



**DENR REGION XII DTMIS**

# Users Manual

How to use the role-based Document Tracking and Monitoring Information System

Sample walkthrough role: CENRO Admin Record | Updated May 25, 2026

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This manual explains the main screens, the purpose of key buttons, and the usual click path for day-to-day document work.

## How To Use This Manual

The screenshots in this guide were captured from the live system on **May 25, 2026**. Your menu and available buttons may differ slightly depending on your assigned role, office, and permissions.

**Important:** Use your assigned account only. Tracking IDs, routing history, and attachments should be handled according to office policy.

### Typical Daily Workflow

Step	What To Do
1	Sign in with your assigned username and password.
2	Review the dashboard to see new workload, alerts, and due items.
3	Open Create / Intake when you need to encode a new document.
4	Submit the intake, then open the tracking slip to confirm the record.
5	Use the archive/search page when you need to find completed records.
6	Open Profile Settings to maintain your email and password.

## 1. Sign In

Open the DTMIS sign-in page and enter your assigned username and password.

If you cannot sign in, use the password recovery link or contact your system administrator.

The image shows the DTMIS sign-in interface. At the top is a circular logo with a tree, a gear, and a document. Below the logo is the text "DTMIS" and "Document Tracking and Monitoring Information System". The sign-in form consists of five main elements, each highlighted with a red circle and a number: 1. Username field: A text input box with a person icon and the placeholder text "Enter your username". 2. Password field: A text input box with a lock icon, the placeholder text "Enter password", and an eye icon for toggling visibility. 3. Remember me checkbox: A checkbox with the text "Remember me". 4. Password recovery link: A link with the text "Forgot password?". 5. Sign In button: A large blue button with the text "Sign In". Below the form is a link: "Need an account? Contact your administrator for DTMIS access." At the bottom is a light blue box with a warning: "This is an official DENR information system. Unauthorized access, use, or modification is prohibited and may result in administrative or legal action." Below the warning are links for "Privacy Notice", "Terms", "Help Desk", and "Report phishing". At the very bottom is the copyright notice: "© 2026 DENR Region XII. All rights reserved."

Figure 1. Sign-in screen

## Walkthrough

Step	Action
1	Open the system login page.
2	Type your username and password.
3	Click Sign In.

## Button Guide

Callout	Purpose
1	Username field. Type the username assigned to your account.
2	Password field. Enter your current password.
3	Remember me. Use this only on a secure work device.
4	Forgot password. Opens the recovery process when you cannot sign in.
5	Sign In button. Starts your session and sends you to your role dashboard.

## 2. Dashboard Overview

The dashboard is your starting point after sign-in.

It shows your role menu, current workload summary, and quick access to daily actions.

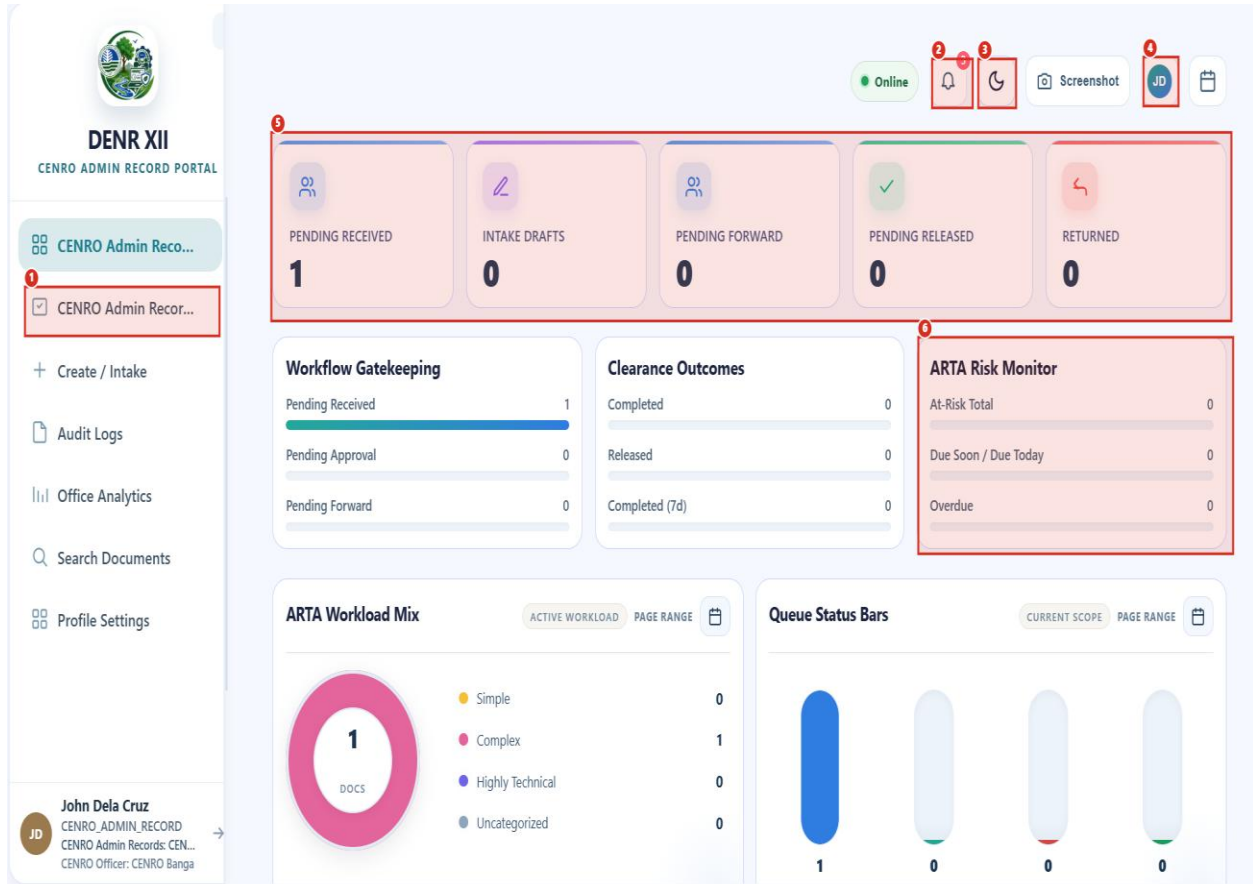


Figure 2. Dashboard overview

### Button Guide

Callout	Purpose
1	Create / Intake menu. Opens the page where new documents are encoded.
2	Notifications bell. Shows routing updates and reminders.
3	Theme switch. Changes the screen theme for comfort and visibility.
4	Profile menu. Opens profile settings, screenshot tools, and logout.

5	Workflow Gatekeeping panel. Summarizes documents waiting for action.
6	ARTA Risk Monitor. Highlights due-soon or overdue workload.

### 3. Notifications Panel

Use notifications to monitor document movement without searching every record manually.

This is useful when you want a quick update on recently routed or received documents.

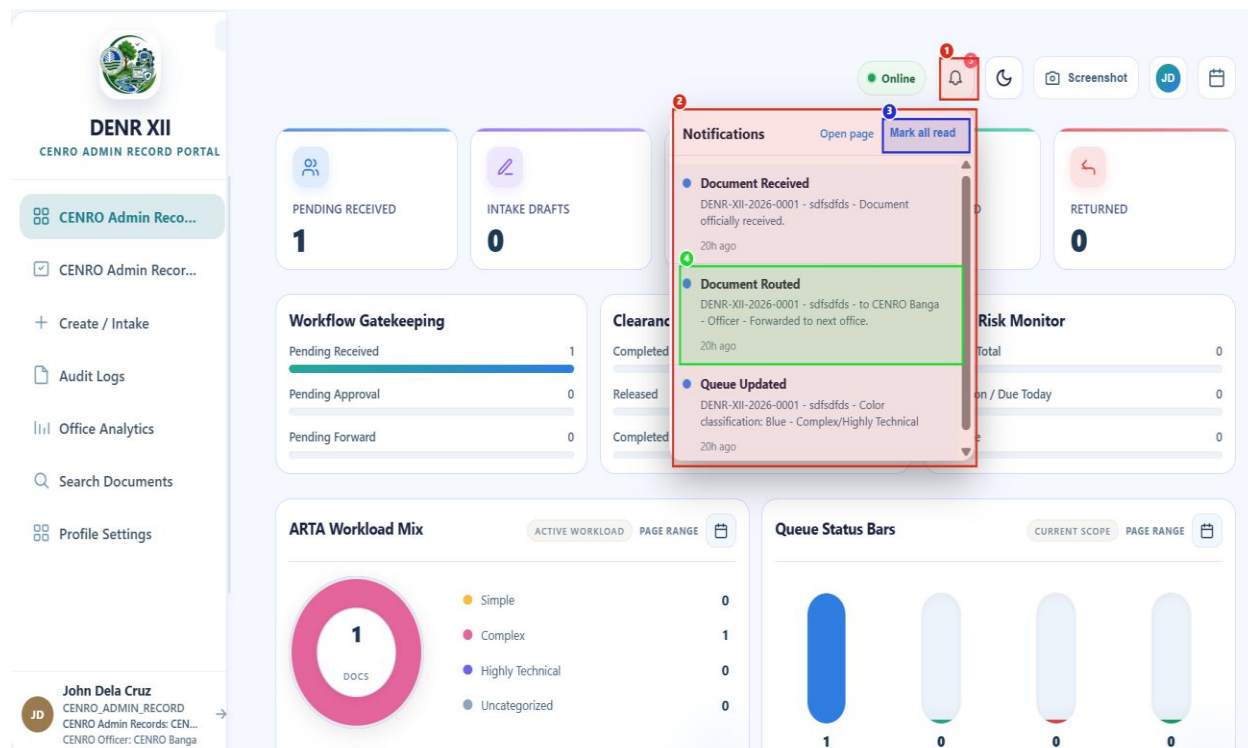


Figure 3. Notifications and alerts

### Button Guide

Callout	Purpose
1	Notifications bell. Click to open or close the alert panel.
2	Open page. Moves to the full notifications page for longer review.
3	Mark all read. Clears unread indicators after you review the items.

4	Notification item. Opens the related document or tracking slip when available.
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## 4. Create / Intake Workspace

Use the Create / Intake page to review recent intake records and open the intake form.

This page also provides quick document tools, filters, and tracking-slip access.

The screenshot displays the DENR XII CENRO Admin Record Portal. The sidebar on the left contains navigation items: CENRO Admin Record..., CENRO Admin Record..., **Create / Intake** (highlighted with a red box and a '1'), Audit Logs, Office Analytics, Search Documents, and Profile Settings. The main area shows 'Recent Intakes' with a search bar and a table of records. A 'Create Intake' button (highlighted with a red box and a '2') is visible. A 'Create Document Intake' form is overlaid on the table, with a red box and a '3' indicating the form title. Below the table, a detailed view of a tracking slip is shown for document DENR-XII-2026-0013. The slip includes the DENR logo, department name, and a table of document details.

DOCUMENT ACTION TRACKING SLIP					
<b>Document Number</b>	DENR-XII-2026-0013	<b>Year</b>	2026	<b>Date</b>	06/01/2026
<b>Originating Office / Entity</b>	DPWH1				
<b>Sender</b>	Engr Juan				
<b>Encoder</b>	John Dela Cruz				
<b>Address</b>	Koronadal City				
<b>Subject</b>	Special Order V1				
<b>Attachment</b>	yes				
<b>Date / Time Received</b>	<b>From</b>	<b>Date / Time Released</b>	<b>To</b>	<b>Status</b>	<b>Action Required / Taken</b>
Jun 01, 2026 08:20 AM Created by: John Dela Cruz	CENRO Banga - Admin Records	-	CENRO Banga - Officer	Created	Color classification: Pink - Simple Hover for activity logs Hover for attachments preview

Figure 4. Create / Intake page

## Walkthrough

Step	Action
1	Click Create / Intake in the left menu.
2	Click Create Intake.
3	Fill in the form, then submit the document.
4	Return to Recent Intakes and open the tracking slip to confirm the record.

## Button Guide

Callout	Purpose
1	Create / Intake menu. Confirms that you are in the encoding workspace.
2	Create Intake button. Opens the document intake form.
3	Status filter. Narrows the table to the queue status you want to review.
4	Recent Intakes section. Lists the latest encoded documents.
5	View Tracking Slip. Opens the slip for the selected record.

## 5. Create Document Intake Form

The intake form is where you encode a new document before it is tracked inside the system.

Complete the required fields carefully so the receiving office sees the correct details.

**Create Document Intake**  
Submit and route a new document with tracking ID and custody-ready history.

**1** **Sender Source**  
Current Office

**2** **Routing Office**  
CENRO Banga - Admin Records  
Used internally for DENR workflow routing and permissions.

**3** **Originating Office / Entity**  
CENRO Banga - Admin Records

**4** **Sender Name**  
Enter sender name

**5** **Office Address**  
Enter office address

**6** **Subject / Title**  
Enter document subject

**7** **Document Type**  
Select document type

**8** **Others (Specify Document Type)**  
Enter specific document type name

**9** **Type of Complexity**  
Simple

**10** **Days (Custom)**  
3  
Defaults: Simple=3, Complex=7, Highly Technical=20, Others=custom. You can set your own days.

**11** **Color Classification**  
Pink - Simple

**12** **Attachments**  
Choose Files | No file chosen

**13** **Remarks**  
Optional remarks for logs

Buttons: Close, Save Draft, Submit Intake

Figure 5. Create Document Intake form

## Button Guide

Callout	Purpose
1	Sender Source. Select Sender Source
2	Sender. Enter the external sender name when applicable.
3	Originating Office. Enter Name of The Office
4	Office Address. Enter Office Address
5	Subject / Title. Type the main document title or subject.
6	Document Type. Choose the correct document classification.
7	Others. Enter Specify Document Name
8	Type of Complexity. Select What type Complexity
9	Days Custom. Enter Number of Days
10	Color Classification. Choose Color Depending on the Technicality
11	Attachments. Upload the digital copy when available.
12	Remarks. Add extra notes for the log or receiving office.
13	Submit Intake. Saves the intake and generates the tracking-ready record.

## 6. Tracking Slip

The tracking slip is the main proof of document movement inside DTMIS.

Use it to review the tracking ID, origin, subject, and the custody timeline.

1 Adjust Font % 100 Logo S 100 3 Tracking Slip 4 Slip 5 Full Package 6 Routing Flow Details

Republic of the Philippines  
**Department of Environment and Natural Resources**  
 Department of Environment and Natural Resources Regional Office XII  
 Aurora St., City of Koronadal, South Cotabato, 9506  
 Tel No. (083) 228-6225

QR Code: DENR-XII-2026-0007

**DOCUMENT ACTION TRACKING SLIP**

<b>Document Number</b>	DENR-XII-2026-0007	<b>Year</b>	2026	<b>Date</b>	05/27/2026
<b>Originating Office / Entity</b>	CENRO Banga - Admin Records				
<b>Sender</b>	Engr Juan				
<b>Encoder</b>	John Dela Cruz				
<b>Address</b>	Koronadal City				
<b>Subject</b>	scfisd				
<b>Attachment</b>	yes				

Date / Time Received	From	Date / Time Released	To	Status	Action Required / Taken
May 27, 2026 02:07 PM Created by: John Dela Cruz	CENRO Banga - Admin Records	-	CENRO Banga - Officer	Created	Color classification: Blue - Complex/Highly Technical Hover for activity logs Hover for attachment preview
May 27, 2026 02:08 PM Action by: John Dela Cruz	CENRO Banga - Admin Records	May 27, 2026 02:08 PM	CENRO Banga - Officer	Forwarded	Forwarded to next office. Hover for activity logs Hover for attachment preview
May 27, 2026 02:08 PM Received by: Seed CENRO OFFICER 66	CENRO Banga - Admin Records	May 27, 2026 02:08 PM	CENRO Banga - Officer	Received	Forwarded to next office. Hover for activity logs Hover for attachment preview
May 27, 2026 02:08 PM Action by: Seed CENRO OFFICER 66	CENRO Banga - Officer	May 27, 2026 02:08 PM	Monitoring and Enforcement Section (MES)	Forwarded	Forwarded to next office. Hover for activity logs Hover for attachment preview
May 27, 2026 02:09 PM Received by: CENRO	CENRO Banga - Officer	May 27, 2026 02:08 PM	Monitoring and Enforcement Section (MES)	Received	Forwarded to next office. Hover for attachment preview

**Attachment Vault**

- 1.webp (uploaded May 27, 2026 02:07 PM)

Tracking Slip rows reflect custody receivers and key workflow statuses (Signed/Completed and Released) from backend activity logs.

Figure 6. Tracking slip view

## Walkthrough

Step	Action
1	Open a record from Recent Intakes or another queue page.
2	Review the tracking ID, subject, and offices shown in the slip.
3	Use Print Slip or Print Full Package when a hard copy is needed.

## Button Guide

Callout	Purpose
1	Back button. Returns you to the previous page.
2	Tracking ID field. Enter another tracking number when you want to load a different record.
3	Load Tracking Slip. Opens the slip for the tracking ID in the field.
4	Print Slip. Prints the current tracking slip.
5	Print Full Package. Opens the larger print package with more record details.
6	Tracking slip body. Shows the official slip information and routing timeline.

## 7. Search Completed Records

Use the search/archive page to find completed records under your office scope.

This is helpful for historical review, retrieval, and audit preparation.

The screenshot shows the DENR XII CENRO Admin Record Portal. The sidebar on the left contains navigation items: CENRO Admin Record..., Create / Intake, Audit Logs, Office Analytics, Search Documents (highlighted), and Profile Settings. The main content area features a top navigation bar with 'Online', a notification bell, a refresh icon, a 'Screenshot' button, and a user profile 'JD'. Below this are four summary cards: RECEIVED (42), APPROVED (0), FORWARDED (40), and COMPLETED (2). The 'Completed Document Archive' section includes a search bar (callout 2), a 'Live sync updated 6/1/2026, 9:22:40 AM.' status, and a table of results (callout 3). The table has columns for TRACKING ID, SOURCE, SENDER, SUBJECT, DOCUMENT TYPE (+ ARTA), STATUS, and DATE CREATED. Two records are shown: DENR-XII-2026-0009 and DENR-XII-2026-0008. Below the table are buttons for 'View Details' (callout 4), 'View Tracking Slip', 'Print Package', and 'QR Stamp'. A 'Sync Endpoint: Internet' indicator is also present. The footer contains copyright information and links for DTMIS v2.0.0, Privacy Notice, Terms of Use, Help Desk, and Report phishing.

Figure 7. Search completed records

## Button Guide

Callout	Purpose
1	Archive area. Main workspace for reviewing completed documents.
2	Date filter. Narrows the archive to a selected date range.
3	Completed Document Archive. The results table for completed records.
4	View Details. Opens the selected document details panel.

## 8. Profile Settings

Use profile settings to confirm your account details and maintain your access.

You can update your email address and change your password from this page.

The screenshot displays the 'Profile Settings' page in the DENR XII Role Portal. On the left sidebar, the 'Profile Settings' option is highlighted with a red box and callout 1. The main content area is titled 'ACCOUNT SETTINGS' and shows the user's name 'John Dela Cruz' with callout 2. Below this, a table lists account details: USERNAME (seed.cenro.admin.record.51), ROLE (Cenro Admin Record), and CURRENT EMAIL (seed.cenro.admin.record.51@denr.gov.ph). The 'Update Email' section (callout 3) includes a 'CURRENT EMAIL' field with the current address, a 'New Email' input field, and a 'Current Password' field. The 'Change Password' section (callout 4) has fields for 'Current Password', 'New Password', and 'Repeat New Password' (callout 5), each with a 'Show' button. A 'Save Email' button is located below the 'Update Email' section, and an 'Update Password' button is below the 'Change Password' section. The footer contains copyright information and links for Privacy Notice, Terms of Use, Help Desk, and Report phishing.

Figure 8. Profile settings page

## Walkthrough

Step	Action
1	Open Profile Settings from the sidebar or profile menu.
2	Update your email or password, depending on your need.
3	Enter your current password when the page asks for verification.

## Button Guide

Callout	Purpose
1	Account summary. Shows your name, username, and current role.
2	Update Email section. Starts the email update process.
3	Email field. Enter the replacement Gmail or DENR email address.
4	Change Password section. Opens the password update form.
5	New password field. Type the password you want to use next.

## Support Tips

When reporting a system issue, include the page name, the tracking ID if available, and a screenshot of the problem.

If You Need To...	Best Action
Reset access	Use the password recovery page or contact your system administrator.
Trace a document	Open the tracking slip and confirm the latest office and action.
Find a completed record	Use the archive/search page with the date filter.
Change account details	Open Profile Settings and verify changes with your current password.

*End of manual. Use this guide together with your office procedures and the system's Support Center links.*