

# **DOCUMENT VIEWER SYSTEM**

## **USER'S MANUAL**

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



## Table of Contents



<b>INTRODUCTION.....</b>	<b>1</b>
<b>LAUNCHING THE APPLICATION.....</b>	<b>1</b>
LOGGING IN AS ODC User.....	2
LOGGING IN AS Unit User.....	7
<b>ADDING DOCUMENT INFORMATION.....</b>	<b>9</b>
<b>POSTING OF DOCUMENTS.....</b>	<b>10</b>
<b>VIEWING OF DIGITAL FILE AND PRINTING.....</b>	<b>11</b>
<b>SEARCHING POSTED DOCUMENTS.....</b>	<b>11</b>
<b>LOGGING OUT.....</b>	<b>11</b>

## INTRODUCTION

The **Document Viewer System** is an application system developed by the Systems Development and Programming Division (SDPD) to provide 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 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.

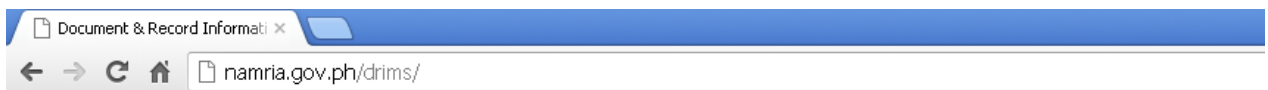



Figure 1

3. Select  button.

## 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.

**ACCESS CONFIRMATION  
( DOCUMENT VIEWER )**

USERNAME:

PASSWORD:

**LOGIN**

The **Document Viewer** provides a facility to add, update and browse internally and externally documents of NAMRIA.

Login to [Record Tracker](#).

DOCUMENT AND RECORD INFORMATION MANAGEMENT SYSTEM  
System Development and Programming Division  
Information Management Department

[Download DOCVIEWER Manual](#)

Figure 2

**For ODC User**

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

**DOCUMENT VIEWER**

**BROWSE** **MANAGE** **SEARCH**

**ATTENTION!**

You have **3** pending document (s) for posting.

	PUBLISHER	SUBJECT	DATE
<b>Select</b>	hd	sample input for HD	12/6/2012 9:18:40 AM
<b>Select</b>	ho	in MANAGE the newly saved record will have SUBJECT, TYPE, and DATE, columns and details can be viewed if SELECT is clicked. - DONE	12/5/2012 3:34:13 PM
<b>Select</b>	ho	have the default search type once SEARCH buttong is clicked be BY SUBJECT.	12/5/2012 1:47:08 PM

Figure 3

## Parts of the User's Main Page



**Figure 4**

1. When clicked, it will redirect you here in the main page
2. When clicked, Document Maintenance page will be displayed (see Figure 6)
3. When clicked, Search page will be displayed (see Figure 4)
4. When clicked, Document Details page will be displayed (see Figure 8)
5. Grid View that contains Posted Document(s)
6. When clicked, the grid view will display all the Posted Documents provided with View 10 Per Page button at the bottom of the page


6. When  button was clicked, the Documents page will be displayed wherein the user can browse all the posted documents in the system. (see Figure 5)



Figure 5

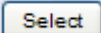
7. When  button was clicked, it will redirect the user to Document Details page. (see Figure 6)



Figure 6

8. When **VIEW** button was clicked, it will redirect the user to **Document Details** page. (see Figure 7)

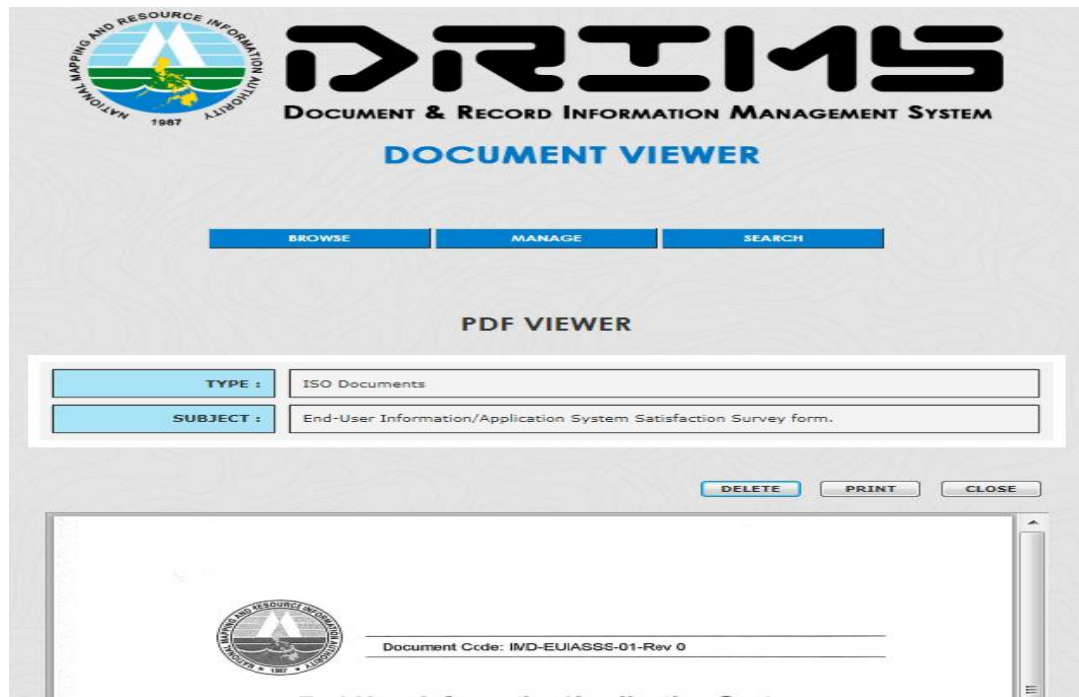


Figure 7

9. When **MANAGE** button was clicked, the Documents Maintenance page will be displayed. (see Figure 8) The user can add and edit a document in this page.



Figure 8



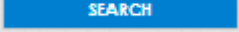
10. When  button was clicked, the **Search page** will be displayed. (see Figure 9)



Figure 9


11. When  button was clicked, the **Search page** will display a textbox where the user input the subject and a “GO” button to proceed with the search. (See Figure 10)



Figure 10



12. When **by DATE** button was clicked, the **Search** page will display a start date picker and an end date picker together with a “SEARCH” button to proceed with the search. (See Figure 11)

Figure 11

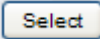
### For Unit Clerk User

13. For the **Unit Clerk** user, if Login is successful, this will display the **Approved Documents**. (see Figure 12)

SUBJECT	TYPE	DATE	ENCODER
<input type="button" value="Select"/> chdggp	GENR Administrative Order	11/26/2012	no
<input type="button" value="Select"/> testing Data Flow	Reports	11/20/2012	zeny
<input type="button" value="Select"/> End-User Information/Application System Satisfaction Survey form.	ISO Documents	09/13/2012	mike
<input type="button" value="Select"/> Change Request Form	ISO Documents	09/12/2012	mike
<input type="button" value="Select"/> System Acceptance Form	ISO Documents	09/12/2012	mike
<input type="button" value="Select"/> User Acceptance Testing Completion Form	ISO Documents	09/12/2012	mike
<input type="button" value="Select"/> Performance Management System - Office Performance Evaluation System	ISO Documents	09/12/2012	mike
<input type="button" value="Select"/> Standard Operating Instruction of Control Of Electronic Record	ISO Documents	09/11/2012	mike
<input type="button" value="Select"/> Standard Operating Instruction of Control Of Electronic Maps & Documents	ISO Documents	09/11/2012	mike
<input type="button" value="Select"/> AREMS Manual	Manual	09/11/2012	mike

Total Record(s) : 78

Figure 12

14. When  button was clicked, it will redirect the user to **Document Details** page.(See Figure 13)




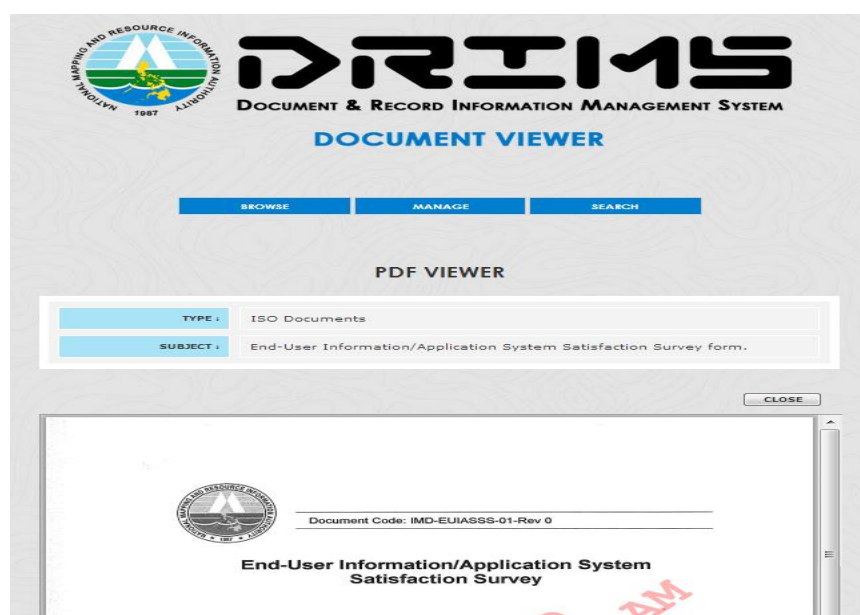
The screenshot shows the DRIMS (Document & Record Information Management System) Document Viewer interface. At the top left is the logo of the National Mapping and Resource Information Authority (NAMRIA) established in 1987. To the right of the logo is the text 'DRIMS DOCUMENT & RECORD INFORMATION MANAGEMENT SYSTEM' and 'DOCUMENT VIEWER'. Below this are three buttons: 'BROWSE', 'MANAGE', and 'SEARCH'. The main section is titled 'DOCUMENT DETAILS' and contains a table with the following information:

Document Code :	I-420-09-13-2012-0008
Subject :	End-User Information/Application System Satisfaction Survey form.
Publisher :	IMD
Date :	9/13/2012 10:47:19 AM
Type :	ISO Documents
Source :	N/A

At the bottom of the details section are two buttons: 'CLOSE' and 'VIEW'.

Figure 13

15. When  button was clicked, it will redirect the user to **PDF View** page (see Figure 14)



The screenshot shows the DRIMS (Document & Record Information Management System) PDF Viewer interface. At the top left is the logo of the National Mapping and Resource Information Authority (NAMRIA) established in 1987. To the right of the logo is the text 'DRIMS DOCUMENT & RECORD INFORMATION MANAGEMENT SYSTEM' and 'DOCUMENT VIEWER'. Below this are three buttons: 'BROWSE', 'MANAGE', and 'SEARCH'. The main section is titled 'PDF VIEWER' and contains a table with the following information:

TYPE :	ISO Documents
SUBJECT :	End-User Information/Application System Satisfaction Survey form.

At the bottom of the details section is a 'CLOSE' button. Below the details section is a large preview area showing a document page. The document page has a header with the NAMRIA logo and the text 'Document Code: IMD-EUIASS-01-Rev 0'. The main title of the document is 'End-User Information/Application System Satisfaction Survey'. There is a red 'AM' stamp on the bottom right of the document page.

Figure 14

## 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, click **MANAGE** button.
2. Click **ADD** button and start filling the information.
3. **Agency.** This is the agency that creates the document. (See Figure 15)

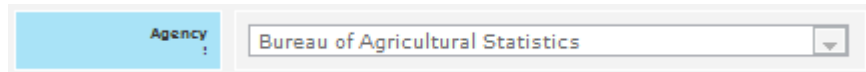
A screenshot of a web form showing a dropdown menu for 'Agency'. The selected option is 'Bureau of Agricultural Statistics'. The dropdown is open, showing the selected text and a downward arrow.

Figure 15

4. **Division.** This is the division of the agency that creates the document. (See Figure 16)

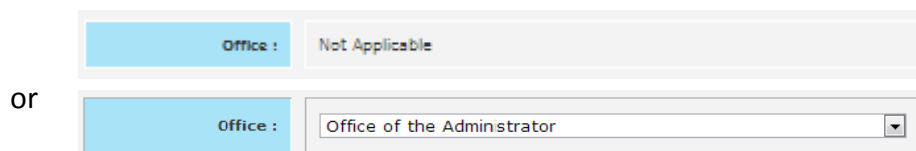
A screenshot of a web form showing two options for 'Office'. The first option is 'Not Applicable'. The second option is 'Office of the Administrator'. The dropdown is open, showing the selected text and a downward arrow.

Figure 16

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

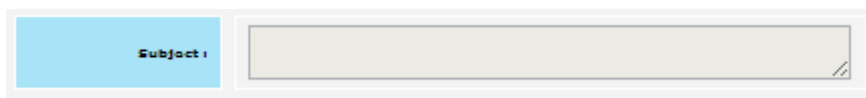
A screenshot of a web form showing a text input field for 'Subject'. The field is empty and has a light gray border.

Figure 17

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

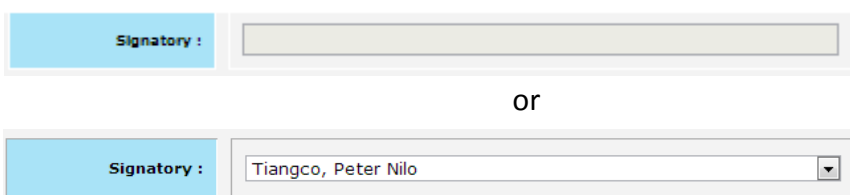
A screenshot of a web form showing two options for 'Signatory'. The first option is empty. The second option is 'Tiangco, Peter Nilo'. The dropdown is open, showing the selected text and a downward arrow.

Figure 18

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

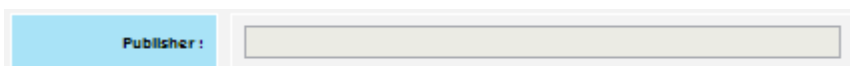
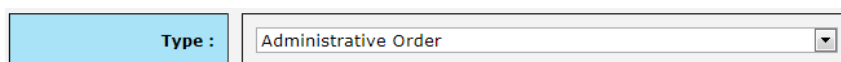
A screenshot of a web form showing a text input field for 'Publisher'. The field is empty and has a light gray border.

Figure 19

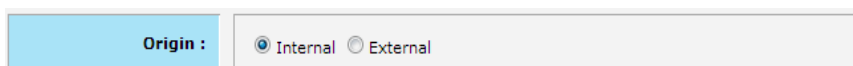
8. **Type.** This is the type of document to be created. (i.e. Administrative Order) (See Figure 20)



A light blue button labeled 'Type :' is followed by a dropdown menu. The dropdown menu is open, showing 'Administrative Order' as the selected option.

Figure 20

9. **Origin.** This is the source of the file, Internal if the PDF file will come from the computer of the user and External if it came from the internet or other government servers. (See Figure 21)



A light blue button labeled 'Origin :' is followed by two radio buttons. The 'Internal' radio button is selected, and the 'External' radio button is unselected.

Figure 21

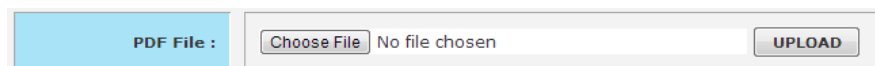
10. **Source URL.** This refers to the link of PDF file if its origin is "External". (See Figure 22)



A light blue button labeled 'Source URL :' is followed by a text input field. The text input field contains 'http://'.

Figure 22

11. **PDF File.** This refers to the file to be uploaded if its origin is "Internal". (See Figure 23)




A light blue button labeled 'PDF File :' is followed by a file upload area. The area contains a 'Choose File' button, the text 'No file chosen', and an 'UPLOAD' button.

Figure 23

### Uploading Digital Files






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

12. When done in filling the textboxes and uploading the file, click  button to save the document.

\*\*\*Note: When a user is an Overall Document Controller (ODC), the saved document will automatically be posted. If a user is a Unit Clerk, the saved document will go to the "Notification" page of the ODC (see Figure 3). Only the ODC user can approve the document to be posted in the system.


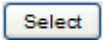



## POSTING OF DOCUMENTS

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

1. In the **Notification** page, click  button to select the document to be approved and posted in the system. The pending documents to be approved can also be viewed when the  button was clicked. This will now redirect the user to the **Document Details** page.
2. Click  button if the selected document is approved to be posted in the system or  button to delete the selected document. After clicking the  button, the document will now be posted and can be viewed in the **Document Browse** page. (See Figure 7)

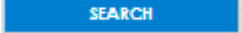
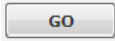
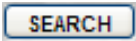
## VIEWING OF DIGITAL FILE AND PRINTING

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

1. Click  button.
2. In the Grid View, select the document to be viewed or printed by clicking the  button. This will now redirect the user to the **Document Details** page. (See Figure 13)
3. To view and print the attachment, click the  button. This will now redirect the user to the **PDF View** page. (See Figure 14) PDF file will now be loaded and displayed in the frame and you can now print it by clicking the  icon.
4. To print the document's details, click the  button.

\*Note: Only the ODC user can print the details of the documents.

## SEARCHING POSTED DOCUMENTS USING THE KEYWORD

1. To search, click  button.
2. Select whether by date or by subject.
3. Input the needed information in the search textbox or select the dates in the date picker or the user may type it following the correct format indicated.
4. In the textbox, type the keyword of the document and click  or  button.

## LOGGING OUT

To Log out in the system, click  link button in the upper right of the system interface.

**\*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. The deleted document will appear in the **Deleted Document** page, a page that contains the list of the document that has been deleted by the Overall Document Controller (ODC). The deleted document can be reposted or deleted permanently in the database depending on the request of the Overall Document Controller (ODC).