



UNIVERSITY OF THE PHILIPPINES  
Visayas Tacloban College  
Magsaysay Blvd., Tacloban City  
Office of the Dean



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


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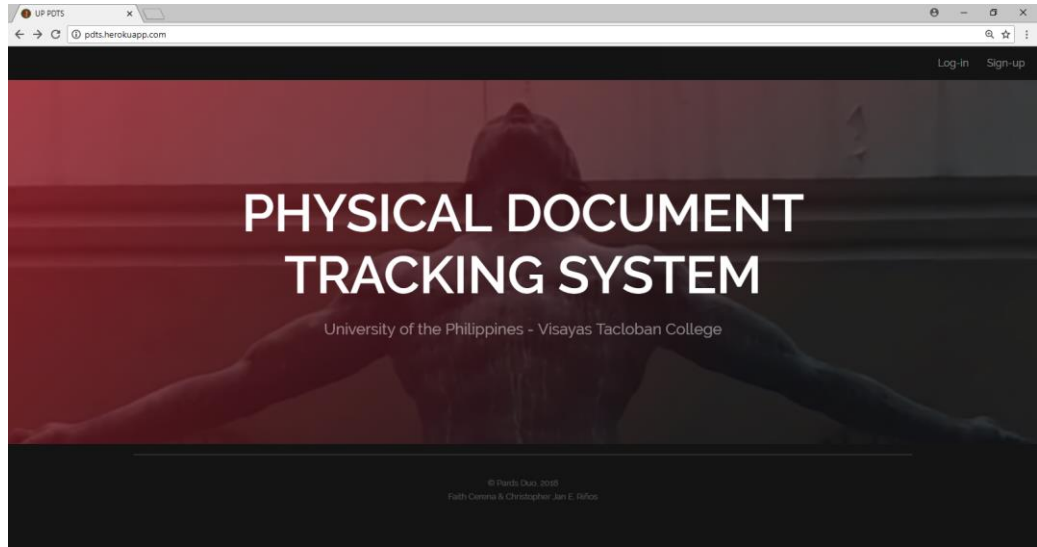
## Table of Contents

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

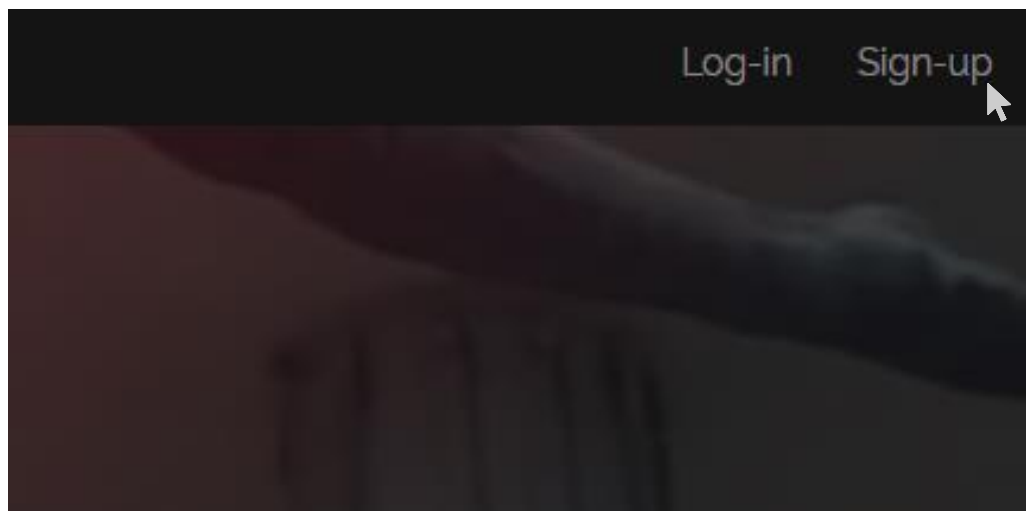
### I. How to access Physical Document Tracking System

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 [pdts.herokuapp.com](#)

Email or phone

fcerena@up.edu.ph

[Forgot email?](#)

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](#).

[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 pdts.herokuapp.com. Before using this app, you can review pdts.herokuapp.com's [privacy policy](#) and [terms of service](#).

[Forgot password?](#)

NEXT

2

- 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

 Sign in with Google

Choose an account  
to continue to [pdts.herokuapp.com](https://pdts.herokuapp.com)

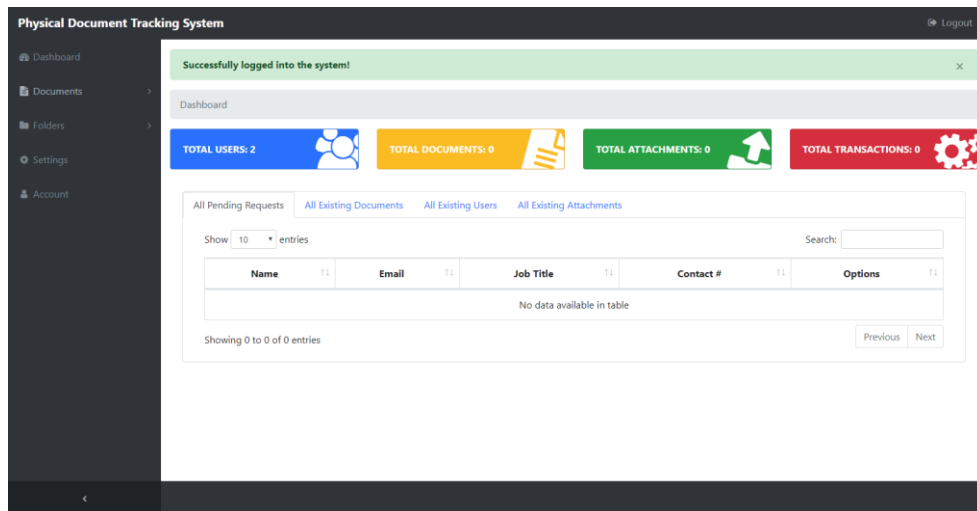
 Faith Cerena  
fcerena@up.edu.ph

 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](https://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

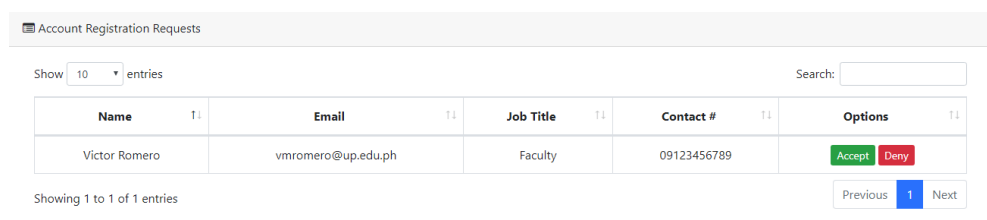
The dashboard contains the summary of all important data in the database of the system. All the features such as *Account Registration Requests*, *All Existing Documents*, *All Existing Users* and *All Existing Files* in the Dashboard is visible to the admin.

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

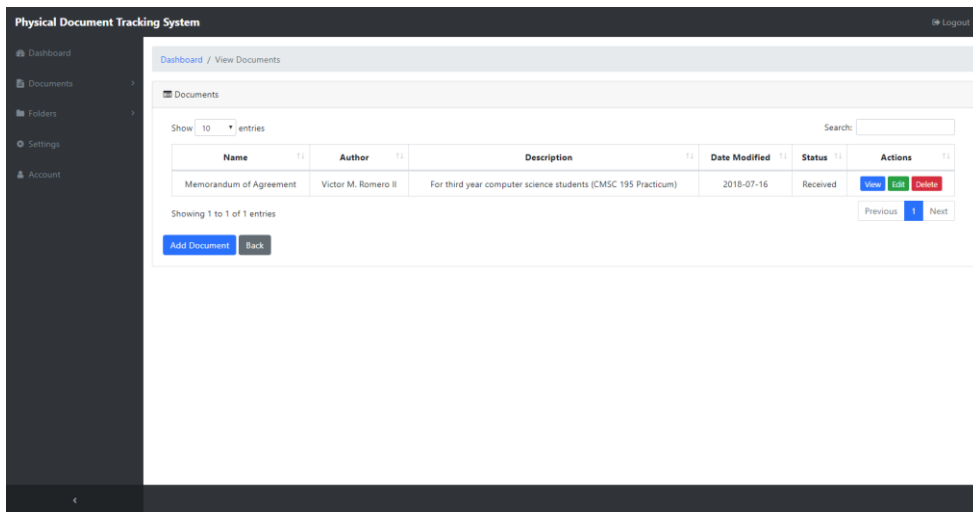
### 5. Existing files

 All Existing Files	
Name of File	
MOA-Cerena.pdf	<a href="#">Download</a>
UP_Lente_Request_Letter.pdf	<a href="#">Download</a>
OJT_Budget_Proposal.pdf	<a href="#">Download</a>



## 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: 'Document Name' with a text field for 'Name of the Document' and a dropdown for 'Document type' (currently 'Letter'); 'Description' with a text field 'Add Description here'; 'Location' with a text field 'Location of the Document'; 'AUTHOR INFORMATION' with fields for 'Name' (Name of the Author, Contact Number: +69278781163), 'Department' (Name of the Department, Agency: Name of the Agency), and 'Address' (Address of the Author); 'DOCUMENT EVENT' with a date field (mm/dd/yyyy), a dropdown for 'Type' (currently 'Created'), and a text field 'Remarks' with 'Add Description here' below it. At the bottom are three buttons: 'Save', 'Save and Upload', and 'Back'. 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.

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 EventBack

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

Add Event

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

- 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	<a href="#">Download File</a>	Delete

Showing 1 to 1 of 1 entries

Previous 1 Next

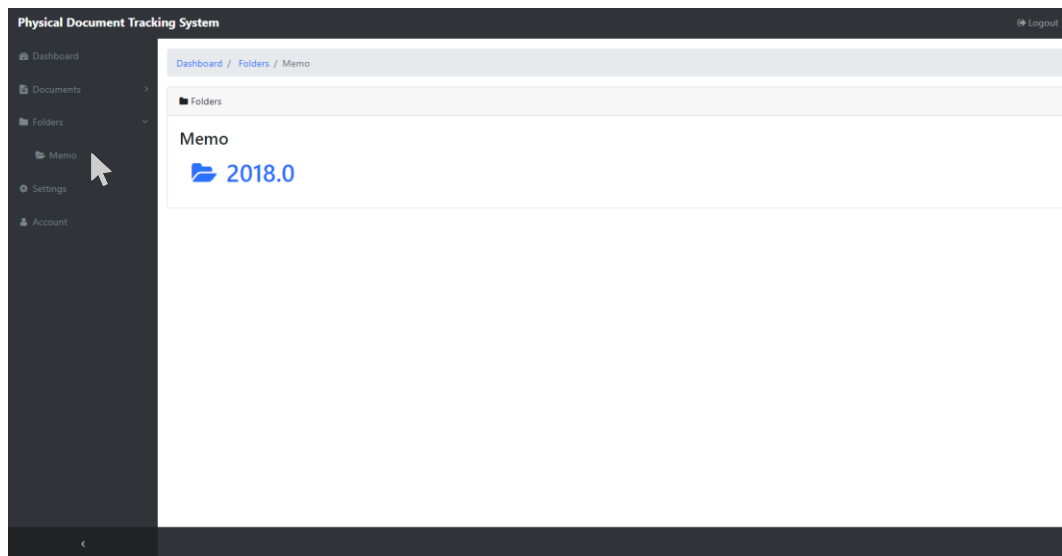
Upload FileBack

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

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

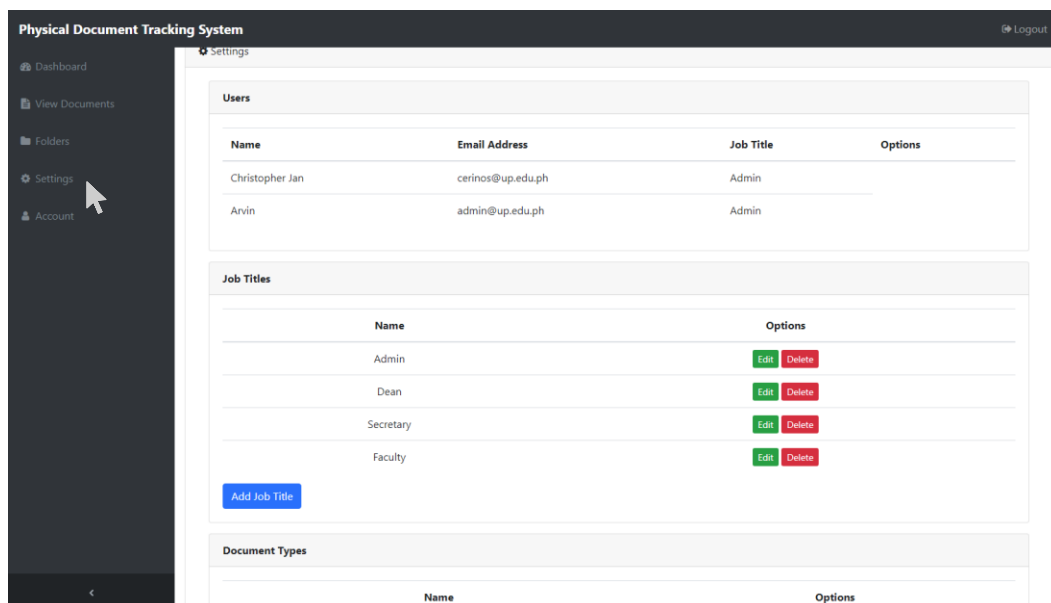
## VIII. Folders

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.



- 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

<b>First Name</b>	<b>Last Name</b>
<input type="text" value="Arvin"/>	<input type="text" value="de Veyra"/>
<b>Email Address</b>	
<input type="text" value="admin@up.edu.ph"/>	
<b>Job Title</b>	<b>Contact Number</b>
<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