# Tigray Martyrs' Memorial Monument Center

## Electronic Documents Management System (E-DMS)

### User Manual

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## About The System

Electronic Document Management System (E-DMS) is a framework of tools for managing the creation, use and storage of digital documents that are available within the organization. The main purpose of this E-DMS system is to provide a central repository for digital documents located within Tigray Martyr's Memorial Monument Center.

## It is mainly used for:

➢ Storage of digital assets in a centralized and secure environment. These digital documents can have several formats (Video, Audio, Image, and Text).

➢ Immediate web based access to documents by authorized personnel from any location

➢ Multiple users can access the same document simultaneously, at anytime

➢ Management of versions of documents to minimize inconsistency and redundancy

➢ Increased speed of storing, retrieving and modifying documents

➢ Reduction of paper, space and staffing requirements associated with paper filing systems

## Purpose of this User Manual

This manual should be used as a guide by all users, while uploading, searching, downloading , sharing and approving digital documents.

# System Modules

Main Modules of the System are:

- ▶ User Management Module
- ▶ Access Control Module
- ▶ Digital Document Uploading Module
- ▶ Digital Document Searching Module
- ▶ Digital Document Display Module
- ▶ Digital Document Downloading Module
- ▶ Digital Document Sharing Module
- ▶ Action Tracking Module
- ▶ Permission and Security Module
- ▶ Reporting Module

To Access the system open browser (Google chrome is recommended) and type the URL

Example:  *<ip-address>:<port>/EDMS* and you will see the page below
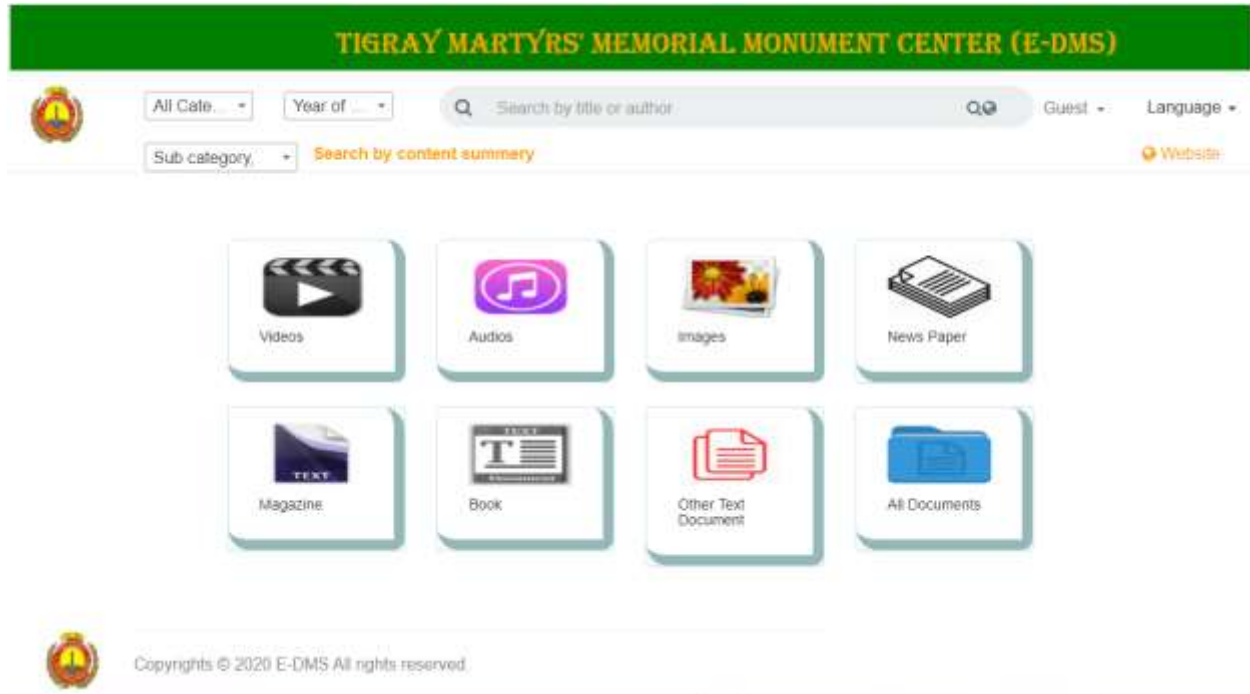
After you click on one of the categories a list of documents in that category will be displayed



TIGRAY MARTYRS' MEMORIAL MONUMENT CENTER (E-DMS)

Category ▾    Year of __ ▾    Q  Search    Q◎    Guest ▾    Language ▾

Sub category. ▾    Search by content summery    User Mannual ▾
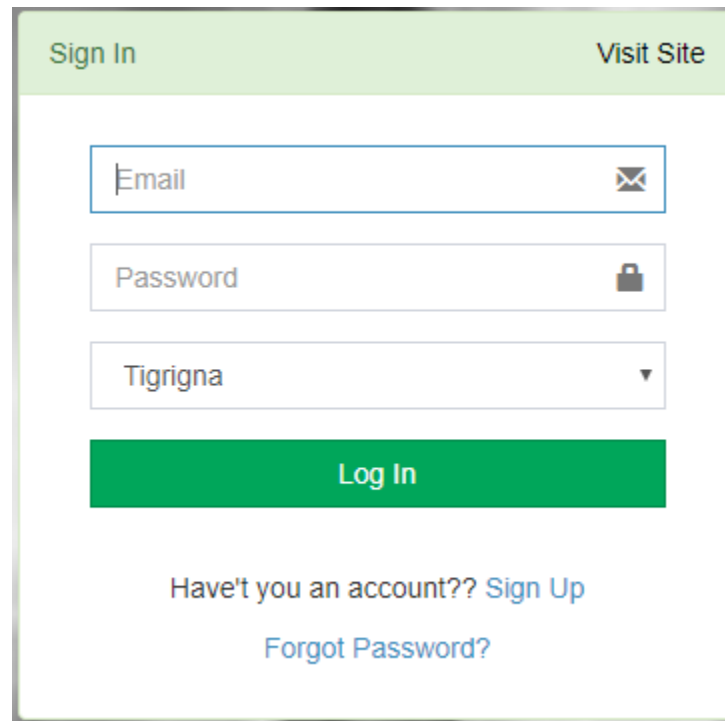
video 1
8 Views

Video 2
5 Views

other text 1
2 Views

Title 2
1 Views

TEXT

TEXT Document

# Login

To login in to the system

Click on Guest > Sign In link



➢ Enter your Email or Username and Password
➢ Select Language
➢ Click "Log In" Button

# Admin Dashboard

After successful login you will be redirected to the dashboard page with sidebar containing list of permitted actions and dashboard icons with brief statistical data showing the number of registered users/documents and awaiting new documents/users for approval

The main Navigation Menu containing action links according user access permissions looks like
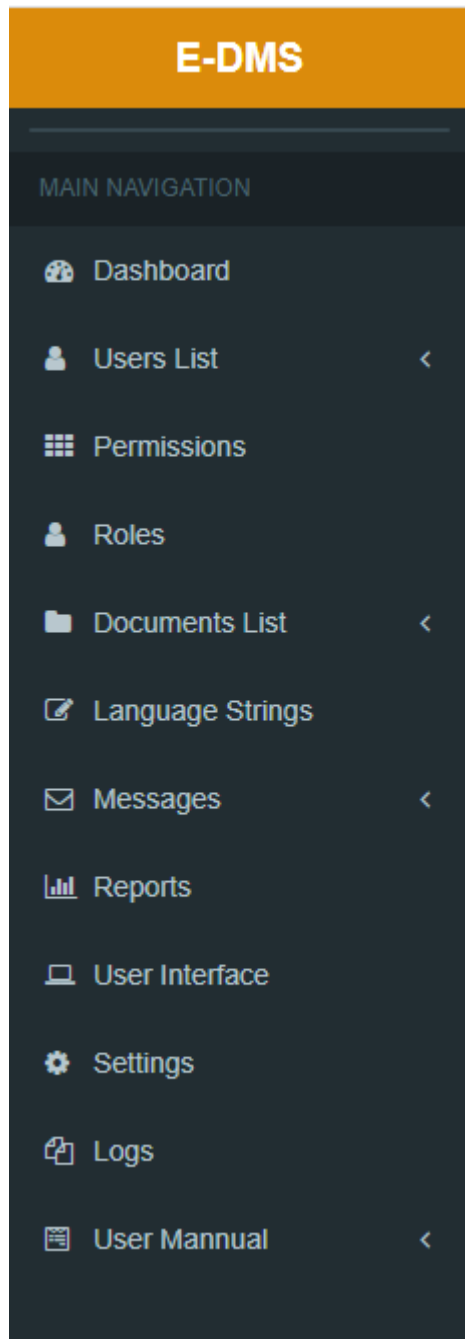
# User Types/Roles Menu

User Types page where you can add, edit and delete roles.

| # | Name | Description | |
|---|------|-------------|---|
| | **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 ⌄ |

There are 6 main types of user types/roles on this system listed below.

**N.B** Any User Type such as Library Head, ICT Head, Data Entry or any other can be created and granted access permissions or get deleted by system admin at any time.

# User Types/Roles Description

## System Admin

The administrator of this system who has the overall access of the system. which is the main and most powerful user in the system with the capabilities of:

▶ Create new Roles

▶ Assign Permissions to Roles

▶ Create Users & Assigns Roles

▶ Upload Digital Documents

▶ Approve Uploaded Documents

▶ View Summarized Data

## Library Head

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

## Data Entry

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

## ICT Head

The user of this system who is responsible for setting up the system. Additional actions could also be granted by the 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 visited the public pages of the system to access the public documents of the system with no identity.

# Permissions Menu

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

➢ Click Permissions Link from the Main Navigation



Select a Role and click on "Assign Permissions" Button

# Users Menu

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

A. Add User
   - ➢ Fill the form fields
   - ➢ System generated password will be 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/her email and get the password.

## B. View, Edit, Delete and Deactivate Users



## C. Approve/Reject new Users

Every new users should be approved by the 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



To Approve Click on the green button



To Reject Click on the red button

# Document Categories:

There are 7 document categories in this system which are listed below with their respective recommended formats.

- ➢ Video documents with recommended format MP4
- ➢ Audio documents with recommended format MP3
- ➢ Image documents with recommended format JPEG and PNG
- ➢ News Paper, Magazine, Book, Other Text documents with recommended format of PDF

# Document Sub Categories:

There are 4 document sub categories on this system listed below.

- ➢ Entertainment
- ➢ Documentary
- ➢ Interview
- ➢ Other

# Documents Menu

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

> ➢ Click Documents link from the Main Navigation
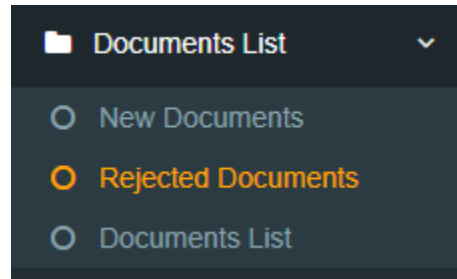


A. Documents List

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



B. Upload New Document

> ➢ Click on "Add" Button and document upload form will be displayed

| Document Information | Author Information | Publisher Information |
| --- | --- | --- |
| – Document Type – | – Select Author – | – Select Publisher – |
| – Sub sub-category – | First Name | Year of Publishment |
| Title | | – Select Year – |
| | Last Name | Name |
| Edition | | |
| | Middle Name | Year of Establishment |
| | | – Select Year – |
| Select File | Email | Email |
| Choose File No file chosen | | |
| Content Summery | Phone Number | Phone Number |
| Location | | |

C. Approve/Reject New Uploaded Document

➢ Click on New Documents Link from the Main Navigation



**7 / 3 New Documents**

| # | Title | Category | Author | Phone Number | Uploaded at | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Video 3 | Video | Kiflom Gebru Hadgu | | 26/7/2012 12:21.22 | ✔ ✗ | ⚙ Permissions |
| 2 | Image 2 | Image | Girmay Guesh Abrha | | 26/7/2012 12:17.4 | ✔ ✗ | ⚙ Permissions |

N.B before approving/rejecting of any document. Approval for the correctness of its access permissions is required.

➢ Click on "Permissions" Link from the Main Navigation



➢ Click on the avaliable buttons and turn on/green to allow and turn off/red to deny the permission

➢ After setting the appropriate document permissions to each role, click "Finish" Button. Now you have successfully set access permissions of the new document and you are allowed to approve the new document.

➢ For document details click on the gray button



➢ And to Approve it click on the green



➢ Or to Reject it click on the red button

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 Menu

A 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_R | ፆብዓብ ሰነዳት | የሰነድ ሪፖርት | Documents_Report |
| 2 | Total_documer | ፆብዓብ ጠቅላላ ሰነዳት | እጠቃላይ የሰነድ ሪፖርት | Total documents report |
| 3 | Related_by_pu | ብኣሕታሚ ዝዛመድ | በኣሳታሚ የሚዛመድ | Related by publisher |
| 4 | Related_by_au | ብኣፍላጼ ዝዛመድ | በኣመንጪ የሚዛመድ | Related by author |
| 5 | Sport | ስፖርት | ስፖርት | Sport |
| 6 | War | ኲናት | ኲናት | War |
| 7 | Economic | ቁጠባዊ | ኢኮኖሚያዊ | Economic |
| 8 | Entertainment | መዝናግዒ | መዝናኛ | Entertainment |

# Messages

Allows inter messaging of users with each other within the system, It enables them to send and receive messages. Notifications will be shown for unread messages



➢ Click Messages Link from the Main Navigation
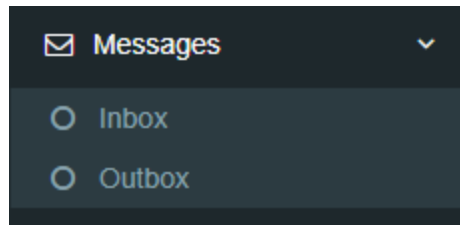


➢ To see inbox messages, click on Inbox
➢ To see outbox messages, click on Outbox

# Reports Menu

Allows to generate report and print as PDF or download in Excel based on the specified StartDate and EndDate range

| 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

| | Title | Category | Sub category. | Content Summery | Location | Uploaded Date | Author | Views | Shares | Editions |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Title | Category | Sub category. | Content Summery | Location | Uploaded Date | Author | Views | Shares | Editions |
| 2 | video 1 | Video | Economic | summery 2 | Shelf 1 | 23/7/2012 20:33:11 | Girmay Guesh Abrha | 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: Pulsher 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 | Summery 1 | | 26/7/2012 9:22:48 | Kiflom Gebru 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 Abrha | 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 Menu

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

> ➢ Click User Interface from the Main Navigation

# System Settings

Allows to update system settings

> Click Settings Link from the Main Navigation

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**System Settings**

## System Settings

**View Count Interval in Hours**

```
1
```

**Pagination Size**

```
10
```

<div style="text-align:center; background:#1a9850; color:#fff;">Save</div>
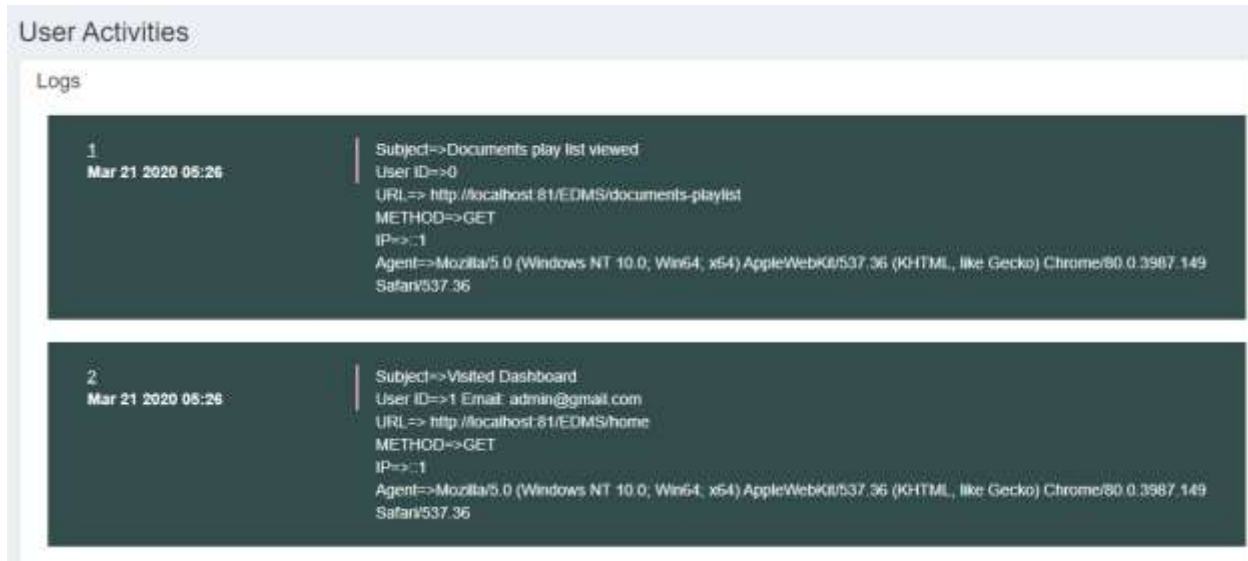
# Logs Menu

Allows to track activities performed within the System.

➢ Click Logs Link from the Main Navigation



# Visit Site Option

To visit the public pages of the system and play/view their document contents
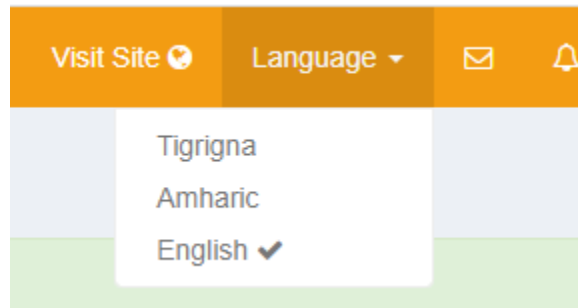
➢ Click on "Visit Site" Link from the Top Navigation.



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
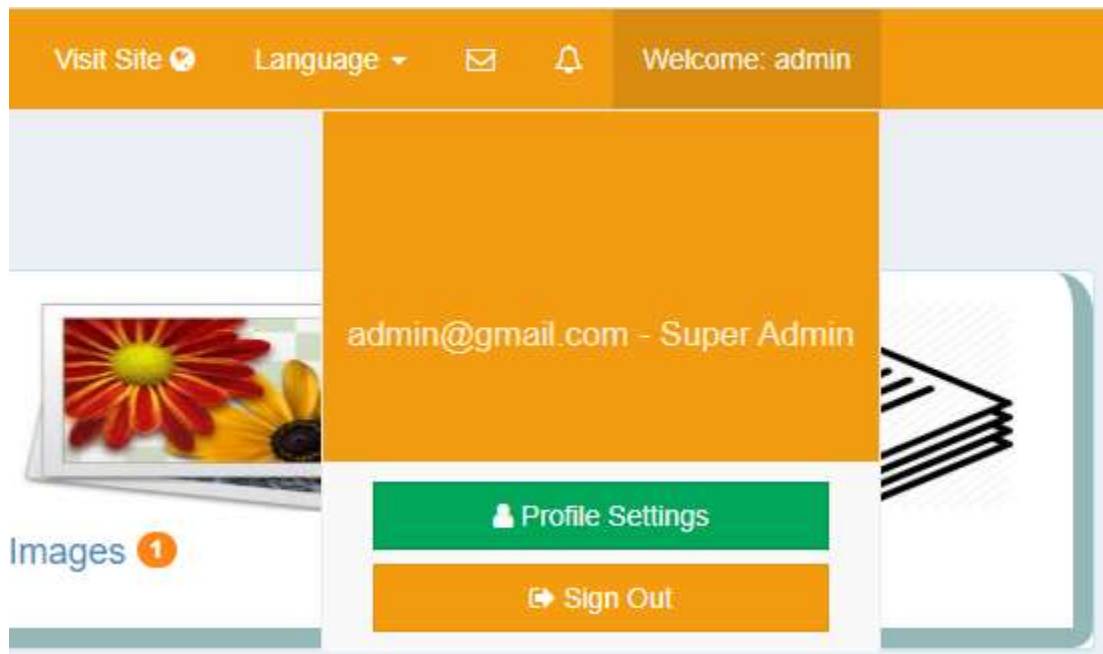
> ➢ Click on "Language" link and choose the one you are interested in.



# 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
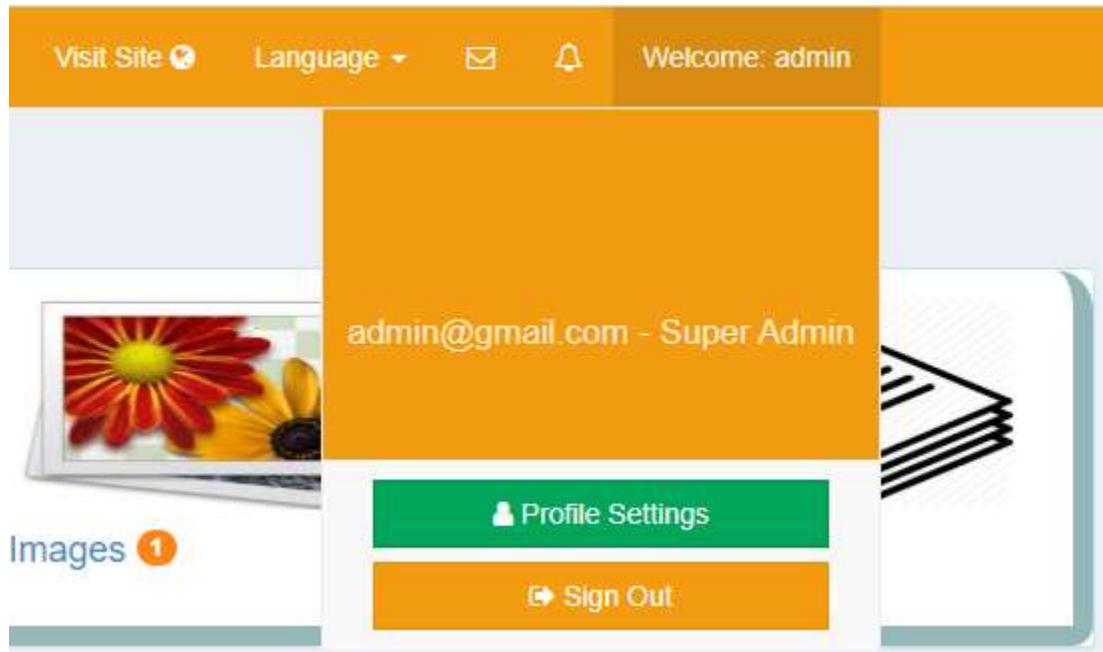
Username

admin12

First Name

admin

Last Name

admin

Middle Name

admin

Phone Number

0919054098

Email

admin@gmail.com

Old Password

Old Password

New Password

New Password

Confirm New Password

Confirm New Password

**Save**

# Sign Out from the system

After completed your tasks within the system, you need to sign out from the system.

➢ Click on the "Sign Out" Button.



Then the system will redirect you to the public page

# Public Users

Everyone who has access the public pages of the system, 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 publishment, Category, Sub Category and Content Summery.
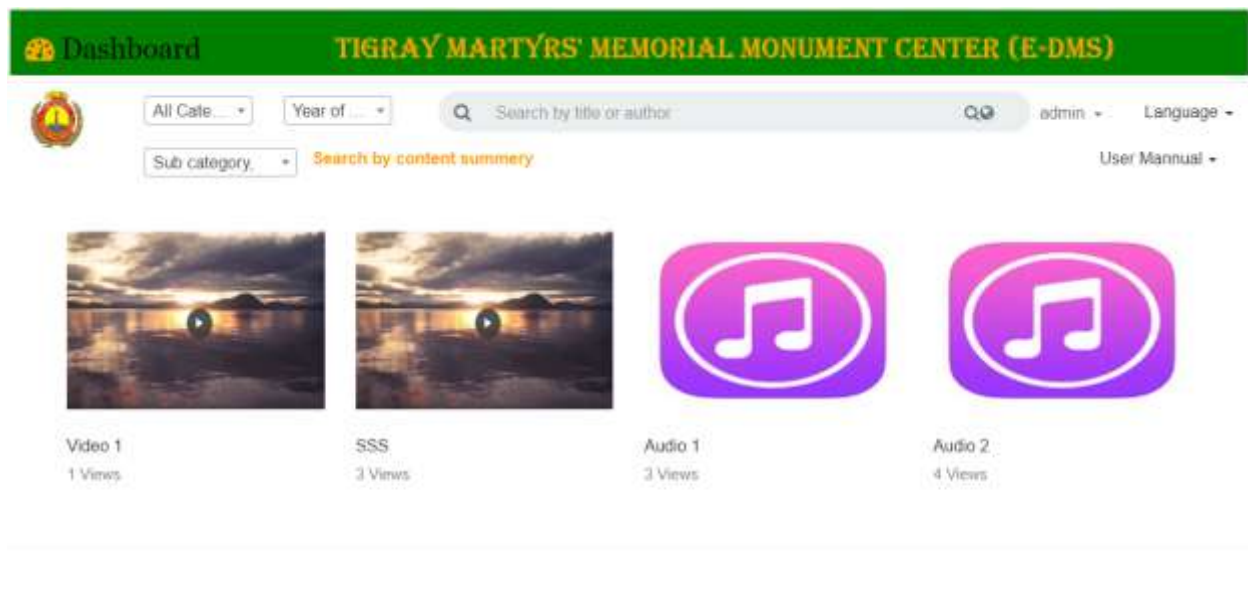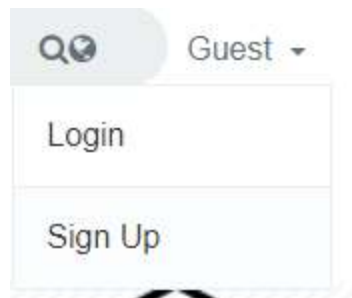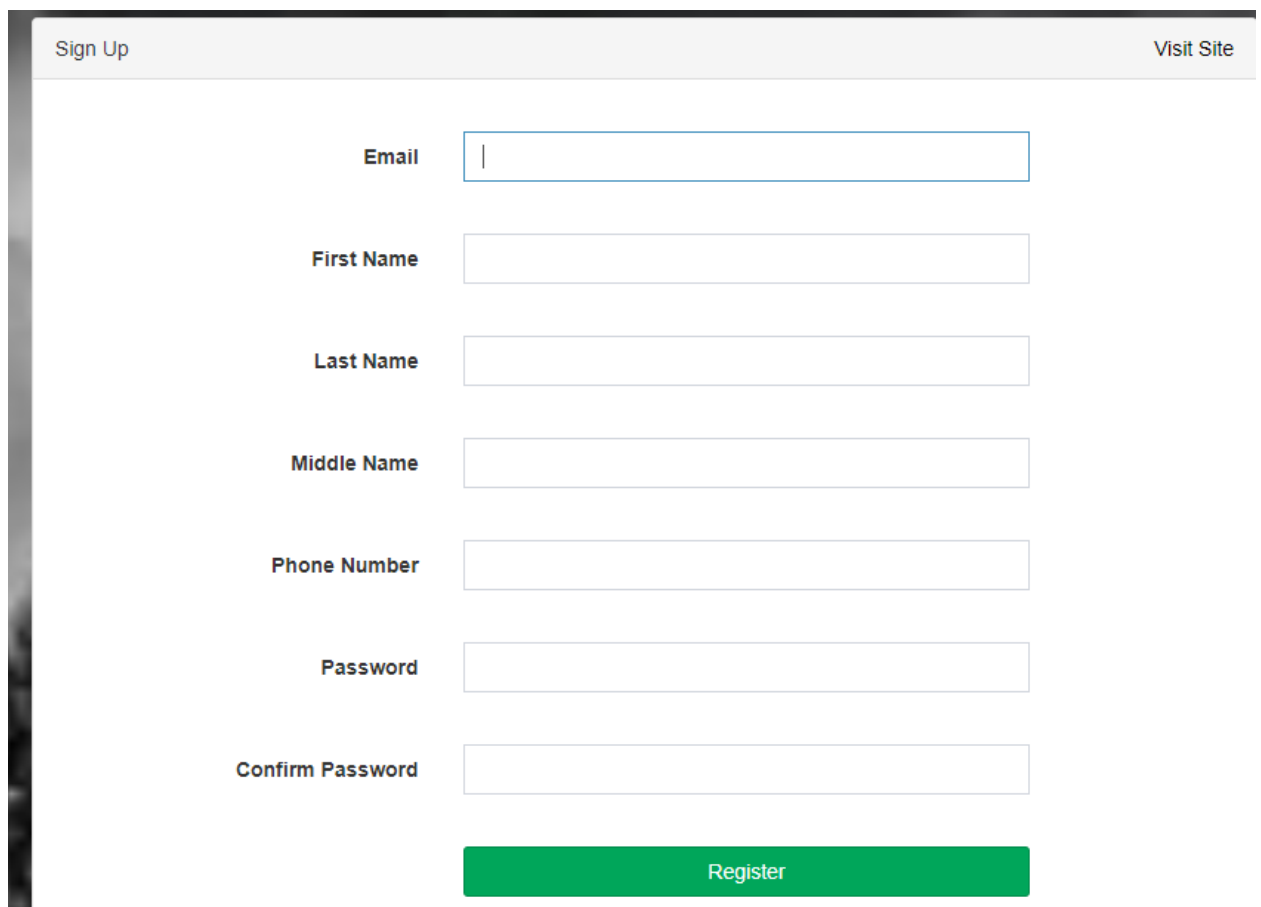
# Sign Up

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



The System will redirect you to the registration page

➢ Enter your details and click on the "Register" button.

➢ Now if you don't get any errors, you are successfully registered and your account is waiting to be approved by administrator

➢ Sign In with your credentials i.e enter your email and password

➢ If your account is not approved by the administrator yet, you will get "account not activated" message.

➢ And if your account is approved you will be forced by the system to change the system generated password before allowing you to access anything in the system.

➢ Fill the old password field with the system generated password sent to your email during registration and enter a new strong password containing at least one [lowercase letter, upper case letter, digit and special character], and with length of eight or more characters. Then confirm your new password by filling it in the Confirm password field and make sure you remember your new password for later use. Now you can also set your Username for alternative login credential to email.

END OF USER MANUAL