

1. Report Module – For generation of detailed transaction reports with dynamic filtering, exporting and printing (ADMINISTRATOR AND RECORDS OFFICER Accounts).

Tracking #	Created	ARTA	Document	Type	Source	Description	Remarks	Status
MAR2312000161	Dec 21, 2023 22:58:12	-156	SIMPLE	NOTICE OF MEETING	Others	Provincial Disaster Risk Reduction & Mgt. 4th Qtr. Full Council Meeting/Gov. Presbitero J. Velasco, Jr.		ACTED
ORM2312000241	Dec 28, 2023 18:25:40	-60	SIMPLE	MEMORANDUM	PENRO-ORMIN	Consolidated Report on the Inventory of Confiscated Forest Products With Confiscation Order for CY 2023.	[SIGNED MEMO BY THE INCHARGE OPENRO (TSD CHIEF ALMA GIBE 12-22-2023)[03-13-2024 14:42:JPTTORIO:DMO II MAE - YOUR CONCERN, PLEASE. THANK YOU.][03-13-2024 17:01:ED-JVTUANDA:DMO II MAE - YOUR CONCERN PLS. - AA1 JUSTIN][05-24-2024 13:15:NOEME P. ALCANCIA:FORWARDED TO C-SOCORRO & C-ROKAS 5/24/24 FILE: MES	CURRENT

Filters

Created From: mm/dd/yyyy

Created Until: mm/dd/yyyy

Transacted From: 08/01/2024

Transacted Until: 08/26/2024

Type: All

Created By: All

Office-Group: Select an option

Office: Select an option

☒ For Action

2. Activity Logs - Tracking of user activities (FOR SUPER ADMIN ACCOUNT ONLY).

#	Date	User	Transaction	Activity	Details
1	Aug 22, 2024 02:22:17	ronald		login	("IP address":"127.0.0.1")
2	Aug 22, 2024 10:37:24	ronald		login	("IP address":"143.44.157.70")
3	Aug 22, 2024 10:41:18	isa		login	("IP address":"143.44.157.70")
4	Aug 22, 2024 10:41:42	ronald		login	("IP address":"143.44.157.70")
5	Aug 22, 2024 11:10:13	isa		login	("IP address":"143.44.157.70")
6	Aug 22, 2024 11:57:17	ronald		login	("IP address":"143.44.157.70")
7	Aug 22, 2024 13:11:39	ronald		login	("IP address":"143.44.157.70")
8	Aug 22, 2024 19:41:50	ronald		login	("IP address":"49.144.38.198")
9	Aug 22, 2024 19:48:13	ronald		login	("IP address":"49.144.38.198")
10	Aug 22, 2024 19:48:29	isa		login	("IP address":"49.144.38.198")

3. Inclusion of Unread Tab (Listing of unopened transactions) and Unread action.

Unread 1Urgent 2For Action 4Acted 2Office:[PENRO ORMIN ICT Unit] 50

Create New

Q Search

#	Tracking #	ARTA	ARTA1	Document	Type	Source	Description	Remarks	Status	
1	ORM2408004278	7	7	COMPLEX	ACTIVITY DESIGN	BD CORRIDOR - BSAC	SADF	[ASDF]	CURRENT	Actions

Showing 1 resultPer page 10

Print

View

Remarks

Unread

Forward

Finish

4. Inclusion of Physical Docs. Tab (Listing of transactions that requires physical documents to process).

Unread 0Physical Docs. Req. 0Urgent 0For Action 0Acted 0Office:[PENRO ORMIN GENERAL RECORDS Unit] 1

Create New

Q Search

No transactions
Create a transaction to get started.

5. Enhanced Create Transaction and Forward Transaction interfaces.

Urgent

Document*

Type*

Source*

Subject/Description*

Remarks

Original Attachments*

Instructions*

☐ For Dissemination

☐ For Compliance

☐ For Discussion

☐ For Appropriate Action

☐ For Record/File/Reference

☐ For Review/Evaluation/Recommendation

Custom Instructions*

Recipient*

Lacking/Incomplete Physical Docs

Create

Create & create another

Cancel

Forward

Are you sure you would like to do this?

Batch

Forward to*

List of For Actions*

Attachments

Instructions*

Custom Instructions*

Lacking/Incomplete Physical Docs

Add Recipient

Cancel

Confirm

6. Inclusion of Append action (adding of additional instructions or files to already forwarded transactions).

Unread 0Physical Docs. Req. 0Urgent 0For Action 0Acted 0Office:[PENRO ORMIN GENERAL RECORDS Unit] 1

Create New

Q Search

#	Tracking #	ARTA	ARTA1	Document	Type	Source	Description	Remarks	Status
1	ORM240900001	8	8	COMPLEX	ADVISORY	8888 CITIZEN'S COMPL...	TANGGAL KA NA		CURRENT

Showing 1 resultPer page 10

Print

View

Append

Append

Are you sure you would like to do this?

List of trans. needing additional instructions or files (already acted by recipient).*

2024-09-14 13:08:15 (FORWARDED TO PENRO-ORMIN-ICT Unit) X

Select an option

Instructions*

Lacking/Incomplete Physical Docs

Attachments

Drag & Drop your files or Browse

CancelConfirm