

# General DMS User Manual

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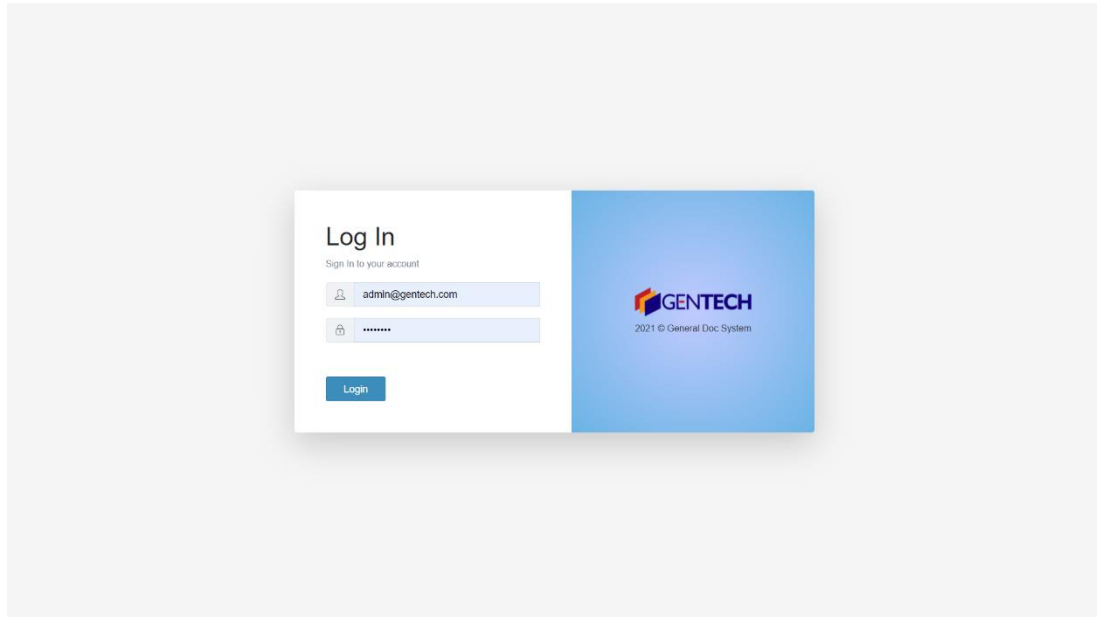
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## User Login

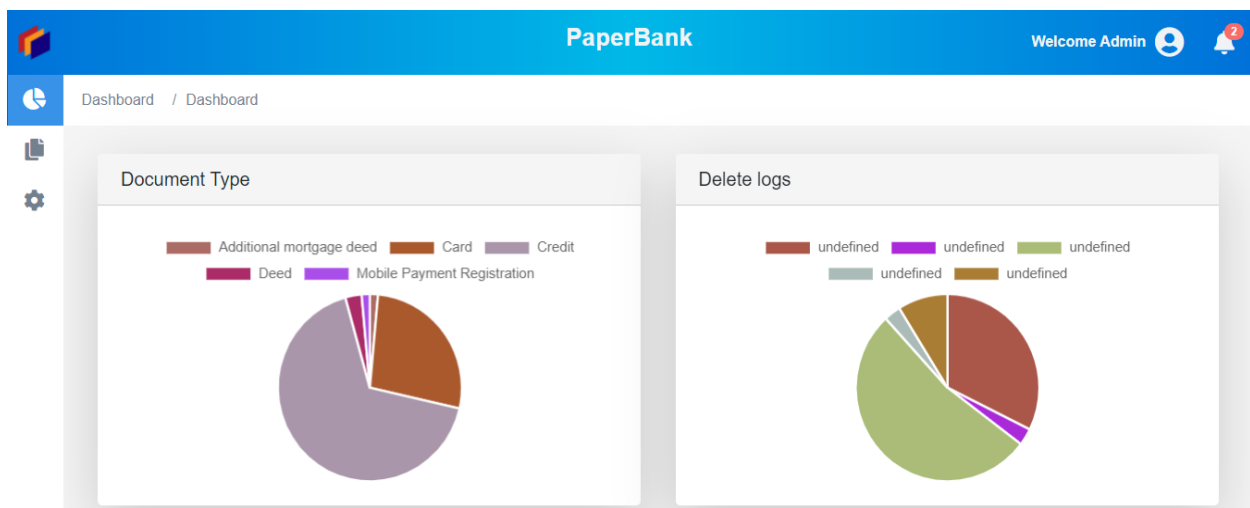
1. Enter the valid “Username” and “Password”
2. Click the “Login” button to verify the email and password.



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.

**Add Document**

DOCUMENT TYPE \*  
--NONE--  
Retail Customer  
Corporate Customer  
Select...

Branch  
Scheme Code  
ID Number

Identifier: DOC-2022-12-20-1871513952716  
Document Name \*: NaN  
Expiry Date: mm/dd/yyyy  
Language: English

Document Condition: Great  
Status \*: Active  
Location Map: --NONE--  
Security Level: --NONE--

Checker: --NONE--  
Security Hierarchy: --NONE--  
Select security hierarchy for unit creation only.

Cancel Submit

Everest Bank  
PaperBank (c) 2019  
Powered by General Technology Pvt. Ltd.

**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

**Document List**

Doc Type	Department	Branch	Document Name	Status	Location	Created By	Action
Retail Customer	ⓘ	KALIMATI BRANCH	03700051207920KRISHNA BAHADUR TAMANG	Active	KALIMATI	pujan.shakya@ebi.com.np	
Retail Customer	ⓘ	LAZMPAT BRANCH	0140070120557ESAVITA MAHA GURUNG	Active	LAZMPAT	mala.pandey@ebi.com.np	
Retail Customer	ⓘ	LAZMPAT BRANCH	01400724200057PRAJNA PRADHAN	Active	LAZMPAT	mala.pandey@ebi.com.np	
Retail Customer	ⓘ	LAZMPAT BRANCH	01400724200059PRAMILA PRADHAN	Active	LAZMPAT	mala.pandey@ebi.com.np	
Retail Customer	ⓘ	BALAJI BRANCH	02000501215505AJAY KUMAR RAJAK	Active	BALAJI	arjana.shrestha@ebi.com.np	
Retail Customer	ⓘ	LAZMPAT BRANCH	01400724200059SUDESH KHALING RAI	Active	LAZMPAT	mala.pandey@ebi.com.np	
Retail Customer	ⓘ	LAZMPAT BRANCH	01400051201481GOPI KRISHNA Koirala	Active	LAZMPAT	scanning3@ebi.com.np	
Retail Customer	ⓘ	LAZMPAT BRANCH	01405620200246BALA RAM KHATTIWADA	Active	LAZMPAT	scanning2@ebi.com.np	

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
<a href="#">BOK330000-Board of Directors-28/09/2020-82</a>	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

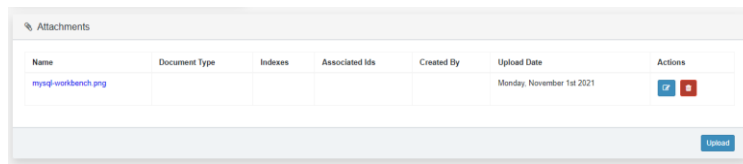
Edit



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



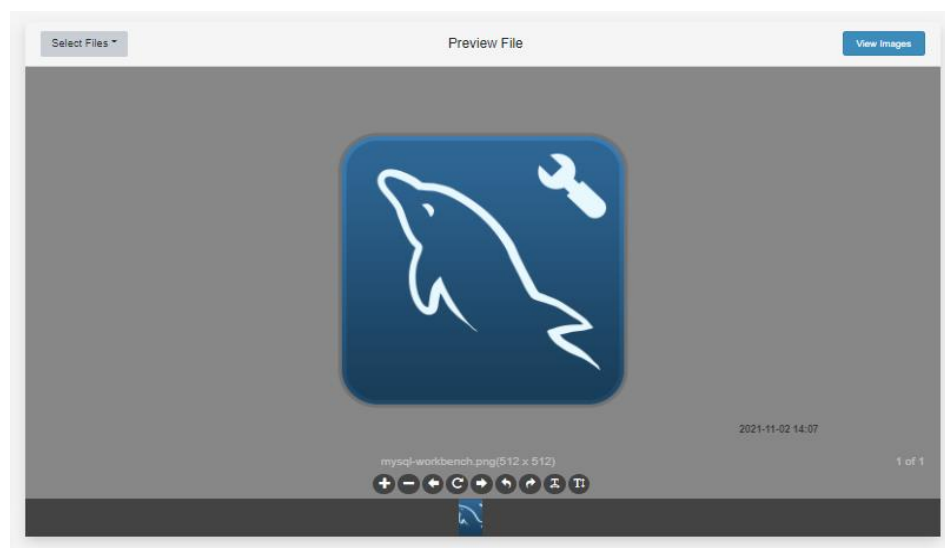
- b. File Upload in the document.
- Click on the “Upload” button to reveal an upload pop-up.



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

A screenshot of a web application showing an 'Upload Attachment' form. The form has a 'Choose a file...' input field with a 'Browse' button. Below it is a 'DOCUMENT TYPE' dropdown menu with '--NONE--' selected. There is a 'Notes' text area. A light blue message box states: '\* note : if document type is empty then you must add sub document type from document type sidebar'. At the bottom right are 'Submit' and 'Cancel' buttons.

- 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

☒ Add to Favourite List ★

#### Audit log

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

Audit Logs   Checkout Logs   Hourly Access			
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
			<a href="#">Download Report</a>

#### 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.

Audit Logs	Checkout Logs	Hourly Access
------------	---------------	---------------

#### Provide Hourly Access

Select Attachment

mysql-workbench.png

Duration

0

Duration Type

Minute

Check Users

☐ Existing Users



☒ Other Users

rupesh@generaltechnology.com.np

+

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
------	---------------	--------------	-------------	--------

## Attachments

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

Dashboard

Dashboard / Documents

Documents

Attachments

Expiring

Pending

Rejected

Saved

Archived


Favourite List

Code Scanner

Bulk Upload

Settings

Others



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

Document List

Doc Type

Department

Branch

















Document Name

Status

Location

Created By

Action

Retail Customer		KALIMATI BRANCH	03700501207563KRISHNA BAHADUR TAMANG	Active	KALIMATI	pujan.shakya@ebl.com.np	 
Retail Customer		LAZIMPAT BRANCH	01400701205578SANTA MAYA GURUNG	Active	LAZIMPAT	mala.pandey@ebl.com.np	 
Retail Customer		LAZIMPAT BRANCH	01400724200057PRAJINA PRADHAN	Active	LAZIMPAT	mala.pandey@ebl.com.np	 
Retail Customer		LAZIMPAT BRANCH	01400724200055PRAMILA PRADHAN	Active	LAZIMPAT	mala.pandey@ebl.com.np	 
Retail Customer		BALAJU BRANCH	02000501215505AJAY KUMAR RAJAK	Active	BALAJU	anjana.shrestha@ebl.com.np	 
Retail Customer		LAZIMPAT BRANCH	01400724200056SUDESH KHALING RAI	Active	LAZIMPAT	mala.pandey@ebl.com.np	 
Retail Customer		LAZIMPAT BRANCH	01400501201491GOPI KRISHNA KOIRALA	Active	LAZIMPAT	scanning3@ebl.com.np	 
Retail Customer		LAZIMPAT BRANCH	01405520200248BALA RAM KHATIWADA	Active	LAZIMPAT	scanning2@ebl.com.np	 

## 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 'Expiring Document List' interface. At the top, there's a header bar with 'GENTECH' logo, 'PaperBank', and 'Welcome Admin'. Below the header, a sidebar on the left contains navigation options: Dashboard, Documents, Attachments, Expiring (selected), Pending, Rejected, Saved, Archived, Favourite List, Code Scanner, Bulk Upload, Settings, and Others. The main content area is titled 'Expiring Document List' and features a search bar with the value '1' and a label 'week/s for the expiry of the documents'. A table below lists documents with columns: Doc Type, Department, Branch, Document Name, Status, Location, and Created By. The table contains 12 rows of data, all with 'Active' status. At the bottom right, there are pagination controls: 'Items Per Page' set to 10, 'Total Documents :', and 'Page :'. The Everest Bank logo is visible in the bottom left corner.

Doc Type	Department	Branch	Document Name	Status	Location	Created By
Retail Customer		LAZIMPAT BRANCH	01400501202759HARI BAHADUR GIRI	Active	LAZIMPAT	scanning1@ebi.com.np
Retail Customer		LAZIMPAT BRANCH	014005012023502INDRA SHARAN KARI	Active	LAZIMPAT	scanning1@ebi.com.np
Retail Customer	General Service Department	Gentech	014005012023101PRAKASH SINHA	Active		admin
Retail Customer		LAZIMPAT BRANCH	01400501202379DHANA BAHADUR GURUNG	Active	LAZIMPAT	scanning1@ebi.com.np
Retail Customer		LAZIMPAT BRANCH	01400501202751INDU LAMA	Active	LAZIMPAT	scanning1@ebi.com.np
Retail Customer		LAZIMPAT BRANCH	01400501202378KAMALA PANTA	Active	LAZIMPAT	scanning1@ebi.com.np
Retail Customer		LAZIMPAT BRANCH	01400501202748DOMA TSHERING SHERPA	Active	LAZIMPAT	scanning1@ebi.com.np
Retail Customer		LAZIMPAT BRANCH	01400501202377TEEKA RAM POKHREL	Active	LAZIMPAT	scanning1@ebi.com.np
Retail Customer		LAZIMPAT BRANCH	01400501202748PROJIA SHRESTHA	Active	LAZIMPAT	scanning1@ebi.com.np
Retail Customer		LAZIMPAT BRANCH	01400501202745YOGENDRA GURUNG	Active	LAZIMPAT	scanning1@ebi.com.np

## 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' interface. The layout is similar to the 'Expiring' view, with a sidebar on the left and a main content area. The sidebar has 'Pending' selected. The main content area is titled 'Pending Document List' and features a search bar. A table below lists documents with columns: Doc Type, Department, Branch, Document Name, Status, Location, Created By, Assigned To, and Action. The table is currently empty. At the bottom right, there are pagination controls: 'Items Per Page' set to 10, 'Total Documents : 0', and 'Page : 1'. The Everest Bank logo is visible in the bottom left corner.

Doc Type	Department	Branch	Document Name	Status	Location	Created By	Assigned To	Action
----------	------------	--------	---------------	--------	----------	------------	-------------	--------

## Archived

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

The screenshot shows the 'Archived Document List' page in the PaperBank application. The page has a blue header with the 'GENTECH' logo, 'PaperBank' title, and 'Welcome Admin' with a user profile icon. A left sidebar contains navigation links: Dashboard, Documents, Attachments, Expiring, Pending, Rejected, Saved, Archived (highlighted), Favourite List, Code Scanner, Bulk Upload, Settings, and Others. The main content area displays a table of archived documents.

Doc Type	Department	Branch	Document Name	Status	Location	Created By
Retail Customer		BAGBAZAR BRANCH	NaN	Active		roshani.suwal@ebi.com.np
Retail Customer		BAGBAZAR BRANCH	NaN	Active		roshani.suwal@ebi.com.np
Retail Customer		BAGBAZAR BRANCH	04400501209985	Active		roshani.suwal@ebi.com.np
Retail Customer	General Service Department	Gentech	016080172002SDBAKAR GAUTAM	Active	BHOUPUR	admin

Below the table, there is a pagination control showing '1' and a dropdown for 'Items Per Page' set to '10'. It also indicates 'Total Documents 4' and 'Page : 1'. At the bottom left is the Everest Bank logo, and at the bottom right is the text 'Powered by General Technology Pvt. Ltd.'.

## Favorite List

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

The screenshot shows the 'Favourite Document List' page in the PaperBank application. The layout is similar to the Archived page, with the same header and sidebar. The main content area displays a table of favorite documents.

Doc Type	Department	Doc Name	Status	Location	Created By
----------	------------	----------	--------	----------	------------

Below the table, there is a search bar labeled 'Search by name column', a pagination control showing '< >', a dropdown for 'Items Per Page' set to '10', and text indicating 'Total Documents 0' and 'Page : 1'. A 'Download Report' button is also present. At the bottom left is the Everest Bank logo, and at the bottom right is the text 'Powered by General Technology Pvt. Ltd.'.

## 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 displays the PaperBank Code Scanner interface. The top navigation bar is blue with the 'PaperBank' logo and a 'Welcome Admin' message. The sidebar on the left lists various document management options, with 'Code Scanner' highlighted. The main content area contains a large QR code scanner, a search bar with a 'Find' button, and a table for document details. The table has columns for Doc Type, Department, Branch, Document Name, Status, Location, and Created By. Below the table, there are pagination controls showing 'Items Per Page' (10) and 'Total Documents : Page :'. The footer includes the Everest Bank logo and the text 'PaperBank (c) 2019' and 'Powered by General Technology Pvt. Ltd.'.

Dashboard / Code Scanner

Documents

Documents

Attachments

Expiring

Pending

Rejected

Saved

Archived

Favourite List

Code Scanner

Bulk Upload

Settings

Others

Identifier

Find

Enter Account Number (From)

Enter Account Number (To)

View QR

Add Document

Doc Type	Department	Branch	Document Name	Status	Location	Created By
----------	------------	--------	---------------	--------	----------	------------

< >

Items Per Page: 10 Total Documents : Page :

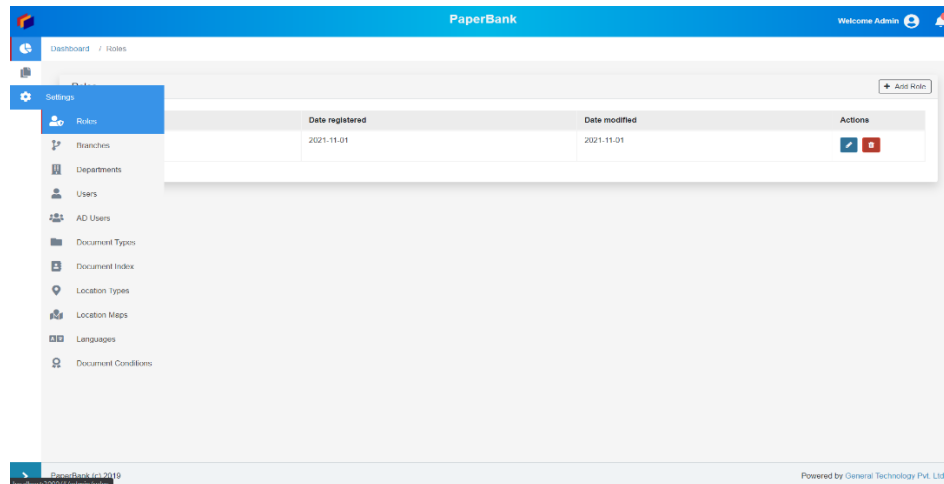
PaperBank (c) 2019

Powered by General Technology Pvt. Ltd.

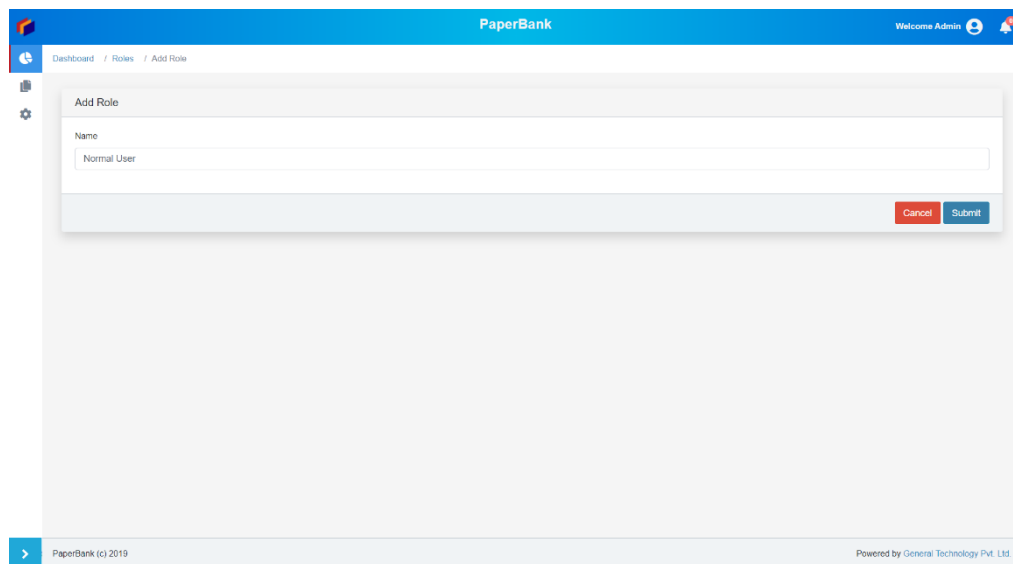
# Settings Section

## 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.



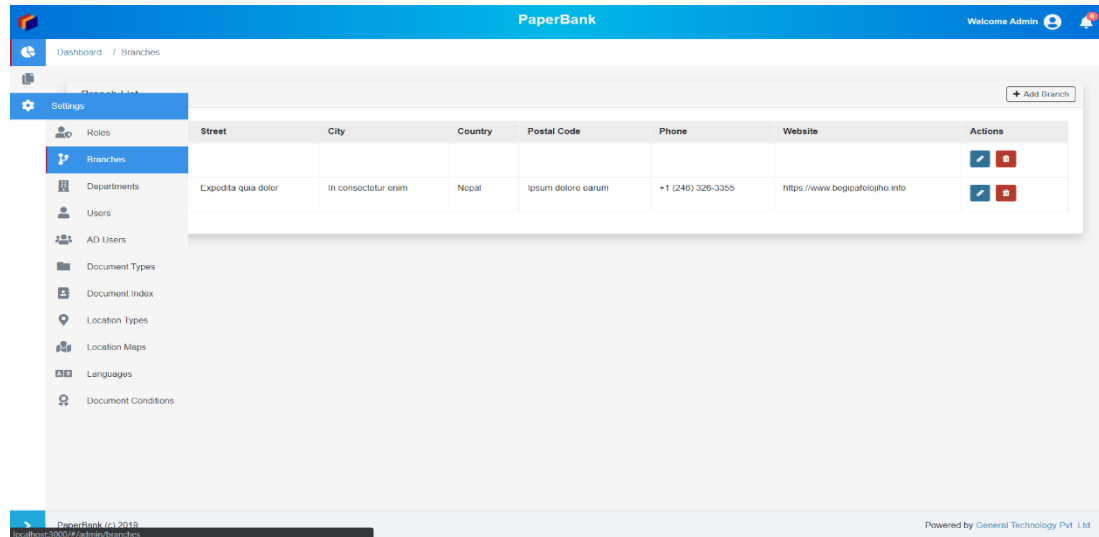
- After edit is clicked





## Branches

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



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' form in PaperBank. The form contains the following fields:

- Name: \* (Required) - Input: Naxal Branch
- Address: \* (Required) - Input: Naxal
- District: \* (Required) - Input: Kathmandu
- Branch Code: \* (Required) - Input: 001
- SOL branch id: \* (Required) - Input: 0135
- Province - Dropdown: Bagmati
- Country - Dropdown: Nepal
- Postal Code - Input: 123478
- Contact - Input: 9852136547
- Website - Input: none
- Branch Logo - Input: Choose file (No file chosen)

Buttons: Cancel, Submit

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

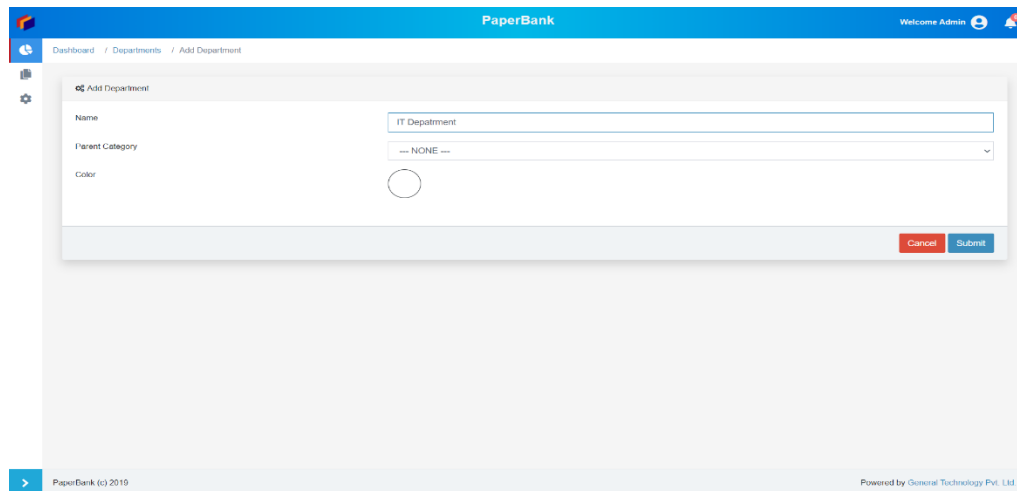


5. Click on “Trash Icon” to delete the created branch.



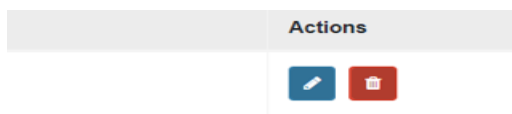
## Departments

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 the PaperBank application. The form is titled 'Add Department' and has three input fields: 'Name' (with the value 'IT Department'), 'Parent Category' (with the value '--- NONE ---'), and 'Color' (with a color picker icon). At the bottom right of the form are 'Cancel' and 'Submit' buttons. The application header shows 'PaperBank' and 'Welcome Admin'. The footer shows 'PaperBank (c) 2019' and 'Powered by General Technology Pvt. Ltd.'.

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.

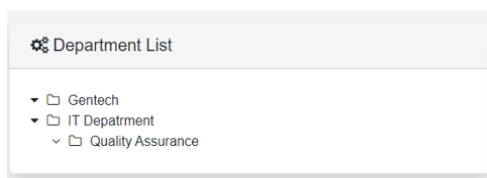


6. Click on “Trash Icon” to delete the department.



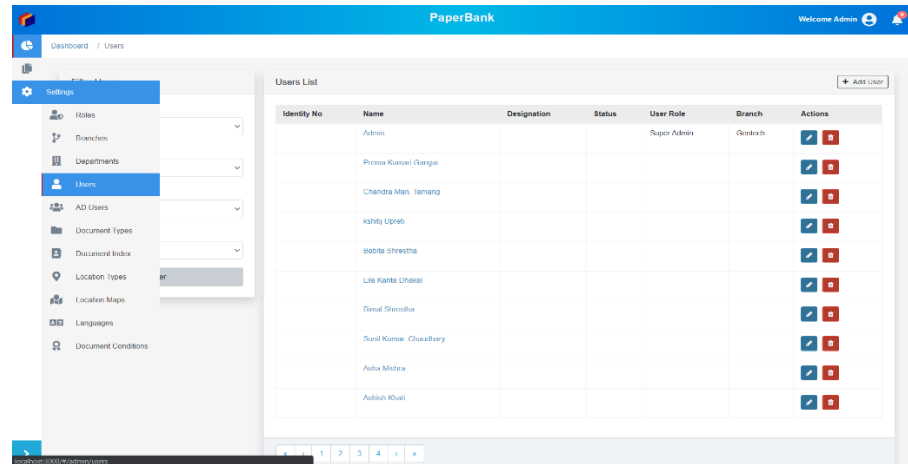
## Department Hierarchy

- 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.



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.

A screenshot of the 'Add User' form in the PaperBank application. The form is titled 'Add User' and contains several input fields and dropdown menus. The fields are: Identity Number (\*), Email (\*), Full Name (\*), Designation, Expiry Date (\*), Role (\*), Branch (\*), Department (\*), Login Attempts (\*), Status (\*), New Password (\*), Confirm Password (\*), and a 'show passwords' checkbox. The 'Notes' field contains the text 'user manual demo user creation'. At the bottom right, there are 'Cancel' and 'Submit' buttons. The footer of the page shows 'PaperBank (c) 2019' and 'Powered by General Technology Pvt. Ltd.'.

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

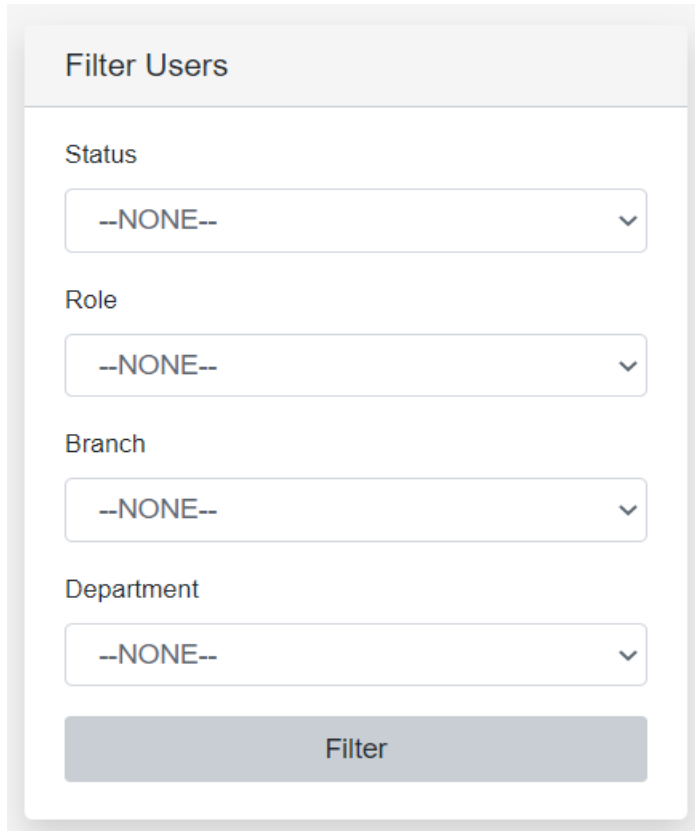


5. Click on “Trash Icon” to delete the created user.



## User list filter

- User can be filtered in various ways

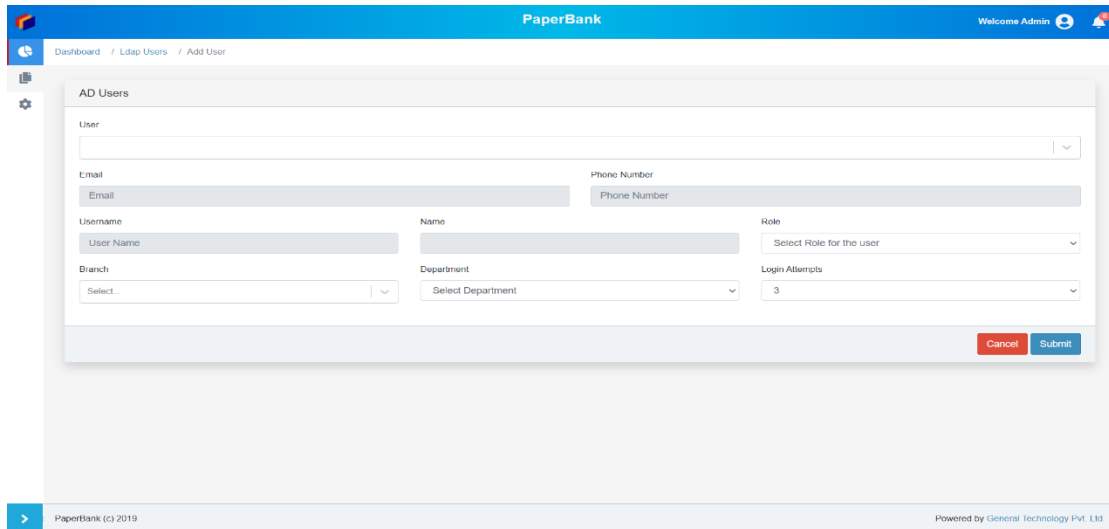


The image shows a 'Filter Users' form with a light gray header. Below the header, there are four dropdown menus labeled 'Status', 'Role', 'Branch', and 'Department'. Each dropdown menu currently displays '--NONE--' and has a downward arrow icon on the right. At the bottom of the form is a gray button labeled 'Filter'.

- 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' management interface in PaperBank. The top navigation bar includes the PaperBank logo, a breadcrumb trail (Dashboard / Ldap Users / Add User), and a 'Welcome Admin' message. The main content area is titled 'AD Users' and contains a form for adding a new user. The form fields are: 'User' (a dropdown menu), 'Email' (a text input), 'Phone Number' (a text input), 'Username' (a text input with 'User Name' as a placeholder), 'Name' (a text input), 'Role' (a dropdown menu with 'Select Role for the user' as a placeholder), 'Branch' (a dropdown menu with 'Select...' as a placeholder), 'Department' (a dropdown menu with 'Select Department' as a placeholder), and 'Login Attempts' (a dropdown menu with '3' as a placeholder). At the bottom right of the form are 'Cancel' and 'Submit' buttons. The footer of the page shows 'Paperbank (c) 2019' and 'Powered by General Technology Pvt. Ltd'.

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



The screenshot shows a table with an 'Actions' column. The column contains two icons: a blue pencil icon for editing and a red trash can icon for deleting.

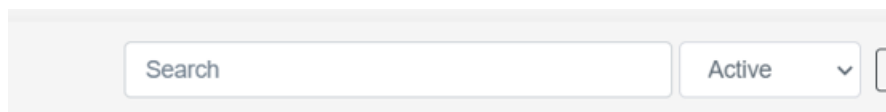
5. Click on “Trash Icon” to delete the created user.



The screenshot shows a table with an 'Actions' column. The column contains two icons: a blue pencil icon for editing and a red trash can icon for deleting.

## AD User filter

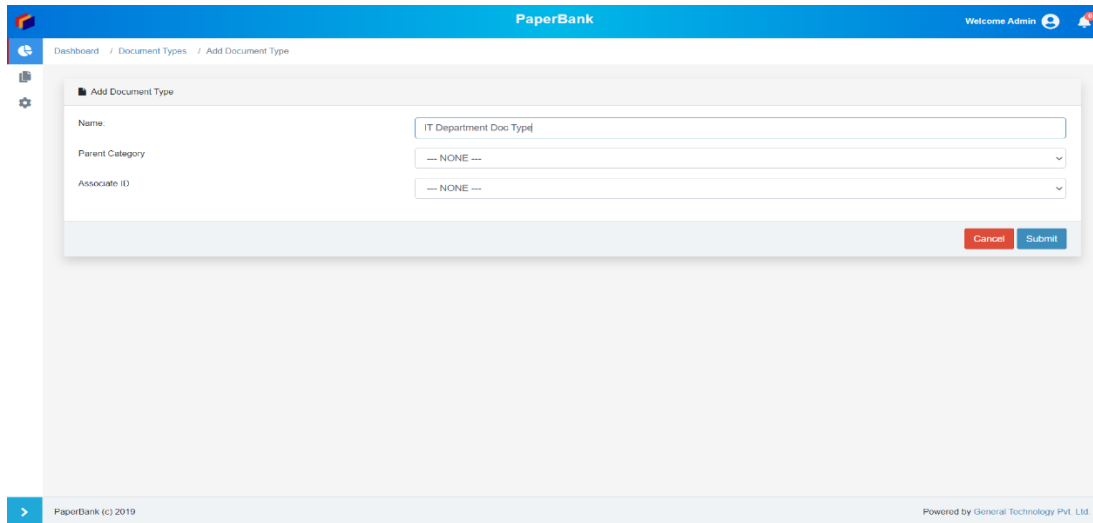
- Enter the user’s name to search the user in the search box.
- Users can also be filtered by active and inactive status by selecting from the dropdown.



The screenshot shows the filter interface for AD Users. It includes a search box with the placeholder text 'Search' and a dropdown menu with the text 'Active' and a downward arrow. There is also a small icon to the right of the dropdown.

## 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' form in the PaperBank application. The form has a blue header bar with the 'PaperBank' logo and 'Welcome Admin' text. Below the header, the breadcrumb trail reads 'Dashboard / Document Types / Add Document Type'. The form itself is titled 'Add Document Type' and contains three input fields: 'Name' (with the value 'IT Department Doc Type'), 'Parent Category' (with a dropdown menu showing '--- NONE ---'), and 'Associate ID' (with a dropdown menu showing '--- NONE ---'). At the bottom right of the form are two buttons: 'Cancel' (red) and 'Submit' (blue). The footer of the page shows 'PaperBank (c) 2019' and 'Powered by General Technology Pvt. Ltd.'.

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.

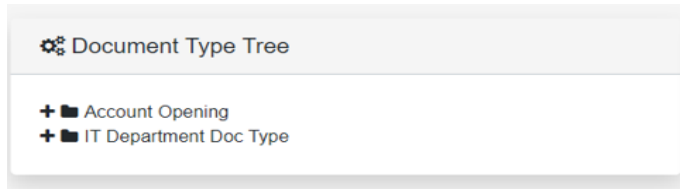
Actions	
	 

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

Actions	
	 

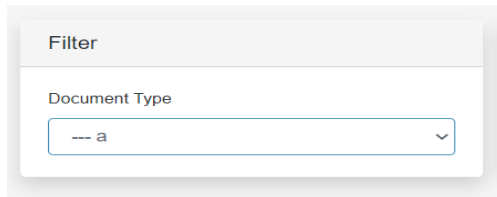
## Document Types Hierarchy

- 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.

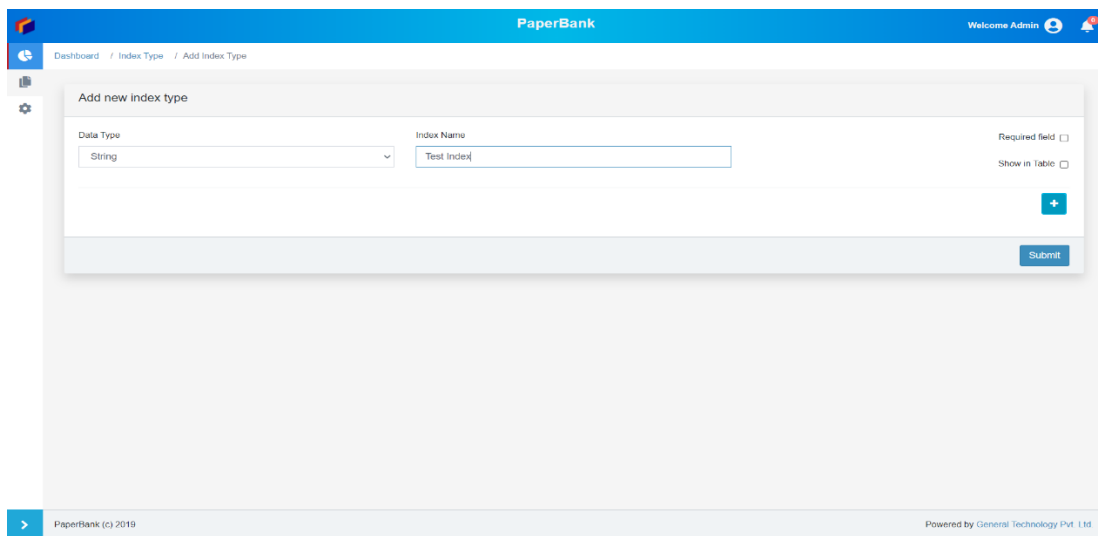


## Document Index

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.

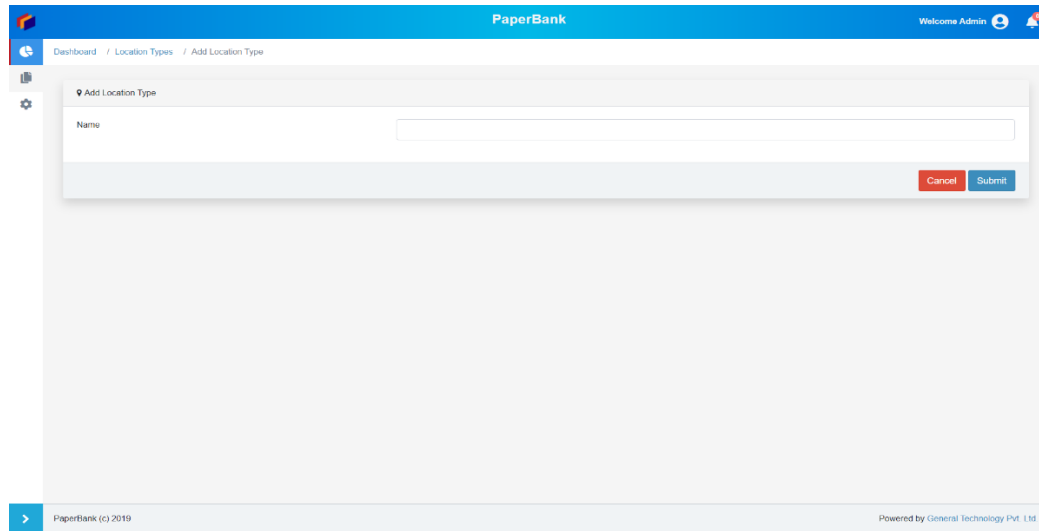


7. Click on “Trash Icon” to delete the created index.



## 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' form in the PaperBank application. The form has a blue header bar with the 'PaperBank' logo and 'Welcome Admin' text. Below the header, the breadcrumb trail reads 'Dashboard / Location Types / Add Location Type'. The main form area is titled 'Add Location Type' and contains a single text input field labeled 'Name'. At the bottom right of the form, there are two buttons: a red 'Cancel' button and a blue 'Submit' button. The footer of the application shows 'PaperBank (c) 2019' on the left and 'Powered by General Technology Pvt. Ltd.' on the right.

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

Actions	
	 

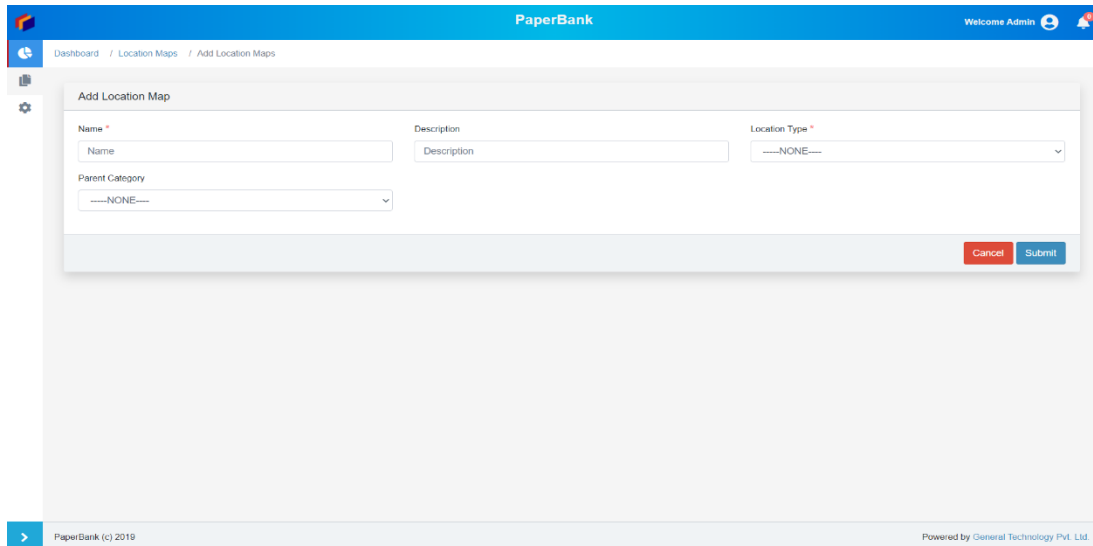
5. Click on “Trash Icon” to delete the created location types.

Actions	
	 



## 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 in the PaperBank application. The form is titled 'Add Location Map' and contains the following fields:

- Name \***: A text input field with the placeholder 'Name'.
- Description**: A text input field with the placeholder 'Description'.
- Location Type \***: A dropdown menu with the selected option '---NONE---'.
- Parent Category**: A dropdown menu with the selected option '---NONE---'.

At the bottom right of the form, there are two buttons: 'Cancel' (red) and 'Submit' (blue). The footer of the application shows 'PaperBank (c) 2019' and 'Powered by General Technology Pvt. Ltd.'.

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.

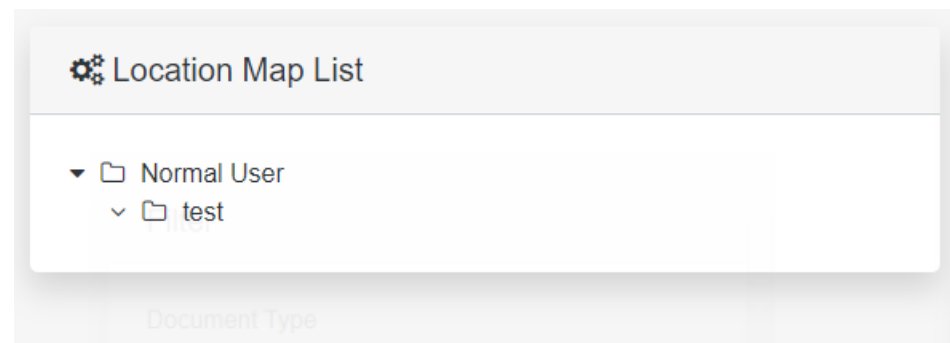
Actions	
 	

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

Actions	
 	

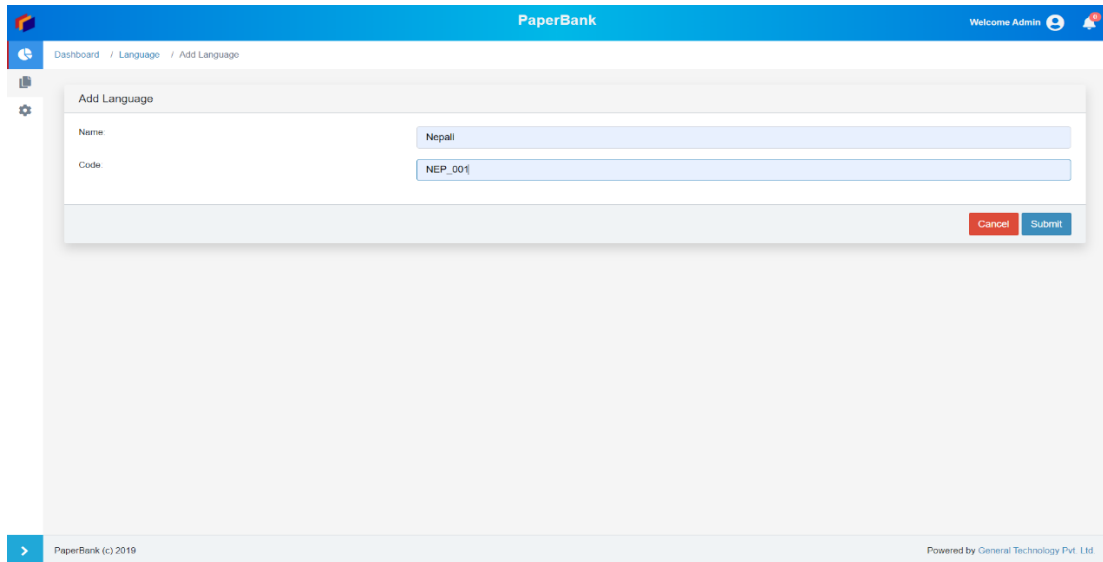
## Location Maps Hierarchy

- 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' form in the PaperBank application. The form is titled 'Add Language' and contains two input fields: 'Name' with the value 'Nepali' and 'Code' with the value 'NEP\_001'. Below the input fields are two buttons: 'Cancel' (red) and 'Submit' (blue). The form is part of a larger interface with a blue header bar containing the 'PaperBank' logo and 'Welcome Admin' text. The breadcrumb trail shows 'Dashboard / Language / Add Language'.

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

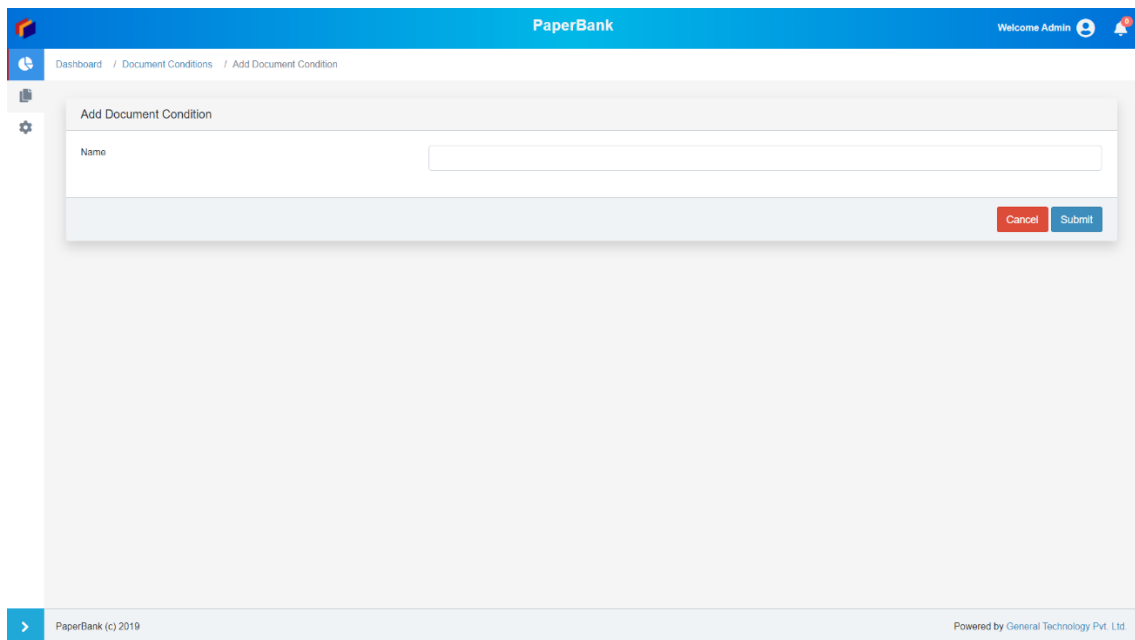
Actions	
	 

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

Actions	
	 

## 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 web application interface. At the top, there is a blue header with the PaperBank logo, the text 'PaperBank', and a user profile 'Welcome Admin'. Below the header, a breadcrumb trail reads 'Dashboard / Document Conditions / Add Document Condition'. The main content area features a light gray modal box titled 'Add Document Condition'. Inside this modal, there is a text input field labeled 'Name'. At the bottom right of the modal, there are two buttons: a red 'Cancel' button and a blue 'Submit' button. The footer of the application shows 'PaperBank (c) 2019' on the left and 'Powered by General Technology Pvt. Ltd.' on the right.

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

Actions	
	 

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

Actions	
	 