E-TRACED

SUPER 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

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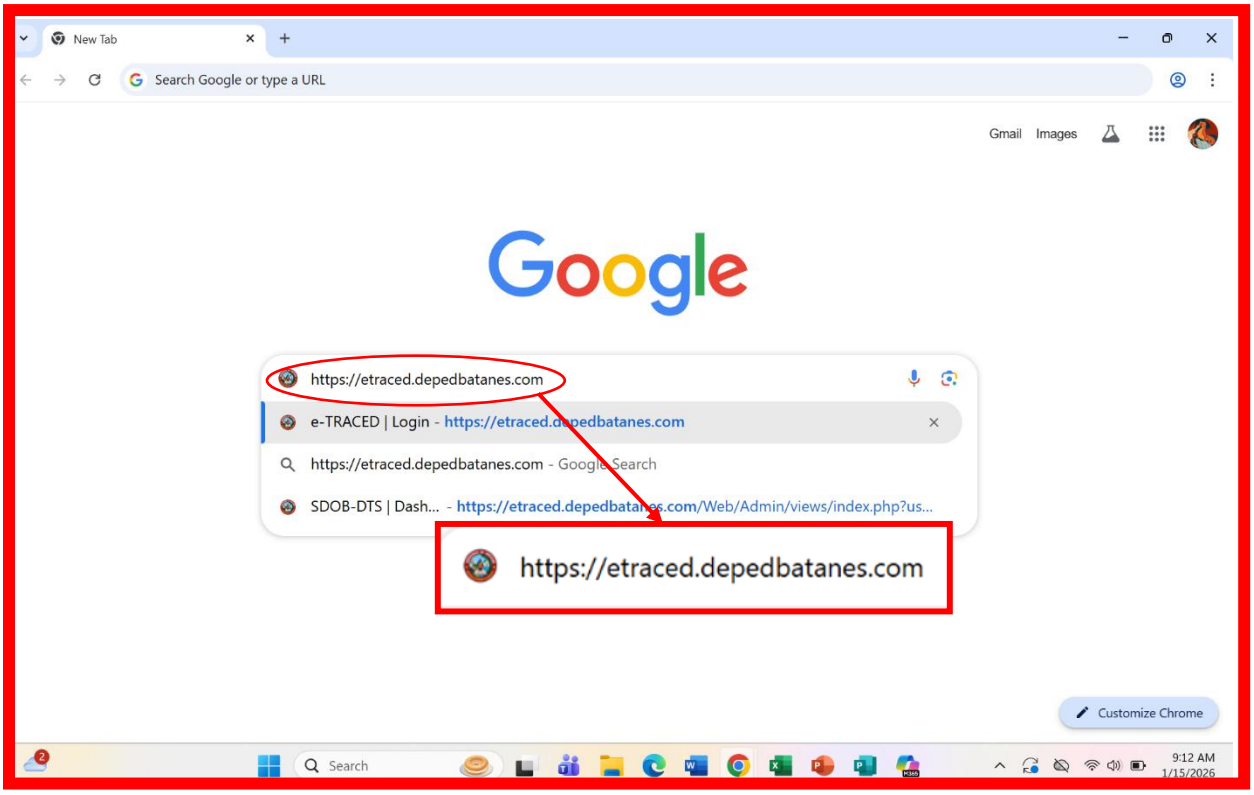
GETTING STARTED:

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**

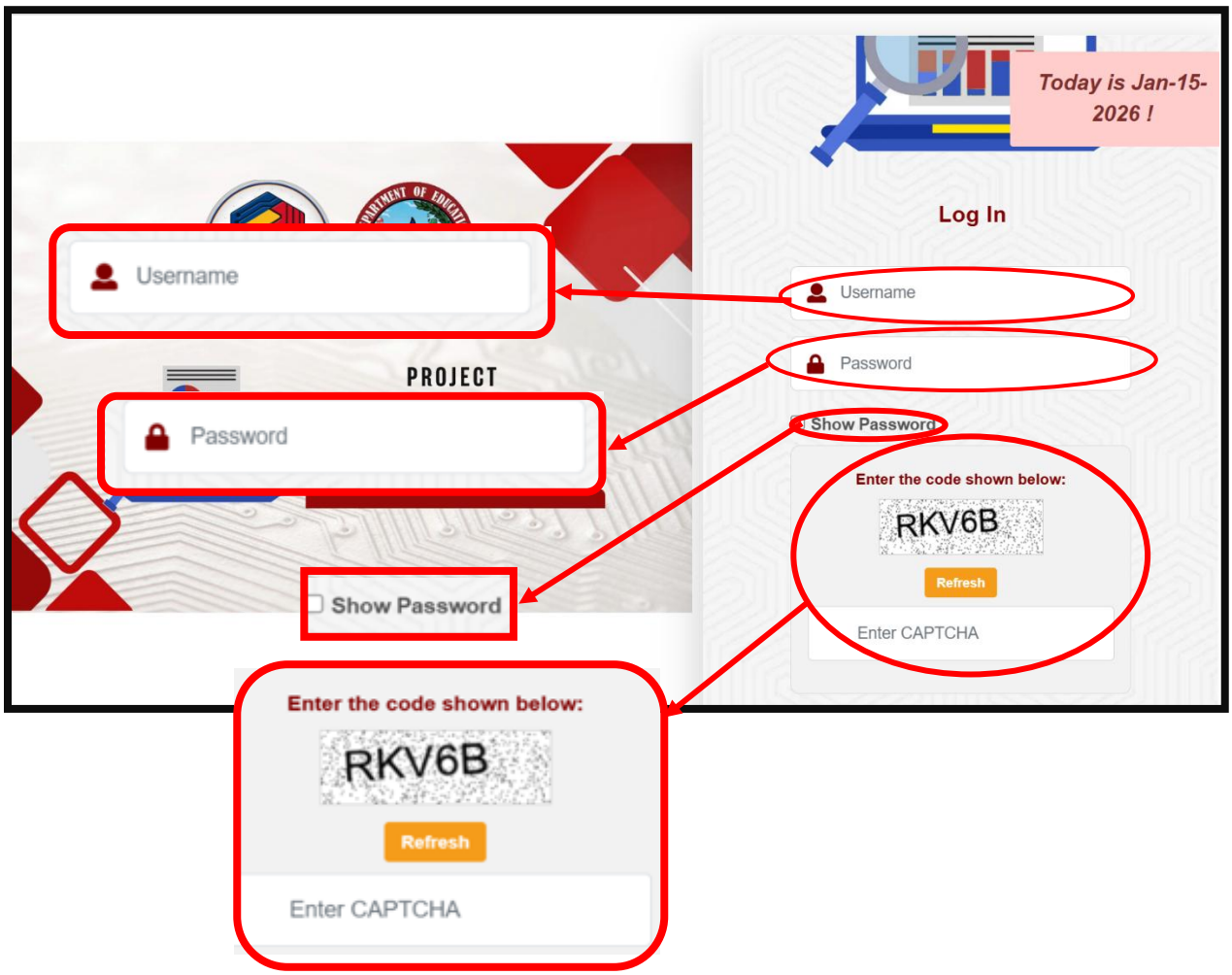
This is the System Homepage. This will show after you successfully launch the system. Some of the parts/features are:

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

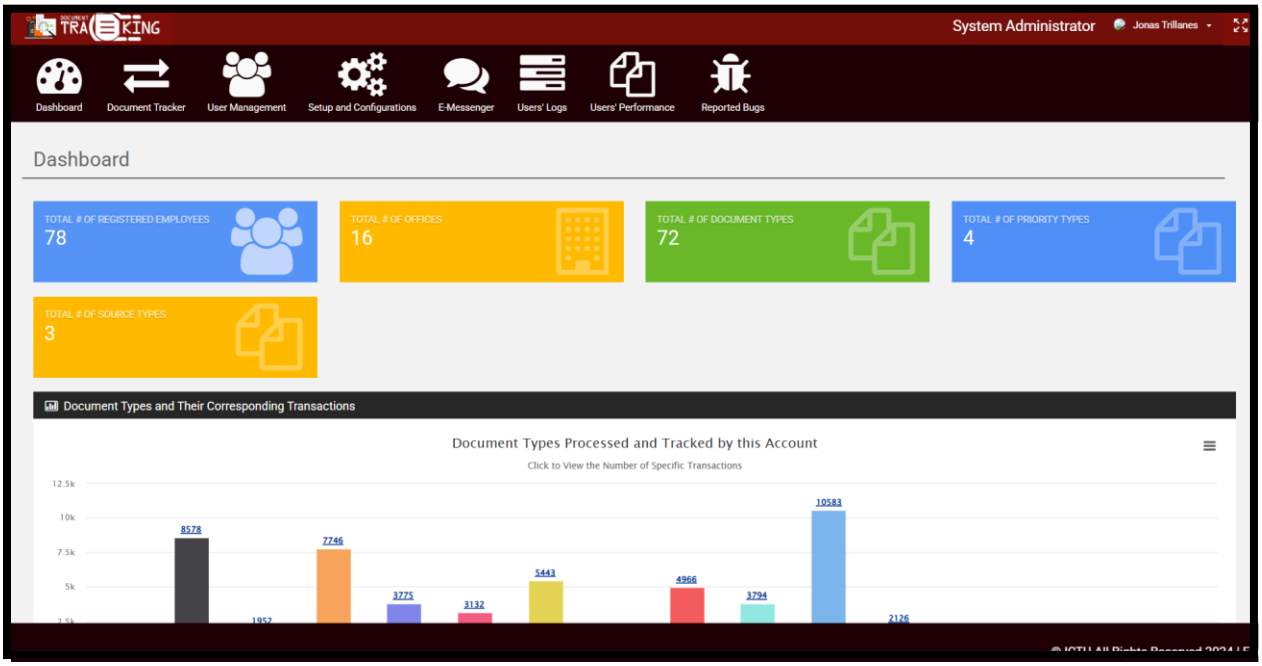
2. **Download** – is where you can download the whole application either android or windows.
3. **DEV** – is where you can see the team that developed project E-TRACED
4. **About** – this is where they show what this website is for.
5. **License** – this is the license for the project E-Traced 4.0.
6.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

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

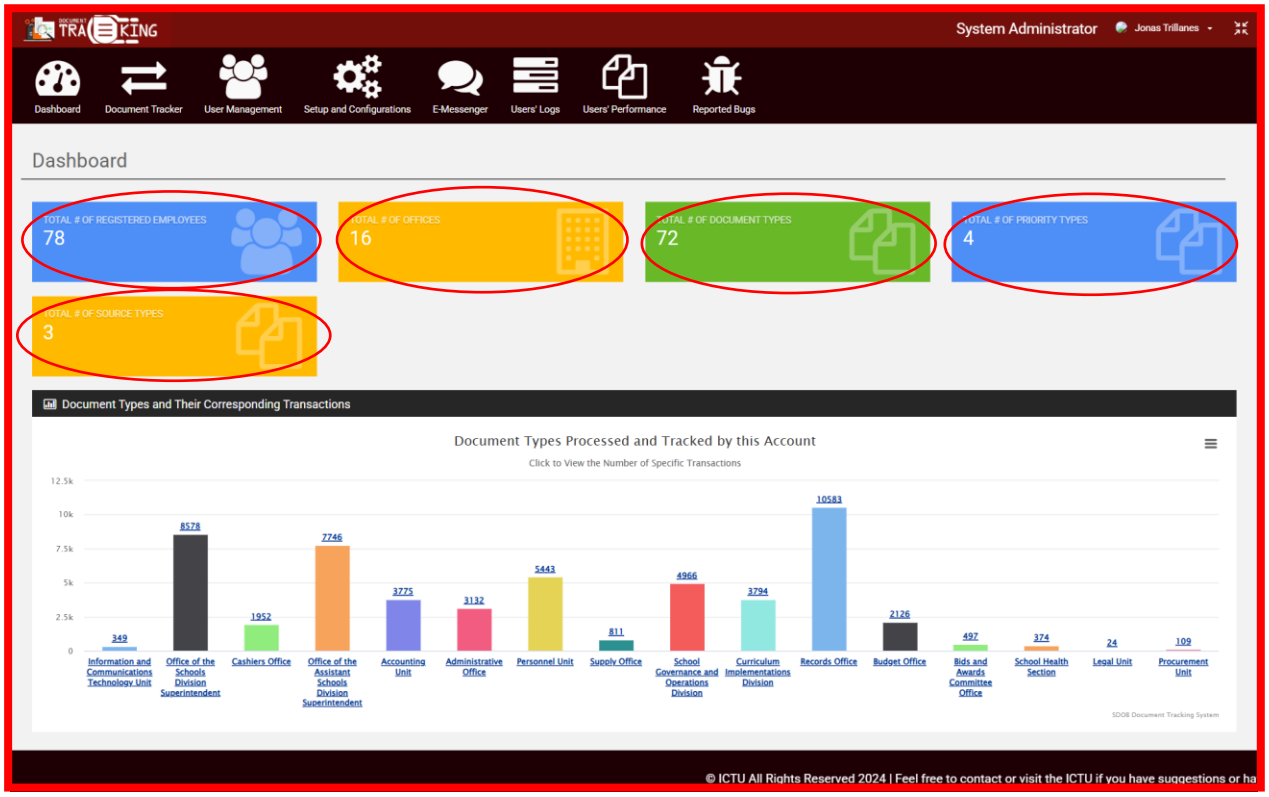
GETTING STARTED: for SUPER ADMINS



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:

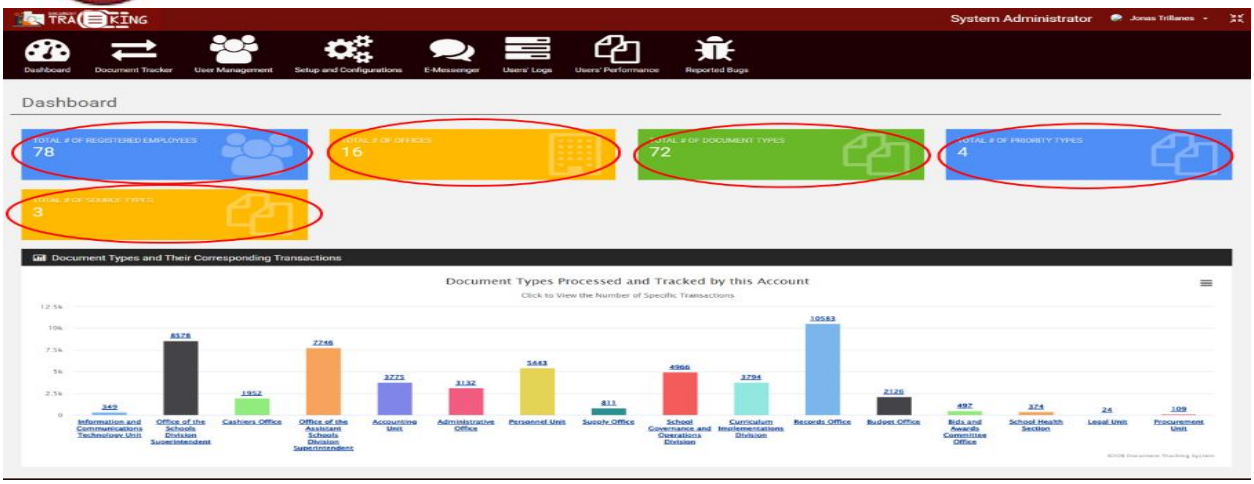
- **Total # of Registered Employees** – Number of users registered in the system
- **Total # of Offices** – Offices included in document tracking
- **Total # of Document Types** – Different document classifications
- **Total # of Priority Types** – Levels of document priority
- **Total # of Source Types**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

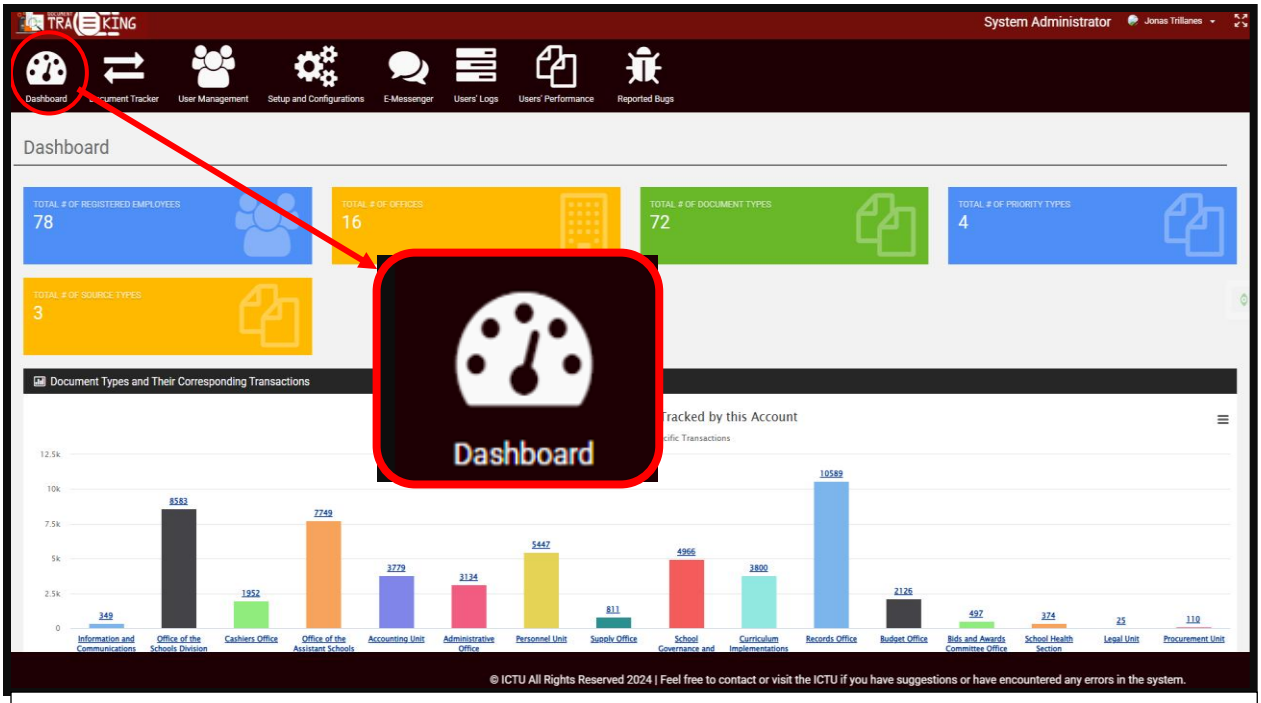
Purpose

- 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

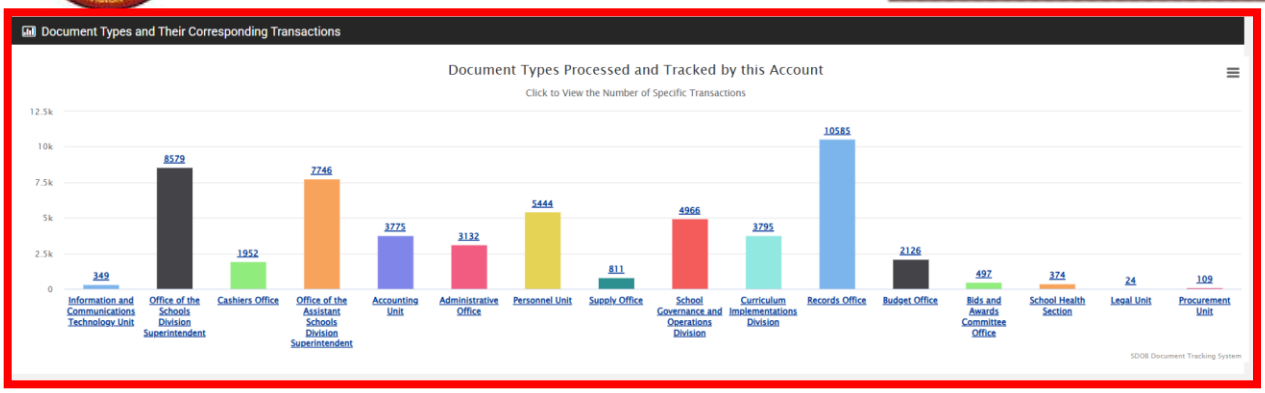
Located below the dashboard summary.

Purpose

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

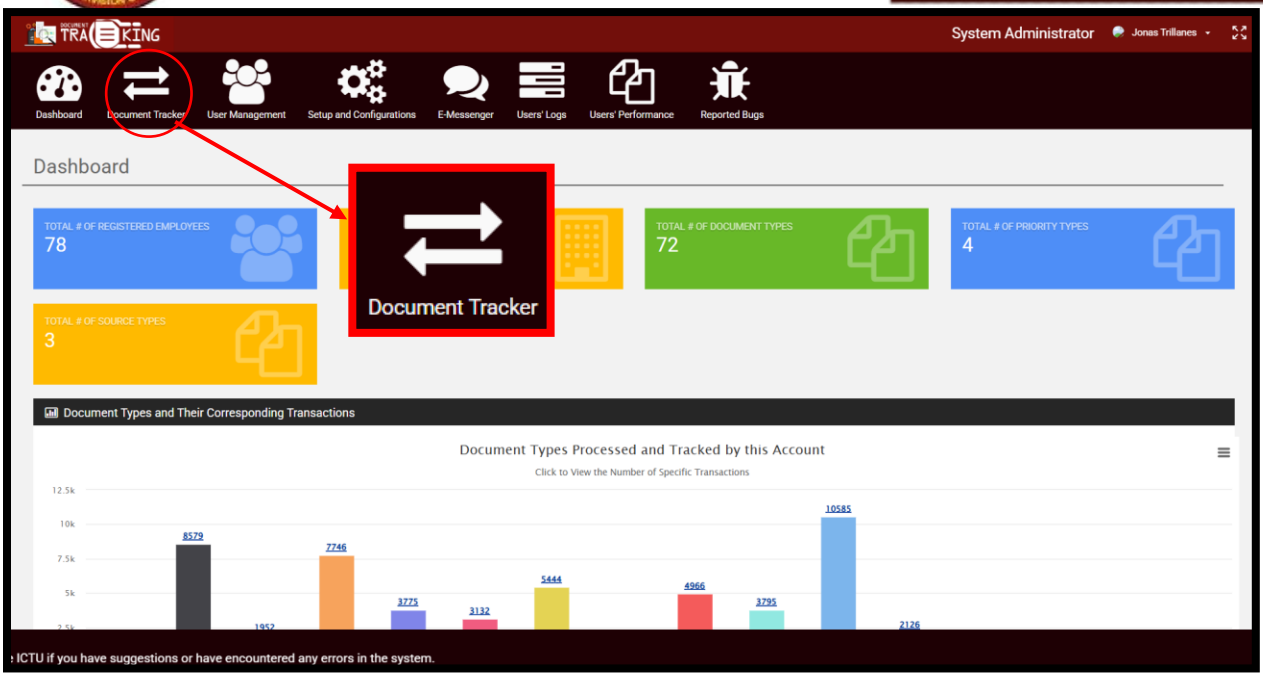
How to Use

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.

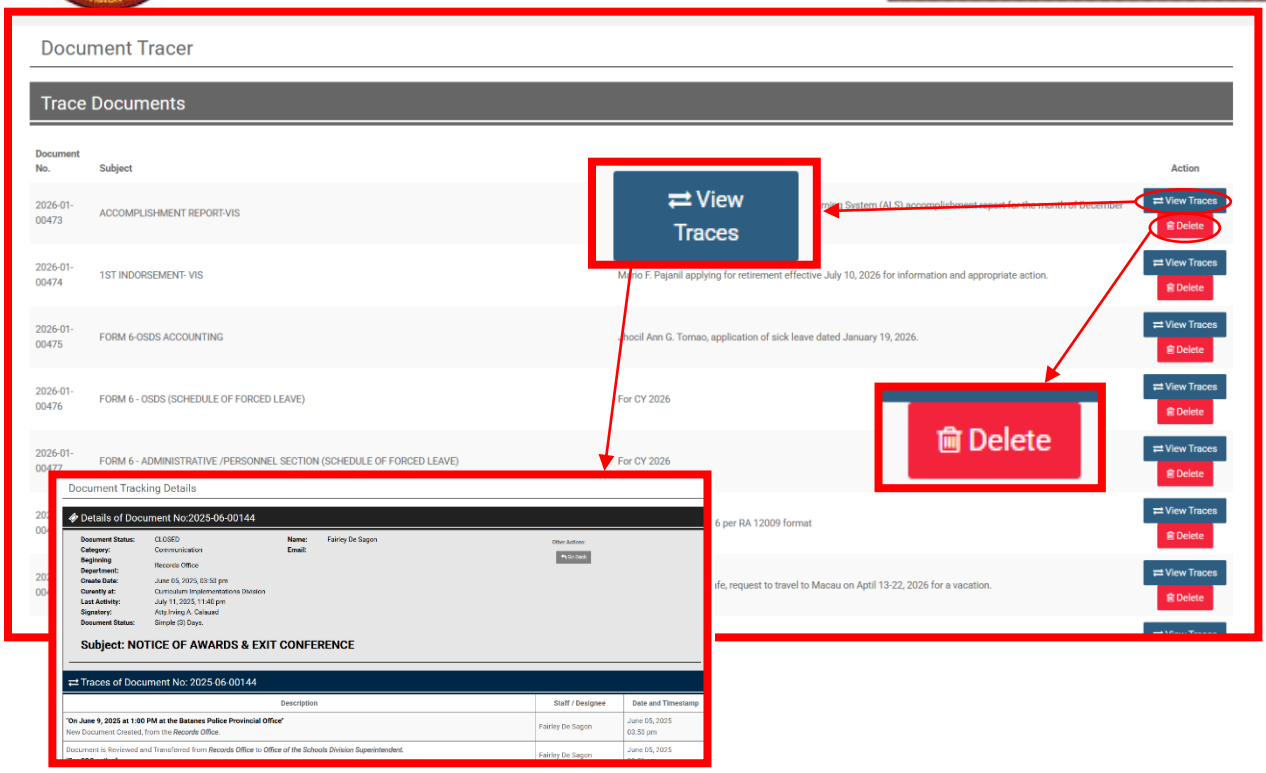


How to Use the Chart

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:
    - More transactions (higher bars)
    - Fewer transactions (lower bars)



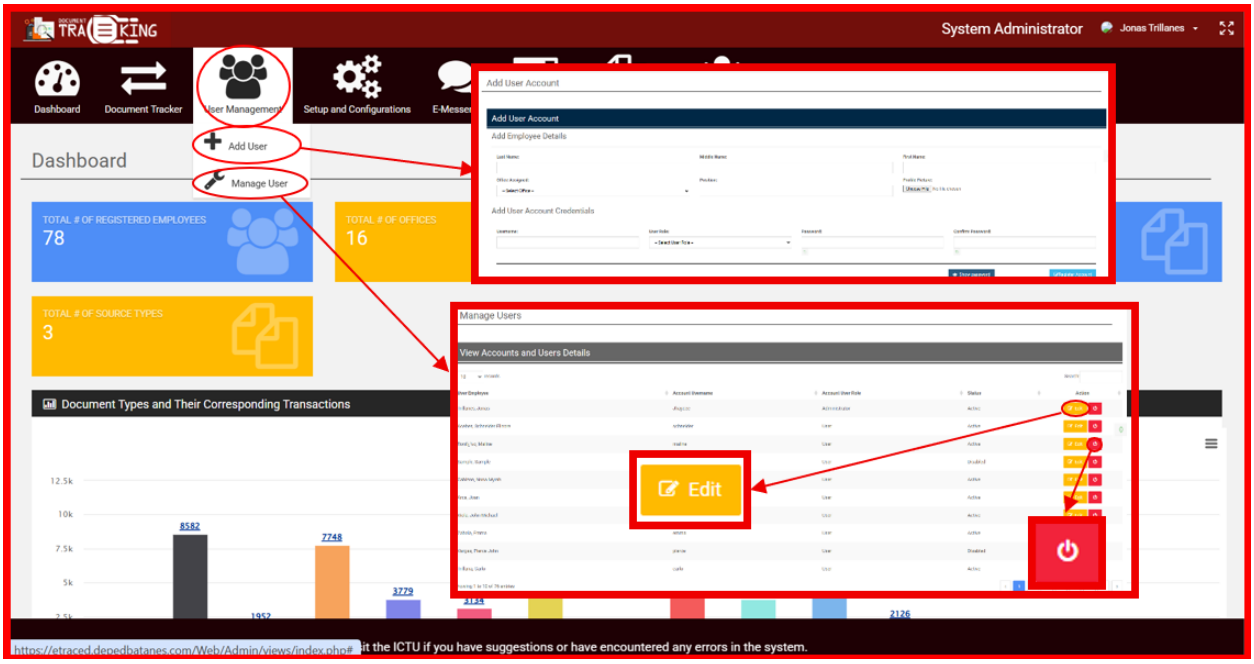
This is the document tracker.



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 MANANGEMENT



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

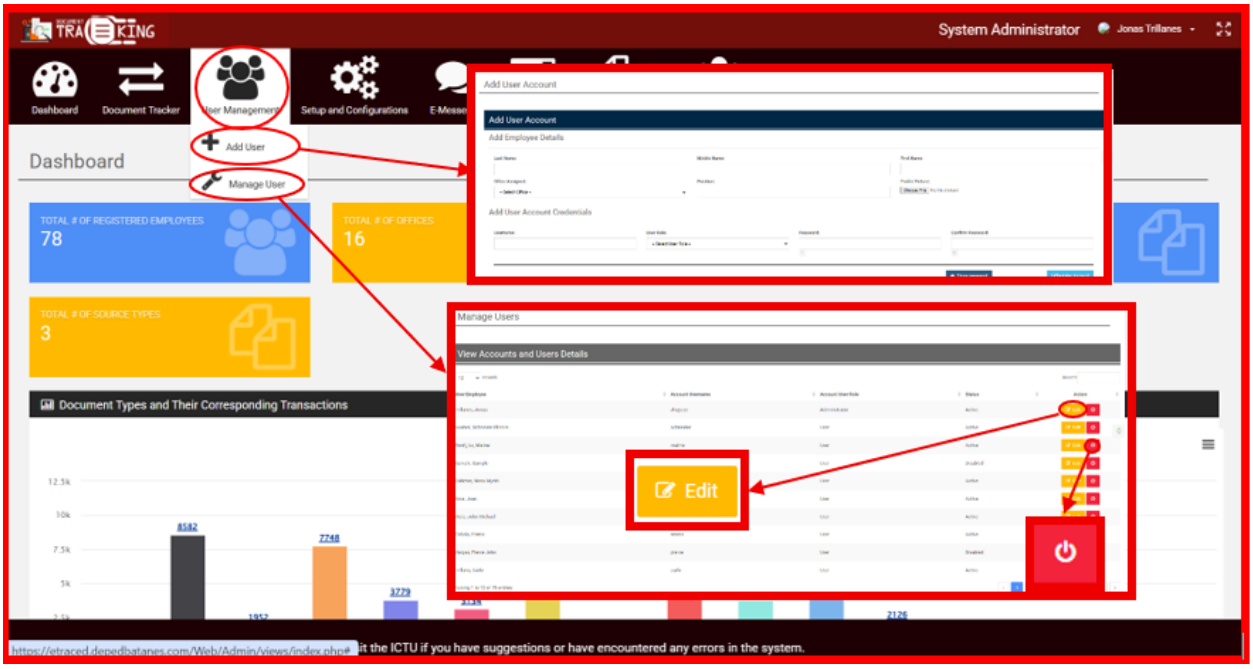
Fill in the employee's personal information:

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

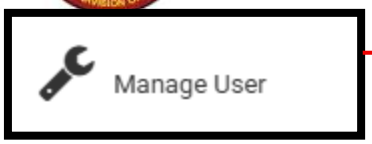
Set the login details for the user:

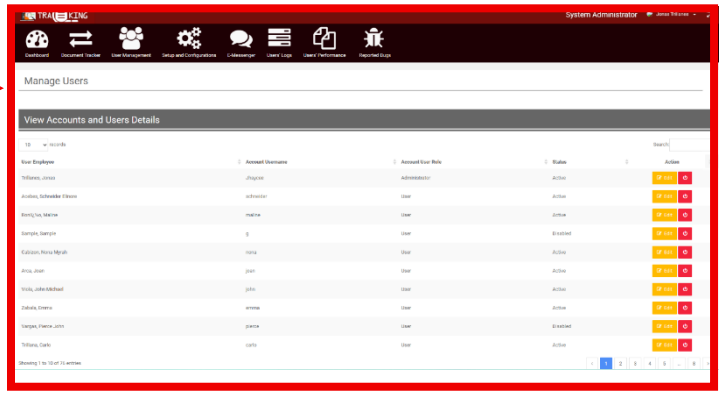
1. **Username**: Enter a unique username for the user.
2. **User Role**: Select the appropriate role (e.g., Admin, Staff, Viewer).
3. **Password**: Enter a secure password.
4. **Confirm Password**: Re-enter the password to confirm.
5. **Show Password**: Click to view the entered password if needed.



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.

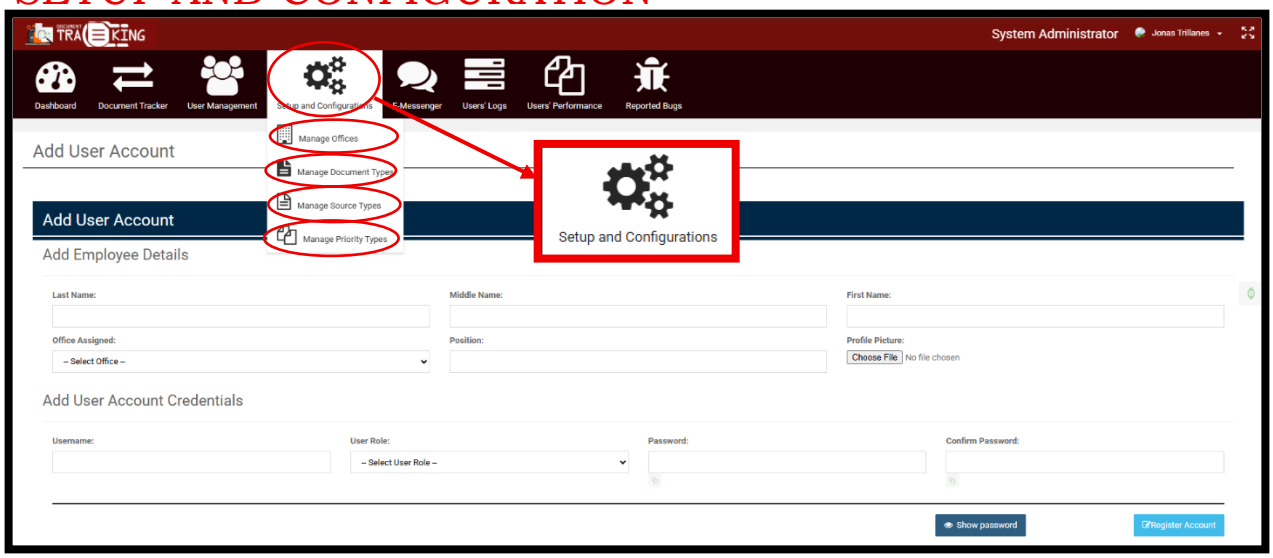
5. Understand User Roles

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

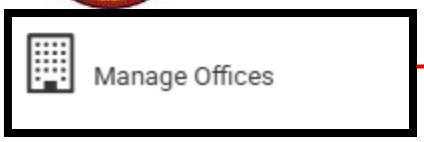
6. Tips

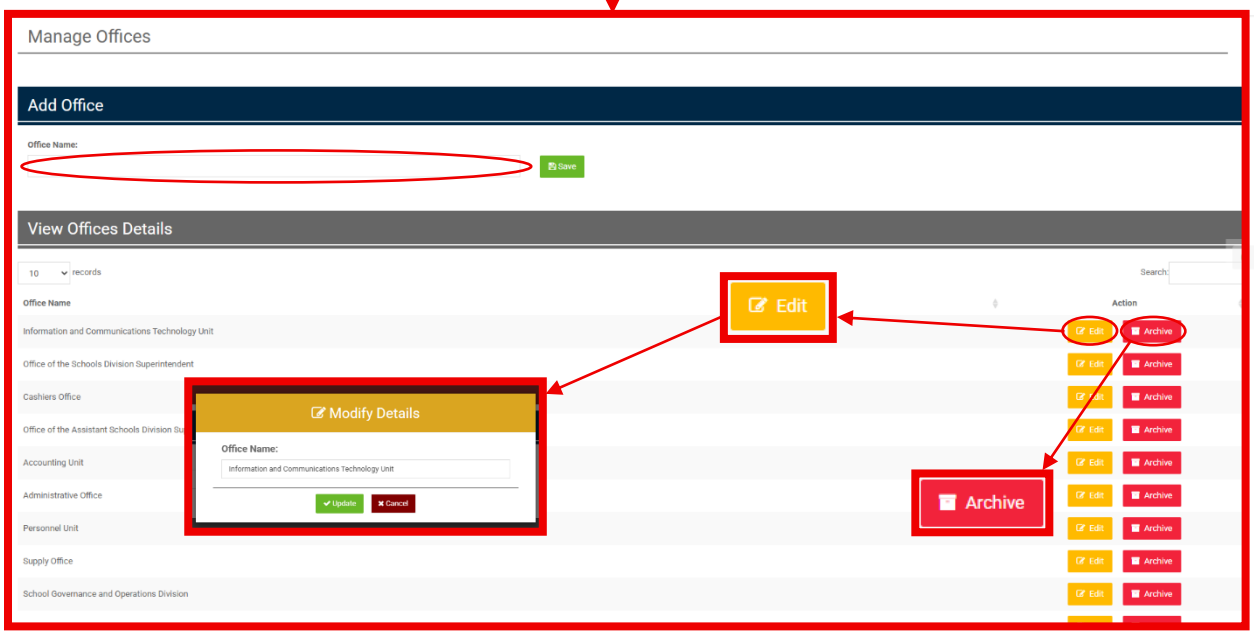
- Only disable accounts that are no longer in use.
- Always verify the user name before making changes.
- Keep at least one Administrator account active.

SETUP AND CONFIGURATION



Setup and configurations.





Add Office

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

Edit Office

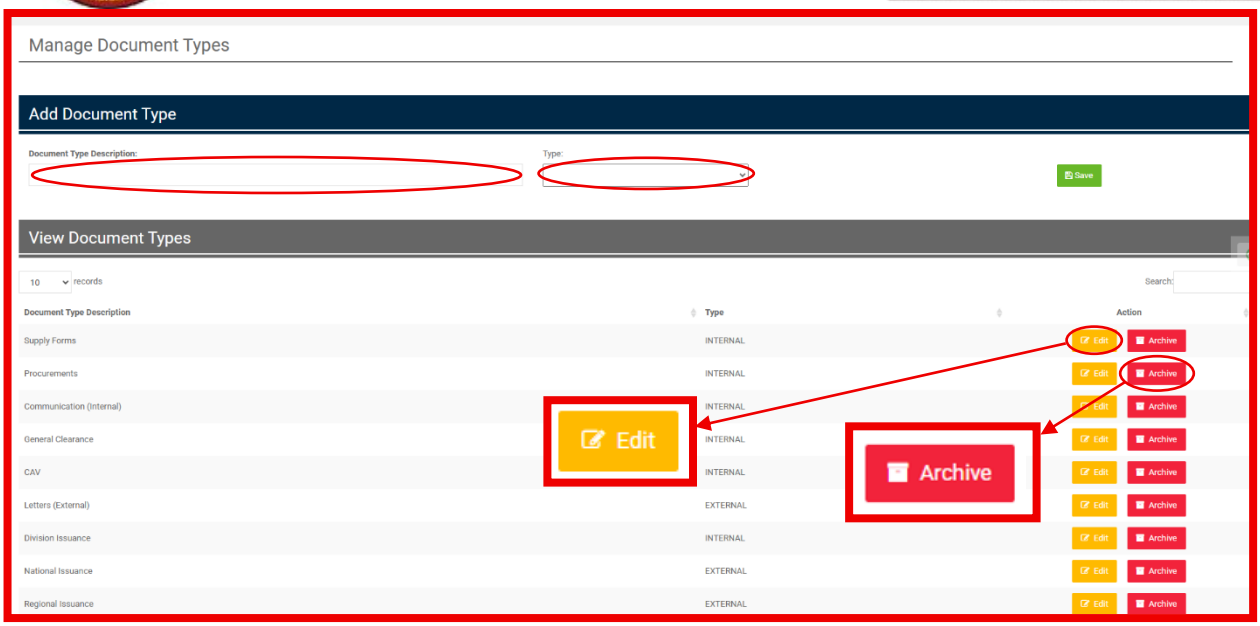
1. Click **Edit** beside the office.
2. Update name.
3. Click **Save**.

Archive Office

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

View Offices

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



Add Document Type

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

Edit Document Type

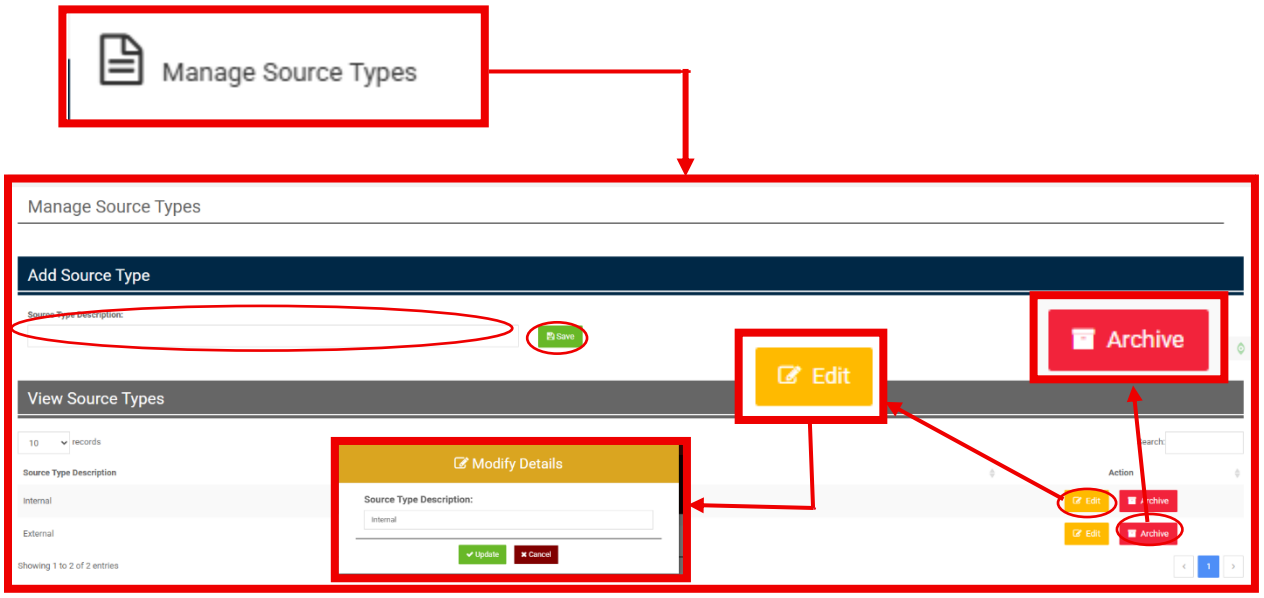
1. Click **Edit** beside the document type.
2. Update details.
3. Click **Save**.

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

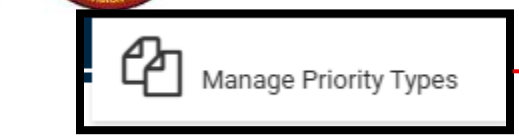
- Scroll to the **View Source Types** table.
- See all existing source types.
- Use the **Search** box to find a source type.
- Use the **records** dropdown to change the number of items shown.

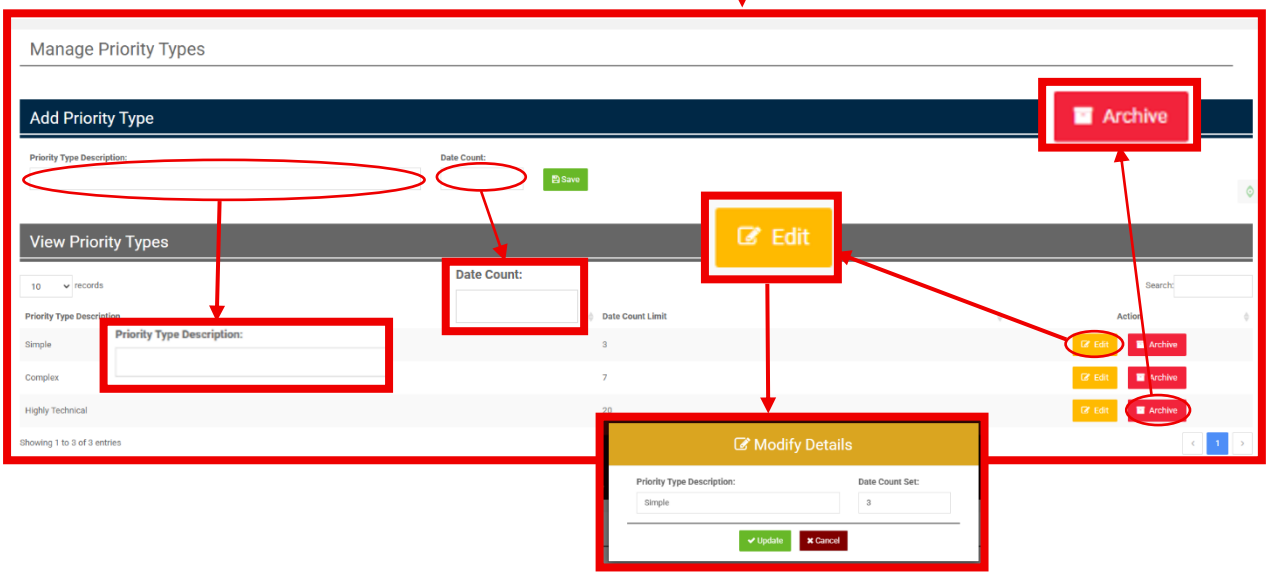
4. Edit a Source Type

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.





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.

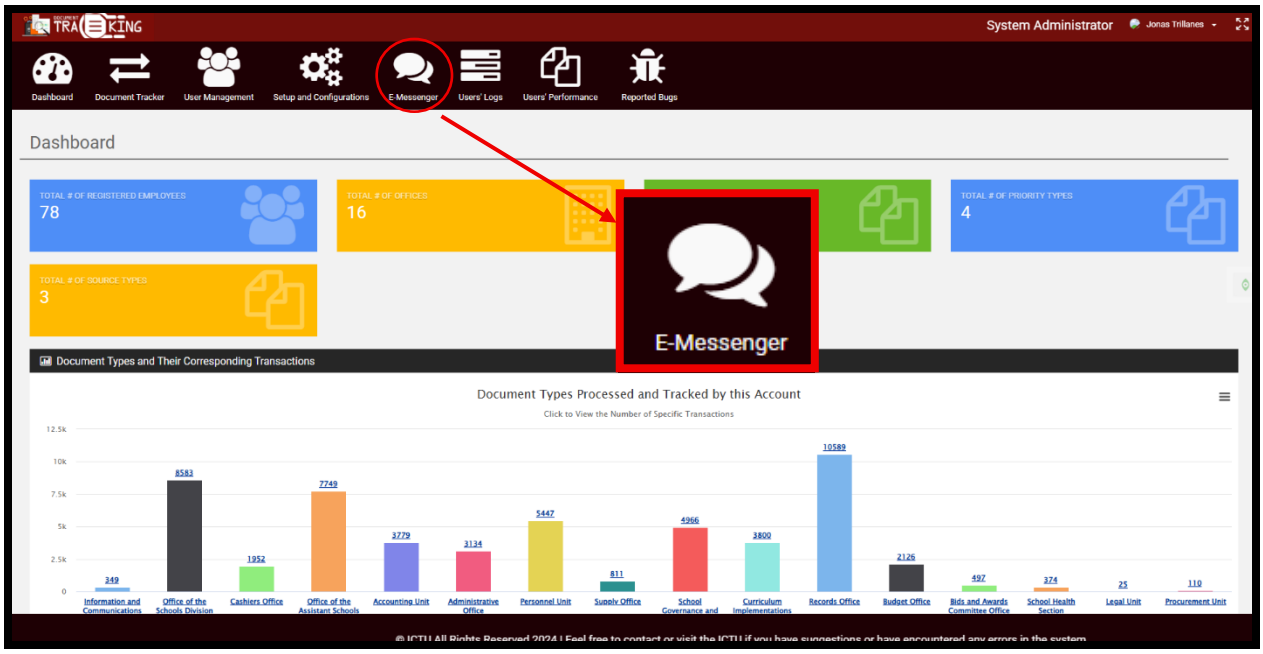
4. Edit a Priority Type

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.

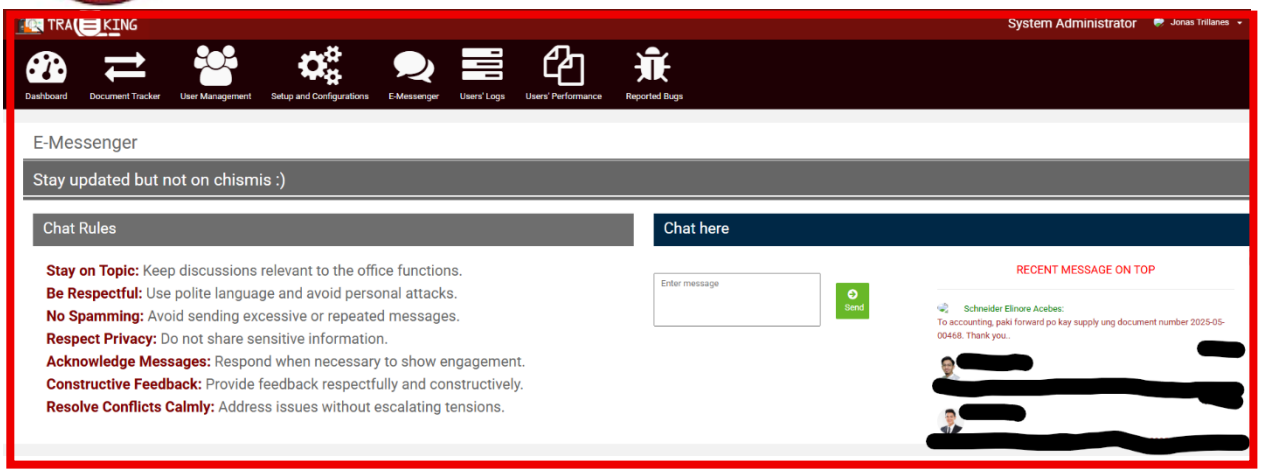
5. Archive a Priority Type

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



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

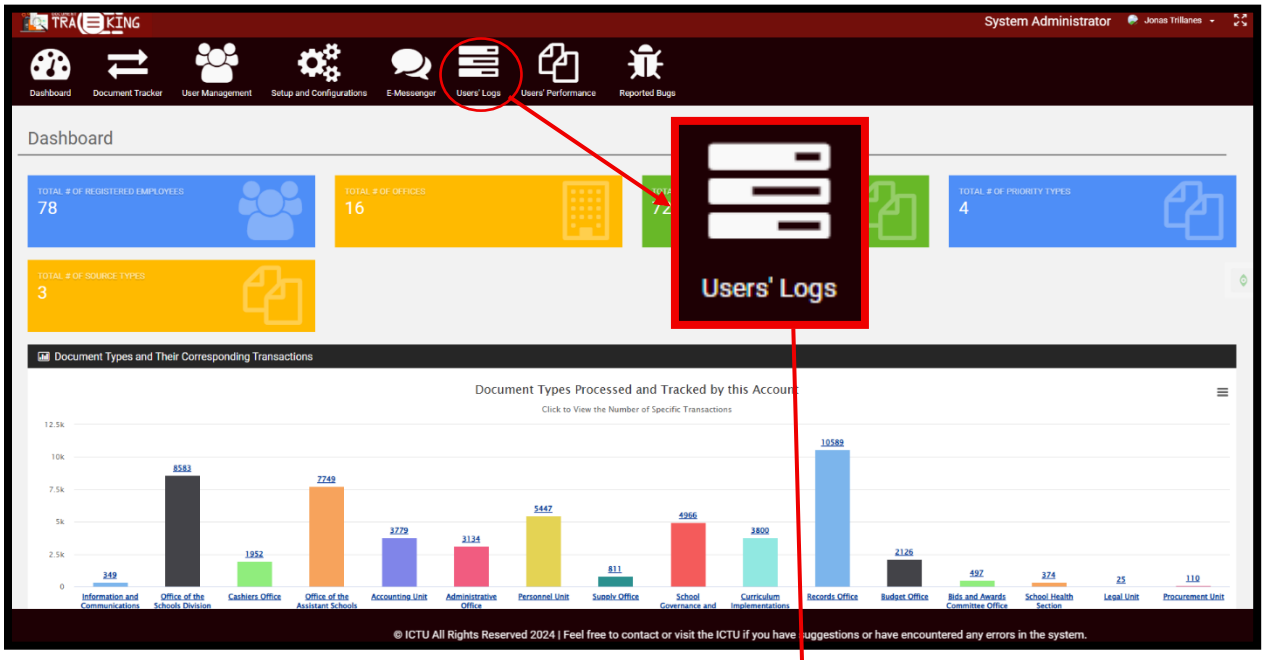
3. Send a Message

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.

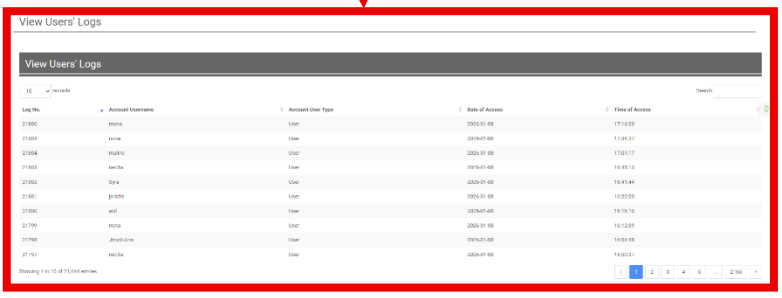
USER'S LOGS



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



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.

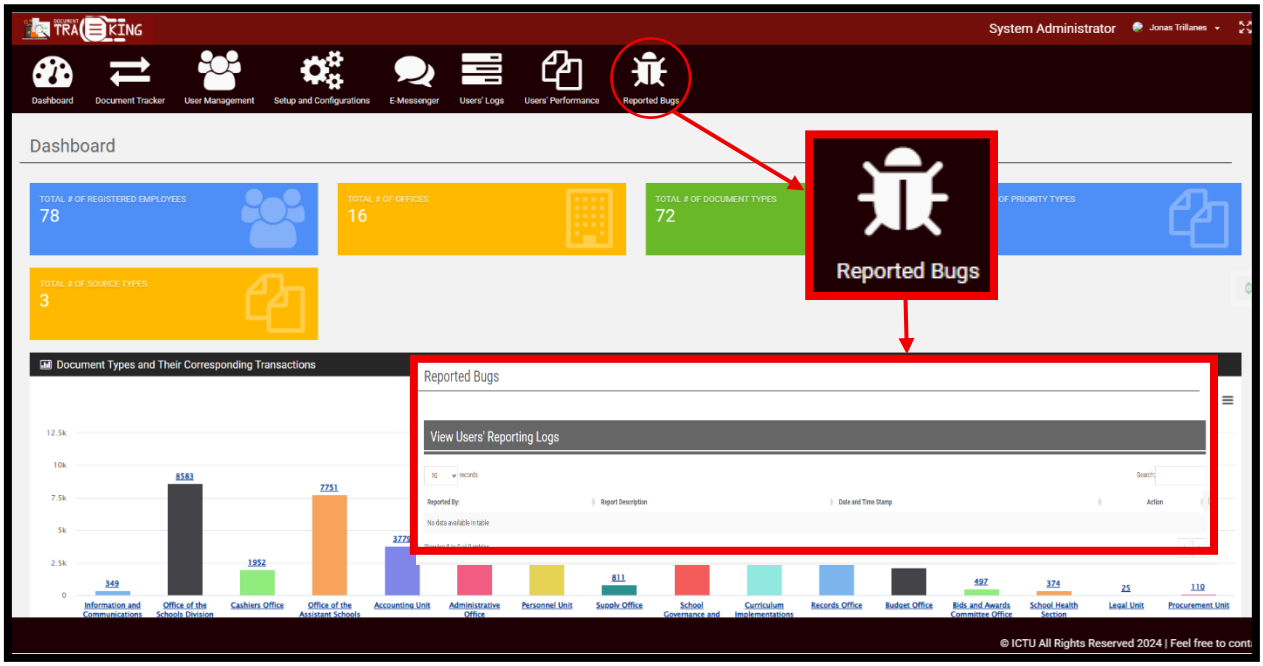
Average Response Time Performance Report

- 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



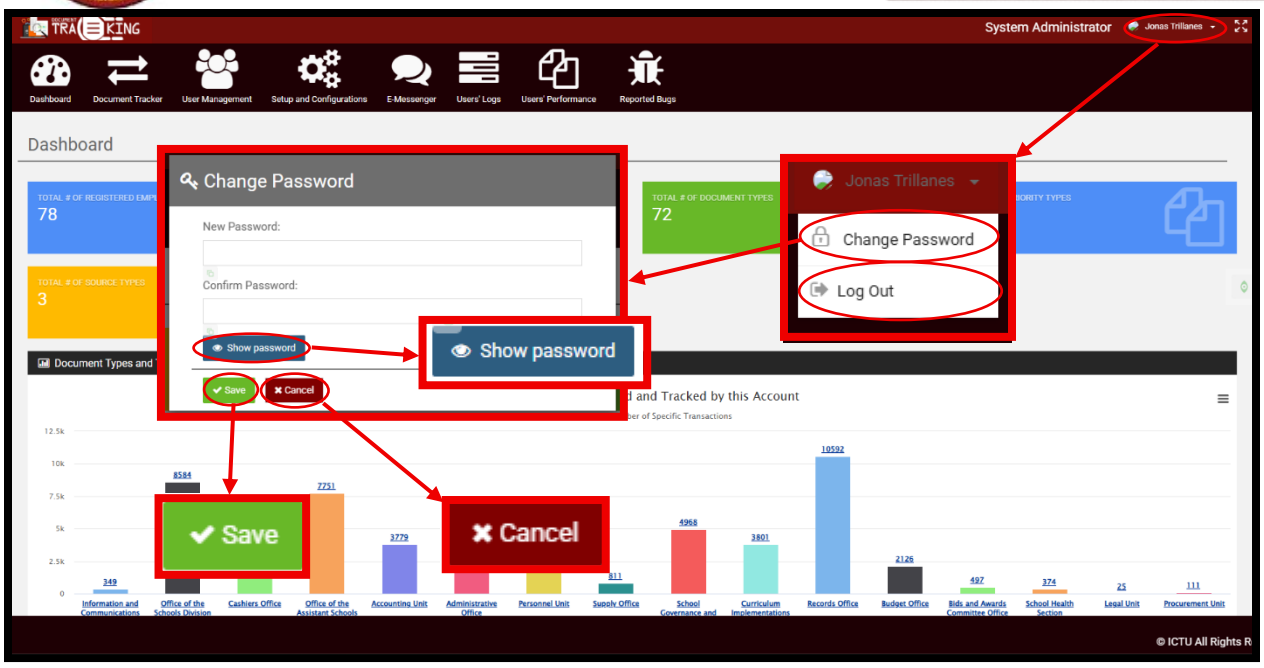
Page Overview

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.



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**.