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| **ADVANCED ARCHIVING, SEARCH & RETRIEVE** | | |
| **STEP 01** | **PARALLEL STEP** | **KEY FACTORS** |
| Generate Bar code & print in sticker paper |  |  |
| Place the sticker into each file |  |  |
| **ENTRY OPERATOR** |  |  |
| Startup the entry system |  |  |
| Login to end ENTRY OPERATOR Dashboard |  | User variable |
| Scan the Bar code number with a Bar Code Scanner | Input another primary ID number parallel with the Bar code number | Data validation required (dynamic) |
|  |  | Same loop for this ENTRY OPRATOR |
|  | QC NEEDED / AUTO VALIDATON |  |
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| SCANNING OPERATOR |  |  |
| Scanning system login |  | Muli-users |
| Scan the same Bar code with a Bar Code Scanner | System will recognized earlier stored Bar code & primary ID, but will ask for the ID again to match with the system |  |
| INPUT the earlier Primary ID |  | Matched/Incorrect |
| If incorrect, system will show a message to double check and edit entry if required |  | Primary ID edit |
| If matched, a successful message will pop-up and ask that scanner is ready to work | (A folder will be created automatically once both ID & code matched where the scanning will automatically be stored) | Auto folder creation that linked with IDs (may be folder name will be same as the Account ID) |
| Several scans will take place | Scanned files will be stored in the desired folder | Scan CANCEL/RESCAN/DONE  (CANCEL: it will ask for rescan or DONE if successful) |
| Image identifier:  Once the restoration of the scanned copies done, another operator will open up the created ID or profile page and upload the images from the stored folder and select each and every images and select predefined categories for the images (eg. NID, driving license, utility bill copy etc) |  | A category has to be dynamic as if Super Admin can generate as many as fields he wants. Also there will be various dynamic layer categories |
| Data entry for meta tagging for search panel:  Data entry operator will check the images and INPUT specific information for particular fields for each profile ID (eg. Cell number, NID number, driving license number etc) |  | META DATA fields would be dynamic as if Super Admin can create as many as fields he wants for the front user search.  Searches will be advanced/layer based and general as well |
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| DOCUMENT RETRIEVING & CHAIN USER PROCESS |  |  |
| Section user 1:   1. Pull any file or files 2. Write notes 3. Submit for review 4. Status will be shown in dashboard   NB. All will be notified via email & SMS that new notice came  Section user 2: **(\*if in leave)**   1. Will have a summary on his dashboard 2. Will check the files and notes 3. DENY for approval with \*note/feedback and the process will grade down to ALL earlier Section user with notification and feedback 4. APPROVED with optional note/feedback and then the process will move to next Section user with notifications via email & SMS   Section user 3:   1. Will have a summary on his dashboard 2. Will check the files and notes 3. DENY for approval with \*note/feedback and the process will grade down to ALL earlier Section user with notification and feedback   APPROVED with optional note/feedback and then the process will move to next Section user with notifications via email & SMS |  |  |
|  |  | NOTES:  \*This approval process will continue to end user  \* Progress summary will be shown to all privileged users as well as Admin  \*Reporting should be precise and convenient for all user with privileged  \* Unlimited users with various privileges  \* Unlimited processes can be created with any TITLE as needed  \* All processes should be dynamic  \* Single or multi-files downloading in auto folder or ZIP (folder or file name can be set)  \* Single or multi-files can be shared or sent via email  \* Highly responsive client & back end use Angular JS type any platform |