**Online Document Tracking Sytem**

DTRAK full system implementation system

-enhanced transparency and accountability

-with implementing guidelines

\*Establish own guidelines in implementing the system

DTRAK version 3 : **web based**

-real time- all users can have acces to the document :real time)

All personnel shall be required to use th DTTRAK: with active user account:---now more personalized

* DTS is now centralized
* All official DOCS (only) entered system
* Document Control Number ( identifier) unique
* Each official shall harmonize the documents using the DTRAK number
* A logbook for incoming and outgoing documents shall still be maintained as BACK-UP Mechanism
* Printing of BAR CODE shall be available by demand(ipreserve the integrity of document) OSEC?
* A SYSTem generated routing slip shall be generated (standard-all throughout the system)
* An RFA shall be issued to offices with overdue documents(perform action system)
* DTRAK version
* A corresponding DPO shall be issued
* Coding sheme
* Access Level s
* The Head of Office( veracity)
* All issues and concerns
* Maintain DTRAK database
* /issue accounts/ provide system libraries
* Provide training and technical assistance

**ENHANCEMENTS:**

Web based (browser) system

Local(intranet)install sa computer

INBOX/OUTBOX

SYSTEM ACCESS:

-strong password(alphanurmeric)

-activedirectory (new system: PERSONALIZED)

-encrypted(password)

OUTBOX: can add number of pages

INBOX: RECEIVING officer

Attachments:

Reports: excel/word/web

DOCUMENT CONTROL NUMBER: DCN not route number ( can add files powerpoint.pdf.) if u can do paperless

REFERENCE DCN: CAN ADD UP TO 4 FIELDS-5

(Document Destination-Page)-add offices that can (DATE and stamp) (TIME:AM/PM)

iNclude number of holidays:

ROUTING SLIP:All are required to use DTRAK and with ROUTING SLIP

FORWARDED: e. document for initial 🡪DOH-🡪 if missed initial

DATE and TIME received/AM PM.

Shared INBOX : we can view all

Document Control Number

Audit Trail reports

REPORTS:

If accomplished .. ..no pending

Last process is action taken

-can create personal group