

File Management System

User Guide

Users' Copy

1. Objective:

File Management System main functions are to automatically generation policy numbers and digitally store mails for the quick retrieval in soft and hard copy when needed.

2. Generate Folio Number

- A. Function: The module system automatically generates the policy number (which includes the volume and folio number) for every mail.
- B. Usage: The user clicks on the “**+Generate Folio**” button at the top of the application, a dialog box pops up, then the user can generate the policy number by either of the following steps;

i. enters the policy code (e.g 0900 for Security General) he wishes to generate and click “Search” button, a table of policy name and code related to the code he entered are displayed, then he click on the “Generate Folio No.” button next to the policy name, a dialog box pops up asking the user to confirm his selection. The user confirms and then generate the folio number by clicking the “Generate” this will automatically generate the policy code, volume and folio number, which he can then copy and paste on the mail been treated.

ii. Alternatively, the user clicks on “**View all Policy**” button, a table of policy name and code is displayed, then the user enters the policy name or code on the search dialogue box at the top right of the table, and then clicks on the “Generate Folio No.” button next to the policy name, a dialog box pops up asking the user to confirm his selection. The user confirms and the generate the folio number by clicking the “Generate” this will automatically generate the policy code, volume and folio number, which he can then copy and paste on the mail been treated.

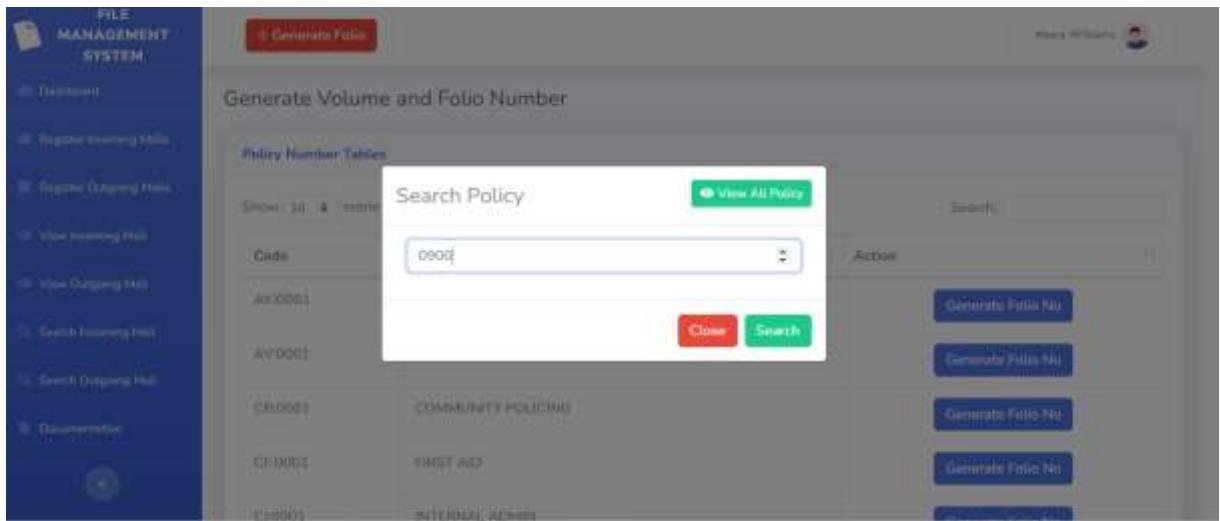


Figure 1: Generate Policy Number Search

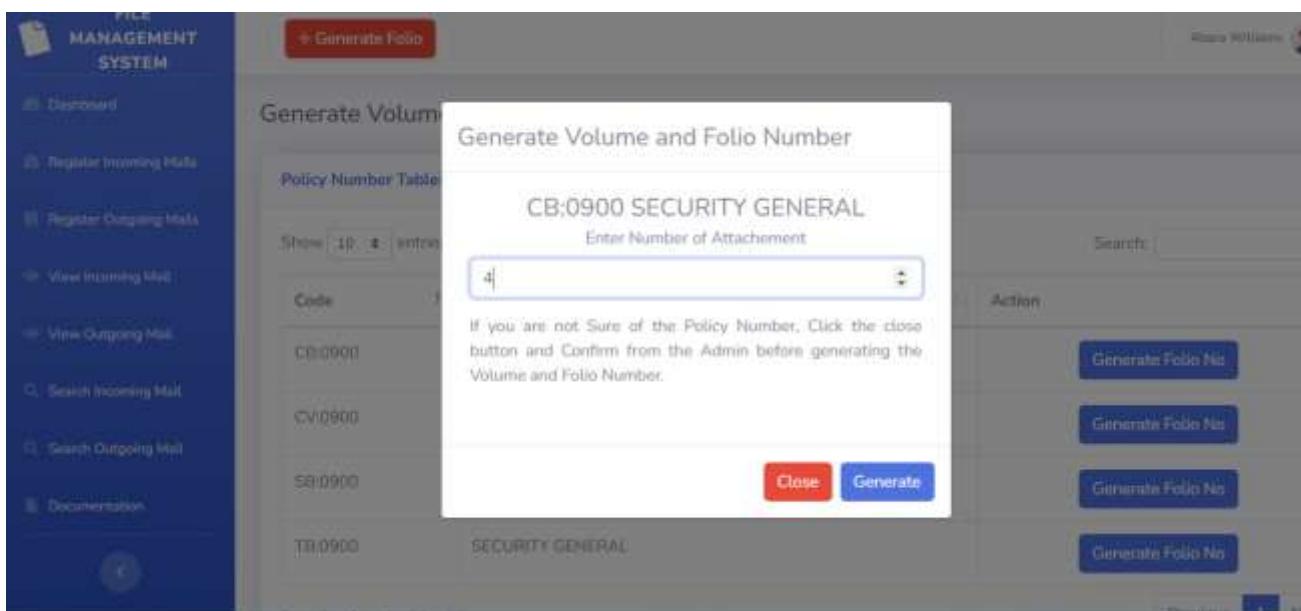


Figure 2: Generate Volume and Folio

3. Register Incoming Mail

- A. Function: This module is used to register incoming.
- B. Usage: the user enters the address of the incoming mail, date on the mail, date received, subject matter/title, policy number (if available) of the mail and clicks on submit to commit the registration into the database.

FILE
MANAGEMENT
SYSTEM

[Generate Folio](#)

Register Incoming Mails

Sender/Author:

Subject Matter:

Reference Number:

Date on the Incoming Mail:

Date Received (Date on stamp):

[Submit](#)

Figure 3: Register Incoming Mail

4. Register Outgoing Mail

- A. Function: This module is used to register outgoing mails together with a scanned copy of the mail.
- B. Usage: the user enters the address of the outgoing mail, date on the mail, date received, subject matter/title, policy number (if available) of the mail and finally uploads a scanned copy of the mail and clicks on submit to commit the registration into the database.

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Register Outgoing Mails

Address:

Receiver Address:

Sender Address:

Outgoing Date (Date on Mail):

Subject Matter:

Policy Number:

Remarks:

File uploaded [\[Choose File\]](#) No file chosen

Figure 4: Register Outgoing Mail

5. View Incoming Mail Module

- A. Function: This module displays the most recent registered incoming mails entered into the system.
- B. Usage: the user search for an incoming mail by entering Subject matter/title of the mail, address of the mail, policy number or date uploaded in the search dialogue box. User can also download or edit the mails if given the privilege by the admin.

The screenshot shows the 'FILE MANAGEMENT SYSTEM' interface with a sidebar containing navigation links such as Dashboard, Register Incoming Mail, Register Outgoing Mail, View Incoming Mail, View Outgoing Mail, Search Incoming Mail, Search Outgoing Mail, and Document Index. The main content area is titled 'Incoming Mails' and contains a table titled 'Incoming Mails Tables'. The table lists seven incoming emails with columns for ID, Subject Matter, Address, Policy No., Date in Mail, and Date Received. The data is as follows:

ID	Subject Matter	Address	Policy No.	Date in Mail	Date Received
01	RE: PENSION AND SECURITY	INTERPOL STRASBOURG	CH04760P13THB0424010101	2020-03-10 40	2020-03-10 10
02	RE: INVITATION TO THE 6TH MEETING OF THE NATIONAL COMMITTEE ON INTERNATIONAL HUMANITARIAN LAW (NCH)	FEDERAL MINISTRY OF JUSTICE	LK 0011	2020-03-10 06	2020-03-10 10
03	RE: EMBASSY OF THE BOLIVARIAN REPUBLIC OF VENEZUELA IN KIGALI WITH CONCERNING VENEZUELA	EMBASSY OF THE BOLIVARIAN REPUBLIC OF VENEZUELA	EVN-0554/2020	2020-03-10 03	2020-03-10 10
04	SPONSOR INVITATION FOR HIPC SECURITY POLICY LAUNCHING	PRESIDEN NATIONAL PETROLEUM CORPORATION	64610100	2020-03-10 06	2020-03-10 10
05	INVITATION OF THE BOLIVARIAN REPUBLIC OF VENEZUELA IN KIGALI WITH CONCERNING VENEZUELA	EMBASSY OF THE BOLIVARIAN REPUBLIC OF VENEZUELA	EVN-0554/2020	2020-03-10 03	2020-03-10 10
06	RE: RECRUITMENT OF 150 THOUSAND (150,000) POLICE OFFICERS 2020	OFFICE OF THE VENEZUELAN MINISTER OF FINANCE, BUDGET AND NATIONAL PLANNING	OHAN/HPCA/NPF/001/2020	2020-03-10 06	2020-03-10 10
07	RE: SUBMISSION OF FORTNIGHTLY PULSE OF THE NATION REPORT FOR THE PERIOD	OFFICE OF THE SECRETARY TO THE	W18260005	2020-03-10	2020-03-10 10

Figure 5: View Incoming Mail Module

6. View Outgoing Mail Module

- A. Function: This module displays the most recent registered outgoing mails entered into the system.
- B. Usage: the user search for an outgoing mail by entering subject matter/title of the mail, receivers' address of the mail, policy number or date uploaded in the search dialogue box. User can also download or edit the mails if given the privilege by the admin.

Outgoing Mails						
Outgoing Mails Tables						
Only the most recent 100 Outgoing Records are displayed here; Use the "Search Outgoing Mail" link to view older records.						
Status	23	#	Subject	Receiver Address	Policy No	Date On Mail
2	active			info@sample.com	24363005	2014-12-26
2	active			info@sample.com	24363006	2014-12-26
3	SAMPLES			C27. Unify Close	24363005	2014-12-26
4	info@sample.com			C27. Unify Close	24363006	2014-12-26
5	SAMPLE SUBJECT MATTER			C27. Unify Close	24363005	2014-12-26
6	SAMPLE SUBJECT MATTER			SAMPLE RECEIVER ADDRESS	23723	2014-12-12
7	This is a sample mail2 subject			Ministry of Police Affairs	CB3422/GP/nUAB/VDL-312070	2014-

Figure 6: View Outgoing Mail Module

7. Search Incoming Mail Module:

- A. Function: This module is similar to the function of the “View incoming mail Module” only that it searches the entire database for incoming mail unlike the view module that searches the most recent.
 - B. Usage: the user searches any incoming mail by entering subject matter/title of the mail, address of the mail, policy number or date uploaded in the search dialogue box. User can also download or edit the mails if given the privilege by the admin.

Figure 7: Search Incoming Mail Module

8. Search Outgoing Mail Module:

- A. Function: This module is similar to the function of the “View outgoing mail Module” only that it searches the entire database for outgoing mail unlike the view module that searches the most recent.
- B. Usage: the user search of an outgoing mail by entering subject matter/title of the mail, receivers’ address of the mail, policy number or date uploaded in the search dialogue box. User can also download or edit the mails if given the privilege by the admin.

S/N	Subject Matter	Receiver Address	Policy No	Date Uploaded	Action
1	MOVE 197 REQUEST FOR THE SUM OF TEN MILLION Naira (10,000,000) ONLY FOR THE VERIFICATION OF POLICE CAPITAL PROJECT POLICE ANNOUNCEMENT AND COOPERATIVE ESTATES NATIONWIDE	The Assistant Inspector General of Police/Police Account and Budget Department of Finance and Administration, The Nigeria Police Force, Headquarters, Abuja	ER:2940AGE58CABJ/AOL/19		<button>Download</button>
2	PROPOSAL FOR COOPERATION IN FURTHERANCE OF ONE AIRCRAFT ACCIDENT AND SERIOUS INCIDENT INVESTIGATION AND OTHER MUTUAL BENEFIT	The Deputy Inspector-General of Police/Department of Operations, The Nigeria Police Force, Force Headquarters, Abuja	COOP:01/SEC/1/VOL.1/0/0/433		<button>Download</button>
3	ON/Off BORDER COOPERATION AND COORDINATION DIRECTIVE FOR COORDINATING	The Deputy Inspector-General of Police, Force Criminal Investigation Department, The Nigeria Police Force, FOD Complex, Area 10, Garki, Abuja	CB:9000REP/SEC/00/VOL.10/0/162		<button>Download</button>

Figure 8: Search Outgoing Mail Module