

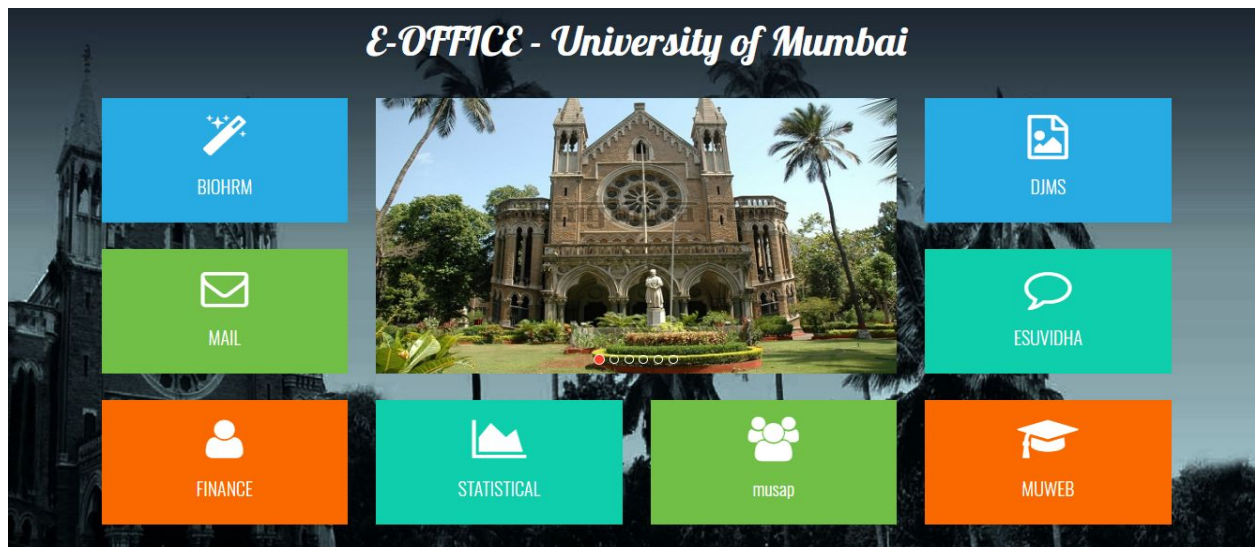
DOCUMENT JOURNEY MANAGEMENT SYSTEM {DJMS}

- ❖ The Document Journey Management System is used to maintain the flow of the document within the organization.
- ❖ It gives the detailed information of the current status of the document, showing the detail of the department. It also has the provision of approving and acknowledging the document.
- ❖ It gives various kinds reports and helps in maintaining and monitoring the flow of the document

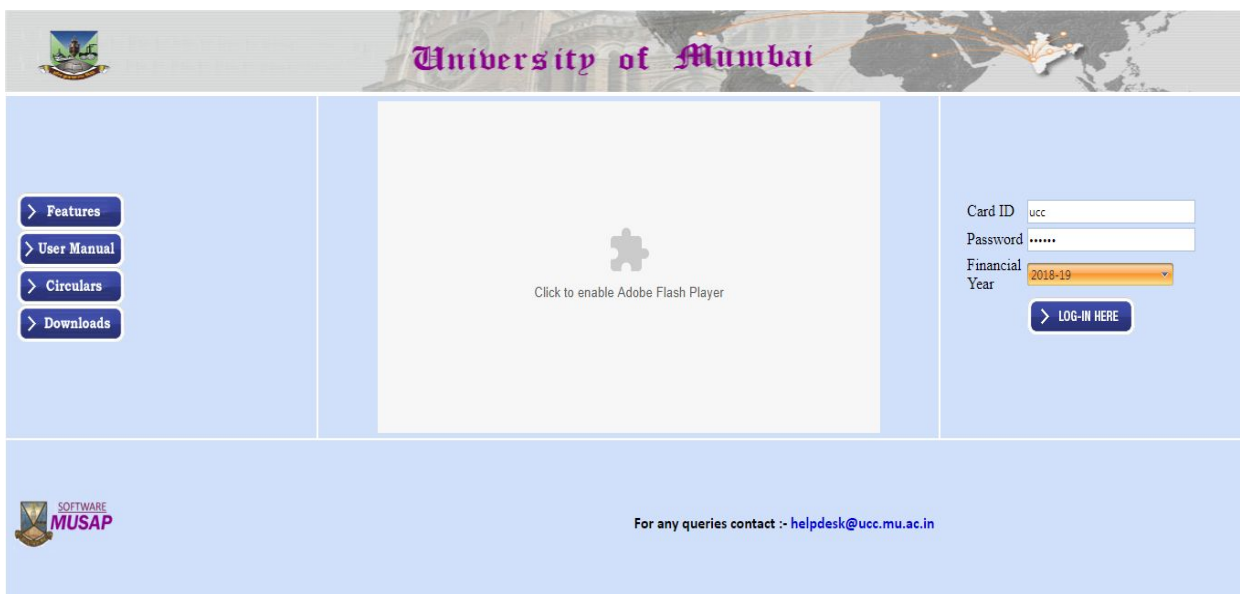
To start DJMS Type the below URL or copy paste it into the browser

<http://eoffice.mu.ac.in/>

It will open the screen which looks like the one



1) CLICK ON DJMS AND IT WILL OPEN A SCREEN AS SHOWN BELOW



DOCUMENT JOURNEY MANAGEMENT SYSTEM {DJMS}

2) After Login User Dashboard will look like

Inbox

Corr No	Subject
FAO/CD/2016-17/1085	M/s. Tata Communications Ltd. Payment of Rs.6,32,500/-
FAO/CD/2015-16/1128	परिपत्रक - आसकर परिचालना व पोर्स में १६ नमूना
FAO/CD/2017-18/1713	RENEWAL OF CYBEROAM SOPHOS FIREWALLS
FAO/CD/2015-16/2384	नविन ५ संगणक शैलन विभागाकरिता खेटी करपाबाबत
FAO/CD/2015-16/2598	HARDWARE REQUIREMENT FOR THE UCC RS.4.13.837/-
VC/CD/2015-16/277	to provide HP Laser Jet Printer (Model No. 2014) to UCC

Task/Assignment

Select	Task/Schedule	Assign By
No records to display.		

3) DJMS Number Entry Form

Electronic Office (e-Office)

Source: Internal Correspondence | Inwards/Outward: Outward

Correspondence From

Internal Department: University Computerisation Centre | External Department:

Owner: UCC_COORDINATOR | Owner:

Correspondence Info

Correspondence: DOCUMENT | Correspondence Type: Regular

Correspondence Category: General Correspondence | Date: 13/12/2018

Correspondence No. *NEW* | Ref. No. | Ref. Date: 13/12/2018

Subject: Snapshots for NAAC

Remarks:

Upload File: No file chosen

Correspondence Forwarded To

Department: University Computerisation Centre | External Department:

Employee: UCC_COORDINATOR | Address To:

Delivery Mode: By All

4) Correspondence Status

DOCUMENT JOURNEY MANAGEMENT SYSTEM {DJMS}

SOFTWARE MUSAP University of Mumbai

DJMS Forms Reports Utility

DEPARTMENT : UCC FIN YR : 2018-19 UCC_COORDINATOR(Coordinator) Dash Board Logout

Correspondence Status

Fin. Year: 2018-19 From Date: 13/12/2018 To Date: Ref. No: Subject:

From Department: Corr. No: 24 [Show](#)

Drag a column header and drop it here to group by that column

Notes	Status	File No	Ref No	File Inward Date	From Department	File Type	Subject
View	View	UCC/CD/2018-19/24		13/12/2018	University Computerisation Centre	Regular	Snapshots for NAAC

4.1) Correspondence Status (inside view)

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DJMS Forms Reports Utility

DEPARTMENT : UCC FIN YR : 2018-19 UCC_COORDINATOR(Coordinator) Dash Board Logout

Correspondence Status

Corr. No: UCC/CD/2018-19/24 Correspondence: DOCUMENT Corr. Type: Regular

From Dept.: University Computerisation Cen Corr. Owner: UCC_COORDINATOR

Subject: Snapshots for NAAC

Received Date	Sent Date	Employee	Department	Status
13/12/2018		Acting VC - Secretariat	Acting Vice Chancellor Departments	Pending for Approval
13/12/2018	13/12/2018	UCC_COORDINATOR	University Computerisation Centre	Approved & sent

[Close](#)

5) Correspondence Tracking Form(Inbox View)

DOCUMENT JOURNEY MANAGEMENT SYSTEM {DJMS}

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DEPARTMENT : UCC FIN YR : 2018-19 UCC_COORDINATOR(Coordinator) Dash Board Logout

Correspondence Tracking

Pending Validation | **Inbox** | Pending | Outbox | Completed | Circular

Date: 13/12/2018 Type: [v]
 Corr. No: [] Subject: [] [Show](#)

[Acknowledge](#)

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Documents	File Type	File No	Received Date	From Department	Received From	Subject	Remark
<input type="checkbox"/>	View	Regular	UCC/CD/2018-19/24	13/12/2018	University Computerisation Centre	UCC_COORDINATOR	Snapshots for NAAC	

6) Correspondence Pending Form

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DJMS Forms Reports Utility

DEPARTMENT : UCC FIN YR : 2018-19 UCC_COORDINATOR(Coordinator) Dash Board Logout

Correspondence Tracking

Pending Validation | **Inbox** | **Pending** | Outbox | Completed | Circular

Date: 13/12/2018 Type: [v]
 Corr. No: 24 Subject: Snapshots [Show](#)

<input type="checkbox"/>	Notes	Document	File No	Received Date	From Department	Received From	Subject	Status	Edit
<input checked="" type="checkbox"/>	Add/View	Add/View	UCC/CD/2018-19/24	13/12/2018	University Computerisation Centre	UCC_COORDINATOR	Snapshots for NAAC	Pending for Approval	Edit

Forward To

Department Type: University Department College Stream: [] Department: University Computerisation Centre Employee: UCC_COORDINATOR

<input type="checkbox"/>	Employee Name	Department	Designation
<input checked="" type="checkbox"/>	UCC_COORDINATOR	University Computerisation Centre	Coordinator

[Add](#) [Forward To](#)

7) Correspondence Outbox Form

DOCUMENT JOURNEY MANAGEMENT SYSTEM {DJMS}

DEPARTMENT : UCC FIN YR : 2018-19 UCC_COORDINATOR(Coordinator) [Dash Board](#) [Logout](#)

Correspondence Tracking

Pending Validation Inbox Pending **Outbox** Completed Circular

Sent Date: Type:

Corr. No: Subject: [Show](#)

Recall	File No	File Category	Subject	Receiver	Department	Sent Date
Recall	UCC/CD/2018-19/24	DOCUMENT	Snapshots for NAAC	UCC_COORDINATOR	University Computerisation Centre	13/12/2018

8) Recall Correspondence

DEPARTMENT : UCC FIN YR : 2018-19 UCC_COORDINATOR(Coordinator) [Dash Board](#) [Logout](#)

Recall Correspondence

Fin. Year: Corr. No: Subject: [Show](#)

Drag a column header and drop it here to group by that column

Recall	File No	File Inward Date	From Department	Received From	Subject
Recall	UCC/CD/2018-19/25	13/12/2018	University Computerisation Centre	UCC_COORDINATOR	Snapshots for NAAC

DOCUMENT JOURNEY MANAGEMENT SYSTEM {DJMS}

9) Allocate Correspondence

DEPARTMENT : UCC FIN YR : 2018-19 UCC_COORDINATOR(Coordinator) [Dash Board](#) [Logout](#)

Allocate Departments to Inwards

Inward Date: Corr. No:
Subject: [Show](#) [New](#)

<input checked="" type="checkbox"/>	Allocate Department	File No	Ref. No	Inward Date	File Type	From Department	Subject
<input checked="" type="checkbox"/>	Change	UCC/CD/2018-19/25		13/12/2018	Regular	University Computerisation Centre	Snapshots for NAAC

Department: Correspondence Forwarded To: [Submit](#)

10) Recall Correspondence

DEPARTMENT : UCC FIN YR : 2018-19 UCC_COORDINATOR(Coordinator) [Dash Board](#) [Logout](#)

Recall Correspondence

Fin. Year: Corr. No: Subject: [Show](#)

Drag a column header and drop it here to group by that column

Recall	File No	File Inward Date	From Department	Received From	Subject
Recall	UCC/CD/2018-19/25	13/12/2018	University Computerisation Centre	UCC_COORDINATOR	Snapshots for NAAC

- 11) Reports
 - a. Inward Register

DOCUMENT JOURNEY MANAGEMENT SYSTEM {DJMS}

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DJMS Forms Reports Utility

DEPARTMENT : UCC FIN YR : 2018-19 UCC_COORDINATOR(Coordinator) Dash Board Logout

Inward Register

From Date: 01/12/2018 To Date: 13/12/2018

Correspondence: [Dropdown] Correspondence Category: [Dropdown] Correspondence Type: [Dropdown]

From Department: [Text] To Department: [Text]

Correspondence no: [Text] Subject: [Text]

[Show]

14 1 of 3 Select a format Export

MUMBAI UNIVERSITY
UCC_COORDINATOR

INWARD REGISTER REPORT
Period 01/12/2018 to 13/12/2018

Department Name :			Vice Chancellor			
Sr Inward No	File No	Ref. No	Subject	From Department	To Employee	Signature
1	UCC/CD/2018-19/23	UCC/Bill/45/2018	Payment of internet DATA services lease Line Circuit charges to MTNL	University Computerisation Centre	VCSecretariat_Fort	
Total						1

b. Outward Register

SOFTWARE MUSAP University of Mumbai

DJMS Forms Reports Utility

DEPARTMENT : UCC FIN YR : 2018-19 UCC_COORDINATOR(Coordinator) Dash Board Logout

Outward Register

From Date: 01/12/2018 To Date: 13/12/2018

Correspondence No.: [Text] Subject: [Text]

Correspondence Category: [Dropdown] Correspondence Type: --Select--

To Department: [Text] To Employee: [Text]

[Show]

1 1 of 1 Select a format Export

UCC_COORDINATOR


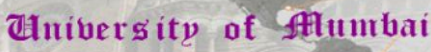

OUTWARD REGISTER REPORT
Period 01/12/2018 to 13/12/2018

Sr.No	File No	Outward Date	Subject	From Dept.	From Emp.	To Dept.	To Emp.	Status	Remarks
1	UCC/CD/2018-19/24	13/12/2018	Snapshots for NAAC	UCC	UCC_COORDINATOR	University Computerisation Centre	UCC_COORDINATOR	Pending for Approval	
2	UCC/CD/2018-19/25	13/12/2018	Snapshots for NAAC	UCC	UCC_COORDINATOR			Pending for Approval	
3	UCC/CD/2018-19/26	13/12/2018	Snapshots for NAAC	UCC	UCC_COORDINATOR	University Computerisation Centre	UCC_COORDINATOR	Pending for Approval	
4	UCC/CD/2018-19/23	12/12/2018	Payment of internet DATA services lease Line Circuit charges to MTNL	UCC	UCC_COORDINATOR	Vice Chancellor	VCSecretariat_Fort	Pending for Approval	
Total									4

12) Utility

a. Change Password

DOCUMENT JOURNEY MANAGEMENT SYSTEM {DJMS}



DJMS Forms Reports Utility

DEPARTMENT : UCC FIN YR : 2018-19 UCC_COORDINATOR(Coordinator) [Dash Board](#) [Logout](#)

Change Password

Current Password	<input type="password"/>
New Password	<input type="password"/>
Confirm New Password	<input type="password"/>