



User Manual

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 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.

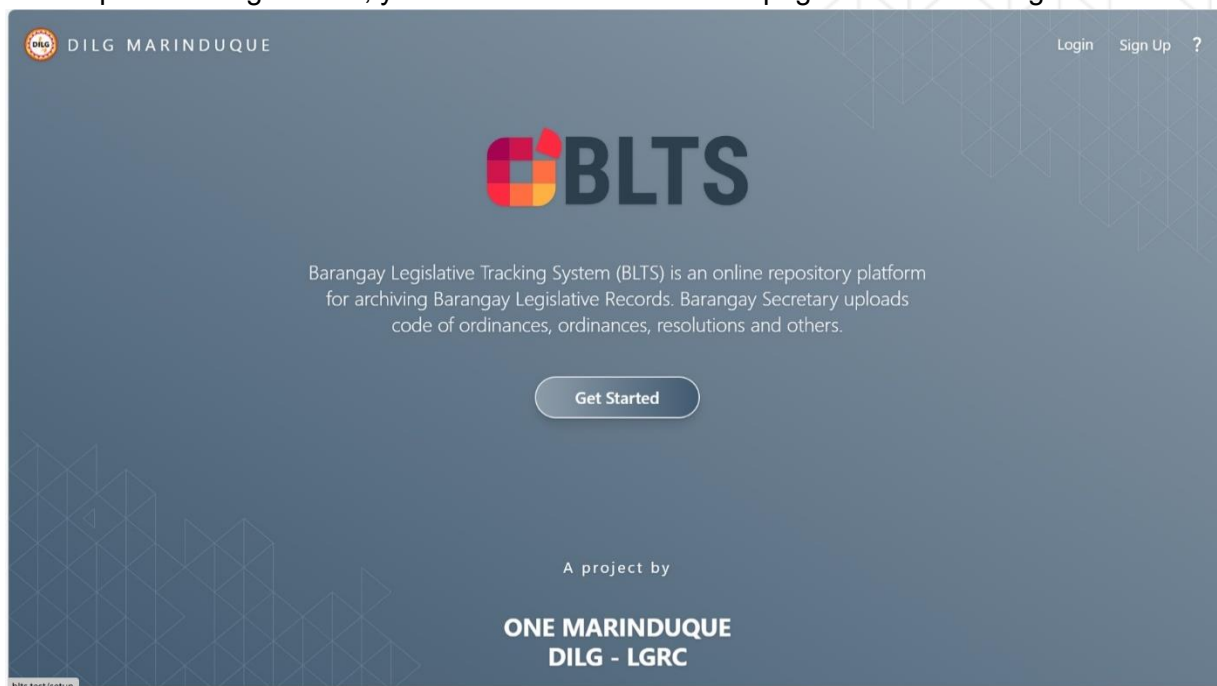
The following sections shows the process of using the Barangay Legislative Tracking System from installation, setup and to the actual usage of the system's interface.



REGISTRATION

Welcome to BLTS

Upon entering the link, you'll be directed to the homepage of BLTS. Let's get started



REGISTRATION

In the search bar of your web browser, you can search for blts.test/login or click the login button to be redirected to the login page. Users are 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 the registration 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.

DILG MARINDUQUE

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

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Register Account

Create Your BLTS Profile

Municipality

Select Municipality...

Barangay

Select Barangay...

Administrative Year / Term Year

From AY start date To AY end date

Punong Barangay

Punong Barangay

Barangay Secretary

Barangay Secretary

Email

Email

Sangguniang Barangay Members

1. SB Member No.1
2. SB Member No.2
3. SB Member No.3
4. SB Member No.4
5. SB Member No.5

Upload SB Logo

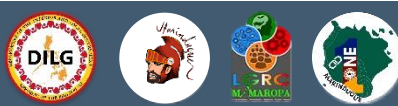
Click here to Upload SB Logo

Password

Password

Register

If you already have an account [Login here](#)



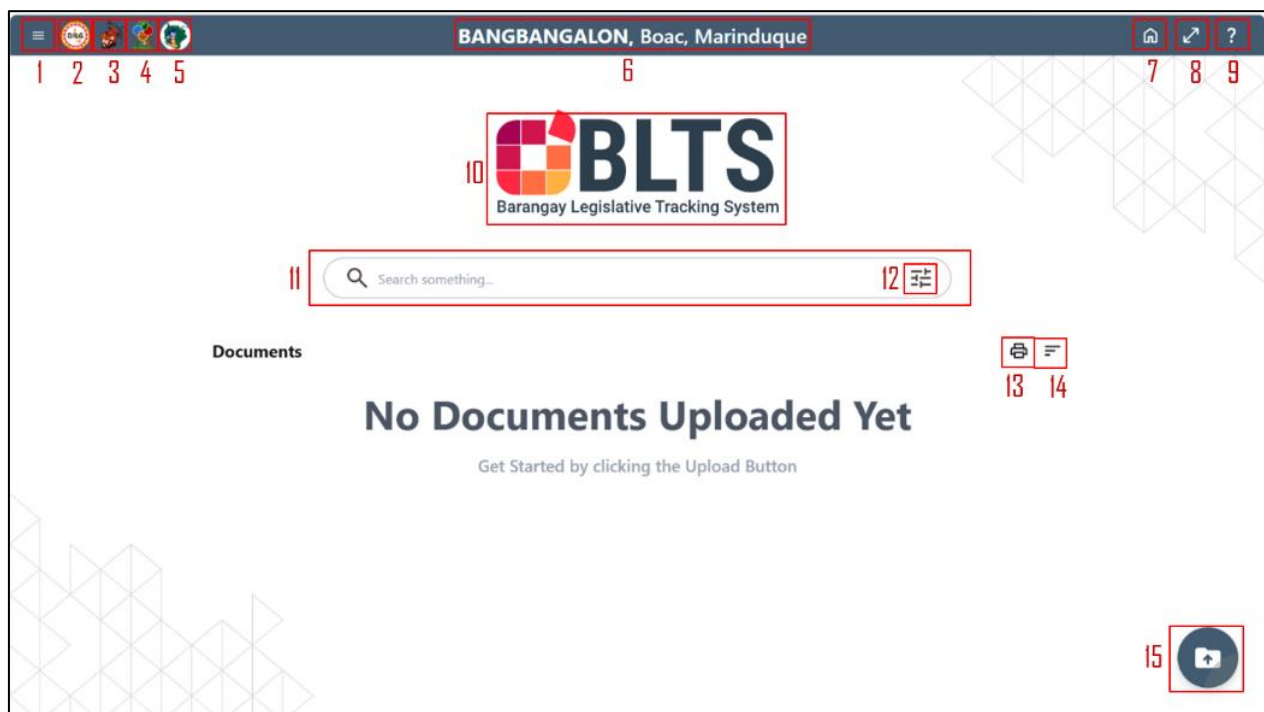
GETTING STATED WITH BLTS

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.

Navigation Bar

The navigation bar consists of a sidebar (1) on the upper left side with the logos of DILG (2), DILG Marikina (3), LGRC (4), and ONE Marikina TWG (5), respectively. The sidebar (1) 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 (6) currently signed in on the website while on the upper right is the home icon (7) that redirects user's back to the dashboard, enter or exit full screen button (8), and about us button (9).

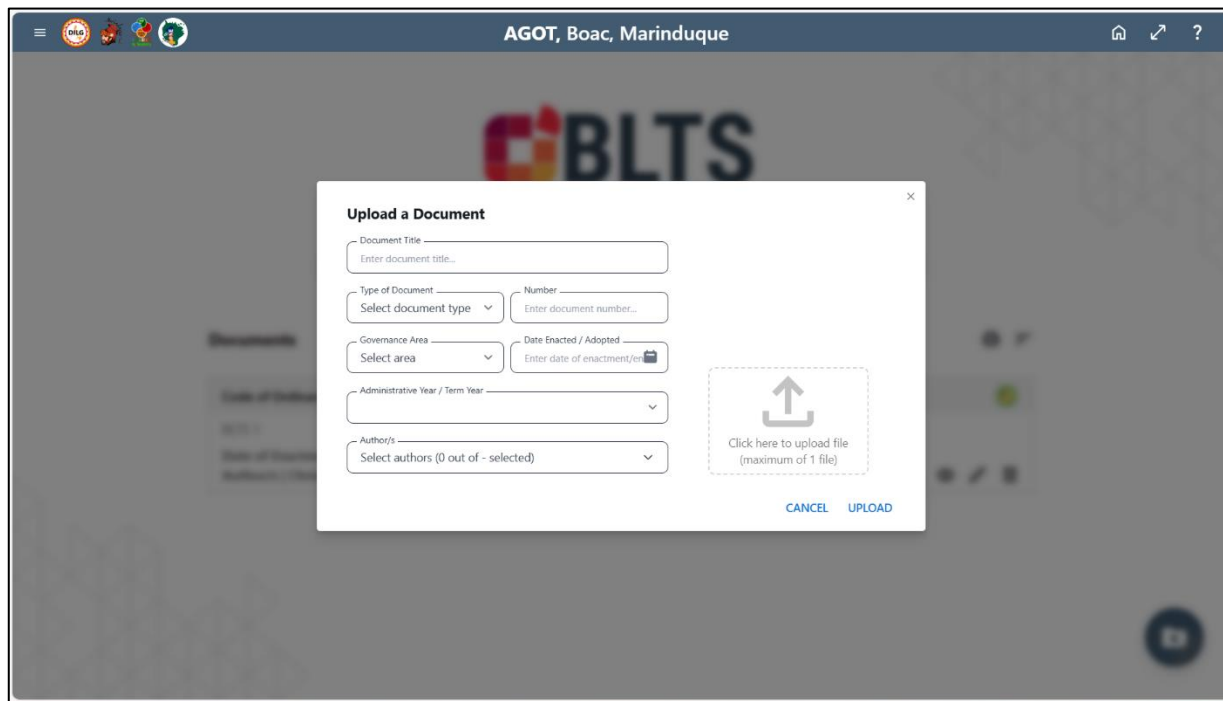


Legend:

- | | | |
|-----------------------|--------------------------|----------------------|
| 1. Sidebar | 6. Address | 11. Search Bar |
| 2. DILG Logo | 7. Home | 12. Search Filter |
| 3. DILG Marikina Logo | 8. Enter/Exit Fullscreen | 13. Print Document |
| 4. LGRTC Logo | 9. About | 14. Sort Document |
| 5. One Marikina Logo | 10. BLTS Logo | 15. Upload Documents |

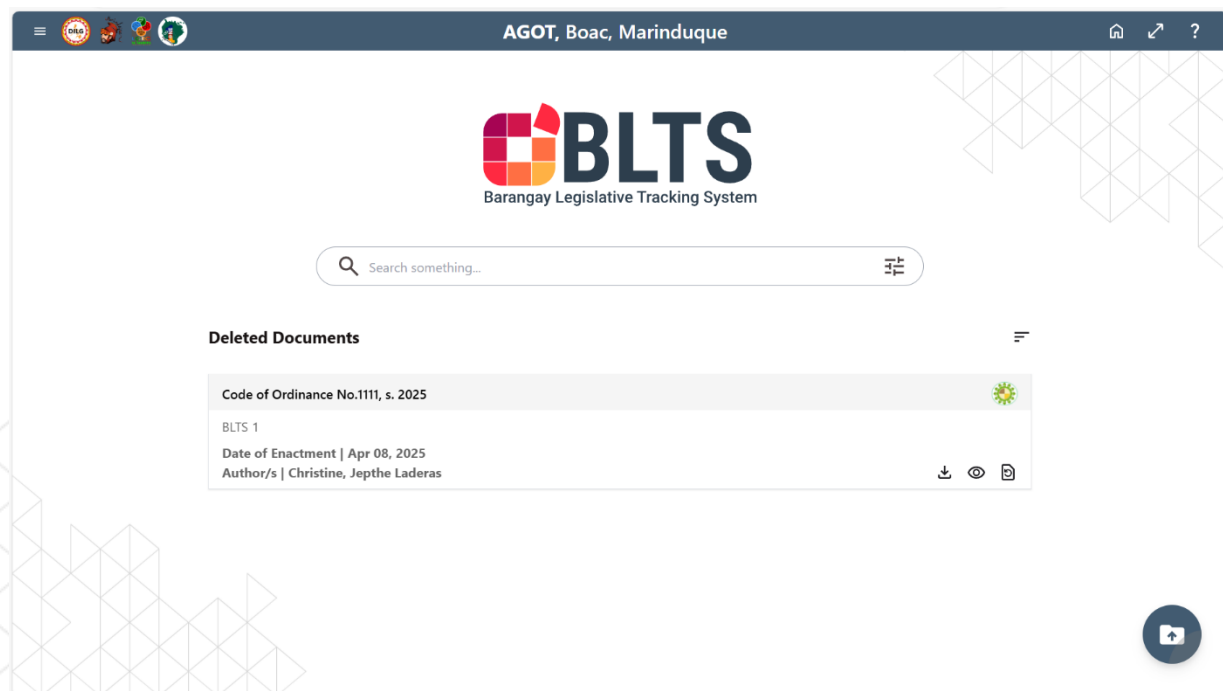
How to Upload Documents

The upload button (15), 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.



The screenshot shows the 'Upload a Document' modal form. The form contains the following fields:

- Document Title:** A text input field with a placeholder 'Enter document title...'.
- Type of Document:** A dropdown menu with a placeholder 'Select document type'.
- Number:** A text input field with a placeholder 'Enter document number...'.
- Governance Area:** A dropdown menu with a placeholder 'Select area'.
- Date Enacted / Adopted:** A date picker field with a placeholder 'Enter date of enactment/enacted'.
- Administrative Year / Term Year:** A dropdown menu with a placeholder 'Select year'.
- Author/s:** A dropdown menu with a placeholder 'Select authors (0 out of - selected)'.
- Upload Button:** A dashed box with an upward arrow icon and the text 'Click here to upload file (maximum of 1 file)'.
- Buttons:** 'CANCEL' and 'UPLOAD' buttons at the bottom right.



The screenshot shows the BLTS main interface. The header includes the BLTS logo and the text 'Barangay Legislative Tracking System'. Below the header is a search bar with the placeholder 'Search something...'. The main content area displays a list of 'Deleted Documents'.

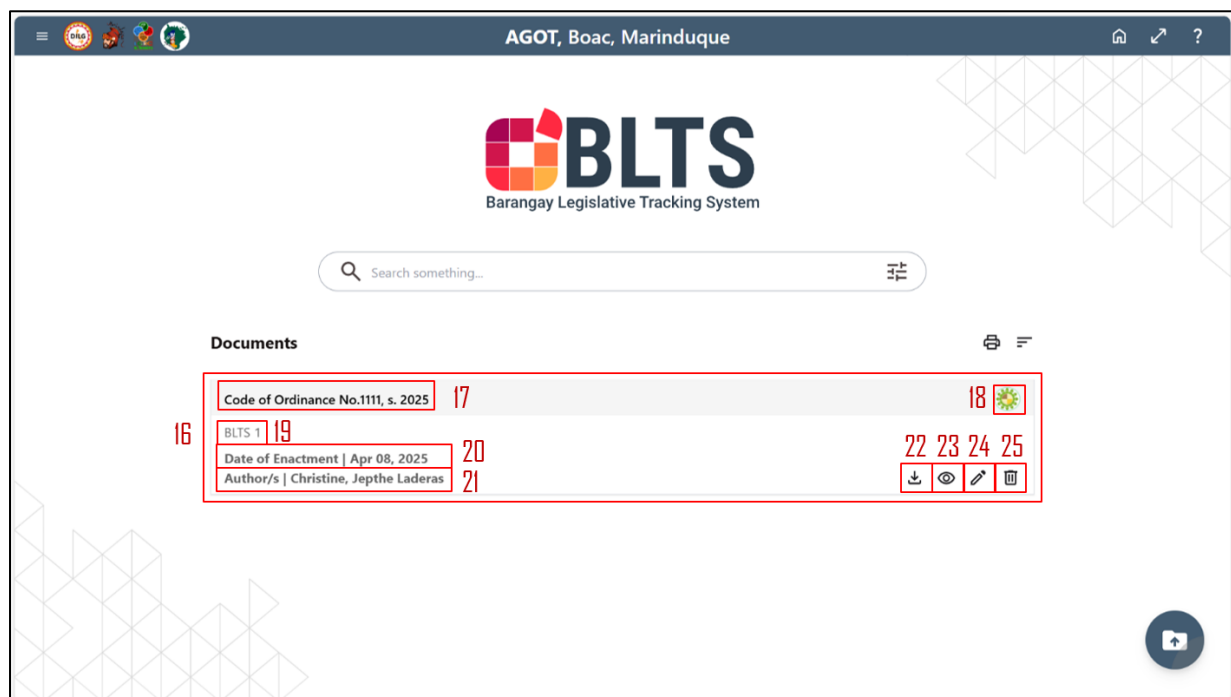
Code of Ordinance No.1111, s. 2025	
<p>BLTS 1</p> <p>Date of Enactment Apr 08, 2025</p> <p>Author/s Christine, Jephthe Laderas</p>	<p>Download</p> <p>View</p> <p>Print</p>



GETTING STATED WITH BLTS

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.

Document Management



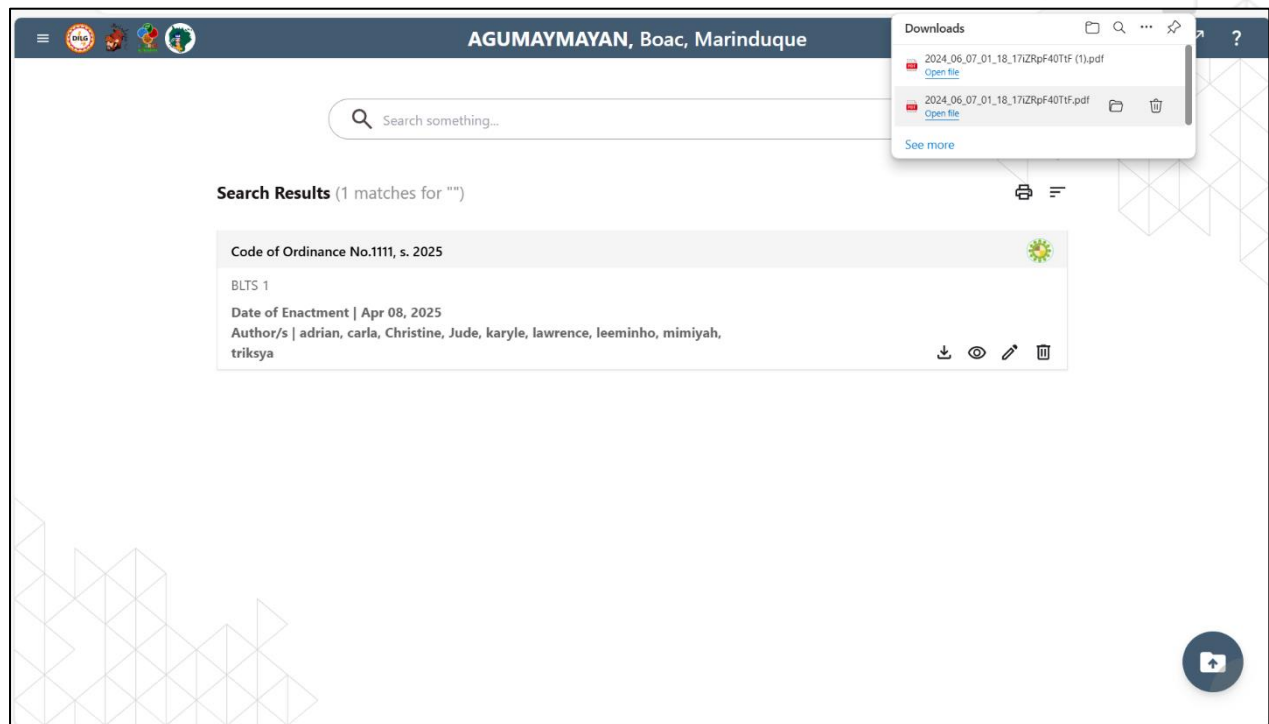
Legend:

- 16. Uploaded Document
- 17. Document Type, Number, and Series
- 18. Governance Area
- 19. Document Title
- 20. Date of Enactment

- 21. Author/s
- 22. Download Document Button
- 23. View Document Button
- 24. Update Document Button
- 25. Delete Document Button

Downloading Documents

The users can also download the uploaded documents. The download document button (22) is located in the lower right side of every document card.

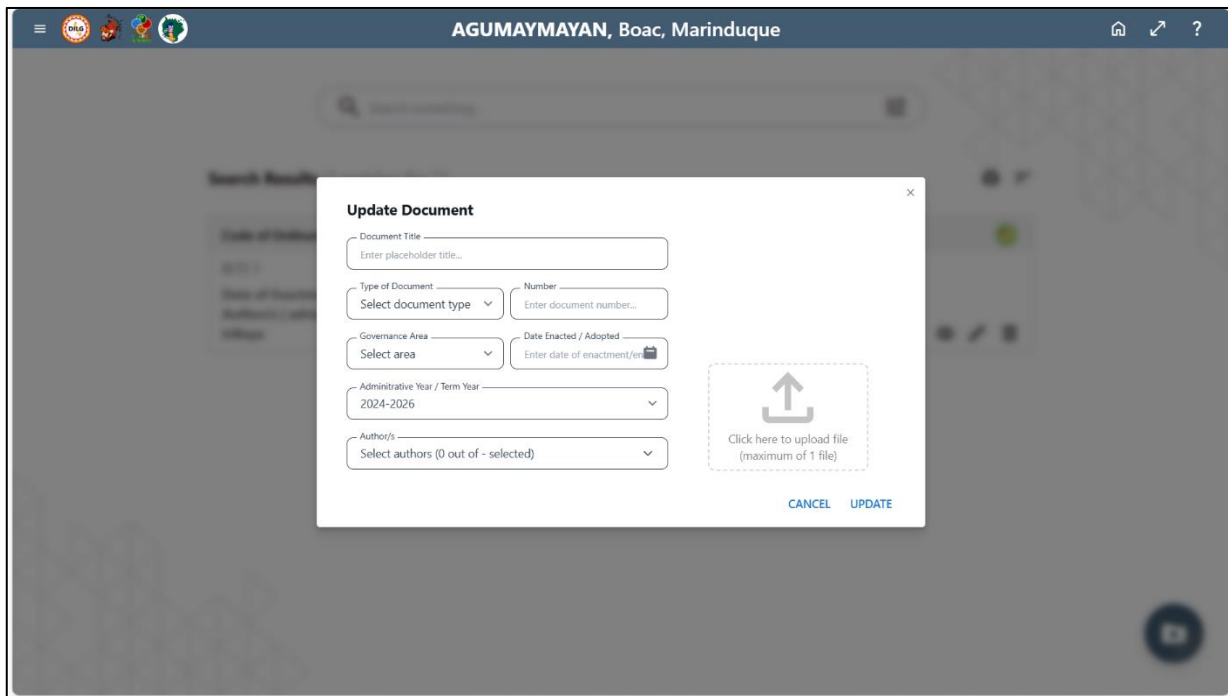


Viewing Documents

The users can view or open a document using the view document button (23). A floating window will open for the document viewer showing the document's contents.

Updating Documents

There is also a feature of the BLTS website, the edit document button (24), which will be used if ever the user had mistaken on the document's information while uploading a document. Upon clicking, it will be possible to edit document's information previously entered during the upload process.



The screenshot shows the BLTS website interface with the 'Update Document' modal form open. The form is titled 'Update Document' and contains the following fields:

- Document Title:** A text input field with a placeholder 'Enter placeholder title...'.
- Type of Document:** A dropdown menu with the option 'Select document type'.
- Number:** A text input field with a placeholder 'Enter document number...'.
- Governance Area:** A dropdown menu with the option 'Select area'.
- Date Enacted / Adopted:** A text input field with a placeholder 'Enter date of enactment/enacted' and a calendar icon.
- Administrative Year / Term Year:** A dropdown menu with the option '2024-2026'.
- Author/s:** A dropdown menu with the option 'Select authors (0 out of - selected)'.

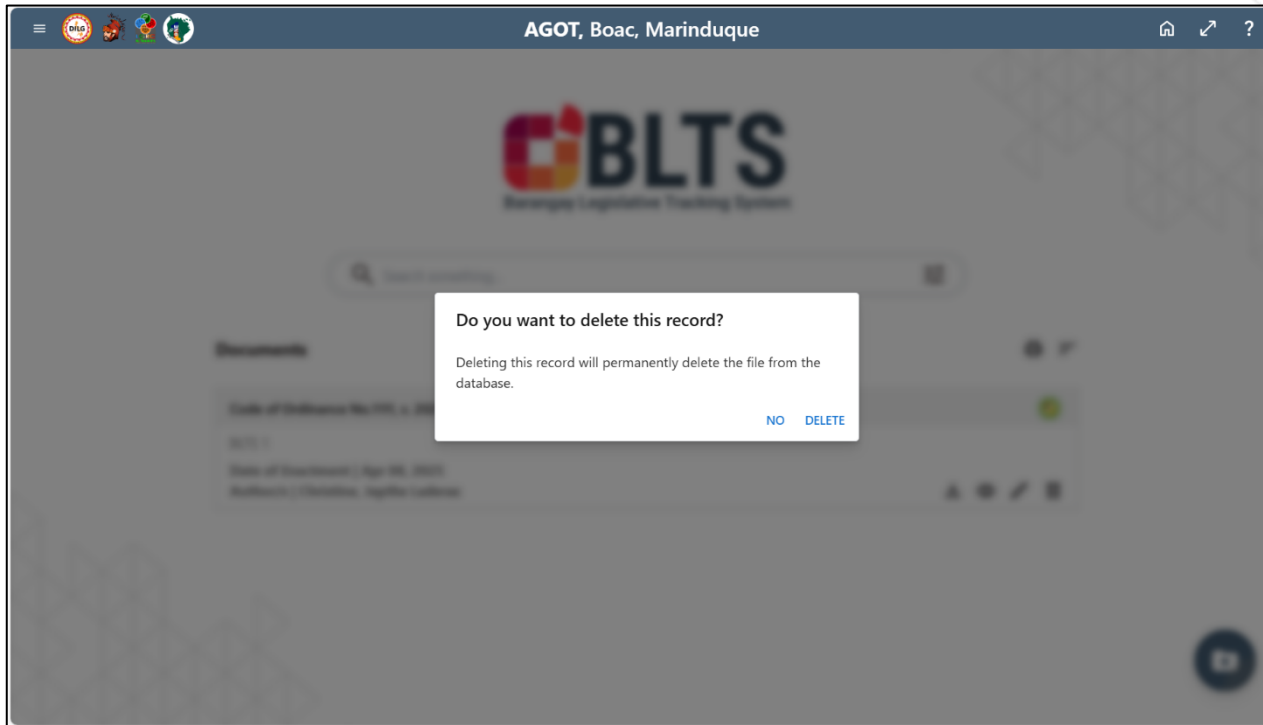
Below the form fields, there is a dashed box with an upload icon and the text 'Click here to upload file (maximum of 1 file)'. At the bottom right of the modal, there are two buttons: 'CANCEL' and 'UPDATE'.



GETTING STATED WITH BLTS

Deleting Documents

The delete document button (25) 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.





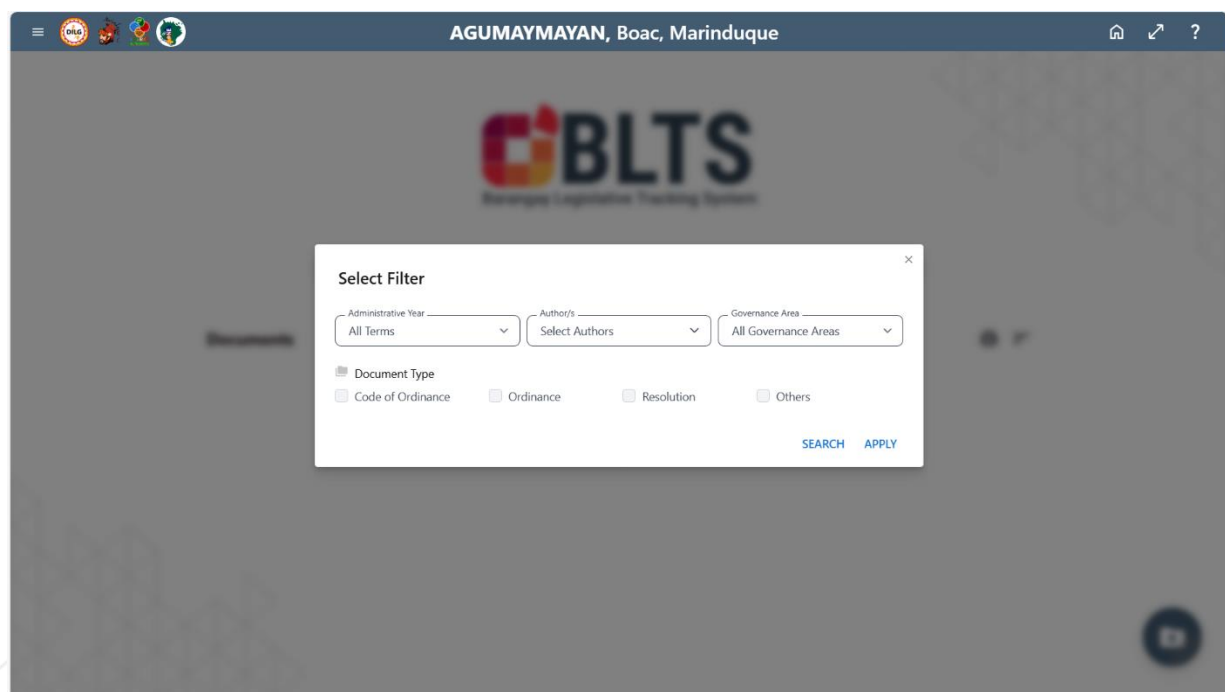
GETTING STATED WITH BLTS

How to Search for Documents

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.

You can search for documents based on certain criteria such as per document type, governance areas, or administration year using the search bar (11). A more powerful search criteria which combines different criteria can be set using the search filter feature (12).

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 criterion can be set for administrative year and governance areas. 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.



Notes:

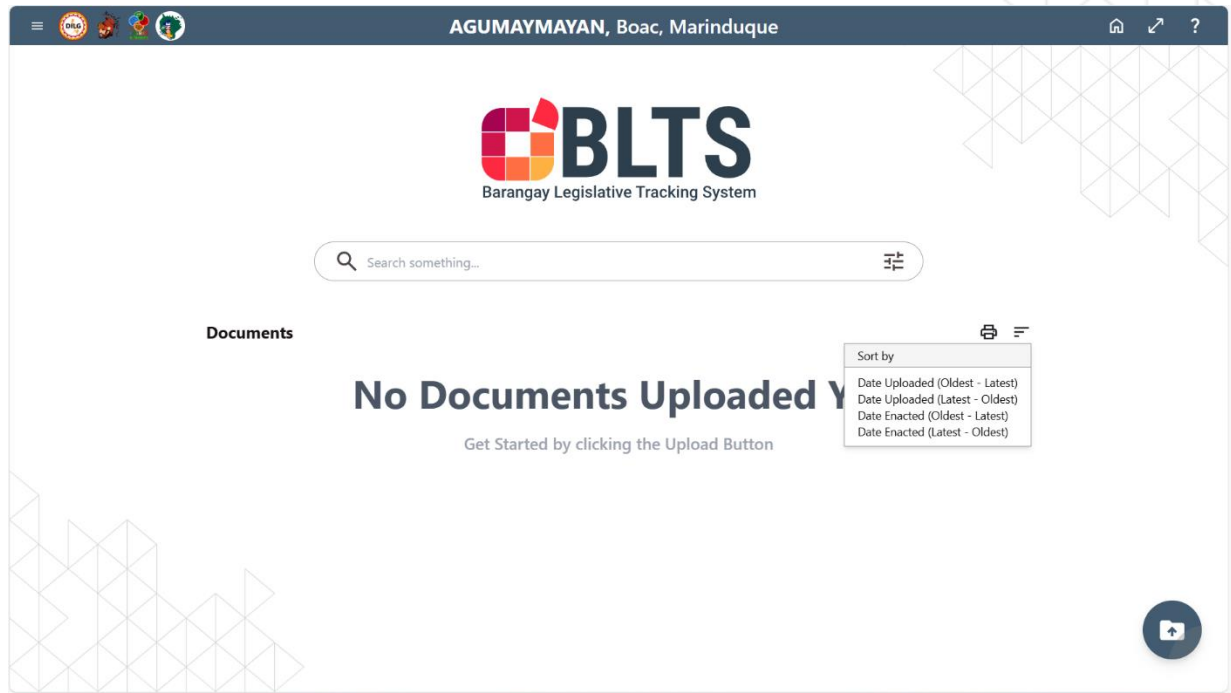
- Entering empty value on the search bar will search for the applied filter in the search filter modal.
- As of this writing, the search function can only search for keywords contained in the title of the documents (so searches like “Ordinance No.1 s.2023” may not work).



GETTING STATED WITH BLTS

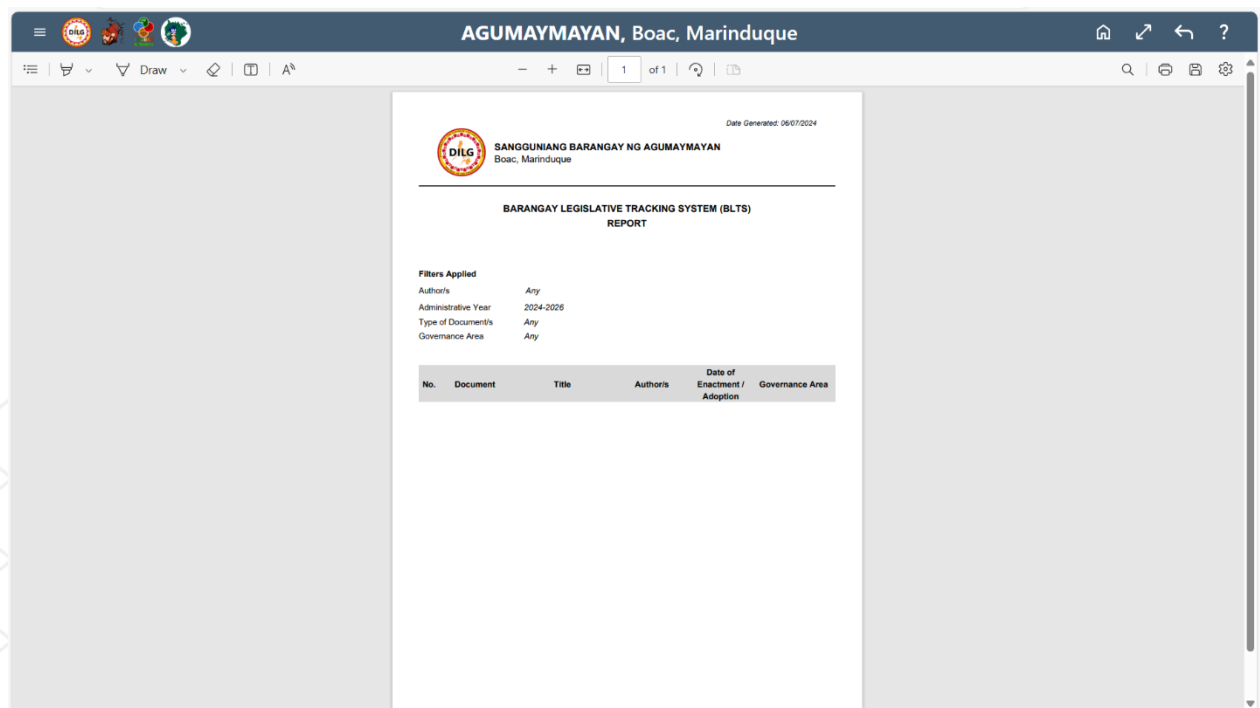
Sorting Documents

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.



Generating Report

The generate report icon (13) located in the upper right part of the document list, is used to generate a report showing the summary of the uploaded documents in table form.

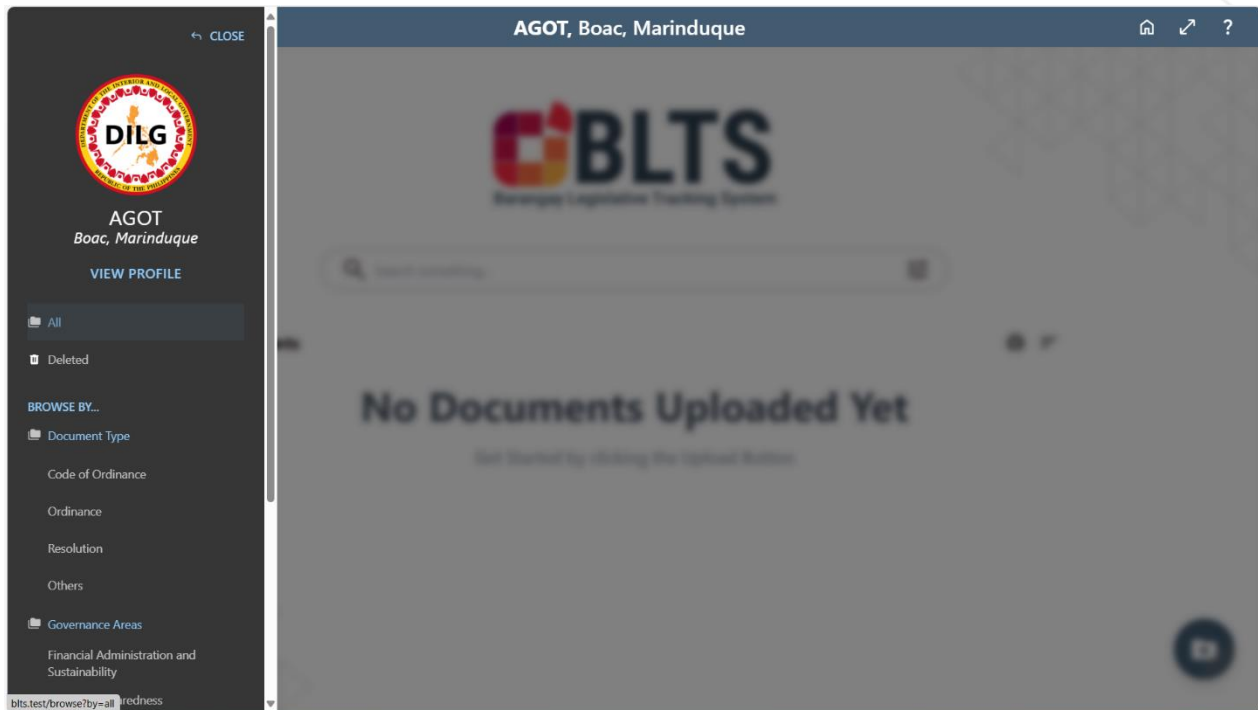




GETTING STATED WITH BLTS

Sidebar Navigation

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





GETTING STATED WITH BLTS

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.



Legend:

26. Edit Administration Profile

27. Menu Bar

28. Barangay Profile



GETTING STATED WITH BLTS

Editing Administration Profile

In case there is incorrect information regarding the barangay officials' 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.



Legend:

29. Cancel Edit

30. Confirm Edit



GETTING STATED WITH BLTS

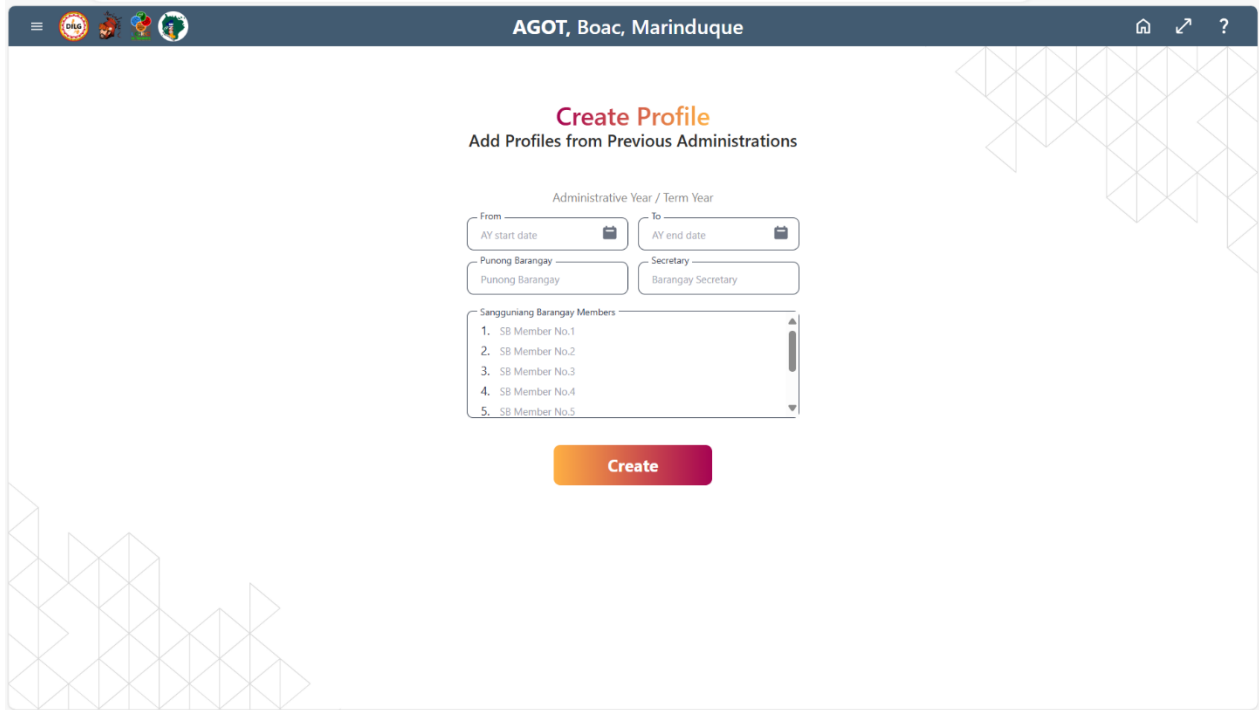
Viewing Past Administration Profile

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



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.



The screenshot shows a web application interface for 'AGOT, Boac, Marinduque'. The main heading is 'Create Profile' with the subtitle 'Add Profiles from Previous Administrations'. The form includes the following fields:

- Administrative Year / Term Year:** A range selector with 'From' and 'To' dropdowns, each with a calendar icon. Below 'From' is the label 'AY start date' and below 'To' is 'AY end date'.
- Punong Barangay:** A dropdown menu with 'Punong Barangay' as the selected option.
- Secretary:** A dropdown menu with 'Barangay Secretary' as the selected option.
- Sangguniang Barangay Members:** A list box containing five options: '1. SB Member No.1', '2. SB Member No.2', '3. SB Member No.3', '4. SB Member No.4', and '5. SB Member No.5'.

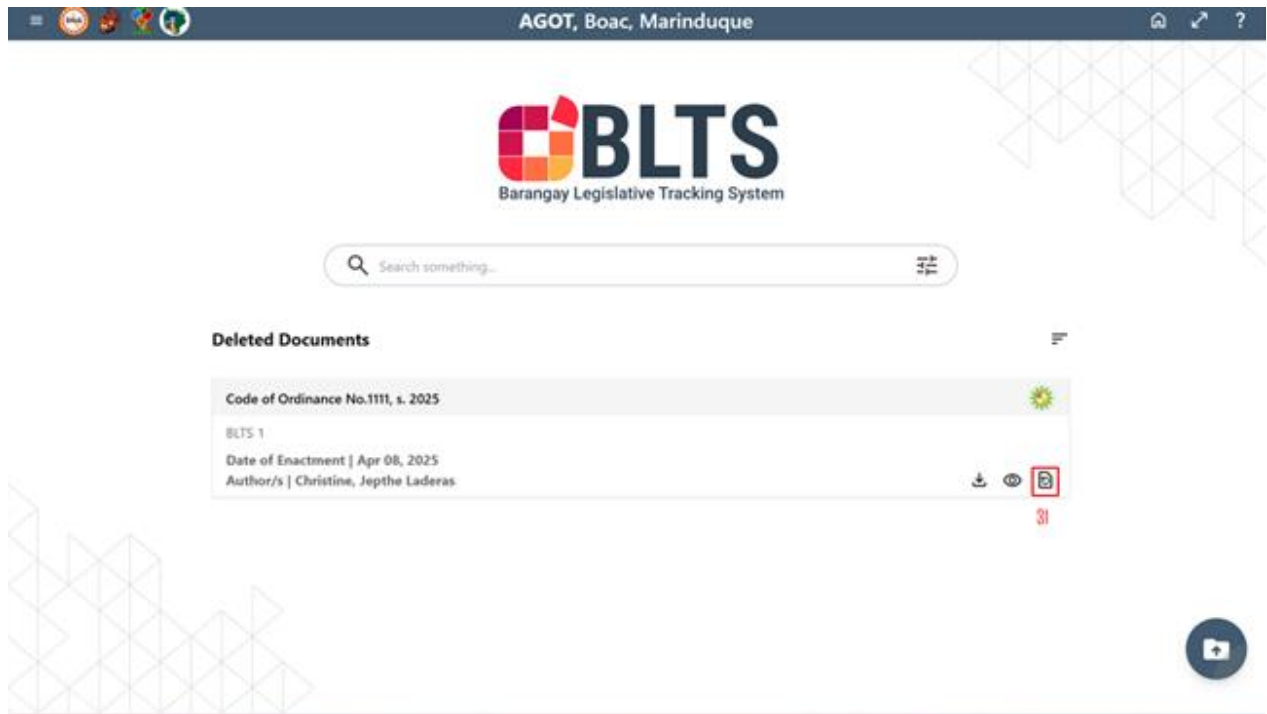
A 'Create' button is located at the bottom of the form.

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

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.



Legend: 31. Restore Document Button

Note:

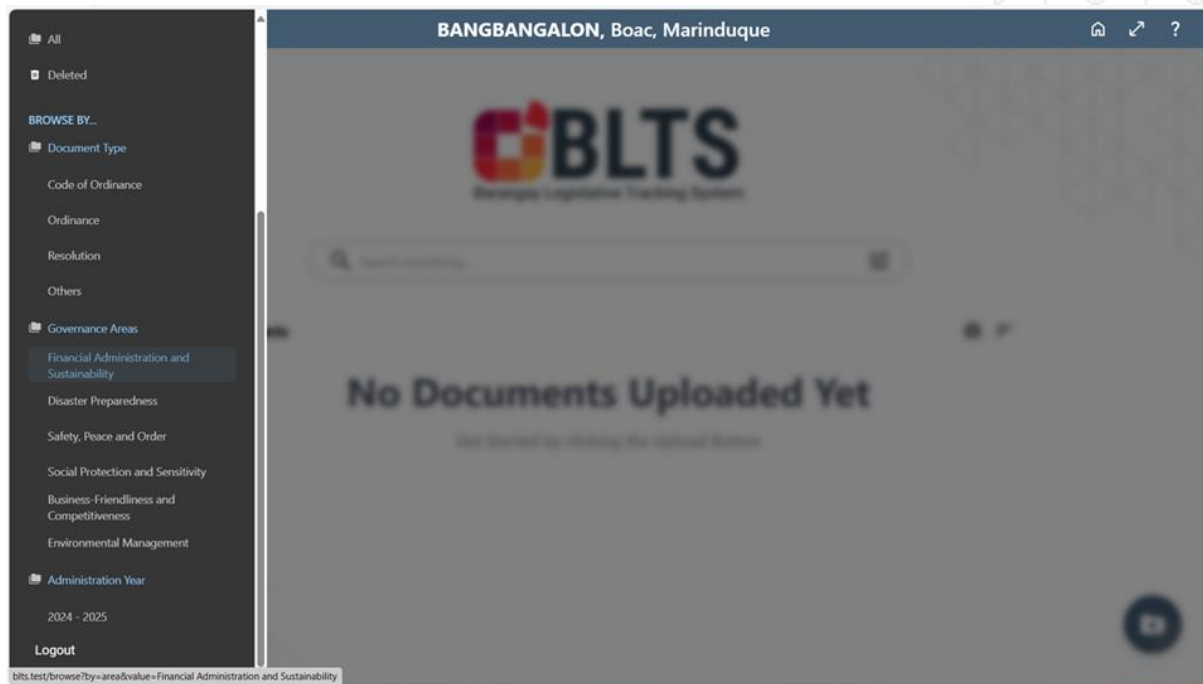
- Deleted documents can only be restored if the document's enactment date falls in the current administration's duration.



GETTING STATED WITH BLTS

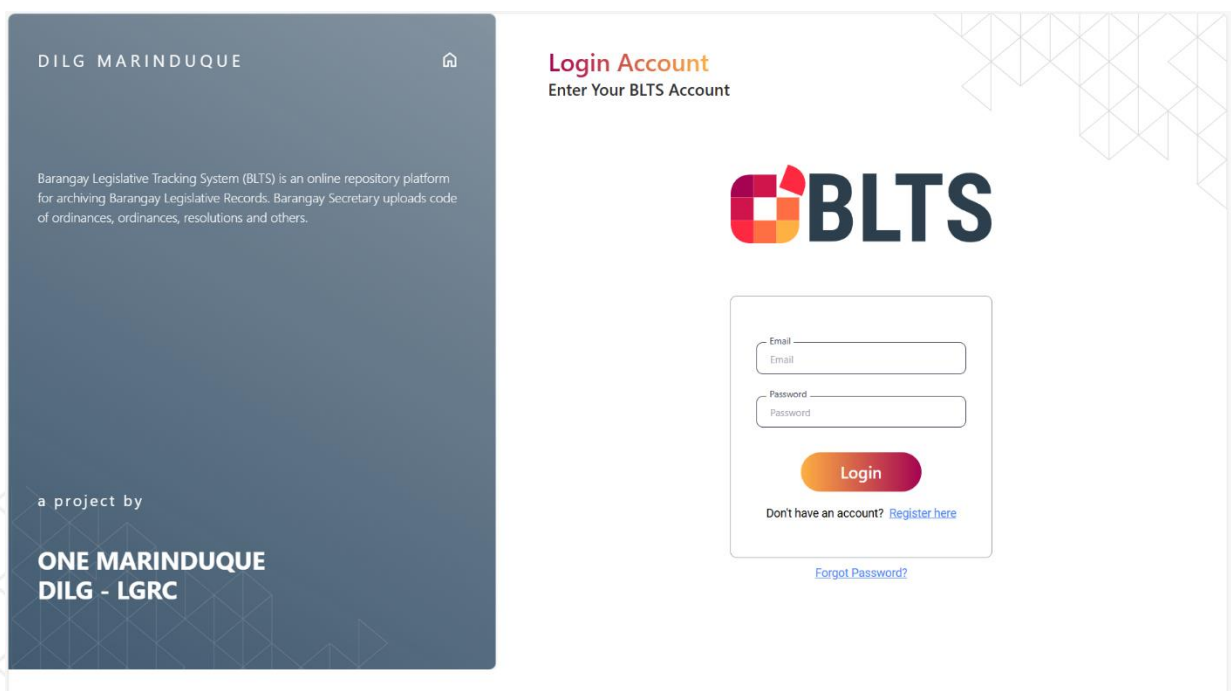
Logout

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



Login

You can access your account by entering the email and password used during setup.





GETTING STATED WITH BLTS

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 Provincial Office for your email. Once successfully changed, click on the Home icon and log in with your new password.

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.

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Forgot Password
Enter The Needed Credentials

BLTS

Enter Your Existing Email
Email

Enter New Password
Password

Confirm New Password
Confirm Password

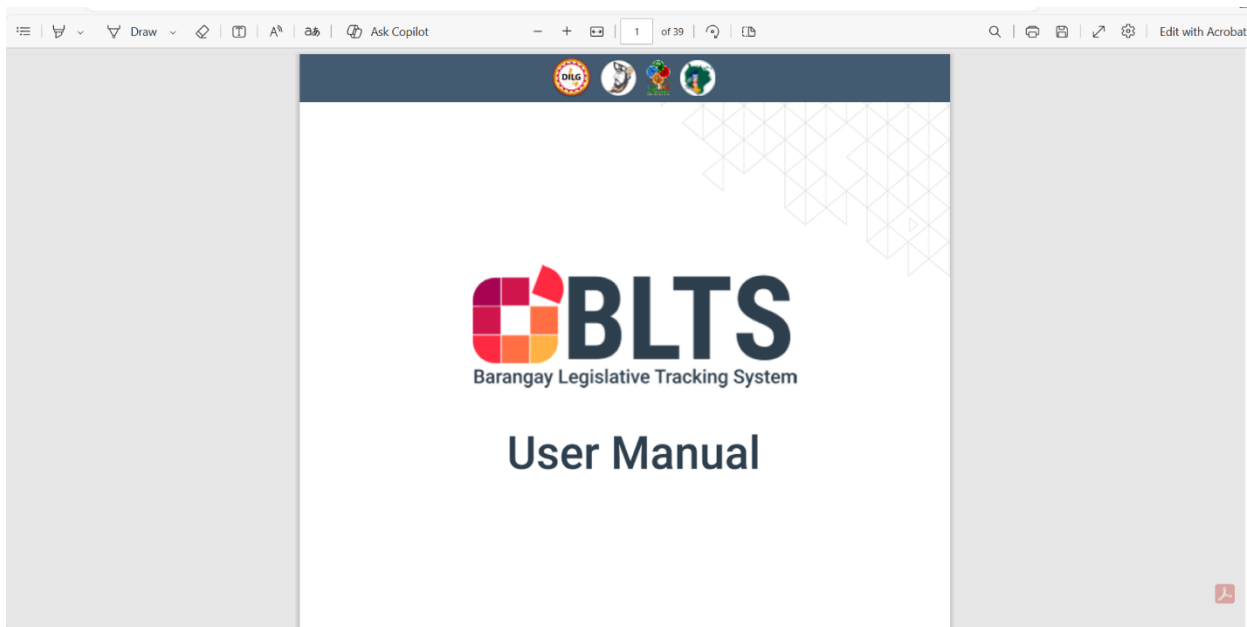
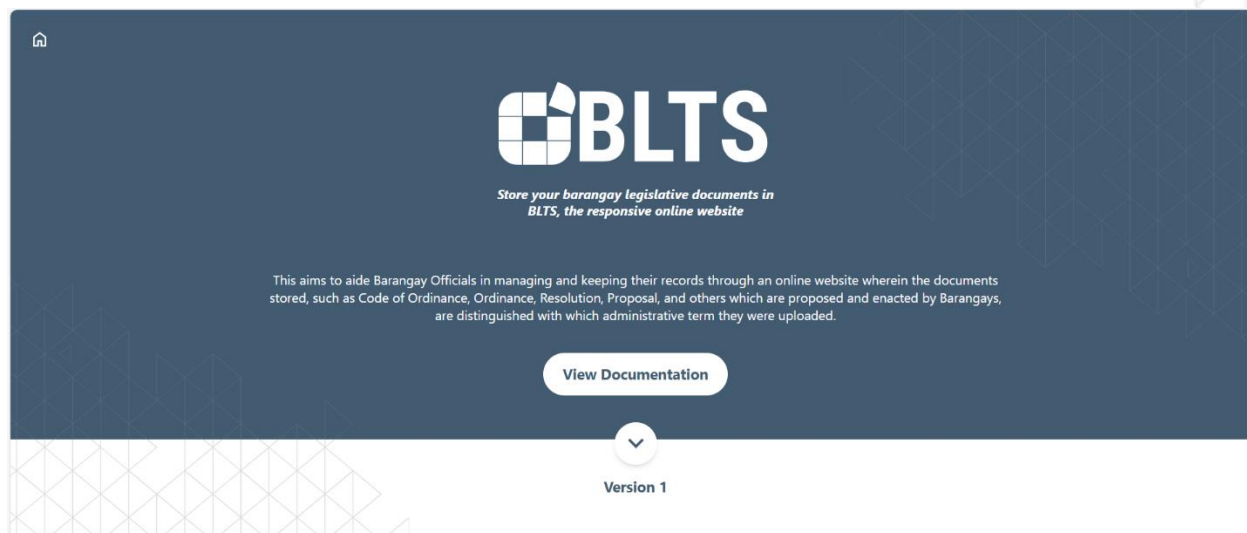
Change Password



ABOUT US

ABOUT US

The About Us button (9) 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 User Manual, click on “View Documentation”.





ABOUT US

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