# Physical Document Tracking System
# User's Manual
# (admin)

# Table of Contents

# Getting Started

**I.    How to access Physical Document Tracking System**

1.  Open any web browser, preferably Google Chrome. 🔵🦊🧭🔵⭕ⓔ
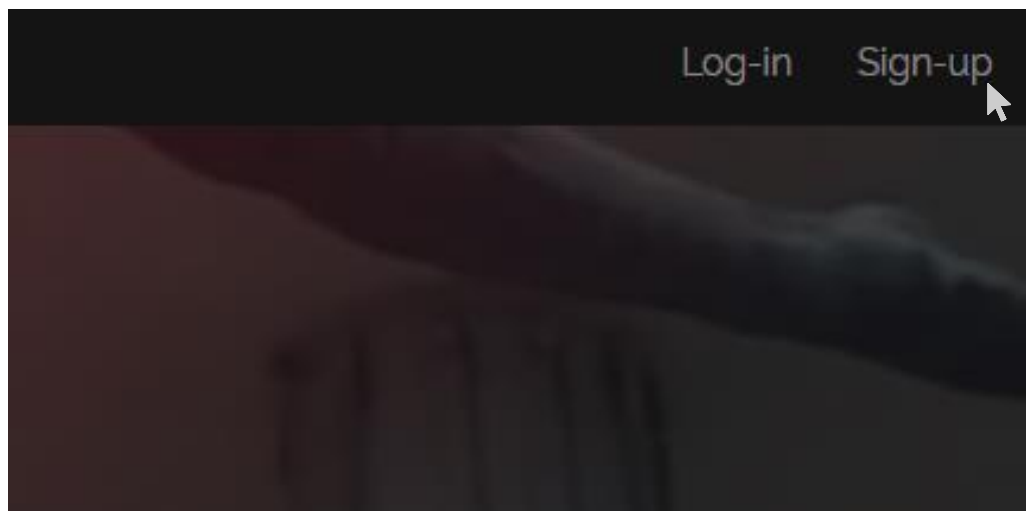    (*e.g. Google Chrome, Firefox, Safari, Microsoft Edge, Opera, Internet Explorer*)

2.  Put in the address bar, *http://pdts.herokuapp.com*.
3.  Wait for the homepage to load.
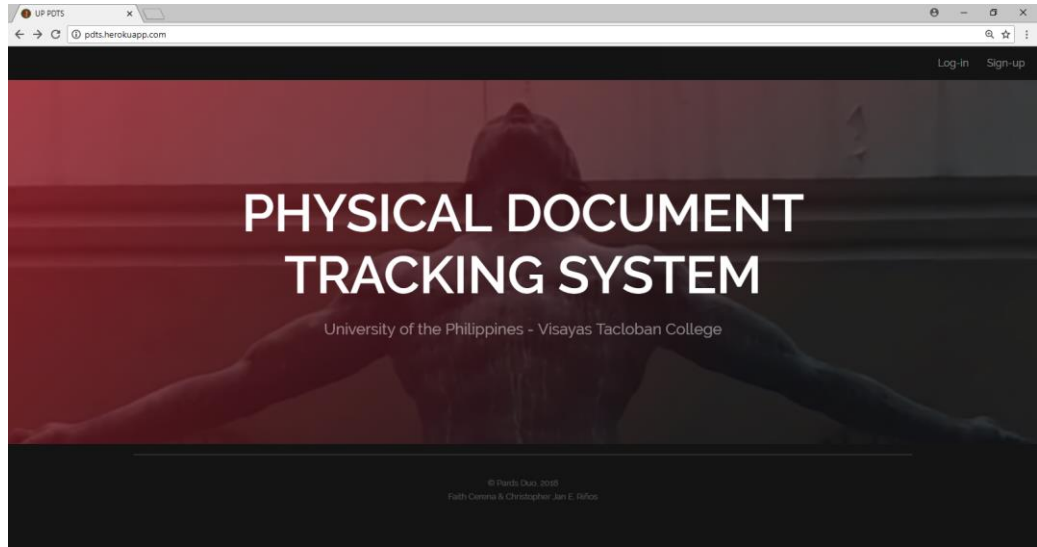


**II.    Registration**

1.  From the homepage, click the *Sign-up* button located at the upper right corner.

2. The user can register via registration form or UP mail.

   A. Via registration form
      - Fill up the text fields and click the *Register* button.

   

   B. Via UP Mail
      - Enter your UP Mail credentials

   

- Choose a job title and enter a phone number.

**Via UP Mail**

Job Title *

Dean ▼

Contact Number *

09214259502

Continue

Login Page
Back to Homepage

**III. Login**

1. Login an account by using the email address and password.

A. System login

Login

Email address

admin@up.edu.ph

Password

•••••

☐ Remember Password

Login

Use UP Mail
Register an Account
Forgot Password?

B. UP Mail login

G Sign in with Google

Choose an account

to continue to pdts.herokuapp.com

F Faith Cerena
fcerena@up.edu.ph

A Airese Lynne Kaw
atkaw@up.edu.ph

👤 Use another account

To continue, Google will share your name, email address, and profile
picture with pdts.herokuapp.com. Before using this app, you can
review pdts.herokuapp.com's privacy policy and terms of service.

2. Landing page after login is the *Dashboard* page.
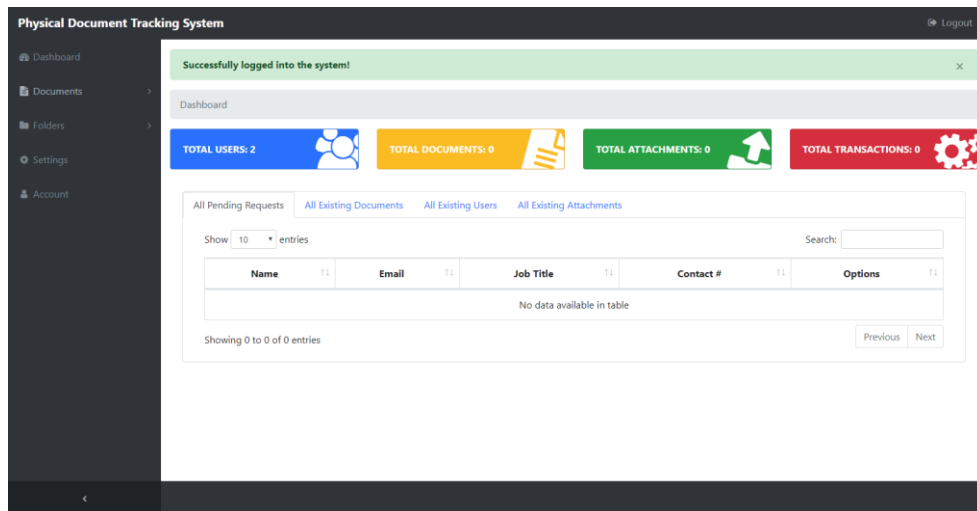


## IV. Dashboard

The dashboard contains the summary of all important data in the database of the system. All the features such as *Account Registration Requests, All Existing Documents, All Existing Users* and *All Existing Files* in the Dashboard is visible to the admin.

Dashboard features:

1. Total count of *Users, Documents, Attachments,* and *Transactions*.



2. Pending account requests
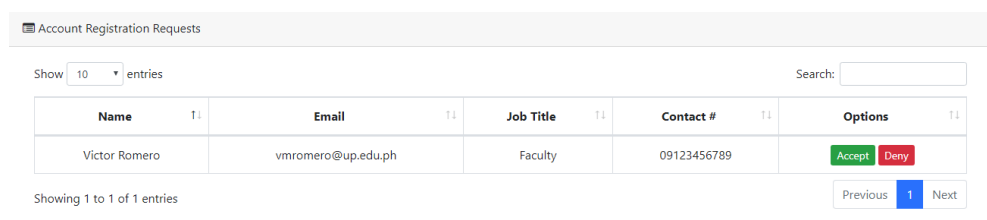


a. **Accept** – Account will be added in the database of *Users*.
b. **Deny** – Account will not be added in the database of *Users*.

**3.** Existing documents

All Existing Documents

| Name | Author |
|------|--------|
| Memorandum of Agreement | Victor M. Romero II |
| UP Lente Booth | Faith Cerena |
| OJT Budget Proposal | Arvin L. de Veyra |
| DOST Scholarship Letter | Christopher Jan E. Riños |

**4.** Existing users

👤 All Existing Users

| Email Address | Full Name | Job Title |
|---------------|-----------|-----------|
| cerinos@up.edu.ph | Christopher Jan Rinos | Admin |
| admin@up.edu.ph | Arvin de Veyra | Admin |

**5.** Existing files

📄 All Existing Files

| Name of File | |
|--------------|--|
| MOA-Cerena.pdf | Download |
| UP_Lente_Request_Letter.pdf | Download |
| OJT_Budget_Proposal.pdf | Download |

## V.    View Documents

The *View Document* Page is where the Admin can add, view, edit, and delete documents.
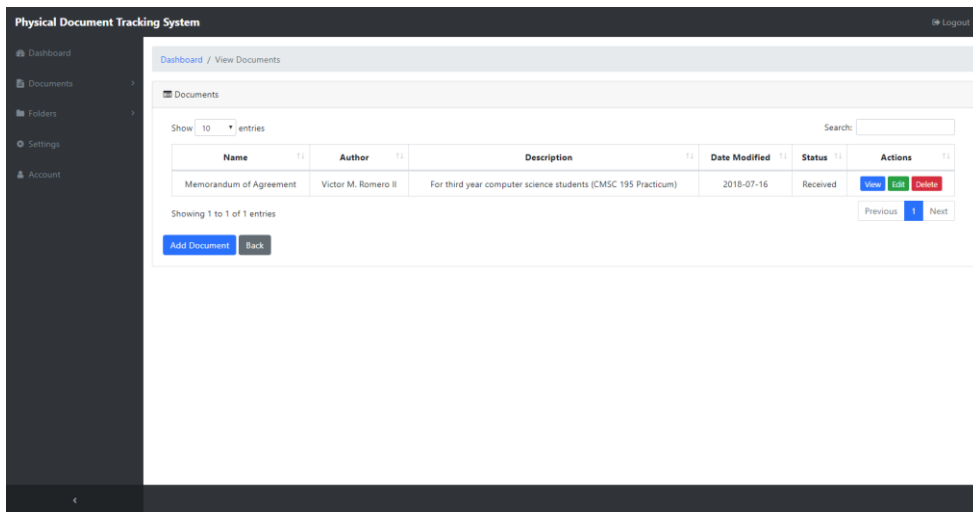


 Add new documents

 View the events of the selected document

 Edit the information of the selected document

  Delete the selected document

## VI.    Add Documents

After filling-up the required text fields of the document information and the author information, the user can add the document to the table by clicking the *Add* button.

## VII. Add Events

The events of a document can be seen by clicking the *View* button of a specific document.

**Events**

**Name of Document:** OJT Budget Proposal
**Type of Document:** Recommendation
**Location:** RECOMMENDATION 2018-2020
**Description:** For developers of this system

**Author:** Arvin L. de Veyra
**Contact Number:** 09123456789
**Agency:** Dean's Office
**Address:** University of the Philippines-Visayas Tacloban College, Magsaysay Blvd., Tacloban City

View Files

Show 10 entries                                    Search:

| Date | Type | Remarks |
|------|------|---------|
| 2018-07-08 | Created | |

Showing 1 to 1 of 1 entries                    Previous  1  Next

Add Event    Back

a. **Add Event** – Add event to the selected document.

**Add Event**

**DOCUMENT EVENT**

Date *
mm/dd/yyyy

Type *
Created

Remarks
Add Description here

Add    Back

b. **View Files** – View the attached files of the document.

**Files**

Show 10 entries                                    Search:

| Name | Date Uploaded | Download Link | Options |
|------|---------------|---------------|---------|
| OJT_Budget_Proposal.pdf | 2018-07-06 15:35:23 +0800 | Download File | Delete |

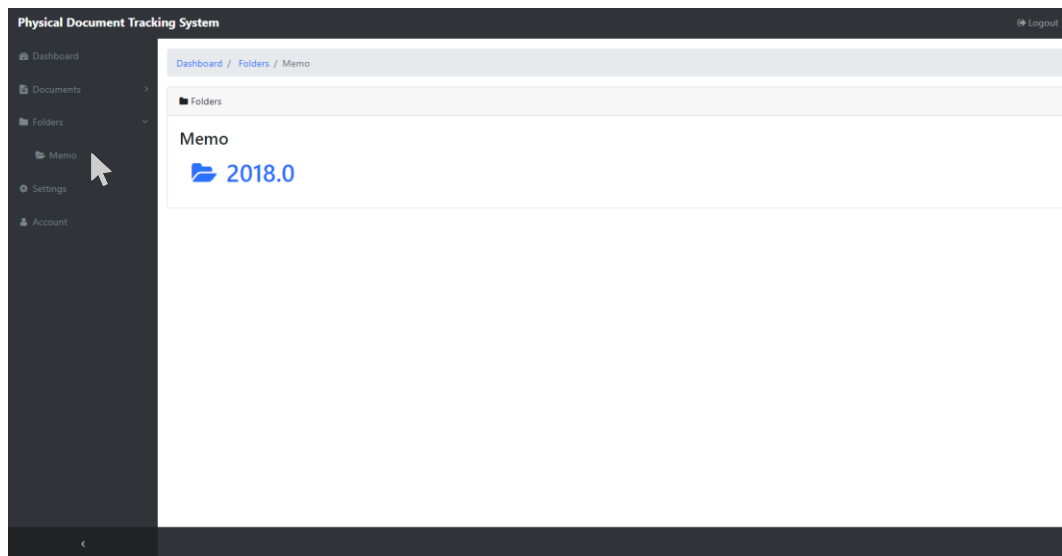Showing 1 to 1 of 1 entries                    Previous  1  Next

Upload File    Back

**Upload File** – Upload or attach new files to the documents.

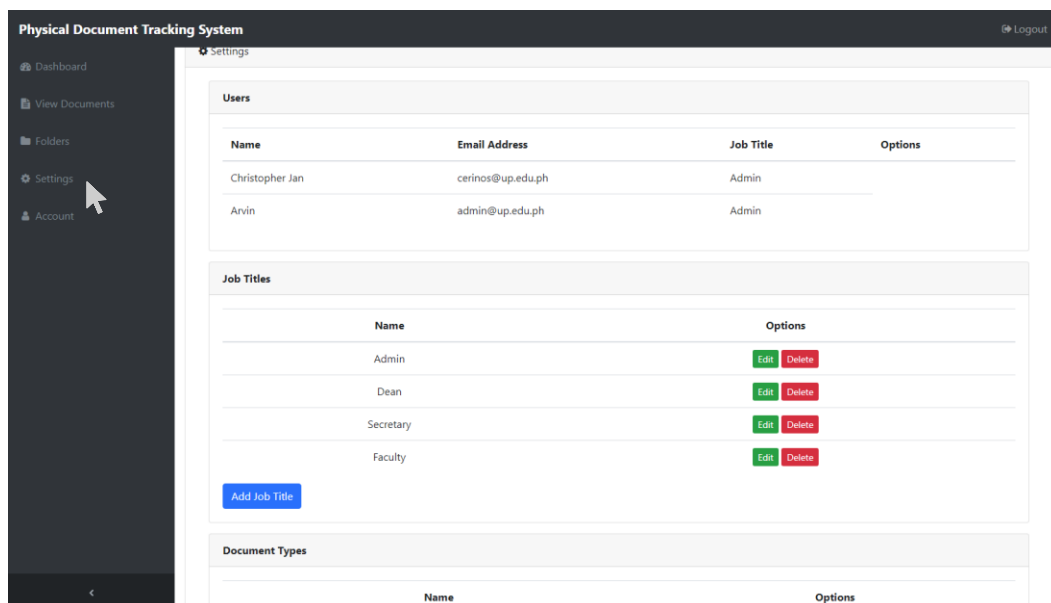**Delete** – Deletes the files attached to the document.

**VIII.** **Folders**

This is visible to all users and this contains a folder of each document type.



**IX.** **Settings**

This is where the admin can manipulate the document types, job titles, and users.



a. Users – The job title of the user can be edited and the user itself can be deleted.
b. Job Titles – The admin can add, edit, and delete job titles.
c. Document Types – The admin can add, edit, and delete document types.

## X. Account

This contains the profile information of the current user.



 – Update existing profile information.

 – Permanently delete own account.

*Note: The email address and job title cannot be changed.*
*Only the admin can change the job title of a specific user.*
*If the account is registered via UP Mail, only the contact number is editable.*

## XI. Logout

To end the current session, the user must click the *Logout* button located at the upper right corner of the page then a popup confirmation will appear and it will redirect to the homepage of the website.