



User Manual

For

Digital Filing System (*e-nothi*)

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1. **Login:** Use your registered email and password then hit the Login button to get access into the application.

Log in.

Email

1

Password

2

Log in

3

2. **Dashboard:** After login this dashboard will be appearing and navigation menu will be shown based on user roles.

Digital Filing System (DFT)

MAIN NAVIGATION

- Dashboard
- Upload
- Search
- Manage Role
- Register New User
- Attachment
- Reset Password

-- select user --

1 Document Uploads (Today)

1 Document Uploads (Last Week)

1 Document Uploads (Last Month)

20 Total Upload

Search:

Ministry/Division	Department	GO code	Branch/Unit code	Out word	Uploaded	Subject	Type	Action
11	22	3333	444	2365	16-11-2019	Training	Letter	View

Showing 1 to 1 of 1 entries

Previous 1 Next

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3. **File filter:** Dashboard user can filter document by uploaded user dropdown.

Ministry/Division	Department	GO code	Branch/Unit code	Out word	Uploaded	Su
11	22	3333	444	2365	16-11-2019	Tra

Showing 1 to 1 of 1 entries

4. **Upload letter:** To upload letter select upload menu and following steps:-

- (1) Select letter switch.
- (2) Enter “letter number” if there is meeting minute reference, then check minute year and fill up all boxes.
- (3) Type letter subject.
- (4) Write some keywords (keyword acts like tag, you can write multiple keyword by separating semicolon (;)).
- (5) Select letter date.
- (6) Select files by clicking on the select file button.
- (7) Hit submit button if everything is OK or press Reset button to reset the form.

Ministry/Division	Department	GO code	Branch/Unit code	Subject code	File code	Year	Outward number
1 1	2 2	3 3 3 3	4 4 4	5 5	7 7 7	1 9	0 0 0 0

Minute year: Meeting minute: Unstructured Letter No: Subject: Keyword: Date: Choose document: Submit: Reset:

5. **Upload Unstructured Letter:** To upload unstructured letter select the upload menu and following steps:

- (1) Enter letter number if there is meeting minute reference, then check minute year and fill up all box.
- (2) Type letter subject.
- (3) Write some keywords (keyword acts like tag, you can write multiple keyword by separating semicolon (;)).
- (4) Select letter date.
- (5) Select files by clicking on the select file button.
- (6) Hit submit button if everything is OK or press Reset button to reset the form.

The screenshot shows the 'Upload Document' form with the 'Letter' tab selected. The form includes a 'Letter Number' section with fields for Ministry/Division, Department, GO code, Branch/Unit code, Subject code, File code, Year, and Outward number. Below this is a 'Minute year' and 'Meeting minute' section. The 'Subject' field is labeled 'Subject'. The 'Date' field is set to '12/16/2019'. The 'Unstructured Letter No' field is empty. The 'Keyword' field is labeled 'Keyword'. The 'Choose document' section has a 'Select File' button. At the bottom are 'Submit' and 'Reset' buttons.

6. **Upload meeting minute:** To upload meeting minute select upload menu and following steps:

- (1) Select meeting minute switch.
- (2) Enter letter number.
- (3) Type letter subject.
- (4) Write some keywords (keyword acts like tag, you can write multiple keyword by separating semicolon (;)).
- (5) Select letter date.
- (6) Select files by clicking on the select file button
- (7) Hit submit button if everything is OK or press Reset button to reset the form.

The screenshot shows the 'Upload Document' form with the 'Meeting minute' tab selected. The form includes a 'Letter Number' section with fields for Ministry/Division, Department, GO code, Branch/Unit code, Subject code, File code, Year, and Outward number. Below this is an 'Unstructured Minute No' field. The 'Subject' field is labeled 'Subject'. The 'Date' field is set to '12/16/2019'. The 'Keyword' field is labeled 'Keyword'. The 'Choose document' section has a 'Select File' button. At the bottom are 'Submit' and 'Reset' buttons. Numbered annotations (1-7) highlight the following elements: 1. 'Meeting minute' tab, 2. 'Letter Number' section, 3. 'Subject' field, 4. 'Keyword' field, 5. 'Date' field, 6. 'Choose document' section, 7. 'Submit' button.

7. **Search file:** User can search file (nothi) by letter number, keyword, subject or unstructured letter number by following ways.

Digital Filing System (DFT)

Search Document

Letter/Minute Number

Ministry/Division	Department	GO code	Branch/Unit code	Subject code	File code	Year	Out word No
1 1	2 2	3 3 3 3	4 4 4	5 5	7 7 7	1 9	2 3 6

Unstructured letter/minute No

Keyword/Subject

Advance filter

Search

Reset

Search result

Ministry/Division	Department	GO code	Branch/Unit code	Out word No	Uploaded	Subject	Type	Action
11	22	3333	444	2365	16-11-2019	Training	Letter	

8. **Advanced search:** A user can search in a more advanced manner. To do that, click on the Advance filter button and use one or more fields to search expected file. User can view his/her desired code clicking on the information icon (i).

Advance filter

Ministry/Division:

Department:

Subject Code:

Branch/Unit code:

File Code:

GO code:

Year:

Outward No:

Minute Year:

Meeting minute:

OR

Date:

mm/dd/yyyy

Search

Reset

9. **Register new user:** To register a new user, click “Register New User” menu from the navigation menu bar, Enter user’s email and password then “Register” button.

The screenshot shows the 'Create New User' interface. On the left, a dark navigation menu has 'Register New User' highlighted with a blue border. The main area is titled 'Create New User' and contains three input fields: 'Email', 'Password', and 'Confirm password'. Below these fields is a 'Register' button. The top header bar is blue with the 'Digital Filing System (DNT)' logo and name.

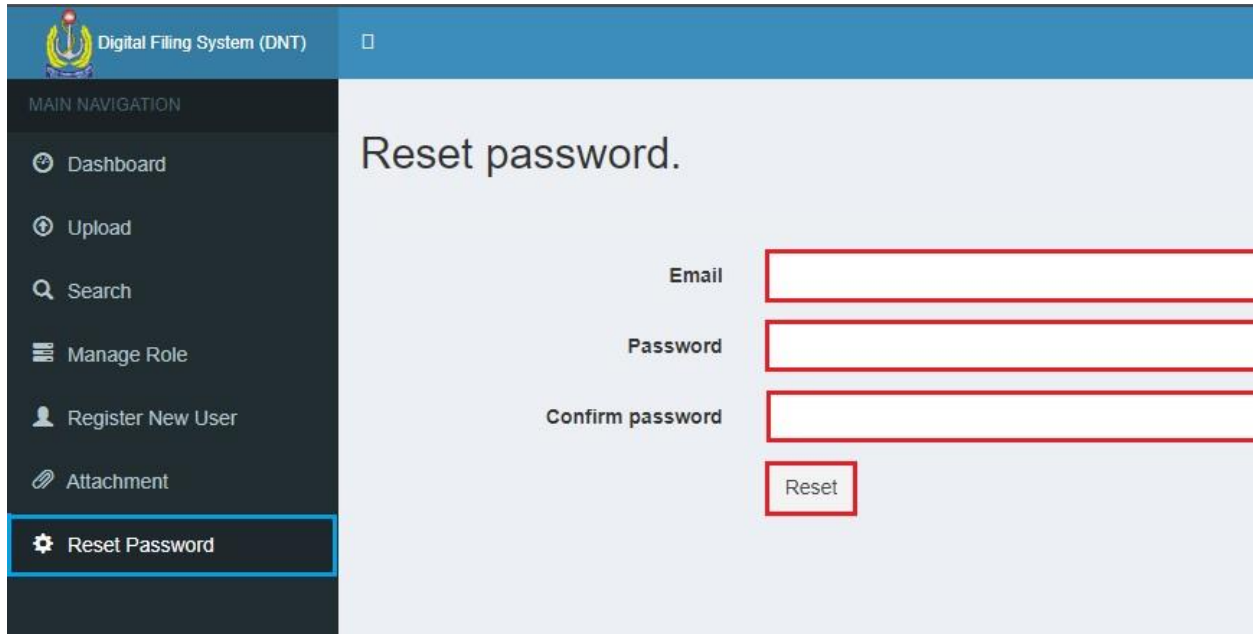
10. **Manage Role:** Role based authentication and authorization is implemented here, so admin need to set or manage user roles and a user must have dashboard access role. If a user is removed from all roles then he/she can’t login the application at all.

The screenshot shows the 'Role Management' interface. The left navigation menu has 'Manage Role' highlighted. The main area is titled 'Role Management' and contains a table with columns for 'User', 'Admin', 'Search', and 'Upload'. Two users are listed: 'asif@gmail.com' and 'jamdmassud@gmail.com'. Below the table are 'Save' and 'Reset' buttons. The top header bar is blue with the 'Digital Filing System (DNT)' logo and name.

11. **Attachment:** Upload some documents that contain information of “letter number” and which are shown in advanced search page of “i” button.

The screenshot shows the 'Search Document' interface. The left navigation menu has 'Attachment' highlighted. The main area is titled 'Search Document' and contains two input fields: 'Document type' and 'Choose document'. Below these fields are 'Upload' and 'Reset' buttons. The top header bar is blue with the 'Digital Filing System (DNT)' logo and name.

12. **Reset password:** A user can reset his/her password from the “Reset Password” navigation menu, but admin can reset any user’s password. If the user is not admin, he/she will type his/her email, password and password again for confirmation then hit the reset button. Admin can use any email to reset password.



The screenshot displays the 'Reset password' interface of the Digital Filing System (DNT). On the left, a dark sidebar contains a 'MAIN NAVIGATION' menu with options: Dashboard, Upload, Search, Manage Role, Register New User, Attachment, and Reset Password (which is highlighted with a blue border). The main content area has a blue header with the system logo and name. Below the header, the title 'Reset password.' is shown. The form consists of three input fields labeled 'Email', 'Password', and 'Confirm password', each with a red border. A red-bordered 'Reset' button is positioned below the 'Confirm password' field.