



NB
* Documents = Consignments

① New Application.

- Registration of a new Document will be done
- User will be required to fill in details of the Consignment, details of the Customer
- Once finished, he will save
- Entry will be assigned a new reference number.
- * File can only be saved when all compulsory details are filled and files attached

② All

- Will list all documents registered, regardless of their status.
- User can click a specific document and view more details about the document

③ Completed

- Will list all documents that have completed office procedures
- User can click a specific document and view more details about the document

④ On Process

- Will list all documents that are still in progress being worked on
- User can click a specific document and view more details about the document.

⑤ Pending

- Will list all documents that are pending [having insufficient] info to be worked on
- User can click a specific document and view more details about the document.

Categorisation of Status:

* Pending * On-Process * Completed

⇒ ~~Pending~~

* ~~Pending~~ During registration of a new Application [Document/Consignment] User will be required to fill in details and attach basic documents which are:

i/ Invoice ii/ Bill of Lading

Other documents:

*/ CC * SADC * Packing List * Authorisation Letter.
* Chemical Permit etc.

⇒ If User attach all Basic documents then Document can be moved to On-process, otherwise it will remain on Pending group.

→ On process group will have a lot of procedures (which will be documented later) but when all these procedures are completed the file status can move to completed.

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