

Log-in Page

DocTrak v1.07 BETA

LOG IN FORM

- 1 Username**
 - Input for Username.
- 2 Password**
 - Input for Password.
- 3 Log In Button**
 - Confirm username and Password.

Figure 1. Log-in Form

Menu

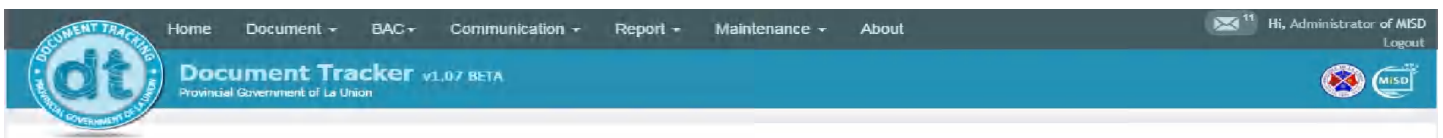


Figure 2. Menu

DOC ID	TITLE	TYPE	ORIGINATOR OFFICE	LOCATION	DATE RECEIVE	FOR RELEASE DA
BDH-2016-0157	DV-DR, MYRA PADILLA	Financial Document	BDH	OPG		
COA-2016-0008	OBR-TOYOTA-SHV-469	Financial Document	COA - OPG	PBO		
COA-2016-0007	Request for Inspection-SHV-469	Office Document	COA - OPG	OPG		
RDH-2016-0067	DV-TOYOTA P8,293.90	Financial Document	RDH	ADM		
COA-2016-0006	DV-TOYOTA-SHV-472	Financial Document	COA - OPG	OPG		
OPT-2016-0083	PO-Toyota, La Union-change oil	Financial Document	PTO	ADM		
OPT-2016-0092	DV-Venancio Mangina	Financial Document	PTO	ADM		
SPR-2016-0011	OBR-Training/Seminar-CARTE#1316	Financial Document	SP	PBO		
HRD20160005	PR- COPIER MACHINE 3/8/16	Financial Document	HRD	OPG		
bdh-2016-0063	inspection report diazma-pharma trading	Financial Document	BDH	OPG		
bdh-2016-0160	inspection report cabocan gas	Financial Document	BDH	OPG		
PHO20160121	Bermudez Teresa,etal	Financial Document	PHO	ADM		
BDH-2016-0186	DV-CA for Dietary April 2016	Financial Document	BDH	ADM		
PHO20160119	Alcantara Elma,etal	Financial Document	PHO	ADM		
BDH-2016-0185	DV-Carr Brake Auto Supply spare parts for FOTON ambulance	Financial Document	BDH	ADM		
B0920160020	P.O. - Definidos Galesteria Com. Meeting Labor 2016 Meads	Financial Document	SP9 - Hon. Ruperto Rillera	OVG		
BDH-2016-	bon dioxide absorber	Financial Document	BDH	ADM		

Filter: All Documents

*Double click document to view full details.

Figure 3. Home

MENU	SUB MENU	DESCRIPTION
Home	None (See Figure 3)	It is the initial page of the system. Documents can be filter according to type whether its Pending or Approved Documents.
Document	Document (See Figure 4)	It is the page where User can Add, Save, Scrap, and Delete documents. All the fields must be filled with correct information to avoid errors and duplicate entries.
	Receive Document (See Figure 5)	It is the page where a Receiving Clerk will receive documents. Scan the barcode of the document using the barcode scanner/reader otherwise enter the exact barcode. Id number of liaisons is optional during receiving.
	Release Document (See Figure 6)	It is the page where a Releasing Clerk will release documents. Scan the barcode of the document using the barcode scanner/reader otherwise enter the exact barcode. Id number of liaisons is optional during receiving.
	For Release (See Figure 7)	It is the page where a Clerk will notify the originating office that the document is ready for release.
	Document Tracker (See Figure 8)	It is the page where User can track the location, time received and time released and the clerk who administered the document.
	Processing (See Figure 9)	It is the page where User can locate all the documents that is still on-process.
	Document Trail (See Figure 10)	It is the page where User can track the exact location of the document.
	Rollback (See Figure 11)	It is the page where a User can roll back the returned document due to errors that cancel the whole documents.
DOC	It is a floating button found at the left side pane of the DocTrak System where User can Add/Input New documents into the system. Receiving, Releasing and For releasing a particular document with ease is also the main function of this "DOC" floating button. (See Figure 11).	

DOCUMENT TRACKING

Home Document ▾ BAC ▾ Communication ▾ Report ▾ Maintenance ▾ About

Document Tracker v1.07 BETA

Receive Document
Release Document
For Release

NEW DOCUMENT

BarCode:

Title:

Description:

Type: ▾

Template: ▾ View Template

PDF File: No file chosen

BARCODE	TITLE
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Figure 4. Document

The screenshot shows the Document Tracker v1.07 BETA web application. The top navigation bar includes links for Home, Document, BAC, Communication, Report, Maintenance, and About. A user notification in the top right corner reads "Hi, Administrator of MISD" with a Logout link. On the left, there is a sidebar with a "DOC" button. The main content area features a "RECEIVE DOCUMENT" section with input fields for BarCode No., Title, Document Type, Template, and Comments (with a Clear button), and an Attachment field. A blue "Receive" button is at the bottom right of this section. A dropdown menu is open under the "Document" tab, showing options: Document, Receive Document (highlighted), Release Document, For Release, Document Tracker, Processing, and Document Trail. On the right, there is a search box and a table with columns BARCODE and TITLE.

Figure 5. Receive Document

Document Tracker v1.07 BETA

Home Document BAC Communication Report Maintenance About

Hi, Administrator of MISD Logout

Document Tracker

Document Tracker

Receive Document

Release Document

For Release

Document Tracker

Processing

Document Trail

Rollback

RELEASE DOCUMENT

BarCode No:

Title:

Document Type:

Template:

Comment: Clear

Attachment:

Release

search... Search

BARCODE TITLE

Figure 6. Release Document

Document Tracker v1.07 BETA

Home Document BAC Communication Report Maintenance About

Hi, Administrator of MISD Logout

Document Tracker

Document Tracker

Receive Document

Release Document

For Release

Document Tracker

Processing

Document Trail

Rollback

FOR RELEASE

BarCode No:

Title:

Document Type:

Template:

Comment: Clear

Attachment:

For Release

search... Search

BARCODE TITLE

doctrak.noip.me:801/html/procedures/home/document/forreleasedoc.php

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Figure 7. For Release

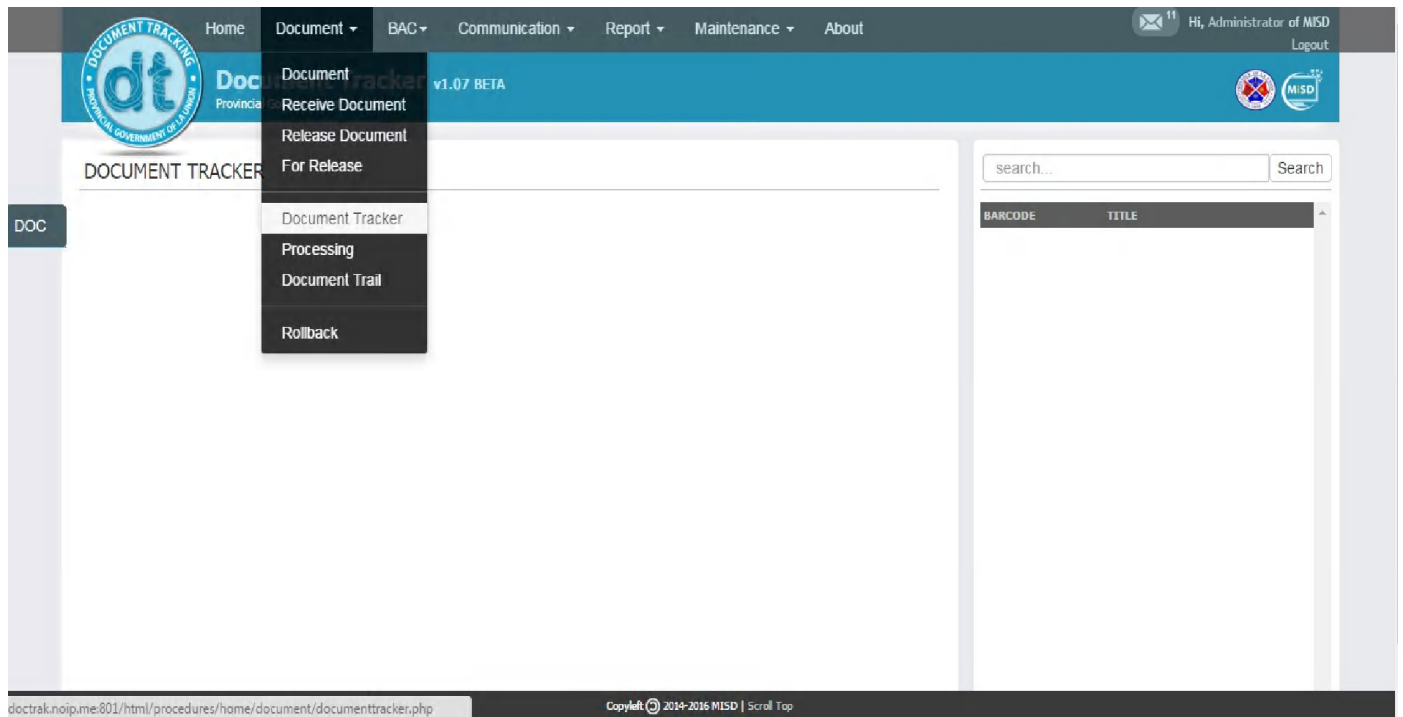


Figure 8. Document Tracker

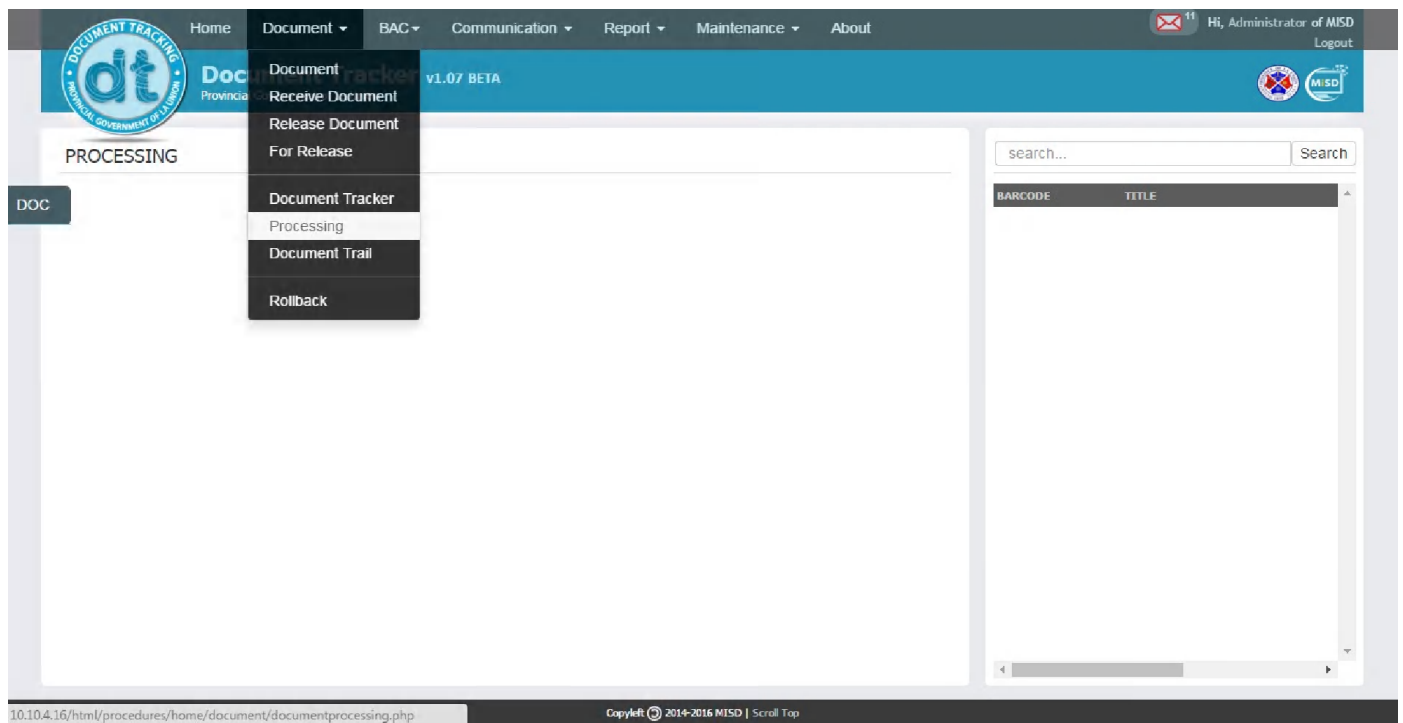


Figure 9. Processing

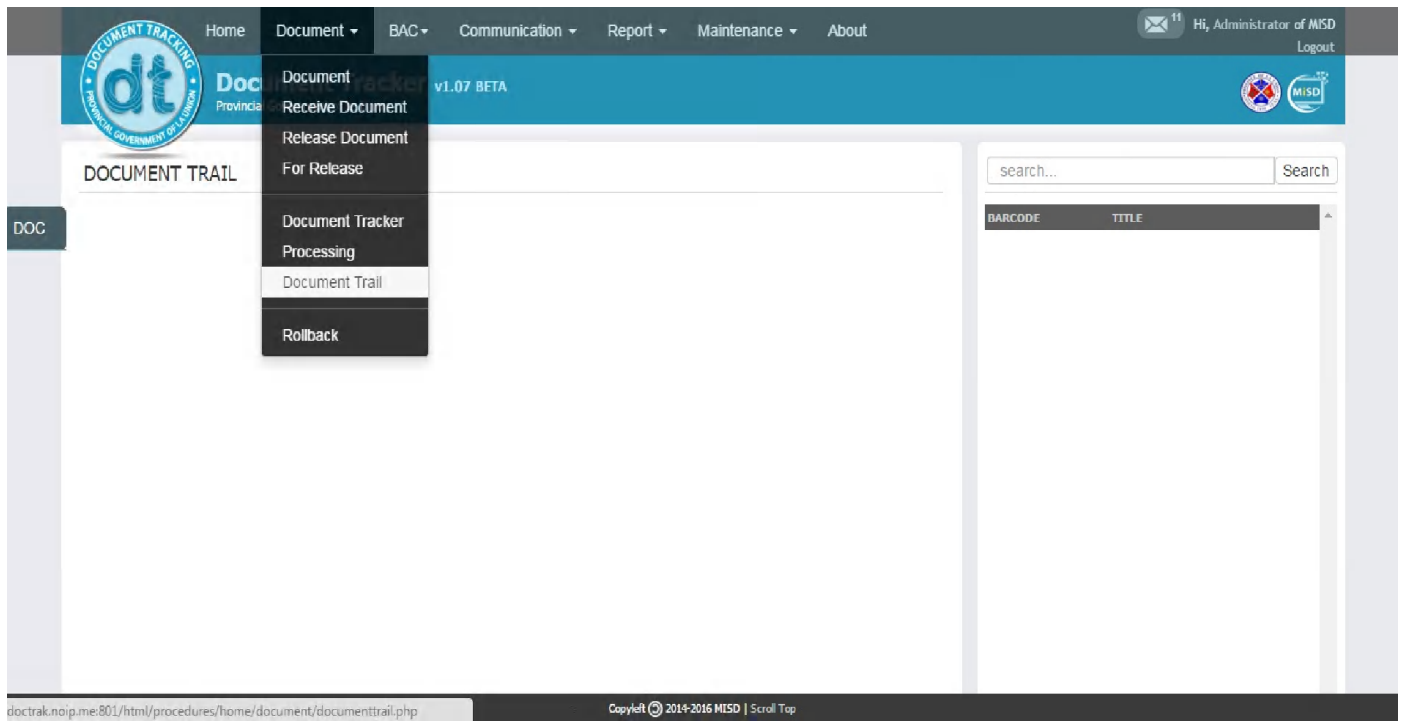


Figure 10. Document Trail

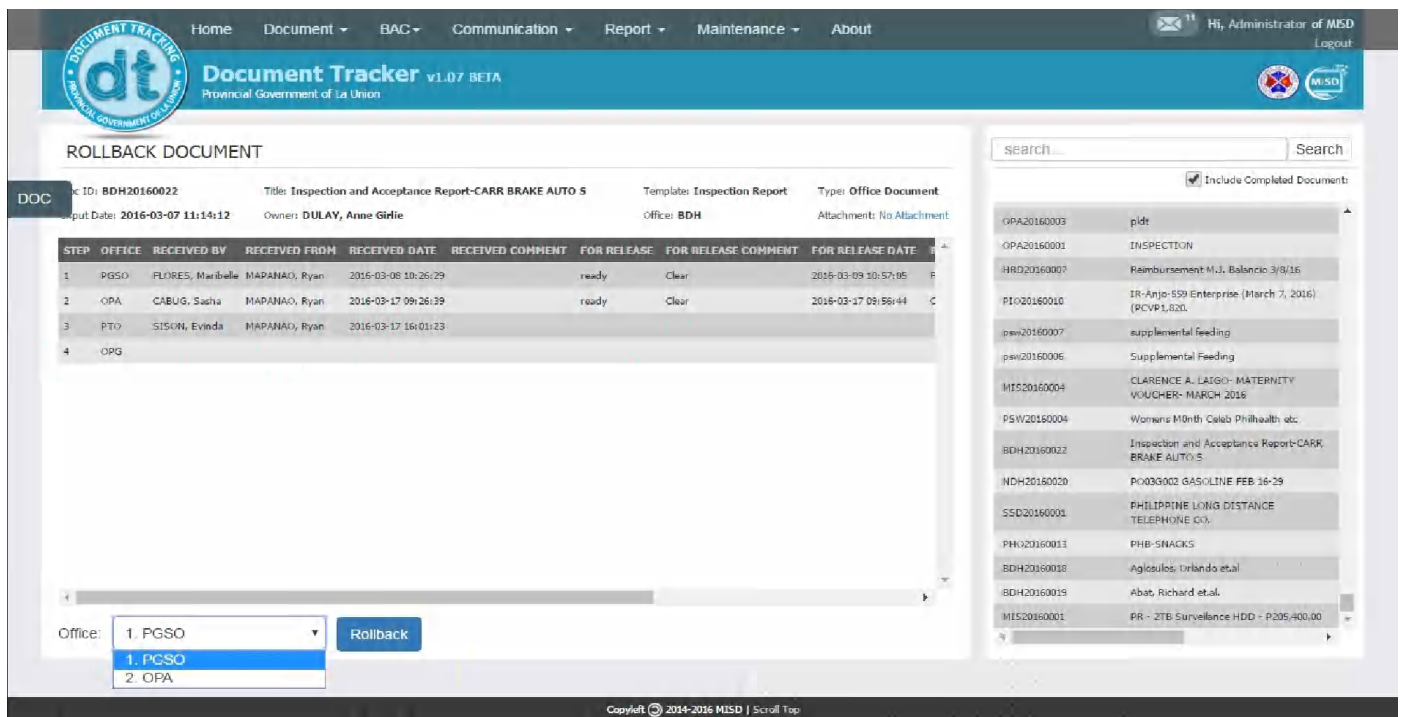


Figure 11. Rollback

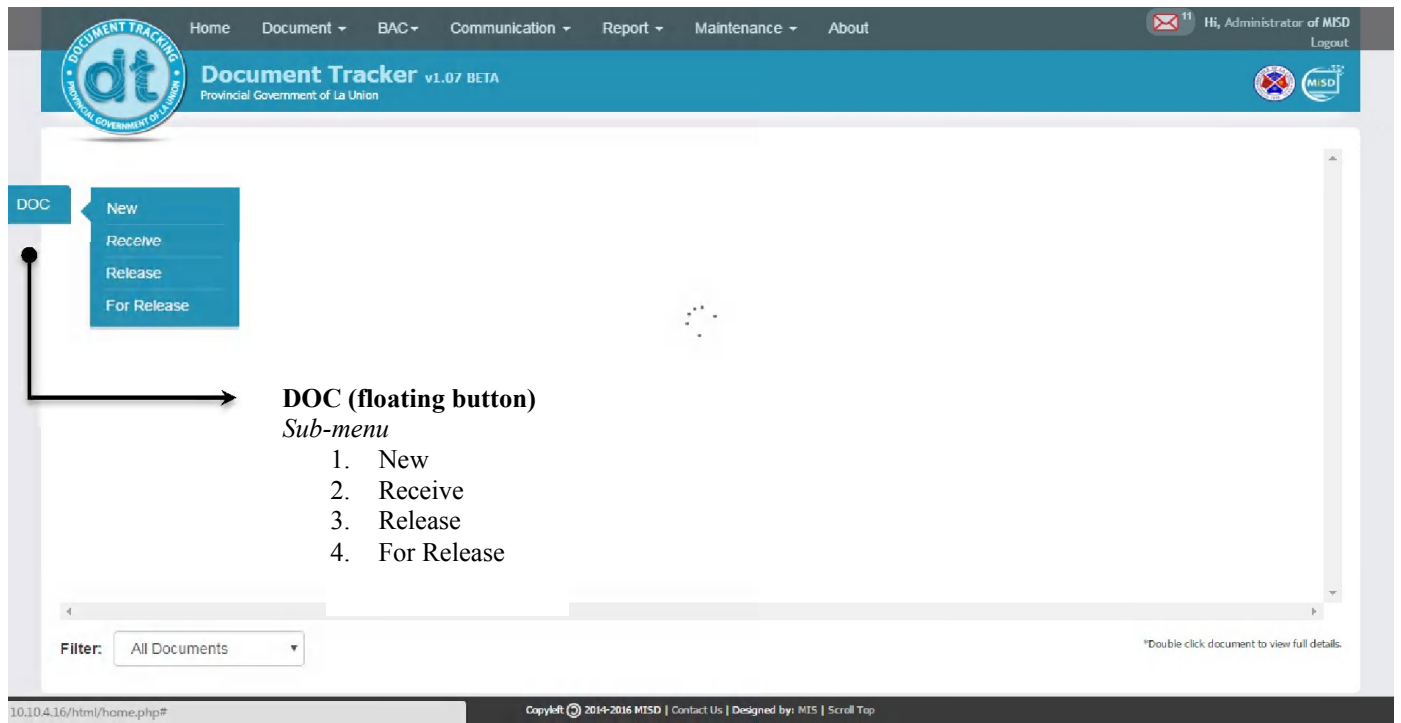


Figure 12. DOC