

## 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, TIFF, WebP (OCR enabled for scanned documents)

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

2

**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 Start Typing

TEMP-1755299002  
Temporary Upload - 2025-08-15 23:03:22  
1 documents +

Pending Start Typing

TEMP-1755294812  
Temporary Upload - 2025-08-15 21:53:32

Pending 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

**Uploaded Files**  
Recently uploaded files ready for processing

Search files...

FILE NAME	TYPE	SIZE	STATUS	DATE	ACTIONS
Pages from COM_2012_38.pdf	pdf	2.24 MB	Indexed	8/17/2025	

Upload More

Send All to Indexing

Add an Action Menu for Upload More

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

**Page Typing Dashboard**  
Categorize and digitize file content

Pending Page Typing  
**10**  
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-1755455832  
Temporary Upload - 2025-08-17 18:37:12  
1 documents

Pending Start Typing

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  
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



100%



Page Classification

Page 4 (PDF Page 1) of Document 1

Certificate

Deed

Letter

Application

Page Number

4

Serial Number

4

Page Type

Select page type...

