

System Manual Name

DOCUMENT TRACKING SYSTEM

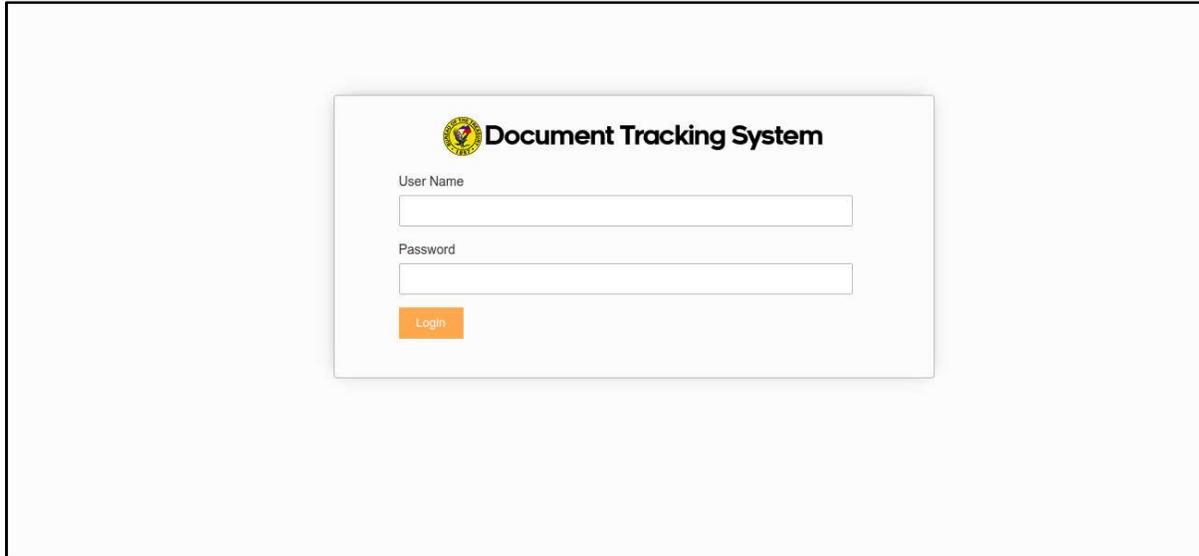
Client Name

BUREAU OF TREASURY

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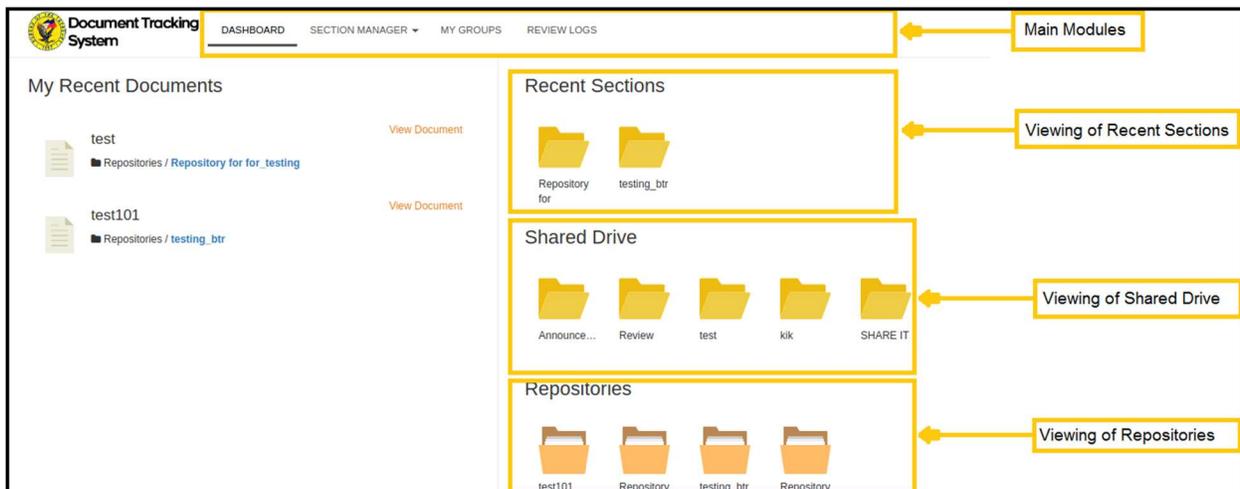
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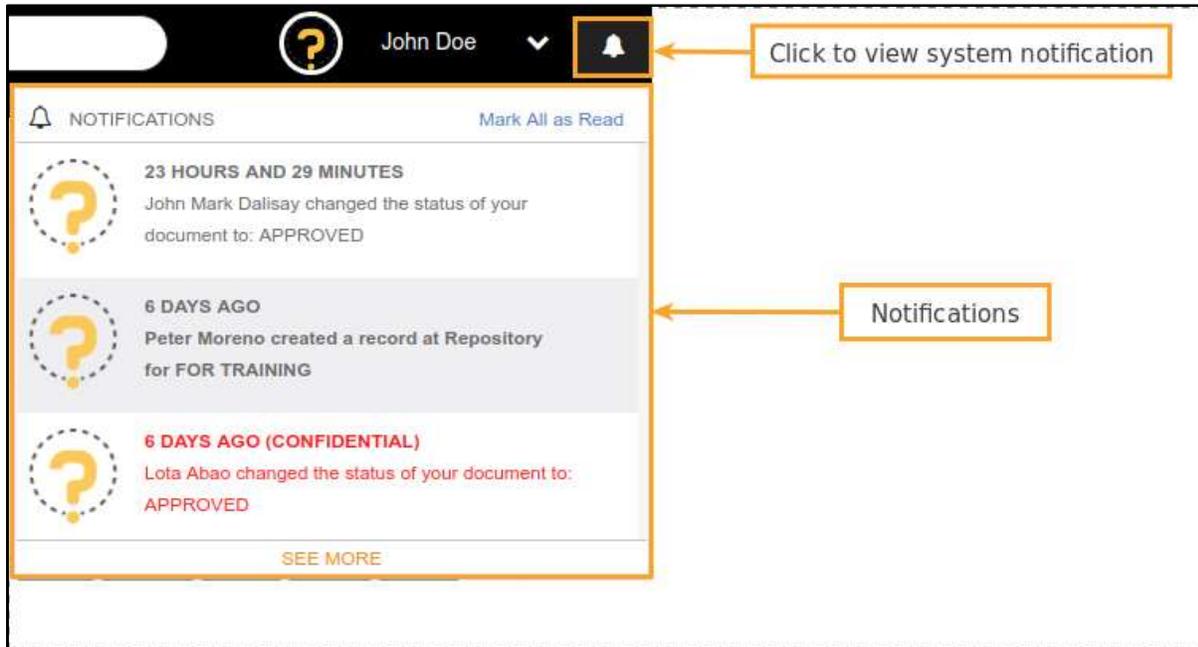
Login Page

This is the Login Page of Document Tracking System. Input the correct Username and Password to access the system



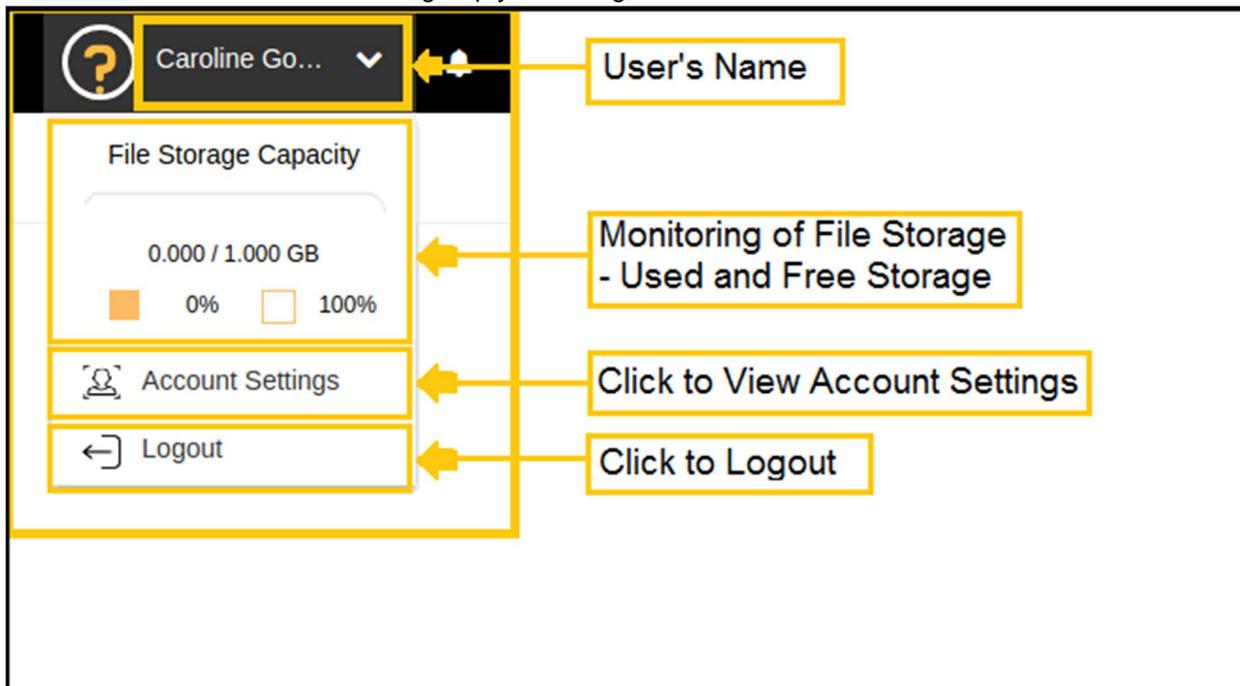
Dashboard

After Logging-in in the system, you will see the 4 Main Modules of the system which is Dashboard, Section Manager, My Groups and Review Logs. Viewing of Recent Documents, Recent Sections, Shared Drive and Repositories are also viewable in the dashboard.

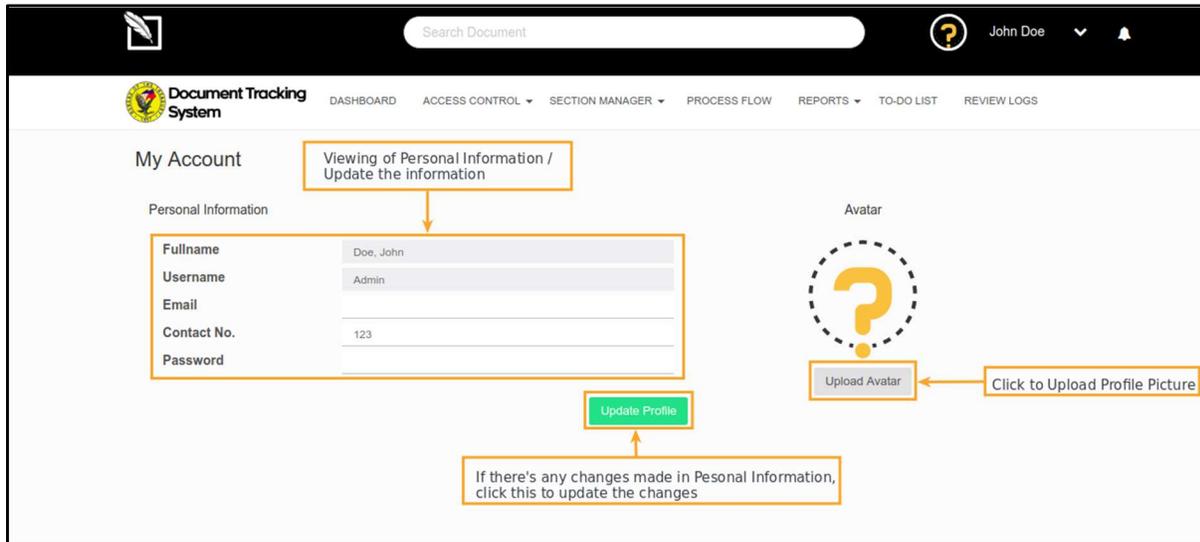


System Notification

System Notification is for notifying the employees such as Reviewing and Approving of Documents, if there's a new record created in the group you belong, etc.

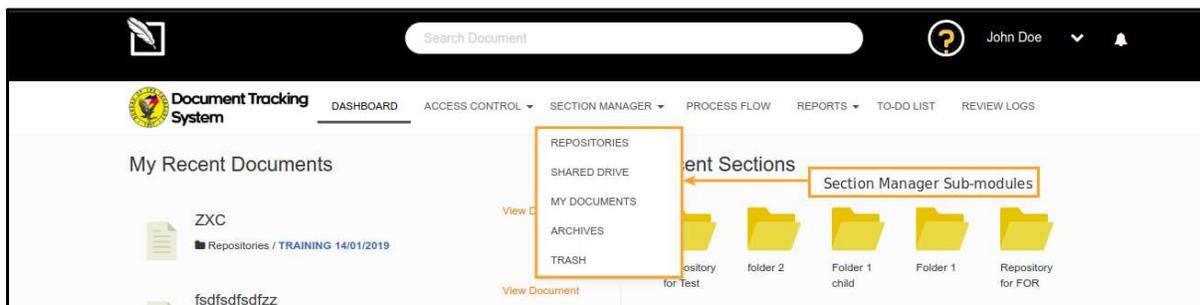


When clicking the arrow down beside the user's name, you will view the file storage capacity where you can monitor the used and free storage in your account. There are also 3 buttons below which are the (A) Account Settings and (C) Logout



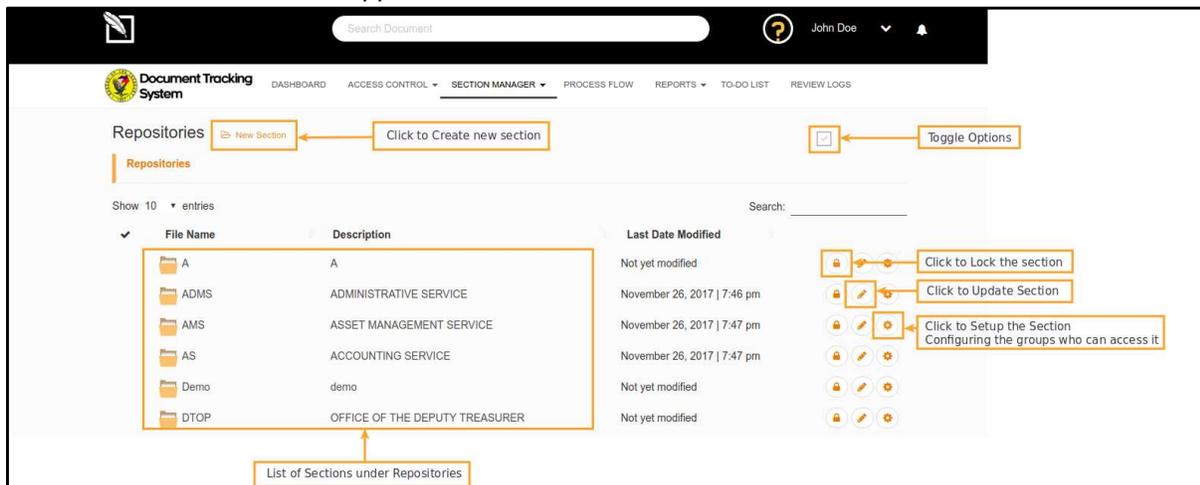
Account Settings

When you clicked the Account Settings, you will see this interface where you can update your Personal Information and can upload profile picture



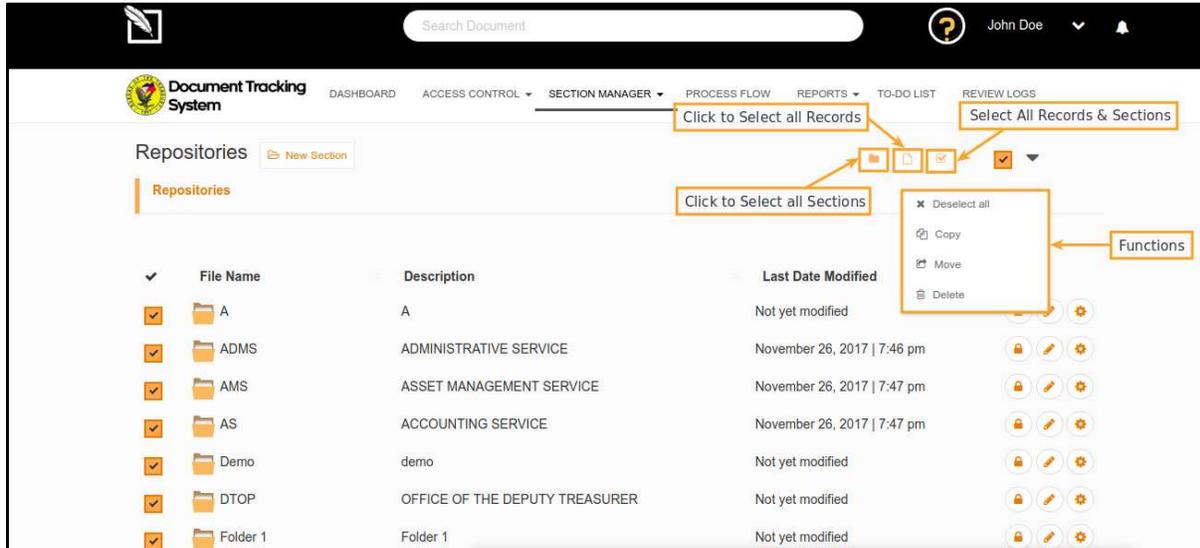
Section Manager

Section Manager has 5 sub-modules which are (A) Repositories (B) Shared Drive (C) My Documents (D) Archives and (E) Trash. Dokymento Classifies Folders as sections. So whenever you create a section, a folder will appear

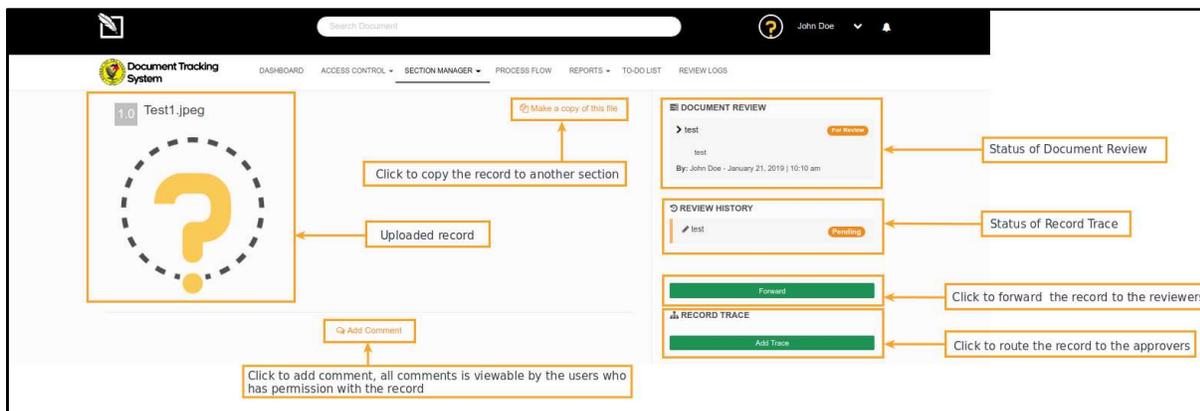


Repositories

Repository is a type of section(folder) that allows designated groups to access sections(folders) privately. Group managers and the Administrators are the only authorized person to create, update and delete sections (folders) inside the repository.



You may now select the folder you want to move, copy or delete. After selection a dropdown near the file selection button will appear. Options such as delete, move, copy and deselect will be displayed once you tick the button



Record Description

Status: [Verify](#) 

Name: test

Description: test

Date Created: January 21, 2019 | 10:23 am

Location: Repositories / [Folder 1](#)

Created by: John Doe

Transaction: Internal

Document Reference No.: 123

Sender: Neililita Tanggor

Document Recipient: undefined

Security: Public

Priority: Routinary

Document Type: Others

Indices:

[#test](#)

VERSION HISTORY

1.0 Created by John Doe January 21, 2019 | 10:23 am [View](#)

[Upload new version](#)

Click to Verify and Scan the record

Click to view the details of document verification

Click to Lock/Unlock the uploading of file

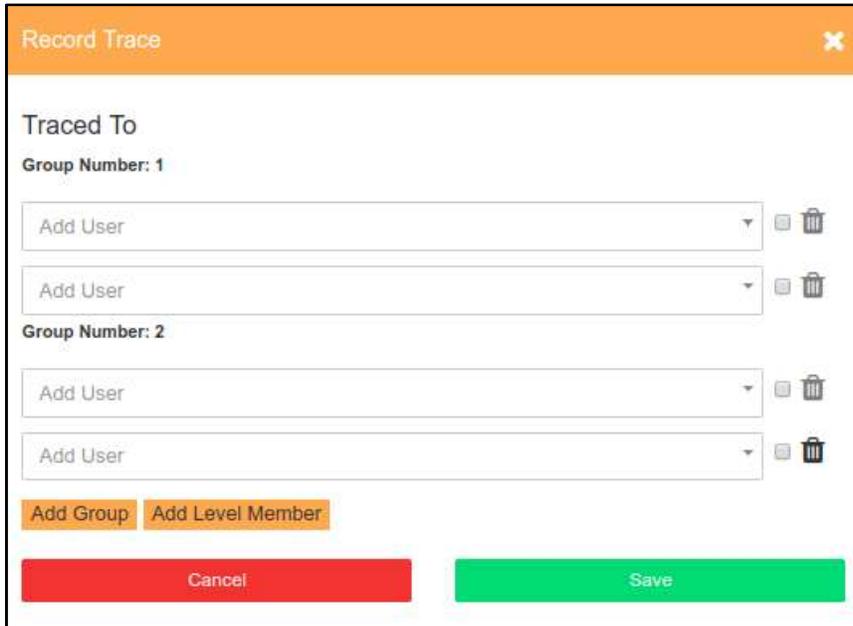
Click to View the Version History of Record

Click to Upload New Version of File

Forward This Record

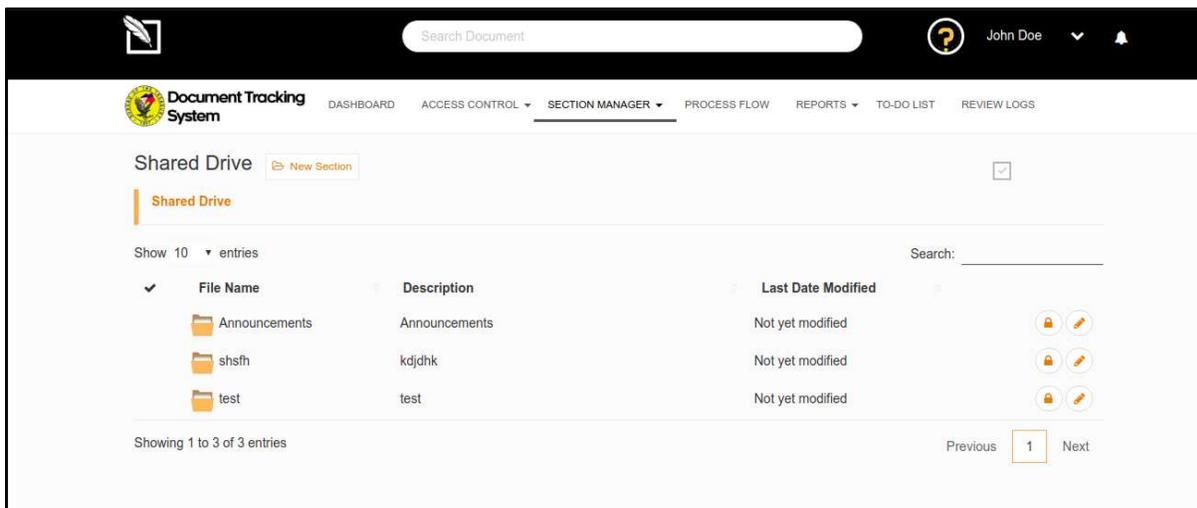
Forward to	Description
<input type="text" value="Add Users"/>	<input type="text" value="Subject"/>
To be reviewed by:	<input type="text" value="Message"/>
<input type="text" value="Atleast 1 reviewer"/>	
<input type="button" value="Cancel"/>	<input type="button" value="Save"/>

Route the files to the recipients by selecting their user account then you may select “to be approved by”:
All selected reviewers or At least 1 reviewer then add Subject and description for your document review.
After that click save.



The 'Record Trace' dialog box features an orange header with a close button. It is divided into two sections: 'Group Number: 1' and 'Group Number: 2'. Each section contains two input fields, each with a dropdown menu labeled 'Add User' and a trash icon to its right. Below the second group, there are two buttons: 'Add Group' and 'Add Level Member'. At the bottom, there are two large buttons: a red 'Cancel' button and a green 'Save' button.

Route the files to the approvers of documents, you can define user per approvers group. On the right side there's a tick box which indicating that if it's ticked, the user is primary approver. If all the Primary Approver approves the record, other approvers (*not tagged as primary approver*) will no longer able to approve the record



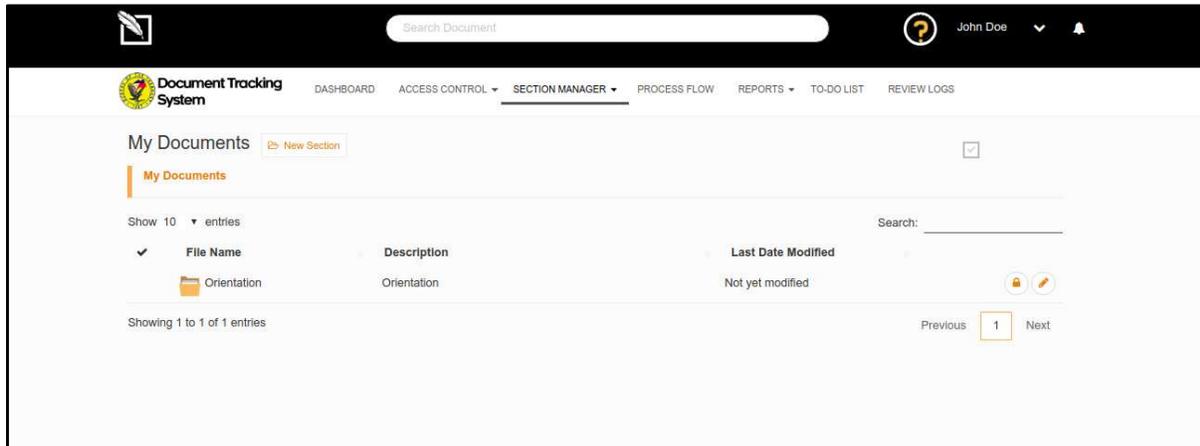
The screenshot shows the 'Document Tracking System' interface. At the top, there is a search bar and a user profile for 'John Doe'. The main navigation menu includes 'DASHBOARD', 'ACCESS CONTROL', 'SECTION MANAGER', 'PROCESS FLOW', 'REPORTS', 'TO-DO LIST', and 'REVIEW LOGS'. The current view is 'Shared Drive', which includes a 'New Section' button and a search bar. Below this is a table of entries:

File Name	Description	Last Date Modified	
Announcements	Announcements	Not yet modified	<input type="checkbox"/>
shsfh	kdjdkh	Not yet modified	<input type="checkbox"/>
test	test	Not yet modified	<input type="checkbox"/>

At the bottom, it shows 'Showing 1 to 3 of 3 entries' and a pagination control with 'Previous', '1', and 'Next' buttons.

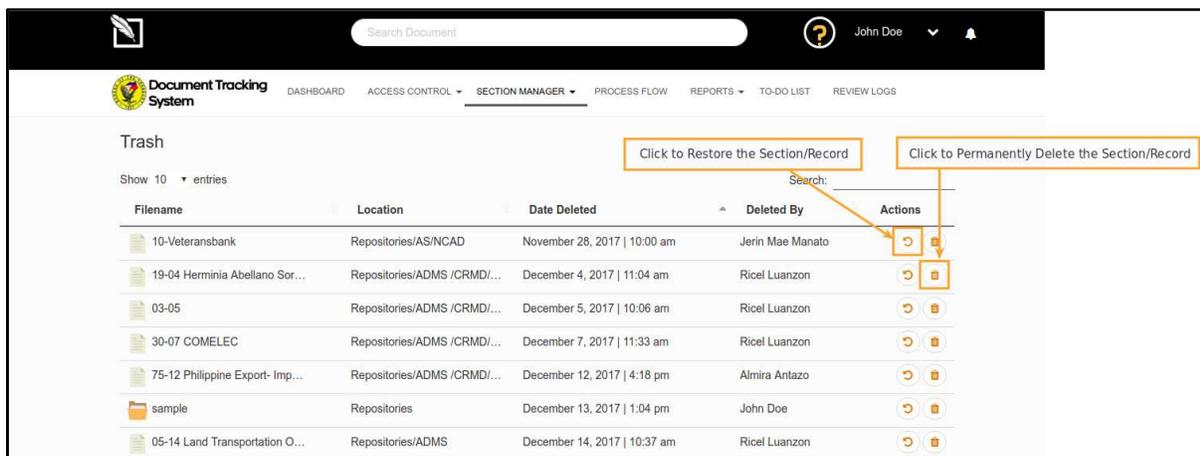
Shared Drive

Shared Drive sub-module is a public folder that is shared across to all users of the site. Administrators are the only authorized person to create, update and delete sections (folders) inside the shared drive.



My Documents

My Documents sub-module is a type section(folder) where you can use to accommodate your own files. Any user is able to create, update and delete sections.



Trash

Trash sub-module is where all your deleted sections and records will be stored

System Manual

The screenshot shows the 'Review Logs' page in the Document Tracking System. At the top, there is a search bar for documents and a user profile for John Doe. The navigation menu includes Dashboard, Access Control, Section Manager, Process Flow, Reports, To-Do List, and Review Logs. The main content area features a 'Review Logs' title, a filter section with dropdowns for 'View' (Assigned tasks to You) and 'Status' (All), and date range inputs for 'Filter date from' and 'to'. Below the filters, there is a 'Show 10 entries' option and a search input. A table displays the log entries with columns for Name, Document Reference Number, Sender, Status, Assigned By, Created Date, and Forward Date. A single entry is shown with a 'VIEW' button. At the bottom, it indicates 'Showing 1 to 1 of 1 entries' and includes 'Previous' and 'Next' navigation links.

NAME	DOCUMENT REFERENCE NUMBER	SENDER	STATUS	ASSIGNED BY	CREATED DATE	FORWARD DATE	
Test1	123	Corazon Maliwanag	For Review	John Doe	01/21/2019 10:10 am	01/22/2019 10:16 am	VIEW

Review Logs

To generally see your document reviews, you can access it by going to review logs. You can view the documents assigned to you and the documents you have assigned to others. This module will enable you to manage the documents based on their status. Just select your view and status for your desired view