



User Manual

DILG Marinduque Provincial Office

June 2023

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INTRODUCTION

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PREFACE

Barangay Legislative Tracking System (BLTS) is an offline website that will be used for storing and managing legislative files. Here, the users can sign in as barangay officials, upload pdf, view and edit the file's properties, download, and monitor the uploaded files' summary.

This website is intended to reach areas with weak reception through a responsive offline repository. The users can store and manage their legislative files through visiting the website's link: blts.test.

The target users of the Barangay Legislative Tracking System website are the barangay officials, specifically, the Punong Barangay, Secretary, and SB members.

The following sections shows the process of using the Barangay Legislative Tracking System from installation, setup and to the actual usage of the system's interface.

INSTALLATION

The system comes with 3 files to be used during installation. The Laragon installer, the BLTS installer and a shortcut url for BLTS. In setting up the application, please install the following applications in order:

1. Laragon
2. BLTS

Installing Laragon

Laragon is an app to be installed in the computer in order to visit and open the link of the BLTS website. This app can make local hosting of the BLTS possible. This will make it an offline responsive website to be barangays with weak reception.

1. Copy and paste the file “Laragon” provided in the flashdrive. Also, you can open the link: <https://laragon.org/download/>, to download the full edition of Laragon.

The screenshot shows a web browser window with the URL <https://laragon.org/download/> in the address bar. The page content is as follows:

Download

Laragon is a universal development environment. It has many features to make you more productive:

Benefits of Laragon

After downloading, You can add **git, phpmyadmin, Node.js/MongoDB, Python/Django/Flask/Postgres, Ruby, Java, Go** using "Tools > Quick add"

Note: [You can also download from GitHub](#)

Tutorials

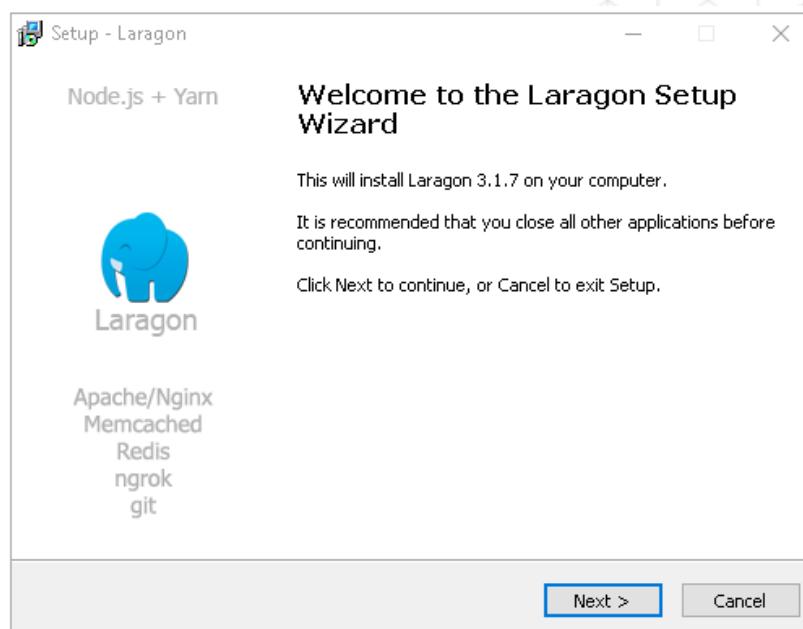
- How to install Rails
- Build a Blog with Rails
- How to install Django

Edition

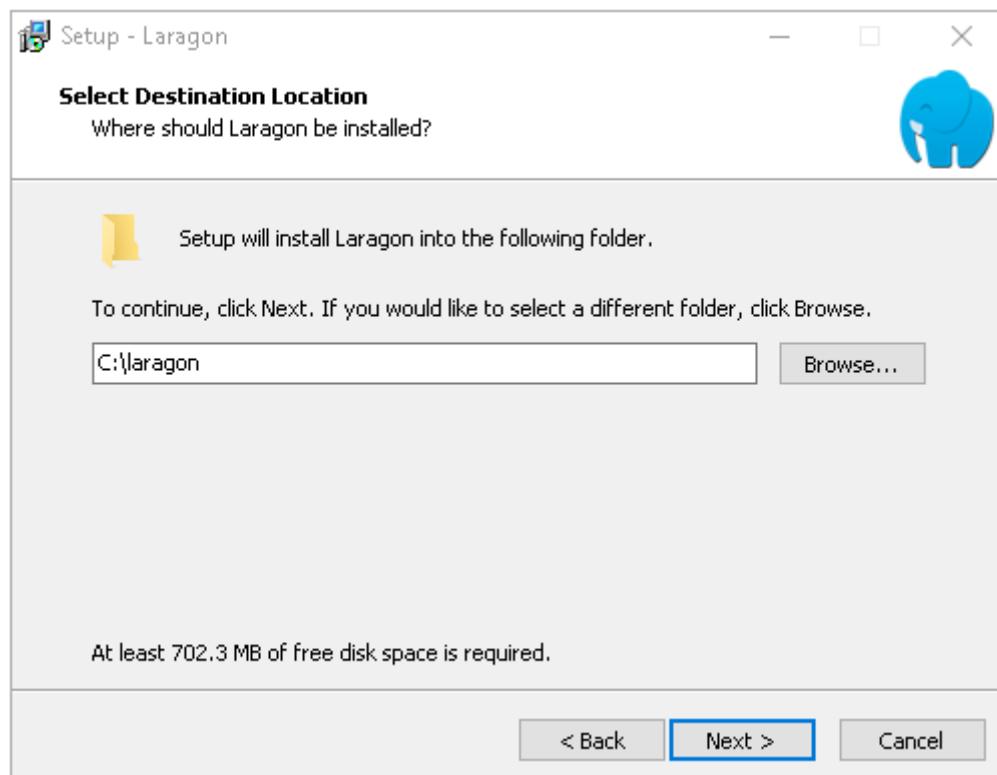
[Download Laragon - Full \(173 MB\)](#)

- **Laragon Full (64-bit):** Apache 2.4, Nginx, MySQL 8, PHP 8, Redis, Memcached, Node.js 18, npm, git

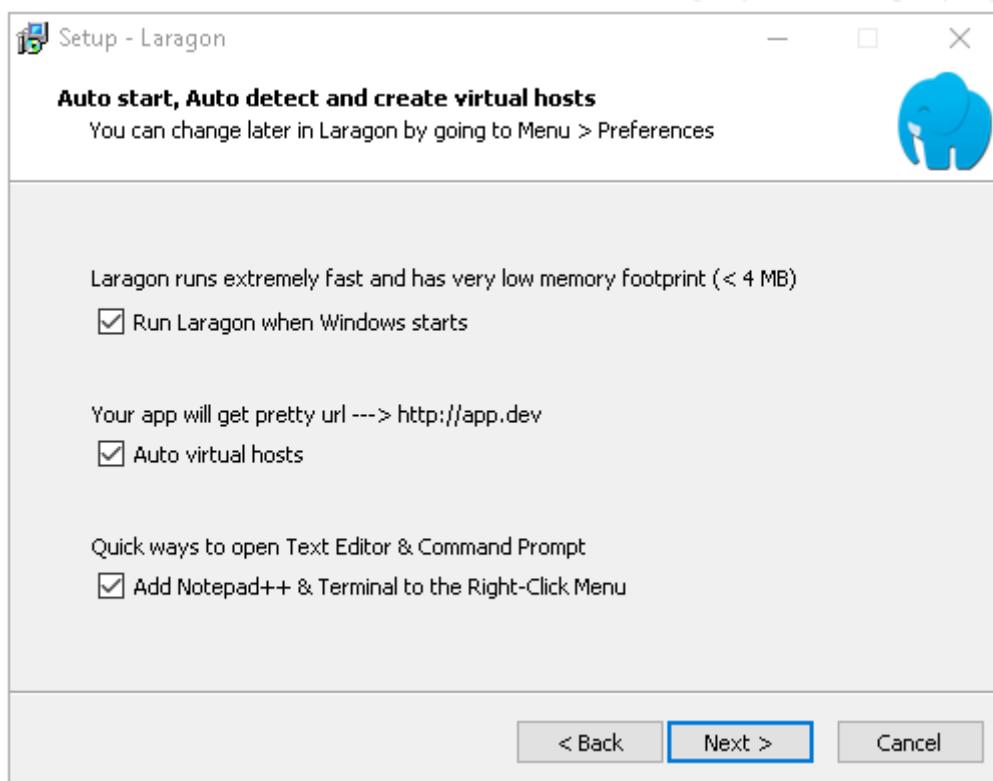
2. After downloading, open the file and set up the welcome page. Then, click Next.



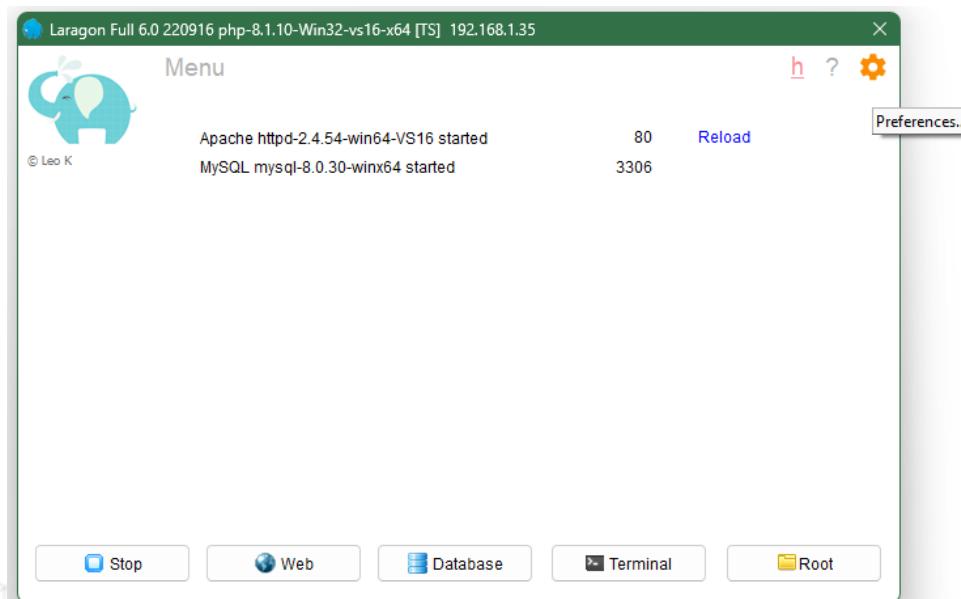
3. Setup the location where the app will be installed and click Next.



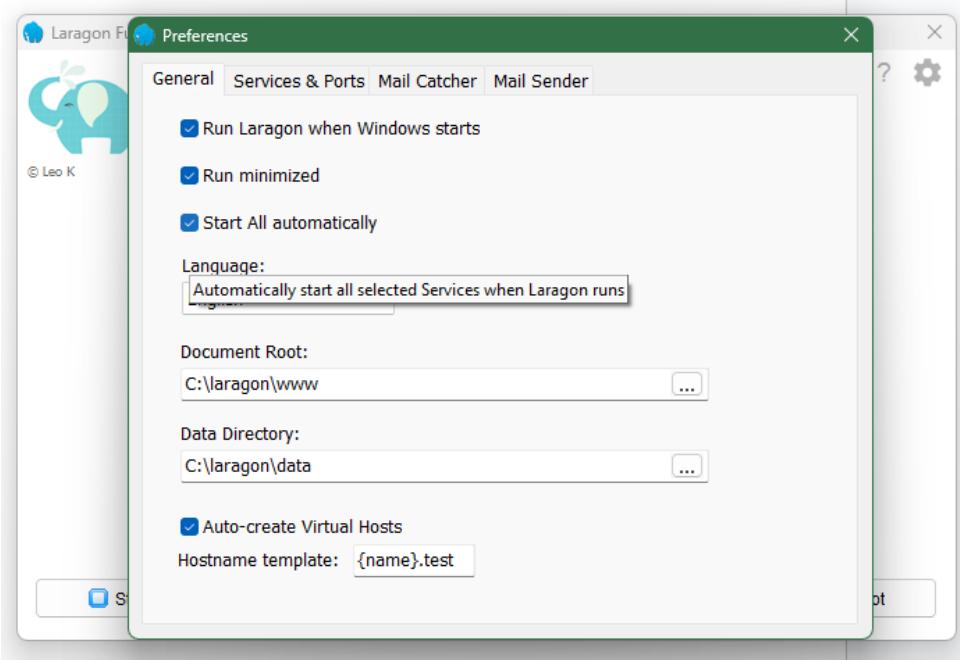
- Setup the installing options. Please click the check boxes for the following 3 options. Then, click Next.



- The Windows will ask you to confirm, click Run to continue.
- Open the Laragon App and click the "Preferences" icon.

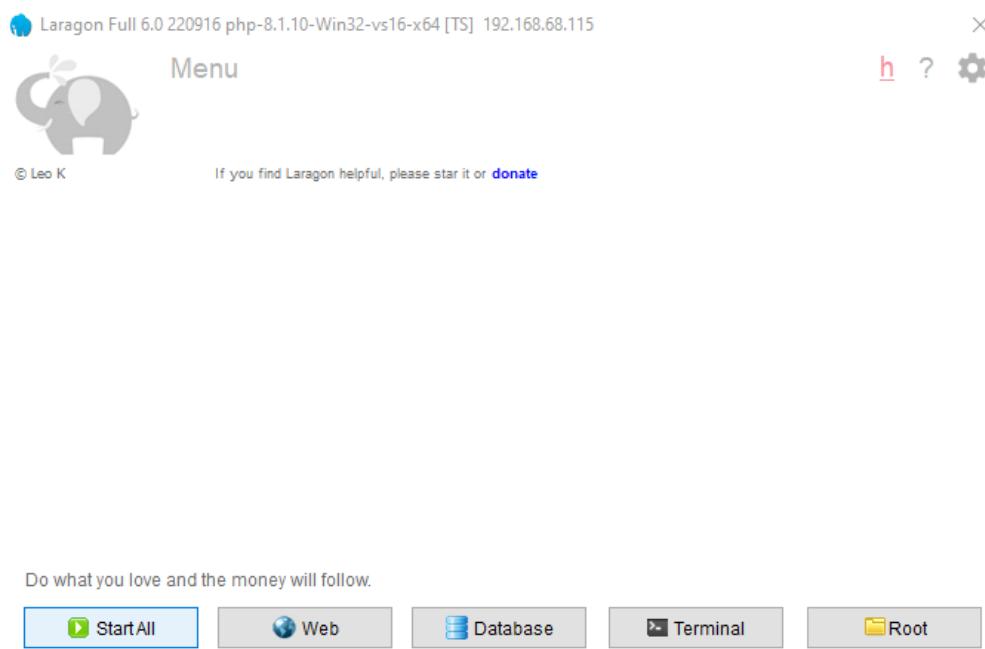


7. Check the four (4) boxes.



Note: Make sure that the 4 boxes are all ticked.

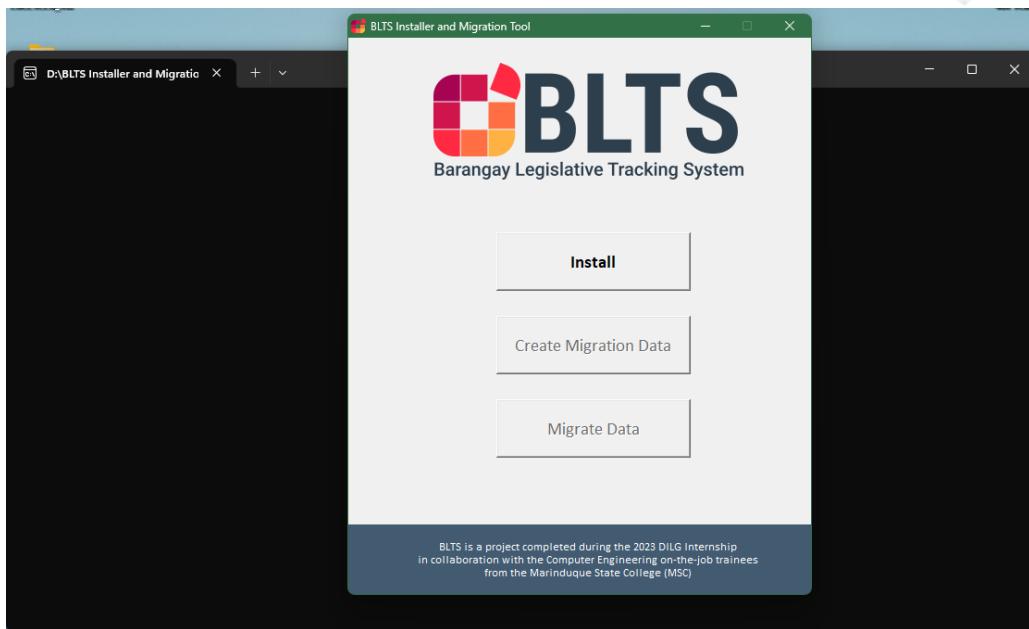
8. Lastly, click the Start button located on the lower-left of the Laragon panel.



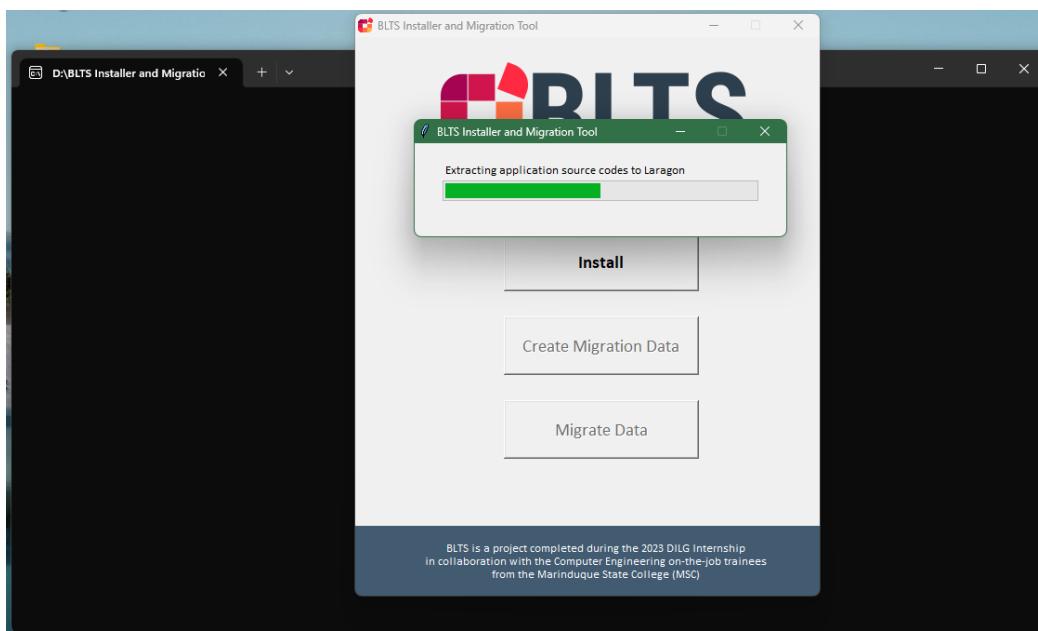
Installing BLTS (using automatic installer)

The Barangay Legislative Tracking System comes with a one-click installer which will take care of the setup process of the system.

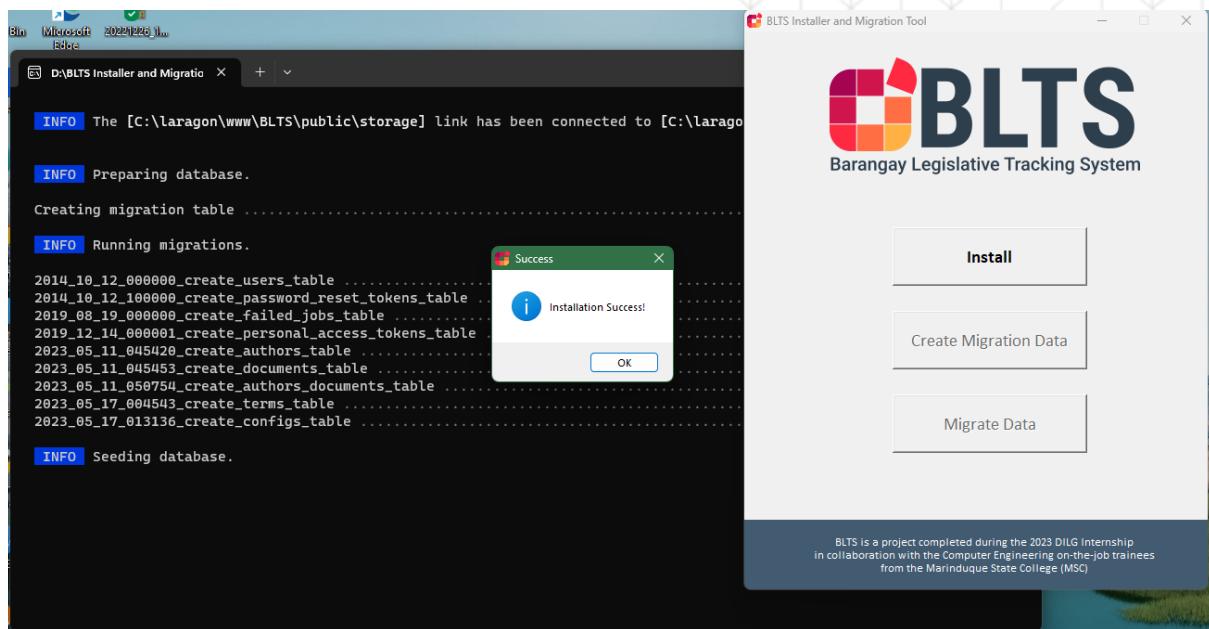
1. Open the BLTS Installer and Migration Tool



2. Click the Install button



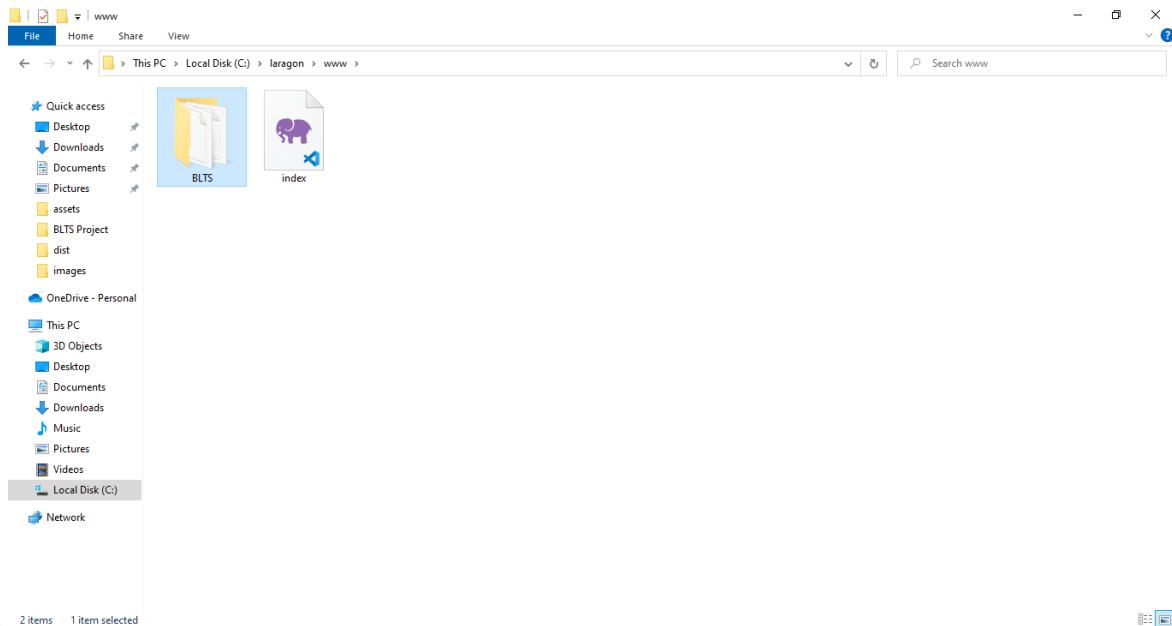
3. Wait for the Successful install message



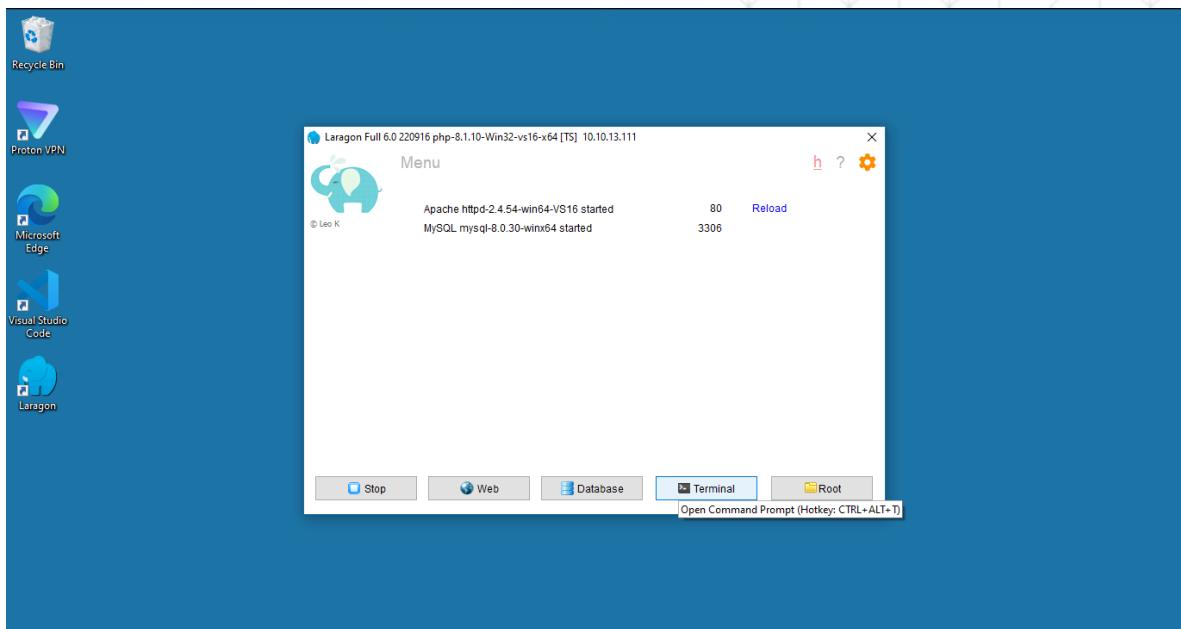
Installing BLTS (manually)

In case, the automatic installer fails to install BLTS on the device, the user can manually install the system by following these steps.

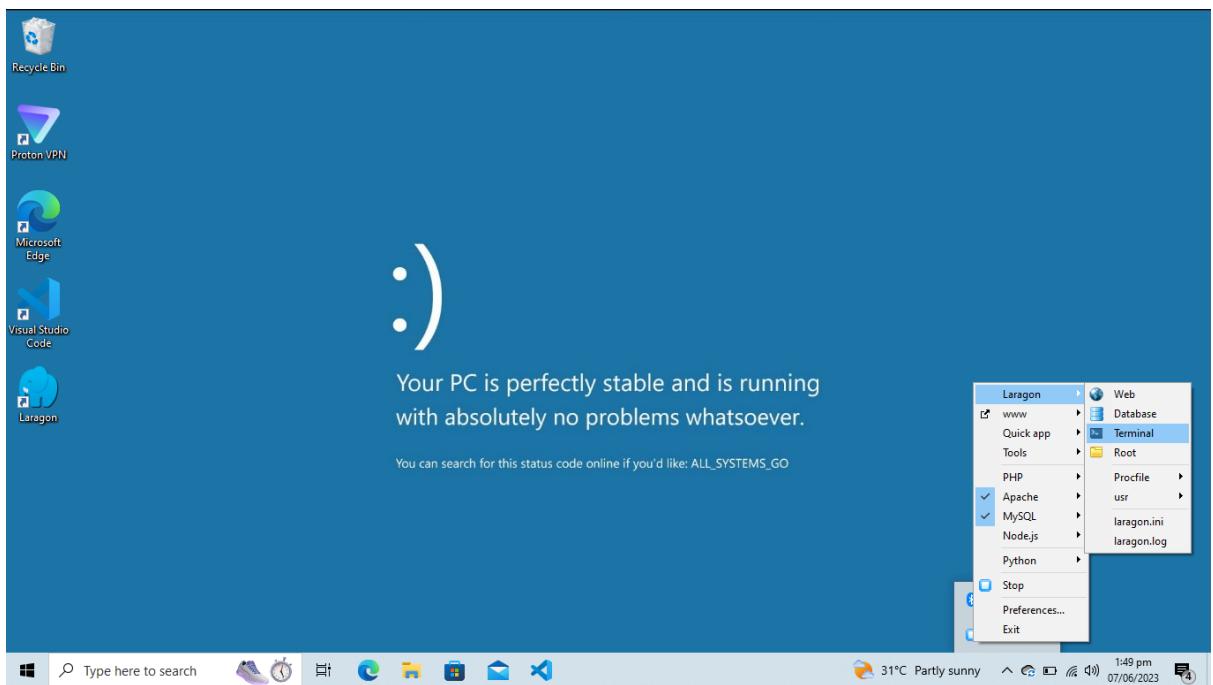
1. Copy and extract the BLTS source code to `C:\laragon\www` folder.



2. Open Laragon and click terminal



Or you can open the terminal, from the taskbar



3. On terminal, type in the following commands in order:

a. cd BLTS

```
C:\laragon\www
λ cd BLTS|
```

b. php artisan storage:link

```
C:\laragon\www
λ cd BLTS|
```



c. `php artisan migrate --seed --force`

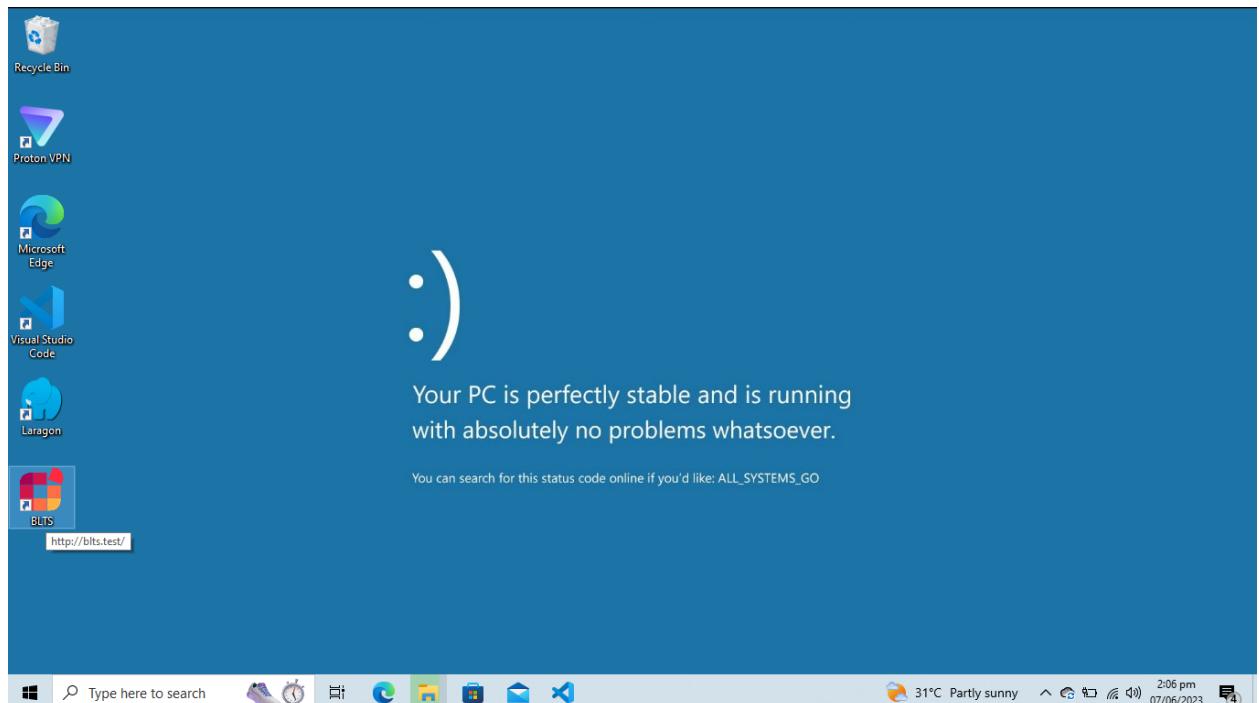
```

C:\laragon\www\BLTS> php artisan storage:link
INFO | The [C:\laragon\www\BLTS\public\storage] link has been connected to [C:\laragon\www\BLTS\storage\app\public].
C:\laragon\www\BLTS> php artisan migrate --seed --force
INFO | Preparing database.
Creating migration table ..... 365ms DONE
INFO | Running migrations.
2014_10_12_000000_create_users_table ..... 435ms DONE
2014_10_12_100000_create_password_reset_tokens_table ..... 272ms DONE
2019_08_19_000001_create_failed_jobs_table ..... 316ms DONE
2019_12_14_000001_create_personal_access_tokens_table ..... 298ms DONE
2023_05_11_045420_create_authors_table ..... 197ms DONE
2023_05_11_050754_create_documents_table ..... 98ms DONE
2023_05_17_004543_create_authors_documents_table ..... 727ms DONE
2023_05_17_004543_create_terms_table ..... 96ms DONE
2023_05_17_013136_create_configs_table ..... 95ms DONE
INFO | Seeding database.

C:\laragon\www\BLTS>

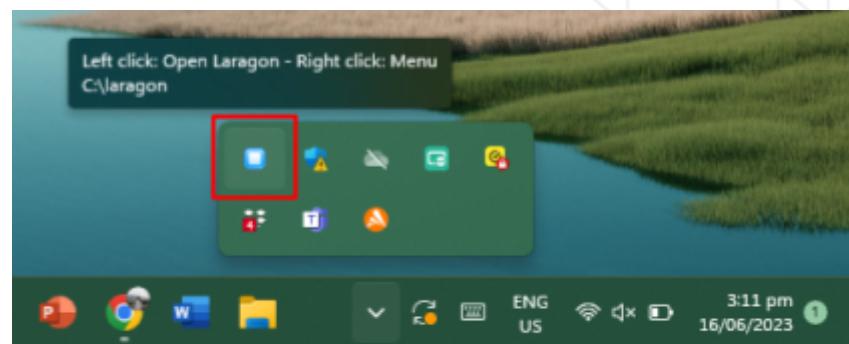
```

4. Copy the BLTS shortcut to desktop

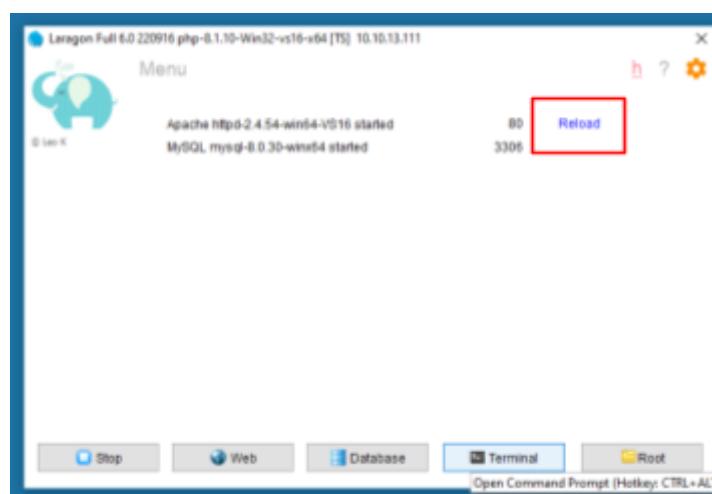


After successful installation

1. Open Laragon on the Hidden Icon of your device's taskbar.

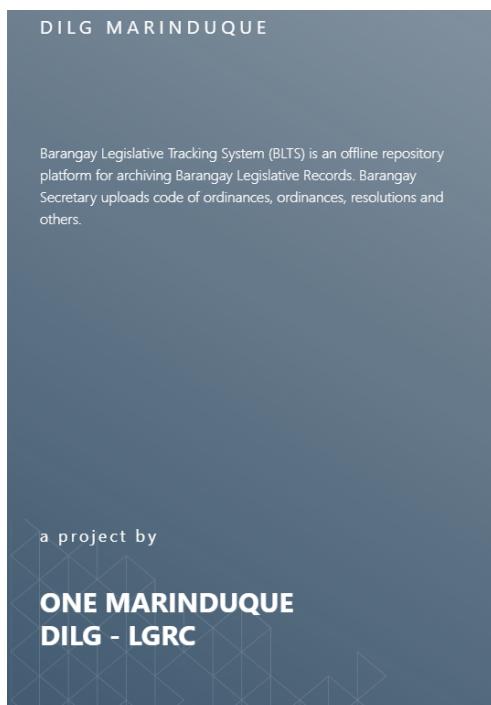


2. Reload Laragon



FIRST TIME SETUP

First, the users will be required to set up their account. They will be directed to a page that shows a brief explanation about the website and the logo of BLTS. This is a one-time set up for the barangay officials wherein the required fields are Municipality and Barangay, Barangay Captain, Barangay Secretary, the current administrative year, SB Members and their logo if applicable.

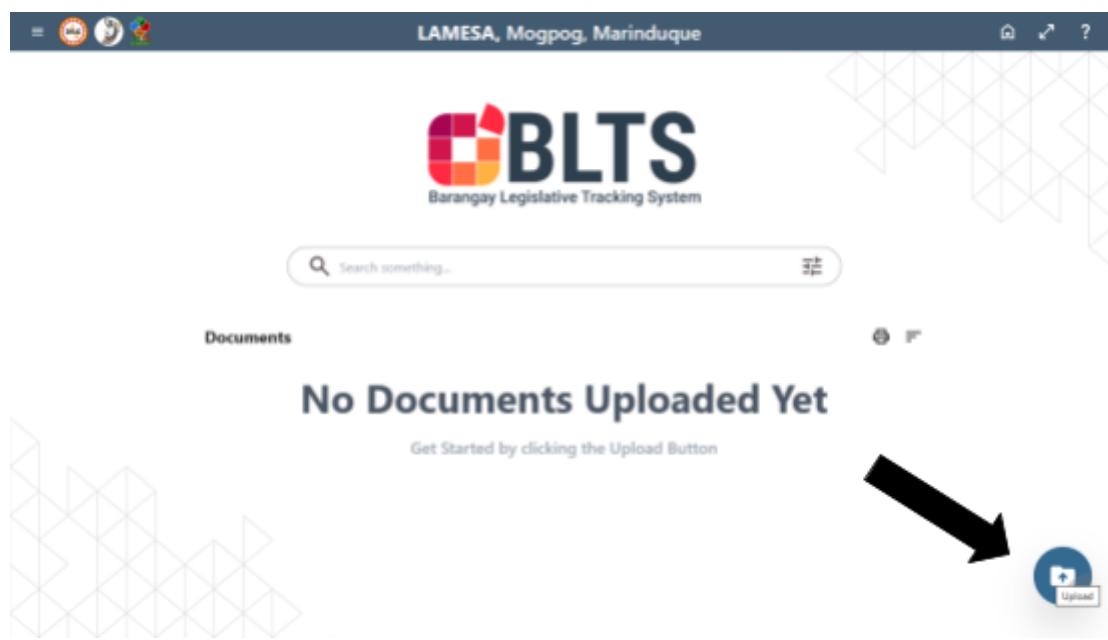
A screenshot of the 'Setup Account' page for the BLTS system. The title 'Setup Account' and subtitle 'Create Your BLTS Profile' are at the top. The BLTS logo is prominently displayed. The form includes fields for 'Municipality' (dropdown menu), 'Barangay' (dropdown menu), 'Administrative Year / Term Year' (date range from 'AY start date' to 'AY end date'), 'Punong Barangay' (dropdown menu), 'Barangay Secretary' (dropdown menu), and 'Sangguniang Barangay Members' (list of 5 members: SB Member No.1, No.2, No.3, No.4, No.5). There is also a section for 'Upload SB Logo' with a file upload button. A large orange 'Setup Account' button is at the bottom right.

WORKING WITH BLTS

The Barangay Legislative Tracking Systems offers legislative document organization features for managing legislative documents such as uploading, updating, deleting and restoring legislative documents. Additionally, the system also includes features for searching and report generation. Using these features will be discussed in the following sections.

Uploading Documents

The upload button, located on the lower right part of the page, is used to upload a file/document on the website.



Upon clicking it, a modal will appear with containers to be filled up. It includes document title, type of document, its number, governance area, administrative year author/s, and the PDF to be attached.



WORKING WITH BLTS

The screenshot shows the 'Upload a Document' dialog box. It includes fields for 'Document Title' (with placeholder 'Enter document title...'), 'Type of Document' (dropdown menu), 'Number' (text input), 'Governance Area' (dropdown menu), 'Date Enacted / Adapted' (text input), 'Administrative Year / Term Year' (dropdown menu), and 'Author/s' (dropdown menu). On the right, there's a dashed box for file upload with an arrow icon and the text 'Click here to upload file (maximum of 1 file)'. At the bottom are 'CANCEL' and 'UPLOAD' buttons.

Upon successful upload, the document will be shown in a card-like format which contains the document's information such as document number, title, date enacted, author/s, governance area and action buttons. The action buttons consist of the download button, view button, edit button and delete button, respectively. The author selections are automatically shown based on the list of officials provided in the setup page, however, it is possible to add additional authors by clicking the “+ Add Author” button and a new field will be shown for adding the author not listed on the dropdown checklist. Additional author added will be listed on the dropdown checklist the next time you upload and update a document.

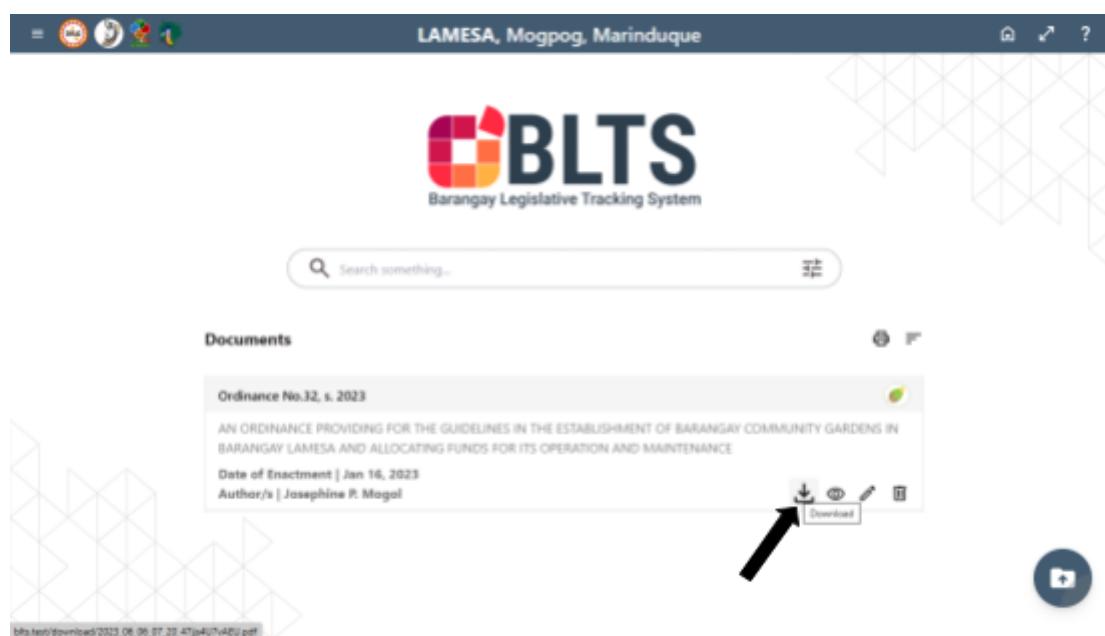
The screenshot shows a document card for 'Ordinance No.32, s. 2023'. The card displays the title 'AN ORDINANCE PROVIDING FOR THE GUIDELINES IN THE ESTABLISHMENT OF BARANGAY COMMUNITY GARDENS IN BARANGAY LAMESA AND ALLOCATING FUNDS FOR ITS OPERATION AND MAINTENANCE', the date 'Date of Enactment | Jan 16, 2023', and the author 'Author/s | Josephine P. Mogol'. To the right of the card are 'Action Buttons' (download, view, edit, delete). Above the card is a 'Governance Area Logo' (a green leaf icon). A red box highlights the document details, and arrows point to the governance area logo and the action buttons.

Notes:

- Date enacted / adopted should be within the selected administrative term duration.
- If “others” is selected in the type of document field, please specify the document type.
- The users can upload documents from the previous administration by adding another profile first. Please refer to page __ for the addition of profiles from past administration.

Downloading Documents

The users can also download the uploaded documents. The download button is located in the lower right side of every document card.





WORKING WITH BLTS

Viewing Documents

The users can view or open a document. A floating window will open for the document viewer showing the document's contents.

LAMESA, Mogpog, Marinduque

BLTS
Barangay Legislative Tracking System

Search something...

Documents

Ordinance No.32, s. 2023

AN ORDINANCE PROVIDING FOR THE GUIDELINES IN THE ESTABLISHMENT OF BARANGAY COMMUNITY GARDENS IN BARANGAY LAMESA AND ALLOCATING FUNDS FOR ITS OPERATION AND MAINTENANCE

Date of Enactment | Jan 16, 2023

Author/s | Josephine P. Magol

Open

Updating Documents

There is also a feature of the BLTS website, the edit button (the pencil icon), which will be used if ever the user had mistakes on the document's information while uploading a document.

LAMESA, Mogpog, Marinduque

BLTS
Barangay Legislative Tracking System

Search something...

Documents

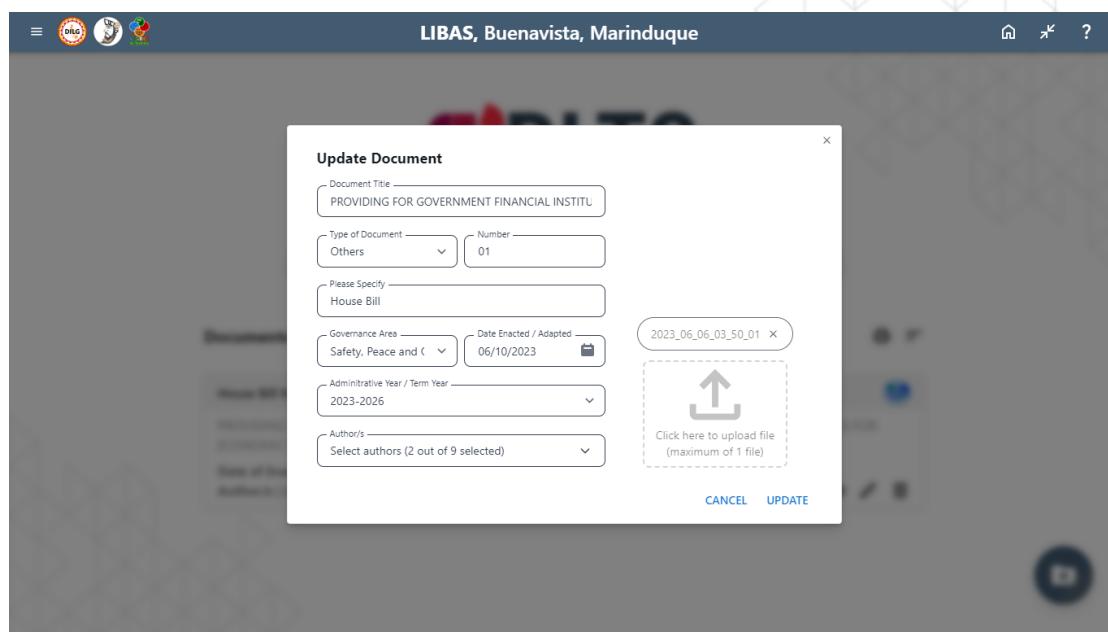
Ordinance No.32, s. 2023

AN ORDINANCE PROVIDING FOR THE GUIDELINES IN THE ESTABLISHMENT OF BARANGAY COMMUNITY GARDENS IN BARANGAY LAMESA AND ALLOCATING FUNDS FOR ITS OPERATION AND MAINTENANCE

Date of Enactment | Jan 16, 2023

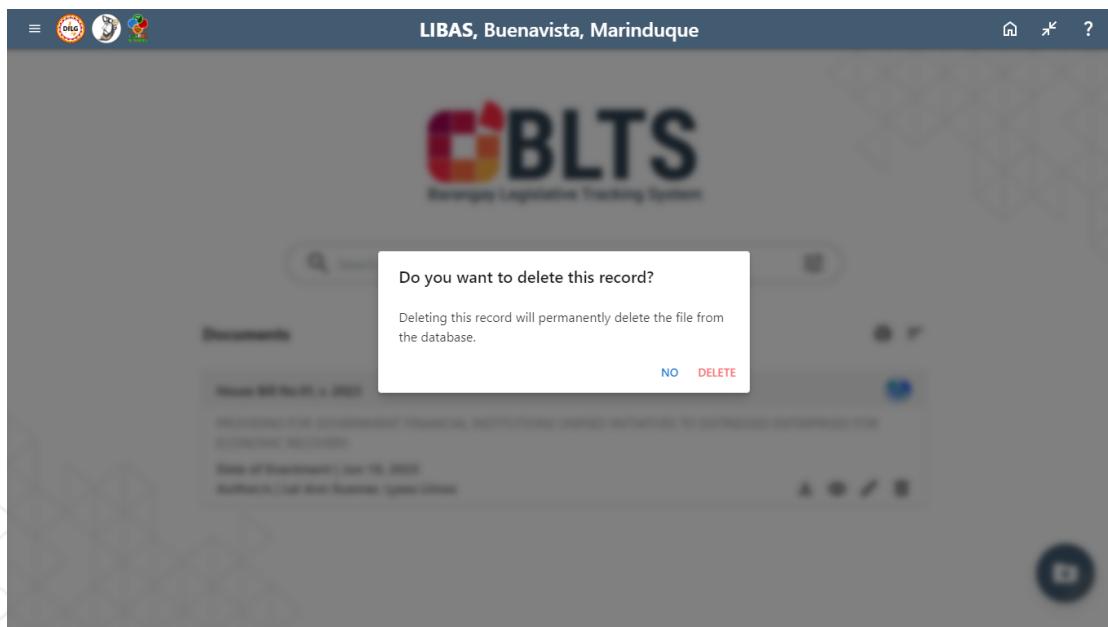
Author/s | Josephine P. Magol

Upon clicking, it will be possible to edit document's information previously entered during the upload process



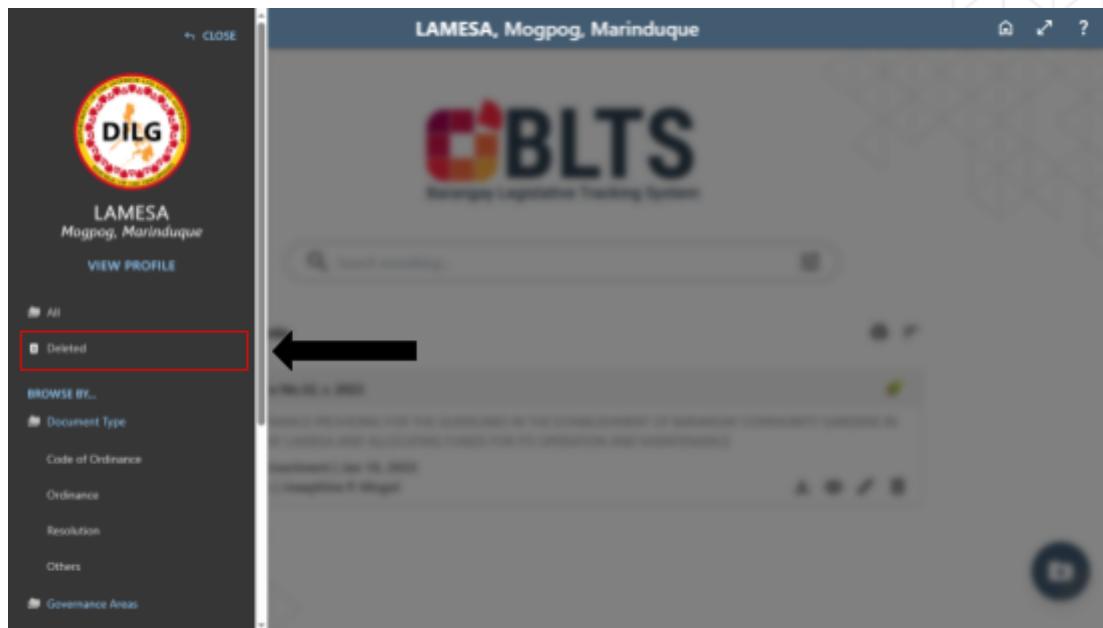
Deleting Documents

The delete button located on every card of the uploaded documents is used to move the documents in the trash bin. It is as good as deleting the uploaded on the list of existing legislative files in the website.

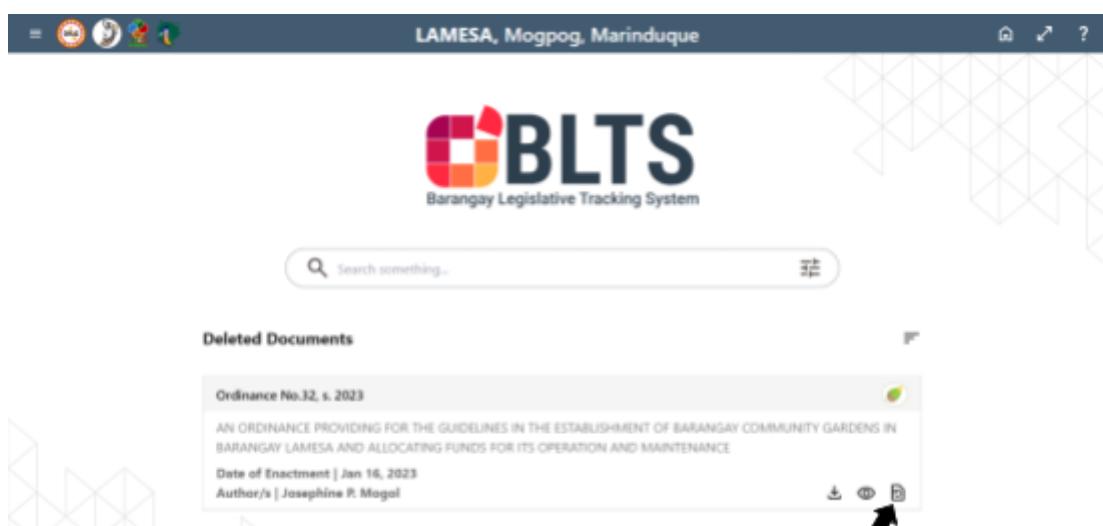


Restoring Documents

Deleted files are moved to the trash bin. It is located on the side menu drawer where the user can go through all the deleted files.



Upon entering the trash page where all deleted documents are shown, it is possible to restore deleted documents by clicking the restore button.



Note:

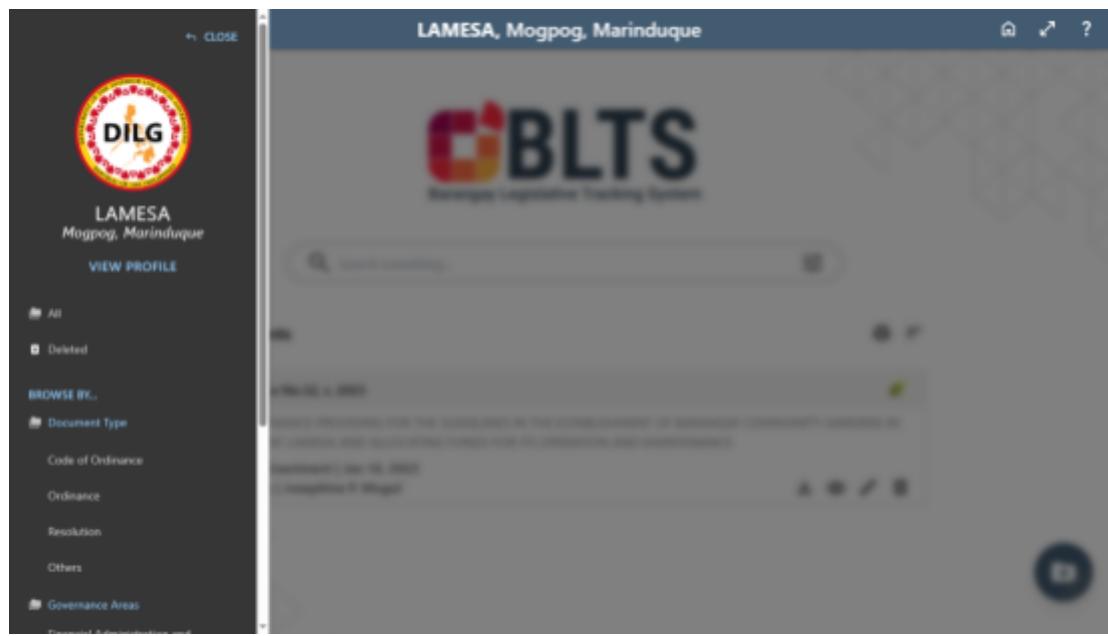
- Deleted documents can only be restored if the document's enactment date falls in the current administration's duration.

Querying Documents

You can search for documents based on certain criteria such as per document type, governance areas, or administration year. A more powerful search criteria which combines different criterias can be set using the search filter feature.

Sidebar (Drawer)

This sidebar menu consists of different categories in which different criterias can be selected to show documents that meet that criteria. Criteria includes document types, and governance areas.



Search and Search Filter

The search bar with the filter button is located above the list of legislative files/documents uploaded in the website. The system will search for the input search value in terms of document title



WORKING WITH BLTS

The screenshot shows the BLTS (Barangay Legislative Tracking System) interface. At the top, there is a navigation bar with icons for DILG, Local Government Units, and LGU. The title "LAMESA, Mogpog, Marinduque" is displayed. Below the title is the BLTS logo with the text "Barangay Legislative Tracking System". A search bar contains the placeholder "Search something..." and a filter button. The main content area shows a document titled "Ordinance No.32, s. 2023" with a green checkmark icon. The document details are: AN ORDINANCE PROVIDING FOR THE GUIDELINES IN THE ESTABLISHMENT OF BARANGAY COMMUNITY GARDENS IN BARANGAY LAMESA AND ALLOCATING FUNDS FOR ITS OPERATION AND MAINTENANCE. Date of Enactment: Jan 16, 2023. Author/s: Josephine P. Mogol. Below the document are download and edit icons. To the right is a circular icon with a file folder and a plus sign.

Notes:

- Entering empty value on the search bar will search for the applied filter in the search filter modal.
- As of this writing, the search function can only search for keywords contained in the title of the documents (so searches like “Ordinance No.1 s.2023” may not work).

Clicking the filter button will bring up the filter modal. The filter can further distinguish documents that follow the selected criteria such as author/s, administrative year, type of document as well as the governance areas for the user to search through all the uploaded documents on the website. It is possible to select multiple document types and authors in your search filter but only one criteria can be set for administrative year and governance areas.

The screenshot shows the BLTS interface with a "Select Filter" modal overlay. The modal has three dropdown menus: "Administrative Year" (set to "All Terms"), "Author/s" (set to "Select Authors"), and "Governance Area" (set to "All Governance Areas"). Below these are checkboxes for "Document Type": "Code of Ordinance" (unchecked), "Ordinance" (unchecked), "Resolution" (unchecked), and "Others" (unchecked). At the bottom of the modal are "SEARCH" and "APPLY" buttons.

Clicking the “SEARCH” button will instantly search for documents that follow selected criteria disregarding the search input while clicking the “APPLY” button will close the modal and the selected criteria will be applied on the search input.

Governance Area Icon

The icon on the upper right of every document card indicates what governance area the document is under and upon clicking, all documents under that governance area will be shown.

Note:

- The homepage also shows documents uploaded during the current administrative term

Sorting Documents

Documents from the homepage and queried documents can be sorted by clicking the sort button. Documents can be sorted by date uploaded or date enacted by latest or earliest.

The screenshot shows the BLTS interface with a document card for "Ordinance No.32, s. 2023". The card includes details like "AN ORDINANCE PROVIDING FOR THE GUIDELINES IN THE ESTABLISHMENT OF BARANGAY LAMESA AND ALLOCATING FUNDS FOR ITS OPERATION AND MAINTENANCE", "Date of Enactment | Jan 16, 2023", and "Author/s | Josephine P. Megol". To the right of the card, a "Sort by" dropdown menu is open, highlighted with a red box. It contains four options: "Date Uploaded (Oldest - Latest)", "Date Uploaded (Latest - Oldest)", "Date Enacted (Oldest - Latest)", and "Date Enacted (Latest - Oldest)". Arrows point from the text labels "Sort Button" and "Sort Options" to the respective elements in the screenshot.

Generating Report

The icon located in the upper right part of the document list, that looks like a printer, is used to generate a report showing the summary of the uploaded documents in table form.



WORKING WITH BLTS

filters, authors, administrative year, type of document, and governance area is included in the printable report.

The screenshot shows the BLTS interface with a search bar at the top. A red box highlights the search icon (magnifying glass) in the search bar. An arrow points from the text above to this highlighted icon. Below the search bar, there's a section for 'Documents' featuring a thumbnail of an ordinance document. The document thumbnail includes the title 'Ordinance No.32, s. 2023', a brief description, and author information ('Author/s | Josephine P. Mogol').

Below is an example of the generated report showing the filters applied and the documents that matched selected criteria.

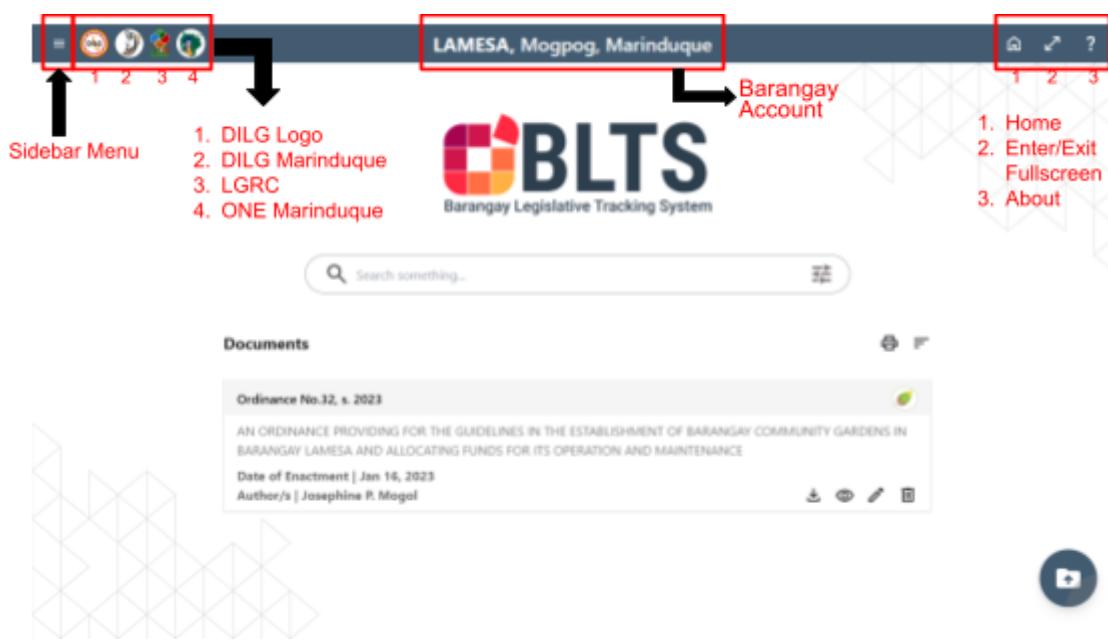
The screenshot shows a generated report titled 'SANGGUNIANG BARANGAY NG LAMESA, Mogpog, Marinduque'. It includes a header with the DILG logo and the date 'Date Generated: 06/06/2023'. The report title is 'BARANGAY LEGISLATIVE TRACKING SYSTEM (BLTS) REPORT'. Below this, a 'Filters Applied' section lists the criteria: Author/s (Any), Administrative Year (2021-2024), Type of Document/s (Any), and Governance Area (Any). A table then displays the results of the search, showing one document entry:

No.	Document	Title	Author/s	Date of Enactment / Adoption	Governance Area
1	Ordinance No. 32, BARANGAY COMMUNITY GARDENS IN BARANGAY LAMESA AND	AN ORDINANCE PROVIDING FOR THE GUIDELINES IN THE ESTABLISHMENT OF BARANGAY LAMESA AND	Josephine P. Mogol	Jan 16, 2023	Environmental Management

NAVIGATIONS

Navigation Bar

The navigation bar consists of a menu button on the upper left side with the logos of DILG, DILG Marinduque and LGRC, ONE Marinduque TWG, respectively. This menu button reveals a drawer where the user can change which type, governance area, or administrative year the list will show. On the middle of the navigation bar is the address of barangay currently signed in on the website while on the upper right is the home and enter or exit full screen buttons.

**Sidebar (Drawer)**

This sidebar menu consists of different categories in which different criterias can be selected to show documents that meet that criteria. Categories include document types, and governance areas.

The screenshot shows the BLTS (Barangay Legislative Tracking System) interface. On the left, a sidebar for 'LAMESA, Mogpog, Marinduque' displays the DILG logo and a 'VIEW PROFILE' button. Below it are filters for 'All', 'Deleted', and categories like 'Document Type' (Code of Ordinance, Ordinance, Resolution, Others), and 'Governance Areas' (Financial Administration and). The main content area shows a list of documents, with one item visible: 'P.D. No. 0001 dated January 10, 2023'.

Profile Page

This page shows the information of the current profile setup in the BLTS website. It includes the address, barangay officials, and the administrative year. The users can view this inside the sidebar menu.

Editing Administration Profile

In case there is incorrect information regarding the barangay officials's name inputted during setup, it is possible to edit that information by clicking the edit profile button (pencil icon) location on the top right side of the page.



NAVIGATIONS

PAGE 28

LAMESA, Mogpog, Marinduque

LAMESA
Mogpog, Marinduque

Hon. Jaselito J. Ravanera
Punong Barangay

Jepthe Laderas
Barangay Secretary

Hon. Arrianne R. Umali
Sangguniang Kabataan Chairperson

2021 - 2024
Administrative Year / Term Year

1. Hon. Danilo M. Mantala
2. Hon. Daria M. Menorca
3. Hon. Josephine P. Mogol
4. Hon. Myrna M. Del Mundo
5. Hon. Luis P. Rey
6. Hon. Emerita P. Marte
7. Hon. Quirico M. Regencia
Sangguniang Barangay Members

Update Profile

Upon clicking the edit button, barangay official name fields can be edited and two new buttons will show up indicating “Cancel Changes” and “Submit Changes”.

LAMESA, Mogpog, Marinduque

Hon. Jaselito J. Ravanera
Punong Barangay

Jepthe Laderas
Barangay Secretary

Hon. Arrianne R. Umali
Sangguniang Kabataan Chairperson

2021 - 2024
Administrative Year / Term Year

1. Hon. Danilo M. Mantala
2. Hon. Daria M. Menorca
3. Hon. Josephine P. Mogol
4. Hon. Myrna M. Del Mundo
5. Hon. Luis P. Rey
6. Hon. Emerita P. Marte
7. Hon. Quirico M. Regencia
Sangguniang Barangay Members

Cancel Changes

Submit Changes

Editable Field

Note:

- It is also possible to edit past administration profile

Viewing Past Administration Profile

Viewing past administration profiles lets you see the barangay officials list during a selected administrative term. It can be accessed by clicking the hamburger menu located beside the edit profile button

LAMESA, Mogpog, Marinduque

LAMESA
Mogpog, Marinduque

Hon. Joselito J. Ravanera
Punong Barangay

Jepthe Laderas
Barangay Secretary

Hon. Arrianne R. Umali
Sangguniang Kabataan Chairperson

2021 - 2024
Administrative Year / Term Year

1. Hon. Danilo M. Mantala
2. Hon. Daria M. Menorca
3. Hon. Josephine P. Mogol
4. Hon. Myrna M. Del Mundo
5. Hon. Luis P. Rey
6. Hon. Emerlita P. Marte
7. Hon. Quirico M. Regencia
Sangguniang Barangay Members

Adding Past Administration Profile

Also located on the dropdown of the hamburger menu is the add profiles for previous terms wherein upon clicking a form will be shown in which the administration start and end dates and barangay officials name can be entered.

LAMESA, Mogpog, Marinduque

LAMESA
Mogpog, Marinduque

Hon. Joselito J. Ravanera
Punong Barangay

Jepthe Laderas
Barangay Secretary

Hon. Arrianne R. Umali
Sangguniang Kabataan Chairperson

2021 - 2024
Administrative Year / Term Year

1. Hon. Danilo M. Mantala
2. Hon. Daria M. Menorca
3. Hon. Josephine P. Mogol
4. Hon. Myrna M. Del Mundo
5. Hon. Luis P. Rey
6. Hon. Emerlita P. Marte
7. Hon. Quirico M. Regencia
Sangguniang Barangay Members

Notes:

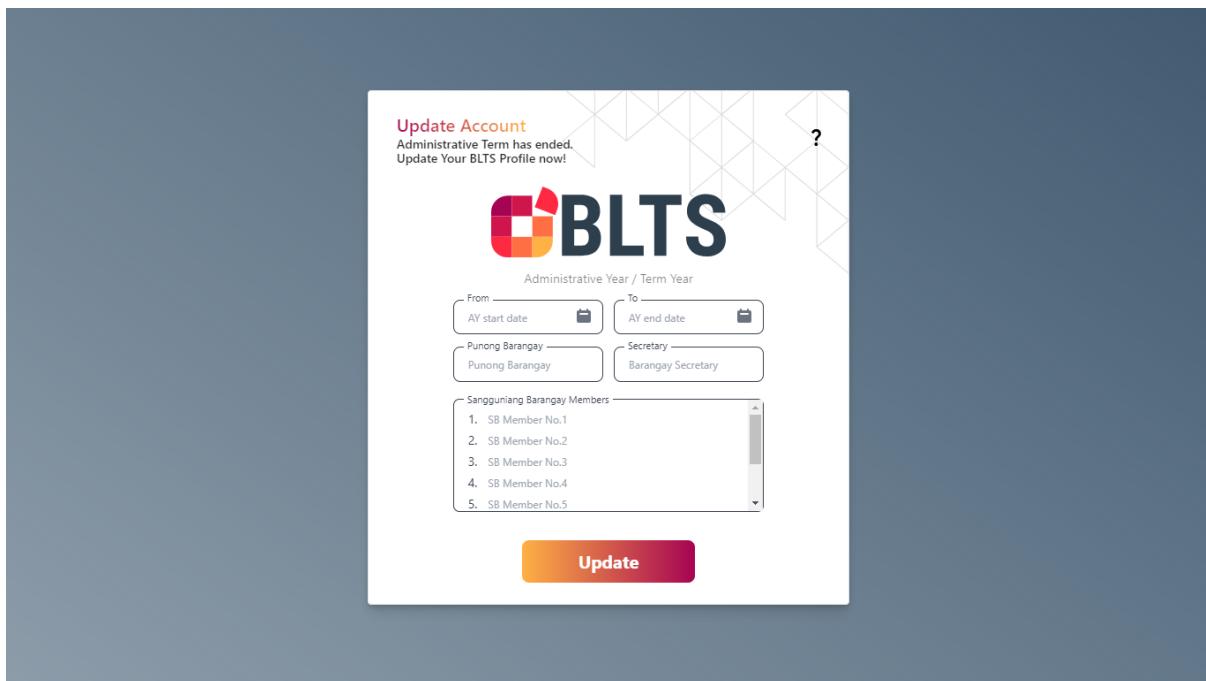
- Please make sure that the administration start date and end dates are correct as this can't be edited in the moment
- If the system detects possible duplicate administration term, the form will be rejected

About Us & Manual

This page contains the link for the manual and documentation of the system as well as some information about the project's proponents and partners. It can be found by clicking the question mark icon on the navigation bar

ACCOUNT RENEWAL

After an administration year has ended, a notification will be displayed on the page that will remind you to renew your account. The users will need to create another profile for the next administrative year in order to sign in on the Barangay Legislative Tracking System Website again.



Notes:

- The users can still upload and use the website but only for the previous administration. The uploaded files, if ever, will be directed to the last administrative year signed in on the website.
- You can check what administration you are navigating in the menu button, on the upper-left side, and then view profile

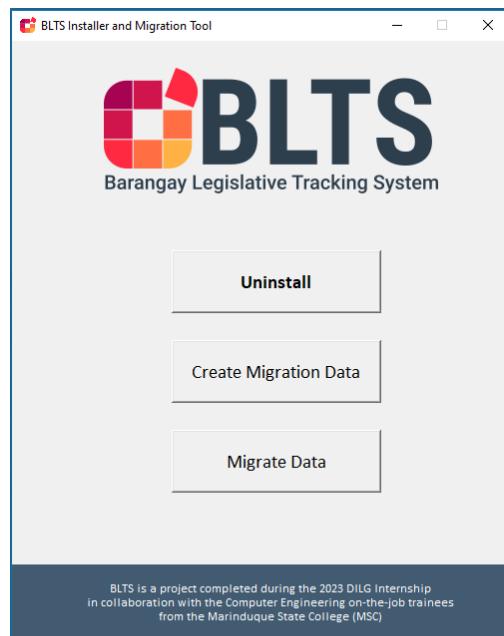
DATA MIGRATION

If one opted for a new device and would want to install the Barangay Legislative Tracking System (BLTS) on a new device but would want to retain previously uploaded documents, users may use the data migration feature of the BLTS Installer and Migration Tool. The following section shows the steps of migrating BLTS data from an old device to a new device.

Creating migration data

Before the data migration actually takes place, it is required to extract the current BLTS data from the old device. Simply follow the following steps:

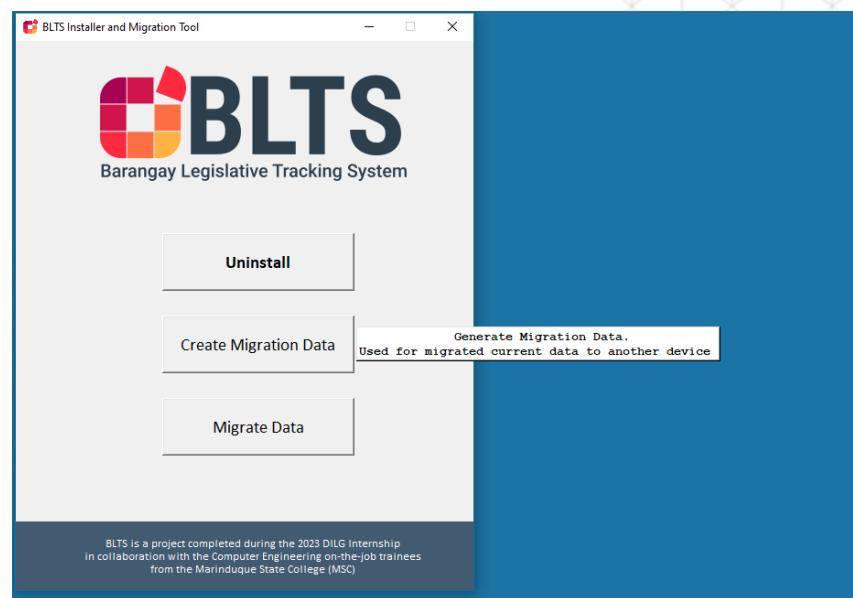
1. On the old device, open the BLTS Installer and Migration Tool



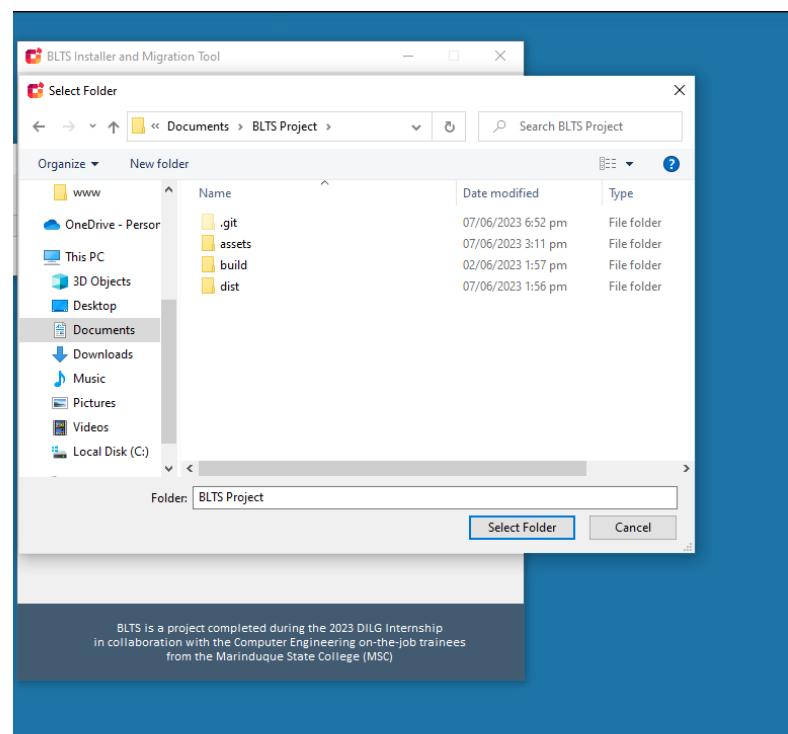


DATA MIGRATION

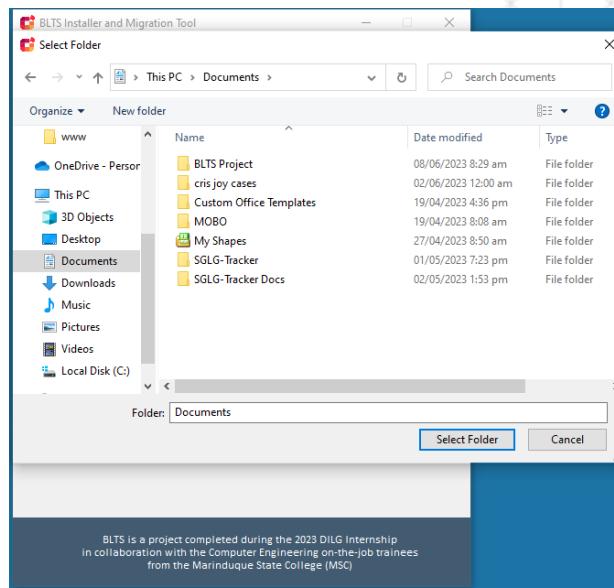
2. Select Create Migration Data button



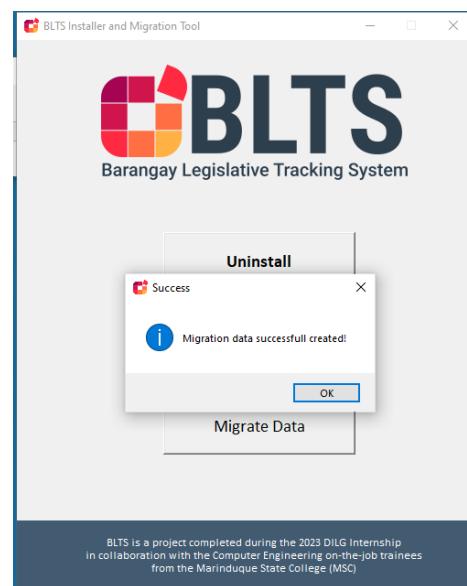
3. A prompt will open up asking where to save the extracted data.



- After selecting the target folder, the data will be extracted in that folder.



- Save the extracted data on an external device (USB Flash Drive or using cloud storage).



Migrating Data

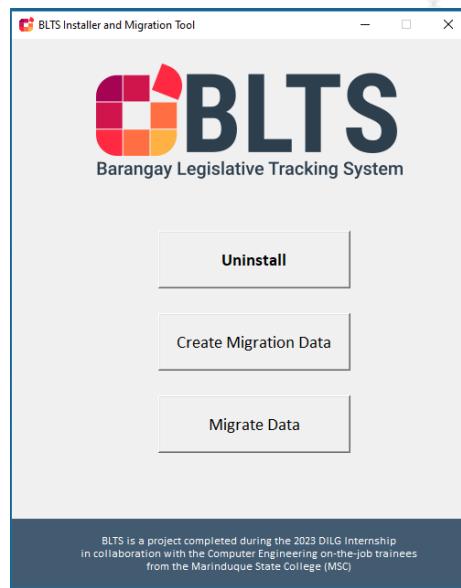
After creating the migration data from the old device. Next comes the actual migration process. Simply follow the following steps:

- On the new device, install Laragon. For the full instructions for installing Laragon, please refer to page 5.
- Copy the extracted BLTS data to the new device.

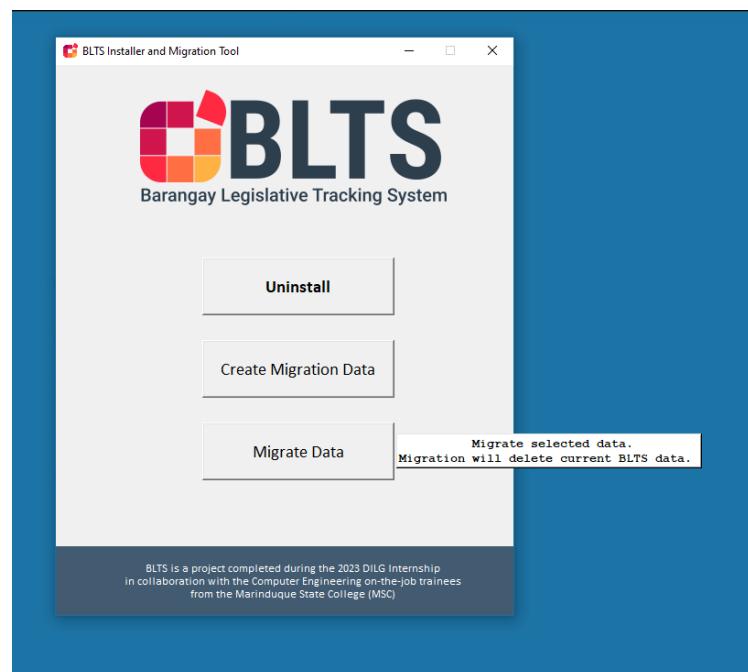


DATA MIGRATION

3. Open BLTS Installer and Migration Tool.



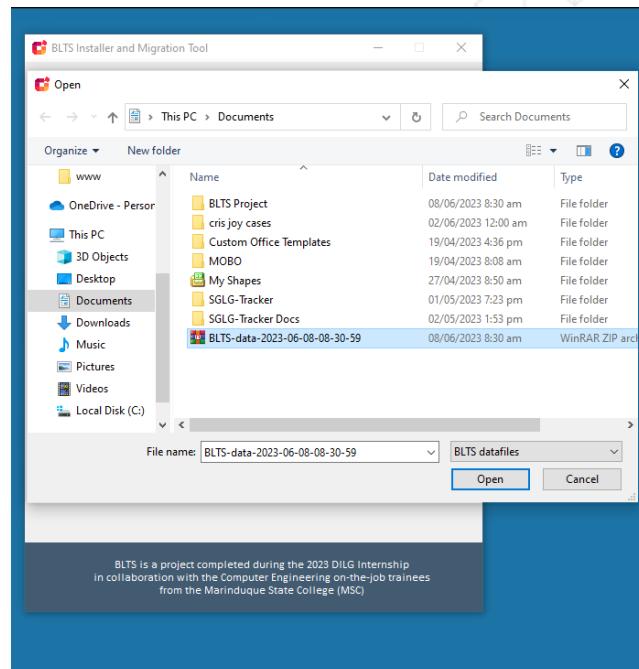
4. Select Migrate Data button.



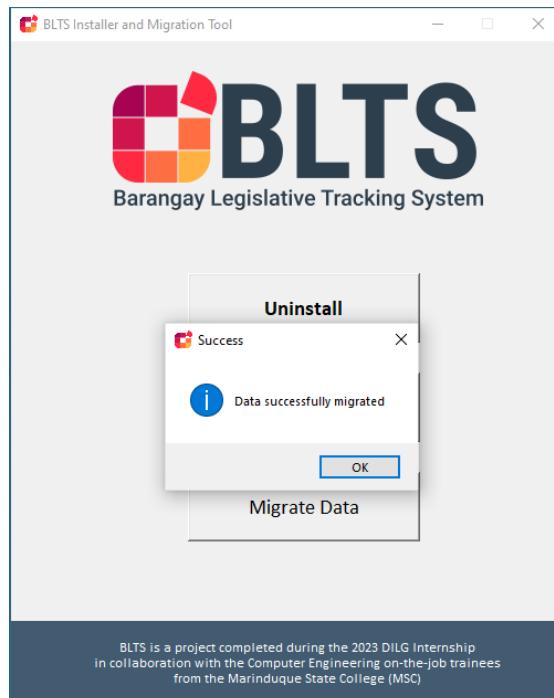


DATA MIGRATION

5. A prompt will open up asking the extracted data file. Simply select the extracted data and click open.



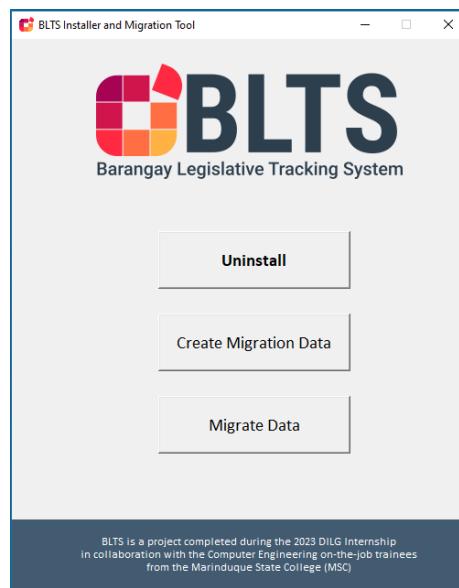
6. Wait for the migration process to finish.



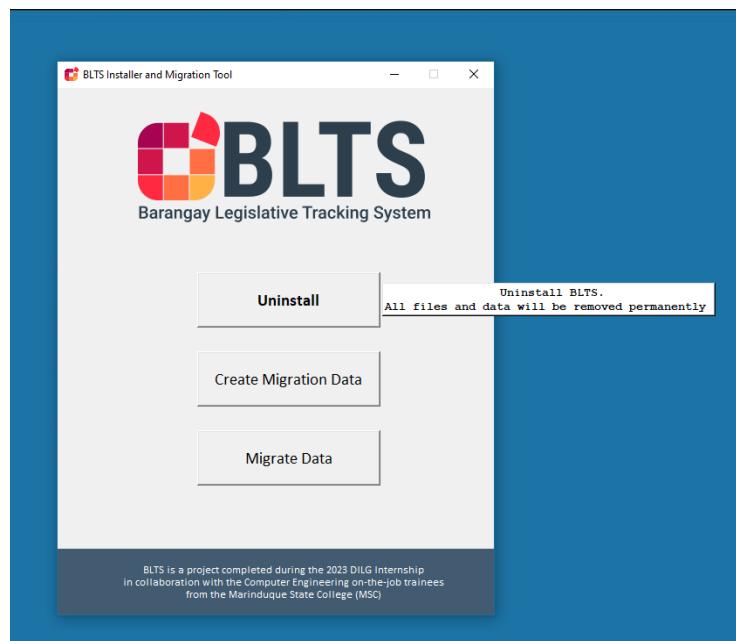
UNINSTALLING

If you want to uninstall the Barangay Legislative Tracking System, you may wish to do so using the BLTS Installer and Migration Tool or manually deleting the application. However, it is recommended to use the BLTS Installer and Migration Tool for a cleaner uninstall.

1. Open the BLTS Installer and Migration Tool



2. Click Uninstall



3. Wait for the uninstall process to finish



Notes:

- If an error occurred during uninstallation, you may manually remove the application by deleting the source code (BLTS folder) from `C:\laragon\www`
- You may also wish to uninstall Laragon

TECHNICAL NOTES

This section discusses commonly occurring problems and how to deal with them. However, not all cases may not be reflected here and may require your own knowledge to deal with them.

Troubleshooting

Problem: When updating, document's information is not reflected on the update modal.

Possible Solution: Reload the page

Problem: No authors are shown in the author selection dropdown

Possible Solution: Reload the page

Problem: Page shows server error message

Possible Solution: Reload the page

System Requirements:

- Windows 10 and above.
- CSS3 compatible browsers (i.e. Microsoft Edge and Google Chrome)

Note: Internet Explorer is no longer supported in opening the website.

Additional Notes:

- Always make sure that the administration start and end dates are correct before submitting as this can't be edited at the moment
- Please do not click submit button twice especially when uploading documents as this may result to duplicate documents being uploaded
- You can't delete documents uploaded on past administration
- Deleted documents can only be restored if that document is a document of the current administration.