

Navigating e-Approval

The E-Approval module allows you to create and submit approval requests digitally within GSAS. Instead of handling physical documents around the office, everything is done within the system, from drafting and submitting a request to getting it approved and finalized.

Folder Reference

What each folder in the e-Approval module contains and what you can expect to find there.

My Documents

Documents you have created yourself.



GSAS
Government Smart Admin System

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E-Approval

E-Folder

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AOS

My Documents

Submitted

Rejected20

Saved Drafts3

Deleted

To be processed

Processed

Department Box

My Documents

val

Search by keyword, document title, initiator...

Initiate

Waiting for approval (20/194) files

Desc

Onboarding Documentation4/05/2026 10:21 AM

aos/.../2026

test3

Travel Clearance4/05/2026 10:11 AM

aos/.../2026

test3

Project Proposal for Approval4/05/2026 10:03 AM

aos/.../2026

test5

Purchase Order Request4/05/2026 10:01 AM

aos/.../2026

test1

SITE MAP 2 (1)20/04/2026 4:06 PM

test3

Testing redraft20/04/2026 2:58 PM

aos/.../2026

test1

submission20/04/2026 10:44 AM

aos/.../2026

test1

Document

Head

Follow up

Title: Purchase Order Request

Version 1

Print

Reject

Approve

More

AOS

Transforming ICT in Africa

4747

info@aos.rw

KABC Block D, 3rd Flo

www.aos.rw

Doc Number : aos/.../2026

Date : .../.../...

This Week activities

Next Week Activities

This Week activities details:

1.

2.

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95%

Submitted	Documents you have submitted for approval.
Rejected	Documents that have been rejected by an approver. Once you edit and resubmit a rejected document, it is removed from this folder and updated to a new version.

Saved Drafts	Documents you have saved but not yet submitted. Also where reverted submissions are returned to for further editing.
Deleted	Drafts you have deleted.

To Be Processed

Documents assigned to you that require your action.

Internal Approval	Internal requests waiting for your approval. You will be notified when a document reaches your turn in the approval line.
External Approval	Requests received from external institutions waiting for your approval. External approvals are only visible to you once the Receiver Manager of your institution forwards it to you.
On Hold	Documents you have placed on hold while you decide whether to approve or reject them. You can return to them at any time to take action.
Outgoing Sender Manager only	Approved documents ready to be dispatched to external institutions. Only visible to users with the Sender Manager role.

Processed

Documents you have already taken action on and are no longer waiting for your review.



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My Documents

To be processed

Processed

Completed

Ongoing

Shared with me

Dispatched

Forwarded

Department Box

E-approval

Waiting for approval (20/194) files

Processed

Onboarding Documentation

4/05/2026 10:21 AM

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This Week activities	Next Week Activities
1. test	1.
2.	2.
3.	3.

This Week activities details:

1.

2.

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Completed	Documents that have been approved by all approvers in the line and are fully completed.
Ongoing	Documents you have already approved but are still moving through the remaining approvers in the line.
Shared with Me	Completed documents that other users have shared with you.
Dispatched Sender Manager only	Documents that have been sent out to external institutions from the Outgoing folder. Only visible to users with the Sender Manager role.
Forwarded	External documents you have received and forwarded on to other internal users.

Department Box

Official documents exchanged between your institution and external institutions, including physical documents registered for record-keeping. Visible to all users in your department.



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My Documents

To be processed

Processed

Department Box

Received docume...

Dispatched docu...

Registered received

Registered dispat...

Waiting for approval (20/194) files

Onboarding Documentation

Travel Clearance

Project Proposal for Approval

Purchase Order Request

SITE MAP 2 (1)

Testing redraft

submission

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2.

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95%

Received Documents	Official documents received from external institutions.
Dispatched Documents	Official documents your institution has dispatched to external institutions.
Registered Received	All registered documents received from external institutions.
Registered Dispatched	All registered documents dispatched to external institutions.

Searching and Filtering

Every folder in E-Approval has a search bar at the top to help you quickly find a document.

• Search

Type a keyword into the search bar to search by document title, then press **Enter** or click the search icon.

• Filters

Click the filter icon next to the search bar to open the filter panel. Available filters include:

Document Title	Filter by the title of the document.
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Document Reference Number	Filter by the reference number assigned once a document is completed.
Initiated By	Filter by the person who created the request.
Approved By	Filter by an approver who has acted on the request.
Form Name	Filter by the form template used to create the request.
Date From / Date To	Filter by a date range.
Attachments	Filter by whether the document has an attachment or not.
Document Status	Filter by the document's current status.

Note: Not all filters apply to every folder.

Once you have set your filters, click **Search** to apply them. Click **Clear All** to reset the filter panel.
