* Admin.

1.0 Document Upload

|  |  |  |
| --- | --- | --- |
| PROCESS FLOW | IN-CHARGE | WORK DESCRIPTION |
| Start  Scan the document  Fills out document information  End  Upload Document | **Admin**  **Admin.**  **Admin.** | The admin scans the document as .pdf.  The admin fills out information of the document to the system such as:   |  |  | | --- | --- | | 1. Document name | Name of the document | | 1. Communication No. | Control number of the document | | 1. Source of Document | Where the document originated | | 1. Document date | Date of the document created | | 1. Date Uploaded | Date the document uploaded to the system | | 1. Concerned Unit | Lists of offices that will receive the document | | 1. Remark | Add additional information to the document. |   Uploads the document to the system and sends the document to concerned unit. |

* Admin

1.1 Account Registration

|  |  |  |
| --- | --- | --- |
| PROCESS FLOW | IN-CHARGE | WORK DESCRIPTION |
| Start  View user account requests  Approve request?  No  Yes  User request accepted  End | **Admin**  **Admin.** | The admin views the lists of users requesting for account registration.  Decides whether to approve or disapprove user requests. |

* User

2.0 Account Registration

|  |  |  |
| --- | --- | --- |
| PROCESS FLOW | IN-CHARGE | WORK DESCRIPTION |
| Start  Create account  End  Submit/ Wait for approval | **User** | User fills out account information in the system registration page.   |  |  | | --- | --- | | 1. Department Name | *e.g. (Budget Office, Nursing Services Office, etc.)* | | 1. Username |  | | 1. Password |  | |

* User

2.1 View/ download document

|  |  |  |
| --- | --- | --- |
| PROCESS FLOW | IN-CHARGE | WORK DESCRIPTION |
| Start  Login to the system  End  Submit/ Wait for approval | **User** | Users login to the system using their *Department name, username, and password.* |