E-TRACED
USER 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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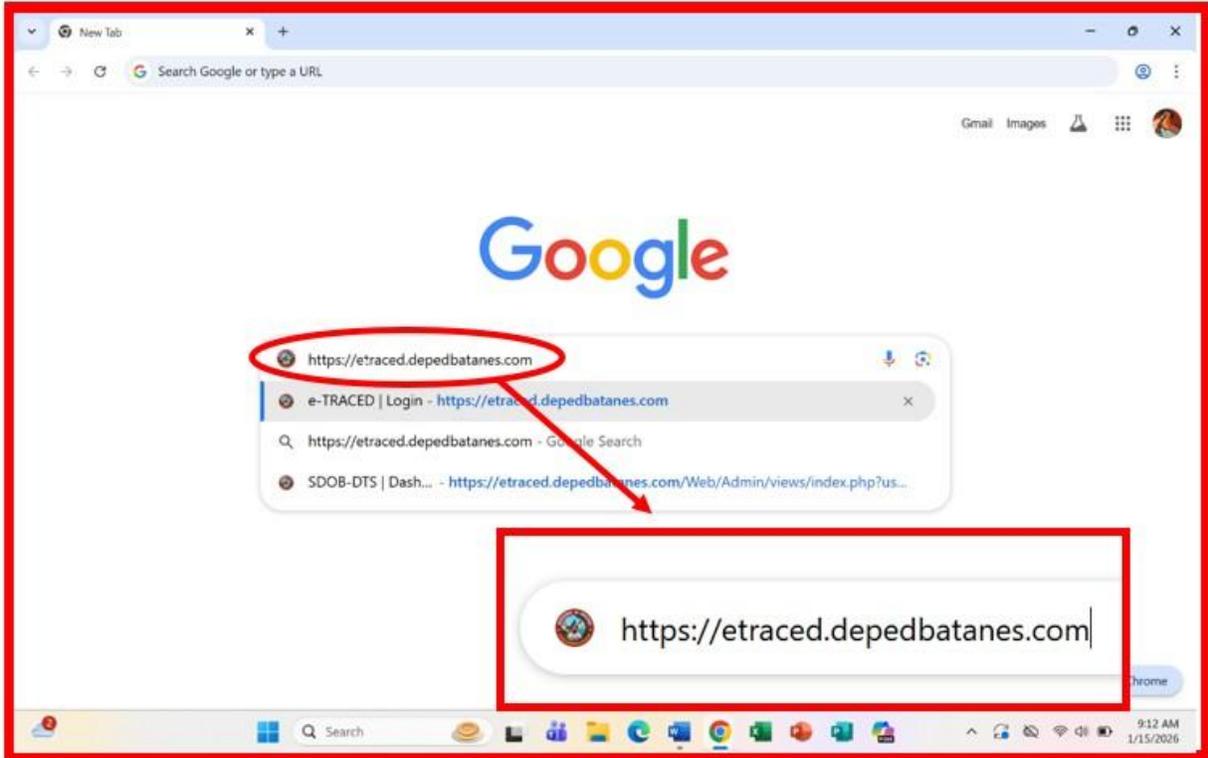- JOSHUA YABUT

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GETTING STARTED:

> 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**

CLICK HERE.

Today is Jan-21-2026 !

Log In

Username

Password

☐ Show Password

Enter the code shown below:

https://etraced.denedbatanes.com0Neb/Admin/views/anytrace.php

Click on the encircled image to enter another page.

HOW TO TRACK DOCUMENTS

After clicking you will enter this page.

Simple Manual: How to Trace Documents

1. **Open Trace Documents** o   Go to the **Trace Documents** page.
2. **Search a Document** o   Type a keyword (e.g., **MCS**) in the **Search** box.
   o The list will update automatically.
3. **View Records** o   Use the **records** dropdown to choose how many items to show (e.g., 10).
4. **Check Document Details** o   Review the columns: **Document No., Subject, Description, Date Created, Latest Action**.
5. **View Document Status** o   Look at **Latest Action** to see if the document is *Released* or *Pending*.
6. **View Document Traces** o   Click **View Traces** to see the document's movement/history.

REPORT BUG

Click on the encircled image.

🐞 Report a Bug

In order to serve you better, the developer of the system provides an interface for you to report any errors, or bugs encountered in using the system.

By giving your insights from using the system, the developer will be pleased to receive it as it helps the developer to fix and to further improve the system.

Maparin Ivatan/Tagalog/English basta maintindi. Diyos Mamahes!

➡ Send   ✖ Cancel

Simple Manual: How to Report a Bug

1. **Open Report a Bug** o   Click the **Report Bug** button in the system.
2. **Read the Instructions** o   Review the message explaining how your report helps improve the system.
3. **Enter Your Report** o Type the error or problem you encountered in the text box.
    o   You may write in **Ivatan, Tagalog, or English**.
4. **Send the Report** o   Click **Send** to submit your report to the developer.
5. **Cancel (Optional)** o Click **Cancel** if you do not want to send the report.
6. **Wait for Improvements** o   The developer will review your report to help fix and improve the system.

SHARE YOUR EXPERIENCE

Click the share your experience.

Rate/Review the System

System Reviews:

- **Open Rate/Review Page**

- Click **Share your Experience** from the main menu.

- **View Current Rating**

- Check the overall rating shown (e.g., **0.0 / 5**) and total reviews.

- **Start a Review**

- Click the **Rate/Review the System** button.

- **Select a Rating** Choose **1 to 5 stars** based on your experience.

- **Write a Review**

- Enter your comments or feedback about the system.

- **Submit Review**

- Confirm and submit your rating and review.

- **Go Back (Optional)**

- Click **Go Back** to return to the previous page.

- **View Reviews**

- Scroll down to see **System Reviews** from users.