

Bacoor City Council Website Manual

For Superuser and Superadmin

Table of Contents

Part I: Test Data	4
Part II: Web Pages	5
Home Page	5
About us page	13
Editing content of the About Us Page	13
News and events page	15
Adding news entry	15
Editing news entry	16
Deleting news entry	18
Adding event entry	19
Editing event entry	20
Deleting event entry	22
Downloads Page	24
Download ordinances	24
Download resolutions	25
Adding budget documents	26
Adding procurement documents	29
Geohazard Map	32
Viewing maps	32
Pending Legislations	33
Adding new legislations	33
Approving legislations	34
Approving and Publishing legislations	35
People's Page	36
Deleting published polls	36
Setting featured polls	37

Voting on polls	38
Contact Us Page	39
Sending email in contact form	39
Account Page	40
Viewing registered users	40
Changing password	42
Changing password recurrence	43
Editing current user's personal information	43
Editing current user's account information	45
Editing current user's privilege information	46
Editing current user's signature	46
Editing other user's personal information	47
Editing other user's account information	50
Editing other user's privilege information	52
Deleting registered users	54

Part I: Test Data

This will serve as temporary login details for demo and testing purposes. Once logged in, user can change his/her username and password permanently.

1. Types of users: Councilor, Voter, Admin, Superuser, Superadmin
2. Councilor accounts:

Username	Password
vguerrero	a
asolis	a
egawaran	a
mbautista	a
rfabian	a
vdecastro	a
rbmendiola	a
bdeleon	a
gnolasco	a
hgutierrez	a
ldeleon	a
rpalabrica	a
rjavier	a

3. Voter accounts:

Username	Password
joshua	a

4. Admin accounts:

Username	Password
Admin1	a

5. Superuser accounts:

Username	Password
khalid	a

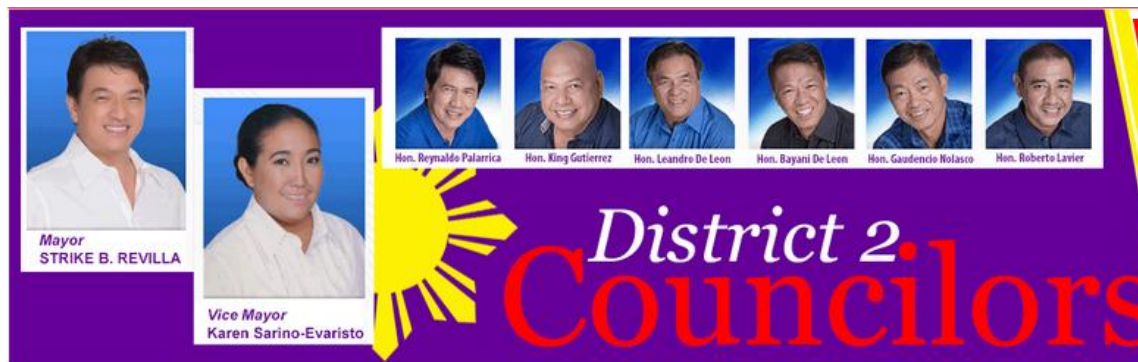
6. Superadmin accounts:

Username	Password
cevaristo	a

Part II: Web Pages

Home Page

Top left of front page shows slider containing information of Councilors.



Top right side contains forms where unregistered users can register to the system.

How to sign up for the system?

1. Select *For Bacoor Residents* if you are a citizen of Bacoor City.

☒ [For Bacoor Residents](#)

☐ [For Bacoor Councilors](#)

Name:

Email:

Sign Up

2. Select *For Bacoor Councilors* if you are a Councilor of Bacoor City.

☐ [For Bacoor Residents](#)

☒ [For Bacoor Councilors](#)

Name:

Email:

Sign Up

3. Fill up your name and email address.
4. Click *Save*.

5. Page is shown containing more fields to fill up. Fill up the form.

For Councilor,

Register Councilor

Personal Information

Lastname

Firstname

Middle Initial

Designation

Address

Contact number

Email address

Account Information

Username

Password

District

Save

For citizens,

Register User

Personal Information

Lastname

Firstname

Middle Initial

Designation

Address

Contact number

Email address

Account Information

Username

Password

District

Save

6. Click Save.

7. Click *Yes* to continue the registration, press *Cancel* if otherwise.

Confirm

Are you sure you want to save the user details?

Yes

Cancel

Once submission is successful, new user should wait for the approval email coming from the Admin.

Register User

Registration has been sent. We will send you an email once we have approved your registration.

Personal Information

Lastname

Dela Cruz

Firstname

Juan

Middle Initial

J

Designation

Jr

Address

Manila

Contact number

09178940596

Email address

juan@gmail.com

Account Information

Username

juan

Password

District

District 1

Save

Lower right side contains featured poll.

Polls

ANO SA TINGIN MO?
Should Aquino, Cabinet be held liable for DAP?

1. Yes
2. No
3. Maybe

Log in to vote. [Show all](#)

How to vote for the featured poll?

1. Please login first as a Voter/Councilor/Admin/Superadmin/Superuser. Select your vote.

Polls

ANO SA TINGIN MO?
Should Aquino, Cabinet be held liable for DAP?

☒ Yes
☐ No
☐ Maybe

[Vote](#) [Show all](#)

2. Click *Vote* button.

Polls

ANO SA TINGIN MO?
Should Aquino, Cabinet be held liable for DAP?

You have already voted this survey.

[View result](#) [Show all](#)

3. Click *View result* to show all the votes casted for the featured poll.

Polls

ANO SA TINGIN MO?
Should Aquino, Cabinet be held liable for DAP?

Yes

2/2

No

0/2

Maybe

0/2

Next poll

Show all

4. Once submission is successful, the system will give you another poll to vote. As long as there are polls you can continue voting in the featured poll area. When user has voted on all polls this message is shown.

Polls

Thanks for voting on all polls!

Show all



Lower left side contains a listing of all ordinances already published. Click on each list item to view the ordinance details.

City Ordinances

International human rights law
International human rights law is the body of international law designed to promote and protect human rights at the international, regional and domestic levels. As a form of international law, interna...

Center area contains news from different sources. Top panel contains news from Bacoar City. Click on the images in the Bacoar News to zoom the image. Middle panel contains news from GMA7 News RSS. Bottom panel contains the news from CNN RSS. Click on any news item. If the news item is from Bacoar it will show the details of the news from the same window. If the news items are RSS type, it will open a new window showing the details of it.

NEWS AND EVENTS

kasambahay1
kasambahay2

[*Samsung Galaxy Note 4 and Alpha may save Korean tech giant's falling sales*](#)

In the wake of a disappointing earnings report, Samsung tried to reassure investors by revealing its comeback strategy for the next few months. According to The Wall Street Journal, Kim Hyun-joon, senior vice president at Samsung Mobile told investors during the earnings call that the company is launching two high-end smartphones in the next six months. One model is reportedly coming with "a large screen" while the company will use "new materials" to make the other model. The model with "a large screen" is likely to be the Galaxy Note 4, which is expected to be powered by the latest Exynos ModAP quad-core processor. The other model should be the fabled Galaxy Alpha with a metallic frame. Samsung should be unveiling the Galaxy Note 4 on September 3 before IFA 2014 while the Galaxy Alpha is rumored to be launched earlier on August 13. Based on its latest earnings report, Samsung experienced its first year-over-year drop in net profit in almost three years for the second quarter of 2014. Apparently, stiff competition from Chinese phone makers and a recent hike in the local currency made its products less competitive in overseas markets. Its flagship smartphone, the Galaxy S5 reportedly did not sell as well as expected, which might have contributed to the loss in profits. Samsung also will be introducing new low-end and midrange models with enhanced features to compete with the low-cost offerings from Chinese phone makers. With Apple likely to release bigger iPhones later this year, Samsung finds itself in a very difficult situation where it needs to act swiftly to defend its position across the various market segments. [READ MORE](#)

LOCAL NEWS

[*No need for law defining savings, says Escudero*](#)

Senator Francis Escudero on Thursday said there was no need for a bill redefining savings in compliance with the Supreme Court decision on Disbursement Acceleration Program as it can be addressed directly in the General Appropriations Act of 2015. [READ MORE](#)

[*DOJ slams selective report on Ampatuan 'bribery notebook'*](#)

Justice Secretary Leila de Lima on Thursday said all the names in a supposed notebook that allegedly contains the names of people bribed by the Ampatuans in the Maguindanao Massacre case should be made public. [READ MORE](#)

FOREIGN NEWS



[*Russia extends Snowden's stay*](#)

Edward Snowden, who leaked secret information about U.S. spying programs, has been granted an extension to stay in Russia for three more years, his attorney said in a televised press conference in Moscow Thursday. [READ MORE](#)

[*Quake death toll hits 615 in China*](#)

The death toll has risen to 615 after Sunday's earthquake in southwest China's Yunnan province, China's state-run CCTV reported Thursday evening, citing the earthquake relief command. [READ MORE](#)

Bottom part of the homepage contains the footer which contains different links. DOWNLOAD column contains links to pages where you can download specific documents from the sites. Under DOING BUSINESS IN BACOR, links for Bacoar City main website, DTI and SEC are also visible. ADDRESS shows the address of Bacoar City Council. Links for Facebook and Twitter accounts are also linked to the site.

DOWNLOAD City Ordinances Resolutions Annual Budgets Annual Procurement Plans	DOING BUSINESS IN BACOR BACOR.GOV.PH DTI i-Register SEC i-Register	ADDRESS City Hall and Capitol Building Gen. Evangelista St., 4102 Bacoar,Cavite http://bacoar.gov.ph	FOLLOW US ON:  
---	--	--	---

About us Page

Editing content of About Us Page

Who can do this? Superuser, Superadmin

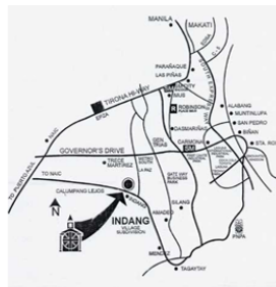
How to:

1. Click *About Us* menu item.



2. About Us page is shown. Click *Edit* button

ABOUT US



undefined

Edit

TAGLISH Version

This is the official website of the Sangguniang Panglungsod of the City of Bacoor, Cavite.

The historic town of Bacoor, was founded in 1671. Its former name "Bakood" (meaning "fence" in Tagalog) was suggestive of its role as the boundary between the towns of Paranaque and Kawit. Bacoor was also the site of the Battle of Zapote Bridge in 1897 between the Filipinos and Americans. Upon the declaration of Philippine Independence on 12 June 1898, the town was then designated as the first capital of Philippine Revolutionary Government by Emilio Aguinaldo.

3. Form is shown. Fill in title and content.

Edit "About Us" Content

TAGLISH Version

This is the official website of the Sangguniang Panglungsod of the City of Bacoor, Cavite.

The historic town of Bacoor, was founded in 1671. Its former name "Bakood" (meaning "fence" in Tagalog) was suggestive of its role as the boundary between the towns of Paranaque and Kawit. Bacoor was also the site of the Battle of Zapote Bridge in 1897 between the Filipinos and Americans. Upon the declaration of Philippine Independence on 12 June 1898, the town was then designated as the first capital of Philippine Revolutionary Government by Emilio Aguinaldo.

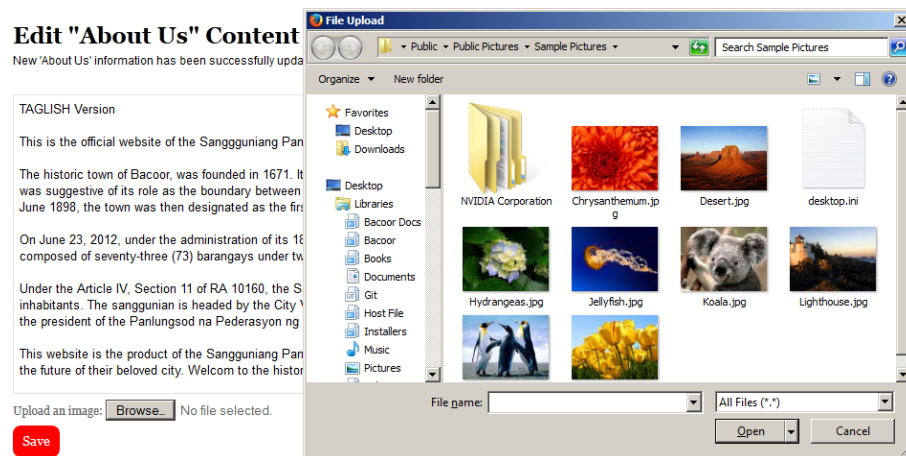
On June 23, 2012, under the administration of its 18th Municipal Mayor, Hon. Strike B. Revilla, Bacoor was converted into the City of Bacoor by virtue of Republic Act No. 10160 known as the "Charter of the City of Bacoor". The city is composed of seventy-three (73) barangays under two (2) legislative districts namely Bacoor East and Bacoor West and has a population of around 650,000.

Under the Article IV, Section 11 of RA 10160, the Sangguniang Panglungsod is the legislative body of the City which has the power to enact ordinances, approve resolutions, and appropriate funds for the general welfare of the City and its inhabitants. The sanggunian is headed by the City Vice Mayor, Hon. Catherine Sarino - Evaristo, and comprised of twelve (12) city councilors as regular sanggunian members, the president of the city chapter of the Liga ng mga Barangay, and the president of the Panglungsod na Pederasyon ng mga Sangguniang Kabataan.

This website is the product of the Sangguniang Panglungsod's determination to be more transparent and to directly involve the people of the City of Bacoor not only in the crafting of vital legislative measures but also to have active role in shaping the future of their beloved city. Welcom to the historic City of Bacoor!

Upload an image: No file selected.

4. Add Images to your *About Us* content by clicking *Browse* and selecting an image.



You can delete uploaded images by clicking the X button above the image you want to delete.



5. Click *Save* button to save all changes.
6. Click again *About Us* menu item. Content is now updated.

News and Events Page

Adding news entry

Who can do this? Superuser, Superadmin

How to:

1. Click *News and Event* menu item.



2. List of Bacoor News and Events is shown. Click *Add new* under the *News* heading to add news item.



3. Form is shown. Fill up title and content. Select *News* in the dropdown list above the *Save* button.

Add News/Event

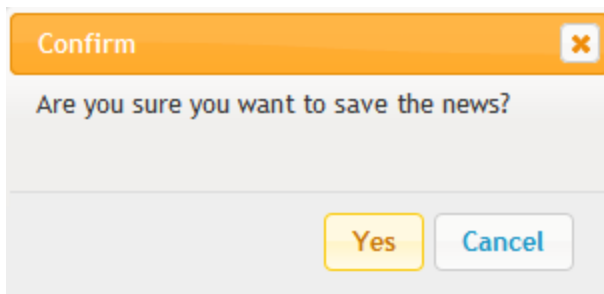
Lorem ipsum dolor sit amet,

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?

News

Save

4. Click *Save*. Click *Yes* in the confirmation dialog, press *Cancel* if otherwise.



5. Click again *News and Event* menu item. New entry is added under the news list.

NEWS

Add new

Lorem ipsum dolor sit amet

2014-11-01 by khalid

Edit

Delete

EVENTS

Add new

Editing news entry

Who can do this? Superuser, Superadmin

How to:

1. Click *News and Event* menu item.

NEWS & EVENTS

2. List of Bacoor City news and events is shown. Click *Edit* button to one of the news.

NEWS

Add new

Lorem ipsum dolor sit amet

2014-11-01 by khalid

Edit

Delete

EVENTS

Add new

- Form where one can edit the title and content is shown. Upload new image by clicking the **Browse** button. Delete images by clicking **X** button above the image you want to delete

Edit News

News content has been successfully updated.

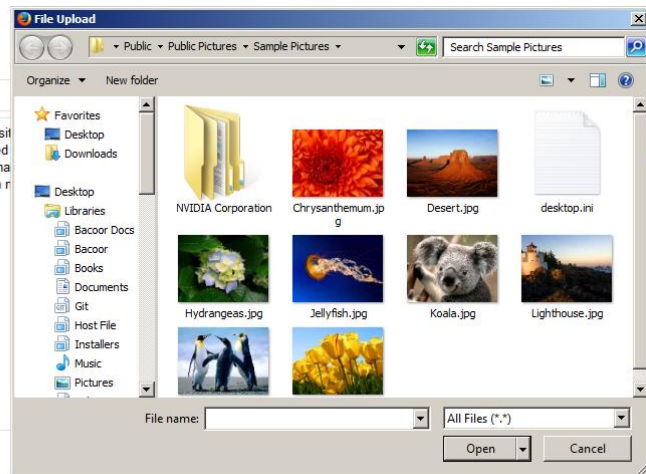
Lorem ipsum dolor sit amet

Sed ut perspiciatis unde omnis iste natus error sit
quia voluptas sit aspernatur aut odit aut fugit, sed
eius modi tempora incidunt ut labore et dolore ma
reprehenderit qui in ea voluptate velit esse quam r

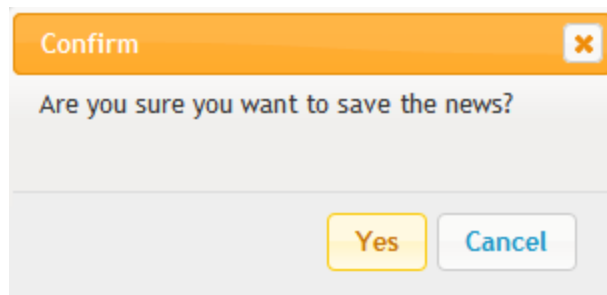
Upload an image: No file selected.



Penguins



- Click **Save**. Click **Yes** in the confirmation dialog, press **Cancel** if otherwise.



- Click again *News and Events* menu item. Click the title of the entry you have previously edited. Updated contents of the news are shown.

NEWS



Penguins

Lorem ipsum dolor sit amet

2014-10-30 by admin1 [Edit](#)

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?

Deleting news entry

Who can do this? Superuser, Superadmin

How to:

- Click *News and Event* menu item.

NEWS & EVENTS

- List of *Bacoor City News and Events* is shown. Click *Delete* button to one of the news.

NEWS

[Add new](#)

Lorem ipsum dolor sit amet

2014-10-30 by admin1

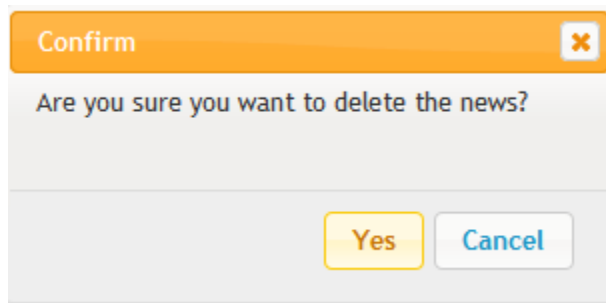
[Edit](#)

[Delete](#)

EVENTS

[Add new](#)

3. Confirmation dialog is shown. Click *Yes* to continue the deletion, press *Cancel* if otherwise.



4. The news item will be automatically deleted in the list of news.

Adding event entry

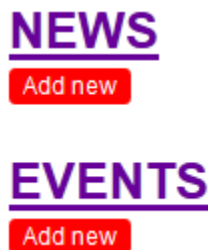
Who can do this? Superuser, Superadmin

How to:

1. Click *News and Event* menu item.



2. List of Bacoor news and events is shown. Click *Add new* button under the *Events* heading to add an event item.

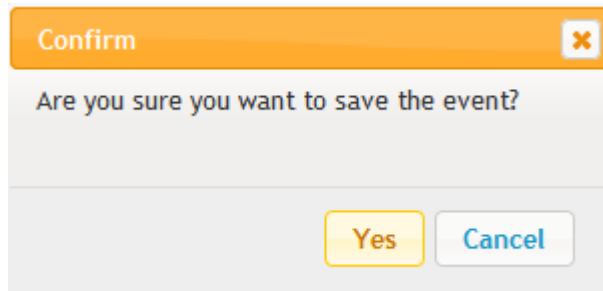


3. Form is shown. Fill up title and content. Select *Events* in the dropdown list above the *Save* button.

Add News/Event

A form titled 'Add News/Event'. It has a text area for content with placeholder text 'Lorem ipsum dolor sit amet'. Below the text area is a dropdown menu with 'Events' selected. At the bottom right is a red 'Save' button.

4. Click *Save*. Click *Yes* in the confirmation dialog, press *Cancel* if otherwise.



5. Click again *News and Event* menu item. New entry is added under the events list.

NEWS

Add new

EVENTS

Add new

Lorem ipsum dolor sit amet

2014-11-01 by khalid

Edit Delete

Editing event entry

Who can do this? Superuser, Superadmin

How to:

1. Click *News and Event* menu item.



2. List of Bacoor City *News and Events* is shown. Click *Edit* button to one of the events.

NEWS

Add new

EVENTS

Add new

Lorem ipsum dolor sit amet

2014-11-01 by khalid

Edit Delete

3. Form where one can edit the title and content is shown. Upload new image by clicking the *Browse* button. Delete images by clicking X button above the image you want to delete.

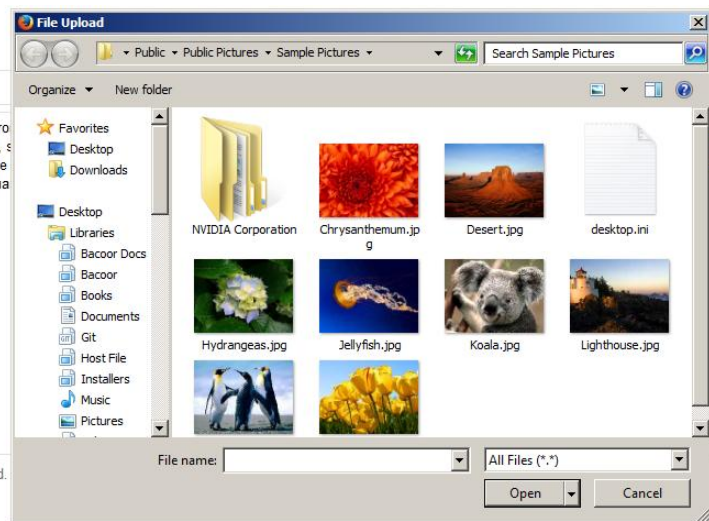
Edit Event

Lorem ipsum dolor sit amet

Sed ut perspiciatis unde omnis iste natus error quia voluptas sit aspernatur aut odit aut fugit, sed eius modi tempora incidunt ut labore et dolore reprehenderit qui in ea voluptate velit esse qu

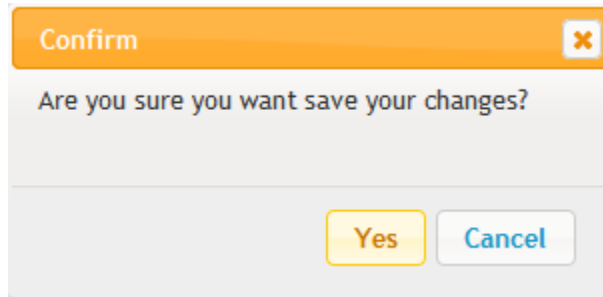
Upload an image: No file selected.

Save



Penguins

4. Click *Save*. Click *Yes* in the confirmation dialog, press *Cancel* if otherwise.



5. Click again *News and Events* menu item.
6. Click the title of the entry you have previously edited. Updated contents of the event are shown.

EVENTS



Penguins

Lorem ipsum dolor sit amet

2014-11-01 by khalid [Edit](#)

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Deleting event entry

Who can do this? Superuser, Superadmin

How to:

1. Click *News and Event* menu item.



2. List of Bacoar City *News and Events* is shown. Click *Delete* to one of the events.

NEWS

Add new

EVENTS

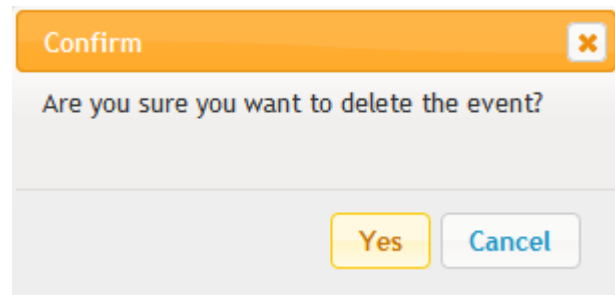
Add new

Lorem ipsum dolor sit amet

2014-11-01 by khalid

Edit Delete

3. Confirmation dialog is shown. Click *Yes* to continue the deletion, press *Cancel* if otherwise.



4. The event item will be automatically deleted in the list of events.

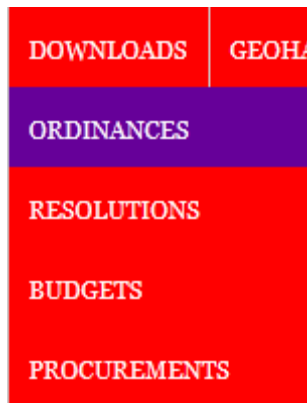
Downloads Page

Download ordinances

Who can do this? Superuser, Superadmin

How to:

1. Click *Downloads* -> *Ordinances* menu item



2. List of all published ordinances done by Bacoor City Council is shown. Click *Download* to download the PDF file containing the legislation.

DOWNLOADS

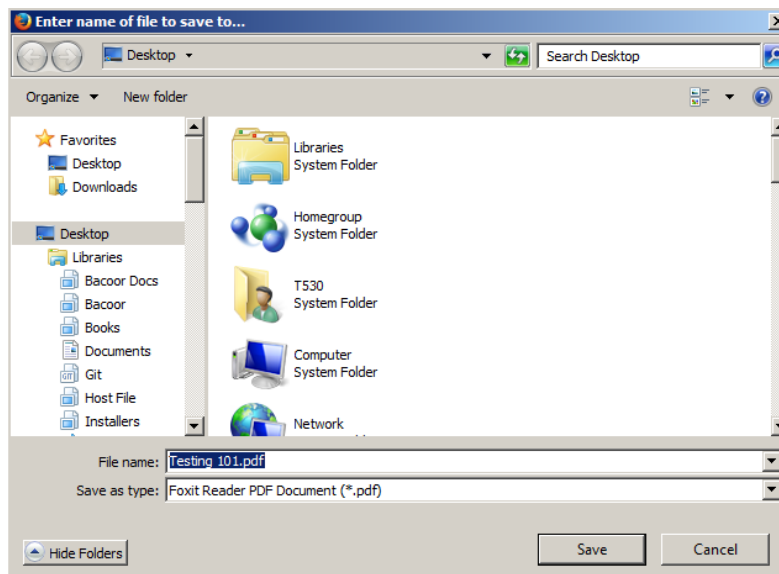
Ordinances

Note: Files will be available for download within 30 days. After 30 days, you may get a copy of the ordinance in the Bacoor City Council head office.

Testing 101

Download

3. Save the file in appropriate folder and click Save.

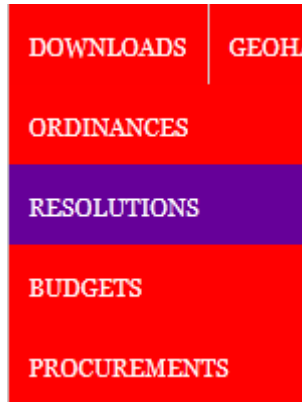


Download resolutions

Who can do this? Superuser, Superadmin

How to:

1. Click *Downloads* -> *Resolutions* menu item



2. List of all published resolutions done by Bacoar City Council is shown. Click *Download* to download the PDF file containing the legislation.

DOWNLOADS

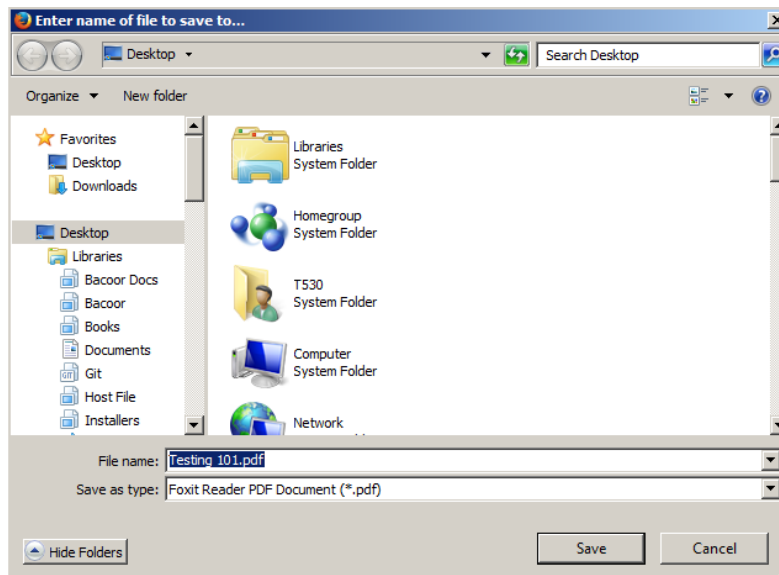
Resolutions

Note: Files will be available for download within 30 days. After 30 days, you may get a copy of the resolution in the Bacoar City Council head office.

Testing 101

Download

3. Save the file in appropriate folder and click *Save*.

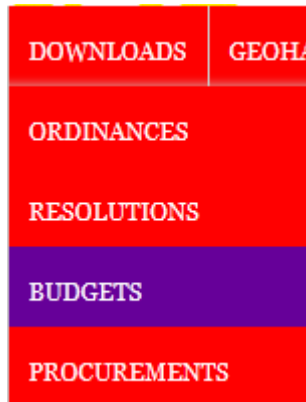


Adding budget documents

Who can do this? Superuser, Superadmin

How to:

1. Click *Downloads > Budgets* menu item



2. List of Bacoar budget items is shown. Click *Add new* button under the *Budgets* heading to add budget item.

DOWNLOADS

Budgets

Add new

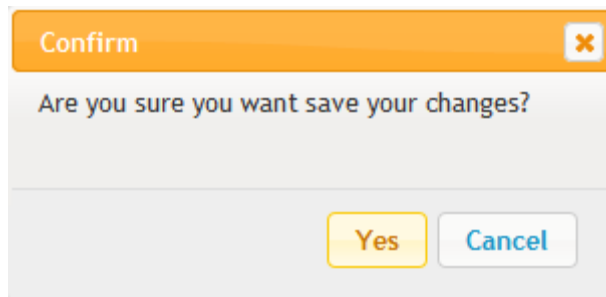
3. Form is shown. Fill up title. Select *Budgets* in the dropdown list above the *Save* button.

Add Files

▼

Save

4. Click *Save*. Click *Yes* in the confirmation dialog, press *Cancel* if otherwise.



5. After saving, click the *Downloads* -> *Budgets* menu item again. Item is now added under the *Budgets* heading.

DOWNLOADS

Budgets

Add new

Budget for Financial Year 2014-2015

Edit

Delete

6. Click *Edit* button. Form where one can edit the title and legislation type is shown. Select *Budgets* in the dropdown list.

Edit Legislation

Budget for Financial Year 2014-2015

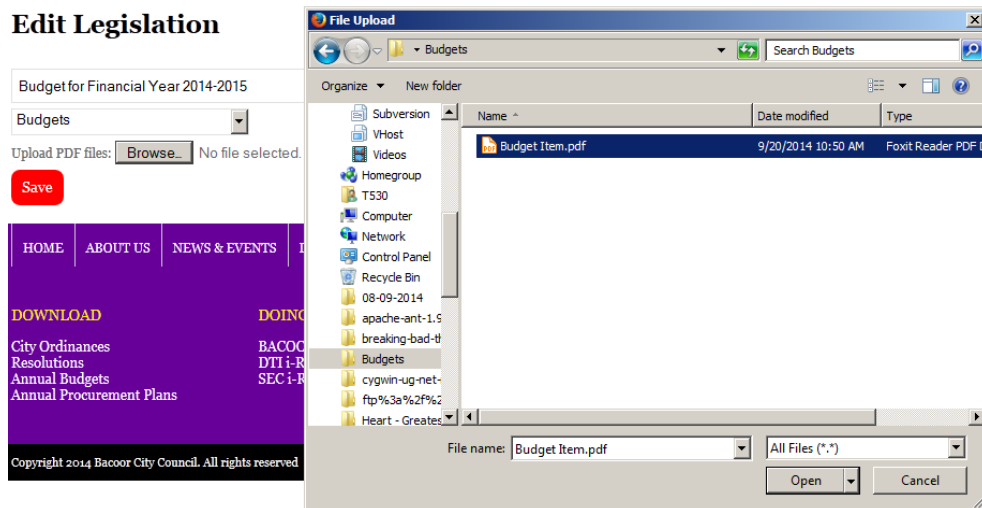
Budgets



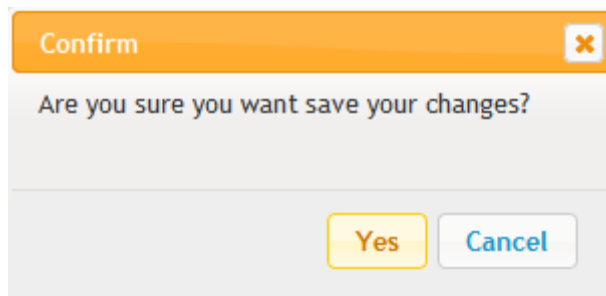
Upload PDF files: No file selected.

Save

7. Click *Browse* to add PDF files to attach to the current budget item.



8. Click *Save*. Click *Yes* in the confirmation dialog, press *Cancel* if otherwise.



9. PDF file is added below the *Save* button. Click the PDF file name to download the PDF to local computer. Click the *X* button beside the PDF file name to delete the uploaded PDF file.

Edit Legislation

Content has been successfully updated!

An email is sent to Councilors, Secretary, Vice-Mayors and Mayor.

Budget for Financial Year 2014-2015

Budgets

Upload PDF files: No file selected.

Budget Item.pdf

10. Click *Downloads* -> *Budgets* menu item. PDF file is now added in the budget item. Click the PDF file name to download the PDF to local computer.

Budget for Financial Year 2014-2015

Budget Item.pdf

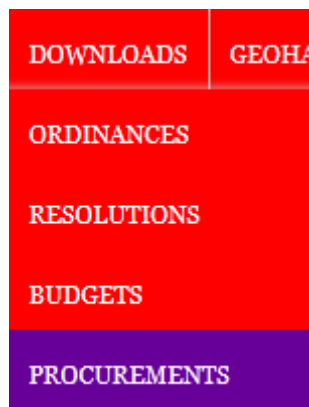
Edit Delete

Adding procurement documents

Who can do this? Superuser, Superadmin

How to:

1. Click *Downloads* -> *Procurements* menu item



2. List of Bacoar procurement items is shown. Click *Add new* button under the *Procurements* heading to add procurement item.

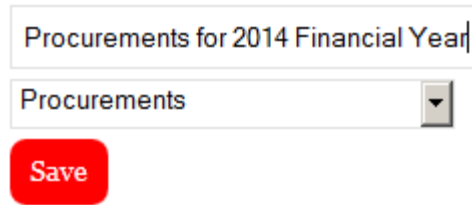
DOWNLOADS

Procurements

Add new

3. Form is shown. Fill up title. Select *Procurements* in the dropdown list above the *Save* button.

Add Files

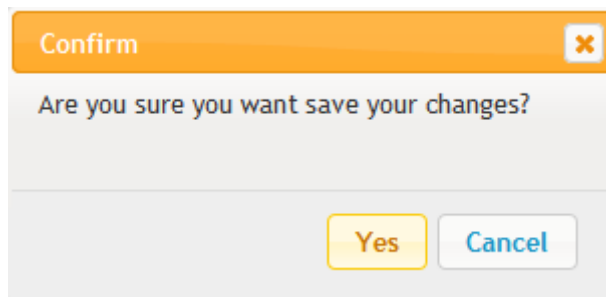


Procurements for 2014 Financial Year

Procurements

Save

4. Click *Save*. Click *Yes* in the confirmation dialog, press *Cancel* if otherwise.



Confirm

Are you sure you want save your changes?

Yes Cancel

5. After saving, click the *Downloads -> Procurements* menu item again. Item is now added under the *Procurements* heading.

DOWNLOADS

Procurements

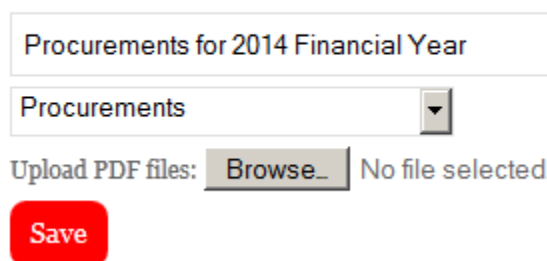
Add new

Procurements for 2014 Financial Year

Edit Delete

6. Click *Edit* button. Form where one can edit the title and legislation type is shown. Select *Procurements* in the dropdown list.

Edit Legislation



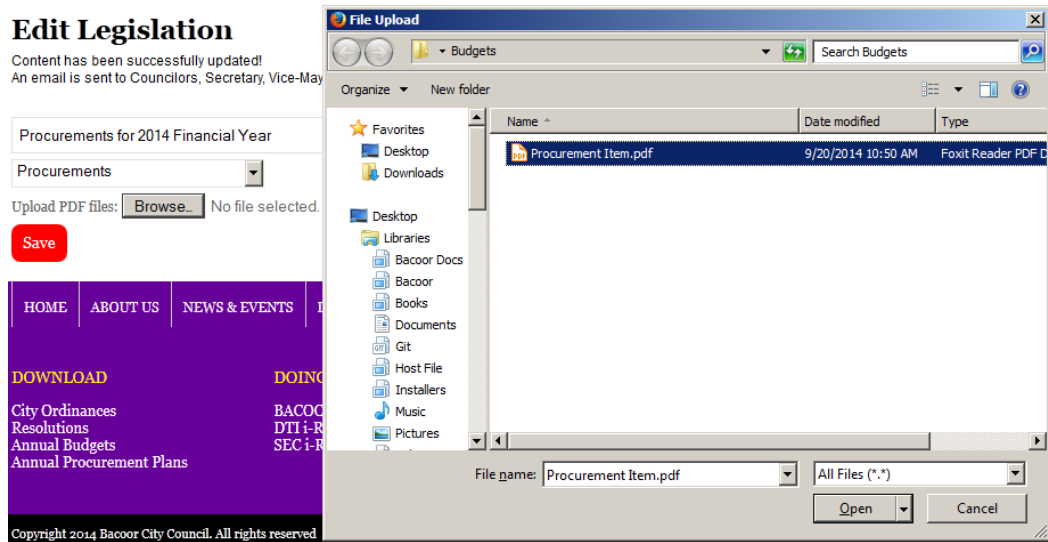
Procurements for 2014 Financial Year

Procurements

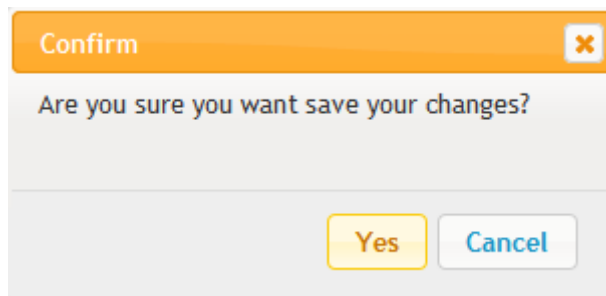
Upload PDF files: Browse_ No file selected.

Save

7. Click *Browse* to add PDF files to the current procurement item.



8. Click *Save*. Click *Yes* in the confirmation dialog, press *Cancel* if otherwise.



9. PDF file is added below the *Save* button. Click the PDF file name to download the PDF to local computer. Click the X button beside the PDF file name to delete the uploaded PDF file.

Edit Legislation

Content has been successfully updated!

An email is sent to Councilors, Secretary, Vice-Mayors and Mayor.

Procurements for 2014 Financial Year

Procurements

Upload PDF files: Browse_ No file selected.

Save

Procurement Item.pdf X

10. Click *Downloads* -> *Procurements* menu item. PDF file is now added in the procurement item. Click the PDF file name to download the PDF to local computer.

Procurements for 2014 Financial Year

Procurement Item.pdf

Edit Delete

Geohazard Map

Viewing maps

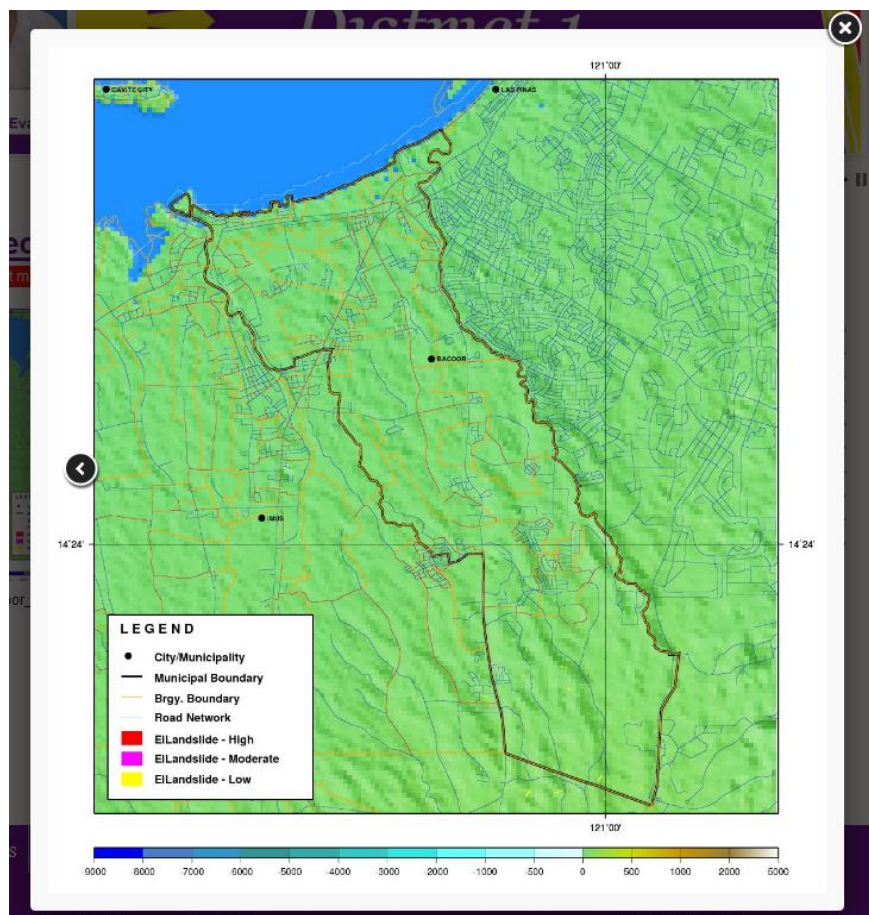
Who can do this? Superuser, Superadmin

How to:

1. Click *Geohazard Map* menu item.



2. Click each map picture to zoom it in.



Pending Legislations

Adding new legislations

Superuser and Superadmin users can add legislation. Once added they are not allowed to edit and delete the legislation. Only Admin users can edit and delete legislations.

Who can do this? Superuser, Superadmin

How to:

1. Click *Pending Legislation* menu item.



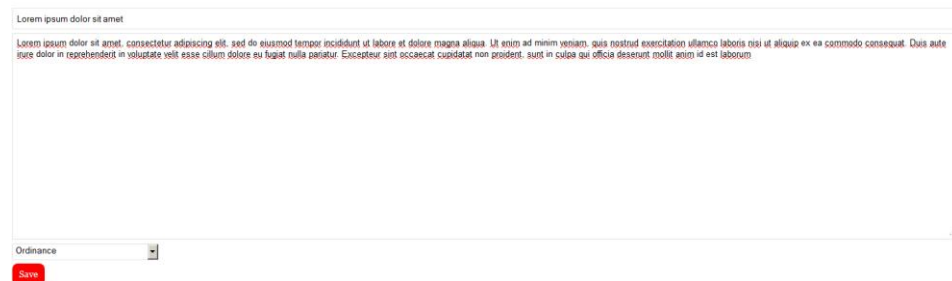
2. List of all pending legislations of Bacoar City Council is shown. Click *Add New* button.

PENDING LEGISLATIONS

Add new

3. Form is shown. Fill up the title and the content of the new legislation.

Add Legislation



Form titled "Add Legislation". It contains a large text area for content, a dropdown menu labeled "Ordinance", and a red "Save" button.

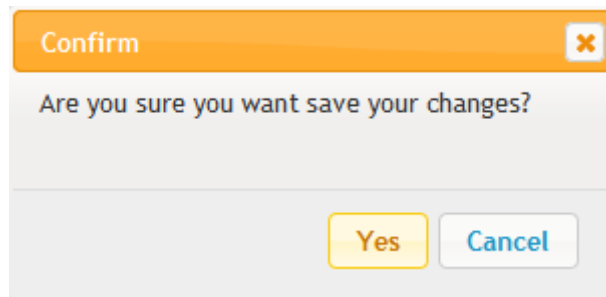
4. Select the type of legislation in the dropdown box. Types of legislations are ordinances, and resolutions.



Dropdown menu showing "Ordinance" and "Resolutions" options.

5. Click *Save*.

6. Click *Yes* in the confirmation dialog to continue saving the new legislation or press *Cancel*, otherwise.



7. Click *Pending Legislation* menu item again. Notice the new legislation is now added in the list.

Lorem ipsum dolor sit amet

Ordinance No.: 110

Created by: khalid on 2014-11-01

Approve

Approving legislations

Superuser users can approve legislations. Superuser user is always the first one to approve the legislation.

Who can do this? Superuser, Superadmin

How to:

1. Click *Pending Legislation* menu item.



2. List of all pending legislations of Bacoar City Council is shown. Click *Approve* button to the legislation. *Approve* button is only shown to a non-Superuser when Superuser (e.g. Attorney Khalid Atega) has approved the legislation already.

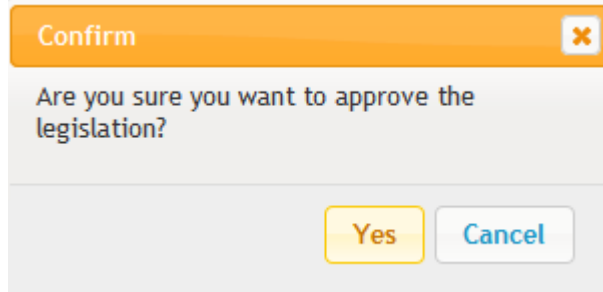
Lorem ipsum dolor sit amet

Ordinance No.: 110

Created by: khalid on 2014-11-01

Approve

3. Click *Yes* in the confirmation dialog to continue approving the legislation or press *Cancel*, otherwise. Email is sent to other Councilors, Superuser and Superadmin users once the legislation is approved. When all Councilors have signed the legislation, a separate email is also sent to all Councilors, Superuser and Superadmin users.



4. Click the title of the legislation to view the legislation details. In the legislation details page, all signatures of persons who have signed the ordinance are shown below the legislation content.

Approving and Publishing legislations

Superadmin users can approve and publish legislations. Superadmin user can only approve and publish legislation if the legislation is signed by at least one Superuser (e.g. Attorney Khalid Atega).

Approving and publishing means setting the legislation to final and non-editable. Published legislation can also be downloaded from the site.

Who can do this? Superadmin

How to:

1. Click *Pending Legislation* menu item.



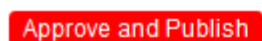
2. List of all pending legislations of Bacoar City Council is shown. Click *Approve and Publish* button to the legislation.

Lorem ipsum dolor sit amet

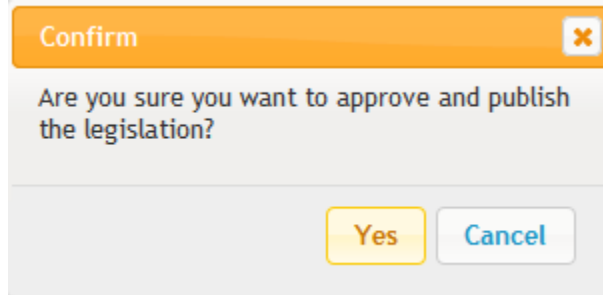
Ordinance No.: 109

Created by: admin1 on 2014-11-01

Signed by: Khalid Atega, 1 District I Councilors



3. Click *Yes* in the confirmation dialog to continue approving and publishing the legislation or press *Cancel*, otherwise. Email is sent to other Councilors, Superuser, Superadmin users once the legislation is published.



4. Click the title of the legislation to view the legislation details. In the legislation details page, all signatures of persons who have signed the ordinance are shown below the legislation content.

People's Page

Deleting published polls

Who can do this? Superuser, Superadmin

How to:

1. Click *People's Page* menu item.



2. List of published polls is shown. Click *Delete* button under the poll.

ANO SA TINGIN MO?

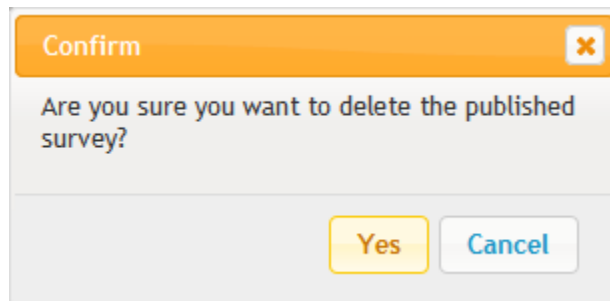
What country are you from?

featured

USA	0/0 votes	
Mexico	0/0 votes	
Canada	0/0 votes	
Germany	0/0 votes	

Delete

3. Click *Yes* in the confirmation box to continue deleting the poll, press *Cancel* otherwise. Published poll is automatically deleted in the list.



Setting featured polls

Featured poll is the poll shown in the home page of the website.

Who can do this? Superuser, Superadmin

How to:

1. Click *People's Page* menu item.

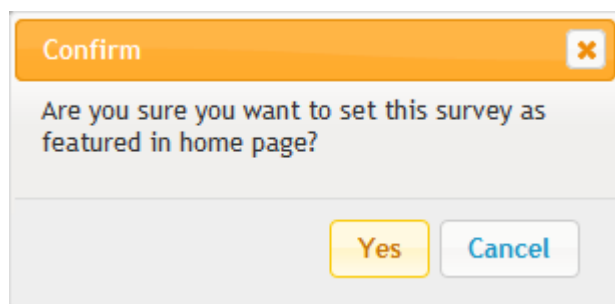


2. List of published polls is shown. Click *Set featured* button under the poll you want to set as featured.

What is the best policy to create more business in Bacoar?

Less tax	o/o votes	
Good housing	o/o votes	
Good tax collection	o/o votes	
		Delete Set featured

3. Click *Yes* in the confirmation box to continue setting the poll to featured, press *Cancel* otherwise. The new feature poll is automatically marked with text "featured" in a red box.



Voting on polls

Who can do this? Superuser, Superadmin

How to:

1. Click *People's Page* menu item.

PEOPLE'S PAGE

2. Click the title of the poll where want to cast your vote.

What is the best policy to create more business in Bacoor?

Less tax 1/1 votes

Good housing 0/1 votes

Good tax collection 0/1 votes

3. A page containing a set of options for the poll is shown. Choose one of the options.

ANO SA TINGIN MO?

Poll

What is the best policy to create more business in Bacoor?

- ☒ Less tax
☐ Good housing
☐ Good tax collection

Vote

Results

1 votes

Less tax 1

Good housing 0

Good tax collection 0

4. Select your option and click *Vote* button.
5. The vote will be automatically casted in the chart below the poll. The chart also shows the number of votes casted for the poll and the current highest voted option.

ANO SA TINGIN MO?

Poll

What is the best policy to create more business in Bacoor?

- ☐ Less tax
- ☒ Good housing
- ☐ Good tax collection

You have already voted for this poll. [Show all polls](#)

Results

2 votes



Contact Us Page

Sending email in contact form

Who can do this? Superuser, Superadmin

How to:

1. Click *Contact Us* menu item.

CONTACT US

2. Form is shown where users can send messages directly to Vice Mayor Catherine Evaristo, Attorney Khalid Atega and all Councilors.

CONTACT US

SANGGUNIAN PANGLUNGSOD OFFICE

BACOR, CITY

tel.: 63 - (0)46 + 4344466 loc 216

OFFICE OF THE VICE MAYOR

tel.: 63 - (0)46 + 5711742

WEBSITE CONTACT FORM

Person you would like to contact

Please select.. 

Fullname

Company Name

Telephone Number

Email Address

Address

Message

Send

Account Page

Viewing registered users

Who can do this? Superuser, Superadmin

How to:

1. Click *Account* menu item.

ACCOUNT

2. Click *View registered users* in the page.

[View registered users](#)

3. All users of the system including Councilor users are shown.

Registered users

Avelino K Solis

0000-00-00 by anonymous

Email address: joshauza@gmail.com, Contact number: 09156473743

[Delete](#)

Edwin K Gawaran

0000-00-00 by anonymous

Email address: joshauza@gmail.com, Contact number: 09156473743

[Delete](#)

Miguel Bautista

0000-00-00 by anonymous

Email address: joshauza@gmail.com, Contact number:

[Delete](#)

Rowena Bautista Mendiola

0000-00-00 by anonymous

Email address: joshauza@gmail.com, Contact number:

[Delete](#)

Changing password

Who can do this? Superuser, Superadmin

How to:

1. Click *Account* menu item.



2. Click *Change password* in the page.



3. Provide your current password and your new password.

Change password

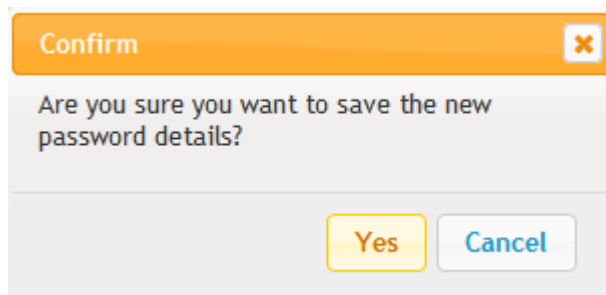
Current password

New Password

Type new password again



4. Click *Yes* in the confirmation dialog to continue saving the new password details, press *Cancel* otherwise.



5. Logout from the site.
6. Login again using the new password.

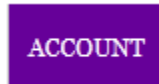
Changing password recurrence

This sets the recurrence of mails being sent by the system to notify user to change their password.

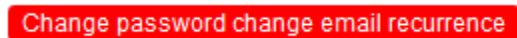
Who can do this? Councilor

How to:

1. Click *Account* menu item.

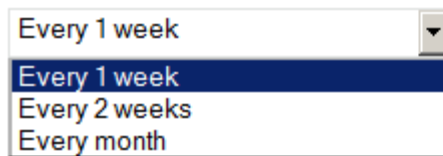


2. Click *Change password change mail recurrence* in the page.

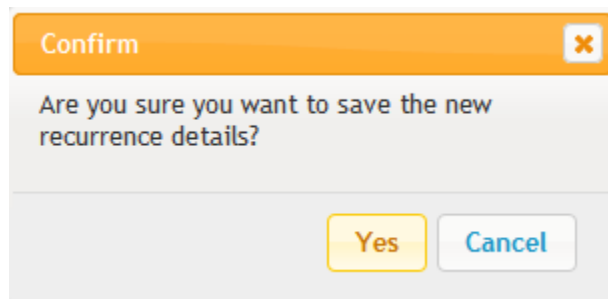


3. Select recurrence type. Possible values are *Every 1 week*, *Every 2 weeks*, *Every month*.

Set password email recurrence



4. Click *Save*. Click *Yes* in the confirmation dialog if you want to continue saving the details, press *Cancel* otherwise.

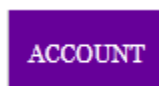


Editing current user's personal information

Who can do this? Superuser, Superadmin

How to:

1. Click *Account* menu item.



2. Click *Edit* under the *Personal Information* title.

Personal Information



3. A form where you can edit your personal information of your account. Click *Save* once you are done editing your personal information.

Edit Personal Data

Personal Information

Form fields for editing personal information:

- Surname: Admin
- First name: Admin
- Middle Initial: G
- Designation: (dropdown menu)
- Address: Manila
- Contact number: 09156473743
- Email address: ramon.gaerlan2@gmail.com
- District: District 1 (dropdown menu)

Save

4. Click *Yes* in the confirmation dialog if you want to continue saving the details, press *Cancel* otherwise.

Confirm dialog box:

Are you sure you want to save the user details?

Yes **Cancel**

5. Click *Account* menu item again. Your new personal information is now updated.

Personal Information

Edit

Name: Admin, Admin

Address: Manila

Contact Numbers: 09156473743

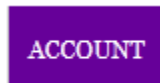
Email address: ramon.gaerlan2@gmail.com

Editing current user's account information

Who can do this? Superuser, Superadmin

How to:

1. Click *Account* menu item.



2. Click *Edit* under the *Account Information* title.

Account Information



3. You will be shown a form where you can edit your account information which includes your username and password. Click *Save* once you are done editing your account information.

Edit Account Data

Khalid H Atega Sr

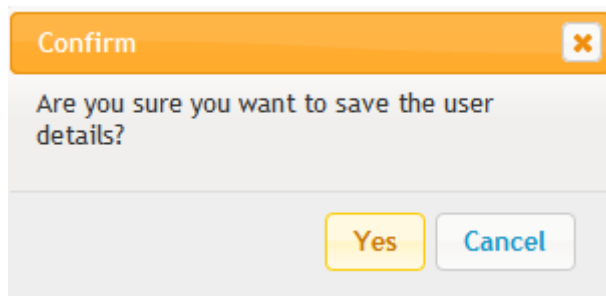
Account Information

Username

Password



4. Click *Yes* in the confirmation dialog if you want to continue saving the details, press *Cancel* otherwise.



5. Click *Account* menu item again. Your new account information is now updated.

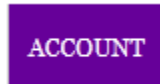
Editing current user's privilege information

The system allows the Superuser and Superadmin users to transform into different user types.

Who can do this? Superuser, Superadmin

How to:

1. Click *Account* menu item.



2. Click *Edit* under the *Privilege Information* title.

Privilege Information



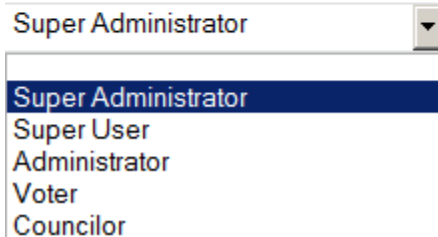
3. You will be shown a form where you can edit your privilege. Select the privilege you want from the dropdown list.

Edit Privilege Data

Catherine J Evaristo

Privilege Information

Privilege

A dropdown menu showing a list of privilege levels. The current selection is "Super Administrator". The list includes: Super Administrator, Super User, Administrator, Voter, and Councilor.

Super Administrator
Super Administrator
Super User
Administrator
Voter
Councilor

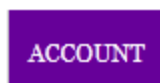
4. Click *Save* once you are done editing your privilege information.

Edit current user's signature

Who can do this? Superuser, Superadmin

How to:

1. Click *Account* menu item.



2. Click *Edit* under the *Signature* title.

Signature

Edit

Signature (small): No signature

Signature (tiny): No signature

Signature (very tiny): No signature

3. You will be shown a form where you can edit your signature by uploading new signature image file. Click *Browse*.

Add Signature

Original Size

No signature

400x400 Size

No signature

100x100 Size

No signature

50x50 Size

No signature

Upload file to add/change signature: No file selected.

Submit

4. Select the image file you want to be your signature from your local PC.
5. Click *Submit*.
6. Click *Account* menu item again. Your new signature picture is now updated.

Editing other user's personal information

Who can do this? Superuser, Superadmin

How to:

1. Click *Account* menu item.

ACCOUNT

2. Click *View registered users* button.

View registered users

3. Click the name of the user.

[Voter G Voter](#)

0000-00-00 by anonymous

Email address: joshauza@gmail.com, Contact number: 09156473743

Delete

4. Click *Edit* under the *Personal Information* title.

Personal Information

Edit

5. A form where you can edit the personal information of the selected user is shown. Click *Save* once you are done editing the user's personal information.

Edit Personal Data

Voter G Voter

Personal Information

Lastname

Voter

Firstname

Voter

Middle Initial

G

Designation

Address

Manila

Contact number

09156473743

Email address

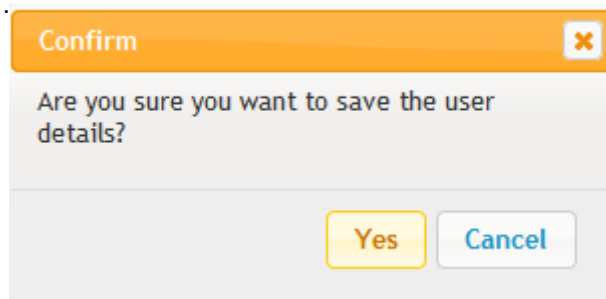
joshauza@gmail.com

District

District 1

Save

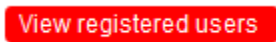
- Click *Yes* in the confirmation dialog if you want to continue saving the details, press *Cancel* otherwise.



- Click *Account* menu item again.



- Click *View registered users* again.



- Click the name of the user you have previously selected for editing.

Voter G Voter

0000-00-00 by anonymous

Email address: joshauza@gmail.com, Contact number: 09156473743



- The selected user's personal information is now updated.

Personal Data

Voter G Voter

Personal Information



Name: Voter G Voter

Address: Manila

Contact Numbers: 09156473743

Email address: joshauza@gmail.com

Account Information



Username: voter1

Privilege Information



Privileges: Voter

Editing other user's account information

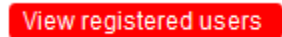
Who can do this? Superuser, Superadmin

How to:

1. Click *Account* menu item.



2. Click *View registered users* button.



3. Click the name of the user.

Voter G Voter

0000-00-00 by anonymous

Email address: joshauza@gmail.com, Contact number: 09156473743



4. Click *Edit* under the *Account Information* title.

Account Information



5. A form where you can edit the account information of the selected user is shown. Click *Save* once you are done editing the user's account information.

Edit Account Data

Voter G Voter

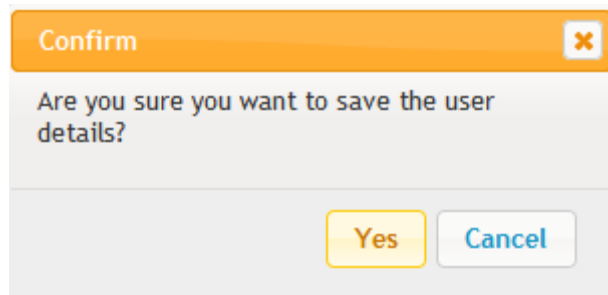
Account Information

Username

Password



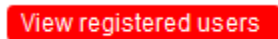
- Click *Yes* in the confirmation dialog if you want to continue saving the details, press *Cancel* otherwise.



- Click *Account* menu item again.



- Click *View registered users* again.



- Click the name of the user you have previously selected for editing.

[Voter G Voter](#)

0000-00-00 by anonymous

Email address: joshauza@gmail.com, Contact number: 09156473743



- The selected user's account information is now updated.

Personal Data

Voter G Voter

Personal Information



Name: Voter G Voter

Address: Manila

Contact Numbers: 09156473743

Email address: joshauza@gmail.com

Account Information



Username: voter1

Privilege Information



Privileges: Voter

Editing other user's privilege information

The system allows the Superuser and Superadmin users to transform other users into different user types.

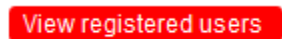
Who can do this? Superuser, Superadmin

How to:

1. Click *Account* menu item.



2. Click *View registered users* button.

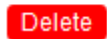


3. Click the name of the user.

Voter G Voter

0000-00-00 by anonymous

Email address: joshauza@gmail.com, Contact number: 09156473743



4. Click *Edit* under the *Privilege Information* title.

Privilege Information



5. You will be shown a form where you can edit the user's privilege. Select the privilege you want from the dropdown list.

Edit Privilege Data

Voter G Voter

Privilege Information

Privilege

Voter ▼

- Super Administrator
- Super User
- Administrator
- Voter**
- Councilor

6. Click *Save* once you are done editing the selected user's privilege information.

- Click *Account* menu item again.

ACCOUNT

- Click *View registered users* again.

View registered users

- Click the name of the user you have previously selected for editing.

Voter G Voter

0000-00-00 by anonymous

Email address: joshauza@gmail.com, Contact number: 09156473743

Delete

- The selected user's privilege information is now updated.

Personal Data

Voter G Voter

Personal Information

Edit

Name: Voter G Voter

Address: Manila

Contact Numbers: 09156473743

Email address: joshauza@gmail.com

Account Information

Edit

Username: voter1

Privilege Information

Edit

Privileges: Voter

Deleting registered users

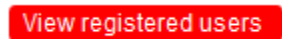
Who can do this? Superuser, Superadmin

How to:

1. Click *Account* menu item.



2. Click *View registered users* button.



3. Click *Delete* under the user you want to delete.

Voter G Voter

0000-00-00 by anonymous

Email address: joshauza@gmail.com, Contact number: 09156473743



4. Click *Yes* in the confirmation box to continue deleting the poll, press *Cancel* otherwise. Registered user is automatically deleted in the list.

