



**DENDARK TECHNOLOGY**

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# **RECORDS MANAGEMENT SYSTEM USER MANUAL**

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## **TO ACCESS THE RECORDS MANAGEMENT SOFTWARE**

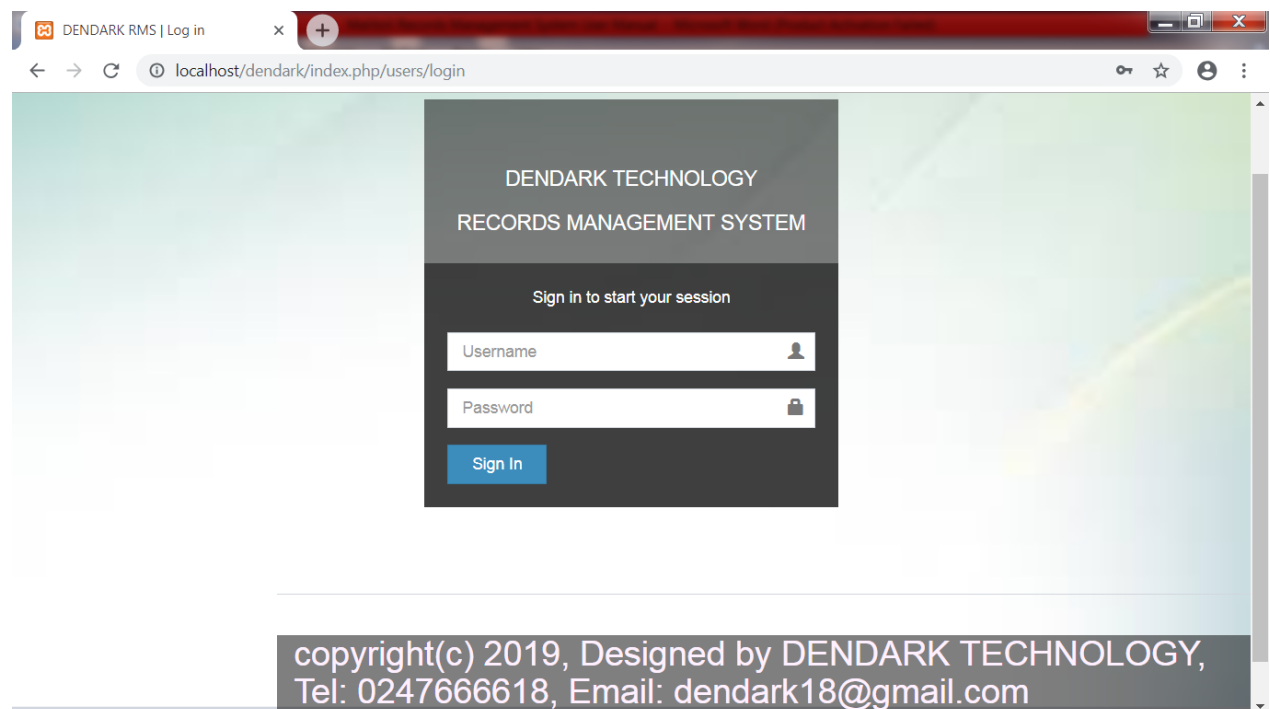
### **FOLLOW THESE STEPS:**

1. Open a web browser example: Mozilla Firefox
2. Locate to the address bar and type: localhost/your institution short name  
Example: localhot/arcc  
Where arc stands for Ashanti Regional Coordinating Council.
3. The login user interface opens for you to enter your details.

## **LOGIN DETAILS**

To login to your desired user panel –

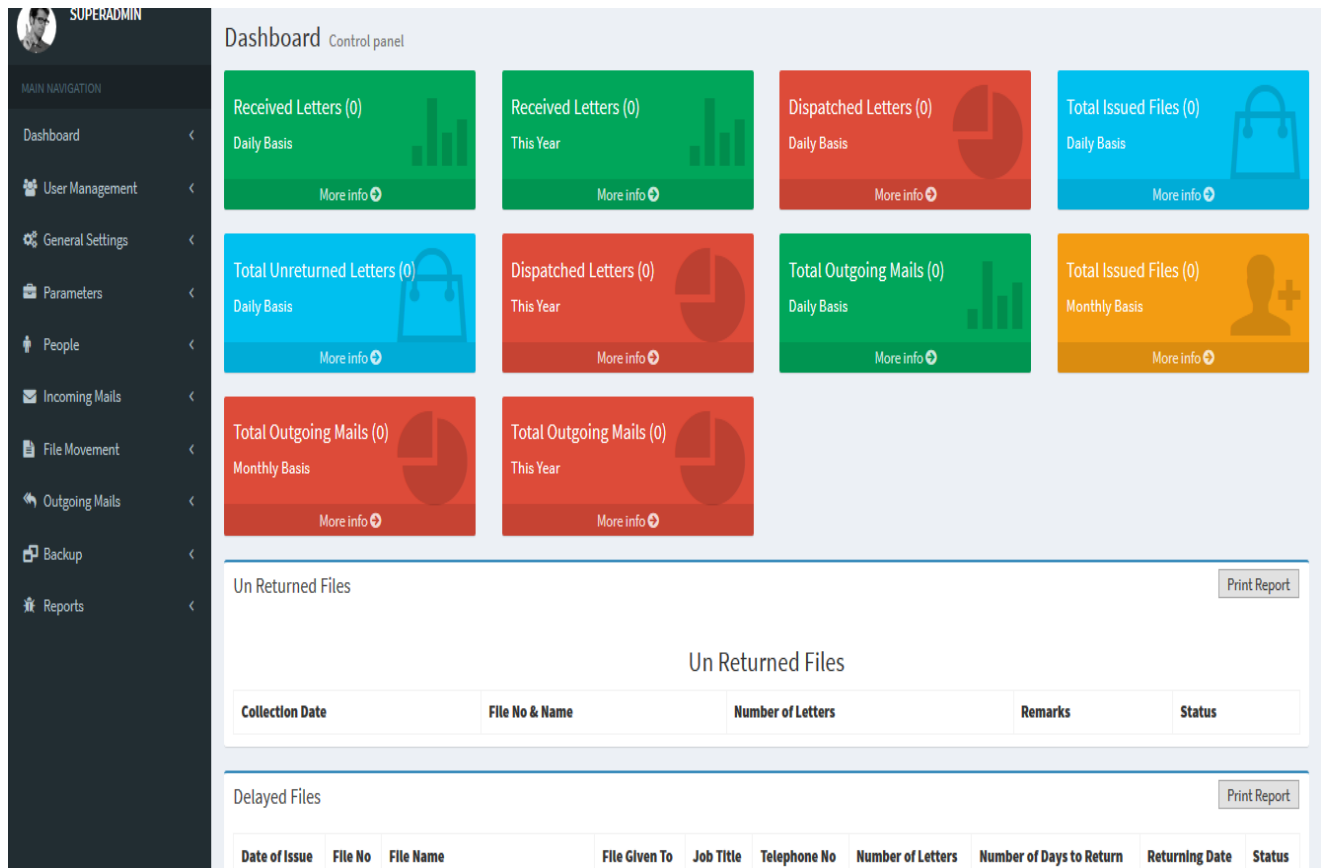
- ✓ please use your login credentials; Username and Password provided by your IT Officer or Records Officer during Registration.
- ✓ Click on the Sign in button or press the enter key



## **ADMINISTRATOR DASHBOARD**

- ✓ Easy user interface and interactive design to facilitate admins
- ✓ View and print total received mails on a daily and yearly basis
- ✓ View and print total dispatched mails on a daily, monthly and yearly basis

- ✓ View and print total issued files on a daily and monthly basis
- ✓ View and print total unreturned mails on a daily basis
- ✓ View and print unreturned files
- ✓ View and print delayed files



## THE SOFTWARE HAS BEEN DESIGNED BASED ON MODULES OR SECTIONS

### 1. USER MANAGEMENT

Adding a new user in the system is very easy. The user must be an employee within your organization.

To add new user, go to User management > add user

### Add New User

You can easily add new user in the system. The form is elaborate with all possible information you might need to add for a new user. During addition of a new user you have to select the employee name, group the employee belongs to and then assign him or her a user name and password to be used to log in.

### User List

You can see list of all users at a glance.

The screenshot displays two side-by-side panels. The left panel, titled 'Add User', contains a form with the following fields: 'Employee' (a dropdown menu showing 'Select Employee'), 'Group' (a dropdown menu showing 'Select Group'), 'Username' (a text input field), and 'Password' (a text input field). A green 'save' button is located at the bottom of the form. The right panel, titled 'Users List', features a search bar at the top right. Below it, a table lists users with columns for 'Employee', 'Group Name', 'Username', 'Status', and 'Actions'. A single entry is visible: 'Racheal Siaw' under Employee, 'National Service Personnel' under Group Name, 'racheal' under Username, and an orange 'Deactivate' button and a red 'Delete' button under Actions. At the bottom of the table, it says 'Showing 1 to 1 of 1 entries' and includes pagination links for 'Previous', '1' (the current page), and 'Next'.

Employee	Group Name	Username	Status	Actions
Racheal Siaw	National Service Personnel	racheal		<button>Deactivate</button> <button>Delete</button>

## 2. GENERAL SETTINGS

The general settings consist of the groups and permissions within the software.

To add new group, go to general settings > add group

### Add new group

Enter the group name

Click on the save button

### Group list

You can see list of all groups at a glance.

MAIN NAVIGATION
Dashboard <
User Management <
General Settings >
Add Group
Parameters <
People <
Incoming Mails <
File Movement <
Outgoing Mails <
Backup <
Reports <

Add Group

Group Name (required)

Save Cancel

Group List

GROUP NAME	ACTION
Superadmin	Permission Edit
National Service Personnel	Permission Edit
Senior Record Officer	Permission Edit
Junior Records Officer	Permission Edit
DCE	Permission Edit
MCE	Permission Edit

## Permissions

To add permissions to groups,

- ✓ Go to General settings
- ✓ Add groups
- ✓ Look for group list and click on any of the permissions with its group
- ✓ Assign roles and privileges to the group you have chosen by checking the box provided under each heading names; view, insert, update and delete.
- ✓ Click on the save button when done.

MALITOLI RMS | Dashboard
localhost/malitoli\_rms/generals/add\_permission/1
90%

MALITOLI RMS
SUPERADMIN

MAIN NAVIGATION
Dashboard <
User Management <
General Settings >
Add Group
Parameters <
People <
Incoming Mails <
File Movement <
Outgoing Mails <
Backup <
Reports <

Dashboard Control panel
General Settings > Add Group

PERMISSIONS LIST

Menu Name	View	Insert	Update	Delete
User Management	<input type="checkbox"/>			
-- Add User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Settings	<input checked="" type="checkbox"/>			
-- Add Group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
People	<input type="checkbox"/>			
-- List Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incoming Mails	<input type="checkbox"/>			
-- Receive Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-- Issued Letters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-- Pending Letters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-- Received Letters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-- Received Mails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-- Forwarded Mails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-- Returned Mails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 3. PARAMETERS

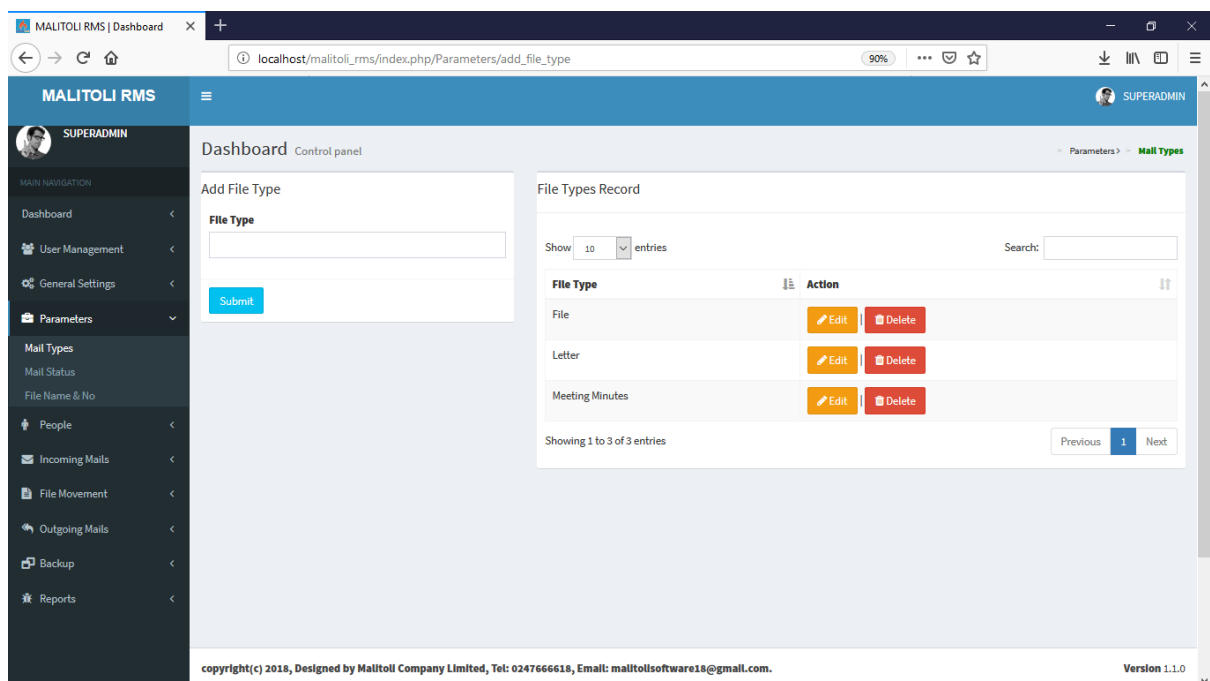
The parameter section has been divided into three sections. This is where you add your mail types, mail status and file name and numbers.

#### Mail Types

You can easily add a new mail type in the system. During addition of a new mail, you have to enter or type the name of your mail type and click on submit button.

#### Mail Type List

You can see list of all mail types at a glance. Mail type can be edited or deleted. You can also make a search by using the search field inside the table containing the list of all mail type.

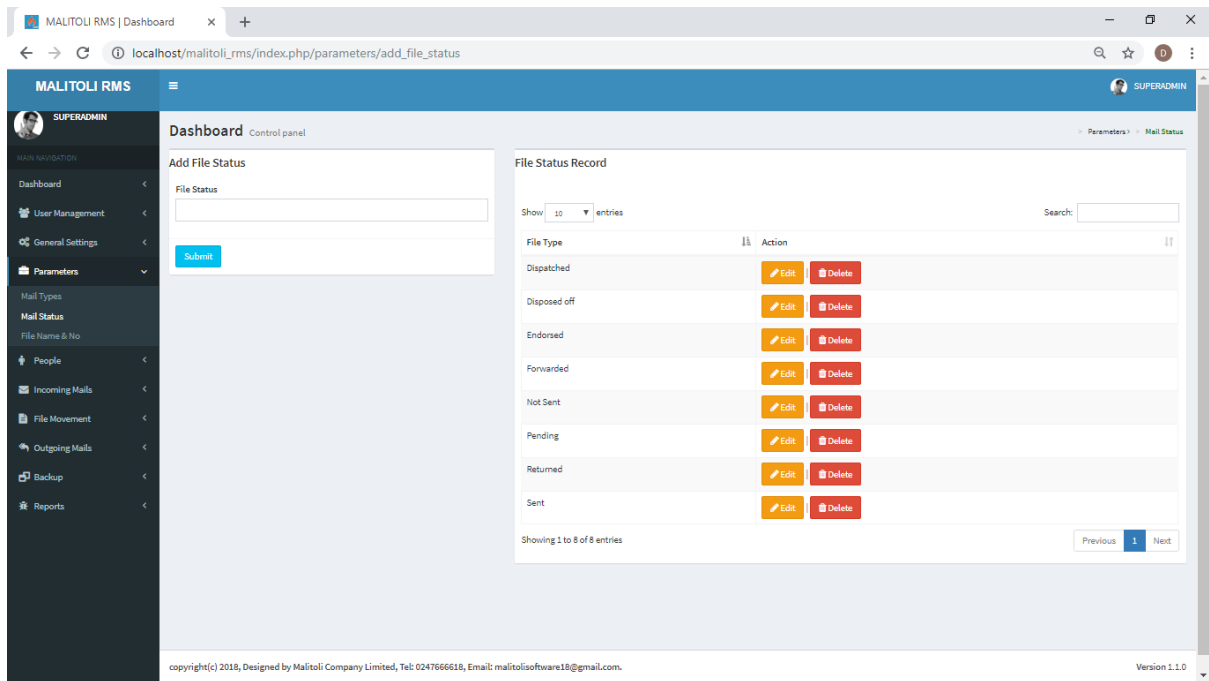


#### Mail Status

You can easily add a new mail status in the system. During addition of a new mail status, you have to enter or type the name of your mail status and click on submit button.

#### Mail Status List

You can see list of all mail status at a glance. Mail status can be edited or deleted. You can also make a search by using the search field inside the table containing the list of all mail status.

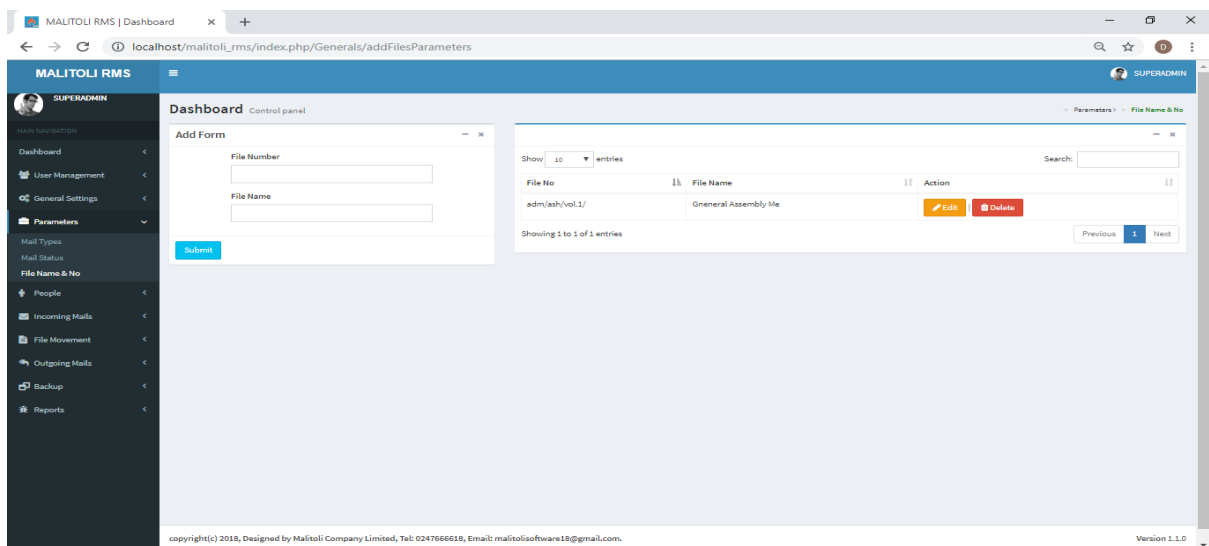


## File Name and Numbers

You can easily add a new file name and numbers in the system. During addition of a new file name and number, you have to enter or type the file name and its number and click on submit button.

## File Name and Numbers List

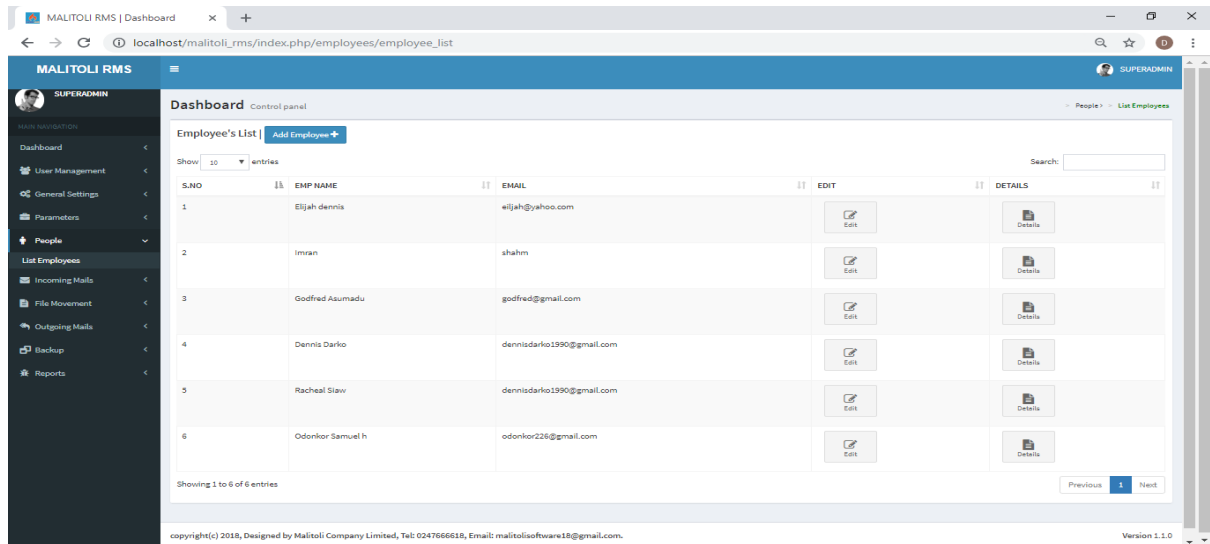
You can see list of all file name and numbers at a glance. File name and numbers can be edited or deleted. You can also make a search on a particular file name or number by using the search field inside the table containing the list of all file name and number.



## 4. PEOPLE

This is where you can add a new employee that you want him or her to have access to the system. To see a list of all employees registered on the system,

Go to People > List of employees



### Add New Employee

To add a new employee, go to People > List of Employees > look at the top of list of employees and click on Add Employee. Enter or type the details provided by the form and click on the save button to save your details successfully. You can also click on the cancel button to clear what you have entered in the text field.



**MALITOLI RMS | Dashboard**

localhost/malitoli\_rms/employees/add\_employee

**MALITOLI RMS** **SUPERADMIN**

**Dashboard** Control panel

**EMPLOYEE FORM**

EMP NAME

EMAIL

CURRENT ADDRESS

GENDER

CONTACT NO

MOBILE NO

PICTURE

Choose File No file chosen

save Cancel

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## 5. INCOMING MAILS

This is where all incoming mails are been registered at the records office or the registry department for proper file tracking and records keeping.

### Receive Mail

To receive a new mail, go to Incoming mails > receive mail > a form will be opened for you to fill. Enter or type the details on the form and click on submit button to save mail successfully.

**MALITOLI RMS | Dashboard**

localhost/malitoli\_rms/index.php/Letter/create\_file

**MALITOLI RMS** **SUPERADMIN**

**Dashboard** Control panel

**Add New Incoming Mail**

Mail Type

Date On Letter/Mail

Reference Number

Receive Date

Subject

Flag

Brought by

Brought by Contact Number

To Whom Received

To Whom Received Contact Number

Remarks

Upload Scan Copy

Submit

Choose Files No file chosen

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### Received Mails

To view received mails, go to Incoming mails > Received mails and the list of all received mails will be shown in the table. Received mails can be edited and deleted. You can also make a search using the search field at the top of the table.

The screenshot shows the MALITOLI RMS Dashboard. The sidebar on the left contains a 'MAIN NAVIGATION' menu with options: Dashboard, User Management, General Settings, Parameters, People, Incoming Mails (expanded), Receive Mail, Received Mails, Forwarded Mails, Returned Mails, Filed Mails, File Movement, Outgoing Mails, Backup, and Reports. The main content area is titled 'Dashboard Control panel' and shows the 'Received Mails' section. At the top, there is a 'Select Mail(s) to Forward' dropdown and a 'Select Letters' input field. Below this is a table with the following columns: Received Date, Registry Number, Reference No, To Whom Received, Attachment, and Action. The table contains one entry: Received Date: 16-11-2018, Registry Number: 1911181, Reference No: assdd/hhh/4, To Whom Received: KMAA, Attachment: [Download icon], Action: [Edit icon], [Delete icon], [View icon]. Below the table, it says 'Showing 1 to 1 of 1 entries' and 'Print Selected Mails' button. The footer of the dashboard shows 'copyright(c) 2018, Designed by Malitoli Company Limited, Tel: 0247666618, Email: malitoli@software18@gmail.com' and 'Version 1.1.0'.

## Selecting Mail(s) and Printing it

Now you can select a particular mail to be printed and forwarded or you can select any number of mails to be printed and forwarded by just selecting its Registry number at the top of the table where we have **select mail(s) to forward** and then you click on the **print selected mails**.

This screenshot is similar to the previous one, but the 'Select Mail(s) to Forward' dropdown menu is now open and shows the Registry Number '1911181' selected. The rest of the interface, including the sidebar and the table of received mails, remains the same.

## After Clicking on the print selected mails

You will see a sheet containing a table with the list of mail(s) you selected. Just print it out by clicking on the print report and add it to the mails you are sending or forwarding.

After that click on the back arrow button of your web browser to go back to the system.

**INCOMING MAIL(S) FROM RECORDS DEPARTMENT**  
DATE:19 Nov,2018 - Print No 1

Received Date	Registry Number	Reference No	Date Of Letter	Subject	Flag	Status
19-11-2018 00:00:00	1911181	assdd/hhk/4	19-11-2018 00:00:00	Building of new projects for all MMDAs	Confidential	Received

Received By \_\_\_\_\_ Job Title \_\_\_\_\_

Signature \_\_\_\_\_

[Print Report](#)

## Forwarded Mails

This is where you enter or type the details of the printed out sheet and then click on the forward button to forward it now on the system.

Once you click on forward selected mails, you will see the mails at a glance showing in the table below the form.

**MALITOLI RMS | Dashboard**

Received BY \_\_\_\_\_  
Job title \_\_\_\_\_  
Scan Copy \_\_\_\_\_  
[Choose File](#) | No file chosen  
Print No \_\_\_\_\_

[Forward Selected Mails](#)

Show 10 entries

Received Date	Date of Letter	Registry No	Reference No	Subject	To Whom Received	Scan of Print	Action
19-11-2018	19-11-2018	1911181	assdd/hhk/4	Building of new projects for all MMDAs	KMAA	<a href="#">Download</a>	<a href="#">Return</a> <a href="#">View</a>

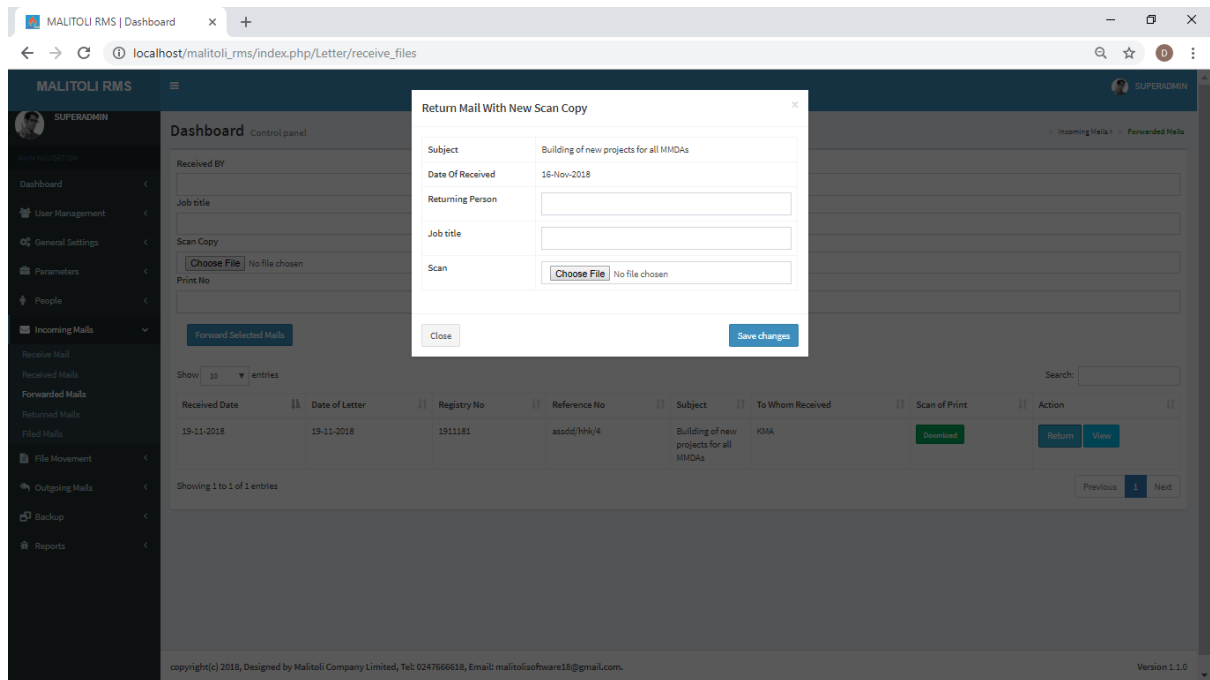
Showing 1 to 1 of 1 entries

Previous 1 Next

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## Return button

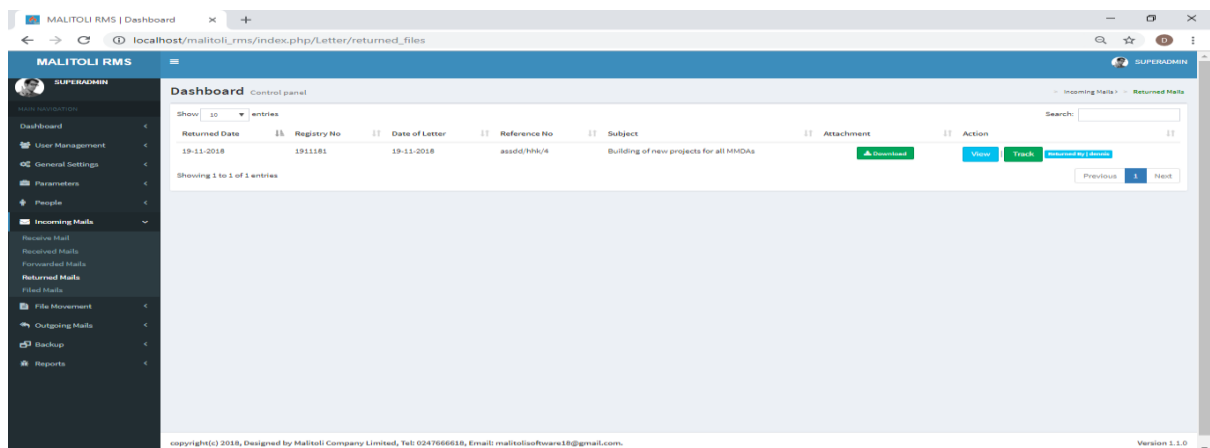
Click on the return button and a form will open for you to fill. Enter or type the details and then click on save changes.



## Returned Mails

This is where you see all returned mails in your registry department.

To see all returned mails, go to Incoming mails > returned mails, and a table will be displayed showing a list of all returned mails and a particular returned mail can be searched for using the search field. An attachment of the returned mail can be downloaded.



## Track button

For you to be able to file a particular mail, you need to click on the track button located inside the returned mails table.

### After clicking on the track button

A table will open for you showing the two mails. First one is the one you received and forwarded and the other one is the one, which has been endorsed or minuted.

The screenshot shows the MALITOLI RMS interface. A 'Default Modal' window is open, displaying a table with the following data:

Date of Received	Date of Sending	Registry No	Reference No	Subject	File Type	Flag	From	File Status	Action
19 Nov, 2018	19 Nov, 2018	1911181	assdd/hhk/4	Building of new projects for all MMDAs	Letter	Confidential	KMA	Submitted	File this Letter

Below the table, it says 'Showing 1 to 1 of 1 entries'. The interface also shows a sidebar with navigation options like Dashboard, User Management, General Settings, Parameters, People, Incoming Mails, Received Mails, Forwarded Mails, Returned Mails, Filed Mails, File Movement, Outgoing Mails, Backup, and Reports. The footer includes copyright information and the version number 1.1.0.

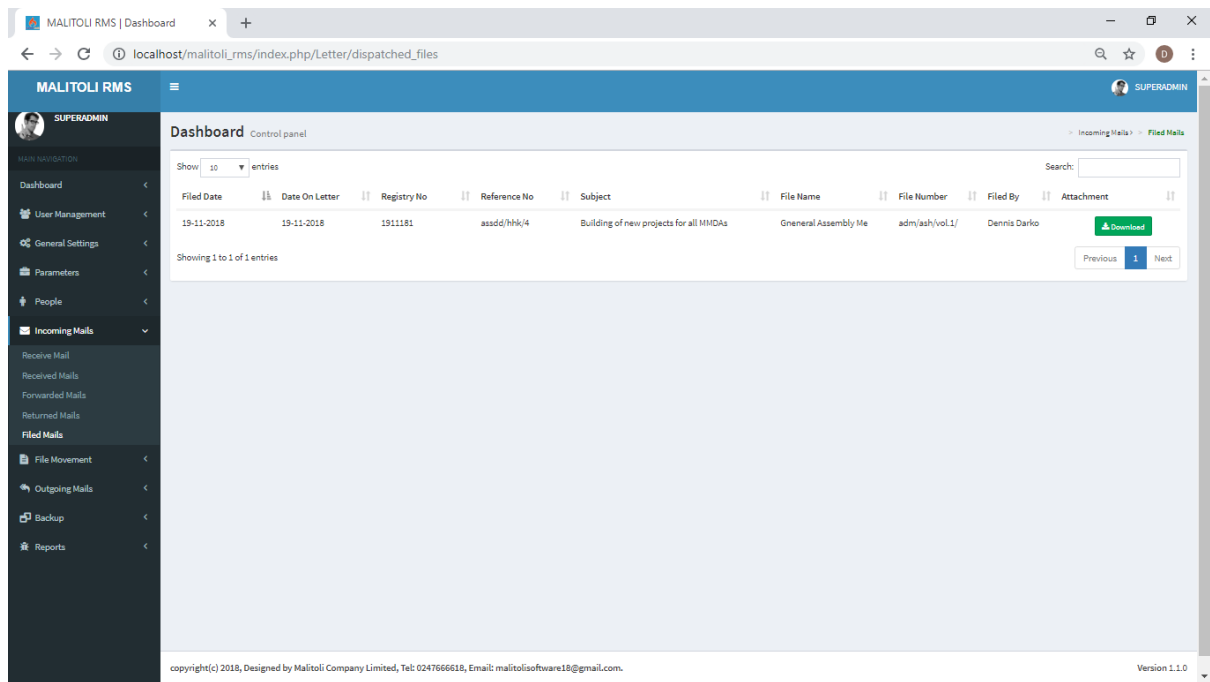
To file this mail, click on **file this letter** and it will take you to a new form asking you to select the file number and name. select the file number and name and click on submit to successfully put that mail into its respective file.

The screenshot shows the MALITOLI RMS interface. The 'FILE THIS MAIL OR LETTER' form is displayed, featuring a dropdown menu labeled 'File No & File Name' with the text 'PLEASE SELECT OPTION'. A 'Submit' button is located below the dropdown. The interface also shows a sidebar with navigation options like Dashboard, User Management, General Settings, Parameters, People, Incoming Mails, Received Mails, Forwarded Mails, Returned Mails, Filed Mails, File Movement, Outgoing Mails, Backup, and Reports. The footer includes copyright information and the version number 1.1.0.

## Filed Mails

This is where you see all filed mails in your registry or records office. To view all filed mails, go to Incoming Mails > Filed mails.

You can also download a copy of the mail you have filed or even make a search on any mails you have received in your office.



## 6. FILE MOVEMENT

This is where files movement are being monitored in order to keep proper records of files in the registry department.

### Issue File

To issue a file to someone, go to File movement > issue file and fill out the form with the details. When done click on the issue file button to issue a file to someone in order to keep track of where the file is.

**MALITOLI RMS | Dashboard**

localhost/malitoli\_rms/index.php/File\_movement/file\_movement\_form

**MALITOLI RMS** **SUPERADMIN**

**Dashboard** Control panel

**File Movement**

Issue Date

To Whom Given

Number of Letters in file

To Whom Given Job Title

File No & File Name

Telephone Number

Number of Days to Return the file

Remarks

[Issue File](#)

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## Issued Files

To view all issued out files, go to File movement > issued files and then you will see a list of all files issued out with its status issued out in red colour. Details of issued out files can be edited and deleted as well.

**MALITOLI RMS | Dashboard**

localhost/malitoli\_rms/index.php/File\_movement/Files

**MALITOLI RMS** **SUPERADMIN**

**Dashboard** Control panel

File Movement > **Issued Files**

Show 10 entries

Date of Issue	File No	File Name	File Given To	Number of Letters	Number of Days to Return	Status	Operation	Action
19-11-2018	adm/ash/vol.1/	Gneneral Assembly Me	Opoku Dennis	10	1	Issued Out	Return	<a href="#">View</a>

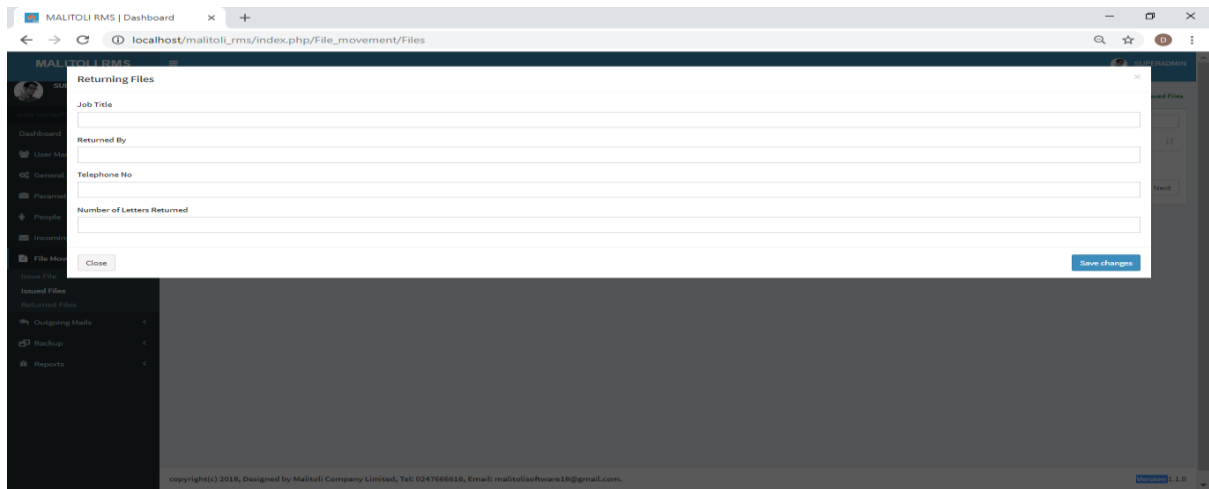
Showing 1 to 1 of 1 entries

Previous 1 Next

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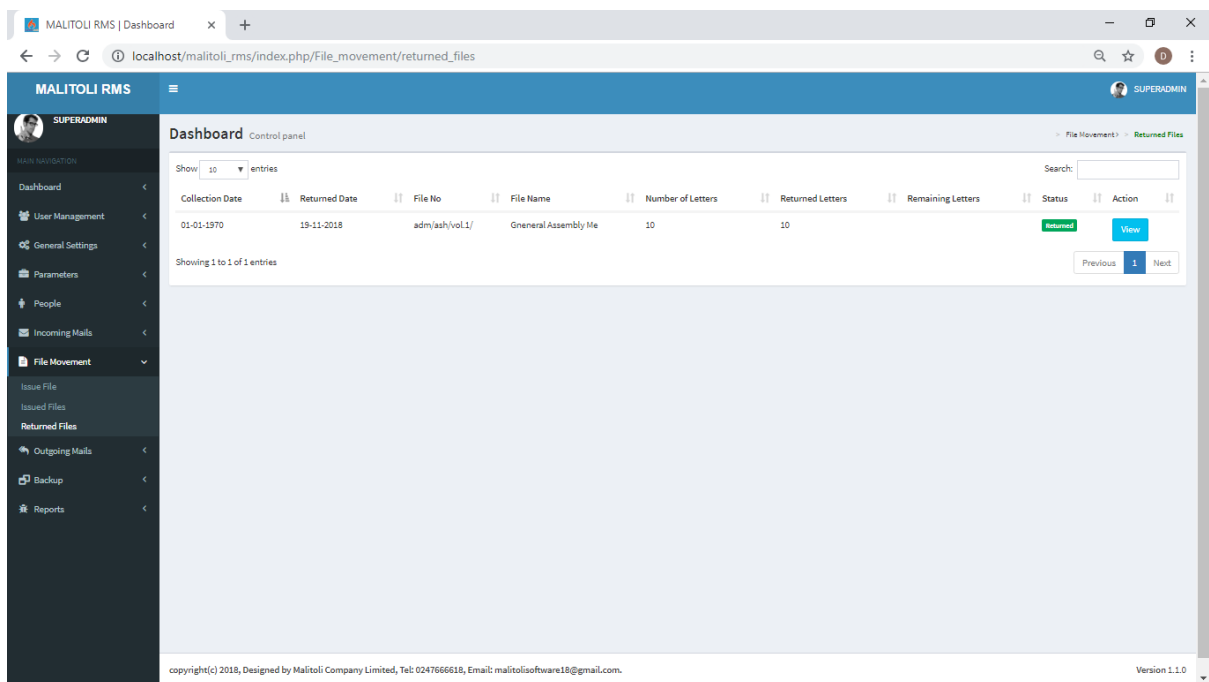
## After Clicking on the Return Button

A pop up form will open for you asking you to enter the specified details and then click on save changes.



## Returned Files

To see a list of all returned files at the registry's department, go to File Movement > Returned files. You can click on the view button to see more information about that mail.



## 7. OUTGOING MAILS

This is where the department or the records office dispatch mails to their respective receivers.

### Dispatch Letter



To dispatch a letter or mail, go to Outgoing Mails > Dispatch letter and fill out the form with all required details and click on the submit button.

The screenshot shows the 'MALITOLI RMS' dashboard with the 'Outgoing Mail Form' open. The form includes fields for 'Date Received for Dispatch', 'Reference Number', 'Date on Letter', 'Subject', 'Brought By Contact Number', 'Send To', 'Sending Department', 'Position of Sender', 'Brought By', 'Remarks', and 'Upload Scan Copy'. A 'Submit' button is at the bottom. The left sidebar shows the navigation menu with 'Outgoing Mails' and 'Dispatch Letter' highlighted. The footer contains copyright information and the version number 1.1.0.

## Dispatched Letters or Mails

To view all dispatched mails or letters, go to Outgoing mails > dispatched letters. Letters can be edited, deleted and searched for using the dispatched letters table.

To dispatch a letter click on the dispatch it button.

The screenshot shows the 'MALITOLI RMS' dashboard with the 'Outgoing Mails List' table. The table has columns for 'Dispatch Date', 'Date Of Letter', 'Reference No', 'Subject', 'Attachment', 'Attachment Scanned', 'File Status', and 'Action'. A single entry is shown with a 'Dispatch it' button. The left sidebar shows the navigation menu with 'Outgoing Mails' and 'Dispatched Letters' highlighted. The footer contains copyright information and the version number 1.1.0.

Dispatch Date	Date Of Letter	Reference No	Subject	Attachment	Attachment Scanned	File Status	Action
19-11-2018	19-11-2018	gshh/gph/7	building of projects	Attachment	No Scan Copy	Dispatch it	<a href="#">Print</a> <a href="#">View</a> <a href="#">Add Scan</a>

## After clicking on the Dispatch it button

A print out sheet shows up with details of the mail or letter to be dispatched. Click on the print report button below and that is your dispatch form to show as evidence to your receivers that they have receive that mail.

Printout

localhost/malitoli\_rms/index.php/Outgoing\_mails/dispatch/1

**OUTGOING MAIL FROM RECORDS DEPARTMENT**  
DATE:19 Nov,2018

**Date Of Letter :** 19-11-2018  
**Subject :** building of projects  
**Sending Department/Institution :** planning  
**Reference Number :** gghhghij/7

Dispatch/Sent to	Received By	Telephone No	Job Title	Signature
HR				
Admin				
Works				

[Print Report](#)

After the receiver has entered his/her details, then you come back to add a scan copy of that printed out sheet to the form by clicking on **ADD SCAN**. Attach a scan copy and save it. You can update the scan copy at any time you want.

MALITOLI RMS | Dashboard

localhost/malitoli\_rms/index.php/Outgoing\_mails/receivingScanCopies/1

**MALITOLI RMS**

**Dashboard** Control panel

Dispatch Letter

Attach Printout/Receipt

[Choose File](#) No file chosen

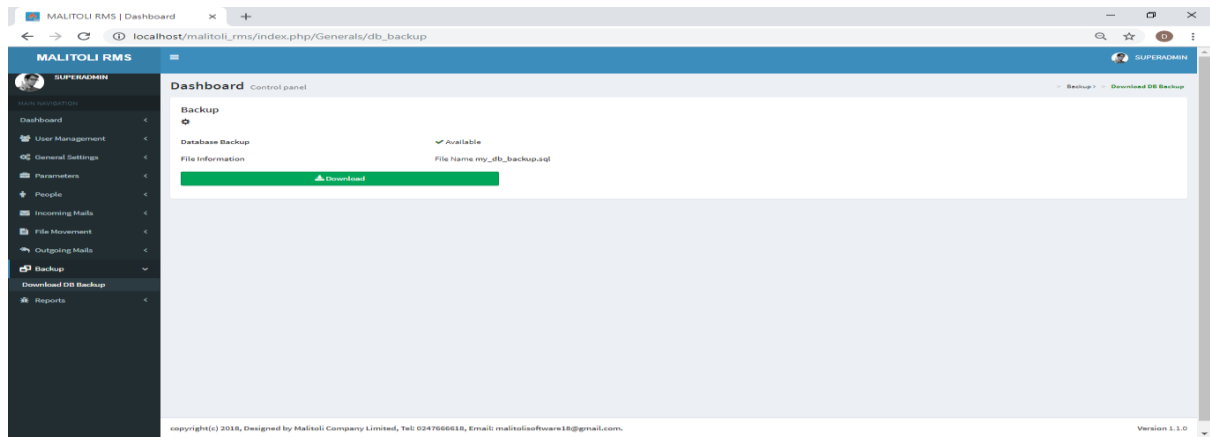
[Submit](#)

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## 8. BACK UP

This is where you make a backup of the database when you close for work.

Click on the green download button to download a copy of the database and save or store it on an external drive or copy it to your IT Officer for proper keeping.

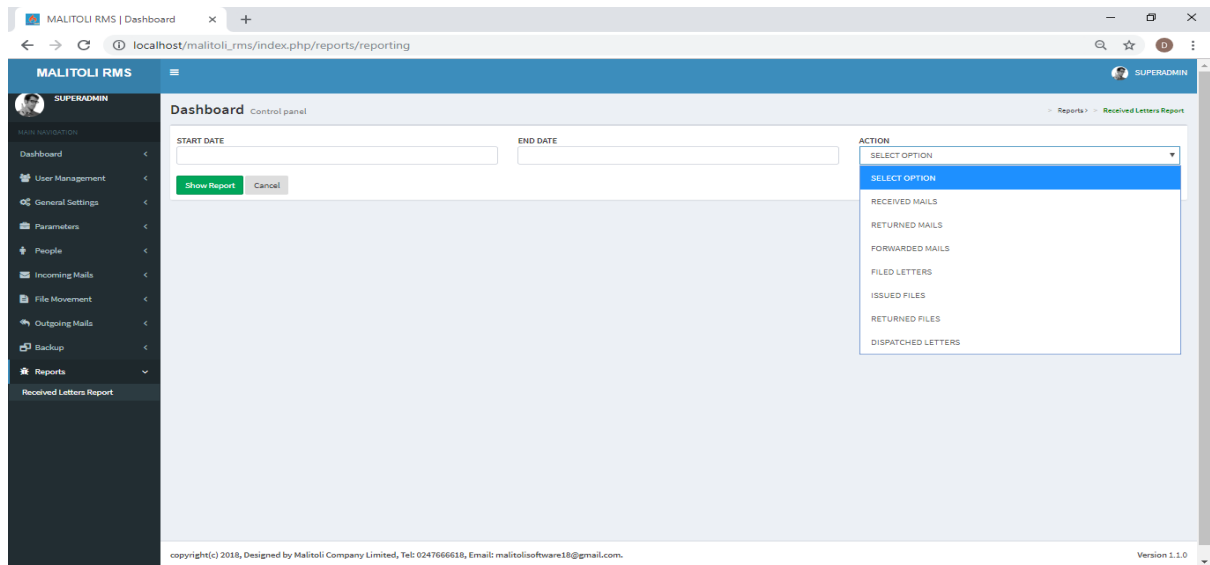


## 9. REPORTS

To generate reports for a particular module or section in the system.

You just have to,

- ✓ Select the start date and end date for your report
- ✓ Select an option at the action side where you want your report to be based on
- ✓ Click on show reports and your report will be shown based on the start and end date you have chosen.



***THE END OF THE MANUAL.***