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Project : **DMS eOffice(Document Management System Development)**
Document Name : **User Manual Document ()**
Document Date : **1st September 2016**

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Modern Information Technology LLC

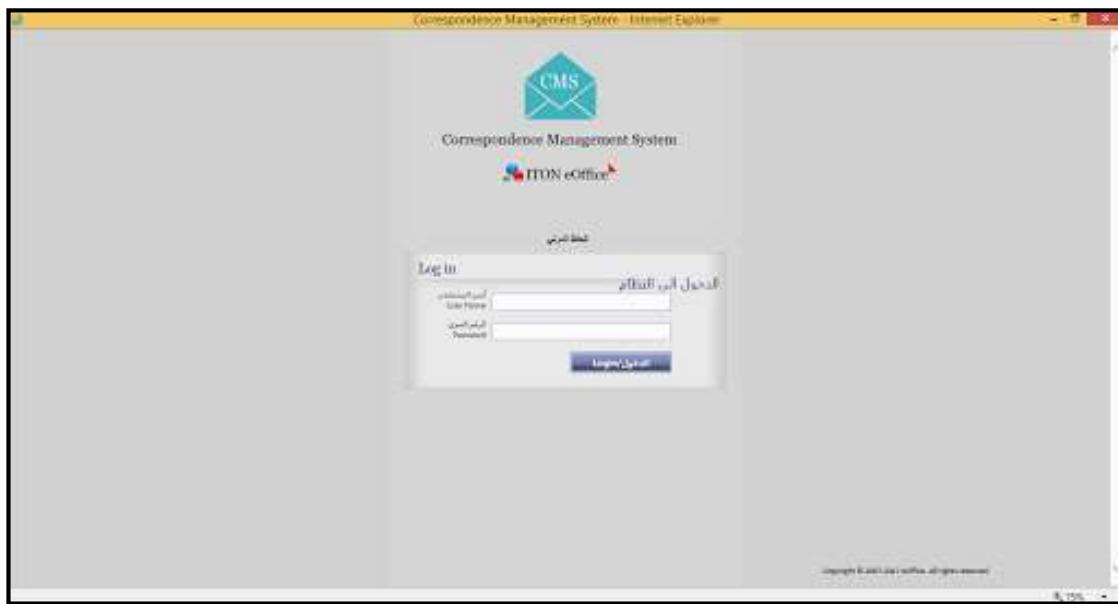
P.O. Box: 1367, P.C 133, Suit # 02041, west wing, Knowledge Oasis Muscat, Sultanate of Oman
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eOffice

Automation System will handle all the internal jobs, captures various businesses documents and applies business flow to the documents. The solution should automate the existing manual business processes with required reengineering. All the jobs initiated in the system will be tracked and assist the end users in completing the jobs in a shorter time frame. The proposed solution should handle the file management, file tracking and information management which should allow the employees to track and find the information as and when required instead of depending on the regular manual processes.

Login:

Enter the user name and password and click login button to access the system page.



Home page:

Redirect to Home Page.

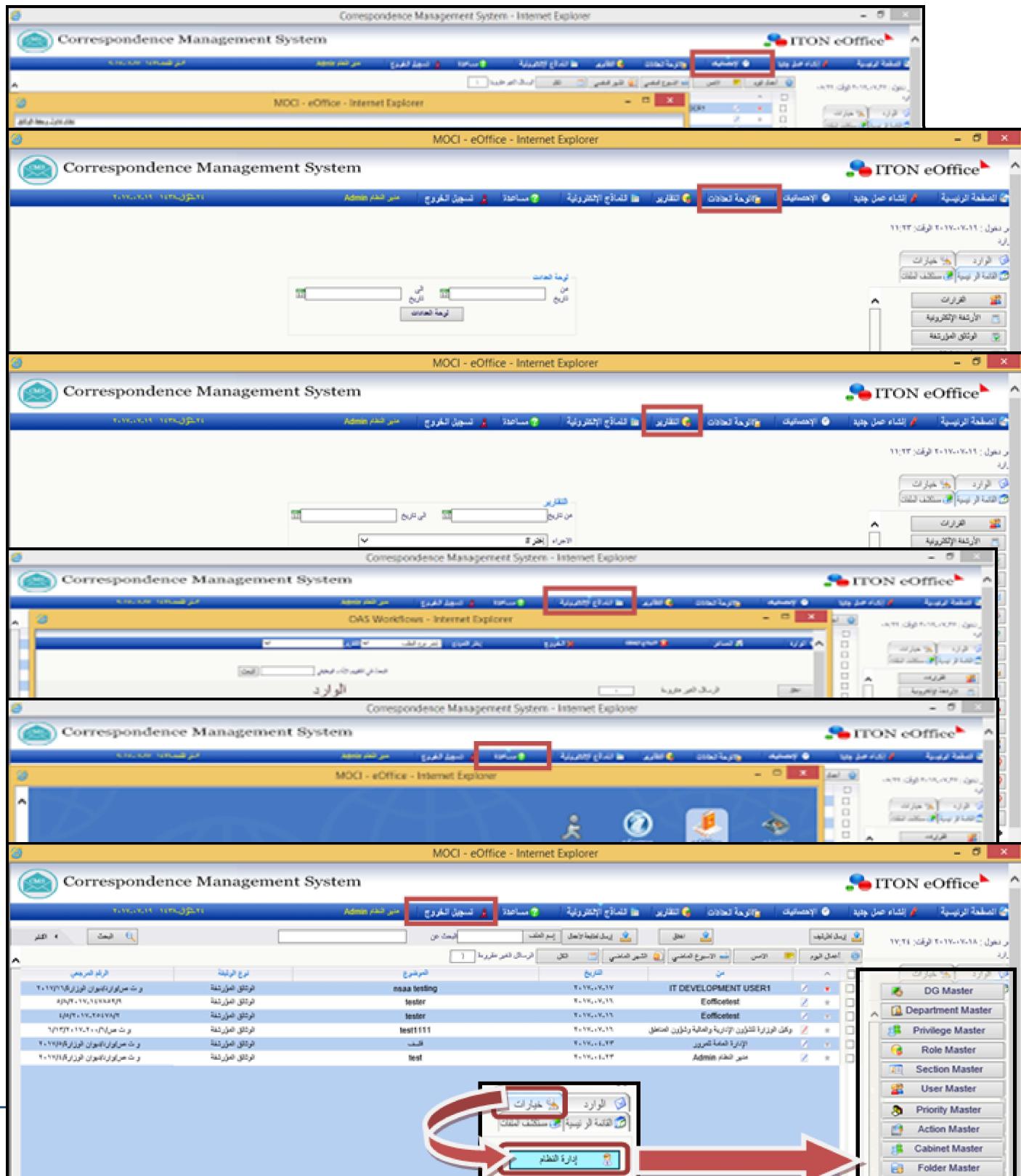
الرقم المرجعي	نوع الوثيقة	الموضوع	التاريخ	من
٢٠١٧/٦٣٥٧٩	الوثيق المؤرشفة	nsaa testing	٢٠١٧-٧-٧	IT DEVELOPMENT USER1
٢٠١٧/٦٣٥٨٩	الوثيق المؤرشفة	tester	٢٠١٧-٧-٧	OfficeTest
٢٠١٧/٦٣٥٨٩	الوثيق المؤرشفة	tester	٢٠١٧-٧-٧	OfficeTest
٢٠١٧/٦٣٥٨٩	الوثيق المؤرشفة	test1111	٢٠١٧-٧-٦	وكيل الوزارة للتلزون الإدارية وشئون المناطق
٢٠١٧/٦٣٥٨٩	الوثيق المؤرشفة	فت	٢٠١٧-٦-٤	الإدارة العامة للمرور
٢٠١٧/٦٣٥٨٩	الوثيق المؤرشفة	test	٢٠١٧-٦-٤	Admin

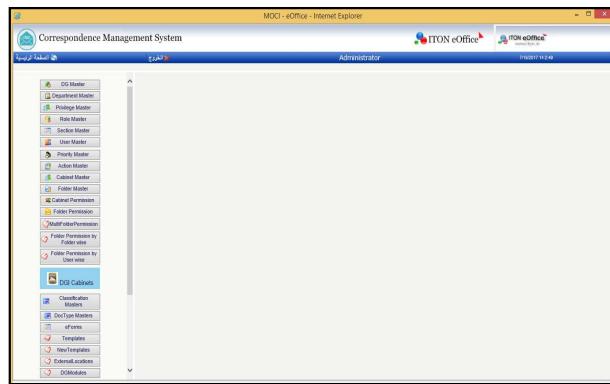
E-job (New job creation):

New Job creation screen shall be opened in the user work place.

Tracking:

Tracking shall be opened in a new window with various options based on login to track the job.





CONFIGURE DG (DG MASTER)

DG Master is used to store Minister, DG and Undersecretary related information.

The form is titled 'DG Master'. It contains the following fields:

- DG Code: Text input field.
- DG Name: Text input field.
- DG Name_English: Text input field.
- Minister: Radio button group with options 'Minister' (unchecked), 'UnderSecretary' (unchecked), 'DG' (checked).
- In Minister: Drop-down list.
- In UnderSecretary: Drop-down list.

At the bottom are three buttons: a green checkmark labeled 'Save', a red X labeled 'Clear', and a blue document icon labeled 'View'.

The DG Master screen consists of following fields:

- 1) DG Code: Accepts the DG Code in alpha numeric
- 2) DG Name: This filed is used for DG Name in Arabic
- 3) DG Name_Eng: This filed is used for DG Name in English
- 4) DG Shortcut: Used for shortcut name of DG

Note: All the above four fields are mandatory.

In DG Master the Minister can be a parent for DG and Undersecretary, Undersecretary can be a parent to DG and child to Minister. DG can be a child to Minister and Undersecretary. This functionality is described by three radio buttons named as Minister, Undersecretary and DG as shown in the above figure.

As shown in the DG Master Screen it also has clear and view functionalities.

- Clear button is used to clear all the fields in DG Master Form.

- View button is used to view all the records that are saved.

CONFIGURE DEPARTMENT (DEPARTMENT MASTER)

Department Master is used to store Department related information.

The Department Master screen consists of following fields:

- 1) Dept. Code: Accepts the Department Code in alpha numeric.
- 2) Dept. Name: This filed is used for Department Name in Arabic.
- 3) Dept. Name_Eng.: This filed is used for Department Name in English.
- 4) Dept. Shortcut Name: Used to give shortcut name to department.

Note: All the above four fields are mandatory.

In Department Master the department can be under Minister, DG or under Undersecretary, DG or under DG. This functionality is described by three radio buttons named as Minister, Undersecretary and DG as shown in the above figure.

As shown in the Department Master Screen it also has clear and view functionalities.

- Clear button is used to clear all the fields in Department Master Form.

- View button is used to view all the records that are saved.

PRIVILEGE MASTER

Privilege Master

Privilege Code	19
Privilege Name	<input type="text"/>
Description	<input type="text"/>

Save Clear View

The Privilege Master is used to store privileges that are necessary while giving permission to specific users.

- Privilege Master Screen consists of three fields out of which Privilege Code is auto generated
- Privilege name field is used to give name to a Privilege, accepts alpha numeric value and it is mandatory field
- Description field is used to give brief introduction about a particular privilege, accepts alpha numeric value and it is mandatory field

CONFIGURE ROLES (ROLE MASTER)

Priority Master

Priority Code	6
Priority Name	<input type="text"/>

save clear view

Role Master is used to save roles. There are some pre-defined roles in TB that need to be configured. They are listed below:

- 1) Chairman
- 2) Undersecretary
- 3) DG
- 4) Department Head
- 5) Section Head
- 6) User

Other than the above mentioned roles if there are any other roles, we/TB Admin can add them through Role Master,

- In Role Master there are two fields namely Role Code and Role Name. Here the Role Code is auto generated and the Role Name field is used to give name to a particular role.

CONFIGURE SECTIONS (SECTION MASTER)

The form titled 'SectionMaster' contains the following fields:

- Section Name: Text input field.
- Section Name_Eng: Text input field.
- Minister UnderSecretary DG
- DG: Drop-down menu.
- Departments: Drop-down menu.

At the bottom are three buttons: Save (green checkmark), Clear (red X), and View (blue eye icon).

Section Master is used to store section information under Minister or Undersecretary or DG offices.

The Section Master screen consists of following fields:

- 1) Section Name: This filed is used for Section Name in Arabic
- 2) Section Name_Eng.: This filed is used for Section Name in English

Note: Above mentioned two fields are mandatory.

In Section Master the section must be under a Minister or Undersecretary or DG.

CONFIGURE USERS (USER MASTER)

The User Master screen has two main sections:

- User Master:** Contains fields for User Id (1723), Login Name, Password, Display Name, LDAP Identifier, and User Name.
- User Roles:** Contains a dropdown for Role (minister) and checkboxes for various permissions like Admin, Minister Decision, etc.

Below these are Employee Details fields: Grade, Designation, Hire Date, and Degree.

At the bottom are three buttons: Save (green checkmark), Clear (red X), and View (blue eye icon).

A large grid at the bottom displays User Master data:

User Id	Login ID	UserName	Display Name	Date	ModifiedBy	Time
19	D00M-1710	رئيس مجلس إدارة الشركة	رئيس مجلس إدارة الشركة	26-01-2010	غير محدد	14:22:44
66	dgsm-1132	رئيس مجلس إدارة الشركة	رئيس مجلس إدارة الشركة	—	—	—
72	ITD-1740	وزير التخطيط والمتابعة والإصلاح	وزير التخطيط والمتابعة والإصلاح	—	—	—
73	ITD-1808	وزير التخطيط والمتابعة والإصلاح	وزير التخطيط والمتابعة والإصلاح	—	—	—
82	MO-1659	وزير المالية	وزير المالية	—	—	—
84	ITD-1843	وزير شئون مجلس الوزراء	وزير شئون مجلس الوزراء	—	—	—
85	ADD-1852	وزير شئون مجلس الوزراء	وزير شئون مجلس الوزراء	29-01-2010	النقطة ذات صلة بنهاية المعرفة	13:15:23
89	USCI-1078	وزير شئون مجلس الوزراء	وزير شئون مجلس الوزراء	16-01-2010	النقطة ذات صلة بنهاية المعرفة	09:05:09

User Master is used to save user information of different departments with permissions like Privilege, Application and Assignment.

There are two grids namely User Master and User Roles. All the fields in User Master Grid are mandatory and the Role field in User Roles grid is mandatory to create a new user.

PRIORITY MASTER

Priority Master													
Priority Code	6												
Priority Name	<input type="text"/>												
<input checked="" type="button"/> save <input type="button"/> clear <input type="button"/> view													
<table border="1"> <thead> <tr> <th>Priority Code</th> <th>Priority Name</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>urgent</td> </tr> <tr> <td>1</td> <td>طارئ</td> </tr> <tr> <td>2</td> <td>عادي</td> </tr> <tr> <td>3</td> <td>عالي جا</td> </tr> <tr> <td>4</td> <td>پرہیز</td> </tr> </tbody> </table>		Priority Code	Priority Name	5	urgent	1	طارئ	2	عادي	3	عالي جا	4	پرہیز
Priority Code	Priority Name												
5	urgent												
1	طارئ												
2	عادي												
3	عالي جا												
4	پرہیز												

Priority Master is used to save different types of priorities like Normal, Urgent, High and Low.
Here the Priority Name field is mandatory and it accepts alpha numeric.

ACTION MASTER

Action Master																							
Action Id	11																						
Action Name	<input type="text"/>																						
<input checked="" type="button"/> save <input type="button"/> clear <input type="button"/> view																							
<table border="1"> <thead> <tr> <th>Action Id</th> <th>Action Desc</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>نسخة مع الحية</td> </tr> <tr> <td>2</td> <td>فول</td> </tr> <tr> <td>3</td> <td>إختاري</td> </tr> <tr> <td>4</td> <td>رفض</td> </tr> <tr> <td>5</td> <td>الترجمة</td> </tr> <tr> <td>6</td> <td>مسوانة</td> </tr> <tr> <td>7</td> <td>متتابعة ذاتية</td> </tr> <tr> <td>8</td> <td>الأصل المقلدة غير من غريب فيها</td> </tr> <tr> <td>9</td> <td>منجز</td> </tr> <tr> <td>10</td> <td>اخلاص</td> </tr> </tbody> </table>		Action Id	Action Desc	1	نسخة مع الحية	2	فول	3	إختاري	4	رفض	5	الترجمة	6	مسوانة	7	متتابعة ذاتية	8	الأصل المقلدة غير من غريب فيها	9	منجز	10	اخلاص
Action Id	Action Desc																						
1	نسخة مع الحية																						
2	فول																						
3	إختاري																						
4	رفض																						
5	الترجمة																						
6	مسوانة																						
7	متتابعة ذاتية																						
8	الأصل المقلدة غير من غريب فيها																						
9	منجز																						
10	اخلاص																						

Action Master is used to save different types of actions which will be useful in client module.
Here the Action Name field is mandatory and it accepts alpha numeric.

CABINET MASTER

Cabinet Master						
	Cabinet Code	150				
	Cabinet Name					
	Organization	moci				
			<input checked="" type="button"/> Save	<input type="button"/> Clear	<input type="button"/> View	

Export to Excel						
Index Value	Cabinet Name	Organization Unit	Created By	Created Time	Modified By	Modified Time
1	الجهات العليا	moci	--	--	--	--
2	الجهات الأهلية	moci	--	--	--	--
3	الوزارات الحكومية	moci	--	--	--	--
4	المؤسسات الحكومية	moci	--	--	--	--
5	هيئات القطاع المعاشر	moci	--	--	--	--
6	القرارات والتعليمات	moci	--	--	--	--
7	جهات أخرى ١	moci	--	--	--	--
8	جهات أخرى ٢	moci	--	--	--	--
9	جهات أخرى ٣	moci	--	--	--	--
10	ملفات خاصة بمكتب الوزير	moci	--	--	--	--
11	نادرة التحقيق الداخلي	moci	--	--	--	--
12	النادرة الفرعية	moci	--	--	--	--
13	مكتب ابن الوزارة	moci	--	--	--	--
14	مكتب المستشار بالوزارة	moci	--	--	--	--
15	المستشارون	moci	--	--	--	--
16	مكتب سلطنة عمان التخاري بدبي	moci	--	--	--	--
17	الملحق التجاري سفارة السلطنة بواشنطن	moci	--	--	--	--
18	مكتب عالي القيمة	moci	--	--	--	--
19	نادرة التحقيق الدولي	moci	--	--	--	--

Cabinet Master is used to save the cabinet and fill the details under the Cabinet, cabinet name, organisation will be used while forming cabinet structure in user module (Scan control and e-Job)

FOLDER MASTER

Folder Master				
Folder Name	<input type="text"/>			
Cabinets to select	<input type="text"/>			
Ancestor Folder	<input type="text"/>			
Ancestor Folder	<input type="text"/>			
Cabinet Name	<input type="text"/>			
FolderCode	<input type="text"/>			
<input checked="" type="button"/> save	<input type="button"/> clear	<input type="button"/> view		

Export to Excel				
Folder Id	Folder Name	Ancestor Name	Cabinet Name	Folder Code
2183	مكتب معاذى الوزير	0	Test	1

Folder Master is used to save the folder fill the details under the cabinet.

CABINETS PERMISSIONS

The screenshot shows the 'Cabinet Permission Master' interface. It has fields for 'Index Value' (checkbox 'Public'), 'Search Cabinet Name' (text input 'test'), 'Cabinet Name' (dropdown 'testdate2'), 'Permission Name' (dropdown 'read'), 'Role' (radio buttons 'User' selected, 'Minister', 'UnderSecretary', 'DG', 'Dept'), 'Departments' (dropdown), 'Sections' (dropdown), and 'Users' (dropdown). Below the form are 'Save', 'Clear', and 'View' buttons.

S.No	Cabinet Name	Permission Name	User

- Cabinet Permission is used to give permissions to already created cabinets.
- If the cabinet has to appear to all then we use checkbox public which is available at the top of Cabinet Permission Screen.
- If the cabinet has to appear to specific user or role, we can do this with the help of Role and User radio buttons.
- We can give type of permission to a particular role or user. This Permission Type consists of some predefined values like No Access, Read, Create, Delete, Edit.

FOLDERS PERMISSION MASTER

The screenshot shows the 'Folder Permission Master' interface. It has fields for 'Index Value' (checkbox 'Public'), 'cabinet name' (dropdown 'ننشر المنشآت'), 'Cabinet Folder Name' (dropdown 'ننشر المنشآت'), 'Sub Folder Name' (dropdown 'ننشر المنشآت'), 'MainFolder' (radio buttons 'SubFolder' selected, 'User'), 'Permission Name' (dropdown 'read'), 'Role' (radio buttons 'Both' selected, 'Minister', 'UnderSecretary', 'DG', 'Dept'), and 'Dept' (radio button). Below the form are 'Save', 'Clear', and 'View' buttons.

Role User

- Folder Permission is used to give permissions to already created folders.
- If the folder has to appear to all then we use checkbox public which is available at the top of Folder Permission Screen.
- If the folder has to appear to specific user or role, we can do this with the help of Role and User radio buttons.
- We can give type of permission to a particular role or user. This Permission Type consists of some predefined values like No Access, Read, Create, Delete, Edit.

Multi Folder Permission Master

The screenshot shows the 'Multi Folder Permission Master' interface. At the top, there are dropdown menus for 'cabinet name' (set to 'Test') and 'Permission Name' (set to 'read'). Below these are two radio buttons: 'User' (selected) and 'Dept'. Under 'User', there are dropdown menus for 'Minister' (radio button), 'UnderSecretary' (radio button), 'DG' (radio button), and 'Dept' (radio button, selected). Under 'Dept', there is a dropdown menu set to 'it dept'. Below 'Dept' are dropdown menus for 'Sections' and 'Users', both set to 'itd-9999'. At the bottom is a 'View' button.

Update	Folder Name	Sub FolderName
<input type="checkbox"/>	مكتب معالي الوزير	
<input type="checkbox"/>		

- We can view permissions of multiple folders at a time by using Folder Permission Master.
- Permissions of multiple folders based on Role or User can be viewed using Role and User radio buttons.
- Here we can get the permissions of multiple folders based on name also.

List of User in Folder

The screenshot shows the 'List of User in Folder' interface. At the top, there are dropdown menus for 'cabinet name' (set to 'Test'), 'Cabinet Folder Name' (set to 'مكتب معالي الوزير'), and 'Sub Folder Name' (dropdown menu). Below these are three radio buttons: 'MainFolder' (radio button), 'SubFolder' (radio button), and 'User' (radio button, selected). At the bottom is a 'View' button.

Folder Name	LoginName	UserName	Department

- We can view permissions given to main folder and its sub folders using Folder Permission by Folder Wise.
- It contains Cabinet Name, Cabinet Folder name as fields for Main Folder and Cabinet Name, Sub Folder Name as fields for Sub Folder.
- Here we can view which folder has what permissions by using View button.

UserWise FolderPermission

Delete	Folder Name	Sub FolderName	Permission	Cabinet Name
--------	-------------	----------------	------------	--------------

- Using Folder permission by User Wise we can view permissions given to different users of different offices like DG, Department and User.
- Here we can view permissions based on Role or User and we can view those permissions using View button.

CLASSIFICATION MASTER

Document Type Eng Code	Document Type Arb
1	سرى
2	سى المانية
3	مكتوم
4	محدود

- Classification Master is used to save different types of classifications and these classifications will be used in Scan Job and E-Job routing.
- Here the Classification Name is mandatory and the index value is auto generated.
- The following are the different types of classification that will be configured for TB,
 - Normal
 - Limited
 - Blocked
 - Confidential

Doc.Type Master	
Index Value	9
Doc.Type Arb Name	<input type="text"/>
Doc.Type Eng Name	<input type="text"/>
Save Clear View	

Doc.Type Master

- Doc Type Master is used to save different types of documents. The type of document includes Letter, Memo, Report, Claim and etc.
- Here we can give English and Arabic name to a document using Doc. Type Arb. Name and Doc. Type Eng Name fields.
- All the information related to Doc Type Mater will saved to Profile_Master and Sub Profile_Master tables in DB.

E FORMS

The screenshot shows a workflow diagram titled "AttendanceForm". The diagram consists of several nodes connected by arrows. The nodes are: Stop, User, Leave Section Head, SectionHead, DepartmentHead, Dg, and US of Commerce and Industry. There are also Start nodes. The nodes are arranged in a grid-like structure. At the top right of the screen, there are buttons for "Update", "New", and "Delete".

#####

Template

The screenshot shows a "Template" form. It has the following fields:

- Template List: A dropdown menu containing "test".
- DepartmentCode: A dropdown menu containing "نادي العلاقات العامة".
- DisplayName: A text input field containing "templet".
- Category: A radio button group with two options: "Letter" (selected) and "Memo".

- The Template Master is used to save templates information and the same can be used in eJob of user module.
- Template List consists of list of Templates. These templates can classify into two categories.

1) Letter 2) Memo

- We can save the template to its related department by using department code.
- The display name field is used to give a specific name to template.
- Here Department code, Display Name and type of Template are mandatory.

New templet

NewTemplate

TemplateName	<input type="text"/>
--------------	----------------------

- New Template Master is used to save a new template that is useful to the user other than the templates available in Template Master.
- Here the Template Name is mandatory and it will be saved to New Template table in DB.

External Location Master:

ExternalLocationMaster

IndexValue	84
LocationName	<input type="text"/>

Save
 Clear
 View

Export to Excel

Index Value	LocationName
1	الخدمات المرفقة للمعلم السامي
2	دوان البطة الفلسطيني
3	شلوب البطة الفلسطيني
4	الأمنة العامة لمجلس الوزراء
5	المكتب الفلسطيني
6	جهات األمن الداخلية
7	وزارة الدفاع
8	المرس السلفي العماني
9	جريدة عمان السلطانية
11	وزارة المالية
12	وزارة الصحة
13	وزارة التراث والتقاليد
14	وزارة الفقير العاملة
15	وزارة التنمية الاجتماعية

- External Location Master is used to save different locations. The following are few examples:

- Advisory Office
- Ministry of Social Development
- Ministry of Education
- Ministry of Higher Education
- Ministry of Commerce and Industries
- The Ministry of Oil and Gas

- Here the Index value is auto generated and Location Name is mandatory.

DG models

#####

User Master Changes Details:

S.No	UserName	Modified By	Modified Time	Changes Done
1	tester1	admin	2017-07-16 13:53:26.0	Idap Identifier has changed
2	tester1	admin	2017-07-16 13:23:54.0	Index User has given
3	tester1	admin	2017-07-16 13:23:54.0	Scan User has given
4	مدير النظام Admin	admin	2017-03-19 09:46:56.0	Index User has given
5	مدير النظام Admin	admin	2017-03-19 09:46:56.0	Scan User has given
6	مدير النظام Admin	admin	2017-03-19 09:46:03.0	Index User has deleted
7	مدير النظام Admin	admin	2017-03-19 09:45:29.0	Scan User has deleted

#####

JobsCount Reports

Admin Delegation

From Date	01-01-2017	To Date	24-07-2017
Dg	test		
Dept	TEST DEPT Name2		
<input type="button" value="Generate"/>			
<input type="button" value="Export to Excel"/> عدد الأحصائيات المواردة عدد الأحصائيات المصدرة عدد المذكرات الواردة عدد المذكرات المصدرة عدد الرسائل الواردة عدد الرسائل المصدرة عدد القرارات الوزارية عدد القرارات الإدارية عدد التعليم			
0 0 0 0 0 0 0 0 0			

#####

Login History

Login History

From Date	
To Date	
<input type="button" value="NotUsing"/> <input type="button" value="DatewiseHistory"/> <input type="button" value="Today Logins"/>	
<input type="button" value="Export to Excel"/> S.no User Index From User Date Time	
0 0 0 0 0 0	

- Login History is used to know logged in users between specific dates.
- Here the From Date and To Date are two mandatory fields.

Admin Delegation

Admin delegation is used to delegate a particular user jobs to other user. Here admin can specify the duration of the jobs to be delegated.

Admin Delegation

From Date	01-01-2017	To Date	24-07-2017
Dg	test		
Dept	TEST DEPT Name2		
<input type="button" value="Generate"/>			
<input type="button" value="Export to Excel"/> عدد الأحصائيات المواردة عدد الأحصائيات المصدرة عدد المذكرات الواردة عدد المذكرات المصدرة عدد الرسائل الواردة عدد الرسائل المصدرة عدد القرارات الوزارية عدد القرارات الإدارية عدد التعليم			
0 0 0 0 0 0 0 0 0			

All Delegation Report

Delegation Report

FromDate	<input type="text" value="16"/>
ToDate	<input type="text" value="16"/>
Dg	<input type="text" value="آخر المديرية"/>
Department	<input type="text" value="آخر المديرية"/>
User	<input type="text" value="آخر المديرية"/>

Index Value From User To User From Date To Date

All delegation report is used to view report for all delegation. A staff member can be selected to see who has delegated his or her place.

All login Report

Report

Dg	<input type="text" value="آخر المديرية"/>
Department	<input type="text" value="آخر المديرية"/>
User	<input type="text" value="آخر المديرية"/>
<input type="radio"/> DG	<input type="radio"/> Department

EJob ScanJob Workflow Inbox Outbox Reply Followup Suspend Close Assign UserName

#####

Color Scan Permission

Color Scan Permission

Select DG Name	<input type="text" value="test"/>
Select Department Name	<input type="text" value="TEST DEPT Name2"/>
Select User Name	<input type="text"/>

<input type="button" value="Export to Excel"/>	<input type="button" value="Delete"/>	Sno	Login Name	Display Name	User Name	Created By	Created Date
<input type="checkbox"/>		1	admin	مدير النظام Admin	admin	مدير النظام Admin	06/7/2015
<input type="checkbox"/>		2	ITD-21810	ظاهره بنت سلطان بن سعيد العماري	ظاهره بنت سلطان بن سعيد العماري	ظاهره بنت سلطان بن سعيد العماري	30/7/2015
<input type="checkbox"/>		3	itd-2716	فاطمة بنت محمد بن ناصر المحروفي	فاطمة بنت محمد بن ناصر المحروفي	مدير نظام Admin	20/6/2016

#####

User Transfer

Index	Value	From Date	To Date	User Name	Created by	Modified by
1	15-03-2015	15-03-2015		سهام بنت محمد بن سعيد المطرفيه	مدير النظام Admin	مدير النظام Admin
2	15-03-2015		15-03-2015	خالد بنت صالح بن سعيد المطرفيه	مدير نظام Admin	مدير نظام Admin

#####

SCAN MODULE

ARCHIVE & SAVE DOCUMENTS

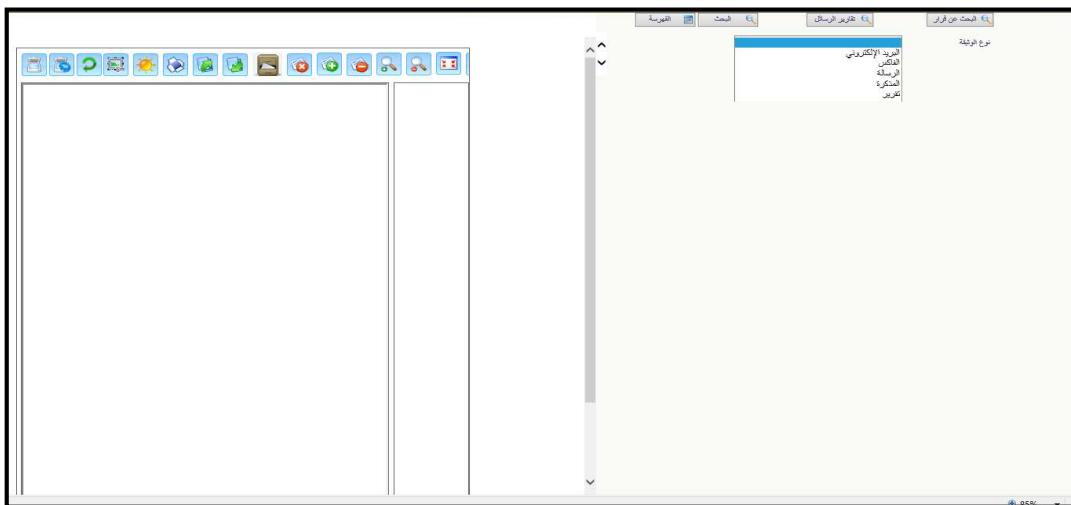
This user module helps in scanning/import of image/PDF file or even bulk import and index at a go. Once Scanned/imported, user can easily index the document with the predefined labels. The user can go for Search Print & exporting of the document any time at a click of Mouse Button. Just at a click of the button the user can search for the required record using the various index fields and can even write a comment and later other authorized users can view the comment.

SCANNING AND INDEXING

Through this module the user will be able to scan, index and save the documents both hard copy and soft copy files into the MITECH iArchive repository. A unique barcode is generated for each file which will be linked to the file that has the id of the file and the stores location

Complete DMS functionality to scan, index, save and search with document classification, cabinet and folder selection, user profiling and access control.

Scan Job (In Left panel main tab)



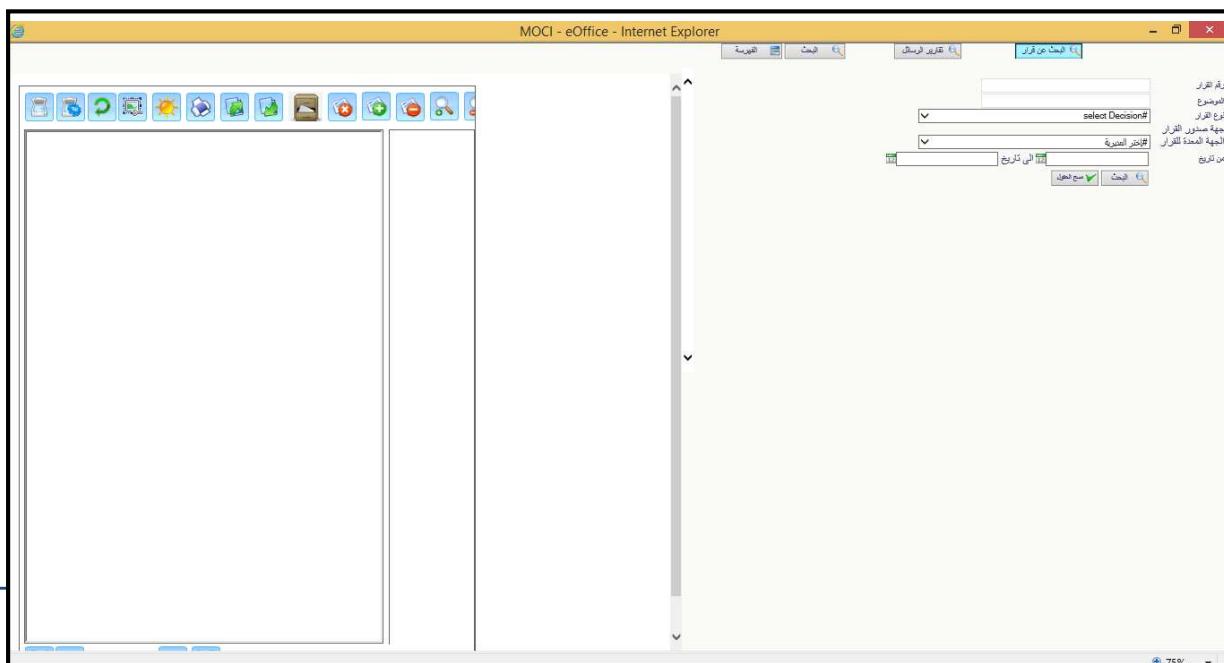
When User clicks on Archive button in Main page it came:

1. Search for a decision
2. Letters reports
3. Search
4. Indexing

And include all of them should select type of document:

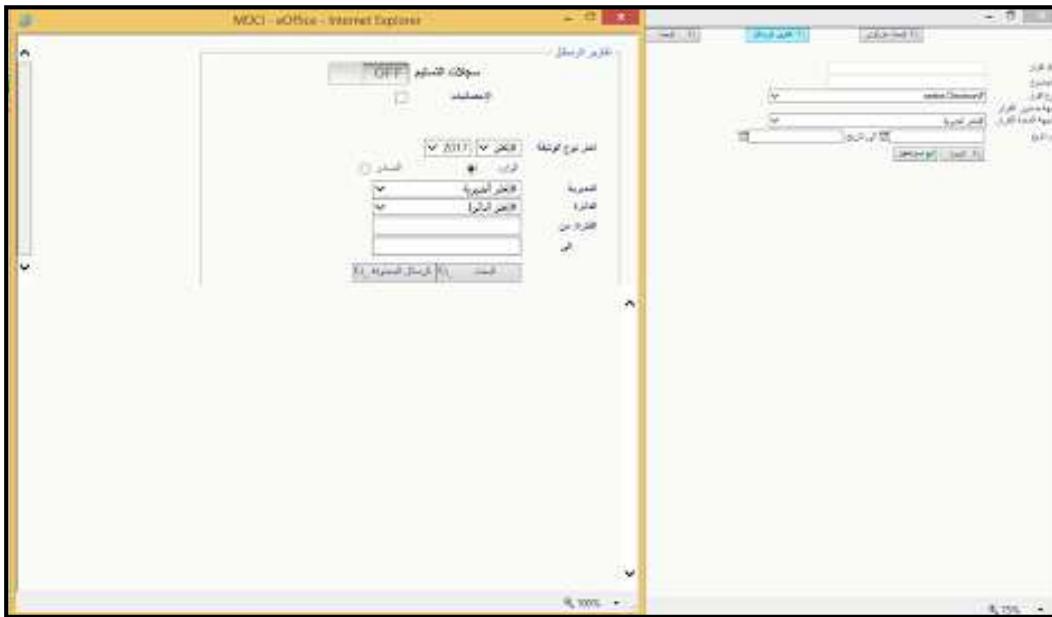
- E-mail
- Fax
- Letters
- Memo
- Report

1. Search for a decision:



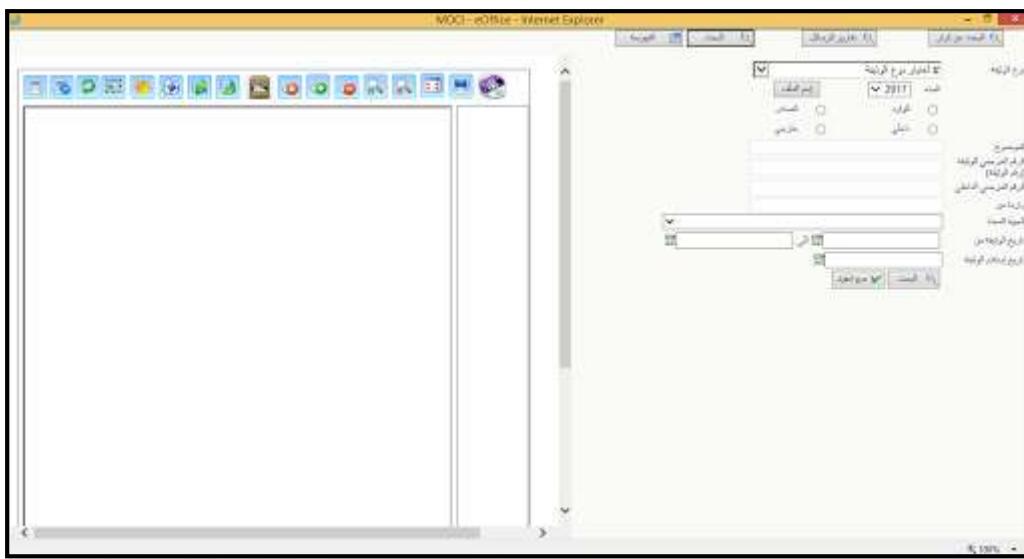
In search for a decision fill all the fields and click the search button.

2. Letters reports:



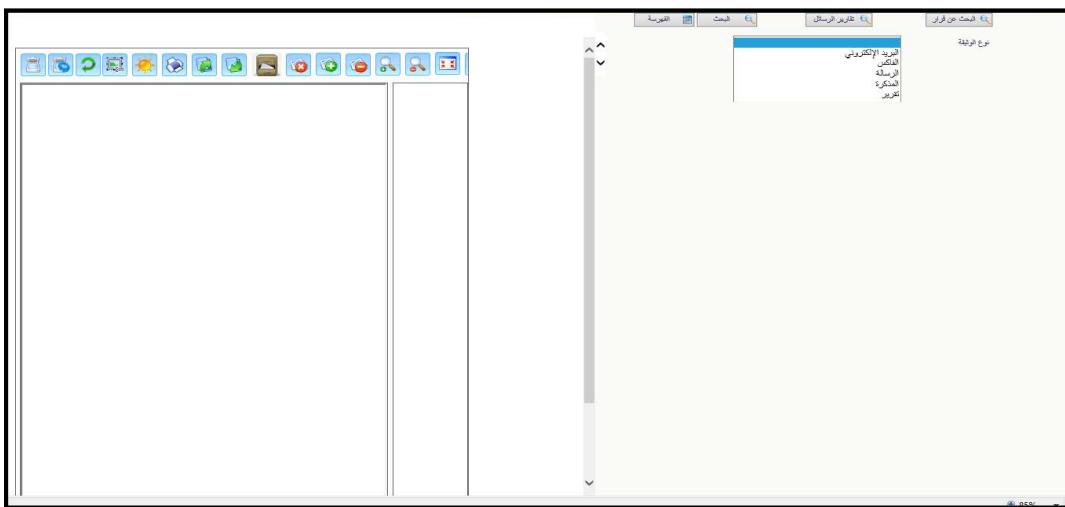
In letters reports fill all the fields and click the search button.

3. Search:



In the search button fill all the fields and click the search bottom.

4. Indexing:

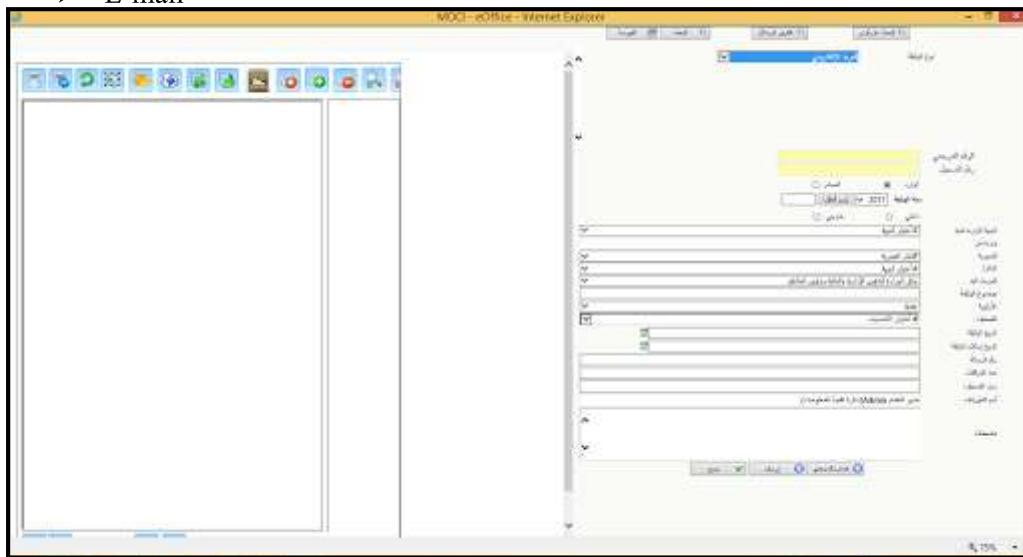


In the index button include all the below down:

- E-mail
- Fax
- Letters
- Memo
- Report

And will explain all of them below:

➤ E-mail



The field English and Arabic names and their types, Validations of “Profile” page is shown below
Reference number (Barcode id)

Text (Computed)

Barcode ID fetched from document while scanning.

Record number

Text (Computed)

Its cementing direct.

Document Type

Based on Doc Type selection the relevant index form shall load.

Incoming,Outgoing

Select the radio button if Documents are incoming or outgoing .

Year

By default current year which can be changed

Select File

Cabinets and Folders Tree view will pop up to select the relevant cabinet/folder. Selected folder will appear beside the button

Internal

Select the radio button if the documents are going outside the department to other departments within Ministry

External

Select the radio button if the documents are going outside the department to other Organizations which are outside the ministry

To Location

Values will be dynamically listed from Master based on Internal or External radio button selection (External as default selection)

External Radio button selection

Organizations names from location master shall be listed.

Internal Radio button selection

All Departments from Department Master shall be listed

Values will be dynamically listed from Master based on Internal or External radio button selection (External as default selection)

To user

External Radio button selection

Manual Entry – No Master.

Internal Radio button selection

Specified department (selected in “To Location”) Users from User Master shall be listed

From user

User's under the logged in user department shall be listed

Subject

User has to input manually.

Priority

Values from Priority Master will be listed.

Classification

Values from Classification Master shall be listed.

Document date

Manual from date picker

The date on the document shall be entered using date picker

Doc Ref Number

The Reference Number on the document shall be entered manually.

Letter number

Manual write the number in letter.

Attachments number

Manual write the number of attachment in letter.

Classification symbolize

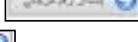
Manual write the symbolize of classification.

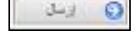
Archiving name

Values will be dynamically.

Remarks

Remarks shall be entered manually

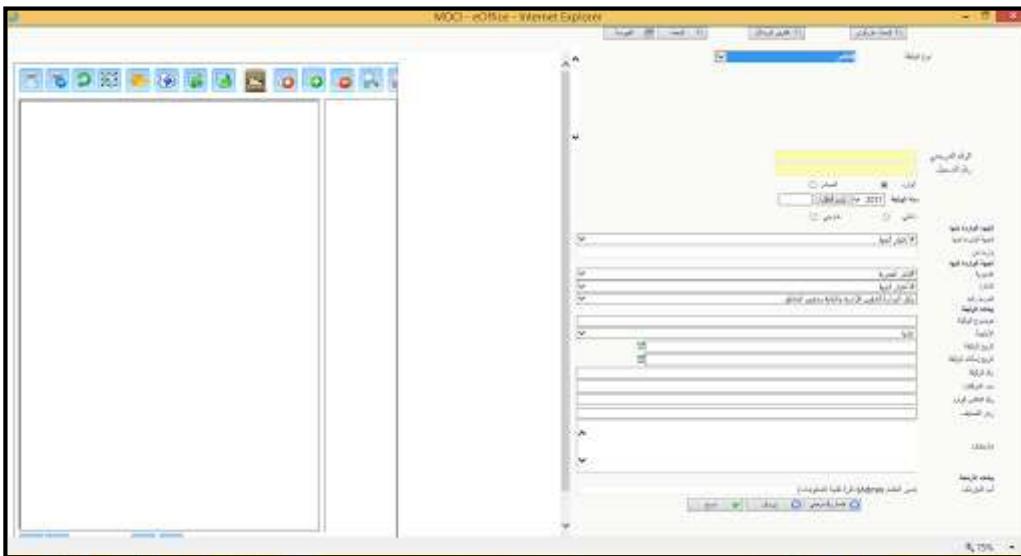
After fill all details of document click  for the system giving the reference number automatically.

After reference number click 

Or do this option clear



➤ Fax



The field English and Arabic names and their types, Validations of “Profile” page is shown below

Reference number (Barcode id)

Text (Computed)

Barcode ID fetched from document while scanning.

Record number

Text (Computed)

It's cementing direct.

Document Type

Based on Doc Type selection the relevant index form shall load.

Incoming,Outgoing

Select the radio button if Documents are incoming or outgoing .

Year

By default current year which can be changed

Select File

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Values from Classification Master shall be listed.

Document date

Manual from date picker

The date on the document shall be entered using date picker

Doc Ref Number

The Reference Number on the document shall be entered manually.

Letter number

Manual write the number in letter.

Attachments number

Manual write the number of attachment in letter.

Incoming fax number

Manual write the number of fax.

Classification symbolize

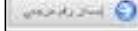
Manual write the symbolize of classification.

Archiving name

Values will be dynamically.

Remarks

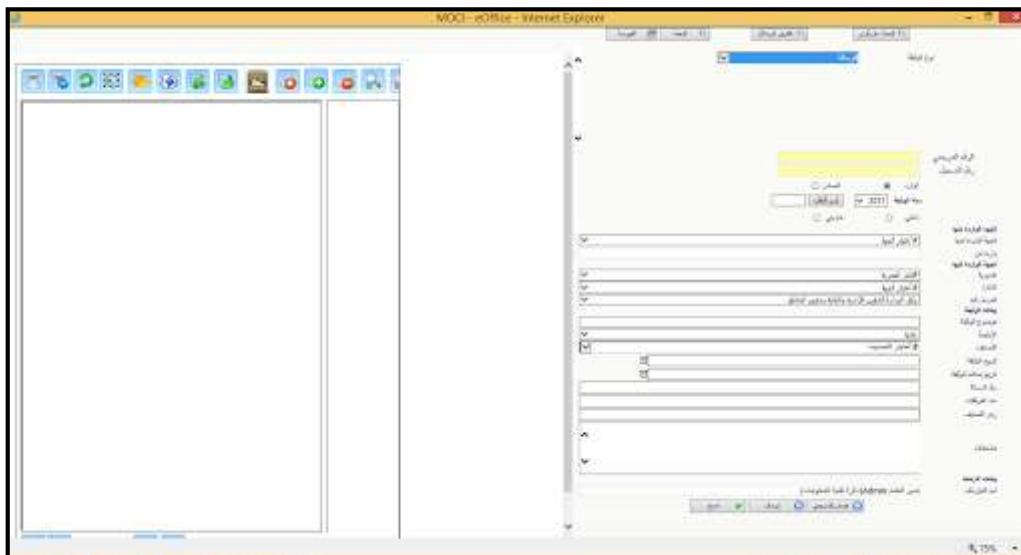
Remarks shall be entered manually

After fill all details of document click  for the system giving the reference number automatically.

After reference number click 

Or do this option clear 

➤ Letters



The field English and Arabic names and their types, Validations of "Profile" page is shown below

Reference number (Barcode id)

Text (Computed)

Barcode ID fetched from document while scanning.

Record number

Text (Computed)

Its cementing direct.

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Incoming,Outgoing

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Select File

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The date on the document shall be entered using date picker

Doc Ref Number

The Reference Number on the document shall be entered manually.

Letter number

Manual write the number in letter.

Attachments number

Manual write the number of attachment in letter.

Classification symbolize

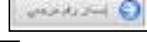
Manual write the symbolize of classification.

Archiving name

Values will be dynamically.

Remarks

Remarks shall be entered manually

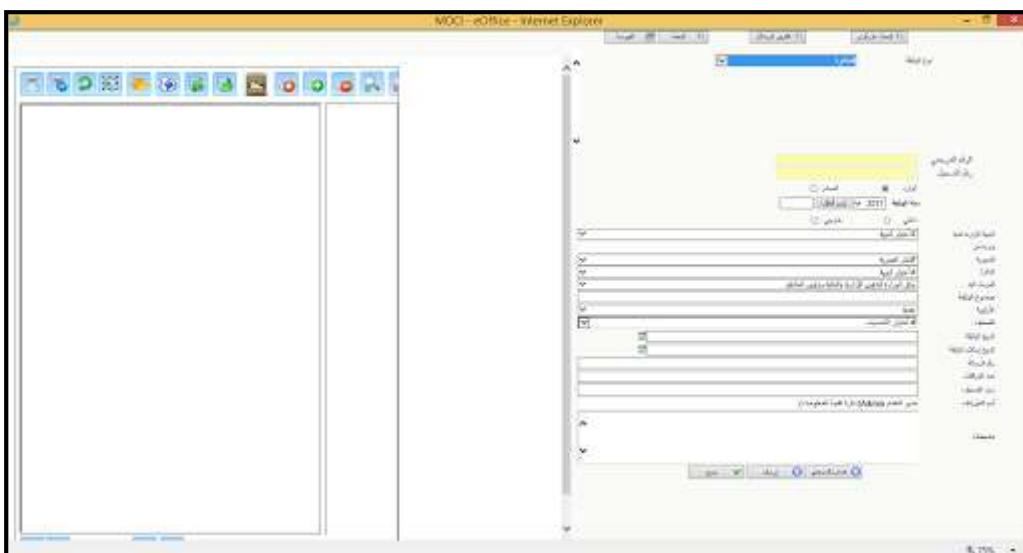
After fill all details of document click  for the system giving the reference number automatically.

After reference number click 

Or do this option clear 

➤ Memo

The



field English and Arabic names and their types, Validations of “Profile” page is shown below

Reference number (Barcode id)

Text (Computed)

Barcode ID fetched from document while scanning.

Record number

Text (Computed)

Its cementing direct.

Document Type

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Incoming,Outgoing

Select the radio button if Documents are incoming or outgoing .

Year

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External Radio button selection

Manual Entry – No Master.

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Manual from date picker

The date on the document shall be entered using date picker

Doc Ref Number

The Reference Number on the document shall be entered manually.

Letter number

Manual write the number in letter.

Attachments number

Manual write the number of attachment in letter.

Classification symbolize

Manual write the symbolize of classification.

Archiving name

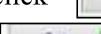
Values will be dynamically.

Remarks

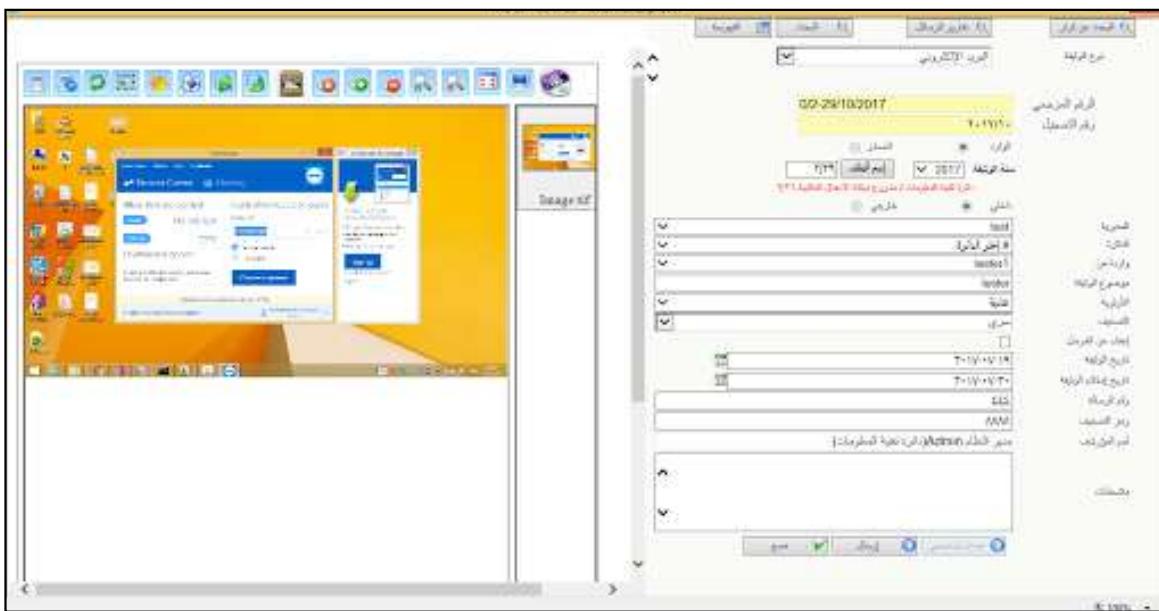
Remarks shall be entered manually

After fill all details of document click  for the system giving the reference number automatically.

After reference number click 

Or do this option clear 

Example:



Home Page:

The homepage shall have following configuration items mentioned below with a Top blue bar (that we explained before), four tabs in left panel and a search bar above the user work space.

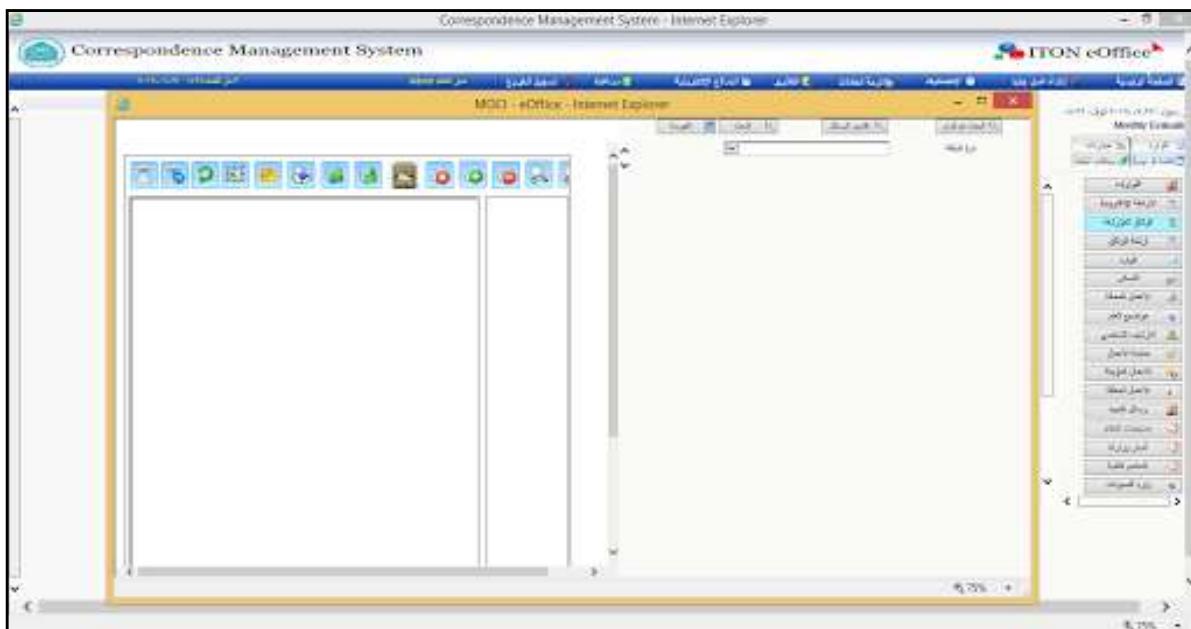
Decisions:

Decisions are decisions issued by the Ministry and are presented to employees.



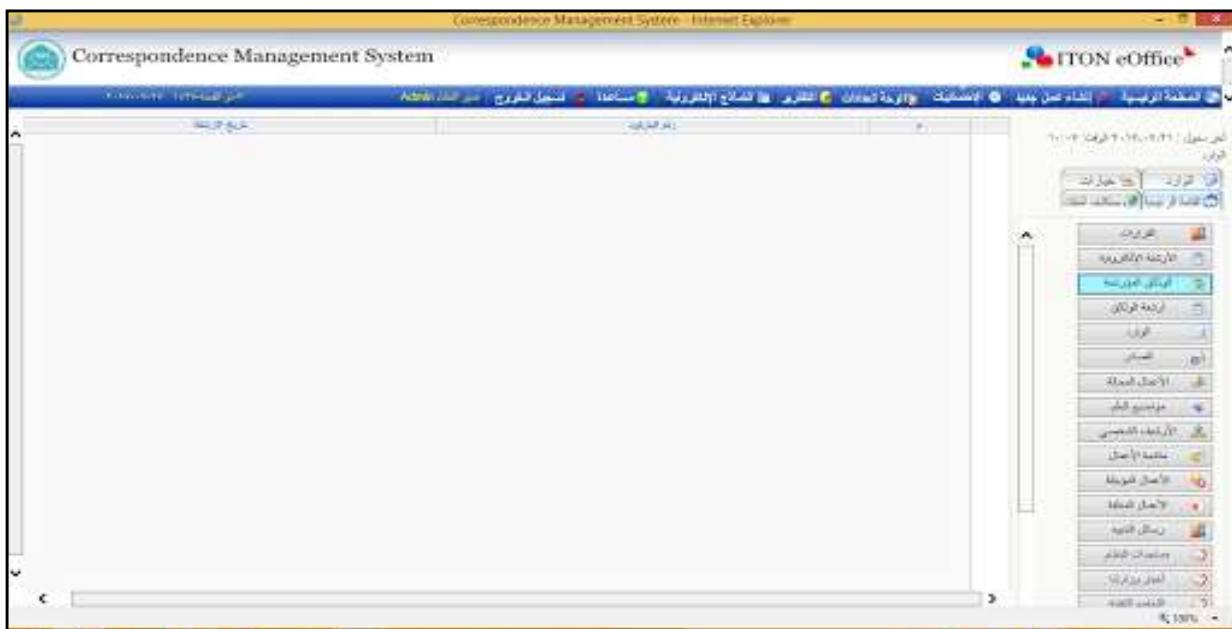
Archive:

We are explained it before.



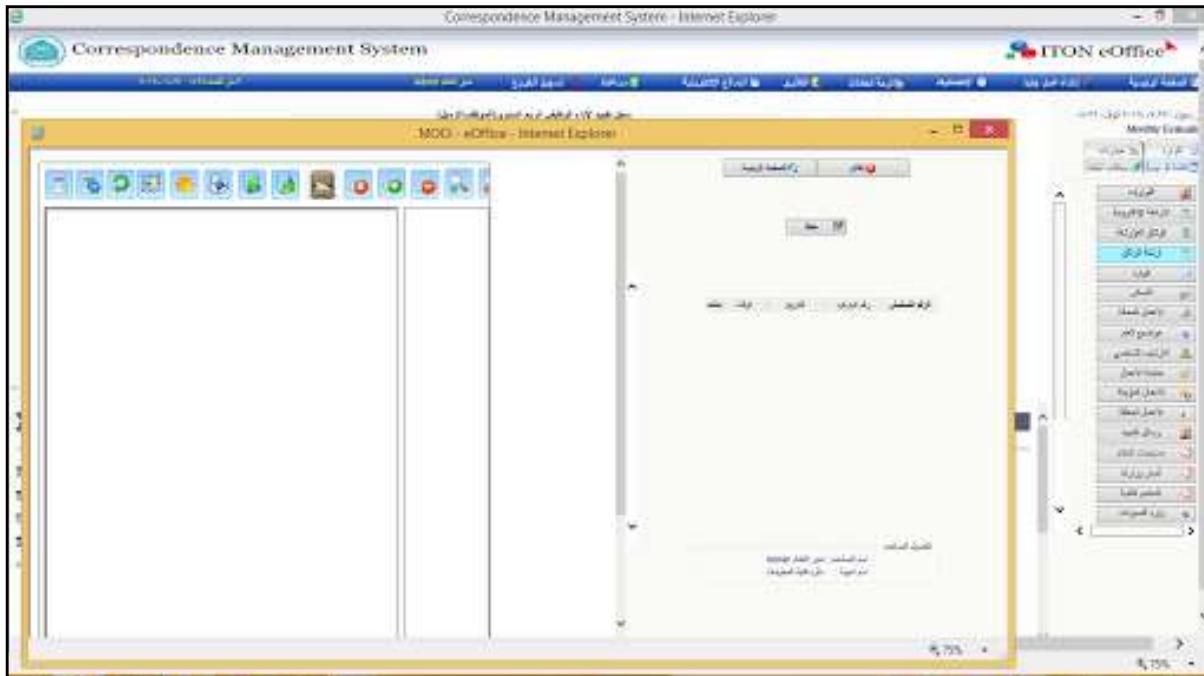
Scanned Documents:

List the scanned documents to index in a view.



Scan Documents:

Scan Station Window will be opened to Scan document and save.



Inbox:

List the jobs received by login user in a view

The screenshot shows a table titled "Received Jobs" with the following data:

نوع المهمة	عنوان المهمة	التاريخ	الاسم	الحالة
رسائل البريد	الرئيسي البريد	2015-09-11	IT DEVELOPMENT USER1	Assigned
رسائل البريد	الرئيسي البريد	2015-09-11	test111	Assigned
رسائل البريد	الرئيسي البريد	2015-09-11	test111	Assigned
رسائل البريد	الرئيسي البريد	2015-09-11	test111	Assigned
رسائل البريد	الرئيسي البريد	2015-09-11	test111	Assigned
رسائل البريد	الرئيسي البريد	2015-09-11	test111	Assigned
رسائل البريد	الرئيسي البريد	2015-09-11	test111	Assigned
رسائل البريد	الرئيسي البريد	2015-09-11	test111	Assigned

Outbox:

List the jobs sent by the login user in a view.

The screenshot shows a table titled "Outbox" with the following data:

نوع المهمة	عنوان المهمة	التاريخ	الاسم	الحالة
رسائل البريد	الرئيسي البريد	2015-09-11	IT DEVELOPMENT USER1	Ready
رسائل البريد	الرئيسي البريد	2015-09-11	test111	Ready
رسائل البريد	الرئيسي البريد	2015-09-11	test111	Ready
رسائل البريد	الرئيسي البريد	2015-09-11	test111	Ready
رسائل البريد	الرئيسي البريد	2015-09-11	test111	Ready
رسائل البريد	الرئيسي البريد	2015-09-11	test111	Ready

Assigned Jobs:

List the jobs assigned by the login user in a view.

The screenshot shows a web-based application window titled "Correspondence Management System - Internet Explorer". The main content area displays a grid of job assignments. Each row contains columns for "نوع العمل" (Job Type), "عنوان العمل" (Job Title), "الموضوع" (Subject), "التاريخ" (Date), "العنوان الإلكتروني" (Email Address), and "الإسم" (Name). To the right of the grid is a vertical toolbar with various icons representing different actions or categories. The "الإسم العامل" (Active Name) icon is highlighted in blue, indicating it is currently selected.

Topics for knowledge:

The subject issued by the department for all employees for knowledge only.

This screenshot shows the same application interface as the previous one, but the main content area is now empty, displaying a large blue rectangular placeholder. The vertical toolbar on the right side remains visible, with the "مواضيع علم" (Knowledge Topics) icon highlighted in blue.

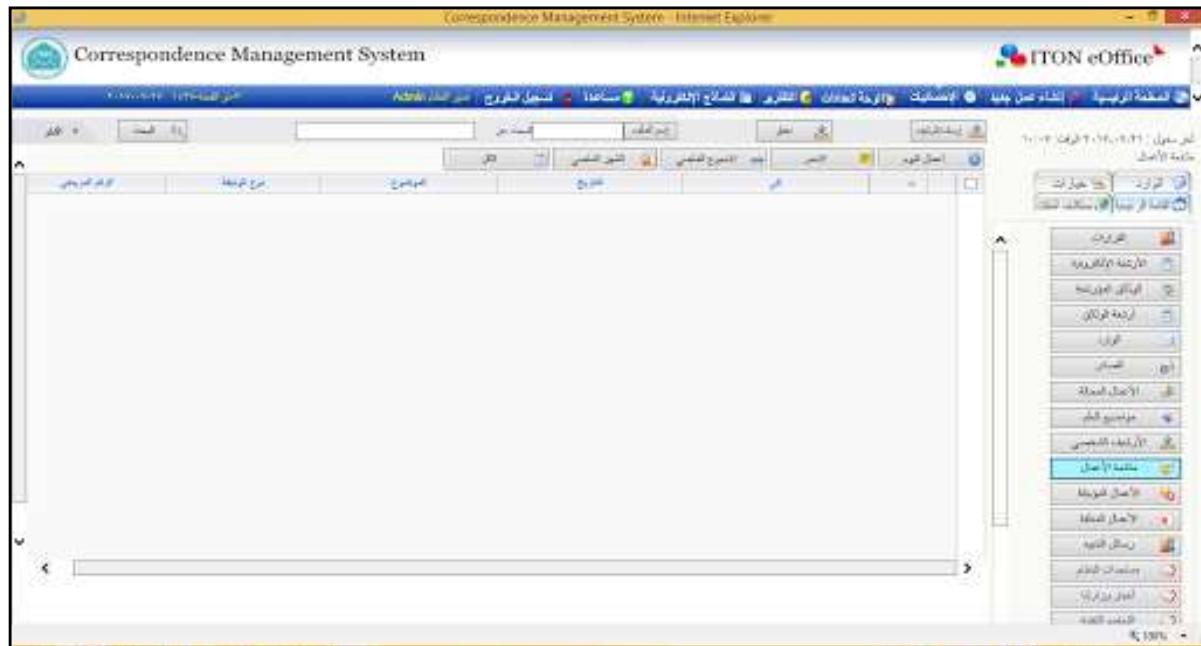
Personal archive:

The profile of each user where can move the document to be saved to the personal archive (click right mark to the right of the document and click on the Send to archive icon).

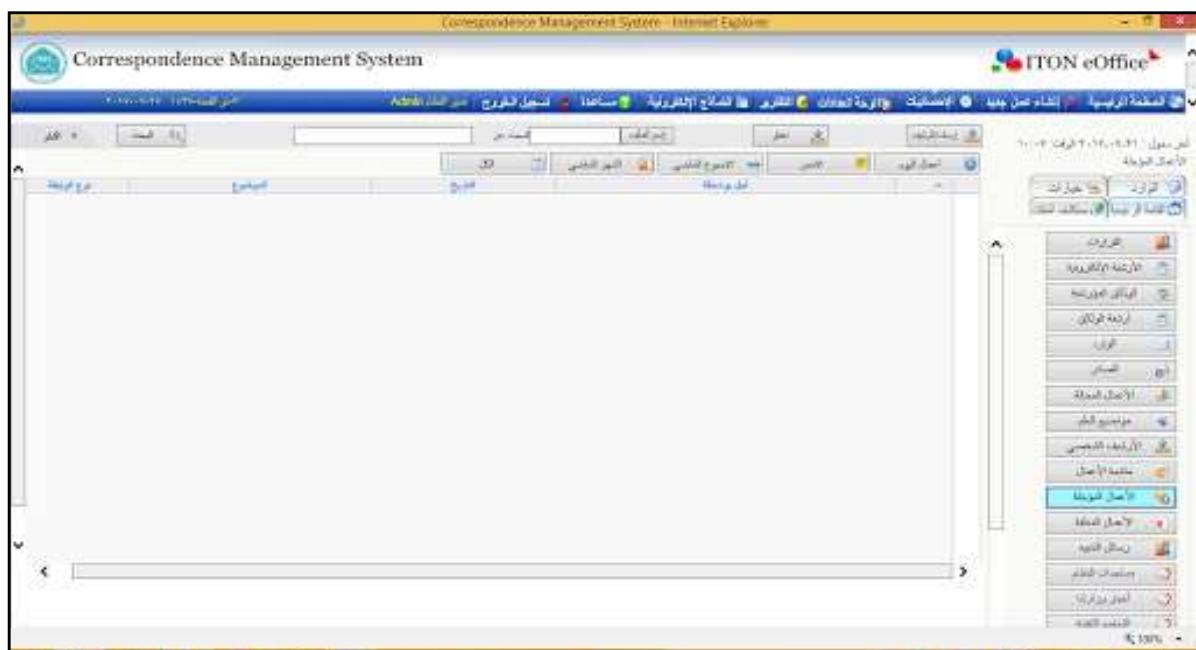


Follow-up Jobs:

List the jobs which login user has done follow-up.



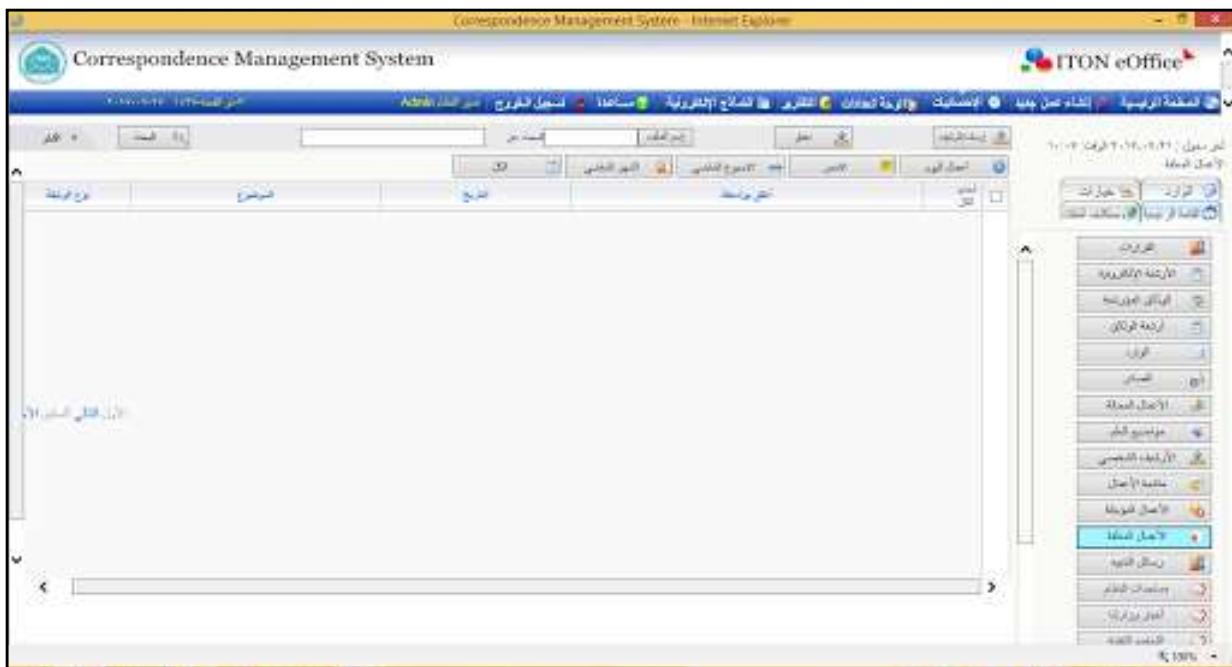
Suspended Jobs:



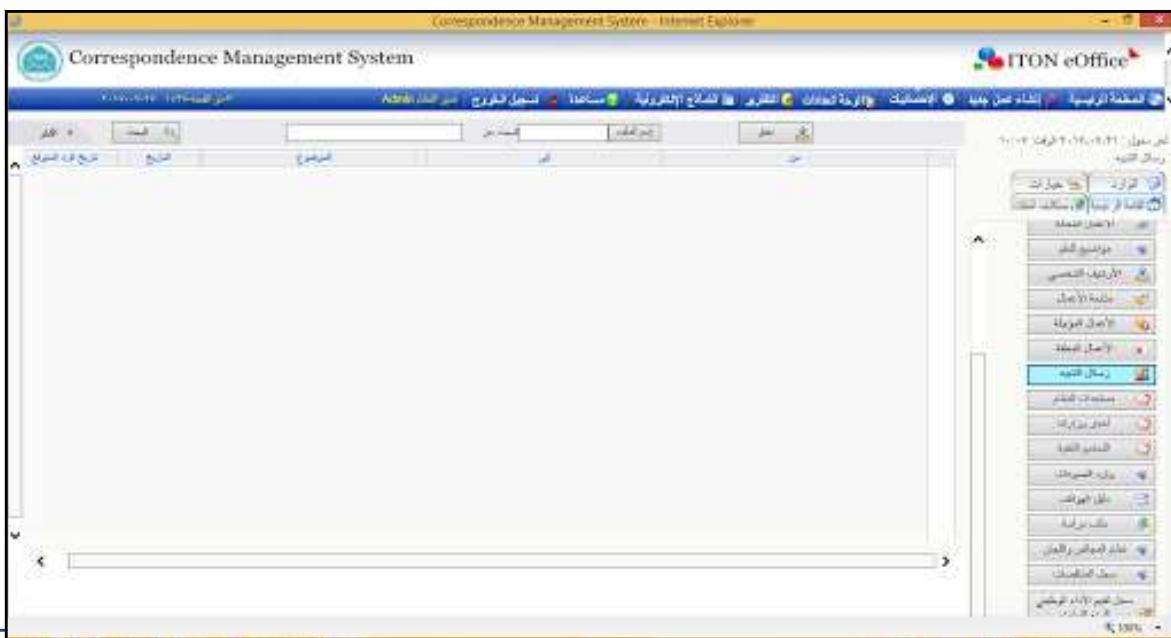
List the jobs which are suspended by the login user.

Closed Jobs:

List the jobs which are closed by the login user.



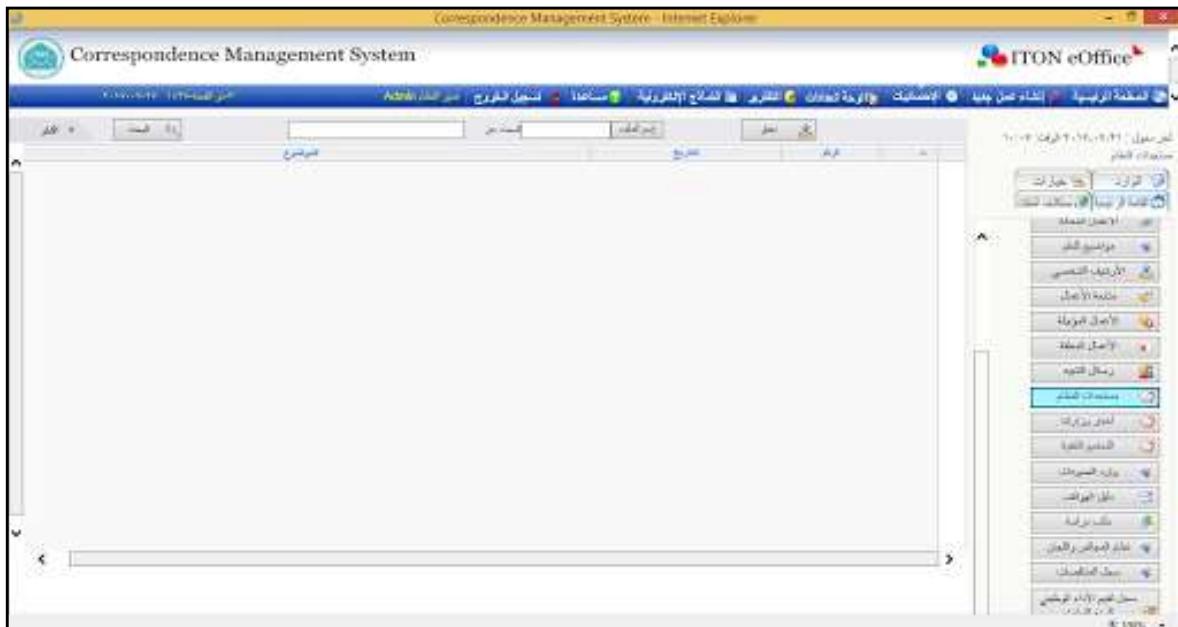
Alert messages:



#####

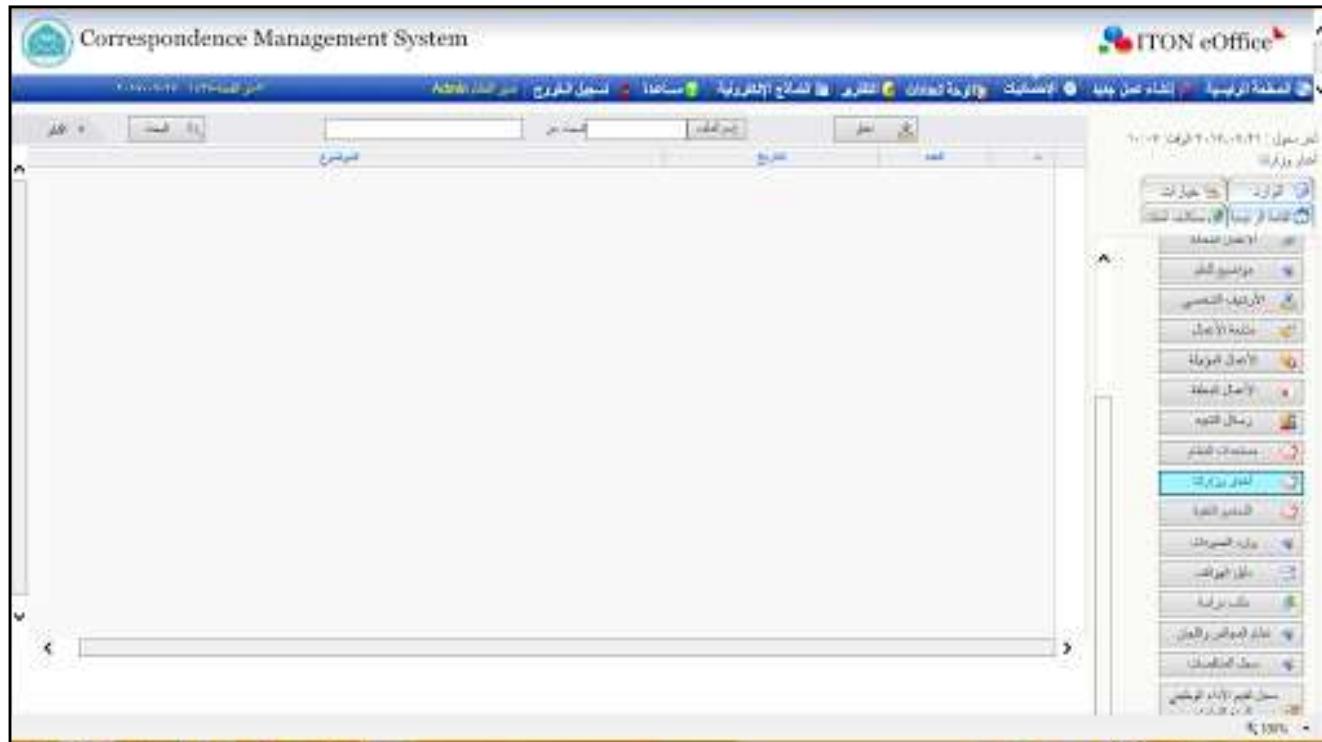
System updates:

The IT department issues the latest updates or technical malfunction of the system.



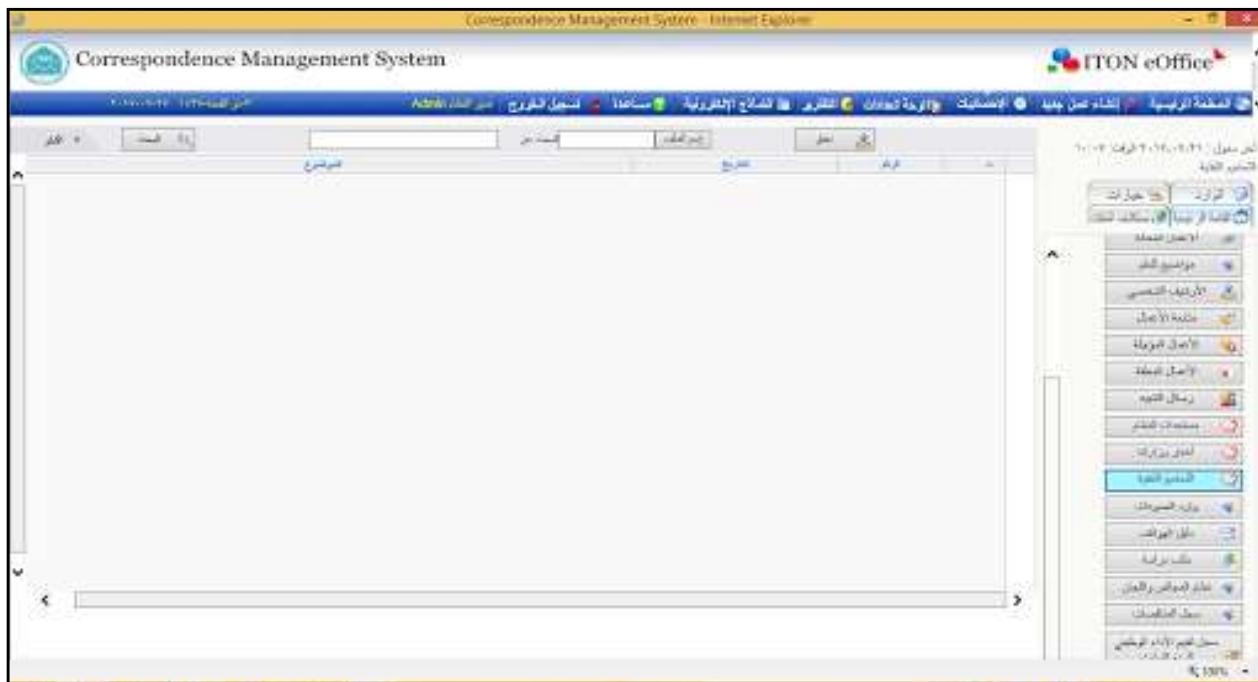
News of our ministry:

A news bulletin about what happens in the ministry of events.



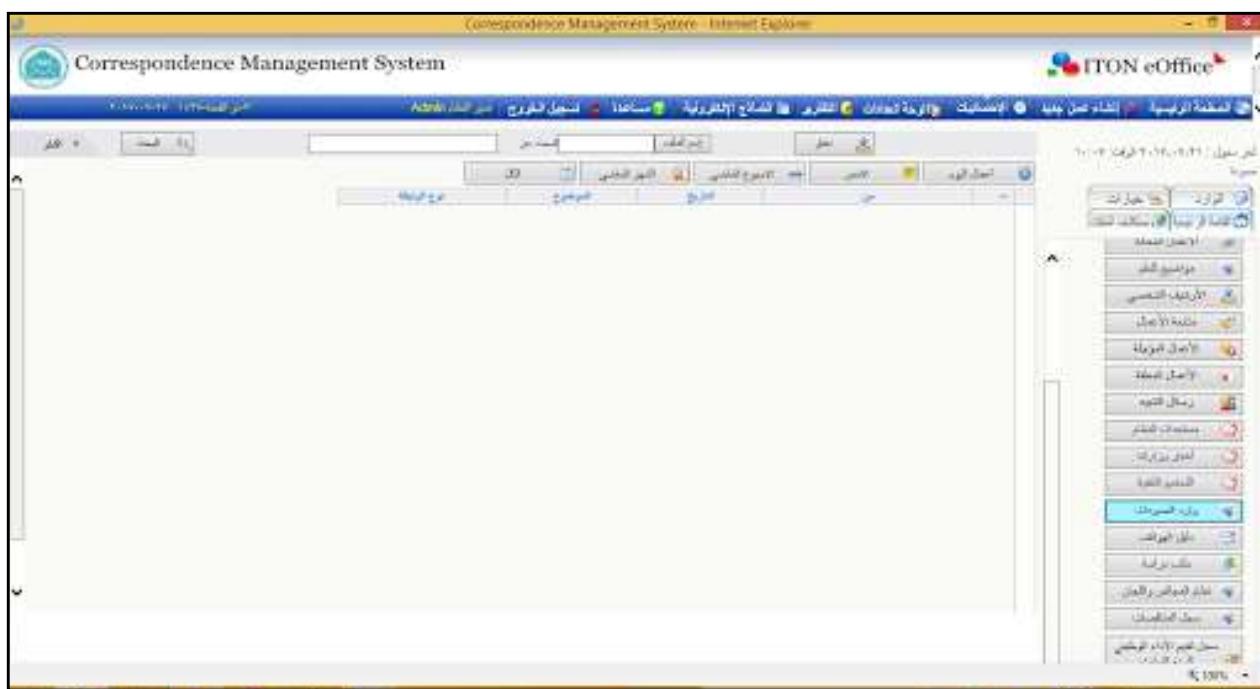
Technical Circulars:

The IT department issues the Technical Circulars of the system.



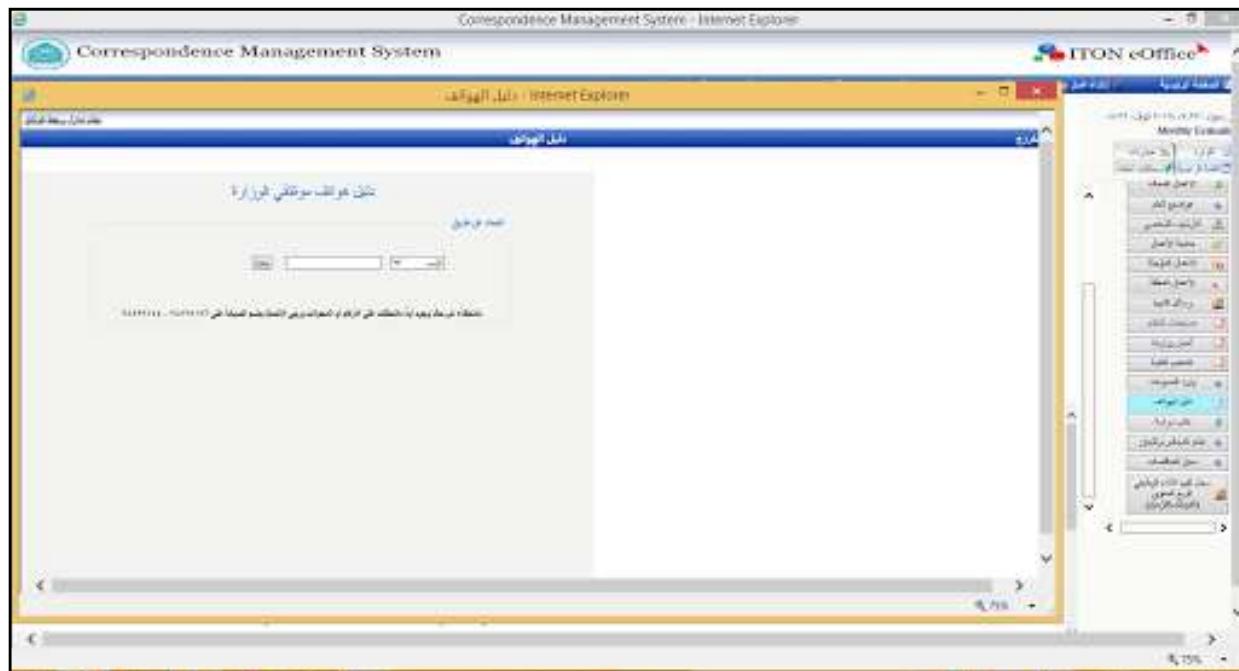
Inbox Drafts:

It is a job that went sent or saved in inbox drafts.



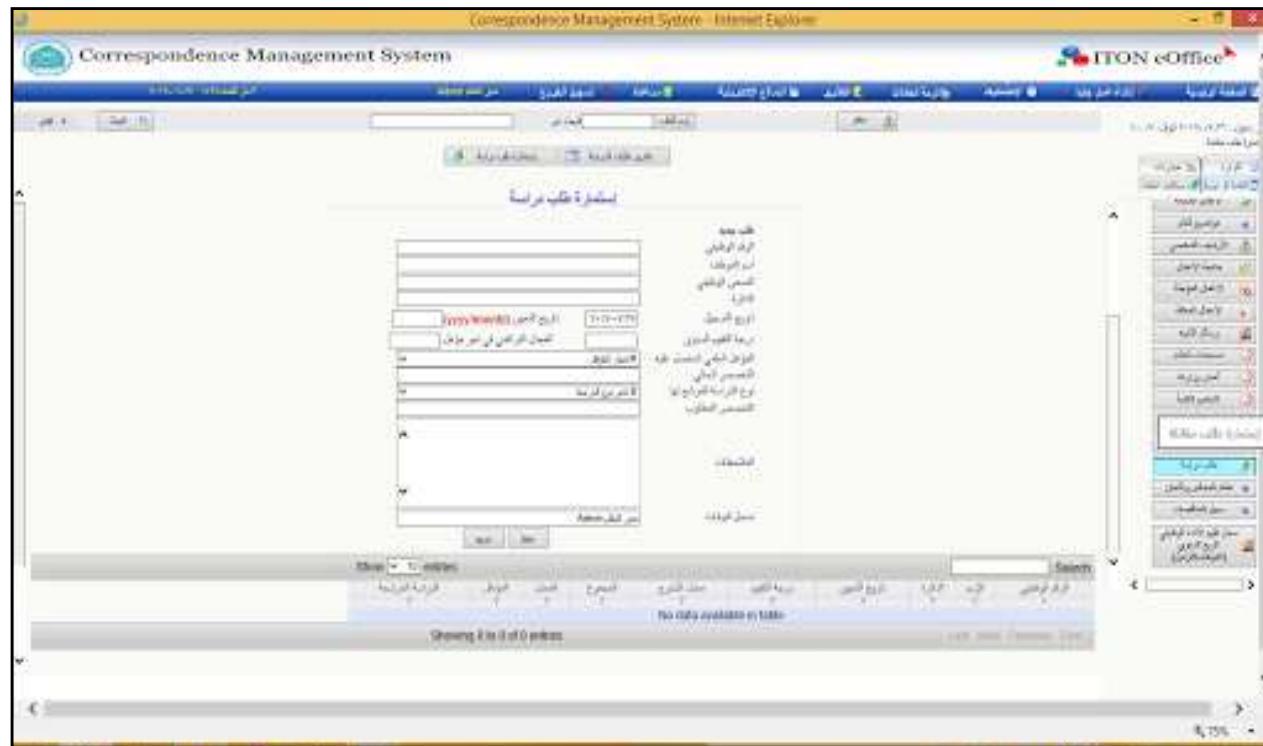
Telephone book:

It is include phones number of all internal (DG, department and section) of the Ministry.



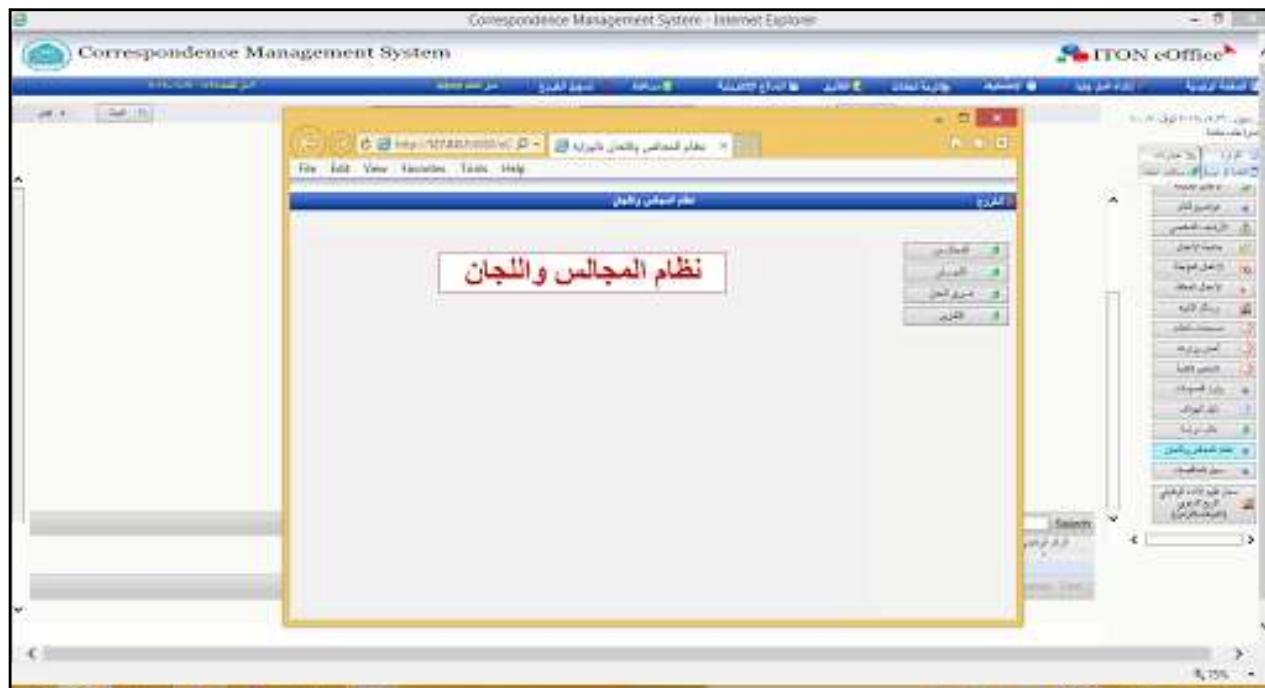
Study request:

A form is filled out by the employee to request a study permit and is sent to the concerned department.



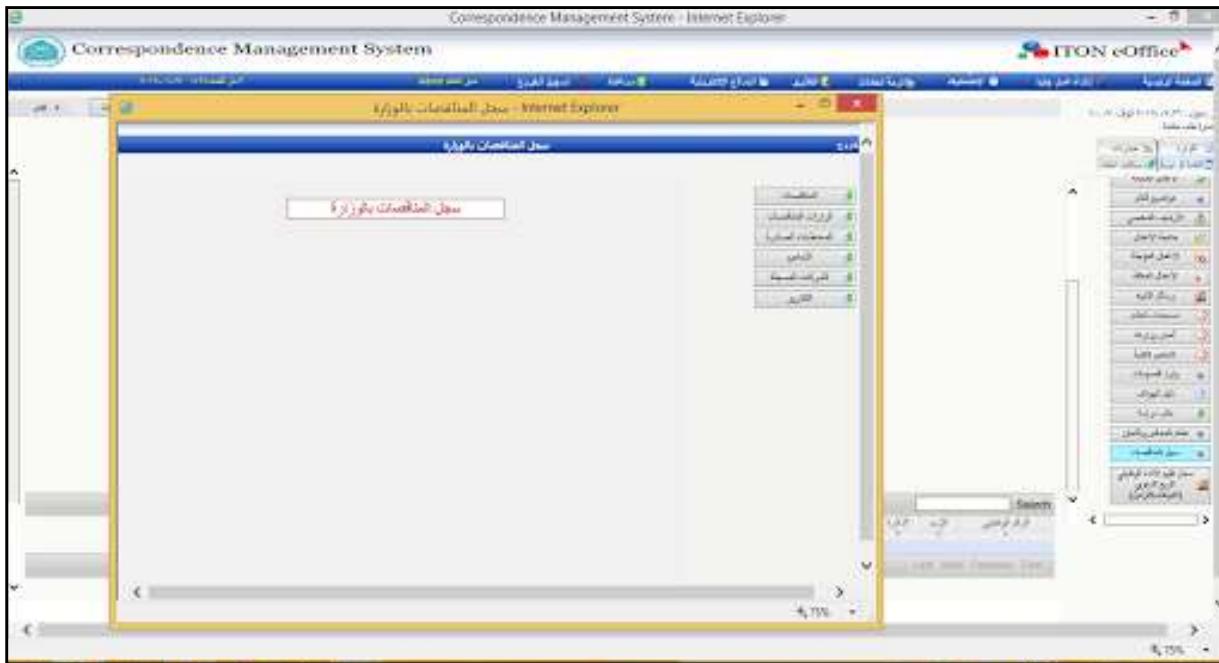
System boards and committees:

#####



Tenders record:

#####



Record of job performance assessment:

Evaluate the employee's performance during a certain period.



Inbox:

The home page contains the Inbox icon on the right side of the page, which includes ejobs and archived documents.



File Explorer:

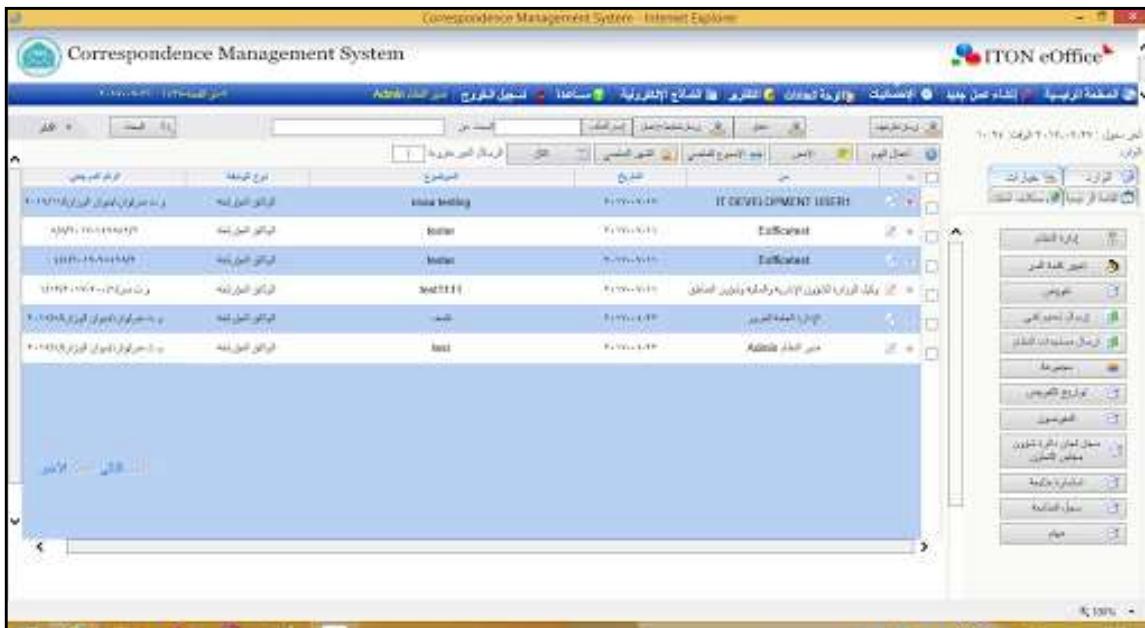
All files are stored in the system and all documents are stored in them.



Options:

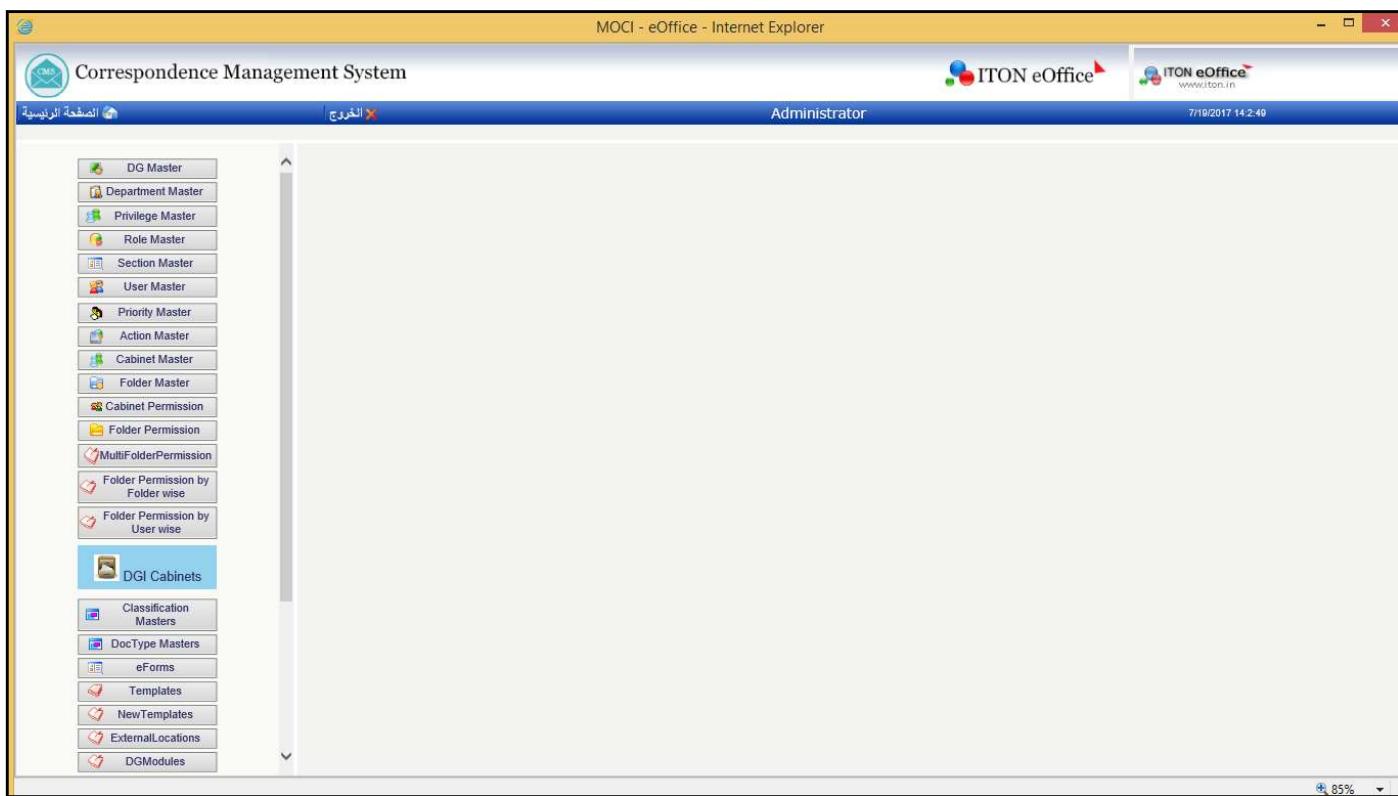
Through the options screen to the right of the system screen through which you can choose any of the options below.

Access to the System Management button through the Options button, and this feature exists only at The employee is the system administrator in the IT department and this employee can enter Delete and modify the system.



Admin:

That we are discussing before.



CHANGE PASSWORD:

Using the change password screen users can change their existing passwords.

Send system updates:

GROUP CREATION:

Creating group functionality is used to create a group.

Group Creation has the following fields.

S. NO	Field Name	Field type
1	Group Name	Text Field
2	DG	Dropdown list
3	Department	Dropdown list
4	Users	Twin-col-select

- User need to enter all the details and click on submit button
- Group will be created with the specified name

Delegation dates:

This feature allows the user to view the commissioners who have delegated them from date to date.

DELEGATION:

Delegation functionality is used to delegate a particular user jobs to other user. Here we specify the duration of the jobs to be delegated.

Delegation has following fields:

S. NO	Field Name	Field Type
1	Select User Name	Drop down list
2	From date	Date field
3	To date	Date field

- User need to enter all the details and click on submit button
- Jobs of a particular user will be delegated

