

MAILPRO APPLICATION USER MANUAL




Introduction

- MailPro is a Java based computer application which was developed by Department of Tertiary Education Financing (DTEF) Information Technology personnel namely Thato Puoetsile (Java Developer and hardware support), Stella Queen Jacobs (Database Administration and Hardware) and Tsaone Gabana (Database Administration and Hardware). The application is intended to be used by DTEF's Records Management Unit (RMU).
- Historically and up to the present, RMU has been using Microsoft Excel sheets to store information about incoming mail, when it was received, when it was marked for action and whether action has been taken upon it. This manual way of processing incoming mail presented the following challenges:
 - each desktop officer had their own version of an Excel sheet on which to keep track of the mail they handled.
 - because IT standards require each desktop officer to have a password (known only to them) to their user account, should it so happen that a certain user is absent from duty for whatever reason, details of the mail that they handled become inaccessible.
 - consequently, productivity slows down considerably because an officer is absent.
 - many copies of incoming mail databases presented difficulty on producing monthly, quarterly and annual reports on the processing of mail
 - difficulty in searching for a particular record
- MailPro solves all these problems as it provides a centralized database on which to store entries of incoming mail and has a user-friendly interface for processing of mail by the user (RMU Officers). It views an item of mail as a record which can be saved to the database, deleted and updated. It also provides the user an option to view the whole database and to print contents of the database. Completion of search for a record in the database takes approximately a thousandth of a second.
- The version of MailPro described in this manual is Version 1.0 (v1.0). It requires that the client workstation be installed with Java Runtime Environment (JRE) 1.8u131 or later to be able to run as it should. The host client should be connected to the network for optimal results.

User Profile

- MailPro is a Java based computer application intended to eliminate the pain points members of the Records Management Unit are facing. Below is a profile of a typical user of this application.



Name: John Doe

Department: Department of Tertiary Education Financing

Unit: Records Management Unit


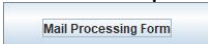
Office no. 77

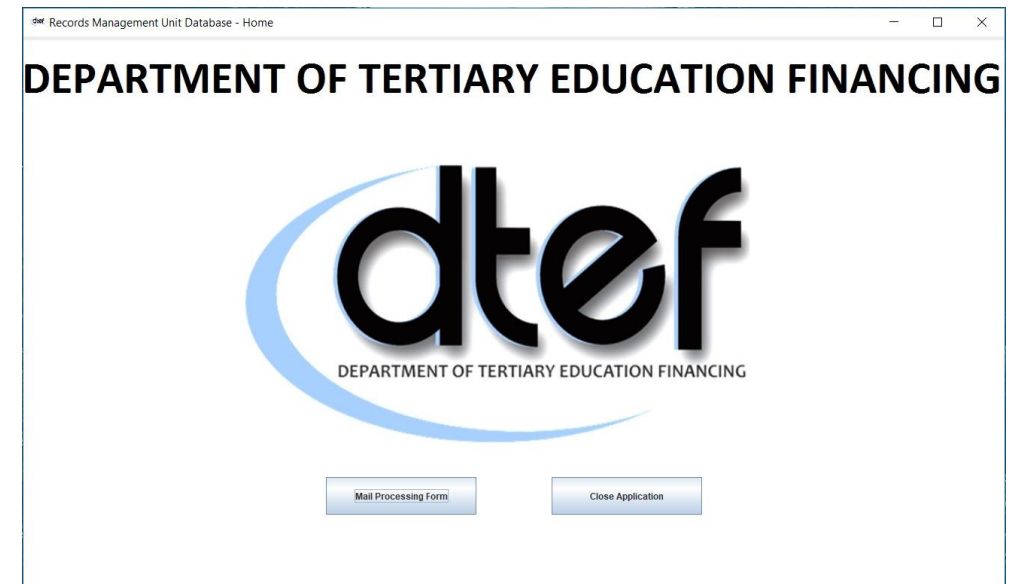
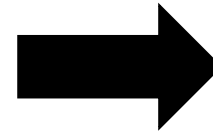
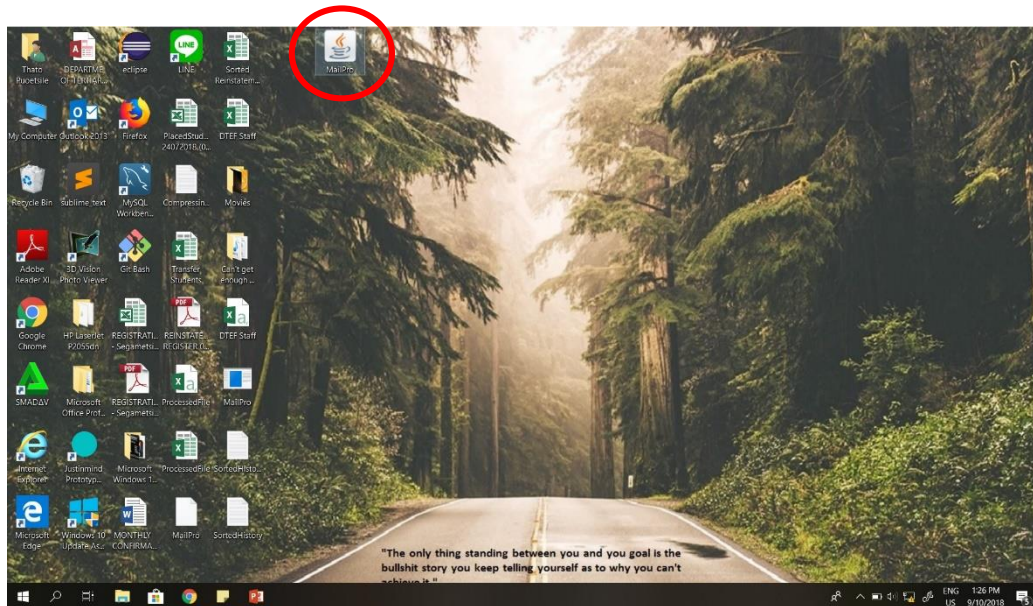
Title: Records Officer

IT Competencies: Basic ICT skills


Salary Scale: Irrelavent

1. Getting started

1. Double click on the MailPro icon on your desktop. It will usher you to the splash screen of the application where you will have options to continue with the application or to exit the application. To close the application, click on  to continue with the application, click on 



2. Adding a Record

1. Fill in the details of the mail item. The Reference Number field should **NOT** be nil neither should it be a duplicate number, else it will show an error. Once you have ensured that the you have all the details, click on  and a confirmation message will appear.

Records Management Unit Database - Mail Processing Form

Menu

Department of Tertiary Education Financing

Reference Number

Date On Letter

Originating Department

Subject

Date Received







Action Officer

Date Marked

Days Taken To Mark

Action Date

Days Taken to Act



Records Management Unit Database - Mail Processing Form

Menu

Department of Tertiary Education Financing

Reference Number

Date On Letter

Originating Department

Subject

Date Received







Action Officer

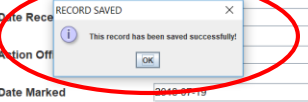
Date Marked

Days Taken To Mark


Action Date

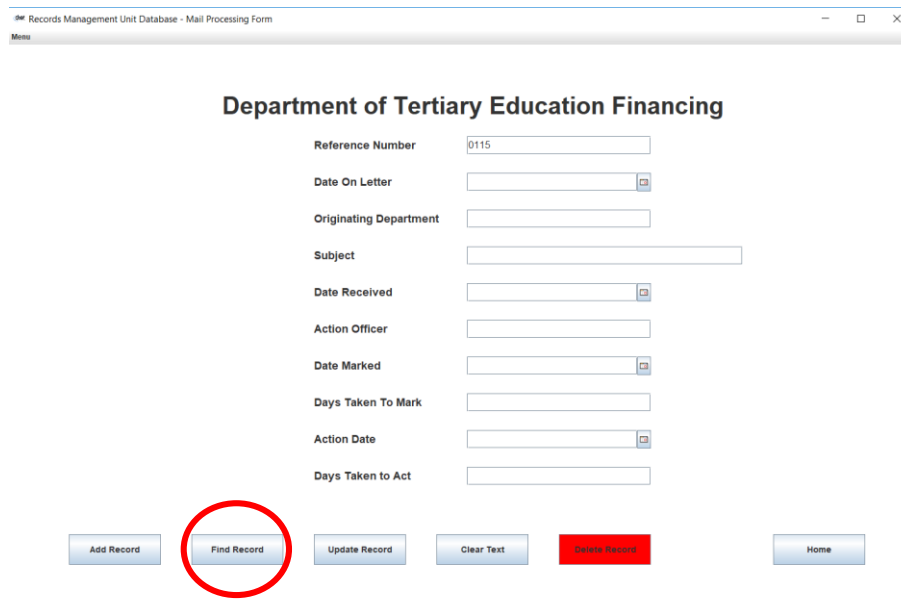
Days Taken to Act



2. Searching for a Record

1. To search for a particular record, fill in the Reference Number of the record and click on the  button. If the Reference Number exists in the database, the details of the record will populate the form.



Records Management Unit Database - Mail Processing Form

Department of Tertiary Education Financing

Reference Number: 0115

Date On Letter:

Originating Department:

Subject:

Date Received:

Action Officer:

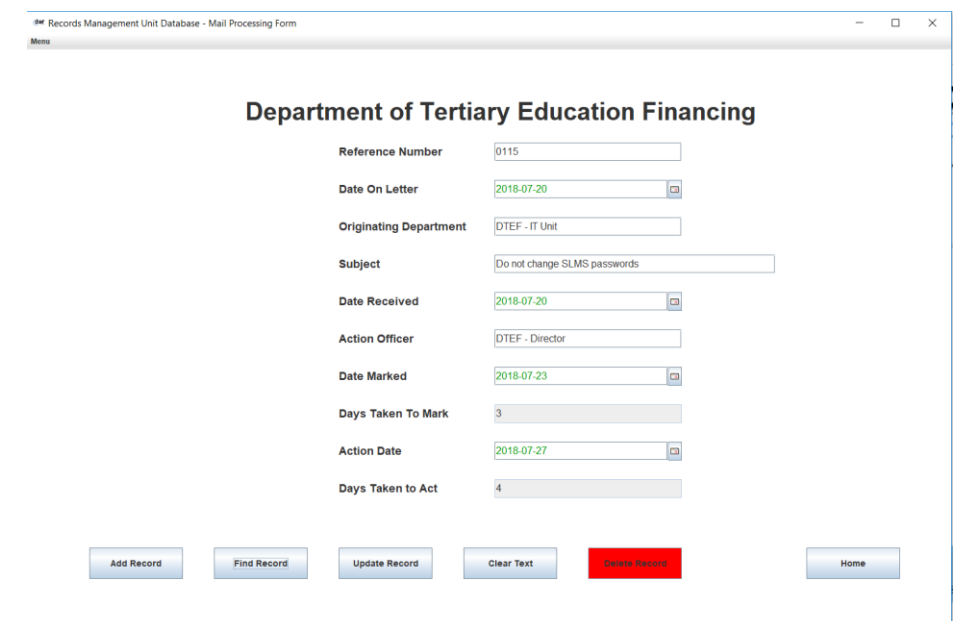
Date Marked:

Days Taken To Mark:

Action Date:

Days Taken to Act:

Buttons: Add Record, **Find Record**, Update Record, Clear Text, Delete Record, Home

Records Management Unit Database - Mail Processing Form

Department of Tertiary Education Financing

Reference Number: 0115

Date On Letter: 2018-07-20

Originating Department: DTEF - IT Unit

Subject: Do not change SLMS passwords

Date Received: 2018-07-20

Action Officer: DTEF - Director

Date Marked: 2018-07-23

Days Taken To Mark: 3

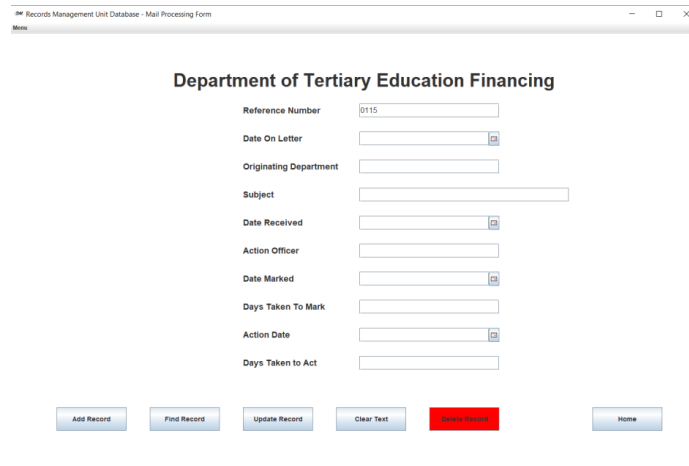
Action Date: 2018-07-27

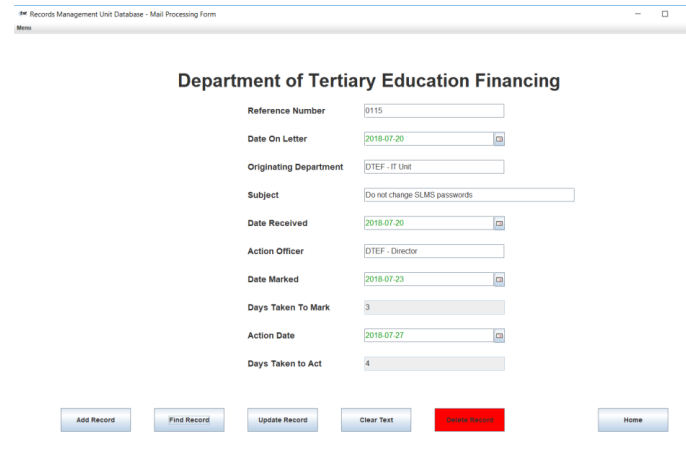
Days Taken to Act: 4

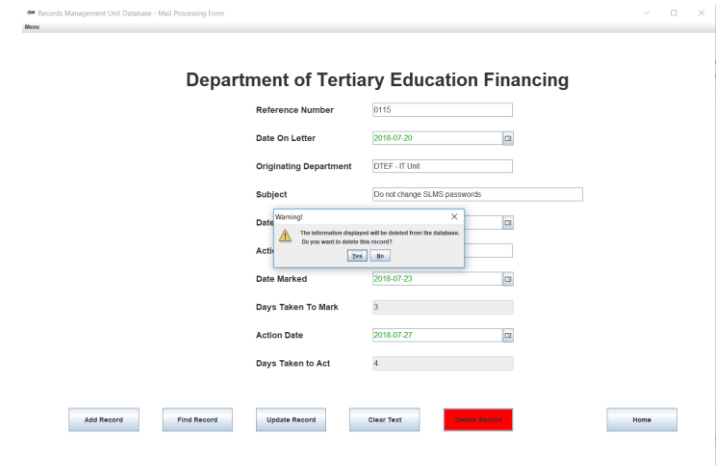
Buttons: Add Record, Find Record, Update Record, Clear Text, Delete Record, Home

3. Deleting a Record

1. To search for a particular record, fill in the Reference Number of the record and click on the **Find Record** button. If the Reference Number exists in the database, the details of the record will populate the form. Then click **Delete Record**



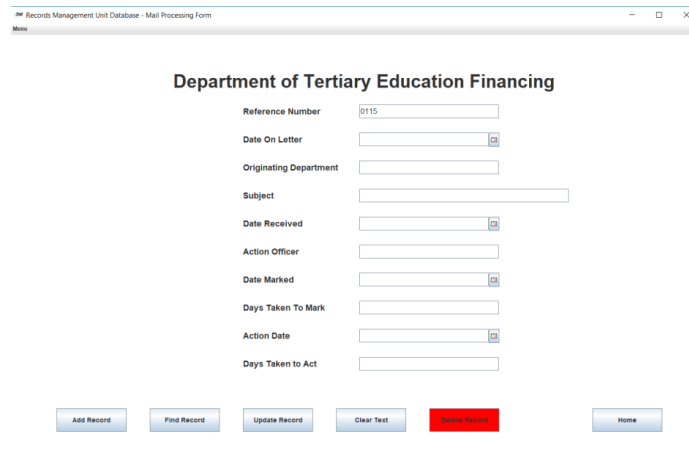




2. Click **Yes** in the dialogue box to finish off the deletion.

4. Updating a Record

- To search for a particular record, fill in the Reference Number of the record and click on the **Find Record** button. If the Reference Number exists in the database, the details of the record will populate the form. Then click **Update Record**



Records Management Unit Database - Mail Processing Form

Department of Tertiary Education Financing

Reference Number: 0115

Date On Letter:

Originating Department:

Subject:

Date Received:

Action Officer:

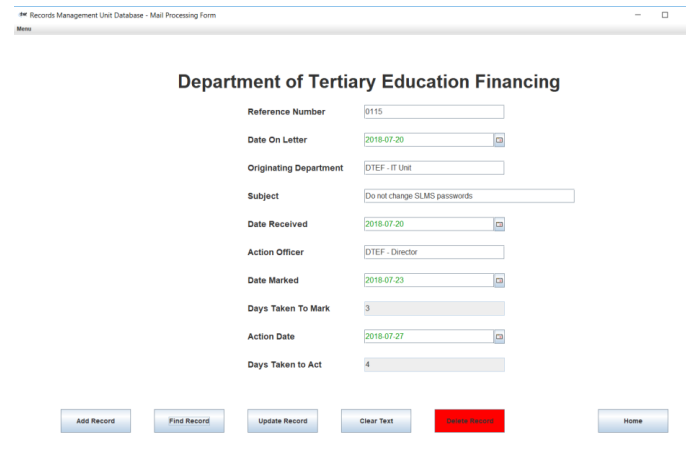
Date Marked:

Days Taken To Mark:

Action Date:

Days Taken to Act:

Buttons: Add Record, Find Record, Update Record, Clear Text, **Find Record**, Home

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Originating Department: DTEF - IT Unit

Subject: Do not change SLMS passwords

Date Received: 2018-07-20

Action Officer: DTEF - Director

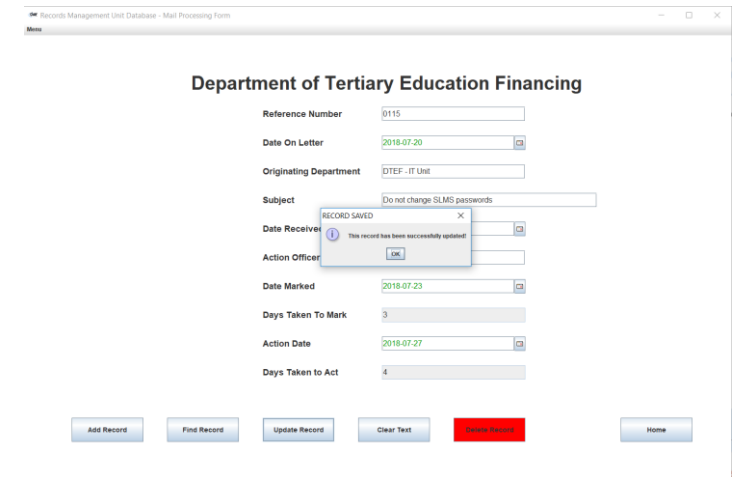
Date Marked: 2018-07-23

Days Taken To Mark: 3

Action Date: 2018-07-27

Days Taken to Act: 4

Buttons: Add Record, Find Record, Update Record, Clear Text, **Find Record**, Home

Records Management Unit Database - Mail Processing Form

Department of Tertiary Education Financing

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Action Officer: DTEF - Director

Date Marked: 2018-07-23

Days Taken To Mark: 3

Action Date: 2018-07-27

Days Taken to Act: 4

Buttons: Add Record, Find Record, Update Record, Clear Text, **Update Record**, Home

RECORD SAVED

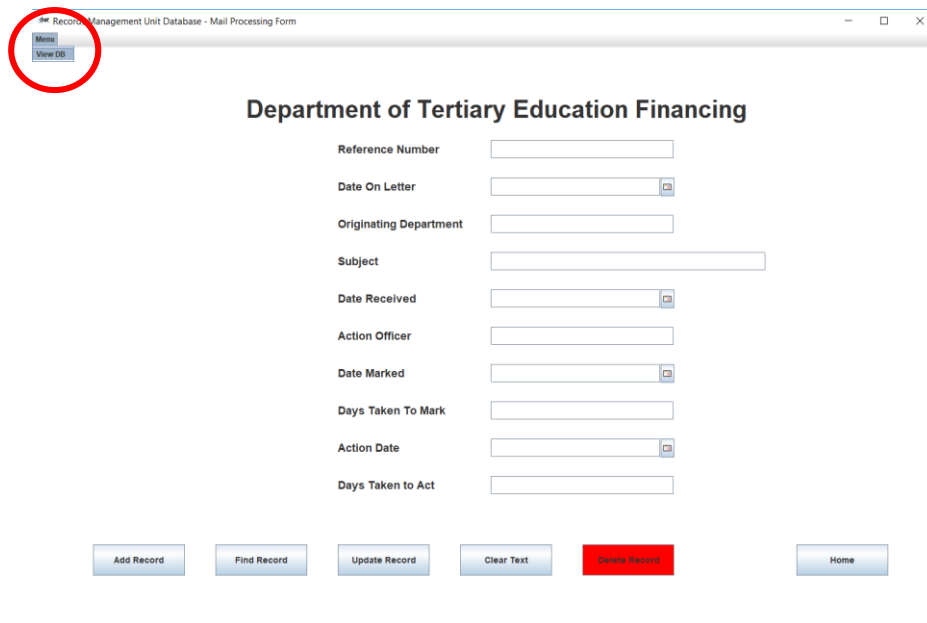
This record has been successfully updated!

OK

- Click **OK** in the dialogue box to finish updating the record.

5. Viewing the Database

1. To view the database, click on the Menu button and then click on View DB.



Records Management Unit Database - Mail Processing Form

Menu
View DB

Department of Tertiary Education Financing

Reference Number

Date On Letter

Originating Department

Subject

Date Received

Action Officer

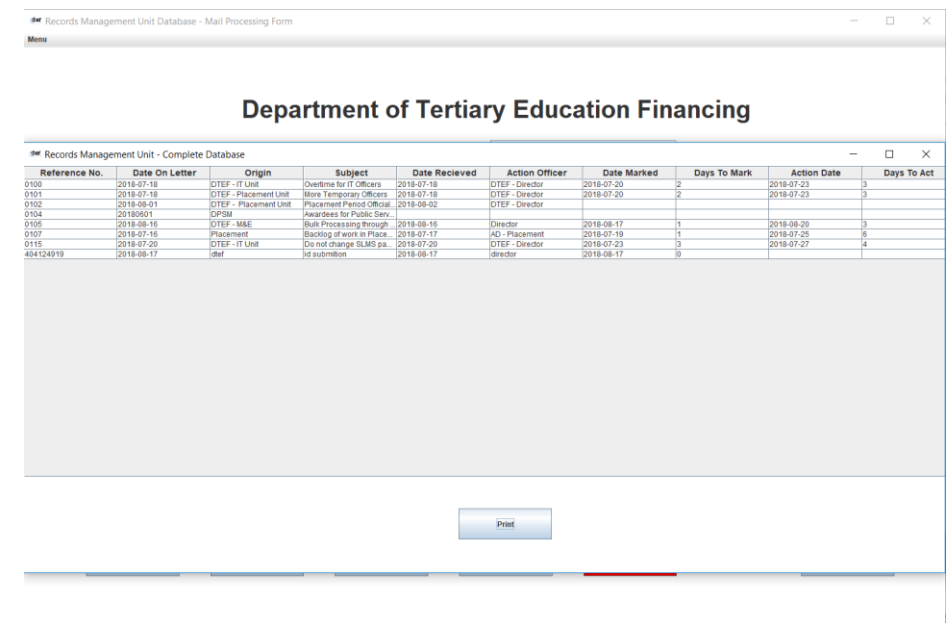
Date Marked

Days Taken To Mark

Action Date

Days Taken to Act

Add Record Find Record Update Record Clear Text Delete Record Home

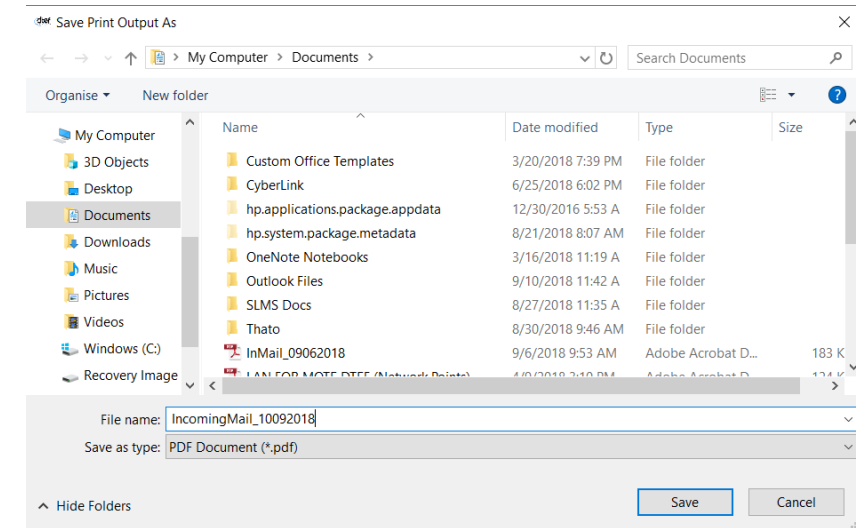
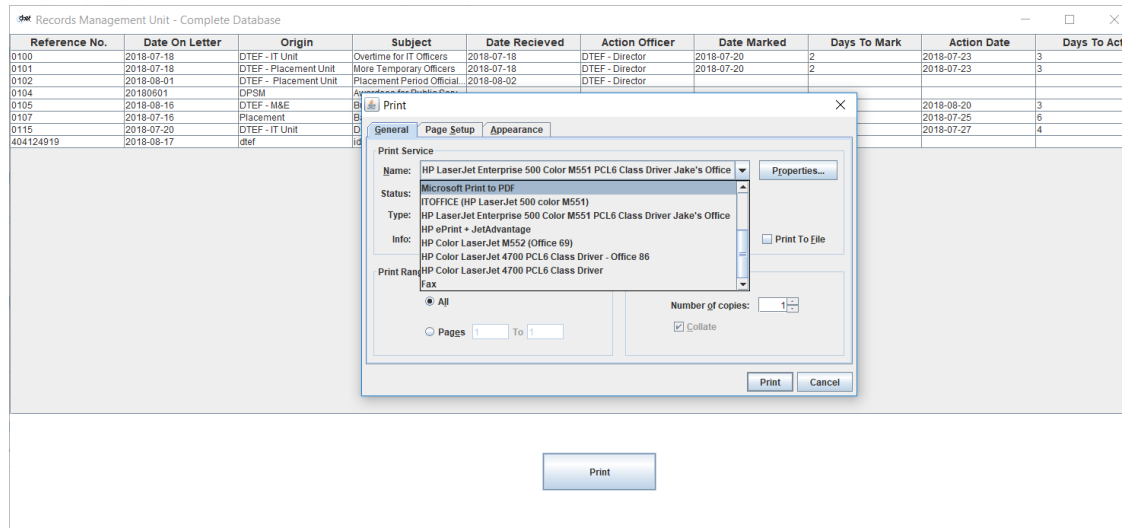
Records Management Unit - Complete Database

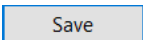
Reference No.	Date On Letter	Origin	Subject	Date Received	Action Officer	Date Marked	Days To Mark	Action Date	Days To Act
0100	2018-07-18	DTEF - IT Unit	Overfime for IT Officers	2018-07-18	DTEF - Director	2018-07-20	2	2018-07-23	3
0101	2018-07-18	DTEF - Placement Unit	More Temporary Officers	2018-07-18	DTEF - Director	2018-07-20	2	2018-07-23	3
0102	2018-08-01	DTEF - Placement Unit	Placement Period Officer	2018-08-02	DTEF - Director				
0104	20180501	CPRM	Awardees for Public Serv						
0105	2018-08-16	DTEF - M&E	Risk Processing Through	2018-08-16	Director	2018-08-17	1	2018-08-20	3
0107	2018-07-16	Placement	Backlog of work in Place	2018-07-17	AD - Placement	2018-07-19	1	2018-07-25	6
0115	2018-07-20	DTEF - IT Unit	Do not change SLMS pa	2018-07-20	DTEF - Director	2018-07-23	3	2018-07-27	4
484124919	2018-08-17	def	id submission	2018-08-17	director	2018-08-17	0		

Print

6. Saving the Database to the Computer

1. To save the database, click on  button. Select Microsoft Print to PDF and then save the file where you want to save it.



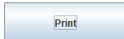
2. Click  in the dialogue box to save the database on your workstation.

7. Printing the Database to the Computer

1. To save the database, click on  button. Select the printer you use to print.

Records Management Unit - Complete Database

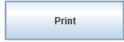
Reference No.	Date On Letter	Origin	Subject	Date Recieved	Action Officer	Date Marked	Days To Mark	Action Date	Days To Act
0100	2018-07-18	DTEF - IT Unit	Overtime for IT Officers	2018-07-18	DTEF - Director	2018-07-20	2	2018-07-23	3
0101	2018-07-18	DTEF - Placement Unit	More Temporary Officers	2018-07-18	DTEF - Director	2018-07-20	2	2018-07-23	3
0102	2018-08-01	DTEF - Placement Unit	Placement Period Official	2018-08-02	DTEF - Director				
0104	20180601	DPSM	Awardees for Public Serv.						
0105	2018-08-16	DTEF - MAE	Bulk Processing through	2018-08-16	Director	2018-08-17	1	2018-08-20	3
0107	2018-07-16	Placement	Backlog of work in Place	2018-07-17	AD - Placement	2018-07-19	1	2018-07-25	6
0115	2018-07-20	DTEF - IT Unit	Do not change SLMS pa	2018-07-20	DTEF - Director	2018-07-23	3	2018-07-27	4
404124919	2018-08-17	dtef	id submission	2018-08-17	director	2018-08-17	0		





Records Management Unit - Complete Database

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0101	2018-07-18	DTEF - Placement Unit	More Temporary Officers	2018-07-18	DTEF - Director	2018-07-20	2	2018-07-23	3
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0104	20180601	DPSM	Awardees for Public Serv.						
0105	2018-08-16	DTEF - MAE	Bulk Processing through	2018-08-16	Director	2018-08-17	1	2018-08-20	3
0107	2018-07-16	Placement	Backlog of work in Place	2018-07-17	AD - Placement	2018-07-19	1	2018-07-25	6
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404124919	2018-08-17	dtef	id submission	2018-08-17	director	2018-08-17	0		



Print Service

Name: HP LaserJet Enterprise 500 Color M551 PCL6 Class Driver Jake's Office

Status: Microsoft Print to PDF

Type: HP LaserJet Enterprise 500 Color M551 PCL6 Class Driver Jake's Office

Info: HP ePrint • JetAdvantage

Print Range: All

Number of copies: 1

☒ Collate

☐ Print To File

2. Click  in the dialogue box to complete the print job.