# DMS APPLICATION

## DOCUMENT MANAGEMENT SYSTEM

By Kona e Data Solutions

# WHAT IS DMS?

**DMS** is a software or tool to manage digitized files such as storing files , retrieve based on Document type, Name, Year or any other key index of the file.

In **DMS**, there are several modules.

- ‣ Document Control Module

- ‣ Metadata Module
- ‣ Reports Module
- ‣ User Administration Module

The whole concept of the **DMS** is user uploads the document by giving the necessary information of the document/file and saves or stores that file into the database system, and user can able to search the saved document whenever user wants.

# DOCUMENT CONTROL MODULE

➢ **Saving the Document**

➢ **Metadata & Uploading The Document**

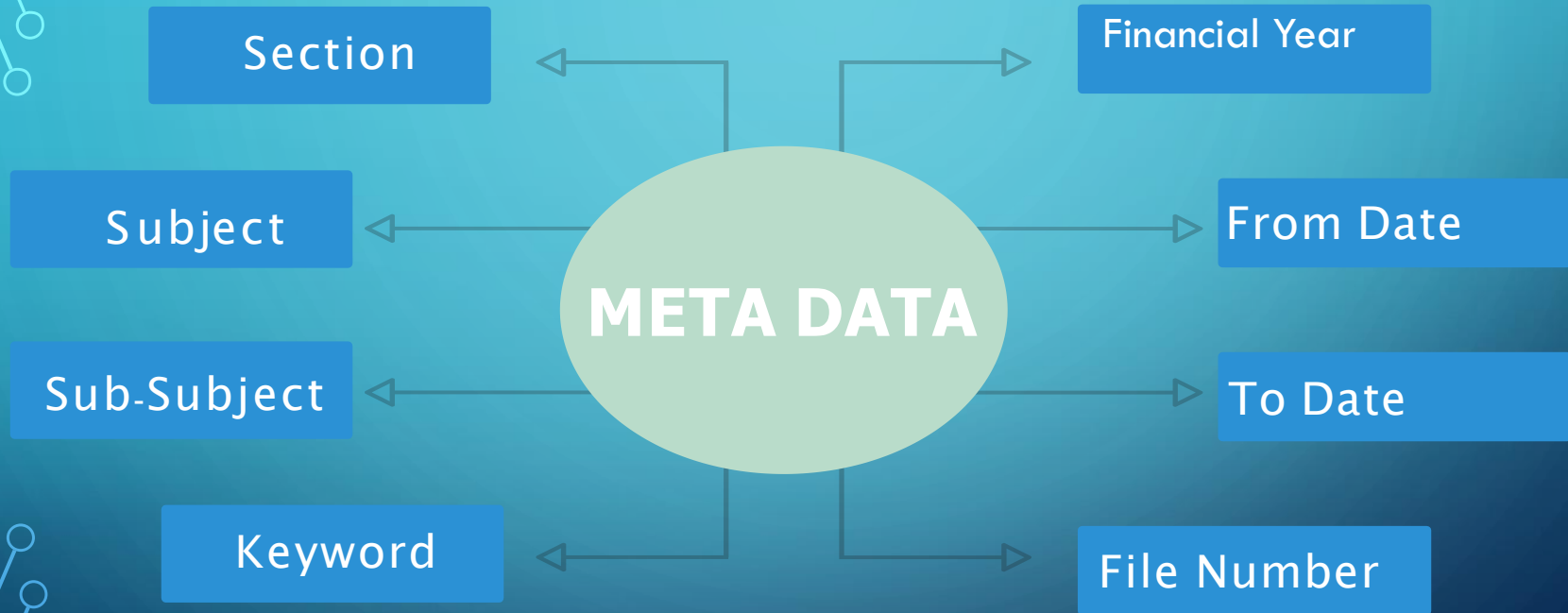➢ **Searching the Document**

➢ Editing & Deleting the Document

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# DOCUMENT CONTROL MODULE

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## Saving the Document

- Initially user selects a file to store into the database.
- User enters the fields related to the document for the purpose of ease of search and seamless reports .
- The fields are typically document type, file name, year, its departement, city , village or Address etc.
- The document uploaded by the user will be stored in the dedicated server with archiving capability.
- This data will be collected in a form in the website and sends to the Database server and saves in it.
- The user will notify in the screen upon saving successfully, we can customize notifications via emails as well.
- In the saving document form, DMS system performs validations to prevent skipping of mandatory entry fields so that Data in the system will be accurate and clear.

# DOCUMENT CONTROL MODULE



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Section

Financial Year

Subject

From Date

**META DATA**

Sub-Subject

To Date

Keyword

File Number

# DOCUMENT CONTROL MODULE

**Searching the Document**

- The search functionality in DMS will provide easy way of searching the documents.
- The user can be able to search using document No, document Name, year, Village, City or Address or any key index set up for the file.
- DMS provides wild card search facility to search maximum number of document when user not sure of file information, for ex: user want a file, but user not sure that file belongs to Andhra Pradesh or Himachal Pradesh, In this case if Users searches with keyword 'Pradesh' then DMS will retrieve all records matching Pradesh as the Address matching in the database.
- DMS provides many fields to be able to get the document easily.

UPLOAD DOCS   SEARCH DOCS   DEPARTMENTS ▾   CATEGORIES ▾   SECTIONS ▾   MANAGE USERS   LOGOUT

# Search Files

Search with any of the following fields

**DEPARTMENT NAME**

Select Department

**CATEGORY NAME**

Select Category

**SECTION NAME**

Select Section

**APPLICANT NAME**

Enter Applicant Name

**ADDRESS**

Enter Address

**FILE YEAR**

Select Year

**FILE NUMBER**

Enter File Number

**FILE NAME**

Enter File Name

SEARCH FILES

# DOCUMENT CONTROL MODULE

## Editing & Deleting the Document

- In Many cases, there's a chance to wrongly enters any information belongs to the document/file.
- In such cases the Administrator/Super user comes to DMS and can be able to edit the data form of the document or can changes the document as well.
- In the Same way, for any reason user wants to delete the document Administrator/Super user can be able to do it.
- DMS has the ability to capture who's editing/Saving/Deleting the Data or Documents with the time stamp.

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Select Category ▾

**SECTION NAME**

Select Section ▾

**APPLICANT NAME**

Enter Applicant Name

**ADDRESS**

Enter Address

**FILE YEAR**

Select Year ▾

**FILE NUMBER**

Enter File Number

**FILE NAME**

Enter File Name

**SEARCH FILES**

REPORTS

MODULE

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# REPORTS MODULE

## HERE'S THE SAMPLE REPORT

| Location | Villages | Mandals | Towns |
|---|---|---|---|
| Andhra Pradesh | 10 | 20 | 7 |
| Maharashtra | 30 | 15 | 10 |
| Telangana | 5 | 24 | 16 |

# REPORTS MODULE

DMS provides the reports functionality to explore the data flow in the system.

Here're the sample reports concept we can think of.

**Year wise documents**

Reports will consists of all the documents data for the particular year selected by the user.

**Department wise Documents**

Reports consists of Department wise documents with additional info.

**List of Users in the Organization**

Reports consists of number of active users, disabled users and their roles etc..

In DMS each user has a type so that user can have the limitations to the functionalities. Users are simple User, Administrator and Super User.

# USER ADMINISTRATION MODULE

## User

This user having access to basic functionalities like saving the document by filling the save document form to save the data into the database

## Super User

This user having the same access as simple user and also editing and deleting the document data & downloading the reports.

## Administrator

This user having same as Super User and also creating the new users, disabling, enabling and deleting the users. In short this is has complete access across the application.

DMS Supports in Mobile browser
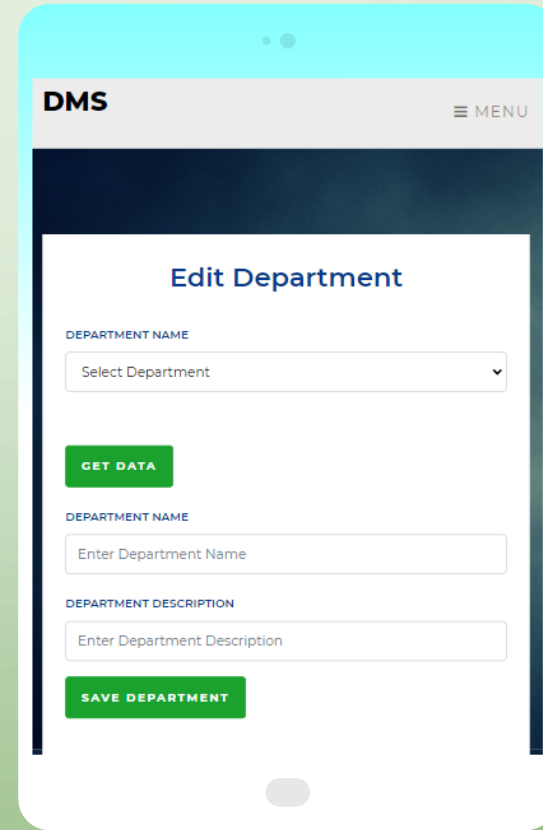
**DMS Supports in Tablet devices**

# TECHNOLOGIES WE'RE USING

**Front-End (User Interface) :**
- Bootstrap 4  by Twitter.

**Server-Side (Middleware) :**
- Microsoft ASP.NET Core
- Microsoft ASP.NET Core Web API

**Database Technology :**
- Microsoft SQL Server or MySQL by Oracle

# THANKS!

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## Any questions?

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