

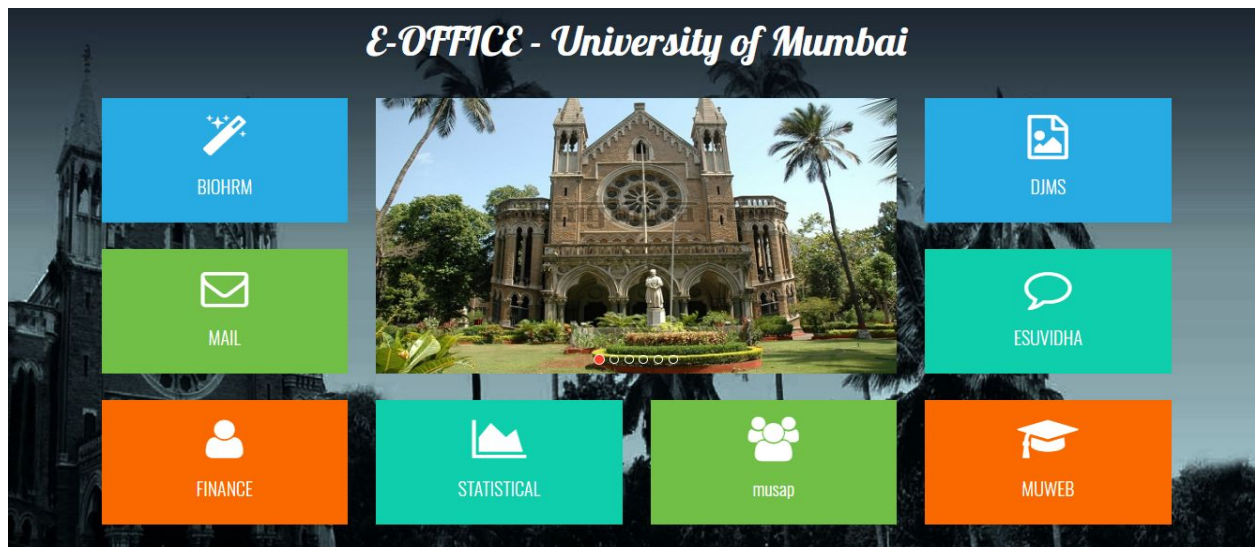
DOCUMENT JOURNEY MANAGEMENT SYSTEM {DJMS}

- ❖ 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

SOFTWARE MUSAP University of Mumbai

DJMS Forms Reports Utility

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

Dash Board

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 सम्मूल
FAO/CD/2017-18/1713	RENEWAL OF CYBEROAM SOPHOS FIREWALLS
FAO/CD/2015-16/2384	महिन ५ संलग्नक शेनन 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

Submit

Select	Task/Schedule	Assign By
No records to display.		

3) DJMS Number Entry Form

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DJMS Forms Reports Utility

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

Electronic Office (e-Office)

Source: Internal Correspondence Inwards/Outwards: Outward

Correspondence From

Internal Department: University Computerisation Centre External Department: []

Owner: UCC_COORDINATOR 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

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

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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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: [Dropdown]
 Corr. No: [Text] Subject: [Text] [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: [Dropdown]
 Corr. No: 24 Subject: Snapshots [Show](#)

[Add/View](#) [Add/View](#)

<input type="checkbox"/>	Notes	Document	File No	Received Date	From Department	Received From	Subject	Status	Edit
<input checked="" type="checkbox"/>		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: [Dropdown] Department: University Computerisation Centre Employee: UCC_COORDINATOR

[Add](#)

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

[Forward To](#)

7) Correspondence Outbox Form

DOCUMENT JOURNEY MANAGEMENT SYSTEM {DJMS}

The screenshot shows the 'Correspondence Tracking' interface. At the top, there is a header with the University of Mumbai logo and name. Below this is a navigation bar with links for 'DJMS', 'Forms', 'Reports', and 'Utility'. The main header area displays 'DEPARTMENT : UCC', 'FIN YR : 2018-19', the user 'UCC_COORDINATOR(Coordinator)', and links for 'Dash Board' and 'Logout'. The title 'Correspondence Tracking' is centered in a yellow bar. Below the title is a filter bar with tabs for 'Pending Validation', 'Inbox', 'Pending', 'Outbox', 'Completed', and 'Circular'. The 'Outbox' tab is selected. The search area includes fields for 'Sent Date' (13/12/2018), 'Type' (dropdown), 'Corr. No.' (24), and 'Subject' (Snapshots). A 'Show' button is present. Below the search area is a table with columns: Recall, File No, File Category, Subject, Receiver, Department, and Sent Date. A single record is displayed with a 'Recall' button in the first column.

Recall	File No	File Category	Subject	Receiver	Department	Sent Date
<input type="button" value="Recall"/>	UCC/CD/2018-19/24	DOCUMENT	Snapshots for NAAC	UCC_COORDINATOR	University Computerisation Centre	13/12/2018

8) Recall Correspondence

DOCUMENT JOURNEY MANAGEMENT SYSTEM {DJMS}

9) Allocate Correspondence

The screenshot shows the 'Allocate Departments to Inwards' page in the DJMS. The header includes the University of Mumbai logo and navigation links like 'DIMS', 'Forms', 'Reports', and 'Utility'. The user is logged in as 'UCC_COORDINATOR(Coordinator)'. The page title is 'Allocate Departments to Inwards'. There are input fields for 'Inward Date' (13/12/2018) and 'Corr. No' (25). A table lists the correspondence details, and there are 'Show' and 'New' buttons. At the bottom, there are dropdowns for 'Department' and 'Employee' with a 'Submit' button.

<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: Employee:

10) Recall Correspondence

- 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


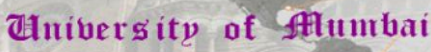

OUTWARD REGISTER REPORT
Period 01/12/2018 to 13/12/2018

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"/>