July 13, 2016

KMIS\*

**ONLINE DOCUMENT TRACKING SYSTEM (DTRAK)**

Manual – logbooks, phone

RA 6713

RA 8792

RA 0485 – anti red tape

Operational Guide

1. All personnel required to use the DTRAK
2. Each user – individual account
3. Decentralized retrieval of documents within the same office
4. All **official** documents shall be entered to DTRAK
5. System generated **Document Control Number**
6. Harmonized unique document coding system
7. Logbook shall still be maintained as back-up
8. Printing of Bar Code\*
9. System generated Routing Slip
10. RFA – overdue documents
11. Refer to manual

Offices