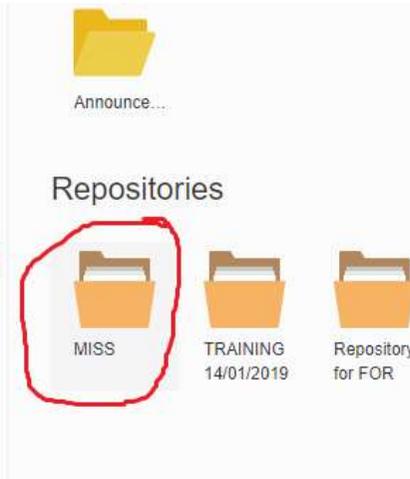


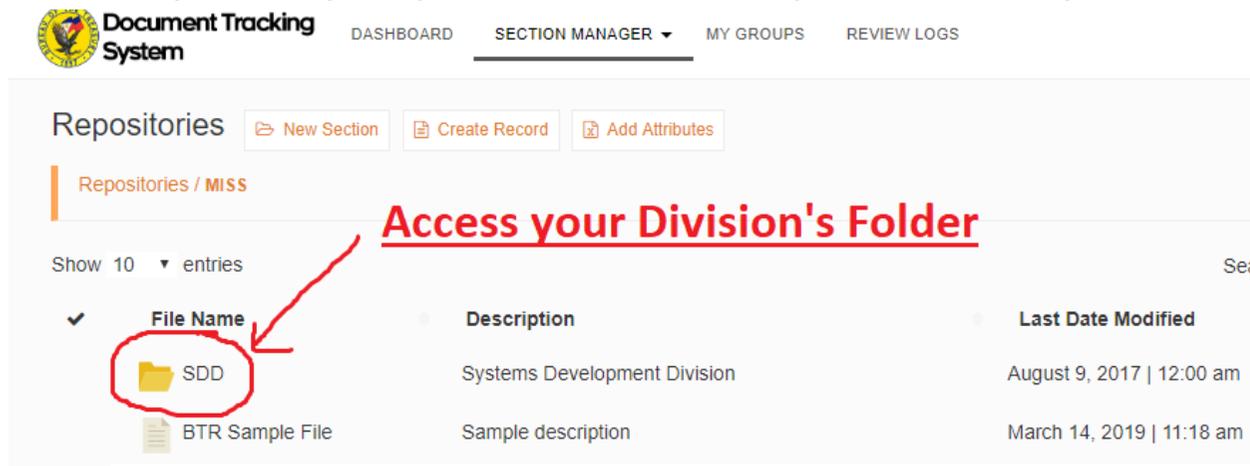
To CREATE a document as Sender/Source,
Find your folder under Repositories



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.



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.

You may also create new Folders/"Sections" Only inside your own Division's Repositories

The image displays two screenshots of the Document Tracking System interface. The left screenshot shows the 'Repositories' page with the breadcrumb 'Repositories / MISS / SDD'. A red circle highlights the 'New Section' button. Below, a list of folders is shown under the heading 'File Name', with 'Outgoing SDD' and 'Test Section' listed. A red arrow points from the 'New Section' button to the 'Outgoing SDD' folder. The right screenshot shows the 'Document Tracking System' dashboard with the breadcrumb 'Repositories / MISS / SDD / Outgoing SDD'. A red circle highlights the 'Create Record' button, and a red arrow points to the 'Outgoing SDD' folder in the breadcrumb. A tooltip 'Create New Record' is visible over the 'Create Record' button.

You may proceed to create new Documents/Records in your new Folders/Sections
Within your Division's Folder/Section.

You cannot create a Document nor Folder outside your Division's Repository