Parliament
Resource Management System (PRMS)

User Manual

Table of Contents

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

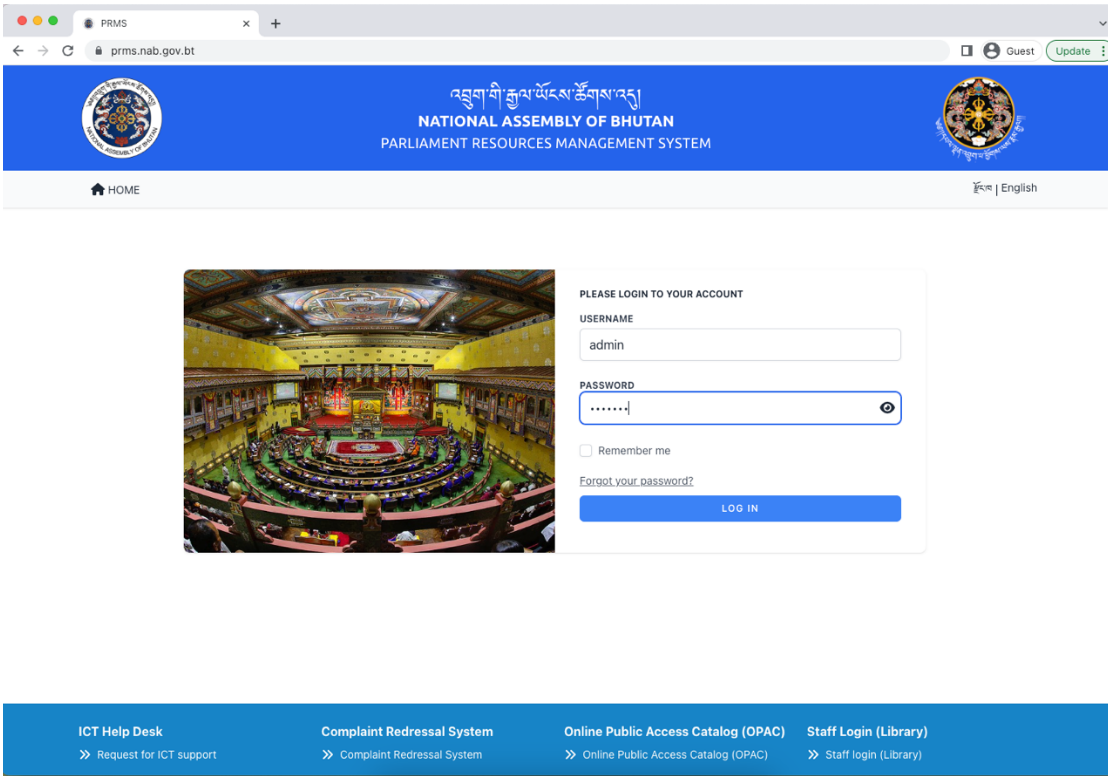
This user manual is provided as a guide for using PRMS.

2 Logging In

The user can login to PRMS by visiting following URL

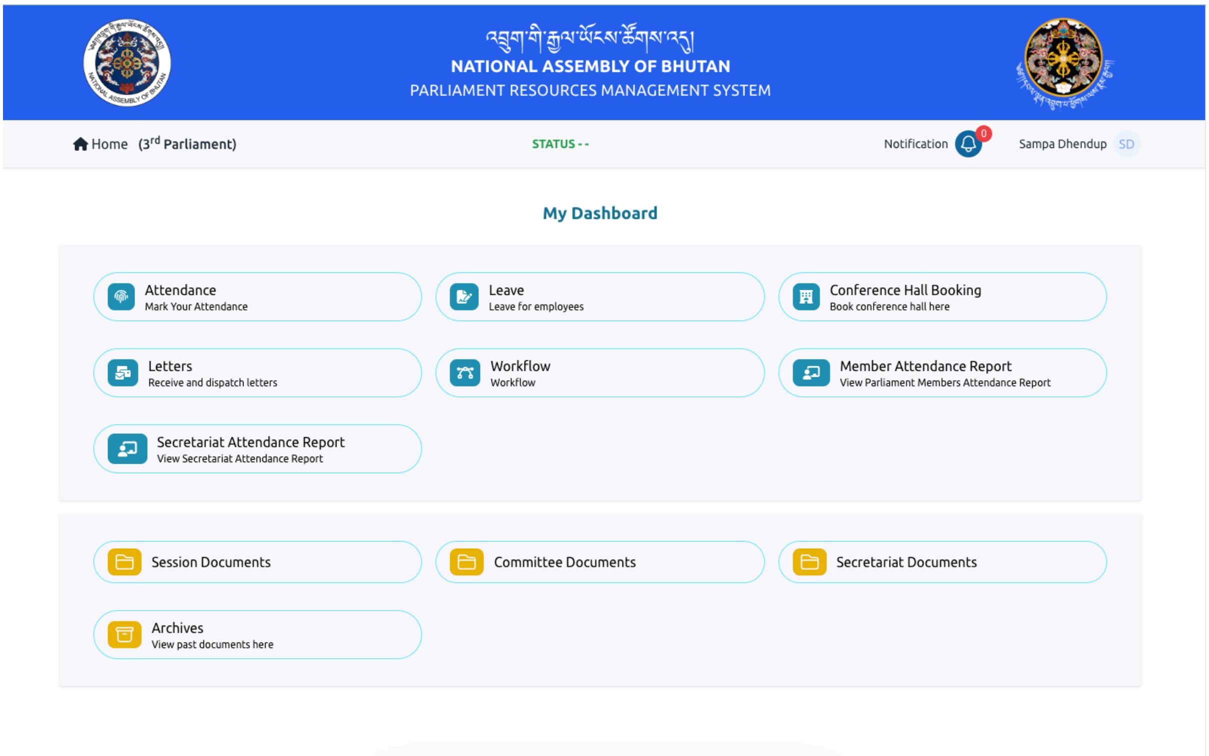
https://prms.nab.gov.bt

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.

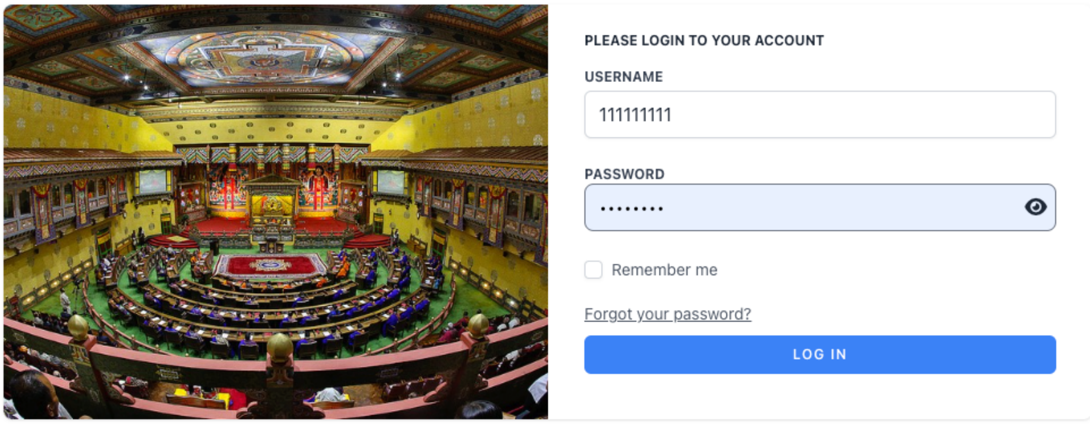
Admin Dashboard

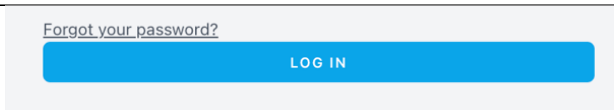
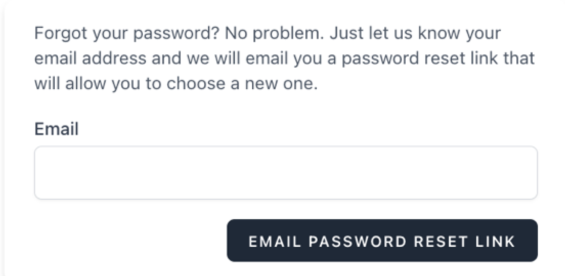


User Dashboard

3 Resetting Your Password

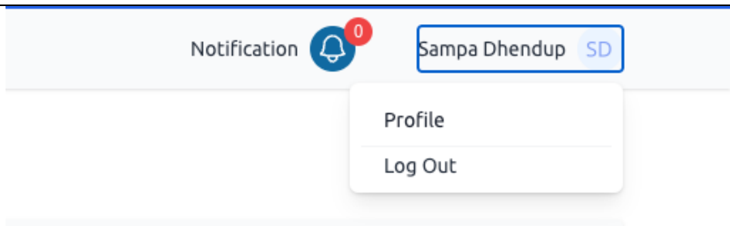
If a user forgets their password, the password can be reset by vising the 'Forgot my password" link just below the password field in the Login Page. To reset a password, the user information must enter a valid email address that was registered in the PRMS.

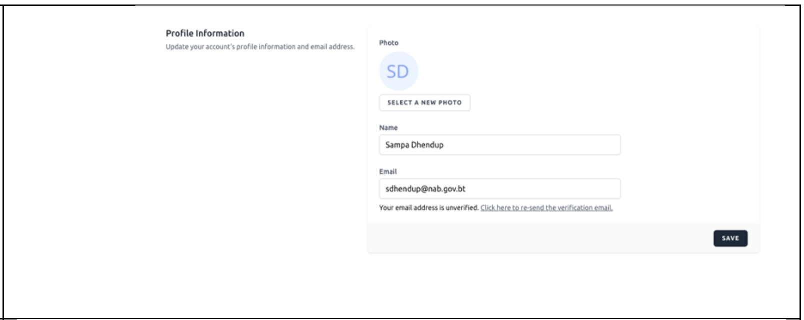
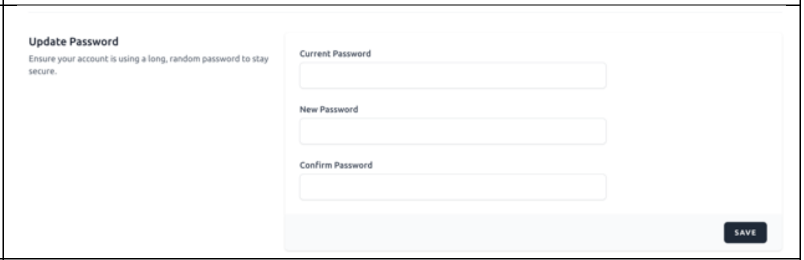


<table>
<tr><td>1</td><td>Click on Forgot your password? link located above login button</td><td>
</td></tr>
<tr><td>2</td><td>Enter your email address and then click on "Email Password Reset Link" button. Link to reset password will be sent to the email entered.</td><td>
</td></tr>
</table>

4 Updating User Information

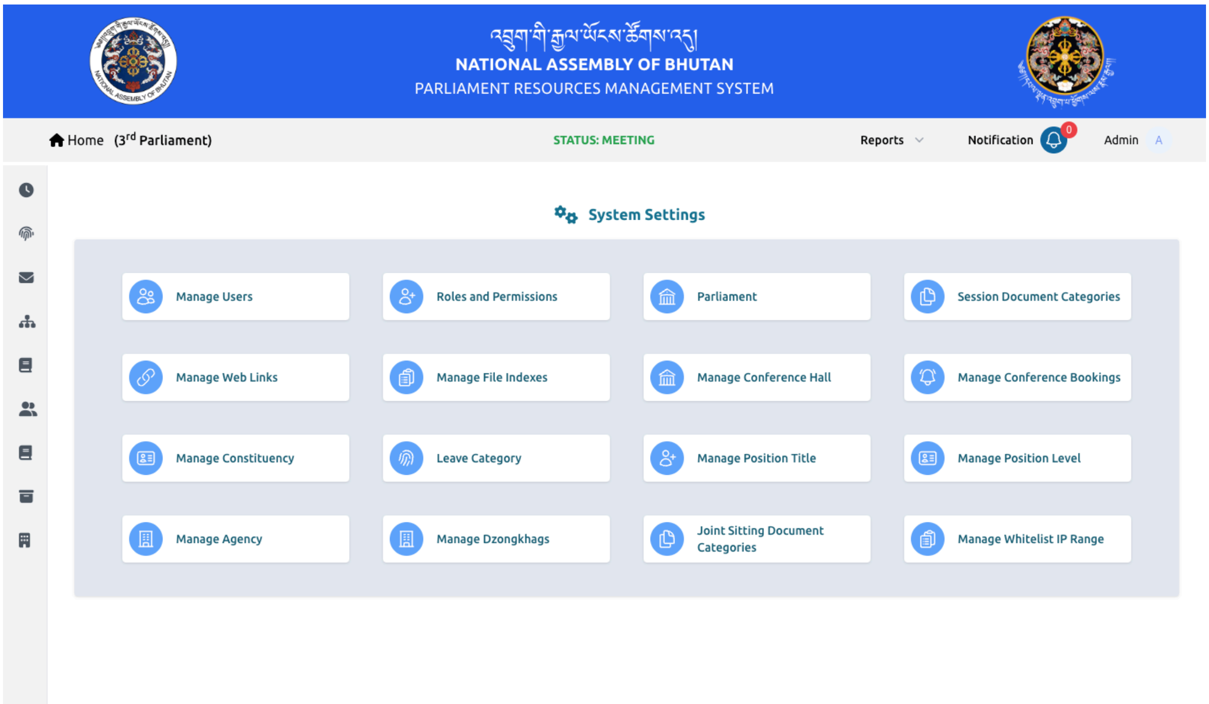
Registered user can update their information from the user profile.

<table>
<tr><td>1</td><td>Click on the User at the top right corner. Then click on the Profile link.</td><td>
</td></tr>
</table>

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

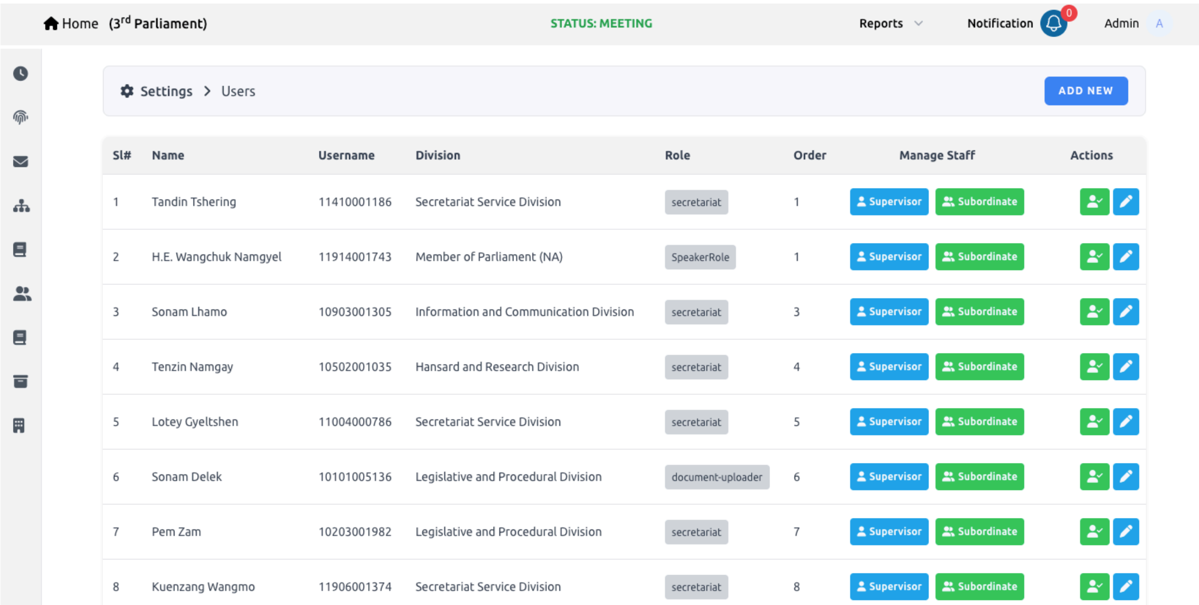
5 System Administration

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

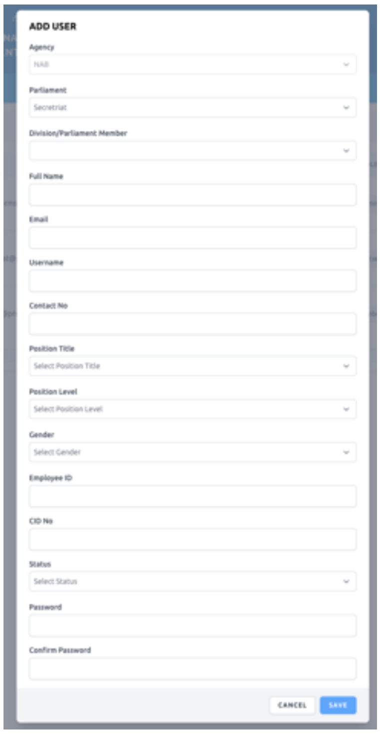


5.1 Manage Users

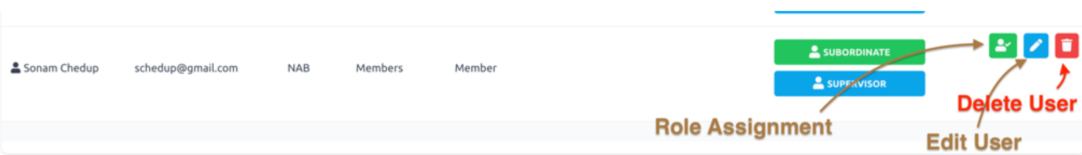
When user clicks on the Manage Users Module, user management dashboard will be shown as below:



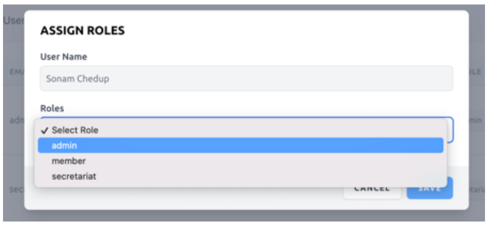
To add new user, click on the ***Add New*** button on the left top corner. The user registration will pop up as shown. Fill up the details and click ***Save*** button to register the user.



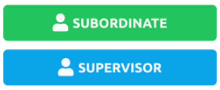
Once the user is registered, you can assign role to the user or edit its details or delete as shown in the diagram below:

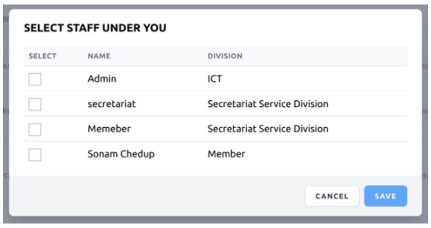


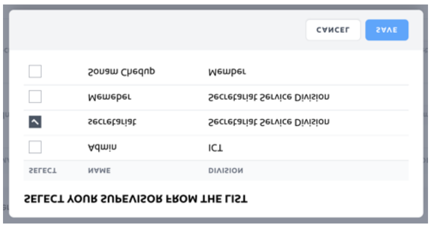
Click on the role assignment button to assign the intended role to the user. The following pop up will displayed. Select an appropriate role and the click ***Save*** button to complete the assignment.



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.

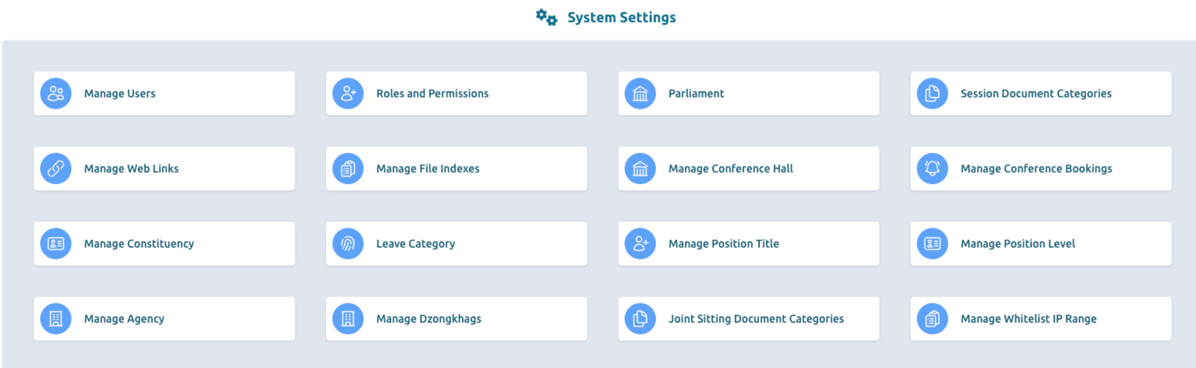






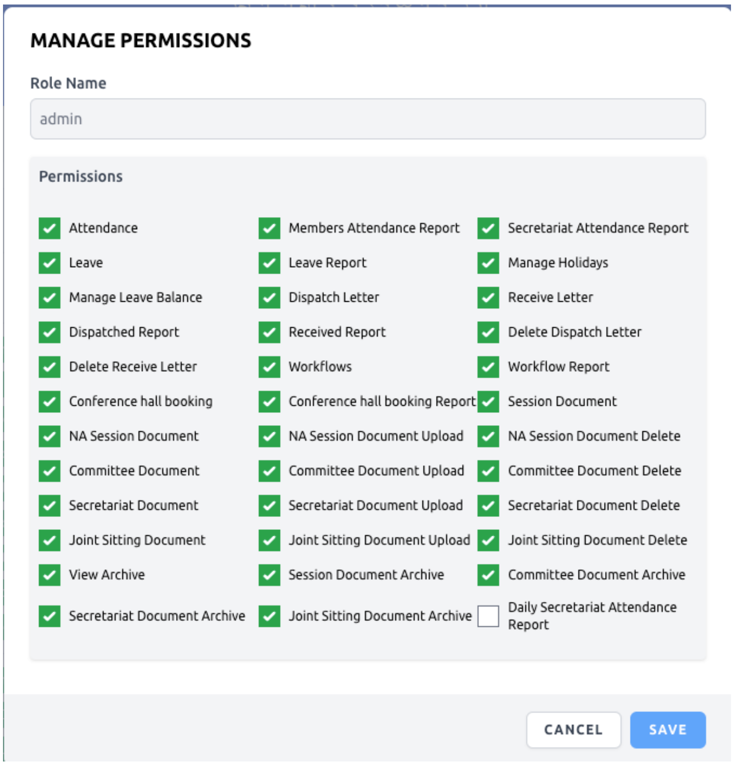
5.2 Manage Roles and Permissions

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:

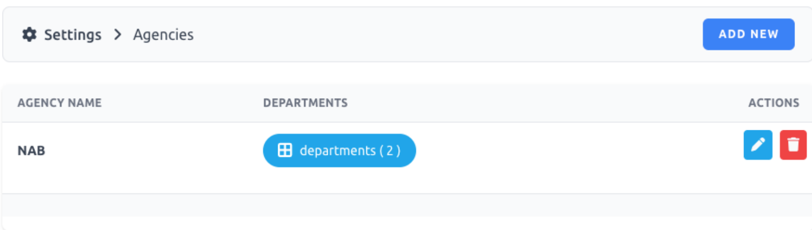
Permissions can be assigned using the popup window as shown below:



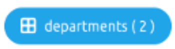
5.3 Manage Agency

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

Manage Agency

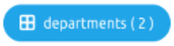


Manage Department

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

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

Manage Division

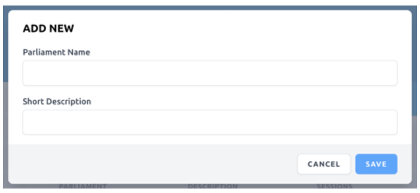
To manage departments, click on the blue button (

), which will take you to the below screen.

5.4 Manage Parliament

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

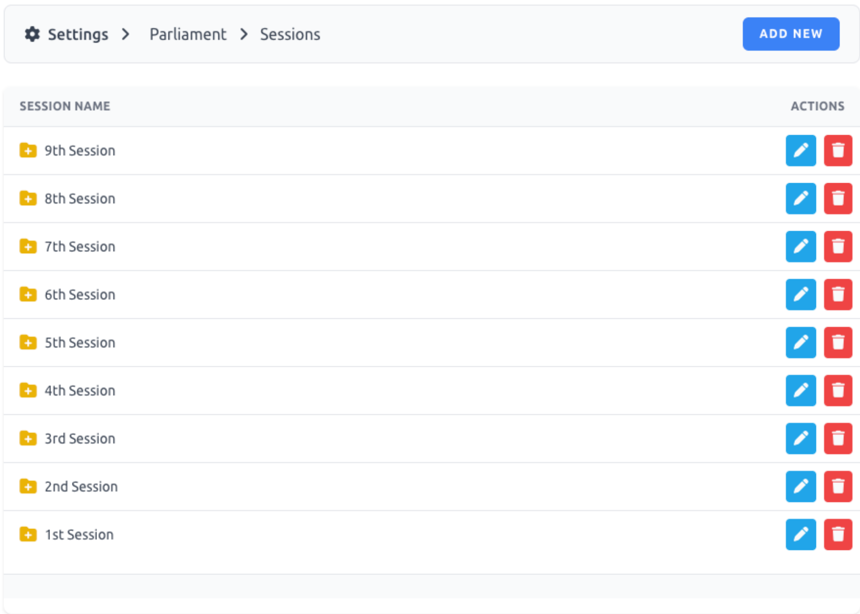
Click on the ***Add New*** button on the left top corner to add new parliament. Fill up the Parliament Name and click ***Save*** button to save new record.



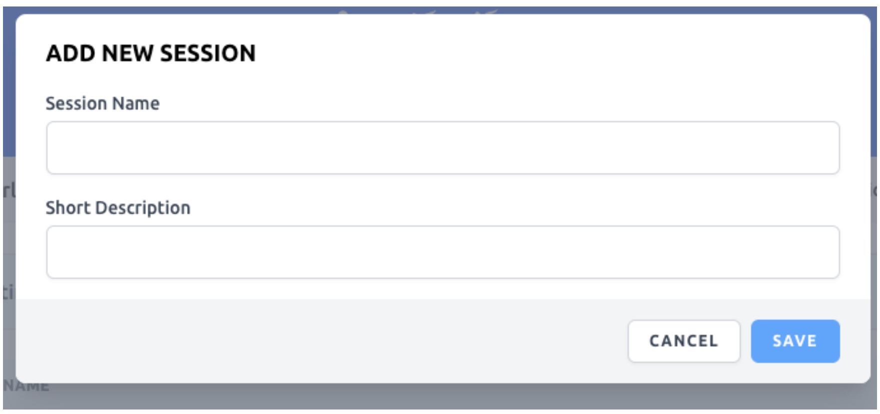
5.4.1 Manage Session

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

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



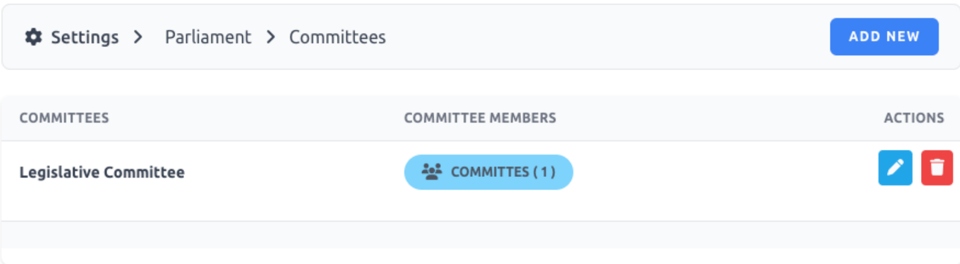
Click on the Save button on the left top corner to add new Session which will be automatically link to the previous selected Parliament.



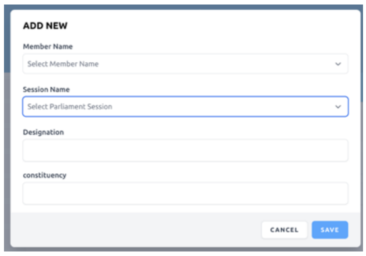
5.4.2 Manage Committee

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

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

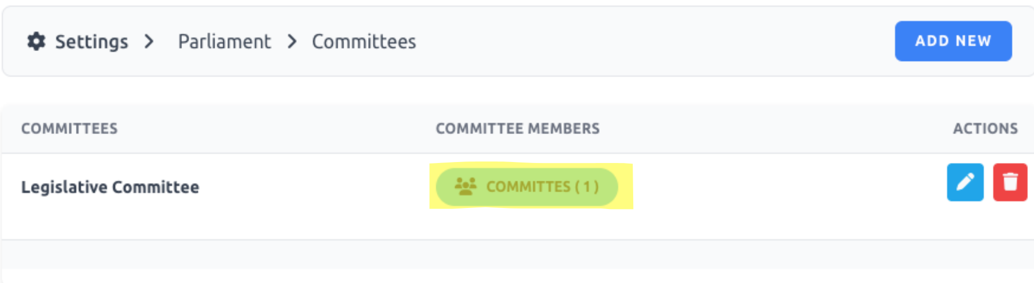


Click on the ***Add New*** button on the left top corner to add new Committee.

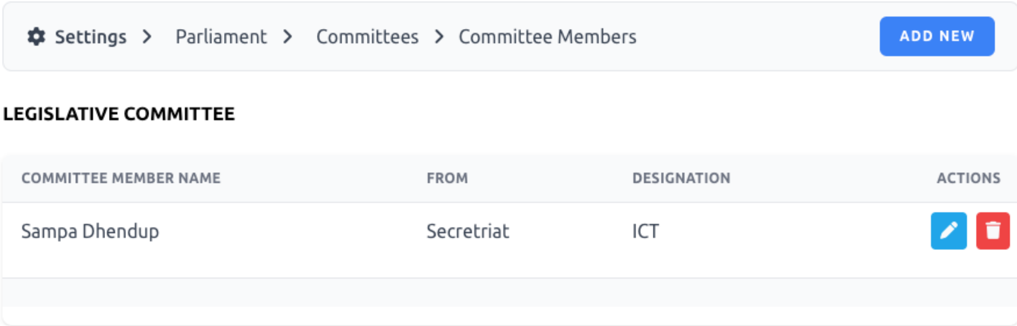


5.4.3 Committee Members

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



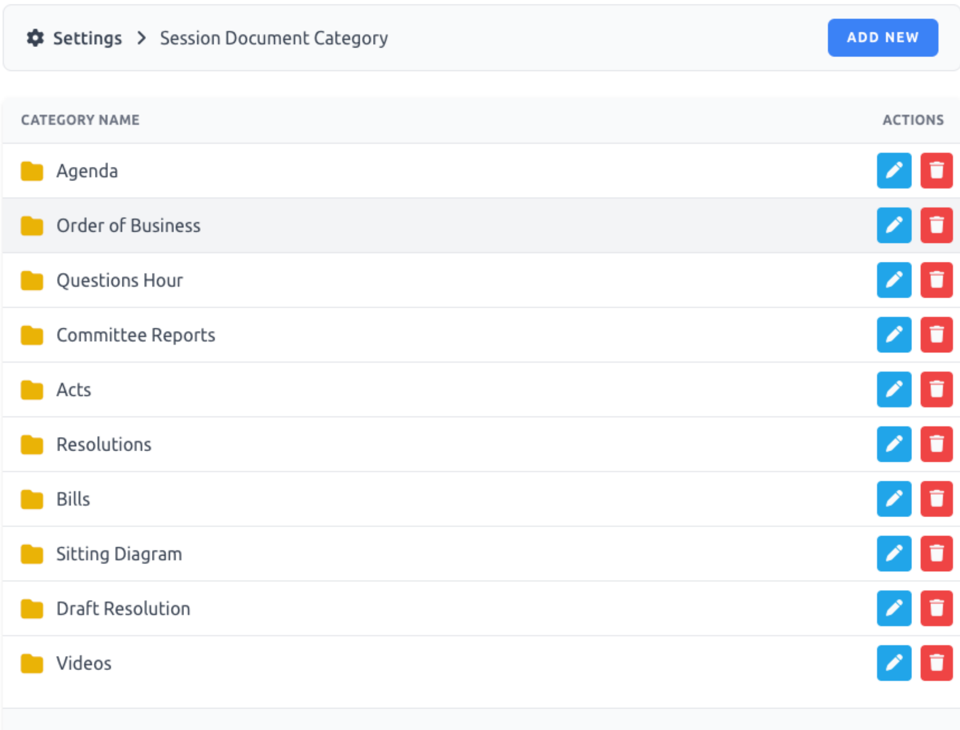
When the user clicks on the Committee link, you will be taken to manage committee screen shown below.



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:

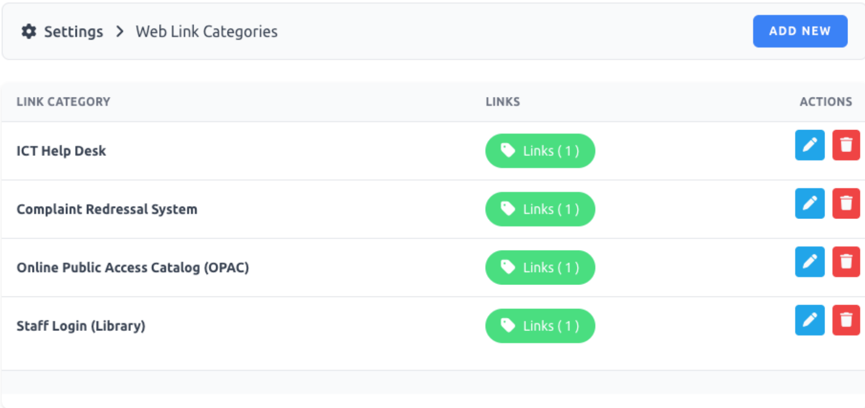
When the user clicks on the Mange Session Document Categories Module, the dashboard will be shown as below:



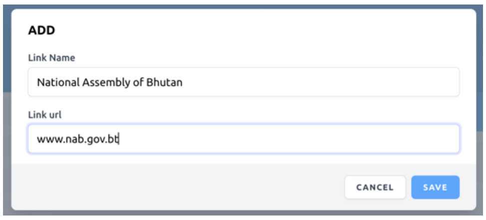
Click on the ***Add New*** button on the left top corner to add new Session Document Category.

5.6 Manage Weblinks:

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

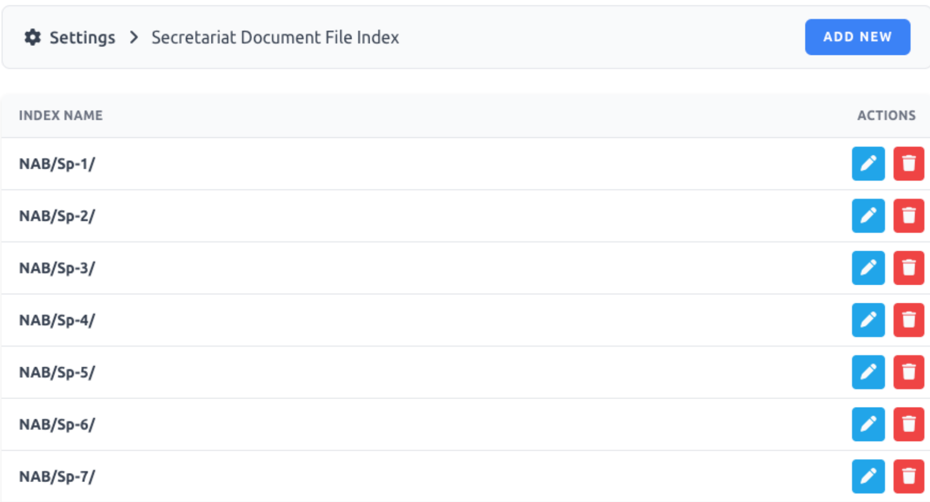


Click on the ***Add New*** button on the left top corner to add new Web link Category. Click on ***Links*** button to add system links. Then click on Save button to record the system link.



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:



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:

Settings > Conference Hal | ADD NEW

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.

Settings > Conference Hall Bookings

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

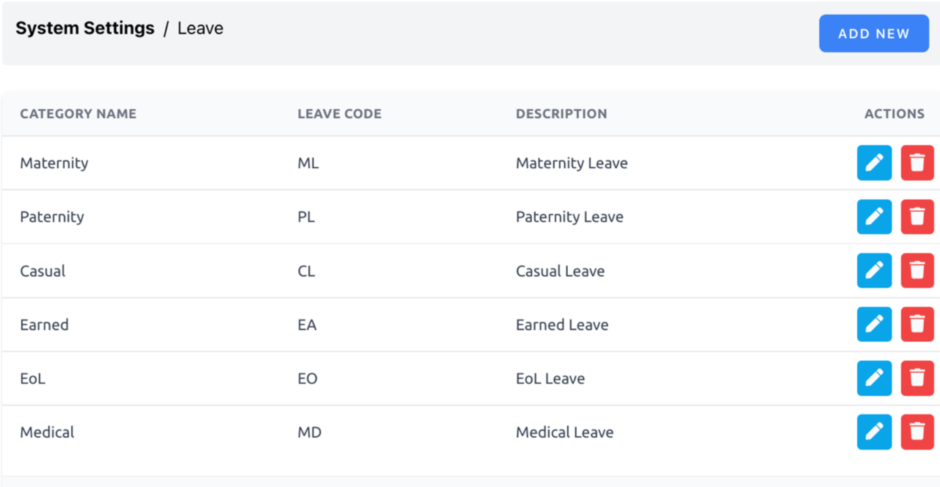
To manage constituencies, click on ‘Manage constituencies’ in the admin dashboard. The user will be taken to the screen shown below.

Settings > Constituencies List | ADD NEW

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

5.11 Manage Leave Categories

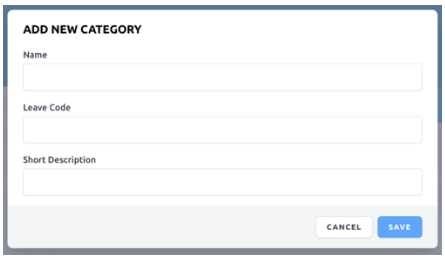
Click on the Mange Leave Category Module in the admin dashboard menu, the screen will be shown as below:



System Settings / Leave ADD NEW

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.



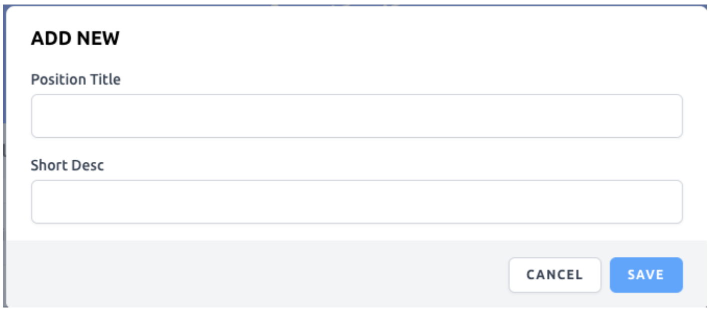
5.12 Manage Position Title

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

Settings > Position Titles ADD NEW

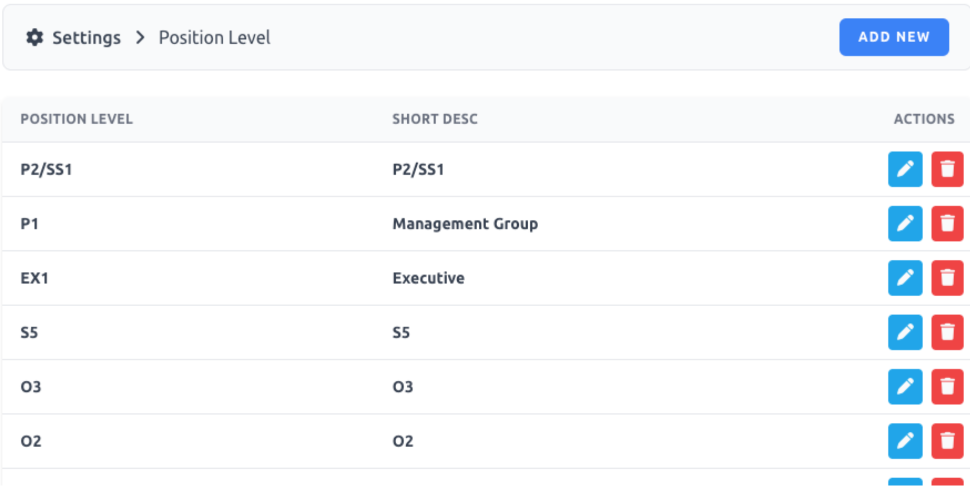
POSITION TITLES	SHORT DESC	ACTIONS
Director	Director	
Administrative Assistant	Adm. Assistant	
General Secretary	Secretary	
Chief Information and Media Officer	Chief Information and Media Officer	
Deputy Chief Research Officer	Dy. Chief Research Officer	
Language Specialist	Language Specialist	
Deputy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

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.

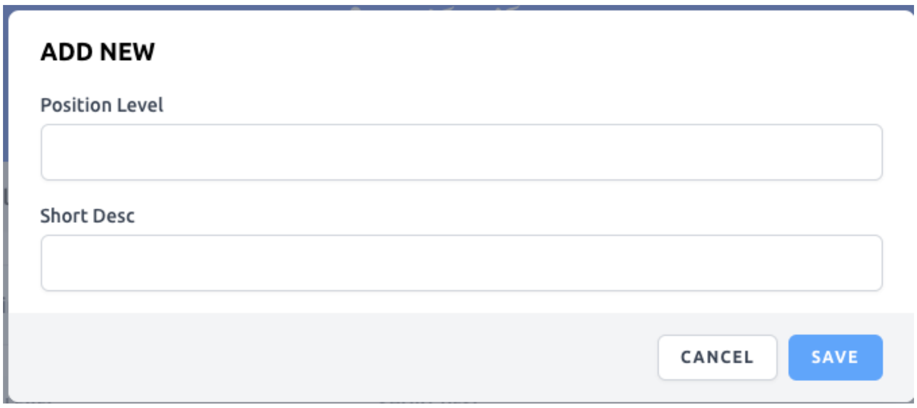


5.13 Position Level

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

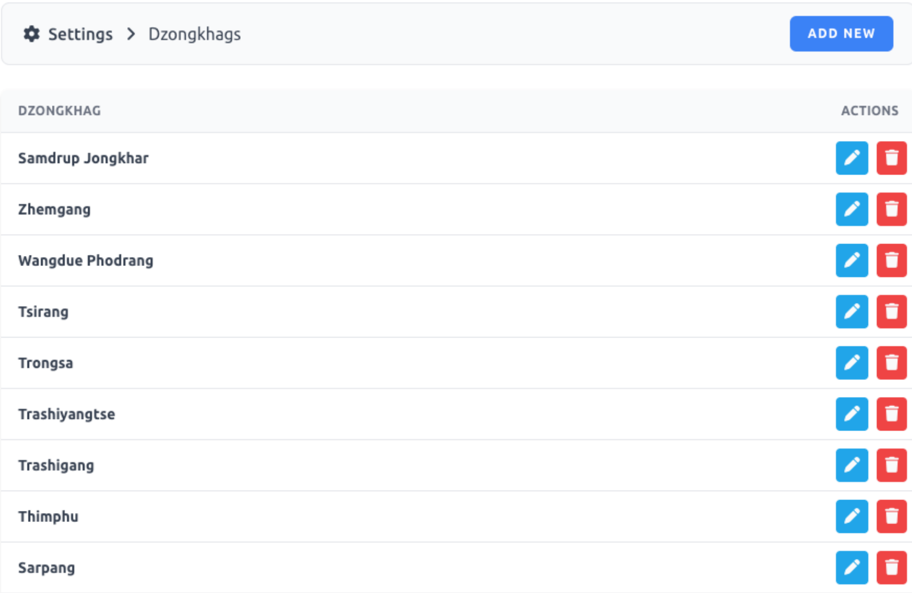


Click on the ***Add New*** button on the left top corner to add new. Fill up the details as in the popup window below, and then click on ***Save*** button.

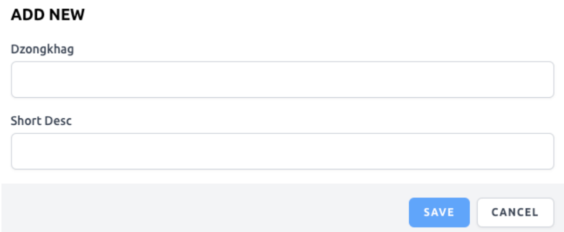


5.13.1 Manage Dzongkhags

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

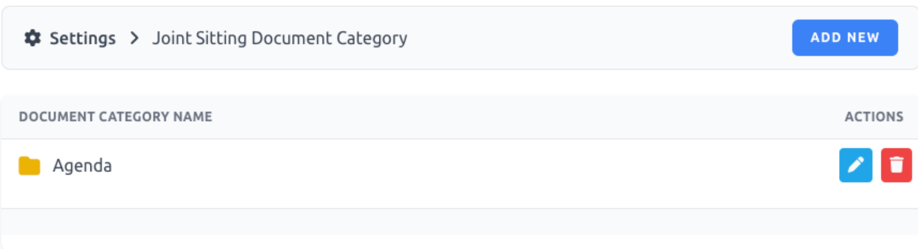


Click on the ***Add New*** button on the left top corner to add new. Fill up the details as in the popup window below, and then click on ***Save*** button.

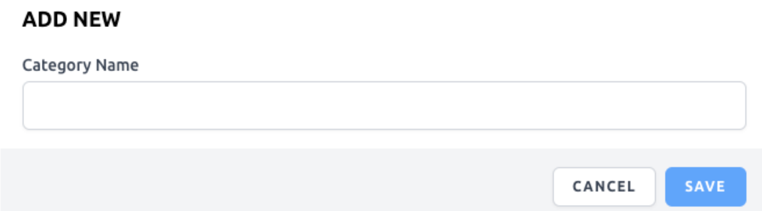


5.13.2 Joint-Sitting Document Category

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

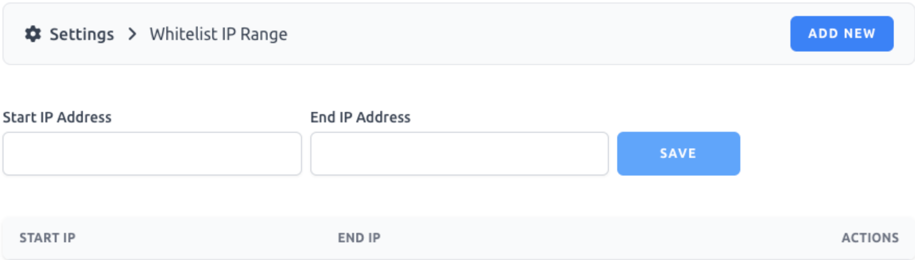


Click on the ***Add New*** button on the left top corner to add new. Fill up the details as in the popup window below, and then click on ***Save*** button.



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:



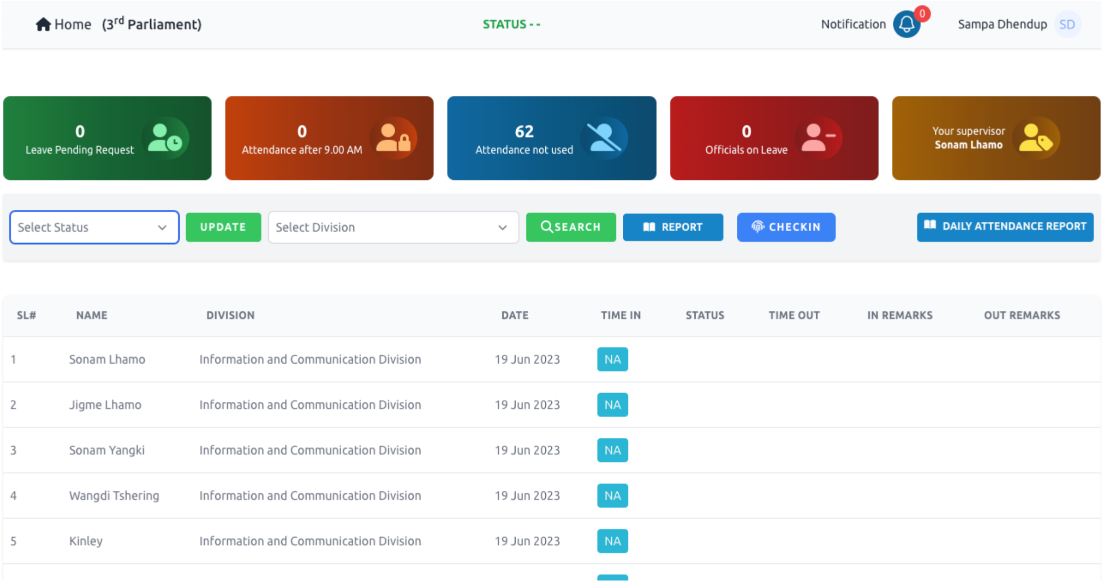
Click on the ***Add New*** button on the left top corner to add new. Enter the start and end IP range of the Network that you want to allow the users to access attendance module and then click on ***Save*** button.

6 System User

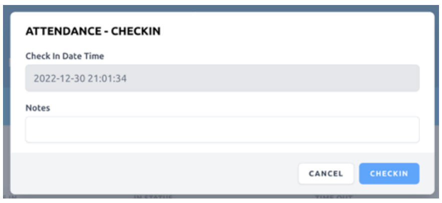
System User modules will provide access to the system functionalities through the dashboard as below:

6.1 Attendance:

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

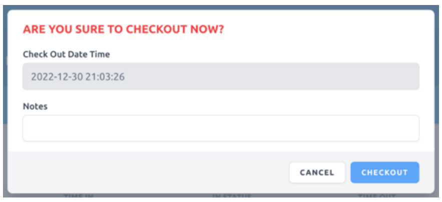


Click on the ***Attendance – CheckIn*** button located on the left top corner. The popup window will provide an option to enter any remarks. Click on the ***CheckIn*** button to record the attendance.



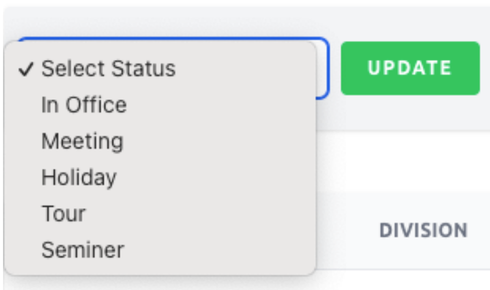
Click on the 

button to checkout.
The Checkout popup will appear. Provide remarks if any and then click ***CheckOut*** button.



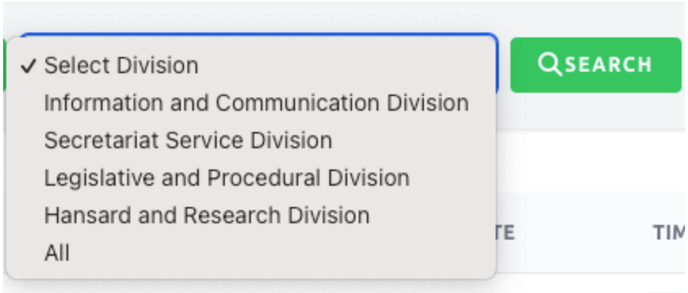
6.1.1 Status

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



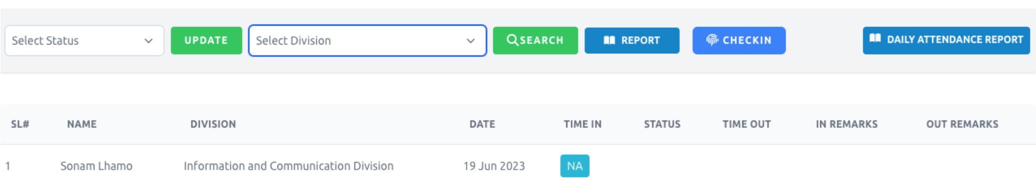
6.1.2 Generate attendance by Division

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.

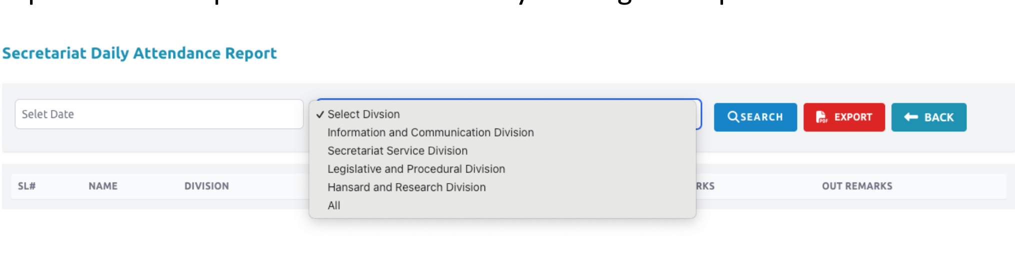


6.1.3 Daily attendance report

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

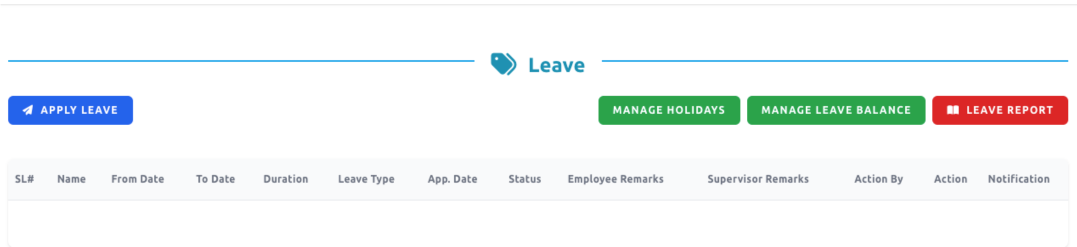


A user can generate an attendance report of a particular today by selecting a date and a division or '**All** 'from the dropdown menu and then clicking on 'Search' button. This report can be exported to PDF format by clicking on 'Export' button

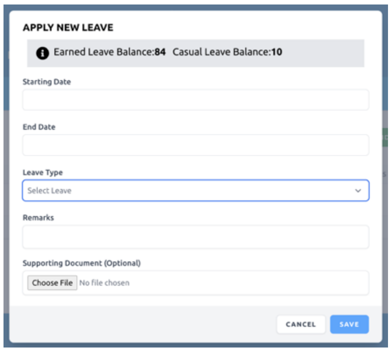


6.2 Leave

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



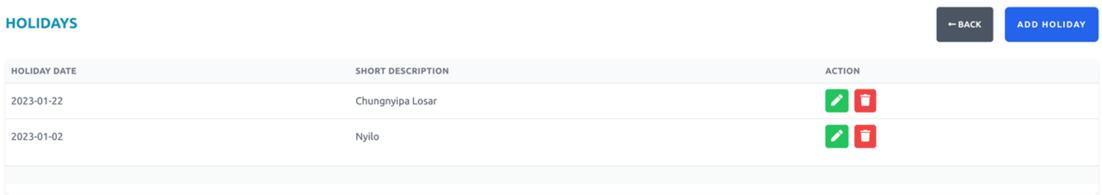
To apply for leave, click on the ***Apply Leave*** button located at the top right corner. The popup window as at the left will be displayed. Select Start Date and End Date, Type of Leave and remarks if any. Upload any supporting document and click on ***Save*** button to apply for leave. The leave application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

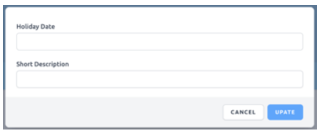


HOLIDAYS

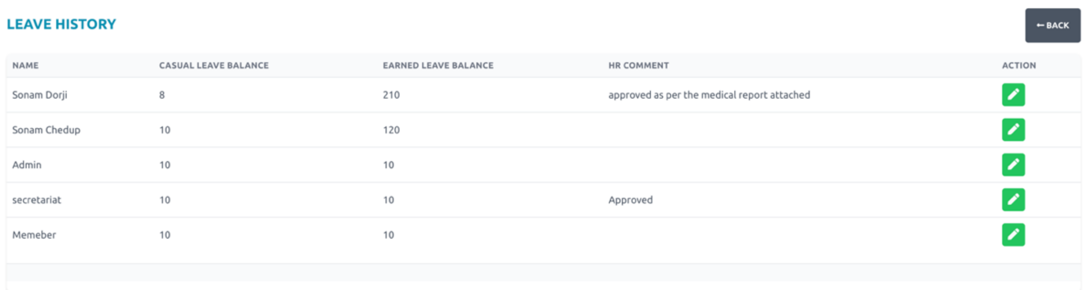
← BACK ADD HOLIDAY

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:

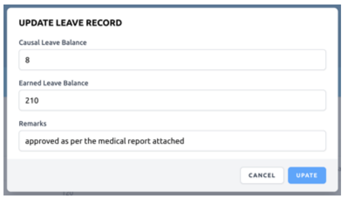


LEAVE HISTORY

← BACK

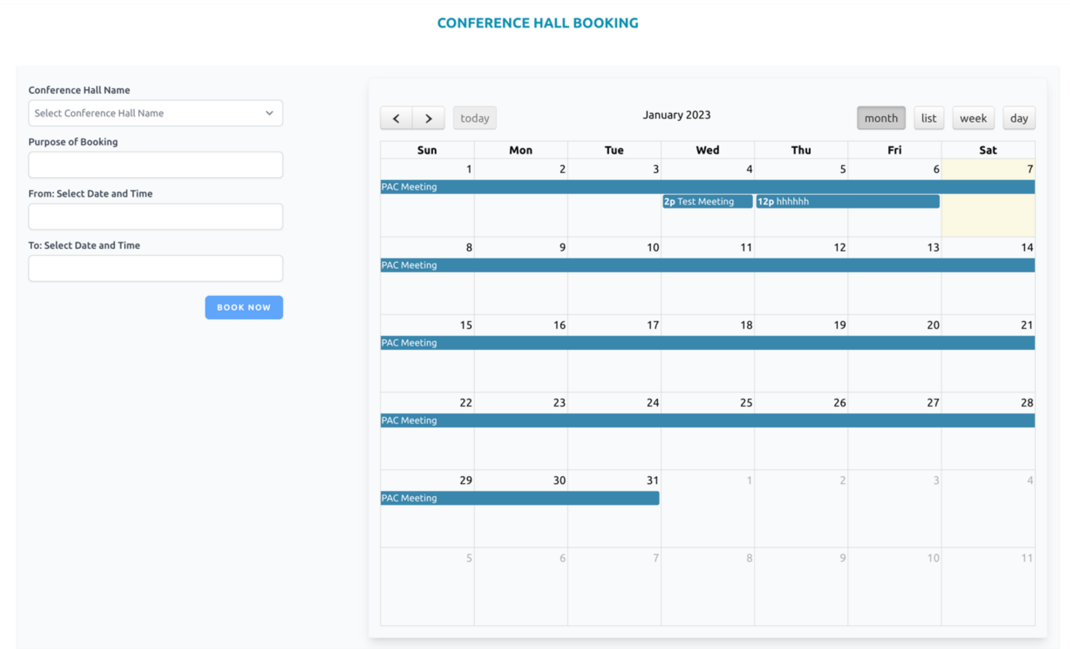
NAME	CASUAL LEAVE BALANCE	EARNED LEAVE BALANCE	HR COMMENT	ACTION
Sonam Dorji	8	210	approved as per the medical report attached	
Sonam Chedup	10	120		
Admin	10	10		
secretariat	10	10	Approved	
Memeber	10	10		

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.



6.3 Conference Hall Booking

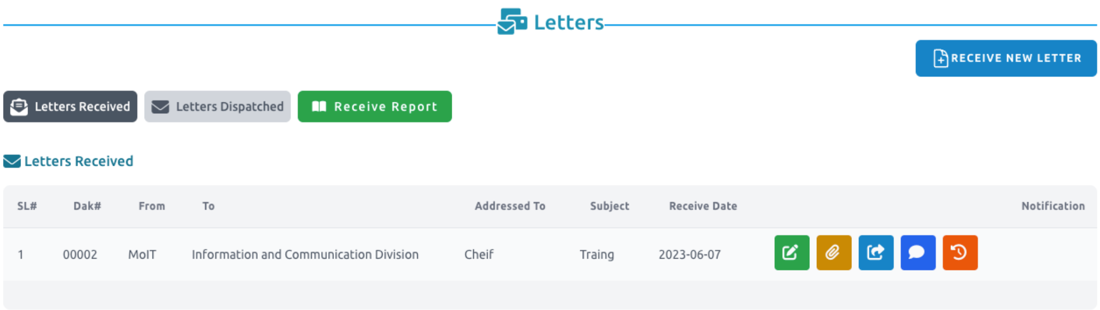
When user clicks on the Conference Booking Module, a dashboard will be shown as below:



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.

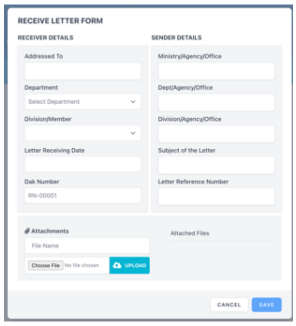
6.4 Letters

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

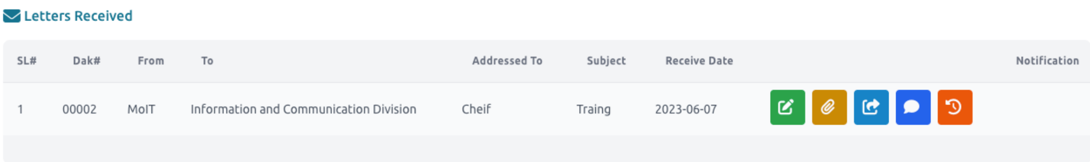


SL#	Dak#	From	To	Addressed To	Subject	Receive Date		Notification
1	00002	MoIT	Information and Communication Division	Cheif	Traing	2023-06-07		

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.

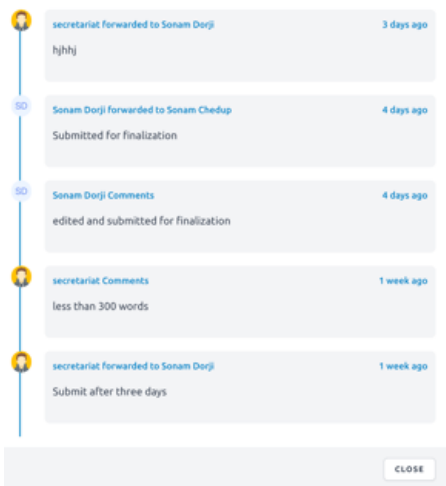


There are four buttons against each record as shown below.



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

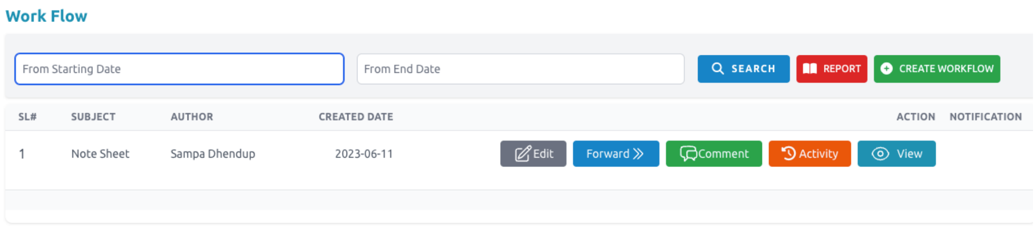
Click on the ***File*** button to view any file related to that record. Click on the ***Comment*** button to provide any comments to the letter received. To take further action, click on ***Forward*** button to assign to another user. Clicking on ***Activity*** button will provide list of actions and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



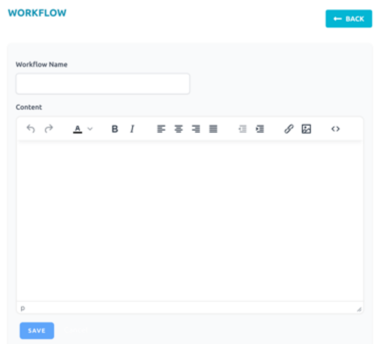
Similarly, click on the ***Dispatch Letter*** module and can take action similar to the Receive Letters module.

6.5 Workflow

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

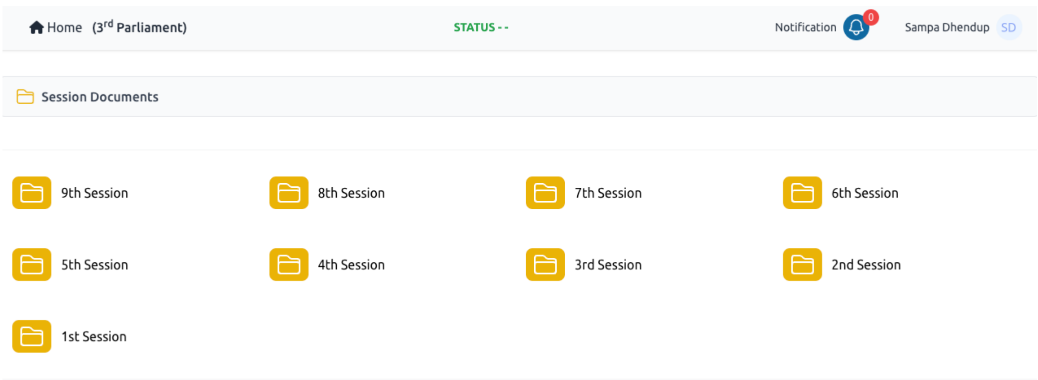


Click on the action buttons against each workflow as shown above. To create new workflow, click on the ***Create New Workflow*** button on the top right corner. Enter workflow title and create content. Click on ***Save*** button to create workflow.



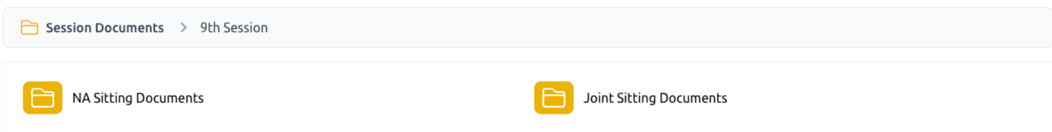
6.6 Session Documents:

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

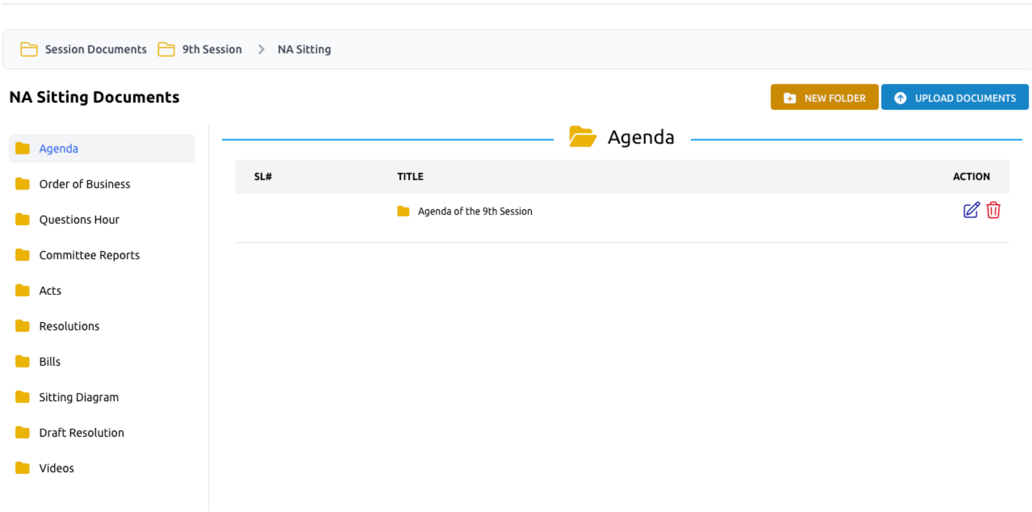


The session folder is further grouped as NA Sitting Document and Joint Sitting Document for NA user.

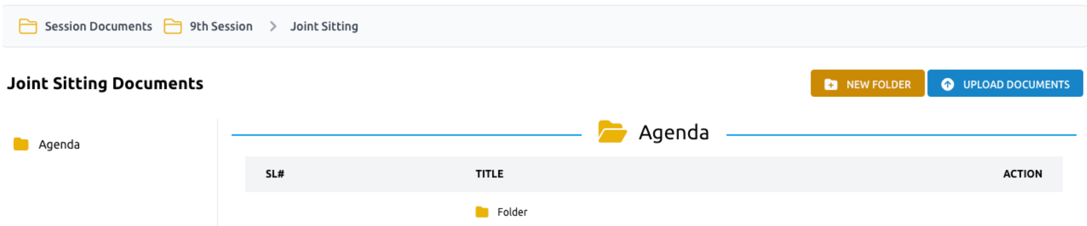
Note: No sun grouping for National Council session documents.



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.

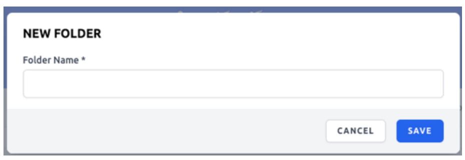


If the user selects ‘Joint sitting document’ the below screen will be shown, where a user can create ‘New Folder’ or ‘Upload Document’ under each document category for Joint Sitting Documents.

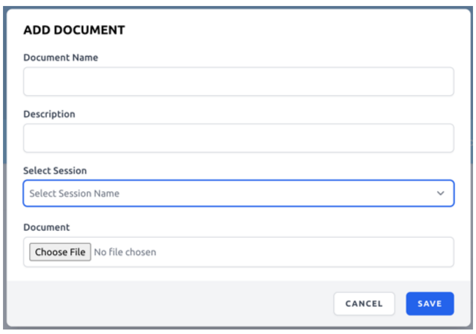


Click on the document category to view their related documents.

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

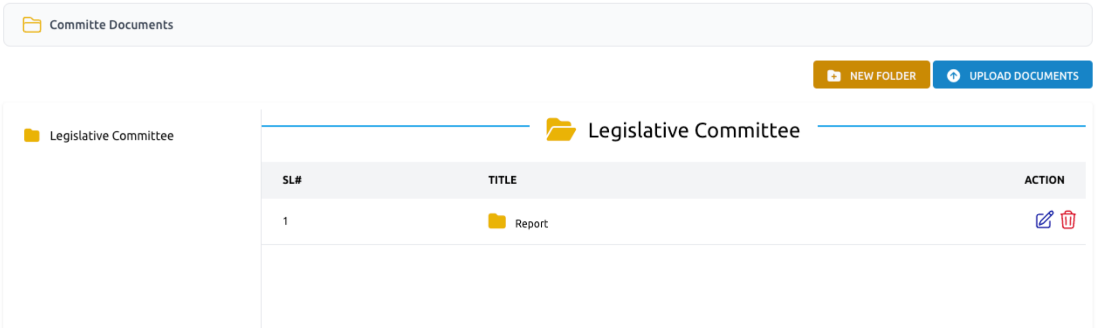


To create new session document, click on the ***Upload Document*** button on the top right corner. Fill up the form as shown on the right. Attach document and the click on the ***Save*** button the upload.

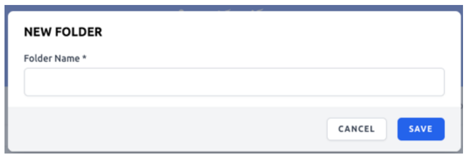


6.7 Committee Documents

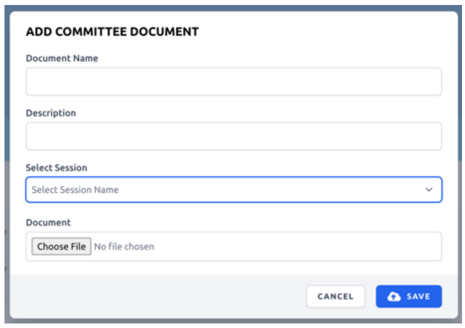
When user clicks on the Session Documents Module, a screen will be shown as below:



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

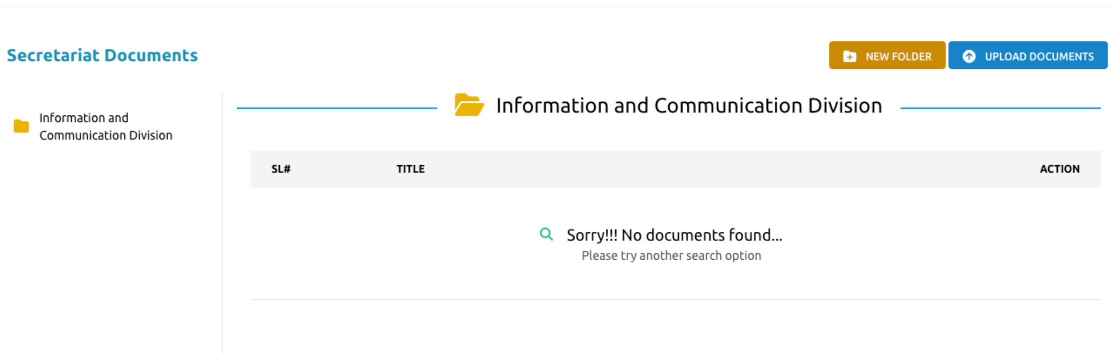


Click on the committee document category to view their related documents. To create new committee document, click on the ***Upload Document*** button on the top right corner. Fill up the form as shown on the right. Attach document and the click on the ***Save*** button the upload.

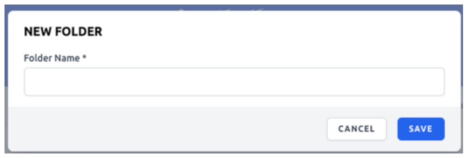


6.8 Secretariat Documents

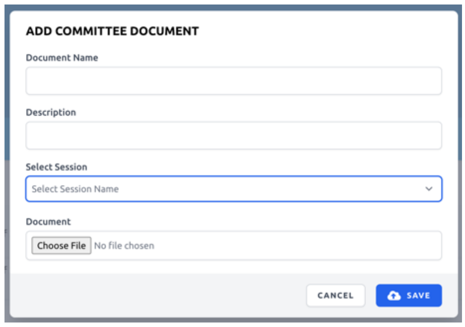
When user clicks on the Secretariat Documents Module, a screen will be shown as below



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

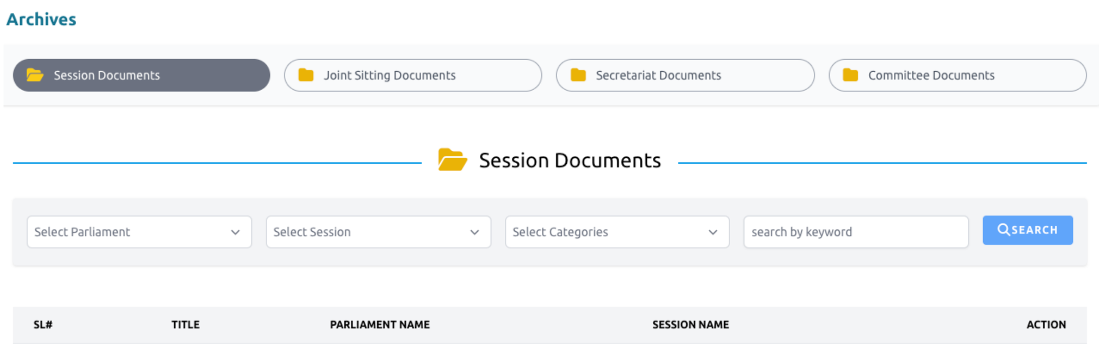


Click on the secretariat document category to view their related documents. To create new secretariat document, click on the ***Upload Document*** button on the top right corner. Fill up the form as shown on the right. Attach document and the click on the ***Save*** button the upload



6.9 Archives

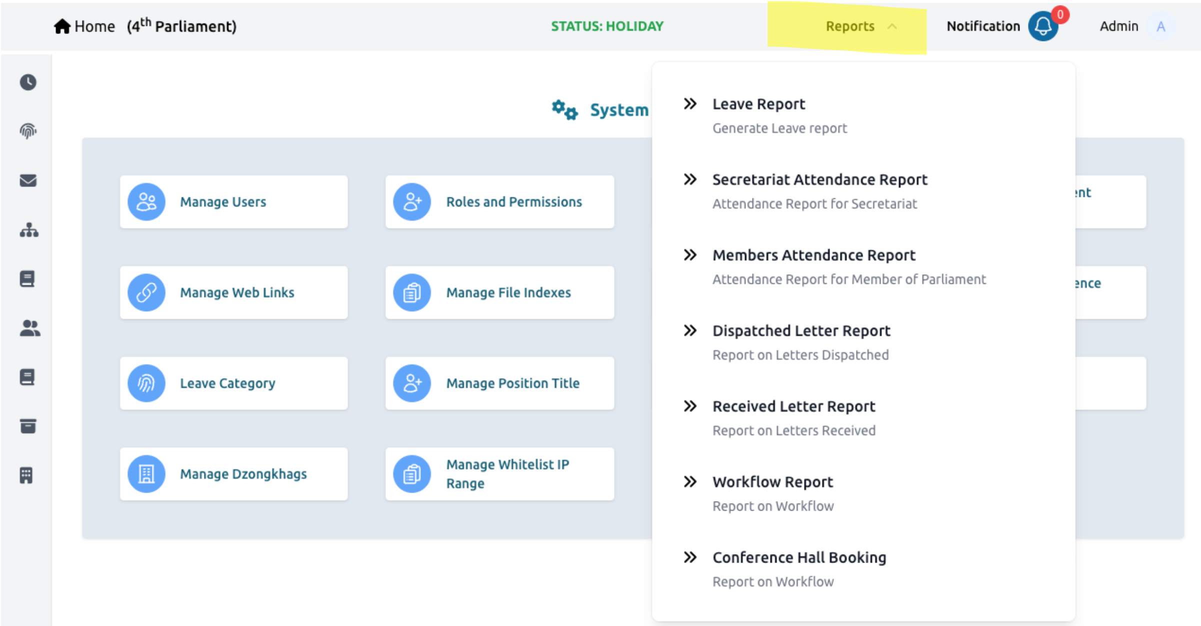
When user clicks on the Archive Module, a screen will be shown as below:



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

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;

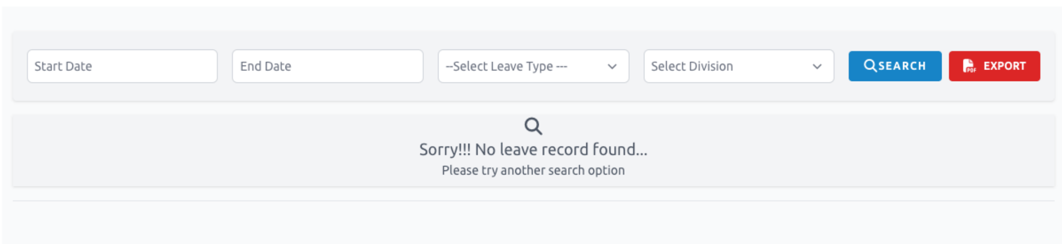


7.1 Attendace Report

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.

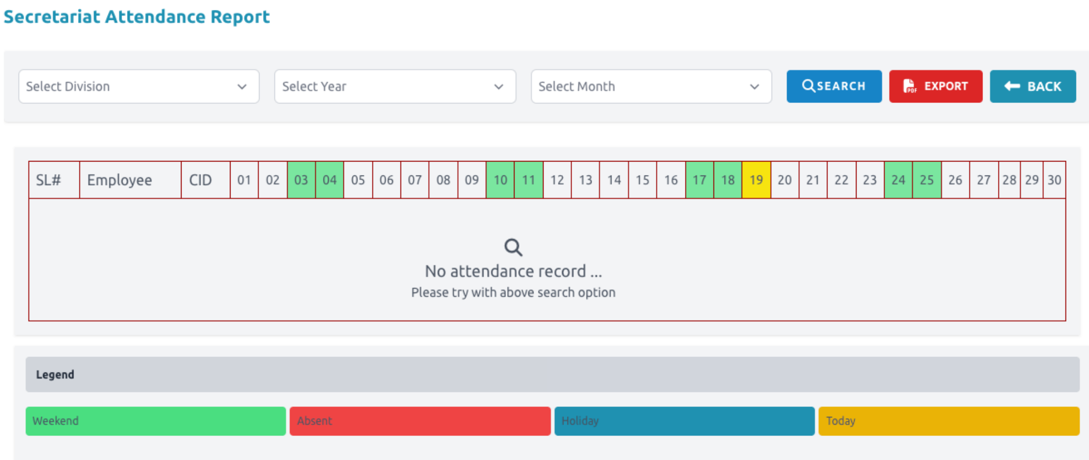
7.2 Leave Report

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.



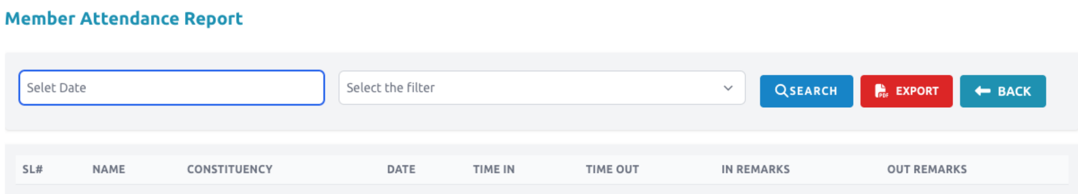
7.3 Secretariat Attendance Report

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.



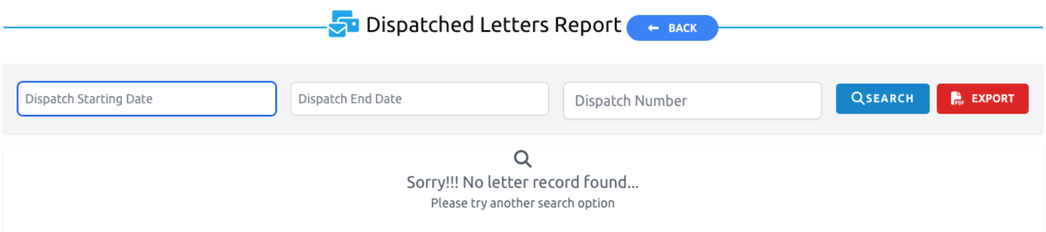
7.4 Members Attendance Report

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.



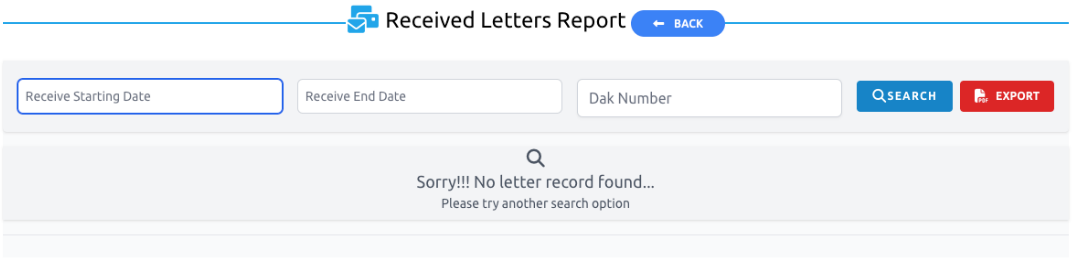
7.5 Dispatched Letter Report

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.



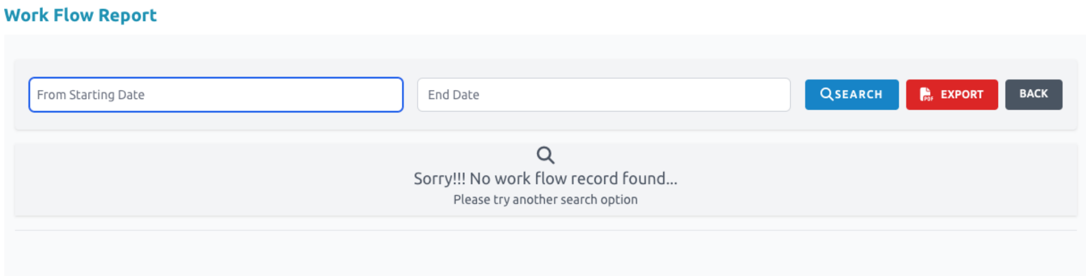
7.6 Received Letter Report

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.



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.



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.