

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

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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.