E-TRACED
ADMIN MANUAL V4.0

ABOUT E-TRACED

AN ONLINE DOCUMENT TRACKING AND
RECORDS MANAGEMENT SYSTEM FOR EASIER
UPLOADING, RECEIVING, RELEASING AND
TRACING OF ENROUTE DOCUMENTS

CREATED BY:
- GABRIEL A. ANAY
- JOHN VINCENT A. VINALAY
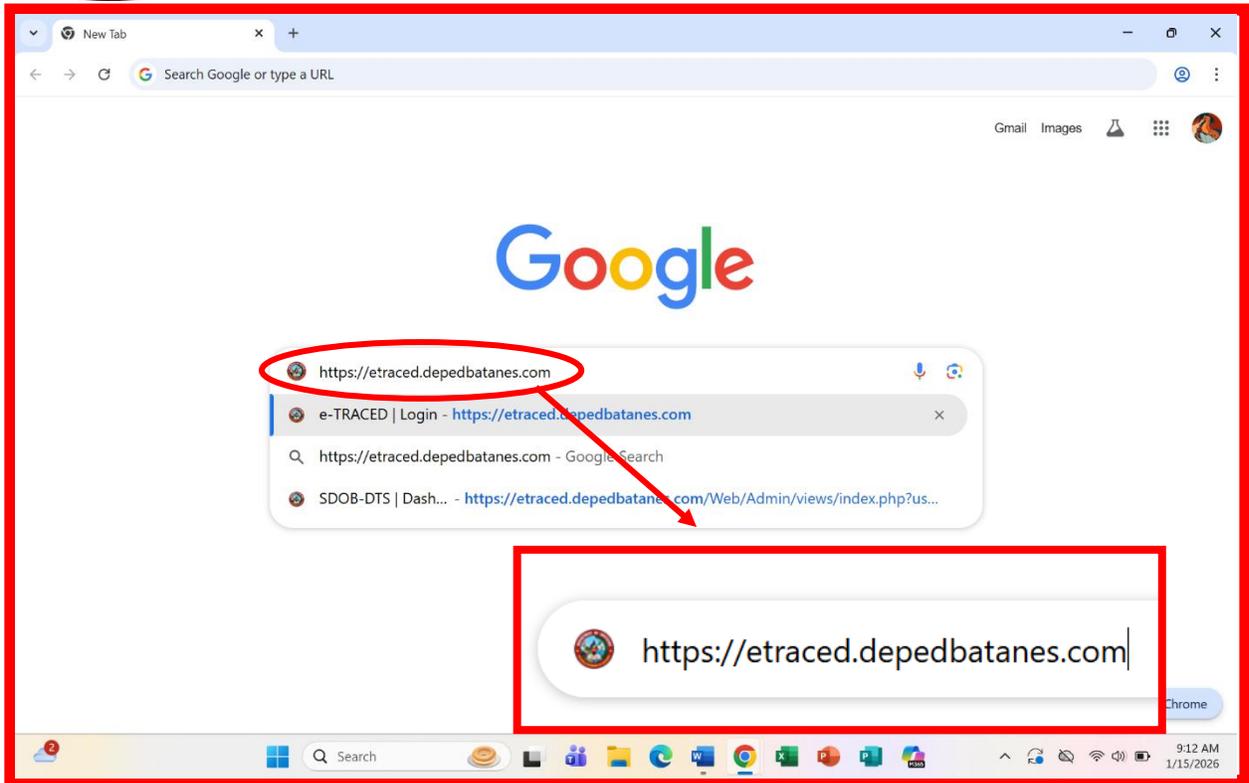- JOSHUA YABUT

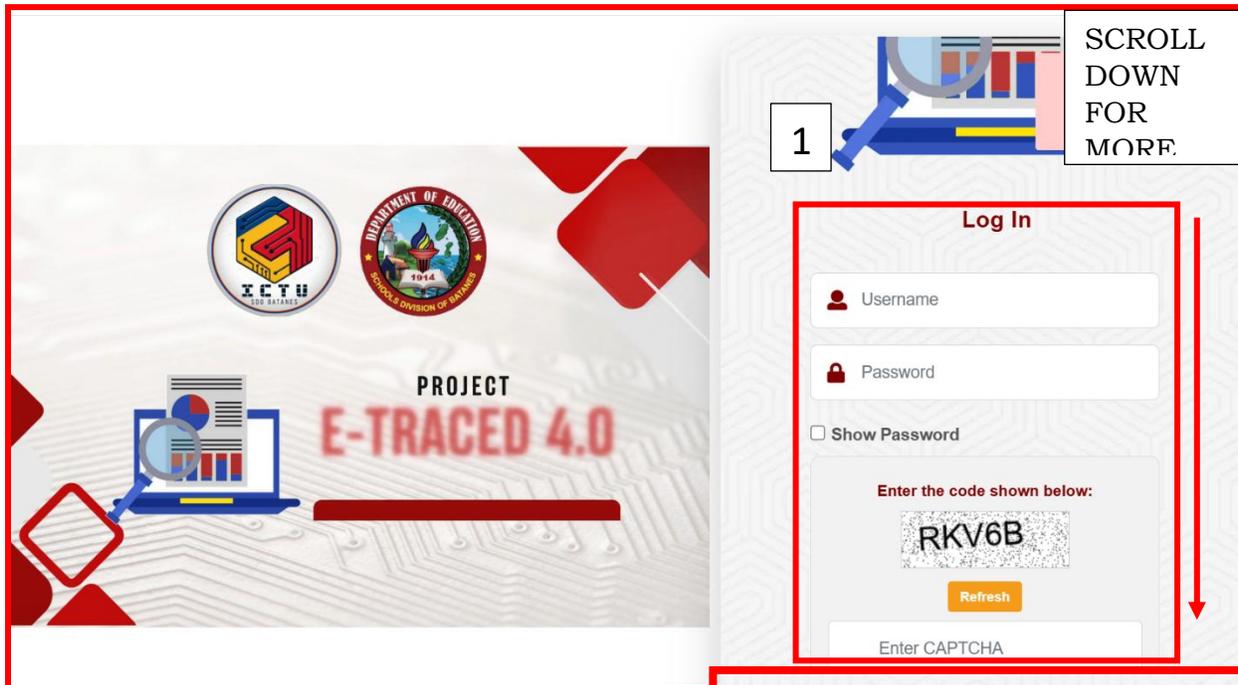# Contents

GETTING STARTED :

LAUNCHING THE SYSTEM

> ➤ Open Google Chrome installed in the computer. double click the icon.

After opening the Google Chrome app, click the textbox encircled in the image,

and search **https://etraced.depedbatanes.com**

SYSTEM HOMEPAGE AND ITS PARTS :

SCROLL DOWN FOR MORE

1

Log In

Username

Password

☐ Show Password

Enter the code shown below:
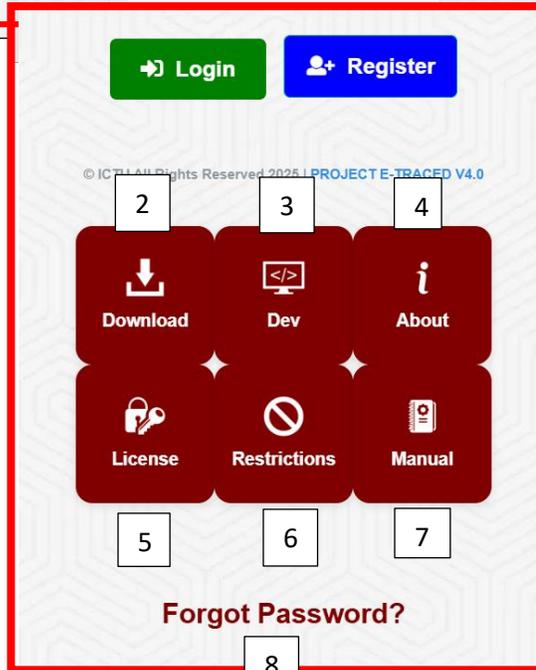
RKV6B

Refresh

Enter CAPTCHA

This is the System Homepage. This will show after you successfully launch the system. Some of the parts/features are:

1. This is the login or register page where you can sign-up as a user/admin or login as an admin/user.

2. **Download** – is where you can download the whole application either android or windows.
3. **DEV** – is where you can see the team that developed project E-TRACED
4. **About** – this is where they show what this website is for.
5. **License** – this is the license for the project E-Traced 4.0.
6. 6. **Restrictions** – this is where you can see the software license agreements.
7. 7. **Manual** – this is where you can use when your new to the website.

➜] Login   👤+ Register

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2	**3**	**4**
Download	Dev	About
5	**6**	**7**
License	Restrictions	Manual

Forgot Password?

8

8. Forgot Password – this is where you can reset your password that you've forgotten.

USER REGISTRATION

Today is Jan-21-202 !

Log

Username

Password

☐ Show Password

Enter the code shown below:

FKTMA

Refresh

Enter CAPTCHA

→] Login   ﹢ Register

Register if you don't have an account, click the encircled icon

User Registration

Employee Details

Last Name | Middle Name | First Name

Office Assigned: -- Select Office --
Position
Profile Picture: Choose File No...sen

Account Credentials

Username
User Role: User

Password
Confirm Password

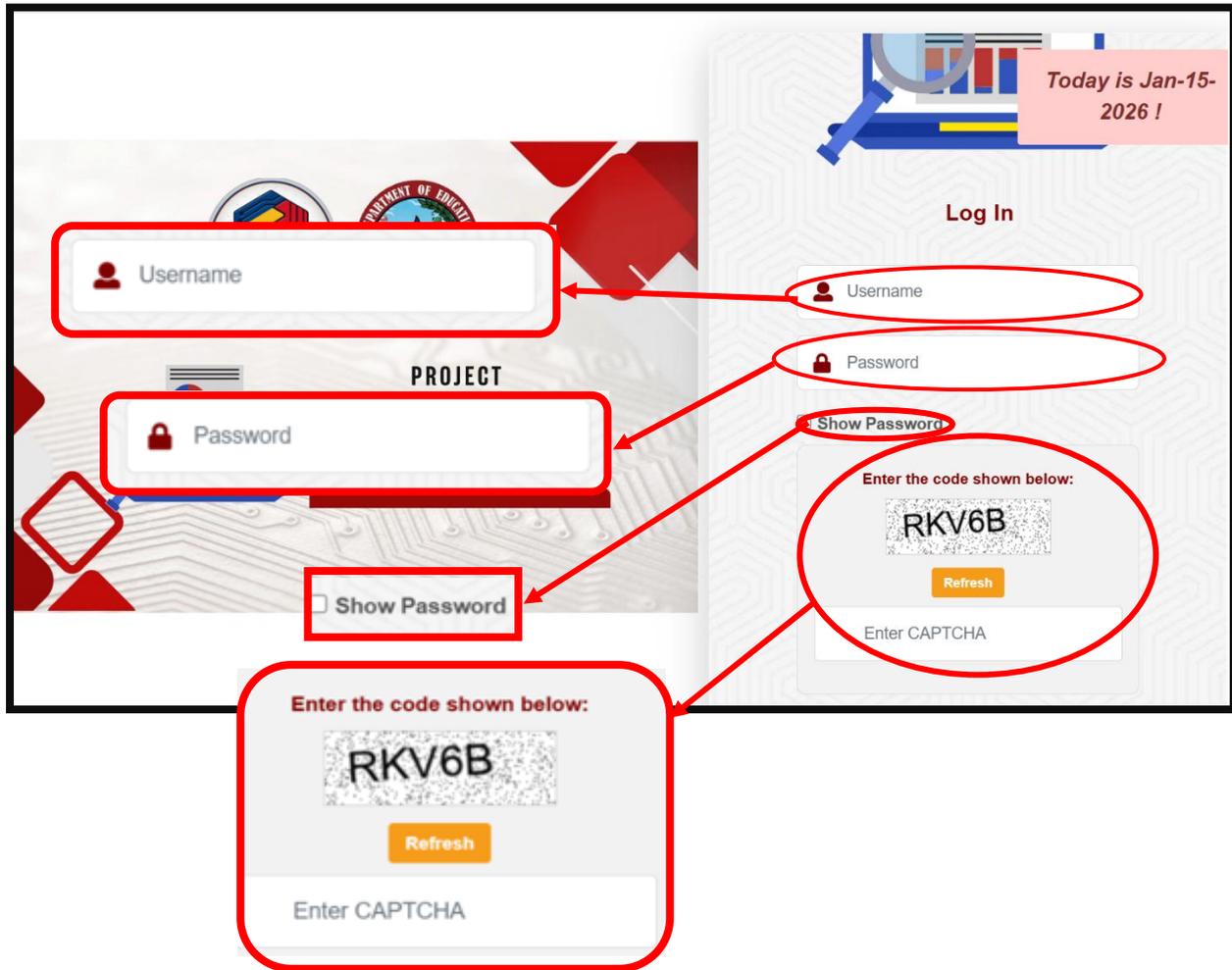☐ I have read and agree to the Data Privacy Statement.

[← Back] [👁 Show Password] [👤+ Register]

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1. **Open User Registration** ○ Go to the **User Registration** page.
2. **Fill in Employee Details** ○ Enter **Last Name**, **Middle Name**, and **First Name**. ○ Select **Office Assigned** from the dropdown. ○ Enter your **Position**.
   - ○ Click **Choose File** to upload a **Profile Picture** (optional, if required).
3. **Enter Account Credentials** ○ Type your **Username**. ○ **User Role** is set automatically.
   - ○ Enter your **Password**.
   - ○ Re-enter the password in **Confirm Password**.
4. **Review Password (Optional)** ○ Click **Show Password** to check your password entries.
5. **Agree to Privacy Policy** ○ Check the box to agree to the **Data Privacy Statement**.
6. **Register Account**
   - ○ Click **Register** to submit your registration.

Go Back (Optional) ○ Click **Back** to return to the previous page without saving.

GETTING STARTED: for Admin

To get started fill up the user/admin login

> ➤ After finish signing/logging in you will end up in the Administrative Dashboard User Interface page.

In this page you can also view the received document, the sent document and the created document.
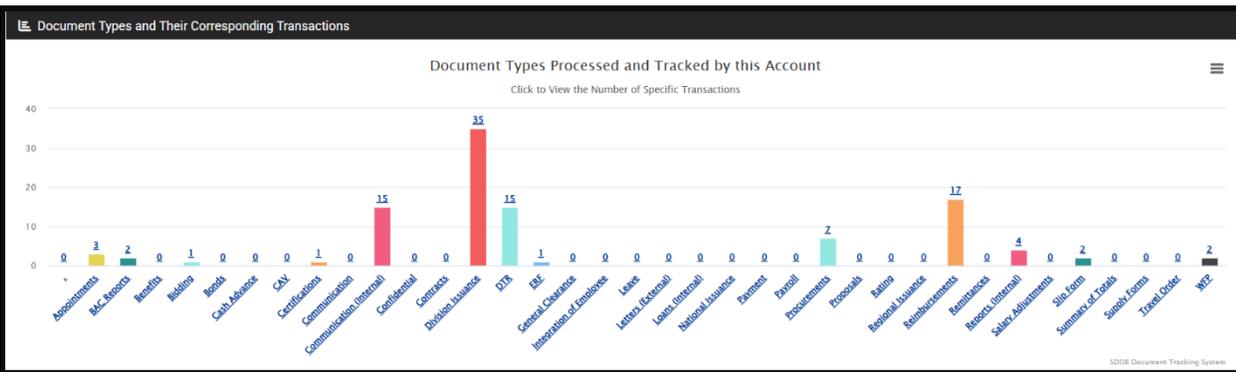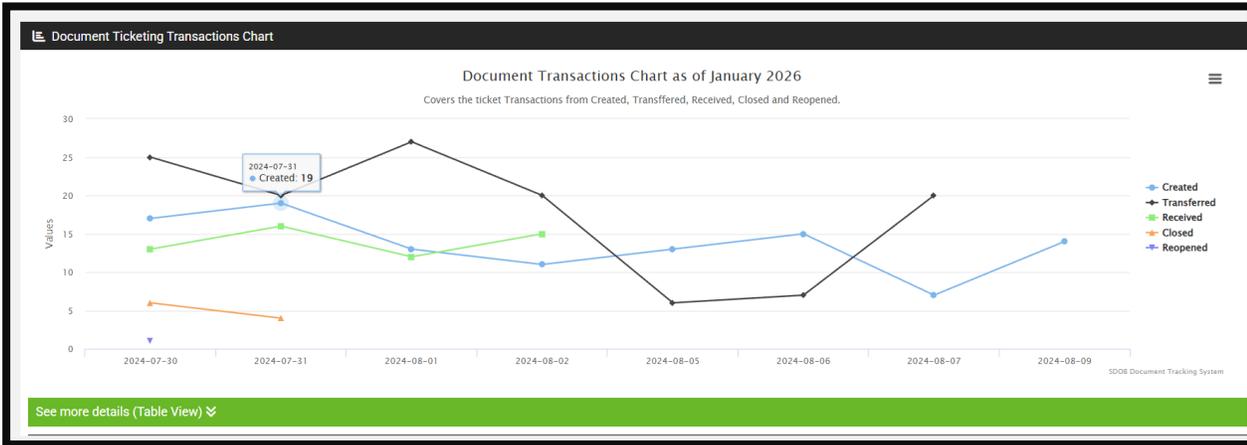
DASHBOARD

> ➢ **DASHBOARD** – this is where you can view the document transaction chart and the document types process and tracking chart. (images in the next page)

Document Ticketing Transactions Chart

Document Transactions Chart as of January 2026

Covers the ticket Transactions from Created, Transffered, Received, Closed and Reopened.

2024-07-31
● Created: 19

Created
Transferred
Received
Closed
Reopened

SDOB Document Tracking System

See more details (Table View) ⌄

Document Types and Their Corresponding Transactions

Document Types Processed and Tracked by this Account

Click to View the Number of Specific Transactions

SDOB Document Tracking System

> ➤ After clicking the dashboard icon you will end up with the Documented transactions chart and the Document types processed and tracked by the

ADD NEW DOCUMENT

The add new document icon is where you can add new documents to the system.

Adding Document

Create Document

Setup Document Details

Source Type: *This field is required.
-- Select Source Type --

Document Type: *This field is required.
-- Select Document Type --

Priority Type: *This field is required.
-- Select Priority Type --

Communication Details

Subject/ Name: *This field is required.
Re: Subject/Name...

Description (Sentence case): *This field is required.

Proponent: *This field is required.

Created Documents

Doc. No.	Subject	Description	Date Created
2026-01-00231	ORIENTATION FOR RECORDS AND INFORMATION OFFICERS ON UPLOADING ISSUANCES AND NEWS TO THE NEW SDO WEBSITE	Notice of Meeting on January 13, 2026	January 12,2026
2026-01-00136	DTR -JONAS CARLO TRILLANA	For the Month of December 2025	January 9,2026
2026-01-00135	ORIENTATION AND LAUNCHING OF PROJECT BUZZBACK 4.0 AND ORIENTATION ON PROJECT ETRACED 4.0	January 12, 2026 at CID Office	January 9,2026
2026-01-00105	WEBSITE SUBSCRIPTION FOR SDO BATANES	Reimbursement Amt. 5902.85	January 8,2026
2026-01-00041	RECONSTITUTION OF THE DIVISION COMMITTEE ON ANTI RED TAPE (DCART)	DCART COMMITTEE	January 6,2026
2026-01-00037	CONDUCT OF ICT EQUIPMENT INVENTORY AND ANNUAL PREVENTIVE MAINTENANCE IN SDO FOR CY 2026	January 19-30, 2026	January 6,2026
2026-01-	SDO BATANES PREVENTIVE MAINTENANCE PLAN FOR ICT EQUIPMENT	For CY 2026	January 6,2026

Step 1: Open the Create Document Page

- Click **Add New Document** from the top menu.
- The **Create Document** form will appear.

Step 2: Fill in Setup Document Details

Complete all required fields marked with ***This field is required**.

1. **Source Type**
   o Select where the document came from (Internal only).
2. **Document Type**
   o Choose the type of document from the list.
3. **Priority Type**
   o Select the urgency level of the document.

Step 3: Enter Communication Details

1. **Subject / Name**
   o Enter the document title or subject.
2. **Description**
   o Write a brief explanation of the document.
3. **Proponent**
   o Enter the name of the person or office submitting the document.

Step 4: Save the Document

- Click ➕ **Create Document** to submit the form.
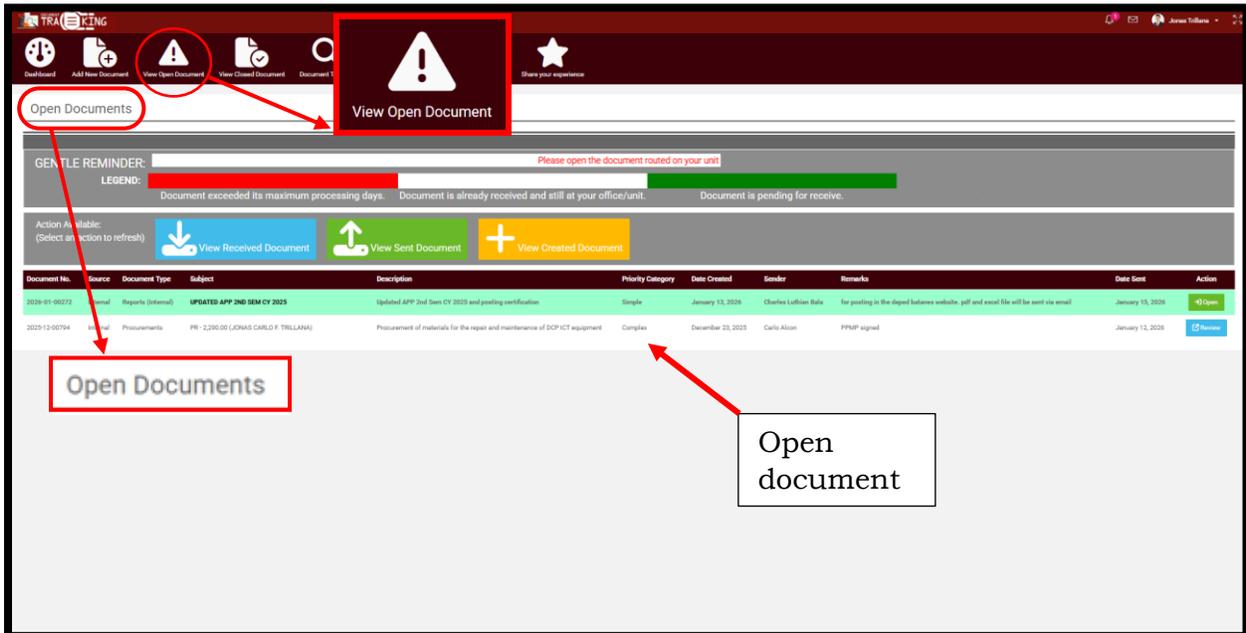- The system will automatically generate a **Document Number**.

Other Buttons

- **Clear All** – Clears all entered information.
- **Cancel** – Cancels the process and exits the page.

Created Documents Section

- Located on the **right side** of the page.
- Displays recently created documents with:
  - Document Number
  - Subject
  - Description
  - Date Created
- Use this section to confirm successful document creation.

VIEW OPEN DOCUMENT

The view open document is where you can view the open documents.

➢ If the document is red then that means the document has exceeded its maximum processing days
➢ If the document is white then that means the documents is already received and still at the unit and you can also preview the document by clicking the blue button at the end of the document.
➢ If the document is green then that means the document is pending for receive and you can also open the document by clicking the green button

VIEW CLOSED DOCUMENT
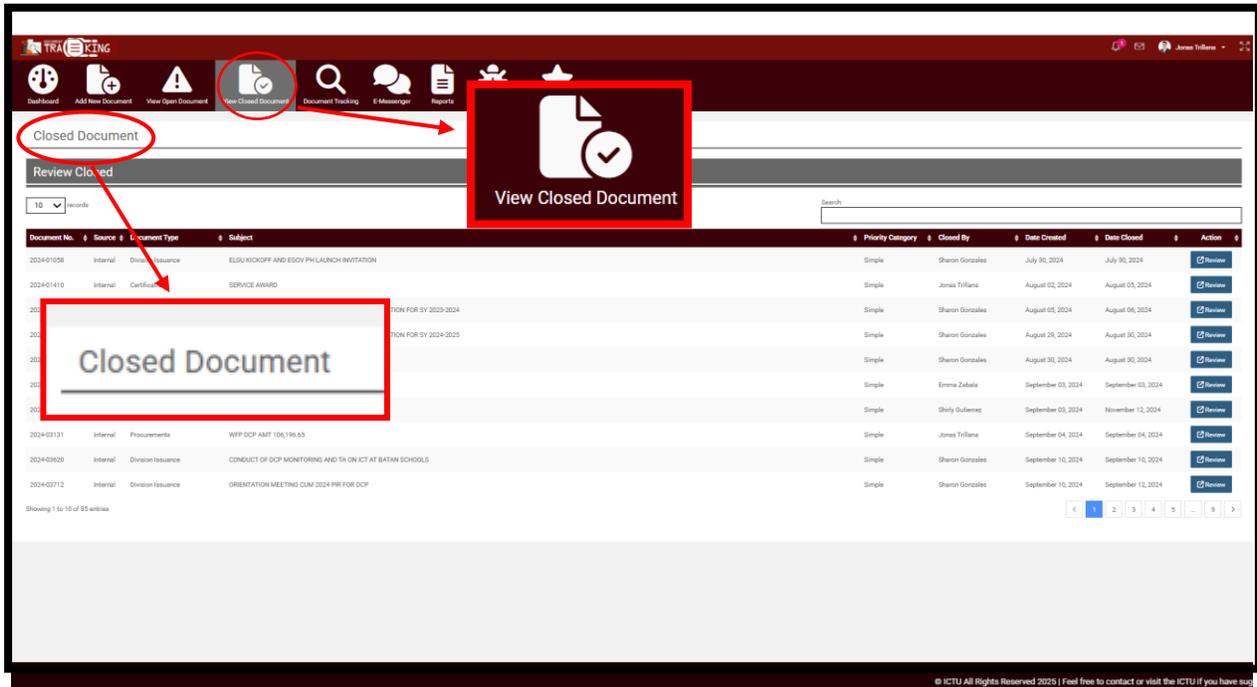
This is the view closed documents icon where you can view all the closed documents in the website.

How to Access

1. From the top menu, click **View Closed Document**.
2. The **Review Closed** page will open.

Page Features

1. **Records** Display

- Use the **records dropdown** (e.g., 10 records) to select how many documents are shown per page.

Closed Document

Review Closed

Document No.	Source	Document Type	Subject	Priority Category	Closed By	Date Created	Date Closed	Action
2024-01058	Internal	Division Issuance	ELGU KICKOFF AND EGOV PH LAUNCH INVITATION	Simple	Sharon Gonzales	July 30, 2024	July 30, 2024	Review
2024-01410	Internal	Certifications	SERVICE AWARD	Simple	Jonas Trillana	August 02, 2024	August 05, 2024	Review
2024-01459	Internal	Division Issuance	SUBMISSION OF SCHOOL ICT COORDINATORS DESIGNATION FOR SY 2023-2024	Simple	Sharon Gonzales	August 05, 2024	August 06, 2024	Review
2024-02800	Internal	Division Issuance	SUBMISSION OF SCHOOL ICT COORDINATORS DESIGNATION FOR SY 2024-2025	Simple	Sharon Gonzales	August 29, 2024	August 30, 2024	Review
2024-02836	Internal	Slip Form	LOCATOR SLIP	Simple	Sharon Gonzales	August 30, 2024	August 30, 2024	Review
2024-02978	Internal	DTR	ITO DTR	Simple	Emma Zabala	September 03, 2024	September 03, 2024	Review
2024-03060	Internal	Reimbursements	JONAS CARLO TRILLANA REIMBURSEMENT AMT 850	Simple	Shirly Gutierrez	September 03, 2024	November 12, 2024	Review
2024-03131	Internal	Procurements	WFP DCP AMT 106,196.65	Simple	Jonas Trillana	September 04, 2024	September 04, 2024	Review

2. Search Box

- Use the **Search** field to quickly find a document by:
    o Document Number
    o Subject
    o Document Type

Document List Information

Each row shows the following details:

- **Document No.** – Unique document reference number
- **Source** – Origin of the document (Internal / External)
- **Document Type** – Category of the document
- **Subject** – Title or purpose of the document
- **Priority Category** – Priority level of the document
- **Closed By** – User who closed the document
- **Date Created** – When the document was created
- **Date Closed** – When the document was completed

Review a Closed Document

1. Locate the document you want to review.
2. Click the **Review** button in the **Action** column.
3. The document details will open for viewing.

✔ Closed documents are **read-only** and cannot be edited.

DOCUMENT TRACKING.

This is the document tracking icon.

Click here to view more details of the document you are looking for.

How to Access

1. Click **Document Tracking** from the top menu.
2. Select a document from the list.
3. Click **View / Track** to open its details.

Document Tracking Details

Details of Document No:2026-01-00466

Document Status:	OPEN	**Name:**	Rosevale Batallones
Category:	Leave		
Beginning Department:	Records Office		
Create Date:	January 19, 2026, 03:00 pm		
Currently at:	N/A		
Last Activity:	January 19, 2026, 07:00 am		
End-User:	ASDS		
Document Status:	Simple (3) Days.		

Other Actions:
[Transfer Document] [Go Back]

Subject: FORM 6-INAHS

Traces of Document No: 2026-01-00466

Description	Staff / Designee	Date and Timestamp
New Document Created, from the *Records Office*.	Rosevale Batallones	January 19, 2026 03:00 pm
Document is Reviewed and Transferred from *Records Office* to *Office of the Assistant Schools Division Superintendent*. **"for signature "**	Rosevale Batallones	January 19, 2026 03:00 pm

Document Information Section

This section displays the basic details of the document:

- **Document Number** – Unique reference number
- **Document Status** – Current status (Open / Closed)
- **Category** – Type of document
- **Beginning Department** – Office where the document started
- **Date Created** – When the document was created
- **Currently At** – Current office handling the document
- **Last Activity** – Last action date and time
- **End-User** – Assigned user
- **Processing Type** – Priority and allowed processing days
- **Subject** – Document title

How to Track Document Progress

1. Review the **Document Status** at the top.
2. Check the **Traces of Document** table.
3. Follow the sequence of actions to know where the document is and what has been done.

E - MESSENGER

This is the E-messenger of E-Traced, this feature is used for chatting through other logged in users.

Page Overview

The page is divided into **two main sections**:

1. **Individual Chat (Left Panel)**
2. **Group Chat (Right Panel)**

Individual Chat (Left Panel)
How to Send a Private Message

1. Use the **Search user** box to find a person.
2. Check the user's **Status** (Online / Offline).
3. Click the **Message** button beside the user's name.
4. Type your message and send.

Group Chat

Enter message...

➤ Send

😂 x2

Group Chat (Right Panel)

How to Send a Group Message

1. Click inside the **Enter message...** box.
2. Type your message.
3. Click **Send**.

Group Chat Features

- Messages are visible to all users in the group.
- Sender name, message content, and timestamp are shown.
- Emojis and reactions may be used (if enabled).

REPORTS

This is the reports icon if you click it 4 options will pop up/down, the user performance, document tracking, document source type, and the individual performance.

User Performance

Action Available:

🖶 Print Report

User's Personal Details

Account Username:	jonas
Account Date Created:	May 23, 2024
Employee's Name:	Jonas Trillana
Office/Department:	Information and Communications Technology Unit
Position/Roles:	ITO

User Account's Performance

Total Account Log-Ins:	507
Total Number of Documents Tracked:	344
Total Number of Overdue Documents:	104
Total Average Service Time:	168 h 40 m 45 s
Total Average Performance Rating:	4.79
Overall Performance Evaluation:	Your Overall Performance is Very Good.

The user performance I where you can see the user's personal details and the user's performance. (Seen in the image below)

This is the document tracking icon, clicking it will lead you to the document tracking report page. (sample image above)

Document Source Type

Document Source Type Report

Action Available:

From:

To:

Filter Report   Print Report

Date Range from the beginning of transactions up to now.

Document Source Types Count

Source Type   Record Count

No data available. Please select a date range.

Select Date Range

- Click the **From** date field and choose a start date.
- Click the **To** date field and choose an end date.
- The report only displays data for the selected period.

⚠ If no dates are selected, the message **"No data available. Please select a date range."** will appear.

Filter the Report

- Click the **Filter Report** button.
- The system will load the document source types and their record counts based on the selected dates.

View Results

- The results appear under **Document Source Types Count**.
- Columns displayed:
    - **Source Type** – Type of document source
    - **Record Count** – Total number of records for that source type

Document Source Type

Document Source Type Report

Action Available:

From: To:

Date Range from the beginning of transactions up to now.

Document Source Types Count

Source Type   Record Count

No data available. Please select a date range.

Print the Report

- Click the **Print Report** button to generate a printable version of the report.

Notes

- The default data range is from the **beginning of transactions up to the current date**, but a manual date selection is required to display results.
- Ensure valid date entries before filtering or printing.

Individual Performance

User's Individual Employee's Performance Report

Action Available:

From: To:

Date Range: from the beginning of transactions up to now.

Filter Report   Print Report

Employee		Transferred	Received	Closed	Re-Opened
Jonas Trillana	105	223	268	122	1

Breakdown Per Internal Document Type

Document Type	Created	Transferred	Received	Closed	Re-Opened
Supply Forms	0	0	0	0	0
Procurements	7	27	29	3	0
Communication (Internal)	15	16	10	8	0

- The User's Individual Employee's Performance Report shows the total number of internal documents handled by an employee within a selected date range.
- Select a **From** and **To** date to define the reporting period.
- Click **Filter Report** to display the employee's performance data.
- The summary section shows the total documents **created, transferred, received, closed, and re-opened** by the employee.
- The breakdown section displays the same information grouped by internal document type.
- Click **Print Report** to generate a printable copy of the report.

REPORT A BUG

- The **Report a Bug** feature allows users to report system errors or issues encountered while using the system.

- Read the instructions shown on the screen before submitting a report.

- Type the details of the error or bug in the text box provided.

- You may write your report in **Ivatan, Tagalog, or English**.

- Click **Send** to submit the bug report to the system developer.

- Click **Cancel** to close the window without sending the report.

Share your experience system.

Rate/Review the System

3.7 / 5
★★★★☆
3 Review

5★ ▮▮▮▮▮▮ (2)
4★ ▮ (0)
3★ ▮ (0)
2★ ▮ (0)
1★ ▮▮▮ (1)

System Reviews:

Kym
K ★★★★★
Maparin may request su feature? an maparin ma trace u number sa nu memo since updated ava u website taw. hehehehe

On Wednesday 27th, November 2024 03:31:11 AM

View System Rating

- The **overall system rating** is displayed at the center (e.g., **3.7 / 5**).
- Below it, you can see the **total number of reviews** submitted.
- Star icons represent the average rating.

Rating Breakdown

- On the right side, you will see a **star rating breakdown**:
  - ⭐⭐⭐⭐⭐ (5 stars)
  - ⭐⭐⭐⭐ (4 stars)
  - ⭐⭐⭐ (3 stars)
  - ⭐⭐ (2 stars)
  - ⭐ (1 star)
- Each bar shows how many users gave that specific rating.

Submit a Review

1. Click the **"Rate/Review the System"** button.
2. Select the number of **stars** (1–5).
3. Enter your **comment or feedback**.
4. Submit the review.

✔ Your rating will be included in the system average once saved.

Icons and Functions

🔔 Notification Icon

- Shows system notifications and alerts.
- A red badge (e.g., **1**) indicates unread notifications.
- Click the icon to view notification details.

✉ Message Icon

- Opens the internal messaging or email inbox.
- Allows you to view received messages.
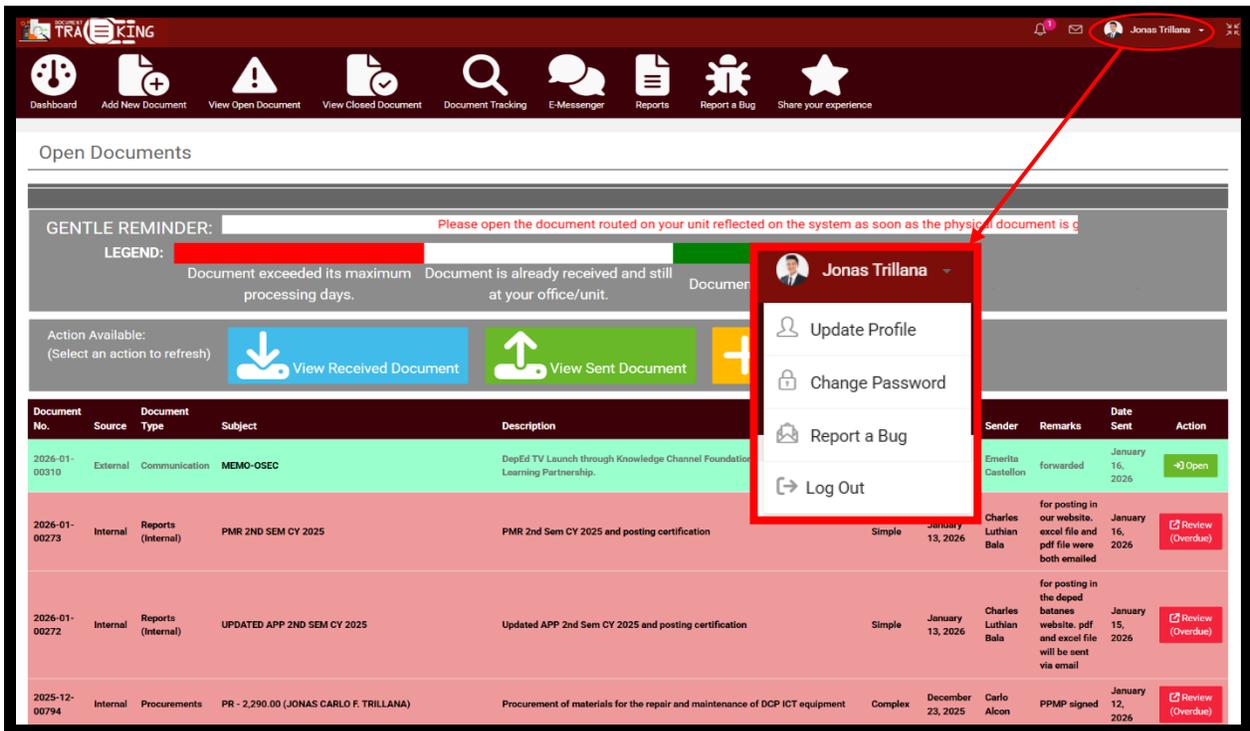- Click to read or respond to messages.

Menu Options and Functions

1. Update Profile

- Allows you to update your personal information.
- You may edit details such as name or other profile data.
- Click **Save** after making changes.

2. Change Password

- Used to update your account password.

Menu Options and Functions

1. Update Profile

- Allows you to update your personal information.
- You may edit details such as name or other profile data.
- Click **Save** after making changes.

2. Change Password

- Used to update your account password.
- Enter your current password.
- Enter and confirm your new password.
- Click **Submit** to apply changes.

✔ For security, use a strong password.

3. Report a Bug

- Use this option to report system errors or issues.
- Provide a clear description of the problem.
- Submit the report for system administrators to review.

4. Log Out

- Safely exits your account.
- Always log out when using a shared or public computer.