**Online Document**

**Tracking System**

**(DTRACK) ver 3.0**

(July 13, 2016) 1st Day

DRACK- A system used to track h location or the status of the documents

Legal basis: RA 6713, RA 8792, RA 9485

* All offices required to used DTRACK
* Individual Account to update the system
* Decentralized retrieval
* All official document shall be entered
* System generated Document Control Number assigned for each docs
* Each office shall harmonize their unique docs coding system to that provided by DTRAK
* A logbook for incoming and outgoing docs shall still be maintained as back-up mechanism
* Printing of Bar code (to preserved all documents from OSEC)
* System generated Routing slip shall be required as cover or transmittal slip
* An RFA shall be issued to offices with overdue docs
* Specific procedures to be followed are written in the DTRAK ver 3.0 Manul of Operations

Roles and Responsibilities Offices

* Identify end users who shall be trained on DTRANK who shall
* 3. DPO shall be issued
* Grant access authority to identified users following the coding scheme

End Users – Update and encode in the system

System Administrator- Maintain database, server, issue account, system library, add documents type on the system.

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**Background of the System**

**Web-based –using browser**

**Localhost -Installed in the computer**

**System Login – alpha numeric password**

**Active directory- personal account is used (personalized)**

Report is capable to export MS word, Ms Excel

DCN(Document Controlled Number)- Cannot be changed

Route Number – can changed

Can attached documents

* Accomplished- process completed and with actions taken
* Pending-need initials
* Users -can create Personal Work Group to allow for sending group