D. How Documents are accessed on DMS:

There are two approaches to accessing documents of the DMS. The public content is available on the WEIS homepage carousel, accessible by visiting https://weis.mwe.go.ug. To access the restricted private content, a user must log in with valid credentials. Only registered MWE staff can access the private content based on their role-based access control rights. The prerequisite to access this page is an active internet service connection.

E. Reports Generated by PMP:

Upon visiting https://weis.mwe.go.ug click the "Register" button to fill in the registration form. A verification email will be sent to the email address provided. This email contains a set of instructions that should be followed to complete the registration process. Upon successful registration, log in to your profile and the DMS will appear by default in the services section.

MWE staff users will access the content based on their role-based access control rights in MWE while the rest will access content that has been approved for the public.

https://weis.mwe.go.ug

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Email: mwe@mwe.go.ug
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MINISTRY OF WATER AND ENVIRONMENT

WEIS
WATER AND ENVIRONMENT INFORMATION SYSTEM

DOCUMENT MANAGEMENT SYSTEM (DMS) INFORMATION BOOKLET

DOCUMENT MANAGEMENT SYSTEM DATABASE

Document Management System database Designed to gather, store and make the information products available to the users through the WEIS..

Sign in to access the WEIS: https://weis.mwe.go.ug

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A. DMS Profile:

It is an online storage module of soft copy documents in the Ministry of Water and Environment (MWE). This module is integrated into the Water and Environment Information System (WEIS) to provide centralised storage, search, find and disseminate mechanisms of electronic reports, studies, plans, policies, any softcopy outputs of modelling activities, aggregated documents, knowledge products and maps within MWE. This system is used to disseminate these documents and knowledge products based on the role-based access control authorization within MWE departments, sectors, and the general public.

What is the role of the DMS?

It provides an online **(https://weis.mwe.go.ug)** centralised storage, search, find and disseminate mechanisms of electronic reports for MWE stakeholders

B. DMS Target Users:

The DMS is accessible and used by both MWE staff and the general public. The MWE staff can access documents that have been shared within all the departments of MWE. They can also access documents that have been shared within their departments, divisions, and units. In addition, the DMS facilitates MWE staff to share documents directly with a customized group of colleagues. The general public can only view documents that have been approved for public access.

Metadata(Access Control)

○ Department Documents (Water Resources Monitoring and Assessment (WRMA))

○ MWE Documents

◉ Personal Documents

○ Public Documents

i. **Personal documents:** Access to these documents is private to the user who uploads them, in other words, these are only available to the person who uploads them. DMS shall enable users to save documents in a private folder (personal private for the user) and the content is only available to this user unless shared with other users.

ii. **Department documents:** Access to these documents is private to the members of the department – these are department documents. DMS enables the members of a department to save documents in a specific department's folder (all the content will only be available for the members in the specific department) unless this content is approved to be shared with other users

iii. **MWE documents:** DMS enables users and/or departments to share documents within the Ministry portal (this content is available to the MWE staff members only).

iv. **Public document access:** DMS enables users and/or departments to save documents in public view for all users on the WEIS – these documents are available to the entire public, including the staff of MWE.

C. Data / Information available on DMS:

The data/ information available on the DMS is based on what the department chooses to upload and share with its target audience. Its availability can be restricted as private content that is shared within the department(s) in MWE or public content for open access.

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