



**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 56 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:

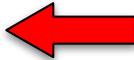
1. Click "My Tracking Numbers" on the menu on the left side.

The screenshot displays the DRS (Document Release System) user interface. At the top, the user is logged in as 'itdc_info@up.edu.ph' on 'Wednesday, January 3, 2024 1:21 PM'. The main navigation menu on the left includes 'Documents', 'To Receive', 'Pending for Release', 'Pending and Delayed', 'Office Documents', 'My Documents', 'Received / Released', 'Tagged as Terminal', 'My Tracking Numbers' (circled in red), 'My Report', 'My Settings', 'Internal Tracking', and 'TEST'. The main content area features several functional sections: 'TRACK DOCUMENT' with a 'TRACKING NUMBER' input field and a 'TRACK' button; 'ADD DOCUMENT' with a '2021-0923-2782-5678' input field and an 'ADD' button; 'RECEIVE DOCUMENT' with a 'TRACKING NUMBER' input field and a 'RECEIVE' button; and 'RELEASE DOCUMENT' with a 'TRACKING NUMBER' input field and a 'RELEASE' button. On the right side, there is an 'OVERALL PERFORMANCE GRADE' section showing a grade of '1.0' based on average processing time from January 2023 to date, with a legend for grades 1.0-5.0. Below this, 'Incoming Documents (No Action Done)' and 'Pending Documents' both show counts of 0. At the bottom right, there are sections for 'LONGEST PROCESSING TIME' (0 DAY : 0 HR : 8 MINS : 31 SECS) and 'AVERAGE PROCESSING TIME'.

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

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

Thursday, January 10, 2024 10:18 AM

Generate New Tracking Numbers ✘

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

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/>



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