



Admin Guide

DILG Marikina Provincial Office

June 2024



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INTRODUCTION

PREFACE

Barangay Legislative Tracking System (BLTS) is an online 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 for barangays to easily submit necessary documents to their respective municipalities. The admin can monitor the uploaded documents within their municipality through visiting the website's link: blts.test/admin.

The target users of the Barangay Legislative Tracking System website for admins are the municipalities of each barangay.

The following sections shows the process of using the Barangay Legislative Tracking System for admins



REGISTRATION

LOG IN

To access the BLTS website as an admin, search for blts.test/admin to be redirected to the login page for admins. Use the admin credentials provided by the developers, which include an email and password. After logging in successfully, you can edit your account details as needed.


DILG MARINDUQUE

Barangay Legislative Tracking System (BLTS) is an online repository platform for archiving Barangay Legislative Records. Barangay Secretary uploads code of ordinances, ordinances, resolutions and others.

a project by

ONE MARINDUQUE
DILG - LGRC

Login Account
Enter Your BLTS Account



Please Enter your Admin Credentials

Email

Password

Login

[Forgot Password?](#)



ADMINISTERING BLTS

GETTING STARTED WITH BLTS

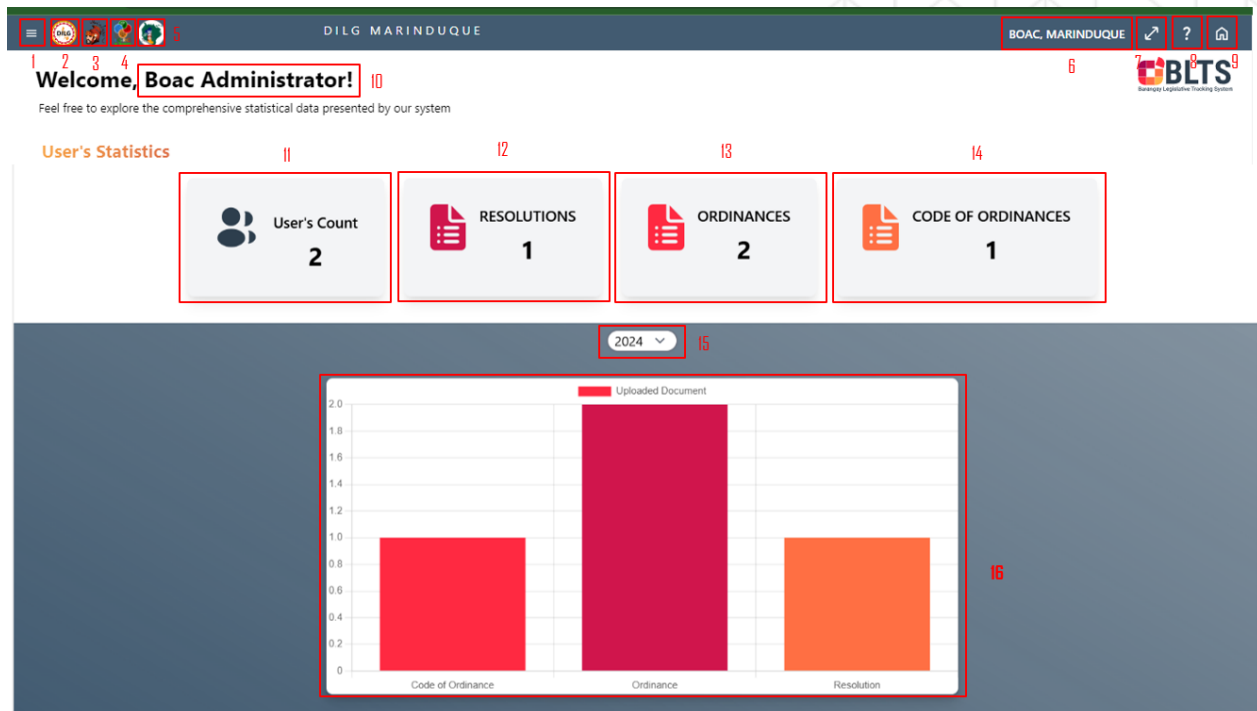
The Barangay Legislative Tracking Systems for Admins is a user-friendly tool that helps municipalities keep track of documents uploaded by barangays. It ensures smooth communication between barangays and municipal authorities, making it easy to monitor resolutions, ordinances, and other important materials. With this system, administrators can efficiently review documents, ensure compliance, and make informed decisions to improve governance practices.

Navigation Bar

The homepage for admins features a variety of elements for easy navigation and access to essential information. It includes a sidebar for quick access to different sections, logos of relevant organizations such as DILG, DILG Marinduque, LGRC, and One Marinduque. It also contains options for entering or exiting full screen mode, and links to pages like "About Us" and "Home". Additionally, admins can view the counts of users, resolutions, ordinances, and codes of ordinances. And on the bottom, a yearly statistical graph for visual data representation of uploaded documents of barangays



ADMINISTERING BLTS



Legend:

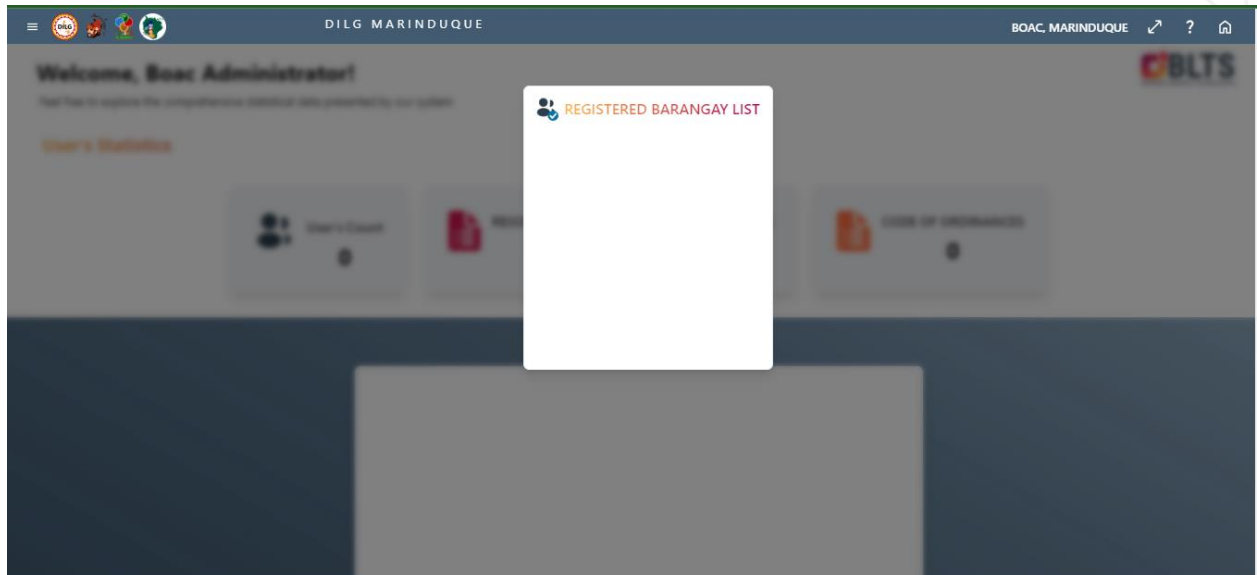
- | | | |
|-------------------------|---------------------------|-----------------------------|
| 1. Sidebar | 7. Enter/Exit Full Screen | 13. Ordinance Count |
| 2. DILG Logo | 8. About Us | 14. Code of Ordinance Count |
| 3. DILG Marinduque Logo | 9. Home | 15. Term Year |
| 4. LGRC Logo | 10. Administrator | 16. Statistical Graph |
| 5. One Marinduque Logo | 11. User Count | |
| 6. Address | 12. Resolution Count | |



ADMINISTERING BLTS

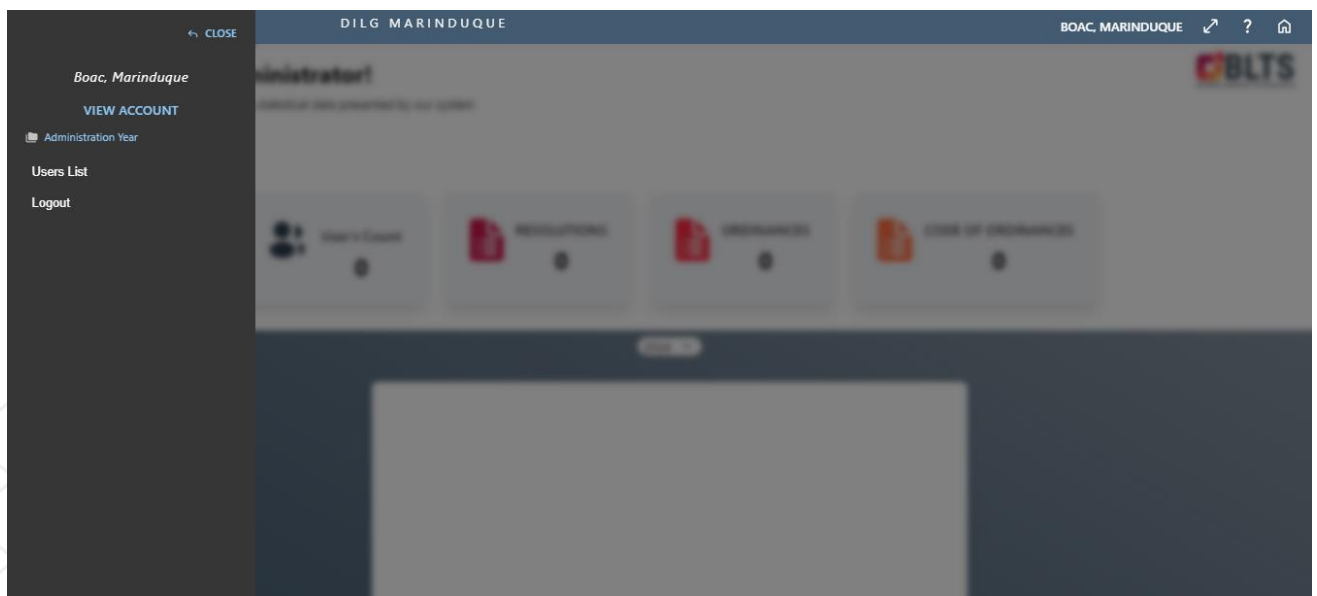
View User's Count

Clicking on the user count will show you a list of registered barangays. This helps you easily find and access information about different barangays on the platform.



Sidebar Navigation

The sidebar, located in the upper left corner, provides quick access to the user's list and the option to logout.





ADMINISTERING BLTS

User's List

To view the list of users that are registered, go to the User's List found at the sidebar. The user's list contains the count of barangays within the municipality, and their registered barangays members. The table contains information of the barangay regarding their email address, and action. The action column is used for visiting the users by pressing the "Visit" button. Once click, it will redirect the admin to the user dashboard of the clicked user. The admin will be able to know the uploaded documents of the users, view and edit the files uploaded by the users.

The screenshot shows the dashboard of the BOAC, Marikina City. The header includes the DILG Marikina City logo and the text "DILG MARIKINA CITY" and "BOAC, MARIKINA CITY". The main content area displays a greeting "Hello, Boac Administrator" and two summary cards: "No. of Barangay" with a value of 61 and "Registered Members" with a value of 0. Below these is the "Users List" section, which includes a search bar labeled "Type a keyword..." and a table with columns "Barangay", "Email", and "Action". The table currently shows "No matching records found" and has "Previous" and "Next" buttons at the bottom right.

Note:

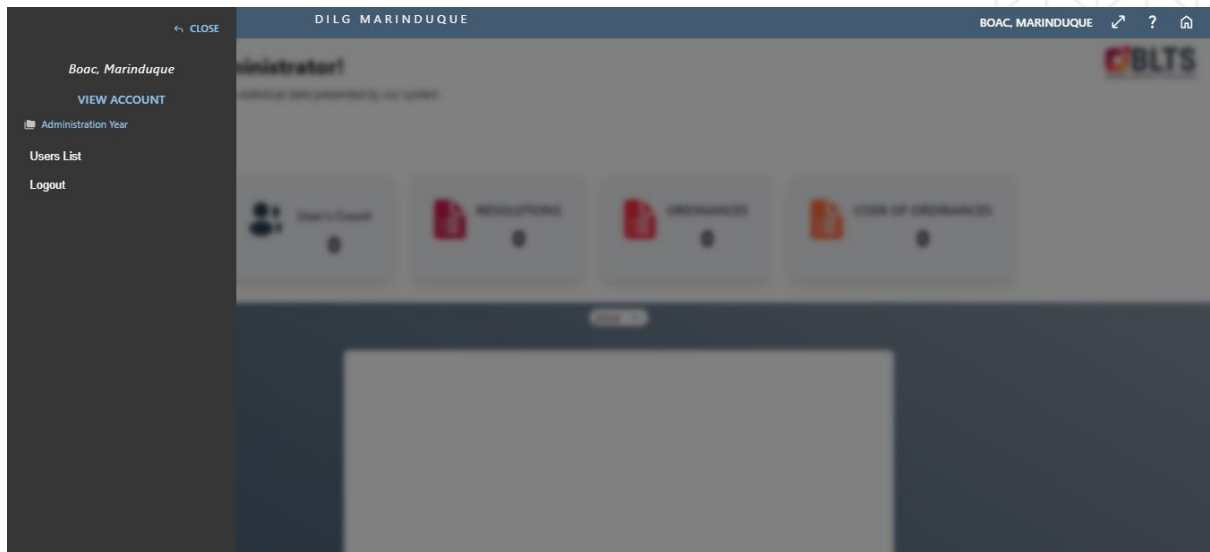
The process of the visiting the users is not yet implemented. Only redirection is present.



ADMINISTERING BLTS

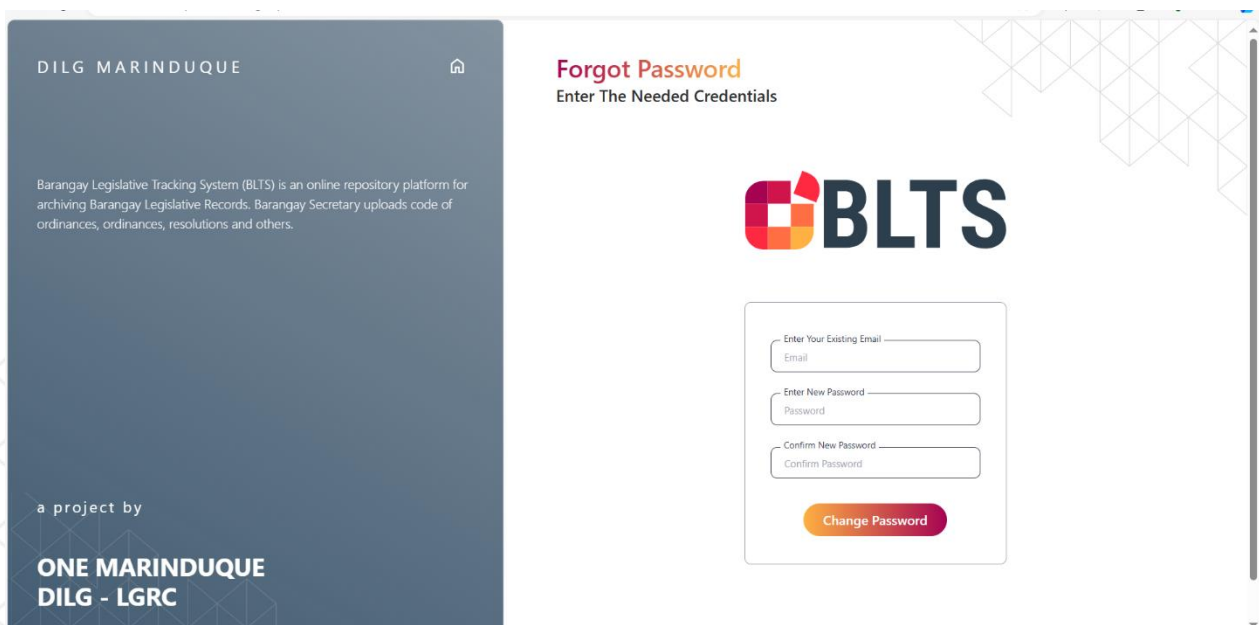
Logout

To logout your account, scroll down to the bottom of the sidebar and press the logout button.



Forgot Password

In case of forgetting your password, click on "Forgot Password" to reset your password. Using your email, input your new password and confirm it. If you've forgotten your email, please contact the DILG Municipal Office for your email. Once successfully changed, click on the Home icon and log in with your new password. You can visit back the link blts.test/admin so you'll be able to login using your new credentials.

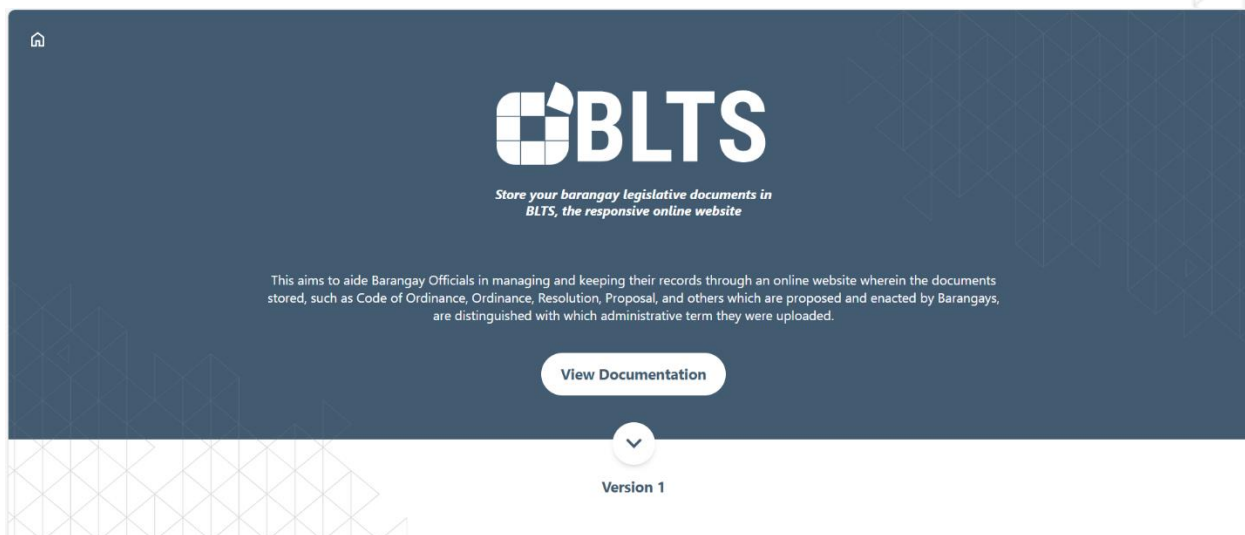




ABOUT US

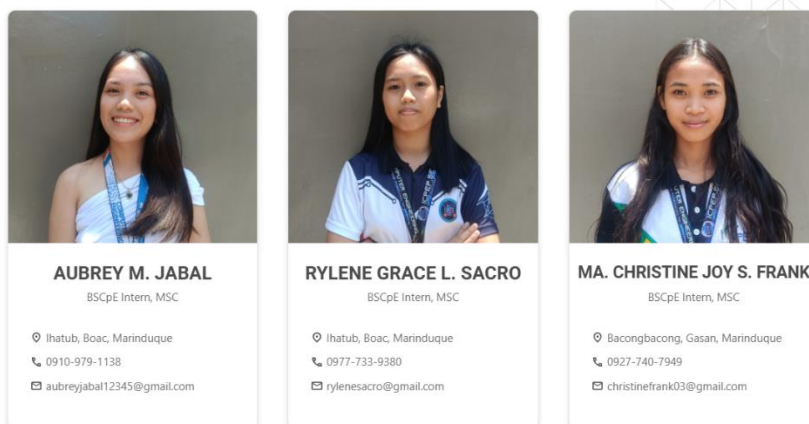
ABOUT US

The About Us button (8) redirects you to the personal information about those involved in developing the BLTS. Along attached is the documentation of the User Manual. To view the Admin Guide, click on “View Documentation”.



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Local Government Monitoring and Evaluation Section





ABOUT US

Local Government Capacity Development Section



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