

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.

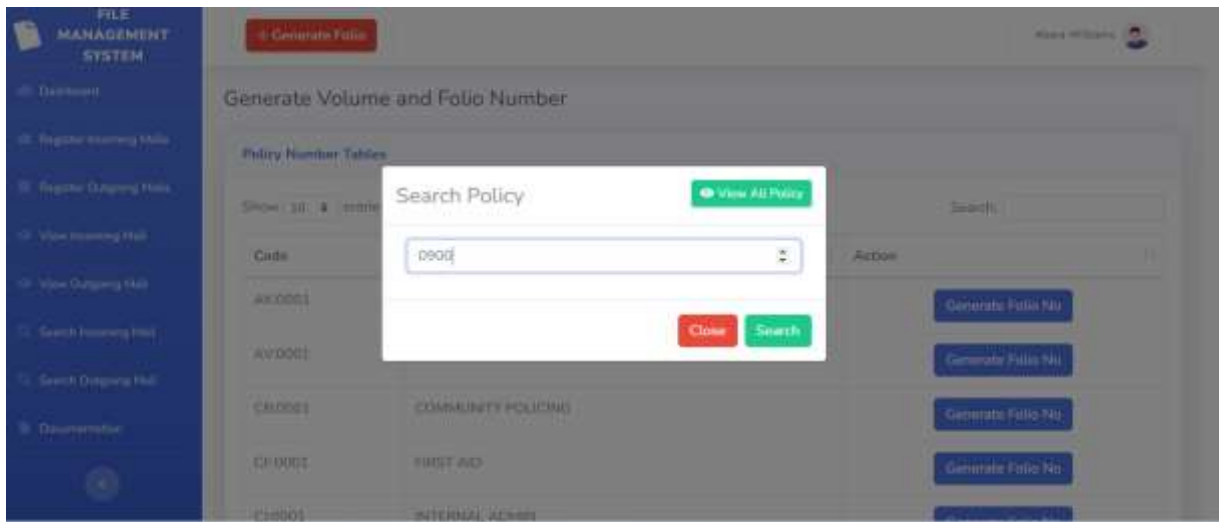


Figure 1: Generate Policy Number Search

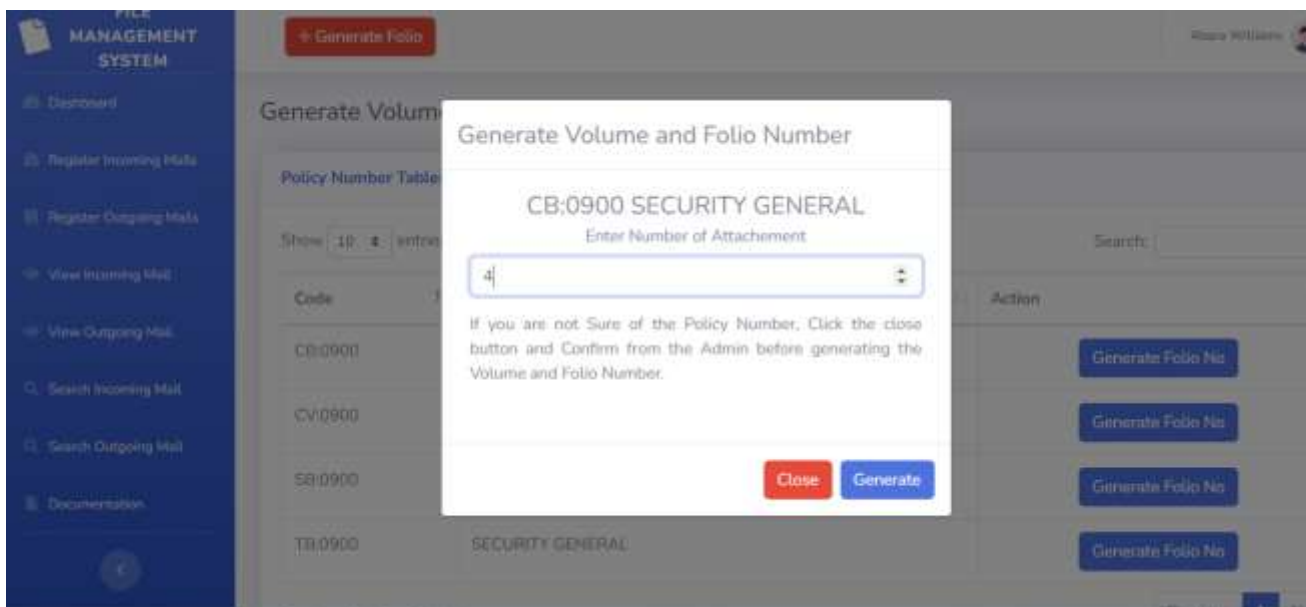


Figure 2: Generate Volume and Folio

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](#)

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Register Incoming Mails

Sender/Author

Sender/Author Address

Subject Matter

Subject Matter

Reference Number

Enter Reference Number

Date on the Incoming Mail

mm/dd/yyyy

Date Received (Date on stamp)

mm/dd/yyyy

Submit

Figure 3: Register Incoming Mail

4. Register Outgoing Mail

- Function:** This module is used to register outgoing mails together with a scanned copy of the mail.
- 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.

FILE MANAGEMENT SYSTEM

[+ Generate Folio](#)

Abund Williams

Register Outgoing Mails

Address

Address

Receiver Address

Receiver Address

Sender Address

Sender Address

Outgoing Date (Date on Mail)

mm/dd/yyyy

Subject Matter

Subject Matter

Policy Number

Enter Policy Number

Signature

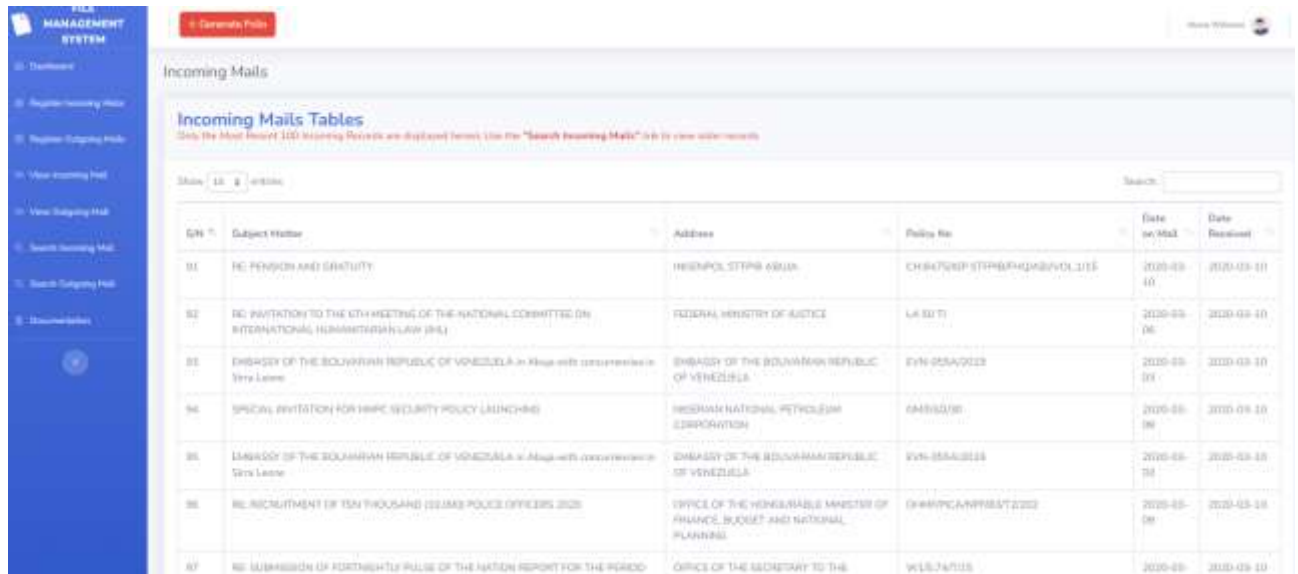
Enter Remarks

File upload: **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.



S/N	Subject Matter	Address	Policy No.	Date on Mail	Date Received
01	RE: PENSION AND GRATUITY	HISPOL/STPH/ADJUS	CH84726P/STPHBPAQAB/VOL.1115	2020-03-10	2020-03-10
02	RE: INVITATION TO THE 6TH MEETING OF THE NATIONAL COMMITTEE ON INTERNATIONAL HUMANITARIAN LAW (NHL)	FEDERAL MINISTRY OF JUSTICE	LA 30 71	2020-03-06	2020-03-10
03	EMBASSY OF THE BOLIVARIAN REPUBLIC OF VENEZUELA in Abuja with correspondence to Sirs Leone	EMBASSY OF THE BOLIVARIAN REPUBLIC OF VENEZUELA	EYN-055A/0023	2020-03-09	2020-03-10
04	SPECIAL INVITATION FOR NINE SECURITY POLICY LAUNCHING	NIGERIAN NATIONAL PETROLEUM CORPORATION	AMN/0100	2020-03-08	2020-03-10
05	EMBASSY OF THE BOLIVARIAN REPUBLIC OF VENEZUELA in Abuja with correspondence to Sirs Leone	EMBASSY OF THE BOLIVARIAN REPUBLIC OF VENEZUELA	EYN-055A/0024	2020-03-09	2020-03-10
06	RE: RECRUITMENT OF TEN THOUSAND (10,000) POLICE OFFICERS 2020	OFFICE OF THE HONOURABLE MINISTER OF FINANCE, BUDGET AND NATIONAL PLANNING	00000PCAN/PR04T/2020	2020-03-08	2020-03-10
07	RE: SUBMISSION OF FORTNIGHTLY PULSE OF THE NATION REPORT FOR THE PERIOD	OFFICE OF THE SECRETARY TO THE	WLS/74/0115	2020-03-09	2020-03-10

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.

SN	Subject Matter	Receiver Address	Policy No	Date On Mail	Date Uploaded	Action
1	info	info	info	2024-12-26	2024-12-27	Download
2	info	info	info	2024-12-26		Download
3	SAMPLE	C27, Uvly Case	24363005	2024-12-26		Download
4	info/vvlybafyd	C27, Uvly Case	224567890	2024-12-07		Download
5	SAMPLE SUBJECT MATTER	C27, Uvly Case	24363005	2024-12-26		Download
6	SAMPLE SUBJECT MATTER	SAMPLE RECEIVER ADDRESS	22121	2024-12-12		Download
7	This is a sample sm&2 outgoing!	Ministry of Police Affairs	CB3423GFGourVMB/VCL-110270	2024-		Download

Figure 6: View Outgoing Mail Module

7. Search Incoming Mail Module:

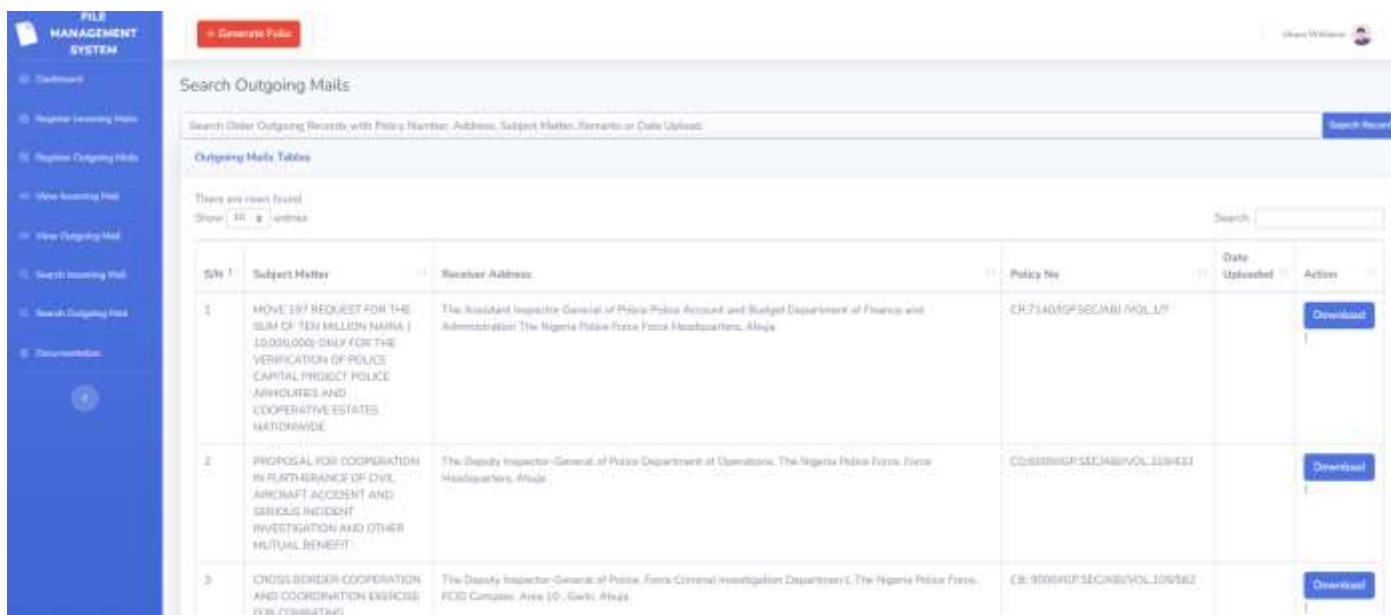
- A. Function: This module is similar to the function of the “View incoming mail Module” only that it searches the entire database for incoming mail unlike the view module that searches the most recent.
- B. Usage: the user searches any incoming mail by entering subject matter/title of the mail, address 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.

SN	Subject Matter	Address	Policy No	Date Uploaded	Action
1	RE-PROPOSING OF REQUEST FOR AMBULANCE AFTER COLLISION TRANSFER WING LAMP	STOUT HOUSE, 348-55, Wing Office of the Chief Personal Security Officer to the President, 2nd Fl, 02PM 0204	PRO27202 C 24-12/26/24/02/25	2024-09-03	Download
5	RE REQUEST FOR RENT AND OCCUPANCY FOR THE PROVISION OF MEDICAL TREATMENT PLAN (MTPN 2021-2022) AND HOSPITAL ADMISSION 2024 AND CONSIDERATION OF A REQUESTING TO BE AN ADJUDICATOR OF THE	MINISTRY OF POLICE AFFAIRS	WHAH24/0801/01	2024-09-02	Download
9	RE REQUEST FOR THE PROVISION OF VIOLENCE FOUR-PHR SUBSIDIES IN SUBSIDIES	WISPOL 2024-0804	02-20240204/04/04/04/04	2024-09-02	Download
8	REQUEST FOR REQUEST FOR THE USE OF USE COLLECTED THE USE OF PROSECUTOR IN THE PROSECUTOR OFFICE (MTPN 2020)	STOUT HOUSE, 348-55, WING	WPH-2024-07	2024-09-04	Download
6	Request of Plot of the use of 5,000 square feet (Thousand Five Hundred Square Feet) of land at (Johor Bahru) District Office of the Chief Personal Security Officer to the President, 2nd Fl, 02PM 0204	STOUT HOUSE, 348-55, WING	WPH-2024-07	2024-09-02	Download
10	RE REQUEST FOR THE PROVISION OF VIOLENCE FOUR-PHR SUBSIDIES IN SUBSIDIES	STOUT HOUSE, 348-55, WING	WPH-2024-07	2024-09-04	Download
7	RE REQUESTING OF REQUEST FOR AMBULANCE AFTER COLLISION TRANSFER WING LAMP	STOUT HOUSE, 348-55, WING	WPH-2024-07	2024-09-04	Download
4	RE REQUESTING OF REQUEST FOR AMBULANCE AFTER COLLISION TRANSFER WING LAMP	STOUT HOUSE, 348-55, WING	WPH-2024-07	2024-09-04	Download
10	RE REQUEST FOR THE PROVISION OF VIOLENCE FOUR-PHR SUBSIDIES IN SUBSIDIES	STOUT HOUSE, 348-55, WING	WPH-2024-07	2024-09-04	Download
10	RE REQUEST FOR THE PROVISION OF VIOLENCE FOUR-PHR SUBSIDIES IN SUBSIDIES	STOUT HOUSE, 348-55, WING	WPH-2024-07	2024-09-04	Download

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 AMBULANCES AND COOPERATIVE ESTATES NATIONWIDE	The Resident Inspector General of Police-Police Account and Budget Department of Finance and Administration The Nigeria Police Force Force Headquarters, Abuja.	CH7140/GP/SEC/ABJ/VOL.1/7		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	CG80888GP/SEC/ABJ/VOL.1/18/403		Download
3	CROSS BORDER COOPERATION AND COORDINATION EXERCISE FOR (CIBBATHS)	The Deputy Inspector-General of Police, Force-Criminal Investigation Department 1, The Nigeria Police Force, FCD Complex, Area 10-1, Garki, Abuja.	CB: 900940P/SEC/ABJ/VOL.10/4/82		Download

Figure 8: Search Outgoing Mail Module