



# Business Blueprint

## Mitr 2.0

### DL - Digital Library

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## 1. Responsibilities

### Sahaj Authorities

Date	Version Number	Created By	Reviewed By
		Ms. Pooja	Mr. Bharat Sharma

### Client Approval Authorities

Name	Designation	Date	Signature

## 2. Introduction

## 3. Flowchart

## 4. Masters

### Sub Category Master

Screen Snapshot

Example if any

SR. No	Category Name	Sub Category
1	Project Document	Inception Report

Field detailed description

Field Name	Type	Description	Mandatory	Interlinked	Validation	Remarks
Category	Select with search	System will have below options are: 1. Proposal Document 2. Project Document 3. Evaluation Baseline 4. Evaluation Midline 5. Evaluation Endline 6. Monitoring, 7. Project Evaluation/Assessment 8. Publication 9. Capacity building modules/Training Documents 10. Communication Collateral	M			No Master source Message:- Hey, You missed this field!

		11. Event related Communication 12. Human Resources 13. Budget 14. Board 15. Donor 16. Business Development				
Sub Category	Text	It will be manually define by user	M		It should be unique	Message:- Hey, You missed this field!
Status	Button	User can active and inactive the sub category		If any sub – category is inactive then it will not shown in transaction		
View	Button	User can modify and update the record				

Note: Category should be shown in the same sequence everywhere in the DL application.

## Tag Master

Screen Snapshot

The screenshot shows a modal window titled '+ Add Tag Master'. The window is divided into two main sections: 'Thematic' and 'Tag'. The 'Thematic' section contains a dropdown menu with the placeholder 'Select'. The 'Tag' section contains a single input field with the placeholder 'Enter'. At the bottom right of the window are two buttons: a yellow 'Save' button with a checkmark icon and a white 'Close' button with a close icon.

Example if any

SR. No	Thematic	Tag
1	Gender Equity	Quality Care; EWR; Govt of Bihar

Field detailed description

Field Name	Type	Description	Mandatory	Interlinked	Validation	Remarks
Thematic	Select with search	User will be select the thematic from the thematic master	M	Thematic Master		Message:- Hey, You missed this field!
Tag	Text	User will manually define tag	M		It should be unique	Message:- Hey, You missed this field!
Status	Button	User can active and inactive the sub category		If any record is inactive then it will not shown in transaction		
View	Button	User can modify and update the record				

## Team lead master

The screenshot displays a software interface for managing team leads. At the top, there's a header 'Team Lead Master'. Below it is a table with columns: S.No., Project Name, Team Lead Name, Status, and Action. The table lists 10 entries, each with a project name like P034, P035, etc., and a team lead name like Raj/TB057. The status column shows 'Active' for all records. The action column contains icons for viewing and editing. A modal window titled '+ Add Team Lead' is overlaid on the table. It has two input fields: 'Project Name' containing 'P035' and 'Team Lead Name' containing 'Raj/TB057'. There are 'Save' and 'Close' buttons at the bottom of the modal.

Field Name	Type	Description	Mandatory	Interlinked	Validation	Remarks
Project Name	Select with search	User will select project code from project registration project code(project name)	M	Project Registration		Message:- Hey, You missed this field!
Team Lead Name	Select with search	User will select the employee from employee master Employee Name (Emp code)	M	Employee master		Message:- Hey, You missed this field! On the bases of link up approval matrix will be work. Later you get approval matrix.
Status	Button	User can active and inactive the sub category		If any record is inactive then it will		

				not shown in transaction		
View	Button	User can modify and update the record				

SR. No	Project Name	Team lead name
1	P035(Unnati)	Jerry(TB23)

## ED/OD master

The screenshot shows a software interface for managing ED/OD linkups. A modal window titled '+ Add ED/OD Linkup Master' is open, prompting the user to select a category (Proposal Documents) and an ED/OD (ED/OD). The main table lists categories such as Proposal Documents, Contracts, Project Document, Evaluation Baseline, Evaluation Midline, Evaluation Endline, Monitoring, Project Evaluation/Assessment, Publication, and Capacity Building/Training Documents. Each row in the table includes an 'Action' column with options to view or edit the record.

Field Name	Type	Description	Mandatory	Interlinked	Validation	Remarks
Category	Select with search	User will select the name from the list	M	Hardcode value.		Message:- Hey, You missed this field!
ED/OD	Select with search	User will select the employee from employee master Employee Name (Emp code)	M	Employee master		Message:- Hey, You missed this field! On the bases of link up approval matrix will be work. Later you get approval matrix.
Status	Button	User can active and inactive the sub category		If any record inactive then it will not shown in transaction		
View	Button	User can modify and update the record				

**Save Content's Message:** - Added Successfully

## 1. Transactions

### Main Dashboard

#### Screen Snapshot

The screenshot shows the main dashboard of a digital library system. At the top left, there's a vertical navigation bar with letters T, M, D, M, V, T. The top right features links for Daily Log, Team Log, Office Policies, Services, Help, and a user icon. Below the header, a banner says "Welcome to Digital Library!" with a search bar and dropdowns for "Sub Category" and "Category". To the right, a blue callout box asks "Would you like to upload content?" with a "Add Content" button and an icon of a computer screen with files. The main area has four sections: "My Contents" (with items like No of Document Uploaded: 25, Approved: 04, Pending: 08, Resubmit: 15, Move to Backup: 05), "My Content Request for Download" (with items like No of Request for Download: 05, Download Approved: 10, Pending: 08, Not Approved: 15), "My Team" (with items like No of Document Uploaded: 25, Approved: 04, Pending: 08, Resubmit: 15, Move to Backup: 05), and "Content Request for Download" (with items like No of Request for Download: 05, Download Approved: 10, Pending: 08, Not Approved: 15).

#### Landing Page of Digital Library

At landing page we are having 3<sup>rd</sup> section. In which we are capturing several options:-

##### First Section :-

Search engine, where user can search any document with help of metadata.

**Master Search** :- User can search any value on master search <<Ex. Project Code, Project Name, Title. .... etc. it will be Independence Search.

**Category** : - User can apply category filter to search any content and data in digital library. It will be hardcoded value. When user will click on search them system will be shown resultant as per filter. It will be multiple selection.

**Sub Category** :- User can apply sub category filter to search any content and data in digital library. It will be comes from sub category master on the basis of Category OR If user not chooses any Category then it should be shown as all record from master. When user will click on search then system will be shown resultant as per filter. It will be multiple selection.

**Project Code** :- User can apply project code filter to search any content and data in digital library. It will be comes from project registration master. When user will click on search then system will be shown resultant as per filter. It will be multiple selection.

## **Second Section:-**

In second section will be shown upload content option. Wherein user can upload the document in the Digital Library.

## **Third Section**

### **My Content**

User's uploaded content stages will be managed in my content tab.

**No of Document Uploaded:** - No of uploaded document request will be shown in this tab.

**Approved:** - All approved content will be show in approved tab. When user will click on approved tab then my content menu will open. It will land in approved tab. All approved request will be shown

**Resubmitted:** - All resubmitted content will be show in resubmitted. When user will click on Resubmitted tab then my content menu will open. It will land in Resubmitted. All resubmitted request will be shown

**Pending:** - All Pending request for upload will be shown in this.

**Move to backup:** - All rejected content will be show in rejected in move to back up.

*Note:- All these above tabs data will be filter on the bases of user login.*

## **My content Request for download**

**No of Request for download:**-User requested for download that count will be shown in no of request for download.

**Download approved:**- No of approved request for download will be shown in this.

**Pending:**- All Pending request for download will be shown in this.

**Not Approved:** - Request for download, those request will not be approved by approval authority. It will show in not approved.

## **My Team**

**No of Document Uploaded:**- As approval hierarchy no of document uploaded count will be shown in this.

**Approved:**- As per approval hierarchy approved document will be shown in approved section.

**Pending:**- As per approval hierarchy pending of uploaded content count will be shown in pending.

**Resubmit:**- As per approval hierarchy no of resubmitted document count will be shown in this section.

**Move to back up:**- As per approval hierarchy no of rejected document count will be shown in this section.

## **Content Request for Download**

**No of request for download:-** As per approval hierarchy no of request for download will be shown.

**Download Approved:-** As per approval hierarchy total approved request for download count will be shown.

**Pending:** - As per approval hierarchy total pending request for download count will be shown.

**Not Approved:** As per approval hierarchy total not approved request for download count will be shown.

**In Case of Approved download request**

To: Requesting Person

CC:

Subject: Download Request Approved

Dear <>Requesting Person<>,

<>Approver\_name<> has approved the <>Category\_name<> for <>project\_name<> of <>Place of origin \_name<> on <>DD-MM-YYYY<>Approved date<>>> which is <>Confidential and Critical<>for download.

Regards,

Mitr

### **In case of rejection of download**

When user rejects the download request then system will ask reason for the rejection. It will mandatory field.

Rejection mail will be trigger on reject button

To: Requesting Person

CC:

Subject: Download request rejected

Dear<<Requesting Person>>,

<< Approver\_name>> has rejected of the <<Category\_name>> for <<project\_name>> of <<location\_name>> on <<DD-MIM-YYYY>> due to following reason: <<reason>>

Regards,

Mitr

Note:- All these above tabs data will be filter on the bases of approval matrix.

Note:-

- a) At approver level content will not be editable by approver's user. They only take action like (Approve/Reject/Resubmit). As per approval matrix.
- b) At each actions like (Approve/Reject/Resubmit) – Mail will be sent by the application.

## Add Content (Common Fields )

### Screen Snapshot

What are you looking for at the library?

Sub Category: Select

Category: Select

Search Here... Advanced Search

Search

+ Add Content

Add Content

Choose Your Category

Choose Your Category

Project Document

Evaluation Baseline

Evaluation Midline

Evaluation Endline

Evaluation MIS

Submit Close

User will click on add content button then new page will open. Base on category page will open.

All category will be hard coded no master source.

#### 1. Common Form

Add Content

**Project Document**

Req. No.	Req. Date.	Req. By	Category
101	04/08/2022	Deepak	Project Document

**Details**

Sub Category *	Project Code *	Project Name *	
Select	Select	Select	
Place *	Thematic *		
Select	Select		
Funded By	Upload Date *	Report No	Author/Coordinator *
Select	dd/mm/yyyy	Enter	Select

**Content Detail**

Title *	Tag *		
Enter	Select		
Sub Title	Remarks		
Enter	Enter		
Abstract/Summary *			
Enter			
Confidential *	Reviewed *	Reviewed By *	Published *
Select	Select	Select	Select

**Attach Content**

Document Uploaded By *	Attachment Type *	Attachment *	+ Add
Select	Select	Choose Files No file chosen	
Name	Document Uploaded By	Attachment Type	File Size
Digital_Library.mp4	Deepak Kumar	Video	145.58 MB
Digital_Library.jpg	Rohit	Image	50.00 MB
Digital_Library.pdf	Amit	PDF	100.00 MB

Activate Windows  
Go to Settings to activate Windows.

**Submit** **Close**

### 5.3. 2 Example if any

#### Field detailed description

##### Description of common field to form

Field Name	Type	Description	Mandatory	Interlinked	Validation	Remarks
Req. No	Auto Generate	Req. No. will system generate.	M		User can't change the same	
Req. Date	Auto Generate	Req. Date will system generate.	M		User can't change the same	
Req. By	Auto field	In Req. By system will automatically fill requester name by their login	M		User can't change the same	
Category	Auto field	System will automatically	M		User can't change the same	

		fetch the category name				
Sub Category	Select with search	User will select sub category from sub category master	M	Sub Category		Message:- Hey, You missed this field!
Project Code	Select with search	User will select project code from project registration project code(project name)	M	Project Registration		Message:- Hey, You missed this field!
Project Name	Auto field	On the base of project code project name will auto field.	M	Project Registration		Message:- Hey, You missed this field!
Place of origin	Select with search Multi-selection	User will manually define the place of origin. It will link with work location. It would be multi-selection. Name field will be fetch from work location	M	Work location	System should fetch name field from work location in place of origin.	Message:- Hey, You missed this field!
Thematic area	Auto field	On the base of project code thematic area will auto field.	M	Project Registration		Message:- Hey, You missed this field!
Funded by	Auto field	On the base of project code donor will auto field.	M	Project Registration		Message:- Hey, You missed this field!
Title	Text	Title will fill by user	M			Message:- Hey, You missed this field!
Sub – Title	Text	Sub – Title will fill by user				
Tag	Select with search Multi-Selection	It will selective and user can select multiple tag. On the bases of thematic area tag drop down will comes.	M	Project's thematic area		Message:- Hey, You missed this field!
Abstract/Summary	Text	User will define summary or abstract.	M			Message:- Hey, You missed this field!
Remarks	Text	User will define remarks				

Document(Critical/Confidential)	Select	User will manually select the document <<critical/Confidential>>	M			Approval matrix will work on that field. Message:- Hey, You missed this field!
Author/Coordinator	Select with search	User will select author/coordinator name. It will come on the combination of employee name (employee Code) Example: Tina (C123)	M	Employee master	Active Employee in case of new entry	Message:- Hey, You missed this field!
Document Uploaded By	Auto	Employee Name will be filled on the basis of User login	M	Employee Master-User Login		Message:- Hey, You missed this field!
Description	Text	User will manually define the description	M			Message:- Hey, You missed this field!
Attachment Type	Select	We have following attachment type<<Document , Photo and Video>>	M		When user will select document type the according attach field will open . when user select document in document type then attachment field will be open. When user will select photos then attachment field will be open. When user will select video then ULR link "text"	On the bases of attachment type attached document will appear in document, photo and video.

					field will be open	
Add Row	Button	Add row will be use to add the attachment in grid.				
Submit	Button	<i>Submit button will be use to submit the request. Once request will be submitted by employee then system will not allow to modify the same.</i>				Message :- Submitted Successfully
Close	Button	<i>Close button will be use to close the page.</i>				

*Unique Field description (These fields are Enable/Disabled on the basis of category)*

Field Name	Type	Description	Mandatory	Interlinked	Validation	Remarks	Category Name
Report No	Text	User will fill the report no.					Project Document
Proposal Code	Alphanumeric	User will manually define the Proposal Code					Proposal Document
Accepted	Select	User will manually define the accepted. It's value <>Yes/No<>	M			Message:- Hey, You missed this field	Proposal Document
Contract No	Alphanumeric	User will manually define the contract no	M			Message:- Hey, You missed this field	Contract
Party Name	Text	User will manually define the party name	M			Message:- Hey, You missed this field	Contract
Effective Date	Calendar	User will manually define	M		Effective date	Message:- Hey, You	Contract

		the effective date. Format of date <<DD-MM-YYYY>>			will be less than expiry/renewable date	missed this field	
Expiry/Renewable	Calendar	User will manually define the expiry/renewable date. Format of date<<DD-MM-YYYY>>	M		Expiry/Renewable date will be greater than effective date	Message:- Hey, You missed this field	Contract
Project Lead	Select with Search	User will select the name from the list. Employee Name(Emp Code)	M	Employee Master		Active Employee (In case of New Entry)	Evaluation Baseline
Source	Select	User will manually define the source. It's value <<Journal Name and Vol/Issues>>				No master source	Publication
Copyright	Text	User will manually define the copyright					Capacity Building/Training Documents

**Upload Content's Message :- Uploaded Successfully**

Notifications (Dashboard) /Email / SMS Format

When employee will upload any content then below e-mail trigger.

To: Approver

CC:

Subject: Content pending for Approval

Dear Section Approver,

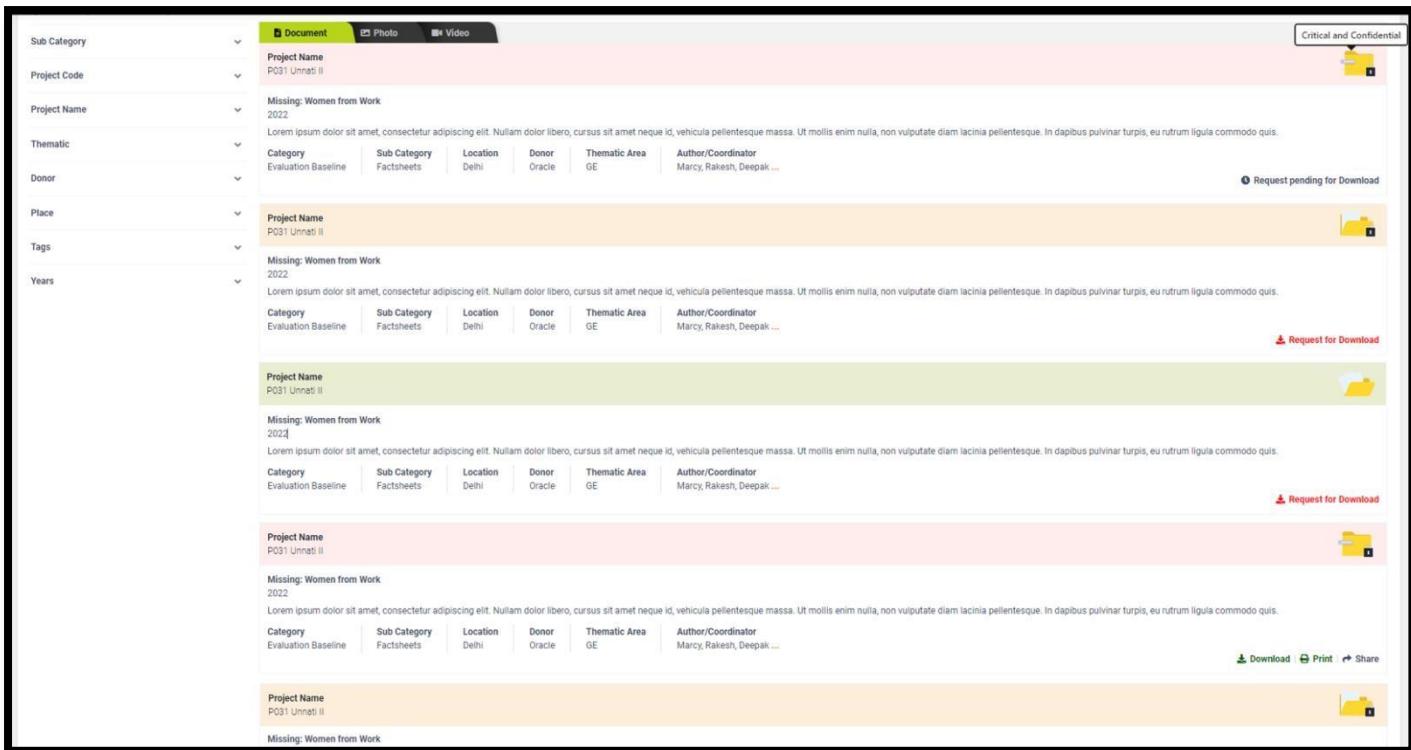
<<Uploader\_name>> has uploaded the <<Category\_name>> for <<project\_name>> of <<location\_name>> on <<DD-MM-YYYY (upload date)>> which is <<Confidential and Critical>>.

Regards,

MitR

## Searched Page

### 5.16.1 Screen Snapshot



- When user searched any content with help of Meta data then above snapshot image will be appear.  
Wherein we will have some several options;

**Side Bar Filter:** - We have some filters in side bar <<Category, Sub Category, and Project Code, Project Name, Thematic, Donor, Place, Tags and year.

Example:- If user is searching “Gender” then in side bar filter below mentioned value will be show:-

**Project Code:** - P02, P01, P03... <<That project code will appear that tagged with “Gender” Meta data>>

**Project Name:** - P02, P01, P03..... <<As per Project code, project name will be shown>>

**Category Name :** - Only that category will be show who's tagged with “Gender” Meta data.

**Sub-Category:** - As per mapping with category sub category will be show.

**Thematic:** - As per mapping with project it will show.

**Donor:** - As per mapping with project it will show.

**Place:** - As per mapping with project it will show.

**Tags:** - As per mapping with project it will show.

**Years:** - Years will be shown on the basis of requested date

**2. Label Colors are showing as per document<<critical and confidential>>. As below mentioned.**

- Red would be for critical and confidential
  - Orange for critical and non-confidential
  - Green for non-critical and non-confidential
3. On the mouse hover will be shown document <<critical and confidential>>. As per above snap shot. While the content upload we are defining that document <<critical and confidential>>.
4. Details description of search page.

Field name	Description	Validation	Remarks
Document, Photo and video tab	At time of upload content we will tag attachment type. If attachment type is document then user can get download at document tab. If attachment type is Photo then user can get from photo tab. If attachment type is video then user can get Url link tab.		
Status	We will maintain status regarding document. If user doesn't have access permission that time "Request for download" status will be shown. If user has been request for download that time "Request pending for download" will be shown. If user have access to download and view the document that time "print, download and share" will be shown.		It will work on approval matrix.
Left-Side filter	On the bases of left side filter, search will be modify.		Note :- Side bar filter will be like e-commerce site filter.  Ex:- Amazon and flipkart

*Note: At each actions like (Request for Download/Share/Download Approve) – Mail will be sent by the application as per approval matrix.*

## My content

User can also add content from my request content.

My content logic already explained above.

Resubmitted request user can modify and re-submit the save.

## Team Request content

That Menu will be shown as per approval matrix. Where in approval approver authority perform several action like approve, forwarded, resubmit and reject.

Note :- user can approve the request at outer, As mentioned snap shot. It will be multiple selection. OR he can approve individually

Approve

The screenshot shows a digital library interface with a left sidebar containing letters M, I, T, R and navigation buttons for Master and Digital Library. The main area displays a content request form and a list of pending items.

**Content Request Form Fields:**

- Title:** Report on Progress under the EACH Project till Oct 31, 2016
- Sub Title:** Social,Emotional, and Ethical Learning
- Tag:** Youth Development, Quality Care
- Abstract/Summary:** Enter
- Remarks:** Enter
- Confidential:** Yes
- Reviewed:** Yes
- Reviewed By:** Deepak
- Author/Coordinator:** Mittal A
- Published:** Shubha

**Attachment Content:**

- Document Uploaded By: Select
- Attachment Type: Select
- Attachment: Choose Files (No file chosen)
- + Add

Name	Document Uploaded By	Attachment Type	File Size
Digital_Library.mp4	Deepak Kumar	Video	145.58 MB
Digital_Library.jpg	Rohit	Image	50.00 MB
Digital_Library.pdf	Amit	PDF	100.00 MB

**Action Buttons:**

- ✓ Approve
- Forward
- Resubmit
- Rejected
- Close

**Pending Items List:**

Tag	Status	Action
Sakshmaa	Pending	Edit   View

If approver will be approved the request then it will be move into approved tab. Also available at Digital library.

**Approver's eMail will be trigger.**

To: content uploader\_name

CC:

Subject: Content Approved

Dear Uploader,

<<Approver\_name>> has approved the <<Category\_name>> for <<project\_name>> of <<location\_name>> on <<DD-MM-YYYY Approved Date>> which is <<Confidential and Critical>> for upload.

Regards,

Mitr

## Forwarded

The screenshot shows the MitR application interface. On the left, there's a sidebar with letters T, M, H, D, M, V, T. At the top, there are navigation links: 'Master' and 'Digital Library'. The main content area has a header 'Team's content requests' with tabs: 'Pending' (highlighted), 'Forwarded' (selected), and 'C Resubmit'. Below this is a table with columns: Req.No, Req Date, and Req. By. The table contains 6 rows with data: (101, 27/6/2022, Mary), (102, 27/6/2022, Mary), (103, 27/6/2022, Mary), (104, 27/6/2022, Mary), (105, 27/6/2022, Mary), and (106, 27/6/2022, Mary). To the right of the table is a form for 'Attach Content'. It includes fields for 'Document Uploaded By' (Select dropdown), 'Attachment Type' (Select dropdown), 'Attachment' (Choose Files button), and a table showing attachments: Digital\_Library.mp4 (Video, 145.58 MB), Digital\_Library.jpg (Image, 50.00 MB), and Digital\_Library.pdf (PDF, 100.00 MB). Below this is a 'Forward' section with 'Forward to' (Select dropdown) and 'Mention Reason' (Text input). At the bottom are buttons: 'Approve' (green), 'Forward' (orange), 'Resubmit' (yellow), 'Rejected' (yellow), and 'Close' (white).

If approver will be forwarded the request then it will be move into forwarded tab of forwarder.

Same request will be shown in pending tab of user and forwarded to with forwarded status.

Forward to and mention reason is mandatory in case of forwarded.

**Forward To:** In this field the employee Name (Employee Code) will be shown. User should choose the same.

### Forwarded eMail will be trigger

To: Forwarded person

CC:

Subject: Forwarded content pending for approval for upload

Dear <<Forwarded person>>,

<<Forwarded by Team Lead>> has forwarded the <<Category name>> for <<project\_name>> of <<location\_name>> on <<DD-MM-YYYY (Forwarded date)>> due to following reason: <<reason>> and is now pending for your approval which is <<Confidential and Critical>> for upload.

Regards,

Mitr

## Resubmitted

The screenshot shows a digital library interface with a sidebar menu (Master, Digital Library) and a main content area. The main area displays a table of 'Team's content requests' with columns: Req No, Req Date, and Req. By. Six items are listed, all marked as 'Pending'. Below this is a 'Published' field set to 'Shubha'. An 'Attach Content' section includes fields for 'Document Uploaded By' (Select), 'Attachment Type' (Select), and a file upload area ('Choose Files') which shows three attachments: 'Digital\_Library.mp4', 'Digital\_Library.jpg', and 'Digital\_Library.pdf'. A 'Remarks' section at the top right contains fields for 'Abstract/Summary' and 'Reviewed By' (Deepak). A 'Author/Coordinator' dropdown is also present. A 'Resubmit' button is visible. At the bottom, there are buttons for 'Approve', 'Forward', 'Resubmit' (highlighted in yellow), 'Rejected', and 'Close'.

Tag	Status	Action
Sakshmea	Pending	<a href="#">Edit</a>   <a href="#">View</a>
Sakshmaa	Pending	<a href="#">Edit</a>   <a href="#">View</a>
Sakshmea	Pending	<a href="#">Edit</a>   <a href="#">View</a>
Sakshmaa	Pending	<a href="#">Edit</a>   <a href="#">View</a>
Sakshmea	Pending	<a href="#">Edit</a>   <a href="#">View</a>
Sakshmaa	Pending	<a href="#">Edit</a>   <a href="#">View</a>

If approver will be resubmitted the request then it will be move into resubmitted tab of approver and user.

Mention reason is mandatory in case of resubmitted.

Same reason will be shown at user level and user will resubmit the same as per correction.

### Resubmission's eMail will be trigger

To: Requester/Uploader person

CC:

Subject: Resubmitted content pending for approval for upload

Dear <<Uploader person>>,

<<Approver\_name>> has resubmitted the <<Category name>> for <<project\_name>> of <<location\_name>> on <<DD-MM-YYYY Resubmitted Date>> due to following reason: <<reason>> and is now pending for your Re-Submission which is <<Confidential and Critical>>for upload.

Regards,

Mitr

## Rejected

The screenshot shows a web-based digital library system. On the left, a sidebar displays navigation links like 'Master', 'Digital Library', and 'Logout'. The main content area is titled 'Team's content requests' and shows a table of pending requests. One row is selected, showing details: Req.No 101, Req Date 27/6/2022, and Req. By Mary. To the right of the table, there are several form fields: 'Confidential \*' (Yes), 'Reviewed \*' (Yes), 'Reviewed By \*' (Deepak), 'Author/Coordinator \*' (Mittal A), and a 'Published \*' dropdown set to Shubha. Below these are sections for 'Attach Content' (with a table showing attachments: Digital\_Library.mp4, Digital\_Library.jpg, and Digital\_Library.pdf) and 'Reject' (with a mention reason input field and a 'Submit' button). At the bottom are buttons for 'Approve', 'Forward', 'Resubmit', 'Rejected', and 'Close'.

If approver will be rejected the request, then it will be move into rejected tab of approver and user.

Mention reason is mandatory in case of rejected.

**Rejection e-Mail will be trigger.**

To: content uploader\_name

CC:

Subject: Your request rejected

Dear <<Content uploader\_name>>,

<< Approver\_name>> has rejected/deleted of the <<Category\_name>> for <<project\_name>> of <<location\_name>> on <<DD-MM-YYYY rejected date>> due to following reason: <<reason>>

Regards,

Mitr

## Rejected Document

Rejected Document

Pending		Archive									
Req.No	Req Date	Req. By	Category	Sub Category	Project Code	Project Name	Title	Tag	Status	Action	
<input checked="" type="checkbox"/> 101	27/6/2022	Mary	Communication	Brochure	P018	Sakshmaa	Sakshmaa	Sakshmaa	Pending		
<input checked="" type="checkbox"/> 102	27/6/2022	Mary	Communication	Brochure	P018	Sakshmaa	Sakshmaa	Sakshmaa	Pending		

 Archive  Delete

Note:- user can archive and delete the rejected document at outer, As mentioned snap shot. It will be multiple selection.

### Archive

MitR

Master ▾ Digital Library ▾

Rejected Document

Pending		Archive																									
Req.No	Req Date	Req. By	Category	Sub Category	Project Code	Project Name	Title	Tag	Status	Action																	
<input checked="" type="checkbox"/> 101	27/6/2022	Mary	Social.Emotional, andEthicalLearning	Brochure	P018	Sakshmaa	Sakshmaa	Youth Development	Pending																		
<input checked="" type="checkbox"/> 102	27/6/2022	Mary	Abstract/Summary *	Enter	Remarks	Enter	Quality Care	Sakshmaa	Pending																		
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Confidential * <input checked="" type="checkbox"/> Yes</p> <p>Reviewed * <input checked="" type="checkbox"/> Yes</p> <p>Reviewed By * <input checked="" type="checkbox"/> Deepak</p> <p>Author/Coordinator * <input checked="" type="checkbox"/> Mittal A</p> <p>Published * <input checked="" type="checkbox"/> Shubha</p> <p><b>Attach Content</b></p> <p>Document Uploaded By * <input type="button" value="Select"/> Attachment Type * <input type="button" value="Select"/> Attachment * <input type="button" value="Choose Files"/> No file chosen <span>+ Add</span></p> <table border="1"> <thead> <tr> <th>Name</th> <th>Document Uploaded By</th> <th>Attachment Type</th> <th>File Size</th> </tr> </thead> <tbody> <tr> <td>Digital_Library.mp4</td> <td>Deepak Kumar</td> <td>Video</td> <td>145.58 MB </td> </tr> <tr> <td>Digital_Library.jpg</td> <td>Rohit</td> <td>Image</td> <td>50.00 MB </td> </tr> <tr> <td>Digital_Library.pdf</td> <td>Amit</td> <td>PDF</td> <td>100.00 MB </td> </tr> </tbody> </table> <p><span> Archive</span> <span> Delete</span> <span> Close</span></p> </div>												Name	Document Uploaded By	Attachment Type	File Size	Digital_Library.mp4	Deepak Kumar	Video	145.58 MB 	Digital_Library.jpg	Rohit	Image	50.00 MB 	Digital_Library.pdf	Amit	PDF	100.00 MB 
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If any rejected document will be archived then it will shown in archive tab.

## Delete

The screenshot shows a 'Rejected Document' screen in the MitR system. At the top, there's a header with 'Report on Progress under the EACH Project till Oct 31, 2016'. Below it, there are fields for 'Sub Title' (Social,Emotional, andEthicalLearning), 'Tag' (Youth Development, Quality Care), 'Abstract/Summary' (Enter), 'Remarks' (Enter), 'Confidential' (Yes), 'Reviewed' (Yes), 'Reviewed By' (Deepak), 'Author/Coordinator' (Mittal A), 'Published' (Shubha), and a 'Pending' status indicator. On the left, a sidebar shows a table with two rows: Req.No 101, Req Date 27/6/2022, and Req.By Mary; and Req.No 102, Req Date 27/6/2022, and Req.By Mary. Below these fields is an 'Attach Content' section with dropdowns for 'Document Uploaded By' (Select) and 'Attachment Type' (Select), a 'Choose Files' button, and a '+ Add' button. A table lists attachments: Digital\_Library.mp4 (Video, 145.58 MB), Digital\_Library.jpg (Image, 50.00 MB), and Digital\_Library.pdf (PDF, 100.00 MB). At the bottom are 'Archive', 'Delete', and 'Close' buttons. To the right, a sidebar displays a table with columns 'Tag', 'Status', and 'Action', showing entries for Sakshmaa with Pending status.

If any rejected document will be deleted in system the all attachment regarding that request will be delete from system.

### Delete e-Mail will be trigger

To: content uploader\_name

CC:

Subject: Your request rejected

Dear <<Content uploader\_name>>,

<<Approver\_name>> has rejected/deleted of the <<Category\_name>> for <<project\_name>> of <<location\_name>> on <<DD-MM-YYYY Deleted Date>> due to following reason: <<reason>>

Regards,

Mitr

## 1. Approval Matrix

### 2. Approval matrix of upload content “Non Critical & Non confidential”

Non Critical & Non confidential		
Category	Emp Category can upload the	Approval Team
Proposal Document	A,B,C,D,E,F	Respective Supervisor
Project Document	A,B,C,D,E,F	Respective Supervisor
Evaluation Baseline	A,B,C,D,E,F	Respective Supervisor
Evaluation Midline	A,B,C,D,E,F	Respective Supervisor
Evaluation Endline	A,B,C,D,E,F	Respective Supervisor
Monitoring	A,B,C,D,E,F	Respective Supervisor
Project Evaluation/Assessment	A,B,C,D,E,F	Respective Supervisor
Publication	A,B,C,D,E,F	Respective Supervisor
Capacity building modules/Training Documents	A,B,C,D,E,F	Respective Supervisor
Communication Collateral	A,B,C,D,E,F	Respective Supervisor
Event related Communication	A,B,C,D,E,F	Respective Supervisor
Human Resources	A,B,C,D,E,F	Respective Supervisor
Budget	A,B,C,D,E,F	Respective Supervisor
Board	A,B,C,D,E,F	Respective Supervisor
Donor	A,B,C,D,E,F	Respective Supervisor
Business Development	A,B,C,D,E,F	Respective Supervisor

### 3. Approval matrix of upload content “ Critical & non confidential”

Critical & Non confidential		
Category	Emp Category can upload the	Approval Team
Proposal Document	A,B,C,D	ED-(Dr. Aparajita)
Project Document	A,B,C,D	Only PM will approve and mark CC to <u>Uploader's Supervisor</u>
Evaluation Baseline	A,B,C,D,E	Respective Supervisor
Evaluation Midline	A,B,C,D,E	Respective Supervisor
Evaluation Endline	A,B,C,D,E	Respective Supervisor
Monitoring	A,B,C,D,E	Respective Supervisor
Project Evaluation/Assessment	A,B,C,D,E	Respective Supervisor
Publication	A,B,C,D,E	only PM will approve and mark CC to Aparajita
Capacity building modules/Training Documents	A,B,C,D	only PM will approve
Communication Collateral	A,B,C,D,E	Respective Supervisor
Event related Communication	A,B,C,D,E	Respective Supervisor
Human Resources	A,B,C,D,E	Respective Supervisor
Budget	A,B	Respective Supervisor
Board	A,B	Respective Supervisor
Donor	A,B,C	Respective Supervisor
Business Development	A,B,C,D	Respective Supervisor

### 4. Approval matrix of upload content “ Critical & confidential”

Critical & Confidential		
Category	Emp Category can upload the	Approval Team
Proposal Document	A,B,C,D	ED (Dr.Aparajita)
Project Document	A,B and PM	ED (Dr.Aparajita)
Evaluation Baseline	A,B	Respective Supervisor
Evaluation Midline	A,B	Respective Supervisor
Evaluation Endline	A,B	Respective Supervisor
Monitoring	A,B	Respective Supervisor
Project Evaluation/Assessment	A,B	Respective Supervisor
Publication	A,B and PM	ED (Dr.Aparajita)
Capacity building modules/Training Documents	A,B and PM	Respective Supervisor
Communication Collateral	A,B,C	Respective Supervisor
Event related Communication	A,B,C	Respective Supervisor
Human Resources	A,B	Respective Supervisor
Budget	A,B	Respective Supervisor
Board	A,B	ED (Dr.Aparajita)
Donor	A,B	ED (Dr.Aparajita)
Business Development	A,B	ED (Dr.Aparajita)

5. Approval matrix of download request “non critical & non confidential”

Non Critical & Non confidential		
Category	Emp Category can view and Download	Approval of download
Proposal Document	A,B,C,D,E,F	No Approval is required
Project Document	A,B,C,D,E,F	No Approval is required
Evaluation Baseline	A,B,C,D,E,F	No Approval is required
Evaluation Midline	A,B,C,D,E,F	No Approval is required
Evaluation Endline	A,B,C,D,E,F	No Approval is required
Monitoring	A,B,C,D,E,F	No Approval is required
Project Evaluation/Assessment	A,B,C,D,E,F	No Approval is required
Publication	A,B,C,D,E,F	No Approval is required
Capacity building modules/Training Documents	A,B,C,D,E,F	No Approval is required
Communication Collateral	A,B,C,D,E,F	No Approval is required
Event related Communication	A,B,C,D,E,F	No Approval is required
Human Resources	A,B,C,D,E,F	No Approval is required
Budget	A,B,C,D,E,F	No Approval is required
Board	A,B,C,D,E,F	No Approval is required
Donor	A,B,C,D,E,F	No Approval is required
Business Development	A,B,C,D,E,F	No Approval is required

6. Approval matrix of download request “ critical & non confidential”

Critical & Non confidential		
Category	Emp Category can view and Download	Approval of download
Proposal Document	A,B,C,D,E,F	Only PM will approve
Project Document	A,B,C,D,E,F	Only PM will approve
Evaluation Baseline	A,B,C,D,E,F	Only PM will approve
Evaluation Midline	A,B,C,D,E,F	Only PM will approve
Evaluation Endline	A,B,C,D,E,F	Only PM will approve
Monitoring	A,B,C,D,E,F	Only PM will approve
Project Evaluation/Assessment	A,B,C,D,E,F	Only PM will approve
Publication	A,B,C,D,E,F	Only PM will approve
Capacity building modules/Training Documents	A,B,C,D,E,F	Only PM will approve
Communication Collateral	A,B,C,D,E,F	Only PM will approve
Event related Communication	A,B,C,D,E,F	Only PM will approve
Human Resources	A,B,C,D,E,F	Only PM will approve
Budget	A,B,C,D,E,F	Only PM will approve
Board	A,B,C,D,E,F	Only PM will approve
Donor	A,B,C,D,E,F	Only PM will approve
Business Development	A,B,C,D,E,F	Only PM will approve

Note: if employee and PM is same for that project than approval matrix for a download will not work

7. Approval matrix of download request “ critical & confidential”

**Critical & Confidential**

Category	Emp Category can view and Download	Approval of download
Proposal Document	A,B,C,D	Only ED will approve
Project Document	A,B and PM	Only ED will approve
Evaluation Baseline	A,B	Only ED will approve
Evaluation Midline	A,B	Only ED will approve
Evaluation Endline	A,B	Only ED will approve
Monitoring	A,B	Only ED will approve
Project Evaluation/Assessment	A,B	Only ED will approve
Publication	A,B and PM	Only ED will approve
Capacity building modules/Training Documents	A,B and PM	Only ED will approve
Communication Collateral	A,B,C	Only ED will approve
Event related Communication	A,B,C	Only ED will approve
Human Resources	A,B	Only ED will approve
Budget	A,B	Only ED will approve
Board	A,B	Only ED will approve
Donor	A,B	Only ED will approve
Business Development	A,B	Only ED will approve

## 2 Feature

- a) Fast Search
- b) E-mail notification

Save's Message:- Saved Successfully

Submit's Message:- Upload Successfully

Approve's Message :- Approved Successfully

Resubmit's Message:- Resubmitted successfully

Reject's Message :- Rejected Successfully

Delete's message :- Deleted Successfully

Archive's Message :- Archived Successfully.

Mandatory's Message :- Hey!, You missed this field.

