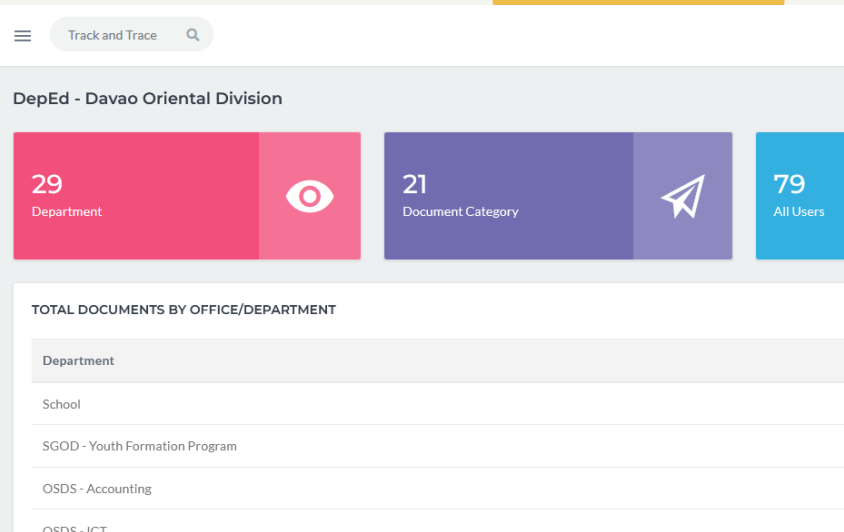
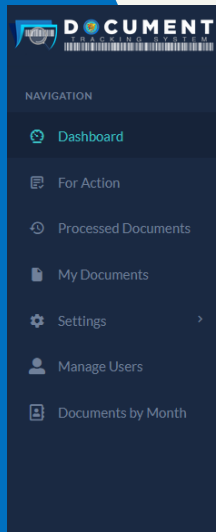


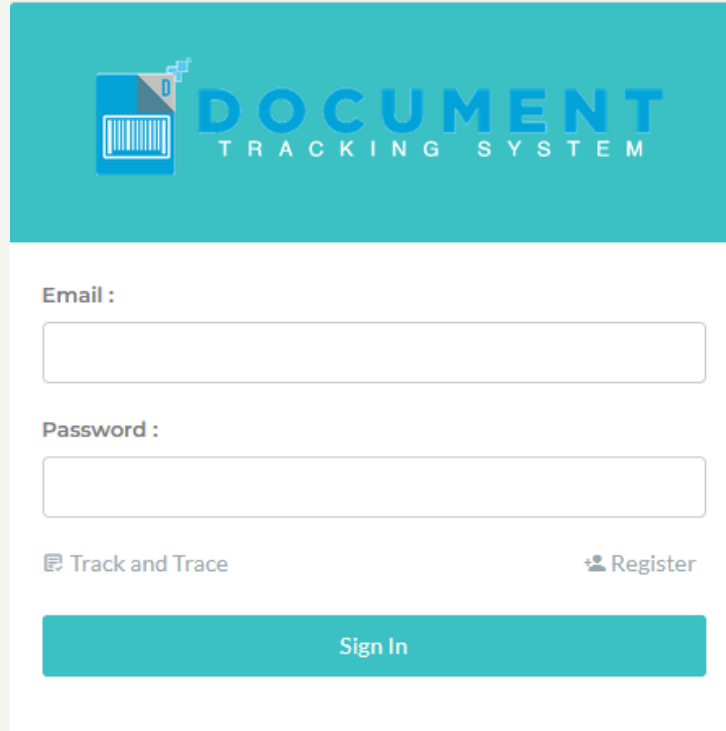


# Document Tracking System

## Field User's Guide



From your computer browser, open the link <https://dts.depeddavor.com>



**DOCUMENT**  
TRACKING SYSTEM

Email :

Password :

[Track and Trace](#) [Register](#)

Sign In

Click the **Register** link.

Type in the necessary information.

## Document Tracking System

Create a new Account

Email :  Password :

First name:  Last name:

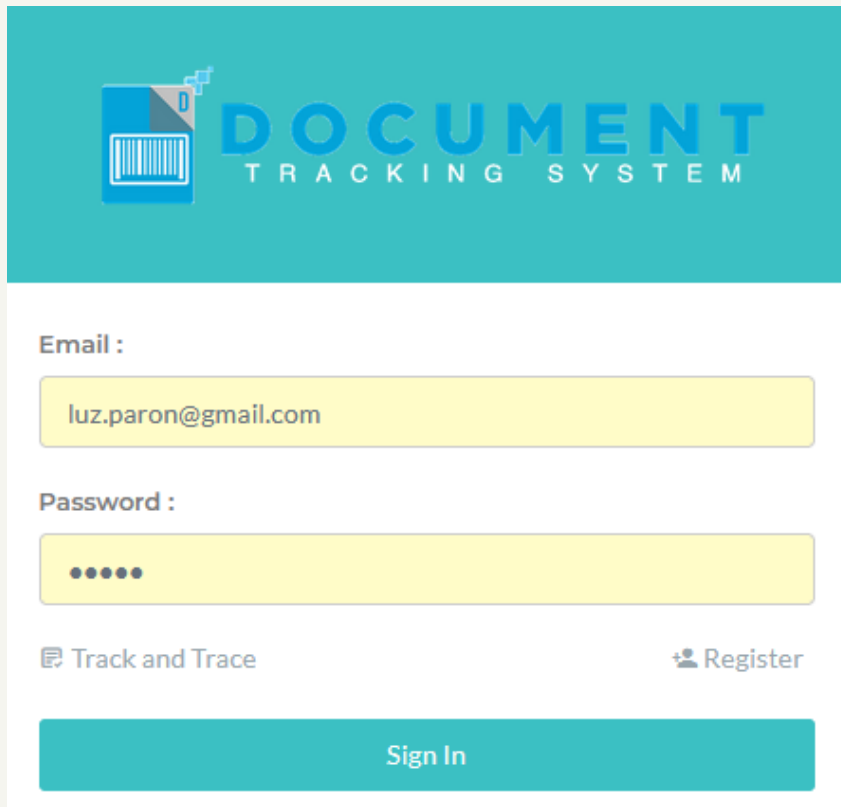
Address

I accept [Terms and Conditions](#)

Already have account?

Click the **Register** button.

After creating your account, you may now login to the system.





The image shows a login interface for the 'DOCUMENT TRACKING SYSTEM'. The header is teal with a logo on the left consisting of a blue square with a white barcode and a small icon of a document with a plus sign. To the right of the logo, the word 'DOCUMENT' is written in large blue letters, and 'TRACKING SYSTEM' is written in smaller white letters below it. Below the header, there are two input fields: 'Email :' with the value 'luz.paron@gmail.com' and 'Password :' with five dots. At the bottom, there are two links: 'Track and Trace' with a document icon and 'Register' with a person icon. A large teal button labeled 'Sign In' is centered at the bottom.

**DOCUMENT**  
TRACKING SYSTEM

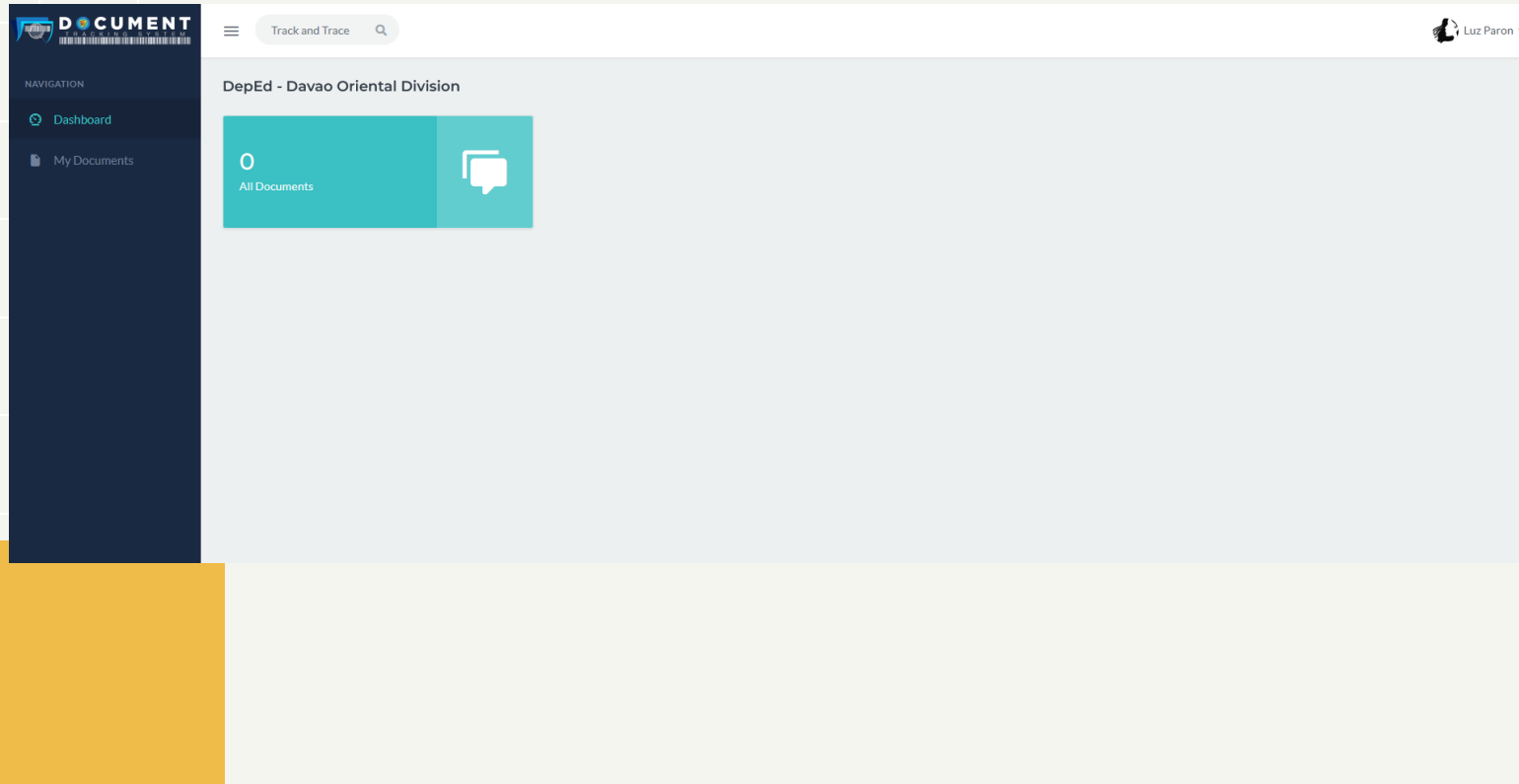
Email :  
luz.paron@gmail.com

Password :  
.....

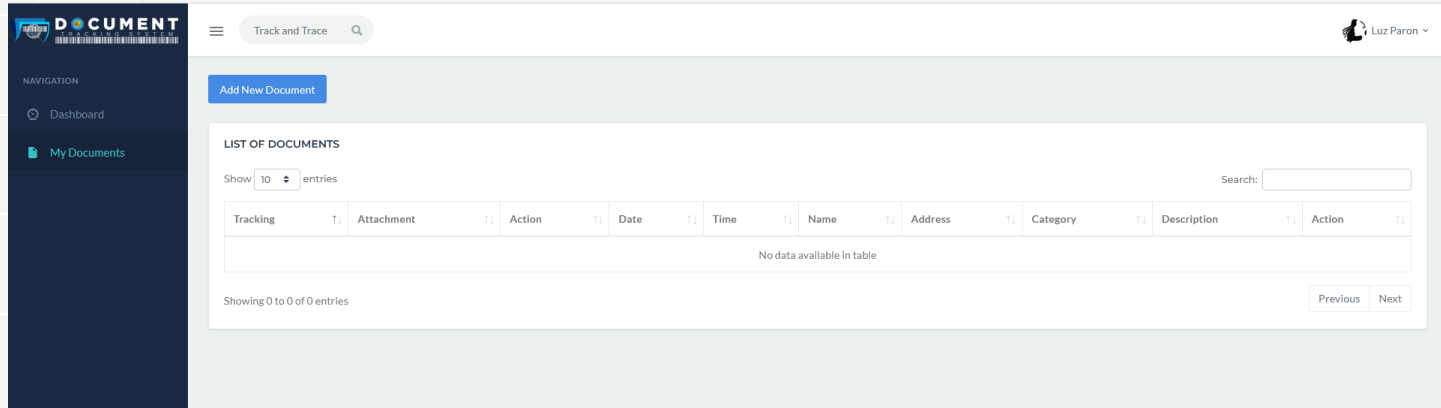
 Track and Trace  Register

Sign In

This is the interface of the dashboard.



To add a document, click **My Documents**.



DOCUMENT

Track and Trace

Luz Paron

NAVIGATION

- Dashboard
- My Documents

Add New Document

LIST OF DOCUMENTS

Show 10 entries

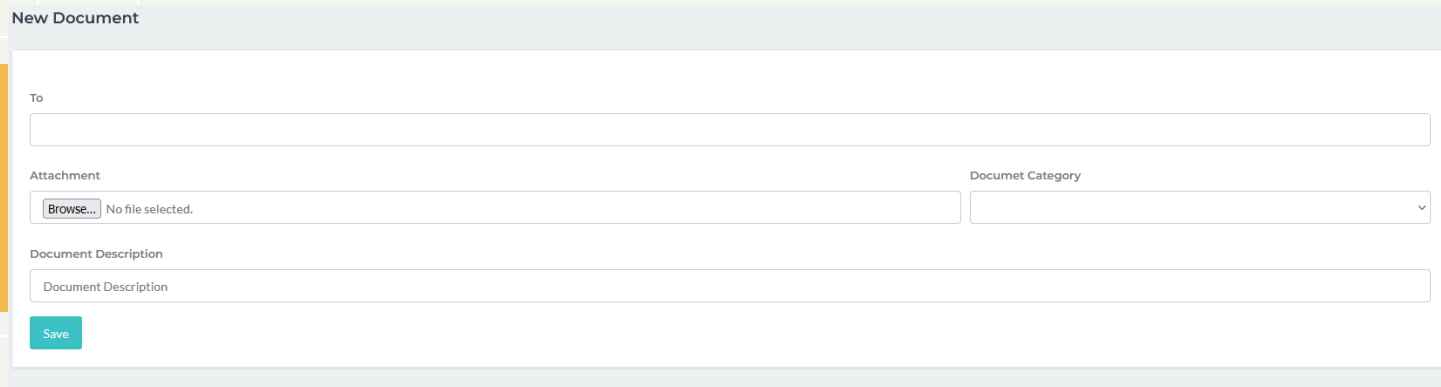
Search:

Tracking	Attachment	Action	Date	Time	Name	Address	Category	Description	Action
No data available in table									

Showing 0 to 0 of 0 entries

Previous Next

Click the **Add New Document** button.



New Document

To

Attachment

Browse... No file selected.

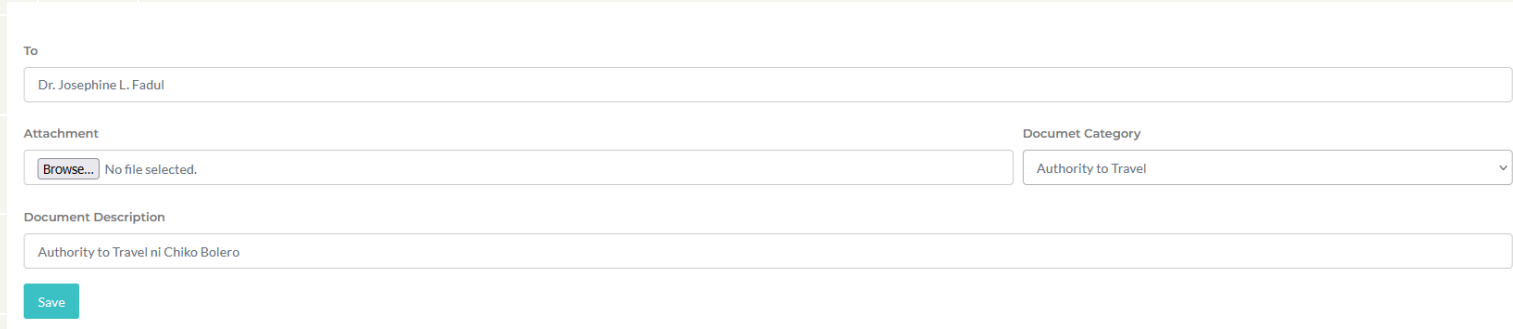
Documet Category

Document Description

Document Description

Save

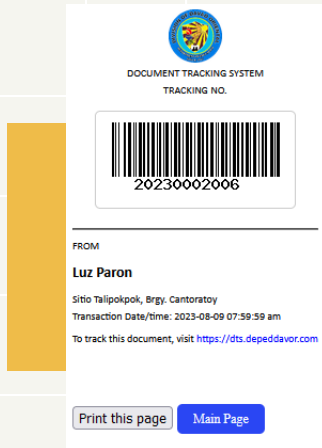
Encode the details of your document. The **Attachment** field is not required.



The screenshot shows a web form for document tracking. It has the following fields and elements:

- To:** A text input field containing "Dr. Josephine L. Fadul".
- Attachment:** A file selection area with a "Browse..." button and the text "No file selected.".
- Document Category:** A dropdown menu with "Authority to Travel" selected.
- Document Description:** A text input field containing "Authority to Travel ni Chiko Bolero".
- Save:** A teal button at the bottom left of the form.

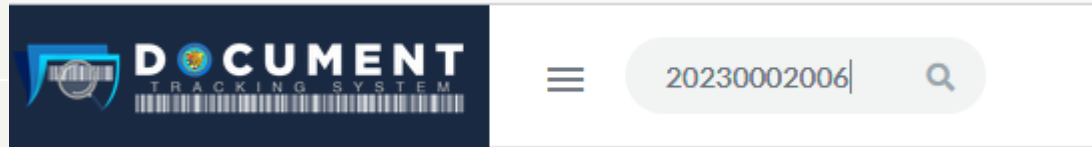
Click the **Save** button. A barcode containing the tracking number will be generated.




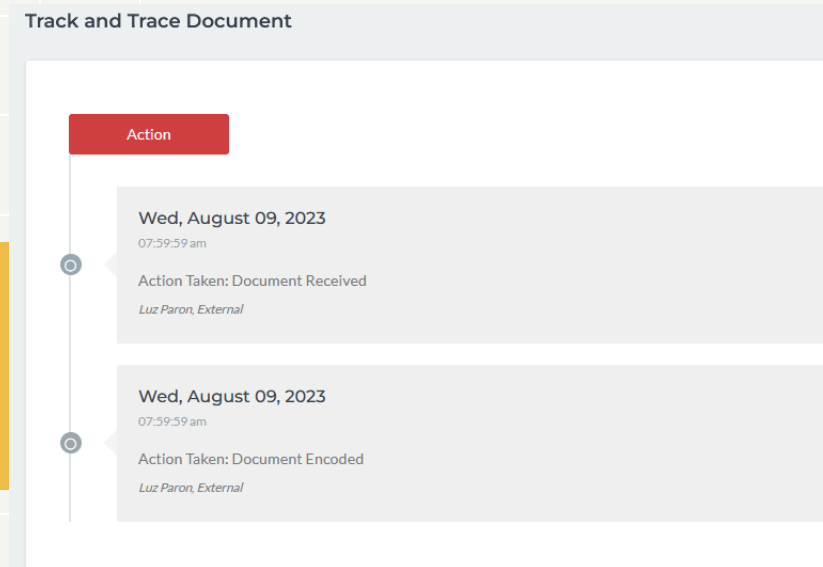
Click the **Print this page** button to printout the tracking number.

Click the **Main Page** button to go back to your dashboard.

To track the status of your document, type in the tracking number in the search box located at the top of your dashboard.

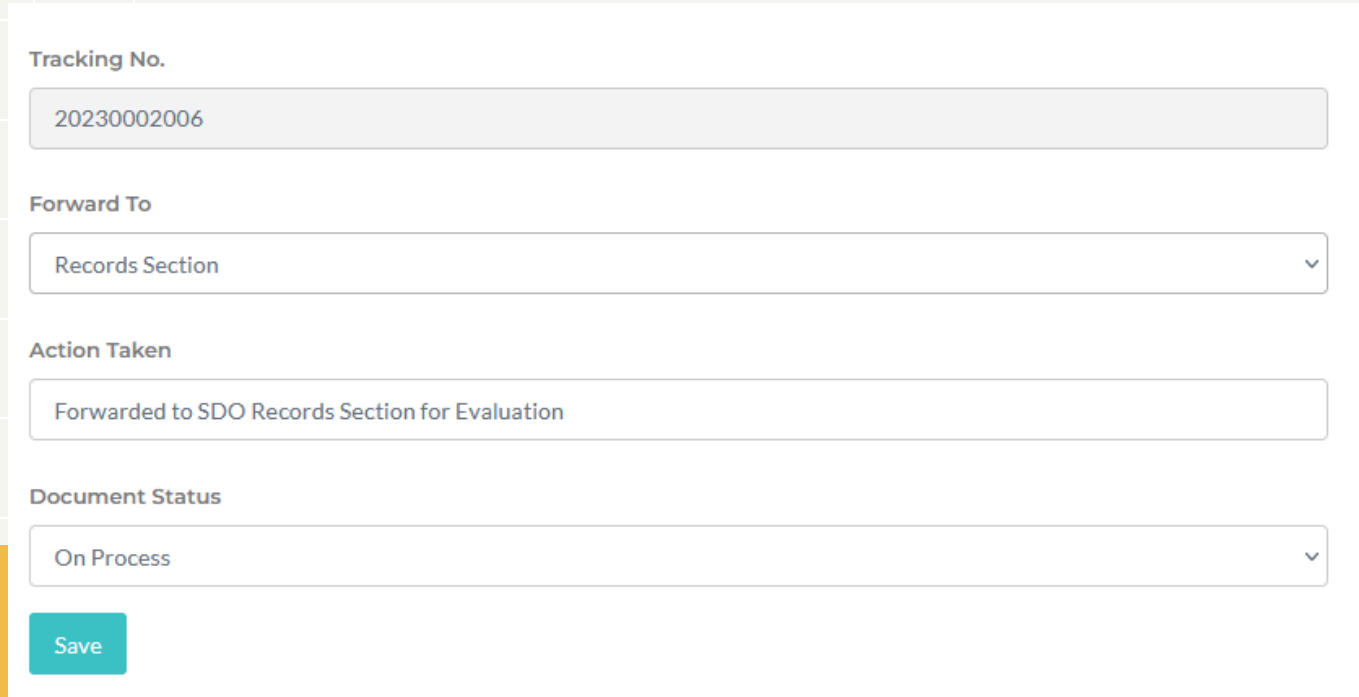


Click the search  icon.





Click the **Action** button. From the **Forward To** selection box, select **Records Section**.



The image shows a screenshot of a web form with the following fields and values:

- Tracking No.:** 20230002006
- Forward To:** Records Section
- Action Taken:** Forwarded to SDO Records Section for Evaluation
- Document Status:** On Process

A teal **Save** button is located at the bottom left of the form.

Type in the action to be taken under the Action Taken text box. Click the **Save** button.