Files Storage Management

MAIN
Dashboard

RECORDS
Add Records
Manage Records

STORAGE
Set Up cabins
Storage Map

ADMINISTRATION
Users
Activity Logs

Storage Analytics Dashboard

System Overview

Storage Capacity
11.1% 10 of 90

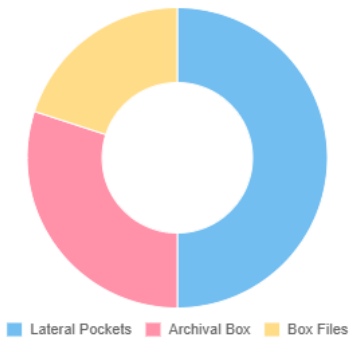
Managed Files
10 3 file types
View all files →

Cabinet Efficiency Analysis

View all cabinets

CABINET	STATUS	FILES	CAPACITY %	STRUCTURE
A1	Under-utilized	3 / 1,350	0.2%	2/6 rows, 2/90 columns
A4	Under-utilized	3 / 1,350	0.2%	1/6 rows, 1/90 columns
A2	Under-utilized	2 / 1,350	0.1%	1/6 rows, 1/90 columns
A5	Under-utilized	1 / 1,350	0.1%	1/6 rows, 1/90 columns
A3	Under-utilized	1 / 1,350	0.1%	1/6 rows, 1/90 columns

File Type Distribution

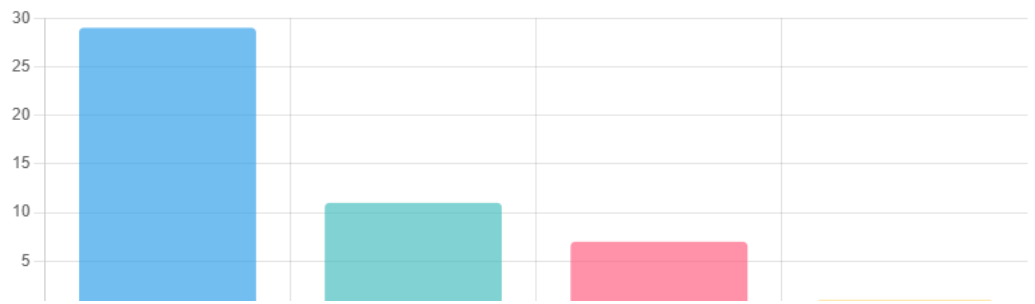


Most Active Users

AD Admin
Admin · 48 activities
Active today

CL Clerk
Clerk · 0 activities
Active today

Activity Distribution

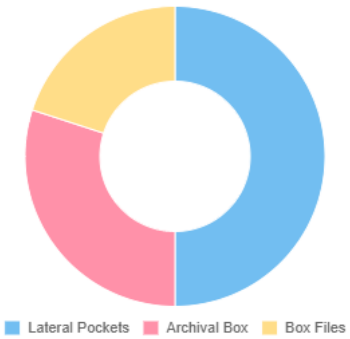


Cabinet Efficiency Analysis

View all cabinets

CABINET	STATUS	FILES	CAPACITY %	STRUCTURE
A1	Under-utilized	3 / 1,350	0.2%	2/6 rows, 2/90 columns
A4	Under-utilized	3 / 1,350	0.2%	1/6 rows, 1/90 columns
A2	Under-utilized	2 / 1,350	0.1%	1/6 rows, 1/90 columns
A5	Under-utilized	1 / 1,350	0.1%	1/6 rows, 1/90 columns
A3	Under-utilized	1 / 1,350	0.1%	1/6 rows, 1/90 columns

File Type Distribution

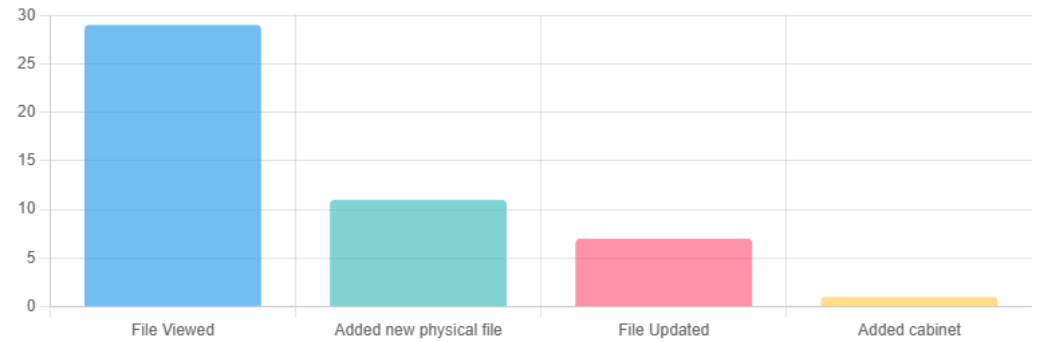


Most Active Users

AD **Admin**
Admin · 48 activities
Active today

CL **Clerk**
Clerk · 0 activities
Active today

Activity Distribution



Consolidate Underutilized Cabinets

Consider consolidating files from underutilized cabinets (A1, A4, A2) to optimize space usage.

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Add New File

File Details

File Name *

Reference Code

Storage Type *

Physical File

Physical Location *

Cabinet: Select Cabinet

Row: Select Row

Column: Select Column

Storage Medium: Select Medium

Upload Digital Copy (Optional)

Choose File No file chosen

PDF files only. Max size: 50MB

Notes

Cancel Save File

File Management

Add New File

Search Files

Search by file name, reference code, notes, or cabinet...

Search

FILE NAME	REFERENCE	TYPE	LOCATION	ADDED BY	DATE ADDED	ACTIONS
kkdoeropre	frieriirope	Archival Box	A4 / Row 1 / Col 1	Admin	May 5, 2025	
hhhhhh	test twprrrr	Lateral Pockets	A4 / Row 1 / Col 1	Admin	May 5, 2025	
test 9	test 9	Lateral Pockets	A5 / Row 1 / Col 1	Admin	May 3, 2025	
test 0000	test 8	Archival Box	A4 / Row 1 / Col 1	Admin	May 3, 2025	
test 7	test 7	Archival Box	A2 / Row 1 / Col 1	Admin	May 3, 2025	
test 5	test 5 6860	Lateral Pockets	A1 / Row 1 / Col 1	Admin	May 3, 2025	
test 3	dfghjk12	Lateral Pockets	A2 / Row 1 / Col 1	Admin	May 3, 2025	
test 2	test twp	Box Files	A1 / Row 3 / Col 10	Admin	May 3, 2025	
Land title kibale	ulc/90/440	Box Files	A1 / Row 1 / Col 1	Admin	May 2, 2025	
hh	dfghjk	Lateral Pockets	A3 / Row 10 / Col 10	Admin	May 2, 2025	

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File Details

Edit File | Back to Files

File Information

File Name
kkdoeropre

Reference Code
frieriirope

Storage Type
Physical

Storage Medium
Archival Box

Physical Location
A4 (Cabinet A4) • Row 1 • Column 1

Added By
Admin

Date Added
May 5, 2025 11:02 am

Notes
4efr4

Activity Log

File Viewed by **Admin** — Jul 14, 2025 7:44 pm
Viewed PDF file in browser

File Viewed by **Admin** — Jul 14, 2025 7:43 pm
Viewed PDF file in browser

File Viewed by **Admin** — Jul 14, 2025 7:43 pm
Viewed PDF file in browser

File Viewed by **Admin** — May 6, 2025 3:18 pm
Viewed PDF file in browser

Digital Copy

PDF

file_681870895894e.pdf
PDF Document

Download File | View PDF

Edit File

Back to File Details

File Information

File Name *

kkdoeropre

Reference Code

frieriirope

Storage Medium *

Archival Box

Storage Type *

Physical Storage

Physical Storage Location

Cabinet *

A4

Row *

Row 1

Column *

Column 1

Digital Copy

Current file: file_681870895894e.pdf View

Choose File No file chosen

Upload a PDF, Word document or image file.

Notes

4efr4

Update File

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kkdoeropre Ref: frieriirope

Details Download Close

file_681870895894e.pdf 1 / 15 100%



1



2



3



4

REPUBLIC OF UGANDA



MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT

Supplier and Employee E-Registration User Guide

STEP BY STEP APPLICATION GUIDE FOR EMPLOYEES, SUPPLIERS AND OTHER CATEGORIES

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Cabinets Management

Manage your organization's storage cabinets

+ New Cabinet

Total Cabinets	Total Files	Average Capacity
6	10	17%

Storage Cabinets

Search cabinets...

A1 Active

Cabinet A1

Capacity: 33% — 2 of 6 rows

Rows	Columns	Files
2	2	3

Last activity: May 3, 2025

Go to storage Map

A2 Active

Cabinet A2

Capacity: 17% — 1 of 6 rows

Rows	Columns	Files
1	1	2

Last activity: May 3, 2025

Go to storage Map

A3 Active

Cabinet A3

Capacity: 17% — 1 of 6 rows

Rows	Columns	Files
1	1	1

Last activity: May 2, 2025

Go to storage Map

A4 Active

Cabinet A4

Capacity: 17% — 1 of 6 rows

Rows	Columns	Files
1	1	3

Last activity: May 5, 2025

Go to storage Map

A5 Active

Cabinet A5

Capacity: 17% — 1 of 6 rows

Rows	Columns	Files
1	1	1

Last activity: May 3, 2025

Go to storage Map

A6 Active

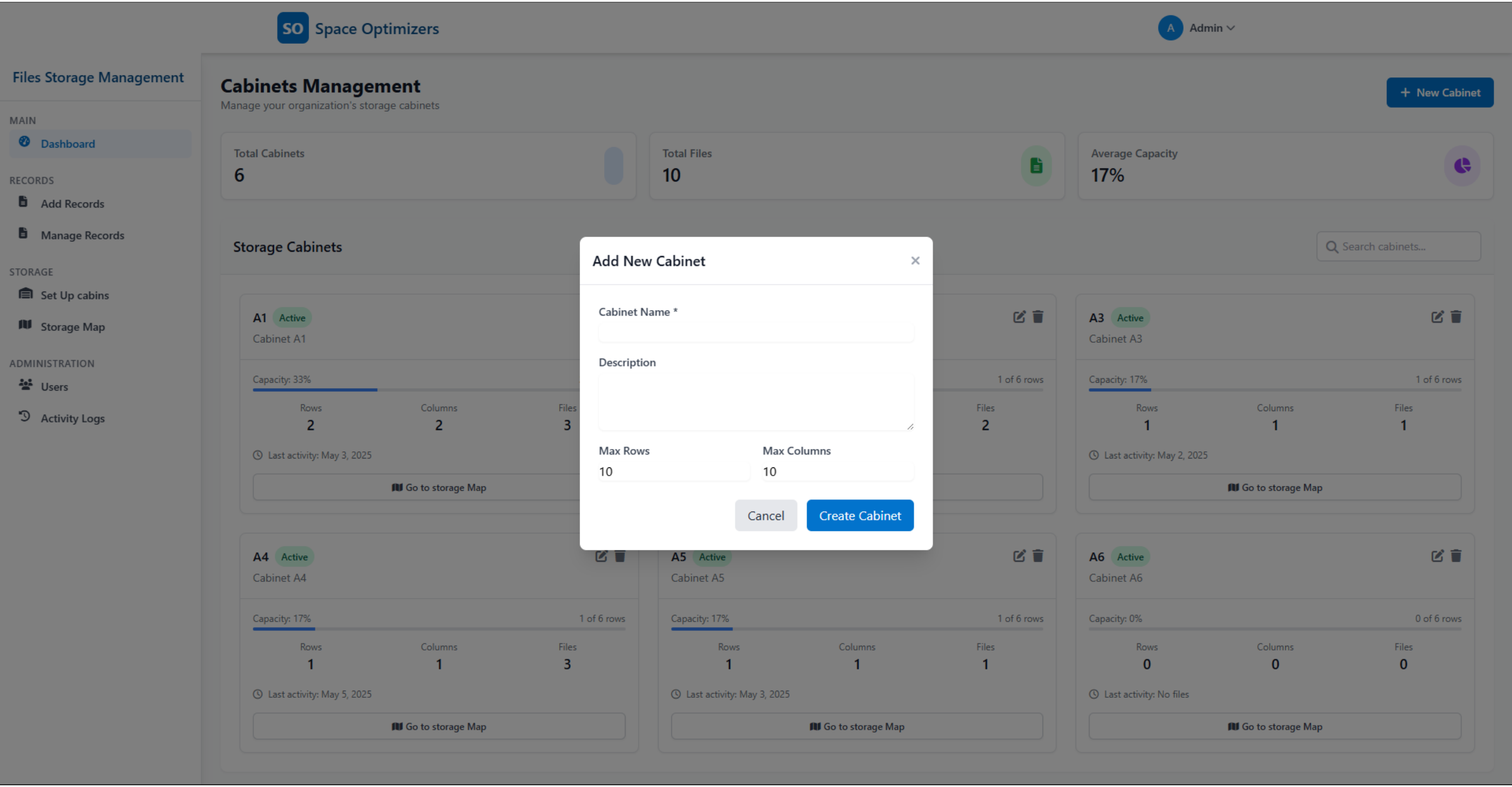
Cabinet A6

Capacity: 0% — 0 of 6 rows

Rows	Columns	Files
0	0	0

Last activity: No files

Go to storage Map


SO Space Optimizers
A Admin
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Cabinets Management
Manage your organization's storage cabinets
+ New Cabinet
Total Cabinets
6
Total Files
10
Average Capacity
17%
Storage Cabinets
Search cabinets...
A1 Active
Cabinet A1
Capacity: 33%
1 of 6 rows
Rows 2
Columns 2
Files 3
Last activity: May 3, 2025
Go to storage Map
A3 Active
Cabinet A3
Capacity: 17%
1 of 6 rows
Rows 1
Columns 1
Files 1
Last activity: May 2, 2025
Go to storage Map
A4 Active
Cabinet A4
Capacity: 17%
1 of 6 rows
Rows 1
Columns 1
Files 3
Last activity: May 5, 2025
Go to storage Map
A5 Active
Cabinet A5
Capacity: 17%
1 of 6 rows
Rows 1
Columns 1
Files 1
Last activity: May 3, 2025
Go to storage Map
A6 Active
Cabinet A6
Capacity: 0%
0 of 6 rows
Rows 0
Columns 0
Files 0
Last activity: No files
Go to storage Map
Add New Cabinet
Cabinet Name *
Description
Max Rows
10
Max Columns
10
Cancel
Create Cabinet

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Storage Map

Visual Storage Layout

A1 | Show Empty: ☑

0-50% Full | 51-80% Full | 81-100% Full | Empty

A1
Cabinet A1
Organization: Space Optimizers

Row Capacity	File Capacity
2 / 6 rows (33%)	3 / 30 files (10%)

	Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11	Col 12	Col 13	Col 14	Col 15	Columns / Files
Row 1	A111 2/15 (13%)	Empty	Empty	Empty	Empty	Empty	Empty	Empty	Empty	Empty	Empty	Empty	Empty	Empty	Empty	1/15 / 2/15
Row 2	Empty Row															
Row 3	Empty	Empty	Empty	Empty	Empty	Empty	Empty	Empty	Empty	A1310 1/15 (7%)	Empty	Empty	Empty	Empty	Empty	1/15 / 1/15
Row 4	Empty Row															
Row 5	Empty Row															
Row 6	Empty Row															

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Users Management

User Management

+ Add New User

USERNAME	EMAIL	ROLE	STATUS	CREATED	ACTIONS
Admin	spaceoptimizers@gmal.com	Admin	Active	05/02/2025	Edit Delete
Clerk	isaacso@spaceoptimizers.com	Clerk	Active	05/02/2025	Edit Delete

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Activity Log

Track and analyze system usage and user actions

Export Log

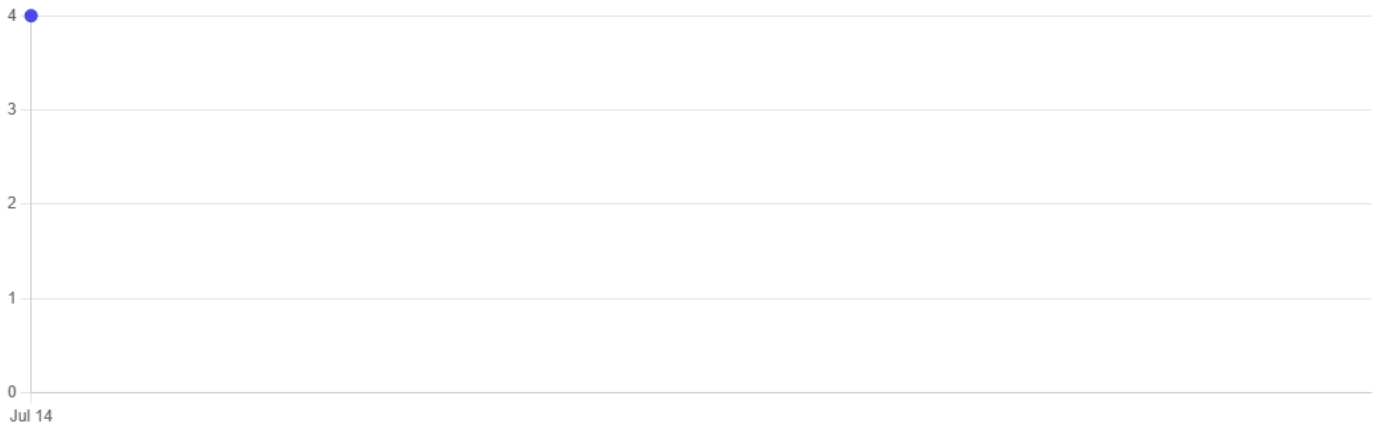
Total Activities
4
Last 30 days

Active Users
1
Across 1 days

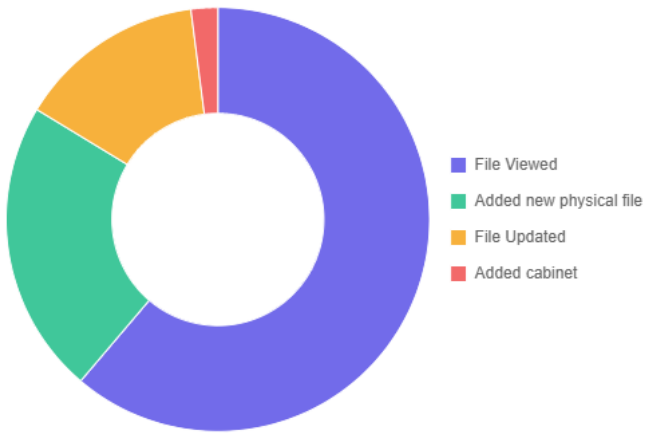
Files Accessed
1
In activity log

Latest Activity
1 minute ago
Jul 14, 2025 7:53 PM

Activity Trend



Activity by Type



Activity Log

Show Filters

ACTION	DETAILS	USER	RELATED ITEMS	DATE/TIME
File Viewed	Viewed PDF file in browser	Admin Admin	kkdoeropre A4	Jul 14, 2025 7:53 PM
File Viewed	Viewed PDF file in browser	Admin Admin	kkdoeropre A4	Jul 14, 2025 7:44 PM
File Viewed	Viewed PDF file in browser	Admin Admin	kkdoeropre A4	Jul 14, 2025 7:43 PM

[illegible]	[illegible]	Admin	A4	11:02 AM
Added new physical file	No details provided	Admin Admin	hhhhhh A4	May 5, 2025 11:01 AM
File Viewed	Viewed PDF file in browser	Admin Admin	test 0000 A4	May 5, 2025 10:26 AM
File Viewed	Viewed PDF file in browser	Admin Admin	test 9 A5	May 5, 2025 10:26 AM
File Viewed	Viewed PDF file in browser	Admin Admin	test 0000 A4	May 4, 2025 8:57 PM

Showing **1** to **10** of **49** results

< 1 2 3 4 5 >

Recent Activity Timeline

Admin — 1 minute ago
File Viewed **kkdoeropre**
Viewed PDF file in browser
A4 Jul 14, 2025 7:53 PM

Admin — 11 minutes ago
File Viewed **kkdoeropre**
Viewed PDF file in browser
A4 Jul 14, 2025 7:44 PM

Admin — 11 minutes ago
File Viewed **kkdoeropre**
Viewed PDF file in browser
A4 Jul 14, 2025 7:43 PM

Admin — 12 minutes ago
[illegible]

Most Active Users

AD **Admin**
Admin
Last active: 1 minute ago
49 actions

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