# Document Routing System (DRS): How to Invalidate Tracking Numbers

# User Guide v1.0

# Invalidate Tracking Numbers

# Invalidate Tracking Numbers

To invalidate your UNUSED tracking numbers, click "My Tracking Numbers" on the menu on the left side.

# Tracking Numbers

In the "My Tracking Numbers" page, click the "Invalidate All" button. This will invalidate <u>ALL UNUSED</u> tracking numbers in your office in the DRS.



You can also invalidate tracking numbers <u>individually</u> by entering the number in the "Invalidate Tracking Number" field.

# Tracking Numbers

When you click the "Invalidate All" button, a prompt will appear, asking you to confirm if you are indeed invalidating ALL UNUSED tracking numbers.

Once you are certain, click OK.
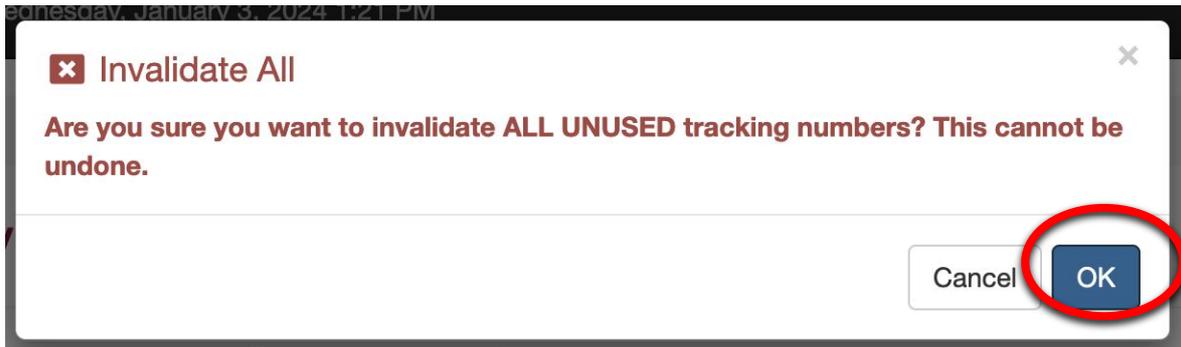


The unused tracking numbers will then be invalidated.
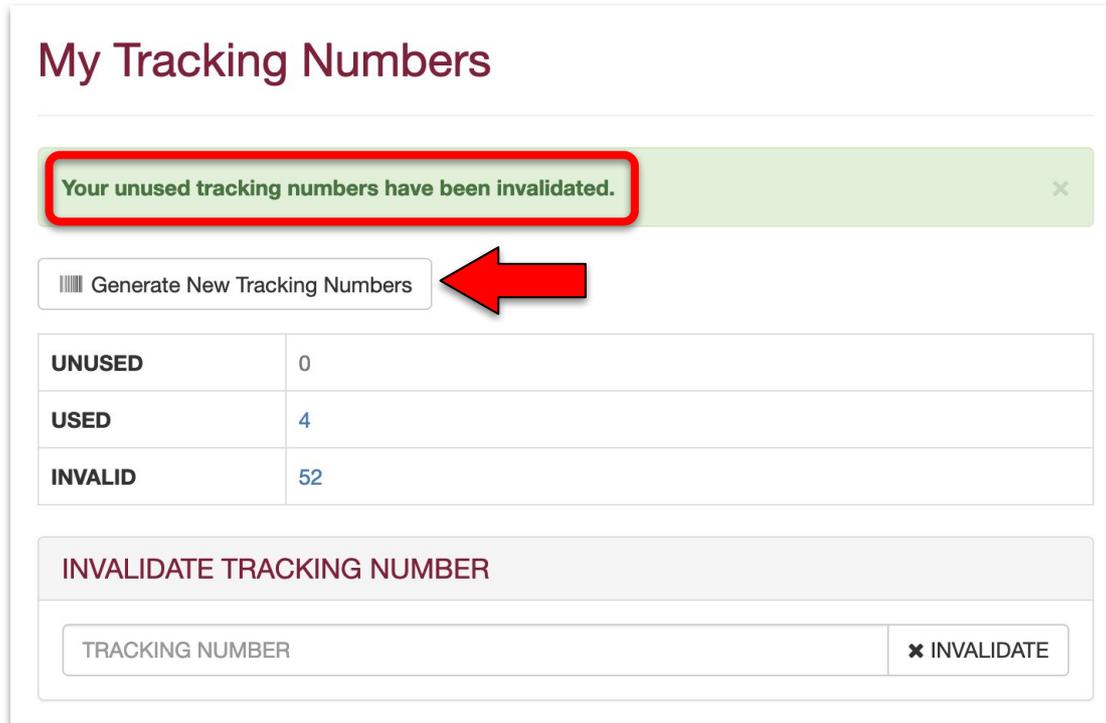


You can then get new tracking numbers by clicking the "Generate New Tracking Numbers" button.

# Technical Support

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

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