



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

**User Guide v1.0**

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# **Invalidate Tracking Numbers**



# Invalidate Tracking Numbers

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

The screenshot displays the DRS (Document Release System) 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 four document management sections: TRACK DOCUMENT, ADD DOCUMENT (with tracking number 2021-0923-2782-5678), RECEIVE DOCUMENT, and RELEASE DOCUMENT. On the right, a summary dashboard shows an 'OVERALL PERFORMANCE GRADE' of 1.0, based on processing times from January 2023. It also displays 'Incoming Documents (No Action Done): 0' and 'Pending Documents: 0'. Processing time metrics are shown as 'LONGEST PROCESSING TIME: 0 DAY : 0 HR : 8 MINS : 31 SECS' and 'AVERAGE PROCESSING TIME'.

# Tracking Numbers

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

**My Tracking Numbers**

[Download Stickers](#) [✖ Invalidate All](#)

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.

<b>UNUSED</b>	52
<b>USED</b>	4
<b>INVALID</b>	0

**INVALIDATE TRACKING NUMBER**

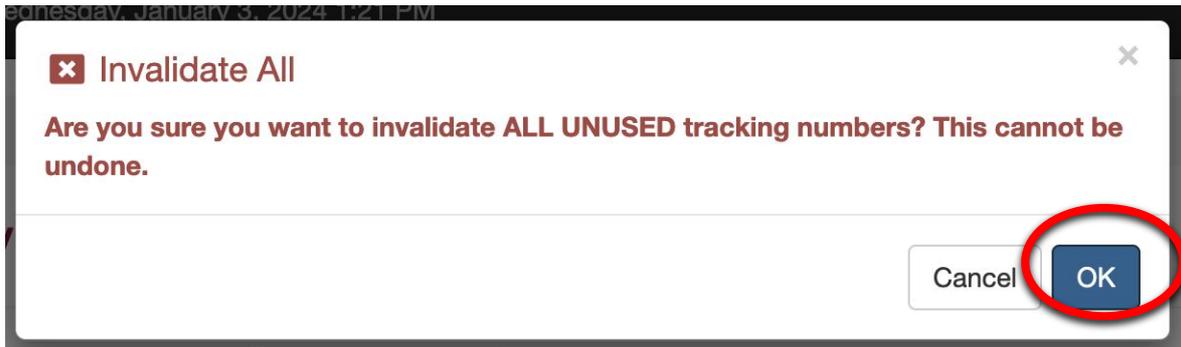
TRACKING NUMBER [✖ INVALIDATE](#)

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

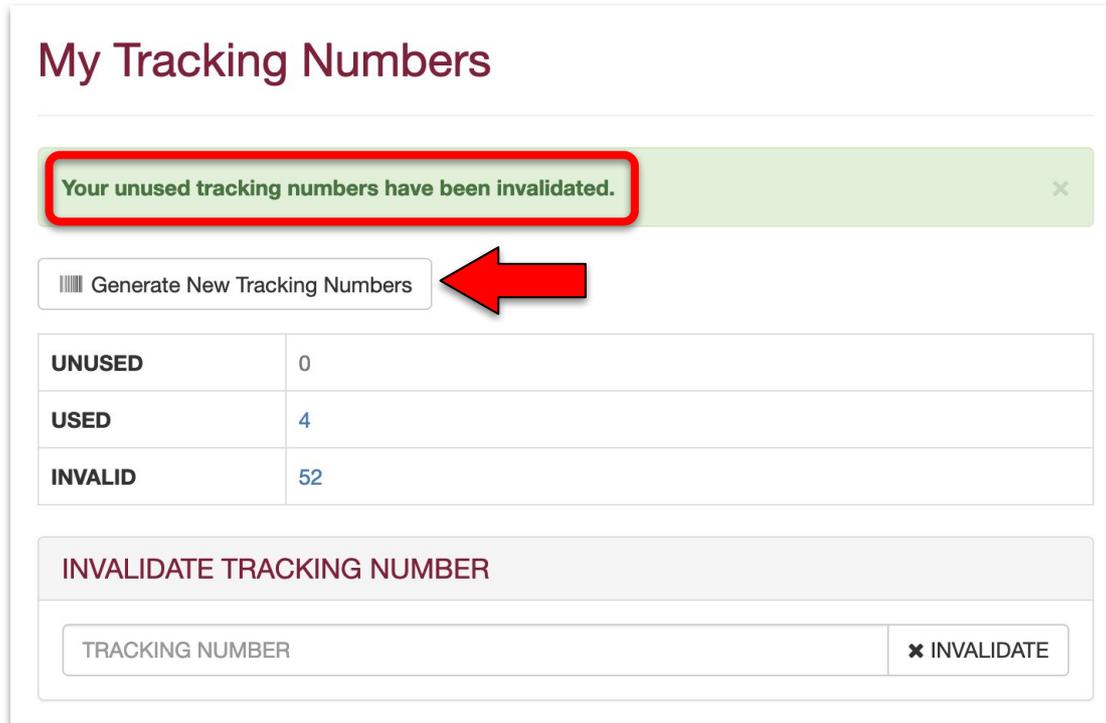
# Tracking Numbers

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

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

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



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