

Administrator's Guide

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

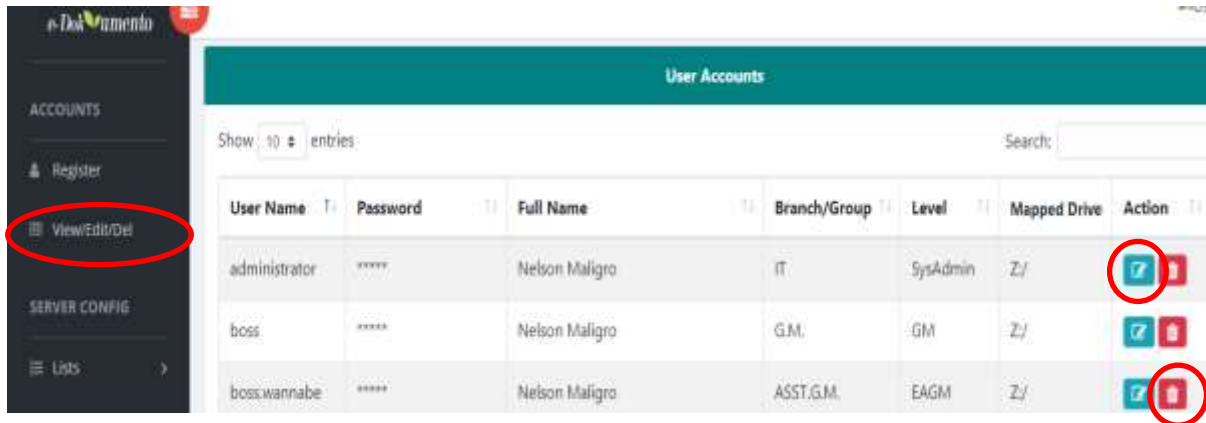
Add Accounts:







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



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.



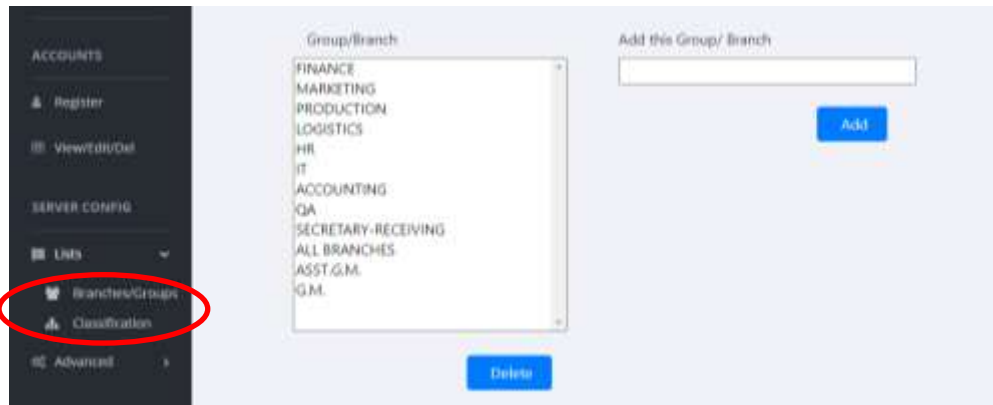
User Name	Password	Full Name	Branch/Group	Level	Mapped Drive	Action
administrator	*****	Nelson Maligro	IT	SysAdmin	Z:/	 
boss	*****	Nelson Maligro	G.M.	GM	Z:/	 
boss.wannabe	*****	Nelson Maligro	ASST.G.M.	EAGM	Z:/	 

Note: Access Privileges should specify any of the following:

1. EXECUTIVE – refers to executive level managers in an organization
2. MANAGER – refers to 1st level managers or immediate supervisor in a department/branch/group
3. STAFF – refers to the staff or subordinate personnel of the manager/supervisor
4. SECRETARY – refers to the staff who receives and release documents for the organization. Commonly referred to receiving section.
5. SysAdmin - refers to the system administrator for the e-dokyu

Add and delete branches, departments, or groups:

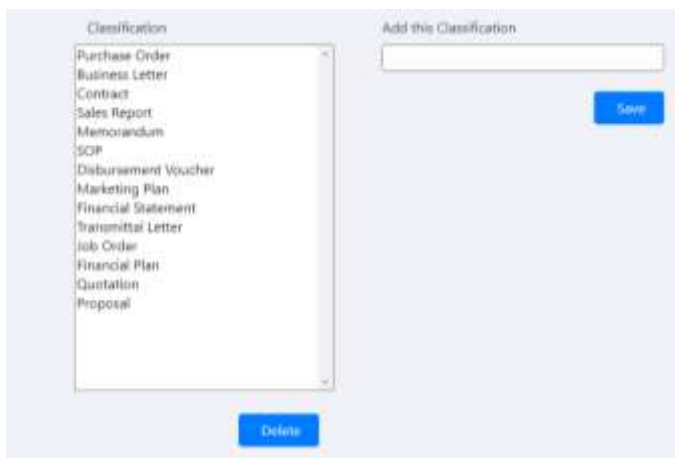
4. To add or delete departments, click 'Lists' then 'Branches/Groups'. Select item in the 'Group/Branch' then click delete; or type-in name of Group or Department then click 'add' button.



Note: For simultaneous distribution, it is advisable to include ALL BRANCHES in the group

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-Dokumento, click 'Advanced' then 'Drive Path'.

File Server Absolute Path

/drive/

Web Server Static Relative Path

public/drive/

Web Server Static Path String (prefix)

public

Save

Modify miscellaneous server settings:

This is to automatically classify documents.

It will be fully implemented on the next version

Enable Machine Learning ☐ Save

Top Management G.M. Save

Clear Temporary PDF Files Clear

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:

Signed Documents

Control Nr/ IP	Document Title	Date	User Name
1581554292361	manager-hr.res.pdf	1/13/2020 038H	manager-hr
1591748392818	Job Order Sample.doc.bois wannabe.pdf	5/10/2020 015H	manager
1196350468775	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-

This will verify all signed documents through the control number

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