

# **DOCUMENT VIEWER SYSTEM**

## **USER'S MANUAL**

Systems Development and Programming Division  
Information Management Department  
Revised November, 2009



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## INTRODUCTION

The **Document Viewer System** is an application system developed by the Systems Development and Programming Division (SDPD) to provide for a facility to add, update and browse internal and external documents of NAMRIA. It is envisioned to provide a facility for the other department of NAMRIA i.e., RSRDAD and CGSD, to be able to connect to the system and its database through the use of internet. Typically a user is asked to login their user information into the system and the application system shall display menus to input the information about a given document which shall be saved in a central web-based server.

The **Document Viewer System** is developed using ASP.Net and MS SQL Server as its backend.

## LAUNCHING THE APPLICATION

1. Open any Internet browser (e.g.,  chrome or  Mozilla Firefox ).
2. On the Address Bar, you can access the **Document Viewer** by typing **<http://www.namria.gov.ph/docviewer>** (see Figure 1) and press ENTER.

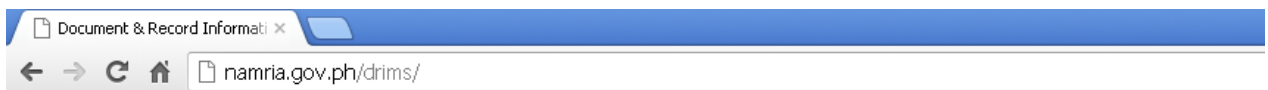
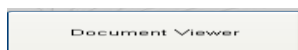



Figure 1

3. Select



## USING THE APPLICATION

4. On the **Document Viewer** login page (see Figure 2), you are required to input the username and password provided by the System Administrator. Click  button to continue.

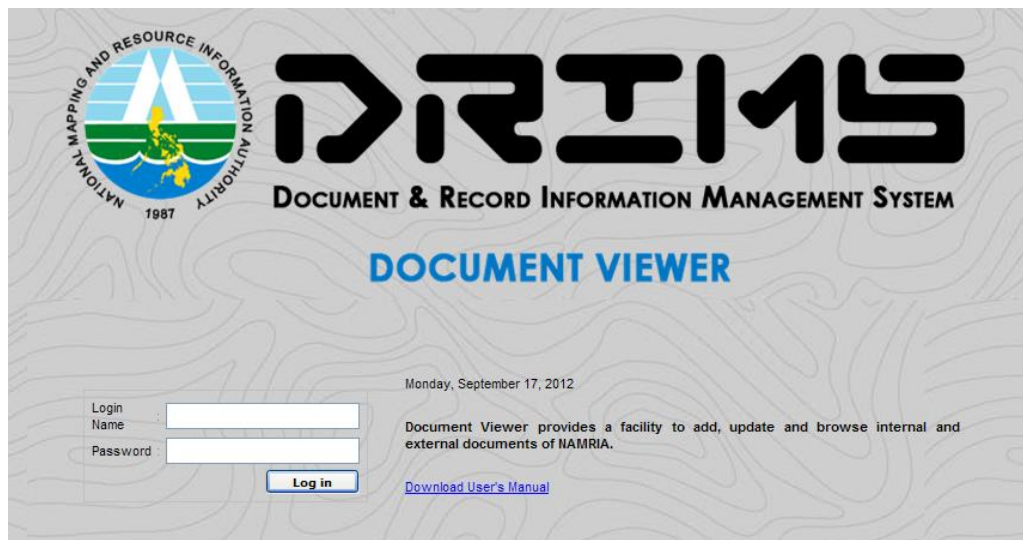


Figure 2

#### For ODC User

5. For the **ODC** user, if Login is successful, it will display the **Notification** page (see Figure 3).

It contains the **Pending** and **For Approval Document(s)**. Click  button to proceed to the Main page (**For Approval Document(s)** (see figure 5)) or select the

button to display whether it is a **For Approval Document(s)** (see Figure 4) or **Pending**. (see Figure 5)

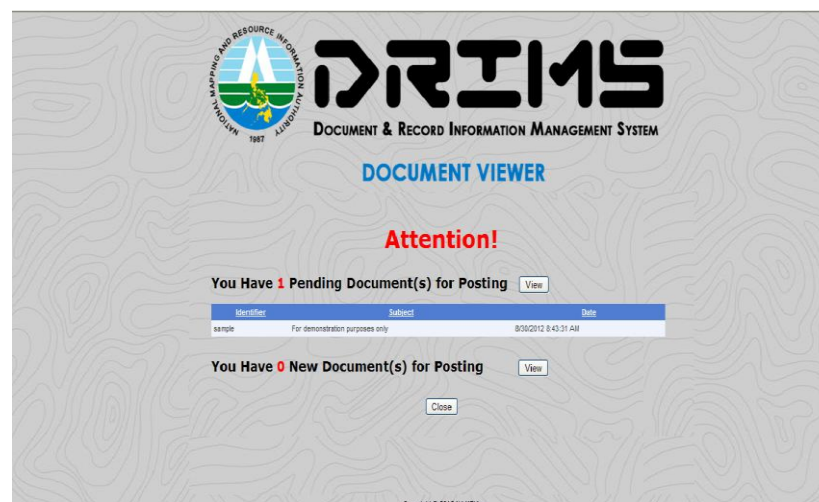


Figure 3

6. After  button was clicked, the **For Approval Document(s)** page will be displayed. (see Figure 4)

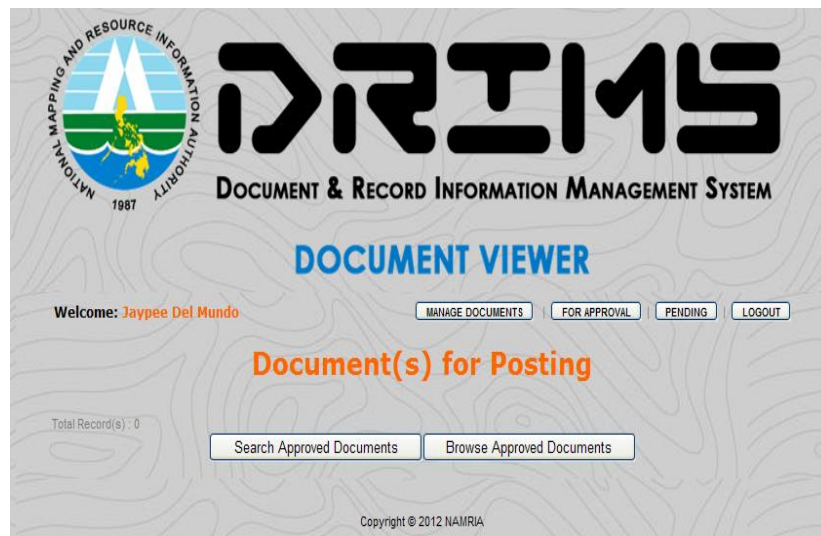
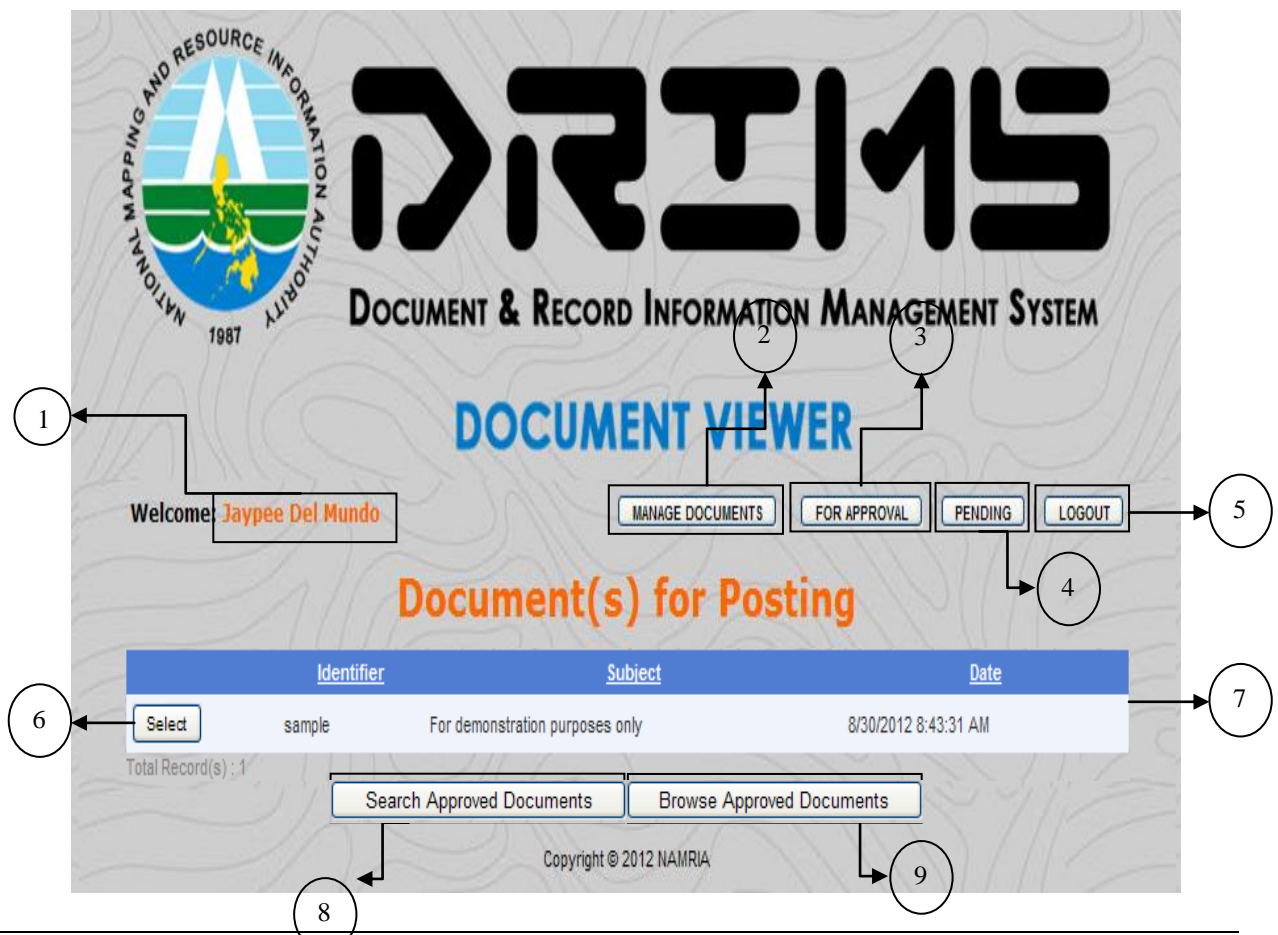


Figure 4

### Parts of the ODC user's Main Page



1. Contains user's First name and Last name
  2. If clicked, Document Maintenance page will be displayed (see Figure 6)
  3. If clicked, Documents for approval page will be displayed (see Figure 4)
  4. If clicked, Pending Documents page will be displayed (see Figure 4)
  5. If clicked, the user will be logged out from the system
  6. If clicked, Document Details page will be displayed (see Figure 8)
  7. Grid View that contains Pending or For Approval Document(s)
  8. If clicked, Search page will be displayed (see Figure 9)
  9. If clicked, Posted Documents page will be displayed (see Figure 7)
7. When **PENDING** button was clicked, the **Pending Document(s) page** will be displayed. (see Figure 5)



Figure 5

8. When **MANAGE DOCUMENTS** button was clicked, the Documents Maintenance page will be displayed. (see Figure 6)



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1987

# DRIIS

**DOCUMENT & RECORD INFORMATION MANAGEMENT SYSTEM**

## DOCUMENT VIEWER

Welcome: **Jaypee Del Mundo**

MANAGE DOCUMENTS | FOR APPROVAL | PENDING | LOGOUT

Manage Pending and for Approval Document.

Identifier	Subject	Type
Select	sample	For demonstration purposes only
ASDdsads		

Total Record(s) : 1

Identifier :

Subject :

Signatory :

Publisher :

Keyword :

Date : (mm-dd-yyyy)

Type :

Origin :

Add Record Edit Record Browse Approved Documents

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Figure 6

9. When **Browse Approved Documents** button was clicked, the **Posted Documents page** will be displayed. (see Figure 7)

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# DRIIS

**DOCUMENT & RECORD INFORMATION MANAGEMENT SYSTEM**

## DOCUMENT VIEWER

Welcome: **Jaypee Del Mundo**

MANAGE DOCUMENTS | FOR APPROVAL | PENDING | LOGOUT

Browse for Documents.

Identifier	Subject	Date
Select	sample-010 sample again	09/05/2012
Select	sample-004 sample lang.	09/05/2012
Select	sample-05 dsa	09/05/2012
Select	sample-01 Sample	09/05/2012
Select	sample-02 sad	08/30/2012
Select	DAO 2011-15 CENR Offices in Albay	12/07/2011
Select	DAO 2011-14 Designation of the Sinocalan-Dagupan River System as Water Quality Management Area and Creation of its Governing Board	11/23/2011
Select	DAO 2011-12 Establishing Snake Island as the DENR National Coastal and Marine Center for Research	11/03/2011
Select	DAO 2011-13 Re-Configuration of the Administrative Jurisdiction of the Community Environment and Natural Resources Office in the Province of Tarlac	11/03/2011
Select	DMO 2011-04 Strict Regulation of Activities, Projects and Land Uses in all Areas Proposed for Inclusion in the National Integrated Protected Areas System (NIPAS)	11/03/2011

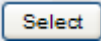
Total Record(s) : 71

Print All

View all documents View 10 per page documents

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Figure 7

10. When  button was clicked, it will redirect the user to **Document Details** page.  
(See Figure 8)

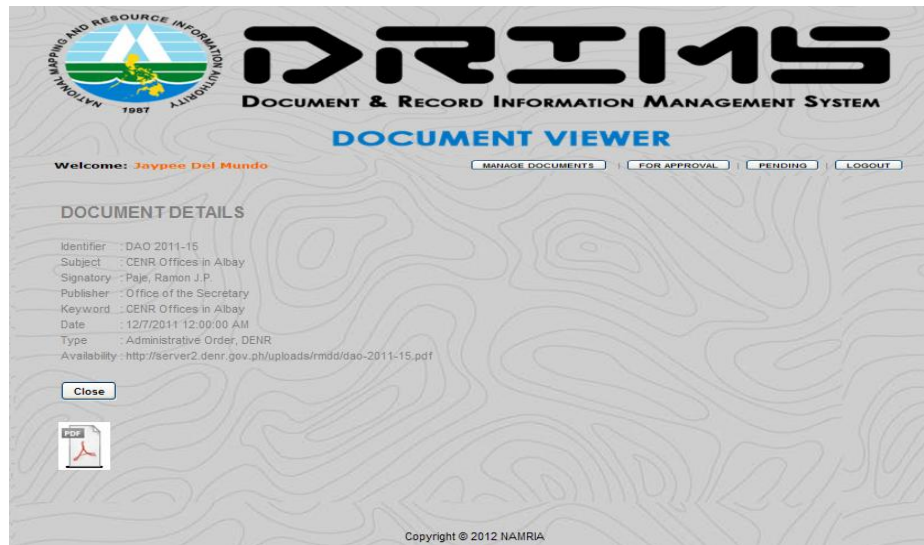



Figure 8

11. When  icon was clicked, the **View Document** page will appear. Only the ODC user can delete a document and the user should enter his/her password in order to delete the particular document. (See Figure 9)

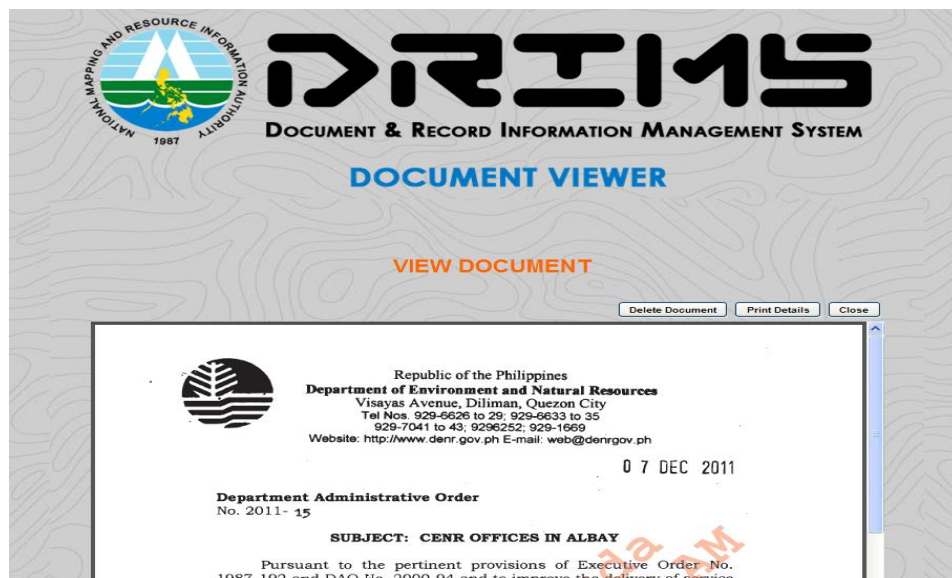


Figure 9



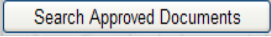
12. When  button was clicked, the **Search** page will be displayed. (See Figure 10)



Figure 10

#### For Unit Clerk User

13. For the **Unit Clerk** user, if Login is successful, it will display the **Posted Documents** page. (see Figure 11)



Figure 11

## Parts of the Unit Clerk user's Main Page

The screenshot shows the DREAMS Document & Record Information Management System Document Viewer interface. The header includes the NAMRIA logo and the system name. The main content area displays a table of documents with columns for Identifier, Subject, and Date. The footer shows the total number of records and options to view all documents or 10 per page, along with a print all button.

Numbered callouts point to the following elements:

- Welcome message: **Welcome: Jay Del Mundo**
- BROWSE DOCUMENTS** button
- MANAGE DOCUMENTS** button
- SEARCH** button
- LOGOUT** button
- Select** button in the document table
- Document table with columns: Identifier, Subject, Date
- View all documents** button
- View 10 per page documents** button
- Print All** button

Identifier	Subject	Date
DAO 2010-17	Implementing Rules and Regulations (IRR) on the Conduct of Inspection, Verification and Approval of Survey (IVAS) in the Philippine Reference System of 1992 (PRS92)	06/18/2010
DAO 2010-18	Improving Management of Land Information Through the Adoption of the Land Administration and Management System (LAMS)	06/23/2010
DAO 2010-19	Revised Guidelines on the Reconciliation, Indexing and Reconstruction of Survey Records	06/23/2010
DAO 2010-20	Revising the Technical Description of the Boundaries of Central Cebu Protected Landscape (CCPL) and Designating its Buffer Zones Pursuant to Republic Act No. 9486 Otherwise Known as the Central Cebu Protected Landscape Act of 2007	06/28/2010
DAO 2010-22	Amending Department Administrative Order No. 31, Series of 1990 Renaming Rogelio B. Bagayyan People's Park and Nature Center as 'Rogelio B. Bagayyan Nature Park and Wildlife Center	07/12/2010
DAO 2010-23	Revised Emission Standards for Motor Vehicles Equipped with Compression-Ignition and Spark-Ignition Engines	09/07/2010
DAO 2010-24	Revised Emission Limits/Standards for Motorcycles/Tricycles and Mopeds	09/27/2010
DAO 2010-25	Amendment to Section 3 of DAO 2010-12 Otherwise Known as "Rules and Regulations for the Issuance of Free Patents to Residential Lands Under RA No. 10023"	09/04/2010
DAO 2010-26	Amendment to Paragraphs 2 and 3, Section 3 of DAO 98-20 re: Entitled Rules and Regulations on the Conduct of Appraisal of Public Lands and Other Patrimonial Properties of the Government	09/13/2010
DAO 2010-27	Transfer of the Palawan Wildlife Rescue and Conservation Center, Formerly Crocodile Farming Institute from the Natural Resources Development Corporation to the Protected Areas and Wildlife Bureau	10/26/2010

Total Record(s) : 71

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1. Contains user's First name and Last name
2. If clicked, Posted Documents page will be displayed (see Figure 10)
3. If clicked, Document Maintenance page will be displayed (see Figure 11)
4. If clicked, Search page will be displayed (see Figure 12)
5. If clicked, the user will be logged out from the system
6. If clicked, Document Details Page will be displayed (see Figure 13)
7. Grid View that contains Posted Document(s)
8. If clicked, Grid View will display all the Posted Documents
9. If clicked, Grid View will display 10 items per page
10. If clicked, it will produced a PDF file of all the documents in the system

14. When **MANAGE DOCUMENTS** button was clicked, the **Document Maintenance** page will be displayed (see Figure 12).

DRIMS  
DOCUMENT & RECORD INFORMATION MANAGEMENT SYSTEM  
DOCUMENT VIEWER

Welcome: Jay Del Mundo

Manage Pending and for Approval Document.

Identifier	Subject	Type
sample	For demonstration purposes only	ASDDsads

Total Record(s) : 1

Identifier :

Subject :

Signatory :

Publisher :

Keyword :

Date : (mm-dd-yyyy)

Type :

Origin :

Add Record Edit Record Close

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Figure 12

15. When **SEARCH** button was clicked, the **Search** page will be displayed (see Figure 13).

DRIMS  
DOCUMENT & RECORD INFORMATION MANAGEMENT SYSTEM  
DOCUMENT VIEWER

Welcome: Jay Del Mundo

Search

Keyword:  Search Clear

Print Result Browse Approved Documents


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Figure 13

16. When **Select** button was clicked, it will redirect the user to **Document Details** page. (See Figure 14)



Figure 14

17. When  icon was clicked, it will redirect you to **View Document page**. (see Figure 15)

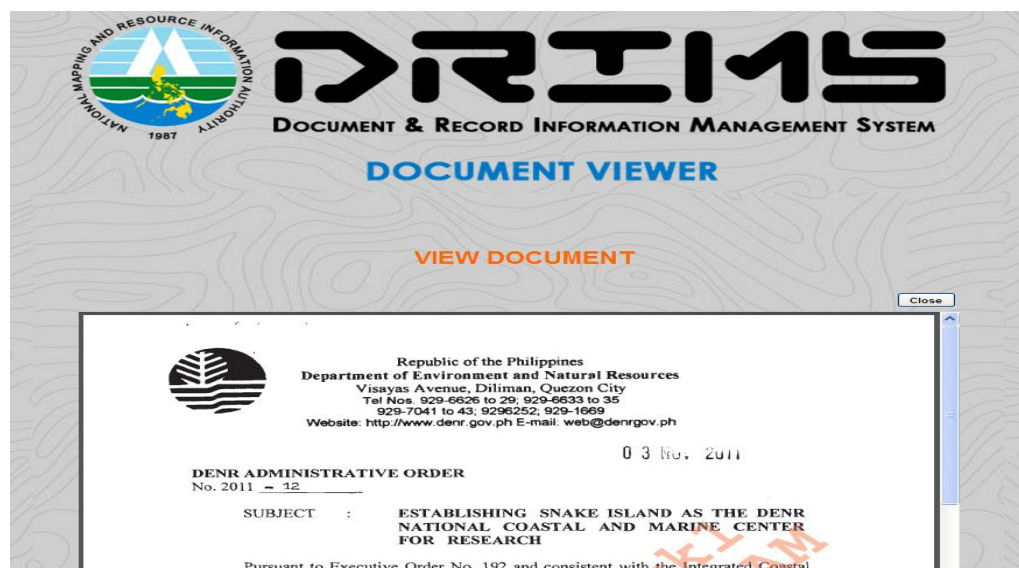


Figure 15

## ADDING DOCUMENT INFORMATION

All documents need to be encoded into the **Document Viewer** so that all its transactions can be monitored. New documents are classified into Internal and External. To input the basic information of a document, follow this procedure:

1. To add a new document record, click **MANAGE DOCUMENTS** button at the top of the page.
2. Click **Add Record** button and start filling the textboxes.
3. **Identifier.** This will be the code of the document (i.e. DAO 2011-15) and will be used as the file name of the PDF File to be attached. (See Figure 16)


A screenshot of a web form showing a label 'Identifier :' followed by a single-line text input box.

Figure 16

4. **Subject.** This will be the subject of the document to be created. (See Figure 17)

A screenshot of a web form showing a label 'Subject :' followed by a single-line text input box with a vertical scrollbar on the right.

Figure 17

5. **Signatory.** This is the person/s who signs in the document. (See Figure 18)

A screenshot of a web form showing a label 'Signatory :' followed by a single-line text input box.

Figure 18

6. **Publisher.** This is the one who publish the document to be created. (See Figure 19)

A screenshot of a web form showing a label 'Publisher :' followed by a single-line text input box.

Figure 19

7. **Keyword.** These can be group of words or the subject itself and use in the search page to look for the document that the user wants to see. (See Figure 20)

A screenshot of a web form showing a label 'Keyword :' followed by a single-line text input box with a vertical scrollbar on the right.

Figure 20

8. **Date.** The date the document was created in the system. (See Figure 21)

A screenshot of a web form showing a label 'Date : (mm-dd-yyyy)' followed by a single-line text input box.

Figure 21



9. **Type.** This is the type of document to be created. (i.e. Administrative Order) (See Figure 22)




Figure 22

10. **Origin.** This is the reference whether the file is internally or externally generated. (See Figure 23)



Figure 23

11. **Availability.** This refers to the link of the file if its origin is “External”. (See Figure 24)



Figure 24

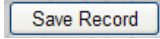
12. **PDF File.** This refers to the file to be uploaded if its origin is “Internal”. (See Figure 25)



Figure 25

### Uploading Digital Files

1. Click **Browse** and look for the file to be attached. This only accepts PDF Format files.
2. Click **Upload** after browsing the files.

13. When done in filling the textboxes or uploading the file, click  button to save the documents and details.

\*Note: When a user is an Overall Document Controller (ODC), the saved record will automatically be posted. If a user is a Unit Clerk, the saved record will go to the “**For Approval**” page of the ODC. Only the ODC user can approve the record so that it will be posted in the system.



## POSTING OF DOCUMENT'S RECORD

Only the ODC user can approve the record so that it will be posted in the system.

1. To approve and post the document's record, click **FOR APPROVAL** or **PENDING** button.
2. Select the entry to be approved and posted. Click **Select** button. This will now redirect the user to the **Document Details** page.
3. Click **Approve and Post** button. The record will now be posted and can be viewed in the **Posted Documents** page. (See Figure 7)

## VIEWING OF DIGITAL FILE AND PRINTING

To view and print a digital file, follow the steps below:

1. Click **BROWSE DOCUMENTS** or **Browse Approved Documents** button.
2. In the Grid View, select the records to be viewed or printed and click **Select** button. This will now redirect the user to the **Document Details** page. (See Figure 26)

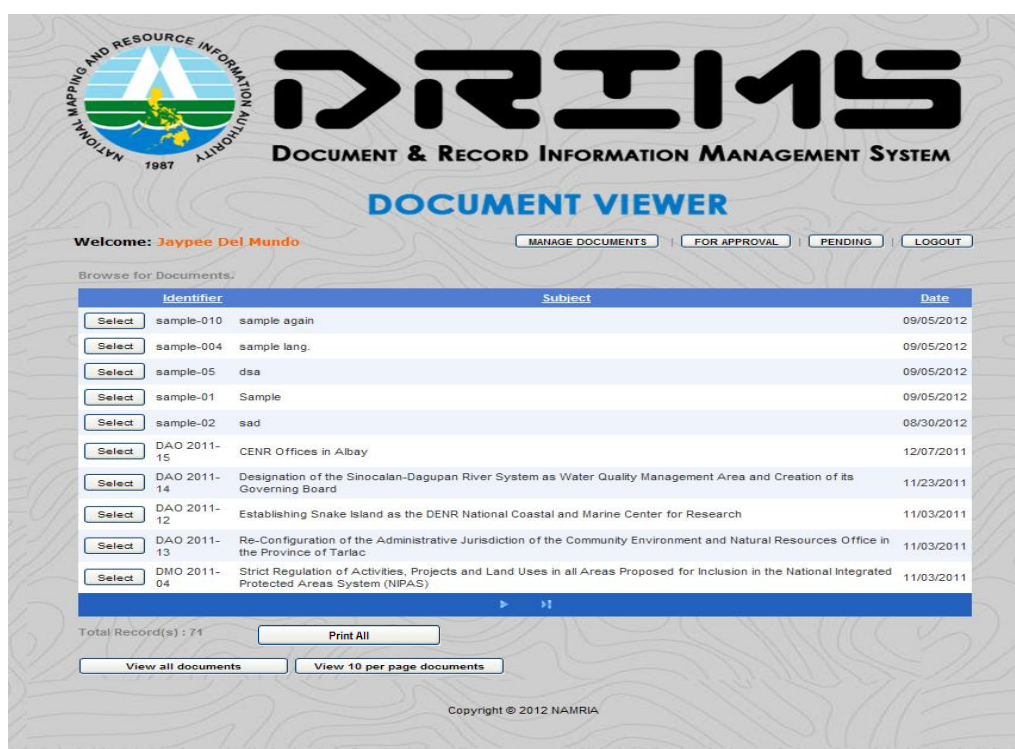




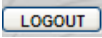
Figure 26

3. To view and print the attachment, click the  icon. The PDF file will now be displayed in the box below and you can now print it by clicking the  icon.
  4. To print the document's details, click the **Print Details** button.
- \*Note: Only the ODC user can print the details of the documents.

## SEARCHING POSTED DOCUMENTS USING THE KEYWORD

1. To search, click  or  button.
2. In the textbox, type the keyword of the document and click  button.

## LOGGING OUT

To Log out in the system, click  button.

**\*Note:** The system administrator's page contains monitoring of user logs, user activity logs and the creation of the system user. The system administrator gives the Overall Document Controller (ODC) the permission to delete a document and required his/her password to continue the deletion process of document.