

# Document Management System

**User  
Documentation**



Rastriya Banijiya Bank

**For Admin User/Super Admin User**

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## User Login

This is First page you see once you start Document Management System. Here you enter secured credentials to access Document Management System.

1. Enter the valid “Username” and “Password”
2. Click the “Login” button to verify the email and password.

This Is the login Screen of Document Management System

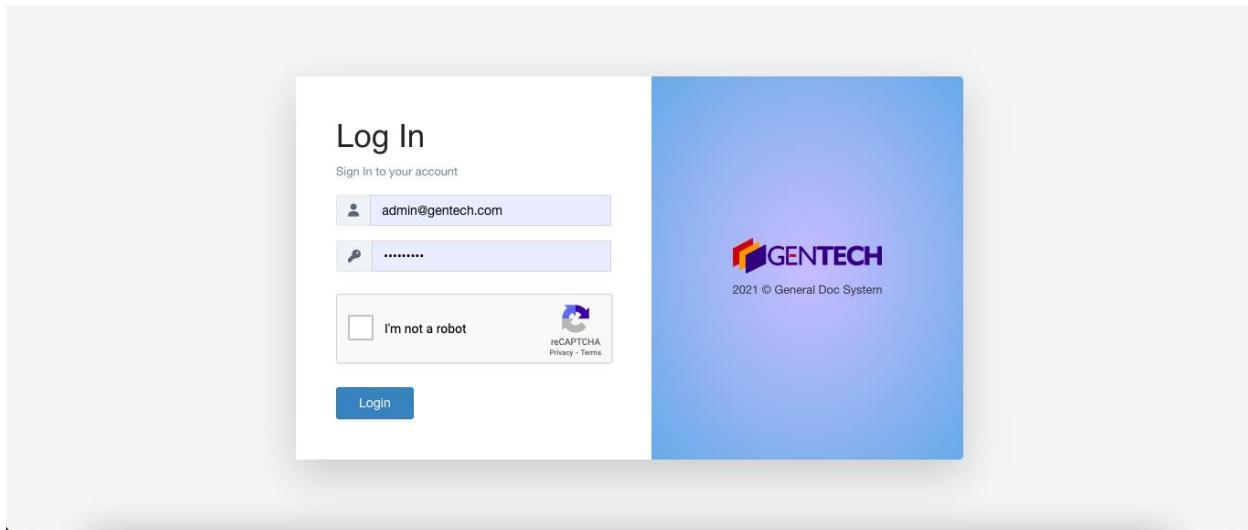


Figure 1 Login Dashboard

In This page you see input box and login button. You have to enter your Valid Credential to Access System. Once the credential is verified You will Redirected To Document Management System (DMS) Dashboard.

## Dashboard:

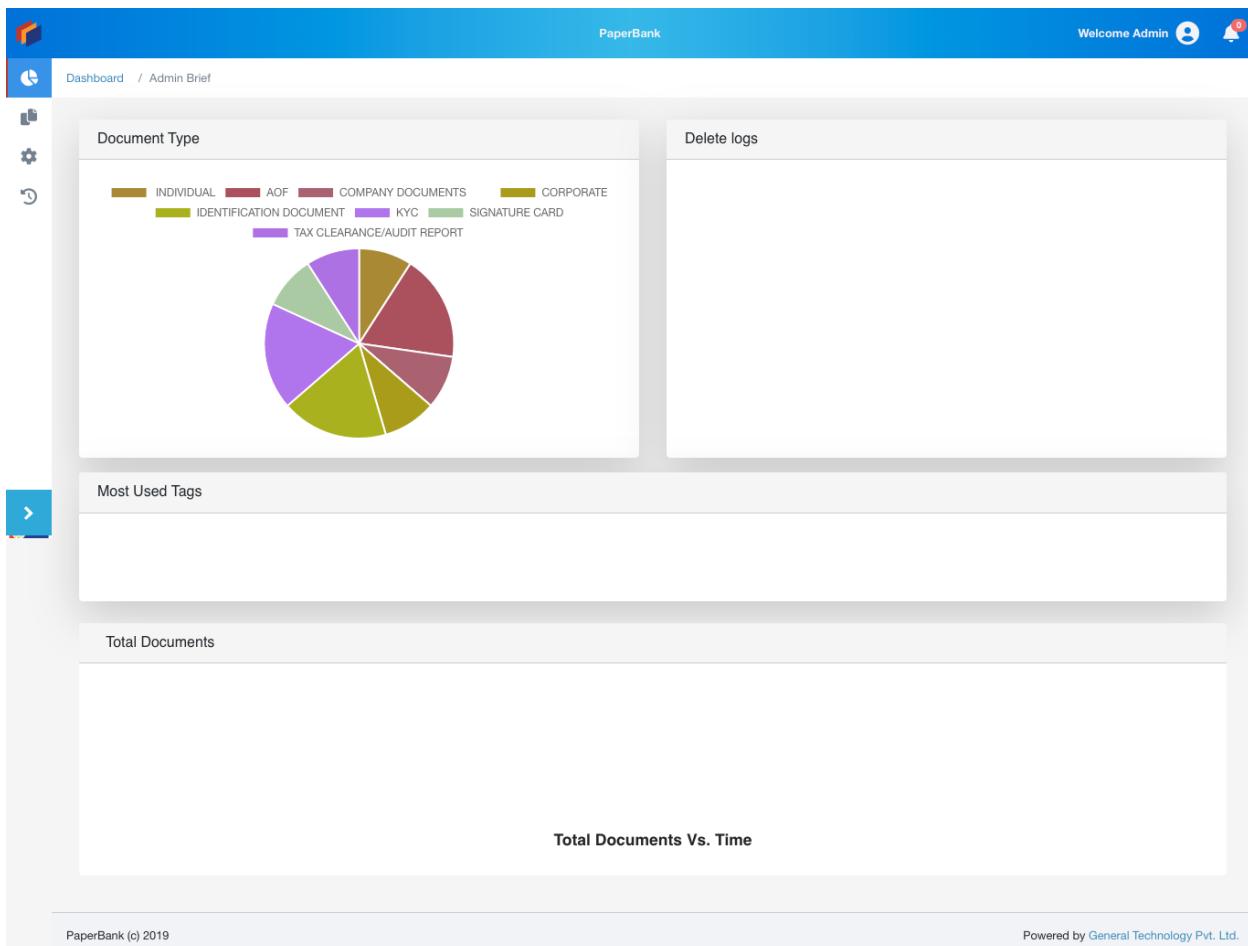


Figure 2 Dashboard

In the dashboard, the user can view the quick information regarding “Document Types”, “Delete Logs” of the document, “Document tags” and the information regarding the “Total Document”. You can Scroll page to view more information.

- Document Types Information is shown in Pie Chart.
- Total Document Information is shown in Bar Graph.

If you hover your mouse pointer on the icons on the left side menu you can see feature list as shown in the picture.

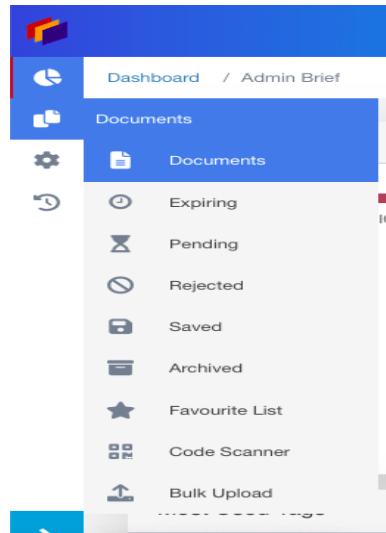


Figure 3 Side-Bar Menu List

If you click. Arrow button at bottom left then you can expand all the Document Management System Features list. Here you See Four Section

Click on the Desired Section to Expand the Features List

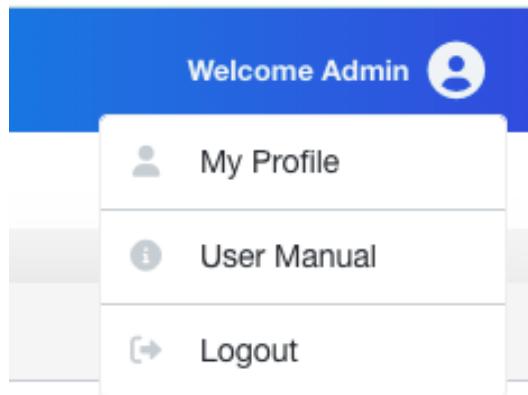
A screenshot of the DMS interface showing expanded sections. The sections are: Documents, Settings, and Others. Each section has a blue arrow button at the bottom left indicating it can be expanded.

## Menu Bar



It is top section of DMS system. It contains logo on left, 'PaperBank' Title on middle, user name and notification icon on the right.

User: It shows username. If you click the icon, you see My profile, User Manual, Logout



## My Profile:

Identity No	Super-Admin
Name	Admin
Email	admin@gentech.com
Username	admin
Date of Birth	Invalid date
Role	Super Admin
Login Attempts	5
Expiry Date	Invalid date
Created At	2022-07-04
Updated At	2022-07-11

Login		Logout
Mon Jul 11 2022 09:43:01 GMT+0545 (Nepal Time)		
Mon Jul 11 2022 09:43:01 GMT+0545 (Nepal Time)		
Sun Jul 10 2022 12:55:40 GMT+0545 (Nepal Time)		
Wed Jul 06 2022 11:14:25 GMT+0545 (Nepal Time)		
Tue Jul 05 2022 14:59:40 GMT+0545 (Nepal Time)		
Mon Jul 04 2022 15:45:52 GMT+0545 (Nepal Time)		
Mon Jul 04 2022 15:02:18 GMT+0545 (Nepal Time)		
Mon Jul 04 2022 09:56:51 GMT+0545 (Nepal Time)		

Figure 4 My Profile Section

You can View User Info You can change password and edit user directly.

\*\* please refer to [user section](#) and [role section](#) for more info \*\*

You can See the detailed information of logging time and date.

**User Manual:** for documentation and Logout: to logout of DMS system or to switch user.

### **Notification:**

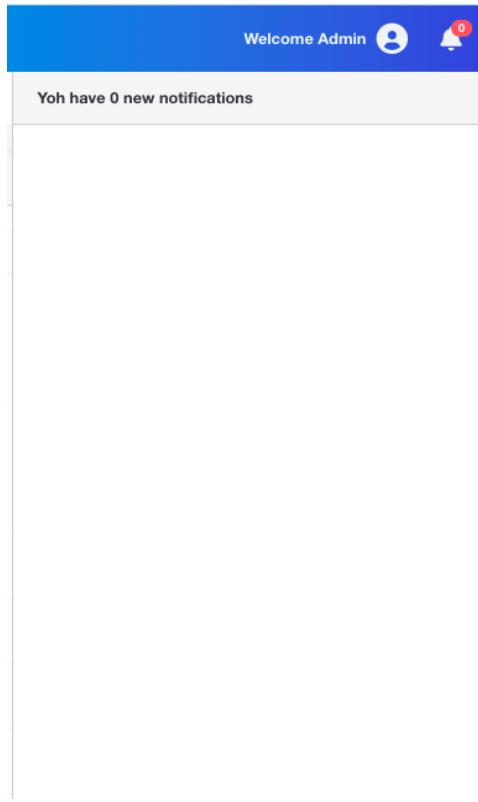


Figure 5 Notification Panel

Notification section is for Maker and Checker once document is sent to checker by maker. It shows the document is pending for approval. User can click the notification to access the document. For maker it will show whether document is gone or not. \*\* please refer to [user section](#) and [role section](#) for more info on how to create maker and checker\*\*

## Documents Section:

The screenshot shows the 'Document List' page within the 'PaperBank' application. At the top, there's a header bar with the 'GENTECH' logo, the title 'PaperBank', and a 'Welcome Admin' message with a user icon and a notification bell showing '0' notifications. Below the header, the main interface has a left sidebar with navigation links: 'Dashboard', 'Documents' (which is selected and highlighted in blue), 'Expiring', 'Pending', 'Rejected', 'Saved', 'Archived', and 'Favourite List'. The sidebar also features the logo of 'RASHTRIYA SANGHATAN BANK LTD.' and a back arrow. To the right of the sidebar is a 'Filter Documents' section containing dropdowns for 'Document Type' (set to '-- NONE --'), 'Tags' (with a placeholder 'Press Tab to add tags'), 'Search' (with a placeholder 'Enter document name'), 'OCR Search' (with a placeholder 'Enter file content'), and 'Department' (with a dropdown set to '-- NONE --'). The main area is titled 'Document List' and contains a table with the following data:

Doc Type	Department	Branch	Document Name	Status	Location	Created By	Action	
INDIVIDUAL	Central Clearing	Gentech	df123123123123-sdfasdfsfasfsd	Active	(X)	admin		
INDIVIDUAL	Central Clearing	Gentech	test	Active	(X)	admin		
INDIVIDUAL	Central Clearing	Gentech	test2	Active	(X)	admin		
INDIVIDUAL	Central Clearing	Gentech	test-0393939999999999	Active	(X)	admin		

A button '+ Add Document' is located at the top right of the table area.

Figure 6 Document Listing Page

In Documents Section you see Two Section

- Filter Documents
- Document List

### Filter Documents

Filter Document section is used to quick search or filter document for quickly finding desired Documents. User can be filtered documents in various ways

- Filter by Document Type [\*see section [document type](#) for more information]  
→ Select the document type from the “Document Type” dropdown to filter.
- Tags. [\*user can create tags for document while creating document]  
→ Search by document name by entering “Tags” in the search box. You can press tab to add multiple tags.
- Search  
→ Search by document name by entering “Document Name” in the search box.

- OCR Search [\*user have to tick quick OCR while creating document to use this feature]  
➔ It is a quick OCR search that searches through documents and images.
- Filter by Department [\*see [department](#) section to create department and selecting department while creating document]  
➔ Select the department from the “Department” dropdown to filter.
- Filter by Branch [\*see [branch](#) section to create branch and selecting branch while creating document]  
➔ Select the department from the “Department” dropdown to filter.
- Filter by Location Map [\*see [location map](#) for more information]  
➔ Select the location map from the “Location Map” dropdown to filter.
- Filter by Status  
➔ Select the status from the “Status” dropdown to filter.
- Filter by isDeleted  
➔ If You Select Yes then it will filter all document which has been deleted.
- Filter by Date  
➔ Select “Document added from” date.  
➔ Select “Document end date” to filter the document around that date.

Click on Reset Button If you want to reset the Filter.

▼ Filter Documents

Document Type  
-- NONE --

Tags  
Press Tab to add tags

Search  
Enter document name

OCR Search  
Enter file content

Department  
-- NONE --

Branch  
-- NONE --

Location Map  
-- NONE --

Status  
-- NONE --

is Deleted  
No

Document Added From:  
mm/dd/yyyy

To  
mm/dd/yyyy

Reset

]

Figure 7 Document Filter Section

Filter Documents is versatile which lets to find document

## Documents list

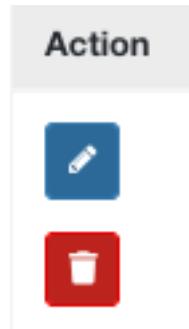
The screenshot shows a web-based document management system. At the top, there's a blue header bar with the GENTECH logo, the text "PaperBank", and a "Welcome Admin" message with a user icon and a notification bell. Below the header is a navigation bar with links for "Dashboard", "Documents / Documents", and a "Documents" dropdown menu containing options like "Expiring", "Pending", "Rejected", "Saved", "Archived", and "Favourite List". On the left, there's a sidebar with a logo for "BASSETYLA & SAMPADA BANK LTD." and a "Filter Documents" section with dropdowns for "Document Type" (set to "-- NONE --"), "Tags" (with a placeholder "Press Tab to add tags"), "Search" (with a placeholder "Enter document name"), "OCR Search" (with a placeholder "Enter file content"), and "Department" (set to "-- NONE --"). The main area is titled "Document List" and contains a table with three rows of data. The columns are: Doc Type, Department, Branch, Document Name, Status, Location, Created By, and Action. The data in the table is as follows:

Doc Type	Department	Branch	Document Name	Status	Location	Created By	Action
INDIVIDUAL	Central Clearing	Gentech	test	Active	(X)	admin	
INDIVIDUAL	Central Clearing	Gentech	test2	Active	(X)	admin	
INDIVIDUAL	Central Clearing	Gentech	test-0393939999999999	Active	(X)	admin	

Figure 8 Document Listing Dashboard

This page shows list of Documents created. This page shows doc type, Department where document is assigned, branch of document, Document Name, Status of document, location, created by and action. User can click Document Name of file to preview file.

### Actions of Documents



These are action buttons on the right side. The main purpose of Pencil icon blue button is to edit the document. The main purpose of trash-can icon is to delete the document.

## Add Document

Document List								<a href="#">+ Add Document</a>
Doc Type	Department	Branch	Document Name	Status	Location	Created By	Action	
AOF	Central Clearing	Gentech	rbbcdocument2	<span>Active</span>	AMARAPURI BRANCH	admin	<span>Edit</span>	<span>Delete</span>
INDIVIDUAL	Central Clearing	Gentech	test				<span>Edit</span>	<span>Delete</span>
INDIVIDUAL	Central Clearing	Gentech	test2	<span>Active</span>	AMARAPURI BRANCH	admin	<span>Edit</span>	<span>Delete</span>
INDIVIDUAL	Central Clearing	Gentech	test-0393939999999999				<span>Edit</span>	<span>Delete</span>

Figure 9 Document Add Section

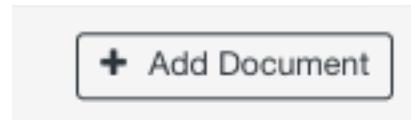
To create a document user, have to click Add Document button on top right of document list section.

### \*\*\*\*Very Important Before Creating Document\*\*\*\*

- User “Maker”, “Checker”, or other “admin” if not present should be created. Please refer to “[Role](#)” and “[Users](#)” Section settings on how to create role and users for more info.



- Branch, Departments, Document type, Document Index, Location Map and others section should be created if it is not created before. Please refer Setting Section For more information on how to create branch, department, document type, document index, Location map and other fields.



Click on Add Document to go to Document Creation Container. Once you click add document button you will redirect to Document creation Container as show in the Picture.

Figure 10 Document Indexing

## **Fields of Document Creation: -**

- DOCUMENT TYPE: - It is drop down where you select the type of document and input the Data if necessary. The fields in document type are dynamic user can create desired input fields \*\* please refer to Document type, Document Index section for more info\*\*.
- Tags: You can create Tags for Document. You can create multiple tags by pressing tab. Tags can be used to find document quickly. \*\* please refer to [filter document](#) section for more info on how to search document using tags\*\*
- Identifier: They are document identifier they are generated automatically.
- Document Name: Enter your Desired Document Name for creation. It is required field
- Expiry Date: You can add expiry date for document to expire. It is not compulsory Section. Once document is expired it moved to archived section. \*\* please refer to [Archived Document](#) section for more info \*\*
- Language: You can select language of document \*\* please refer to [Language section](#) for more info \*\*
- Document Condition: You can select document condition from dropdown whether the physical document is great, good, poor, torn.  
\*\* please refer to [Document condition](#) section for more info \*\*
- Status: You can select status of document from dropdown whether the physical document is active, checked out or suspended. It is required Field
- Location Map: You can select location map of physical document present on certain location from dropdown. It is required field \*\* please refer to [Location map](#) section for more info \*\*
- Department: You can select Department from dropdown. \*\* please refer to [Department section](#) for more info \*\*

- Security Level: You can set the level of security given to document. It is optional Field

- NONE – It is a default so no security is assigned.
- Low - If set to low all users can view document
- Medium- Only Selected Department Can view document
- High- If set to high only specified user can view document.  
If you select high new field is visible where you can assign users

User Access \*

Select...

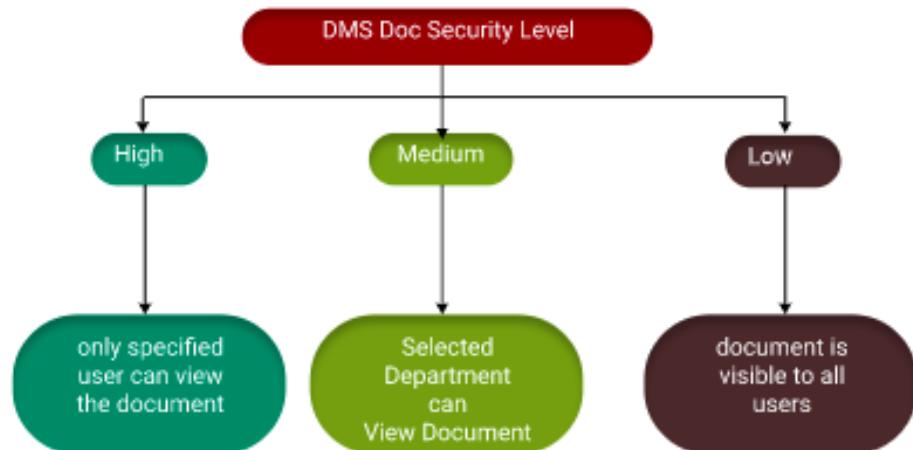


Figure 11 Security Level

- Checker: Checker is very \*\*important\*\* section. Once checker user checker is created in user section and given adequate permission in role section. It is visible in dropdown. It is compulsory field.

Encryption Files

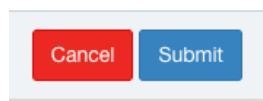
Quick OCR

Require OTP Verification

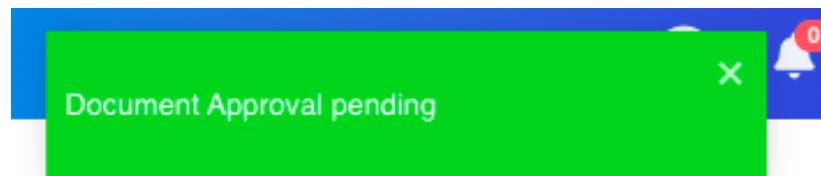
These are optional field

- Encryption Files: You can encrypt document for security purpose
- Quick OCR: You can enable Quick OCR for ocr search in filter section.
- Require OPT Verification: You can provide Require opt verification for document.

Once the desired field is filed up click on submit button to create document or cancel if you want to cancel the document.



Once the document is submitted it will show the following message.



You will be directed to document upload Section

Figure 12 Document Upload Section

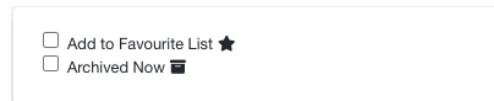
### Document information:

Document Information	
View QR	
Document Type	INDIVIDUAL
Identifier	DOC-2022-07-11-1657518363346
Feature	No feature available
Document Name	test-3434434343434344
Created By	Admin
Security Hierarchy	Super-001
Approval	Not Approved
Archived	Not Archived
Department	Central Clearing
Status	Active
Location Map	AMARAPURI BRANCH
Created	Monday, July 11th 2022

Figure 13 Document Container Information

It will show information of document you have created. You can edit document using pencil button and delete document from recycle bin button

- You can view QR using View QR button.
- You can view whether document is approved or not, archived or not, Status, created and modified date.



You can add document to favorite list and archived document.

## Preview File

You can preview the document you have uploaded (see [attachment](#) section on how to upload document).

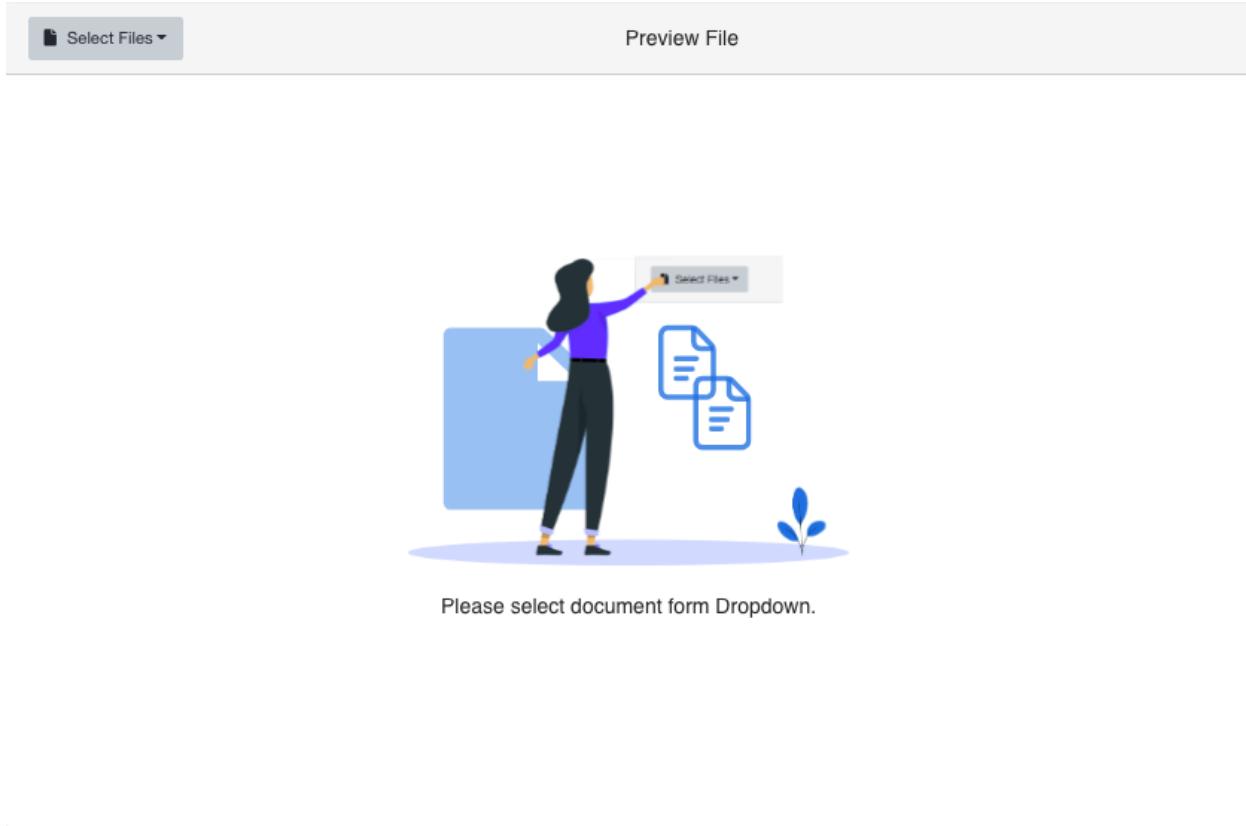
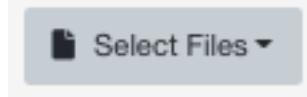


Figure 14 File Preview

Note: Select Files button on top left is only visible once you upload document. Click on Select Files button and select the desired uploaded document to preview them.



## Logs

Audit logs:

Audit log

This tab provides all the information of the document being accessed, hourly access provided, the document is modified, etc.

The screenshot shows a user interface for viewing audit logs. At the top, there are two tabs: "Audit Logs" (which is selected) and "Checkout Logs". Below the tabs, a section titled "Document Access Logs" contains a table with the following data:

Access Type	Type	Date	Time	Accessed By
OPEN		Mon Jul 11 2022	12:07:47 GMT+0545 (Nepal Time)	Admin
OPEN		Mon Jul 11 2022	12:14:51 GMT+0545 (Nepal Time)	Admin
OPEN		Mon Jul 11 2022	12:14:56 GMT+0545 (Nepal Time)	Admin
OPEN		Mon Jul 11 2022	12:20:40 GMT+0545 (Nepal Time)	Admin
OPEN		Mon Jul 11 2022	12:38:54 GMT+0545 (Nepal Time)	Admin

At the bottom right of the table area is a blue button labeled "Download Report".

Figure 15 Audit Logs

## Checkout logs:

- Document that is returned can be seen in this tab.

The screenshot shows a user interface for viewing checkout logs. At the top, there are two tabs: "Audit Logs" and "Checkout Logs" (which is selected). Below the tabs, a section titled "Checkout information" contains a table with the following columns:

Name	Checkout Date	Checkin Date	Description	Status

Figure 16 Check out Logs

## Hourly Access:

The screenshot shows a user interface for managing hourly access. At the top, there are three tabs: 'Audit Logs', 'Checkout Logs', and 'Hourly Access'. The 'Hourly Access' tab is selected and highlighted.

The main area is divided into two sections:

- Provide Hourly Access:** This section contains fields for 'Select Attachment' (with a dropdown menu), 'Duration' (set to '1'), 'Duration Type' (set to 'Minute'), and 'Check Users' (with radio buttons for 'Existing Users' and 'Other Users').
- Hourly Access:** This section displays a table with columns 'User' and 'URL', showing a single row for a user.

A blue 'Submit' button is located at the bottom of the 'Provide Hourly Access' section.

Figure 17 Hourly Access

Note: [Very Important] Hourly Access section is only accessible only if checker has approved the document. Once the document is approved it will show in the document list of maker and admin. Then clicking on the document name in document list.

Select the document(s) that you want to give access to from the “Select Attachment” dropdown.

This screenshot shows the same interface as Figure 17, but with a populated 'Select Attachment' dropdown. The dropdown contains two items: '6TkeKOOp.jpeg' and '5WeGfr2.jpeg', both of which have been selected and are highlighted with a blue border.

The other fields in the 'Provide Hourly Access' section remain the same as in Figure 17.

Figure 18 Hourly Access - Attachment

- You can provide hourly access to selected document to existing user on database users outside the system for a certain amount of time.

#### Check Users

Existing Users  Other Users

- You can provide the duration and duration type in (minute, hour and day)

Duration \*

1

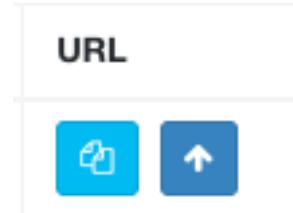
Duration Type \*

Minute

Hourly Access

User	URL
rupesh@generaltechnology.com.np	 

Figure 19 Hourly Access - Link creation



User can copy the access URL by clicking copy button or send email

## Attachments

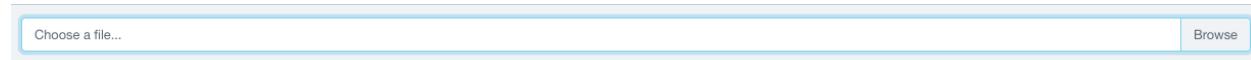
The screenshot shows a web-based application for managing attachments. At the top, there's a header with the title 'Attachments'. Below it is a search bar labeled 'Search by name column' with a magnifying glass icon. A table follows, displaying a single row of data:

Name	Created By	Document Type	Indexes	Upload Date	Actions
userManual_rbb_admin.pdf	Admin			Monday, July 11th 2022	

Below the table are navigation controls: '< 1 >', 'Items Per Page 10', 'Total Documents : 1 Page : 1', and 'Download Report'. Underneath the table is a file input field labeled 'Choose a file...' with a 'Browse' button to its right. To the right of the file input is a blue 'Upload' button with an upward arrow icon. Further down, there are two buttons: 'Send Document to Checker' and 'Send to Checker' with a paper airplane icon, and another button 'Send To Checker with Review' with a paper airplane icon.

Figure 20 Document Upload - Attachment

In attachment section you can click browse button to browse and select desired document.

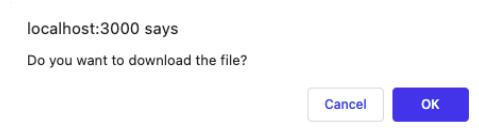


Once document is selected click upload button to upload the document



Note: You can upload multiple documents from here.

Once document is uploaded it will show in the list. You can delete uploaded Document from here. To download the upload document simply click the name of upload file it will prompt to download or cancel the file.



Once the desired document is attached you can send to check for Approval.

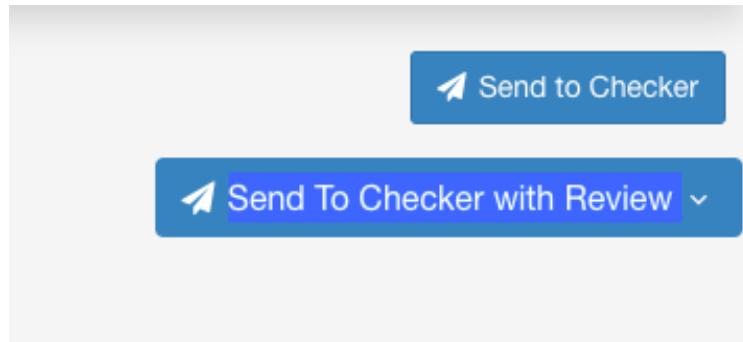
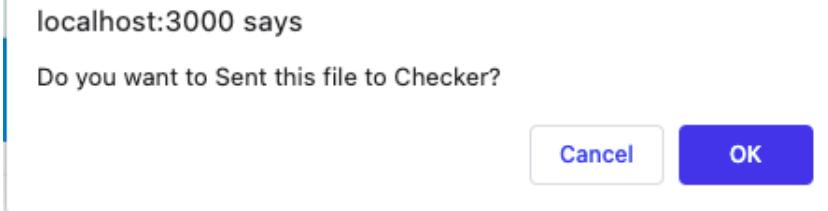


Figure 21 Checker Send Button

You can either click Send to Check button to send the document directly or you can Send to checker with review.

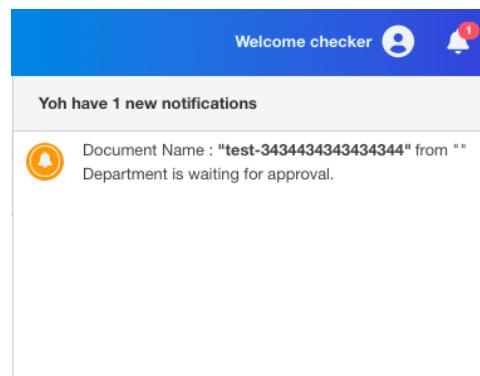
Once you click send to check a prompt will appear



Click ok button to send to checker for approval.

\*\*\*\*\*Checker User Section starts: \*\*\*\*\*

Once document is sent to desired checker it will show in notification of checker user. Checker can click the notification for review



Checker can preview the document by clicking select files.

The screenshot shows a "Document Information" screen. At the top, there are two buttons: a green one with a checkmark and a red one with an X. Below the buttons is a "View QR" button with a QR code icon. A table follows, containing the following data:

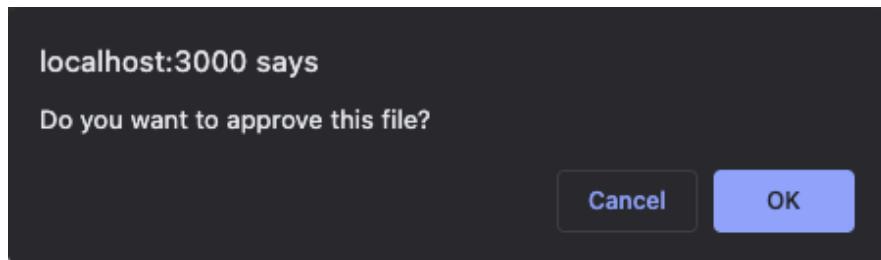
Document Type	INDIVIDUAL
Identifier	DOC-2022-07-11-1657518363346
Feature	No feature available
Document Name	test-3434434343434344
Security Hierarchy	Super-001

Figure 22 Checker - Approval Button

- To Approve Document Checker can click on Tick green Button.



Then a popup appears.

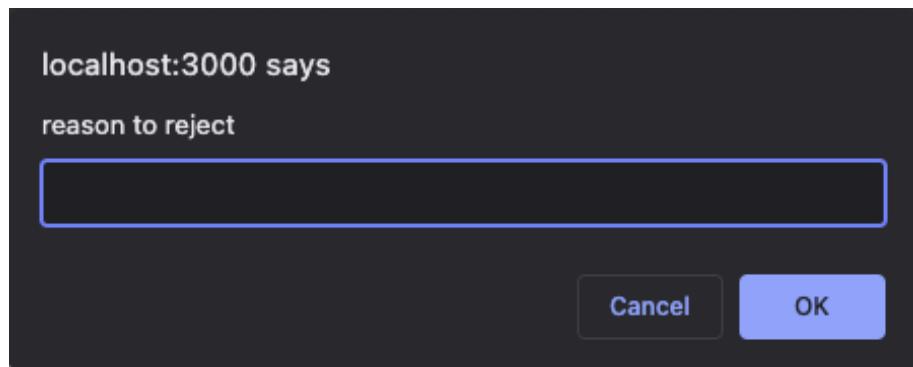


If checker click ok the document is approved and it will show in document list of makers.

- Checker can reject the document by clicking cross reject.



- Then a popup appears.



Checker can provide the detail on why the document has been rejected.

\*\*\*\*\* Checker User Section Ends \*\*\*\*\*

## Expiring Documents

The screenshot shows the PaperBank application interface. At the top, there is a navigation bar with the GENTECH logo, the text "PaperBank", and a "Welcome Admin" message with a user icon. Below the navigation bar is a sidebar menu with various options: Dashboard, Documents (with sub-options like Documents, Saved, Archived, Favourite List), Expiring (which is selected and highlighted in blue), Pending, Rejected, and Bulk Upload. The main content area has a breadcrumb navigation path: "Dashboard / Expiring Document". A search input field contains the value "1", followed by the placeholder text "week/s for the expiry of the documents". Below this is a table titled "Expired Document List" with columns: Doc Type, Department, Document Name, Status, Location, and Created By. One row is visible in the table:

Doc Type	Department	Document Name	Status	Location	Created By
TAX CLEARANCE/AUDIT REPORT	TREASURY DEPARTMENT	open_account	Active	ARUNKHOLA BRANCH	admin

At the bottom of the main content area, there are navigation arrows (< >), a dropdown for "Items Per Page" set to "10", and a "Total Documents : Page :" indicator. The footer of the page includes the text "PaperBank (c) 2019" and "Powered by General Technology Pvt. Ltd.", along with the logo of the State Bank of India.

Figure 23 Expiring Document List

Those document that is going to expire is visible here. By entering the expiring week in the text box user can view the document the is going to expire.



Expiring Document is only visible if it is added during document creation.

Expiry Date

mm/dd/yyyy



Expiry Date in Document creation container.

## Pending

The screenshot shows the 'Pending Document List' page. At the top, there is a header bar with the PaperBank logo, a 'Welcome Admin' message, and a notification bell icon showing 0 notifications. Below the header, the URL 'Dashboard / Pending Documents' is visible. The main content area is titled 'Pending Document List' and contains a table with the following data:

Doc Type	Department	Branch	Document Name	Status	Location	Created By	Assigned To	Action
INDIVIDUAL	Central Clearing	(X)	test-3434434343434344	Active	AMARAPURI BRANCH	Admin document	checker	Approval Pending

At the bottom of the table, there are navigation arrows (left, right), a 'Items Per Page' dropdown set to 10, and a 'Total Documents : 1 Page : 1' message.

Figure 24 Pending Document List

In Maker or Admin users Pending Document list contains document which are not Approved by checker

The screenshot shows the 'Pending Document List' page. At the top, there is a header bar with the PaperBank logo, a 'Welcome Admin' message, and a notification bell icon showing 0 notifications. Below the header, the URL 'Dashboard / Pending Documents' is visible. The main content area is titled 'Pending Document List' and contains a table with the following data:

Doc Type	Department	Branch	Document Name	Status	Location	Created By	Assigned To	Action
INDIVIDUAL	Centralised Account Opening	(X)	rejected-3434434343434344	Active	AMARAPURI BRANCH	Admin document	checker	Approval Pending
INDIVIDUAL	Central Clearing	(X)	test-3434434343434344	Active	AMARAPURI BRANCH	Admin document	checker	Approval Pending

At the bottom of the table, there are navigation arrows (left, right), a 'Items Per Page' dropdown set to 10, and a 'Total Documents : 2 Page : 1' message.

Figure 25 Pending Document \_ Maker or Admin

In Checker users Pending Document list contains the document send by maker for approval.

Pending Document List									
Doc Type	Department	Branch	Document Name	Status	Location	Created By	Assigned To	Action	
INDIVIDUAL	(X)	(X)	rejected-3434434343434344	Active	AMARAPURI BRANCH	document			
INDIVIDUAL	(X)	(X)	test-3434434343434344	Active	AMARAPURI BRANCH	document			
<span style="float: left;">&lt; 1 &gt;</span> <span style="float: right;">Items Per Page <select>10</select> Total Documents :2 Page : 1</span>									

Figure 26 Pending Documents - Checker

## Rejected

Rejected Document List									
Doc Type	Department	Branch	Document Name	Status	Message	Location	Created By	Action	
INDIVIDUAL	Centralised Account Opening	(X)	rejected-3434434343434344	Rejected	reject-testing	AMARAPURI BRANCH	Admin		
<span style="float: left;">&lt; 1 &gt;</span> <span style="float: right;">Items Per Page <select>10</select> Total Documents :2 Page : 1</span>									

Figure 27 Rejected Document List

Rejected document list contains all the document which are rejected by checker. Maker can see the message for the reason document got rejected, resubmit the document after fix by clicking resubmit button.

## Saved

The screenshot shows the PaperBank application interface. At the top, there is a blue header bar with the PaperBank logo, a welcome message "Welcome Admin", and a notification bell icon with a red dot. Below the header, the main content area has a title "Saved Document List". On the left, there is a sidebar with icons for Dashboard, Home, and Settings. The main content area displays a table titled "Saved Document List" with the following data:

Doc Type	Department	Branch	Document Name	Status	Location	Created By
INDIVIDUAL	Centralised Account Opening	(X)	rbb-test-3434434343434344	Active	AMARAPURI BRANCH	Admin
INDIVIDUAL	Central Clearing	(X)	testrbb-3434434343434344	Active	ARUNKHOLA BRANCH	Admin
INDIVIDUAL	Centralised Account Opening	(X)	test-3383833333333333	Active	AMARAPURI BRANCH	Admin
INDIVIDUAL	Central Clearing	(X)	test-3434434343434344	Active	AMARAPURI BRANCH	Admin

At the bottom of the table, there are navigation arrows (less than, 1, greater than), a dropdown for "Items Per Page" set to 10, and a message "Total Documents :8 Page :1".

Figure 28 Saved Documents List

Saved Document List Contains those documents which are submitted during document creation but are not sent to checker for approval. It contains Documents whose workflow has not been completed. User can resume those Documents by clicking document name and send them to checker.

## Archived

The screenshot shows the 'Archived Document List' section of the PaperBank application. The left sidebar has a 'Documents' section with 'Archived' selected. The main area displays a table titled 'Archived Document List' with columns: Doc Type, Department, Document Name, Status, Location, and Created By. The table contains 10 rows of data, all marked as 'Active'. The data includes various document types like 'NATIONAL ID', 'AOF (Corporate)', 'AOF (Individual)', and departments like 'Central Clearing', 'DEMAT/ASBA', 'RECOVERY DEPARTMENT', etc.

Doc Type	Department	Document Name	Status	Location	Created By
NATIONAL ID	Central Clearing	loan form	Active	HARINAGARA BRANCH	admin
AOF (Corporate)		loan form	Active	AMARAPURI BRANCH	maker@ctznbank.com
AOF (Corporate)		loan form	Active	ATTARIYA BRANCH (Kailali)	admin
AOF (Corporate)		loan form	Active	BANEPA BRANCH	maker@ctznbank.com
AOF (Corporate)	DEMAT/ASBA	loan form	Active		maker@ctznbank.com
AOF (Corporate)		loan form	Active		maker@ctznbank.com
AOF (Corporate)		loan form	Active	BANEPA BRANCH	maker@ctznbank.com
AOF (Corporate)	RECOVERY DEPARTMENT	loan form	Active	AURAHI BRANCH	maker@ctznbank.com
AOF (Individual)	Centralised Account Opening	loan form	Active		admin
AOF (Individual)	TRADE AND ADMINISTRATIVE DEPARTMENT	loan form	Active		admin

Figure 29 Archived Document List

Documents that are expired and that are saved as archived document is visible on this page.

## Favourite List

The screenshot shows the 'Favourite Document List' section of the PaperBank application. The left sidebar has a 'Documents' section with 'Favourite List' selected. The main area displays a table titled 'Favourite Document List' with columns: Doc Type, Department, Doc Name, Status, Location, and Created By. The table contains 2 rows of data, both marked as 'Active'. The data includes 'NATIONAL ID' and 'TAX CLEARANCE/AUDIT REPORT' documents.

Doc Type	Department	Doc Name	Status	Location	Created By
NATIONAL ID		maker_test_doc	Active		aayam_maker@rbb.com.np
TAX CLEARANCE/AUDIT REPORT	TREASURY DEPARTMENT	open_account	Active	ARUNKHOLA BRANCH	admin

Figure 30 Favourite Document List

Documents that are added to the favorite list are shown in this list

- Add to Favourite List 
- Archived Now 

By selecting Add to Favorite List in attachment section of document creation section user can add them into favourite list.

## Code Scanner

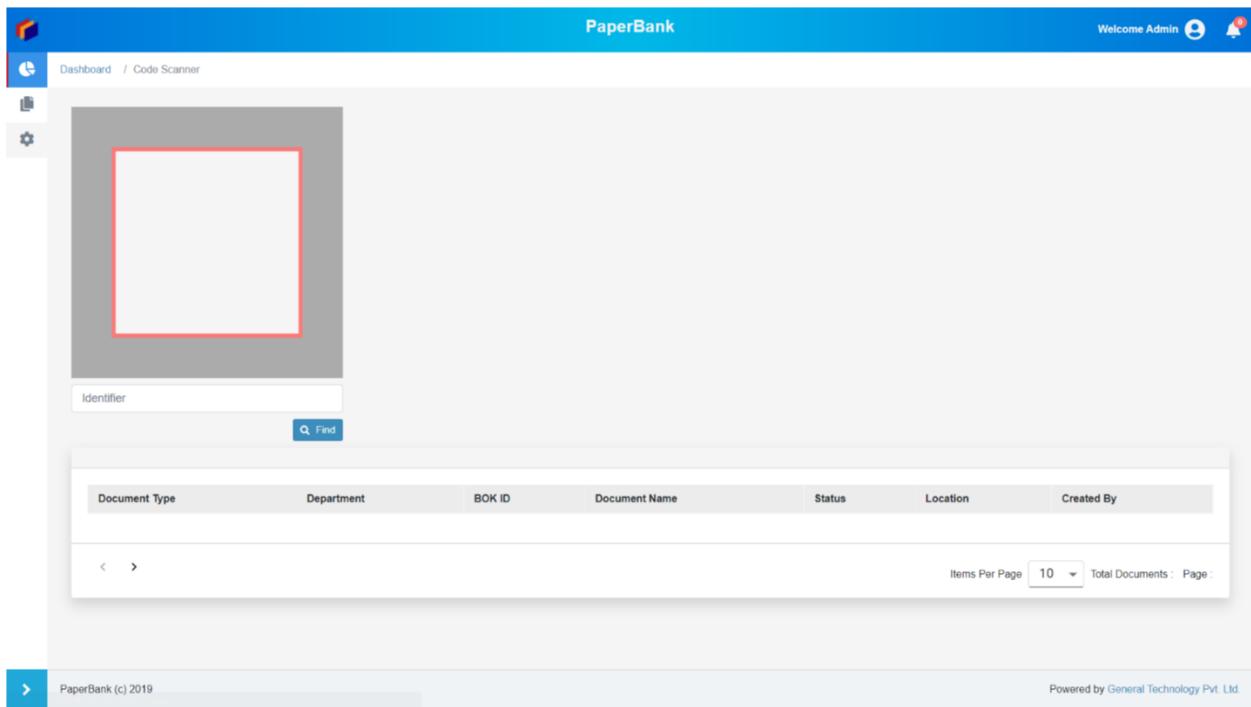
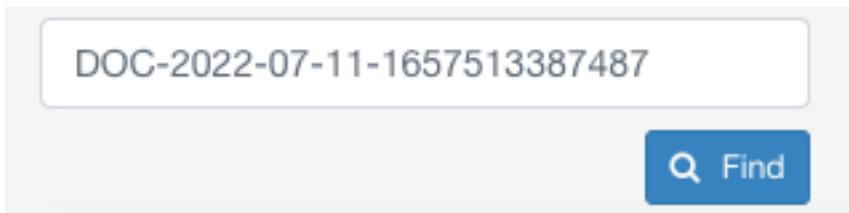


Figure 31 Document Check Out Using QR Code

Code scanner scans the QR Code and allows to check out the document that is taken. The checkout status can be seen on the checkout log-in document view page.

- Code Scanner Ask Camera access to read QR code

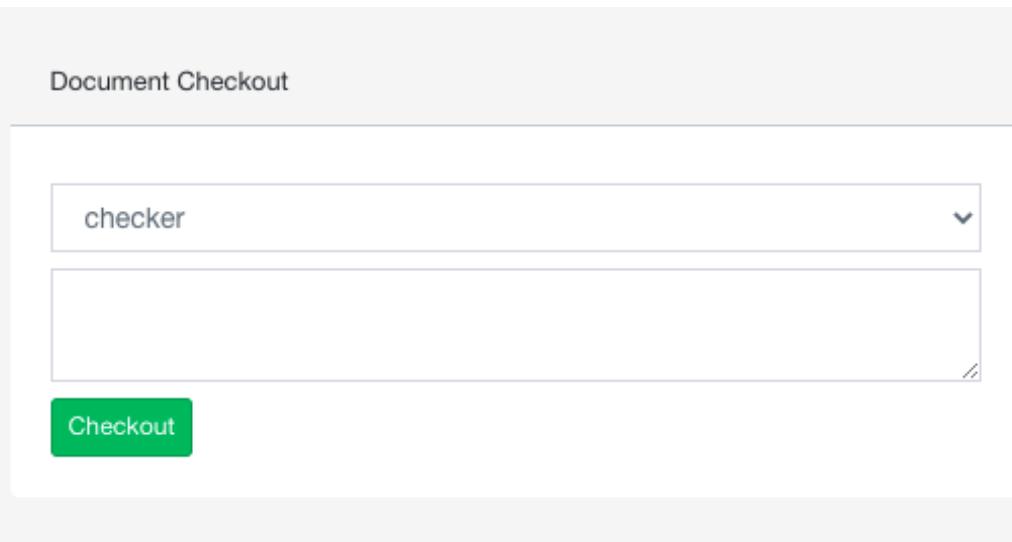
Once QR Code is shown in camera it will identify the document



DOC-2022-07-11-1657513387487

Find

Doc Type	Department	Branch	Docu
INDIVIDUAL > AOF	Central Clearing	(X)	rbbcd

Document Checkout

checker

Checkout

Figure 32 Checkout - Information fill

Document can be checkout ...

Click on document name on document list.

 View QR

Clicking on View QR button in document information section user can print and the QR code and scan them into code scanner to access them quickly.



Figure 33 Generated QR

## Bulk Upload

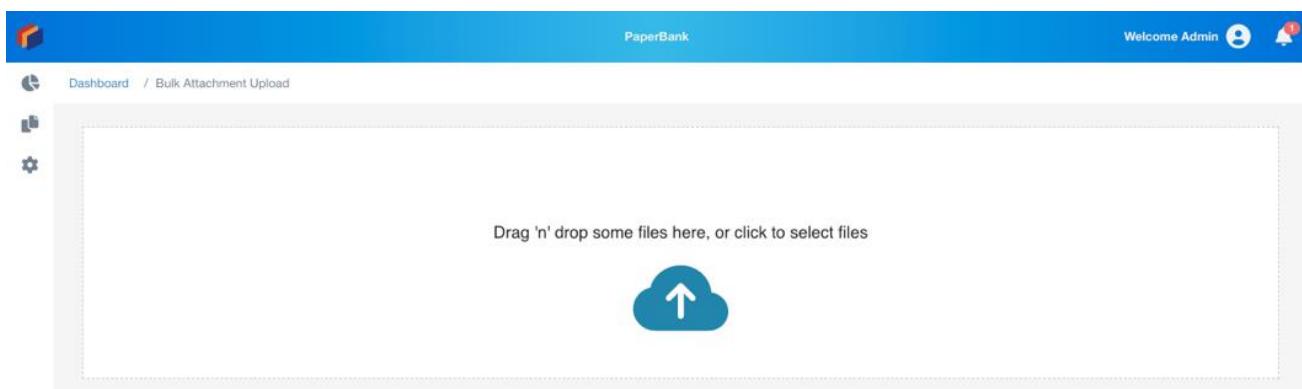
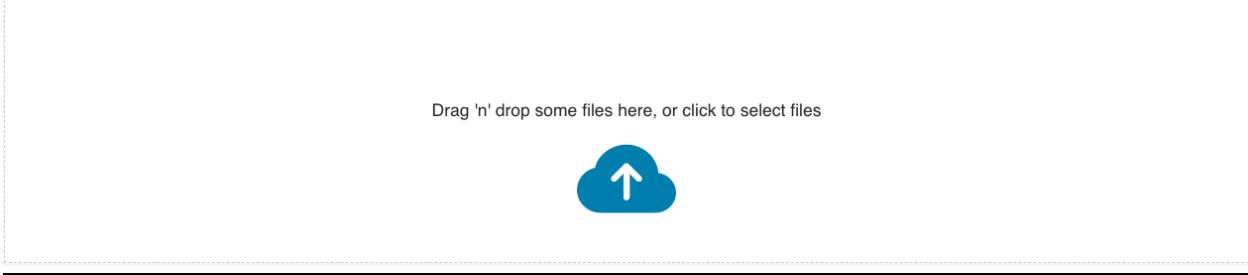


Figure 34 Bulk Upload Section

In Bulk upload Section User can upload multiple document by either dragging them on clicking on this section as shown in the picture.



Once document is uploaded user have to index the document

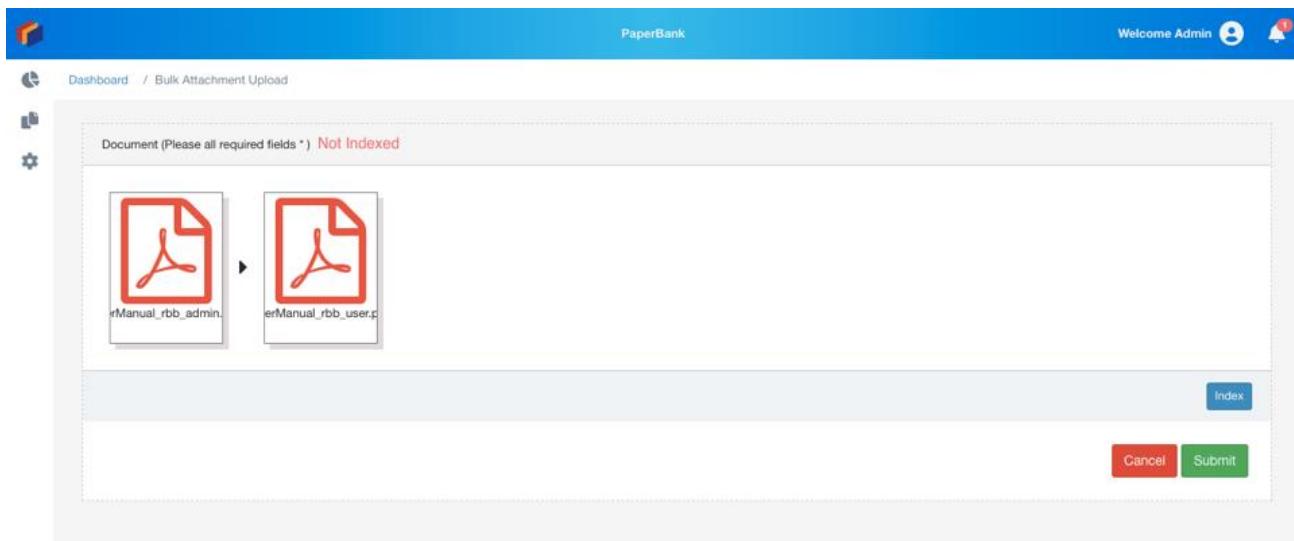


Figure 35 Bulk Upload - Document Join

User can also index document in a bulk or Document can be index based on the types.



Clicking on right arrow sign ➤ user can index them separately based on their types.

PaperBank

Welcome Admin

Dashboard / Bulk Attachment Upload

Document (Please all required fields \*) Not Indexed

erManual\_rbb\_admin.pdf

Join Index

Document (Please all required fields \*) Not Indexed

erManual\_rbb\_user.pdf

Index

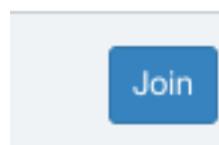
Cancel Submit

PaperBank (c) 2019

Powered by General Technology Pvt. Ltd.

Figure 36 Bulk upload - Document Join or Split

Or user can join them if they want to index them at once



Then Click on index Button for indexing the uploaded documents

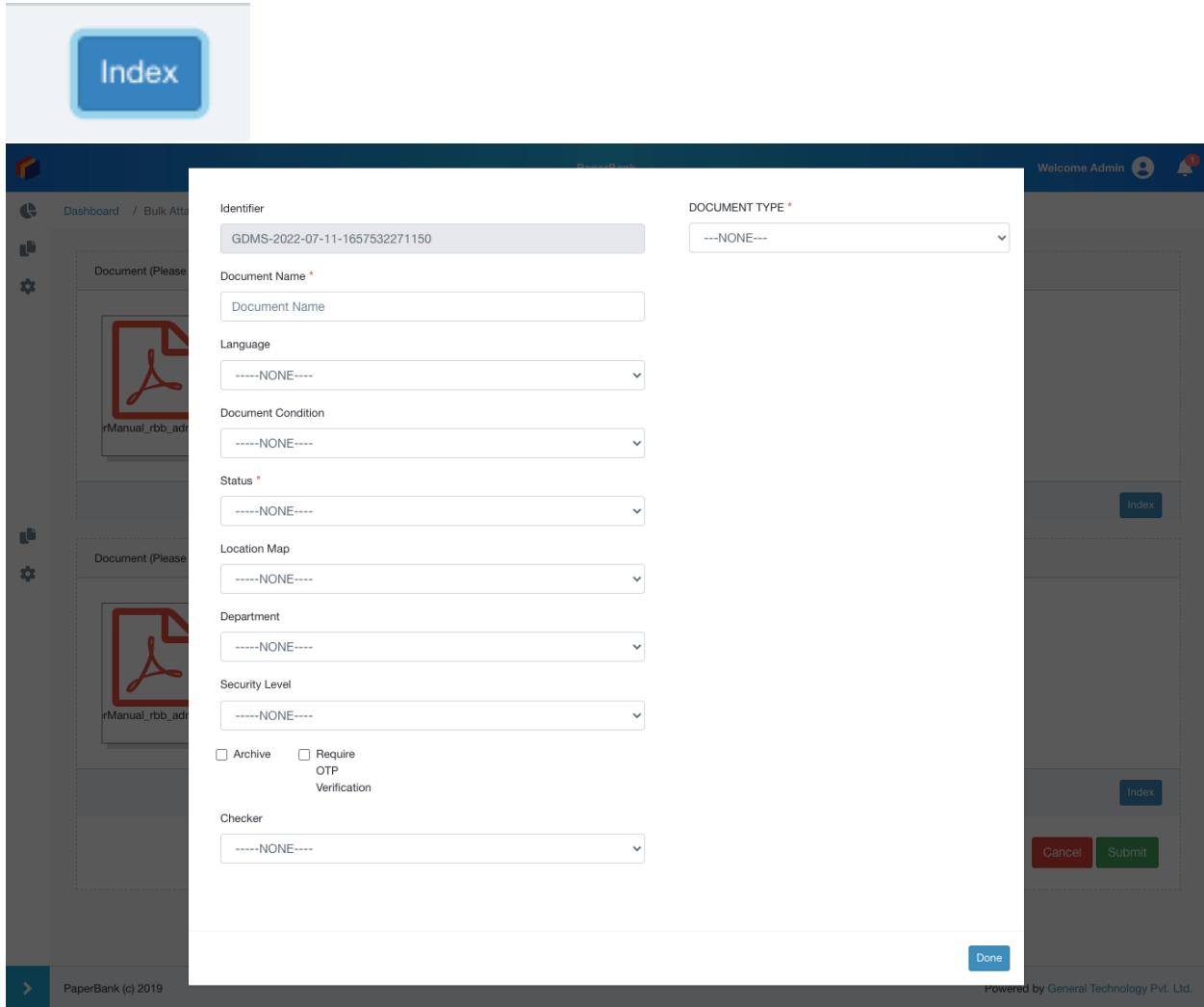


Figure 37 Bulk Upload - Index

Once Data is entered click done and click submit to submit the document.  
Then document is shown in Document list Section.

# Setting Section

## Role

The screenshot shows the 'Roles' page in the PaperBank application. The left sidebar has a 'Role' section highlighted. The main area displays a table of roles with columns: S.N., Name, hierarchy, Date Registered, Date Modified, and Actions. There are three entries: 1. Checker (Root Hierarchy), 2. Maker (Root Hierarchy), and 3. Branch Admin (Root Hierarchy). Each entry has edit and delete icons in the Actions column. A search bar at the top allows searching by name. At the bottom, there are navigation arrows, a page size selector (10), a total document count (3), a page number (1), and a 'Download Report' button.

S.N.	Name	hierarchy	Date Registered	Date Modified	Actions
1	Checker	Root Hierarchy	Monday, July 11th 2022	Monday, July 11th 2022	
2	Maker	Root Hierarchy	Monday, July 11th 2022	Monday, July 11th 2022	
3	Branch Admin	Root Hierarchy	Monday, July 11th 2022	Monday, July 11th 2022	

Figure 38 Role List

Roles is the\*\* important\*\* part of document management system. Before creating users, it is important to create roles.

- Click on Add role button to add roles

**Add Role**

Roles Type	Action
User - logged user can control user section.	<input type="radio"/> None <input type="radio"/> View <input type="radio"/> Edit <input type="radio"/> Edit / Delete
Ldap User - logged user can control AD user section.	<input type="radio"/> None <input type="radio"/> View <input type="radio"/> Edit <input type="radio"/> Edit / Delete
Role - User will be able to access roles section and more.	<input type="radio"/> None <input type="radio"/> View <input type="radio"/> Edit <input type="radio"/> Edit / Delete
Branch - User will be able to access branch section and more.	<input type="radio"/> None <input type="radio"/> View <input type="radio"/> Edit <input type="radio"/> Edit / Delete
Department - User will be able to access department section and more.	<input type="radio"/> None <input type="radio"/> View <input type="radio"/> Edit <input type="radio"/> Edit / Delete
Document - User will be able to access document section and more	<input type="radio"/> None <input type="radio"/> View <input type="radio"/> Edit <input type="radio"/> Edit / Delete
Document Condition - User will be able to access document condition section and more.	<input type="radio"/> None <input type="radio"/> View <input type="radio"/> Edit <input type="radio"/> Edit / Delete
Document Type - User will be able to access document type section and more.	<input type="radio"/> None <input type="radio"/> View <input type="radio"/> Edit <input type="radio"/> Edit / Delete
Location Map - User will be able to access location map section and more.	<input type="radio"/> None <input type="radio"/> View <input type="radio"/> Edit <input type="radio"/> Edit / Delete
Location Type - User will be able to access location type section and more.	<input type="radio"/> None <input type="radio"/> View <input type="radio"/> Edit <input type="radio"/> Edit / Delete
Language - User will be able to access language section and more.	<input type="radio"/> None <input type="radio"/> View <input type="radio"/> Edit <input type="radio"/> Edit / Delete
Attachment	<input type="radio"/> None <input type="radio"/> View <input type="radio"/> Edit <input type="radio"/> Edit / Delete
Security Hierarchy	<input type="radio"/> None <input type="radio"/> View <input type="radio"/> Edit <input type="radio"/> Edit / Delete
Admin	<input type="radio"/> No <input type="radio"/> Yes
Download and print	<input type="radio"/> No <input type="radio"/> Yes
Archived - User may or maynot access archive section of document.	<input type="radio"/> No <input type="radio"/> Yes
Checker	<input type="radio"/> No <input type="radio"/> Yes
Maker	<input type="radio"/> No <input type="radio"/> Yes

**Add Role**

Name  
Enter role name

Cancel    Submit

Figure 39 Role Section

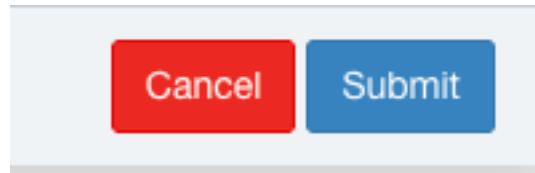
In add Role section enter the name of role and give appropriate permission from the list

Add Role

Name  
Enter role name

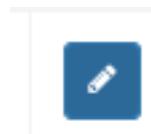
Note: If the role is maker select yes for Maker, If the role is checker select yes for Checker.

Checker	<input type="radio"/> No	<input type="radio"/> Yes
Maker	<input type="radio"/> No	<input type="radio"/> Yes



Click Submit button to submit the role it will be visible in Role's list or click cancel button to cancel the role creation.

To edit the role, click pencil icon in role list



To delete the role, click trash icon in role list



## Branch:

The screenshot shows a 'Branch List' page with a table containing 7 rows of branch information. The columns are: S.N., Name, Street, City, Country, Postal Code, Phone, Website, and Actions. The 'Actions' column contains two icons each: a blue checkmark and a red delete symbol.

S.N.	Name	Street	City	Country	Postal Code	Phone	Website	Actions
1	Gentech							
2	Kritipur Branch	Kritipur	27	Nepal				
3	Bagmati Province Office	kathmandu	27	Nepal				
4	Thamel Branch	Thamel	27	Nepal				
5	Mahendrapur Branch	Mahendrapur	38	Nepal				
6	Gandaki Province Office	kaski, pokhara	38	Nepal				
7	Pritivichowk Branch	prithivi chowk	38	Nepal				

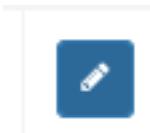
Figure 40 Branch List

- Click on the “Add Branch” button to add new branch.
- Enter all the required fields which are denoted by (\*) in the branch add page and click “Submit” to create a branch or click “Cancel” to cancel the branch creation.

The screenshot shows an 'Add Branch' form with various input fields. The fields include: Name (required), Address (required), District (dropdown menu), Branch Code (text input), Province (dropdown menu), Country (dropdown menu, currently set to Nepal), Postal Code (text input), Contact (text input), Website (text input), and Branch Logo (file upload field showing 'Choose File No file chosen'). At the bottom right are 'Cancel' and 'Submit' buttons.

Figure 41 Adding Branch

To edit the branch, click pencil icon in branch list



To delete the branch, click trash icon in branch list



## Departments:

A screenshot of the PaperBank software interface. The top navigation bar shows 'PaperBank', 'Welcome Admin', and a notification bell. The left sidebar has icons for Home, Departments, and Settings. The main content area shows a 'Add Department' form with the following fields:

- Name: IT Department
- Parent Category: --- NONE ---
- Color: A small circular color picker.

At the bottom right of the form are 'Cancel' and 'Submit' buttons. At the bottom of the page, there is a footer with a back arrow, 'PaperBank (c) 2019', and 'Powered by General Technology Pvt. Ltd.'

Figure 42 Department Adding

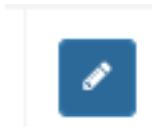
- Click on the “Departments” tab from the navigation.
- Click on the “Add Department” button to add a new department.
- Enter department “Name” which is mandatory, user can also select the parent department and also set the color of the department if they want

- Click “Submit” to create a department or click “Cancel” to cancel the department creation.

Departments					
Id	Name	Created By	Created	Modified	Actions
6	CENTRAL OPERATIONS DEPARTMENT	Admin	2022-04-18	2022-04-19	 
7	RECOVERY DEPARTMENT	Admin	2022-04-19	2022-04-20	 
8	CREDIT AND ADMINISTRATIVE DEPARTMENT	Admin	2022-04-20	2022-04-21	 
9	TREASURY DEPARTMENT	Admin	2022-04-21	2022-04-22	 

Figure 43 Department List

To edit the Department, click pencil icon in Department list



To delete the Department, click trash icon in Department list



### Department Hierarchy

- Department can be created in a hierarchical order which can be viewed on the Lefthand side of the Department list page.
- To expand the department hierarchy, click on the “down arrow” icon.

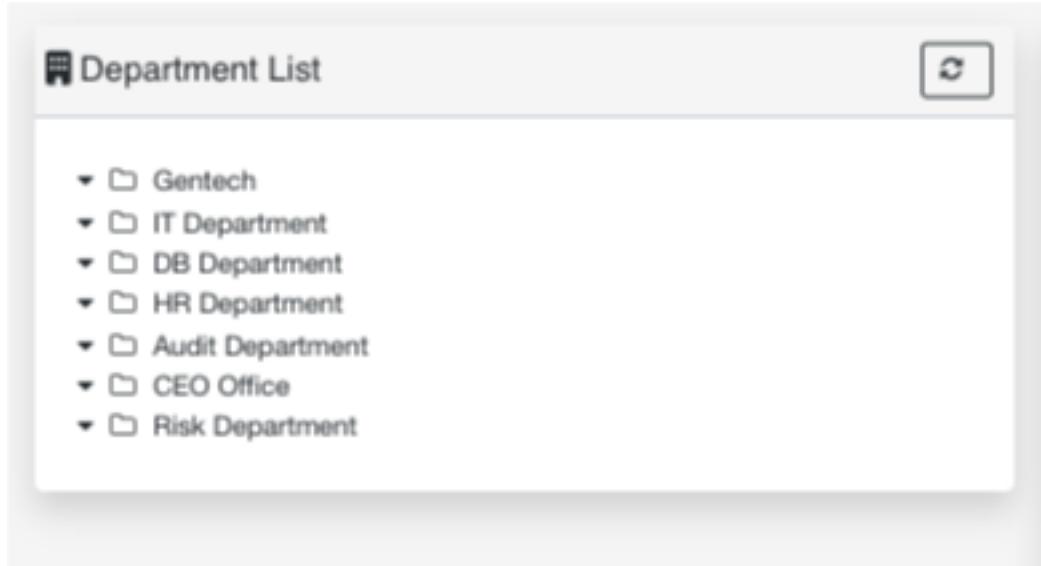


Figure 44 Department List 1

### Security hierarchy:

A screenshot of a web-based application titled "PaperBank". The top navigation bar includes a logo, the title "PaperBank", a "Welcome Admin" message, and notification icons. The left sidebar has icons for Dashboard, Security Hierarchy, and other settings. The main content area is titled "Hierarchy List" and contains a table of security hierarchies. The table has columns for Name, Code, Date Created, Date Modified, and Actions. Two entries are listed: "Root Hierarchy" (Code: Super-001) and "CONSTANT" (Code: CONSTANT). Both entries were created on Monday, May 2nd 2022 and modified on Monday, May 9th 2022. The "Actions" column for each entry contains two buttons: a blue edit button and a red delete button. At the bottom of the table, there are navigation arrows, a page number indicator (1), and a footer with items per page (40), total documents (2), and a "Download Report" button.

Figure 45 Security Hierarchy

To Add Hierarchy click Add Hierarchy button.

The screenshot shows a web-based application interface for 'PaperBank'. At the top, there's a blue header bar with the 'Welcome Admin' message and a user icon. Below the header, the main content area has a title 'Add Security Hierarchy'. The form contains four main input fields: 'Parent Group' (with a red asterisk indicating it's required), 'Province/Unit', 'Branch', and 'Hierarchy Code'. Each field has a dropdown or input box. Below the form are two buttons: 'Cancel' (red) and 'Submit' (blue).

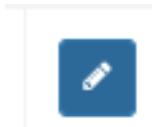
Figure 46 Hierarchy Add

- Here you can select Parent Group such as Head Branch, Central office or Province where you want to add branch or department or create unit. Parent Group is compulsory Field,
- In province/unit section you can select unit where you can create unit on certain department, give name of unit etc. You can also select department.
- In Branch you can select Branch to be shown in Parent Group (Note: You have to create a new branch in order to add on hierarchy).
- Click “Submit” to create a hierarchy or click “Cancel” to cancel the hierarchy.

Hierarchy List					<a href="#">+ Add Hierarchy</a>
<input type="text"/> Search by name column					
Name	Code	Date Created	Date Modified	Actions	
Super Hierarchy	Super-000	Monday, May 2nd 2022	Monday, May 2nd 2022		
< 1 >	Items Per Page	<b>10</b>	Total Documents : 1	Page : 1	<a href="#">Download Report</a>

Figure 47 Hierarchy List

To edit the Hierarchy, click pencil icon in Hierarchy list



To delete the Hierarchy, click trash icon in Hierarchy list



## Security Hierarchy Tree

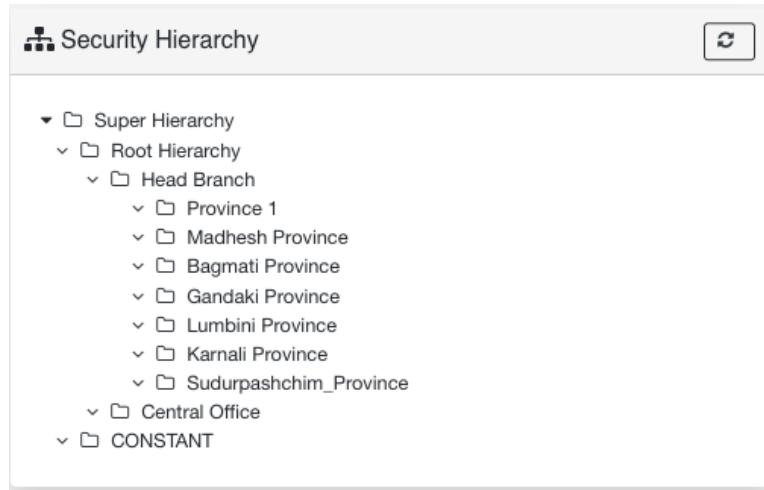


Figure 48 Security Hierarchy

- To expand the security hierarchy, click on the “down arrow” icon.
- User can expand Hierarchy in deep level.

## Users:

The screenshot shows a 'User List' interface with the following components:

- Header:** PaperBank, Welcome Admin, a user icon, and a notification bell.
- Left Sidebar:** Dashboard / Users, Filter Users, and a settings gear icon.
- Filter Users:** Status (--NONE--), Role (--NONE--), Branch (--NONE--), Department (--NONE--), and a 'Filter' button.
- User List:** A table titled 'Users List' with columns: S.N, Identity No, Name, Designation, Status, User Role, Branch, Department, and Actions.
- Data in User List:**

S.N	Identity No	Name	Designation	Status	User Role	Branch	Department	Actions
1	Super-Admin	Admin			Super Admin			
2	checker	checker		Active	Checker	BIRATNAGAR BRANCH		
- Bottom Navigation and Settings:** Items Per Page (1 ... 2), Total Documents : 2, Page : 1, Download Report, and a blue bar.

Figure 49 User List

- Click on the “Add User” button to add a new user.
- Enter all the required fields which are denoted by (\*) in the user add page and click “Submit” to create a user or click “Cancel” to cancel the user creation.

PaperBank

Welcome Admin

Add User

Identity Number \*

Date of Birth

Role \*

Login Attempts \*

New Password

Notes

Email \*

Phone Number

Security Hierarchy \*

Status \*

Confirm Password

Full Name \*

Designation

Branch

Department

Gender

Expiry Date

-----NONE-----

mm/dd/yyyy

10 times

Active

Cancel

Submit

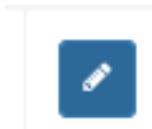
PaperBank (c) 2019

Powered by General Technology Pvt. Ltd.

Figure 50 Adding User

Note: \*\*\* Before creating user “Role” Must be created otherwise user could not be created \*\*\*

To edit the User, click pencil icon in Users list



To delete the User, click trash icon in Users list



## User List Filter

User can filter the users

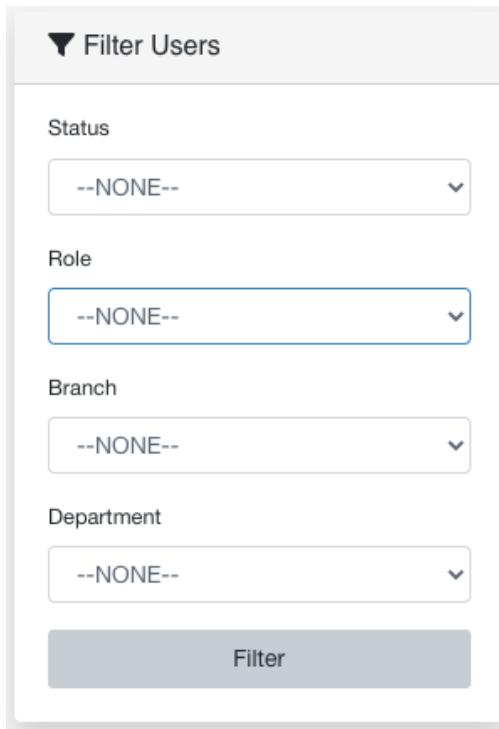


Figure 51 User search

Filter by the “Status” the user

- o Select the status from the Status dropdown to filter the user by status.
  - Filter by the “Role” the user
- o Select the roles from the Role dropdown to filter the user by role.
  - Filter by the “Branch” the user
- o Select the branch from the branch dropdown to filter the user by branch.
  - Filter by the “Department” the user
- o Select the department from the department dropdown to filter the user by the department.
  - After selecting the desired filter options click on the “Filter” button

## AD Users:

The screenshot shows the 'Ldap Users' page of the PaperBank application. At the top, there is a blue header bar with the PaperBank logo, the text 'Welcome Admin', and a notification bell icon. Below the header, the page title 'Ldap Users' is displayed, along with a search bar, a dropdown menu set to 'Active', and a button to '+ Add User'. A table header row includes columns for 'Name', 'Phone Number', 'Role', 'Status', and 'Actions'. Below the header, there is a small preview area showing four placeholder icons. The main content area is currently empty, indicating no users have been added.

Figure 52 LDAP User List

The screenshot shows the 'Add User' page for AD Users in the PaperBank application. The header is identical to Figure 52. The main form has several fields: 'User' (a dropdown menu), 'Email' (text input), 'Phone Number' (text input), 'Username' (text input), 'Name' (text input), 'Role' (a dropdown menu), 'Security Hierarchy' (a dropdown menu), 'Branch' (a dropdown menu), 'DepartmentId' (a dropdown menu), and 'Login Attempts' (a dropdown menu set to 10). At the bottom right, there are 'Cancel' and 'Submit' buttons.

Figure 53 LDAP User Creation

The screenshot shows a search interface titled "AD Users". A search bar labeled "User" contains the placeholder text "Search". To the right of the search bar is a dropdown arrow icon.

User drop down list is only visible if bank provides the LDAP Auth.

- Assign the role to provide to LDAP user
- Assign the security hierarchy for LDAP user
- Click Submit to Submit LDAP user creation
- Click cancel to cancel LDAP user creation

To remove the LDAP, click trash icon in LDAP user list (Note it will not remove from LDAP server, only from the list)



## Document Types:

The screenshot shows a "Add Document Type" form within a "PaperBank" application. The top navigation bar includes "Welcome Admin" and a notification bell icon. The left sidebar has links for "Dashboard", "Documents", and "Settings". The main form fields are: "Name:" (input field), "Parent Category" (dropdown menu showing "--- NONE ---"), and "Hierarchy" (dropdown menu showing "-----NONE----"). At the bottom right are "Cancel" and "Submit" buttons. The footer features the logo of "Rashtriya Bankura Bank Ltd.".

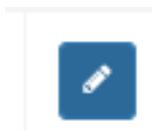
Figure 54 Document Type Creation

- Click on the “Add Document Type” button to add new document types.
- Enter all the required fields in the document type add page and click “Submit” to create a document type or click “Cancel” to cancel the document types creation.

Document Type List					
Id	Name	Created By	Created	Modified	Actions
10	AOF	Admin	Mon Jun 27 2022	Mon Jun 27 2022	 
4	IDENTIFICATION DOCUMENT	Admin	Sun Jun 26 2022	Sun Jun 26 2022	 
3	KYC	Admin	Sun Jun 26 2022	Sun Jun 26 2022	 

Figure 55 Document Type List

To edit the Document type, click pencil icon in Document Type list



To delete the Document type, click trash icon in Document Type list



## Document Types Hierarchy

- Document Type can be created in a hierarchical order which can be viewed on the Lefthand side of the Document Types list page.
- To expand the department hierarchy, click on the “plus” icon.

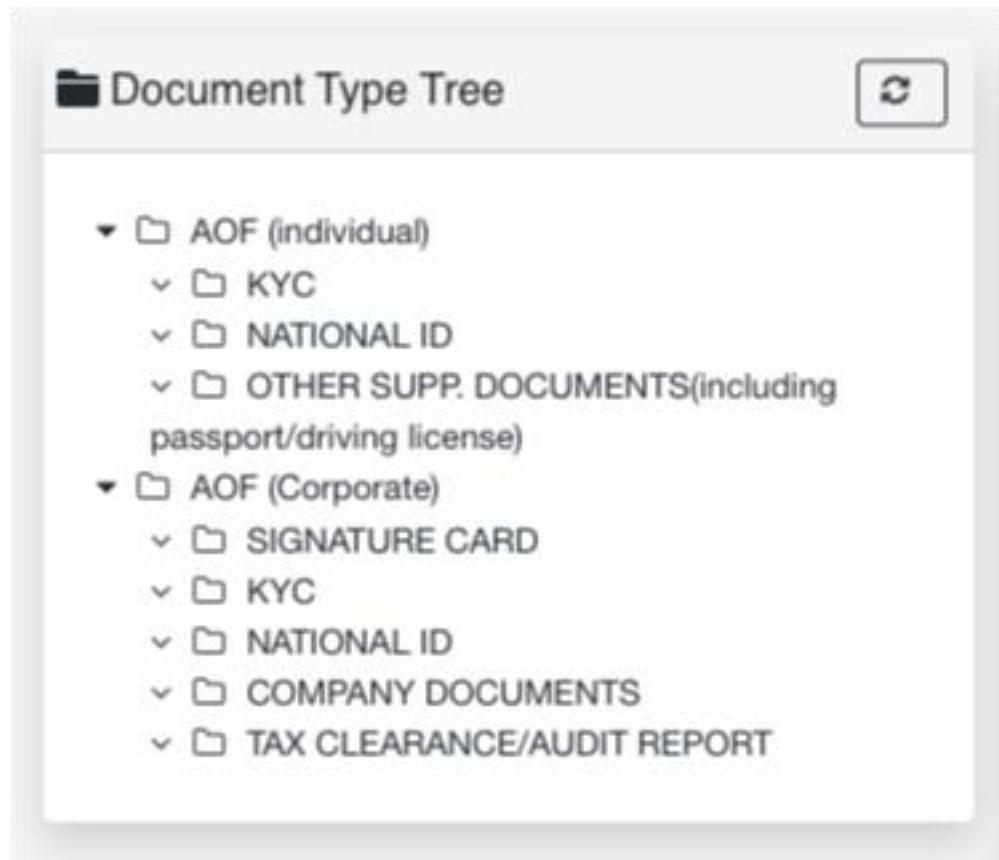


Figure 56 Document Type-tree

## Document Index:

Document Type	Index Type	Created At	Actions
INDIVIDUAL	Account Name	Mon Jun 27 2022	
INDIVIDUAL	Account Number	Mon Jun 27 2022	
INDIVIDUAL	Retail CIF ID	Mon Jun 27 2022	
INDIVIDUAL	Branch Code	Mon Jun 27 2022	
INDIVIDUAL	DOB	Mon Jun 27 2022	
INDIVIDUAL	test	Tue Jul 05 2022	

Figure 57 Document Indexing

\*\* Document Type Must be created to Create Document Index\*\*

Document Type	Index Type	Created At	Actions
INDIVIDUAL	Account Name	Mon Jun 27 2022	
INDIVIDUAL	Account Number	Mon Jun 27 2022	
INDIVIDUAL	Retail CIF ID	Mon Jun 27 2022	
INDIVIDUAL	Branch Code	Mon Jun 27 2022	

Figure 58 Document Indexing 1

### Steps to create document index:

- First Select Document Type from the dropdown on the left side pane

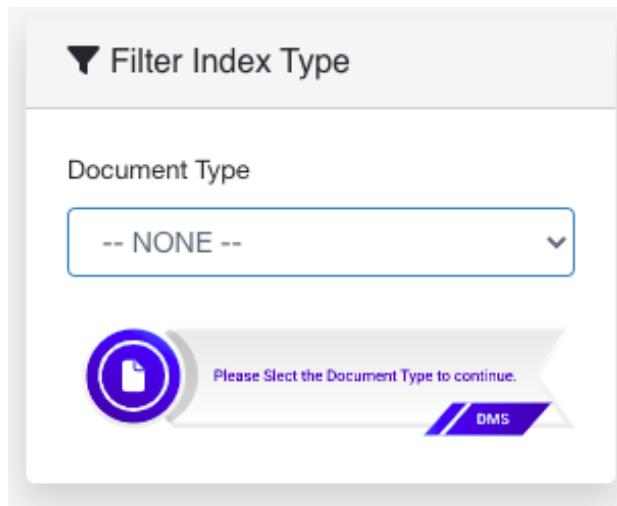


Figure 59 Document Indexing 2

- Then click on Add index button to add Document Index



The screenshot shows a web-based application interface for creating a new index type. At the top, there's a navigation bar with icons for dashboard, file, and settings, followed by 'PaperBank' and 'Welcome Admin'. Below the navigation is a breadcrumb trail: 'Dashboard / Index Type / Add Index Type'. The main content area has a title 'Add new index type' with a status indicator 'INDIVIDUAL'. On the left, a dropdown menu titled 'Data Type' is open, showing various options like String, Number, Alpha Numeric, Date, Auto Complete, Province, District, Tag, NepaliDate, Dynamic Combox, and Branch. The option '--NONE--' is currently selected. To the right of the dropdown is a text input field labeled 'Index Name' with the placeholder 'Enter New Index Type'. Further to the right are three checkboxes: 'Required field' (unchecked), 'Validation Rule' (unchecked), and 'Conditional Rule' (unchecked). Below these checkboxes is a blue '+' button. At the bottom right of the form is a blue 'Submit' button.

Figure 60 Document Indexing 2

Select the Desired Data Type from drop down and enter Index Name. If Required Field is needed check required field section

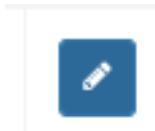
Required field

You can add Multiple Document Index using + button



Once Document Index is created Click Submit Button to create Document Index.

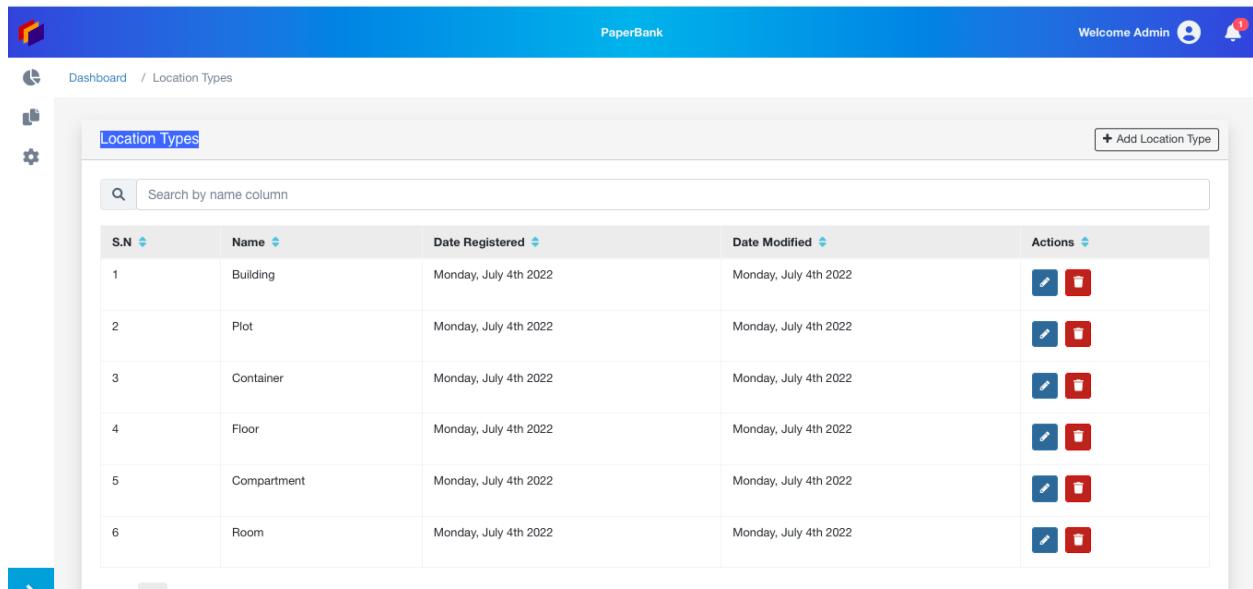
To edit the Document Index, click pencil icon in Document Type list



To delete the Document index, click trash icon in Document Type list



## Location Types

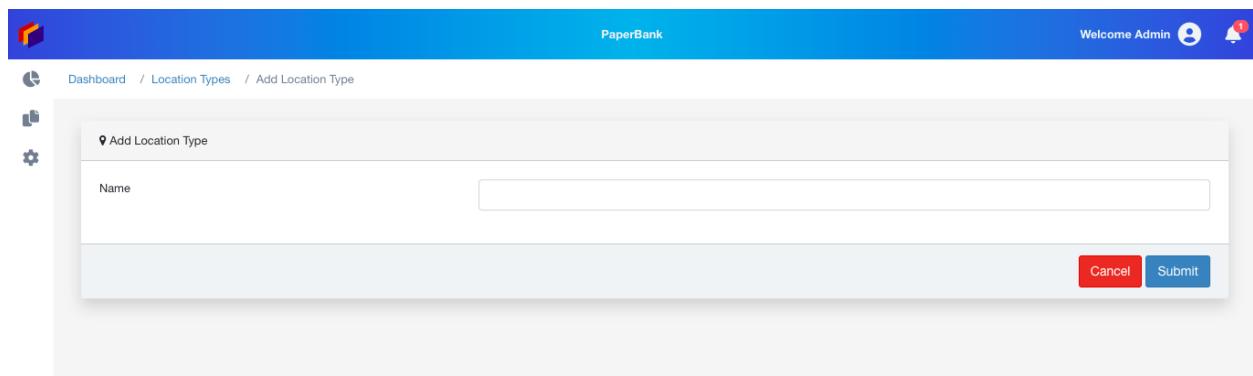


The screenshot shows the PaperBank application interface. At the top, there is a blue header bar with the PaperBank logo, a user icon labeled "Welcome Admin", and a notification bell icon with a red "1" badge. Below the header, the main content area has a left sidebar with icons for Dashboard, Location Types, and Settings. The main content area is titled "Location Types" and contains a search bar with a magnifying glass icon and a placeholder "Search by name column". A table lists six location types with columns for S.N., Name, Date Registered, Date Modified, and Actions (edit and delete icons). The table rows are numbered 1 to 6 and list "Building", "Plot", "Container", "Floor", "Compartment", and "Room" respectively, all registered and modified on "Monday, July 4th 2022".

S.N	Name	Date Registered	Date Modified	Actions
1	Building	Monday, July 4th 2022	Monday, July 4th 2022	 
2	Plot	Monday, July 4th 2022	Monday, July 4th 2022	 
3	Container	Monday, July 4th 2022	Monday, July 4th 2022	 
4	Floor	Monday, July 4th 2022	Monday, July 4th 2022	 
5	Compartment	Monday, July 4th 2022	Monday, July 4th 2022	 
6	Room	Monday, July 4th 2022	Monday, July 4th 2022	 

Figure 61 Location Type List

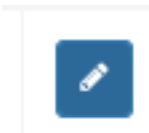
- Click on the “Add Location Type” button to add a new location type.
- Enter the “Name” of the location type and click “Submit” to create a role or click “Cancel” to cancel the creation.



The screenshot shows the PaperBank application interface. At the top, there is a blue header bar with the PaperBank logo, a user icon labeled "Welcome Admin", and a notification bell icon with a red "1" badge. Below the header, the main content area has a left sidebar with icons for Dashboard, Location Types, and Settings. The main content area is titled "Add Location Type" and contains a form with a "Name" input field and two buttons at the bottom: "Cancel" and "Submit".

Figure 62 Location type Creation

To edit the Location map, click pencil icon in Location Types list



To delete the Location Map, click trash icon in Location Types list



## Location Maps

### Location Maps List

The screenshot shows the PaperBank application interface. The top navigation bar includes the logo, the text "PaperBank", and a "Welcome Admin" message with a user icon and a notification bell. The left sidebar has icons for Dashboard, Location Maps, and Settings. The main content area has a title "Location Maps List" and a sub-section "Location Maps". A search bar at the top of the list table says "Search by name column". The table has columns: S.N, Name, Description, Location Type, Created By, Hierarchy, Created At, and Actions. The "Actions" column contains edit (pencil) and delete (trash) icons. The data in the table is as follows:

S.N	Name	Description	Location Type	Created By	Hierarchy	Created At	Actions
1	DATA CENTER		Building	Admin	CONSTANT	Monday, July 11th 2022	
2	DURBARMARG BRANCH		Building	Admin	CONSTANT	Monday, July 11th 2022	
3	BIRATNAGAR BRANCH		Building	Admin	CONSTANT	Monday, July 11th 2022	

Figure 63 Location Map List

\*\*\* Location Type should be created before creating Location Map\*\*\*

Dashboard / Location Maps / Add Location Maps

Add Location Map

Name *	Description	Location Type *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Parent Category	Security Hierarchy	Multiple Security Hierarchy
<input type="text"/>	<input type="text"/>	<input type="text"/>
Note: If Security hierarchy is set to none then all user will able to view location.		
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>		

Figure 64 Location Map Creation

- Click on Add location button map to Add Location Map
- Enter the “Name” of the location map.
- Select the location types from the dropdown to assign them to a location map.
- Select the parent category if required.
- Select the Multiple security hierarchy to add multiple security hierarchies.
- Click “Submit” to create a location map or click “Cancel” to cancel the location map creation.

Location Maps

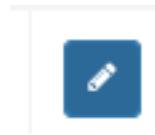
+ Add Location Map

Search by name column

S.N	Name	Description	Location Type	Created By	Hierarchy	Created At	Actions
1	DATA CENTER		Building	Admin	CONSTANT	Tuesday, July 12th 2022	

Figure 65 Location Map Edit

To edit the Location Maps, click pencil icon in Location Maps list



To delete the Location Maps, click trash icon in Location Maps list



### Location Maps Hierarchy

- location maps can be created in a hierarchical order which can be viewed on the Lefthand side of the location maps list page.
- To expand the location maps hierarchy, click on the “down arrow” icon

A screenshot of a software application window titled "Location Map List". The window contains a hierarchical tree view of locations. Each location name is preceded by a small icon and a downward-pointing arrow, indicating it is a branch or a category. The locations listed are: DATA CENTER, DURBARMARG BRANCH, BIRATNAGAR BRANCH, BIRGUNJ BRANCH, NEW ROAD POKHARA BRANCH, BOUDDHA BRANCH, NEW ROAD BRANCH, NEPALGUNJ BRANCH, KUMARIPATI BRANCH, KOTESHWOR BRANCH, NARAYANGADH BRANCH, KALANKI BRANCH, THAHITI BRANCH, GAIGHAT BRANCH, and DHANGADHI BRANCH.

- ▼ DATA CENTER
- ▼ DURBARMARG BRANCH
- ▼ BIRATNAGAR BRANCH
- ▼ BIRGUNJ BRANCH
- ▼ NEW ROAD POKHARA BRANCH
- ▼ BOUDDHA BRANCH
- ▼ NEW ROAD BRANCH
- ▼ NEPALGUNJ BRANCH
- ▼ KUMARIPATI BRANCH
- ▼ KOTESHWOR BRANCH
- ▼ NARAYANGADH BRANCH
- ▼ KALANKI BRANCH
- ▼ THAHITI BRANCH
- ▼ GAIGHAT BRANCH
- ▼ DHANGADHI BRANCH

Figure 66 Location Map Hierarchy

## Languages

The screenshot shows the 'Language List' section of the PaperBank application. On the left, there is a sidebar with various navigation options: Security Hierarchy, Users, AD Users, Document Types, Document Index, Location Types, Location Maps, Languages (which is highlighted in blue), Document Conditions, and Others. Below these is the logo of 'Rastriya Bankta Bank Ltd.' The main content area is titled 'Language List' and contains a table with two rows. The columns are labeled: Id, Name, Code, Created By, Created, Modified, and Actions. The first row has an Id of 1, Name 'Nepali', Code 'nep', Created By 'Admin', Created and Modified on 'Tue Jul 12 2022', and actions (edit and delete). The second row has an Id of 2, Name 'English', Code 'Eng', Created By 'Admin', Created and Modified on 'Tue Jul 12 2022', and actions (edit and delete). A 'Add Language' button is located at the top right of the table.

Figure 67 Language List

The screenshot shows the 'Add Language' page of the PaperBank application. The sidebar on the left includes: AD Users, Document Types, Document Index, Location Types, Location Maps, Languages (highlighted in blue), Document Conditions, Others, Logs, and Reporting. The main content area is titled 'Add Language' and contains fields for 'Name:' and 'Code:', both of which are currently empty. At the bottom right are 'Cancel' and 'Submit' buttons. The footer of the page includes the text 'PaperBank (c) 2019' and 'Powered by General Technology Pvt. Ltd.'

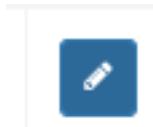
Figure 68 Language Adding

- Click on Add language button map to Add language
- Enter the “Name” of the language.
- Enter the Language code if necessary
- Click “Submit” to create a location map or click “Cancel” to cancel the language creation.

Document Conditions						<a href="#">+ Add Document Condition</a>
<b>Id</b>	<b>Name</b>	<b>Created By</b>	<b>Created</b>	<b>Modified</b>	<b>Actions</b>	
1	Great	Admin	Tue Jul 12 2022	Tue Jul 12 2022	 	
2	Good	Admin	Tue Jul 12 2022	Tue Jul 12 2022	 	
3	Poor	Admin	Tue Jul 12 2022	Tue Jul 12 2022	 	
4	Torn	Admin	Tue Jul 12 2022	Tue Jul 12 2022	 	

Figure 69 Language List Edit

To edit the Language, click pencil icon in Language list



To delete the Language, click trash icon in Language list



## Document Condition

ID	Name	Created By	Created	Modified	Actions
1	Great	Admin	Tue Jul 12 2022	Tue Jul 12 2022	
2	Good	Admin	Tue Jul 12 2022	Tue Jul 12 2022	
3	Poor	Admin	Tue Jul 12 2022	Tue Jul 12 2022	
4	Torn	Admin	Tue Jul 12 2022	Tue Jul 12 2022	

Figure 70 Document Condition List

- Click on Add language button map to Add language
- Enter the “Name” of the language.
- Click “Submit” to create a location map or click “Cancel” to cancel the language creation.

Add Document Condition

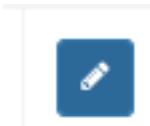
Name

Figure 71 Document Condition Add

Document Conditions					
<b>Id</b>	<b>Name</b>	<b>Created By</b>	<b>Created</b>	<b>Modified</b>	<b>Actions</b>
1	Great	Admin	Tue Jul 12 2022	Tue Jul 12 2022	 
2	Good	Admin	Tue Jul 12 2022	Tue Jul 12 2022	 
3	Poor	Admin	Tue Jul 12 2022	Tue Jul 12 2022	 
4	Torn	Admin	Tue Jul 12 2022	Tue Jul 12 2022	 

Figure 72 Document Condition Edit

To edit the Document Condition, click pencil icon in Document Condition list



To delete the Document Condition, click trash icon in Document Condition list



## Logs

The screenshot shows the PaperBank Admin interface with a blue header bar. On the left, there's a sidebar with various navigation links: Users, AD Users, Document Types, Document Index, Location Types, Location Maps, Languages, Document Conditions, Others, and a prominent 'Logs' link which is highlighted in blue. The main content area has a search bar at the top with placeholder text 'Please enter Operation\_STRING ...'. Below the search bar is a table with columns: S.N, Model Type, Operation Type, Query, URL, IP Address, Changes, Created By, Created At, and Updated At. A single log entry is listed:

S.N	Model Type	Operation Type	Query	URL	IP Address	Changes	Created By	Created At	Updated At
1	ROLES	POST	"Executing (default): INSERT INTO [roles] ([IsDeleted],[name], [hierarchy],[createdBy], [createdAt],[updatedAt]) VALUES(0,'ROLE1','1', 1,1,1)"	/roles	::1		1	Jul 12, 2022	Jul 12, 2022

Below the table, there are buttons for 'Total 1 logs' (with page number 1), 'Download Report', and a logo for 'PAPERBANK'. The bottom right corner of the page shows the footer with the text 'Digitized by GENTECH'.

Figure 73 Logs List

In logs section Admin can see Query of data insertion, Operation Type, Model Type, Ip Address, Created By, Created At, Updated At.

- User Can filter logs by typing query, filter logs by Date.

