



University of the Philippines Visayas
TACLOBAN COLLEGE
Tacloban City
Office of the Dean



Physical Document Tracking System User's Manual


© Cerena & Riños, 2018

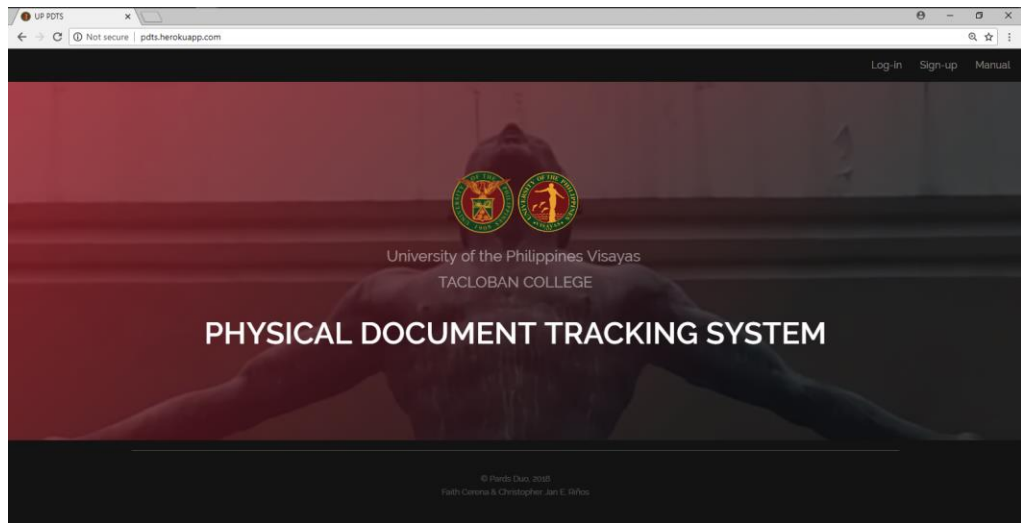
Table of Contents

I.	How to access Physical Document Tracking System.....	1
II.	Registration.....	1
	A. Via registration form.....	2
	B. Via UP Mail.....	2
III.	Login.....	3
	A. System login.....	3
	B. UP Mail login.....	3
IV.	Dashboard.....	4
	A. Total count.....	4
	B. Pending account request.....	4
	C. Existing documents.....	5
	D. Existing users.....	5
	E. Existing files.....	6
V.	View Documents.....	6
VI.	Add Documents.....	6
VII.	Add Events.....	7
	A. Add Event.....	7
	B. View Files.....	7
VIII.	Folders.....	8
IX.	Settings.....	8
X.	Accounts.....	9
XI.	Logout.....	9

Getting Started

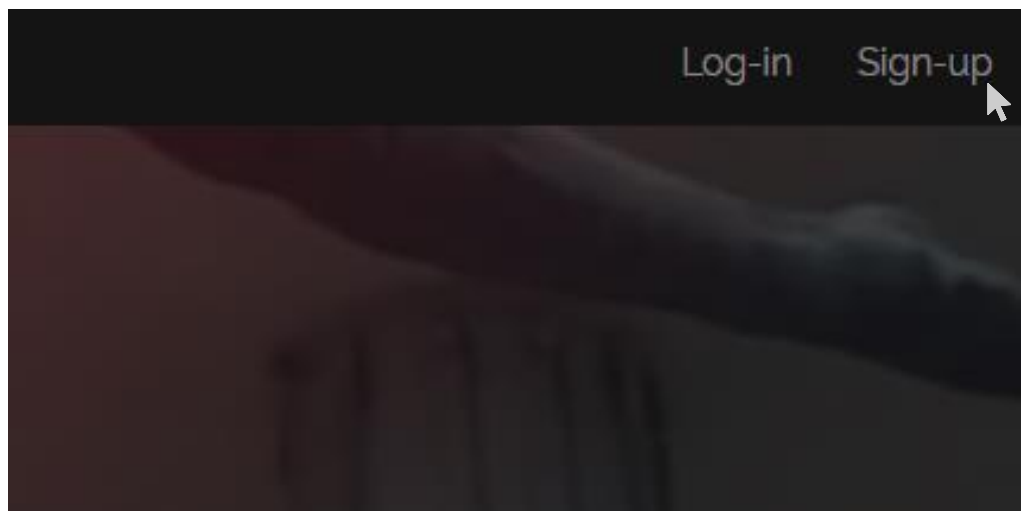
I. How to access Physical Document Tracking System

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://pds.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.

Register an Account

First name *

Arvin

Last name *

de Veyra

Email address *

admin@up.edu.ph

Password *

.....

Confirm password *

.....

Job Title *

Admin

Contact Number *

09123456789

Register

[Login Page](#)

[Forgot Password?](#)

B. Via UP Mail

- Enter your UP Mail credentials

Sign in with Google

Sign in

to continue to [ppts.herokuapp.com](#)

Email or phone

fcerena@up.edu.ph

[Forgot email?](#)

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

[Create account](#)

NEXT

Sign in with Google

Welcome

fcerena@up.edu.ph

Enter your password

.....

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

[Forgot password?](#)

NEXT

- 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 entering a valid and existing 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

 Sign in with Google

Choose an account
to continue to pdts.herokuapp.com

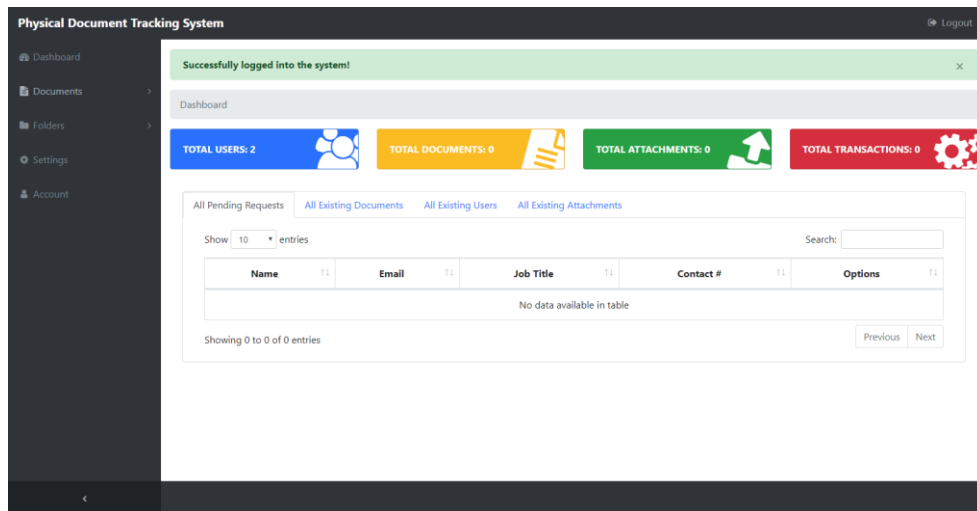
 Faith Cerena
fcerena@up.edu.ph

 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

Account Registration Requests				
Show	10	entries	Search:	
Name	Email	Job Title	Contact #	Options
Victor Romero	vmromero@up.edu.ph	Faculty	09123456789	<button>Accept</button> <button>Deny</button>
Showing 1 to 1 of 1 entries				Previous 1 Next

- 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

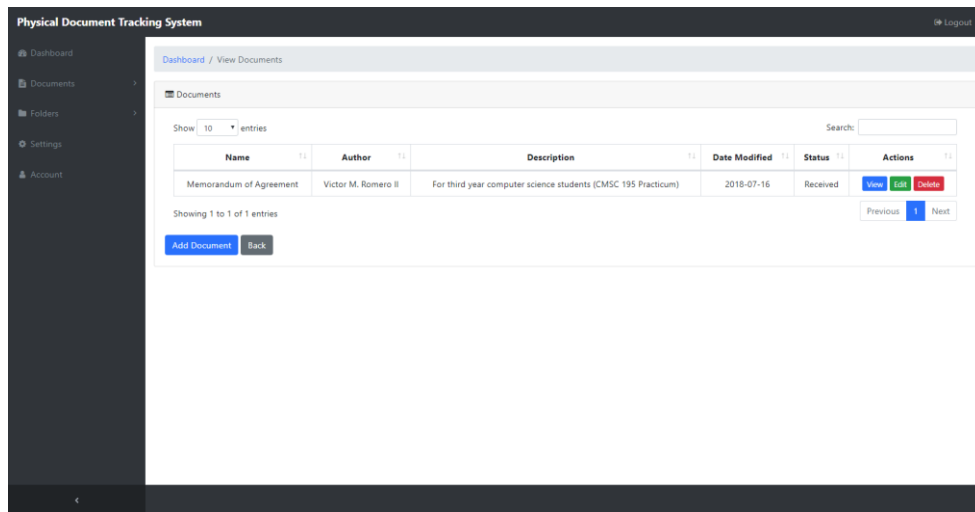
 All Existing Users		
Email Address	Full Name	Job Title
cerinos@up.edu.ph	Christopher Jan Rinos	Admin
admin@up.edu.ph	Arvin de Veyra	Admin

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 Document

Add new documents

View

View the events of the selected document

Edit

Edit the information of the selected document

Delete

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.

The screenshot shows the 'Physical Document Tracking System' interface for adding a new document. The form is divided into several sections. The top section includes 'Document Name' (with a placeholder 'Name of the Document') and 'Document Type' (a dropdown menu currently showing 'Letter'). Below this is a 'Description' field with a placeholder 'Add Description here'. The 'Location' section has a field with a placeholder 'Location of the Document'. The 'AUTHOR INFORMATION' section includes fields for 'Name' (placeholder 'Name of the Author'), 'Contact Number' (placeholder '+69278781163'), 'Department' (placeholder 'Name of the Department'), 'Agency' (placeholder 'Name of the Agency'), and 'Address' (placeholder 'Address of the Author'). The 'DOCUMENT EVENT' section includes a 'Date' field (placeholder 'mm/dd/yyyy'), a 'Type' dropdown menu (currently showing 'Created'), and a 'Remarks' field (placeholder 'Add Description here'). At the bottom of the form are three buttons: 'Save' (blue), 'Save and Upload' (blue), and 'Back' (grey). A mouse cursor is pointing at the 'Save' button.

VII. Add Events

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

Name of Document: Memorandum of Agreement
Type of Document: Memo
Location: Memo 2018-2020
Description: For third year computer science students (CMSC 195 Practicum)

Author: Victor M. Romero II
Contact Number: 09123456789
Agency: UPVTC
Address: University of the Philippines-Visayas Tacloban College, Magsaysay Blvd., Tacloban City

Events Attachments Logs Forward

Events History Add Event

Show 10 entries Search:

Date	Type	Remarks
2018-07-25	Forwarded	Forwarded to fcerena@up.edu.ph by admin@up.edu.ph
2018-07-19	Created	

Showing 1 to 2 of 2 entries Previous 1 Next

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

Add Event

DOCUMENT EVENT
Date * Type *
mm/dd/yyyy Created
Remarks
Add Description here
Add Back

- b. **Attachments** – Files that are attached to the document

Events Attachments Logs Forward

Attachments Upload File

Name	Date Uploaded	Download Link	Options
AdminManual_PDTS.pdf	2018-07-27	Download File	Delete

- c. **Logs** – Lists of actions done to the document

Events Attachments Logs Forward

Logs History

Action	Date
Added by admin@up.edu.ph	2018-07-19

- d. **Forward** – Lists of users where the documents can be sent

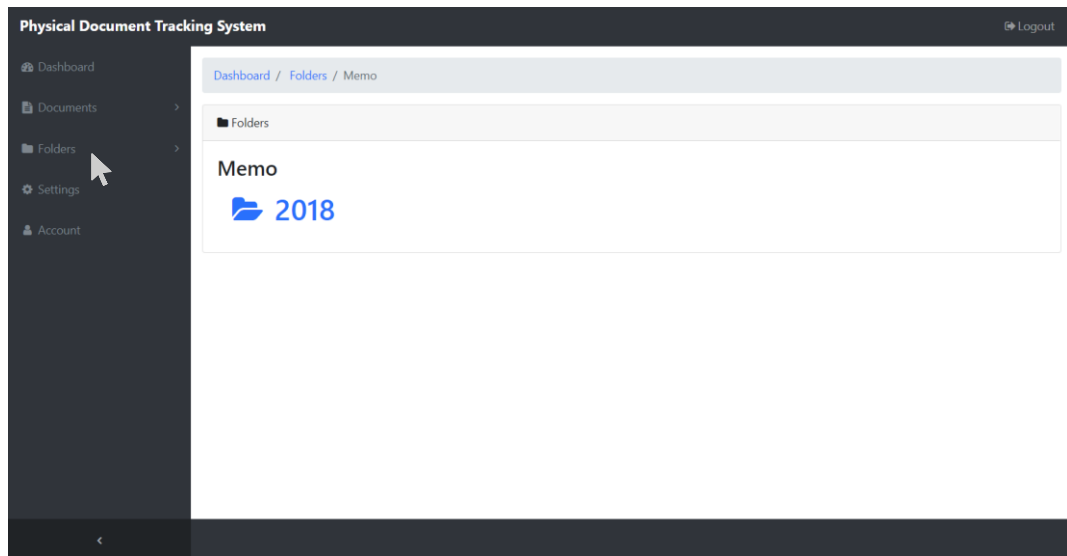
Events Attachments Logs Forward

Forward

Name	Email	Job Title	Status	Options
Faith Cerena	fcerena@up.edu.ph	Secretary	FORWARDED	

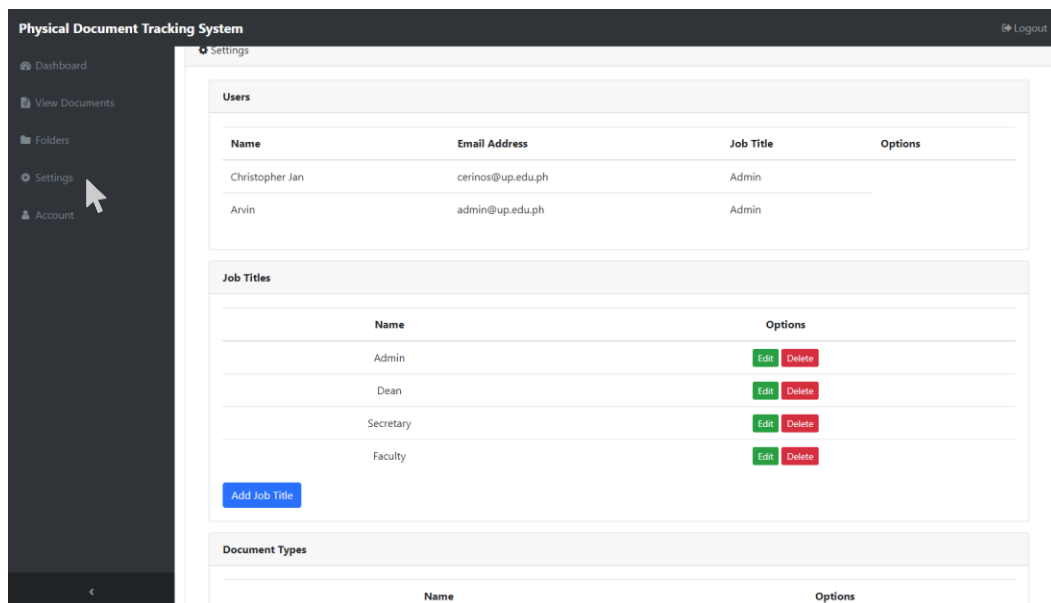
VIII. Folders

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.



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

X. Account

This contains the profile information of the current user.

 Account Details

First Name	Last Name
<input type="text" value="Arvin"/>	<input type="text" value="de Veyra"/>
Email Address	
<input type="text" value="admin@up.edu.ph"/>	
Job Title	Contact Number
<input type="text" value="Admin"/>	<input type="text" value="09123456789"/>
<input type="button" value="Update Account"/>	<input type="button" value="Delete Account"/>

Update Account

– Update existing profile information.

Delete Account

– 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.

Ready to Leave?



Select "Logout" below if you are ready to end your current session.

Cancel

Logout