



TECHNOWIN IT INFRA PVT LTD

Delivering Experiences

DMS & Workflow





DMS

Masters



Cupboard Master



File Master

DMS Steps



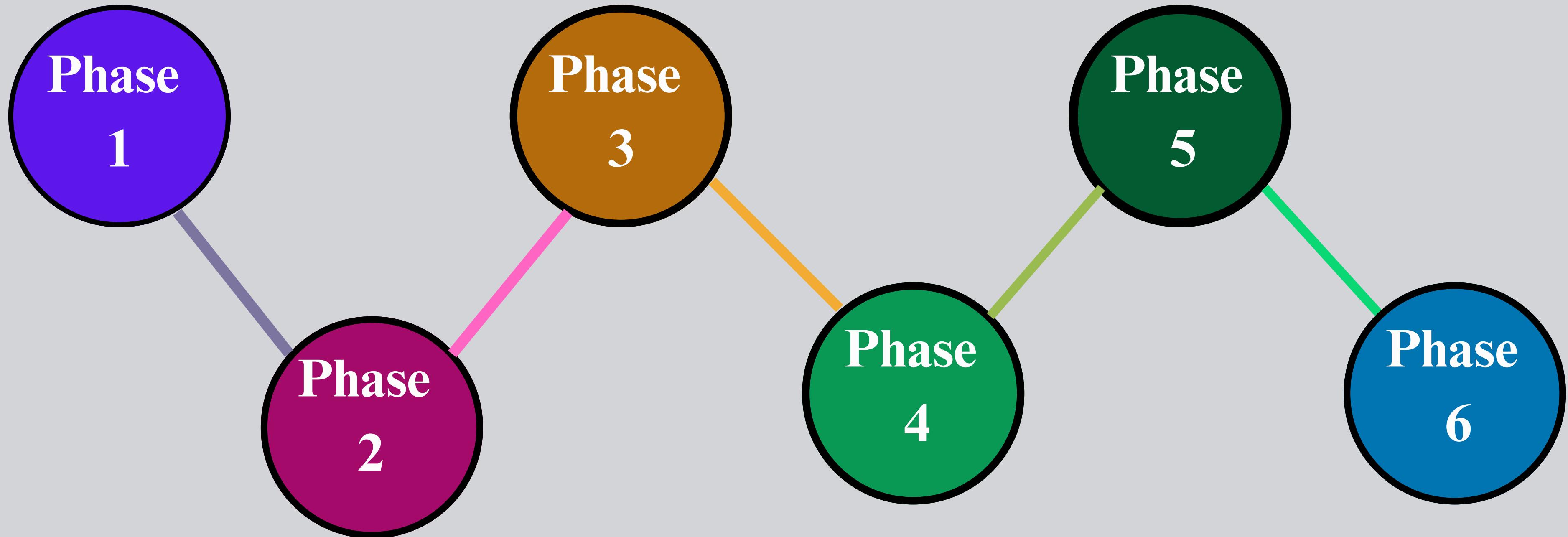
TECHNOWIN IT INFRA PVT LTD

Delivering Experiences

Inward

Quality Check

Approval



Scanning & Metadata Creation

Verification

Outward

Form Generation

id	level	role_id	name	timeline	Form Template	Access Type	Action Template
1	1	3	Inward	3	form 1	create	Normal Template
2	2	4	Metadata Description	3	form 2	create	Normal Template
3	3	5	Upload Scan File	3	form 3	edit	Status Template
4	4	5	Quality Check	3	form 4	edit	Combine Template
5	5	4	Verification	3	form 5	edit	Status Template
6	6	3	Approve / Refuse	3	form 6	edit	Status Template
7	7	3	Outward	3	form 7	edit	Status Template



Search for...



Inward User



Document Management System

Enter Form Name

Test Form

Parameter Name

Age

Control Type

Text box

Text Box Types

Numeric

Min Value: Numeric

Max Value:

 Is Required Is Disabled Is Searchable

Default Value

Default Value

Save Form

Full Name

Only 25 Characters are allowed

Edit**Remove**

Age

Only 0.5 characters are allowed

Edit**Remove**

Dropdown

Value 2

Edit**Remove**

Gender

 Male Female Others**Edit****Remove**

File

Choose File | No file chosen

Edit**Remove**



Search for...



Inward User



formm



Document Management System

Enter Form Name

Test Form

Parameter Name

Enter parameter

Control Type

Text box

Select

Text box

Dropdown

Radio Button

File

Check box

Rich Text

Email

Date

Time

Default Value

First Name



Only 20 Characters are allowed

Radio Button

 Male
 Female

Dropdown



45te5q

First Name



Only 45 Characters are allowed

Checkbox



Dropdown



qtr

Qualification



10th

Save Form



Document Management System

Enter Form Name

Test Form

Parameter Name
Enter parameter

Control Type
Text box

Text Box Types
Simple
Select an option
Simple
Numeric
Email
Date
Multiline

Default Value

Save Form

First Name 📝 >Delete
Only 20 Characters are allowed

Radio Button
 Male
 Female

Dropdown 📝 Delete
45te5q

First Name 📝 Delete
Only 45 Characters are allowed

Checkbox 📝 Delete

Dropdown 📝 Delete
qtr

Qualification 📝 Delete
10th



Search for... 🔍

Inward User

Workflow

Master

Form Master

form

Menu Manager

Form Master

Create

Show 10 entries

Search:

Sr. No.	Form Name	Form Description	Created At	Updated At	Action
All	All	All	All	All	All
1	Test Form	The test form is a dynamic form builder with real-time previews, allowing users to customize fields and manage dropdown options interactively.	March 24, 2025, 1:20 p.m.	March 24, 2025, 1:20 p.m.	<button>Edit</button>
2	Form	Users can define input labels, select input types, and for dropdowns, they can add or remove options dynamically.	March 24, 2025, 1:20 p.m.	March 24, 2025, 1:20 p.m.	<button>Edit</button>
3	Form Name	The form includes a live preview panel to instantly reflect changes, ensuring a smooth and interactive experience.	March 24, 2025, 1:20 p.m.	March 24, 2025, 1:20 p.m.	<button>Edit</button>
4	New Form	The test form is a dynamic form builder with real-time previews, allowing users to customize fields and manage dropdown options interactively.	March 24, 2025, 1:20 p.m.	March 24, 2025, 1:20 p.m.	<button>Edit</button>

Showing 1 to 4 of 4 entries

Previous 1 Next



DMS

INWARD

File No :

---- Select ---- 

File 1

File 2

File 3

Cupboard / Rack :

---- Select ---- 

CB-1-R1-1 to 50

CB-1-R2-100 to 150

CB-1-R5-200 to 250

Inward Date :

Enter Inward Date 

Operator :

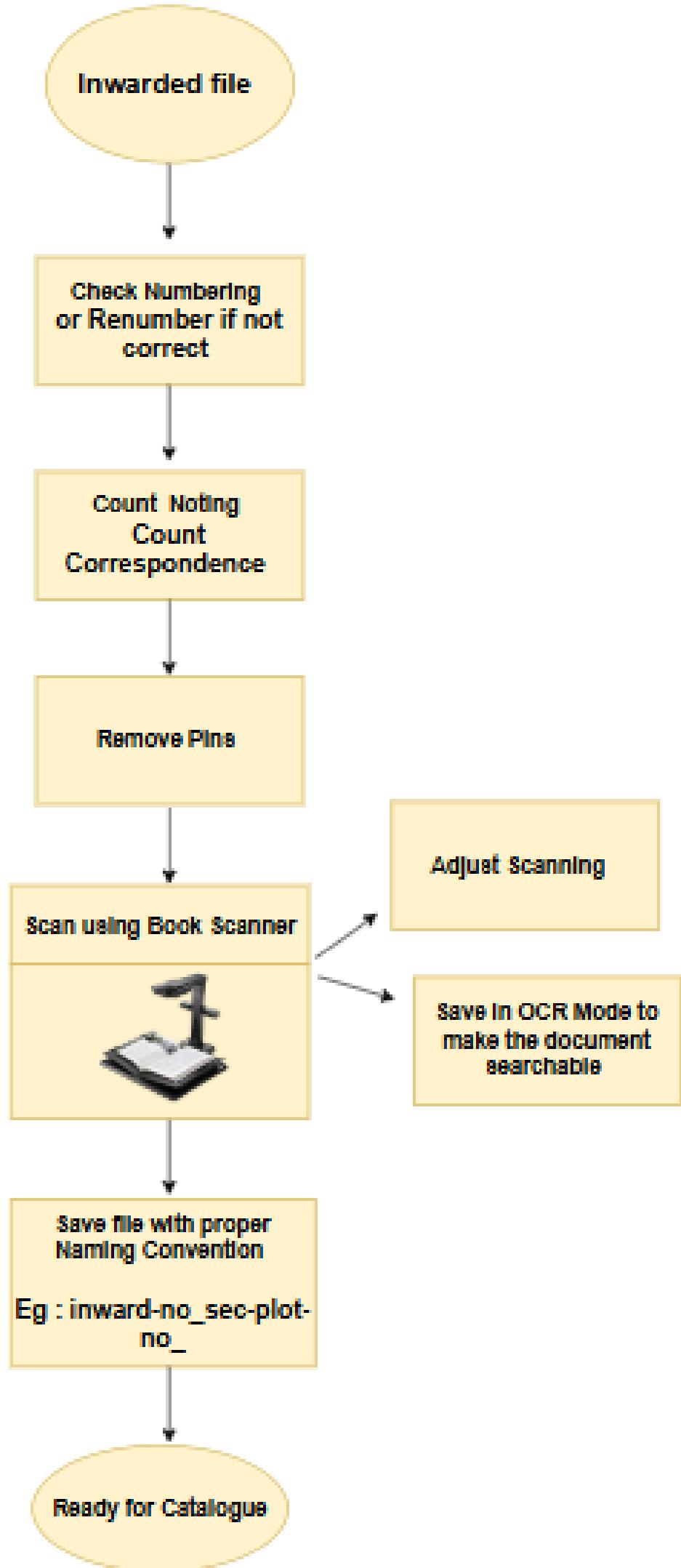
---- Select ---- 

Operator 1

Operator 2

 SubmitGenerate the inward
number

Status : Inward Done



Preparing & Scanning Files / Documents





DMS

METADATA CREATION

Inward
No :

Enter Inward No.

Soc Reg
No :

Enter Reg No.



File No :

Enter File No.

Sector :

Enter Sector

Plot :

Enter Plot

No of
Members :

Enter Members



District :

Enter District

Area :

Enter Area

No. of
Noting Pages :

Enter Noting Pages



Node :

Enter Node

Society
Name :

Enter Society

No. of Corres.
Pages :

Enter Pages



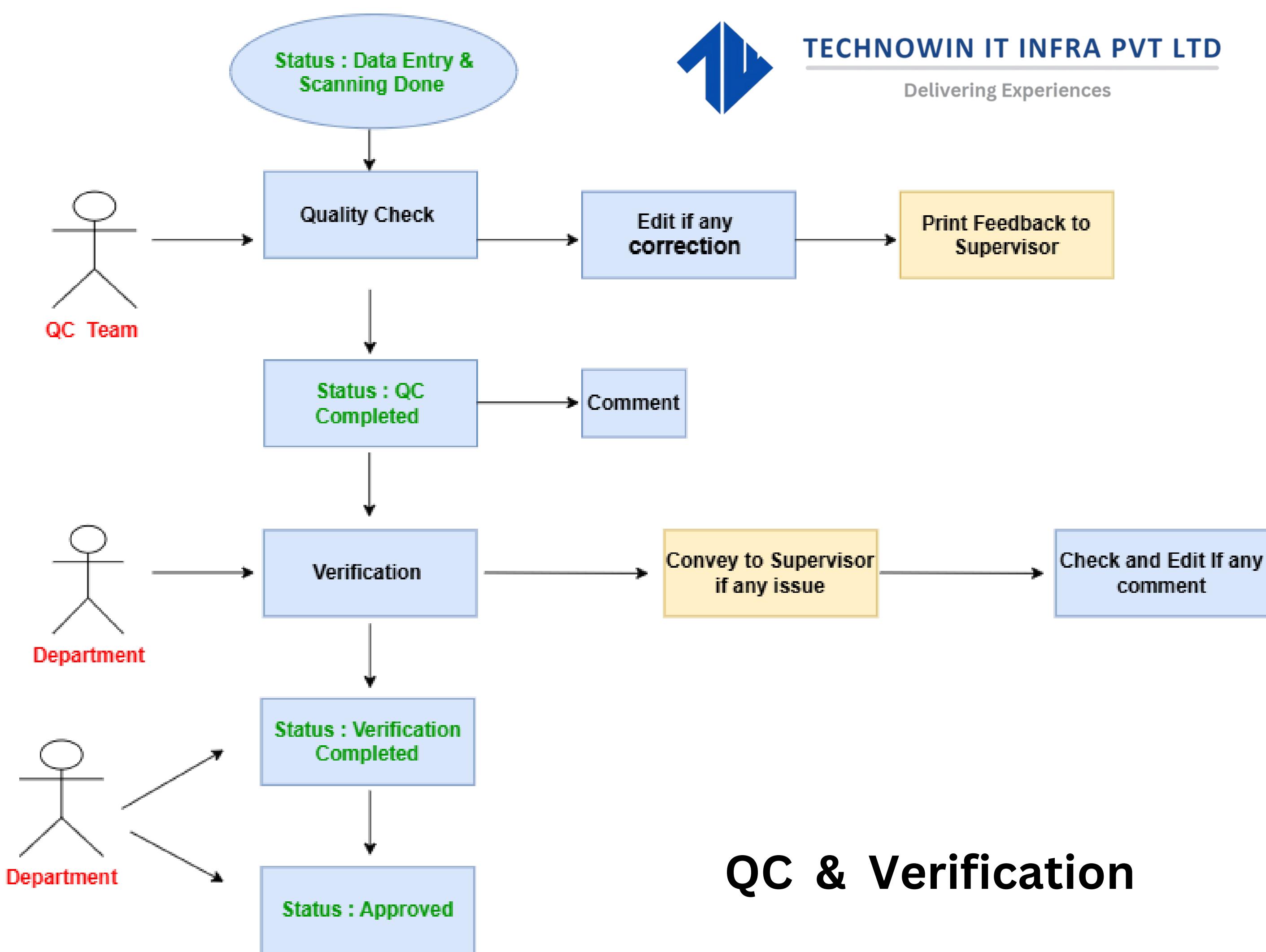
Submit



Generate file no. to be
stuck on the file

*Status : Data Entry &
Scanning Done*



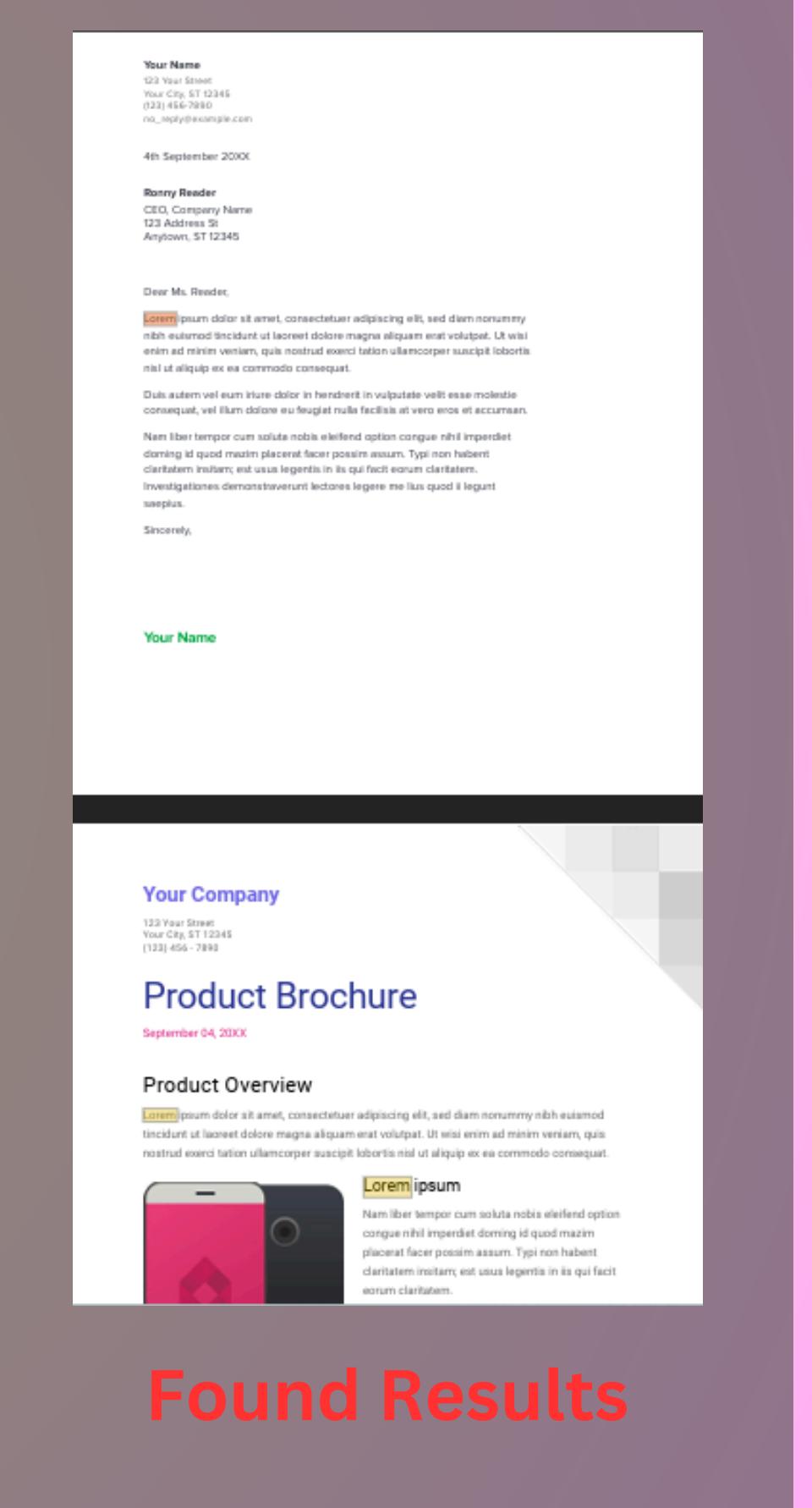
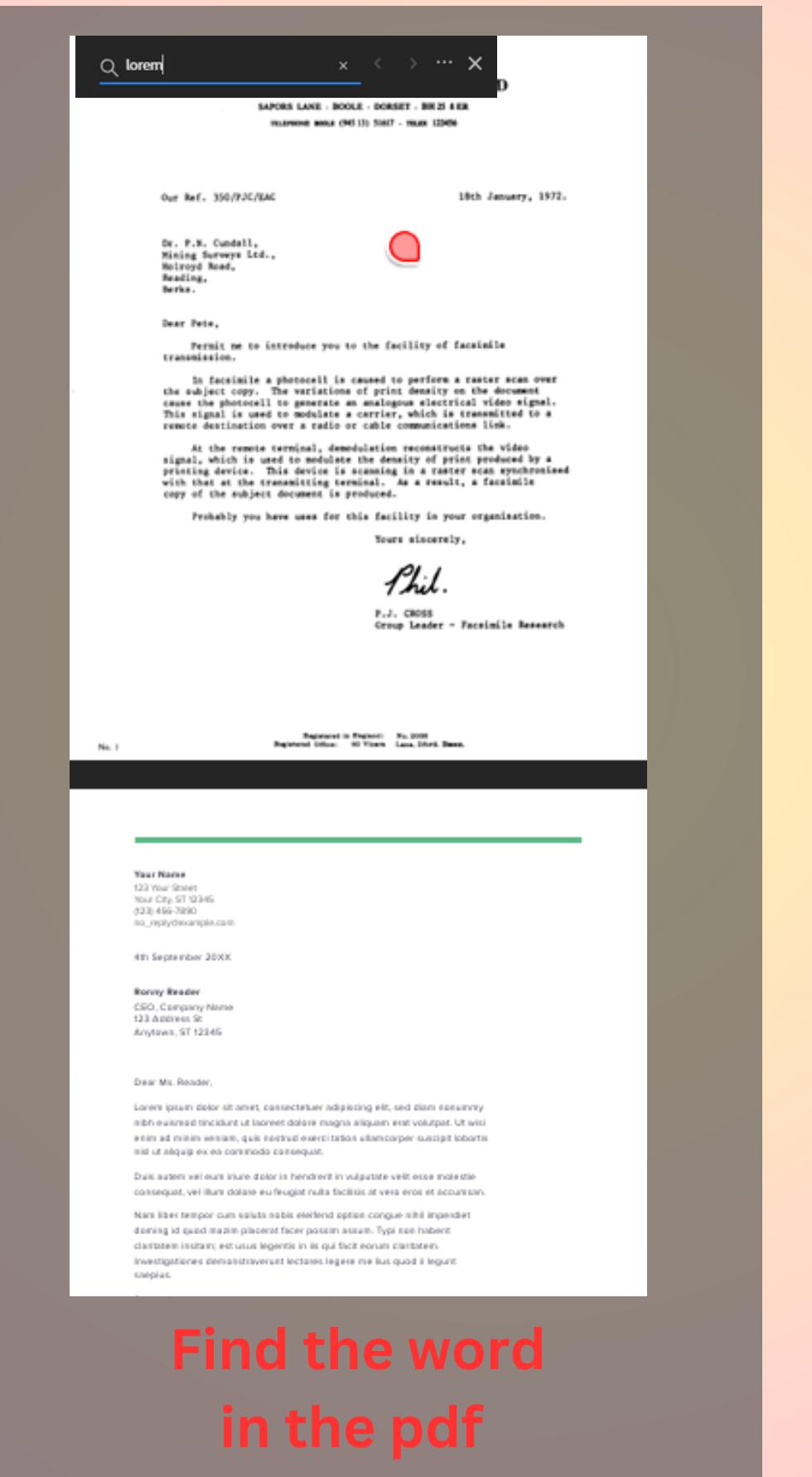
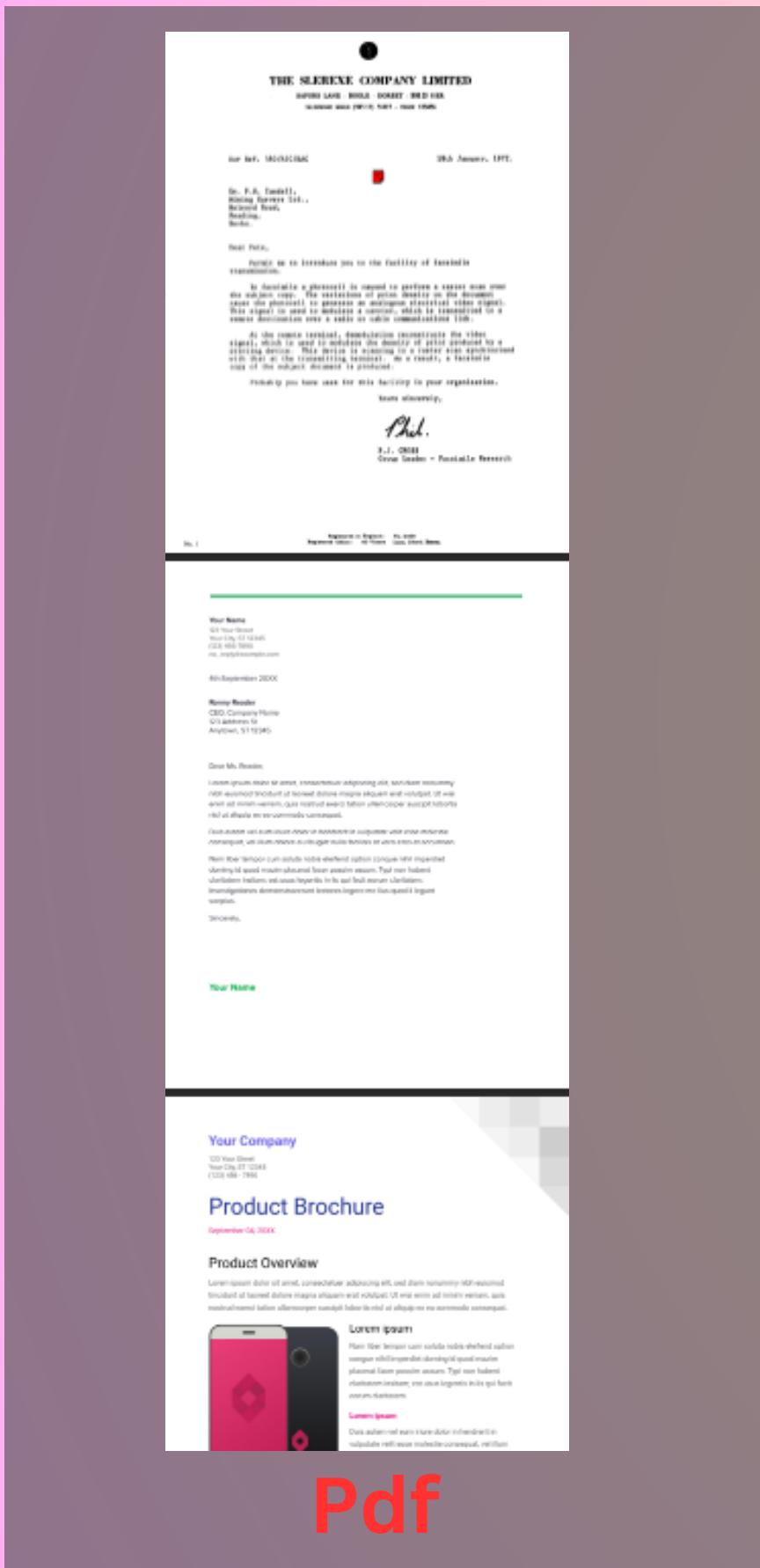


OCR Mode



TECHNOWIN IT INFRA PVT LTD

Delivering Experiences





DMS

OUTWARD

File No :

---- Select ----

File 1

File 2

File 3

Cupboard / Rack :

---- Select ----

CB-1-R1-1 to 50

CB-1-R2-100 to 150

CB-1-R5-200 to 250

Inward No :

---- Select ----

ABCD

WXYZ

Or

Outward Date :

Enter Outward Date

Authorized Person :

---- Select ----

Requester

Record Room Operator

Submit



Generate the outward number



Status : Outwarded



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THANK YOU



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