



National Centre for  
Information Technology

## Application for User Account Government E-letter Management System

For more information please call 334 5050 or email helpdesk@ncit.gov.mv

User Details			
Full Name			
Job Title			
ID Card No.		Record Card No.	
ID Card Serial No. <i>(At the back of the card)</i>		Date of Birth	
Dept/Sec/Unit Name		Dept/Sec/Unit Code	
Organisation			
Email Address			
User ID	Option 1 : Option 2 : Option 3 :		
Note: The User ID can be any name, provided that no user has already used that ID.			
Declaration			
I _____ hereby declare, that the above information are true and correct to the best of my knowledge. I also affirm to abide by the laws and regulations of the Government of Maldives and agree not to carry out any illegal activities or misuse of resources using the e-Government service(s). In case any of the above agreed, are contravened, I fully understand that my user account is liable for termination.			
_____		_____	
<i>(Applicant Signature)</i>		<i>(Date)</i>	

### To be filled by the Administration Department:

Role details <i>(From the list below please tick the Role(s) assigned to the user. GO User role must be assigned to all users by default in addition to any other role(s))</i>							
<input checked="" type="checkbox"/>	GO User	<input type="checkbox"/>	Dispatch	<input type="checkbox"/>	Entrée	<input type="checkbox"/>	Case Admin
<input type="checkbox"/>	MA User Division	<input type="checkbox"/>	MA User Section	<input type="checkbox"/>	MA User Unit	<input type="checkbox"/>	MA User GO
Authorised By						<i>(Signature)</i>	
Designation							
Authorized Date							
Note: Authorisation should be provided by the head of the Administration department of the Organization.							

**To be filled by E-Government GO Administrator:**

Creation Details		
Created By		(Signature)
Created Date		
User ID Given		

**Table below lists the rights associated with each E-letter Management system role:**

Access Right	Mail Admin	Dispatch	Entrée	Case Admin	MA User Division	MA User Section	MA User Unit	MA User GO
Incoming Mail Entry	X		X					
View Incoming Mail List	X	X	X		X	X	X	X
Outgoing Mail Entry	X	X						
View Outgoing Mail List	X	X	X		X	X	X	X
Advanced Mail Search	X	X	X		X	X	X	X
View Mail By Case/ Mail Ref No.	X	X	X		X	X	X	X
Incoming Mail Report	X		X					
Outgoing Mail Report	X	X						
Overdue Mail Report	X	X	X		X	X	X	X
Add Mail Case	X			X				
Edit Mail Case	X			X				
Search/View Mail Case	X	X	X	X				
Add Mail Dispatcher	X							
Edit Mail Dispatcher	X							
Search/View Mail Dispatcher	X							
Disable Viewing Mail Softcopies (Incoming Mail)	X		X					
Disable Viewing Mail Softcopies (Outgoing Mail)	X	X						
View Incoming Mail List - Cross - Government								
View Incoming Mail List - Government	X		X					X
View Incoming Mail List - Division	X				X			
View Incoming Mail List - Section	X					X		
View Incoming Mail List - Unit	X						X	
View Outgoing Mail List - Government	X	X						X
View Outgoing Mail List - Division	X				X			
View Outgoing Mail List - Section	X					X		
View Outgoing Mail List - Unit	X						X	
Incoming Mail Action - Forward For Info	X		X		X	X	X	X
Incoming Mail Action - Forward For Reply	X		X		X	X	X	X
Incoming Mail Action - Forward For Filing	X		X		X	X	X	X
Incoming Mail - Update to Received	X		X		X	X	X	X
Incoming Mail - Update to Replied	X		X		X	X	X	X
Incoming Mail - Update to Filed	X		X		X	X	X	X
Outgoing Mail Action - Forward For Review	X	X			X	X	X	X
Outgoing Mail Action - Forward For Approval	X	X			X	X	X	X
Outgoing Mail Action - Forward For Sending	X	X			X	X	X	X
Outgoing Mail - Update to Reviewed	X	X			X	X	X	X
Outgoing Mail - Update to Approved	X	X			X	X	X	X
Outgoing Mail - Update to Sent/Undelivered	X	X			X	X	X	X
Auto Mail Generation - Notification			X					
Mail Action - All	X				X	X	X	X
Edit Incoming Mail Details	X		X					
Edit Outgoing Mail Details	X	X						
Remove Mail Softcopies	X							
Auto Generate Incoming Mail	X	X						
Mail Cancellation	X	X	X					