Administrator's Guide

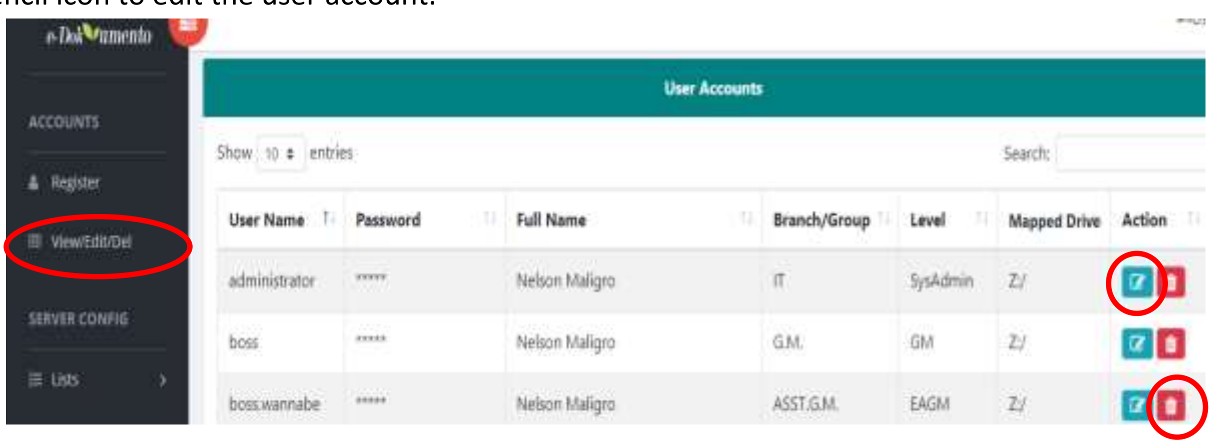
1. Login to e-Dokyumento using '**administrator**' as username and '**admin@123**' for the password.

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.

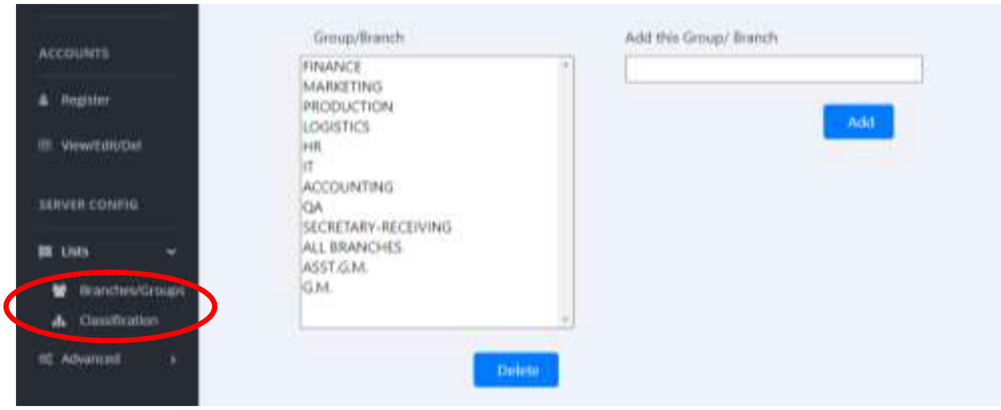


Note: Access Privileges should specify any of the following:

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:

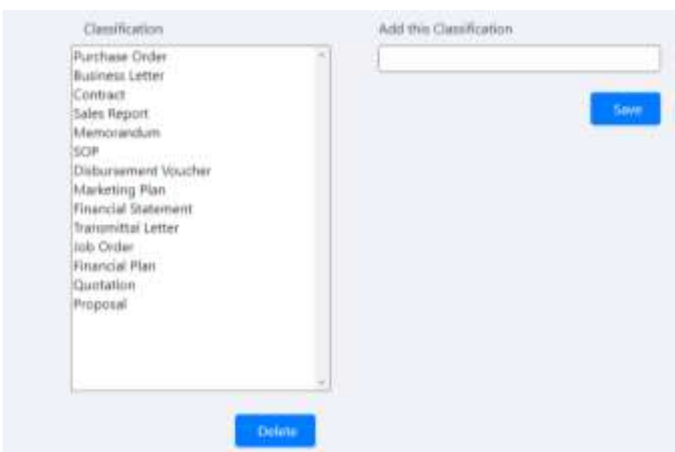
4. To add or delete departments, click 'Lists' then 'Branches/Groups'. Select item in the 'Group/Branch' then click delete; or type-in name of Group or Department then click 'add' button.



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

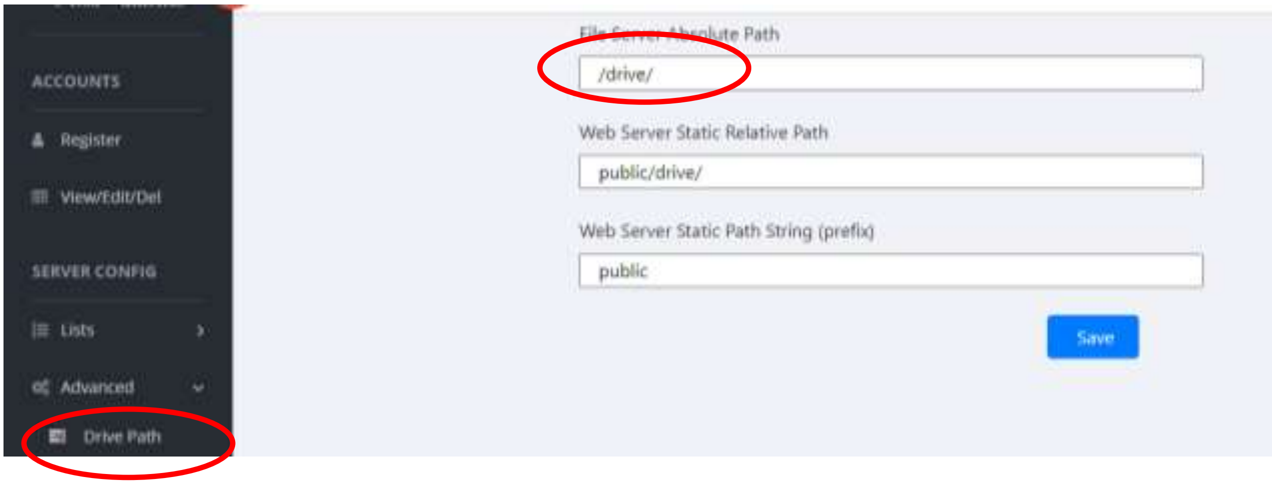
Add and delete Correspondence classification:

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.

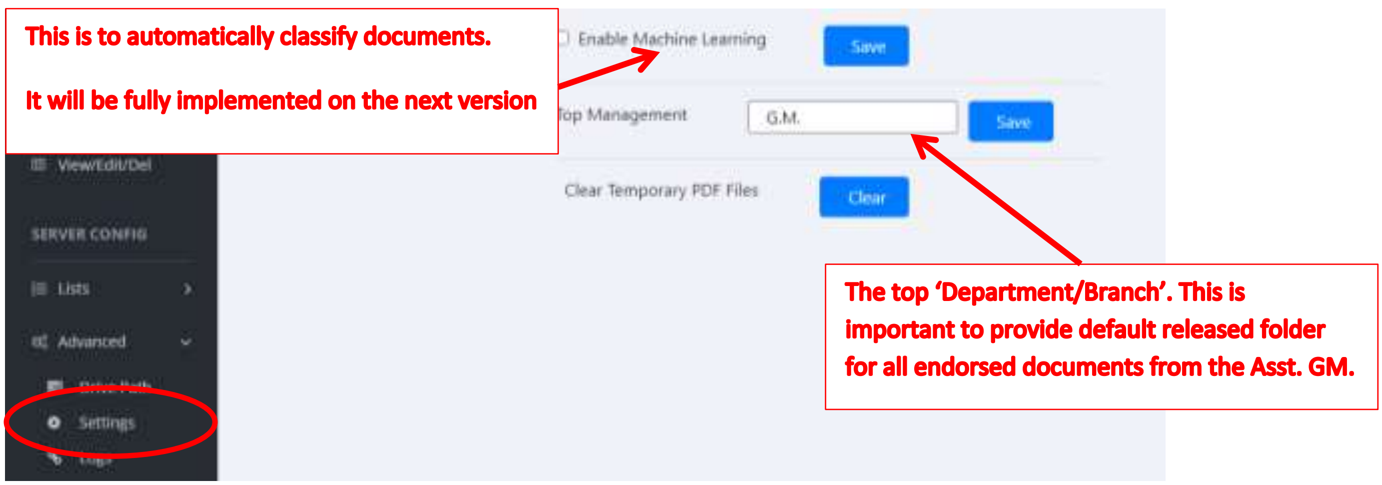


Change the 'Drive' path:

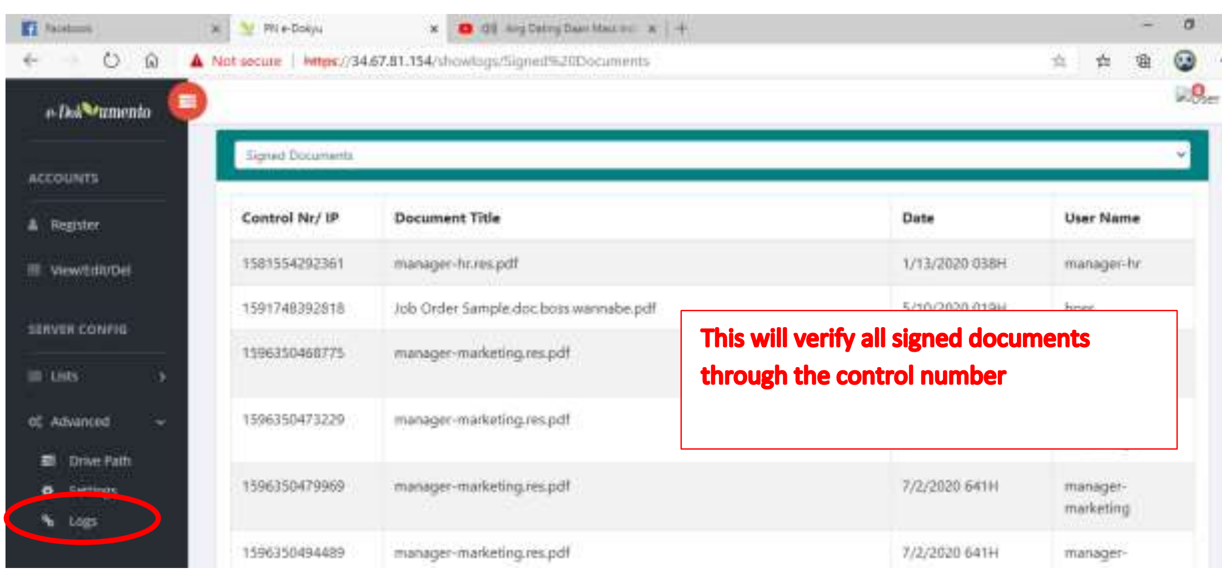
6. To change the default 'Drive' path of e-Dokyumento, click 'Advanced' then 'Drive Path'.



Modify miscellaneous server settings:



Review logs including all signed documents:



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