



DDA

User Manual

(Document Management System)

Submitted By

VEDANG SOFT PVT LTD.

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STEP 1: Enter this URL to your browser <https://ddalmis.org.in/>

STEP 2: Now, User will see Login Page.

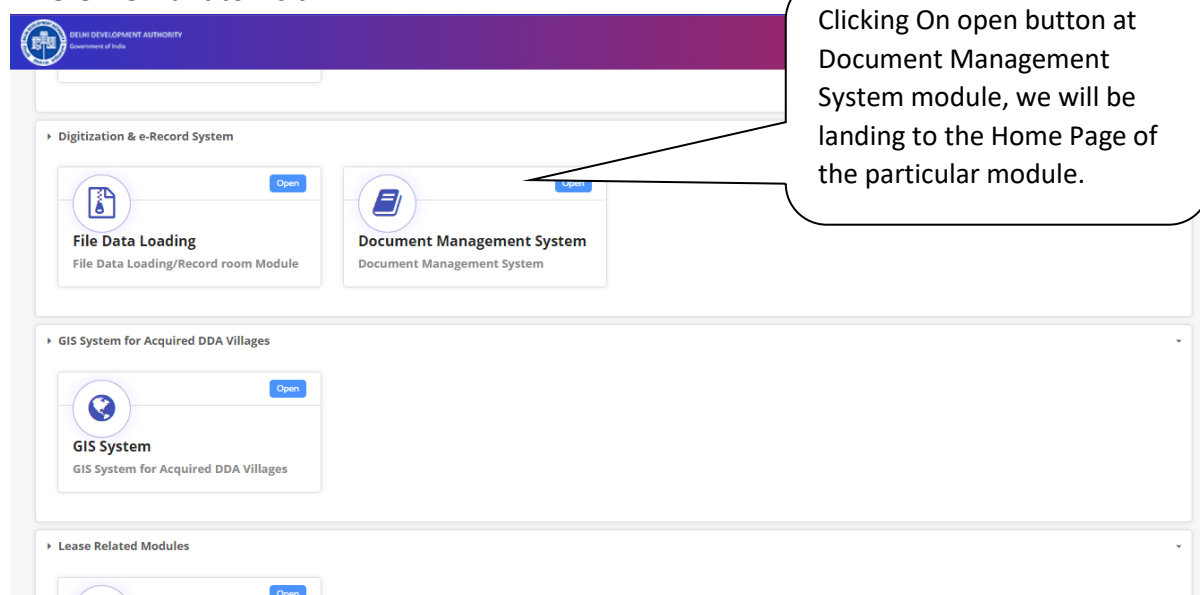
Login Page: User will Enter Login Credentials given to you and Click on Login Button, if you wish to Remember username / password to the browser so check on “Remember Me link”.

The screenshot shows the 'Authority Login' page for the Delhi Development Authority, Government of India. The page includes the following elements and callouts:

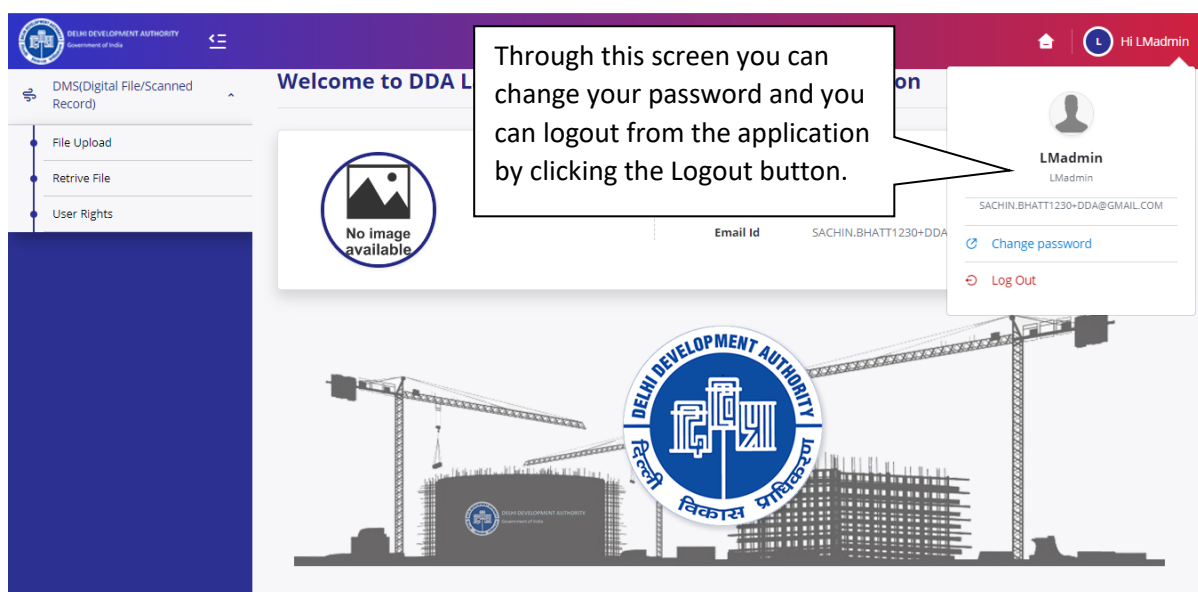
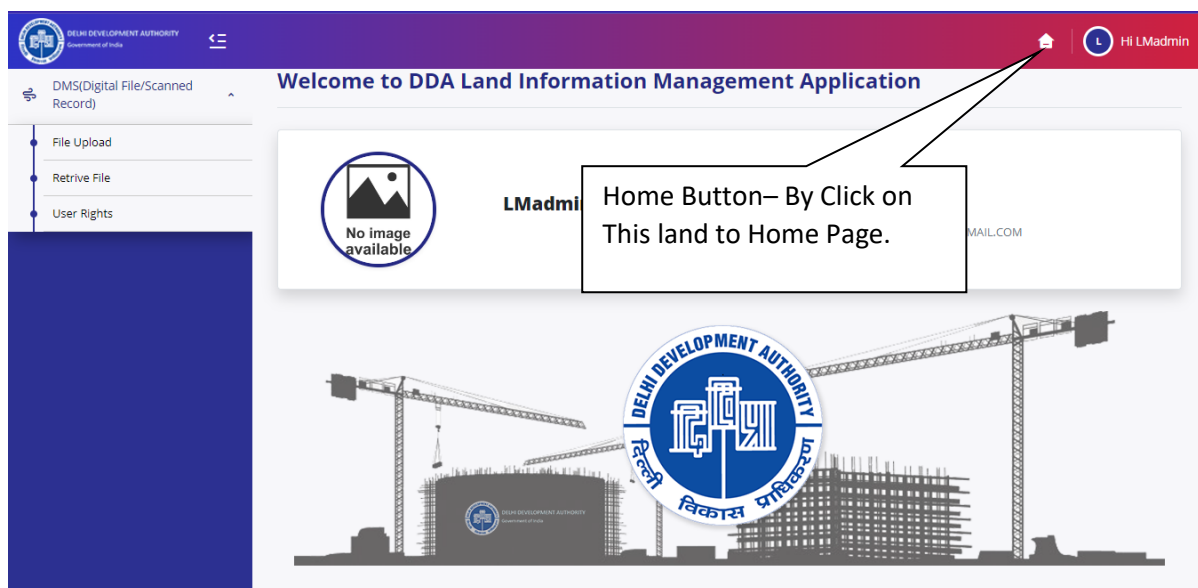
- Username:** A text input field containing 'Imadmin'. Callout: "Here, we will fill Login Credentials given to User by DDA."
- Password:** A password input field with masked characters. Callout: "Check this box and show your Password."
- show password:** A checkbox next to the password field.
- Captcha Code (Case-Sensitive):** A text input field with the label 'Enter Captcha *'. Below it is a captcha image showing the letters 'A', 'G', 'J', and 'P'.
- Remember Me:** A checkbox below the captcha field.
- Forgot Password?:** A link below the 'Remember Me' checkbox. Callout: "If You wants to recover your Password, then click on 'Forgot Password' Link."
- Login:** A blue button. Callout: "Clicking on Login Button, we will redirect to Home Page of this Module."
- Cancel:** A grey button. Callout: "Cancel button is using for cancelling all The process and clear all the Credentials."

STEP 3: After login successfully, we will redirect to landing page.

Landing Page: Here, we can see authorized modules List and we can choose the module where we want to visit.



Home Page: This is the home page of Document Management System.



DMS (Digital File scanned Record)

File Upload

Clicking on DMS (Digital file Scanned records), we will be redirected to Home page of DMS (Digital file scanned records) menu. Refer Next

Clicking on DMS (Digital file scanned records) menu, a slider will open with multiple Masters menu.

The screenshot shows the DMS (Digital File scanned Record) interface. On the left, there is a sidebar with a menu containing 'File Upload', 'Retrieve File', and 'User Rights'. The main area displays a 'Search' section with filters for Department, Locality, Khazra No., and Document Category. Below the search filters is a table of records. The table has columns: File No., Department, Document Category, Title/Subject, Status, and Operations. The records listed are:

File No.	Department	Document Category	Title/Subject	Status	Operations
1(27)/SURVEY/KHANNA MARKET/SW/87	Land Management	MOR	MOR- 8 KHANNA MARKET	Active	[View] [Edit] [Delete]
1(32)/SURVEY/KALKAJI/83	Land Management	MOR	MOR- 10 KALKAJI	Active	[View] [Edit] [Delete]
1810	Land Management	L&DO	L&DO Land SONo 1810	Active	[View] [Edit] [Delete]
19	Land Management	Nazul Agreements	Nazul Agreement	Active	[View] [Edit] [Delete]
4719	Land Management	L&DO	L & DO Land-S.O. No. 4719_0	Active	[View] [Edit] [Delete]

Below the table, it says 'Showing 1 to 5 of 41 entries' with a pagination control set to 5. There are also buttons for '+ Add More' and 'Download'.

File Loading Home Page:

Reset Button will be used to clear applied filter.

Clicking on submit button we can search records on basis of above text boxes.

Here we will add all details.

Existing Records.

Pagination

For sorting records ascending & Descending order.

Here we can perform different operation as View/Edit/Delete

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Document Management System

Add More Page- Here, we can add new records by entering data into the given fields

Clicking on Create button we will save records and redirect to Home Page.

Clicking on Back Button, we will redirect to home page of the same module.

View Page – Clicking on View button at home page under operation column, we will redirect to view page. Here we can read and verify the data.

Clicking on Back Button, we will redirect to home page of the same module.

Edit Page: Clicking on Edit button at home page under operation column, we will redirect to edit page. Here we can modify the data related to that particular record.

Edit Details * Marked are mandatory fields

File Upload

File No. * 1(27)/SURVEY/KHANNA MARKET/SW/87

Zone Name --Select--

Department * Land Management

Khasra No. --Select--

Title/Subject * MOR- 8 KHANNA MARKET

Upload File * Choose file No file chosen (View File)

Status Active

Update

Alottee Name * N/A

Village --Select--

Locality --Select--

Property No./Address * DDAMKASSADAN

Delete Operation- Clicking on Delete button at home page under operation column a pop up will open to confirm the delete operation, we can delete (inactive) record of the module.

dms.ddalmis.org.in says
Are You Sure, You want to Delete this Record?

OK Cancel

Search

Department All Locality All

Reset Submit

Sort by File No. [icon] [icon]

File No.	Department	Document Category	Title/Sub	Status	Operation
1(27)/SURVEY/KHANNA MARKET/SW/87	Land Management	MOR	MOR- 8 K	Active	[icon] [icon] [icon]
1(32)/SURVEY/KALKAJI/83	Land Management	MOR	MOR- 10 K	Active	[icon] [icon] [icon]
1810	Land Management	L&DO	L&DO Land S	Active	[icon] [icon] [icon]
19	Land Management	Nazul Agreements	Nazul Agreement	Active	[icon] [icon] [icon]
4719	Land Management	L&DO	L & DO Land-S.O. No. 4719_0	Active	[icon] [icon] [icon]

Showing 1 to 5 of 41 entries 5

1 2 3 4 5 6 7 8 9 Next »

Retrieve File

On Clicking Retrieve File, we will be redirected to Home page of Retrieve File. Refer Next Figure

Department	File No.	Property No./Address	Title/Subject	Document Category	Action
Land Management	PS/DLM-I/DDA/2017/Dated/07/2018/659	DDA VIKAS SADAN	Protection of land_Guidelines_PC(Coordn)_0	Office Orders/LM Circular/Notices	View
Land Management	LM/CORD/0004/2021/F9/DEMO-LMC-1/654	DDA VIKAS SADAN	Protection of land_sec24(2) LARR Act,2013_1	Office Orders/LM Circular/Notices	View
Land Management	PS/VC/DDA/2019/315-N	DDA VIKAS SADAN	Removal of unauthorized encroachment 23.09.2019 VC Sectt 0	Office Orders/LM Circular/Notices	View

Retrieve File Home Page.

Reset Button will be used to clear applied filter.

Clicking on generate button we can generate records on basis on above text boxes.

Existing Records.

Pagination

For sorting records Ascending & Descending order.

Department	File No.	Property No./Address	Title/Subject	Document Category	Action
Land Management	PS/DLM-I/DDA/2017/Dated/07/2018/659	DDA VIKAS SADAN	Protection of land_Guidelines_PC(Coordn)_0	Office Orders/LM Circular/Notices	View
Land Management	LM/CORD/0004/2021/F9/DEMO-LMC-1/654	DDA VIKAS SADAN	Protection of land_sec24(2) LARR Act,2013_1	Office Orders/LM Circular/Notices	View
Land Management	PS/VC/DDA/2019/315-N	DDA VIKAS SADAN	Removal of unauthorized encroachment 23.09.2019 VC Sectt 0	Office Orders/LM Circular/Notices	View

DMS User Rights

Clicking on User Rights, we will be redirected to Home page of Retrieve File. Refer Next Figure

Clicking on View button we can View records on basis on above text boxes.

Reset Button is used for clear all data of text boxes.

User Name	Department	View	DownloadFile
Laxman	Land Management	<input type="checkbox"/>	<input type="checkbox"/>
WatchMan 3	Horticulture	<input type="checkbox"/>	<input type="checkbox"/>
ashutosh	Horticulture	<input type="checkbox"/>	<input type="checkbox"/>
WatchMan 4	Horticulture	<input type="checkbox"/>	<input type="checkbox"/>
WatchMan 2	Horticulture	<input type="checkbox"/>	<input type="checkbox"/>
vns	MOR	<input type="checkbox"/>	<input type="checkbox"/>
shal	MOR	<input type="checkbox"/>	<input type="checkbox"/>
Adminh	MOR	<input type="checkbox"/>	<input type="checkbox"/>
Sandeep	Pre-Monsoon	<input type="checkbox"/>	<input type="checkbox"/>
Sarla	MOR	<input type="checkbox"/>	<input type="checkbox"/>
Shrivastav	Land Management	<input type="checkbox"/>	<input type="checkbox"/>
DD	Land Management	<input type="checkbox"/>	<input type="checkbox"/>
NayabTehsildaar1	Horticulture	<input type="checkbox"/>	<input type="checkbox"/>

User Name	Department	View	DownloadFile
jasvir.singh	Land Management	<input type="checkbox"/>	<input type="checkbox"/>
jagdish.chander	Land Management	<input type="checkbox"/>	<input type="checkbox"/>
sushila.panwar	Land Management	<input type="checkbox"/>	<input type="checkbox"/>
ashish.kumar	Land Management	<input type="checkbox"/>	<input type="checkbox"/>
devendra.verma	Land Management	<input type="checkbox"/>	<input type="checkbox"/>
navdeep.n	Land Management	<input type="checkbox"/>	<input type="checkbox"/>
gautam	Land Management	<input type="checkbox"/>	<input type="checkbox"/>
sanni	Land Management	<input type="checkbox"/>	<input type="checkbox"/>
sahil	Land Management	<input type="checkbox"/>	<input type="checkbox"/>
raj.kr	Land Management	<input type="checkbox"/>	<input type="checkbox"/>
dev.raj	Land Management	<input type="checkbox"/>	<input type="checkbox"/>
shiv.kumar	Land Management	<input type="checkbox"/>	<input type="checkbox"/>
ashok.kumar	Land Management	<input type="checkbox"/>	<input type="checkbox"/>
rakesh.sg	Land Management	<input type="checkbox"/>	<input type="checkbox"/>
chander.bahadur	Land Management	<input type="checkbox"/>	<input type="checkbox"/>
naveen.kumar	Land Management	<input type="checkbox"/>	<input type="checkbox"/>
ravinder.singh	Land Management	<input type="checkbox"/>	<input type="checkbox"/>

