Content Workflow Management Document System

User Manual

General description of the system

The system allows different types of users to initiate, edit and finalize document workflows with two types of documents: “Dispozitia rectorului” and “Referat de necesitate”, depending of the role of the user. The users are divided in departments corresponding to the concerned institution’s flowchart. The user’s accounts are managed by the admins of the app. Each user receives an account which they use to log into the application. Depending on the role, the user has access to certain areas of the system, hence, they can only perform certain actions throughout the application.

Usage of the system

Access to the app

Each user receives a username and a password from the admin of the system. The app is accessed by using the username and password in the first window shown in the app.

Roles

* **Reader:** has access to the following screens: My Tasks, Open Tasks, Finished Tasks, Statistics. This user can only read documents.
* **Contributor:** has access to the following screens: Working Area, My Tasks, Open Tasks, Finished Tasks. This user can add documents and start a workflow. They can review their documents and upload revised versions if the documents are still in the Working Area screen.
* **Manager:** has access to the following screens: Working Area, My Tasks, Open Tasks, Finished Tasks, Statistics.
* **Admin:** has access to all the screens in the system. They can stop workflows, add new users. They also can access the logs of the system and they can filter the logs.

Screens

* **Working area:** the users that have access to this screen can upload both types of documents. They choose the departments to send each document to, and then start each flow. Also from this screen the user can download samples for both “Dispozitia rectorului” and “Referat de necesitate”
* **My tasks:** the usershaving access to the currently open tasks that they have to perform actions onto
* **Open tasks:** the users having access to this screen can see the tasks that they have started
* **Closed tasks:** the usershaving accessto this screen can see all the tasks that have been previously closed.
* **Statistics:** the users having access to this screen can see the number of open, in progress or closed tasks, together with the number of documents in tasks.
* **Logs:** The logs of the app are available for the users that have the role admin. They can be filteres by log type (info, warn, error, debug or all of them) and by search word or by timestamp.