

# File Management System

## User Guide

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### 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.

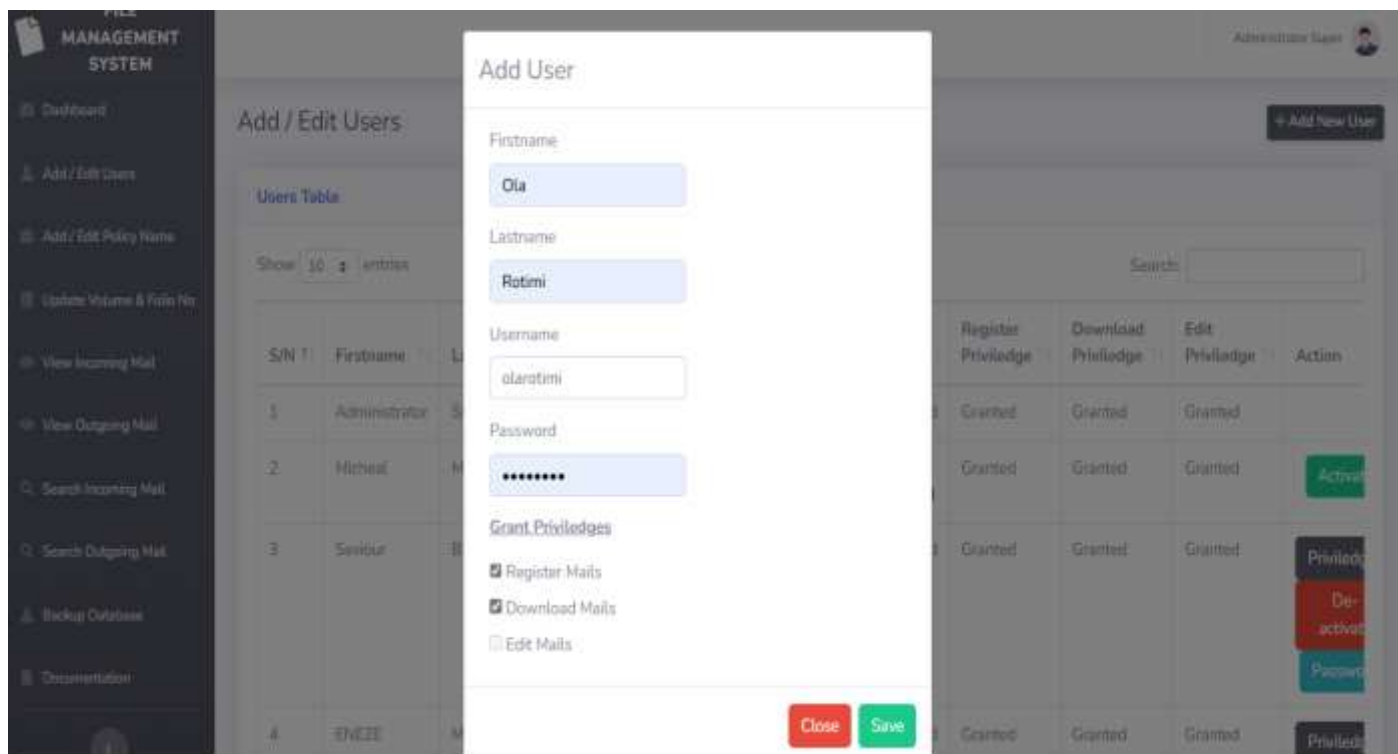


Figure 1: Add or Edit User Module

### 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.

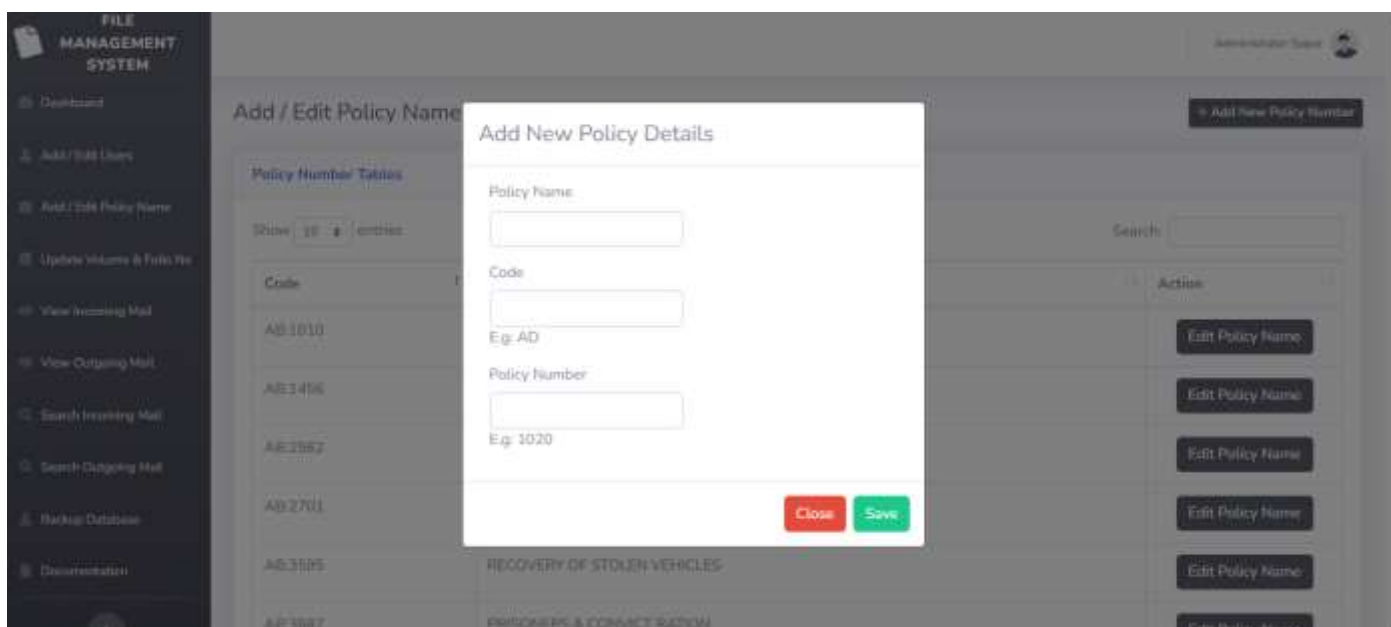


Figure 2: Add / Edit Policy Name Module (Admin Only)

### 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.

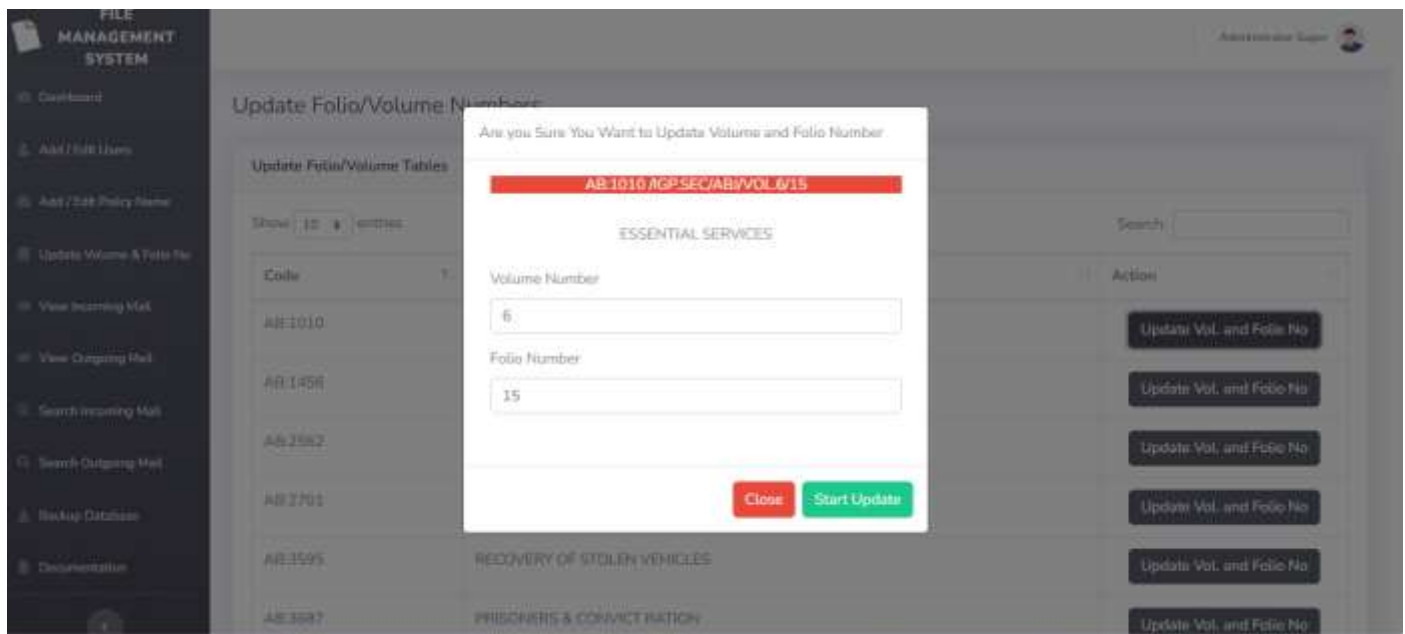


Figure 3: Update Volume / Folio Module (Admin Only)

## 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.

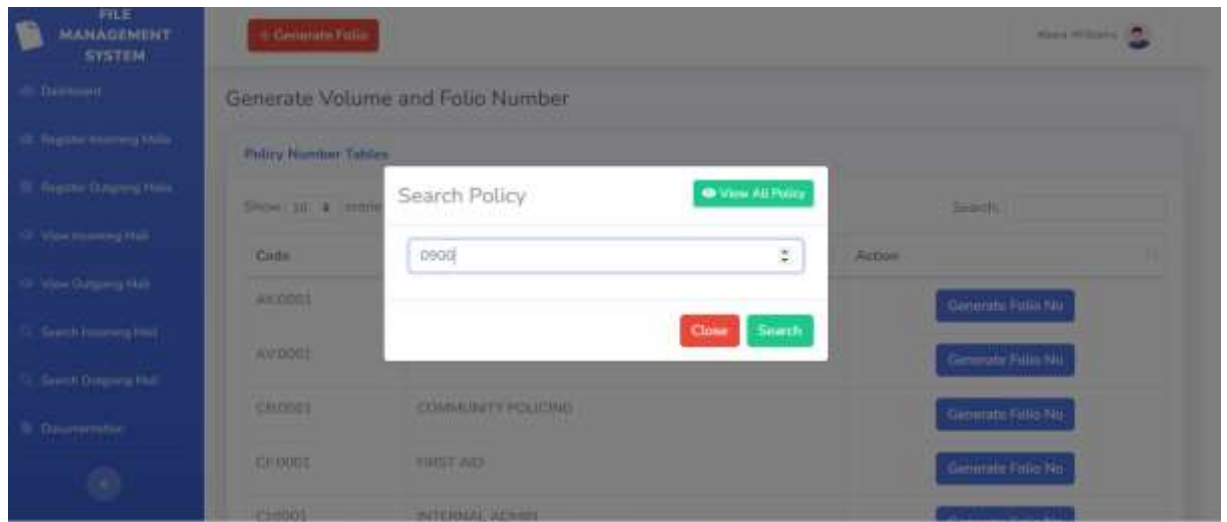


Figure 4: Generate Policy Number Search

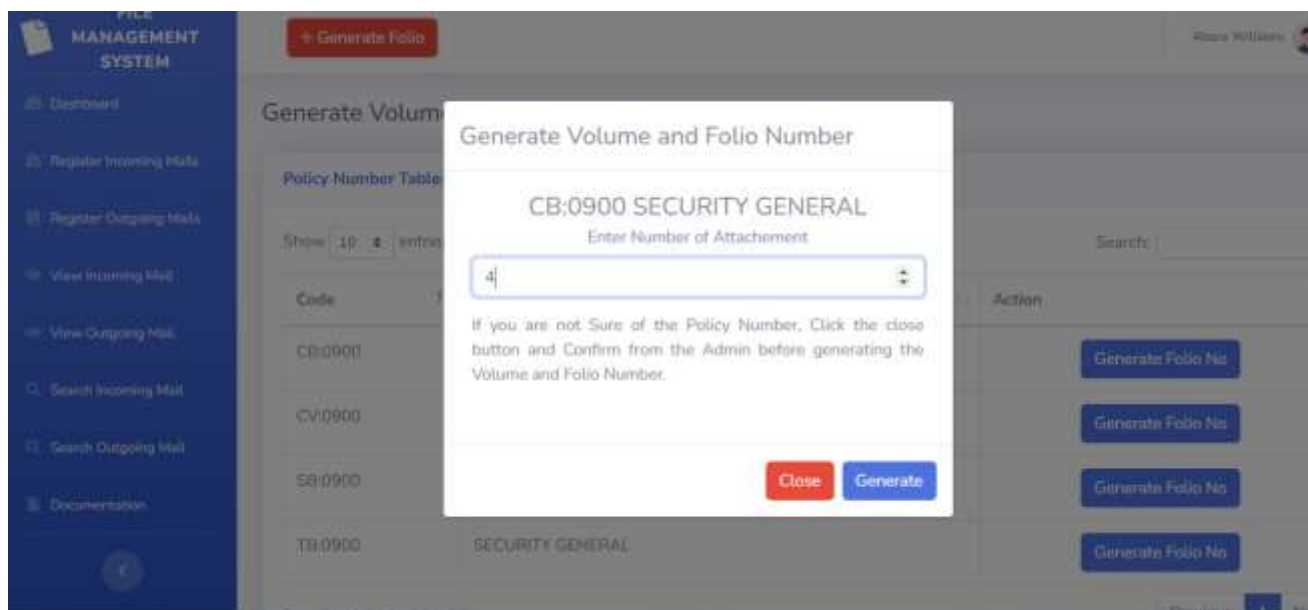


Figure 5: Generate Volume and Folio

## 6. Backup Database (Admin Only)

- A. Function: This module automates the weekly backup of the database of the application.
- B. 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



<a href="#">Name</a>	<a href="#">Last modified</a>	<a href="#">Size</a>	<a href="#">Description</a>
 <a href="#">Parent Directory</a>		-	
 <a href="#">database_backup_2024...&gt;</a>	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.

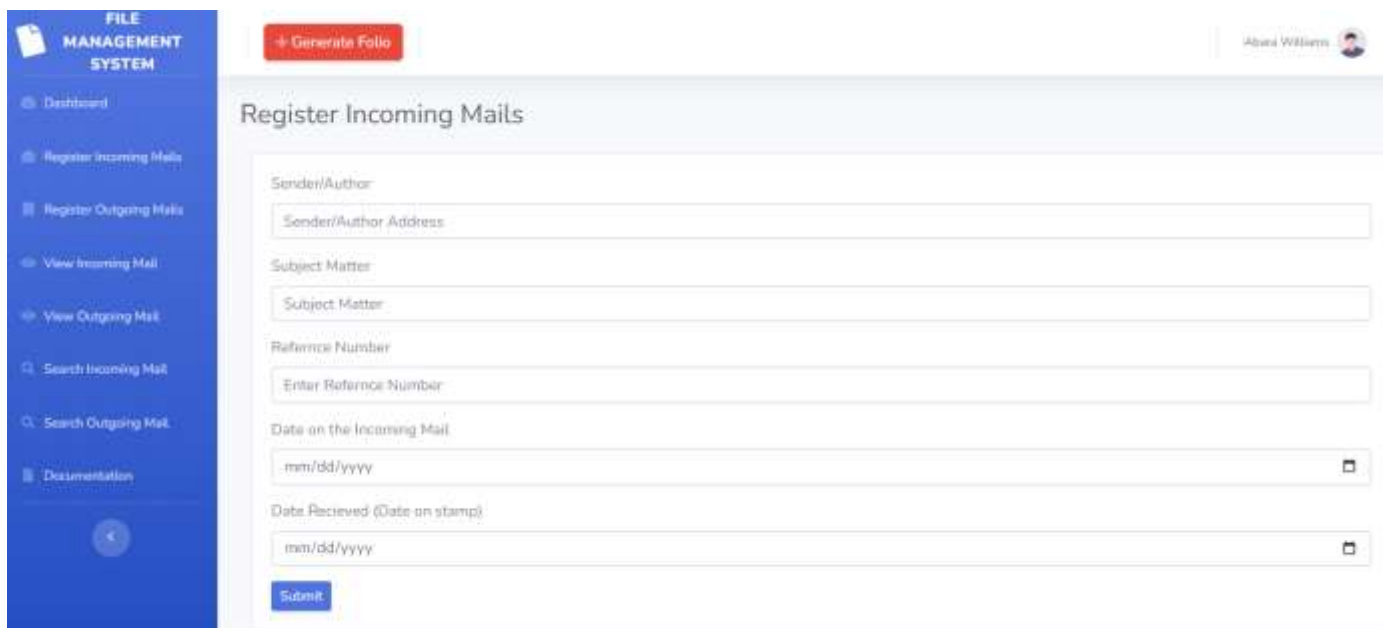


Figure 7:Register Incoming Mail

## 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.

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**Register Outgoing Mails**

Address:

Receiver Address:

Sender Address:

Outgoing Date (Date on Mail):

Subject Matter:

Policy Number:

Remarks:

File (optional)  No file chosen

Figure 8: Register Outgoing Mail

## 9. 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.

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**Incoming Mails**

**Incoming Mails Tables**

Only the Most Recent 100 Incoming Records are displayed here!! Use the "Search Incoming Mails" link to view all records!!

Show: 10 | 20 | 50 | 100 | All

Search:

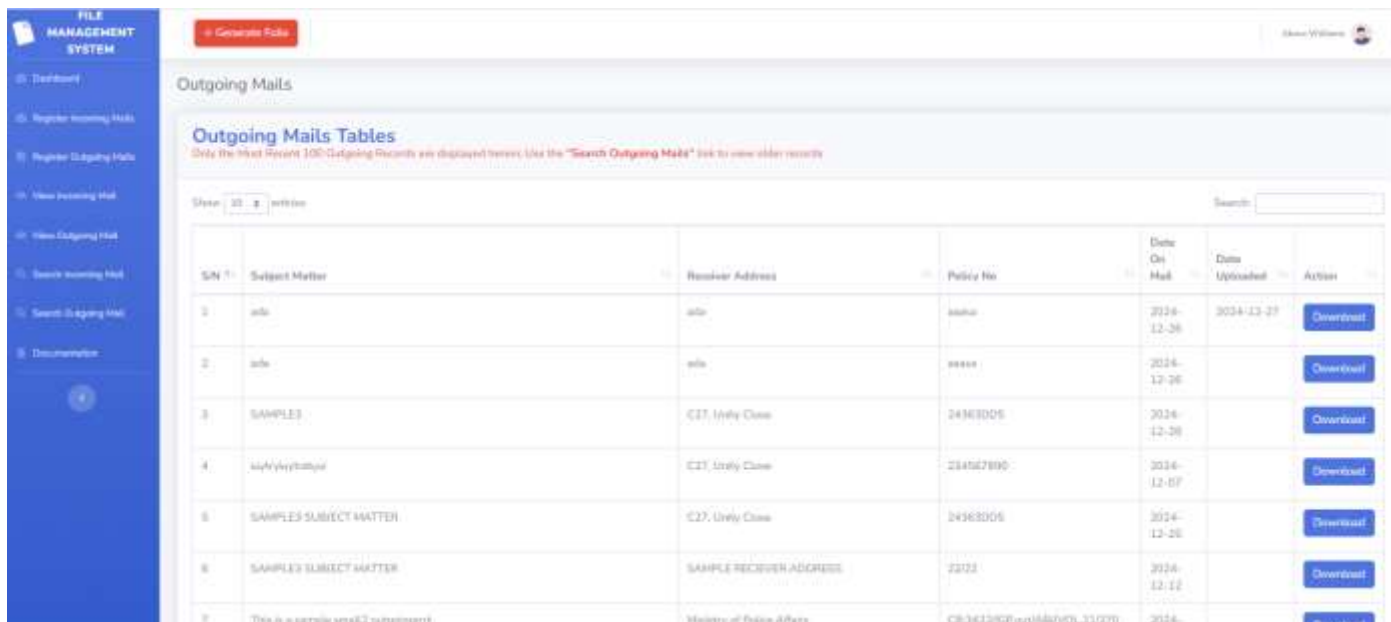
SN	Subject Matter	Address	Policy No.	Date on Mail	Date Received
01	RE: PERSON AND GRATUITY	RESPOL-STRB ABUA	CHS/REP-STRB/PAGE/VOL-115	2020-03-10	2020-03-10
02	RE: INVITATION TO THE 10TH MEETING OF THE NATIONAL COMMITTEE ON INTERNATIONAL HUMANITARIAN LAW (NHL)	FEDERAL MINISTRY OF JUSTICE	LA-5071	2020-03-06	2020-03-10
03	EMBASSY OF THE BOURNAN REPUBLIC OF VENEZUELA in Abuja with correspondence Sirs Leone	EMBASSY OF THE BOURNAN REPUBLIC OF VENEZUELA	EYN-055A/0123	2020-03-09	2020-03-10
04	SPECIAL INVITATION FOR NINE SECURITY POLICY LAUNCHING	NEEDMAN NATIONAL PETROLEUM CORPORATION	040501/01	2020-03-06	2020-03-10
05	EMBASSY OF THE BOURNAN REPUBLIC OF VENEZUELA in Abuja with correspondence Sirs Leone	EMBASSY OF THE BOURNAN REPUBLIC OF VENEZUELA	EYN-055A/0124	2020-03-09	2020-03-10
06	RE: RECRUITMENT OF TEN THOUSAND (10,000) POLICE OFFICERS 2020	OFFICE OF THE HONORABLE MINISTER OF FINANCE, BUDGET AND NATIONAL PLANNING	00000PCANP/05/2020	2020-03-09	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 9: View Incoming Mail Module

## 10. 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	abc	abc	abc	2024-12-26	2024-12-27	<a href="#">Download</a>
2	abc	abc	abc	2024-12-26		<a href="#">Download</a>
3	SAMPLES	C27, Unely Close	24363005	2024-12-26		<a href="#">Download</a>
4	uyl/vly/batpui	C27, Unely Close	234567890	2024-12-07		<a href="#">Download</a>
5	SAMPLES SUBJECT MATTER	C27, Unely Close	24363005	2024-12-26		<a href="#">Download</a>
6	SAMPLES SUBJECT MATTER	SAMPLE RECEIVER ADDRESS	22321	2024-12-12		<a href="#">Download</a>
7	This is a sample sm&2 outgoing mail	Ministry of Police Affairs	CB3632GFauVAb/VCL11079	2024-		<a href="#">Download</a>

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.



