

Registering documents

This section outlines the steps for users to register incoming documents that were not received or sent through the Government Smart Administration System for archiving and sharing.

Step 1

Access eApproval

1. Navigate to the eApproval section of the system.
2. Go to the department box.
3. Go to Registered Received for documents received by your institution, or to Registered Dispatched for documents sent by your institution.
4. Click on the “Register” button to begin the document registration process.

GSAS Government Smart Admin System

Home **E-Approval** 1 E-Folder Tasks Reservations Contacts PMS Email

Welcome, test1 🙌
Wishing you a productive and great day!

February 3, 2026

Mon 02 Tue 03 Wed 04 Thu 05 Fri 06 Sat 07 Sun 08

Initiate A New

Approval Reservation Task Task Project

Waiting for approval View all →

Landscape_1212058... V1

test #3

testttt self sign V1

test #2

Latest public documents View all →

Understand how AI impac...

karangwa-eugene-certifi...

Karangwa Alliteracy_Bad...

Introduction to Artificial In...

Today bookings

There are no reservations for today

New tasks assigned to you View all →

Managment meeting minutes of 03/11/2025 Due on January 26, 2026 HIGH

Invite to sign TEST Due on January 08, 2026 HIGH

TESTS Due on October 27, 2025 HIGH

Task-Test1 Due on September 15, 2025 HIGH

<https://aos.smartadmin.gov.rw/e-approval/to-be-processed/waiting-for-approval>

► My Documents

► To be processed

► Processed

▼ Department Box 2

Received documents

Dispatched documents

Registered received 3

Registered dispatched

E-approval

Search by keyword, document title, initiator,.....

4 [+ Register](#)

Registered documents found (30/46) files

Desc

	BUSINESS LETTER FROM AOS 11/11/2025	12/11/2025 8:53 AM
	test1	
	Document registration 093839	3/11/2025 10:40 AM
	test1	
	last Test on Mobil 712uq12	28/10/2025 11:58 AM
	test1	
	Invite to sign feature 00000	28/10/2025 8:23 AM
	test1	
	Document to Ttest 6727278	27/10/2025 3:08 PM
	test1	
	Document RR test 0000	27/10/2025 12:37 PM
	test1	
	test ITS 12345678901234567890	24/10/2025 10:53 AM
	test1	

Document

Head

Follow up

Title : BUSINESS LETTER FROM AOS

Department Access : CLOSE

[Edit](#)
[Delete](#)
[Share](#)







Page 1/2



inquire@architecture.mail | Adell, WI 53001 | 222 555 7777 | Template.net

Business Letter

January 8, 2050

Amelia Pagac

OmegaGen

555-555-5555

Step 2

Document Details Entry

1. Input the title of your document.
2. Add the document's reference number.
3. Determine access to the document for other team members in your department. (Refer to the cautious message on the side.)
4. Add reception date
5. Add redaction date (Date of when the document is/will be handled)
6. Optionally, add comments summarizing your document.
7. Enter the institution name (e.g., AOS).
8. Specify the division (e.g., HR) if necessary.
9. Select/Enter the copied institution or type it using the add (+) button.
10. Select/Enter the addressed institution or type it using the add (+) button.

Main Document

Attachment*

11

[Click to upload](#) file or drag and drop

Supporting Documents

Attachments

12



[Click to upload](#) file or drag and drop

Step 4

Save the Document

1. Click 'Cancel' to stop the registration.
2. Click on 'save' to store the document in the system.

Register new document

Document information

Document title*

Receipt from AGACIRO

Department Access*

Open

Reception date

February, 03 2026

Comment

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vehicula massa at lacus consequat semper. Suspendisse bibendum tortor at turpis tristique finibus. Ut vulputate enim at maximus malesuada. Pellentesque tempor commodo blandit. Sed non lectus vitae odio facilisis interdum.

Reference number*

AGACIRO/1232435/324567/2026

Open

Document registered with Open status will be visible to all members of your department as well as to those you decide to share the document with

Redaction/Release date

February, 03 2026

Received from

Institution*

Agaciro Development Fund

+ Assign

Division

FINANCE

Copied Institutions

RISA X

MURENZI ... X

+ Assign

Institution addressed to

AOS Ltd

+ Assign

Main Document

MURENZI Justin, CEO at JASIRI

Attachment*

Click to upload

file or drag and drop

INTERNAL APPROVAL - Loom... (173 kb)

100%

X

Supporting Documents

Click to upload

file or drag and drop

tasks-initiated-by-me-re... (10 kb)

100%

X

[Cancel](#) [Save](#)

1

2

Once the document is saved, you will be able to find it in the folder. Members of your department will also be able to find it there if Department Access was set to open.

- You can click on the Share(1) dropdown to view actions that can be taken on the document.
- [Share as task](#) (2) and [Invite to sign](#) (3) are covered in the following pages.

- Receipt from AGACIRO

AOS/REF/4845/32

test1

14/07/2026 4:16 PM
- Testing invite to sign

43rd

test1

13/07/2026 9:45 AM
- Testing invite to sign final ap...

335g

test1

10/07/2026 4:37 PM
- Test attachements

123455ABC

test1

2/07/2026 3:16 PM
- testing PDF signer

34563456

test1

26/06/2026 9:43 AM
- REGISTERED RECEIVED DOC

09/07/2026 10:41 AM

Document

Head

Follow up

Title: Receipt from AGACIRO

Department Access: OPEN

Edit

Delete

Share

1

Share document

2 Share as Task

3 Invite to sign

Page 1/2

AGACIRO

Development Fund

Rwanda Sovereign Health Fund

Doc Number : AOS/ST/28364/2026

Date : 03/02/2026 04:16 PM

Well Received!

test

Feb 04, 2026

Receipt SLIP

Status:	Normal	Urgent
From: AGACIRO	To: AOS Ltd	
Purpose: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vehicula massa at lacus consequat semper. Suspendisse bibendum tortor at turpis tristique finibus. Ut vulputate enim at maximus malesuada. Pellentesque tempor commodo blandit. Sed non lectus vitae odio facilisis interdum. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vehicula massa at lacus consequat semper. Suspendisse bibendum tortor at turpis tristique finibus. Ut vulputate enim at maximus malesuada. Pellentesque tempor commodo blandit. Sed non lectus vitae odio facilisis interdum.		