- 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

	University of Mumbai	
 > Features > User Manual > Circulars > Downloads 	Click to enable Adobe Flash Player	Card ID ucc Password Financial Year DOIS-19 Vear LOG-IN HERE
SOTTWARE	For any queries contact :- helpdesk@ucc.mu.a	c.in

2) After Login User Dashboard will look like

5 Forms Reports	Utility				
TMENT : UCC	FIN YR : 2018-19		UCC_COORDINATOR(Coordinator) 🍰	Dash Board	Logout
		Dash Board			
	Inbox				
rr No	Subject		Master		
O/ICD/2016-17/1085	M/s. Tata Communications Ltd. Payment of Rs.6,32,500/-	*			
O/ICD/2015-16/1128	परिपन्नक - आयकर परिगणना व फोर्म नं १६ नमूना	Hostel 🐴	DIMS		
O/ICD/2017-18/1713	RENEWAL OF CYBEROAM SOPHOS FIREWALLS	Staff Training		Reports	-
O/ICD/2015-16/2384	नविन ७ संगणक वेतन विभागाकरिता खरेदी करण्याबाबत	Forms			otility
O/ICD/2015-16/2598	HARDWARE REQUIREMENT FOR THE UCC RS.4,13,837/-	Concol 🥵		~	Thesis
/ICD/2015-16/277	to provide HP Laser Jet Printer (Model				45
	✓ Submit	Affiliation			K Statistic
	Task/Assignment	Post Graduate		Establishm	ant
ect Task/Scher	dule Assign By	Post Graduate			lenc
records to display.		Under Graduate	Eligibilit	ty,Enrollment & Migration	

3) DJMS Number Entry Form

	AP	H	University of Mu	mbai 💦		5-
DJMS Forms Rep	ports Utility					
DEPARTMENT : UCC	FIN YR : 2018-19			UCC_COORDINATOR(Coordinator) 🍰	Dash Board	Logout
			Electronic Office (e-Office)			
Source	Internal Correspondence	•	Inward/Outward	Outward 💌		
			Correspondence From			
Internal Department	University Computerisation Co	entre 🚽 🏝	External Department			
Owner	UCC_COORDINATOR	Ψ.	Owner			
			Correspondence Info			
Correspondence	DOCUMENT					
Correspondence Category	General Correspondence	*	Correspondence Type	Regular	*	
Correspondence No.	*NEW*		Date	13/12/2018		
Ref. No.			Ref.Date	13/12/2018		
Subject	Snapshots for NAAC					
Remarks						
Upload File	Choose	File No file chosen				
			Correspondence Forwarded To			
Department	University Computerisation Centre	-	External Department			
Employee	UCC_COORDINATOR	•	Address To			
			Delivery Mode	By All		
			🖌 Submit 🔍 Search			

4) Correspondence Status

Vary (- San Tri A			and an and a state of		ndence Statu			and a	
Fin. Year From Depart	2018-: ment	19 •	From Date 13/12/2018 Corr. No 24		To Date		Ref. No	Subject	
Drag a colu	mn header and o	drop it here to group by that o		NC					
Notes	Status	File No	Ref No	File Inward Date	From Department	File Type	Subject		
View	View	UCC/ICD/2018-19/24		13/12/2018	University Computerisation Centre	Regular	Snapshots for NAAC		

4.1) Correspondence Status (inside view)

DJMS Forms	Reports	Utility						
PARTMENT : U	C	FIN YR : 2018-19				UCC_COORDINATOR(Coordinate	or) 🍰 <u>Dash Board</u>	Logou
					Correspondence Stati	15		
	Corr. No	UCC/ICD/2018-19/24	Correspondence		Corr. Type Regular			
	From Dept.	University Computerisation C	en Corr. Owner	UCC_COORDINATOR				
	Subject	Snapshots for NAAC		1				
	Received D	Date Ser	it Date	Employee	900 - St.	Department	Status	
	13/12/201	8		Acting VC - Sec	retariat	Acting Vice Chancellor Departments	Pending for Approval	

5) Correspondence Tracking Form(Inbox View)

ART	MENT : UCC	FIN YR : 2	2018-19			UCC_COORDINA	FOR(Coordinator) 🔔 Dash B	oard Logout
				Cor	respondence Trackin	g		
Pend	ing Validation	nbox Pending	g Outbox Completed	Circular		đal.		
ate orr. No			13/12/2018		Type Subject	•		sh
	knowledge	op it here to group	by that column					
	Documents	File Type	File No	Received Date	From Department	Received From	Subject	Remark
0	View	Regular	UCC/ICD/2018-19/24	13/12/2018	University Computerisation Centre	UCC_COORDINATOR	Snapshots for NAAC	

6) Correspondence Pending Form

and and an and a second second second		C.A.	- Shart and	sity of				
	tility							_
RTMENT : UCC	FIN YR : 2018-	19	0	1		ORDINATOR(Coordinator) 🍰	Dash Board	Logout
				orrespondence Tra	icking			
ending Validation Inbox	Pending	Outbox Completed	Circular					
13/12/2010			Туре		*			
No 24			Subject	Snapshots			Show	
24			Junjeet	Silapsilots			Lo silow	
Notes	Document	File No	Received Date	From Department	Received From	Subject	Status	Edit
Add/View	Add/View	UCC/ICD/2018-19/24	13/12/2018	University Computerisation Centre	UCC_COORDINATOR	Snapshots for NAAC	Pending for Approval	Edit
				Forward To				

		Add
Employee Name	Department	Designation
UCC_COORDINATOR	University Computerisation Centre	Coordinator
		Forward To

7) Correspondence Outbox Form

EPARTMENT :	UCC FIN YR : 2018	-19		UCC_COORDINATOR	R(Coordinator) 💲 Dash Board	Logout
			Correspondence	Tracking		
Pending Valida	ation Inbox Pending	Outbox Completed	Circular			
			44			
ent Date	13/12/2018		Туре	<u> </u>	(
lorr. No	24		Subject Snapshots		🗔 Sh	ow
				Receiver	Department	Sent Date
Recall	File No	File Category	Subject	Receiver	bepartment	Dent Date

8) Recall Correspondence

		N YR : 2018-19		Recall Corresponder		'OR(Coordinator) 🔔 <u>Dash Board</u>	<u>Logout</u>
Fir	n. Year 20	18-19	Corr. No	25	Subject	Show	
	Drag a column hea Recall	der and drop it here to group by the File No	t column File Inward Date	From Department	Received From	Subject	
[Recall	UCC/ICD/2018-19/25	13/12/2018	University Computerisation Centre	UCC_COORDINATOR	Snapshots for NAAC	

9) Allocate Correspondence

T:UCC	FIN YR :	2018-19				UCC COORDIN	ATOR(Coordinator) 🚨	Dash Board	Log
				Allocate Departme	ents to Inw				
Inward Subjec		2/2018		Corr. No	25			New	
	Allocate Department	File No	Ref. No	Inward Date	File Type	From Department	Subject		
	Change	UCC/ICD/2018-19/25		13/12/2018	Regular	University Computerisation Centre	Snapshots for NAAC		

10) Recall Correspondence

		ence			FIN YR : 2018-19	MENT : UCC
			Recall Correspond			
Show	Show	Subject	25	Corr. No	2018-19	Fin. Year
				hat column	header and drop it here to group by th	Drag a column
	Subject	Received From	From Department	File Inward Date	File No	Recall
	Snapshots for NAAC	UCC_COORDINATOR	University Computerisation Centre	13/12/2018	UCC/ICD/2018-19/25	Recall
	1005000			File Inward Date	File No	Recall

- 11) Reports
 - a. Inward Register

Rep UCC	ports Utilit	FIN YR : 2018	8-19						U	CC COORDIN	ATOR (Coordinator	1 D	ash Board	Log
							Inward	d Register		-	, .	-		
Fror	om Date	01/	12/2018			To Date		13/12/2018	Π					
Corr	rrespondence					Correspondence	e Category		*		Correspondence T	pe		*
	om Departmen					To Department				1				
Cor	rrespondence	00				Subject							Show	
													Lo silve	
1	4 4 1		MUMBAI UCC_CC		ATOR									•
-				UNIV DORDIN GISTEF 2018 to 1	ERSITY ATOR REPORT 3/12/2018	¢								ĺ
S	Department Nar	me :	MUMBAI UCC_CC INWARD RE Period 01/12/	UNIV DORDIN GISTEF 2018 to 1	ERSITY ATOR REPORT 3/12/2018		Signature							ĺ
S	Department Nar Sr Inward No Date	me : File No	MUMBAI UCC_CC	UNIV DORDIN GISTEF 2018 to 1 Vice Cha Subject	ERSITY ATOR REPORT 3/12/2018 ncellor From Department		Signature							ĺ

b. Outward Register

IS Forms Rep	orts Utility													
ARTMENT : UCC	FIN	YR : 2018-1	19							UCC_CO	ORDINATOR(Coordin	ator) 🊨	Dash Board	Logo
							Outwar	d Reg	gister					
From	Date			01/12/	/2018		To Date			13/12/2018	I			
Corr	espondence No.						Subject							
Corr	espondence Categ	ory				•	Correspond	lence Typ	2	Select				
To D	epartment					*	To Employe	e			•		🔂 Show	
	1 of	1 🕨 🕅	OUTWA	CC_C	TIME Export COORDINATOR REGISTER REF 12/2018 to 13/12/20	ORT								•
Şr.	No File No	Outward Date	OUTW/ Perio : Subject	CC_C ARD F od 01/1 From F Dept.	COORDINATOR REGISTER REF 12/2018 to 13/12/20 From Emp.	ORT	To Emp.	Status	Remarks					
Sr 1		Outward Date	OUTW/ Perio : Subject	CC_C ARD F od 01/1 From F Dept.	COORDINATOR REGISTER REF 12/2018 to 13/12/20 From Emp.	PORT			Remarks					•
5r 1 2	No File No UCC1/CD/2018- 19/24	Outward Date 13/12/2018	OUTW/ Perie : Subject Snapshots for NAAC	CC_C ARD F od 01/1 From F Dept. UCC U	COORDINATOR REGISTER REF 12/2018 to 13/12/20 From Emp.	PORT 18 To Dept. University Computerisation		Pending for	Remarks					Ì
1	No File No UCCIICD/2018- 19/24 UCCIICD/2018-	Outward Date 13/12/2018 13/12/2018	OUTW/ Period : Subject Snapshots for NAAC Snapshots	CC_C ARD F od 01/1 From F Dept. UCC L	COORDINATOR REGISTER REF 12/2018 to 13/12/20 From Emp. UCC_COORDINATOR	PORT 18 To Dept. University Computerisation Centre	UCC_COORDINATOR	Pending for Approval Pending for Approval	Remarks					•

12) Utility

a. Change Password

