
DOCUMENT MANAGEMENT SYSTEM

Office Note User Manual

DECEMBER 12, 2023
MSEDCL
dmsadmin@mahadiscom.in

1. URL

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

Support Email ID: dmsadmin@mahadiscom.in



Login

Username

Password

- > 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.

- Important Documents -**
- > [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](#)
 - > [IT Circular for DMS](#)
- 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 RAPDRP login credentials i.e. CPF number and password and click **Login** button.



Login

Username

02335131

Password

.....

Login

- Support Email ID : dmsadmin@mahadiscom.in
- For DMS login/password issues:
 - Corporate users should mail to portal_admin@mahadiscom.in.
 - 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.

Important Documents -

- 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
- IT Circular for DMS

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 Office Note Inward Register will be displayed.

Office Note Inward Register

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

Show 10 entries Search:

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

Showing 1 to 1 of 1 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.

Document Management System
For Testing/Training only

02335131

Mr. Lalit Deorao Lahabar
Chief Engineer (Nagpur Zone)
Zone Office

Switch User
Logout

Office Note Inward Register

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

Show 10 entries

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)	

Showing 1 to 1 of 1 entries

Previous 1 Next

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

- Home
- Office Note
 - Create Office Note
 - Saved Office Notes
 - Inward Register
 - Outward Register
 - Closed Register
 - Notes for Information
- Search
- Abstract Report
- Modify Charge

- **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 For Information
- **Search** – To Search Office Notes
- **Abstract Report** – Abstract Report Of Office Notes
- **Modify 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

Abstract Report

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

* 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

Abstract Report

Edit Saved Office Note

New Office note F-2023006425/2023 is saved in draft.

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

NOTE DETAILS

Note Number F-2023006425/2023

Note Type * General Confidential Board Note

Tag this note as Urgent

Subject *

Comments

File *

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

FORWARD TO

Department *

Office *

Employee *

CC To

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

* Mandatory Fields

- 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.

Forward Office Note:

- To forward office note, select Department, Office and Employee from dropdown list.
- Please note that, you can forward office note to only HoD of other offices. But you can forward office note to any employee of your own office.

File * [sample.File 2.pdf](#) Delete File

FORWARD TO

Department *

Office *

Employee *

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

Forward Save Draft Delete Note

* Mandatory Fields

- You can add other 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.

CC To

Department *

Office *

Employee *

Save Cancel

Employee *

CC To X

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

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

Forward Save Draft Delete Note

- To delete office note click on **Delete Note** button and select OK on confirmation alert.
- You can view your forwarded office notes in Outward Register menu.

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

Search

Abstract Report

NOTE DETAILS

Note Number F-2023006425/2023
Subject Test Office Note
Originating Department Zone Office
Note Type General
Originated By Chief Engineer (Nagpur Zone)

HISTORY

Received Date	Forwarded Date	Received By	Forwarded To	Filename	User Comments	Status
03-Jul-2023 03:20 PM	03-Jul-2023 04:12 PM	CE (Nagpur) - Mr. Lalit Deora Lalabhar	RD (Nagpur) - Mr. Suhas Baburao Rangari	Test Document for Office Note.pdf	Office Note for testing	Forwarded
03-Jul-2023 04:12 PM	--	RD (Nagpur) - Mr. Suhas Baburao Rangari	--	--	--	Pending

[Download All Files](#)

[Download History](#)

Last eSigned By: --

Back

Recall Note

4. Saved Office Notes

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

Home

Office Note

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

Search

Abstract Report

Saved Office Note

Show 10 entries

Search:

Reference No.	Type	Subject	Date
F-2023006426/2023	General	Office Note for testing purpose	03-Jul-2023 04:16 PM

Showing 1 to 1 of 1 entries

Previous 1 Next

- 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.

Home

Office Note

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

Search

Abstract Report

Edit Saved Office Note

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

NOTE DETAILS

Note Number F-2023006426/2023

Note Type * General Confidential Board Note

Tag this note as Urgent

Subject * Office Note for testing purpose

Comments Test Comments

File *

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

FORWARD TO


- 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.

The screenshot shows the 'Office Note Inward Register' page. At the top, there is a note: 'Note: Please keep one blank page at the end of office note, before separator sheet.' Below this, there is a search bar and a table of office notes. The table has columns for Reference Number, Type, Subject, Received Date, Received From, and File. A single entry is shown with reference number F-2023006421/2023, Type General, Subject Test Office Note 03.07.2023, Received Date 03-Jul-2023 03:12 PM, and Received From Regional Director (Nagpur Region). A download icon is visible in the File column. Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' buttons.

- 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.

The screenshot shows the 'Inward Office Note' details page. It is divided into 'NOTE DETAILS' and 'HISTORY' sections. The 'NOTE DETAILS' section shows: Note Number F-2023006421/2023, Note Type General, Subject Test Office Note 03.07.2023, and Originating Department Zone Office. The 'HISTORY' section is a table with columns: Received Date, Forwarded Date, Received By, Forwarded To, Filename, User Comments, and Status. It shows three entries: 1. Forwarded (03-Jul-2023 12:10 PM to 03-Jul-2023 12:21 PM), 2. Returned (03-Jul-2023 12:21 PM to 03-Jul-2023 03:12 PM), and 3. Pending (03-Jul-2023 03:12 PM). Below the history table are links for 'Download All Files' and '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**.

- 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**.

- Please note that, corporate office employee will always perform eSign 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.

- 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.

Office Note Outward Register

Show 10 entries Search:

Reference Number	Type	Subject	Received Date	Forwarded Date	Forwarded To	Pending With	File
E-2023006425/2023	General	Test Office Note	03-Jul-2023 03:20 PM	03-Jul-2023 04:12 PM	Regional Director (Nagpur Region)	Regional Director (Nagpur Region)	
E-2023006417/2023	General URGENT	Nagpur Zone CE Office Note 02.07.2023	02-Jul-2023 04:39 PM	03-Jul-2023 11:27 AM	Regional Director (Nagpur Region)	Regional Director (Nagpur Region)	
E-2023006419/2023	General	Nagpur Zone Office Note 02.07.2023 2	02-Jul-2023 05:00 PM	03-Jul-2023 10:59 AM	Regional Director (Nagpur Region)	Regional Director (Nagpur Region)	

Showing 1 to 3 of 3 entries Previous 1 Next

- 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.

View Office Note

NOTE DETAILS

Note Number F-2023006425/2023
Subject Test Office Note
Originating Department Zone Office
Note Type General
Originated By Chief Engineer (Nagpur Zone)

HISTORY

Received Date	Forwarded Date	Received By	Forwarded To	Filename	User Comments	Status
03-Jul-2023 03:20 PM	03-Jul-2023 04:12 PM	CE (Nagpur) - Mr. Lalit Deorao Lahabar	RD (Nagpur) - Mr. Suhas Baburao Rangari	Test Document for Office Note.pdf	Office Note for testing	Forwarded
03-Jul-2023 04:12 PM	---	RD (Nagpur) - Mr. Suhas Baburao Rangari	---	---	---	Pending

[Download All Files](#)
[Download History](#)
 Last eSigned By: ---

[Back](#) [Recall Note](#)

- 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
F-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.

View Office Note

NOTE DETAILS

Note Number	F-2023006420/2023	Note Type	General
Subject	Test Office Note 03.07.2023	Originated By	Chief Engineer (Nagpur Zone)
Originating Department	Zone Office		

HISTORY

Received Date	Forwarded Date	Received By	Forwarded To	Filename	User Comments	Status
03-Jul-2023 12:09 PM	03-Jul-2023 02:49 PM	CE (Nagpur) - Mr. Lalit Deorao Lahabar	RD (Nagpur) - Mr. Suhas Baburao Rangari	File 1 Data.pdf	??? My Comments ???	Forwarded
03-Jul-2023 02:49 PM	03-Jul-2023 02:51 PM	RD (Nagpur) - Mr. Suhas Baburao Rangari	CE (Nagpur) - Mr. Lalit Deorao Lahabar	---	---	Returned
03-Jul-2023 02:51 PM	03-Jul-2023 02:52 PM	CE (Nagpur) - Mr. Lalit Deorao Lahabar	---	---	closing this note	Closed

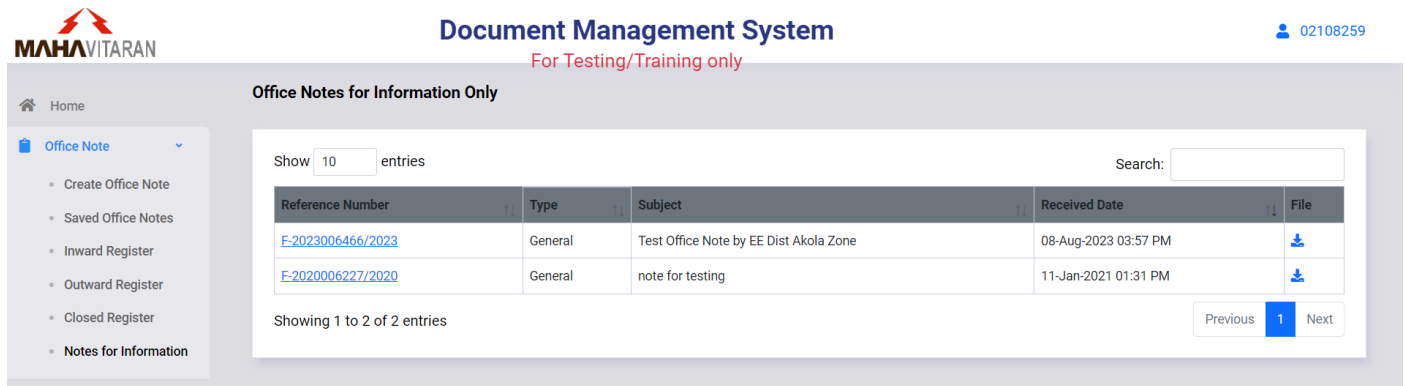
[Download All Files](#)
[Download History](#)
Last eSigned By: ---

[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.



MAHAVITARAN Document Management System 02108259
For Testing/Training only

Office Notes for Information Only

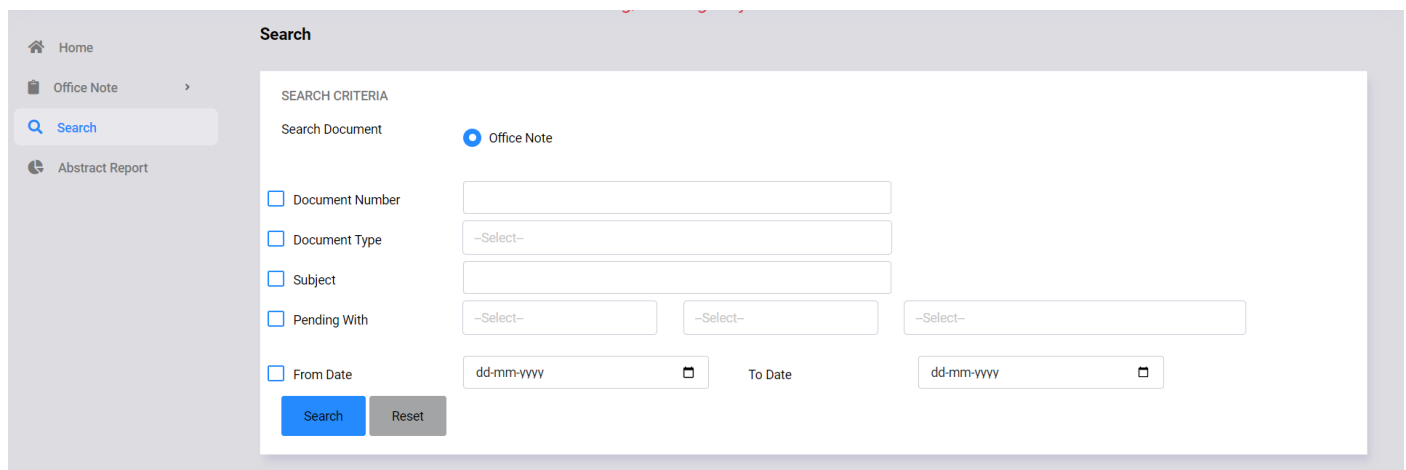
Show entries Search:

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	Download
F:2020006227/2020	General	note for testing	11-Jan-2021 01:31 PM	Download

Showing 1 to 2 of 2 entries Previous **1** Next

9. Search

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



Home Office Note **Search** Abstract Report

Search

SEARCH CRITERIA

Search Document Office Note

Document Number

Document Type

Subject

Pending With

From Date

- 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.

Subject
 Pending With
 From Date

SEARCH RESULT

Show 10 entries

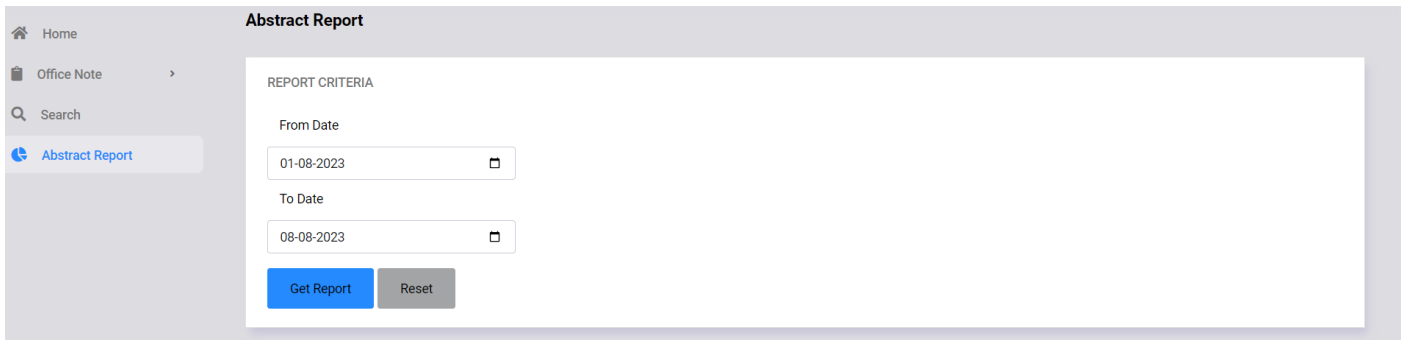
Search:

Reference Number	Type	Subject	Initiated By	Pending With
E-2023006425/2023	General	Test Office Note	Chief Engineer (Nagpur Zone)	Regional Director (Nagpur Region)
E-2023006421/2023	General	Test Office Note 03.07.2023	Chief Engineer (Nagpur Zone)	Chief Engineer (Nagpur Zone)
E-2023006420/2023	General	Test Office Note 03.07.2023	Chief Engineer (Nannur Zone)	CI OSD

- 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. Abstract Report

- 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.



Home

Office Note

Search

Abstract Report

Abstract Report

REPORT CRITERIA

From Date

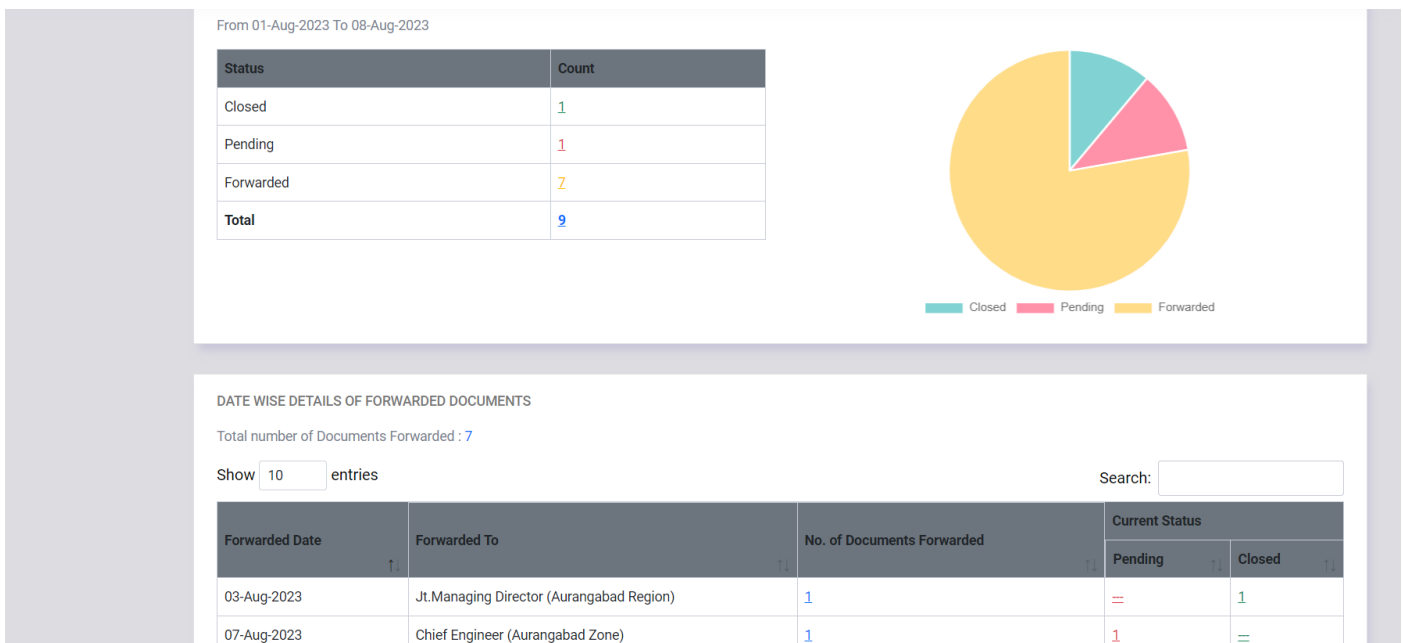
01-08-2023

To Date

08-08-2023

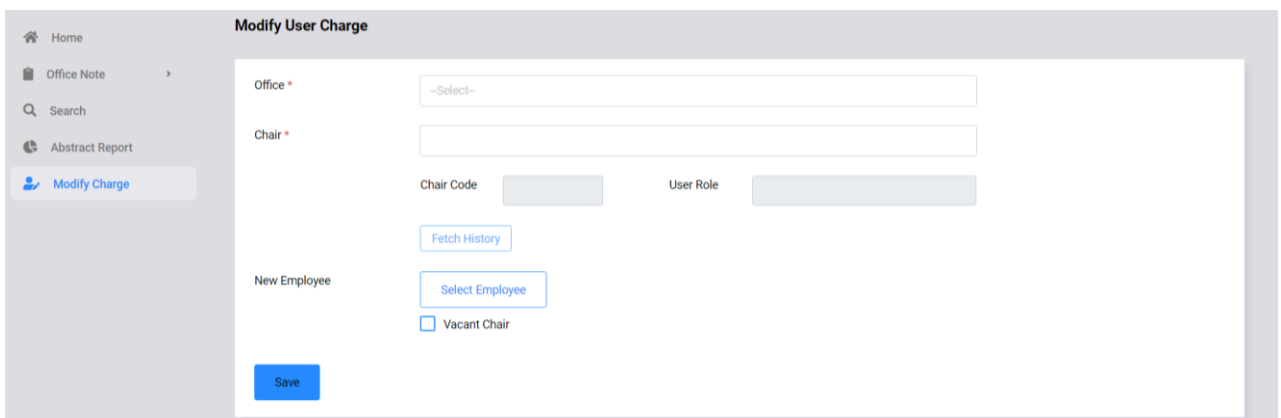
Get Report Reset

- Click on **Get Report** button.



11. Modify Charge

- Region and Zone Office incharge can assign/modify employee's charge by accessing **Modify Charge** menu.



Home

Office Note

Search

Abstract Report

Modify Charge

Modify User Charge

Office * -Select-

Chair *

Chair Code User Role

Fetch History

New Employee

Select Employee

Vacant Chair

Save

- Select office from dropdown as shown below.
- Please note that, Region office incharge can assign/modify charge for respective region office employees and corresponding zone office incharge employees i.e. Zonal Chief Engineer.
- Zone office incharge assign/modify charge for respective zone office employees and corresponding circle office incharge employees i.e. Circle Superintending Engineer.

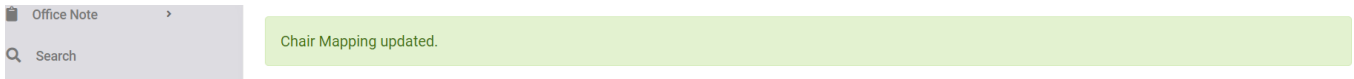
- Select chair designation from dropdown as shown below.

- Click on **Select Employee** button. A popup window will appear as shown below. Enter employee's CPF number or name or designation and click on **Search** button.

CPF	Name	Designation	Location	Date of Retirement
2335131	Mr. Lalit Deorao Lahabar	Assistant Programmer	Regional Software Cell,Aurangabad	2041-12-31

- Select employee by clicking radio button as shown above and then press **Select** button.

- Recheck new employee details which will be displayed on screen (please see above screenshot).
- Click on Save button.




Now user has been given charge for selected post.

- If user want to remove charge from any employee then select chair designation from dropdown list and tick the **Vacant Chair** checkbox. Click the **Save** button.

- Now charge is removed from selected user as shown above.

12. 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 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

Home

Office Note

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

Letter

Search



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 

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.