



Funding the Republic

DOCUMENT TRACKING SYSTEM (DTS)

Quickstart Manual

- 1. How to Send a Document using DTS (*page 2*)**
- 2. How to Receive a Document using DTS (*page 32*)**

DTS Quickstart: How to SEND



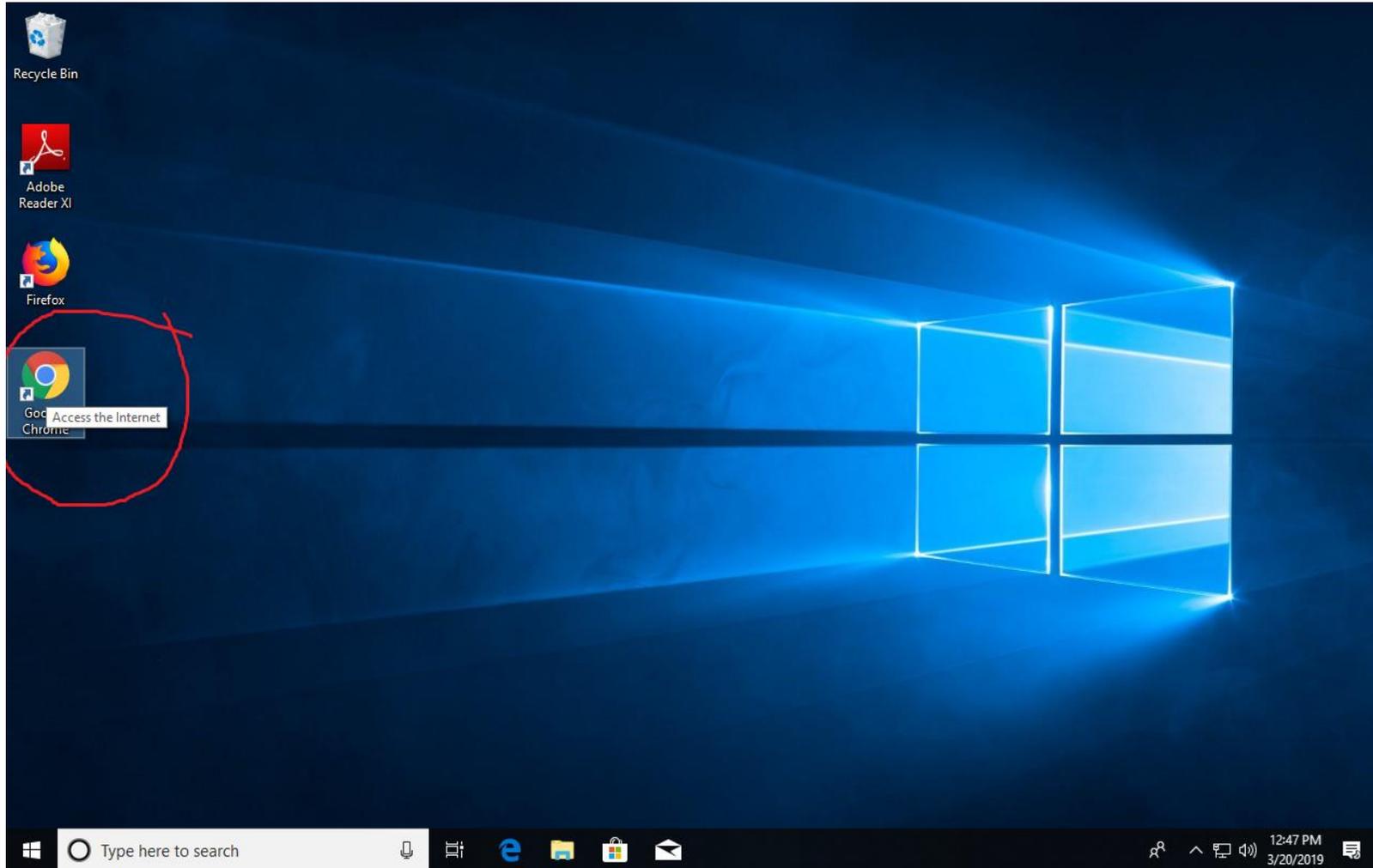
DTS PROCESS: DOCUMENT SENDER/CREATOR

1. **Attach barcode sticker** on the upper right side of the document.
2. **Scan the document** using a document scanner.
3. **Log in to DTS.**
4. **Create a transaction record.**
5. **Attach** the scanned document to the created transaction record.
6. **Input** the document's barcode number using the barcode scanner.
7. **Save** the transaction record.
8. **View** transaction record.
9. **Send** transaction record to the recipient(s)
either through **“Forward”** or **“Add Trace”**

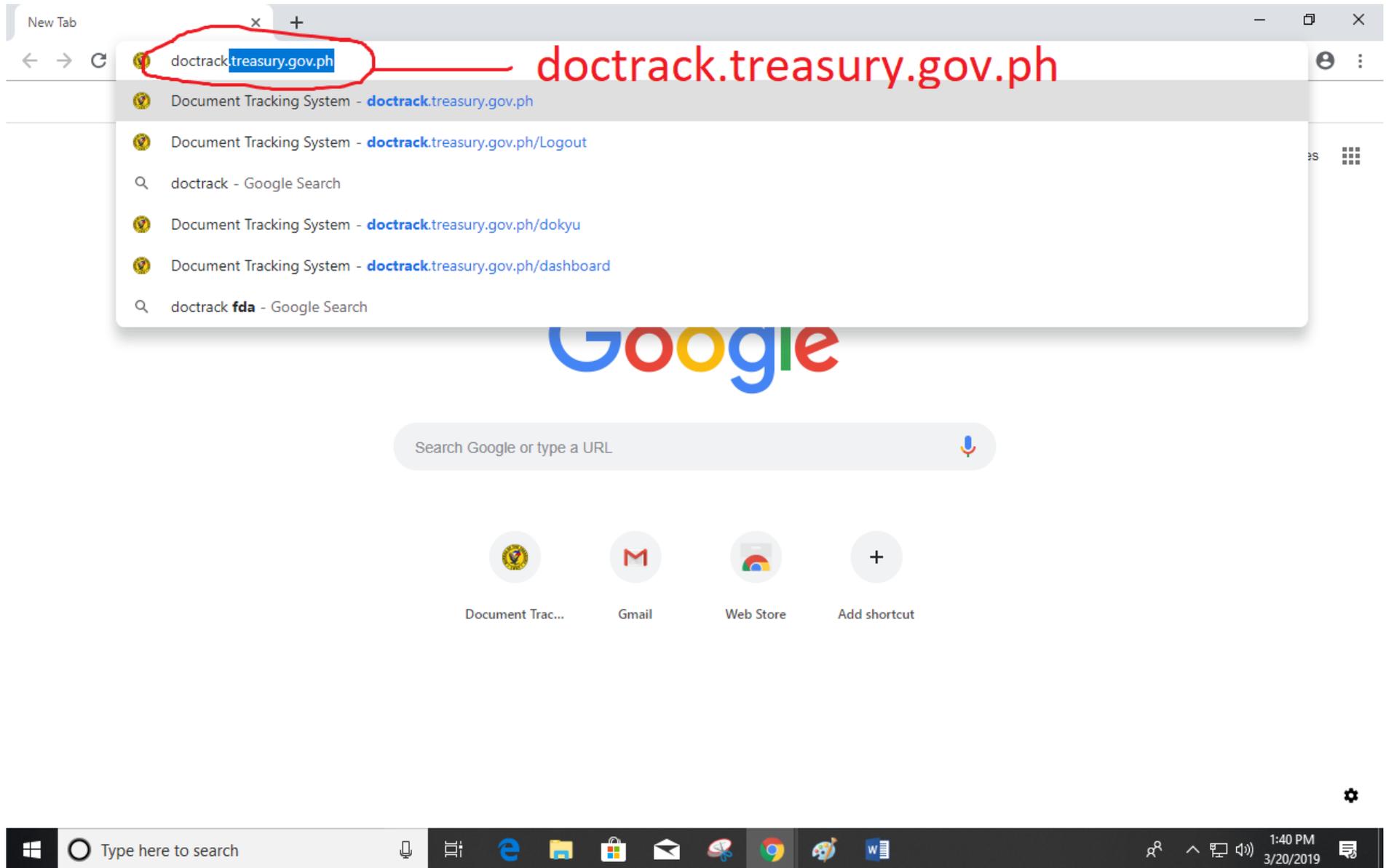
Sender – Source or originator of the document.

Note: This is a supplementary manual to the various trainings/orientations you have already received (see previous Attendance sheets & TPOs), you may also find the Full Policy TOO 4-2019 and DTS End User Manual (Internal) attached to the routed Treasury Memorandum dated 13 March 2019 with the subject "Document Tracking System Internal Module Parallel Run" in hard-copy and in your emails routed by CRMD

HOW TO SEND A DOCUMENT USING DTS



After logging into your computer with your Active Directory credentials,
Click to Open your web browser, preferably Google Chrome



Type in the following: DTS URL in the address bar:
doctrack.treasury.gov.ph, and press Enter



use your Active Directory Username & Password
aka PC Workstation/domain
and include '@treasury.gov.ph'



Use your Active Directory (AD) Username & Password credentials:

_____@treasury.gov.ph,

similar to what you used during login for your PC Workstation/domain, make sure to include '@treasury.gov.ph'. These are the same/synchronized

Document Tracking System

Search Document

Nikita Maan ...

Document Tracking System

DASHBOARD SECTION MANAGER MY GROUPS REVIEW LOGS

My Recent Documents

No Records Found

Recent Sections

No results found.

Shared Drive

Announce...

Repositories

MISS TRAINING 14/01/2019 Repository for FOR

doctrack.treasury.gov.ph/dashboard#open

Type here to search

1:51 PM 3/20/2019

To CREATE a document as Sender/Source,
Find your folder under Repositories

Once you have successfully logged in, you can see the folders you are authorized to view. To create a document as the sender/source/originator, find your folder under Repositories. **Click Repository of your Service first, you will find your Division's folder there.**

Document Tracking System

Search Document

Nikita Maan ...

Document Tracking System

DASHBOARD SECTION MANAGER MY GROUPS REVIEW LOGS

Repositories

New Section Create Record Add Attributes

Repositories / MISS

Show 10 entries

Search:

File Name	Description	Last Date Modified
SDD	Systems Development Division	August 9, 2017 12:00 am
BTR Sample File	Sample description	March 14, 2019 11:18 am

Showing 1 to 6 of 6 entries

Previous 1 Next

Bureau of the Treasury. © 2016-2017

Type here to search

1:55 PM 3/20/2019

You can only access your own Division's folder and some files from your Service, but not other divisions in your own Service or other Services. **Click your Division's folder in the repositories.**

Document Tracking System

Search Document

Nikita Maan ...

Document Tracking System

DASHBOARD SECTION MANAGER MY GROUPS REVIEW LOGS

Repositories

New Section Create Record Add Attributes

Repositories / MISS / SDD

Create a New Record aka document

Show 10 entries Search:

File Name	Description	Last Date Modified
Sample New Section	Sample Description	Not yet modified
File Name 10172018	Description 10172018	October 17, 2018 2:47 pm

Showing 1 to 7 of 7 entries

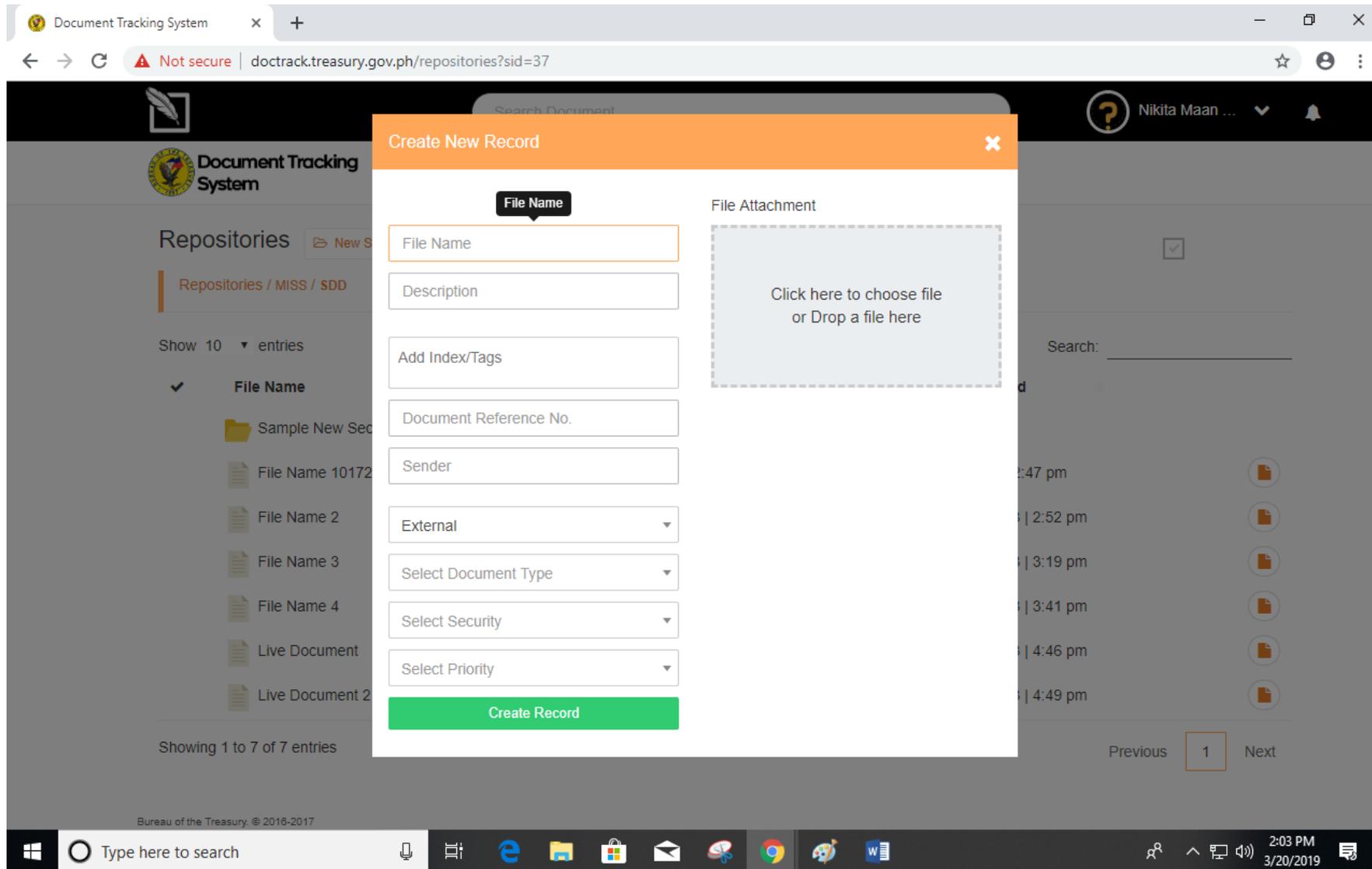
Previous 1 Next

doctrack.treasury.gov.ph/createNewRecord

Type here to search

1:59 PM 3/20/2019

Click on Create Record to Create a New Record aka Document/Record (for a newly scanned & newly barcode-stickered hard-copy)



When creating a new record, you will need to fill up the above fields: FILE NAME, DESCRIPTION, TAGS, DOCUMENT REFERENCE NO. AKA THE BARCODE NUMBER, SENDER, (INTERNAL NOT EXTERNAL), TYPE, SECURITY, PRIORITY

The screenshot shows a 'Create New Record' dialog box with an orange header and a close button. The 'File Name' field is highlighted with a red circle and a black callout box containing the text 'File Name'. The text 'DTS Parallel Run' is entered in this field. Below it is a 'Description' field. To the right is a 'File Attachment' area with a dashed border and the text 'Click here to choose file or Drop a file here'. Below the description field are several form elements: 'Add Index/Tags', 'Document Reference No.', 'Sender', 'External' (a dropdown menu), 'Select Document Type' (a dropdown menu), 'Select Security' (a dropdown menu), and 'Select Priority' (a dropdown menu). At the bottom is a green 'Create Record' button.

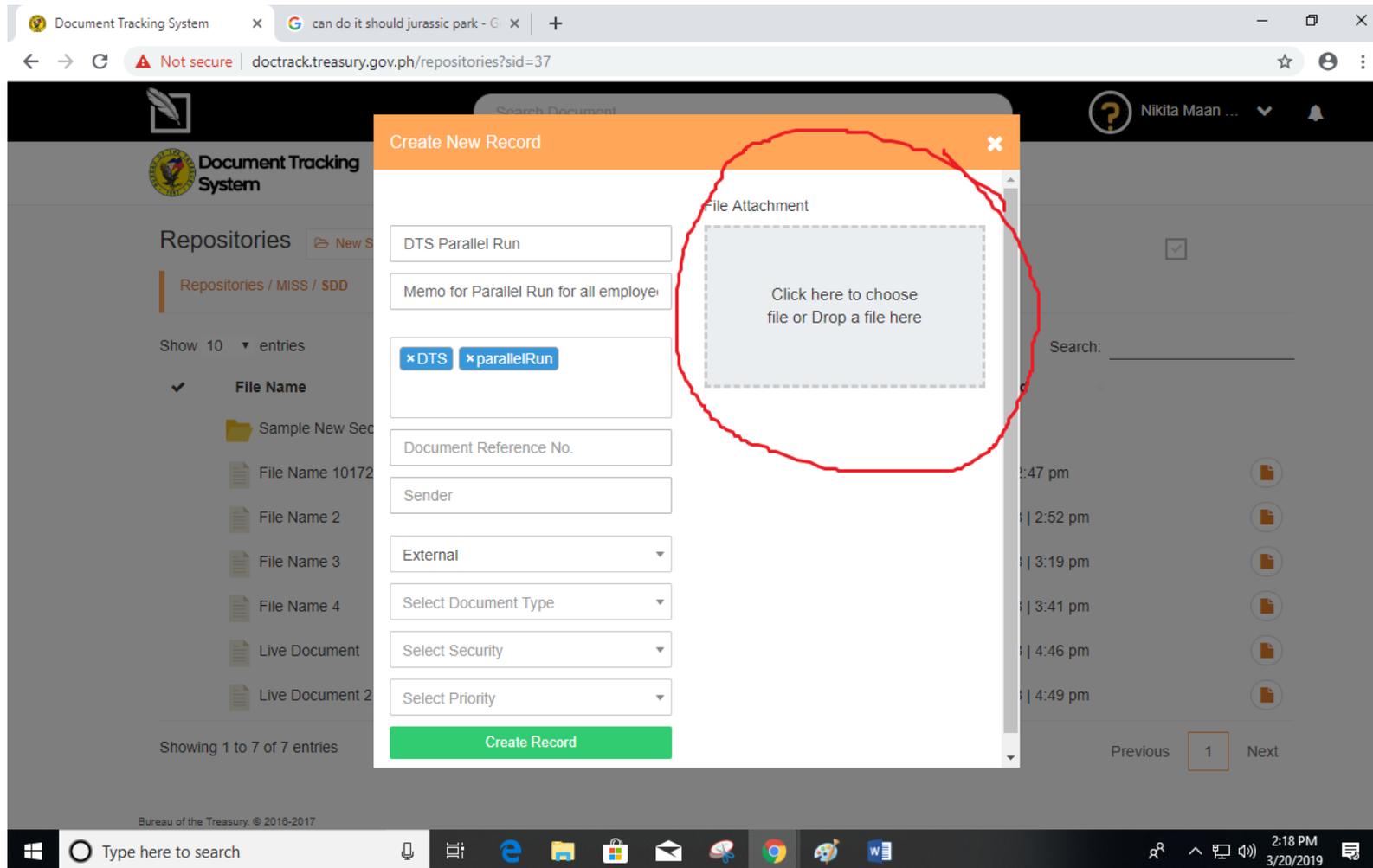
The screenshot shows the same 'Create New Record' dialog box. The 'Record Description' field is highlighted with a red circle and a black callout box containing the text 'Record Description'. The text 'Memo for Parallel Run for all employee' is entered in this field. The 'File Name' field now contains 'DTS Para'. The 'File Attachment' area and other form elements are the same as in the previous screenshot.

Enter File name & description

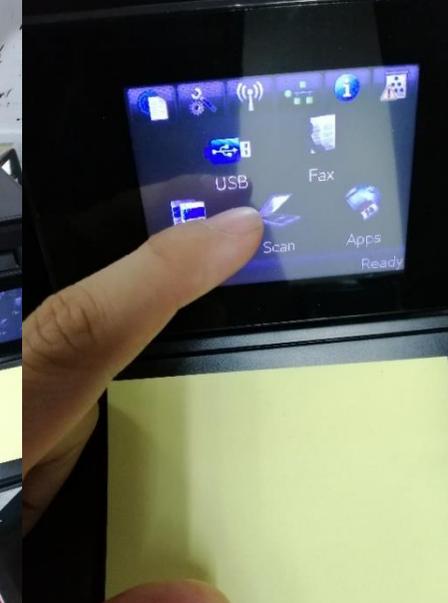
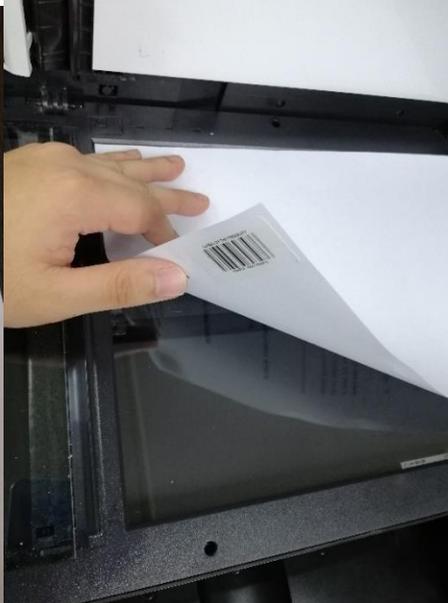
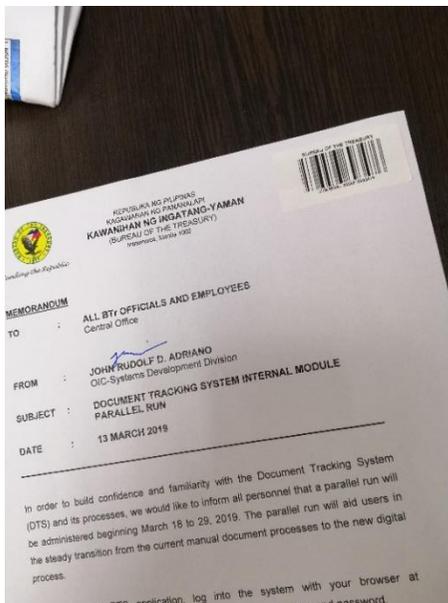
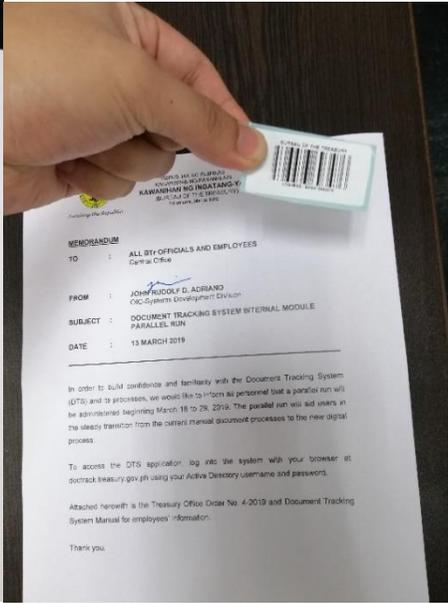
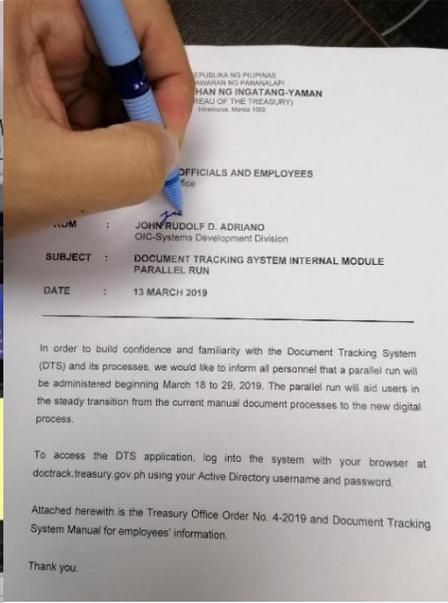
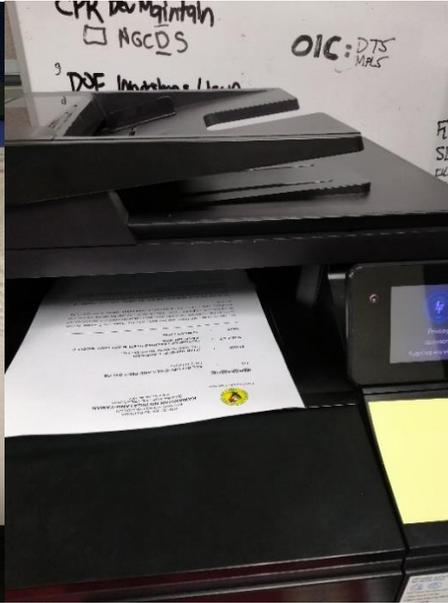
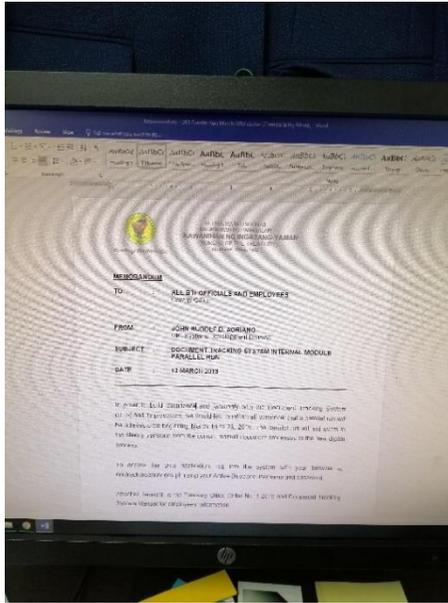
The screenshot shows a 'Create New Record' form with an orange header. The form contains several input fields: 'DTS Parallel Run', 'Memo for Parallel Run for all employee:', 'DTS' (with a dropdown menu open and 'DTS' selected), 'Sender', 'External' (dropdown), 'Select Document Type' (dropdown), 'Select Security' (dropdown), and 'Select Priority' (dropdown). A green 'Create Record' button is at the bottom. A 'File Attachment' section on the right has a dashed box with the text 'Click here to choose file or Drop a file here'. A black callout box labeled 'Record Indices' points to the 'DTS' dropdown. A red arrow points from the 'DTS' dropdown to the next screenshot.

The screenshot shows the same 'Create New Record' form, but the 'Record Indices' field is now a text input containing '*DTS' and '*parallel-run'. A black callout box labeled 'Record Indices' points to this field. Red scribbles and the word 'tags' in red text are overlaid on the right side of the form. The 'File Attachment' section and other fields remain the same as in the previous screenshot.

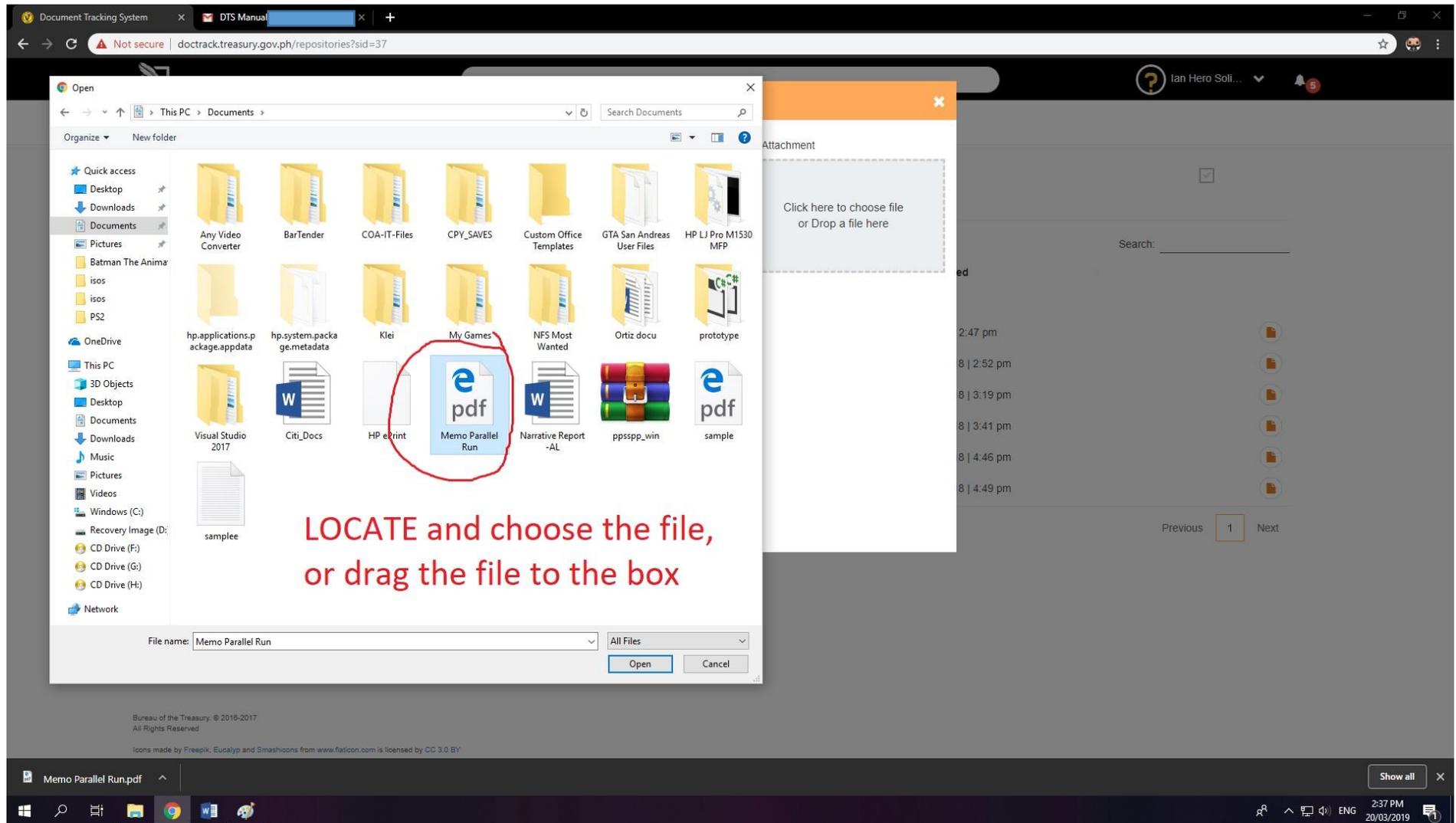
You may include Tags (like hashtags #tags) for easier Indexing, these keywords will help you better search for the document in the future



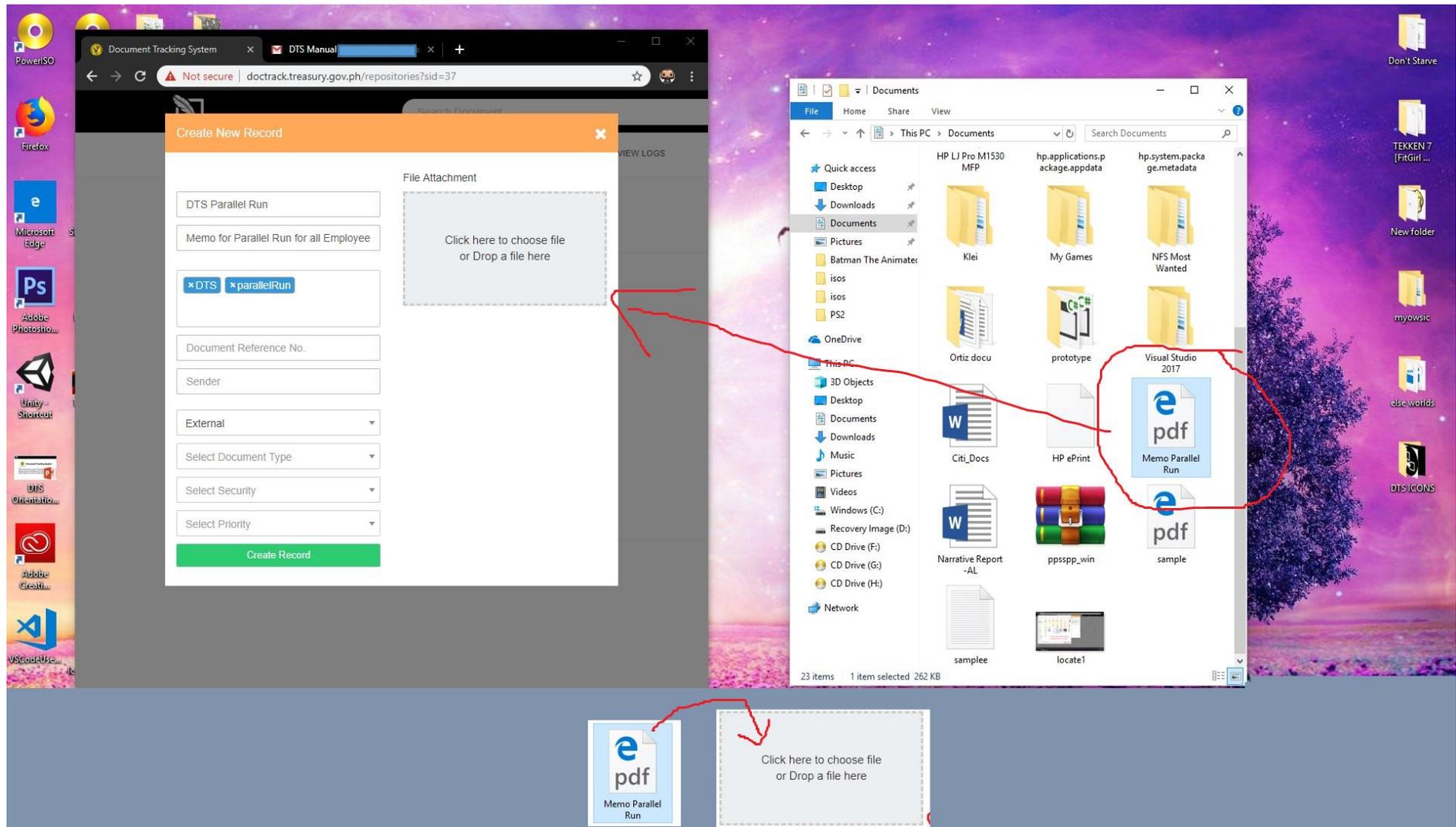
Before moving to the Doc Ref No aka Barcode below, you must first Attach the Scanned file (or first scan the document with the barcode sticker, if this has not yet been done). Click the box to search for the scanned document or drag the document from Explorer into the box.



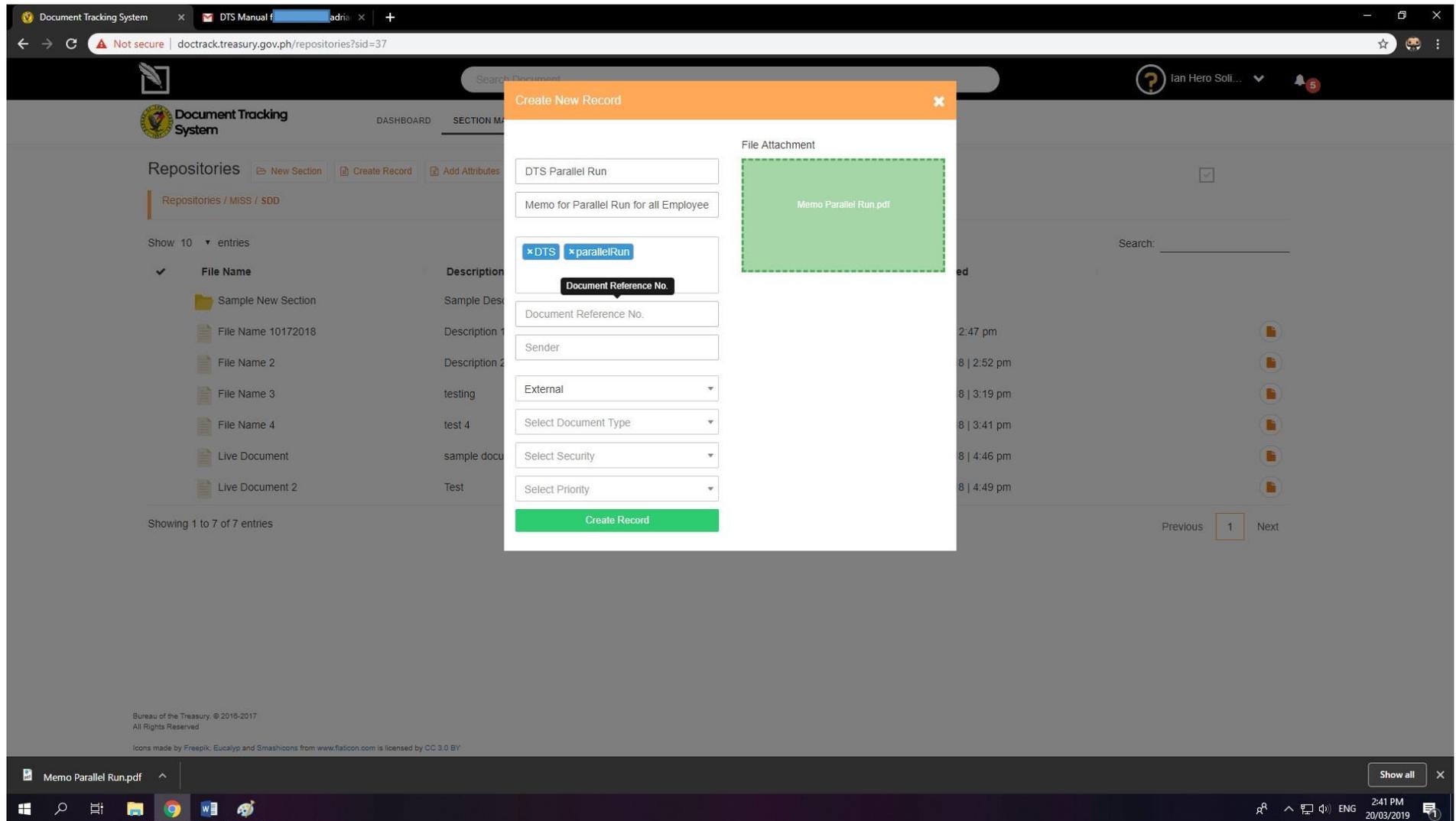
Extra FYI: How to Attach Barcode Sticker & Scan Barcoded Document: Print, sign, stick, scan



Click the box to open the selector and then browse for your scanned document in your computer. Then click Open to Upload said file.



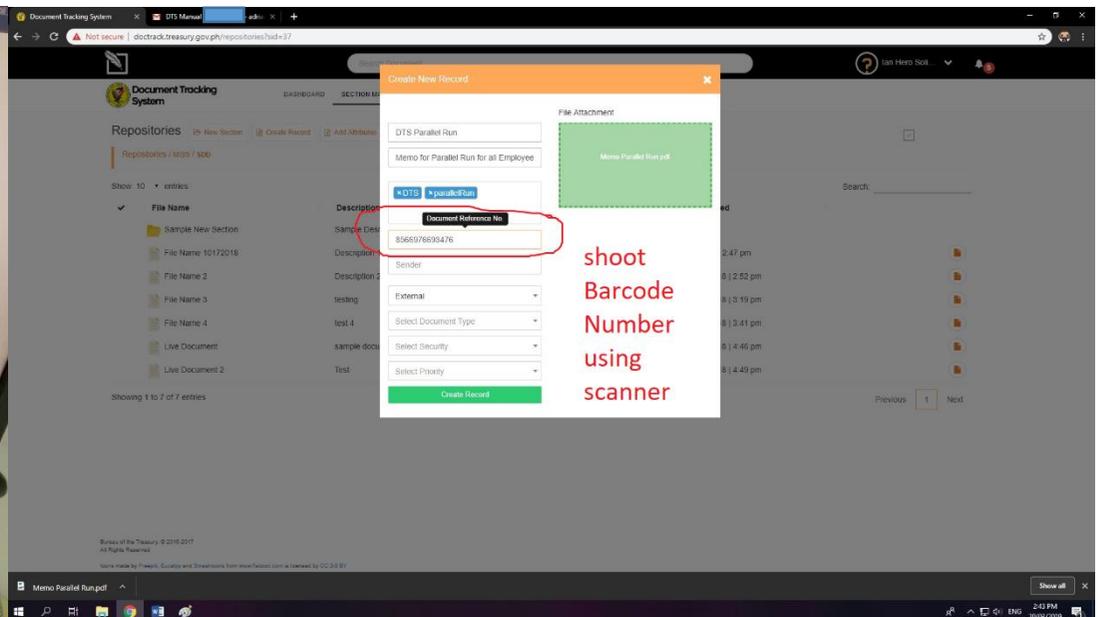
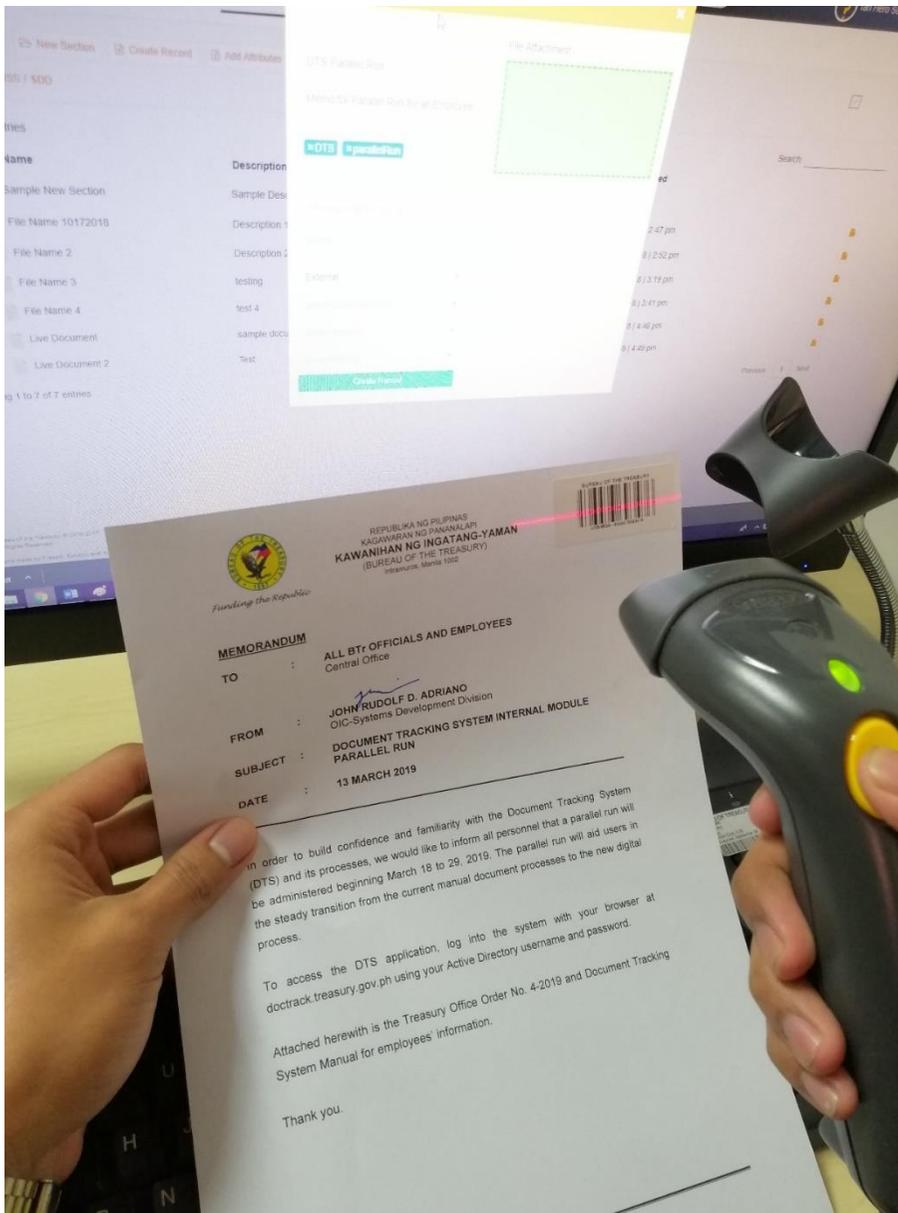
Instead of clicking the box, you may open, find, and locate your scanned document thru your Computer File Explorer browser, then click & hold the file with your mouse then drag into the box.



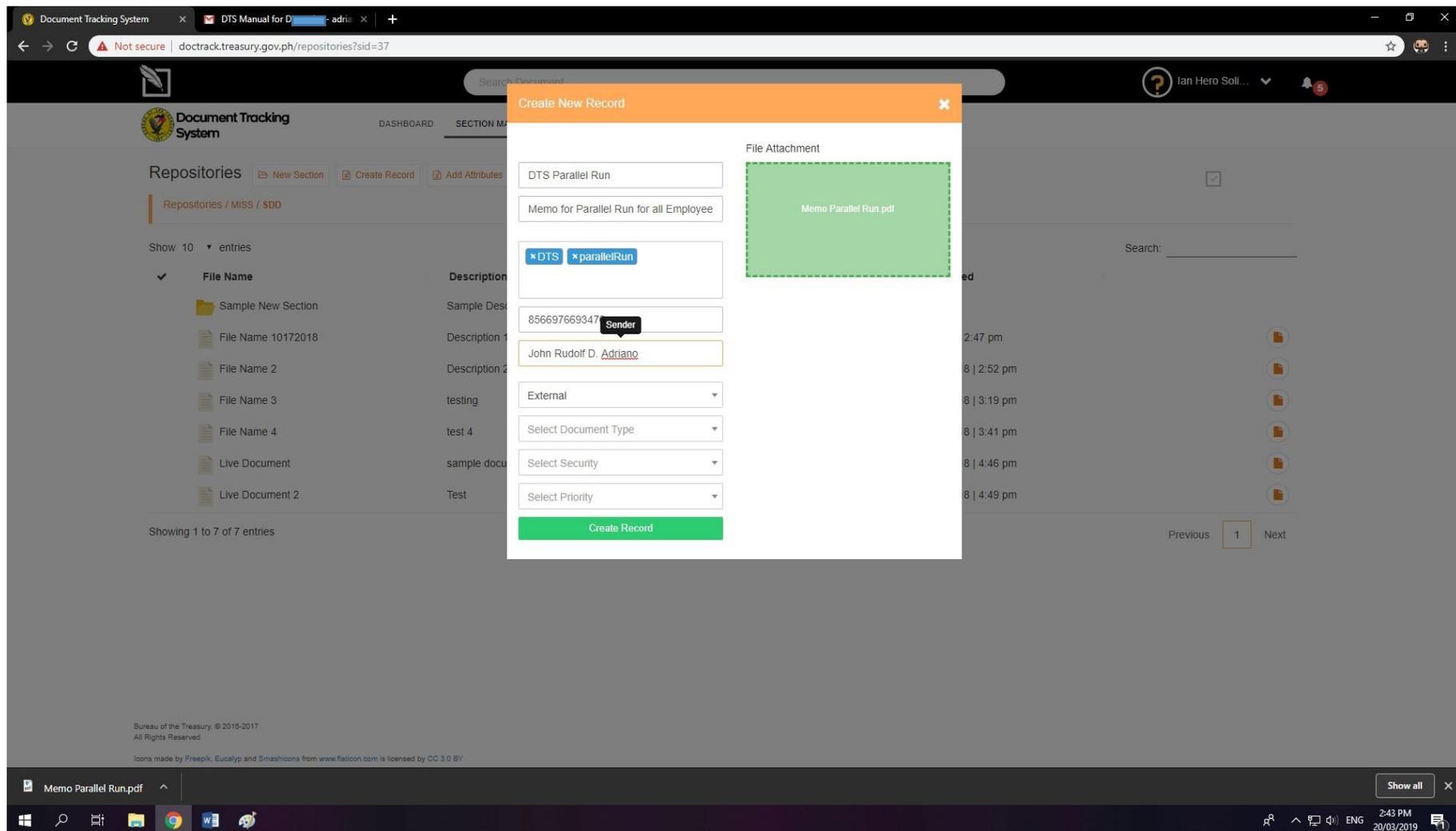
Once a valid document has been dragged into the box or uploaded, the box will turn GREEN with the filename. Next will be inputting the Document Reference No. aka Barcode Number.

The screenshot shows a web browser window with the URL `doctrack.treasury.gov.ph/repositories?sid=37`. The page title is "Document Tracking System". A modal window titled "Create New Record" is open, displaying a form with the following fields: "DTS Parallel Run", "Memo for Parallel Run for all Employee", "DTS" and "parallelRun" tags, "Document Reference No." (containing 8566976693476), "Sender", "External", "Select Document Type", "Select Security", and "Select Priority". A green "Create Record" button is at the bottom. A red circle highlights the "Document Reference No." field. To the right of the form, red text reads "shoot Barcode Number using scanner". The background shows a sidebar with "Repositories" and a list of entries, and a main area with a search bar and a table of entries. The Windows taskbar at the bottom shows the time as 2:43 PM on 20/03/2019.

Instead of manually typing the barcode number into the Document Reference Number field, First click on the field, then point the Barcode Scanner and “shoot” the Barcode Sticker in the hard-copy document. This automatically inputs or “paste” the document into the text field.



First click on the field, then point the Barcode Scanner and “shoot” the Barcode Sticker in the hard-copy document. This automatically inputs or “paste” the document into the text field.



Proceed with adding other details such as the Sender.

If you are a Document Control Officer who is scanning/creating the documents for your co-worker, you may input your name or his/her name, whatever is appropriate.

The screenshot shows the 'Create New Record' modal in the Document Tracking System. The form contains the following fields and elements:

- Title: DTS Parallel Run
- Description: Memo for Parallel Run for all Employee
- Tags: DTS, parallelRun
- Sender ID: 856697669347
- Sender Name: John Rudolf D. Adriano
- Category: A dropdown menu with 'External' and 'Internal' options. 'Internal' is circled in red.
- Priority: A dropdown menu labeled 'Select Priority'.
- File Attachment: Memo Parallel Run.pdf
- Buttons: 'Create Record' (green), 'Cancel' (grey).

A red text overlay on the right side of the modal reads: **select INTERNAL**.

The background shows a list of repository entries with columns for File Name and Description. The 'Internal' option in the dropdown is highlighted in blue.

IMPORTANT: The External is for CRMD use only,
remember to SELECT INTERNAL

Document Tracking System

Repositories / MISS / SDD

Create New Record

DTS Parallel Run

Memo for Parallel Run for all Employee

Upload Date: 03/20/2019 | Expiration Date: 03/19/2024

File Attachment: Memo Parallel Run.pdf

Document Type: Correspondence

Select Document Type

Select Document Type:

Document Tracking System

Repositories / MISS / SDD

Show 10 entries

File Name

- Sample New Section
- File Name 10172018
- File Name 2
- File Name 3
- File Name 4
- Live Document
- Live Document 2

Showing 1 to 7 of 7 entries

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Memo Parallel Run.pdf

Show all

2:44 PM
20/03/2019

Create New Record

Upload Date: 03/20/2019 | Expiration Date: 03/19/2024

Title: DTS Parallel Run

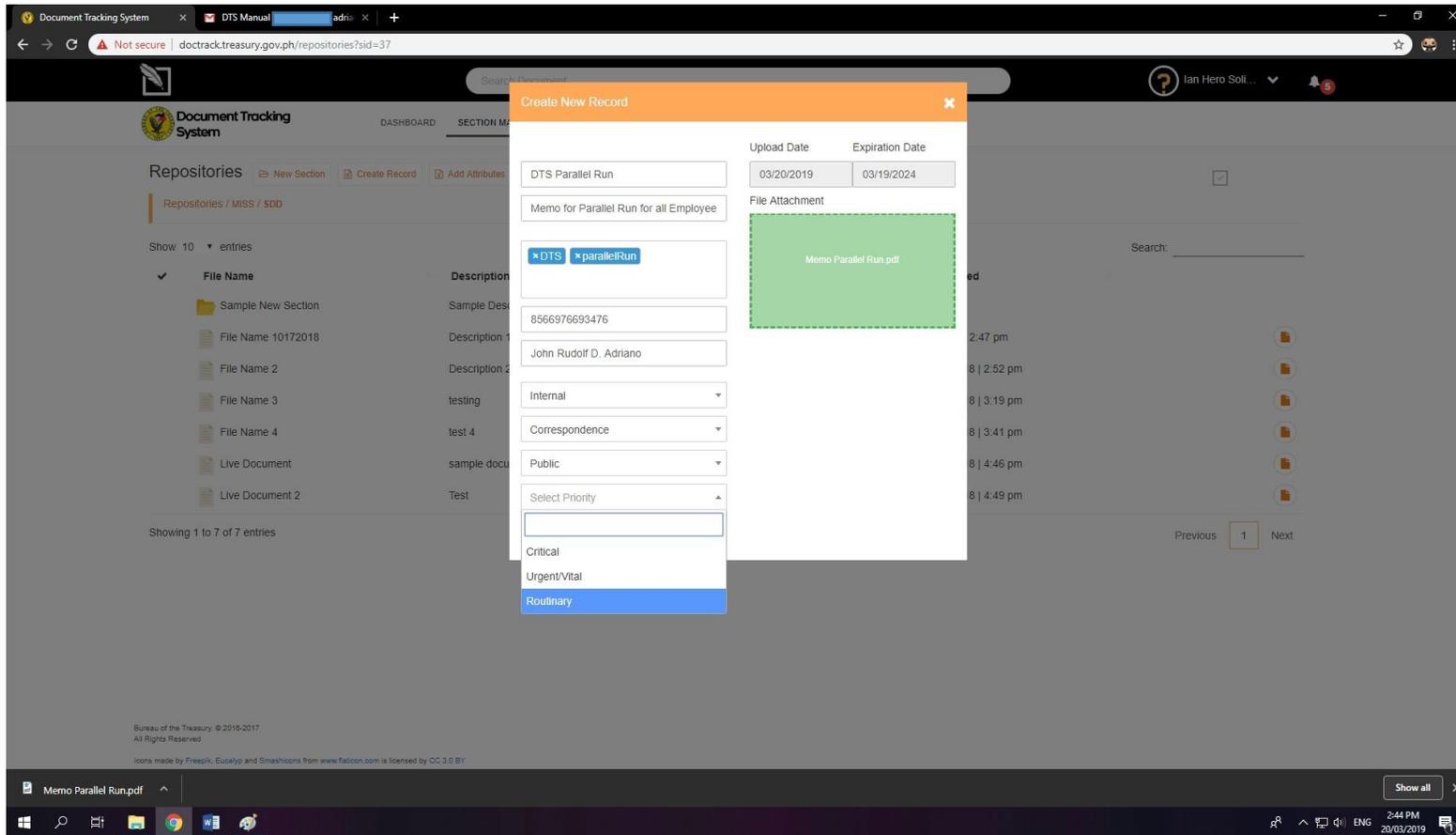
Description: Memo for Parallel Run for all Employee

File Attachment: Memo Parallel Run.pdf

Security: Public

Public means all BTr Employees.

Select Security: Confidential is reserved for CRMD’s External confidential Documents to management. Public means all BTr Employees-Internal security, not “public” outside BTr. Restricted is searchable only by *the recipients or fellow Division/Service Members*



Select Priority:

Document Tracking System

Not secure | doctrack.treasury.gov.ph/repositories?sid=37

Document Tracking System

DASHBOARD SECTION M

Repositories [New Section](#) [Create Record](#) [Add Attributes](#)

Repositories / MISS / SDD

Show 10 entries

File Name Description

- Sample New Section
- File Name 10172018
- File Name 2
- File Name 3
- File Name 4
- Live Document
- Live Document 2

Showing 1 to 7 of 7 entries

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Memo Parallel Run.pdf

Show all

2:50 PM
20/03/2019

Create New Record

Title: DTS Parallel Run

Upload Date: 03/20/2019 Expiration Date: 05/09/2019

Description: Memo for Parallel Run for all Employee

File Attachment: Memo Parallel Run.pdf

Reference Number: 8566976693476

Author: John Rudolf D. Adriano

Internal

Correspondence

Public

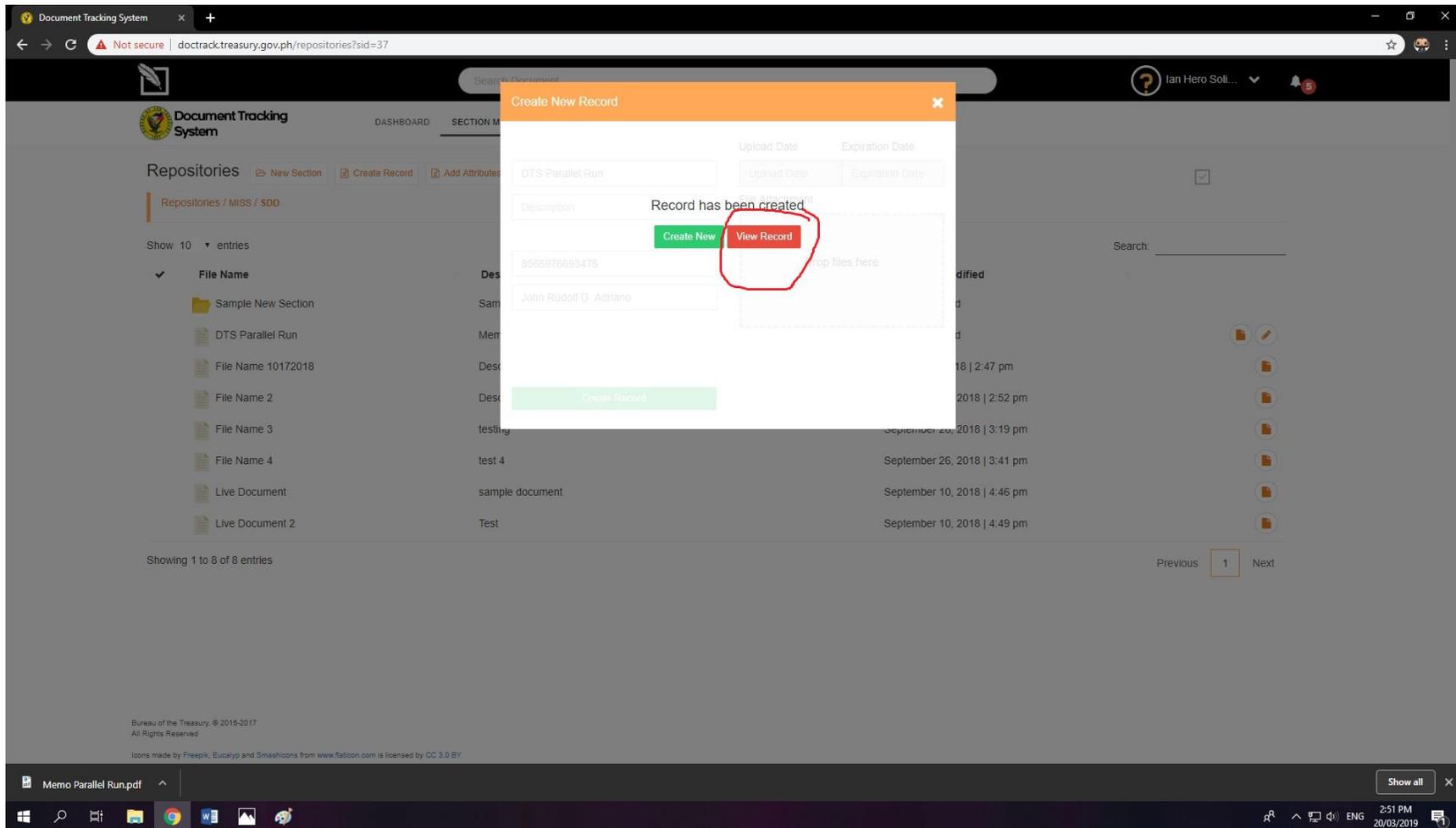
Routinary

Create Record

With all the details required, you are now ready to Create Record.
Click on the Green Create Record Button.

The screenshot displays the Document Tracking System web application. A modal window titled "Create New Record" is open, showing a form with the following fields: "DTS Parallel Run" (text input), "Upload Date" (03/20/2019), "Expiration Date" (05/09/2019), "Memo for Parallel Run for all Employee" (text area), and "File Attachment" (file upload area). A "Please Wait" message is overlaid on the form, stating "The system is now creating your record". The background interface includes a navigation menu with "Repositories", "DASHBOARD", and "SECTION M". A list of repositories is visible, including "Sample New Section", "DTS Parallel Run", "File Name 10172018", "File Name 2", "File Name 3", "File Name 4", "Live Document", and "Live Document 2". The system footer indicates "Bureau of the Treasury © 2016-2017 All Rights Reserved" and "Icons made by Freepik, Eucalypt and Smashicons from www.flaticon.com is licensed by CC 3.0 BY". The Windows taskbar at the bottom shows the time as 2:51 PM on 20/03/2019.

Wait while the system is creating the Transaction Record & uploading the document.



Congratulations! Your record or document has been created.
Click on the red button to View Record.

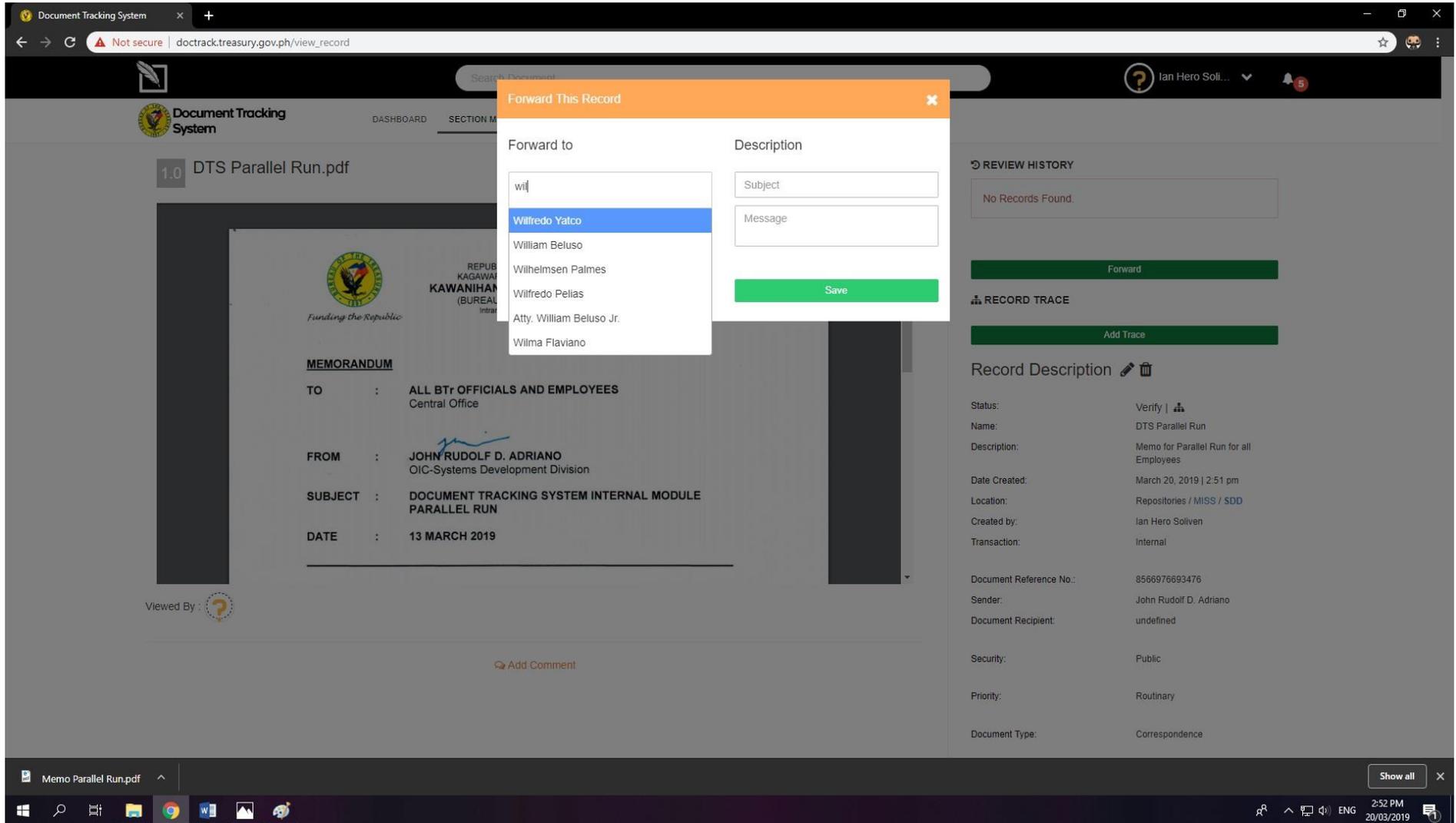
The screenshot displays the Document Tracking System interface. The main area shows a document titled "DTS Parallel Run.pdf" with a version number of 1.0. The document content is a memorandum from the Bureau of the Treasury, Philippines, dated March 13, 2019. The memorandum is addressed to all BTr officials and employees in the Central Office, from John Rudolf D. Adriano, OIC-Systems Development Division. The subject is "DOCUMENT TRACKING SYSTEM INTERNAL MODULE PARALLEL RUN".

On the right side, the "REVIEW HISTORY" panel shows "No Records Found." Below this, there are two green buttons: "Forward" and "Add Trace", both of which are circled in red. The "RECORD TRACE" section also has an "Add Trace" button circled in red. The "Record Description" section provides details about the document, including its status, name, description, date created, location, creator, transaction type, reference number, sender, recipient, security, priority, and document type.

Field	Value
Status	Verify
Name	DTS Parallel Run
Description	Memo for Parallel Run for all Employees
Date Created	March 20, 2019 2:51 pm
Location	Repositories / MISS / SDD
Created by	Ian Hero Soliven
Transaction	Internal
Document Reference No.	8566976693476
Sender	John Rudolf D. Adriano
Document Recipient	undefined
Security	Public
Priority	Routinary
Document Type	Correspondence

This is your new document with barcode ready to be sent to receivers/recipients within the bureau. You can either pass or send the document to one or multiple personnel using the Forward button. You may also pass or send the document along a set path of recipients thru Add Trace button.

Forward Button:



Type in recipients

Document Tracking System

Forward This Record

Forward to

- Wilfredo Yatco
- Mark Edward Castro
- Thomas Solido

Description

DTS Parallel Run Memo

For your reference.

To be reviewed by:

Atleast 1 reviewer

Cancel Save

MEMORANDUM

TO : ALL BTr OFFICIALS AND EMPLOYEES
Central Office

FROM : JOHN RUDOLF D. ADRIANO
OIC-Systems Development Division

SUBJECT : DOCUMENT TRACKING SYSTEM INTERNAL MODULE
PARALLEL RUN

DATE : 13 MARCH 2019

REVIEW HISTORY

No Records Found.

Forward

RECORD TRACE

Add Trace

Record Description

Status: Verify |

Name: DTS Parallel Run

Description: Memo for Parallel Run for all Employees

Date Created: March 20, 2019 | 2:51 pm

Location: Repositories / MISS / SDD

Created by: Ian Hero Soliven

Transaction: Internal

Document Reference No.: 8566976693476

Sender: John Rudolf D. Adriano

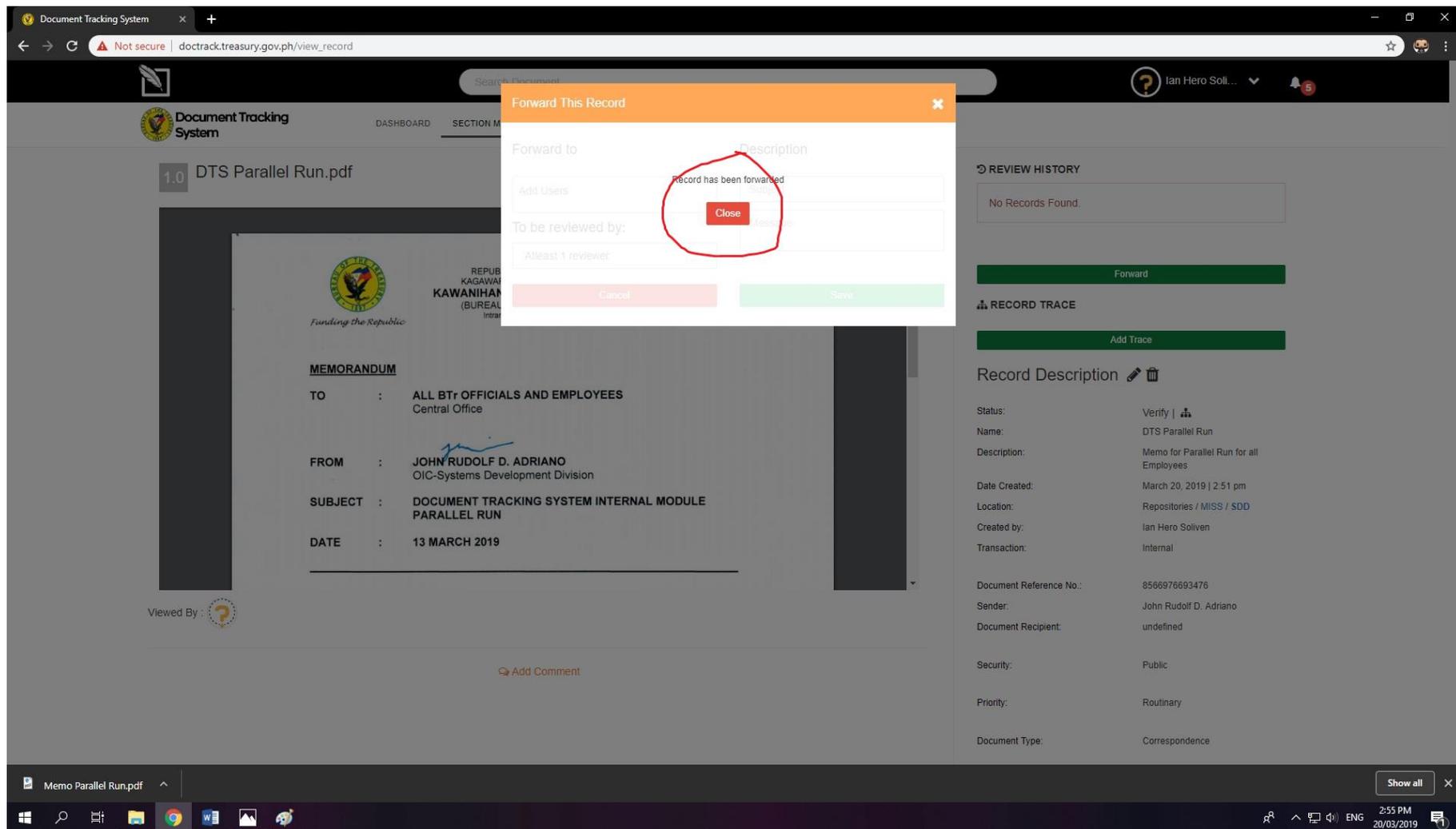
Document Recipient: undefined

Security: Public

Priority: Routinary

Document Type: Correspondence

Once selected recipients, add Description to include remarks/comments, etc.



Your Record/document has been forwarded via the system, you may physically transmit the accompanying hard-copy of the document for them to receive.

The screenshot displays the Document Tracking System interface. The main content area shows a document titled "DTS Parallel Run.pdf" with a preview of a memorandum. The memorandum is from John Rudolf D. Adriano to all BTr officials and employees, dated March 13, 2019. The subject is "DOCUMENT TRACKING SYSTEM INTERNAL MODULE PARALLEL RUN".

The right sidebar contains a "REVIEW HISTORY" section with a red circle around the "DTS Parallel Run Memo" entry, which has a "Pending" status. Below this is a "RECORD TRACE" section with an "Add Trace" button. A "Record Description" section lists various metadata fields such as Status, Name, Description, Date Created, Location, Created by, Transaction, Document Reference No., Sender, Document Recipient, Security, Priority, and Document Type.

At the bottom of the screenshot, a Windows taskbar is visible with the system clock showing 2:56 PM on 20/03/2019.

You may track the status and history of the document at the Review History tab. You can use this to follow-up on the recipients.

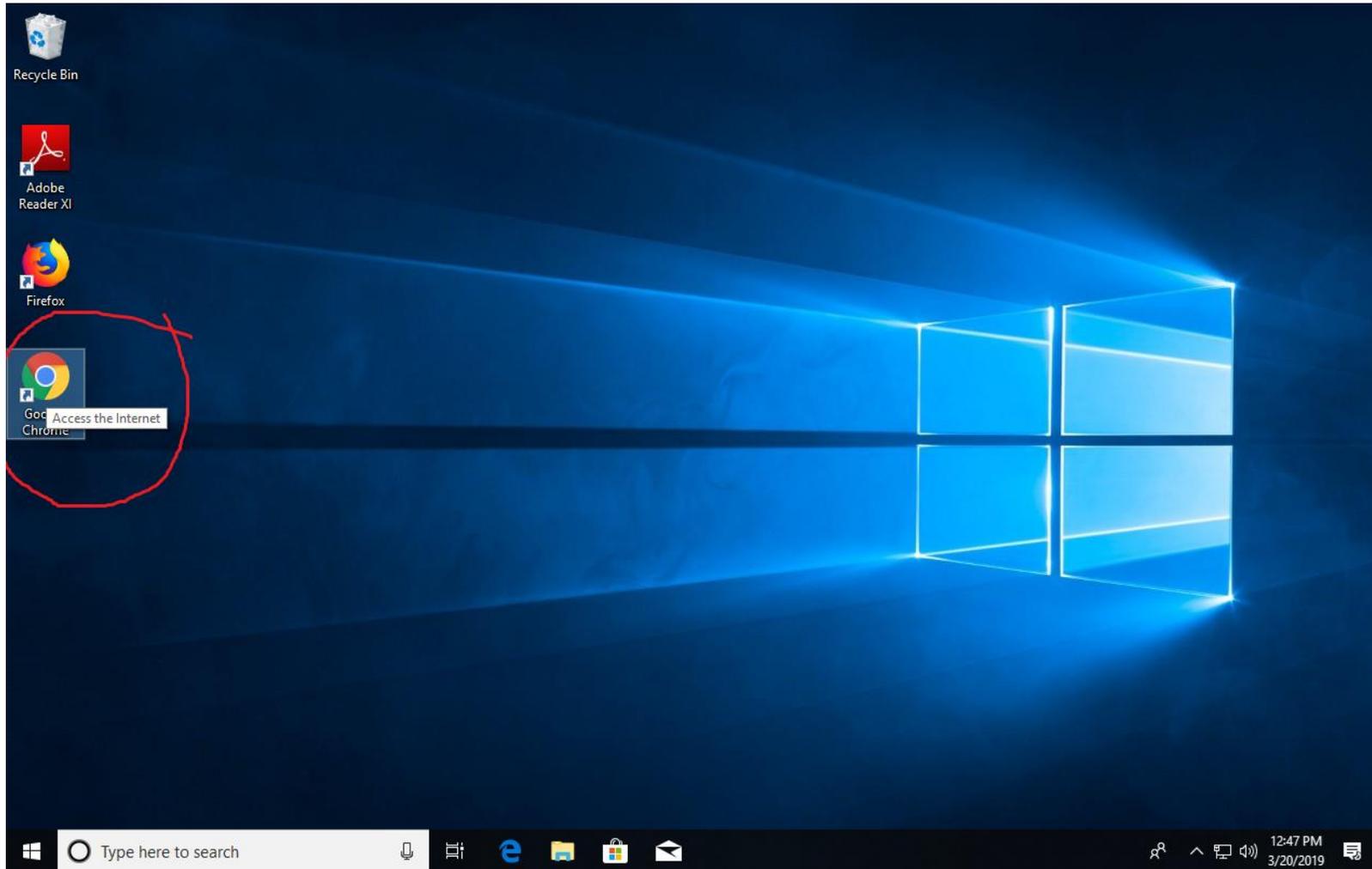
DTS Quickstart: RECEIVE



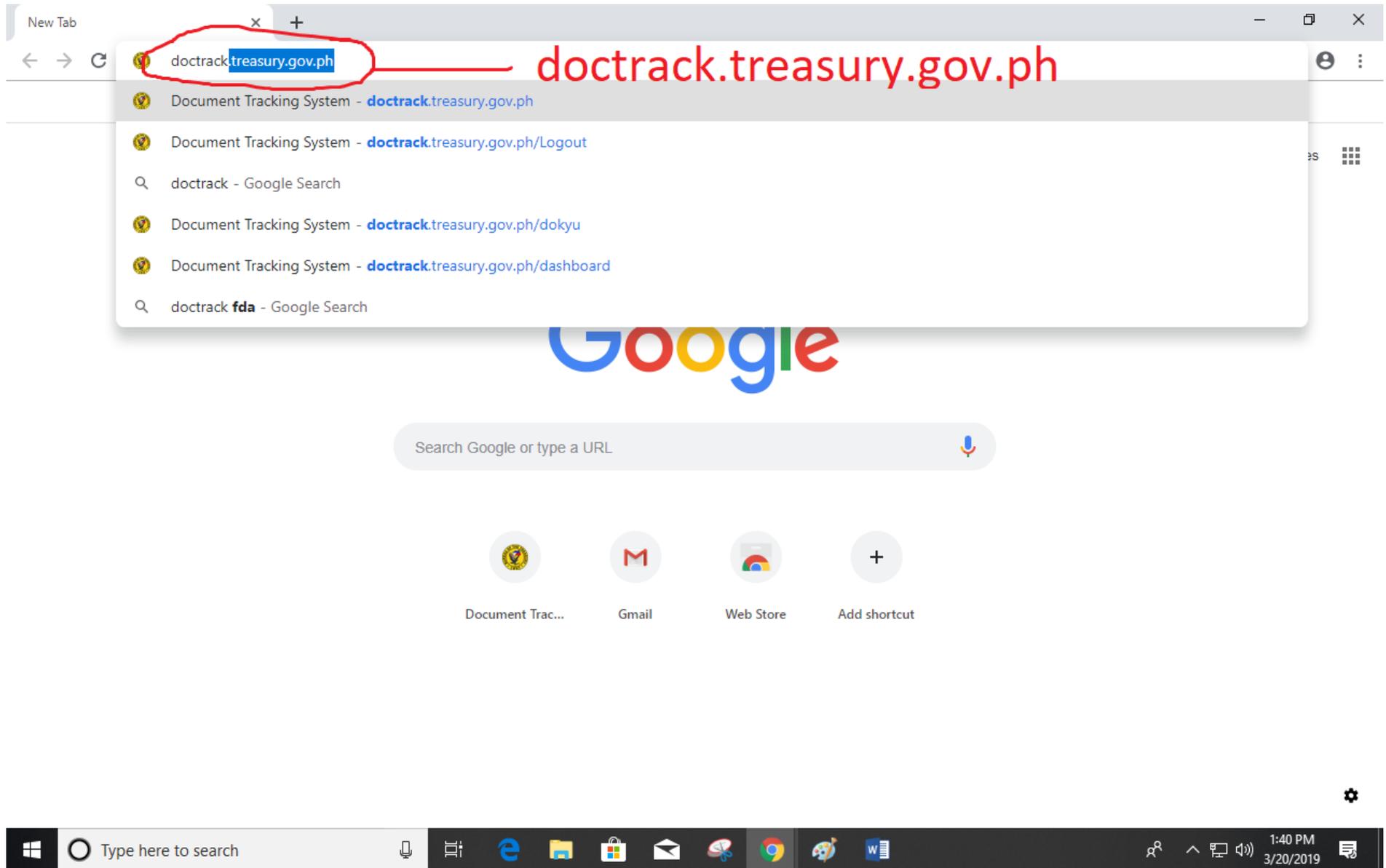
DTS PROCESS: DOCUMENT RECIPIENT

1. **Receive** hard copy of the document.
2. **Log in** to DTS.
3. **Open** transaction record of the document received.
4. **Validate** the attached barcode.
5. Acknowledge the document: **“Receive” or “Return”**.
6. **Manage** the Document: In the Document Review, select the necessary status: “For Review”, “Approve”, “Reject”, “Needs Revision”, “Return”, “Document Disseminated”, and “Close”.
7. **Attach** any supplemental document, if applicable.
8. **Pass** the document, if applicable. (“Forward” or “Add trace” Button).

HOW TO RECEIVE A DOC USING DTS



After logging into your computer with your Active Directory credentials,
Click to Open your web browser, preferably Google Chrome



Type in the following: DTS URL in the address bar:
doctrack.treasury.gov.ph, and press Enter

Document Tracking System

User Name
ntapostol@treasury.gov.ph

Password
.....

Login

use your Active Directory Username & Password
aka PC Workstation/domain
and include '@treasury.gov.ph'

Use your Active Directory (AD) Username & Password credentials:
 @treasury.gov.ph,
similar to what you used during login for your PC Workstation/domain, make sure to
include '@treasury.gov.ph'. These are the same/synchronized

The screenshot shows a web browser window displaying the 'Document Tracking System' dashboard. The browser's address bar shows 'doctrack.treasury.gov.ph/dashboard'. The dashboard header includes a search bar, a user profile for 'Mark Edward...', and a notification bell icon. A notification pop-up is open, showing two notifications: '01 HOUR AND 37 MINUTES Ian Hero Soliven forwarded a document to you' and '6 DAYS AGO John Doe created a record at MISS'. The first notification is circled in red. The dashboard content is divided into sections: 'My Recent Documents' (No Records Found), 'Recent Sections' (No results found), 'Shared Drive' (Announce...), and 'Repositories' (MISS, TRAINING 14/01/2019). A red text overlay 'A notification!' is positioned next to the 'Shared Drive' section. The Windows taskbar at the bottom shows the time as 4:34 PM on 3/20/2019.

Click on the Notification

(or, if the security settings permit it, search for the Document using the Searchbar or the Barcode Scanner on the sticker to be searchable)

Document Tracking System x +

Not secure | doctrack.treasury.gov.ph/view_record?record_id=7537

Search Document Mark Edward...

Document Tracking System DASHBOARD SECTION MANAGER DOCUMENT GROUPS REVIEW LOGS

Document Review to "Receive"/etc

1.0 DTS Parallel Run.pdf [Make a copy of this file](#)

DOCUMENT REVIEW

- DTS Parallel Run Memo **For Review**

For your reference.

By: Mark Edward Castro - March 20, 2019 | 2:51 pm

REVIEW HISTORY

- DTS Parallel Run Memo **Pending**

Forward

RECORD TRACE

Add Trace

Record Description  

Status: [Verify](#) | 

Name: DTS Parallel Run

DTS Parallel Run.pdf 1 / 1

REPUBLICA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG INGATANG-YAMAN
(BUREAU OF THE TREASURY)
Intramuros, Manila 1002

MEMORANDUM

TO : ALL BTr OFFICIALS AND EMPLOYEES
Central Office

FROM : JOHN RUDOLF D. ADRIANO
OIC-Systems Development Division

SUBJECT : DOCUMENT TRACKING SYSTEM INTERNAL MODULE
PARALLEL RUN

DATE : 13 MARCH 2019

In order to build confidence and familiarity with the Document Tracking System (DTS) and its processes, we would like to inform all personnel that a parallel run will

Click on the Document Review to RECEIVE (or Reject)
and even MANAGE the Document (if permitted or direct recipient)

Document Tracking System

Search Document

Mark Edward...

1.0 DTS Parallel Run Memo

Manage Review

Description

Subject
DTS Parallel Run Memo

Message
For your reference.

Please select status

For Review

Remarks

Cancel Save

DOCUMENT REVIEW

DTS Parallel Run Memo **For Review**

For your reference.

Mark Edward Castro - March 20, 2019 | 5:51 pm

REVIEW HISTORY

DTS Parallel Run Memo **Pending**

Forward

RECORD TRACE

Add Trace

Record Description

Status: Verify |

Name: DTS Parallel Run

MEMORANDUM

TO :

FROM :

SUBJECT : DOCUMENT TRACKING SYSTEM INTERNAL MODULE PARALLEL RUN

DATE : 13 MARCH 2019

In order to build confidence and familiarity with the Document Tracking System (DTS) and its processes, we would like to inform all personnel that a parallel run will

Type here to search

4:36 PM 3/20/2019

Select status to Receive or Reject or further Manage the document if needed.

Document Tracking System

1.0 DTS Parallel Run Memo

DOCUMENT REVIEW

DTS Parallel Run Memo For Review

For your reference.

Message: For your reference.

Please select status

- For Review
- For Review
- Approve
- Reject
- Needs Revision
- Receive
- Return

Cancel Save

MEMORANDUM

TO :

FROM :

SUBJECT : DOCUMENT TRACKING SYSTEM INTERNAL MODULE PARALLEL RUN

DATE : 13 MARCH 2019

REVIEW HISTORY

DTS Parallel Run Memo Pending

Forward

RECORD TRACE

Add Trace

Record Description

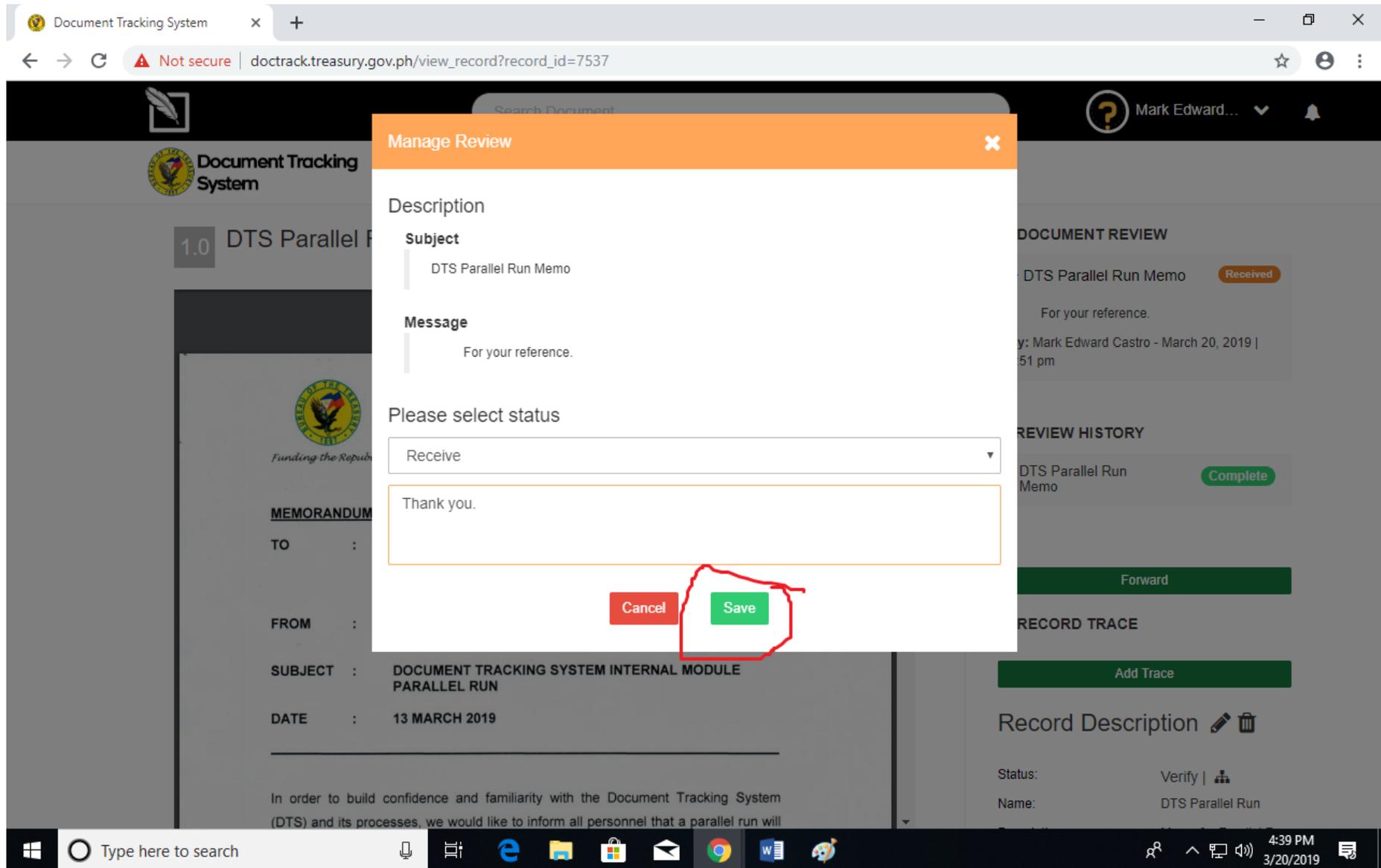
Status: Verify |

Name: DTS Parallel Run

Type here to search

4:38 PM 3/20/2019

Select Status: Doc Control Officers can only Receive or Reject on behalf of Recipient



Input any remarks if needed then press the green button to SAVE.

The screenshot shows a web browser window with the URL `doctrack.treasury.gov.ph/view_record?record_id=7537`. The page displays the Document Tracking System interface. A modal dialog box titled "Manage Review" is open, showing a description of the task: "DTS Parallel Run Memo". The message area contains the text "Task has been Changed" and "For your reference." Below this, there are two buttons: "Change Again" (green) and "Close" (orange). The "Close" button is circled in red. At the bottom of the dialog, there is a "Please select status" dropdown menu with "Receive" selected, and a "Thank you." text area. The "Cancel" and "Save" buttons are also visible at the bottom of the dialog. The background shows a document review page with a "DOCUMENT REVIEW" section and a "REVIEW HISTORY" section.

Press the orange button to close/return. Change Again button allows you to edit the status as long as the others have not responded yet.

The screenshot displays the Document Tracking System (DTS) interface. The main content area shows a document titled "1.0 DTS Parallel Run.pdf" with a "Make a copy of this file" button. The document text includes:

be administered beginning March 18 to 29, 2019. The parallel run will aid users in the steady transition from the current manual document processes to the new digital process.

To access the DTS application, log into the system with your browser at doctrack.treasury.gov.ph using your Active Directory username and password.

Attached herewith is the Treasury Office Order No. 4-2019 and Document Tracking System Manual for employees' information.

Thank you.

At the bottom of the document, there is contact information: Ayuntamiento Building, Cabildo Street corner A. Soriano Avenue, Intramuros, Manila 1002. Trunkline: (+632) 663-2287. URL: www.treasury.gov.ph.

Below the document, a "Viewed By:" section is circled in red, showing three question marks and one profile picture, indicating who has viewed the document.

On the right side, the "DOCUMENT" section is circled in red. It shows a "Click to Manage" button and a "DTS Parallel Run Memo" with a "Received" status. Below this, the "REVIEW HISTORY" section shows a "DTS Parallel Run Memo" with a "Complete" status. There are also buttons for "Forward" and "Add Trace".

The "Record Description" section provides details about the document:

- Status: Verify | [User Icon]
- Name: DTS Parallel Run
- Description: Memo for Parallel Run for all Employees
- Date Created: March 20, 2019 | 2:51 pm
- Location: Repositories / MISS /

The Windows taskbar at the bottom shows the system time as 4:41 PM on 3/20/2019.

Congratulations! You have received the document. You can observe the Document Review status as Received and who else has “seen” the document.

Document Tracking System x +

Not secure | doctrack.treasury.gov.ph/view_record?record_id=7537

1.0 DTS Parallel Run.pdf [Make a copy of this file](#)

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Thank you.

Ayuntamiento Building, Cabildo Street corner A. Soriano Avenue, Intramuros, Manila 1002
Trunkline (+632) 663-2287 | URL: www.treasury.gov.ph

Viewed By:

DOCUMENT REVIEW

➤ DTS Parallel Run Memo Received

For your reference.

By: Mark Edward Castro - March 20, 2019 | 2:51 pm

REVIEW HISTORY

DTS Parallel Run Memo Complete

[Click to see details](#)

[Forward](#)

RECORD TRACE

[Add Trace](#)

Record Description

Status: Verify |

Name: DTS Parallel Run

Description: Memo for Parallel Run for all Employees

Date Created: March 20, 2019 | 2:51 pm

Location: Repositories / MISS /

You may click on Review History to track the review details.

Document Tracking System x +

Not secure | doctrack.treasury.gov.ph/view_record?record_id=7537

1.0 DTS Parallel Run

DTS Parallel Run.pdf

process.

To access the doctrack.treasury.gov.ph

Attached herewith is the DTS Parallel Run System Manual for your reference.

Thank you.

Viewed By: [User Icons]

Review Details

Ian Hero Soliven - DTS Parallel Run Memo March 20, 2019

For your reference.

Reviewer	Status	Remarks	Response
Wilfredo Yatco	For Review		None
Mark Edward Castro	Received	Thank you.	None
Thomas Solido	For Review		None

Good job!

Ayuntamiento Building, Cabildo Street corner A. Soriano Avenue, Intramuros, Manila 1002
Trackline: (+632) 663-2287 URL: www.treasury.gov.ph

DOCUMENT REVIEW

DTS Parallel Run Memo Received

For your reference.

by: Mark Edward Castro - March 20, 2019 | 2:51 pm

REVIEW HISTORY

DTS Parallel Run Memo Complete

Forward

RECORD TRACE

Add Trace

Record Description

Status: Verify | [User Icons]
Name: DTS Parallel Run
Description: Memo for Parallel Run for all Employees
Date Created: March 20, 2019 | 2:51 pm
Location: Repositories / MISS /

Review Details indicate that you have changed the status to Received.

The screenshot displays the Document Tracking System interface in a web browser. The browser's address bar shows the URL `doctrack.treasury.gov.ph/view_record?record_id=7537`. The page content includes a header with a 'Forward' button, a 'RECORD TRACE' section with an 'Add Trace' button, and a 'Record Description' section. The 'Record Description' section contains a table of document metadata:

Status:	Verify
Name:	DTS Parallel Run
Description:	Memo for Parallel Run for all Employees
Date Created:	March 20, 2019 2:51 pm
Location:	Repositories / MISS / SDD
Created by:	Ian Hero Soliven
Transaction:	Internal
Document Reference No.:	8568978693478
Sender:	John Rudolf D. Adriano
Document Recipient:	undefined
Security:	Public
Priority:	Routinary
Document Type:	Correspondence

Below the metadata, there are 'Indices' with tags `#DTS` and `#parallelRun`. A 'VERSION HISTORY' section shows a single entry for version 1.0, created by Ian Hero Soliven on March 20, 2019, with a 'View' button. At the bottom of the page, there is a button labeled 'Upload new version'.

Beyond: You may forward the document you just received. Or Even Upload Attachments or supporting documents, or a “new version” of the document for changes/signatures