
DOCUMENT MANAGEMENT SYSTEM

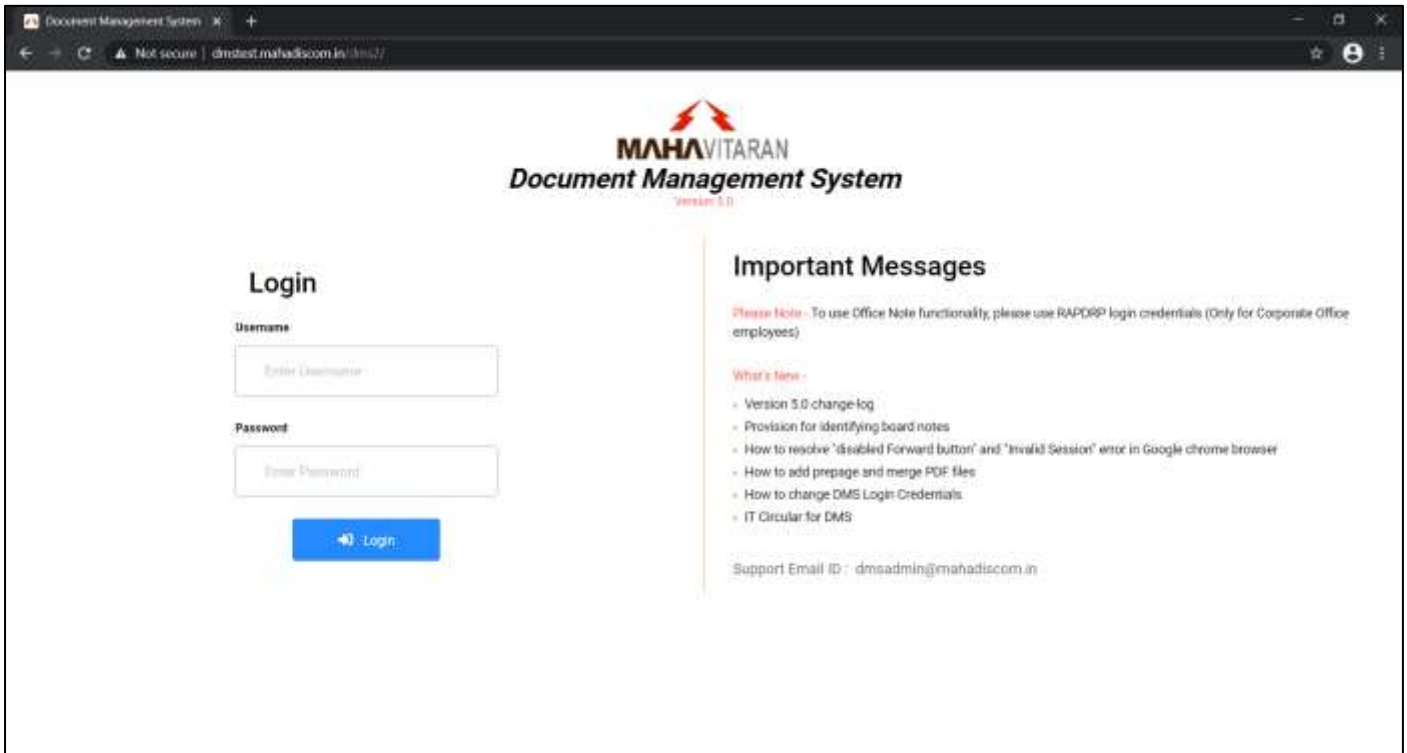
Office Letter User Manual

DECEMBER 20, 2020
MSEDCL
dmsadmin@mahadiscom.in

1. URL

<https://dms.mahadiscom.in/dms/>

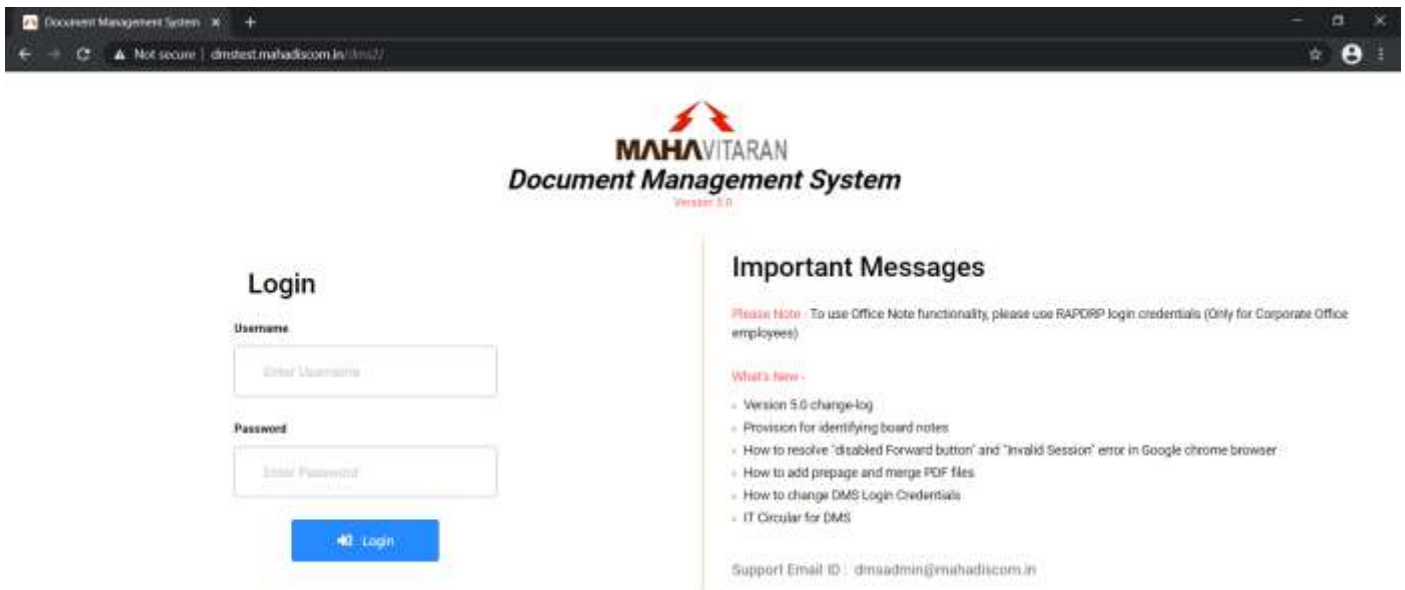
Support Email ID: dmsadmin@mahadiscom.in



- For login enter username & password then click Login button.
- Please read all important messages displayed on right side of screen.

2. Login

- To access Office Letter functionality, please use DMS login credentials



MAHAVITARAN
Document Management System
version 3.0

Login

Username

Password

[Login](#)

Important Messages

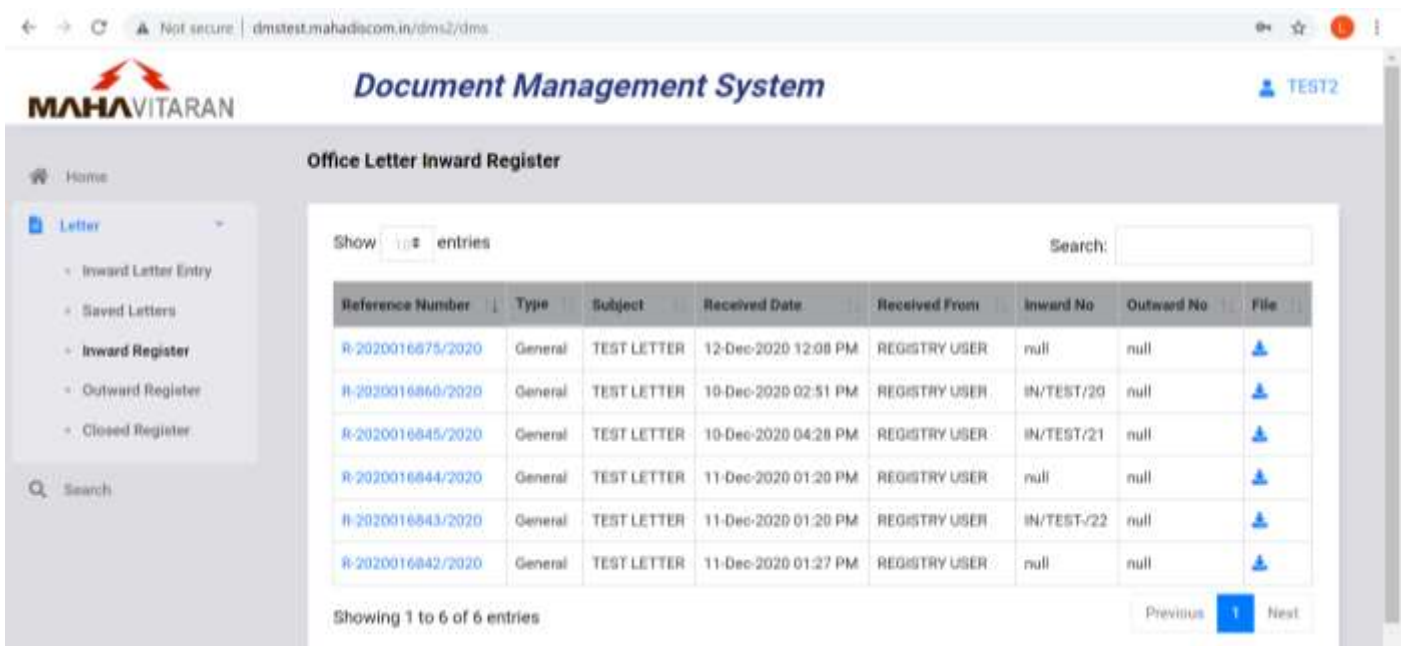
Please Note: To use Office Note functionality, please use RAPORP login credentials (Only for Corporate Office employees)

What's New:

- Version 3.0 change-log
- Provision for identifying board notes
- How to resolve "disabled Forward button" and "Invalid Session" error in Google chrome browser
- How to add prepage and merge PDF files
- How to change DMS Login Credentials
- IT Circular for DMS

Support Email ID : dmsadmin@mahadiscom.in

- After successful login, Office Letter Inward Register will be displayed.



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Document Management System

Office Letter Inward Register

Show 10 entries Search:

Reference Number	Type	Subject	Received Date	Received From	Inward No	Outward No	File
R-2020016875/2020	General	TEST LETTER	12-Dec-2020 12:08 PM	REGISTRY USER	null	null	📄
R-2020016860/2020	General	TEST LETTER	10-Dec-2020 02:51 PM	REGISTRY USER	IN/TEST/20	null	📄
R-2020016845/2020	General	TEST LETTER	10-Dec-2020 04:28 PM	REGISTRY USER	IN/TEST/21	null	📄
R-2020016844/2020	General	TEST LETTER	11-Dec-2020 01:20 PM	REGISTRY USER	null	null	📄
R-2020016843/2020	General	TEST LETTER	11-Dec-2020 01:20 PM	REGISTRY USER	IN/TEST/22	null	📄
R-2020016842/2020	General	TEST LETTER	11-Dec-2020 01:27 PM	REGISTRY USER	null	null	📄

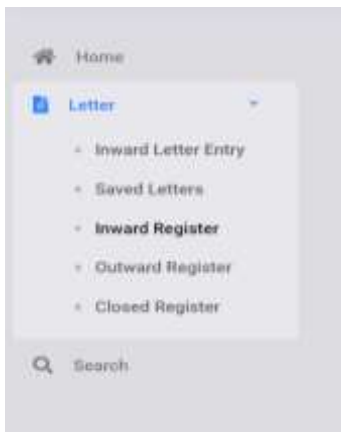
Showing 1 to 6 of 6 entries

Previous **1** Next

- On clicking your username at top right corner, details of currently logged in user will be displayed along with option to logout.



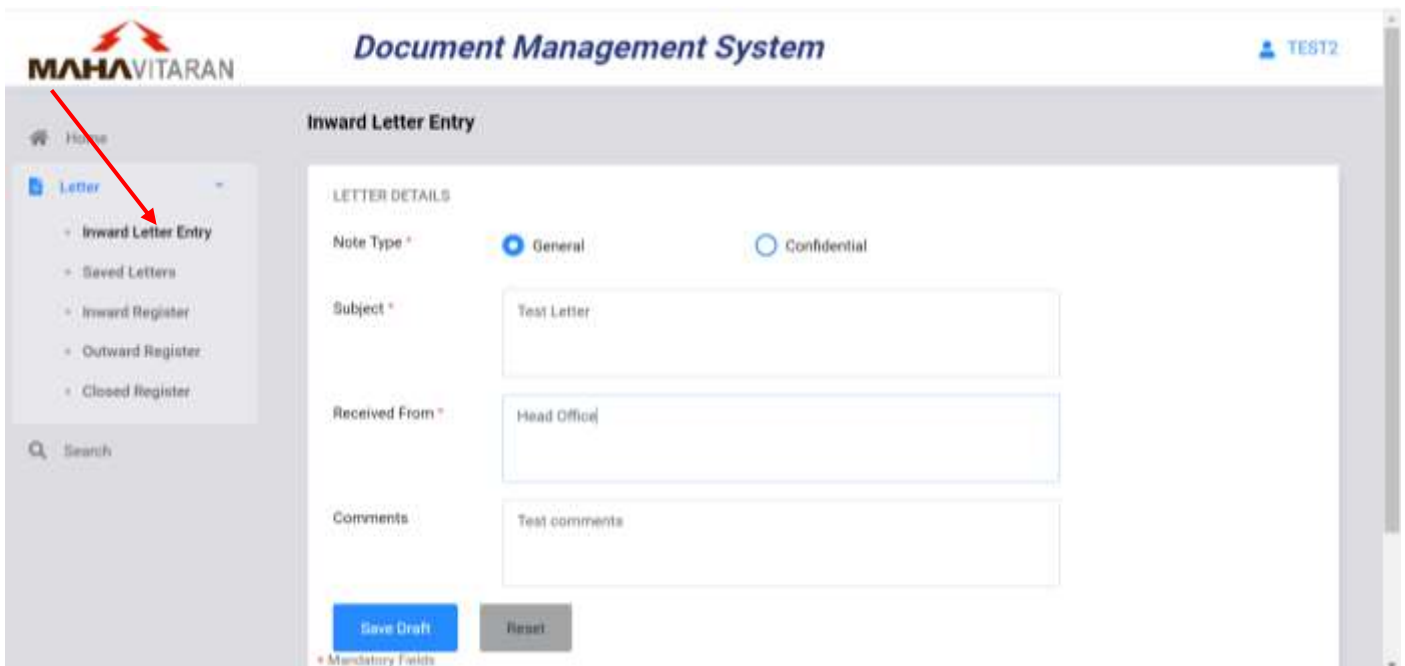
- On left side of homescreen, menu options are displayed as per below.



- **Home** – Under development
- **Office Note**
 - **Inward Letter Entry** – To inward **New** Office Letter
 - **Saved Letters** – To View/Edit **Saved** Office Letters
 - **Inward Register** – To View/Edit **Received** Office Letters
 - **Outward Register** – To View **Outward** Office Letters
 - **Closed Register** – To View **Closed** Office Letters
- **Search** – To Search Office Letters

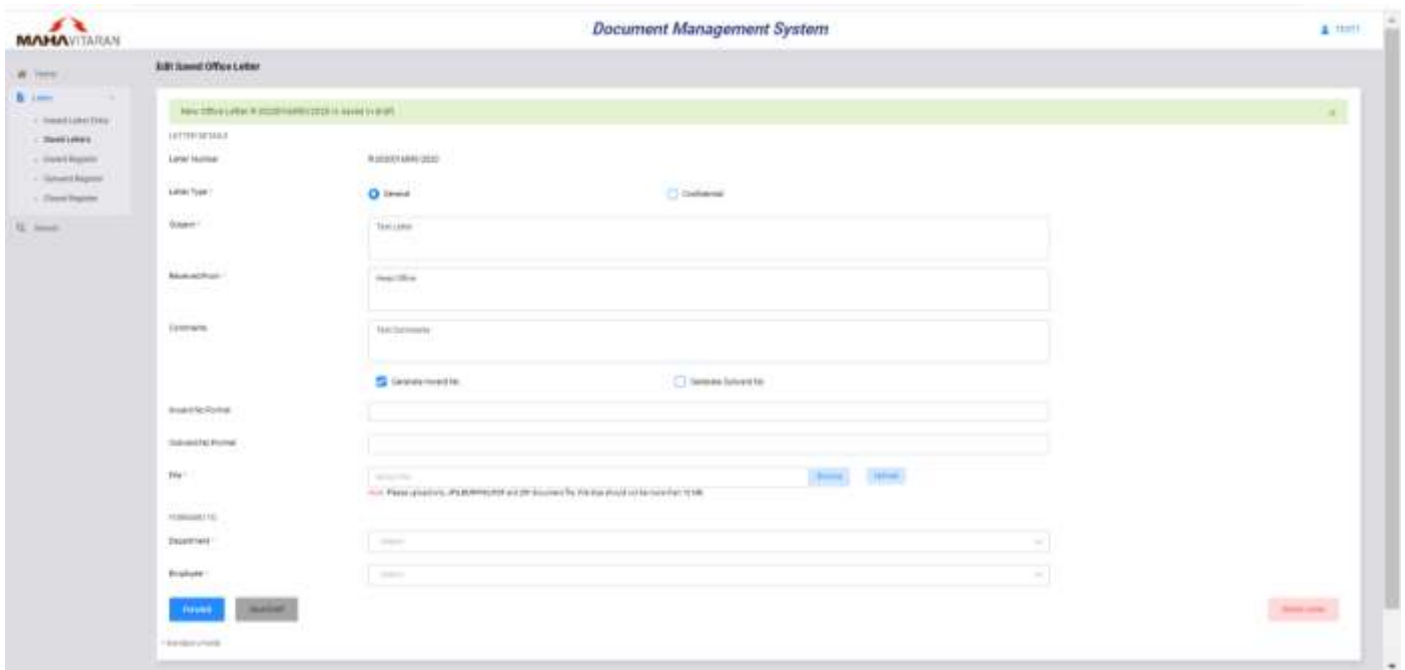
3. Inward Office Letter

- To inward a new Office letter, select **Inward Letter Entry** menu option.




- On Inward Letter Entry page, select Letter Type, enter Subject, Received From and Comments.
- To save and generate office letter number, click on **Save Draft** button.

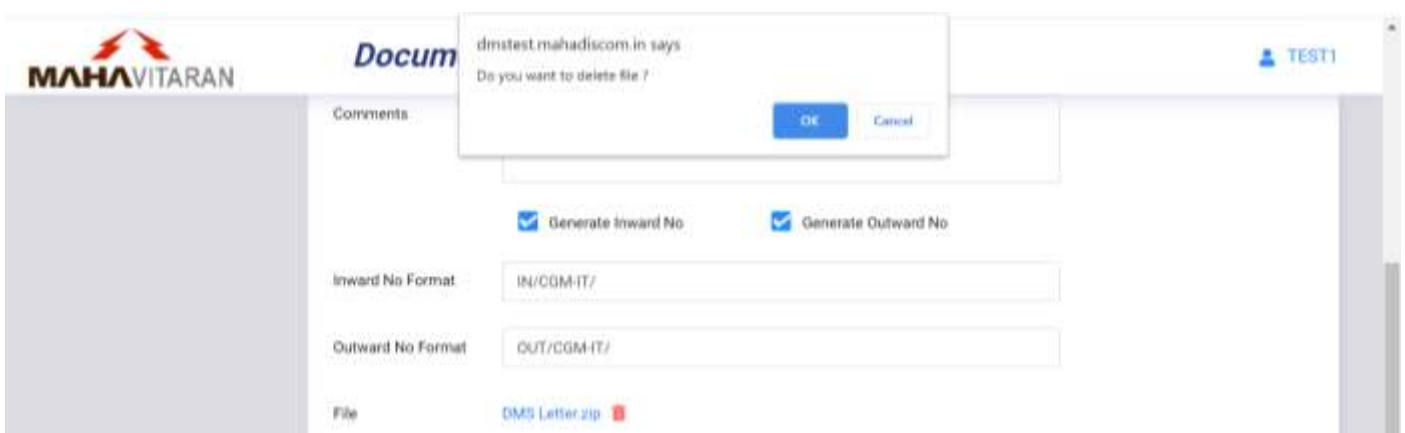
- After the letter is saved, Office Letter number will be generated and more details will be displayed as shown below -



- Even after saving Letter, user can still change Letter Type, Subject, received from and comments.
- To generate Inward/Outward no., tick respective checkbox and enter Inward/Outward No Format
- To upload file, click on **Browse** button then select file and click on **Upload** button.
- On successful file upload, a success message is shown as below.



- Please note that, user can only upload a pdf file having maximum size 10 MB.
- User can delete uploaded file and upload another file; till the letter is forwarded.
- To delete file, click on on  icon, and click OK as shown below.



- To forward office letter, select Department and Employee from dropdown list.

File: DMS Letter.zip

File uploaded. ✕

FORWARD TO:

Department * Commercial Department

Employee * Executive Engineer - Anil Ghogare

Forward Save Draft Delete Letter

* Mandatory Fields

- Click on **Forward** button to forward office letter.
- User can click on **Save Draft** button to save office letter in draft and forward later.
- To delete office letter click on **Delete Letter** button and select OK on confirmation alert.

MAHAVITARAN Document Management System TEST1

Home Saved Office Letter

Letter R-2020016890/2020 is forwarded to Anil Ghogare, Executive Engineer on 17-Dec-2020 12:21 AM. Inward No is IN/CGM-IT/35 and Outward No is OUT/CGM-IT/127. ✕

Show 1 entries Search:

Reference No.	Type	Subject	Date
R-2020016889/2020	General	test	17-Dec-2020 12:08 AM
R-2020016881/2020	General	TEST LETTER	15-Dec-2020 02:49 PM
R-2020016876/2020	General	TEST LETTER	12-Dec-2020 12:08 PM
R-2020016874/2020	General	TEST LETTER	12-Dec-2020 12:03 PM
R-2020016873/2020	General	TEST LETTER	12-Dec-2020 11:57 AM
R-2020016807/2020	General	TEST LETTER	06-Dec-2020 06:02 PM

- After office letter is forwarded, a message will be shown as above.
- User can view your forwarded office letters in Outward Register menu.

4. Edit Saved Office Letters

- To view and edit saved office letters, use **Saved Letters** menu option.
- List of saved office letters will be displayed in a table as shown below.

The screenshot shows the 'Document Management System' interface. The top left features the MAHAVITARAN logo. The top right shows the user 'TEST1'. The main header is 'Document Management System'. The left sidebar contains a 'Letter' menu with options: Inward Letter Entry, Saved Letters (highlighted with a red arrow), Inward Register, Outward Register, and Closed Register. The main content area is titled 'Saved Office Letter' and displays a table of 6 entries. The table has columns for Reference No., Type, Subject, and Date. Below the table, it shows 'Showing 1 to 6 of 6 entries' and navigation buttons for 'Previous' and 'Next'.

Reference No.	Type	Subject	Date
R-2020016889/2020	General	test	17-Dec-2020 12:08 AM
R-2020016881/2020	General	TEST LETTER	15-Dec-2020 02:49 PM
R-2020016876/2020	General	TEST LETTER	12-Dec-2020 12:08 PM
R-2020016874/2020	General	TEST LETTER	12-Dec-2020 12:03 PM
R-2020016873/2020	General	TEST LETTER	12-Dec-2020 11:57 AM
R-2020016807/2020	General	TEST LETTER	06-Dec-2020 06:02 PM


- User can sort the list by clicking on column header.
- User can also search in the list by entering search text in input box provided on upper right corner.
- To goto different page, click on page number shown in bottom right corner or use **Previous/Next** button.
- To view / edit a office letters click on its reference number. Selected Office Letter will be opened in Edit mode as shown below.

The screenshot shows the 'Document Management System' interface in 'Edit Saved Office Letter' mode. The top left features the MAHAVITARAN logo. The top right shows the user 'TEST1'. The main header is 'Document Management System'. The left sidebar contains a 'Letter' menu with options: Inward Letter Entry, Saved Letters, Inward Register, Outward Register, and Closed Register. The main content area is titled 'Edit Saved Office Letter' and displays a form for editing a letter. The form has the following fields: Letter Number (R-2020016889/2020), Letter Type (radio buttons for General and Confidential, with General selected), Subject (text input field with 'test'), Received From (text input field with 'test'), and Comments (text area).

- User can change letter type, subject, received from, comment, upload/delete file
- User can Forward, Save Draft or Delete office letter after making changes.

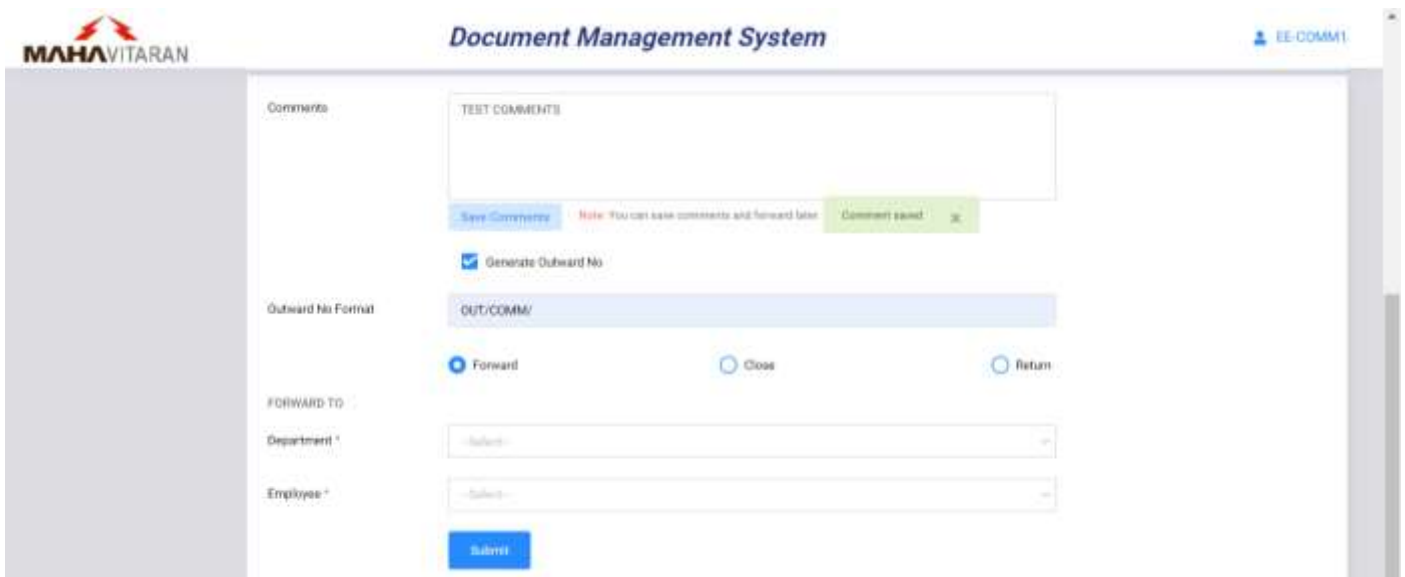
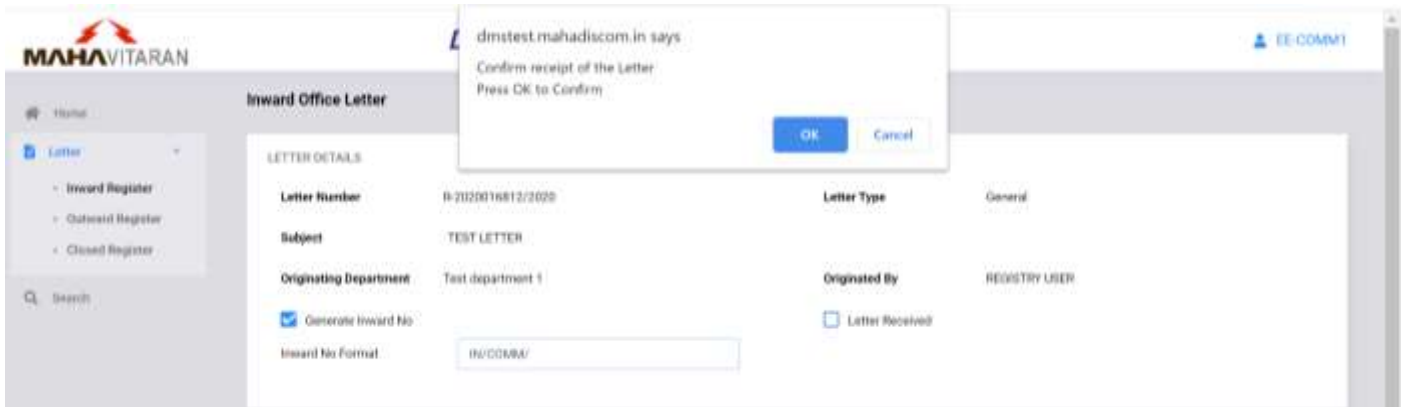
5. Inward Register

- User can view/edit office letters received to him in **Inward Register** menu option.
- Only those office letters which pending with user will be displayed in this menu.
- List of received office letters will be displayed in a table as shown below.

- User can sort the list by clicking on column header.
- User can also search in the list by entering search text in input box provided on upper right corner.
- To goto different page, click on page number shown in bottom right corner or use **Previous/Next** button.
- You can click on  **Download** button to download all files present in that office letter.
- To view / edit a office letter click on its reference number. Office Letters details will be shown as below-

- User can click on respective file name shown in history to download that file, otherwise click on **Download All Files** to download all files.
- To generate Inward no., tick “Generate Inward No” checkbox and enter Inward No. format.

- To receive letter, tick “letter received” checkbox. Confirmation alert message will be shown. Click Ok button to confirm.



- Enter comments in the textbox. User can click on **Save Comments** button to save comments and forward office letter later.
- To generate Outward no., tick “Generate Outward No” checkbox and enter Outward No. format
- Select Department and employee from dropdown list and click submit button



- A success message is shown as above after office note is forwarded.

6. Outward Register

- User can view office letters forwarded by him in **Outward Register** menu option.
- List of forwarded office letters will be displayed in a tabular format as shown below-

Office Letter Outward Register

Show: 4 entries Search:

Reference Number	Type	Subject	Received Date	Forwarded Date	Forwarded To	Inward No.	Outward No.	File
R-2020016872/2020	General	TEST LETTER	12-Dec-2020 12:43 AM	12-Dec-2020 12:49 AM	REGISTRY USER	INWARD/COMM/49	OUT/COMM/418	Download
R-2020016861/2020	General	TEST LETTER	11-Dec-2020 09:38 PM	11-Dec-2020 18:00 PM	REGISTRY USER	null	null	Download
R-2020016819/2020	General	TEST LETTER	11-Dec-2020 09:51 PM	11-Dec-2020 10:01 PM	REGISTRY USER	null	null	Download
R-2020016812/2020	General	TEST LETTER	11-Dec-2020 02:28 PM	17-Dec-2020 12:39 AM	OTHER USER	IN/COMM/53	OUT/COMM/422	Download

Showing 1 to 4 of 4 entries Previous **1** Next

- User can sort the list by clicking on column header.
- User can also search in the list by entering search text in input box provided on upper right corner.
- To goto different page, click on page number shown in bottom right corner or use **Previous/Next** button.
- User can click on [Download](#) button to download all files present in that office letter.
- To view a office letter click on its reference number. Selected Office letter details will be shown as given below-

Letter Number: R-2020016872/2020 **Letter Type**: General

Subject: TEST LETTER

Originating Department: Commercial Department **Originated By**: Executive Engineer

HISTORY

Received Date	Forwarded Date	Forwarded By	Forwarded To	Filename	User Comments	Status
12-Dec-2020 12:16 AM	12-Dec-2020 12:19 AM	Executive Engineer	REGISTRY USER	Office Note for Test Purpose5.pdf	TEST LETTER	Forwarded
12-Dec-2020 12:19 AM	12-Dec-2020 12:43 AM	REGISTRY USER	Executive Engineer	Office Note for Test Purpose9.pdf	—	Forwarded
12-Dec-2020 12:43 AM	12-Dec-2020 12:49 AM	Executive Engineer	REGISTRY USER	—	my comments for letter	Forwarded
12-Dec-2020 12:49 AM	12-Dec-2020 10:43 AM	REGISTRY USER	SECTION REGISTRY USER	—	—	Forwarded
12-Dec-2020 10:43 AM	12-Dec-2020 10:45 AM	SECTION REGISTRY USER	REGISTRY USER	—	—	Forwarded
12-Dec-2020 10:45 AM	—	REGISTRY USER	—	—	—	Pending

[Download All Files](#)

[Back](#)

7. Closed Register

- User can view closed office letters which were forwarded/received by him/her in **Closed Register** menu option.

Document Management System

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TEST1

Closed Office Letter Register

Show 1 of 1 entries

Search:

Reference Number	Type	Subject	Closed Date	Closed By	Forward No	Detained No	File
R-2020016859/2020	Confidential	Subject updated again and letter type changed to "General" from "Confidential" Now file uploaded	09-Dec-2020 02:16 PM	SECTION REGISTRY USER	null	null	

Showing 1 to 1 of 1 entries

Previous 1 Next

- List of closed office letters will be displayed in a table as shown above.
- User can sort the list by clicking on column header.
- User can also search in the list by entering search text in input box provided on upper right corner.
- To goto different page, click on page number shown in bottom right corner or use **Previous/Next** button.
- User can click on **Download** button to download all files present in that office letter.
- To view a office letter click on its reference number. Selected Office letter details will be shown as given below -

Document Management System

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View Office Letter

LETTER DETAILS

Letter Number	R-2020016859/2020	Letter Type	Confidential
Subject	Subject updated again and letter type changed to "General" from "Confidential" Now file uploaded		
Originating Department	Training And Safety	Originated By	COM(T&S)

HISTORY

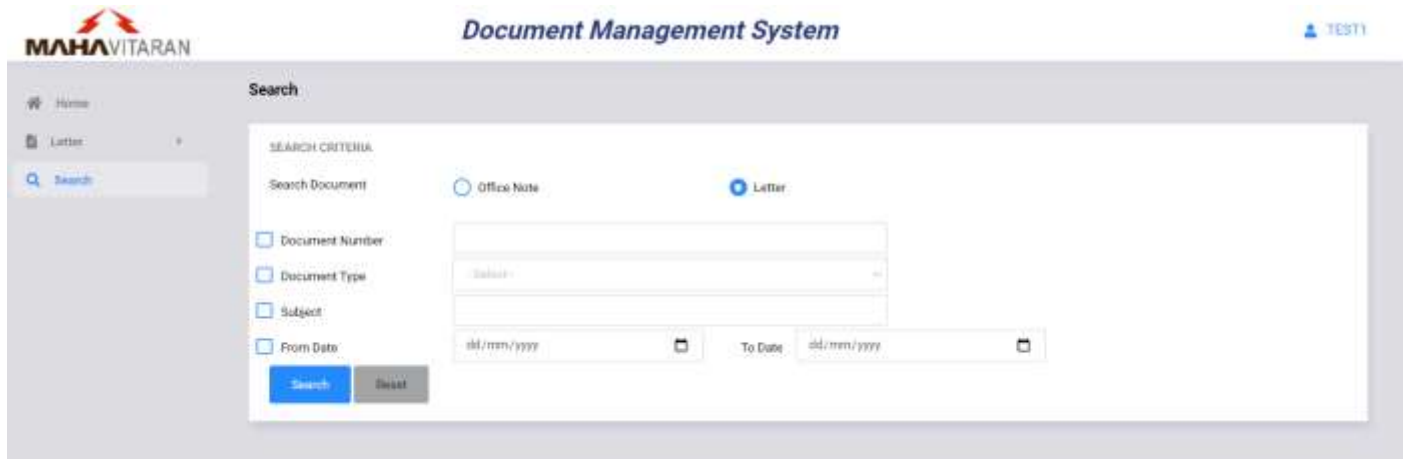
Received Date	Forwarded Date	Forwarded By	Forwarded To	Filename	User Comments	Status
08-Dec-2020 09:18 PM	08-Dec-2020 09:47 PM	COM(T&S)	REGISTRY USER	Test_Doc_Bn_FINAL_234.pdf	--@#B*8AN)_?+[]^{}~ _A1234567890+>	Forwarded
08-Dec-2020 05:47 PM	09-Dec-2020 01:15 PM	REGISTRY USER	OTHER USER	pREPAGE_1.pdf	This is My Comments 123	Forwarded
09-Dec-2020 01:16 PM	09-Dec-2020 01:36 PM	OTHER USER	REGISTRY USER	--	--	Returned
09-Dec-2020 01:36 PM	09-Dec-2020 02:14 PM	REGISTRY USER	SECTION REGISTRY USER	pREPAGE_3.pdf	Letter comments	Forwarded
09-Dec-2020 02:14 PM	09-Dec-2020 03:16 PM	SECTION REGISTRY USER	--	--	letter closed	Closed

[Download All Files](#)

Back

8. Search

- User can search office letters by using **Search** menu option.



MAHAVITARAN Document Management System TEST1

Home Letter Search

SEARCH CRITERIA

Search Document Office Note Letter

Document Number

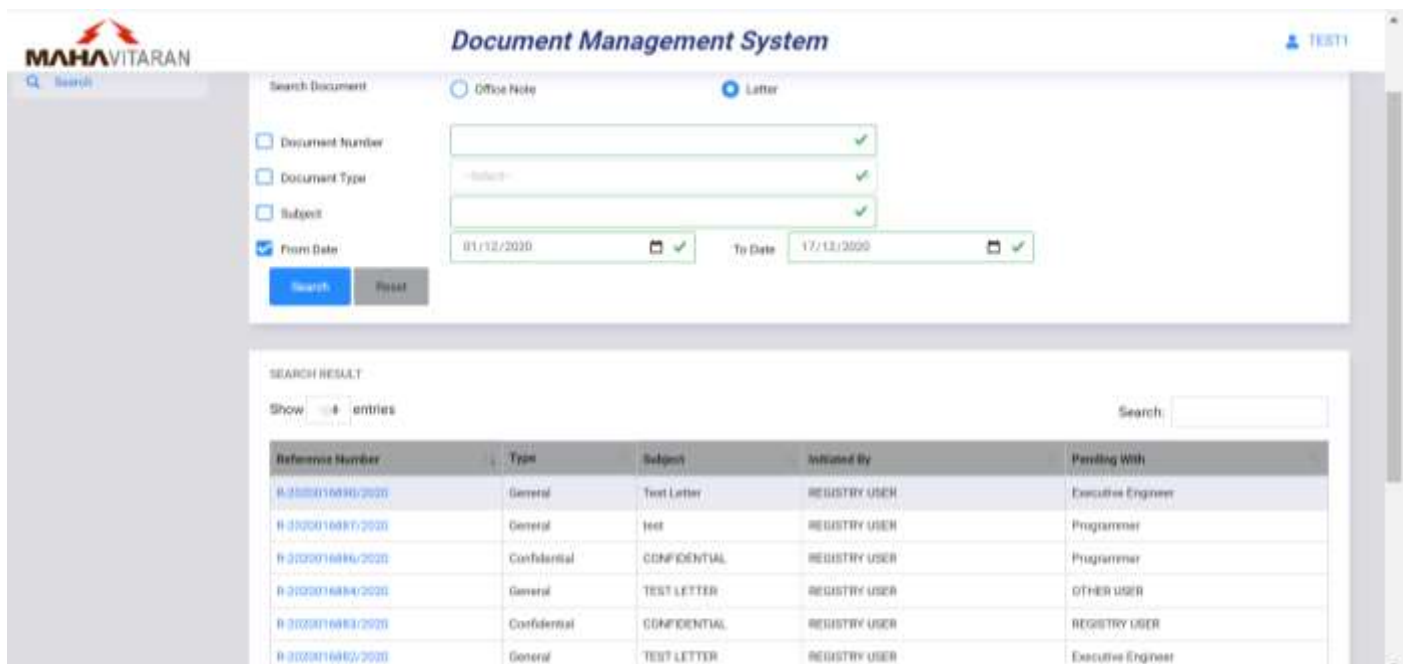
Document Type

Subject

From Date

Search Reset

- Select Document Type.
- User can search office letters by using Document number, letter type, subject or date.
- User can combine one or more search criteria.
- After entering search criteria, click on **Search** button.



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Search Document Office Note Letter

Document Number

Document Type

Subject

From Date

Search Reset

SEARCH RESULT

Show 5 entries

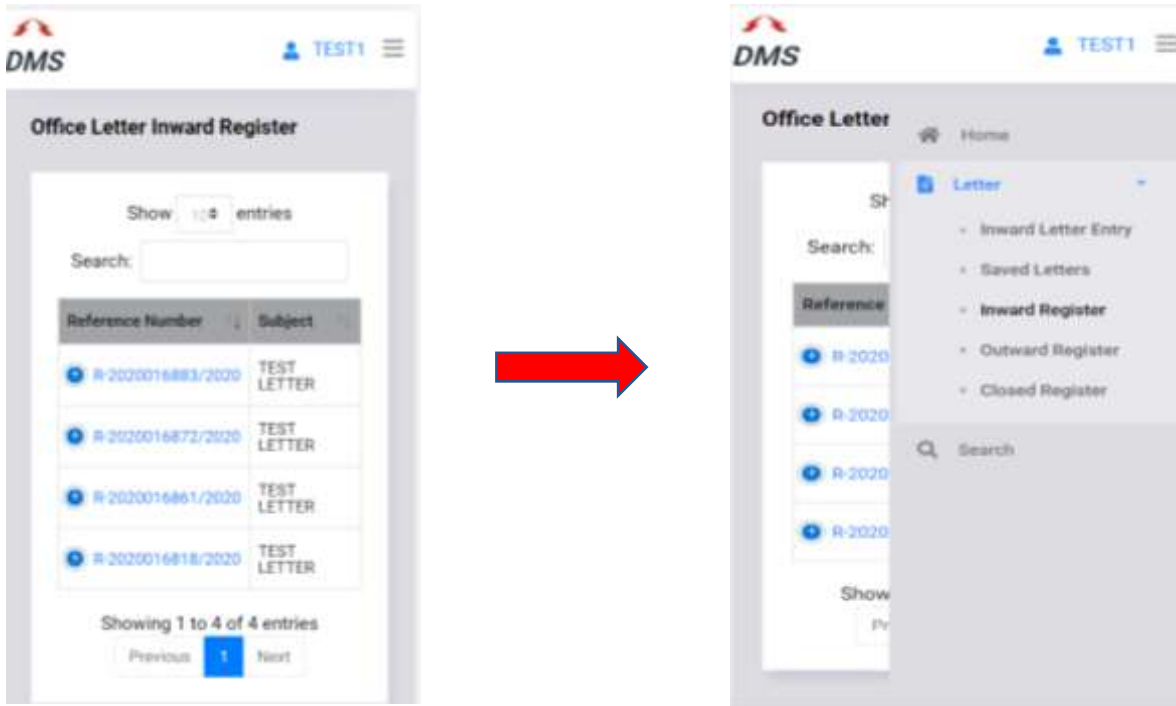
Search:

Reference Number	Type	Subject	Initiated By	Pending With
R-2020016630/2020	General	Test Letter	REGISTRY USER	Executive Engineer
R-2020016631/2020	General	Test	REGISTRY USER	Programmer
R-2020016632/2020	Confidential	CONFIDENTIAL	REGISTRY USER	Programmer
R-2020016634/2020	General	TEST LETTER	REGISTRY USER	OTHER USER
R-2020016633/2020	Confidential	CONFIDENTIAL	REGISTRY USER	REGISTRY USER
R-2020016635/2020	General	TEST LETTER	REGISTRY USER	Executive Engineer

- List of office letters matching given search criteria will be shown as above.
- User can click on reference number to view office letter details.
- User can search and view all office letters initiated or received under your office.
- For Confidential office letter, user can view the office letter only if user have received/forwarded that letter.

9. Mobile Compatibility

- Document Management System version 5.0 is compatible with mobile/tablet devices.
- A sample Inward Register page on mobile device is shown below.
- To show/hide menu click on ☰ Menu icon on upper right corner as shown below.



- On various list pages click on + icon to view office letter details