

**USER**

**MANUAL**

**DOCUMENT TRACKING SYSTEM**



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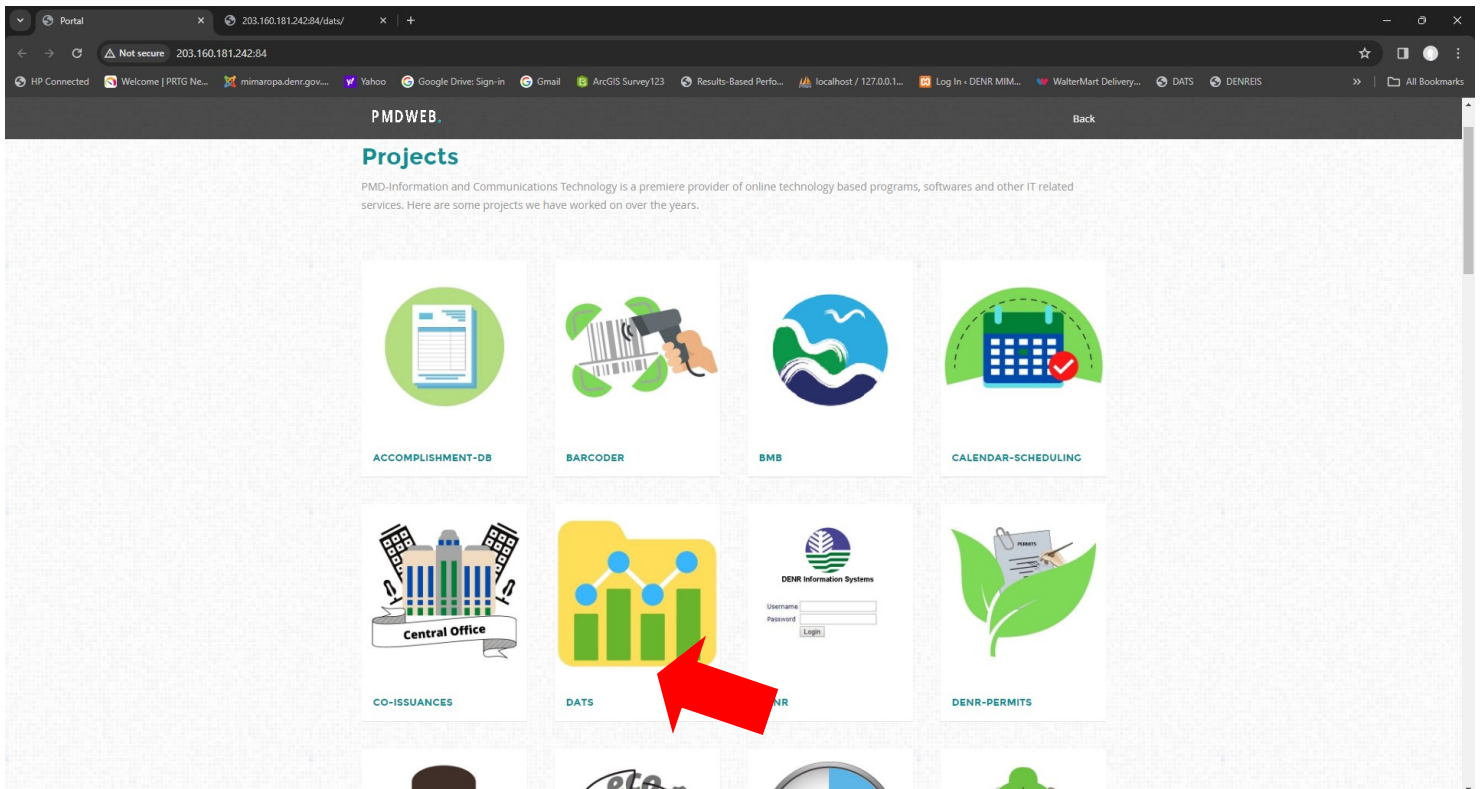


# 1 Getting Started

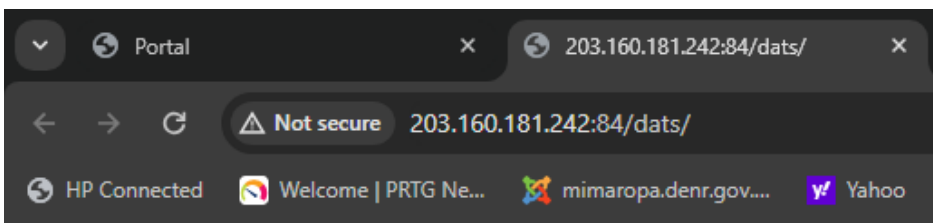
## 1. Open Web Browser

Then type <http://203.160.181.242:84/>

You can see our portal then look for DATS and the click



Then click NEW RDATS



Document Action Tracking System

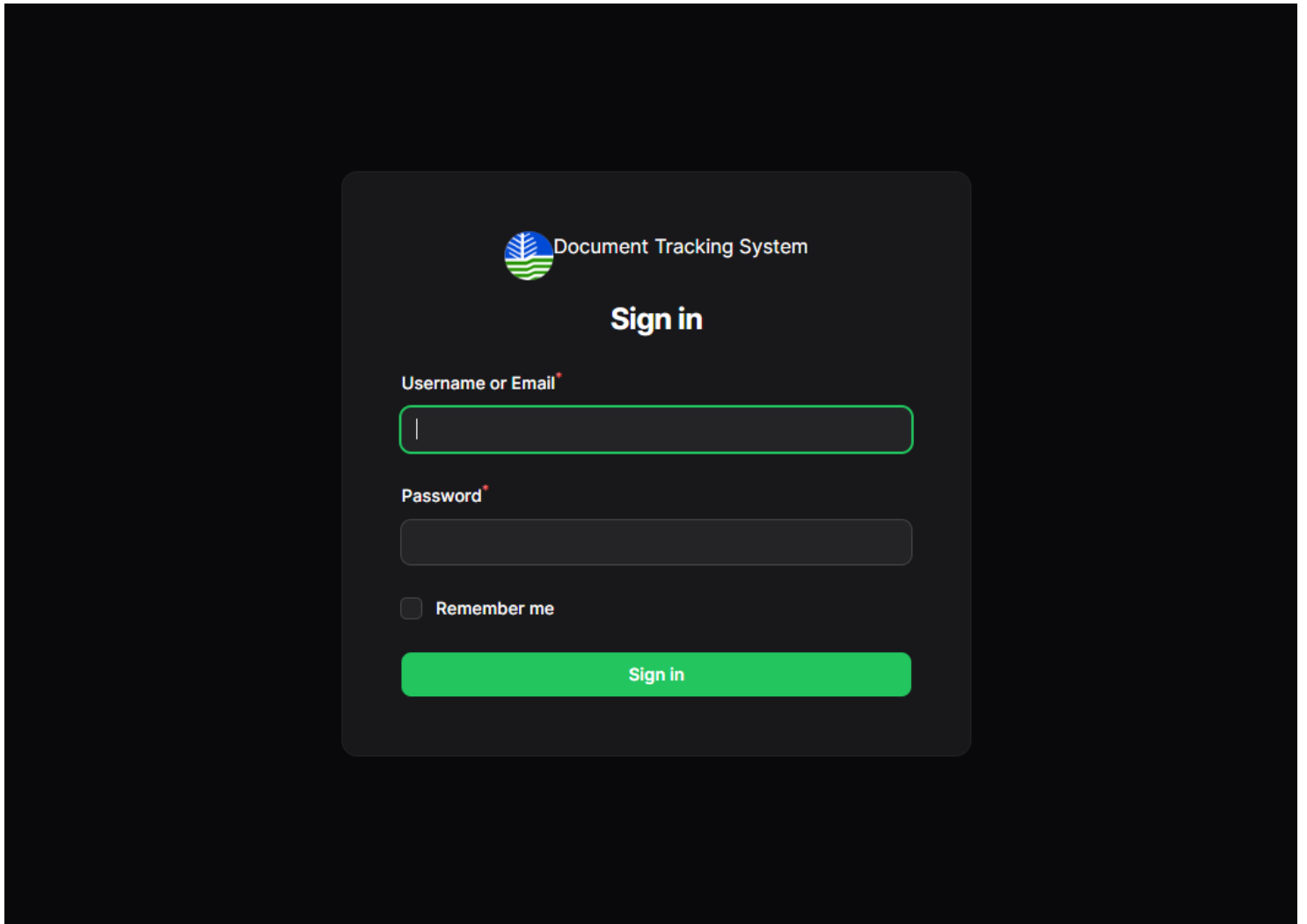
1. [NEW RDATS](#)

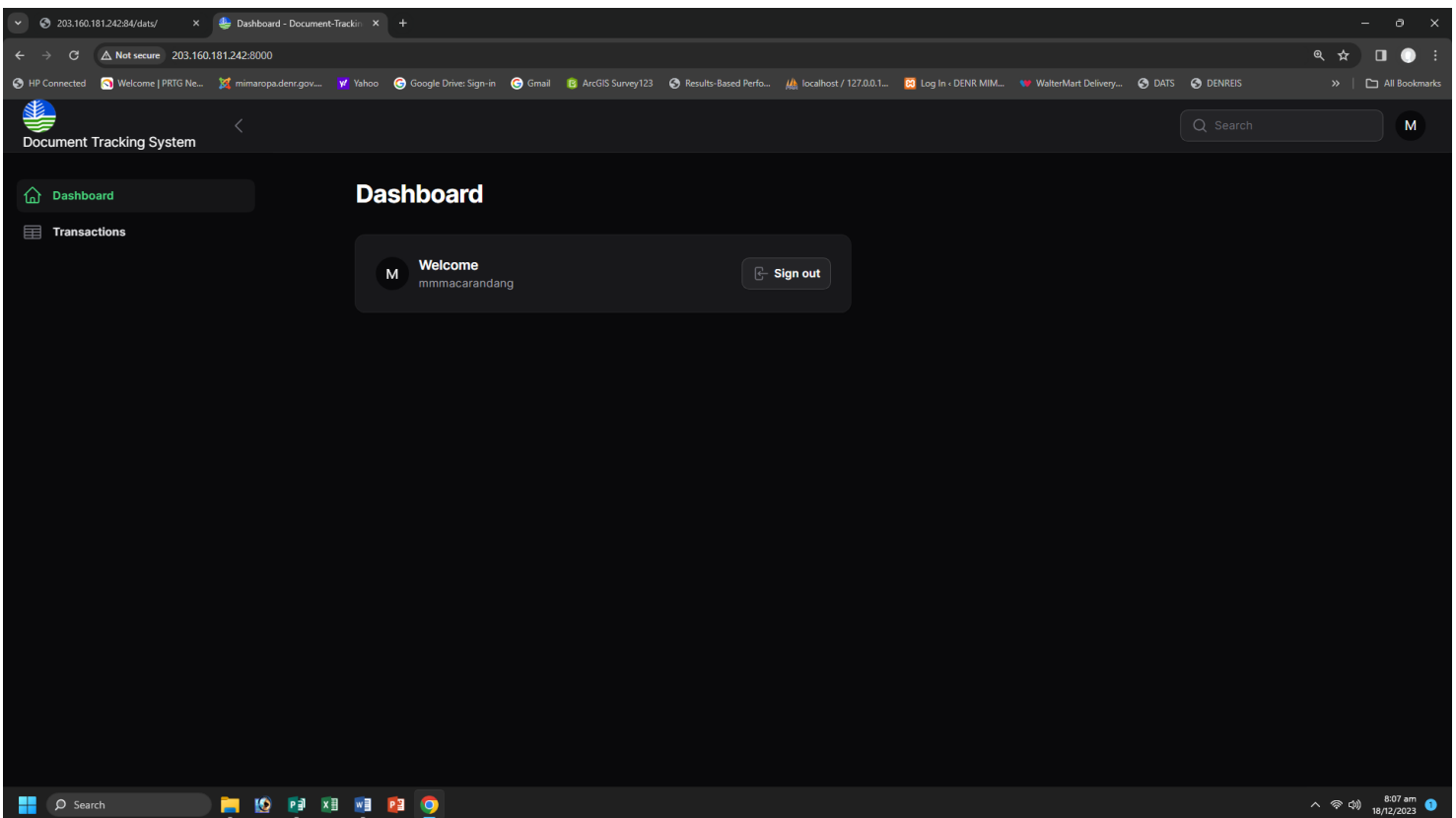
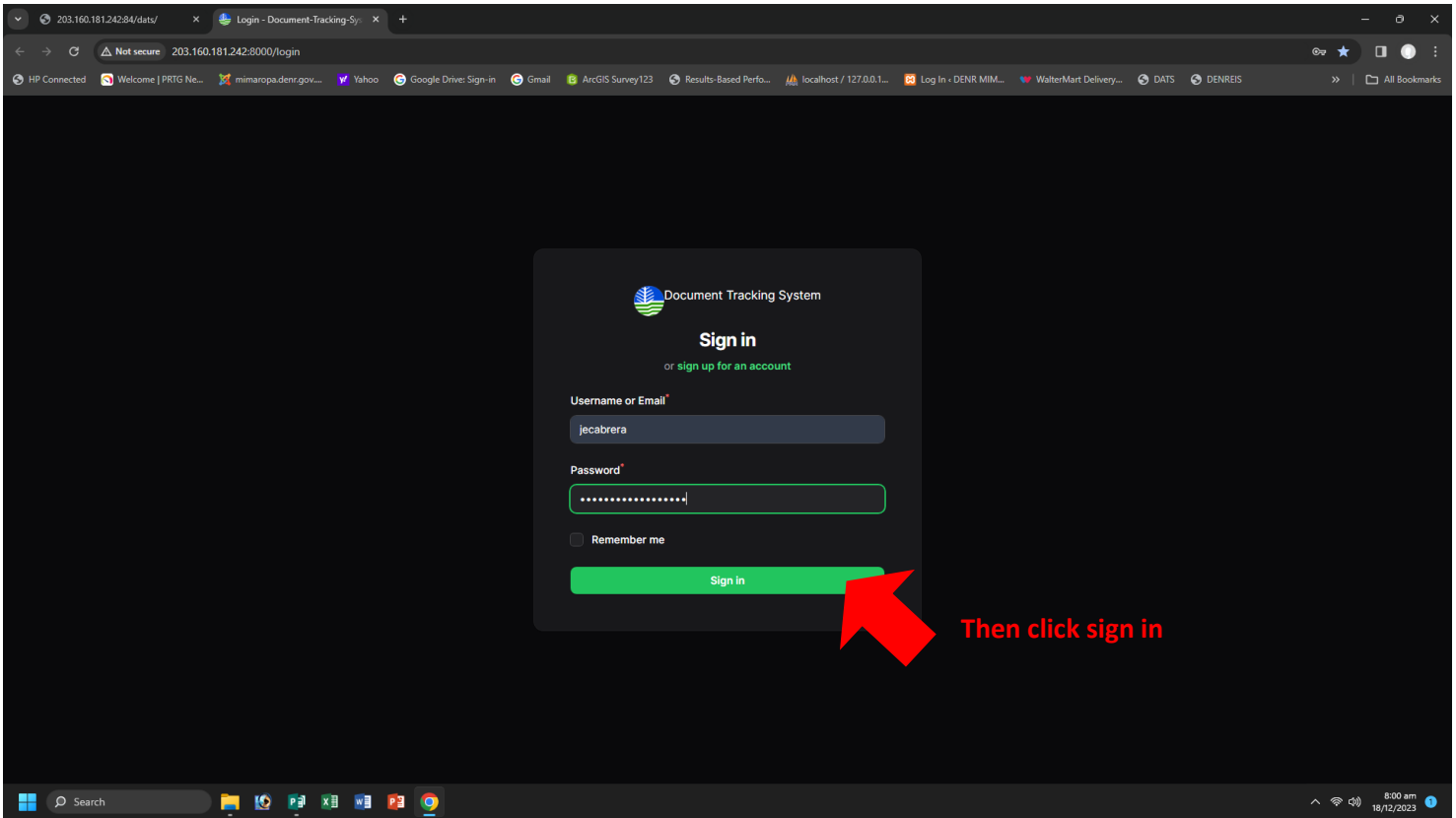
2. [RDATS 2015-2](#)

Then enter your credentials

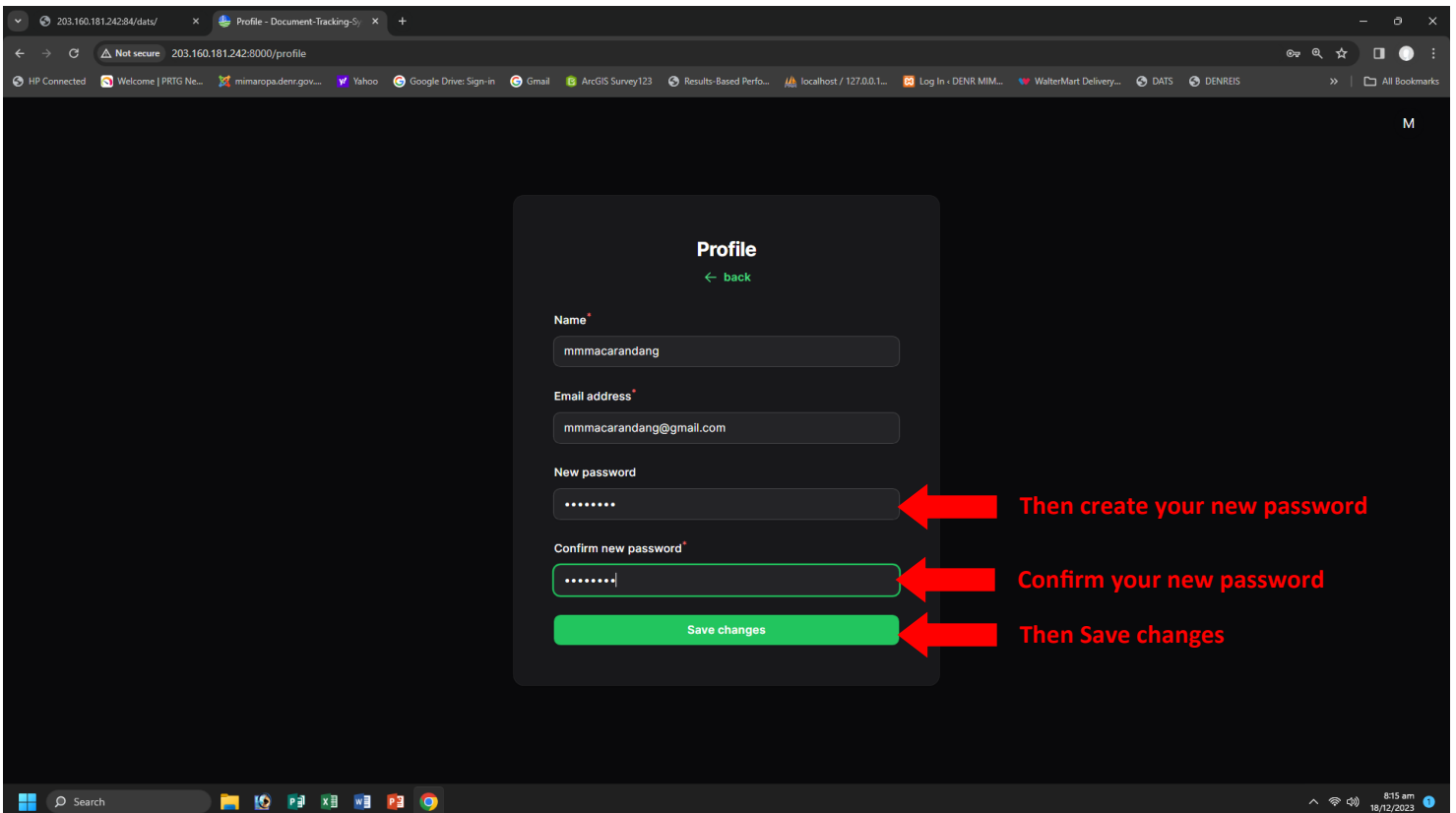
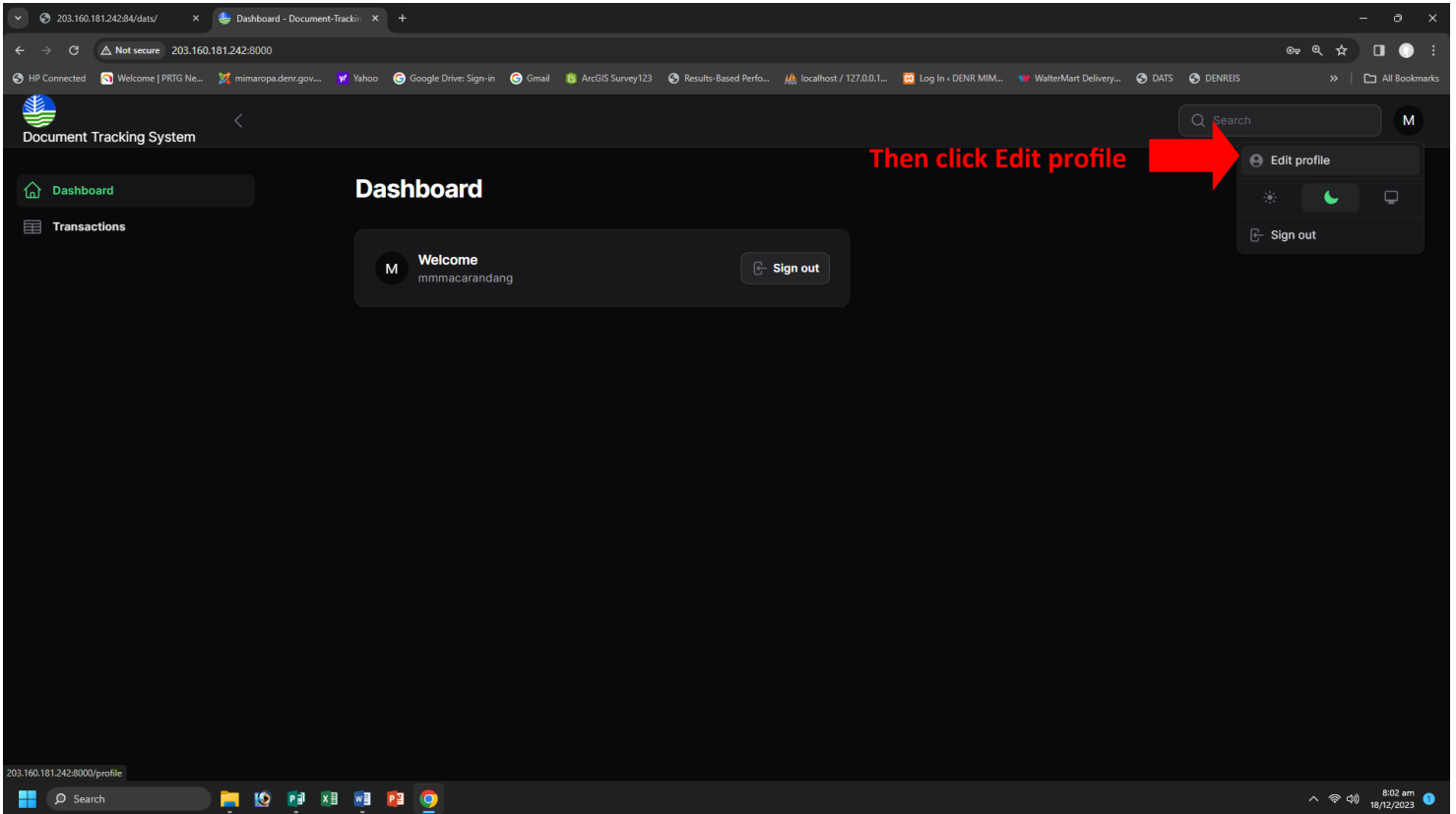
Username : same as your username in previous RDATS

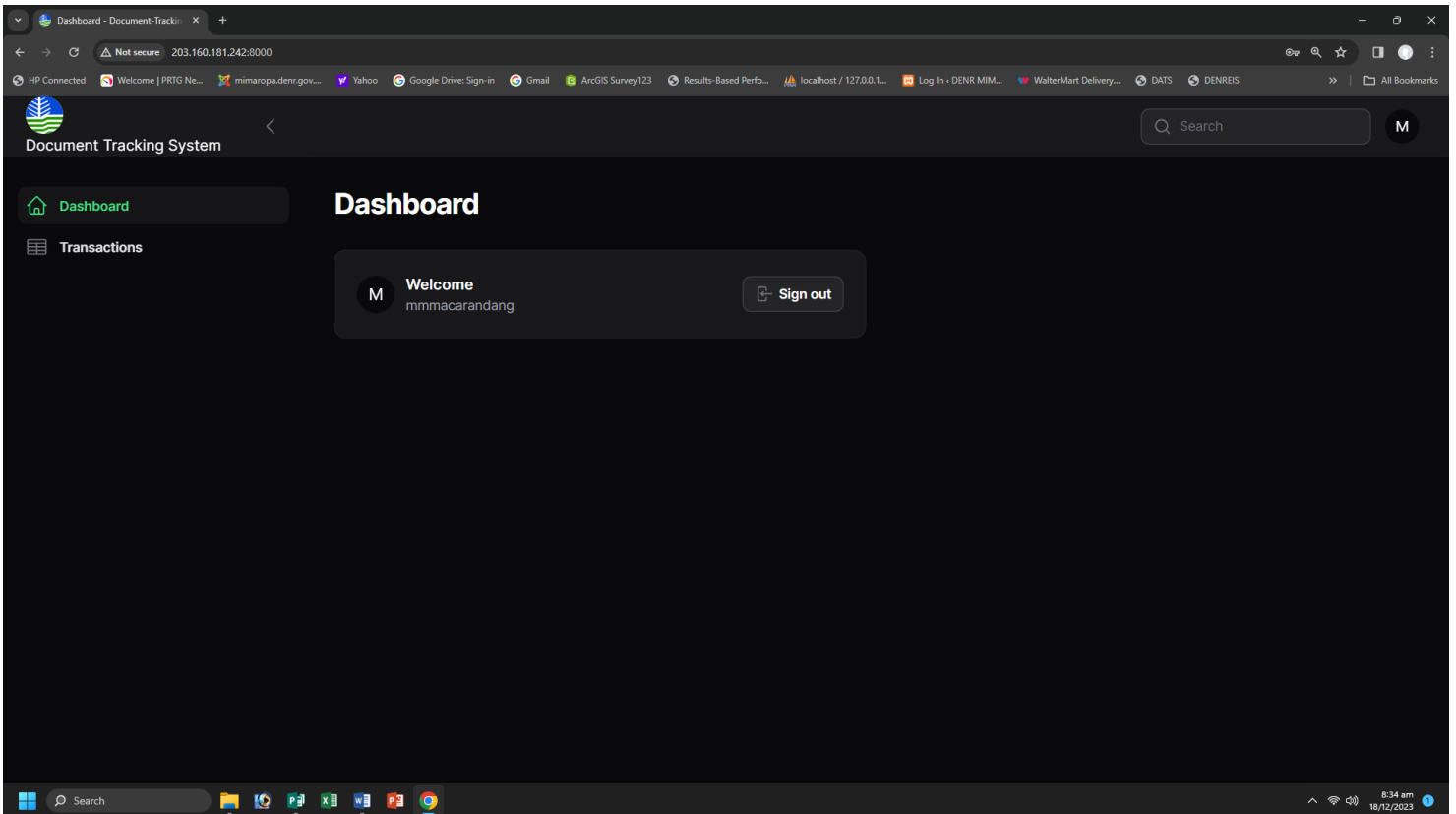
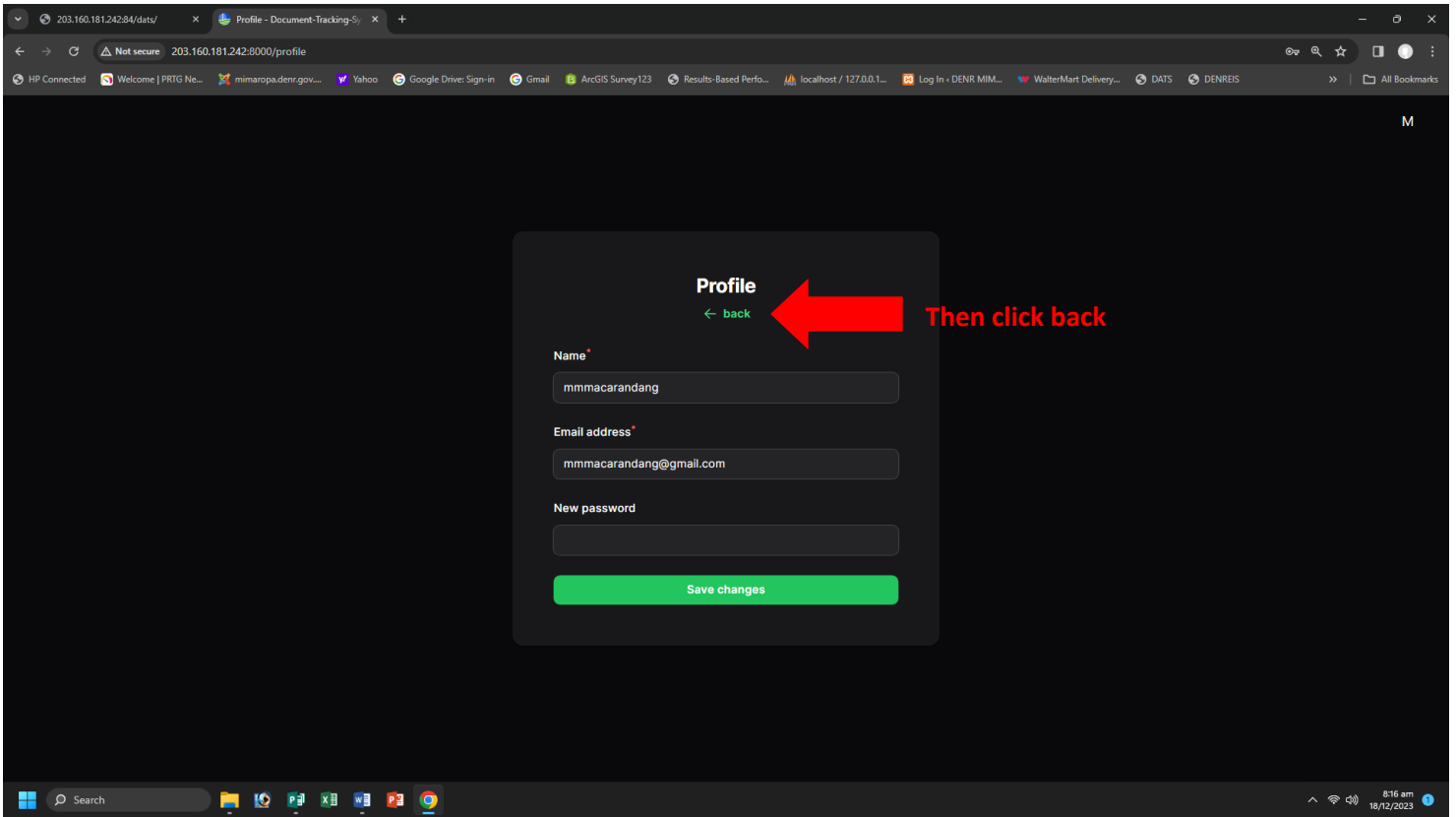
Password: replacethispassword (default for all user)





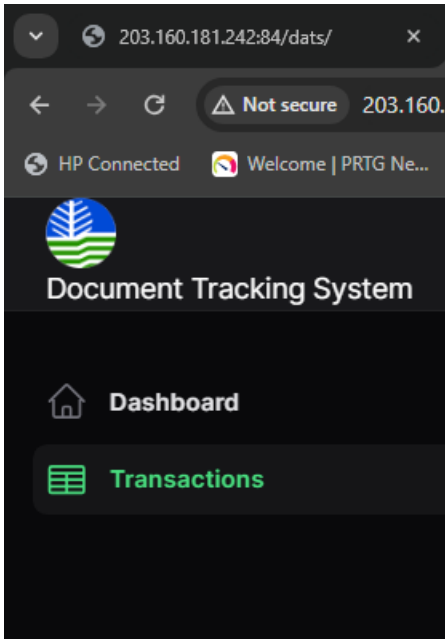
## 2 Change Password



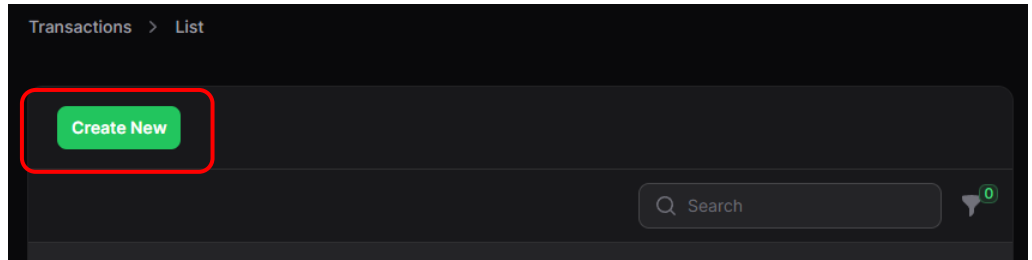


# 8 Transactions

## 8.1 Adding Transactions



1. You can now click Transactions
2. Click Transaction on Navigation Menu -> Create New



### 3. Input necessary fields

A screenshot of the 'Create New' transaction form. The form has a dark background and contains the following fields:

- Tracking No.\***: Text input field containing '2312000001'.
- Document\***: Dropdown menu with 'Select an option' and a downward arrow.
- Type\***: Dropdown menu with 'Select an option' and a downward arrow.
- Source\***: Dropdown menu with 'Select an option' and a downward arrow.
- Subject/Description\***: Text input field.
- Attachments**: A box with the text 'Drag & Drop your files or **Browse**'.

At the bottom of the form, there are three buttons: 'Create' (highlighted in green), 'Create & create another', and 'Cancel'.



## 8 Transactions

### 8.2 Filling Transaction Fields

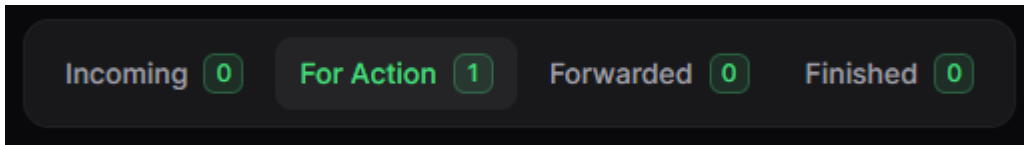
1. **Tracking No.** - Auto Generated
2. **Document** - Select from Simple, Complex and Highly Technical (**Required**)
3. **Type** - Select Template, Ex.: Memorandum, Reports, Travel Order etc.. (**Required**)
4. **Source** - Select source of Transaction (**Required**)
5. **Subject/Description** - Input Subject or Description of Transaction (**Required**)
6. **Attachments** - All Documents to be uploaded must be in PDF File. Maximum of 10mb/File

The screenshot shows a dark-themed form for creating a transaction. It features four input fields in a row: 'Tracking No.' with the value '2312000001', 'Document' with a dropdown menu showing 'Select an option', 'Type' with a dropdown menu showing 'Select an option', and 'Source' with a dropdown menu showing 'Select an option'. Below these is a 'Subject/Description' text area and an 'Attachments' area with a 'Drag & Drop your files or Browse' prompt. At the bottom are three buttons: 'Create' (green), 'Create & create another', and 'Cancel'.

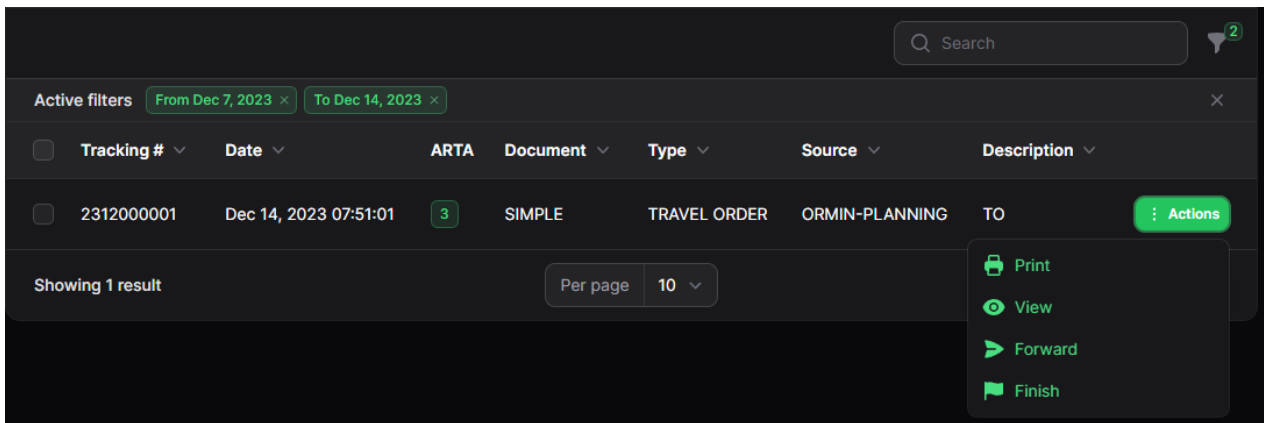
# 8 Transactions

## 8.3 Forward Transaction

1. Click Transactions on **Navigation Menu** -> **Create New**
2. On Transactions page, select Tab -> **For Action**

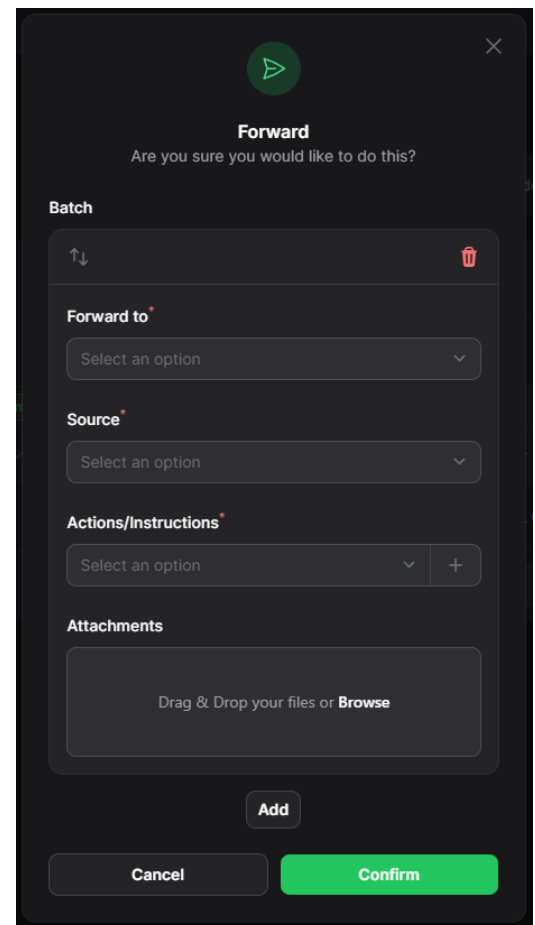


3. On transaction table select transaction, click **Actions** -> **Forward**



4. Input necessary fields

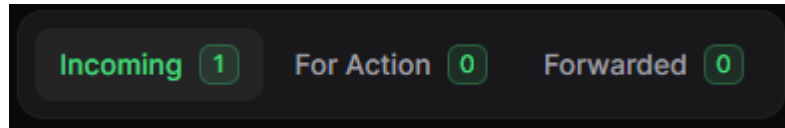
- **Forward to** - Select Destination of Transaction
- **Source** - Select Source of Transaction
- **Actions/Instructions** - Select Action (*ex.: Approved, Acknowledged, etc.*) from dropdown list or manually add Actions/Instructions
- **Attachments** - All Documents to be uploaded must be in PDF/Docs/Excel File. Maximum of 10mb/File
- **Add Button** - to add another form to forward multiple transactions
- Click **Confirm** to finish



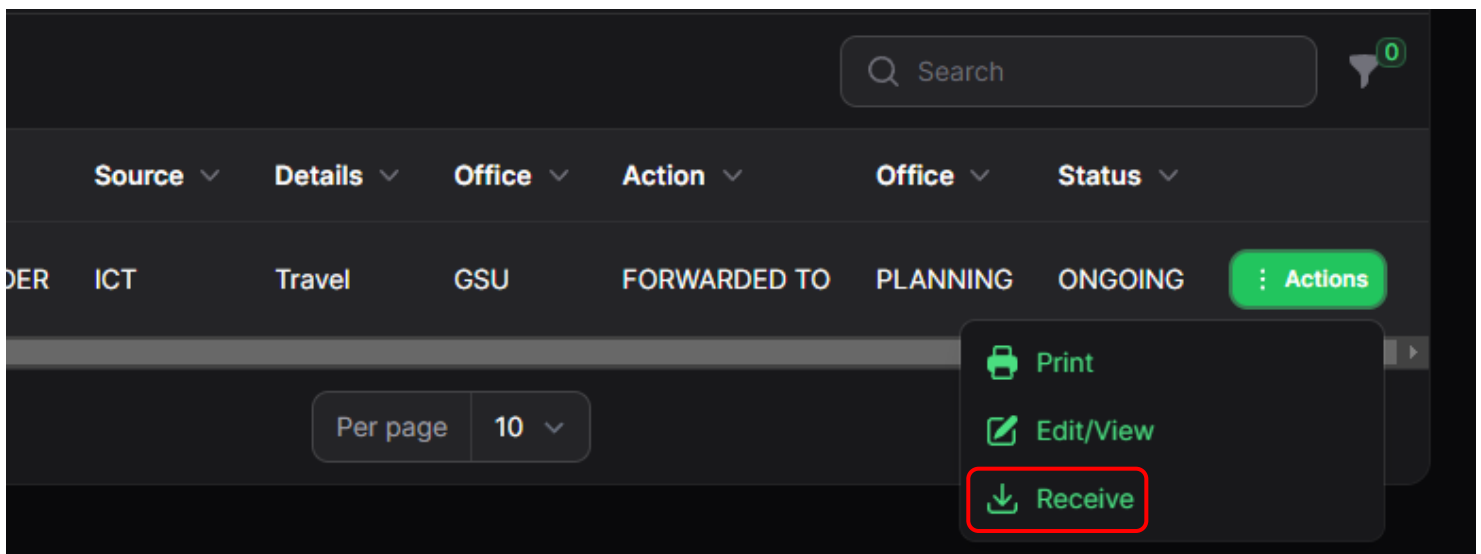
## 8 Transactions

### 8.4 Receive Transaction

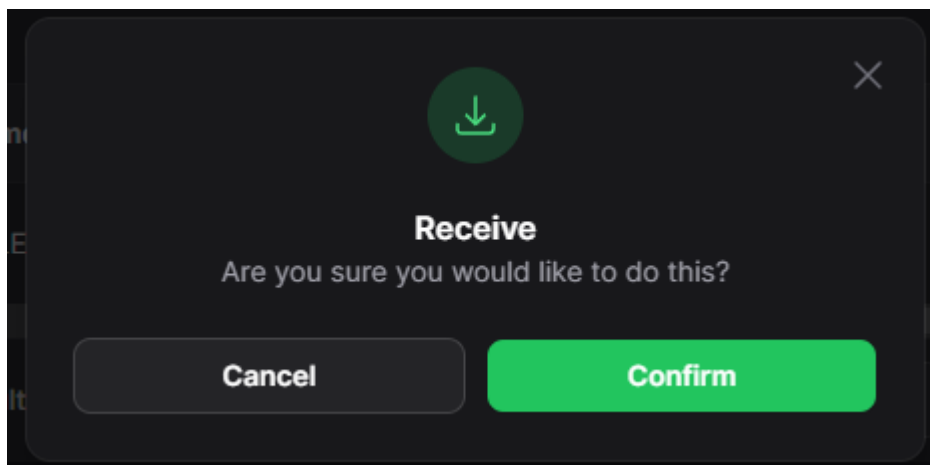
1. Click Transactions on **Navigation Menu** -> **Create New**
2. On Transactions page select **Tab** -> **Incoming**



3. On transaction table select transaction, click **Actions** -> **Receive**



4. **Receive** -> **Confirm**



## 8 Transactions

### 8.5 Edit & Delete Transaction

(Only Admin User can Edit or Delete Transactions)

1. Log in as Admin User
2. Click Transactions on Navigation Menu
3. Select Transactions -> Click Edit or Delete

Transactions > List

Create New

Bulk actions

Search

1 record selected Select all 2 Deselect all

Active filters From Oct 27, 2023 To Nov 3, 2023

<input type="checkbox"/>	Tracking #	Date	ARTA	Document	Type	Source	Description	Actions
<input type="checkbox"/>	2311000001	Nov 2, 2023	3	SIMPLE	MEMORANDUM	PENRO	DAO 2023-001	Actions
<input type="checkbox"/>	2311000002	Nov 3, 2023	7	COMPLEX	TRAVEL ORDER	PLANNING	TO	Actions

Showing 1 to 2 of 2 results

Per page 10

Print

View

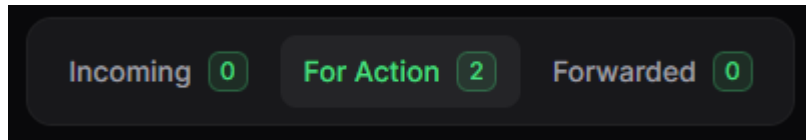
**Edit**

Delete

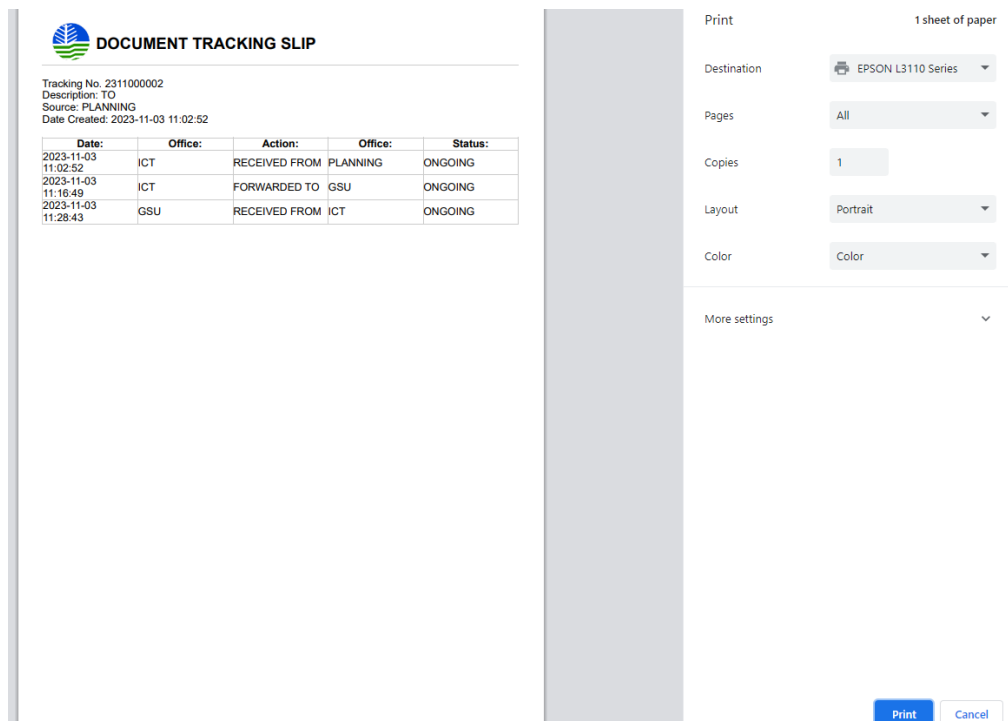
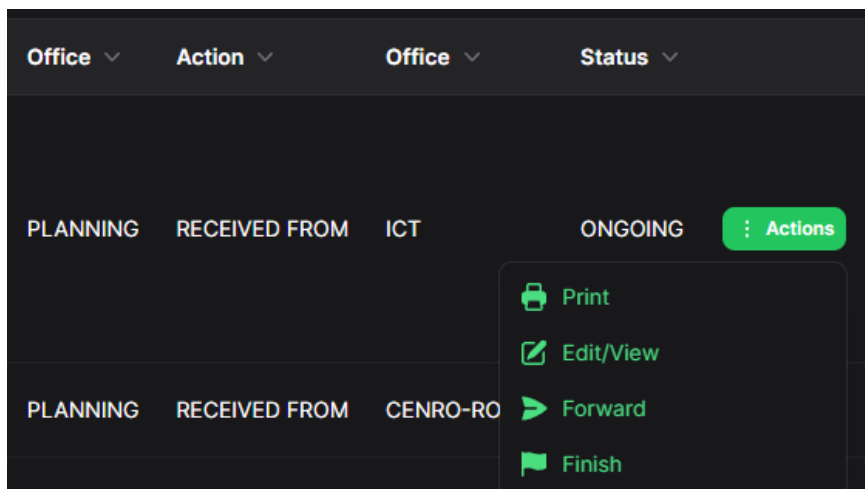
# 8 Transactions

## 8.6 Print Tracking Slip

1. Click Transactions on Navigation Menu -> Create New
2. On Transactions page select Tab -> For Action



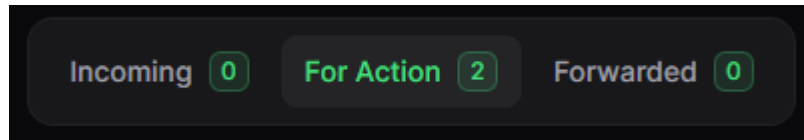
3. On transaction table Click Actions -> Print



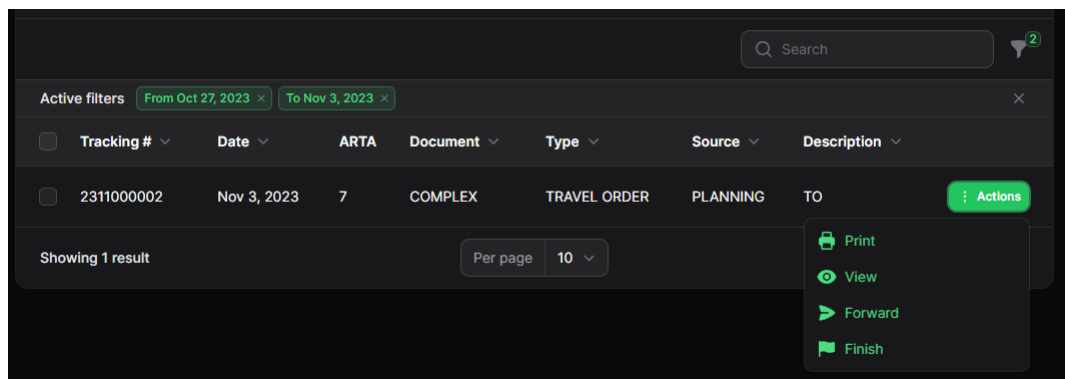
## 8 Transactions

### 8.7 Finish Transaction

1. Click Transactions on Navigation Menu -> Create New
2. On Transactions page select Tab -> For Action



3. On transaction table select Transaction -> Finish



4. Input necessary fields

- **Office** - Select office from dropdown list
- **Actions/Instructions** - Select Action (*ex.: Approved, Acknowledged, etc.*) from dropdown list or manually add Actions/Instructions
- **Attachments** - All Documents to be uploaded must be in PDF File. Maximum of 10mb/File
- **Add Button** - to finish multiple transactions
- Click **Confirm** to finish

