Document Management System - Process Flow

# System Overview

The Document Management System (DMS) is a comprehensive web-based application designed to manage document workflows across multiple departments. The system supports five distinct user roles with specific permissions and workflows.

# User Roles and Access Levels

## 1. Admin

* - \*\*Access\*\*: Full system access
* - \*\*Responsibilities\*\*:
* - User management (create, edit, delete users)
* - System monitoring and reporting
* - Document upload and management
* - Access to all modules and functions

## 2. Receiving

* - \*\*Access\*\*: Receiving module, document folders
* - \*\*Responsibilities\*\*:
* - Initial document receipt and registration
* - Document routing to Admin Receiving
* - Folder management and file organization

## 3. Admin Receiving

* - \*\*Access\*\*: Admin Receiving module, RTS (Routing Transmittal Slips)
* - \*\*Responsibilities\*\*:
* - Document acceptance and processing
* - RTS management
* - Email document handling
* - Outgoing document preparation

## 4. Documentation

* - \*\*Access\*\*: Documentation module
* - \*\*Responsibilities\*\*:
* - GSO document management
* - Travel document processing
* - Application leave document handling
* - Special permit document management

## 5. Releasing

* - \*\*Access\*\*: Releasing module
* - \*\*Responsibilities\*\*:
* - Outgoing document management
* - Document release and tracking
* - Final document processing

# Document Workflow Process Flow

## 1. Document Entry Process (Receiving)

START

↓

User Login (Receiving Role)

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Access Receiving Dashboard

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Add New Document

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Fill Document Details:

* - Date/Time Received
* - Control Number
* - Source
* - Particulars
* - Received By
* - Document Receiver
* - Forwarded To
* - Upload Document File

↓

Route to Admin Receiving? (Yes/No)

↓

IF Yes → Document routed to Admin Receiving

IF No → Document stays in Receiving

↓

Document Saved to Database

↓

END

## 2. Document Processing (Admin Receiving)

START

↓

User Login (Admin Receiving Role)

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Access Admin Receiving Dashboard

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View Pending Documents (RTS)

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Select Document for Processing

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Review Document Details

↓

Accept Document

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Fill Processing Details:

* - Purposes/Actions
* - Remarks
* - RTS Date
* - Additional Attachments

↓

Document Status: Accepted

↓

Document moved to Accepted Documents

↓

Available for Outgoing Processing

↓

END

## 3. Email Document Processing (Admin Receiving)

START

↓

User Login (Admin Receiving Role)

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Access Email Documents Module

↓

Add Email Document

↓

Fill Email Document Details:

* - Date/Time Received
* - Control Number
* - Source
* - Particulars
* - Forwarded To
* - Purpose/Action
* - Upload Document File
* - Upload Additional Attachment

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Document Saved to Other Documents Table

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Process via RTS (if needed)

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END

## 4. Documentation Management (Docs)

START

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User Login (Docs Role)

↓

Access Docs Dashboard

↓

Select Document Type:

├─ GSO Documents

├─ Travel Documents

├─ Application Leave Documents

└─ Special Permit Documents

↓

Add New Document

↓

Fill Document Details:

* - Date/Time Received
* - Control Number
* - Source
* - Particulars
* - Received By
* - Forwarded To
* - Upload Document File

↓

Document Saved to Respective Table

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END

## 5. Outgoing Document Process (Releasing)

START

↓

User Login (Releasing Role)

↓

Access Releasing Dashboard

↓

View Accepted Documents (from Receiving2)

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Select Document for Release

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Fill Release Details:

* - Date/Time Sent
* - Control Number
* - Source
* - Particulars
* - Forwarded To
* - Upload Document File

↓

Document Saved to Outgoing Documents

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Document Status: Released

↓

END

## 6. Folder Management Process

START

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User Login (Admin/Receiving1 Role)

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Access Document Folders

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Create New Folder

↓

Fill Folder Details:

* - Folder Name
* - Folder Description
* - Upload Multiple Files

↓

Files Organized in Folder Structure

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Files Available for Download/Preview

↓

END

# Database Structure and Relationships

## Primary Tables:

1. 1. \*\*users\*\* - User accounts and roles
2. 2. \*\*receiving1\_documents\*\* - Initial document entries
3. 3. \*\*receiving2\_documents\*\* - Processed documents from Receiving2

4. \*\*other\_documents\*\* - Email and additional documents

5. \*\*accepted\_documents\*\* - Documents accepted by Receiving2

6. \*\*outgoing\_documents\*\* - Released documents

7. \*\*document\_folders\*\* - Folder organization

8. \*\*folder\_files\*\* - Files within folders

## Specialized Document Tables:

* - \*\*gso\_documents\*\* - GSO-specific documents
* - \*\*travel\_documents\*\* - Travel-related documents
* - \*\*application\_leave\_documents\*\* - Leave application documents
* - \*\*special\_permit\_documents\*\* - Special permit documents

# Key Features and Functions

## 1. Document Tracking

* - Control number assignment
* - Date/time stamping
* - Status tracking (received, processed, accepted, released)
* - Audit trail maintenance

## 2. File Management

* - Document upload and storage
* - File preview capabilities
* - Download functionality
* - Attachment support

## 3. Reporting and Analytics

* - Document counts by type
* - Daily/monthly statistics
* - User activity tracking
* - Comprehensive reporting system

## 4. Security Features

* - Role-based access control
* - Session management
* - Password hashing
* - User authentication

## 5. Search and Filter

* - Document search functionality
* - Date range filtering
* - Status-based filtering
* - Pagination support

# System Integration Points

## 1. Document Flow Integration

* - Receiving1 → Receiving2 → Releasing
* - Email documents → Receiving2 processing
* - Folder management → All modules

## 2. User Management Integration

* - Admin controls all user access
* - Role-based dashboard access
* - User activity monitoring

## 3. Reporting Integration

* - Cross-module reporting
* - Statistical aggregation
* - Export capabilities

# Error Handling and Validation

## 1. Input Validation

* - Required field validation
* - File type validation
* - Date/time format validation
* - Control number uniqueness

## 2. Error Recovery

* - Database transaction rollback
* - File upload error handling
* - Session timeout handling
* - Connection error recovery

# Performance Considerations

## 1. Database Optimization

* - Indexed queries
* - Efficient data retrieval
* - Connection pooling
* - Query optimization

## 2. File Handling

* - Binary large object (BLOB) storage
* - File size limitations
* - Upload progress tracking
* - Memory management

# Maintenance and Support

## 1. System Maintenance

* - Regular database backups
* - Log file management
* - Performance monitoring
* - Security updates

## 2. User Support

* - User training documentation
* - Help system integration
* - Error message clarity
* - Support contact information

# Future Enhancement Opportunities

## 1. Advanced Features

* - Workflow automation
* - Email integration
* - Mobile application
* - API development

## 2. Integration Capabilities

* - Third-party system integration
* - Cloud storage options
* - Advanced reporting tools
* - Document versioning

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\*This process flow document provides a comprehensive overview of the Document Management System's workflows, user roles, and operational procedures. The system is designed to streamline document processing across multiple departments while maintaining security, accountability, and efficiency.\*