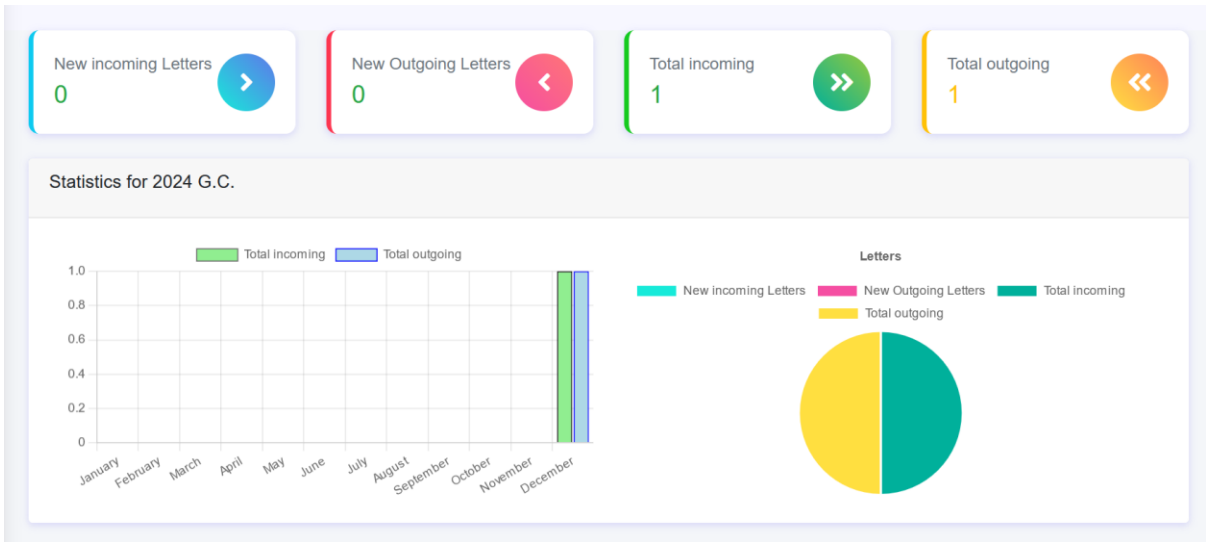


Letter Management and Archival System

Manual



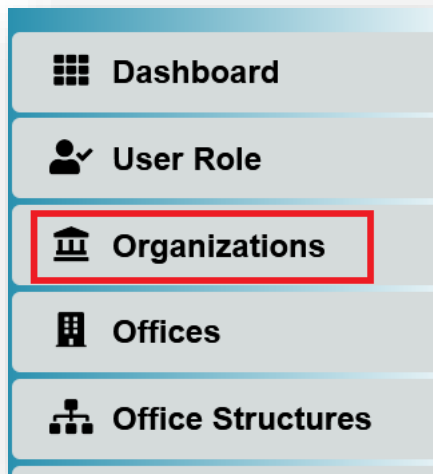
Dec, 14/2024

Contents

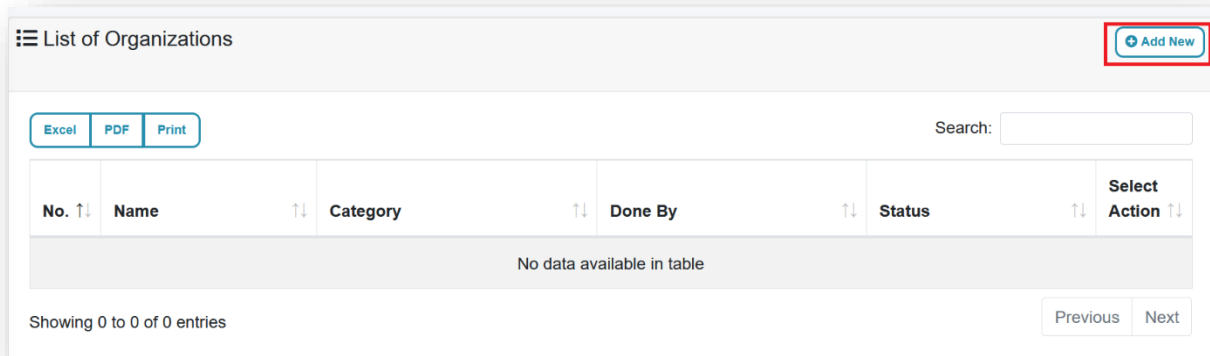
1. Create organization	1
2. Create Structure	3
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4. Create Roles	6
5. Create User's Account	8
6. Create Letter Category	12
7. Archiving Letter	14
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12. To Forward Letter	23

1. Create organization

- i. Click on **Organizations** from the left side menu bar



- ii. You will get all lists of organizations (if you have created before). Then, click on **Add New** from right top of corner



- iii. The registration form will be displayed as follows. Give **name** of the organization and select **category** (internal) and click Submit button.

Add/Update Organizations Form
Back

Name *
Dire Dawa University

Category *
Internal

Submit

- iv. Then, the system will direct you to the lists of created organizations. The newly created one will be displayed in **red color** which means the organization is created but **not approved**. So, click on the **Confirm Button** to approve, **Update Button** to change name and **Delete Button** to remove.

NB. *This will create record office automatically.*

Successfully Saved

List of Organizations

Add New

Excel PDF Print

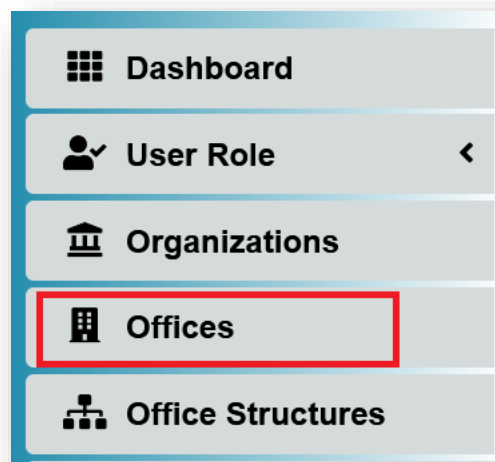
Search:

No. ↑↓	Name ↑↓	Category ↑↓	Done By ↑↓	Status ↑↓	Select Action ↑↓
1	Dire Dawa University	Internal	System Admin (default_admin)	Not Confirmed	Select Action <div> Confirm Update Delete </div>

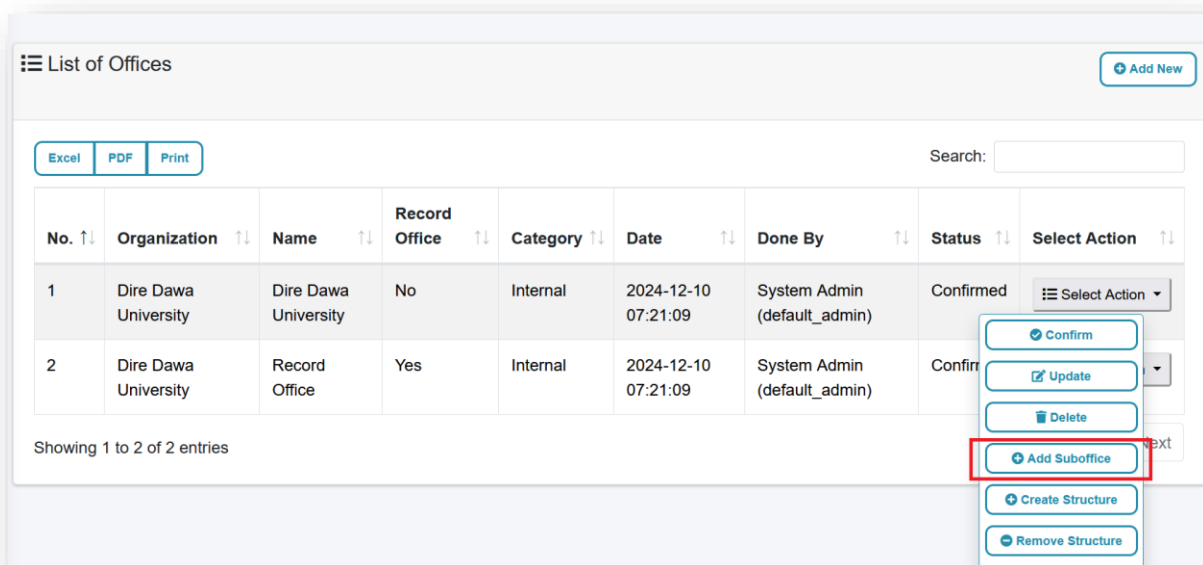
Showing 1 to 1 of 1 entries

2. Create Structure

- i. Click on **Offices** from the left side menu bar



- ii. You will get all lists of offices (if you have created before).
Then, click on **Add Suboffice** from drop list of Select Action at the right of the office name.



- iii. The registration form will be displayed as follows.
Give **name** of the office and select **No** if the office is NOT Record Office or **Yes** if the office is Record Office and click Submit button.

Add/Update Offices Form
Back

Name *

Record Office *

Submit

- iv. Then, the system will direct you to the lists of created offices. The newly created one will be displayed in **red color** which means the office is created but **not approved**. So, click on the **Confirm Button** to approve, **Update Button** to change name and **Delete Button** to remove.

Successfully Updated

List of Offices Add New

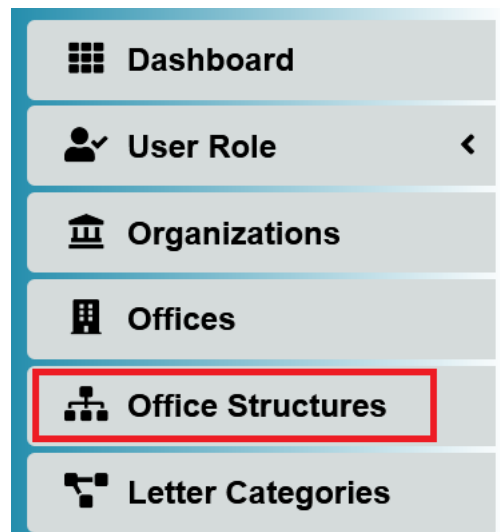
Excel PDF Print
Search:

No. ↑↓	Organization ↑↓	Name ↑↓	Record Office ↑↓	Category ↑↓	Date ↑↓	Done By ↑↓	Status	
1	Dire Dawa University	Dire Dawa University	No	Internal	2024-12-10 07:21:09	System Admin (default_admin)	Confirmed	Confirm Update Delete Add Suboffice Create Structure Remove Structure
2	Dire Dawa University	Record Office	Yes	Internal	2024-12-10 07:21:09	System Admin (default_admin)	Confirmed	
3	Dire Dawa University	President Office	No	Internal	2024-12-10 07:48:51	System Admin (default_admin)	Not Confirmed	Select Action

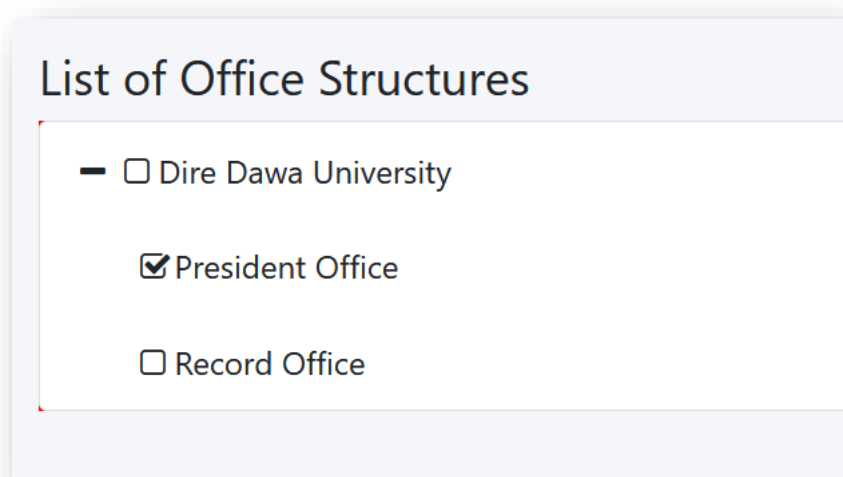
Showing 1 to 3 of 3 entries Previous 1 Next

3. View the Created Structure

- i. Click on ***Office Structures*** from the left side menu bar

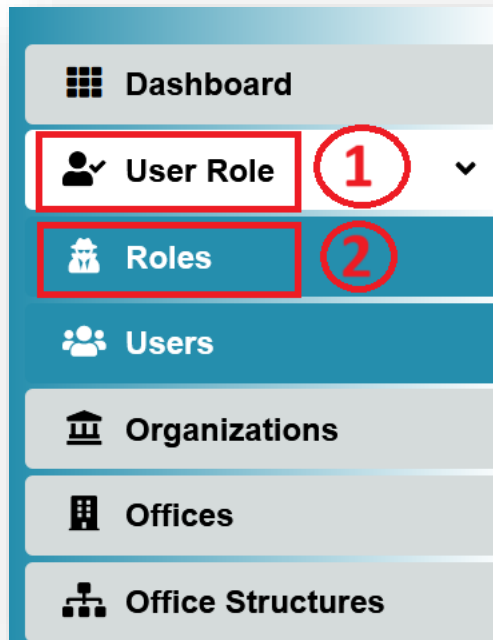


- ii. Then you will get the created structure.



4. Create Roles

- i. Click on **User Role** from the left side menu bar and Select click on **Roles** Button



- ii. You will get all lists of roles (if you have created before).
Then, click on **Add New** from right top of corner



- iii. The registration form will be displayed as follows.
- Give **name** of the **Role** and assign **Permissions** for the it and click **Submit** button found at the **Right Bottom** of the permission lists.

Add new role and assign permissions [Back](#)

Name

Sub Admin ①

Assign Permissions ②

<input type="checkbox"/>	#	Name	Description
<input checked="" type="checkbox"/>	1	home.index	View Home
<input checked="" type="checkbox"/>	2	users.index	List Users
<input checked="" type="checkbox"/>	3	users.create	Register Users Form
<input checked="" type="checkbox"/>	4	users.store	Register Users
<input checked="" type="checkbox"/>	5	users.edit	Update Users Form
<input checked="" type="checkbox"/>	6	users.update	Update User
<input type="checkbox"/>	7	users.destroy	Delete Users
<input checked="" type="checkbox"/>	8	roles.index	View Roles
<input checked="" type="checkbox"/>	9	roles.create	Create Role Form

- iv. Then, the system will direct you to the lists of created roles. The newly created one will be displayed on the first row. You can view detail of the permissions by clicking on **Show**, edit the role by clicking on **Update Button** and **Delete Button** to remove.

Role created successfully

Manage Roles

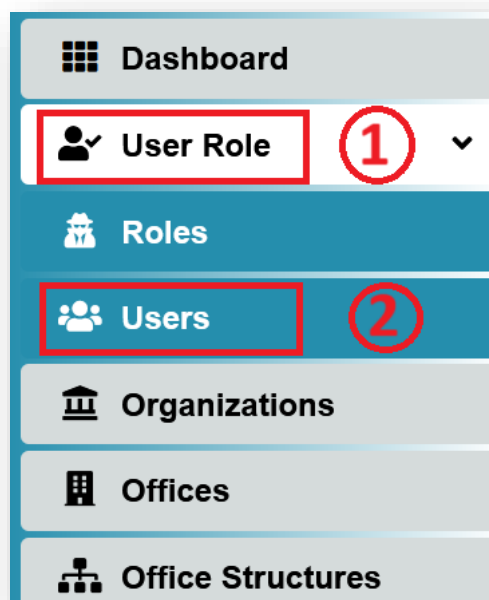
Excel PDF Print Search:

No ↑↓	Name	Action
1	Sub Admin	Select Action
2	VIP	Show Edit Delete
3	Record and Archive	Select Action
4	Admin	Select Action
5	Guest	Select Action
6	Main User	Select Action

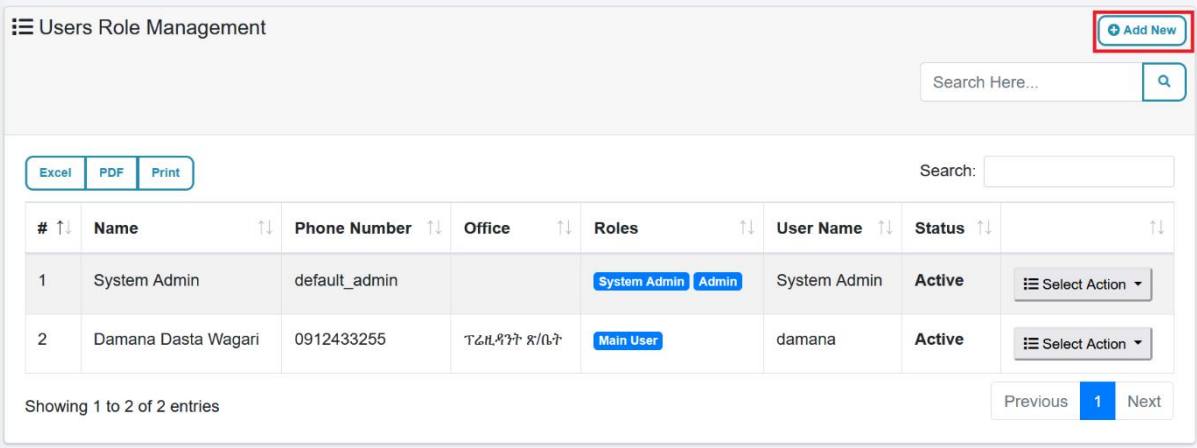
Showing 1 to 6 of 6 entries Previous 1 Next

5. Create User's Account

- Click on **User Role** from the left side menu bar and Select click on **Users** Button



- ii. You will get all lists of users' account (if you have created before). Then, click on **Add New** from right top of corner

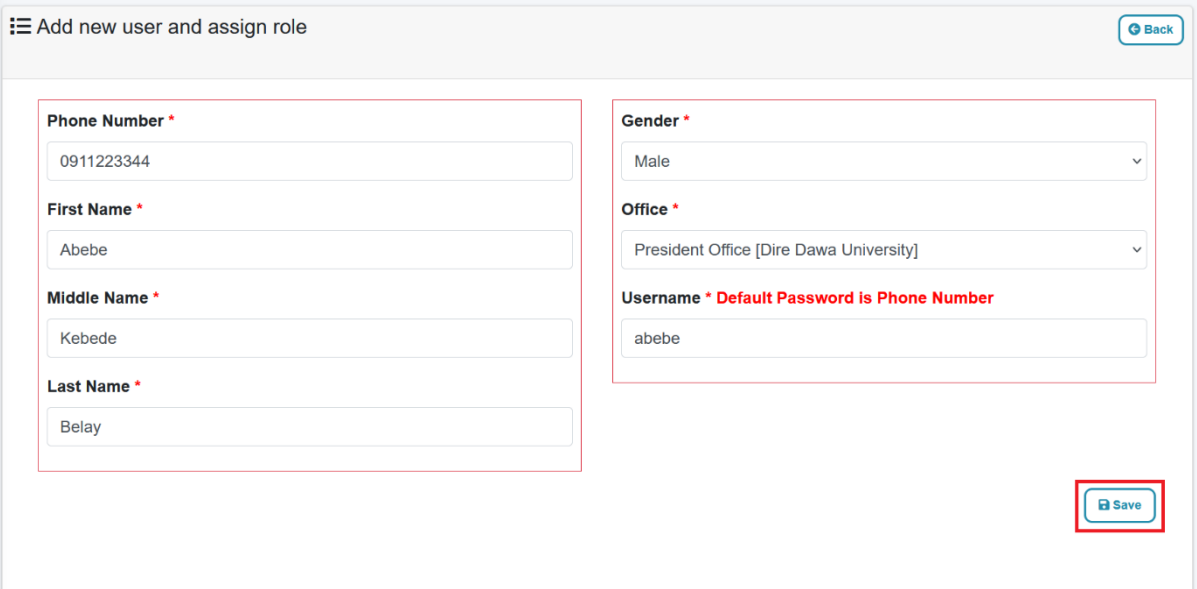


#	Name	Phone Number	Office	Roles	User Name	Status	
1	System Admin	default_admin		System Admin Admin	System Admin	Active	Select Action
2	Damana Dasta Wagari	0912433255	ፕሬዝዳንት ጽ/ቤት	Main User	damana	Active	Select Action

- iii. The registration form will be displayed as follows.

Fill all fields; **Phone Number, First Name, Middle Name, Last Name, Gender, Office and Username** of the **User** and click **Save** Button.

NB. *Default password of the user will be the Phone Number.*



Phone Number *
0911223344

First Name *
Abebe

Middle Name *
Kebede

Last Name *
Belay

Gender *
Male

Office *
President Office [Dire Dawa University]

Username * Default Password is Phone Number
abebe

Save

iv. Then, the system will direct you to the lists of created users' account. The newly created one will be displayed on the last row. By default, the account is **Disabled**.

- You can enable the account by clicking on **Enable**
- Reset his/her password to *default (Phone Number)* by clicking on **Reset Button**
- Assign or update user's role, office and other detail by clicking on **Update/Set Role Button**
- If the user changes his/her office move all letters from his/ her account to another user by clicking on **Move Letter to Another Button**

User created successfully.

Users Role Management

Add New

Search Here...

Excel PDF Print

Search:

#	Name	Phone Number	Office	Roles	User Name	Status	
1	System Admin	default_admin		System Admin Admin	System Admin	Active	Select Action
2	Damana Dasta Wagari	0912433255	ፕሬዝዳንት ጽ/ቤት	Main User	damana	Active	Select Action
3	Abebe Kebede Belay	0911223344	President Office		abebe	Disabled	Select Action

Showing 1 to 3 of 3 entries

Enable

Reset

Update/Set Role

Move Letter to Another

v. *Update/Set Role*

User created successfully.

Users Role Management

[Add New](#)

Search Here...

Excel PDF Print

Search:

#	Name	Phone Number	Office	Roles	User Name	Status	
1	System Admin	default_admin		System Admin Admin	System Admin	Active	Select Action
2	Damana Dasta Wagari	0912433255	ፕሬዝዳንት ቤት	Main User	damana	Active	Select Action
3	Abebe Kebede Belay	0911223344	President Office		abebe	Disabled	Select Action

Showing 1 to 3 of 3 entries

[Enable](#)
[Reset](#)
[Update/Set Role](#)
[Move Letter to Another](#)

- vi. The registration form will be displayed as follows.
Select **Role** of the **User** and click **Save** Button.

Update User

[Back](#)

Phone Number *

First Name *

Middle Name *

Last Name *

Gender *

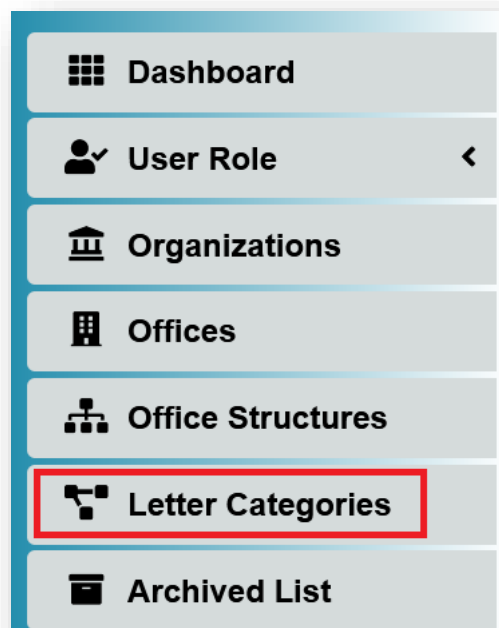
Office *

Role *

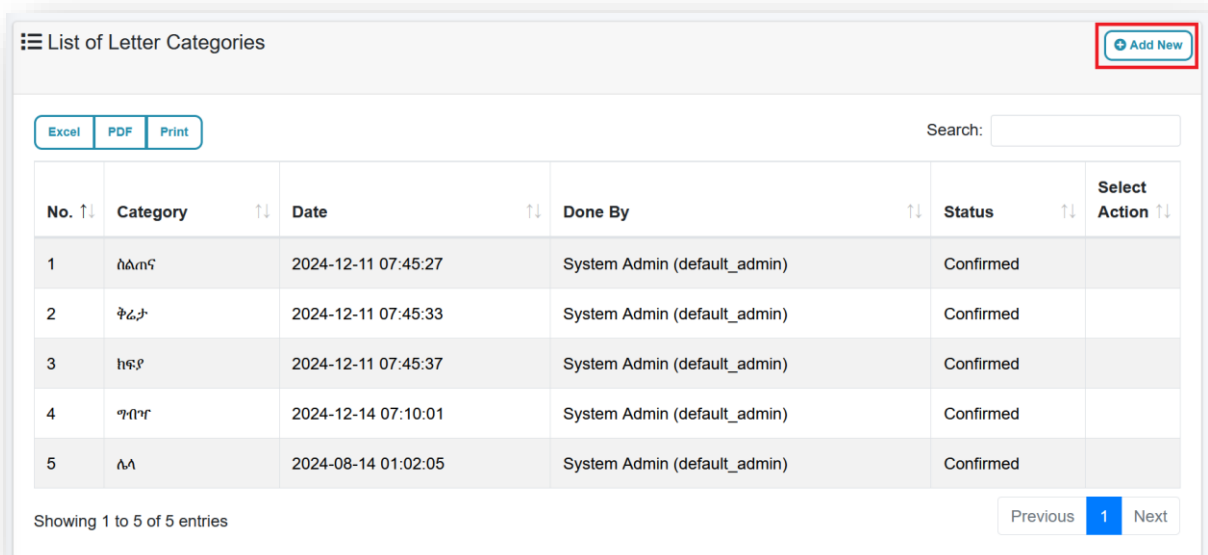
[Save](#)

6. Create Letter Category


- i. Click on **Letter Categories** from the left side menu bar




- ii. You will get all lists of letter categories (if you have created before). Then, click on **Add New** from right top of corner



- iii. The registration form will be displayed as follows.
Fill **Category** field and click **Save** Button.

 Add/Update Letter Categories Form

Category *

 Submit

- iv. Then, the system will direct you to the lists of created categories. The newly created one will be displayed in **red color** which means the letter category is created but *not approved*. So, click on the **Confirm Button** to approve, **Update Button** to change name and **Delete Button** to remove.

Successfully Saved

List of Letter Categories Add New

Excel PDF Print

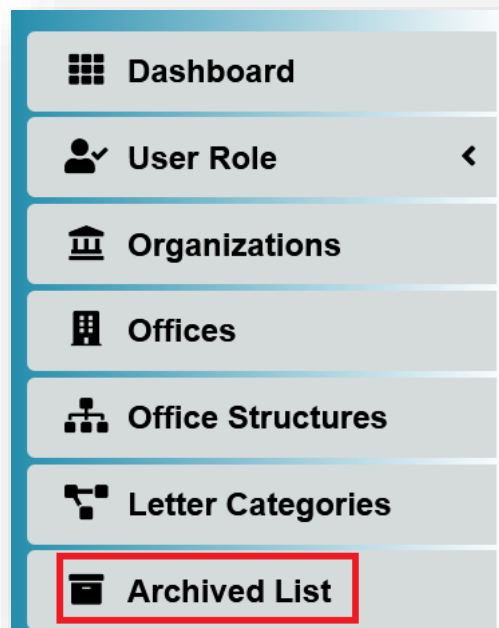
Search:

No. ↑↓	Category ↑↓	Date ↑↓	Done By ↑↓	Status ↑↓	Select Action ↑↓
1	አልጠና	2024-12-11 07:45:27	System Admin (default_admin)	Confirmed	
2	ቅሬታ	2024-12-11 07:45:33	System Admin (default_admin)	Confirmed	
3	ክፍያ	2024-12-11 07:45:37	System Admin (default_admin)	Confirmed	
4	ግብዣ	2024-12-14 07:10:01	System Admin (default_admin)	Confirmed	
5	ሌላ	2024-08-14 01:02:05	System Admin (default_admin)	Confirmed	
6	Recognition	2024-12-14 07:19:14	System Admin (default_admin)	Not Confirmed	<div> <div>Select Action</div> <div> <div>Confirm</div> <div>Update</div> <div>Delete</div> </div> </div>

Showing 1 to 6 of 6 entries

7. Archiving Letter

- i. Click on *Archived List* from the left side menu bar



- ii. You will get all lists of previously archived letters (if you have created before). Then, click on *Add New* from right top of corner.

- NB: You can search previously archived letters by letter category, letter reference number, title and date

The screenshot shows a web interface titled 'List of Archived Letters'. At the top right is a blue 'Add New' button. Below the title is a search bar with a 'Search' button. To the left of the search bar are 'From Date' and 'To Date' fields with date pickers. Below the search bar are 'Excel', 'PDF', and 'Print' buttons. A table with the following headers is shown: 'No.' (with up/down arrows), 'Title' (with up/down arrows), 'Ref No' (with up/down arrows), 'Letter Category' (with up/down arrows), 'Letter Type' (with up/down arrows), 'Date' (with up/down arrows), and 'Select Action' (with up/down arrows). The table body is empty, displaying 'No data available in table'. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons.

- iii. The letter archival form will be displayed as follows.

Fill *Title*, *Ref No*, *Select Letter Category*, *Select Letter Type (Internal or External)*, *Select Incoming/Outgoing*, *Select Direct/ CC Letter*, *Select Office* and *Browse the Scanned Letter* and click **Archive Letter** Button.

Archive Letter Form

Title *
Training on Letter Management and Archival System

Ref No *
DDU/221/2017

Letter Category *
ሰልጠና

Letter Type *
External Letter

Incoming/Outgoing *
Outgoing Letter

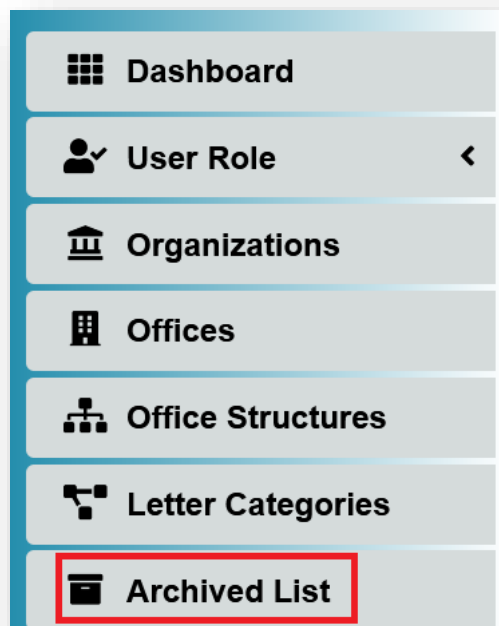
Letter/CC *
Direct Letter

To Office
Dire Dawa University

Letter *
Browse... voucher.pdf

Archive Letter

- iv. If you want to get lists of archived letters, lick on **Archived List** from the left side menu bar



- v. You will get all lists of archived letters.
- You can view the scanned and archived letter by clicking on ***View Letter***
 - To view detail path of the letter, clicking on ***Track Button***
 - To send the archived letter, clicking on ***Send Letter Button***
 - To delete the archived letter, clicking on ***Delete Button***

☰ List of Archived Letters ➕ Add New

Search

From Date
mm / dd / yyyy

To Date
mm / dd / yyyy

Search

Excel PDF Print

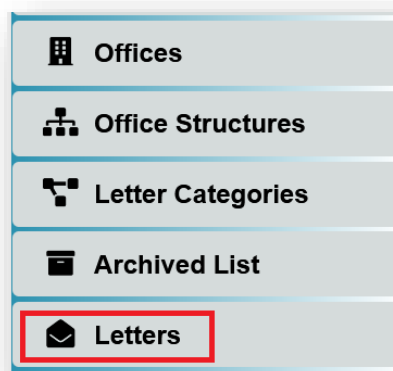
Search:

No. ↑↓	Title ↑↓	Ref No ↑↓	Letter Category ↑↓	Letter Type ↑↓	Date ↑↓	Select Action ↑↓
1	Training on Letter Management and Archival System	DDU/221/2017	අධ්‍යයන	Internal Letter	2024-12-14 07:50:01	<div>☰ Select Action</div> <div> <div>📄 View Letter</div> <div>📄 Track Letter</div> <div>📄 Send Letter</div> <div>🗑 Delete</div> </div>

Showing 1 to 1 of 1 entries

8. To Create New Letter

- i. Click on ***Letters*** from the left side menu bar



- ii. You will get all lists of letters (if you have created before).
Then, click on **Add New** from right top of corner.
- NB: *You can search previously letters date*

- iii. The letter form will be displayed as follows.

Fill *Title*, *Ref No*, *Select Letter Category*, *Select Letter Type (Internal or External)*, *Select ownership (office or individual)* and *Browse the Scanned Letter* and click **Submit** Button.

- iv. Then, the system will direct you to the lists of created letters.
The newly created one will be displayed in **red color** which means the letter is created but **not approved**. So, click on **View**

Letter Button to check the uploaded letter, **Confirm Button** to approve, **Update Button** to change name and **Delete Button** to remove.

- NB: To send the created letter, *first approve it!*

Successfully Saved

List of Letters

From Date: mm / dd / yyyy To Date: mm / dd / yyyy Search

Excel PDF Print Search:

No. ↑↓	Title ↑↓	Ref No ↑↓	Letter Category ↑↓	Letter Type ↑↓	Date ↑↓	Done By ↑↓	Status ↑↓	Select Action ↑↓
1	Payment for LMAS	DDU/222/2017	h&f	Internal Letter	2024-12-14 08:14:00	System Admin (0913151719)	Not Confirmed	View Letter Confirm Update Delete

Showing 1 to 1 of 1 entries

9. To Send Letter

- Once the created letter is confirmed then, click **Send Letter Button** to sent it.

Successfully Updated

List of Letters

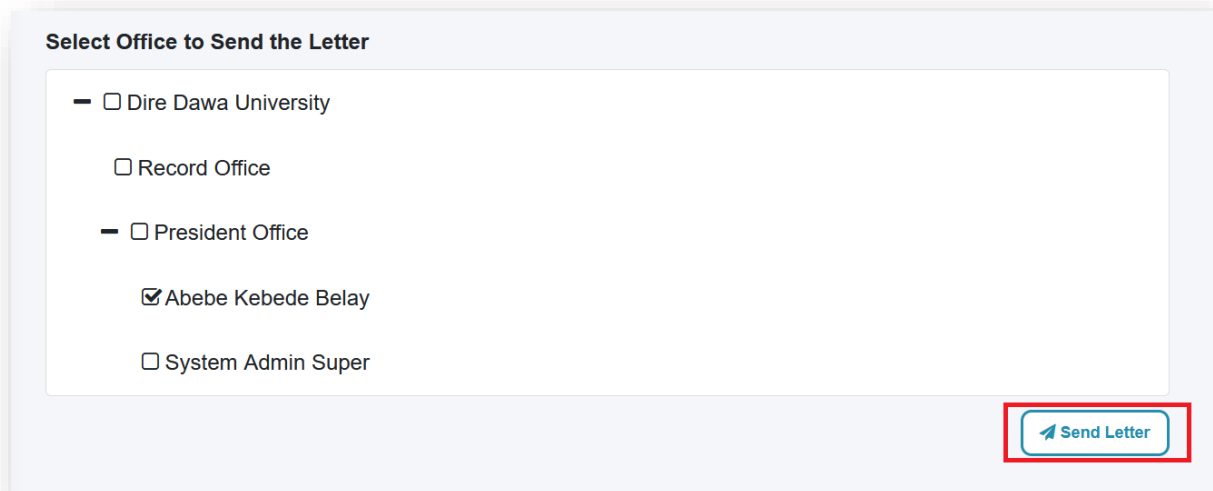
From Date: mm / dd / yyyy To Date: mm / dd / yyyy Search

Excel PDF Print Search:

No. ↑↓	Title ↑↓	Ref No ↑↓	Letter Category ↑↓	Letter Type ↑↓	Date ↑↓	Done By ↑↓	Status ↑↓	Select Action ↑↓
1	Payment for LMAS	DDU/222/2017	h&f	Internal Letter	2024-12-14 08:14:00	System Admin (0913151719)	Confirmed	View Letter Send Letter Update Delete

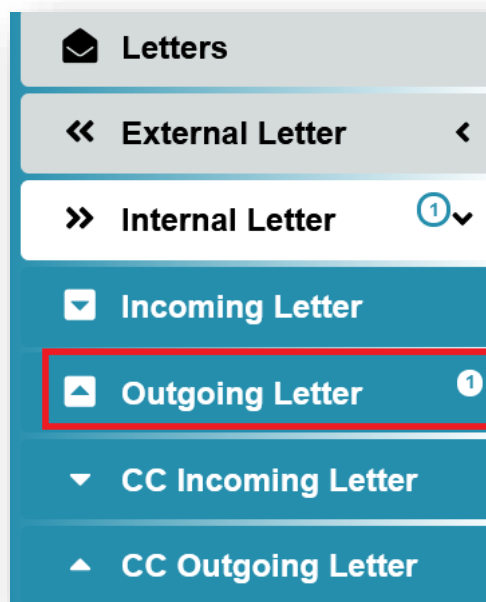
Showing 1 to 1 of 1 entries

- ii. Then, the system redirects you to **organizational structure**. Select **one or more users** of the organization and send the letter.



The screenshot shows a dialog box titled "Select Office to Send the Letter". It contains a list of users with checkboxes: "Dire Dawa University" (unchecked), "Record Office" (unchecked), "President Office" (unchecked), "Abebe Kebede Belay" (checked), and "System Admin Super" (unchecked). A "Send Letter" button with a paper plane icon is located at the bottom right, highlighted with a red rectangle.

- iii. Then, the system redirects to lists of **outgoing** letters. From the left side menu bar, you will get **outgoing notification**.



The lists of outgoing letters will be displayed as follows.

Successfully Saved

Internal outgoing letters list

Search From Date To Date

Search mm/dd/yyyy mm/dd/yyyy Search

Excel PDF Print Search:

No. ↑↓	Name ↑↓	Office ↑↓	Title ↑↓	Note ↑↓	Ref No ↑↓	Send Date ↑↓	Status ↑↓	Select Action ↑↓
1	Abebe Kebede Belay (0911223344)	President Office	Payment for LMAS		DDU/222/2017	2024-12-14 08:26:00	New	<div> <div>Select Action</div> <div>View Letter</div> <div>Track Letter</div> <div>Send Letter</div> <div>Cancel Sending</div> </div>

Showing 1 to 1 of 1 entries

iv. From the drop down select action,

- You can View the *sent letter* by clicking on **View Letter**
- To view detail path of the letter, clicking on **Track Button**

Title: Payment for LMAS, Ref No: DDU/222/2017 Tracking Back

14 Dec 2024 08:26:00

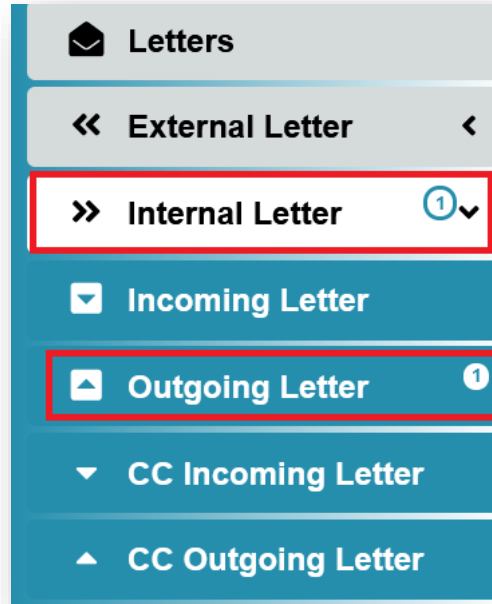
President Office [Dire Dawa University] System Admin(0913151719) 08:26:00

1. President Office [Dire Dawa University] System Admin(0913151719) Not Seen

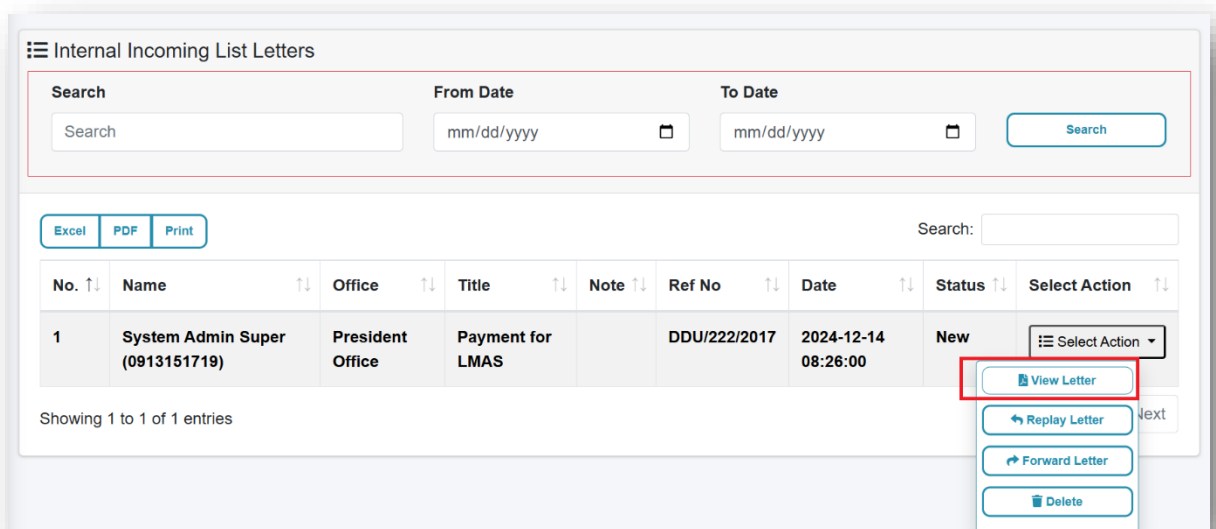
- To send again to another office, clicking on **Send Letter Button**
- To delete the Sent Letter, clicking on **Cancel Sending Button** (before the user see the sent letter)

10. To Receive Letter

- i. Check notification from the left side menu bar. If there is notification, click on the notification to see the incoming letters.



- ii. Then, you will get list of incoming letters. The first step is reading the letter by clicking on **View Letter Button**. *Then, the status of the letter will be changed to seen.*



11. To Reply Letter

- i. From the select action drop list, click on ***Reply Letter Button***

Internal Incoming List Letters

Search: From Date: To Date:

Excel PDF Print Search:

No. ↑↓	Name ↑↓	Office ↑↓	Title ↑↓	Note ↑↓	Ref No ↑↓	Date ↑↓	Status ↑↓	Select Action ↑↓
1	System Admin Super (0913151719)	President Office	Payment for LMAS		DDU/222/2017	2024-12-14 08:26:00	New	<div><div>Select Action</div><div><div>View Letter</div><div>Reply Letter</div><div>Forward Letter</div><div>Delete</div></div></div>

Showing 1 to 1 of 1 entries

- ii. Then, reply form will be displayed as follows. Fill ***title, Ref No, and upload scanned letter*** for replying and click ***Send Letter Button***.

- NB: *the letter will be sent back to the sender office.*

Replay Letter For President Office

Title *

Ref No *

Letter *
 voucher.pdf

12. To Forward Letter

- i. From the select action drop list, click on ***Forward Letter Button***

Internal Incoming List Letters

Search: From Date: To Date:

Excel PDF Print

No. ↑↓	Name ↑↓	Office ↑↓	Title ↑↓	Note ↑↓	Ref No ↑↓	Date ↑↓	Status ↑↓	Select Action ↑↓
1	System Admin Super (0913151719)	President Office	Payment for LMAS		DDU/222/2017	2024-12-14 08:26:00	New	<div><div>View Letter</div><div>Replay Letter</div><div>Forward Letter</div><div>Delete</div></div>

Showing 1 to 1 of 1 entries

- ii. Then, forward form will be displayed as follows. Select office/offices to which you want to forward, ***write your forward reason (paraph note)*** and click ***Forward Letter Button***.

Select Office to Forward the Letter

☐ Dire Dawa University

☐ Record Office

☐ President Office

☐ Abebe Kebede Belay

☒ System Admin Super

Paraph Note *

for your action