



E-TRACED

SUPER ADMIN **V4.0**
MANUAL

ABOUT E-TRACED

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

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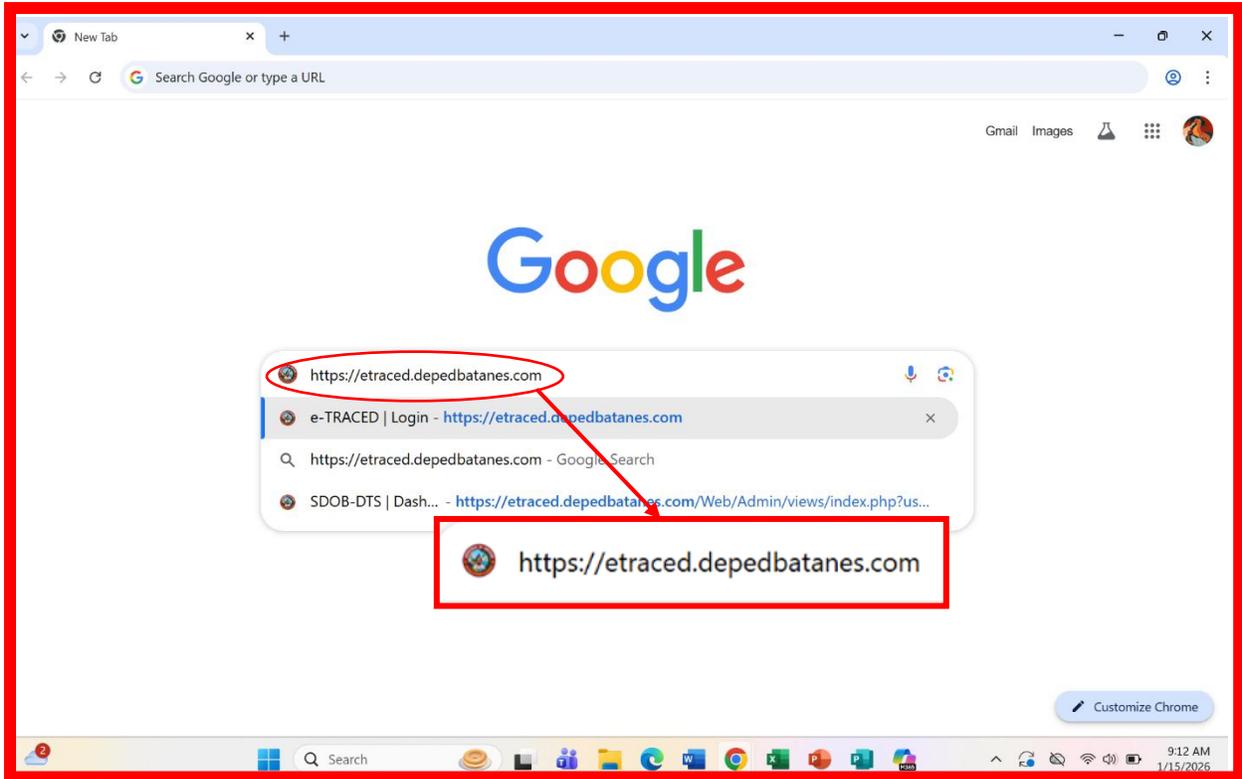


GETTING STARTED:

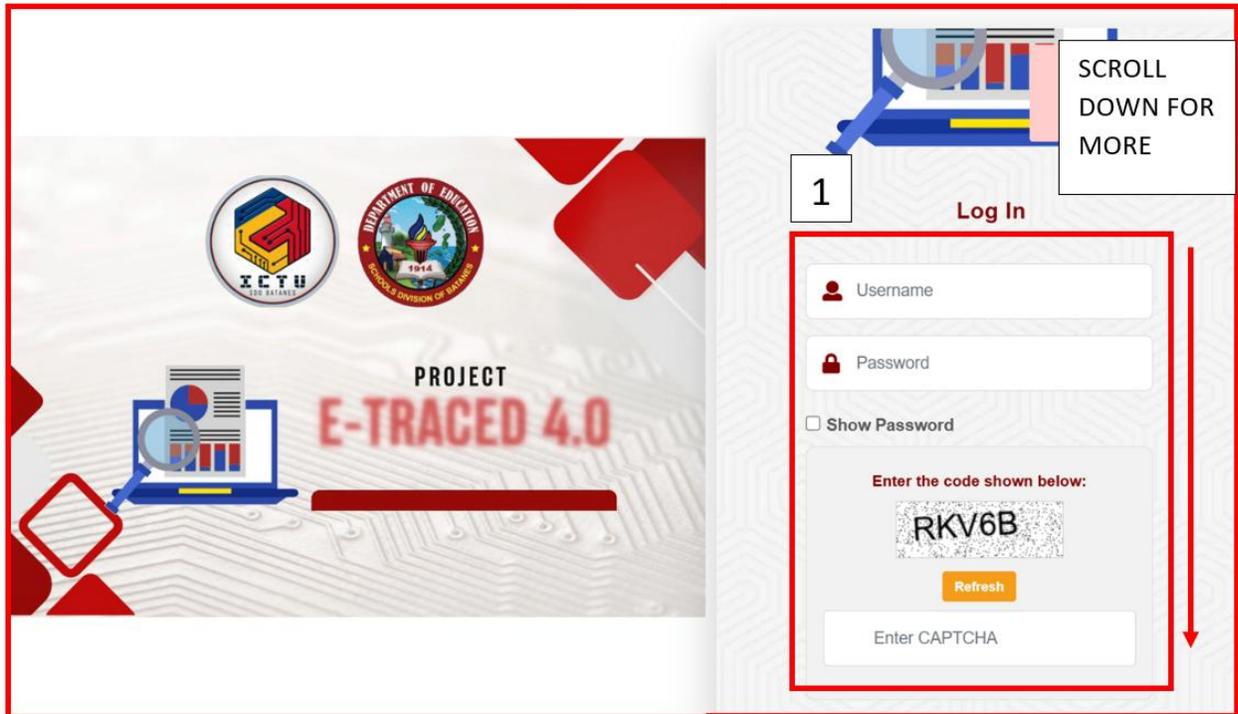
LAUNCHING THE SYSTEM



- 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>



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.



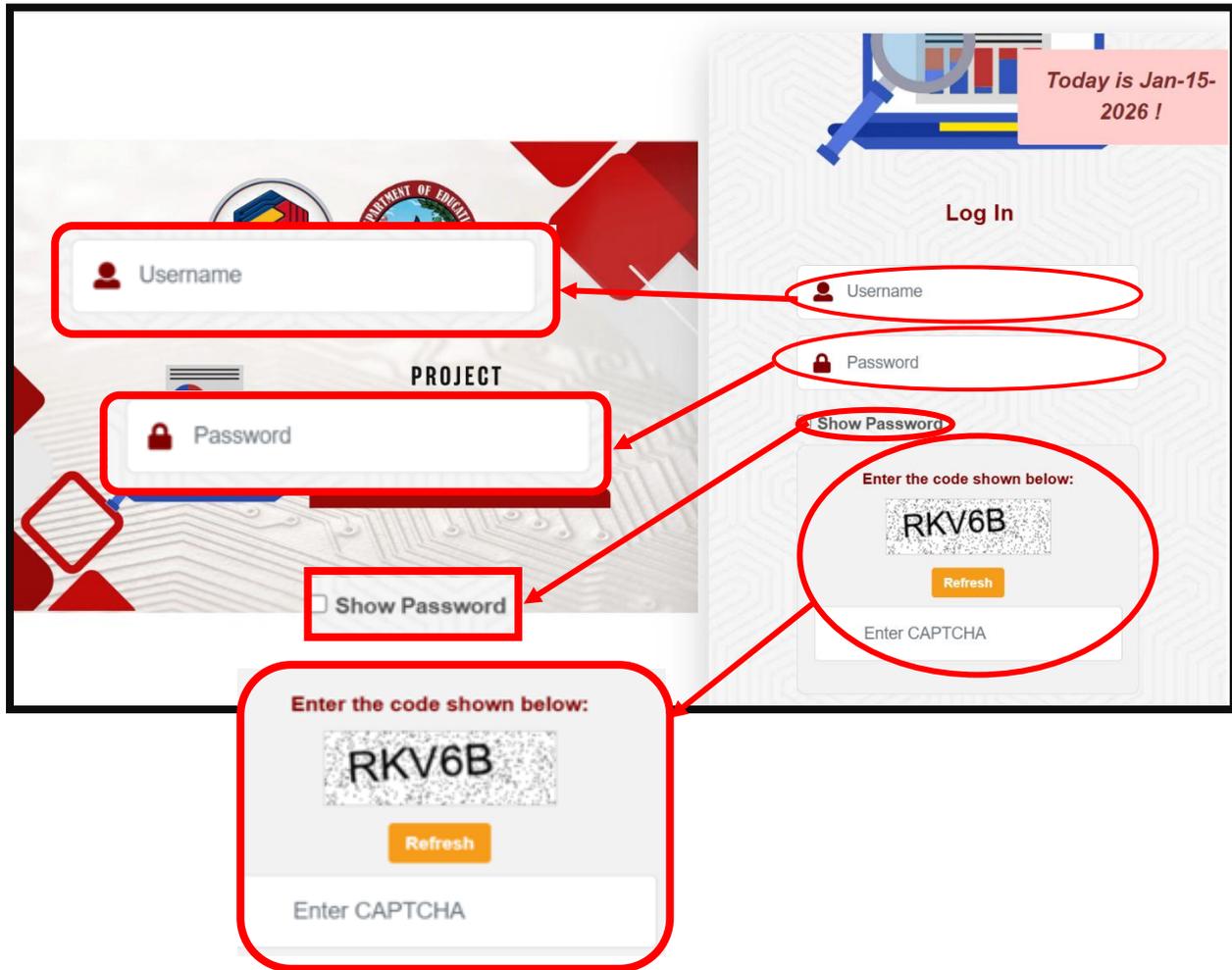
2. **Download** – is where you can download the whole application either android or windows.
3. **DEV** – is where you can see the team that developed project E-TRACED
4. **About** – this is where they show what this website is for.
5. **License** – this is the license for the project E-Traced 4.0.
6.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



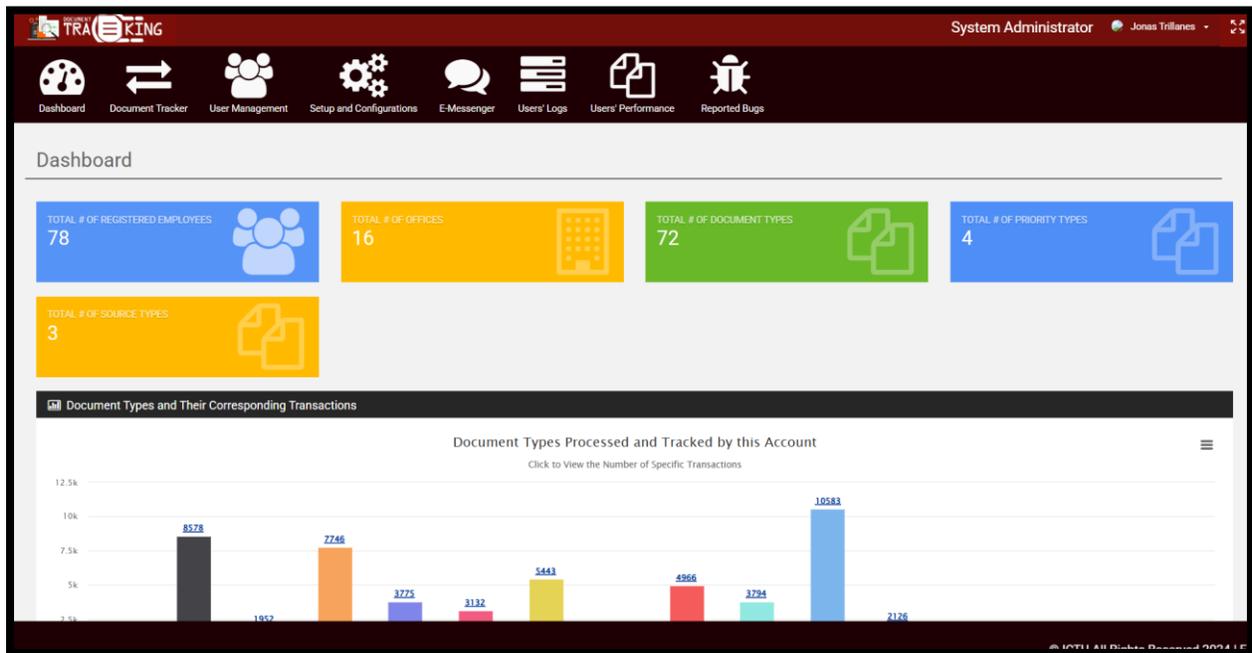
8. **Forgot Password** – this is where you can reset your password that you've forgotten.



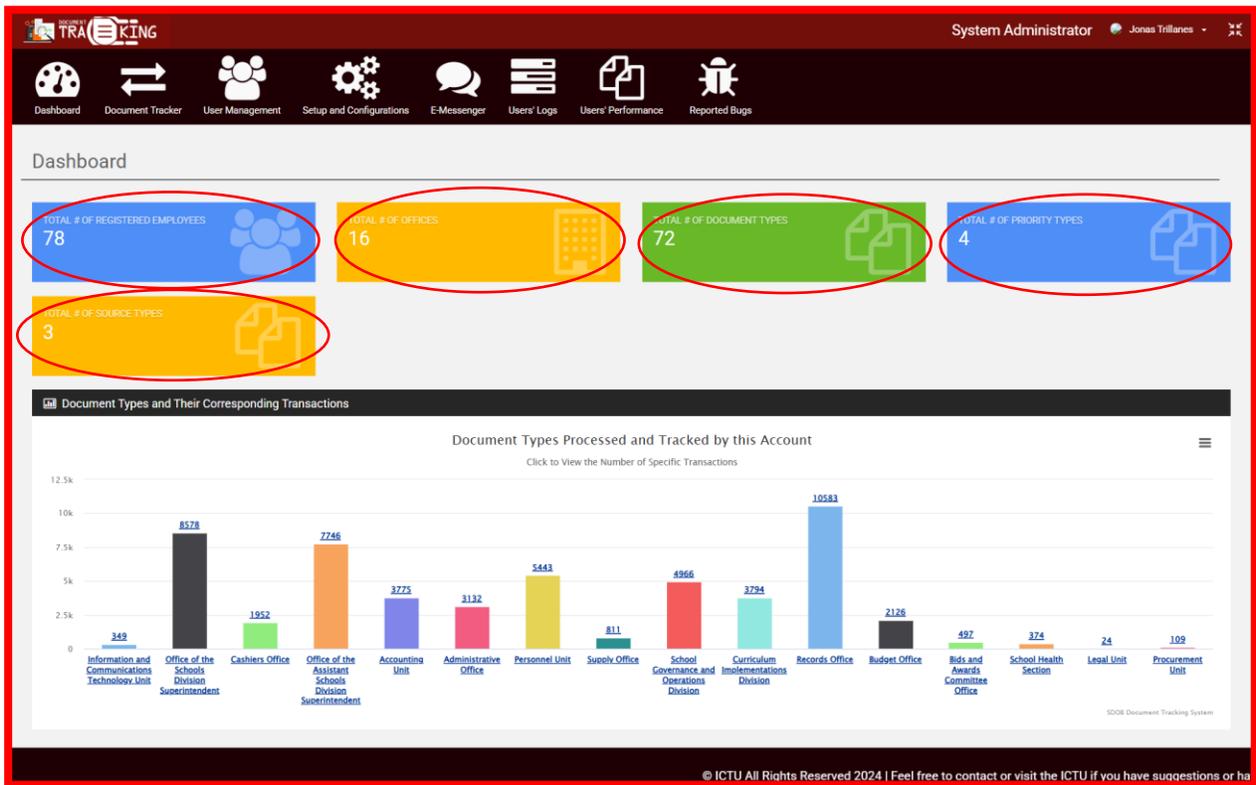
GETTING STARTED: for SUPER ADMINS



To get started fill up the user/admin login and the captcha.



- After finish signing/logging in you will end up in System Administrator page.



Dashboard Overview

The **Dashboard** provides a summary of system data and activities.

Dashboard Information Cards

These colored boxes show total counts:

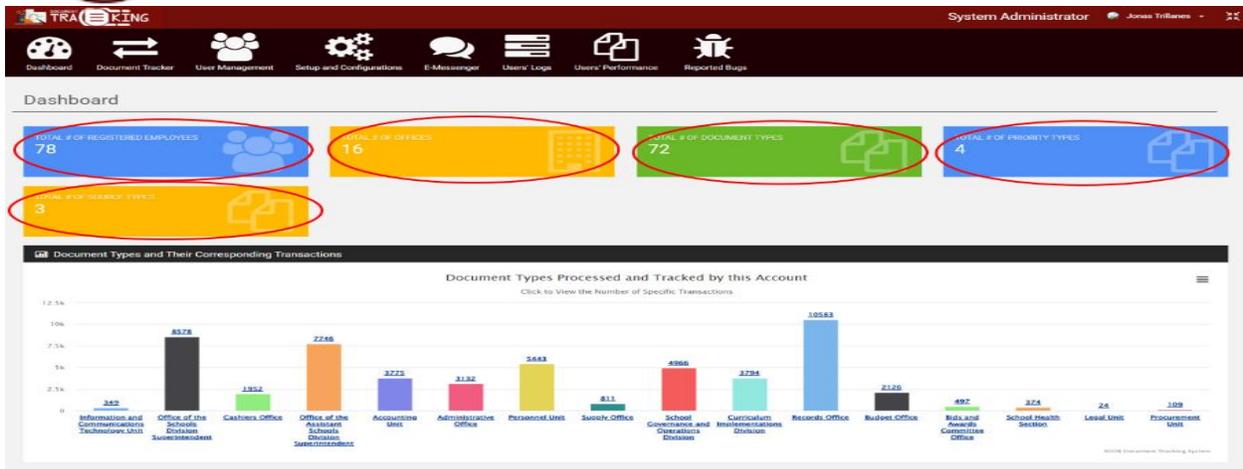
- **Total # of Registered Employees** – Number of users registered in the system
- **Total # of Offices** – Offices included in document tracking
- **Total # of Document Types** – Different document classifications
- **Total # of Priority Types** – Levels of document priority
- **Total # of Source Types** – Origin of documents

These numbers update automatically as data changes.

Navigation Menu (Top Bar)

Use the icons at the top to move through the system:

- **Dashboard** – View system summary and statistics
- **Document Tracker** – Track and monitor document status
- **User Management** – Add, edit, or manage users



- **Setup and Configurations** – Configure offices, document types, and priorities
- **E-Messenger** – Send and receive system messages
- **Users' Logs** – View user activity history
- **Users' Performance** – Monitor performance statistics
- **Reported Bugs** – View and manage reported system issues

Click any icon to open its page.

Document Statistics Chart

Located below the dashboard cards.

Purpose

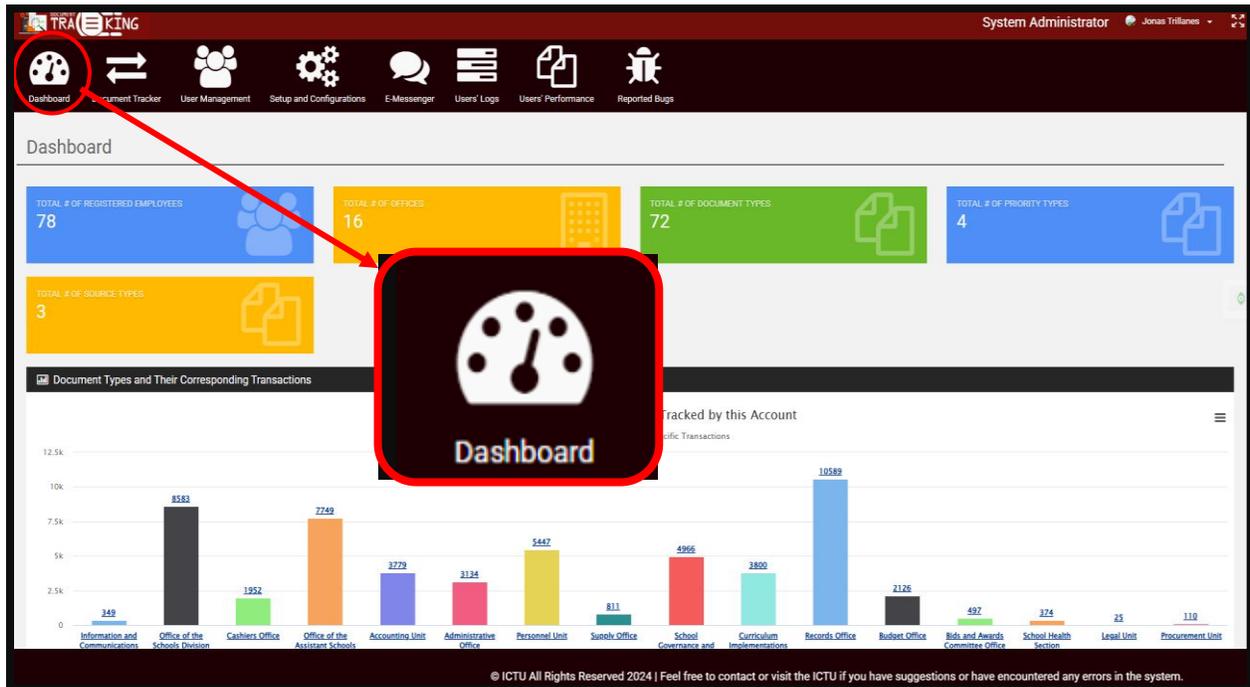
- Displays **document types processed by each office**
- Shows how many transactions each office handled

How to Use

1. View the bar graph to compare document volume per office.
2. Hover or click on a bar to see the **exact number of transactions**.
3. Use this chart to analyze office workload and performance.



DASHBOARD



Document Statistics Chart

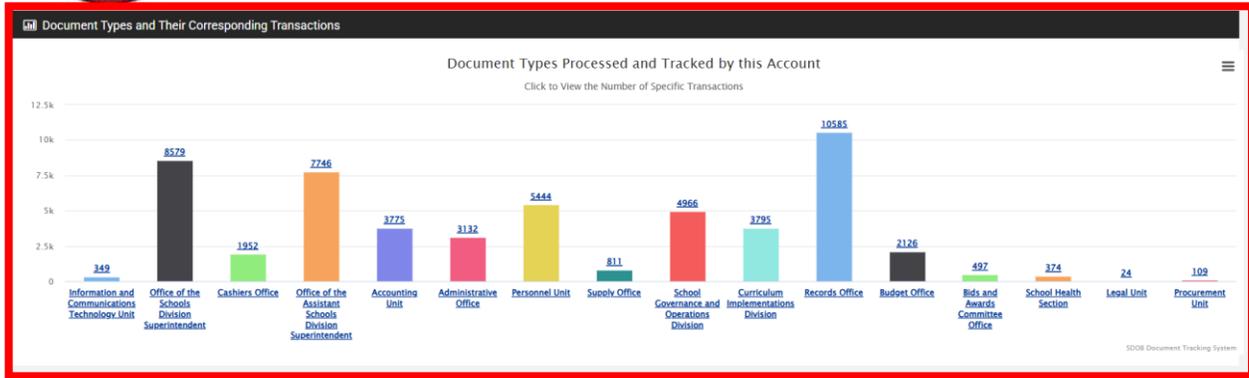
Located below the dashboard summary.

Purpose

- Shows the **number of documents processed per office**
- Helps monitor office workload and performance

How to Use

1. Look at the bars to compare offices.
2. Click or hover on a bar to view the **number of transactions**.
3. Higher bars mean more documents processed.



How to Use the Chart

1. Look at the **bar graph** on the screen.
2. Identify the **office name** at the bottom.
3. Check the **number above the bar** to see how many documents were processed.
4. Compare bars to see which offices have:
 - o More transactions (higher bars)
 - o Fewer transactions (lower bars)



System Administrator | Jonas Trillanes

Dashboard | Document Tracker | User Management | Setup and Configurations | E-Messenger | Users' Logs | Users' Performance | Reported Bugs

Dashboard

- TOTAL # OF REGISTERED EMPLOYEES: 78
- TOTAL # OF DOCUMENT TYPES: 72
- TOTAL # OF PRIORITY TYPES: 4
- TOTAL # OF SOURCE TYPES: 3

Document Types and Their Corresponding Transactions

Document Types Processed and Tracked by this Account

Click to View the Number of Specific Transactions

Document Type	Count
1	8579
2	1692
3	7746
4	3775
5	3132
6	5644
7	4966
8	3795
9	10585
10	7126

ICTU if you have suggestions or have encountered any errors in the system.

This is the document tracker.



Document Tracer

Trace Documents

Document No.	Subject	Action
2026-01-00473	ACCOMPLISHMENT REPORT-VIS	View Traces Delete
2026-01-00474	1ST INDORSEMENT-VIS	View Traces Delete
2026-01-00475	FORM 6-OSDS ACCOUNTING	View Traces Delete
2026-01-00476	FORM 6 - OSDS (SCHEDULE OF FORCED LEAVE)	View Traces Delete
2026-01-00477	FORM 6 - ADMINISTRATIVE /PERSONNEL SECTION (SCHEDULE OF FORCED LEAVE)	View Traces Delete

Document Tracking Details

Details of Document No:2025-06-00144

Document Status: CLOSED Name: Fairy De Sagon
 Category: Communication Email:
 Registering: Records Office
 Department: Other Actions
 Create Date: June 05, 2025, 03:52 pm
 Created at: Curriculum Implementation Division
 Last Activity: July 11, 2025, 11:46 pm
 Signatory: Atty. Irving A. Calasand
 Document Status: Single (2) Days.

Subject: NOTICE OF AWARDS & EXIT CONFERENCE

Traces of Document No: 2025-06-00144

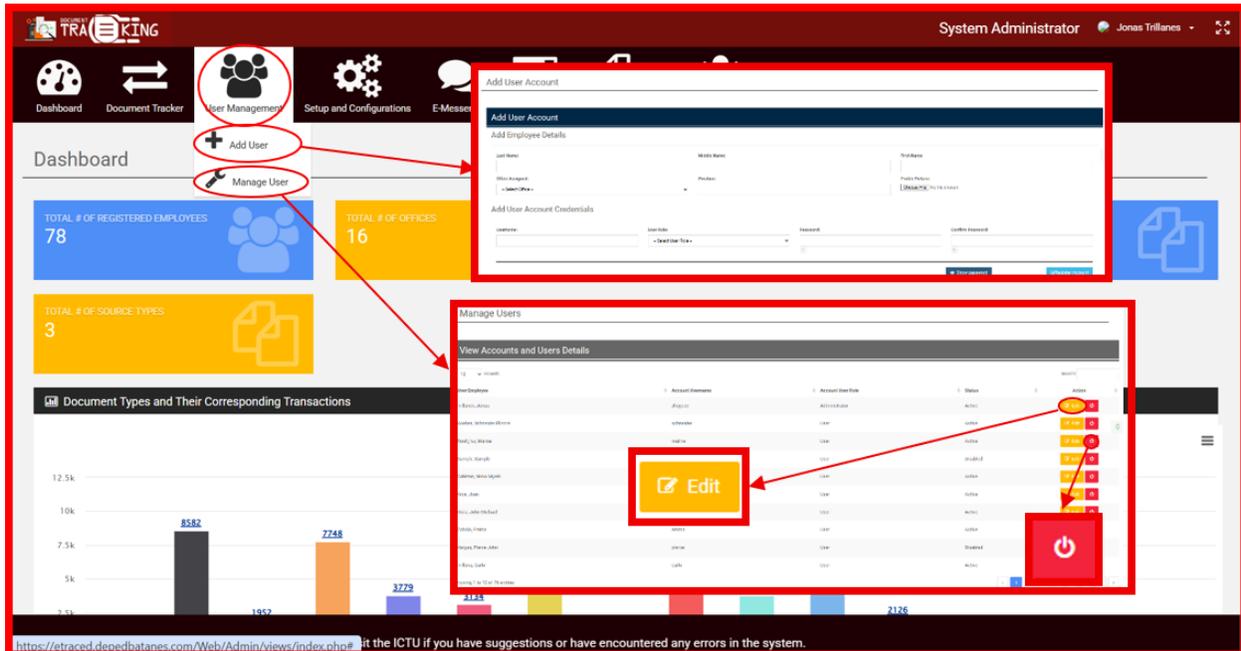
Description	Staff / Designee	Date and Timestamp
"On June 9, 2025 at 1:00 PM at the Business Police Provincial Office" New Document Created from the Records Office	Fairy De Sagon	June 05, 2025 03:52 pm
Document is Reviewed and Transferred from Records Office to Office of the Schools Division Superintendent	Fairy De Sagon	June 05, 2025

Each row in the table represents one document and contains the following information:

- **Document No.**
Unique reference number of the document.
- **Subject**
Title or subject of the document.
- **Description**
Brief explanation of the document’s purpose or content.
- **Action**
Buttons used to manage or view the document.



USER MANAGEMENT



Accessing Add User Account

1. Log in as **System Administrator**.
2. Click **User Management** on the top menu.
3. Select **Add User**.
4. The **Add User Account** page will open.

Section 1: Add Employee Details

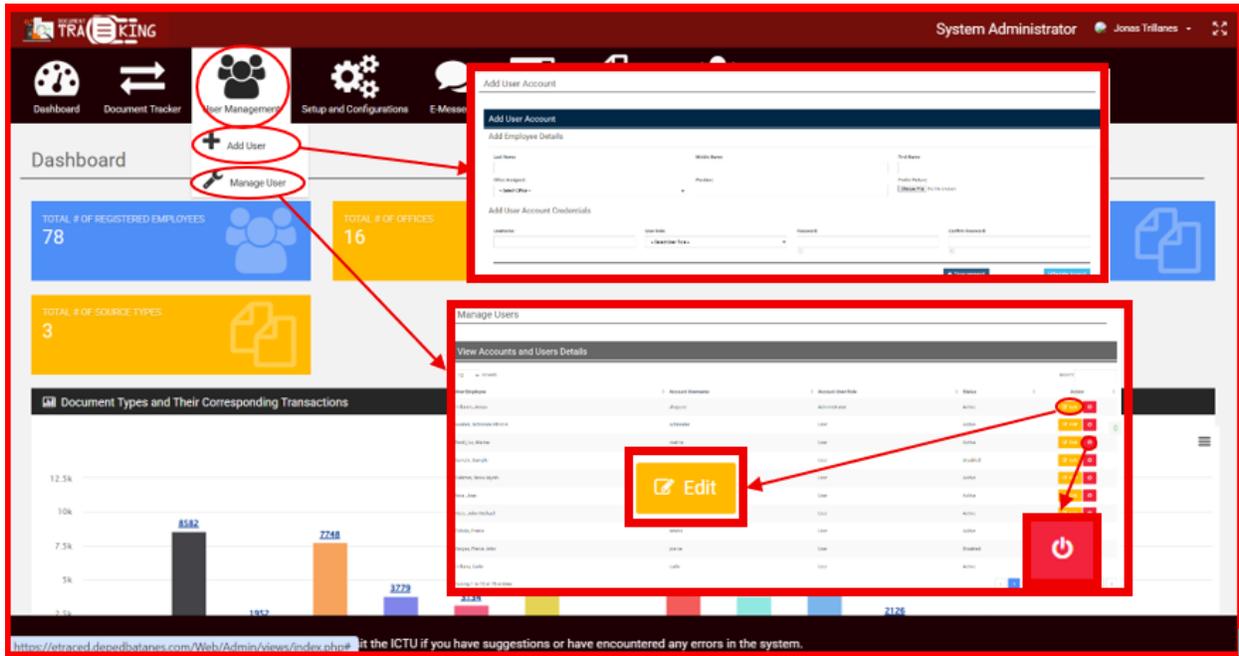
Fill in the employee's personal information:

1. **Last Name:** Enter the employee's family name.
2. **Middle Name:**(Optional) Enter the employee's middle name.
3. **First Name:** Enter the employee's given name.
4. **Office Assigned:** Select the employee's office from the dropdown list.
5. **Position:** Enter the employee's job title or position.
6. **Profile Picture:** Click **Choose File** to upload a profile photo (optional).

Section 2: Add User Account Credentials

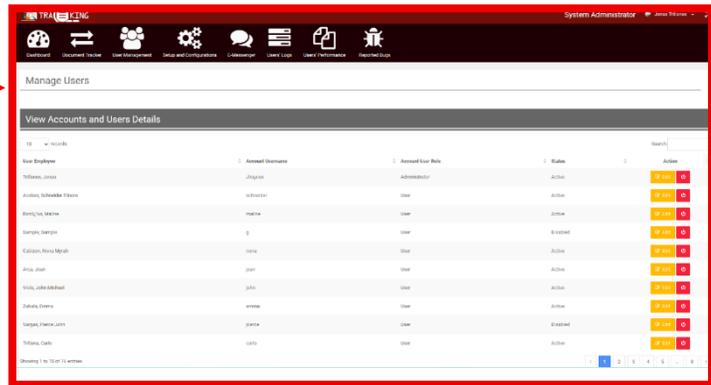
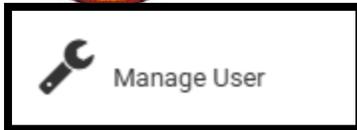
Set the login details for the user:

1. **Username:** Enter a unique username for the user.
2. **User Role:** Select the appropriate role (e.g., Admin, Staff, Viewer).
3. **Password:** Enter a secure password.
4. **Confirm Password:** Re-enter the password to confirm.
5. **Show Password:** Click to view the entered password if needed.



Registering the Account

1. Review all entered information.
2. Click **Register Account**.
3. A confirmation message will appear if registration is successful.



1. Access the Manage Users Page

1. Log in as **System Administrator**.
2. Click **User Management** from the top menu.
3. The **Manage Users** page will open automatically.

2. View User Information

In the **View Accounts and Users Details** table, you can see:

- **User Employee** – Employee’s full name
- **Account Username** – Login username
- **Account User Role** – Administrator or User
- **Status** – Active or Disabled
- **Action** – Edit or Enable/Disable buttons

3. Edit a User Account

1. Find the user you want to update.
2. Click the **Edit (yellow button)** on the right.
3. Update the necessary information.
4. Click **Save** to apply changes.

4. Enable or Disable a User

1. Locate the user account.
2. Check the **Status** column:
 - **Active** = User can log in
 - **Disabled** = User cannot log in
3. Click the **Power (red button)** to enable or disable the account.
4. Confirm if prompted.

5. Understand User Roles

- **Administrator** – Full system access
- **User** – Limited access based on assigned permissions

6. Tips

- Only disable accounts that are no longer in use.
- Always verify the user name before making changes.
- Keep at least one Administrator account active.



SETUP AND CONFIGURATION

The screenshot displays the TRAKING system administrator interface. The top navigation bar includes icons for Dashboard, Document Tracker, User Management, Setup and Configurations, Messenger, Users' Logs, Users' Performance, and Reported Bugs. The 'Setup and Configurations' menu is highlighted with a red box, and a red arrow points to it from a red circle around the gear icon in the top navigation bar. Below the navigation bar, there are sections for 'Add User Account', 'Add Employee Details', and 'Add User Account Credentials'. The 'Add User Account' section includes fields for Last Name, Middle Name, First Name, Office Assigned, Position, and Profile Picture. The 'Add Employee Details' section includes fields for Username, User Role, Password, and Confirm Password. The 'Add User Account Credentials' section includes fields for Username, User Role, Password, and Confirm Password. The 'Setup and Configurations' menu is also highlighted with a red box in the main content area.

Setup and configurations.



 **Manage Offices**

Manage Offices

Add Office

Office Name: Save

View Offices Details

10 records

Office Name	Action
Information and Communications Technology Unit	Edit Archive
Office of the Schools Division Superintendent	Edit Archive
Cashiers Office	Edit Archive
Office of the Assistant Schools Division Superintendent	Edit Archive
Accounting Unit	Edit Archive
Administrative Office	Edit Archive
Personnel Unit	Edit Archive
Supply Office	Edit Archive
School Governance and Operations Division	Edit Archive

Modify Details

Office Name:

Update Cancel

Edit

Archive

Add Office

1. Enter **Office Name**.
2. Click **Save**.

Edit Office

1. Click **Edit** beside the office.
2. Update name.
3. Click **Save**.

Archive Office

1. Click **Archive**.
2. Confirm action.

View Offices

- Use **Search** to find an office.
- Use **records** to change list size.



Manage Document Types

Add Document Type

Document Type Description: Type: Save

View Document Types

10 records Search:

Document Type Description	Type	Action
Supply Forms	INTERNAL	Edit Archive
Procurements	INTERNAL	Edit Archive
Communication (Internal)	INTERNAL	Edit Archive
General Clearance	INTERNAL	Edit Archive
CAV	INTERNAL	Edit Archive
Letters (External)	EXTERNAL	Edit Archive
Division Issuance	INTERNAL	Edit Archive
National Issuance	EXTERNAL	Edit Archive
Regional Issuance	EXTERNAL	Edit Archive

Add Document Type

1. Enter **Document Type Description**.
2. Select **Type** (Internal or External).
3. Click **Save**.

Edit Document Type

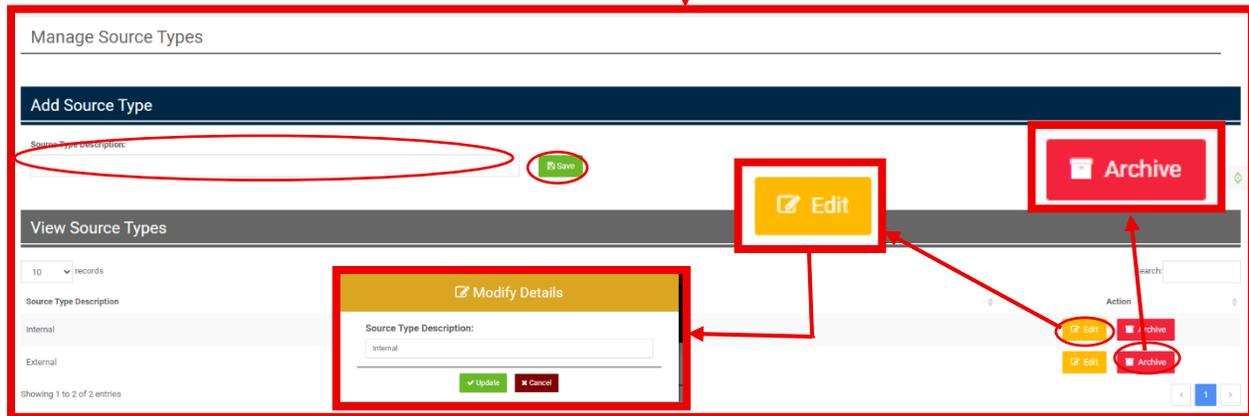
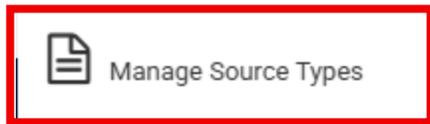
1. Click **Edit** beside the document type.
2. Update details.
3. Click **Save**.

Archive Document Type

1. Click **Archive**.
2. Confirm action.

View Document Types

- Use **Search** to find a document type.
- Use **records** to change list size.



Open Manage Source Types

1. Log in as **System Administrator**.
2. Click **Setup and Configurations** on the top menu.
3. Select **Manage Source Types**.

2. Add a New Source Type

1. Go to the **Add Source Type** section.
2. Enter the **Source Type Description** (e.g., Internal, External).
3. Click **Save**.
4. The new source type will appear in the list below.

3. View Source Types

- Scroll to the **View Source Types** table.
- See all existing source types.
- Use the **Search** box to find a source type.
- Use the **records** dropdown to change the number of items shown.

4. Edit a Source Type

1. Find the source type you want to change.
2. Click the **Edit (yellow button)**.
3. Update the description.
4. Click **Save** to apply changes.

5. Archive a Source Type

1. Locate the source type you want to remove.
2. Click the **Archive (red button)**.
3. Confirm the action.
4. Archived source types will no longer be available for selection.



Manage Priority Types

Open Manage Priority Types

1. Log in as **System Administrator**.
2. Click **Setup and Configurations** from the top menu.
3. Select **Manage Priority Types**.

2. Add a New Priority Type

1. Go to the **Add Priority Type** section.
2. Enter the **Priority Type Description** (e.g., Simple, Complex).
3. Enter the **Date Count** (number of days allowed).
4. Click **Save**.
5. The priority type will appear in the list below.

3. View Priority Types

- Scroll to the **View Priority Types** table.
- See all existing priority types and date limits.
- Use the **Search** box to find a priority type.
- Use the **records** dropdown to change the number of entries shown.

4. Edit a Priority Type

1. Locate the priority type you want to change.
2. Click the **Edit (yellow button)**.
3. Update the description or date count.
4. Click **Save** to apply changes.

5. Archive a Priority Type

1. Find the priority type you want to remove.
2. Click the **Archive (red button)**.
3. Confirm the action.
4. Archived priority types will no longer be selectable.



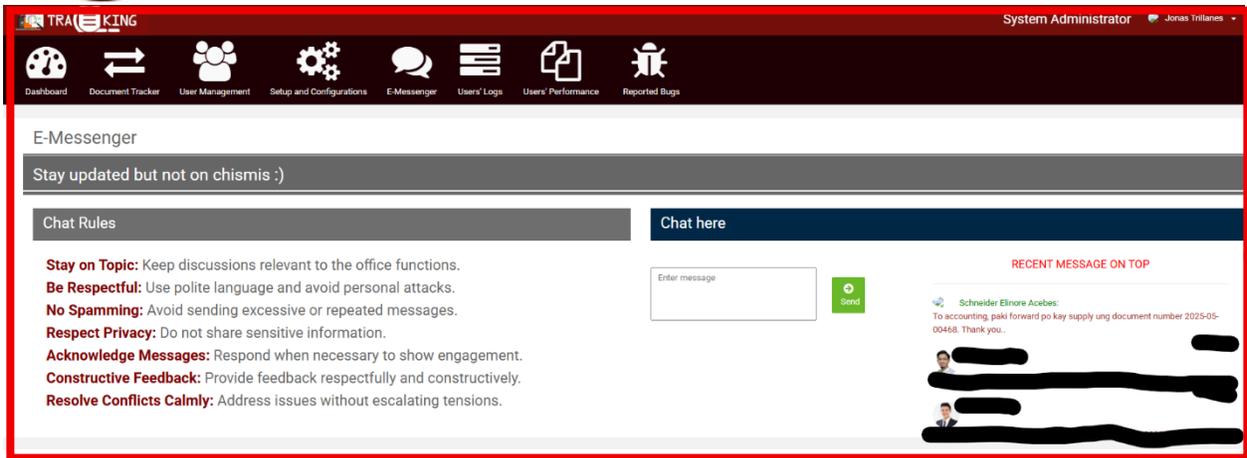
E - MESSENGER

Document Types Processed and Tracked by this Account

Click to View the Number of Specific Transactions

Document Type	Count
Information and Communications	349
Office of the Schools Division	8583
Cashiers Office	1952
Office of the Assistant Schools	2769
Accounting Unit	3779
Administrative Office	3134
Personal Unit	5447
Support Office	811
School Governance and	4966
Curriculum Implementations	3800
Records Office	10589
Budget Office	2126
Bids and Awards Committee Office	497
School Health Section	374
Legal Unit	25
Procurement Unit	110

This is the E-messenger of E-traced



Open E-Messenger

1. Log in to the system.
2. Click **E-Messenger** from the top menu.

2. Read Chat Rules

Before sending messages, follow these rules:

- Stay on work-related topics
- Be respectful
- Do not spam
- Do not share private information
- Respond when needed
- Give constructive feedback
- Resolve issues calmly

3. Send a Message

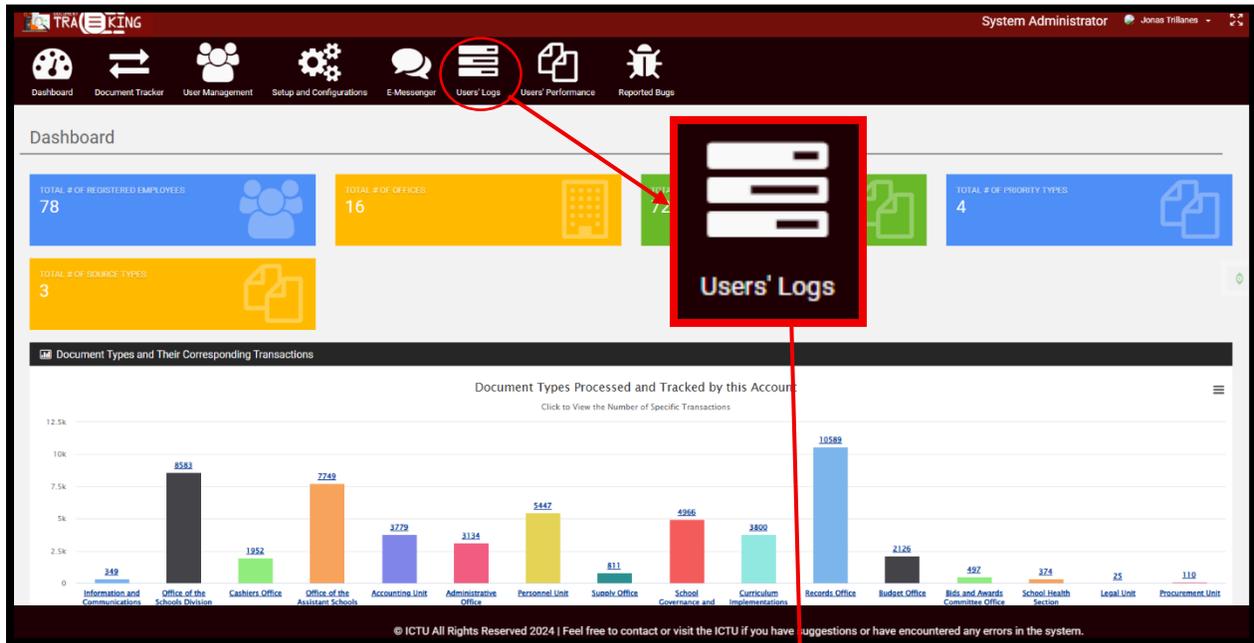
1. Type your message in the **Enter message** box.
2. Click **Send**.
3. Your message will appear in the chat.

4. View Messages

- Recent messages appear at the **top**.
- Scroll down to view older messages.
- Messages show the sender name and time.



USER'S LOGS



Page Overview

This page displays a table containing user access records with the following columns:

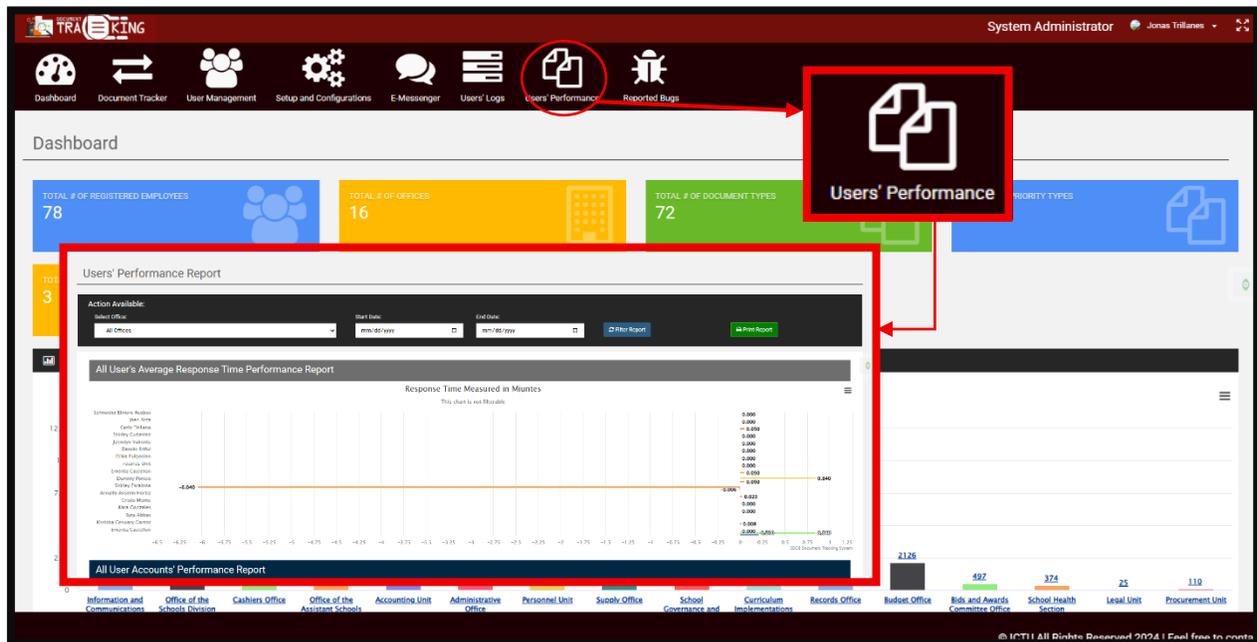
- **Log No.** – Unique number assigned to each log entry
- **Account Username** – Username of the account that accessed the system
- **Account User Type** – Type of user (e.g., User)
- **Date of Access** – Date when the user accessed the system
- **Time of Access** – Exact time of system access

View Users' Logs

Log No.	Account Username	Account User Type	Date of Access	Time of Access
31000	maria	User	2024-01-08	17:02:30
31001	maria	User	2024-01-08	17:04:31
31004	maria	User	2024-01-08	17:06:17
31003	maria	User	2024-01-08	16:48:13
31002	maria	User	2024-01-08	16:45:44
31001	maria	User	2024-01-08	16:32:30
31000	maria	User	2024-01-08	16:16:16
31000	maria	User	2024-01-08	16:12:39
31000	maria	User	2024-01-08	16:08:38
31000	maria	User	2024-01-08	16:03:31

How to Use

1. Review the table to see recent user activities.
2. Check the **Date of Access** and **Time of Access** to track login history.
3. Use the **Account Username** to identify which user accessed the system.
4. Scroll down to view older log records.



Page Overview

The page contains the following main sections:

1. Action Controls

- **All Accounts** – Select which user accounts to include in the report.
- **Start Date** – Choose the beginning date for the report.
- **End Date** – Choose the ending date for the report.
- **Filter Report** – Displays the report based on selected filters.
- **Print Report** – Generates a printable version of the report.

Average Response Time Performance Report

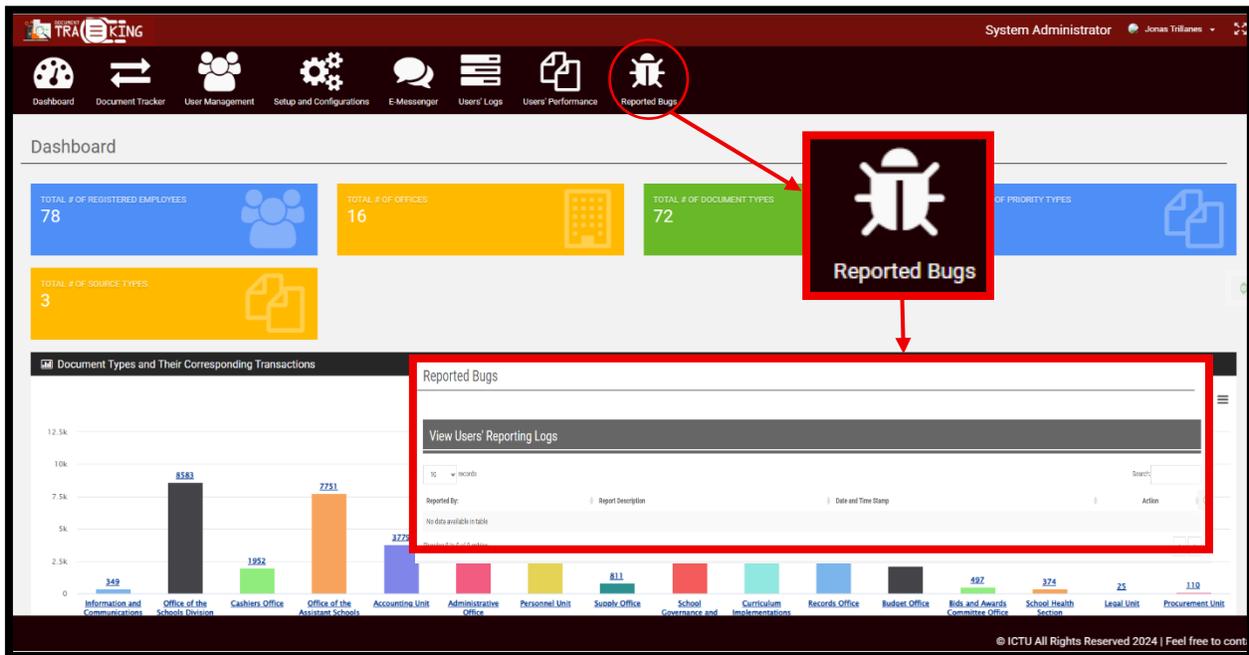
- Displays a **graph** showing the **average response time (in minutes)**.
- Helps identify system performance trends over time.
- A note will appear if no data is available for the selected dates.

3. All User Accounts Performance Report

- Shows performance data for all users.
- Used to compare response times between accounts.



REPORTED BUGS



Page Overview

This page displays a table with the following columns:

- **Reported By** – Name or username of the user who submitted the report
- **Report Description** – Details of the reported bug or issue
- **Date and Time Stamp** – When the bug was reported
- **Action** – Available actions for the report (if applicable)

How to Use

1. Review the list of reported bugs in the table.
2. Check the **Report Description** to understand the issue.
3. Use the **Date and Time Stamp** to track when the issue occurred.
4. Use the **Search** box to find specific reports.
5. Adjust the **number of records shown** if available.



The screenshot shows the TRAKING system interface. At the top, there is a navigation bar with icons for Dashboard, Document Tracker, User Management, Setup and Configurations, E-Messenger, Users' Logs, Users' Performance, and Reported Bugs. The main content area features a 'Change Password' window with the following elements:

- Change Password Form:** Includes fields for 'New Password' and 'Confirm Password', a 'Show password' button, and 'Save' and 'Cancel' buttons.
- User Profile:** A dropdown menu for 'Jonas Trillanes' is open, showing 'Change Password' and 'Log Out' options.
- Bar Chart:** Displays transaction data for various units, with a 'Save' button highlighted in green and a 'Cancel' button highlighted in red.

Unit	Number of Transactions
Information and Communications	249
Office of the Schools Division	8584
Cashiers Office	7231
Office of the Assistant Schools	3779
Accounting Unit	3779
Administrative Office	311
Personnel Unit	311
Speech Office	311
School Governance and	4968
Curriculum Implementation	3801
Records Office	10592
Budget Office	2128
Bids and Awards Committee Office	497
School Health Section	374
Legal Unit	25
Procurement Unit	111

How to Change Your Password

1. In the **Change Password** window, enter your **New Password**.
2. Re-enter the password in **Confirm Password**.
3. (Optional) Click **Show password** to view the password you typed.
4. Click **Save** to apply the new password.

Canceling the Action

- Click **Cancel** if you do not want to save the changes.

Logging Out

- To exit the system, click your **username** and select **Log Out**.