

File Management System

User Guide

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. Add / Edit User Module (Admin Only)

- A. Function: This module is used to create new user profile and login credentials and to edit the user where necessary.
- B. Usage: The administrator clicks on the “+ Add New User” button, a dialogue box pops up, there he registers a new user and grants the user privileges as required, then clicks on save to commit to database. He can also edit uses by clicking on “Edit User” button, a dialogue box pops up, where he can update a user record as necessary.

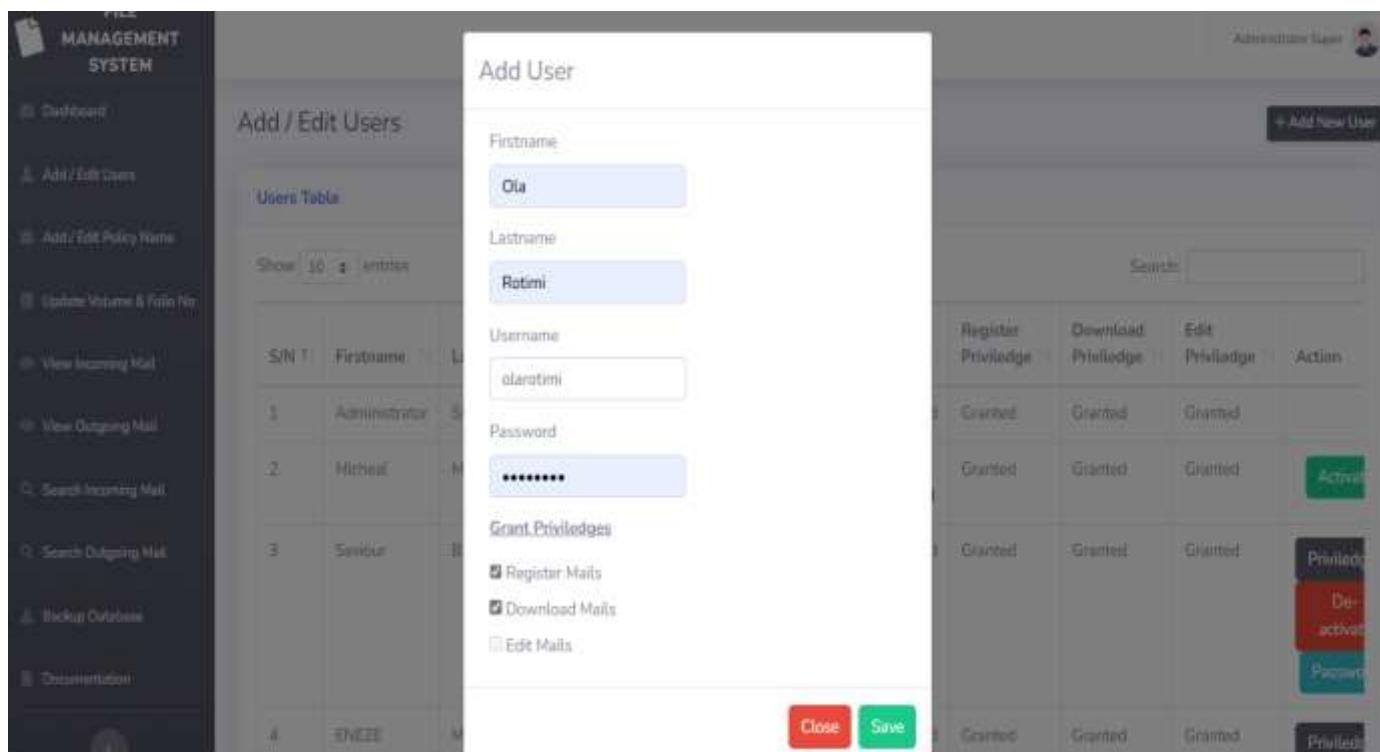


Figure 1: Add or Edit User Module

3. Add / Edit Policy Name Module (Admin Only)

- A. Function: This module is used to create and edit policy details which includes policy name (e.g. Security General), code (e.g CB) and policy number (e.g. 1020). Note: About 920 policy details have been preregister to the application.
- B. Usage: The administrator clicks on the “+ Add New Policy Number” button, a dialogue box pops up, there he registers a new policy details, and clicks on save to commit to database. He can also edit policy details by clicking on “Edit Policy Name” button, a dialogue box pops up, where he can update the record as necessary.

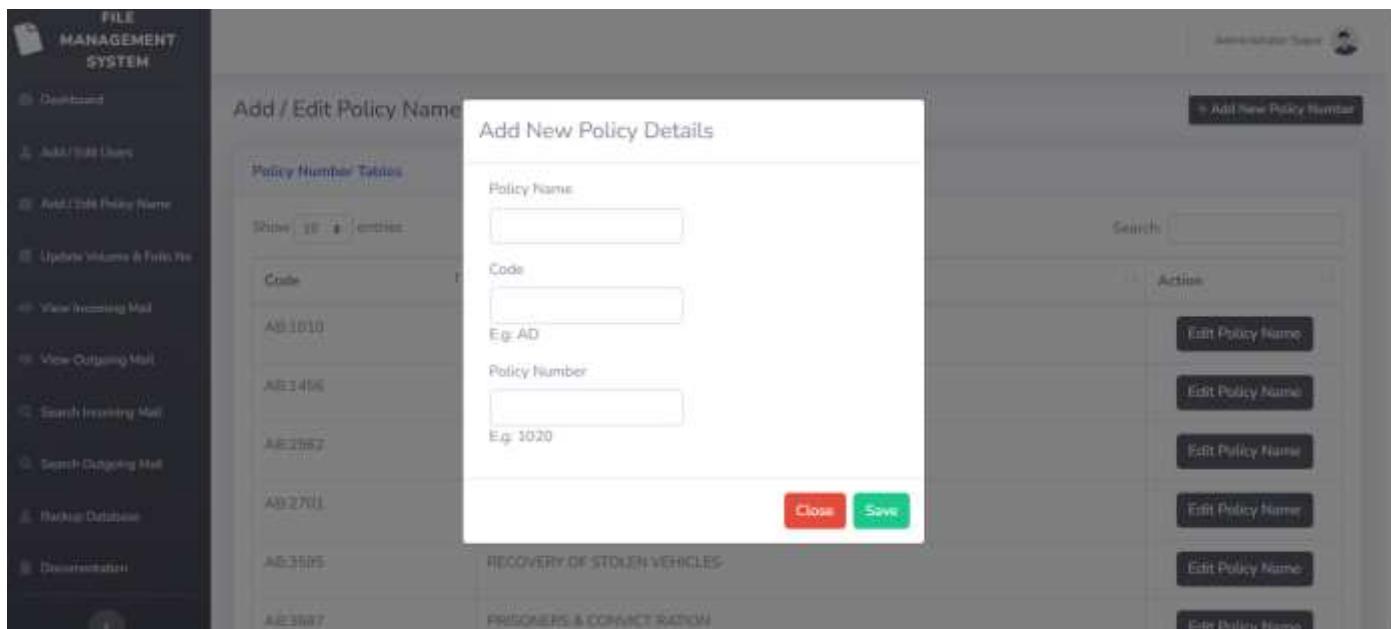


Figure 2:Add / Edit Policy Name Module (Admin Only)

4. Update Volume / Folio Module (Admin Only)

- A. Function: This module initializes the default policy number of every policy name; this is done by entering the last Volume/Folio number manually written for each policy name into the “Update Volume/Folio Number Module”. So that on next request of Policy number, the user simple generates it, by searching the police name on the system, and this will automatically generate the policy code, volume and folio number.
- B. Usage: The administrator clicks on the “Update Vol. & Folio No.” button, a dialogue box pops up, where he initializes the volume number and the folio number of that particular policy name, using the record of the last manually generated volume and folio number.

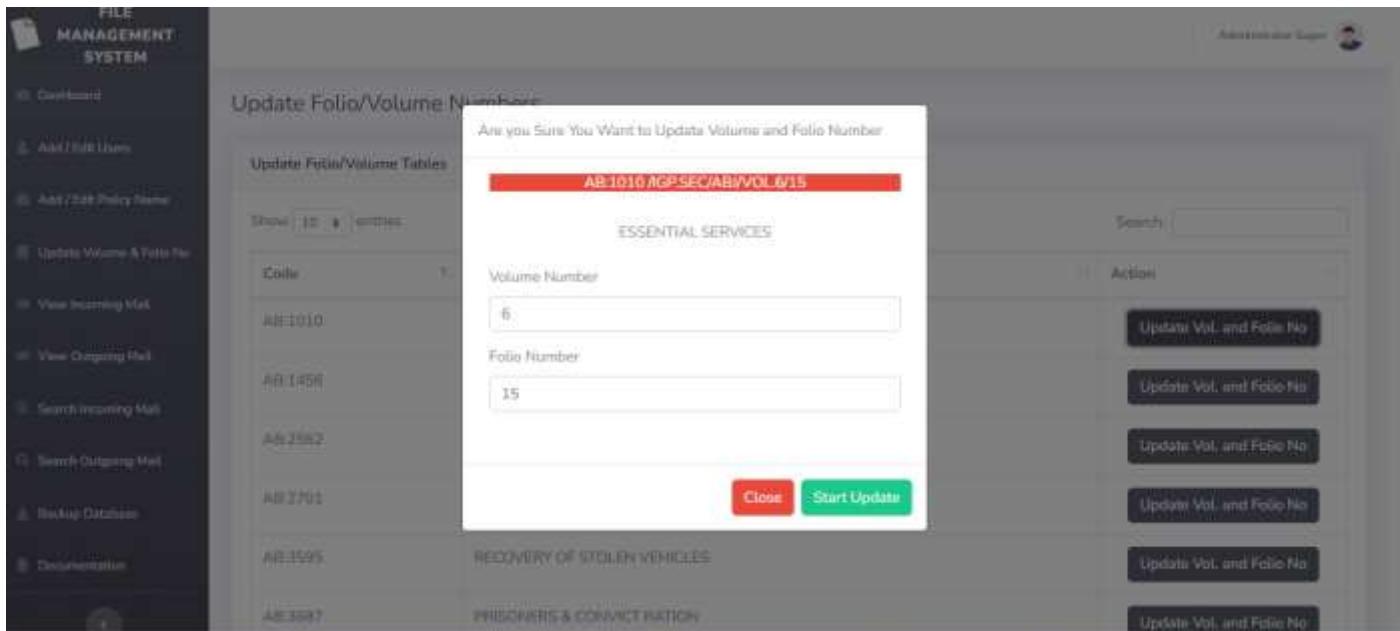


Figure 3: Update Volume / Folio Module (Admin Only)

5. 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.

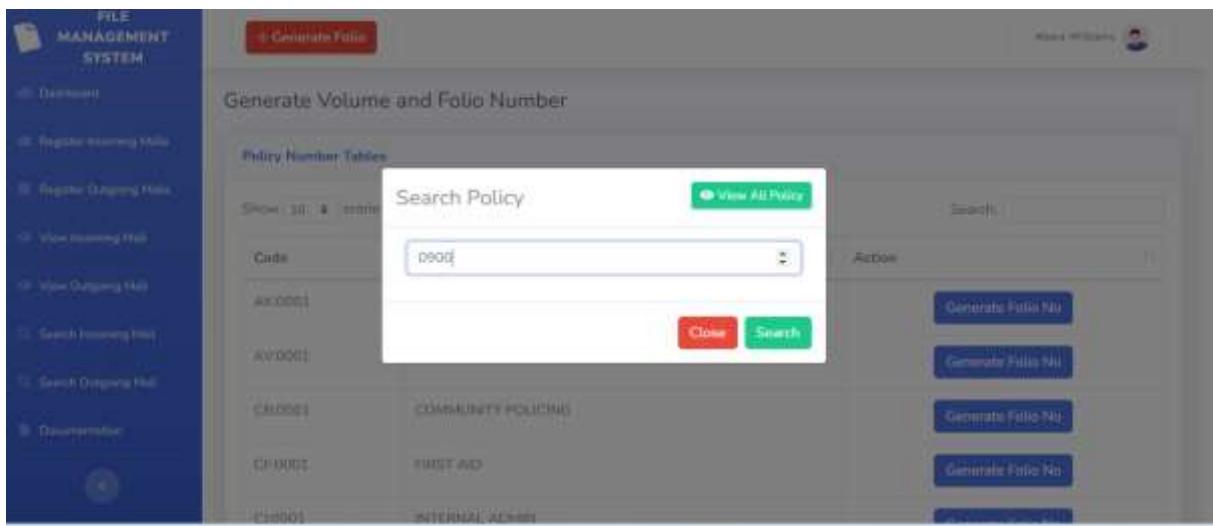


Figure 4: Generate Policy Number Search

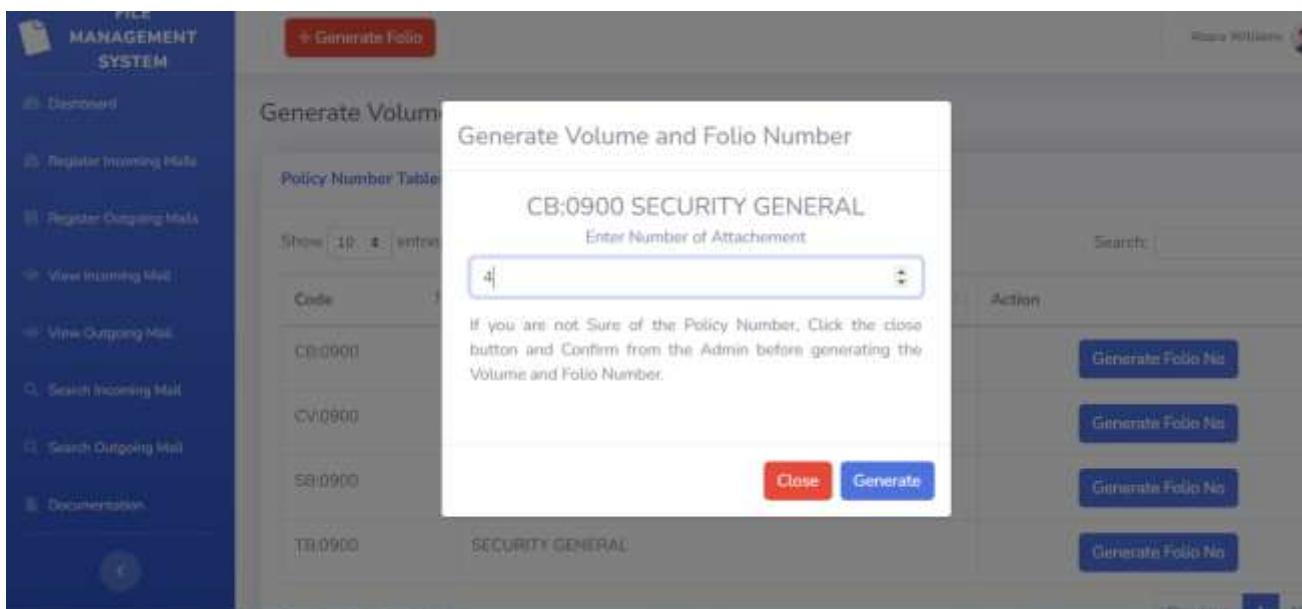


Figure 5: Generate Volume and Folio

6. Backup Database (Admin Only)

- Function:** This module automates the weekly backup of the database of the application.
- Usage:** the admin simple clicks on the “Backup Database” link on the sidebar, then download the most recent backup file, and save it in an external storage device.

Index of /ServerDBbackup

Name	Last modified	Size	Description
Parent Directory		-	
database_backup_2024..>	2024-12-29 05:10 45M		

Figure 6:Backup Database

7. 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.

The screenshot shows a web-based application interface for managing files. On the left, there is a vertical sidebar with a blue header 'FILE MANAGEMENT SYSTEM' containing navigation links: Dashboard, Register Incoming Mail, Register Outgoing Mail, View Incoming Mail, View Outgoing Mail, Search Incoming Mail, Search Outgoing Mail, and Documentation. To the right of the sidebar, there is a main content area. At the top of this area is a red button labeled '+ Generate Folio'. Below it, the title 'Register Incoming Mails' is displayed. The form itself has several input fields: 'Sender/Author' with a 'Sender/Author Address' input field, 'Subject Matter' with a 'Subject Matter' input field, 'Reference Number' with an 'Enter Reference Number' input field, 'Date on the Incoming Mail' with a date input field ('mm/dd/yyyy'), 'Date Received (Date on stamp)' with another date input field ('mm/dd/yyyy'), and a 'Submit' button at the bottom. The entire interface has a clean, modern design with a light gray background and white text.

Figure 7:Register Incoming Mail

8. 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.

The screenshot shows the 'Register Outgoing Mails' page. On the left is a sidebar with navigation links: Dashboard, Register Incoming Mail, Register Outgoing Mail, View Incoming Mail, View Outgoing Mail, Search Incoming Mail, Search Outgoing Mail, and Documentation. At the top right is a 'Logout' link. The main area has a red header bar with a 'Generate PDF' button. Below it is a form with the following fields:

- Address
- Recipient Address
- Sender Address
- Outgoing Date (Date on Mail)
- Subject Matter
- Policy Number
- Remarks
- File upload (Choose File, No file chosen)

Figure 8: Register Outgoing Mail

9. View Incoming Mail Module

- Function: This module displays the most recent registered incoming mails entered into the system.
- 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 'Incoming Mails' table. The sidebar and header are identical to Figure 8. The table has the following structure:

ID	Subject Matter	Address	Policy No.	Date in Mail	Date Received
01	RE: PENSION AND GRATUITY	MINISTERIO DE JUSTICIA	CHEQUES DE PENSIONES Y GRATUITAS	2020-03-10	2020-03-10
02	RE: INVITATION TO THE 6TH MEETING OF THE NATIONAL COMMITTEE ON INTERNATIONAL HUMANITARIAN LAW (NCHIL)	FEDERAL MINISTRY OF JUSTICE	LAW 2011	2020-03-06	2020-03-10
03	EMBASSY OF THE BOLIVARIAN REPUBLIC OF VENEZUELA IN KIGALI WITH CONCERNING SIR LAMBERT	EMBASSY OF THE BOLIVARIAN REPUBLIC OF VENEZUELA	INV-0554/0123	2020-03-10	2020-03-10
04	SPECIAL INVITATION FOR HIPC SECURITY POLICY LAUNCHING	PRESIDENCIAL OFFICE/DEPARTMENT	DAVIS/008	2020-03-06	2020-03-10
05	INVITATION OF THE BOLIVARIAN REPUBLIC OF VENEZUELA A/Mapa with concerning SIR LAMBERT	EMBASSY OF THE BOLIVARIAN REPUBLIC OF VENEZUELA	INV-0554/0124	2020-03-06	2020-03-10
06	RE: RECRUITMENT OF 150 THOUSAND (150,000) POLICE OFFICERS 2020	OFFICE OF THE VENEZUELAN MINISTER OF FINANCE, BUDGET, AND NATIONAL PLANNING	CHAMPION/0002	2020-03-06	2020-03-10
07	RE: SUBMISSION OF FORTNIGHTLY PULSE OF THE NATION REPORT FOR THE PERIOD	OFFICE OF THE SECRETARY TO THE	WILSON/0003	2020-03-06	2020-03-10

Figure 9: View Incoming Mail Module

10. View Outgoing Mail Module

- 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.

SN	Subject Matter	Receiver Address	Policy No.	Date On Mail	Date Uploaded	Action
1	abc	abc	aaaa	2024-12-26	2024-12-27	<button>Download</button>
2	abc	abc	aaaa	2024-12-26	2024-12-27	<button>Download</button>
3	SAMPLE	C21. Unify Close	24363005	2024-12-26	2024-12-27	<button>Download</button>
4	Unify Close	C21. Unify Close	234567890	2024-12-26	2024-12-27	<button>Download</button>
5	SAMPLE SUBJECT MATTER	C22. Unify Close	24363006	2024-12-26	2024-12-27	<button>Download</button>
6	SAMPLE SUBJECT MATTER	SAMPLE RECEIVER ADDRESS	23722	2024-12-26	2024-12-27	<button>Download</button>
7	This is a sample serial2 outgoing mail	Ministry of Police APBPS	CB34331CPzzUHbryQ1.11.071	2024-	2024-	<button>Download</button>

Figure 10: View Outgoing Mail Module

11. 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 11: Search Incoming Mail Module

12. 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.

Search Outgoing Mails					
<input type="text"/> Search Other Outgoing Records with Policy Number, Address, Subject Matter, Remarks or Date Unlashed Search Now					
Outgoing Mails Table					
There are rows found.					
Show:	10	25	50	100	Search
S/N	Subject Matter	Recipient Address	Policy No	Date Unlashed	Action
1	MOVE 397 REQUEST FOR THE SUM OF TEN MILLION Naira (10,000,000) ONLY FOR THE VERIFICATION OF POLICE CAPITAL PROJECT POLICE ANNUALITIES AND COOPERATIVE ESTATES NATIONWIDE	The Inspector General of Police, Police Account and Budget Department of Finance and Administration, The Nigeria Police Force, Headquarters, Abuja	CH/2140/5GFSEC/ABU/VOL/L/7	Download	
2	PROPOSAL FOR COOPERATION IN FURTHERANCE OF CIVIL 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	CO/2019/09/SEC/ABU/VOL/1/3	Download	
3	CROSS-BORDER COOPERATION AND COORDINATION EXERCISE FOR CRIMINAL	The Deputy Inspector-General of Police, Force Criminal Investigation Department, The Nigeria Police Force, FOD Complex, Axis 10, Garki, Abuja	CH/ 910/09/SEC/ABU/VOL/10/5R2	Download	

Figure 12: Search Outgoing Mail Module