

General DMS User Manual

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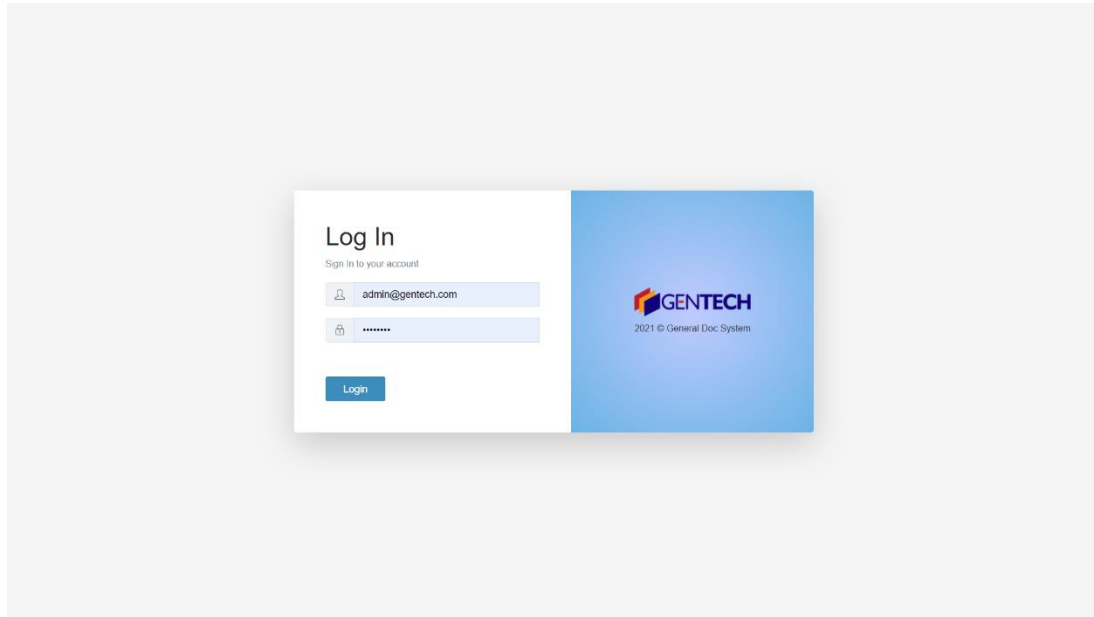
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Language27

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User Login

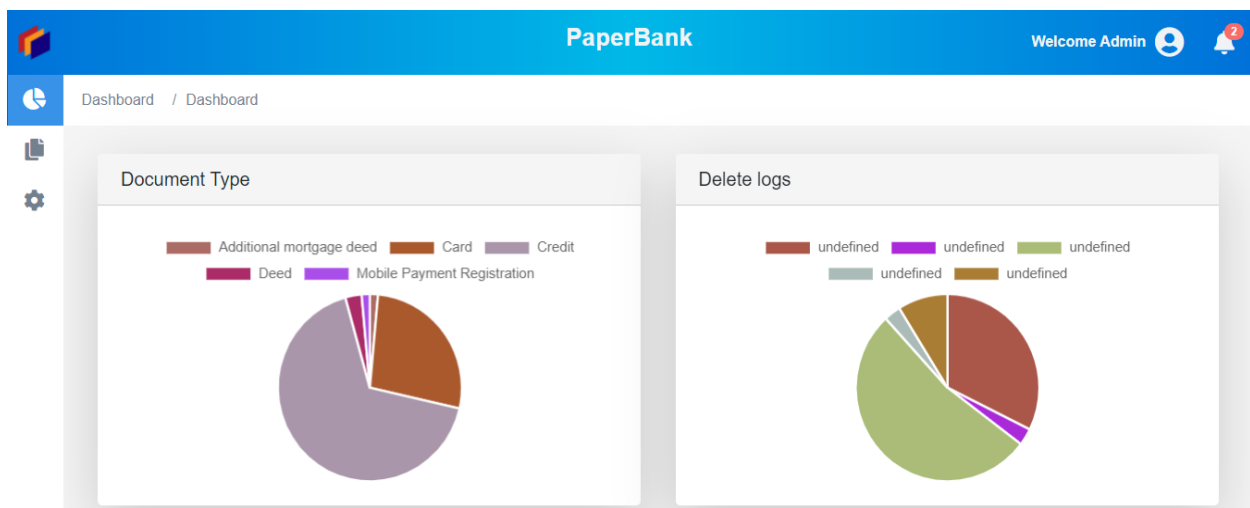
1. Enter the valid “Username” and “Password”
2. Click the “Login” button to verify the email and password.



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' form in the PaperBank application. The form is titled 'Add Document' and contains several input fields and dropdown menus. The fields are organized into two rows. The first row includes 'BOK ID' (with a search button), 'Customer Name *', 'Approved Date' (with a date format hint), and 'URL'. The second row includes 'TBOKID' (with a search button), 'Identifier' (with a value 'DOC-2021-11-02-1635841895042'), 'Document Name *', and 'Language' (with a dropdown menu). Below these are 'Document Condition' (dropdown), 'Status *' (dropdown), 'Location Map' (dropdown), and 'Security Level *' (dropdown). Further down are 'Department *' (dropdown), 'Checker' (dropdown), and an 'Archive Now' checkbox. At the bottom is a 'DOCUMENT TYPE *' dropdown. The form has 'Cancel' and 'Submit' buttons at the bottom right.

PaperBank

Welcome Admin

Dashboard / Add Document

Add Document

BOK ID

Customer Name *

Approved Date

URL

Search through CBS

TBOKID

Identifier

Document Name *

Language

Document Condition

Status *

Location Map

Security Level *

Department *

Checker

Archive Now

DOCUMENT TYPE *

Cancel Submit

PaperBank (c) 2019

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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 the 'Select BOKID' dialog box in the PaperBank application. The dialog box is titled 'Select BOKID' and contains a table with columns: BOKID, Name, Type, TBOKID, Action Taken, Approved Date, and Actions. The table has two rows of data. Below the table is a search input field labeled 'Enter TBOKID' and a search button. The dialog box has 'Cancel' and 'Submit' buttons at the bottom right.

PaperBank

Welcome Admin

Dashboard / Add Document

Add Document

BOK ID

Customer Name *

Approved Date

URL

Search through CBS

TBOKID

Identifier

Document Name *

Language

Document Condition

Status *

Location Map

Security Level *

Department *

Checker

Archive Now

DOCUMENT TYPE *

Cancel Submit

PaperBank (c) 2019

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Select BOKID

BOKID	Name	Type	TBOKID	Action Taken	Approved Date	Actions
BOK33006	Board	MeMo	81	Approved	28/09/2020	Select
BOK330000	Board of Directors	MeMo	82	Approved	28/09/2020	Select

Enter TBOKID

Search

Cancel Submit

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

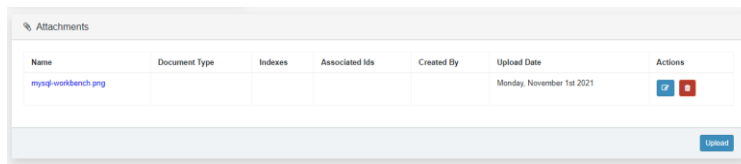
Edit





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

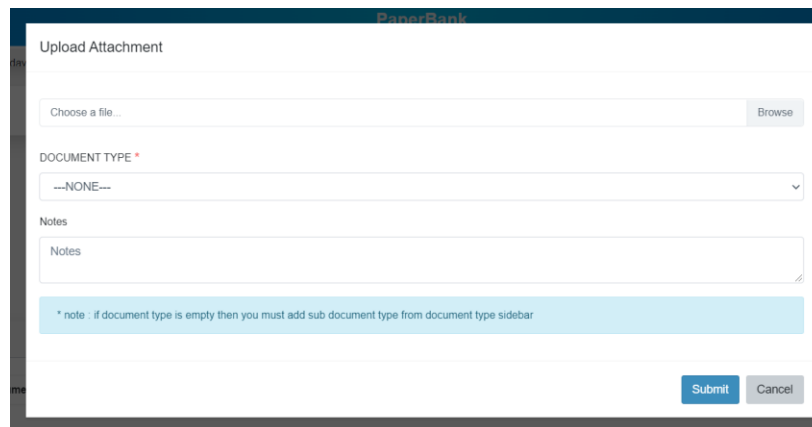
b. File Upload in the document.

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



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.



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

☒ 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	09:45:20 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.

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.


PaperBank
Welcome Admin

Dashboard

Documents

Documents

Attachments

Expiring

Pending

Archived

Favourite List

Code Scanner

Settings

Dashboard / Attachments

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

Attachments

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 'Expiring Document' page in the PaperBank application. The top navigation bar is blue with the 'GENTECH' logo, 'PaperBank' title, and 'Welcome Admin' with a user profile icon. The left sidebar contains a menu with 'Dashboard', 'Documents', 'Attachments', 'Expiring' (selected), 'Pending', 'Archived', 'Favourite List', 'Code Scanner', and 'Settings'. The main content area has a breadcrumb 'Dashboard / Expiring Document' and a search bar with '12' entered and a unit selector set to 'week/s for the expiry of the documents'. Below this is the 'Expired Document List' table.

Document Type	Department	BOK ID	Document Name	Status	Location	Created By
Mobile Payment Registration	IT Department		Identity Verification Document	Active	Main Building	Admin

At the bottom of the table, there is a pagination bar showing 'Items Per Page' set to 10, 'Total Documents :', and 'Page :'. The footer of the page includes the 'BANK OF KATHMANDU LTD.' logo and 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 'Pending Documents' page in the PaperBank application. The top navigation bar is blue with the 'GENTECH' logo, 'PaperBank' title, and 'Welcome Admin' with a user profile icon. The left sidebar contains a menu with 'Dashboard', 'Documents', 'Attachments', 'Expiring', 'Pending' (selected), 'Archived', 'Favourite List', 'Code Scanner', and 'Settings'. The main content area has a breadcrumb 'Dashboard / Pending Documents' and a search bar. Below this is the 'Pending Document List' table.

Document Type	Department	BOK ID	Document Name	Status	Location	Created By	Check	Delete
E-Banking	Gentech		Haribal Koirala	Active	Main Building	Admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Card	IT Department		Quasi saepe ipsa ex	Active	Naxal	Admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Card	Card Services		Fugiat inventore re	Active	Outside Valley	Admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>

At the bottom of the table, there is a pagination bar showing 'Items Per Page' set to 10, 'Total Documents : 3', and 'Page : 1'. The footer of the page includes the 'BANK OF KATHMANDU LTD.' logo and 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 '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, Archived (selected), Favourite List, Code Scanner, and Settings. The main content area displays a table of archived documents.

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 aliq	Active	Naxal	admin
Credit	IT Department	BOK508574	BOK508574JHAPA TEA ESTATE PVT. LTD24/09/2021	Active	Naxal	Lokendra.sthapit@bok.com.np
Credit	IT Department	BOK869518	BOK869518SARA CARPET AND HANDICRAFT PVT LTD05/09/2021	Active	Naxal	Saraswati.kharel@bok.com.np
Credit	IT Department	BOK382510	BOK382510RAM SWARTH PRA. CHANDRABANSHI10/09/2020	Active	Naxal	Saraswati.kharel@bok.com.np
Deed	IT Department	BOK339065	Car loan document	Active		checker1@gentech.com
Deed	IT Department	BOK339065	Car loan document	Active		sandeep.gautam@bok.com.np
Re-issue/ Replace Lost/ Damaged Visa Debit Card	IT Department	BOK339065	Test 123	Active		checker1@gentech.com
Re-issue/ Replace Lost/ Damaged Visa Debit Card	IT Department	BOK339065	Test 123	Active		sandeep.gautam@bok.com.np
Blue book	IT Department	BOK394025	test test	Active		admin

Favourite List

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

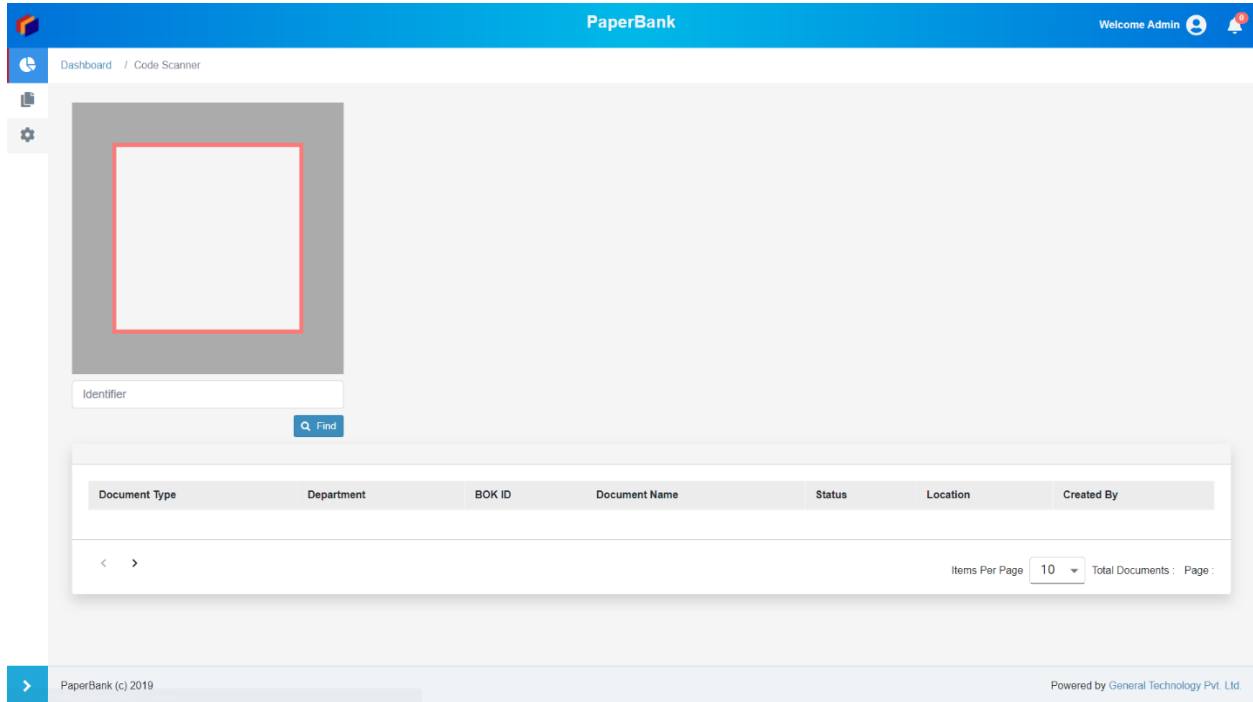
The screenshot shows the 'Favourite Document List' page in the PaperBank application. The page has a blue header with the 'GENTECH' logo, 'PaperBank' title, and 'Welcome Admin' with a user profile icon. A left sidebar contains navigation links: Dashboard, Documents, Attachments, Expiring, Pending, Archived,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

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

Below the table, there is a pagination bar showing '1' page, 'Items Per Page 10', 'Total Documents 2', and 'Page : 1'.

Code scanner

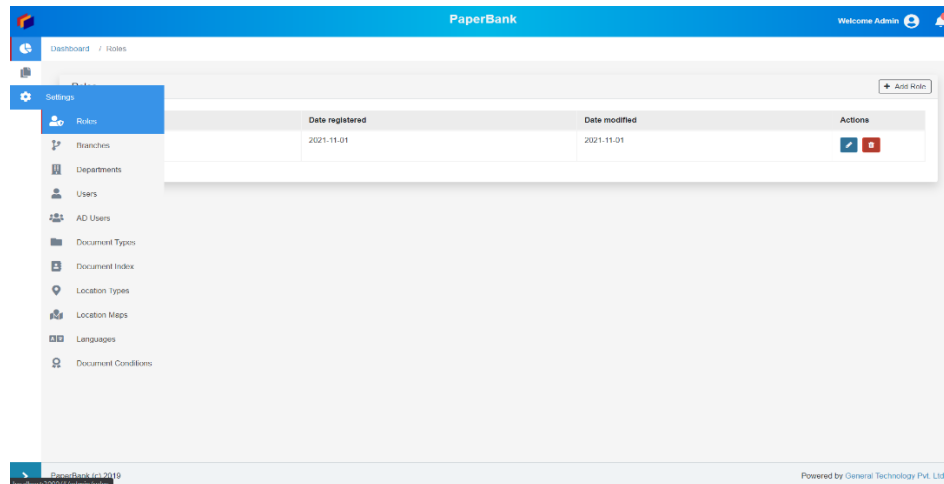
Code scanner scans the QRCode and allows to check out the document that is taken. The checkout status can be seen on the checkout log-in document view page.



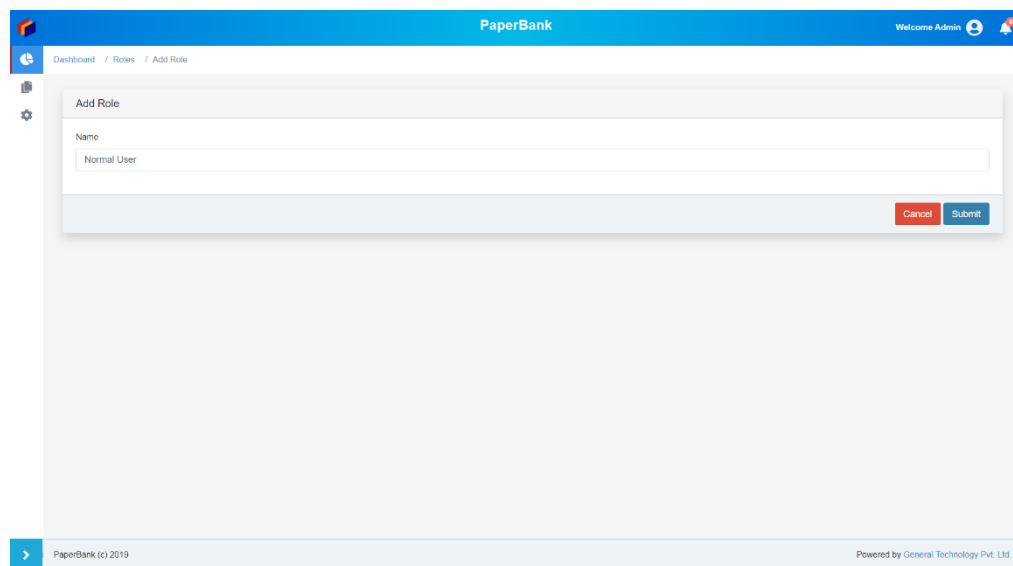
Settings Section

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	Ldap User View / Edit / Delete	Customer User View / Edit / Delete	Role View / Edit / Delete
Branch View / Edit / Delete	Department View / Edit / Delete	Document View / Edit / Delete	Document Condition View / Edit / Delete
Document Type View / Edit / Delete	Location Map View / Edit / Delete	Location Type View / Edit / Delete	Language View / Edit / Delete
Attachment View / Edit / Delete	Memo View / Edit / Delete	Form View / Edit / Delete	Super Admin Yes
Admin Yes	Download Yes	Print Yes	Watermark Yes

[Cancel](#) [Submit](#)

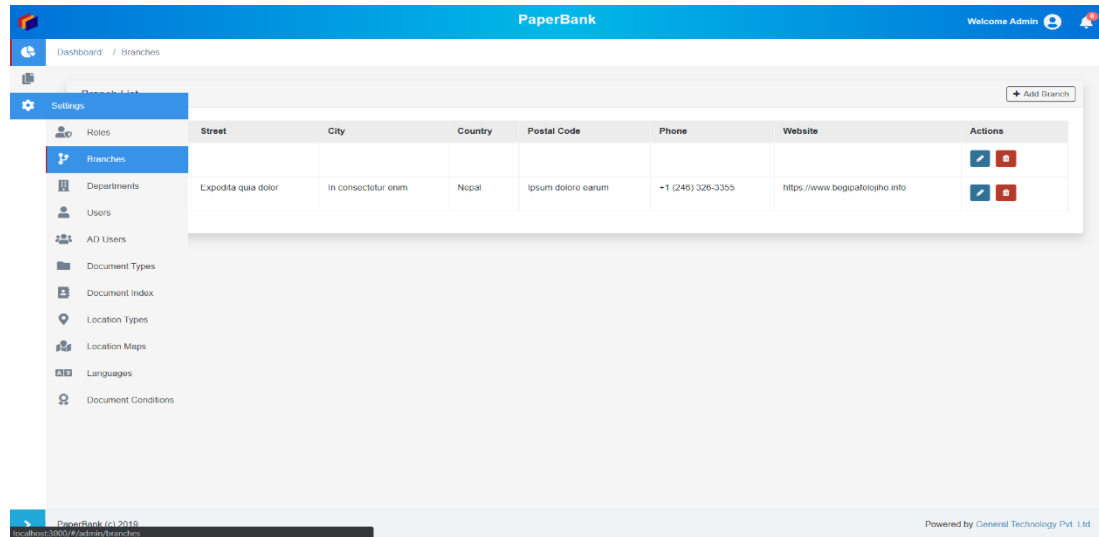
PaperBank (c) 2019 Powered by General Technology Pvt. Ltd.

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

	Actions
	 

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 several input fields with asterisks (*) indicating required fields: Name, Address, District, Branch Code, SOL branch id, Province, Country, and Postal Code. The 'Branch Logo' section has a 'Choose File' button and a 'No file chosen' message. The form has 'Cancel' and 'Submit' buttons at the bottom right. The footer indicates 'Powered by General Technology Pvt. Ltd.'

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

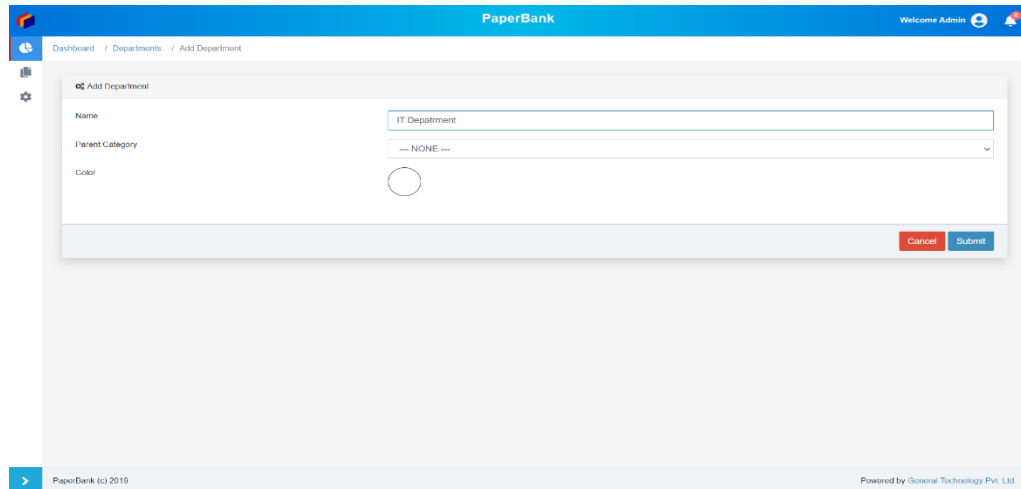


5. Click on “Trash Icon” to delete the created branch.



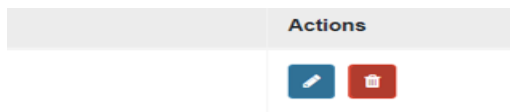
Departments

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 has three fields: 'Name' with the value 'IT Department', 'Parent Category' with a dropdown menu showing '--- NONE ---', and 'Color' with a circular color picker. At the bottom right of the form are 'Cancel' and 'Submit' buttons. The page header includes the PaperBank logo, navigation links, and a 'Welcome Admin' message. 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.

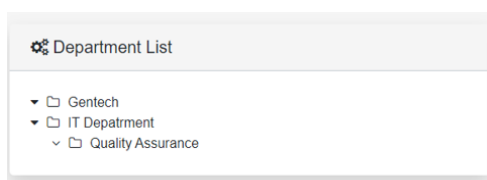


6. Click on “Trash Icon” to delete the department.



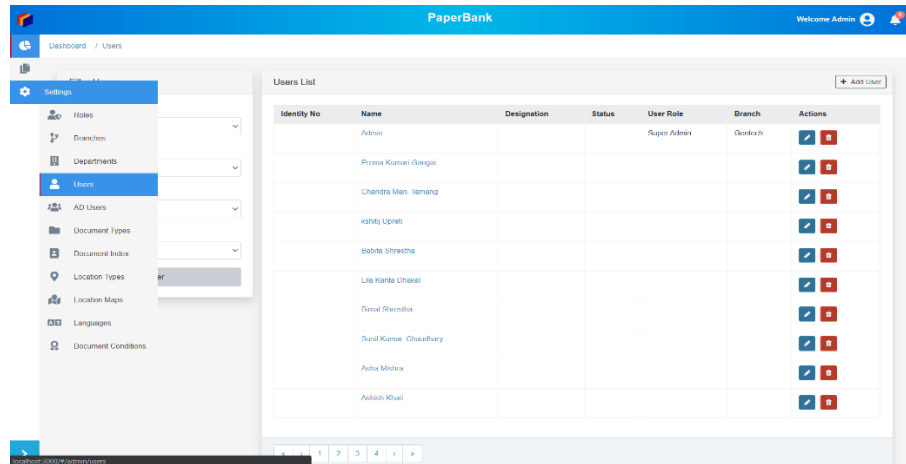
Department Hierarchy

- 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. Required fields are marked with an asterisk (*). The fields include: Identity Number (001), Email (ramesh@gmail.com), Full Name (Ramesh Maharjan), Designation (Manager), Expiry Date (12/12/2025), Role (Super Admin), Branch (Naxal Branch), Department (IT Department), Login Attempts (10 times), Status (Active), New Password (ramesh123), and Confirm Password (ramesh123). There is a checkbox for 'show passwords' which is checked. A '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.

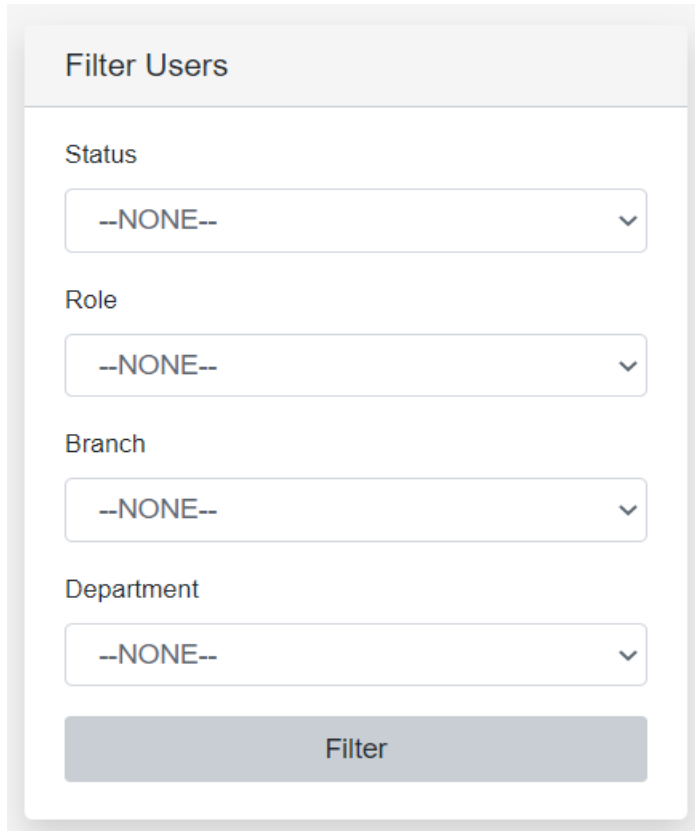


5. Click on “Trash Icon” to delete the created user.



User list filter

- User can be filtered in various ways

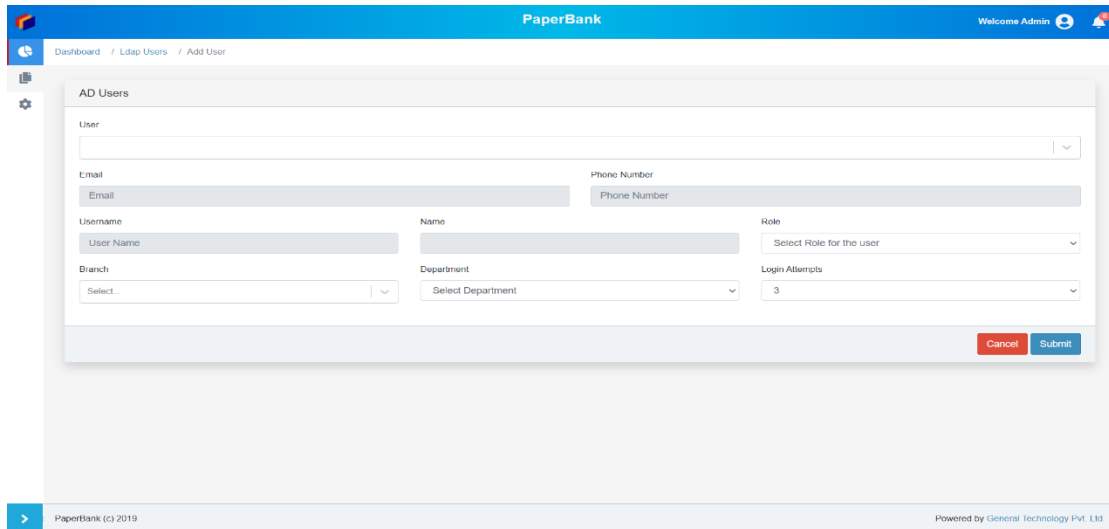


The image shows a 'Filter Users' form with a light gray header. Below the header, there are four dropdown menus labeled 'Status', 'Role', 'Branch', and 'Department'. Each dropdown menu currently displays '--NONE--' and has a downward arrow on the right. At the bottom of the form is a gray button labeled '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 table has a header row with the title 'Actions'. Below the header, there is a row containing two icons: a blue pencil icon for editing and a red trash can icon for deleting.

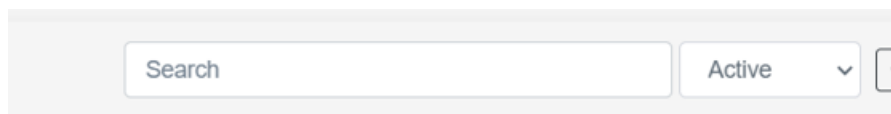
5. Click on “Trash Icon” to delete the created user.



The screenshot shows a table with an 'Actions' column. The table has a header row with the title 'Actions'. Below the header, there is a row containing two icons: a blue pencil icon for editing and a red trash can icon for deleting.

AD User filter

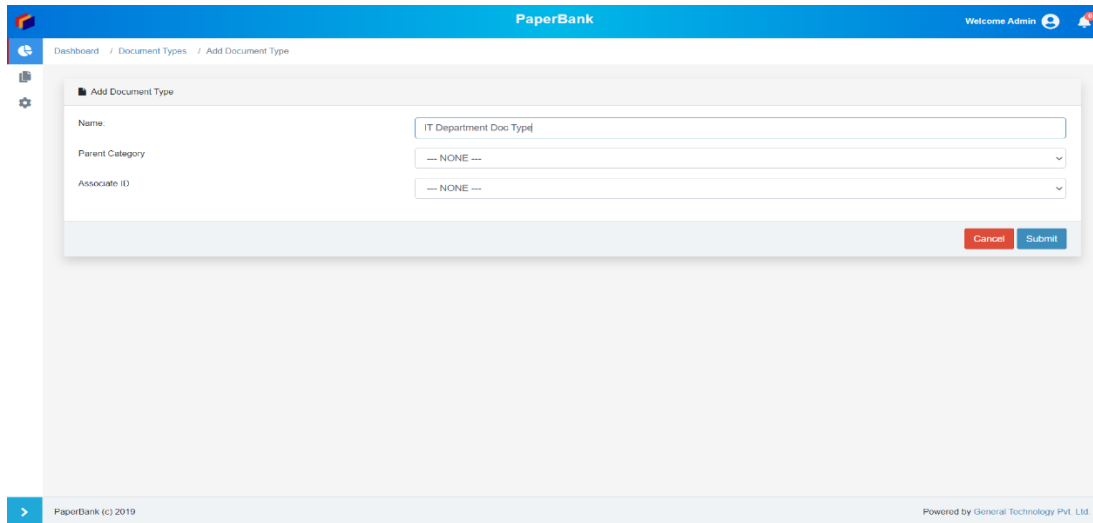
- Enter the user’s name to search the user in the search box.
- Users can also be filtered by active and inactive status by selecting from the dropdown.



The screenshot shows the filter interface for AD Users. It consists of a search box with the placeholder text 'Search' and a dropdown menu with the label 'Active' and a downward arrow. To the right of the dropdown is a small square button with a plus sign.

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, there is a breadcrumb trail: '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, there 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.

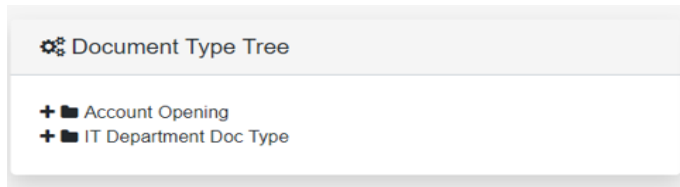
Actions	
	 

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

Actions	
	 

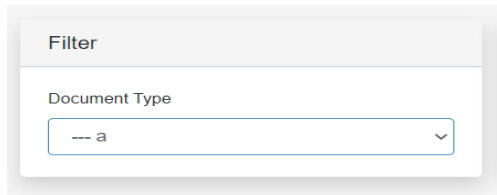
Document Types Hierarchy

- 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.

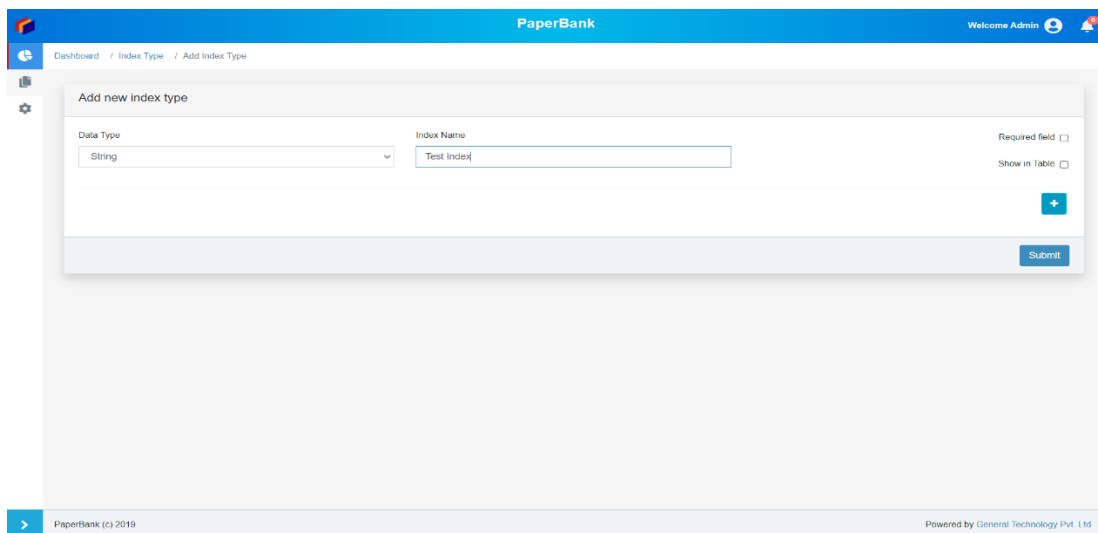


Document Index

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.

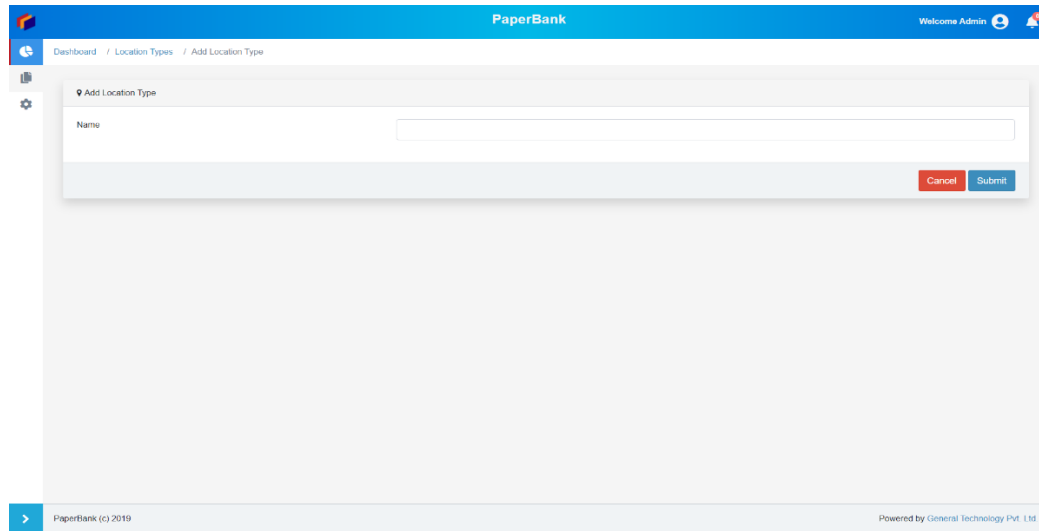


7. Click on “Trash Icon” to delete the created index.



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 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 page displays '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.

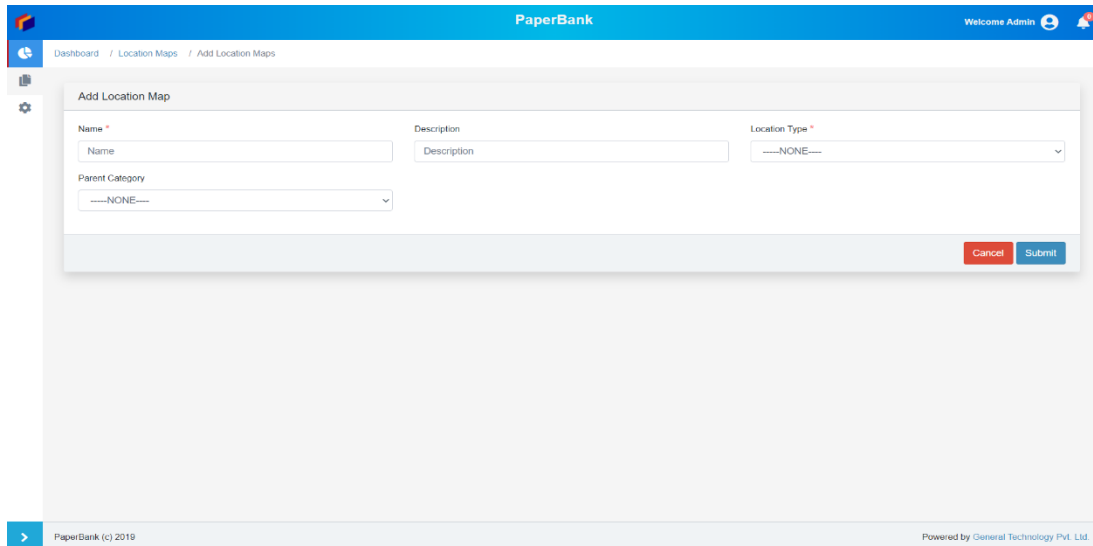
Actions	
	 

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.

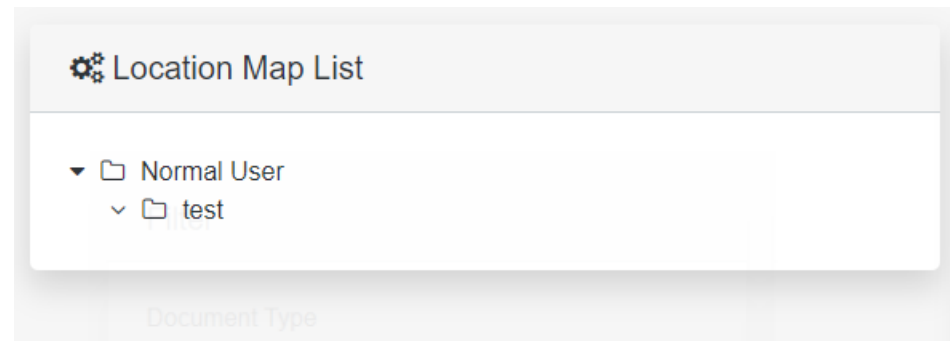
Actions	
	 

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

Actions	
	 

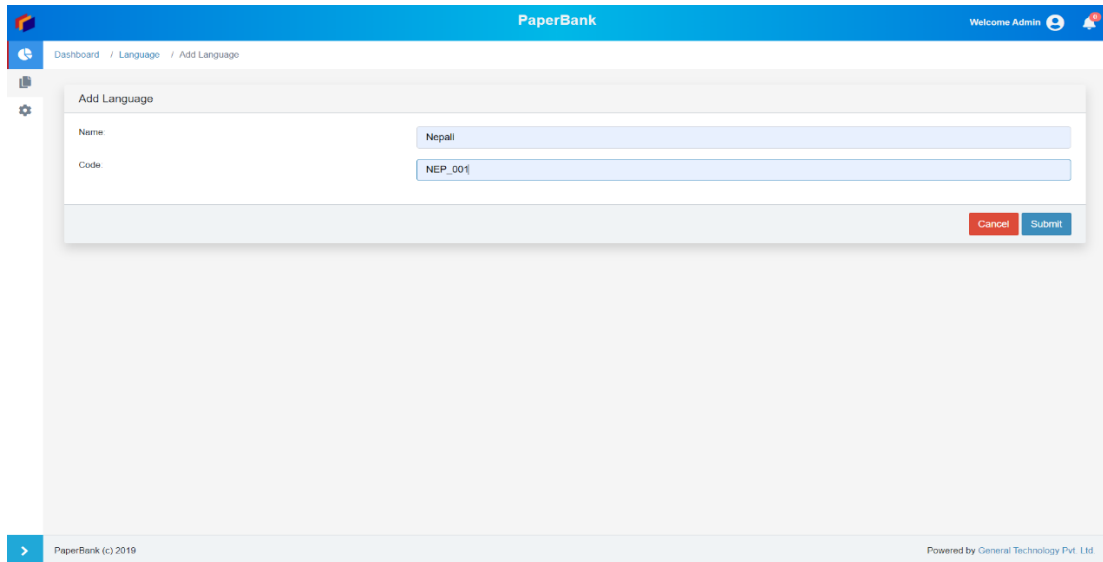
Location Maps Hierarchy

- 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 has two input fields: 'Name' with the value 'Nepali' and 'Code' with the value 'NEP_001'. At the bottom right of the form are two buttons: 'Cancel' (red) and 'Submit' (blue). The page header includes the PaperBank logo, the text 'Welcome Admin', and a notification icon. The breadcrumb trail is 'Dashboard / Language / Add Language'. The footer shows 'PaperBank (c) 2019' and 'Powered by General Technology Pvt. Ltd'.

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

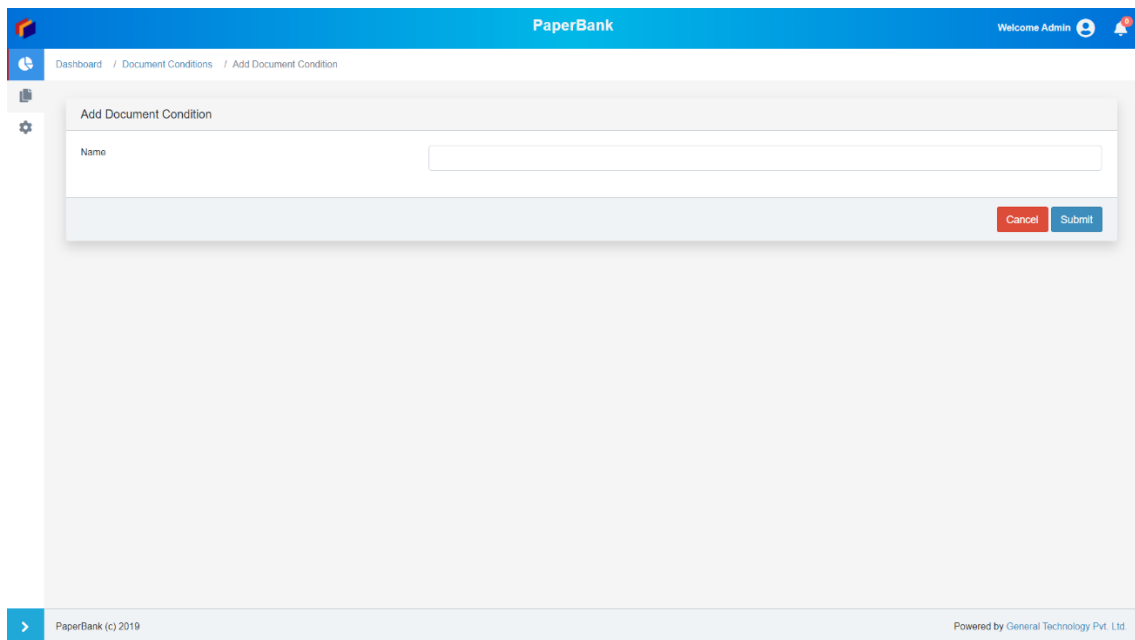
Actions	
	 

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 and the text '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 page contains the text '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	
	 