



DURA COMPUTER SERVICES

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Version: 20241021-001

Electronic Records Archiving System

Customized Developed by:  **SOFTWARE AND HARDWARE SOLUTIONS**
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I. INTRODUCTION

Electronic Records Archiving System (eRAS) is a customized and direct Integration system to other related SCL Software Solutions like Electronic Carding (eCarding). eRAS aims to digitalized hard copy of any office documents like Financial Documents, Payroll and Salary documents Audit Office Memos (AOM's). Intel Office documents like Letters, Memorandum and other related documents. This aims to preserve the documents life and storing it digitally using Database Management. Also, it will help to easily recall / reprint the documents since it can be search via document reference number, Payee name or keyword. eRAS has also its feature called OCR or Optical Character Recognition a technology that connects text from images into machine readable text to easily upload / manages the system data. Likewise eRAS aims to boost the employees productivity output.

II. MANUAL

A. INSTALLATION GUIDE AND TROUBLESHOOTING GUIDE

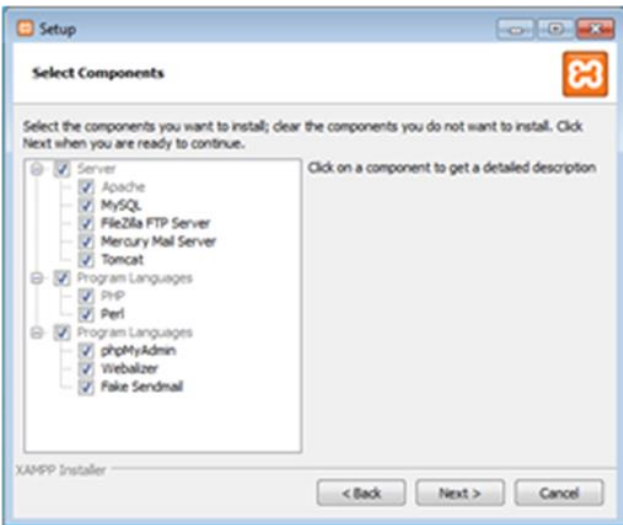
INSTALLATION AND OPERATING MANUAL

I. DATABASE INSTALLATION

1. Double click on **xampp-win32-7.0.30-0-VC14-installer** on **Installer Folder** to install the MySQL XAMPP Server. Click on **Yes** button then Click **Next** on Set up XAMPP Server Installation.



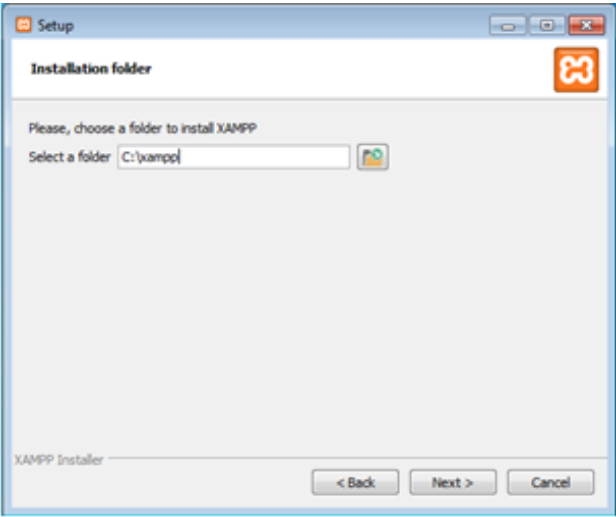
2. Click **Next** button.



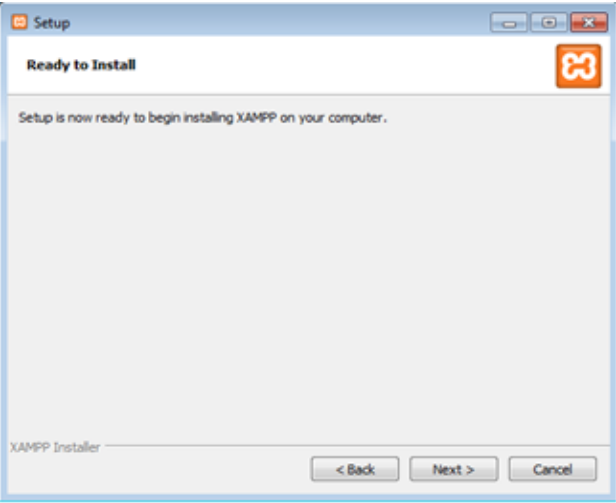
3. A default **c:\xampp** drive directory to install XAMPP Server as default directory. Click on **Next** button.

4. Uncheck learn more about Bitnami for XAMPP. Click on **Next** button

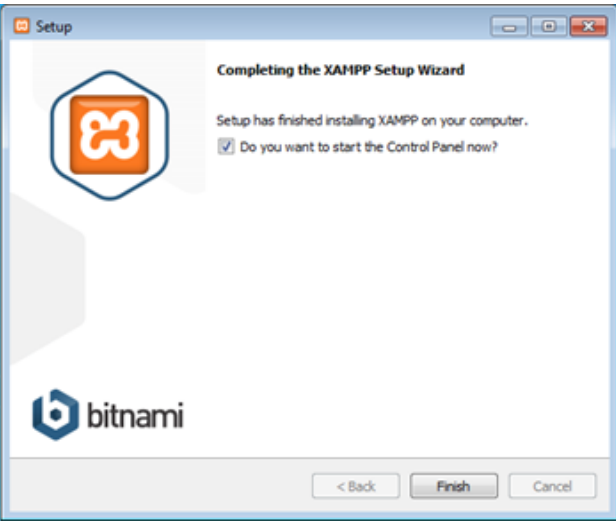




5. Click **Next**. Installation on progress will execute.



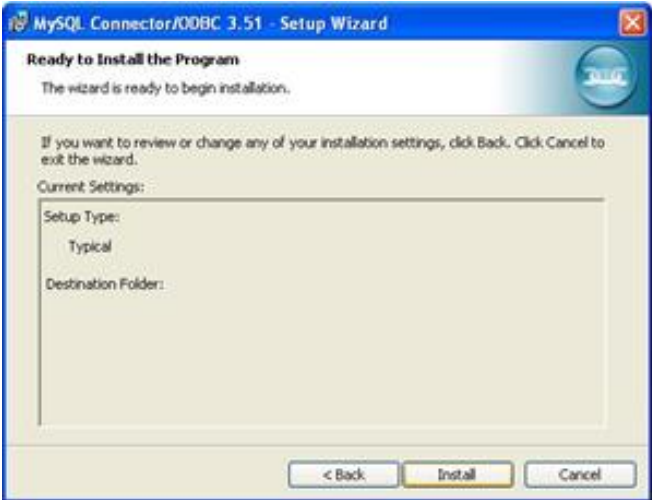
6. Select Launch XAMPP Server now and click on Finish button.



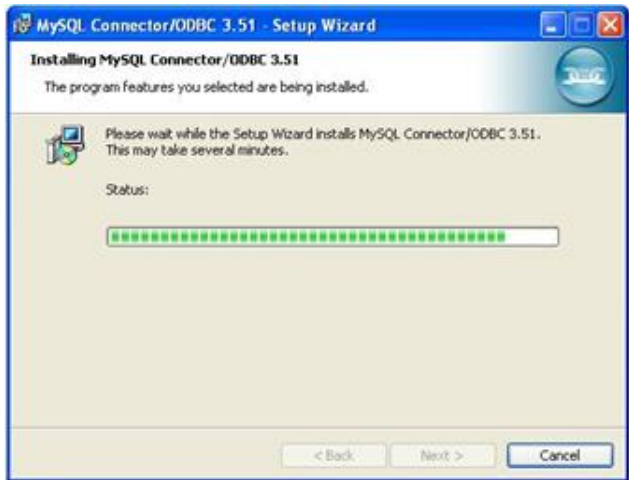
INSTALLATION AND OPERATING MANUAL

II. My SQL Database 5.0 ODBC Connector

1. Double click on **MySQL 3.51 ODBC Connector.exe on Installer Folder** to install the My SQL Database 3.51 ODBC Connector. Click on Next button to continue installation.
2. Choose on Setup Type Installation. Select Typical Installation and Click on Next button.



3. Click on Install button. Wait until the installation wizard finished the process.
4. Click on Finish button to complete the installation.

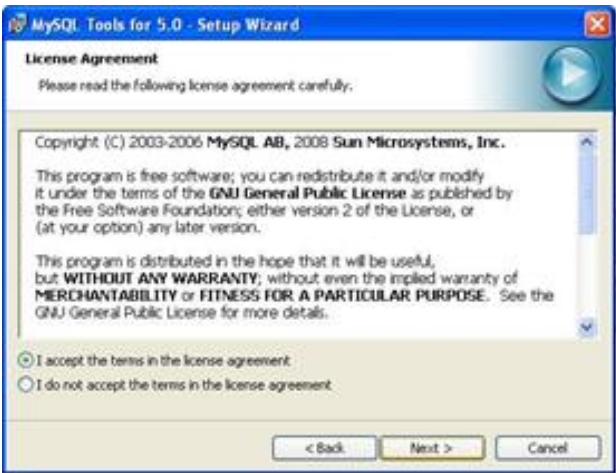


INSTALLATION AND OPERATING MANUAL

III. My SQL Database Administrator

Note: This is to restore/back up database of eRAS

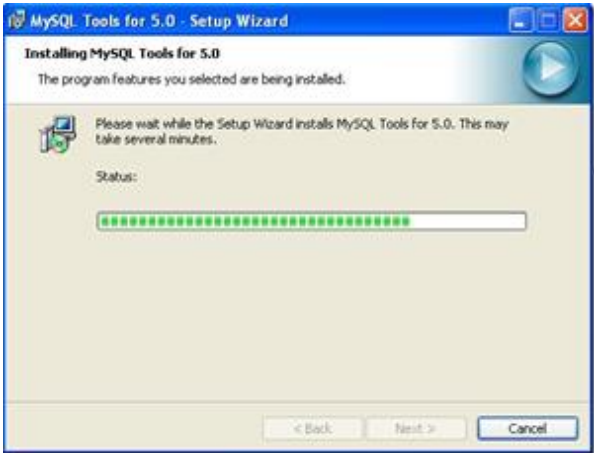
1. Double click on **mysql-gui-tools-5.0-r17-win32.msi** on **Installer Folder** to install the My SQL Database Administrator. Click on Next button to continue installation.
2. Select I accept the agreement (license agreement) option then click **Next** button.



3. A default **C:\Program Files\MySQL\MySQL Tools for 5.0** drive directory to install My SQL 5 Tools. Click on **Next** button
4. Choose on Setup Type Installation. Select Complete Installation and Click on Next button.



5. Wait until the installation copy and extract files
6. Click on Finish button to successfully done the installation.



INSTALLATION AND OPERATING MANUAL

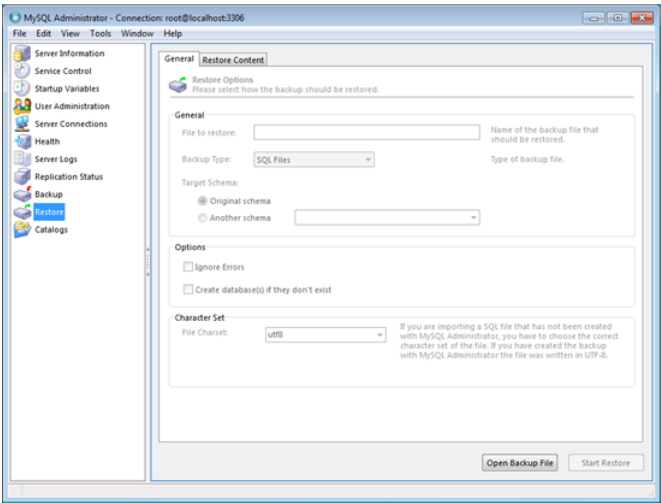
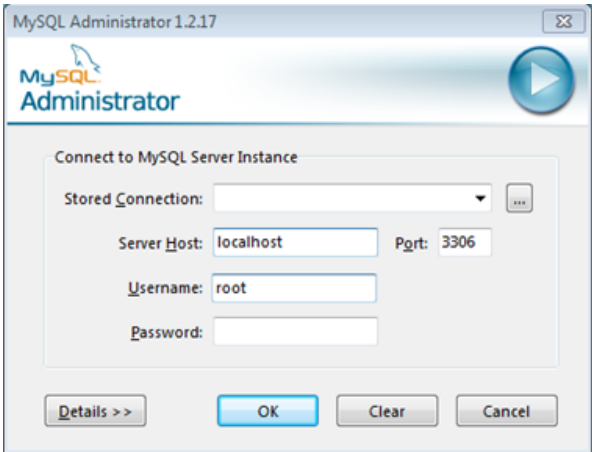
IV. UPLOAD/ RESTORE POS DATABASE

Note: Installation 1 to 111 should be successfully done.

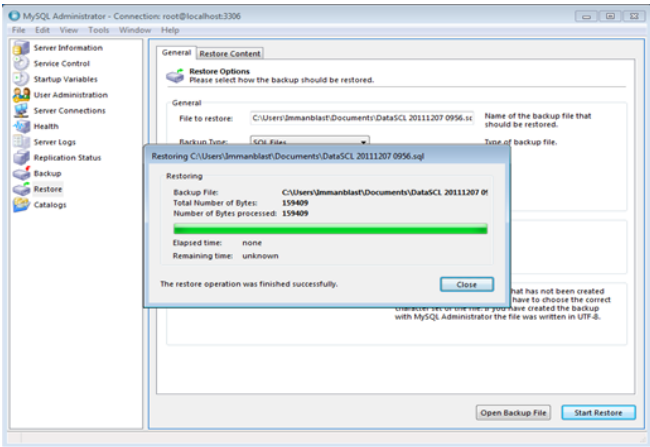
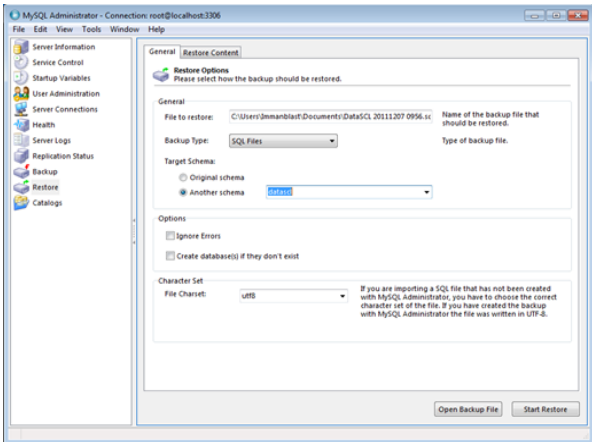
1. Double click on the My SQL Administrator executable file. Supply on account; server host as **localhost** username as **root** and a blank password.

2. Click on Ok button and another Ok button warning sign message setting.

3. Main My SQL Admin Pane will prompt.



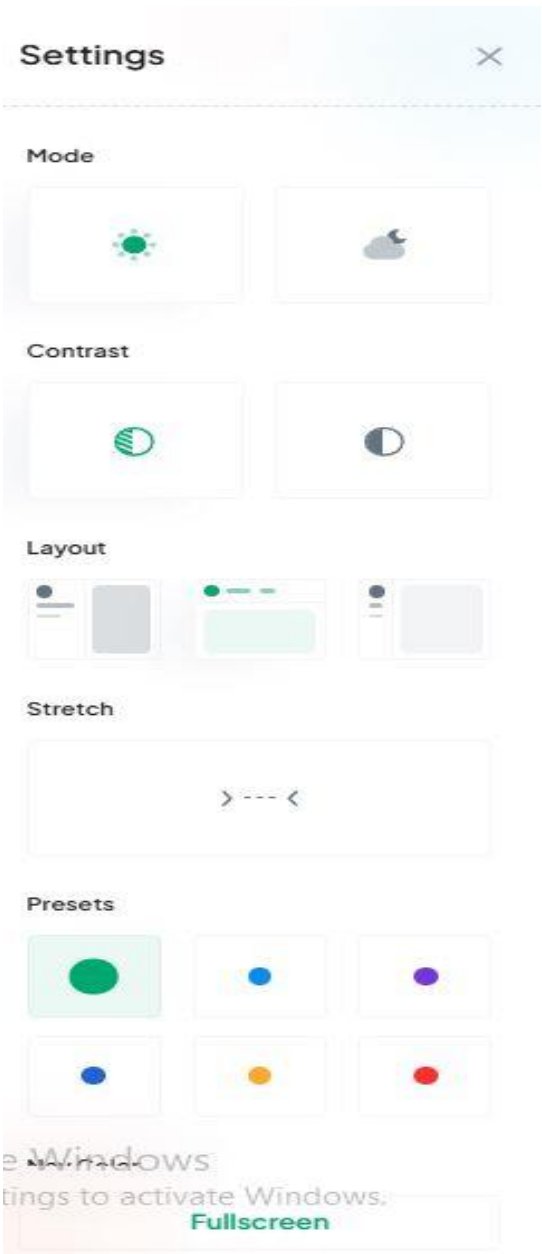
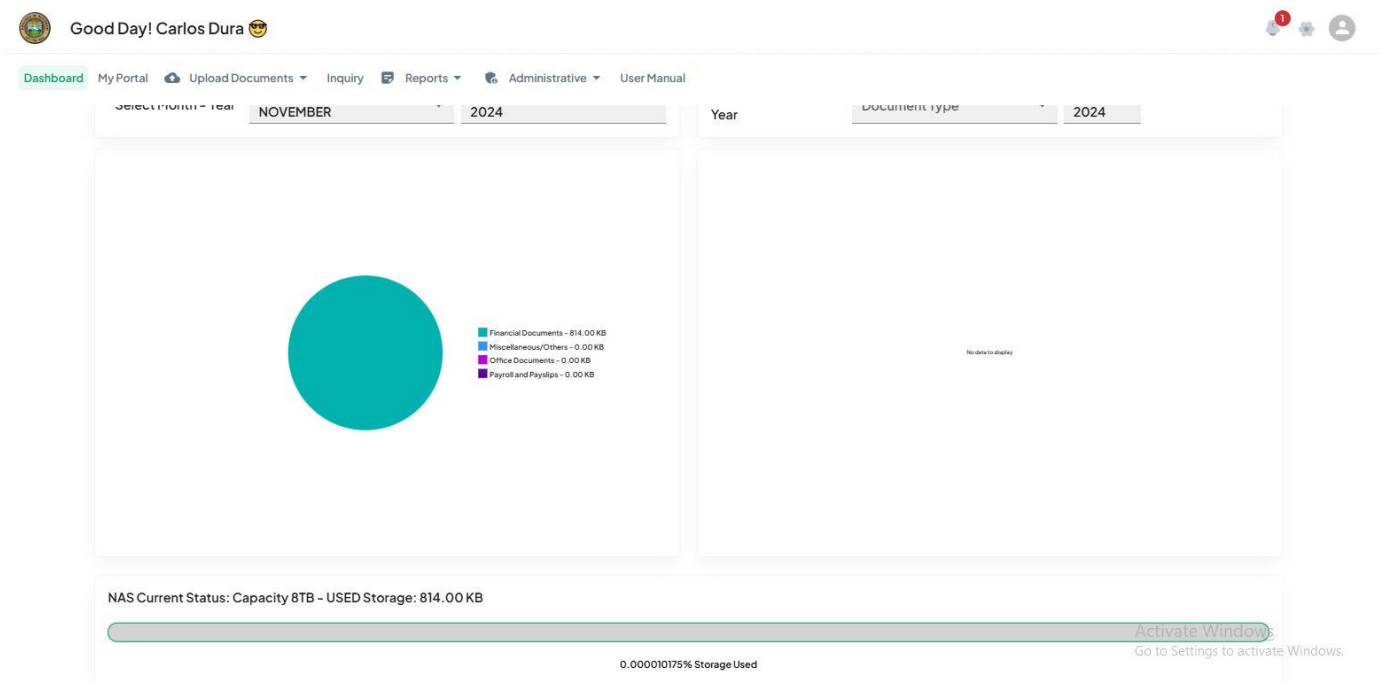
4. Select/ Click on Restore Menu list on the let side of the Main Pane. → Click on Open Back up File on **Database** Folder found on the CD Installer Drive → An Open File menu will pop-up, then browse on the CD Drive and look in Database folder and select the back up database. → Check on the option pane **Ignore Errors and Create database(s) if they don't exist**. → click on **Start Restore** button.



5. Wait until the Restoration of database will finish and a message of restoration of database was finished successfully. Click on Close button and close the main form.

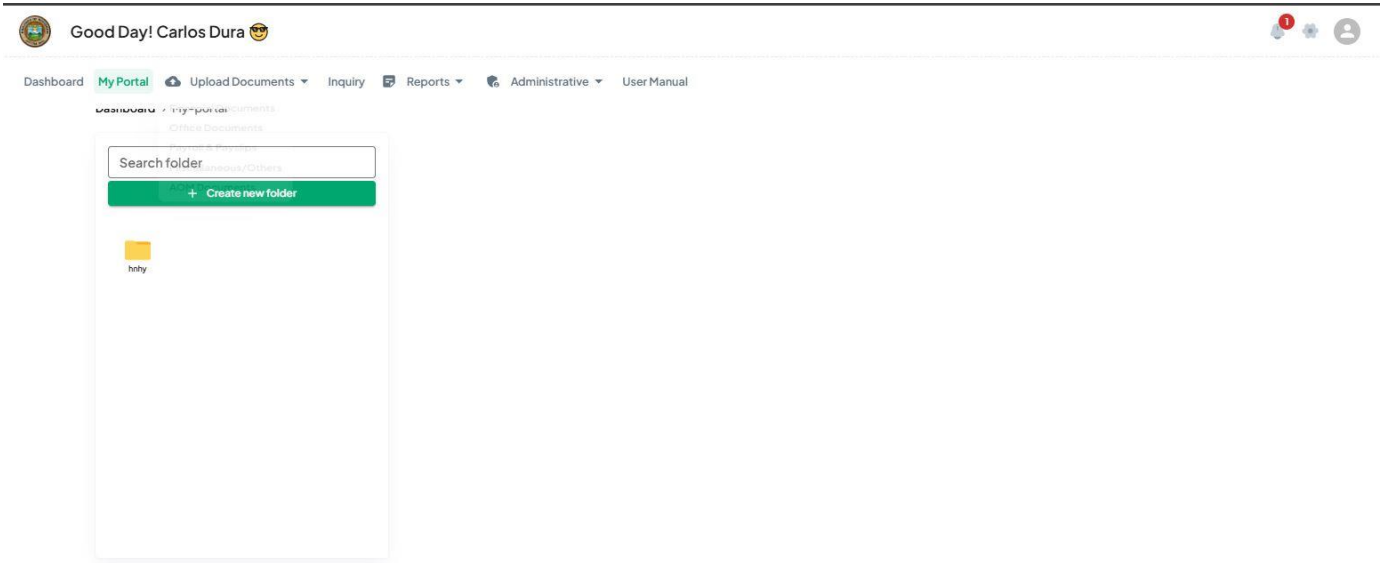
B. USER SYSTEM MANUAL

I. DASHBOARD

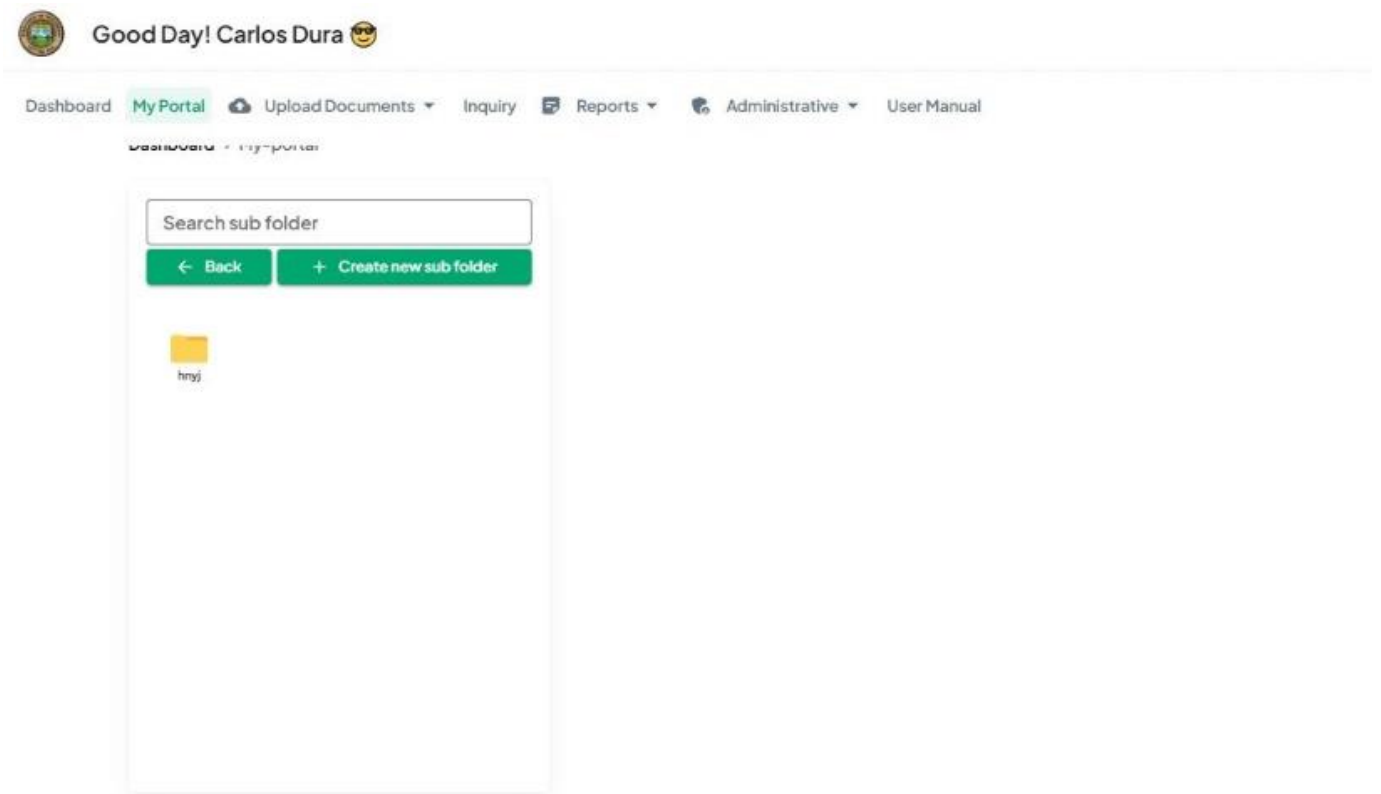


- You can change Mode, Contrast, Layout, Presets by clicking the SETTINGS ICON located in the upper right corner.

II. MY PORTAL



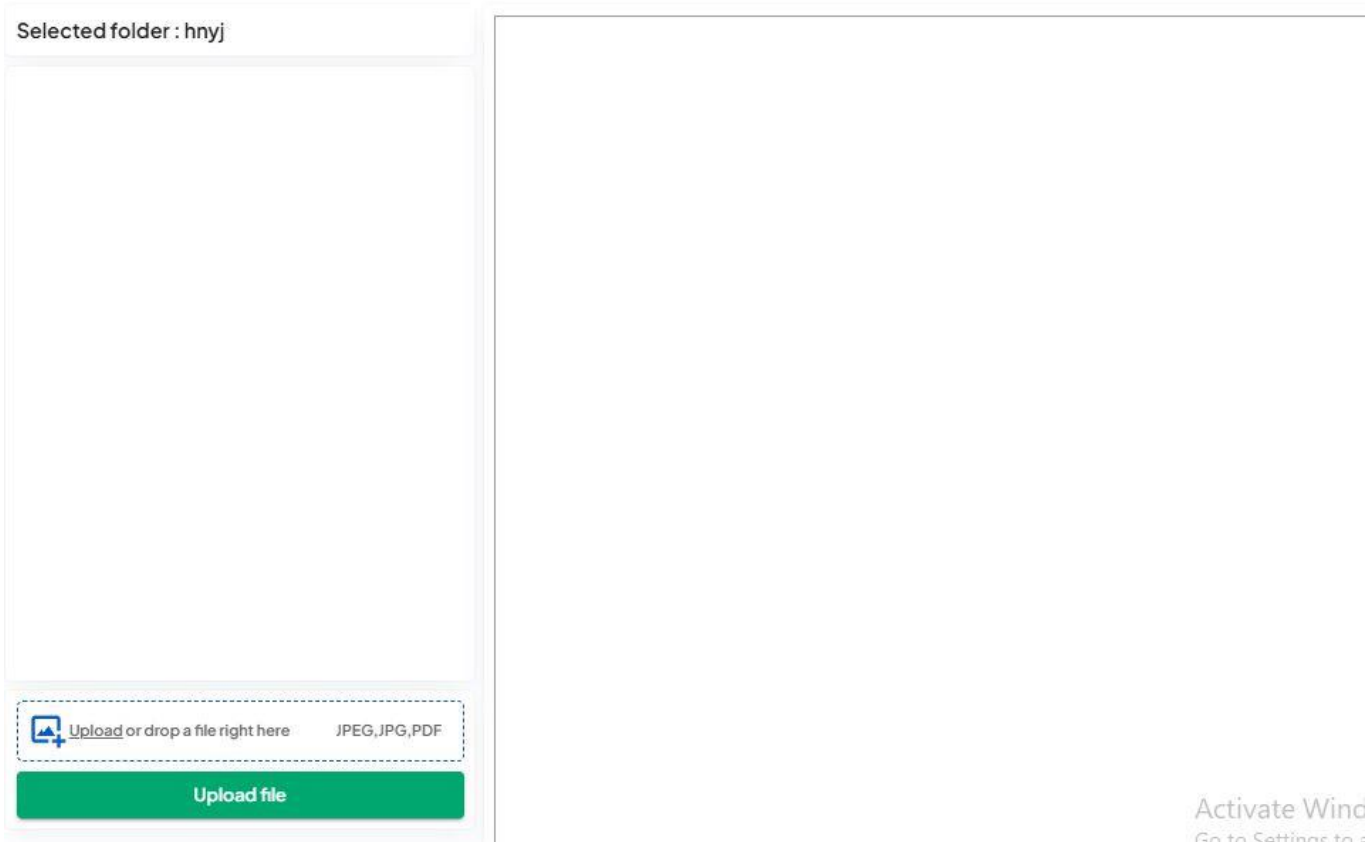
- You can use the SEARCH bar to look for folder name.
- Simply click the CREATE NEW FOLDER button to create a new folder.
- Simply move the cursor to the folder and select the trash icon to remove it.



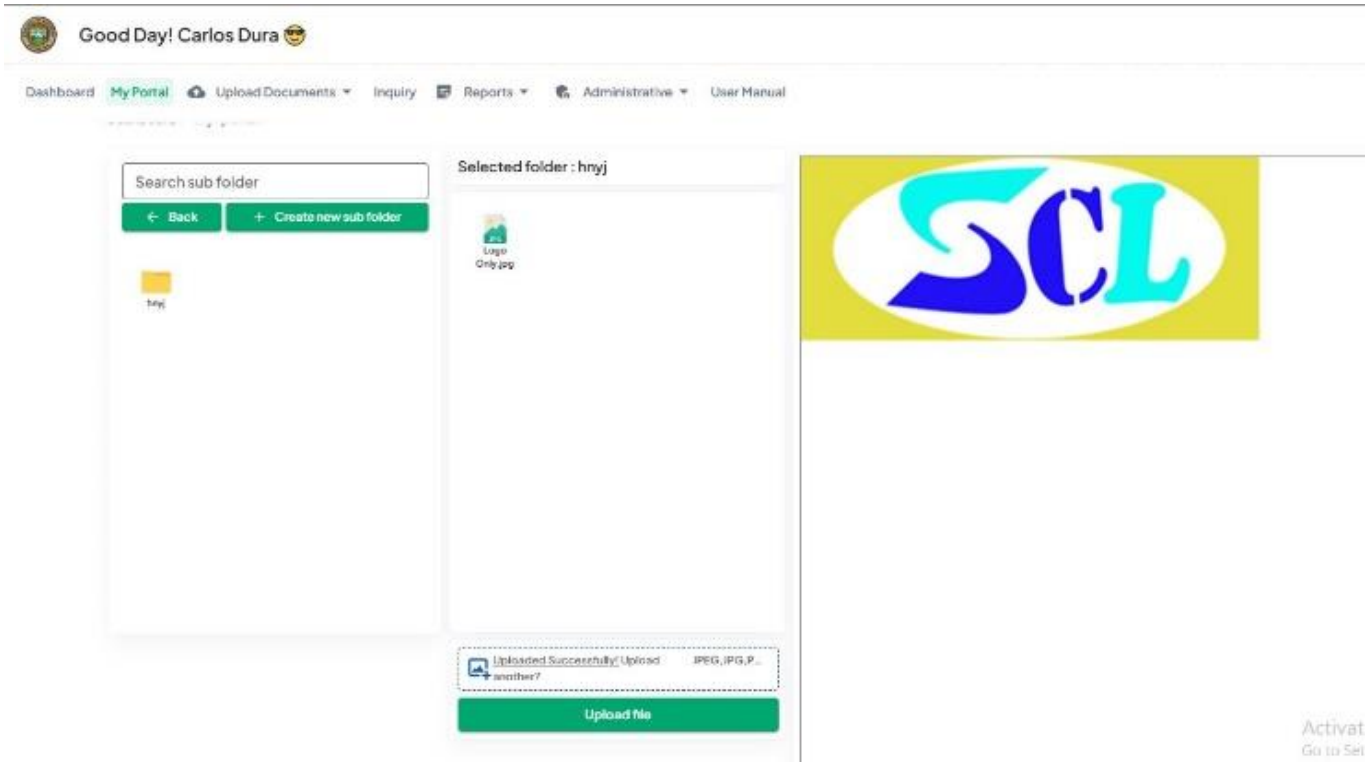
- Click the portal folder to which you want to add a new subfolder, then select the CREATE NEW SUB FOLDER button.

-
- Simply type the folder name and press the ENTER key on your computer to create a new folder.

-
- Simply type the sub folder name and press the ENTER key on your computer to create a new sub folder.



- Click the image icon, choose a file from your local computer, and then click the **UPLOAD FILE** button to upload the file to the subfolder.



- Simply click the uploaded file to view it.

III. UPLOAD DOCUMENTS

A. FINANCIAL DOCUMENTS

Good Day! Carlos Dura

DashboardMy PortalUpload DocumentsInquiryReportsAdministrativeUser Manual

Upload Financial Documents

Dashboard > Upload-financial-documents

Select Scanner

Document Type

Financial Documents

Sub Document

Reference ID

FD202411

DV No

DV Date

19/11/2024

JEV No

ORS No

Payee

Office

Particulars

Amount

eRAS Notes

Keyword

File Name

File Size (KB)

Save

New/Clear

Browse From E-Carding

Attach File

Scan New Document

Preview Scanned Document

Activate Windows

Go to Settings to activate Windows.

- Click the **SAVE** button after entering the necessary information to upload **FINANCIAL DOCUMENTS**.
- To remove all of the entered data, click the **NEW/CLEAR** button.
- To obtain information from e-carding data, click the **BROWSE FROM E CARDING** button.
- To obtain a file from your local computer, click the **ATTACH FILE** button.
- To scan a document by choosing the scanner name, click the **SCAN NEW DOCUMENT** button.

Search From Ecarding

X

Filter Type

DV No

DV Date

ORS No

Office

Status

No Data Found

Rows per page: 25

0-0 of 0

<

>

- By choosing the appropriate filter type, you may use the Filter Type bar to find the DV Number.

B. OFFICE DOCUMENTS

Good Day! Carlos Dura

Dashboard

My Portal

Upload Documents

Inquiry

Reports

Administrative

User Manual

Upload Office Documents

Dashboard > Upload-office-documents

Select Scanner

Document Type

Accounting Office Documents

Sub Document

Reference ID

AOD202411

Document Date

dd/mm/yyyy

Document Nature

Office From

Office To

Select Department

Personnel Name

Subject

Keywords

eRAS Notes

File Name

File Size

Save

New/Clear

Attach File

Scan New Document

Preview Scanned Document

- Click the SAVE button after entering the necessary information to upload OFFICE DOCUMENTS.
- To remove all of the entered data, click the NEW/CLEAR button.
- To obtain a file from your local computer, click the ATTACH FILE button.
- To scan a document by choosing the scanner name, click the SCAN NEW DOCUMENT button.

C. PAYROLL AND PAYSリップ

Good Day! Carlos Dura

Dashboard

My Portal

Upload Documents

Inquiry

Reports

Administrative

User Manual

Upload Payroll & Payslips Documents

Dashboard > Upload-payroll-documents

Select Scanner

Document Type

Payroll and Payslips

Sub Document

Reference ID

PP202411

DV No

DV Date

dd/mm/yyyy

JEV No

ORS No

Payee

Office

Select Department

Particulars

Amount

eRAS Notes

Keyword

File Name

File Size (KB)

Save

New/Clear

Browse From E-Carding

Attach File

Scan New Document

Preview Scanned Document

- Click the SAVE button after entering the necessary information to upload PAYROLL AND PAYSリップS DOCUMENTS.
- To remove all of the entered data, click the NEW/CLEAR button.
- To obtain information from e-carding data, click the BROWSE FROM E CARDING button.
- To obtain a file from your local computer, click the ATTACH FILE button.
- To scan a document by choosing the scanner name, click the SCAN NEW DOCUMENT button.

Search From Ecarding

Filter Type

DV No

DV Date

ORS No

Office

Status

No Data Found

Rows per page: 250-0 of 0

- By choosing the appropriate filter type, you may use the Filter Type bar to find the DV Number.

D. MISCELLANEOUS / OTHERS DOCUMENTS

Good Day! Carlos Dura

DashboardMy PortalUpload DocumentsInquiryReportsAdministrativeUser Manual

Upload Miscellaneous & Other Documents

Select Scanner

Document Type
Miscellaneous/Others

Sub Document

Reference ID
MO202411

Document Category

DV No

DV Date
dd/mm/yyyy

JEV No

ORS No

Payee

Office

Select Department

Particulars

Amount

Date Received
dd/mm/yyyy

Address To

Subject

eRAS Notes

Keyword

File Name

File Size (KB)

Attach File

Scan New Document

Preview Scanned Document

Save

New/Clear

Browse From E-Carding

Activate Windows
Go to Settings to activate Windows.

- Click the SAVE button after entering the necessary information to upload MISCELLANEOUS AND OTHER DOCUMENTS.
- To remove all of the entered data, click the NEW/CLEAR button.
- To obtain information from e-carding data, click the BROWSE FROM E CARDING button.
- To obtain a file from your local computer, click the ATTACH FILE button.
- To scan a document by choosing the scanner name, click the SCAN NEW DOCUMENT button.

Search From Ecarding

Filter Type

DV No

DV Date

ORS No

Office

Status

No Data Found

Rows per page: 250-0 of 0

- By choosing the appropriate filter type, you may use the Filter Type bar to find the DV Number.

E. AOM DOCUMENTS

Good Day! Carlos Dura

Dashboard

My Portal

Upload Documents

Inquiry

Reports

Administrative

User Manual

Upload AOM Documents

Dashboard > Upload-aom-documents

Select Scanner

Document Type
AOM Documents

Subject

For

eRAS Notes

Keyword

File Name

File Size (KB)

Save

New/Clear

Browse From E-Carding

Reference ID
AOM202411

Date Received
dd/mm/yyyy

To

Attach File

Scan New Document

Preview Scanned Document

- Click the SAVE button after entering the necessary information to upload AOM DOCUMENTS.
- To remove all of the entered data, click the NEW/CLEAR button.
- To obtain information from e-carding data, click the BROWSE FROM E CARDING button.
- To obtain a file from your local computer, click the ATTACH FILE button.
- To scan a document by choosing the scanner name, click the SCAN NEW DOCUMENT button.

Search From Ecarding

Filter Type

DV No

DV Date

ORS No

Office

Status

No Data Found

Rows per page: 25

0-0 of 0

- By choosing the appropriate filter type, you may use the Filter Type bar to find the DV Number.

IV. INQUIRY

Good Day! Carlos Dura

Dashboard

My Portal

Upload Documents

Inquiry

Reports

Administrative

User Manual

Search Via Keyword

Document Type

Reference ID

DV No

DV Date

JEV No

ORS No

Particulars

Payee

Office

Department

Amount

eRAS Notes

Keyword

Archived By

Archived Date/Time

File Name

File Size

Activate Windows

Go to Settings to activate Windows.

Search Document Filter By Keyword

Document Type

DV No

JEV No

Payee

Office

Sub Document Type

DV Date From

DV Date To

Upload Date From

Upload Date To

Particulars

Department

Keyword

Search with Filter

Clear Filter

Document Type

Sub Document Type

DV No

Payee

Department

Particulars

Amount

Archived By

No Data Found

Rows per page: 25

0-0 of 0

- You can search for the information you need by using the SEARCH VIA KEYBOARD button.
- To search with a filter, click the SEARCH WITH FILTER button.
- To remove the filter, press the CLEAR FILTER button.

V. REPORTS

A. SUMMARY OF ARCHIVED BY CATEGORY AND PERIOD DATE

Summary of Archived By Department and Date Range

- Simply choose the date range and document type, then press the "generate" button.

Document Type *

Date From *
dd/mm/yyyy

Date From *
dd/mm/yyyy

Generate

B. SUMMARY OF ARCHIVED BY DEPARTMENT AND PERIOD DATE

Summary of Archived By Department and Date Range

Department *

Date From *
dd/mm/yyyy

Date From *
dd/mm/yyyy

Generate

- Simply choose the date range and department, then press the "generate" button.

C. MASTERLIST SUMMARY OF ARCHIVED BY DOCUMENT TYPE

Summary of Archived By Masterlist

Date From *
dd/mm/yyyy

Date From *
dd/mm/yyyy

Generate

- Simply choose the date range, then press the "generate" button to generate masterlist.

D. COA TRANSMITTAL REPORT

COA Transmittal Report

Document Type

Date From *
dd/mm/yyyy

Date From *
dd/mm/yyyy

Generate

- Simply choose the date range and document type, then press the "generate" button to generate COA transmittal report.

VI. ADMINISTRATIVE

A. DOCUMENT TYPE LIST

Good Day! Carlos Dura

DashboardMy PortalUpload DocumentsInquiryReportsAdministrativeUser Manual

Document Type List

Dashboard > Document-type-list

Search

Document Type ListScanner ListUser ListDepartment ListeRAS Logs

Document Name	Acronym	
Financial Documents	FD	Add Sub Document
Office Documents	OD	Add Sub Document
Payroll and Payslips	PP	Add Sub Document
Miscellaneous/Others	MO	Add Sub Document

Rows per page: 251-4 of 4

- Click the ADD SUB DOCUMENT button to add a subdocument to the document type.
- You can use the SEARCH bar to look for Document Type.

Search

×

Sub Document Name

qweqwe

Sub Document Name

Save

- To Add new Sub Document Name, enter Sub Document Name and click the SAVE button.

Search

×

Sub Document Name

qweqwe

Sub Document Name
qweqwe

Update

- To modify the subdocument name, click the PEN icon.
- Click the UPDATE button once the Sub Document Name has been modified.
- To remove the subdocument name, click the TRASH ICON.

Data has been deleted successfully.

- A pop-up message if the data deletion was successful.

New subdocument has been saved.

- If the data has been successfully saved, a pop-up notice will appear.

Confirm Deletion.

Are you sure you want to delete this data?

Yes

No

- Confirmation to delete data by clicking the trash icon.

B. SCANNER LIST

Good Day! Carlos Dura

Dashboard

My Portal

Upload Documents

Inquiry

Reports

Administrative

User Manual

Financial Documents

Scanner List

Dashboard

Scanner-list

Miscellaneous/Others

ACM Documents

Search

Add Scanner

Scanner Name

Dedicated Path Name

hfnvb

yes

Rows per page: 25 1-1of1

- To Add new scanner, click the ADD SCANNER button.
- You can use the SEARCH bar to look for Scanner Name.
- To modify the scanner name, click the PEN icon.
- To remove the scanner name, click the TRASH ICON.

Add New Scanner✕

Scanner Name

Dedicated Path Name

Save Data

- To add new scanner, enter SCANNER NAME and DEDICATED PATH NAME and click the SAVE DATA button.

Update Scanner Details✕

Scanner Name
hfnvb

Dedicated Path Name
yes

Update Data

- Click the UPDATE DATA button once the Scanner details has been modified.

Confirm Deletion.

Are you sure you want to delete this data?

Yes

No

- Confirmation to delete data by clicking the trash icon.

C. USER LIST

Good Day! Carlos Dura 😊

Dashboard My Portal Upload Documents Inquiry Reports Administrative User Manual

User List

Dashboard > User-list

Username

User Level





Full name

Description

Save

New/Clear

Search

Username	User Level	Full Name	Description	
admin	Schema Admin	AdminDefault	MIS	 
carlduracs	Schema Admin	Carlos Dura	MIS	 

Rows per page: 25 1-2 of 2

- Click the SAVE button after entering the necessary information to add a new user.
- To remove all entered data, click the NEW/CLEAR button.
- You can use the SEARCH bar to look for Username.
- To modify the user details, click the PEN icon.
- Click the SAVE button once the user details has been modified.
- To remove the user details, click the TRASH ICON.

Confirm Deletion.

Are you sure you want to delete this data?

Yes

No

- Confirmation to delete data by clicking the trash icon.

D. DEPARTMENT LIST

Good Day! Carlos Dura

Dashboard

My Portal

Upload Documents

Inquiry

Reports

Administrative

User Manual

Department List

Dashboard > Department-list

Search

Add Department

Department Name

testing

Rows per page: 25

1-1 of 1

- To Add new department, click the ADD DEPARTMENT button.
- You can use the SEARCH bar to look for department Name.
- To modify the department name, click the PEN icon.
- To remove the department name, click the TRASH ICON.

Add New Department

Department Name

Save Data

- To add new department, enter DEPARTMENT NAME and click the SAVE DATA button.

Update Department Details

Department Name

testing

Update Data

- Click the UPDATE DATA button once the department name has been modified.

Confirm Deletion.

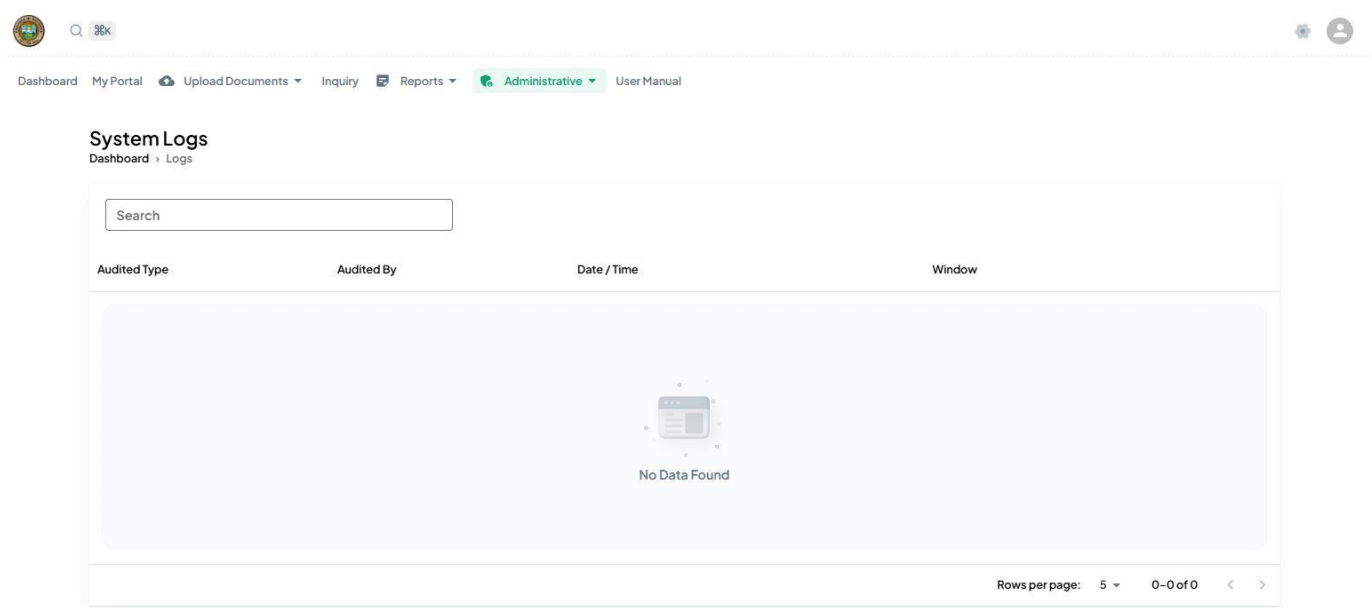
Are you sure you want to delete this data?

Yes

No

- Confirmation to delete data by clicking the trash icon.

E. ERAS LOGS



- For SYSTEM LOGS you can use the SEARCH bar to look for Audited Type.

C. TECHNICAL INSTALLATION ON SCANNER

I. Turning On Device

1. Make sure the power supply wire is plugged at the back of the device to the power source.



2. Push the “power button” to turn on the device.

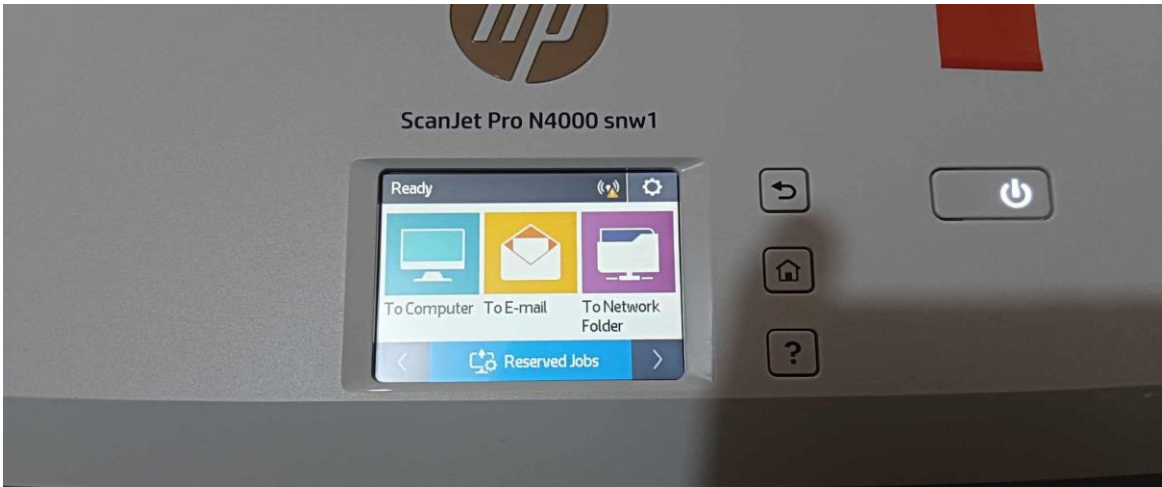


II. Turning Off Device

- 1. While the device is on, hold the power button for 5 seconds.
- 2. Wait for the device to shut down completely before unplugging the wire.

III. Network Connectivity (Wifi/LAN)

- 1. In the Device User Interface Screen, tap the cog icon on the upper right corner of the screen.



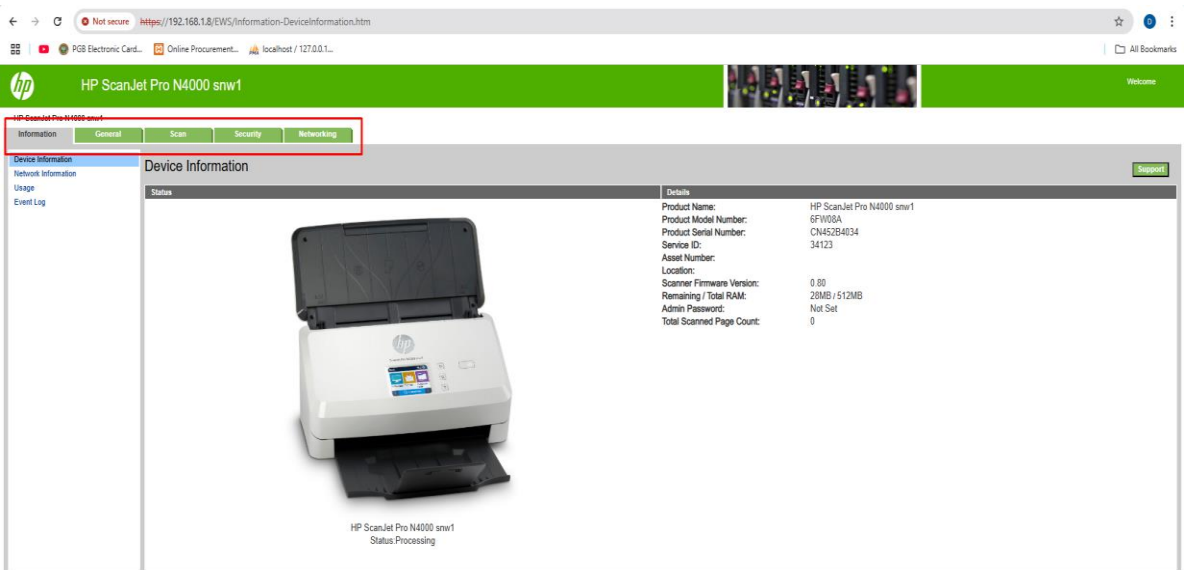
- 2. Tap connectivity and select which connection you prefer, either Wireless Network (Wifi Connectivity) or Wired Network (LAN Connectivity).
- 3. If Wifi is selected, tap the Available Networks. Scan and tap the preferred network and enter the password. If connected, tap the current network then you will be provided with an IP Address.



- 4. If LAN, you will be provided with an IP Address.

IV. Setting up password to device software interface

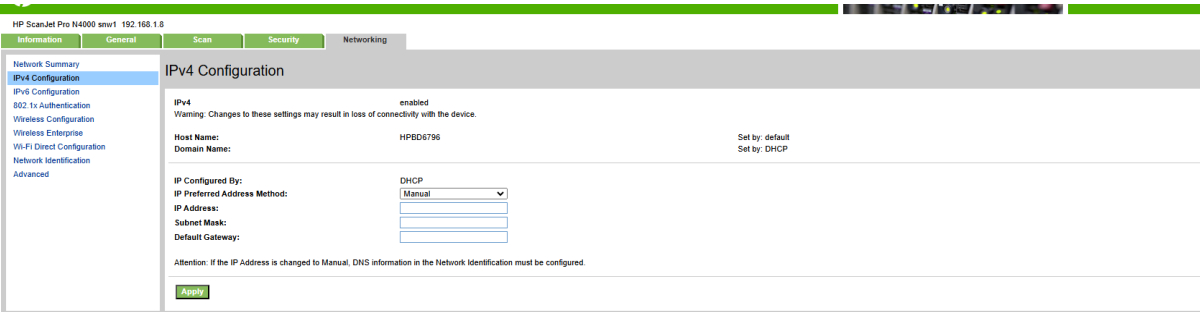
- 1. With the provided IP Address, enter that address in a browser url then you will be directed to an web interface for device configurations. *If you are faced with a Privacy Error, just click Advance then click “Proceed to [IP Address]” link.



- 2. Click the Security Tab, enter new password and verify password then click apply. *Be sure to save that password as it is pretty hard to reset the device.

V. Setting up static IP address

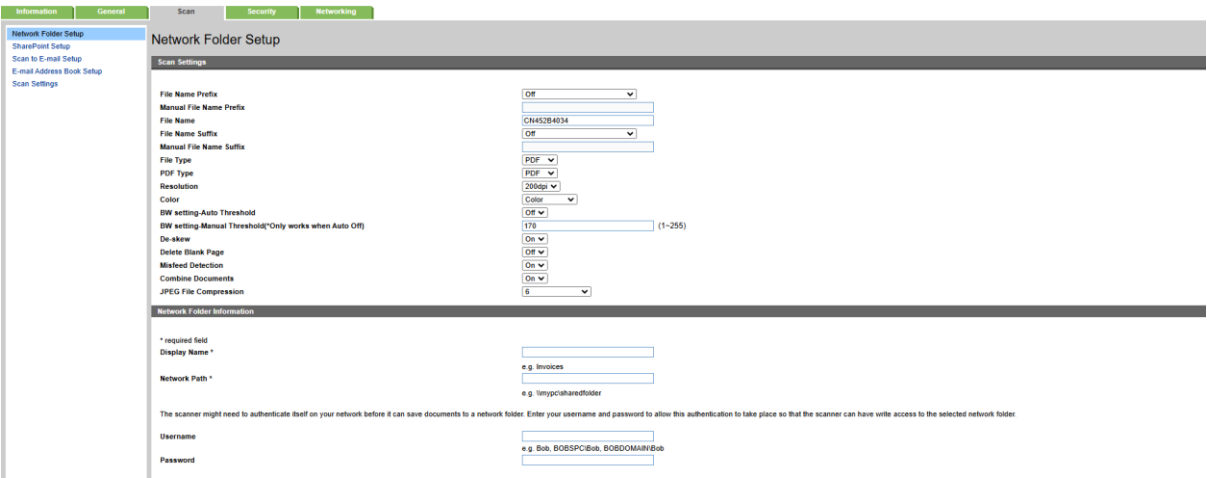
- 1. Same as IV.1.
- 2. Click the Networking Tab then click the “IPv4 Configuration Menu”.



- 3. Next, select “Manual” on the preferred address method.
- 4. Input your preferred IPv4 Address, Subnet Mask, and Default Gateway.
- 5. By clicking apply, the interface will load and will not be accessible. You will need to change the url to the IPv4 address you have set to access again.

VI. Adding allowed network folder

- 1. Same as IV.1.



- 2. Click the Scan Tab then click new.
- 3. Enter necessary/preferred in the “Scan Settings” Section.
- 4. In “Network Folder Information” Section, enter folder name (e.g. Scanner 4).
- 5. Network Path will be the path where you want the scanner to store its scanned documents (e.g. \\192.168.1.8\foldername)
- 6. Then if the network folder is password protected, enter the required Username and Password. If not, just enter “Admin” to both Username and Password.
- 7. Click Save Only or Save and Test if you want to test the connection to the entered network folder.