



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

The screenshot shows the login interface of the University of the Philippines Document Tracking System (DTS). At the top, a dark red header bar contains the text "Document Tracking System" and "dts@up.edu.ph" on the left, and a "Sign in with Google" button on the right. Below the header, a light gray box contains the text "Welcome to the University of the Philippines Document Tracking System." and a note: "You need a registered up.edu.ph account to access the system. For account requests or inquiries, you may contact us via email at helpdesk@up.edu.ph or through phone at (02) 376-3100. Thank you!". Below this, the Google logo is displayed, followed by the text "Sign in to add another account". The main login area is a light gray box containing a circular profile icon placeholder, two input fields labeled "Email" and "Password", a blue "Sign in" button, and a link "Need help?".

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.

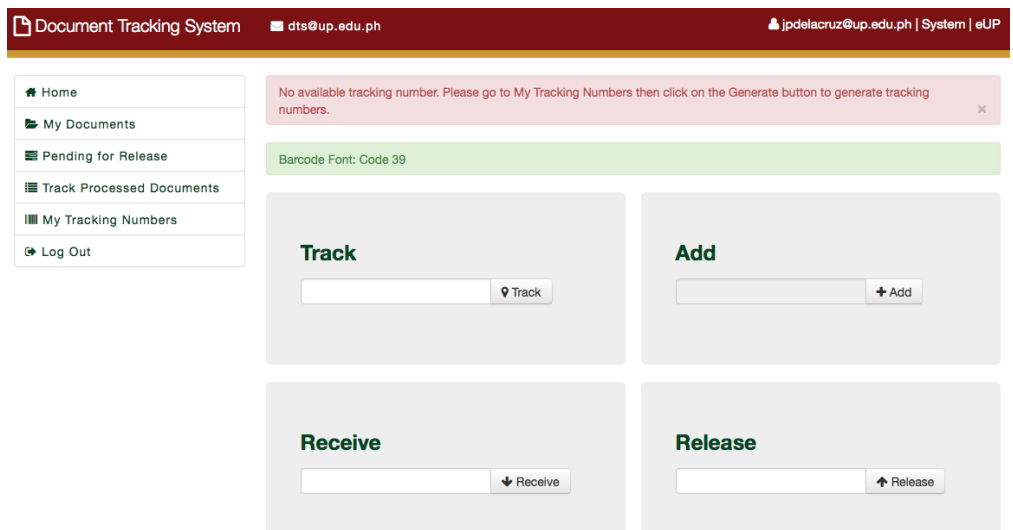
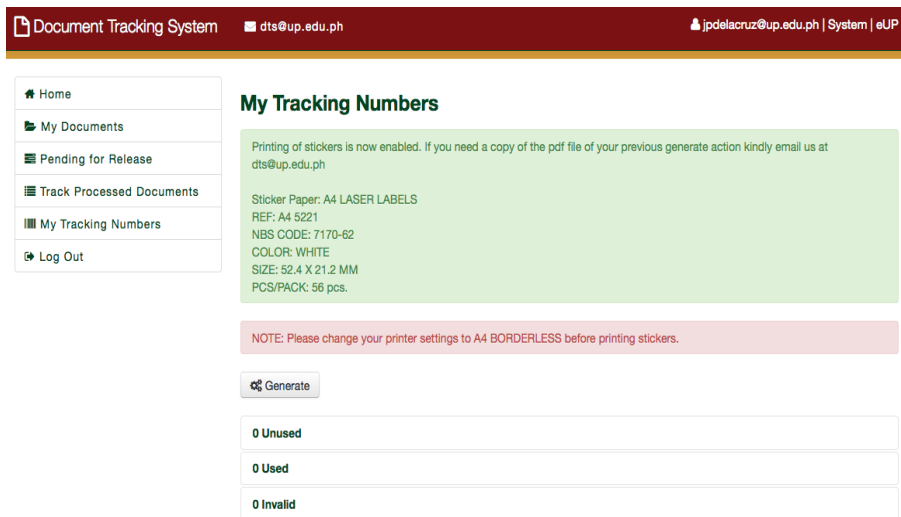
As previously stated, you will need a registered "**@up.edu.ph**" account to access the system. For UP account requests, inquiries, and/or registration, you may contact us via email at **helpdesk@up.edu.ph** or through phone at **(+632) 376-3100 to 01**.

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

Document Tracking System | dts@up.edu.ph | jpdelaacruz@up.edu.ph | System | eUP

You can now tag received documents as terminal. If a document's process ends in your office, you can tag it as terminal.

Track

Add

Receive

Release

UP eUP upitdc

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

Document Tracking System | dts@up.edu.ph | jpdelaacruz@up.edu.ph | System | eUP

- Home
- My Documents
- Pending for Release
- Terminal Documents
- Track Processed Documents
- My Tracking Numbers
- Log Out

You can now tag received documents as terminal. If a document's process ends in your office, you can tag it as terminal.

Track

Add

Receive

Release

UP eUP upitdc

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).

Document Tracking System | dts@up.edu.ph | jpdelaacruz@up.edu.ph | System | eUP

- Home
- My Documents
- Pending for Release
- Terminal Documents
- Track Processed Documents
- My Tracking Numbers
- Log Out

Successfully received document: Sample Letter for User Manual [Letter]

You can now tag received documents as terminal. If a document's process ends in your office, you can tag it as terminal.

Track

Add

Receive

Release

UP eUP upitdc

Document Tracking System | dts@up.edu.ph | jpdelaacruz@up.edu.ph | System | eUP

- Home
- My Documents
- Pending for Release
- Terminal Documents
- Track Processed Documents
- My Tracking Numbers
- Log Out

Pending for Release - eUP

Originating Office	Document	Tracking Number	Received	Release	Tag as Terminal
TEST	Sample Letter for User Manual	0909-1300-0001-1173	March 3, 2014, 11:54 a.m. jpdelaacruz@up.edu.ph 18 minutes	<input type="button" value="↑ Release"/>	<input type="button" value="■ Terminal"/>

Page 1 of 1.

UP eUP upitdc

Release Document

The top part of the image shows the DTS menu with the 'Pending for Release' option highlighted. The bottom part shows the 'Pending for Release - eUP' page with a table of documents and a 'Release' button circled in red.

Document Tracking System

- Home
- My Documents
- Pending for Release**
- Terminal Documents
- Track Processed Documents
- My Tracking Numbers
- Log Out

Pending for Release - eUP

Q Search

Originating Office	Document	Tracking Number	Received	Release	Tag as Terminal
TEST	Sample Letter for User Manual	0909-1300-0001-1173	March 3, 2014, 11:54 a.m. jdelacruz@up.edu.ph 18 minutes	Release	Terminal

Page 1 of 1.

UP eUP upitdc

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.

The 'Release Document' form contains fields for document details and options for action and remarks.

Document Tracking System | dts@up.edu.ph | jdelacruz@up.edu.ph | System | eUP

Release Document

Tracking Number: 0909-1300-0001-1173

Document: Sample Letter for User Manual [Letter]

Originating Office: dts@up.edu.ph,

Date of Creation: March 3, 2014, 11:52 a.m.

Date Received: March 3, 2014, 11:54 a.m.

Action:

- ☐ approved
- ☐ disapproved
- ☐ endorse
- ☐ no action
- ☐ received
- ☐ return to sender

Remarks:

Attachment:

Upload new version of document:

Track Document

Document Tracking System | dts@up.edu.ph | jpdelaacruz@up.edu.ph | System | eUP

You can now tag received documents as terminal. If a document's process ends in your office, you can tag it as terminal.

Track

1203-1300-0098-2314 **Track**

Add

0909-1300-0002-4616 **Add**

Receive

Release

Home | My Documents | Pending for Release | Terminal Documents | **Track Processed Documents** | My Tracking Numbers | Log Out

UP | eUP | upitdc

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.

Document Tracking System | dts@up.edu.ph | jpdelaacruz@up.edu.ph | System | eUP

Home | My Documents | Pending for Release | Terminal Documents | **Track Processed Documents** | My Tracking Numbers | Log Out

Sample for DTS User Guide/Manual [Memorandum]

Tracking Number: 1203-1300-0098-2314

Originating Office: gcchopitea@up.edu.ph, eUP

Timestamp: Feb. 7, 2014, 5:21 p.m.

For: your information,

Remarks: Sample document for DTS User Guide/Manual.

Version	File	Date Uploaded	Uploaded by	
Office	In	Out	Action Remarks	Attachment
eUP	Feb. 7, 2014, 5:22 p.m. user1@up.edu.ph	Feb. 7, 2014, 5:23 p.m. user1@up.edu.ph	0:01:31 approved Approved.	No file.
TEST	Feb. 7, 2014, 5:24 p.m. employee1@up.edu.ph	Feb. 7, 2014, 5:24 p.m. employee2@up.edu.ph	0:00:37 approved Approved.	No file.
eUP	Feb. 7, 2014, 5:27 p.m. user2@up.edu.ph		Terminal	No file.

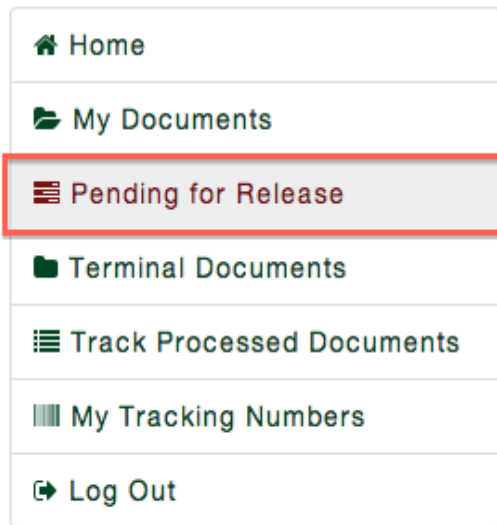
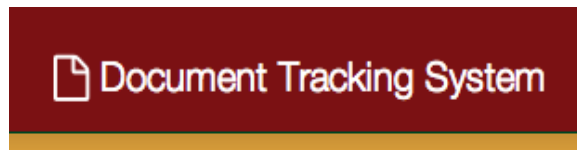
Back

UP | eUP | upitdc

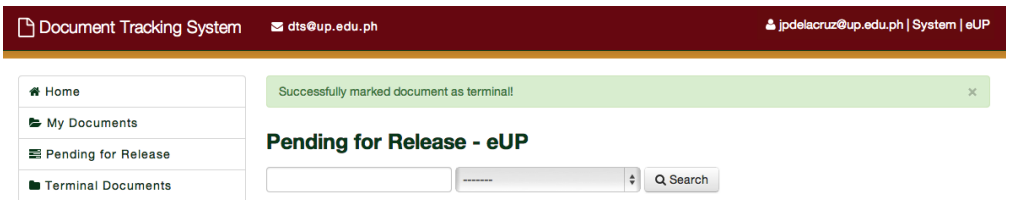
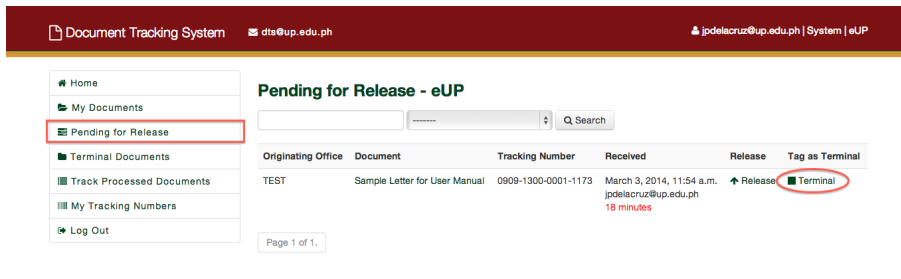
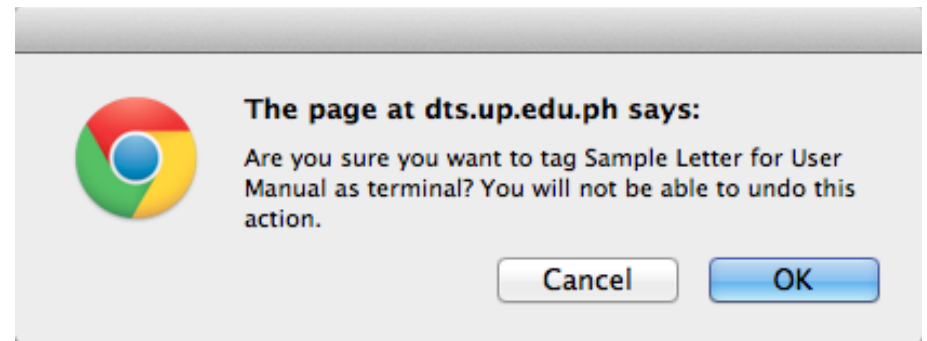
Document Tracking System

Home | My Documents | Pending for Release | Terminal Documents | **Track Processed Documents** | My Tracking Numbers | Log Out

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.