

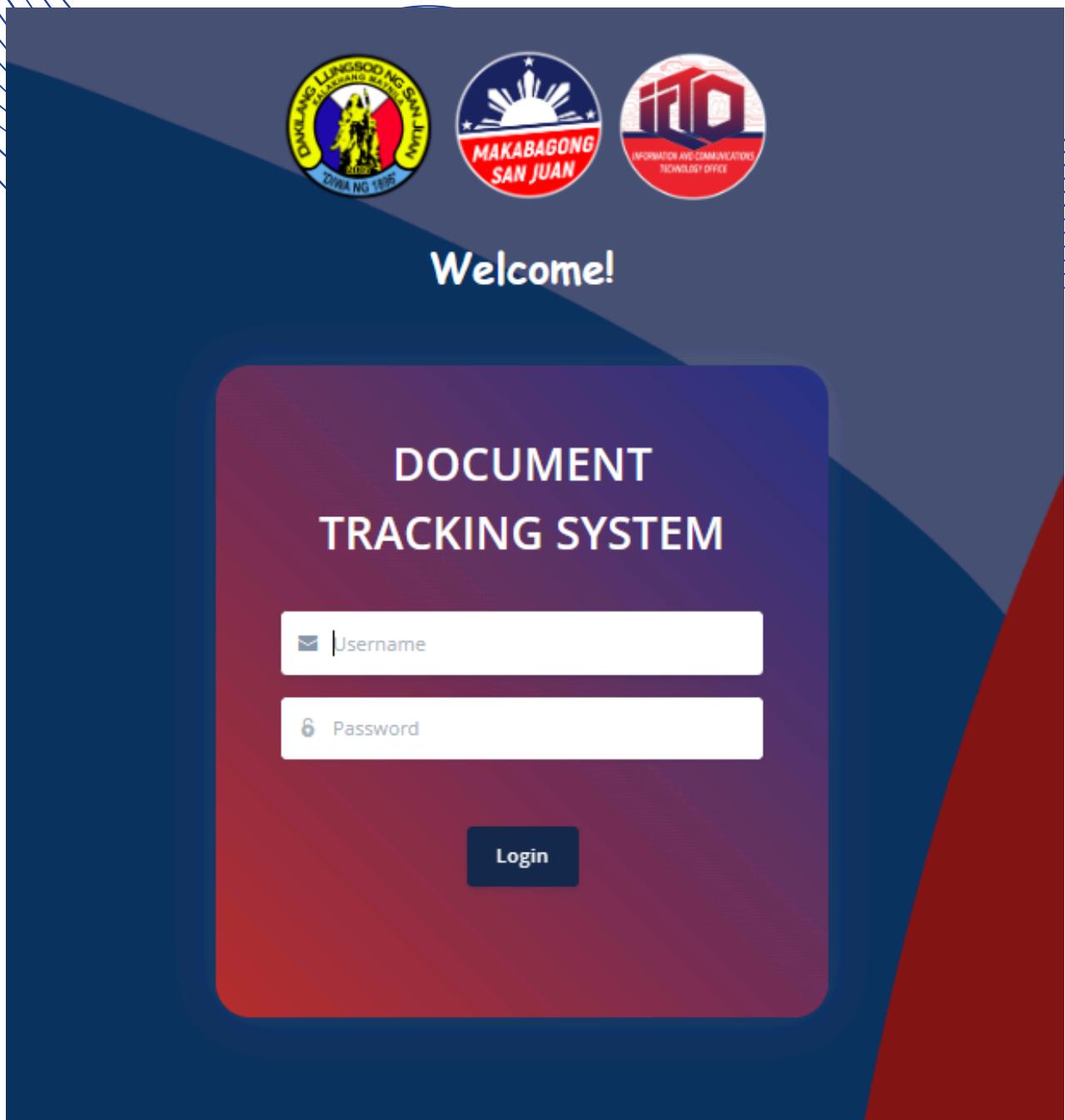


# DOCUMENT TRACKING SYSTEM

# Table of Contents

- 01** Log-In Page
- 02** Dashboard
- 03** Adding a Document
- 04** Releasing and Tagging of Documents
- 05** Receiving/Returning Incoming Documents
- 06** Editing and Deleting Documents
- 07** Tagging Document as Terminal
- 08** {Title}

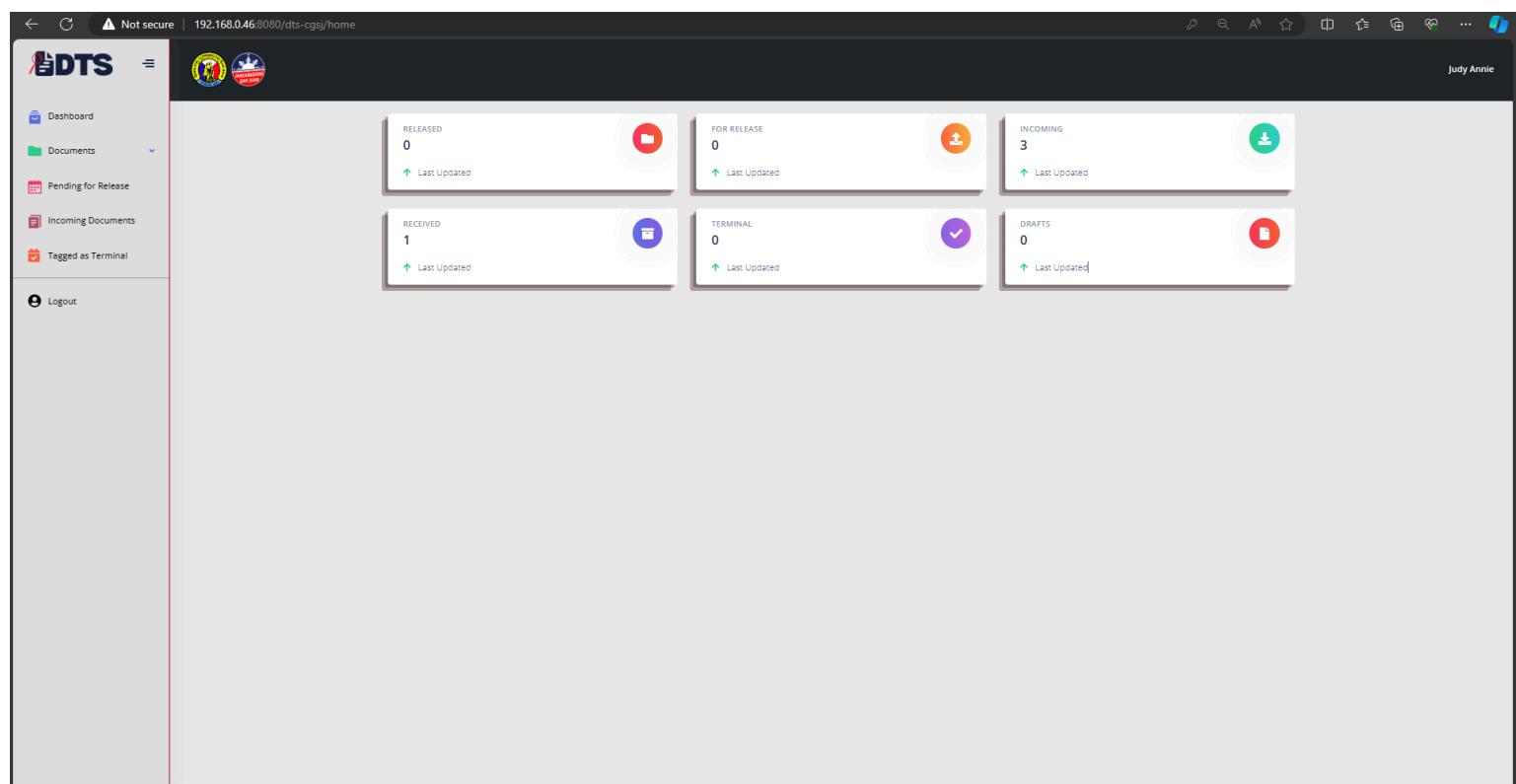
# 01 LOG-IN PAGE



On your preferred browser, type in  
<http://192.168.0.6:80/dts-cgsj/login>

Enter your username and password.

# 02 DASHBOARD



The dashboard consists of the current tally of Released, For Released, Incoming, Received, Terminal, and Draft documents in the system. Also present is the navigation bar on the left side of the screen with links to the aforementioned above.

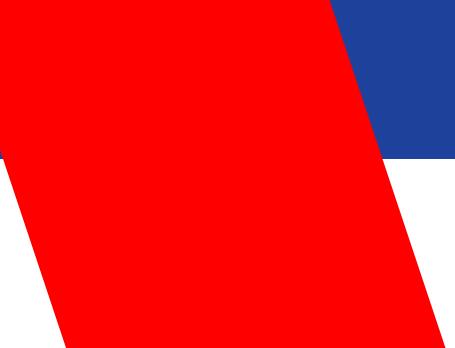
# 03 ADDING A DOCUMENT

To Add a New Document. Click Documents and Select My Documents.

The screenshot shows the DTS system homepage. On the left, a sidebar menu includes 'Dashboard', 'Documents' (selected), 'My Documents' (highlighted with a red underline), 'Received Documents', 'Pending for Release', 'Incoming Documents', 'Tagged as Terminal', and 'Logout'. The main area displays four cards: 'RELEASED' (0 documents, last updated), 'FOI' (0 documents, last updated), 'RECEIVED' (1 document, last updated), and 'TER' (0 documents, last updated). The top right corner features the Philippine and Makabagong Bayan logos.

Select Add Document and Fill Up the necessary Fields and upload the needed file.

The screenshot shows the 'My Documents' page. The sidebar menu is identical to the previous screen. The main content area has tabs for 'My Documents' (selected), 'Add Document' (highlighted with a red underline), 'Edit Document', and 'View Document'. Below the tabs is a table header with columns: ID, DOCUMENT TITLE, TRACKING NO., ORIGINATING OFFICE, and LAST TRANSACTION. A note states 'No data available in table'. At the bottom of the table area is a red button labeled 'Delete Document'.



A screenshot of a web-based document management system. The URL in the address bar is 192.168.0.46:8080/dts-cgsj/add\_doc. The page title is "Add Documents". On the left, there's a sidebar with icons for Dashboard, Documents (selected), Pending for Release, Incoming Documents, Tagged as Terminal, and Logout. The main content area has two tabs: "Add Documents" (selected) and "My Documents". A large white form is centered. It includes fields for Document Title, Document Type, Document Subject, Urgency, Remarks, and a file upload section. At the bottom right of the form are "Save as Draft" and "Add Document" buttons.

Not secure | 192.168.0.46:8080/dts-cgsj/add\_doc

**DTS**

Dashboard

Documents

Pending for Release

Incoming Documents

Tagged as Terminal

Logout

Add Documents My Documents

Document Title: \*

Your document title

Document Type: \*

....

Document Subject: \*

....

Urgency: \*

....

Remarks:

Choose Files to Upload \*

Choose Files No file chosen

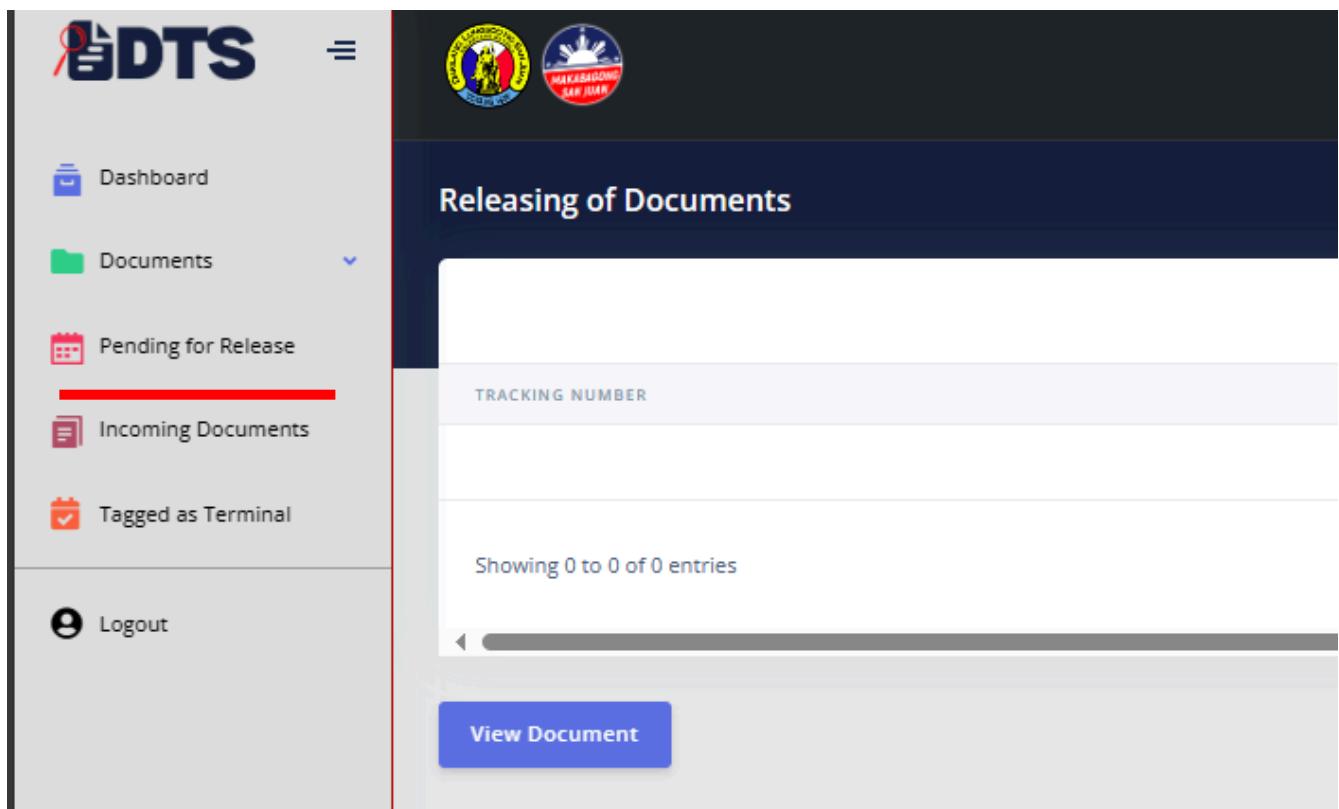
Selected files:

Save as Draft Add Document

Click Add Document.

# 04 RELEASING AND TAGGING OF DOCUMENTS

To Release a Document, Click the Pending for Release located on the Navigation Bar on the left part of the screen.



The screenshot shows the 'Releasing of Documents' page. On the left, there's a sidebar with icons for Dashboard, Documents, Pending for Release, Incoming Documents, Tagged as Terminal, and QR Manager. The main area has a title 'Releasing of Documents' and a table with columns: TRACKING NUMBER, DOCUMENT TITLE, and PURPOSE. The table contains nine entries. At the bottom, there are buttons for 'View Document' and 'Release Document'.

TRACKING NUMBER	DOCUMENT TITLE	PURPOSE
ICTO-U-2024-001	SAMPLE	Compliance/Implementation
ICTO-RL-2024-011	SAMPLE	Appropriate Action
ICTO-RL-2024-010	SAMPLE	Appropriate Action
ICTO-RL-2024-009	SAMPLE	Appropriate Action
ICTO-RL-2024-006	Test Document	Appropriate Action
ICTO-OD-2024-015	Accounting Letter	Appropriate Action
ICTO-OD-2024-014	Accounting Letter	Appropriate Action
ICTO-OD-2024-013	Sample Doc	Your Information
ICTO-OD-2024-012	Sample Doc	Your Information

Select the Document ready for releasing and click the Release Document Button.

The screenshot shows the 'Releasing of Documents' dialog box open over the main list. The dialog has fields for Release Date (set to 04/27/2024), For Receiving Office (Choose all that applies), CC: Office (Choose all that applies), and Remarks. At the bottom are 'Next' and 'Close' buttons.

Select the Receiving Office (for Terminal/End Receiver of Document). You may also opt to choose Carbon Copy (CC) Office for additional offices.

You may fill the Remarks section for any comments.

Click the Next button.

*Note: Only the Receiving Office can tag the document as Terminal.*

TRACKING NUMBER	DOCUMENT TITLE	PURPOSE
ICTO-U-2024-001	SAMPLE	Compliance/Implementation
ICTO-RL-2024-012	Request for IT Materials	Appropriate Action
ICTO-U-2024-011	SAMPLE	Appropriate Action
ICTO-RL-2024-010	SAMPLE	Appropriate Action
ICTO-RL-2024-009	SAMPLE	Appropriate Action
ICTO-RL-2024-006	Test Doc	Appropriate Action
ICTO-OD-2024-015	Accounting Letter	Appropriate Action
ICTO-OD-2024-014	Accounting Letter	Appropriate Action
ICTO-OD-2024-013	Sample Doc	Your Information
ICTO-OD-2024-012	Sample Doc	Your Information

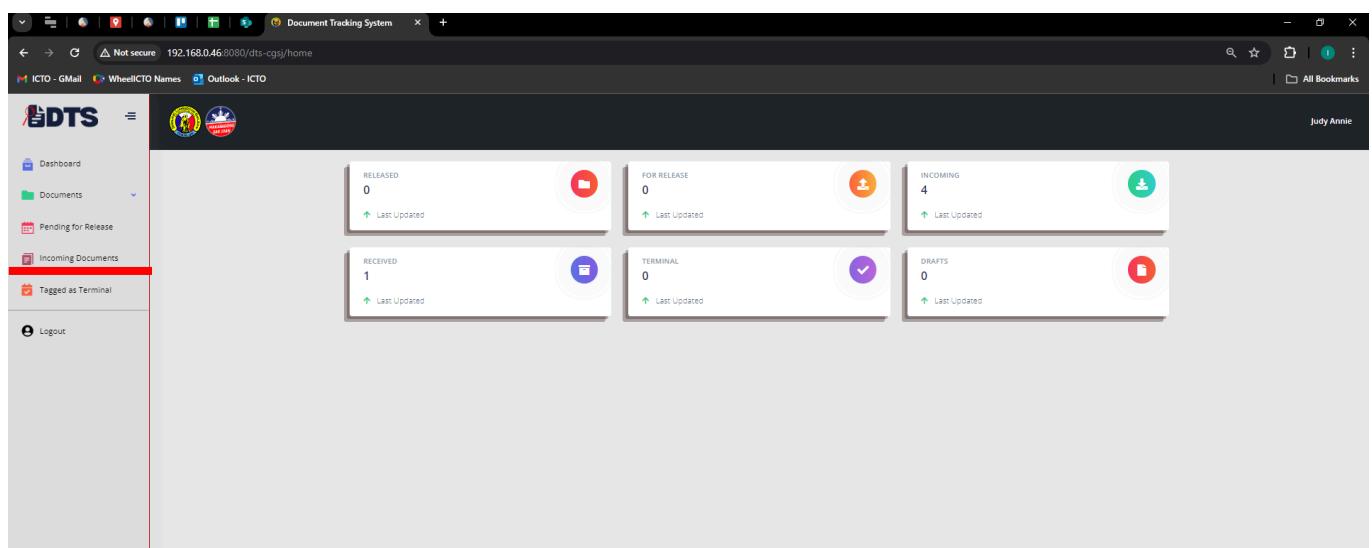
Tagged your Document with the Available QR Code and click the Release button.

You may view the released document on your My Documents.

ID	DOCUMENT TITLE	TRACKING NO.	ORIGINATING OFFICE	LAST TRANSACTION	STATUS
3007	Request for IT Materials	ICTO-RL-2024-012	ICTO	ICTO	Released
2025	SAMPLE	ICTO-U-2024-001	ICTO	ICTO	Available
2024	SAMPLE	ICTO-RL-2024-011	ICTO	ICTO	Available
2023	SAMPLE	ICTO-RL-2024-010	ICTO	ICTO	Available
2022	SAMPLE	ICTO-RL-2024-009	ICTO	ICTO	Available
2021	Accounting Letter	ICTO-OD-2024-015	ICTO	ICTO	Available
2020	Accounting Letter	ICTO-OD-2024-014	ICTO	ICTO	Available
2018	Sample Doc	ICTO-OD-2024-013	ICTO	ICTO	Available
2017	Sample Doc	ICTO-OD-2024-012	ICTO	ICTO	Available
2015	Test Document	ICTO-RL-2024-008	ICTO	ICTO	Released

# 05 RECEIVING AND RETURNING OF DOCUMENTS

To Receive Documents, Click on Incoming Documents on the Navigation Bar located on the left side of the screen.



Select the Document you wish to View, Return, and Received.

A screenshot of the 'Incoming Documents' page from the DTS system. The URL is 192.168.0.46:8080/dts-cgs/incoming. The left sidebar shows the 'Incoming Documents' link is selected. The main area displays a table of received documents with columns for Tracking Number, Document Title, Document Subject, Urgency, Originating Office, and Date Released. The table includes four entries: ICTO-RU-2024-012 (Request for IT Materials, Appropriate Action, High, ICTO, 2024-04-23), ICTO-RU-2024-005 (Request for IT Materials, Appropriate Action, High, ICTO, 2024-04-19), ICTO-RU-2024-002 (Request for IT Materials, Appropriate Action, High, ICTO, 2024-04-19), and ICTO-OD-2024-010 (ICTO CA 2028, Appropriate Action, High, ICTO, 2024-04-19). Below the table, it says 'Showing 1 to 4 of 4 entries 1 row selected'. At the top of the table area are three buttons: 'View Document' (blue), 'Return Document' (black), and 'Receive Document' (green).

## View Document Modal

The screenshot shows a web browser window for the DTS system. The URL is 192.168.0.46:8080/dts-cgs/incoming. The page has a dark header with the DTS logo and navigation links for Dashboard, Documents, Pending for Release, Incoming Documents, Tagged as Terminal, Logout, and a search bar for Judy Annie.

The main content area shows an "Incoming Documents" list with four entries:

TRACKING NUMBER	DOCUMENT TITLE
ICTO-RL-2024-012	Request for IT Materials
ICTO-RL-2024-005	Request for IT Materials
ICTO-RL-2024-003	Request for IT Materials
ICTO-OD-2024-010	ICTO CA 2025

Below the list, it says "Showing 1 to 4 of 4 entries 1 row selected".

A modal window titled "ICTO-RL-2024-012" is open, displaying the following document details:

- Title: Request for IT Materials
- Document Type: Request Letter
- Document Subject: Appropriate Action
- Urgency: High
- Originating Office: ICTO
- Remarks: (empty)
- Attached Files:
  - ICTO-GSD-Request-Materials-04182024.docx

At the bottom right of the modal are "Close" and "Print" buttons.

## Return Document Modal

The screenshot shows a web browser window for the DTS system. The URL is 192.168.0.46:8080/dts-cgs/incoming. The page has a dark header with the DTS logo and navigation links for Dashboard, Documents, Pending for Release, Incoming Documents, Tagged as Terminal, Logout, and a search bar for Judy Annie.

The main content area shows an "Incoming Documents" list with four entries:

TRACKING NUMBER	DOCUMENT TITLE
ICTO-RL-2024-012	Request for IT Materials
ICTO-RL-2024-005	Request for IT Materials
ICTO-RL-2024-003	Request for IT Materials
ICTO-OD-2024-010	ICTO CA 2025

Below the list, it says "Showing 1 to 4 of 4 entries 1 row selected".

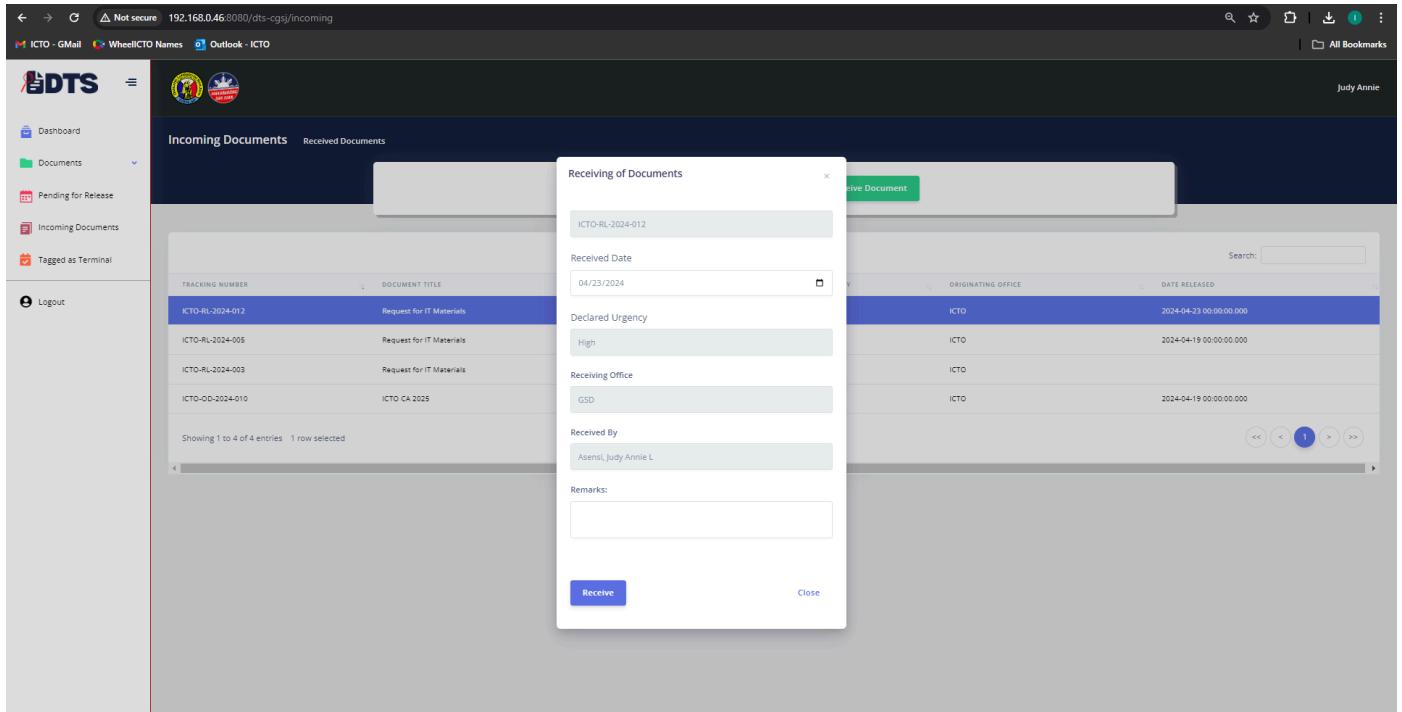
A modal window titled "Returning of Documents" is open, displaying the following fields:

- Returned Date: 04/23/2024
- Returning Office: GSD
- Remarks: (empty)

At the bottom left is a "Return" button, and at the bottom right are "Close" and "Print" buttons.

\*Fill in the appropriate Remark when Returning documents.

## Receive Document Modal

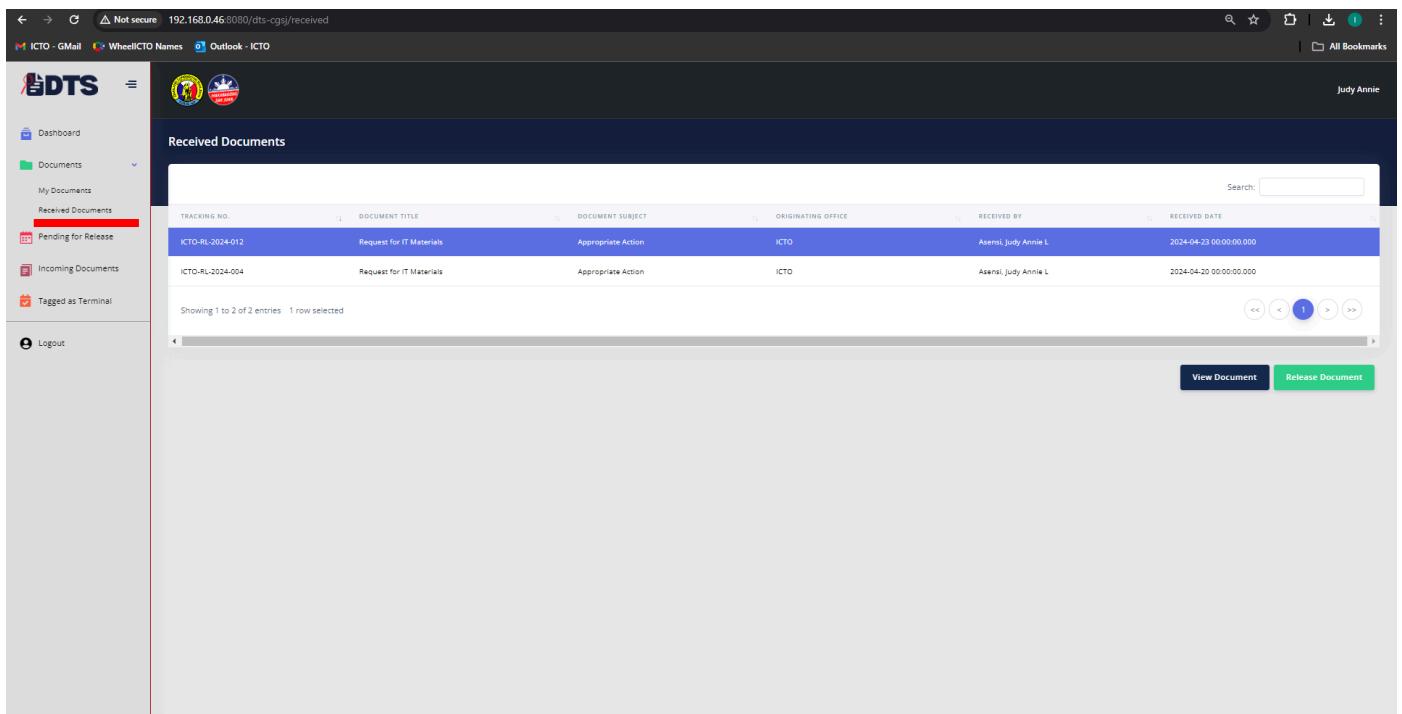


The screenshot shows a web-based application interface for document management. On the left, there's a sidebar with navigation links: Dashboard, Documents (selected), Pending for Release, Incoming Documents, Tagged as Terminal, and Logout. The main content area has a header "Incoming Documents" and "Received Documents". A modal window titled "Receiving of Documents" is open, containing fields for Tracking Number (ICTO-RL-2024-012), Document Title (Request for IT Materials), Received Date (04/23/2024), Declared Urgency (High), Receiving Office (GSD), Received By (Asensi, Judy Annie L), and Remarks (empty). At the bottom of the modal are "Receive" and "Close" buttons. In the background, there's a list of received documents with columns for Tracking Number, Document Title, Originating Office, and Date Released.

TRACKING NUMBER	DOCUMENT TITLE	ORIGINATING OFFICE	DATE RELEASED
ICTO-RL-2024-005	Request for IT Materials	ICTO	2024-04-19 00:00:00.000
ICTO-RL-2024-003	Request for IT Materials	ICTO	2024-04-19 00:00:00.000
ICTO-OD-2024-010	ICTO CA 2025	ICTO	2024-04-19 00:00:00.000

\*You may opt to fill in the Remark when Receiving documents.

You may view the received document on the Received Documents.



The screenshot shows the "Received Documents" table from the previous modal. The table has columns for TRACKING NO., DOCUMENT TITLE, DOCUMENT SUBJECT, ORIGINATING OFFICE, RECEIVED BY, and RECEIVED DATE. Two entries are listed: one for tracking number ICTO-RL-2024-012 and another for ICTO-RL-2024-004. Both entries have the same details: Request for IT Materials, Appropriate Action, ICTO, Asensi, Judy Annie L, and dates 2024-04-23 and 2024-04-20 respectively. At the bottom right of the table area are "View Document" and "Release Document" buttons.

TRACKING NO.	DOCUMENT TITLE	DOCUMENT SUBJECT	ORIGINATING OFFICE	RECEIVED BY	RECEIVED DATE
ICTO-RL-2024-012	Request for IT Materials	Appropriate Action	ICTO	Asensi, Judy Annie L	2024-04-23 00:00:00.000
ICTO-RL-2024-004	Request for IT Materials	Appropriate Action	ICTO	Asensi, Judy Annie L	2024-04-20 00:00:00.000

# 06 EDITING AND DELETING DOCUMENTS

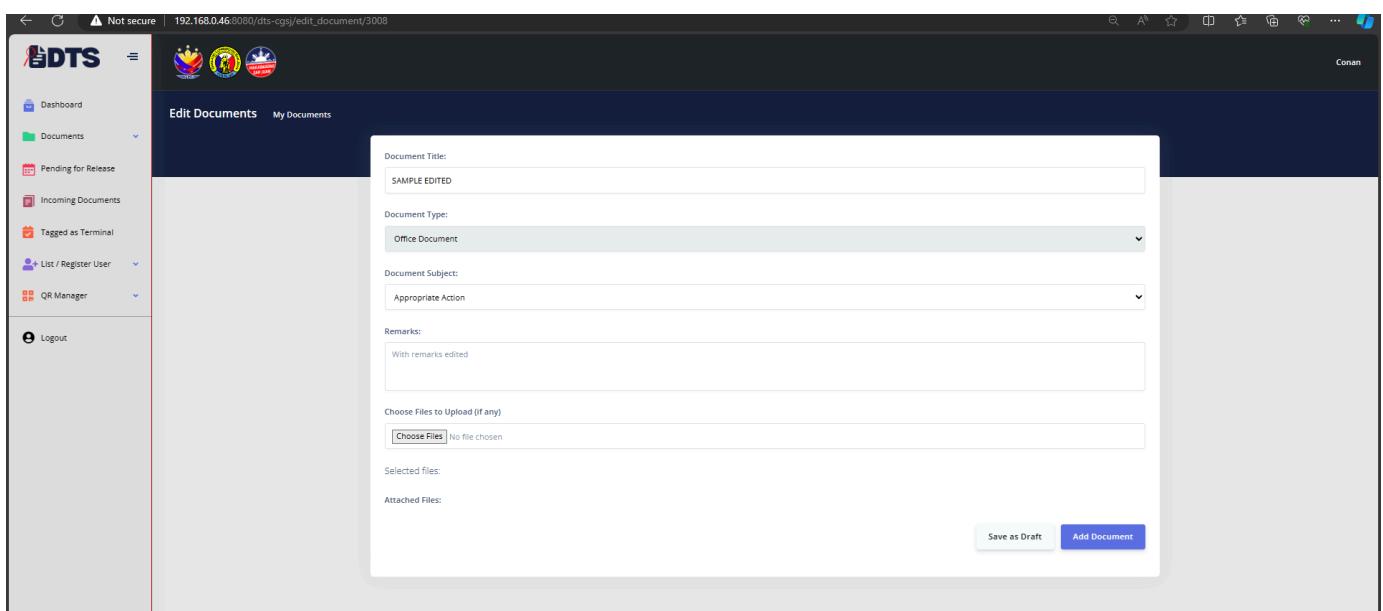
To edit documents, refer to the image below,

The screenshot shows the DTS application interface. On the left, a sidebar menu includes 'Dashboard', 'Documents' (selected), 'My Documents' (highlighted with a red underline), 'Received Documents', 'Pending for Release', 'Incoming Documents', 'Tagged as Terminal', and 'Logout'. The main area displays three summary boxes: 'RELEASED' (0, last updated), 'RECEIVED' (1, last updated), and 'FOI' (0, last updated). The top navigation bar shows 'Not secure | 192.168.0.46:8080/dts-cgsj/home'.

Highlight the document you wish to edit and click Edit Document.

The screenshot shows the 'My Documents' page. The left sidebar includes 'Dashboard', 'Documents' (selected), 'Pending for Release', 'Incoming Documents', 'Tagged as Terminal', 'List / Register User', 'QR Manager', and 'Logout'. The main content area shows a table of documents with columns: ID, DOCUMENT TITLE, TRACKING NO., ORIGINATING OFFICE, LAST TRANSACTION, and STATUS. The table lists 31 entries, with the first few rows being: 2013 Test Document, 3008 SAMPLE EDITED, 2024 SAMPLE, 2023 SAMPLE, 2022 SAMPLE, 2020 Accounting Letter, 2018 Sample Doc, 2, SAMPLE DOCUMENT TO PID & ACCOUNTING, 2025 SAMPLE, and 2017 Sample Doc. A 'Delete Document' button is at the bottom. The top navigation bar shows 'Not secure | 192.168.0.46:8080/dts-cgsj/my\_documents'.

A pop-up window will appear, and you may edit the Document Title, Document Subject, enter Remarks and upload/delete attached files and click Add Document or you may opt to save it as a Draft.



*Note: You may only edit Documents with Available and Draft Status. Documents with Released and Terminal Status cannot be edited.*

To delete a document, refer to the image below,

The screenshot shows the DTS system dashboard at the URL 192.168.0.46:8080/dts-cgsj/home. On the left, a sidebar menu includes options like Dashboard, Documents (with sub-options My Documents and Received Documents), Pending for Release, Incoming Documents, Tagged as Terminal, and Logout. The main area displays two summary boxes: one for 'RELEASED' documents (0, last updated) and another for 'RECEIVED' documents (1, last updated). The top right corner features the logo of the City Government of San Juan.

Highlight the document you wish to delete and click Delete Document.

The screenshot shows the 'My Documents' page at the URL 192.168.0.46:8080/dts-cgsj/my\_documents. The page lists various documents with columns for ID, DOCUMENT TITLE, TRACKING NO., ORIGINATING OFFICE, LAST TRANSACTION, and STATUS. The STATUS column includes entries like Draft, Released, and Terminal. At the bottom of the list is a red 'Delete Document' button. The top right corner shows the name 'Conan'.

ID	DOCUMENT TITLE	TRACKING NO.	ORIGINATING OFFICE	LAST TRANSACTION	STATUS
3008	SAMPLE EDITED	ICTO-DD-2024-014	ICTO	ICTO	Draft
3007	Request for IT Materials	ICTO-RL-2024-012	ICTO	ICTO	Terminal
2025	SAMPLE	ICTO-U-2024-001	ICTO	ICTO	Released
2024	SAMPLE	ICTO-RL-2024-011	ICTO	ICTO	Draft
2023	SAMPLE	ICTO-RL-2024-010	ICTO	ICTO	Draft
2022	SAMPLE	ICTO-RL-2024-009	ICTO	ICTO	Draft
2021	Accounting Letter	ICTO-DD-2024-015	ICTO	HR	Terminal
2020	Accounting Letter	ICTO-DD-2024-014	ICTO	ICTO	Draft
2018	Sample Doc	ICTO-DD-2024-013	ICTO	ICTO	Draft
2017	Sample Doc	ICTO-DD-2024-012	ICTO	ICTO	Released

Note: You may only delete Documents with Available and Draft Status. Documents with Released and Terminal Status cannot be edited.

The screenshot shows a web browser window with the URL [192.168.0.46:8080/dts-cgsj/my\\_documents](http://192.168.0.46:8080/dts-cgsj/my_documents). The page title is "My Documents". On the left, there is a sidebar with various menu items: Dashboard, Documents, Pending for Release, Incoming Documents, Tagged as Terminal, List / Register User, QR Manager, and Logout. The main content area displays a table of documents with columns: ID, DOCUMENT TITLE, TRACKING NO., ORIGINATING OFFICE, LAST TRANSACTION, and STATUS. A modal dialog box is overlaid on the table, containing a red triangle warning sign with an exclamation mark. The text inside the dialog reads "Are you sure you want to delete this document?" with "Yes" and "No" buttons.

ID	DOCUMENT TITLE	TRACKING NO.	ORIGINATING OFFICE	LAST TRANSACTION	STATUS
2013	Test Document	ICTO-RL-2024-006	ICTO	ICTO	Available
3008	SAMPLE EDITED	ICTO-OD-2024-014	ICTO	ICTO	Draft
2024	SAMPLE	ICTO-RL-2024-011	ICTO	ICTO	Draft
2023	SAMPLE		ICTO	ICTO	Draft
2022	SAMPLE		ICTO	ICTO	Draft
2020	Accounting Letter		ICTO	ICTO	Draft
2018	Sample Doc		ICTO	ICTO	Draft
2	SAMPLE DOCUMENT TO PID & ACCOUNTING		ICTO	ICTO	Released
2025	SAMPLE		ICTO	ICTO	Released
2017	Sample Doc		ICTO	ICTO	Released

Click Yes if you wish to delete the document.

# 07 TAGGED AS TERMINAL

To view documents Tagged as Terminal, refer to the image below,

The screenshot shows the DTS application's home page. On the left is a sidebar with the following menu items:

- Dashboard
- Documents
- Pending for Release
- Incoming Documents
- Tagged as Terminal** (highlighted with a red bar)
- List / Register User
- QR Manager
- Logout

The main content area displays four cards:

- RELEASED**: 13 documents. Last updated icon.
- FOR RELEASE**: 9 documents. Last updated icon.
- RECEIVED**: 4 documents. Last updated icon.
- TERMINAL**: 8 documents. Last updated icon.

Highlight the document you wish to view and click the View Document button.

The screenshot shows the 'Tag as Terminal' page. The sidebar on the left includes the following menu items:

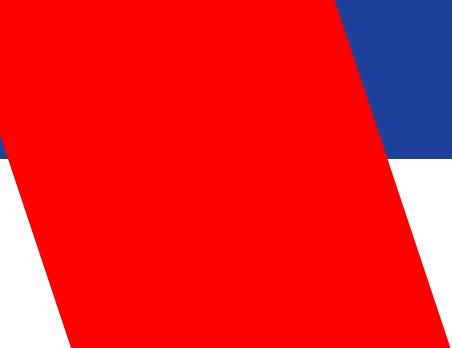
- Dashboard
- Documents
- Pending for Release
- Incoming Documents
- Tagged as Terminal
- List / Register User
- QR Manager
- Logout

The main content area is titled 'Tag as Terminal' and contains a table of documents:

TRACKING NO.	DOCUMENT TITLE	ORIGINATING OFFICE	LAST TRANSACTION	STATUS
ICTO-RL-2024-012	Request for IT Materials	ICTO	ICTO	6
ICTO-RL-2024-007	Test Document	ICTO	ICTO	6
ICTO-RL-2024-004	Request for IT Materials	ICTO	ICTO	6
ICTO-RL-2024-002	SAMPLE DOCUMENT FOR MAYOR	ICTO	ICTO	6
ICTO-RL-2024-001	SAMPLE DOCUMENT TO PID	ICTO	ICTO	6
ICTO-P-2024-001	SAMPLE PAYROLL	ICTO	ICTO	6
ICTO-OD-2024-006	Sample Doc	ICTO	ICTO	6
ICTO-OD-2024-003	SAMPLE DOCUMENT TO PID & ACCOUNTING	ICTO	ICTO	6

Showing 1 to 8 of 8 entries

View Document



A pop-up window will appear with details of the action taken as well as the received date of the terminal office.

# Meet the Team



**Carl Justine S. Goingco**  
Computer Programmer I

**Ronald Joshua G. Gallardo**  
Computer Maintenance Technologist I



**Miles Chrisvian B. Punzalan**  
Computer Maintenance Technologist I