

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 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.

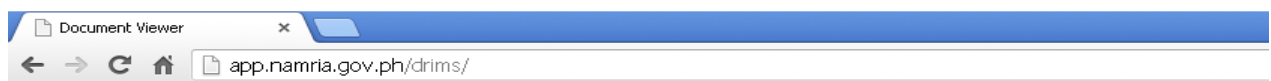



Figure 1

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.

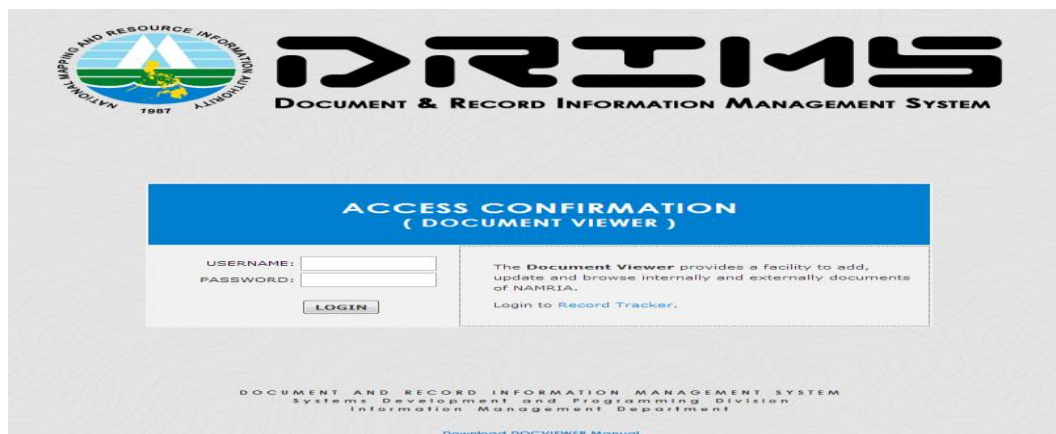


Figure 2

For ODC User

4. 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).

DRIMS
DOCUMENT & RECORD INFORMATION MANAGEMENT SYSTEM
DOCUMENT VIEWER

BROWSE **MANAGE** **SEARCH**

ATTENTION!

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

PUBLISHER	SUBJECT	DATE
<input type="button" value="Select"/> hd	sample input for HD	12/6/2012 9:18:40 AM
<input type="button" value="Select"/> 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
<input type="button" value="Select"/> ho	have the default search type once SEARCH button is clicked be BY SUBJECT.	12/5/2012 1:47:08 PM

Figure 3

Parts of the User's Main Page

DRIMS
DOCUMENT & RECORD INFORMATION MANAGEMENT SYSTEM
DOCUMENT VIEWER

BROWSE **MANAGE** **SEARCH**

BROWSE

SUBJECT	TYPE	DATE	ENCODER
<input type="button" value="Select"/> otfgdof	DENR Administrative Order	11/26/2012	ho
<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

National Mapping and Resource Information Authority

Figure 4


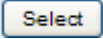
1. When clicked, it will redirect you here in the main page
 2. When clicked, Document Maintenance page will be displayed (see Figure 6)
 3. When clicked, Search page will be displayed (see Figure 4)
 4. When clicked, Document Details page will be displayed (see Figure 8)
 5. Grid View that contains 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 left is the logo of the National Mapping and Resource Information Authority (NATMAP) established in 1987. The main header displays 'DREAMS' in large bold letters, followed by 'DOCUMENT & RECORD INFORMATION MANAGEMENT SYSTEM' and 'DOCUMENT VIEWER' in blue. Below the header are three blue buttons: 'BROWSE', 'MANAGE', and 'SEARCH'. The central 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 6

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



The screenshot shows the DREAMS PDF Viewer interface. At the top left is the NATMAP logo. The header displays 'DREAMS' in large bold letters, followed by 'DOCUMENT & RECORD INFORMATION MANAGEMENT SYSTEM' and 'DOCUMENT VIEWER' in blue. Below the header are three blue buttons: 'BROWSE', 'MANAGE', and 'SEARCH'. The central section is titled 'PDF VIEWER' and contains two input fields:

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

Below these fields are three buttons: 'DELETE', 'PRINT', and 'CLOSE'. The main area is a large white rectangle representing the PDF document. At the bottom of the document area, there is a small circular logo on the left and the text 'Document Code: IMD-EUIASS-01-Rev 0' on the right. Below this, the title 'End User Information/Application System' is partially visible.

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.

The screenshot shows the 'MANAGE' page of the DRTMS Document Viewer. At the top, there is a logo for the National Mapping and Resource Information Authority (NATMIRA) and the text 'DRTMS DOCUMENT & RECORD INFORMATION MANAGEMENT SYSTEM DOCUMENT VIEWER'. Below this, there are three buttons: 'BROWSE', 'MANAGE', and 'SEARCH'. The 'MANAGE' button is highlighted. Under the 'MANAGE' button, there is a section titled 'MANAGE' with a 'Total Record(s) : 0' indicator. Below this, there are two buttons: 'ADD' and 'EDIT'. The 'ADD' button is highlighted. Below the 'ADD' button, there is a form with the following fields: Agency (Bureau of Agricultural Statistics), Office (Not Applicable), Subject (empty), Date (empty, with a hint '(mm/dd/yyyy)'), Signatory (empty), Publisher (empty), Type (empty), Origin (Internal selected, External unselected), Source URL (Not Applicable), and PDF File (empty, with a 'Browse...' button and an 'UPLOAD' button).

Figure 8

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

The screenshot shows the 'SEARCH' page of the DRTMS Document Viewer. At the top, there is a logo for the National Mapping and Resource Information Authority (NATMIRA) and the text 'DRTMS DOCUMENT & RECORD INFORMATION MANAGEMENT SYSTEM DOCUMENT VIEWER'. Below this, there are three buttons: 'BROWSE', 'MANAGE', and 'SEARCH'. The 'SEARCH' button is highlighted. Under the 'SEARCH' button, there is a section titled 'SEARCH'. Below this, there are two buttons: 'by SUBJECT' and 'by DATE'. The 'by SUBJECT' button is highlighted. Below these buttons, there is a search bar with the text 'Search' and a 'GO' button. Below the search bar, there is a large empty box for displaying search results.

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 DRIIS (Document & Record Information Management System) Document Viewer interface. At the top, there is a logo for the National Mapping and Resource Information Authority (NMRIA) established in 1987, and the DRIIS logo. Below the logos are three buttons: BROWSE, MANAGE, and SEARCH. The SEARCH button is highlighted. Below these buttons is a section titled 'SEARCH'. Inside this section, there are two buttons: 'by SUBJECT' and 'by DATE'. The 'by SUBJECT' button is selected. Below these buttons is a search input field with the placeholder text '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 DRIIS (Document & Record Information Management System) Document Viewer interface. At the top, there is a logo for the National Mapping and Resource Information Authority (NMRIA) established in 1987, and the DRIIS logo. Below the logos are three buttons: BROWSE, MANAGE, and SEARCH. The SEARCH button is highlighted. Below these buttons is a section titled 'SEARCH'. Inside this section, there are two buttons: 'by SUBJECT' and 'by DATE'. The 'by DATE' button is selected. Below these buttons are two date pickers. The first date picker is for the 'Start Date (mm/dd/yyyy)' and shows a calendar for May 2010. The second date picker is for the 'End Date (mm/dd/yyyy)' and shows a calendar for December 2012. Below the date pickers is a 'SEARCH' button.

Figure 11

For Unit Clerk User

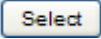
12. For the **Unit Clerk** user, if Login is successful, the **Posting Notification** page (see Figure 12) will appear if there is/are denied document(s) by the **Overall Document Controller (ODC)** or if there are no denied documents, **Approved Documents** page (see Figure 13) will be displayed.



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 left is the logo of the National Mapping and Resource Information Authority (NMA) established in 1987. To the right of the logo is the system name 'DREIMS' in large, bold, black letters, followed by 'DOCUMENT & RECORD INFORMATION MANAGEMENT SYSTEM' in smaller black letters. Below this is the title 'DOCUMENT VIEWER' in blue. 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 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 left is the logo of the National Mapping and Resource Information Authority (NMA) established in 1987. To the right of the logo is the system name 'DREIMS' in large, bold, black letters, followed by 'DOCUMENT & RECORD INFORMATION MANAGEMENT SYSTEM' in smaller black letters. Below this is the title 'DOCUMENT VIEWER' in blue. 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 right of the table is a 'CLOSE' button. Below the table is a large rectangular area displaying the PDF document. The document header includes the NMA logo, the document code 'IMD-EUIASSS-01-Rev 0', and the title 'End-User Information/Application System Satisfaction Survey'. A red 'AM' stamp is visible in the bottom right corner of the document preview.

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)

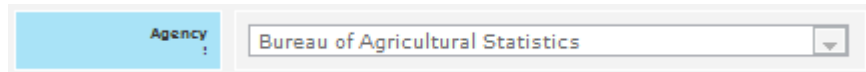
A screenshot of a web form showing a dropdown menu for 'Agency'. The dropdown is open, displaying 'Bureau of Agricultural Statistics' as the selected option. The label 'Agency :' is visible to the left of the dropdown.

Figure 16

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

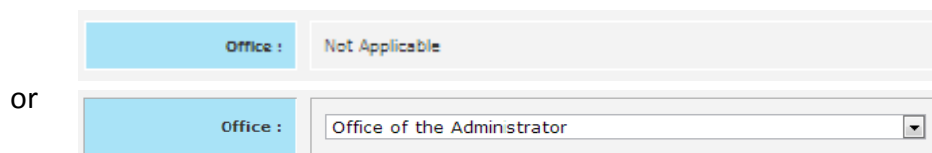
A screenshot of a web form showing two options for the 'Office' field. The first option is 'Office : Not Applicable'. The second option, separated by 'or', is 'Office : Office of the Administrator' with a dropdown arrow. The label 'Office :' is visible to the left of the dropdown.

Figure 17

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

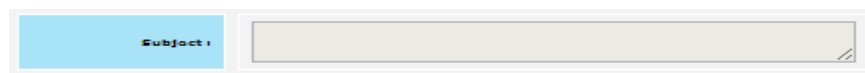
A screenshot of a web form showing a text input field for 'Subject'. The label 'Subject :' is visible to the left of the input field.

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 the 'Signatory' field. The first option is 'Signatory :' followed by a text input field. The second option, separated by 'or', is 'Signatory : Tiangco, Peter Nilo' with a dropdown arrow. The label 'Signatory :' is visible to the left of the dropdown.

Figure 19

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

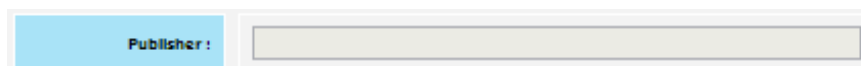
A screenshot of a web form showing a text input field for 'Publisher'. The label 'Publisher :' is visible to the left of the input field.

Figure 20

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

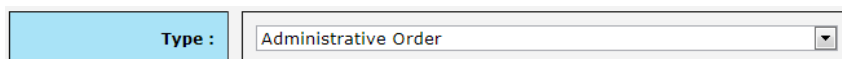


Figure 21

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)

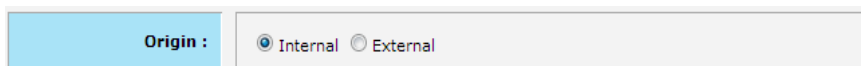


Figure 22

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

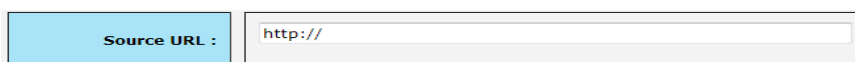


Figure 23

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

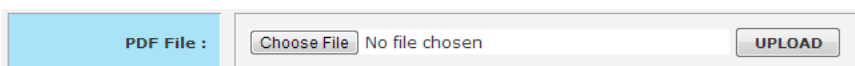



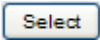




Figure 24

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.

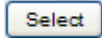

VIEWING OF DISAPPROVED DOCUMENTS (for ODC)

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).