

General DMS

User Manual



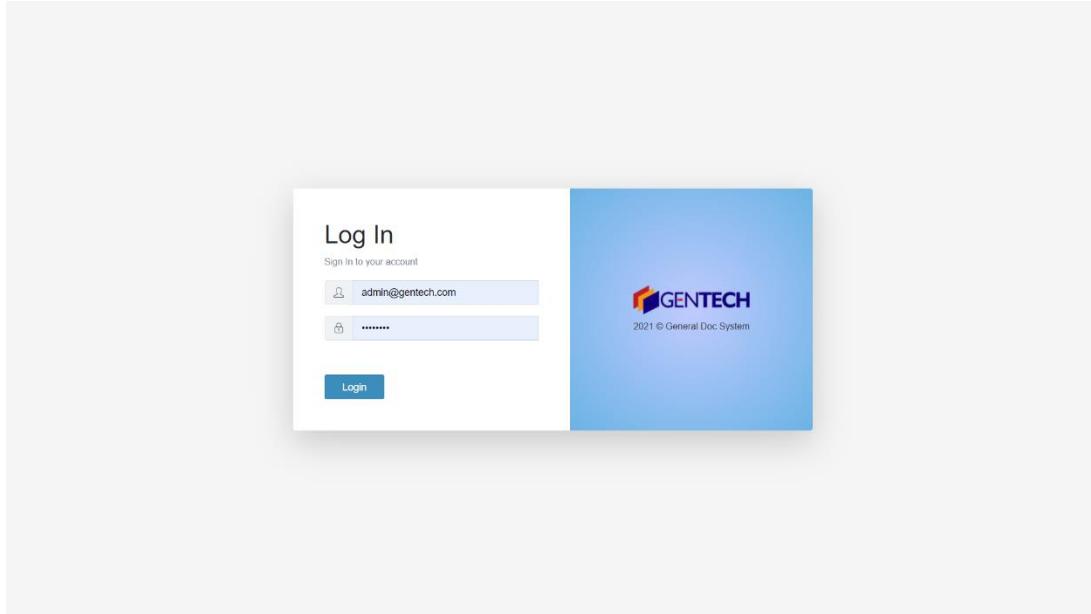
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User Login

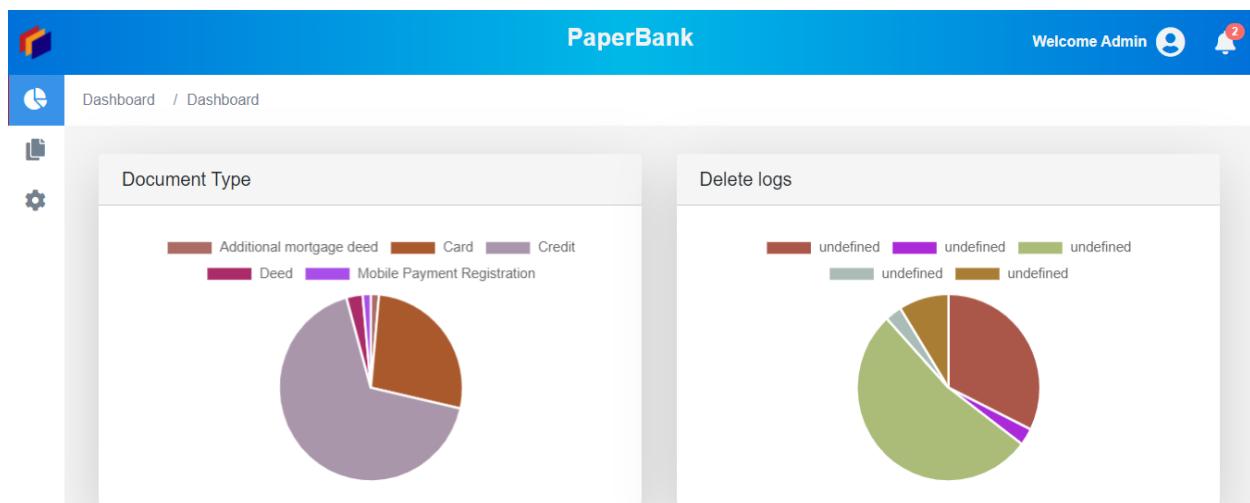
1. Enter the valid “Username” and “Password”
2. Click the “Login” button to verify the email and password.



3. the credential is verified, the system will redirect to the dashboard.

Dashboard

In the dashboard, the user can view the quick information regarding “Document Types”, “Delete Logs” of the document, and the information regarding the “Total Document”.



Document Section

Documents

1. Click on the “Documents” tab from the navigation.
2. Click on the “Add Document” button to add a new Document.
3. Enter all the required fields which are denoted by (*) in the document add page and click “Submit” to create a branch or click “Cancel” to cancel the document creation.

The screenshot shows the 'Add Document' interface. It includes fields for basic document metadata like name and expiry date, as well as more specific details like security levels and departmental assignments. The 'Language' field is currently set to '--NONE--'. The 'Security Hierarchy' dropdown has a note: 'Select security hierarchy for unit creation only.'

5. Click on “Pencil Icon” to edit or assign permission to the created document.



6. Click on “Trash Icon” to delete the document.



Document list filter

- User can be filtered in various ways
- Filter by Document Type
 - Select the document type from the “Document Type” dropdown to filter.
- Simple Search
 - Search by document name by entering “Document Name” in the search box.
- Advanced Search
 - It is a quick OCR search that searches through documents and images.
- Filter by Department
 - Select the department from the “Department” dropdown to filter.
- Filter by Location Map
 - 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 Date
 - Select “Document added from” date.
 - Select “Document end date” to filter the document around that date.

Filter Documents

Document Type

-- NONE --

Simple Search

Enter document name

Advanced Search

Enter file content

Department

-- NONE --

Location Map

-- NONE --

Status

-- NONE --

Document Added From:

mm/dd/yyyy



To

mm/dd/yyyy



Reset

Document View

1. Click on the document name from the document list to view the selected document

AOF (individual)	CENTRAL OPERATIONS DEPARTMENT	bukd	Active	admin		
------------------	-------------------------------	------	--------	-------	-------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------

2. There are multiple sections inside the document view page.

- a. Document Information

- i. All information of the document can be viewed in this section as shown in the figure above
- ii. Scroll over the information if there is more information.

Document Information



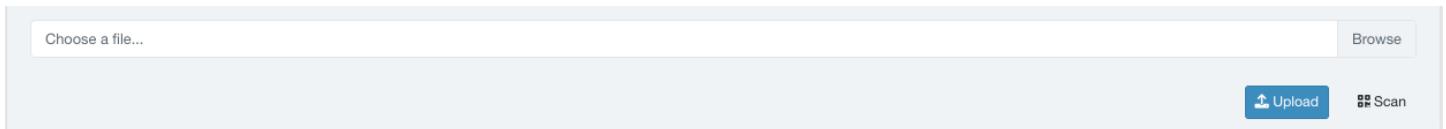
 Print this QR out!!

Identifier	DOC-2022-05-23-1653286237945
Feature	No feature available
Document Name	open_account
Security Hierarchy	Super-001
Approval	 Approved
Archived	 Not Archived

- b. File Upload in the document.
- Click on the “Browse” button to reveal an upload pop-up.



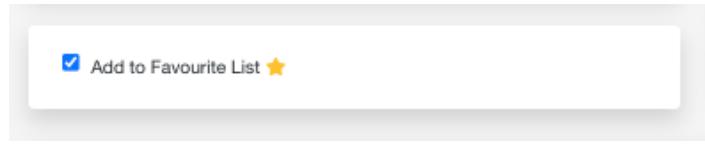
- Choose a file by clicking the “Browse” button.
- Click the “Submit” button to upload a file.



- c. Preview File and Images
- Select the file from the “Select File” button.
 - Click on the “View Image” button to view the image attached to the document.



d. Add To Favorite Section..



Audit log

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

Document Access Logs			
Access Type	Date	Time	Accessed By
OPEN	Tue Nov 02 2021	09:46:20 GMT+0545 (Nepal Time)	Admin
OPEN	Tue Nov 02 2021	10:07:45 GMT+0545 (Nepal Time)	Admin
OPEN	Tue Nov 02 2021	10:14:48 GMT+0545 (Nepal Time)	Admin
OPEN	Tue Nov 02 2021	11:17:01 GMT+0545 (Nepal Time)	Admin
OPEN	Tue Nov 02 2021	11:18:32 GMT+0545 (Nepal Time)	Admin

[Download Report](#)

Hourly Access

This lets us provide access to the document for existing or users outside the system for a certain amount of time.

- Select the document(s) that you want to give access to from the “Select Attachment” dropdown.
- Select “duration” and “Duration Type” for document access.
- Check which used to provide from the radio button and click submit or add other users.

Audit Logs Checkout Logs Hourly Access

Provide Hourly Access

Select Attachment *

6TkeKOOp.jpeg x | 5WeGfr2.jpeg x |

Duration * Duration Type *

1 Minute

Check Users

Existing Users Other Users

Submit

Hourly Access

User	URL
rupesh@generaltechnology.com.np	 

Checkout logs

Document this is returned can be seen in this tab.

Audit Logs Checkout Logs Hourly Access

Checkout information

Name	Checkout Date	Checkin Date	Description	Status

Expiring

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.

GENTECH PaperBank Welcome Admin  

Dashboard / Expiring Document

Documents

Expiring

Pending

Rejected

Saved

Archived

Favourite List

Code Scanner

Bulk Upload

Settings

1 week/s for the expiry of the documents

Expired Document List

+ Add Document

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

< >

Items Per Page: 10 Total Documents : Page :

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Pending

Document in which checker is added can see the document that is yet to be approved before it is visible to others.

The screenshot shows the 'Pending Document List' page of the PaperBank application. The interface includes a top navigation bar with the GENTECH logo, a welcome message, and user icons. Below the header, a breadcrumb navigation shows 'Dashboard / Pending Documents'. On the left, there's a sidebar with 'Dashboard' and 'Documents' options. The main content area displays a table titled 'Pending Document List' with columns: Doc Type, Department, Document Name, Status, Location, Created By, and Action. A single row is present in the table, showing 'kyc form' as the document name, 'ATTARIYA BRANCH (Kailali)' as the location, and two action buttons (green and red). At the bottom of the table, there are pagination controls (1) and a dropdown for 'Items Per Page' set to 10, along with a total document count of 1 across 1 page. The footer features the Citizens Bank logo and a copyright notice for PaperBank (c) 2019, with a note that it is powered by General Technology Pvt. Ltd.

Doc Type	Department	Document Name	Status	Location	Created By	Action
		kyc form		ATTARIYA BRANCH (Kailali)		

Items Per Page: 10 Total Documents : 1 Page : 1

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Archived

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

The screenshot shows the 'Archived Document List' section of the PaperBank application. On the left, there is a sidebar with various document categories: Documents (Documents, Expiring, Pending, Rejected, Saved, Archived), Favourite List, Code Scanner, Bulk Upload, and Settings. The 'Archived' category is currently selected and highlighted in blue. At the top right, there are 'Welcome Admin' and notification icons. The main content area has a header 'Archived Document List' with a 'Add Document' button. Below is a table with columns: Doc Type, Department, Document Name, Status, Location, and Created By. The table contains 12 rows of data, each representing a different document entry. The 'Status' column for all entries is 'Active'. The 'Created By' column shows email addresses such as admin, maker@ctznbank.com, and aayam_maker@rb.com.np. The 'Location' column includes branches like AMUWA BRANCH, HARINAGARA BRANCH, AMARAPURI BRANCH, ATTARIYA BRANCH (Kailali), BANERA BRANCH, and AURAHU BRANCH. The 'Document Name' column lists file names like open_account, loan form, and maker_test_doc.

Doc Type	Department	Document Name	Status	Location	Created By
TAX CLEARANCE/AUDIT REPORT	Centralised Account Opening	open_account	Active	AMUWA BRANCH	admin
TAX CLEARANCE/AUDIT REPORT	CREDIT AND ADMINISTRATIVE DEPARTMENT	open_account	Active	AMUWA BRANCH	admin
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	BANERA 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	BANERA BRANCH	maker@ctznbank.com
AOF (Corporate)	RECOVERY DEPARTMENT	loan form	Active	AURAHU BRANCH	maker@ctznbank.com

Favorite List

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

The screenshot shows the 'Favourite Document List' section of the PaperBank application. The sidebar and top navigation are identical to the 'Archived' page. The main content area has a header 'Favourite Document List' with a search bar labeled 'Search by name column'. Below is a table with columns: Doc Type, Department, Doc Name, Status, Location, and Created By. The table contains 2 rows of data. The 'Status' column for both entries is 'Active'. The 'Created By' column shows 'aayam_maker@rb.com.np' and 'admin'. The 'Location' column includes 'ARUNKHOLA BRANCH'. The 'Doc Name' column lists file names like maker_test_doc and open_account.

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

Items Per Page: 10 | Total Documents: 2 | Page: 1

Code scanner

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

The screenshot shows the PaperBank application interface. At the top, there is a blue header bar with the PaperBank logo, a 'Welcome Admin' message, and a notification bell icon. Below the header, the main content area has a left sidebar with icons for Dashboard, QR Scanner, and Settings. The main panel features a large red-bordered box for scanning a QR code. Below this is a search bar with an 'Identifier' input field and a 'Find' button. A table below the search bar lists documents with columns: Document Type, Department, BOK ID, Document Name, Status, Location, and Created By. At the bottom of the main panel, there are navigation arrows, a dropdown for 'Items Per Page' set to 10, and a 'Total Documents : Page :'. The footer of the page includes a copyright notice 'PaperBank (c) 2019' and a 'Powered by General Technology Pvt. Ltd.' link.

Settings Section

Roles

7. Click on the “Roles” tab from the navigation.

The screenshot shows the 'Roles' section of the PaperBank application. The left sidebar has a 'Role' item selected. The main area displays a table with four rows of role data:

S.N	Name	Hierarchy	Date Registered	Date Modified	Actions
1	Default Maker	CONSTANT	Wednesday, March 9th 2022	Monday, May 23rd 2022	
2	Default Checker	CONSTANT	Wednesday, March 9th 2022	Monday, May 23rd 2022	
3	Branch Admin	Root Hierarchy	Wednesday, March 9th 2022	Wednesday, March 9th 2022	
4	Department Admin	Root Hierarchy	Wednesday, March 9th 2022	Wednesday, March 9th 2022	

At the bottom right, there are buttons for 'Items Per Page' (set to 10), 'Total Documents: 4', and 'Page: 1'.

8. Click on the “Add Roles” button to add new roles.
9. Enter the “Name” of the role and click “Submit” to create a role or click “Cancel” to cancel the creation.

The screenshot shows the 'Add Role' form. The 'Name' field contains 'Enter role name'. Below it is a note: 'Note: Manage the roles of the user by modifying the given actions.' A table lists various 'Roles Type' with their corresponding 'Action' options:

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

10. Click on “Pencil Icon” to edit or assign permission to the created role.



- After edit is clicked

Edit Role

Name	Action	Action	Action	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 checked="" 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

11. Click on “Trash Icon” to delete the created role.



Branches

1. Click on the “Branches” tab from the navigation.

The screenshot shows the 'Branch List' page. On the left is a sidebar with a tree view of the system's structure, including 'Branch' (which is selected and highlighted in blue), 'Departments', 'Security Hierarchy', 'Users', 'AD Users', 'Document Types', 'Document Index', 'Location Types', 'Location Maps', 'Languages', and 'Document Conditions'. At the bottom of the sidebar is the Citizens' Bank logo. The main area has a header 'Branch List' and a note: 'Note: Only admin or central head is allowed add branch.' Below is a search bar 'Search by name column'. A table lists 7 branches:

S.N.	Name	Street	City	Country	Postal Code	Phone	Website	Actions
1	Gentech							
2	Kirtipur Branch	Kirtipur	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	Prithivichowk Branch	prithivi chowk	38	Nepal				

At the bottom right are buttons for 'Items Per Page' (set to 10), 'Total Documents' (7), 'Page' (1), and a scroll bar.

2. Click on the “Add Branch” button to add new roles.
3. 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 the 'Add Branch' page. The sidebar is identical to the previous one. The main form has fields for 'Name' (required), 'Address', 'District' (with a dropdown menu), 'Branch Code', 'Province' (dropdown), 'Country' (set to Nepal), 'Postal Code', 'Contact', 'Website', and 'Branch Logo' (with a file upload field). At the bottom are 'Cancel' and 'Submit' buttons.

4. Click on “Pencil Icon” to edit the information of the branch.



5. Click on “Trash Icon” to delete the created branch.



Departments

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

The screenshot shows the 'Add Department' page of the PaperBank application. At the top, there's a header bar with the PaperBank logo, a 'Welcome Admin' message, and some icons. Below the header, the main content area has a title 'Add Department'. It contains three input fields: 'Name' with the value 'IT Department', 'Parent Category' with the value '-- NONE --', and a 'Color' picker. At the bottom right of the form are 'Cancel' and 'Submit' buttons.

4. Click “Submit” to create a department or click “Cancel” to cancel the department creation.
5. Click on “Pencil Icon” to edit the information of the department.

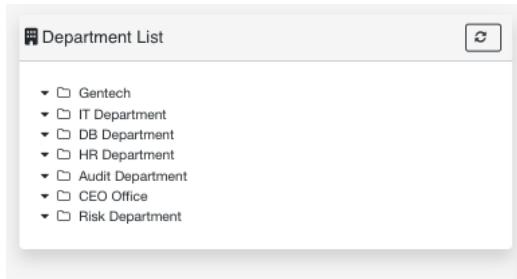


6. Click on “Trash Icon” to delete the department.



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.



Users

1. Click on the “Users” tab from the navigation.

PaperBank

Welcome Admin

Users List

S.N	Identity No	Name	Designation	Status	User Role	Branch	Department	Actions
1	Super-Admin	Admin		Super Admin	Gentech	Gentech		
2	default-maker	maker		Active	Default Maker	Bagmati Province Office		
3	default-checker	checker		Active	Default Checker	Bagmati Province Office		

Items Per Page: 10 Total Documents: 3 Page: 1

2. Click on the “Add User” button to add a new user.
3. 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 *	Email *	Full Name *	Gender
<input type="text"/>	<input type="text"/>	<input type="text"/>	-----NONE----
Date of Birth	Phone Number	Designation	Expiry Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Role *	Security Hierarchy *	Branch *	Department *
-----NONE----	-----NONE----	-----NONE----	-----NONE----
Login Attempts *	Status *	Profile Picture	
10 times	Active	<input type="file"/> Choose File	No file chosen
New Password	Confirm Password	<input type="checkbox"/> show passwords	
<input type="text"/>	<input type="text"/>		
Notes <input type="text"/>			

Cancel Submit

4. Click on “Pencil Icon” to edit the information of the user.

Actions

5. Click on “Trash Icon” to delete the created user.

Actions

User list filter

- User can be filtered in various ways

The image shows a 'Filter Users' dialog box with four dropdown menus and a 'Filter' button. The dropdowns are labeled 'Status', 'Role', 'Branch', and 'Department', each with an '--NONE--' option. The 'Filter' button is at the bottom.

Filter Type	Options
Status	--NONE--
Role	--NONE--
Branch	--NONE--
Department	--NONE--

- Filter by the “Status” the user
 - Select the status from the Status dropdown to filter the user by status.
- Filter by the “Role” the user
 - Select the roles from the Role dropdown to filter the user by role.
- Filter by the “Branch” the user
 - Select the branch from the branch dropdown to filter the user by branch.
- Filter by the “Department” the user
 - 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

1. Click on the “AD Users” tab from the navigation.
2. Click on the “Add User” button to add a new user.
3. Enter all the required fields in the user add page and click “Submit” to create a user or click “Cancel” to cancel the user creation.

The screenshot shows the 'AD Users' add user form. It includes fields for User (Email), Email, Username (User Name), Name, Role (Select Role for the user), Branch (Select...), Department (Select Department), and Login Attempts (3). At the bottom are 'Cancel' and 'Submit' buttons. The top right shows 'Welcome Admin' and notifications.

4. Click on “Pencil Icon” to edit the information of the user.



5. Click on “Trash Icon” to delete the created user.



AD User filter

- Enter the user’s name to search the user in the search box.
- Users can also be filtered by active and inactive status by selecting from the dropdown.

The screenshot shows a search bar labeled 'Search' and a dropdown menu labeled 'Active' with a dropdown arrow.

Document Types

1. Click on the “AD Document Types” tab from the navigation.
2. Click on the “Add Document Type” button to add new document types.
3. 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.

The screenshot shows the 'Add Document Type' page of the PaperBank application. On the left, there's a sidebar with various menu items: Security Hierarchy, Users, AD Users, Document Types (which is highlighted in blue), Document Index, Location Types, Location Maps, Languages, and Document Conditions. Below the sidebar is the Citizens Bank logo. The main content area has a title 'Add Document Type'. It contains three input fields: 'Name:' with a red asterisk, 'Parent Category' with a dropdown menu showing '--- NONE ---', and 'Hierarchy:' with a dropdown menu showing '----NONE----'. At the bottom right are two buttons: 'Cancel' and 'Submit'.

4. Parent document types can also be created by selecting the parent types from the dropdown.
5. Click on “Pencil Icon” to edit the information of the document types.

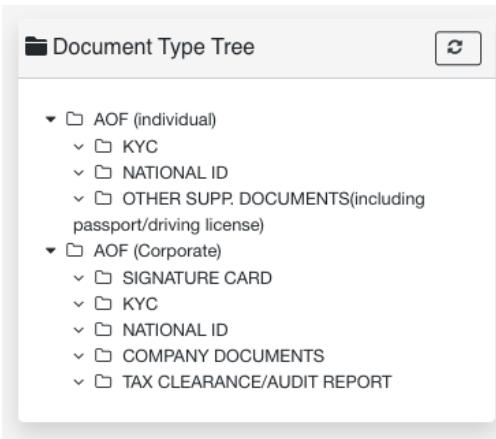


6. Click on “Trash Icon” to delete the created document types.



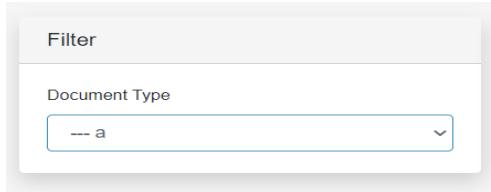
Document Types Hierarchy

- 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.

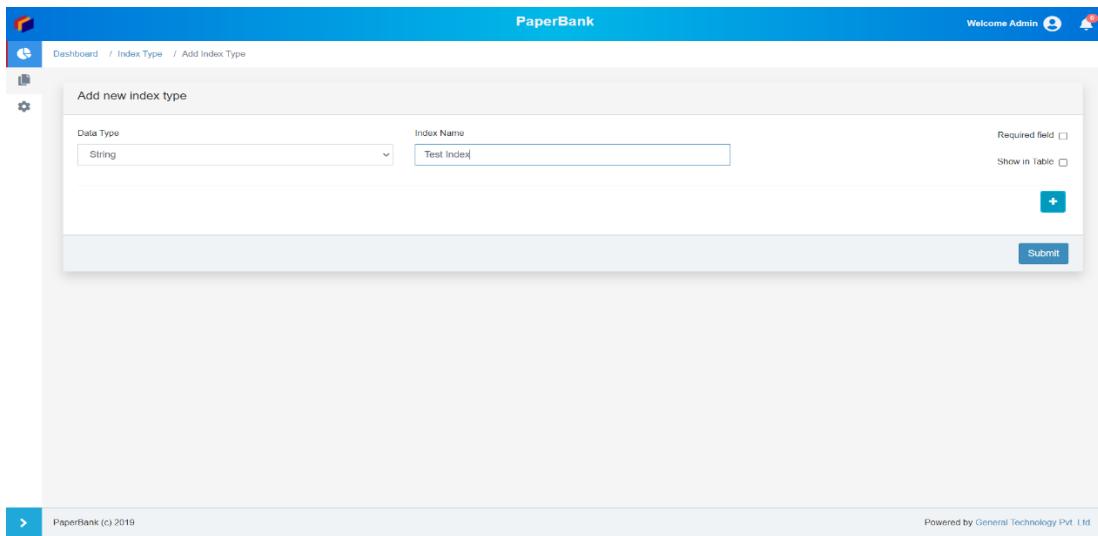


Document Index

1. Click on the “Document Index” tab from the navigation.
2. Select the Document Types to index from the dropdown.



3. Click on the “Add Index” button to add a new index.
4. Select the “Data Types” from the dropdown and enter the “Index name”



5. Click “Submit” to create an index.
6. Click on “Pencil Icon” to edit the information of an index.



7. Click on “Trash Icon” to delete the created index.



Location Types

1. Click on the “Location Types” tab from the navigation.
2. Click on the “Add Location Type” button to add a new location type.
3. Enter the “Name” of the location type and click “Submit” to create a role or click “Cancel” to cancel the creation.

S.N.	Name	Date Registered	Date Modified	Actions
1	Building	Monday, May 23rd 2022	Monday, May 23rd 2022	
2	Pot	Monday, May 23rd 2022	Monday, May 23rd 2022	
3	Container	Monday, May 23rd 2022	Monday, May 23rd 2022	
4	Floor	Monday, May 23rd 2022	Monday, May 23rd 2022	
5	Compartment	Monday, May 23rd 2022	Monday, May 23rd 2022	
6	Room	Monday, May 23rd 2022	Monday, May 23rd 2022	

4. Click on “Pencil Icon” to edit the location types.



5. Click on “Trash Icon” to delete the created location types.



Location Maps

1. Click on the “Location Maps” tab from the navigation.
2. Click on the “Add Location Maps” button to add a new location type.
3. Enter the “Name” of the location map.

The screenshot shows the 'Add Location Map' form within the PaperBank application. The form has fields for Name, Description, Location Type, Parent Category, Security Hierarchy, and Multiple Security Hierarchy. A note at the bottom states: "Note: If Security hierarchy is set to none then all user will able to view location." There are 'Cancel' and 'Submit' buttons at the bottom right. The left sidebar shows various navigation options like Documents, Settings, Role, Branch, Departments, Security Hierarchy, Users, AD Users, Document Types, Document Index, and Location Types, with 'Location Maps' being the active tab. The top right shows 'Welcome Admin' and notification icons.

4. Select the location types from the dropdown to assign them to a location map.
5. Select the parent category if required.
6. Select the Multiple security hierarchy to add multiple security hierarchies.
7. Click “Submit” to create a location map or click “Cancel” to cancel the location map creation.
8. Click on “Pencil Icon” to edit the location maps.

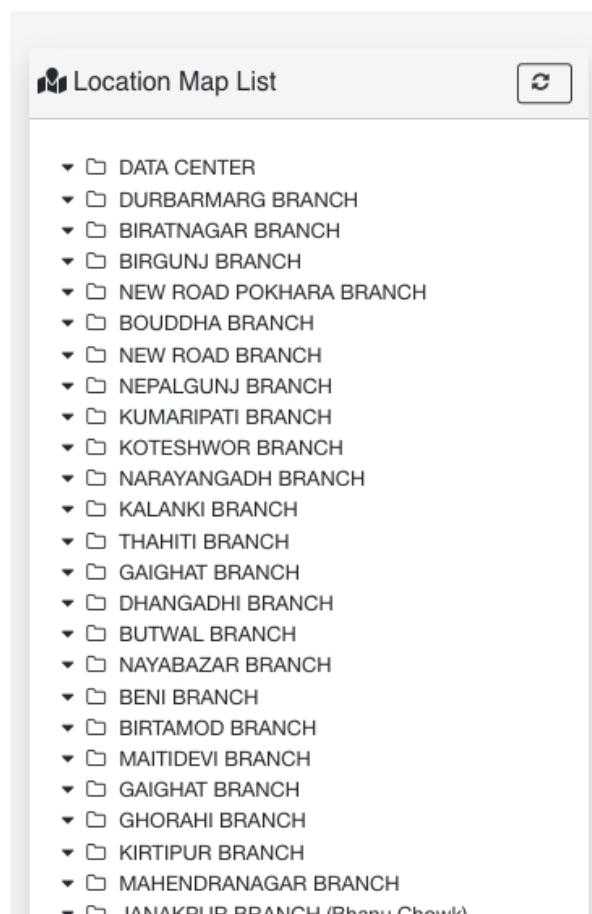


8. Click on “Trash Icon” to delete the created location maps.



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.



Language

1. Click on the “Languages” tab from the navigation.
2. Click on the “Add Language” button to add a new language.
3. Enter the “Name” and “Code” of the language and click “Submit” to create a language or click “Cancel” to cancel the creation.

The screenshot shows the 'Add Language' page of the PaperBank application. At the top, there's a navigation bar with 'PaperBank' and a 'Welcome Admin' message. Below it, a breadcrumb trail shows 'Dashboard / Language / Add Language'. The main area is titled 'Add Language'. It contains two input fields: 'Name' with 'Nepali' and 'Code' with 'NEP_001'. At the bottom right are 'Cancel' and 'Submit' buttons.

4. Click on “Pencil Icon” to edit the language.



5. Click on “Trash Icon” to delete the language.



Document Condition

1. Click on the “Document Conditions” tab from the navigation.
2. Click on the “Add Document Condition” button to add a new document condition.
3. Enter the “Name” document condition and click “Submit” to create a document condition 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 logo, the text "PaperBank", and a "Welcome Admin" message. Below the header, the main content area has a title "Add Document Condition". On the left, there is a sidebar with icons for dashboard, document conditions, and settings. The main form has a "Name" input field and two buttons at the bottom: "Cancel" and "Submit". At the bottom of the page, there is a footer with the text "PaperBank (c) 2019" and "Powered by General Technology Pvt. Ltd".

4. Click on “Pencil Icon” to edit the document condition.



5. Click on “Trash Icon” to delete the document condition.

