PAPERLESS SYSTEM USER GUIDE

1.0 Introduction

The Paperless System is a gateway that allows staff to access multiple subsystems. This gateway connects staff with a lot of subsystems that will help them to perform their daily work.

This guide provides instructions for staff members on creating, accessing, and managing their accounts in the Paperless System.

2.0 Account Creation

Account creation in the Paperless System depends on the staff type — Permanent Staff or Part-Time Staff.

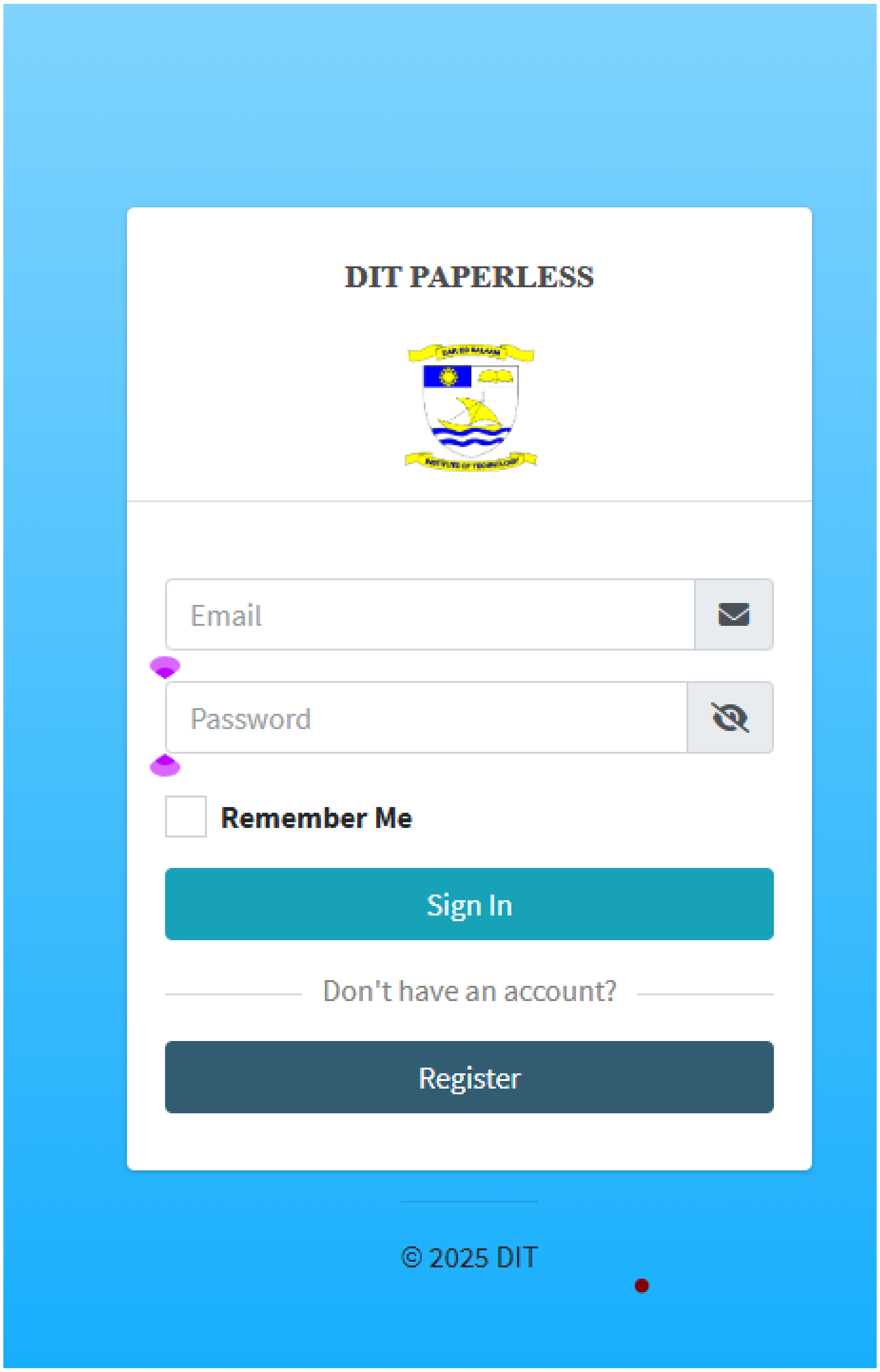
2.1 Permanent Staff Accounts

Step 1: Personal File Creation

Before a permanent staff member can register in the Paperless System, their personal file must be created by the Records Officer. The personal file contains verified information such as Staff Name, Check Number, Department/Unit, and Designation. Once the personal file has been created and uploaded into the system, the staff member becomes eligible to create their own account.

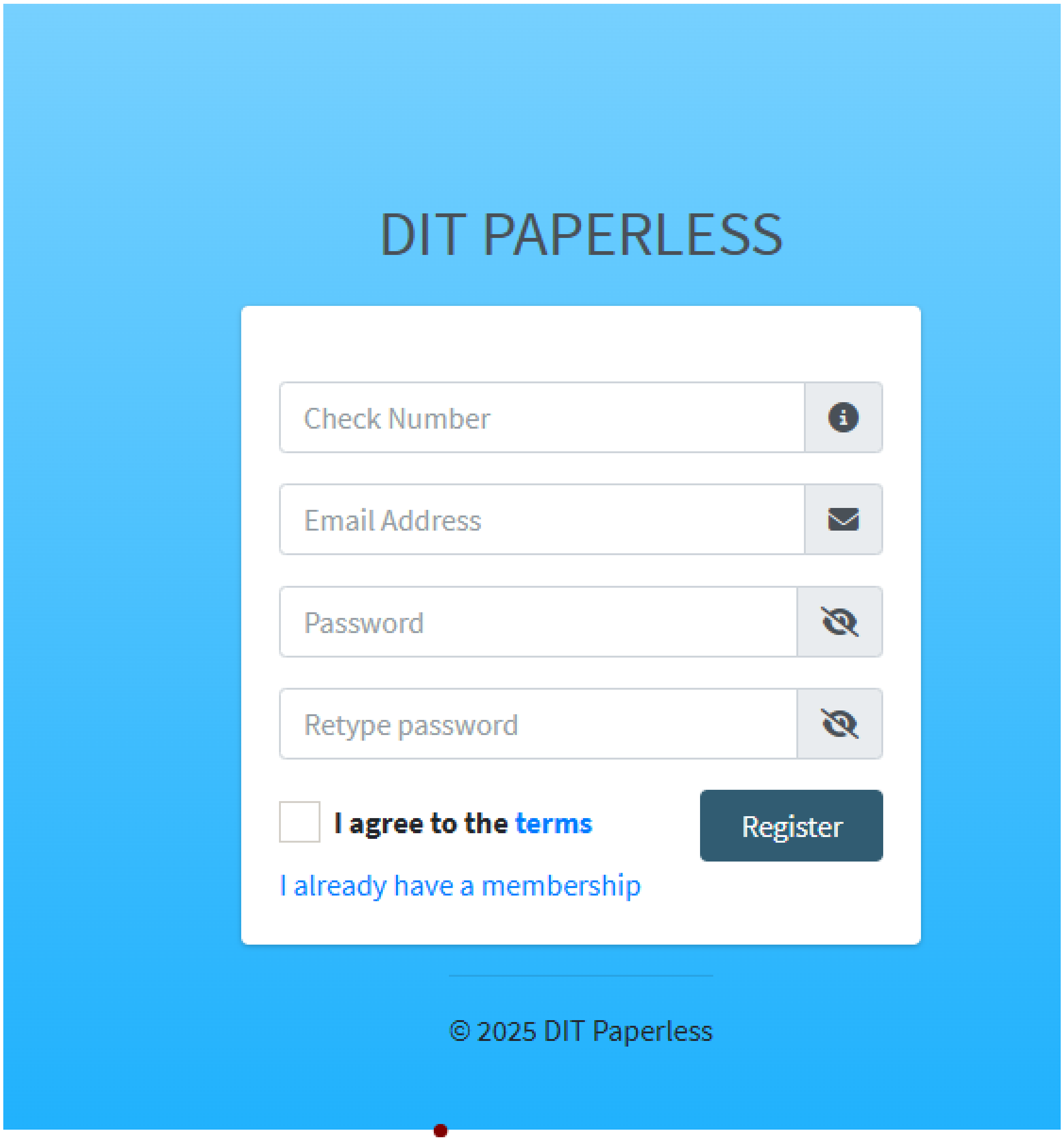
Step 2: Accessing the Registration Page

1. Open the Paperless System link in your web browser.
2. On the login page, click the 'Register' button.



Step 3: Entering the Check Number

The registration form will appear. Enter your Check Number (Check No.) exactly as it appears in your personal file. Click Register to proceed.



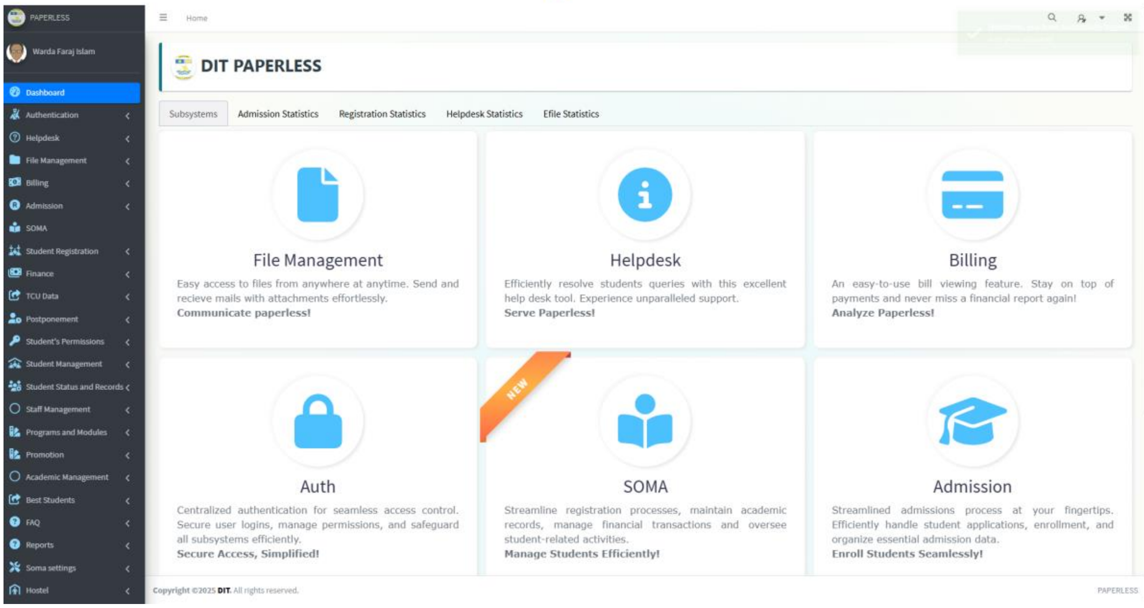
Step 4: System Verification

Once you submit your Check Number, the system automatically verifies it against the one stored in your personal file.
If the Check Number does not match, you'll receive an alert: 'The Check Number entered is invalid. Please contact the Records Office for verification.'

If the Check Number matches, the system creates your account successfully and displays a confirmation message.

Step 5: Account Activation and Role Assignment

After successful registration, the system automatically assigns you an initial role (e.g., Staff, Head of Department, HR Officer) based on your position. Once activated, you can log in using your Check Number and the password provided.



Step 6: Role Update or Deactivation

If your role or department changes later (promotion, transfer, or resignation), your Head of Department (HoD) or Human Resource Officer should formally notify the ICT Department. The ICT Department will then update your system role or deactivate your account as required.

2.2 Part-Time Staff Accounts

Part-time staff do not register themselves in the Paperless System. Their accounts are created by the ICT Department.

Step 1: Submission of Staff Details

The HR Office or respective department submits the details of part-time staff to the ICT Department for account creation. The details must include name, check number (if available), department, and designated role.

Step 2: Account Creation by System Administrator

The ICT Administrator logs in to the Paperless System, navigates to Users → Create New User, and fills in required details such as name, department, and position.

Step 3: Assign Initial Role

The administrator assigns the initial role according to information provided by the Head of Department, Director, or HR Office.

Step 4: Account Activation

After saving, the system generates login credentials for the new user. These credentials are then shared with the staff member for first-time login.

3.0 System Login and Access

1. Navigate to the Paperless System Login Page.
2. Enter your username (Check Number) and password.
3. Click Login.

Upon successful login, your dashboard will display subsystems and features based on your assigned role and permission level.

4.0 Role and Permission Updates

All staff roles and permissions are controlled by the ICT Department. Any role changes, transfers, or account deactivations must be officially requested through the HoD or HR Office. Once updated, the changes reflect immediately in the user's dashboard.

5.0 Key Notes

- Permanent staff can only register after their personal file is created in the system.
- Part-time staff accounts are created directly by the ICT Department.
- Any issues during registration or login should be reported to the ICT Department.
- Keep your Check Number and password confidential at all times.