

## Administrator's Guide

1. Login to e-Dokumento using '**administrator**' as username and '**admin@123**' for the password.

### Add Accounts:

2. Click 'Register' from the Left side menu. Supply needed information and click 'Register' button to save.

Not secure | https://34.67.81.154/kalikot

e-Dokumento

ACCOUNTS

- Register
- View/Edit/Del

SERVER CONFIG

- Lists
- Advanced

COMMUNICATIONS

- Monitoring

User Name

User Name

Password

Password

Confirm Password

Verify Password

Full Name

Full Name

Group/Branch

Select Branch

Access Level/Privilege

Select Access Privilege

Mapped Drive Path (For Editing Document)

Z:/

Register

### View, Edit, and Delete Accounts:

3. Click 'View/Edit/Delete' from the Left side menu. Click on trash icon to delete the user account. Click pencil icon to edit the user account.

e-Dokumento

ACCOUNTS

- Register
- View/Edit/Del

SERVER CONFIG

- Lists

User Accounts

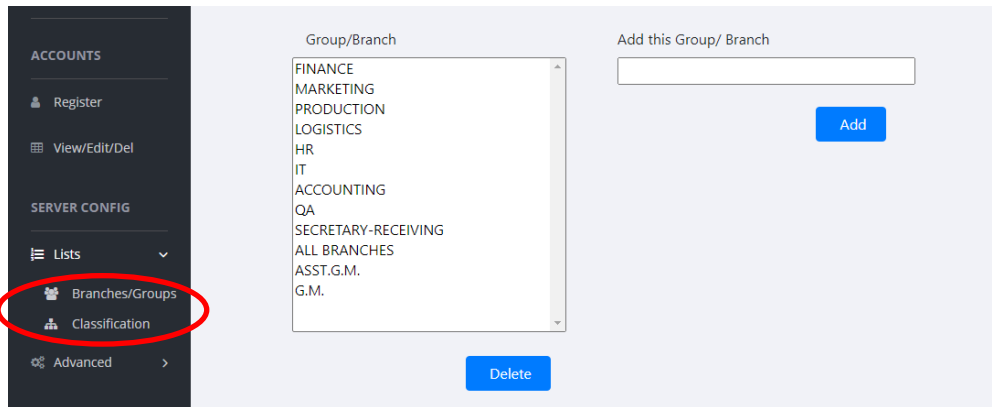
Show 10 entries

Search:

User Name	Password	Full Name	Branch/Group	Level	Mapped Drive	Action
administrator	*****	Nelson Maligro	IT	SysAdmin	Z:/	
boss	*****	Nelson Maligro	G.M.	GM	Z:/	
boss.wannabe	*****	Nelson Maligro	ASST.G.M.	EAGM	Z:/	

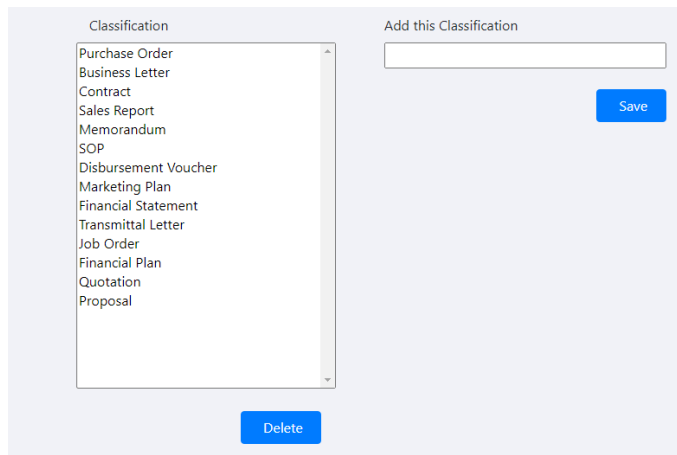
### Add and delete branches, departments, or groups:

4. To add or delete departments, click 'Lists' then 'Branches/Groups'. Select item in the 'Group/Branch' then click delete; or type-in name of Group or Department then click 'add' button.



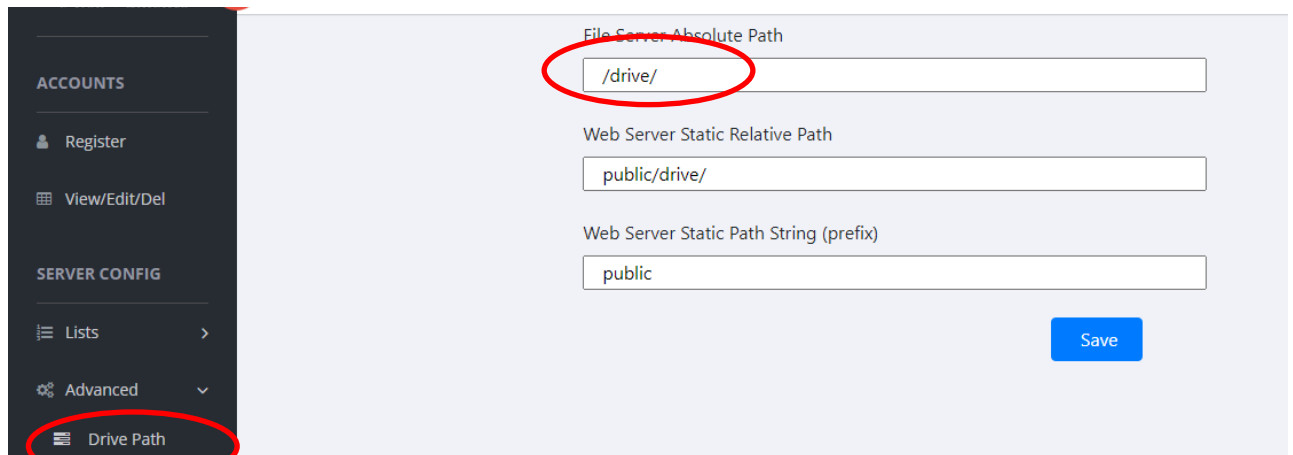
### **Add and delete Correspondence classification:**

5. To add or delete correspondence classification, click 'Lists' then 'Classification'. Select item in the 'Classification' then click delete; or type-in name of Correspondence classification then click 'add' button.



### **Change the 'Drive' path:**

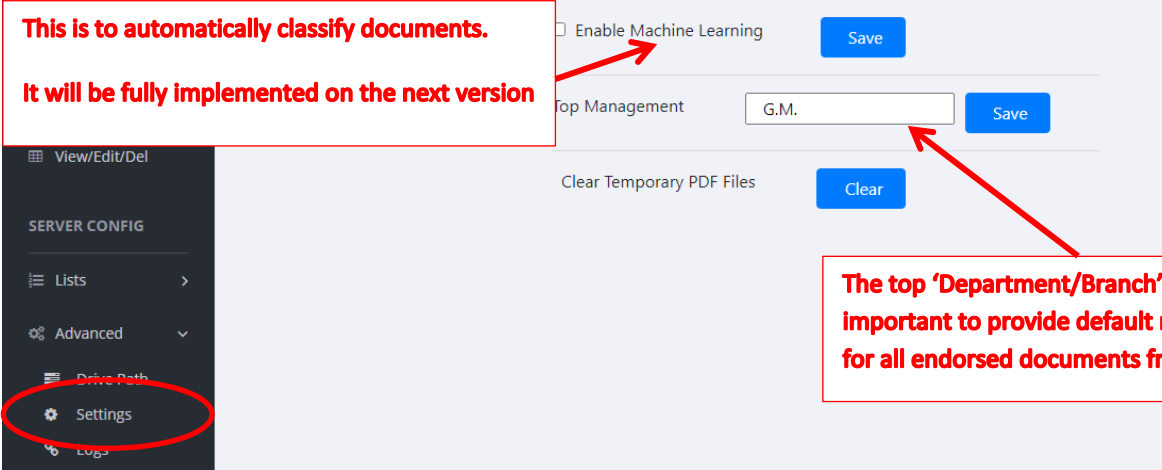
6. To change the default 'Drive' path of e-Dokumentto, click 'Advanced' then 'Drive Path'.



## Modify miscellaneous server settings:

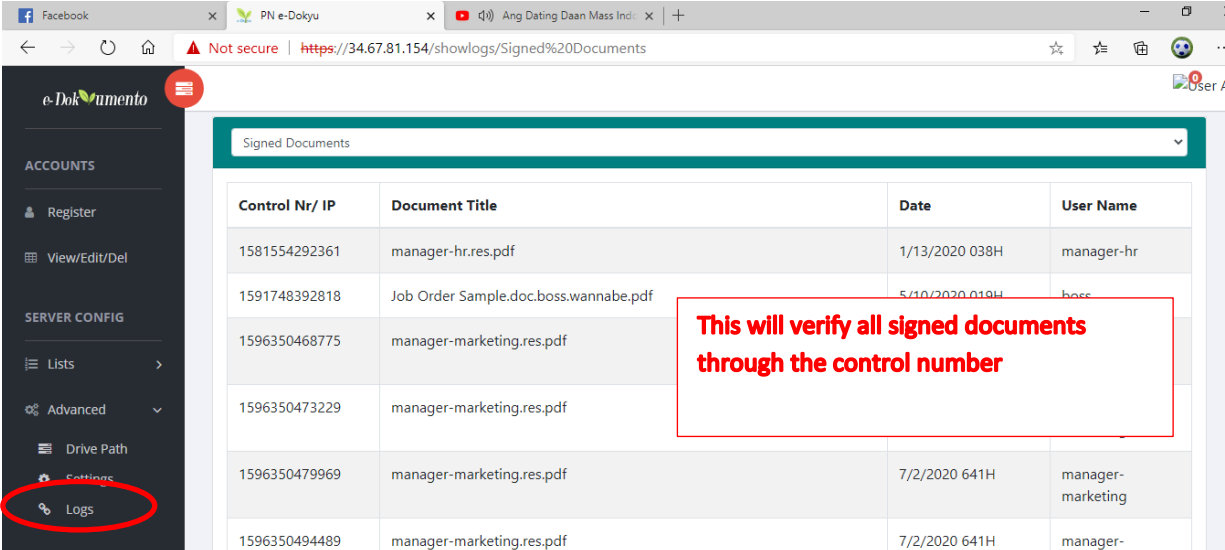
**This is to automatically classify documents.**  
**It will be fully implemented on the next version**

**The top 'Department/Branch'. This is important to provide default released folder for all endorsed documents from the Asst. GM.**



## Review logs including all signed documents:

**This will verify all signed documents through the control number**









Control Nr/ IP	Document Title	Date	User Name
1581554292361	manager-hr.res.pdf	1/13/2020 038H	manager-hr
1591748392818	Job Order Sample.doc.boss.wannabe.pdf	5/10/2020 010H	boss
1596350468775	manager-marketing.res.pdf		
1596350473229	manager-marketing.res.pdf		
1596350479969	manager-marketing.res.pdf	7/2/2020 641H	manager-marketing
1596350494489	manager-marketing.res.pdf	7/2/2020 641H	manager-

7. To modify or delete documents in the 'Monitoring', click monitoring, the 'table'.

**Monitoring of Office Document Communications**

Show 10 entries Search:

Document Title	Routed to :	Action
Annotate and Sign Documents.docx.manager-finance.pdf	FINANCE,HR 21 Aug 2020 14:09	  
Budget Proposal.pdf.manager-hr.pdf		  

**The administrator can delete any of these documents while other users can only delete documents originated from his/her department**

