



# User Manual

**DILG Marinduque Provincial Office**

**June 2023**

## TABLE OF CONTENTS

### INTRODUCTION

### INSTALLATION

Installing Laragon

Installing BLTS (using automatic installer)

Installing BLTS (manually)

### FIRST TIME SETUP

### WORKING WITH BLTS

Uploading Document

Downloading Documents

Viewing Documents

Updating Documents

Deleting Documents

Restoring Documents

Querying Documents

Sidebar (drawer)

Search and search filter

Governance Area Icon

Sorting Documents

Generating Reports

### NAVIGATION

Navigation Bar

Sidebar (drawer)

Profile Page

Editing Administration Profile



# TABLE OF CONTENTS

PAGE 3

Viewing Past Administration Profile

Adding Past Administration Profile

About Us & Manual

## ACCOUNT RENEWAL

## DATA MIGRATION

Creating migration data

Migrating Data

## UNINSTALLING

## TECHNICAL NOTES



# INTRODUCTION

PAGE 4

## 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**

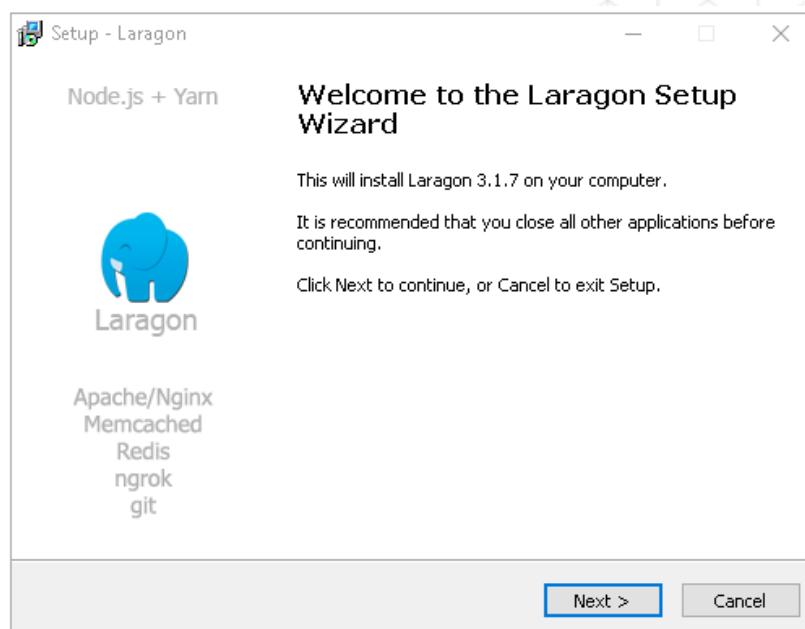
- How to install Rails
- Build a Blog with Rails
- How to install Django

**Edition**

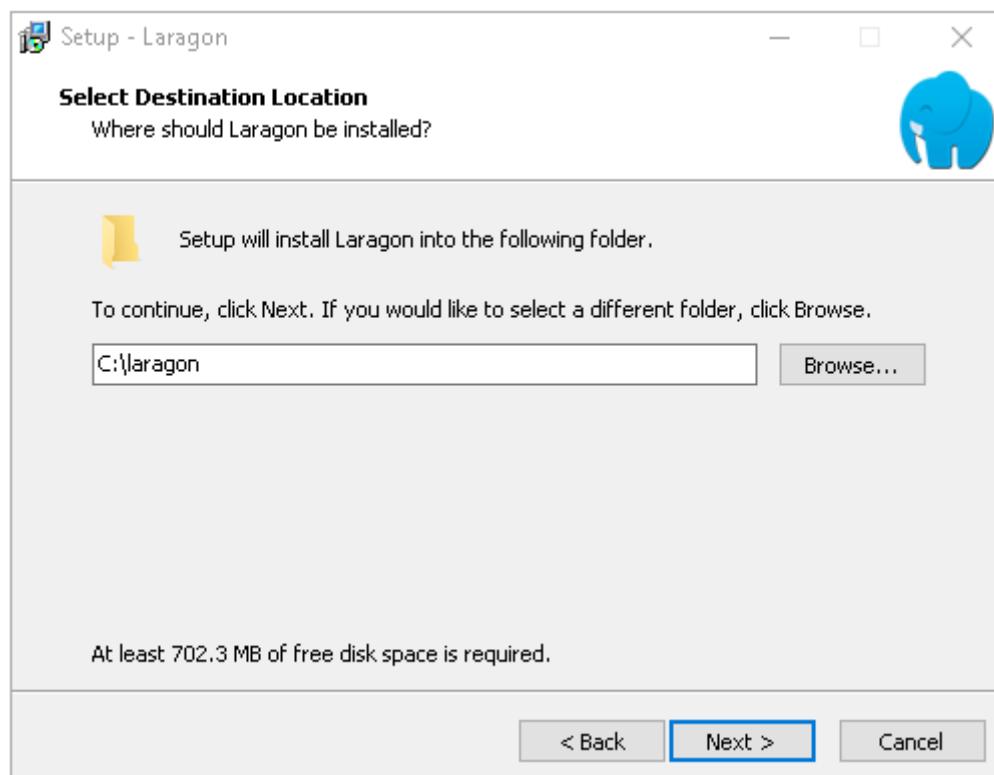
[Download Laragon - Full \(173 MB\)](#)

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

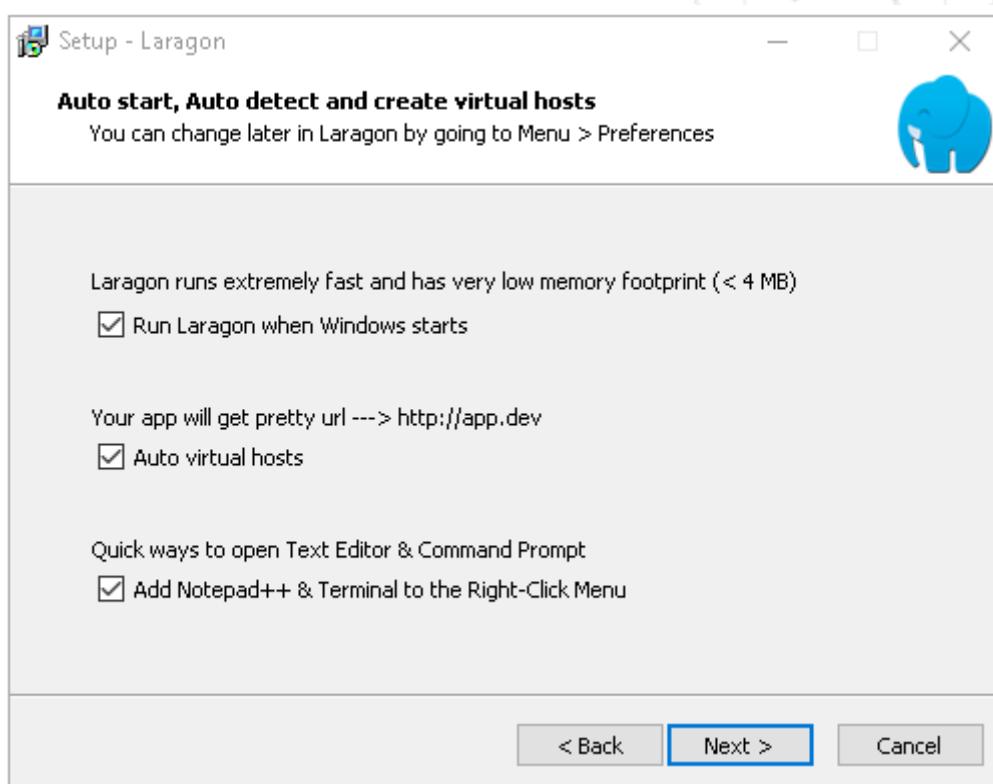
2. After downloading, open the file and set up the welcome page. Then, click Next.



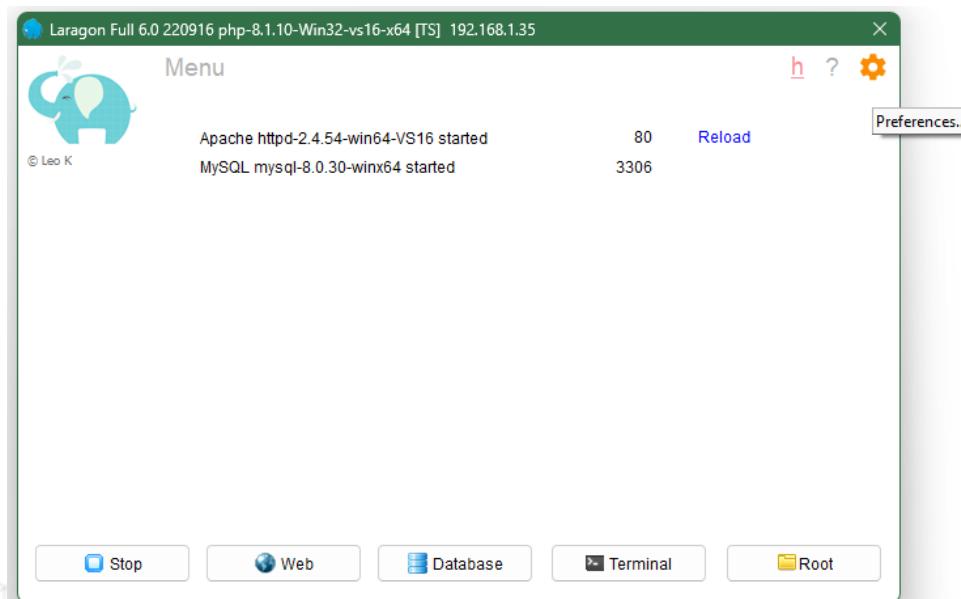
3. Setup the location where the app will be installed and click Next.



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

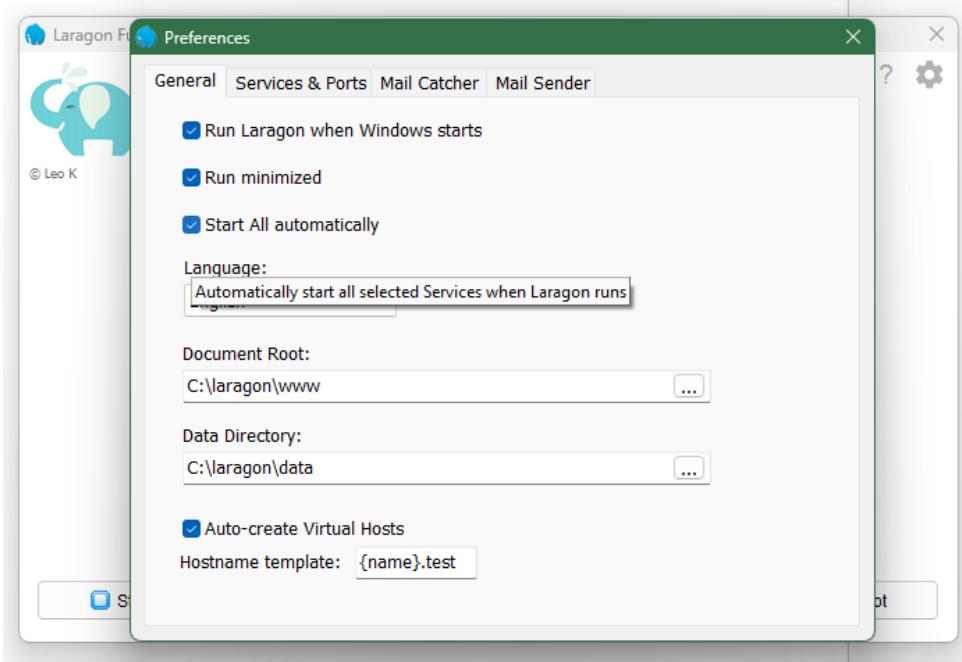


- The Windows will ask you to confirm, click Run to continue.
- Open the Laragon App and click the "Preferences" icon.

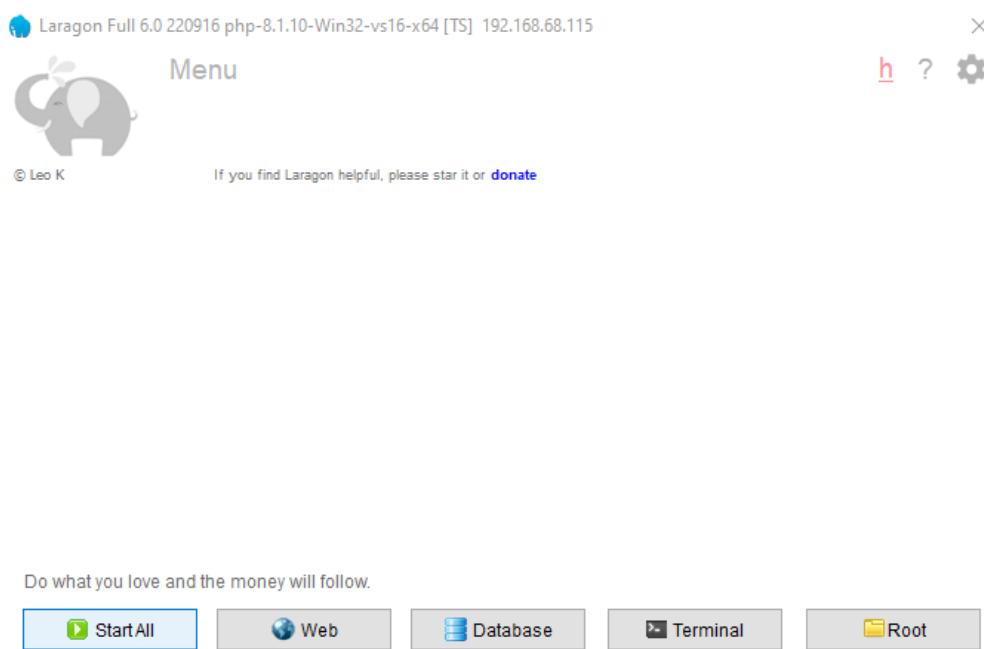




7. Check the three (3) boxes.



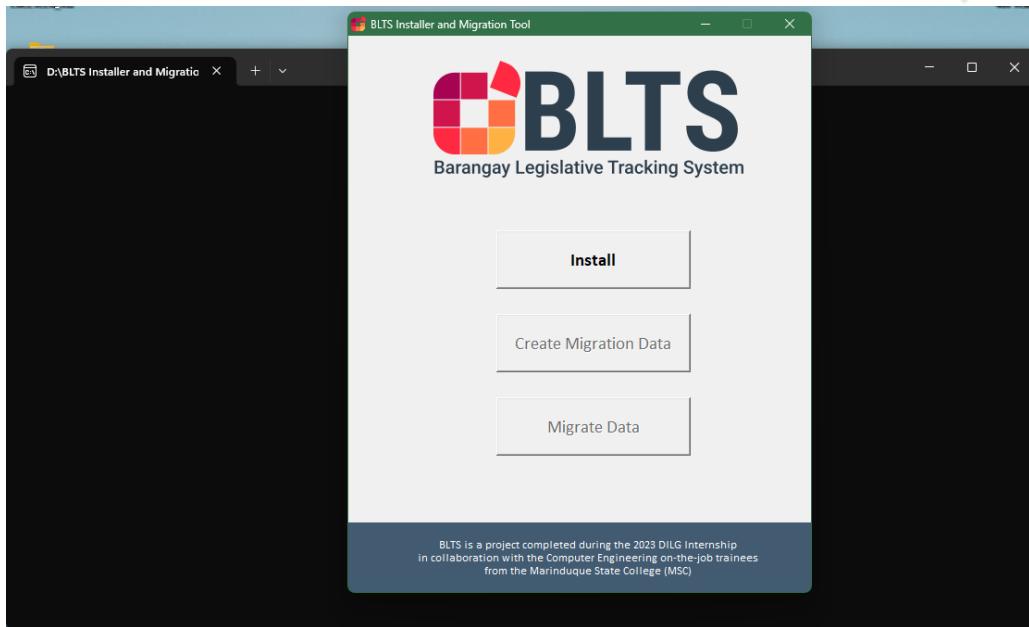
8. Lastly, click the Start button located on the lower-left of the Laragon panel.



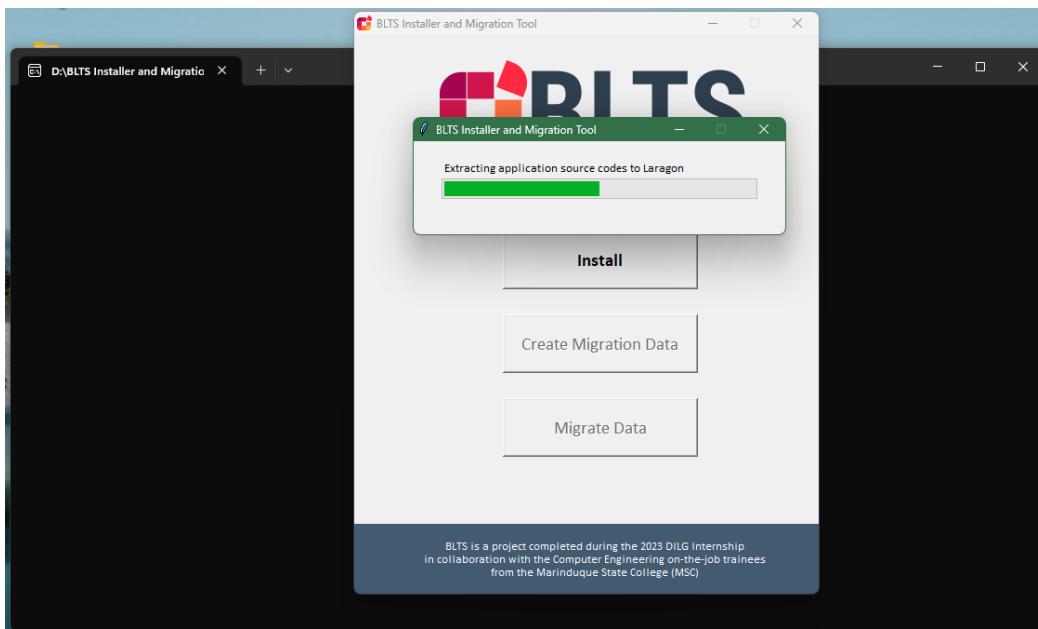
## Installing BLTS (using automatic installer)

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

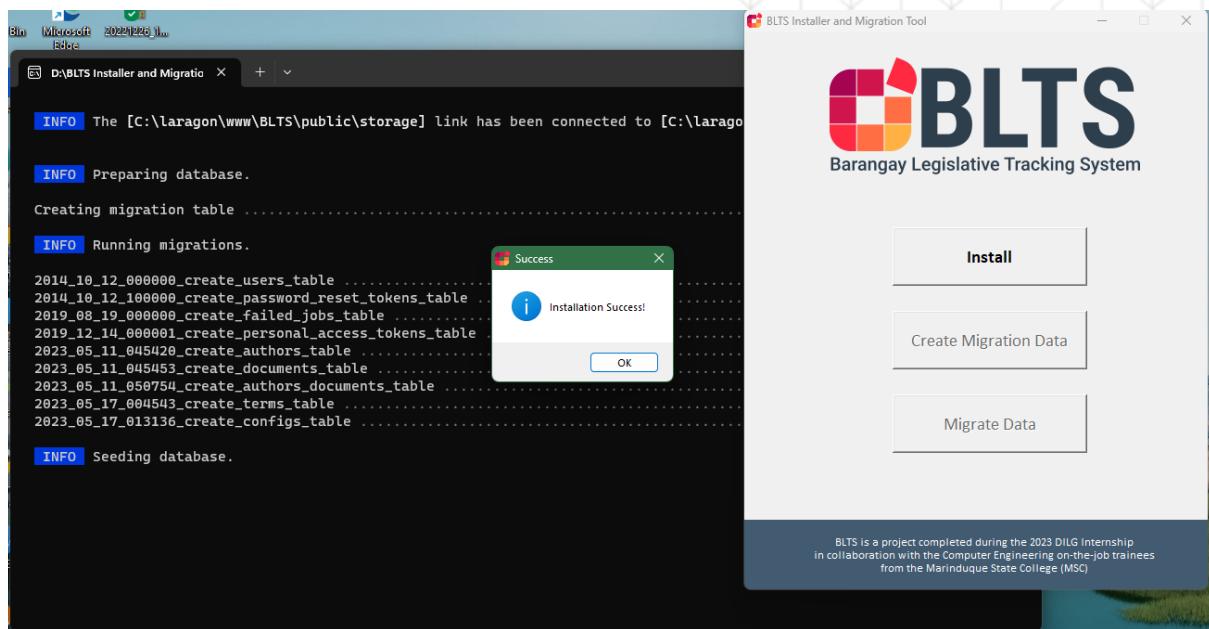
1. Open the BLTS Installer and Migration Tool



2. Click the Install button



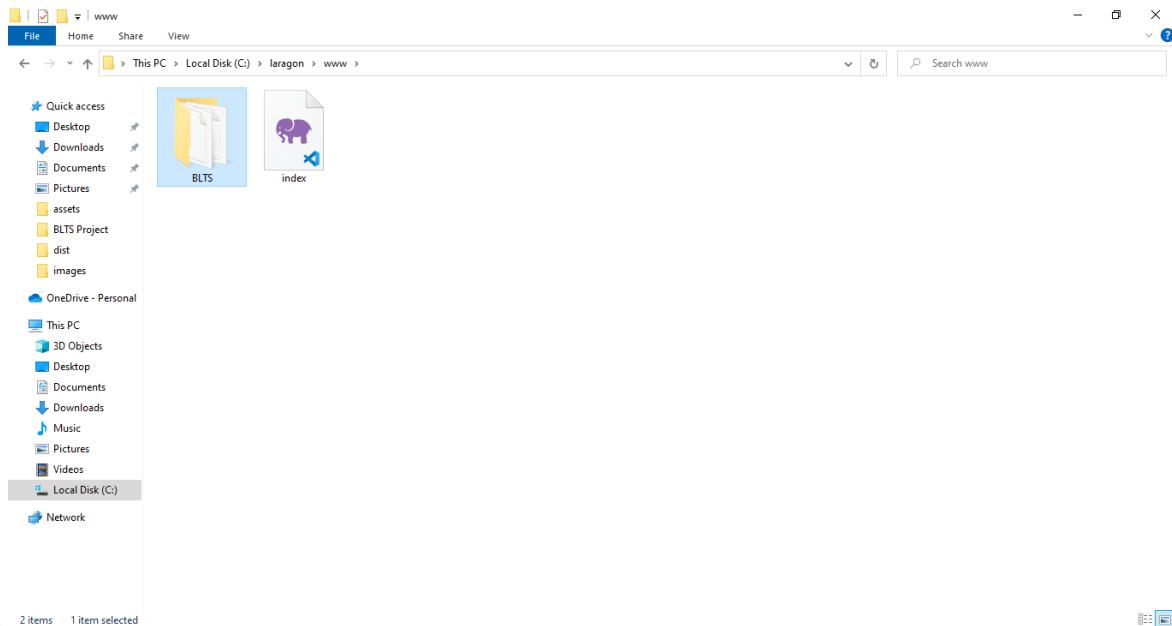
### 3. Wait for the Successful install message



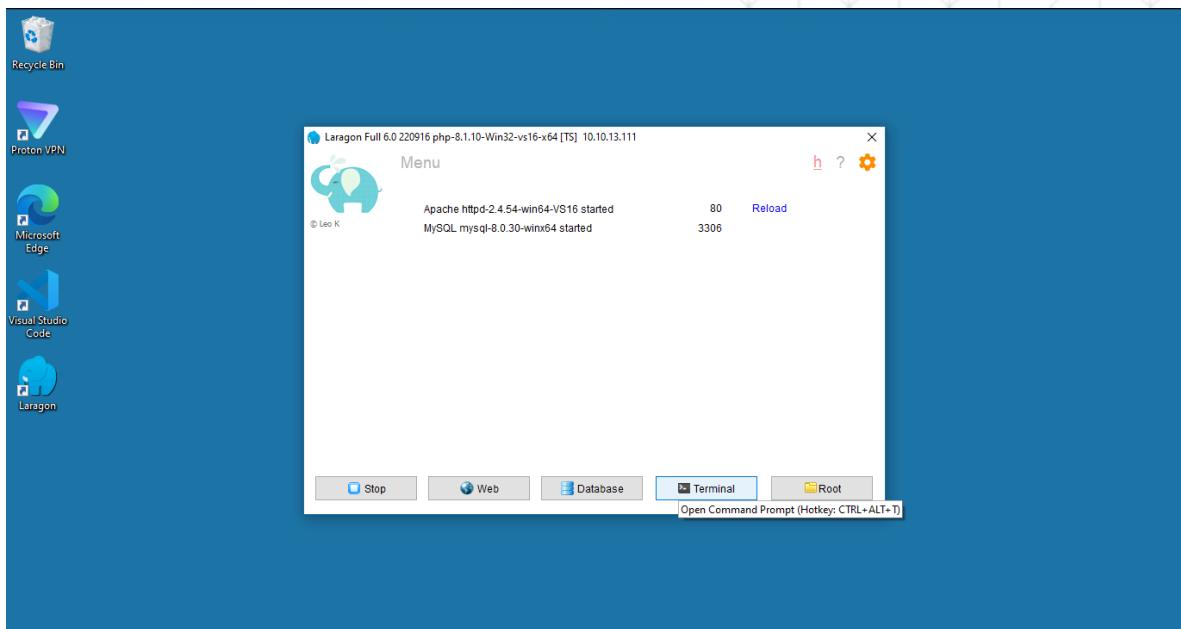
### Installing BLTS (manually)

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

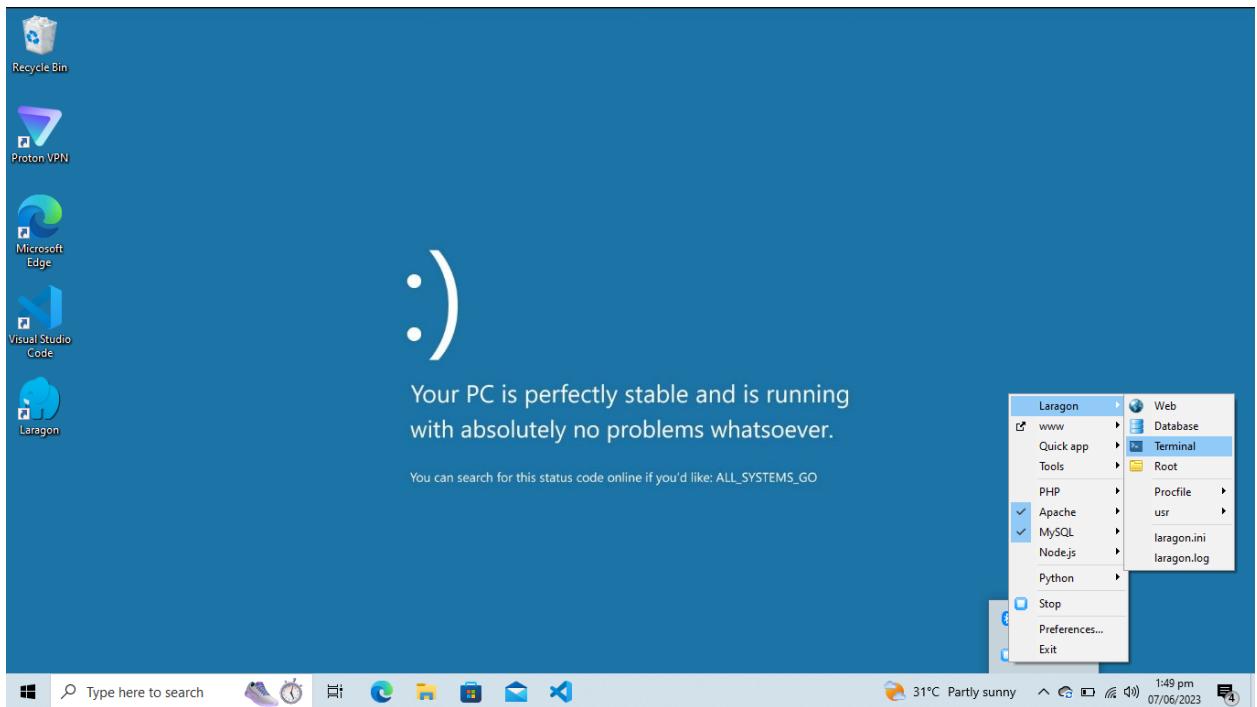
1. Copy and extract the BLTS source code to `C:\laragon\www` folder.



## 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|
```

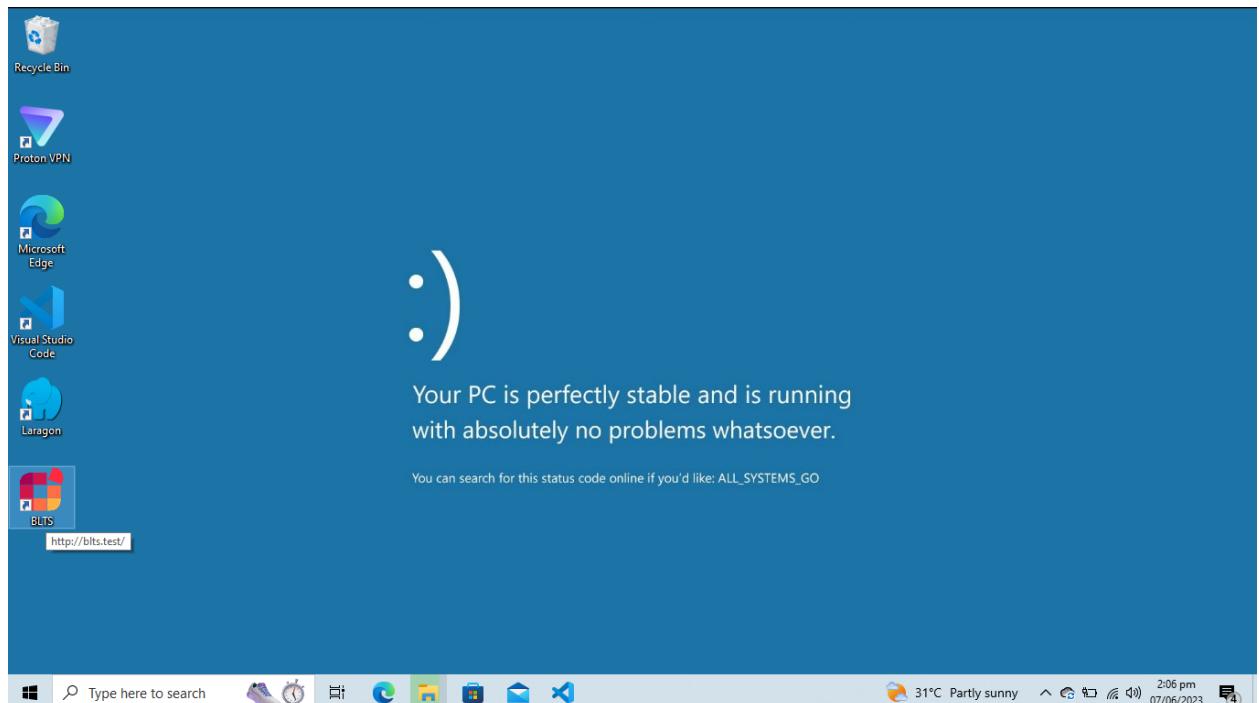


c. `php artisan migrate --seed --force`

```
C:\laragon\www\BLTS> cd BLTS
C:\laragon\www\BLTS(master -> origin)
λ 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(master -> origin)
λ 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.

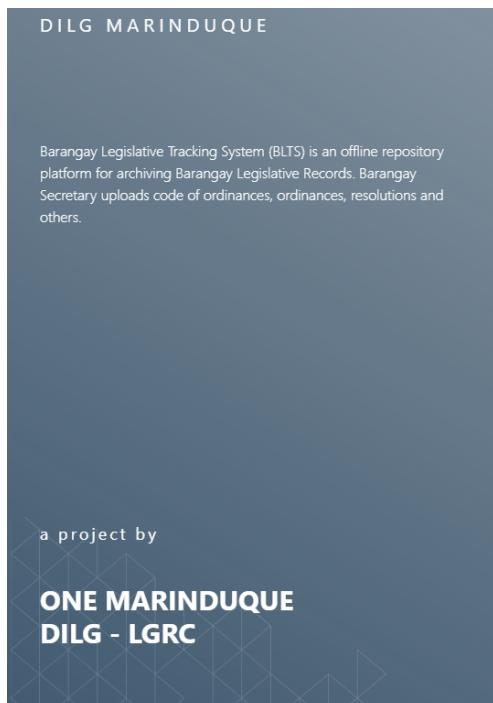
C:\laragon\www\BLTS(master -> origin)
λ |
```

#### 4. Copy the BLTS shortcut to desktop



## 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.



**Setup Account**  
Create Your BLTS Profile

?

**BLTS**

Municipality  
Select Municipality...

Administrative Year / Term Year  
From AY start date To AY end date

Punong Barangay  
Punong Barangay

Barangay Secretary  
Barangay Secretary

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

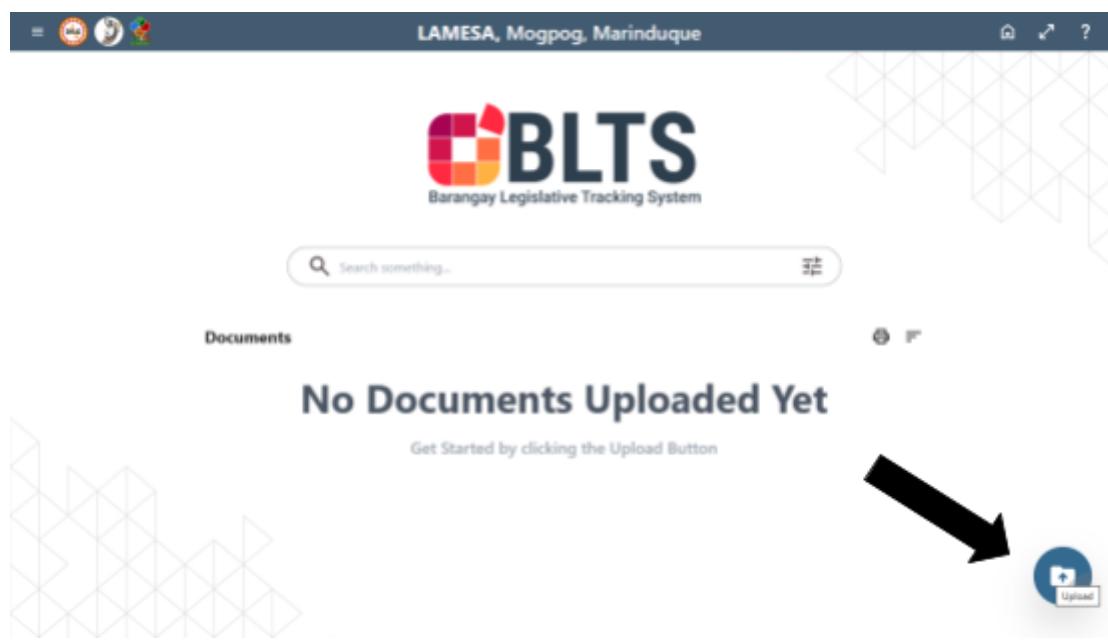
**Setup Account**

## 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' modal window. It contains 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 showing '2023-2026'), and 'Author/s' (dropdown menu). On the right, there's a dashed box labeled 'Click here to upload file (maximum of 1 file)' with an upward arrow icon. 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 screenshot shows a document card for 'Ordinance No. 32, s. 2023'. The card includes the following details:

- Document No: Ordinance No. 32, s. 2023
- 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
- Date Enacted: Date of Enactment | Jan 16, 2023
- Author/s: Author/s | Josephine P. Mogol

On the right side of the card, there is a 'Governance Area Logo' (a green leaf icon) and a set of 'Action Buttons' (download, view, edit, delete).

## 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.



## Viewing Documents

The users can view or open a document. 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 button (the pencil icon), which will be used if ever the user had mistakes on the document's information while uploading a document.

The screenshot shows the BLTS website interface. At the top, there are navigation icons and the text "LAMESA, Mogpog, Marinduque". Below the header is the BLTS logo with the text "Barangay Legislative Tracking System". A search bar with the placeholder "Search something..." is present. The main content area displays a document titled "Ordinance No.32, s. 2023" with the subtitle "AN ORDINANCE PROVIDING FOR THE GUIDELINES IN THE ESTABLISHMENT OF BARANGAY COMMUNITY GARDENS IN BARANGAY LAMESA AND ALLOCATING FUNDS FOR ITS OPERATION AND MAINTENANCE". It includes the date of enactment "Jan 16, 2023" and author "Josephine P. Mogol". To the right of the document card is a pencil icon with a black arrow pointing towards it, indicating the edit function. The background features a geometric pattern of triangles.

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

The screenshot shows the "Update Document" modal dialog box. The form fields include:

- Document Title: PROVIDING FOR GOVERNMENT FINANCIAL INSTITU
- Type of Document: Others (dropdown) Number: 01
- Please Specify: House Bill
- Governance Area: Safety, Peace and C (dropdown) Date Enacted / Adapted: 06/10/2023
- Administrative Year / Term Year: 2023-2026
- Author/s: Select authors (2 out of 9 selected)
- File Upload: A dashed box with an upward arrow icon and the text "Click here to upload file (maximum of 1 file)"

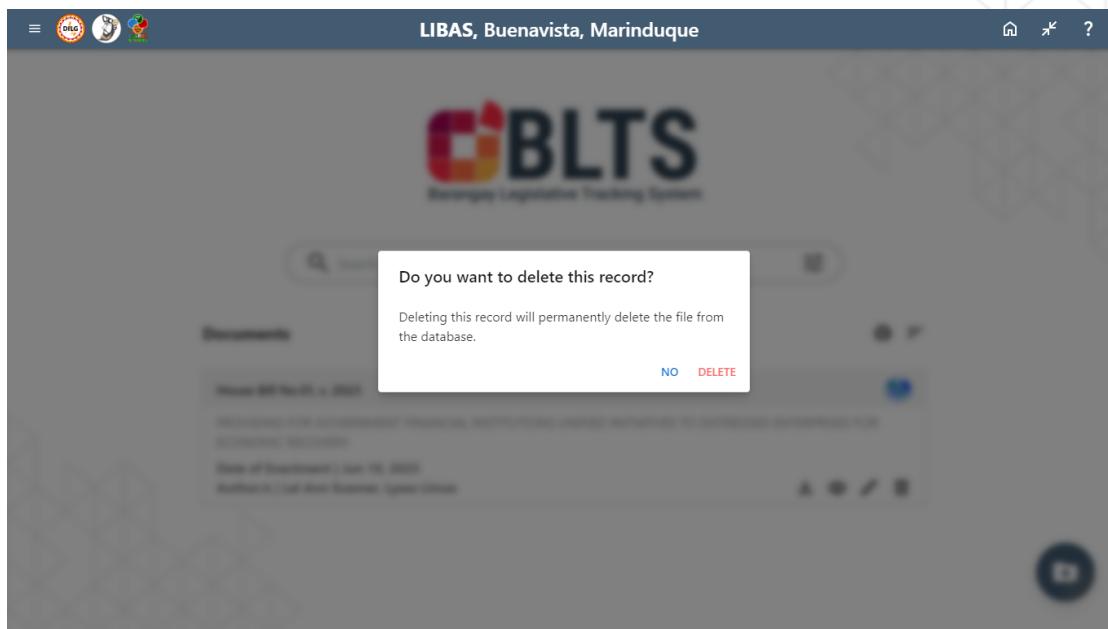
At the bottom of the dialog box are "CANCEL" and "UPDATE" buttons.



# WORKING WITH BLTS

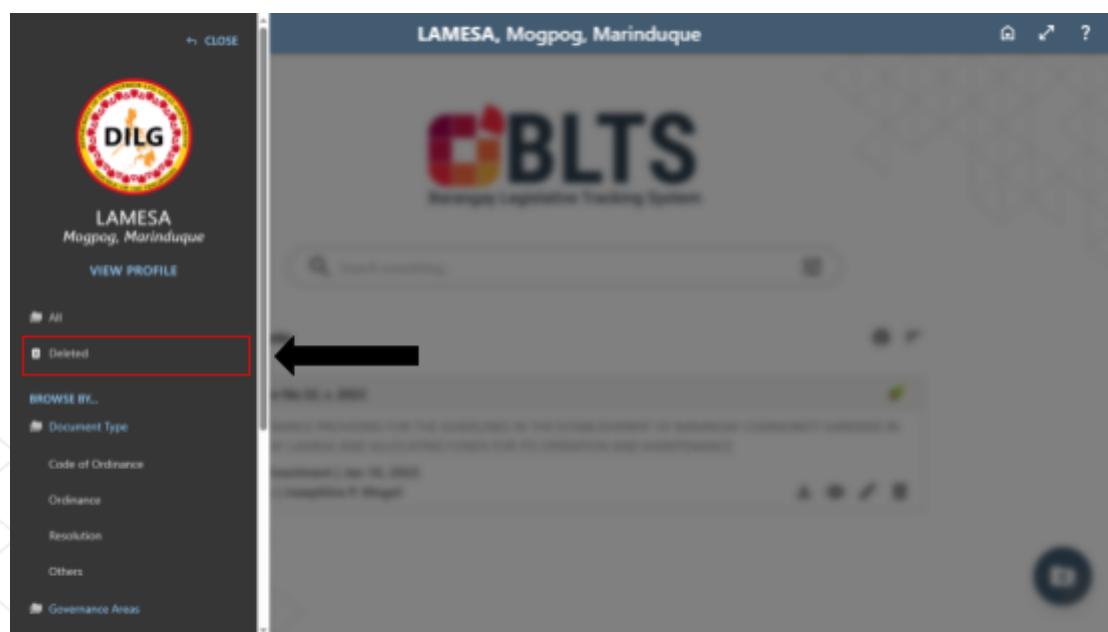
## Deleting Documents

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.

The screenshot shows the BLTS application's user interface. At the top, there are three circular icons: one with a person, one with a globe, and one with a map. To the right of these is the text 'LAMESA, Mogpog, Marinduque'. On the far right of the header are icons for a lock, a refresh arrow, and a question mark. Below the header is the BLTS logo with the text 'Barangay Legislative Tracking System'. A search bar with the placeholder 'Search something...' is positioned below the logo. The main content area is titled 'Deleted Documents'. It displays a single document card with the title 'Ordinance No.32, s. 2023', a subtitle '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. Magal'. To the right of the document card is a small circular icon with a plus sign. A large black arrow points to the restore button, which is a circular icon with a circular arrow symbol. The background features a light gray geometric pattern of triangles.

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.



# WORKING WITH BLTS

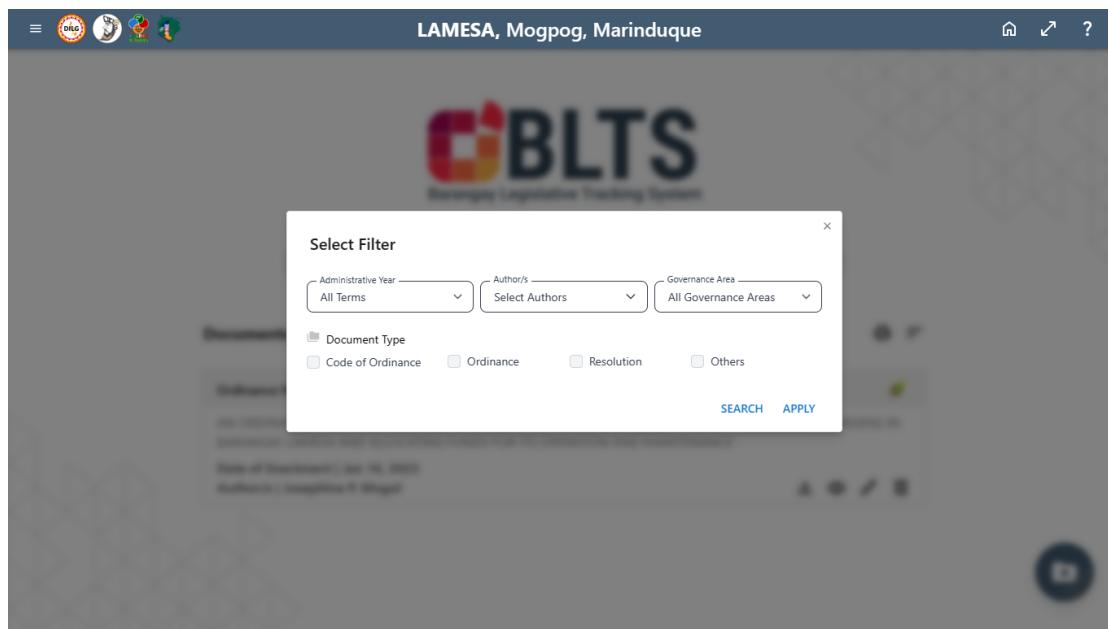
## Search and Search Filter

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

### 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.



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 list titled "Ordinance No.32, s. 2023". 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. To the right of the document list is a "Sort by" dropdown menu with four options: Date Uploaded (Oldest - Latest), Date Uploaded (Latest - Oldest), Date Enacted (Oldest - Latest), and Date Enacted (Latest - Oldest). A red box highlights the "Sort by" button and the dropdown menu, with arrows pointing to each. A red arrow also points to the "Sort Options" in the dropdown menu.

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

The screenshot shows the BLTS interface with a document list titled "Ordinance No.32, s. 2023". 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. To the right of the document list is a printer icon (a sheet of paper with a printer symbol) enclosed in a red box, with a large black arrow pointing to it. A red arrow also points to the "Report" icon in the top right corner of the page header.



# WORKING WITH BLTS

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

The screenshot shows a report generated on June 6, 2023. It includes the DILG logo, the title "SANGGUNIANG BARANGAY NG LAMESA, Mogpog, Marinduque", and the subtitle "BARANGAY LEGISLATIVE TRACKING SYSTEM (BLTS) REPORT". The report displays the following filters applied:

Author/s	Any
Administrative Year	2021-2024
Type of Document/s	Any
Governance Area	Any

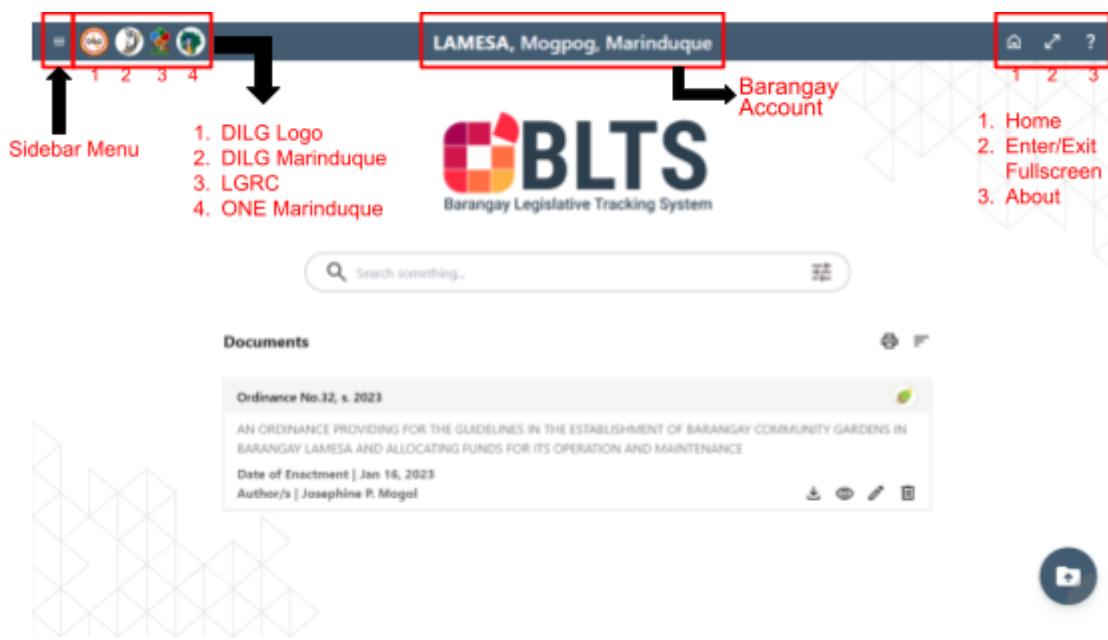
The report lists one document:

No.	Document	Title	Author/s	Date of Enactment / Adoption	Governance Area
1	Ordinance No. 32, s.2023	AN ORDINANCE PROVIDING FOR THE GUIDELINES IN THE ESTABLISHMENT OF BARANGAY COMMUNITY GARDENS IN 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'. 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 27

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

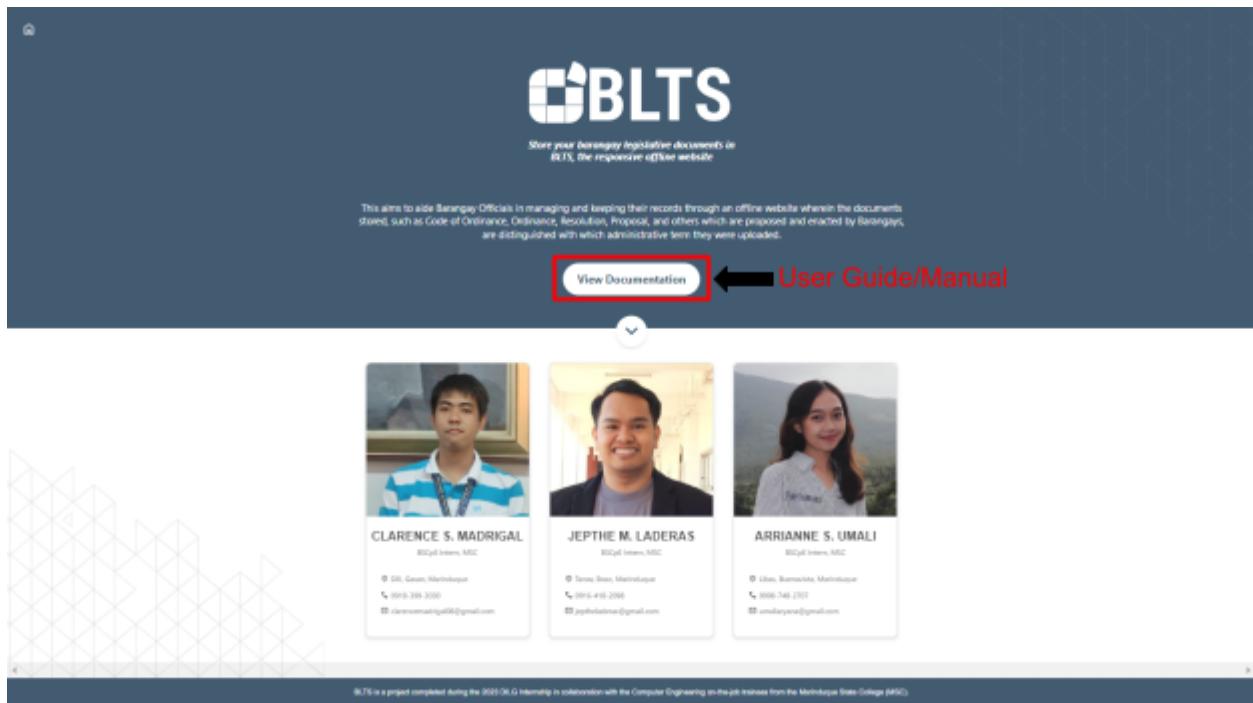
1. Hon. Danilo M. Mantala  
2. Hon. Daria M. Menorca  
3. Hon. Josephine P. Mogol  
4. Hon. Myrna M. Del Mundo  
5. Hon. Luis P. Rey  
6. Hon. Emerlita P. Marte  
7. Hon. Quirico M. Regencia  
Sangguniang Barangay Members

## 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

PAGE 30

## ACCOUNT RENEWAL

This page will automatically be displayed once the administration year has ended. 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.

Update Account  
Administrative Term has ended.  
Update Your BLTS Profile now!

?

**BLTS**  
Administrative Year / Term Year

From  To

Punong Barangay  Secretary

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

**Update**

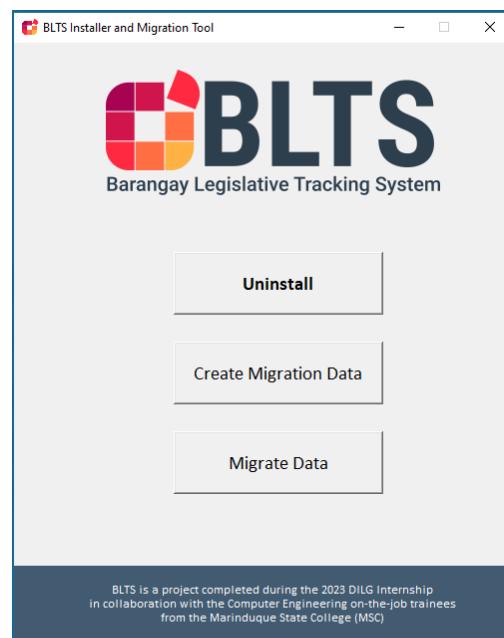
## DATA MIGRATION

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.

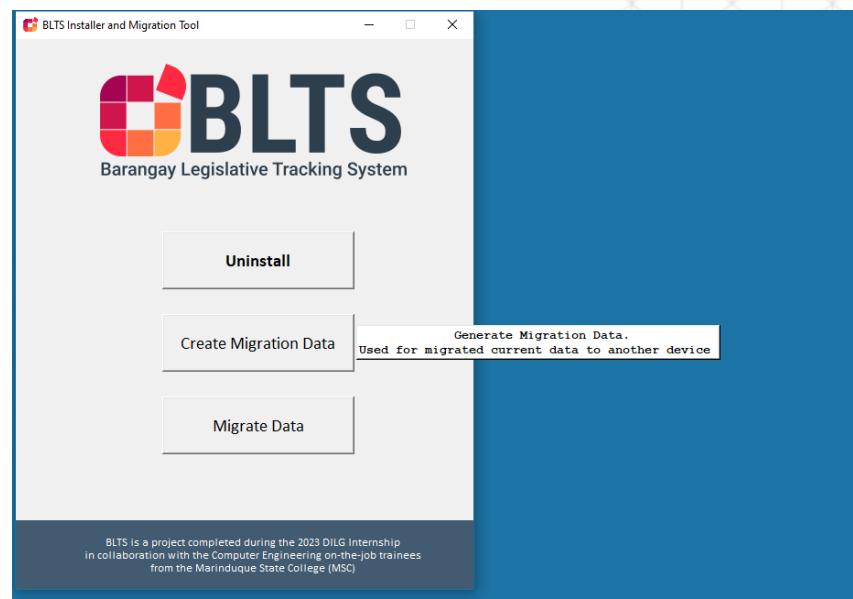
### Creating migration data

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:

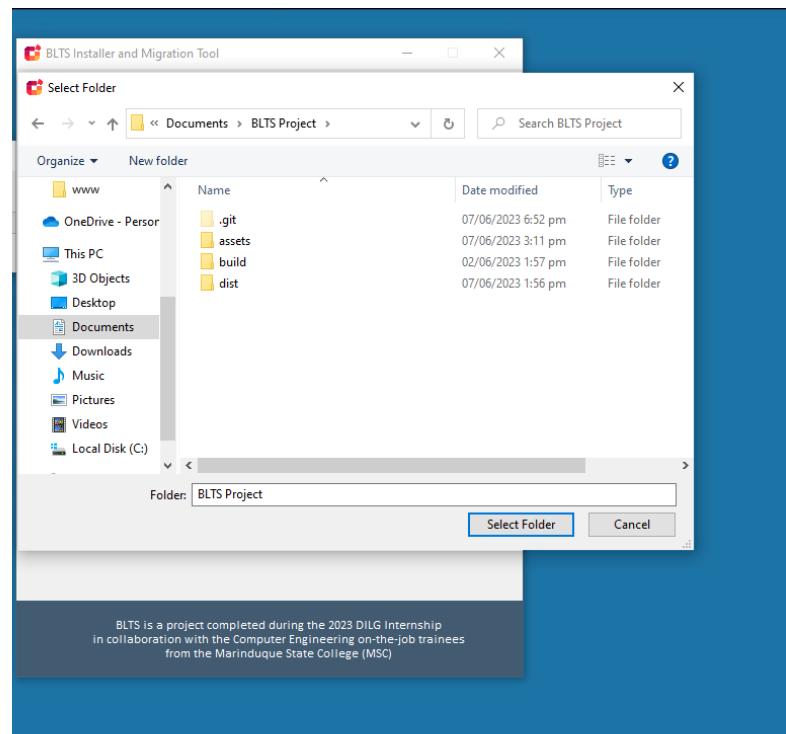
1. On the old device, open the BLTS Installer and Migration Tool



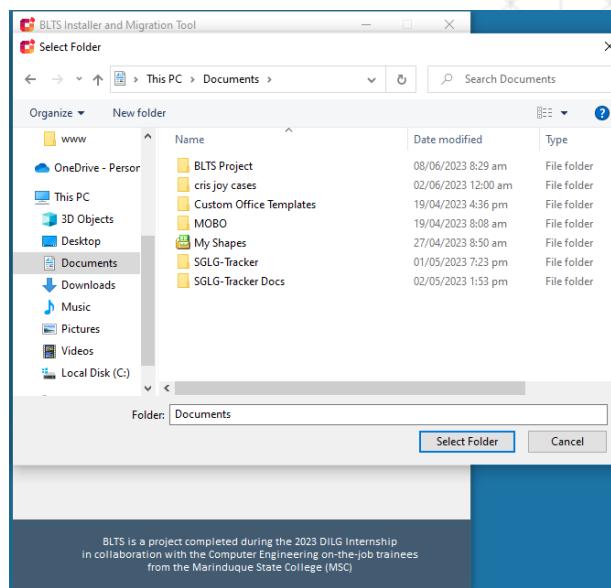
2. Select Create Migration Data button



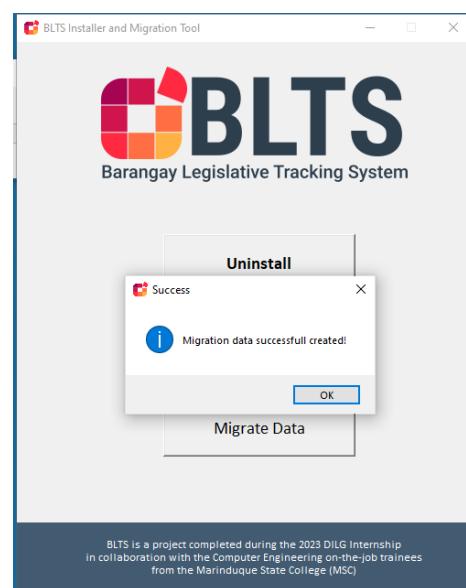
3. A prompt will open up asking where to save the extracted data.



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



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

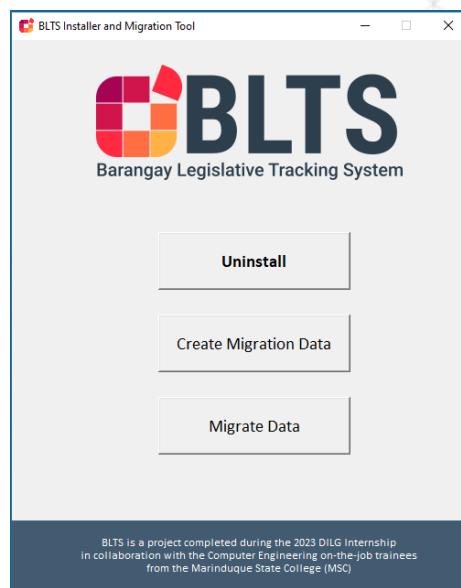


## Migrating Data

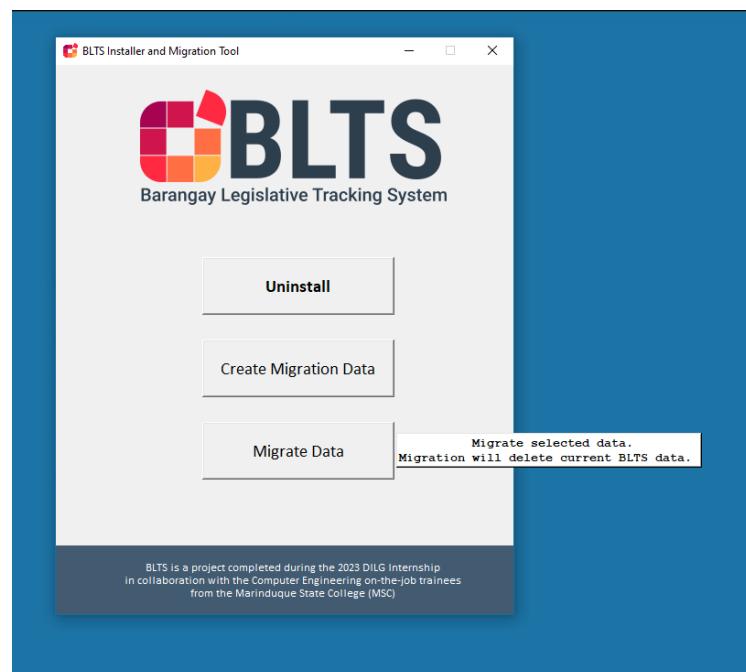
After creating the migration data from the old device. Next comes the actual migration process. Simply follow the following steps:

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

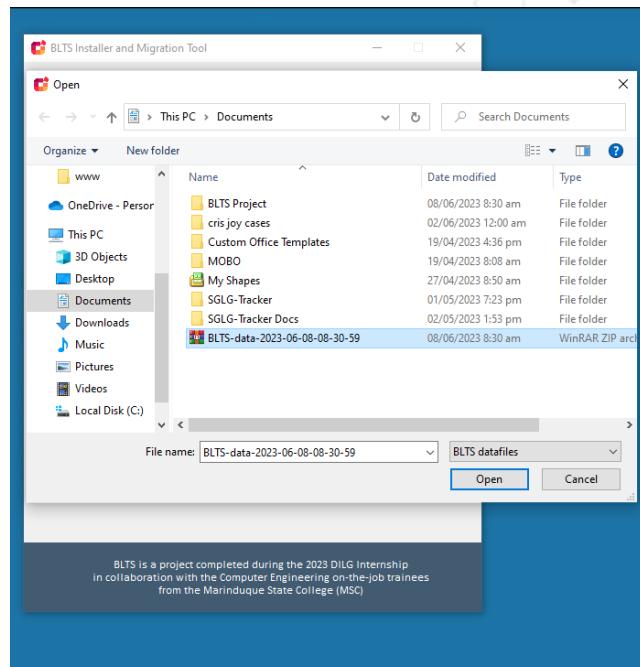
3. Open BLTS Installer and Migration Tool.



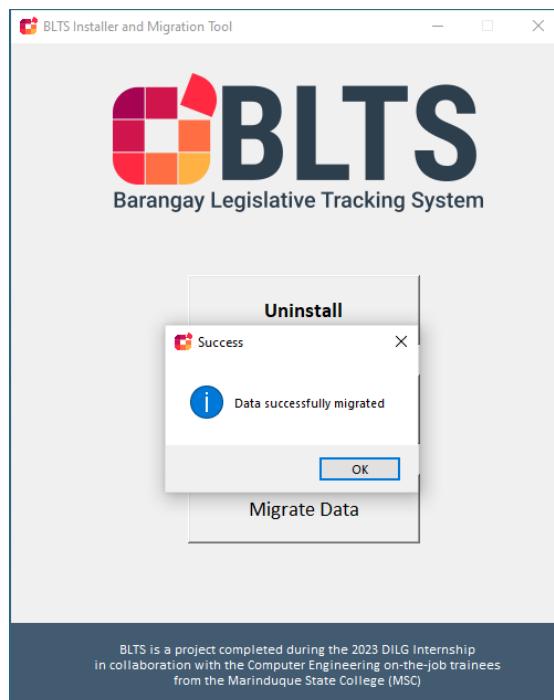
4. Select Migrate Data button.



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



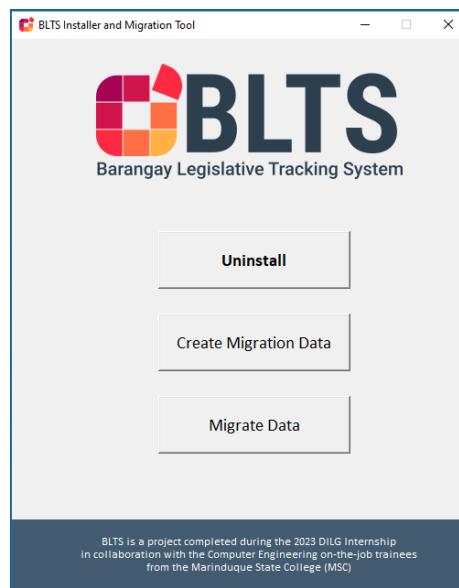
6. Wait for the migration process to finish.



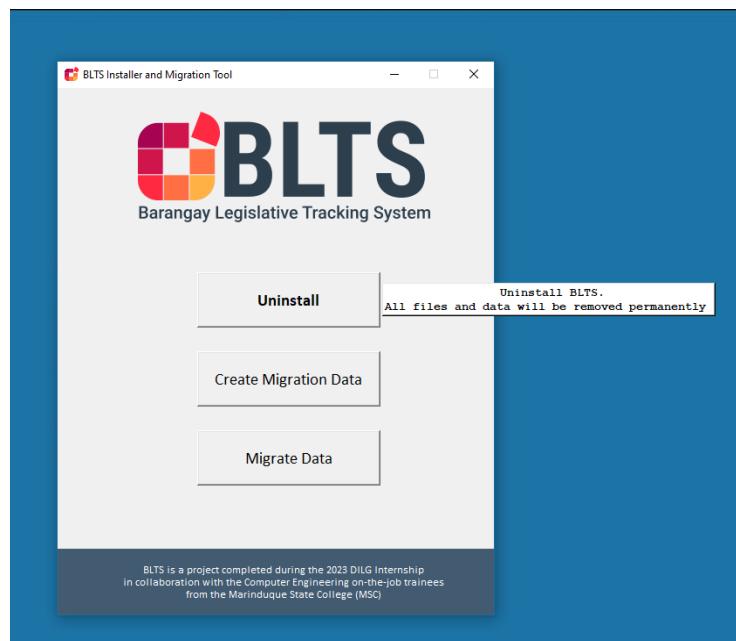
## UNINSTALLING

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

**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.