



Document Routing System (DRS) Tracer

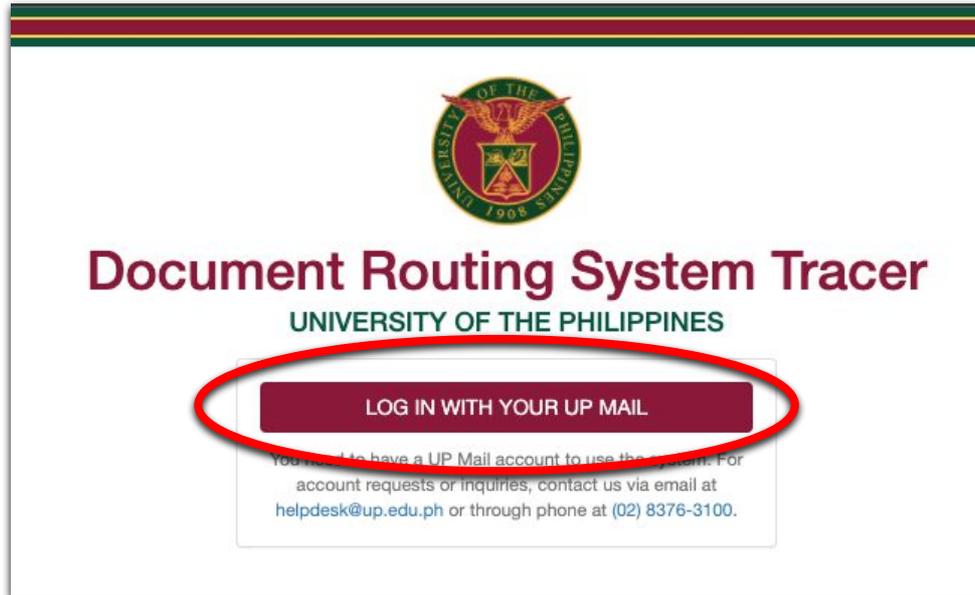
User Guide v1.0

Logging in to the DRS Tracer



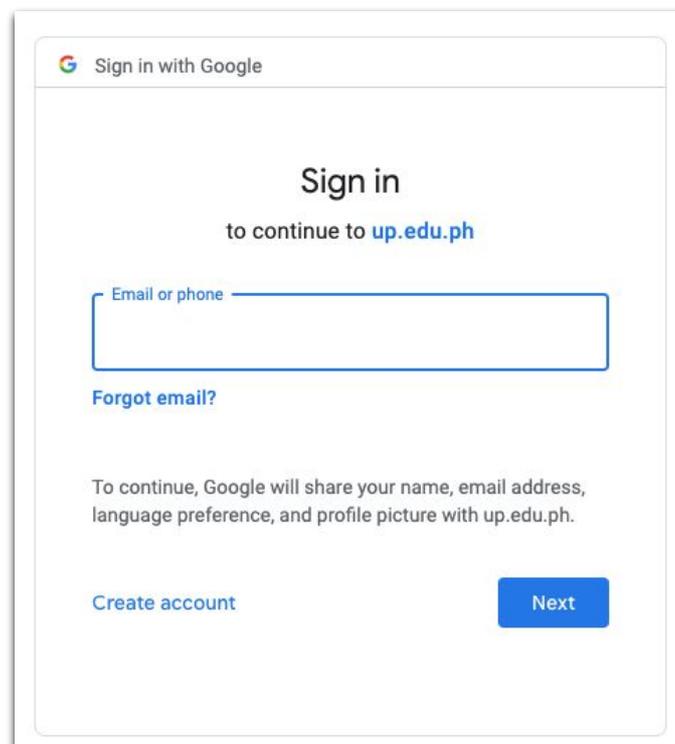
Logging in to the DRS Tracer

1. Go to the UP DRS Tracer, which is found at this URL: <https://drstracer.up.edu.ph>



2. Log in using your UP Mail account. Your UP Mail account is required for the DRS Tracer.

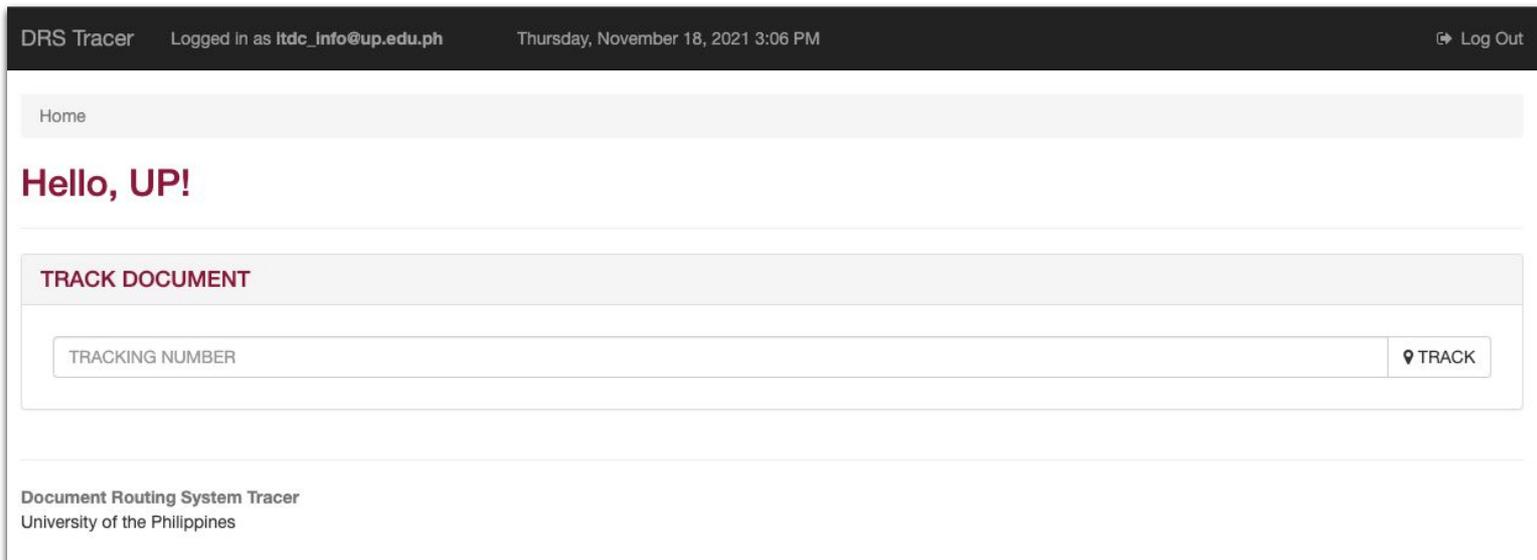
NOTE: Anyone with a UP Mail account can use the DRS Tracer to find out the progress of their documents. You can use the DRS Tracer even if you do not have a DRS account.



How to Trace DRS Documents Using the DRS Tracer (via Tracking Number)

How to Trace DRS Documents Using the DRS Tracer

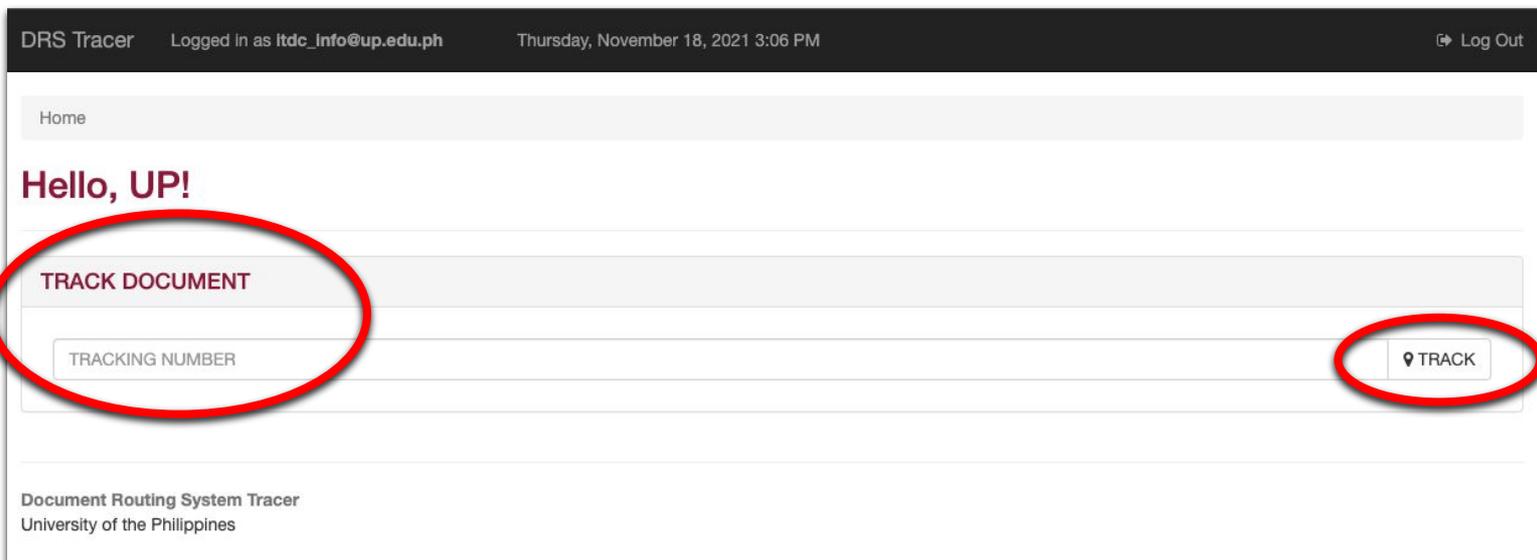
1. Once you have logged in, you will then be directed to the homepage.



The screenshot shows the DRS Tracer homepage. At the top, there is a dark navigation bar with the text "DRS Tracer", "Logged in as itdc_info@up.edu.ph", "Thursday, November 18, 2021 3:06 PM", and a "Log Out" link. Below the navigation bar is a "Home" link. The main content area features a "Hello, UP!" greeting. A prominent "TRACK DOCUMENT" section contains a text input field labeled "TRACKING NUMBER" and a "TRACK" button with a location pin icon. At the bottom of the page, it says "Document Routing System Tracer" and "University of the Philippines".

2. Make sure that you know the DRS Tracking Number of the document you want to trace.

Enter this Tracking Number into the "Track Document" field. Then, click the "Track" button.



This screenshot is identical to the one above, but with red circles highlighting the "TRACK DOCUMENT" section header and the "TRACK" button to draw attention to the tracking process.

How to Trace DRS Documents Using the DRS Tracer

3. With the correct Tracking Number entered, you will then be directed to the page with the details of the document you are tracing.

To know which UP office/unit your document is currently pending at, check the "Current Office" or "Current Recipient Office" fields.

- The "Current Office" field shows which office your document is currently pending at.
- The "Current Recipient Office" field shows which office is assigned to receive your document.
- If the "Current Office" field is blank, that means the office shown in the "Current Recipient Office" has not yet accessed your document, but it is already assigned to that office.

DRS Tracer Logged in as itdc_info@up.edu.ph Thursday, November 18, 2021 5:15 PM [Log Out](#)

Sample Document for DRS Tracer Letter

Overview	
Tracking Number	2021-1021-0019-5575
Title	Sample Document for DRS Tracer
Type	Letter
For	draft of reply
Remarks	Please draft reply and send it for review
Originating Office	Test Sample B 11/18/2021 05:09 PM @up.edu.ph
Current Office	UPC Sample Office 01
Current Recipient Office	UPC Sample Office 01
Status	TERMINAL

Paper Trail					
Office	In	Out	Elapsed Time	Action	Remarks
UPC-01	11/18/2021 05:12 PM itdc_info@up.edu.ph			TAGGED AS TERMINAL 11/18/2021 05:12 PM itdc_info@up.edu.ph	Noted. Thank you.
IN TRANSIT			15s		
Test-B	11/18/2021 05:10 PM @up.edu.ph	11/18/2021 05:12 PM @up.edu.ph	2m	endorsed	For review

Status of Documents

To help you know and keep track of the progress of your documents in the DRS Tracer, below are the different statuses that your document might fall under. You will see the current status in the DRS Tracer:

AVAILABLE means your document is for for receiving of the assigned recipient office.

PENDING means your document has already been received by the assigned recipient office. It is now currently pending at that office.

TERMINAL means this is the last stop of any document. It can no longer be received or processed by other offices.

DRS Tracer Logged in as itdc_info@up.edu.ph Thursday, November 18, 2021 5:15 PM Log Out

Sample Document for DRS Tracer Letter

Overview

Tracking Number	2021-1021-0019-5575
Title	Sample Document for DRS Tracer
Type	Letter
For	draft of reply
Remarks	Please draft reply and send it for review
Originating Office	Test Sample B 11/18/2021 05:09 PM itdc_info@up.edu.ph
Current Office	UPC Sample Office 01
Current Recipient Office	UPC Sample Office 01
Status	TERMINAL

Paper Trail

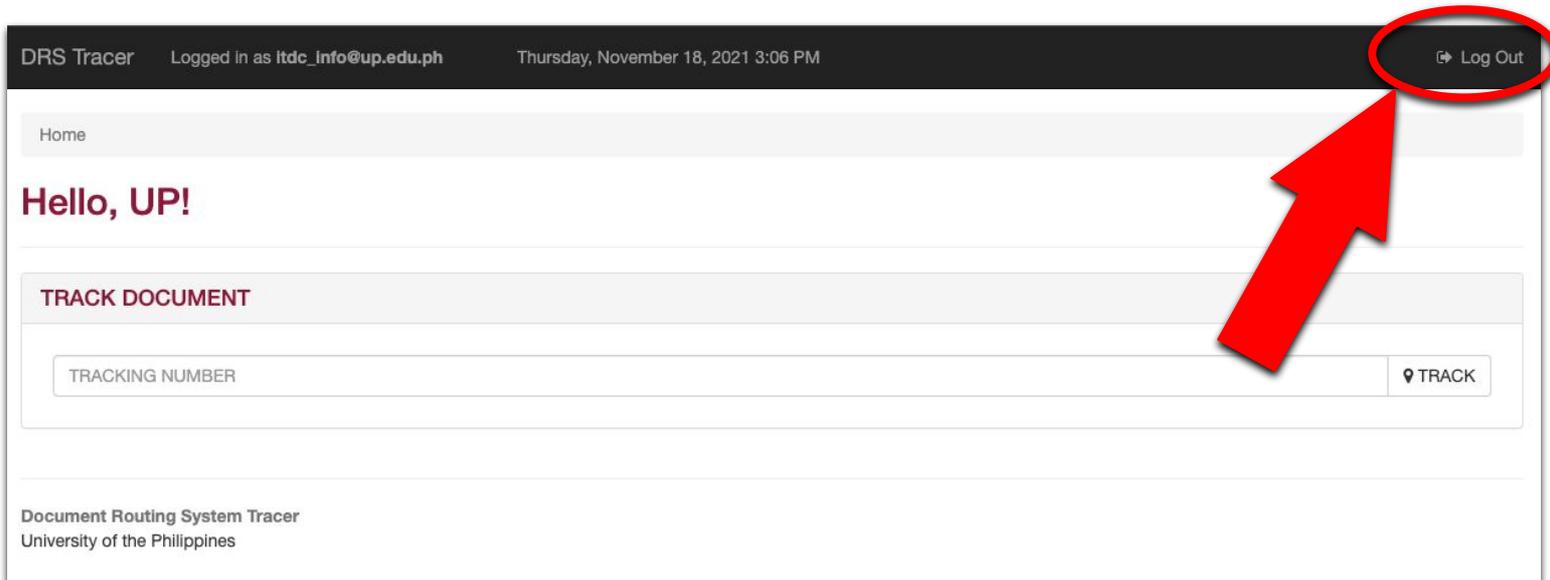
Office	In	Out	Elapsed Time	Action	Remarks
UPC-01	11/18/2021 05:12 PM itdc_info@up.edu.ph			TAGGED AS TERMINAL 11/18/2021 05:12 PM itdc_info@up.edu.ph	Noted. Thank you.
<i>IN TRANSIT</i>			15s		
Test-B	11/18/2021 05:10 PM itdc_info@up.edu.ph	11/18/2021 05:12 PM itdc_info@up.edu.ph	2m	endorsed	For review

Logging out of the DRS Tracer

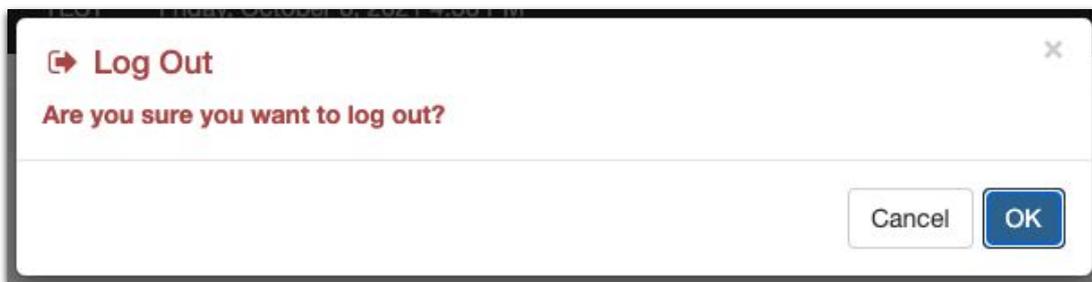


Logging out of the DRS Tracer

To log out of the DRS Tracer, simply click the "Log Out" button found at the upper right corner of the page.



A warning prompt will then appear. If you are certain about logging out of the system, click the OK button.



You will then be logged out of the DRS Tracer.

Technical Support

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

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



This document was prepared by the Office of the Vice President for
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