Bacoor City Council Website Manual

For Administrators, Councilors and Voters

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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: Guest, 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

Part II: Web Pages

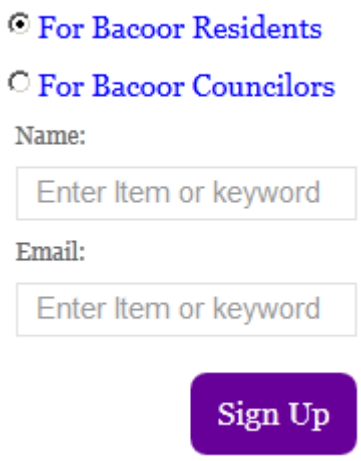
Home Page

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

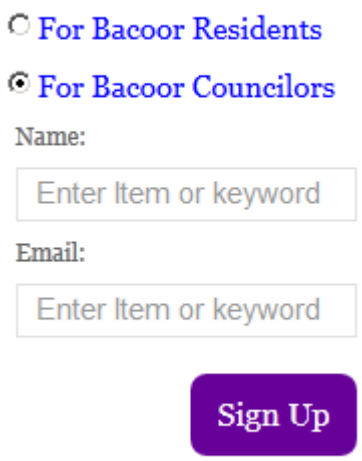
Top right side contains forms where unregistered users can register to the system.

How to sign up for the system?

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



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



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. See next page.

For Councilor,

Register Councilor

Personal Information

Lastname

Firstname

Middle Initial

Designation

Address

Contact number

Email address

Enter Item or keyword

Account Information

Username

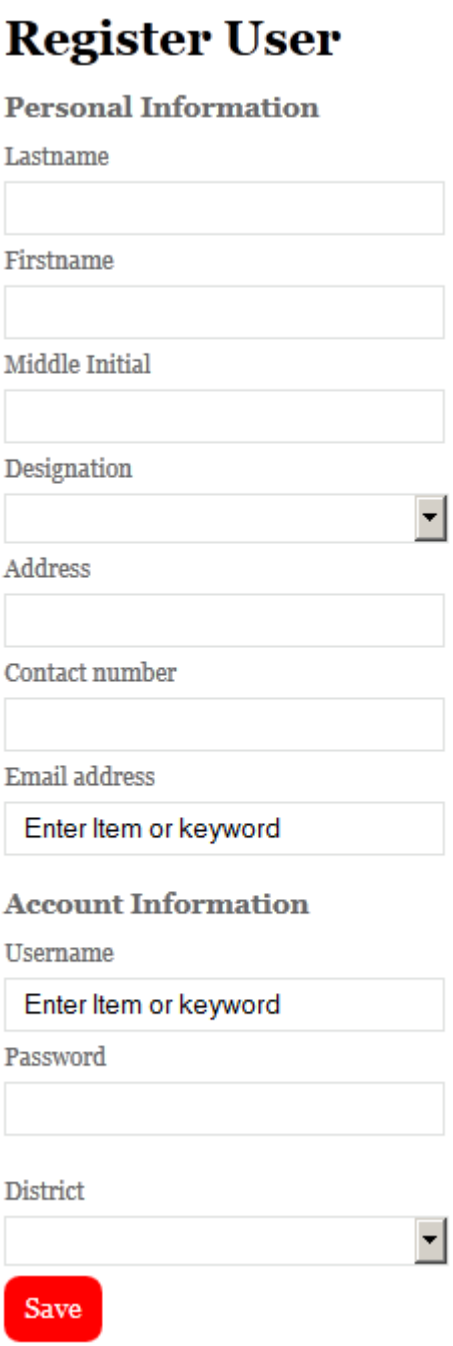
Enter Item or keyword

Password

District

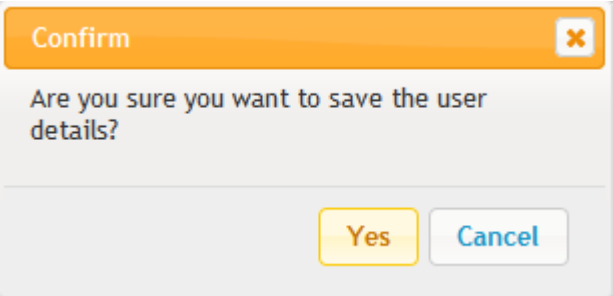
Save

For citizens,

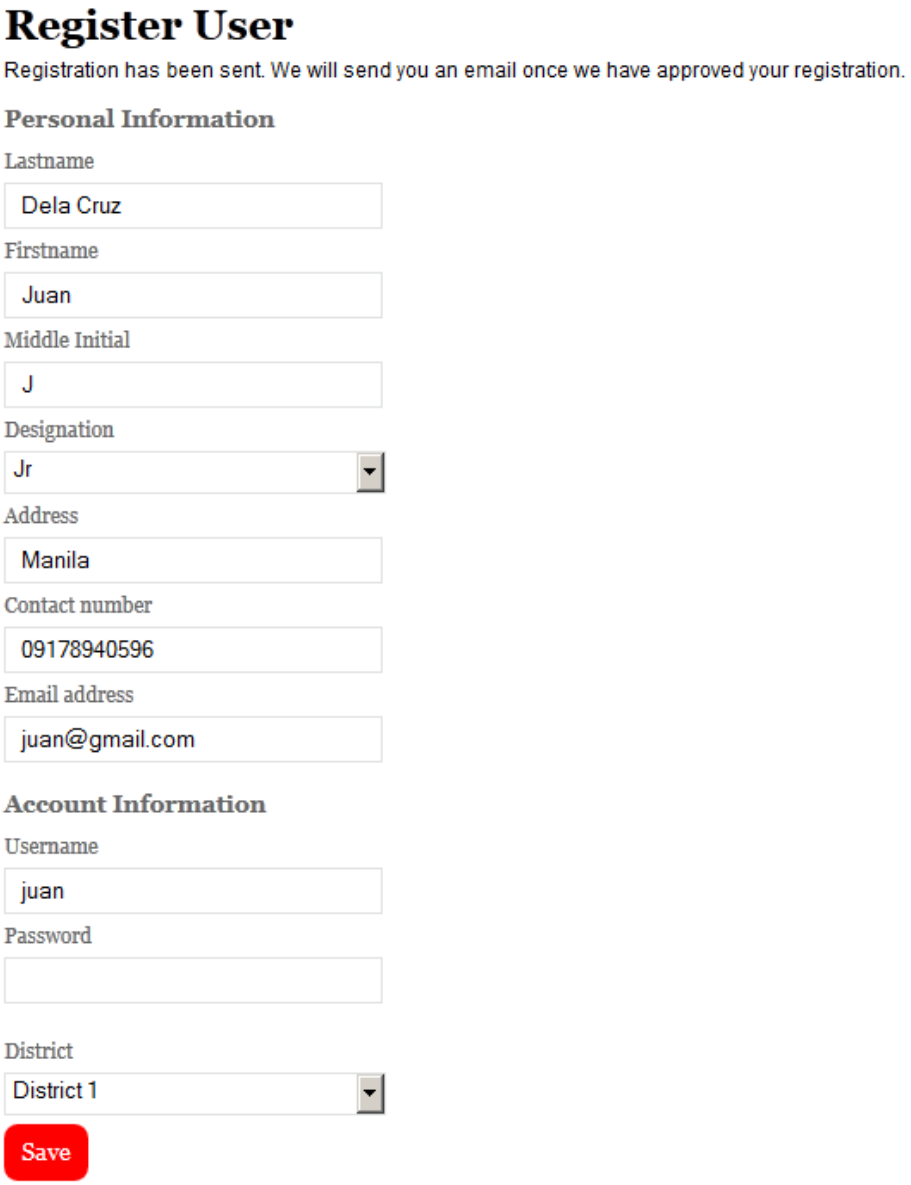


6. Click *Save*.

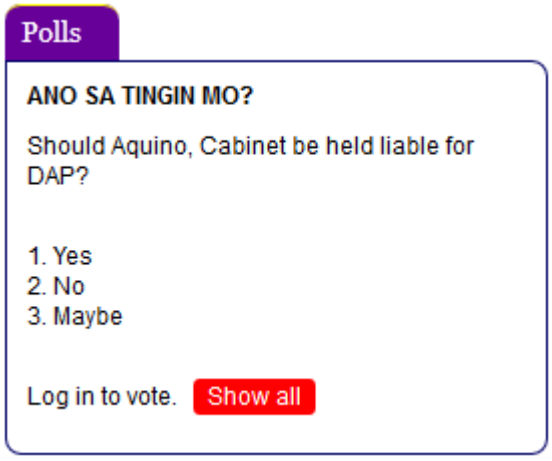
7. Click *Yes* to continue the registration, press *Cancel* if otherwise.



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

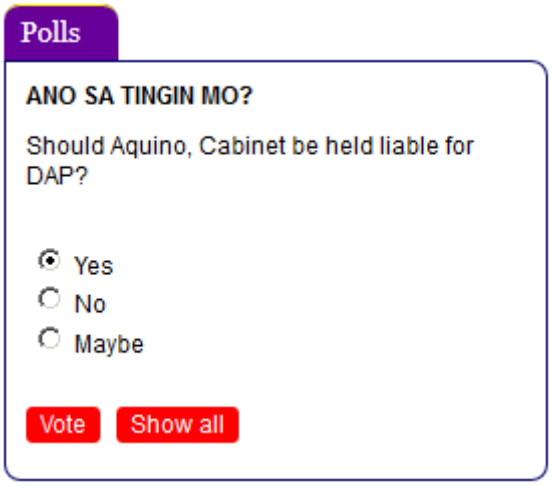


Lower right side contains featured poll.

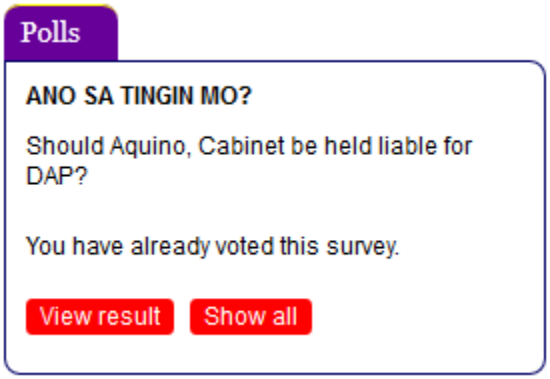


How to vote for the featured poll?

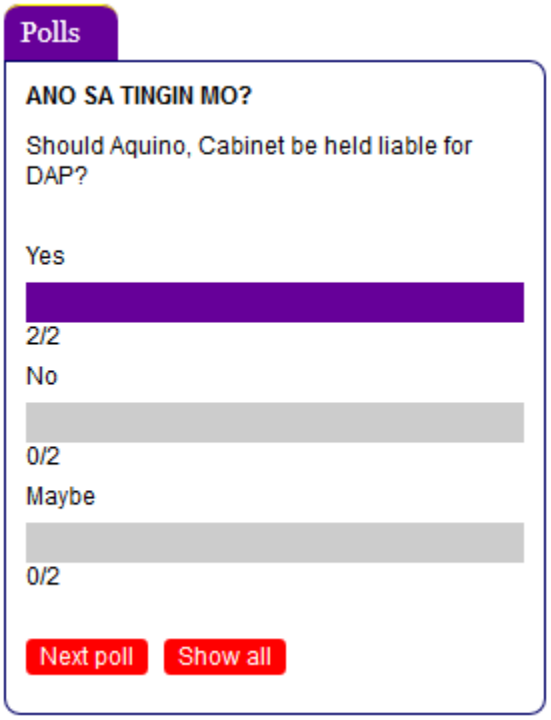
1. Please login first as a Voter/Councilor/Admin. Select your vote.



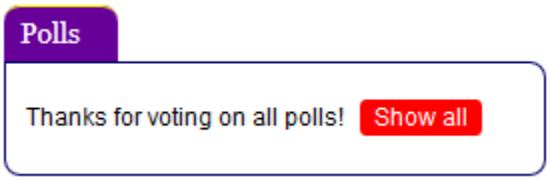
2. Click *Vote* button.



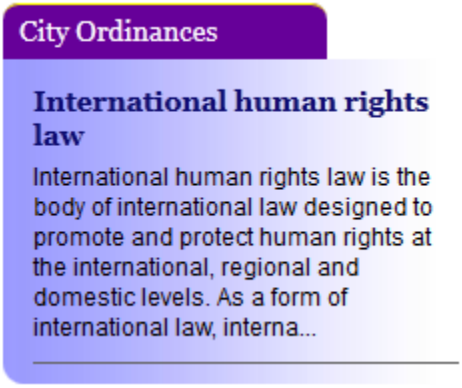
3. Click *View result* to show all the votes casted for the featured poll.



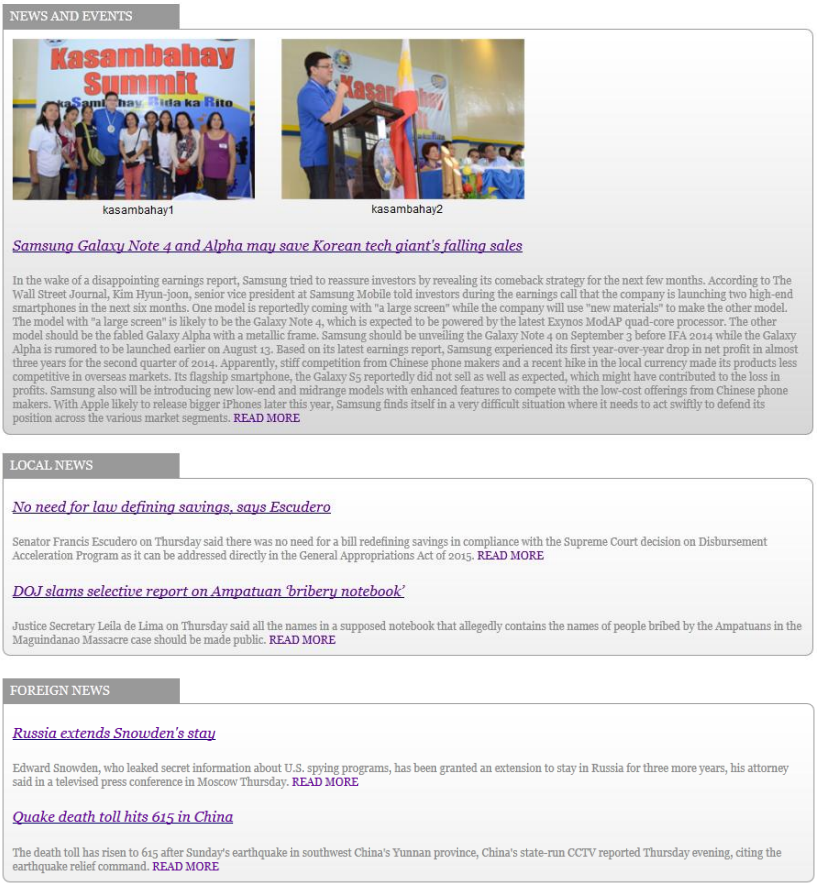
4. Once submission is successful, the system will give you another poll to vote. As long as there are polls you can continue voting in the featured poll area. When user has voted on all polls this message is shown.



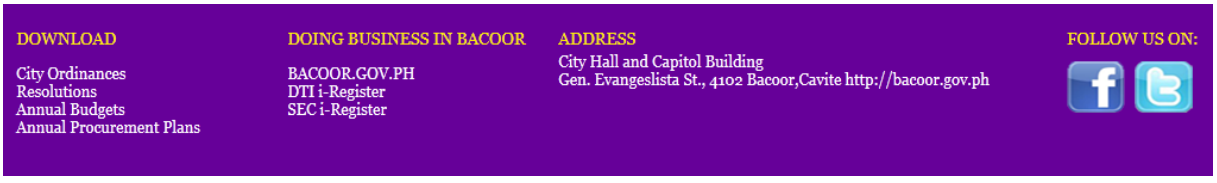
Lower left side contains a listing of all ordinances already published. Click on each list item to view the ordinance details.



Center area contains news from different sources. Top panel contains news from Bacoor City. Click on the images in the Bacoor 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 Bacoor it will show the details of the news from the same window. If the news items are of RSS type, it will open a new window showing the details of it.



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 BACOOR, links for Bacoor City main website, DTI and SEC are also visible. ADDRESS shows the address of Bacoor City Council. Links for Facebook and Twitter accounts are also linked to the site.



About us Page

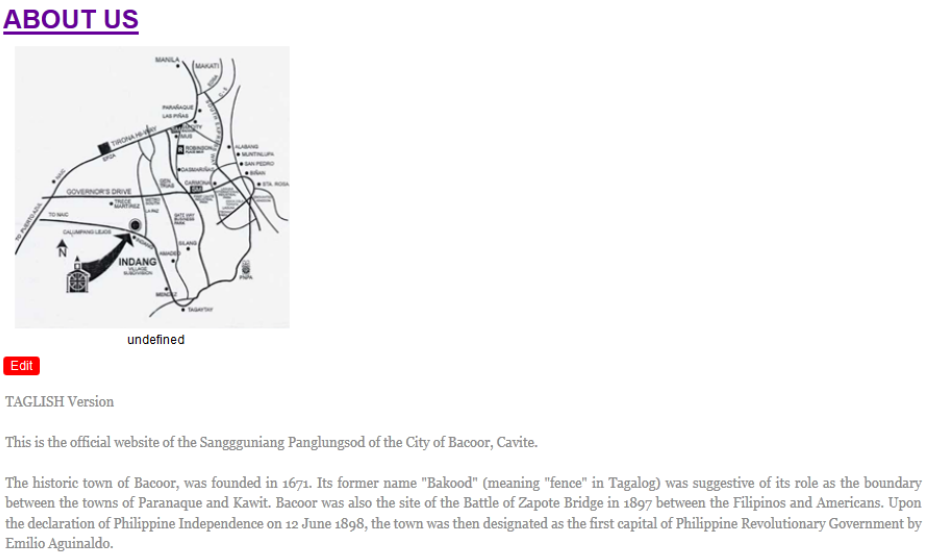
Editing content of About Us Page

Who can do this? Admin

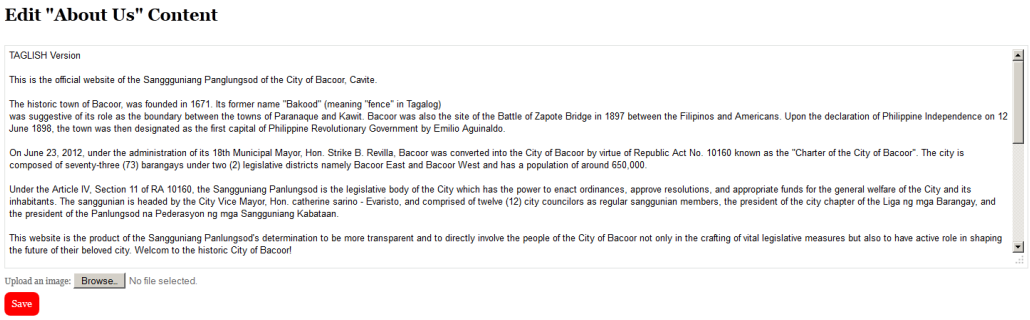
How to:

1. Click *About Us* menu item.

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



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



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

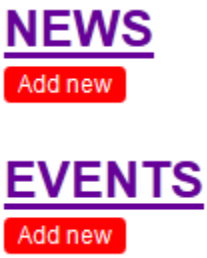
Adding news entry

Who can do this? Admin

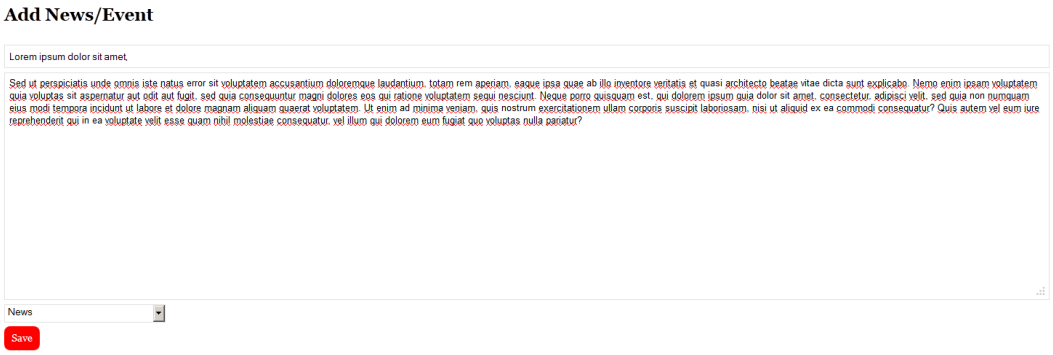
How to:

1. Click *News and Event* menu item.

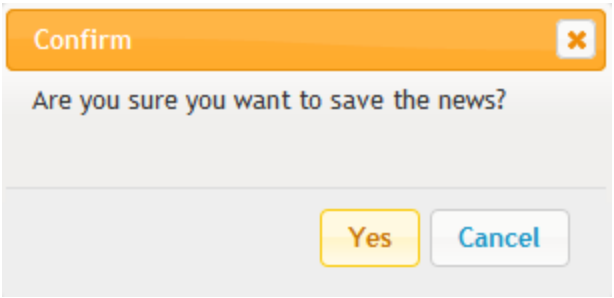
2. List of Bacoor news and events is shown. Click *Add new* under the *News* heading to add news item.



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



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.

Editing news entry

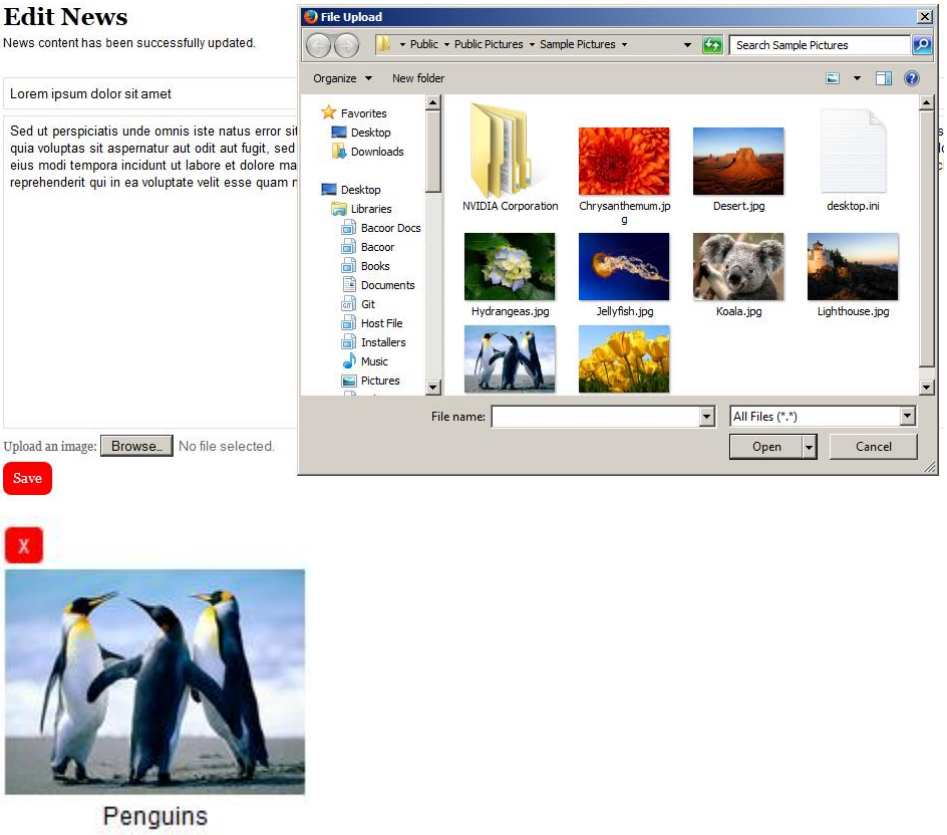
Who can do this? Admin

How to:

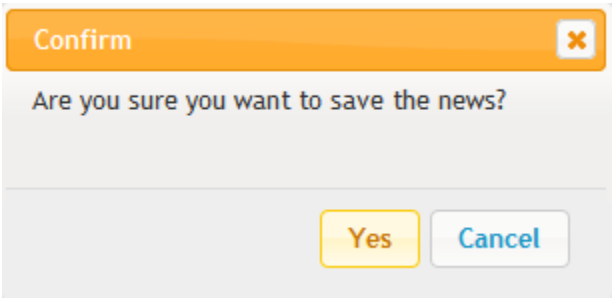
1. Click *News and Event* menu item.

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

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.



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



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

Deleting news entry

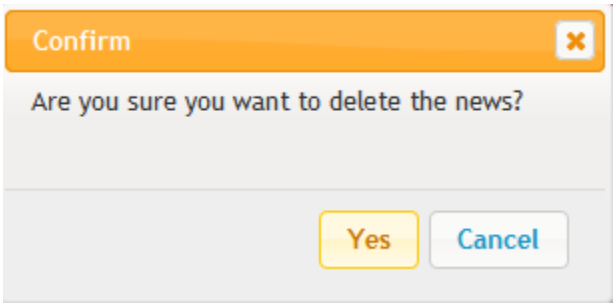
Who can do this? Admin

How to:

1. Click *News and Event* menu item.

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

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.

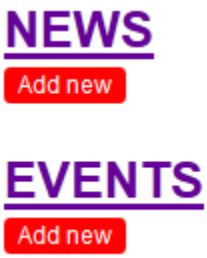
Adding event entry

Who can do this? Admin

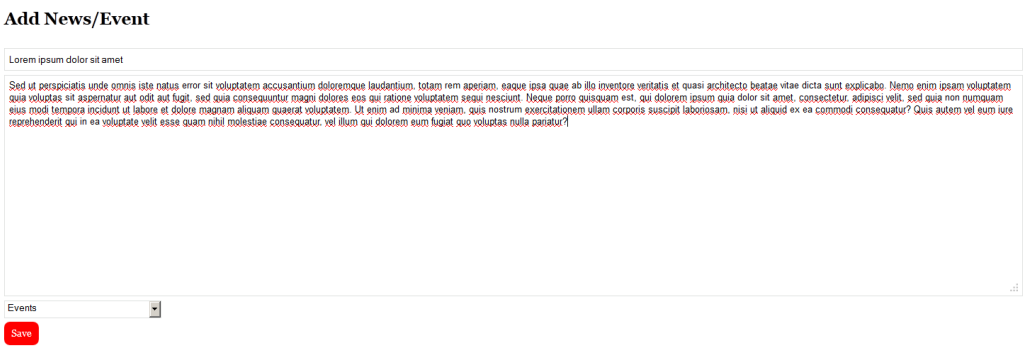
How to:

1. Click *News and Event* menu item.

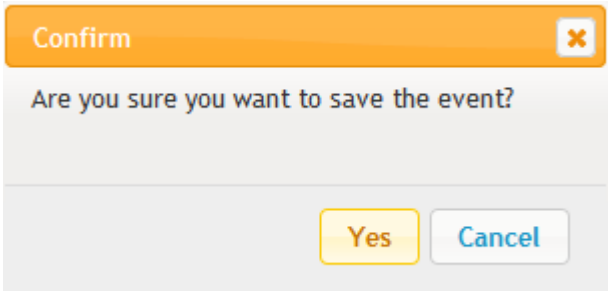
2. List of Bacoor news and events is shown. Click *Add new* button under the *Events* heading to add an event item.



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



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.

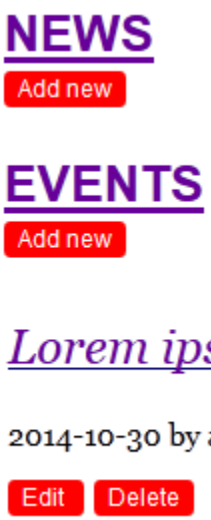
Editing event entry

Who can do this? Admin

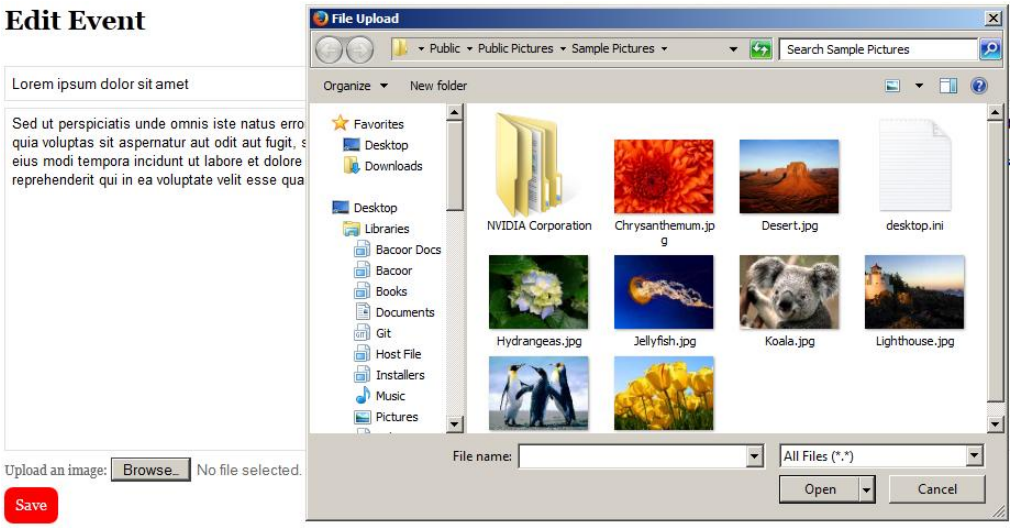
How to:

1. Click *News and Event* menu item.

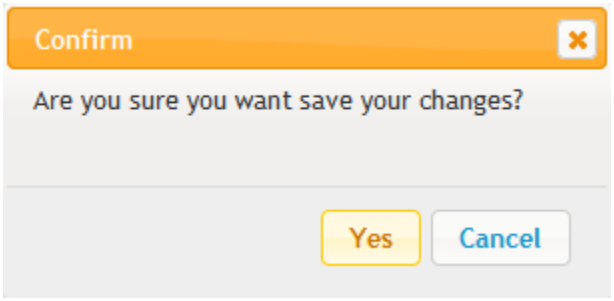
2. List of Bacoor City *News and Events* is shown. Click *Edit* button to one of the events.



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.



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.

Deleting event entry

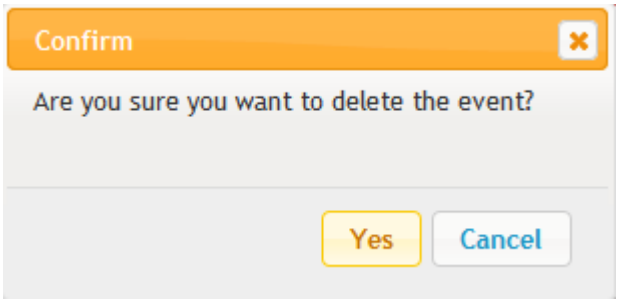
Who can do this? Admin

How to:

1. Click *News and Event* menu item.

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

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.

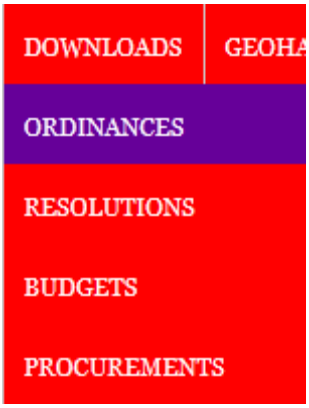
Downloads Page

Download ordinances

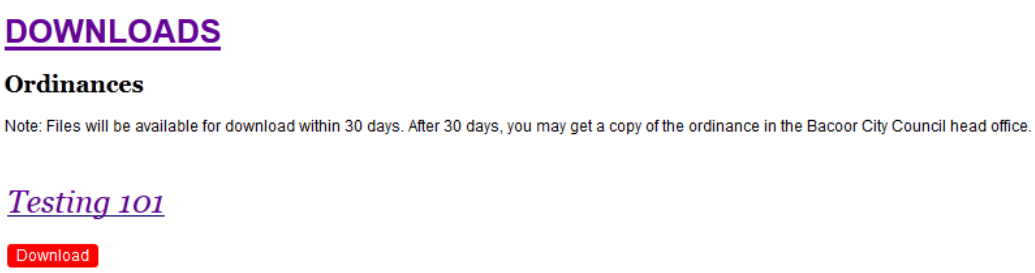
Who can do this? Voter, Councilor, Admin

How to:

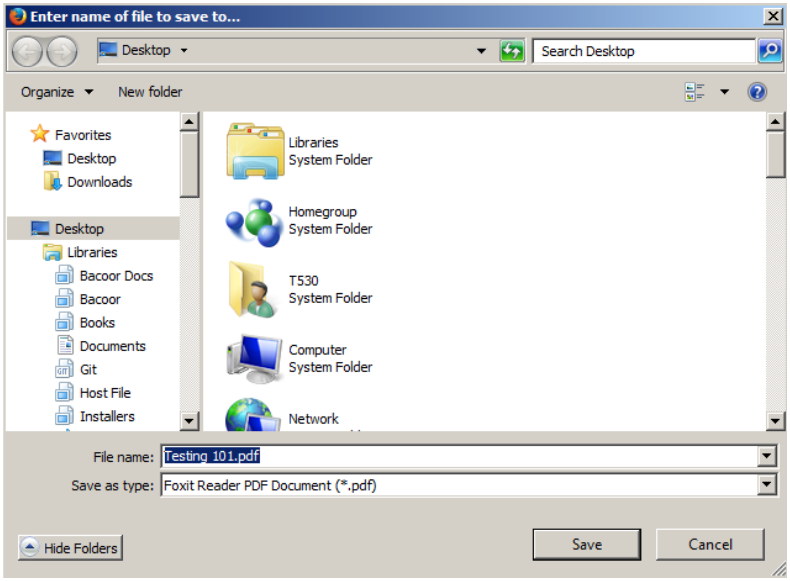
1. Click *Downloads* -> *Ordinances* menu item



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



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



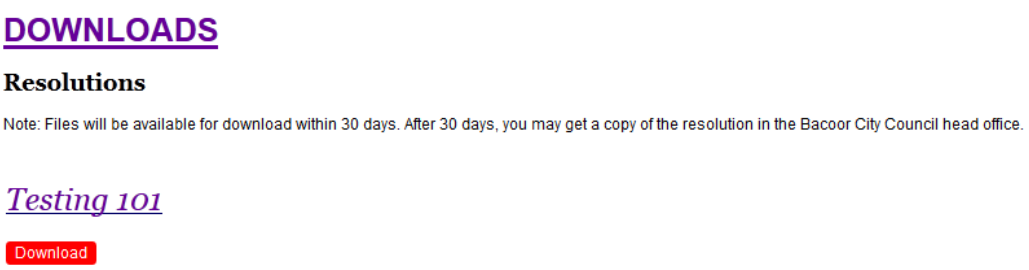
Download resolutions

Who can do this? Voter, Councilor, Admin

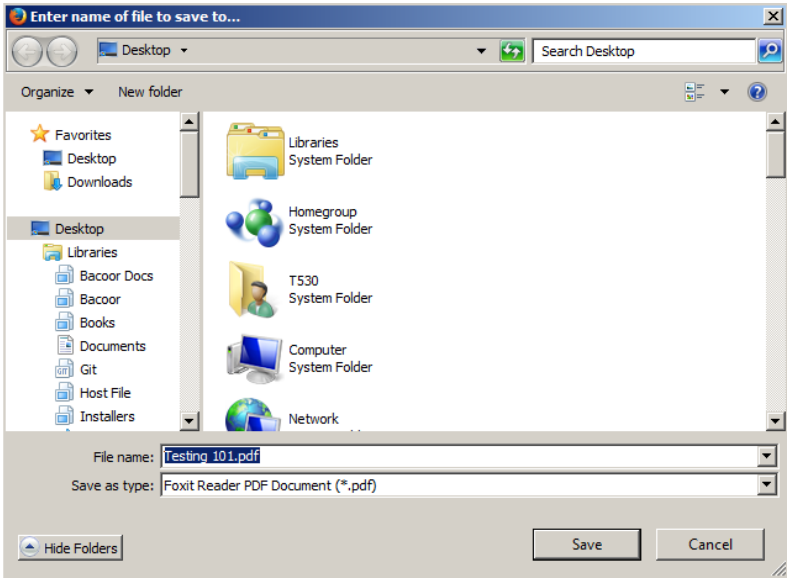
How to:

1. Click *Downloads -> Resolutions* menu item

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



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

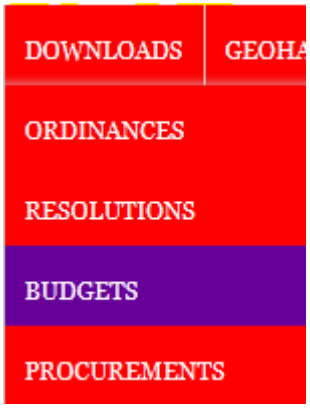


Adding budget documents

Who can do this? Admin

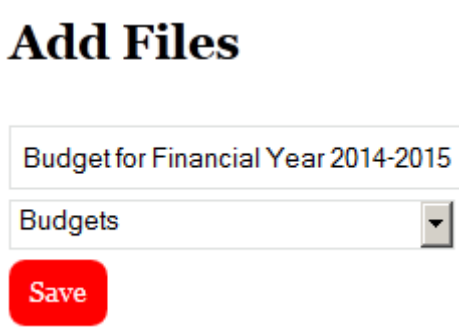
How to:

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

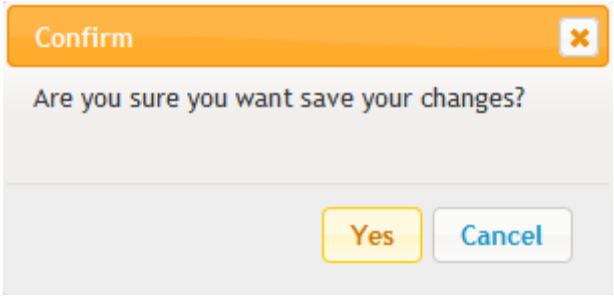


2. List of Bacoor budget items is shown. Click *Add new* button under the *Budgets* heading to add budget item.

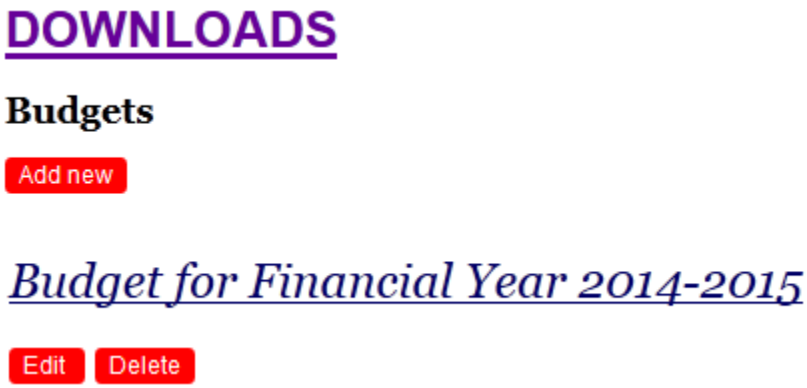
3. Form is shown. Fill up title. Select *Budgets* in the dropdown list above the *Save* button.



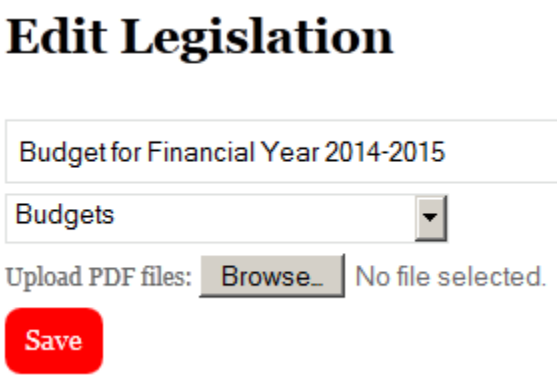
4. Click *Save*. Click *Yes* in the confirmation dialog, press *Cancel* if otherwise.



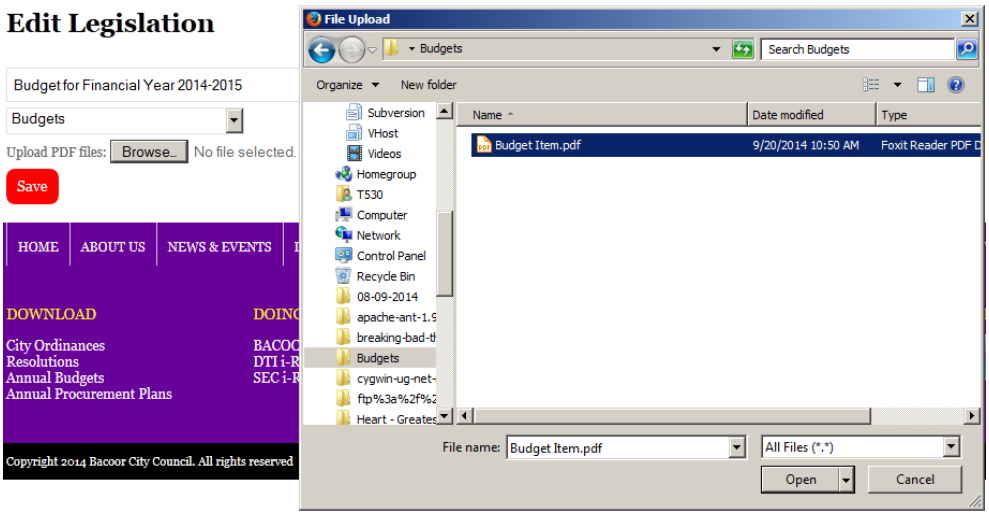
5. After saving, click the *Downloads* -> *Budgets* menu item again. Item is now added under the *Budgets* heading.



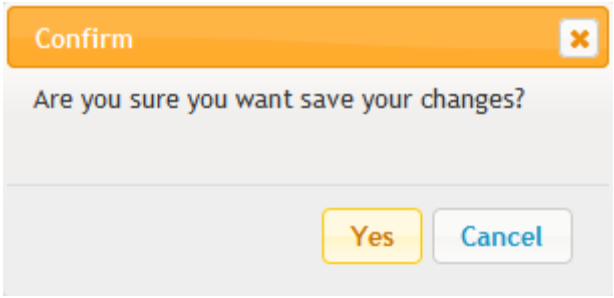
6. Click *Edit* button. Form where one can edit the title and legislation type is shown. Select *Budgets* in the dropdown list.



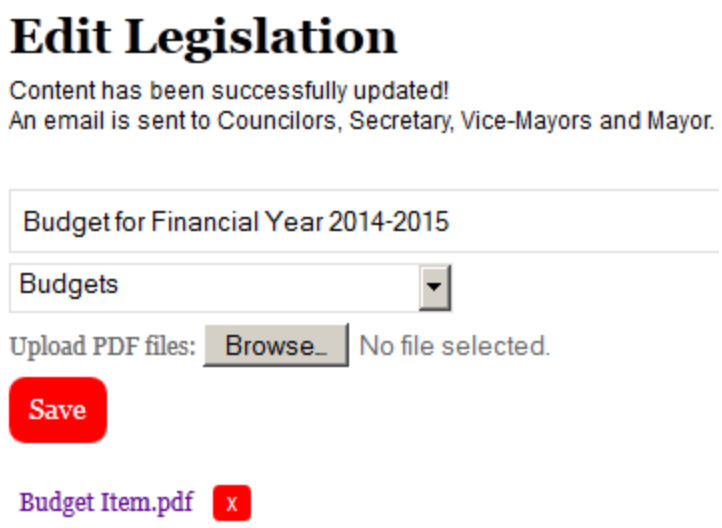
7. Click *Browse* to add PDF files to the current budget item.



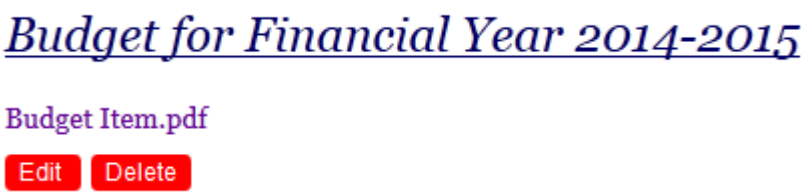
8. Click *Save*. Click *Yes* in the confirmation dialog, press *Cancel* if otherwise.



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.



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.

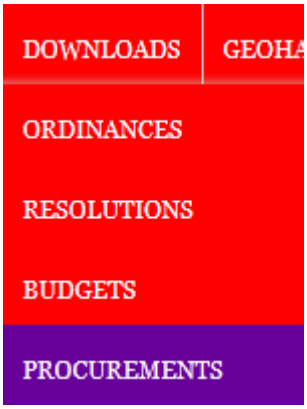


Adding procurement documents

Who can do this? Admin

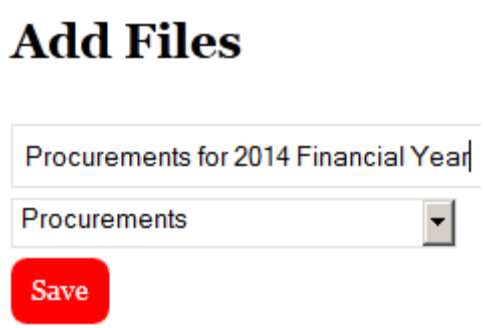
How to:

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

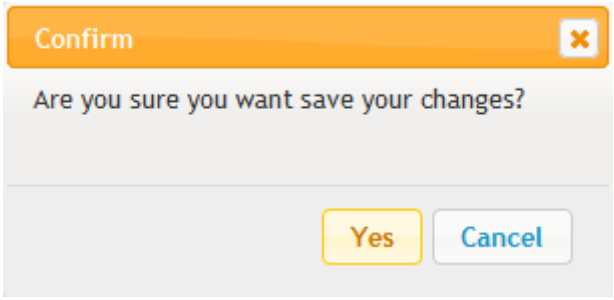


2. List of Bacoor procurement items is shown. Click *Add new* button under the *Procurements* heading to add procurement item.

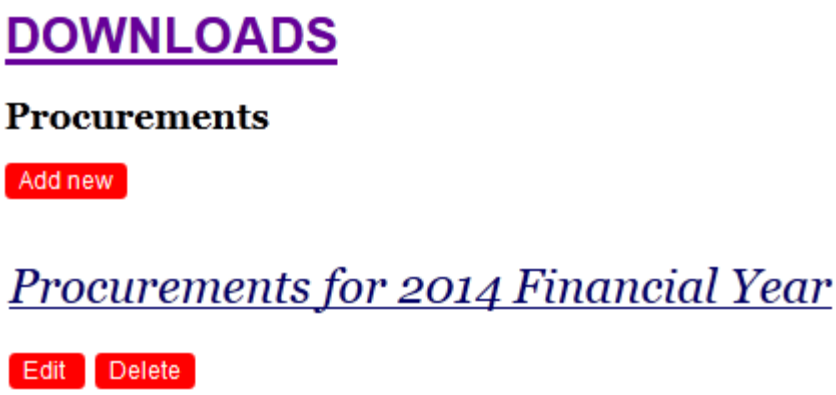
3. Form is shown. Fill up title. Select *Procurements* in the dropdown list above the *Save* button.



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

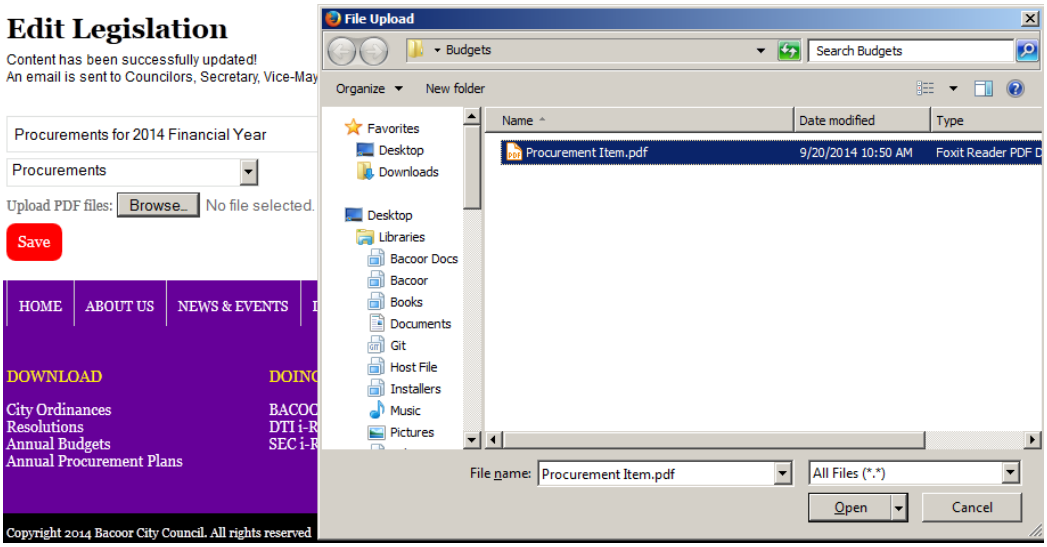


5. After saving, click the *Downloads* -> *Procurements* menu item again. Item is now added under the *Procurements* heading.

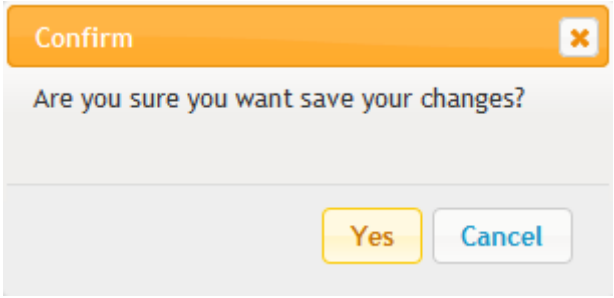


6. Click *Edit* button. Form where one can edit the title and legislation type is shown. Select *Procurements* in the dropdown list.

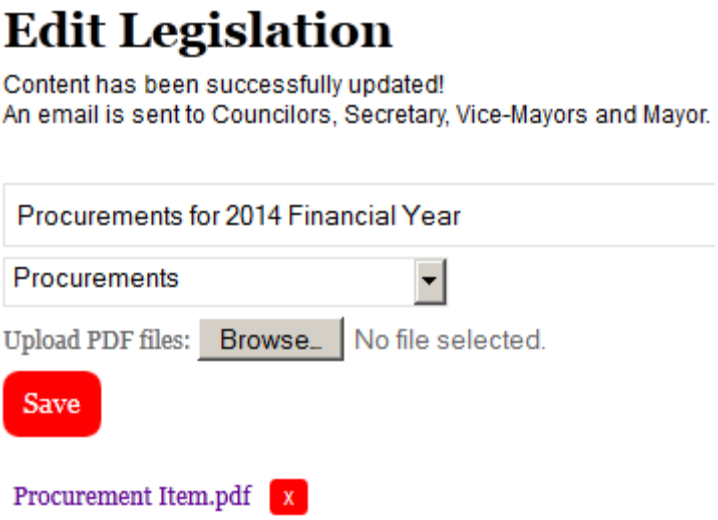
7. Click *Browse* to add PDF files to the current procurement item.



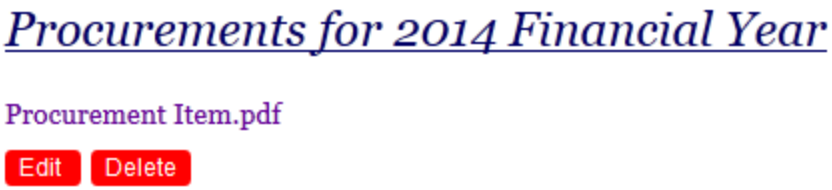
8. Click *Save*. Click *Yes* in the confirmation dialog, press *Cancel* if otherwise.



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.



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.



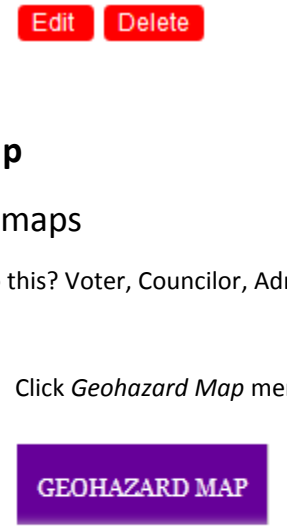
Geohazard Map

Viewing maps

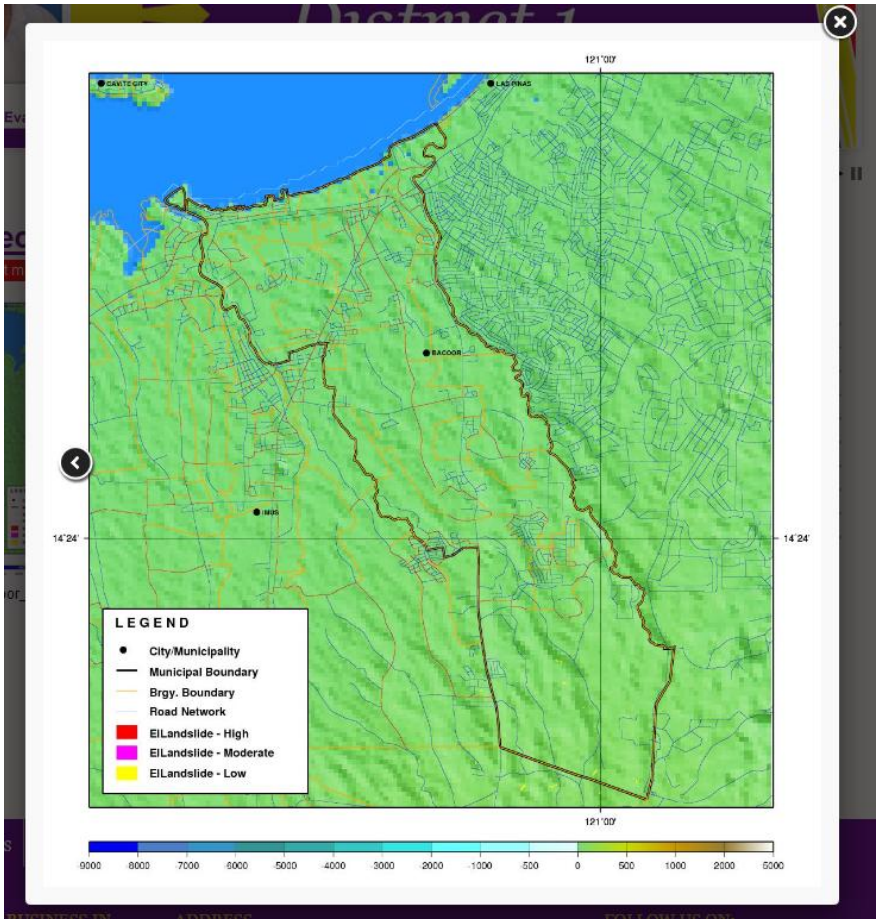
Who can do this? Voter, Councilor, Admin

How to:

1. Click *Geohazard Map* menu item.



2. Click each map picture to zoom it in.



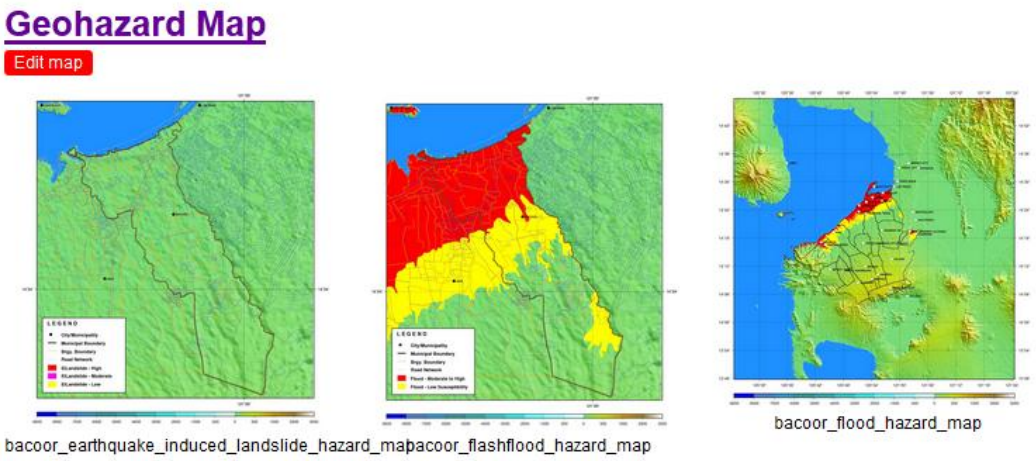
Editing maps

Who can do this? Admin

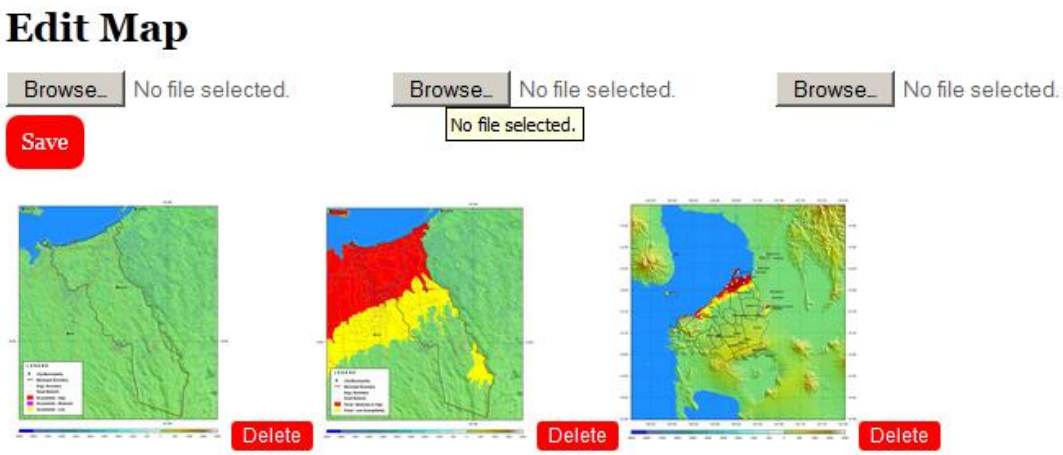
How to:

1. Click *Geohazard Map* menu item

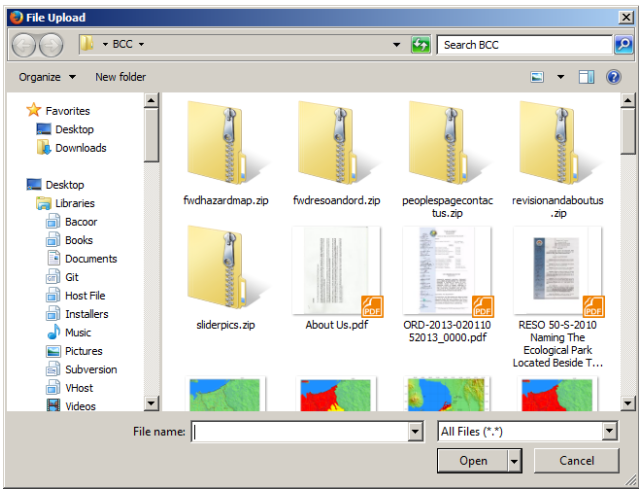
2. List of all geohazard maps of Bacoor City is shown. Click *Edit map* button.



3. Field where you can upload a new map picture file is shown. Click *Browse*.



4. Select a picture file in your local PC. Click *Open*.



5. Click *Save*.
6. Click *Geohazard Map* menu item again. Notice the map is now updated with new map.

Pending Legislations

Adding new legislations

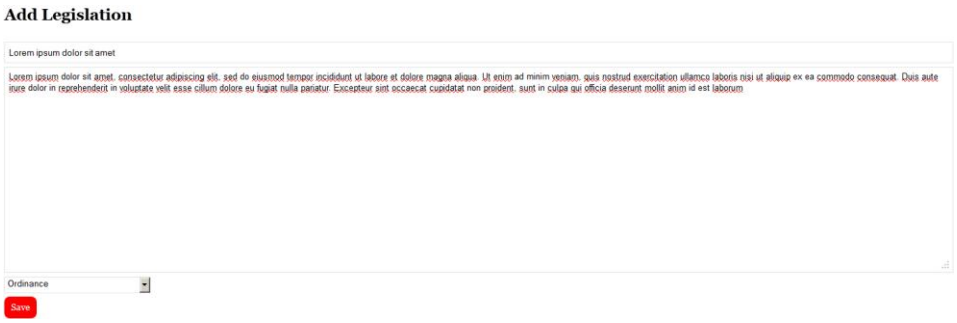
Who can do this? Admin

How to:

1. Click *Pending Legislation* menu item.

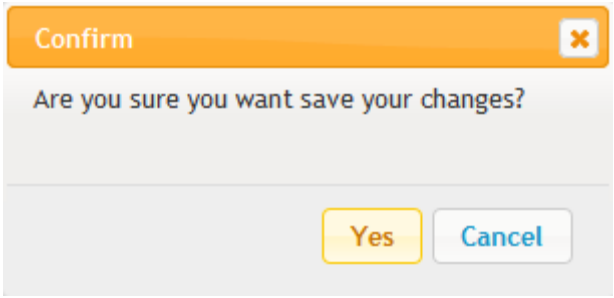
2. List of all pending legislations of Bacoor City Council is shown. Click *Add New* button.

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



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

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.

Editing legislations

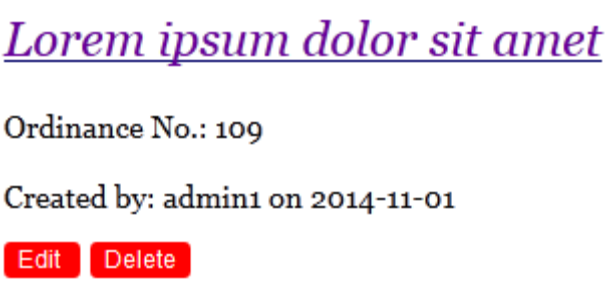
Admin cannot edit and delete legislation that has been signed already by at least one user.

Who can do this? Admin

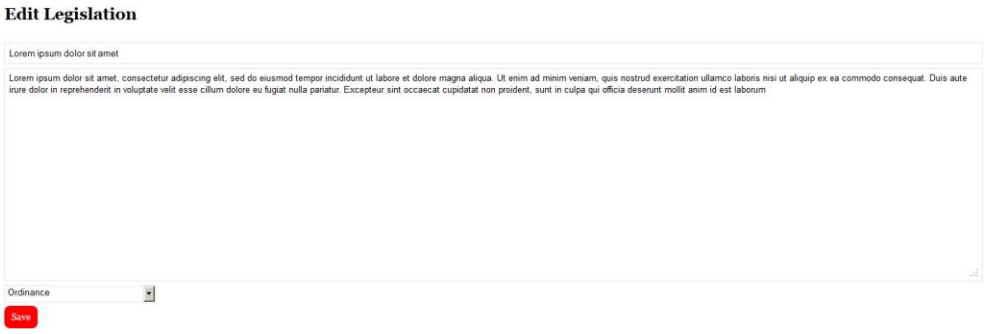
How to:

1. Click *Pending Legislation* menu item.

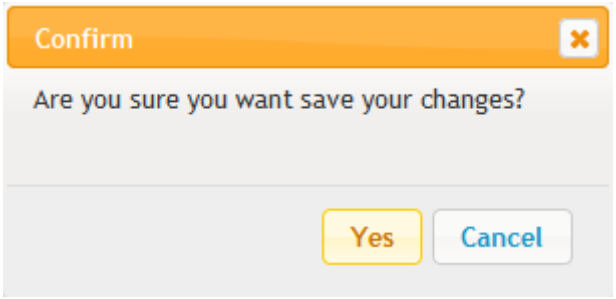
2. List of all pending legislations of Bacoor City Council is shown. Click *Edit* to edit the legislation.



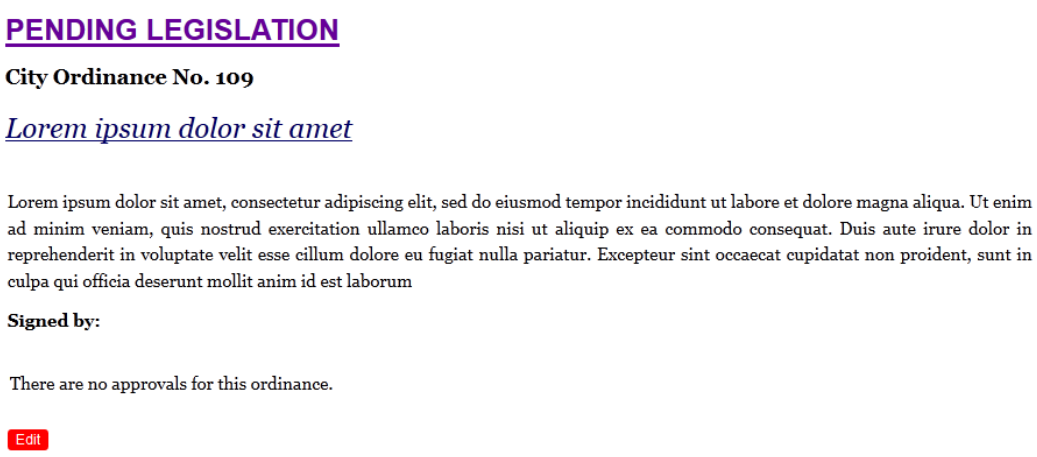
3. Form is shown. Edit the title and content. Select the type of legislation in the dropdown list.



4. Click *Save* once done.
5. Click *Yes* in the confirmation dialog to continue saving the edited legislation or press *Cancel*, otherwise. Email is sent to all Councilors, Superuser and Superadmin users every save made after editing.



6. Click *Pending Legislation* menu item again. From the list, click the title text of the legislation previously edited. A page containing all the details of the legislation is shown. Notice content is now updated.



Deleting pending legislations

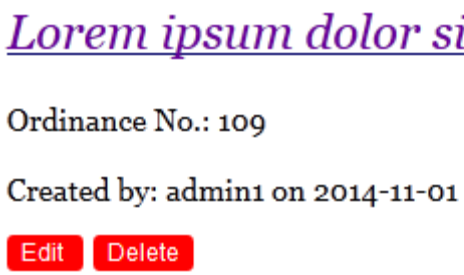
Admin users cannot edit and delete legislation that has been signed already by at least one user.

Who can do this? Admin

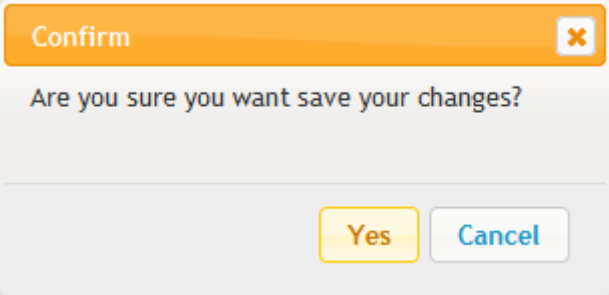
How to:

1. Click *Pending Legislation* menu item.

2. List of all pending legislation of Bacoor City Council is shown. Click *Delete* to the legislation.



3. Click *Yes* in the confirmation dialog to continue deleting the pending legislation or press *Cancel*, otherwise. Legislation is automatically deleted from the list.



Approving legislations

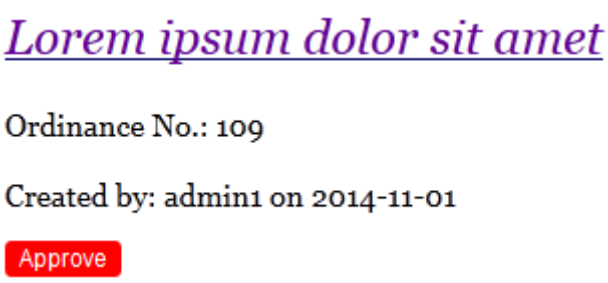
Councilor users can approve legislations. Superuser user is always the first one to approve the legislation. Councilors can only approve the legislation if the legislation is at least signed by a Superuser user (e.g Attorney Khalid Atega).

Who can do this? Councilors

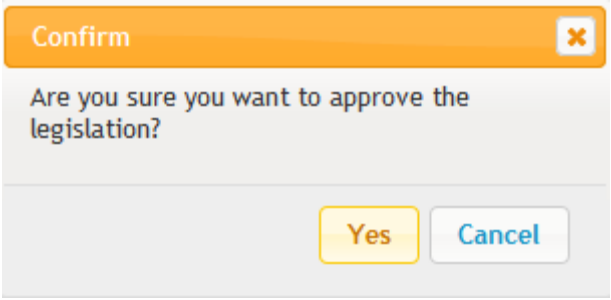
How to:

1. Click *Pending Legislation* menu item.

2. List of all pending legislations of Bacoor City Council is shown. Click *Approve* button to the legislation. *Approve* button is only shown when Superuser has first signed the legislation.



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.

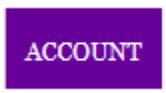
People's Page

Adding unpublished polls

Who can do this? Admin

How to:

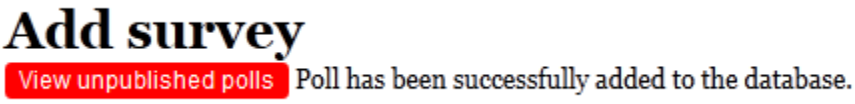
1. Click *Account* menu item.



2. Click *Add Polls* button in the page.

3. Form is shown. Fill the question and answers portion of the poll. Current poll allow only up to 4 choices.

4. Click *Submit* button.
5. Once successful, click *View unpublished polls* button in the page.



6. A page containing all the unpublished polls in the system is shown. Unpublished polls are polls that are not visible to the general Voters and Councilors. Admin should first publish the poll so that others can vote on it.

Deleting unpublished polls

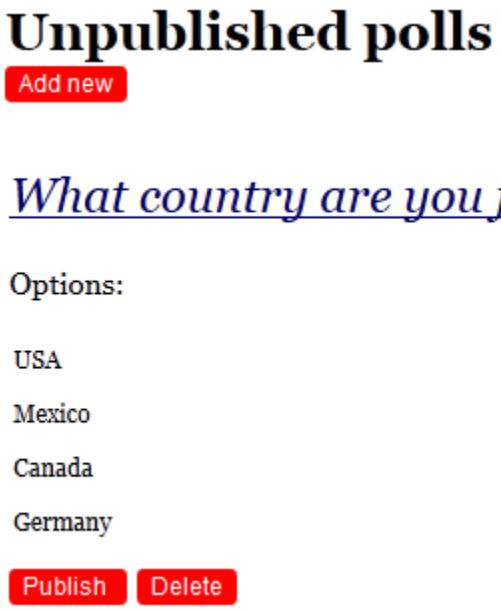
Who can do this? Admin

How to:

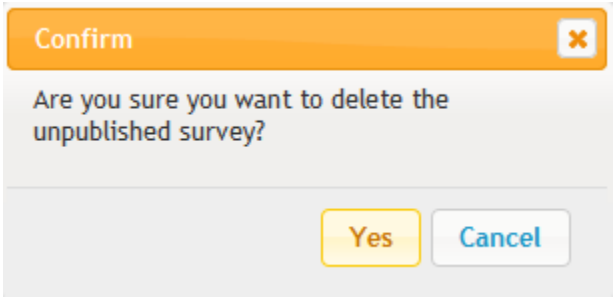
1. Click *Account* menu item.

2. Click *View unpublished polls* button in the page.

3. List of unpublished polls is shown. Click *Delete* under the poll you want to delete.



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



Publishing polls

Who can do this? Admin

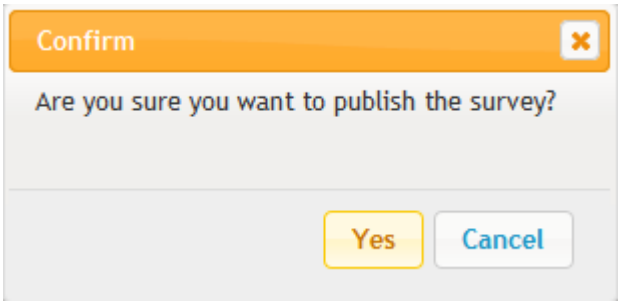
How to:

1. Click *Account* menu item.

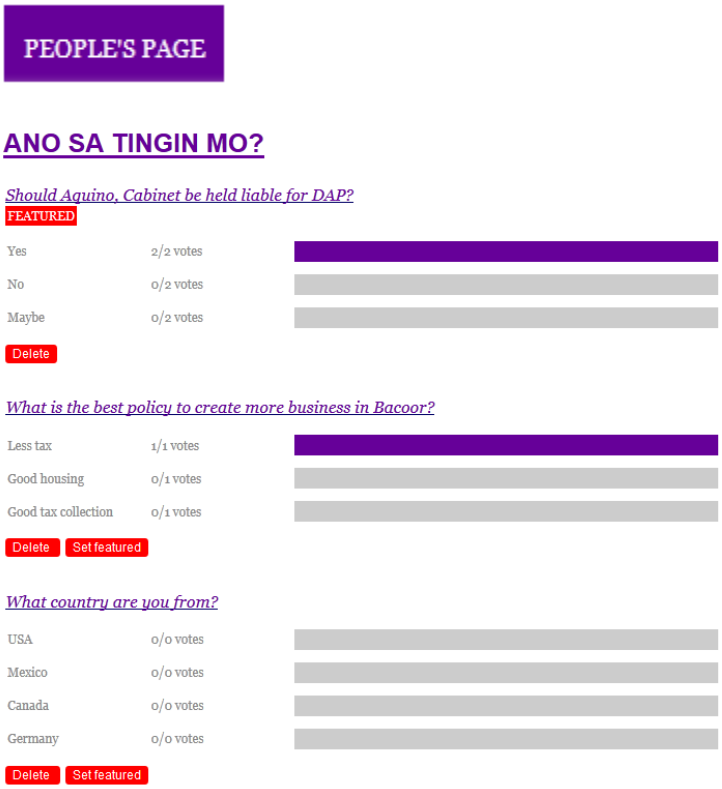
2. Click *View unpublished polls* button in the page.

3. List of unpublished polls is shown. Click *Publish* button under the poll.

4. Click *Yes* in the confirmation box to continue publishing the poll, press *Cancel* otherwise. The new published poll is automatically deleted in the list of unpublished polls.



5. Click *People's Page* menu item. Notice the previously unpublished poll is now in the published poll list.



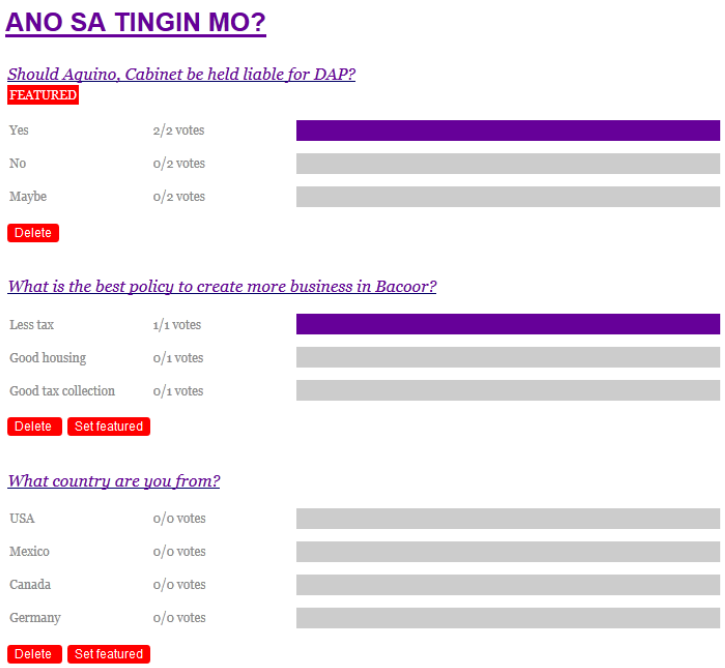
Viewing published polls

Who can do this? Admin, Councilors, Voters

How to:

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

2. List of published polls is shown.



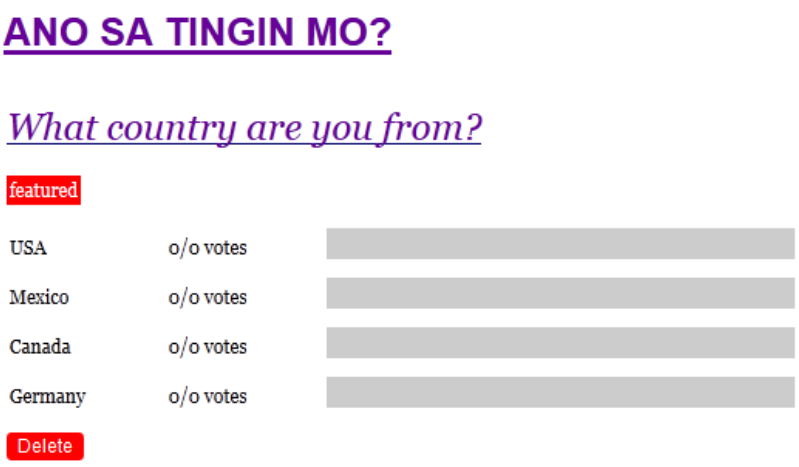
Deleting published polls

Who can do this? Admin

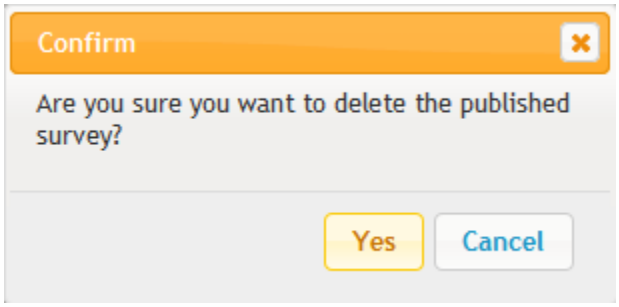
How to:

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

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



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

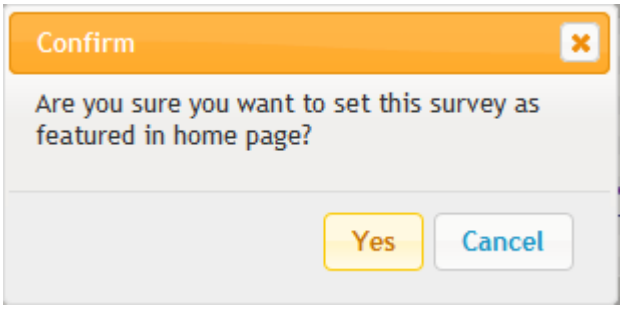
Who can do this? Admin

How to:

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

2. List of published polls is shown. Click *Set featured* under the poll you want to set as featured. Featured poll is the poll shown in the home page of the website.

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

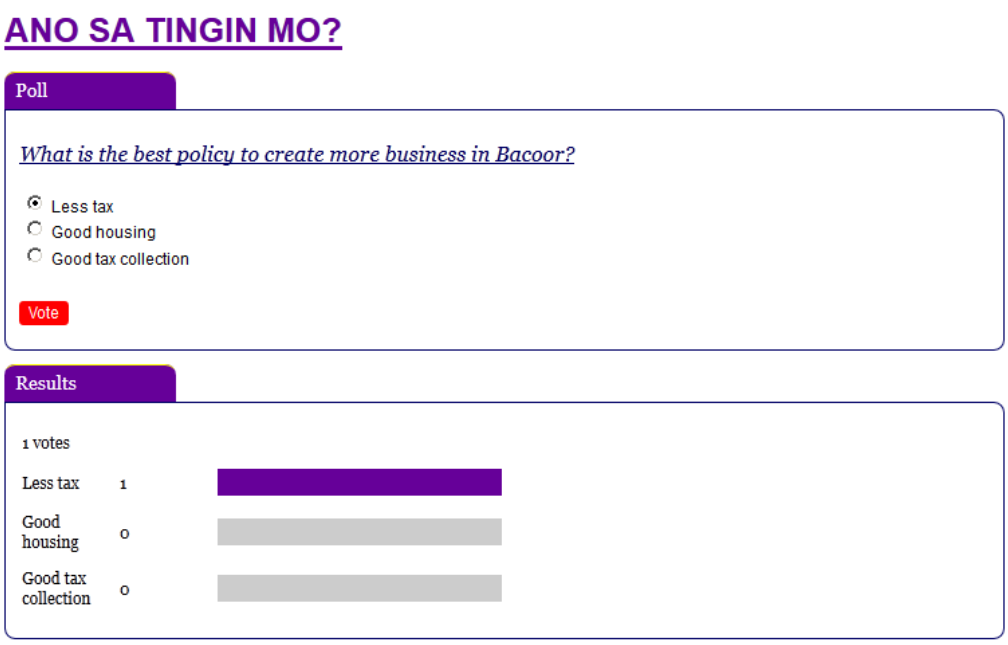
Who can do this? Voter, Councilor, Admin

How to:

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

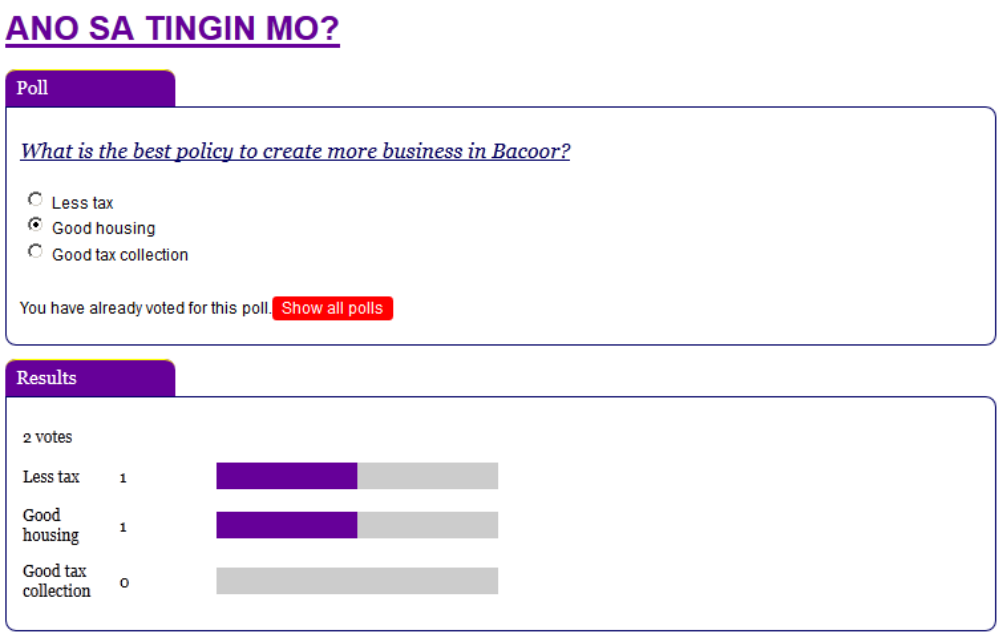
2. Click the title of the poll where you want to cast your vote.

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



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.



Contact Us Page

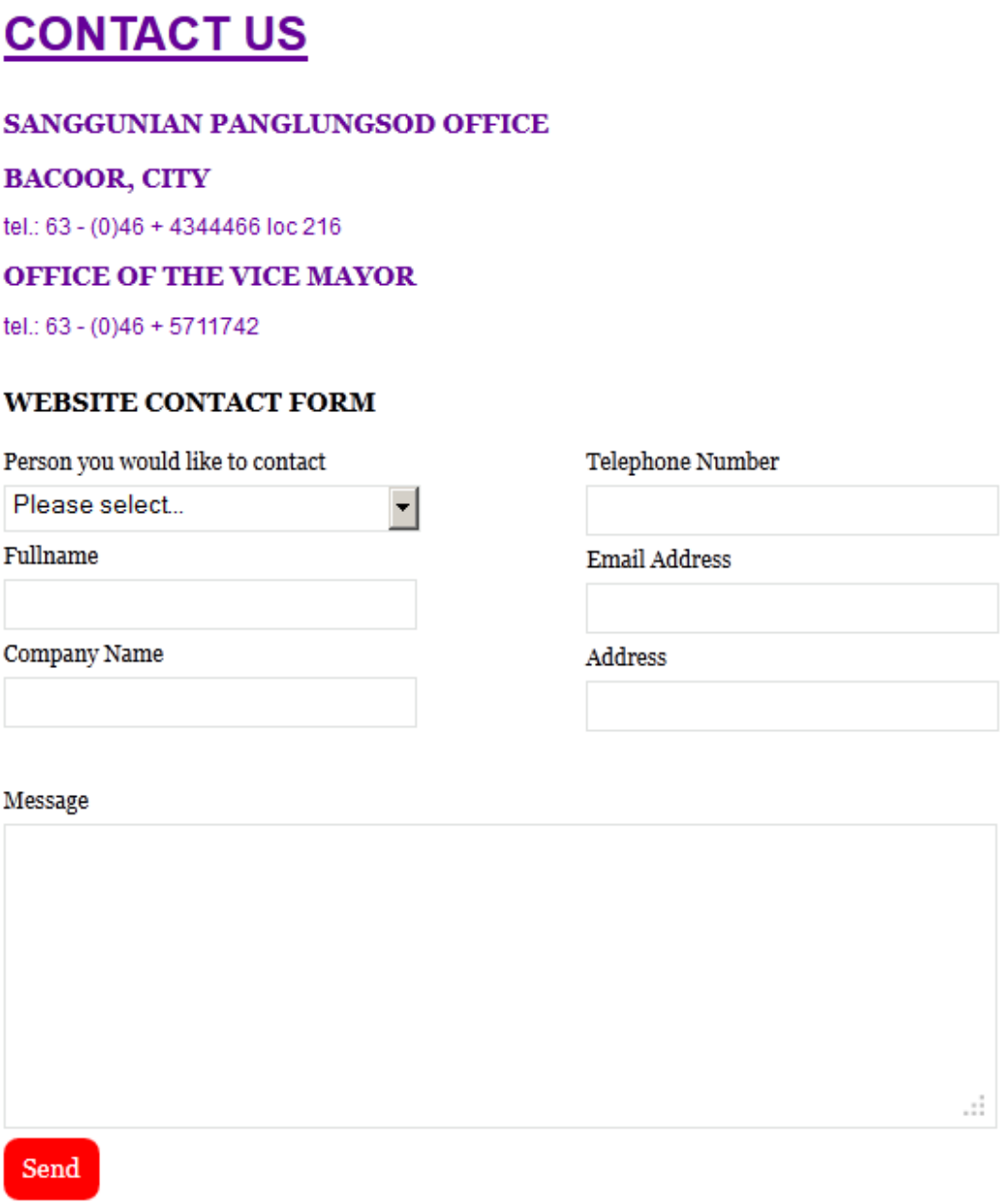
Sending email in contact form

Who can do this? Voter, Councilor, Admin

How to:

1. Click *Contact Us* menu item.

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



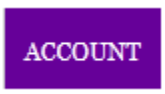
Account Page

Adding system users

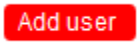
Who can do this? Admin

How to:

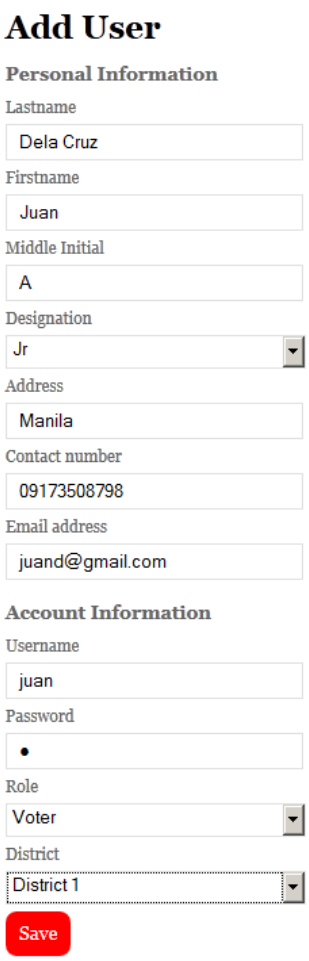
1. Click *Account* menu item.



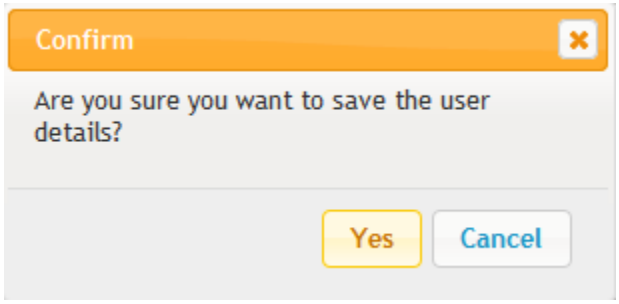
2. Click *Add user* button in the page.



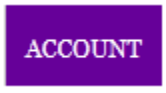
3. Form is shown. Fill up the form containing details about the new user.



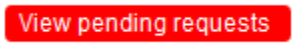
4. Click *Save* button.
5. Click *Yes* in the confirmation dialog to continue adding the new user details, press *Cancel* otherwise.



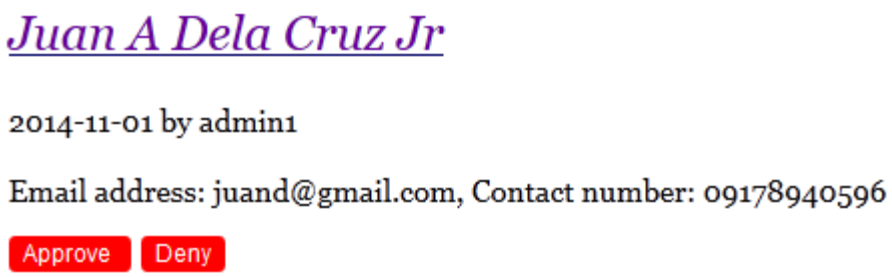
6. Click *Account* menu item again.



7. Click the *View pending requests*. Notice the new user is added in the list of all pending users. Pending users must be approved first before they can use the system.



8. Click *Approve* to approve the user that has been newly added. Click *Deny* to deny the user from using the system.



9. Click *Account* menu item again.

10. Click the *View registered users* again. Notice the user is now in the list of all registered users.

Viewing registered users

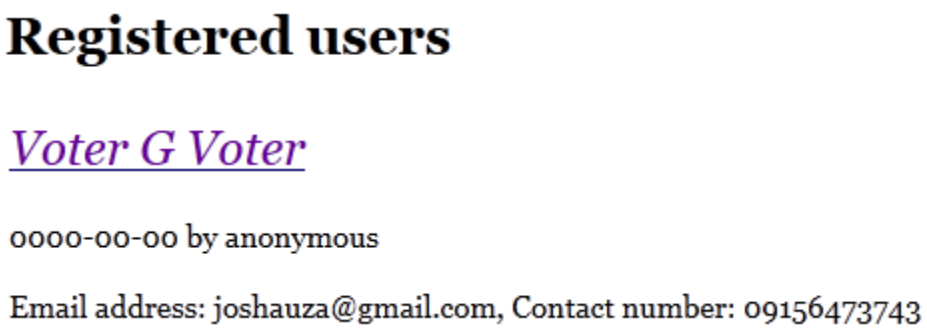
Who can do this? Admin

How to:

1. Click *Account* menu item.

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

3. All users of the system except for the Councilors are shown.



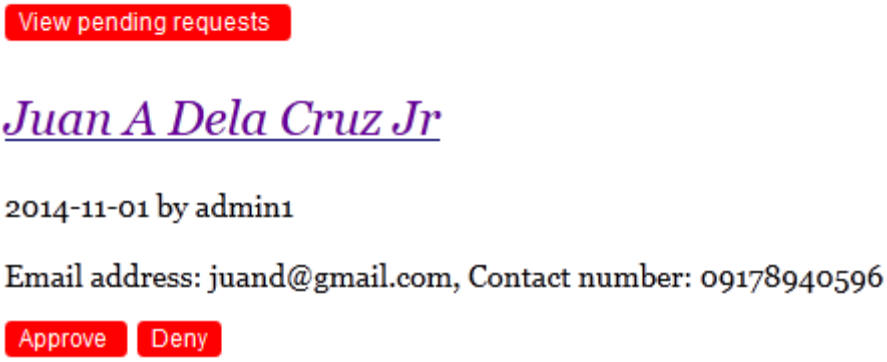
Viewing pending requests

Who can do this? Admin

How to:

1. Click *Account* menu item.

2. Click *View pending requests* in the page.



Changing password

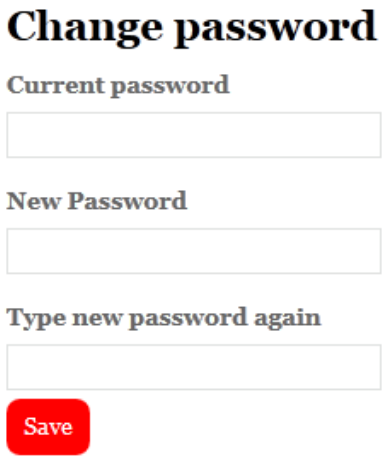
Who can do this? Voter, Councilor, Admin

How to:

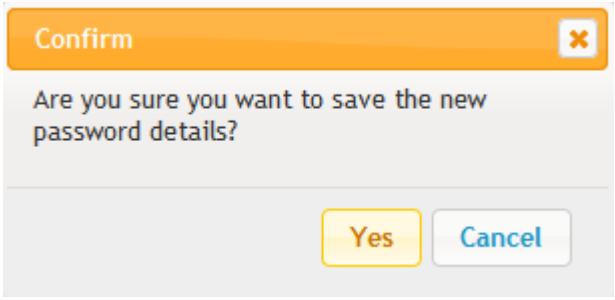
1. Click *Account* menu item.

2. Click *Change password* button in the page.

3. Provide your current password and your new password.



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.

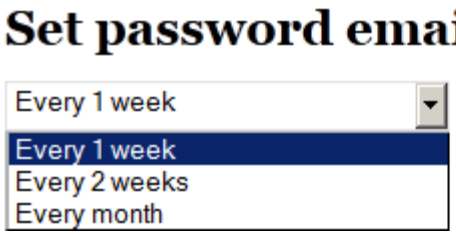
Who can do this? Councilor

How to:

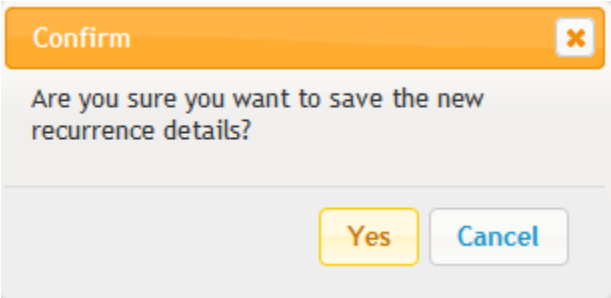
1. Click *Account* menu item.

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*.



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

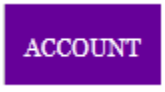


Editing current user's personal information

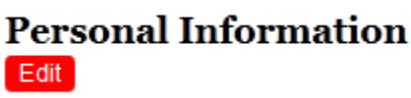
Who can do this? Voter, Councilor, Admin

How to:

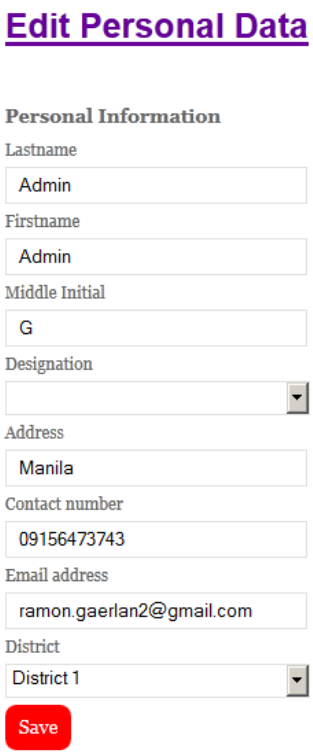
1. Click *Account* menu item.



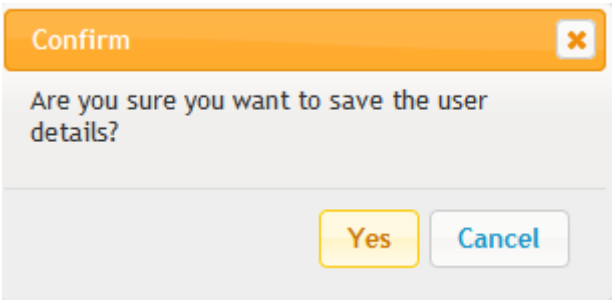
2. Click *Edit* under the *Personal Information* title.



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



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



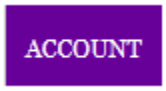
5. Click *Account* menu item again. Your new personal information is now updated.

Editing current user's account information

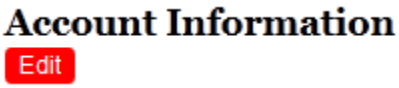
Who can do this? Voter, Councilor, Admin

How to:

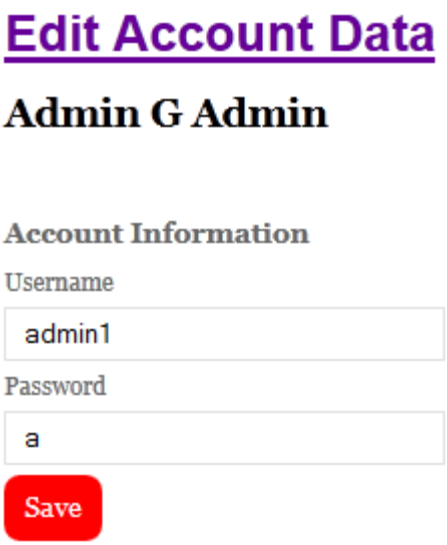
1. Click *Account* menu item.



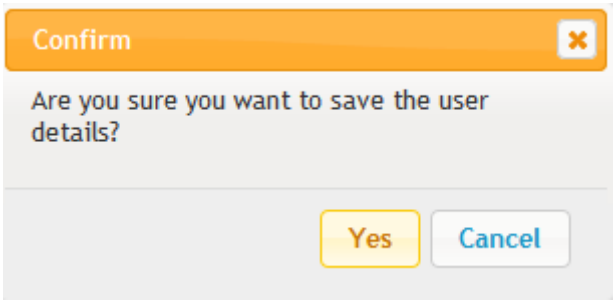
2. Click *Edit* under the *Account Information* title.



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.



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



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

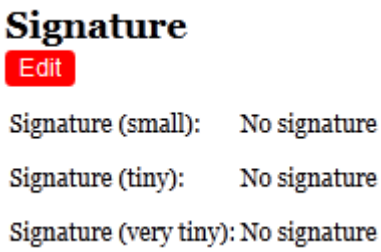
Edit current user's signature

Who can do this? Councilor

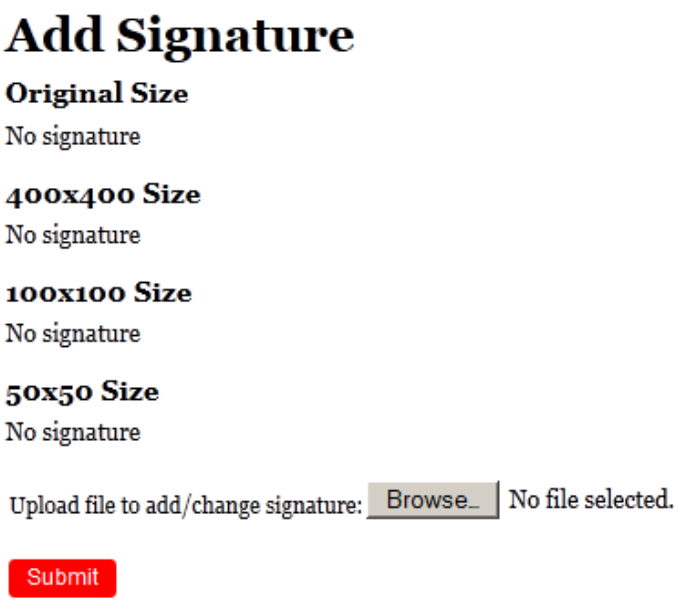
How to:

1. Click *Account* menu item.

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



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



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

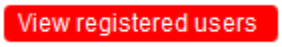
Deleting registered users

Who can do this? Superuser, Superadmin

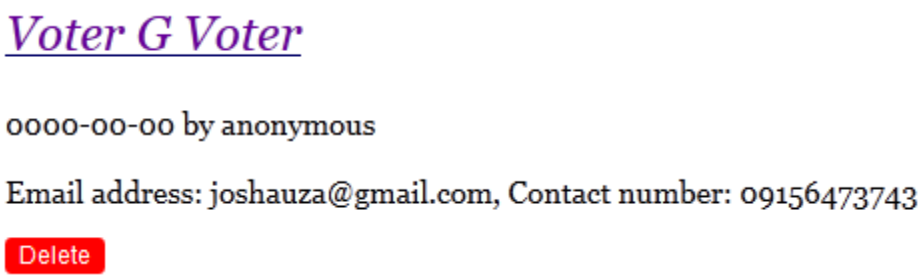
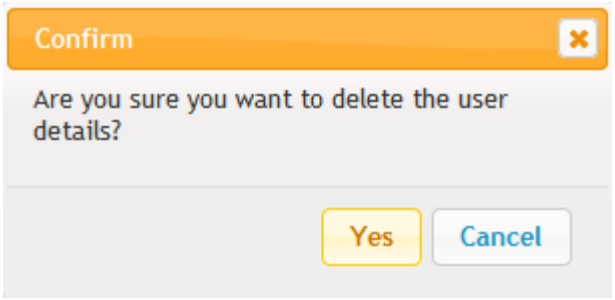
How to:

1. Click *Account* menu item.

2. Click *View registered users* button.



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



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