
DOCUMENT MANAGEMENT SYSTEM

Office Note User Manual

MARCH 23, 2024
MSEDCL
dmsadmin@mahadiscom.in

1. URL

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

Support Email ID: dmsadmin@mahadiscom.in



Login

Username

02335131

Password

.....

➔ Login

- > Support Email ID : dmsadmin@mahadiscom.in
- > For DMS login/password issues:
 - 1) Corporate users should mail to portal_admin@mahadiscom.in.
 - 2) Field users should contact their respective IT center.

Important Messages

Note: Please keep one blank page at the end of office note, before separator sheet.

- > To use Office Note functionality, please use LDAP (i.e. RAPDRP) login credentials.

Help -

- > [DMS Manual for Field Users](#) New
- > [Document Upload Guidelines](#)
- > [DMS Office Note User Manual](#)
- > [DMS Office Letter User Manual](#)
- > [How to change DMS Login Credentials](#)
- > [DMS IT Circular for Corporate Office](#)
- > [DMS IT Circular for Field Offices](#)

For Corporate Office users only -

- > [eSign Renewal \(Re-KYC\) Process](#)
- > [KYC Registration Process for eSign \(For new users\)](#)
- > [How to use TOTP for eSign](#)

- 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 Note functionality, please use LDAP (RAPDRP) login credentials i.e. CPF number and password and click **Login** button.



Login

Username

Password

[Login](#)

Support Email ID : dmsadmin@mahadiscom.in
For DMS login/password issues:
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Important Messages

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Help -

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For Corporate Office users only -

- [eSign Renewal \(Re-KYC\) Process](#)
- [KYC Registration Process for eSign \(For new users\)](#)
- [How to use TOTP for eSign](#)

- After login, Inward Register for Office Notes will be displayed.

Reference Number	Type	Subject	Received Date	Received From	File
F-2023006496/2023	General	Test	01-Mar-2024 04:27 PM	Assistant Programmer	Download
F-2024006509/2024	General	Test office Note	02-Feb-2024 02:40 PM	Superintending Engineer (Akola Circle)	Download
F-2023006482/2023	General	Office Note by SE 3	08-Nov-2023 02:38 PM	Chief Engineer (Akola Zone)	Download
F-2023006481/2023	General	Test Office Note by SE 2	08-Nov-2023 02:35 PM	Superintending Engineer (Akola Circle)	Download
F-2023006477/2023	General	Testing SE User	07-Nov-2023 03:52 PM	Chief Engineer (Aurangabad Zone)	Download

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

02335131

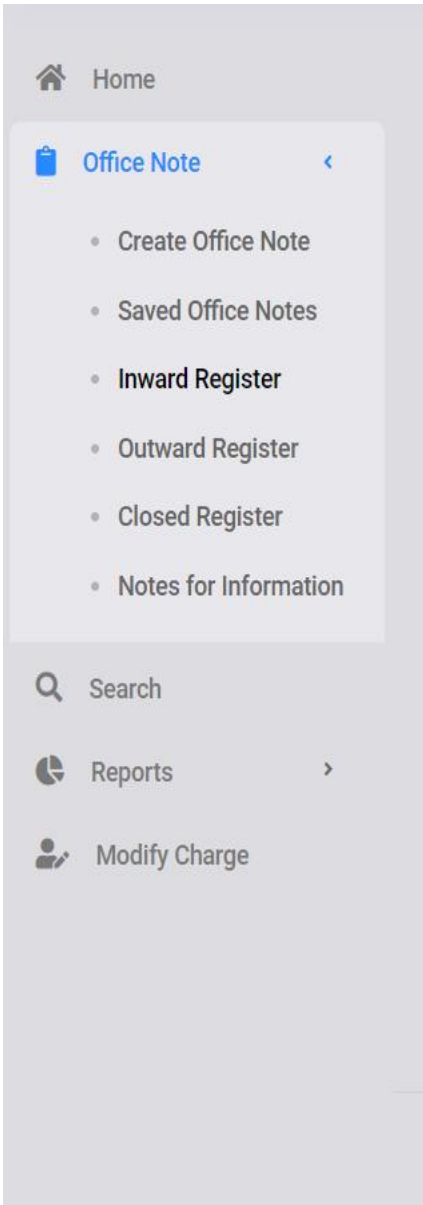
Mr. Lalit Deorao Lahabar
Chief Engineer (Nagpur Zone)
Zone Office
[Switch User](#)
[Logout](#)

Reference Number	Type	Subject	Received Date	Received From	File
F-2023006421/2023	General	Test Office Note 03.07.2023	03-Jul-2023 03:12 PM	Regional Director (Nagpur Region)	Download

Showing 1 to 1 of 1 entries

Previous **1** Next

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



Home – Notifications and downloads are available on home screen.

○ **Office Note**

- **Create Office Note** – To create New Office Note
- **Saved Office Notes** – To View/Edit Saved Office Notes
- **Inward Register** – To View/Edit Received Office Notes
- **Outward Register** – To View Outward Office Notes
- **Closed Register** – To View Closed Office Notes
- **Notes for Information** – To View Notes Received only For Information. User can view it but can not perform any action (eSign/forward/return/close) on it.

○ **Search** – To Search Office Notes

○ **Reports** – Pending and abstract report of Office Notes

○ **Mofify Charge** - Assigning the charge to employees

3. Create Office Note

- To create a new Office note, select **Create Office Note** menu option.

Home

Office Note

- Create Office Note
- Saved Office Notes
- Inward Register
- Outward Register
- Closed Register
- Notes for Information

Search

Reports

Create New Office Note

Note: Please keep one blank page at the end of office note, before separator sheet.

NOTE DETAILS

Note Type * General Confidential Board Note

Tag this note as Urgent

Subject *

Comments

Save Draft Reset

* Mandatory Fields

- On Create Office Note page, select Note Type, enter Subject and Comments.
- Tick checkbox if you want to tag office note as URGENT.
- To save and generate office note number, click on **Save Draft** button.

Home

Office Note

- Create Office Note
- Saved Office Notes
- Inward Register
- Outward Register
- Closed Register
- Notes for Information

Search

Reports

Edit Saved Office Note

New Office note F-2024006513/2024 is saved in draft.

Note: Please keep one blank page at the end of office note, before separator sheet.

NOTE DETAILS

Note Number F-2024006513/2024

Note Type * General Confidential Board Note

Tag this note as Urgent

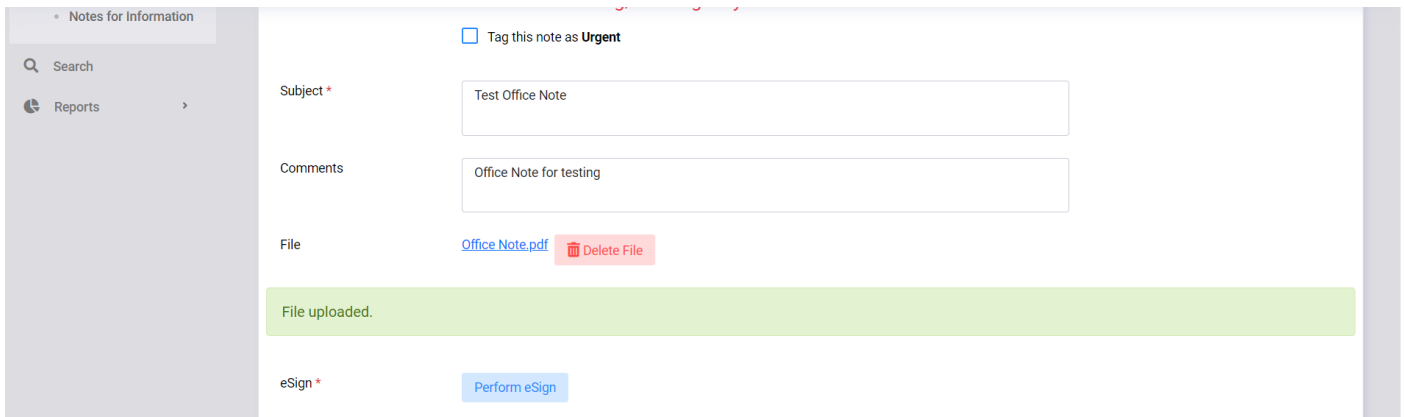
Subject *


Comments

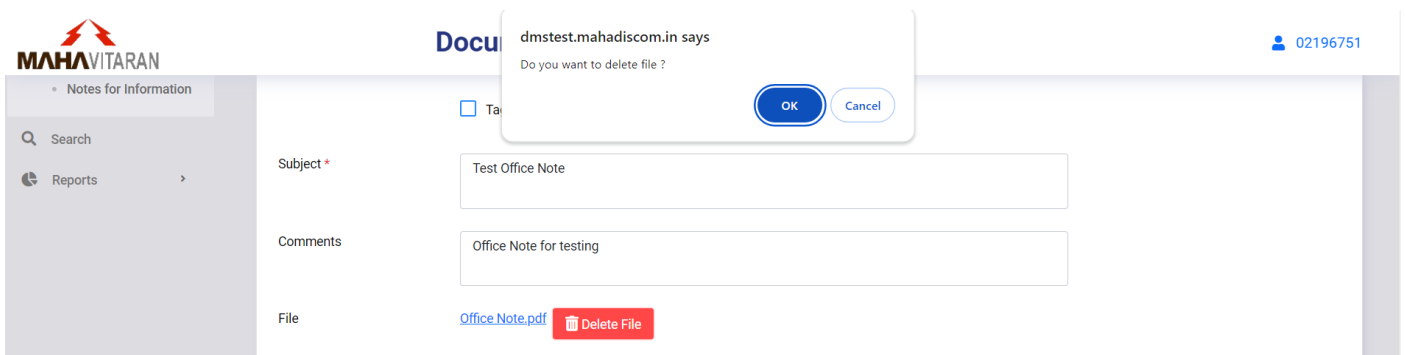
File * Browse Upload

Note: Please upload only PDF document file. File Size should not be more than 50 MB.

- You will be redirected to Edit Saved Office Note page and New Office Note number will be generated and displayed as shown above.
- You can change Note Type, Subject, comment and upload file on edit page.
- 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 above.
- Please note that, you can only upload a pdf file having maximum size 50 MB.
- You can delete the uploaded file if office note is not yet forwarded.
- To delete file, click on on  icon, and click OK as shown below.

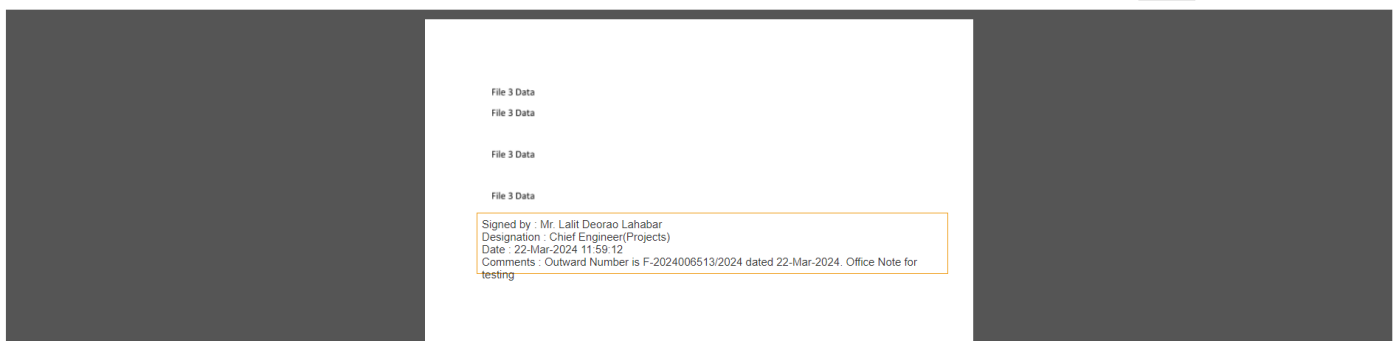


- To perform eSign, click on **Perform eSign** button.
- A popup page will be shown as below.

User consent for eSign

You will be redirected to eMudhra's portal for eSign.
 I hereby give my consent and willingness to eSign this document.

Previous 1 of 7 Next Perform eSign



- Select appropriate page number for eSign by clicking on **Previous** and **Next** button.
- Move the eSign box to select desired sign position on the page.
- Please make sure that your sign box does not cover note content or previous authorities sign.
- Click on **Perform eSign** to proceed. You will be redirected to emudra's website to complete eSign.

eSign User Authentication
You are redirected here to authenticate for eSign of below document by PREMAHA.

ASP Name PREMAHA	Transaction ID 3718
----------------------------	-------------------------------

Username
lalit02335131@username.emudhra

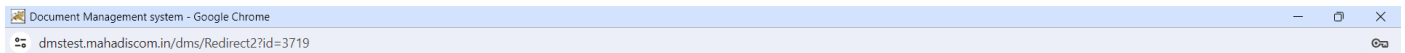
[Forgot PIN?](#)

SMS OTP T-OTP

I agree to authenticate for this transaction using above credentials and continue to accept the terms and conditions under my [Subscriber Agreement](#).

© eMudhra. All Rights Reserved.

- On emudra’s website, enter your PIN number then click on **Get OTP** button to receive OTP on mobile.
- Enter OTP received on mobile, select checkbox to accept terms then click on **Perform eSign**.
- You will be redirected back to dms and a page will be displayed as below.



eSign

Redirecting to MSEDCL Document Management System ...

Please do not press Back or Refresh button

- Please do not click back/refresh button or close the window, the window will be auto-closed.

Document eSign successful. [View Document](#)

FORWARD TO

Department *

Office *

Employee *

CC To Note: Add CC User, if the note is to be sent to other employees for information only.

- On successful eSign, a success message will be displayed as above. You can click on View Document to view eSigned document.
- To forward office note, select Department, Office and Employee from dropdown list.

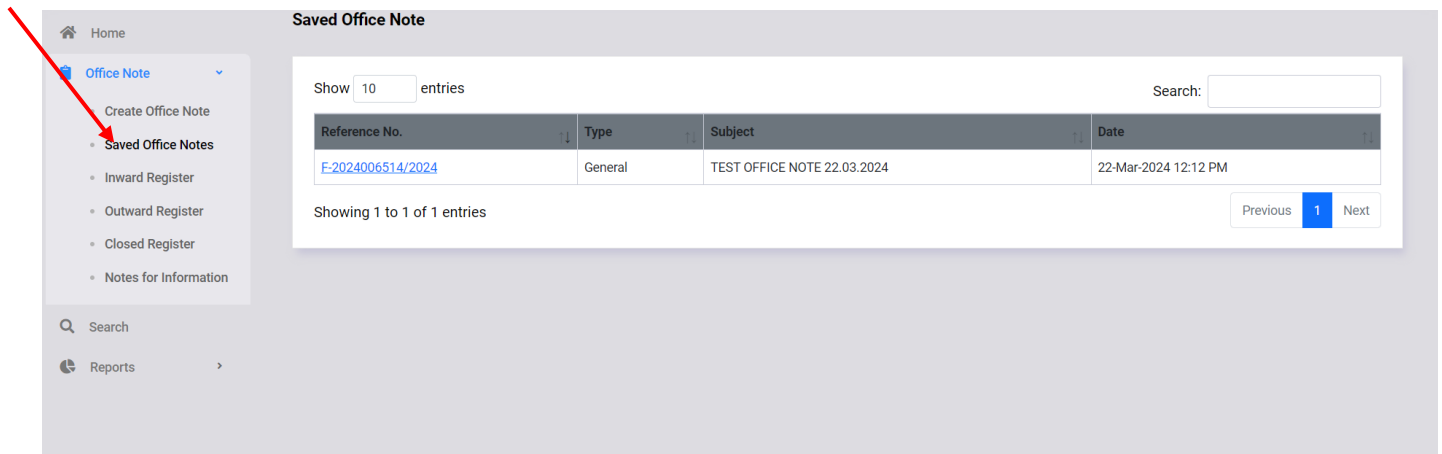
- Click on **Forward** button to forward office note.
- You can click on **Save Draft** button to save office note in draft and forward later.
- To delete office note click on **Delete Note** button and select OK on confirmation alert.

- After office note is forwarded, a message will be shown as above.
- You can view your forwarded office notes in Outward Register menu.
- User can add users in CC while sending office note.
- Click on Add CC User button.
- Select Department, Office and Employee from dropdown list and click the Save button.

- Users in CC can only view the forwarded office note.

4. Saved Office Notes

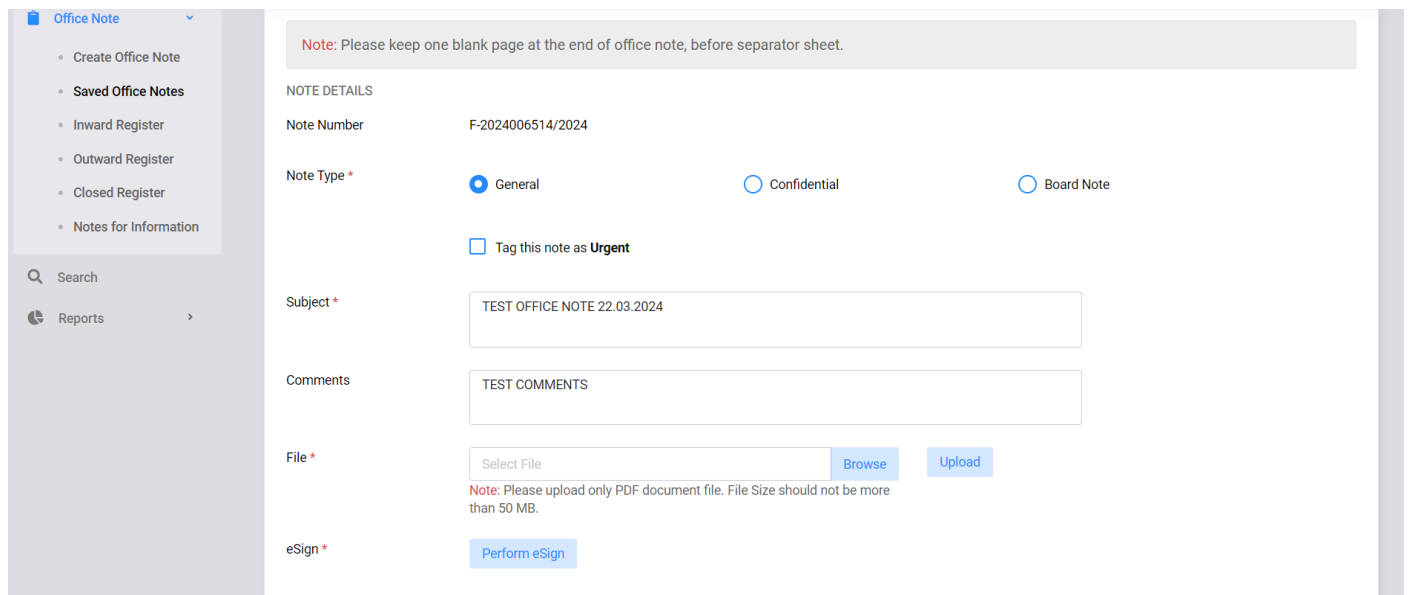
- To view and edit saved office notes, use **Saved Office Notes** menu option.



The screenshot shows the 'Saved Office Note' page. On the left is a sidebar menu with 'Office Note' selected, and 'Saved Office Notes' highlighted. The main content area displays a table of saved office notes. The table has columns for Reference No., Type, Subject, and Date. A search box is located in the top right corner. Below the table, there are 'Previous' and 'Next' buttons, with the page number '1' in the center.

Reference No.	Type	Subject	Date
E-2024006514/2024	General	TEST OFFICE NOTE 22.03.2024	22-Mar-2024 12:12 PM

- List of saved office notes will be displayed in a table as shown above.
- You can sort the list by clicking on column header.
- You 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 note click on its reference number.



The screenshot shows the 'Office Note' edit form. The sidebar menu is on the left. The main content area has a 'NOTE DETAILS' section. It includes a note number, note type (General, Confidential, Board Note), a checkbox for 'Tag this note as Urgent', a subject field, a comments field, a file upload section with 'Select File', 'Browse', and 'Upload' buttons, and an 'eSign' section with a 'Perform eSign' button. A note at the top says: 'Note: Please keep one blank page at the end of office note, before separator sheet.'

- Selected Office Note will be opened in Edit mode as shown above.
- You can change note type, subject, comment, upload/delete file as described in Create Office Note menu.
- You can Forward, Save Draft or Delete office note after making changes.

5. Inward Register

- User can view/edit office notes received to him in **Inward Register** menu option.
- Only office notes pending with user will be displayed in this menu.

Office Note Inward Register

Note: Please keep one blank page at the end of office note, before separator sheet.

Show entries Search:

Reference Number	Type	Subject	Received Date	Received From	File
F-2023006490/2023	General	Test Office Note Field User 05.12.2023 1	05-Dec-2023 12:33 PM	Chief General Manager(IT)	

Showing 1 to 1 of 1 entries

Previous **1** Next

- List of received office notes will be displayed in a table as shown above.
- You can sort the list by clicking on column header.
- You 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 note.
- To view / edit a office note click on its reference number.

Inward Office Note

NOTE DETAILS

Note Number	F-2023006490/2023	Note Type	General
Subject	Test Office Note Field User 05.12.2023 1	Originated By	Dy General Manager(I.T.)
Originating Department	Regional Office-Nagpur Region		

HISTORY

Received Date	Forwarded Date	Received By	Forwarded To	Filename	User Comments	Status
05-Dec-2023 11:01 AM	05-Dec-2023 11:33 AM	DyGM(IT) - Mr. Pramod Pritam Khule	GM(F&A) - Mr. Atul Yashwantrao Raut	File 3 Data.pdf	Some Text	Forwarded
05-Dec-2023 11:33 AM	05-Dec-2023 11:35 AM	GM(F&A) - Mr. Atul Yashwantrao Raut	CE (Akola) - Mr. Dattatray Vishnu Padalkar	---	General Manager(F&A) COMMENTS	Forwarded
12:00 PM	12:22 PM	Yashwantrao Raut	Shankarrao Haware	---	---	Forwarded
05-Dec-2023 12:22 PM	05-Dec-2023 12:33 PM	CGM(IT) - Mr. Avinash Shankarrao Haware	CE(Projects) - Mr. Lalit Deorao Lahabar	---	---	Forwarded
05-Dec-2023 12:33 PM	---	CE(Projects) - Mr. Lalit Deorao Lahabar	---	---	---	Pending

[Download All Files](#)

[Download History](#)

- Office Note details will be shown as per above.
- You can click on respective file name shown in history to download that file, otherwise click on **Download All Files** to download all files.
- To download office note details in pdf format click on **Download History**.

Comments

Test Comments

[Save Comments](#) Note: You can save comments and eSign/forward later. Maximum 2000 characters are allowed in comments.

Prepage File

Select File [Browse](#) [Upload](#)

Note: Please upload only PDF document file. File Size should not be more than 50 MB.

eSign *

[Perform eSign](#) Signature Page No. : 1

Tag this note as **Urgent**

- Enter your comments in the textbox. You can click on **Save Comments** button to save comments and forward office note later.
- If you wish to upload prepage file, click on **Browse** to select file then click **Upload**.

Comments

Test Comments

[Save Comments](#) Note: You can save comments and eSign/forward later. Maximum 2000 characters are allowed in comments.

Prepage File

[Prepage Office Note2.pdf](#) [Delete File](#)

- Please note that, eSign will always be performed on latest file or prepage.
- To forward office note, follow the same steps described earlier.
- To Return a office note, click on **Return** checkbox. Dropdown list for employee selection will be displayed as below.

Return To *

Forward
 Close
 Return

General Manager(F&A) - Mr. Atul Yashwantrao Raut

[Submit](#)

- Select return employee, from dropdown list.
- Click on **Submit** to return office note.

Comments

Closing note comments

[Save Comments](#) Note: You can save comments and eSign/forward later. Maximum 2000 characters are allowed in comments.

Prepage File

[Prepage Office Note.pdf](#) [Delete File](#)

Tag this note as **Urgent**


Forward
 Close
 Return

[Submit](#)

- To Close a office note, click on **Close** checkbox.
- Then click on **Submit** button to close office note.

6. Outward Register

- User can view office notes forwarded by him in **Outward Register** menu option.

- List of forwarded office notes will be displayed in a table as shown above.
- You can sort the list by clicking on column header.
- You 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 note.
- To view a office note click on its reference number.

- Selected Office note details will be shown as above.
- User can recall office note forwarded by him. To recall note, click on Recall Note button. Office note will be returned back to user automatically.
- Note:** There are some limitations on office note recall facility.

7. Closed Register

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

Closed Office Note Register

Show entries Search:

Reference Number	Type	Subject	Closed Date	Closed By	File
E-2023006420/2023	General	Test Office Note 03.07.2023	03-Jul-2023 02:52 PM	Chief Engineer (Nagpur Zone)	

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

- List of closed office notes will be displayed in a table as shown above.
- You can sort the list by clicking on column header.
- You 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 note.
- To view a office note click on its reference number.

11:53 AM	12:00 PM	Pitami Khule	Yashwantrao Raut	---	returning this note	return
05-Dec-2023 12:00 PM	05-Dec-2023 12:22 PM	GM(F&A) - Mr. Atul Yashwantrao Raut	CGM(IT) - Mr. Avinash Shankarrao Haware	---	---	Forwarded
05-Dec-2023 12:22 PM	05-Dec-2023 12:33 PM	CGM(IT) - Mr. Avinash Shankarrao Haware	CE(Projects) - Mr. Lalit Deorao Lahabar	---	---	Forwarded
05-Dec-2023 12:33 PM	22-Mar-2024 12:23 PM	CE(Projects) - Mr. Lalit Deorao Lahabar	---	---	Prepage Office Note2.pdf Closing note comments	Closed

[Download All Files](#)
[Download History](#)

Last eSigned By: 02108259-Mr. Avinash Shankarrao Haware, Chief General Manager(IT) on 05-Dec-2023 12:31 PM

[Back](#) [Reopen Note](#)

- Selected Office note details will be shown as above.
- User can reopen the closed office note if closed by him. He has to click on Reopen Note button.

8. Notes For Information

- User can view office notes for information on clicking **Notes for Information** menu.
- These office notes are for information purpose only. User can view it but can not perform any action (eSign/forward/return/close) on it.

The screenshot displays the 'Document Management System' interface. At the top left is the MAHAVITARAN logo. The main header reads 'Document Management System' with a subtitle 'For Testing/Training only' and a user ID '02108259'. The left sidebar contains a menu with 'Office Note' selected, and sub-items: 'Create Office Note', 'Saved Office Notes', 'Inward Register', 'Outward Register', 'Closed Register', and 'Notes for Information'. The main content area is titled 'Office Notes for Information Only' and features a search bar, a 'Show 10 entries' dropdown, and a table of notes. The table has columns for Reference Number, Type, Subject, Received Date, and File. Two entries are visible: one with reference number F-2023006466/2023 and subject 'Test Office Note by EE Dist Akola Zone', and another with reference number F-2020006227/2020 and subject 'note for testing'. Below the table, it says 'Showing 1 to 2 of 2 entries' and includes 'Previous', '1', and 'Next' navigation buttons.

Reference Number	Type	Subject	Received Date	File
F-2023006466/2023	General	Test Office Note by EE Dist Akola Zone	08-Aug-2023 03:57 PM	
F-2020006227/2020	General	note for testing	11-Jan-2021 01:31 PM	

9. Search

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

The screenshot shows a web application interface with a sidebar on the left containing 'Home', 'Office Note', 'Search', and 'Reports'. The main area is titled 'Search' and contains a 'SEARCH CRITERIA' section. Under 'Search Document', the 'Office Note' radio button is selected. Below this are several search criteria with checkboxes: 'Document Number', 'Document Type', 'Subject', 'Pending With', and 'From Date'. Each criterion has a corresponding input field. The 'From Date' field is populated with 'dd-mm-yyyy' and has a calendar icon. There are also 'To Date' and 'Reset' buttons. A blue 'Search' button is at the bottom left of the criteria section.

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

The screenshot shows the search results interface. At the top, there are date filters for 'From Date' (01-11-2023) and 'To Date' (22-03-2024), along with 'Search' and 'Reset' buttons. Below this is the 'SEARCH RESULT' section, which includes a 'Show 10 entries' dropdown and a search input field. The main part of the interface is a table with the following data:

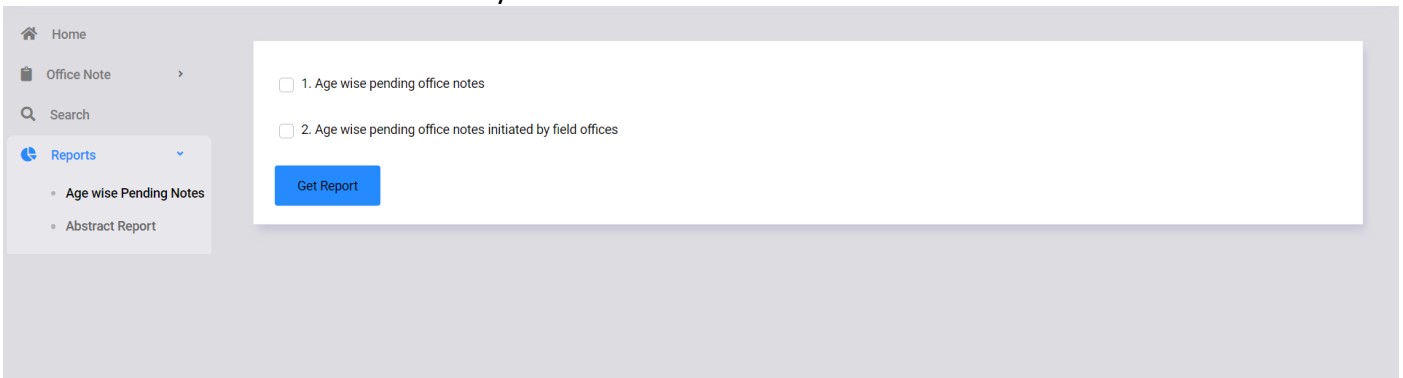
Reference Number	Type	Subject	Initiated By	Pending With
E-2024006513/2024	General	Test Office Note	Chief Engineer(Projects)	Chief General Manager(IT)
E-2023006490/2023	General	Test Office Note Field User 05.12.2023 1	Dy General Manager(I.T.)	CLOSED

At the bottom, it says 'Showing 1 to 2 of 2 entries' and has 'Previous', '1', and 'Next' navigation buttons.

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

10. Reports

- a. User can get age wise pending office notes report by clicking on **Age wise Pending Notes** menu. User has to tick required check box and then click on **Get Report** button. This report menu option is available only for Hon'ble CMD, Hon'ble Directors, all Heads of Departments and OSD to CMD.
 - (i) For Hon'ble CMD and OSD to CMD: - The report will be generated for office notes pending with all Heads of the Departments.
 - (ii) For Hon'ble Directors: - The report will be generated for office notes pending with the Heads of the Departments working under the respective Directors.
 - (iii) For all Heads of Departments: - The report will be generated for office notes pending with all employees working under the respective Heads of Departments.
 - (iv) The report will be generated in XLSX format and will have separate tabs for summary and list.



- b. User can get abstract of office notes by clicking on **Abstract Report** menu. User has to select **From Date and To Date** is shown below and then click on **Get Report** button.

Status	Count
Closed	1
Pending	0
Forwarded	1
Total	2

The pie chart shows a 50/50 split between Closed (teal) and Forwarded (yellow) documents. Pending (pink) is not represented as it has a count of 0.


DATE WISE DETAILS OF FORWARDED DOCUMENTS
Total number of Documents Forwarded : 1

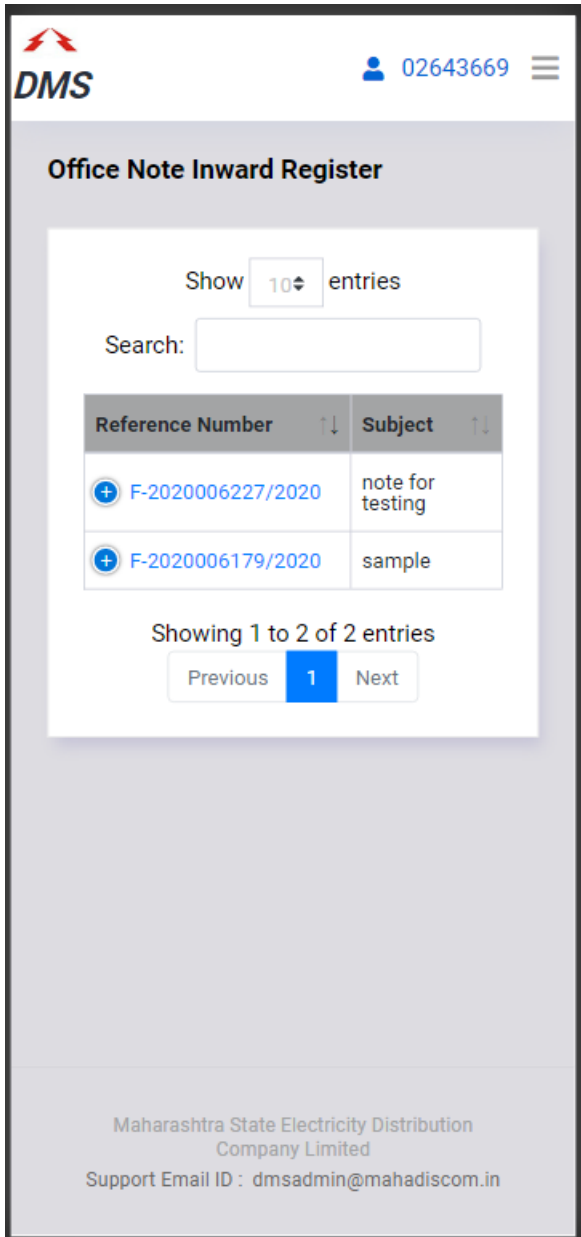
Show 10 entries Search:


Forwarded Date	Forwarded To	No. of Documents Forwarded	Current Status	
			Pending	Closed
22-Mar-2024	Chief General Manager(IT)	1	1	=

Showing 1 to 1 of 1 entries Previous 1 Next

11. 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.





DMS 02643669 

Office Note Inward Register

Show entries

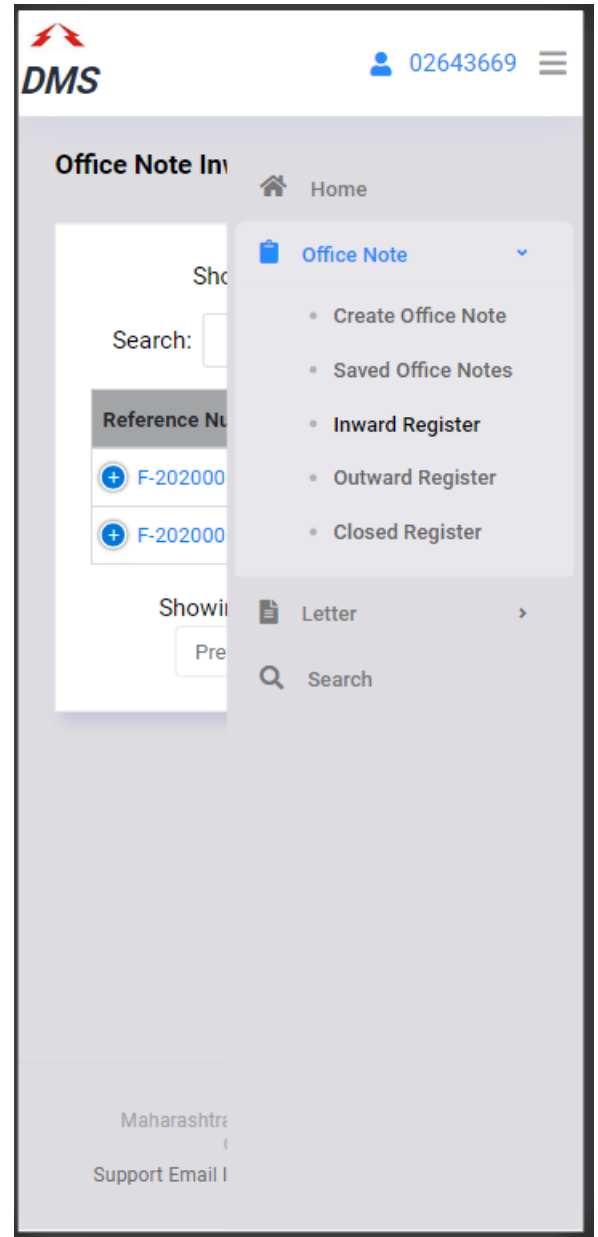
Search:


Reference Number	Subject
 F-2020006227/2020	note for testing
 F-2020006179/2020	sample

Showing 1 to 2 of 2 entries

Previous **1** Next

Maharashtra State Electricity Distribution Company Limited
Support Email ID : dmsadmin@mahadiscom.in



DMS 02643669 

Office Note Inward Register

Home

Office Note

- Create Office Note
- Saved Office Notes
- Inward Register
- Outward Register
- Closed Register

Letter

Search

Showing 1 to 2 of 2 entries

Previous **1** Next

Maharashtra State Electricity Distribution Company Limited
Support Email ID : dmsadmin@mahadiscom.in

DMS 02643669

Office Note Inward Register

Show 10 entries

Search:

Reference Number	Subject
+ F-2020006227/2020	note for testing
+ F-2020006179/2020	sample

Showing 1 to 2 of 2 entries

Previous 1 Next

Maharashtra State Electricity Distribution Company Limited
Support Email ID : dmsadmin@mahadiscom.in



DMS 02643669

Office Note Inward Register

Show 10 entries

Search:

Reference Number	Subject
- F-2020006227/2020	note for testing
+ F-2020006179/2020	sample

Type General

Received Date 12-Dec-2020 09:56 PM

Received From Assistant Programmer

File [↓](#)

+ F-2020006179/2020	sample
-------------------------------------	--------

Showing 1 to 2 of 2 entries

Previous 1 Next

Maharashtra State Electricity Distribution Company Limited
Support Email ID : dmsadmin@mahadiscom.in

- On various list pages click on [+](#) icon to view office note details, as shown above.