SOKOINE UNIVERSITY OF AGRICULTURE

ELECTRONIC DOCUMENT MANAGEMENT SYSTEM

EDMS

SOKOINE UNIVERSITY OF AGRICULTURE

ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (EDMS)

EDMS is a System designed to manage the creation, storage and control electronic documents at SUA. It manages documents like Leave of Absence, Imprest Request, Imprest Retirement, Payment Voucher, Annual leave etc.

To access the system visit **SUA** Website then on Popular links click **EDMS** or visit: *http://www.edms.sua.ac.tz/edms*

How to create your request on the system

- Login to the system
- Click the **"Create Document"** Button
- Choose the document type you want to create.
- Fill the form.
- Save your document.
- Close the document selection window.

- Click `Submit` button submit your document and wait for document processing. The feedback will be sent through your Email and also displayed at the status bar of your document.

Personnel	Abdulbastwa Hassan Athuman (111793935)
Destination	Director CICT
Status	Completed

100 %

SOKOINE UNIVERSITY OF AGRICULTURE · 1984 · ARDHI NI HAZINA

EDMS
Centre for ICT

For enqueries pls call:
0764 270 810   OR   0715 319 699
ABDULBASTWA HASSAN

Go to SUA Website in Popular links click EDMS.   OR

Visit   http://www.edms.sua.ac.tz/edms

Login to the System using your username and password.

Your credentials are available to the Secretary of your department.

HOW TO CREATE LEAVE OF ABSENCE REQUEST THROUGH EDMS

❖ Login to the EDMS System.

❖ Click Create Document

❖ Choose the document type
(ie Leave of absence for your department)

❖ Fill the form.

❖ If you have any attachment eg. Invitation letter click on the upload file tool as shown below.
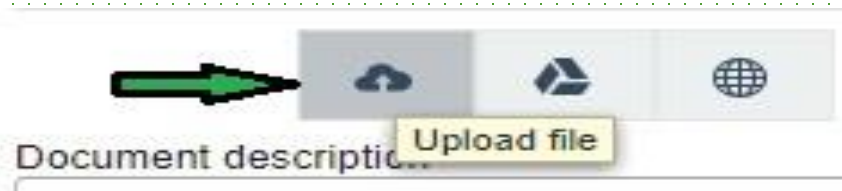
HOW TO SUBMIT/SEND LEAVE OF ABSENCE REQUEST TO YOUR HoD

❖ Save your document.

❖ Close the document selection window by pressing (X)

❖ Your document is in draft mode. Double click on your document name to reopen it for submission.

❖ Then click submit button as shown

View the Document

Edit Document

Submit Document

Click here to submit the document

Print Document

Refresh the page

Go back one stage

For Administrative staff just click Submit document as shown below

Submit document : 2 | Director For approval

Submit document : 2 | Director For approval

📍 Director CICT

👤 Ayubu J Churi (00-00-00-09)   ← Auto selected by default if only one person is assigned to the office

Put your notes here ...

📎 Select attachments...

✈ Send Document   ← Click to send the document

❖ Then wait for processing from the head of department.

❖ Your response will be sent through your email as well as be displayed at the status bar of your document

❖ For Academic staff, your document must pass through the *staff who will handle your duties under your absence.* So click to select a person to handle your duties. For those with no duties to handle over, **select your own name** during submission as the person to handle your duties. See the image below

Click the submit button ▶▶ then choose the name of the person whom you have identified to <u>handle your duties</u>. S/he is the one to send your request to the HoD. If you have no duties to be attended in your absence then select your own name. If you have sent the document to your own name, you need again to submit the document to HoD by clicking ▶▶

ACADEMIC STAFF – SUBMITION OF THE LEAVE OF ABSENCE REQUEST TO THE STAFF HANDLING YOUR DUTIES UNDER ABSENCE

Accepting the Document by staff handling duties and Submitting the document to the HoD.

ACADEMIC STAFF – HOW TO ACCEPT & SUBMIT THE DOCUMENT TO THE HoD

The staff chosen to handle duties have to accept the document and then submit it to the HoD.

Login to the EDMS, you will see the name of the document sent to you. Double click to open it. Then click OK to accept it. Then read and submit it to the HoD by pressing submit button ▸▸ Confirm the name of the Department & click submit.

Submit document : 1 | Vote holder (HoD, Engineering)

📍 Head - Department Of Engineering Sciences And Technology (DEST)

👤 Abdulbastwa Hassan Athuman (301/0018)

Put your notes here ...

📎 Select attachments...

**Click to submit
the document**

⬇

◁ Submit Document

You need to confirm if you successfully submitted your document and it is at the level of HoD. Look at the Document status to see the office name and the name of HoD as shown below. If it has not affected try to click refresh button

APPROVAL OF LEAVE OF ABSENCE REQUEST – BY HEAD OF DEPARTMENT

❖ When the HoD logs in to the system S/he will see the document sent to him/her.

❖ Double click to accept and open the document. Then click approval button

Click here to approve

❖   Fill the approval comment and click **Approve.**

❖ Then Click ✔ to complete the process.

❖ When the document is Successfully approved or denied the status will change to **Completed** and display **100%.**

❖ Your response will be sent through your email as well as be displayed at the status bar of your document

Code	00-01-85
Date	28/03/2019 22:18:52
Type	CENTRE FOR INFORMATION AND COMMUNICATION TECHNOLOGY (CICT) : Leave of absence Administrative staff - CICT
Creator	Kide Elasto Mandike (111967224)

100 %

Confirm here & the Status

Personnel	Abdulbastwa Hassan Athuman (111793935)
Destination	Director CICT
Status	Completed
Duration	1 week 3 days 1 hour 21 seconds

If you have any query or you need any support please send your request through EDMS Programmers: **edms@sua.ac.tz**

OR
CALL
0764 270810 ; 0713 327271 ; 0655 194351
0653 300682 ; 0655 999512 ; 0675 422366
Centre for ICT