

General DMS User Manual

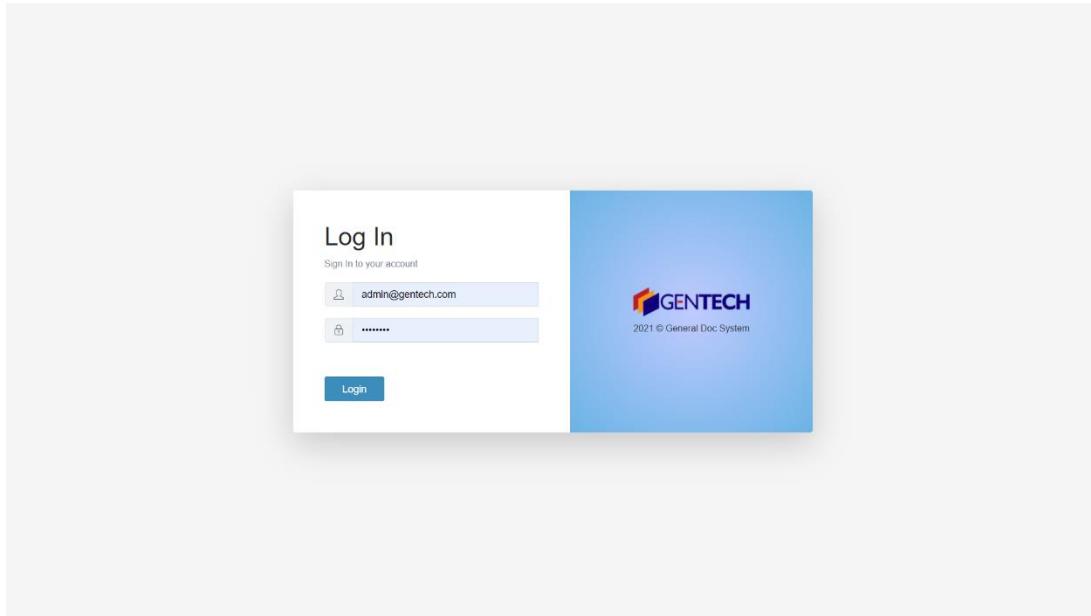
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User Login

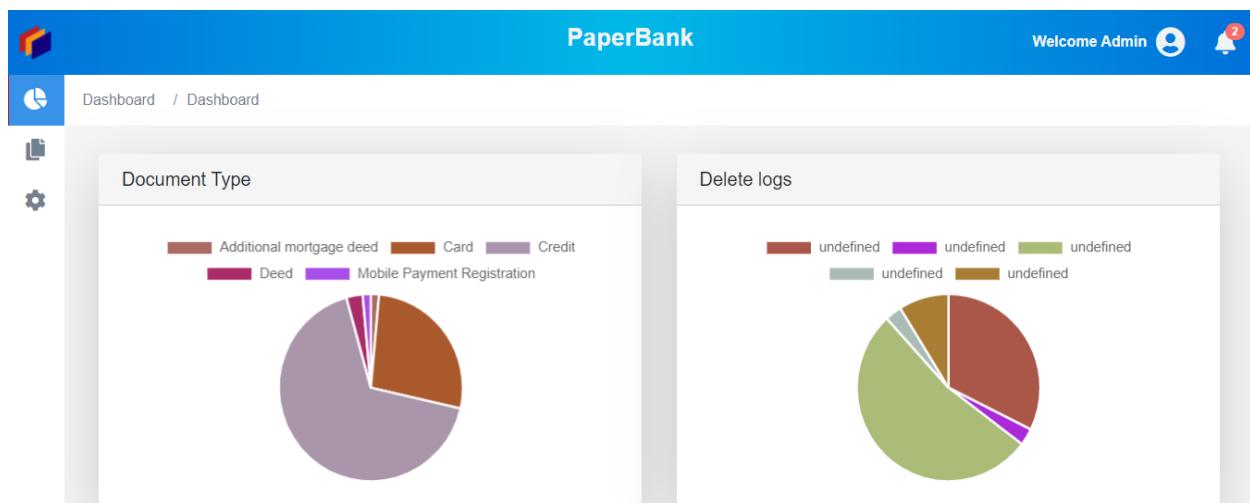
1. Enter the valid “Username” and “Password”
2. Click the “Login” button to verify the email and password.



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' page of the PaperBank application. The main form has several sections: 'BOK ID' with a dropdown and a '+' button; 'Customer Name' and 'Approved Date' fields; 'URL' and 'Search through CBS' buttons. Below these are sections for 'TBOKID', 'Identifier', 'Document Name', 'Language', 'Document Condition', 'Status', 'Location Map', 'Security Level', 'Department', and 'Checker'. There are also checkboxes for 'Archive Now' and 'DOCUMENT TYPE'. At the bottom right are 'Cancel' and 'Submit' buttons.

4. To add BOKID there are two methods available:
 - a. Type the Id and click the “plus” Icon aside from the text box.
 - b. Search through CBS (click on the “search through CBS” button to search the id).

The screenshot shows a modal window titled 'Select BOKID' over the 'Add Document' form. The modal contains a table with columns: BOKID, Name, Type, TBOKID, Action Taken, Approved Date, and Actions. Two rows are shown: one for 'BOK33006' (Board, Memo, 81, Approved, 28/09/2020) and another for 'BOK330000' (Board of Directors, Memo, 82, Approved, 28/09/2020). Each row has a 'Select' button in the Actions column. Below the table is a search input field with placeholder 'Enter TBOK-ID' and a 'search' button. The background of the modal shows the 'Add Document' form with a 'BOK ID' field containing 'BOK33'.

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

Document Name	Status
BOK330000-Board of Directors-28/09/2020-82	Active

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

[!\[\]\(80e6aceb3847256c6ae710fcca42e419_img.jpg\) Edit](#)



Document Type	Normal User
Identifier	DOC-2021-11-02-1635825655795
Organization Name	BOK330000
Document Name	BOK330000-Board of Directors-28/09/2020-82
Document Type	Normal User
Created By	Admin
Department	Gentech
Status	Active
Location Map	Normal User
Created	Tuesday, November 2nd 2021
Modified	Tuesday, November 2nd 2021

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

Attachments						
Name	Document Type	Indexes	Associated Ids	Created By	Upload Date	Actions
mysql-workbench.png					Monday, November 1st 2021	 
						

- ii. Choose a file by clicking the “Browse” button.
 - iii. Choose “Document Type” from the dropdown and add “notes” if required.
 - iv. Click the “Submit” button to upload a file.

PaperBank

Upload Attachment

Choose a file...

Browse

DOCUMENT TYPE *

--NONE--

Notes

Notes

* note : if document type is empty then you must add sub document type from document type sidebar

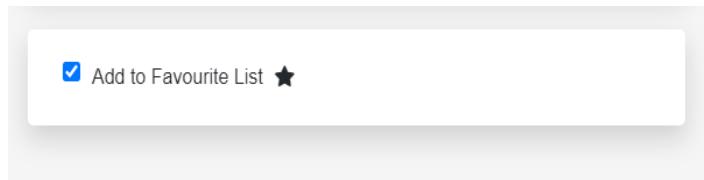
Submit

Cancel

- c. Preview File and Images
 - i. Select the file from the “Select File” button.
 - ii. 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 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.

Provide Hourly Access	
Select Attachment	Duration
mysql-workbench.png	0
Check Users	Duration Type
<input type="radio"/> Existing Users <input checked="" type="radio"/> Other Users	Minute
rupesh@generaltechnology.com.np	
+	
Submit	

Checkout logs

Document this is returned can be seen in this tab.

Attachments

- In this section, all the attachments list can be viewed.
- The attachment filter is similar to the document filter option.

Document Type	Department	File Name	Document Name	Actions
Acceptance and set up for share loan	IT Department	Untitled-11.jpg	BOK34277JAGADISHWAR ADHIKARI05/09/2021	
Acceptance and set up for share loan	IT Department	Untitled-10.jpg	BOK34277JAGADISHWAR ADHIKARI05/09/2021	
Acceptance and set up for share loan	IT Department	Untitled-9.jpg	BOK34277JAGADISHWAR ADHIKARI05/09/2021	
Acceptance and set up for share loan	IT Department	Untitled-8.jpg	BOK34277JAGADISHWAR ADHIKARI05/09/2021	
Acceptance and set up for share loan	IT Department	Untitled-7.jpg	BOK34277JAGADISHWAR ADHIKARI05/09/2021	
Acceptance and set up for share loan	IT Department	Untitled-6.jpg	BOK34277JAGADISHWAR ADHIKARI05/09/2021	
Acceptance and set up for share loan	IT Department	Untitled-5.jpg	BOK34277JAGADISHWAR ADHIKARI05/09/2021	
Acceptance and set up for share loan	IT Department	Untitled-4.jpg	BOK34277JAGADISHWAR ADHIKARI05/09/2021	
Acceptance and set up for share loan	IT Department	Untitled-3.jpg	BOK34277JAGADISHWAR ADHIKARI05/09/2021	
Acceptance and set up for share loan	IT Department	Untitled-2.jpg	BOK34277JAGADISHWAR ADHIKARI05/09/2021	

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.

The screenshot shows the PaperBank application interface. The left sidebar has a blue header 'GENTECH' and a navigation menu with options: Dashboard, Documents, Attachments, Expiring (which is selected), Pending, Archived, Favourite List, Code Scanner, and Settings. The main content area has a blue header 'PaperBank' with 'Welcome Admin' and a notification bell icon. Below the header, it says 'Dashboard / Expiring Document'. A search bar contains the number '12'. To its right, a message says 'week/s for the expiry of the documents'. Below this is a table titled 'Expired Document List' with columns: Document Type, Department, BOK ID, Document Name, Status, Location, and Created By. One row is shown: Mobile Payment Registration, IT Department, Identity Verification Document, Active, Main Building, Admin. At the bottom of the table are buttons for 'Items Per Page' (set to 10) and 'Total Documents : Page :'. The footer features the 'BANK OF KATHMANDU LTD.' logo and the text 'PaperBank (c) 2019' and 'Powered by General Technology Pvt. Ltd.'

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 PaperBank application interface. The left sidebar has a blue header 'GENTECH' and a navigation menu with options: Dashboard, Documents, Attachments, Expiring, Pending (which is selected), Archived, Favourite List, Code Scanner, and Settings. The main content area has a blue header 'PaperBank' with 'Welcome Admin' and a notification bell icon. Below the header, it says 'Dashboard / Pending Documents'. A table titled 'Pending Document List' is displayed with columns: Document Type, Department, BOK ID, Document Name, Status, Location, and Created By. Three rows are listed: E-Banking (Gentech, Haribal Koirala, Active, Main Building, Admin), Card (IT Department, Quasi saepe ipsa ex, Active, Naval, Admin), and Card (Card Services, Fugiat inventore re, Active, Outside Valley, Admin). Each row has two buttons at the end: a green checkmark and a red trash bin. At the bottom of the table are buttons for 'Items Per Page' (set to 10) and 'Total Documents : Page : 1'. The footer features the 'BANK OF KATHMANDU LTD.' logo and the text 'PaperBank (c) 2019' and 'Powered by General Technology Pvt. Ltd.'

Archived

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

The screenshot shows the PaperBank interface with a blue header bar. On the left, there's a sidebar with navigation links: Dashboard, Documents, Attachments, Expiring, Pending, Archived (which is highlighted in blue), Favourite List, Code Scanner, and Settings. Below the sidebar is a logo for 'BANK OF KATHMANDU LTD.' The main content area has a title 'PaperBank' and 'Archived Document List'. A table displays the following data:

Document Type	Department	BOK ID	Document Name	Status	Location	Created By
E-Banking	Gentech		Alias laboris ea nob	checked out	Naxal	admin
Card	Gentech		Ex a labore est aliqu	Active	Naxal	admin
Credit	IT Department	BOK508 574	BOK508574JHAPATEA ESTATE PVT. LTD24/09/2021	Active	Naxal	Lokendra.sthapit@bok.com.np
Credit	IT Department	BOK869 518	BOK869518SARA CARPET AND HANDICRAFT PVT LTD05/09/2021	Active	Naxal	Saraswati.kharel@bok.com.np
Credit	IT Department	BOK382 510	BOK382510RAM SWARTH PRA CHANDRABANSHI10/09/2020	Active	Naxal	Saraswati.kharel@bok.com.np
Deed	IT Department	BOK339 065	Car loan document	Active		checker1@gentech.com
Deed	IT Department	BOK339 065	Car loan document	Active		sandeep.gautam@bok.com.np
Re-issue/ Replace Lost/ Damaged Visa Debit Card	IT Department	BOK339 065	Test 123	Active		checker1@gentech.com
Re-issue/ Replace Lost/ Damaged Visa Debit Card	IT Department	BOK339 065	Test 123	Active		sandeep.gautam@bok.com.np
Blue book	IT Department	BOK394 025	test test	Active		admin

Favorite List

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

The screenshot shows the PaperBank interface with a blue header bar. On the left, there's a sidebar with navigation links: Dashboard, Documents, Attachments, Expiring, Pending, Archived, Favourite List (which is highlighted in blue), Code Scanner, and Settings. Below the sidebar is a logo for 'BANK OF KATHMANDU LTD.'. The main content area has a title 'PaperBank' and 'Favourite Document List'. A table displays the following data:

Document Type	Department	BOK ID	Document Name	Status	Location	Created By
Card	Card Services	Bevis Mullen	Minus dolore fuga E	Suspended	Outside Valley	
Credit	IT Department	BOK394025	BOK394025JOHN GOLD SHOP16/09/2020	Active	Main Building	Saraswati.kharel@bok.com.np

At the bottom right, there are buttons for 'Items Per Page' (set to 10), 'Total Documents : 2', and 'Page : 1'.

Code scanner

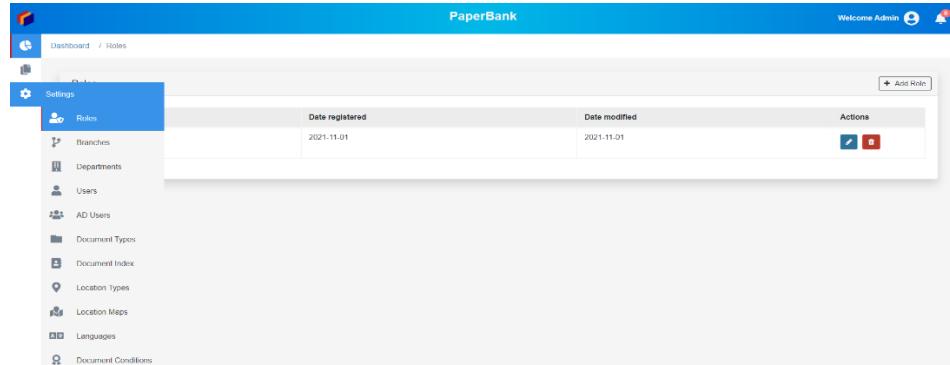
Code scanner scans the QRCode and allows to check out the document that is taken. The checkout status can be seen on the checkout log-in document view page.

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. To the right is a table with columns: Document Type, Department, BOK ID, Document Name, Status, Location, and Created By. At the bottom of the main panel are navigation arrows, a 'Items Per Page' dropdown set to 10, and a 'Total Documents : Page' selector. The footer contains a copyright notice 'PaperBank (c) 2019' and a 'Powered by General Technology Pvt. Ltd.' link.

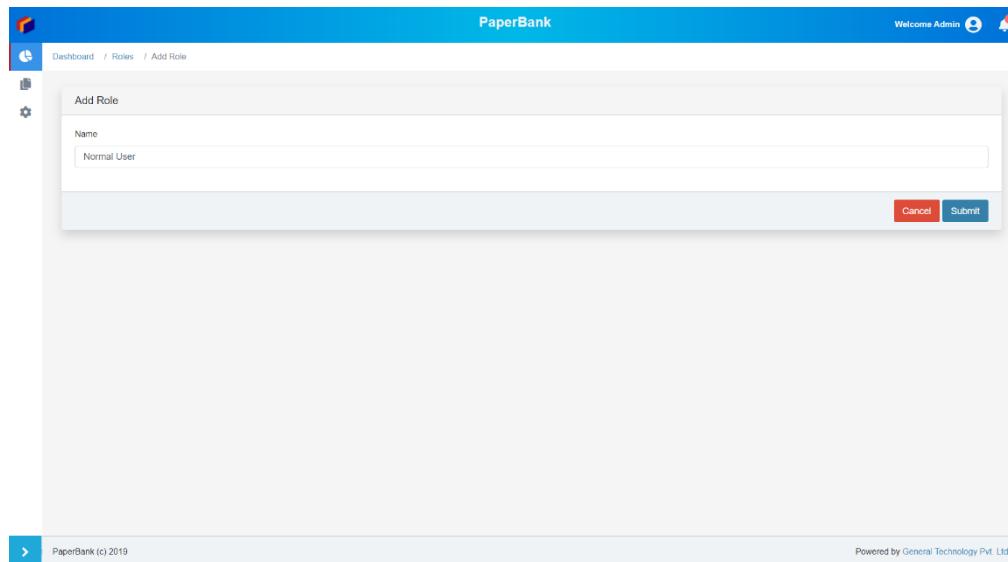
Settings Section

Roles

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



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.



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



- After edit is clicked

PaperBank

Welcome Admin

Dashboard / Roles / Edit Role

Edit Role

Name
Super Admin

User
View / Edit / Delete

Branch
View / Edit / Delete

Document Type
View / Edit / Delete

Attachment
View / Edit / Delete

Admin
Yes

Log User
View / Edit / Delete

Department
View / Edit / Delete

Location Map
View / Edit / Delete

Memo
View / Edit / Delete

Download
Yes

Customer User
View / Edit / Delete

Document
View / Edit / Delete

Location Type
View / Edit / Delete

Form
View / Edit / Delete

Print
Yes

Role
View / Edit / Delete

Document Condition
View / Edit / Delete

Language
View / Edit / Delete

Super Admin
Yes

Watermark
Yes

Cancel Submit

PaperBank (c) 2019

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This screenshot shows the 'Edit Role' page in the PaperBank application. The role 'Super Admin' is selected. The interface is divided into several sections: User, Branch, Document Type, Attachment, Admin, Log User, Department, Location Map, Memo, Download, Customer User, Document, Location Type, Form, Print, Role, Document Condition, Language, Super Admin, Watermark, and Cancel/Submit buttons. The 'Admin' section has 'Yes' selected. The 'Log User' section has 'View / Edit / Delete' selected. The 'Customer User' section has 'View / Edit / Delete' selected. The 'Role' section has 'View / Edit / Delete' selected. The 'Document Condition' section has 'View / Edit / Delete' selected. The 'Language' section has 'View / Edit / Delete' selected. The 'Super Admin' section has 'Yes' selected. The 'Watermark' section has 'Yes' selected. The 'Cancel' and 'Submit' buttons are located at the bottom right of the form.

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



Branches

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

PaperBank

Welcome Admin

Add Branch

Street	City	Country	Postal Code	Phone	Website	Actions
Expedita quia dolor	In consectetur enim	Nepal	Ipsum dolor earum	+1 (248) 326-3355	https://www.begipafelohi.info	

PaperBank (c) 2018
localhost:3000/admin/branches

Powered by General Technology Pvt. Ltd.

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.

PaperBank

Welcome Admin

Add Branch

Name: *	Address: *	District: *	Branch Code: *
Naxal Branch	Naxal	Kathmandu	001
SCL branch id: *	Province:	Country:	Postal Code:
0135	Bagmati	Nepal	123478
Contact:	Website:	Branch Logo:	
9852136547	none	<input type="file"/> Choose file No file chosen	

Cancel Submit

PaperBank (c) 2019

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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' form in PaperBank. The 'Name' field contains 'IT Department'. The 'Parent Category' dropdown is set to '--- NONE ---'. There is a color picker button next to the category field. At the bottom right are 'Cancel' and 'Submit' buttons. The top right corner shows 'Welcome Admin' with a profile icon.

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.

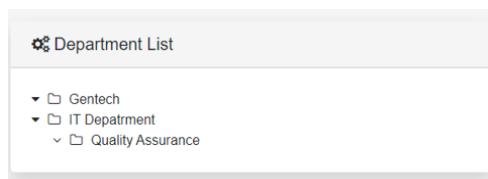


6. Click on “Trash Icon” to delete the department.



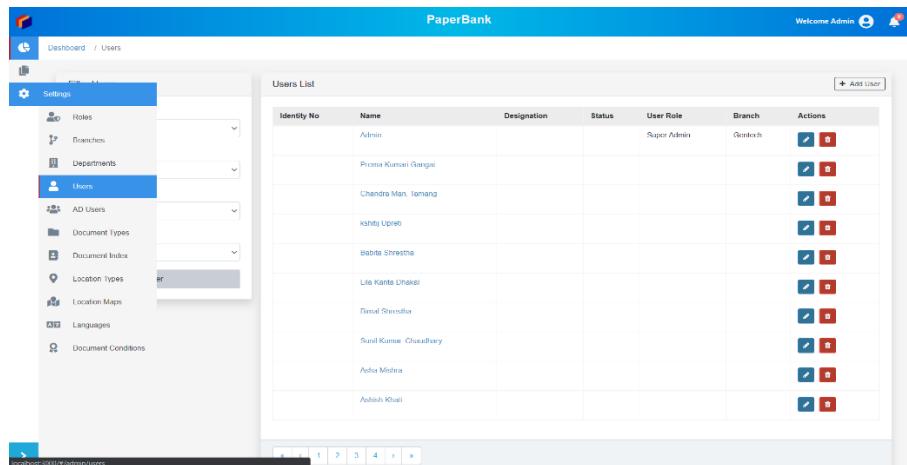
Department Hierarchy

- 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.



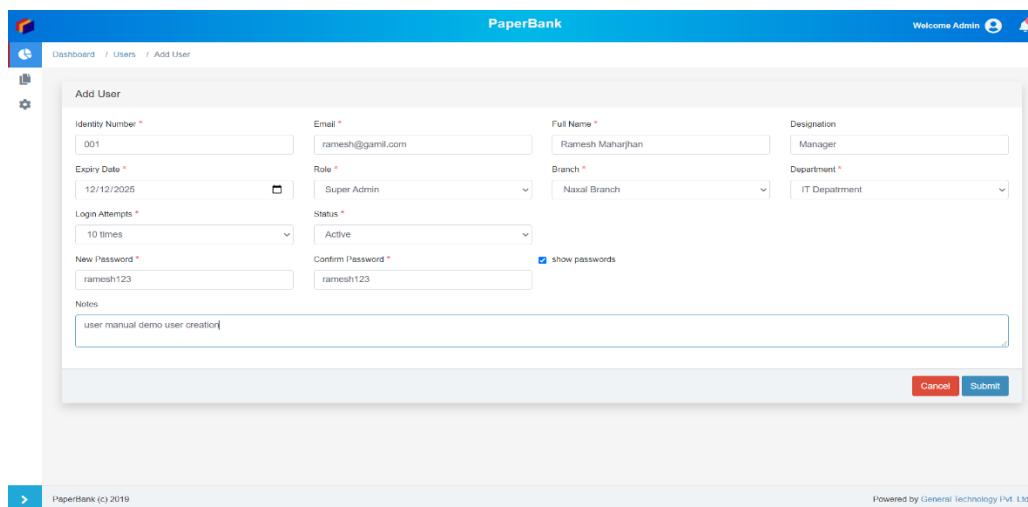
Users

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



Identity No	Name	Designation	Status	User Role	Branch	Actions
Admin				Super Admin	Ganeshch	
Pritika Koirala Gangal						
Chandra Mani Tamang						
Ishatty Upadhyay						
Habita Shrestha						
Lila Kanta Dahal						
Ritual Shrestha						
Sunil Kumar Ghoshal						
Ashis Mishra						
Anilish Khatri						

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.



Add User

Identity Number *	Email *	Full Name *	Designation
001	ramesh@gmail.com	Ramesh Maharjan	Manager
Expiry Date *	Role *	Branch *	Department *
12/12/2025	Super Admin	Naxal Branch	IT Department
Login Attempts *	Status *		
10 times	Active		
New Password *	Confirm Password *	<input checked="" type="checkbox"/> show passwords	
ramesh123	ramesh123		
Notes user manual demo user creation			

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', and each has an option '--NONE--' selected. A large 'Filter' button is at the bottom.

Filter Type	Value
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. At the top, there's a header bar with the PaperBank logo, a 'Welcome Admin' message, and a user icon. Below the header, the breadcrumb navigation shows 'Dashboard / Document Types / Add Document Type'. The main content area has a title 'Add Document Type'. It contains three input fields: 'Name' with the value 'IT Department Doc Type', 'Parent Category' with the value '--- NONE ---', and 'Associate ID' with the value '--- NONE ---'. At the bottom right of the form 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.

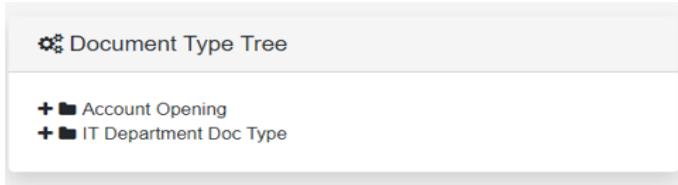


6. Click on “Trash Icon” to delete the created document types.



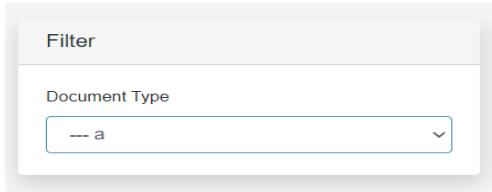
Document Types Hierarchy

- 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.

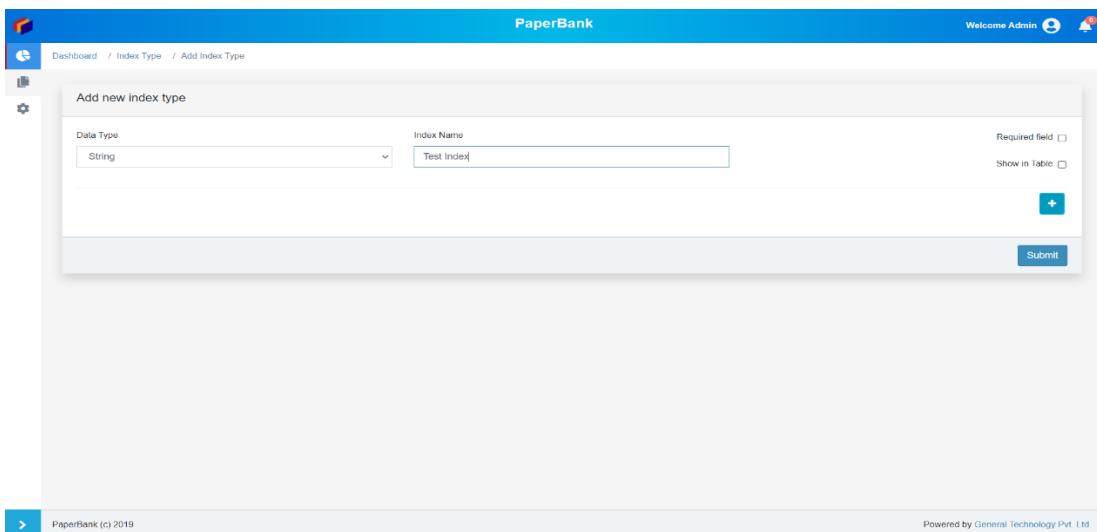


Document Index

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.

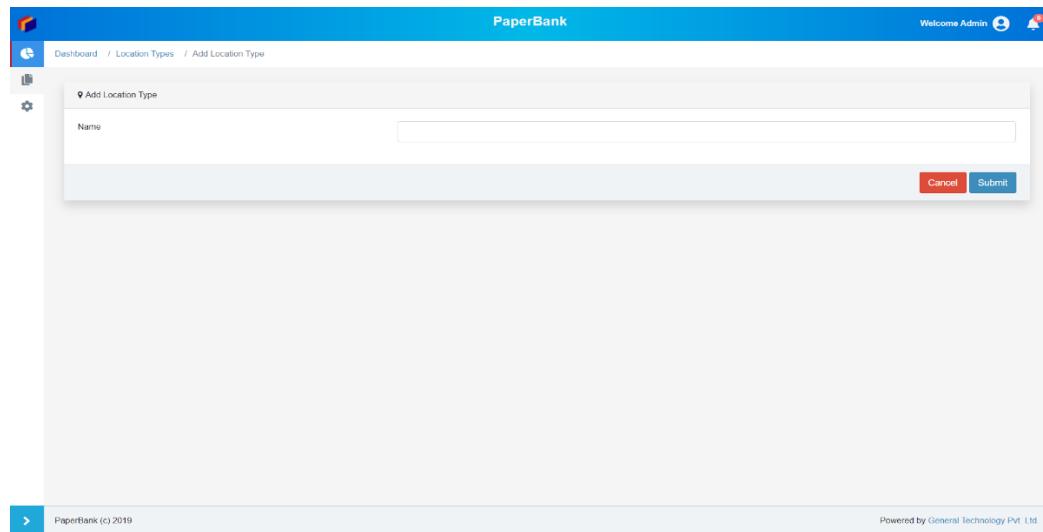


7. Click on “Trash Icon” to delete the created index.



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.



The screenshot shows the 'Add Location Type' page of the PaperBank application. At the top, there's a blue header bar with the 'PaperBank' logo, a 'Welcome Admin' message, and a user icon. Below the header, the breadcrumb navigation shows 'Dashboard / Location Types / Add Location Type'. The main content area has a title 'Add Location Type' with a small info icon. It contains a single input field labeled 'Name' with a placeholder 'Enter Name'. At the bottom right of the form are two buttons: a red 'Cancel' button and a blue 'Submit' button. On the left side of the page, there's a vertical sidebar with icons for dashboard, location types, and a gear for settings. At the bottom of the page, there's a footer bar with the text 'PaperBank (c) 2019' and 'Powered by General Technology Pvt Ltd'.

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

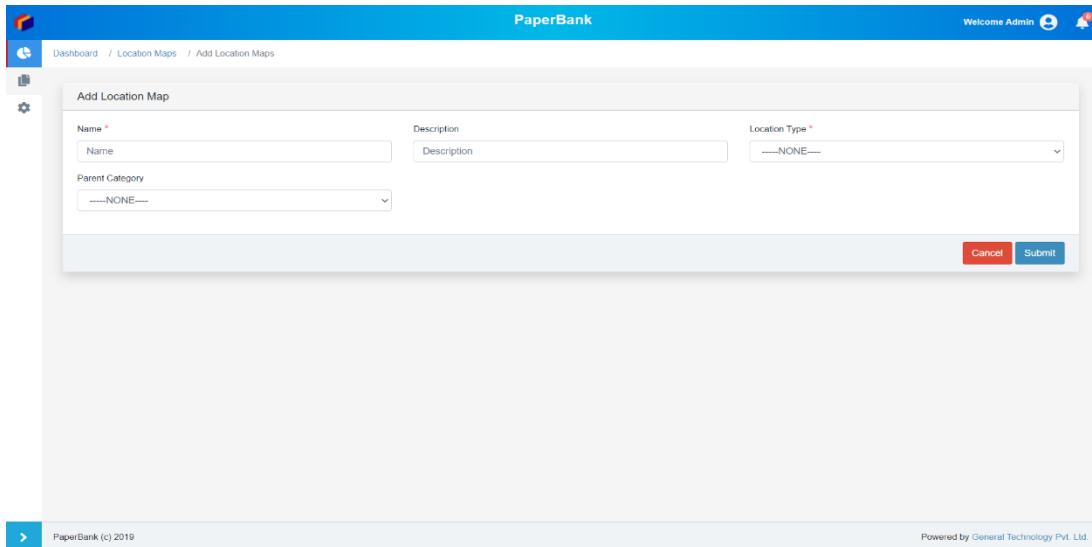


5. Click on “Trash Icon” to delete the created location types.



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' page of the PaperBank application. The top navigation bar includes 'Dashboard', 'Location Maps', and 'Add Location Maps'. On the left, there's a sidebar with icons for Home, Dashboard, Location Maps, and Settings. The main form area has fields for 'Name' (with placeholder 'Name'), 'Description' (empty), and 'Location Type' (set to '----NONE----'). Below these are 'Parent Category' and another dropdown menu, both currently showing '----NONE----'. At the bottom right are 'Cancel' and 'Submit' buttons.

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

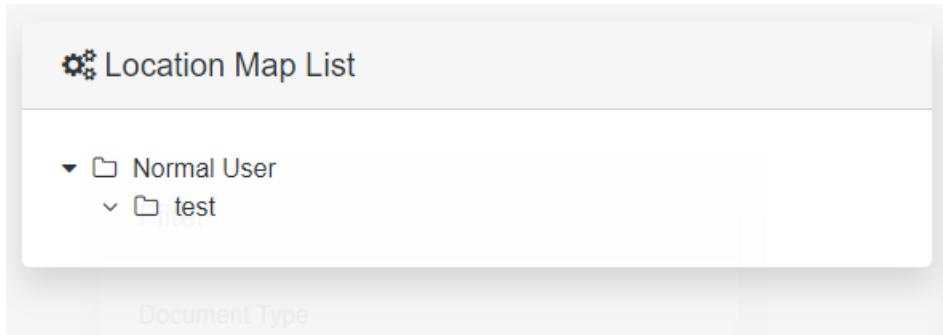


8. Click on “Trash Icon” to delete the created location maps.



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 icons for Home, Dashboard, Language, and Add Language. The main area has a title 'Add Language'. Below it are two input fields: 'Name' containing 'Nepali' and 'Code' containing 'NEP_001'. At the bottom right are two buttons: 'Cancel' (red) and 'Submit' (blue).

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 is a navigation bar with links for "Dashboard", "Document Conditions", and "Add Document Condition". The main content area has a title "Add Document Condition" and a "Name" input field. At the bottom right of the form are "Cancel" and "Submit" buttons. On the left side of the main content area, there is a sidebar with icons for file management and settings. At the bottom of the screen, there is a footer bar 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.

