DOCUMENT TRACKING SYSTEM FOR CAVITE STATE UNIVERSITY

USER' S MANUAL

BACKGROUND

As part of the transformation plan of Cavite State University (CvSU) to move forward in one direction to become a Global University in 2022, the College of Engineering and Information Technology (CEIT) has been extending its help to the completion and success of the goal. One of the goals for the University is the Information and Communications Technology (ICT) Strategic Plan that aimed to digitize selected University operations. It is also to promote alignment of technology to the University's business processes. One of the objectives of the strategic plan is the development and deployment of different information systems within the University network.

In the planning stage of the strategic plan, the researchers of this project were assigned as the team leader of the Document Tracking System. It was initially planned and this year, 2020, it is aimed to be developed and deployed after finishing data gathering and system design.

CvSU is being administered by four (4) administrative major functions – academic affairs, planning and development, research and extension, and administrative support and services. Each of which has different units performing particular tasks and operations for the University. The whole university system includes 11 campuses including the Main Campus which is the seat of the University administration. There are also 10 colleges in the Main Campus.

Each of them processes documents that are being approved by the administrative offices and the main unit responsible in the monitoring of the documents being processed and evaluated is the Records Office. This office receives a document initially and forwards it to other office. Offices return and release documents to another until it is received by the final recipient for approval, most commonly the University President. There are two documents that are being received by the office – the communication and the financial documents.

A communication document is a document being sent by any office or unit in the CvSU system that requires approval from an office. It is initially considered as incoming document with assigned new reference number. When approved, it is then considered as outgoing set with another reference number. This is the only type of document that is being returned to the Records Office after approval. On the other hand, a financial document is a document that is related to finance. It is categorized into different particulars like fuel, laboratory supplies, etc. Each financial document received contains different forms that are individually distributed to different offices and end-users. This document is being monitored by the Supply Office during its process.

Since the Records Office is the main responsible unit for the approval of the documents, it is difficult for them (having only three [3] administrative aides and one unit head) to track the location of the document and its status. There are lots of documents being submitted daily for approval and it becomes hard for them to notify each office who has submitted to them. Likewise, the Supply Office is having a hard time to locate the financial documents and its individual attachments.

Communication is also difficult because offices only refer to the record book, Microsoft Excel, or just verbal in terms of noting some remarks for the release or return of the document. The offices also need a report to identify the number of approved and on-process documents.

FEATURES

Based on the identified problems and organization's current status, the researchers developed the document tracking system which aims to help the CvSU Records Office to support the document processing and evaluation, and to notify those involved offices and units about the document's location and remarks. It will be composed of four (4) modules, namely: account management, document processing and notifications, reports, and tracking.

Account management. This module handles the user accounts where involved offices in document processing are required to register first. The registrants must register the office they belong to. After successful registration, an e-mail will be sent to them to view an auto-generated PIN code which will be used for verification. It is to verify that the registrant has registered a valid e-mail and he/she can visit it for future transactions. Once verified, the registered account is activated and the registrant is considered as a system user in which he/she can log in afterwards.

In case that the user has forgotten his/her password, he/she can send request through e-mail. An e-mail will be sent containing a new auto-generated PIN code that will allow him/her to register a new password.

Document processing. This feature allows all registered users to handle and process documents physically and update status on-line.

An office (considered as origin) must submit a document, whether communication or financial, to the Records Office first personally. The Records Office will receive it and enter document details into the system. After successful entry, the system will prompt a "Received" remark together with auto-generated barcode. The barcode must be printed by Records Office and attach it to the document. The reference ID will be given to the origin to be used for tracking. To release the document, the office needs to scan the barcode which will require them to put remarks and update the status into 'Released' by them.

Records Office must bring the physical document to the next office and the recipient must scan the document to receive. The current office must scan it after evaluation for release and support remarks. Succeeding offices before approval can do the same process.

When the current handler of the document is the one assigned for approval, there are three (3) functions that can be performed: 1) approval – which will set an outgoing number, an indication that the document is approved, and needs to return to the Records Office; 2) disapproval – which requires to be returned to the Records Office as well and only notify the users that the document is disapproved; and 3) release – which is performed in case that the previous signatories need re-evaluation to the document.

Every action being performed physically must be updated through the system. It is necessary as it adds notifications for the users.

Reports. Records Office can provide the list of the approved and/or on-process financial and/or communication documents. Documents received in a given date range is also presented.

Document tracking. All users can track the document even without logging into the system. In the index page, there is a tracking form where the employees can enter a specific, valid reference ID and all notifications generated from the "document processing" module will display.

POTENTIAL IMPACT

The document tracking system for Cavite State University system aims to handle the status of documents and allow the users to track the movement of financial and communication documents registered by the Records Office of the University. It will be capable of tracking the paper trail of documents created within CvSU offices and supports remarks of the documents.

This will lessen the time and effort taken by the Records Office and Supply Office in accommodating personal inquiries about a particular document.

DEVELOPER **:** Ace Amiel E. Malicsi
SYSTEM ADMINS **:** Prof. Joy M. Peji, MIT
IT Instructors, CEIT

ARE YOU READY TO NAVIGATE THE SYSTEM?

To visit the website, go to this link: services.cvsu.edu.ph/tracking

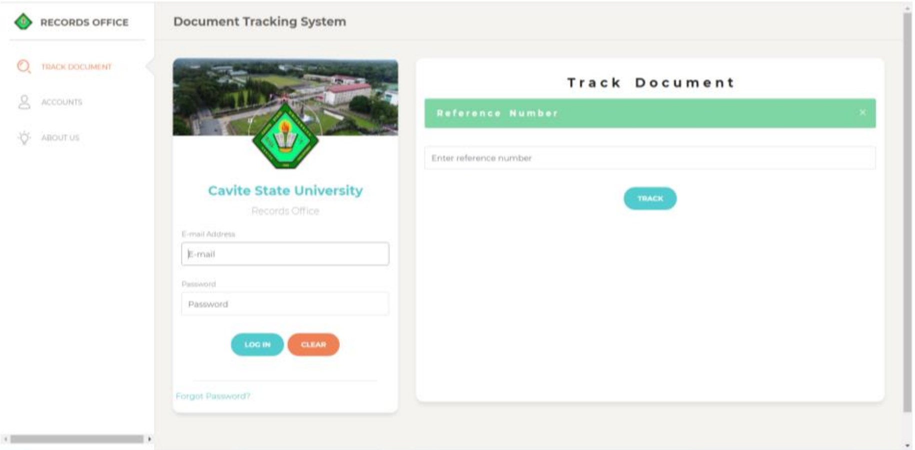


Fig. 1. The document tracking system

The Records Office will be the one to manage the initial receipt of documents – communication and financial. The other units and offices who will receive documents must also have their accounts in this system when receiving, returning, and/or approving the documents.

FOR ALL USERS

A. To create an account:

Click 'Accounts' in the left side panel. Fill out the account details by providing the email address used by your office and a strong password. Do not forget to check your selected office.

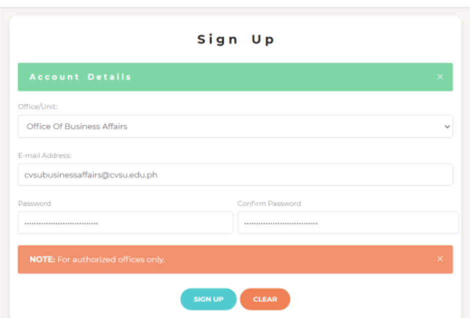


Fig. 2. Account registration

If your office is not listed in the account registration, ask your officemates first if they already registered. If not yet, it can be because the Records Office has not listed your office in the system. You may go to them and request to register your office.

After creating an account, you can try to log in immediately. Just make sure that the email address and password that you have entered are valid and remembered.

B. To log in:

If you already verified your account, you can log in to the system by entering your email address and password. You can see this log-in form in the 'Track Document' and 'Accounts' sections.

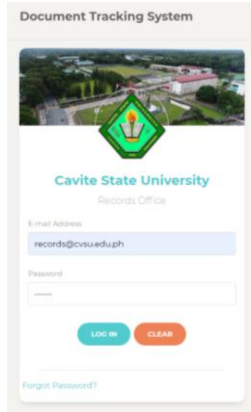


Fig. 3. Log in

In case you forgot your password, you can go to the Records Office to ask for the registered password. Log in immediately and change your password by clicking the link.

C. To change office details and password:

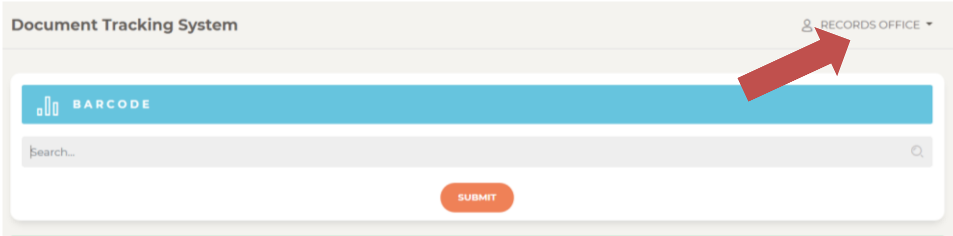


Fig. 4. Profile link

And this page will display where you can update your office information and account details. The Alternative Name is the name used by employees to shorten the office name, i.e. Records Office as Records, Office of the President as OP. In the account details, you are not allowed to change your registered email address but your password only. To change your password, provide the current password that you used and the new password. Confirming the entered new password is needed.

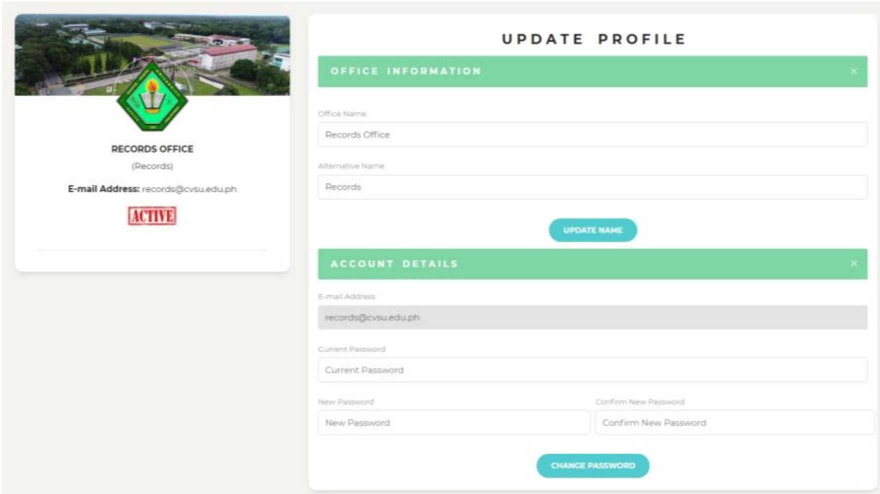


Fig. 5. Updating the office profile

After a successful change of password, you will be logged out of the system and you will need to log in again using your new password.

THE HOMEPAGE

If you will have a successful log in to the system, you will see this homepage which is composed of the barcode entry, dashboard, and list of pending and/or currently received documents.

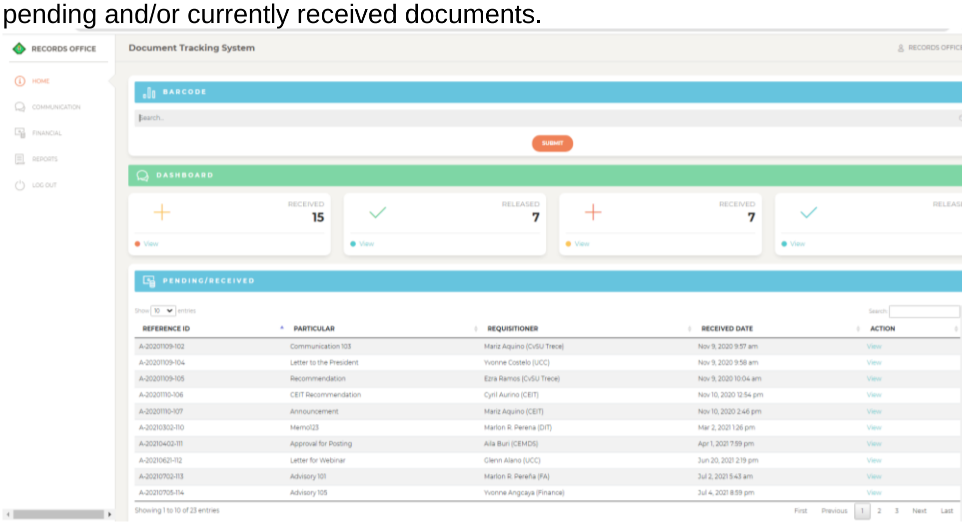


Fig. 6. DTS homepage

D. To enter the barcode:

When you initially receive a document stickered with a barcode, use this section to enter the code. If you have a barcode reader, scan the code using it and the page will automatically indicate a 'Received' status. In the absence of a reader, you can simply use your keyboard to enter the series of alphanumeric characters under the barcode and click 'Submit'.

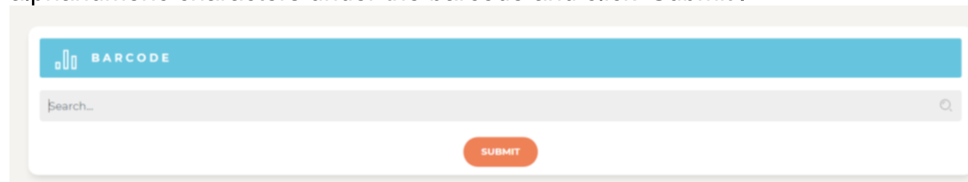


Fig. 7. Barcode entry

Remember that if you entered the barcode of the document which has just been forwarded by other office, it will be automatically received by your office. No need to scan it again because the system already recorded that your office personally received the document. The document will be checked personally by the person in-charge to evaluate it. After the evaluation of the document, go to the system and enter the barcode again. This webpage, as can be seen in Figure 8, will display.

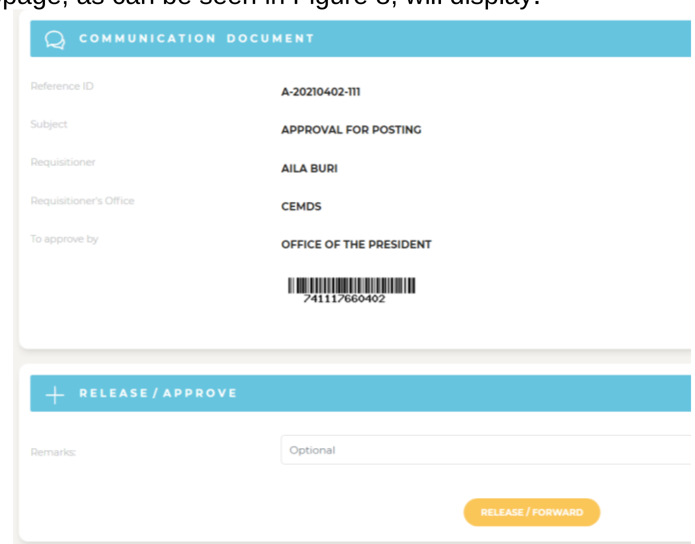


Fig. 8. Registered communication document

E. To update a document status:

The details of the document will display and you will see a textbox for the remarks below. You can put the given remarks and click 'Release' button.

The release status means the document is to be released out of your office and it will be forwarded personally to the other office.

Remember:
The button that you will click will be reflected as the status of the document under your office. There are different buttons that you can see in this page and the system displays it depending on the situation of the document.

Table 1. Types of status buttons

BUTTON	STATUS	DESCRIPTION
RELEASE or FORWARD	Released by	The document is to be released out of your office and it will be forwarded personally to the other office.
RETURN	Returned by	The document is to be released out of your office and it will be returned personally to the previous office.
APPROVE	Approved by	The document is to be approved by your office. After approval, forward the communication document personally to the Records Office.
DISAPPROVE	Disapproved by	The document is to be disapproved by your office due to certain causes. If disapproved, forward the communication document personally to the Records Office.

The 'Approve' and 'Disapprove' buttons will display in your page only if your office is identified by the Records Office to be the final recipient of the document during the document registration.

F. To view received and released documents:

The dashboard shows the number of received and released documents by your office. The first half of the dashboard shows the number of received and released communication documents, while the other half is designed for financial documents.
You can click the 'View' link of each represented number to view the list of documents and its details and tracking records.

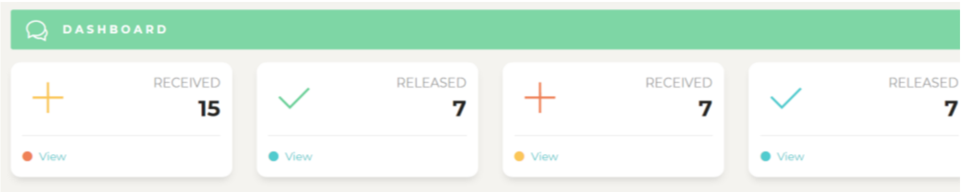


Fig. 9. Dashboard

G. To view the pending or received documents:

This table shows the list of currently received communication and financial documents. This is to remind the user that the document is still currently at their office and is not yet forwarded to other office. To easily locate a document, you can use the search box by typing a keyword related to the document. The number of entries to be displayed per table page can also be changed. And the pagination under the table can be used to navigate the other listed documents.

PENDING/RECEIVED

Show 10 entries   Search:

REFERENCE ID	PARTICULAR	REQUISITIONER	RECEIVED DATE	ACTION
A-20201109-102	Communication 103	Mariz Aquino (CvSU Trece)	Nov 9, 2020 9:57 am	View
A-20201109-104	Letter to the President	Yvonne Costelo (UCC)	Nov 9, 2020 9:58 am	View
A-20201109-105	Recommendation	Ezra Ramos (CvSU Trece)	Nov 9, 2020 10:04 am	View
A-20201110-106	CEIT Recommendation	Cyril Aurino (CEIT)	Nov 10, 2020 12:54 pm	View
A-20201110-107	Announcement	Mariz Aquino (CEIT)	Nov 10, 2020 2:46 pm	View
A-20210302-110	Memo123	Marlon R. Perena (DIT)	Mar 2, 2021 1:26 pm	View
A-20210402-111	Approval for Posting	Aila Buri (CEMDS)	Apr 1, 2021 7:59 pm	View
A-20210621-112	Letter for Webinar	Glenn Alano (UCC)	Jun 20, 2021 2:19 pm	View
A-20210702-113	Advisory 101	Marlon R. Pereña (FA)	Jul 2, 2021 5:43 am	View
A-20210705-114	Advisory 105	Yvonne Angcaya (Finance)	Jul 4, 2021 8:59 pm	View

Showing 1 to 10 of 23 entries   First Previous 1 2 3 Next Last

Fig. 10. List of pending and received documents of the office

What should I do if:

I forgot to receive the document through the system?
Answer: The tracking will display that its current state is the release of the previous office.

I entered the barcode to receive the document but the system denies?
Answer: Ask the previous office, or the one that forwarded you the document, to release the document on their account. The system will deny if the office forwarded the document personally without releasing in the system.

The admin aide who handles the system is absent or replaced?
Answer: The office must know their log-in details into the system so that they can have access when a document has been received by anyone from your office. Just in case that the admin aide who handles the system is replaced, the log-in details must be shared to the new one and they can change the password to avoid unauthorized access to the system.

*In releasing the document, I accidentally clicked a wrong button***?**
Answer: What you will click in the releasing form will be reflected in the document track. Better ask the system administrator about this concern. But to avoid issues and problems regarding the tracking, always check what button to choose.

*I will use my smartphone to do the receiving and releasing***?**
Answer: The system is designed to be used on desktop platform only. You can visit the website yet other menus will not appear because the template is desktop-based.

RECORDS OFFICE

As an employee of Records Office, you are assigned to be the origin of the documents to be received for approval by the University. And you have the most features to be used among the offices involved.

These are the features that you can see in the left side panel of the homepage. The 'Communication' and 'Financial' link is used to register the details and generate barcodes of communication and financial documents, respectively.

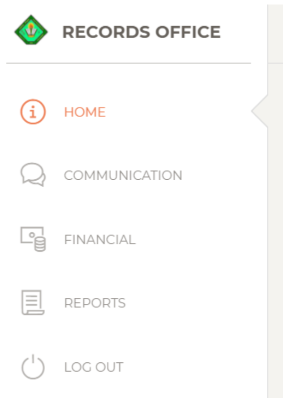


Fig. 11. Records Office menu

A. To enter the details of a communication document:

Click the 'Communication' in the panel. Fill out the form based on the handed document to you. The reference ID is auto-generated. The final recipient must be chosen as the one to approve the document. The offices listed there are also the offices with accounts in the system.

After accomplishing the form, click 'Receive' button. If you just want to clear what you have entered in the current form, you can click the 'Clear' button.

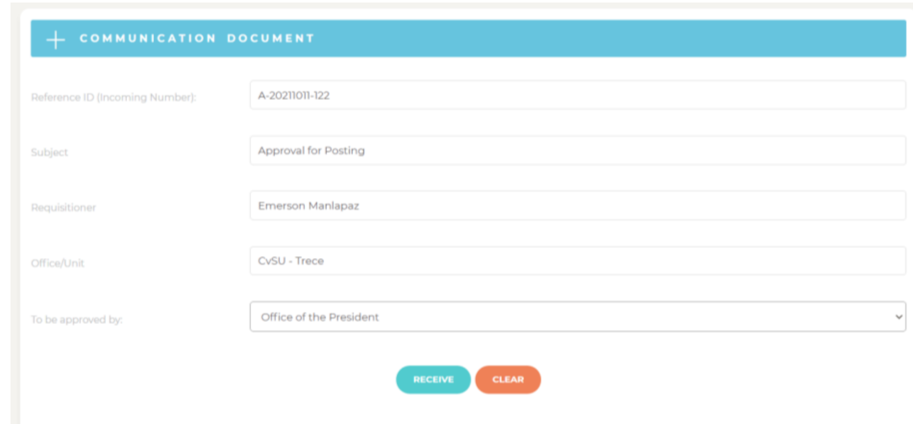


Fig. 12. Registering/receiving a communication document

Registering the document means an automatic receipt of the document. And this will display after the document registration.

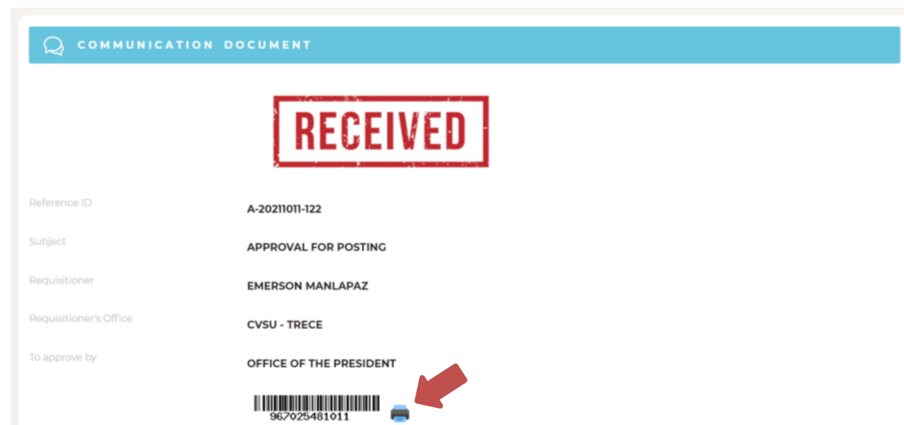


Fig. 13. Barcode assignment and receipt of communication document

The communication document is received and you can print the auto-generated barcode by clicking the print icon. A new tab in your web browser will automatically open like this:

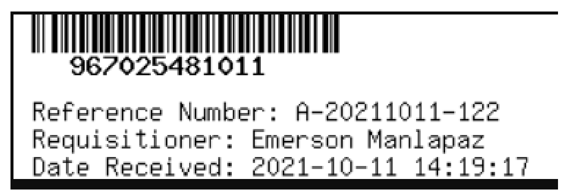


Fig. 14. Barcode to print for communication document

B. To print the barcode of communication document:

To print this, press Ctrl + P and select “Honeywell PC42t plus” as destination and the paper size must be set to “DTS_Barcode.” If the header and footer item is checked, please uncheck it. Then click “Print”.

The printed sticker must be attached to the document for reference of other offices as they receive the document.

C. To enter the details of a financial document:

Click the ‘Financial’ in the panel. Fill out the form based on the handed document to you. The reference ID is auto-generated. The final recipient must be chosen as the one to approve the document. The offices listed there are also the offices with accounts in the system.

In order for you to register a financial document, choose the particular that the document is related to like payroll, purchase requests, etc. Click ‘Submit’.

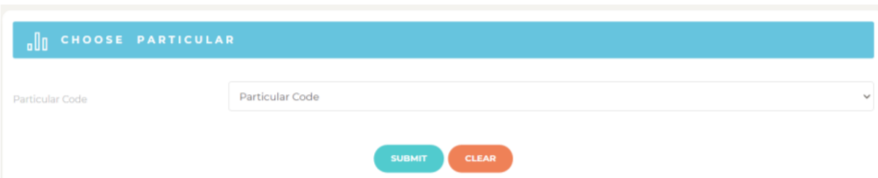


Fig. 15. Choosing a particular for financial document

This will display after selection. Fill out the form and click ‘Receive’ button. If you just want to clear what you have entered in the current form, you can click the ‘Clear’ button.

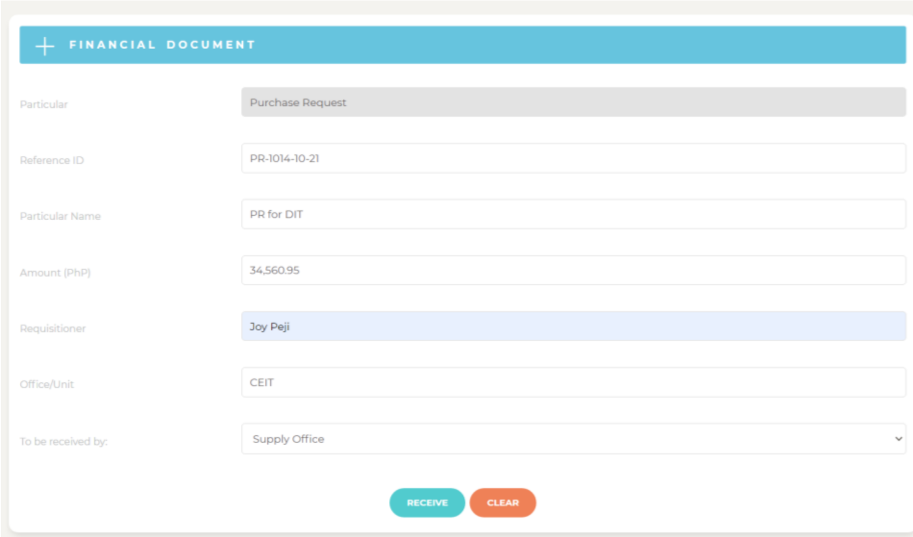


Fig. 16. Registering/receiving a financial document

Registering the document means an automatic receipt of the document. And this will display after the document registration.

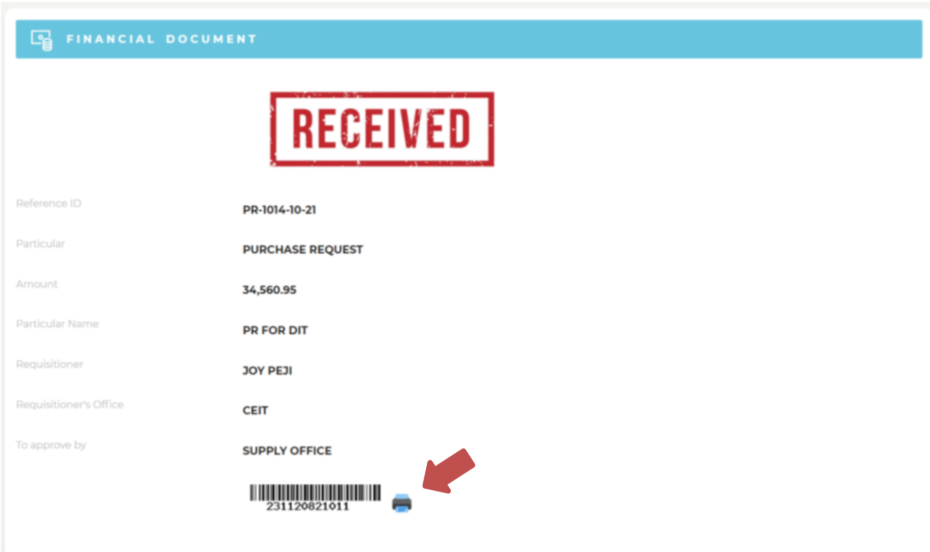


Fig. 17. Barcode assignment and receipt of financial document

The financial document is received and you can print the auto-generated barcode by clicking the print icon. A new tab in your web browser will automatically open like this:

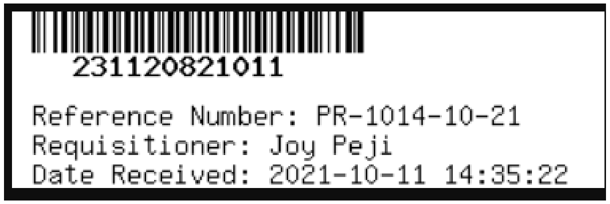


Fig. 18. Barcode to print for financial document

D. To print the barcode of financial document:

To print this, press Ctrl + P and select "Honeywell PC42t plus" as destination and the paper size must be set to "DTS_Barcode." If the header and footer item is checked, please uncheck it. Then click "Print".

The printed sticker must be attached to the document for reference of other offices as they receive the document.

E. To generate reports:

This feature allows you to generate the list of approved and/or on-process documents. You are required to enter specific details.

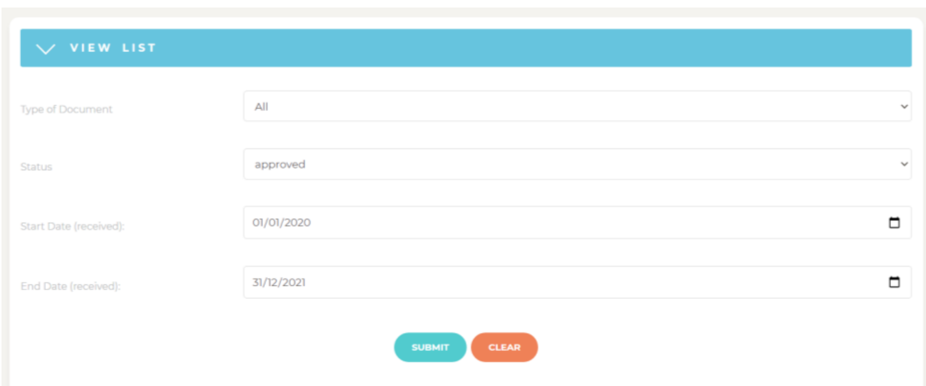


Fig. 19. Setting the details for report generation

DETAILS TO ENTER

- Type of Documents:

ALL – means that you are to select both communication and financial documents.

COMMUNICATION DOCUMENT – means that you are to select communication documents only.

FINANCIAL DOCUMENT – means that you are to select financial documents only.

- Status of the Documents:

ALL – means that you are to select approved and on-process documents based on the type that you have selected.

ON-PROCESS – means that you are to select documents that are not yet approved by an office and are on the process of receiving and releasing by and from offices.

APPROVED – means that you are to select approved documents.

- Start and End Dates:

These dates show a period of time to filter the documents that are approved and/or on-process within that given range. The basis of the start and end dates is the date when the Records Office received the document/s.

You may enter the date in this format, DD/MM/YYYY, or you can click the icon and view a calendar. Select your preferred date.

As shown in Figure 19, the user wants to generate the list of all approved documents (both financial and communication) from January 1, 2020 to December 31, 2021.

Once details are completed, click 'Submit.' The list will appear at the bottom of the page. After clicking 'Submit', just scroll down to see the generated list.

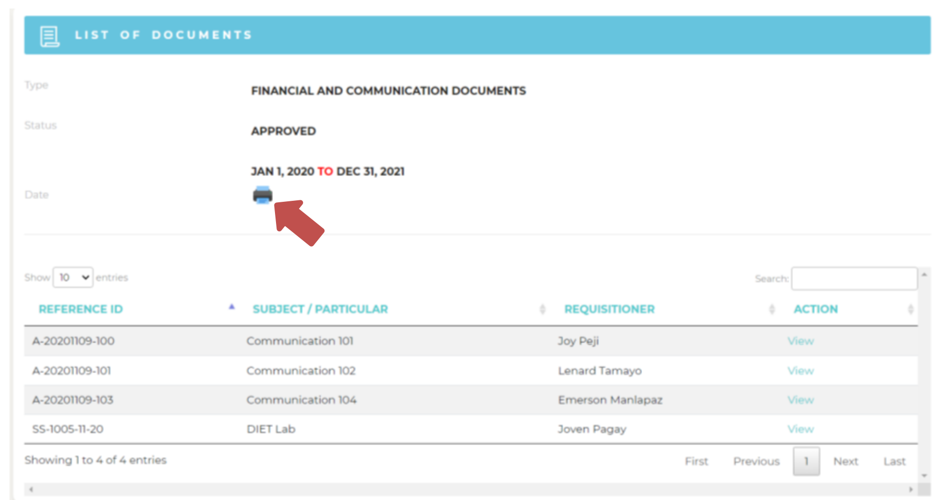
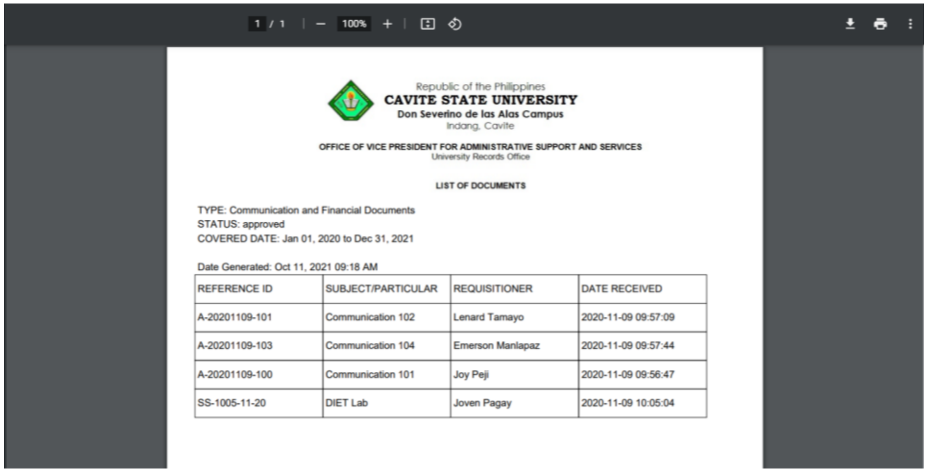


Fig. 20. Generated list of documents based on the details set

If you want to print the generated list, just click the print icon and a new tab of your browser will open, and you will see a document in PDF format.


Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite

OFFICE OF VICE PRESIDENT FOR ADMINISTRATIVE SUPPORT AND SERVICES
University Records Office

LIST OF DOCUMENTS

TYPE: Communication and Financial Documents
STATUS: approved
COVERED DATE: Jan 01, 2020 to Dec 31, 2021

Date Generated: Oct 11, 2021 09:18 AM

REFERENCE ID	SUBJECT/PARTICULAR	REQUISITIONER	DATE RECEIVED
A-20201109-101	Communication 102	Lenard Tamayo	2020-11-09 09:57:09
A-20201109-103	Communication 104	Emerson Manlapaz	2020-11-09 09:57:44
A-20201109-100	Communication 101	Joy Peji	2020-11-09 09:56:47
SS-1005-11-20	DIET Lab	Joven Pagay	2020-11-09 10:05:04

Fig. 21. List of documents in PDF format

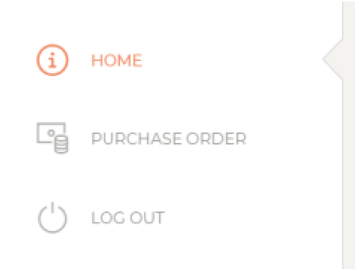
What should I do if:

I want to reprint the barcode of a document?
Answer: Locate the document through the ‘Reports’ feature and use search. In the generated list, click View and see the details and the barcode to print.

The requisitioner wants to ask for the reference number?
Answer: As you register the document that they bring to your office, print the barcode and cut the sticker. The half is to be attached to the document and the other half is for the requisitioner’s copy.

An office requests for the password of their account?
Answer: You are allowed to see the password registered by an office. They will come to the Records Office to ask for the forgotten password. In the system, just click the link of the upper right part of your account named as ‘Records Office’. Look for the link ‘List of Passwords’ and search the office in the list.

SUPPLY OFFICE



As an employee of Supply Office, you can receive and release documents required for approval by the University. Other than that, you can also have another feature which is the generation of purchase orders, as can be seen in Fig. 22.

Fig. 22. Supply Office menu

The features that appear in the homepage are discussed in the first part of this manual under ‘ALL USERS’ section.

In this part, we will navigate the purchase order section. This section contains two parts – the generation of purchase orders with barcodes and the list of documents with purchase orders.

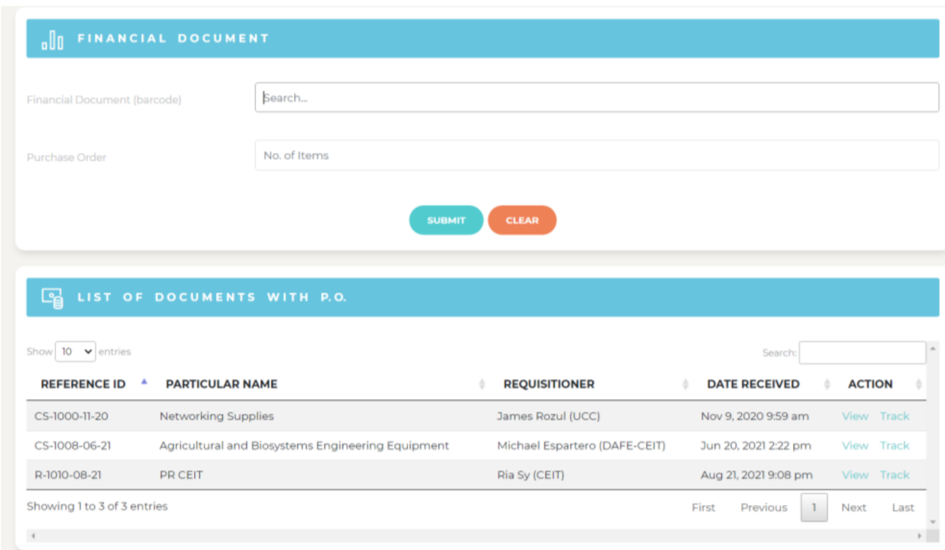


Fig. 23. Parts of the purchase order section

A. To generate barcodes for the purchase orders of a financial document:

In generating purchase orders with barcodes for a financial document, use this part where you have to enter the barcode of the financial document and the number of purchase orders to generate. Click ‘Submit’.

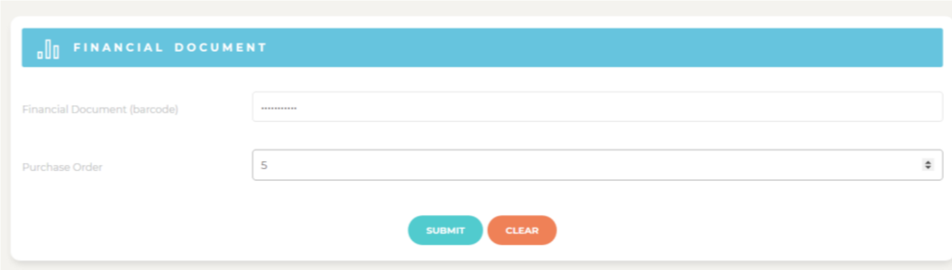


Fig. 24. Identifying number of POs for a financial document

After submission, you will see this page. Please make sure about the number of P.O. that you will have because the system will generate the numbers P.O. that you requested after you click the orange button. That is a one-time generation of barcodes that will save for the financial document.

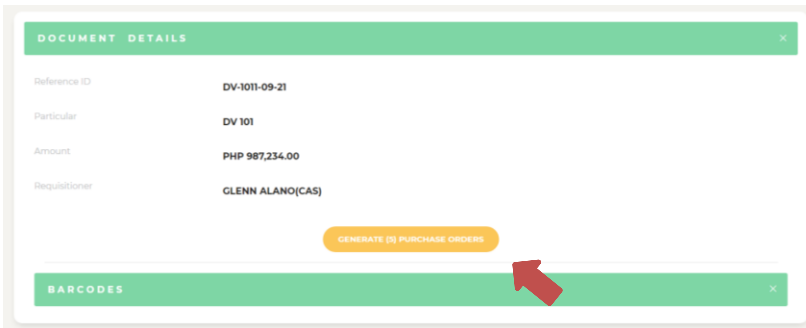


Fig. 25. Generating purchase orders for the financial document

The set of barcodes for the purchase orders of the financial document will appear and you may print it by clicking the printer icon.

Fig. 26. Set of barcodes for the purchase orders

A new tab in your web browser will automatically open like this:

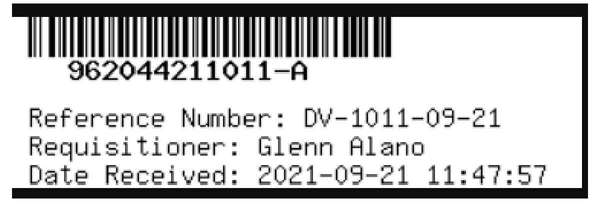


Fig. 26. Barcode to print for a purchase order

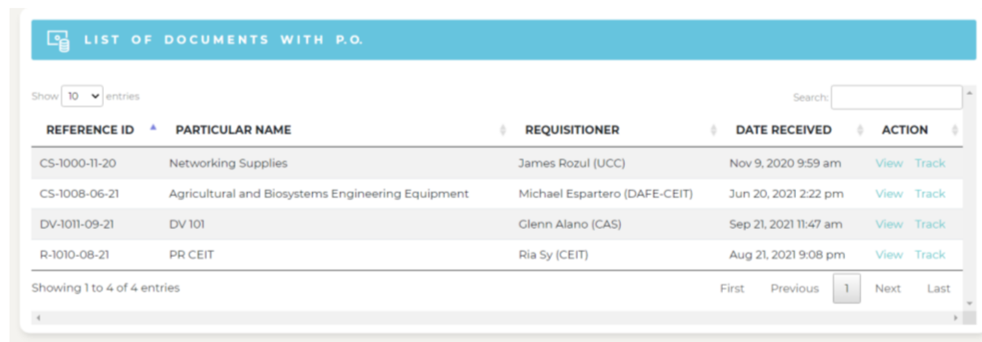
B. To print the barcode of purchase order:

To print this, press Ctrl + P and select "Honeywell PC42t plus" as destination and the paper size must be set to "DTS_Barcode." If the header and footer item is checked, please uncheck it. Then click "Print".

The printed sticker must be attached to the document for reference of other offices as they receive the document.

C. To view and track a financial document with purchase orders:

To see the list of the financial documents with generated purchase orders, use the table where you can see the 'View' and 'Track' links.


LIST OF DOCUMENTS WITH P.O.

Show 10 entries Search:

REFERENCE ID	PARTICULAR NAME	REQUISITIONER	DATE RECEIVED	ACTION
CS-1000-11-20	Networking Supplies	James Rozul (UCC)	Nov 9, 2020 9:59 am	View Track
CS-1008-06-21	Agricultural and Biosystems Engineering Equipment	Michael Espartero (DAFE-CEIT)	Jun 20, 2021 2:22 pm	View Track
DV-1011-09-21	DV 101	Glenn Alano (CAS)	Sep 21, 2021 11:47 am	View Track
R-1010-08-21	PR CEIT	Ria Sy (CEIT)	Aug 21, 2021 9:08 pm	View Track

Showing 1 to 4 of 4 entries First Previous 1 Next Last

Fig. 27. List of financial documents with purchase orders

When you click ‘View’, this will appear:

Fig. 27. Viewing the purchase orders of a financial document

When you click ‘Track’, this will appear:

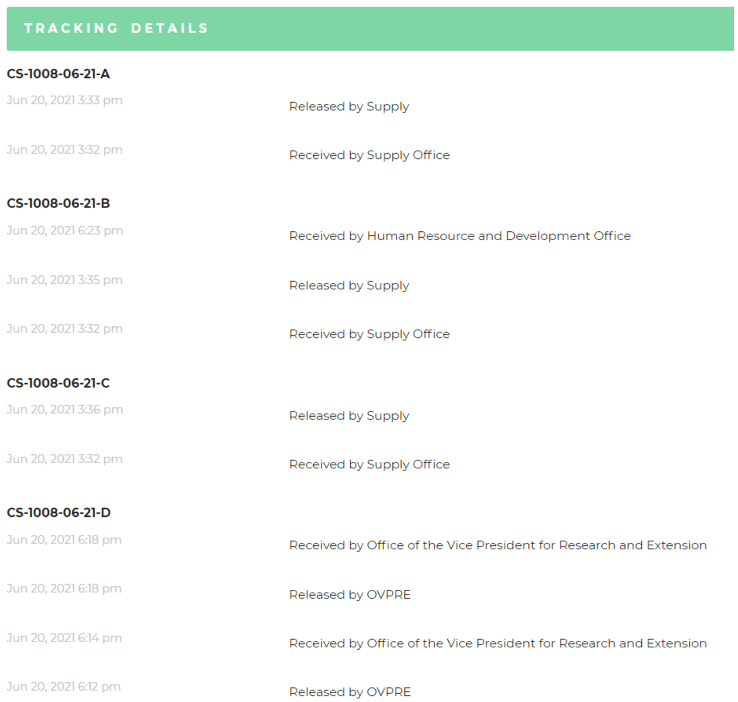


Fig. 28. Tracking the purchase orders of a financial document

What should I do if:

I accidentally requested for purchase orders for a financial document with POs already?
Answer: The system will not allow you to request for another purchase orders if a document already has its barcodes.

I would like to have additional purchase orders for a financial document?
Answer: This should not happen because the number must be determined initially before generating the barcodes. You may contact the system administrator about this concern.

I will scan the barcode of a purchase order in the homepage?
Answer: It is still like the receiving and releasing of documents discussed in the first part of this manual. The homepage’s barcode entry form is intended for any documents with attached barcodes.

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THANK YOU!