
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



Document Management System
For Testing/Training only
Version 7.2.0

Login

Username

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.


Document Management System
For Testing/Training only
Version 7.2.0

Login

Username

Password

Login

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](#)
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- > [How to change DMS Login Credentials](#)
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For Corporate Office users only -

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> 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.

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

Home

Office Note

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

Search

Reports

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-2023006496/2023	General	Test	01-Mar-2024 04:27 PM	Assistant Programmer	Download
E-2024006509/2024	General	Test office Note	02-Feb-2024 02:40 PM	Superintending Engineer (Akola Circle)	Download
E-2023006482/2023	General	Office Note by SE 3	08-Nov-2023 02:38 PM	Chief Engineer (Akola Zone)	Download
E-2023006481/2023	General	Test Office Note by SE 2	08-Nov-2023 02:35 PM	Superintending Engineer (Akola Circle)	Download
E-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.



Document Management System
For Testing/Training only

02335131

Office Note Inward Register

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

Show 10 entries

Search

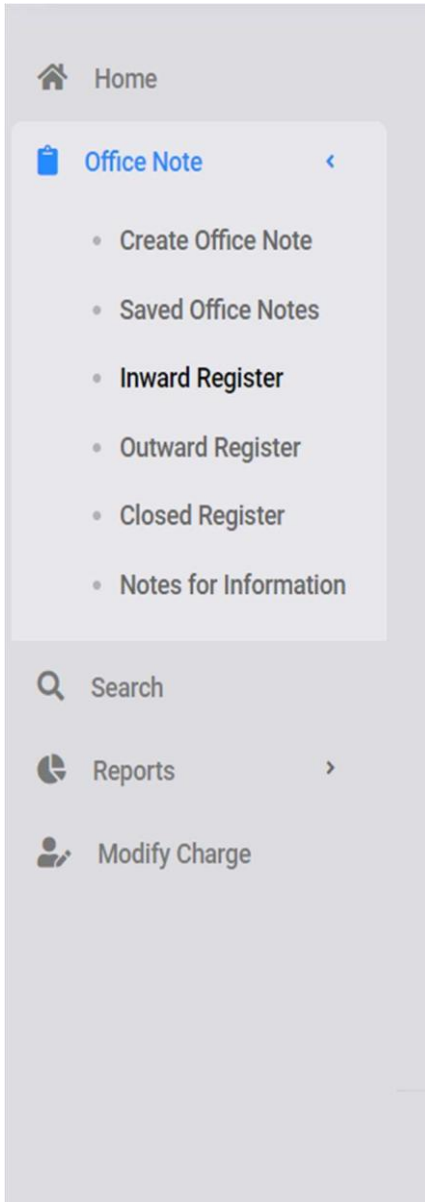
Reference Number	Type	Subject	Received Date	Received From	File
E-2023006421/2023	General	Test Office Note 03.07.2023	03-Jul-2023 03:12 PM	Regional Director (Nagpur Region)	Download

Showing 1 to 1 of 1 entries

Previous 1 Next

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

- On left side of home screen, 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 cannot perform any action (eSign/forward/return/close) on it.

○ **Search** – To Search Office Notes

○ **Reports** – Pending and 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

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

* 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 *


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.

The screenshot shows a web form titled 'Notes for Information'. On the left is a sidebar with 'Search' and 'Reports' links. The form fields include:

- Tag this note as Urgent:** A checkbox that is currently unchecked.
- Subject *:** A text box containing 'Test Office Note'.
- Comments:** A text box containing 'Office Note for testing'.
- File:** A section showing 'Office Note.pdf' with a 'Delete File' button (trash icon) next to it.

 Below the form fields, a green banner displays the message 'File uploaded.'. At the bottom, there is an 'eSign *' label and a 'Perform eSign' 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.

This screenshot shows the same 'Notes for Information' form as before, but with a confirmation popup in the center. The popup is titled 'dmstest.mahadiscom.in says' and asks 'Do you want to delete file?'. It has two buttons: 'OK' (blue) and 'Cancel' (grey). The form fields in the background remain the same: 'Test Office Note' in the subject box and 'Office Note for testing' in the comments box. The 'File' section still shows 'Office Note.pdf' with a 'Delete File' button.

- 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

The screenshot shows a page for eSign. It features a dark grey background with a central white area containing document metadata:

- File 3 Data
- File 3 Data
- File 3 Data
- File 3 Data

 Below this, there is a yellow-bordered box containing the following information:

- Signed by : Mr. Lalit Deorao Lahabar
- Designation : Chief Engineer(Projects)
- Date : 22-Mar-2024 11:59:12
- Comments : Outward Number is F-2024006513/2024 dated 22-Mar-2024. Office Note for testing

 At the top right of the page, there are navigation buttons: 'Previous', '1 of 7', 'Next', and '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.

emudhra eSign Service PREMAHA

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 PIN: [Field] Forgot PIN?

☒ SMS OTP ☐ T-OTP SMS OTP: [Field] Get OTP

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

Cancel Perform eSign

© emudhra. All Rights Reserved.

- On emudhra'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 MSSEDCL 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.

eSign *

Document eSign successful. [View Document](#)

FORWARD TO

Department * -Select-

Office * -Select-

Employee * -Select-

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

- 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.

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

- 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.

Home

Office Note

• Create Office Note

• Saved Office Notes

• Inward Register

• Outward Register

• Closed Register

• Notes for Information

Search

Reports

Saved Office Note

Note F:2024006513/2024 is forwarded to Mr. Avinash Shankarrao Haware, Chief General Manager(IT) on 22-Mar-2024 12:08 PM

No notes found.

- 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.

CC To

Department *

Office *

Employee *

Save Cancel

Employee *

CC To Executive Director(B&R) - Mr. Yogesh Madhukar Gadkari 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

+ Add CC User

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

Reports

Saved Office Note

Show 10 entries

Search:

Reference No.	Type	Subject	Date
F-2024006514/2024	General	TEST OFFICE NOTE 22.03.2024	22-Mar-2024 12:12 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 go to 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.

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

NOTE DETAILS

Note Number F-2024006514/2024

Note Type *

☒ General ☐ Confidential ☐ Board Note

☐ Tag this note as Urgent

Subject * TEST OFFICE NOTE 22.03.2024

Comments TEST COMMENTS

File *

Select File Browse Upload

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

eSign * Perform eSign

- 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 10 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.

☐ Forward ☐ Close ☒ Return

Return To *

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.

The screenshot shows the 'Office Note Outward Register' page. On the left is a sidebar with a search bar and a 'Reports' link. The main content area has a title 'Office Note Outward Register'. Below the title, there's a 'Show 10 entries' dropdown and a search bar. A table displays one entry with columns: Reference Number, Type, Subject, Received Date, Forwarded Date, Forwarded To, Pending With, and File. The entry has Reference Number 'F-2024006513/2024', Type 'General', Subject 'Test Office Note', Received Date '22-Mar-2024 11:44 AM', Forwarded Date '22-Mar-2024 12:08 PM', Forwarded To 'Chief General Manager(IT)', and Pending With 'Chief General Manager(IT)'. Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' buttons.

Reference Number	Type	Subject	Received Date	Forwarded Date	Forwarded To	Pending With	File
F-2024006513/2024	General	Test Office Note	22-Mar-2024 11:44 AM	22-Mar-2024 12:08 PM	Chief General Manager(IT)	Chief General Manager(IT)	

- 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.

The screenshot shows the 'View Office Note' page. On the left is a sidebar with a search bar and a 'Reports' link. The main content area has a title 'View Office Note'. Below the title, there's a 'NOTE DETAILS' section with fields: Note Number (F-2024006513/2024), Subject (Test Office Note), Originating Department (Office of CE(Projects)), Note Type (General), and Originated By (Chief Engineer(Projects)). Below this is a 'HISTORY' section with a table showing the history of the note. The table has columns: Received Date, Forwarded Date, Received By, Forwarded To, Filename, User Comments, and Status. There are two entries: one forwarded and one pending. Below the table, there are links for 'Download All Files' and 'Download History'. At the bottom, it says 'Last eSigned By: 02335131-Mr. Lalit Deorao Lahabar, Chief Engineer(Projects) on 22-Mar-2024 12:05 PM'. There are 'Back' and 'Recall Note' buttons at the bottom.

Received Date	Forwarded Date	Received By	Forwarded To	Filename	User Comments	Status
22-Mar-2024 11:44 AM	22-Mar-2024 12:08 PM	CE(Projects) - Mr. Lalit Deorao Lahabar	CGM(IT) - Mr. Avinash Shankarrao Haware	Office Note.pdf	Office Note for testing	Forwarded
22-Mar-2024 12:08 PM	---	CGM(IT) - Mr. Avinash Shankarrao Haware	---	---	---	Pending

- 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 10 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 Pritam Khule Yashwantrao Raut returning this note returned

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

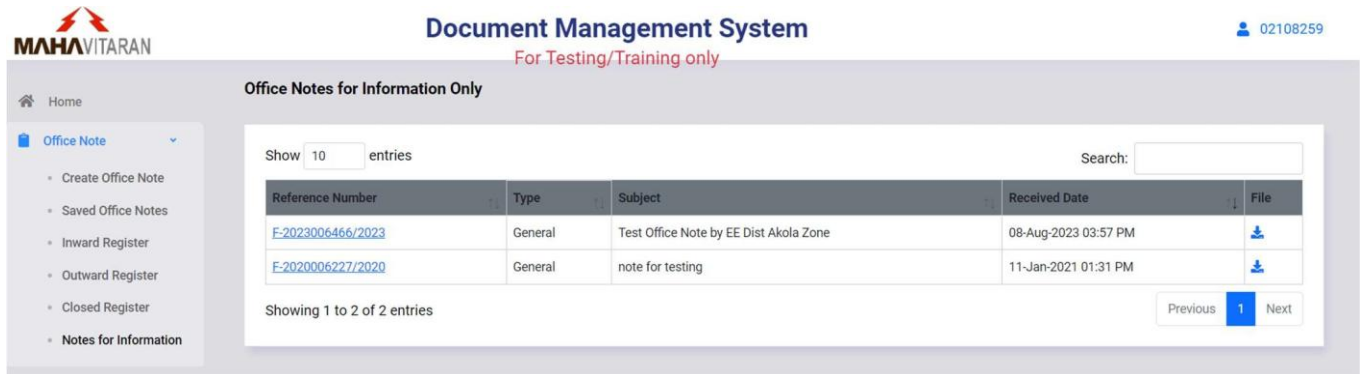
Last eSigned By: 02108259-Mr. Avinash Shankarrao Haware, Chief General Manager(IT) on 05-Dec-2023 12:31 PM

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 cannot perform any action (eSign/forward/return/close) on it.



The screenshot displays the 'Document Management System' interface. At the top, the logo 'MAHAVITARAN' is on the left, and the title 'Document Management System' is in the center, with a subtitle 'For Testing/Training only' below it. A user ID '02108259' is on the right. The left sidebar contains a menu with 'Office Note' selected, showing options like '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'. It features a search bar, a 'Show 10 entries' dropdown, and a table with two entries. The table has columns for 'Reference Number', 'Type', 'Subject', 'Received Date', and 'File'. The first entry has a reference number 'F-2023006466/2023', type 'General', subject 'Test Office Note by EE Dist Akola Zone', and received date '08-Aug-2023 03:57 PM'. The second entry has a reference number 'F-2020006227/2020', type 'General', subject 'note for testing', and received date '11-Jan-2021 01:31 PM'. Below the table, it says 'Showing 1 to 2 of 2 entries'. At the bottom right of the table area are 'Previous', '1', and 'Next' buttons.

MAHAVITARAN

Document Management System
For Testing/Training only

02108259

Home

Office Note

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

Office Notes for Information Only

Show 10 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	
F-2020006227/2020	General	note for testing	11-Jan-2021 01:31 PM	

Showing 1 to 2 of 2 entries

Previous 1 Next

9. Search

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

The screenshot shows the 'Search' menu option selected in the sidebar. The main area displays the 'SEARCH CRITERIA' section. Under 'Search Document', 'Office Note' is selected. There are checkboxes for 'Document Number', 'Document Type', 'Subject', 'Pending With', and 'From Date'. The 'From Date' field is set to 'dd-mm-yyyy' with a calendar icon. The 'To Date' field is also set to 'dd-mm-yyyy' with a calendar icon. There are 'Search' and 'Reset' buttons at the bottom.

- 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 RESULT' section. It includes a 'From Date' field set to '01-11-2023' and a 'To Date' field set to '22-03-2024'. There are 'Search' and 'Reset' buttons. Below the date fields, there is a 'Show 10 entries' dropdown and a 'Search:' input field. A table displays the search results:

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

Showing 1 to 2 of 2 entries

Previous 1 Next

- 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	5
Forwarded	Within Department: 5 Other Department: 1 Total Forwarded: 6
Total	12

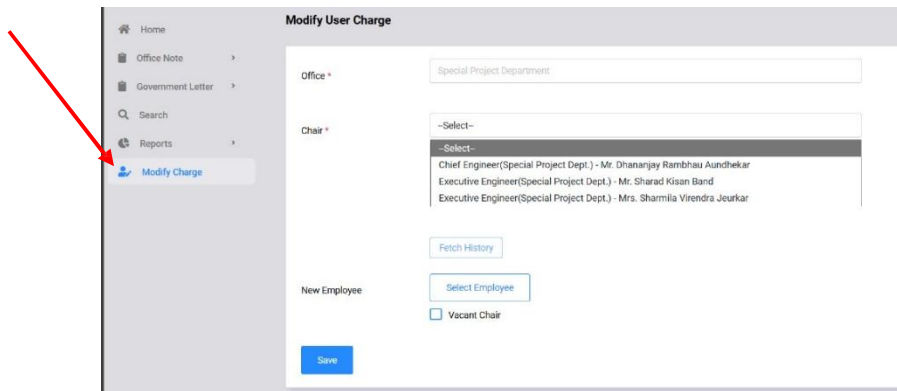
Forwarded Date	Forwarded To	No. of Documents Forwarded	Current Status
			Pending
04-Jun-2025	Assistant Programmer	1	1

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

11. Modify Charge

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

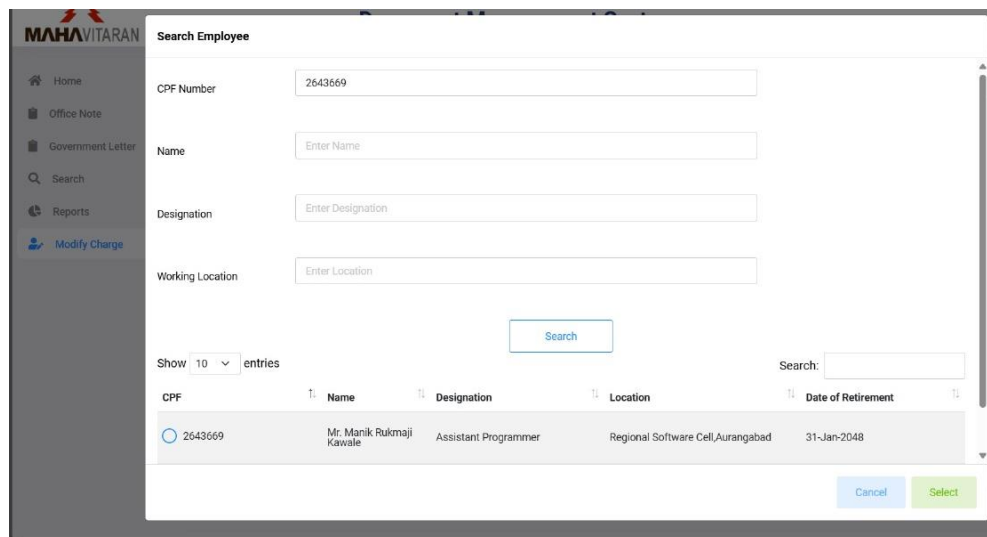


- Begin by selecting the employee whose responsibilities need to be reassigned.

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



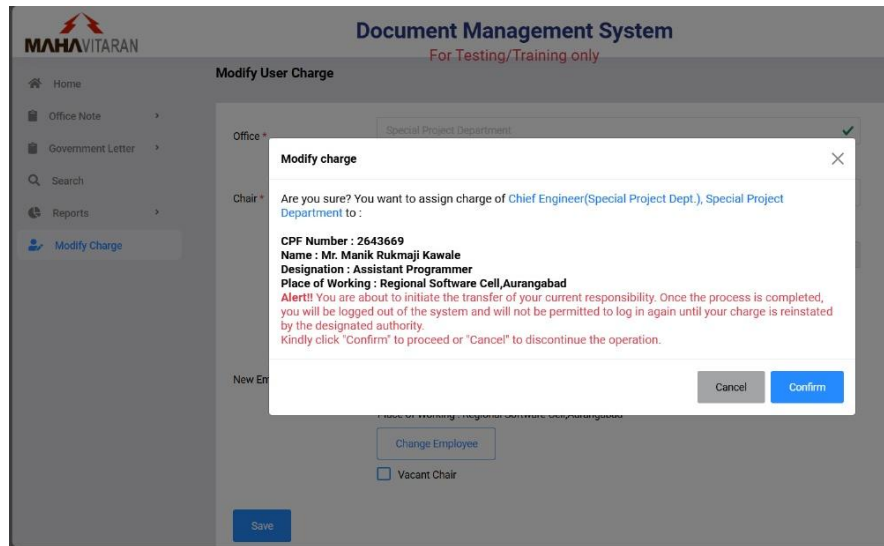
CPF	Name	Designation	Location	Date of Retirement
2643669	Mr. Manik Rukmaji Kavale	Assistant Programmer	Regional Software Cell, Aurangabad	31-Jan-2048

- 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.

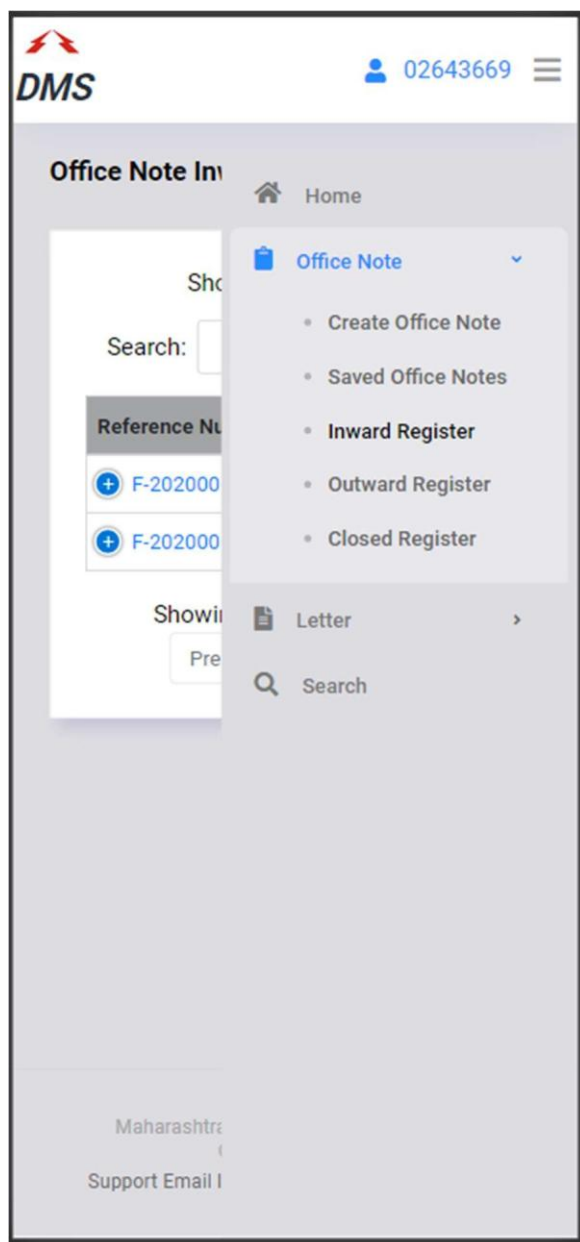
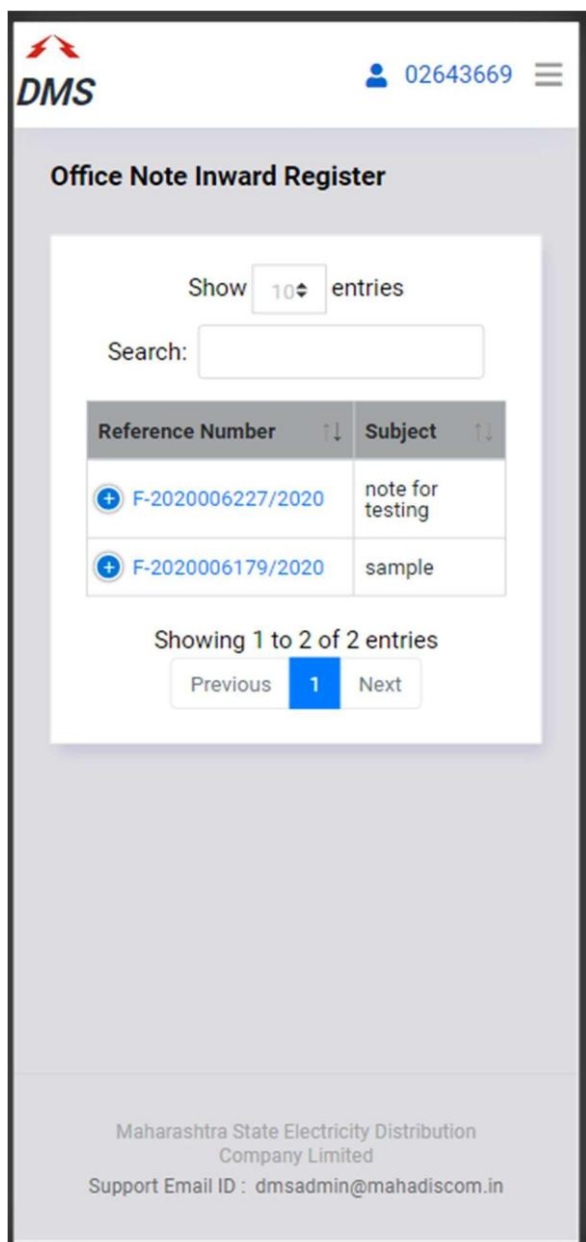
- Press **Confirm** to finalize the assignment.
- Press **Cancel** to abort the process.
- If the user is handing over their **own responsibilities**, a separate confirmation message will be displayed.



- 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.



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

Type General

Received Date 12-Dec-2020 09:56 PM

Received From Assistant Programmer

File [Download](#)

+ F-2020006179/2020	sample
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Showing 1 to 2 of 2 entries

Previous 1 Next

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