



Document Routing System (DRS)

User Guide v1.1

DRS Accounts and Technical Support

For transmittal of official documents, you are encouraged to use the UP Document Routing System (DRS) found at drs.up.edu.ph.

If your office is yet to secure your DRS account, please refer to this online FAQ:

<https://itdc.up.edu.ph/services/document-routing-system>

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

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



Logging in to DRS

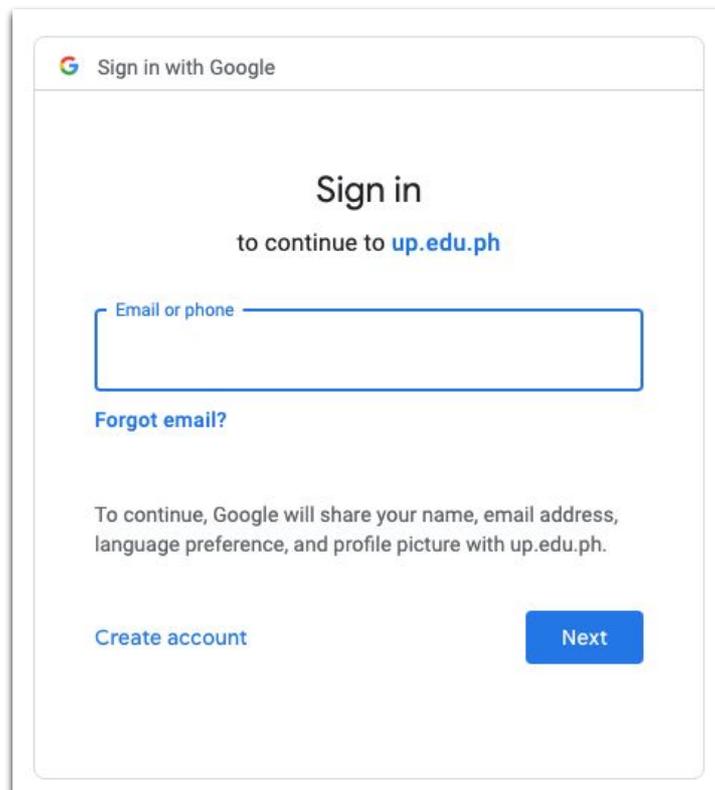


Logging in to DRS

1. To begin using the DRS, go to this URL: <https://drs.up.edu.ph>. Then click the LOG IN button.



2. Sign in with your UP Mail account. Your UP Mail account must be pre-registered in the DRS to access the system.



Logging in to DRS

3. You are now logged in to the DRS.

The screenshot displays the DRS (Document Routing System) interface for a user logged in as @up.edu.ph. The page features a navigation menu on the left with options like Documents, To Receive, Pending for Release, Office Documents, My Documents, Received / Released, Tagged as Terminal, My Tracking Numbers, My Report, and My Settings. The main content area contains five action cards: TRACK DOCUMENT, ADD DOCUMENT, RECEIVE DOCUMENT, TAG AS TERMINAL, and RELEASE DOCUMENT. Each card includes a text input field for a tracking number and a corresponding action button (TRACK, ADD, RECEIVE, TERMINAL, RELEASE). The footer includes a privacy notice and an opt-out checkbox.

DRS Logged in as @up.edu.ph Wednesday, August 11, 2021 4:32 PM DRS Guide Log Out

Home

Hello, UP User!

- Documents
 - To Receive
 - Pending for Release
 - Office Documents
 - My Documents
 - Received / Released
 - Tagged as Terminal
- My Tracking Numbers
- My Report
- My Settings

TRACK DOCUMENT

 TRACK

ADD DOCUMENT

 + ADD

RECEIVE DOCUMENT

 RECEIVE

RELEASE DOCUMENT

 RELEASE

TAG AS TERMINAL

 TERMINAL

Document Routing System
University of the Philippines

Opt-out complete; your visits to this website will not be recorded by the Web Analytics tool. Note that if you clear your cookies, delete the opt-out cookie, or if you change computers or Web browsers, you will need to perform the opt-out procedure again.

You are currently opted out. Check this box to opt-in.



DRS Dashboard

On the dashboard of the DRS, you can access the different functionalities of the system.

To track a document, simply enter the tracking number in the TRACK DOCUMENT field.

To receive a document, enter the tracking number in the RECEIVE DOCUMENT field.

To tag a document as terminal, enter the tracking number in the TAG AS TERMINAL field.

To release a document, enter the tracking number in the RELEASE DOCUMENT field.

To add your own document/s that you will release, click the ADD button under the ADD DOCUMENT field.

The screenshot displays the DRS Dashboard interface. At the top, the header includes 'DRS', 'Logged in as @up.edu.ph', the date 'Wednesday, August 11, 2021 4:32 PM', 'DRS Guide', and 'Log Out'. Below the header is a 'Home' breadcrumb. A large greeting 'Hello, UP User!' is prominently displayed. On the left, a navigation menu lists: Documents, To Receive, Pending for Release, Office Documents, My Documents, Received / Released, Tagged as Terminal, My Tracking Numbers, My Report, and My Settings. The main content area features five action cards: 'TRACK DOCUMENT' with a 'TRACKING NUMBER' input and 'TRACK' button; 'ADD DOCUMENT' with an empty input and '+ ADD' button; 'RECEIVE DOCUMENT' with a 'TRACKING NUMBER' input and 'RECEIVE' button; 'RELEASE DOCUMENT' with a 'TRACKING NUMBER' input and 'RELEASE' button; and 'TAG AS TERMINAL' with a 'TRACKING NUMBER' input and 'TERMINAL' button. At the bottom, there is a footer section for 'Document Routing System University of the Philippines' with an opt-out notice and a checkbox to opt-in.

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, click "My Tracking Numbers" on the menu on the left side.

The screenshot displays the DRS interface. At the top, it shows 'DRS', 'Logged in as @up.edu.ph', the date 'Wednesday, August 11, 2021 4:32 PM', and 'Log Out'. Below the header is a 'Home' link and a greeting 'Hello, UP User!'. A left-hand navigation menu contains several items: 'Documents', 'To Receive', 'Pending for Release', 'Office Documents', 'My Documents', 'Received / Released', 'Tagged as Terminal', 'My Tracking Numbers' (circled in red), 'My Report', and 'My Settings'. The main content area features four panels: 'TRACK DOCUMENT' with a 'TRACK' button, 'ADD DOCUMENT' with an '+ ADD' button, 'RECEIVE DOCUMENT' with a 'RECEIVE' button, and 'TAG AS TERMINAL' with a 'TERMINAL' button. Each panel includes a 'TRACKING NUMBER' input field. At the bottom, there is a footer with the text 'Document Routing System University of the Philippines' and an opt-out notice: 'Opt-out complete; your visits to this website will not be recorded by the Web Analytics tool. Note that if you clear your cookies, delete the opt-out cookie, or if you change computers or Web browsers, you will need to perform the opt-out procedure again. You are currently opted out. Check this box to opt-in.'

Tracking Numbers

My Tracking Numbers

 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

Add Document



Add Document

1. To add a document, first click the +ADD button under the ADD DOCUMENT field.

Since the tracking numbers have already been generated, the next number to be used is already in the Add Document field.

The screenshot displays the DRS (Document Routing System) interface for the University of the Philippines. The top navigation bar includes 'DRS', 'Logged in as @up.edu.ph', the date 'Wednesday, August 11, 2021 4:32 PM', 'DRS Guide', and 'Log Out'. The main content area features a 'Home' link and a personalized greeting 'Hello, UP User!'. A left sidebar contains a 'Documents' menu with options: 'To Receive', 'Pending for Release', 'Office Documents', 'My Documents', 'Received / Released', 'Tagged as Terminal', 'My Tracking Numbers', 'My Report', and 'My Settings'. The main workspace is divided into four functional panels: 'TRACK DOCUMENT' (with a 'TRACKING NUMBER' input and 'TRACK' button), 'RECEIVE DOCUMENT' (with a 'TRACKING NUMBER' input and 'RECEIVE' button), 'TAG AS TERMINAL' (with a 'TRACKING NUMBER' input and 'TERMINAL' button), and 'ADD DOCUMENT' (with a 'TRACKING NUMBER' input containing '2021-0804-2240-7575' and a '+ ADD' button). The 'ADD DOCUMENT' panel is circled in red. At the bottom, a footer section titled 'Document Routing System University of the Philippines' contains an opt-out notice and a checkbox for 'You are currently opted out. Check this box to opt-in.'

Add Document

2. Fill out all the necessary details of your new document. Make sure you fill out ALL the fields. You may attach other files as supporting documents where applicable.

File attachments can be up to 50 MB file size. For multiple attachments, files can be compressed as a ZIP file and uploaded into the DRS.

Add Document

Tracking Number

2020-0122-1237-9577

Please make sure to attach the correct tracking number to the actual document.

Title

- You may remove any sensitive information (monetary amounts, names, etc.) from the title if they are not necessary in tracking the document.

- Max Length: 250 characters

Type

Select document type

For

- appropriate action
- coding/deposit/preparation of receipt
- comment/reaction/response
- compliance/implementation
- dissemination of information
- draft of reply
- endorsement/recommendation

Add Document

3. Click the "Save as Draft" button to save a draft of your new document, or the "Finalize" button to finalize your new document.

You may also choose to receive email notifications regarding the progress of your document.

- Notes:
- Documents saved as draft are not considered final and are still locked in the originating office. Other offices will not be able to receive said documents.
 - Documents, once finalized, will not be editable.

Recipient Office

Select campus of recipient office ▼

- Assign intended recipient office of the document

Remarks

500 characters remaining

File (optional)

Select file

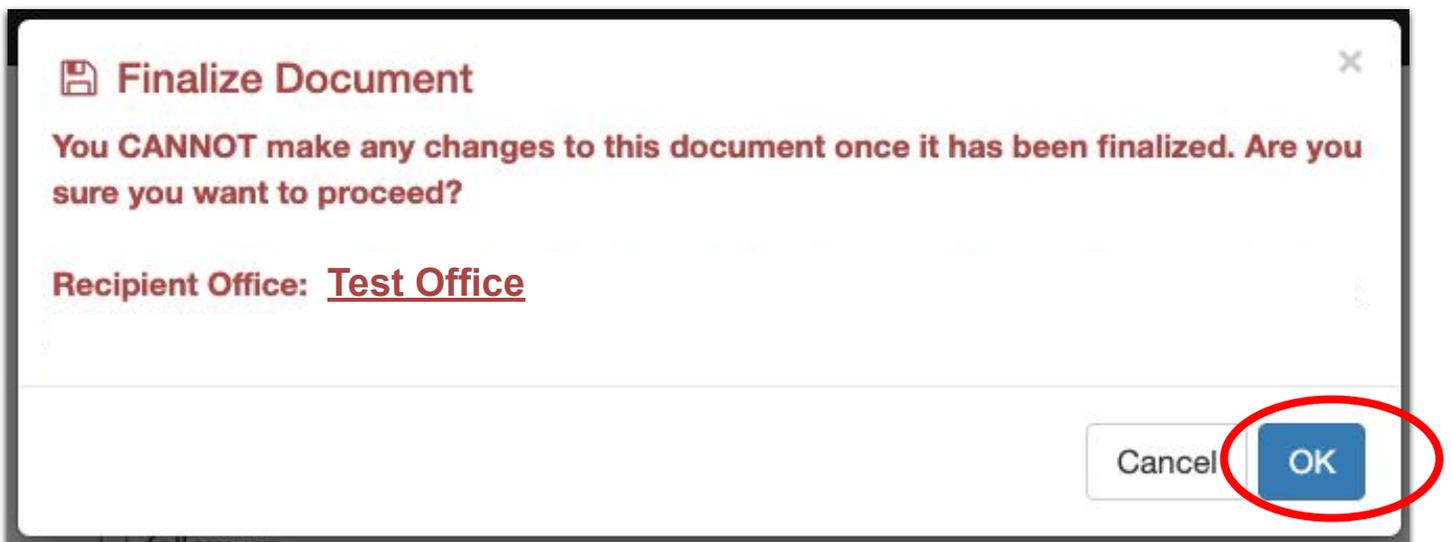
- Allowed Formats: PDF, GIF, JPG, PNG, ZIP
- Maximum Size: 50 MB
- You can upload larger files via [Google Drive](#) and then include the link in the remarks

Email Notifications

Notify me whenever someone processes this document

Add Document

4. When you click to finalize a document, a warning will then appear. Once you are sure that you want to finalize the document, click the OK button.



Add Document

5. When you finalize a document, a prompt will then appear. The details of the documents will also be displayed.

Sample Doc Letter

Sample Doc (2021-0804-2240-7564) has been finalized successfully. Other offices can now process this document. ✕

Overview	
Tracking Number	2021-0804-2240-7564
Title	Sample Doc
Type	Letter
For	appropriate action
Remarks	Sample doc
Originating Office	UP Information Technology Development Center 08/12/2021 05:10 PM @up.edu.ph SEND EMAIL NOTIFICATIONS
Current Office	
Current Recipient Office	Test Office
Status	AVAILABLE

As your document is released to and received by different offices, you will see the paper trail in this webpage as well.

Paper Trail						
Office	In	Out	Elapsed Time	Action	Remarks	Attachment
ITDC-SS	08/11/2021 02:22 PM @up.edu.ph			TAGGED AS TERMINAL 08/11/2021 02:22 PM @up.edu.ph		
<i>IN TRANSIT</i>			<i>1d 23h 11m</i>			
ITDC-DD	08/09/2021 03:10 PM @up.edu.ph	08/09/2021 03:11 PM @up.edu.ph	52s	approved	Approved. Thank you.	
<i>IN TRANSIT</i>			<i>25m 34s</i>			
ITDC-D	08/09/2021 02:43 PM @up.edu.ph	08/09/2021 02:44 PM @up.edu.ph	1m 4s	referred	Pls facilitate request. Thank you.	

Document Routing System
University of the Philippines

Receive Document



Receive Document

METHOD 1: VIA DASHBOARD

1. In the Receive a Document field, input the tracking number of the document you wish to receive.

Then, click the Receive button.

The screenshot displays the Document Routing System (DRS) dashboard for a user logged in as @up.edu.ph on Wednesday, August 11, 2021, at 4:32 PM. The dashboard features a navigation menu on the left with options like 'Documents', 'To Receive', 'Pending for Release', 'Office Documents', 'My Documents', 'Received / Released', 'Tagged as Terminal', 'My Tracking Numbers', 'My Report', and 'My Settings'. The main content area contains four action cards: 'TRACK DOCUMENT', 'ADD DOCUMENT', 'RECEIVE DOCUMENT', and 'TAG AS TERMINAL'. Each card has a 'TRACKING NUMBER' input field and a corresponding action button. The 'RECEIVE DOCUMENT' card's button is circled in red. At the bottom, there is a footer with the text 'Document Routing System University of the Philippines' and an opt-out notice.

DRS Logged in as @up.edu.ph Wednesday, August 11, 2021 4:32 PM DRS Guide Log Out

Home

Hello, UP User!

Documents

- To Receive
- Pending for Release
- Office Documents
- My Documents
- Received / Released
- Tagged as Terminal
- My Tracking Numbers
- My Report
- My Settings

TRACK DOCUMENT

TRACKING NUMBER TRACK

ADD DOCUMENT

TRACKING NUMBER + ADD

RECEIVE DOCUMENT

TRACKING NUMBER RECEIVE

TAG AS TERMINAL

TRACKING NUMBER TERMINAL

RELEASE DOCUMENT

TRACKING NUMBER RELEASE

Document Routing System
University of the Philippines

Opt-out complete; your visits to this website will not be recorded by the Web Analytics tool. Note that if you clear your cookies, delete the opt-out cookie, or if you change computers or Web browsers, you will need to perform the opt-out procedure again.

You are currently opted out. Check this box to opt-in.

Receive Document

2. A prompt will inform you if the document has been successfully received. To check the received document, click the Pending for Release link on the main menu on the left side of the webpage.

NOTE: You can only receive documents that are assigned to be received by the office you are registered under.

The screenshot shows a user interface for a document management system. At the top, a green notification bar states: "DRS Sample Document (2021-0804-2240-7566) has been received successfully. Don't forget to tag this document as **TERMINAL** in case your office is the end of its paper trail." Below the notification is a sidebar menu with the following items: Documents, To Receive, Pending for Release (highlighted with a red box and a notification icon), Office Documents, My Documents, Received / Released, Tagged as Terminal, My Tracking Numbers, My Report, and My Settings. The main content area contains four panels: TRACK DOCUMENT, ADD DOCUMENT, RECEIVE DOCUMENT, and TAG AS TERMINAL. Each panel has a text input field for a tracking number and a button to perform the action.

3. When you click the Pending for Release link on the main menu, you will be redirected here. You will also see the other documents pending for your release.

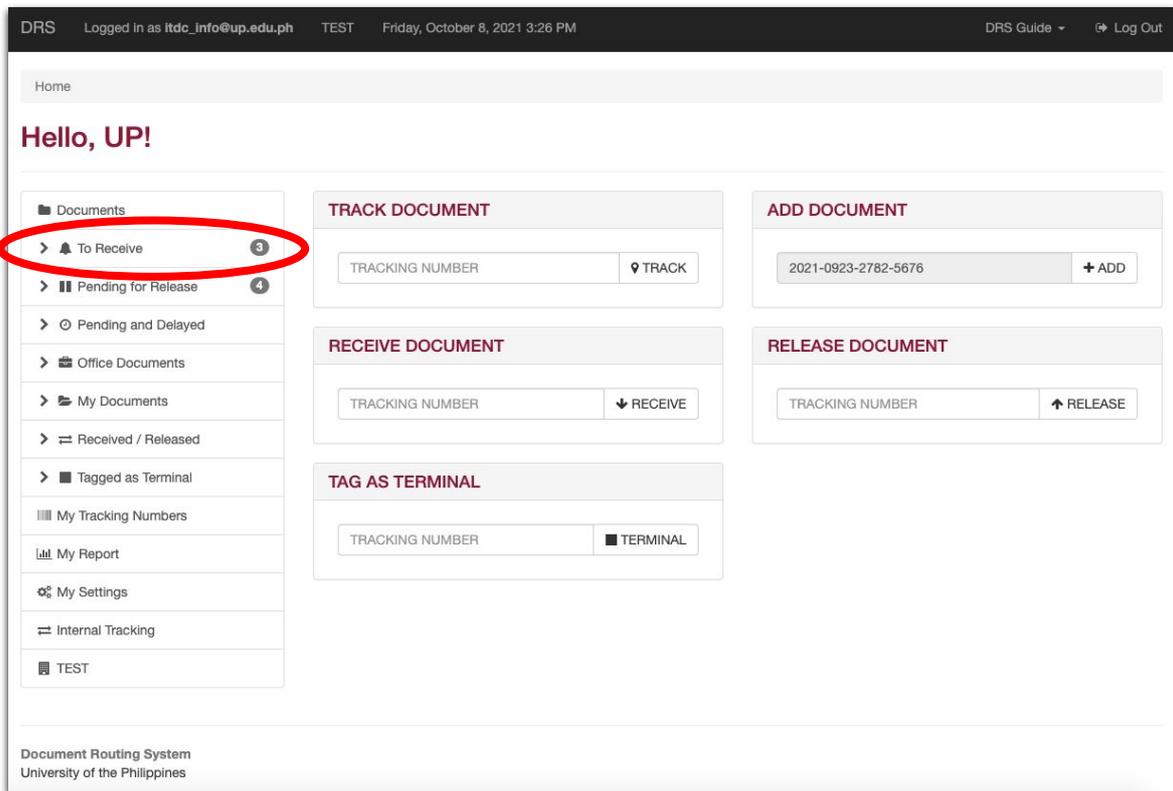
The screenshot shows the 'Documents' page with a table of pending documents. The table has the following columns: Tracking Number, Originating Office, Document, Latest Action/For, Latest Remarks, and a VIEW button. The table contains one row of data.

Tracking Number	Originating Office	Document	Latest Action/For	Latest Remarks	
2021-0804-2240-7564	ITDC-COMM 08/12/2021 05:10 PM @up.edu.ph	Sample Doc Letter PENDING	appropriate action		VIEW

Receive Document

METHOD 2: VIA LINK ON SIDE MENU

1. To access the list of documents sent to your office for Receiving, you may also click the To Receive link on the main menu on the left side of the webpage.



2. You will then be redirected here. You will also see the other documents pending to be Received.

The screenshot shows the 'Documents' page with 3 items. It includes a search bar with a 'Primary Filter' set to 'To Receive', a 'Search Query' field, and a 'Category' dropdown set to 'Title'. Below the search bar is a table of pending documents.

Tracking Number	Originating Office	Document	Latest Action/For	Latest Remarks	
2021-0128-1243-7265	TEST 07/30/2021 02:15 PM dts_training1@up.edu.ph	Memorandum Sample Memorandum AVAILABLE	returned to sender	Lacks supporting documents	RECEIVE
2021-0727-2221-9272	TEST01 07/27/2021 03:41 PM isdev.support@up.edu.ph	Sample Document with Zip Attachment Unclassified AVAILABLE	your information	kindly check the attached archive.	RECEIVE
2021-0727-2221-9271	TEST01 07/27/2021 03:35 PM isdev.support@up.edu.ph	Test Document with Attachment Unclassified AVAILABLE	your information	fyi	RECEIVE

Receive Document

3. Click the Receive button of the document you want to receive.

Documents 3

+ Add a Document

Primary Filter: To Receive | Search Query: Enter search query | Category: Title

Q Search Documents

Tracking Number	Originating Office	Document	Latest Action/For	Latest Remarks	
2021-0128-1243-7265	TEST 07/30/2021 02:15 PM dts_training1@up.edu.ph	Memorandum Sample Memorandum AVAILABLE	returned to sender	Lacks supporting documents	RECEIVE
2021-0727-2221-9272	TEST01 07/27/2021 03:41 PM isdev.support@up.edu.ph	Sample Document with Zip Attachment Unclassified AVAILABLE	your information	kindly check the attached archive.	RECEIVE
2021-0727-2221-9271	TEST01 07/27/2021 03:35 PM isdev.support@up.edu.ph	Test Document with Attachment Unclassified AVAILABLE	your information	fyi	RECEIVE

You will then be redirected to the page containing the full details of the document and the paper trail.

Receive Document

4. When you are redirected, you will see the details of the document in this page. There will also be a prompt indicating that you have successfully received the document.

Test Document with Attachment Unclassified

Test Document with Attachment (2021-0727-2221-9271) has been received successfully. Don't forget to tag this document as **TERMINAL** in case your office is the end of its paper trail. ✕

Tag as Terminal

Overview

Tracking Number	2021-0727-2221-9271
Title	Test Document with Attachment
Type	Unclassified
For	your information
Remarks	fyl
Originating Office	Test Office 01 07/27/2021 03:35 PM isdev.support@up.edu.ph
Current Office	Test Office
Current Recipient Office	Test Office
Status	PENDING

Files

Version	File	Uploaded On	Uploaded By
1	sample-doc.pdf	07/27/2021 03:35 PM	isdev.support@up.edu.ph

Paper Trail Print Referral Slips

Office	In	Out	Elapsed Time	Action	Remarks	Attachment
TEST	11/08/2021 02:29 PM itdc_info@up.edu.ph					
<i>IN TRANSIT</i>			10s			
TEST	11/08/2021 02:24 PM itdc_info@up.edu.ph	11/08/2021 02:29 PM itdc_info@up.edu.ph	4m 57s	no action	test	

Release Document



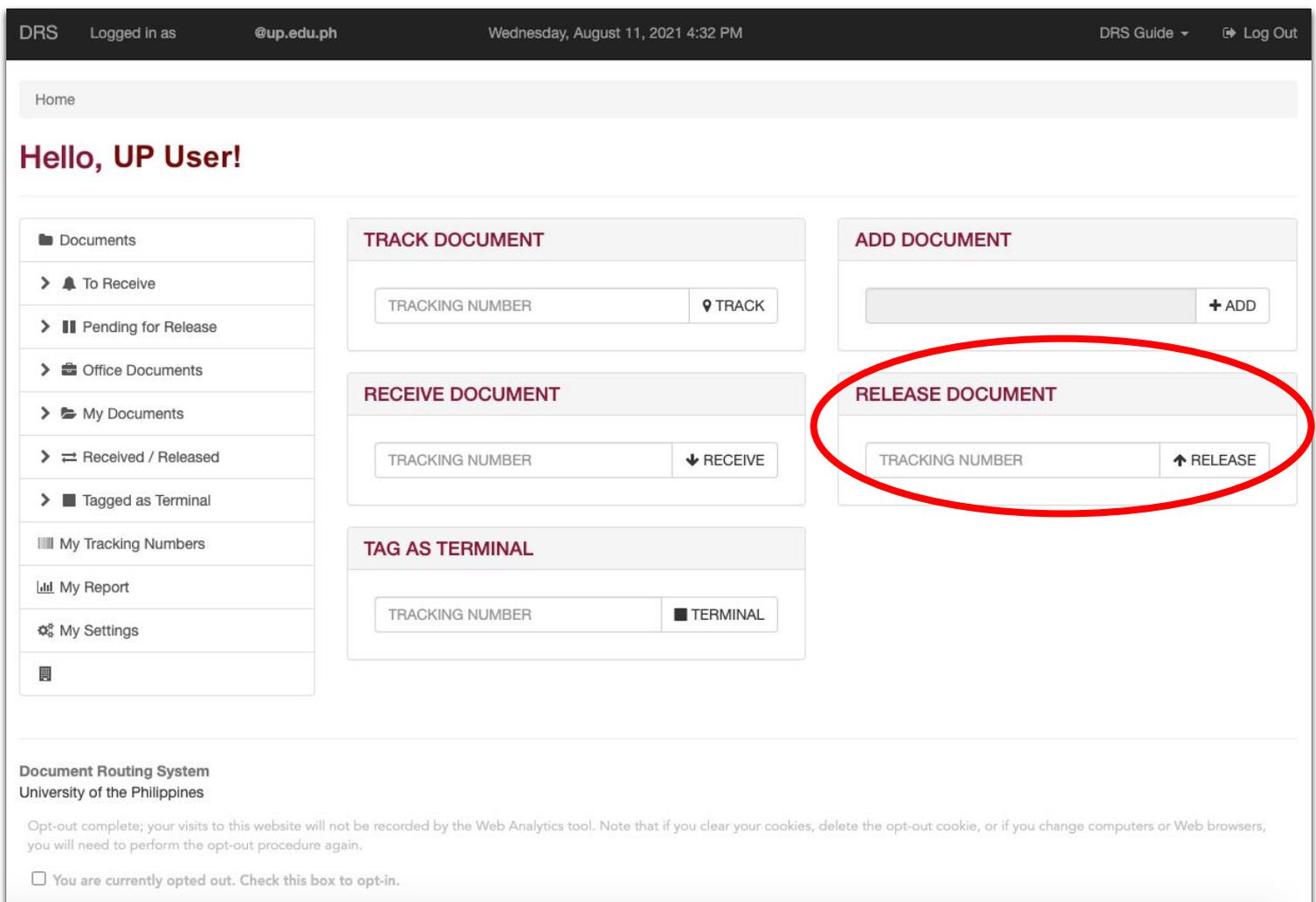
Release Document

METHOD 1: VIA DASHBOARD

1. In the Release a Document field, input the tracking number of the document you wish to release.

Then, click the Release button.

NOTE: You can only release documents that are currently received or pending in the office you are registered under.



The screenshot displays the DRS (Document Routing System) dashboard for a user logged in as @up.edu.ph. The dashboard includes a navigation menu on the left with options like 'Documents', 'To Receive', 'Pending for Release', 'Office Documents', 'My Documents', 'Received / Released', 'Tagged as Terminal', 'My Tracking Numbers', 'My Report', and 'My Settings'. The main content area features four action cards: 'TRACK DOCUMENT', 'RECEIVE DOCUMENT', 'TAG AS TERMINAL', and 'RELEASE DOCUMENT'. The 'RELEASE DOCUMENT' card is highlighted with a red circle. Each card contains a 'TRACKING NUMBER' input field and a corresponding action button. The 'RELEASE DOCUMENT' card also includes a small upward-pointing arrow icon next to the 'RELEASE' button. The footer contains a notice about the opt-out procedure and a checkbox to opt-in.

DRS Logged in as @up.edu.ph Wednesday, August 11, 2021 4:32 PM DRS Guide Log Out

Home

Hello, UP User!

Documents

- To Receive
- Pending for Release
- Office Documents
- My Documents
- Received / Released
- Tagged as Terminal

My Tracking Numbers

- My Report
- My Settings

TRACK DOCUMENT

TRACKING NUMBER TRACK

ADD DOCUMENT

TRACKING NUMBER + ADD

RECEIVE DOCUMENT

TRACKING NUMBER RECEIVE

RELEASE DOCUMENT

TRACKING NUMBER RELEASE

TAG AS TERMINAL

TRACKING NUMBER TERMINAL

Document Routing System
University of the Philippines

Opt-out complete; your visits to this website will not be recorded by the Web Analytics tool. Note that if you clear your cookies, delete the opt-out cookie, or if you change computers or Web browsers, you will need to perform the opt-out procedure again.

You are currently opted out. Check this box to opt-in.

Release Document

2. Fill out the fields with the necessary details, for the document you want to release. You may attach other files as supporting documents where applicable. Once you have provided all the necessary information, click the Release Document button.

Release Document

Title	Sample Doc
Tracking Number	2021-0804-2240-7564
Originating Office	ITDC
Current Office	TEST OFFICE

Recipient Office

UP System ▼

TEST OFFICE 02 ▼

Action

Select document action ▼

Remarks

500 characters remaining

File (optional)

Select file

- Saved as a new version of the file, if any
- Allowed Formats: PDF, GIF, JPG, PNG, ZIP
- Maximum Size: 50 MB
- You can upload larger files via [Google Drive](#) and then include the link in the remarks

Attachment (optional)

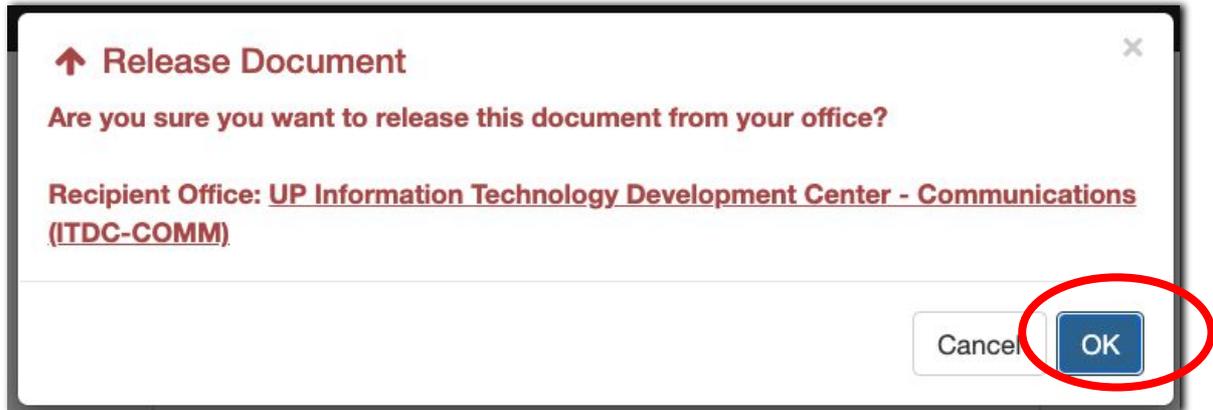
Select file

- Allowed Formats: PDF, GIF, JPG, PNG, ZIP
- Maximum Size: 50 MB
- You can upload larger files via [Google Drive](#) and then include the link in the remarks

Release Document

Release Document

3. A warning will appear. Once you are certain about the releasing the document, click the OK button to proceed.



A prompt will inform you that the document has been successfully released.

DRS Sample Document Letter

DRS Sample Document (2021-0804-2240-7566) has been released successfully.

Overview

Tracking Number	2021-0804-2240-7566
Title	DRS Sample Document
Type	Letter
For	endorsement/recommendation
Remarks	Sample document
Originating Office	UP Information Technology Development Center 08/13/2021 09:06 AM @up.edu.ph SEND EMAIL NOTIFICATIONS
Current Office	
Current Recipient Office	Test Office
Status	AVAILABLE

Files

No files.

Paper Trail

Office	In	Out	Elapsed Time	Action	Remarks	Attachment
ITDC-COMM	08/13/2021 09:07 AM @up.edu.ph	08/13/2021 10:07 AM @up.edu.ph	1h 12s	referred	Release	

Release Document

METHOD 2: VIA LINK ON SIDE MENU

1. For releasing documents, you may also click the Pending for Release link on the main menu.

The screenshot shows a user dashboard for 'UP User!'. On the left is a side menu with the following items: Documents, To Receive, Pending for Release (highlighted with a red box and a '1' badge), Office Documents, My Documents, Received / Released, Tagged as Terminal, My Tracking Numbers, My Report, and My Settings. The main content area contains four action cards: 'TRACK DOCUMENT' with a 'TRACK' button, 'ADD DOCUMENT' with an 'ADD' button and a tracking number '2021-0804-2240-7567', 'RECEIVE DOCUMENT' with a 'RECEIVE' button, and 'TAG AS TERMINAL' with a 'TERMINAL' button.

2. You can see the documents still pending in your office. Look for the document you want to release. Click the VIEW button found on the last column of the table.

The screenshot shows the 'Documents' section with a table of pending documents. The table has columns for Tracking Number, Originating Office, Document, Latest Action/For, Latest Remarks, and a 'VIEW' button. The 'VIEW' button is circled in red.

Tracking Number	Originating Office	Document	Latest Action/For	Latest Remarks	
2021-0804-2240-7564	ITDC-COMM 08/12/2021 05:10 PM @up.edu.ph	Sample Doc Letter PENDING	appropriate action		VIEW

Release Document

3. You will be redirected to the details of the document. Click the Release button.

The same steps for Releasing will then follow.

DRS Sample Document Letter

■ Tag as Terminal **↑ Release**

Overview

Tracking Number	2021-0804-2240-7566
Title	DRS Sample Document
Type	Letter
For	endorsement/recommendation
Remarks	Sample document
Originating Office	UP Information Technology Development Center 08/13/2021 09:06 AM @up.edu.ph SEND EMAIL NOTIFICATIONS
Current Office	Test Office
Current Recipient Office	Test Office 02
Status	PENDING

Files

No files.

Paper Trail

Office	In	Out	Elapsed Time	Action	Remarks	Attachment
Test Office 02	08/13/2021 10:55 AM @up.edu.ph		30s			
<i>IN TRANSIT</i>			48m 12s			
Test Office	08/13/2021 09:07 AM @up.edu.ph	08/13/2021 10:07 AM @up.edu.ph	1h 12s	referred	Release	

Track Document



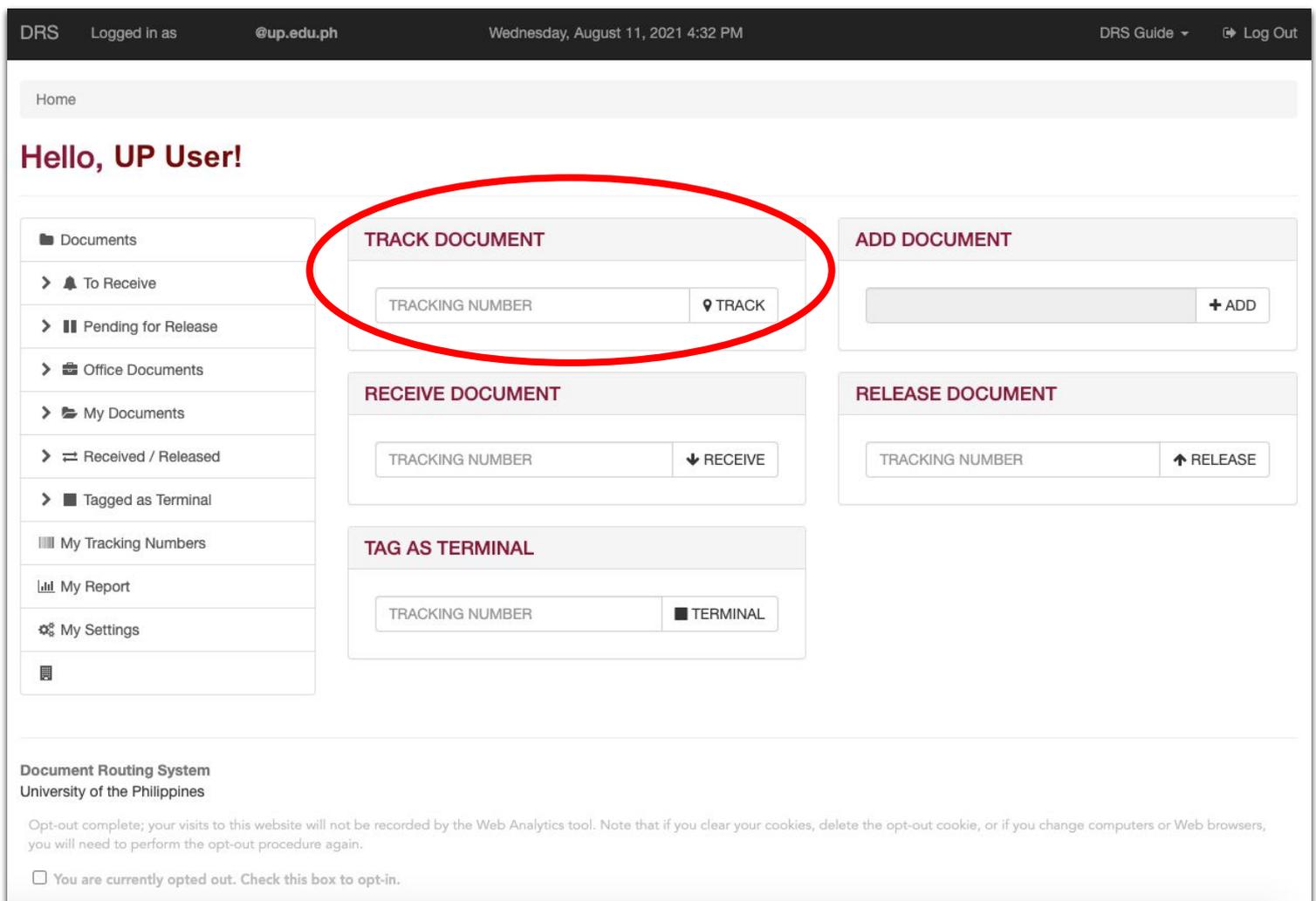
Track Document

METHOD 1: VIA DASHBOARD

1. Users can track the documents that they have created and processed (received/released).

To do so, input the tracking number of the document in the Track a Document field. Click the Track button.

NOTE: You can only track documents that you have created and processed (i.e. documents you have received or released).



The screenshot displays the DRS (Document Routing System) dashboard for a user logged in as @up.edu.ph on Wednesday, August 11, 2021, at 4:32 PM. The dashboard features a navigation menu on the left with options like Documents, To Receive, Pending for Release, Office Documents, My Documents, Received / Released, Tagged as Terminal, My Tracking Numbers, My Report, and My Settings. The main content area is divided into several sections: 'TRACK DOCUMENT' (highlighted with a red circle), 'ADD DOCUMENT', 'RECEIVE DOCUMENT', 'RELEASE DOCUMENT', and 'TAG AS TERMINAL'. Each section contains a 'TRACKING NUMBER' input field and a corresponding action button (TRACK, ADD, RECEIVE, RELEASE, or TERMINAL). The footer includes the text 'Document Routing System University of the Philippines' and an opt-out notice for web analytics.

Track Document

2. You will be directed to a webpage that shows the details of the document you have chosen to track.

DRS Sample Document Letter

Overview

Tracking Number	2021-0804-2240-7566
Title	DRS Sample Document
Type	Letter
For	endorsement/recommendation
Remarks	Sample document
Originating Office	UP Information Technology Development Center 08/13/2021 09:06 AM @up.edu.ph SEND EMAIL NOTIFICATIONS
Current Office	Test Office
Current Recipient Office	Test Office 02
Status	PENDING

Files

No files.

Paper Trail

Office	In	Out	Elapsed Time	Action	Remarks	Attachment
Test Office 02	08/13/2021 10:55 AM @up.edu.ph		30s			
<i>IN TRANSIT</i>			48m 12s			
Test Office	08/13/2021 09:07 AM @up.edu.ph	08/13/2021 10:07 AM @up.edu.ph	1h 12s	referred	Release	

Track Document

You can also access your documents by clicking the different links found on the menu on the left side of the page:

- A. Office Documents will redirect you to the list of documents created by any registered user in your office.
- B. My Documents will redirect you to the list of documents that you as an individual user have logged into DRS.
- C. Received/Released will redirect you to the list of documents processed (received/released) by your office.

DRS Logged in as itdc_info@up.edu.ph TEST Friday, October 8, 2021 3:26 PM DRS Guide Log Out

Home

Hello, UP!

- Documents
 - To Receive 3
 - Pending for Release 4
 - Pending and Delayed
 - Office Documents**
 - My Documents**
 - Received / Released**
 - Tagged as Terminal
- My Tracking Numbers
- My Report
- My Settings
- Internal Tracking
- TEST

TRACK DOCUMENT

 TRACK

ADD DOCUMENT

 + ADD

RECEIVE DOCUMENT

 RECEIVE

RELEASE DOCUMENT

 RELEASE

TAG AS TERMINAL

 TERMINAL

Document Routing System
University of the Philippines



Tag Document as “Terminal”



Tag Document as “Terminal”

METHOD 1: VIA DASHBOARD

1. Input the tracking number of the document in the Tag as Terminal field. Click the Terminal button.

NOTE: You can only tag documents as terminal if said documents are currently assigned or pending in the office you are registered under.

The screenshot displays the DRS (Document Routing System) dashboard for a user logged in as @up.edu.ph on Wednesday, August 11, 2021, at 4:32 PM. The dashboard includes a navigation menu on the left with options like Documents, To Receive, Pending for Release, Office Documents, My Documents, Received / Released, Tagged as Terminal, My Tracking Numbers, My Report, and My Settings. The main content area features four action cards: TRACK DOCUMENT, ADD DOCUMENT, RECEIVE DOCUMENT, and TAG AS TERMINAL. The TAG AS TERMINAL card is highlighted with a red circle and contains a 'TRACKING NUMBER' input field and a 'TERMINAL' button. The footer contains a notice about cookies and an opt-out checkbox.

DRS Logged in as @up.edu.ph Wednesday, August 11, 2021 4:32 PM DRS Guide Log Out

Home

Hello, UP User!

Documents

- To Receive
- Pending for Release
- Office Documents
- My Documents
- Received / Released
- Tagged as Terminal
- My Tracking Numbers
- My Report
- My Settings

TRACK DOCUMENT

TRACKING NUMBER TRACK

ADD DOCUMENT

+ ADD

RECEIVE DOCUMENT

TRACKING NUMBER RECEIVE

TAG AS TERMINAL

TRACKING NUMBER TERMINAL

RELEASE DOCUMENT

TRACKING NUMBER RELEASE

Document Routing System
University of the Philippines

Opt-out complete; your visits to this website will not be recorded by the Web Analytics tool. Note that if you clear your cookies, delete the opt-out cookie, or if you change computers or Web browsers, you will need to perform the opt-out procedure again.

You are currently opted out. Check this box to opt-in.

Tag Document as “Terminal”

2. You will be directed to the Tag as Terminal page. Here, you may enter your remarks regarding the document. Other users who can track this document can see your remarks in the paper trail.

When you’ve entered your remarks, click the Tag as Terminal button.

Tag as Terminal

Title	Test
Tracking Number	2021-0923-2782-5675
Originating Office	TEST
Current Office	TEST

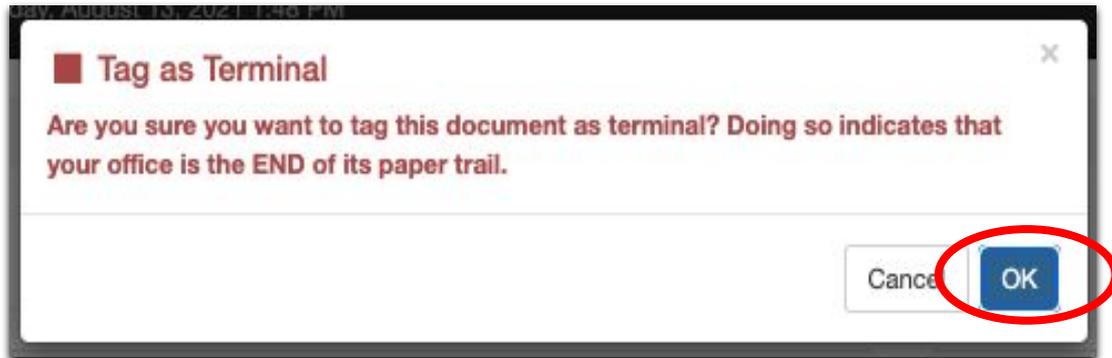
Remarks

500 characters remaining

[Tag as Terminal](#)

Tag Document as “Terminal”

3. A prompt will appear, asking if you are sure about tagging the document as terminal. If your office is indeed the end of this document’s paper trail, click OK.



4. A prompt will appear indicating that the document has been tagged as Terminal.

Should you need to undo the tagging as Terminal, you may click the Unlock button.

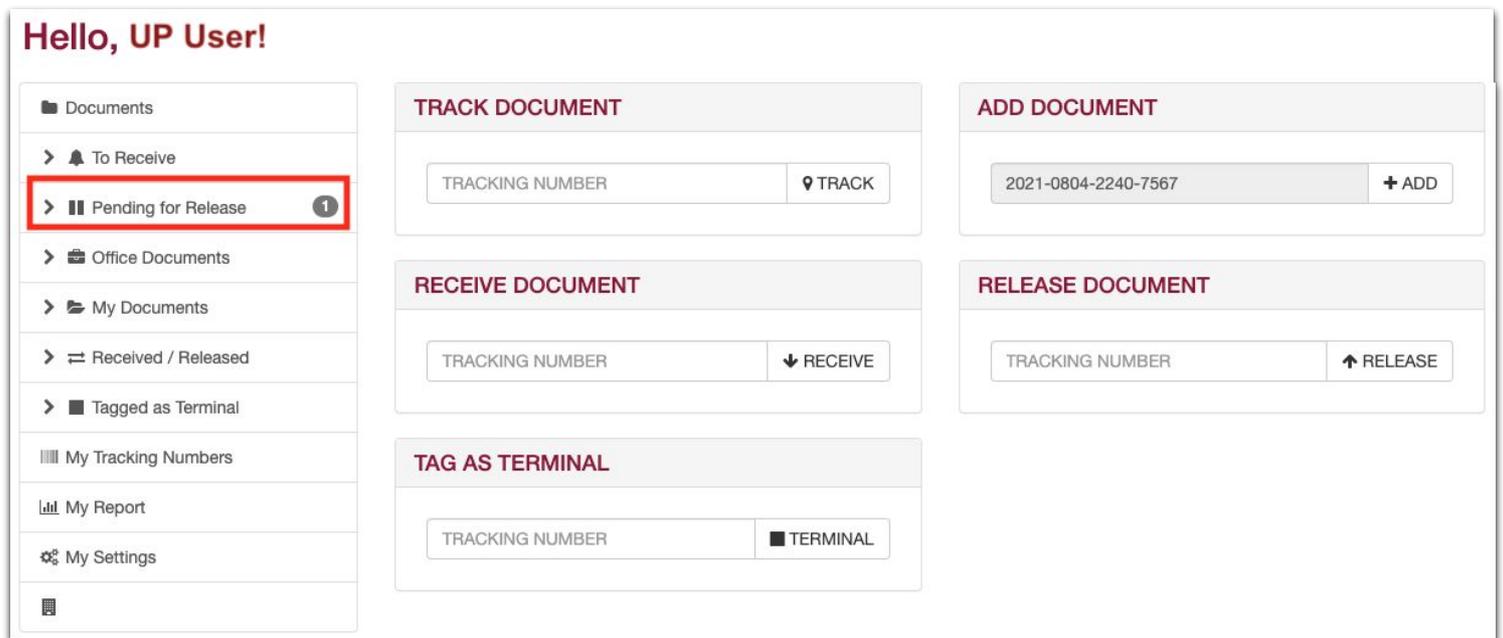
A screenshot of a document overview page. At the top, a green notification bar states: "DRS Sample Document (2021-0804-2240-7566) has been tagged as terminal." Below the notification, there is an "Unlock" button with a lock icon, which is circled in red. The main content is an "Overview" table with the following data:

Overview	
Tracking Number	2021-0804-2240-7566
Title	DRS Sample Document
Type	Letter
For	endorsement/recommendation
Remarks	Sample document
Originating Office	UP Information Technology Development Center 08/13/2021 09:06 AM @up.edu.ph SEND EMAIL NOTIFICATIONS
Current Office	Test Office 02
Current Recipient Office	Test Office 02
Status	TERMINAL

Tag Document as “Terminal”

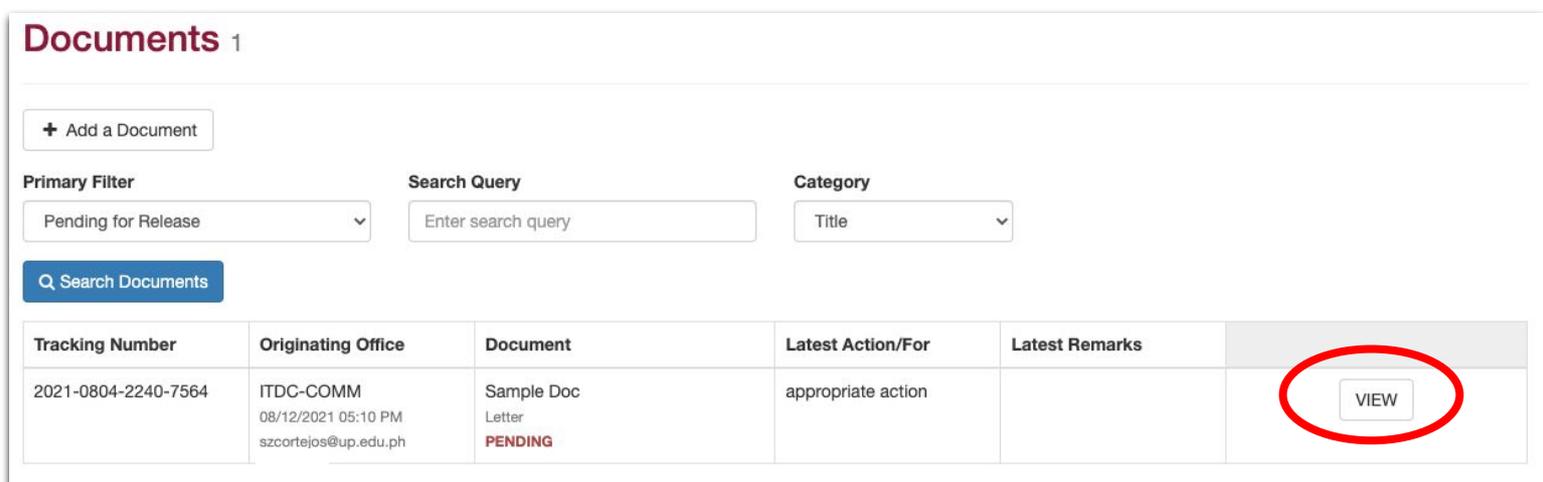
METHOD 2: VIA LINK ON SIDE MENU

1. For tagging documents as terminal, you can also click Pending for Release on the main menu found on the left side of the webpage.



The screenshot shows a user dashboard with a sidebar menu on the left and several action cards on the right. The sidebar menu includes items like 'Documents', 'To Receive', 'Pending for Release', 'Office Documents', 'My Documents', 'Received / Released', 'Tagged as Terminal', 'My Tracking Numbers', 'My Report', and 'My Settings'. The 'Pending for Release' item is highlighted with a red box and has a notification badge with the number '1'. The main content area contains five cards: 'TRACK DOCUMENT', 'ADD DOCUMENT', 'RECEIVE DOCUMENT', 'RELEASE DOCUMENT', and 'TAG AS TERMINAL'. Each card has a text input field for a tracking number and a corresponding action button.

2. You will be directed to a page listing all the documents pending in your office. Look for the document you want to tag as terminal. Click the VIEW button.



The screenshot shows the 'Documents' page with a search and filter interface. The 'Primary Filter' is set to 'Pending for Release'. Below the search bar is a table with the following data:

Tracking Number	Originating Office	Document	Latest Action/For	Latest Remarks	
2021-0804-2240-7564	ITDC-COMM 08/12/2021 05:10 PM szcortejos@up.edu.ph	Sample Doc Letter PENDING	appropriate action		VIEW

The 'VIEW' button in the last column of the table is circled in red.

Tag Document as “Terminal”

3. You will be directed to the page displaying the details of the document. Click the Tag as Terminal button found at the top.

The same steps for Tagging as Terminal will then be followed.

DRS Sample Document Letter

Tag as Terminal

Overview

Tracking Number	2021-0804-2240-7566
Title	DRS Sample Document
Type	Letter
For	endorsement/recommendation
Remarks	Sample document
Originating Office	UP Information Technology Development Center 08/13/2021 09:06 AM @up.edu.ph SEND EMAIL NOTIFICATIONS
Current Office	Test Office
Current Recipient Office	Test Office 02
Status	PENDING

Files

No files.

Paper Trail

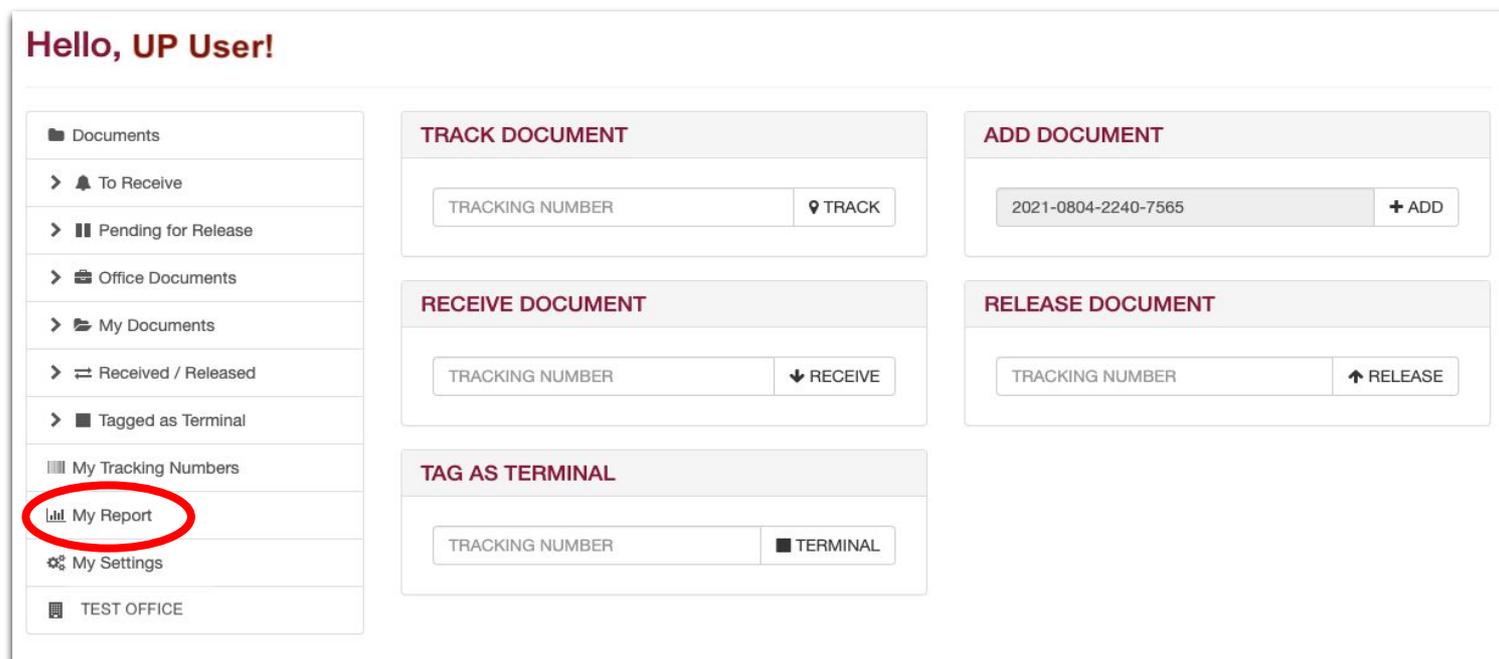
Office	In	Out	Elapsed Time	Action	Remarks	Attachment
Test Office 02	08/13/2021 10:55 AM @up.edu.ph		30s			
<i>IN TRANSIT</i>			48m 12s			
Test Office	08/13/2021 09:07 AM @up.edu.ph	08/13/2021 10:07 AM @up.edu.ph	1h 12s	referred	Release	

DRS Reports: User Reports



DRS Reports: User Reports

To check the report on the documents that you as a User have processed, click MY REPORT on the menu on the left side of the page.



Hello, UP User!

- Documents
 - To Receive
 - Pending for Release
 - Office Documents
 - My Documents
 - Received / Released
 - Tagged as Terminal
- My Tracking Numbers
- My Report**
- My Settings
- TEST OFFICE

TRACK DOCUMENT

TRACKING NUMBER TRACK

ADD DOCUMENT

2021-0804-2240-7565 + ADD

RECEIVE DOCUMENT

TRACKING NUMBER RECEIVE

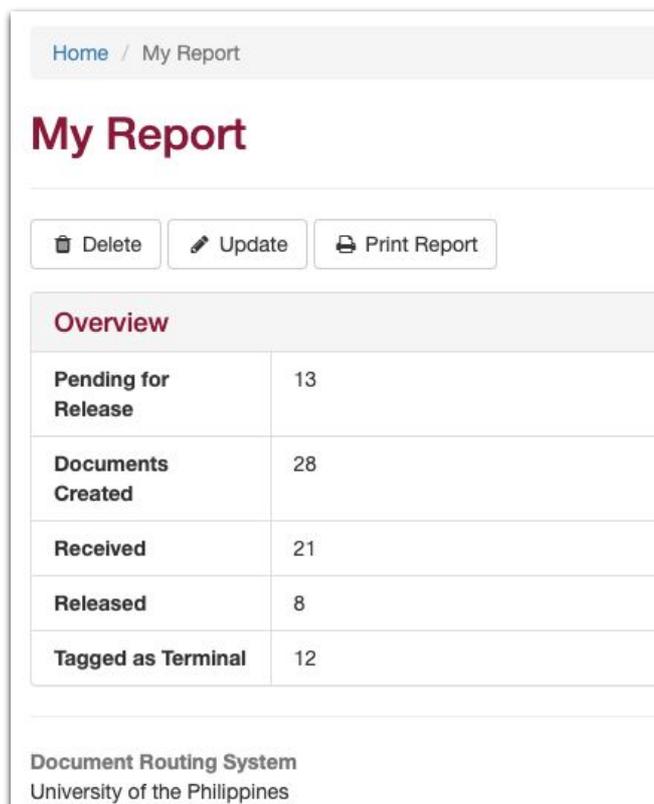
RELEASE DOCUMENT

TRACKING NUMBER RELEASE

TAG AS TERMINAL

TRACKING NUMBER TERMINAL

You will then be redirected to a page that will display your document statistics.



Home / My Report

My Report

Delete Update Print Report

Overview

Pending for Release	13
Documents Created	28
Received	21
Released	8
Tagged as Terminal	12

Document Routing System
University of the Philippines

DRS Reports: Office Reports



DRS Reports: Office Reports

To check the report on the documents that your Office has processed, click your Office's name on the menu on the left side of the page.

Hello, UP User!

- Documents
 - To Receive
 - Pending for Release
 - Office Documents
 - My Documents
 - Received / Released
 - Tagged as Terminal
- My Tracking Numbers
- My Report
- My Settings
- TEST OFFICE**

TRACK DOCUMENT

TRACKING NUMBER TRACK

ADD DOCUMENT

2021-0804-2240-7565 + ADD

RECEIVE DOCUMENT

TRACKING NUMBER RECEIVE

RELEASE DOCUMENT

TRACKING NUMBER RELEASE

TAG AS TERMINAL

TRACKING NUMBER TERMINAL

You will then be redirected to a page that will display your office's document statistics.

Home / ITDC-COMM

UP Test Office

Overview

Office Name	UP Test Office
Office Code	TEST OFFICE
Campus/Unit	UP System
Average Processing Time	August 2021: 54m 34s Overall: 54m 34s
Pending for Release	1
Documents Created	28
Received	21
Released	8
Tagged as Terminal	12

DRS Users

#	Username	Start Date	End Date	First Login	Last Login	Created	Received	Released	Terminal
1	user@up.edu.ph	07/29/2021		08/03/2017 05:28 PM	08/25/2021 08:20 AM	28	21	8	12

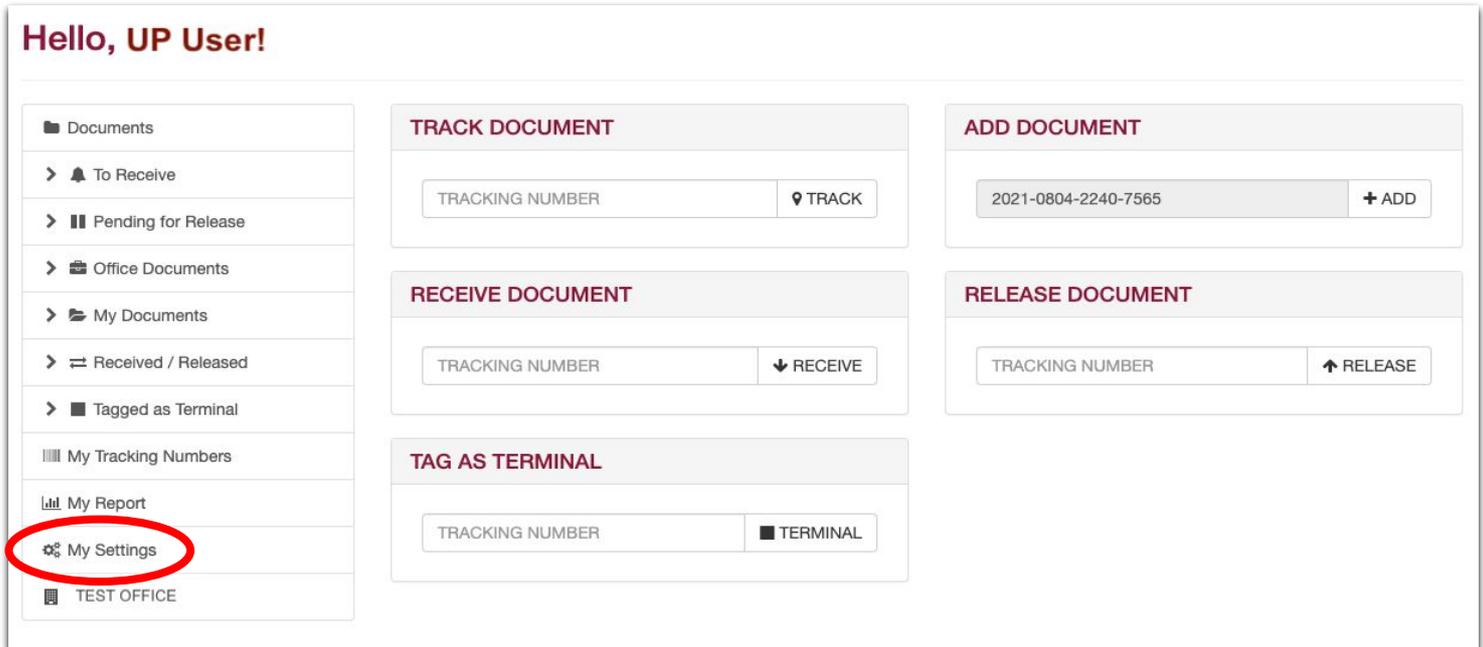
Contact us via email at helpdesk@up.edu.ph or through phone at (02) 8376-3100 for account requests or removals.

DRS Settings: Email Notifications for Incoming Documents



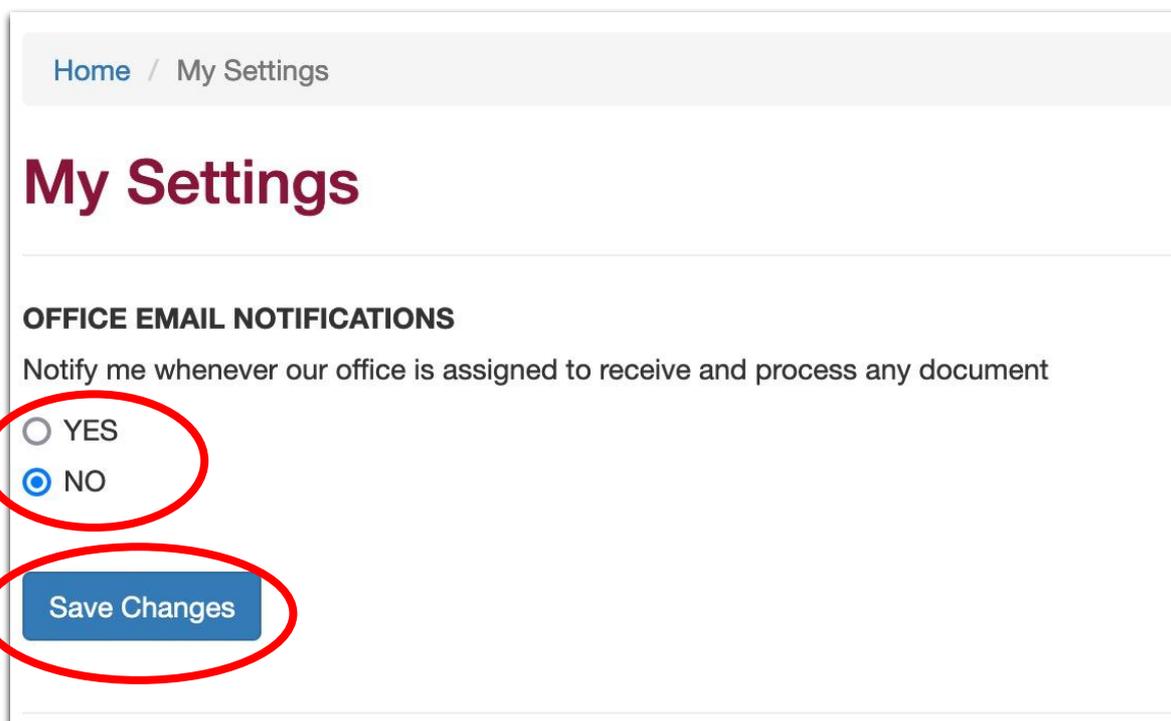
DRS Settings: Email Notifications for Incoming Documents

To adjust your DRS email notifications for incoming documents, click My Settings on the menu on the left side.



The screenshot shows the DRS dashboard interface. At the top left, it says "Hello, UP User!". On the left side, there is a sidebar menu with several options: Documents, To Receive, Pending for Release, Office Documents, My Documents, Received / Released, Tagged as Terminal, My Tracking Numbers, My Report, My Settings (highlighted with a red circle), and TEST OFFICE. The main content area contains four panels: TRACK DOCUMENT, ADD DOCUMENT, RECEIVE DOCUMENT, and TAG AS TERMINAL. Each panel has a text input field for a tracking number and a corresponding action button (TRACK, ADD, RECEIVE, TERMINAL).

You will be directed to the Settings page where you can choose if you will receive email notifications or not. Click your preferred settings, then click the Save Changes button.



The screenshot shows the "My Settings" page. At the top, there is a breadcrumb "Home / My Settings". Below that is the heading "My Settings". Underneath is the section "OFFICE EMAIL NOTIFICATIONS" with the text "Notify me whenever our office is assigned to receive and process any document". There are two radio button options: "YES" and "NO". The "NO" option is selected and circled in red. Below the radio buttons is a blue button labeled "Save Changes", which is also circled in red.

DRS Guide



DRS Guide

You can find the links to the DRS Guide resources in the upper right hand corner dropdown menu.

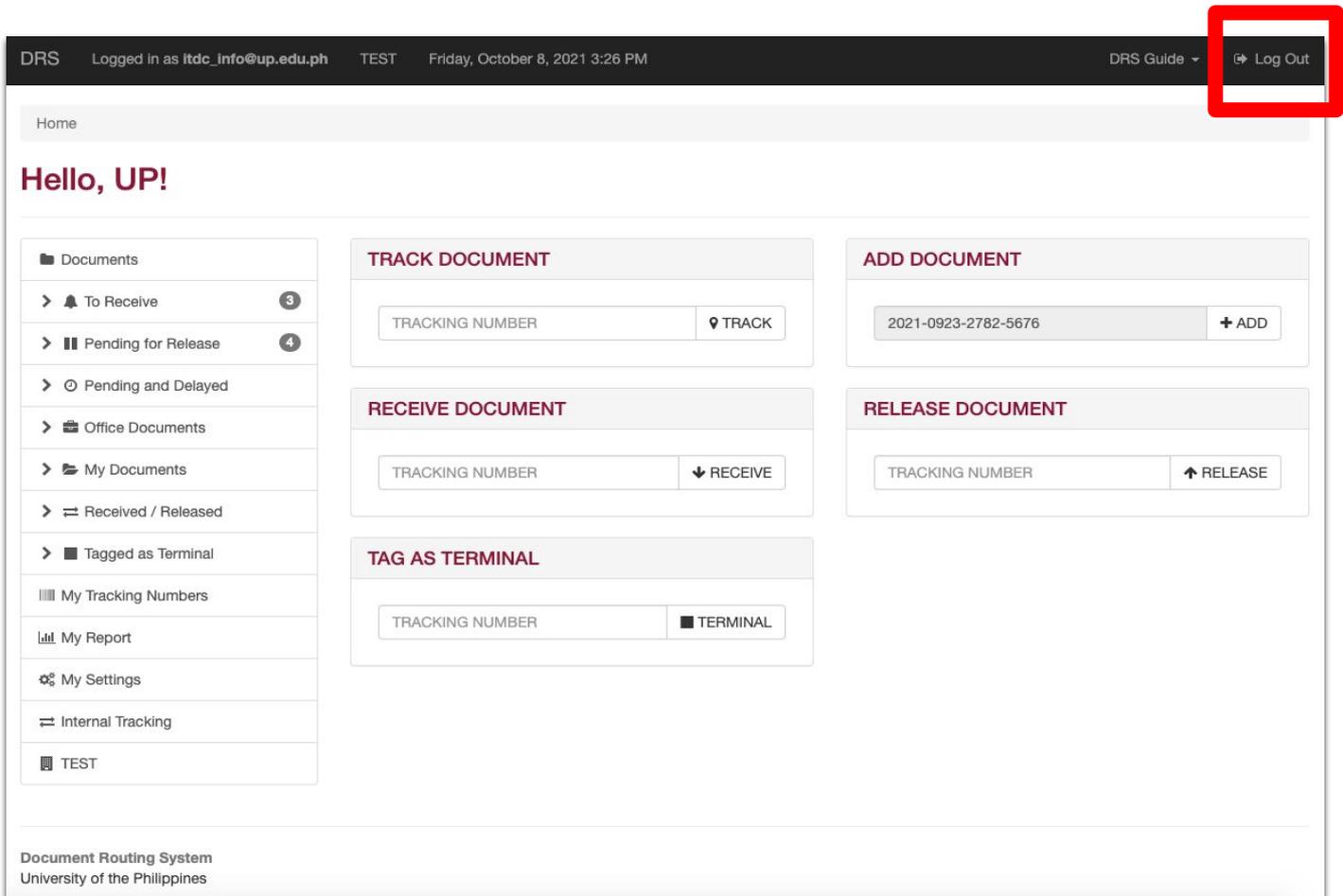
The screenshot displays the DRS web application interface. At the top, a dark navigation bar contains the text "DRS", "Logged in as itdc_info@up.edu.ph", "TEST", and "Friday, October 8, 2021 4:36 PM". On the right side of this bar, there is a "Log Out" link and a "DRS Guide" dropdown menu. The dropdown menu is highlighted with a red box and contains three items: "FAQs", "User Manual", and "Video Tutorial". Below the navigation bar, the main content area features a "Hello, UP!" greeting. On the left, there is a sidebar menu with various document management options. The main content area is divided into several functional sections: "TRACK DOCUMENT" with a tracking number input and a "TRACK" button; "ADD DOCUMENT" with a tracking number input and an "ADD" button; "RECEIVE DOCUMENT" with a tracking number input and a "RECEIVE" button; "RELEASE DOCUMENT" with a tracking number input and a "RELEASE" button; and "TAG AS TERMINAL" with a tracking number input and a "TERMINAL" button. At the bottom left, the footer text reads "Document Routing System" and "University of the Philippines".

Log Out



Log Out

To log out of the DRS, click the Log Out link found at the upper rightmost corner of the webpage.



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.

Technical Support

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

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



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