API
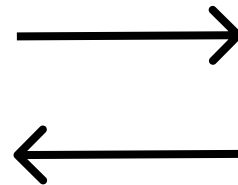
Other auxiliary application
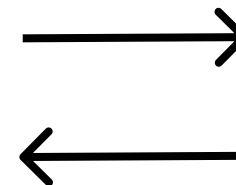
DMS
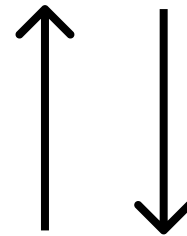
FTP Server

Here, all the files are stored

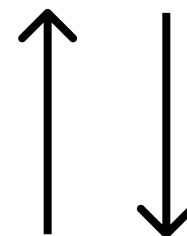**DMS Server**

Application server

Databse Server

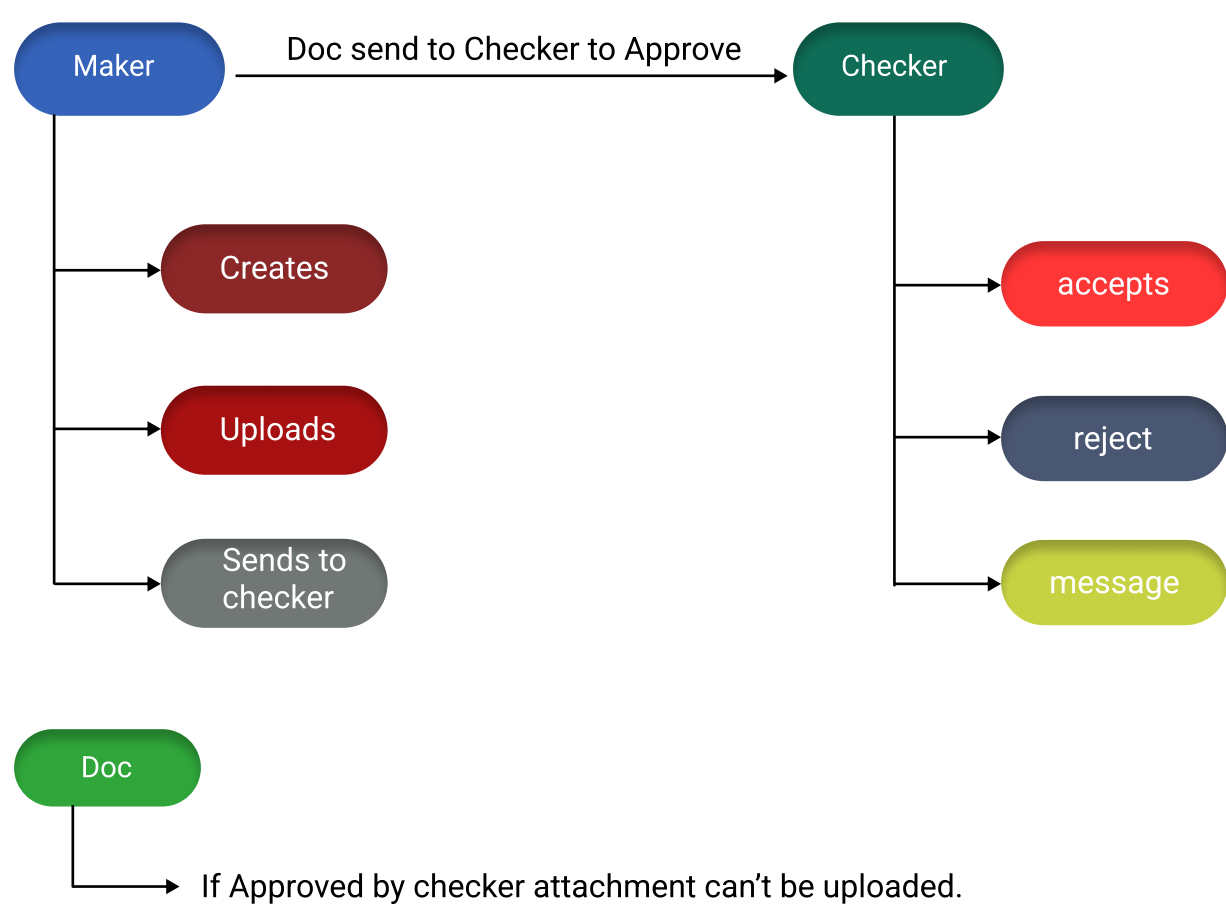Information about the data
of the file is stored here.
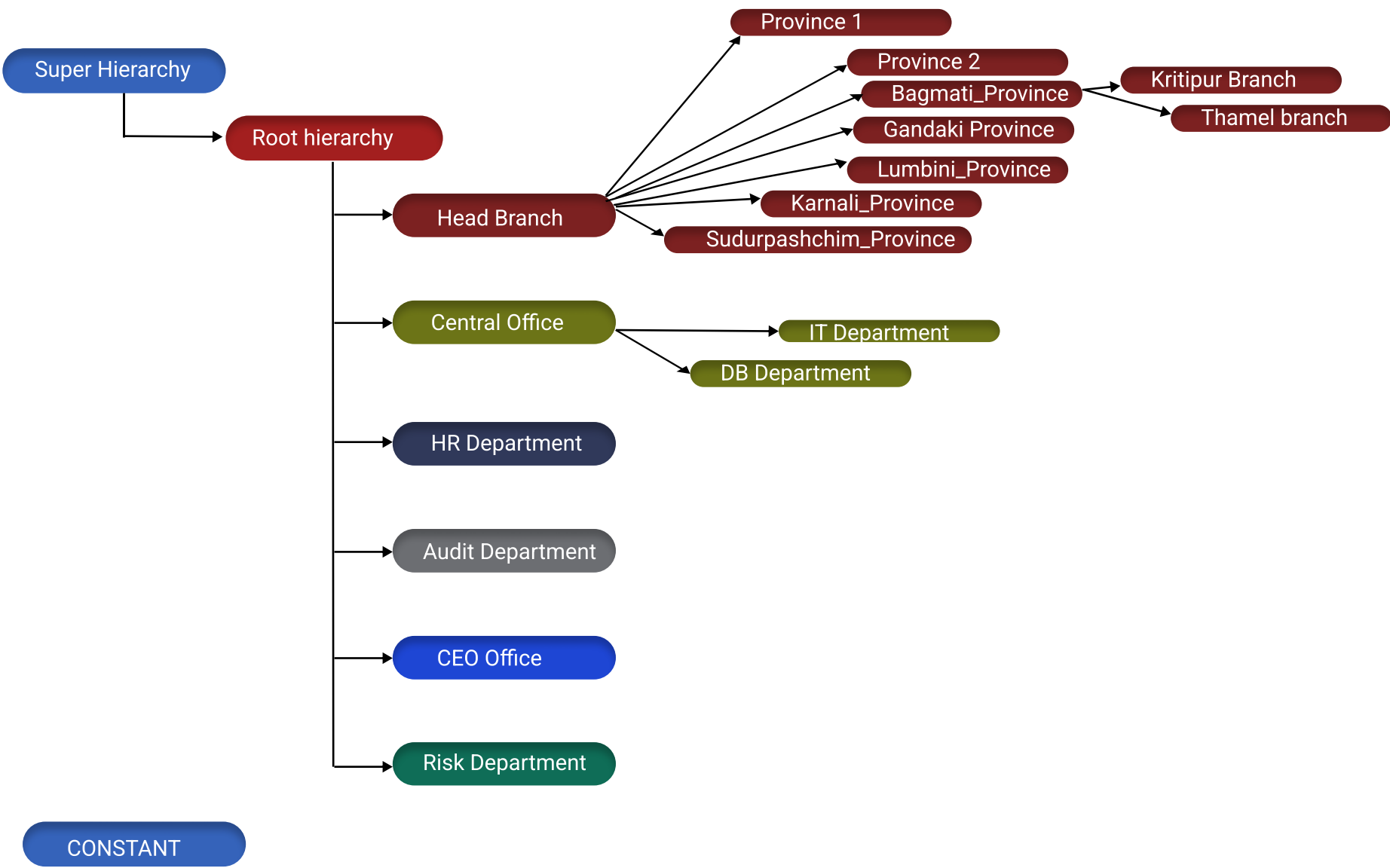
user performs the action to
make effect in the system.

**User accessing
the system**

Document Management System

user → App frontend → DMS Server

App frontend → FTP Server → Locker

App frontend → Database → Locker

Maker & Checker Flow(RBB)

Maker — Doc send to Checker to Approve → Checker

Maker:
- Creates
- Uploads
- Sends to checker

Checker:
- accepts
- reject
- message

Doc

If Approved by checker attachment can't be uploaded.

Dms Security Hierarchy

Super Hierarchy → Root hierarchy

Root hierarchy:
- Head Branch
  - Province 1
  - Province 2
  - Bagmati_Province
  - Gandaki Province → Kritipur Branch
  - Lumbini_Province → Thamel branch
  - Karnali_Province
  - Sudurpashchim_Province
- Central Office
  - IT Department
  - DB Department
- HR Department
- Audit Department
- CEO Office
- Risk Department

CONSTANT

DMS Doc Security Level:
- High → only specified user can view the document
- Medium → Selected Department can View Document
- Low → document is visible to all users
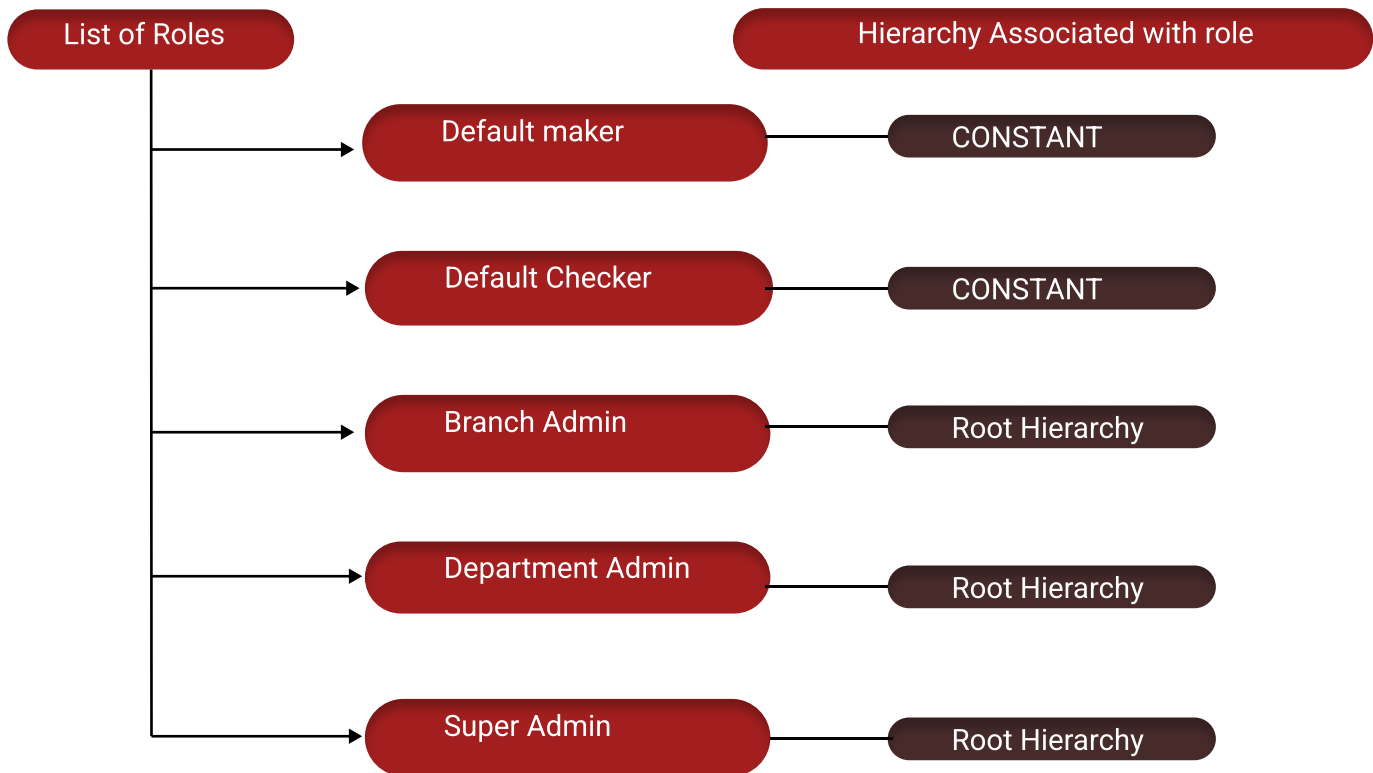
Notes: Once Document Is created Document Maker can Add and upload the Attachment Before Sending for Approval to checker

Dms Roles With Their Hierarchy

List of Roles | Hierarchy Associated with role
- Default maker — CONSTANT
- Default Checker — CONSTANT
- Branch Admin — Root Hierarchy
- Department Admin — Root Hierarchy
- Super Admin — Root Hierarchy

Some Features of DMS

1. Document Creation
2. Bulk Upload File
3. Code Scanner
4. Favourite List
5. Notification
6. Document Indexing
7. Manage Role Permission
8. User Management