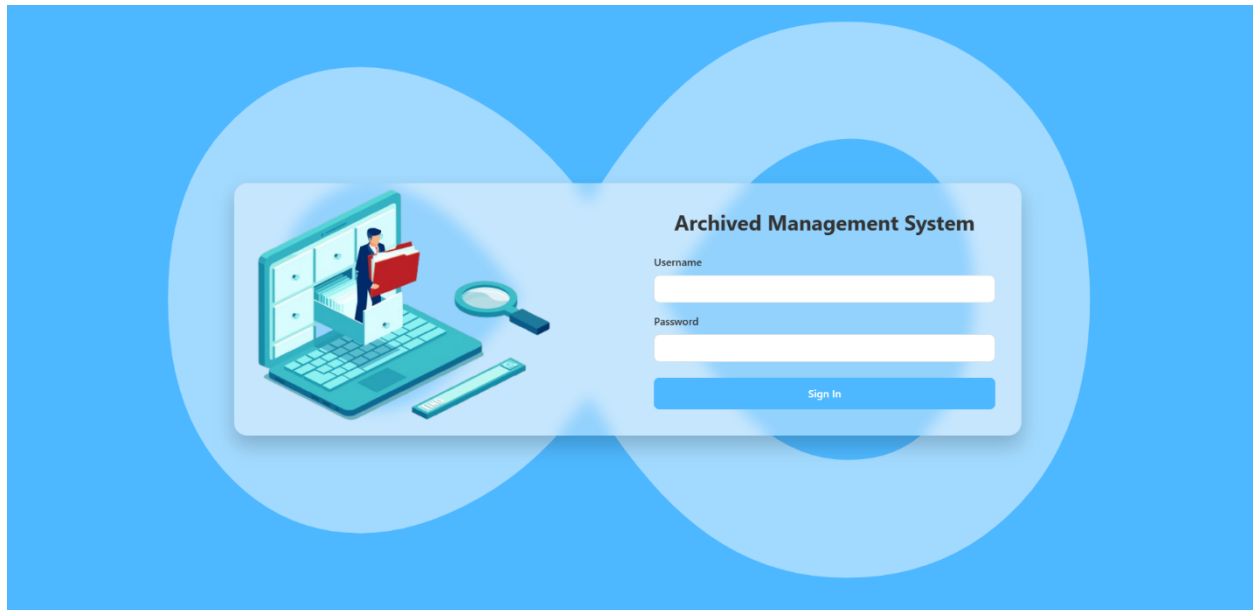


Log-In



The dashboard of the Archive Management System shows a welcome message and a summary of document statistics. A blue callout bubble points to the "Manage Document" link in the sidebar.

ARCHIVE MS

MANAGEMENT

- User Management
- Configuration

DOCUMENTS

- Manage Document (To Submit Document)
- Mass Upload

AUDIT LOGS

- Manage Logs

REPORTS

- Reports

Welcome to the Archive Management System

Securely manage, archive, and retrieve your documents with ease.

Hello, Abdenab! Your role: Super Admin, System Admin, Department

38 Total Archived

2 Active Documents

1 Pending Review

17 Expired Documents

Document Recap Report

Document Type Distribution

Document Type	Count
Loan Document	24
KYC	15
Proxy	3
Others	1

Document Statistics

Document Type	Count
Loan	24
Proxy	15
Loan Contract	3
KYC	1

43 TOTAL DOCUMENTS

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To Submit Single Document

The screenshot shows the 'ARCHIVE MS' dashboard. The left sidebar contains a 'DOCUMENTS' section with a 'Submit Document' option. A blue callout bubble points to this option with the text 'Submit single Doc.'. The main content area displays a 'Welcome to the Archive Management System' banner, a summary of document counts (38 Total Archived, 2 Active Documents, 1 Pending Review, 17 Expired Documents), and a 'Document Recap Report' showing a pie chart for 'Document Type Distribution' and a table for 'Document Statistics'.

Document Type	Count
Loan	24
Proxy	15
Loan Contract	3
KYC	1

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The screenshot shows the 'Submit Document' form. It includes fields for 'Title', 'Expiration Period', 'Document Tag Type', and 'Document Type'. A 'Submit' button is at the bottom. Four blue callout bubbles provide instructions: 'Write the document name correctly' points to the 'Title' field; 'Select the Document tag type' points to the 'Document Tag Type' dropdown; 'Select the Document type' points to the 'Document Type' dropdown; and another 'Select the Document type' bubble points to the 'Document Type' dropdown.

localhost:7023/Documents/Create#

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Document Mass Upload

- Before uploading the document, be sure that the documents are named correctly and categorized under the same document type and tag type.
- Note: Don't upload documents in bulk that are not categorized under the same tag type and document type.

The screenshot shows the Archive MS dashboard. On the left sidebar, under the 'DOCUMENTS' section, 'Mass Upload' is highlighted with a blue arrow pointing to it. Another blue arrow points from the 'Mass Upload' text to a box labeled 'To upload by Mass'. The main dashboard area features a 'Welcome to the Archive Management System' banner, a summary of document counts (38 Total Archived, 2 Active Documents, 1 Pending Review, 17 Expired Documents), and a 'Document Recap Report' section. The report includes a 'Document Type Distribution' pie chart and a 'Document Statistics' table.

Document Type	Count
Loan Document	24
Proxy	15
Loan Contract	3
KYC	1

43 TOTAL DOCUMENTS

The screenshot shows the 'Bulk-Upload Documents' form. Annotations with blue circles and arrows point to specific fields: 'Select the Document Type' points to the 'Document Type' dropdown, 'Select the Document Tag Type' points to the 'Document Tag Type' dropdown, and 'Set Exp. Date for All At once' points to the 'Expiration Period' field. The form includes a file selection area, a list of allowed formats, and an 'Upload Documents' button.

Bulk-Upload Documents

Select Files (Multiple) *

Choose Files No file chosen

Allowed formats: .pdf, .docx, .jpg, .png, .xlsx, .txt, .zip, .csv < 5MB

Document Type *

-- Select Document Type --

Document Tag Type *

-- Select Tag Type --

Expiration Period *

Select period

Expiration will be calculated by adding the selected period to today's date

Set Exp. Date for All At once

Upload Documents

Previous Documents Mass Upload

- Before uploading the document, be sure that the documents are named correctly and categorized under the same document type and tag type.
- Note: Don't upload documents in bulk that are not categorized under the same tag type and document type.

The screenshot shows the Archive Management System (AMS) dashboard. The sidebar on the left contains the following menu items: MANAGEMENT (User Management, Configuration), DOCUMENTS (Manage Document, Mass Upload, Bulk Upload, Upload Previous), AUDIT LOGS (Manage Logs), and REPORTS (Reports). The main content area displays a welcome message and four status cards: 38 Total Archived, 2 Active Documents, 1 Pending Review, and 17 Expired Documents. Below these is a 'Document Recap Report' featuring a 'Document Type Distribution' pie chart and a 'Document Statistics' table.

Document Type	Count
Loan Document	24
Proxy	15
Loan Contract	3
KYC	1

43 TOTAL DOCUMENTS

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The screenshot shows the 'Previous Document Uploading' form. Annotations in blue boxes provide instructions for each field:

- Select Doc. By ctrl + click documents**: Points to the 'Choose Files' button.
- Select the Document Type**: Points to the 'Document Type' dropdown menu.
- Select the Document Tag Type**: Points to the 'Document Tag Type' dropdown menu.
- Enter Document uploaded year**: Points to the 'Uploaded Year' input field.
- Set Exp. Date & calculated from upload year**: Points to the 'Expiration Period' dropdown menu.

The form includes a 'Select Files (Multiple)' section with a 'Choose Files' button and a 'No file chosen' status. Below this is a list of allowed formats: pdf, docx, jpeg, png, xlsx, txt, zip, csv < 5MB. The 'Expiration Period' dropdown has a note: 'Expiration will be calculated by adding the selected period to today's date'. The 'Upload Documents' button is at the bottom right.

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How To Filter Documents

The filtering Page is prepared according to users' role.

ARCHIVE MS

MANAGEMENT

User Management

Configuration

DOCUMENTS

Manage Document

Mass Upload

AUDIT LOGS

Manage Logs

REPORTS

Reports

Filter Documents

SubProcess

Core Banking and Enterprise Systems

Department

ERP

Document

Select Filtering Type

Tag

Select Filtering Type

Uploaded Year

2025

Filter

Show 5 entries

Search

Copy Column visibility

Title	Process	Sub Process	Branch	Department	Tag Type	Document Type	Uploaded Date	Uploaded By	Status	Expiration Date	Actions
.MX Message On Lite2 test Server	Information System Office	Core Banking and Enterprise Systems			Withdrawal	Loan	6/10/2025 10:15:29 AM	Abdenab	Archived	6/10/2030 10:15:29 AM	<a>Download <a>Edit <a>Delete
.MX Message On Lite2 test Server	Information System Office	Core Banking and Enterprise Systems		ERP	Withdrawal	Proxy	6/10/2025 10:19:05 AM	Abdenab	Archived	6/10/2035 10:19:05 AM	<a>Download <a>Edit <a>Delete
.MX Message On Lite2 test Server1	Information System Office	Core Banking and Enterprise Systems			Withdrawal	Loan	6/10/2025 10:15:29 AM	Abdenab	Archived	6/10/2030 10:15:29 AM	<a>Download <a>Edit <a>Delete
.MX Message On Lite2 test Server1	Information System Office	Core Banking and Enterprise Systems		ERP	Withdrawal	Proxy	6/10/2025 10:19:05 AM	Abdenab	Archived	6/10/2035 10:19:05 AM	<a>Download <a>Edit <a>Delete
Abdena Belachew	Information System Office	Core Banking and Enterprise Systems		ERP	Withdrawal	Proxy	6/10/2025 10:36:34 AM	Abdenab	Archived	6/10/2030 10:36:34 AM	<a>Download <a>Edit <a>Delete

Showing 1 to 5 of 6 entries

Previous 1 2 Next

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