Login: Use your section assigned username and password to login.

Search: use search box to search any file by filename, filenumber, status, addressee, type, subject, section of origin and by upload date.

Create: use relevant data to fill out the fields for the file.

Upload file: only pdfs are allowed for upload, the file size should be of max 200MB.

Sender details: if the file belongs to P&D then select planning and department in the department field.

Sender Details

Section Of Origin	Department
General	Planning & Development

Receiver Details

Addressee	Received By
Secretary	admin1

File Details

File Name	File Number	Type
Test Dakk 1	456/2022	PC-I

Subject

This is the test DAkk subject

Pages	Status
33	Add Status Here

Upload File

Upload File

Choose File | Assignment 1 (Mansoor and Rounaq).pdf

Forgot your password: Type your section assigned username the password will be reset to default which is 123456
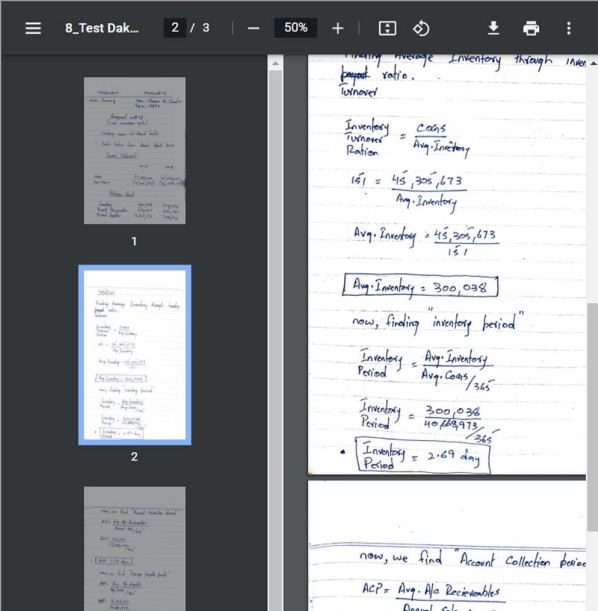

Details: File details can viewed.

Downloaded file name : fileID_Filename_Status

Change Password: user can change their password after login.

Current password

New password

Confirm new password

Change password