DOCUMENT MANAGEMENT SYSTEM

Office Letter User Manual

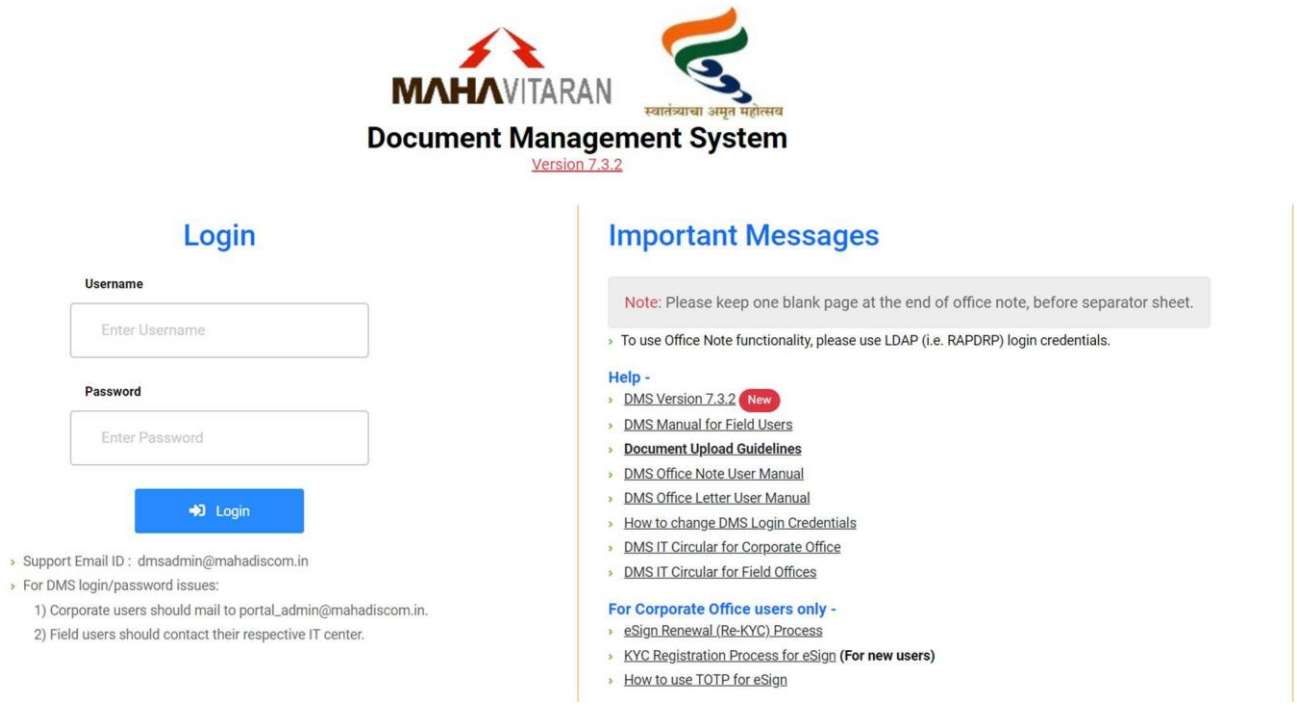
JULY 16, 2025

MSEDCL
dmsadmin@mahadiscom.in

1. URL

https://dms.mahadiscom.in/dms

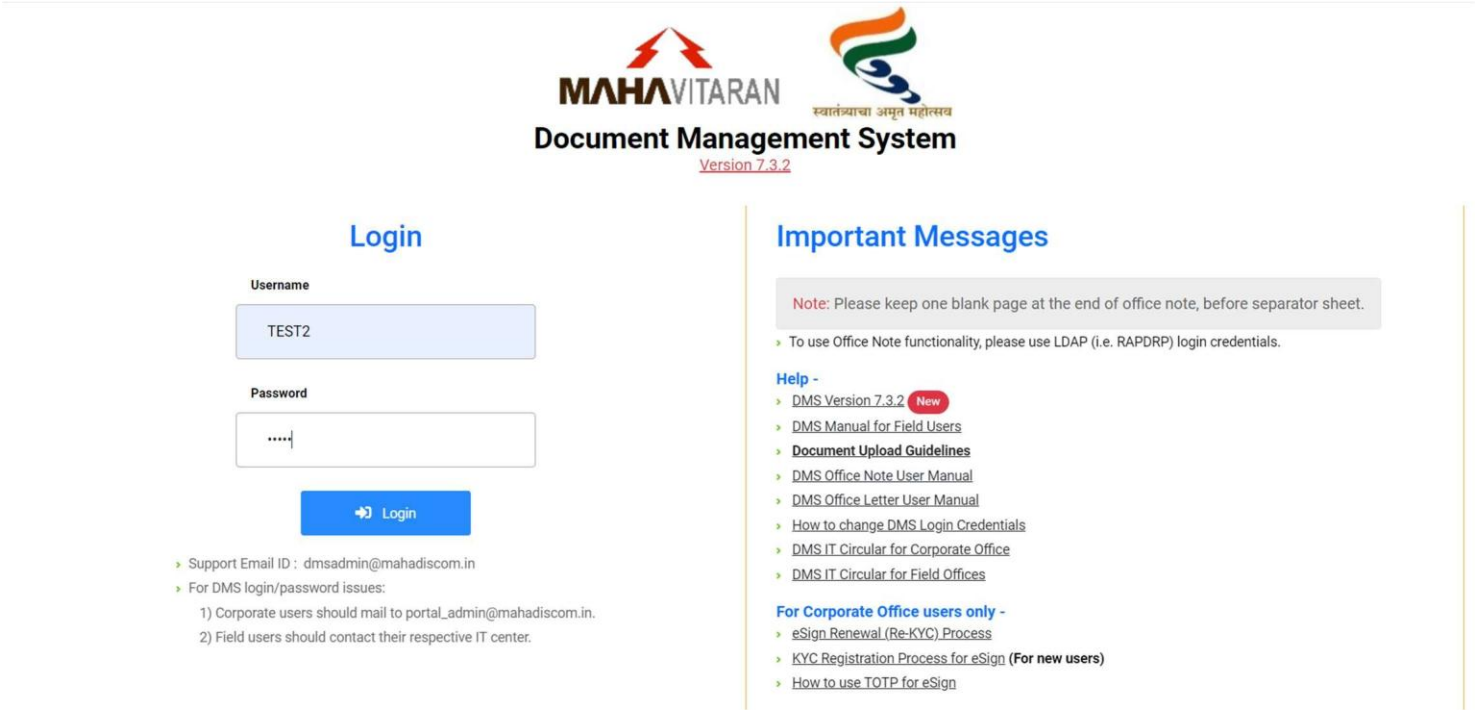
Support Email ID: dmsadmin@mahadiscom.in



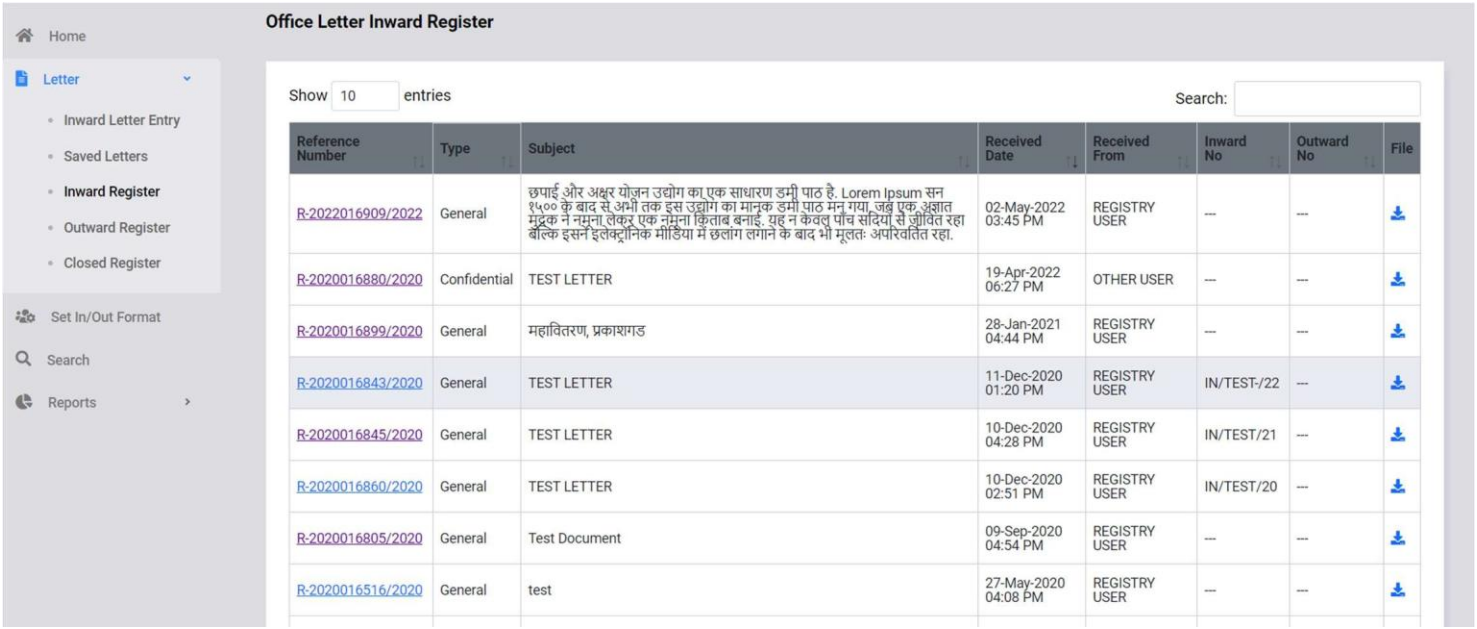
- For login enter username & password then click Login button.
- Please read all important messages displayed on right side of screen.

2. Login

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

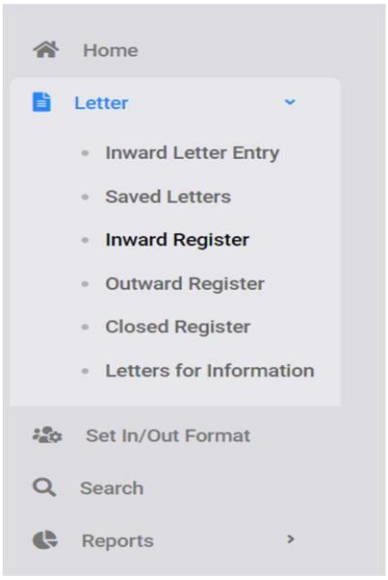


- After successful login, Office Letter Inward Register will be displayed.



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

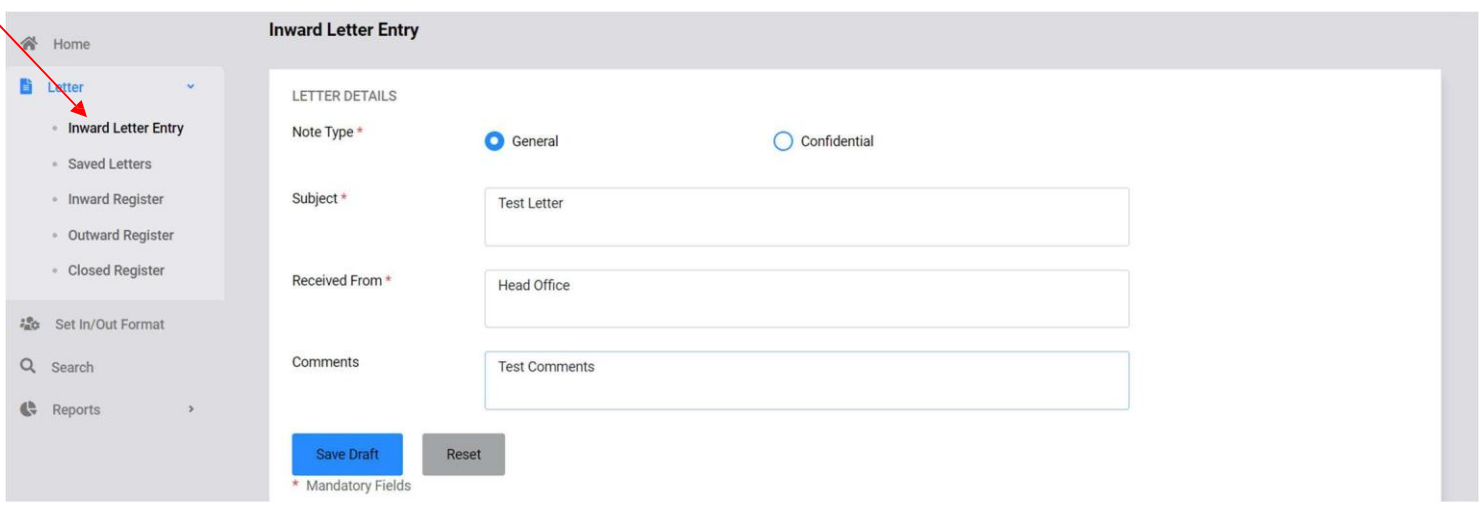
- On left side of homes screen, menu options are displayed as per below.



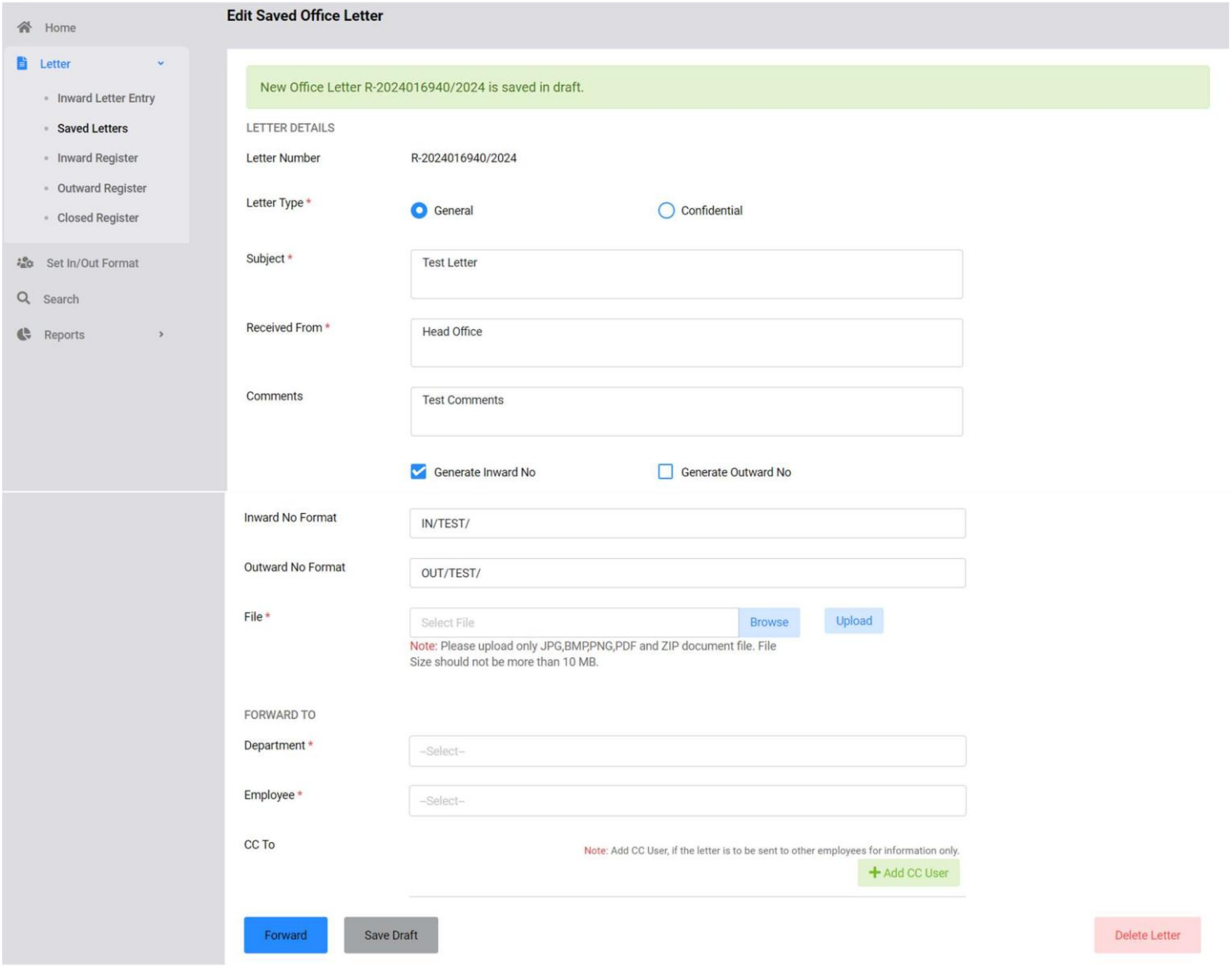
  - **Home** – Home Screen
  - **Letter**
    - **Inward Letter Entry** – To inward New Office Letter
    - **Saved Letters** – To View/Edit Saved Office Letters
    - **Inward Register** – To View/Edit Received Office Letters
    - **Outward Register** – To View Outward Office Letters
    - **Closed Register** – To View Closed Office Letters
    - **Letters for Information** – To view Information Purpose Office Letters.
  - **Set In/Out Format** – To set Inward and Outward number format
  - **Search** – To Search Office Letters
  - **Reports** – To generate abstract report of Office Letters

3. Inward Office Letter

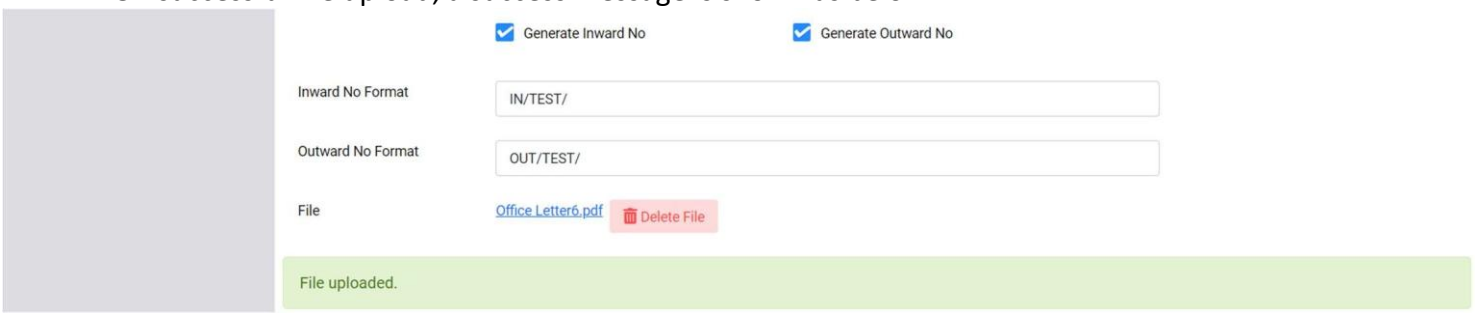
- To inward a new Office letter, select **Inward Letter Entry** menu option.
- On Inward Letter Entry page, select Letter Type, enter Subject, Received From and Comments.
- To save and generate office letter number, click on **Save Draft** button.



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

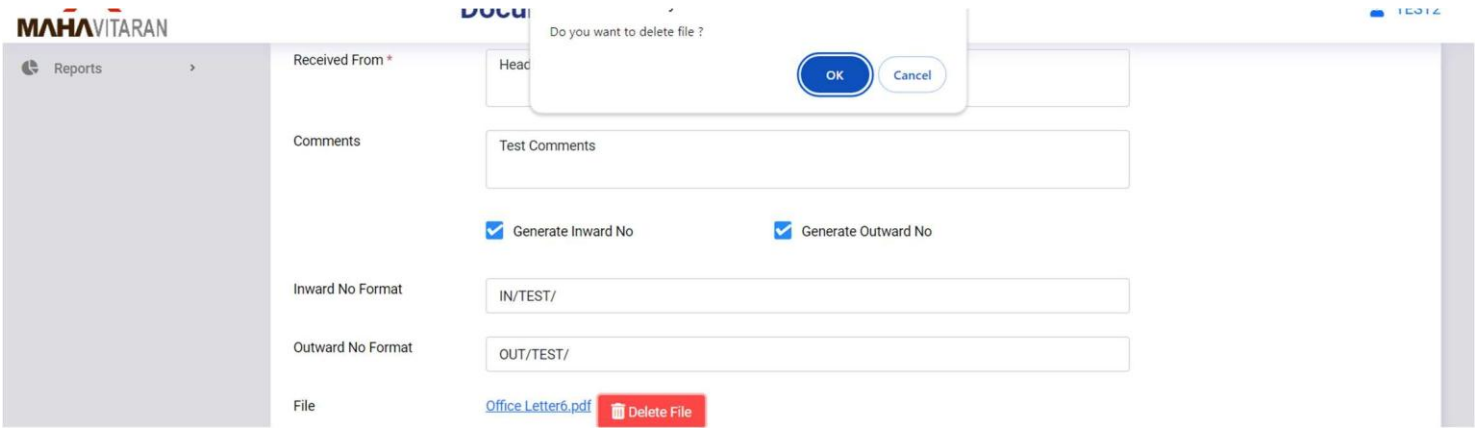


- Even after saving Letter, user can still change Letter Type, Subject, received from and comments.
- To generate Inward/Outward no, tick respective checkbox and enter Inward/Outward No Format
- To upload file, click on **Browse** button then select file and click on **Upload** button.
- On successful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



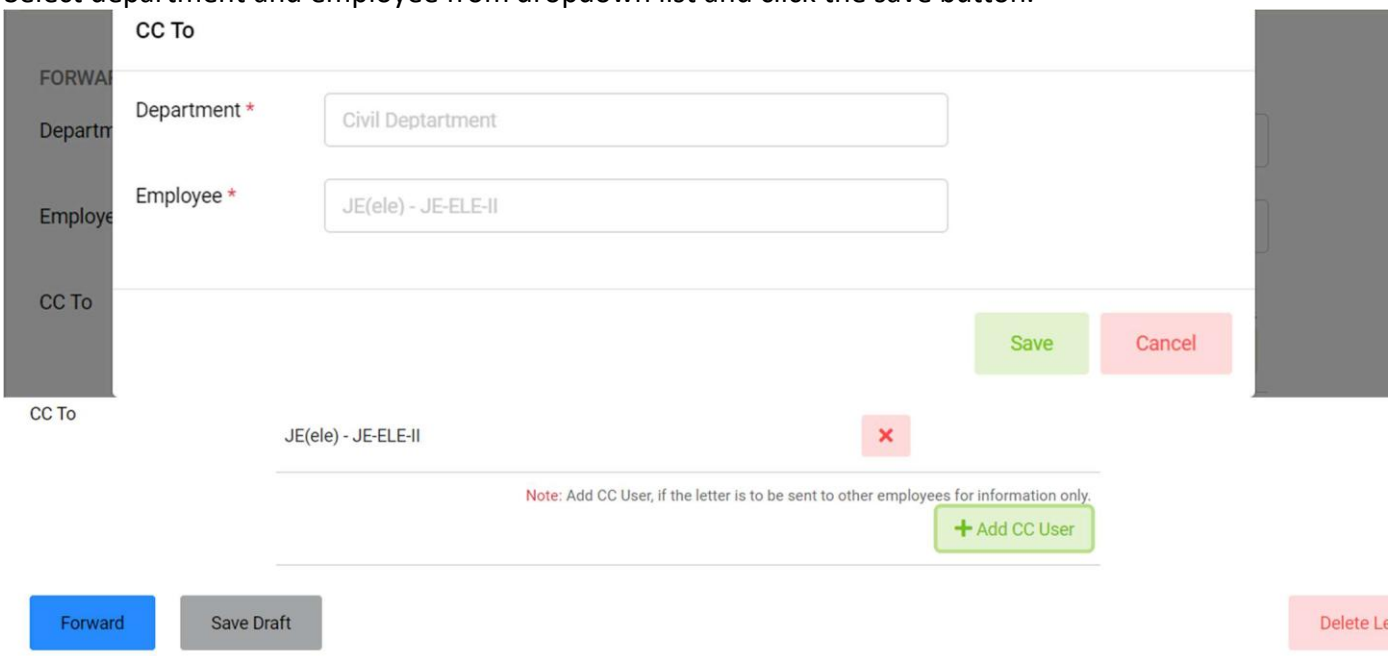
- Please note that, user can only upload a pdf file having maximum size 10 MB.
- User can delete uploaded file and upload another file; till the letter is forwarded.

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

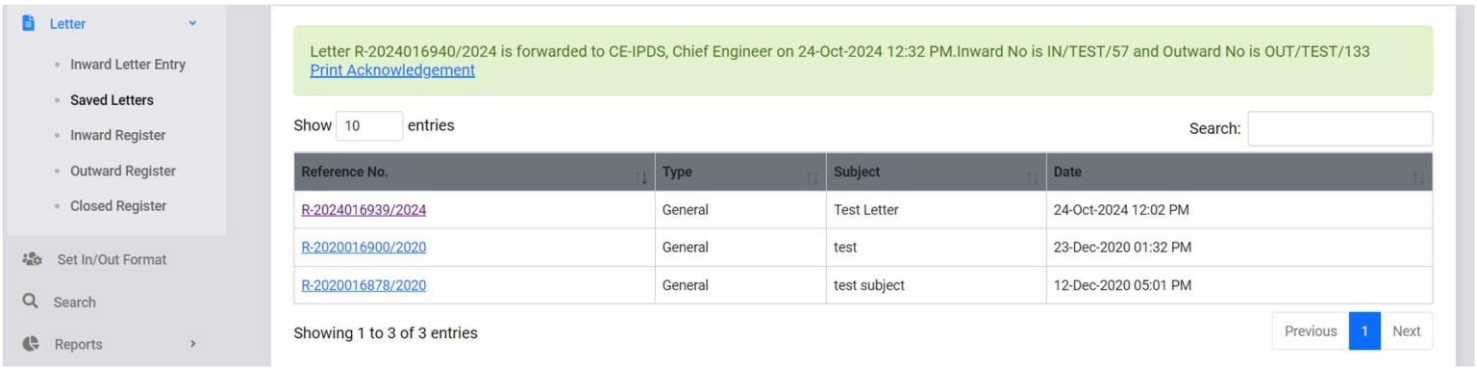


- To forward office letter, select Department and Employee from dropdown list.

- User can users in CC while sending Office Letter.
- Click on **Add CC User** button.
- Select department and employee from dropdown list and click the save button.



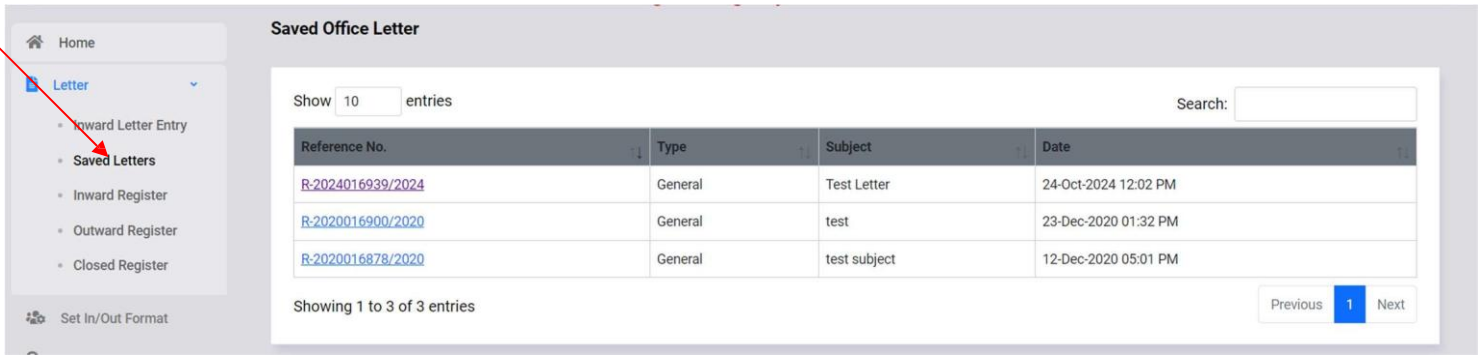
- To add another user in CC repeat the same process.
- Users in CC can only view the forwarded Office Letters.
- Click on **Forward** button to forward office letter.
- User can click on **Save Draft** button to save office letter in draft and forward later.
- To delete office letter click on **Delete Letter** button and select OK on confirmation alert.



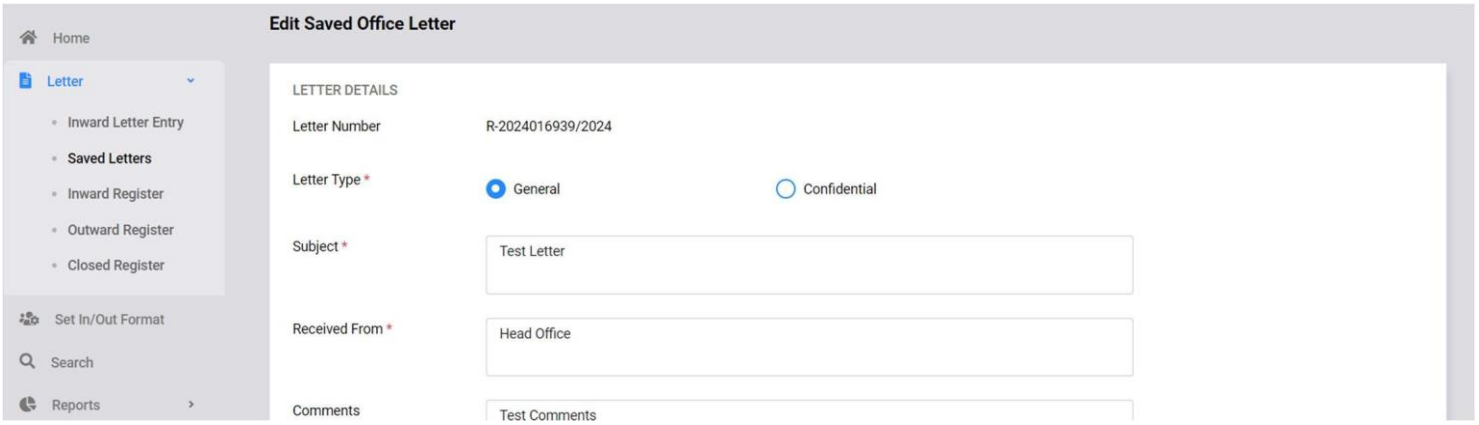
- After office letter is forwarded, a message will be shown as above.
- User can view your forwarded office letters in Outward Register menu.

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.



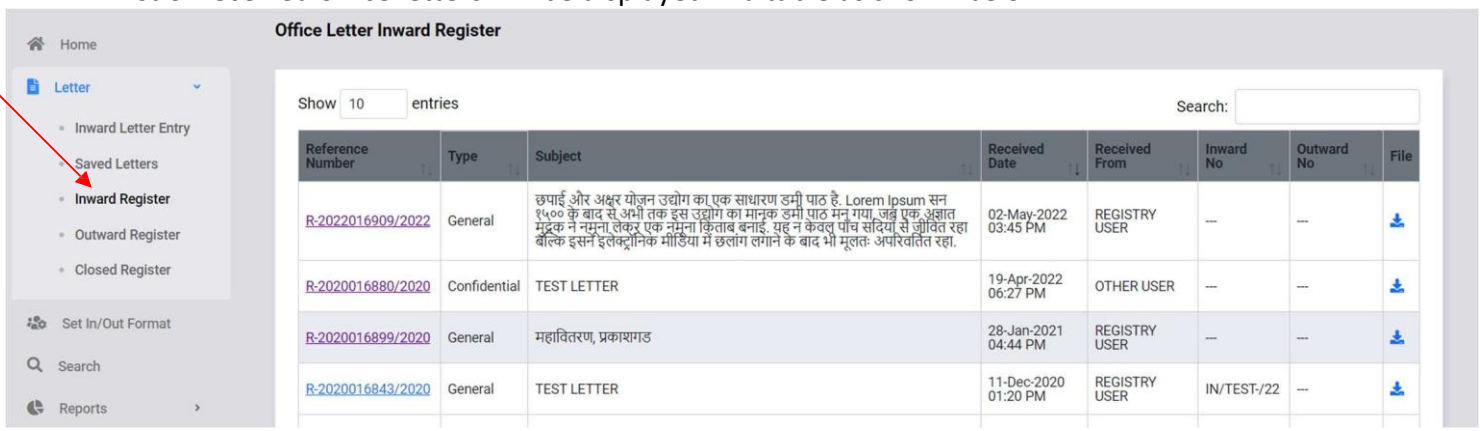
- User can sort the list by clicking on column header.
- User can also search in the list by entering search text in input box provided on upper right corner.
- To go to different page, click on page number shown in bottom right corner or use **Previous**/**Next** button.
- To view / edit an office letters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



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

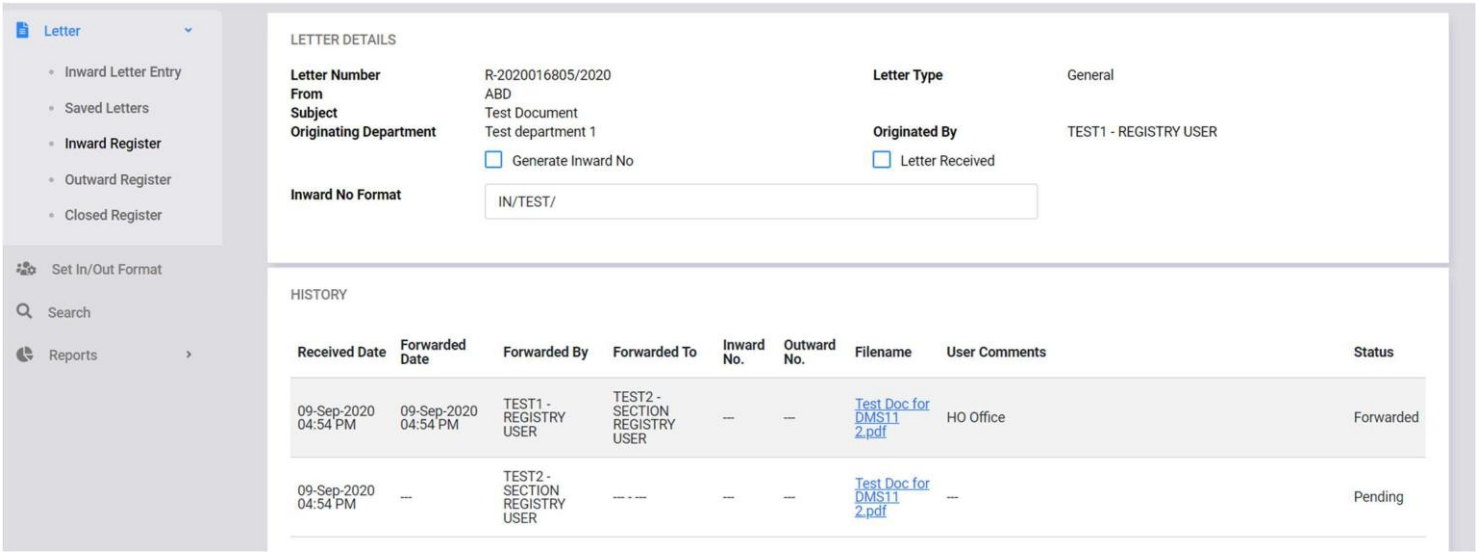
5. Inward Register

- 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.



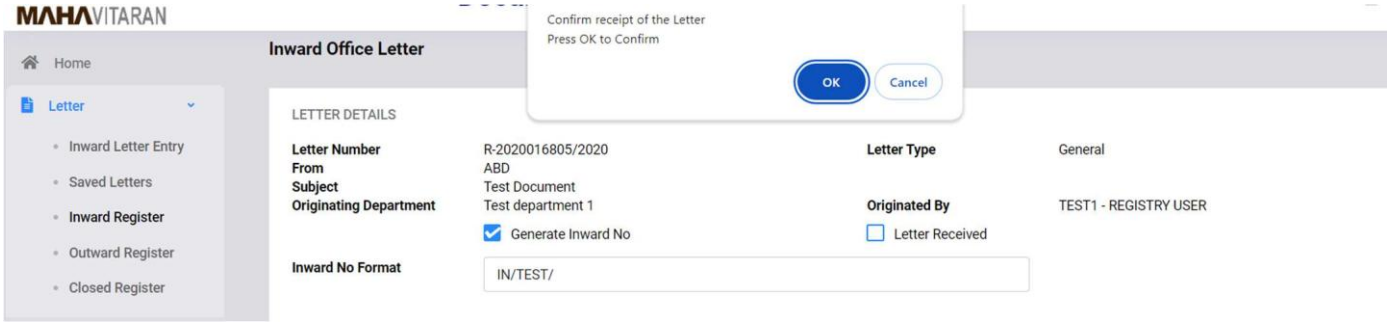
- User can sort the list by clicking on column header.
- User can also search in the list by entering search text in input box provided on upper right corner.
- To go to different page, click on page number shown in bottom right corner or use **Previous**/**Next** button.

- You can click on **Download** button to download all files present in that office letter.
- To view / edit an office letter click on its reference number. Office Letters details will be shown as below-

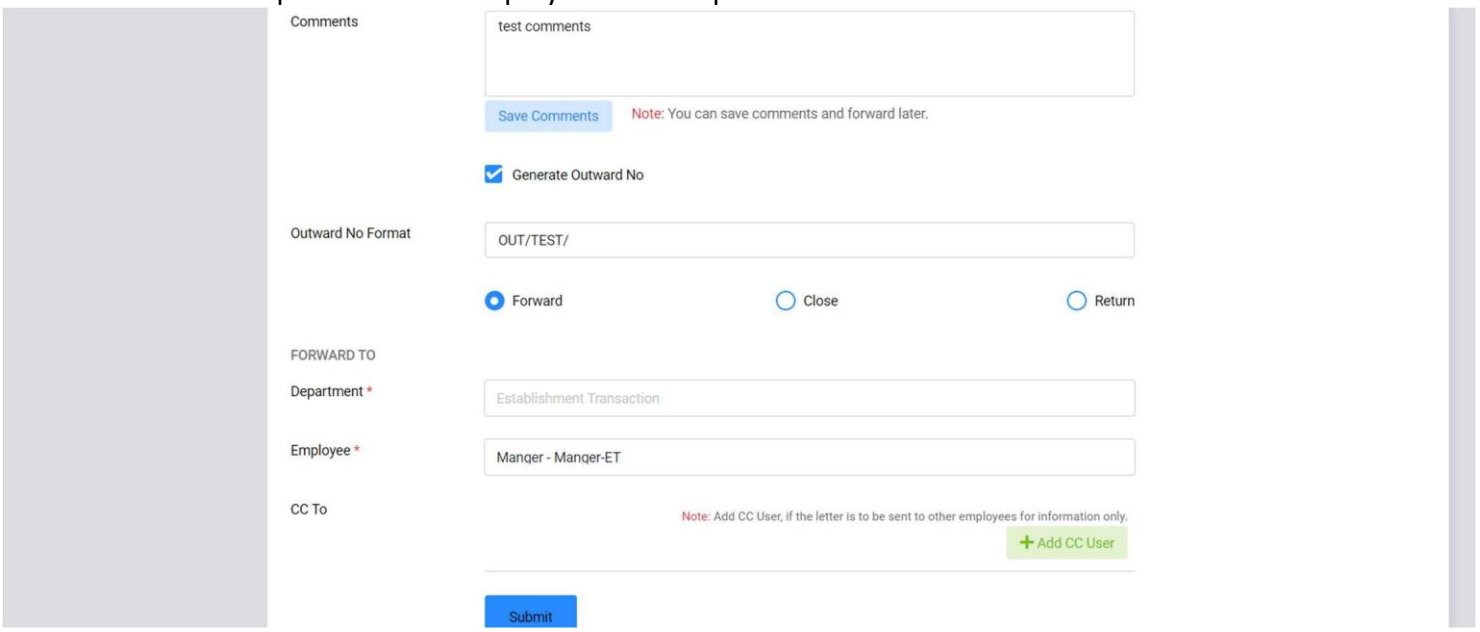


- User can click on respective file name shown in history to download that file, otherwise click on **Download All Files** to download all files.
- To generate Inward no., tick “Generate Inward No” checkbox and enter Inward No. format.

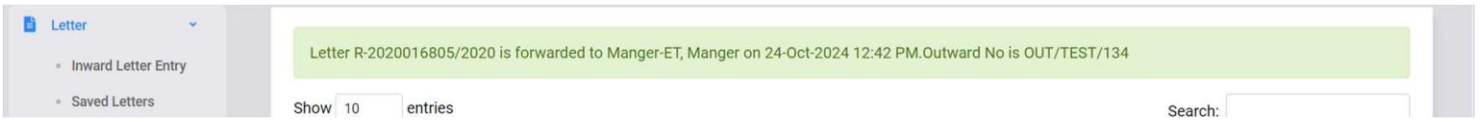
- To receive letter, tick “letter received” checkbox. Confirmation alert message will be shown. ClickOk button to confirm.



- Enter comments in the textbox. User can click on **Save Comments** button to save comments andforward 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



User can add users in CC while forwarding Office Letter.



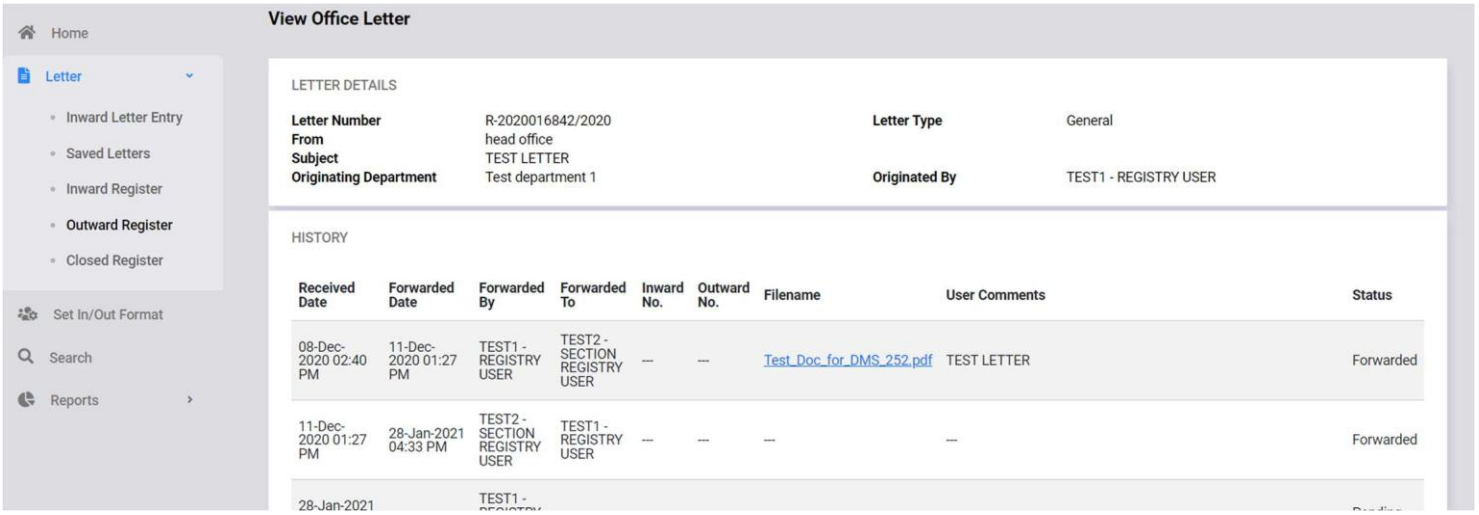
- A success message is shown as above after Office Letter is forwarded.

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-

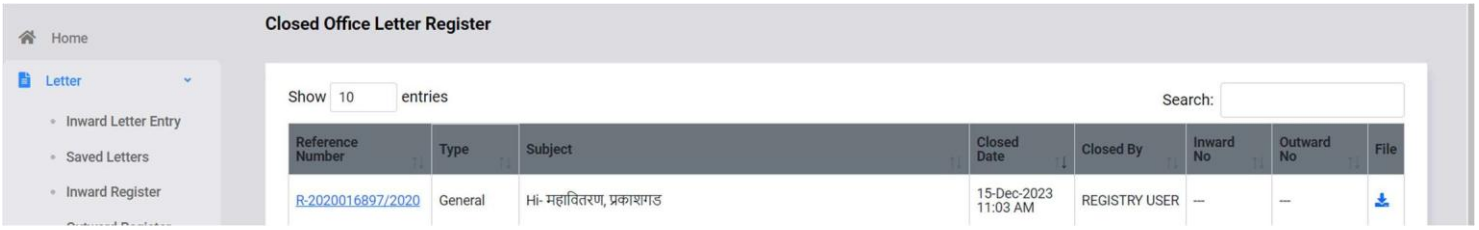
- User can sort the list by clicking on column header.
- User can also search in the list by entering search text in input box provided on upper right corner.
- To go to different page, click on page number shown in bottom right corner or use **Previous**/**Next** button.

- 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-

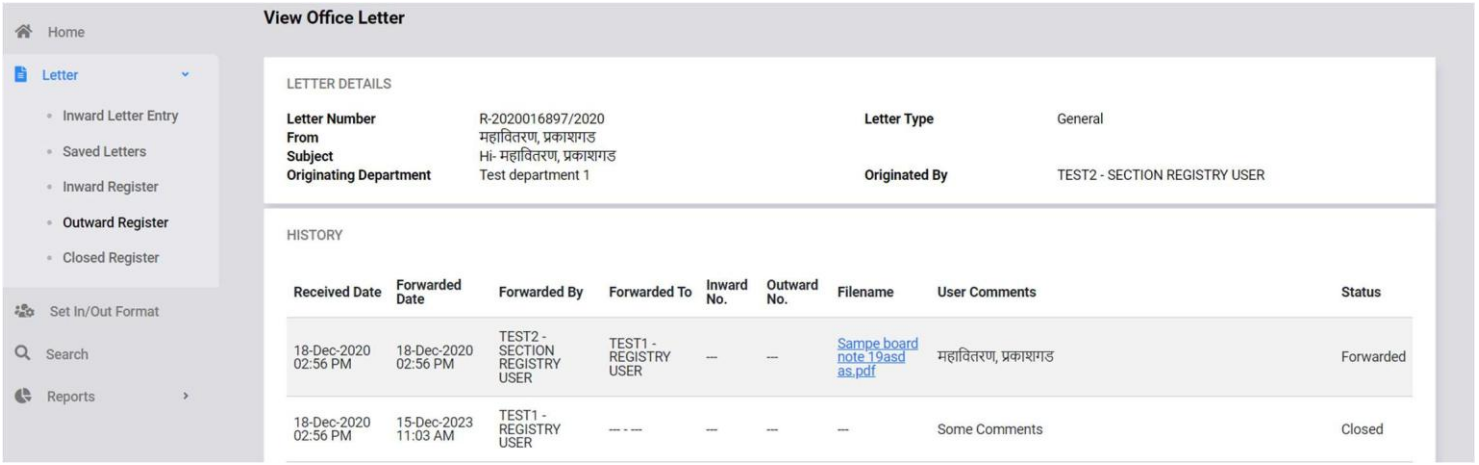


7. Closed Register

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

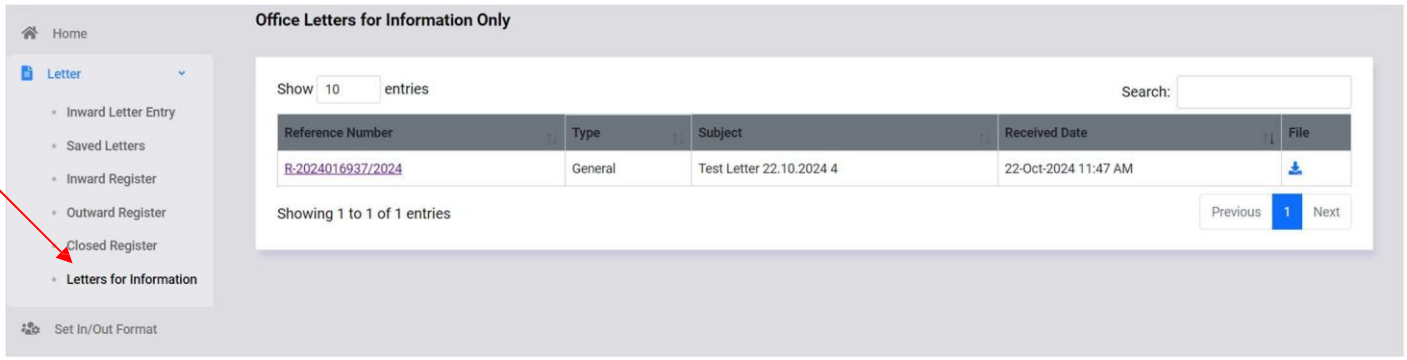


- List of closed office letters will be displayed in a table as shown above.
- User can sort the list by clicking on column header.
- User can also search in the list by entering search text in input box provided on upper right corner.
- To go to different page, click on page number shown in bottom right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

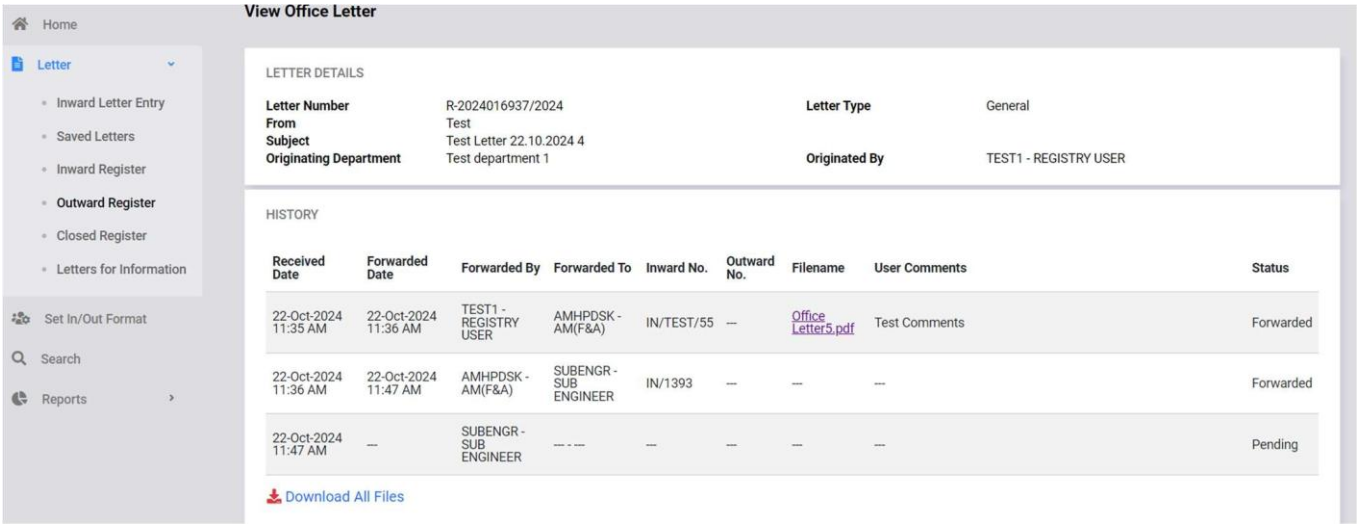


8. Letters for Information

- User can view office letters which were received by him/her in **Letters for Information** menu option for information purpose only.

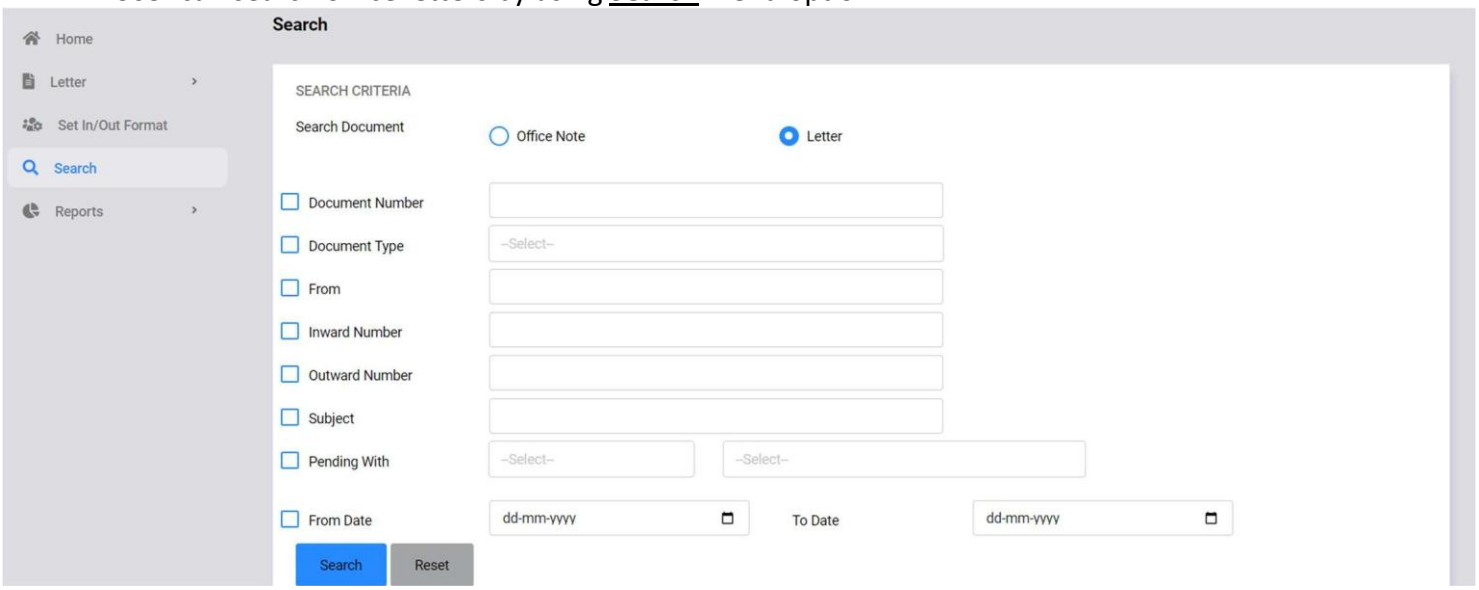


- List of office letters for information will be displayed in a table as shown above.
- User can sort the list by clicking on column header.
- User can also search in the list by entering search text in input box provided on upper right corner.
- To go to different page, click on page number shown in 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 an office letter click on its reference number. Selected Office letter details will be shown as given below -

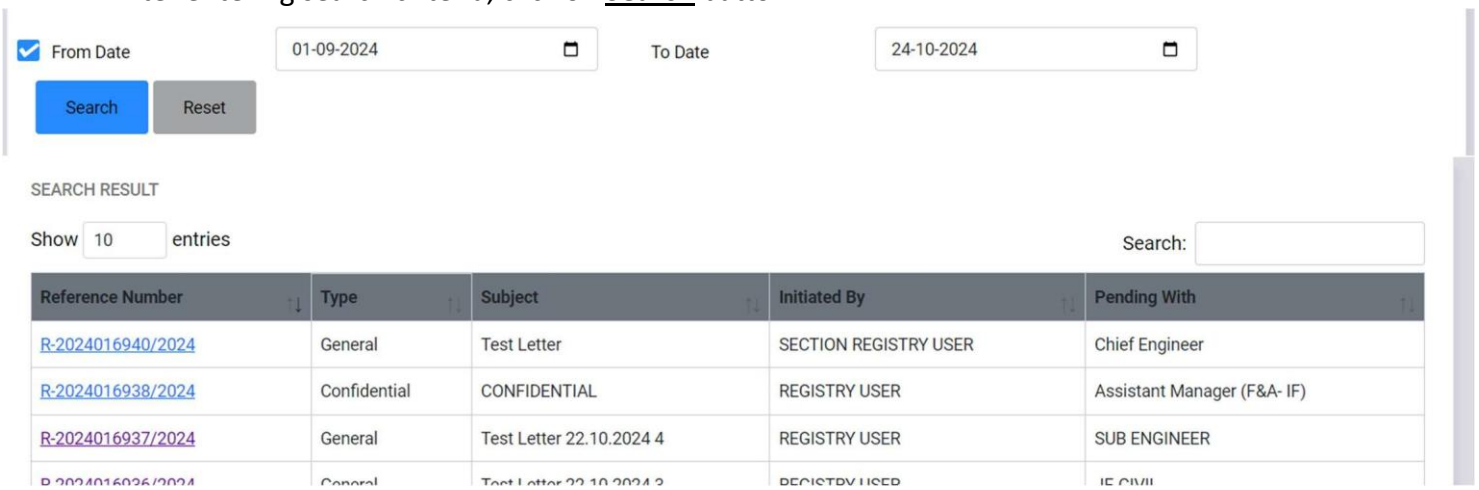


9. Search

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

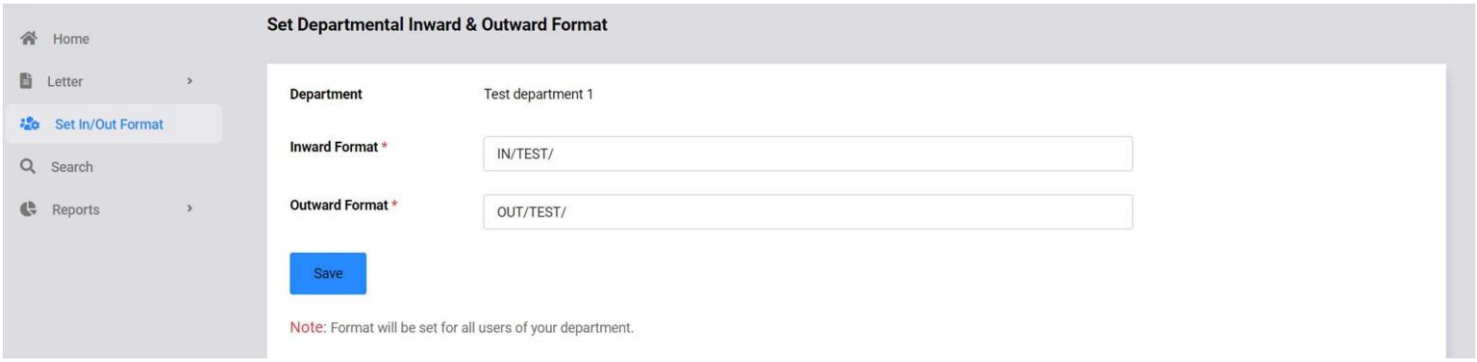


- Select Document Type.
- User can search office letters by using Document number, letter type, subject, date etc.
- User can combine one or more search criteria.
- After entering search criteria, click on **Search** button.



- 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.

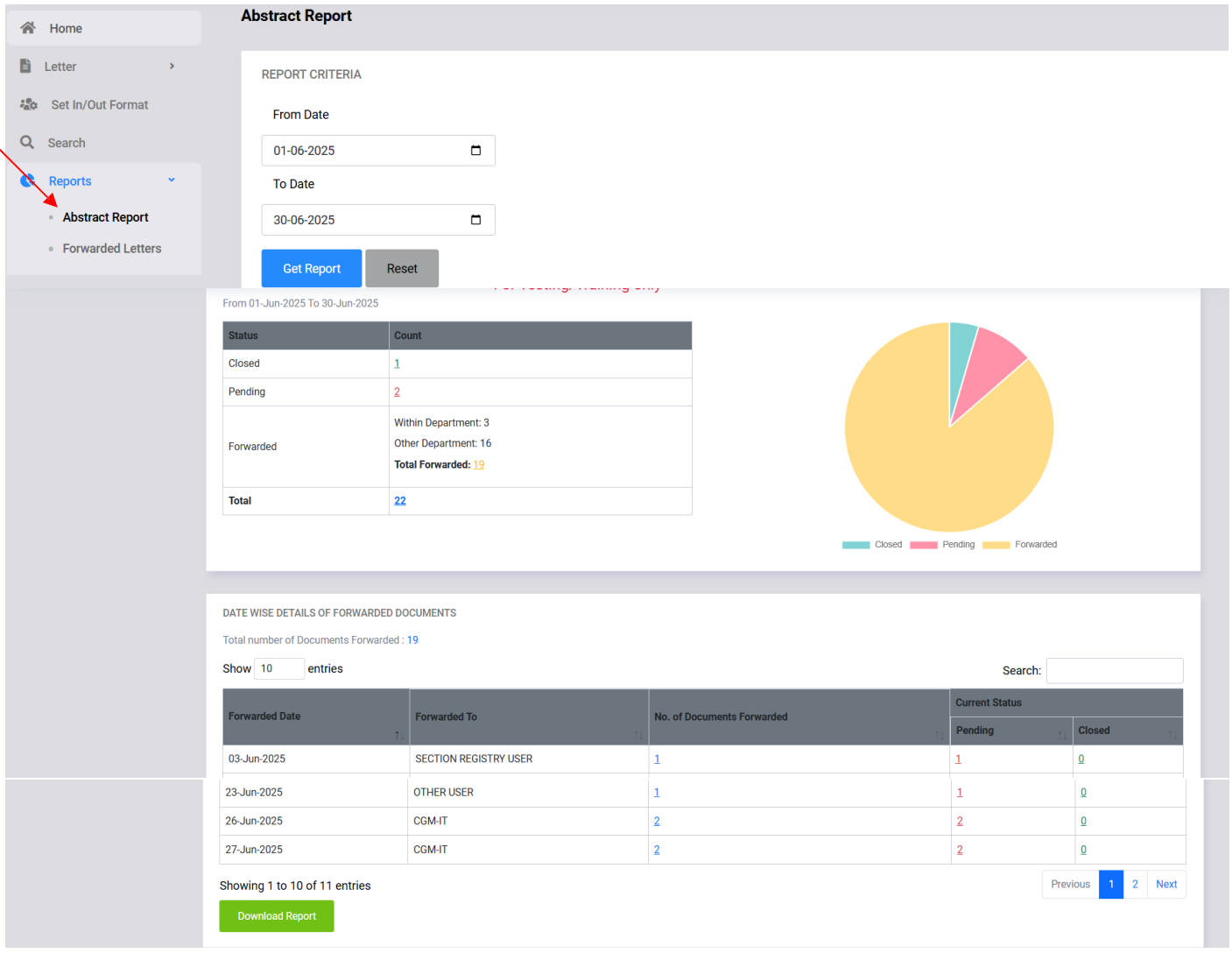
10. Set In/Out format



User can set Inward and Outward number format for their department as show above.

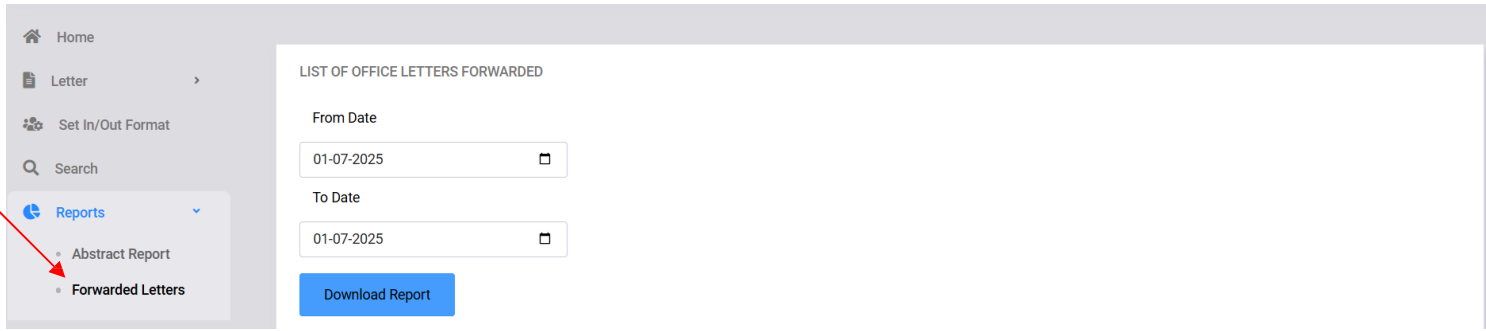
11. Reports

User can get abstract report of Office Letters by accessing Reports menu.
Click on **Abstract Report** submenu.
Select 'From Date' and 'To Date' and then click on Get Report button.

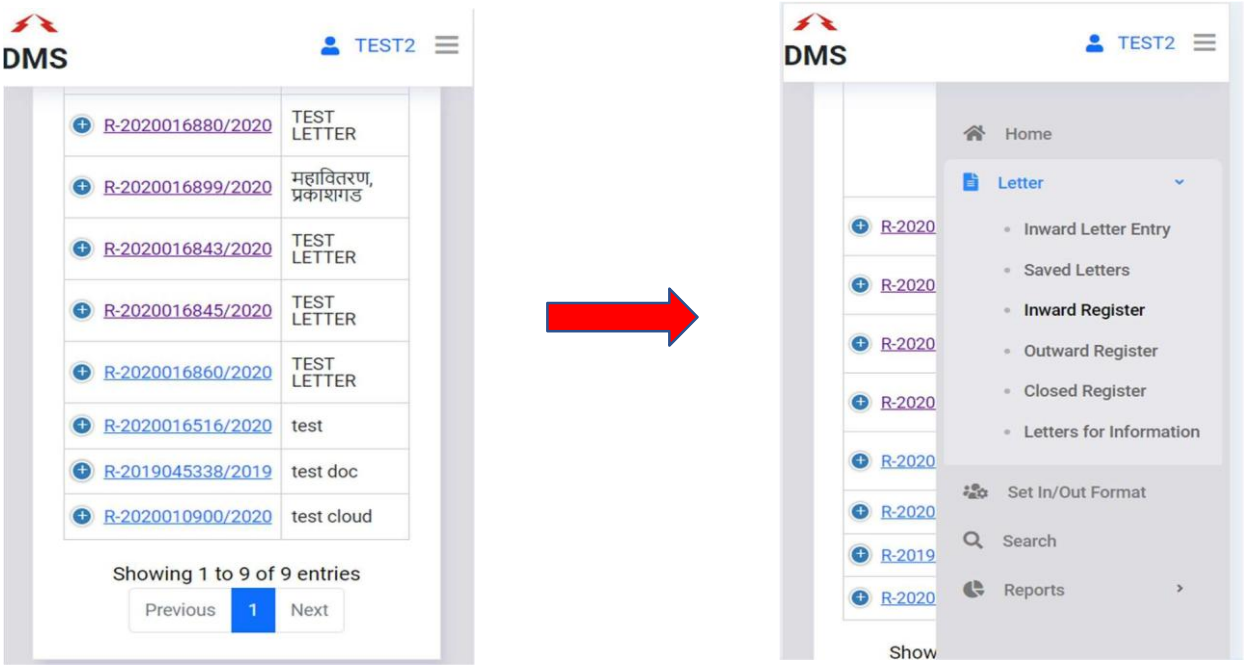


In this report, user can get bifurcation of forwarded letters within department and outside department.
To download the report in excel format click on Download Report button.

There is a provision to download the list of office letters.
Users can now download a list of office letters they have forwarded between selected date ranges.
Click on **Forwarded Letters** submenu.



Select 'From Date' and 'To Date' and then click on **Download Report** button.
Report will be downloaded in excel format.

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 letter details