# University of the Philippines

## Document Tracking System (DTS)

### User Guide/Manual

*Version 2.0*
*18 March 2014*

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# Introduction to DTS

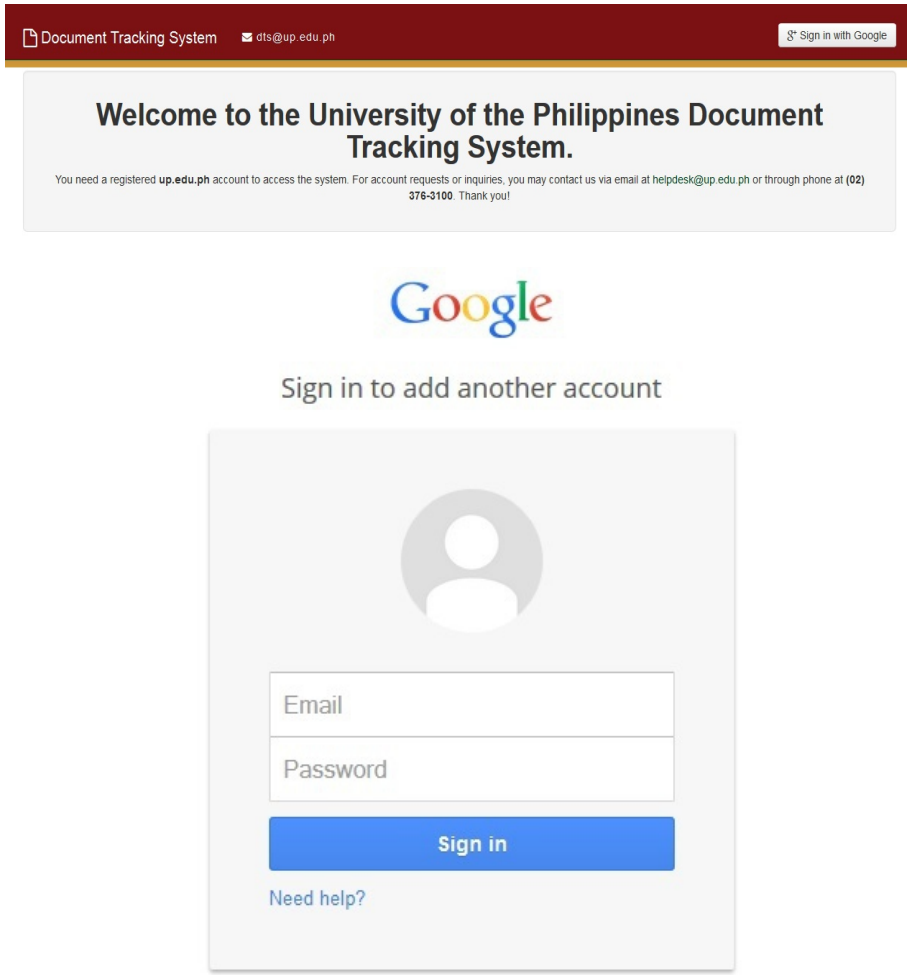
**Welcome to DTS!**
The Document Tracking System (DTS) is an information system capable of tracking the paper trail of documents created within the UP System. This also includes information on the originating and receiving office and personnel, as well as the time elapsed between offices/units/departments. Document attachments, revisions, updates, and remarks are also supported.

The link to access Document Tracking System is:
**http://dts.up.edu.ph/**

After clicking on this link, please provide the log-in credentials as emailed to you.

Note: You need a registered **"@up.edu.ph"** account to access the system. For UP account requests, inquiries, and/or registration, you may contact the eUP Helpdesk via email at **helpdesk@up.edu.ph** or through landline by calling **(+632) 376-3100 to 01**.

# User Log-in



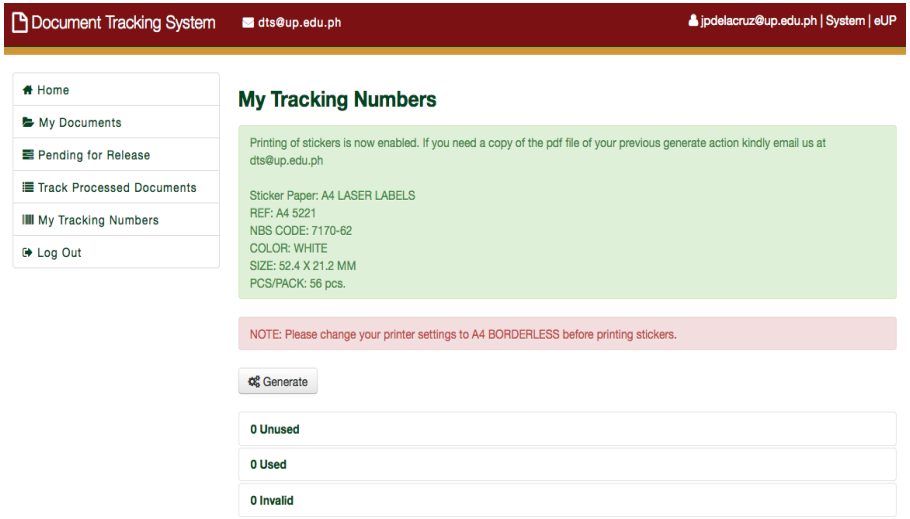

1. Log-on to the DTS at **http://dts.up.edu.ph/**.
2. Click the ***Sign in with Google*** button at the upper-right corner of the web page.
3. Enter the appropriate information into the ***Email*** field. For example, **"*jpdelacruz@up.edu.ph*"**
4. Enter the desired information into the ***Password*** field. For example, **"*juandelacruz1234*"**
5. Click the ***Sign In*** button.

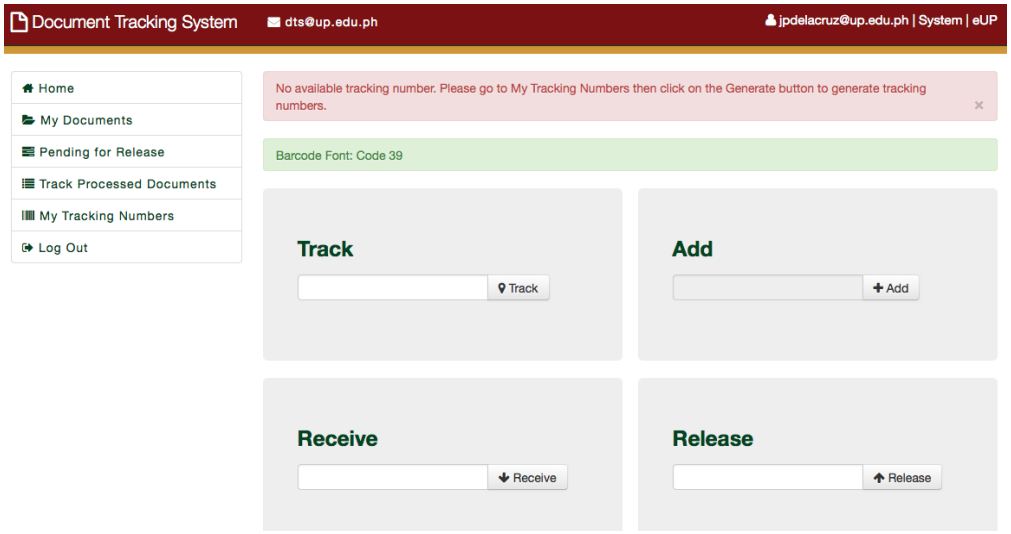
As previously stated, you will need a registered **"@up.edu.ph"** account to access the system. For UP account requests, inquiries, and/or registration, you may contact us via email at **helpdesk@up.edu.ph** or through phone at **(+632) 376-3100 to 01**.

# Generate Tracking Numbers

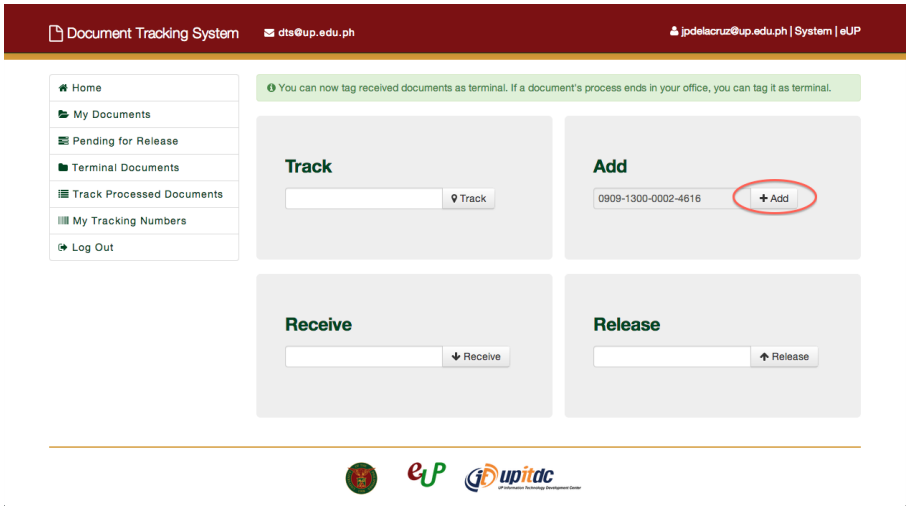
1. Log-in to the DTS as outlined in the above procedure.
2. Click the ***My Tracking Numbers*** link in the DTS menu on the left side of the web page.
3. Click the ***Generate*** button to generate your tracking numbers.
4. You may view how many tracking numbers you have left by clicking the ***My Tracking Numbers*** link in the DTS menu on the left side of the web page.

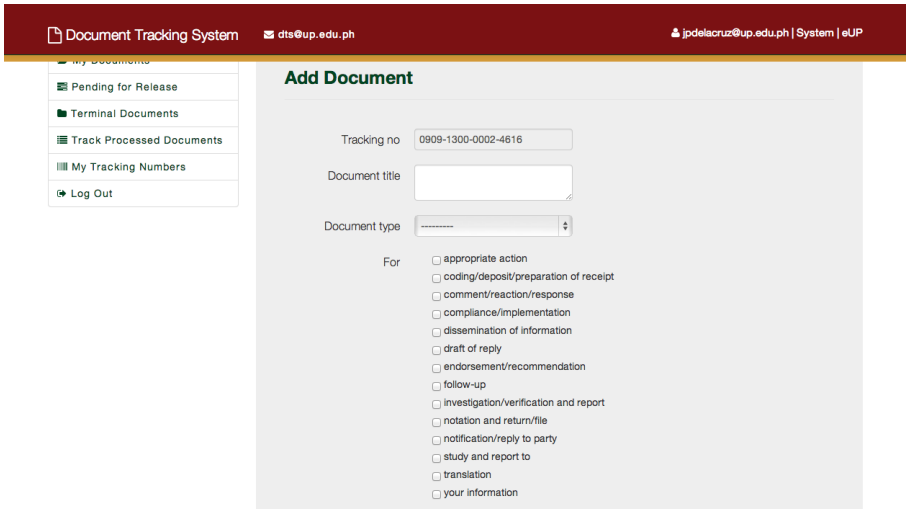
   Note: Once your tracking numbers have been generated, you will be unable to generate additional tracking numbers until your unused tracking numbers reach 10 or less (see photo below).



# Add Document



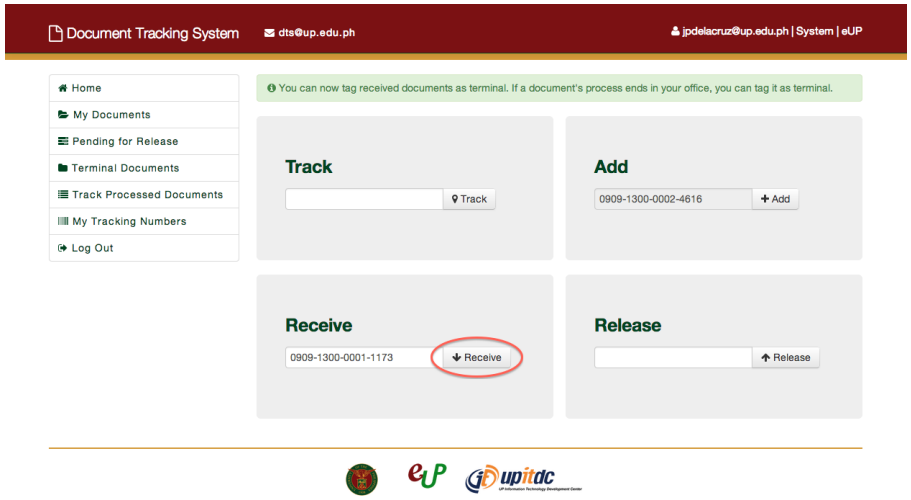




1. Log-in to the DTS as outlined in the above procedure.
2. Click the ***Add*** button to add a new document.
3. Fill-out the necessary details of your new document (e.g., Document Title, Document Type, Remarks, etc).
4. You may attach other files as supporting documents where applicable.
5. You may likewise choose to receive email notifications regarding the progress of the your document.
6. Click on the ***Save as Draft*** button to save a draft of your new document, or the ***Finalize*** button to finalize your new document.

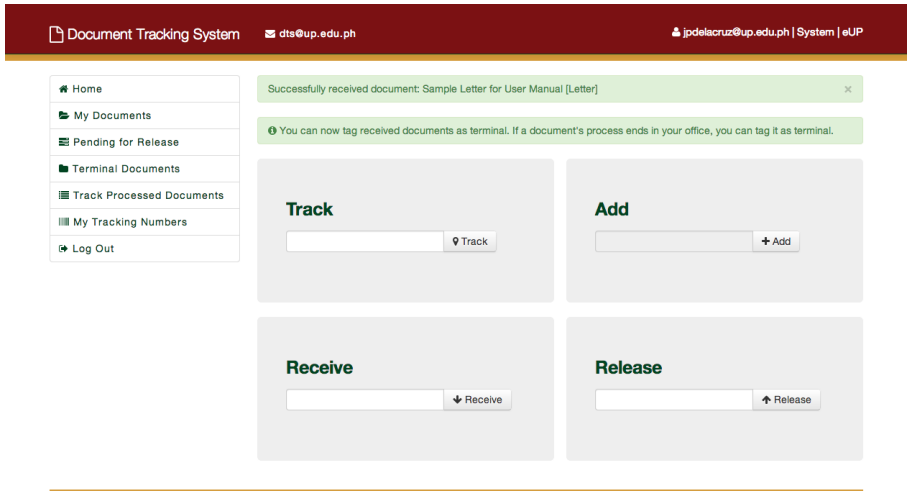
Notes:

- Documents saved as draft are not considered final and are still locked in the originating office. Other offices will therefore not be able to receive the said documents.
- Documents, once finalized, will not be editable.

# Receive Document

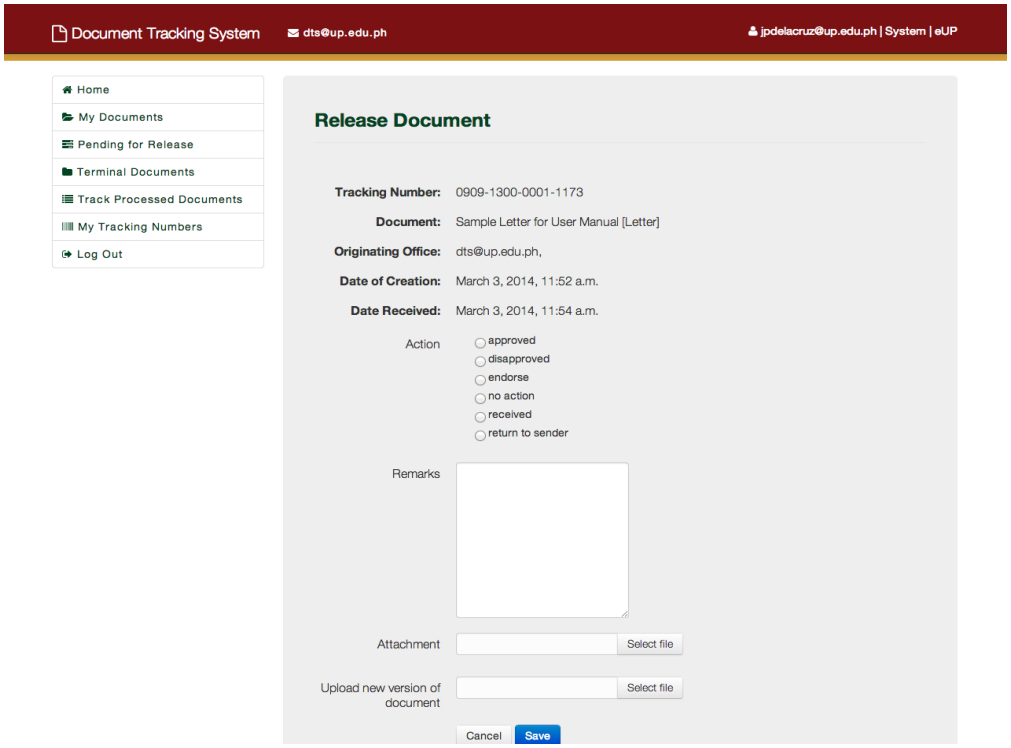



1. Log-in to the DTS as outlined in the above procedure.
2. In the ***Receive*** text box, input the corresponding tracking number of the document you wish to receive.
3. Click the ***Receive*** button.
4. A prompt will inform you if the document has been successfully received.
5. The received document will then show up when you click on the ***Pending for Release*** link in the DTS menu on the left side of the web page, along with other documents pending for your release (see photo below).

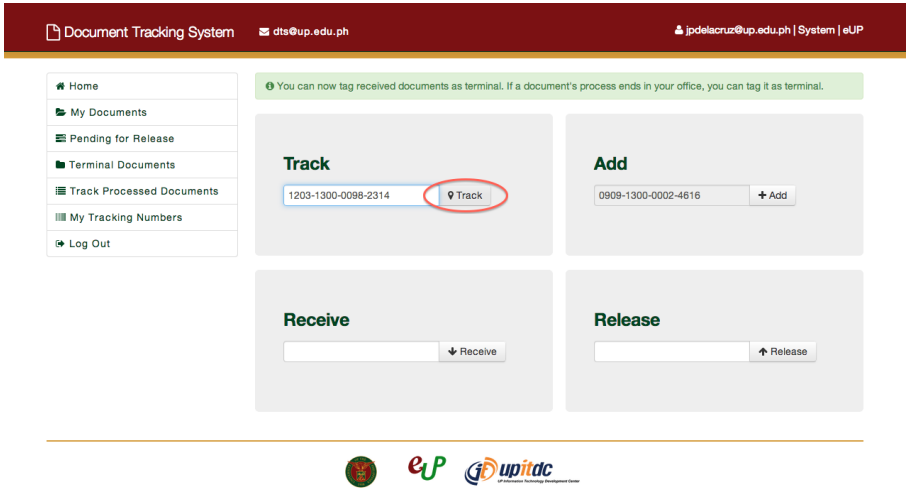


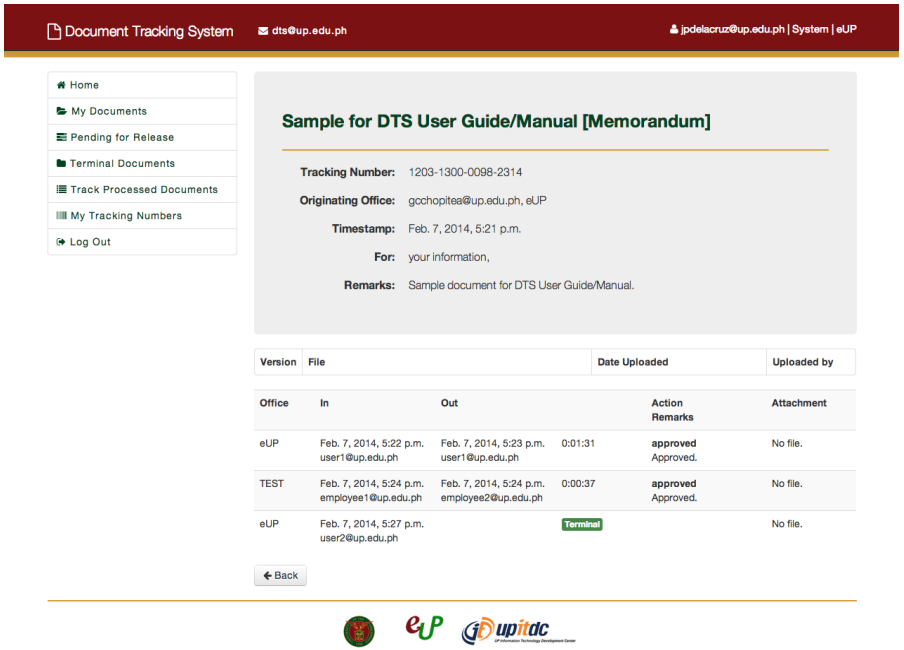
# Release Document

1. Log-in to the DTS as outlined in the above procedure.
2. Click the ***Pending for Release*** link in the DTS menu on the left side of the web page. You will then be taken to a page containing all pending documents in your office.
3. Click on the ***Release*** link and fill-out the necessary details the document to be released (e.g., Action, Remarks, etc).
4. You may attach other files as supporting documents where applicable.
5. You may likewise upload a new version of the document to be released where applicable.
6. Click on the ***Save*** button to release the document.



# Track Document

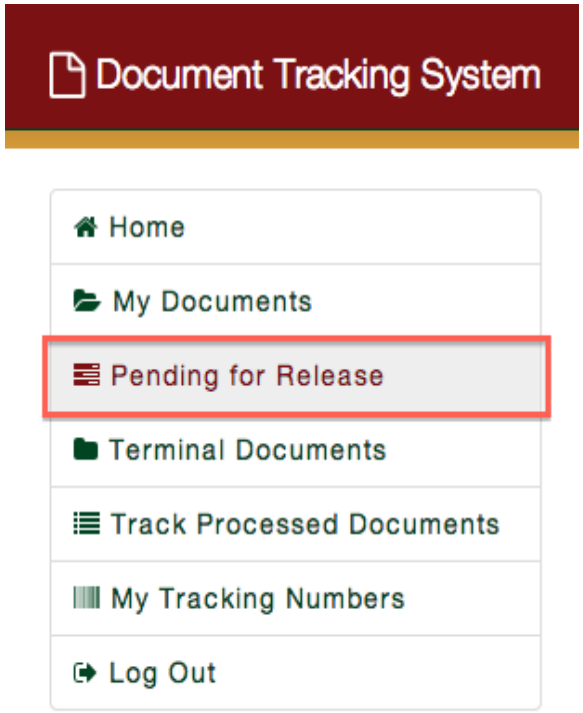


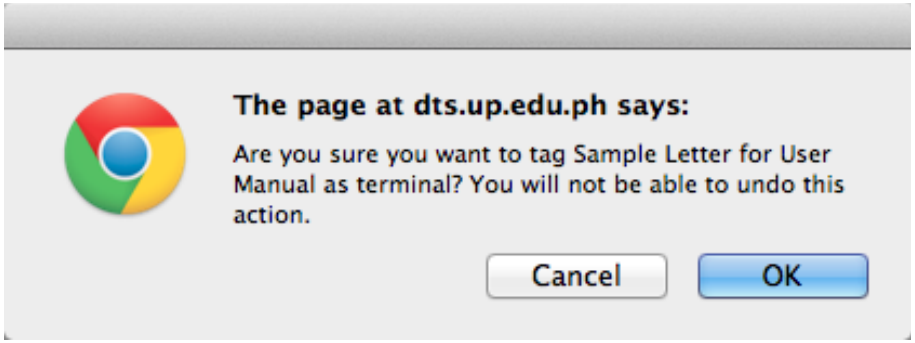

1. Log-in to the DTS as outlined in the above procedure.
2. In the ***Track*** text box, input the corresponding tracking number of the document you wish to track.
3. Click the ***Track*** button.
4. You will be taken to a webpage which shows the details of the document you have chosen to track. This includes the document's tracking number, originating office, paper trail, action(s) taken, attachments, remarks, etc.

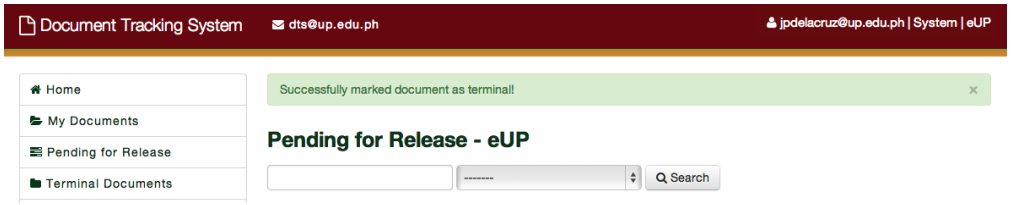
   Note: The ***Track Processed Documents*** link (see photo below) in the DTS menu contains the list of all documents which have passed through the user (either received or released). This can then be used to track all previously processed documents.

# Tag Document as “Terminal”




1. Log-in to the DTS as outlined in the above procedure.
2. Click the ***Pending for Release*** link in the DTS menu on the left side of the web page. You will then be taken to a page containing all pending documents in your office.
3. Click on the ***Terminal*** link to tag a document as terminal.
4. You will be prompted to make sure you want to tag the document as terminal.
5. You will be directed to a page indicating the tagging was successful. (see photos below)






Note: Once you tag a document as terminal, it cannot be undone. Tagging a document as terminal means that the receiving unit/office/personnel is the end of the paper trail process.