



Kampala Capital City Authority

USER MANUAL

Document Management System

**DESIGN AND DEVELOPMENT OF THE COMPUTER AIDED
MASS PROPERTY VALUATION INFORMATION SYSTEM,
CITY ADDRESS MODEL (CAM) AND THE KCCA
CORPORATE GIS (CAM/CAMPV SYSTEM)**

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1 Definitions, Acronyms and Abbreviations

Abbreviations	Description
KCCA	Kampala Capital City Authority
DMS	Document Management System
OTP	One Time Password

2 Scope

The intent of this software is to implement an Integrated Web-Based Solution across KCCA.

The scope includes the following:

- ✓ Document Routing Facilities.
- ✓ Documents Capturing
- ✓ Archiving Of Documents.
- ✓ Storing Documents.
- ✓ Version control.
- ✓ Letter/Document Tracking.
- ✓ Searching Location of Document.
- ✓ Document Annotation.
- ✓ Security.

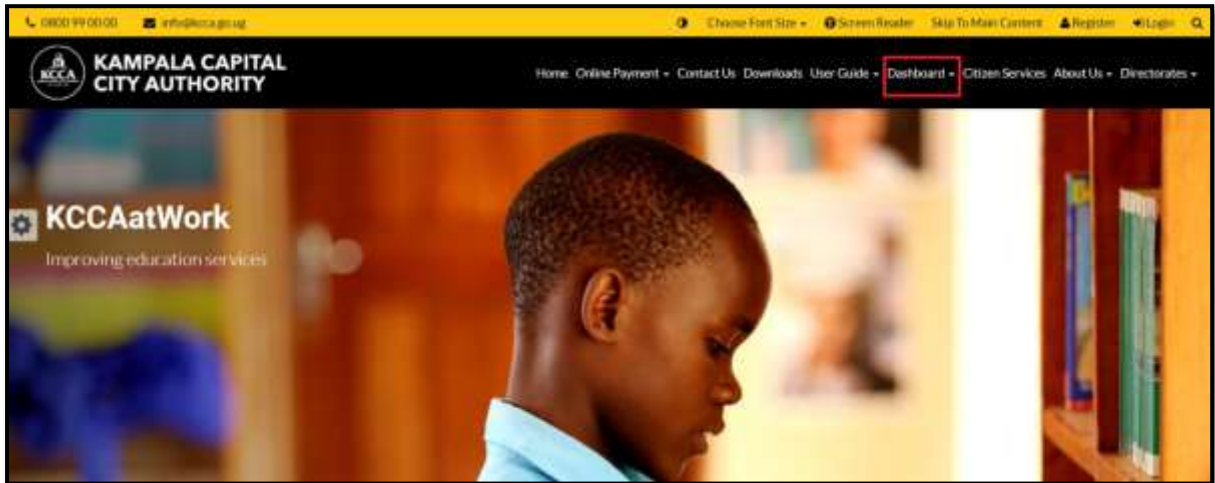
3 Introduction to Document Management System

- Document Management Systems (DMS), is the use of computer system and software to store, manage and track electronic documents and electronic images of paper based information captured through the use of a document scanner.
 - Security, Authentication and role based access control.
 - Workflow for routing the applications online to the concerned officials.
 - Timeframe for action on Inward is defined irrespective of number of scrutiny levels.
 - System will allow user to file all concern documents/ letters in one File. File will be generated with unique ID. Against File ID, all Inward numbers will be linked so that one single file can be send for further actions. Further action will be tracked in the system.
- This module aims to improve the efficiency of the Document operations in the KCCA. This module gives comprehensive details of Inward, Outward transaction etc.
 - The module is bifurcated into various sections namely "Other", "Transaction" and "Reports"

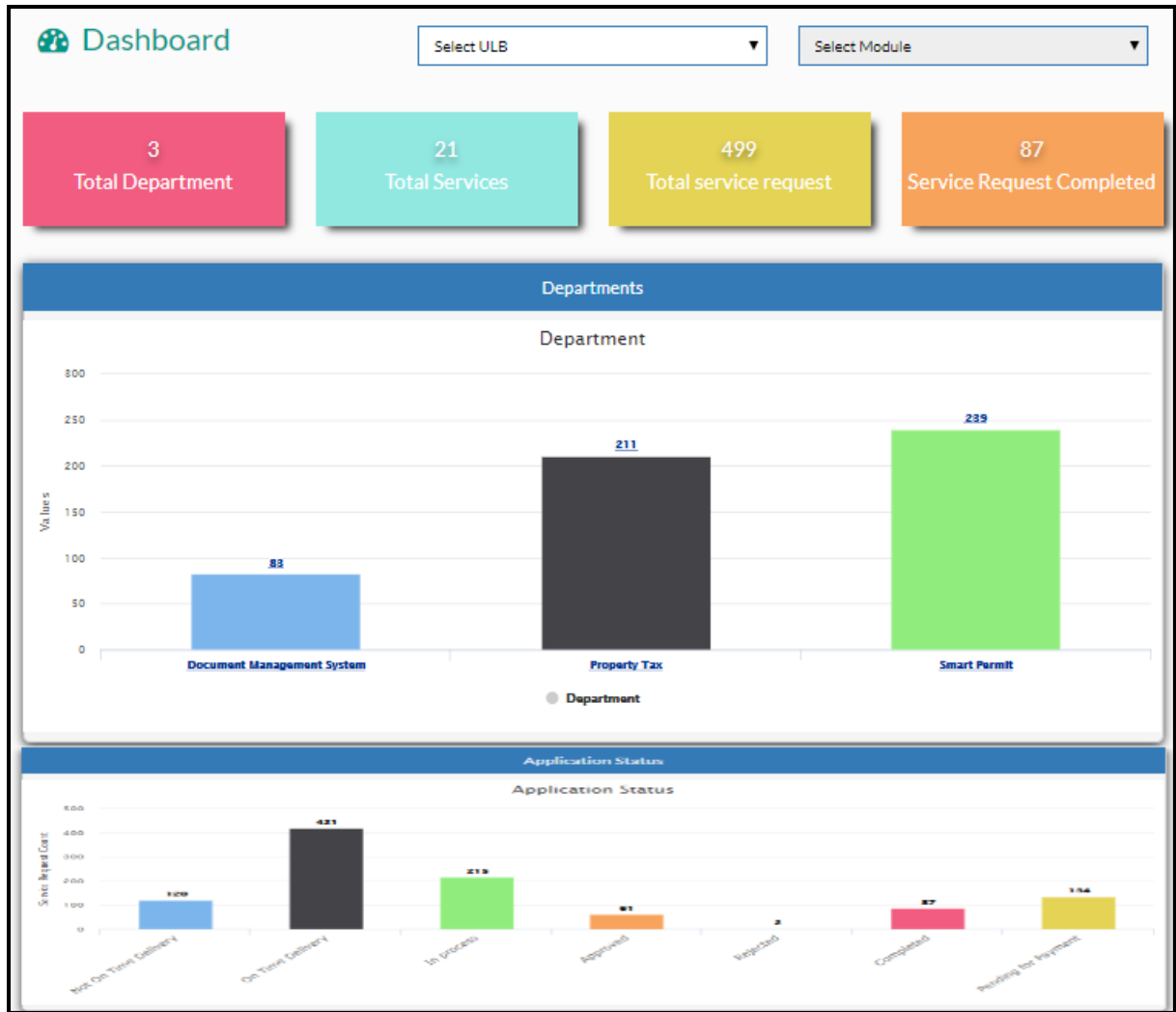
4 Dashboard

Dashboard gives the graphical view of Reports/Application/ Transaction etc.

Below is the screen to locate the “**Dashboard**” tab on home screen,

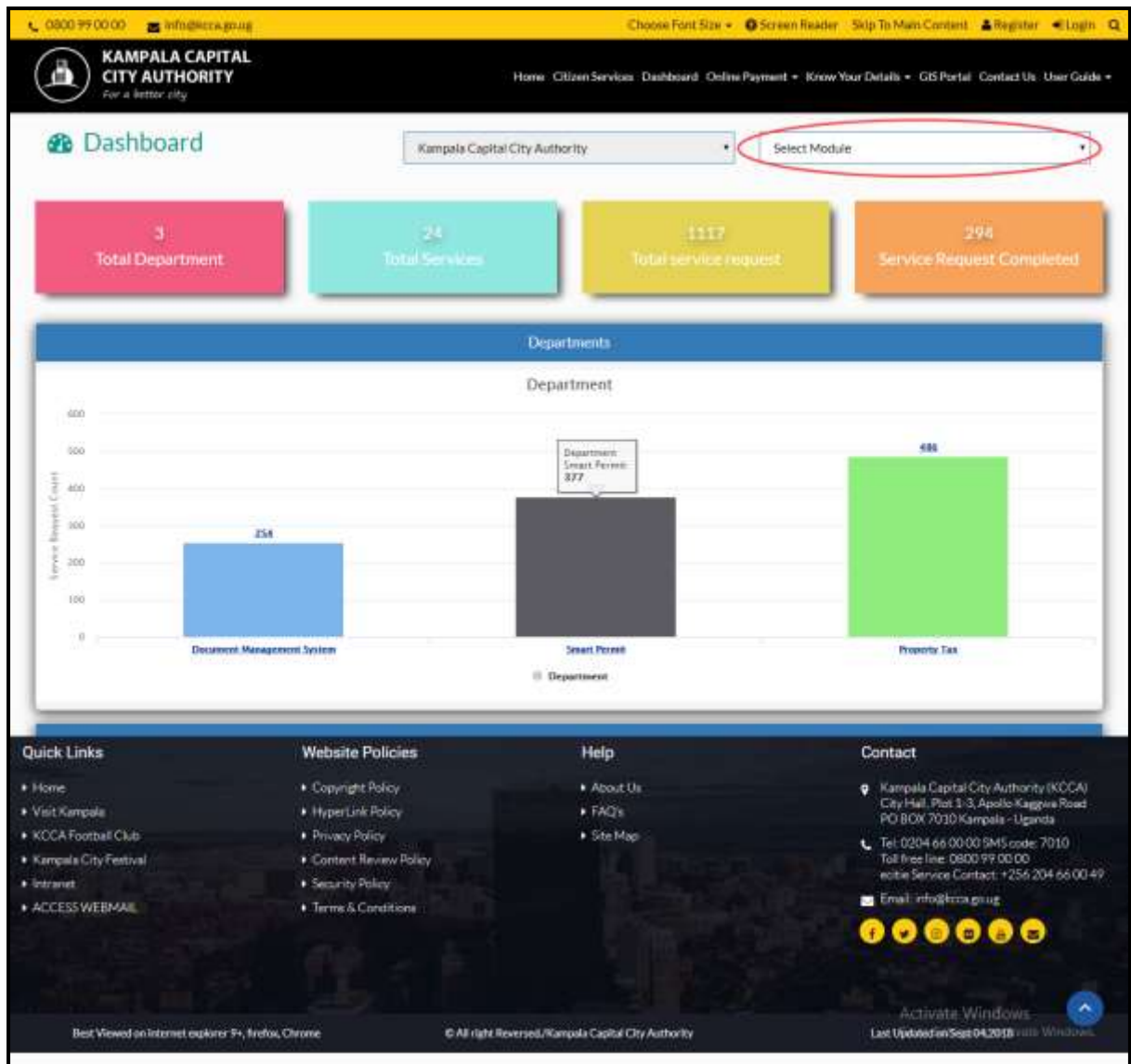


On Click of “**Dashboard**” below screen will be displayed,

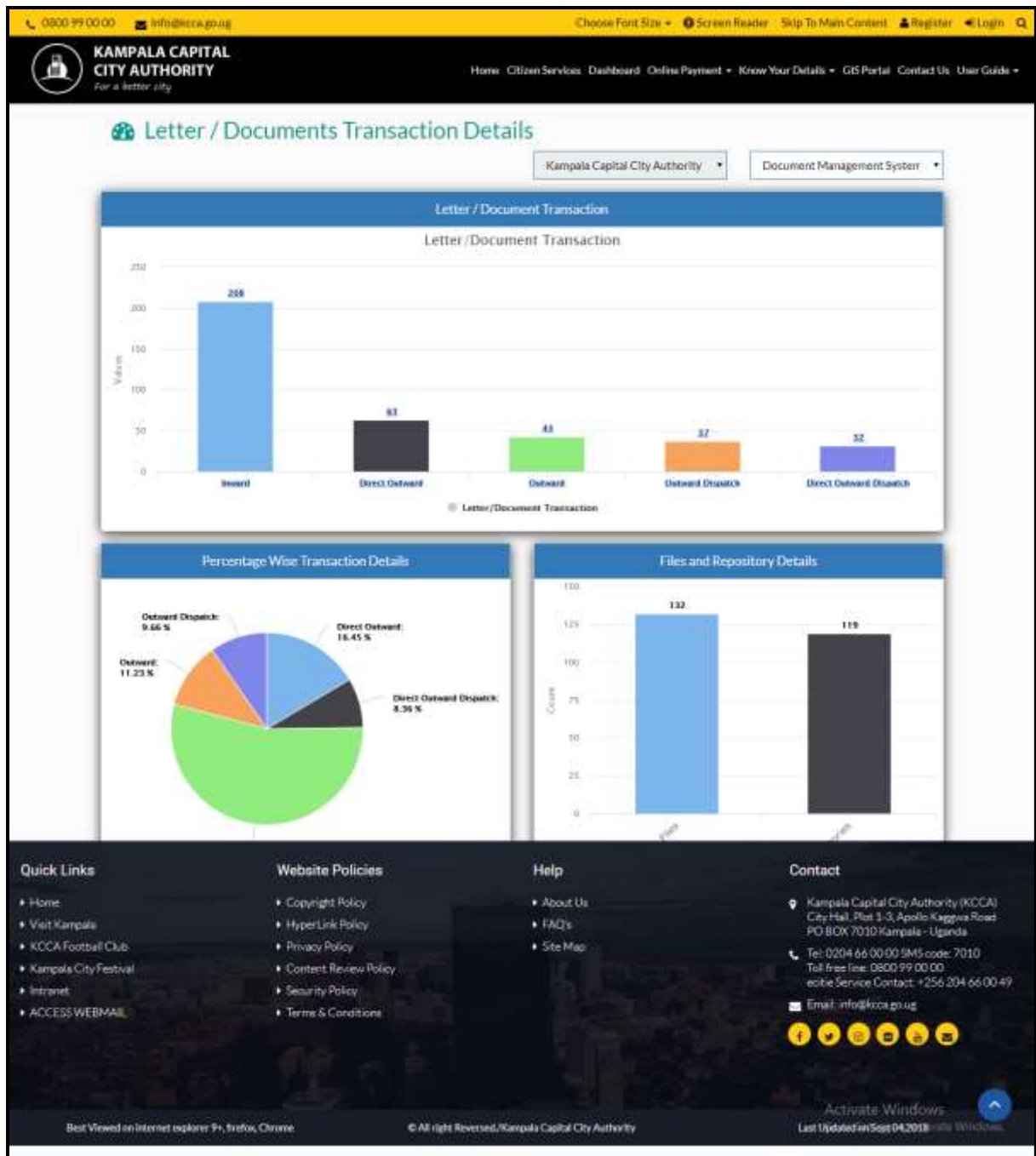


Above mentioned is the landing page of the dashboard wherein user can see the status of all the modules currently present in system. Along with that user can also view the application status.

For viewing the graphical view of respective module, user need to select the dropdown of modules as shown in below screen.



On selection of module, module specific graphs will be displayed by the system as shown below.



Document Management System dashbaord is basically divided into three sections namely Letter/Document Transaction, Percentage wise transaction details and Files and repository details.

Letter/Document Transaction:

In this section, user can get to know the number of inward,outward, direct outward etc. applications recived in the system in division/parish/village hierarchy.

Percentage wise transaction:

In this section, user can get to know the number of inward,outward, direct outward etc. received in percentage format.

Files and repository details:

This sections depicts the number of repositories and files created in the system.

5 Masters

5.1 Sender Category – Sub Category

Sender Category & Sub Category will be defined through lookup, Description of the same mentioned in Common/Configuration module user manual.

5.2 Letter/Document Category – Sub Category

Letter/Document Category & Sub Category will defined through lookup, Description of the same mentioned in Common/Configuration module user manual.

Similarly other dropdown values can be configured through lookup.

6 Citizen Services

6.1 Document/Letter Inward

System provides the facility to capture Inward entry details. Information is captured on basis of various sections namely Applicant Information, Sender Details, Letter/Document Details, Attach Document, Additional Information etc.

Follow the path for Citizen: Citizen Login → Citizen Services → Document Management System → Document Letter Inward

Note: only registered citizen can apply for Document/Letter Inward service.

User Need to Login First, after that user can directly apply for **Document/Letter Inward** service.

Once **Citizen** is **Successfully Logged** in, below screen will be displayed by the system.



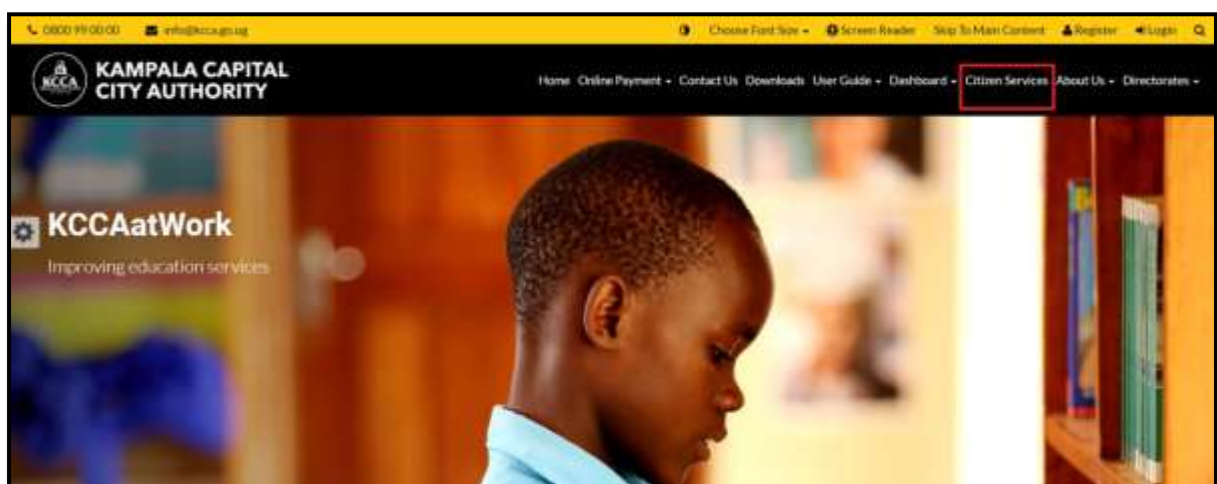
Citizen's Activity List

5 In Process 0 Approved 2 Completed 0 Rejected

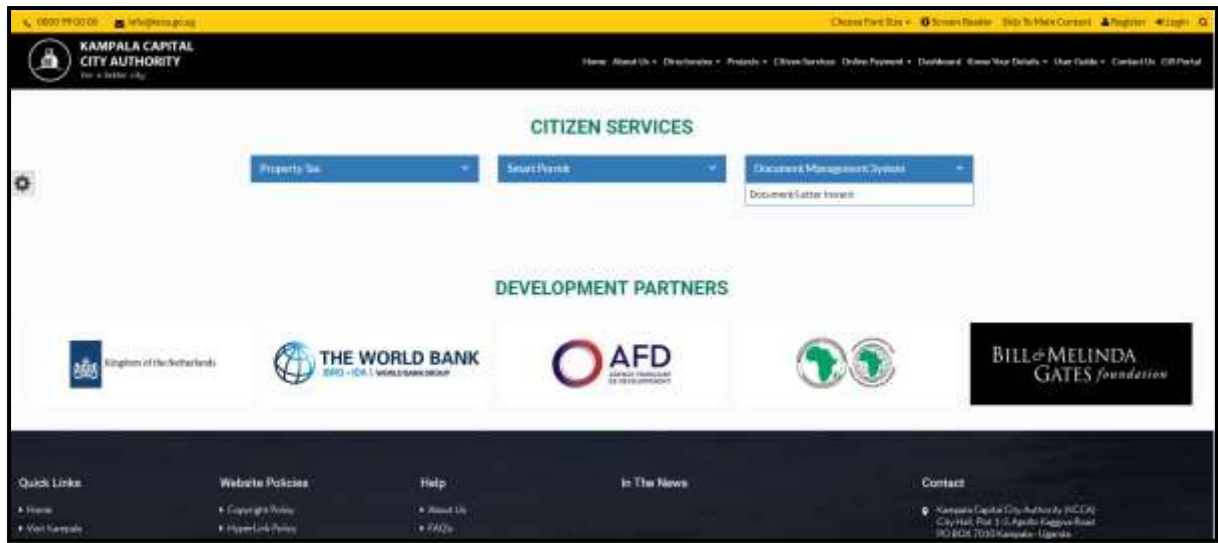
Show 10 entries Search:

Sr.Number	Service Request Number	Service Request Date	Service Applied For	Status	Remarks	Pending At
1	KCCA1520000001652	14-10-2019	Document Letter Inward	In process	Pending For Outward	Gajanan W
2	KCCA1920000001564	12-08-2019	Application for Chain Link Permit	Pending for Payment		-

User need to click on **"Citizen Services"** tab to locate the Inward Entry service.



On Click of **“Citizen Services”** below screen will be displayed.

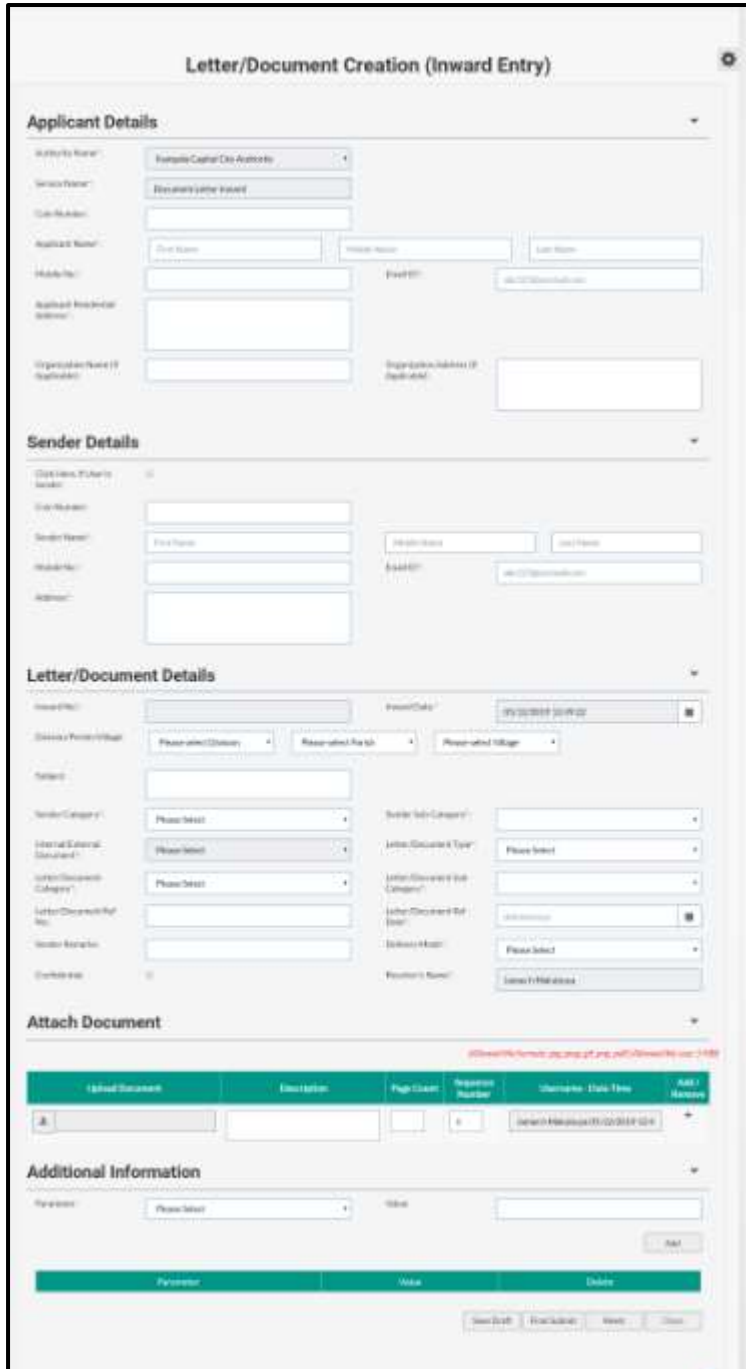


Then Click on **“Document Management System”** and **“Document Letter Inward”** service. Refer Below Screen.

Under Document Management System module, service namely **“Document Letter Inward”** will be present.



Post Click on **“Document /Letter Inward”** below Screen will be displayed by the system.



Letter/Document Creation (Inward Entry)

Applicant Details

Agency Name:

Service Name:

Applicant Name:

Mobile No: Pin Code:

Applicant Residential Address:

Organization Name (if applicable): Organization Address (if applicable):

Sender Details

Organization Name:

Sender Name:

Mobile No: Pin Code:

Address:

Letter/Document Details

Invoice No: Invoice Date:

Invoice From (Bill):

Sender Category: Sender Sub Category:

Internal/External Document: Letter Document Type:

Letter Document Category: Letter Document Sub Category:

Letter Document Ref No: Letter Document Ref Date:

Sender Remarks: Delivery Mode:

Printable: Payment Mode:

Attach Document

Upload Document | Document Description | Page Count | Selection Number | Upload Date Time | Add / Remove

Upload Document	Document Description	Page Count	Selection Number	Upload Date Time	Add / Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="17/12/2019 10:49:22"/>	<input type="button" value="Add"/> <input type="button" value="Remove"/>

Additional Information

Remarks: Value:

The Inward Entry form is basically divided into 5 sections namely

- **Applicant Details**

In this form, system captures the data of applicant (the one who is applying for the service)

On basis of with and without coin number, applicant related data such as "Name", "Contact Number" etc. will be auto displayed by the system or entered by user.

- **Sender Details**

Sender details are the details of the owner of the document. It is not necessary that sender and applicant details would be same.

This form captures the details of Sender such as Sender Name, Mobile No, etc.

If applicant and sender is same then user can select option on just single click and sender details are auto filled up but using [Click Here](#), If User Is Sender:

- **Letter/Document Details**

This form captures the complete information of Sender Category, Letter/document Category etc. Here on this form it is mandatory Witness Information also enter or select require columns or data etc.

Here also provide facility to keep record of confidential documents and if this option is selected then only primary owner can see information related to attachment.

- **Attach Document**

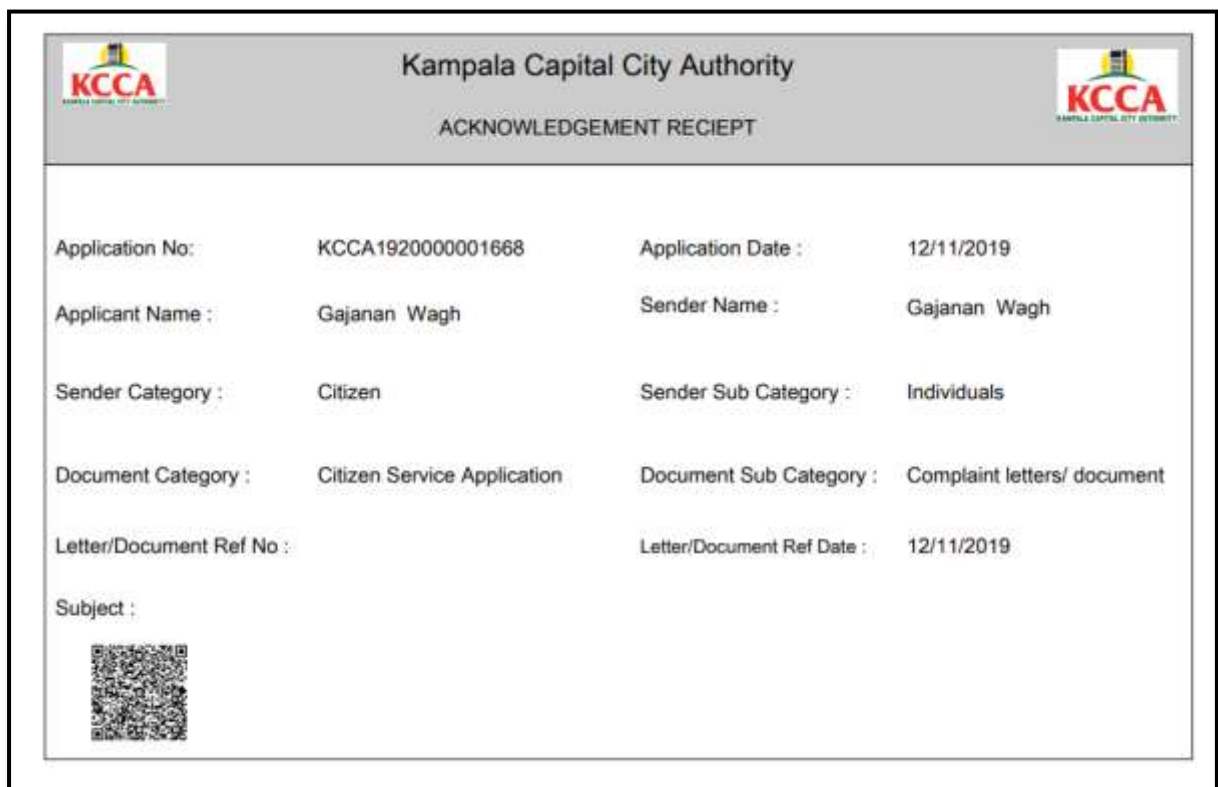
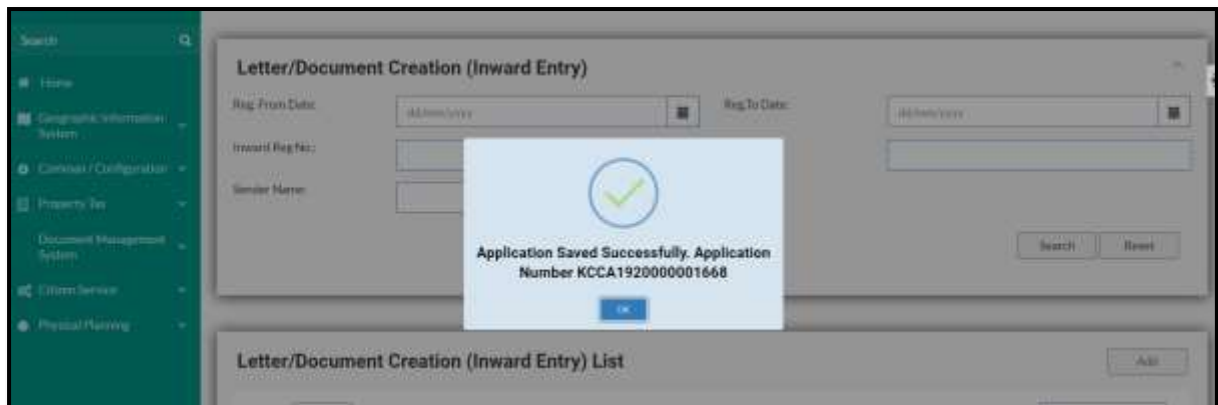
This form consists of the documents which need to be uploaded to complete the Inward process, In Attachment there is file size must be less than 10MB for each attachment and supported file types are shown on screen.

- **Additional Information**

This form captures the additional information which would later be used in metadata search

Post entering all the data user need to click on **"Final Submit"** button to submit the application. On final submit Citizen/Applicant User will get the **SMS and Email** and unique application number will be generated by the system along with acknowledge as shown below.

Note: Email sends with acknowledgment attachment.



Application will go into **Scrutiny Process** first at **Initiator** level.

Also, the application can be seen on citizen dashboard wherein the user can track the application related status.

Citizen's Activity List

5
In Process

0
Approved

2
Completed

0
Rejected

Show entries Search:

Sr.Number	Service Request Number	Service Request Date	Service Applied For	Status	Remarks	Pending At
1	KCCA1920000001652	14-10-2019	Document Letter Inward	In process	Pending For Outward	Gajanan W
2	KCCA1920000001564	12-08-2019	Application for Chain Link Permit	Pending for Payment		-

To get to know about scrutiny process [Click Here](#).

7 Transaction

7.1 Inward Entry

System provides the facility to capture Inward entry details. Information is captured on basis of various sections namely Applicant Information, Sender Details, Letter/Document Details, Attach Document, Additional Information etc.

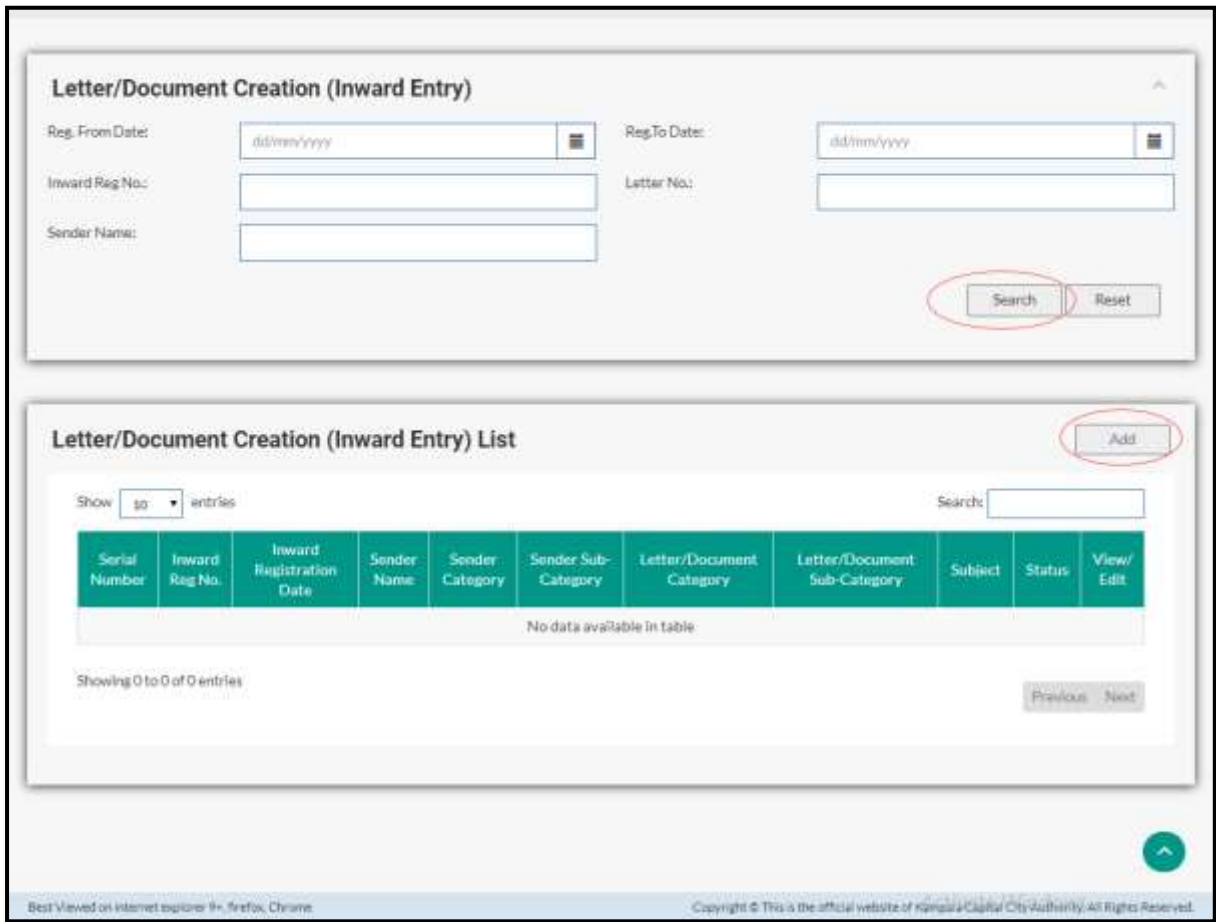
Follow the path for Department: Employee Login → Document Management System → Transaction → Inward Entry.



The screenshot shows the 'Employee Dashboard' for the 'Kampala Capital City Authority'. The main content area is titled 'MY TASK LIST' and displays a table of tasks. The table has the following columns: Service Request No. (SR No.), Service Request Date (SR Date), Service Name/Task assigned, Module Name, Assigned Date, Expected End Date, Status, and Action. The table contains four rows of data, all with a 'Pending' status.

Service Request No. (SR No.)	Service Request Date (SR Date)	Service Name/Task assigned	Module Name	Assigned Date	Expected End Date	Status	Action
HCCA1920000001562	12-11-2019 15:00:20	File Creation	Document Management System	12-11-2019 15:00:20	15-11-2019 09:00:18	Pending	DF
HCCA1920000001561	12-11-2019 15:18:58	File Creation	Document Management System	12-11-2019 15:18:58	15-11-2019 09:20:18	Pending	DF
HCCA1920000001560	12-11-2019 15:18:12	File Creation	Document Management System	12-11-2019 15:18:12	15-11-2019 09:20:18	Pending	DF
HCCA1920000001558	12-11-2019 15:18:12	File Creation	Document Management System	12-11-2019 15:18:12	15-11-2019 09:20:18	Pending	DF

When clicked on **"Inward Entry or Document / Letter Inward"** below screen will be displayed



The screenshot displays two web interface panels. The top panel, titled "Letter/Document Creation (Inward Entry)", contains several input fields: "Reg. From Date:" (with a date picker), "Reg. To Date:" (with a date picker), "Inward Reg No.:", "Sender Name:", and "Letter No:". At the bottom right of this panel, there are "Search" and "Reset" buttons, both of which are circled in red. The bottom panel, titled "Letter/Document Creation (Inward Entry) List", features a table with columns: "Serial Number", "Inward Reg No.", "Inward Registration Date", "Sender Name", "Sender Category", "Sender Sub-Category", "Letter/Document Category", "Letter/Document Sub-Category", "Subject", "Status", and "View/Edit". The table currently displays "No data available in table". Above the table, there is a "Show 10 entries" dropdown and a "Search:" input field. An "Add" button is circled in red at the top right of the list panel. Below the table, it says "Showing 0 to 0 of 0 entries" and includes "Previous" and "Next" navigation buttons. At the bottom of the entire interface, there is a footer with the text "Best Viewed on Internet Explorer 9+, Firefox, Chrome" and "Copyright © This is the official website of Kigali Capital City Authority. All Rights Reserved."

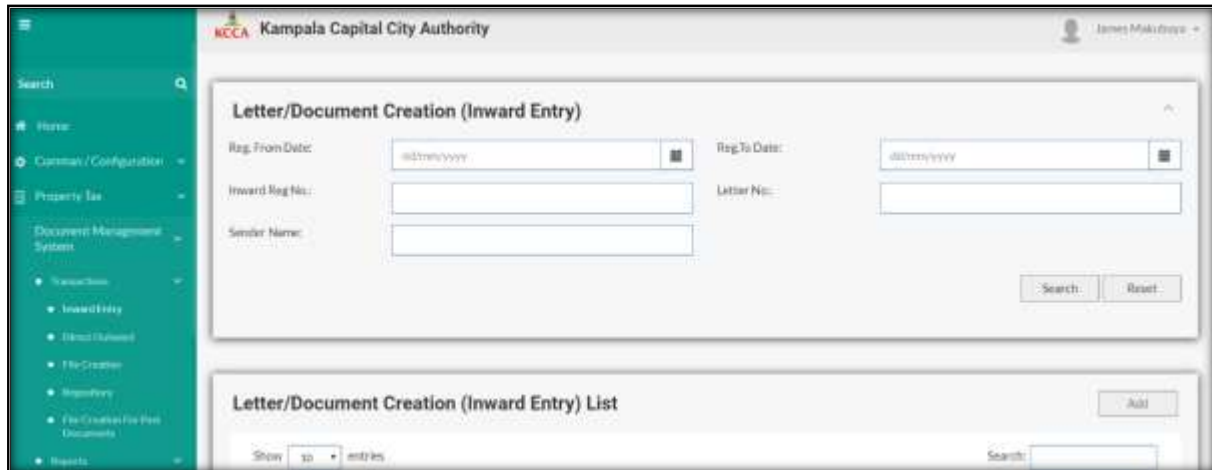
User can **"Search"** already added inward as well as do new inward entry in the system through **"Add"** option.

Firstly let us go through the entire flow of **"Searching"** Inward

Search

Search Provision

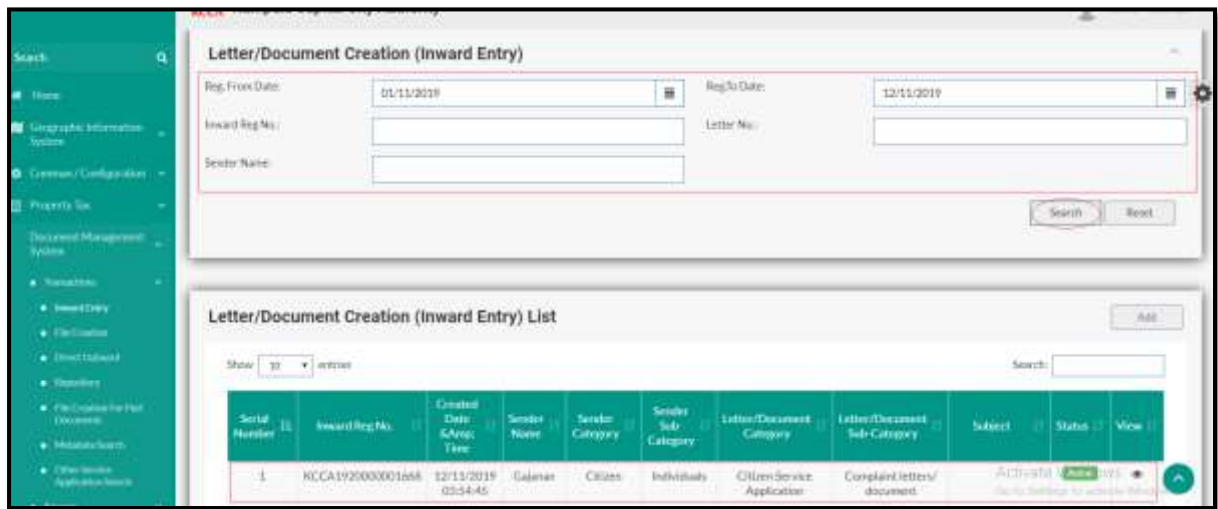
Follow the path: Department Login → Document Management System → Transaction → Inward Entry.



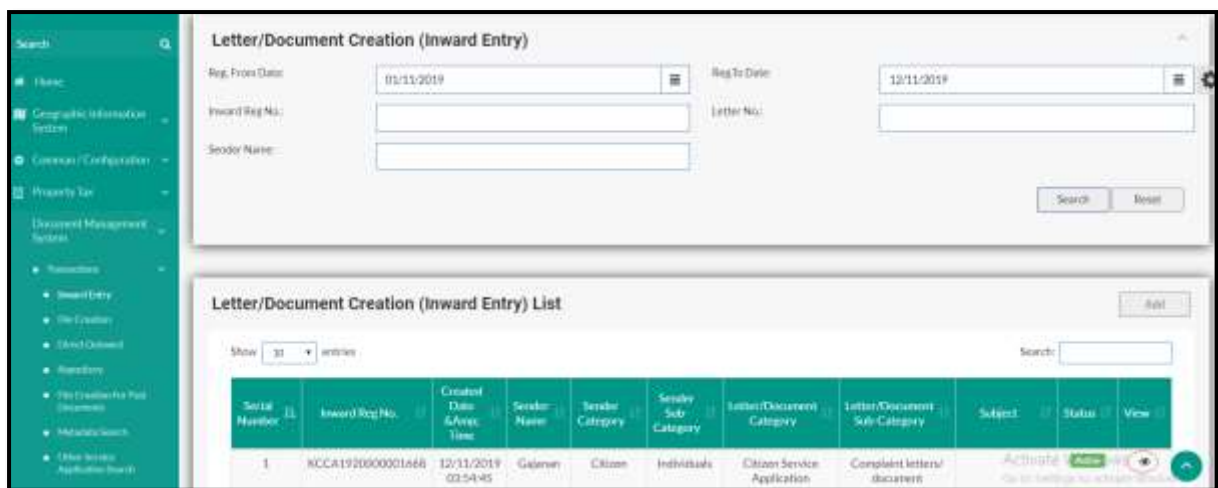
Below is the description of all the fields present on form for above mentioned screen.

Sr. No	Field Name	Description
1.	Reg. From Date	Select Reg. From Date
2.	Reg. To Date	Select Reg. To Date
3.	Inward Reg.No	Enter Inward Registration number
4.	Letter No.	Enter Letter Number
5.	Sender Name	Enter Sender Name
6.	Search	Enter or Select require input and click on Search button to fetch require output.
7.	Reset	Previously Entered or Selected input should be clear when click on Reset button.

For Search Record User should select or Enter parameters and click on **“Search Button”**. Inward Record should be fetched. Refer below screen.



For **View File** form click on **“View Button”**, refer below screen.



After Click on **“View Button”**, below screen will appear.

Letter/Document Creation (Inward Entry)

Applicant Details

Applicant Name:

Applicant Email:

Applicant Phone:

Applicant Address:

Applicant ID:

Applicant Organization:

Applicant Address (if applicable):

Sender Details

Sender Name:

Sender Email:

Sender Phone:

Sender Address:

Letter/Document Details

Letter ID:

Document Type:

Sender Category:

Letter Document Type:

Letter Document Category:

Letter Document Ref No:

Letter Document Ref Date:

Sender Remarks:

Document Status:

Attach Document

(Please refer to the system user manual for more details)

Upload Document	Document Name	Page Count	Document Number	Uploaded Date/Time
	inward.doc	1	001	05/12/2019 12:34:56

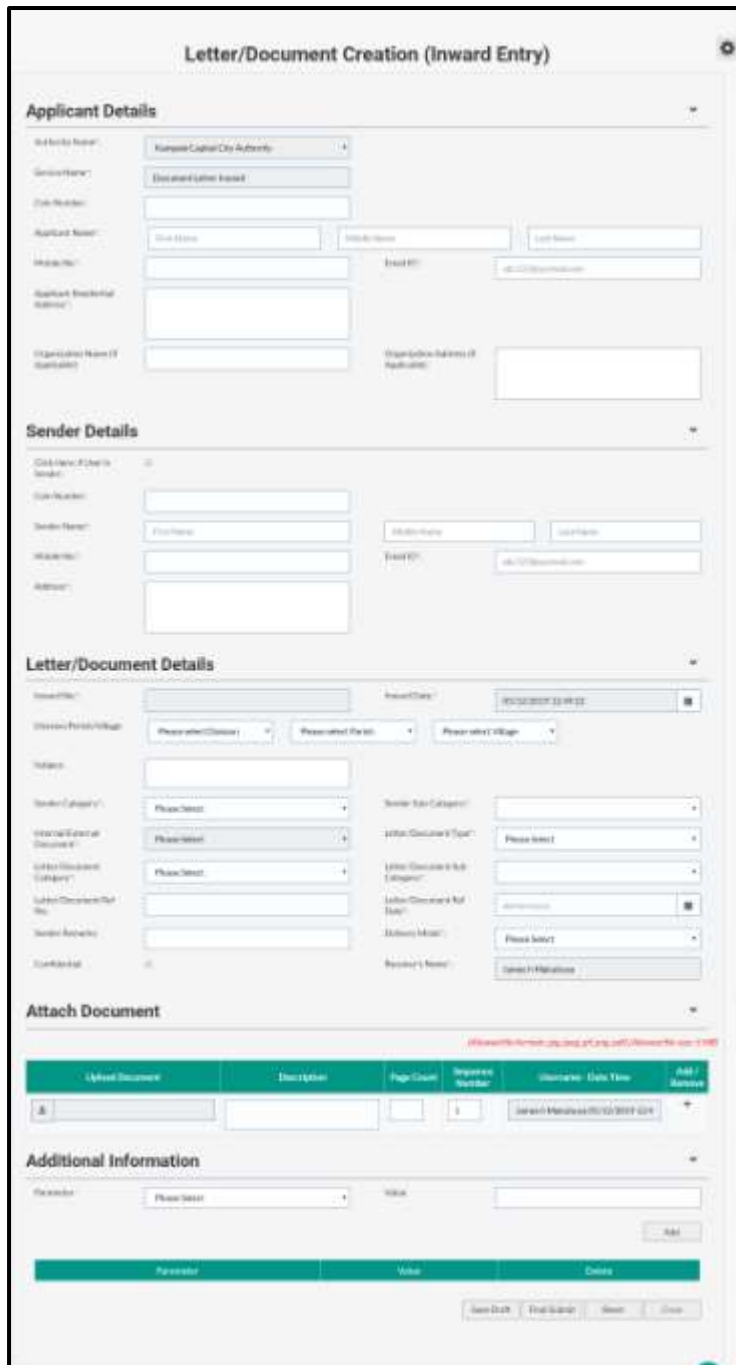
Additional information

Parameter:

Parameter Value

Add

When clicked on "Add" option below screen will be displayed.



Letter/Document Creation (Inward Entry)

Applicant Details

Applicant Name: [Dropdown: Municipal Council City Authority]

Document Name: [Dropdown: Document Letter Inward]

Doc Number: [Text Field]

Applicant Name: [Text Fields: First Name, Middle Name, Last Name]

Mobile No: [Text Field] Email ID: [Text Field]

Applicant Residential Address: [Text Field]

Organization Name (if applicable): [Text Field] Organization Address (if applicable): [Text Field]

Sender Details

Doc Name (if applicable Sender): [Text Field]

Doc Number: [Text Field]

Sender Name: [Text Fields: First Name, Middle Name, Last Name]

Mobile No: [Text Field] Email ID: [Text Field]

Address: [Text Field]

Letter/Document Details

Invoice No: [Text Field] Invoice Date: [Date Picker]

Invoice Period/Range: [Dropdown: Preselected/Class] [Dropdown: Preselected/Period] [Dropdown: Preselected/Range]

Title: [Text Field]

Sender Category: [Dropdown: Please Select] Sender Sub Category: [Dropdown]

Invoice General Document: [Dropdown: Please Select] Letter Document Type: [Dropdown: Please Select]

Letter Document Category: [Dropdown: Please Select] Letter Document Sub Category: [Dropdown]

Letter Document Ref No: [Text Field] Letter Document Ref Date: [Date Picker]

Sender Address: [Text Field] Letter Mail: [Dropdown: Please Select]

Comments: [Text Field] Recipient Name: [Dropdown: Select a Relationship]

Attach Document

Upload Document	Description	Page Count	Sequence Number	Uploaded Date Time	Add / Remove
[Text Field]	[Text Field]	[Text Field]	[Text Field]	[Text Field]	[Text Field]

Additional Information

Recipient: [Dropdown: Please Select] Value: [Text Field]

[Add]

Recipient	Value	Delete
[Text Field]	[Text Field]	[Text Field]

[Save Draft] [Final Submit] [Reset] [Close]

The Inward Entry form is basically divided into 5 sections namely

- **Applicant Details**

In this form, system captures the data of applicant (the one who is applying for the service)

- **Sender Details**

This form captures the details of Sender (Owner details) such as Sender Name, Mobile No, etc.

- **Letter/Document Details**

This form captures the complete information of Sender Category, Letter/document Category etc. Here on this form it is mandatory Witness Information also enter or select require columns or data etc.

- **Attach Document**

This form consists of the documents which need to be uploaded to complete the Inward process.

- **Additional Information**

This form captures the additional information which will be used as a metadata while searching

Below is the description of all the fields present on form

Sr. No	Field Name	Description
Applicant Details		
1.	Service Name	Non editable, auto displayed by the system
2.	COIN Number	Enter Applicant COIN Number
3.	Applicant Name	Auto displayed on basis of coin number
4.	Mobile No	Auto displayed on basis of coin number
5.	Email Id	Auto displayed on basis of coin number
6.	Applicant Residential Address	Enter Applicant Residential Address
7.	Organisation Name (If Applicable)	Enter Organisation Name if inward entry is done on behalf of any organization
8.	Organisation Address (If Applicable)	Enter Organisation Address
Sender Details		
9.	If User is sender	User can check/ uncheck the box If sender is same as applicant then, applicant details will be fetched
10.	COIN Number	Enter Applicant COIN Number

11.	Sender Name	Auto displayed on basis of coin number
12.	Mobile No	Auto displayed on basis of coin number
13.	Email Id	Auto displayed on basis of coin number
14.	Address	Enter Applicant Residential Address
Letter/Document Details		
15.	Inward No	Non editable, auto displayed by the system
16.	Data of Division/Perish/Village	Data of Division/Perish/Village has to be selected from the dropdown in the hierarchy of division → perishes → villages On selection of division, perishes data will be auto fetched and on selection of perishes village data will be auto fetched
17.	Inward Date	Non editable, auto displayed by the system
18.	Subject	Enter subject of the Inward
19.	Sender Category	Select "Sender Category" from dropdown list.
20.	Sender Sub Category	Select Sender Sub Category from the dropdown list. On basis of sender category, sender sub category will be fetched in the dropdown
21.	Internal/External Document	Non editable, auto displayed by the system on basis of sender category selection.
22.	Letter/Document Type	Select "Letter/Document Type" from the Dropdown list (File/Letter) Letter – single or multiple document File – Which has a reference
23.	Letter/Document Category	Select Letter/ Document Category from the dropdown list.
24.	Letter/Document Sub Category	Select Letter/ Document Sub Category from the dropdown list. On basis of Letter/ Document category, Letter/ Document sub

		category will be fetched in the dropdown
25.	Letter/Document Ref.No.	Enter reference number of the letter
26.	Letter/Document Ref. date	Enter reference date of the letter
27.	Sender Remark	Enter Sender Remarks
28.	Delivery Mode	Select Delivery Mode from dropdown list
29.	Is this Confidential	<p>If yes then click on check box</p> <p>If yes :</p> <p>Only primary user can view the file and take any action</p> <p>If no:</p> <p>Then all "to" users and the "cc" users to whom actionable is marked yes can take the action of the file</p>
30.	Receiver Name	Non editable, auto displayed by the system
Attach Document		
31.	Upload Document	Click on Upload button for uploading the scanned document
32.	Description	Enter Description of the scanned document
33.	Page Count	Enter Page Count
34.	Sequence Number	Enter Sequence Number
35.	User Name – Uploaded date and time	Non editable, auto displayed by the system
36.	Add/Remove	Click on Add (+) or Remove (-) button.
Additional Information		
35.	Parameter	Select Parameter from drop down list.
36.	Value	<p>Enter Value of the respective parameter</p> <p>NOTE: used as a metadata while searching the relevant parameter</p>

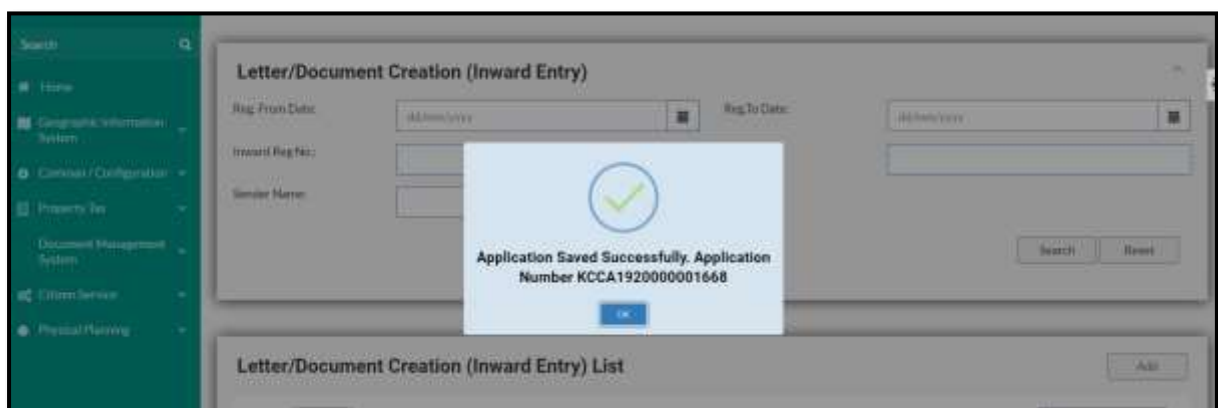
Post entering all the data user need to click on **“Final Submit”** or **“Save Draft”** Button.

Save Draft – Save draft option is used to save the application, if employee wishes to change any data later then same can be done if the application is saved




Final Submit – On final submit Citizen/Applicant User will get the **SMS and Email** and the application will go into scrutiny process firstly at initiator level.

After Click on **“Final Submit Button”**. System will auto generate **“SRN Number”**.

A pop up message with inward number is generated when clicked on **“Save Draft or Final Submitted”**.

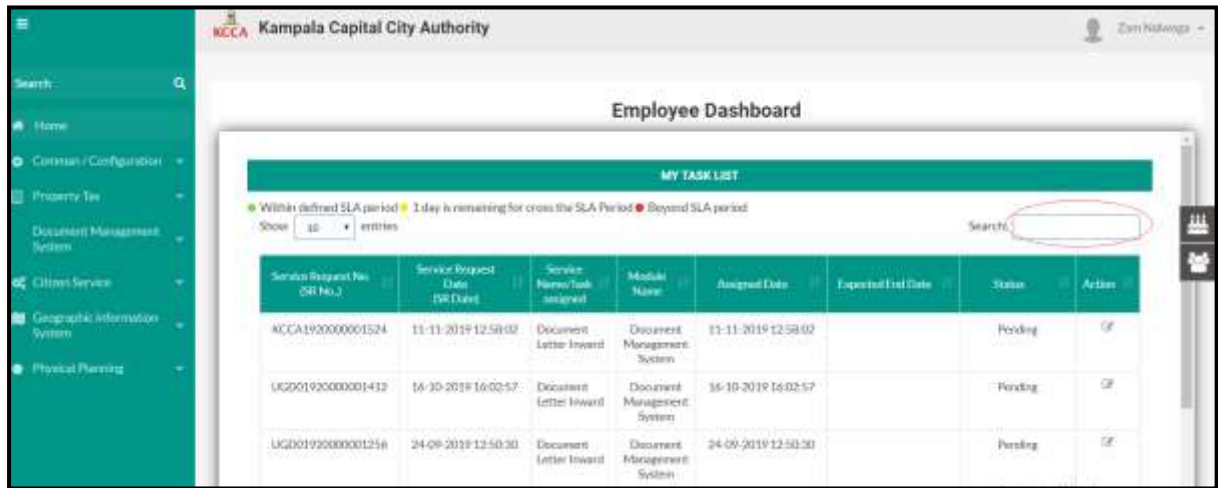


This “**Acknowledgement Receipt**” is also generated on click of “**Save Draft**” or “**Final Submit**” as shown below,

 Kampala Capital City Authority ACKNOWLEDGEMENT RECIEPT			
Application No:	KCCA1920000001668	Application Date :	12/11/2019
Applicant Name :	Gajanan Wagh	Sender Name :	Gajanan Wagh
Sender Category :	Citizen	Sender Sub Category :	Individuals
Document Category :	Citizen Service Application	Document Sub Category :	Complaint letters/ document
Letter/Document Ref No :		Letter/Document Ref Date :	12/11/2019
Subject :			

Search Application (Inward) Post Login Employee Login

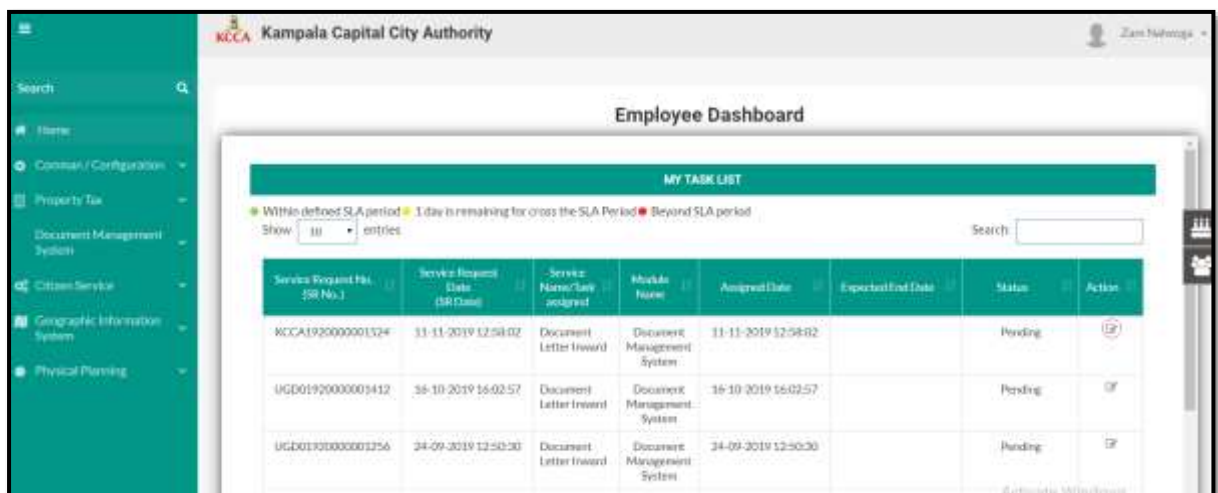
“**Search**” option is used to search a service amongst a number of service requests present in grid. Refer below screen for search.



Employee can Search Service Wise Application, Service Request date, Assigned date, Service Request No. etc.

Employee Can “**View**” the application form by clicking on “**Edit**” option in Status columns.

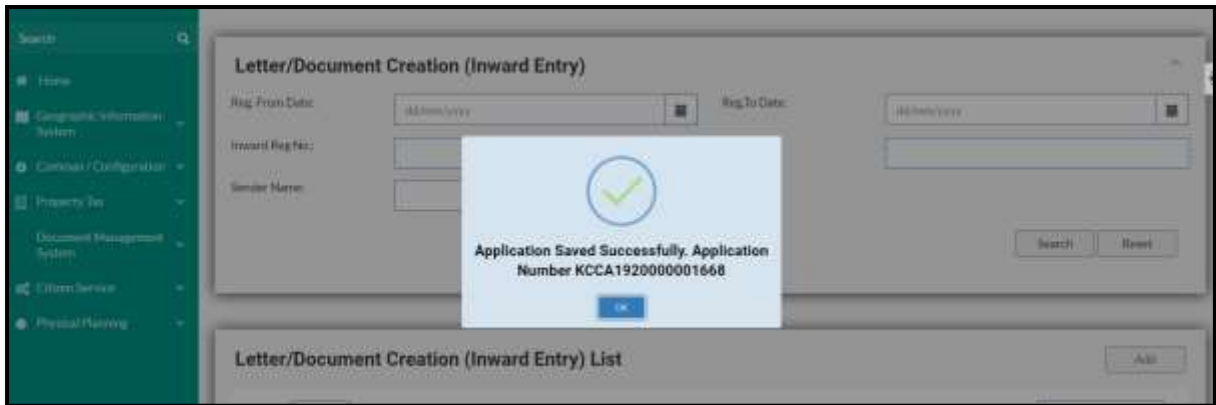
Refer below screen to View the “**Edit**” option.



On click of “**Edit**” option, below mentioned screen will be displayed.

User can **"Edit or Update"** the form and once changes are done user can click on **"Save Draft"** or **"Final Submit Button"**.

After click on **"Save Draft "** or **"Final Submit "**button. Below screen will appear.



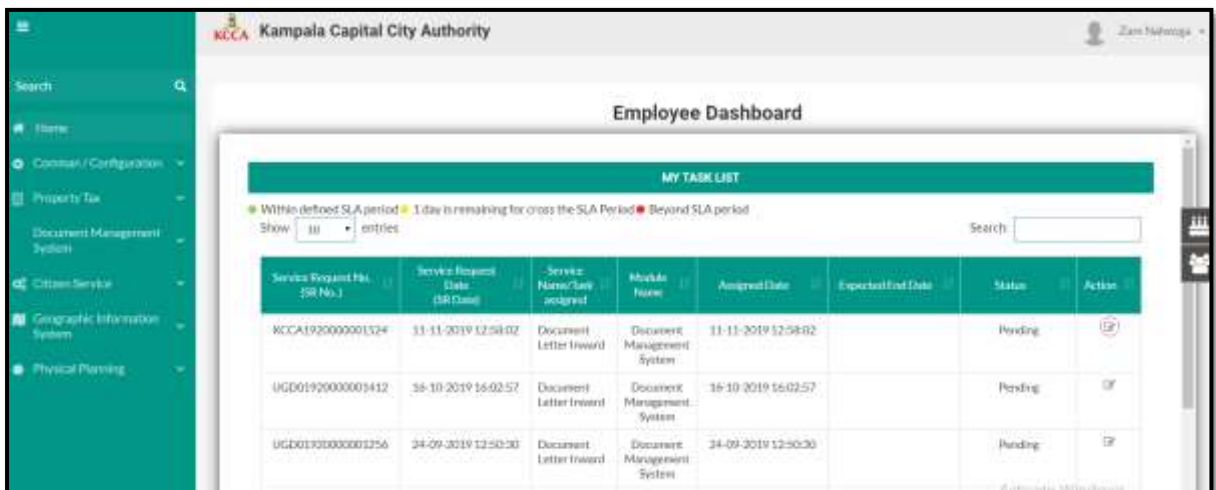
After **“Final Submit”** Inward Entry application should be **“Pending”** at **Initiator Login**.

7.1.1 Action on Letter/Document

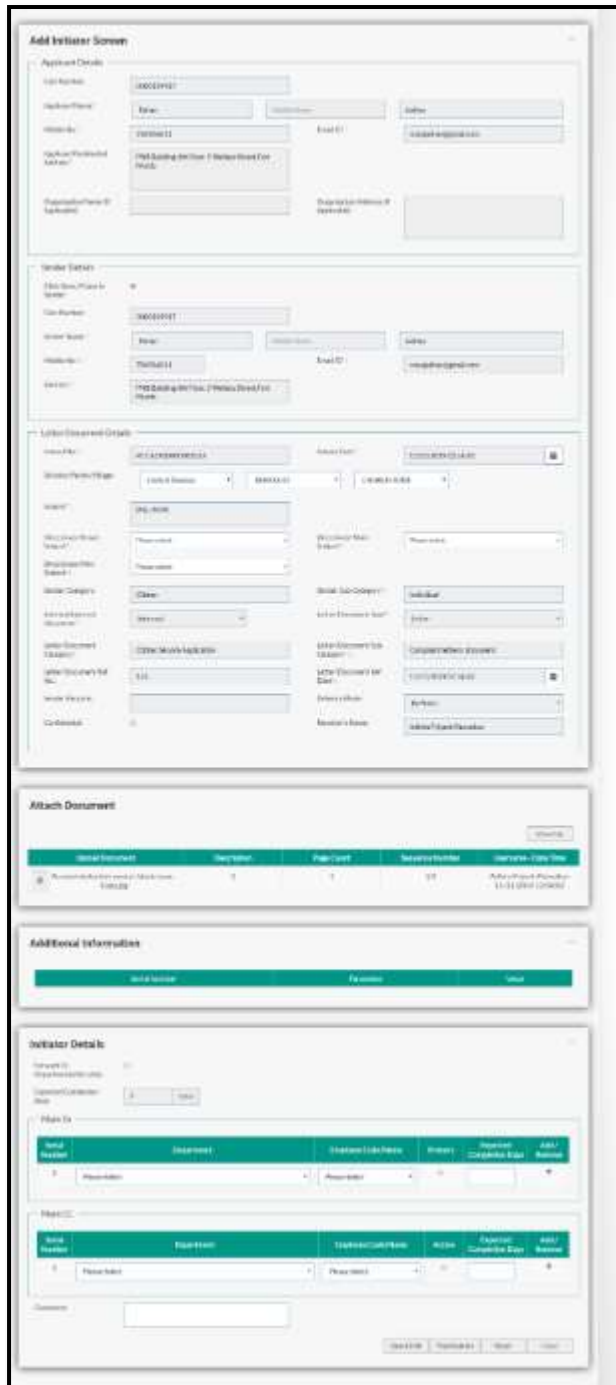
Action on letter can be taken basically by the initiator wherein provision is given to mark multiple “to” and “cc” but amongst multiple “to” there will only be one primary user.

7.1.1.1 Initiator Login

Initiator Can **“View”** the application form post click on **“Edit or Action”** option in Status columns.



Below screen is displayed when clicked on **“Pending”** option.



The only task of initiator is to forward the inward to respective “to” and “cc” users as highlighted in above screen.

7.1.1.2 Forward

Provision is given to the initiator **to forward (Mark to and cc)** the applications to concern officers as per the request given by citizen or any other.

Refer below screen for **Forward Process**.

Initiator Details

Forward To Departmental Scrutiny

Expected Completion Days: Days

Mark To

Serial Number	Department	Employee Code/Name	Primary	Expected Completion Days	Add / Remove
1	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="checkbox"/>	<input type="text"/>	<input style="width: 20px; height: 20px;" type="button" value="+"/>

Mark CC

Serial Number	Department	Employee Code/Name	Action	Expected Completion Days	Add / Remove
1	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="checkbox"/>	<input type="text"/>	<input style="width: 20px; height: 20px;" type="button" value="+"/>

Below is the description of all the fields present on form.

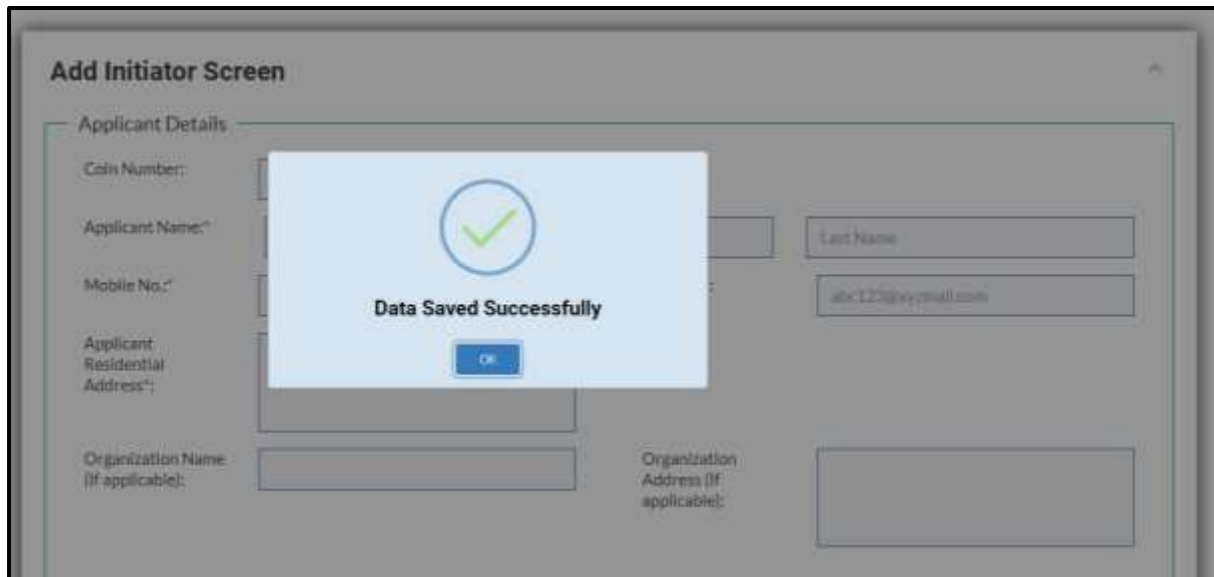
Sr. No	Field Name	Description
1.	Forward To Departmental Scrutiny	On clicking this checkbox this application will be moved through the departmental scrutiny
2.	Expected Completion Days	Auto displayed and non-editable. Expected Completion is the days in which entire inward process must get completed
Mark To		
1.	Sr. No.	Non editable, auto displayed by the system
2.	Department	Select Department from drop down list
3.	Employee Code/Name	Select Employee Code/Name from drop down list
4.	Primary	Click on check box if the "to" user is primary. Amongst multiple "to" users there will only be one primary user
5.	Expected completion days	Enter expected completion days. Expected

		completion days are the days in which the assigned user should take the action and days
6.	Add/Remove	Click on Add or Remove button to add or remove the "to" users
Mark CC		
1.	Sr.No	Non editable, auto displayed by the system
2.	Department	Select Department from drop down list
3.	Employee Code/Name	Select Employee Code/Name from drop down list
4.	Action	Click on check box if the "cc" user is actionable. Action cc users can take the action of the inward file for example annotation etc. (Not applicable if the file is confidential)
5.	Add/Remove	Click on Add or Remove button to add or remove the "cc" users
6.	Expected completion days	Enter expected completion days. Expected completion days are the days in which the assigned user should take the action and days
7.	Comments	Enter Comments.

Note:

1. Initiator can mark multiple **to and cc**.
2. If "to" and "cc" users do not take any action on the application in the expected completion days given by initiator then an escalation sms and email will be intimated to the primary user.

When clicked on "**Final Submit**" below mention popup message will be displayed and application will go to concern officers.

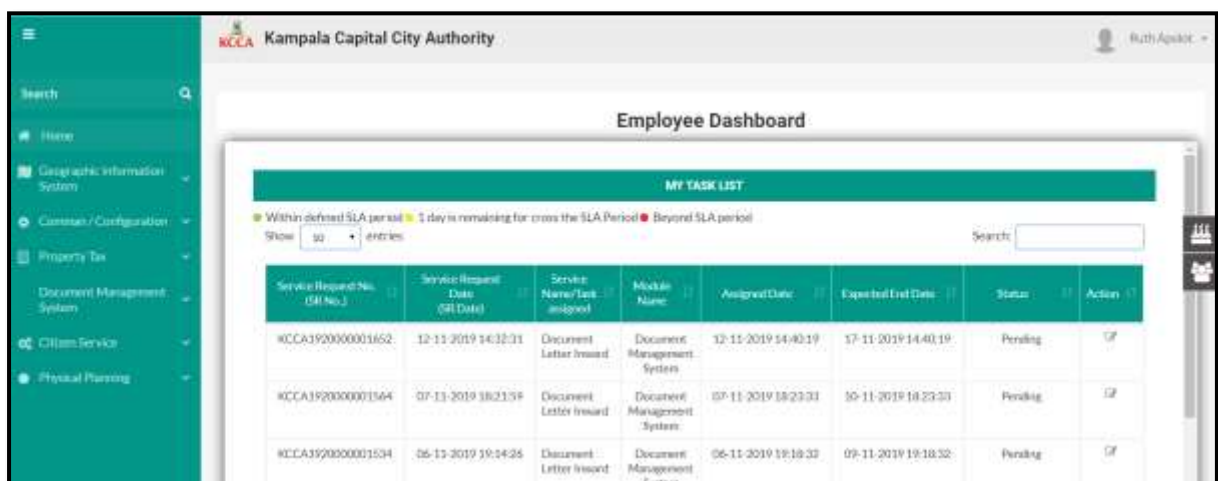


7.1.2 Routing

- Routing is the process of taking any corresponding action on the document by the “to” and “cc” users.
- This process is involved for gathering the action taken by the authorities on a single inward document
- The users who are marked as “to” and “cc” by the initiator they can only perform routing.

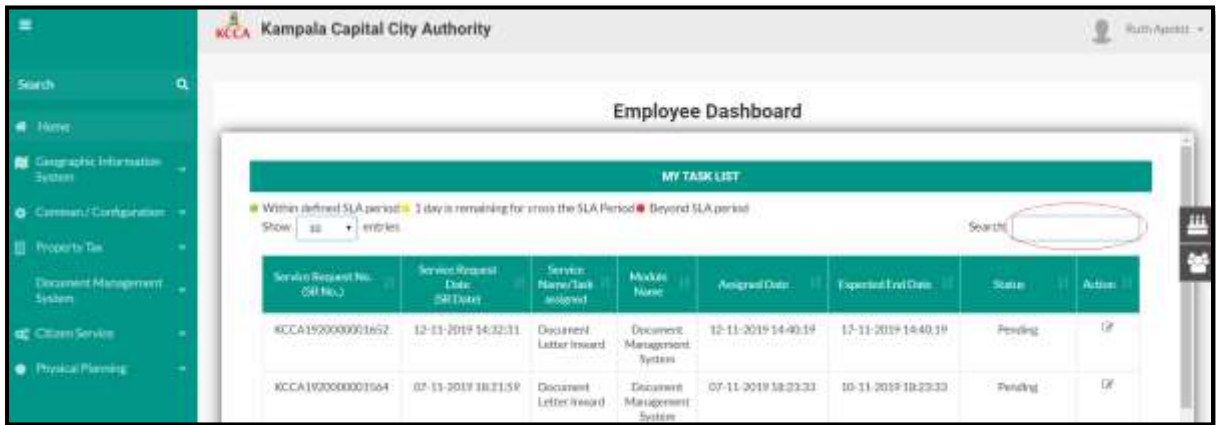
Follow the path for Department: Employee Login → Dashboard.

Following screen will appear after successful “**Login of Employee**” i.e to and cc user login

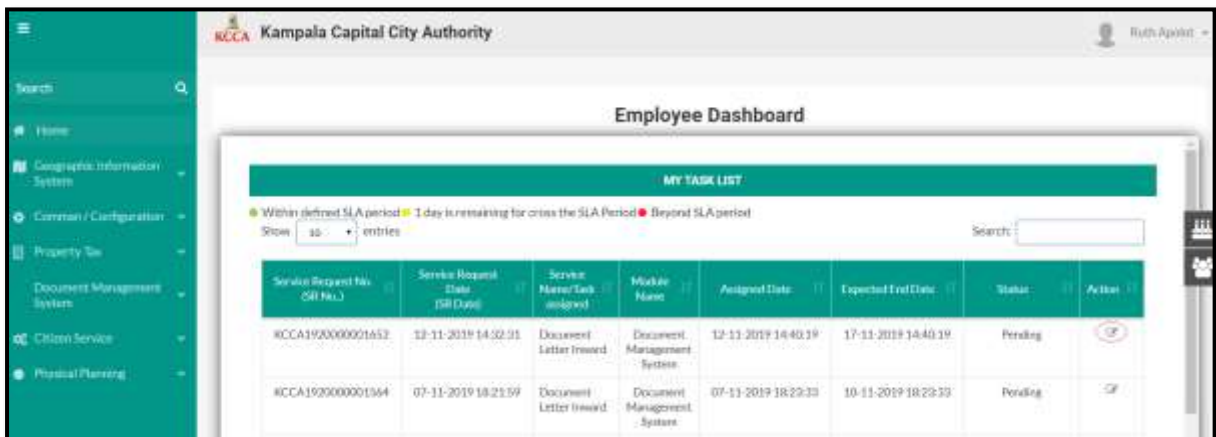


Employee can **“Search”** any application on basis of application number, service name an date

Search option is highlighted in below given screen



To go further with the process employee need to click on **“Edit”** option against the respective application to do the dispatch process.



Below screen is been displayed when clicked on the **“Edit”** option

If clicked on **“Yes”** then a pop will be displayed by the system to enter the document name. Once clicked on save, the application will bounce back to the applicant with the status against that as **“Re-Submission”**. Applicant then needs to submit the additional documents mentioned and finally submit the application once again.

The person who had requested for additional application will get the application again to that he can take the action further.

Employee can also view the **Routing History**

Serial Number	From					To				Action Date/Time	Comments	Primary Owner
	Department	Designation	Employee Code	Name	Action	Department	Designation	Employee Code	Name			
1	Document Management Master	Head Clerk	4000012	Zam p Natwaga	Forward	Water Tax	Executive Engineer	dm5545454	Ruth d Apokot	2019-11-12 14:44:58.677		
2	Water Tax	Executive Engineer	rlm5545454	Ruth d Apokot	Forward	Water Tax	Junior Engineer	ok	Joy G Akol	2019-11-12 14:44:58.243	awdflg	

Note:

1. If employee is **Primary** then it should have the right to reply to inward or letter/document along with the responses of all the “to” and “cc” users.
2. **“cc”** users who are marked as actionable by the initiator can also perform annotation and view the file.

Save Draft – Used to **Save** the **Entered** or **Selected** Information in login. User can **Update** or **Edit** to that information.

7.1.2.2 Annotation

If a cc user is marked as **“Actionable”** during the inward process then that user can perform annotation and view the scanned file and all **“to”** users can perform annotation and view the

- Annotations are special comments or markings, used to highlight importance in document.
- Our System provides annotation facility so that user can add comments by providing highlighted text, symbols or colours etc.

Post click on **“Annotation Button”** below screen will appear.

Add annotations

User & TimesTemp: Ruth d Apolot - 20/07/2019 06:37:41

Annotation Text:

General Note Important Comment

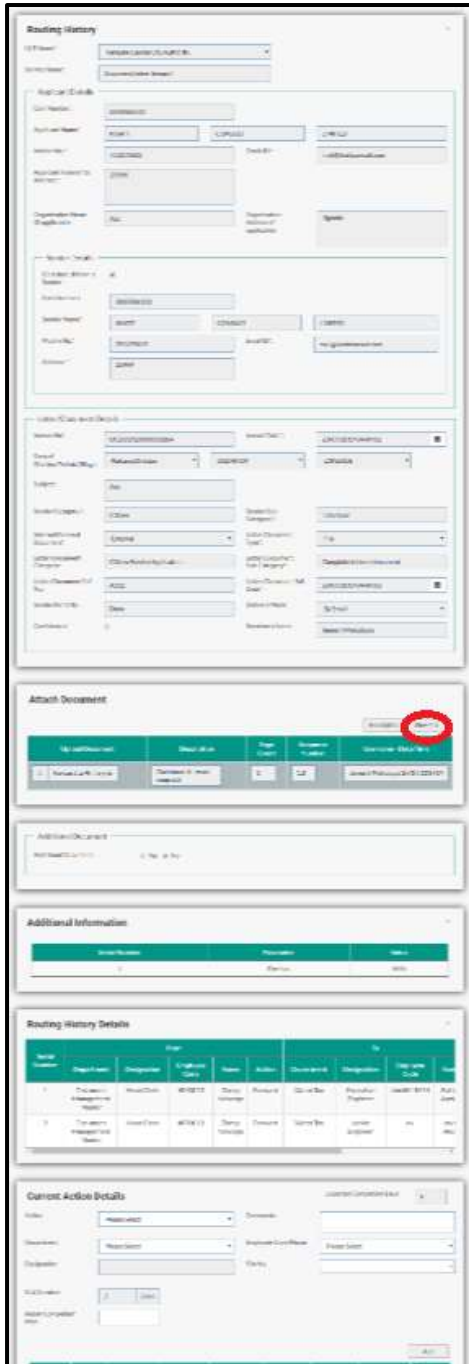
Save Close

Note: Annotation is only applicable for image file

[Click here for annotation details](#)

7.1.2.3 View File

“TO” and “CC” users can view the uploaded file by clicking on view option as shown in below screen.



User need to select the file which has to be viewed and later click on **“View File”**

Post clicking on view file button user will be able to see the uploaded file by applicant in inward

Routing users can either save the application in **Save Draft** Mode or **Final Submit**.

Below mentioned points has to be considered in routing process:

1. **“Send to Outward”** option is only applicable for the primary user

2. cc users who are not actionable can just comment on the inward application
3. cc users who are actionable can forward the application to other employee or to the primary user.
4. Until the comments from all the primary users and actionable to users is not received then primary user cannot send the application further to outward process.
5. **“Send Back to Primary User”** option used to send back to inward or application to primary user for further process.
6. **“Send Back”** option used to send back.

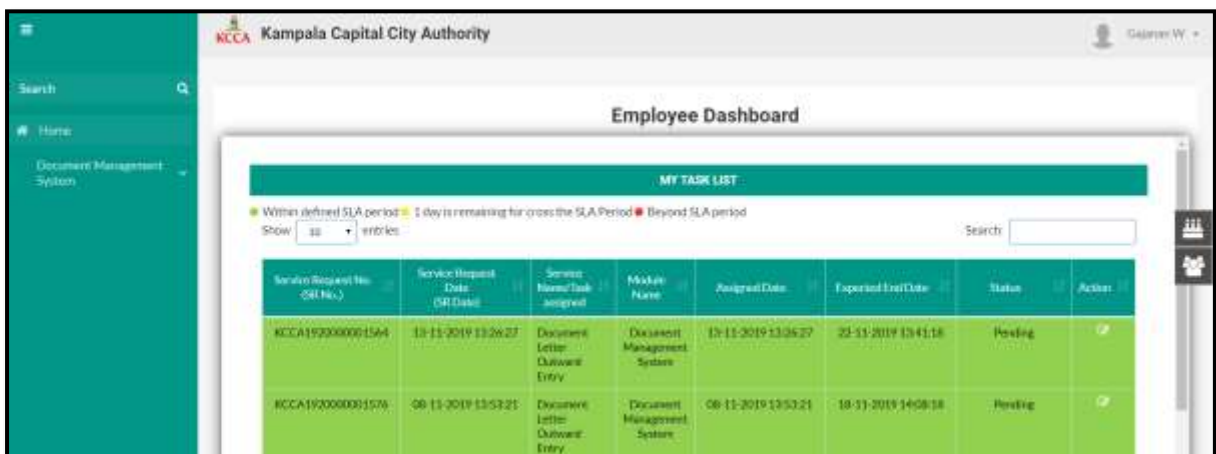
7.1.3 Outward

- Outward Process is the opposite of Inward Process.
- It allows letter/file document to be processed further for the dispatch process
- Outward processing is the step prior to dispatch

Follow the path for Department: Employee Login → Dashboard.

Following screen will appear after successful **“Login of Employee”**.

Note: For Outward entry new application number (SRN number) will be generated against the inward application



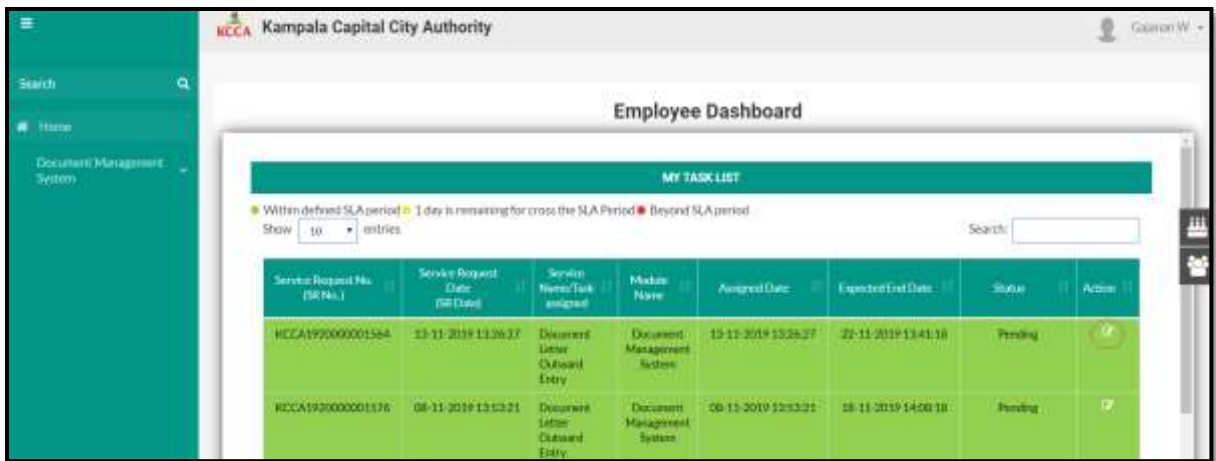
Service Request No. (SR No.)	Service Request Date (SR Date)	Status (Status/Task assigned)	Module Name	Assigned Date	Expired End Date	Status	Action
KCCA192000001564	18-11-2019 13:26:27	Document Letter Outward Entry	Document Management System	18-11-2019 13:26:27	22-11-2019 13:41:18	Pending	
KCCA192000001576	08-11-2019 13:53:21	Document Letter Outward Entry	Document Management System	08-11-2019 13:53:21	18-11-2019 14:08:18	Pending	

Employee can **“Search”** any application on basis of application number, service name and date

Search option is highlighted in below given screen.



To go further with the process employee need to click on **“Edit/Action”** option against the respective application to do the dispatch process.



When clicked on **“Edit/Action”** option below screen will be displayed by the system.



After click on "**Final Submit**" the application will go further in the process at Dispatch user login and applicant will be intimated with SMS/Email

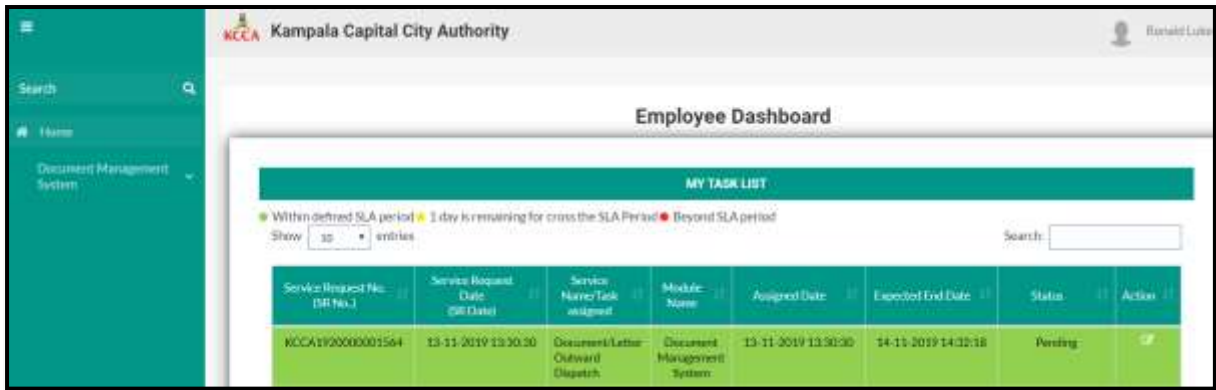
7.1.4 Dispatch

- Dispatch is a process of sending off the document to the destination with promptness and speed.
- Dispatch can be done only if it is been sucessfully passed on through outward
- There are numerous ways present in the system wherein dispatch can be done such as "by hand", "**email**" etc.

Follow the path for Department: Employee Login → Dashboard → pending option

Following screen will appear after sucessful "**Login of Employee**".

Note: For dispatch entry new application number (SRN Number) will be generated against the inward application



Employee can **“Search”** any application on basis of application number, service name and date

Search option is highlighted in below given screen



To go further with the process employee need to click on **“Edit/Action”** option against the respective application to do the dispatch process.



When clicked on **"Edit/Action"** option below screen will be displayed by the system.

Outward Dispatched / Acceptance

Outward Details

Outward No. <input type="text" value="KCCA192000001700"/>	Outward Date <input type="text" value="13/11/2019 01:59:00"/>
Letter/Document Type <input type="text" value="Citizen Service Application"/>	Letter/Document Sub Type <input type="text" value="Complaint letters/ document"/>
Subject <input type="text" value="VDC"/>	
Sender Category <input type="text" value="Citizen"/>	Sender Sub Category <input type="text" value="Individuals"/>
Inward No. <input type="text" value="KCCA192000001564"/>	Inward Date <input type="text" value="07/11/2019 06:21:59"/>

Sender Details

Sender Name <input type="text" value="Robert"/>	Middle Name <input type="text" value="Mugabe"/>
Sender Address <input type="text" value="1111"/>	Coin No. <input type="text" value="0000037626"/>
Mobile No. <input type="text" value="0093121112"/>	Email Id <input type="text" value="grfa.cisr@itc@nrd.IL"/>

Dispatched Acceptance Details

Mode Of Dispatch*: <input type="text" value="Email and Courier"/>	Tracking Id*: <input type="text"/>
Courier Name*: <input type="text"/>	Address*: <input type="text"/>
Payable Amount*: <input type="text"/>	Received Amount*: <input type="text"/>
Receipt No*: <input type="text"/>	Receipt Date*: <input type="text" value="dd/mm/yyyy"/>
Outward By*: <input type="text" value="Gajanan W"/>	
Dispatch Remarks*: <input type="text"/>	

Only **dispatch acceptance details** section is editable rest entire form will be non-editable.

Below is the description of all the fields present on form above mentioned section.

Dispatch Acceptance Details		
1.	Mode of Dispatch	Select Mode of Dispatch from drop down list. (By Email/By Hand/ Post/ Courier/ Online/Email and Post/Email and

		Courier/Email and B Hand)
2.	Tracking ID	Enter tracking ID. Mandatory in case of Post or Courier selection
3.	Post/Courier Name	Enter post/courier name. Mandatory in case of Post or Courier selection
4.	Post/Courier Address	Enter post/courier address. Mandatory in case of Post or Courier selection
5.	Dispatched Details	Enter Dispatched details. Mandatory in case of Post or Courier selection
6.	Dispatched date	Enter Dispatched date. Mandatory in case of Post or Courier selection. Mandatory in case of Post or Courier selection
7.	Payable amount	Enter Dispatched Payable amount. Mandatory in case of Post or Courier selection
8.	Received Amount	Enter Dispatched received amount. Mandatory in case of Post or Courier selection
9.	Receipt No	Enter Receipt no. Mandatory in case of Post or Courier selection
10.	Receipt date	Enter Receipt date. Mandatory in case of Post or Courier selection
11.	Received from	Enter Received form. Mandatory in case of Post or Courier selection
12.	Outward acceptance date	Enter Outward acceptance date. Mandatory in case of Post or Courier selection
13.	Outward received by	Non editable, auto displayed by the system

Note:

- In case of dispatch mode by "By Hand", "By Email" ," By Post", "By Courier " "Email and Courier", "Email and Post", "Email and By Hand" and "By Online" , no details has be to mentioned while submitting the dispatch application
- In case of dispatch mode by "Courier" and "Post" , employee will have to initially fill the details such as tracking ID, Courier Name, Address, Dispatched details, dispatched date and payable amount and click on save draft option. Once when rest of the details such as received amount, outward acceptance date etc. are received from the user then the outward application can be finally submitted.

- “Dispatched Date” fields allow the back date for dispatch entry as per the “BDD” Lookup define in Lookup details.

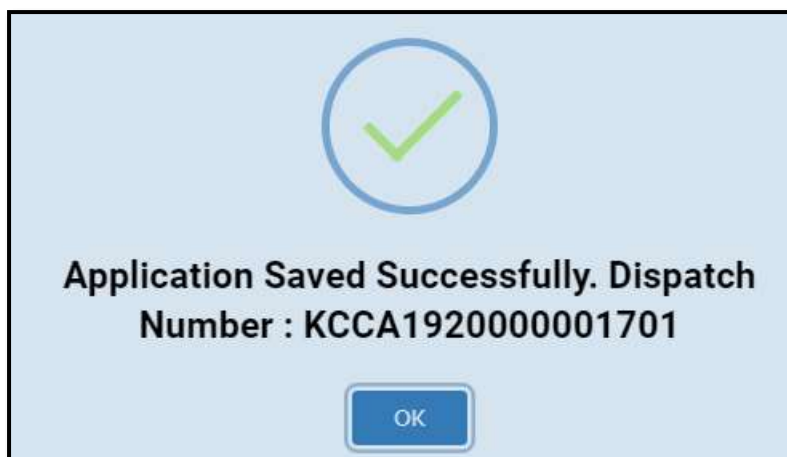
Save Draft - Employee can save the dispatch details by clicking the “**Save draft**” button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying “**Data Saved Successfully**”

Final Submit – “**Final Submit**” option is used to push the application to further process. Once application is finally submitted then no changes can be done in it.

Reset - “**Reset**” option is used to clear the entered data on form

Close – “**Close**” option is used to close the existing form

Below Mentioned Screen appears when clicked on “**Save Draft**” or “**Final Submitted**”.



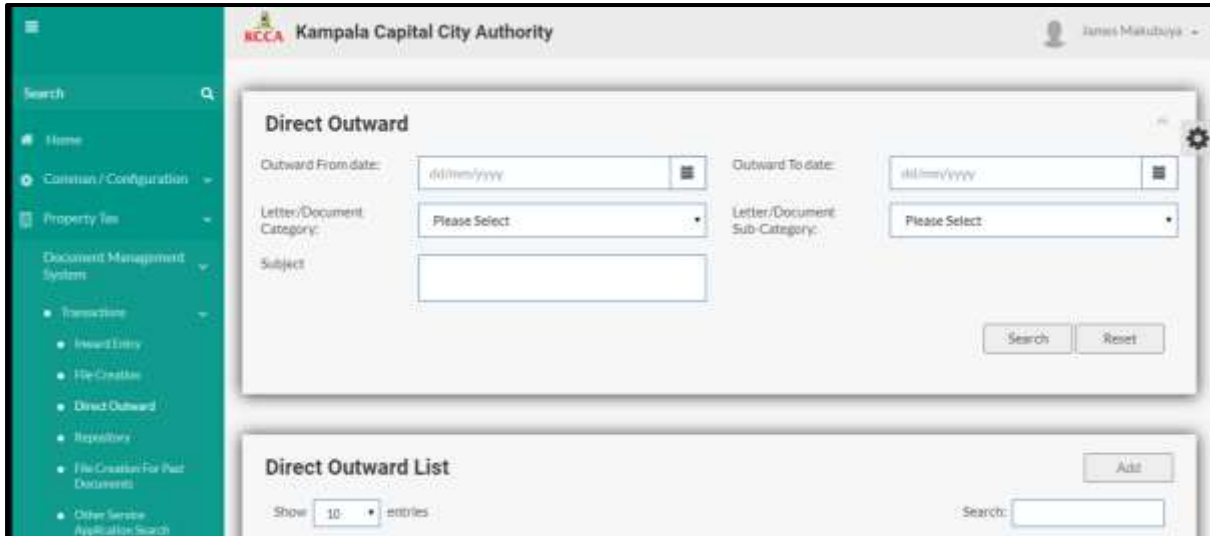
When clicked on “**Final Submit**”, Citizen will get SMS/Email intimation regarding the dispatch of the document

7.2 Direct Outward

- Direct outward is generated when the outward is irrespective of any inward.
- Unique Outward number will be generated for letter/document.

Follow the path for Department: Employee Login → Document Management System → Transaction → Direct Outward.

Below screen will be displayed when clicked on “**Direct Outward**” option

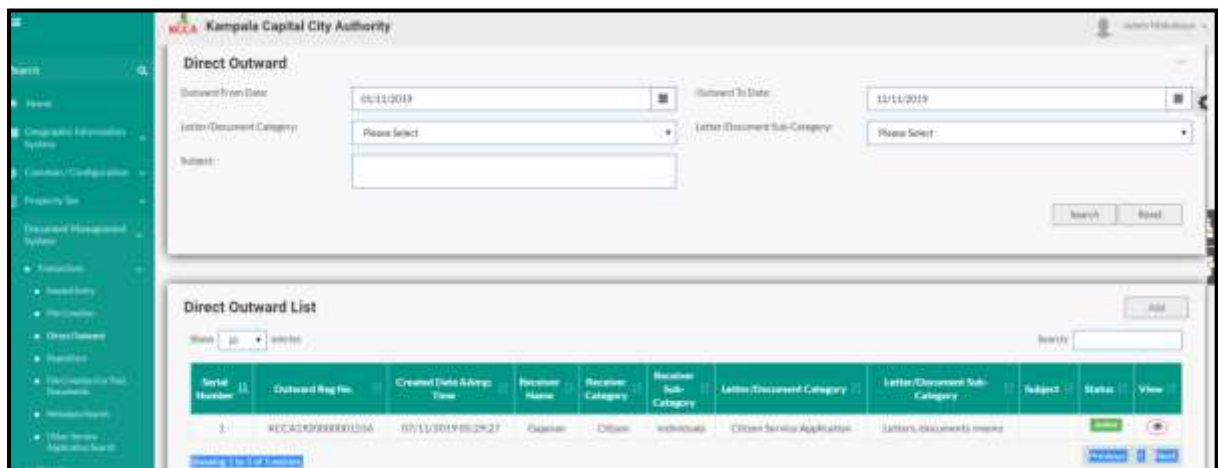


User can either “**Search**” the added Outward or add new outward by clicking on the “**Add**” option

Firstly let us go through the entire flow of **Search** outward

7.2.1 Search

Select required Parameter and Click on search, on click of “**Search**” Button below screen will be displayed.



Data present in the system for the entered details will be listed in “**Direct Outward List**” section; user can edit the same if the application is in Save Draft mode.

Note: If the application is finally submitted then no edit or update can be done on click of edit icon

If the application is in draft mode then below mentioned screen will be displayed when clicked on edit option

Screen

All the non-greyed out fields can be edited by the employee.

Save Draft - Employee can save the updated changes by clicking the **“Save Draft”** button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying **“Data Saved Successfully”**

Final Submit – **“Final Submit”** option is used to push the application to further process. Once application is finally submitted then no changes can be done in it.

Reset - **“Reset”** option is used to clear the entered data on form.

Close – **“Close”** option is used to close the existing form.

7.2.2 Add

User has to click on **“Add”** option to add new outward entry in the system, refer below screen.

The screenshot shows a web application interface for the Kampala Capital City Authority. The main content area is titled 'Direct Outward' and contains several input fields: 'Outward From date' and 'Outward To date' (both with date pickers), 'Letter/Document Category' (a dropdown menu), and 'Subject' (a text input field). Below these fields are 'Search' and 'Reset' buttons. At the bottom of the form, there is a 'Direct Outward List' section with a 'Show 10 entries' dropdown and a search input. A red circle highlights the 'Add' button in the bottom right corner of the list section.

Following screen appears when clicked on **“Add”** button.

Add Direct Outward

URL Name:

Service Name:

Receiver Details

Coin Number:

Receiver's Name:

Mobile No.: Email ID:

Address:

Organization Name (if Applicable): Organization Address (if Applicable):

Multiple Receiver:

Letter/Document Details

Outward No.: Outward Date:

Data of Division/Parish/Village:

Subject:

Directorate Broad Subject: Directorate Main Subject:

Directorate Mini Subject:

Receiver Category: Receiver Sub-Category:

Internal/External Document: Letter/Document Type:

Letter/Document Category: Letter/Document Sub-Category:

Letter/Document Ref No.: Letter/Document Ref Date:

Receiver Remarks: Delivery Mode:

Department: Outward By:

File No.:

Attach Document

Attach Document

Upload Document	Description	Page Count	Sequence Number	Username - Date Time	Add / Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	2	James H Makubuya 25/07/2019	+

Below is the description of all the fields present on form above mentioned screen.

Sr. No	Field Name	Description
Add Receiver Details		
1.	Receiver Name	Enter Receiver Name
2.	Mobile No	Enter Receiver Mobile No
3.	Email Id	Enter Receiver Email id
4.	COIN Number	Enter Receiver COIN Number
5.	Address	Enter Receiver Address
Letter/Document Details		
6.	Outward No	Non editable, auto displayed by the system
7.	Administration Ward	Select From Administration Ward Dropdown list.
8.	Outward Date	Non editable, auto displayed by the system
9.	Receiver Category	Select From Receiver Category Dropdown list.
10.	Receiver Sub Category	Select From Receiver Sub Category Dropdown list.
11.	Internal/External Document	Non editable, auto displayed by the system
12.	Letter/Document Type	Select From Letter/Document Type Dropdown list.
13.	Letter/Document Category	Select From Letter/Document Category Dropdown list.
14.	Letter/Document Sub Category	Select From Letter/Document Sub Category Dropdown list.
15.	Letter/Document Ref.No	Enter Letter/Document Ref.No.
16.	Letter/Document Ref.No date	Select Letter/Document Ref.No date
17.	Receiver Remark	Enter Sender Remarks
18.	Delivery Mode	Select Delivery Mode from dropdown list

19.	Department	Select Department from dropdown list
20.	Outward By	Non editable, auto displayed by the system
21.	File No	Select File No from dropdown list
Attach Document		
22.	Upload File	Click on Upload button for upload file or letter/document.
23.	Description	Enter Description
24.	Page Count	Enter Page Count
25.	Sequence Number	Enter Sequence Number
26.	Uploaded by	Non editable, auto displayed by the system
27.	Uploaded date and time	Non editable, auto displayed by the system
28.	Add/Remove	Click on Add or Remove button. If required to add or remove multiple.

Save Draft - Employee can save the updated changes by clicking the **"Save Draft"** button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying **"Data Saved Successfully"**

Final Submit – **"Final Submit"** option is used to push the application to further process. Once application is finally submitted then no changes can be done in it.

Reset - **"Reset"** option is used to clear the entered data on form

Close – **"Close"** option is used to close the existing form

Below Mentioned Screen appears when clicked on **"Save Draft"** or **"Final Submit"** option.



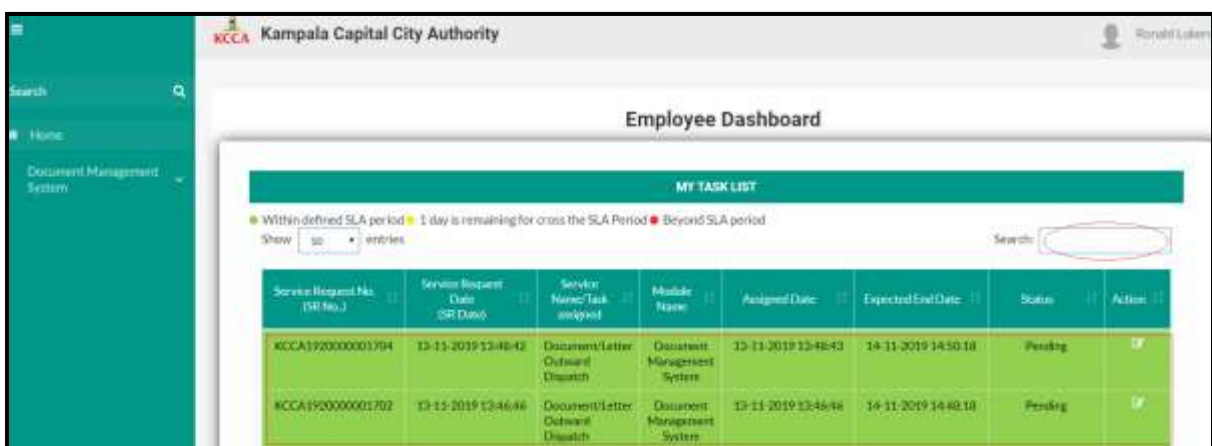
Once the outward is finally submitted (**Excluding Delivery Mode Email**) then it would go further in the process at dispatch user login.

Below mentioned screen is the login of Dispatch user.

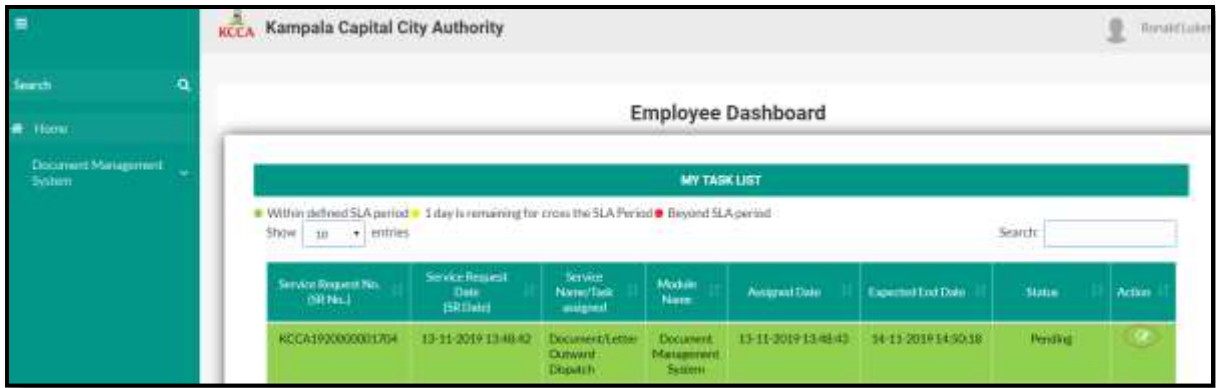
Note: For dispatch entry new application number (SRN Number) will be generated against the direct outward application.

Employee can **“Search”** any application on basis of application number, service name and date

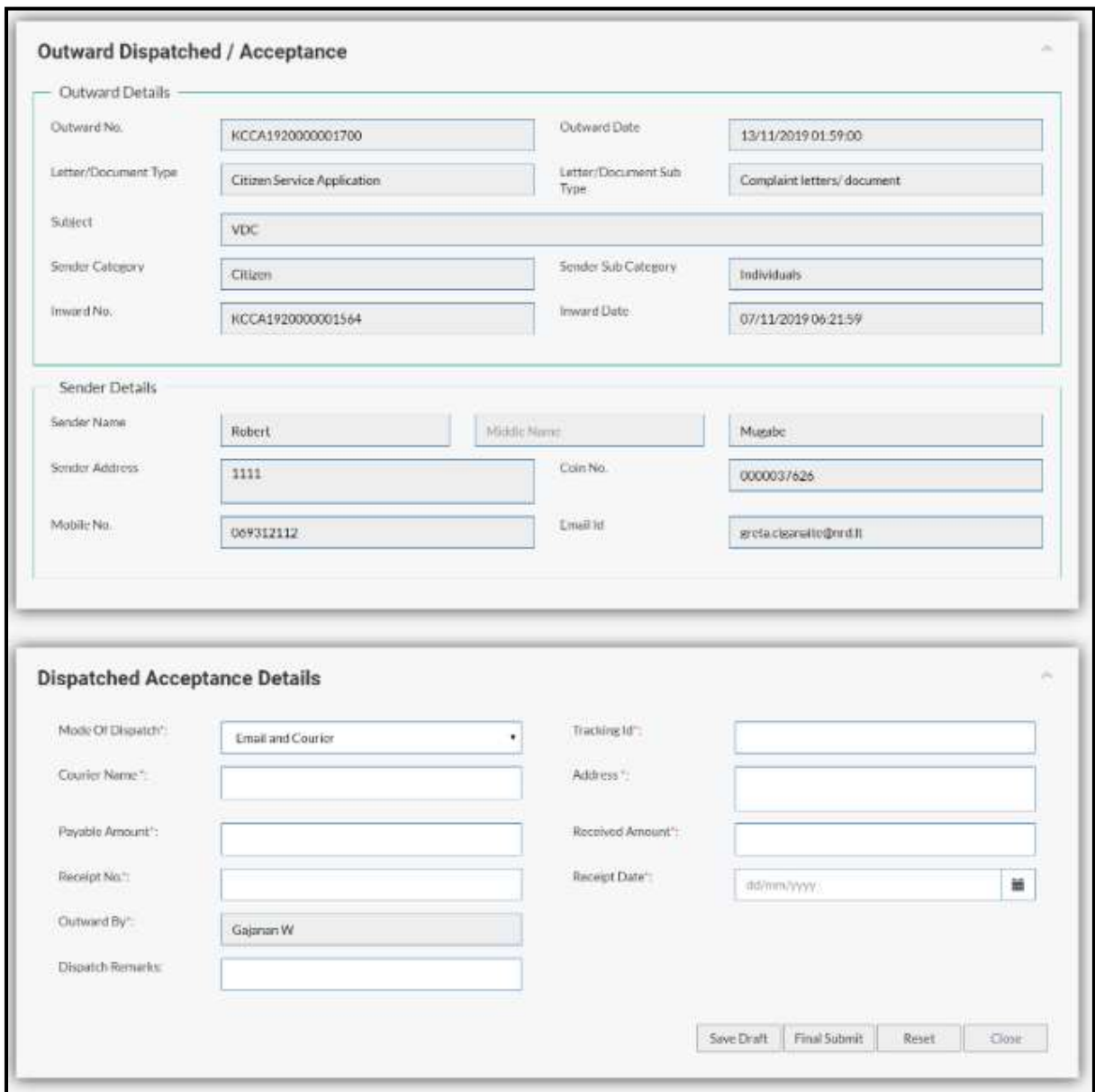
Search option is highlighted in below given screen



To go further with the process employee need to click on **“Action”** option against the respective application to do the dispatch process.



Below mentioned screen is been displayed when clicked on "Action" option



[Click here for dispatch regarding details](#)

7.3 File Creation

- Using this node new file can be created in the system for mapping the inward related letter or document in the system
- Usage of file creation is that all related Inwards can be filed together
- All linked Inwards, additional uploads will be consider as one file with reference of the unique file ID
- If file Privacy is marked as Yes, then same (file, linked Inward and additional documents) will be not available for searching by any user. Only marked primary users can search and view the file.

Follow the path for Department: Employee Login → Document Management System → Transaction → File Creation.

Below screen will be displayed when clicked on **"File Creation"** option

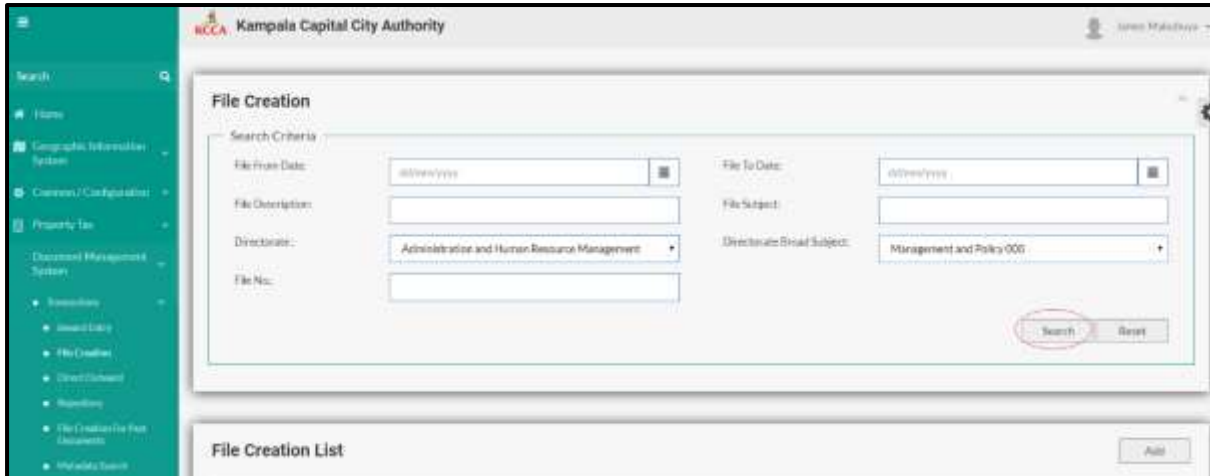
The screenshot displays the 'File Creation' page within the 'Kampala Capital City Authority' system. The page is divided into two main sections: 'Search Criteria' and 'File Creation List'. The 'Search Criteria' section includes input fields for 'File From Date' and 'File To Date', a text field for 'File Description', a dropdown menu for 'Directorate', and another text field for 'File No.'. To the right, there are fields for 'File Subject' and 'Directorate Broad Subject'. A 'Search' button and an 'Add' button are located at the bottom right of the search criteria section. The 'File Creation List' section at the bottom features a 'Show' dropdown menu set to '10' and an 'Add' button. The left sidebar contains navigation options such as 'Home', 'Geographic Information System', 'Classroom/Conference', 'Priority Fee', 'Document Management System', 'Inward Entry', 'File Creation', 'Inward Outward', 'Inventory', 'File Creation by Past Documents', 'Metadata Search', and 'Other Module Application Search'.

User can either **"Search"** the added files or create new file in the system by clicking on the **"Add"** option

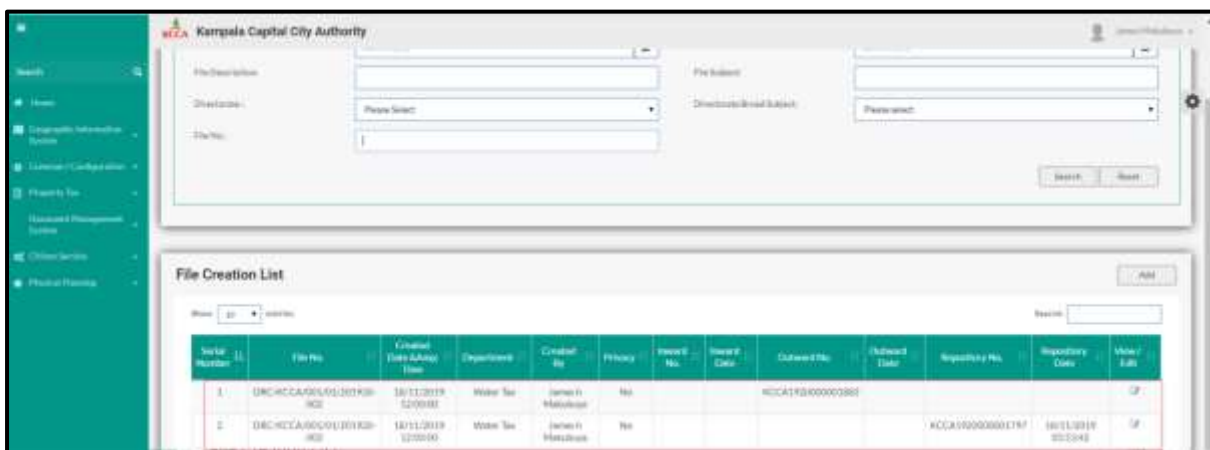
Firstly let us go through the entire search flow of file creation.

7.3.1 Search

Select required Parameter and Click on search, on click of **"Search"** Button bellow screen will be displayed.

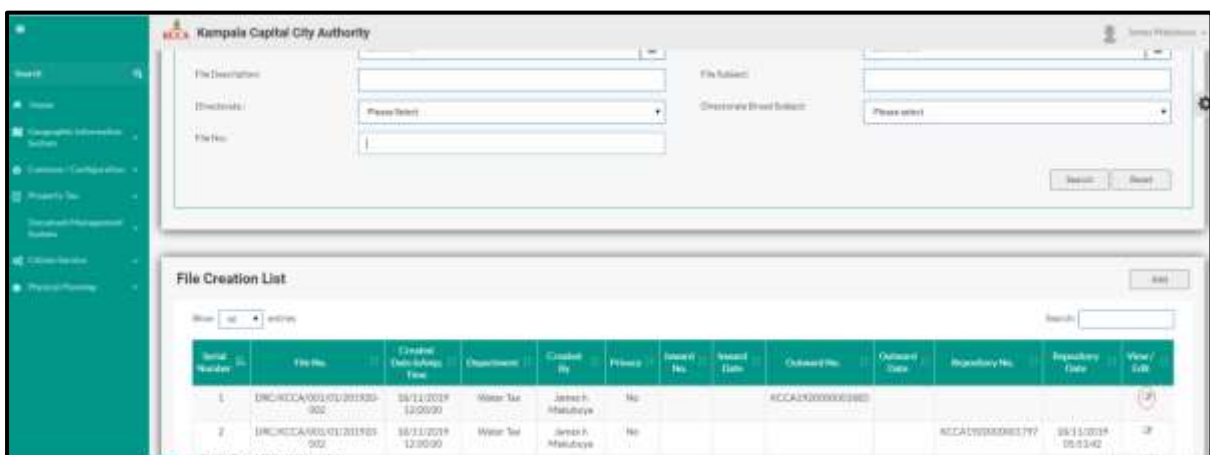


After clicked on “**Search Button**” below screen will be displayed.

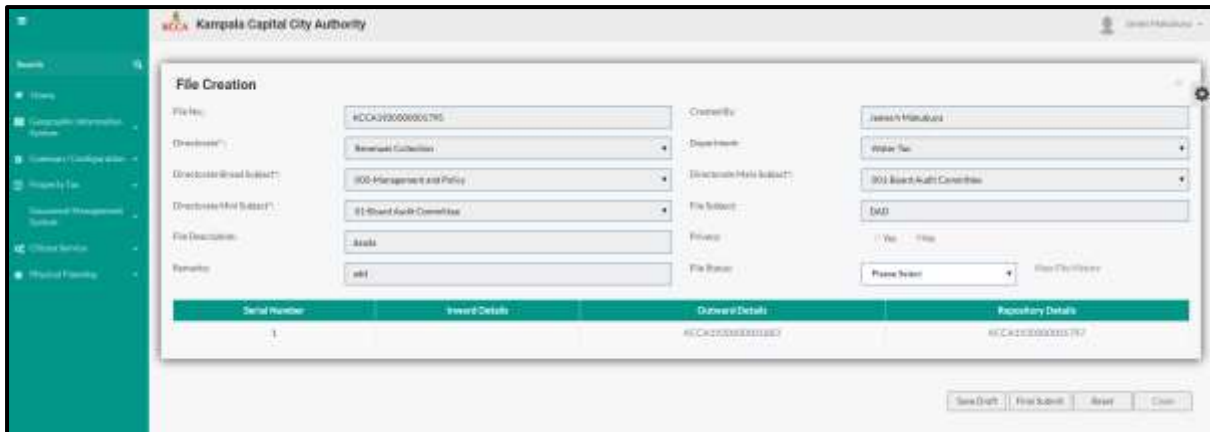


7.3.2 Edit and View

For **Edit** or **View**, user need to select the row. Refer the below screen for the same.



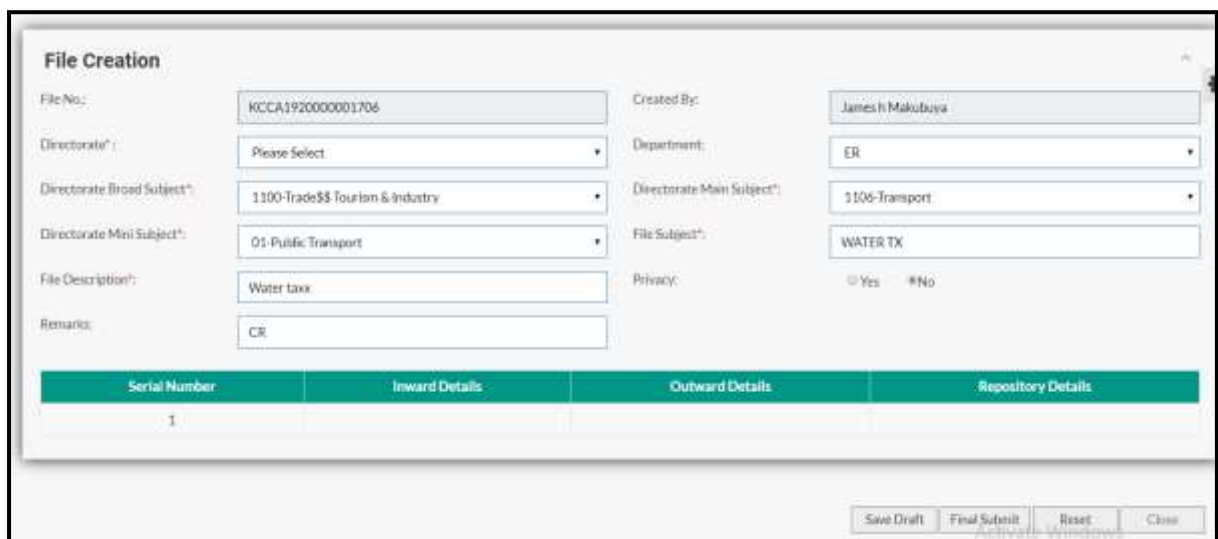
After clicked on “**Edit** or **View**” button below screen will be displayed.



Data present in the system for the entered details will be listed in “**File Creation List**” section; user can edit the same if the created file is in draft mode.

Note: If the created file is finally submitted then no edit or update can be done on click of edit icon also if privacy of the file is marked as “**Yes**” then the created file won’t be visible on click of search it will be visible only for primary user.

If the file is in draft mode then below mentioned screen will be displayed when clicked on edit option



All the non-greyed out fields can be edited by the employee.

Note:

1. When file is newly created at that time status of the file is open
2. User can close the file from “**File Status**” option (through edit option)

3. User can then reopen the file and new file number will be generated by the system (through edit option)

Save Draft - Employee can save the updated changes by clicking the **“Save Draft”** button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying **“Data Saved Successfully”**

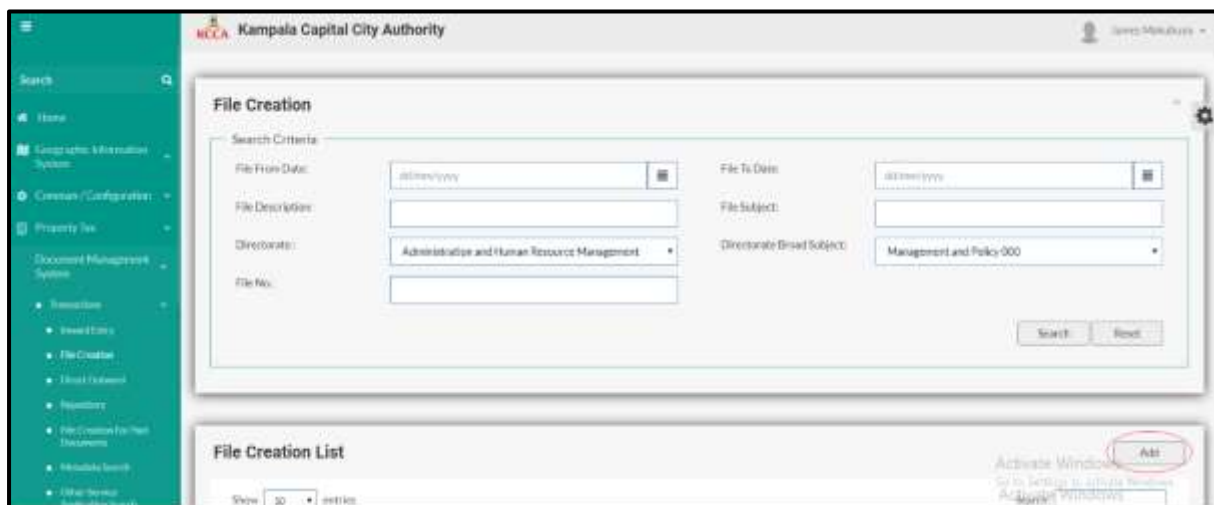
Final Submit - **“Final Submit”** option is used for submitting the application. Once application is finally submitted then no changes can be done in it.

Reset - **“Reset”** option is used to clear the entered data on form.

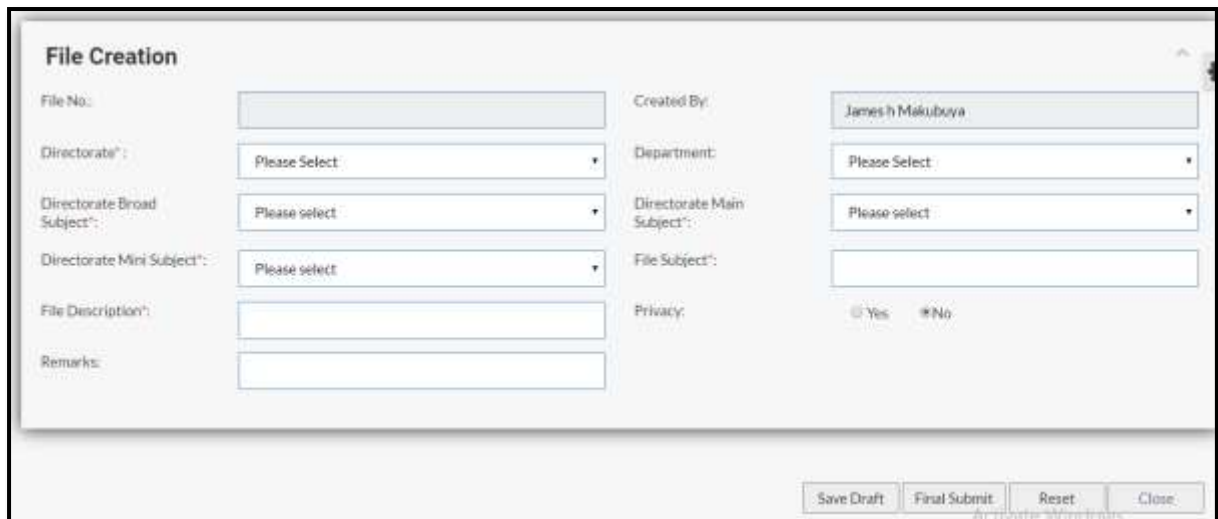
Close - **“Close”** option is used to close the existing form.

7.3.3 Add

User has to click on **“Add”** option to create new file in the system, refer below screen.



Following screen appears when clicked on **“Add”** button.



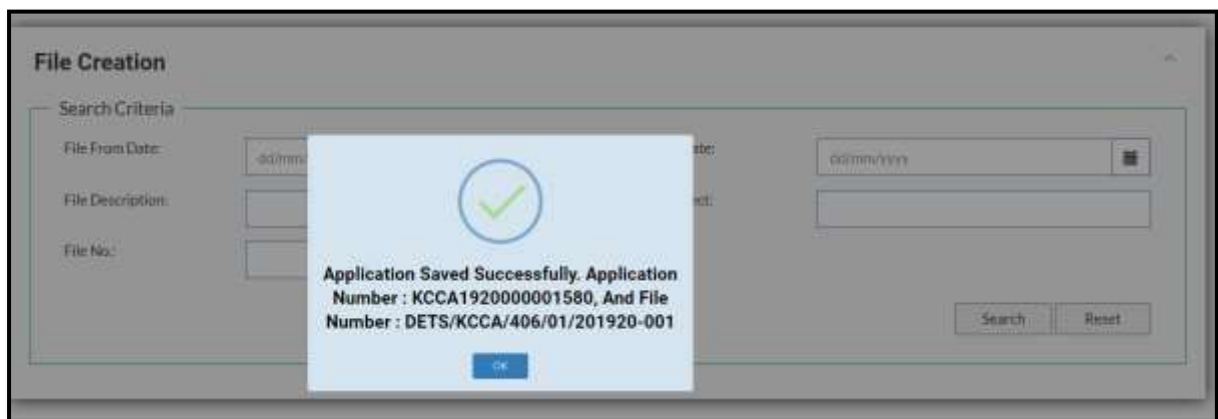
Below is the description of all the fields present on form above mentioned screen.

Sr. No	Field Name	Description
File Creation Details		
1.	File No.	Non editable, auto displayed by the system
2.	Department	Select Department name from drop down list
3.	Created by	Non editable, auto displayed by the system as per user login
4.	File Subject	Enter File Subject
5.	Directorate	Select Directorate name from drop down list
6.	Directorate Board Function Subject	Select Directorate Board Function Subject name from drop down list
7.	Directorate Main Subject	Select Directorate Main Subject name from drop down list
8.	Directorate Mini Subject	Select Directorate Mini Subject name from drop down list
5.	File Description	Enter File Description
6.	Privacy	Select Yes or No
7.	Remark	Enter Remark

Note: If further the created file is mapped to inward or outward or repository then the details of inward, outward, repository will get auto displayed by the system in the grid

Post entering all the fields, user need to click on **"Save Draft "**or **"Final Submit"**.

Below Mentioned Screen appears of Click on **"Save Draft "**or **"Final Submitted"** "its Pop message.



Save Draft - Employee can save the updated changes by clicking the **"Save Draft"** button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying **"Data Saved Successfully"**

Final Submit – **"Final Submit"** option is used for submitting the application. Once application is finally submitted then no changes can be done in it.

Reset - **"Reset"** option is used to clear the entered data on form

Close – **"Close"** option is used to close the existing form

Save Draft – Used to **"Save"** the **Entered** or **Selected** Information in login. User can Update or Edit to that information or entered or selected values.

User should get **SMS and Email on registered mail id and mobile no.**

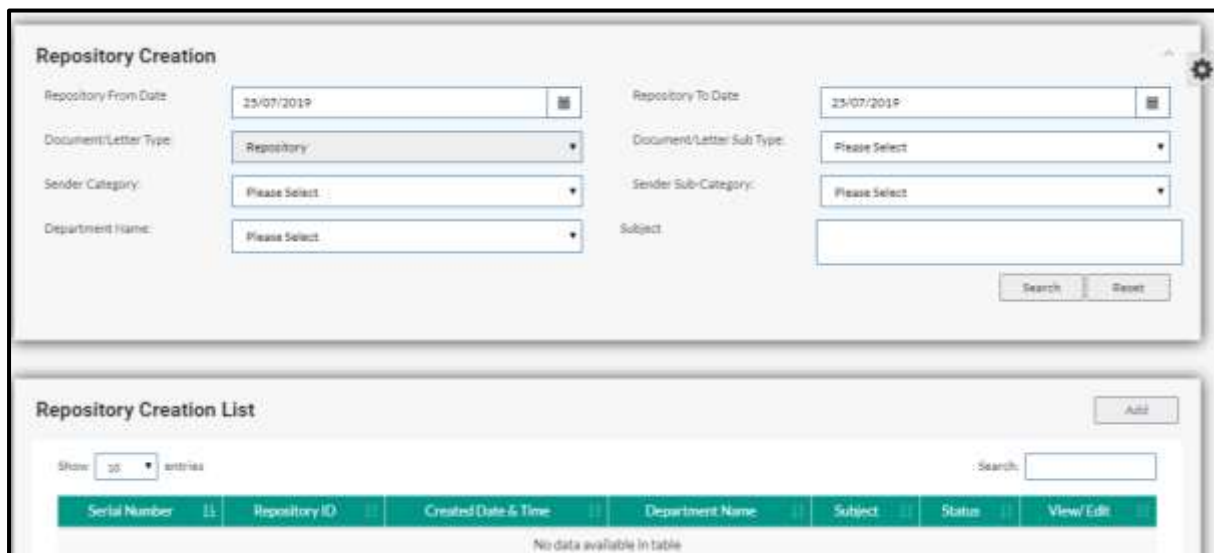
7.4 Repository Creation

- Repository means a central location in which data is stored and managed
- If multiple users demand for same document again and again or it is supposed to be common for all users then repository of the same will be created in the system

- To search the file on basis of the file name then the same can be done by metadata search

Follow the path for Department: Employee Login → Document Management System → Transaction → Repository Creation.

Below screen will be displayed when clicked on **“Repository Creation”** option

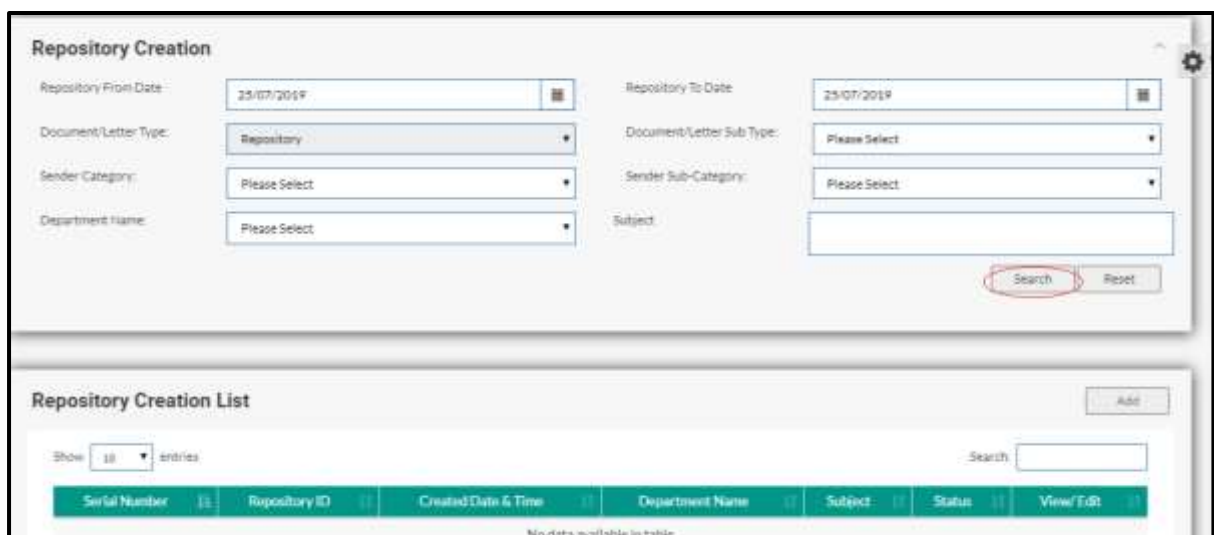


User can either **“Search”** the already added repositories or create new repository in the system by clicking on the **“Add”** option

Firstly let us go through the entire search flow of repository creation.

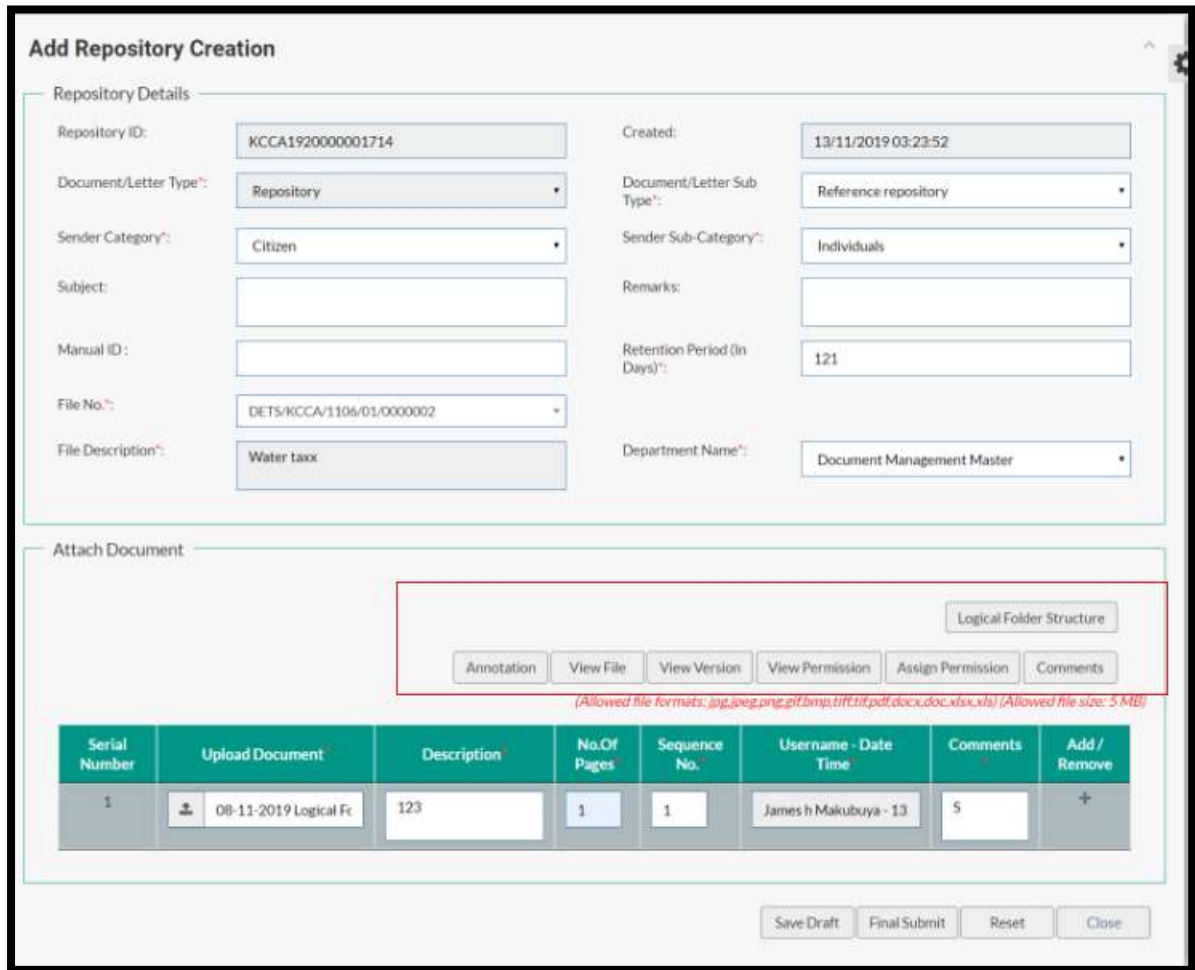
7.4.1 Search

Select required Parameter and click on search, on click of **“Search”** Button bellow screen will be displayed.



Data present in the system for the entered details will be listed in “**Repository Creation List**” section; user can edit the same by clicking on the edit icon

Below screen is displayed when clicked on “**Edit**” icon



Add Repository Creation

Repository Details

Repository ID: KCCA192000001714

Created: 13/11/2019 03:23:52

Document/Letter Type: Repository

Document/Letter Sub Type: Reference repository

Sender Category: Citizen

Sender Sub-Category: Individuals

Subject:

Remarks:

Manual ID:

Retention Period (in Days): 121

File No.: DETS/KCCA/1106/01/0000002

File Description: Water tax

Department Name: Document Management Master

Attach Document

Logical Folder Structure

Annotation View File View Version View Permission Assign Permission Comments

(Allowed file formats: .jpg, .jpeg, .png, .gif, .bmp, .tiff, .tif, .pdf, .docx, .doc, .xlsx, .xls) (Allowed file size: 5 MB)

Serial Number	Upload Document	Description	No. Of Pages	Sequence No.	Username - Date Time	Comments	Add / Remove
1	08-11-2019 Logical Fr	123	1	1	James h Makubuya - 13	5	+

Save Draft Final Submit Reset Close

The one who has created the repository has the rights to edit (perform annotation) and view the attachment document in repository. Apart from this he can also assign the permission of view and annotations to employees.

Note: Status checkbox is used for marking the assigned permission active or inactive.

[Click here to get to know about "Annotation"](#)

[Click here to get to know about "View File"](#)

[Click here to get to know about "View Version"](#)

[Click here to get to know about "View Permission"](#)

[Click here to get to know about "Assign Permission"](#)

[Click here to get to know about "Comments"](#)

[Click here to get to know about "Logical Folder Structure"](#)

Save Draft - Employee can save the updated changes by clicking the **"Save Draft"** button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying **"Data Saved Successfully"**

Final Submit - **"Final Submit"** option is used for submitting the application.

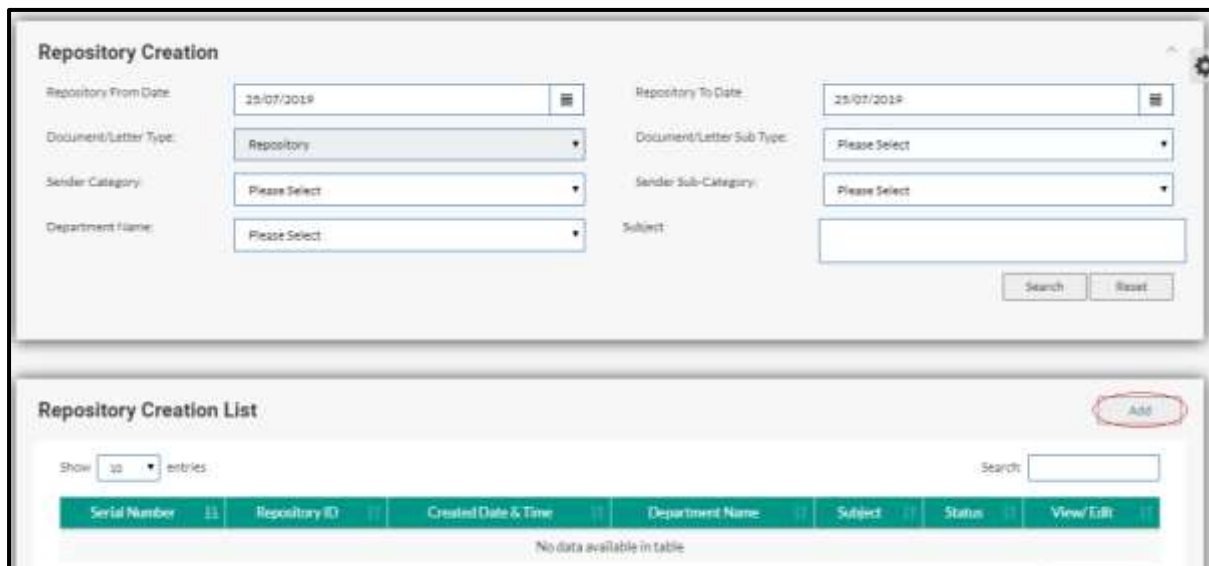
Reset - **"Reset"** option is used to clear the entered data on form

Close - **"Close"** option is used to close the existing form

SMS/email will be intimated one repository is created.

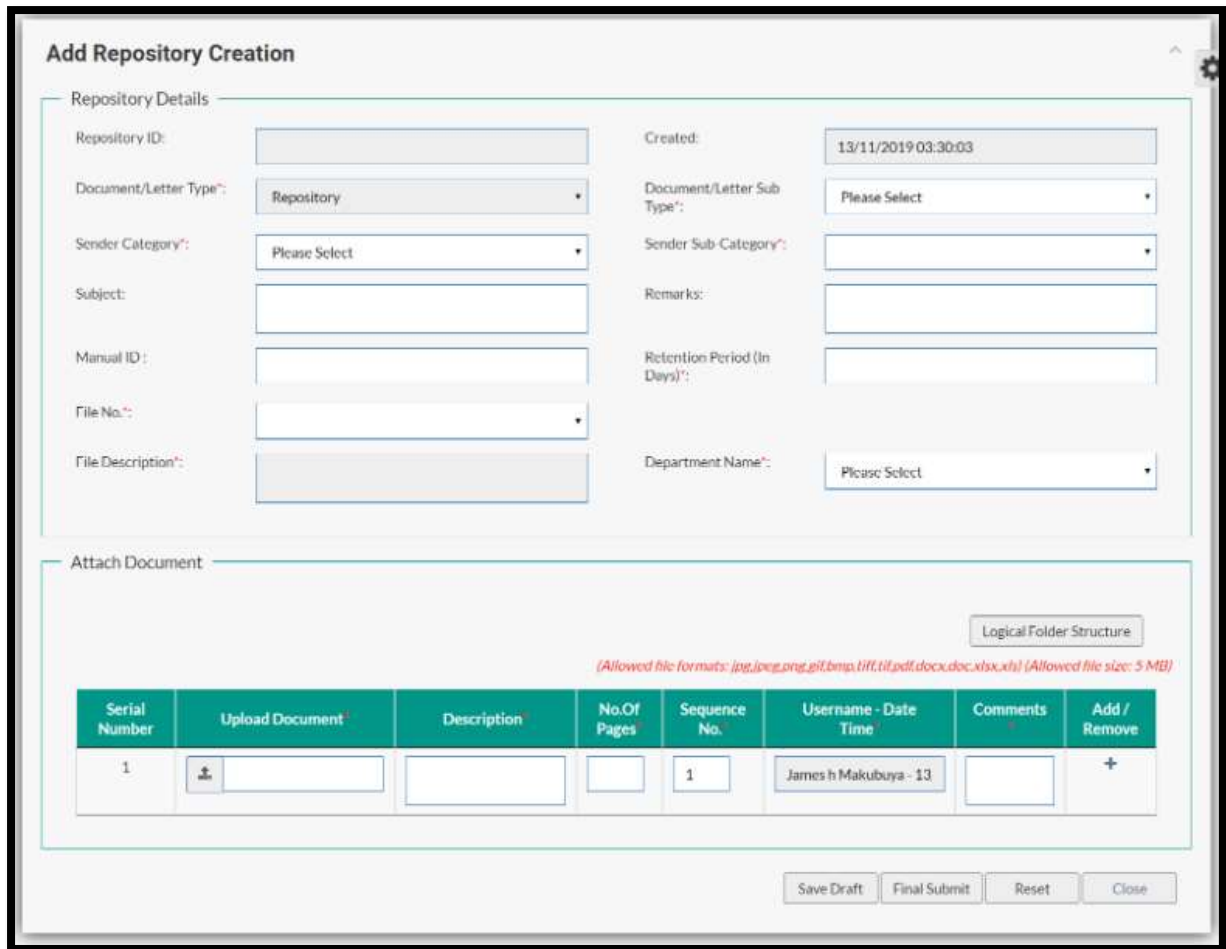
7.4.2 Add

User has to click on **"Add"** option to create new repository in the system, refer below screen.



The screenshot displays two sections of a web application interface. The top section, titled "Repository Creation", contains several input fields: "Repository From Date" (25/07/2019), "Repository To Date" (25/07/2019), "Document/Letter Type" (Repository), "Document/Letter Sub Type" (Please Select), "Sender Category" (Please Select), "Sender Sub-Category" (Please Select), "Department Name" (Please Select), and a "Subject" text box. There are "Search" and "Reset" buttons at the bottom right of this section. The bottom section, titled "Repository Creation List", features a table with columns: "Serial Number", "Repository ID", "Created Date & Time", "Department Name", "Subject", "Status", and "View/Edit". Below the table, it states "No data available in table". A red circle highlights an "Add" button in the top right corner of this section.

Following screen appears when clicked on “Add” button



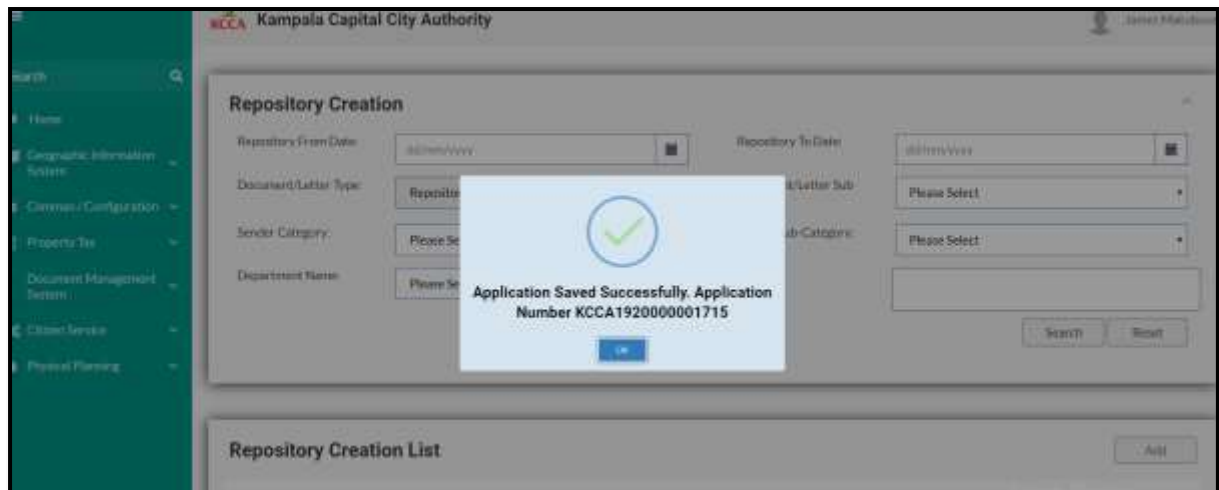
Below is the description of all the fields present on form above mentioned screen.

Sr. No	Field Name	Description
Add Repository Creation		
1.	Repository Id	Non editable, auto displayed by the system
2.	Created	Non editable, current date is auto displayed by the system
3.	Department Name	Select Department Name from drop down list.
4.	File Reference No	Select file reference number from the dropdown
5.	Document / Letter type	Non editable, auto displayed by the system

		as "Repository"
6.	Document / Letter Sub type	Select Document / Letter Sub type from dropdown list.
7.	Sender Category	Select sender category from the dropdown
8.	Sender Sub Category	Select sender sub category from the dropdown. On basis of sender category, sender sub category will be fetched in the dropdown.
9.	Subject	Enter Subject
10.	Remark	Enter Remark
11.	Manual ID	Enter manual ID
Documents		
12.	Serial No	Non editable, auto displayed by the system
13.	Upload Document	Browse the file which has to be uploaded
14.	Description	Entire relevant description supporting the document.
15.	No.of Pages	Enter the number of pages which has been uploaded
16.	Sequence No	Enter the sequence number of the page
17.	User Name – Uploaded Date Time	Non editable, auto displayed by the system
18.	Comments	Enter the comment supporting the document
19.	Add/Remove	Click on add option to add multiple documents

Post entering all the fields, user need to click on **"Save Draft"** for saving the repository in draft mode also user can click on **"Final Submit"** to submit the repository.

When clicked on **"Save Draft"** or **"Final Submit"** below pop up message will be displayed by the system.



Save Draft - Employee can save the updated changes by clicking the **“Save Draft”** button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying **“Data Saved Successfully”**

Final Submit – **“Final Submit”** option is used for submitting the application and version number will be getting generated

Reset - **“Reset”** option is used to clear the entered data on form

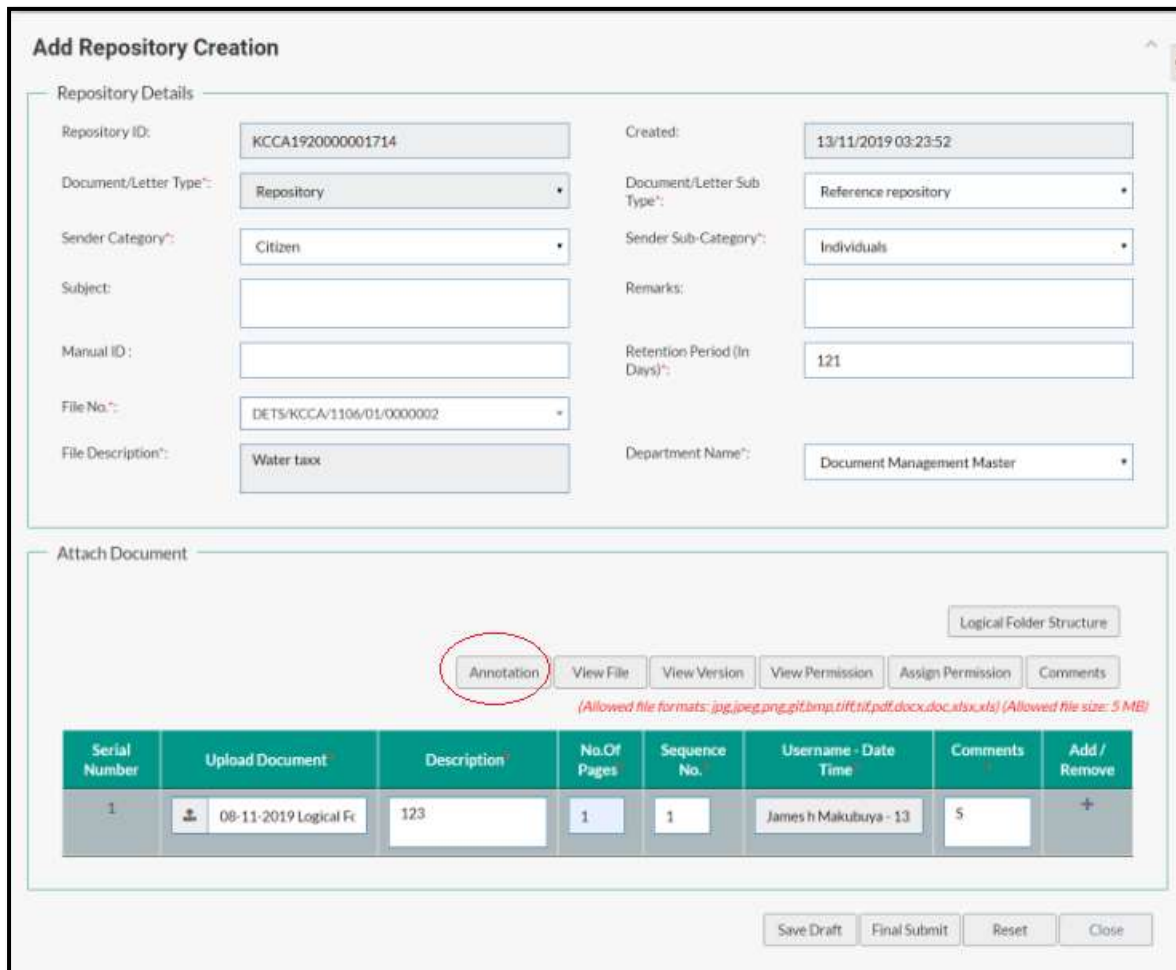
Close – **“Close”** option is used to close the existing form

SMS/Email will be intimated on repository creation.

7.4.3 Annotation

“**Annotation**” is used for commenting and highlighting the section in the attached document for knowing the importance.

For performing annotation user need to first select the document and then click on “**Annotation**” option as shown below.



Add Repository Creation

Repository Details

Repository ID: KCCA192000001714 Created: 13/11/2019 03:23:52

Document/Letter Type: Repository Document/Letter Sub Type: Reference repository

Sender Category: Citizen Sender Sub-Category: Individuals

Subject: Remarks:

Manual ID: Retention Period (In Days): 121

File No.: DETS/KCCA/1106/01/0000002 Department Name: Document Management Master

File Description: Water tax

Attach Document

Logical Folder Structure

Annotation View File View Version View Permission Assign Permission Comments

(Allowed file formats: .jpg, .jpeg, .png, .gif, .bmp, .tiff, .tif, .pdf, .docx, .doc, .xlsx, .xls) (Allowed file size: 5 MB)

Serial Number	Upload Document	Description	No. Of Pages	Sequence No.	Username - Date Time	Comments	Add / Remove
1	08-11-2019 Logical Fc	123	1	1	James h Makubuya - 13	5	+

Save Draft Final Submit Reset Close

Post clicking on “**Annotation**” button below screen will be displayed.

User has to enter the text which has to be annotated in “**Annotation text**” field and then click on either “**General Note**” or “**Important Comment**” option

General Note: General note will be in green colour

Important comment: Important comment will be in red colour

Once **Annotation** is done user need to click on save option to save the work done.

Close – “**Close**” option is used to close the existing form.

Save – “**Save**” option is used to save the annotations done.

7.4.4 View File

View file option is used to view the uploaded document.

User need to select the uploaded document and then click on “**View File**” option as shown in below screen.

Add Repository Creation

Repository Details

Repository ID: <input type="text" value="KCCA1920000001714"/>	Created: <input type="text" value="13/11/2019 03:23:52"/>
Document/Letter Type*: <input type="text" value="Repository"/>	Document/Letter Sub Type*: <input type="text" value="Reference repository"/>
Sender Category*: <input type="text" value="Citizen"/>	Sender Sub-Category*: <input type="text" value="Individuals"/>
Subject: <input type="text"/>	Remarks: <input type="text"/>
Manual ID: <input type="text"/>	Retention Period (In Days)*: <input type="text" value="121"/>
File No.*: <input type="text" value="DETS/KCCA/1106/01/0000002"/>	Department Name*: <input type="text" value="Document Management Master"/>
File Description*: <input type="text" value="Water tax"/>	

Attach Document

(Allowed file formats: jpg, jpeg, png, gif, bmp, tiff, tif, pdf, docx, doc, xls, xlsx) (Allowed file size: 5 MB)

Serial Number	Upload Document	Description	No.Of Pages	Sequence No.	Username - Date Time	Comments	Add / Remove
1	08-11-2019 Logical Fr	123	1	1	James h Makubuya - 13	S	+

When clicked on view file the uploaded file can be viewed in new tab.

7.4.5 View Version

This option is used to view the version of the file basically used for retrieving the previous version files as there are multiple documents going in and out of the Document Management System.

To view the version of the document user need to initially select the file and the click on **"View Version"** option as shown below.

Add Repository Creation

Repository Details

Repository ID: Created:

Document/Letter Type*: Document/Letter Sub Type*:

Sender Category*: Sender Sub-Category*:

Subject:

Manual ID: Remarks:

File No.*: Retention Period (in Days)*:

File Description*: Department Name*:

Attach Document

(Allowed file formats: jpg, jpeg, png, gif, bmp, tiff, rtf, pdf, docx, doc, xls, xlsx) (Allowed file size: 5 MB)

Serial Number	Upload Document	Description	No.Of Pages	Sequence No.	Username - Date Time	Comments	Add / Remove
1	08-11-2019 Logical Fr	123	1	1	James h Makubuya - 13	S	+

Post click on **“View Version”** option below screen will be displayed.

View Version

Show entries Search:

Sr.No	Version No.	Created By	Created Date & Time	Comments
1	1	Deepraj Singh	15/02/2019 03:08:48	asd

Showing 1 to 1 of 1 entries

User can view the version of the file along with the entire history.

“Close” option is used to close the current page.

7.4.6 View Permission

View permission option is used for viewing the permissions assigned to the employee regarding the uploaded document.

User need to initially select the document and click on **“View permission”** option as shown below.

Add Repository Creation

Repository Details

Repository ID: <input type="text" value="KCCA192000001714"/>	Created: <input type="text" value="13/11/2019 03:23:52"/>
Document/Letter Type*: <input type="text" value="Repository"/>	Document/Letter Sub Type*: <input type="text" value="Reference repository"/>
Sender Category*: <input type="text" value="Citizen"/>	Sender Sub-Category*: <input type="text" value="Individuals"/>
Subject: <input type="text"/>	Remarks: <input type="text"/>
Manual ID: <input type="text"/>	Retention Period (In Days)*: <input type="text" value="121"/>
File No*.: <input type="text" value="DETS/KCCA/1106/01/0000002"/>	Department Name*: <input type="text" value="Document Management Master"/>
File Description*: <input type="text" value="Water tax"/>	

Attach Document

(Allowed file formats: .jpg, .jpeg, .png, .gif, .bmp, .tiff, .tif, .pdf, .docx, .doc, .xlsx, .xls) (Allowed file size: 5 MB)

Serial Number	Upload Document	Description	No.Of Pages	Sequence No.	Username - Date Time	Comments	Add / Remove
1	08-11-2019 Logical Fi	123	1	1	James h Makubuya - 13	S	+

Post click on **“View Permission”** below screen will be displayed by the system.

View Permission X

Show entries Search:

Serial Number	Department Name	Employee	Edit	View	Status	Add / Remove
1	HR & Payroll Management	James h Makubuya	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Showing 1 to 1 of 1 entries

The one against which checkbox is given those rights are assigned to the user.

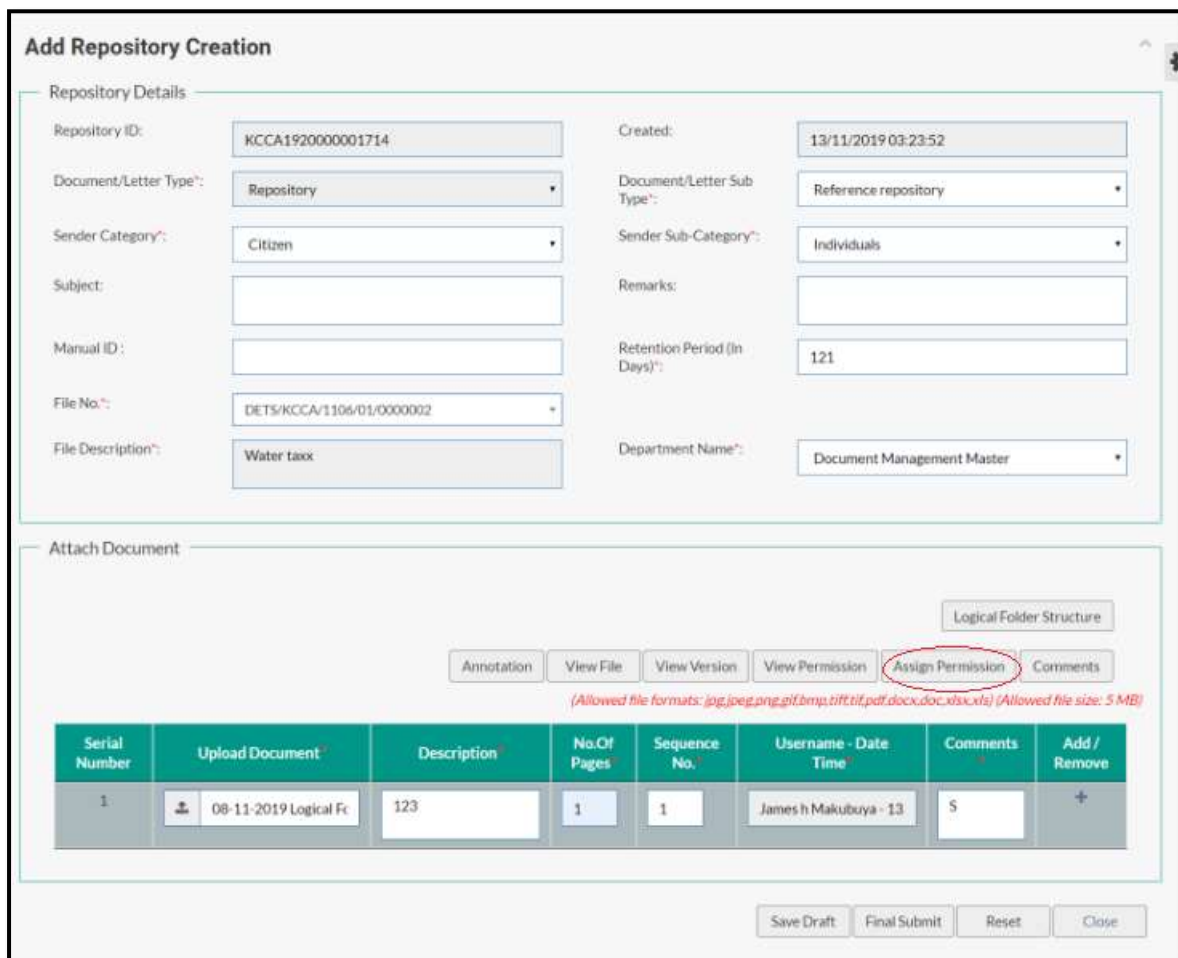
“Close” option is used to close the existing page.

7.4.7 Assign Permission

Assign permission option is used to assign the rights to the employee department wise for taking the action on the document or view the document

Note: The one who has created the repository only that user has the right to assign the task to the employee

User need to initially select the document and click on **“Assign permission”** option as shown below.



Add Repository Creation

Repository Details

Repository ID: KCCA192000001714 Created: 13/11/2019 03:23:52

Document/Letter Type: Repository Document/Letter Sub Type: Reference repository

Sender Category: Citizen Sender Sub-Category: Individuals

Subject: Remarks:

Manual ID: Retention Period (In Days): 121

File No.: DETS/KCCA/1106/01/000002 Department Name: Document Management Master

File Description: Water tax

Attach Document

Logical Folder Structure

Annotation View File View Version View Permission **Assign Permission** Comments

(Allowed file formats: .jpg, .jpeg, .png, .gif, .bmp, .tif, .tiff, .pdf, .docx, .doc, .xlsx, .xls) (Allowed file size: 5 MB)

Serial Number	Upload Document	Description	No.Of Pages	Sequence No.	Username - Date Time	Comments	Add / Remove
1	08-11-2019 Logical Fc	123	1	1	James h Makubuya - 13	S	+

Save Draft Final Submit Reset Close

Post click on **“Assign Permission”** below screen will be displayed by the system.

Assign Permission X

Show entries Search:

Serial Number	Department Name	Employee	Edit	View
1	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="checkbox"/>	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

Employee needs to select the department name from the dropdown. On basis of department, employee name will be fetched in the dropdown. Only one employee can be selected at a time. By click on the checkbox of edit/view the respective permission will get assigned to the selected employee. Permission for multiple employee can be assigned by clicking on the add (+) icon.

Note: Status checkbox is used for marking the assigned permission active or inactive.

User need to click on **"Save"** option to save the work.

7.4.8 Comments

Comments option is used to enter the Comments as well as view the comments on clicking on Version history button.

User need to initially select the document and click on **"Comments"** option below screen will be displayed.

Comments X

Current Version:

Show entries

Search:

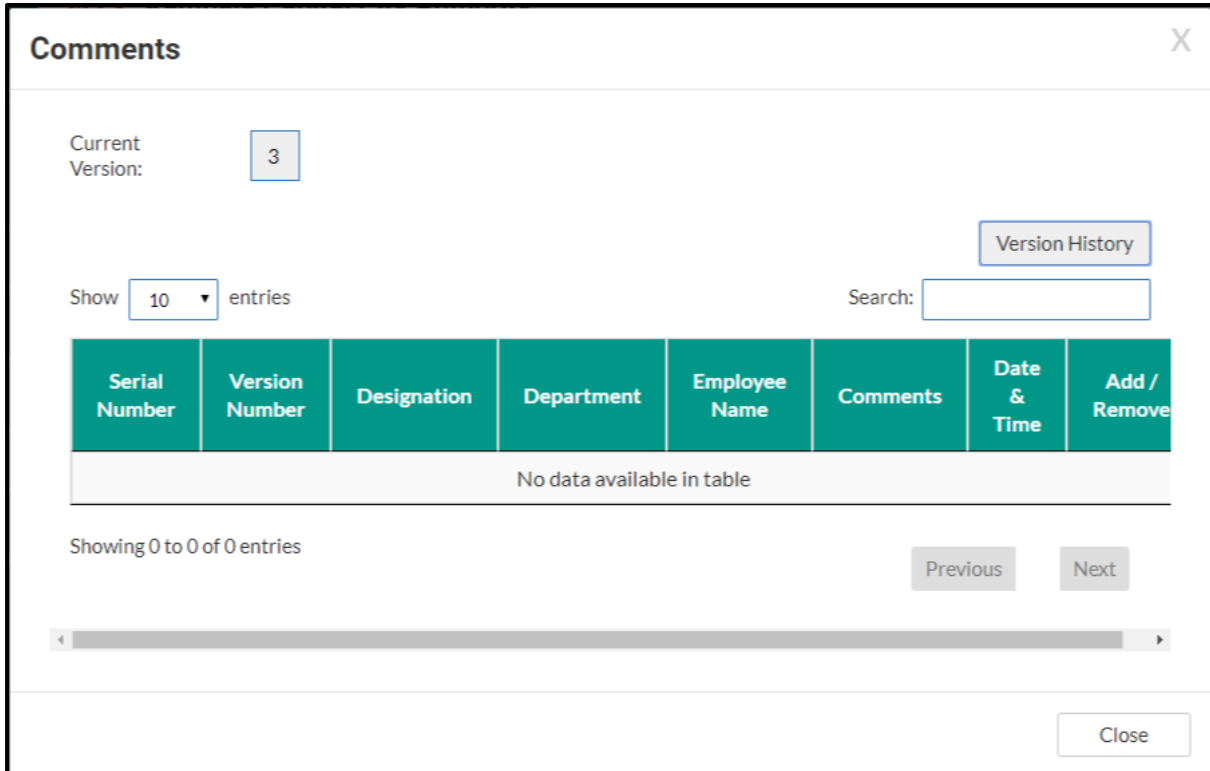
Serial Number	Version Number	Designation	Department	Em
1	1	Admin	Document Management N	James I

Showing 1 to 1 of 1 entries

Entered comments and click on **"Save"** Button for the saved the entered comments.

For version history user need to click on **"Version History"**.

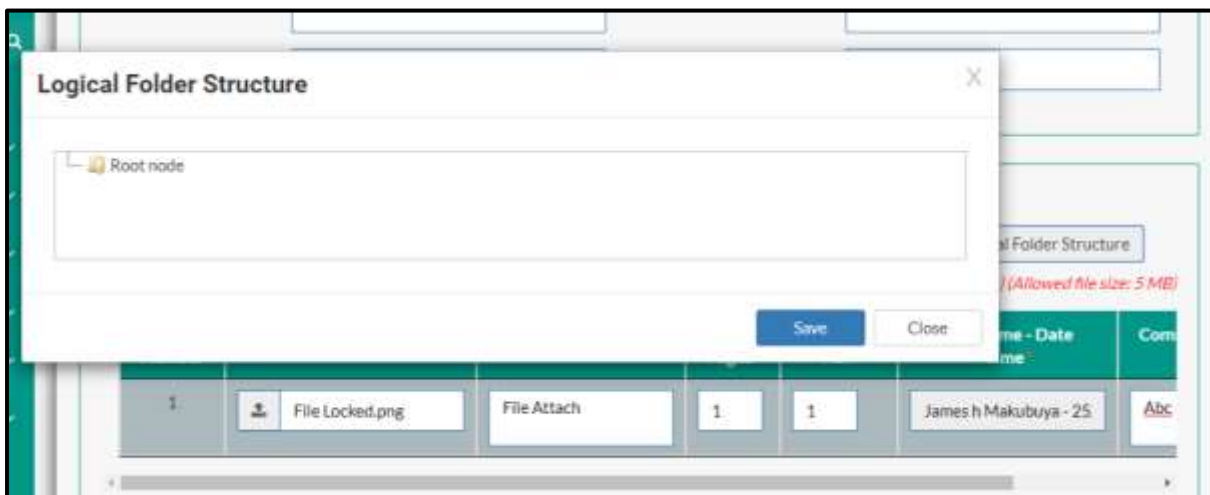
Post click on **"Version History"** below screen will be displayed by the system.



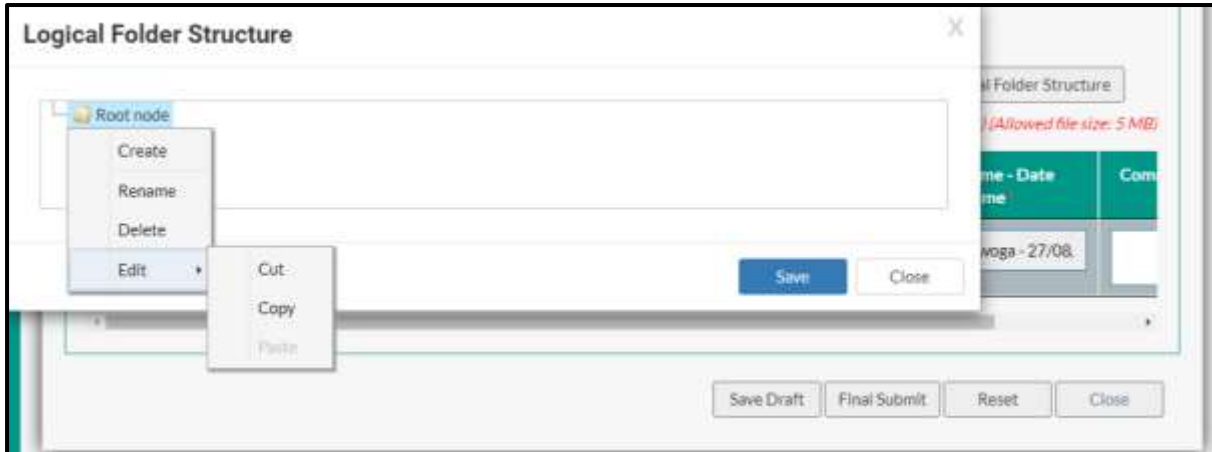
7.4.9 Logical Folder Structure

Logical Folder Structure option is used to view the Physical Path of Folder or documents.

User need to initially select the document and click on "**Logical Folder Structure**" option below screen will be displayed.



For Logical Folder Structure Create, Rename, Delete, Edit click Right Button on "**Root Node**"

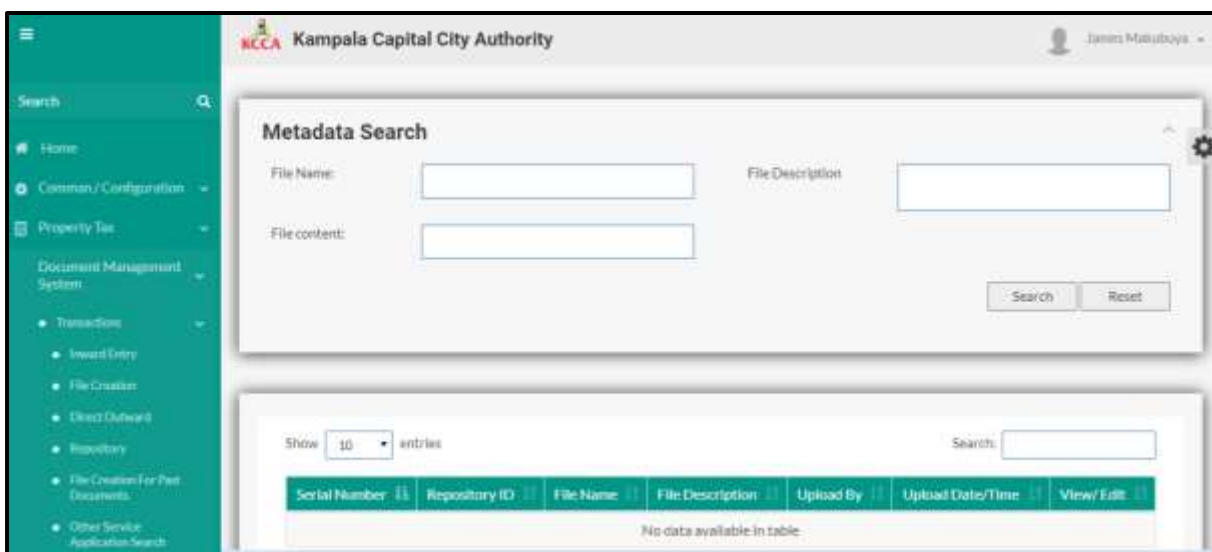


7.5 Metadata Search

- Metadata search is used for searching the documents present in the repository on basis of document name, document content or document description
- In repository, user cannot search the document present in the repository on basis of document name or content for that purpose we use metadata search option.
- On basis of document name or content system will be display the repository in which the search document is present

Follow the path for Department: Employee Login → Document Management System → Transaction → Metadata Search

Below screen will be displayed when clicked on “**Metadata Search**” option



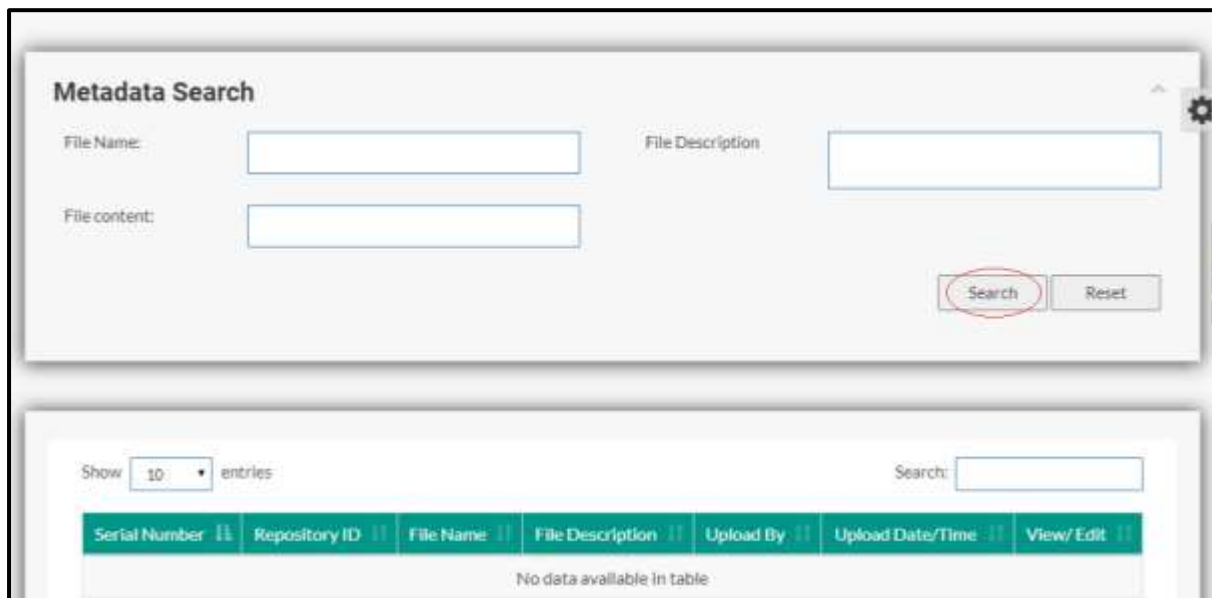
User will have to first search for the document present in repository and then edit the same.

Firstly let us go through the entire search flow of metadata search

7.5.1 Search

Enter file name or file description or file content and click on “**Search**” option.

Below screen will be displayed when clicked on “**Search**” option.



All the repositories in which the searched file is present will be listed by the system. User can click on edit option if any changes have to be done in the repository.

Below mentioned screen is displayed when clicked on “**Edit**” icon

Add Repository Creation

Repository Details

Repository ID: <input type="text" value="KCCA192000001714"/>	Created: <input type="text" value="13/11/2019 03:23:52"/>
Document/Letter Type*: <input type="text" value="Repository"/>	Document/Letter Sub Type*: <input type="text" value="Reference repository"/>
Sender Category*: <input type="text" value="Citizen"/>	Sender Sub-Category*: <input type="text" value="Individuals"/>
Subject: <input type="text"/>	Remarks: <input type="text"/>
Manual ID: <input type="text"/>	Retention Period (in Days)*: <input type="text" value="121"/>
File No.*: <input type="text" value="DETS/KCCA/1106/01/0000002"/>	Department Name*: <input type="text" value="Document Management Master"/>
File Description*: <input type="text" value="Water tax"/>	

Attach Document

(Allowed file formats: .jpg, .jpeg, .png, .gif, .bmp, .tiff, .tif, .pdf, .docx, .doc, .xls, .xlsx) (Allowed file size: 5 MB)

Serial Number	Upload Document	Description	No.Of Pages	Sequence No.	Username - Date Time	Comments	Add / Remove
1	08-11-2019 Logical Ft	123	1	1	James h Makubuya - 13	S	+

This form is similar to “**Repository Creation**”.

[Click here to know the details](#)

7.6 File Creation for Past Document

- File creation for past document is used to create a file for those document wherein inward or outward or repository is already been done.
- Apart from this, the files which are already been dispatched can also be clubbed together in a single file.
- If file Privacy is marked as Yes, then same (file, linked Inward and additional documents) will be not available for searching by any user. Only marked primary users can search and view the file.

Follow the path for Departmental Login: Employee Login → Document Management System → Transaction → File Creation for Past Document.

Below screen will be displayed when clicked on “**File Creation for Past Document**” option

File Creation For Past Documents

File No.: Department:

Created By: File Subject:

File Description: Privacy: Yes No

Remarks:

Type	Select Number	Subject	Action
Please Select	<input type="text"/>	<input type="text"/>	<input type="button" value="add"/>
Type	Select Number	Subject	Action
Inward	UGD01819000000639	Abc	
Outward	UGD01819000001377		
Repository	UGD01819000002945	dfhdgf	
Dispatched	UGD01920000000029		

All the non-greyed out fields can be edited by the employee.

Save Draft - Employee can save the updated changes by clicking the **"Save Draft"** button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying **"Data Saved Successfully"**

Final Submit - **"Final Submit"** option is used for submitting the application. Once application is finally submitted then no changes can be done in it.

Reset - **"Reset"** option is used to clear the entered data on form

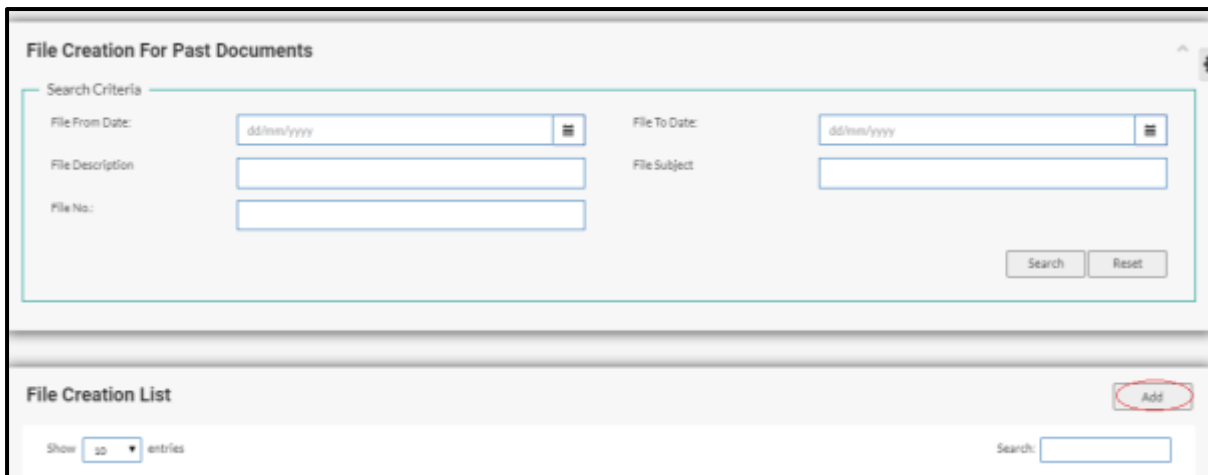
Close - **"Close"** option is used to close the existing form.

Following screen will appear after successful **Login of Employee.**

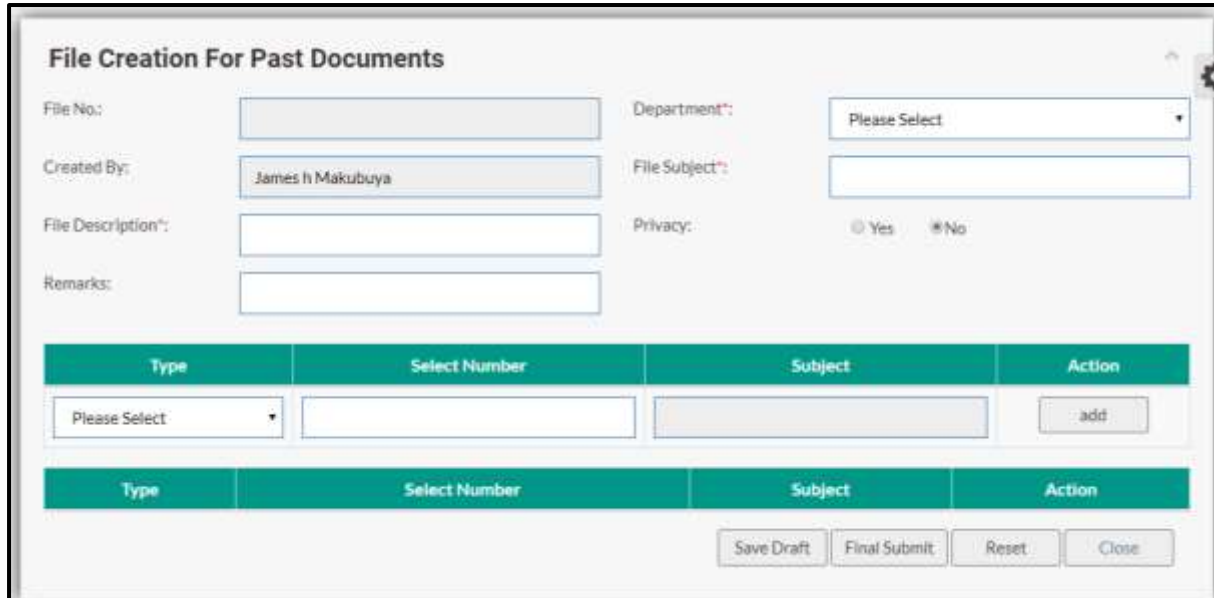


7.6.2 Add

User has to click on “**Add**” option to create new file in the system, refer below screen.



Following screen appears when clicked on “**Add**” button.



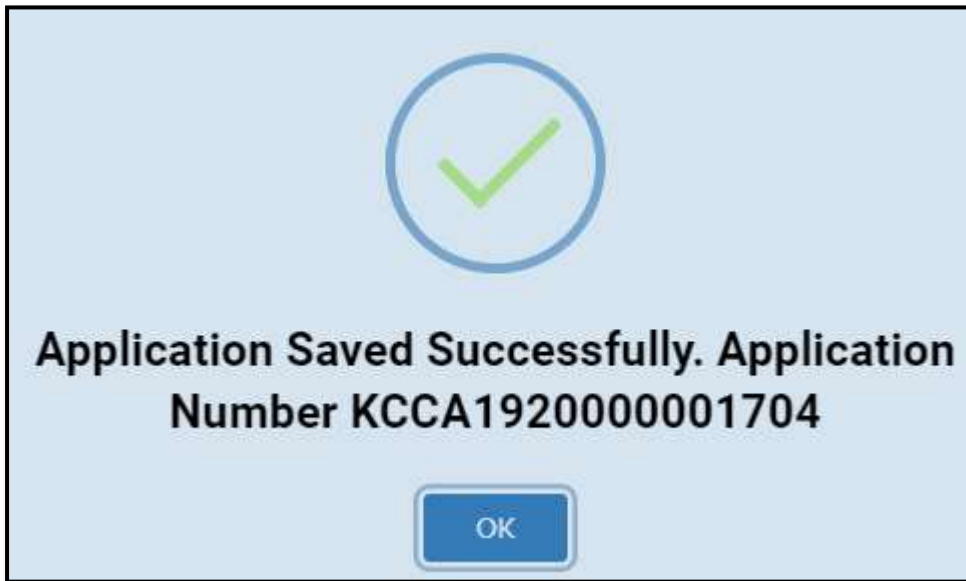
Below is the description of all the fields present on form above mentioned screen.

Sr. No	Field Name	Description
File Creation Details		
1.	File No	Non editable, auto displayed by the system
2.	Department	Select Department name from drop down list
3.	Created by	Non editable, auto displayed by the system as per user login
4.	File Subject	Enter File Subject
5.	File Description	Enter File Description
6.	Privacy	Select Yes or No
7.	Remark	Enter Remark

Note: If further the created file is mapped to inward or outward or repository then the details of inward, outward, repository will get auto displayed by the system in the grid

Post entering all the fields, user need to click on **“Save Draft”** or **“Final Submit”**.

Below Mentioned Screen appears of Click on **"Save Draft"** or **"Final Submitted"** "its Pop message.



Save Draft - Employee can save the updated changes by clicking the **"Save Draft"** button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying **"Data Saved Successfully"**

Final Submit - **"Final Submit"** option is used for submitting the application. Once application is finally submitted then no changes can be done in it.

Reset - **"Reset"** option is used to clear the entered data on form

Close - **"Close"** option is used to close the existing form

Save Draft - Used to **"Save"** the **Entered** or **Selected** Information in login. User can **Update** or **Edit** to that information or entered or selected values.

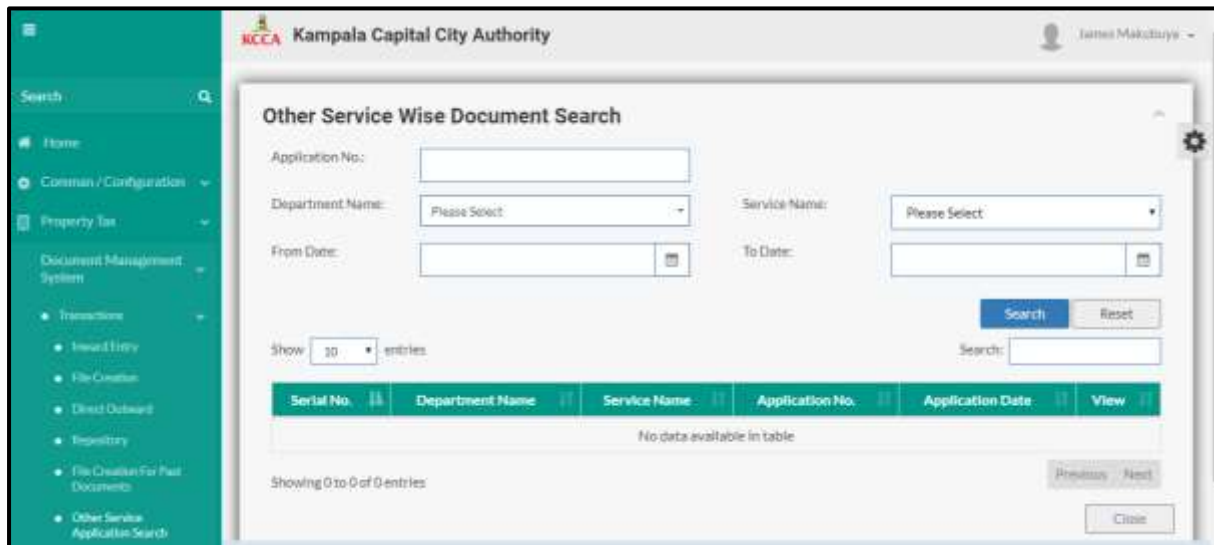
User should get **SMS and Email on registered mail id and mobile no.**

7.7 Other Service Wise Document Search

- Other Service wise Document search is used for searching the documents of other module or department documents.

Follow the path for Department: Employee Login → Document Management System → Transaction → Other Service Wise Document Search

Below screen will be displayed when clicked on **“Other Service Wise Document Search”** option



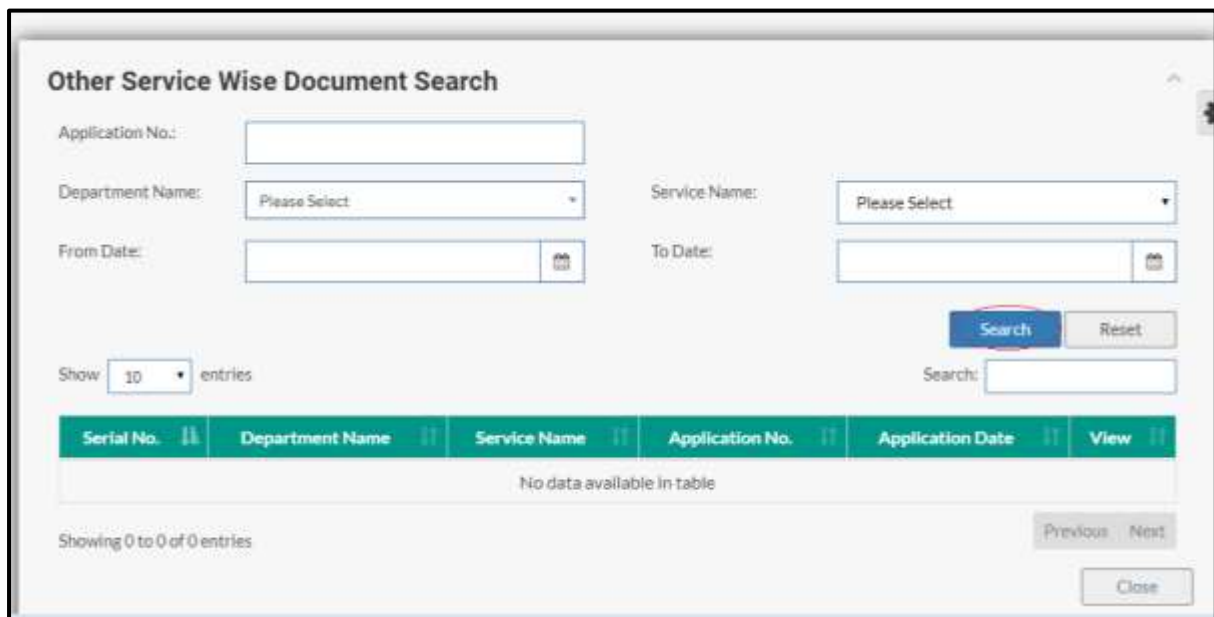
User will have to first search for the document present in System and then edit the same.

Firstly, let us go through the entire Search flow of **Search**

7.7.1 Search

Enter file name or file description or file content and click on **“Search”** option.

Below screen will be displayed when clicked on **“Search”** option



All the Documents in which the searched file is present will be listed by the system.

User can click on Search option. After clicking on “**Search**” Button below screen will be displayed.

Other Service Wise Document Search

Application No.:

Department Name: Service Name:

From Date: To Date:

Show entries

Search:

Serial No.	Department Name	Service Name	Application No.	Application Date	View
1	Property Tax	Extract of Property	TDK71231494007132	2019-11-12 19:40:17.509	
2	Property Tax	Extract of Property	TQX99792987007132	2019-11-12 19:30:07.979	
3	Property Tax	Extract of Property	KCCA1920000001687	2019-11-12 19:03:36.605	
4	Property Tax	Extract of Property	KCCA1920000001686	2019-11-12 19:03:50.653	
5	Property Tax	Extract of Property	KCCA1920000001685	2019-11-12 18:35:20.253	
6	Property Tax	Extract of Property	KCCA1920000001684	2019-11-12 18:32:35.234	
7	Property Tax	Application for Chain Link Permit	KCCA1920000001683	2019-11-12 17:55:11.32	

7.7.2 View

For View user need to click on “**View Button.**” Refer below screen for “**View**”.

Other Service Wise Document Search

Application No.:

Department Name: Service Name:

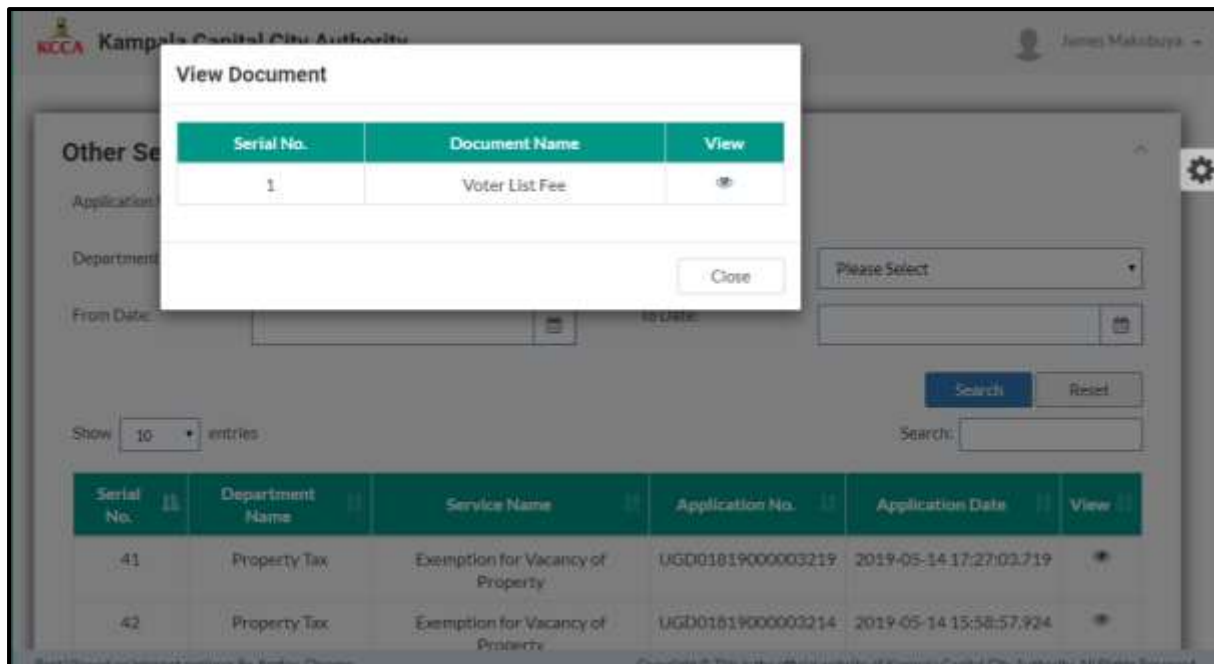
From Date: To Date:

Show entries

Search:

Serial No.	Department Name	Service Name	Application No.	Application Date	View
1	Property Tax	Extract of Property	TDK71231494007132	2019-11-12 19:40:17.509	
2	Property Tax	Extract of Property	TQX99792987007132	2019-11-12 19:30:07.979	
3	Property Tax	Extract of Property	KCCA1920000001687	2019-11-12 19:03:36.605	
4	Property Tax	Extract of Property	KCCA1920000001686	2019-11-12 19:03:50.653	
5	Property Tax	Extract of Property	KCCA1920000001685	2019-11-12 18:35:20.252	
6	Property Tax	Extract of Property	KCCA1920000001684	2019-11-12 18:32:35.234	
7	Property Tax	Application for Chain Link Permit	KCCA1920000001683	2019-11-12 17:55:11.32	

Below mentioned screen is displayed when clicked on “**View**” icon.



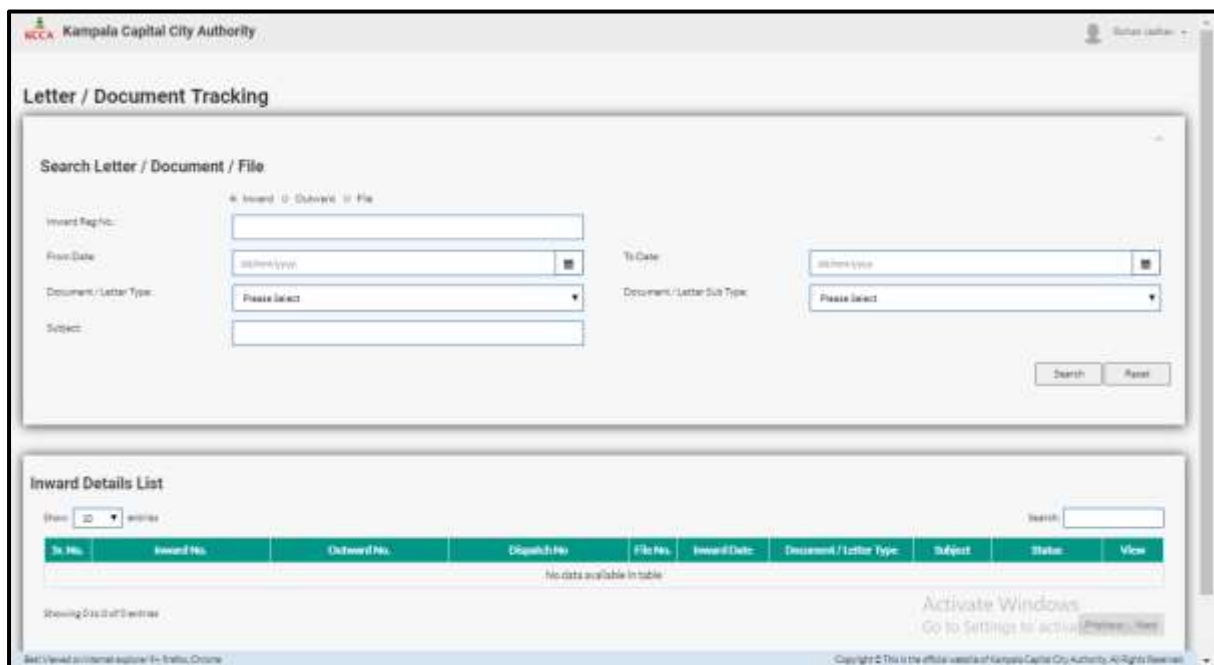
8 Other

8.1 Letter/Document/File Tracking

- Letter document tracking is used for tracking the status of the application.
- There are three options present in the status against which the status can be perceived. (Inward/Outward/File)
- There are multiple search parameters present on basis of which system can search.

Follow the path: Department login → Document Management System → Other → Letter/Document/File Tracking

Below screen will be displayed when clicked on “**Letter/Document/File Tracking**” option.



The screenshot displays the 'Letter / Document Tracking' interface. At the top, it says 'KCCA Kampala Capital City Authority'. Below that is the title 'Letter / Document Tracking'. The main section is titled 'Search Letter / Document / File' and contains several input fields: 'Inward Reg No.', 'From Date' (with a calendar icon), 'Document / Letter Type' (a dropdown menu), 'Subject', 'To Date' (with a calendar icon), and 'Document / Letter Out Type' (a dropdown menu). There are 'Search' and 'Reset' buttons at the bottom right of the search form. Below the search form is an 'Inward Details List' section. It has a search box and a table with the following columns: 'In No.', 'Inward No.', 'Outward No.', 'Dispatch No.', 'File No.', 'Inward Date', 'Document / Letter Type', 'Subject', 'Status', and 'View'. The table is currently empty, showing 'No data available in table'. At the bottom of the page, there is a copyright notice: 'Copyright © This is the official website of Kampala Capital City Authority. All Rights Reserved'.

User will have to enter the search parameters and click on search option. Not all search parameters are mandatory.

Below screen is displayed when clicked on “**Search**” option.

Search Letter / Document / File

Inward
 Outward
 File

Inward Reg No.:
 From Date:
 To Date:
 Document / Letter Type:
 Document / Letter Sub Type:
 Subject:

Inward Details List

Show entries Search

Sr. No.	Inward No.	Outward No.	Dispatch No.	File No.	Inward Date	Document / Letter Type	Subject	Status	View
1	MCCA1920000001692				13/11/2019	Citizen Service Application	SUBJECT	Initiator Final	<input type="button" value="🔍"/>

User can be able to view the current status of the application.

Along with that user can also view the application when clicked on **"View"** icon.

Below screen is displayed when clicked on **"View"** icon.

Routing History

Authority Name:

Service Name:

Applicant Details

Case Number:

Applicant Name:

Mobile No.: Email ID:

Applicant Business Address:

Organization Name (if Applicable): Organization Address (if Applicable):

Sender Details

Case No. # User is from:

Case Number:

Sender Name:

Mobile No.: Email ID:

Address:

Letter/Document Details

Invoice No.: Invoice Date:

Division/Party/Village:

Subject:

Sender Category: Sender Sub Category:

Internal/External Document: Letter/Document Type:

Letter/Document Category: Letter/Document Sub-Category:

Letter/Document Ref No: Letter/Document Ref Date:

Sender Remarks: Delivery Mode:

Confidential: Receiver's Name:

Attach Document

Upload Document	Description	Page Count	Sequence Number	Username - Date Time
<input type="button" value="Browse"/>	<input type="text" value="Image"/>	<input type="text" value="1"/>	<input type="text" value="10"/>	<input type="text" value="Vivek T Rukala 11/11/2019 11:01:37"/>

“Close” option is used to close the existing form.

Similarly status can be viewed for Outward and File creation

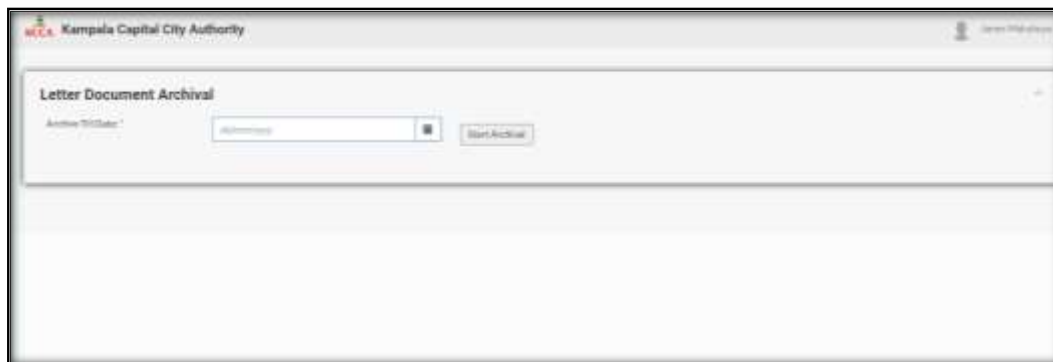
8.2 Document Archival

- Document archiving is the storage of documents that is no longer in active use but organizations need to keep this documentation as a type of historical record
- System will auto archive the data on basis of the archival date mentioned by the employee
- System will store all achieved documents to other storage area

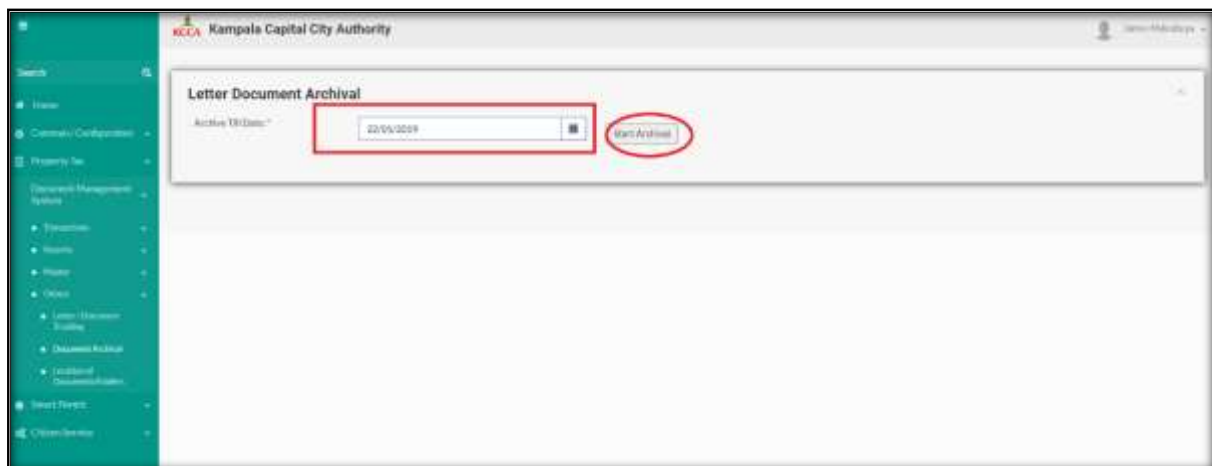
- Admin can retrieve from archival storage based on application number and other repository documents

Follow the path: Department login → Document Management System → Other → Document Archival

Following screen will be displayed when clicked on **“Document Archival”**



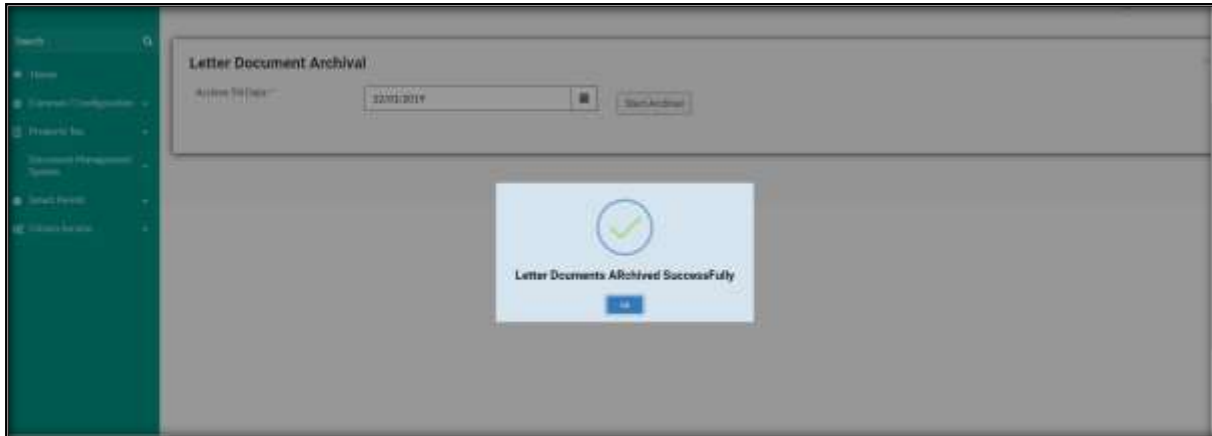
Then **“Select Archive Till Date”** and click on **“Start Archival Button”**. Refer below screen.



User have to select the archival date from date picker and click on **“Start Archival”** option to start the archival.

System will be automatically archive the documents present in the system till the date mentioned.

Below pop up message will be shown when **“Archival”** is succesfull.

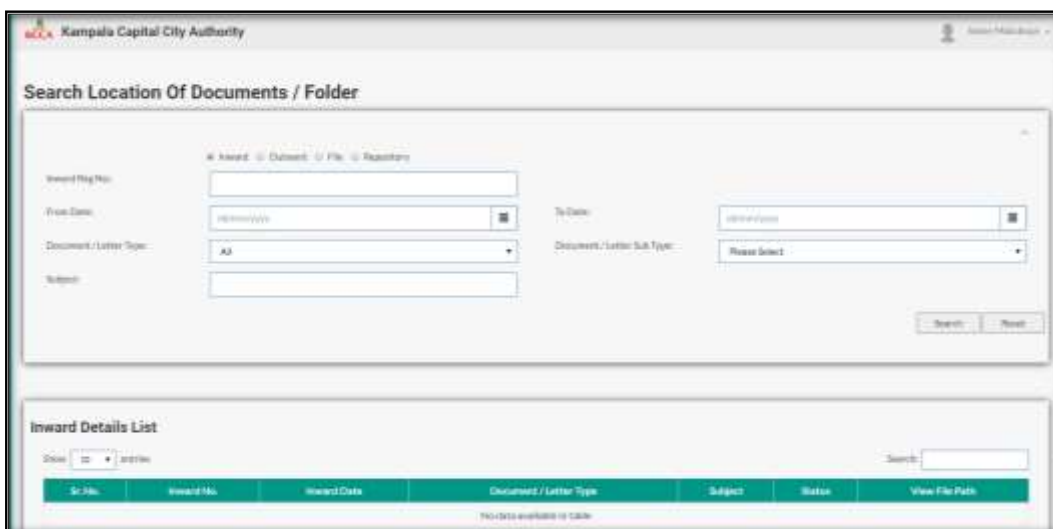


8.3 Location of Documents/Folder

- Location of the document is used for viewing the location of the documents present in the system.
- User have access to view the storage path of the documents present in Inward/Outward/Repository/File

Follow the path: Department Login → Document Management System → Other → Location of Documents/Folder

Below screen is displayed when clicked on “**Location of Document/Folder**” node.



User has to select the appropriate radio button and enter the respective search parameters.

Search Location Of Documents / Folder

Inward Reg No:

From Date: To Date:

Document / Letter Type: Document / Letter Sub Type:

Subject:

Post entering search parameter when clicked on “**Search**” option, below screen will be displayed by the system.

Search Location Of Documents / Folder

Inward Reg No:

From Date: To Date:

Document / Letter Type: Document / Letter Sub Type:

Subject:

Inward Details List

Show entries

Sr. No.	Inward No.	Inward Date	Document / Letter Type	Subject	Status	View File Path
1	KCCA192000000493	03/11/2019 11:01:07	Citizen Service Application	SUBJECT	Initiator Final Submit	<input type="button" value="View"/>
2	KCCA192000000487	02/11/2019 03:04:40	Citizen Service Application	SUBJECT FOR FILE TESTING	Initiator Final Submit	<input type="button" value="View"/>
3	KCCA192000000482	02/11/2019 02:30:39	Citizen Service Application	DAR	Initiator Final Submit	<input type="button" value="View"/>
4	KCCA192000000478	08/11/2019 01:45:45	Official		Reading Completed	<input type="button" value="View"/>

Now user can view the location of respective document against the application by clicking on “**View**” icon.

Search Location Of Documents / Folder

Inward Reg No:

From Date: To Date:

Document / Letter Type: Document / Letter Sub Type:

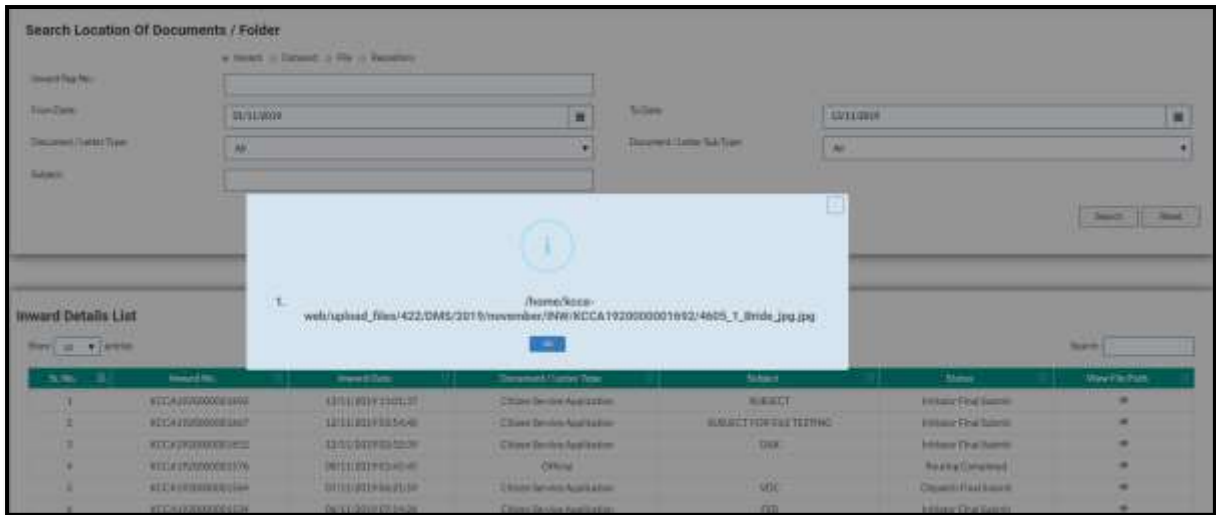
Subject:

Inward Details List

Show entries

Sr. No.	Inward No.	Inward Date	Document / Letter Type	Subject	Status	View File Path
1	KCCA192000000492	03/11/2019 11:01:07	Citizen Service Application	SUBJECT	Initiator Final Submit	<input type="button" value="View"/>
2	KCCA192000000487	02/11/2019 03:04:40	Citizen Service Application	SUBJECT FOR FILE TESTING	Initiator Final Submit	<input type="button" value="View"/>
3	KCCA192000000482	02/11/2019 02:30:39	Citizen Service Application	DAR	Initiator Final Submit	<input type="button" value="View"/>
4	KCCA192000000478	08/11/2019 01:45:45	Official		Reading Completed	<input type="button" value="View"/>

Below screen is displayed when clicked on “**View**” icon.



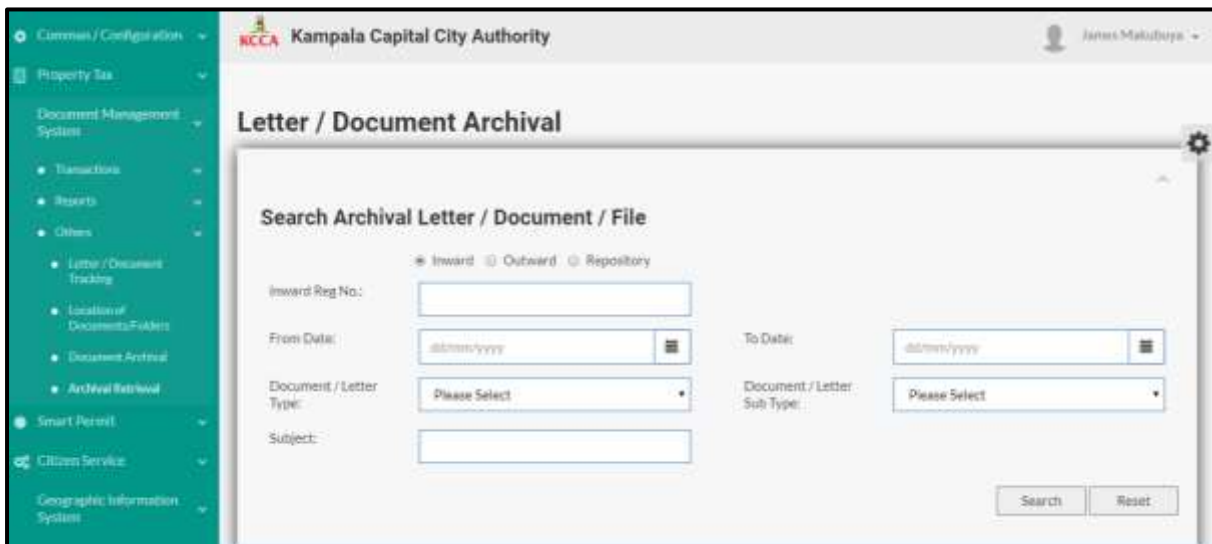
Similarly location of the document can be viewed for Outward/Repository/File Creation Application.

8.4 Archival Retrieval

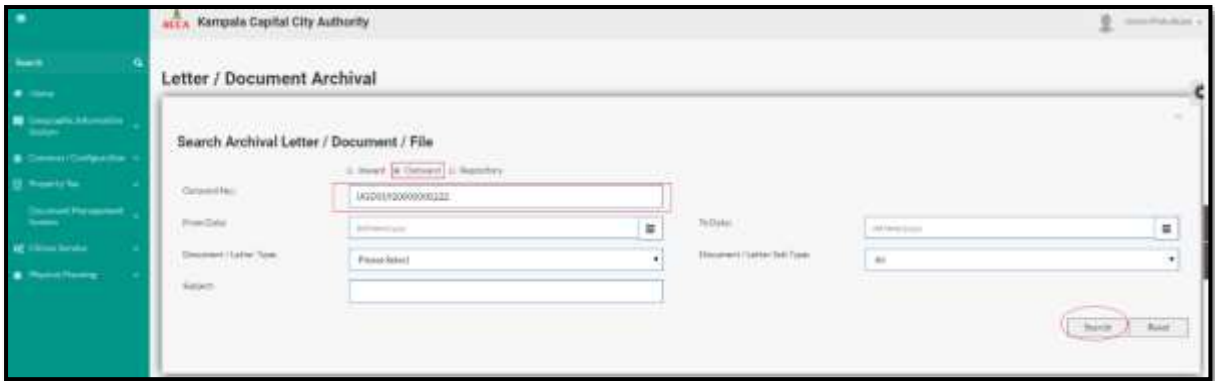
- Archival Retrieval used to view the archival files, folders and documents.

Follow the path: Department Login → Document Management System → Other → Archival Retrieval

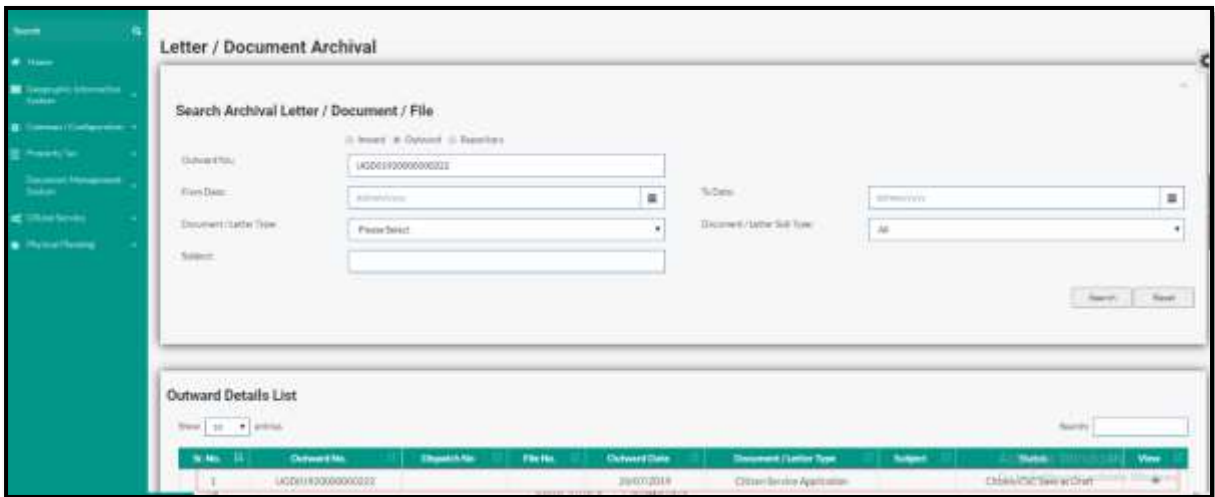
Below screen is displayed when clicked on “**Archival Retrieval**” node.



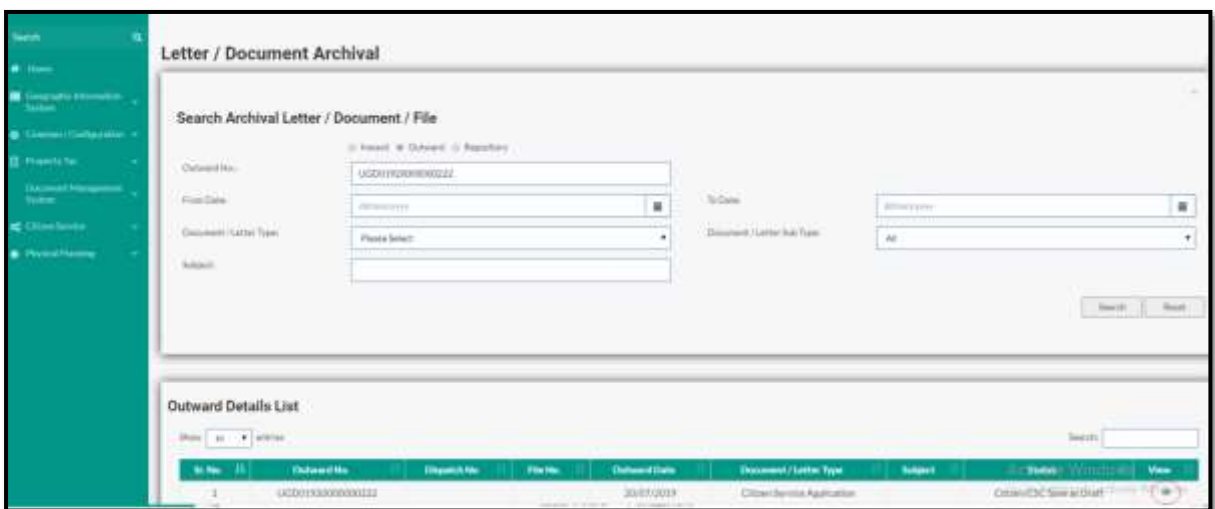
User has to **Select** the **Appropriate Radio Button** and **Enter** the respective **Search** parameters.



Post entering search parameter when clicked on “**Search**” option, below screen will be displayed by the system.



Now user can view the location of respective document against the application by clicking on “**View**” icon.



Below screen is displayed when clicked on "View" icon.

Routing History

Agency Name:

Service Name:

Applicant Details

Cor Number:
 Applicant Name:
 Website: Email ID:
 Applicant Business Address:
 Organization Name of Applicant: Organization Address of Applicant:

Sender Details

Click Here if User is Sender:
 Cor Number:
 Sender Name:
 Website: Email ID:
 Address:

Letter/Document Details

Inward No.: Inward Date:
 Division/Process/Stage:
 Subject:
 Sender Category: Sender Sub Category:
 Inward/Outward Document: Letter/Document Type:
 Letter/Document Category: Letter/Document Sub-Category:
 Letter/Document Ref No.: Letter/Document Ref Date:
 Sender Remarks: Delivery Mode:
 Confidential: Receiver's Name:

Attach Document

Upload Document	Description	Page Count	Sequence Number	Uploaded Date Time
<input type="button" value="1"/> <input type="button" value="Employee.png"/>	Attach document	1	01	25/07/2019 04:38:03
<input type="button" value="2"/> <input type="button" value="Employee Dashboard"/>	Attach Card	0	00	25/07/2019 04:38:02

Similarly location of the document can be viewed for Outward/Repository/File Creation Application.

9 Reports

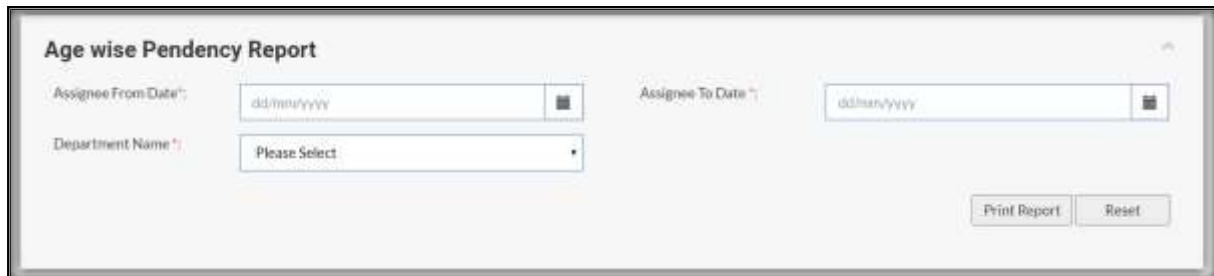
9.1 Age Wise Pendency Report

System provides the facility to generate age-wise pendency report for particular period.

This reports depicts the application delayed in days

Follow the path: Department login → Document Management system → Reports→ Age wise pendency Report

Below mentioned screen appears when clicked on **"Age Wise Pendency Report"**



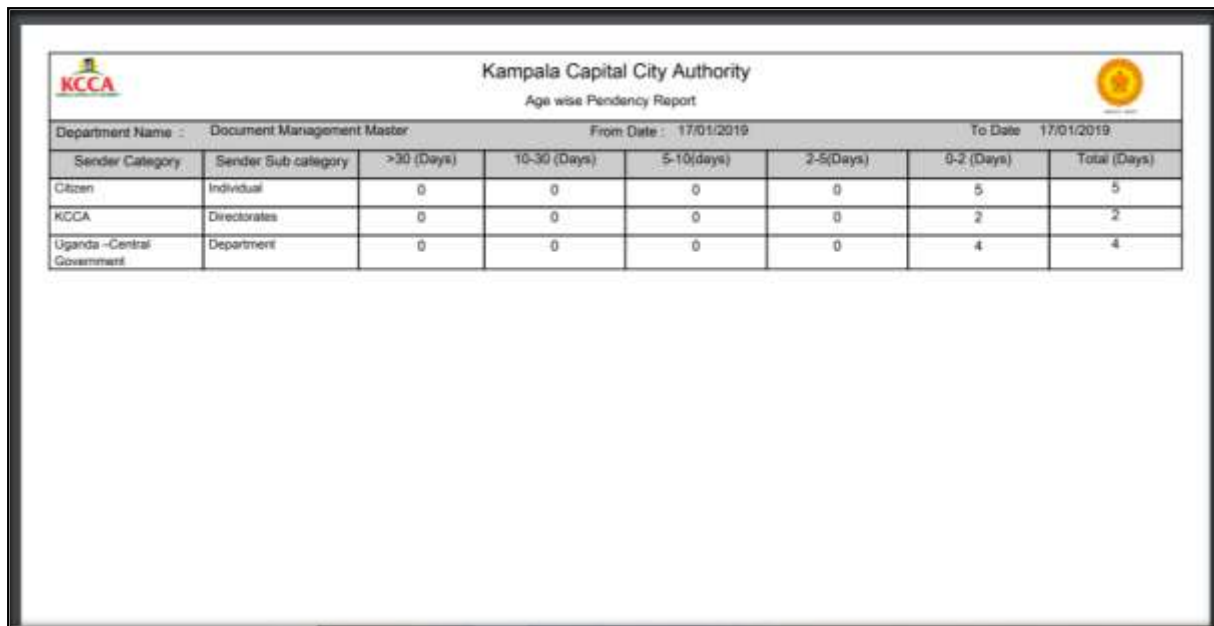
Note: All parameters are mandatory for fetching Age Wise Pendency Report.

Below is the description of each field

Sr. No	Field Name	Description
1.	Assignee From date	Select Assignee from Date from date picker
2.	Assignee To date	Select Assignee To Date from date picker
3.	Department Name	Select Department Name from the dropdown

"Print Report" option is used to generate the **Age wise Pendency Report**, below report is generated by the system when clicked on **Print Report**.

Report should be open in new tab after click on **“Print Report”** option.



Kampala Capital City Authority
Age wise Pendency Report

Department Name : Document Management Master From Date : 17/01/2019 To Date 17/01/2019

Sender Category	Sender Sub category	>30 (Days)	10-30 (Days)	5-10(days)	2-5(Days)	0-2 (Days)	Total (Days)
Citizen	Individual	0	0	0	0	5	5
KCCA	Directorates	0	0	0	0	2	2
Uganda -Central Government	Department	0	0	0	0	4	4

“Reset” option is used to clear the entered or selected data on form.

9.2 Inward Register Report

System provides the facility to generate Inward report for particular period.

This report presents system provided information on the basis of inward Entries and data range options.

Follow the path: Department login → Document Management system → Reports→ Inward Register

Below mentioned screen appears when clicked on **“Inward Register Report”**



Inward Register Report

Inward From Date: Inward To Date:

Inward No:

Receiver Name:

Note: Enter or Select Columns for fetching Inward Register Report.

Below is the description of each field

Sr. No	Field Name	Description
1	Inward From date	Select Inward from Date(from)

2	Inward To date	Select Inward To Date (to)
3	Inward No	Enter Inward Number
4	Receiver Name	Select Form dropdown Receiver Name

“**Print Report**” option is used to generate the **Inward Register Report**, below report is generated by the system when clicked on **Print Report**.

Report should be open in new tab after click on “**Print Report**” option.

Kampala Capital City Authority									
Inward Register									
Inward From Date : 01/01/2019					Inward To Date : 18/01/2019				
Sr No	Inward Reg Number / Date	Letter Document Number / Date	Subject	Sender Category - Sub category	LETTER / DOCUMENT Category - Sub category	Sender Name / Address	Contact No. Email ID	Receiver's Name	Currently Assigned To
1	UGD0NW190000004 - 17/01/2019	44455 - 17/01/2019	Water Bill	Citizen - Individual	Citizen Service Application - Service Application	Sam s Decasta kampala	8779883598 g@gmail.com	James h Makubuya	Zam p Nalwoga
2	UGD0NW190000005 - 17/01/2019	4455 - 17/01/2019	Water	Citizen - Individual	Citizen Service Application - Service Application	Steven d Paddy Kampala	8779883598 D@gmail.com	James h Makubuya	Zam p Nalwoga
3	UGD0NW190000010 - 17/01/2019	REF. 9348 - 17/01/2019	Uganda tourism development	KCCA - Directorate	Official - Request for Data	James K Makubuya 88/7 Moo 7, Sukhumvit Road Km. 124	9819030547 madhuridawandes2@gmail.com	James h Makubuya	Zam p Nalwoga
4	UGD0NW190000007 - 17/01/2019	Ref. 9245 - 17/01/2019	Other uses of the Document/Certificate	Uganda - Central Government - Department	Official - Circulars	Emmanuel K Kitumba World Vision Uganda Plot 15B, Nakasero Road P.O Box 5319 Kampala-Uganda	9819030547 madhuridawandes2@gmail.com	James h Makubuya	Zam p Nalwoga
5	UGD018190M5000003 - 16/01/2019	12233 - 16/01/2019	Water Dispute	Citizen - Individual	Citizen Service Application - Service Application	Robert S Mackem Kampala	8779883598 Gm@gmail.com	James h Makubuya	Zam p Nalwoga
6	UGD0NW190000003 - 17/01/2019	1555 - 17/01/2019	Water Bill	Citizen - Individual	Citizen Service Application - Service Application	Peter S Paddy Kampala	8779883598 D@gmail.com	James h Makubuya	Zam p Nalwoga
7	UGD0NW190000006 - 17/01/2019	REF.45634 - 17/01/2019	File forward	Citizen - Individual	Citizen Service Application - Service Application	Steven D Smith Posta Uganda Plot 35, Kampala Road, P. O. Box 7106 Kampala	8593098891 adaundkar51@gmail.com	James h Makubuya	Zam p Nalwoga
8	UGD0NW190000008 - 17/01/2019	Lt. 74563 - 17/01/2019	Uganda tourism development	Uganda - Central Government - Department	Official - Request for Data	Agnes A Kabakywa KAMPALA SERENA, Kitu Road, P.O. Box 7814 Kampala, Uganda	9819030547 madhuridawandes2@gmail.com	James h Makubuya	Zam p Nalwoga
9	UGD0NW190000009 - 17/01/2019	Lt. 74588 - 17/01/2019	Uganda tourism development	Uganda - Central Government - Department	Official - Information	Emmanuel K Kitumba Plot 15B, Nakasero Road P.O Box 5319 Kampala-Uganda	9819030547 madhuridawandes2@gmail.com	James h Makubuya	Zam p Nalwoga

Generated Date 18/01/2019 Page 1 of 2

“**Reset**” option is used to clear the entered or selected data on form.

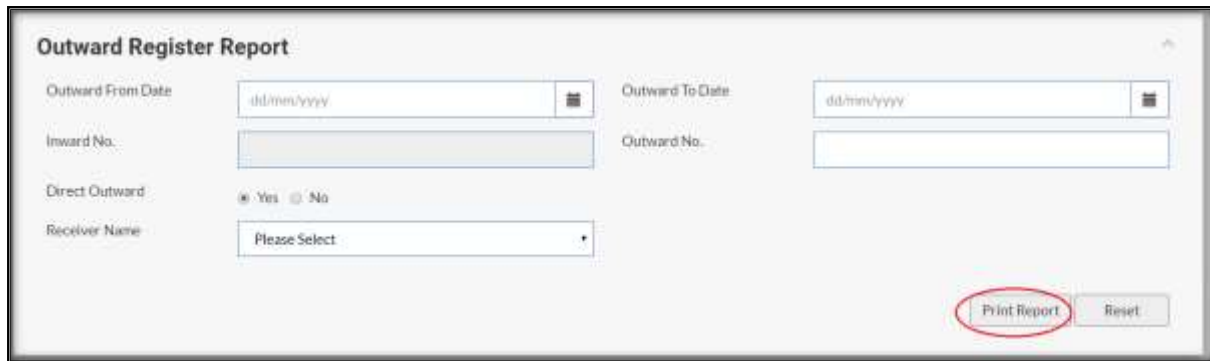
9.3 Outward Register Report

System provides the facility to generate Outward report for particular period.

This report presents, system provided information on the basis of Outward Entries and data range options.

Follow the path: Department login → Document Management system → Reports → Outward Register

Below mentioned screen appears when clicked on “**Outward Register Report**”.



Outward Register Report

Outward From Date: dd/mm/yyyy

Outward To Date: dd/mm/yyyy

Inward No.:

Outward No.:

Direct Outward: Yes No

Receiver Name: Please Select

Print Report (circled in red) Reset

Note: Enter or Select Columns for fetching Outward Register Report.

Below is the description of each field

Sr. No	Field Name	Description
1	Outward From date	Select Outward from Date(from)
2	Outward To date	Select Outward To Date (to)
3	Inward No	Display Inward Number
4	Outward No	Enter Outward Number
5	Receiver Name	Select Form dropdown Receiver Name
6	Direct Outward	Select Direct Outward Yes or No option

“**Print Report**” option is used to generate the **Outward Register Report**, below report is generated by the system when clicked on **Print Report**.

Report should be open in new tab after click on “**Print Report**” option.

Kampala Capital City Authority Direct Outward Register											
Outward From Date : 01/01/2019						Outward To Date 18/01/2019					
Sr No	Outward Reg. Number/ Date	Subject	Receiver Category - Receiver Category	Receiver Document Category - Sub Category	From Employee	From Department	Receiver Name / Address	Contact No. / Email ID	Remark	Mode of Communication & Detail	Dispatched Date
1	UGD007W190000007 - 17/01/2019	Documentation of name change	Citizen - Individual	Citizen Service Application - Service Application	Ronald P Lukwago		Jason S Holder Plot 82 - Luthuli Avenue Bugokoli	9553098891 Abijeet@gmail.com		By Hand	17/01/2019
2	UGD007W190000003 - 17/01/2019	Water	Citizen - Individual	Citizen Service Application - Service Application	Ronald P Lukwago		Tison's Makamba Kampala	8779603638 G@gmail.com		Courier Professional Courier, Kampala,	17/01/2019

Generated Date 18/01/2019 Page 1 of 1

“Reset” option is used to clear the entered or selected data on form.

9.4 Letter/Document Category Wise Summary Report

System provides the facility to generate Letter/Document Category report for particular period.

This report presents, system provided information on the basis of Inward Letter/Document and data range options.

Follow the path: Department login → Document Management system → Reports → Letter/Document Category Wise Summary Report.

Below mentioned screen appears when clicked on “Letter/Document Category Wise Summary Report”

Letter/Document Category Wise Summary Report

From Date: To Date:

Letter/Document Category: Letter/Document Sub-Category:

Note: From Date and To Date should be Mandatory for fetching Letter/Document Category Wise Summary Report.

Below is the description of each field.

Sr. No	Field Name	Description
1	From date	Select From Date(from)
2	To date	Select To Date (to)
3	Letter/Document Category	Select Form dropdown Letter/Document Category
4	Letter/Document Sub Category	Select Form dropdown Letter/Document Sub Category

“**Print Report**” option is used to generate the **Letter/Document Category Wise Summary Report**, below report is generated by the system when clicked on **Print Report**.

Report should be open in new tab after click on “**Print Report**” option.

From Date : 01/01/2019		To Date : 18/01/2019			
Letter/Document Category	Letter/Document Sub category	No of Letter Pending to Reply	NO Of Letter Received in given period	No of Letters Addressed during given	Closing Pending Letter/doumnet
Citizen Service Application	Service Application	4	6	4	1
Official	Circulars	1	1	1	0
Official	Information	1	1	0	0
Official	Request for Data	1	2	2	0

“**Reset**” option is used to clear the entered or selected data on form.

9.5 Sender Category Wise Summary Report

System provides the facility to generate Sender Category Wise Summary report for particular period.

This report presents, system provided information on the basis of Sender Category and data range options.

Follow the path: Department login → Document Management system → Reports→ Sender Category Wise Summary Report.

Below mentioned screen appears when clicked on **“Sender Category Wise Summary Report”**



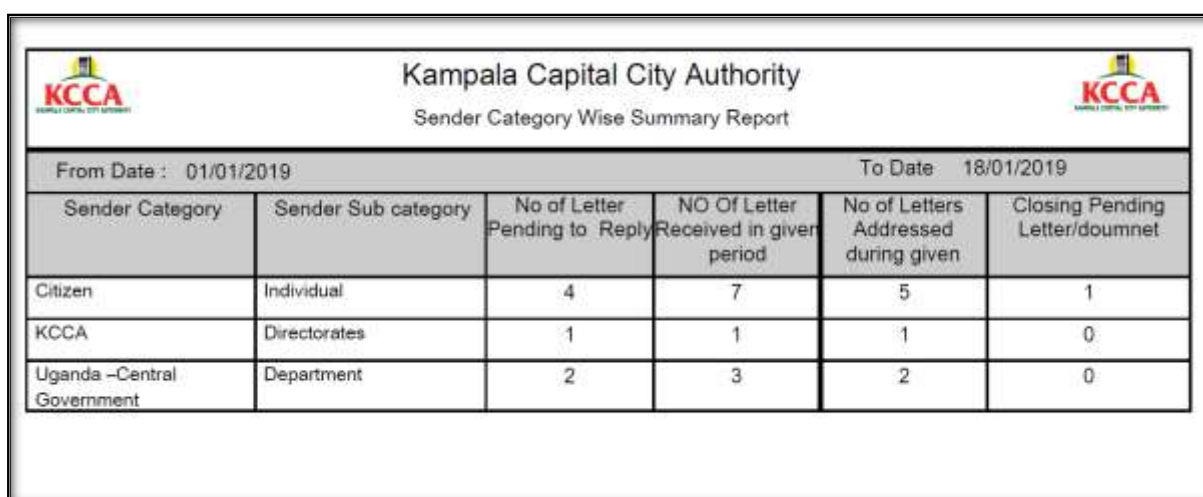
Note: From Date and To Date should be Mandatory for fetching Letter/Document Category Wise Summary Report.

Below is the description of each field.

Sr. No	Field Name	Description
1	From date	Select From Date(from)
2	To date	Select To Date (to)
3	Sender Category	Select Form dropdown Sender Category
4	Sender Sub Category	Select Form dropdown Sender Sub Category

“Print Report” option is used to generate the **Sender Category Wise Summary Report**, below report is generated by the system when clicked on **Print Report**.

Report should be open in new tab after click on **“Print Report”** option.



Kampala Capital City Authority					
Sender Category Wise Summary Report					
From Date : 01/01/2019			To Date 18/01/2019		
Sender Category	Sender Sub category	No of Letter Pending to Reply	NO OF Letter Received in given period	No of Letters Addressed during given	Closing Pending Letter/doumnet
Citizen	Individual	4	7	5	1
KCCA	Directorates	1	1	1	0
Uganda –Central Government	Department	2	3	2	0

“Reset” option is used to clear the entered or selected data on form.

9.6 Detailed Letter/Document Transaction Report

System provides the facility to generate Detailed Letter/Document Transaction report for particular period.

This report presents, system provided information on the basis of Letter/Document and data range options.

Follow the path: Department login → Document Management system → Reports → Detailed Letter/Document Transaction Report

Below mentioned screen appears when clicked on “**Detailed Letter/Document Transaction Report**”

Note: Select From Date and To Date and Enter Inward No should be fetching Detailed Letter/Document Transaction Report.

Below is the description of each field.

Sr. No	Field Name	Description
1	From date	Select From Date(from)
2	To date	Select To Date (to)
3	Inward No	Enter Inward No

“**Print Report**” option is used to generate the **Detailed Letter/Document Transaction Report**, below report is generated by the system when clicked on **Print Report**.

Report should be open in new tab after click on **“Print Report”** option.

Kampala Capital City Authority					
Detailed Letter / Document Transaction report					
Inward From Date : 01/01/2019			Inward To Date : 18/01/2019		
From Employee			To Employee		
Received Date	Action Taken	Department Name	Employee Name	Department Name	Employee Name
Inward No : UGD0INW190000013			Inward Date : 18/01/2019		
18/01/2019	Bark Shape Master	Document Management Master	Zam p Nalwoga	Document Management Master	Ruth d Apolot
18/01/2019	Bark Shape Master	Document Management Master	Zam p Nalwoga	Document Management Master	Patrick F Tumwine
18/01/2019	Leaf Colour Master	Financial Management	Patrick F Tumwine	Financial Management	Ruth d Apolot

“Reset” option is used to clear the entered or selected data on form.

9.7 Repository Report

System provides the facility to generate Repository report for particular period.

This report presents, system provided information on the basis of Repository Creation and data range options.

Follow the path: Department login → Document Management system → Reports→ Repository Report

Below mentioned screen appears when clicked on **“Repository Report”**



Note: From Date and To Date should be Mandatory for fetching Repository Report.

Below is the description of each field.

Sr. No	Field Name	Description
1	From date	Select From Date(from)
2	To date	Select To Date (to)
3	Repository No	Enter Repository No

“**Print Report**” option is used to generate the **Repository Report**, below report is generated by the system when clicked on **Print Report**.

Report should be open in new tab after click on “**Print Report**” option.

KCCA		Kampala Capital City Authority				KCCA	
Repository Report							
From Date:		01/01/2019		To Date		18/01/2019	
Sr No	File Description	File Sequence	NO of Pages	Uploded By	Uploded On	File Name	File Version No
Repository No : UGD01819DMS0000004		Repository Date : 17/01/2019		Remark :			
Receiver DOCUMENT Category – Sub category :Repository - Circulars		Subject : Repository of Circulars					
1	circulars	1	12	James h Makubuya	17/01/2019	printMarriageReceipt_RE ISSUE-CL.pdf	1
2	Final decision letters	3	30	James h Makubuya	17/01/2019	2018-03-22_12-26-00.jpg	1

“**Reset**” option is used to clear the entered or selected data on form.

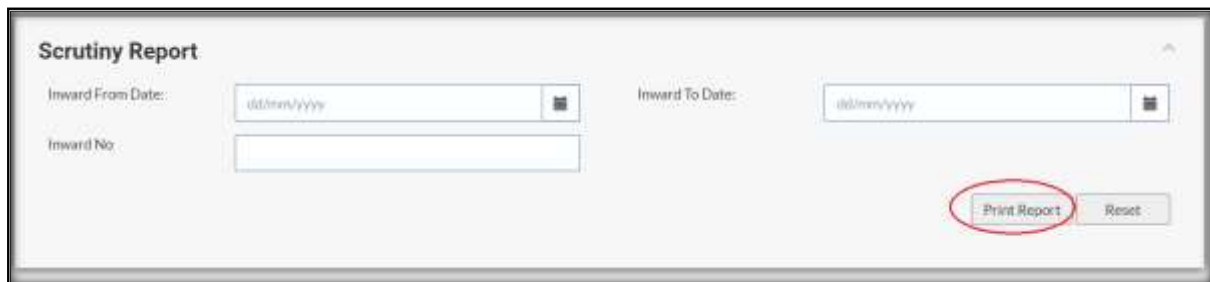
9.8 Scrutiny Report

System provides the facility to generate Repository report for particular period.

This report presents, system provided information on the basis of Scrutiny and data range options.

Follow the path: Department login → Document Management system → Reports → Scrutiny Report.

Below mentioned screen appears when clicked on “**Scrutiny Report**”



Note: From Inward Form Date, To Date & Inward No should be fetching Scrutiny Report.

Below is the description of each field.

Sr. No	Field Name	Description
1	Inward From date	Select Inward From Date(from)
2	Inward To date	Select Inward To Date (to)
3	Inward No	Enter Inward No

“**Print Report**” option is used to generate the **Scrutiny Report**, below report is generated by the system when clicked on **Print Report**.

Kampala Capital City Authority Scrutiny Report											
Inward From Date : 01/03/2019						Inward To Date : 01/04/2019					
Inward Reg. Number/ Date: UGD01819000001019 - 01/03/2019											
Subject	Sender Name	Assigned To	Assigned Date	Department Name	Designation	Action Status	Remarks	Mark To	OutWard No And Date	Dispatch Date	
Kampala	James Peter	Document Management System	01/03/2019			CFC_SAVEASDRAFT					
Inward Reg. Number/ Date: UGD01819000001020 - 01/03/2019											
Subject	Sender Name	Assigned To	Assigned Date	Department Name	Designation	Action Status	Remarks	Mark To	OutWard No And Date	Dispatch Date	
saxZ	deepraj singh panwar	Document Management System	01/03/2019			CFC_FINALSUBMIT					
Inward Reg. Number/ Date: UGD01819000001021 - 01/03/2019											
Subject	Sender Name	Assigned To	Assigned Date	Department Name	Designation	Action Status	Remarks	Mark To	OutWard No And Date	Dispatch Date	
asAS	Roman singh R	Roman R	01/03/2019			CFC_FINALSUBMIT					
Inward Reg. Number/ Date: UGD01819000001022 - 01/03/2019											
Subject	Sender Name	Assigned To	Assigned Date	Department Name	Designation	Action Status	Remarks	Mark To	OutWard No And Date	Dispatch Date	
dfvxc	Roman singh R	Zam p Nalwoga	02/03/2019	Water Tax	Executive Engineer	INITIATOR_FINALSUBMIT	zxsad	Ruth d Apokol			

Report should be open in new tab after click on **“Print Report”** option.

“Reset” option is used to clear the entered or selected data on form.

9.9 Logical Folder Structure Report

System provides the facility to generate Logical Folder Structure Report for particular period.

This report presents, system provided information on the basis of Logical Folder Structure and data range options.

Follow the path: Department login → Document Management system → Reports→ Logical Folder Structure Report.

Below mentioned screen appears when clicked on **“Logical Folder Structure Report”**

Logical Folder Structure Report

Repository From Date:

Repository To Date:


Repository No.:

Note: From Repository Form Date, To Date & Repository No should be fetching Scrutiny Report.

Below is the description of each field.

Sr. No	Field Name	Description
1	Repository From date	Select Repository From Date(from)
2	Repository To date	Select Repository To Date (to)
3	Repository No	Enter Repository No

“**Print Report**” option is used to generate the **Logical Folder Structure Report**, below report is generated by the system when clicked on **Print Report**.

 Kampala Capital City Authority Repository Folder Structure Report						
Repository From Date :		01/01/2019		Repository To Date		13/11/2019
Sr. No	File name	File Description	Logical Structure Folder Name	Destination Folder Path	Uploaded By & uploaded Date	File Version
Repository No			UGD01920000000063		Repository Date : 12/07/2019	
Repository Created By Zam p Nalwoga						
1	16213_1_NOC from Partners (1).png	desc	Root node/New node/New node1/New node2/422/DMS/2019/july/DRP/UGD01920000000063/3174_1_16213_1_NOC_from_Partners_1_.png.png	422/DMS/2019/july/DRP/UGD01920000000063/3174_1_16213_1_NOC_from_Partners_1_.png.png	Zam p Nalwoga-12/07/2019 06:22:12	1
Repository No			UGD01920000000094		Repository Date : 17/07/2019	
Repository Created By James h Makubuya						
2	16213_1_NOC from Partners (1).png	desc	Root node/dms/repository/422/DMS/2019/july/DRP/UGD01920000000094/3205_1_16213_1_NOC_from_Partners_1_.png.png	422/DMS/2019/july/DRP/UGD01920000000094/3205_1_16213_1_NOC_from_Partners_1_.png.png	James h Makubuya-17/07/2019 05:16:26	1
3	16213_1_NOC from Partners (1).png	desc	Root node/dms/repository/422/DMS/2019/july/DRP/UGD01920000000094/3205_1_16213_1_NOC_from_Partners_1_.png.png	422/DMS/2019/july/DRP/UGD01920000000094/3205_1_16213_1_NOC_from_Partners_1_.png.png	James h Makubuya-17/07/2019 05:16:26	1
4	16213_1_NOC from Partners (1).png	desc	Root node/dms/repository/422/DMS/2019/july/DRP/UGD01920000000094/3205_1_16213_1_NOC_from_Partners_1_.png.png	422/DMS/2019/july/DRP/UGD01920000000094/3205_1_16213_1_NOC_from_Partners_1_.png.png	James h Makubuya-17/07/2019 05:16:26	1
5	16213_1_NOC from Partners (2).png	desc	Root node/422/DMS/2019/july/DRP/UGD01920000000094/3205_2_16213_1_NOC_from_Partners_2_.png.png	422/DMS/2019/july/DRP/UGD01920000000094/3205_2_16213_1_NOC_from_Partners_2_.png.png	James h Makubuya-17/07/2019 05:16:26	1
6	16213_1_NOC from Partners (2).png	desc	Root node/422/DMS/2019/july/DRP/UGD01920000000094/3205_2_16213_1_NOC_from_Partners_2_.png.png	422/DMS/2019/july/DRP/UGD01920000000094/3205_2_16213_1_NOC_from_Partners_2_.png.png	James h Makubuya-17/07/2019 05:16:26	1
7	16213_1_NOC from Partners (1).png	desc	Root node/dms/repository/422/DMS/2019/july/DRP/UGD01920000000094/3205_1_16213_1_NOC_from_Partners_1_.png.png	422/DMS/2019/july/DRP/UGD01920000000094/3205_1_16213_1_NOC_from_Partners_1_.png.png	James h Makubuya-17/07/2019 05:16:26	1
Generated Date			13/11/2019		Page 1 of 2	

Report should be open in new tab after click on **"Print Report"** option.

"Reset" option is used to clear the entered or selected data on form.

10.Common Configuration

Inward Entry is a service which will have to be defined through service master. Details of the same are mentioned in service section of common configuration module.

Similarly other menu other etc. has to be defined through common configuration module.