



User Manual

Dewan Plus

Note:

The information displayed in this guide appears in Arabic because it has been entered in Arabic. Data entered in English will be displayed in English accordingly.



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Introduction





Introduction

Administrative correspondence is the cornerstone of any organizational workflow, as it provides the structured framework needed to enhance the efficiency of processing and tracking official transactions. *Dewan* Administrative Correspondence System was developed to meet this need, enabling streamlined management of incoming and outgoing transactions, storing and routing them in a manner that ensures easy access and continuous tracking throughout all stages.

Administrative operations fundamentally rely on the exchange of data and information to establish a shared understanding among stakeholders. The more accurate and clear this information is, the more efficient and effective administrative performance becomes in achieving organizational goals. For this reason, organizing administrative correspondence and developing effective operational mechanisms are essential to ensure the continuous and systematic flow of information across organizational levels.

Based on this vital role, *Dewan* provides a unified environment for managing administrative correspondence that supports institutional performance improvement and facilitates task completion, contributing to achieving the organization's objectives with greater efficiency and effectiveness.

Overall Objective of the Dewan System

Dewan system aims to achieve the following:

- Electronic preservation of documents to protect them from damage or loss.
- Reducing the time required to transfer transactions between university departments.
- Ensuring secure transfer of administrative documents and correspondence.
- Enhancing administrative efficiency by improving the accuracy and speed of information exchange.
- Maintaining confidentiality and privacy of transactions.
- Automating letter preparation and fully transitioning to electronic correspondence
- Flexibility in handling files and documents
- Multiple access methods to the system to ensure ease of use across different environments



Login to Dewan Plus





Login to Dewan

Dewan system username is the same as your King Saud University email username. Therefore, it must be kept secure and not shared with anyone. This approach allows a large number of users to be added to the system while maintaining secure access.

The login link is available on the Administrative Communications Center page on the university's website.

جامعة
الملك سعود
King Saud University

1957

Sign On
Arabic English

USERNAME

PASSWORD

Remember my username

Sign On

[?Change Password?](#) | [Trouble Signing On](#)



Home Page



Home Page (Control Panel)

The dashboard is the main page displayed once the user logs into the Dewan System. It provides a quick overview of key information and shortcuts to essential system functions.

The screenshot displays the 'Dewan System' interface. The top header includes the university logo, the system name 'Dewan System', and a user profile 'testemployee15'. The left sidebar contains navigation links: Dashboard, Export Transactions, Import Transactions, Closed Transactions, Favourite Transactions, Units Folders (12), Transactions Management, Redirection, Delivery Statement, System Admin, and Reports. The main 'Control Panel' area features a 'Notification list' (125) and 'Late Transactions' (121). The notification list contains six entries, each with a transaction ID, date, and time. A clock widget shows the time as 9:34:23 AM, and a calendar widget shows January 2026 with the 1st highlighted. The footer states 'All Rights Reserved © 2026 King Saud University'.

1. Sidebar Menu (Left Panel)

This panel contains the primary navigation links to all system features:

- **Dashboard:** Returns to the main dashboard page.
- **Export Transactions:** View and manage outgoing transactions.
- **Import Transactions:** View and manage incoming transactions.
- **Closed Transactions:** Access transactions that have been completed or archived.
- **Favorite Transactions:** Quickly access transactions marked as favorites.
- **Units Folders:** View folders assigned to different university units or departments.
- **Transactions Management:** Tools and actions related to handling transactions.
- **Redirection:** Manage routing and forwarding of transactions.
- **Delivery Statement:** View or prepare delivery confirmation records.
- **System Admin:** Administrative configuration and settings (available for authorized users).



- **Reports:** Access reports generated by the system.

2. Notifications & Late Transactions (Center Panel)

- **Notification List:**
Displays all recent alerts related to newly received transactions. Each row contains:
 - Transaction number
 - Creation date (Gregorian and Hijri format)
 - Time of receipt

Clicking “**More**” shows additional notifications.

- **Late Transactions:**
Displays transactions that have exceeded the designated processing time and require action or follow-up.

3. User Info & Alerts (Top-Right Corner)

- Shows the logged-in username.
- Displays the number of unread system notifications.

4. Clock (Right Panel)

Shows the current time in analog and digital format to help users track submission and due times accurately.

5. Calendar (Bottom-Right Panel)

Displays the current month and highlights the current date, helping users refer to transaction due dates or processing periods.



General Outbound Recording and Recording





General Outbound Recording and Recording

Control Panel → Sidebar → Transactions Management → General Outbound Recording and Recording

Main Fields

- **Registration Type:** Type of outgoing registration.
- **Record Number / Year:** Automatically generated based on the system sequence.
- **Record Name & Date of Issue:** Transaction title and issuance date.

Issued by Unit

- Select the unit issuing the transaction.
- **Sent By:** Name of the user sending the transaction.
- **Reserved Export Number (optional):** Enter a number if the transaction has a pre-assigned outgoing reference.

Issued to Unit

Use this section to select the receiving unit(s):

1. **Search for the target unit** using the search field.
2. **Choose Original / Copy** as required.
3. **Select the export delivery method** (e.g., electronic, fax, etc.).
4. **Press Enter after selecting the user** to add it to the table below.
 - Repeat the search and press **Enter** again to add additional units as needed.

Export Groups

- Instead of selecting units individually, you may select a predefined export group to add multiple recipients at once.

Control Panel > General Outgoing Registration

General Export Registration

1 Registration type قيد صادر عام جديد	2 Record number 3
3 Record name سجل الصادر العام	4 Year 1447
5 Date of issued 01/01/2026	

Issued By Unit

Issued By Unit*

4/62/54 - عمادة التعاملات الالكترونية/ قسم العلاقات العامة - X

Sent by
 محمد حسن محمد الشهري - MOHAMMED HASSAN M ALSHAHRI X

Year: 1447

Reserved export number:

Issued To Unit

Issued To Unit

Export delivery method:

Original/Copy?:

Or choose an export group

Export delivery method*:

Choose from export groups:

#	Department Name	Unit type	Addressed to	Original/Copy?	Incoming delivery method	Actions
1	كلية ادارة الاعمال/ الاتصالات الادارية - 3/4/55	Internal	محمد عبدالرحمن عبدالرحمن الدوس	Original	الالكتروني	Delete
2	كلية ادارة الاعمال/ مدير الادارة - 3/4/31	Internal	فتحي عبدالله ناصر العيسى	Copy from Original	فاكس	Delete

Recipients Table

Displays all added recipients with **Actions:** Delete a recipient if added by mistake



Export Transaction Data

- **Subject:** Title or summary of the transaction.

Transaction Owners

- Enter the owner's information (Name, Civil Registry Number, Mobile Number, Identifier Number).
- **Press *Enter* after filling the fields to add the owner to the table below.**
- Repeat the process to add multiple owners as needed.
- The **Delete** button allows removing an owner from the list.

Control Panel > General Outgoing Registration

Export Transaction Data

Subject*

Main Transaction

Transaction Owners

Owner Name Civil Registry Number

Mobile Number Identifier Number

#	Owner Name	Civil Registry Number	Mobile Number	Identifier Number	Actions
1	Elian	1002200000	0558740000	118888888	Delete
2	Ebtessam	1231231231	0500000000	1200000000	Delete

Main Subject*

University Head

Export Type*

Importance*

Urgent*

Required Action*

Confidentiality*

Language*

To determine the follow-up information fill the following fields

Follow Up User

Follow Up Notes

Deadline To Respond

year/month/day

Additional Transaction Details

- **Main Subject:** The primary category or topic of the transaction.
- **Export Type.**
- **Importance:** Priority level of the transaction.
- **Urgent:** Whether the transaction requires urgent handling.
- **Required Action:** The expected action from the receiving party (e.g., FYI, response needed).
- **Confidentiality:** Defines the sensitivity level of the transaction.
- **Language:** The language used in the transaction.

Follow-Up Information

- **Follow-Up User:** Select a user responsible for following up on the transaction.
(Type the first two letters to display matching results, then select and press Enter.)
- **Deadline to Respond:** Set the response deadline using the calendar (Gregorian or Hijri).
- **Follow-Up Notes:** Add any relevant follow-up instructions.



Electronic Attachments

- **Title of Attached File:** The primary category or topic of the transaction.
- **Add Attachments:** Drag & Drop files or browse **Supported Files DOC, JPG, JPEG, PNG, PDF, DOCX, XLS, XLSX**

In Transaction Attachments Section Add Attachment Name Press Enter and you can add more than one attachment

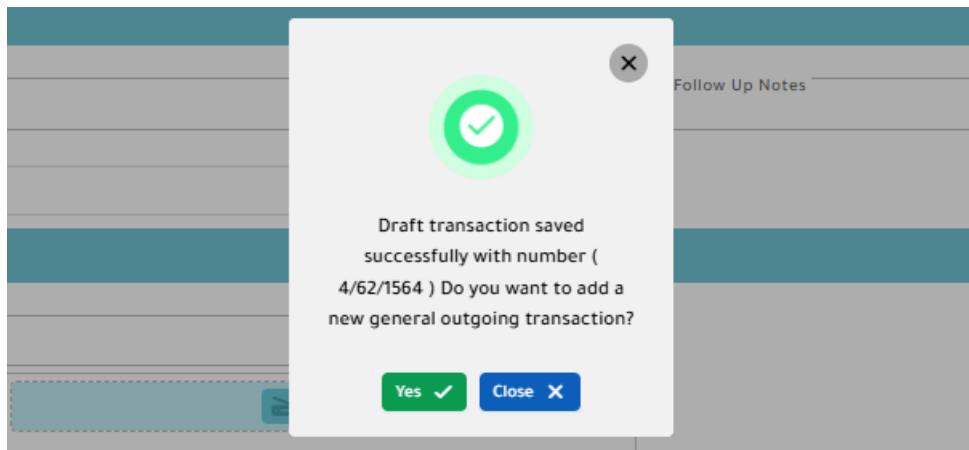
The screenshot shows two sections of a software interface. The top section, titled "Electronic Attachments", features a text input field for "Title of Attached File". Below it are two buttons: "Drag & drop files to import or browse" and "Scanner". A list of supported file types is shown: "Supported Files DOC, JPG, JPEG, PNG, PDF, DOCX, XLS, XLSX". A table displays one attachment:

#	File Name	Actions
1	Dewan-UserManual.docx	View Delete

The bottom section, titled "Transaction Attachments", includes a yellow warning box: "After entering the attachment, you must press (enter)". Below this is an "Attachments" input field with "Attachment 1 X", "Attachment 2 X", and "Add Another Attachme" buttons. At the bottom right, there are "Save" and "GENERAL.SAVE_AS_DRAFT" buttons.

You can save the transaction as a **draft** to record its reference number or print its barcode, with the option to edit it later before final save.

Alternatively, you may **save** it directly as a final transaction by clicking the **Save** icon.





Edit Transaction after save As Draft

To view or edit a transaction saved as a draft, go to **Dashboard** → **Sidebar** → **Outgoing Transactions**. Search for the transaction using any of its details or the registration number shown in the previous image. The list of sent copies to different entities will appear. Click **Edit** to open the transaction.

When editing a draft, you can update its information, send the draft, or delete it.

Control Panel > Transactions

Export Transactions

Search

Year: 1447

Department Name or Code: [X]

Registration number: 4/62/1564

From: year/month/day Hijri Gregorian To: year/month/day Hijri Gregorian

Advanced Search Search Reset

Search Result

Sort in descending order by transaction date ↓ Opened transactions

Registration number : 4/62/1564 Transaction Date :01/01/2026 12:03 pm Barcode : 115641447

Secret

From : 4/62/54 - عمادة التعاملات الإلكترونية/ قسم العلاقات العامة - To : 3/4/55 - كلية إدارة الأعمال/ الاتصالات الإدارية

Edit


Registration number : 4/62/1564 Transaction Date :01/01/2026 12:03 pm Barcode : 115641447

Secret

From : 4/62/54 - عمادة التعاملات الإلكترونية/ قسم العلاقات العامة - To : 3/4/31 - كلية إدارة الأعمال/ مدير الإدارة

Edit

The transaction details will be displayed, including who created it. From this screen, you can edit the information, attach electronic files, or print the barcode.

Registration type	قيد صادر سري جديد	Registration number	4/62/1564
Record number	3	Record name	سجل الصادر العام
Year	1447	Export date	Thursday, 12/7/1447 12:00 AM
Barcode	 115641447	Transaction Status	Draft
Issued By Unit			
Issued By Unit	عمادة التعاملات الإلكترونية/ قسم العلاقات العامة - 4/62/54	Sent by	MOHAMMED HASSAN M ALSHAHRI

After completing the required actions, click **Save and Send** to send the transaction as a final submission. Or You Can Delete It By clicking on **Delete** button.



General Inbound Recording and Recording





General Inbound Recording and Recording

Control Panel → Sidebar → Transactions → Incoming Transactions Registration

Source of Incoming Correspondence

- **Source of Incoming Correspondence *:** Enter part of the entity name; a list of matching entities will appear. If the required entity does not appear, search for **88 (Other Entity)**, then manually enter the entity name.
- **Sent By:** Enter the name of the department or entity that sent the correspondence.

Destinations of Incoming Correspondence

Use this section to define the receiving entities and delivery details:

1. Search for the destination entity using the search field.
2. Select **Original / Copy** as required.
3. Select the **Incoming Delivery Method** (e.g., Manual, Electronic).
4. Add attachments if required.
5. Press **Enter** after completing the data to add it to the table below.
 - o Repeat the same steps and press **Enter** to add additional destinations.

- **Add Attachment:** Used to attach related files to the incoming correspondence.

Destinations Table

The table displays the following details for each added destination:

- Department Name
- Addressed To
- Original / Copy
- Incoming Delivery Method
- Attachments
- Actions (Delete destination if needed)

Control Panel > General Incoming Registration

General Incoming Registration

Registration type	قيد وارد عام جديد	Record number	5
Record name	قيد وارد عام جديد	Year	1447
Incoming date	04/01/2026		

Source of Incoming Correspondence

Source of Incoming Correspondence*

1020846 - ادارة الجامعة بالقصيم X Sent by

Destinations of Incoming Correspondence

After entering the attachment, you must press (enter)

Destinations of Incoming Correspondence Original/Copy?

Incoming delivery method Attachments

Add Attachment

#	Department Name	Addressed to	Original/Copy?	Incoming delivery method	Attachments	Actions
1	اقسام العلوم الإنسانية، قسم - 3/13/102 اللغات الأوربية والترجمة	موضى صالح عبدالعزيز الهديان	Original	Manual		Delete
2	اقسام العلوم الإنسانية، الصفيدة - 13/1/302	نجلء حمد عبدالعزيز الحميد	Copy from Original	اللكترونى		Delete

Note: After entering destination and attachment details, pressing **Enter** is mandatory to register the entry in the table.



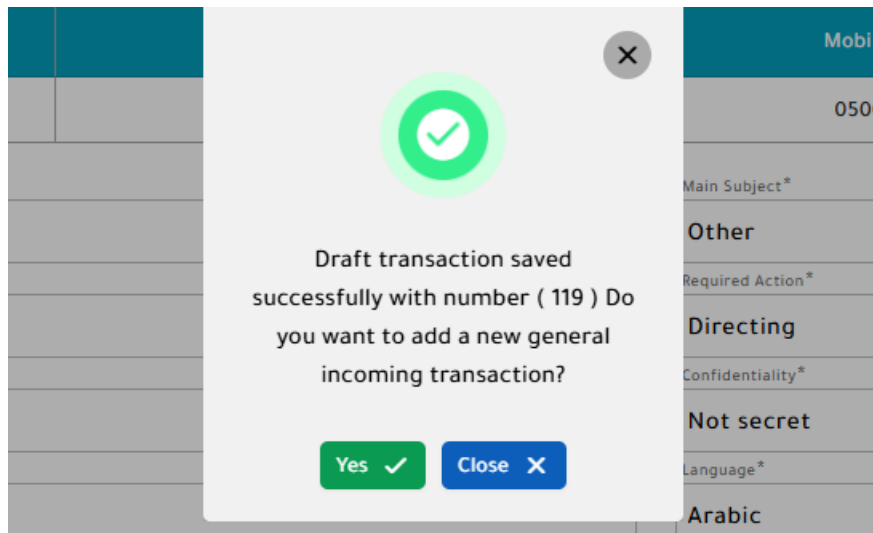
Transaction Details

- **Entity Transaction Number:** Enter the transaction number as stated in the incoming document, or enter “None” if not available.
- **Entity Transaction Date:** Select the date the transaction was registered by the sending entity.
- **Subject:** Enter a brief and clear subject to facilitate future search and retrieval.
- **Registering Entity:** Displayed automatically based on the entity the user is authorized to work on.

Classification Data

Select the following from the available lists:

- Main Subject
- Incoming Type
- Confidentiality
- Language
- Required Action
- Priority



Save Options

- **Save as Draft:** Allows you to add attachments later, record the transaction number, or print the barcode. You may also modify the transaction details, send the transaction, or delete it.
- The transaction may also be saved directly with attachments before sending.

A dialog box will appear showing the registration number. Record it on the transaction if a barcode printer is not available, then click **OK**.

Follow-up

Home Page → Transactions → Incoming Transactions

- The transaction will appear at the top of the list.
- **Edit:** Open the transaction for editing with the ability to attach files electronically.

Electronic attachments follow the same process used for General Outbound registration.

After attaching the incoming document and saving, the transaction will be officially registered under Incoming Transactions.



Exporting to *Multiple Entities*





Exporting to Multiple Entities Using the same Reference Number

If there is a need to send copies or duplicate originals of the same letter to more than one entity, this can be done during the **Outgoing Registration** process after registering the original transaction for the concerned entity.

Registering the Outgoing for the First Entity

After registering the original transaction for the relevant entity, select the delivery method and then press **Enter** to generate the export table.

Control Panel > General Outgoing Registration

Issued By Unit

Issued By Unit*
عمادة التعاملات الالكترونية - 4/62 X

Sent by
ياسر مطلب محمد النقيسه - YASSER MUTLAB M ALNAFISAH X

Year
1447

Reserved export number ✓

Issued To Unit

Issued To Unit
1/1/502 - مدير الجامعة/ المكتب السري - 1/1/502 X

Original/Copy?
Original -

Export delivery method
Manual -

User
بكر سليمان مرجي الحربي - Bakr Suleiman Marji Al-Harbi X

Or choose an export group

Export delivery method*
الالكتروني -

Choose from export groups
التعاملات -

#	Department Name	Unit type	Addressed to	Original/Copy?	Export delivery method	Actions
1	ادارة الاسكان - 10/2	Internal	رثنا ناصر محمد الصبيح	Original	Manual	Delete
2	كلية ادارة الاعمال/ المالية - 3/4/58	Internal	يوسف عبدالعزيز محمد الذياب	Duplicated Original	Manual	Delete
3	كلية ادارة الاعمال/ مدير الادارة - 3/4/31	Internal	فتحي عبدالله ناصر العيسى	Coply from Original	Manual	Delete
4	مدير الجامعة/ مسؤول الامن - 1/1/74	Internal	اسماء عبدالله عبدالعزيز المسيند	Image	Manual	Delete

Adding Additional Entities

To send the same transaction to additional entities, repeat the process by:

- Selecting the Export delivery method
- Choosing from the export groups, then pressing **Enter**

These steps are repeated until the export table includes all entities to which the transaction will be sent, as shown in the illustrative image.

To delete an entity, choose Action (**Delete**)



Delivery Data Management





Delivery Data Management

Sidebar → Delivery Statement → Delivery Statement Management

Control Panel > Manage Delivery Statements

Manage Delivery Statements

Search

Year: 1447

Statement Date: [Input Field] Hijri Gregorian

Statement Number: [Input Field]

Statement Status: -- Select --

Qaid Number: [Input Field]

Search [Reset]

Search Result: 77 Add New Delivery Statement +

#	Statement Number	By Employee	The entity that issued the statement	Year	Statement Status	Statement Type	Statement Date	Print Type	Actions
1	113	testemployee15	عمادة التعاملات الالكترونية، التدريب السنوي	1447	Open	Units	01/01/2026	All units in one page	Details Print Statement Edit Delete Close X
2	112	ANAS MOFARREH J ALMUJHAIRY	مدير الجامعة	1447	Open	Units	31/12/2025	All units in one page	Details Print Statement Edit Delete Close X
3	110	Hani Abdullah ALnefaie	مركز الاتصالات الادارية	1447	Open	Units	29/12/2025	Mail	Details Print Statement Edit Delete Close X
4	109	OMAR A. O. BAWAZIR	مركز الاتصالات الادارية	1447	Open	Units	28/12/2025	Each unit in page	Details Print Statement Edit Delete Close X
5	108	testemployee15	عمادة التعاملات الالكترونية، التدريب السنوي	1447	Closed	Units	28/12/2025	Each unit in page	Details Print Statement Attachments
6	106	Bakr Suleiman Marji Al-Harbi	عمادة التعاملات الالكترونية	1447	Open	Units	27/12/2025	Mail	Details Print Statement Edit Delete Close X
7	104	testemployee15	عمادة التعاملات الالكترونية، التدريب السنوي	1447	Open	Units	25/12/2025	Mail	Details Print Statement Edit Delete Close X

- **Search Options:** You can search for delivery statements using criteria such as the statement number or statement date.
- **Add New Delivery Statement:** To add a new delivery statement, click the “Add New Delivery Statement” button at the bottom of the page.
- **View Data:** The table displays delivery statement details for each record, such as the statement type, statement status, and statement date.
- **Control Options:** Next to each statement, several icons are available to edit the data, delete, or print the details.



Add New Delivery Statement

Control Panel > Manage Delivery Statements > Add New Delivery Statement

Delivery Statements

Statement Type*
Units

Print Type*
All units in one page

Show Confidentiality in Print

Entity that Created Statement*
عمادة التعاملات الإلكترونية/ الخدمات الطلابية والمجتمع - 4/62/419

Notes

Search

Search to include some transactions before saving

Year: 1447

Record: []

Transaction Nature: []

Registration number: []

From Unit: []

To Unit: []

Messenger Name: []

By Employee: []

Quid From Date: year/month/day

Quid To Date: year/month/day

Hijri | Gregorian

Search [] Clear []

Statement Type

- Units or Employees

Print Type

- Each unit on a separate page
- All units on one page
- Mail

Statement Issuing Entity

Select the entity that created the statement by typing the first two letters of the entity name or the entity number.

Important Notes

- Only transactions for which the delivery method (**Delivery Statement**) was selected during export or referral will appear.
- The same transaction cannot be added to more than one delivery statement.

View Transactions

All transactions that were assigned the **Delivery Statement** delivery method will appear at the bottom of the screen.



Including a Transaction in the Statement

If you wish to select **specific transactions**, you can click the checkbox next to each transaction to include it. You may also **include all transactions** from the search results.

Included Transactions 73

3 Selected Items — Include all transactions from search results

Registration number	Transaction Date	Barcode
59	20/10/2025 02:48 pm	2591447
2/55/281	23/10/2025 10:14 am	12811447
2/55/290	05/11/2025 09:12 am	12901447
2/55/1353	04/12/2025 11:08 am	113531447

Please note that not selecting a transaction does **not** mean it is deleted; it will simply not appear in the statement to be printed, and it can be printed later if needed.

Save Statement

After completing the selection, click the **Save** button at the bottom of the screen. The statement will be saved successfully.

Printing the Delivery Statement

When you navigate again to **Delivery Statement Management** from the sidebar, the delivery statement table will appear, offering several actions.

Printing the Register

By clicking the **Print Statement** field, the statement will appear in its final format. Click the **Print** icon to print the statement. You can also download the file using the **Download** icon.

Print Preview

الرقم: 111
البنك: 1447
التاريخ: 1447/07/16
المستند: بالرقم 1447/07/16
الجهة: في السرد البيان: 0 62/419 - مدة الصلح: الإلكترونية التمسك
الطابعة: التمسك

نظام الاتصالات الإدارية
بيان لسجلات المعاملات

جامعة الملك سعود
King Saud University

عدد المعاملات: 3

رقم	الباركود	رقم	التاريخ	المرافق	الموضوع	الاسم	البيانات	الاسم	التاريخ	المرافق	الاسم
1	144704028	59	1447/04/28	مراق	بحد الخ إلى	بحس الجامعة					
2	144705001	2/55/281	1447/05/01	الصل	معرض نظم الإداري والتعلم (مراق)						
3	144706013	2/55/1353	1447/06/13	الصل	معاملة المعاملات الإلكترونية الترميز الدولي						

صفحة 1 من 1

Download File Print



Transactions





Transactions

For quick search, you can look for outgoing or incoming transactions by their **reference number**, **date**, **entity name**, or **entity code**.

Transactions can be accessed by selecting the type from the sidebar (**Outgoing Transactions**, **Incoming Transactions**, **Closed Transactions**, **Favorite Transactions**):

- **Outgoing Transactions:** These are transactions that have been processed either by registering an outgoing number or referring them with a previous number. They represent all transactions sent from the authorized entity.
- **Incoming Transactions:** These are transactions received by the entity and need to be processed according to the required action, such as directing, receiving, referring, filing, or any other required procedure.
- **Closed Transactions:** These are transactions that have been closed.
- **Favorite Transactions:** These are transactions added to the user's favorites by clicking the **star icon** shown to the left of the transaction.

The screenshot shows the 'Control Panel > Transactions' interface. It displays three transaction entries, each with a header bar containing 'Registration number', 'Referral date', and 'Barcode'. The first entry has a star icon in a red box. Below each header is a title in Arabic and a 'From'/'To' line. At the bottom of each entry is a row of action buttons: 'Review Ticket', 'PDF', 'History', 'Transaction Time', 'Link Transaction', and 'Follow'. The second entry also includes 'Refer Transaction' and 'Reply' buttons.

Important Notes

-Transactions for which the **Electronic Delivery** method is selected must include an attachment. If not, the transaction will be returned to the sending entity with an explanation for the return (e.g., missing electronic attachment, incomplete attachment, or incorrect routing). If the attachments are correct, the transaction will be processed according to the routing instructions.

-Transactions for which the **Delivery Statement** method is selected cannot be received until the corresponding delivery statement is available. The value and signature must be received on the delivery statement first, and only then can the transaction be marked as received in the system.



Refer Transactions





Refer Transactions

Control Panel > Transactions

Registration number : 2/55/1373 | Referral date :04/01/2026 10:15 am | Barcode : 113731447

تجربة صادر غير سري الى سري بيان تسليم توجيه ومتابعة بعد التعديل
From : 2/55 - مركز الاتصالات الادارية | To : 1/1 - مدير الجامعة

Review Ticket | PDF | History | Transaction Time | Link Transaction | Follow | **Refer Transaction** | Reply

When clicking **Refer Transaction**, as shown in the previous image, the following screen appears.

The required information: **Issued to Unit, outgoing type, delivery method, and User.**

Then click the **Enter** button to generate the referral table (*similar to registering and recording general outgoing transactions*)

Control Panel > Refer & Reply Transaction

Referral Units

Issued To Unit: [Search] | Original/Copy?: [Dropdown]

Export delivery method: [Dropdown]

Or choose an export group

Export delivery method*: [الكثروني] | Choose from export groups: [تجربة]

#	Department Name	Addressed to	Original/Copy?	Incoming delivery method	Actions
1	ادارة الاسكان - 10/2	كوله بنت عبدالمحسن بن ناصر بن محمد العنقري	Original	الكثروني	Customization Delete
2	وكيل الجامعة للشؤون - 1/4/1 التعليمية والاكاديمية/الوكيل	-	Image	الكثروني	Customization Delete
3	الشئون الماليه - 102030203	-	Copfy from Original	الكثروني	Customization Delete
4	اداره اعمال - 102081109	-	Image	الكثروني	Customization Delete

Once the **Referral Table** is created, one of the available actions can be selected:

either **Delete** to remove the entry from the table, or **Customize**, which opens the **Referral Attachments Customization** screen.

This screen allows you to manage all types of attachments related to the selected transaction. whether they are:

- Attachments associated with creating the transaction,
- Referral attachments, or
- Direction Request attachments.



When clicking the **Add Attachment to Selected List** button, the attachment is moved to the **Selected Attachments** list at the bottom.

#	Transaction Attachments	Actions
1	مرفق عند انشاء المعاملة 1.docx	Add the attachment to the selected list
2	مرفق عند انشاء المعاملة 1.pdf	Add the attachment to the selected list
3	test test test test test test test test.pdf	Add the attachment to the selected list
4	2.png	Add the attachment to the selected list

#	Referral Attachments	Actions
No results found		

#	Directing Request Attachments	Actions
No results found		

You can also preview the attachment **with a watermark or without a watermark**, or return it to the **original list**. Additionally, all selected attachments can be **merged into a single attachment according to the specified order, noting** that the order can be changed using **drag and drop**, then saved.

#	Selected Attachments	Type	Actions
1	test test test test test test test test.pdf	Added	View, View Without Watermark, Back Attachment to its Original List
2	مرفق عند انشاء المعاملة 1.pdf	Added	View, View Without Watermark, Back Attachment to its Original List
3	مرفق عند انشاء المعاملة 1.docx	Added	View, View Without Watermark, Back Attachment to its Original List
4	2.png	Added	View, View Without Watermark, Back Attachment to its Original List

 Merge all attachments into one file according to the previous order



Electronic Attachments Section

- 1. Referral of Electronic Attachments to Origin Transaction(s)**
 - If checked, the electronic attachments from the original transaction will be included in the referral.
- 2. Refer Electronic Attachments to this Referral**
 - This option is currently unchecked in the screenshot. Selecting it would allow attachments to be specifically added to this referral transaction rather than the origin transaction.
- 3. Title of Attached File**
 - A field to enter a title for the attachment you are about to upload.
- 4. Drag & Drop / Browse Files**
 - You can drag and drop files here or browse your computer to upload.
 - Supported file types: **DOC, JPG, JPEG, PNG, PDF, DOCX, XLS, XLSX.**
- 5. Scanner**
 - Allows scanning documents directly and attaching them electronically.

Control Panel > Refer & Reply Transaction

Electronic Attachments

Referral of Electronic Attachments to Origin Transaction(S)

Refer Electronic Attachments to this Referral

Title of Attached File

Supported Files DOC,JPG,JPEG,PNG,PDF,DOCX,XLS,XLSX

Transaction Attachments

After entering the attachment, you must press (enter)

Attachments



Group Referral





Group Referral

Sidebar → Transactions Management → Group Referral

You can search for all the transactions you need based on the available search criteria. Then, select the transactions you want to refer by clicking the **checkbox** to mark them.

Control Panel > Refer Group Transaction

Search Result 333 2 Selected Items Select All Refer Transactions

Registration number : 4/62/157 Transaction Date :10/07/2025 09:33 am Barcode : 11571447

تجربة تعديل المسبودة
مشروع النظام الاداري والمالي (مدار) - 2/8 | عمادة التعاملات الالكترونية - 4/62

Registration number : 5 Transaction Date :14/07/2025 09:28 am Barcode : 251447

تجربة اغلاق وارد خارجي
مشروع النظام الاداري والمالي (مدار) - 2/8 | مدير الجامعة - 1/1

Registration number : 7 Transaction Date :14/07/2025 10:02 am Barcode : 271447

تجربة سحب وارد عام
عمادة التعاملات الالكترونية/ قسم التدريب - 4/62/408 | مدير الجامعة - 1/1

click **Refer Transactions**.

Then fill in the fields: **Issued to Unit, Original/Copy, Delivery Method, User** and click the **Enter** button. A table of units for referral will appear.

Control Panel > Refer & Reply Transaction

Referral Units

Issued To Unit: 3/17/6 كلية العمارة والتخطيط/ وكيل الكلية للجودة والتطوير - X

Original/Copy?: Image

Export delivery method: Manual

User: User

#	Department Name	Addressed to	Original/Copy?	Incoming delivery method	Actions
1	ادارة الاسكان - 10/2	رشا ناصر محمد الصبيح	Original	الالكتروني	Delete
2	كلية العمارة والتخطيط/ - 3/17/55 الاتصالات الادارية	على ابراهيم على الفوزان	Duplicated Original	Manual	Delete

Electronic Attachments

Referral of Electronic Attachments to Origin Transaction(S)

Refer Electronic Attachments to this Referral

Next, select the desired option for **electronic attachments**:

- **Referral of Electronic attachments to Origin transaction**
- **Refer Electronic attachments to this referral**

Important Note:

- If you want to send the same attachments that were referred with the transaction to your unit, check the box **Referral of Electronic attachments to Origin transaction**
- If you want to replace the attachment referred with the transaction and attach a new file, check the box **Refer Electronic attachments to this referral**



Reply Transactions



Reply Transactions

You can search for all the transactions you need based on the available search criteria. Then, select the transactions you want to **reply**

Registration number : 4/62/1586 Transaction Date :06/01/2026 10:09 am Barcode : 115861447

تجربة صادر - مجموعة تصدير - رقم محجوز - متابعة - بيان تسليم توجيهية - احالة جماعية
From : 4/62/408 - قسم التدريب - عمادة التعاملات الالكترونية/ قسم التدريب | To : 10106 - وزارة التربية والتعليم

Review Ticket PDF History Transaction Time Link Transaction Follow Refer Transaction **Reply** Retrieve

When clicking **Reply Transaction**, as shown in the previous image, the following screen appears.

Control Panel > Refer & Reply Transaction

Reply Transaction

Referral Units

Issued To Unit: 4/62/408 - قسم التدريب - عمادة التعاملات الالكترونية/ قسم التدريب

Export delivery method: Manual

Original/Copy?: Duplicated Original

User: User

#	Department Name	Addressed to	Original/Copy?	Incoming delivery method	Actions
1	4/62/408 - عمادة التعاملات - الالكترونية/ قسم التدريب	إبتهال فهد زيد الدعقس	Original	الالكتروني	Customization Delete

Electronic Attachments

Referral of Electronic Attachments to Origin Transaction(S)

Refer Electronic Attachments to this Referral

Title of Attached File

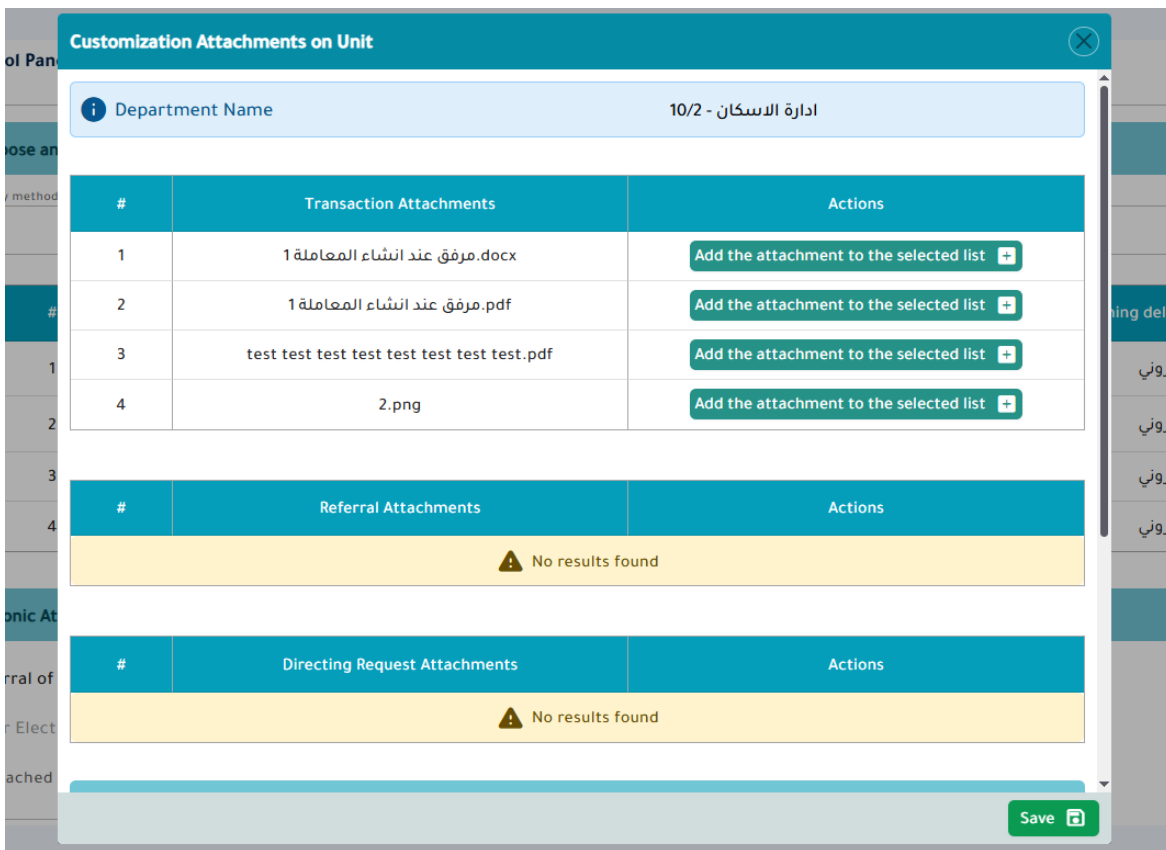
Drag & drop files to import or browse Scanner

Supported Files DOC, JPG, JPEG, PNG, PDF, DOCX, XLS, XLSX

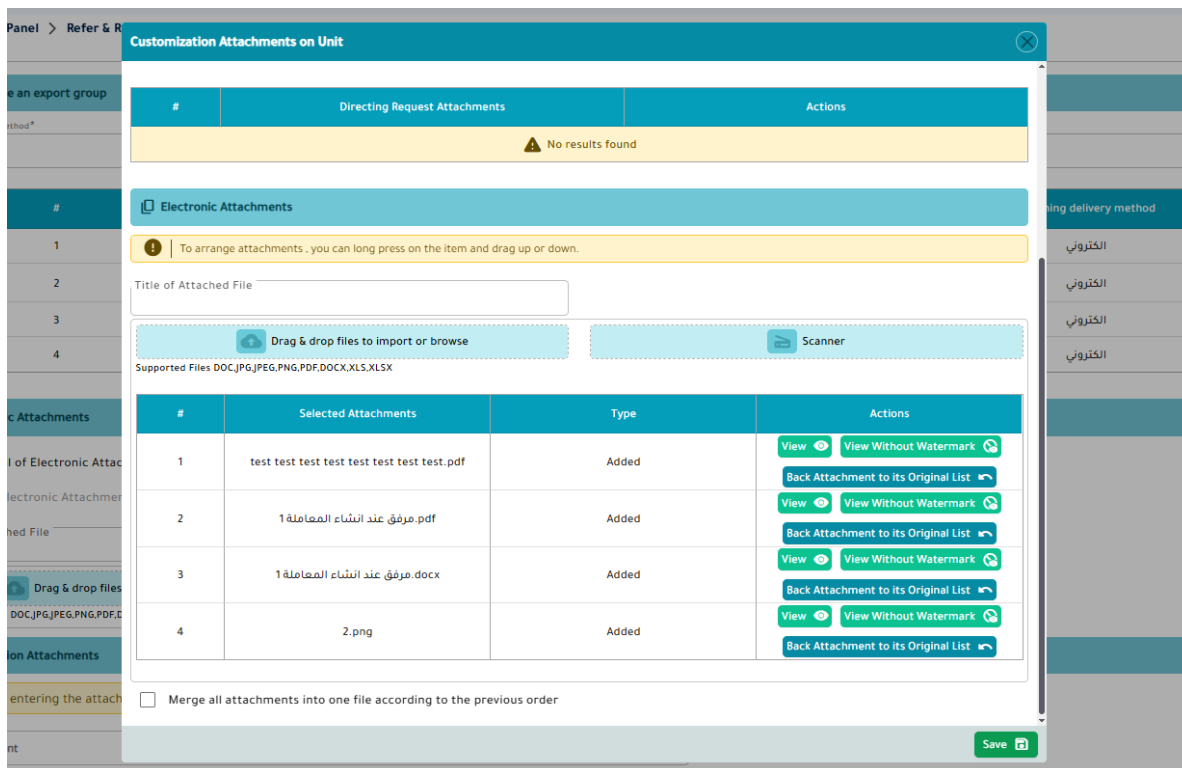
Fill in the required information:

- **Transaction Type:** Original / Copy
 - **Delivery Method**
 - **User Name**
2. **Click Enter button**
- The entry will appear in the table, where it can be **customized** or **deleted**.

3. When clicking Customization, then **Add Attachment to Selected List** button, the attachment is moved to the **Selected Attachments** list at the bottom.



You can also preview the attachment **with a watermark or without a watermark**, or return it to the **original list**. Additionally, all selected attachments can be **merged into a single attachment according to the specified order**, **noting** that the order can be changed using **drag and drop**, then saved.





4. **Attach required files** (if any)
 - This will allow you to **set the options for referring electronic attachments.**
5. **Complete the remaining referral details and save to send the response**
Fill in the following fields:

Referral Data

<p>Required for response?</p> <input type="text" value="No"/>	<p>Follow Up User <input type="text"/></p>
<p>Follow Up Notes <input type="text"/></p>	<p>Deadline To Respond <input type="text" value="year/month/day"/></p>
<p>Required Action* <input type="text"/></p>	<p><input type="button" value="Hijri"/> <input type="button" value="Gregorian"/></p>
<p><input type="checkbox"/> Notes for this referral</p>	
<p>Directing Notes <input type="text"/></p>	

- **Response Required:** Specify if a response is needed.
- **Follow Up User**
- **Follow Up Notes**
- **Deadline to Respond**
- **Notes:** Any additional remarks regarding the referral.
- **Required Action:** The required step or process to be taken.

Then click Save to **reply**



Link Transactions



Link Transactions

You can search for all the transactions you need based on the available search criteria. Then, select the transactions you want to **Link**

Registration number : 4/62/1586 Transaction Date :06/01/2026 10:09 am Barcode : 115861447

تجربة صادر - مجموعة تصدير - رقم محجوز - متابعة - بيان تسليم توجيه - احالة جماعية
وزارة التربية والتعليم - 10106 | عمادة التعاملات الالكترونية/ قسم التدريب - 4/62/408

Review Ticket PDF History Transaction Time **Link Transaction** Follow Refer Transaction Reply Retrieve

The **Link Transaction** is used when there are two transactions registered under different numbers but with the same content or subject, and there is a relationship between them. The system allows linking the transactions with a specified relationship type: **Append** , **Commentary**, or **Settlement**.

When clicking **Link**, a search box appears to find the transaction to be linked with the selected one by entering the **Transaction Number** and **Year**.

Link Transaction

Search

Transaction Number* Year* 1447

Search Clear

After searching, the details of the found transaction are displayed, after selecting the desired **Relationship Type**, click **Link Transaction** to complete the linking process.

Link Transaction

Transaction Details

Transaction Type Export Importance مهم جدا

Units

#	Department Name	Unit type	Incoming delivery method	Addressed to	Transaction Type
1	وزارة الاتصالات وتقنية المعلومات - 10120	External	الالكتروني		Original
2	مركز الاتصالات الادارية - 2/55	Internal	Manual		Image
3	وزارة التجارة - 10103	External	Manual		Copfy from Original
4	عمادة التعاملات الالكترونية/ التدريب النسوي - 4/62/424	Internal	Manual		Copfy from Original

Items per page: 4 1 - 4 / 4

Relationship Type* Append

Link Transactions



Track Transactions





Track Transactions

You can track a transaction through the **Transaction Search** screen by searching for the required transaction using its details. A **History** option will appear next to the transaction; click it to proceed.

Registration number : 2 Transaction Date :13/07/2025 09:31 am Barcode : 221447

تجربة الرد
From : 9999 - جهة اخرى | To : 3/13/325 - ادارة الاعلام - اقسام العلوم الإنسانية/ ادارة الاعلام

Review Ticket History

The **Transaction Tracking** screen will appear, displaying details of the transaction movement, such as: movement type, movement date and time, nature of the movement, delivery method, delivery details, availability of electronic attachments, performed by, sending entity, receiving entity, whether a response has been made or not, **actions including a Details icon to view full transaction details, a Reason icon, and a Notes icon, with the ability to print the transaction.**

#	Movement Type	Movement Date & Time	Movement Nature	Delivery Method	Delivery Statement	Electronic Attachments	Movement Executor	Sending Entity	Receiving Entity	Replied	Actions
1	Export Record	09/07/2025 02:07 pm	Original	الالكتروني	-	No	بكر سليمان فرجي الحزري	عمادة التعاملات الالكترونية	عمادة التعاملات الالكترونية/ التدريب النسوي	-	Details
2	Reference	10/07/2025 09:03 am	Original	الالكتروني	-	Yes	وطيان	عمادة التعاملات الالكترونية/ التدريب النسوي	عمادة التعاملات الالكترونية/ قسم التدريب	+	Details
3	Closed	10/07/2025 10:06 am	-	-	-	No	ياسر صالح	عمادة التعاملات الالكترونية/ قسم التدريب	-	-	Reason and Notes

Items per page: 3 1 - 3 / 3

Print



Follow-up Transactions





Follow-up Transactions

You can Follow-up transactions by navigating to:

Home Page → **Sidebar** → **Transaction Management** → **Transaction Follow-up**

where the available actions for following up on the transaction will be displayed.

Registration number: 4/62/289 | Referral date :02/11/2025 10:42 am | Barcode : 12891447

تجربة المتابعة في الاحالة
مشروع النظام الاداري والمالي (مدار) - 2/8 | عمادة التعاملات الالكترونية/ التدريب النسوي - 4/62/424
Follow Up User : MOHAMMED SULAIMAN A ALMOGBEL | Follow Up Status : Under Follow-up

Tracking Close | ReAssign Tracker | Tracking Notes | Follow Up Officials | History

History

The transaction movement is displayed as shown in the previous example, with the ability to view detailed information for each action by clicking the **Details** option within the actions.

Follow-up Officers

The subject name, entity name, and the names of the follow-up officers in the entity are displayed.

Tracking Users		
Subject		اشعارات
#	Unit Name	Tracking Users
1	مدير الجامعة - 1/1	
2	مركز الاتصالات الادارية - 2/55	

Tracking Notes



The current status of the transaction and its creation details are displayed, with the ability to add new follow-up notes and view the existing follow-up notes recorded on the transaction.

Tracking Notes

Subject	اشعارات	Created By	testemployee15
Status	Under Follow-up	Created Date	07/01/2026

Add Tracking Notes

Notes*

Save

Current Tracking Notes

#	Notes	Created Date	Created By	Actions
1	Testing note	07/01/2026	testemployee15	Delete

Navigation: <<< < 1 > >>>

Close

ReAssign Tracker

The Follow-up Administrator may change the assigned Follow-up Officer for a transaction that has already been assigned during the creation of the transaction.

Reassign Tracker

Subject: تجربة المتابعة في الاحالة

Select new tracker name*

Reassign Tracker Close

Tracking Finish Option (Follow-up Officer Screen)

Registration number: 4/62/288 | Referral date :02/11/2025 09:42 am | Barcode : 12881447

تجربة متابعة المعاملات صادر

From : 4/62/424 - عمادة التعاملات الالكترونية/ التدريب النسوي | To : 2/55 - مركز الاتصالات الادارية

Follow Up User : testemployee15 | Follow Up Status : Under Follow-up

Tracking Finish Tracking Notes Follow Up Officials History

The Follow-up Officer is provided with an **Tracking Finish** option, which indicates that the follow-up process for the transaction has been completed by this officer. Once this option is selected, the request status is classified as **Followed**.

The Follow-up Administrator retains the ability to add or change the Follow-up Officer for this transaction.



Tracking Close Option (Follow-up Administrator Screen)

Registration number: 4/62/289 Referral date :02/11/2025 10:42 am Barcode : 12891447

تجربة المتابعة في الاحالة
مشروع النظام الاداري والمالي (مدار) - 2/8 | عمادة التعاملات الالكترونية/ التدريب النسوي - 4/62/424
From : 4/62/424 | To : 2/8 - (مدار) | مشروع النظام الاداري والمالي (مدار) - 2/8
Follow Up User : MOHAMMED SULAIMAN A ALMOGBEL | Follow Up Status : Under Follow-up

Tracking Close ✓ ReAssign Tracker Tracking Notes Follow Up Officials History

The Follow-up Administrator is provided with a **Tracking Close** option, which indicates that the follow-up process for the transaction has been officially closed by the responsible authority. Once this option is selected, the request status is classified as **Close Follow-up**.

After closing the follow-up, the administrator is no longer able to add or change the Follow-up Officer for this transaction.

Request Status

Under Follow-up

Followed

Close Follow-up

Assignment of the Follow-up Officer

The Follow-up User is assigned during the creation and registration of a **General Outbound Recording and Recording** or a **General Inbound Recording and Recording** through this section. The assigned Follow-up Officer can later be modified by the Follow-up Administrator if required.

To determine the follow-up information fill the following fields

Follow Up User

Follow Up Notes

Deadline To Respond

year/month/day Hijri **Gregorian**



Delegations





Delegation Management

This feature allows the user to delegate another person to perform specific tasks on their behalf, granting them the necessary permissions to carry out those tasks within the system.

From the main screen, navigate to:

Username (top right of the screen) → Delegation Management

This screen displays a list of all delegations created by the user.

Home > Control Panel > Delegations

Delegations for : "

View Result 3 Add Delegation +

#	Delegation From User	Delegation To User	Start Date	End Date	Status	Actions
1	testemployee15	leavetest005	26/11/2025	31/12/2025	effective	Edit Delete
2	testemployee15	Hani Abdullah ALnefaie	27/11/2025	31/12/2025	effective	Edit Delete
3	testemployee15	r s a f	25/12/2025	06/05/2026	effective	Edit Delete

Through this screen, the user can add a new delegation, edit an existing delegation, or delete a delegation that is no longer required. The screen also allows the user to track the status of each delegation and its validity period.

Edit Delegation

Edit Delegation ✕

Delegation From User
testemployee15

Delegation To User
leavetest005

Start Date
26/11/2025 Hijri Gregorian

End Date
31/12/2025 Hijri Gregorian

Active

Save



Add Delegation

This window enables the user to create a new delegation and grant another person the authority to perform specific tasks on their behalf for a defined period. The required fields must be completed and the data saved to activate the delegation.

Add Delegation ✕

Delegation From User

Delegation To User* 🔍

Start Date

Start Date Hijri **Gregorian**

End Date

End Date Hijri **Gregorian**

Active

Save 💾

- **Delegation from User:** This field is automatically filled by the system and refers to the current user who is creating the delegation.
- **Delegation To:** The person who will be granted the delegation to perform the assigned tasks.
- **Start Date:** Specifies the start date of the delegation's validity. It can be entered using either the Hijri or Gregorian calendar.
- **End Date:** Specifies the end date of the delegation's validity. It can be entered using either the Hijri or Gregorian calendar.
- **Active (checkbox):** When this option is enabled, the delegation becomes active immediately after saving, allowing the delegated person to perform the tasks within the specified period.



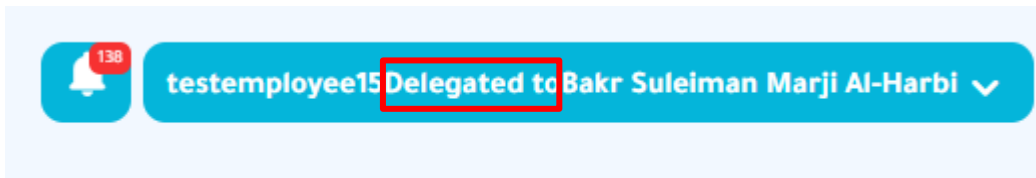
Accept Delegation

When logging in to the system, if there are any tasks or permissions delegated to you by other users, the **Delegation Management** screen will appear automatically

This screen displays a list of users who have delegated their tasks to you, along with the delegation start and end dates.

How to Accept a Delegation:

1. From the displayed list of delegations, click the **Select** button next to the name of the delegator you wish to work on behalf of.
2. Once the delegation is selected, it becomes active immediately. Your name will appear at the top right of the page followed by the phrase **“Delegated to”** and the delegator’s name, indicating that you are currently working with the permissions of the user who delegated the tasks to you.





Routing Requests





Routing Requests

Home Page → Sidebar → Redirection → Routing Requests

Search for a Direction Request:

You can search for a specific direction request using the following fields:

- Request Status
- Directed To
- Transaction Number
- Subject
- From / To
- Incoming Entity
- Created By

After selecting the required criteria, click **Search** to display the results, or **Clear** to reset the fields.

> Control Panel > Directing Requests

Directing Requests

Search

Request Status: Directing request status - done

To Addressed

Subject

Transaction Number

From: year/month/day (Hijri/Gregorian)

To: year/month/day (Hijri/Gregorian)

Issued From Unit

Actual Created By

Search Search Reset

Search Result 55 Create New Directing Request Without Transaction +

Registration number : ... Transaction Date : Barcode : ...

توجيه الكروان

From : ... To : ...

Request Date : 2025/12/30 02:03 PM Issued From : Bakr Suleiman Marji Al-Harbi

Replay Date : 2025/12/30 02:08 PM Assigned To : testemployee15 Request Status : Directing request status - done

Request Attachments 1 Request Result 2



Create a New Redirection Request:

You can create a new request by clicking **Create New Direction Request (Without Transaction)**, then filling in the following fields:

- **Subject**
- **Ask for guidance from**
- **Attached File Title**
- **Notes**

Home > Control Panel > Directing Requests > Request a New Route Without a Transaction

Create New Directing Request Without Transaction Back <

In Guidance Requests, only PDF files are allowed

Subject* Ask for Guidance From*

Title of Attached File

Drag & drop files to import or browse Scanner

Supported Files PDF

#	Attachments	Actions
---	-------------	---------

Notes

Submit Guidance Request >

Then, submit the direction request.

You can also send a direction request by searching for transactions or selecting the required transaction. The **“Directing Request”** option will then appear.

Registration number : 4/62/1586 Referral date :06/01/2026 01:31 pm Barcode : 115861447

تجربة صادر - مجموعة تصدير - رقم محجوز - متابعة - بيان تسليم توجيهية - احالة جماعية

From : 4/62/408 - عمادة التعاملات الالكترونية/ قسم التدريب | To : 4/62/408 - عمادة التعاملات الالكترونية/ قسم التدريب

[Review Ticket](#) [PDF](#) [Transaction Time](#) [Link Transaction](#) [History](#) [Follow](#) [Refer Transaction](#) [Reply](#) **[Directing Request](#)** [Close](#)

Fill in the required information as in the **Direction Request Without Transaction**, then click **Save** to send the request.

You may also reply the directed transaction by following the forwarding steps on **page 17**, or close it by clicking **Close**, selecting one of the three available closing reasons, entering the notes, and then closing the transaction.



Directing Approval Requests

Through the transaction search, you can access transactions that have a direction request, where they appear in the following format.

Registration number : 2/55/1569 Transaction Date :01/01/2026 02:06 pm Barcode : 115691447

تجربة نموذج التوجيه للجهات
From : 2/55 - مركز الاتصالات الادارية | To : 2/55 - مركز الاتصالات الادارية

Review Ticket PDF Transaction Time Link Transaction History Follow Refer Transaction Reply Directing Request Close

There is a Redirection request regarding this transaction

Or by navigating to:

Home Page → Sidebar → Routing Requests → Direction Request Approval

You can search for a specific direction request to approve it, or filter and view all new direction requests.

Search Result 19

Registration number : 4/62/1587 Transaction Date :06/01/2026 10:09 am

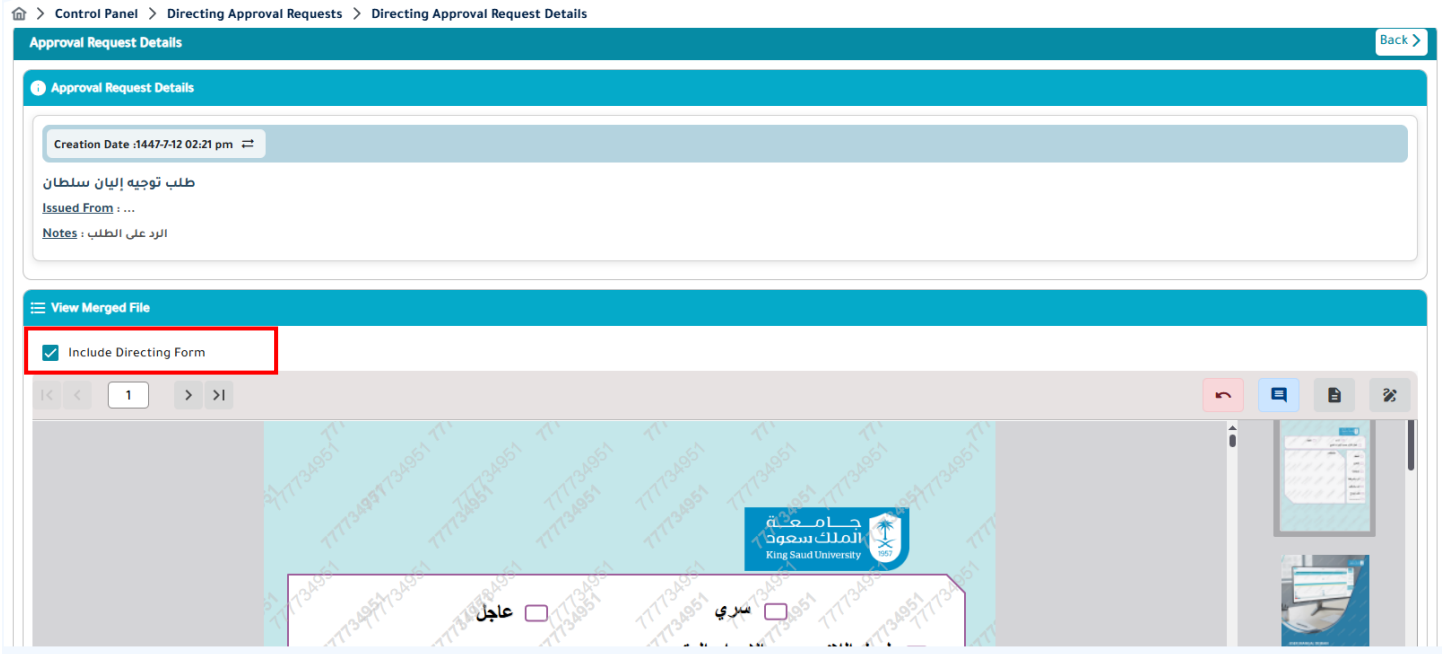
تجربة صادر سحب
From : 4/62/408 عمادة التعاملات الالكترونية/ قسم التدريب | To : 2/55 مركز الاتصالات الادارية
Issued From : OMAR A. O. BAWAZIR
Notes : ...

Order Date :01/01/2026 02:21 pm

طلب توجيه إليان سلطان
Issued From : testemployee15
Notes : الرد على الطلب

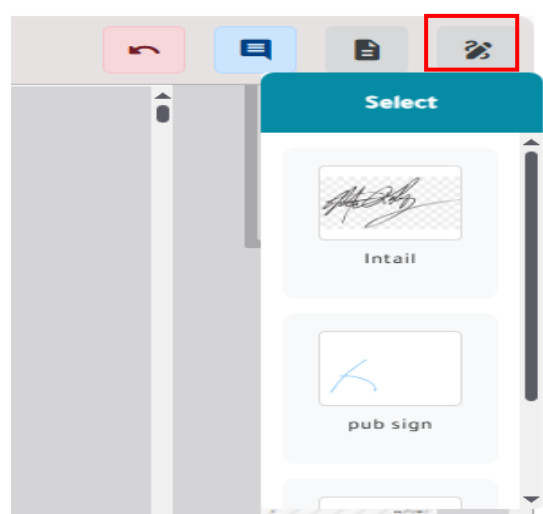


When clicking on the required direction request, the approval request details are displayed, with the option to include the direction form along with the attached file.



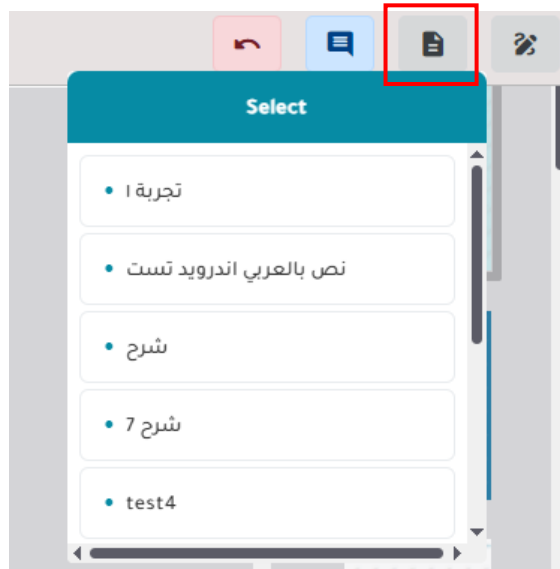
There are several actions a user can perform on the file:


- 1. Add a Signature or Stamp:** Choose from the signatures that have been created and saved in the user account settings.

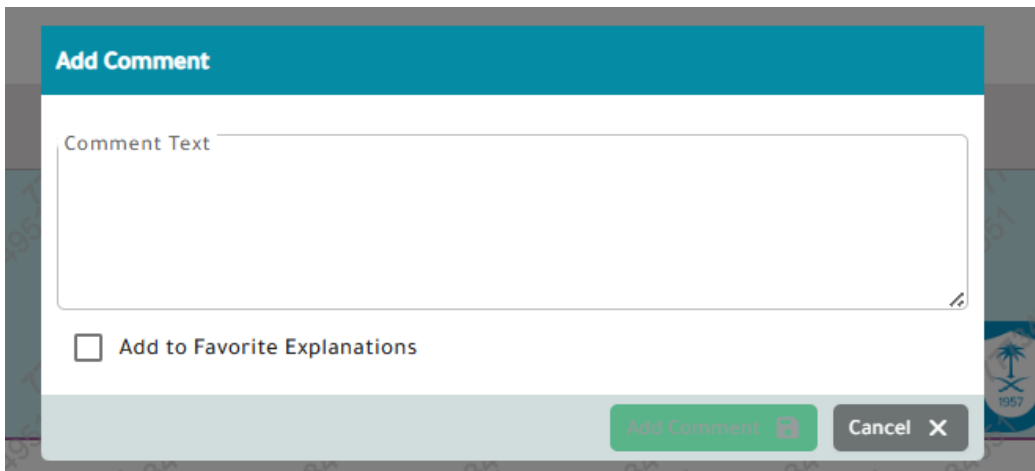




2. **Add a Saved Note:** Insert and edit notes that have been saved in the user account settings.



3. **Add a Comment** : Add a comment with the option to include it in the list of favorite notes.





Export Letters





Export Letters

The user can create, send and approve outgoing letters from the routing sidebar and then select outgoing letters. With the ability to search for a specific letter using any of the following information: letter type, letter status, letter destination or date.

Export Letters

Search

Letter Type: -- Select -- Letter Status: -- Select --

Issuing Entity: [Search]

From: year/month/day AH AD To: year/month/day AH AD

Search [Search] Reset [Reset]

Search Result 31 **Create Export Letter +**

Subject : بشأن
Request Date : 05/04/2026 01:46 pm Request Status : **New**
Letter Type : Internal Letter Issued From : Bakr Suleiman Marji Al-Harbi Issuing Entity : عمادة التعاملات الالكترونية/ الدعم الفني النسوي
Notes : No Value

Additional Attachment [0] Approved Results [0] Edit

- **Create an Export letter (administrative decision):**

The user can create an export letter by clicking on **Create Export Letter** as in the image above Then specify the type of letter (**administrative decision, internal letter, external letter, proposal, circular, pre-prepared letter**) Related transaction number, if any, letter type, issuing entity, subject of letter, attach supporting letter. Then **save**

Create Export Letter Back

Select Export Letter Type

Letter Type* Administrative Decision

Issuing Entity* 4/62/419 - عمادة التعاملات الالكترونية/ الخدمات الطلابية والمجتمع X

Notes

Supporting Letter

Attachment Name

Drag & drop files to import or browse Scanner

Supported Files PDF

Save



After saving, the process of completing the letter data will begin

1. Basic data of the Letter

Workflow Progress Step 1 of 4 0%

1 **Basic Data of the Letter** In Progress
Enter basic data for the transaction

2 **Owners Data** Waiting
Select transaction owners

3 **Letter content data** Waiting
Write letter content

4 **Send letter** Waiting
Send letter to recipients

Main Department*
King Saud Uni

Confidentiality*
Secret -

Urgent*
Not urgent -

Department Manager*
Baker

Sub Department
ETC

Importance*
Normal -

Department*
IT Support

Save

2. Transaction Owners data Fill in their data and then click **Save** to add them to the table

Workflow Progress Step 2 of 4 33%

1 **Basic Data of the Letter** Completed
Enter basic data for the transaction

2 **Owners Data** In Progress
Select transaction owners

3 **Letter content data** Waiting
Write letter content

4 **Send letter** Waiting
Send letter to recipients

Name*
Mohammed

Record ID*
1111111111

Department*
IT

Job Title*
Employee -

ID Number*
1000

Job Title*
Manager

Rank*
Eight

Rank Number*
8

Name	Record ID	Department	Job Title	ID Number	Job Title	Rank	Rank Number	Actions
No results found								

Save **Cancel**



3. The transaction owner's data will appear as follows, with the possibility of **Edit or **Delete**:**

Workflow Progress
Step 2 of 4 33%

1 **Completed**
Basic Data of the Letter
Enter basic data for the transaction

2 **In Progress**
Owners Data
Select transaction owners

3 **Waiting**
Letter content data
Write letter content

4 **Waiting**
Send letter
Send letter to recipients

Name	Record ID	Department	Job Title	ID Number	Job Title	Rank	Rank Number	Actions
Mohammed	111111111	IT	Employee	1000	Manager	Eight	8	Edit Delete

[Letter Preview](#) [← Previous](#) [Next →](#)

4. Letter Content Data First select The **Letter content type** (Copies, Decision rationale, decision text, decision notification) then write the textual content of each option and add it to the contents of the letter.

Letter Content Type*
Copies

Text Content

B **I** U **Heading**

Type Here...

Starts on a new page

[Add to Letter Contents](#)

Decision Notification

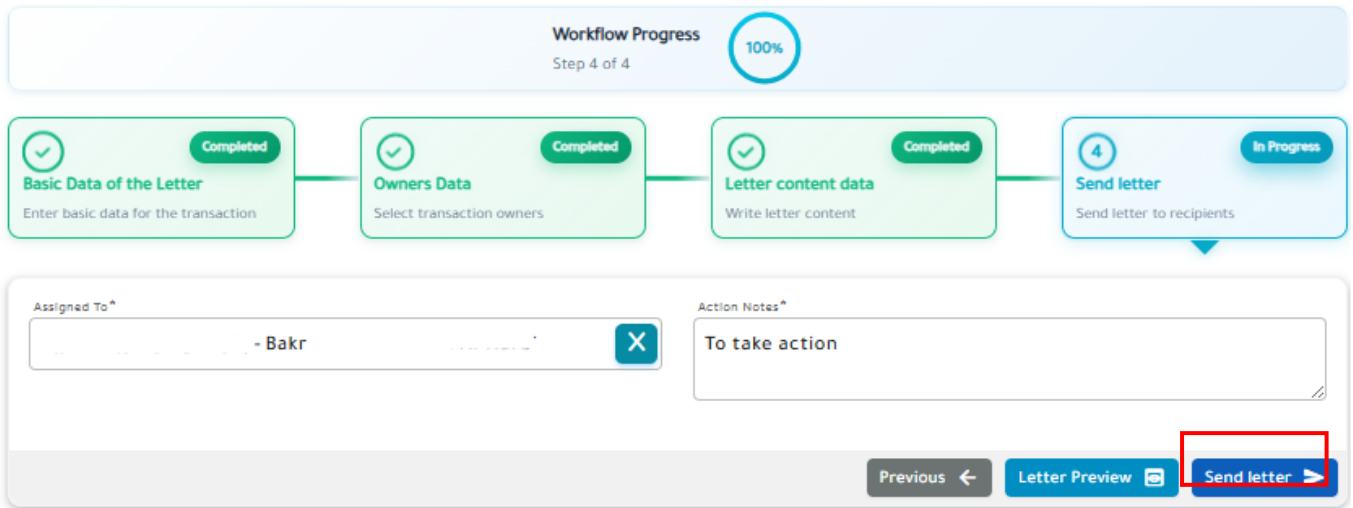
#	Content	Starts on a new page	Actions
1	Press to Display Content	No	Edit Delete

Decision Text

#	Content	Starts on a new page	Actions
1	Press to Display Content	No	Edit Delete

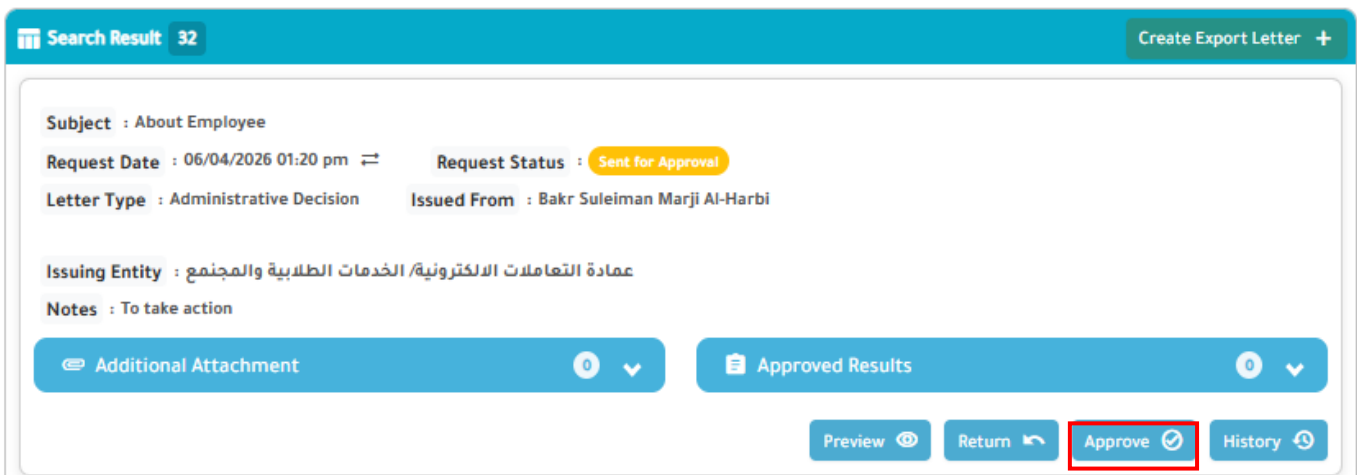


5. **Sending the letter** to the concerned parties, the name of the employee to whom the letter is attributed is determined, the notes are written, and then the letter is sent



- **Approval of an Export letter:**

The user can approve an outgoing letter from the routing sidebar and then select Outgoing Letters. The sent letter appears in the previous step, in the case of "Sent for approval", with the ability to preview the letter, return it for editing, approve it, or track the progress



NOTE: we will explain **Return** on **Page 43**

When you click on **Approve**, the details appear as in the following image ...



Approval Request Details Back >

Approval Request Details

Request Date : 1447-Shw-18 01:20 pm

Letter Type : Administrative Decision Issued From : Bakr Suleiman Marji Al-Harbi Issuing Entity : عمادة التعاملات الالكترونية/ الخدمات الطلابية والمجتمع

Notes : No Value

View Merged File

1

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

المملكة العربية السعودية
جامعة الملك سعود
٣٤
King Saud Uni
ETC

الرقم:
التاريخ:
المرفقات:

About Employee

سري

1111111111	الاسم	Mohammed	الاسم
1000	المهنة	موظف	المهنة
	الرقم الوظيفي	الاسم	الاسم
	الاسم	الاسم	الاسم

The user can choose the appropriate action (Approval **Export Letter**, Assign **Export Letter**)

Select Appropriate Action

Approve Export Letter

Approve Export Letter ✓

Assign Export Letter

Submit Approval Request >

Write approval notes and then **submit** the request.

Subject : About Employee

Request Date : 06/04/2026 01:20 pm Request Status : **Approved**

Letter Type : Administrative Decision Issued From : Bakr Suleiman Marji Al-Harbi

Issuing Entity : عمادة التعاملات الالكترونية/ الخدمات الطلابية والمجتمع

Notes : Approved Eng Elian

Additional Attachment 0

Approved Results 2

Preview History Registration Public Exports Directing Request Without Transaction Close

The letter will then appear on the sender's screen under the status: **Approved**



With possibility of Preview the letter , track History ,Registration Public Exports , Directing Request Without Transaction or Close it.

When click **Return** to return the export letter for modification the return notes will appear to resend the export letter for modification, as in the following image

The letter then appears in the export letters as **Referred for Modification**



- **Create an Export letter (Internal Letter):**

The user can create an export letter by clicking on **Create Export Letter** as in the image above. Then specify the type of letter (**administrative decision, internal letter, external letter, proposal, circular, pre-prepared letter**) Related transaction number, if any, letter type, issuing entity, subject of letter, attach supporting letter. Then **save**

After saving, the process of completing the letter data will begin

1. Basic data of the Letter



2. Transaction Owners data Fill in their data and then click **Save** to add them to the table will appear as follows, with the possibility of **Edit** or **Delete**:

Workflow Progress Step 2 of 4 33%

1 Completed Basic Data of the Letter Enter basic data for the transaction

2 In Progress Owners Data Select transaction owners

3 Waiting Letter content data Write letter content

4 Waiting Send letter Send letter to recipients

Name	Record ID	Department	Job Title	ID Number	Job Title	Rank	Rank Number	Actions
Mohammed	1111111111	IT	Employee	1000	Manager	Eight	8	Edit Delete

Letter Preview ← Previous Next →

3. Letter Content Data First select The **Letter content type** (Copies, Decision rationale, decision text, decision notification) then write the textual content of each option and add it to the contents of the letter

Letter Content Type*
Copies

Text Content

B *I* U Heading

Type Here...

Starts on a new page

Add to Letter Contents +

Decision Notification

#	Content	Starts on a new page	Actions
1	Press to Display Content	No	Edit Delete

Decision Text

#	Content	Starts on a new page	Actions
1	Press to Display Content	No	Edit Delete



4. **Sending the letter** to the concerned parties, the name of the employee to whom the letter is attributed is determined, the notes are written, and then the letter is sent

Workflow Progress
Step 4 of 4 100%

Completed Basic Data of the Letter
Enter basic data for the transaction

Completed Owners Data
Select transaction owners

Completed Letter content data
Write letter content

In Progress 4 Send letter
Send letter to recipients

Assigned To* - Bakr X

Action Notes* To take action

Previous Letter Preview Send letter

- **Create an Export letter (External Letter):**

The user can create an export letter by clicking on **Create Export Letter** as in the image above. Then specify the type of letter (**administrative decision, internal letter, external letter, proposal, circular, pre-prepared letter**) Related transaction number, if any, letter type, issuing entity, subject of letter, attach supporting letter. Then **save**

Create Export Letter Back >

Select Export Letter Type

Letter Type* External Letter

Related Transaction Number

Issuing Entity* عمادة التعاملات الالكترونية/ الخدمات الطلابية والمجتمع - 4/62/419 X

Subject* About Employee

Notes

Supporting Letter

Attachment Name

Drag & drop files to import or browse Scanner

Supported Files PDF

Save

After saving, the process of completing the letter data will begin



1. Basic data of the Letter

Workflow Progress Step 1 of 4 0%

1 **Basic Data of the Letter** In Progress
Enter basic data for the transaction

2 **Owners Data** Waiting
Select transaction owners

3 **Letter content data** Waiting
Write letter content

4 **Send letter** Waiting
Send letter to recipients

Main Department* King Saud Uni

Confidentiality* Secret

Urgent* Not urgent

Department Manager* Mohammed

Greeting Type* May Allah take care of him

Sub Department ETC

Importance* Normal

Department* IT Support

Directed To* Ebtesam

External Organization* Riyadh Valley Company

Save

2. Transaction Owners data Fill in their data and then click **Save** to add them to the table will appear as follows, with the possibility of **Edit** or **Delete**:



Workflow Progress Step 2 of 4 33%


1 **Basic Data of the Letter** Completed
Enter basic data for the transaction

2 **Owners Data** In Progress
Select transaction owners

3 **Letter content data** Waiting
Write letter content

4 **Send letter** Waiting
Send letter to recipients

Name	Record ID	Department	Job Title	ID Number	Job Title	Rank	Rank Number	Actions
Mohammed	111111111	IT	Employee	1000	Manager	Eight	8	Edit  Delete 

Letter Preview  [← Previous](#) [Next →](#)



3. Letter Content Data First select The **Letter content type** (Copies, Decision rationale, decision text, decision notification) then write the textual content of each option and add it to the contents of the letter

Letter Content Type*
Copies

Text Content

B *I* U Heading

Type Here...

Starts on a new page

[Add to Letter Contents](#) +

Decision Notification

#	Content	Starts on a new page	Actions
1	Press to Display Content	No	Edit Delete

Decision Text

#	Content	Starts on a new page	Actions
1	Press to Display Content	No	Edit Delete

4. Sending the letter to the concerned parties, the name of the employee to whom the letter is attributed is determined, the notes are written, and then the letter is sent

Workflow Progress
Step 4 of 4 100%

Completed **Completed** **Completed** **In Progress**

Basic Data of the Letter
Enter basic data for the transaction

Owners Data
Select transaction owners

Letter content data
Write letter content

Send letter
Send letter to recipients

Assigned To*
[Employee Name] - Bakr

Action Notes*
To take action

[Previous](#) [Letter Preview](#) [Send letter](#)



- **Create an Export letter (Proposal):**

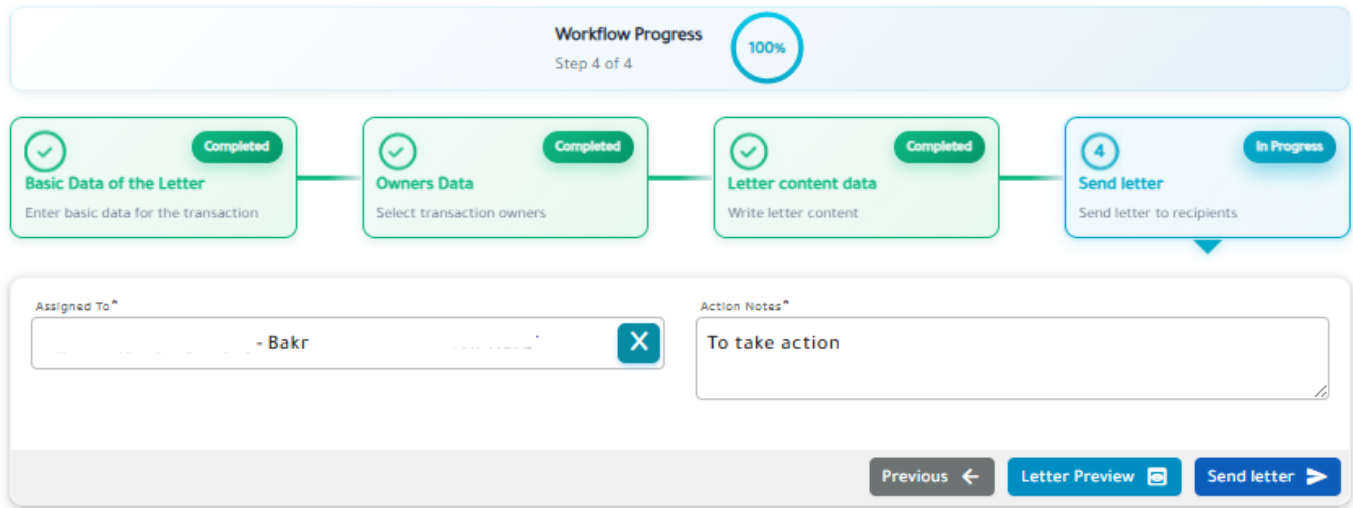
The user can create an export letter by clicking on **Create Export Letter** as in the image above. Then specify the type of letter (**administrative decision, internal letter, external letter, proposal, circular, pre-prepared letter**) Related transaction number, if any, letter type, issuing entity, subject of letter, attach supporting letter. Then **save**

After saving, the process of completing the letter data will begin

1. Basic data of the Letter



4. Sending the letter to the concerned parties, the name of the employee to whom the letter is attributed is determined, the notes are written, and then the letter is sent



- **Create an Export letter (Circular):**

The user can create an export letter by clicking on **Create Export Letter** as in the image above. Then specify the type of letter (**administrative decision, internal letter, external letter, proposal, circular, pre-prepared letter**) Related transaction number, if any, letter type, issuing entity, subject of letter, attach supporting letter. Then **save**

Create Export Letter Back

Select Export Letter Type

Letter Type
Circular

Issuing Entity
4/62/419 - عمادة التعاملات الالكترونية/ الخدمات الطلابية والمجتمع

Notes

Supporting Letter

Attachment Name

Drag & drop files to import or browse Scanner

Supported Files PDF

Save Changes

Related Transaction Number

Subject*
About Employee



1. Basic data of the Letter

1 **Basic Data of the Letter** In Progress
Enter basic data for the transaction

2 **Owners Data** Waiting
Select transaction owners

3 **Letter content data** Waiting
Write letter content

4 **Send letter** Waiting
Send letter to recipients

Main Department*
Deanship of Student Affairs

Confidentiality*
Secret

Urgent*
Not urgent

Department Manager*
Dr. Ali

Sub Department
Activities Unit

Importance*
Normal

Department*
Unit

General Circulation*
University Departments

Save

2. Transaction Owners data Fill in their data and then click **Save** to add them to the table will appear as follows, with the possibility of **Edit** or **Delete**:

Workflow Progress
Step 2 of 4 33%

1 **Basic Data of the Letter** Completed
Enter basic data for the transaction

2 **Owners Data** In Progress
Select transaction owners

3 **Letter content data** Waiting
Write letter content

4 **Send letter** Waiting
Send letter to recipients

Name	Record ID	Department	Job Title	ID Number	Job Title	Rank	Rank Number	Actions
Mohammed	1111111111	IT	Employee	1000	Manager	Eight	8	Edit Delete

Letter Preview ← Previous Next →

3. Letter Content Data First select The **Letter content type** (Paragraph, Copies) then write the textual content of each option and add it to the contents of the letter

Letter Content Type*
Copies

Text Content

B I U **Heading**

Type Here...

Starts on a new page

Add to Letter Contents +

Copies (Images)

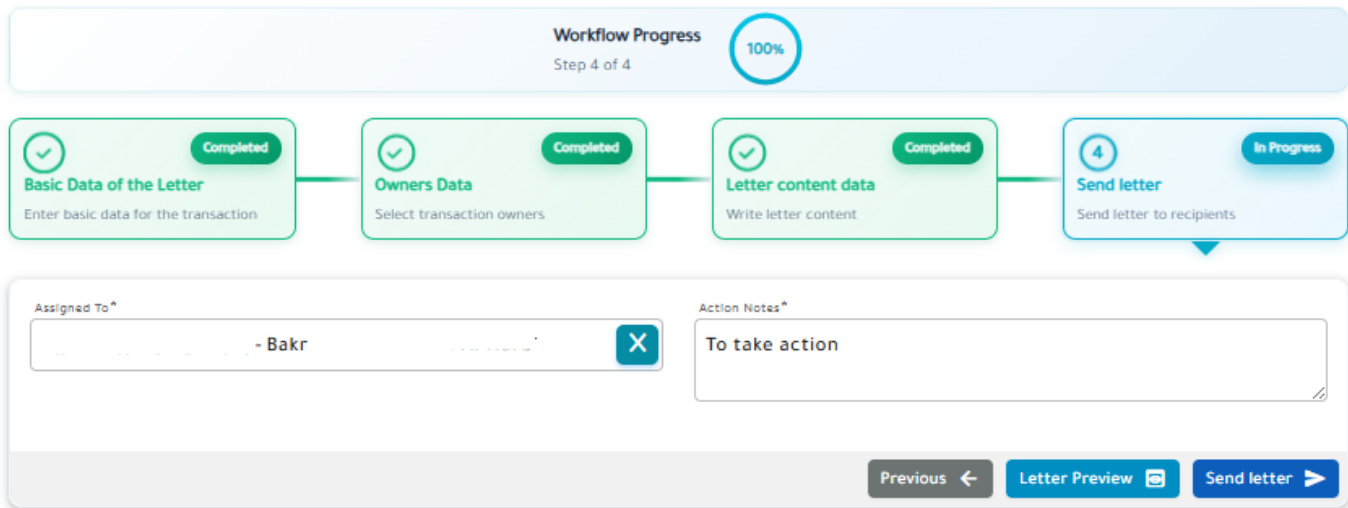
#	Content	Starts on a new page	Actions
1	Press to Display Content	No	Edit Delete

Paragraph

#	Content	Starts on a new page	Actions
1	Press to Display Content	No	Edit Delete



4. Sending the letter to the concerned parties, the name of the employee to whom the letter is attributed is determined, the notes are written, and then the letter is sent



- **Create an Export letter (Pre-pared):**

The user can create an export letter by clicking on **Create Export Letter** as in the image above. Then specify the type of letter (**administrative decision, internal letter, external letter, proposal, circular, pre-prepared letter**) Related transaction number, if any, letter type, issuing entity, subject of letter, assigned to, attach supporting letter and prepared letter. Then **save**

Create Export Letter

Select Export Letter Type

Letter Type*
Prepared Letter

Issuing Entity*
عمادة التعاملات الالكترونية/ الدعم الفني النسوي - 4/62/423

Subject*
About previous Letter

Related Transaction Number

Assigned To*
Bakr Suleiman Marji Al-Harbi

Notes

Supporting Letter

Attach Pre-prepared Letter

Attachment Name

Attachment Name

Drag & drop files to import or browse Scanner

Supported Files PDF

Drag & drop files to import or browse Scanner

Supported Files PDF

Save and Submit



Create an Export letter with Related Transaction Number

The user can create a letter using the transaction number by clicking on “**Get Related Transaction**” icon.

Home > Control Panel > Export Letters > Create Export Letter

Create Export Letter

Back >

Select Export Letter Type

Letter Type*
-- Select --

Issuing Entity*

Notes

Supporting Letter

Attachment Name

Drag & drop files to import or browse | Scanner

Supported Files PDF

Save

Then, search for the transaction using the **Year** and **Registration Number**. Select the transaction and click “**Select Selected**”

Get Related Transaction

Search

Year* 1447 | Registration Number* 162

Search

Search Result 1

	#	Registration Number	Address	Sender Unit	Receiver Unit
<input type="radio"/>	1	162	تجربة معاملة خارجية 101	Ministry of Planning and Economy	Administrative Communications Center

Select Selected

After saving, the process of completing the letter details will begin, similar to previous letters:

1. Basic letter information
2. Transaction parties' details
3. Letter content details
4. Sending the letter to the concerned parties



After sending, the letter will appear in the recipient's screen with the status: **“Sent for Approval.”**

The screenshot displays a user interface for a letter request. At the top, the status is 'Sent for Approval' in a yellow badge. Below this, there are fields for 'Request Date' (22/01/2026 09:34 am), 'Letter Type' (Administrative Decision), 'Issued From' (ANAS), and 'Issuing Entity' (University Director). There are also sections for 'Additional Attachment' and 'Approved Results', both showing a count of 0. At the bottom right, there are four action buttons: 'Preview' (with an eye icon), 'Return' (with a return icon), 'Approve' (with a checkmark icon), and 'History' (with a clock icon).

At this stage, the recipient can perform several actions:

1. Preview the letter
2. Return the letter for modification
3. Approve / Assign the letter
4. Track the letter procedures



Files Merging



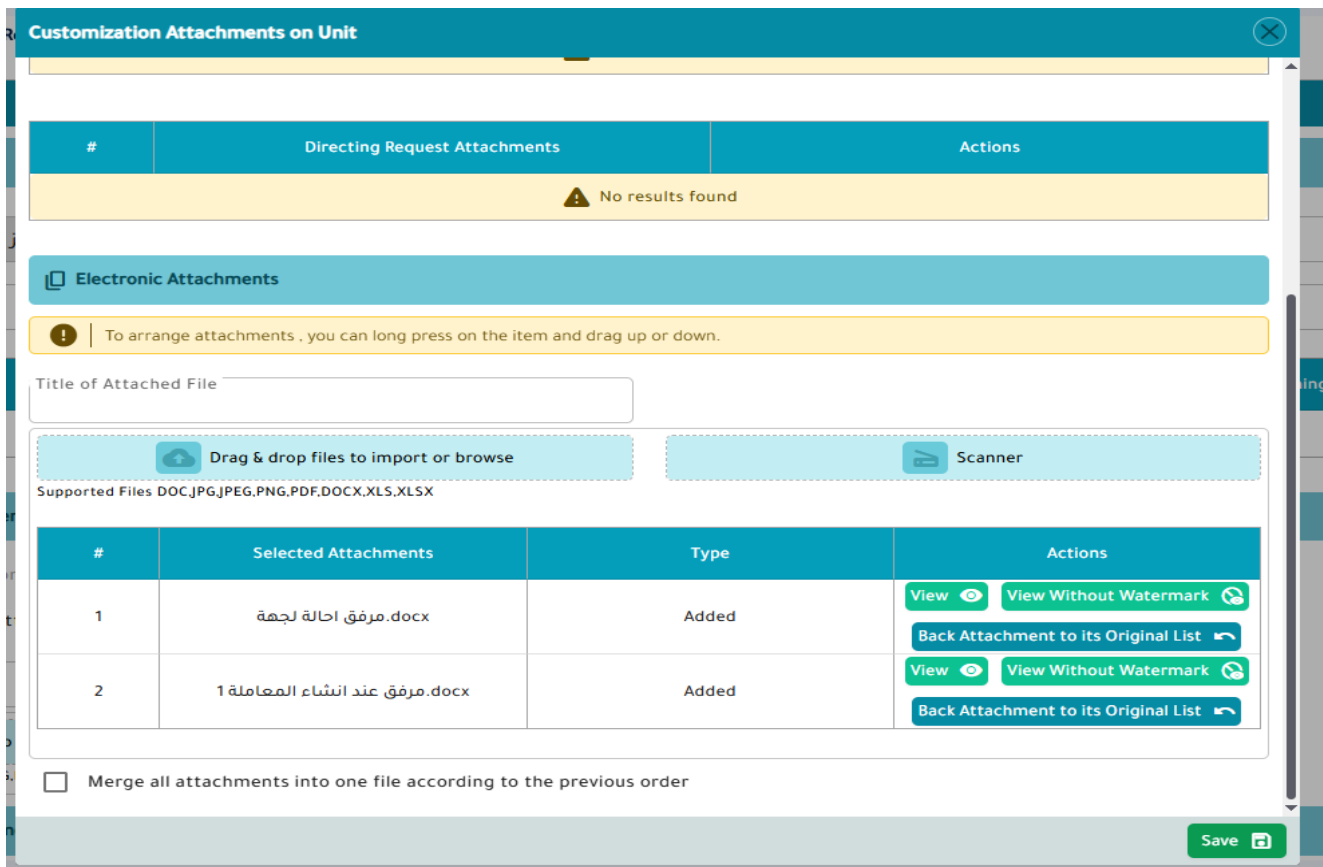


Files Merging

The system provides a feature to merge transaction-related files into a single document, ensuring that the transaction reaches the responsible party in an organized and formatted manner without the need for manual sorting, thereby reducing the need for printing.

This feature is available within:

- **Transaction Forwarding**
- **Transactions reply**



Users can:

1. Select the attachments to be merged.
2. Reorder them using drag and drop.
3. Merge them into a single file according to the specified order.
4. Save the merged attachment and send it with the transaction.

This feature can be accessed from the **Forwarding** or **Responding to Transactions** screens when assigning attachments to the recipient.



Units Folders





Units Folders

A user with **Entity Administrator** privileges can access **Entity Folders Management** via: **Home Page** → **Sidebar** → **System Management** → **Entities Folders**

From this screen, the user can **add a new folder**, **edit an existing folder**, or **delete a folder**.

Control Panel > Manage Unit Folders

#	Folder Name	Unit Name	Actions
1	معاملات رئيس الجامعة	عمادة التعاملات الالكترونية/ العميد	Edit Delete
2	معاملات مدير مكتب الإحصاء	عمادة التعاملات الالكترونية/ الخدمات الطلابية والمجتمع	Edit Delete
3	تعاميم	مشروع النظام الاداري والعالي (مدار)	Edit Delete
4	وارد جديد	مركز الاتصالات الادارية/ قسم الوارد	Edit Delete
5	ادارة التعاملات الالكترونية	عمادة التعاملات الالكترونية	Edit Delete
6	بيان تسليم	مركز الاتصالات الادارية	Edit Delete
7	الشؤون الادارية	مركز الاتصالات الادارية	Edit Delete
8	الوارد	مركز الاتصالات الادارية	Edit Delete
9	الارشيف	مركز الاتصالات الادارية	Edit Delete

To add a folder:

- Click the **Add Folder** icon.
- Enter the folder name.
- Select the entity to which this folder belongs.

Add Folder

Folder Name*

Select Unit*

Save



Account Settings





Account Settings

You can access **Account Settings** in two ways:

- **From the top-right of the main screen:**

Click on the **user name**, and a services menu will appear containing:

- Delegation Management
- Account Settings
- Change Language
- Logout

- **From the sidebar in the dashboard:**
System Admin → Account Settings

Through **Account Settings**, you can:

- **View the user's personal information**, including: Name, Username, Employee Number, Email address, Job Description, and Department.
- **Set the default exporting unit** by searching for the name and then clicking **Save**.

🏠 > Control Panel > Account Settings

Account Settings

Personal Information

Name	Bakr Suleiman Marji Al-Harbi	Username	testemployee14
Employee Number	777734951	Email	testemployee14@KSU.EDU.SA
Job Description	فني امتياز سعودي	Department	كلية العلوم الطبية التطبيقية

Default Export Unit

Default Export Unit*

#	Department Code	Department Name	Actions
1	4/62	عمادة التعاملات الالكترونية	Delete

Save

- **Attach multiple user signature options:** including *Annotation*, *Signature*, and *pub Signature*, to enable easy use within transactions.

User Signature

Intail

Drag & drop files to import or browse

Supported Files image/png, image/jpeg, image/peg, image/gif

#	File Name	Actions
1	Intail	View

Sign

Drag & drop files to import or browse

Supported Files image/png, image/jpeg, image/peg, image/gif

#	File Name	Actions
1	Sign	View

pub sign

Drag & drop files to import or browse

Supported Files image/png, image/jpeg, image/peg, image/gif

#	File Name	Actions
1	pub sign	View



- **Add user notes:** multiple notes can be added for the user, with the ability to **edit**, **delete**, or **reorder** them

User Explanations		Add Explanation +
#	Text	Actions
1	تجربة ا	Edit Delete
2	نص بالعربي اندرويد تست	Edit Delete
3	شرح	Edit Delete
4	شرح 7	Edit Delete
5	test4	Edit Delete
6	شرح10	Edit Delete
7	tttt	Edit Delete
8	حسب المتبع	Edit Delete
9	اعتماد الجديد ويب	Edit Delete
10	My Note for the second transaction	Edit Delete



Edit Secret





Edit Secret

The user can modify the degree of confidentiality of the transaction only when the transaction is referred, through the "Edit Secret" field that appears in Referral screen.

Available degrees of confidentiality include:

- **Not Secret**
- **Secret**
- **Top Secret**

The current degree of confidentiality is clearly marked within the list

The screenshot shows a web interface for 'Refer Transaction'. At the top is a teal header with the text 'Refer Transaction'. Below it is a light blue bar with a 'Referral Units' icon and label. The main form area contains several fields: 'Issued To Unit' with a search icon, 'Original/Copy?' with a dropdown menu showing 'Original', 'Export delivery method' with a dropdown menu showing 'Manual', and 'Edit Secret' with a dropdown menu showing 'Not secret (This type current confidentiality)'.

Note: The Edit Confidentiality feature is a privilege granted by the system administrator. If you do not see this option, please contact System Admin to activate the validity.



Direct Tasks





Direct Tasks

The Direct Tasks feature is used to send tasks from the iPad directly to the employee, as these tasks appear within the system So that the employee can view it and take appropriate action. Direct tasks can be accessed through: Redirection > Direct Tasks

Tasks are divided into:

- **New Tasks**
- **Closed Tasks**

Control Panel > Direct Tasks

The screenshot shows the 'Direct Tasks' interface. At the top, there are two summary boxes: 'New 22' and 'Closed 4'. Below this is a list of three tasks:

- Task 1:** Title: ملاحظه نص شروحات (Note on text explanations). Send From: Bakr S. Posting Date: 01/12/2025 Corresponding To 10/6/1447. Time: 01:34 PM.
- Task 2:** Title: No Value. Send From: Bakr S. Posting Date: 01/12/2025 Corresponding To 10/6/1447. Time: 01:50 PM.
- Task 3:** Title: شرح كتابة (Explanation of writing). Send From: Bakr S. Posting Date: 01/12/2025 Corresponding To 10/6/1447. Time: 01:51 PM.

When you open the task, its details appear with the ability to view/print its attachments, and the Closing Notes field is also available for writing notes when you close the task.

The screenshot shows the 'New Task Details' interface. It includes the following fields and sections:

- Send From:** Bakr !
- Posting Date:** Monday, 01/12/2025 01:51 PM
- Notes:** شرح كتابة
- Files:** A table with one row: PDF file.pdf
- Actions:** A 'View' button with an eye icon.
- Notes Closed*:** A large text area for writing closing notes.
- Close the task:** A red button at the bottom right.



Install the Application





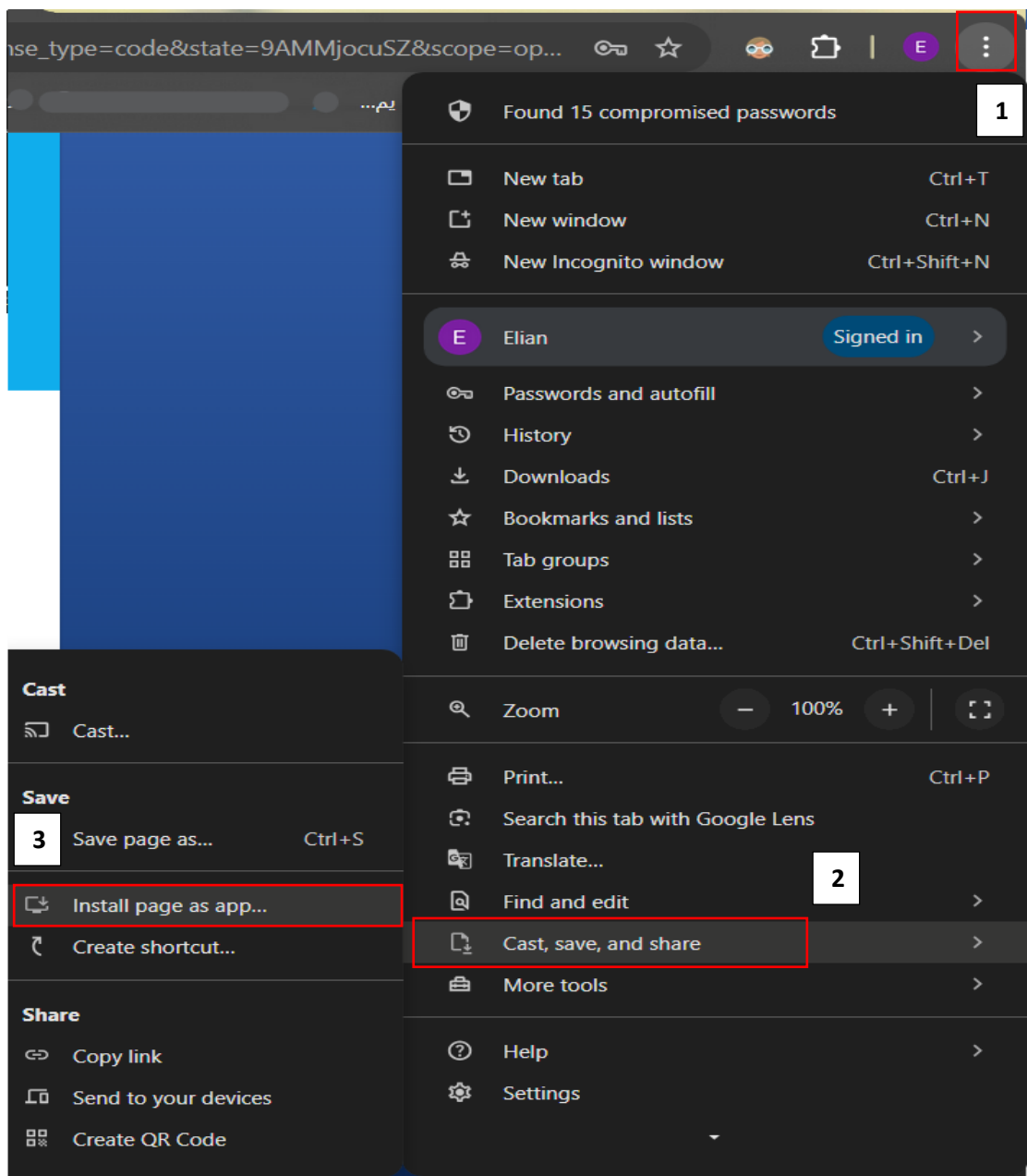
Install the Application

• Desktop Computer – Google Chrome Browser

1. Open **Dewan Plus System** using the provided link.
2. The install icon (+) will appear in the address bar at the top (right side).
3. Click the install icon, then click “**Install**” in the pop-up window.
4. The application will appear on your desktop, and you can open it directly.

Alternative Method:

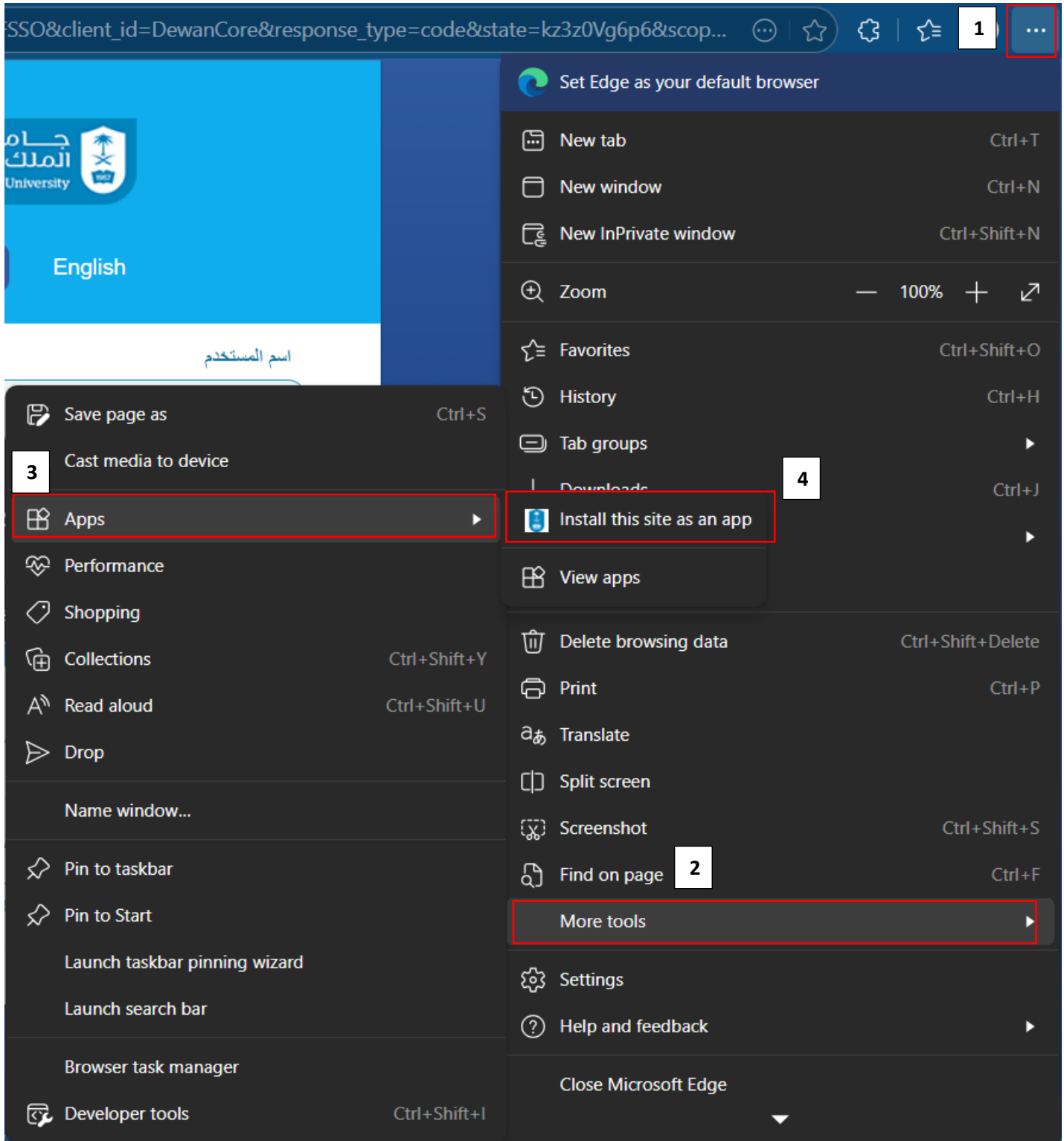
5. Click the (:) icon at the top-left of the browser.
6. Then select **Cast, Save, and Share** → **Install Page as App**.





• Desktop Computer – Microsoft Edge Browser

1. Open **Dewan Plus System** using the provided link.
2. Click the (⋮) icon at the top-right of the browser.
3. Then select **More Tools > Apps > Install this site as an App**





- **Android – Google Chrome Browser**

1. Open **Dewan Plus System** using the link in the browser.
2. A prompt will appear at the bottom of the screen: “**Add Dewan Plus to Home Screen.**”
3. Click “**Install**”, and the application will appear on your phone’s home screen.

If the prompt does not appear:

1. Tap the menu (:) at the top of the browser.
2. Select “**Add to Home Screen**” or “**Install App.**”

- **Android / IOS – Microsoft Edge Browser**

1. Open **Dewan Plus System** using the link in the browser.
2. Tap the menu (☰) at the bottom of the screen.
3. Tap “**Add to Phone.**”
4. A confirmation window will appear—tap “**Install.**”

If the prompt does not appear:

1. Tap the menu (☰), then scroll down through the options.
2. Look for “**Add to Home Screen.**”

Note: On iOS devices, Microsoft Edge uses the **Safari** (WebKit) engine internally, so installation works the same way.

- **IOS – Safari Browser**

1. Open **Dewan Plus System** using the link in the browser.
2. Tap the **Share** icon (square with an upward arrow) at the bottom of the screen.
3. Scroll down and select “**Add to Home Screen,**” then tap “**Add.**”

Note: On iOS devices, you must use Safari to install the application.