



Effi-File is an innovative Records and Document Management System designed to streamline the organization, storage, retrieval, and security of vital records and documents within organizations. By providing a centralized, user-friendly platform, Effi-File aims to enhance operational efficiency, ensure compliance with regulatory standards, and prevent data loss through systematic document management practices. The system caters to diverse organizational needs, supporting various document types and facilitating seamless workflows across departments.

Key features and benefits

1. Centralized Document Repository

EffiFile creates a secure, well-organized digital repository for all your documents, ensuring easy access and retrieval at any time from anywhere.

2. Streamlined Workflows and Automation

Automate document creation, review, approval, and distribution to optimize your business processes and reduce turnaround times.

3. Powerful Search and Retrieval

Advanced search capabilities enable users to find documents quickly and accurately, saving valuable time and improving productivity.

4. Enhanced Accessibility

Authorized users can securely access documents remotely, supporting flexible working arrangements and business continuity.

5. Cost Savings and Resource

OptimizationReduce reliance on paper, printing, and physical storage, leading to significant cost reductions and an environmentally friendly approach.

6. Disaster Recovery and Compliance

Safeguard critical documents with secure backups and audit trails, supporting regulatory compliance and business continuity.

Scope:

1. Payment request
2. Generic /Executive request
3. Letters - incoming and outgoing - Including a letter tracker - Received, responded to, pending, Assigned
4. Leave
5. Reports
6. Storage - records filing

Users


Role/Officer	Responsibility	Expected Action Time
Initiator	Submit Request	Immediate
Accounts	Assign Budget	1 Day
Department Head	Approve	1 Day
Finance/Bursar	Approve	1 Day
Executive Principal	Final Approval	2 Days

Functional requirements

1. **User authentication and authorization**
 - o Secure login and user registration.
 - o Role-based access control to restrict functionalities based on user roles (e.g., Administrator, Staff, Auditor).
2. **Document storage and organization**
 - o Digital storage of various document types (PDF, Word, Excel, images, etc.).
 - o Categorization and tagging of documents for easy retrieval.
3. **Document indexing and metadata management**
 - o Ability to add and modify metadata for each document (title, date, author, keywords).
 - o Search functionality based on metadata and content.
4. **Version control**

- o Track and manage multiple versions of the same document.
 - o Maintain a history of modifications and revisions.
- 5. **Document retrieval and search**
 - o Advanced search options with filters and keywords.
 - o Quick access to recently viewed or frequently accessed documents.
- 6. **Workflow management and approval**
 - o Define document workflows for review and approval.
 - o Notifications and alerts for pending tasks or approvals.
- 7. **Security and backup**
 - o Data encryption and secure access protocols.
 - o Regular automated backups and restore options.
- 8. **Audit trail and reporting**
 - o Log all system activities and document actions for accountability.
 - o Generate reports on document usage, status, and audit trails.
- 9. **Integration and compatibility**
 - o Ability to integrate with existing enterprise systems (e.g., ERP, CRM).
 - o Compatibility with various operating systems and devices.
 - o Mobile friendly
- 10. **User support and training**
 - o Helpdesk and user support features.
 - o Tutorials and user guides for system adoption.

LOGIN PAGE


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Username or Email


Password

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USER HOME PAGE/ USER DASHBOARD


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[Save password?](#)
To Google Password Manager for arlingconsults@gmail.com

[Save](#)

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Lailah Nalukwago

Welcome, Lailah Nalukwago!

Approval Tasks

- Payment Request
- Cash Request
- Canteen Request
- Letter Request
- Space Request
- Other Request
- Apply for Leave
- Signature

Request History

Start Date End Date Choose status [FILTER](#) [RESET](#)

Requestor	Request Type	Subject	Request Date	Status	Actions
Lailah Nalukw...	Payment...	Request ...	Aug 29, ...	Approved	View Edit
Lailah Nalukw...	Other Re...	Request ...	Aug 26, ...	Approved	View Edit
Lailah Nalukw...	Other Re...	Request ...	Aug 20, ...	Approved	View Edit
Lailah Nalukw...	Payment...	REQUES...	Aug 20, ...	Approved	View Edit
Lailah Nalukw...	Payment...	Request ...	Aug 07, ...	Rejected	View Edit
Lailah Nalukw...	Payment...	Request ...	Aug 07, ...	Approved	View Edit
Lailah Nalukw...	Payment...	Request ...	Aug 07, ...	Rejected	View Edit

Reports

Letters Tracker

Leave Report

Profile


Logout

Updates

Dr. Frederick Kibogo has approved your [Payment Request](#) - 01:45 PM on 30 August

Flavia Opto has approved your [Payment Request](#) - 05:14 PM on 29 August

PAYMENT REQUEST


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[Approval Tasks](#)
[Payment Request](#)

- Cash Request
- Canteen Request
- Letter Request
- Space Request
- Other Request
- Apply for Leave
- Signature

Payment Request

Stages: Initiator > Department Head > Bursar > Principal

Subject

What's your request about?

Cc (Optional)

Share the progress of this request with a staff. Must be an email address

Description (Optional)

Hint: A short but concise description is effective

Currency

UGX

Quantity (Optional)

Unit Cost

Leave blank for non-quantifiable items e.g. Phased Payments, Renewals, Insurance etc.

What's the price for each item?

Total Cost

e.g. 5

e.g. 30000

Leave blank for non-quantifiable items e.g. Phased Payments, Renewals, Insurance etc.

What's the price for each item?

Total Cost

The total cost of items

Dynamic Options

Is this request dynamic?

No

Select "Yes" if this request follows a different workflow. This is best suit for Project Managers and/or specific Projects.

Supporting Documents

Attach an Invoice (10mb max)

Drag and drop a file here or click

pdf, .docx, .xls, .xlsx extensions only.

Attach a Receipt (10mb max)

Drag and drop a file here or click

pdf, .docx, .xls, .xlsx extensions only.

Attach any other documents (15mb max)

Drag and drop a file here or click

pdf, .docx, .xls, .xlsx extensions only.

SUBMIT

Apply for Leave

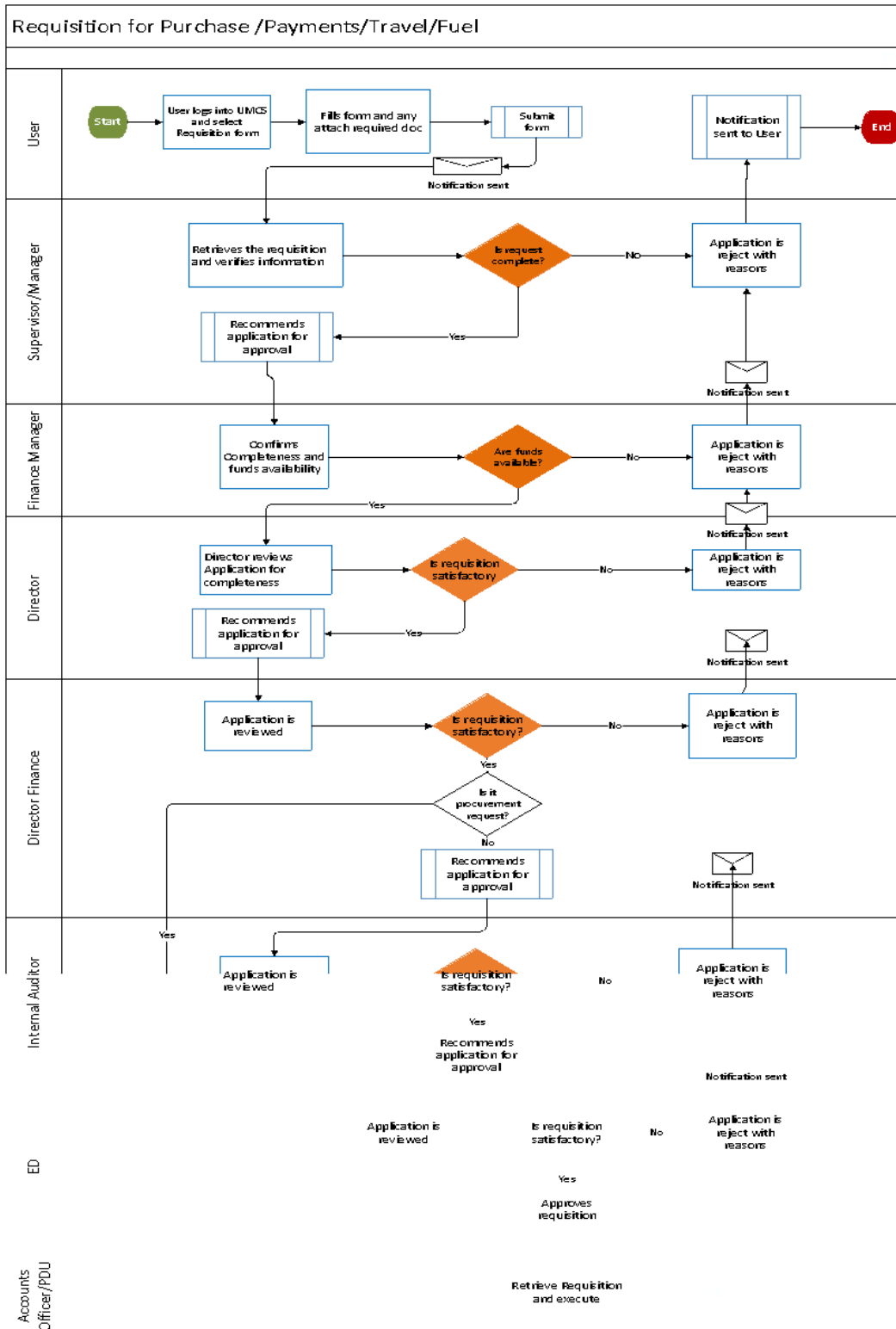
Signature

eDOC UICT

Documents the safe way.

Useful Links

Logout



EXECUTIVE COMMITTEE APPROVAL

Form structure

Approval stages: Executive management with the CEO/Executive Director receiving the document last after all other Executive managers have approved.

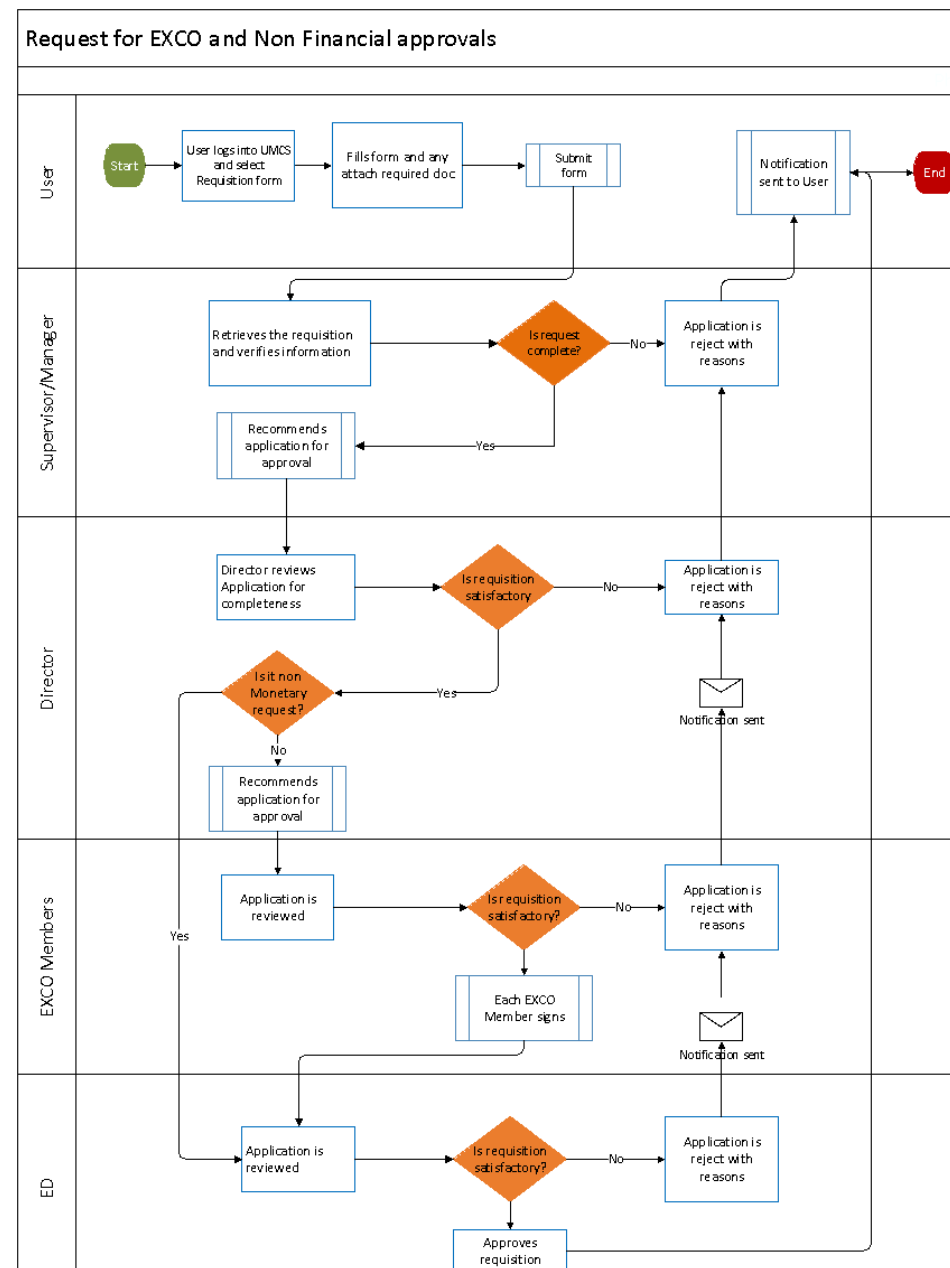
Subject

CC – (Copy members of staff to be in the loop of the request)


Details

Attachments – attach multiple documents (Excel, word, PPT, PDF)

Submit




LETTER DRAFTING



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Lailah Nalukwago

Approval Tasks

Payment Request

Cash Request

Canteen Request

Letter Request

Space Request

Other Request

Apply for Leave

Signature

Letter Request

Stages: The stages for this request are defined by you.

Subject

Give a site for your request

Choose Recipient(s)

Choose Workmate(s)

Follow-up Email(s) - Optional

Enter a staff email

Specify staff emails to follow-up on this letter. Press Enter key to add an email.

How would you like to treat this request?

☒ Internal Letter (No Approval)
 ☐ Requires Approval

If your selection is 'Internal Letter', an email with attachment will be sent to the Recipient.

Reports

Letters Tracker

Leave Report

Profile

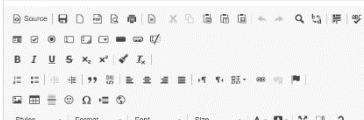
Logout

Updates

Dr. Frederick Kitooop h
approved your [Payment Request](#) - 01:45 PM on 30 August


Write your letter or Paste from Word

Source



body p

Attach any other documents - Optional (20Mb max)



Drag and drop a file here or click

pdf, docx, xls, xlsx extensions only

SUBMIT

Letter Request

Apply for Leave

Signature

Work Flow for incoming letters

```

graph TD
    subgraph Reception
        Start([Start]) --> Receive[Receive letter]
        Receive --> Scan[Scan letter]
        Scan --> Upload[Logs onto UMCS and Uploads letter]
    end

    subgraph ED
        Dispatch[Dispatch letter to Recipient]
        Signs[Signs Letter]
    end

    subgraph EPA
        Notif1[Notification sent] --> Review1[EPA reviews letter]
        Review1 --> Review2[EPA reviews letter and sends it to the ED, responsible Director and supervisor]
        Review2 --> Submit1[Submit letter]
        Review3[EPA reviews draft letter and sends it to the ED, for signature] --> Signs
        End([End])
    end

    subgraph Director
        Review4[Director reviews letter] --> Decision1{Does letter require action}
        Decision1 -- No --> Noted[Letter is noted]
        Decision1 -- Yes --> Assign[Assigns letter to staff for action]
        Submit2[Submit letter]
        Review5[Reviews draft letter for accuracy]
    end

    subgraph Assigned_staff
        Act[Assigned staff acts on letter] --> Decision2{Does letter require response}
        Decision2 -- No --> Rejected[Application is rejected with reasons]
        Decision2 -- Yes --> Draft[Drafts response]
        Draft --> Submit3[Submit letter]
    end

    Upload --> Dispatch
    Dispatch --> Signs
    Signs --> Review3
    Review3 --> End
    Review2 --> Review4
    Review4 --> Noted
    Noted --> Notif2[Notification sent]
    Notif2 --> Review1
    Assign --> Act
    Act --> Decision2
    Decision2 -- No --> Rejected
    Rejected --> Review5
    Draft --> Submit3
    Submit3 --> Review5
    Review5 --> Signs
    Signs --> Dispatch

```

Work Flow for outgoing letters

```

graph TD
    subgraph User_department [User department]
        Start([Start]) --> Draft[Draft letter]
        Draft --> Log[Logs onto UMCS and sends to Supervisor]
        Log --> Submit[Submit letter]
        Submit --> NotifyUser[Notification sent to User]
        NotifyUser --> End([End])
    end

    subgraph Supervisor [Supervisor]
        Draft --> ReviewS[Supervisor reviews letter for completeness]
        ReviewS --> IsSatisfactoryS{Is letter satisfactory?}
        IsSatisfactoryS -- No --> RejectedS[Letter is rejected with reasons]
        RejectedS --> NotifyS[Notification sent]
        IsSatisfactoryS -- Yes --> RecommendsS[Recommends letter for approval]
    end

    subgraph Director [Director]
        RecommendsS --> ReviewD[Director reviews letter for completeness]
        ReviewD --> IsSatisfactoryD{Is letter satisfactory?}
        IsSatisfactoryD -- No --> RejectedD[Letter is rejected with reasons]
        RejectedD --> NotifyD[Notification sent]
        IsSatisfactoryD -- Yes --> RecommendsD[Recommends letter for approval]
    end

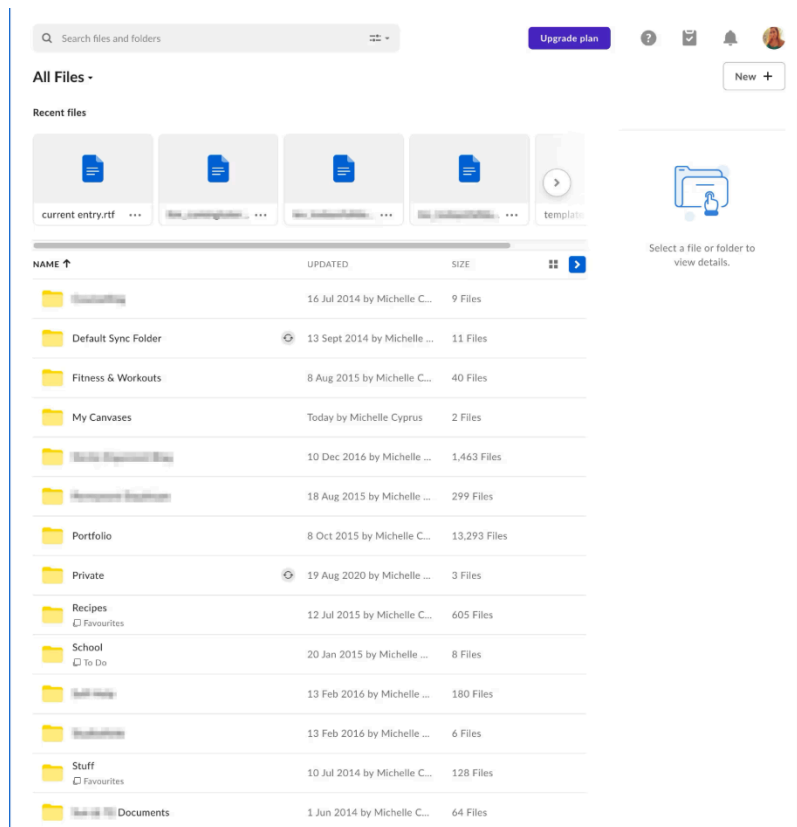
    subgraph ED [ED]
        RecommendsD --> ReviewED[ED reviews letter for completeness]
        ReviewED --> IsSatisfactoryED{Is letter satisfactory?}
        IsSatisfactoryED -- No --> RejectedED[Letter is rejected with reasons]
        RejectedED --> NotifyED[Notification sent]
        IsSatisfactoryED -- Yes --> ApprovesED[Approves letter]
    end

    subgraph Reception [Reception]
        ApprovesED --> Dispatch[Dispatches letter to recipient MDA]
    end

    NotifyUser --> End
    NotifyS --> RejectedS
    NotifyD --> RejectedD
    NotifyED --> RejectedED
  
```

The flowchart illustrates the process of sending outgoing letters, involving five departments: User department, Supervisor, Director, ED (Executive Director), and Reception. The process begins in the User department with 'Start', leading to 'Draft letter', 'Logs onto UMCS and sends to Supervisor', and 'Submit letter'. The letter is then reviewed by the Supervisor, Director, and ED in sequence. Each reviewer checks for completeness and satisfaction. If a reviewer is not satisfied, the letter is rejected with reasons, and a notification is sent. If all reviewers are satisfied, the letter is approved by the ED and dispatched to the recipient MDA by Reception. The process ends with 'End' in the User department.

FILE REPOSITORY:



Folders in the repository

Incoming Letters and Emails

Outgoing Letters and Emails

Invitations and Notices

Client Contracts

Supplier/Vendor Agreements

Procurement

Finance

Invoices (Incoming and Outgoing)

Bank Statements

Financial Reports

Employee Records

Recruitment Files

Leave

Training and Development

Projects and Operations

Minutes of Meetings

Event/Workshop Records

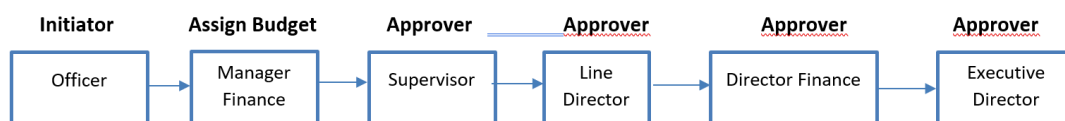
Legal and Compliance
Office Management Records
Asset Register
OTHER Documents

APPROVAL PROCESS

- ☐ Initiator submits a request
- ☐ The initiator's signature is appended onto the request
- ☐ The first approver receives an email notification and the request reflects on their dashboard.
- ☐ The email has a link to the request
- ☐ Once the approver clicks approve, there is a comment section where the approver can leave a comment
- ☐ Once the approver clears, their signature is appended on the request
- ☐ Every approval is reflected on the initiator's dashboard in realtime
- ☐ If they reject, the request is sent back to the initiator to make changes per the approver's comments or other action

Payment

CASH REQUEST (ABOVE UGX 300,000/=)



RECIPIENTS OF APPROVED MEMO:

1. Initiator;
2. Executive Personal Assistant to the ED;
3. Finance Manager; and
4. Assistant Accountant (Cashier /Inventory).

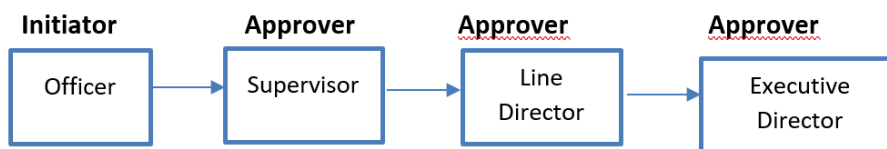
EXCO MEMO



RECIPIENTS OF APPROVED MEMO:

1. Initiator; and
2. Executive Personal Assistant to the ED.

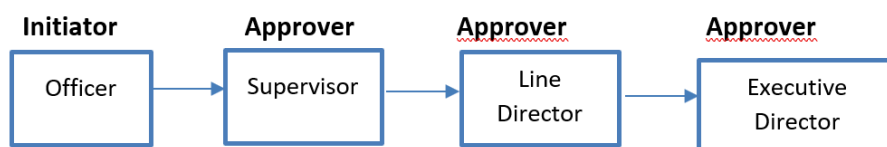
Generic REQUEST



RECIPIENTS OF APPROVED MEMO:

1. Initiator;
2. Executive Personal Assistant to the ED; and

LEAVE REQUEST



RECIPIENTS OF APPROVED MEMO:

1. Initiator;
2. Executive Personal Assistant to the ED; and
3. Human Resource Manager;