

DOCUMENT VIEWER SYSTEM

USER'S MANUAL

Systems Development and Programming Division
Information Management Department
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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://app.namria.gov.ph/drims/** (see Figure 1) and press ENTER.



Figure 1

USING THE APPLICATION

3. 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.

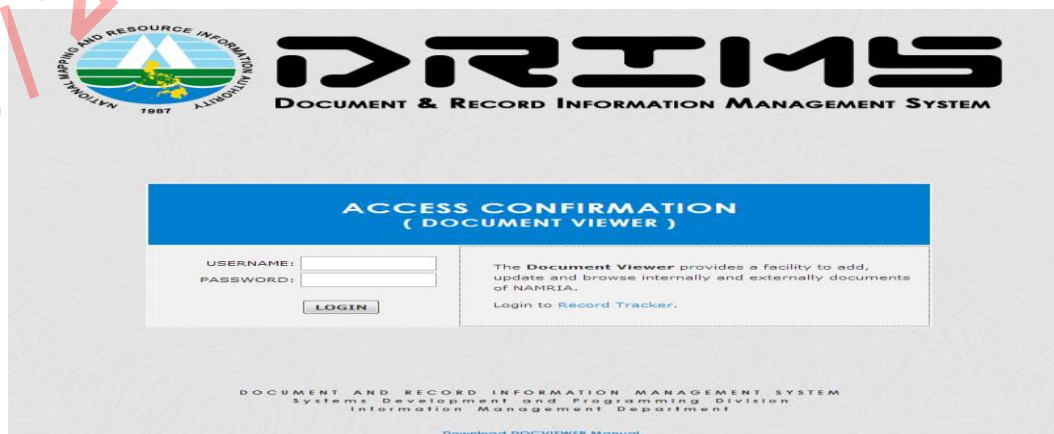


Figure 2

For ODC User

- For the **ODC** user, if Login is successful, it will display the **Notification page** (see Figure 3) if there are pending documents to be posted but if there is none; it will redirect you to the main page (see Figure 4).

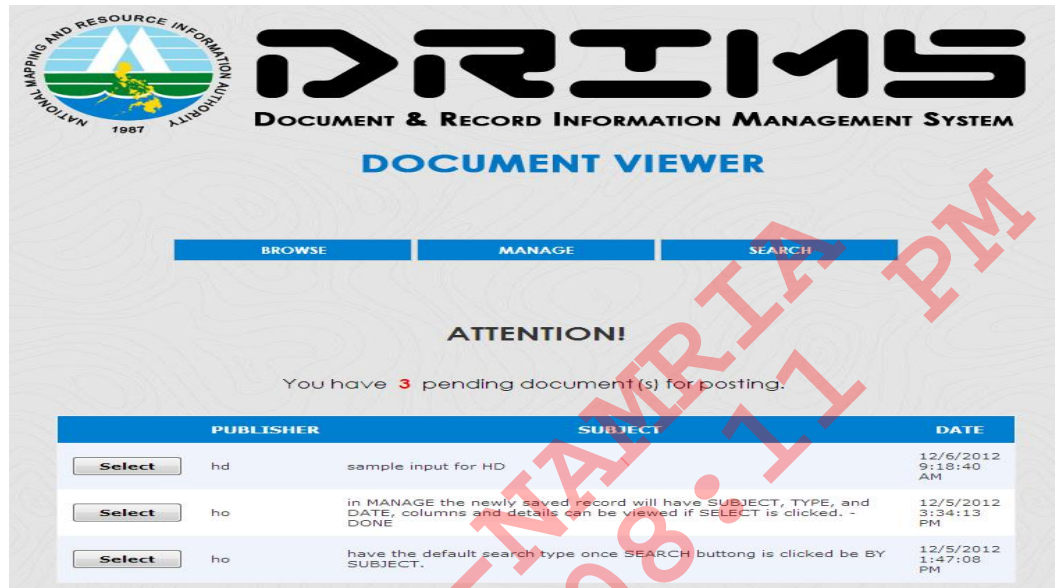


Figure 3

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



Figure 5

6. When you clicked the  button, it will redirect you to **Document Details page**. (see Figure 6)




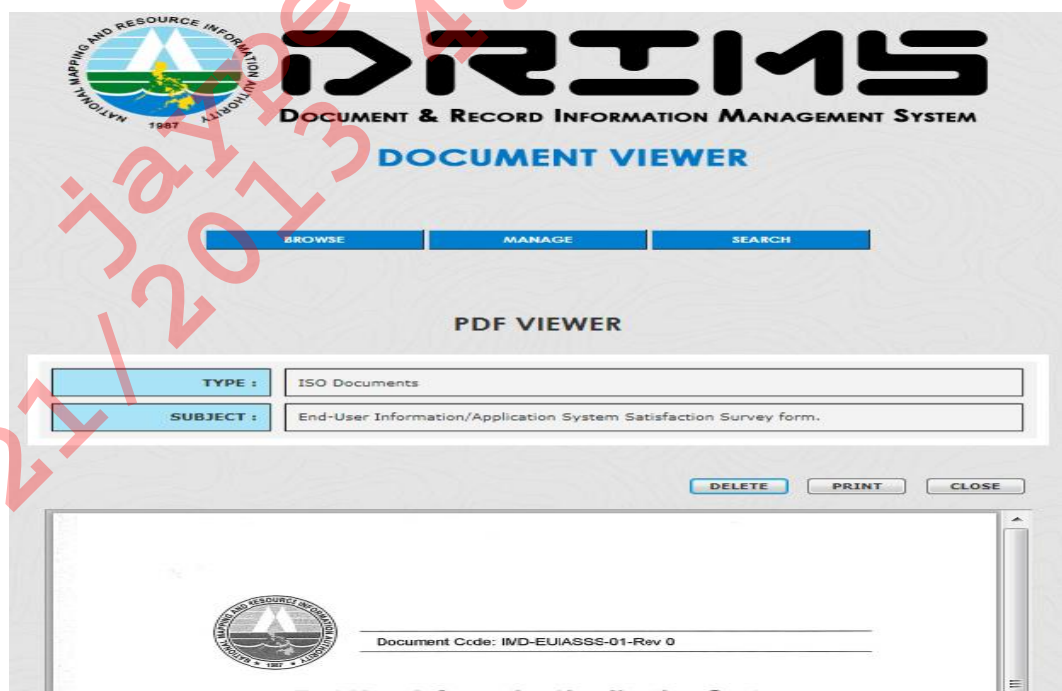
The screenshot shows the DREAMS (Document & Record Information Management System) Document Viewer interface. At the top, there is a logo for the National Mapping and Resource Information Authority (NADRA) established in 1987. Below the logo, the text 'DREAMS' is prominently displayed in a large, stylized font, followed by 'DOCUMENT & RECORD INFORMATION MANAGEMENT SYSTEM' and 'DOCUMENT VIEWER'. A navigation bar contains 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, there are two buttons: 'CLOSE' and 'VIEW'.

Figure 6

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



The screenshot shows the DREAMS (Document & Record Information Management System) PDF Viewer interface. At the top, there is a logo for the National Mapping and Resource Information Authority (NADRA) established in 1987. Below the logo, the text 'DREAMS' is prominently displayed in a large, stylized font, followed by 'DOCUMENT & RECORD INFORMATION MANAGEMENT SYSTEM' and 'DOCUMENT VIEWER'. A navigation bar contains 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, there are three buttons: 'DELETE', 'PRINT', and 'CLOSE'. Below these buttons is a large area for the PDF document preview. The preview shows the NADRA logo and the text 'Document Code: IMD-EUIASS-01-Rev 0' and 'End User Information/Application System'.

Figure 7

8. When you clicked the **MANAGE** button, the Documents Maintenance page (see Figure 8) will be displayed wherein you can add and edit a document.

MANAGE

Total Record(s) : 0

ADD **EDIT**

Agency : Bureau of Agricultural Statistics

Office : Not Applicable

Subject :

Date : (mm/dd/yyyy)

Signatory :

Publisher :

Type :

Origin : ☒ Internal ☐ External

Source URL : Not Applicable

PDF File : **Browse** **UPLOAD**

Figure 8

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

SEARCH

by SUBJECT **by DATE**

Search **GO**

Figure 9

10. When you clicked the **by SUBJECT** button, the **Search page** will display a textbox wherein you may input the subject and clicked “GO” button to proceed with the search. (See Figure 10)

The screenshot shows the DRTMS (Document & Record Information Management System) Document Viewer interface. At the top, there is a logo for the National Mapping and Resource Information Authority (NATMAP) and the text 'DRTMS DOCUMENT & RECORD INFORMATION MANAGEMENT SYSTEM'. Below this, the title 'DOCUMENT VIEWER' is displayed. A navigation bar contains three buttons: 'BROWSE', 'MANAGE', and 'SEARCH'. The 'SEARCH' button is highlighted. Below the navigation bar, the word 'SEARCH' is centered. A search form is displayed with two tabs: 'by SUBJECT' (selected) and 'by DATE'. The 'by SUBJECT' tab shows a text input field labeled 'Search' and a 'GO' button.

Figure 10

11. When you clicked the **by DATE** button, 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) You may also type the dates in the textboxes following the mm/dd/yyyy format.

The screenshot shows the DRTMS (Document & Record Information Management System) Document Viewer interface. At the top, there is a logo for the National Mapping and Resource Information Authority (NATMAP) and the text 'DRTMS DOCUMENT & RECORD INFORMATION MANAGEMENT SYSTEM'. Below this, the title 'DOCUMENT VIEWER' is displayed. A navigation bar contains three buttons: 'BROWSE', 'MANAGE', and 'SEARCH'. The 'SEARCH' button is highlighted. Below the navigation bar, the word 'SEARCH' is centered. A search form is displayed with two tabs: 'by SUBJECT' and 'by DATE' (selected). The 'by DATE' tab shows two date pickers: 'Start Date (mm/dd/yyyy)' and 'End Date (mm/dd/yyyy)'. The 'Start Date' picker is set to May 2010, and the 'End Date' picker is set to December 2012. Below the date pickers, there is a 'SEARCH' button.

Figure 11

For Unit Clerk User

12. For the **Unit Clerk** user, if Login is successful, the **Posting Notification** page (see Figure 12) will appear if there is/are denied document(s) by the **Overall Document Controller (ODC)** or if there are no denied documents, **Approved Documents** page (see Figure 13) will be displayed.



Figure 12



Figure 13

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



The screenshot shows the DREIMS (Document & Record Information Management System) Document Viewer interface. At the top, there is a logo for the National Mapping and Resource Information Authority (NATMIRA) and the system name. Below the logo, there 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, there are two buttons: CLOSE and VIEW.

Figure 14

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



The screenshot shows the DREIMS (Document & Record Information Management System) PDF Viewer interface. At the top, there is a logo for the National Mapping and Resource Information Authority (NATMIRA) and the system name. Below the logo, there 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, there is a button: CLOSE. Below the details section, there is a large area for the document preview. The preview shows the document code "IMD-EUIASSS-01-Rev 0" and the title "End-User Information/Application System Satisfaction Survey".

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, click **MANAGE** button.
2. Click **ADD** button and start filling the information.
3. **Agency.** This is the agency that creates the document. (See Figure 16)

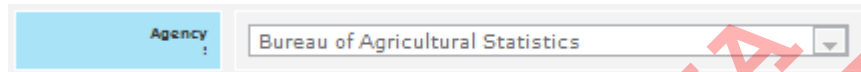
A screenshot of a web form showing a dropdown menu for 'Agency'. The selected option is 'Bureau of Agricultural Statistics'. The dropdown is open, showing the selected text and a small downward arrow.

Figure 16

4. **Division.** This is the division of the agency that creates the document. (See Figure 17)

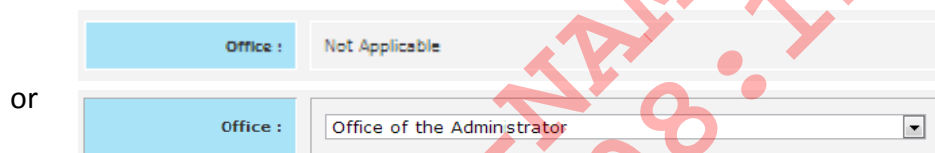
A screenshot of a web form showing two options for 'Office'. The first option is 'Not Applicable'. The second option is 'Office of the Administrator'. The dropdown is open, showing the selected text and a small downward arrow.

Figure 17

5. **Subject.** This will be the subject of the document to be created. (See Figure 18)

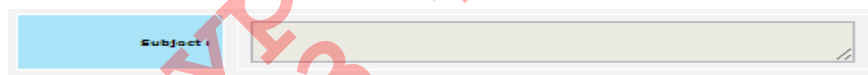
A screenshot of a web form showing a text input field for 'Subject'. The field is empty and has a small icon in the bottom right corner.

Figure 18

6. **Signatory.** This is the person/s who signs in the document. (See Figure 19)

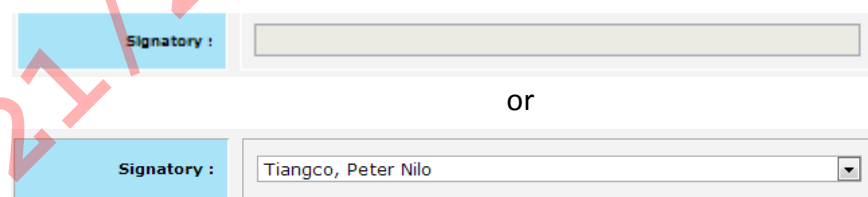
A screenshot of a web form showing two options for 'Signatory'. The first option is empty. The second option is 'Tiangco, Peter Nilo'. The dropdown is open, showing the selected text and a small downward arrow.

Figure 19

7. **Publisher.** This is the one who publish the document to be created. (See Figure 20)

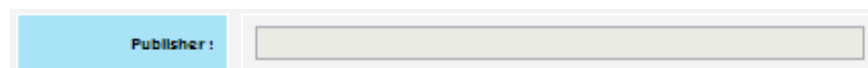
A screenshot of a web form showing a text input field for 'Publisher'. The field is empty and has a small icon in the bottom right corner.

Figure 20

8. **Type.** This is the type of document to be created. (i.e. Administrative Order) (See Figure 21)

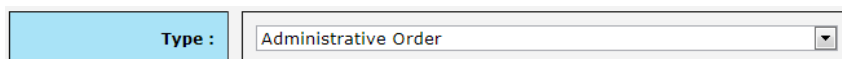


Figure 21

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 22)

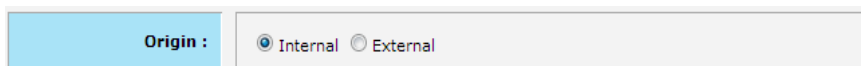


Figure 22

10. **Source URL.** This refers to the link of PDF file if its origin is "External". (See Figure 23)



Figure 23

11. **PDF File.** This refers to the file to be uploaded if its origin is "Internal". (See Figure 24)

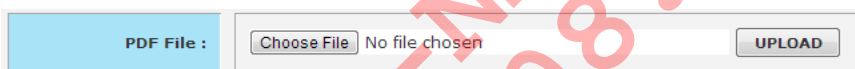



Figure 24

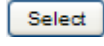




Uploading Digital Files

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 (for ODC)

Only the ODC (level 3 users) can approve and deny the document to be posted in the system.

1. In the **Notification** page, click  button to select the document to be approved and posted in the system. This will now redirect the user to the **Document Details** page. The pending documents to be approved can also be viewed under the  menu.
2. Click  button if the selected document is approved to be posted in the system or  button to deny the selected document and accessed it later for posting.
3. 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 **BROWSE** button.
2. In the Grid View, select the document to be viewed or printed by clicking the **Select** button. This will now redirect the user to the **Document Details** page. (See Figure 13)
3. To view and print the attachment, click the **VIEW** 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 **PRINT** button.

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

SEARCHING POSTED DOCUMENTS USING THE SUBJECT

1. To search, click **SEARCH** 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 you may type it following the correct format indicated.
4. In the textbox, type the keyword of the document and click **GO** or **SEARCH** button.

VIEWING OF DISAPPROVED DOCUMENTS (for ODC)

Only the ODC (level 3 users) can approve or deny the document and accessed it later

1. To view the disapproved documents, go to **MANAGE** by clicking the **MANAGE** button.
2. Look for **DENIED** button and click it. This will now redirect you to the list of denied documents. (See Figure 25)

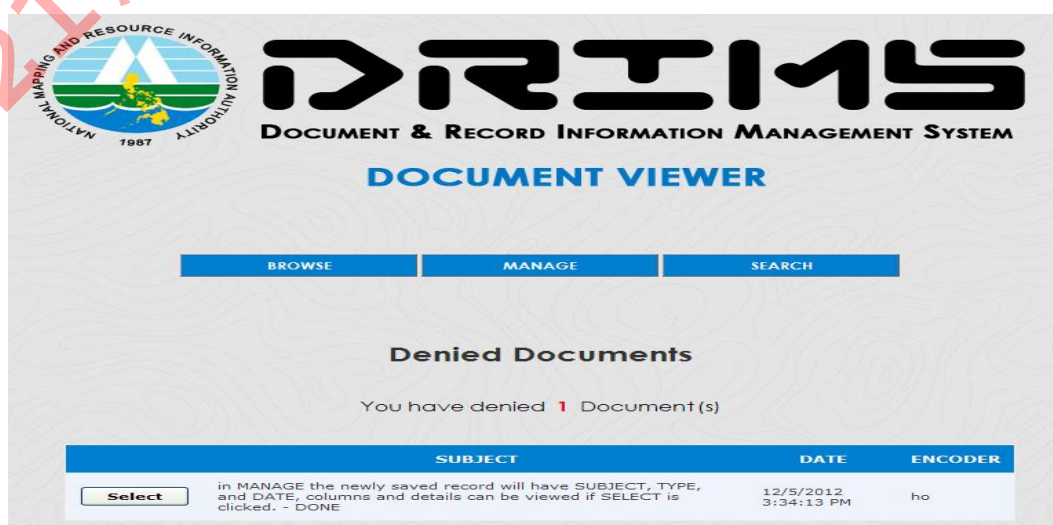
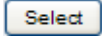
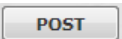


Figure 25

3. Choose from the documents and click  button to redirect you to the **Document Details page**.
4. Click  button if you want to approve it so that it will now be posted and can be viewed in the **Document Browse** page. (See Figure 7)

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).