

## **Advisory - New Features of Document Routing System (DRS)**

*July 28, 2021*

To DRS Users,

We are glad to inform you that the Document Routing System (DRS), formerly Document Tracking System (DTS), has been enhanced with these features:

1. You can now upload file attachment of up to 50 MB file size;
2. For multiple file attachments, you can now compress your files (as Zip archive) and upload this into the DRS, and;
3. You can now turn ON or OFF the email notifications for incoming documents.

To assist you with these features, kindly see the links to the user guides and resources:

1. [How to Zip or Unzip Files in Windows](#)
2. [How to Zip or Unzip Files and Folders in macOS](#)
3. [If You Can't Compress a File or Folder in Mac](#)
4. [How to Turn On/Off Email Notifications in DRS](#)

To learn more about how to use the DRS, please visit:

<https://itdc.up.edu.ph/services/document-routing-system>

Should you have any technical questions or concerns regarding the DRS, kindly contact us through the UP System ICT Support at <https://ictsupport.up.edu.ph/>.

For fast and efficient processing of documents (either softcopies or hardcopies), we highly encourage everyone to use the University's Document Routing System (DRS).

Thank you and please always be safe.