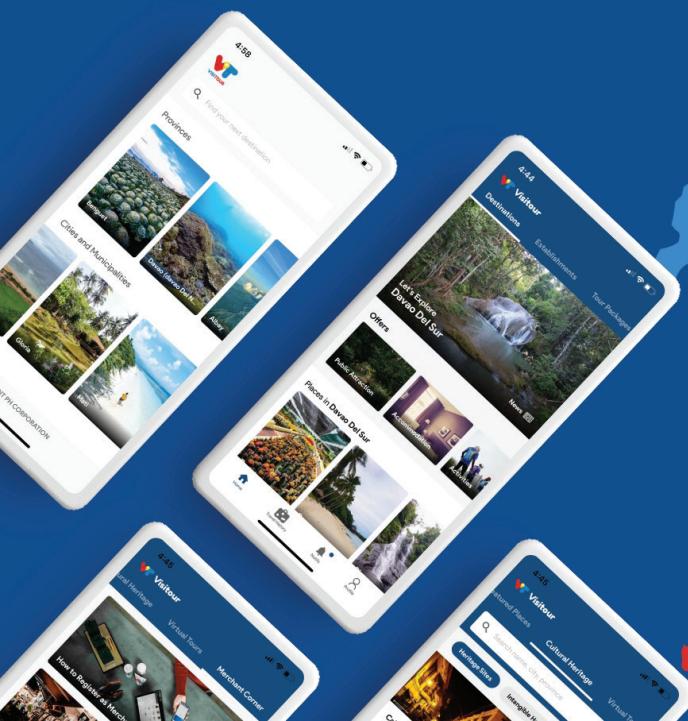




# LGU Admin Guide

## Complete Guide on Managing your LGU Admin Account on Visitour.ph

The LGU guide is a manual of the online portal for the admins of Local Government Units that has partnered with Visitour PH. It was made to help our LGUs navigate the web-based portal that we developed for them to easily manage their merchants and visitors. In other words, this online portal will help them innovate their tourism industry.



## — About Visitour.ph LGU Admin —

Visitour PH is a one-stop-shop tourism app that aims to make travelling easier for Filipinos through our app. That's why we have partnered with merchants and LGUs all over the Philippines to help us fulfill our mission and vision which is basically to innovate the tourism industry.

To help our partners, our team has developed the Web Admin portal to easily manage their businesses and also their cities and provinces.

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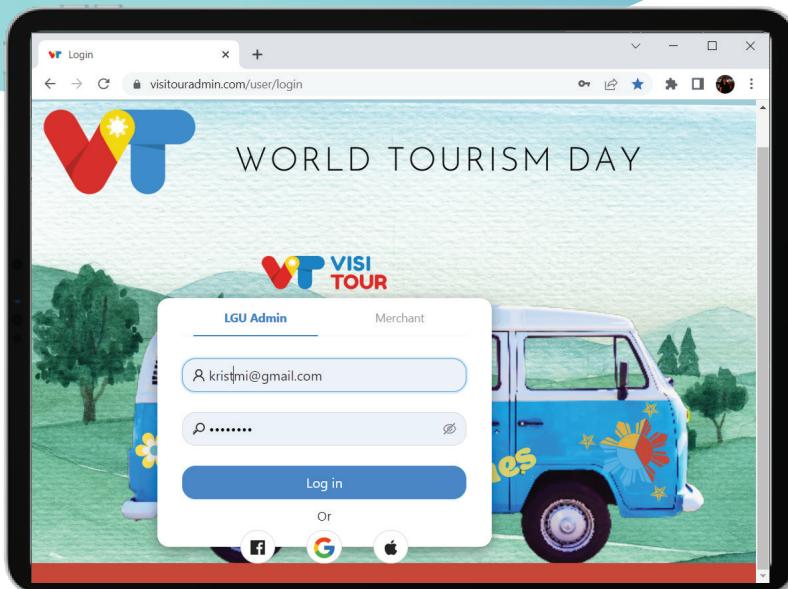
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# Web Admin

For starters, we will look at the Web Admin Dashboard on the portal. The Admin Dashboard is the landing page or the first screen you see once you log in on the portal. This is where you can see an overview of your visitor statistics such as Guest Arrivals, Earning Breakdown, and Completed Bookings.

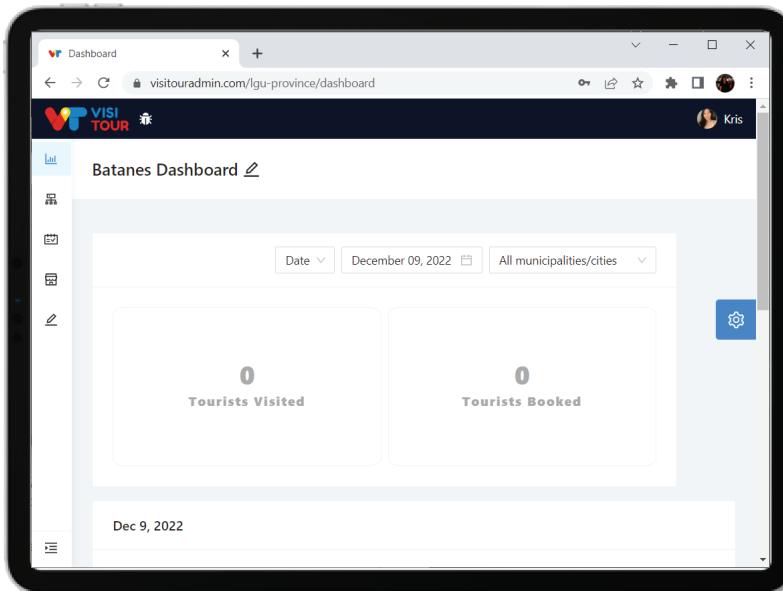
## LOG IN



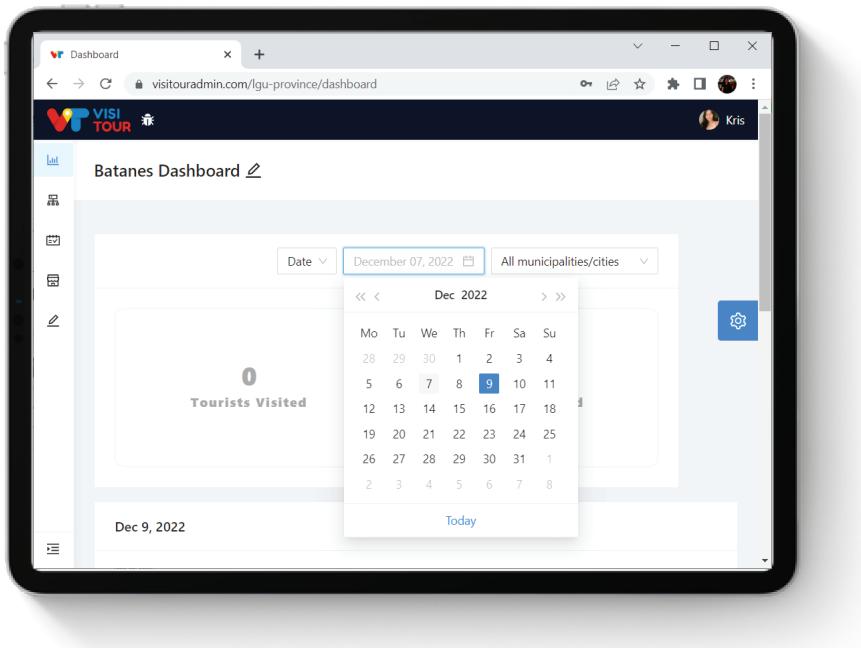
To access the portal, LGUs will have to login first using the credentials they have registered on our system. They can also login using their Google or Apple account if they have used this option to register on the system.

# LGU DASHBOARD

Once logged in, admins will see the LGU Dashboard or the landing page of the online portal. This is where you can see the data of the tourists visiting your vicinity. You will know how many visitors have booked in certain dates and also demographics of your visitors.

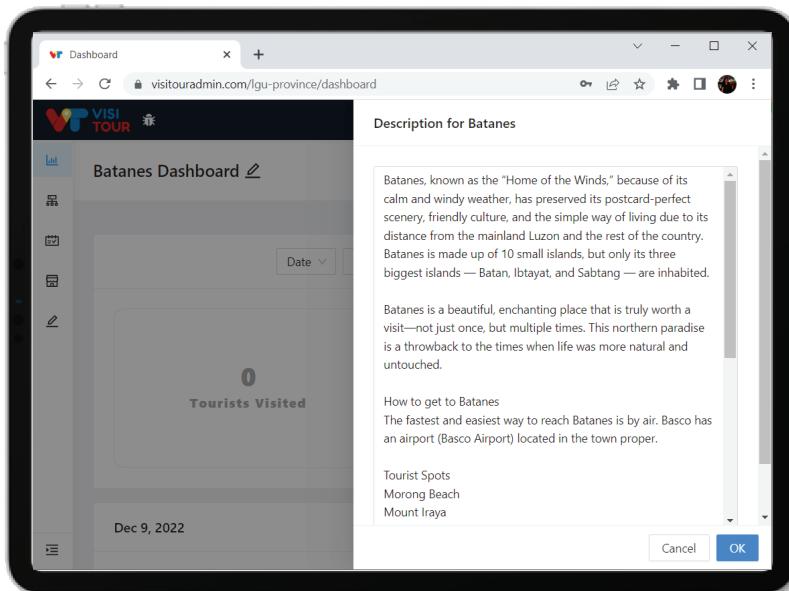


As mentioned, you will be able to set dates that you want to see on your dashboard. This tool will help you on your data analytics in order to serve your visitors better. As they say, numbers do not lie that's why you can always refer to this data that you can get from this dashboard whenever you want to make something better.



## LGU INFO/DESCRIPTION

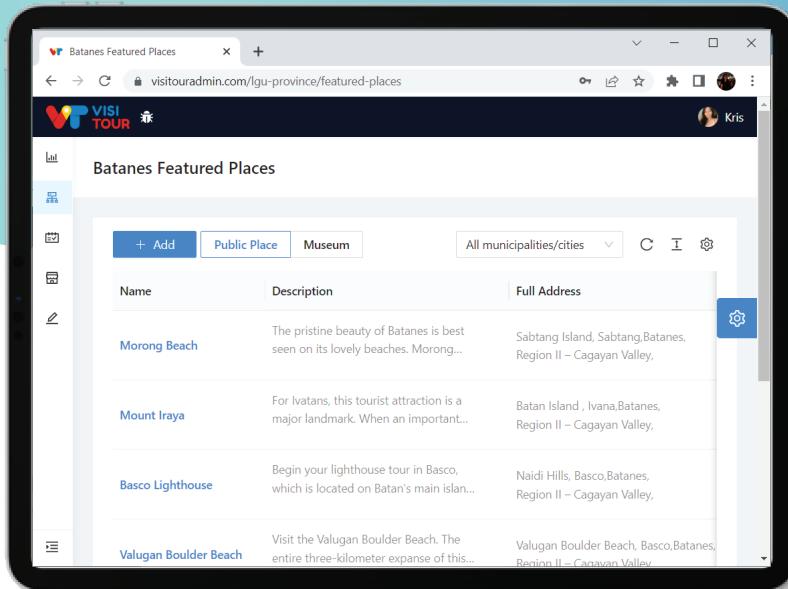
Moreover, admins of LGUs can also modify the way they want their city or province to be displayed on the Visitour PH app on this section of the portal. Any changes they make on this section will reflect immediately on the app.



If they want to edit the description of their municipality, city, or province by clicking the "pencil" icon in which a side panel will show up where they can edit or update it. Once your done updating the description, just click 'OK' and it will save the changes immediately.

# Featured Places

In this section, you can view, edit, or add the featured places of your municipality, city, or province. These featured places can be any tourist destinations on your vicinity that you want to highlight on the Visitour PH app. This is what the users of the app will see whenever they look at your neighborhood.

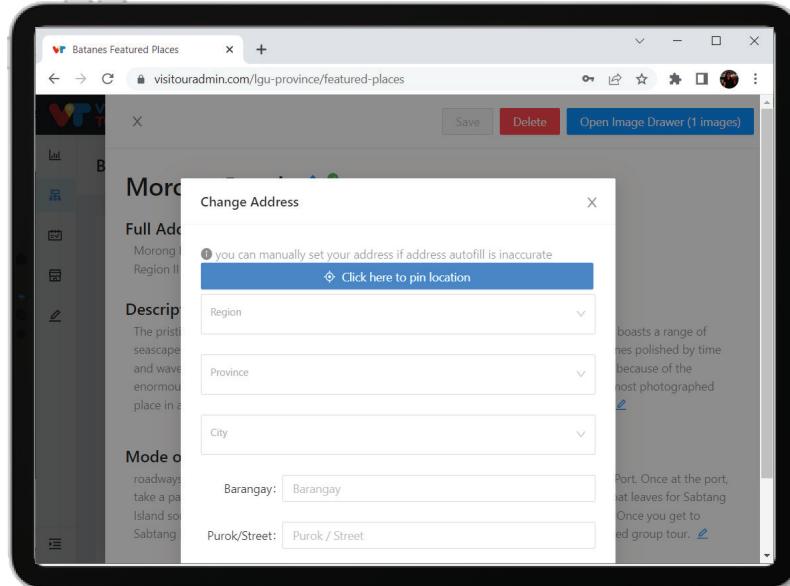


Through this section, you can add museums and public places as one of your featured places. Just click the 'add' button to put the new destination on this section. You just need to fill in all the details such as name, location, and pictures of the new featured place then click 'finish' to save it.

If you can add new featured places, of course, you can also modify or edit the existing destinations of your locality. Just click on the featured place that you want to update and a side panel will show that allows you to see the name, description, location, and other details of the destination.

The image displays two electronic devices, a tablet and a smartphone, both running the "Batanes Featured Places" application. The tablet screen shows a step-by-step form for adding a new destination. Step 1: Name and Description, with fields for 'Name' and 'Description'. Step 2: Categories and etc.. Step 3: Set Location. Step 4: Upload photos. A 'Next' button is at the bottom right. The smartphone screen shows a detailed view of a destination entry for "Morong Beach". It includes a thumbnail image, a title "Morong Beach", a "Full Address" section with "Morong Beach, Sabtang Island, Sabtang, Batanes" and "Region II – Cagayan Valley", a "Description" section with a paragraph about the beach's beauty and history, and a "Mode of Transportation" section with a paragraph about travel options. Action buttons "Save", "Delete", and "Open Image Drawer (1 images)" are at the top.

To edit the information or details of the destination, just click the pencil button on the section you want to update. After modifying all the details, press save to apply the changes immediately and it will reflect to the app instantly.



Our team has developed a filter tool or settings on this section that will allow you to view the featured places with or without their name, description, location, category, and other useful filters. This tool will help you to easily manage all the featured places on your vicinity.

Aside from those settings that were mentioned, our team also allows you to view the featured places in different densities such as larger, middle, and compact. The density tool will help you see a larger number of featured places or even fewer depending on the chosen density.

The screenshot shows a web-based administrative interface for managing featured places in Batanes. The top navigation bar includes a back arrow, forward arrow, refresh button, and a URL bar showing `visitouradmin.com/lgu-province/featured-places`. The header features the Visitour logo and a user profile for 'Kris'. The main title is 'Batanes Featured Places'.

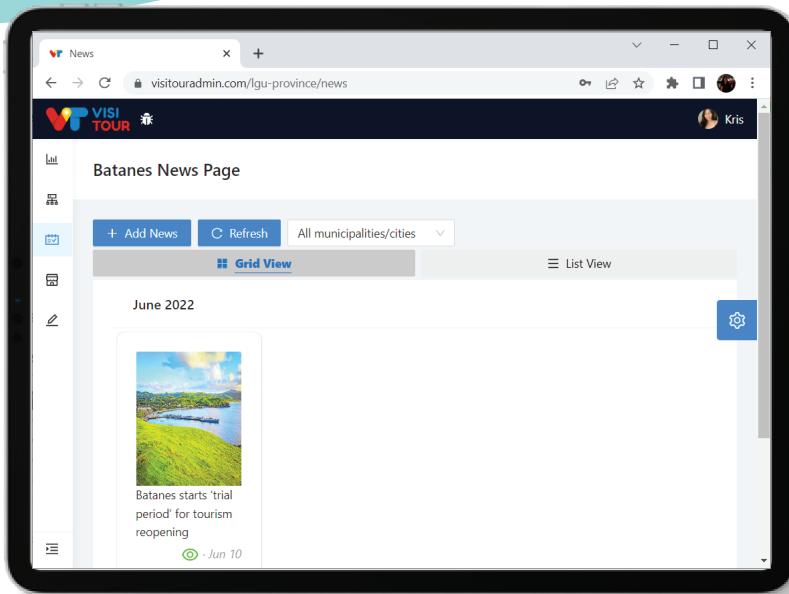
Below the title, there are three tabs: '+ Add' (highlighted in blue), 'Public Place', and 'Museum'. A dropdown menu for 'All municipalities/cities' is set to 'All'. On the right, a 'Settings' button is open, showing options for 'Column Display' (with checkboxes for Name, Description, Full Address, Category, and Date) and a 'Reset' button.

The main content area displays a table with four rows of data:

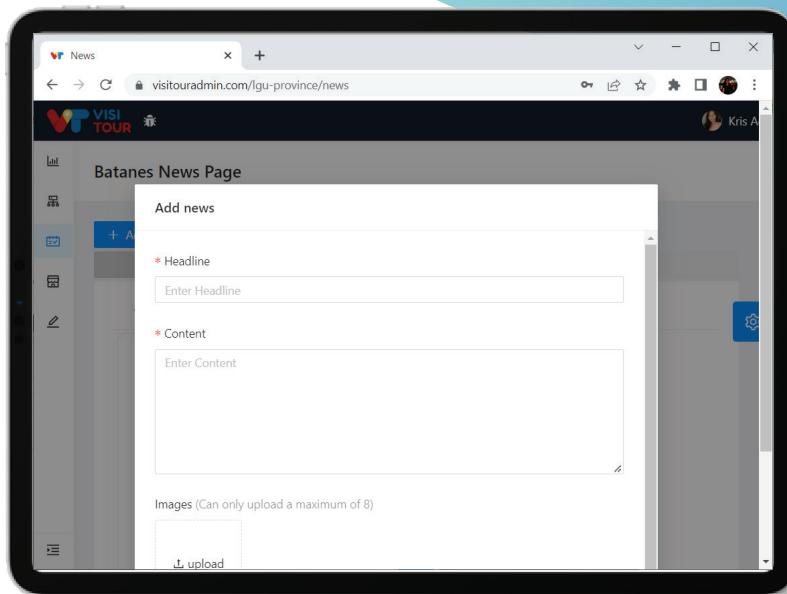
Name	Description	Full Address
Morong Beach	The pristine beauty of Batanes is best seen on its lovely beaches. Morong...	Sabtang Region
Mount Iraya	For Ivatans, this tourist attraction is a major landmark. When an important...	Batan Is Region
Basco Lighthouse	Begin your lighthouse tour in Basco, which is located on Batan's main island...	Naidi Hills, Basco, Batanes, Region II – Cagayan Valley,
Valugan Boulder Beach	Visit the Valugan Boulder Beach. The entire three-kilometer expanse of this...	Valugan Boulder Beach, Basco, Batanes, Region II – Cagayan Valley

# News

This section of the Web Admin portal is used to broadcast the news of your locality (municipality, city, or province) which will be shown on the Visitour PH app. You can post the latest news and events of your neighborhood here to inform your constituents and even tourists that will visit your vicinity.



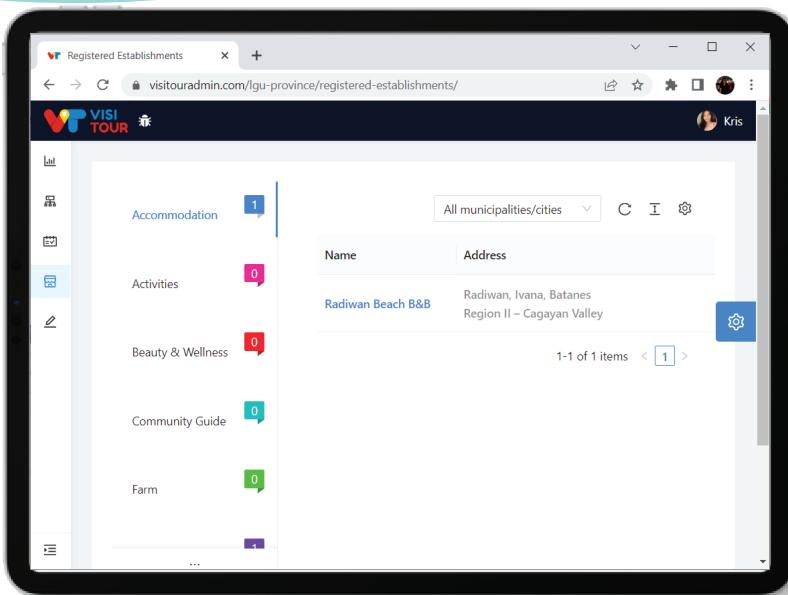
You can view all the news that you have posted here in either GRID or LIST mode depending on how you want to see your news. Our team has developed this setting to help you see all news in your most comfortable mode of viewing.



If you want to add news, just click the button and fill in all the details you want to add with your news such as headlines. Once done, press "add news" to post it on the app immediately and the users of the app will see it.

# Registered Establishments

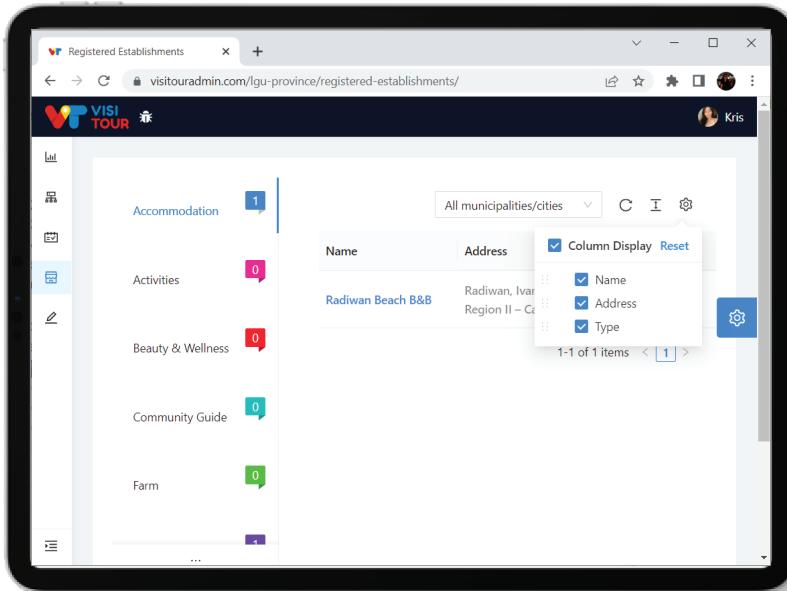
All the registered establishments on the Visitour PH that is within your territory will be listed here on this section. This will help you view all those establishments and check if they really have the proper documents to operate. We make sure that all partner establishments of Visitour PH are legit by asking them to submit proof of documents upon registration on our platform.



As you can see in the image, there are twelve (12) categories of establishments available on Visitour PH platform. Different establishments of these categories can register on the app for free with no subscription fees. Here are the following categories:

- Accommodation
- Activities
- Beauty & Wellness
- Community Guide
- Farm
- Food Service
- Museum
- Package Tour
- Pasalubong Shop
- Public Attraction
- Transport Service
- Water Park

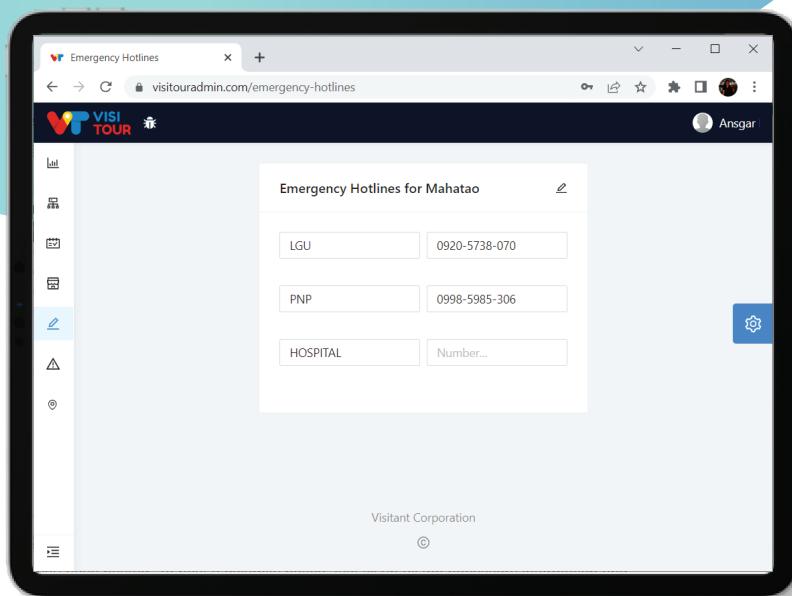
If you want to see the establishments on different categories, just click the respective category and it will show you all the establishments in that selected tab.



The filter tool is also available here in this section. Just like with other sections, you can use this tool to view the establishments with your preferred mode of viewing. You can also adjust the density of the list into larger, middle, and compact. The density tool will help you see a larger number of establishments or even fewer depending on the chosen density.

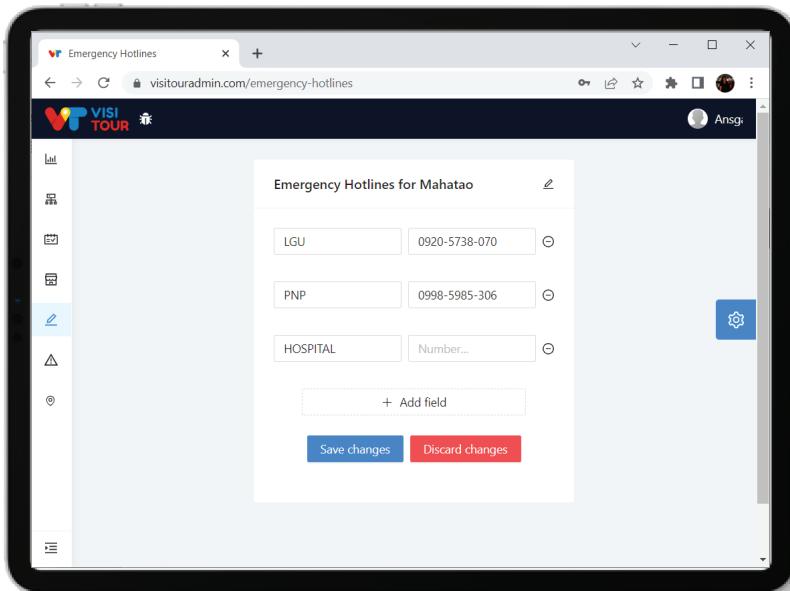
# *Emergency Hotlines*

In Visitour PH, we wanted our app not just to be a travel app that tourists can use to book for accommodations. But we also wanted our app to be helpful to tourists in times of need. That's why we have included the emergency hotlines of every LGU on our app.



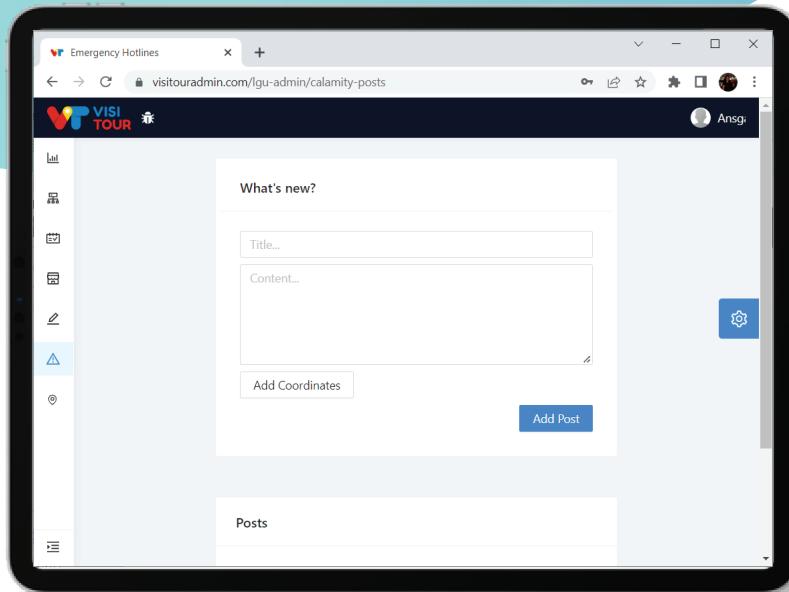
For this section, LGUs can input the updated and active emergency hotlines that tourists can see and call on our Visitour PH app. It is very important that these numbers are accurate because we never know when an emergency will arise. To update the emergency numbers, just click the pencil button on the upper right of the menu on this section.

Aside from modifying the numbers, you can also add new hotlines that tourists can call in case of emergency. Simply click 'Add Field' to create and add the new team that people can call. After editing or adding new numbers, just click 'Save Changes' to apply all the changes you have made.



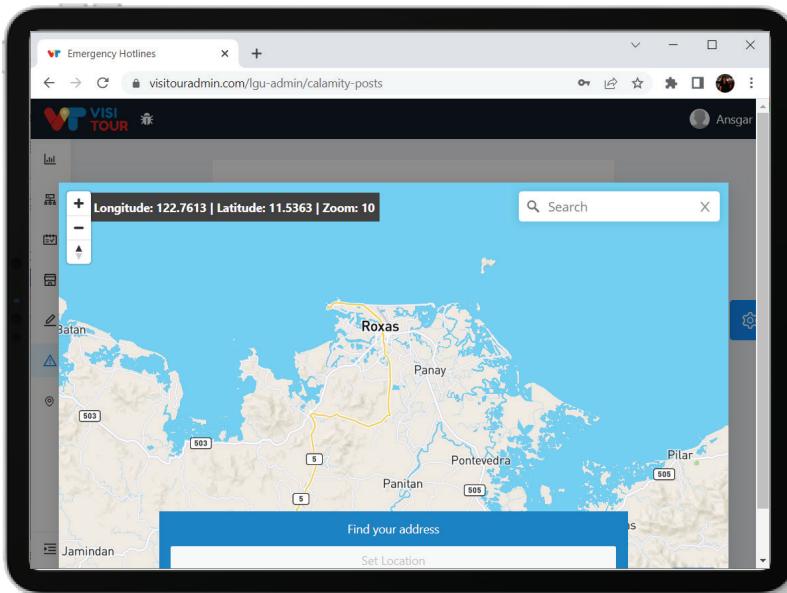
# Calamity Posts

As mentioned earlier, we wanted our app to be helpful to the tourists. That's why we created this calamity posts section. In this web-based portal, you can post the recent calamity that happened on your locality. The notice that you will post will reflect to the app and notify all users that are in 20KM radius of your calamity post.



In this section, you will see a type box wherein you can post your calamity warnings to your tourists and neighborhood. As for the lower part of this section, you will see all the warnings that you have posted. To post a calamity notice, just fill up all the necessary information and properly place the coordinates of the place that the calamity took place.

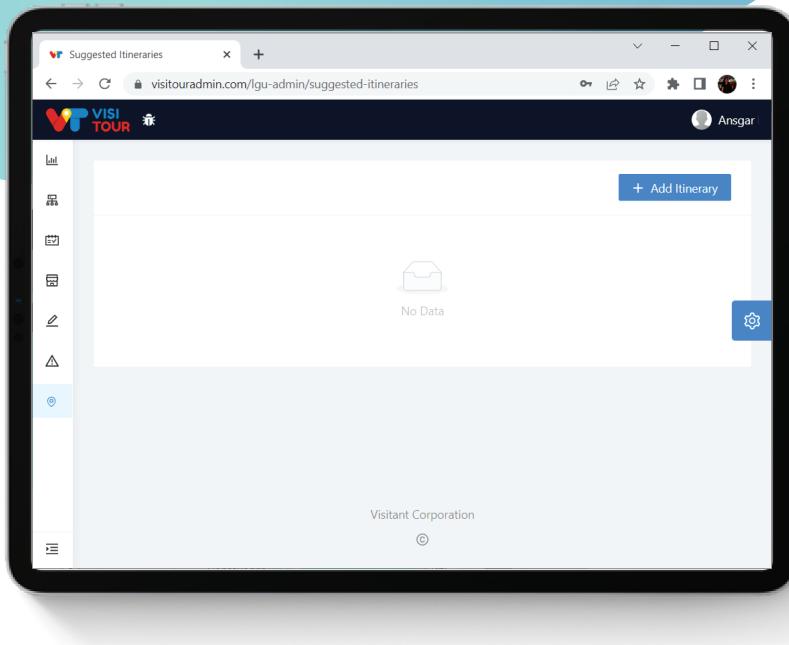
To add the coordinates, just click 'Add Coordinates' and a pop-up map will show up. You can manually pin the location or search the place if its registered on Google Maps. Once your done placing the coordinates, click 'set location' to add the location to your calamity post. If all information are good, you can now post the calamity warning by clicking 'Add Post'.



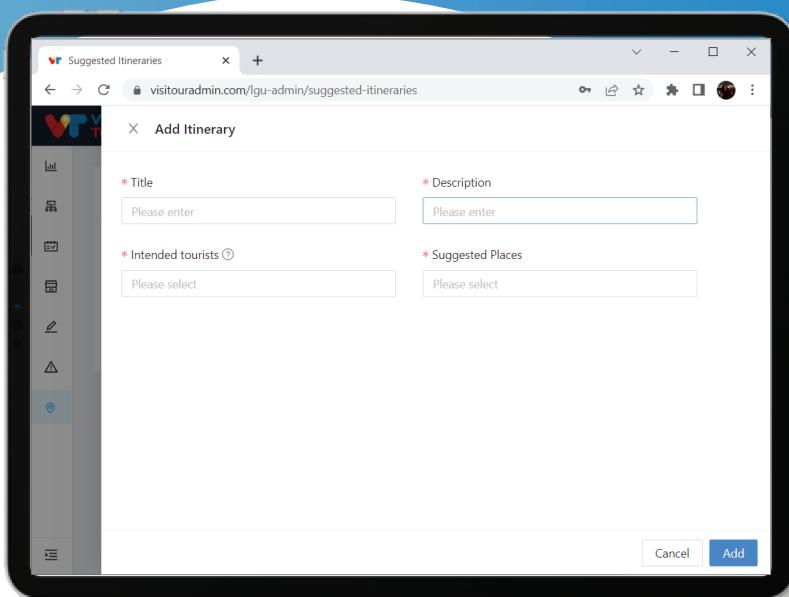
Once the calamity has subsided and everything is good, you can now hide or delete the calamity post. Just click the three lines button and there will be an option to hide the warning. It will ask you to confirm your action because it is irreversible. If you wish to continue deleting the calamity warning, click proceed and the post will be gone in the app and in this portal as well.

# Suggested Itineraries

Visitour PH always wanted to give the best vacation experience for all our users. That's why we have provided them suggested itineraries that will help them with their trip. However, we are not in the position to give those suggestions. This is the reason why we want to partner with you, the LGUs. There's no one better in knowing the best place to visit other than the locals.



In this section, you can help us making travelling easier for the tourists by giving them some suggested itineraries. You are one of the people who are in the position to give suggestions because this is your neighborhood.



If you want to add new itinerary, just click 'Add Itinerary' and a side panel screen will show up. Simply fill up all the necessary information and after that click 'add' to save it.

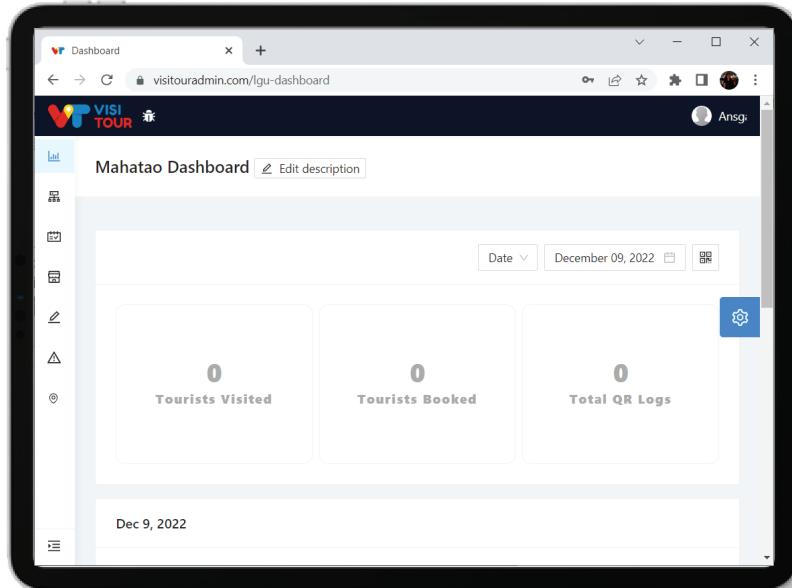
On the other hand, if you want to modify or edit the existing itineraries, click the pencil button and you will be able to update it. However, if you wish to delete it, just click the trash can button to remove that itinerary. Take note that this action of deletion irreversible and cannot be undone. That's why you have to be careful always.

# Other Features

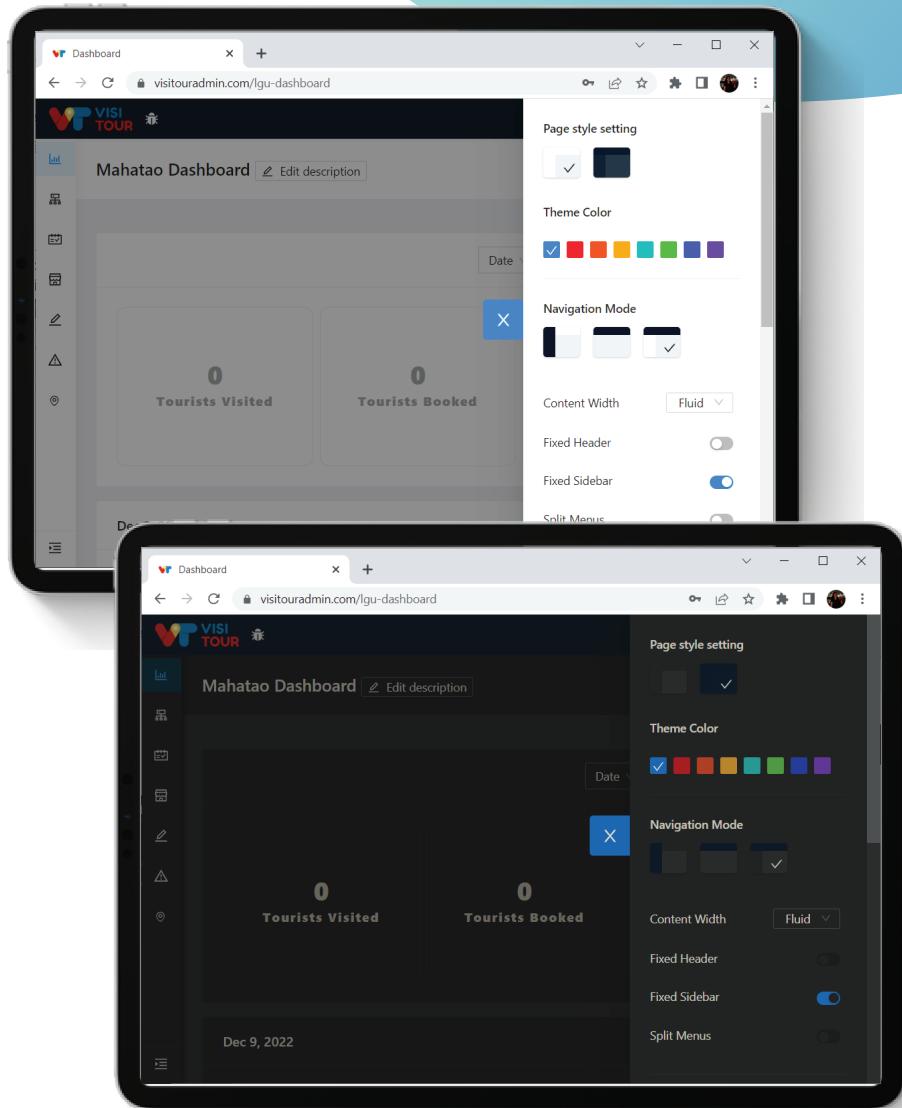
Aside from the main features of this web admin portal, there are 2 other features that can also help you as you navigate this portal. Here are the following features:

## APPEARANCE CUSTOMIZATION

In this portal, you can customize your experience when navigating the website. You can change how you want the portal to look like. There are different settings you can modify depending on your preference.



To customize your portal, just click the 'gear' icon and it will open a side panel screen settings that will allow you to modify your experience in navigating the portal.

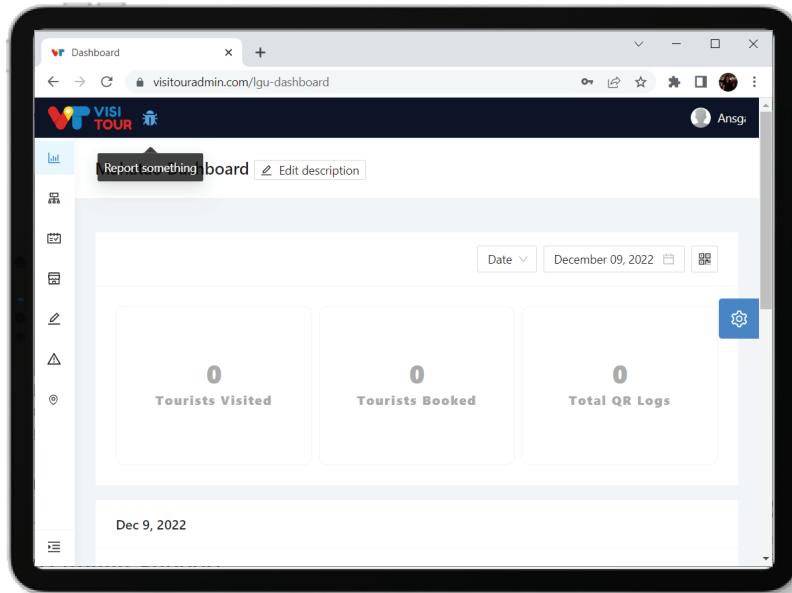


You can change the color of the buttons and also change the website into dark mode. There are also options that can change how you want to view the side bar menu and also the content width of the page.

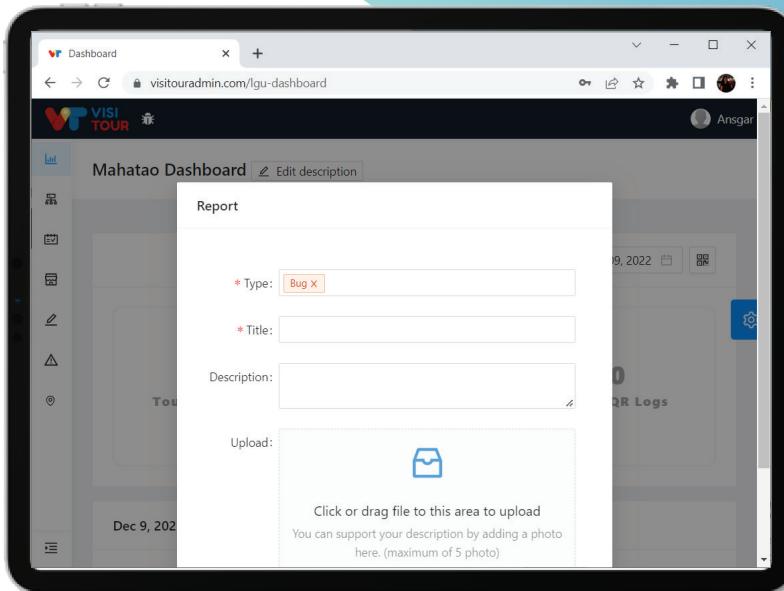
There is also an option that will optimize the page into weak (for color blinded) mode which makes the portal accessible to more people who will manage your LGU account.

## REPORTS/ SUGGESTIONS

The web admin portal is good and functional, but we believe that there's always room for improvements. That's why our team also developed a feature that will allow you to send reports about a system bug that needs to be fixed or any suggestions that can improve the overall experience of the LGUs.



To send a bug report or suggestions, just click the 'bug' icon on the upper-left of the screen. It will open a pop-up screen wherein you can input the report you want to send in our developers.



Just fill up the form with all the necessary information needed and once your're done, click 'submit' to send the report immediately. Rest assured that all your reports (bugs or suggestions) will be reviewed by our developers and will act accordingly.

## **Confused?**

**We are with you every step of the way!**  
**Contact us at:**

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*Globe Mobile:* +639176368047

*Landline:* 0465401180

*Messenger:* m.me/visitour