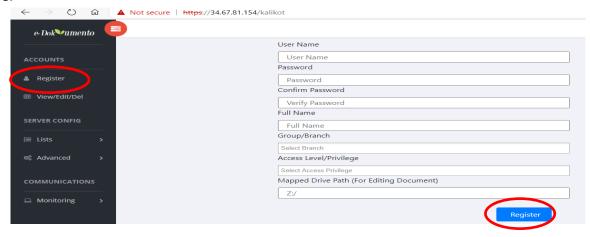
Administrator's Guide

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

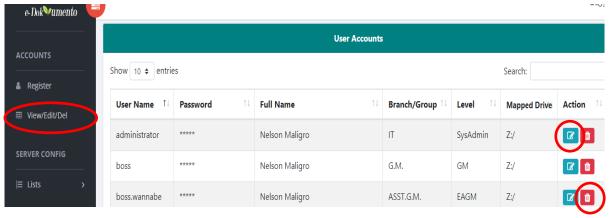
Add Accounts:

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.



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.