



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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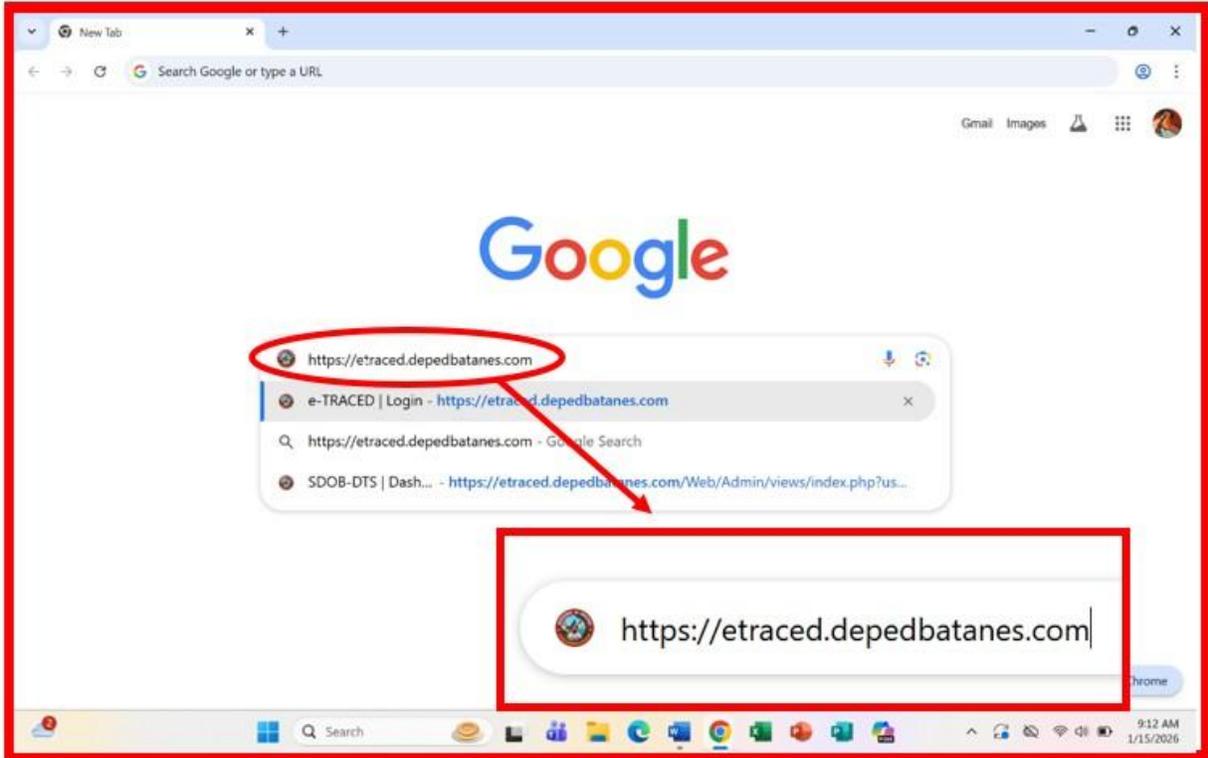
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GETTING STARTED:



- 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-21-2020
!

**PROJECT
E-TRACED 4.0**

ELECTRONIC TRACKING AND RECORDING OF ALL COMMUNICATIONS
TO ENSURE RELIABILITY AND PROPER DOCUMENTATION

Log In

Username

Password

Show Password

Enter the code shown below:

<https://etraced.depedbatangas.com/Meib/Admin/signin/ametraced.php>

Click on the encircled image to enter another page.

HOW TO TRACK DOCUMENTS



Document No.	Subject	Description	Date Created	Latest Action	Option
2026-01-00239	TRAVEL AUTHORITY FOR OFFICIAL TRAVEL-MCS	Rachel Ann P. Poncio, Hanna Marie Raberta, Jenicka Yvella Cangas and Audrey Jaz V. Aguas to attend the 2026 Regional School Press Conference (RSPC) on January 25, 2026 to February 6, 2026.	January 13, 2026	Released	View Traces
2025-12-00788	BANK RECONCILIATION STATEMENT-MCS	Statement as of Jahatao Central	December 23, 2025	Document is still pending	View Traces
2025-12-00584	GAD - MCS	Budget FY 2026	December 23, 2025	Document is still pending	View Traces

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

DOCUMENT TRAC KING

Go Back Report Bug Share your Experience

Trace Documents

10 records Search: mcs

Document No.	Subject	Description	Date Created	Latest Action	Option
2026-01-00239	TRAVEL AUTHORITY FOR OFFICIAL TRAVEL-MCS	Rac... terta, Jenicka Yvelle Cangas and Audrey Jaz V. Aguas to attend the 2026 Regional School Press Conference (RSPC) on January 25, 2026 to February 6, 2026.	January 13, 2026	Released	View Traces
2025-12-00788	BANK RECONCILIATION STATEMENT -MCS	Statement as of Mahatao Central	December 23, 2025	Document is still pending	View Traces
2025-12-00584	GAD - MCS	Development Plan and Budget FY 2...	December	Document is still pending	View Traces

For privacy purposes, the table is blurred by default. Use the search to reveal its contents.

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 Mamahe!

Simple Manual: How to Report a Bug

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



SHARE YOUR EXPERIENCE

DOCUMENT TRACING

Go Back Report Bug **Share your Experience**

Trace Documents

10 records Search: mcs

Document No.	Subject	Share your Experience	Latest Action	Option
2026-01-00239	TRAVEL AUTHORITY FOR OFFICIAL TRAVEL-MCS		Jenicka Yvelle Cangas and Audrey Jaz V. Aguas to attend the 2026 Regional School Press Conference (RSPC) on January 25, 2026 to February 6, 2026. January 13, 2026 Released	View Traces
2025-12-00788	BANK RECONCILIATION STATEMENT -MCS		Statement as of Mahatao Central December 23, 2025 Document is still pending	View Traces
2025-12-00584	GAD - MCS		Development Plan and Budget FY 2026 December Document is still pending	View Traces

For privacy purposes, the table is blurred by default. Use the search to reveal its contents.

Click the share your experience.



Rate/Review the System



0.0 / 5

0 Review

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

★ Rate/Review the

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.