

Sender and Receiver Manager Controls

Sender Manager

Once an outgoing request has been approved by everyone in its approval line, it lands in the Sender Manager's **To Be Processed > Outgoing** folder. This is the last stop before the document actually leaves the institution.



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To be processed

Internal Appr... 216

External Appr... 113

On hold 3

Outgoing 26

Processed

Department Box

E-approval

Search by keyword, document title, initiator...

Initiate

Outgoing requests (10/26) files

Desc

Outgoing Approval Request

263/08/Staff/2026

test2

9/08/2026 12:55 AM

testing cc #2

248/07/Staff/2026

test2

14/07/2026 2:57 PM

testing cc

249/07/ST/2026

test2

22/07/2026 5:35 PM

test cc

246/07/MAE/2026

Serge Ndekezi

11/07/2026 1:57 PM

testing v2 outgoing one signer

232/07/Staff/2026

test1

7/07/2026 6:17 PM

testing

231/07/Staff/2026

test2

7/07/2026 5:24 PM

checking with pki on CC

230/07/MAE/2026

test1

2/07/2026 5:12 PM

test

228/07/ST/2026

Serge Ndekezi

2/07/2026 4:54 PM

Document

Head

Follow up

Title: Outgoing Approval Request

Version 1

Download

Send

Share

More



4747

Info@

KABC

www.

Doc Number : 263/08/Staff/2026

Date : 09/08/2026 12:55 AM

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quisque, laoreet sit amet cursus vitae. Donec sed odio auctor. Suspendisse ultricies tincidunt. Vivamus elementum semper nisi. Aenean vulputate eleifend tellus. Aenean leo ligula, congue vel, luctus pulvinar, hendrerit id, lorem. Maecenas nec odio et ante tincidunt. Duis leo. Sed fringilla mauris sit amet nibh. Donec sodales sagittis consequat, leo eget bibendum sodales, augue velit cursus nunc,



Signed By test3
Staff
09/08/2026 12:55 AM

CC :

- Software Tester, AOS

Send	Dispatches the document to the addressed institutions and/ or individuals electronically.
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Confirm	Acknowledges that the document has been officially received into the system.
Forward	Routes the document to whoever internally needs to see or act on it.
Reply	Opens a new outgoing request addressed back to the external sender.


Government Smart Admin System

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AOS

My Documents

To be processed

Internal Appr... 216

External Appr... 114

On hold 3

Outgoing 25

Processed

Department Box

E-approval

Waiting for external approval (10/112) files

Outgoing Approval Req...

263/08/Staff/2026

test2

outgoing example

RWAMAGANAHOSPITAL/RWAMAGANAHOSPITAL/0

test1

school based mental he...

Staff/2026

Test Test

Request for asset disposal

NEMBAHOSPITAL/STAFF/2/2026

Frodouard NIYONZIMA

test outgoing

247/07/Staff/2026

test2

Meeting Invitation

RGB/STAFF/17/2026

test1

Outgoing letter request ...

227/06/MAE/2026

test1

test form editing, external

168/04/Staff/2026

test1

Document

Head

Follow up

Title: Outgoing Approval Request

Download

Forward

Confirm

Reply

AOS

Transforming ICT in Africa

4747

info@aos.rw

KABC Block D, 3rd

www.aos.rw

Doc Number : 263/08/Staff/2026

Date : 09/08/2026 12:55 AM

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. Cras dapibus. Vivamus elementum semper nisi. Aenean vulputate eleifend tellus. Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim. Aliquam lorem ante, dapibus in, viverra quis, feugiat a, tellus. Phasellus viverra nulla ut metus varius laoreet. Quisque rutrum. Aenean imperdiet. Etiam ultricies nisi vel augue. Curabitur ullamcorper ultricies nisi. Nam eget dui. Etiam rhoncus. Maecenas tempus, tellus eget condimentum rhoncus, sem quam semper libero, sit amet adipiscing sem neque sed ipsum. Nam quam nunc, blandit vel, luctus pulvinar, hendrerit id, lorem. Maecenas nec odio et ante tincidunt tempus. Donec vitae sapien ut libero venenatis faucibus. Nullam quis ante. Etiam sit amet orci eget faucibus tincidunt. Duis leo. Sed fringilla mauris sit amet nibh. Donec sodales sagittis magna. Sed consequat, leo eget bibendum sodales, augue velit cursus nunc,

Signed By test3

Staff

09/08/2026 12:55 AM

CC :

- Software Tester, AOS

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95%

Forwarding a document

- Click **Forward**.
- Search for and select the people who need to see the document.
- Click **Forward** again, optionally add a message, then confirm.

Receiving a Forwarded Document

If a document is forwarded to a user, it appears in their own **To Be Processed > External Approval** folder. They'll have the same options the Receiver Manager had; Download, Forward, and Reply except **Confirm**, since that's the Receiver Manager's responsibility alone.
