**PURPOSE:**

1. To process a paperless file
2. Sign digitally
3. Print hardcopy if needed (depend on permission)
4. History and Archive
5. Pending approval
6. Pending query feedback
7. Mobility

**CREATE NEW:**

File No: number/alphanumeric

Ref No: number/alphanumeric

Subject: dynamically add. Choose existing or create new one

Description: multi line text. horizontally/vertically scrollable.

Attachment: attachment files, pdf, jpg/jpeg/png, doc,xls,xlsx, (text, audio, video, spreadsheet, picture/image)

**FILE PROCESS:**

File Action:

1. Forward : to send a file for approval
2. Outer Query: to send a file for query to outer boundary
3. Outer Feedback: to reply a query and send to query requester (mark to automatic)
4. Approval: give one’s consent
5. Rejection: to reject a file
6. Close: to close and archive a file after approval or rejection

Note: multi line text. horizontally/vertically scrollable.

Attachment: attachment files, pdf, jpg/jpeg/png, doc,xls,xlsx, (text, audio, video, spreadsheet, picture/image)

Mark to: Selection of person to Forward, Query

Date: current date time, disabled (check world date time for validity, adjust)

Preview: view file as a raw (non pdf) or pdf. non-downable. non-printable. non-savable.

**DASHBOARD:** Refresh rate settings

1. Record filter by user:
   1. Initiator/Raiser/Creator will see all running files created by him/her which are not closed.
      1. Day elapsed: how many days already elapsed after open the file
      2. Status: <previous action on the file>:<previous mark to>. File just opened but not processed yet is marked as NEW. Waiting for action.
      3. Action: to work on it. Process or delete. Delete only when NEW.
   2. Mark to (non-creator) person will see all running files sent to him/her which are pending for his/her action. After passing to other desk file records will be disappeared from his/her dashboard.
   3. Admin will see all files of all person. Also the history or archive. print. But not action to delete, process. Query/search on files. Query on status. Query on desk/user. Qyuery on subject. Query on text.

**NEW STAFF:**

Staff ID:

Login Name:

Staff Name:

Boundary/Set:

Password

Confirm password

*User must change password after login.*

**LOGIN:**

Login

Password

Forget password

Signature PIN

PIN

Confirm PIN

\*with at least 1 alphabet, 1 no and 1 special character (!@#^\*)

Update

Signature

*Description/note text will be encrypted.*

*Any language*

*Any locale*

Using DL and ML (AI) to track flow and use it in future.

File no: auto/manual system settings

uncode text

attachment

edit a file when new

close ony by creator

file process: action at bottom

preview at top

note

attachement

date

mark to

action

staff:

password must change

days elapsed

digital signature pin in a popup