Quezon City Document Tracking System - User Guide

Overview

The Quezon City Document Tracking System (DTS) is a web-based platform designed to manage, track, and monitor documents within the Quezon City government system. This guide will help you navigate and effectively use all features of the system.

Getting Started

Accessing the System

1. Log in with your assigned credentials
2. You'll be directed to the main dashboard upon successful login

Dashboard Overview

The dashboard provides a quick summary of your document activities with the following key metrics:

- **Open**: Number of documents currently open
- **Assigned to me**: Documents specifically assigned to your account
- **Assigned Overdue**: Documents assigned to you that are past their due date
- **Closed**: Completed/closed documents

Navigation Menu

The system includes the following main sections accessible from the left sidebar:

🏠 Dashboard

- Your main landing page
- Displays document statistics and overview
- Shows recently assigned documents (with most recent updates at the top)

👤 Profile

- View and edit your personal information

- Update contact details and preferences
- Change password and security settings

📄 New Document

- Create new documents in the system
- Upload files and attachments
- Set document properties and routing information

📋 Documents

- View all documents you have access to
- Search and filter documents
- Track document status and history
- Access document details and attachments

🏢 Departments

- View departmental structure
- See department-specific documents
- Access department contact information

👥 Staff Members

- Directory of system users
- Contact information for staff
- View user roles and responsibilities

Key Features

Document Management

- **Create Documents**: Use the "New Document" feature to add documents to the system
- **Track Progress**: Monitor document status through various stages
- **Assign Documents**: Route documents to appropriate staff members or departments
- **Set Deadlines**: Establish due dates for document processing
- **View History**: Access complete audit trail of document activities

Dashboard Monitoring

- **Real-time Updates**: Dashboard shows current status of all your documents
- **Priority Management**: Quickly identify overdue items that need attention
- **Workload Overview**: See your current document assignments at a glance

Search and Filter

- Use the Documents section to find specific files
- Filter by status, date, department, or assigned staff
- Sort documents by various criteria for better organization

User Account Management

Profile Settings

1. Click on "Profile" in the navigation menu
2. Update your personal information as needed
3. Ensure contact details are current for proper notifications

Logging Out

- Click the dropdown arrow (▼) next to your name
- Select "Logout" to securely exit the system
- Always log out when finished, especially on shared computers

Best Practices

Document Processing

1. **Check Dashboard Regularly**: Review your assigned documents daily
2. **Priority Management**: Address overdue items first
3. **Status Updates**: Keep document status current as you work
4. **Communication**: Use the system's tracking features to communicate progress

Security

- Keep your login credentials secure
- Log out after each session
- Report any suspicious activity to system administrators
- Don't share your account access with others

Efficiency Tips

- Use the dashboard as your starting point each day
- Set up a routine for checking assigned documents
- Keep track of approaching deadlines
- Utilize search functions to quickly locate documents

Getting Help

System Support

- Contact your IT department for technical issues
- Refer to department supervisors for process-related questions
- Document any system errors or unusual behavior

Training Resources

- Ask your supervisor about additional training opportunities
- Practice using different features during low-activity periods
- Share helpful tips with colleagues to improve overall efficiency

Common Tasks Quick Reference

Task	Steps
Check assigned documents	Go to Dashboard → Review "Assigned to me" count
Create new document	Navigate to "New Document" → Fill required fields → Submit
Find specific document	Go to "Documents" → Use search/filter options
View overdue items	Check "Assigned Overdue" count on Dashboard
Update profile	Go to "Profile" → Edit information → Save changes
Log out safely	Click dropdown (▼) → Select "Logout"

This user guide is designed to help you make the most of the Quezon City Document Tracking System. For additional support or questions not covered in this guide, please contact your system administrator or IT support team.