

Development and Implementation of Internal  
Management System (IMS)

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# USER MANUAL

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**Submitted to**

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National Public Health Laboratory  
Teku, Kathmandu, Nepal

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**Submitted by**



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YM SBI-JV

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# WELCOME TO THE INTERNAL MANAGEMENT SYSTEM

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Welcome to the Internal Management System (IMS). You are about to experience the excitement of live IMS over the intranet. The IMS facilitates to digitize manual existing workload and monitor the overall internal work in the organization like Project Management, Department Wise Task Management, Record Management, Staff Directory Management, Document Management (incoming, outgoing and digitized documents) and others. The system also helps to digitize the document management process including the storage, sharing and approval of documents. This User Manual provides a detailed description of all the IMS features. We are sure you will find the IMS easy to use. Let's get started!

Please be sure that you will meet the following system requirements before using IMS.

<b>WINDOWS PC</b>	<b>MACINTOSH</b>
<ol style="list-style-type: none"><li>1. Microsoft windows 2000, XP or Vista</li><li>2. PHP &gt;7.0</li><li>3. Laravel version 7.4</li><li>4. 1 Ghz CPU or higher</li><li>5. 1 Gig of RAM</li><li>6. 1024*768 screen resolution or higher</li><li>7. Broadband Internet Connection</li></ol>	<ol style="list-style-type: none"><li>1. Mac OS X (10.5 Leopard and above)</li><li>2. PHP &gt;7.0</li><li>3. Laravel version 7.4</li><li>4. 1 Ghz CPU or higher</li><li>5. 1 Gig of RAM</li><li>6. 1024*768 screen resolution or higher</li><li>7. Broadband Internet Connection</li></ol>

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## GENERAL INFORMATION

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Internal Management System (IMS) is an advanced web based management system used for digitizing the organization's workflow. The core purpose of this system is to digitize manual existing workload and monitor the overall internal work in the organization like Project Management, Department wise Task Management, Record Management and others.

The system also helps to digitize the document management process including the storage, sharing and approval of documents. The system works as the record management system. Also, the staff management including the leave approval and records can be done with the help of this system.

This application contains below functional modules:

### DASHBOARD (ड्यासबोर्ड)

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User can view all the organization detail on this module. Notices, Upcoming Events, Fields Staff List, Leave Staff List, Total Overall Staffs, and Nepali Calendar where tasks, events, notices etc are displayed on this module.

### USER MANAGEMENT (प्रयोगकर्ता व्यवस्थापन)

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From this module, admin can create users and give different role access with respect to each users.

## DOCUMENT MANAGEMENT (कागजात व्यवस्थापन)

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From this module, user can create different folders and can upload different documents on various folders. Also, user can upload various types of documents such as excel, word, pdf, etc. and deleted files are stored in the Deleted folder whereas deleted folders are stored on Trash where user can restore later if needed. All these documents can be indexed into relevant folders.

## LETTER MANAGEMENT (पत्र व्यवस्थापन)

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From this module, user can register new letter received by the organization and also can dispatch letters to other individual or organization.

We can manage all incoming documents, outgoing documents and digitized documents (scan copies) from here.

## REPORTS (रिपोर्ट)

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From this module, users will be able to download and monitor performance analysis of each staffs.

## TENDER MANAGEMENT (टेन्डर व्यवस्थापन)

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From this module, users can add steps of the tender and can create, update and delete new tenders as well. Users can also view the status of the tenders and can add the contractor as well.

## EVENT MANAGEMENT (कार्यक्रम व्यवस्थापन)

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From this module, user can add event and notify to specific staffs as well. The event created can be seen displayed on the dashboard module.

## LEAVE APPLICATION (बिदाको आवेदन)

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From this module, staff can send leave application to the HR department where HR user can view the application and provide response.

## TASKS (कार्यहरु)

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From this module, user can create tasks and assign it to the particular staffs.

## FIELD VISITS (भ्रमण व्यवस्थापन)

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From this module, user can create field visit for certain staffs and is displayed on the dashboard. User can change the visit status of relevant staffs.

## NOTICES (सूचनाहरु)

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From this module, user can create notices and can display notice on dashboard as well.

## RELATED LINKS (सम्बन्धित लिङ्क)

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From this module, users can store applicable links to be used for future reference.

## CONFIGS (कन्फिगहरु)

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From this module, users can add and update fiscal years, departments and units.

## LOCATION (स्थान)

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From this module, user can add and update country, provinces, district, municipality types and municipalities.

# GETTING STARTED

## LOGIN

1. For login: Go through the application URL (<http://ims.nphl.gov.np/login>)
2. After this, you will get login page where you have to enter valid email and password.
3. After clicking login button, you will be landed inside the application dashboard.

Home Login



Government of Nepal  
Ministry of Health and Population  
Department of Health Services  
**National Public Health Laboratory**

**Sign In**  
See your growth and get consulting support!

Email (\*)

Password (\*)

[Forgot Password ?](#)

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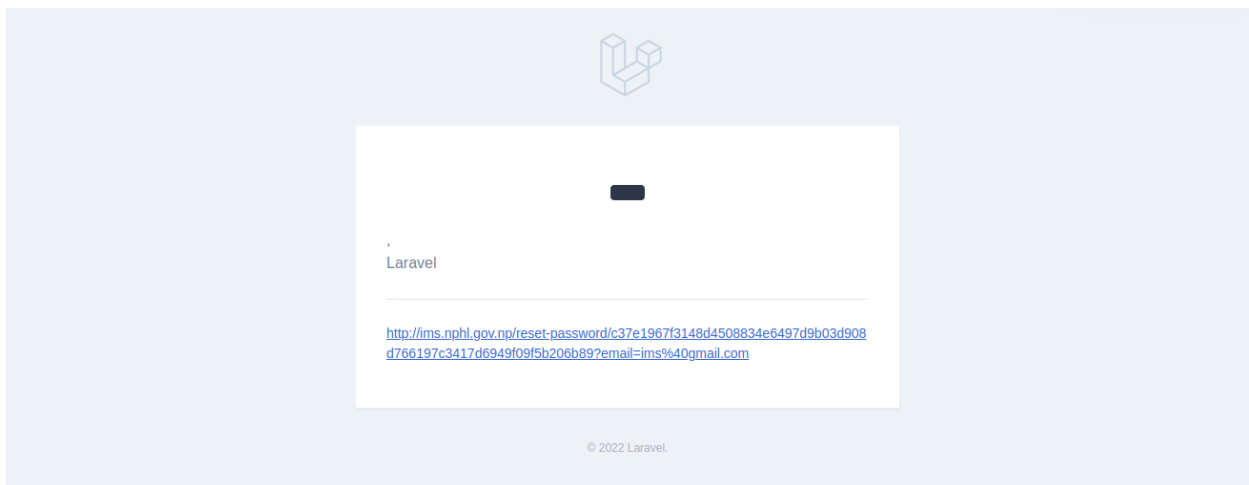
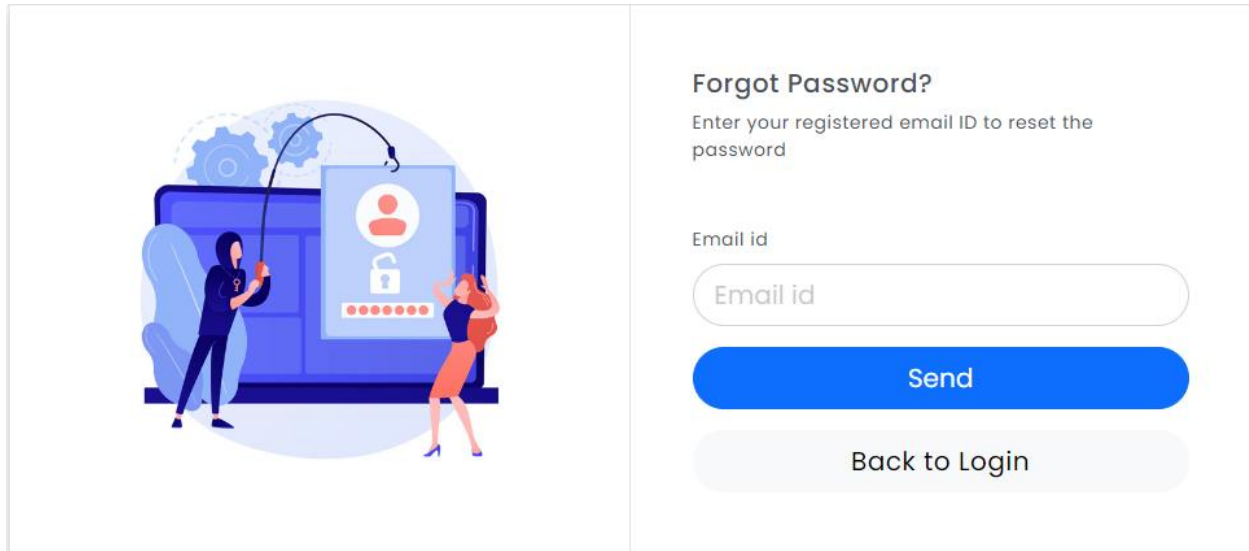
## FORGOT PASSWORD

If you forget your password, then use below steps to get password:

1. Click on Forget Password link in the login box.
2. You will get form, enter email address as required in the form and click button.



3. Password reset link will be sent to your email. Please check your email and reset the password.



## DASHBOARD (ड्यासबोर्ड)

1. After login, you will be landed into IMS Dashboard Page where you can view application components.

The screenshot displays the NPHL dashboard with a sidebar menu on the left and a main content area. The sidebar includes options like Dashboard, User Managements, Doc Mgmt, Letter Managements, Staff Management, Tender Management, Event Management, Field Visits, Leave Application, Notices, Related Link, Tasks, Reports, Location, Configs, and Utility. The main content area features several summary cards for Total Department (4), Total Units (0), Total Staffs (9), Total Events (1), Total Notices (1), Total Tasks (1), Total Field Visits (0), Total Letter Registered (0), and Total Letter Dispatched (0). Below these are sections for Notices, Upcoming Events (with a table), Fields Staff List (with a table), Leave Staff List, and a Staffs section with colored icons. At the bottom, there is a calendar view for August/September 2022, showing dates in Hindi and English, with a highlighted date (25th) and a red '1' icon.

## USER MANAGEMENT (प्रयोगकर्ता व्यवस्थापन)

### ADD AND MANAGE USERS

For adding user, please follow the below steps:

1. Click on Users menu in the sidebar

2. Click on Add button
3. You will get user registration form. Enter the information as required in the form
4. Click on save button

S.N	Avatar	Name	Email	Roles	Status	Login	Action
1	IM	IMS	ims@demo.com	Administrator	Active	Online	<a href="#">✓</a> <a href="#">✕</a>
2	RJ	Runa Jha	runa75jha@gmail.com	Administrator	Active	Offline	<a href="#">✓</a> <a href="#">✕</a>
3	KG	Keshab Gyawali	kggyawali@gmail.com	Administrator	Active	Offline	<a href="#">✓</a> <a href="#">✕</a>
4	NR	Nanda Ram Kandel	kandelnandaram@gmail.com	Administrator	Active	Offline	<a href="#">✓</a> <a href="#">✕</a>
5	DS	Dipak Shrestha	sh2059dipak@gmail.com	Administrator	Active	Offline	<a href="#">✓</a> <a href="#">✕</a>
6	GA	Gopal Aryal	gopalaryal@gmail.com	Administrator	Active	Offline	<a href="#">✓</a> <a href="#">✕</a>
7	HA	Hima Adhikari	himaadhikari66@gmail.com	Administrator	Active	Offline	<a href="#">✓</a> <a href="#">✕</a>
8	UT	Udaya Thapa	thapaudaya2020@gmail.com	Administrator	Active	Offline	<a href="#">✓</a> <a href="#">✕</a>
9	PK	Pratik Kunwar	Pkunwar2096@gmail.com	Administrator	Active	Offline	<a href="#">✓</a> <a href="#">✕</a>
10	HR	Hema Rawal	hemar2037@gmail.com	Administrator	Active	Offline	<a href="#">✓</a> <a href="#">✕</a>

## ADD AND MANAGE ROLES

For adding roles and providing access to particular roles, please follow the below steps:

1. Click on Roles in the sidebar
2. Click on Add button
3. Add Roles and give access to particular roles
4. Click on Save button

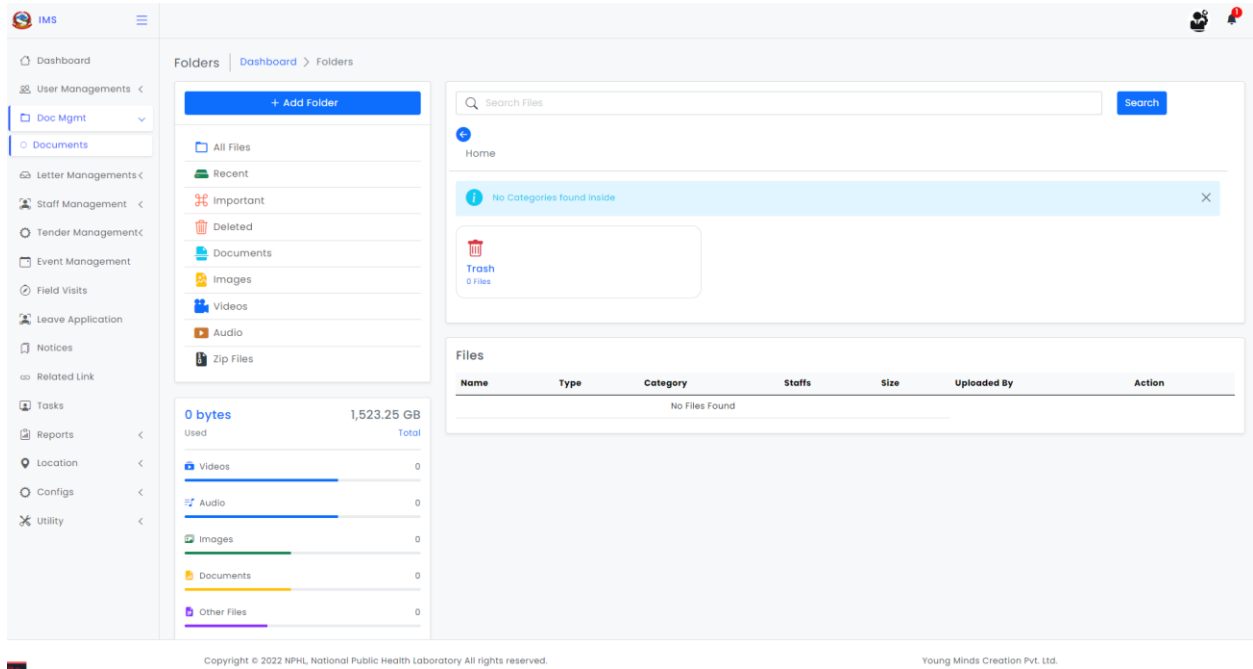
# DOCUMENT MANAGEMENT (कागजात व्यवस्थापन)

## ADD AND MANAGE DOCUMENTS

For adding documents, please follow the below steps:

1. Click on add folder

## 2. Click on save



The screenshot displays the IMS Folders dashboard. On the left is a sidebar with navigation options: Dashboard, User Managements, Doc Mgmt, Documents, Letter Managements, Staff Management, Tender Management, Event Management, Field Visits, Leave Application, Notices, Related Link, Tasks, Reports, Location, Configs, and Utility. The main content area is titled 'Folders | Dashboard > Folders' and includes an '+ Add Folder' button, a list of folders (All Files, Recent, Important, Deleted, Documents, Images, Videos, Audio, Zip Files), a storage usage bar (0 bytes used, 1,523.25 GB total), and a search bar. Below the search bar is a 'Home' section with a 'No Categories found inside' message and a 'Trash' icon. At the bottom, there is a 'Files' table with columns: Name, Type, Category, Staffs, Size, Uploaded By, and Action. The table currently shows 'No Files Found'. The footer contains copyright information for NPHL and Young Minds Creation Pvt. Ltd.

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# LETTER MANAGEMENT (पत्र व्यवस्थापन)

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## ADD AND MANAGE LETTER REGISTRATION (पत्र दर्ता)

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For letter registration, please follow the below steps:

1. Click on letter registration
2. Click on add button
3. You will see letter registration form. Enter all the information.
4. Click on save button

The screenshot shows the 'Letter Registration' dashboard. On the left is a navigation menu with options like Dashboard, User Managements, Doc Mgmt, Letter Managements (selected), Letter Registration (selected), Letter Dispatches, Staff Management, Tender Management, Event Management, Field Visits, Leave Application, Notices, Related Link, Tasks, Reports, Location, Configs, and Utility. The main content area has a breadcrumb 'Dashboard > Letter Registration' and an '+ Add' button. Below are search filters: 'Search By Sender Name', 'Select Sender Type', 'Search By Reference Number', 'Search By Subject', 'Search By Reg No.', 'Select Year', and 'Select Registration Date'. There are 'Search', 'Export', and 'Refresh' buttons. A table with columns S.N, Reg No, Reg Date, Sender, Subject, Status, and Action is shown, with the message 'No Data Found'.

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The screenshot shows the 'Letter Registration' 'Create' form. The breadcrumb is 'Dashboard > Letter Registration > Create'. The form includes fields for 'Registered Date BS(\*)' (2079-5-23), 'Fiscal Year(\*)' (079/080), 'Sender Name(\*)', 'Sender Type(\*)' (Select Sender Type), and 'Reference Number'. There is a 'Subject(\*)' field. Below these is a table with columns S.N, Title, and File. An 'Upload Documents' section has a 'CHOOSE FILES' button and 'No file chosen' text. There is a 'Sanction' radio button. A rich text editor with a toolbar is present for the 'Description' field. At the bottom are 'Save' and 'Cancel' buttons.

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## ADD AND MANAGE LETTER DISPATCHES (पत्र चलानी)

For letter dispatch, please follow the below steps:

1. Click on letter dispatches
2. Click on add button
3. You will see letter dispatch form. Enter all the information.
4. Click on save button

The screenshot displays the 'Letter Dispatches' page in the IMS system. On the left is a sidebar menu with 'Letter Dispatches' highlighted. The main area features a search and filter section with an '+ Add' button and several input fields: 'Search By Receiver', 'Search By Receiver Reg No.', 'Search By Reference Number', 'Search By Subject', 'Select Department', and 'Select Year'. Below these are 'Search', 'Export', and 'Refresh' buttons. A table with columns 'S.N', 'Reference No', 'Receiver', 'Subject', and 'Action' is shown, with the message 'No Data Found' in the center. The footer contains copyright information for NPHL and Young Minds Creation Pvt. Ltd.

Letter Dispatches | Dashboard > Letter Dispatches > Create

Fiscal Year(\*) 079/080 Receiver (\*) Receiver Reg No

Subject(\*)

S.N	Title	File
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Upload Documents  
 No file chosen

Department(\*) Select Department Signed By(\*) Select Staff Letter Type(\*) Select Type

Description

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## STAFF MANAGEMENT (कर्मचारी व्यवस्थापन)

### ADD AND MANAGE DESIGNATION (पद)

For adding designation, please follow the below steps:

1. Click on Designation on menu sidebar
2. Click on Add button
3. You will see adding designation form. Enter all the information.
4. Click on save button



The screenshot shows the 'Designation' management page in the IMS system. The left sidebar contains a navigation menu with 'Staff Management' expanded to show 'Designation'. The main content area features a '+ Add' button and a table with the following data:

S.N	Name	Action
1	Director	<a href="#">✓</a> <a href="#">✕</a>
2	Administration	<a href="#">✓</a> <a href="#">✕</a>
3	Account	<a href="#">✓</a> <a href="#">✕</a>
4	IT Officer	<a href="#">✓</a> <a href="#">✕</a>
5	Reception	<a href="#">✓</a> <a href="#">✕</a>

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The screenshot shows the 'Designation' 'Create' form in the IMS system. The left sidebar is the same as the previous screenshot. The main content area shows the 'Create' form with the following fields and options:

- Language selection:  English,  Nepali
- Name (\*):
- Slug (\*):
- Buttons:

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## ADD AND MANAGE STAFFS (कर्मचारी)

For adding staffs, please follow the below steps:

1. Click on Staffs on menu sidebar
2. Click on Add button
3. You will see staff creation form. Enter all the information
4. Click on save button

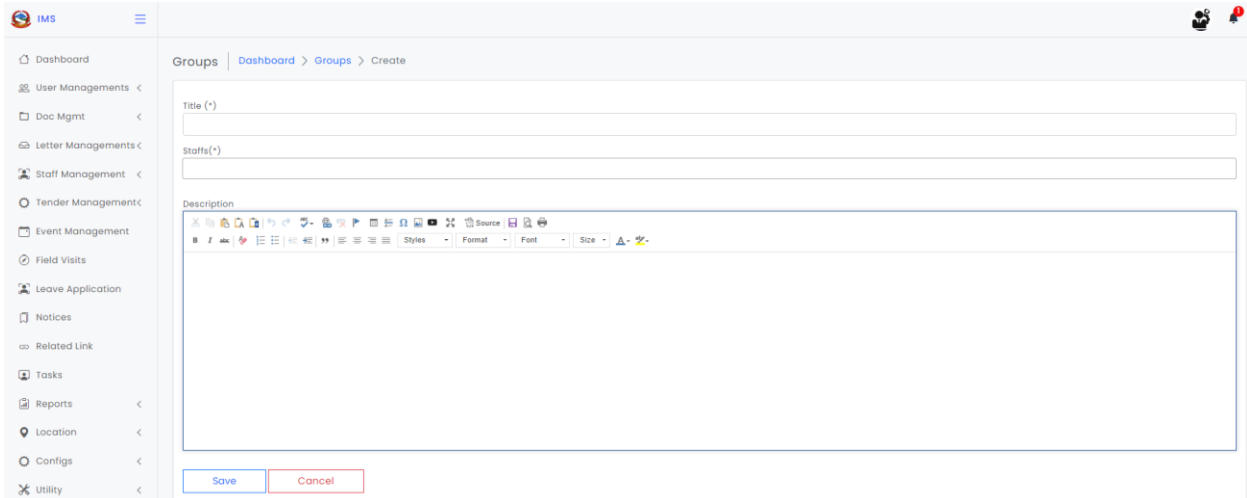
The screenshot displays the IMS Staff Management interface. On the left is a sidebar menu with options like Dashboard, User Managements, Doc Mgmt, Letter Managements, Staff Management (selected), Designation, Groups, Tender Management, Event Management, Field Visits, Leave Application, Notices, Related Link, Tasks, Reports, Location, Configs, and Utility. The main content area shows the 'Staffs' page with a '+ Add' button, a search bar, and a table of staff members.

S.N	Designation	Name	Action
1	Director	Runa Jha	[Edit] [View] [Add] [Delete]
2	Administration	Keshab Gyawali	[Edit] [View] [Add] [Delete]
3	Account	Nanda Ram Kandel	[Edit] [View] [Add] [Delete]
4	Account	Dipak Shrestha	[Edit] [View] [Add] [Delete]
5	Administration	Gopal Aryal	[Edit] [View] [Add] [Delete]
6	Administration	Hima Adhikari	[Edit] [View] [Add] [Delete]
7	Administration	Udaya Thapa	[Edit] [View] [Add] [Delete]
8	IT Officer	Pratik Kunwar	[Edit] [View] [Add] [Delete]
9	Reception	Hema Rawal	[Edit] [View] [Add] [Delete]

## ADD AND MANAGE GROUPS (समूहहरू)

For adding groups, please follow the below steps:

1. Click on Groups on menu sidebar
2. Click on Add button
3. You will see adding groups form. Enter all the information
4. Click on save button



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## EVENT MANAGEMENT (कार्यक्रम व्यवस्थापन)

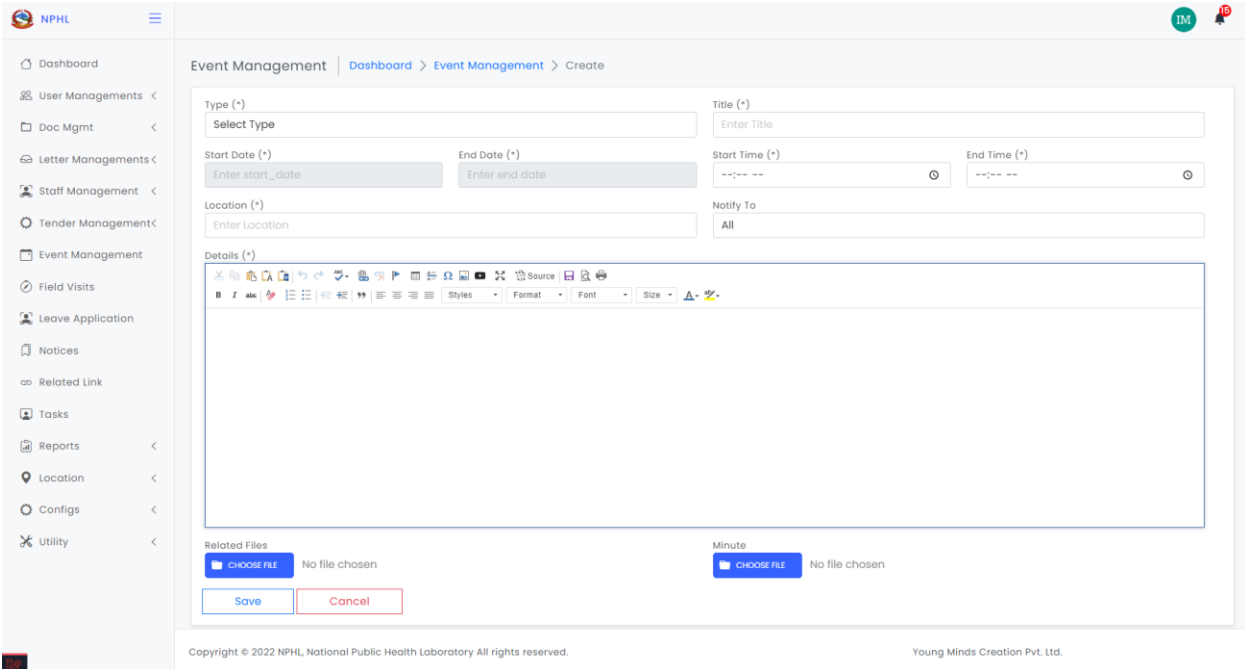
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### ADD AND MANAGE EVENTS

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For adding events, please follow the below steps:

1. Click on Event Management on menu sidebar
2. Click on Add button
3. You will see event creation form. Enter all the information
4. Click on Save button



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## LEAVE APPLICATION (बिदाको आवेदन)

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### ADD AND MANAGE LEAVE APPLICATION

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For adding leave application, please follow the below steps:

1. Click on Leave Application on menu sidebar
2. Click on Add button
3. Enter required information
4. Click on Save button

# FIELD VISITS (भ्रमण व्यवस्थापन)

## ADD AND MANAGE FIELD VISITS

For adding field visits, please follow the below steps:

1. Click on Field Visits on the menu sidebar
2. Click on Add button
3. Enter required information
4. Click on Save button

The screenshot displays the 'Field-Visit Management' interface. The left sidebar contains a menu with 'Field Visits' highlighted. The main content area shows a 'Create' form with the following fields:

- Type (\*): Select Visit Type
- Location (\*): Enter address
- Start Date (\*): Enter start\_date
- End Date (\*): Enter end\_date
- Province (\*): Select Province
- District (\*): Select District
- Country (\*): Nepal
- Municipality (\*): Select Municipality
- Ward (\*): 1
- Toile
- Total Pesho (\*): Enter total pesho
- Status: Active
- Staff (\*): Select Team Lead
- Related Files: No file chosen
- Purpose Of Visit (\*): Lab Monitoring

At the bottom, there is a 'Details' section with a rich text editor. The footer contains the text: 'Copyright © 2022 NPHL, National Public Health Laboratory All rights reserved.' and 'Young Minds Creation Pvt. Ltd.'

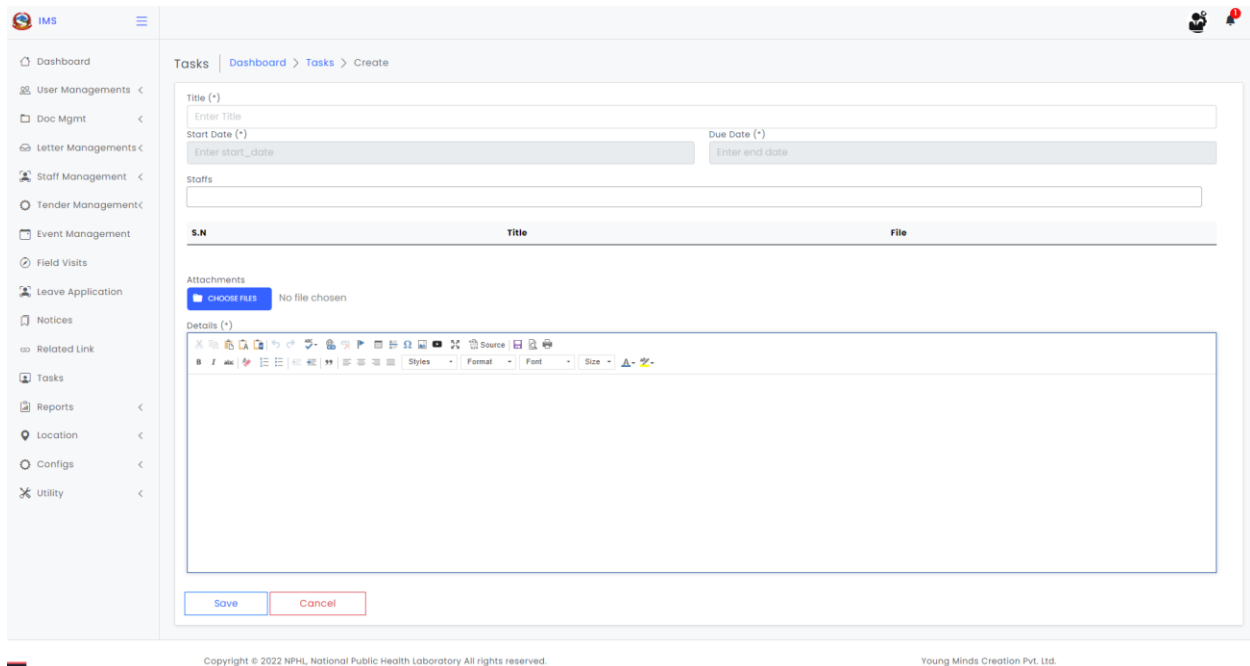
# TASK MANAGEMENT (कार्यहरू)

## ADD AND MANAGE TASKS

For adding tasks, please follow the below steps:

1. Click on Tasks on menu sidebar
2. Click on Add button
3. Enter required information
4. Click on save button

The screenshot displays the IMS (Integrated Management System) interface. On the left is a sidebar menu with various options, including 'Tasks' which is currently selected. The main content area is titled 'Tasks' and contains a '+ Add' button, a search bar labeled 'Search By Title', and a 'Select Status' dropdown. Below these are 'Search', 'Export', and 'Refresh' buttons. A table lists tasks with columns for S.N, Title, Assigned To, Start Date, Due Date, Status, and Action. One task is visible with S.N 1, Title 'task test', Assigned To 'BI', Start Date '2079-5-8', Due Date '2079-5-9', and Status 'Assigned'. The footer contains copyright information for NPHL and Young Minds Creation Pvt. Ltd.



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## REPORTS (रिपोर्टहरू)

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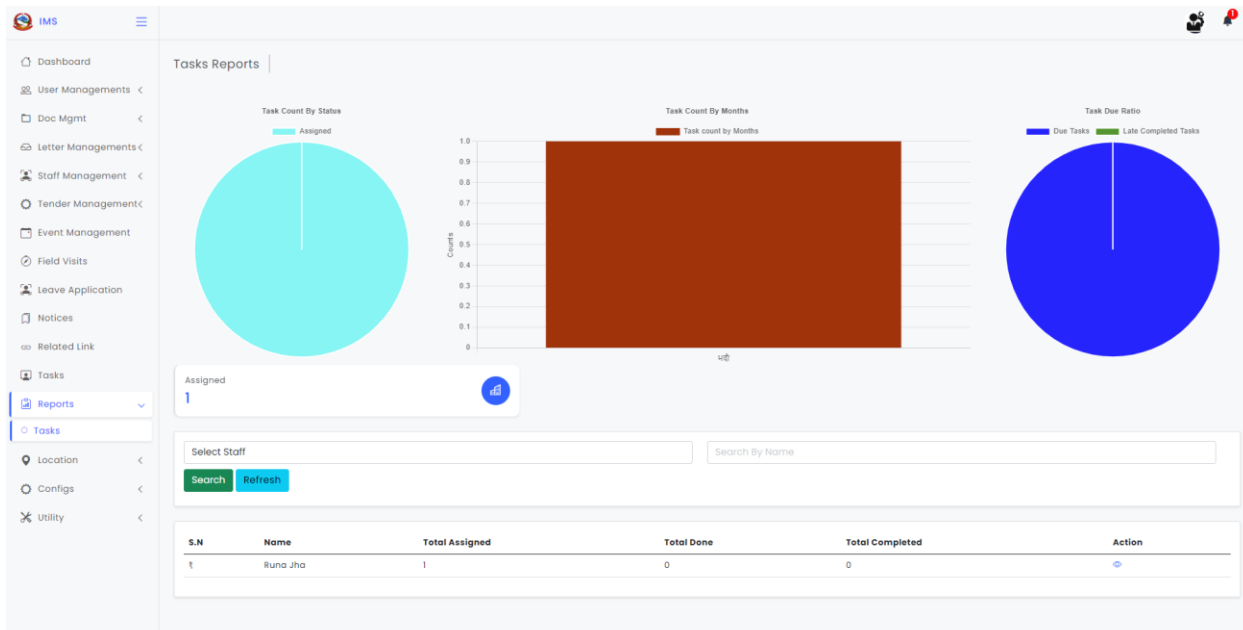
### VIEW PERFORMANCE ANALYSIS

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For viewing performance analysis of the tasks, follow below steps:

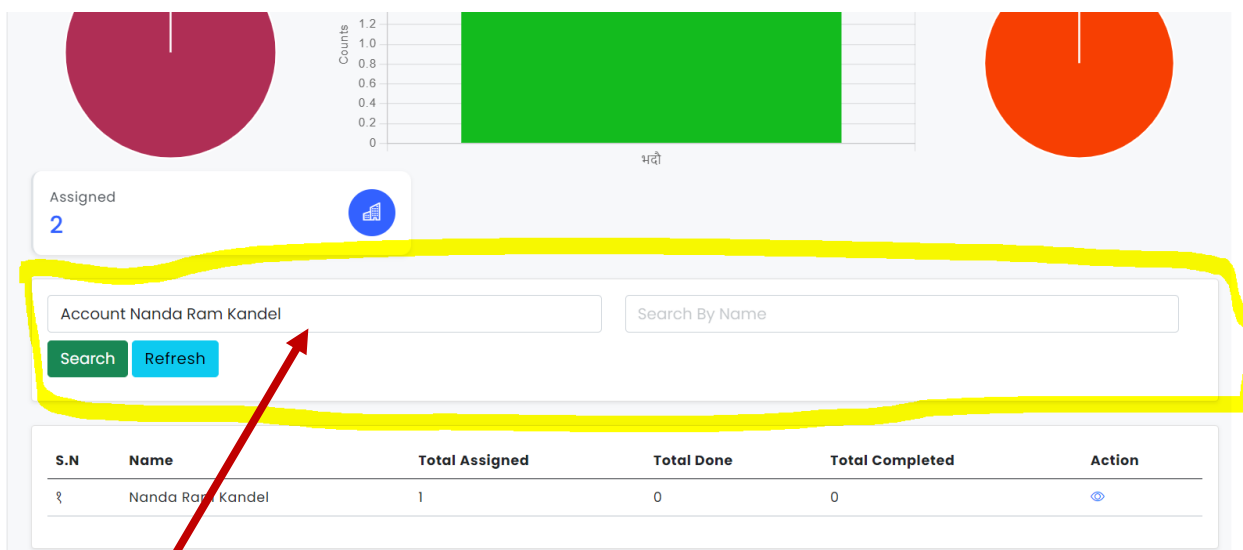
1. Click on Reports on the menu sidebar
2. You can filter by individual staff to get task report





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staff can be filtered from here

# THANK YOU FOR USING THE APPLICATION

FOR ANY QUERY, PLEASE CONTACT ON BELOW ADDRESS:

EMAIL: [pm@youngminds.com.np](mailto:pm@youngminds.com.np);

Phone: 01-4115132