mockup-wirefames-pencil

Exported at: Thu Jan 21 2016 16:06:21 GMT+0000 (GMT)

login

Username   [   ]

Password   [**********]

[Login]   [Cancel]

login

xhome-recordsOffice

Upload New Document		Set up meeting

		Search Saved Document

Messages in last 30 days	
Incoming	2
Received/Working on these...	4
Recently Sent	20

Find Status of a document

UploadForwardingLetter

Forwarding Letter Upload

Reference No

Select Associated Memo ▼   Which one comes first? Memo or forwarding letter?

Submiting ministry ▼

Upload   filename

Save   Cancel

DocumentUploadType

Select type of Document to upload

Memo	Executive Approval Memo
Forwarding Letter	Exec Approval Decision Letter
Cabinet Decision Letter	Committee Report
Cabinet Agenda	Cabinet Minutes

Cancel

Meeting-setup

Proposed Date

Meeting No.

Meeting Title

Venue ▼

Meeting Type ▼

Add Participants

Add Agenda Item

Item #	Agenda Items	Del	Order
1.	Agenda Item 1 title	x	^ v
2.	Agenda Item 2	x	^ v

Meeting Participants	Del
Head of Department	x
Cab secretary	x

Upload Agenda   Agenda scan file or pdf...

Save As Draft   Send Invitations   Cancel

InProgress

Inbox: Working on these...

Type	Title	Date Sent	Date Received	No. of Days	Sender
Memo	Memo on Roads and Highways	12/12/2016	12/13/2016	1	MoE
Approved	MoU for Road	12/12/2016	12/12/2016	0	MoH
[Meeting](#)	Meeting agenda	12/12/2020	13/12/2016	23	Cab Sec

Back

mtg-addAgendaItem

Add Agenda Item

Agenda Item No

Agenda Item Title

Raised By ▼

Removed Meeting No,
Replaced with Item No

| Upload New Memo/File |

filemane

| Attach Existing File. |

keywords

Notes

Attachments	Del
Attachment 1 file 001	(-)
File 002 attached	(-)

| Save | | Back |

mtg-addParticipants

Select Meeting participants

Possible Attendees
Mr Name 2
Dr Name 3
Department 3
Representative 3
Secretary

| ‹ |
| ›› |
| ‹ |
| ‹‹ |

Selected Attendees
Attendee No1
Other Attendee

Save   Cancel

mtgDetail

View Details for a meeting

Meeting No   text

Meeting date   text

Attendees:

[View Actual Agenda]

Agenda No.	Agenda	Attachments	
1	Agenda 1 title	File1	(0)
		File2	(0)
2	Agenda no 2	File 1abc	(0)
3	Agenda Not 3	File A31	(0)
		File A32	(0)
		File A34	(0)
4	Agenda No 4		

[Back]

homeRecordsOffice-new

Upload New Document		Set up meeting

	Search Saved Document

Messages in last 30 days	
Incoming	2
Received/Working on these...	4
Recently Sent	20

Find Status of a document

ReceiveDocuments

Incoming Tray

Tag	Memo Title	Date Sent	Sent From	Receive
tg1	Memo-Tech Committee	12/12/2020	Tech committee	(+)
tg2	Tech Committee	12/12/2020	The Head	(+)
tg5	Memo-Another title	12/12/2020	The Director	(+)

Click the (+) to move the message into the inbox

Inbox

Tag	Memo Title	Date Received	Received From
tg1	Memo-Tech Committee	12/12/2020	Tech committee
tg2	Click Title to view and add comments...	12/12/2020	The Head
tg5	Memo-Another title	12/12/2020	The Director

SentDocuments

Inbox

Tag	Memo Title	Date Received	Received From
tg1	Memo-Tech Committee	12/12/2020	Tech committee
tg2	Click Title to view and add comments...	12/12/2020	The Head
tg5	Memo-Another title	12/12/2020	The Director

Sent

Tag	Memo Title	Date Sent	Sent To	View
tg1	Memo-Tech Committee	12/12/2020	Tech committee	(v)
tg2	Tech Committee	12/12/2020	The Head	(v)
tg5	Memo-Another title	12/12/2020	The Director	(v)

AttachExistingFile

Select Files to Attach

Possible Files
Memo with a long title …
Letter from the …
The recent memo
Scanned file
Another file

›

››

‹

‹‹

Selected Files
File No1
Memo no 7

Save

Cancel

SearchResults

Search Results

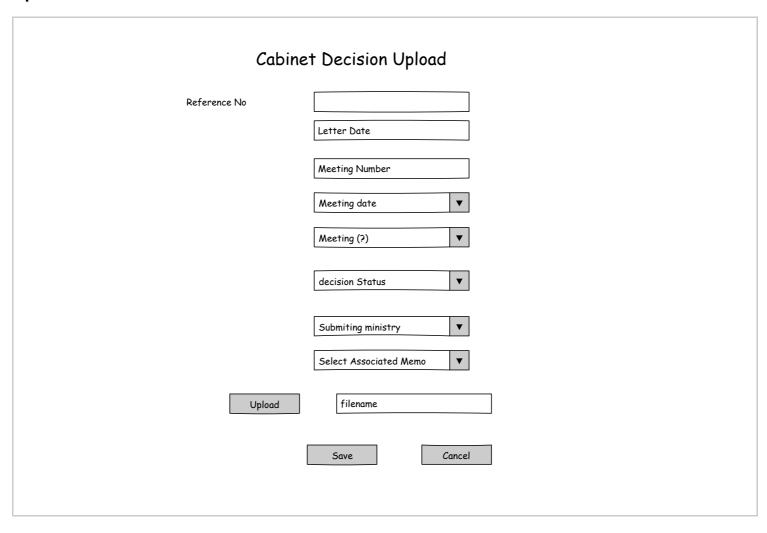| ID	Document Title	Date Uploaded	View
tg1	Memo-Tech Committee	12/12/2020	(0)
tg2	Click Title to view ...	12/12/2020	(0)
tg5	Memo-Another title	12/12/2020	(0)
tg2	A title	12/12/2020	(0)
tg5	Memo-Another title	12/12/2020	(0)
tg2	About the road	12/12/2020	(0)
tg5	Memo-Another title	12/12/2020	(0)
tg2	Water matters	12/12/2020	(0)
tg5	Memo-Another title	12/12/2020	(0)

MemoUpload

Memo Upload

Reference No

Memo Title

Memo Date

Submiting ministry ▼

☑ Signed?

☐ Has Title

☐ Has Summary

Priority ▼

Source ▼

Key words

Full Text content (if available)

Upload   filename

Save   Cancel

ForwardDocuments

Select Next Recipient

| Select Work Process | ▼ |

| Select Recipient/Committee | ▼ |

Send   Cancel

UploadDecision

Cabinet Decision Upload

Reference No

| Letter Date |

| Meeting Number |

| Meeting date ▼ |

| Meeting (?) ▼ |

| decision Status ▼ |

| Submiting ministry ▼ |

| Select Associated Memo ▼ |

[Upload] | filename |

[Save]   [Cancel]

UploadCAgenda

Upload Agenda

Reference No

Meeting Number

Meeting date	▼

Meeting (?)	▼

Upload		filename

Save		Cancel

UploadMinutes

Upload Cabinet Minutes

Reference No

Actual Meeting date ▼

Meeting ▼

Meeting Venue

These two occur when setting up the meeting too. Should they still be kept?

Meeting Type ▼

Upload   filename

Save   Cancel

UploadExecutiveApproval
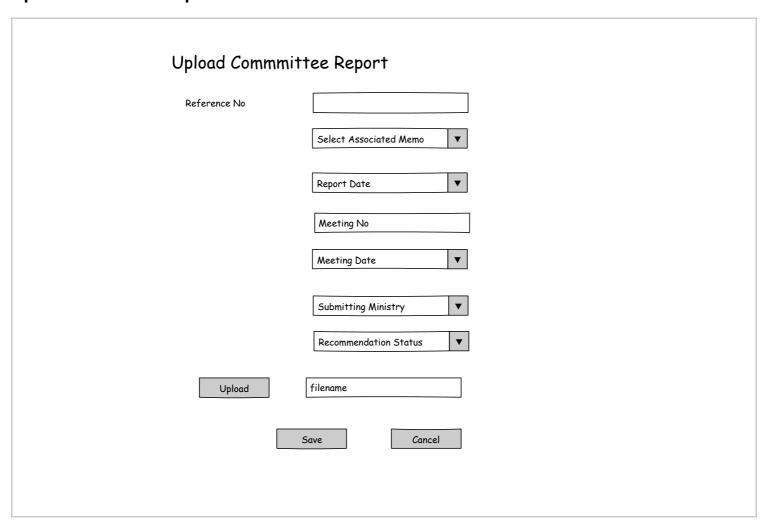
Upload Executive Approval

Reference No

[   ]

[Select Associated Memo   ▼]

[Submitting Ministry   ▼]

[Memo Date   ▼]   Should this be Approval date?

Note that i have removed Memo Title etc

[Upload]   [filename   ]
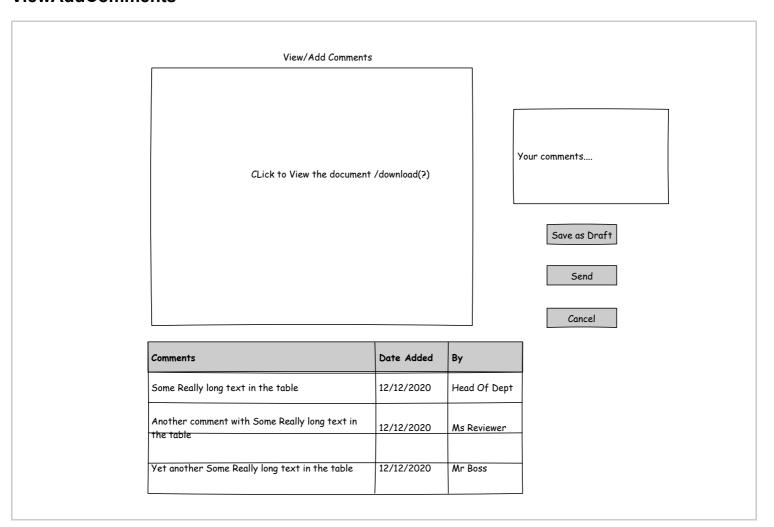
[Save]   [Cancel]

UploadExecApprovalDecisionLetter

Upload Executive Approval Decision Letter

Reference No

Memo Title

Memo Date ▼

Submitting Ministry ▼

Decision Status ▼

Upload   filename

Save   Cancel

UploadCommitteeReport

Upload Commmittee Report

Reference No

Select Associated Memo ▼

Report Date ▼

Meeting No

Meeting Date ▼

Submitting Ministry ▼

Recommendation Status ▼

Upload   filename

Save   Cancel

ViewAddComments

View/Add Comments

CLick to View the document /download(?)

Your comments....

Save as Draft

Send

Cancel

Comments	Date Added	By
Some Really long text in the table	12/12/2020	Head Of Dept
Another comment with Some Really long text in the table	12/12/2020	Ms Reviewer
Yet another Some Really long text in the table	12/12/2020	Mr Boss

__oldHome

Upload New Document   Set up meeting

[   ]   Search Saved Document

Inbox	I am working on these...	Sent
Memo-Tech Committee	Meeting Agenda	Memo- roads and highways
Meeting Request	Memo - Mines and Energy	Memo - Works and HOusing
	Memo - Roads and Highways	