

Parliament Resource Management System – User Manual



PARLIAMENT RESOURCE MANAGEMENT SYSTEM (PRMS)

USER MANUAL

Parliament Resource Management System – User Manual

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1 Introduction

The Parliament Resource Management System (PRMS) system is a platform with the following modules:

1. Employee Leave Management
2. Employee Attendance
3. Letter (Receive and Dispatch) Management
4. Workflow Management
5. Document Management
 - a. Session Document
 - b. Committee Document
 - c. Secretariat Document

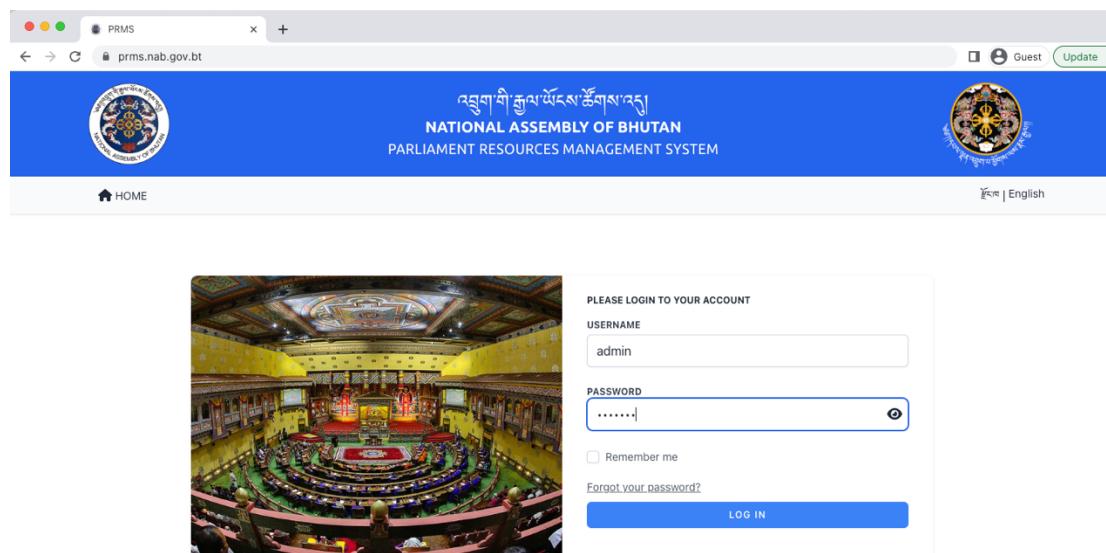
This user manual is provided as a guide for using PRMS.

2 Logging In

The user can login to PRMS by visiting following URL

<https://prms.nab.gov.bt>

And by using the username and password provided by IT Division of the Secretariat.



Insert the username and password into the appropriate fields and click Log In button. Once logged in, the user will see the user dashboard depending on their roles.

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The screenshot shows the Admin Dashboard of the Parliament Resource Management System. At the top, there are two circular emblems of the National Assembly of Bhutan. The center header reads "NATIONAL ASSEMBLY OF BHUTAN" and "PARLIAMENT RESOURCES MANAGEMENT SYSTEM". Below the header, a navigation bar includes "Home (3rd Parliament)", "STATUS: MEETING", "Reports", "Notification" (with a red badge showing 0), and "Admin". On the left, a sidebar lists various icons corresponding to system settings. The main content area is titled "System Settings" and contains a grid of twelve buttons, each with an icon and a label: "Manage Users", "Roles and Permissions", "Parliament", "Session Document Categories"; "Manage Web Links", "Manage File Indexes", "Manage Conference Hall", "Manage Conference Bookings"; "Manage Constituency", "Leave Category", "Manage Position Title", "Manage Position Level"; "Manage Agency", "Manage Dzongkhags", "Joint Sitting Document Categories", "Manage Whitelist IP Range".

Admin Dashboard

The screenshot shows the Admin Dashboard with the "My Dashboard" section selected. The layout is similar to the previous screenshot, with the National Assembly emblem at the top, followed by the header "NATIONAL ASSEMBLY OF BHUTAN" and "PARLIAMENT RESOURCES MANAGEMENT SYSTEM". The navigation bar includes "Home (3rd Parliament)", "STATUS --", "Notification" (with a red badge showing 0), and "Sampa Dhendup SD". The main content area is titled "My Dashboard" and features a grid of six buttons in a 2x3 grid: "Attendance" (Mark Your Attendance), "Leave" (Leave for employees), "Conference Hall Booking" (Book conference hall here); "Letters" (Receive and dispatch letters), "Workflow" (Workflow), "Member Attendance Report" (View Parliament Members Attendance Report); and "Secretariat Attendance Report" (View Secretariat Attendance Report). Below this, there are three more buttons: "Session Documents", "Committee Documents", and "Secretariat Documents".

User Dashboard

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3 Resetting Your Password

If a user forgets their password, the password can be reset by visiting the ‘Forgot my password’ link just below the password field in the Login Page. To reset a password, the user must enter a valid email address that was registered in the PRMS.



PLEASE LOGIN TO YOUR ACCOUNT

USERNAME

111111111

PASSWORD

.....

Remember me

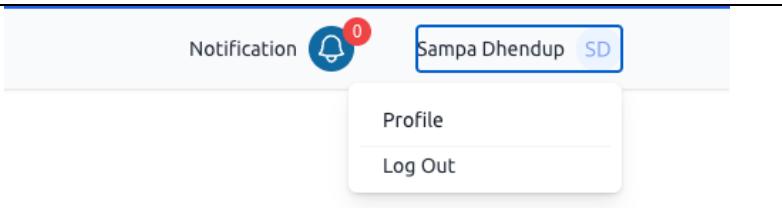
[Forgot your password?](#)

LOG IN

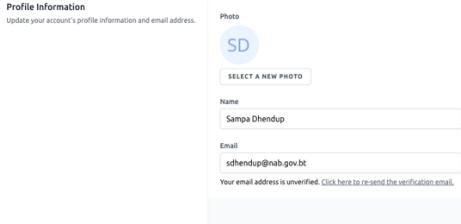
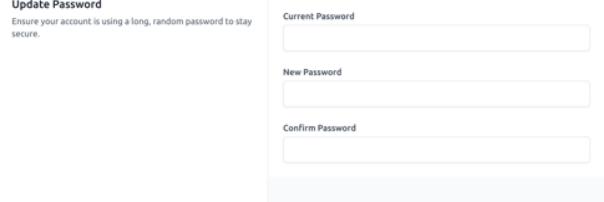
1	Click on <i>Forgot your password?</i> link located above login button	 <p>Forgot your password?</p> <p>LOG IN</p>
2	Enter your email address and then click on “ <i>Email Password Reset Link</i> ” button. Link to reset password will be sent to the email entered.	<p>Forgot your password? No problem. Just let us know your email address and we will email you a password reset link that will allow you to choose a new one.</p> <p>Email</p> <input type="text"/> <p>EMAIL PASSWORD RESET LINK</p>

4 Updating User Information

Registered user can update their information from the user profile.

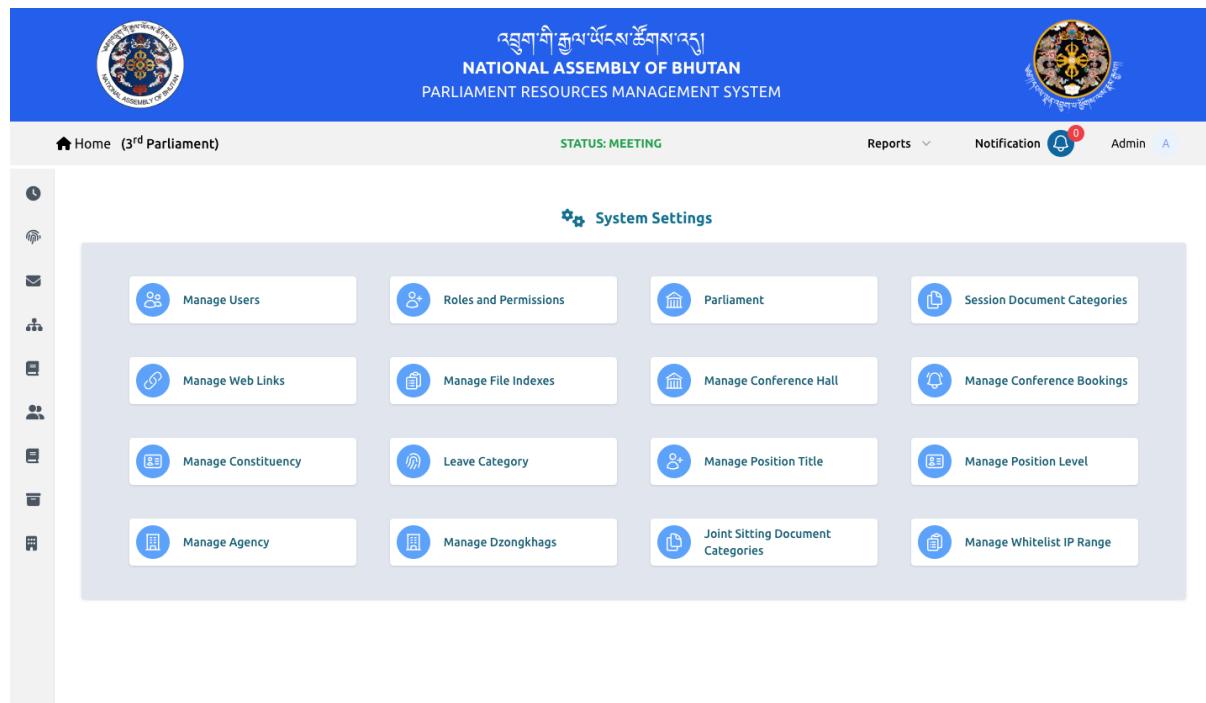
1 Click on the User at the top right corner. Then click on the <i>Profile</i> link.	 <p>Notification </p> <p>Sampa Dhendup SD</p> <p>Profile</p> <p>Log Out</p>
--	--

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2	From the Profile Information section, you can update your profile picture, name or email address. After changing, click on the Save button to update your information.	
3	User can change their password from the Update Password section.	

5 System Administration

Admin users will have access to the master files for the system configuration. You will see the system settings modules as below:



The screenshot shows the main dashboard of the Parliament Resources Management System. At the top, there is a blue header bar with the text "NATIONAL ASSEMBLY OF BHUTAN" and "PARLIAMENT RESOURCES MANAGEMENT SYSTEM". Below the header, there is a navigation menu on the left with icons for Home, Status, Reports, Notifications (with a red notification badge), and Admin. The main content area features a "System Settings" section with a grid of 12 buttons, each representing a different administrative module. The buttons are arranged in three rows of four. The modules include: Manage Users, Roles and Permissions, Parliament, Session Document Categories; Manage Web Links, Manage File Indexes, Manage Conference Hall, Manage Conference Bookings; Manage Constituency, Leave Category, Manage Position Title, Manage Position Level; Manage Agency, Manage Dzongkhags, Joint Sitting Document Categories, and Manage Whitelist IP Range.

5.1 Manage Users

When user clicks on the Manage Users Module, user management dashboard will be shown as below:

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SL#	Name	Username	Division	Role	Order	Manage Staff	Actions
1	Tandin Tshering	11410001186	Secretariat Service Division	secretariat	1	Supervisor Subordinate	
2	H.E. Wangchuk Namgyel	11914001743	Member of Parliament (NA)	SpeakerRole	1	Supervisor Subordinate	
3	Sonam Lhamo	10903001305	Information and Communication Division	secretariat	3	Supervisor Subordinate	
4	Tenzin Namgay	10502001035	Hansard and Research Division	secretariat	4	Supervisor Subordinate	
5	Lotey Gyetshen	11004000786	Secretariat Service Division	secretariat	5	Supervisor Subordinate	
6	Sonam Delek	10101005136	Legislative and Procedural Division	document-uploader	6	Supervisor Subordinate	
7	Pem Zam	10203001982	Legislative and Procedural Division	secretariat	7	Supervisor Subordinate	
8	Kuenzang Wangmo	11906001374	Secretariat Service Division	secretariat	8	Supervisor Subordinate	

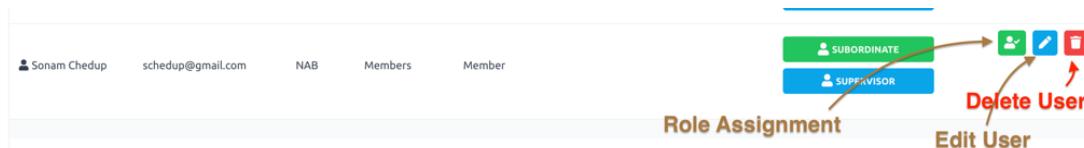
To add new user, click on the **Add New** button on the left top corner. The user registration will pop up as shown. Fill up the details and click **Save** button to register the user.

ADD USER

Agency: NAB
Parliament: Secretariat
Division/Parliament Member:

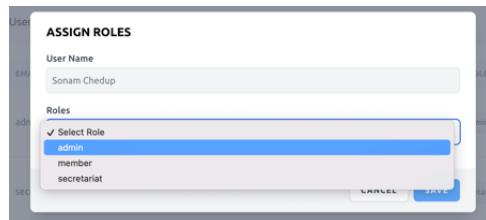
Full Name:
Email:
Username:
Contact No:
Position Title: Select Position Title
Position Level: Select Position Level
Gender: Select Gender
Employee ID:
CID No:
Status: Select Status
Password:
Confirm Password:
CANCEL SAVE

Once the user is registered, you can assign role to the user or edit its details or delete as shown in the diagram below:



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Click on the role assignment button to assign the intended role to the user. The following pop up will displayed. Select an appropriate role and the click **Save** button to complete the assignment.



You can also assign the user's supervisor and its subordinates. Click on the **Subordinate** button to assign all the staffs under that user. And Click on the **Supervisor** button to assign its supervisor.

SUBORDINATE
 SUPERVISOR

5.2 Manage Roles and Permissions

When the user clicks on the Mange Roles and Permission Module, the dashboard will be shown as below:

Click on the **Add New** button on the left top corner to add new role. To assign permission to the added role, click on the icon as show below:

Permissions can be assigned using the popup window as shown below:

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MANAGE PERMISSIONS

Role Name
admin

Permissions

<input checked="" type="checkbox"/> Attendance	<input checked="" type="checkbox"/> Members Attendance Report	<input checked="" type="checkbox"/> Secretariat Attendance Report
<input checked="" type="checkbox"/> Leave	<input checked="" type="checkbox"/> Leave Report	<input checked="" type="checkbox"/> Manage Holidays
<input checked="" type="checkbox"/> Manage Leave Balance	<input checked="" type="checkbox"/> Dispatch Letter	<input checked="" type="checkbox"/> Receive Letter
<input checked="" type="checkbox"/> Dispatched Report	<input checked="" type="checkbox"/> Received Report	<input checked="" type="checkbox"/> Delete Dispatch Letter
<input checked="" type="checkbox"/> Delete Receive Letter	<input checked="" type="checkbox"/> Workflows	<input checked="" type="checkbox"/> Workflow Report
<input checked="" type="checkbox"/> Conference hall booking	<input checked="" type="checkbox"/> Conference hall booking Report	<input checked="" type="checkbox"/> Session Document
<input checked="" type="checkbox"/> NA Session Document	<input checked="" type="checkbox"/> NA Session Document Upload	<input checked="" type="checkbox"/> NA Session Document Delete
<input checked="" type="checkbox"/> Committee Document	<input checked="" type="checkbox"/> Committee Document Upload	<input checked="" type="checkbox"/> Committee Document Delete
<input checked="" type="checkbox"/> Secretariat Document	<input checked="" type="checkbox"/> Secretariat Document Upload	<input checked="" type="checkbox"/> Secretariat Document Delete
<input checked="" type="checkbox"/> Joint Sitting Document	<input checked="" type="checkbox"/> Joint Sitting Document Upload	<input checked="" type="checkbox"/> Joint Sitting Document Delete
<input checked="" type="checkbox"/> View Archive	<input checked="" type="checkbox"/> Session Document Archive	<input checked="" type="checkbox"/> Committee Document Archive
<input checked="" type="checkbox"/> Secretariat Document Archive	<input checked="" type="checkbox"/> Joint Sitting Document Archive	<input type="checkbox"/> Daily Secretariat Attendance Report

CANCEL SAVE

5.3 Manage Agency

From the Mange Agency Module, the admin will can manage the name of Agency, Depart and Divisions as shown below:

Manage Agency

Settings > Agencies		ADD NEW
AGENCY NAME	DEPARTMENTS	ACTIONS
NAB	departments (2)	

Manage Department

To manage departments, click on the blue button ([departments \(2\)](#)), which will take you to the below screen.

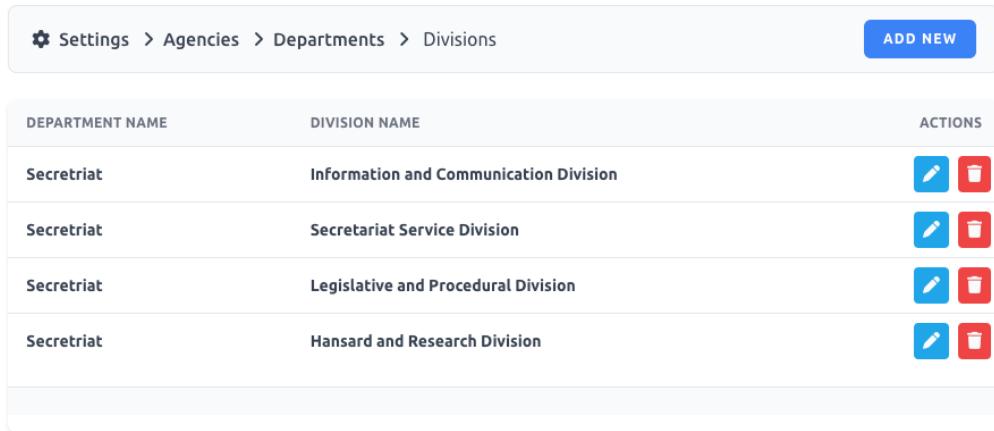
Settings > Agencies > Department				ADD NEW
AGENCY NAME	DEPARTMENT	DIVISIONS	ACTIONS	
NAB	Secretariat	divisions (4)	 	
NAB	Parliament	divisions (2)	 	

Click on the **Add New** button on the left top corner to add new Division.

Manage Division

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To manage departments, click on the blue button ( departments (2)), which will take you to the below screen.



DEPARTMENT NAME	DIVISION NAME	ACTIONS
Secretariat	Information and Communication Division	 
Secretariat	Secretariat Service Division	 
Secretariat	Legislative and Procedural Division	 
Secretariat	Hansard and Research Division	 

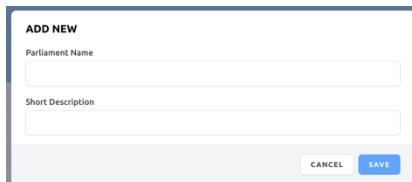
5.4 Manage Parliament

When the user clicks on the Mange Parliament Module, the dashboard will be shown as below:



PARLIAMENT	PARLIAMENT SESSIONS	COMMITTEES	ACTIONS
3 rd Parliament	Sessions - [9]	Committees - [1]	 
2 nd Parliament	Sessions - [2]	Committees - [0]	 
1 st Parliament	Sessions - [4]	Committees - [0]	 

Click on the **Add New** button on the left top corner to add new parliament. Fill up the Parliament Name and click **Save** button to save new record.



The form contains the following fields:
- ADD NEW
- Parliament Name (text input field)
- Short Description (text input field)
- CANCEL (button)
- SAVE (button)

5.4.1 Manage Session

To add sessions to the parliament, click on the Session button.

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Settings > Parliament		ADD NEW	
PARLIAMENT	PARLIAMENT SESSIONS	COMMITTEES	ACTIONS
3 rd Parliament	+ Sessions - [9]	+ Committees - [1]	
2 nd Parliament	+ Sessions - [2]	+ Committees - [0]	
1 st Parliament	+ Sessions - [4]	+ Committees - [0]	

You will be taken to the Session screen as shown below.

SESSION NAME	ACTIONS
+ 9th Session	
+ 8th Session	
+ 7th Session	
+ 6th Session	
+ 5th Session	
+ 4th Session	
+ 3rd Session	
+ 2nd Session	
+ 1st Session	

Click on the Save button on the left top corner to add new Session which will be automatically link to the previous selected Parliament.

ADD NEW SESSION

Session Name

Short Description

CANCEL SAVE

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5.4.2 Manage Committee

To add committee to the parliament, click on the committee link highlighted by yellow color.

PARLIAMENT	PARLIAMENT SESSIONS	COMMITTEES	ACTIONS
3 rd Parliament	Sessions - [9]	Committees - [1]	
2 nd Parliament	Sessions - [2]	Committees - [0]	
1 st Parliament	Sessions - [4]	Committees - [0]	

When the user clicks on the Committee link, you will be taken to manage committee screen shown below.

COMMITTEES	COMMITTEE MEMBERS	ACTIONS
Legislative Committee	COMMITTES (1)	

Click on the **Add New** button on the left top corner to add new Committee.

ADD NEW

Member Name
Select Member Name

Session Name
Select Parliament Session

Designation

constituency

CANCEL **SAVE**

5.4.3 Committee Members

To add committee members, click on the committee link highlighted by yellow color.

COMMITTEES	COMMITTEE MEMBERS	ACTIONS
Legislative Committee	COMMITTES (1)	

When the user clicks on the Committee link, you will be taken to manage committee screen shown below.

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The screenshot shows a table with one row of data. The columns are labeled: COMMITTEE MEMBER NAME, FROM, DESIGNATION, and ACTIONS. The data row contains: Sampa Dhendup, Secretariat, ICT, and two icons (edit and delete).

COMMITTEE MEMBER NAME	FROM	DESIGNATION	ACTIONS
Sampa Dhendup	Secretariat	ICT	

To add the committee members, click on the **Committees** button. Then click **Add New** button and fill up the popup window, and then click on **Save** button to add committee member.

5.5 Manage Session Document Categories:

When the user clicks on the Mange Session Document Categories Module, the dashboard will be shown as below:

The screenshot shows a table with ten rows of data. The columns are labeled: CATEGORY NAME and ACTIONS. Each row contains a folder icon followed by a category name and two icons (edit and delete). The categories listed are: Agenda, Order of Business, Questions Hour, Committee Reports, Acts, Resolutions, Bills, Sitting Diagram, Draft Resolution, and Videos.

CATEGORY NAME	ACTIONS
Agenda	
Order of Business	
Questions Hour	
Committee Reports	
Acts	
Resolutions	
Bills	
Sitting Diagram	
Draft Resolution	
Videos	

Click on the **Add New** button on the left top corner to add new Session Document Category.

5.6 Manage Weblinks:

When the user clicks on the Mange Weblinks Module, the dashboard will be shown as below:

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LINK CATEGORY	LINKS	ACTIONS
ICT Help Desk	Links (1)	
Complaint Redressal System	Links (1)	
Online Public Access Catalog (OPAC)	Links (1)	
Staff Login (Library)	Links (1)	

Click on the **Add New** button on the left top corner to add new Web link Category. Click on **Links** button to add system links. Then click on Save button to record the system link.

ADD

Link Name
National Assembly of Bhutan

Link url
www.nab.gov.bt

CANCEL **SAVE**

5.7 Manage File Index

To Manage File Index, click on the File Index Module in the dashboard. The File Index Management screen will be shown as below:

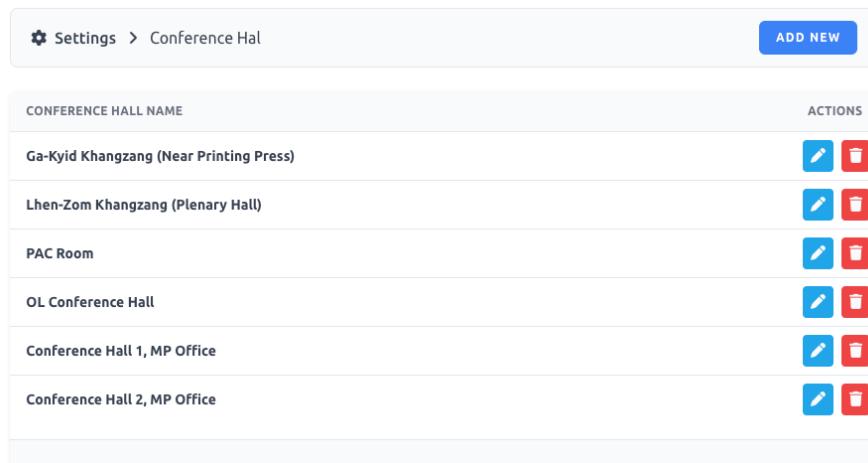
INDEX NAME	ACTIONS
NAB/Sp-1/	
NAB/Sp-2/	
NAB/Sp-3/	
NAB/Sp-4/	
NAB/Sp-5/	
NAB/Sp-6/	
NAB/Sp-7/	

Click on the **Add New** button on the left top corner to add new File Index. Then click on Save button to record the system link.

5.8 Manage Conference Halls:

When the user clicks on the Mange Conference Halls Module, the dashboard will be shown as below:

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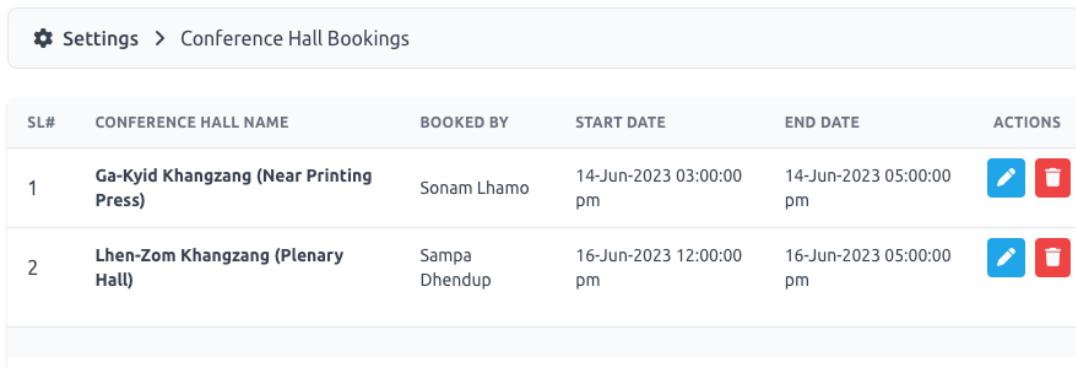


CONFERENCE HALL NAME	ACTIONS
Ga-Kyid Khangzang (Near Printing Press)	 
Lhen-Zom Khangzang (Plenary Hall)	 
PAC Room	 
OL Conference Hall	 
Conference Hall 1, MP Office	 
Conference Hall 2, MP Office	 

Click on the **Add New** button on the left top corner to add new Conference Hall.

5.9 Manage Conference Hall Bookings

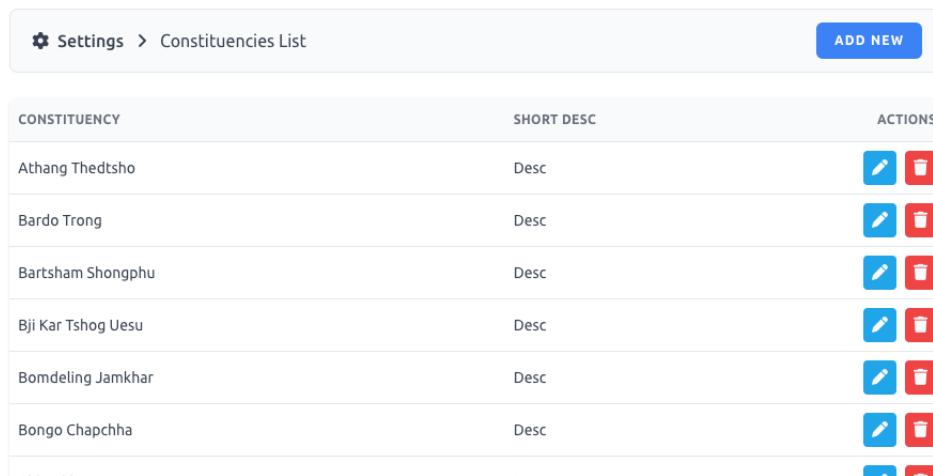
To manage conference hall bookings, click on ‘Manage Conference Hall Booking’ in the admin dashboard. The admin user will be taken to the screen shown below.



SL#	CONFERENCE HALL NAME	BOOKED BY	START DATE	END DATE	ACTIONS
1	Ga-Kyid Khangzang (Near Printing Press)	Sonam Lhamo	14-Jun-2023 03:00:00 pm	14-Jun-2023 05:00:00 pm	 
2	Lhen-Zom Khangzang (Plenary Hall)	Sampa Dhendup	16-Jun-2023 12:00:00 pm	16-Jun-2023 05:00:00 pm	 

5.10 Manage Constituencies

To manage constituencies, click on ‘Manage constituencies’ in the admin dashboard. The user will be taken to the screen shown below.



CONSTITUENCY	SHORT DESC	ACTIONS
Athang Thedtsho	Desc	 
Bardo Trong	Desc	 
Bartsham Shongphu	Desc	 
Bji Kar Tshog Uesu	Desc	 
Bomdeling Jamkhar	Desc	 
Bongo Chapchha	Desc	 
...	-	 

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5.11 Manage Leave Categories

Click on the Mange Leave Category Module in the admin dashboard menu, the screen will be shown as below:

System Settings / Leave			
CATEGORY NAME	LEAVE CODE	DESCRIPTION	ACTIONS
Maternity	ML	Maternity Leave	
Paternity	PL	Paternity Leave	
Casual	CL	Casual Leave	
Earned	EA	Earned Leave	
EoL	EO	EoL Leave	
Medical	MD	Medical Leave	

Click on the **Add New** button on the left top corner to add new Leave Category. Fill up the details as in the popup window below, and then click on **Save** button.

ADD NEW CATEGORY

Name

Leave Code

Short Description

CANCEL **SAVE**

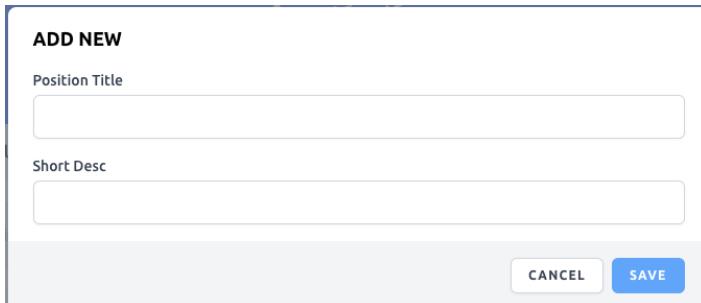
5.12 Manage Position Title

Click on the Mange Position Title Module in the admin dashboard menu, the screen will be shown as below:

Settings > Position Titles		
POSITION TITLES	SHORT DESC	ACTIONS
Director	Director	
Administrative Assistant	Adm. Assistant	
General Secretary	Secretary	
Chief Information and Media Officer	Chief Information and Media Officer	
Deputy Chief Research Officer	Dy. Chief Research Officer	
Language Specialist	Language Specialist	
Deputy Chief Human Resource Officer	Dy. Chief HRO	

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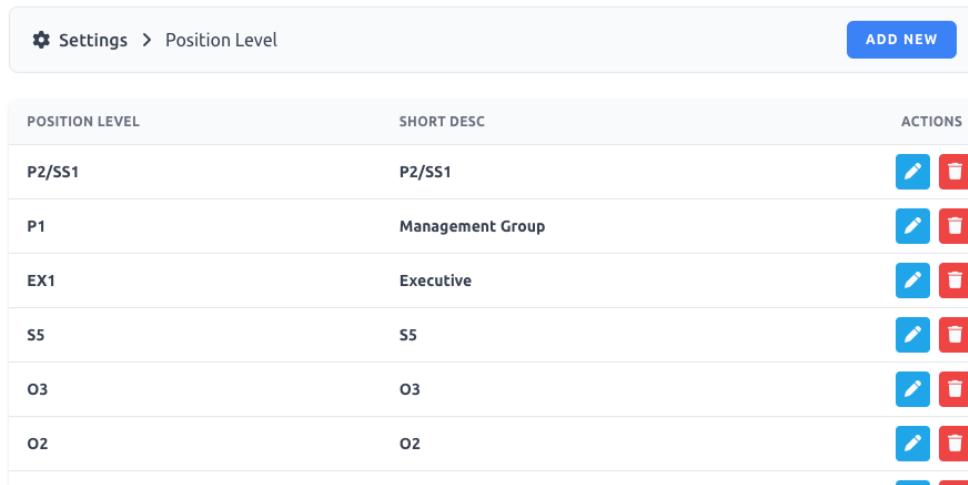
Click on the **Add New** button on the left top corner to add new. Fill up the details as in the popup window below, and then click on **Save** button.



The screenshot shows a modal dialog titled "ADD NEW". It contains two input fields: "Position Title" and "Short Desc", each with a text input box. At the bottom right of the modal are two buttons: "CANCEL" and "SAVE".

5.13 Position Level

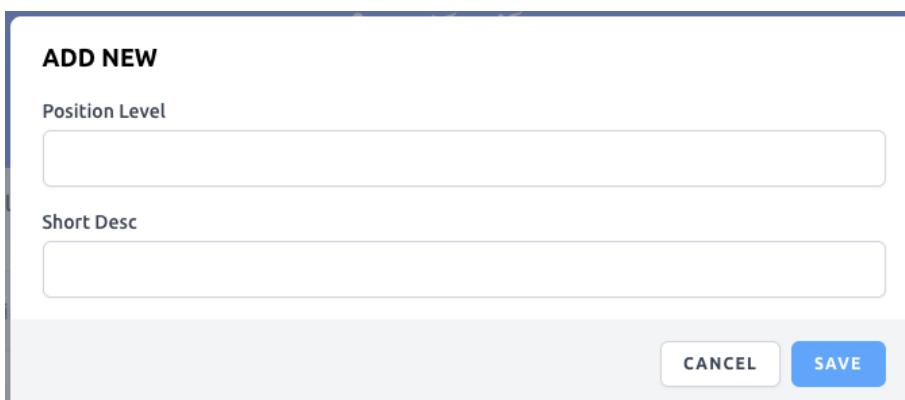
Click on the Mange Position Title Module in the admin dashboard menu, the screen will be shown as below:



The screenshot shows a table titled "POSITION LEVEL" with columns "POSITION LEVEL", "SHORT DESC", and "ACTIONS". The table lists seven rows of data:

POSITION LEVEL	SHORT DESC	ACTIONS
P2/SS1	P2/SS1	 
P1	Management Group	 
EX1	Executive	 
S5	S5	 
O3	O3	 
O2	O2	 

Click on the **Add New** button on the left top corner to add new. Fill up the details as in the popup window below, and then click on **Save** button.



The screenshot shows a modal dialog titled "ADD NEW". It contains two input fields: "Position Level" and "Short Desc", each with a text input box. At the bottom right of the modal are two buttons: "CANCEL" and "SAVE".

5.13.1 Manage Dzongkhags

To manage Dzongkhags, click on 'Manage Dzongkhags in the admin dashboard. The user will be taken to the screen shown below.

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DZONGKHAG	ACTIONS
Samdrup Jongkhar	
Zhemgang	
Wangdue Phodrang	
Tsirang	
Trongsa	
Trashiyangtse	
Trashigang	
Thimphu	
Sarpang	

Click on the **Add New** button on the left top corner to add new. Fill up the details as in the popup window below, and then click on **Save** button.

ADD NEW

Dzongkhag

Short Desc

SAVE **CANCEL**

5.13.2 Joint-Sitting Document Category

Click on the Manage Joint-sitting Document Category Module in the admin dashboard menu, the screen will be shown as below:

DOCUMENT CATEGORY NAME	ACTIONS
Agenda	

Click on the **Add New** button on the left top corner to add new. Fill up the details as in the popup window below, and then click on **Save** button.

ADD NEW

Category Name

CANCEL **SAVE**

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5.13.3 Manage Whitelist IP Range

Click on the Manage Whitelist IP-Range Module in the admin dashboard menu, the screen will be shown as below:

The screenshot shows a form titled "Whitelist IP Range" under the "Settings" section. It has two input fields: "Start IP Address" and "End IP Address". Below these is a blue "SAVE" button. At the bottom, there are three tabs: "START IP", "END IP", and "ACTIONS".

Click on the **Add New** button on the left top corner to add new. Enter the start and end IP range of the Network that you want to allow the users to access attendance module and then click on **Save** button.

6 System User

System User modules will provide access to the system functionalities through the dashboard as below:

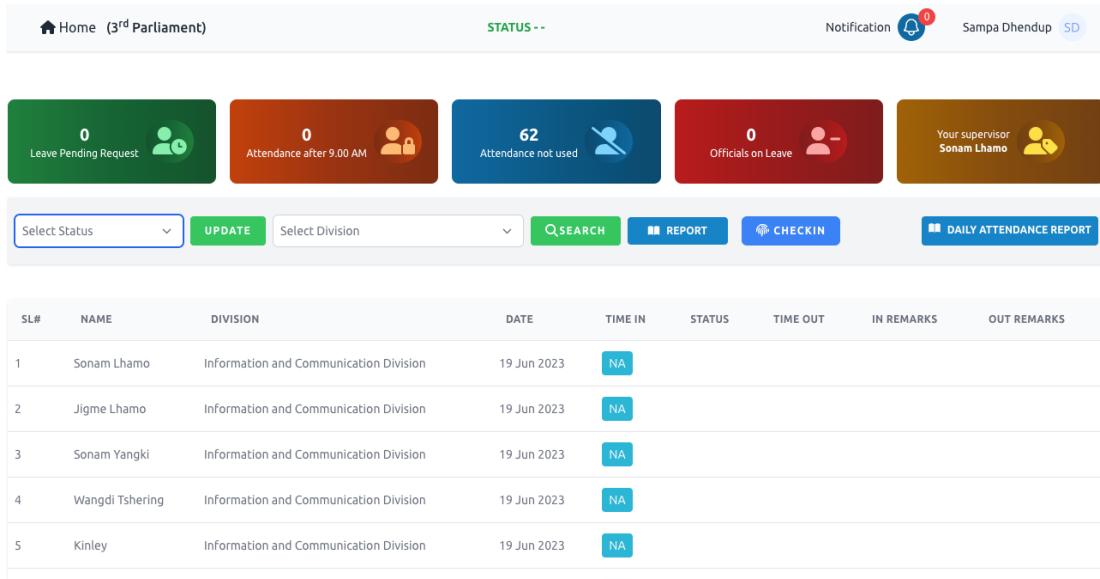
The dashboard header includes the National Assembly of Bhutan logo, the text "NATIONAL ASSEMBLY OF BHUTAN", and "PARLIAMENT RESOURCES MANAGEMENT SYSTEM". The navigation bar at the top right includes "Home (3rd Parliament)", "STATUS --", "Notification (0)", "Sampa Dhendup", and "SD". The main content area is titled "My Dashboard" and contains several functional modules:

- Attendance: Mark Your Attendance
- Leave: Leave for employees
- Conference Hall Booking: Book conference hall here
- Letters: Receive and dispatch letters
- Workflow: Workflow
- Member Attendance Report: View Parliament Members Attendance Report
- Secretariat Attendance Report: View Secretariat Attendance Report
- Session Documents
- Committee Documents
- Secretariat Documents
- Archives: View past documents here

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6.1 Attendance:

When user clicks on the Attendance Module, attendance record screen will be shown as below:

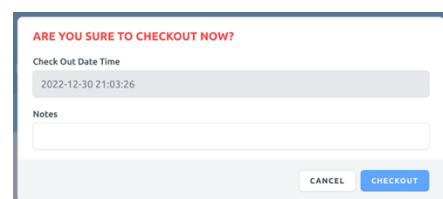


The screenshot shows the 'Attendance' module interface. At the top, there are five status cards: 'Leave Pending Request' (0), 'Attendance after 9.00 AM' (0), 'Attendance not used' (62), 'Officials on Leave' (0), and 'Your supervisor Sonam Lhamo'. Below these are several buttons: 'Select Status' (dropdown), 'UPDATE' (button), 'Select Division' (dropdown), 'SEARCH' (button), 'REPORT' (button), 'CHECKIN' (button), and 'DAILY ATTENDANCE REPORT' (button). A table below lists attendance records for five individuals on June 19, 2023, with 'TIME IN' and 'TIME OUT' both marked as 'NA'.

SL#	NAME	DIVISION	DATE	TIME IN	STATUS	TIME OUT	IN REMARKS	OUT REMARKS
1	Sonam Lhamo	Information and Communication Division	19 Jun 2023	NA				
2	Jigme Lhamo	Information and Communication Division	19 Jun 2023	NA				
3	Sonam Yangki	Information and Communication Division	19 Jun 2023	NA				
4	Wangdi Tshering	Information and Communication Division	19 Jun 2023	NA				
5	Kinley	Information and Communication Division	19 Jun 2023	NA				

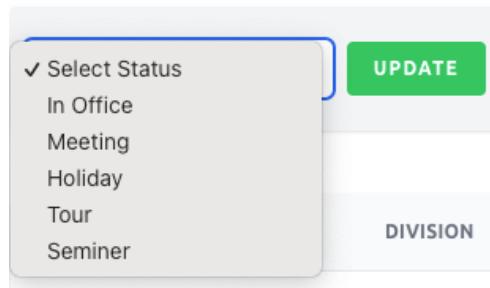
Click on the **Attendance – CheckIn** button located on the left top corner. The popup window will provide an option to enter any remarks. Click on the **CheckIn** button to record the attendance.

Click on the **ATTENDANCE - CHECKOUT** button to checkout. The Checkout popup will appear. Provide remarks if any and then click **CheckOut** button.



6.1.1 Status

The users can update their current status in the office by selecting the appropriate status from the dropdown menu and update the status accordingly.



The screenshot shows a dropdown menu for 'Select Status' with options: In Office, Meeting, Holiday, Tour, and Seminer. An 'UPDATE' button is to the right. Below the dropdown is a 'DIVISION' field.

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6.1.2 Generate attendance by Division

The users can generate current attendance report by division or all the divisions by selecting the respective division or by selecting **All** from the dropdown menu and generate the report accordingly as show in below.

- ✓ Select Division
- Information and Communication Division
- Secretariat Service Division
- Legislative and Procedural Division
- Hansard and Research Division
- All

6.1.3 Daily attendance report

When user clicks on the **Daily Attendance** button in the attendance Module, the daily attendance report screen will be shown as below

Select Status	UPDATE	Select Division	SEARCH	REPORT	CHECKIN	DAILY ATTENDANCE REPORT
---------------	---------------	-----------------	---------------	---------------	----------------	--------------------------------

A user can generate an attendance report of a particular today by selecting a date and a division or '**All**' from the dropdown menu and then clicking on 'Search' button. This report can be exported to PDF format by clicking on 'Export' button

Secretariat Daily Attendance Report

Select Date	<input checked="" type="checkbox"/> Select Division Information and Communication Division Secretariat Service Division Legislative and Procedural Division Hansard and Research Division All			
		<input type="button" value="SEARCH"/>	<input type="button" value="EXPORT"/>	
SL#	NAME	DIVISION	RKS	OUT REMARKS

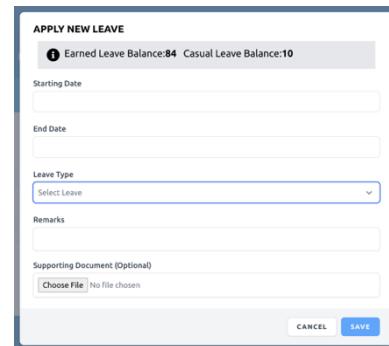
6.2 Leave

When user clicks on the Leave Module, leave record screen will be shown as below:

Leave Management										
Leave Requests		Leave Types			Leave Status			Actions		
SL#	Name	From Date	To Date	Duration	Leave Type	App. Date	Status	Employee Remarks	Supervisor Remarks	Action By
1	John Doe	2023-09-01	2023-09-05	4 days	Annual Leave	2023-08-25	Pending	Employee Requested	Supervisor Approved	Manager
2	Jane Smith	2023-09-03	2023-09-07	4 days	Annual Leave	2023-08-28	Pending	Employee Requested	Supervisor Approved	Manager
3	Mike Johnson	2023-09-05	2023-09-09	4 days	Annual Leave	2023-08-30	Pending	Employee Requested	Supervisor Approved	Manager
4	Sarah Williams	2023-09-02	2023-09-06	4 days	Annual Leave	2023-08-27	Pending	Employee Requested	Supervisor Approved	Manager
5	David Brown	2023-09-04	2023-09-08	4 days	Annual Leave	2023-08-29	Pending	Employee Requested	Supervisor Approved	Manager
6	Amy Green	2023-09-01	2023-09-05	4 days	Annual Leave	2023-08-26	Pending	Employee Requested	Supervisor Approved	Manager
7	Chris White	2023-09-03	2023-09-07	4 days	Annual Leave	2023-08-28	Pending	Employee Requested	Supervisor Approved	Manager
8	Eve Black	2023-09-05	2023-09-09	4 days	Annual Leave	2023-08-30	Pending	Employee Requested	Supervisor Approved	Manager
9	Frank Grey	2023-09-02	2023-09-06	4 days	Annual Leave	2023-08-27	Pending	Employee Requested	Supervisor Approved	Manager
10	Gina Red	2023-09-04	2023-09-08	4 days	Annual Leave	2023-08-29	Pending	Employee Requested	Supervisor Approved	Manager
11	Hannah Blue	2023-09-01	2023-09-05	4 days	Annual Leave	2023-08-26	Pending	Employee Requested	Supervisor Approved	Manager
12	Ivan Green	2023-09-03	2023-09-07	4 days	Annual Leave	2023-08-28	Pending	Employee Requested	Supervisor Approved	Manager
13	Jessica Grey	2023-09-05	2023-09-09	4 days	Annual Leave	2023-08-30	Pending	Employee Requested	Supervisor Approved	Manager
14	Karen Red	2023-09-02	2023-09-06	4 days	Annual Leave	2023-08-27	Pending	Employee Requested	Supervisor Approved	Manager
15	Liam Blue	2023-09-04	2023-09-08	4 days	Annual Leave	2023-08-29	Pending	Employee Requested	Supervisor Approved	Manager
16	Mia Green	2023-09-01	2023-09-05	4 days	Annual Leave	2023-08-26	Pending	Employee Requested	Supervisor Approved	Manager
17	Noah Grey	2023-09-03	2023-09-07	4 days	Annual Leave	2023-08-28	Pending	Employee Requested	Supervisor Approved	Manager
18	Olivia Blue	2023-09-05	2023-09-09	4 days	Annual Leave	2023-08-30	Pending	Employee Requested	Supervisor Approved	Manager
19	William Red	2023-09-02	2023-09-06	4 days	Annual Leave	2023-08-27	Pending	Employee Requested	Supervisor Approved	Manager
20	Zoe Green	2023-09-04	2023-09-08	4 days	Annual Leave	2023-08-29	Pending	Employee Requested	Supervisor Approved	Manager

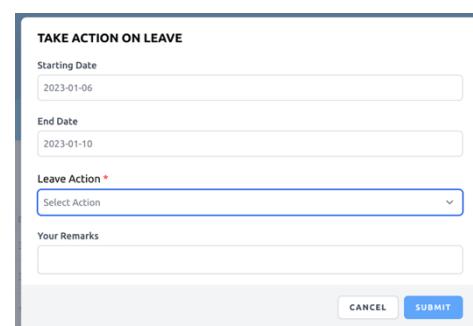
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To apply for leave, click on the **Apply Leave** button located at the top right corner. The popup window as at the left will be displayed. Select Start Date and End Date, Type of Leave and remarks if any. Upload any supporting document and click on **Save** button to apply for leave. The leave application will be sent to its supervisor.



Supervisor will be able to find the application in their dashboard. Click on the **TAKE ACTION** button to take approve or reject.

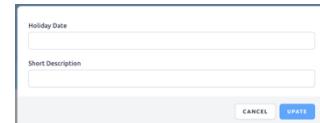
Popup window as shown in the left will be displayed. Select action to approve or reject. Provide remarks if any and then click on **Submit** button to complete the action.



Based on the privilege, the user can manage holidays by clicking on the **Manage Holidays** button. Holiday management dashboard will be shown as below:

HOLIDAYS			BACK	ADD HOLIDAY
HOLIDAY DATE	SHORT DESCRIPTION	ACTION		
2023-01-22	Chungnyipa Losar	 		
2023-01-02	Nyilo	 		

Click on the **Add Holiday** button to add holidays. Select date and enter short description or the holiday name. Then click on **Update** button to save holiday.



Likewise, privileged user like HR officer will have an option to manage leave balance of the users. When the user clicks on the **Manage Leave Balance** button, leave management dashboard will be shown as below:

LEAVE HISTORY					BACK
NAME	CASUAL LEAVE BALANCE	EARNED LEAVE BALANCE	HR COMMENT	ACTION	
Sonam Dorji	8	210	approved as per the medical report attached		
Sonam Chedup	10	120			
Admin	10	10			
secretariat	10	10	Approved		
Memeber	10	10			

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Click on the Action corresponding to the user to update the leave. Update casual leave and earned leave balance. And provide remarks if any and then click on **Save** button to update the leave for that particular user.



UPDATE LEAVE RECORD

Causal Leave Balance
8

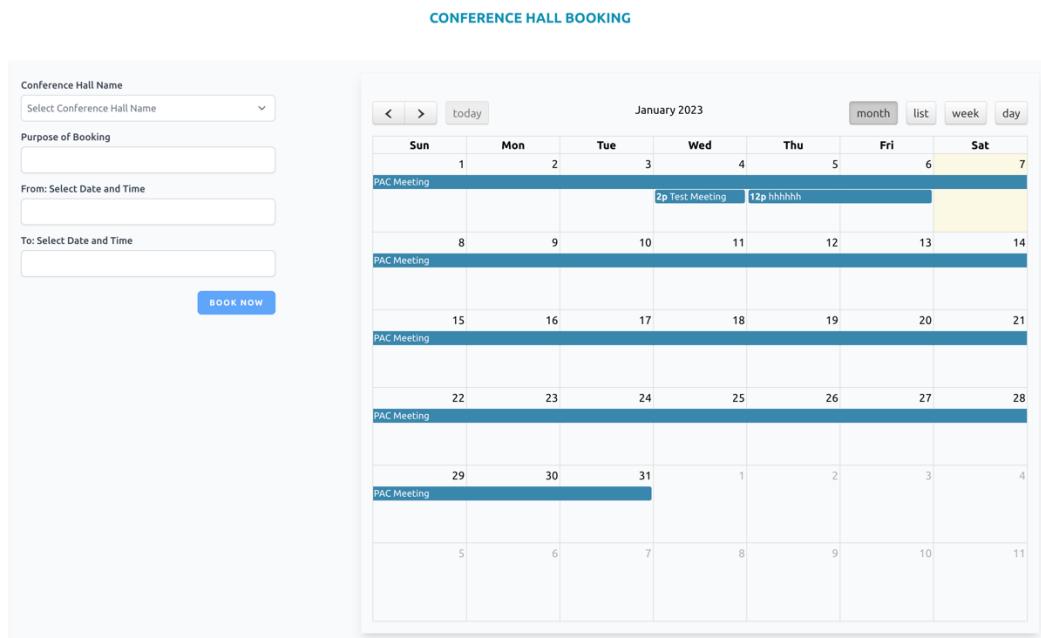
Earned Leave Balance
210

Remarks
approved as per the medical report attached

CANCEL UPDATE

6.3 Conference Hall Booking

When user clicks on the Conference Booking Module, a dashboard will be shown as below:



CONFERENCE HALL BOOKING

Conference Hall Name
Select Conference Hall Name

Purpose of Booking

From: Select Date and Time

To: Select Date and Time

BOOK NOW

January 2023

Sun Mon Tue Wed Thu Fri Sat

1 2 3 4 5 6 7

PAC Meeting
2p Test Meeting 12p hhhhhh

8 9 10 11 12 13 14

PAC Meeting

15 16 17 18 19 20 21

PAC Meeting

22 23 24 25 26 27 28

PAC Meeting

29 30 31 1 2 3 4

PAC Meeting

5 6 7 8 9 10 11

All the booked conference and time will be available in the calendar. User can click list or month or week or day to view accordingly. To book conference, select Conference room from the dropdown menu, the enter purpose and select date and time. Then click on **Book Now** button to save booking.

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6.4 Letters

When user clicks on the Conference Booking Module, a dashboard will be shown as below:

The screenshot shows a dashboard titled 'Letters' with a sub-section 'Letters Received'. It displays a single record with the following details:

SL#	Dak#	From	To	Addressed To	Subject	Receive Date	Notification
1	00002	MoIT	Information and Communication Division	Cheif	Traing	2023-06-07	

Click on the option at the top to select between **Receive Letters** or **Dispatch Letter** module. By default, **Receive Letters** will be selected and the dashboard as above. To create new for the receive letter, click on the **Receive Letter** button on the right top corner. The popup window will be shown. Fill up the details and upload the document is any. The receive number will be generated automatically. Click on the **Save** button to save the record.

The 'RECEIVE LETTER FORM' dialog box contains the following fields:

RECEIVER DETAILS		SENDER DETAILS	
Addressed To	Ministry/Agency/Office	Department	Dept/Agency/Office
Select Department	Division/Agency/Office	Division/Member	Subject of the Letter
Letter Receiving Date	Letter Reference Number	Dak Number	File Name
BN-00001	Attached Files	<input type="file" value="Choose File"/>	

Buttons: CANCEL, SAVE

There are four buttons against each record as shown below.

The screenshot shows a dashboard titled 'Letters' with a sub-section 'Letters Received'. It displays a single record with the following details:

SL#	Dak#	From	To	Addressed To	Subject	Receive Date	Notification
1	00002	MoIT	Information and Communication Division	Cheif	Traing	2023-06-07	

Click on the **File** button to view any file related to that record. Click on the **Comment** button to provide any comments to the letter received. To take further action, click on **Forward** button to assign to another user. Clicking on **Activity** button will provide list of actions and comments provided against particular letter as shown at the right.

The activity timeline shows the following entries:

- secretariat Forwarded to Sonam Dorji 3 days ago
- hjhhj
- Sonam Dorji Forwarded to Sonam Chedup 4 days ago
- Submitted for finalization
- Sonam Dorji Comments 4 days ago
- edited and submitted for finalization
- secretariat Comments 1 week ago
- less than 300 words
- secretariat Forwarded to Sonam Dorji 1 week ago
- Submit after three days

CLOSE

Similarly, click on the **Dispatch Letter** module and can take action similar to the Receive Letters module.

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6.5 Workflow

When user clicks on the Workflow Module, a dashboard will be shown as below:

The screenshot shows a 'Work Flow' dashboard. At the top, there are search fields for 'From Starting Date' and 'From End Date', a 'SEARCH' button, a 'REPORT' button, and a 'CREATE WORKFLOW' button. Below the search area is a table with columns: SL#, SUBJECT, AUTHOR, and CREATED DATE. A single row is visible for 'Note Sheet' by 'Sampa Dhendup' created on '2023-06-11'. To the right of the table are 'ACTION' and 'NOTIFICATION' buttons. Below the table are several action buttons: Edit, Forward >>, Comment, Activity, and View.

Click on the action buttons against each workflow as shown above. To create new workflow, click on the **Create New Workflow** button on the top right corner. Enter workflow title and create content. Click on **Save** button to create workflow.

The screenshot shows a 'WORKFLOW' creation form. It has a 'Workflow Name' input field and a rich text editor for 'Content'. A 'SAVE' button is at the bottom. There is also a 'BACK' button in the top right corner.

6.6 Session Documents:

When user clicks on the Session Documents Module, a screen will be shown as below.

The screenshot shows the 'Session Documents' module. At the top, there are links for 'Home (3rd Parliament)', 'STATUS --', 'Notification' (with a bell icon showing 0 notifications), and 'Sampa Dhendup SD'. Below this is a navigation bar with 'Session Documents'. The main area displays a grid of session folders, each with a folder icon and a session number: 9th Session, 8th Session, 7th Session, 6th Session, 5th Session, 4th Session, 3rd Session, 2nd Session, and 1st Session.

The session folder is further grouped as NA Sitting Document and Joint Sitting Document for NA user.

Note: No sun grouping for National Council session documents.

The screenshot shows the '9th Session' folder. Inside, there are two sub-folders: 'NA Sitting Documents' and 'Joint Sitting Documents', each represented by a folder icon.

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If the user selects NA sitting document the below screen will be shown, where a user can create ‘New Folder’ or ‘Upload Document’ under each document category for NA Sitting Documents.

The screenshot shows the 'NA Sitting Documents' section. On the left, there's a sidebar with a tree view of document categories: Agenda, Order of Business, Questions Hour, Committee Reports, Acts, Resolutions, Bills, Sitting Diagram, Draft Resolution, and Videos. The 'Agenda' category is selected and highlighted in grey. On the right, there's a table titled 'Agenda' with one row. The table has columns for 'SL#', 'TITLE', and 'ACTION'. The first row contains '1', 'Agenda of the 9th Session', and icons for edit and delete. At the top right of the main area, there are 'NEW FOLDER' and 'UPLOAD DOCUMENTS' buttons.

If the user selects ‘Joint sitting document’ the below screen will be shown, where a user can create ‘New Folder’ or ‘Upload Document’ under each document category for Joint Sitting Documents.

The screenshot shows the 'Joint Sitting Documents' section. On the left, there's a sidebar with a tree view of document categories: Agenda. The 'Agenda' category is selected and highlighted in grey. On the right, there's a table titled 'Agenda' with one row. The table has columns for 'SL#', 'TITLE', and 'ACTION'. The first row contains '1', 'Folder', and icons for edit and delete. At the top right of the main area, there are 'NEW FOLDER' and 'UPLOAD DOCUMENTS' buttons.

Click on the document category to view their related documents.

To create new folder, click on ‘New Folder’ and enter the name and click on SAVE button.

A modal dialog titled 'NEW FOLDER' with a 'Folder Name *' input field. At the bottom are 'CANCEL' and 'SAVE' buttons.

To create new session document, click on the **Upload Document** button on the top right corner. Fill up the form as shown on the right. Attach document and the click on the **Save** button the upload.

A modal dialog titled 'ADD DOCUMENT' with fields for 'Document Name', 'Description', 'Select Session' (a dropdown menu), 'Document' (a file input field with 'Choose File' placeholder), and 'SAVE' and 'CANCEL' buttons at the bottom.

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6.7 Committee Documents

When user clicks on the Session Documents Module, a screen will be shown as below:

The screenshot shows a list of committee documents. At the top right are buttons for 'NEW FOLDER' and 'UPLOAD DOCUMENTS'. Below is a table with columns 'SL#', 'TITLE', and 'ACTION'. One document is listed: SL# 1, Title 'Report', with edit and delete icons in the ACTION column.

To create new folder, click on ‘New Folder’ and enter the name and click on SAVE button.

A modal dialog box titled 'NEW FOLDER' with a 'Folder Name' input field. At the bottom are 'CANCEL' and 'SAVE' buttons.

Click on the committee document category to view their related documents. To create new committee document, click on the **Upload Document** button on the top right corner. Fill up the form as shown on the right. Attach document and the click on the **Save** button the upload.

A modal dialog box titled 'ADD COMMITTEE DOCUMENT' with fields for 'Document Name', 'Description', 'Select Session' (a dropdown menu), and 'Document' (a file upload input). At the bottom are 'CANCEL' and 'SAVE' buttons.

6.8 Secretariat Documents

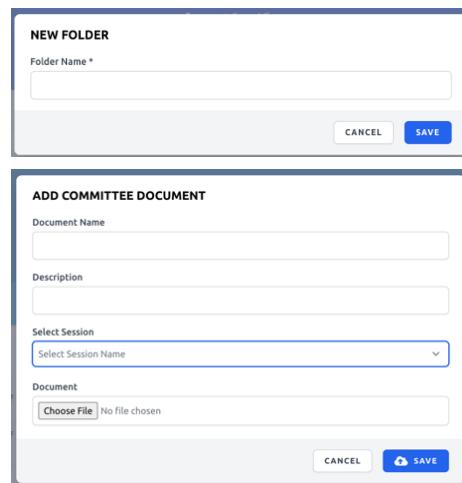
When user clicks on the Secretariat Documents Module, a screen will be shown as below

The screenshot shows a search result for the 'Information and Communication Division'. At the top right are buttons for 'NEW FOLDER' and 'UPLOAD DOCUMENTS'. Below is a table with columns 'SL#', 'TITLE', and 'ACTION'. A message at the bottom says 'Sorry!!! No documents found... Please try another search option'.

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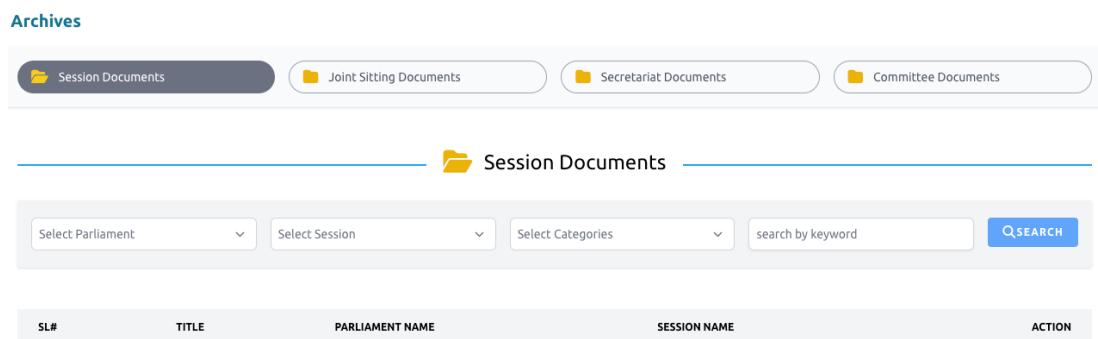
To create new folder, click on ‘New Folder’ and enter the name and click on **SAVE** button.

Click on the secretariat document category to view their related documents. To create new secretariat document, click on the **Upload Document** button on the top right corner. Fill up the form as shown on the right. Attach document and the click on the **Save** button the upload



6.9 Archives

When user clicks on the Archive Module, a screen will be shown as below:



All the archived documents of the past parliaments will be displayed. Use filters and click on **Search** button to filter the records.

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7 Reports

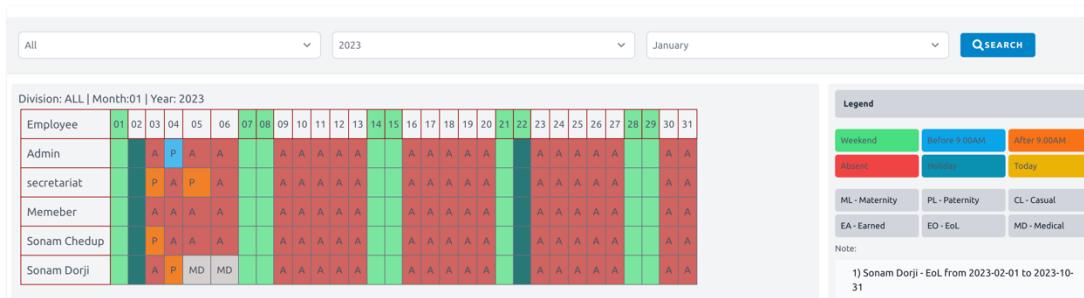
The admin user can generate reports for all the modules, the link is the navigation menu of the admin user panel as shown below;

The screenshot shows the admin panel with a sidebar of icons. The main area has a 'System' header and several management modules: Manage Users, Roles and Permissions, Manage Web Links, Manage File Indexes, Leave Category, Manage Position Title, Manage Dzongkhags, and Manage Whitelist IP Range. A yellow 'Reports' tab is selected, revealing a dropdown menu with the following options:

- Leave Report (Generate Leave report)
- Secretariat Attendance Report (Attendance Report for Secretariat)
- Members Attendance Report (Attendance Report for Member of Parliament)
- Dispatched Letter Report (Report on Letters Dispatched)
- Received Letter Report (Report on Letters Received)
- Workflow Report (Report on Workflow)
- Conference Hall Booking (Report on Workflow)

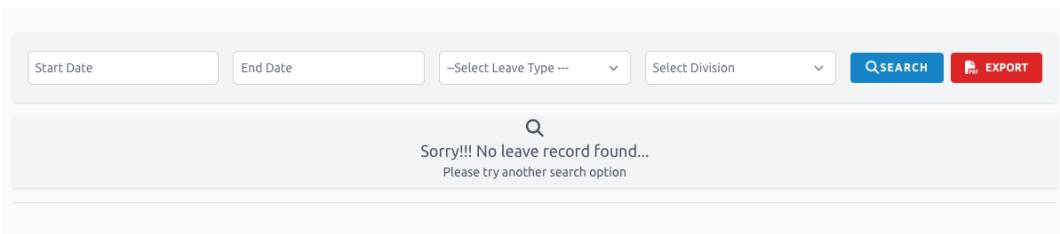
7.1 Attandace Report

Click on the Attendance Report menu to view the attendance report. Use filters and click on Search button to show the report. The picture below shows an example of the attendance report.



7.2 Leave Report

Click on the Leave Report menu to view the leave report. Use filters and click on Search button to show the report. The picture below shows an example of the leave report.



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7.3 Secretariat Attendance Report

Click on the Secretariat attendance Report menu to view the report. Use filters and click on Search button to show the report. The picture below shows an example of the leave report.

Secretariat Attendance Report

The screenshot shows a search interface for the Secretariat Attendance Report. At the top, there are dropdown menus for 'Select Division', 'Select Year', and 'Select Month', followed by buttons for 'SEARCH' (blue), 'EXPORT' (red), and 'BACK' (teal). Below these are two tables. The first table is a grid of numbers from 01 to 30, with some cells colored green, red, or yellow. The second table is a search results table with columns: SL#, Employee, CID, and dates from 01 to 30. It displays the message 'No attendance record ... Please try with above search option'. At the bottom, a legend identifies four colors: green for 'Weekend', red for 'Absent', blue for 'Holiday', and yellow for 'Today'.

7.4 Members Attendance Report

Click on the Member attendance Report menu to view the report. Use filters and click on Search button to show the report. The picture below shows an example of the leave report.

Member Attendance Report

The screenshot shows a search interface for the Member Attendance Report. At the top, there is a text input for 'Select Date' and a dropdown for 'Select the filter', followed by buttons for 'SEARCH' (blue), 'EXPORT' (red), and 'BACK' (teal). Below these is a header table with columns: SL#, NAME, CONSTITUENCY, DATE, TIME IN, TIME OUT, IN REMARKS, and OUT REMARKS.

7.5 Dispatched Letter Report

Click on the Dispatched letter Report menu to view the report. Use filters and click on Search button to show the report. The picture below shows an example of the leave report.

Dispatched Letters Report

The screenshot shows a search interface for the Dispatched Letters Report. At the top, there are three text inputs for 'Dispatch Starting Date', 'Dispatch End Date', and 'Dispatch Number', followed by buttons for 'SEARCH' (blue) and 'EXPORT' (red). Below these is a message area with a magnifying glass icon and the text 'Sorry!!! No letter record found... Please try another search option'.

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7.6 Received Letter Report

Click on the Received letter Report menu to view the report. Use filters and click on Search button to show the report. The picture below shows an example of the leave report.

The screenshot shows a search interface titled "Received Letters Report". It includes input fields for "Receive Starting Date", "Receive End Date", and "Dak Number", along with "SEARCH" and "EXPORT" buttons. A message indicates "Sorry!!! No letter record found..." and "Please try another search option".

7.7 Workflow Report

Click on the Workflow Report menu to view the report. Use filters and click on Search button to show the report. The picture below shows an example of the leave report.

The screenshot shows a search interface titled "Work Flow Report". It includes input fields for "From Starting Date" and "End Date", along with "SEARCH" and "EXPORT" buttons. A message indicates "Sorry!!! No work flow record found..." and "Please try another search option".

7.8 Conference Hall Booking

Click on the Conference Hall booking Report menu to view the report. Use filters and click on Search button to show the report. The picture below shows an example of the leave report.

The screenshot shows a search interface titled "Conference Hall Booking". It includes input fields for "Start Date" and "End Date", a dropdown for "Select Conference halls" (set to "All halls"), and "SEARCH" and "EXPORT" buttons. A message indicates "Sorry!!! No booking record found..." and "Please try another search option".