# Minutes Resolutions Archive Retrieval System

## Introduction #

- Minutes and Retrieval System enhance our minute taking, a place that enables you to take board meeting minutes more efficiently.

- One will also be able to assign action items, all within a secure ecosystem, easily.

- It is built for the board administrator to streamline their minute taking before, during, and after the meeting ( and it allows them to assign actions and notify the attendees quickly. )

## Document

### Documents

Showing **1-20** of **100** items.

| # | Title | Series Name | Date | Language | Keywords | Actions |
|---|-------|-------------|------|----------|----------|---------|
| 1 | Mzu Campus placementasda | | Mar 17, 2020 | Bengali | Mzu, campus, Development | 👁 ✏ |
| 2 | Smart Helmet Book | CU0101 | Mar 17, 2020 | English | Tara Chauhan | 👁 ✏ |

Create Document

## Create a Document System

Admin/Employee can add/create Document system by clicking on the "Create Document" button present on the top right side of the portal and fill in the required details:-

- Title

- Members(Select from the drop-down)

- Series Number

- Date(Select from the calendar)

- Other Titles

- Types

- Language(Select from the drop-down)

- Keywords

- Abstract

- Sponsors

- Description

- File Description

# Uploads

Admin/Employee can upload the document by clicking on the "select file" icon available in front of every upload.

## View

Admin can view the details by clicking on "view" icon available in front of every entry.

Entries can be updated by clicking on "Edit" icon or the update button.

# Document Types

## Document Types

Add Document Type

Showing **1-20** of **29** items.

| # | Name | Status | Actions |
|---|------|--------|---------|
| | | All ⌄ | |
| 1 | Minutes | Active | 👁 ✏ |
| 2 | Reminder | Active | 👁 ✏ |
| 3 | Document | Active | 👁 ✏ |

# Create a Document Type

Admin/Employee can add create Document type by clicking on the "Add Document Type" button present on the top right side of the portal and fill in the required details:-

# Document Type

- Name

- Status

# Annexure

# Roles in Minutes and Retrieval System
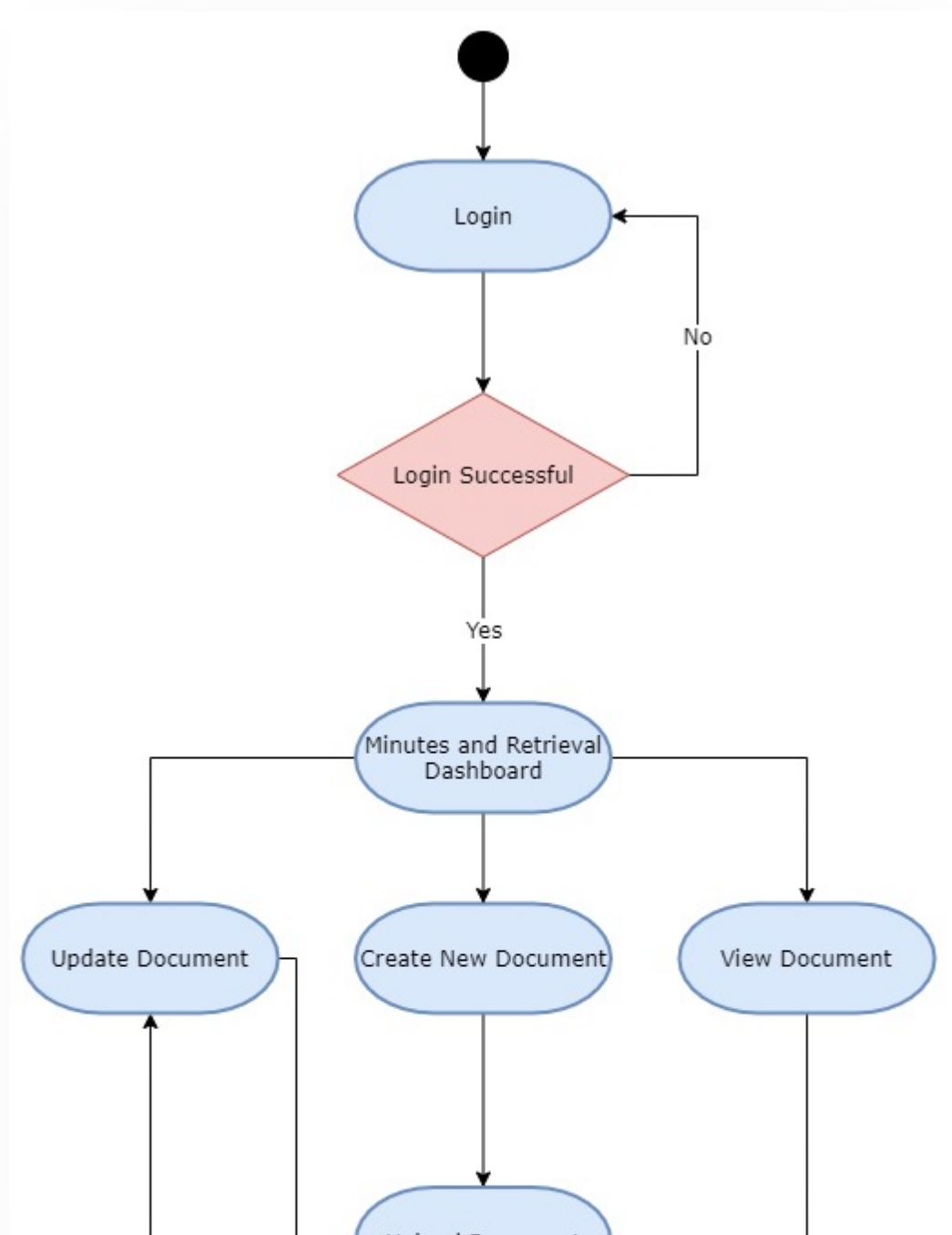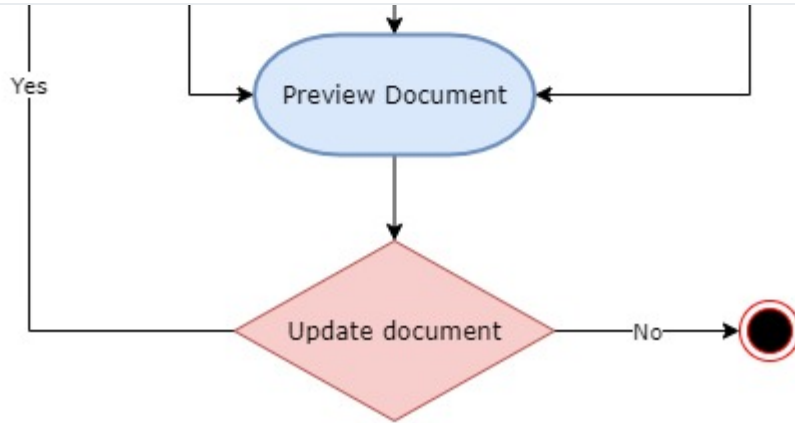
| Role Name | Description |
|-----------|-------------|

*employee*  With this permission, assign actions and role_ notify the attendees quickly who can create a document and upload the required documents.
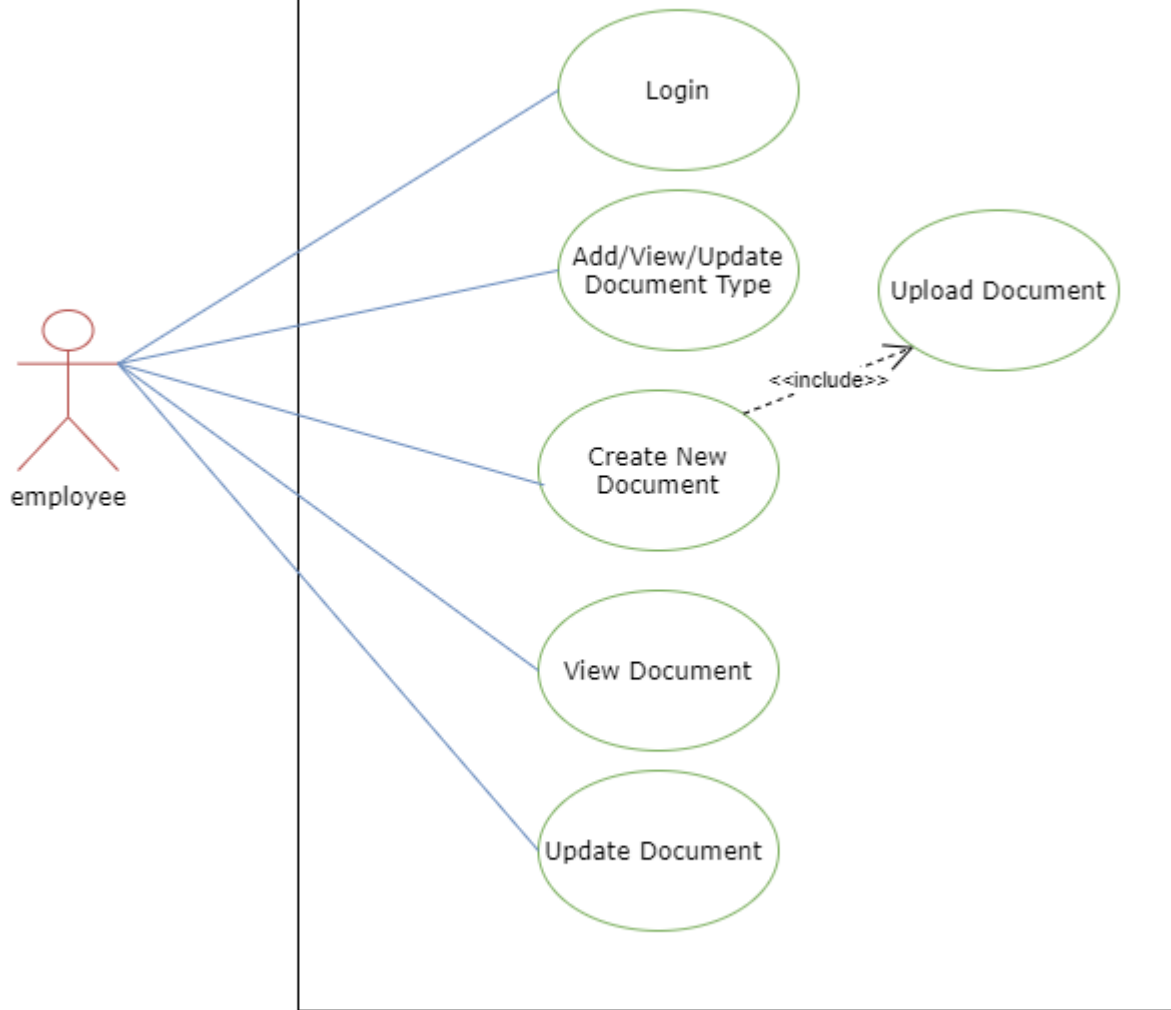
# Workflow Diagrams

## Activity Diagram

Activity Diagram of Minutes and Retrieval

# Use Case Diagram

Minutes Archive and Retrieval System

# External Resources

📠 Module Training Video ↗

🖉 Edit this page

# Samarth

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## DATA MANAGEMENT

Content Federation System System

Minutes Resolutions Archive Retrieval System

University Web Portal - Technical Document

## EMPLOYEE SERVICES

Career Advancement Scheme

Employee Management - Admin

Employee Management - Non Teaching

Employee Management - Teaching

Knowledge

Leave Management System

ToT Management

## GOVERNANCE

Affiliation Management

Estate Management System

File Management & Tracking System

Inventory Management System

IT Service Desk

Legal Case Management System

Residence Alloaction (E-housing)

RTI Management System

## RECRUITMENT

Recruitment Management (Candidate Portal) - Non-Teaching

Recruitment Management (Candidate Portal) - Teaching

Screening Process of Non-Teaching Recruitment

Screening Process of Teaching Recruitment

Screening Process of Teaching Recruitment- University of Delhi

# Samarth