

TAWASOL

User Manual



System administration

Document Control

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1. Introduction

After you finish reading this section you will have a general perception of e-mail system, and this guide, and how to read it to get the most benefit possible.

Welcome to CMS system.

The design and development of CMS system to perform all correspondence tasks (preparation, transfer, archiving) between the body / ministry departments. It also helps in the preparation and archiving of correspondence conducted between the Commission / Ministry and other departments and entities.

The system is characterized by multiple advantages facilitate the performance of the ministry work, and also facilitates the workflow cycle, as well as to reduce the frequent use of securities transactions and print and sent by correspondents of the concerned authorities within the ministry. The system also will reduce the large number of independent software used such as system issued and Ward, scanning system, and workflow system.

We have worked hard to design and develop a single system is doing all the systems referred to within a comfortable working environment, so that makes it easier for all employees to use easily and great flexibility.

Let's proceed to this system directory to learn more about this wonderful system...



1.1 About this guide

This guide has been prepared to be your guide to the use of CMS system, and the completion of all functional tasks related to electronic correspondence, in the best way. According to the functional tasks and permissions required granted to you.

One of the most important advantage of its material user manual, coverage for all practical steps, starting from the starting page logs the username and password, through basic messaging functions, and prepare for the incoming and outgoing, and the end of the statistical reports on the progress of work. Where it was explained that article practical guidelines, to understand the steps to work step by step. So that enables you to rely on yourself to move forward in accomplishing your tasks and solve any problem you may experience. This is achieved through a detailed explanation, notes, and illustrations for all system procedures, and clear and comprehensive manner easy.

1.2 For whom is this guide

This manual is a guide for users of the system with various functional roles, from ordinary users viewing their profile, to prepare the staff of incoming and outgoing, to a normal administration officials and secret.



The explanation of all the permissions in the system, you can read the chapters that interest you according to the permissions required granted to you. You can also see the rest of the operations, to see all the advantages of CMS system.



1.3 How do you read this guide?

This content was organized into several chapters according to functional tasks, so that you can start and access to what you want quickly, to save time and fuss and get the most out of this guide.

The coordination of the explanation put notes and hints, to keep the display information in the best way, make it easier for you to understand the process of the system. It was highlighted those observations and suggestions in a special format and symbols are shown in the following table:

Table symbols used in the CMS system directory	
	Note: draw attention to the functions and tasks of differences and excellence have been within the explanation, to understand the system accurately.
	Tip: Tip for jobs and benefits within the system has been or will be explained in detail, within the directory.



2. Access to the system and explain his main

2.1 starting system

2.3 Login

2.4 log out

- ▶ After you finish reading this part you'll be able to the following should:
 - Operation System
 - log in
 - sign out

2.1 Starting system

You can start in a mail system through the introduction of CMS system address, in the address line within any Internet browser (google chrome - Internet explorer - Fire fox – Safari).

- ▶ In the first entry system then type the mail system address in your browser's address line network, as shown in Figure aside.

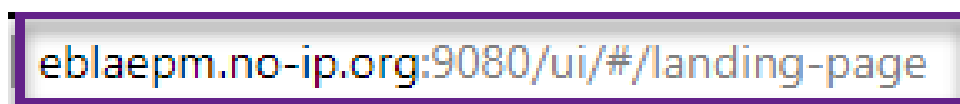



Figure 1: CMS System Title

- ▶ You can convert "the address of the mail system" to a desktop shortcut through the web browser by clicking on the procedures and then choose  "More tools" from the menu appears drop-down list you a list of them Janbahachter "Add to desktop" as shown in the following figure:

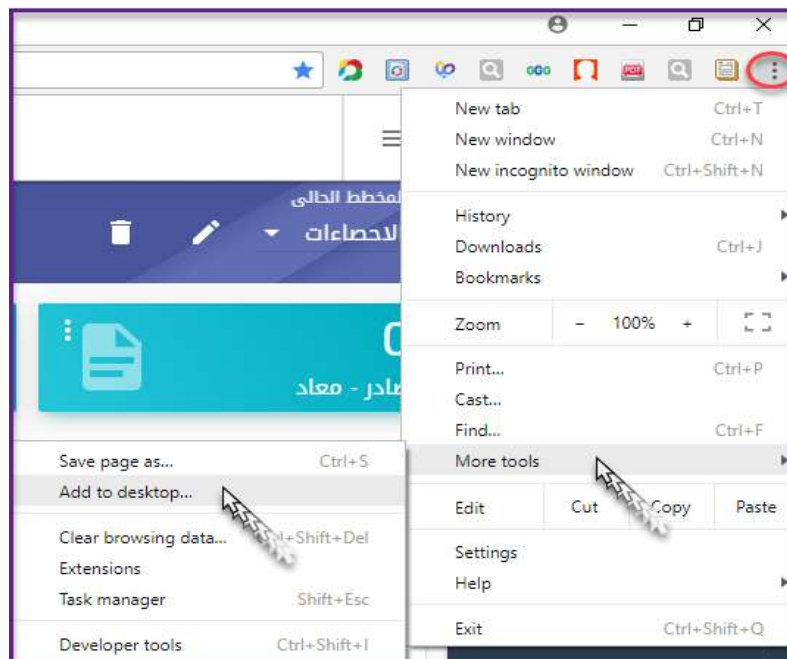


Figure 2: Create a shortcut to the system on the desktop

- ▶ After choosing "Add to desktop" from the side menu will show you a message and you click on the "Add" as shown in Figure aside.

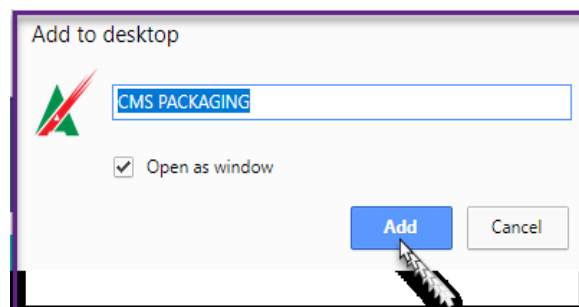


Figure 3: Add desktop shortcut AI

- ▶ When it stabilizes Telly mail system on the desktop as shown in Figure aside icon.

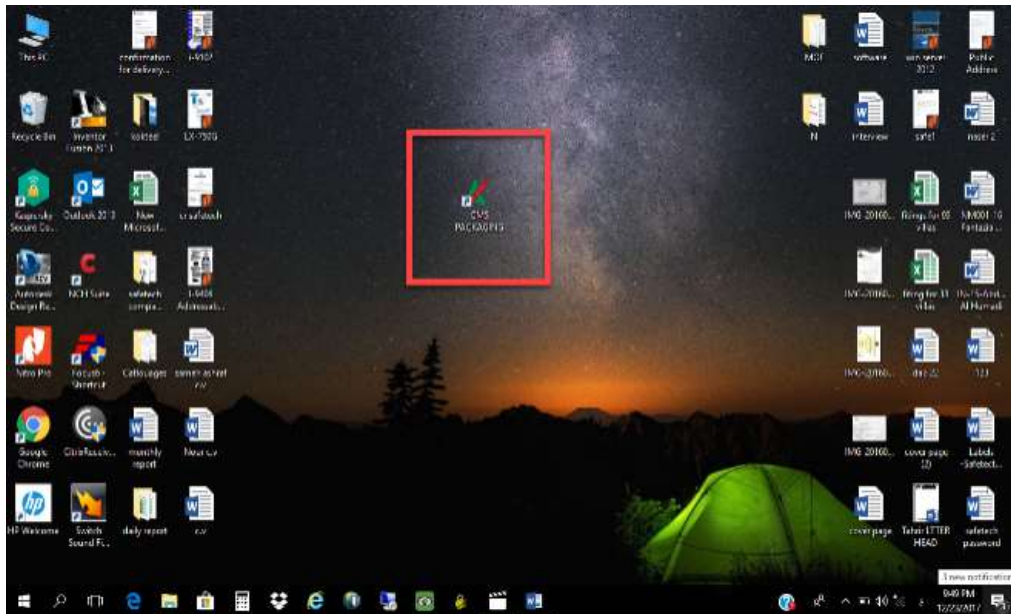


Figure 4: Mail on the desktop system icon

2.2 Login

- ▶ When starting to the electronic mail system, the system opens the first page of it, and log on to the system page, shown in the following figure.



Figure 5: Screen access to the system

- ▶ Enter the user and your password name, and then click on the "enter" button, as in the previous format.

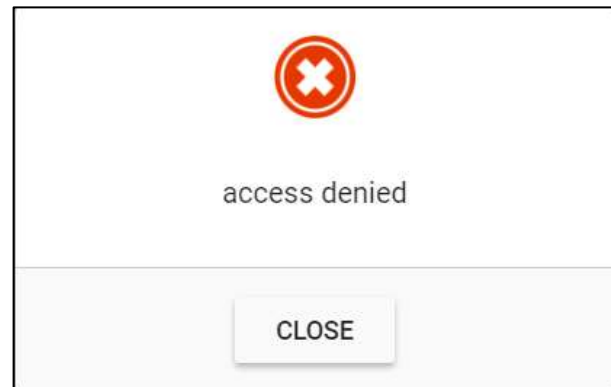


Features a password case sensitive (large or small).

- ▶ If you log on to your data properly, the system opens your home page and mail system can address any of the authorized procedures in accordance with the permissions granted to you.

2.2.1 Discuss cases of error contained when you log

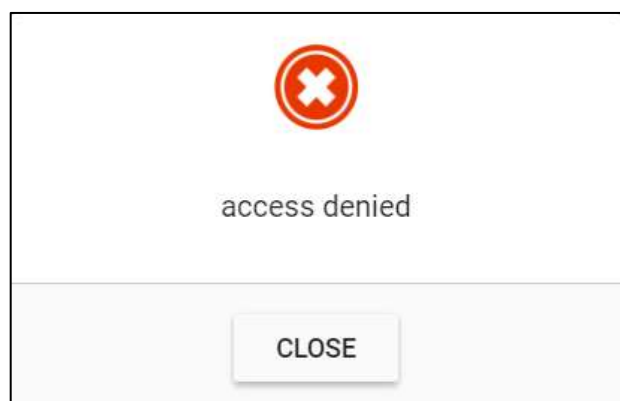
1. In case the user name ID on the system and the password is incorrect, the system issues the error message shown in the following figure:



2. If you do not enter data in one or both fields, the system empty field in red and appears if you click on the login button, the system issues the error message as shown in the following formats:

A screenshot of a web-based login form. At the top, it says 'log in to your account !' followed by a three-dot menu icon. Below this, there are two input fields. The first field is labeled 'Username *' and contains the text 'p8admin'. The second field is labeled 'Password *' and is currently empty; its border is red, and the text 'This is required' is written in red below it. Below the password field, there is a checkbox labeled 'Remember Me !' and a blue link that says 'Forget Password !'. At the bottom of the form is a wide, light gray button labeled 'LOGIN'.

3. In case you enter a user name that is not defined in the system with a password and you click on the enter button, the system issues the error message shown in the following figure:



2.3 Sign out

If you want to end the work session in the system you can do so by clicking on logging off through a list of user options icon, described in the following figure.

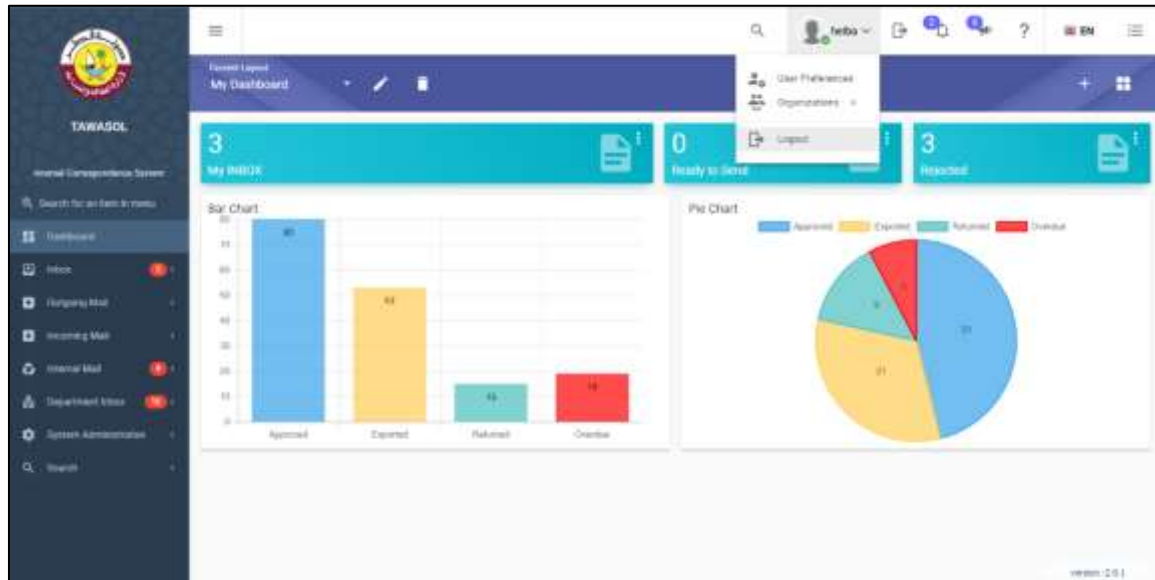



Figure 6: Log off screen

- ▶ You can exit the system by clicking the exit button  Right in the browser in this case, the angle is closed window system while maintaining the session in any case you return to the system can access it without entering data logging (within the period of validity of the session of 30 minutes).

3. Governmental entities

Intended government entities, is the entity that continues to use the system, and through this function can add or delete a new entity, and the management of public settings for this entity the name as a selection, and the name of the program, as well as activation and non-activation, as in the following figure:

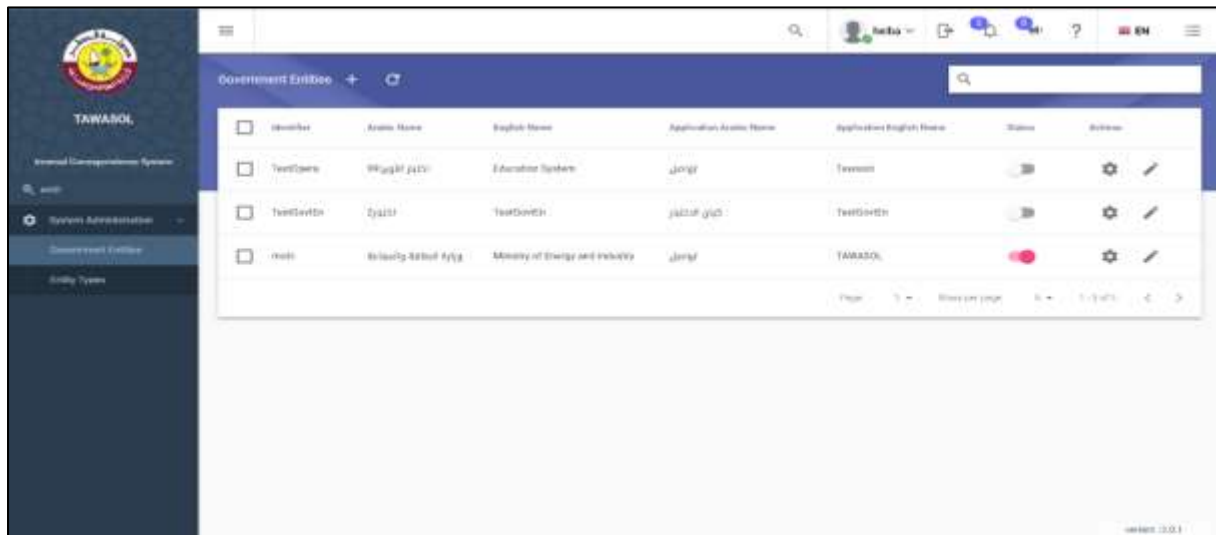


Figure 7: Display government entities that have been added to the system

3.1 Explanation of symbols in government entities window



- It enables you to add a new government entity.
- Work enables you to update the page.
- Search within government entities window.
- Enabled
- Not enabled.
- General settings.
- Modification.

3.2 + Adding a new government entity:

Figure 8: Add a new government entity

3.2.1 Basic Information

- **ID code:** It is the letters that express the name of the entity, for example, the Ministry of Justice, the symbol induction to her "MOJ".
- **Name in Arabic:** Entity name in Arabic.
- **Name in English:** Entity name in English.
- **Application name in Arabic:** It is the name that will be launched by the government entity on the correspondence system, as "TAWASOL". That appears in the interface in Arabic under the logo.
- **Application name in English:** It is the name that will be launched by the government entity on the correspondence system, as "TAWASOL". That appears in the interface in English under the logo.

- **Case:** You can activate or deactivate the authorities through: (☒ Active / ☐ inactive).
- **Help link:** The user manual link is loaded from the login page.

And it includes two:

3.2.2 Global Settings

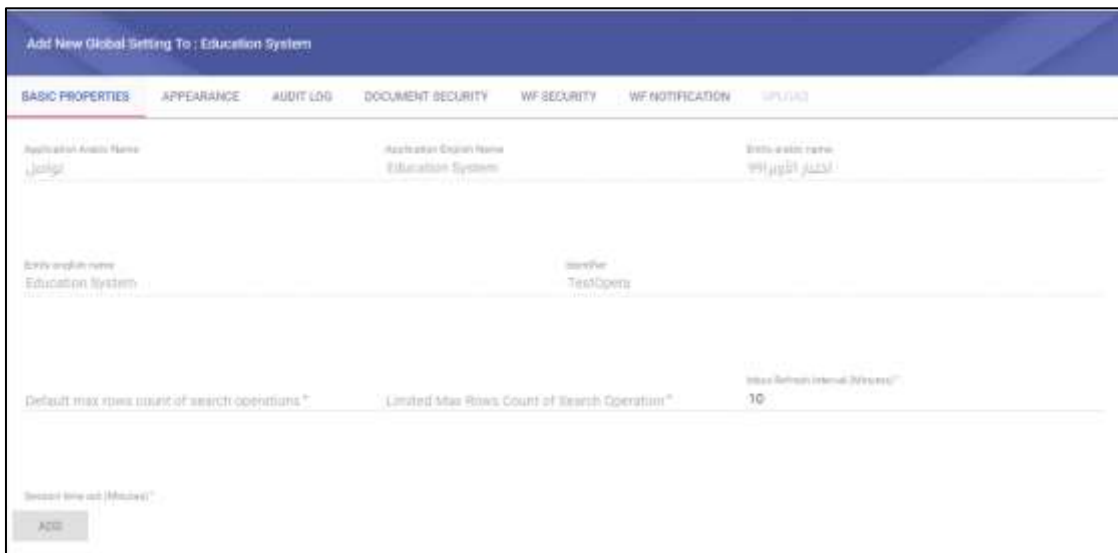


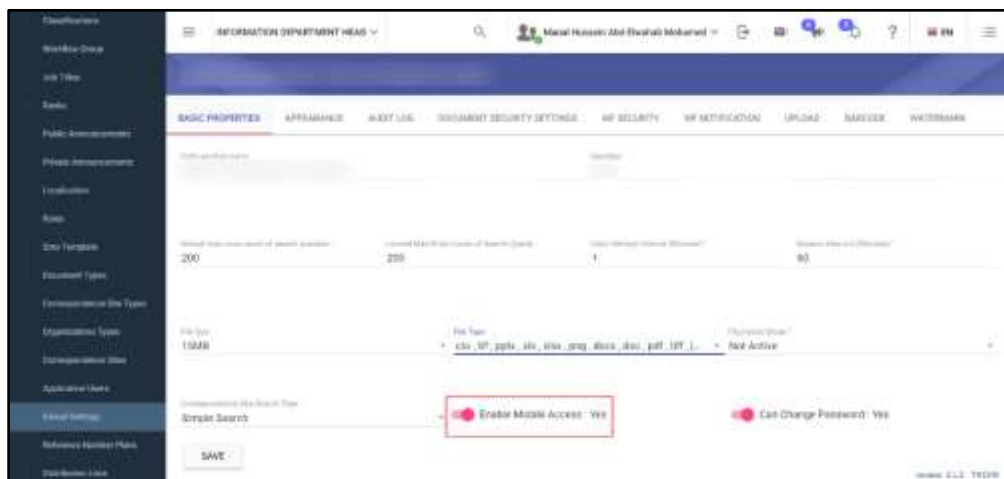
Figure 9: Global settings for government hand

3.2.2.1 Basic properties

- **Application name in Arabic:** It is the name that will be launched on the correspondence system, for example, " TAWASOL ".
- **Application name in English:** It is the name that will be launched on the correspondence system, for example " TAWASOL ".
- **Entity Arabic name:** The name that will be launched for the entity.
- **ID code:** It is the letters that express the name of the entity, for example, the Ministry of Justice, the symbol induction to her "MOJ".
- **The default value for the search results in the files and users:** Choose a default value for the number of files in the search results and users.
- **Maximum Search results in the files and users:** Specify the maximum number of search results.

- **Inbox refresh interval:** Specify the time needed to update the inbox page, for the appearance of new incoming.
 - **Session time out:** If the system is not used for a certain time, the system terminates the session, depending on the time you specify.
 - **File size:** System allows you to specify the size of the files that the user will be upload to the system, through the following available:

5MB
10MB
15MB
 - **Activate login from phone:** The possibility of access to the system through the Internet from a mobile phone.
 - **Password change:** Show option enables users to change them their password.
- ◀ This service allows you to access the application by phone and do this service from the global settings of the system and if disable, no user of the system can access the application by phone as shown in the following figure:



3.2.2.2 Appearance

Figure 10: General Settings: Appearance government hand

- **Show Copyright Text:** Show intellectual property rights.
- **Terms and Conditions of Use Policy:** Allows you to add the terms of the policy and use of the system.
- **Support phone:** Show technical support phone.
- **The default style for the color scheme:** Choose the color scheme of the system through a set of patterns that have been previously set.
- **Additional content for the login window:** In case you want to add additional content appears when users have access to the system, does not exceed 500 characters.
- **Support E-mail:** Show e-mail technical support.

3.2.2.3 Audit log

Figure 11: General Settings: Audit Log

- **Register login/ logout operations:** The possibility of working a record for operations log in and out users.
- **Registrations view document:** The possibility of a log of the process of viewing files by users.
- **Record your system operations managers:** A record operations performed by system administrators to add a user or amendment to the departments and entities ... etc.
- **Exclude users from the audit log:** Exception procedures carried out by a particular user from appearing in the audit log, you can choose users from the figure below, and the system allows you to search for the user through (login name, employee number, organization unit, name (Arabic, English)).



3.2.2.4 Document Security

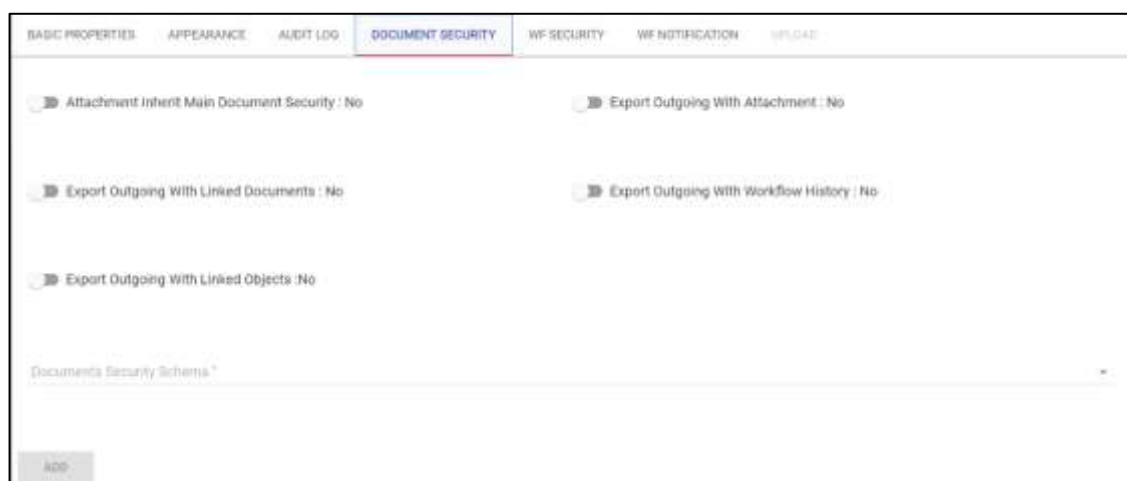


Figure 12: General settings: Document Security

Attachment inherit main document security:

Yes: The level of security of the attachment is the same as the level of security of the document.

No: Special secret identification degree of the facility.

Export outgoing with attachment:

Yes: Control the possibility of exporting facility or not.

No: Facility will not be exported.

- **Export outgoing with linked documents:**
Yes: Control the possibility of export-related entities or not.
No: it will not be export-related entities.
- **Export outgoing with workflow history:**
Yes: Control the possibility of exporting work log (book procedures) or not.
: No work will not be exported record (book procedures).
- **Export outgoing with linked objects:**
Yes: Control the possibility of exporting books related or not.
No: it will not be export-related books.
- **Document Security Schema:** Choose the degree of confidentiality either the user management level, or at the level of the entire government.

Security per Organization Hierarchy

Security per Limited Organization Hierarchy

3.2.2.5 Workflow Security

BASIC PROPERTIES	APPEARANCE	AUDIT LOG	DOCUMENT SECURITY	WF SECURITY	WF NOTIFICATION	UPLOAD
Workflow Governance Rules* * Security Levels *						

- **Workflow Governance Rules:** Determine the validity of users to submit the document, through the following available options:

User can send the document to all organization users

User can send the document to any user in the same unit

User can send the document to all

- **Secret Levels:** Determine the degree of confidentiality that will be used on the level, through the following options available:

<input checked="" type="checkbox"/> Secret
<input checked="" type="checkbox"/> Confidential
<input type="checkbox"/> Private
<input type="checkbox"/> Secret
<input type="checkbox"/> Top Secret

3.2.2.6 WF Notifications

Figure 13: General Settings: WF Notification

- **Notify the sender when reach deadline without action:** Send a notice to the user that the exact date for action on the book has ended.
- **Enable SMS Notification:** Access user notices via SMS.
- **Enable Escalation Process:** Determine the action to be taken if the document exceeded the time limit for action by the user.
- **Choose how to escalate the messaging:** In case the book exceeded the time limit for taking action, select the appropriate method for escalation.

☐ قم بإرجاع المعاملة للمرسل
☐ قم بإرجاع الكتاب للمدير المباشر
- **Send alarm before the deadline to:** Send an alert before the expiration of the deadline for the expiration of the period specified for action on the book by the user.
- **Activate the alert e-mail service:** The ability to send notifications to the user via e-mail.
- **Use central Archive Internally:** The possibility of activating the central archives on the level.
- **The maximum number of days to respond to correspondence waiting to reply:** Determine the maximum number of days for books that need a response, which cannot exceed the user when he specifically.

3.2.3 Second Position: Edit

- The system allows you to modify the basic information for the entity, as in the following figure:

Figure 14: Edit window in the general settings for government hand

Viewers log

- ◀ Through System Manager, the system allows you to view the log of users who viewed the book only and without permission.
- ◀ A new screen has been added allowing the user to search for the document by the following (watermark serial number, book title) but only a watermark display history will be displayed and the user cannot view the document or its properties.

Note: When you open or print the book the user's watermark is changed to another.



Sub admin

- ◀ The system administrator has been removed from the organizational structure and replaced by the sub-system administrator and super-system administrator on all departments through a new screen that is not linked to any validity.
- ◀ Admin is the first system administrator on all departments and gives authority to others to become system administrators over other departments from the new screen, all users are listed as admins or managers on all departments in the network even if they are duplicated in a different departments.
- ◀ Administrators screen from administration list will display only if user is super-system administrator
- ◀ Viewers log screen from administration list will display only if user is super-system administrator
- ◀ The Add icon appears at the top of the screen and clicking it will display a screen containing the following:
 - Toggle the choice between the system administrator and the system administrator on each department
 - Add button to add the user to a list with the manager type selected
 - After selecting the system administrator program on all departments, the add button will be active
 - If the option is selected in System Administrator, a dialog box to search for a user via the administrative unit appears
 - After selecting the user, a list of the departments to which he belongs will appear
 - The user can then be selected as managers of one department or several departments
 - Selecting a user as a manager on all departments will remove and override all departments designated as a manager

Administrators +

Please Select a Type: All

Arabic Name	English Name	Super Admin	Organization	Actions
المستخدم 1	Test User1			
المستخدم 2	Test User2			
المستخدم 3	Test User3			
المستخدم 4	Test User4			

4. Classifications

Is a classification of documents according to the theme of the book is divided into classifications into a major category, and sub Classifications, and can clarify the meaning of classifications through the following example:

Main Classification

Contracts

Vacations

Sub Classification

Automotive contracts

Sick leave

Classifications +

<input type="checkbox"/>	Arabic Name	English Name	Status	Global	Security Levels	Sub Classification	Actions
<input type="checkbox"/>	تصنيف 1	Item A			Normal		
<input type="checkbox"/>	تصنيف 2	Category1			Normal, Confidential		
<input type="checkbox"/>	تصنيف 3	Item 1			Normal, Confidential, Private		
<input type="checkbox"/>	تصنيف جديدة جدا	New Category			Normal, Confidential, Private		
<input type="checkbox"/>	التصنيف	tttttttt			Normal, Private		

Page: 1 Rows per page: 5 1 of 5

Figure 15: Window display classifications that have been added to the system

4.1 Explanation of the icons in the window Classifications






It enables you to add new rankings.



Enables you to work update page classifications.



It enables you to search for classifications within the window.

- ☒ Enabled
- ☐ Not enabled.
-  Display sub-classifications.
-  Delete.
-  Edit.

4.2 How to add a new classification

4.2.1 I. Basic Info

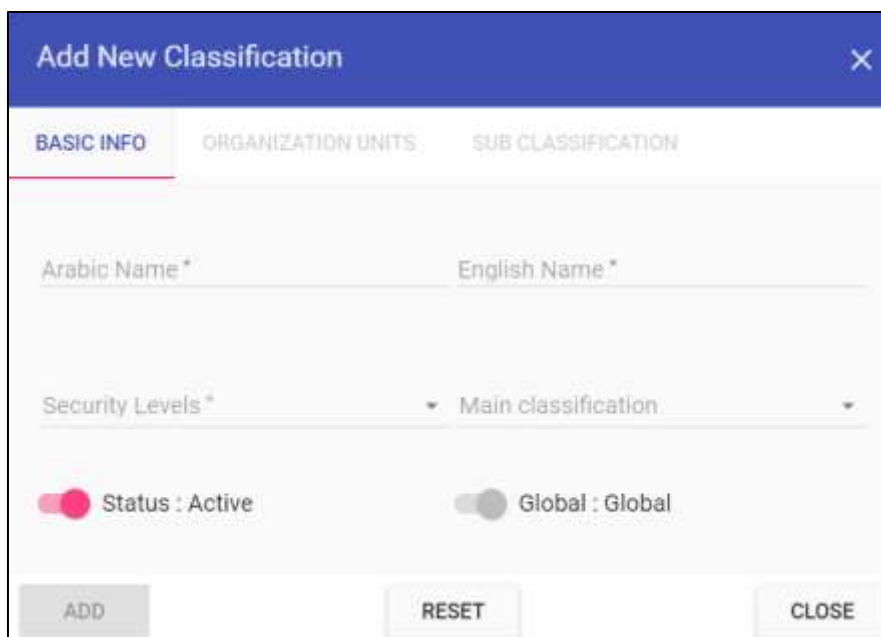
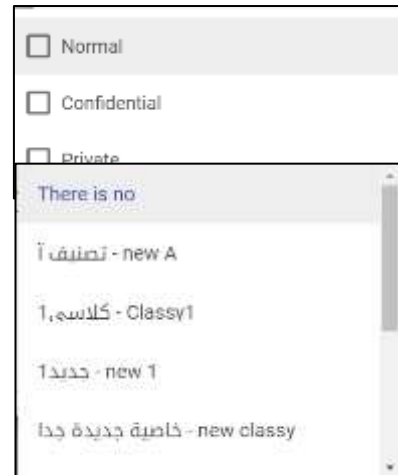


Figure 16: Window add a new classification – Basic Info

- **Arabic name:** Writing the name of classification in Arabic.

- **English name:** Writing the name of classification in English.
- **Security levels:** Specify the security levels with which this label appears, with the following options:
- **Main classification:** In case this was a sub-category, will identify the main classification, which will follow him this new classification, and will show you the list, all Classifications in the system to choose from, as in the form:



The screenshot shows a web form for selecting security levels and a main classification. It includes three checkboxes for 'Normal', 'Confidential', and 'Private'. Below these is a dropdown menu currently displaying 'There is no'. The dropdown list contains four items: 'تصنيف آ - new A', 'كلاسسي - Classy1', 'جديد - new 1', and 'خاصية جديدة جدا - new classy'.

<input type="checkbox"/> Normal
<input type="checkbox"/> Confidential
<input type="checkbox"/> Private
There is no
تصنيف آ - new A
كلاسسي - Classy1
جديد - new 1
خاصية جديدة جدا - new classy

- **Status:**



Active: The emergence of this classification in the departments.



Inactive: This classification does not appear in the departments.

- **Year:**



Yes: The emergence of this category in all departments in the organizational structure.



No: It will be allocated to a group of departments to show them this classification.

4.2.2 Organization Units

If you deactivate "General", you can customize which departments will display this label, as in the following figure:

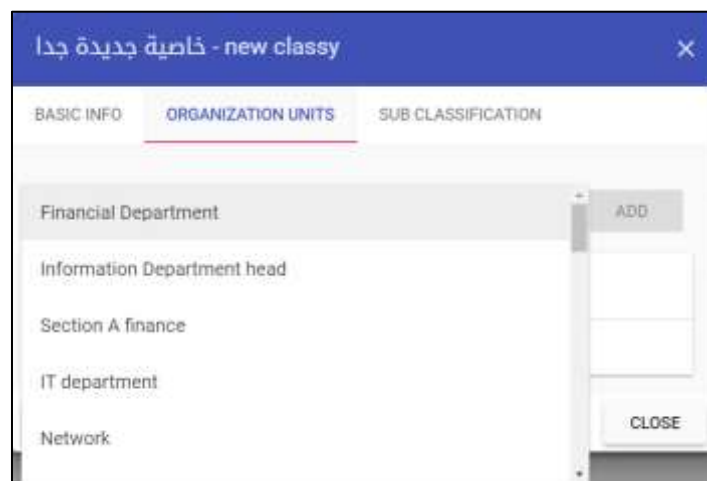


Figure 17: Window add a new classification - organization units

4.2.3 Sub-classification

If the new category is "main", you can add the subcategories that fall under it in this window, as in the following figure:



Figure 18: Add a new sub-Classifications

- ▶ When you click on "Add sub Classifications" The system opens the "Add a new classification of" window which has been explained previously.

5. Workflow group management

Sometimes the work requires the formation of a committee or working group, to participate in a particular work, this will require a correspondence between the members of this group, so the messaging system allows you to create working groups.



Figure 19: workflow group management window

5.1 + Adding new workflow group:

5.1.1 Basic

add new workflow group

BASIC INFO

GROUP MEMBERS

Arabic Name *

English Name *

Status : Active

ADD

RESET

CLOSE

Figure 20: Window running add the workflow group

- **Name in Arabic:** Writing the name of the group in Arabic.
- **English name:** Writing the name of the group in English.
- **Case:**
 - ☒ **Active:** This group is the emergence of the departments.
 - ☐ **Inactive:** This group does not appear in the departments.

5.1.2 Group Members

The screenshot shows a window titled 'add new workflow group' with a close button (X) in the top right corner. Below the title bar, there are two tabs: 'BASIC INFO' and 'GROUP MEMBERS'. The 'GROUP MEMBERS' tab is selected and highlighted with a blue border. Below the tabs, there is a large plus sign (+) button. Underneath the plus sign, there is a table with four columns: 'Arabic Name', 'English Name', 'Organization', and 'Action'. At the bottom of the window, there are three buttons: 'ADD', 'RESET', and 'CLOSE'.

Figure 21: Members of the conduct of a new working group window

- ▶ tap on + To add members to the group:

The screenshot shows a window titled 'Group Members' with a close button (X) in the top right corner. Below the title bar, there is a search section with a dropdown menu set to 'Financial Department', a 'Login name' dropdown, and a 'Select User' button. Below this, there is a table with three columns: 'Domain Name', 'Organization', and 'Actions'. The table is currently empty, displaying the message 'No Users found to display.' At the bottom of the window, there is a 'SAVE' button.

Figure 22: Add a member to the conduct of the Workflow Group

- ▶ Click on the login name to choose the search criteria for users and choose from the following list:
- ▶ Save the list.

The screenshot shows a dropdown menu with the following options: 'Login name' (selected), 'Domain Name', 'Arabic Name', and 'English Name'.

6. Job title

Is the title of the job for users ,the job title varies from government to government, so a correspondence system allows you to add job titles to the government.



Figure 23: Window Job Title

6.1 Explanation of the icons in the window Job Title



It enables you to add a new job named.



Work enables you to update the page.



Search within a window Job Title.



Enabled



Not enabled.



Modification.



Delete.

6.2 Add a new job name

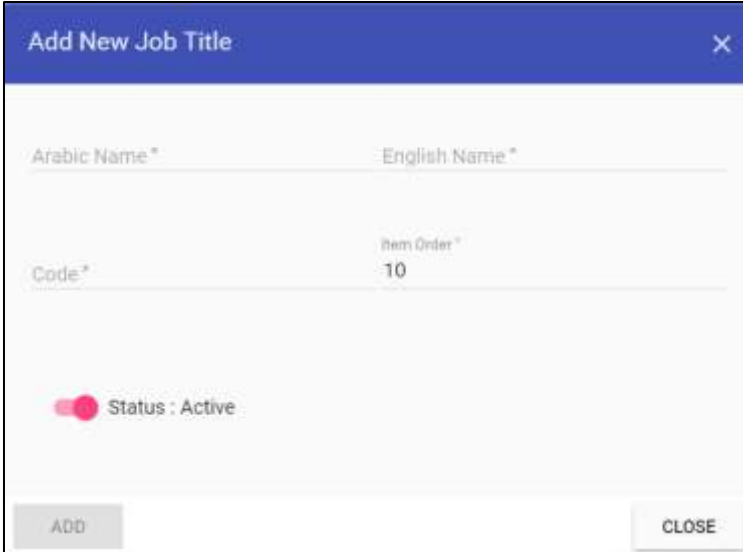






Figure 24: Add a new job title

- **Arabic name:** Writing Job Title in Arabic.
- **English name:** Writing Job Title in English.
- **Code:** Is the distinctive code for the job title.
- **Order element:** Order Job Title among Titles in terms of construction.
- **Case:**
 -  Activating Job Title
 -  Not to activate the Job Title

6.2.1 Procedures:

And it includes two:

-  Data modification job title.
-  Delete the Job Title.

Reference plan style

- ◀ Some updates were added when a reference number plan was created and are as follows:
 - ◀ Ability to select the reference number element (optional / mandatory)
 - ◀ The mandatory element appears in orange
- ◀ This indicates that, for example, if the reference number plan contains the main classification and sub classification and the sub classification is specified (optional), when the document is created without entering the sub classification, the reference number appears clearly on the

7. Public Announcement

The correspondence system allows you to add a public announcement on the government entity level, so that all users within the government entity to see it when accessing the system, and format the ad can be - for example - the Declaration of identifying new work schedules, or receive transactions from the public in a certain way,... etc.

The public ad will appear on the login screen.

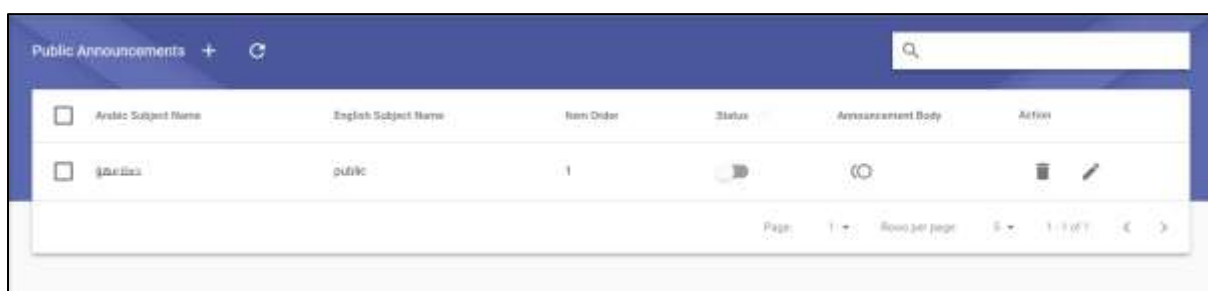


Figure 25: public announcements screen

7.1 Explanation of the symbols in the public advertisement window






Let you add a new declaration of the year.



Work enables you to update the page.



Search within the general declaration window.

- ☒ Enabled
- ☐ Not enabled.
-  View Public advertisement in Arabic and English text.
-  Modification.
-  Delete.

7.2 Add a new public announcement

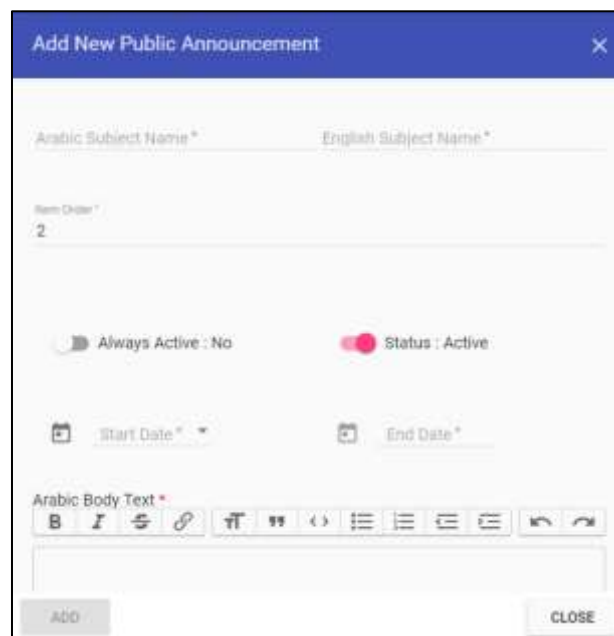




Figure 26: Add a new public announcement

- **The subject of public announcement in Arabic:** Writing the subject of public announcement in Arabic.
- **English Subject name:** Writing the subject of public announcement in English.
- **Order element:** The new arrangement between the public announcements of public announcements in terms of construction.
- **Always Active:** Any choice if the public announcement is activated without specifying an end date to display the public announcement.
- **Case:**  Activation of the public announcement.
 Not to activate the public announcement.

- **Starting date:** Determine the date of the beginning of the public display of the Declaration.
- **Expiry date:** Determine the date of the end of the year show the ad.
- **Text in Arabic:** Writing general advertising content in Arabic.
- **Text in English:** Writing general content of the ad in English.

8. Private Announcement

The correspondence system allows you to add a special ad at a specific management level, so that all users can see it when accessing the system. The ad format can be specific to organizing daily work within the administration, adding a feature or modifying the correspondence system.

This is your ad will appear in the home page. (BANNER)

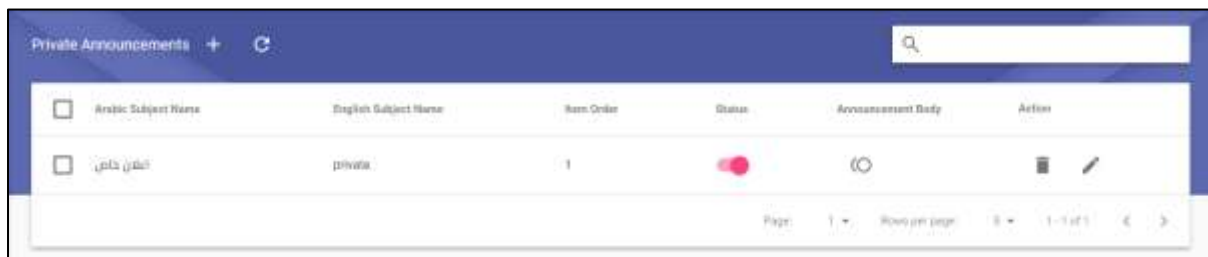


Figure 27: Private Announcement

8.1 Explanation of the icons in the Declaration window



It enables you to add a new special declaration.



Work enables you to update the page.



Search within your advertisement window.



Enabled.



Not enabled.



Ad's Arabic and English text.



Modification.



Delete.



8.2 Add New Private Announcement

8.2.1 First: Basic information

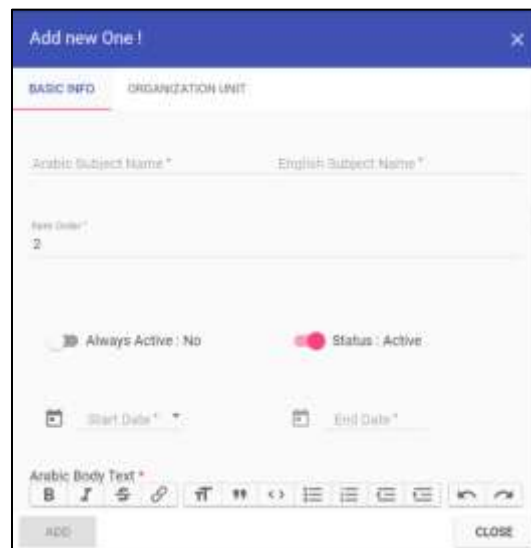




Figure 28: Add a new Private announcement - basic information

- **Arabic subject name:** Writing the subject of the declaration in Arabic.
- **English subject name:** Writing the subject of the declaration in English.
- **Order element:** Order your new declaration between all ads in terms of construction.
- **Always Active:** Any choice if your advertisement is activated without specifying the end of the presentation of the Declaration on the date.
- **Case:**  Activating the Declaration.
 Not to activate your advertisement.
- **Starting date:** Determine the date of the beginning of the presentation of the Declaration.
- **Expiry date:** Determine the date of the end of the presentation of the Declaration.
- **Text in Arabic:** Writing the Declaration on the Arabic language content.
- **Text in English:** Writing the Declaration on the English-language content.
- **Add:** Add your advertisement to the list of your saved ads.

8.2.2 Second: organization unit

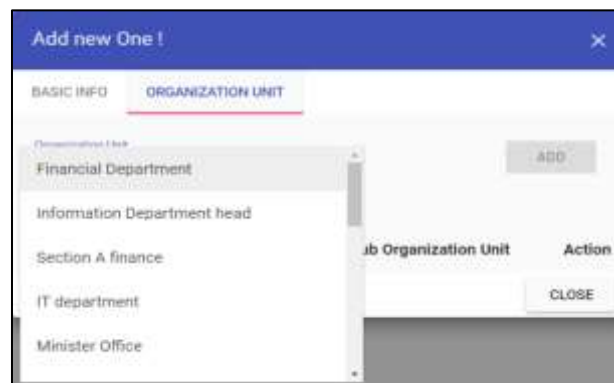



Figure 29: Add a new private announcement - an organization unit

- **Organization Unit:** The user selects the organization units that will be published by the ad.
- **Sub:** Determine the unit / sub-units of the Department, which will appear by the advertisement.
- **Add:** Add to the list of departments that will be published by the ad, as in the form:

Arabic Name	English Name	Sub Organization Unit	Action
ادارة المالية	Financial Department	<input type="checkbox"/>	
ادارة تقنية المعلومات	IT department	<input type="checkbox"/>	
ارشيف	central archive	<input type="checkbox"/>	
قسم ب	NewDep	<input type="checkbox"/>	

Figure 30: A list of organization units that will be shown by the add

You can view the organization units that have not been added by clicking on , And the menu is displayed as shown in Figure:

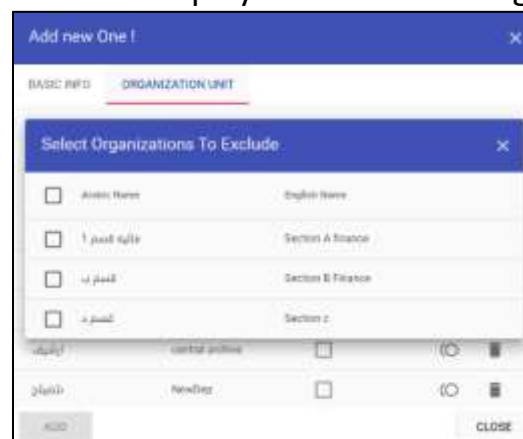


Figure 31: Excluded from advertising organization units

9. Permissions Management

The permissions granted to the user according to his position in the functional structure of the hand, as well as according to the nature of his work on the communication system, which enables it to work on the correspondence system in accordance with the terms of reference and permissions granted to him.

And enables you to manage the permissions set up a template that contains a set of permissions, are giving it to a group of users who have the same permissions.





For example: If you want to give permissions to a group "secretaries" in the administration. The template is equipped with all the permissions of the Secretariat, and not, for example, the template "secretarial" name, and is added to all secretarial staff within this template until they get the permissions of the Secretariat.

Arabic Name	English Name	Status	Updated By	Updated Date	Action
مدير	ofeser	Enabled	amira	2018-06-25	[Check] [Refresh] [Edit] [Delete]
ادارة	WO department	Enabled	amira	2018-06-06	[Check] [Refresh] [Edit] [Delete]
دور 121	Role121	Not Enabled	Hiba Saleh	2018-05-22	[Check] [Refresh] [Edit] [Delete]
دور 2	Role 2	Not Enabled	amira	2018-05-22	[Check] [Refresh] [Edit] [Delete]
تجسس	test	Not Enabled	Hiba Saleh	2018-05-10	[Check] [Refresh] [Edit] [Delete]

Figure 32: Window management permissions

9.1 Explanation of icons in the window management permissions

- Enables you to add new permissions template.
- Work enables you to update the page.
- Search for the name of the template within the window.
- Enabled.
- Not enabled.

-  View permissions within this template.
-  Users view this template applied to them.
-  Modification.
-  Delete.

9.2 It Adds New Permissions Template

9.2.1 First: Basic information

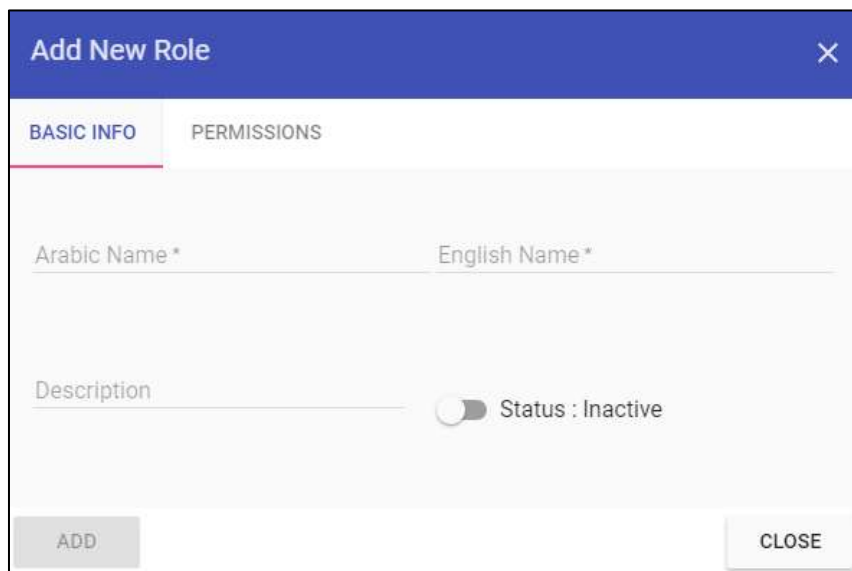




Figure 33: Add a new template permissions

- **Name in Arabic:** Name of permissions in the Arabic language template, for example: "Managers."
- **English name:** Name of permissions in English template.
- **the description:** Give a description of this template, for example, if you have added permissions belong to a class template (secretarial), will give a description of this template as (the permissions of the Secretariat).
- **Case:**  Enabled  Not enabled
- **Add:** Add this new template to the system so that it can be applied to some users later.

9.2.2 Second, the permissions

A screen containing all the permissions in the system, divided into the main functions in the system, and falls under each of the main function of its own permissions, as in the following figure:

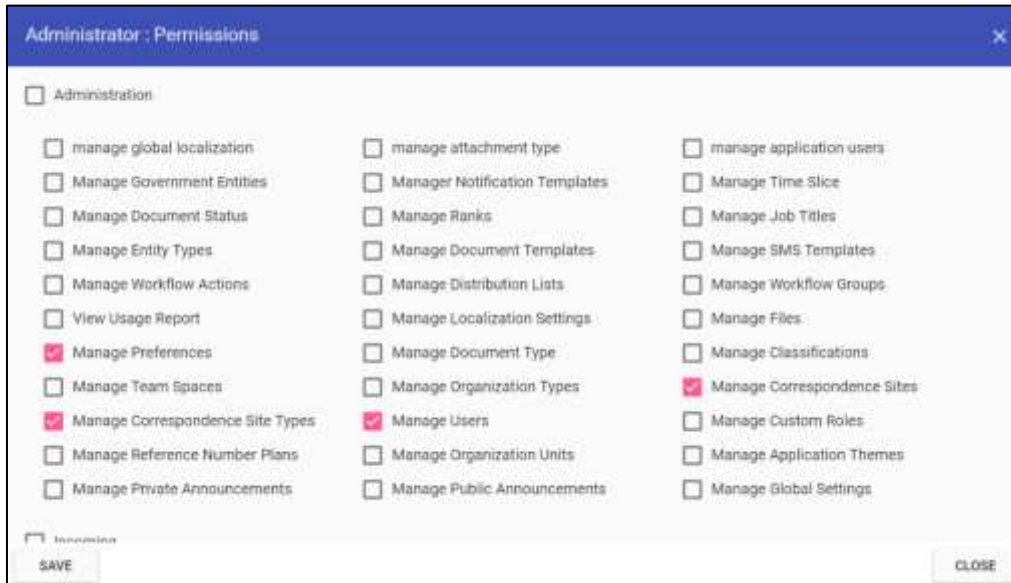
System administrator can give the validity of adding a paper document (outgoing / internal) through the permissions screen as shown in the following figure:

Figure 34: Window define the permissions

If the user is not granted above permission then he will be able to add electronic document by default only, but after granting the user the permission of "add paper" system appears document type toggle as shown in the below figure:

9.2.3 View permissions

► You are viewing the permissions in this template, as in the form:



Administrator : Permissions

☐ Administration

- ☐ manage global localization
- ☐ Manage Government Entities
- ☐ Manage Document Status
- ☐ Manage Entity Types
- ☐ Manage Workflow Actions
- ☐ View Usage Report
- ☒ Manage Preferences
- ☐ Manage Team Spaces
- ☒ Manage Correspondence Site Types
- ☐ Manage Reference Number Plans
- ☐ Manage Private Announcements
- ☐ manage attachment type
- ☐ Manager Notification Templates
- ☐ Manage Ranks
- ☐ Manage Document Templates
- ☐ Manage Distribution Lists
- ☐ Manage Localization Settings
- ☐ Manage Document Type
- ☐ Manage Organization Types
- ☒ Manage Users
- ☐ Manage Organization Units
- ☐ Manage Public Announcements
- ☐ manage application users
- ☐ Manage Time Slice
- ☐ Manage Job Titles
- ☐ Manage SMS Templates
- ☐ Manage Workflow Groups
- ☐ Manage Files
- ☐ Manage Classifications
- ☒ Manage Correspondence Sites
- ☐ Manage Custom Roles
- ☐ Manage Application Themes
- ☐ Manage Global Settings

Figure 35: Display the permissions template

9.2.4 View users

► Users are viewing this template applied to them, as in the form:

View Members : WO department

Search:

Login name	Arabic Name	English Name	Employee Number	Organization Unit	Status
s1	صلاحية 1	Security1	68967	security department	Active
amira	اميره	amira	111	Security Section	Active
s3	صلاحيات 3	Security 3	57656	Security section 3	Active
s2	صلاحية 2	Security2	12333	Security Section	Active
alii	علي	alii	222	Monitoring	Active

Page: 1 Rows per page: 5 1 - 5 of 6

Figure 36: Window display permissions within the permissions template

10. SMS Templates

Notices are sent to the user's system via mobile phone messages SMS, intended templates SMS, are models for the format of this message.

The system enables you to create more than one template management and identify users who will use it.



Figure 37: Window display added SMS templates system

10.1 Explanation of the icons in the SMS Templates window



- Enables you to add a new SMS template.
- Work enables you to update the page.
- Search for the name of the template within the window.
- Enabled.
- Not enabled.
- Display message form.
- Delete.
- Modification.

10.2 + Add a new SMS template

10.2.1 First: Basic information

Figure 38: Window basic information in the template to add a new SMS

- **Arabic name:** The name of the message template in Arabic.
- **English name:** The name of the message template in English.
- **Short message:** Here it is written the message text.
- **Status: Active** : Activating this template to be used in management.
- **Public:**
 - ☒ **Yes:** Which exists in all departments
 - ☐ **No:** specific departments are allocated where this template is applied.

10.2.2 Second: Security

- It means safe; that this template is available only certain people to use it.

اسم الدخول	الاسم باللغة الانجليزية	الاسم باللغة العربية
p8admin	Data Entry	مدخل بيانات

Figure 39: Security window to add a new SMS template


- **Arabic name:** The user name in Arabic.
- **English name:** The user name in English.
- **Login name:** the Logon name of the user.
- **Save:** Save the list of users who have been added names.

10.2.2.1 + Add users to the security window

اسم الدخول	رقم الموظف	وحدة إدارية	الاسم باللغة العربية	الاسم باللغة الانجليزية
أختر مستخدم		الاجراءات	اسم النطاق	p8admin

حفظ

Figure 40: Window to add users to the security window

- The search for the user through:
 - Job number for the user
 - Its Management
 - Name Arabic or English
- You can also delete an existing user in the list through the delete icon  .

11. Document Types

The documents are divided by type according to the content of the file, the document can be an outgoing, or memo, or an external / internal circulating ... etc.

Correspondence system allows you to add the file types depending on the nature of the work within the administration, according to their needs.

Arabic Name	English Name	Status	Document Class	Item Order	Actions
نوع الوثيقة	Testing Document	<input checked="" type="checkbox"/>	Internal	1	
تقرير	Report	<input checked="" type="checkbox"/>	Outgoing , incoming , internal	11	
مستند	Document	<input checked="" type="checkbox"/>	Incoming	10	
قائمة توريد	New test 29	<input checked="" type="checkbox"/>	Outgoing	3	
مستند	Document	<input checked="" type="checkbox"/>	Internal	8	

Figure 41: Window view the documents in the system

11.1 Explanation of the icons in the window of file types



Let you add a new file type.



It enables you to update the work window.



Search for the file type within the window.



Enabled.



Not enabled.



Delete.



Modification.

11.2 + Add a new file type:

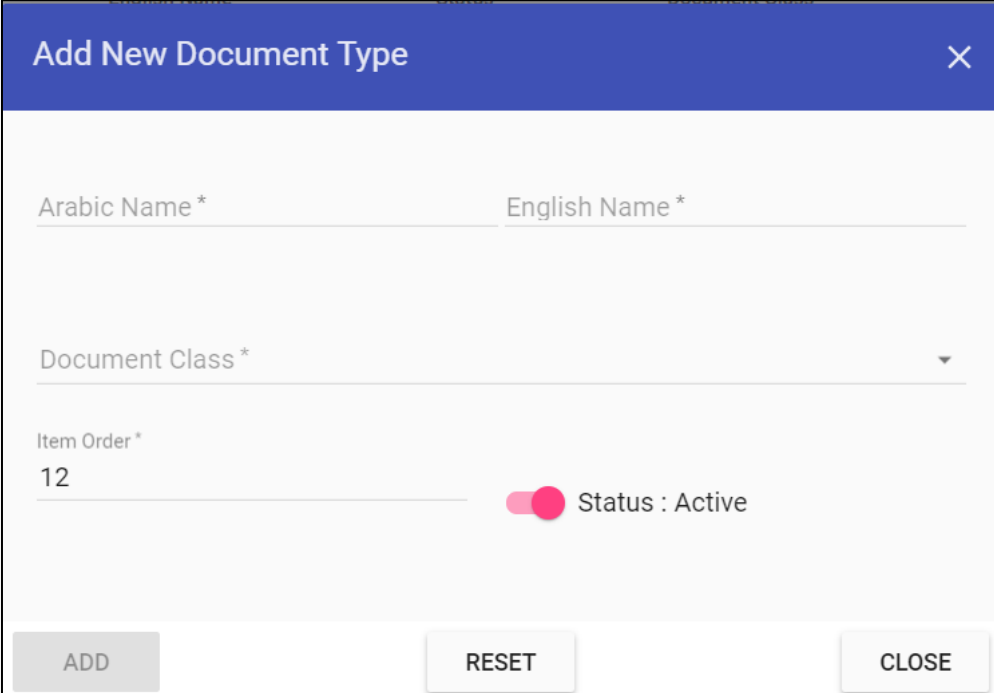


Figure 42: Window add a new file system

- **Arabic name:** The name of the document type in Arabic.
- **English name:** The name of the document type in English.
- **Document Class:**
Through the menu select the category that will be activated by the new document type.

👉 You can choose more than one category:



- **Item Order:** Sort the document in terms of creation.
- **Case:** Active / inactive.

12. Types of Correspondence Site Types

All the common sites of correspondence in the nature and type of one business under the name of one.

For example: If you manage to export a document to the Ministry of Justice, the point here is the type of correspondence “Ministries”.










Arabic Name	English Name	Status	Item Order	Actions
الوزارة	Ministry	Enabled	17	Edit, Delete
البلدية	City	Enabled	16	Edit, Delete
القطاع	Ministry 6	Enabled	15	Edit, Delete
القطاع	Ministry 5	Enabled	14	Edit, Delete
القطاع	Ministry 4	Enabled	13	Edit, Delete

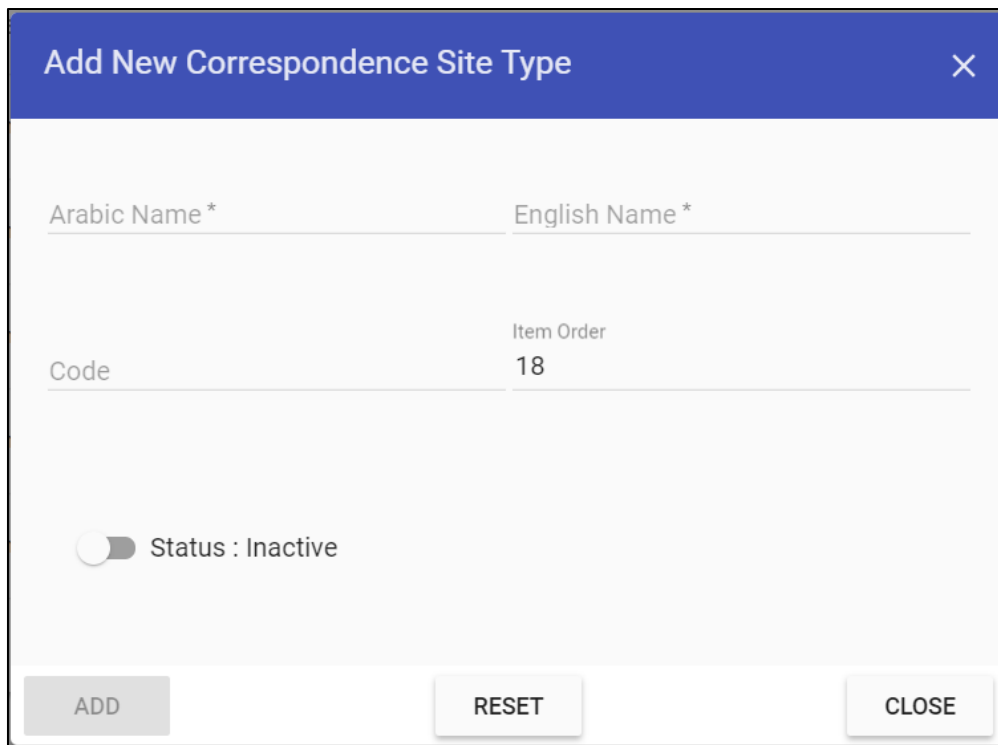
Figure 43: Window display correspondence types in the CMS system views

12.1 Explanation of the icons in the window of the types of correspondence views



-  Enables you to add a new type of messaging.
-  It enables you to update the work window.
-  Search for a type of messaging within the window.
-  Enabled.
-  Not enabled.
-  Modification.
-  Delete.

12.2 Add a new Correspondence Site Types



Add New Correspondence Site Type

Arabic Name * English Name *



Code Item Order

18

☐ Status : Inactive

ADD RESET CLOSE

Figure 44: Add a new window messaging type views

- **Arabic name:** A named point of correspondence in Arabic type.
- **English name:** A named point of correspondence in English type.
- **Code:** Giving hand messaging code for easy search and access to it, and this is a symbol numbers or letters expressing hand message name, and this code is different from the government on the other.
- **Item Order:** Sort the file type in terms of creation.
- **Case:**  Active /  inactive.

13. Organizations Types:

The organizational structure of government hand contains many levels and types of organization units, so the names of these units vary according to their location within the organization organizational structure of the government entity, for example, be on top of the organizational structure of the government-what; the organization unit, "the minister's office," while be in other government body; the top level is the "Head of the Office of the Commission" ... and so on.

It contains the organizational structure of government organization hand inside many types of organization units, so the e-mail system allows you to add these types according to the needs of the government body.

Arabic Name	English Name	Status	Item Order	Actions
الوزارة العامة	Min Department	Enabled	1	[Delete] [Edit]
الوزارة العامة	Min Department	Enabled	2	[Delete] [Edit]
الوزارة العامة	Min Department	Enabled	3	[Delete] [Edit]
الوزارة العامة	Min Department	Enabled	4	[Delete] [Edit]
الوزارة العامة	Min Department	Enabled	5	[Delete] [Edit]
الوزارة العامة	Min Department	Enabled	6	[Delete] [Edit]
الوزارة العامة	Min Department	Enabled	7	[Delete] [Edit]
الوزارة العامة	Min Department	Enabled	8	[Delete] [Edit]
الوزارة العامة	Min Department	Enabled	9	[Delete] [Edit]
الوزارة العامة	Min Department	Enabled	10	[Delete] [Edit]

Figure 45: Window display types of departments in the system

13.1 Explanation of the icons in the window types of administrations



It enables you to add a new type of management.

It enables you to update the work window.

Search for the type of management within window.

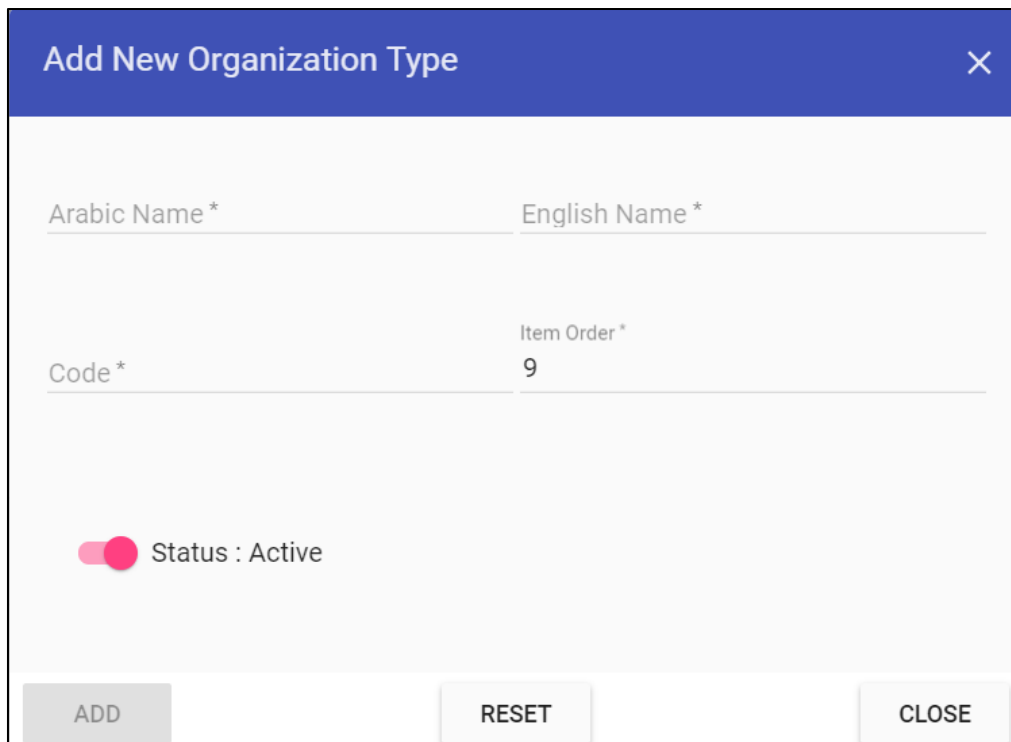
Enabled.

Not enabled.

Delete.

Modification.

13.2 + Add New Organization Type



Add New Organization Type

Arabic Name * English Name *

Code * Item Order *
9

☒ Status : Active

ADD RESET CLOSE

Figure 46: Add a new Organization type

- **Arabic name:** The name of the type of administration in Arabic.
- **English name:** The name of the type of administration in English.
- **Code:** Give management type code for easy to search for and access to it, and this is a symbol numbers or letters reflect the name of the management type.
- **Order element:** Management arrangement between the type of elements in terms of construction.
- **Case:** Active / inactive.

14. Correspondence Sites

Institutions (government and private) to which the book will be sent, or receipt of the book received from them, divided correspondence sites in the e-mail system to two levels:

Main Correspondence sites: The main (governmental / non-governmental) entities with the sub-department to whom the document is sent.

For example: (If you want to export a document to manage the financial and technical affairs at the Ministry of the Interior; the Ministry of the Interior is the main destination).

Sub Correspondence sites: It is the sub-departments of the Principal (Ministry / body / companies).

In the previous example (the Department of Financial and Technical Affairs) is the sub-destination.

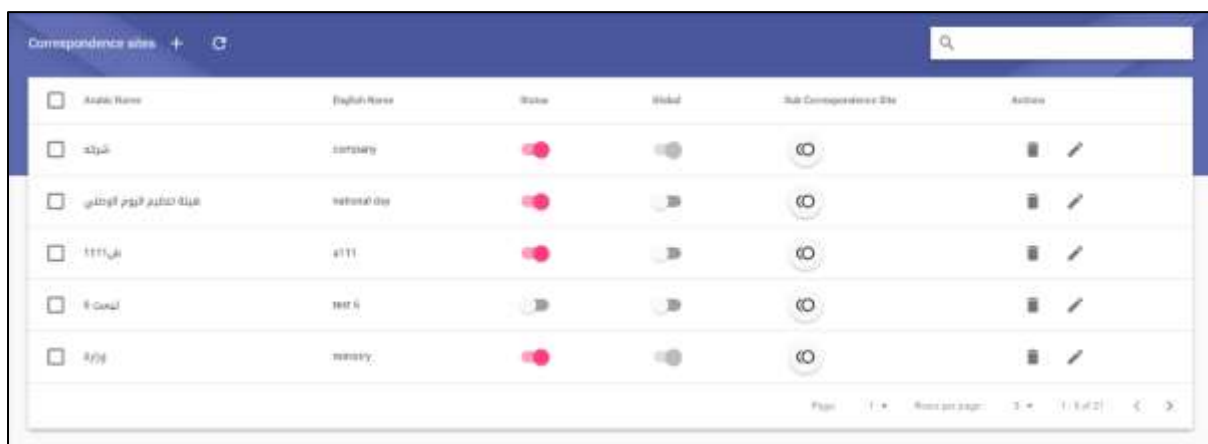


Figure 47: Window display messaging views

14.1 Explanation of the icons in the messaging window views



It enables you to add a new type of management.



It enables you to update the work window.



Search for the type of management within the window.



Enabled / year



Junior / allocation



Containing the views of sub messaging.



It does not contain the views of sub messaging.



Delete.



Modification.

14.2 Add a new correspondent site

Figure 48: Add a new correspondent - Basic information

14.2.1 Basic information

- **Arabic name:** A named point of correspondence in Arabic.
- **English name:** A named point of correspondence in English.
- **Arabic display name:** It is the name, which will be shown to users in the departments in Arabic.
- **English display name:** It is the name, which will be shown to users in the departments in English.

- **Correspondence site type:** Specify the type of correspondence you will be subscribed to, and if it does not exist, you can add a new type.
- **Main Correspondence site:** if you not select new entity will be considered a major entity, and if the main entity is selected it will be sub entity.

The choice is the key through the following drop-down list, as shown in Figure:

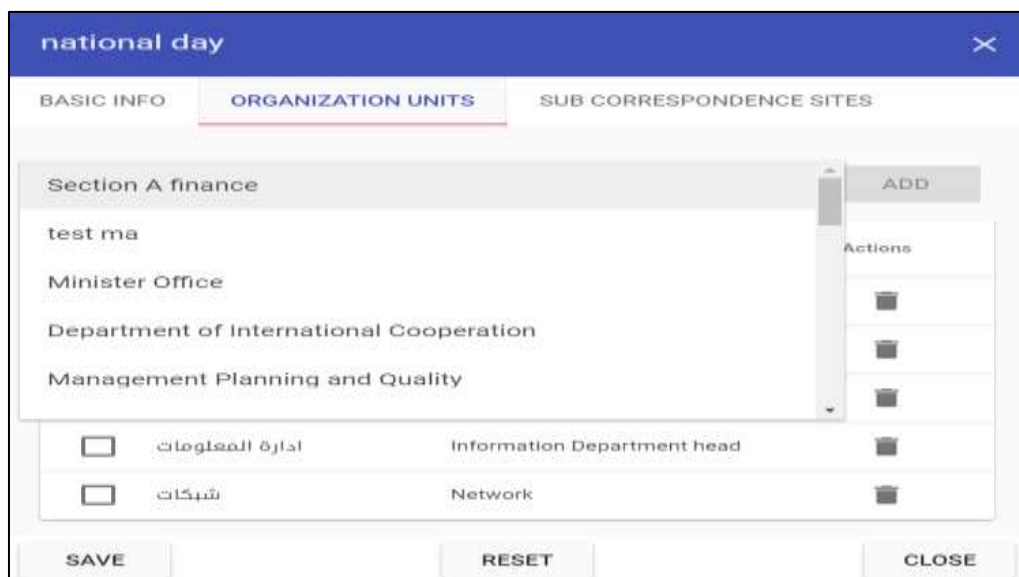
- **Case:** Active / inactive.
- **Public:**
 - ☒ In the case of activation option (General) will be activated this entity in all departments in the government department.
 - ☐ In the case of non-activation, the allocation of departments that will be activated by this party.

14.2.2 Organization units

When you create a correspondence, and in the absence of activation (General), you select the departments that will be activated the sender, as in the following figure:

Figure 49: Add a new correspondent - organization units

- Click on  To show organization units to choose from, as in Figure:



14.2.3 Sub Correspondence Sites

If you select the messaging entity that you are creating as a primary messaging address, you must add the subdomains of that entity, as follows:

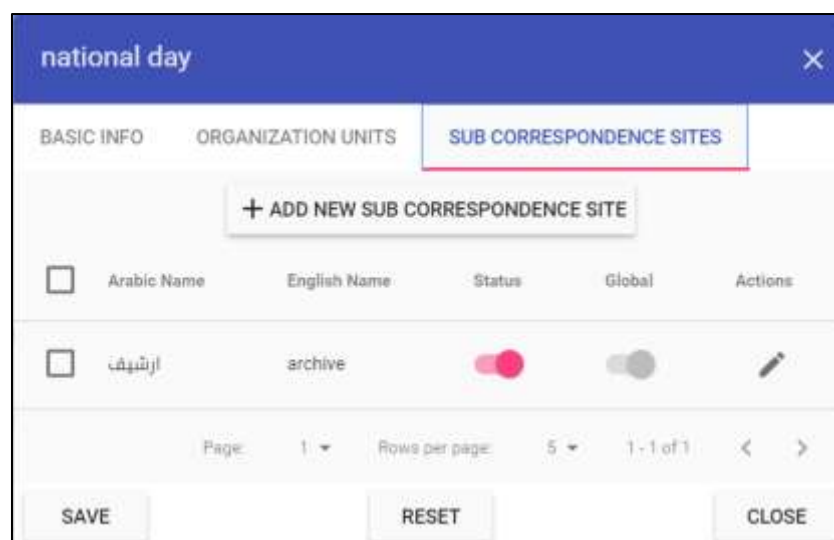


Figure 50: Add a new correspondent - Sub correspondent sites

When you click the "Add a sub correspondence" system will show you a screen, through which you create sub-parties of this main entity, as follows:

The screenshot shows a web form titled "Add New Sub Correspondence Site" with a close button (X) in the top right corner. The form has two tabs: "BASIC INFO" (selected) and "ORGANIZATION UNITS". Under the "BASIC INFO" tab, there are several input fields: "Arabic Name *" and "English Name *" (both required), "Arabic Display Name", and "English Display Name". Below these is a section for "Correspondence site type *" with a plus icon and a dropdown menu showing "Main Correspondence Site" and "هيئة تنظيم اليوم الوطني - natio...". At the bottom, there are two toggle switches: "Status : Active" (which is turned on) and "Global : Global" (which is also turned on). At the very bottom of the form are three buttons: "ADD", "RESET", and "CLOSE".

Figure 51: Add a sub correspondence

15. Application users

This function allows you to add new users to the system, and give them the permissions, as well as the ability to modify these permissions later.



<input type="checkbox"/>	Arabic Name	English Name	Login name	Domain Name	Actions
<input type="checkbox"/>	أحمد	ahmed test	ahmed	ahmed	
<input type="checkbox"/>	هبة	heba	heba	heba	
<input type="checkbox"/>	أيمن	ayman	ayman	ayman	
<input type="checkbox"/>	منال	manal	manal	manal	
<input type="checkbox"/>	فهد	fahd	fahd	fahd	

Page: 1 Rows per page: 5 1 of 25

Figure 52: application users Window

15.1 Explanation of the icons in the window system users



It enables you to add a new type of management.



It enables you to update the work window.



Search for the type of management within the window.



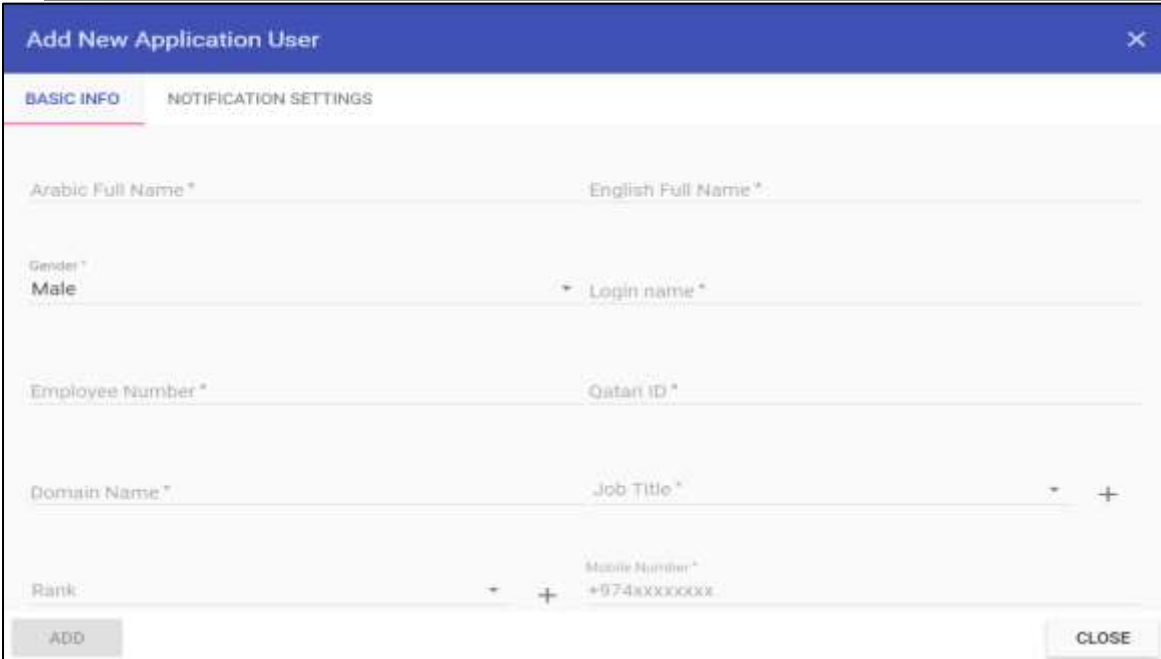
Delete.



Modification.

15.2 Add a new user

15.2.1 Basic information



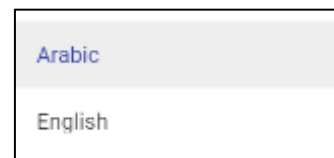
The screenshot shows a window titled "Add New Application User" with a close button (X) in the top right corner. Below the title bar are two tabs: "BASIC INFO" (selected) and "NOTIFICATION SETTINGS". The form contains the following fields:

- Arabic Full Name *
- English Full Name *
- Gender * (Male)
- Login name *
- Employee Number *
- Qatari ID *
- Domain Name *
- Job Title *
- Rank *
- Mobile Number * (+974XXXXXXXX)

At the bottom of the form are two buttons: "ADD" and "CLOSE".

Figure 53: Window add a new user - Basic information

- **Arabic Full Name:** The username in Arabic.
- **English Full Name:** The username in English.
- **Gender:** Male /Female
- **Name:** The name used by the user to login to the system.
- **Employee number:** Job number of employees.
- User personal ID: identity number.
- **Mobile number:** Mobile user number.
- **E-mail:** E-mail that is used by the employee to work, and who will receive the notifications from the system.
- **The default language:** The default interface language program when entering the system, and the user selects one of the following languages:



A dropdown menu with two options: "Arabic" (highlighted in blue) and "English".
- The default value for the search results in the files and users: the number of results that will appear in the search results pages.
- The default template: Choose "" the theme system, which is the form that the user will be created, and contains some features such as the color of the windows used in the system fonts.



☒☐☒☐

15.2.2 Notifications settings


Figure 54: Window add a new user - Alert Settings


- ▶ Screen is divided into two main sections:

15.2.2.1 Subscription text messages

And which can be activated  Reception system notices property through SMS, or cancel the activation , It contains:

► **New notice / Messages:**

 **Yes:** receive notice of new books that are received in my account for the first time.

 **No:** the abolition of receiving notice of the new books that are received in my account for the first time.


Priority mail:


Is selected property (new notice / messages) for a given priority to books, and check from the list, as in Figure:

<input checked="" type="checkbox"/>	Normal
<input type="checkbox"/>	Urgent
<input type="checkbox"/>	Top Urgent

☒ **You can select more than one degree of priority.**

► **Maturity date notice / messages:**

 **Yes:** receive notice books that expired date answered by the sender used to book and did not respond.

 **No :** Cancellation of receiving notice books that expired date answered by the sender used to book and did not respond.

Priority mail:

It is determined property (the maturity date notice / messages) for a given priority to books, and check from the list, as in Figure:

<input checked="" type="checkbox"/>	Normal
<input type="checkbox"/>	Urgent
<input type="checkbox"/>	Top Urgent

☒ **You can select more than one degree of priority.**

► **SMS alert:**

☒ Yes: receive notice before the expiration of the period that you have selected to respond to the book.

☐ No: Cancel receiving notice before expiration of the period that you have selected to respond to the book.

Priority mail:

It is selected property (SMS Alert) to a certain priority for books, and check from the list, as in Figure:

<input checked="" type="checkbox"/>	Normal
<input type="checkbox"/>	Urgent
<input type="checkbox"/>	Top Urgent

☒ **You can select more than one degree of priority.**

The number of days:

Send a short message before the expiry of the maturity date a certain number of days (you type the number of days).

Reminder SMS Days *
3

15.2.2.2 E-mail subscription

And which can be activated ☒ Reception system notices property through e-mail or cancel the activation ☐, it contains:

► **New notice / Messages:**

☒ Yes: receive notice of new books that are received in my account for the first time.

☐ No: the abolition of receiving notice of the new books that are received in my account for the first time.

Priority mail:

Is selected property (new notice / messages) for a given priority to books, and check from the list, as in Figure:

<input checked="" type="checkbox"/>	Normal
<input type="checkbox"/>	Urgent
<input type="checkbox"/>	Top Urgent

☒ **You can select more than one degree of priority.**

► **Maturity date notice / messages:**

☒ Yes: receive notice books that expired date answered by the sender used to book and did not respond.

☐ No: the abolition of receiving notice books that expired date answered by the sender used to book and did not respond.

Priority mail:

It is determined property (the maturity date notice / messages) for a given priority to books, and check from the list, as in Figure:

<input checked="" type="checkbox"/>	Normal
<input type="checkbox"/>	Urgent
<input type="checkbox"/>	Top Urgent

☒ You can select more than one degree of priority.

► **Alert E-mail:**

☒ Yes: receive notice before the expiration of the period that you have selected to respond to the book.

☐ No: Cancel receiving notice before expiration of the period that you have selected to respond to the book.

Priority mail:

It is selected property (SMS Alert) to a certain priority for books, and check from the list, as in Figure:

<input checked="" type="checkbox"/>	Normal
<input type="checkbox"/>	Urgent
<input type="checkbox"/>	Top Urgent

☒ You can select more than one degree of priority.

The number of days:

Send a short message before the expiry of the maturity date a certain number of days (you type the number of days).

Reminder Email Days *
4

16. Global Settings

System allows you to control general settings for government hand, for example, control the basic properties, external appearance, and determine the transmission pattern between users within the government body ... etc., as in Figure:

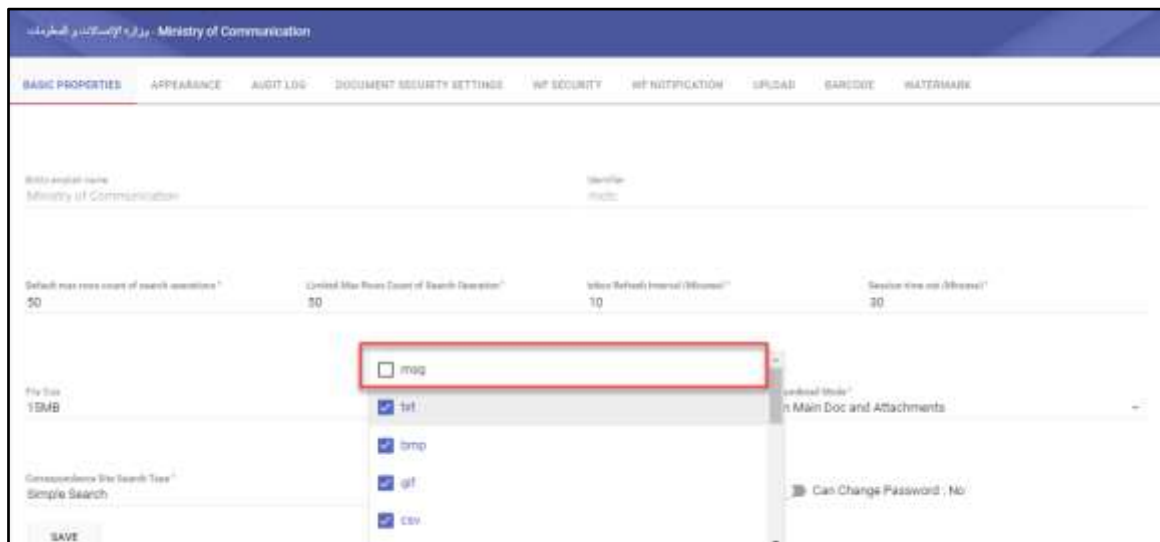


Figure 55: Global settings for government hand - Basic properties

16.1.1 Basic properties

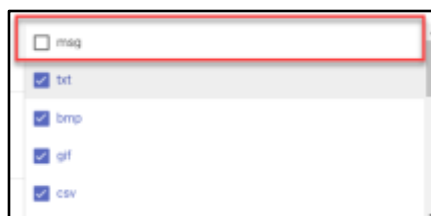
- ▶ **Application Arabic name:** It is the name that will be launched on the correspondence system, for example, "TAWASOL".
- ▶ **Application English name:** It is the name that will be launched on the correspondence system, for example "TAWASOL".
- ▶ **Entity name:** The name that will be launched on the side.
- ▶ **ID code:** It is the letters that express the name of the entity, for example the Ministry of Justice, the symbol induction is "MOJ"
- ▶ **The default value for the search results in the files and users:** They choose a default value for the number of files in the search results and users.
- ▶ **Maximum search results in the files and users:** Determine the maximum number of search results.

- ▶ **Time refresh your inbox:** Set the time required to update the inbox, the emergence of new books received.
- ▶ **Time communication session ends:** If you do not use the system for a particular time of the system to end the meeting, depending on the time that you specify.
- ▶ **File size:** System allows you to specify the size of the files that the user will be downloaded to the system, through the following options available:

5MB
10MB
15MB

- ▶ **File type:**

System allows the user to upload **MSG** files after selecting the extension by the system administrator through the global settings screen as shown below:



✖ When user download an MSG file, whether is an attachment or main document it is displayed on the desktop in PDF extension

- ▶ **Activate the entry of the phone:** The possibility of access to the system through the Internet from a mobile phone.
- ▶ **The possibility of changing the password:** Show option enables users to change them their password.
- ▶ admin can specify the default language for the system interface so that if a new user is added, the system will be used in the specified language.



16.1.2 Appearance

The screenshot shows the 'Appearance' configuration page. At the top, there are tabs: 'BASIC PROPERTIES', 'APPEARANCE' (active), 'AUDIT LOG', 'DOCUMENT SECURITY', 'WF SECURITY', 'WF NOTIFICATION', and 'UPLOAD'. The 'APPEARANCE' tab contains the following settings:

- Show Copyright Text:** A toggle switch that is currently turned on (Yes).
- Default application theme:** A dropdown menu showing 'Default Theme'.
- Copyright Text:** A text field containing 'Copyright © 2017 EBLA Computer Consultancy'.
- Login Page additional Content:** A text field containing 'Arwa'.
- Support Phone:** A text field containing '+97412345678'.
- Support Email:** A text field containing 'yusuf@ryad.com'.

A 'SAVE' button is located at the bottom left of the form.

Figure 56: General Settings: Appearance government hand

- ▶ **Show Copyright Text:** Show intellectual property rights.
- ▶ **Terms and Conditions of Use Policy:** It enables you to add the terms of the policy and use of the system.
- ▶ **Support phone:** Show technical support phone.
- ▶ **The default style for the color scheme:** Choose the color scheme of the system through a set of patterns that have been previously set.
- ▶ **Additional content for the login window:** In case you want to add additional content appears when users have access to the system, does not exceed 500 characters.
- ▶ **Support E-mail:** Show e-mail technical support.

16.1.3 Audit log

Figure 57: General Settings: Audit History

- ▶ **Register Log in and out operations:** The possibility of working a record for operations log in and out users.
- ▶ **Registrations documents view:** Ability to work log access to the documents by users process.
- ▶ **Record your system operations managers:** A record operations performed by system administrators to add a user or amendment to the departments and entities ... etc.
- ▶ **Exclude users from the audit log:** Exception procedures carried out by a particular user from appearing in the audit log, and you can choose users from the figure below, and the system allows you to search for the user through (login name, employee number, organization unit, name (Arabic, English)).

16.1.4 Document Security

Figure 58: General settings: document security

- **Attachment inherit main document security:**
 - Yes:** The level of security of the attachment is the same as the level of security of the document.
 - No:** special secret identification degree of the facility.
- **Export outgoing with attachment:**
 - Yes:** Control the possibility of exporting facility or not.
 - No:** facility will not be exported.
- **Export outgoing with linked documents:**
 - Yes:** Control the possibility of export-related entities or not.
 - No:** it will not be export-related entities.
- **Export outgoing with workflow history:**
 - Yes:** Control the possibility of exporting work log (book procedures) or not.
 - No:** work will not be exported record (book procedures).
- **Export outgoing with linked objects:**
 - Yes:** Control the possibility of exporting books related or not.
 - No:** it will not be export-related books.
- ▶ **Choose active privacy settings:** Choose the degree of confidentiality either the user management level, or at the level of the entire government.

Security per Organization Hierarchy

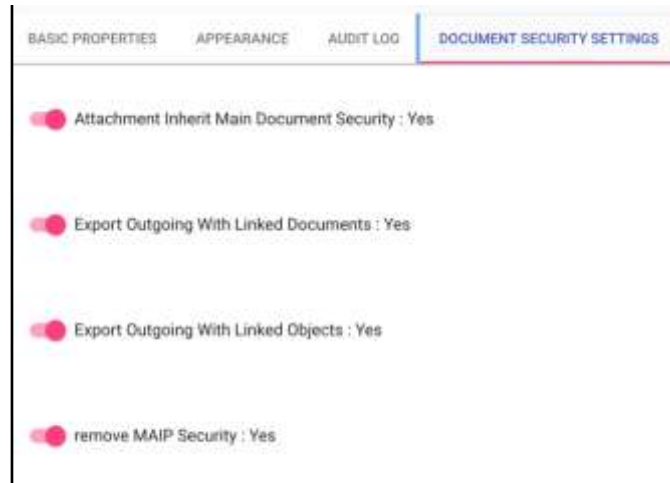
Security per Limited Organization Hierarchy

► Integration with TAWASOL and MIP Microsoft Information Protection

- From Admin – Global settings- DOCUMENT SECURITY SETTINGS a field added to enable remove MIP or disable

✎ In case the feature is enabled, if any protected file with MIP uploaded to TAWASOL it the security will be removed from the file

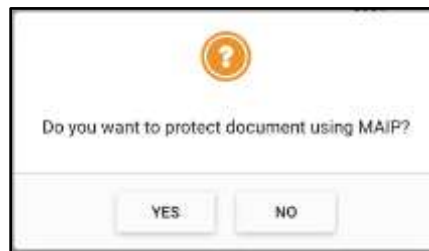
✎ In case the feature is disabled, no protected file can be uploaded to TAWASOL



- From Admin-Government entities – edit connection settings
- Two fields have been added one for disable or enable the MIP download second is for the service URL



- When field of service is activated, if the user download document or composite document a dialog message will appear asking user to select if the downloaded document needs to be downloaded with protection of MIP or not
- If user select no, the document will be downloaded without protection
- If user select yes, new dialog will be opened for user to select which protection type to download the document with



16.1.5 Workflow Security



- ▶ **Workflow Governance Rules:** It specifies the validity of the users to send the document, through the following options available:

User can send the document to all organization users

User can send the document to any user in the same unit

User can send the document to all

- ▶ **Security level:** Determine the security level that will be used on the entity level, through the following options available:



16.1.6 Workflow Notification

Figure 59: General Settings: WF Notification

- **Notify the sender when reach deadline without action:** Send a notice to the user that the deadline for action on the book is over.
- **Enable SMS Notification:** Access notifications to the user via SMS.
- **Enable Escalation Process:** Specifies the action to be taken if the document exceeded the time limit for user action.
 - ▶ **Choose how to escalate the messaging:** In case the document exceeded the time limit for taking action, select the appropriate method for escalation.
 - ▶ **Send alarm before the deadline to:** Send an alert before the expiration of the deadline for the expiration of the period specified for action on the document by the user.
 - ▶ **Activate the alert e-mail service:** The ability to send notifications to the user via e-mail.
 - ▶ **Use central Archive Internally:** The possibility of activating the central archives on the level.
 - ▶ **The maximum number of days to respond to correspondence waiting to reply:** Determine the maximum number of days for books that need a response, which cannot exceed the user when he specifically.

Barcode Settings and Serial Formats need to be localized for Arabic and English Languages

- Entity name in Arabic and English
- Name of OU that created the document in Arabic and English

The screenshot shows the 'Barcode's Label' configuration page. The left sidebar lists various configuration categories, with 'Barcode's Label' selected. The main area displays the 'Barcode's Label' configuration, including a list of labels to be included or excluded, a barcode type selection, and various settings like width, height, font, and resolution.

Barcode's Label Configuration:

- Barcode Type:** CODE_128
- Font Size:** 13
- Width:** 100
- Height:** 100
- Font Name:** Comic Sans MS
- Resolution:** (Slider)

Barcode's Label List:

- ☒ The Creator Organization Unit in
- ☒ The Creator Organization Unit in
- ☒ Host Entry Name in English
- ☒ Host Entry Name in Arabic
- ☒ Document's Label

17. Distribution List

Is a group of departments that are always the user to send copies of their document, published each time, and therefore allowed the mail system user can create more than one distribution list, and each list contains a set of departments that are always send them a copy of certain issued documents.

<input type="checkbox"/>	Arabic Name	English Name	Status	Global	Action
<input type="checkbox"/>	القانون	clerks23	Enabled	No	[Edit] [Delete]
<input type="checkbox"/>	القانون	No law	Enabled	No	[Edit] [Delete]
<input type="checkbox"/>	القانون	test1	Enabled	No	[Edit] [Delete]
<input type="checkbox"/>	القانون	test2	Enabled	No	[Edit] [Delete]
<input type="checkbox"/>	القانون	test3	Enabled	No	[Edit] [Delete]

Figure 60: View the existing window system distribution lists

17.1 Explanation of the icons in the window distribution list



- It enables you to add a new distribution list.
- It enables you to update the work window.
- Find the distribution list within the window.
- Enabled / year
- Junior / allocation
- Modification.
- Delete.

17.2 Add a new distribution list

17.2.1 Basic information

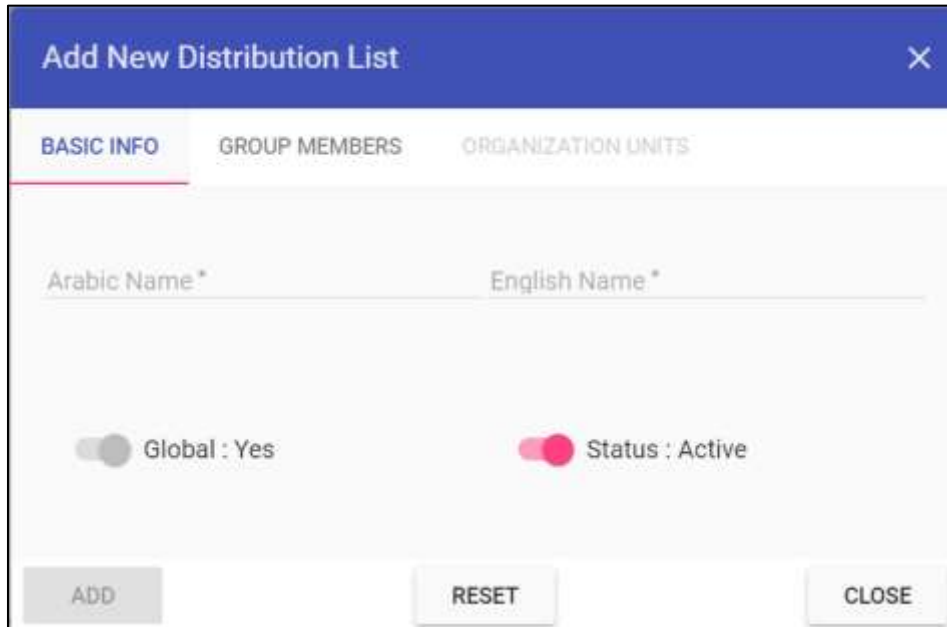






Figure 61: Add a new distribution list - Basic information

- **Arabic name:** Distribution list name in Arabic.
- **English name:** Distribution list name in English.
- **Public:**
 -  Yes: This list applies to all organization units in the government body.
 -  No: is allocated a certain number of organization units.
- **Case:**
 -  Active: the appearance of this list of users in management.
 -  Inactive: This list will not appear for users in the administration.

17.2.2 Group Members

You can add departments to the distribution list, as well as delete them, through the "Group members" drop-list, as shown in the figure below:

	Arabic Name	English Name	Actions
<input type="checkbox"/>	الدعم	Support external	
<input type="checkbox"/>	اختبار1	Test1	

Figure 62: Add new distribution - group members list

- **Members of the group:** This list contains all departments of the existing organizational structure, and you can choose from, as in the form:

- **Add:** Add this administration that you have selected to the distribution list.
- **Delete** : Delete Administration from the distribution list.

17.2.3 Organization units

If "General" is not activated, you will specify the departments in which the distribution list will appear, as in the figure:

<input type="checkbox"/>	Arabic Name	English Name	Actions
<input type="checkbox"/>	ماليه قسم 1	Section A finance	
<input type="checkbox"/>	شبكات	Network	

Figure 63: Add new distribution - organization units List

- **Select Management:** From this menu you can choose the organization units in which the distribution list will appear.

- **Add:** Add this administration to the distribution list.
- **Delete:** Select Management from ☒ Then press Delete .

18. Entity types

Entities related to the topic of the book could be a person linked to, or a book or a file or hand messaging, views messaging may be companies or banks or ministries or government bodies, and allows you to e-mail system, the possibility of adding new types of entities according to business needs you have.










Arabic Name	English Name	Status	Item Order	Actions
قائمة جديدة	Test new entity	Enabled	8	Modify Delete
الكيان الجديد	Entity New	Enabled	18	Modify Delete
قائمة جديدة للتاريخ	Test new entity 1	Enabled	9	Modify Delete
موظف	employee	Enabled	6	Modify
مستخدم خارجي	External User	Enabled	4	Modify

Figure 64: Entity Types window

18.1 Explanation of the icons in the window of the type



-  It enables you to add a new type.
-  It enables you to update the work window.
-  Find the type within the window.
-  Enabled
-  Junior / allocation
-  Modification.
-  Delete.

18.2 + Add a new entity type

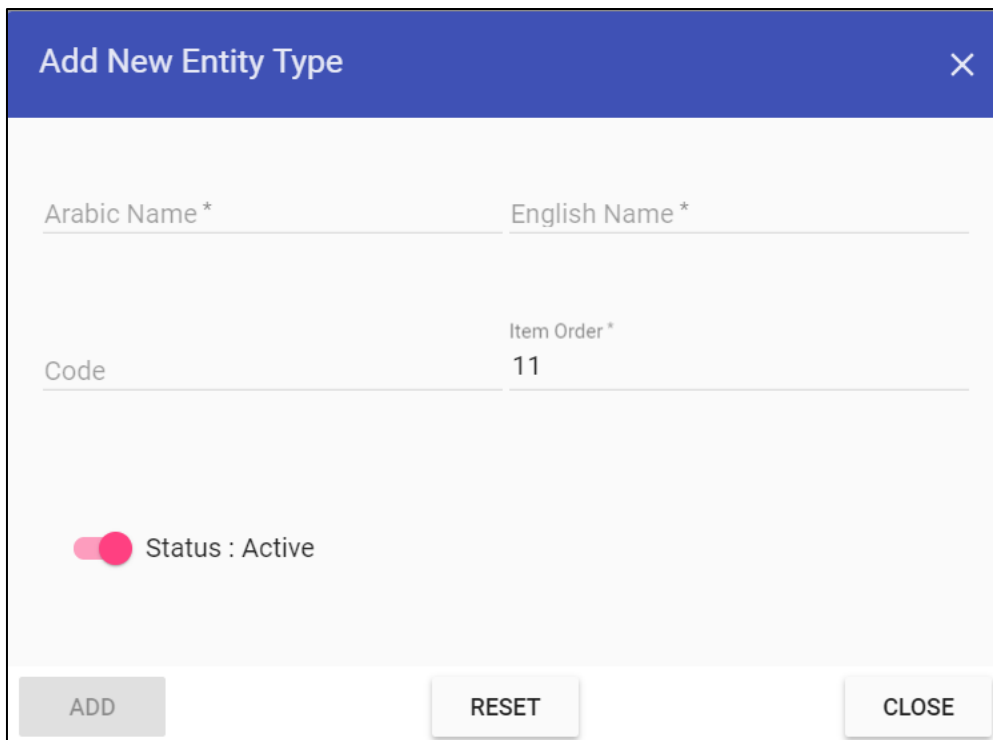


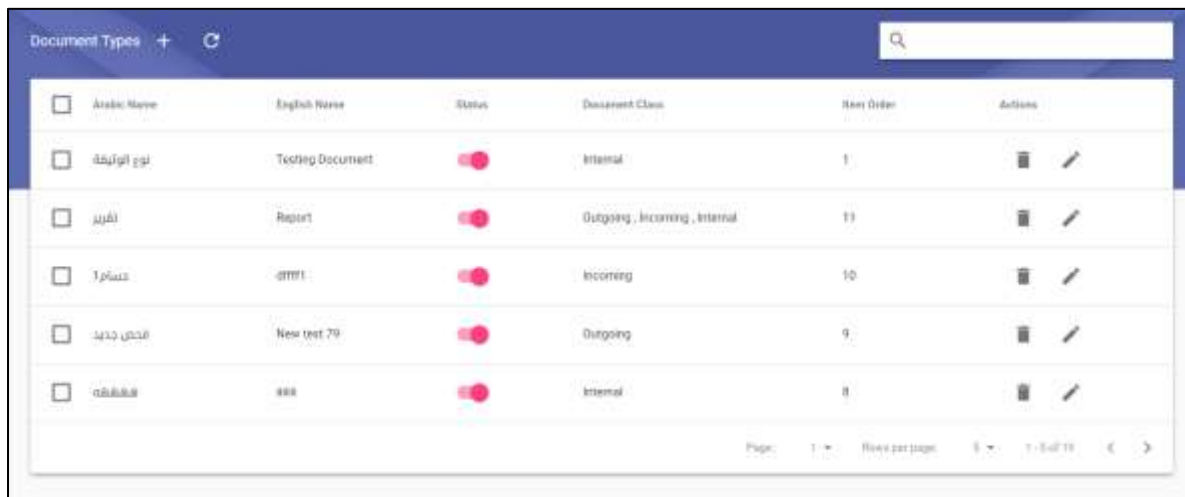


Figure 65: Window of add a new entity type

- **Arabic name:** Entity name in Arabic.
- **English name:** Entity name in English.
- **Code:** Unique code for this type.
- **Order element:** Sort the entity type in terms of creation.
- **Case:**
 -  Active: the appearance of this list of users in management.
 -  Inactive: This list will not appear for users in the administration.

19. Document Types

It's the final status on which the document "The document is finished, approved, rejected".



Arabic Name	English Name	Status	Document Class	Item Order	Actions
نوع الوثيقة	Testing Document	Enabled	Internal	1	Delete, Edit
القرار	Report	Enabled	Outgoing, Incoming, Internal	11	Delete, Edit
البيان	Statement	Enabled	Incoming	10	Delete, Edit
البيان الجديد	New test 79	Enabled	Outgoing	9	Delete, Edit
البيان القديم	Old	Enabled	Internal	8	Delete, Edit

Figure 66: Window display document types

19.1 Explanation of the icons in the document window case



It enables you to add a new case for the document.



It enables you to update the work window.



Find the status of your document inside the window.



Enabled



Not enabled



Modification.





Delete.

19.2 + Add a new document type

Figure 67: Window to add a new document type

- **Arabic name:** The document status name in Arabic.
- **English name:** The document status name in English.
- **Document Category:** Is this document will be applied to the documents status (incoming / outgoing / internal), you can choose from this list, as the form:

- **Item Order:** Sort the document status in terms of creation.
- **Case:**
 -  **Active:** appearance (document status) these users in management.
 -  **Inactive:** will not appear (document) these users in the management of the case.

20. Themes

The system allows the user to change the general appearance of the system. From the system administration, the user can control the start page, the main and sub screens, as well as the main and sub headings, by controlling the color scheme, font type, size and color.

Through the administration system, the user can access the "themes" and choose the preferred format or create a new shape with the characteristics he wants, as in the following figure:

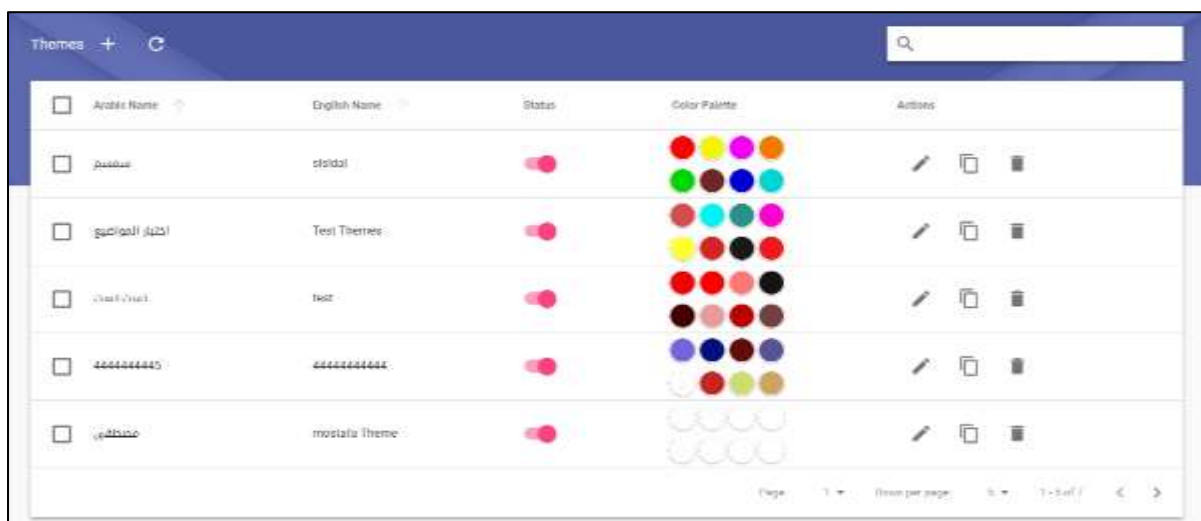









Figure 68: Window display themes

20.1 Explanation of the icons in the window add a subject



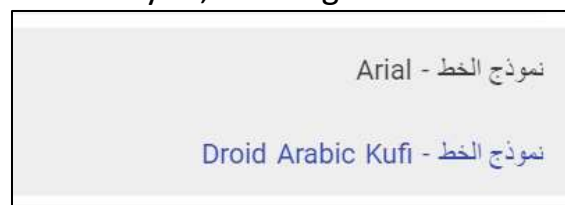
-  It enables you to add a new theme.
-  It enables you to update the work window.
- Find the subject inside the window.
-  Enabled
-  Not enabled
-  Modification.
-  Copies of the themes in which the amendment and add it.
-  Delete.

20.2 + Add New Theme

20.2.1 Basic information

Figure 69: Window to add a new theme - Basic information

- **Arabic name:** The theme name in Arabic.
- **English name:** The theme name in English.
- **Arabic Font Family:** Choose the Arabic language line that will appear if you pick the type of program language (Arabic), and select from the list of fonts that will show you, as in Figure:



- **Font Family:** Choose the English line type which will appear if you pick the language of the program (E), and select from the list of fonts that will show you, as in Figure:



- **Case:**

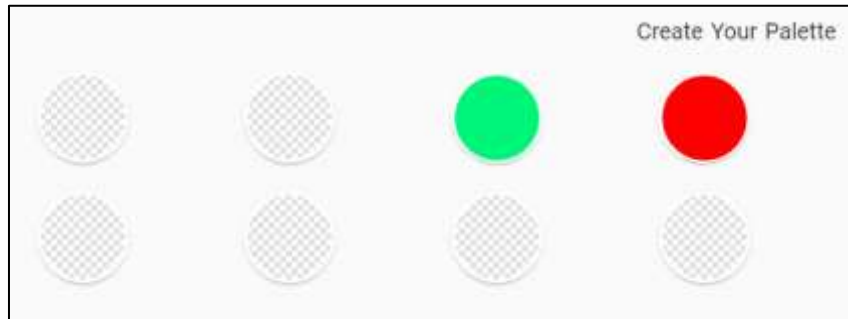


Active: appearance (subject) users in management.



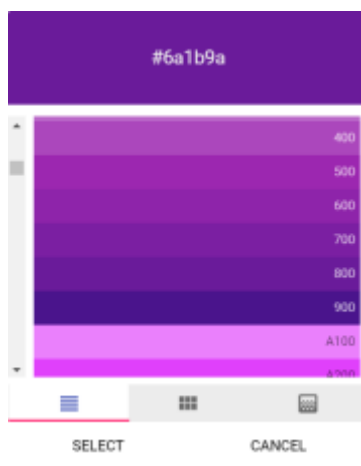
Inactive: does not appear (subject) users in management.

- **Create Your Palette:**

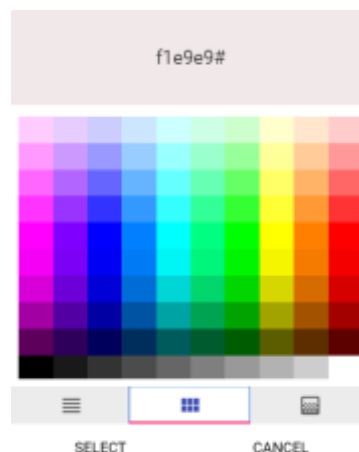


- This choice enables you to control the color scheme in the system by clicking on the color circle, show you a window of which you select the desired color, choose your favorite way colors to choose one of the following ways:

Chose different gradients for color and then click Select



Choose the desired color from one of the following colors and then click Select



Move your mouse until you reach the color you want and then click Select



20.2.2 Additional Properties

This screen enables you to choose the color of each element in the system by choosing from the colors beneath each element, as in Figure:

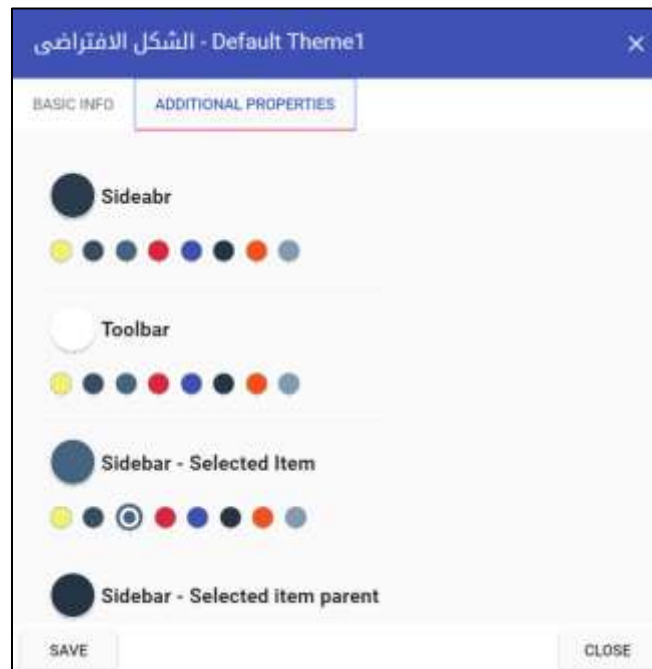


Figure 70: Window to add a new theme - additional properties

21. Organizational Structure

The system allows you to create new organizational structure of government system, whether a major organization unit or sub, also allows you to edit in this structure, where you can edit in data management units, or moved from one place to another.

This review is the organizational structure in the form of an outline, so you can once you look at this Structure, identify key sub-departments and its departments, as in the form:

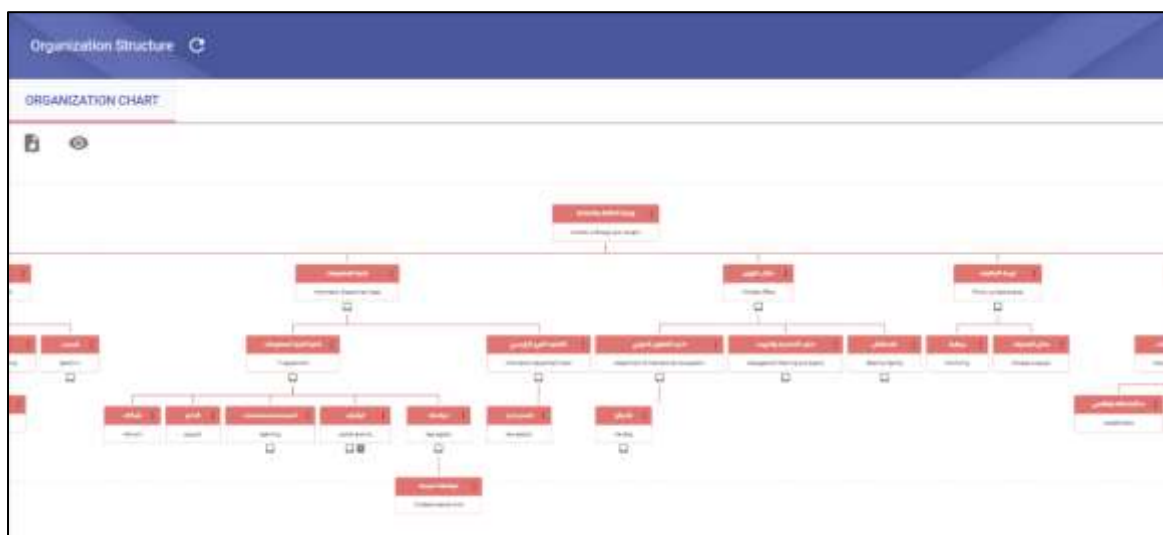







Figure 71: The organizational structure

21.1 Explanation of the icons on the page organizational structure



-  Enables you to work update page organizational structure.
-  It enables you to export the organizational structure in the file in the format EXCEL. xlsx
-  Let you move the page by using the mouse.
-  It has a central archive: This means that all sub-units of this administration will export their own books through this archive, as well as receipt of the books also contained.
-  Her correspondence record: means that this administration will show the rest of the departments in the correspondence sites, and the rest of the departments can directly correspondent.

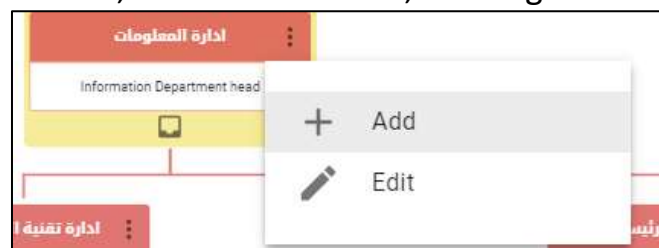
21.2 Add a new organization unit of the organizational structure

- Suppose we want to add a new department of the Department of Human Resources, We will go to the location of this administration in the organizational structure, as in Figure:



Then follow these steps:

- 1- Click on this icon , Will show us a list, as in Figure:



- 2- Then choose Add +
- 3- We fill in the fields, as it is displayed as:

 A screenshot of a web form titled 'Add New Department'. The form has three tabs: 'BASIC INFO', 'SECURITY SETTINGS', and 'WORKFLOW SETTINGS'. The 'BASIC INFO' tab is active. It contains several input fields: 'Parent / Reporting to' (with a dropdown menu), 'Arabic Name', 'English Name', 'Description', 'Code', and 'Organization type' (with a dropdown menu and a plus icon). At the bottom, there are 'ADD' and 'CLOSE' buttons.

Figure 72: Add a new window management organizational structure

21.2.1 Basic

- **Follows for:** Parent administration, which will have continued organizationally.
- **Arabic name:** Administration name in Arabic.
- **English name:** Administration name in English.
- **The description:** You can write a brief description in this field to define this administration.
- **Code:** It is the letters that express the name of the administration, for example financial management, the symbol is "FN".
- **Administration Type:** I'll show you a list of which you choose the type of management of the species that you have already created, and be the type of administration, such as: Department / Committee / branch ... and so, as in the form:
- **Director:** You can set the manager of this administration following these steps:
 1. It appoints the Director of Administration, through pressure on + , I will show you a screen to select the user as in the form:

New Type - نوع جديد

لجنة - Committee

الاختيار - testing

قسم - sector

Select manager

	Name	Login name	Domain Name
<input type="checkbox"/>	hiba faleh	hiba	hiba
<input type="checkbox"/>	hossam	hossam	hossam
<input type="checkbox"/>	chamuk	chamuk	chamuk
<input type="checkbox"/>	yamir	yamir	yamir
<input type="checkbox"/>	maral	maral	maral

Page: 1 - 5 of 5

2. Press the login name, show you the list of search for users, so you can specify search criteria for users:
 - ▶ Once you type the search criteria the system will search for this user and show it directly.

اسم الدخول

رقم الموظف

وحدة إدارية

الاسم باللغة العربية

الاسم باللغة الانجليزية

3. Save this user then to be appointed as the manager of this department.
- **vice manger:** You can set the Deputy Director of Management by following these steps:
 1. Appoint the Deputy Director of the Department, through the pressure on +, I will show you a window to select the user as in the form:

The screenshot shows a window titled "Select vice manager" with a search bar at the top. Below the search bar is a table with three columns: Name, Login name, and Domain Name. The table contains five rows of user data, each with a checkbox in the first column.

	Name	Login name	Domain Name
<input type="checkbox"/>	Hiba Saleh	heiba	heiba
<input type="checkbox"/>	hossam	hossam	hossam
<input type="checkbox"/>	cherouk	cherouk	cherouk
<input type="checkbox"/>	yasmin	yasmin	yasmin
<input type="checkbox"/>	manal	manal	manal

At the bottom of the window, there is a pagination bar showing "Page: 1", "Rows per page: 5", and "1 - 5 of 9".

2. Press the login name, show you the list of search for users, so you can specify search criteria for users:

The screenshot shows a dropdown menu with the following options in Arabic:

- الاسم الكامل
- الاسم الأول
- الاسم الأخير
- الاسم باللقب
- الاسم باللقب

- ▶ Once you type the search criteria the system will search for this user and show it directly.

3. Save this user then it is assigned to the Deputy Director of the Department.
- **System administrator:** It is responsible for correspondence management system within the person.

- ▶ You can set the system administrator of this administration by following these steps:
1. The appointment of the system administrator, through pressure on +, I will show you a window to select the user as in the form:

2. Click the login name, show you the list of search for users, so you can specify search criteria for users:

- ▶ Once you type the search criteria the system will search for this user and show it directly.
3. Save this user then to be appointed as a manager of the system in this administration.
- Her record correspondence:
 - ▶ **Yes:** It means that this administration will show the rest of the departments in the correspondence sites, and the rest of the departments can directly correspondent.
 - ▶ In this case, you select the types of correspondence sites that this administration will be by writing, through the drop-down list, as shown in Figure:

- ☐ **No** : Means do not have a correspondence record, it will not appear to the rest of the departments in the correspondence sites, and cannot be directly correspondent.
- ☒ **Yes**: It has a central archive.
- ☐ **No** : It does not have a central archive.
- Case:
 - ☒ **Active**: This active management will be based on the e-mail system, and departments can correspondence.
 - ☐ **Inactive**: Which did not start working on the correspondence system, but within the existing organizational structure.
- reference number**: Reference books is the number, and clicking on the (reference number) you can choose from between the reference numbers and that you have already created as in the form:

الرقم المرجعي الدول

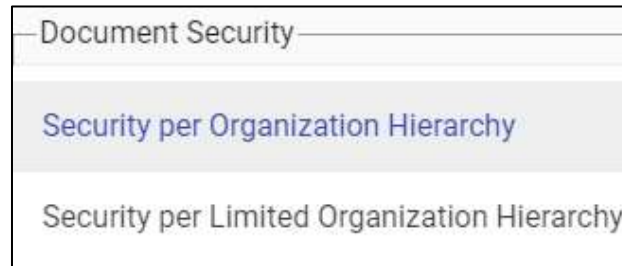
- E-mail**: Private administration.
- Cell phone**: To facilitate communication with the administration.

21.2.2 Security Settings

Figure 73: Window management add new organizational structure - security settings

- **Document Security:**

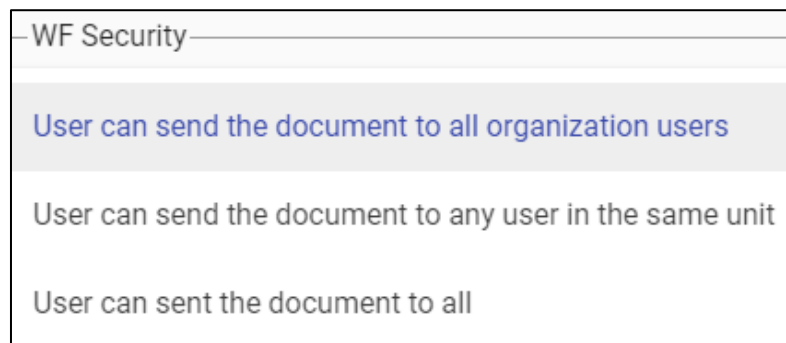
It is intended to safely file the validity of access to documents, and the choice between these two levels of permissions:



- ▶ The permissions at the level of the organizational structure: access to documents on the entire level.
- ▶ The permissions at the level of the organizational structure of the limited: access to documents on parent administration level, and its subordinate departments.

- **Workflow security:**

Is the ability to access the documents, and the choice of these two levels of permissions:



- ▶ The user can transmit to all users: within the entire government.
- ▶ The user can send to the administration and its departments: the limited organizational structure of your managed only.
- ▶ The user can send key departments and all its sub-departments: the identification of these departments (the system administrator).

21.2.3 Workflow settings:

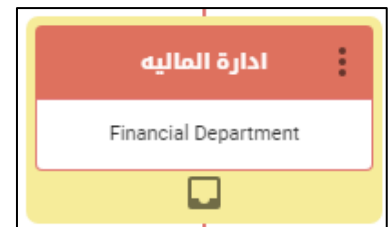
Figure 74: Window management add new organizational structure - the conduct of work settings

- **Notify the sender when reach deadline without action:** Send a notice to the sending user that the date specified for action on the document is over.
- **Notify the receiver when reach deadline without action:** Send a notice to the recipient user that the exact date for action on the document is over.
- **Email Notification:** The ability to send notifications to the user via e-mail.
- **SMS Notification:** Access user notices via SMS.
- **Send Alarm before the deadline for:** Writing the number of days that will be up to the user alert before the expiry of the deadline for the expiration of the period specified for action on the book.
- **Activate Escalation mode:** ☒ active ☐ inactive
- ▶ **Choose a method of escalation:**
Then click on the menu to choose from, as in the form:

- **The maximum number of days to respond to correspondence waiting to reply:** Determine the maximum number of days for books that need a response, which cannot exceed the user when he specifically.

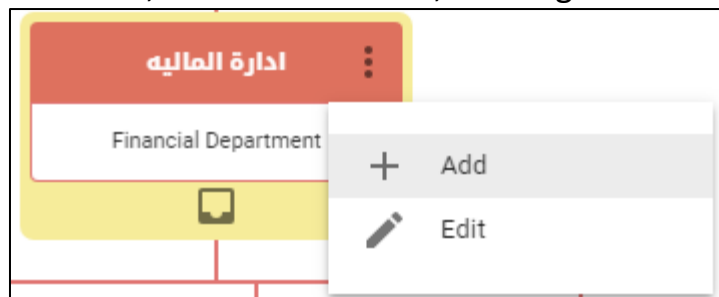
21.3 The amendment to the existing organization unit organizational structure:

- ▶ If you want to edit in one of the properties of human resources management, We will go to the location of this administration in the organizational structure, as in Figure:



Then follow these steps:

- 1- Click on this icon , Will show us a list, as in Figure:



- 2- Then we choose  Edit

The system will open a window containing a list of sub-units of this administration, which you added earlier in the organizational structure, as in Figure:

Figure 75: Modifying a window on an existing organization unit organizational structure


We have already explained the properties (basic information - security settings - running the business settings), and we will explain the rest in the window properties.

21.3.1 Children

- Sub-Units of this Department (Department / Branch / Section ...)

Organizational Name	Parent / Reporting to	Organization type	Status	Action
ادارة التمويل Section & Finance	ادارة المالية Financial Department	Type type1	Active	Edit
ادارة المبيعات Sales Department	ادارة المالية Financial Department	Department	Active	Edit
ادارة المشتريات Purchasing Department	ادارة المالية Financial Department	Department	Active	Edit

Figure 76: Adjustment window on the organization unit present organizational structure - children

- This screen contains a list of sub-units of the Department, which you can also control their properties through this window, through pressure on , where the system will open the screen properties of these sub-organization unit, and you can change them.

21.3.2 Classifications

- This screen contains a list of classifications added management, allowing you to add a classification that you've already created, as well as the amendment in the Classifications added to the administration.

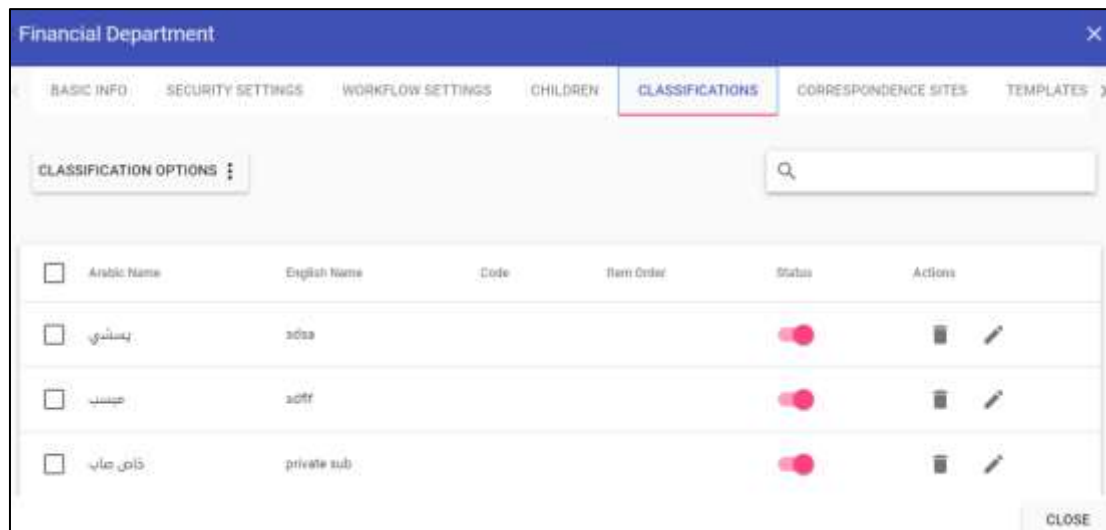
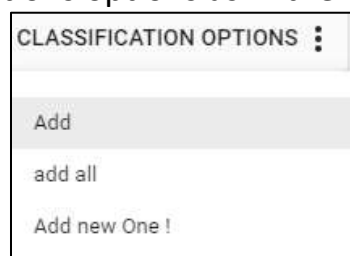


Figure 77: Adjustment window on the organization unit existing organizational structure - Classifications

21.3.2.1 Add a new category to the list

- Click the Classifications options as in the form:



1. **Add:** Allows you to add the classifications from the list, as in Figure:



2. **Add all:** Add all of the existing classifications system.

3. **Add New:** Enables you to create a new classification system that does not exist, as in the form:

21.3.3 Correspondence sites

- This screen contains a list of correspondence sites added to the administration, enables you to add a correspondence sites already in the system, as well as edit or delete contacts added to the administration.

Figure 78: Adjustment window on the organization unit existing organizational structure - Classifications



21.3.3.1 Add a new correspondent to the list

- ▶ Click the correspondence site options as views in the form:

A screenshot of a dropdown menu titled 'CORRESPONDENCE SITE OPTIONS' with a three-dot icon. The menu is open, showing three options: 'Add' (highlighted in grey), 'add all', and 'Add new One !'.

1. **Add:** It enables you to add a correspondence site from the list, as in Figure:

A screenshot of a dialog box titled 'Select Correspondence Site' with a close button (X) in the top right corner. The dialog contains a text input field with a blue underline and a small downward arrow on the right. To the right of the input field is a grey button labeled 'ADD'.

2. **Add all:** Add all the existing correspondence system views.
3. **Add New:** Enables you to create a new correspondence system does not exist, as in the form:

21.3.4 Document Templates

This screen contains a list of templates added to the department, allowing you to add a template from the templates you have already created, as well as edit or delete the templates added to the department.

Document Subject	Document Title	Document Type	Template Type	Actions
كتاب وزارة التعليم والتعليم العالي	MO Education			
كتاب اليوم الوطني	NDC template			
كتاب عام وزارة الصحة	General template Health ministry			

Figure 79: Adjustment window on the organization unit present organizational structure - document templates

21.3.4.1 Add a new template to the list

1. Click on + To add a new template.

Figure 80: Create a new template

2. Fill in the fields.
3. Clicking on the **...BROWSE FILE** to upload the file from the device.
4. Clicking on the **Add**.

21.3.5 Property Configuration

- Enables you to add fields to the Add documents screens, the users can see it in departments, and you can choose whether these fields write text, date, etc.

Figure 81: Adjustment window on the organization unit present organizational structure – property

21.3.6 Users

- This screen contains a list of users in the administration, allows you to add or delete users, and you can modify their information.

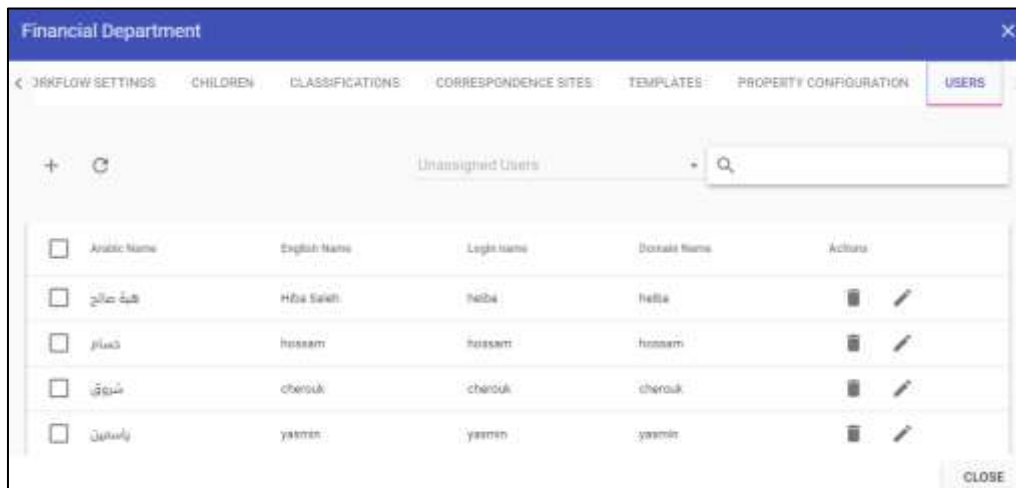


Figure 82: Modifying a window on an existing organization unit organizational structure - users

21.3.6.1 Add a new user to the administration

1. Click on + to add a new user.

Figure 83: Add a new user to the administration

2. Fill in the fields.
3. Click **Add**.

21.3.6.2 To add a user already exists in the system

1. Clicking on the “Un assigned user”

- ▶ You open a list of existing users in the system names, and are not present a list of users in the administration, a selection of them, as in the form:

Secretary
Manager
HR manger
general manger
user

2. After selecting the user name, you will open up the following window:

Role *	▼	Security Levels *	▼
--------	---	-------------------	---

3. Click on the job to choose from the list:

Administrator
Secretary
Manager
Accountant
Data Entry

4. Click on the security level to choose from the list:

<input type="checkbox"/> Normal
<input type="checkbox"/> Confidential
<input type="checkbox"/> Private

5. Click **Add**.

22. Workflow Group







The actions that will specify the user in the case of the document sent to another user, the sender user must to determine what is required to do the actions on this document.

The system allows you to create the appropriate actions according to the workflow in your correspondence system in your administration, in terms of creating a new procedure, adding a system action, and deleting or modifying the properties.

Arabic Name	English Name	Status	Group Members	Action
مجموعة جديدة	new group			
حروب2	group 2			
شروكي	cherouk			
تست تست	test test		Hiba Saleh	

Figure 84: Window display workflows

22.1 Explanation of the icons in the window of the conduct of work procedures

-  It enables you to add a new procedure.
-  It enables you to update the work window.
- Search for the procedure within the window.
-  General - for all departments
-  Allocation - certain departments
-  Modification.
-  Delete.

22.2 Add a new Workflow Actions

22.2.1 Basic information

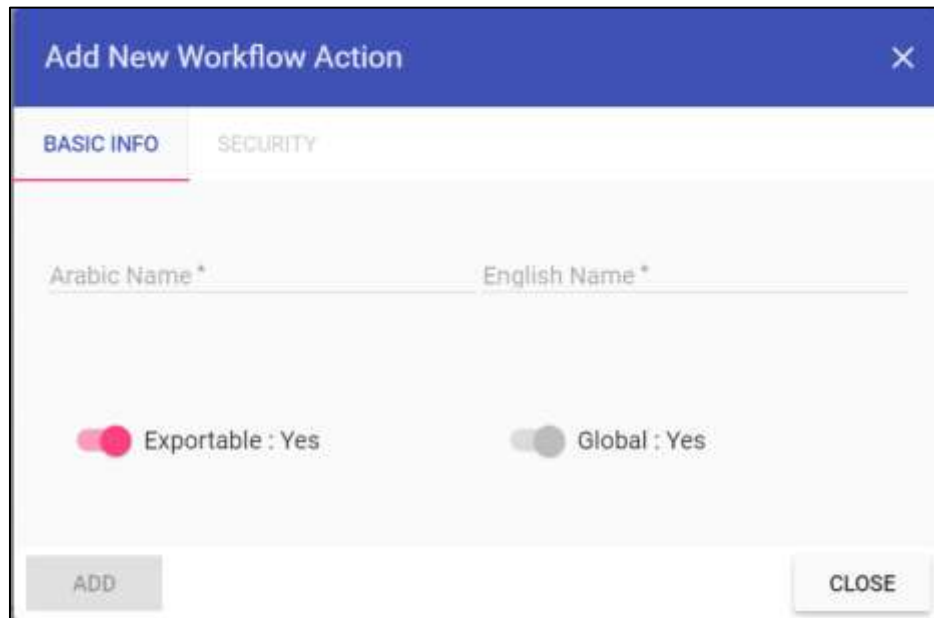






Figure 85: Add a new workflow action - basic information


- **Name in Arabic:** Action name in Arabic.
- **English name:** Action name in English.
- **Exportable:**
 -  **Yes:** This procedure is displayed on the export situation.
 -  **No:** This procedure does not appear in the case of export.
- **Year:**
 -  **Yes:** It appears in all departments in the organizational structure.
 -  **No:** This action is allocated to specific departments.

22.2.2 Group members

People who will show this action, in the send and export screens, you can add or delete users from the list, as in Figure:

add new workflow group			
BASIC INFO		GROUP MEMBERS	
+			
Arabic Name	English Name	Organization	Action
ADD		RESET	CLOSE

Figure 86: Add a new procedure – Group members

- You can add members by clicking “add” icon  as the following figure:

Group Members			
Select organization			
Financial Departme...	Domain Name	Arabic Name	English Name
SEARCH			
<input type="checkbox"/>	Domain Name	Arabic Name	English Name
<input type="checkbox"/>	heiba	هبة صالح	Hiba Saleh
<input type="checkbox"/>	hossam	حسام	hossam
<input type="checkbox"/>	cherouk	شروق	cherouk
<input type="checkbox"/>	yasmin	ياسمين	yasmin
ADD		CLOSE	

23. Files

A classification of a group of documents that related in one subject, it is saved within this file, for easy access to it when you return to it again, divided files into a major subset.

For example, there is a document on the subject of: car payments, this book is saved under the main file (contracts) under which the sub-file (car rental contracts) ... and so, this book is easily accessible by searching the sub-file.



Figure 87: View files Window

23.1 Explanation of the icons in the files window



It enables you to add a new procedure.



It enables you to update the work window.



Search for the file within the window.



active



inactive



Display organization units located by this file.



View sub-files - if any - falling under this main file.



Modification.



Delete.

23.2 Add a new file

23.2.1 Basic information

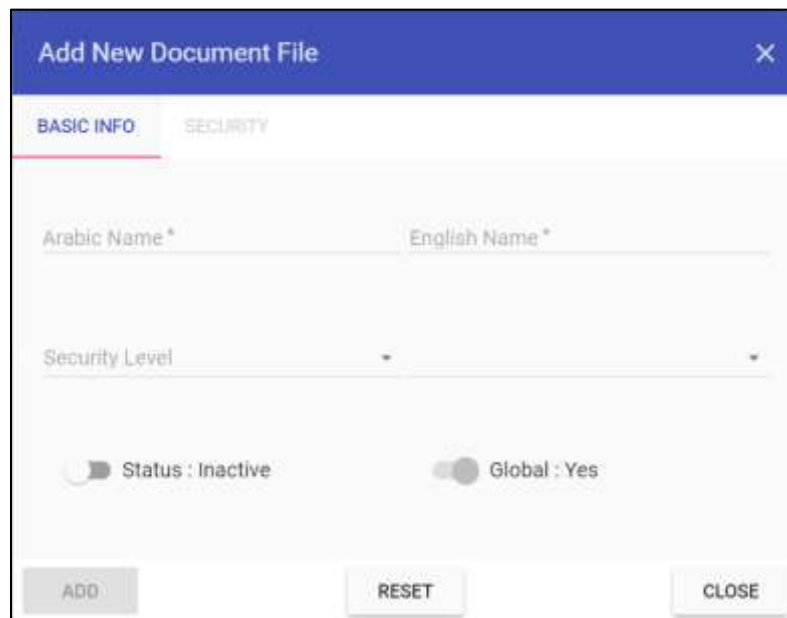


Figure 88: Add a new file window – basic information

- **Arabic name:** File name in Arabic.
- **English name:** File name in English.
- **Security level:** Choose the security level of the books that will be saved in this file, from the following list:



- **Files:** If you want to have this file (sub); you have to choose the main file that will fall under it, and through the following list:



- **Status:**

☒ **Active:** This file is displayed on the departments.

☐ **Inactive:** This file does not appear in the departments.

- **Year:**

☒ **Yes:** It appears in all departments in the organizational structure.

☐ **No:** It is allocated to certain departments of this file.

23.2.2 Security

People who will show this file, you can add or delete users from the list, as in the figure:



Figure 89: Window add a new file - Security

- You can search for users through the data in the following list:

اسم الدخول
رقم الموظف
وحدة إدارية
الاسم باللغة العربية
الاسم باللغة الانجليزية

24. Document Templates

Documents intended templates, are the books that are filed on the system models, so as to facilitate the user, where the book is written with a formula leave blank data fields, for the user to fill in.

As well as being subject to the coordination of each model according to departmental requirements.



Figure 90: Window display document templates

24.1 Explanation of the icons in the document templates window



Enables you to add a new template.



It enables you to update the work window.



Search for the template inside the window.



active



inactive



Delete.



Modification.

24.2 + Add New Template

Figure 91: Add a new template window

- **Arabic name:** Document template name in Arabic.
- **English name:** Document template name in English.
- **Document Type:** You are selected template type from the following list:

- **Signature Count:** Writing the number of signatures that will be present in the template.
- **Browse File:** To browse files on your computer, choose a template and submit it to the system.
- **Year:**
 - ☒ **Yes:** It appears in all departments in the organizational structure.
 - ☐ **No:** This template is allocated to specific departments.
- **Status:**
 - ☒ **Active:** This template is displayed on the departments.
 - ☐ **Inactive:** This template does not appear in the departments.

25. Attachment types








The types of attachments are divided into types by side, or by subject to on, according to what you want and commensurate with the nature of the correspondence system within the administration.



Figure 92: Window display attachment types

25.1 Explanation of the icons in the screen of attachments types





-  Enables you to add a new attachment type.
-  It enables you to update the work window.
-  Search for the template inside the window.
-  active
-  inactive
-  Delete.
-  Modification.

25.2 + Add a new attachment type

Figure 93: Add a new window attachment type

- **Arabic name:** Attachment type name in Arabic.
- **English name:** Attachment type name in English.
- **Document Category:** Is determined document category from the following list:

☐ Outgoing
☐ Incoming
☐ Internal
- **Item Order:** Sort the attachment type in terms of creation.
- **Case:**
 -  **Active:** The appearance of the attachment type in the departments.
 -  **Inactive:** You do not receive the attachment type in the departments.



Menu Items

- Menu items is a third part between the system and the database to integrate and call the feature like [ICN , Reports] through the URL that will be added and displayed on Tawasol system when add a new menu item

- The menu item is divided into a main menu item and a sub menu item

- The menu items screen contains :



Enables to user admin to add new menu item



Reload icon to upload and update the menu items screen

Search bar, which enables to admin to search for any

menu item, appears in the screen.



Status : enabled to be activated and appears in the system



Status : disabled to be deactivated and not appears in the system



Display the sub menu items in the system :



Delete the added menu item



Edit the selected menu item



Navigate between pages though [Next – Previous]

- When add a new menu item, user admin should fill the mandatory fields in basic info tab

The screenshot shows the 'Add New Menu Item' dialog box with the 'BASIC INFO' tab selected. The fields are as follows:

Field	Value
Arabic Name *	
English Name *	
Item Order *	9
Menu Item Type	SQL Reporting Services
Status	Active (checked)
Global	Yes (checked)

Buttons at the bottom: ADD, RESET, CLOSE.

- Arabic Name : Writing the name of classification in Arabic
 - English Name : Writing the name of classification in English
 - Item Order : enter the order number of the menu item
3. You can enter the URL of the feature which will appears in the menu item queue through the URL settings tab

The screenshot shows the 'Add New Menu Item' dialog box with the 'URL SETTINGS' tab selected. The field is as follows:

Field	Value
Menu URL	

Buttons at the bottom: ADD, RESET, CLOSE. A 'CHECK URL VARIABLES' button is also present.

➤ **Notes:**

- When select the menu item as Global, it will be displayed to all the users in the whole entity
- When select the menu item as Private, it will appear only to the user whose the permission of the added menu item has been specified from Permissions screen

The screenshot shows the 'Private Menu Items' section with the following items:

Item	Selected
private2	checked
menu	unchecked