



DDA

# User Manual

File Data Loading

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

**STEP 2:** Now, User will see Login Page.

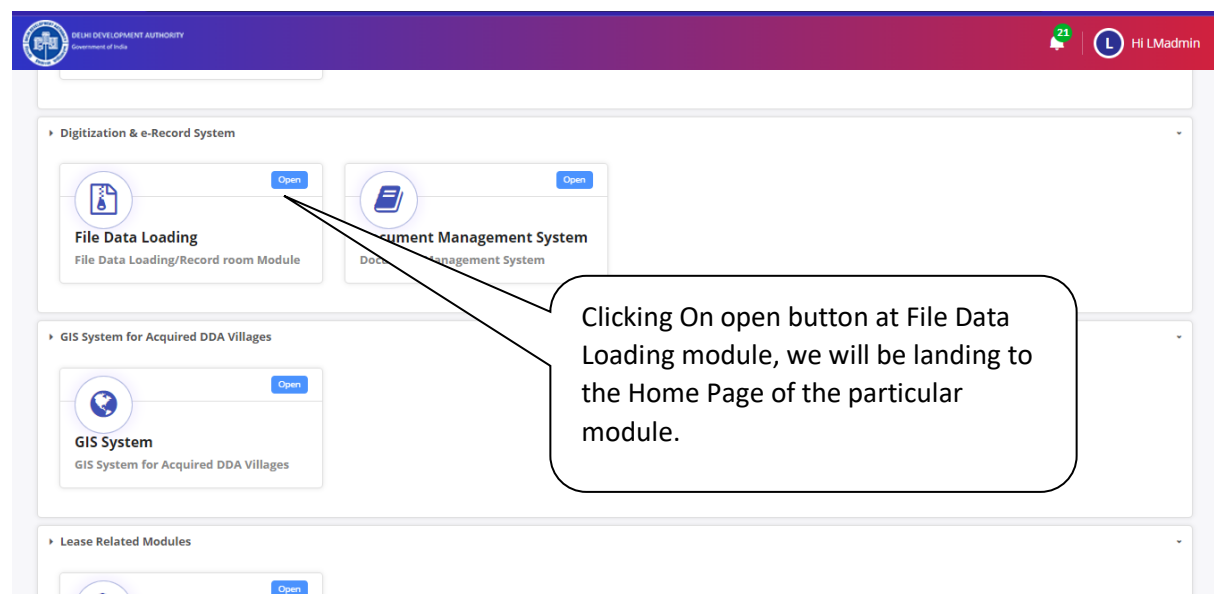
**Login Page:** User will Enter Login Credentials given to you and Click on Login Button, if you wish to Remember username / password to the browser so check on “Remember Me link”.

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

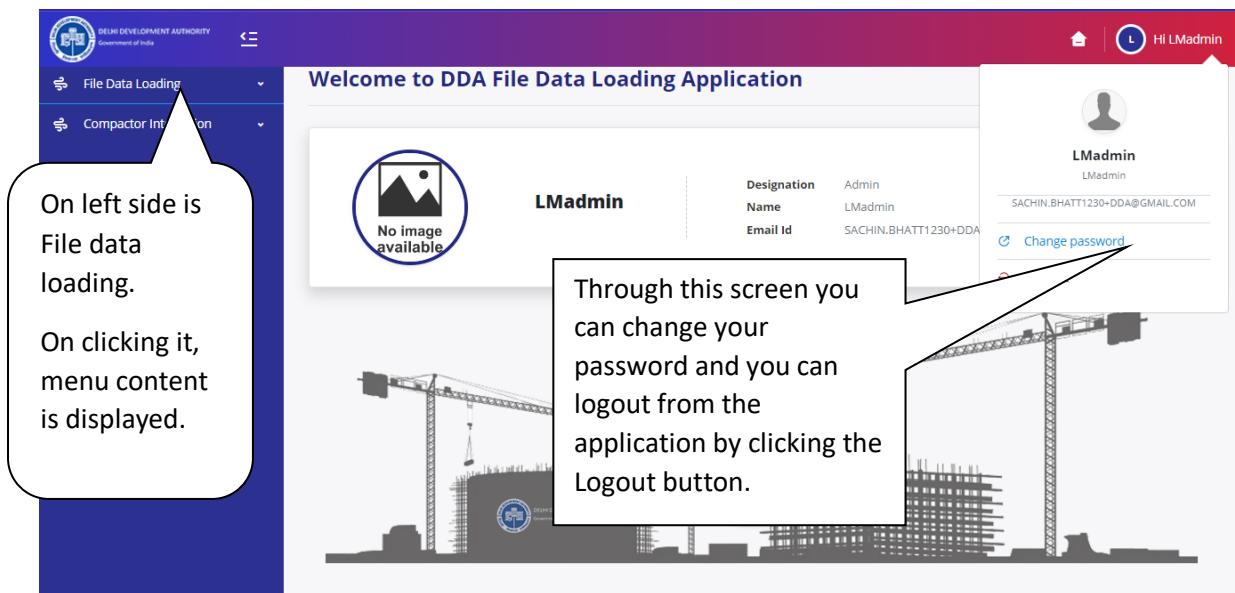
- Username:** A text input field containing 'ladmin'. Callout: "Here, we will fill Login Credentials given to User by DDA."
- Password:** A password input field with masked characters. Callout: "Check this box and show your Password."
- show password:** A checkbox next to the password field.
- Captcha Code (Case-Sensitive):** A text input field with a placeholder 'Enter Captcha \*'. Callout: "If You wants to recover your Password, then click on 'Forgot Password' Link."
- Remember Me:** A checkbox below the captcha field.
- Forgot Password?:** A link next to the 'Remember Me' checkbox.
- Login:** A blue button to submit the login credentials. Callout: "Clicking on Login Button, we will redirect to Home Page of this Module."
- Cancel:** A grey button to clear the form. 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.

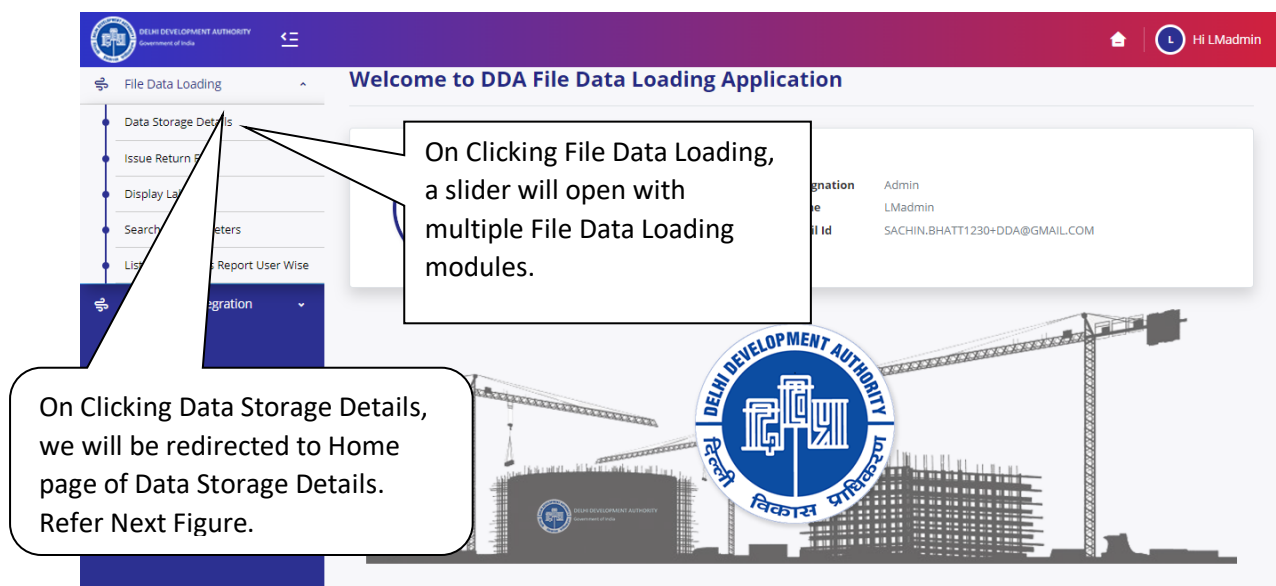
**Landing Page:** Here, we can see authorized modules List and we can choose the module where we want to visit.



**Home Page:** This is the Home page of File Data Loading Module.



### Data Storage Details:



## Data Storage Details Home Page.

On clicking Add More we will be redirected to Create Page (refer next figure).

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

File No.	Name/Subject	File/Document Location Details					Status	Operation
		Record Room No.	Al. No./Compactor No.	Row No	Col.No.	Bn No.		
DOCS/2/22022	TEST	A-002	2	ROW1	D	4	Active	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
FILE/1/12022	TEST ONLY	A-001	3	ROW	B	1	Active	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 2 of 2 entries

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

Here we fill all records for file number.

Here we choose either File or Document.

Clicking on submit we will save records and it redirects to home page.

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

**Type**

☒ File ☐ Document

**File No.**

Category No\* 45 characters left. Header No\* 45 characters left. Sequence No\* 45 characters left. Year 4 characters left.

Year To 4 characters left. Scheme Select. Zone Select. Locality\* 4 characters left.

Name/Subject 45 characters left. Is Part of this Main File ☐ Yes ☒ No

**Location**

Record Room No. Select. Almirah No\* Select. Status Active.

Bundle No\* 500 characters left.

**Submit** **Back**

**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.

**DEUM DEVELOPMENT AUTHORITY**  
Government of India

File Data Loading

Compactor Integration

**Type**

☒ File ☐ Document

**File No.**

Category No\* DOCS 41 characters left.

Header No\* 2 44 characters left.

Sequence No\* 2 44 characters left.

Year 2022 0 character left.

Year To 2023 41 characters left.

Scheme SchemeName4 x 44 characters left.

Zone LM/SOUTH x 44 characters left.

Locality\* Khureji Khas x 0 character left.

Name/Subject TEST 0 character left.

41 characters left.

Is Part of this Main File ☐ Yes ☒ No

**Location**

Record Room No A-002

Almira No\* 2 x

Bundle No\* 4 495 characters left.

Status Active x

Row No\* x

Column No\* x

**Update** **Back**

Clicking on update, we updated data of the same record & redirect to home.

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.

**View Details** \* Marked are mandatory fields

**Type**

☒ File ☐ Document

**File No.**

Category No\* DOCS Header No\* 2 Sequence No\* 2 Year 2022

Year To 41 characters left: 2023 Scheme 44 characters left: SchemeName4 Zone 44 characters left: LM/SOUTH Locality\* 0 character left: Khurejl Khas

Name/Subject 0 character left: TEST 41 characters left: Is Part of this Main File ☐ Yes ☒ No

**Location**

Record Room No A-002 Almir 2 Column No\* D

Bundle No\* 495 characters left: 4 Status Active

**Back**

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

**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.

filedata.managemybusinesss.com says  
Are you sure, you want to delete this record?

**OK** **Cancel**

**Search**

File No. Name/Subject

**Reset** **Submit**

Sort by File No.

**+ Add More** **Download**

File No.	Name/Subject	File/Document Location Details						Status	Operation
		Record Room No.	Al. No./Compactor No.	Row No	Col.No.	Bn No.			
	Lakshay	dadada	6)	ROW	E	4	Active		
	vedang123	3	3)	ROW	F	6	Active		
	Lakshay	dadada	3)	ROW	F	3	Inactive		
	ttt	234	6)	ROW	B	4	Active		

Clicking on Delete button this pop up open to confirm delete operation.

- Clicking on **Ok** we can delete active record.
- Clicking on **Cancel** we cancel delete operation.

## Issue/Return File

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

File No.	File Name	File Location Details					Status	Issue / Return
		Record Room No.	Al. No./Compactor No.	Row No	Col.No.	Bn No.	Available	
DOCS/2/22022	TEST	A-002	2	ROW1	D	4	Available	+
FILE/1/12022	TEST ONLY	A-001	3	ROW	B	1	Available	+

Showing 1 to 2 of 2 entries 5

## Issue/Return File Home Page

Reset Button will be used to clear applied filter.

Clicking on Find, the records with the matching parameters will get opened.

Record Room No.	Al. No./Compactor No.	Row No	Col.No.	Bn No.	Status	Issue / Return
A-002	2	ROW1	D	4	Available	+
A-001	3	ROW	B	1	Available	+

Showing 1 to 2 of 2 entries 5



## Issue/Return File Home Page

DEHRU DEVELOPMENT AUTHORITY  
Government of India

Hi LAdmin

File Data Loading

- Data Storage Details
- Issue/Return File**
- Display Label
- Search By Parameters
- List Of Total Files Report User Wise

Compactor Integration

Find

File No.  All

Reset Find

Sort by File No. File Document

File No.	File Name	File Location Details	Status	Issue / Return										
DOCS/2/22022	TEST	<table border="1"> <thead> <tr> <th>Record Room No.</th> <th>Al. No./Compactor No.</th> <th>Row No</th> <th>Col.No.</th> <th>Bn No.</th> </tr> </thead> <tbody> <tr> <td>A-002</td> <td>2</td> <td>ROW1</td> <td>D</td> <td>4</td> </tr> </tbody> </table>	Record Room No.	Al. No./Compactor No.	Row No	Col.No.	Bn No.	A-002	2	ROW1	D	4	Available	+
Record Room No.	Al. No./Compactor No.	Row No	Col.No.	Bn No.										
A-002	2	ROW1	D	4										
FILE/1/12022	TEST ONLY	<table border="1"> <thead> <tr> <th>Record Room No.</th> <th>Al. No./Compactor No.</th> <th>Row No</th> <th>Col.No.</th> <th>Bn No.</th> </tr> </thead> <tbody> <tr> <td>A-001</td> <td>3</td> <td>ROW</td> <td>B</td> <td>1</td> </tr> </tbody> </table>	Record Room No.	Al. No./Compactor No.	Row No	Col.No.	Bn No.	A-001	3	ROW	B	1	Available	+
Record Room No.	Al. No./Compactor No.	Row No	Col.No.	Bn No.										
A-001	3	ROW	B	1										

Showing 1 to 2 of 2 entries 5 1

Download

Existing records.

Clicking on Issue, Issue file will open.

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Government of India

Hi LAdmin

File Data Loading

Compactor Integration

File Details

File No.  DOCS/2/22022 88 characters left.

File Name  TEST 96 characters left.

Location Details

Room No.  A-002 95 characters left.

Row No.  ROW1

Column No.  D

Bundle No.  4

Issuing Details

Issue to (Employee Name)

Branch

Issuing Date  11/03/2022

Department



Designation

Issue Back

On Clicking Issue button, Generate Issue receipt

Here we fill all details for issue file.

## Issue Receipt

		<b>DELHI DEVELOPMENT AUTHORITY</b> Vikas Sadan, New Delhi <u>Issue Receipt</u>			
File No.	File Name/Subject		vedang123		
Location(Village) Details					
Compactor/Room No. :		3	Almirah No. :		3
Row No. :		ROW	Column No. :		F
Bundle No. :		6			
Issuing Details					
Issued To (Employee Name) :		Nikita	Department :		
Branch Society :		Damage Branch			
Designation :		Technical	Issued Date :		
Signature					
<input type="button" value="Print"/> <input type="button" value="Back"/>					

Clicking on Print  
Button Print Issue  
Receipt

Clicking on Back button return Issue/Return  
File Home Page.

## Display Label

On Clicking Display Label, we will redirect to Home page of Display Label. Refer Next Figure.

Search

File No  File Name

[Reset](#) [Search](#)

Sort by  File No

[Download](#)

File No.	File Name	File Location Details	Status	Display Label
		Record Room No. Al. No./Compactor No. Row No. Col.No. Bn No.		
DOCS/2/22022	TEST	A-002 2 ROW1 D 4	<a href="#">Available</a>	<a href="#">Display Label</a>
FILE/1/12022	TEST ONLY	A-001 3 ROW B 1	<a href="#">Available</a>	<a href="#">Display Label</a>

Showing 1 to 2 of 2 entries

### Display Label Home Page.

Reset Button will be used to clear applied filter.

Clicking on Search button we can search records on the basis of above text box.

Search

File No  File Name

[Reset](#) [Search](#)

Sort by  File No

[Download](#)

File No.	File Name	File Location Details	Status	Display Label
		Record Room No. Al. No./Compactor No. Row No. Col.No. Bn No.		
DOCS/2/22022	TEST	A-002 2 ROW1 D 4	<a href="#">Available</a>	<a href="#">Display Label</a>
FILE/1/12022	TEST ONLY	A-001 3 ROW B 1	<a href="#">Available</a>	<a href="#">Display Label</a>

Showing 1 to 2 of 2 entries

## Display Label Home Page.

On clicking Display, Generate Document Letter.

Existing Records.

File No.	File Name	File Location Details	Status	Display Label
		Record Room No.   Al. No./Compactor No.   Row No.   Col.No.   Bn No.		
DOCS/2/22022	TEST	A-002   2   ROW1   D   4	Available	
	TEST ONLY	A-001   3   ROW   B   1	Available	

Showing 1 to 2 of 2 entries

## Document Letter

**DELHI DEVELOPMENT AUTHORITY**  
Vikas Sadan, New Delhi

स्वच्छ भारत  
एक कदम स्वच्छता की ओर

File No.

File Name/Subject: Lakshay

Location Details

Record Room No	Almira No.	Row	
dadada	3	ROW	3

Print Back

On Clicking Print Button, there is Print a Letter.

Clicking on Back button, return Display Level Home Page.

## Search by Parameters

On Clicking Search by Parameters, we will be redirected to Home page of Search by Parameters. Refer Next Figure.

**Search By Parameters**

☐ Main File ☒ Part File

Department: All Locality: All

File No: File Name:

Almirah: All Row: All

Bundle: All Column: All

Record Room No:

Sort by: File No

File No.	File Name	File Particulars/Compactor Details/Part File Details	Issued/Returned Details
FILE/1/12022		Location Details	<a href="#">Details</a>

### Search by Parameters Home Page.

Here we can choose either Main File or Part File.

Reset Button will be used to clear applied filter.

Generate is used for generate records

Here we fill all records for file number and location details.

**Search By Parameters**

☐ Main File ☒ Part File

Department: All Locality: All

File No: File Name:

Almirah: All Row: All

Bundle: All Column: All

Record Room No:

Sort by: File No

File No.	File Name	File Particulars/Compactor Details/Part File Details	Issued/Returned Details
FILE/1/12022		Location Details	<a href="#">Details</a>

## Show Records

Clicking on Details Refer Next Figure.

Show Records

File Name	File Particulars/Compactor Details/Part File Details	Issued/Returned Details										
FILE/1/12022	<table border="1"> <thead> <tr> <th>Record Room No.</th> <th>Al. No./Compactor No.</th> <th>Row No</th> <th>Col.No.</th> <th>Bn No.</th> </tr> </thead> <tbody> <tr> <td>A-001</td> <td>3</td> <td>ROW</td> <td>B</td> <td>1</td> </tr> </tbody> </table>	Record Room No.	Al. No./Compactor No.	Row No	Col.No.	Bn No.	A-001	3	ROW	B	1	<a href="#">Details</a>
Record Room No.	Al. No./Compactor No.	Row No	Col.No.	Bn No.								
A-001	3	ROW	B	1								

## File Issue Return Details

View Details

Clicking on Back button, return Search by Parameters Home Page

On Clicking Print Button Print Letter.

## List of Total Files Report User Wise

On Clicking List of Total Files Report User Wise, we will be redirected to Home page of List of Total Files Report User Wise. Refer Next Figure.

File No.	File Name	File Particulars/Compactor Details	UserDetails										
DOCS/2/22022	TEST	Location Details <table border="1"> <thead> <tr> <th>Record Room No.</th> <th>Al. No./Compactor No.</th> <th>Row No</th> <th>Col.No.</th> <th>Bn No.</th> </tr> </thead> <tbody> <tr> <td>A-002</td> <td>2)</td> <td>ROW1</td> <td>D</td> <td>4</td> </tr> </tbody> </table>	Record Room No.	Al. No./Compactor No.	Row No	Col.No.	Bn No.	A-002	2)	ROW1	D	4	Laxman, No Designation available, LM/SOUTH, Land Management
Record Room No.	Al. No./Compactor No.	Row No	Col.No.	Bn No.									
A-002	2)	ROW1	D	4									
FILE/1/12022	TEST ONLY	Location Details <table border="1"> <thead> <tr> <th>Record Room No.</th> <th>Al. No./Compactor No.</th> <th>Row No</th> <th>Col.No.</th> <th>Bn No.</th> </tr> </thead> <tbody> <tr> <td>A-001</td> <td>3)</td> <td>ROW</td> <td>B</td> <td>1</td> </tr> </tbody> </table>	Record Room No.	Al. No./Compactor No.	Row No	Col.No.	Bn No.	A-001	3)	ROW	B	1	Laxman, No Designation available, SOUTH, Land Management
Record Room No.	Al. No./Compactor No.	Row No	Col.No.	Bn No.									
A-001	3)	ROW	B	1									

## List of Total Files Report User Wise Home Page.

Reset Button will be used to clear applied filter.

Select Dropdown Value

Existing Records.

File No.	File Name	File Particulars/Compactor Details	UserDetails										
DOCS/2/22022	TEST	Location Details <table border="1"> <thead> <tr> <th>Record Room No.</th> <th>Al. No./Compactor No.</th> <th>Row No</th> <th>Col.No.</th> <th>Bn No.</th> </tr> </thead> <tbody> <tr> <td>A-002</td> <td>2)</td> <td>ROW1</td> <td>D</td> <td>4</td> </tr> </tbody> </table>	Record Room No.	Al. No./Compactor No.	Row No	Col.No.	Bn No.	A-002	2)	ROW1	D	4	Laxman, No Designation available, LM/SOUTH, Land Management
Record Room No.	Al. No./Compactor No.	Row No	Col.No.	Bn No.									
A-002	2)	ROW1	D	4									
FILE/1/12022	TEST ONLY	Location Details <table border="1"> <thead> <tr> <th>Record Room No.</th> <th>Al. No./Compactor No.</th> <th>Row No</th> <th>Col.No.</th> <th>Bn No.</th> </tr> </thead> <tbody> <tr> <td>A-001</td> <td>3)</td> <td>ROW</td> <td>B</td> <td>1</td> </tr> </tbody> </table>	Record Room No.	Al. No./Compactor No.	Row No	Col.No.	Bn No.	A-001	3)	ROW	B	1	Laxman, No Designation available, SOUTH, Land Management
Record Room No.	Al. No./Compactor No.	Row No	Col.No.	Bn No.									
A-001	3)	ROW	B	1									

## All Compactor Details:

There is Showing compactor details.

MAIN FILE NO	PART FILE NO	SUBJECT	NAME	ROOM NO	COMPACTOR NO	ROW NO	COLUMN
113DLMH(HQRTI)/2012-2012/CENTRA/RTI	SS1RTI(14)/2010-2010/CENTRA/RTI	SH. ATTAR SINGH	SH. ATTAR SINGH	1	SS-1	1	A
113DLMH(HQRTI)/2012-2012/CENTRA/RTI	SS1RTI(36)/2010-2010/CENTRA/RTI	SH. N.D.KAKKAR	SH. ATTAR SINGH	1	SS-1	1	A
113DLMH(HQRTI)/2012-2012/CENTRA/RTI	SS1RTI(17)/2011-2011/CENTRA/RTI	SH. ATTAR SINGH	SH. ATTAR SINGH	1	SS-1	1	A
29VIG(DLMNZ)/2012-2012/COORDINATION/LAN	F561(ADLMNZ)/2011-2011/COORDINATION/LAN	ENCROACHMENT ON DDA LANDLANDAT KH. NO. 270 OF VILLAGE SADHORA KHURD	ABOUT UNAUTHORIZED CONSTRUCTION ON PROPERTY NO. 20/21, GALI NO. 4, ANAND PARWAT	1	A-15	1	A
4SS1(VIP)/2009-2009/CENTRA/RE	DYA(109)/2004-2004/CENTRA/DP	INFORMATION ABOUT ALLOTMENT ACTION AT KH. NO. 531, BASTI REHGAR	NATIONAL HUMAN RIGHT COMMISSION CASE, SAT NAGAR, KAROL BAGH KH. NO. 531, BASTI REHGAR	1	SS-1	1	A

## Search by File no/Subject/Scheme:

User can fill these details File No, Subject and scheme then click on Submit button.

On clicking submit button The record will saved.

**Details** \* Marked are mandatory fields

File No \*  Subject

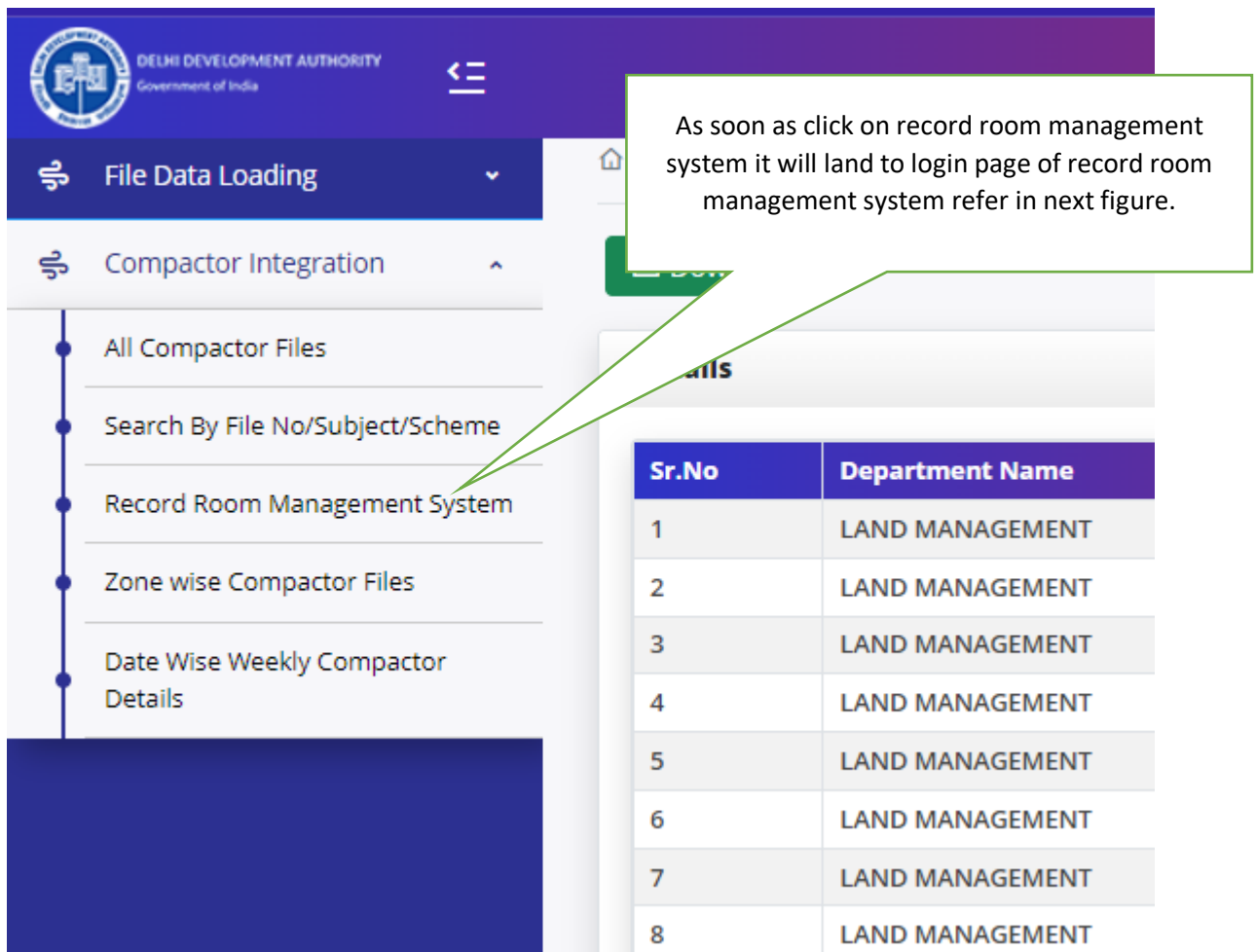
Scheme

**Submit**

No Record Available



## Record room Management System:



As soon as click on record room management system it will land to login page of record room management system refer in next figure.

Sr.No	Department Name
1	LAND MANAGEMENT
2	LAND MANAGEMENT
3	LAND MANAGEMENT
4	LAND MANAGEMENT
5	LAND MANAGEMENT
6	LAND MANAGEMENT
7	LAND MANAGEMENT
8	LAND MANAGEMENT



**Delhi Development Authority**  
Record Room Management System

Home  
Department Login

**LOGIN**

All Fields are Mandatory

User Name

Password

Enter Image   Refresh Image

Login Reset

## Zone wise compactor Files:

Here, is showing Zone Wise Compactor details data.

## Date Wise weekly Compactor Details:

Reset Button will be used to clear applied filter.

Here, User can generate by enter from date and To date.

Generate button is used for generate records.

After Generated record, there is showing existing record.