary details and upload the ordinance document in PDF format. Once saved, the new ordinance will appear in the ordinances list. If you delete an ordinance, you can still view it by clicking the Show Deleted Ordinances button, where you have the option to either restore the ordinance or permanently delete it. You can also hide the deleted ordinances list by clicking the same button, which will now display as Hide Deleted Ordinances. You can search for a specific ordinance using the search bar provided.

The screenshot shows the BLTS platform interface for managing ordinances. On the left, a sidebar menu lists options: Dashboard, Ordinances (which is selected and highlighted in red), Resolutions, Barangay Profile, Account Settings, and Logout. The main content area has a header with the text "BLTS" and three small icons. Below the header are two buttons: "+ Add New Ordinance" and "Add New Ordinance Button". To the right of these buttons are two buttons: "Show Deleted Ordinances Button" and "Show Deleted Ordinances". A search bar labeled "Search Bar" with the placeholder "Search Ordinance..." is positioned above the ordinance list. The ordinance list displays two entries:

- Letter No. ORD-2025-001, s. 2025-2028**
Solid Waste Management Ordinance
Date of Enactment | 4/10/2025
Author(s) | ["Chrisnell Limpiaida"]
DRAFT
Actions: Edit, Download, View, Delete
- Letter No. ORD 2025-003, s. 2023-2024**
Ordinance Sample1
Date of Enactment | 4/1/2025
Author(s) | ["Barangay Kagawad"]
ACTIVE
Actions: Edit, Download, View, Delete

At the bottom of the list, the text "Ordinances List" is visible.



Resolution Documents Management

Upon clicking the Resolutions option in the sidebar, you will be directed to a page displaying the list of resolutions. You have the option to edit, download, view, or delete a resolution. If you wish to add a new resolution, you can click the Add New Resolution button, which will open a form where you can fill out the required details and upload the resolution document in PDF format. Once saved, the new resolution will appear in the resolutions list. If you delete a resolution, you can view it by clicking the Show Deleted Resolutions button, where you have the option to either restore the resolution or permanently delete it. You can also hide the deleted resolutions list by clicking the same button, which will now display as Hide Deleted Resolutions. You can search for a specific resolution using the search bar. The steps for managing resolutions are similar to the steps for managing ordinances.

The screenshot shows the 'BLTS' platform interface for managing resolutions. On the left, a dark sidebar menu includes options: Dashboard, Ordinances, Resolutions, Barangay Profile, Account Settings, and Logout. The main area features a header with the 'BLTS' logo and navigation buttons: '+ Add New Resolution', 'Add New Resolution Button', 'Show Deleted Resolutions Button', and 'Show Deleted Resolutions'. A search bar labeled 'Search Resolution...' is also present. The central part of the screen displays a 'Resolutions List' containing two entries:

- Resolution No. RES 2025-001, s. 2023-2025**
Resolution Sample 1
Date of Enactment | 4/25/2025
Author(s) | Barangay Captain
ACTIVE
Actions: Edit, Download, View, Delete
- Resolution No. RES 2025-002, s. 2023-2026**
Resolution Sample 2
Date of Enactment | 4/24/2025
Author(s) |
ACTIVE
Actions: Edit, Download, View, Delete

A red box highlights the 'Search Resolution...' input field in the header.



Barangay Profile

When you click the Barangay Profile option in the sidebar, your barangay's profile information will be displayed, including the list of Barangay Officials and their current administrative term.

If you wish to update any information in your profile, simply click the Edit Profile button, make the necessary changes, and save them. The updated information will then be reflected in the barangay profile.

The screenshot shows the BLTS application interface. On the left is a dark sidebar with a red border, containing navigation links: Dashboard, Ordinances, Resolutions, Barangay Profile (which is highlighted in blue), Account Settings, and Logout. At the bottom of the sidebar, the word "Sidebar" is written in red. The main content area has a light blue background. At the top, there are four small circular icons representing different government departments. Below them, the text "BLTS" is displayed in large, stylized letters. In the center, there is a white rectangular box containing the following information:

BARANGAY BALANACAN
Mogpog, Marinduque
Juan Dela Cruz
Punong Barangay
Maria Santos
Barangay Secretary
CeeJoy
SK Chairperson

2022 - 2025
Administrative Year / Term Year

1. Hon. Pedro Garcia
2. Hon. Josefina Mendoza
3. Hon. Carlos Reyes
4. Hon. Lina Zoleta
5. Hon. Nita Lee
6. Hon. Jojo
7. Hon. Kiko

At the top right of the central box, there is a blue "Edit Profile" button with a white border. To its right, a smaller blue button labeled "Edit Profile" is partially visible. At the bottom right of the central box, the text "Barangay Profile" is written in blue.



User Account Settings

When you click the User Account Settings, you will be directed to a page where you can update your username, email, and password.

After making the necessary changes, click the Save Changes button to apply them. These updated credentials will be used for logging into your account.

The screenshot shows the 'User Profile Settings' form. At the top left is a 'Back Button'. Below it are four small circular icons representing different departments. The main title is 'User Profile Settings'. The form contains five input fields: 'Username' (filled with 'balanacan_secretary'), 'Email' (empty), 'Current Password' (filled with '*****'), 'New Password (optional)' (empty), and 'Confirm New Password' (empty). A 'Save Changes' button is at the bottom. A red border highlights the entire form area. At the very bottom of the page, there is a footer bar with the text 'User Profile Settings'.

Logout

When you click the Logout option, you will be logged out of your account and redirected to the login page.





BLTS

ADMIN GUIDE

DILG Marinduque Provincial
Office

April 2025

Prepared by;

Computer
Engineering OJT-
Interns Batch 2025



A project by ONE MARINDUQUE
DILG - LGRC



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GBLTS



INTRODUCTION

Welcome to the Barangay Legislative Tracking System (BLTS) — Admin Guide for Version 3. BLTS is a comprehensive digital platform designed to streamline the storage and management of ordinances and resolutions to promote transparency and accessibility in local governance. In this latest version, the Department of the Interior and Local Government (DILG) now serves as the system's Admin, overseeing the creation of barangay accounts.

In previous versions, the Admin role was handled by the Local Government Unit (LGU), which primarily accessed ordinances, resolutions, and the list of registered barangays. With Version 3, the system has transitioned to an open-access model, eliminating the need for LGU-specific accounts. Legislative records are now accessible to the public, ensuring broader transparency.

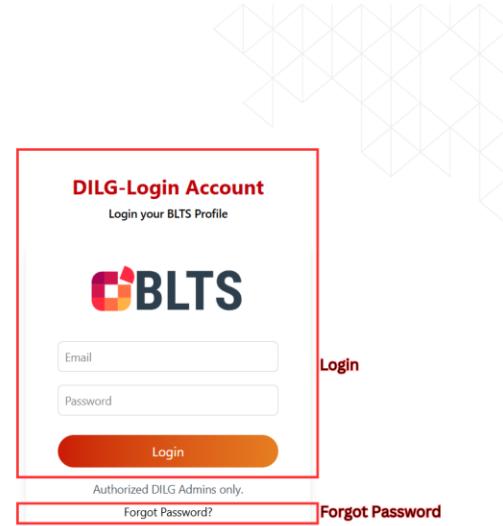
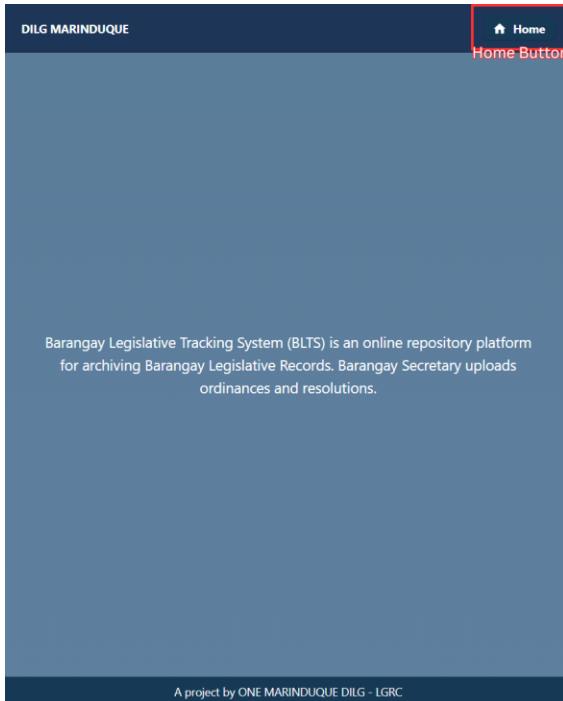
This Admin User Manual will guide DILG Admins through the step-by-step process of using their accounts, focusing on creating barangay accounts based on requests sent by Barangay Secretaries via email. The guide includes instructions on navigating the Admin dashboard, registering new barangay accounts, and managing account information.

With BLTS Version 3, we are making barangay legislation more accessible, organized, and transparent for all.

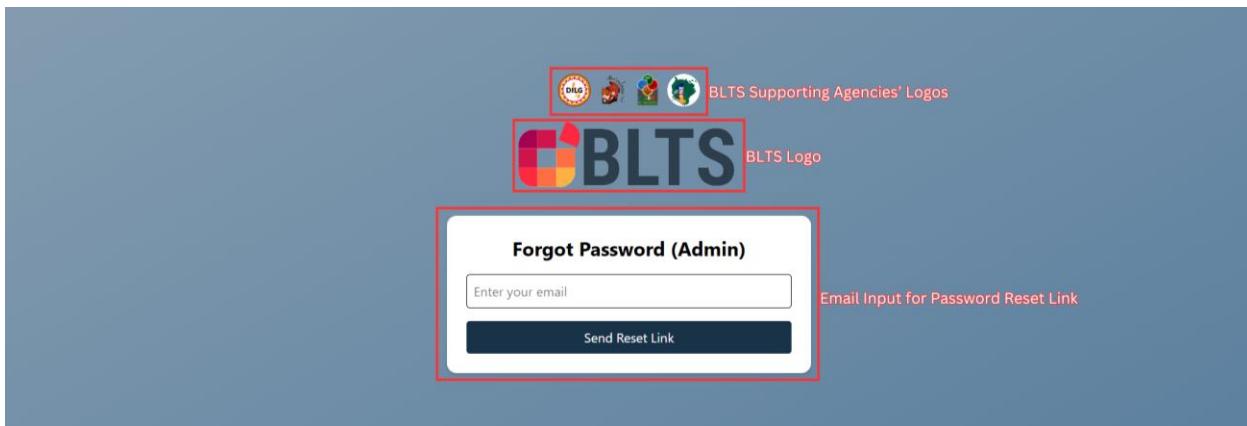


ADMIN LOGIN

Upon clicking the Admin button in the navigation bar, you will be directed to the Admin Login page. You can log in by entering your email address along with your password.



If you forget your password, you can click the "Forgot Password?" link. You will be prompted to enter your registered email address. Once verified, a password reset link will be sent to your email.





ADMIN ACCOUNT

Sidebar

The sidebar contains the logos of the supporting agencies, including the DILG logo (representing the Admin), along with several sidebar options. These options include the Dashboard, where you can view the interactive map of Marinduque powered by Google Maps; the Create Account option, where you can create accounts for barangays; the Admin Account Settings, where you can update your email and password; and the Logout option, which logs you out of the system and redirects you to the homepage.

The screenshot shows the BLTS Admin Dashboard. On the left, there is a sidebar with the following options: Dashboard, Create Account, Account Settings, and Logout. Below these options is a red-highlighted "Sidebar Options" section. At the top right, it says "BLTS Supporting Agencies' Logos". The main area features a large map of Marinduque island. The map includes labels for various towns and landmarks such as Laya, Tayabas Bay, Catanauan, San Narciso, Mulanay, San Francisco, San Andres, Bondoc Pt., General Luna, Torrijos, Gasaan, Buenavista, Santa Cruz, Boac, Mogpog, Marinduque, and Naujan Lake. There are also labels for Victoria, Socorro, Pola, and Pilar. A "View larger map" button is located in the top left corner of the map area. In the bottom right corner of the map, there are zoom controls (+ and -) and links for "Keyboard shortcuts", "Map data ©2025", "Terms", and "Report a map error".



Dashboard

Upon logging into the system, you will be directed to your account's dashboard, where the BLTS logo and the "Welcome DILG Admin" text are displayed. This page also features an interactive map of Marinduque powered by Google Maps.

The screenshot shows the BLTS (Bantay Lupa Tungkong Sibat) dashboard. On the left is a sidebar with icons for DILG, Marinduque, LGRC, and ONE Marinduque, and menu options: Dashboard, Create Account, Account Settings, and Logout. The main area has a large "BLTS" logo at the top left and a "WELCOME, DILG ADMIN! Welcome Admin Message" box. Below is an interactive map of Marinduque with various towns labeled: Laiya, Tayabas Bay, General Luna, Catanauan, San Narciso, Mulaney, San Francisco, San Andres, Bondoc Pt., Torrijos, Gasan, Buena Vista, Boac, Santa Cruz, Mogpog, Marinduque, Naujan, San Jose, Victoria, Pola, Socorro, and Nasugbu. The map includes zoom controls (+, -), a legend, and copyright information. The bottom of the main area is labeled "Dashboard".



Create Account for Barangays

The Create Account option is where the main function of the Admin account is performed. Upon clicking this option, you will be directed to a page where you can fill out a form to register a barangay account in the system. You will need to select the municipality and the barangay from the dropdown lists, specify the role (which is Barangay Secretary), and provide the username, email, and password. The information you will input in the form should be based on the details provided in the email request sent by the Barangay Secretary. After completing the form, click the Register button to create the barangay account, which the user can then use to log into the system. If you wish to return to the dashboard, click the Home button.

DILG MARINDUQUE

Home Button

The Barangay Legislative Tracking System (BLTS) is an online platform for archiving Barangay Legislative Records, where Barangay Secretaries can upload ordinances and resolutions.

A project by ONE MARINDUQUE DILG - LGRC

DILG-Create Account for BLTS Users

BLTS

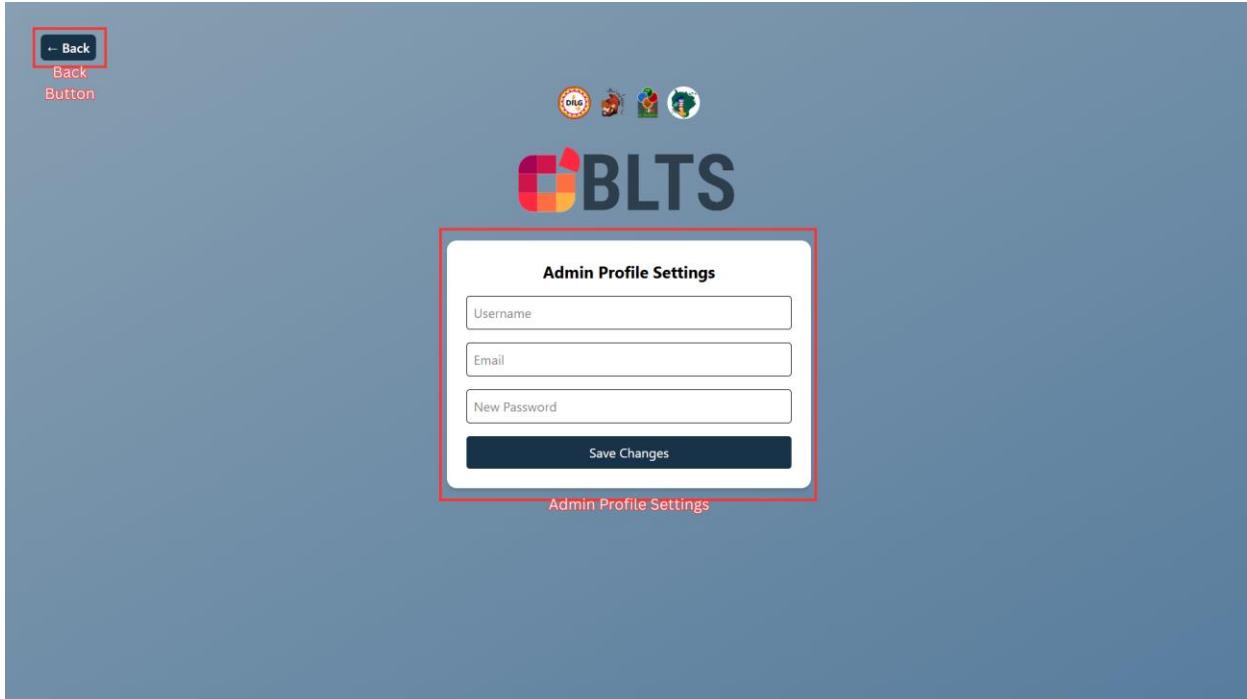
Select Municipality...
Select Barangay...
Select Role...
Enter Username
Enter Gmail
Enter Password
Confirm Password

Register
Create Account



Admin Account Settings

Upon clicking the Admin Account Settings, you will be directed to a page where you can update your username, email, and password. These updated credentials will be used for logging into your account.



Logout

Upon clicking the Logout option, you will be logged out of your account and redirected to the login page.

