Document Routing System (DRS): How to Generate New Tracking Numbers

User Guide v1.0

Generate New Tracking Numbers

Tracking Numbers

Each user has access to <u>56</u> unique TRACKING NUMBERS at any given time.

Tracking numbers are used in consecutive order for documents that originate from the user's office.

Users can generate a new batch of tracking numbers once all 56 have been used up.

Each batch of 56 tracking numbers can be printed on an A4 size paper.

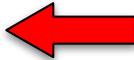To see or generate your tracking numbers:

1.   Click "My Tracking Numbers" on the menu on the left side.

Tracking Numbers

Then click the "Generate New Tracking Numbers" button.

My Tracking Numbers

Generate New Tracking Numbers	
UNUSED	0
USED	4
INVALID	52

INVALIDATE TRACKING NUMBER

TRACKING NUMBER	✖ INVALIDATE

A prompt will appear, confirming if you are indeed going to generate new tracking numbers. Click "OK."

Generate New Tracking Numbers

This will generate a new batch of tracking numbers. Are you sure you want to proceed?

Cancel   OK

Tracking Numbers

The new tracking numbers are then generated.

My Tracking Numbers

Tracking numbers have been generated successfully. You can download this batch of stickers at any time from this page. ✕

📥 Download Stickers

Print your stickers using a laser printer on A4 size paper. To get the best print, adjust the scale to 100% or use a custom paper size with all margins set to zero.

Once your unused tracking numbers reach zero, you will be able to generate a new batch of tracking numbers.

UNUSED	56
USED	0
INVALID	0

INVALIDATE TRACKING NUMBER

TRACKING NUMBER	✖ INVALIDATE

Technical Support

For technical support, please contact us at the UP System ICT Support at:

https://ictsupport.up.edu.ph/

UP Information Technology Development Center

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