Storyboard

This section shows the user interfaces in sequence to help users understand how the Document Tracking System (DTS) operates. It visually illustrates how the system flows, guiding the user through the different steps and interactions within

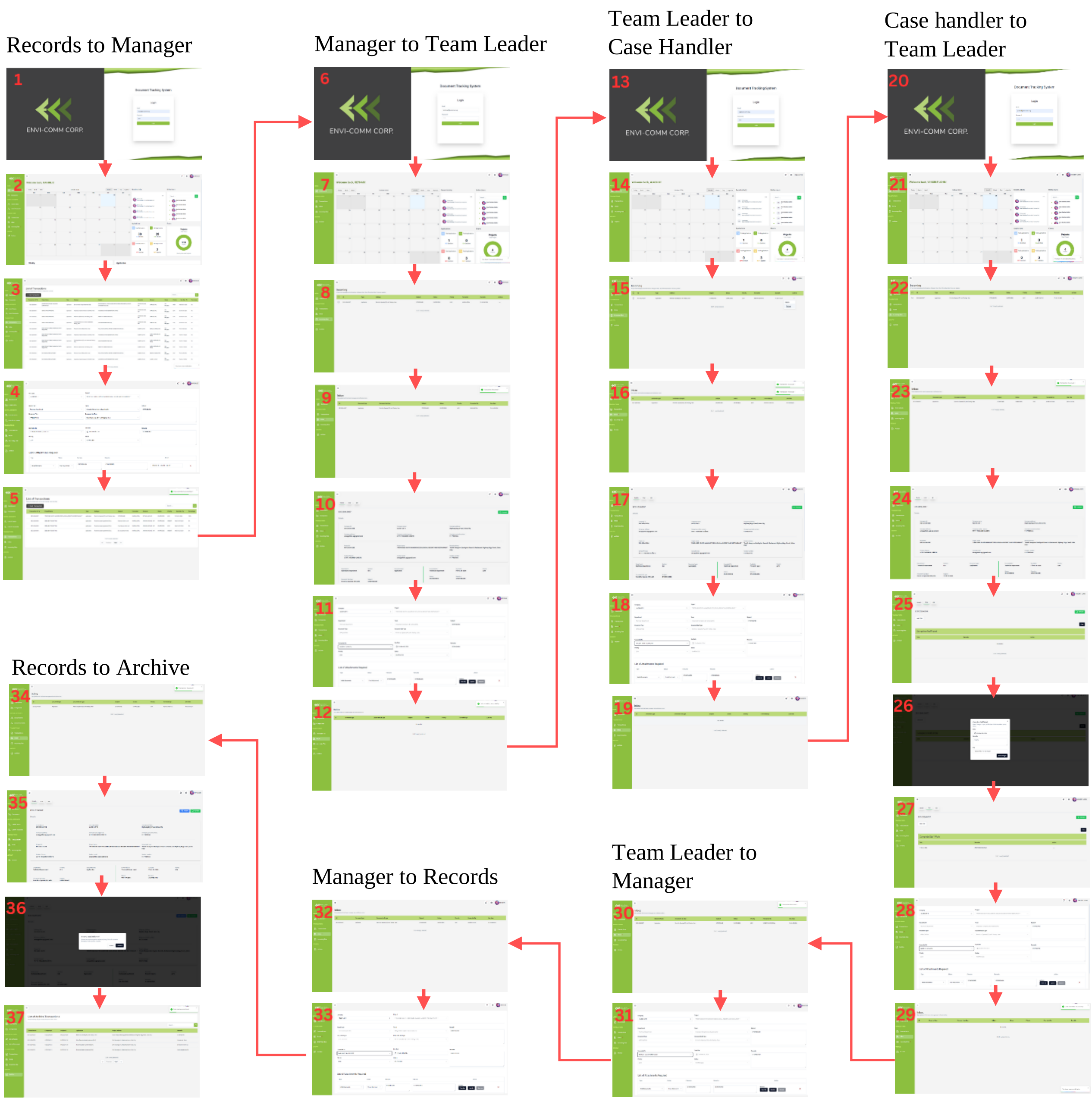

Figure 1.0: Storyboard

the application.

Storyboard Description

Records to Manager

1. Records login using registered credentials.
2. Records routes to Dashboard after login.
3. Records navigates to Transaction tab.
4. Records creates new transaction and forward it to Manager.
5. New transaction displayed on Transaction tab.

Manager to Team Leader

6. Manager login using registered credentials.
7. Manager routes to Dashboard after login.
8. Manager navigates to Incoming files and receive transaction from Records.
9. Transaction will display to Manager’s Inbox Tab.
10. Manager clicks the transaction and click “Forward” button
11. Manager forwards the transaction to the Team Leader assigned.
12. Transaction will be removed from Manager’s Inbox.

Team Leader to Case Handler

13. Team Leader logins using registered credentials.
14. Team Leader routes to Dashboard after login.

15. Team Leader navigates to Incoming files and receive transaction from Manager.
16. Transaction will display to Team Leader’s Inbox tab.
17. Team Leader clicks the transaction and click the “Forward” button.
18. Team Leader forwards the transaction to the Case Handler assigned.
19. Transaction will be removed from Manager’s Inbox.

Case Handler submits to Team Leader

20. Case Handler logins using registered credentials.
21. Case Handler routes to Dashboard after login.
22. Case Handler navigates to Incoming files tab and receives the transaction.
23. Transaction will display to the Case Handler’s Inbox tab.
24. Case Handler will click the transaction and click “CSW” tab.
25. Case Handler will click “Add CSW” to add their Complete Staff Work.
26. Case Handler fills out the CSW form and click “Submit” after.
27. New CSW will show up in CSW’s table.
28. Case Handler will click “Forward” button and forward transaction to Team Leader.
29. Transaction will be removed from Case Handler’s Inbox tab.

Team Leader submits to Manager

30. Team Leader navigates to Inbox tab.

31.Team Leader forwards Transaction to Manager.

Manager to Records

32. Manager navigates to Inbox.

33. Manager forwards transaction to Records.

Records to Archive

34. Records navigates to Inbox tab.

35.Records will click the transaction and click “Archive” button.

36. Records confirms archiving transaction by clicking “Continue” button.

37. Transaction will be move to Archive files.

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