

Welcome to Tigray Martyrs' Memorial Monument Center E-DMS System

User Manual

Prepared By: Tigray Martyrs' Memorial Monument Center

Introduction

E-DMS system is a web-based platform that automates the storage, management and access of digital documents. Which makes finding, accessing, sharing and maintaining these documents easy and efficient.


Purpose of the E-DMS Guide

This manual should be used as a guide by all users, when using the system, uploading, maintaining, sharing and approving documents.

Sign In

Enter <ip-address>:<port>/EDMS


TIGRAY MARTYRS' MEMORIAL MONUMENT CENTER (E-DMS)



Category ▾

Year of ▾

 Search


 Guest ▾

Language ▾

Sub category ▾

Search by content summary


User Manual ▾




video 1
6 Views



Video 2
5 Views



other text 1
2 Views




Title 2
1 Views





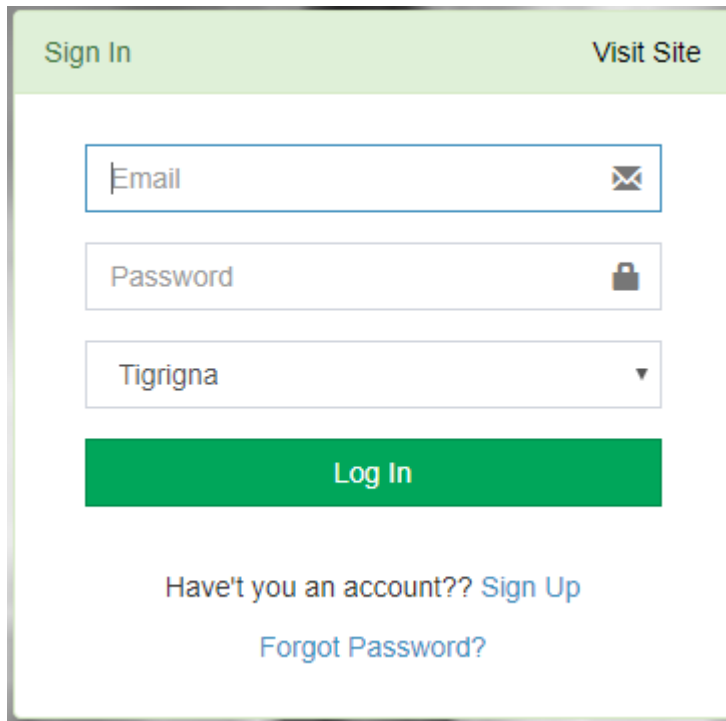
TEXT





TEXT
Document

- Click Guest > Sign In link



The image shows a 'Sign In' form with a green header bar containing 'Sign In' and 'Visit Site' links. The form includes three input fields: 'Email' with an envelope icon, 'Password' with a lock icon, and a language dropdown menu currently set to 'Tigrigna'. Below these fields is a green 'Log In' button. At the bottom, there are links for 'Sign Up' and 'Forgot Password?'.

Sign In Visit Site

Email

Password

Tigrigna ▼

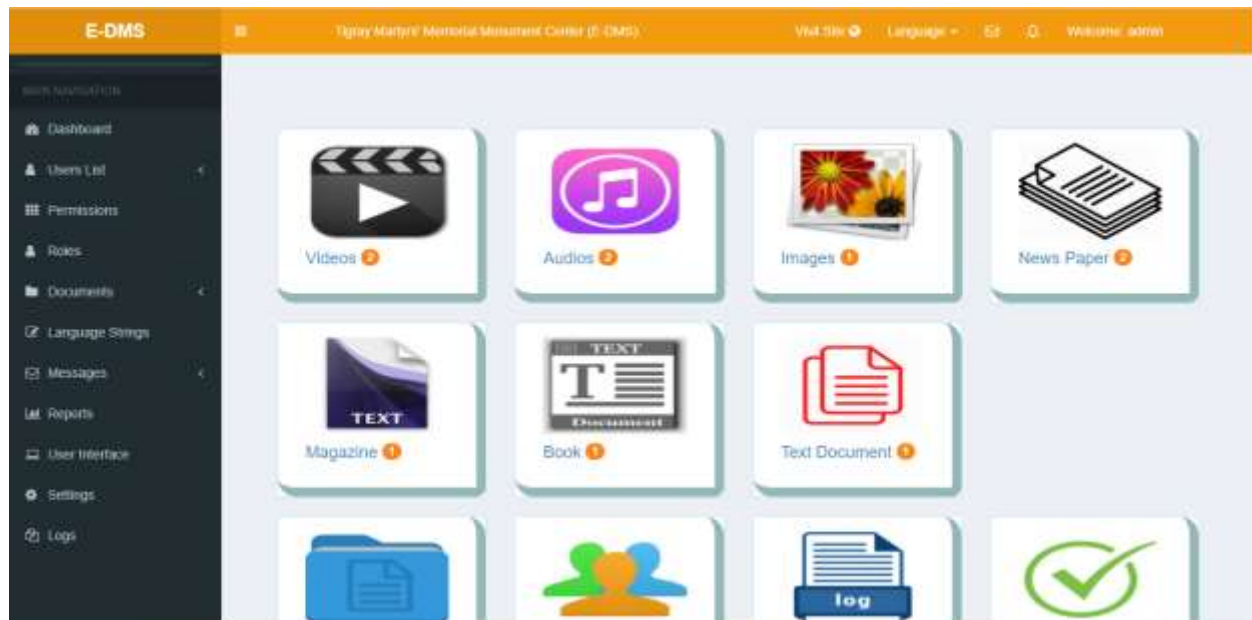
Log In

Have't you an account?? [Sign Up](#)

[Forgot Password?](#)

- Enter your Email or Username and Password
- Select Language
- Click “Log In” Button

Admin Dashboard



Roles

Roles page where you can add, edit and delete roles.

6 / 6 roles			+ Add
#	Name	Description	
1	Public	Guests	Actions ▾
2	User	End Users	Actions ▾
3	Data Entry	Data Entry Personnel	Actions ▾
4	Library Head	Head of Library	Actions ▾
5	ICT Head	ICT Head	Actions ▾
6	Super Admin	System Admin	Actions ▾

Permissions

Permissions page allows you to assign and edit permissions to roles.

- Click Permissions Link from the Main Navigation

Assign Role Permissions		
#	Role	Actions
2	ICT Head	Assign Role Permissions
3	Library Head	Assign Role Permissions
4	Data Entry	Assign Role Permissions
5	User	Assign Role Permissions

Select a Role and click on “Assign Permissions” Button

Assign Role Permissions

Role **Data Entry**: Assign Role Permissions

Permissions Will Be Saved Automatically

[← Back](#)

Crud Resources

Action Resources

#	Resource Name	<u>Create</u> <input type="checkbox"/> Off Allow All	<u>List</u> <input type="checkbox"/> Off Allow All	<u>Detail</u> <input type="checkbox"/> Off Allow All	<u>Edit</u> <input type="checkbox"/> Off Allow All	<u>Delete</u> <input type="checkbox"/> Off Allow All
1	users	<input type="checkbox"/> Off	<input type="checkbox"/> Off	<input type="checkbox"/> Off	<input type="checkbox"/> Off	<input type="checkbox"/> Off
2	roles	<input type="checkbox"/> Off	<input type="checkbox"/> Off	<input type="checkbox"/> Off	<input type="checkbox"/> Off	<input type="checkbox"/> Off
3	documents	<input checked="" type="checkbox"/> On	<input checked="" type="checkbox"/> On	<input checked="" type="checkbox"/> On	<input checked="" type="checkbox"/> On	<input type="checkbox"/> Off
4	language strings	<input type="checkbox"/> Off	<input type="checkbox"/> Off	<input type="checkbox"/> Off	<input type="checkbox"/> Off	<input type="checkbox"/> Off
5	settings	<input type="checkbox"/> Off	<input type="checkbox"/> Off	<input type="checkbox"/> Off	<input type="checkbox"/> Off	<input type="checkbox"/> Off

User Types(Roles):

There are 6 kind of user type (roles) on this system listed below.

Super Admin

The administrator of this system who has the overall access of the system.

Library Head

The user of this system who is responsible for approval of document permissions. Additional actions could also granted by administrator.

Data Entry

The user of this system who is responsible for uploading documents. Additional actions could also granted by administrator.

ICT Head

The user of this system who is responsible for setting up the system. Additional actions could also granted by administrator.

User

The user of this system who has signed up by its own and allowed to sign in after approved by administrator.

Public User

Anyone who access public documents of the system with no identity.

Users

Users page where you can add, edit, deactivate and delete users.

A. Add User

- Fill the form fields
- System generated password is pre populated
- To see or change the password click on “Show Password” Button and see/change it.
- Click “Save” button.
- Email message will be sent automatically to the provided user email.
- The user must go to his email and get his password.

Role	Email
<input type="text"/>	<input type="text"/>
First Name	Username
<input type="text"/>	<input type="text"/>
Last Name	Phone Number
<input type="text"/>	<input type="text"/>
Middle Name	Password
<input type="text"/>	<input type="password"/>
	Confirm Password
	<input type="password"/>
<input type="button" value="Save"/>	
<input type="button" value="Show Password"/>	

B. View, Edit, Delete and Deactivate Users

10 / 15 users ➕ Add

#	Email	Role	Phone Number	Status	
1	kidane12g@gmail.com	Library Head	0945735838	active	Actions
2	aa@gmail.com	Data Entry	0945735838	active	View Details
3	a1232@gmail.com	Library Head	0945735838	active	Edit
4	a32@gmail.com	Library Head	0945735838	active	Delete
					Deactivate
					Actions

C. Approve/Reject new Users

Every new users should be approved by administrator before they are allowed to sign in to the system.

To Approve/Reject new users Click Users > New Users Link from the Main Navigation

10 / 21 New Users

#	Email	Role	Phone Number	Registration Date	
1	k12g@gmail.com	Super Admin	0945735838	Mar 23 2020 05:34	View Details ✓ ✗
2	a12@gmail.comff	Library Head	0945735838	Mar 23 2020 06:26	View Details ✓ ✗
3	gane12g@gmail.com	Super Admin	0945735838	Mar 23 2020 06:21	View Details ✓ ✗
4	a12@gmail.comdd	Library Head	0945735838	Mar 23 2020 06:16	View Details ✓ ✗
5	a12@gmail.comff	ICT Head	0945735838	Mar 23 2020 06:12	View Details ✓ ✗
6	a12@gmail.com	Library Head	0945735838	Mar 23 2020 06:10	View Details ✓ ✗

To Approve Click



To Reject Click



Document Categories:

There are 7 document categories on this system listed below.

Video, Audio, Image, News Paper, Magazine, Book, Other Text Document

Document Sub Categories:

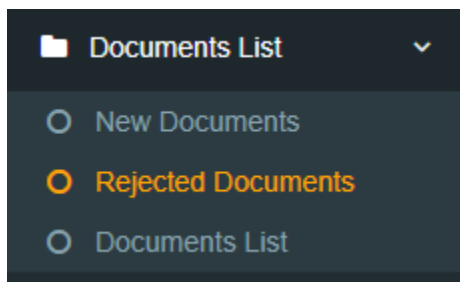
There are 5 document sub categories on this system listed below.

Entertainment, Economic, Sport, War and Other

Documents

Documents page where you can upload, search, view, share, and delete documents.

- Click Documents link from the Main Navigation



A. Documents List

- You can filter documents by title, author, publisher and year of publishment

Title

Author

Publisher

Year of Publishment

- Select Author -

- Select Publisher -

- Select Year of Publishment -

10 / 10 Documents List + Add

#	Title	Category	Sub category	Author	Uploaded at	Views	
1	Audio 2	Audio	Entertainment	Dawit Hailu Kiros	26/7/2012 9:4:44	0	Actions >
2	other text 1	Text Document	War	Dawit Hailu Kiros	26/7/2012 9:3:26	1	View Details Edit Delete
3	book 1	Book	Economic	Author 2 b b	26/7/2012 9:1:15	0	Actions >
4	magazine 1	Magazine	Economic	Kiflom Gebre Hadgu	26/7/2012 9:0:6	0	Actions >

B. Upload New Document

- Click on “Add” Button and document upload form will be displayed

Document Information

- Document Type -

- Sub sub-category -

Title

Edition

Select File

Choose File

 No file chosen

Content Summery

Location

Author information

- Select Author -

First Name

Last Name

Middle Name

Email

Phone Number

Publisher information

- Select Publisher -

Year of Publishment

- Select Year -

Name

Year of Establishment

- Select Year -

Email

Phone Number

C. Approve/Reject New Uploaded Document

- Click on New Documents Link from the Main Navigation



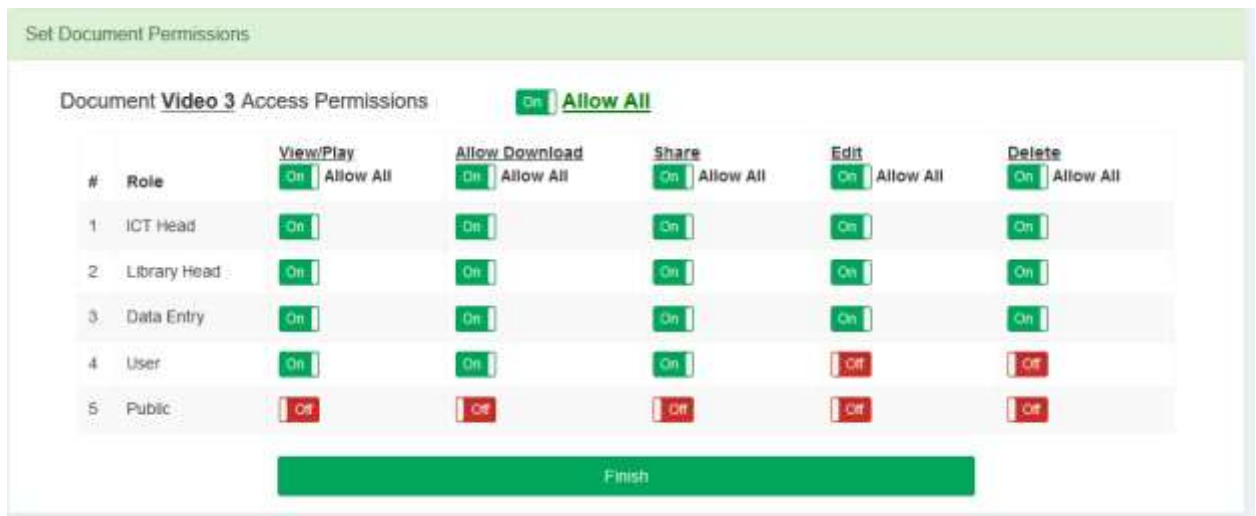
The screenshot shows a web interface titled "New Documents" with a sub-header "2 / 2". It contains a table with the following columns: #, Title, Category, Author, Phone Number, and Uploaded at. There are two rows of data. To the right of the table, there are two rows of controls, each containing a green checkmark icon, a red X icon, and a "Permissions" link.

#	Title	Category	Author	Phone Number	Uploaded at
1	Video 3	Video	Kiflom Gebnu Hadgu		25/7/2012 12:21:22
2	Image 2	Image	Gimay Guesh Abirha		25/7/2012 12:17:4

N.B before approving/rejecting of any document. Approval of its permissions is required.

To do so.

- Click on “Permissions” Link from the Main Navigation



The screenshot shows a web interface titled "Set Document Permissions" with a sub-header "Document Video 3 Access Permissions". It features a table with columns for #, Role, View/Play, Allow Download, Share, Edit, and Delete. Each column has a green "On" button and a red "Off" button. The "Allow All" link is highlighted in green. At the bottom, there is a large green "Finish" button.

#	Role	View/Play	Allow Download	Share	Edit	Delete
1	ICT Head	On	On	On	On	On
2	Library Head	On	On	On	On	On
3	Data Entry	On	On	On	On	On
4	User	On	On	On	Off	Off
5	Public	Off	Off	Off	Off	Off

After setting the appropriate document permissions to each role, click “Finish” Button.

Now you can Approve/Reject the document.

- To See document details click



- To Approve click



- To Reject click



D. View Details

Click on Actions > View Details button

E. Edit

Click on Actions > Edit

F. Delete

Click on Actions > Delete

G. Play



H. Download



I. Share



Language Strings

Page that allows you to change phrases and their translation in Tigrigna, Amharic and English

- Click Language Strings Link from the Main Navigation

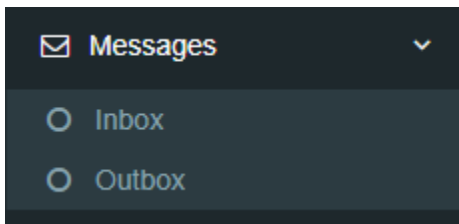
Edit Language Strings					Export To Excel/CSV	+ Create New String
#	Key Word	Tigrigna	Amharic	English		
1	Documents_Report	ፅብቶብ ሰነዳት	የሰነድ ሪፖርት	Documents_Report		
2	Total_documents_report	ፅብቶብ ጠቅላላ ሰነዳት	አጠቃላይ የሰነድ ሪፖርት	Total documents report		
3	Related_by_publisher	ብሓረታሚ ዝዛመድ	በአሳታሚ የሚዛመድ	Related by publisher		
4	Related_by_author	ብሓፍላጅ ዝዛመድ	በአመንጪ የሚዛመድ	Related by author		
5	Sport	ስፖርት	ስፖርት	Sport		
6	War	ኩፍት	ኩፍት	War		
7	Economic	ቁጠባዊ	ኢኮኖሚያዊ	Economic		
8	Entertainment	መዝናኛ	መዝናኛ	Entertainment		

Messages

Allows inter messaging of users with each other within the system, It enables them to send and receive messages. Shows notifications for unread messages



- Click Messages Link from the Main Navigation



- To see inbox messages click on Inbox
- To see outbox messages click on Outbox

Reports

Allows to generate report and print as PDF or download Excel.

From Date

1/1/2012

To Date

1/1/2013

Generate Report

Total documents report 1/1/2012 - 1/1/2013

PDF

Excel Download

13 Documents List

1	Title	Category	Sub category	Content Summary	Location	Uploaded Date	Author	Views	Shares	Editions
2	video 1	Video	Economic	summery 2	Shelf 1	23/7/2012 20:33:11	Girmay Guesh Abreha	4	0	No of Editions: 1 Edition: 1 Publisher: s.s@gmail.com, Size: 19.15MB, Views: 4
3	Title 2	News Paper	Sport	summery 3	Shelf 2	23/7/2012 20:33:53	Author 2 b b	1	0	No of Editions: 2 Edition: 2 Publisher: Publisher 2 w@gmail.com, Size: 277.72KB, Views: 0 Edition: 1 Publisher: Master Sound p_ed@g.com, Size: 277.72KB, Views: 1
4	Video 2	Video	Sport	Summary 1		26/7/2012 9:22:48	Kiflom Gebiru Hadgu	5	0	No of Editions: 1 Edition: 1 Publisher: Master Sound p_ed@g.com, Size: 19.15MB, Views: 5
5	audio 1	Audio	Entertainment	audio summery 1		26/7/2012 9:13:12	Girmay Guesh Abreha	1	0	No of Editions: 1 Edition: 1 Publisher: Master Sound p_ed@g.com, Size: 6.79MB, Views: 1
6	image 1	Image	Entertainment	image summery 1	Shelf 1 row 4 col 5	26/7/2012 8:56:50	Author 2 b b	1	0	No of Editions: 1 Edition: 1 Publisher: s.s@gmail.com, Size: 46.42KB, Views: 1

User Interface


To update User Interface of the system i.e. App Name, Logo, Background Image

- Click User Interface from the Main Navigation

User Interface

Company Name

E-DMS



Upload Logo Image

Choose File

No file chosen

Background Image

Choose File

No file chosen

Language Strings File

Choose File

No file chosen

Update

System Settings

Allows to update system settings

- Click Settings Link from the Main Navigation

System Settings

System Settings

View Count Interval in Hours

Pagination Size

Save

Logs

Allows to track activities performed within the System.

- Click Logs Link from the Main Navigation



Visit Site

To visit the public pages of the system and play/view their document contents

- Click on “Visit Site” Link from the Top Navigation.

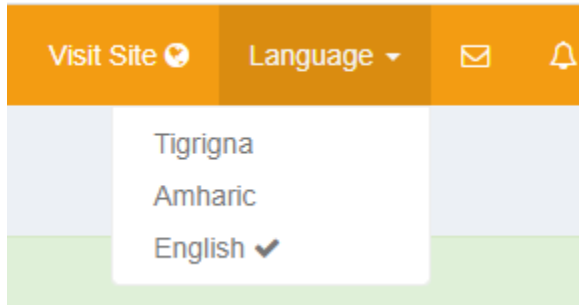


All permitted documents will be available on the document gallery and you can play, download, and share according the document permissions.

Change Current Language

To change the current language

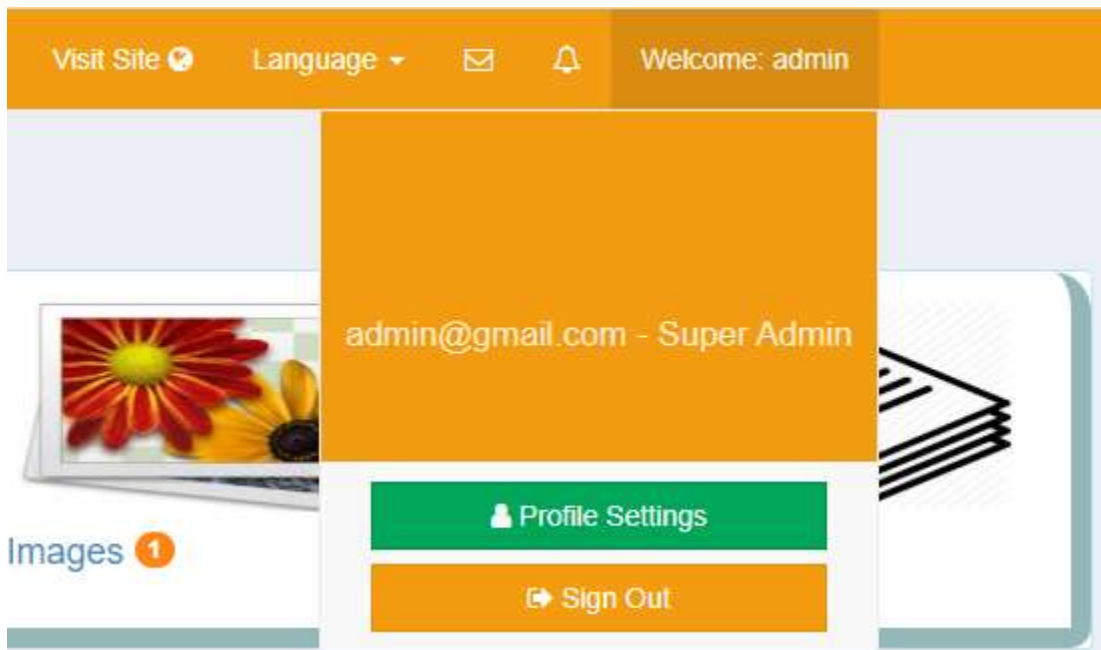
- Click on “Language” link and choose the one you are interested in.



Change Account Profile

To change your account profile

- Click on the link showing your name and click on “Profile Settings” link.



Here you can change your Username, Full Name, and Password

Manage Your Account

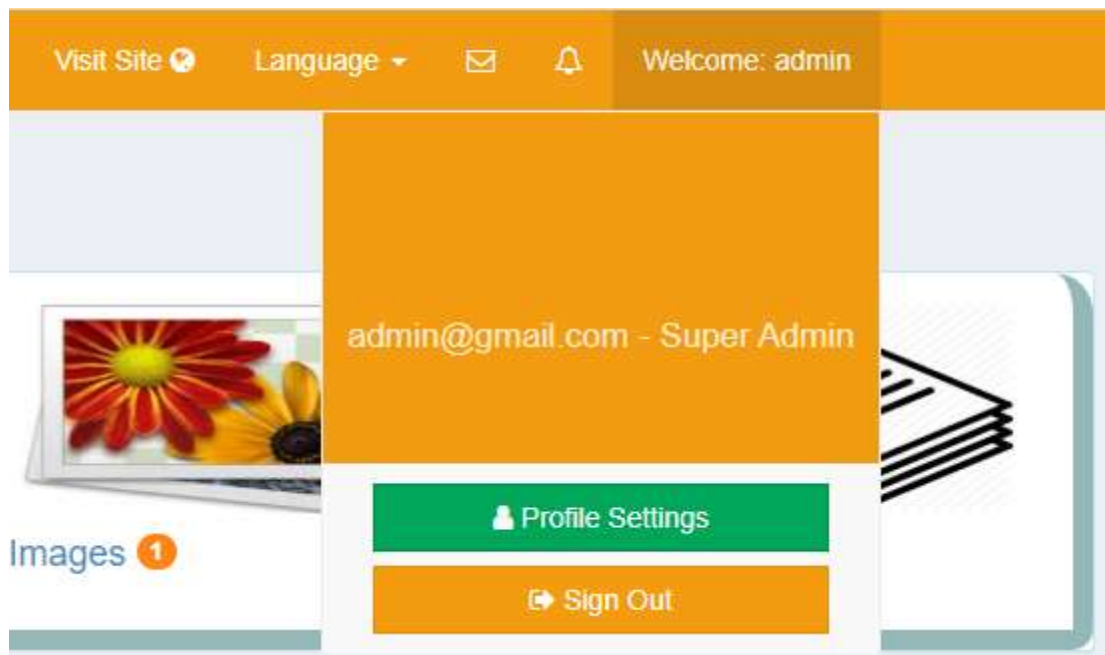
Username <input type="text" value="admin12"/>	Email <input type="text" value="admin@gmail.com"/>
First Name <input type="text" value="admin"/>	Old Password <input type="text" value="Old Password"/>
Last Name <input type="text" value="admin"/>	New Password <input type="text" value="New Password"/>
Middle Name <input type="text" value="admin"/>	Confirm New Password <input type="text" value="Confirm New Password"/>
Phone Number <input type="text" value="0919054098"/>	

Save

Sign Out from the system

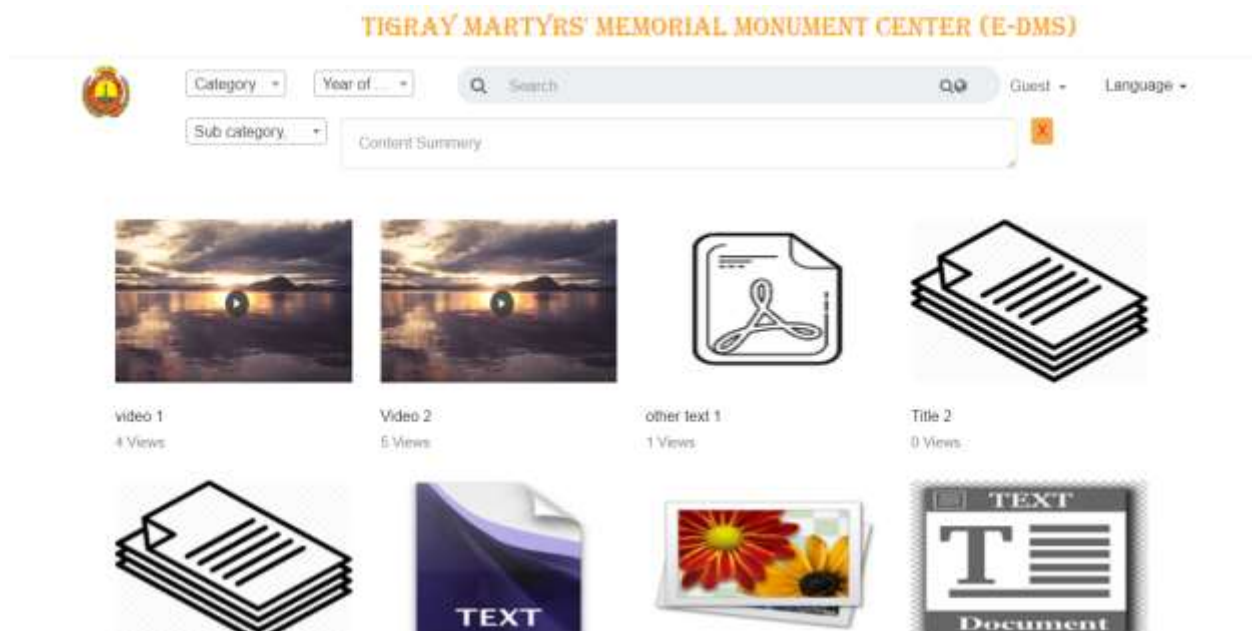
After finished your tasks you need to sign out from the system.

- Click on the “Sign Out” Button.



For Public Users

Everyone who has access the system url can access public documents. And can play/view, download and share them when permitted. You can find specific document by filtering by Title, Author, Publisher, Year of publication, Category, Sub Category and Content Summary.

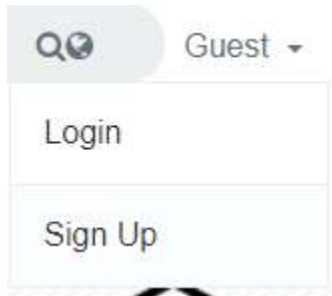


Sign Up

Public users can also have identity by registering themselves using the sign up option. And after approved by administrator their account will be activated and allowed to Sign In.

To sign up

- Click on Guest > Sign Up link

A screenshot of a 'Sign Up' form. The form is titled 'Sign Up' in the top left corner, and there is a 'Visit Site' link in the top right corner. The form contains several input fields: 'Email', 'First Name', 'Last Name', 'Middle Name', 'Phone Number', 'Password', and 'Confirm Password'. Each field has a corresponding label to its left. At the bottom of the form, there is a green button labeled 'Register'.

- Enter your details and click “Register” button.
- Now if you don’t get any errors, you are successfully registered and wait for your account to be approved by administrator
- Sign In with your credentials, if your account is approved by administrator you will be Signed In and it allows you to set your Username.
- But if your account is not approved yet, you will get “account not activated” message.