

User Manual

Digital Document Management System (DDMS)

For Organizational Use

Document Control

Item	Description
Document Title	Digital Document Management System - User Manual
Version	1.0
Prepared For	Internal Organizational Users
Application Type	Web-Based Document Management System
Technology Stack	React.js, Node.js, MySQL, Bootstrap, CSS
Access Level	Authorized Users Only

1. Introduction

The Digital Document Management System (DDMS) is an internal web-based application developed to facilitate the secure creation, storage, management, and retrieval of digital documents within the organization. The system replaces manual document handling processes and provides a centralized repository for organizational records.

This user manual provides step-by-step instructions for end users to effectively operate the system.

2. Objective of the System

The objectives of the Digital Document Management System are to:

- Centralize organizational document storage
- Improve document accessibility and traceability
- Reduce physical documentation and manual errors
- Ensure secure and controlled access to documents
- Enhance operational efficiency and compliance

3. Intended Audience

This manual is intended for:

- Employees
- Department users
- Authorized staff members
- System operators

Users are expected to have basic computer and web navigation skills.

4. System Access Requirements

Hardware Requirements

- Desktop or Laptop Computer
- Minimum 4 GB RAM

Software Requirements

- Supported Web Browsers:
- Google Chrome (Recommended)
- Mozilla Firefox
- Microsoft Edge
- Stable internal or internet network connection

5. User Authentication and Access Control

Access to the system is restricted to authorized users only. Each user is assigned unique login credentials. Users must not share login details under any circumstances.

6. Login Page

Purpose

The Login Page enables authorized users to securely access the system.

Procedure

1. Open the DDMS application URL.
2. Enter your Username
3. Enter your Password.
4. Click the Login button.

System Response

Successful authentication grants access to the Dashboard.
Invalid credentials trigger an error notification.

Role-Based Access Control (RBAC)

The Digital Document Management System (DDMS) implements **Role-Based Access Control (RBAC)** to regulate user access based on assigned roles and departmental responsibilities. This ensures that sensitive documents are accessed, modified, and managed only by authorized personnel, in accordance with organizational security and data governance policies.

Access permissions are automatically enforced by the system upon user login.

When departmental head login, he can view only his departmental files.

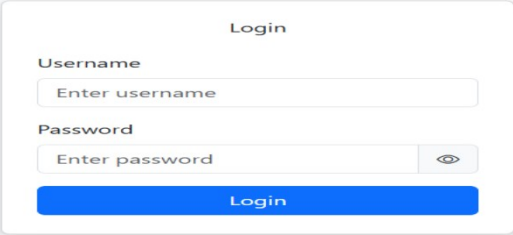
When GS login, he can view all the departmental files.

When a person other than departmental head login he can only view the files and add comments. Edit option is not provided.

Security Enforcement

- Access rights are assigned during user creation and managed by the system administrator.
- Permissions are validated at both the frontend (React.js) and backend (Node.js) levels.
- Unauthorized actions are blocked and logged by the system.
- Users attempting restricted actions will receive an appropriate access-denied notification.

Login page



7. User Registration (Signup Page)

Purpose

The Signup Page allows authorized personnel to register into the system (subject to organizational policy).

User registration is managed by the Admin. The Administrator is responsible for:

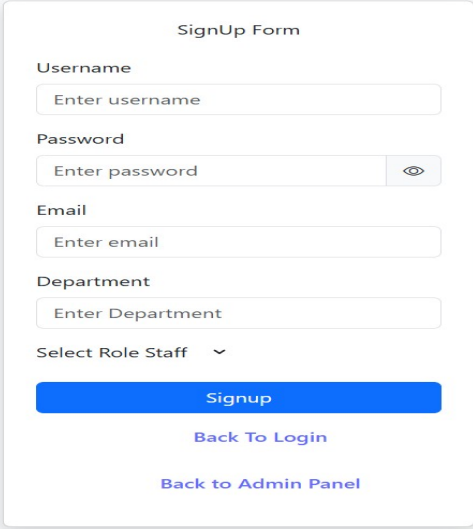
- Creating new user accounts
- Assigning appropriate roles and departmental access
- Ensuring compliance with organizational access control policies

This controlled registration process ensures system security, accountability, and proper role-based access enforcement.

Procedure

- Enter username, password, email and department.
- Select role from the dropdown
- Click signup to add new user

Signup Form



The image shows a 'SignUp Form' with the following fields and controls:

- Username:** A text input field with the placeholder 'Enter username'.
- Password:** A text input field with the placeholder 'Enter password' and a toggle icon (an eye) to the right.
- Email:** A text input field with the placeholder 'Enter email'.
- Department:** A text input field with the placeholder 'Enter Department'.
- Select Role Staff:** A dropdown menu with a downward arrow.
- Buttons:** A blue 'Signup' button, a blue 'Back To Login' link, and a blue 'Back to Admin Panel' link.

8. Dashboard Page

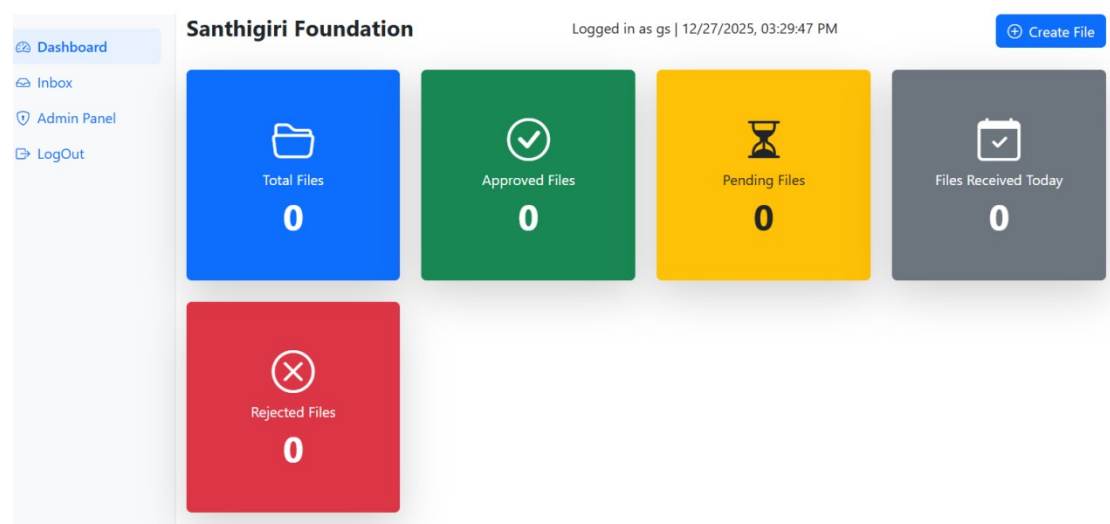
Description

The Dashboard serves as the main landing page after login. It provides an overview of system activities and quick access to core features.

Features

- The logged in username and time is shown in the top center of the dashboard.
- Total files per department, pending, approved and rejected files and the files received today.
- Quick navigation links
- User information display
- User Actions
- Navigate to document creation

Dashboard



9.Create File Page

Purpose

The Create File page allows authorized users to create and register a new file within the system by selecting the appropriate organizational hierarchy and attaching relevant documents and notes.

File Creation Procedure

1.Department

The logged in user's department will be shown in the Department dropdown list.

- The system automatically populates the corresponding Divisions associated with the corresponding department.

2.Division Selection

Select a Division from the Division dropdown list.

- Upon selection, all Units under the selected division are automatically populated in the Units dropdown.

3.Unit Selection

Select the appropriate Unit from the Units dropdown list.

4.File Name Generation

The File Name is automatically generated by the system based on the selected:

- Department
- Division
- Unit
- File number

Manual modification of the file name is not required.

5.File Subject

Enter the File Subject in the provided field.

- This field is mandatory and should clearly describe the purpose or content of the file.

6.Document Attachment

Upload scanned copies or digital documents related to the file using the attachment option.

- Multiple documents can be attached as required.

Create File Page

The screenshot shows a web application interface for creating a file. On the left is a sidebar with 'Inbox' and 'LogOut' links. The main form area has a header with 'Department' (set to 'Marketing Department (MKT)'), 'Divisions' (dropdown), and 'Units' (dropdown). Below this is a 'No.' field with the value '140'. A section titled 'Marketing Department (MKT)' contains three input fields: 'File Number:', 'File Subject:', and 'File Matter:'. The 'File Matter:' field is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, and source code.

p

Attachments:

[Choose Files](#)

[Create](#)

10. File Inbox Page

Purpose

The File Inbox page provides users with a consolidated view of files associated with their department and enables monitoring of file status and movement.

File Inbox Functionality

- When a new file is created, it is automatically listed in the File Inbox with a default status of Pending.
- The File Inbox displays all files belonging to the department of the logged-in user.
- Each file entry shows the current (live) location of the file, indicating its present status within the system workflow.

This page allows users to easily track departmental files and monitor their progress in real time.

File Inbox page

Dashboard
Inbox
Admin Panel
LogOut

File Register

Logged in as gs | 12/27/2025, 03:39:22 PM

Created Files

Received Files

High Priority Files

Forwarded Files

Office Of The General S...

Division

Unit

-- Select Status --

Apply Filter

Clear Filter

#	File No.	File Subject	Date Added	Live File Location	Status	Action	De
<input type="checkbox"/>	1	MKT/SHCP/MOHCZ/106/2025	file sub106	12/27/2025, 9:43:35 AM		DRAFT	Delete
<input type="checkbox"/>	2	MKT/SHCP/MOHCZ/105/2025	file sub105	12/24/2025, 4:39:08 PM		DRAFT	Delete
<input type="checkbox"/>	3	MKT/SHCP/SASVHCZ/104/2025	file sub104	12/24/2025, 3:11:18 PM		expired	Delete
<input type="checkbox"/>	4	MKT/SHCP/MOHCZ/102/2025	file sub102	12/24/2025, 2:52:48 PM		expired	Delete
<input type="checkbox"/>	5	OPN/HK&S/HK/101/2025	file sub101	12/24/2025, 11:58:10 AM	OGS	expired	Delete
<input type="checkbox"/>	6	MKT/SHCP/MOHCZ/100/2025	file sub100	12/24/2025, 10:55:57 AM	OGS	expired	Delete
<input type="checkbox"/>	7	MKT/SHCP/MOHCZ/99/2025	file sub99	12/24/2025, 10:03:08 AM	OPN	expired	Delete

11.View File Page

Purpose

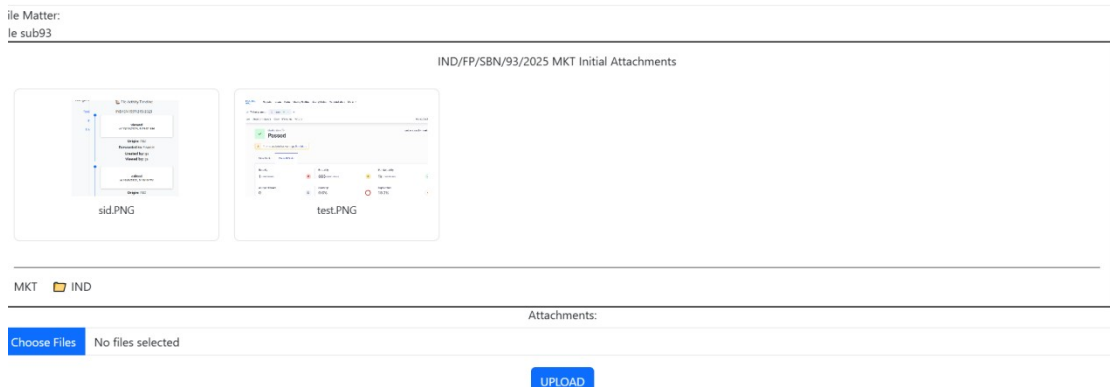
The View File page allows users to access detailed information related to a selected file, including attachments, document history, and file movement.

View File Functionality

- Clicking on any file record in the File Inbox redirects the user to the View File page.
- Initial attachments uploaded at the time of file creation are displayed in the top section of the page.
- Each department can upload and attach its own supporting documents in the bottom section of the page using the Upload button.
 - Uploaded documents are automatically stored under the respective department folder.
- File Timeline action buttons are provided on the page for tracking file movement.
- Selecting the File Timeline option redirects the user to the Audit Trail page, where the complete file history can be reviewed.

This page ensures transparency, traceability, and controlled document collaboration across departments.

View Page



Notes

Add Note

Department

Update & Send

Request High Priority

Cancel

12.Add Notes Section

1.Adding Notes

Notes related to the file can be entered in the Notes input area provided on the left side of the page.

2.Saving Notes

Click the Add Note button to save the note.

3.Viewing Notes

Saved notes are displayed as individual card blocks associated with the file. Each note card displays:

- Name of the user who created the note
- Date and time of note creation

This feature enables efficient documentation of remarks, observations, and file-related discussions.

approved

— **gs**, OGS 1/8/2026, 3:32:57 PM

quote added

— **opn**, OPN 1/8/2026, 3:08:09 PM

2 quote needed

— **mkt**, MKT 1/8/2026, 2:56:02 PM

Add Note

Department

Update & Send

13.File Timeline Page (Audit Trail)

Purpose

The File Timeline page provides a complete audit trail of all actions performed on a file throughout its lifecycle.

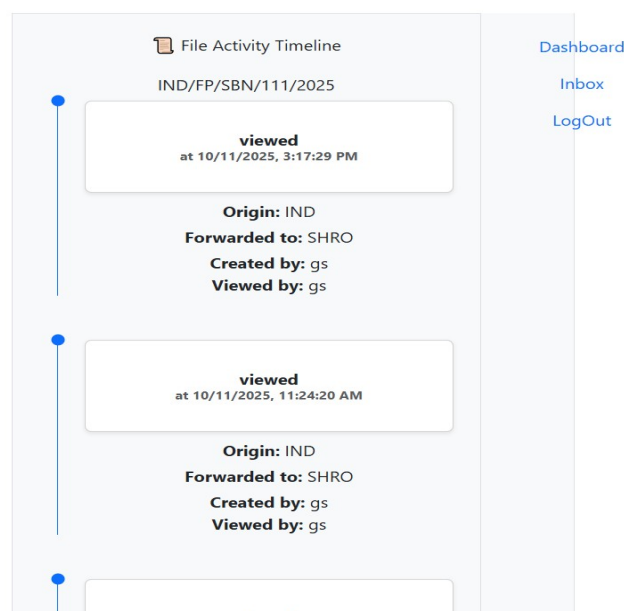
File Timeline Functionality

- The File Timeline displays a chronological record of file activities, including:
 - When file details were created or modified
 - Who performed each action
 - Approval actions and the approving authority
 - Date and time of each activity

This page ensures transparency, accountability, and traceability by maintaining a permanent history of file movements and changes.

The File Timeline supports compliance requirements and enables users to monitor the progress and handling of files accurately.

File Timeline page



14.Filter Section

Purpose

The Filter Section allows users to quickly locate specific files in the system by applying various criteria. It provides both hierarchical filtering and metadata-based search functionality to improve file accessibility and efficiency.

Filter Functionality

1.Filter Options

- Filter by Department: Select a department from the dropdown to display files belonging to that department.
- Filter by Division: Once a department is selected, the corresponding divisions can be chosen to narrow down results.
- Filter by Unit: Selecting a division will populate the units dropdown for further refinement.

2.Metadata Search

Users can search files using specific file metadata such as file name, subject, or file number.

3.Applying Filters

- Click the Apply Filter button to apply the selected criteria.
- The file list is updated to show only the files matching the filter settings.

4.Clearing Filters

- Click the Clear Filter button to reset all filter selections.
- All files in the department are displayed again without any applied filters.

This section streamlines file retrieval and allows users to quickly locate files based on departmental hierarchy or specific file attributes.

Filter Section

#	File No.	File Subject	Date Added	Live File Location	Status	Document Expiry Timer
1	IND/FP/SNFP/96/2025	file sub96	12/23/2025, 4:07:55 PM	IND	expired	
2	OPN/CPMD/OPRJE/92/2025	file sub92	12/23/2025, 12:45:05 PM	IND	expired	
3	MKT/SHCP/MOHCZ/85/2025	file sub85	12/23/2025, 10:05:50 AM	IND	expired	
4	MKT/SH&ET/CRZ/84/2025	file sub84	12/23/2025, 9:34:07 AM	IND	expired	
5	OPN/HK&S/HK/73/2025	Office Lease Renewal Documents	12/19/2025, 4:55:14 PM	IND	expired	

15.Admin Panel

Purpose

The Admin Panel provides system administrators with centralized control over user management, file monitoring, and role assignment. It is accessible only to users with administrative privileges.

Admin Panel Functionality

1.User Management

- Add new users to the system
- View the complete list of registered users
- Assign or modify user roles and departmental access

2.File Monitoring

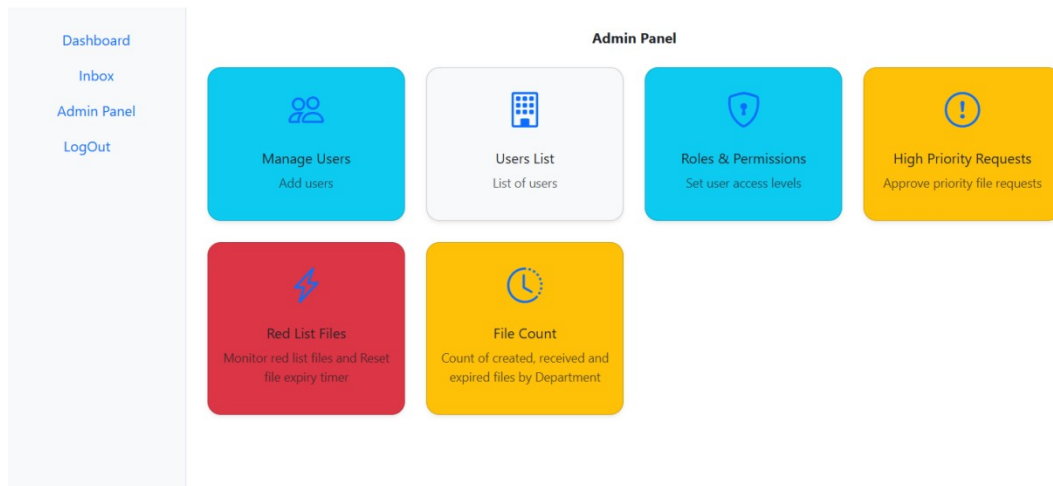
- View red-listed files for immediate attention
- Access high-priority files to track critical documents

3.Access Restrictions

- The Admin Panel is visible only to administrators upon login.
- Non-admin users will not see or have access to this panel.

This ensures that sensitive administrative functions are restricted to authorized personnel and that organizational policies for file and user management are maintained.

Admin Panel



16.Red Flag Indicator

Purpose

The Red Flag Indicator alerts users and administrators to files that have been pending action for an extended period, ensuring timely attention and follow-up.

Functionality

- When a file remains in a Pending status for more than 48 hours, a red flag icon is automatically displayed next to the file.
- This visual indicator highlights files that require immediate review or action.
- The feature helps maintain workflow efficiency and ensures that critical tasks are not overlooked.

Red Flag indicator

<input type="checkbox"/>	5	MKT/SH&ET/CRZ/90/2025	file sub90	11/7/2025, 3:29:31 PM	FIN	expired	🚩	Dele
<input type="checkbox"/>	6	IND/FP/SBN/89/2025	file sub89	11/7/2025, 3:24:01 PM	FIN	expired	🚩	Dele

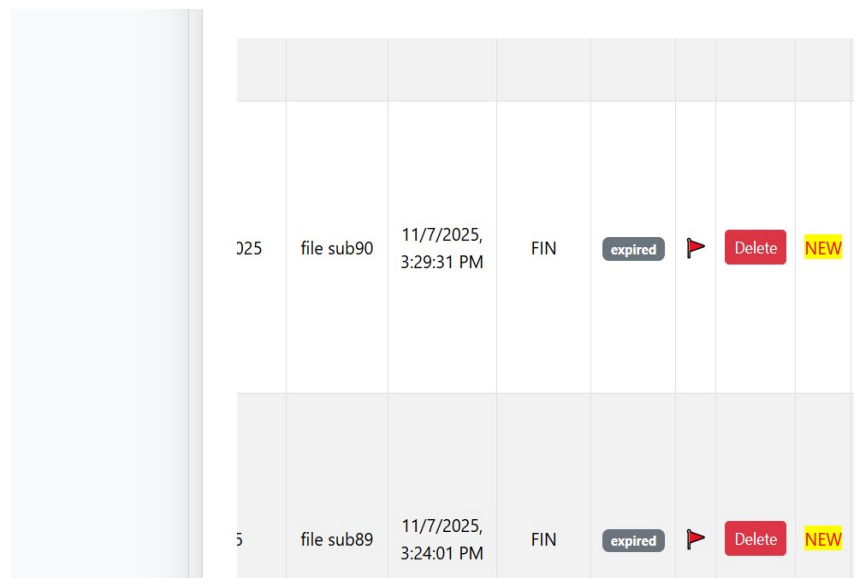
17.New Flag Indicator

Purpose

The New Flag Indicator helps users quickly identify files that have not yet been viewed, ensuring that new or incoming documents are promptly noticed.

Functionality

- All unread files are marked with a NEW flag.
- Once a file is clicked and viewed, the NEW flag automatically disappears.
- This feature allows users to easily track and manage new files, preventing important documents from being overlooked.



025	file sub90	11/7/2025, 3:29:31 PM	FIN	expired	▶	Delete	NEW
5	file sub89	11/7/2025, 3:24:01 PM	FIN	expired	▶	Delete	NEW

18.Document Expiry Timer

Purpose

The Document Expiry Timer is designed to monitor the life cycle of files and ensure timely action on pending documents. It provides a visual indication of approaching deadlines to prevent delays in document processing.

Functionality

- The timer starts from the time a file is created.
- If a document remains pending without action for 15 days, the timer is considered expired.
- Visual Indicators:
 - Green: File is newly created and within the safe time frame.

- Orange: 80% of the expiry period has elapsed, indicating that the file requires attention soon.
- Red: 20% of the remaining time is left or the file is close to expiry, signaling urgent action is required.

This feature enables users to prioritize tasks effectively and ensures that documents are processed within the defined time frame.

Document expiry timer

The interface shows a table of documents with columns: File Subject, Date Added, Live File Location, Status, and Action. A 'Document Expiry Timer' is displayed for each row, showing a progress bar and the remaining time. The timer is green for 1m 50s remaining, orange for 1m 08s remaining, and red for 0m 11s remaining. The table is filtered by status, showing 'pending' files.

File Subject	Date Added	Live File Location	Status	Action	Document Expiry Timer
file sub94	11/9/2025, 8:33:15 PM	FIN	pending	Delete	1m 50s remaining (Expires at: 9:51:57 AM)
file sub95	11/8/2025, 3:23:26 PM	FIN	pending	Delete	1m 08s remaining (Expires at: 9:51:57 AM)
file sub94	11/9/2025, 8:33:15 PM	FIN	pending	Delete	0m 11s remaining (Expires at: 9:51:57 AM)
file sub95	11/8/2025, 3:23:26 PM	FIN	pending	Delete	0m 11s remaining (Expires at: 9:51:57 AM)

19.Red List Page

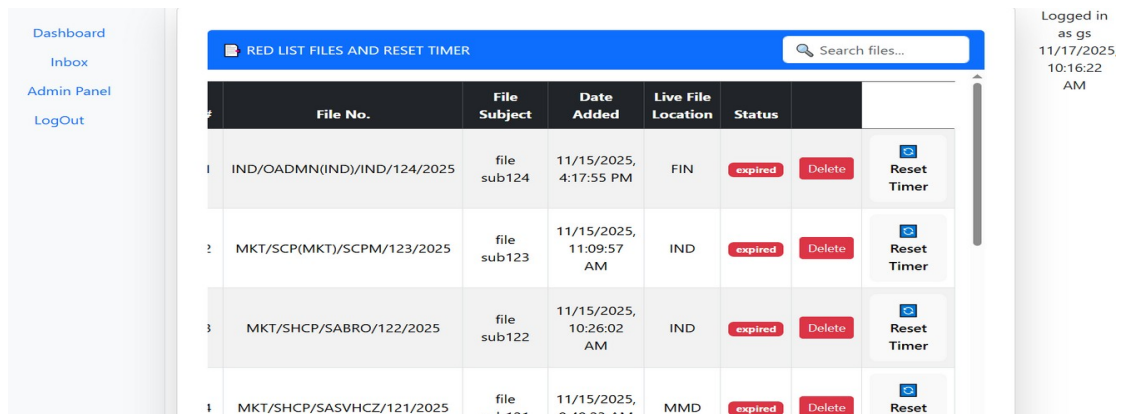
Purpose

The Red List Page provides a centralized view of files that have exceeded their designated processing time, enabling administrators and department users to take corrective action promptly.

Functionality

- A file is added to the Red List when it remains in a department beyond the defined time limit or its Document Expiry Timer reaches the end.
- On the Red List Page, users with appropriate permissions can reset the timer for the file after taking necessary action.
- This feature ensures that overdue files are easily identifiable and helps prevent workflow delays.

Red List Page



The screenshot displays the 'RED LIST FILES AND RESET TIMER' page. On the left is a sidebar with links: Dashboard, Inbox, Admin Panel, and LogOut. The main area contains a table with the following data:

	File No.	File Subject	Date Added	Live File Location	Status	
1	IND/OADMN(IND)/IND/124/2025	file sub124	11/15/2025, 4:17:55 PM	FIN	expired	Delete Reset Timer
2	MKT/SCP(MKT)/SCPM/123/2025	file sub123	11/15/2025, 11:09:57 AM	IND	expired	Delete Reset Timer
3	MKT/SHCP/SABRO/122/2025	file sub122	11/15/2025, 10:26:02 AM	IND	expired	Delete Reset Timer
4	MKT/SHCP/SASVHCZ/121/2025	file sub121	11/15/2025, 9:49:23 AM	MMD	expired	Delete Reset

On the right side of the interface, a status bar indicates: Logged in as gs, 11/17/2025, 10:16:22 AM.

20.High Priority List Page

Purpose

The High Priority List Page allows users to flag files that require urgent attention and enables administrators to manage these priority requests effectively.

Functionality

- Users can request a file to be marked as High Priority.

- All high-priority requests are listed on the High Priority List Page.
- Administrators can approve or reject each high-priority request.
- Once a request is approved, the sender of the file receives a notification confirming that the file has been marked as High Priority.

This feature ensures that critical files receive prompt attention and enhances workflow efficiency within the organization.

High Priority List Page

Dashboard

inbox

in Panel

Out

HIGH PRIORITY FILES

Search files...

File No.	File Subject	Requested On	Requested By	Requested Dept	Status	Action Buttons
SHRO/MSD/SMSD/126/2025	file sub126	11/17/2025, 10:32:40 AM	sree	SHRO	pending	<div>Approve</div> <div>Reject</div>

Logged in as gs
11/17/2025, 10:34:26 AM

21. Conclusion

The Digital Document Management System provides a secure, transparent, and efficient platform for managing organizational documents. Proper usage in accordance with this user manual ensures compliance, accountability, and streamlined document workflows.