

LANDS

- a. Generate New FileNo (MLSFileNo)
- b. Capture an Existing File
- c. File Tracker/Tracking - RFID
- d. File Digital Library – Doc-WARE
- e. EDMS
 - i. Indexing
 - 1. File Indexing Assistant
 - 2. Print File Labels
 - ii. Scanning
 - 1. Blind Scanning ←
 - 2. Upload
 - 3. Download
 - iii. PageTyping
 - iv. PT Quality Control ←

EDMS File Nomenclature

KLAES

EDMS

INDEXING

FILENO (fileno folder)

UPLOAD

BLIND SCANS

FILENO (with individual pages)

(combined pdf files saved with their fileno)

SCAN UPLOAD

FILENO (combined pdf file)

PAGETYPING

FILENO (the files shld have individual pages (with pagetype/subtype and serialno) And then the combined pdf kept for File Archive under DOC-WARE)

Blind Scan

Select File Number + Use Smart Selector

File Number Information
Select file number type and enter the details

MLS KANGIS New KANGIS

MLS File Number

File Type Regular File Temporary File Extension

File Prefix Year Serial No

Select pref e.g. 2024 e.g. 572

Full File Number
Enter file details above

Create Folder

Preview Scans Select Folder

List of all the Files within the Folders (A4 & A3)

The create Folder button creates a new folder with the File No selected or entered in the BLIND SCANS Folder and also 2 folders I the Folder with the File No 1 for A4 and the other for A3 documents

File Upload
Upload digital files to the registry

Today's Uploads

0
Files uploaded today

Pending Indexing

0
Files waiting to be indexed

Upload Status

Ready Ready
Current upload status

Upload Files Uploaded Files

Upload Files
Upload digital files to the registry

Drag and drop files here
or click to browse files on your computer

Browse Files

Supported formats: PDF, JPG, PNG, GIF, BMP, TIF, WebP (OCR enabled for scanned documents)

The browse to folder should directly open the BLIND SCANS folder directly

Page Typing Dashboard

Categorize and digitize file content

Pending Page Typing

9

Files waiting for page typing

In Progress

0

Files currently being typed

Completed

2

Files completed typing

Pending Page Typing In Progress Completed Typing

Files Pending Page Typing
Select a file to begin typing its content

Search files...

TEMP-1755424906 Temporary Upload - 2025-08-17 10:01:46 1 documents	Pending T Start Typing
TEMP-1755299002 Temporary Upload - 2025-08-15 23:03:22 1 documents	Pending T Start Typing
TEMP-1755294812 Temporary Upload - 2025-08-15 21:53:32	Pending T Start Typing

This should open the particular COMBINED pdf file in the particular FILENO folder under the SCAN UPLOAD folder and cut and paste into the FILENO in the **PAGETYPING**

Page Typing Dashboard

Categorize and digitize file content

Pending Page Typing

9

Files waiting for page typing

In Progress

0

Files currently being typed

Completed

2

Files completed typing

Pending Page Typing In Progress Completed Typing

No File Selected
Select a file from the other tabs to begin page typing

Browse Files

This should open the SCAN UPLOAD folder and cut and paste into the FILENO in the **PAGETYPING**

EDMS UPDATE

The screenshot shows a table of uploaded files. The columns are FILE NAME, TYPE, SIZE, STATUS, DATE, and ACTIONS. A single file, "Pages from COM_2012_38.pdf", is listed. The file is a PDF, 2.24 MB in size, indexed, and was uploaded on 8/17/2025. The ACTIONS column contains four icons: a magnifying glass, a folder, a blue square, and a red square. This entire row is highlighted with a red rectangle. Below the table is a "Send All to Indexing" button.

Add an Action Menu for Upload More

The Upload More should automatically set the “IsUpdated” file to “1” (which should be “0” by default)

The screenshot shows the Page Typing Dashboard with three status boxes: Pending Page Typing (10 files), In Progress (0 files), and Completed (2 files). Below these is a navigation bar with tabs: Pending Page Typing (selected), In Progress, Completed, and Typing. The "Typing" tab is highlighted with a red rectangle. Further down is a section titled "Files Pending Page Typing" with a search bar. A list item "TEMP-1755455832" is shown with a "Pending" status and a "Start Typing" button.

Add a “PageType More” Tab here

The “PageType More” table should display on the pagetyped records with “IsUpdated” = “1”

Add “PageType More” as an Action Menu

So when clicked it will Load the Existing PageTyped File and the newly uploaded scans and PageTyping can continue

REPEAT THE SAME PAGETYPING INTERFACE FOR THE PT QUALITY CONTROL INTERFACE, THE ONLY DIFFERENCE WOULD BE THE “ OVERRIDE” BUTTON FOR CORRECTION(S) ON THE ALREADY PAGETYPED FILES

PT QUALITY CONTROL

Page Typing Dashboard

Categorize and digitize file content

Pending Page Typing

1

Files waiting for page typing

In Progress

0

PT QUALITY CONTROL

Completed

2

Files completed typing

Pending Page Typing

In Progress

Completed

Typing

OVERRIDE

AG-2022-010

T IBRAHIM MUHAMMAD's Recertification - Plot PLOT 123, GRA
1 documents scanned

[Back to Dashboard](#)

Document Preview Pages from COM_2012_38.pdf (PDF)

1 / 3

< Prev Doc

1 / 1

> Next Doc

Q

100%

Q

100%

Q

100%



Page Classification

Page 4 (PDF Page 1) of Document 1

Certificate

Deed

Letter

Application

Page Number

Serial Number

4

4

Page Type

Select page type...