DOCUMENT MANAGEMENT SYSTEM

Office Note User Manual

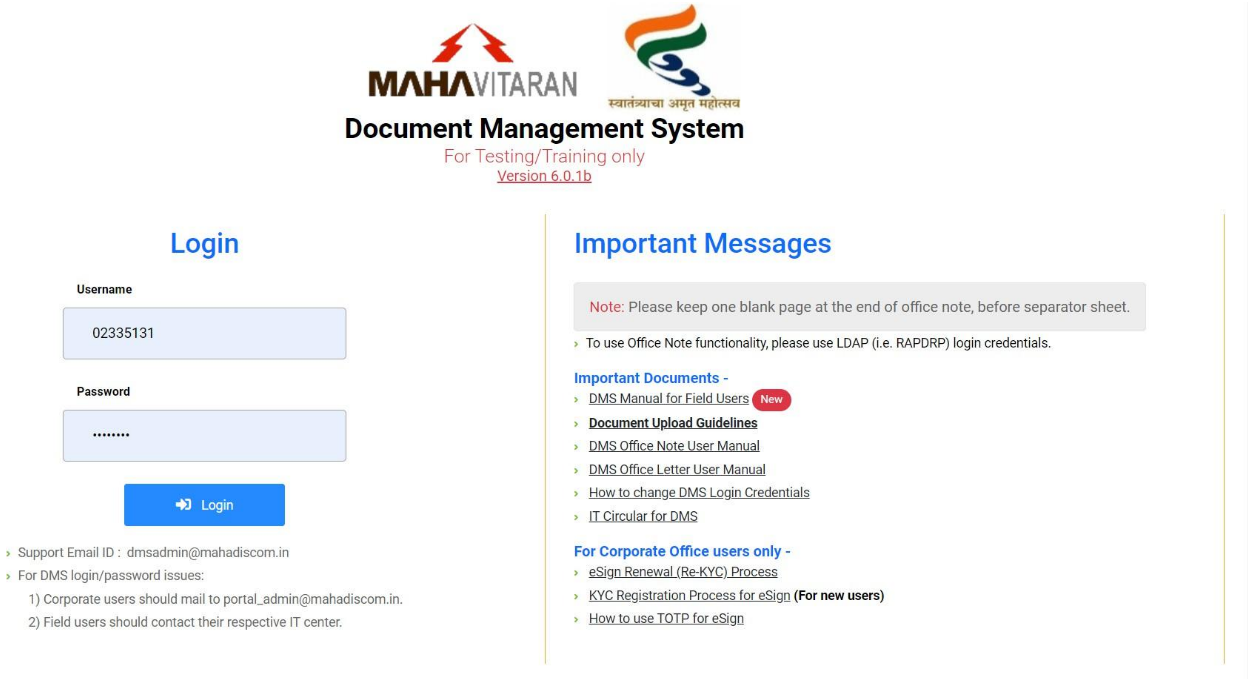
July 16, 2025

MSEDCL
dmsadmin@mahadiscom.in

1. URL

https://dms.mahadiscom.in/dms/

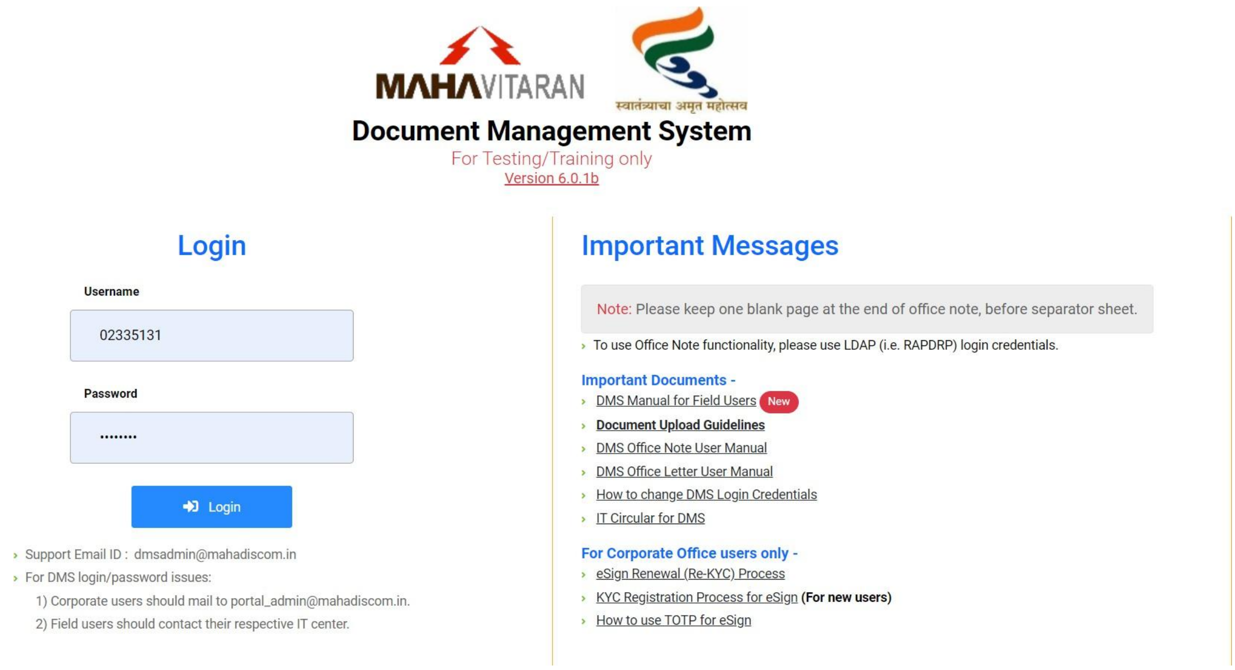
Support Email ID: dmsadmin@mahadiscom.in



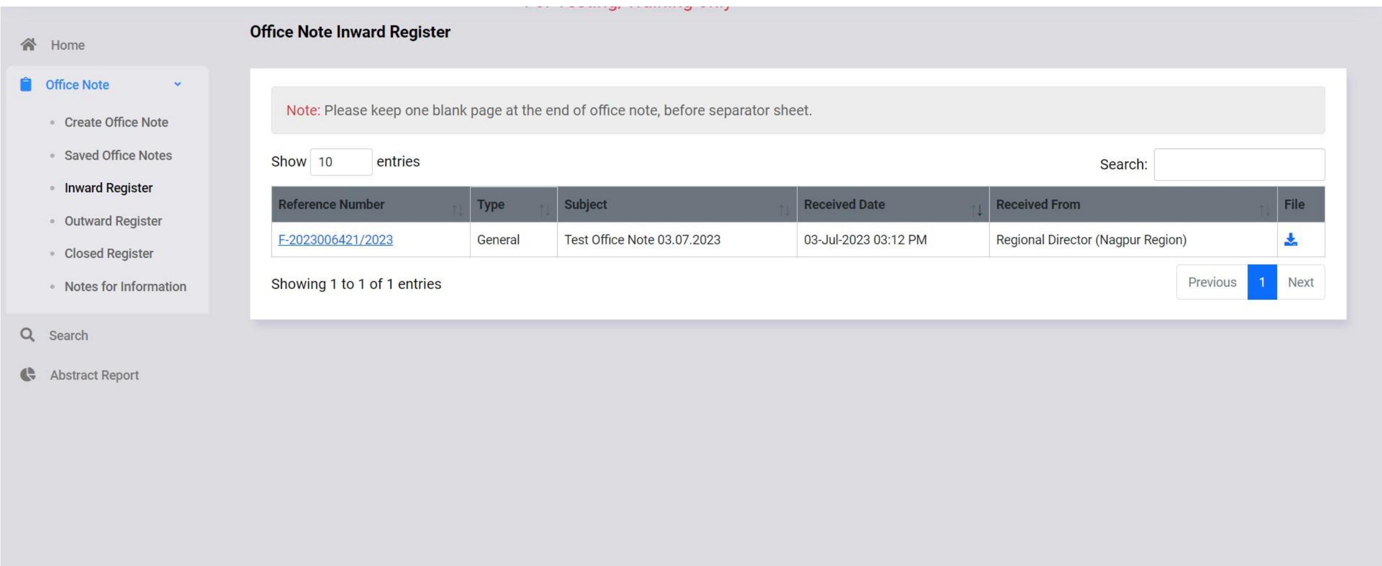
- For login enter username & password then click Login button.
- Please read all important messages displayed on right side of screen.

2. Login

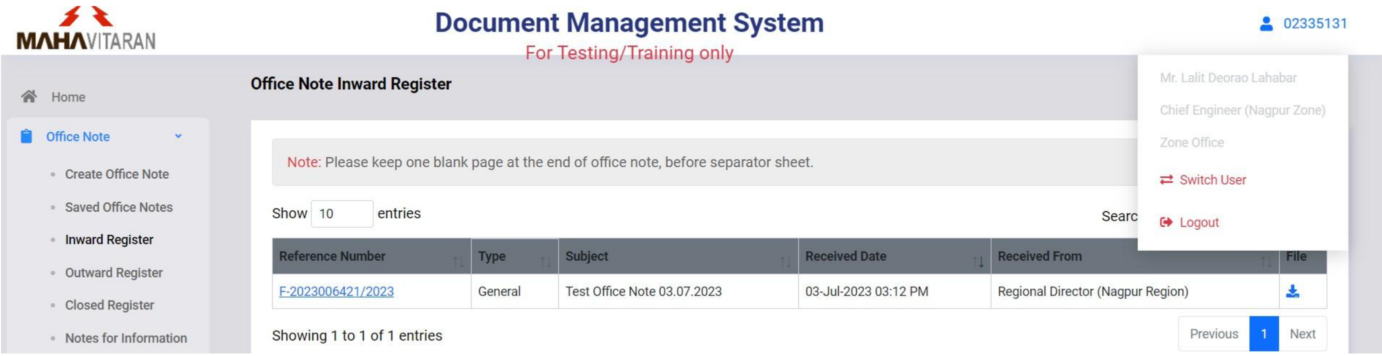
- To access Office Note functionality, please use RAPDRP login credentials i.e. CPF number and password and click **Login** button.



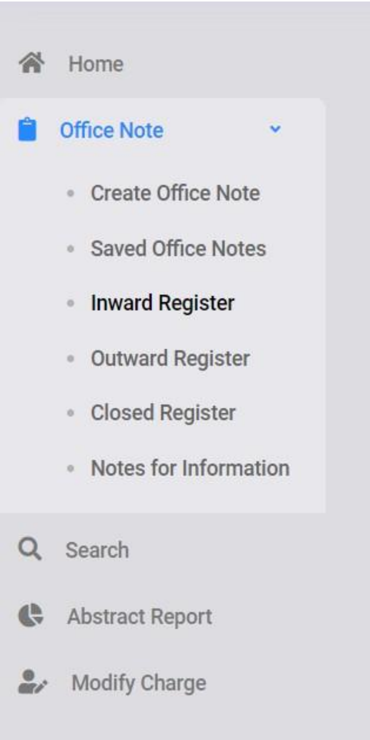
- After login Office Note Inward Register will be displayed.



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



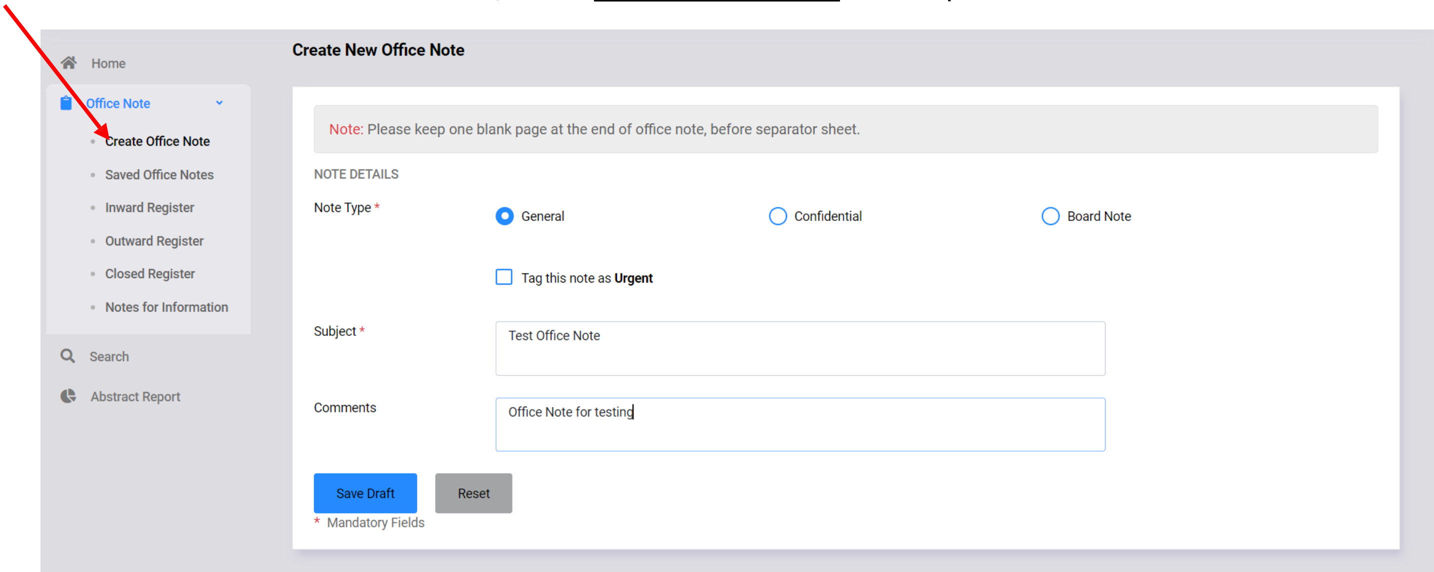
- On left side of homescreen, menu options are displayed as per below.



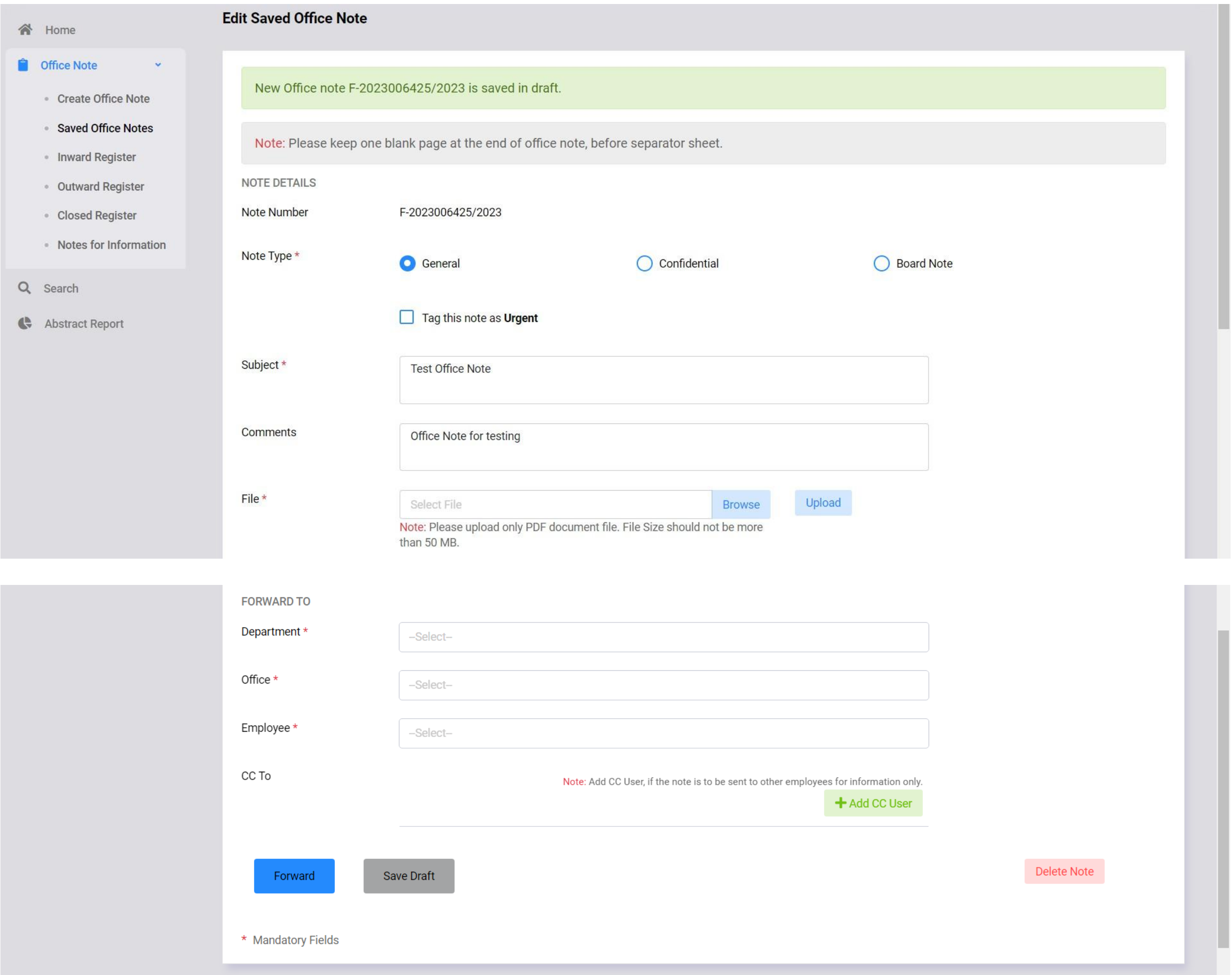
- **Home** – Notifications and downloads are available on home screen.
- **Office Note**
  - **Create Office Note** – To create New Office Note
  - **Saved Office Notes** – To View/Edit Saved Office Notes
  - **Inward Register** – To View/Edit Received Office Notes
  - **Outward Register** – To View 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
- **Mofify Charge** - Assigning the charge to employees

3. Create Office Note

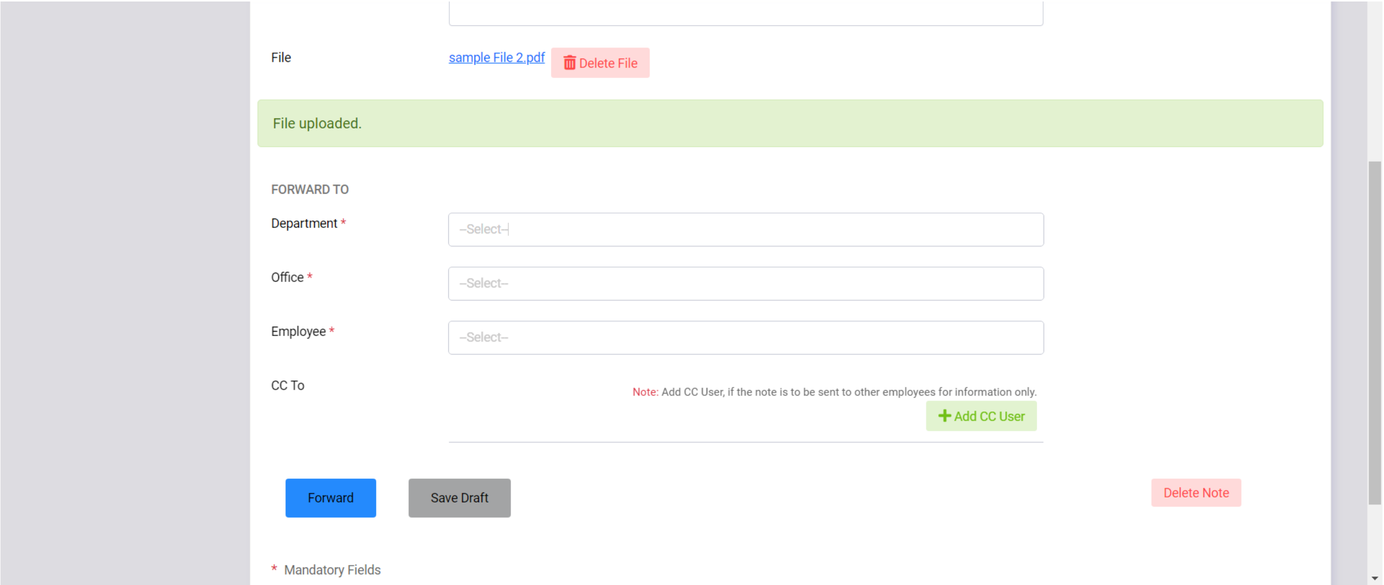
- To create a new Office note, select **Create Office Note** menu option.



- 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.

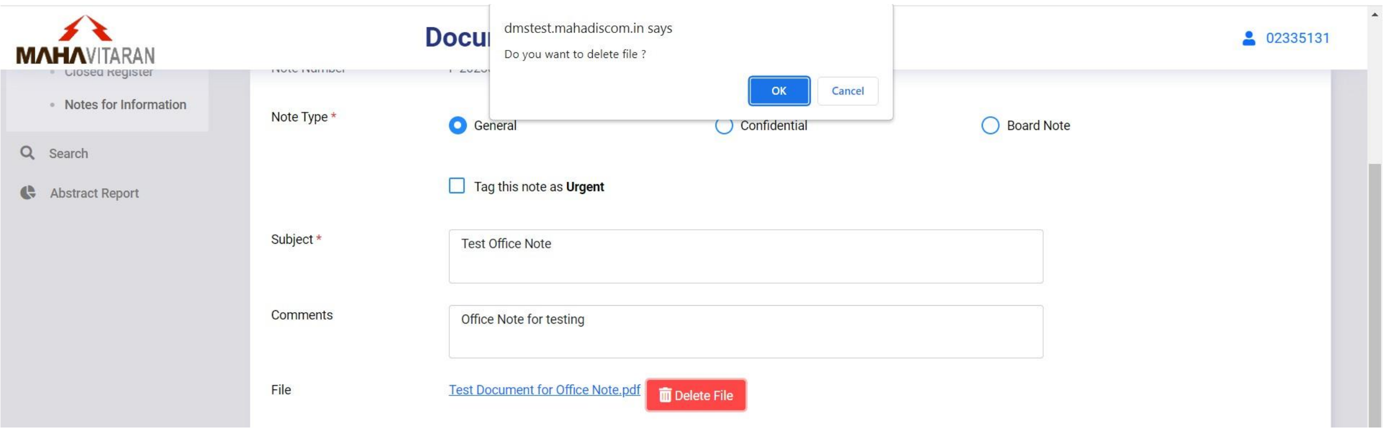


- You will be redirected to Edit Saved Office Note page and New Office Note number will be generated and displayed as shown above.
- You can change Note Type, Subject, comment and upload file on edit page.
- To upload file, click on **<u>Browse</u>** button then select file and click on **<u>Upload</u>** button.



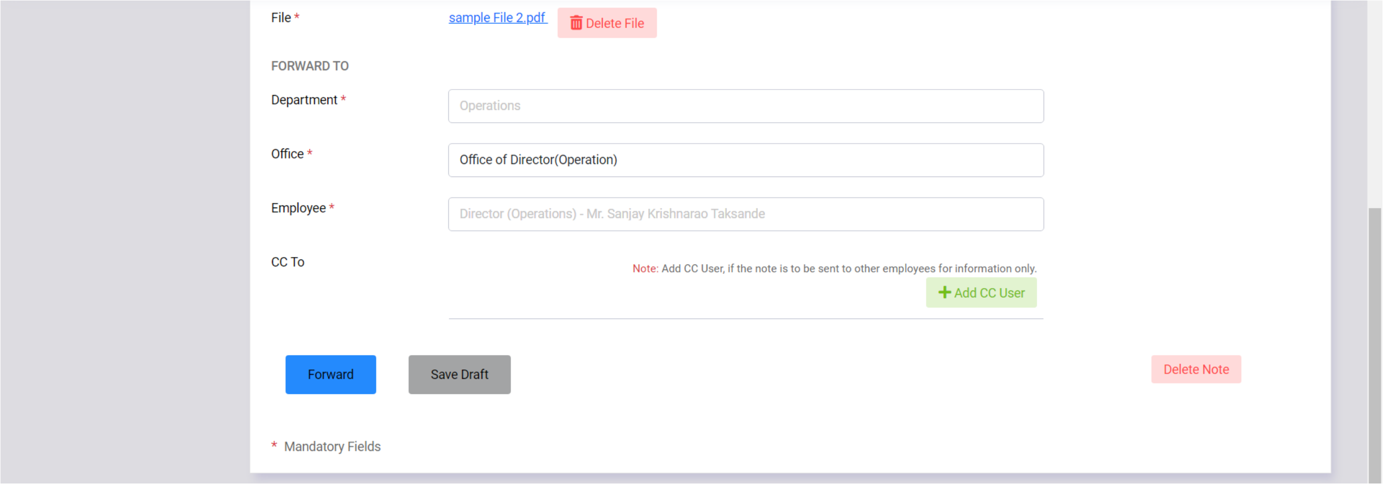
- On successful file upload, a success message is shown as above.
- Please note that, you can only upload a pdf file having maximum size 50 MB.
- You can delete the uploaded file if office note is not yet forwarded.

- To delete file, click on on icon, and click OK as shown below.

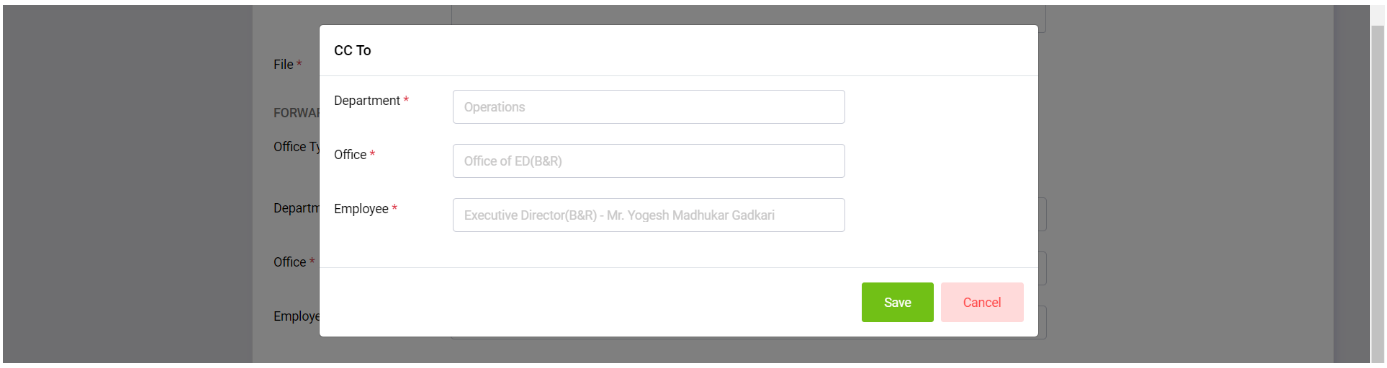


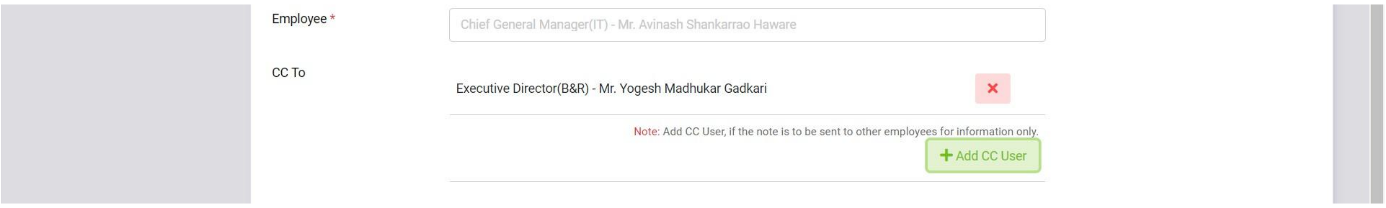
<u>Forward Office Note:</u>

- 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.

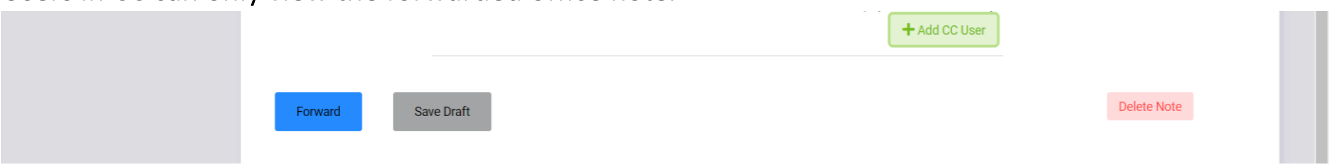


- You can add other users in CC while sending office note.
- Click on Add CC User button.
- Select Department, Office and Employee from dropdown list and click the Save button.

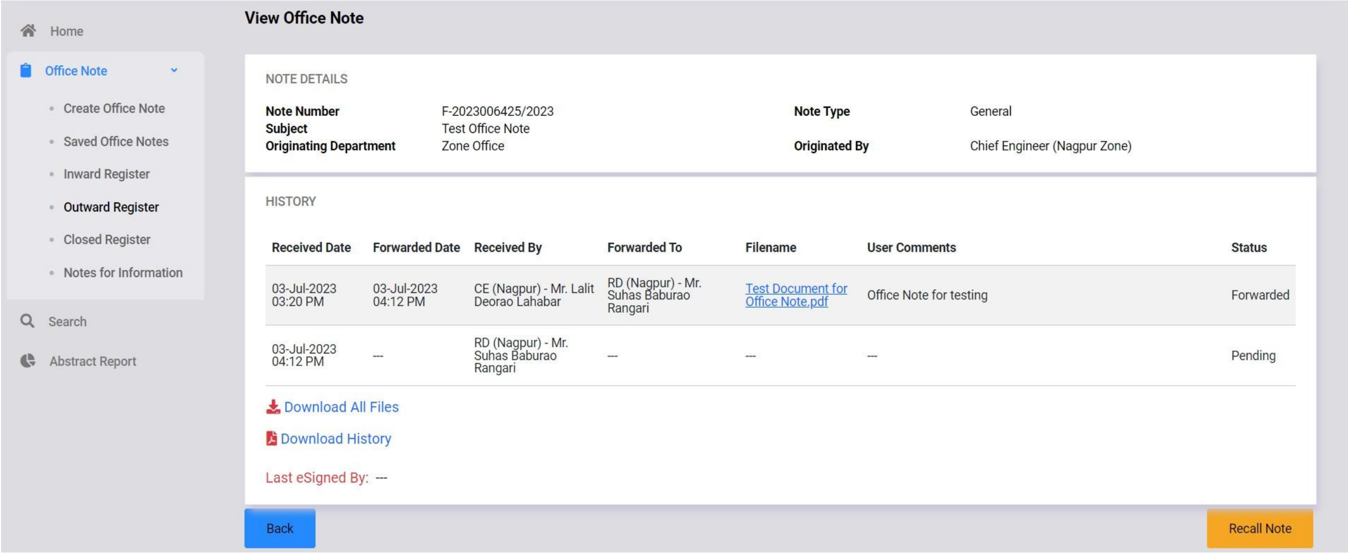




- Users in CC can only view the forwarded office note.

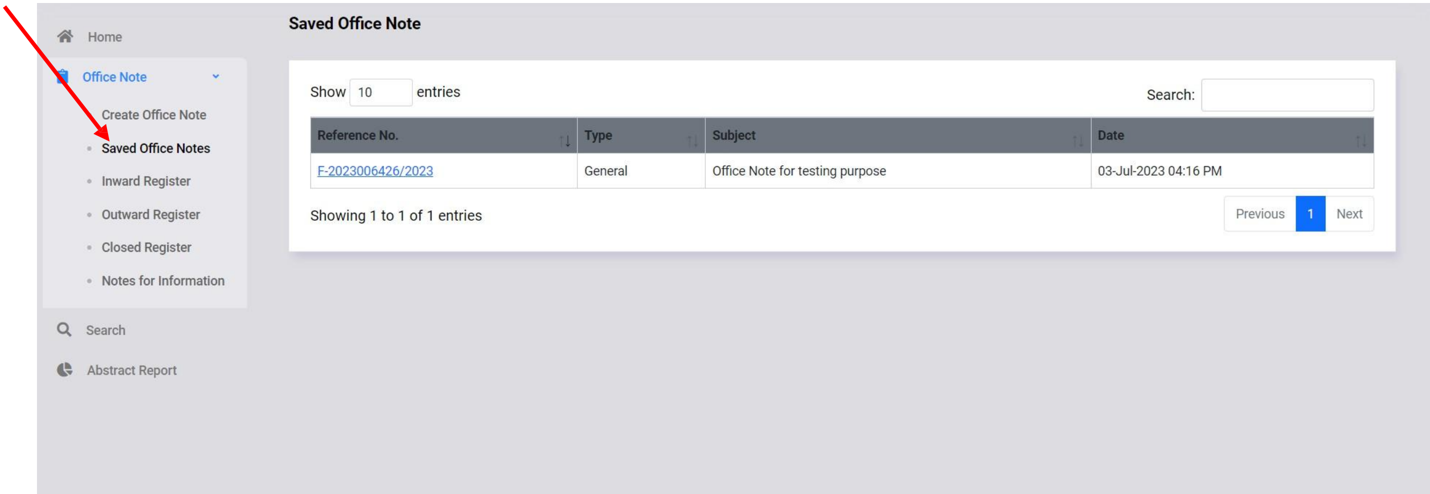


- To delete office note, click on **Delete Note** button and select OK on confirmation alert.
- You can view your forwarded office notes in Outward Register menu.

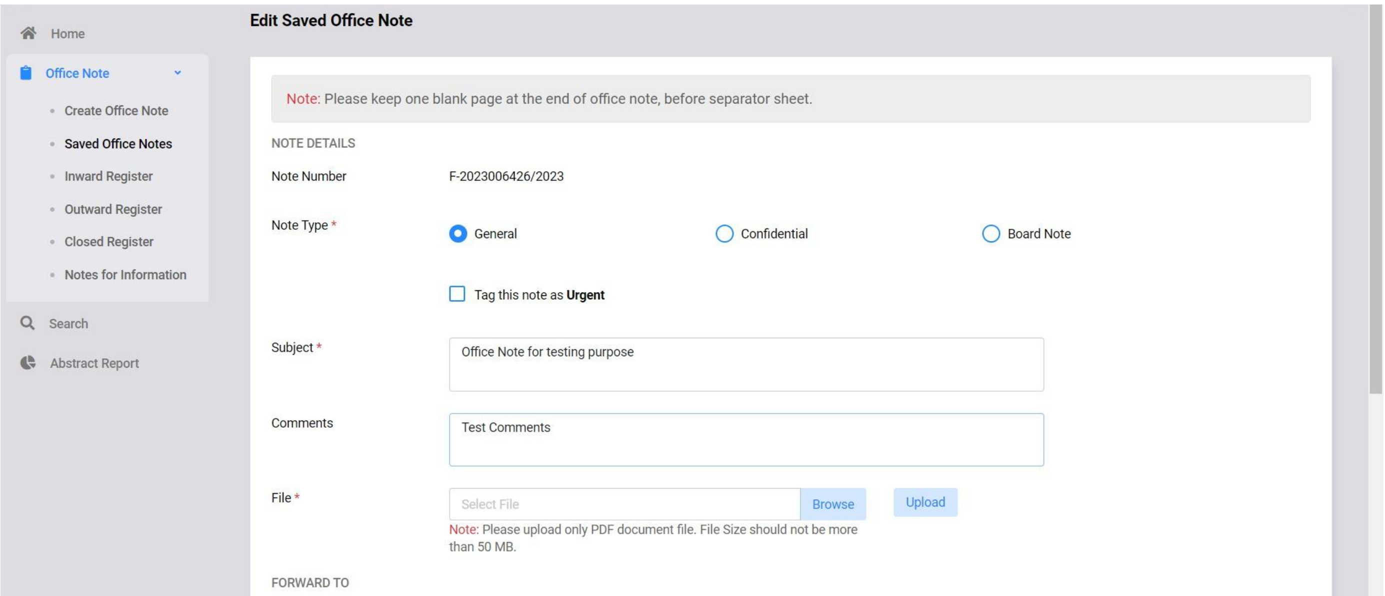

Home
Office Note
Create Office Note
Saved Office Notes
Inward Register
Outward Register
Closed Register
Notes for Information
Search
Abstract Report
View Office Note
NOTE DETAILS
Note Number F-2023006425/2023
Subject Test Office Note
Originating Department Zone Office
Note Type General
Originated By 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

4. Saved Office Notes

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



- 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 go to different page, click on page number shown in bottom right corner or use **<u>Previous</u>**/**<u>Next</u>** button.
- To view / edit a office note click on its reference number.

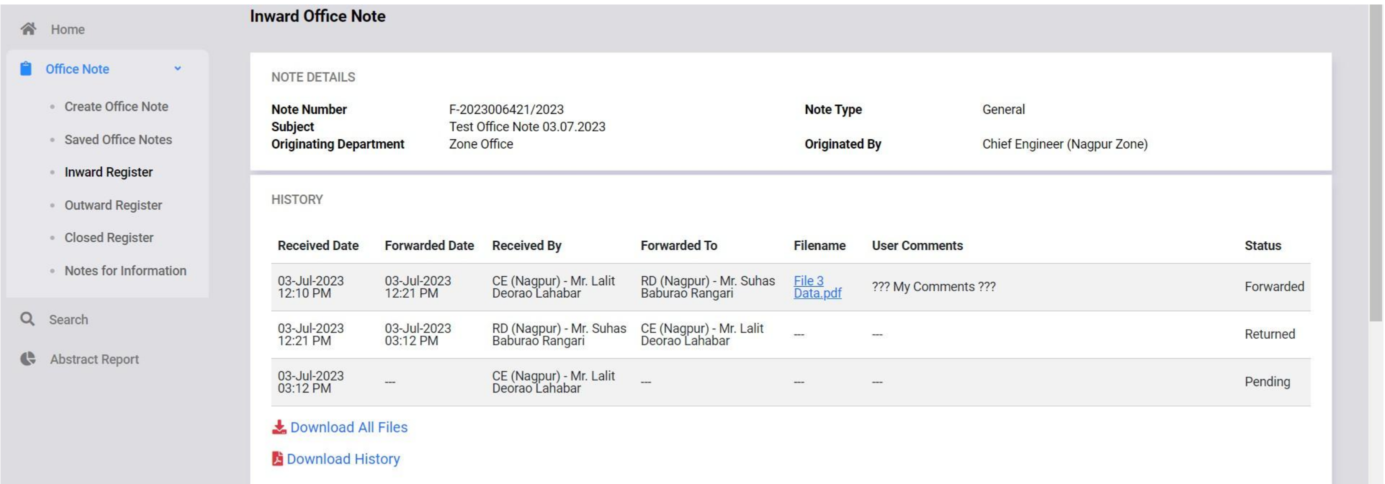


- Selected Office Note will be opened in Edit mode as shown above.
- You can change note type, subject, comment, upload/delete file as described in Create Office Note menu.
- You can Forward, Save Draft or Delete office note after making changes.

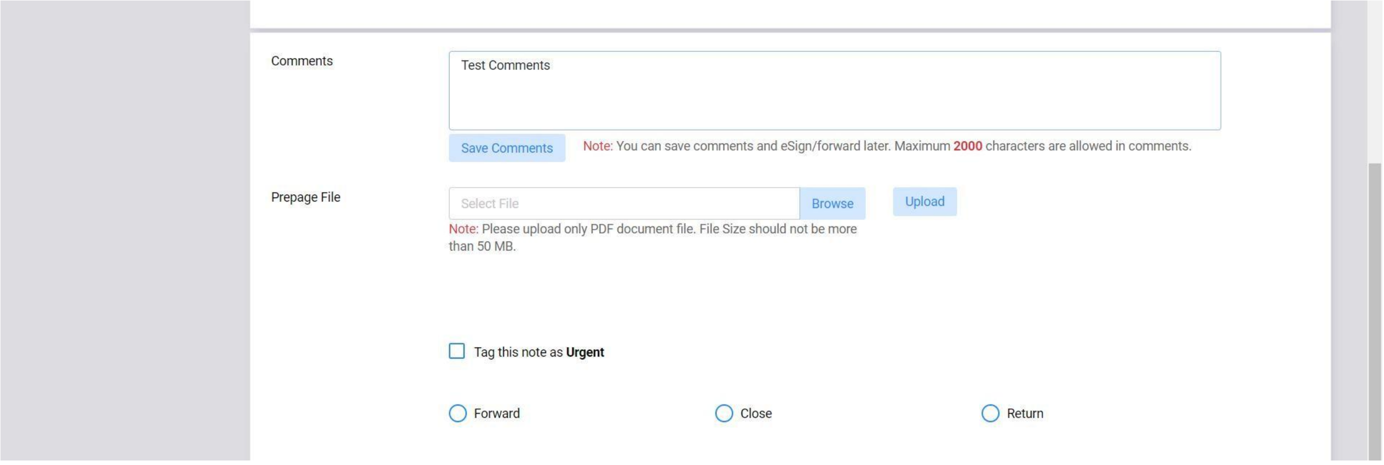
5. Inward Register

- 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.

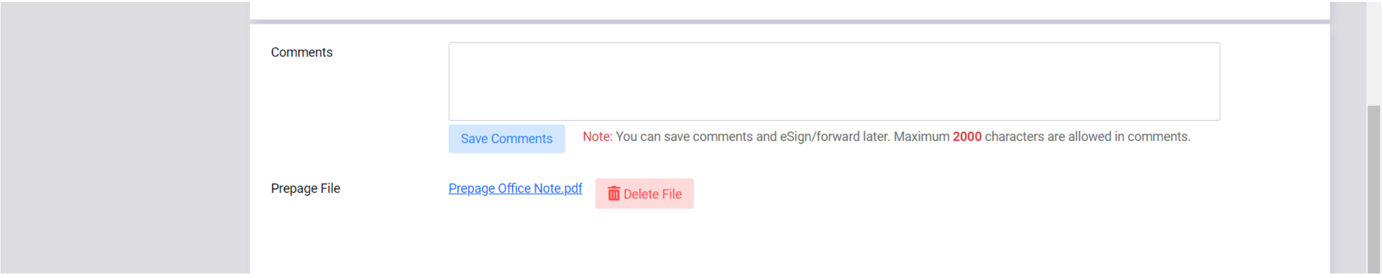
- List of received office notes will be displayed in a table as shown above.
- You can sort the list by clicking on column header.
- You can also search in the list by entering search text in input box provided on upper right corner.
- To go to different page, click on page number shown in bottom right 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.



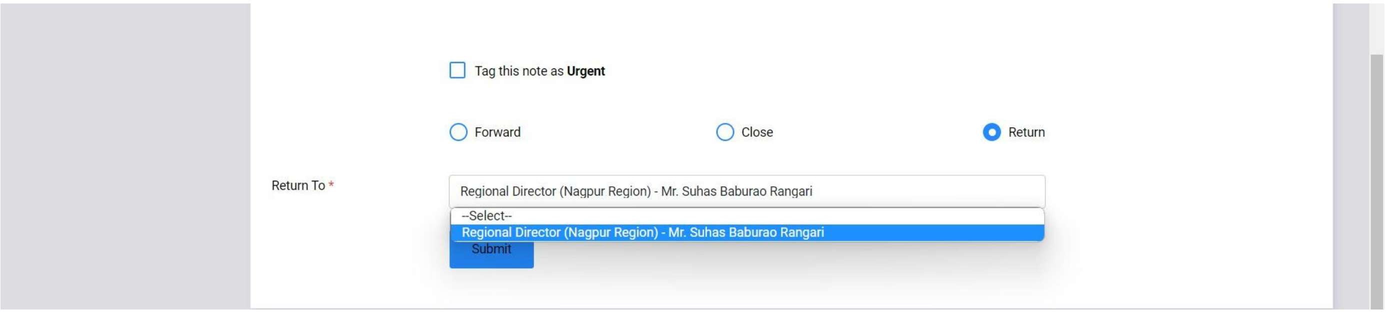
- Office Note details will be shown as per above.
- You can click on respective file name shown in history to download that file, otherwise click on **Download All Files** to download all files.
- To download office note details in pdf format, click on **Download History**.



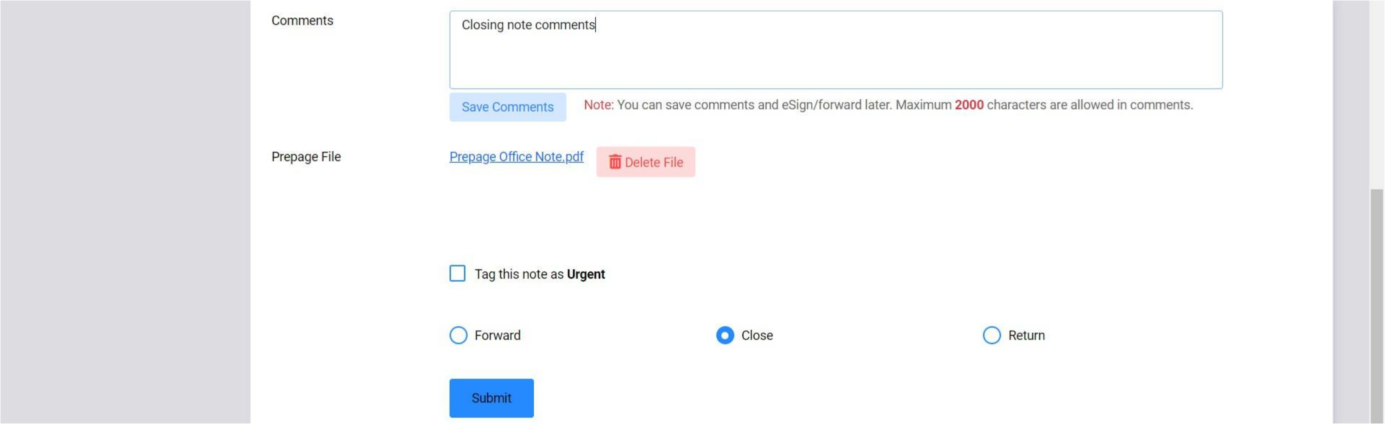
- Enter your comments in the textbox. You can click on **<u>Save Comments</u>** button to save comments and forward office note later.
- If you wish to upload prepage file, click on **<u>Browse</u>** to select file then click **<u>Upload</u>**.



- 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 **<u>Return</u>** checkbox. Dropdown list for employee selection will be displayed as below.



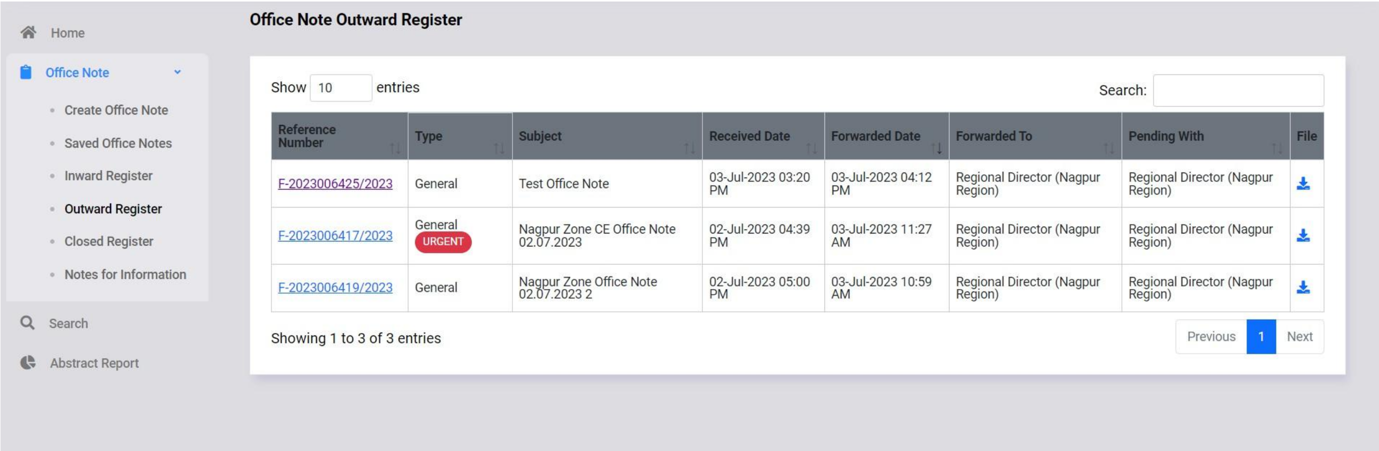
- Select return employee, from dropdown list.
- Click on **<u>Submit</u>** to return office note.

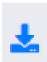


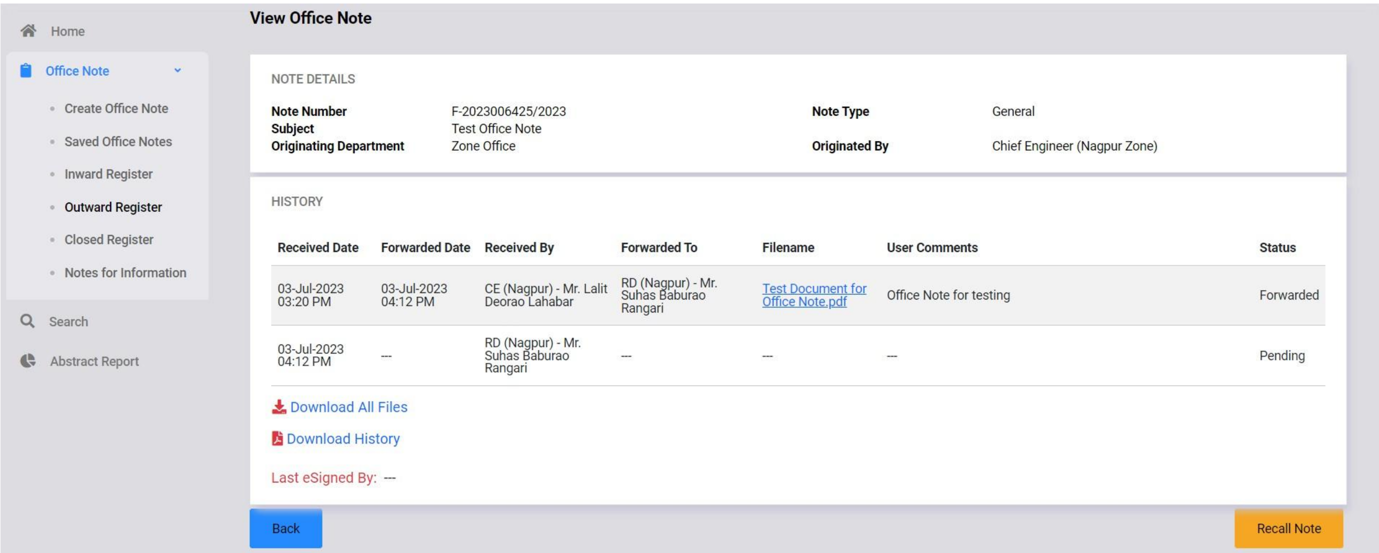
- To Close an office note, click on **Close** checkbox.
- Then click on **Submit** button to close office note.

6. Outward Register

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



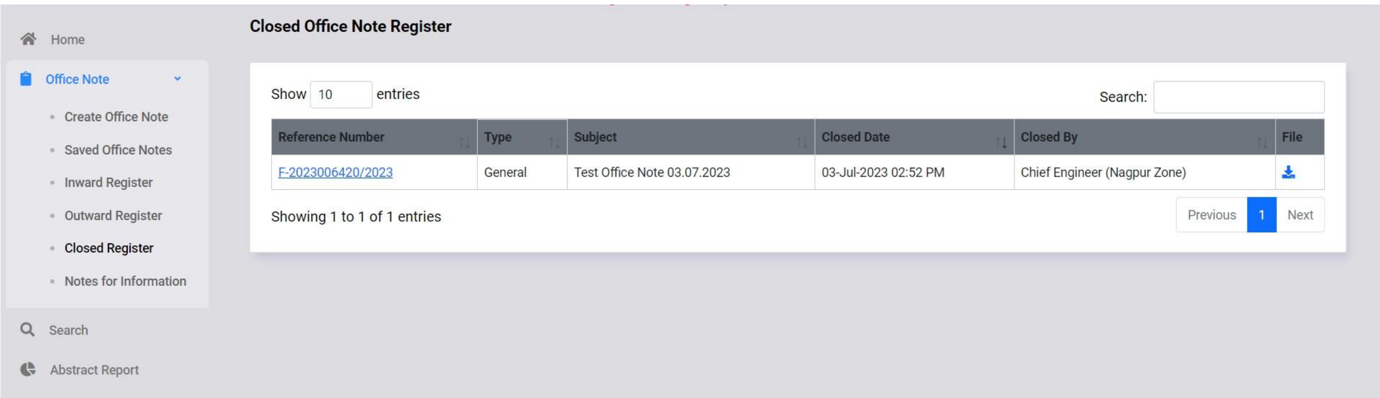
- List of forwarded office notes will be displayed in a table as shown above.
- You can sort the list by clicking on column header.
- You can also search in the list by entering search text in input box provided on upper right corner.
- To go to different page, click on page number shown in bottom right corner or use **<u>Previous</u>**/**<u>Next</u>** button.
- You can click on  **<u>Download</u>** button to download all files present in that office note.
- To view a office note click on its reference number.



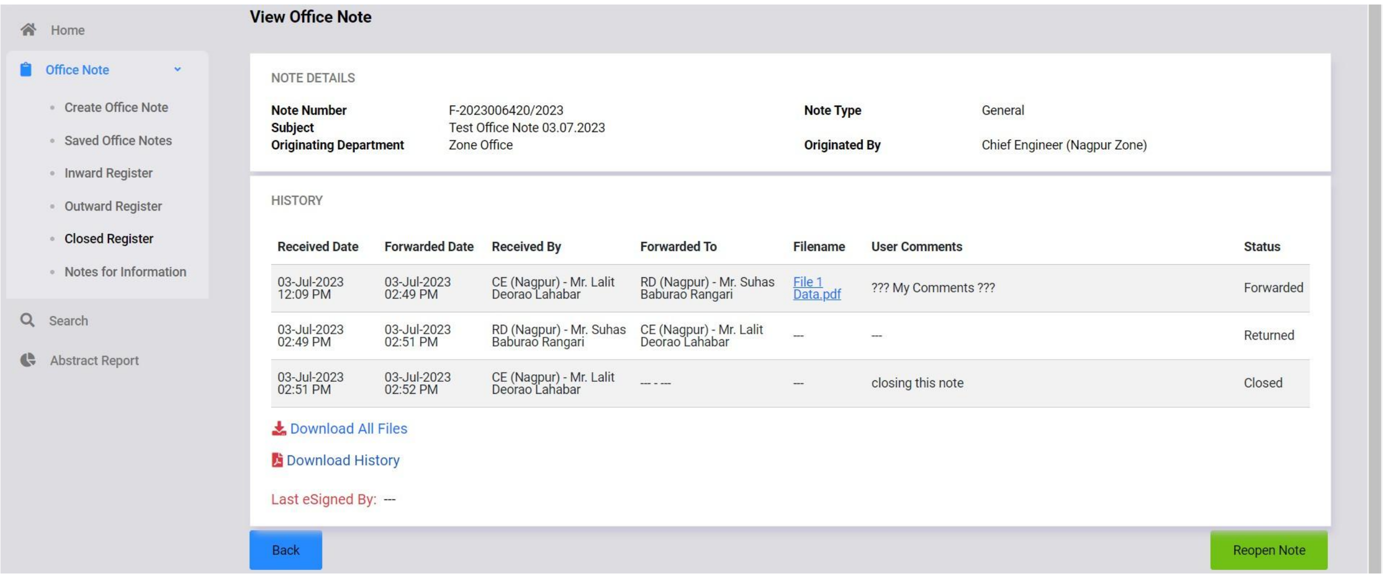
- Selected Office note details will be shown as above.
- User can recall office note forwarded by him. To recall note, click on Recall Note button. Office note will be returned back to user automatically.
  Note: There are some limitations on office note recall facility.

7. Closed Register

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



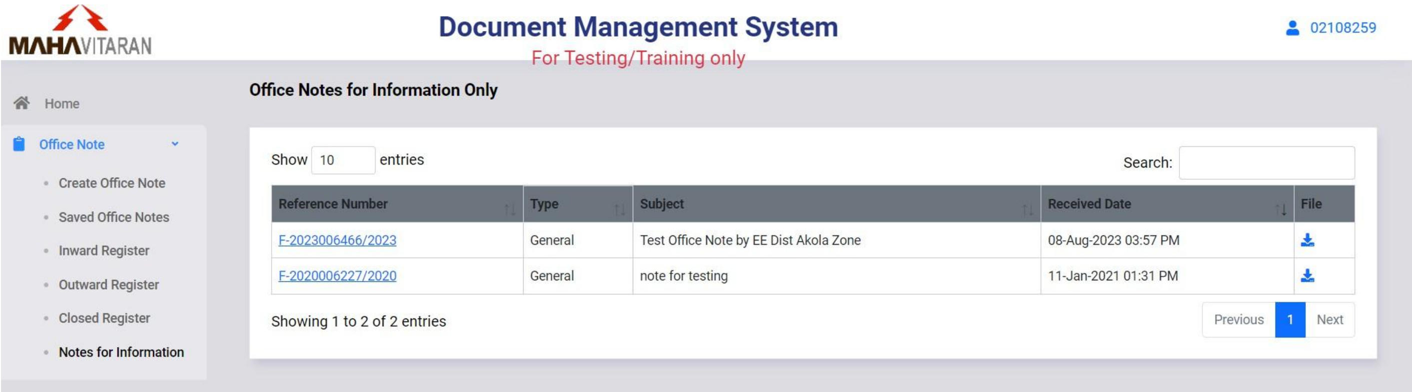
- List of closed office notes will be displayed in a table as shown above.
- You can sort the list by clicking on column header.
- You can also search in the list by entering search text in input box provided on upper right corner.
- To go to different page, click on page number shown in bottom right 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 reopen the closed office note if closed by him. He has to click on Reopen Note button.

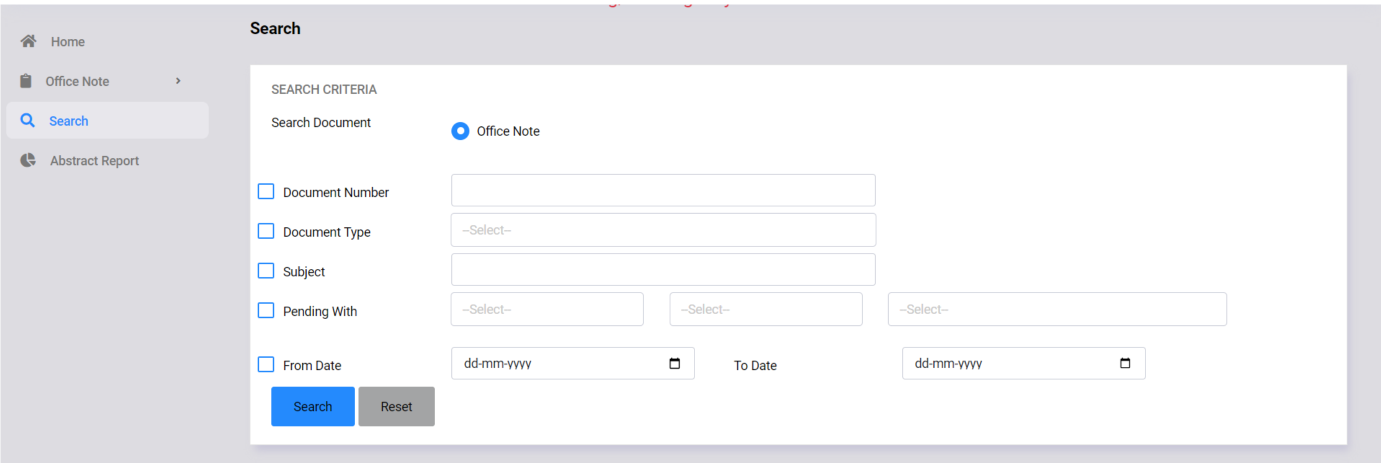
8. Notes For Information

- User can view office notes for information on clicking **Notes for Information** menu.
- These office notes are for information purpose only.

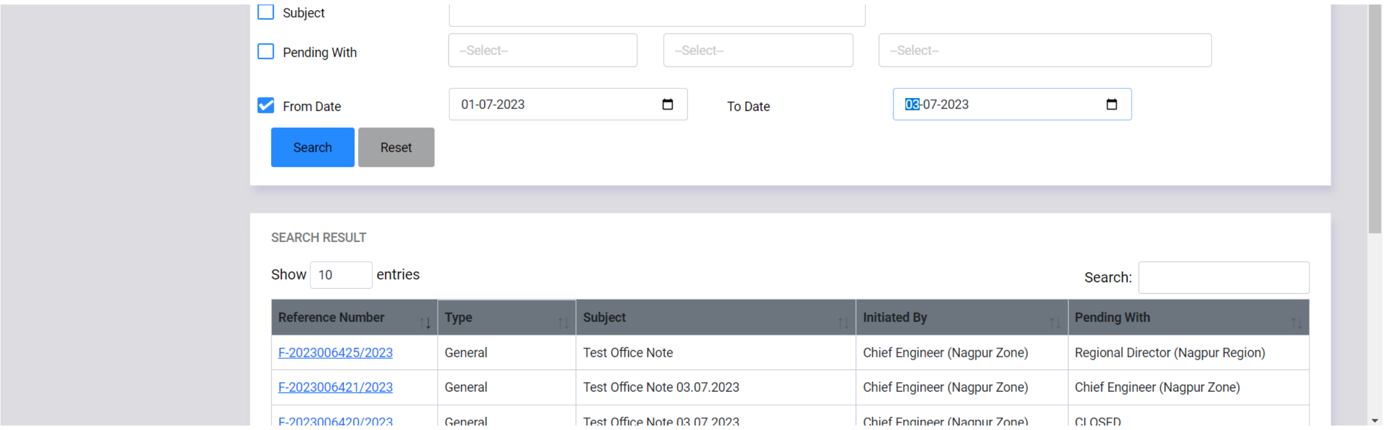


9. Search

- User can search office notes by using **<u>Search</u>** menu option.



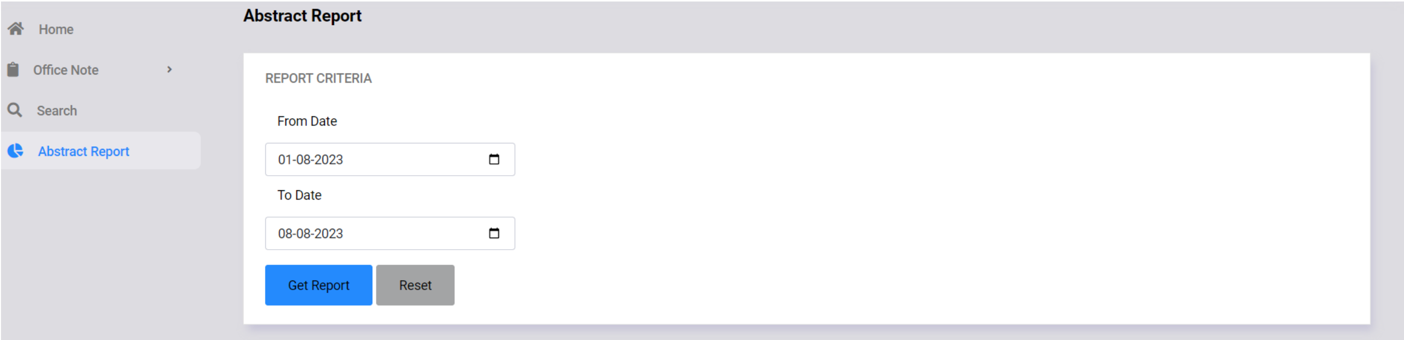
- Select Document Type.
- You can search office notes by using Document number, note type, subject or date.
- You can combine one or more search criteria.
- After entering search criteria, click on **<u>Search</u>** button.



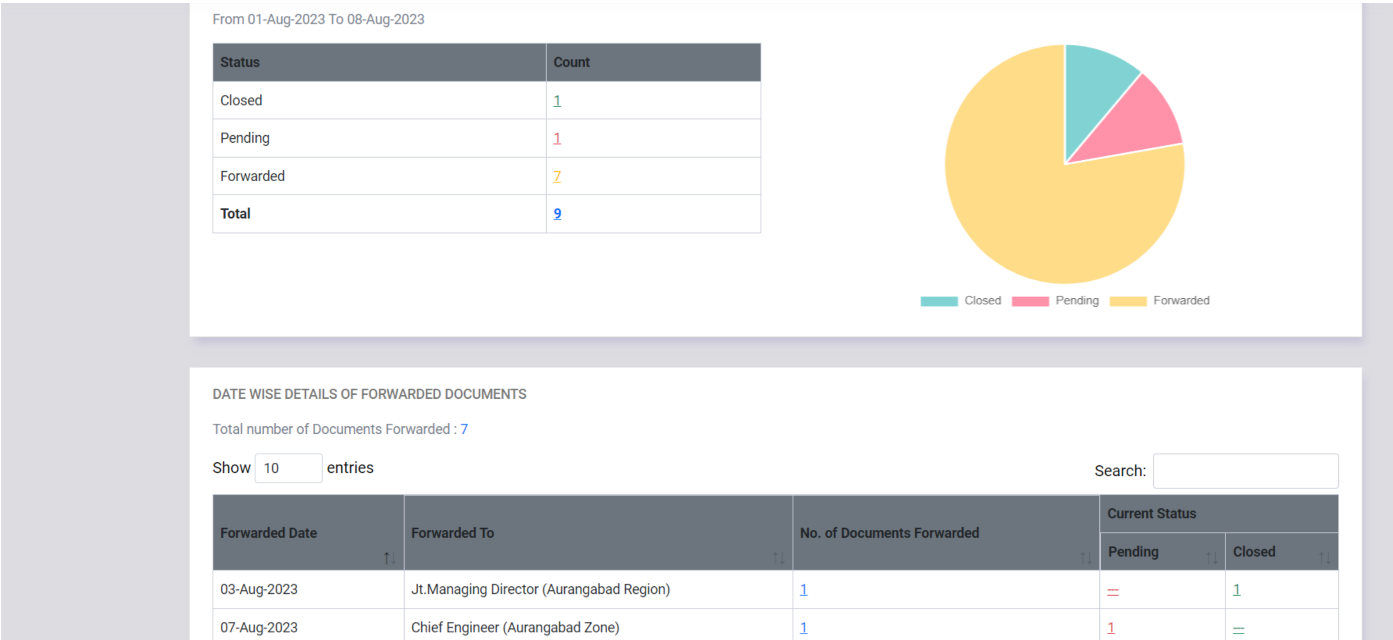
- List of office notes matching given search criteria will be shown as above.
- You can click on reference number to view office note details.
- You can search and view all office notes initiated or received under your office.
- For Confidential office note, you can view the office note only if you have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



- Click on **Get Report** button.



11. Modify Charge

Incharges at the **Regional, Zonal, and Circle Offices** can assign or modify employee responsibilities using the **Modify Charge** menu in DMS.

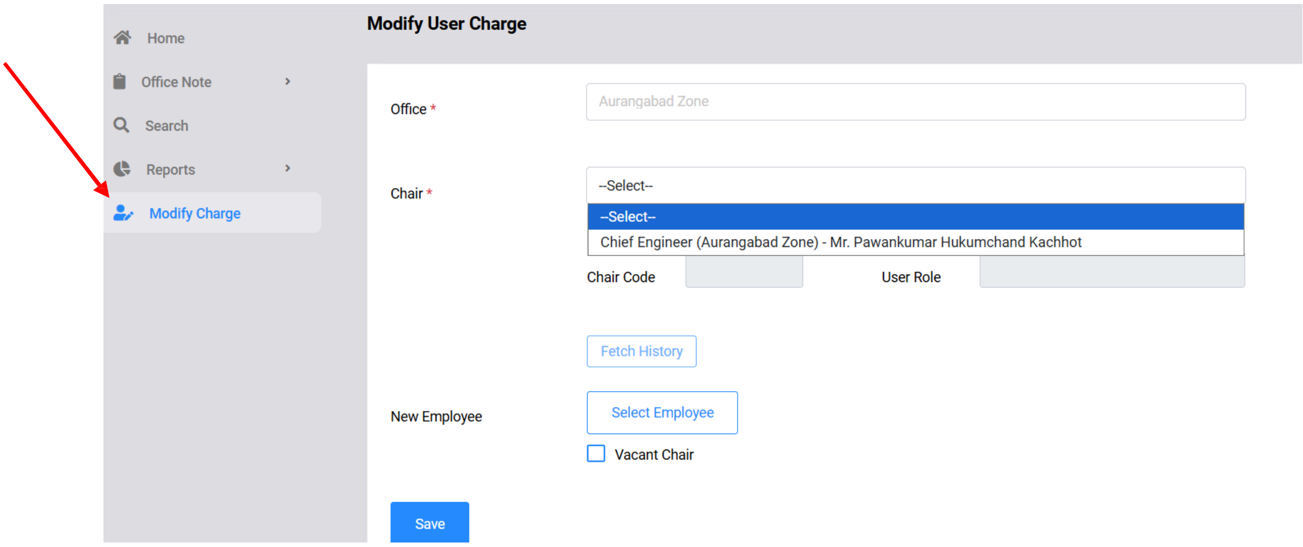
- **Regional Office Incharge**
  Authorized to manage charge assignments for:
  - Employees within their Regional Office
  - Zonal Office Incharge (i.e. **Zonal Chief Engineer**) reporting to that region

- **Zonal Office Incharge**
  Authorized to manage charge assignments for:
  - Employees within their Zonal Office
  - Circle Office Incharge (i.e. **Circle Superintending Engineer**) under that zone

Charge Handover Procedure in DMS

Follow these steps to successfully hand over employee responsibilities using the DMS interface:

Step 1: Select the Employee for Charge Handover

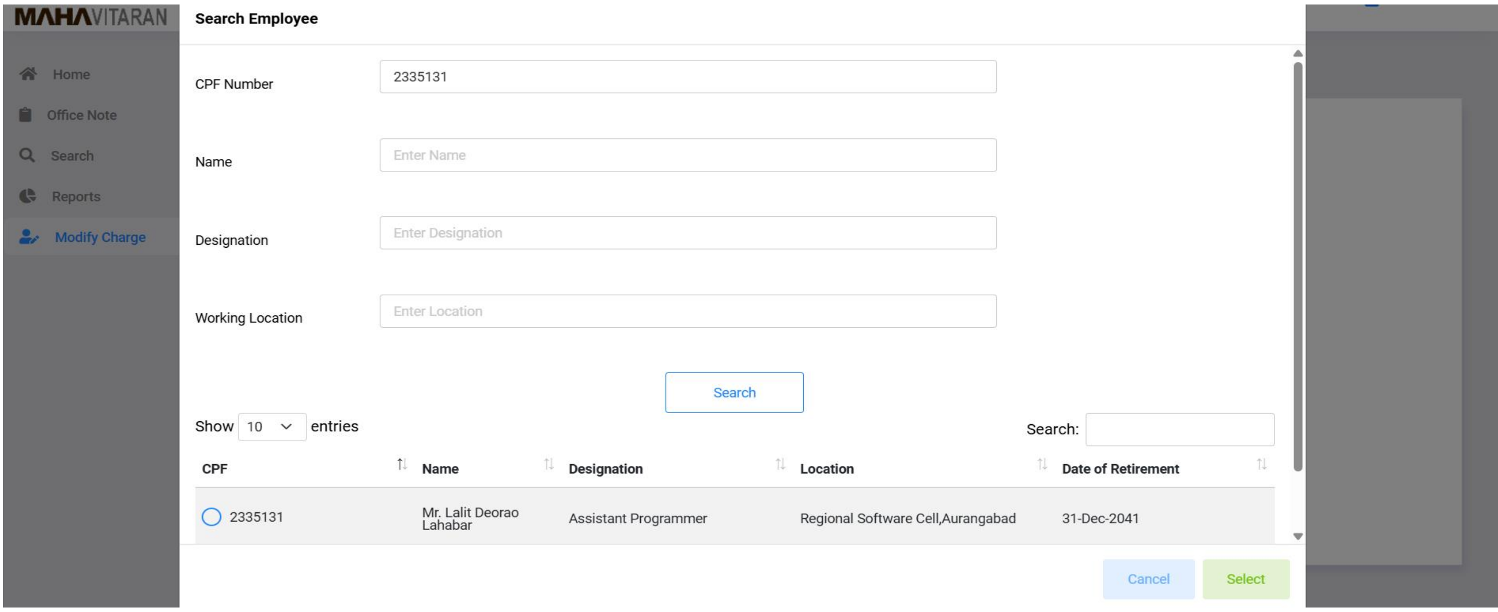


- Begin by selecting the employee whose responsibilities need to be reassigned.

Step 2: Choose the New Assignee

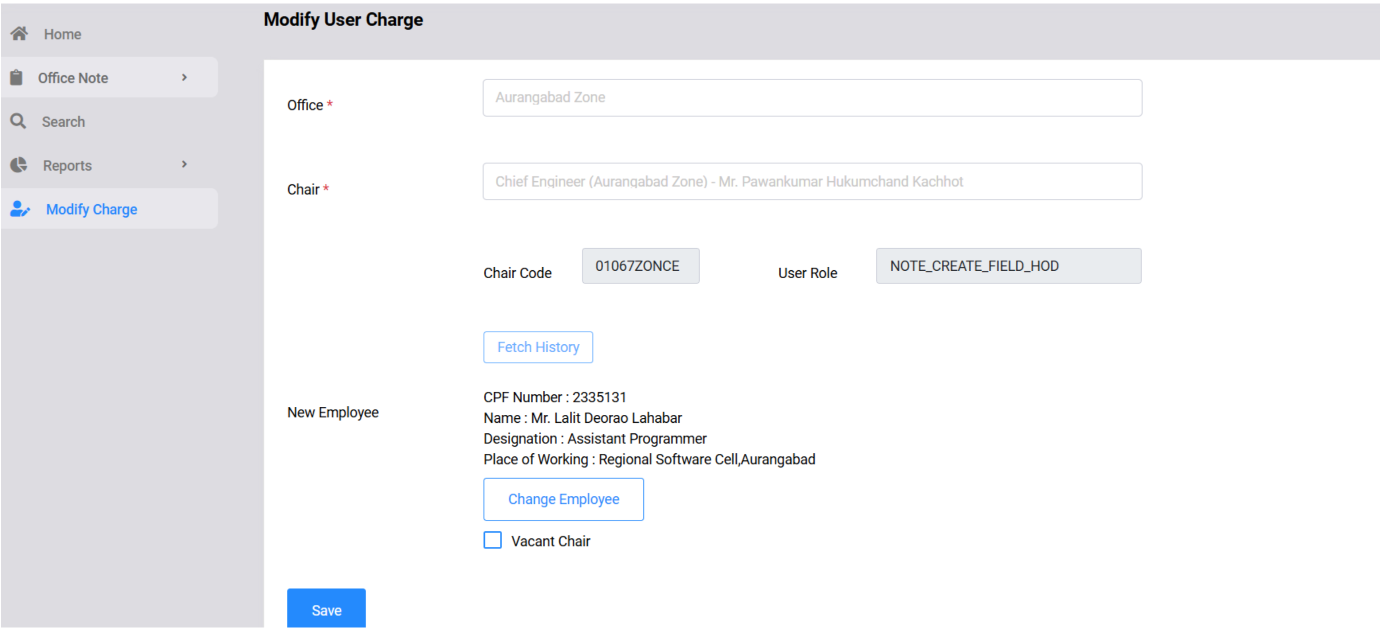
- Click on the **Select Employee** button to initiate the reassignment.
- A new selection screen will appear, allowing you to search for the replacement employee —refer to the corresponding screenshot for guidance.

Step 3: Enter Search Criteria

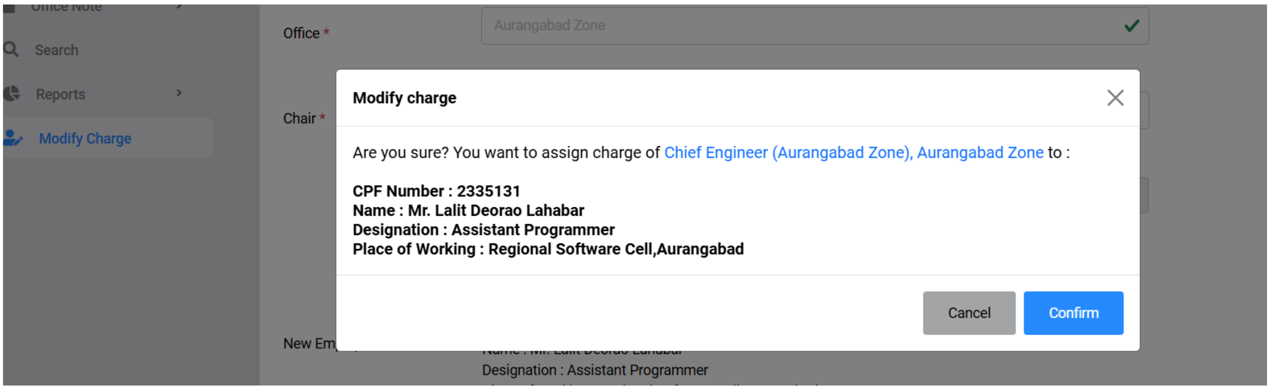


- Use any of the following fields to locate the desired employee:
  - **CPF Number**
  - **Name**
  - **Designation**
  - **Working Location**
- Once the search results are displayed, select the appropriate employee and press **Select**.

Step 4: Confirm Charge Assignment

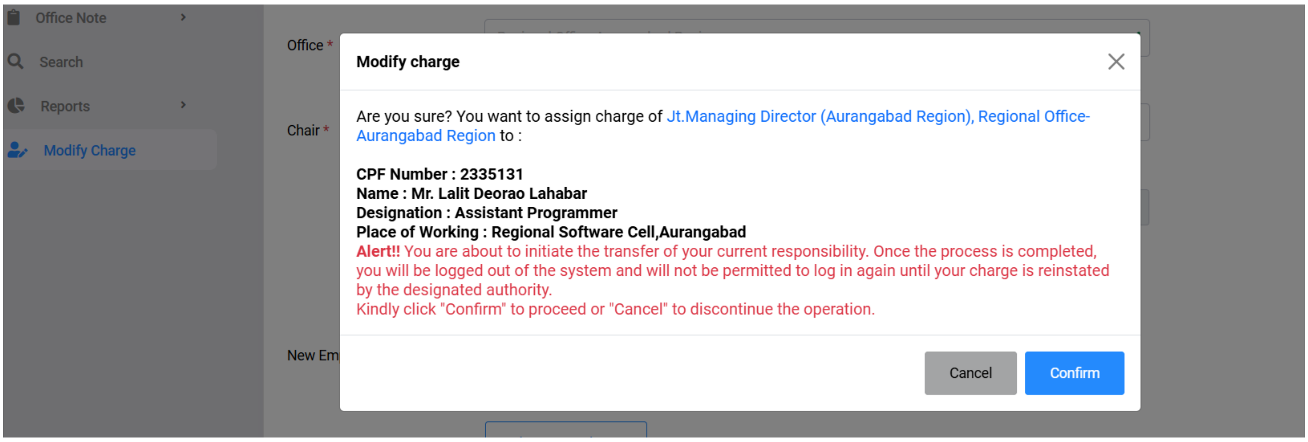


- Review the selected employee.
  - Press **Save** to assign the charge to this employee.
  - Press **Change Employee** if you wish to choose a different individual.
- ✅ If the position is to remain vacant, tick the **Vacant Chair** checkbox.
- A **confirmation prompt** will appear, showing a summary of your changes.



- Press **Confirm** to finalize the assignment.
- Press **Cancel** to abort the process.

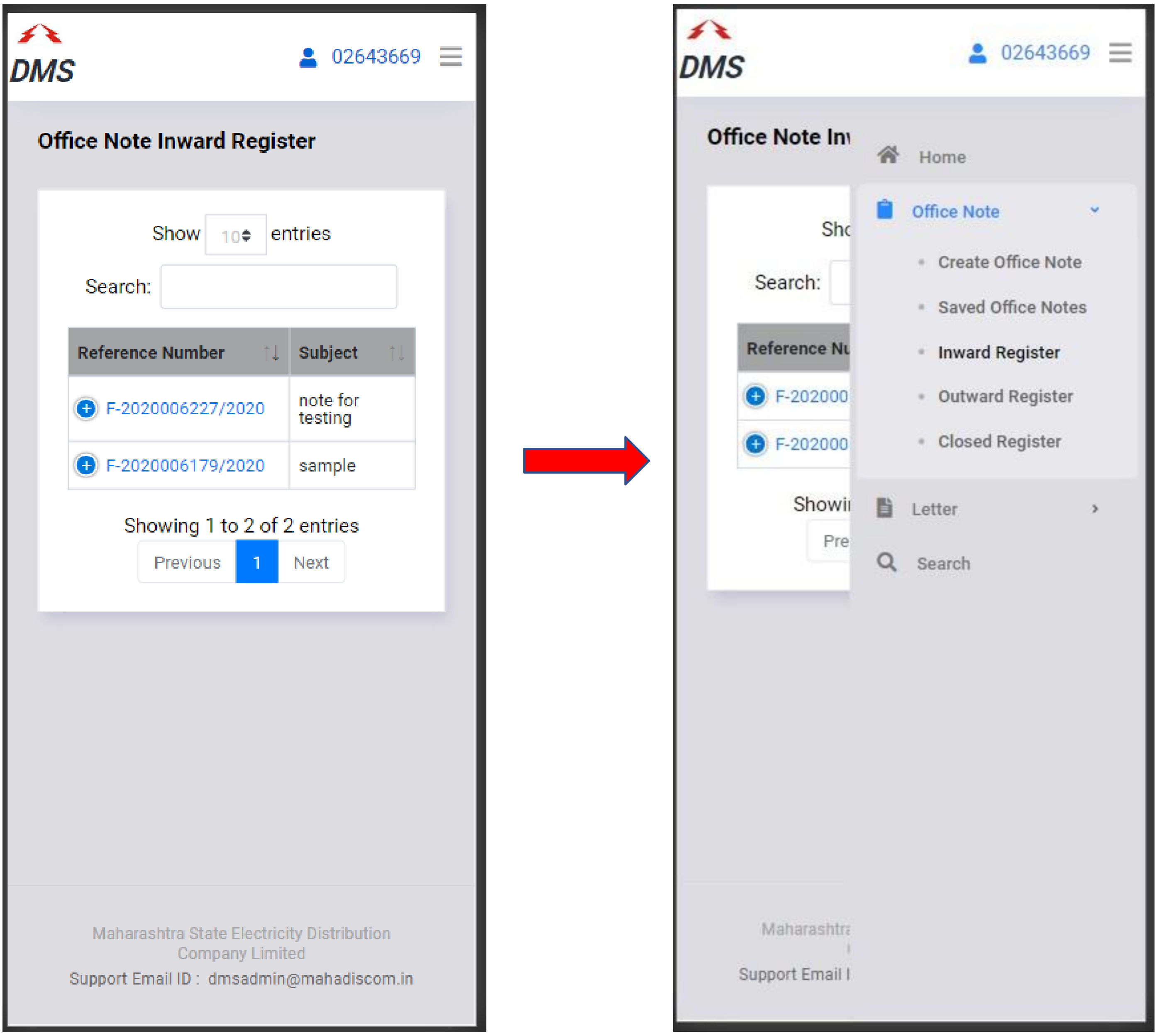
- If the user is handing over their **own responsibilities**, a separate confirmation message will be displayed.

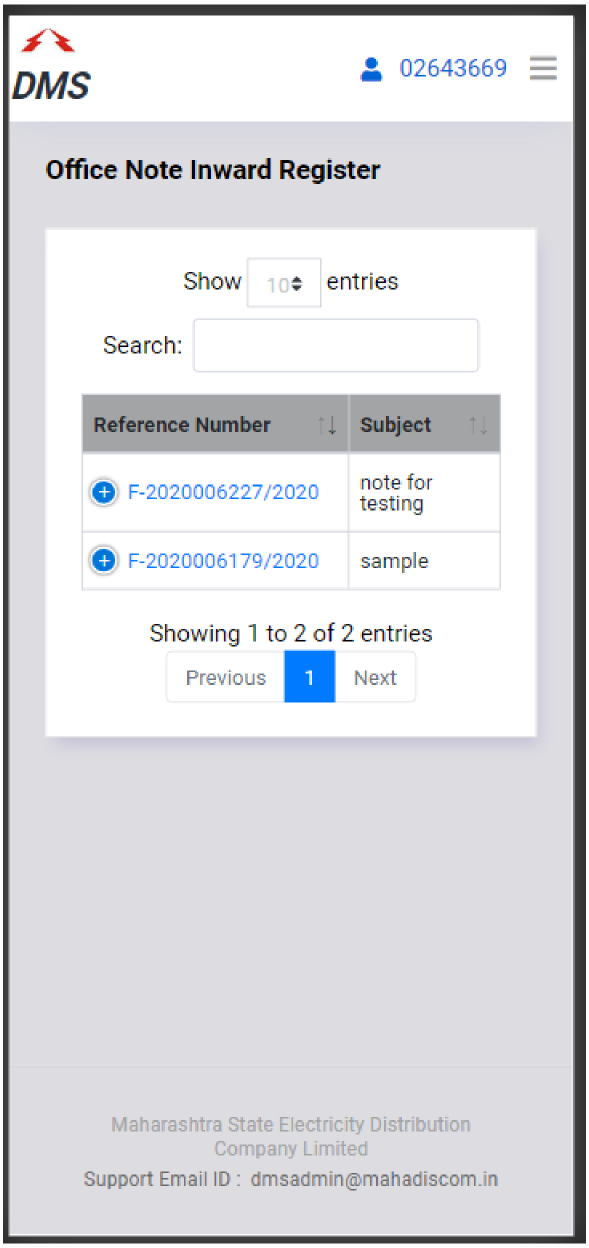


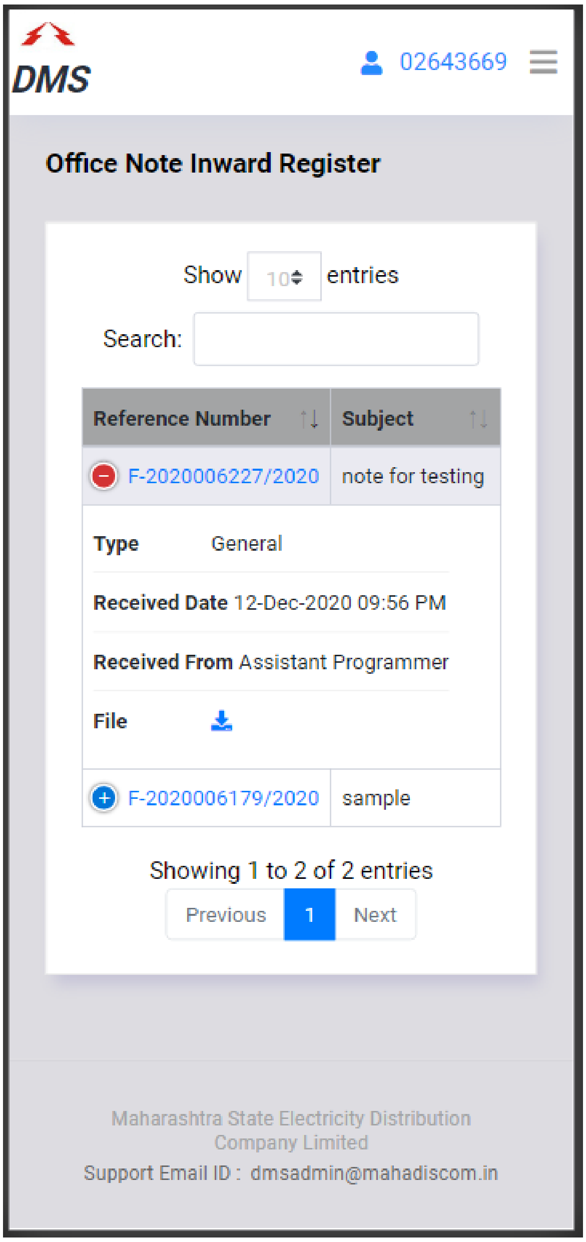
- Again, press **Confirm** to finalize or **Cancel** to discard the update.

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.







- On various list pages click on icon to view office note details, as shown above.