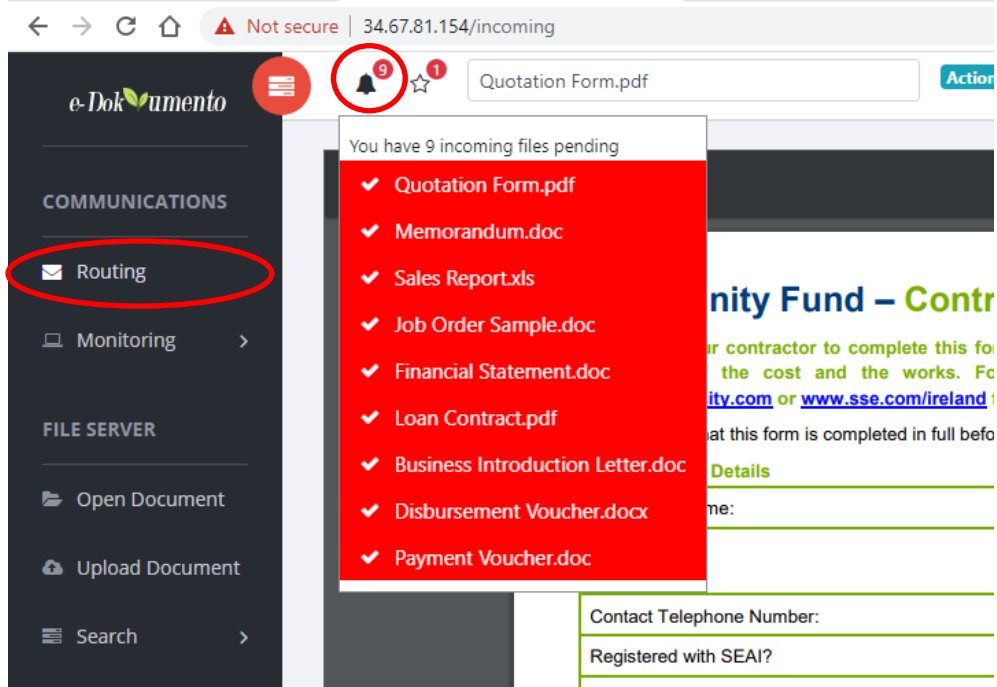
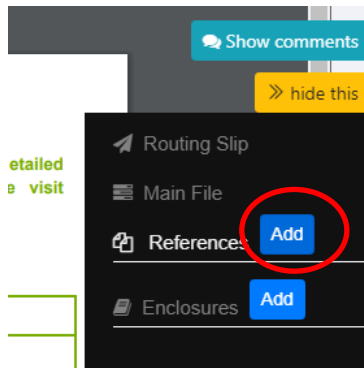


Routing Document to Other Department or Branch

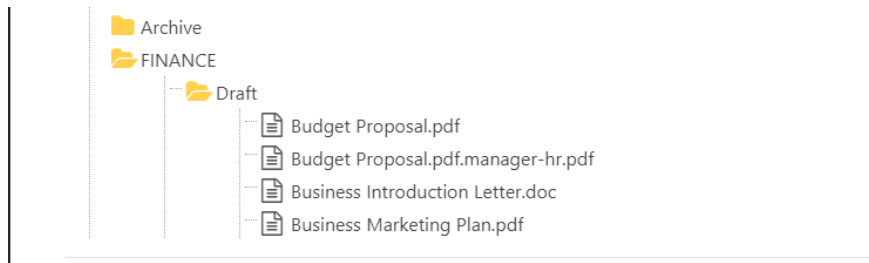
1. Login to e-Dokyumento and select 'Routing' or 'Incoming' from the side menu.



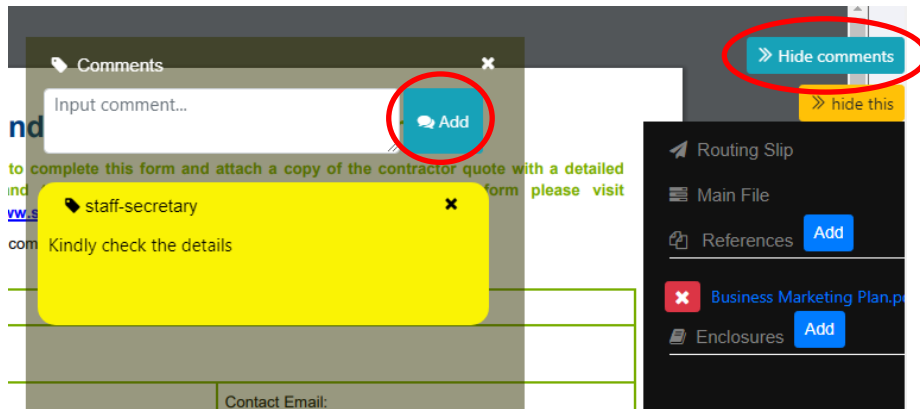
2. Click on the bell notification icon and select the document file.
3. When adding 'Reference' attachment to the main document, click on the 'attachment' button at the right side of the screen the click 'add' button.



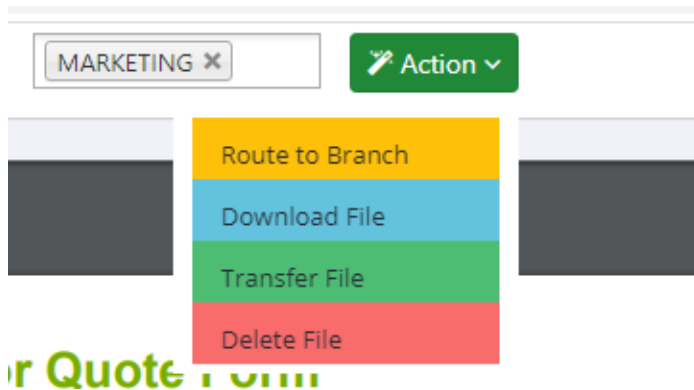
4. Browse for the file by double clicking on the folders to expand and then select the file.



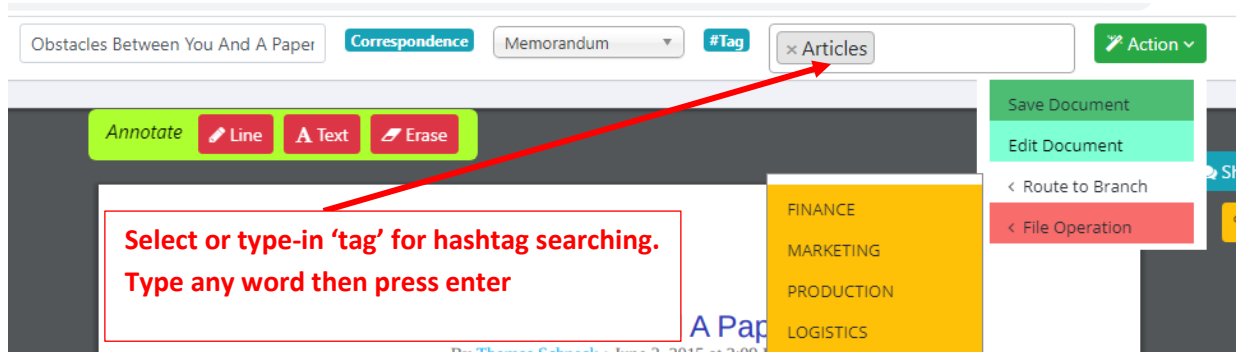
5. Same can be done with the enclosure.
6. When adding comment to the document prior routing, click on the 'show comments' button.
7. Type-in your comment and click 'add'.



8. To route the document using the 'SECRETARY-RECEIVING' privilege, select the target branch or department then click 'action' button then 'route to branch'.



Or when using "STAFF" and "MANAGER" privileges, select the 'correspondence' type and then click 'action', 'route to branch', then select the target branch from the choices given.



9. The routing dialog box will appear. You can optionally select the required action and type-in remarks into the routing slip. When done, click “sign w/ password” to sign the routing slip and reflect all entries.

The screenshot shows a routing dialog box for a document titled "Obstacles Between You And A Paper". The document type is "Correspondence". The "Branch" is set to "PRODUCTION" and the "Required" action is "2 - Appropriate Action". The "Remark" field contains "Pls comment". A blue button labeled "Sign w/ Password" is circled in red. The background shows a "Company Header" section with a "Company Logo" and an "Address" field.

10. The password text box will drop from the header. Type-in your password to verify the signature the click ‘validate’.

The screenshot shows the same routing dialog box, but now a password verification section has appeared. It includes a "Type-in password:" label, a password input field with masked characters, and a yellow button labeled "Validate" with a lock icon, which is circled in red. The "Sign w/ Password" button is still visible above the password field.

11. The routing slip will then be updated. Click ‘confirm’ button at the bottom of the dialog box to finally route the document together with the attachments, comments, and routing slip.

The screenshot shows the bottom portion of the routing dialog box. It features a table with the following structure:

From	To	Signature	Action Required	Remarks
G.M.				

Below the table, there are two buttons: "Cancel" and "Confirm". The "Confirm" button is circled in red. The background shows a "MARKETING" section with a "Delivery Via" field and a "Routing" section.