

e-Docs Training

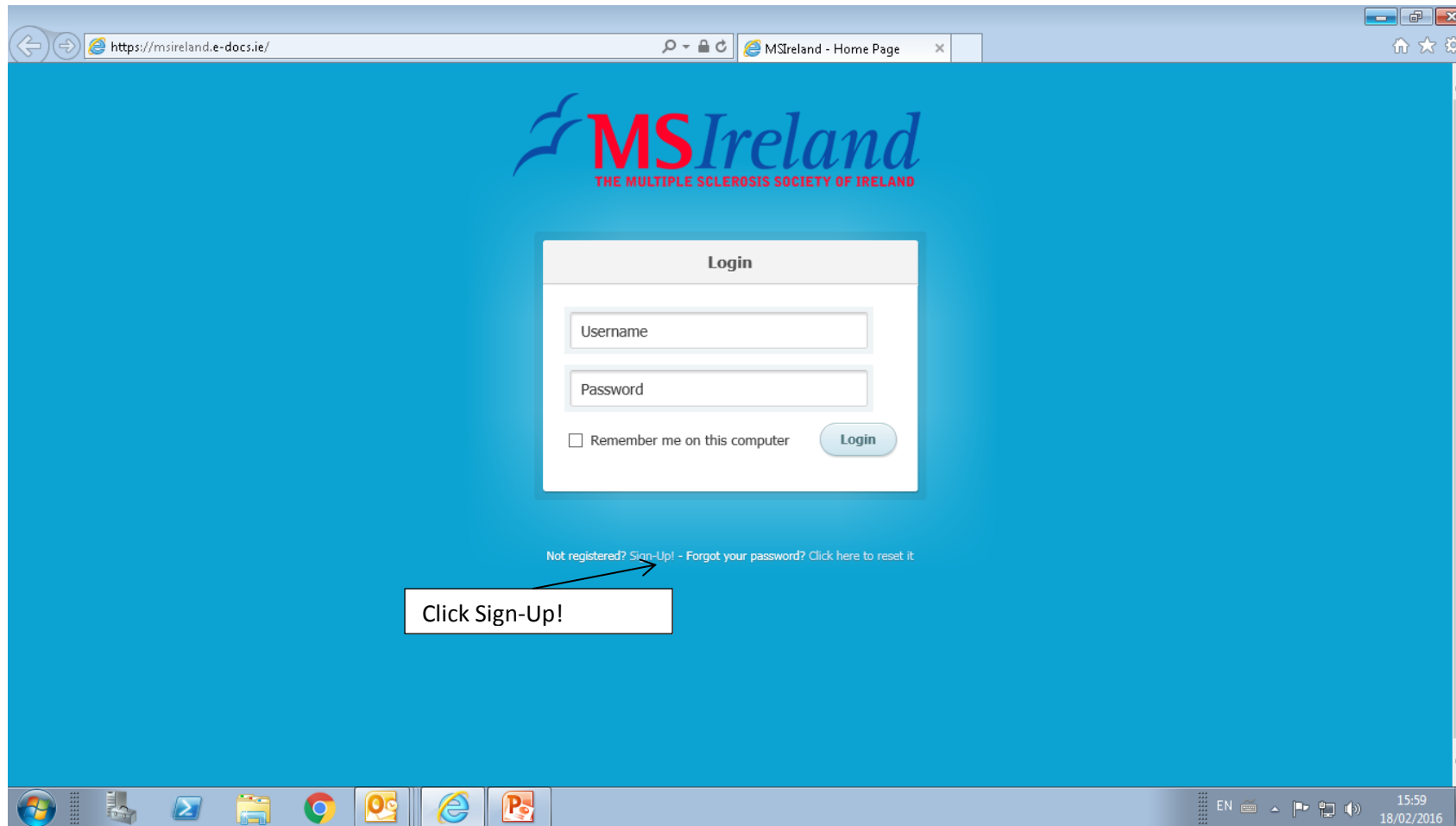
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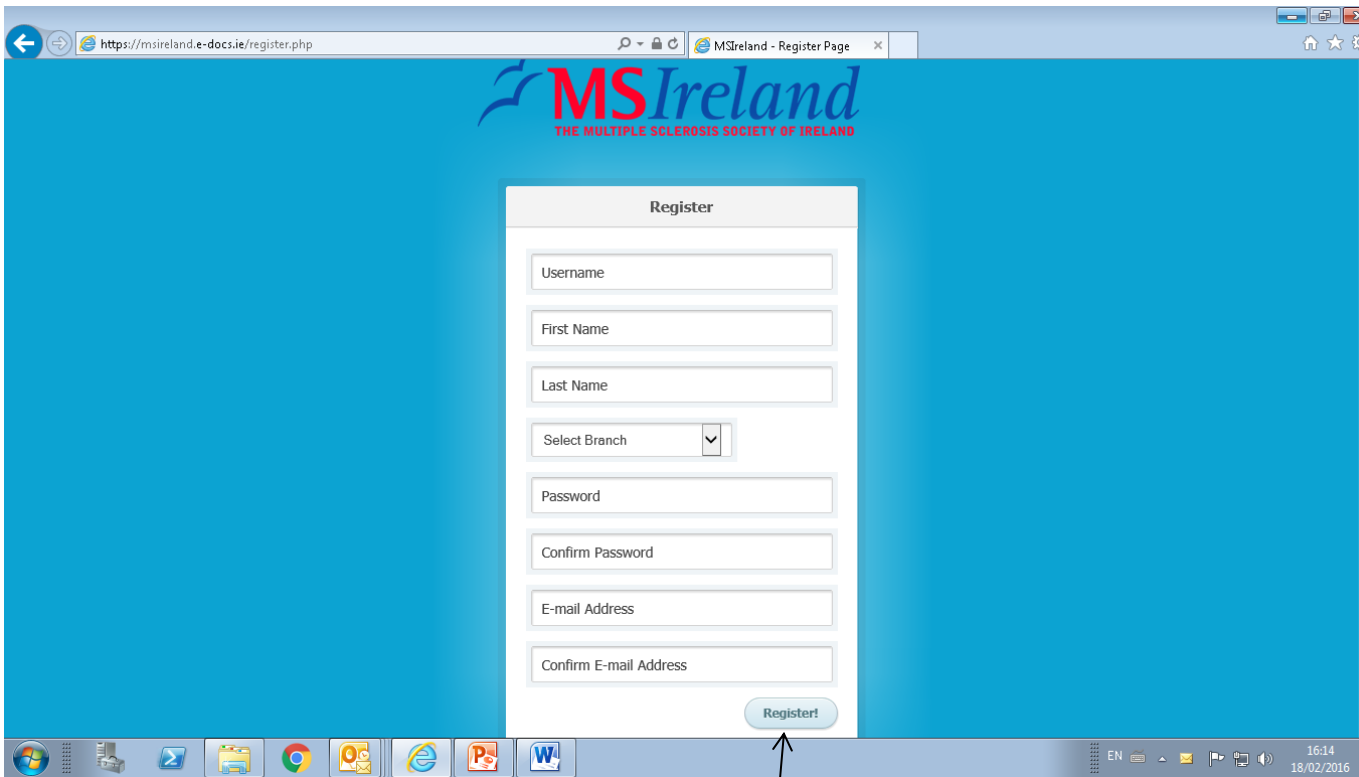
How to Register on eDocs

Go to <https://msireland.edocs365.com/> and click Sign-Up!



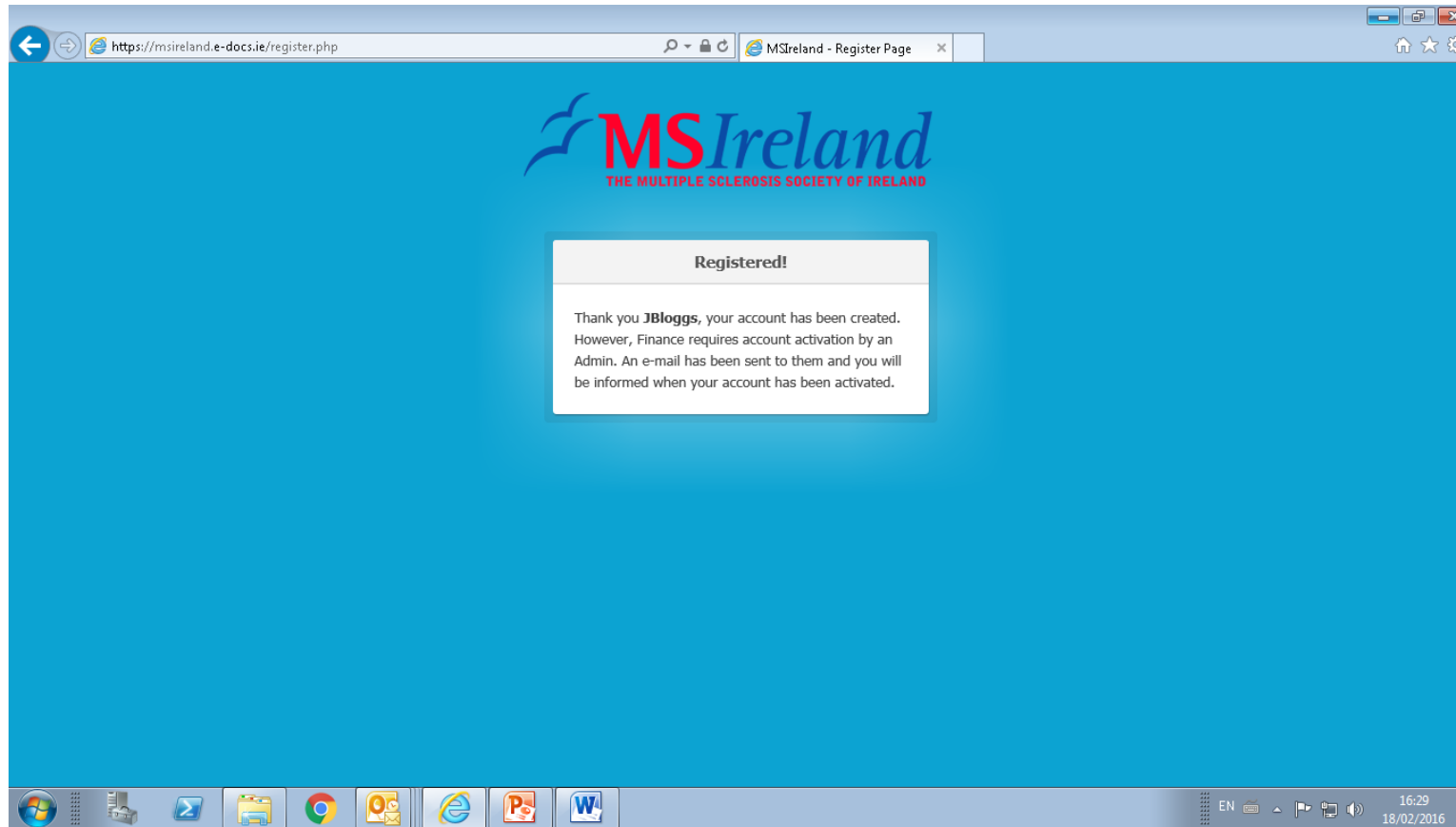
To Register on e-Docs type :

1. Username of your choice (max 15 characters)
2. First name
3. Last name
4. Select Branch from drop down list
5. Password of your choice and confirmation of password (min 8 characters)
6. E-mail address and confirmation of e-mail



The screenshot shows a web browser window with the URL <https://msireland.e-docs.ie/register.php>. The page features the MS Ireland logo at the top, which includes the text "MS Ireland" and "THE MULTIPLE SCLEROSIS SOCIETY OF IRELAND". Below the logo is a registration form titled "Register". The form contains the following fields: Username, First Name, Last Name, Select Branch (a dropdown menu), Password, Confirm Password, E-mail Address, and Confirm E-mail Address. A "Register!" button is located at the bottom of the form. An arrow points from a text box labeled "Click Register" to the Register! button. The browser's taskbar at the bottom shows various application icons and the system clock displaying 16:14 on 18/02/2016.

When you register you will see the message below

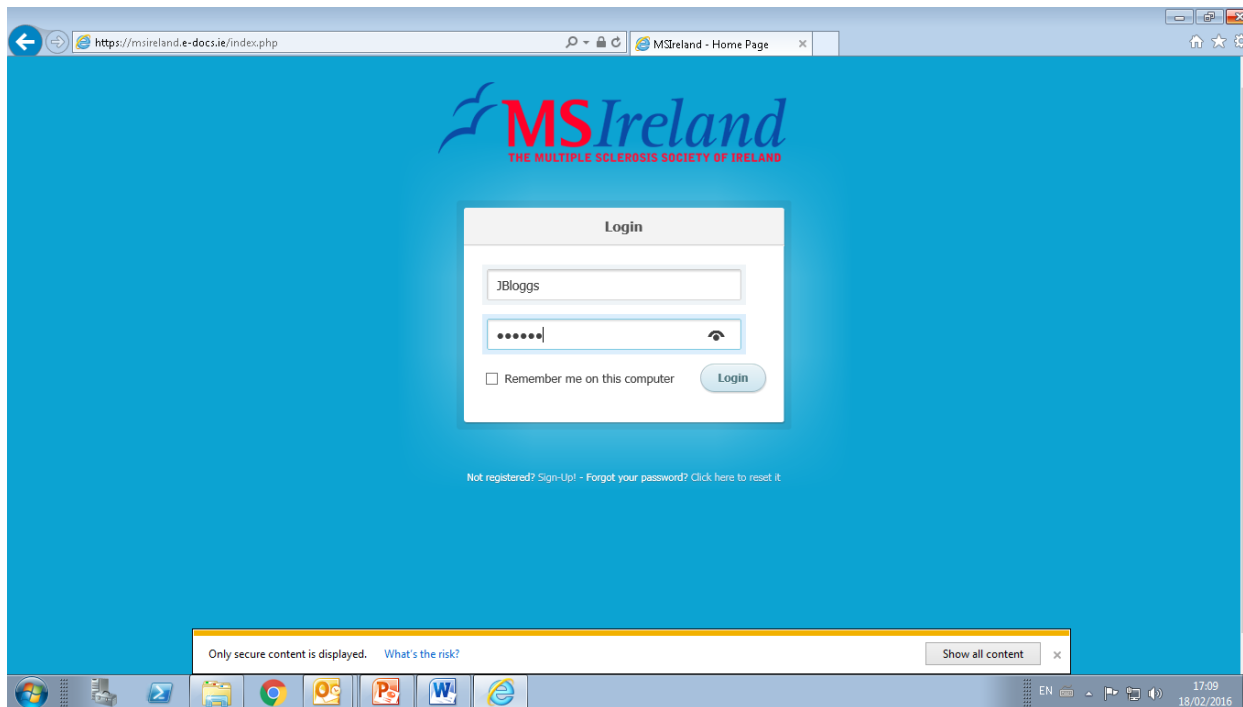


After you register Finance Department must activate your account on e-Docs to enable your Logon

You will receive an e-mail when your account is activated

To Logon to e-Docs

Enter Username and Password



Home Screen after Logon

Access is limited to your own specific Branch e.g. Laois

The screenshot shows a web browser window with the URL <https://msireland.e-docs.ie/secure/report.php>. The page header features the MS Ireland logo and a 'Report' button. Below the header, there are filter options: 'By Category', 'Laois', '2015', and 'All Months', followed by a 'Filter report' button. The main content area displays three summary tables:

Income //	
Description	Value
Total	€0.00

Expenses //	
Description	Value
Total	€0.00

Deficit / Surplus	
Total Deficit	€0.00

The Windows taskbar at the bottom shows the system tray with the date 18/02/2016 and time 17:12.

To enter Income/Expenditure hover mouse over Euro € symbol icon

The screenshot shows a web browser window displaying the MS Ireland website. The URL in the address bar is <http://msireland.e-docs.ie/secure/report.php>. The page features a blue header with the MS Ireland logo and a navigation bar containing a Euro symbol icon, a 'Report' button, and a power icon. Below the header, there are filter options: 'By Category', 'Laois', '2015', and 'All Months', followed by a 'Filter report' button. The main content area is divided into three sections: 'Income //', 'Expenses //', and 'Deficit / Surplus'. The 'Income //' section has a 'Description' column and a 'Total' value of €0.00. The 'Expenses //' section has a 'Description' column, a 'Value' column, and a 'Total' value of €0.00. The 'Deficit / Surplus' section has a 'Total Deficit' value of €0.00. A callout box with the text 'Hover mouse over €' points to the Euro symbol icon in the navigation bar. A dropdown menu is open over the Euro symbol icon, showing 'Income' and 'Expense' options.

Income //	
Description	
	Total €0.00

Expenses //	
Description	Value
	Total €0.00

Deficit / Surplus	
Total Deficit	€0.00

To enter Income items click Income Icon

Select Income by clicking

The screenshot shows a web browser window with the URL <https://msireland.e-docs.ie/secure/report.php>. The page header includes the MS Ireland logo and a 'Report' button. Below the header, there are filters for 'By Category', 'Laois', '2015', and 'All Months', along with a 'Filter report' button. The main content area displays three tables: 'Income //', 'Expenses //', and 'Deficit / Surplus'. A dark grey dropdown menu is open over the 'Income //' table, showing 'Income' and 'Expense' options. The 'Income' option is highlighted. The 'Expenses //' table has columns for 'Description' and 'Value', with a 'Total' of €0.00. The 'Deficit / Surplus' table shows a 'Total Deficit' of €0.00. The Windows taskbar at the bottom shows various application icons and the system tray with the date 18/02/2016 and time 17:13.

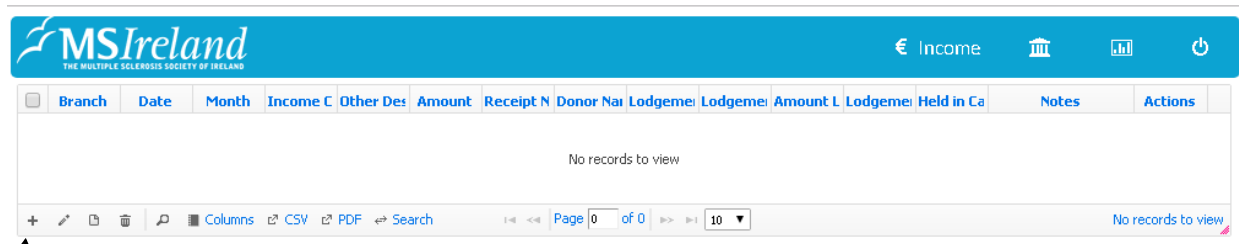
Income //	
Description	
Total	€0.00

Expenses //	
Description	Value
Total	€0.00

Deficit / Surplus	
Total Deficit	€0.00

Screen below is the Income screen

Click plus symbol + to add information



The screenshot shows the MS Ireland Income screen. The header includes the MS Ireland logo and navigation icons for Income, a building icon, a bar chart icon, and a power icon. Below the header is a table with the following columns: Branch, Date, Month, Income C, Other Des, Amount, Receipt N, Donor Nai, Lodgeme, Lodgeme, Amount L, Lodgeme, Held in Ca, Notes, and Actions. The table is currently empty, displaying "No records to view". At the bottom left of the table area, there is a plus sign icon (+) and a box with the text "Click +".

Click +

Add Record will be displayed

Branch is already populated with your own Branch, the following fields must be populated:

1. Date by clicking calendar icon
2. Income Category from drop down list
3. Amount
4. Donor Name
5. Lodgement number
6. Lodgement cleared (yes/no from drop down list)

Other Description and Notes are optional however items 1- 6 above are **mandatory* fields**

When 6 Mandatory Fields are populated click **submit** and record will be added

MS Ireland THE MULTIPLE SCLEROSIS SOCIETY OF IRELAND

€ Income

Branch Mullingar

Date 04/03/2019 *

Income Category Donations *

Other Description

Amount 100 *

Receipt Number

Donor Name donation *

Lodgement Number 5621 *

Lodgement Cleared Yes *

Amount Lodged 100

Lodgement Date 04/03/2019

Held in Cash

Notes

Submit Cancel

Transaction added

Click Submit

MS Ireland THE MULTIPLE SCLEROSIS SOCIETY OF IRELAND

€ Income

Branch	Date	Month	Income C	Other Des	Amount	Receipt N	Donor Na	Lodgeme	Lodgeme	Amount L	Lodgeme	Held in Ca	Notes	Actions
Mullingar	04/03/2019	3	Donations		100.00		donation	5621	Yes	100.00	04/03/2019	0.00		

Page 1 of 1

View 1 - 1 of 1

To move to Expense Screen hover mouse over Euro Symbol €

Click Expense

The screenshot shows a web browser window with the URL <https://msireland.e-docs.ie/secure/report.php>. The page header includes the MS Ireland logo and a navigation bar with a Euro symbol (€), a 'Report' button, and a refresh icon. Below the header, there are filter options: 'By Category', 'Laois', '2015', and 'All Months', along with a 'Filter report' button. The main content area displays a financial report with three sections: 'Income / /', 'Expenses / /', and 'Deficit / Surplus'. A dark grey dropdown menu is open over the Euro symbol in the header, showing 'Income' and 'Expense' options. A white callout box with a black border points to the 'Expense' option in the dropdown, containing the text: 'Hover mouse over € Icon and then click Expense Icon'. The browser's taskbar at the bottom shows various application icons and the system tray with the date '18/02/2016' and time '18:20'.

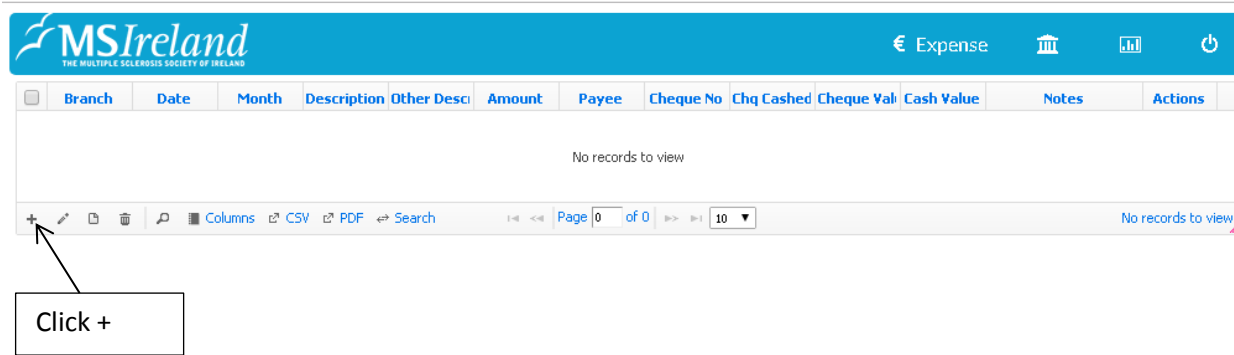
Income / /	
Description	
	Total €0.00

Expenses / /	
Description	Value
	Total €0.00

Deficit / Surplus	
Total Deficit	€0.00

Screen below is the Expense screen

Click plus symbol + to add information



Add Record will be displayed

Branch is already populated with your own Branch, the following fields must be populated:

1. Date by clicking calendar icon
2. Expense Category from drop down list
3. Amount
4. Payee
5. Cheque number
6. Cheque cashed (yes/no from drop down)

Other Description and Notes are optional however items 1- 6 above are **mandatory*** fields

The screenshot shows the 'Add Record' form in the MS Ireland Expense system. The form is titled 'Add Record' and has a close button (X). The fields are as follows:

- Branch: Mullinger
- Date: [Empty] *
- Description: 15% Contribution to MS National Office *
- Other Description: [Empty]
- Amount: 800 *
- Payee: Branch *
- Cheque No: 266 *
- Chq Cashed?: Yes *
- Cheque Value: [Empty]
- Cash Value: [Empty]
- Notes: [Empty]

At the bottom of the form, there are two buttons: 'Submit' and 'Cancel'. An arrow points to the 'Submit' button.



Click Submit

When 6 Mandatory Fields are populated as per below click submit and record will be added

Edit/Delete Income/Expense item

Record to be edited is highlighted in blue below,

The screenshot shows a web browser window displaying the MS Ireland Expense system. The browser address bar shows the URL <https://msireland.edocs365.com/secure/expense.php>. The page header includes the MS Ireland logo and the word "Expense". Below the header is a table with the following columns: Branch, Date, Month, Description, Other Descriptio, Amount, Payee, Cheque No, Chq Cashed?, Cheque Value, Cash Value, Notes, and Actions. The first row of the table is highlighted in blue and contains the following data: Mullingar, 04/03/2019, 3, 15% Contribution I, 800, branch, 266, Yes, 0.00, 0.00, and an empty Notes field. The Actions column for this row contains a pen icon and a bin icon. A callout box with the text "Click Save icon or Cancel Save icon" has arrows pointing to the pen and bin icons. Another callout box with the text "Click pen icon to edit or bin icon to delete a record" has an arrow pointing to the pen icon. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 14:52 and date 04/03/2019.

Branch	Date	Month	Description	Other Descriptio	Amount	Payee	Cheque No	Chq Cashed?	Cheque Value	Cash Value	Notes	Actions
Mullingar	04/03/2019	3	15% Contribution I		800	branch	266	Yes	0.00	0.00		 

After amendments are made click save icon (disk) or cancel save icon (circle with line) to exit

To View Reports or go back to Home page click Report Icon

The screenshot shows the MS Ireland website interface. At the top, there is a blue navigation bar with the MS Ireland logo on the left and a currency symbol (€), a building icon, a report icon, and the text 'Income and Expenditure' on the right. Below the navigation bar, there are several dropdown menus: 'By Category', 'Mullingar', '2019', and 'All Months'. To the right of these are two buttons: 'Filter report' and 'Print this report'. The main content area displays a financial report with three sections: 'Income //', 'Expenses //', and 'Deficit / Surplus'. Each section has a table with 'Description' and 'Value' columns. The 'Income' and 'Expenses' sections show a 'Total' of €0.00. The 'Deficit / Surplus' section shows a 'Total Deficit' of €0.00. A callout box with a black border and white background contains the text 'Click Report icon' and an arrow pointing to the report icon in the navigation bar.

Income //	
Description	Value
Total	€0.00

Expenses //	
Description	Value
Total	€0.00

Deficit / Surplus	
Total Deficit	€0.00

Report/Home page Screen

To run Income & Expenditure report select year, month and click Filter report

By Category | Laois | 2015 | All Months | Filter report

Income / /	
Description	Value
Total	€0.00

Expenses / /	
Description	Value
Total	€0.00

Deficit / Surplus	
Total Deficit	€0.00

Select Year, month and click Filter Report

Example Income & Expenditure Report

The screenshot displays a web browser window with the URL <https://msireland.e-docs.ie/secure/report.php>. The page header features the MS Ireland logo and a navigation menu with a Euro symbol, a 'Report' button, and a power icon. Below the header, there are filter options: 'By Category', 'Laois', '2015', and 'All Months', followed by a 'Filter report' button.

The report is divided into three sections:

- Income Laois / 03 / 2015**: A table with two columns, 'Description' and 'Value'. The only entry is 'Total' with a value of €0.00.
- Expenses Laois / 03 / 2015**: A table with two columns, 'Description' and 'Value'. The entries are: 'Governance Costs' (€186.00), 'Fundraising Expenses' (€280.00), 'Running Expenses' (€221.00), and 'Total' (€687.00).
- Deficit / Surplus**: A table with two columns, 'Description' and 'Value'. The entry is 'Total Deficit' with a value of €-687.00.

The Windows taskbar at the bottom shows the system tray with the date and time: 00:23 19/02/2016.

To Print Income & Expenditure Reports

https://msireland.edocs365.com/secure/report.php

MS Ireland
THE MULTIPLE SCLEROSIS SOCIETY OF IRELAND

€ Report

By Category All Branches 2015 All Months Filter report Print this report

Select by Category or By Description

Click Print this report

Income All Branches / All Months / 2015	
Description	Value
	Total €0.00

Expenses All Branches / All Months / 2015	
Description	Value
	Total €0.00

Deficit / Surplus	
Total Deficit	€0.00

EN 14:01 17/05/2016

There is an option to run report by Category or by Description.

To Logout of e-Docs

Click Power icon

By Category | Laois | 2015 | All Months | Filter report

Income Laois / 03 / 2015	
Description	Value
	Total €0.00

Expenses Laois / 03 / 2015	
Description	Value
Governance Costs	€186.00
Fundraising Expenses	€280.00
Running Expenses	€221.00
	Total €687.00

Deficit / Surplus	
Total Deficit	€-687.00

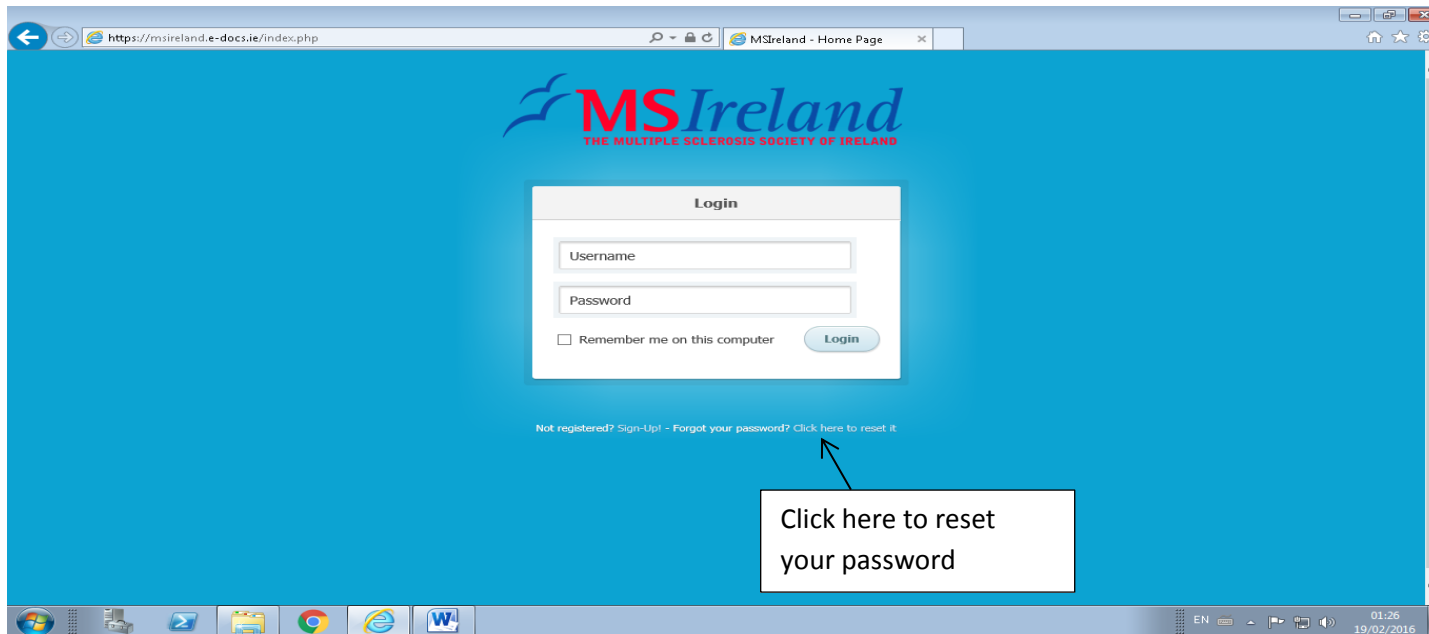
To logout Click Power icon

https://msireland.e-docs.ie/includes/process.php

00:26 19/02/2016

Troubleshooting

If you've forgotten your password – click here (icon) to reset it



If you've forgotten your username – contact Finance Department to retrieve it

Please note that the Mullingar and Laois Branches are used as dummy Branches and used as example only. These are not true figures.