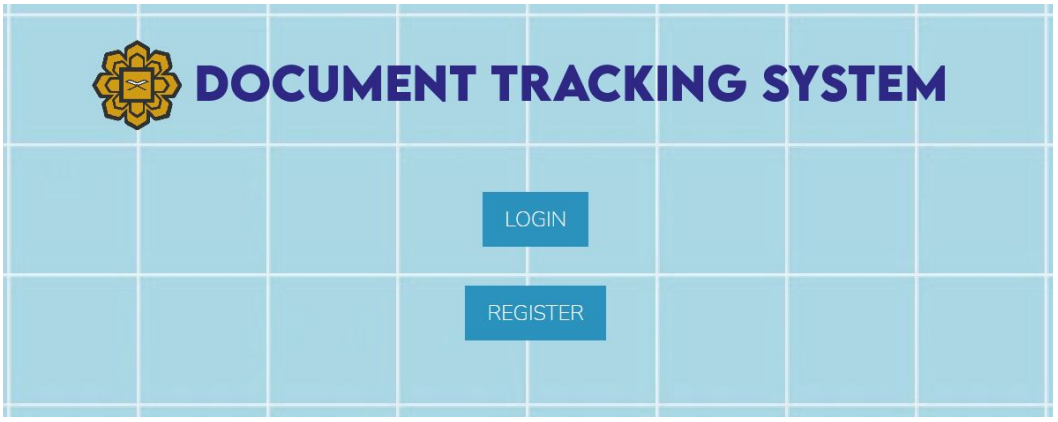
FLOW DTS

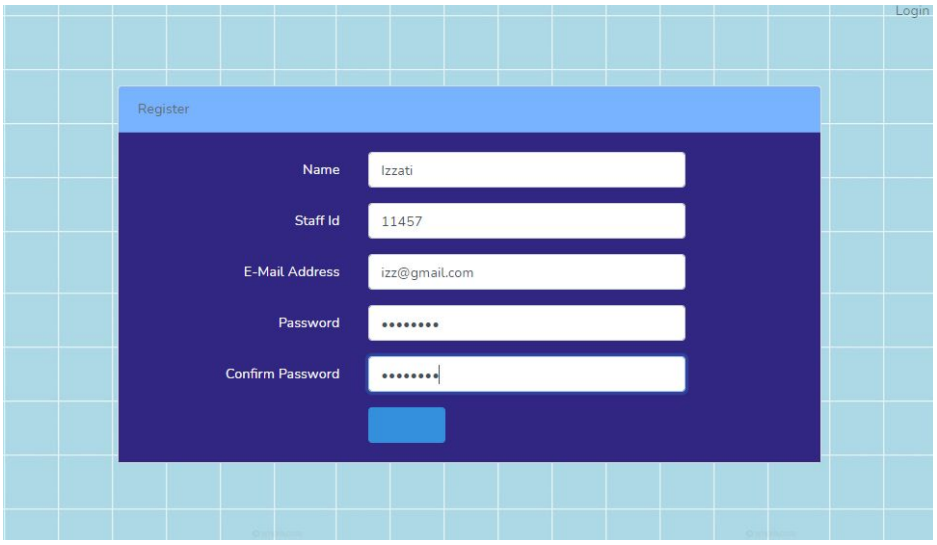


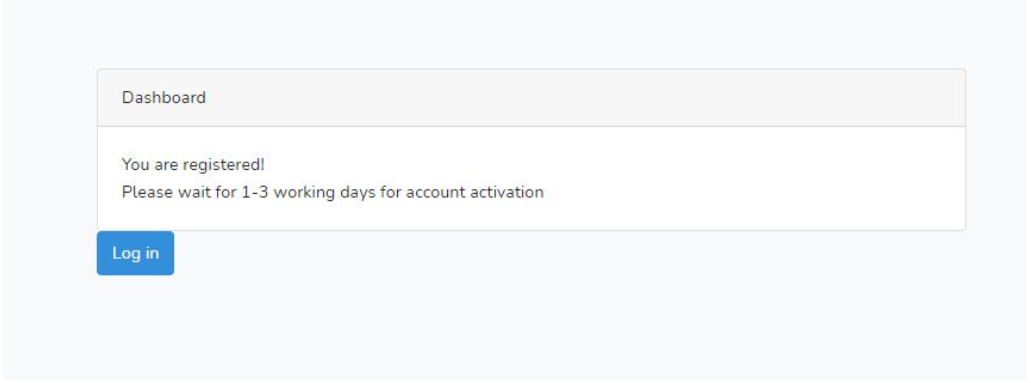

5 users ( Admin, Administrative Assistant, Director, Officer, Document Owner)

Admin: change the roles of users and update announcement
Administrative Assistant: add, track, view report, notification
Director: action, track, view report, notification
Officer: action, track, view report, notification
Document Owner: Track

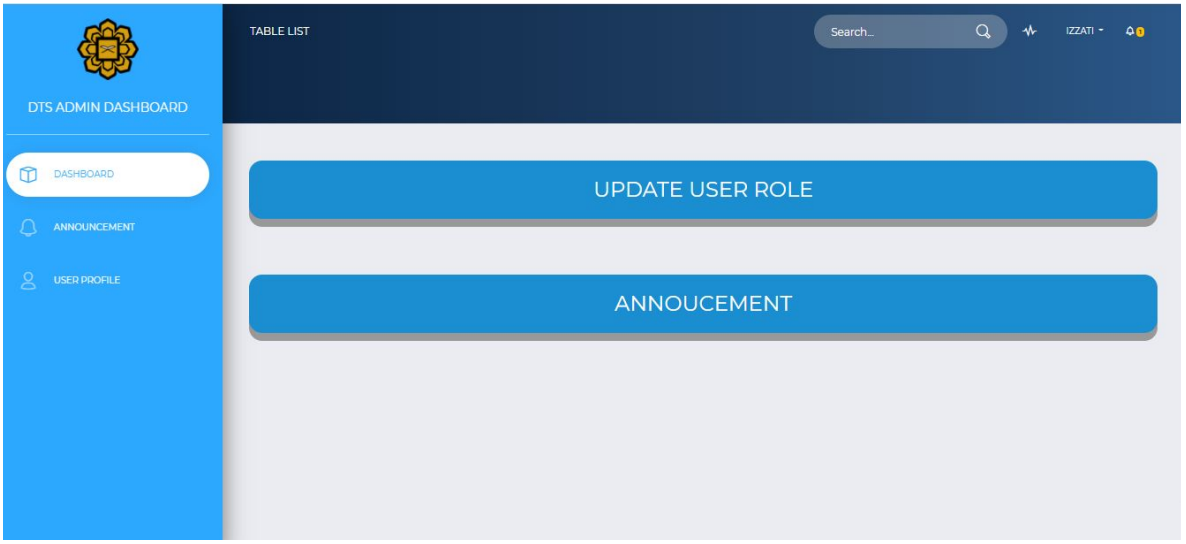
**Function  role update :**

1. User register,

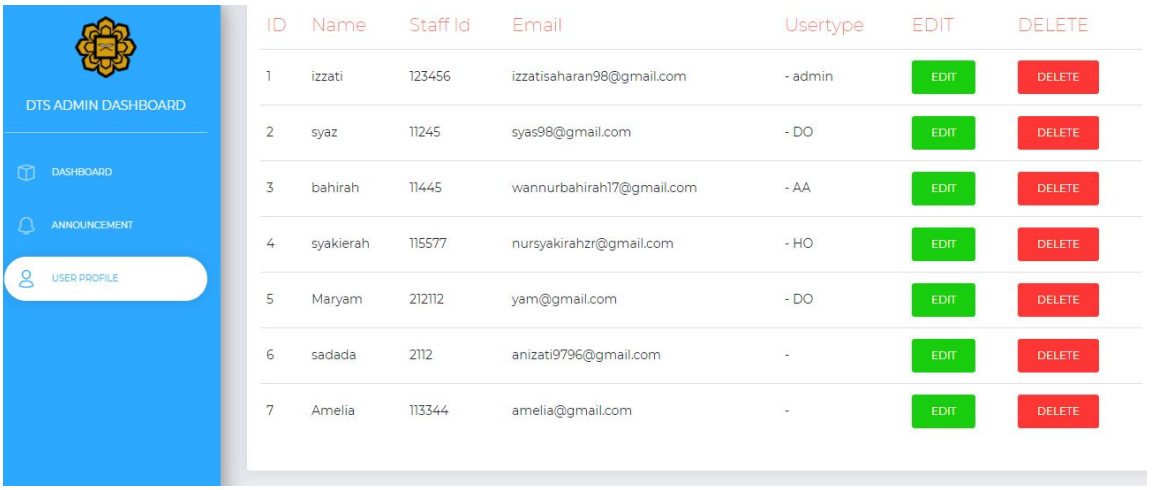


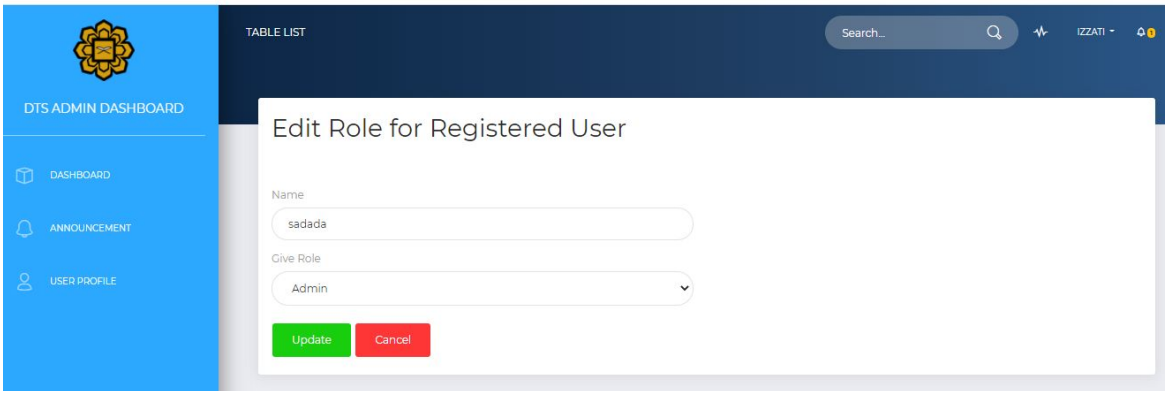




2. Admin gets a notification for new user to update the role



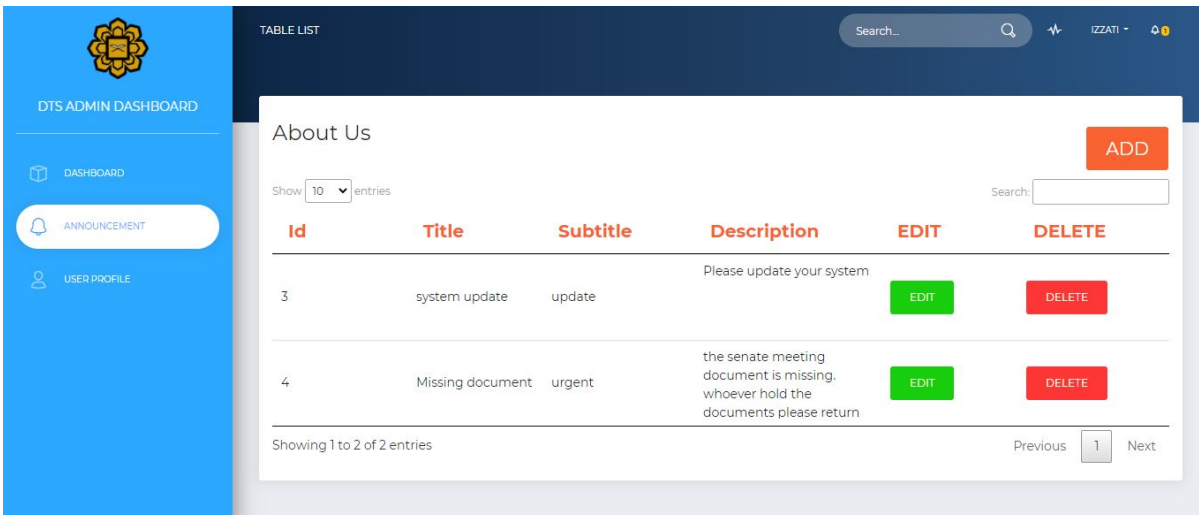
3. Admin update role




**Function announcement :**

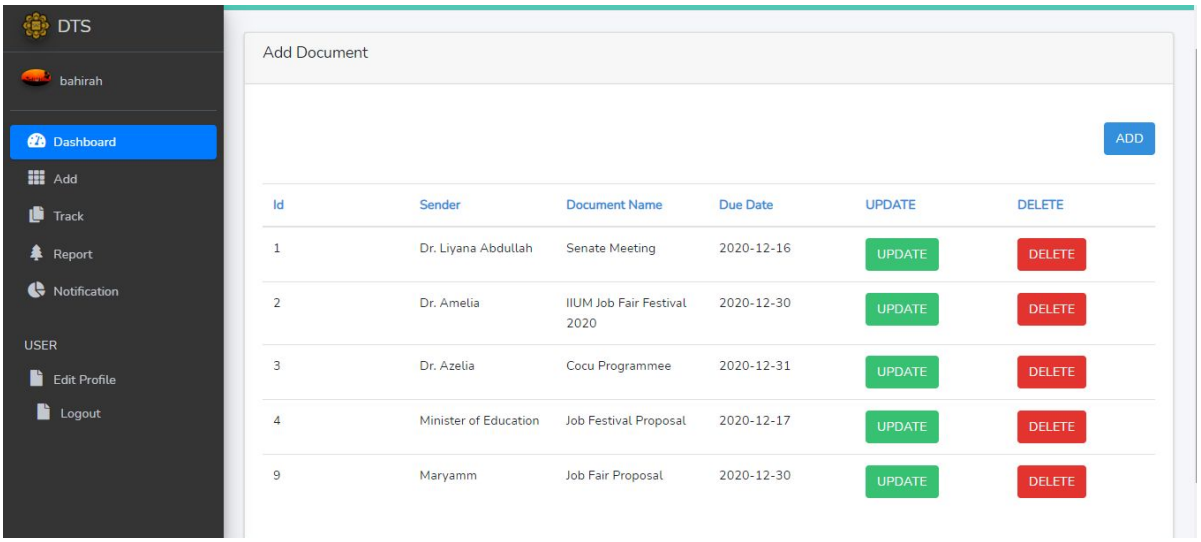
1. Admin update announcement,

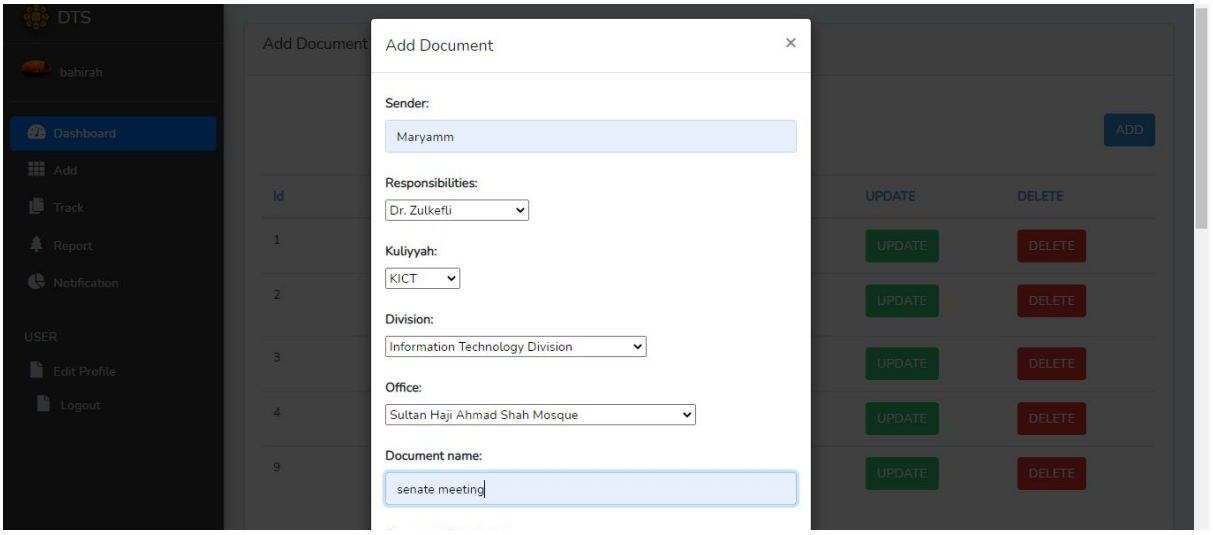



2. All user gets announcement in their dashboard

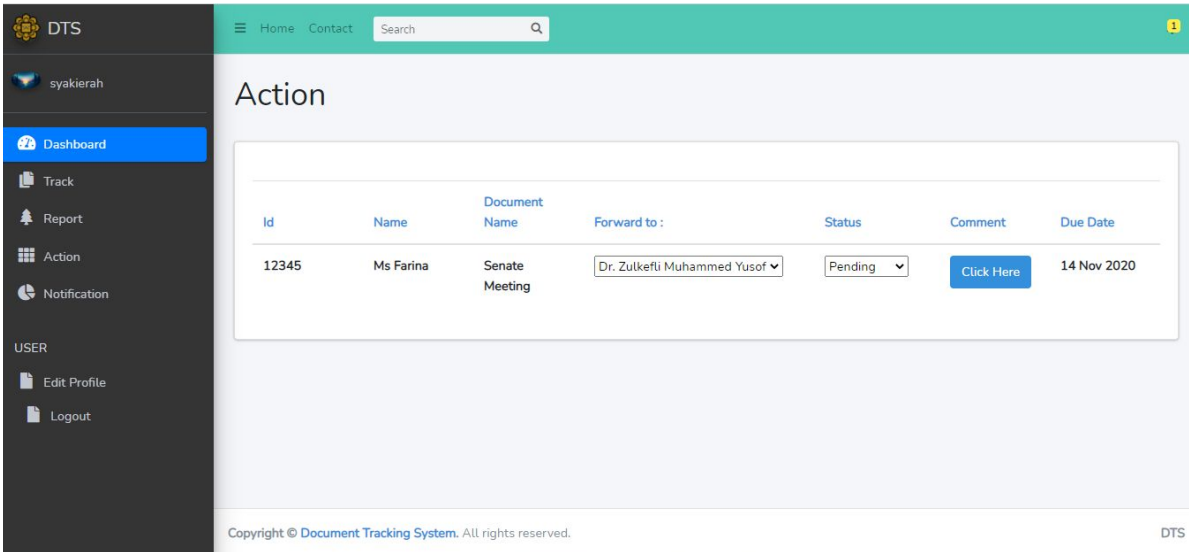
**Function Add document into the database :**

1. Administrative assistant update document details in the system

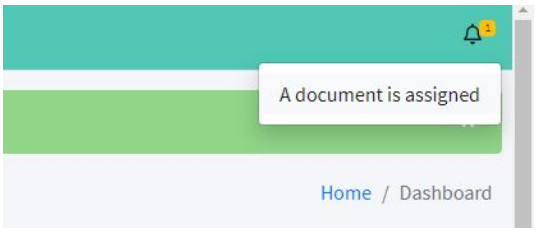



2. Director will get a notification that a new document needs to be assign



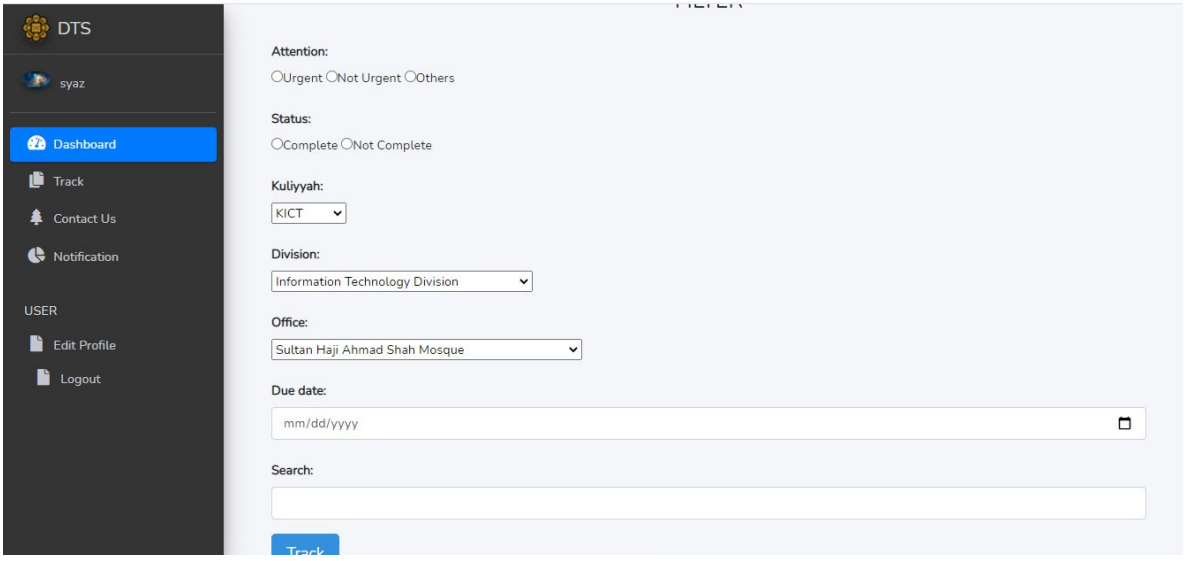
3. Director will assign the document to any officer
4. The officer that is assigned will get a notification that he has been assign and choose ( to accept and complete / reject/forward to another officer)

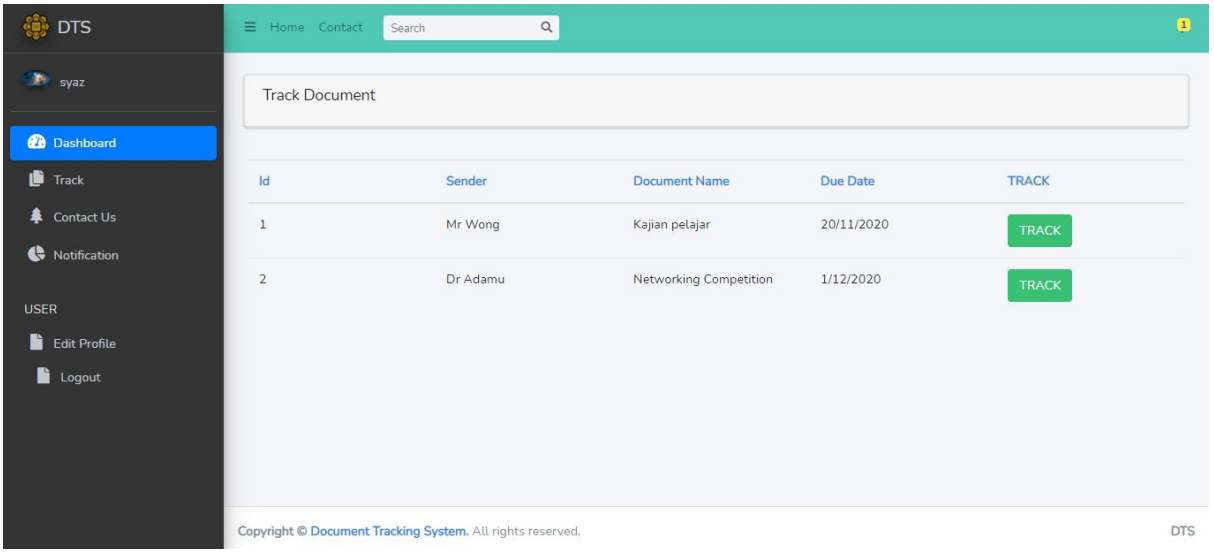


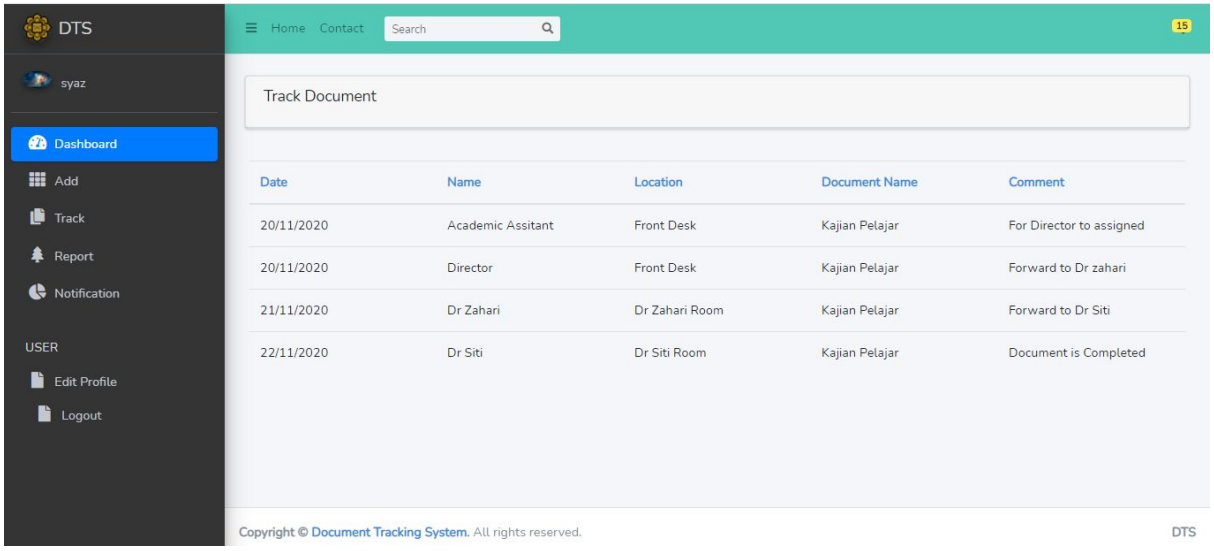

**Function track :**

A. Administrative Assistant, Director, Officer

1. Can track the document by filtering information



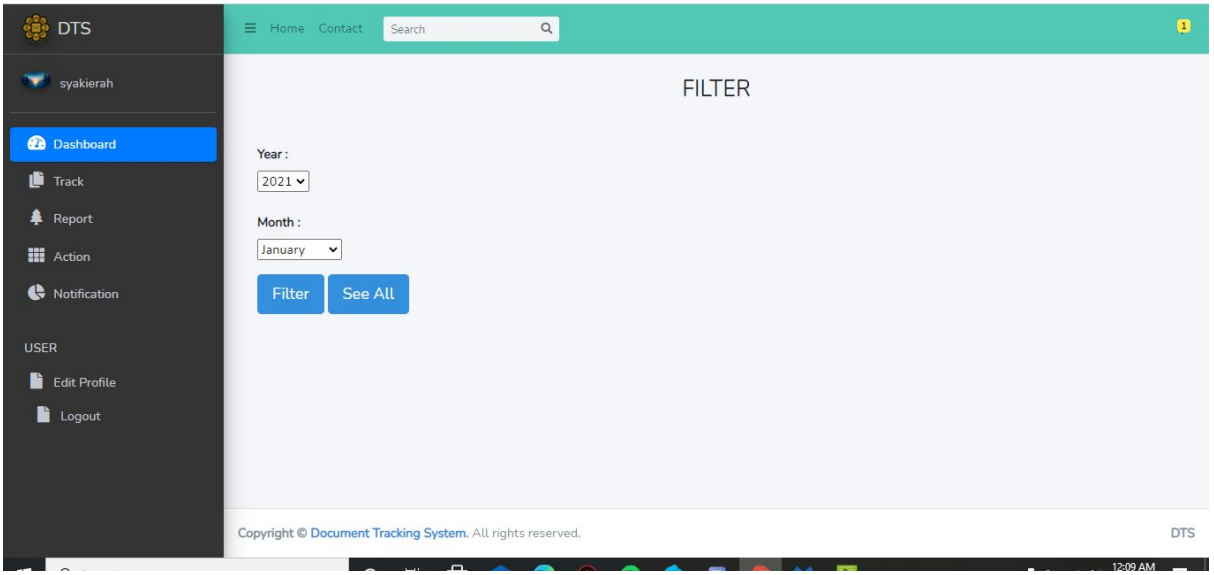



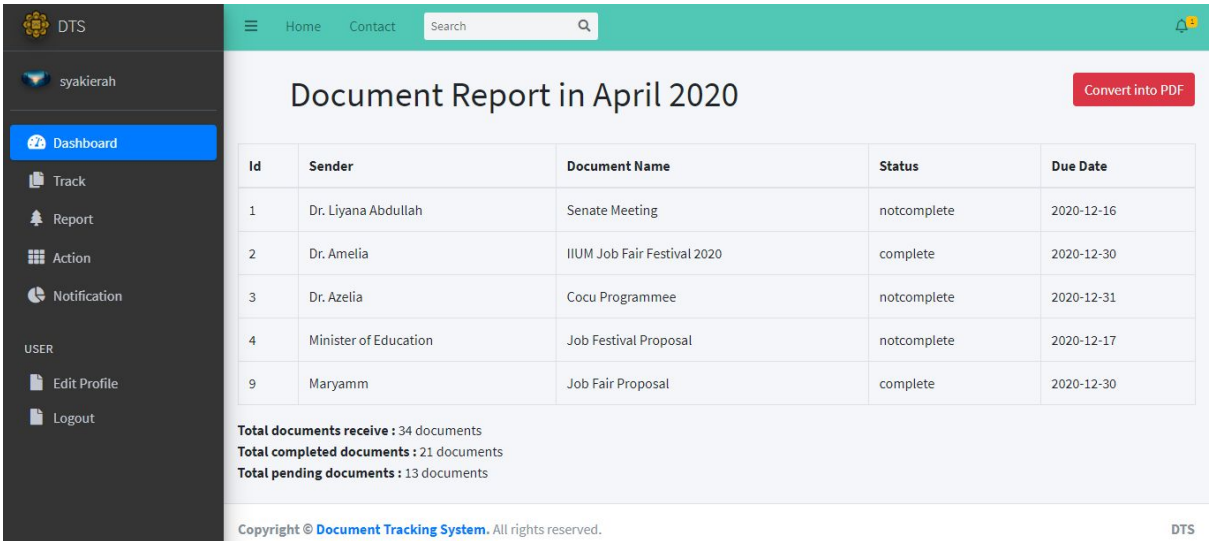


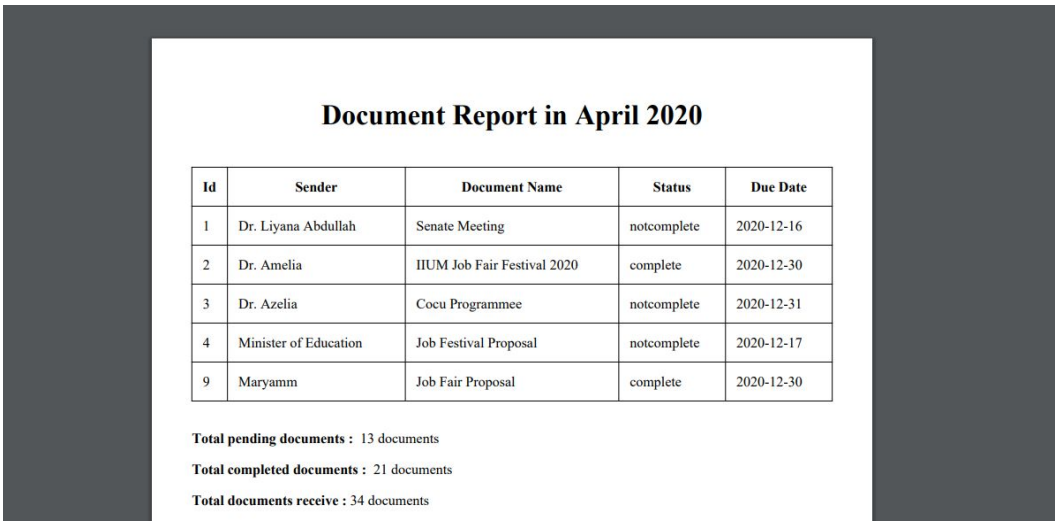

B. Document owner
    1. Can only track his document

**Function report**

1. Administrative Assistant, Director, Officer can see the report of the document
    - Report by Month: list of documents per month
    - Report by Staff List: for each staff
    - Report of pending document: list of documents that are still pending
    - Report by Non-IIUM: list of document that is sent by non-IIUM
    - Report by IIUM: list of document that is sent by IIUM





## Document Report in April 2020

| Id | Sender | Document Name | Status | Due Date |
|---|---|---|---|---|
| 1 | Dr. Liyana Abdullah | Senate Meeting | notcomplete | 2020-12-16 |
| 2 | Dr. Amelia | IIUM Job Fair Festival 2020 | complete | 2020-12-30 |
| 3 | Dr. Azelia | Cocu Programmee | notcomplete | 2020-12-31 |
| 4 | Minister of Education | Job Festival Proposal | notcomplete | 2020-12-17 |
| 9 | Maryamm | Job Fair Proposal | complete | 2020-12-30 |

**Total pending documents :** 13 documents

**Total completed documents :** 21 documents

**Total documents receive :** 34 documents