

# General DMS User Manual

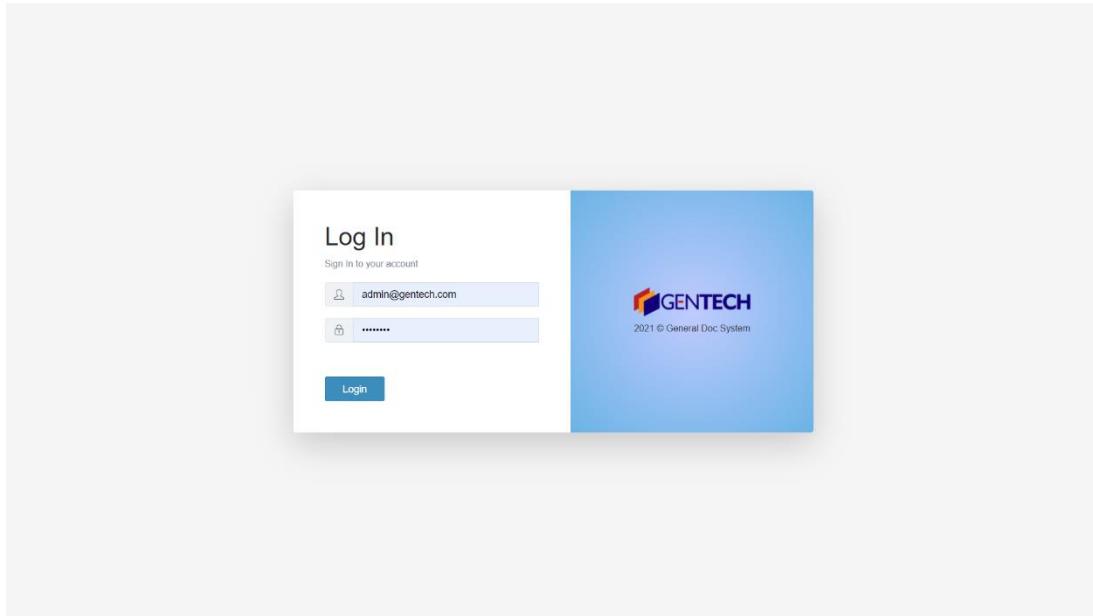
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## User Login

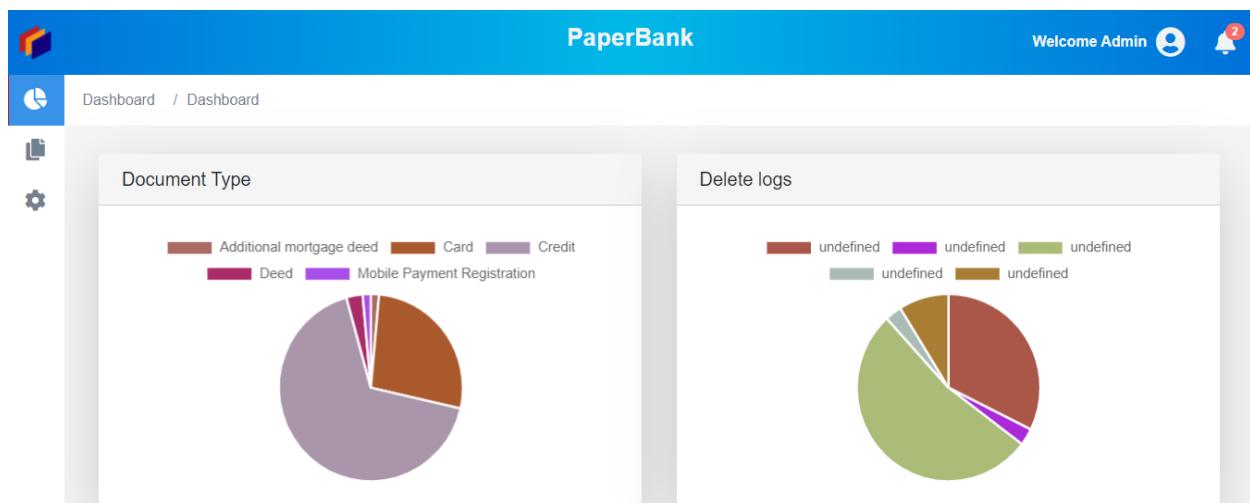
1. Enter the valid “Username” and “Password”
2. Click the “Login” button to verify the email and password.



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.

PaperBank

Welcome Admin

DOCUMENT TYPE \*

—NONE—  
—NONE—  
Retail Customer  
Corporate Customer

Select...

Branch

Scheme Code

ID Number

Identifier

Document Name \*

Expiry Date

Language

Document Condition

Status \*

Location Map

Security Level

Great

Active

—NONE----

Checker

Security Hierarchy

—NONE---

—NONE---

Select security hierarchy for unit creation only.

Cancel

Submit

EVEREST BANK

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PaperBank

Welcome Admin

Document List

+ Add Document

Doc Type	Department	Branch	Document Name	Status	Location	Created By	Action	
Retail Customer	(i)	KALIMATI BRANCH	0370091207630RISHVNA BAHADUR TAMANG	Active	KALIMATI	pujan.shakya@ebi.com.np		
Retail Customer	(i)	LAZIMPAT BRANCH	01400701205578SANTA MAYA GURUNG	Active	LAZIMPAT	mala.pandey@ebi.com.np		
Retail Customer	(i)	LAZIMPAT BRANCH	0140072420057PRAJINA PRADHAN	Active	LAZIMPAT	mala.pandey@ebi.com.np		
Retail Customer	(i)	LAZIMPAT BRANCH	0140072420059PRAMILA PRADHAN	Active	LAZIMPAT	mala.pandey@ebi.com.np		
Retail Customer	(i)	BALAJU BRANCH	02000901215505AJAY KUMAR RAJAK	Active	BALAJU	anjana.shrestha@ebi.com.np		
Retail Customer	(i)	LAZIMPAT BRANCH	0140072420059SUDESH KHALING RAI	Active	LAZIMPAT	mala.pandey@ebi.com.np		
Retail Customer	(i)	LAZIMPAT BRANCH	0140050121491GOR KRISHNA KIRALA	Active	LAZIMPAT	scanning3@ebi.com.np		
Retail Customer	(i)	LAZIMPAT BRANCH	014055020249BALA RAM KHATIWADA	Active	LAZIMPAT	scanning2@ebi.com.np		

EVEREST BANK

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.
- 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	
<b>Upload</b>						

- 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.

PaperRank

Upload Attachment

Choose a file...

DOCUMENT TYPE \*

--NONE--

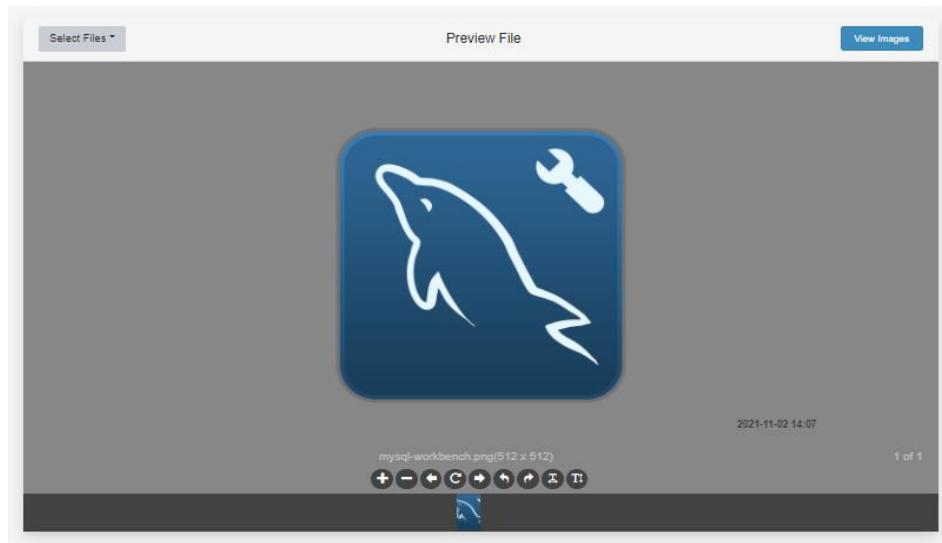
Notes

Notes

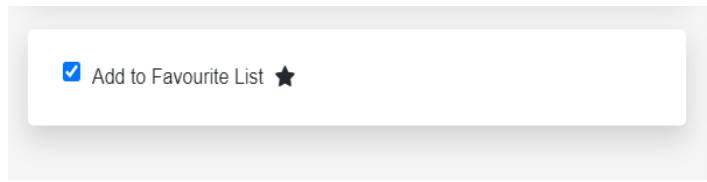
\* note : if document type is empty then you must add sub document type from document type sidebar

Submit Cancel

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



#### d. Add To Favorite Section



#### *Audit log*

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

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

[Download Report](#)

#### *Hourly Access*

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

- Select the document 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
<input type="text" value="rupesh@generaltechnology.com.np"/> <input type="button" value="+"/>	
<input type="button" value="Submit"/>	

The screenshot shows a "Hourly Access" section with a table. The first column is labeled "User" and contains "rupesh@generaltechnology.com.np". The second column is labeled "URL" and has two buttons: a blue one with a download icon and a blue one with an upload icon.

## Checkout logs

Document this is returned can be seen in this tab.

The screenshot shows the "Checkout Logs" tab with a table header: "Name", "Checkout Date", "Checkin Date", "Description", and "Status". There are no rows of data in the table.

## Attachments

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

The screenshot shows the "Document List" page. On the left is a sidebar with a navigation menu and a logo for "EVEREST BANK". The main area has a "Filter Documents" section with dropdowns for "Document Type", "Tags", "Search", "OCR Search", "Department", "Branch", "Location Map", "Status", "is Deleted", and "Document Added From". To the right is a "Document List" table with columns: Doc Type, Department, Branch, Document Name, Status, Location, Created By, and Action. The table lists several documents, each with a green "Active" status and edit/delete icons.

Doc Type	Department	Branch	Document Name	Status	Location	Created By	Action
Retail Customer	(dropdown)	KALIMATI BRANCH	03700501207593KRISHNA BAHADUR TAMANG	Active	KALIMATI	pujan.shakya@ebi.com.np	
Retail Customer	(dropdown)	LAZIMPAT BRANCH	01400701205578SANTA MAYA GURUNG	Active	LAZIMPAT	mala.pandey@ebi.com.np	
Retail Customer	(dropdown)	LAZIMPAT BRANCH	01400724200057PRAJINA PRADHAN	Active	LAZIMPAT	mala.pandey@ebi.com.np	
Retail Customer	(dropdown)	LAZIMPAT BRANCH	01400724200055PRAMILA PRADHAN	Active	LAZIMPAT	mala.pandey@ebi.com.np	
Retail Customer	(dropdown)	BALAJU BRANCH	02000501215505AJAY KUMAR RAJAK	Active	BALAJU	anjana.shrestha@ebi.com.np	
Retail Customer	(dropdown)	LAZIMPAT BRANCH	01400724200059SUDESH KHALING RAI	Active	LAZIMPAT	mala.pandey@ebi.com.np	
Retail Customer	(dropdown)	LAZIMPAT BRANCH	01400501201491GOPI KRISHNA KOIRALA	Active	LAZIMPAT	scanning3@ebi.com.np	
Retail Customer	(dropdown)	LAZIMPAT BRANCH	01405520200249BALA RAM KATHIWADA	Active	LAZIMPAT	scanning2@ebi.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 PaperBank application interface. The left sidebar has a 'Pending' tab selected under the 'Expiring' section. The main content area is titled 'Expired Document List' and contains a table with the following data:

Doc Type	Department	Branch	Document Name	Status	Location	Created By
Retail Customer	General Service Department	LAZIMPAT BRANCH	01400501202759HARI BAHADUR GIRI	Active	LAZIMPAT	scanning1@ebi.com.np
Retail Customer		LAZIMPAT BRANCH	01400501203502INDRA SHARAN KARKI	Active	LAZIMPAT	scanning1@ebi.com.np
Retail Customer		Gentech	01400501203101PRAKASH SINHAS	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	01400501202377TEeka RAM POKHREL	Active	LAZIMPAT	scanning1@ebi.com.np
Retail Customer		LAZIMPAT BRANCH	01400501202746PROCIA SHRESTHA	Active	LAZIMPAT	scanning1@ebi.com.np
Retail Customer		LAZIMPAT BRANCH	01400501202745YOGENDRA GURUNG	Active	LAZIMPAT	scanning1@ebi.com.np

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

## 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 'Pending' tab selected under the 'Pending' section. The main content area is titled 'Pending Document List' and contains a table with the following data:

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

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

At the very bottom of the page, there is a footer bar with 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 'Archived Document List' page. The left sidebar has a 'Archived' button highlighted in blue. The main area displays a table with columns: Doc Type, Department, Branch, Document Name, Status, Location, and Created By. There are four entries in the table:

Doc Type	Department	Branch	Document Name	Status	Location	Created By
Retail Customer	(empty)	BAGBAZAR BRANCH	NaN	Active	(empty)	roshani.suwal@ebi.com.np
Retail Customer	(empty)	BAGBAZAR BRANCH	NaN	Active	(empty)	roshani.suwal@ebi.com.np
Retail Customer	(empty)	BAGBAZAR BRANCH	04400501209985	Active	(empty)	roshani.suwal@ebi.com.np
Retail Customer	General Service Department	Gentech	018600172000250IBAKAR GAUTAM	Active	BHOJPUR	admin

At the bottom, there are navigation arrows, a page number '1', and a footer with the text 'PaperBank (c) 2019' and '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 'Favorite Document List' page. The left sidebar has a 'Favorite List' button highlighted in blue. The main area displays a table with columns: Doc Type, Department, Doc Name, Status, Location, and Created By. A search bar at the top allows searching by name. There are no entries in the table.

Doc Type	Department	Doc Name	Status	Location	Created By
< >					

At the bottom, there are navigation arrows, a page number '1', and a footer with the text 'PaperBank (c) 2019' and '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 shows the PaperBank application interface. At the top, there is a blue header bar with the GENTECH logo, the title "PaperBank", and a "Welcome Admin" message with a user icon and a notification bell. Below the header is a navigation menu on the left side with the following items:

- Dashboard
- Documents
- Attachments
- Expiring
- Pending
- Rejected
- Saved
- Archived
- Favourite List
- Code Scanner** (highlighted in blue)
- Bulk Upload
- Settings
- Others

The main content area is titled "Code Scanner". It features a large red-bordered square placeholder for a QR code. Below this is a search bar labeled "Identifier" with a "Find" button. Further down are fields for "Enter Account Number (From)" and "Enter Account Number (To)", a "View QR" button, and a "Doc Type" dropdown menu. To the right of these fields is a "Add Document" button. At the bottom of the main content area is a table header with columns: Doc Type, Department, Branch, Document Name, Status, Location, and Created By. The footer of the page includes the Everest Bank logo, the text "PaperBank (c) 2019", and a "Powered by General Technology Pvt. Ltd." link. There are also navigation arrows and a "Items Per Page" dropdown set to 10.

# 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

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



## Branches

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

PaperBank

Welcome Admin

Dashboard / Branches

Branch List

Settings

Roles

Branches

Departments

Users

AD Users

Document Types

Document Index

Location Types

Location Maps

Languages

Document Conditions

Street

City

Country

Postal Code

Phone

Website

Actions

Expedita quia dolor

In consectetur enim

Nepal

ipsum doloro earum

+1 (248) 326-3355

https://www.begipafeloiho.info

Add Branch

PaperBank (c) 2018  
mechsoft3000.com/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

Dashboard / Branches / Add Branch

Add Branch

Name: \*

Naxal Branch

Address: \*

Naxal

District: \*

Kathmandu

Branch Code: \*

001

SCL branch id: \*

0135

Province:

Bagmati

Country:

Nepal

Postal Code:

123478

Contact:

9852136547

Website:

none

Branch Logo:

Choose file No file chosen

Cancel

Submit

PaperBank (c) 2019

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 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.

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.

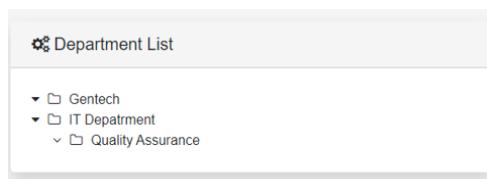


6. Click on “Trash Icon” to delete the department.



## 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	
Pronita Konsei Gangal						
Chandra Man. Lamang						
Ishatty Upadhy						
Habita Shrestha						
Lila Kanta Dahal						
Ritual Shrestha						
Sunil Kumar Chaudhary						
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			

Cancel Submit

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' dialog box with four dropdown menus and a 'Filter' button. The dropdowns are labeled 'Status', 'Role', 'Branch', and 'Department', each with an '--NONE--' option selected. The '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.

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.

A screenshot of a search bar with a 'Search' input field and a dropdown menu set to 'Active'.

## 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' interface. At the top, there's a header bar with the PaperBank logo, a 'Welcome Admin' message, and a profile icon. Below the header, the breadcrumb navigation shows 'Dashboard / Document Types / Add Document Type'. The main form 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' (red) and 'Submit' (blue).

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.

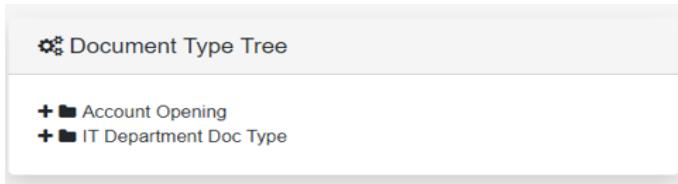


6. Click on “Trash Icon” to delete the created document types.



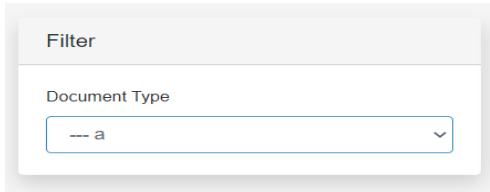
## Document Types Hierarchy

- 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”

The screenshot shows the "Add new index type" form in the PaperBank application. It has fields for "Data Type" (set to "String") and "Index Name" (set to "Test Index"). There are checkboxes for "Required field" and "Show in Table", both of which are unchecked. A blue "+" button is available for adding more fields, and a "Submit" button is at the bottom right.

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

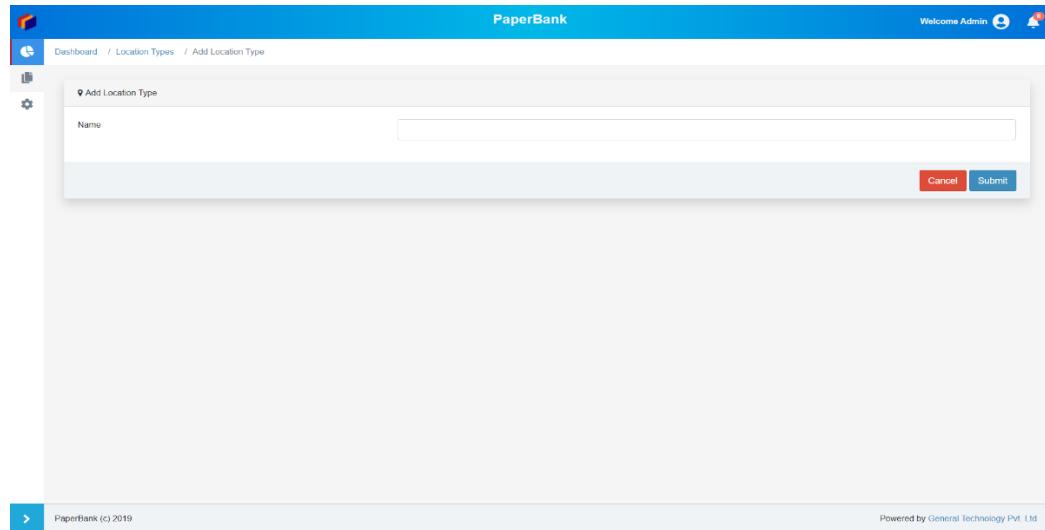


7. Click on “Trash Icon” to delete the created index.



## 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 navigation bar with icons for Home, Dashboard, and Settings, followed by the text 'PaperBank' and 'Welcome Admin'. Below the navigation is a breadcrumb trail: '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 are two buttons: 'Cancel' (red) and 'Submit' (blue).

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. At the top, there's a header bar with the PaperBank logo, a 'Welcome Admin' message, and a notification icon. Below the header, the URL path 'Dashboard / Location Maps / Add Location Maps' is visible. The main form has fields for 'Name' (with a red asterisk), 'Description', and 'Location Type' (with a red asterisk). There's also a 'Parent Category' dropdown set to '---NONE---'. At the bottom right of the form 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.

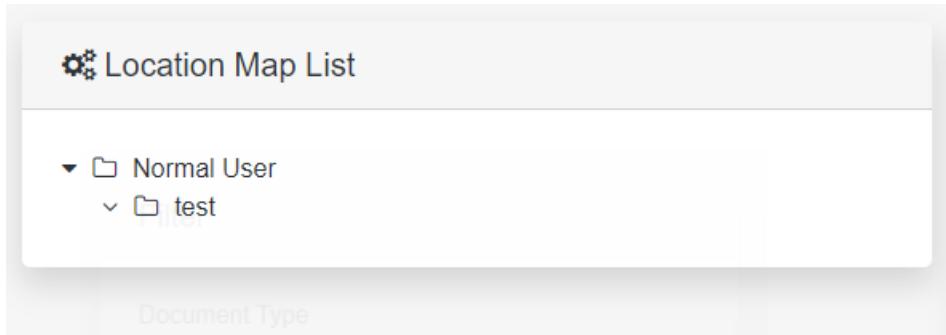


8. Click on “Trash Icon” to delete the created location maps.



## 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 title is 'Add Language'. Below the title, there are two input fields: 'Name' containing 'Nepali' and 'Code' containing 'NEP\_001'. At the bottom right of the form 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's a blue header bar with the PaperBank logo, a 'Welcome Admin' message, and a notification icon. Below the header, a sidebar on the left contains icons for dashboard, document conditions, and settings. The main content area has a title 'Add Document Condition'. It features a single input field labeled 'Name' with a placeholder 'Enter Name'. At the bottom right of the form are two buttons: 'Cancel' (red) and 'Submit' (blue). The footer of the page includes a copyright notice 'PaperBank (c) 2019' and a powered-by statement '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.

