

# USER MANAGEMENT

## Creating Group Profile

User profiles help maintain an organized database of users, making it easier to assign privileges and manage accounts effectively.

SETTINGS

GROUP PROFILES

The screenshot displays the NWSDB Group Profiles management interface. On the left, a sidebar shows the 'Group Profiles' section. The main content area lists 'Available Group Profiles' with 3 items found. A table shows the following profiles:

#	Profile Name
1	System Administrator
2	Branch Admin
3	End User

Below the table, it indicates 'Showing 1 to 3 of 3 entries'. On the right, a 'Create New Profile' modal is open, showing a form to 'Enter Profile Details'. The form includes a 'Profile Name\*' field and a 'Create' button.

### Create a Group Profile

1. Click the settings on main navigation, move the cursor to the **Group profiles**.
2. On the "Create Group Profile" screen, you'll find a form field labeled **"Profile Name"**. Enter a descriptive name for the group profile in the provided field.
3. After entering the profile name, click on the **"Create"** button to create the group profile.

## Details Edit / Remove

The screenshot displays a web application interface for managing group profiles. At the top, there's a header with a menu icon, a notification bell, and a share icon. Below the header, the main section is titled 'Group Profiles'. Under this title, there's a sub-header 'Available Group Profiles' and a button '+ New Profile'. A status bar indicates '3 ITEMS FOUND.'. Below this, there's a search bar and a 'Show 10 entries' dropdown. The main content is a table with the following data:

#	Profile Name	
1	System Administrator	<div>Edit Delete</div>
2	Branch Admin	<div></div>
3	End User	<div></div>

At the bottom of the table, there's a pagination bar showing 'Showing 1 to 3 of 3 entries' and navigation buttons 'Previous', '1', and 'Next'.

### There are two options in the table

- **Edit** - can change the profile names within a list.
- **Remove** - Delete profiles in the list.

## Menu Categories

SETTINGS

MENU CATEGORIES

The screenshot shows the 'Menu Categories' page in the NWSDB application. The page has a header with the NWSDB logo and a navigation menu. The main content area is titled 'Menu Categories' and includes a sub-header 'Available Menu Categories' with a '+ New Menu Category' button. Below this, there is a search bar and a table listing the menu categories. The table has columns for '#', 'Category Name', and 'Action'. The categories listed are: 1. Documents, 2. Mail Box, 3. Registrations, 4. Master Files, and 5. HRM Settings. At the bottom of the table, it says 'Showing 1 to 5 of 5 entries' and there are 'Previous', '1', and 'Next' buttons.

#	Category Name	Action
1	Documents	⋮
2	Mail Box	⋮
3	Registrations	⋮
4	Master Files	⋮
5	HRM Settings	⋮

1. You can see **Menu Categories** under the settings option in main navigation. In here you can see categories already added.
2. You can add a new category using the **New Menu Category** button. In here you should enter the **Category name** that you want to **create** and click the Create button.

The screenshot shows the 'Create Menu Category' modal in the NWSDB application. The modal has a title bar with 'Create Menu Category' and a close button. The main content area is titled 'Enter Category Details' and includes a 'Category Name\*' input field. Below the input field is a blue 'Create' button. The background of the modal shows the 'Menu Categories' page from the previous screenshot.

## Menu List

SETTINGS

MENU LIST

The screenshot shows the NWSDB application interface. At the top, there's a header with a hamburger menu icon, the text 'NWSDB', a bell icon, and a user profile icon. Below the header, the main section is titled 'Menu List'. Under this title, there's a link 'Available Menu List' and a button '+ New Menu Item'. A status bar indicates '18 ITEMS FOUND.'. Below this, there's a search bar and a 'Show 10 entries' dropdown. The main content is a table with the following data:

#	Category	Name	Action
1	Registrations	System Administrators	[Action Icon]
2	Settings	Group Profiles	[Action Icon]
3	Settings	User Accounts	[Action Icon]
4	Settings	Group Privileges	[Action Icon]
5	Settings	Menu Lists	[Action Icon]

1. This is same as Menu Categories, here show menu lists already added and you can add a new menu list using **New Menu Item** button.

The screenshot shows the NWSDB application interface with the 'Create Menu Item' modal open. The modal has a title 'Create Menu Item' and a close button. It contains the following fields:

- Enter Menu Item Details**
- Menu Category\***: A dropdown menu with the text 'Select a Category...' and a close button.
- Item Name\***: A text input field.
- Page URL\***: A text input field.
- Create**: A blue button with a checkmark icon.

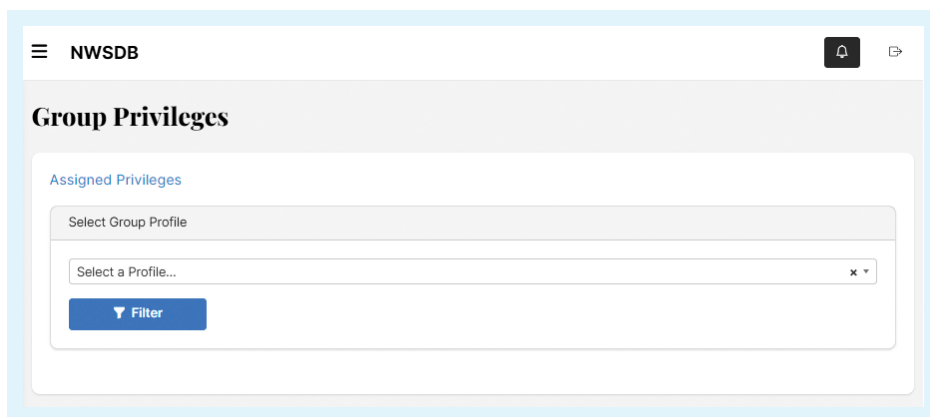
The background shows the 'Menu List' section of the application, which is dimmed. It includes the same header, title, link, button, status bar, search bar, and table as the previous screenshot.

2. While you create a menu item you should enter the menu item details. Here you must select the **menu category**, enter the **name for the menu item** and enter the **URL for the page**.
3. After filling menu item details you can create a menu item using the **Create** button.

## Group Privileges

Defining and assigning privileges to users. Administrators possess the power to designate particular actions, authorizations, and privileges to different users according to their positions and duties inside the organization.

### SETTINGS > GROUP PRIVILEGES



1. Look for an option like **"Group Privileges"** feature in the menu/navigation.
2. On the "Group Privileges" screen, locate the dropdown menu labeled **"Select Group Profile"**.
3. Click on the dropdown menu to reveal a list of available group profiles. From the dropdown list, select the specific group profile for which you want to manage privileges.
4. There's a **"FILTER"** button, click on it after making your selections.

## User Accounts

SETTINGS

USER ACCOUNTS

The screenshot displays the NWSDB User Accounts management interface. On the left, a sidebar shows the 'User Accounts' section. The main content area lists 'Available User Accounts' with a table containing one entry: a System Administrator with the name A CHANDRASIRI. On the right, a 'Create User Account' modal is open, prompting the user to enter details. The modal includes dropdowns for 'Select Group Profile' and 'Select Staff Member', and text input fields for 'Username' and 'Password'. A 'Create' button is at the bottom of the modal.

#	Profile Type	Employee
1	System Administrator	A CHANDRASIRI

Showing 1 to 1 of 1 entries

**Create User Account**

Enter User Account Details

Select Group Profile\*

Select a Profile... x v

Select Staff Member\*

Select a Member... x v

Username\*

Password\*

Create

### Create User Accounts

1. Move the cursor to the **User Accounts**.
  - **Select Group Profile** - Choose the appropriate group profile from the dropdown list that best fits the user's role.
  - **Select Staff Members** - Choose the staff member(s) intended to be associated with this user account. This might involve selecting from a list of available staff members.
  - **User Name** - Fill in the "User Name" field with a unique username for the new account.
  - **Password** - Enter a secure password for the user in the "Password" field.
2. After entering details for the above fields and click on the "**Create**" button to generate the new user account.

## Details Edit / Remove

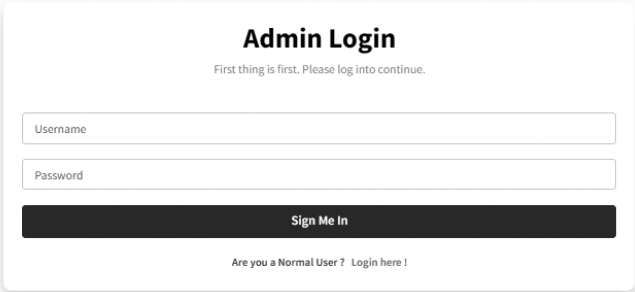
1. Once you have created a user account it will show this table. In here you can see user ID, account type, profile name and your user name.
2. There are two options in the table :
  - **Edit** - here you can edit your username.
  - **Remove** - click the **DELETE** button you can Delete user account.

The screenshot shows a web application interface for managing user accounts. At the top, there is a header with a hamburger menu icon, the text "NWSDB", and a notification bell icon. Below the header, the main section is titled "User Accounts". Under this title, there is a sub-header "Available User Accounts" and a button "+ New User Account". A status bar indicates "1 ITEMS FOUND.". Below this, there is a search bar and a "Show 10 entries" dropdown. The main content is a table with the following columns: "#", "Profile Type", "Employee", and "Username". The table contains one row with the following data: "# 1", "Profile Type System Administrator", "Employee A CHANDRASIRI", and "Username super admin". To the right of the table, there is a context menu with two options: "Edit" and "Delete". At the bottom of the table, there is a pagination bar showing "Showing 1 to 1 of 1 entries" and buttons for "Previous", "1", and "Next".

#	Profile Type	Employee	Username
1	System Administrator	A CHANDRASIRI	super admin

## Login Process

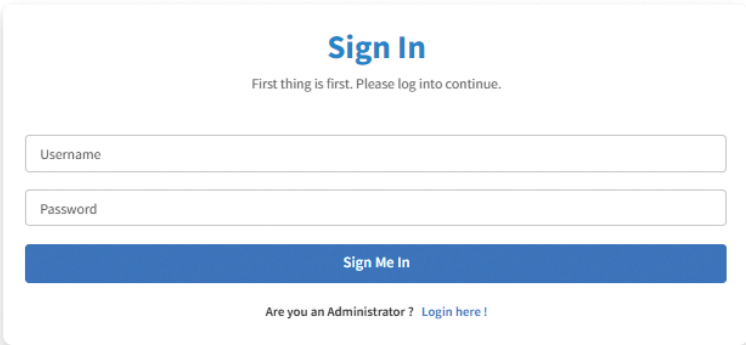
### Admin Login



The Admin Login form is a white rectangular box with a light blue border. It features a title 'Admin Login' in bold black text, followed by a subtitle 'First thing is first. Please log into continue.' Below these are two input fields: 'Username' and 'Password', both with light gray borders. A prominent black button with the text 'Sign Me In' in white is positioned below the password field. At the bottom, there is a link that reads 'Are you a Normal User ? Login here !'.

1. **Username** - A field where admin can input your username. This is used to identify the user.
2. **Password** - A secure field where users can enter their password.
3. **Forget Password** - Often include hyperlink, this link directs users to a password recovery process in case they forget their password.
4. Click the **Login** button and the admin can log in to the system.

### User Login



The User Login form is a white rectangular box with a light blue border. It features a title 'Sign In' in bold blue text, followed by a subtitle 'First thing is first. Please log into continue.' Below these are two input fields: 'Username' and 'Password', both with light gray borders. A prominent blue button with the text 'Sign Me In' in white is positioned below the password field. At the bottom, there is a link that reads 'Are you an Administrator ? [Login here !](#)'.

1. Users can log into the system using their username and password which is provided by admin.

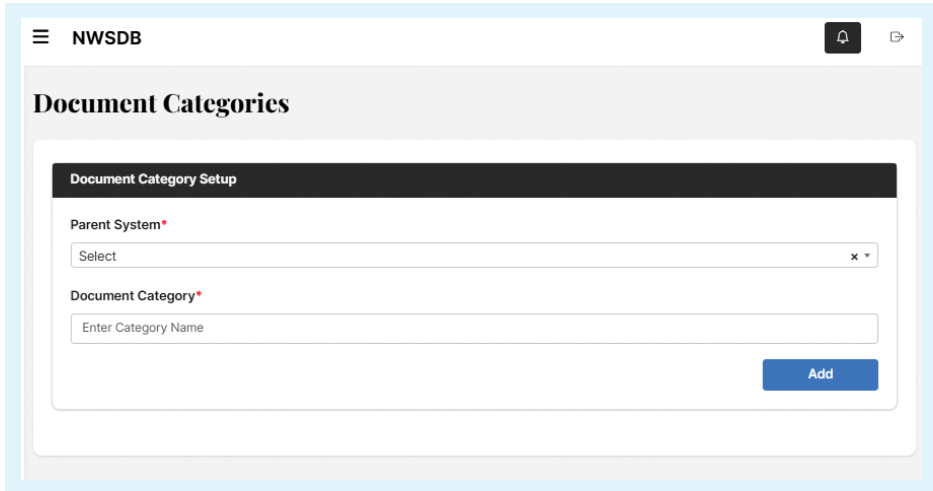


# DOCUMENT MANAGEMENT

## Categorization

DOCUMENTS

DOCUMENT CATEGORIES



The screenshot shows a web application interface for NWSDB. At the top, there is a navigation bar with a hamburger menu icon, the text 'NWSDB', and a notification bell icon. Below the navigation bar, the main heading is 'Document Categories'. The central part of the interface is a 'Document Category Setup' form. This form contains two input fields: 'Parent System\*' with a dropdown menu showing 'Select', and 'Document Category\*' with a text input field labeled 'Enter Category Name'. A blue 'Add' button is positioned at the bottom right of the form.

### Document Category Setup

1. Move the documents to the main navigation, you can see a list of documents. Look for an option **"Document Categories"**.
2. There is a drop down labeled **"Parent System"** choosing the appropriate parent system from the available options.
3. In the **"Document Category"** field, enter the name of the new document category you want to create.
4. After entering the document category name, click on the **"Add"** button. This action adds the new document category to the system.
5. There is a table displaying columns,
  - **ID** - represents a unique identifier for each category.
  - **Category name** - names of the document categories available in the system.
  - **Edit** - This might allow you to modify the category name or other details.
  - **Remove** - If you want to delete a category click on the "Remove" option.

## Documentation Registry

DOCUMENTS

DOCUMENT REGISTRY

The screenshot shows a web application interface for NWSDB. At the top, there is a navigation bar with a hamburger menu icon, the text 'NWSDB', and a notification bell icon. Below the navigation bar, the main heading is 'Document Registry'. The central part of the interface is a 'Document Registry Setup' form. This form contains three required fields: 'Parent System\*' with a dropdown menu showing 'Select', 'Document Category\*' with a dropdown menu showing 'Select', and 'Document Registry Name\*' with a text input field containing the placeholder 'Enter Registry Name'. An 'Add' button is located at the bottom right of the form.

1. Navigate to the section labeled "**Document Registry**" feature in the navigation.
  - **Parent System** - Choosing the appropriate parent system from the available options.
  - **Document Category** - Look for a dropdown menu labeled "Document Category." Choose the specific category to which you want from the available options.
  - **Document Registry** - Enter the details or information related to the document you want to add to the selected category.
2. After you fill those fields and after you can add this to the document registry using the ADD button.

## Document Upload

DOCUMENTS

DOCUMENT UPLOAD

**Document Upload Setup**

Upload Details

Parent System\*

Document Category\*

Document Registry\*

Document Name\*

Document Description

Location\*

Cost Center\*

Employee Code\*

Choose Documents

**Attach**

**Scanned Documents**

No file scanned!

**Browsed Documents**

No file selected!

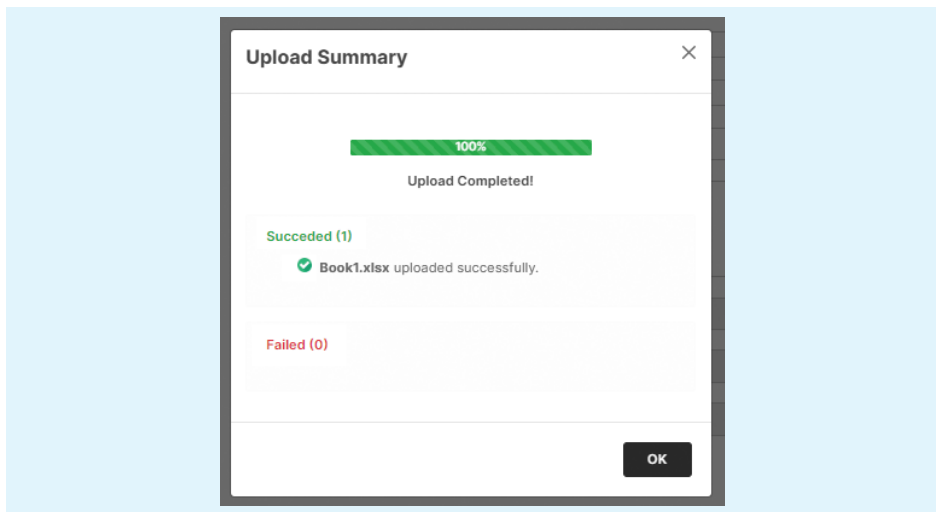
**Upload**

1. Click **Document Upload** in the navigation list, the window will change to the above screen. This allows you to upload documents to your system. This window contains the following options:
  - **Parent System** - Choose the appropriate parent system from the drop-down list.
  - **Document Category** - Choose the appropriate document category from the "Document Category" drop-down list.

- **Document Registry** - Similarly, select the specific document registry from the "Document Registry" dropdown if applicable.
- **Document Name** - Fill in this field with a descriptive name for the document.
- **Document Description** - Provide a relevant description of the document.
- **Location**
- **Cost Center**
- **Employee Code**

**Location, Cost Center and Employee code fill automatically according to the user who logs into the system.**

2. Here you can attach your document.
3. After entering all necessary details, click on the **"Upload"** button. This action uploads the document to the system and associates it with the selected category, registry, and other provided information.



4. After clicking the upload button here you can see **Upload Summary**.
5. Here user can click **Ok** button and it will directly go to the **Document Forward** section. If user wants to forward documents they can do that during the document Upload.
6. And also user can go to the **Document View** section from Upload section.

## Document Browser

1. Go to the **Document Browser**, you will see a space for entering a document name then you can search documents. After entering the document name you can see the list of documents.

DOCUMENTS

DOCUMENT BROWSER

The screenshot shows the NWSDB Document Browser interface. At the top, there is a header with the NWSDB logo and a notification bell. Below the header, the title "Document Browser" is displayed. The main section is titled "Search Documents" and contains a search bar with the text "test". To the right of the search bar are buttons for "Search" and "Advanced Search". Below the search bar, there is a "Search Results" section. It shows a table with columns: #, Category, Registry, Document Name, and Actions. The table contains one row with the following data: 1, HRM, IR, test-IT. To the right of the table, there are icons for view and share. Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom right, there are buttons for "Previous", "1", and "Next".

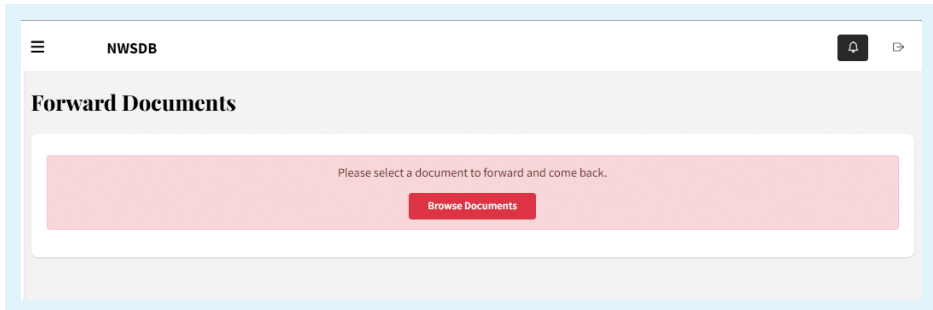
2. There is a view icon in the action column and if you click this icon it will direct us to **Document Viewer**.
3. And also there is a share icon and it will go to the **Document Forward** screen.
4. If you want more details for advance search click the **ADVANCE SEARCH** button.

The screenshot shows the NWSDB Document Browser interface with the "Advanced Search Settings" section expanded. It contains several search criteria with dropdown menus and date pickers. The criteria are: Parent System, Document Category, Document Registry, Date Range, Location, and Cost Center. Each criterion has a corresponding dropdown menu. The Date Range criterion has two date pickers. At the bottom right, there is a "Search" button.

5. After clicking **ADVANCE SEARCH** you can see more details about document search as in the above image.

## Document Forward

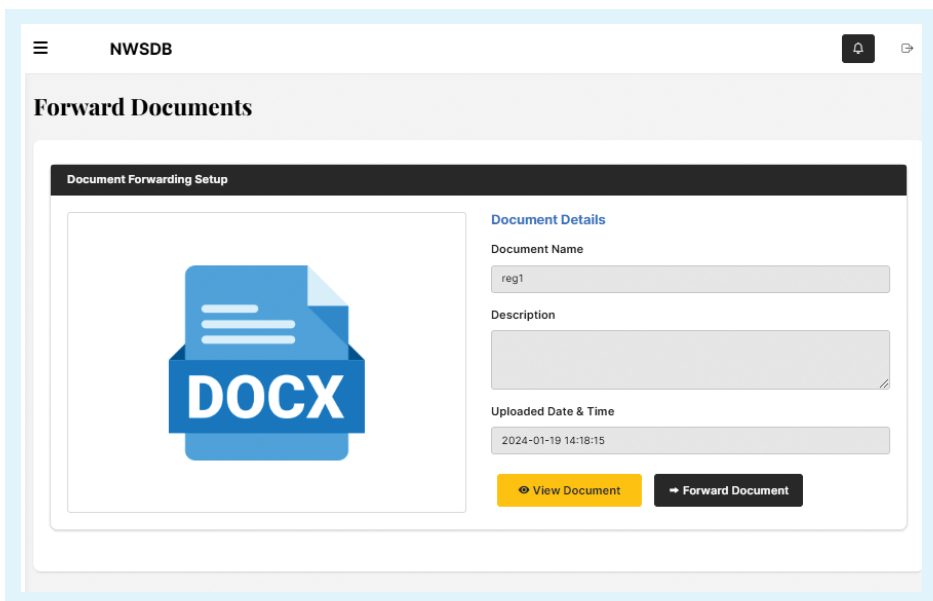
1. Go to the Document Forward, first you should browse your document.



2. After browsing the document, you can open the **Forward Document** section. If you click the **"Forward Document"** button you can see document forward details.

DOCUMENTS

DOCUMENT FORWARD



3. After filling those fields you can forward your document using the **"Forward Now"** button.

## Document Viewer



1. Same as Document Forwarding, first you should browse your document.
2. After using the **View** icon you can open the Document View section. Here you can see the all document what you have uploaded.

DOCUMENTS

DOCUMENT VIEWER

### View Documents

Document View & Other Actions



Document Details

This document thread has 2 files right now. [Click on the File Icon](#) to view each file.

Document Name  
**testing document**

Uploaded At  
**2024-01-24 01:40 PM**

[More Details](#)

[Timeline & Comments](#)


[Forward Document](#)

You can attach more files to this document thread.

[+ Attach Files](#)

Changes Timeline


Comments



A CHANDRASIRI Attached a file(s) to this document thread.

[View Attached Files](#)

2024-01-24 13:41:20

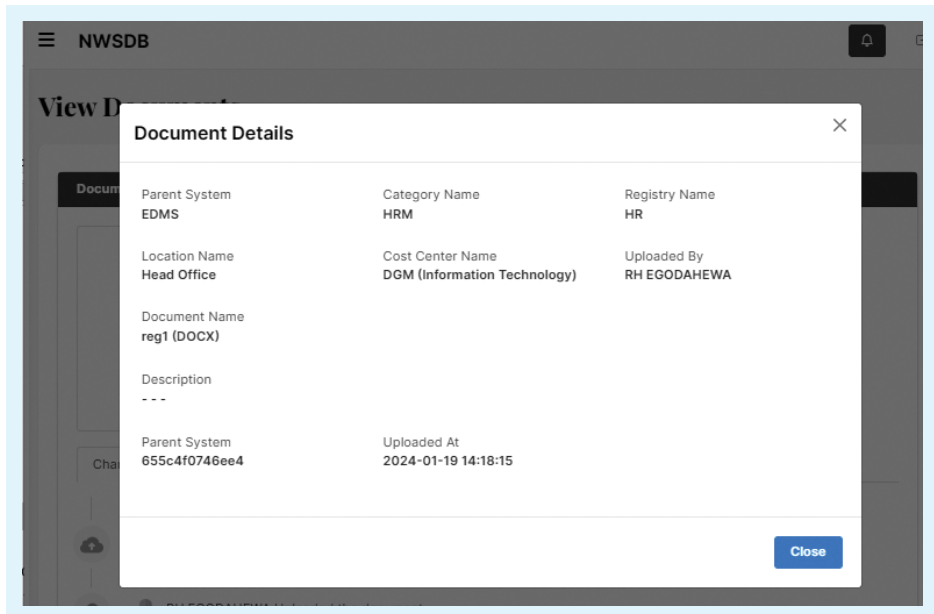


A CHANDRASIRI Uploaded the document.

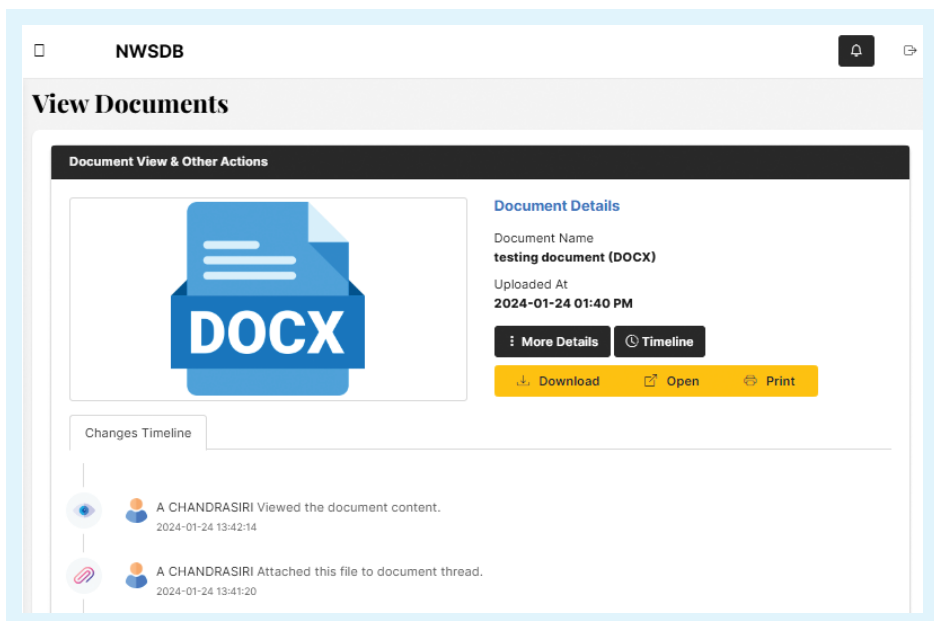
2024-01-24 13:40:00

3. In the following we can see timelines and comments.
4. In this section you can **Download Documents, Open Documents and Print Documents** using relevant buttons.
5. Here you can see more details about the document using the **More Details** button. Here are the details of what we can see about the document.

15



6. If you click the each icons of documents, you can see individual details about the document as following.





# REGISTRATION

## System Administrators

1. Click **Registrations** in the navigation list, the window will show below screen. Here you can see System Administrators who are already registered into the system.

DOCUMENTS

SYSTEM ADMINISTRATORS

The screenshot shows the 'System Administrators' page in the NWSDb application. At the top, there's a header with 'NWSDb' and a notification bell icon. Below the header, the title 'System Administrators' is displayed. A sub-header 'Registered System Administrator Details' is followed by a '+ New System Administrator' button. A status bar indicates '1 MEMBERS FOUND.'. Below this, there's a search bar and a table listing administrators. The table has columns for '#', 'Employee', 'Code', 'Email', 'Contact No.', and 'Action'. One administrator is listed: 'A CHANDRASIRI' with details 'MANAGEMENT ASST.(SK) CL I', 'OIC (Sacred City)', 'Regional Manager (Anuradhapura)', '33740', 'chandrasiri18@gmail.com', and '0778596000'. At the bottom, it says 'Showing 1 to 1 of 1 entries' with 'Previous', '1', and 'Next' navigation links.

#	Employee	Code	Email	Contact No.	Action
1	A CHANDRASIRI MANAGEMENT ASST.(SK) CL I OIC (Sacred City) Regional Manager (Anuradhapura)	33740	chandrasiri18@gmail.com	0778596000	

2. Here you can add a new System Administrator using the **New System Administrator** button.

The screenshot shows the 'Add New System Administrator' page in the NWSDb application. The header is 'NWSDb'. The title is 'Add New System Administrator'. Below the title, there's a sub-header 'System Administrator Registration' and a note 'You can register a new System Administrator here.'. The form contains several fields: 'Location\*' (dropdown), 'Cost Center\*' (dropdown), 'Designation\*' (dropdown), 'Select Employee\*' (dropdown), 'Employee Number\*' (text input), 'Email' (text input), and 'Contact Number' (text input). At the bottom, there are 'Submit' and 'Cancel' buttons.

3. When you click the **New System Administrator** button displayed above the screen. Here include a number of fields about system administrator. You can add a new system administrator after filling this information.

# MASTER FILES

In the Master Files tab there is API Connected Systems and API Access Permissions.

## API Connected Systems

MASTER FILES

API CONNECTED SYSTEM

**NWSDB**

### API Connected Systems

List of systems that are currently connected to the EDMS's API.

Connect a New System with EDMS's API

System Name\*

Connect

Show 10 entries Search:

#	System Name	System ID	API KEY	Access
1	EDMS	655c4f0746ee4	161b93dac0eb868857a6f0b17b4af328c705df97a21ed42eb9eb4f5142d46f8f	<input checked="" type="checkbox"/>

Showing 1 to 1 of 1 entries Previous 1 Next

1. In here you can see the API Connected Systems screen.
  - **System Name** - Fill in this field with the system name what you want to connect to API
2. Below you can see details about API Connected Systems with **System Name, System ID, and API Key.**
3. In this table you can see the **Actions** column. Here users can copy system ID, copy API key, Regenerate API key and you can delete it.

## API Access Permissions

MASTER FILES

API ACCESS PERMISSIONS

The screenshot displays the 'API Access Permissions' interface in the NWSDB system. At the top, there's a navigation bar with 'NWSDB' and a bell icon. Below it, the title 'API Access Permissions' is centered. A section titled 'Assigned Permissions' contains a 'Filter Permissions by System' dropdown menu with 'EDMS' selected and a 'Filter' button. Below this, a 'Document Category Routes' section features a table with 3 entries. The table has columns for '#', 'Permission', 'Description', 'Status', and 'Action'. The first entry is 'read\_categories' with a description 'Retrieve all document categories data.' and a status of '✓'. The second entry is 'show\_categories' with a description 'Retrieve data of one specific document category by id.' and a status of '✓'. The third entry is 'create\_categories' with a description 'Create a new document category.' and a status of '✓'.

#	Permission	Description	Status	Action
1	read_categories	Retrieve all document categories data.	✓	✗
2	show_categories	Retrieve data of one specific document category by id.	✓	✗
3	create_categories	Create a new document category.	✓	✗

1. Here you can see the API Access permissions screen. In this section you can **select a section** from the drop down list.
2. After clicking the **FILTER** button you can see the details of API access permissions about Document category routes, Document registry routes, Document uploading routes, Document forwarding routes, Document browsing routes, Document view routes and Document timeline routes.

# MAIL BOX

## Document Composer

MAIL BOX

INBOX

COMPOSE

The screenshot shows a 'New Message' form with the following fields and controls:

- Select a Location:** A dropdown menu with the placeholder text 'Select a Location...' and a clear button (x).
- Select a Cost Center:** A dropdown menu with the placeholder text 'Select a Cost Center...' and a clear button (x).
- Select a Designation:** A dropdown menu with the placeholder text 'Select a Designation...' and a clear button (x).
- Select an Employee:** A dropdown menu with the placeholder text 'Select an Employee...' and a clear button (x).
- Mark as Finalized:** A checkbox with the label 'Mark as Finalized'.
- Subject:** A text input field.
- Attachments:** A section with a 'Choose Files' button and the text 'No file chosen'.
- Body:** A rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, bulleted list, numbered list, indent, text color, background color, link, unlink, and source code.
- Buttons:** 'Send Message' (green) and 'Cancel' (white) buttons at the bottom.

1. Click the **Mailbox** on main navigation, you can see the **Inbox** and **Outbox**.
2. If you click the inbox tab you can see there is a **COMPOSE** button. The "Compose" button allows users to create and send a new email within the same window.
3. Enter the necessary details in the provides fields:
  - **Select Location**
  - **Select a cost center**
  - **Select a Designation**
  - **Select an Employee**
  - **Subject** - Provide a brief subject or heading for the letter.
  - **Letter content** - Enter the main content or body of the letter.

## Inbox

MAIL BOX

INBOX

### Inbox

Compose

Search Assignment Details

Show  entries Search:

Type	From	Heading	Date	Actions
	RH EGODAHEWA	January 24	2024-01-24 12:07 PM	
	RH EGODAHEWA	Creating '.rar' files on the client-side (in the browser) using JavaScript	2024-01-24 12:01 PM	
	RH EGODAHEWA	Free, high quality, open source icon library with over 2,000 icons. Include them anyway you like—SVGs, SVG sprite, or web fonts.	2024-01-23 05:17 PM	

Showing 1 to 3 of 3 entries Previous **1** Next

1. Click on the **Inbox** you can display this screen. In the inbox include details about received mails.
2. In here you can see more information about the email and you can forward emails using the yellow color icon on the right side.
3. Here users can see the timelines and comments using blue color icon. It shows as following.

### Timeline

×

DPBB JAYALAL Attached a file(s) to this document thread.  
2024-01-24 13:56:43

RH EGODAHEWA Forwarded the document.  
2024-01-24 12:07:20

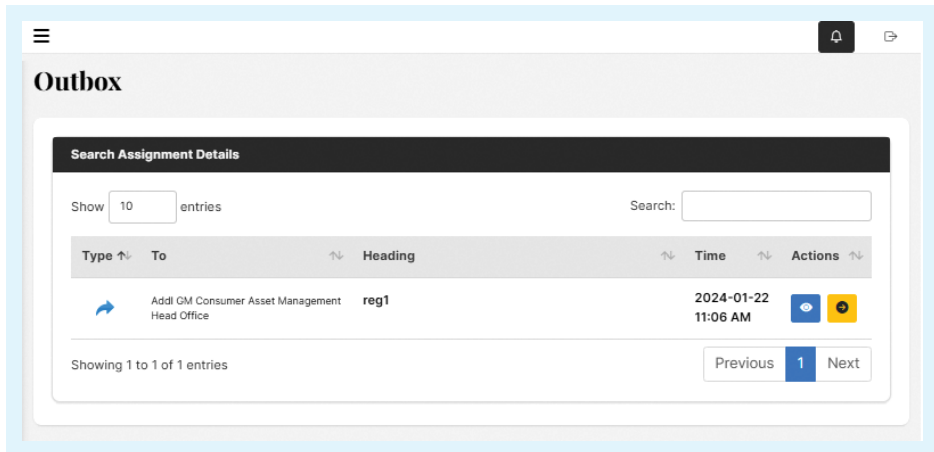
RH EGODAHEWA Uploaded the document.  
2024-01-24 12:06:18

Close

## Outbox

MAIL BOX

OUTBOX



1. The Outbox feature allows users to review and manage composed emails and messages before sending.
2. This table contains the following options:
  - **From** - Shows the sender or department who initiated the document.
  - **Heading** - Heading of the email
  - **To** - Recipient or addressee of the document.
  - **Forward By** - This action might allow users to forward the selected document to other recipients or departments.
  - **Information** - Clicking on the "**View**" option might enable users to open and view the details or content of the document directly from the Outbox.