





Author: Pooja Marathe.

Into the world of DMS.

Necessity of a Document Management System

- There is a need for the effective management of documents as a strategic corporate resource.
- The discipline of good DMS is vital for business as:
 - * Reduce costs associated with paper storage and photocopying.
 - * Make sharing information between people and offices easy.
 - * Prevent the disruption of day-to-day business caused by natural disasters such as fire, flood and human misfiling.













Welcome to SycaDMS

Sliding login panel Demo with jQuery

You can put anything you want in this sliding panel: videos, audio, images, forms... The only limit is your imagination!

Download

To download this script go back to article »

Member Login

Jsername:

nikhil

Password

•••••

✓ Remember me

Login Los

ost your password?

Click On Forgot Password







Sliding login panel Demo with jQuery

You can put anything you want in this sliding panel videos, audio, images, forms... The only limit is your imagination!

Download

To download this script go back to article »

Member Login

Jsername:

Password

Login

Forgot Password?

Enter UserName Send Email

Welcome to SycaDMS

Sliding login panel Demo with jQuery

You can put anything you want in this sliding panel videos, audio, images, forms... The only limit is your imagination!

Download

To download this script go back to article »

Member Login

Username

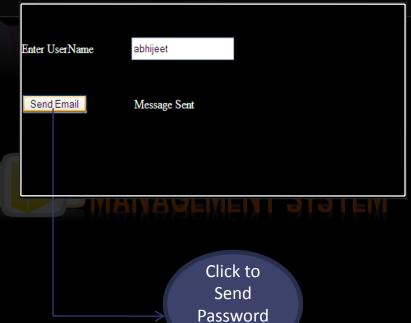
Password:

IVI --

Login

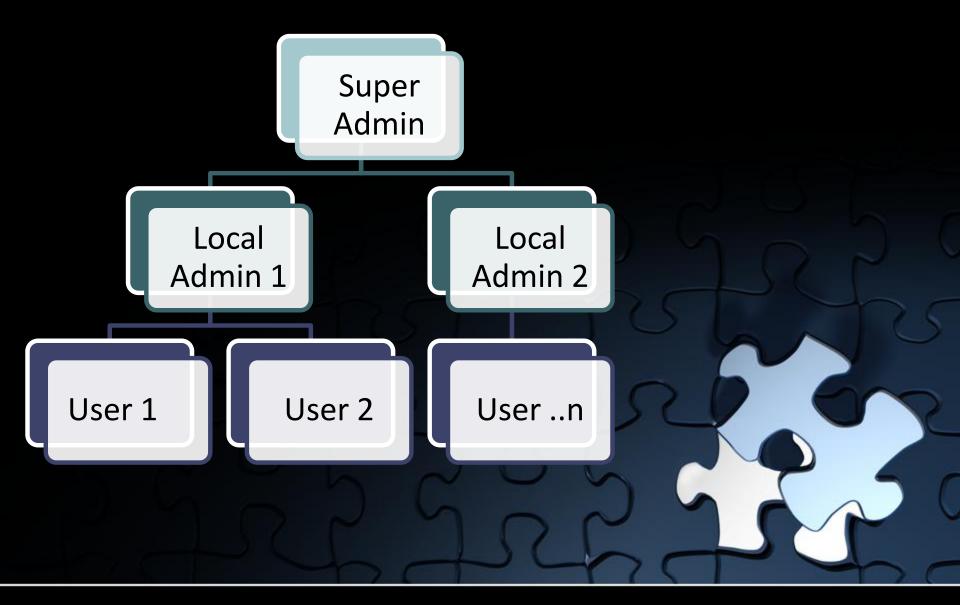
Forgot Password?

Forgot Password



eMail

SycaDms Operations Hierarchy.



USER PROFILE

Rights and Permission for User:

- User has the least rights and permissions in the DMS though he is responsible for the execution of the core functionality of the system.
- The task of scanning and uploading the documents, View the documents uploaded by himself.



Search Search

→ Logout

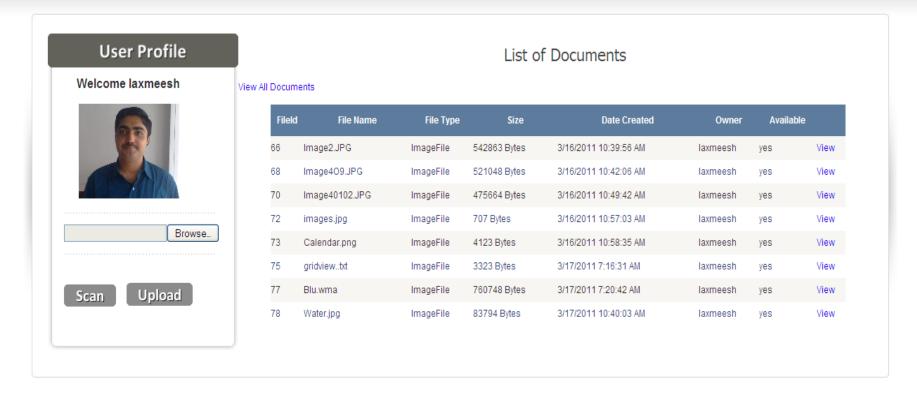


Figure 1: First screen seen by the user after logging in the SycaDMS

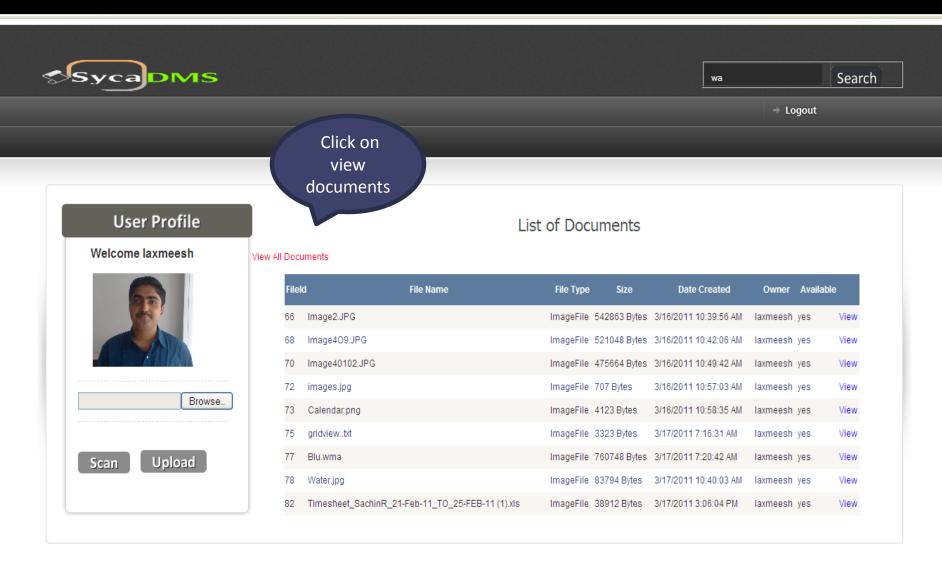


Figure 2: When View All Documents link is clicked user can see all documents he scanned or uploaded

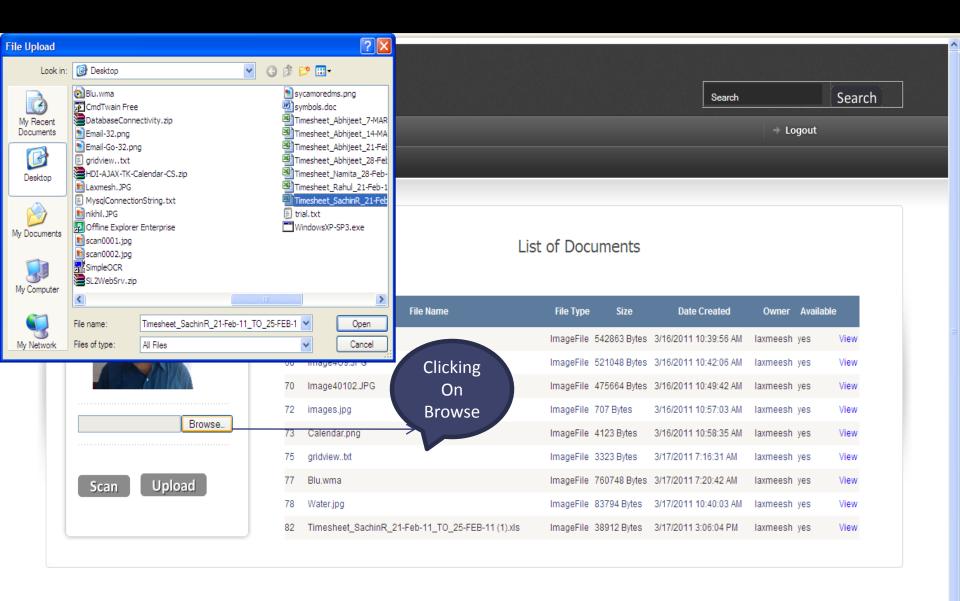
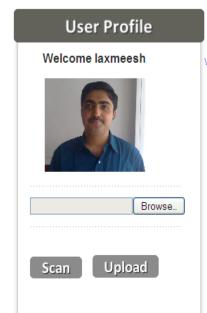


Figure 3: This popup window appears when user clicks browse button.



Search Search

→ Logout



List of Documents

View All Documents

Filel	d File Name	File Type	Size	Date Created	Owner	Available	
66	Image2.JPG	ImageFile	542863 Bytes	3/16/2011 10:39:56 AM	laxmeesh	yes	View
68	Image409.JPG	ImageFile	521048 Bytes	3/16/2011 10:42:06 AM	laxmeesh	yes	View
70	Image40102.JPG	ImageFile	475664 Bytes	3/16/2011 10:49:42 AM	laxmeesh	yes	View
72	images.jpg	ImageFile	707 Bytes	3/16/2011 10:57:03 AM	laxmeesh	yes	View
73	Calendar.png	ImageFile	4123 Bytes	3/16/2011 10:58:35 AM	laxmeesh	yes	View
75	gridviewbt	ImageFile	3323 Bytes	3/17/2011 7:16:31 AM	laxmeesh	yes	View
77	Blu.wma	ImageFile	760748 Bytes	3/17/2011 7:20:42 AM	laxmeesh	yes	View
78	Water.jpg	ImageFile	83794 Bytes	3/17/2011 10:40:03 AM	laxmeesh	yes	View
82	Timesheet_SachinR_21-Feb-11_TO_25-FEB-11 (1).xls	ImageFile	38912 Bytes	3/17/2011 3:06:04 PM	laxmeesh	yes	View

Figure 4: Selected file gets uploaded



Image237

Form No.

Issued On

Received No. :

664711

Passport size photograph Of Applicant.

Sai Prasad Foods Ltd.

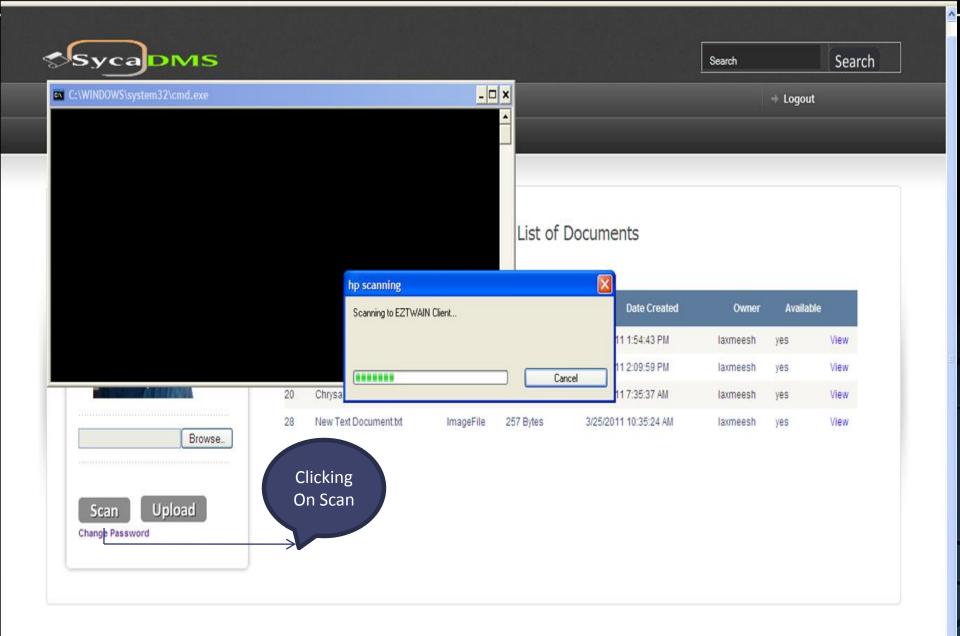
Regd.Office: CB 1- Bldg., "Empire Estate", Office No. 202/203, Mumbai-Pune Road Chinchwad, Pune - 411019. Tel.: 020-66333100 to 199 Fax: 020-66333102

ASSOCIATE APPLICATION FORM

						/			
Sir		and the American contract of				_/			
am	tend to join ready to o refunded to	as an Associate o bey them including o me. The informat	f your company's Jo g amendment time t tion filled in enclose	int Venture ship scher o time thereof and it w d Form is true & correc	ne. I have gone through all I ill be binding on me. I have p it & nothing is concealed the	the/rules, re paid admis ere of.	egulations, clauses sion fees of Rs.10 &	sub-clauses and am I am aware of that ac	endments thereof & I Imission fees will not
l ag	gree that n	ny participation wi	Il be decided by yo	u in your absolute dis	scretion and that your acce	eptance of	admission fee amo	ount does not automa	atically, make me an
		nd any interview th	nat the Membership	Committee may arran	ige.		1		
	Payment Plan No.	Term of Plan	Consideration	Date of Commencement	matority Duto y	ode of yment	Ant. of Installment (S)	Admission Fee Rs.10/-	Total (Rs.)
							K	710110	
L							10		
*	Full Name	e In Block Letters				- í	1.		1
	पूरा नाम		(Name नाम)	(Fa	ther's/Husband's Name पिता	ा / पति का न	тн)	/ (Sur	name उपनाम)
*	S/o. D/o. 1	Wo. पुत्र, पुत्री, पत्नी				0			
*	Date of Bi	rth जन्म तिथि :		Age 3	rg /	Sex: Ma	le / Female लिंगः पुरु	1/7/1-	Total Control
*	Correspo	ndence Address अ	ावास का पता :	16 9 =	/	/		/	
_		-			/		/		
_				/		PIN पिन _	/	Tel.No दूरध्वनी क्र.	
*	Permane	nt Address venst ya	п:	/	10				
					0	PINपिन _		Tel.No दुरुवनी क्र.	
-4-	Pank/ Pro	fession पद / व्यवस			1	T HATAIT -		161.140 g(eq 41 sp.	
A	(Occupati	on or Business)			CO				
*		Address व्यवसाय क			2		/	- 2/0	
*		come : (Approxima			~ (1		1	2	
*	Name & A	ddress of Your Bar	nkers बैंकर्स का नाम व	पता//	Co	/		920	
	A/c No. ₹	ाता क्रं	*		Branch ब्रॅच	-/	1	ala	
*	Pan Card	No. पॅन कार्ड नं				. /	S.)/=	
\star	Marital St	atus (Married/Unn	narried) वैवाहिक विधारि	r ———		/	2	X D	
*	Family Pa	rticulars: a) Spous	e (Name & Age)			/	Y	N	
	पारिवारिक	विवरण b) Childr बच्चे (नाम	(नाम व आयु) en (Name & Age) व आयु)	*		/			
*	Nominee'	s Name & Address	वारसदार/का नाम	1			Relation सम्बन्ध		Age आय
寅	IfAssocia	te of any other Con	npany2 Yes/No क्या	आप किसी कम्पनी में सहभ	ग्रागी हैं ? हों / ना				
		ne Company कम्पर्न	7						
*			-/	हचान के दो व्यक्तियों का ३	ranies /		2		No. of Contract of
	Name नाम		l	sail as all salacidi di c	3.14.1		1971-1-1	Ci	
7		di .						Signature हस्ताक्षर	11 111/2
-							Contact no. दूरध्वनी		July -
B)	Name नाम					_		Signature हस्ताक्षर	TAIL CO.
	Address			-		-	Contact no. दूरध्वनी		1/
I h	ereby declar	are & undertake to	abide by the rules	& regulations of Comp able for cost and cons	pany as may be in force from	m time to tir	me. The particulars	s furnished above are	true and correct and
1100	910 0011	Journal Hoto OI, VIS	a 131 WIII DO NOIU II	and out out and const	duonives.				
	15	ignature of F.R. हर	म्ताभ्यर)		Signature of Associate/guar	rdian/naror	र्भ जनभागी / अधिकारक	/ पाना विना के क	
Co	de No	I I I I I I I I I I I I I I I I I I I	98	7/		i dian/paren		्रासा-ापता क हस्ताक्षर	
UU	06140		118	Introducer, Code			Unit		

Sample Document





<u>Figure 5</u>: The above windows appear when user clicks on the scan button for image scanning.

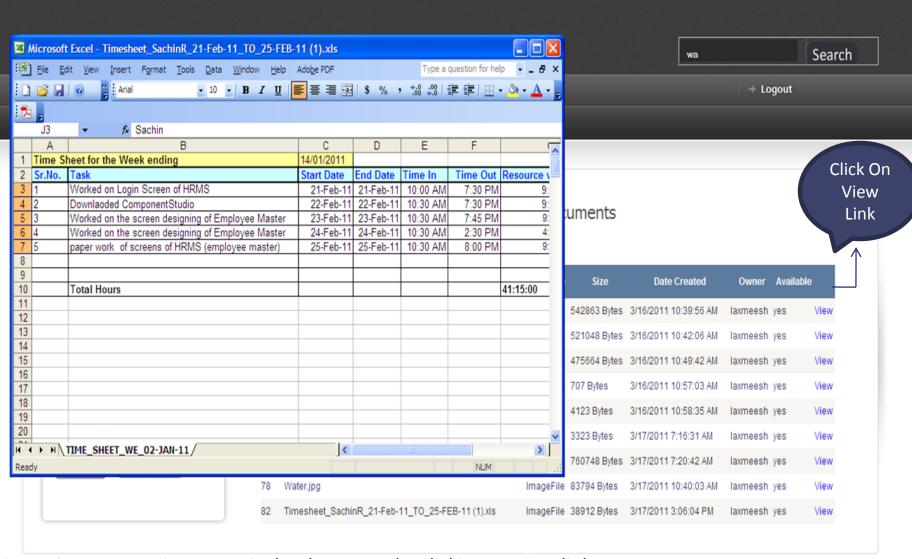
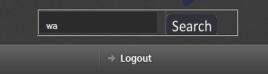


Figure 6: User can view a particular document by clicking on view link.





View

View

View

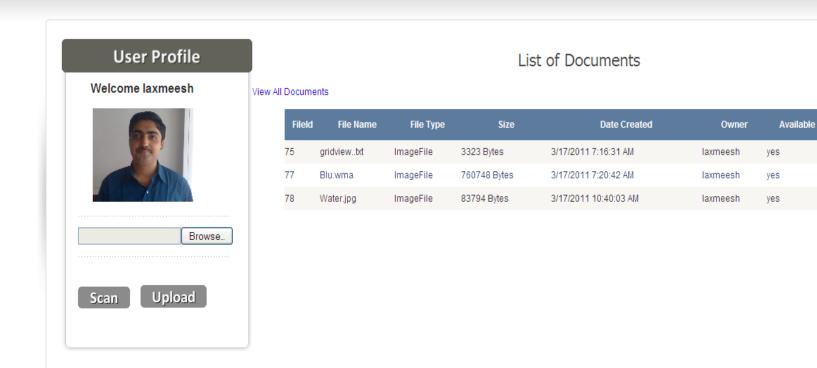


Figure 7: User can search particular file by typing file name in the search text box.

Local Admin

Rights and Permission for user with Local Admin Rights:

- Local Admin is responsible for branch level activity he is associated with.
- All administrative rights such as edit, modify, delete & transfer of role of the local branch lies with Local Admin.



Control Panel

Search Search

My Account → Logout

Admin Profile

Welcome nikhil

Browse...

File Operations

Branch

Search By Owner

Search

News

nikhil

List of Documents

Search By Date From To Search

Fileld	File Name	File Type	Size	Date Created	Owner	Available		
64	Image658.JPG	ImageFile	482468 Bytes	3/14/2011 12:15:54 PM	abhijeet	yes	Mail	View
65	Image77I.JPG	ImageFile	607424 Bytes	3/14/2011 12:18:10 PM	abhijeet	yes	Mail	View
66	Image2.JPG	ImageFile	542863 Bytes	3/16/2011 10:39:56 AM	laxmeesh	yes	Mail	View
68	Image409.JPG	ImageFile	521048 Bytes	3/16/2011 10:42:06 AM	laxmeesh	yes	Mail	View
70	Image40102.JPG	ImageFile	475664 Bytes	3/16/2011 10:49:42 AM	laxmeesh	yes	Mail	View
72	images.jpg	ImageFile	707 Bytes	3/16/2011 10:57:03 AM	laxmeesh	yes	Mail	View
73	Calendar.png	ImageFile	4123 Bytes	3/16/2011 10:58:35 AM	laxmeesh	yes	Mail	View
75	gridviewtxt	ImageFile	3323 Bytes	3/17/2011 7:16:31 AM	laxmeesh	yes	Mail	View
77	Blu.wma	ImageFile	760748 Bytes	3/17/2011 7:20:42 AM	laxmeesh	yes	Mail	View
⁷⁸ 20	l Water.jpg	ImageFile	83794 Bytes	3/17/2011 10:40:03 AM	laxmeesh	yes	Mail	View

Figure 1: Home page of the local admin

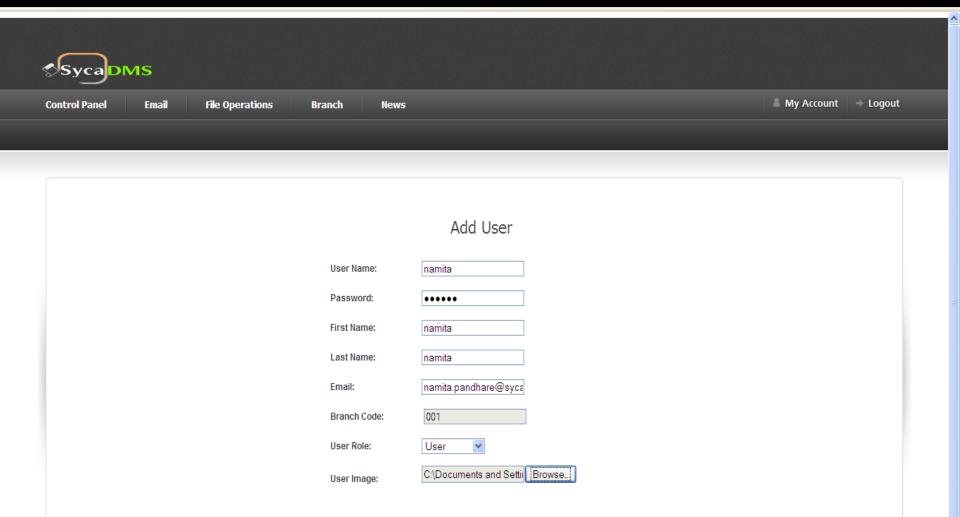


Figure 2: The above screen appears when Admin clicks on the add user sub menu in the control panel tab.

Cancel

Save

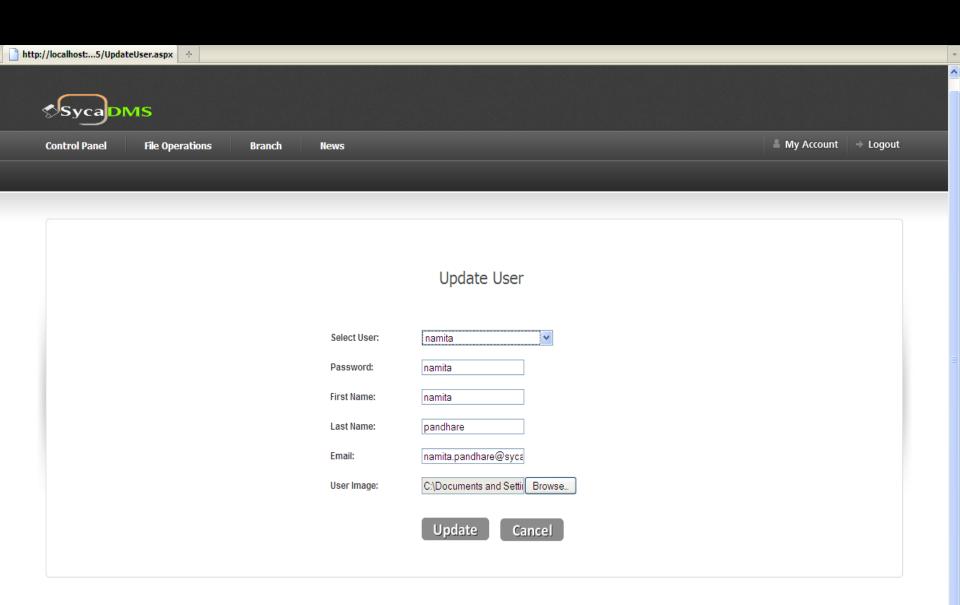


Figure 3: Above screen appears when admin clicks on the update user sub menu in control panel tab

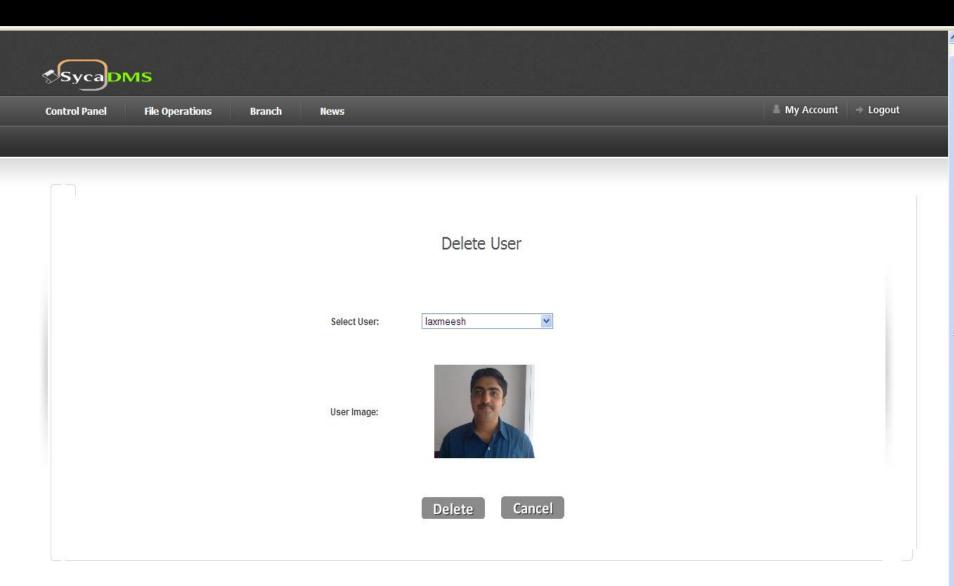


Figure 4: The above screen appears when admin clicks on delete user in the control panel tab

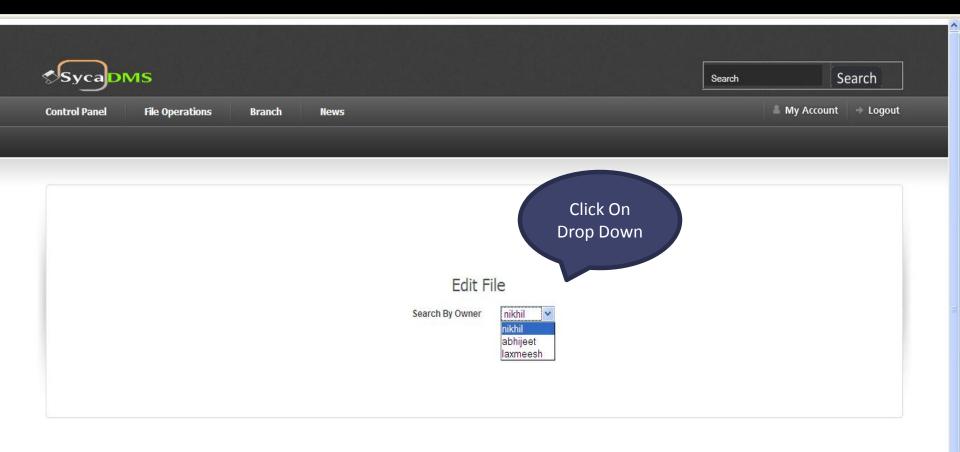
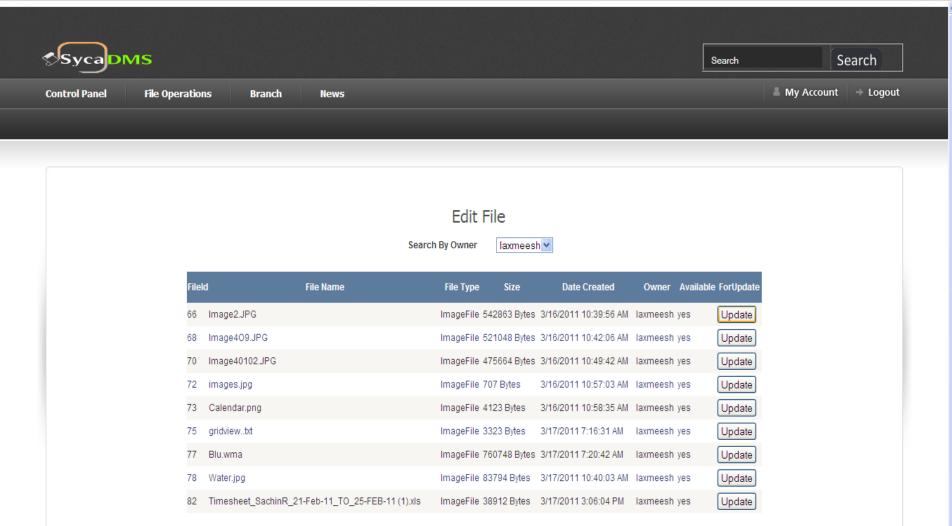
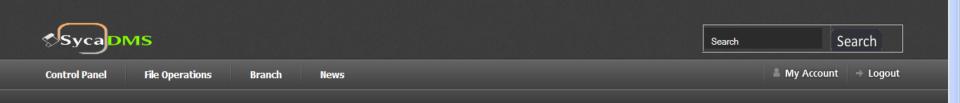


Figure 5: The above screen appears when user clicks on edit file sub menu in file operations tab.



<u>Figure 6:</u> Above screen appears when owner is selected. List of documents of selected owner are displayed from which file can be edited



Edit File

Search By Owner

laxmeesh v

Click On Update Change

Fileld	File Name	File Type	Size	Date Created	Owner	Available	ForUpdate
66	Img2.µPG	ImageFile	542863 Bytes	3/16/2011 10:39:56 AM	laxmeesh	yes	Update Change Cancel
68 I	mage409.JPG	ImageFile	521048 Bytes	3/16/2011 10:42:06 AM	laxmeesh	yes	Update
70 I	mage40102.JPG	ImageFile	475664 Bytes	3/16/2011 10:49:42 AM	laxmeesh	yes	Update
72 i	mages.jpg	ImageFile	707 Bytes	3/16/2011 10:57:03 AM	laxmeesh	yes	Update
73 (Calendar.png	ImageFile	4123 Bytes	3/16/2011 10:58:35 AM	laxmeesh	yes	Update
75 (gridviewtxt	ImageFile	3323 Bytes	3/17/2011 7:16:31 AM	laxmeesh	yes	Update
77 E	Blu.wma	ImageFile	760748 Bytes	3/17/2011 7:20:42 AM	laxmeesh	yes	Update
78 \	Water.jpg	ImageFile	83794 Bytes	3/17/2011 10:40:03 AM	laxmeesh	yes	Update
B2 F	Timesheet_SachinR_21- Feb-11_TO_25-FEB-11 (1).xls	ImageFile	38912 Bytes	3/17/2011 3:06:04 PM	laxmeesh	yes	Update

Figure 7: Particular File can be edited by clicking on update button.

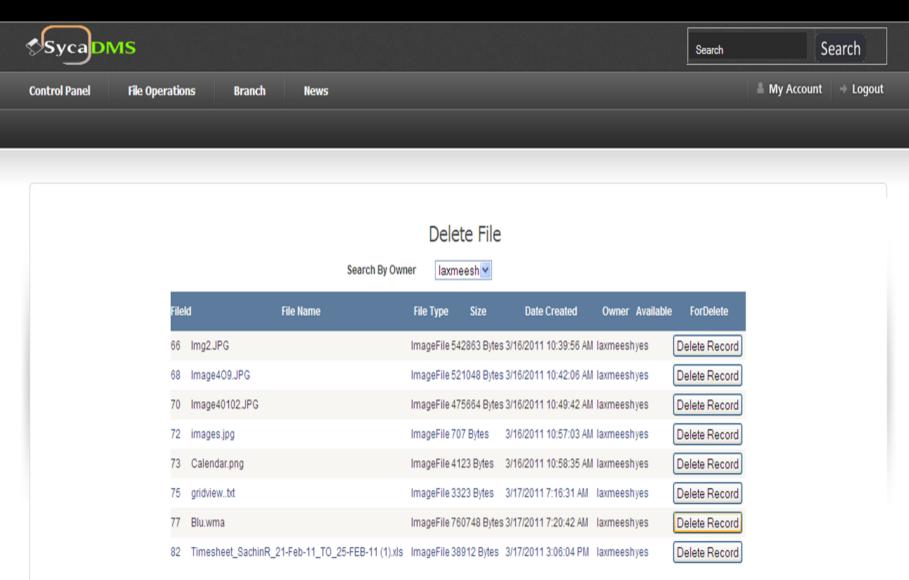


Figure 8:The above screen appears when admin clicks on delete file sub menu in file operation tab

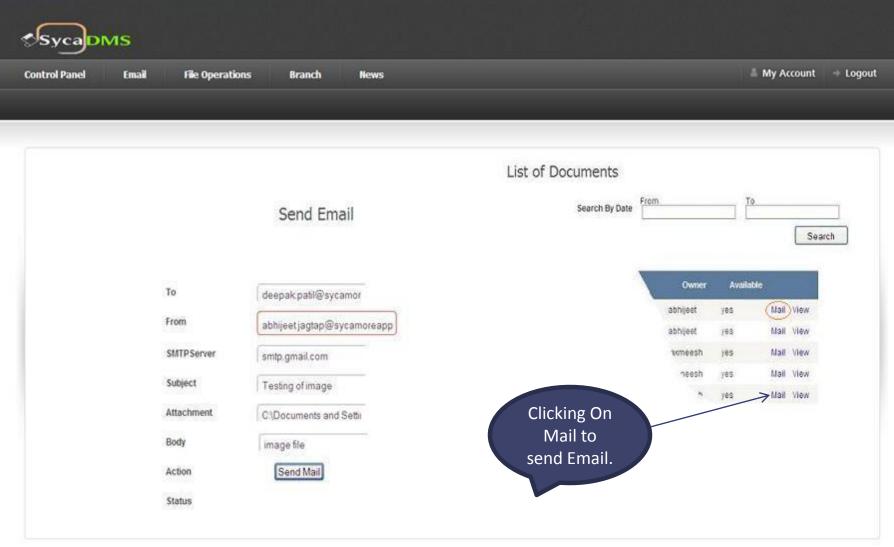


Figure 9: When admin clicks on email link he sees the above screen



Figure 10: When email is sent message is displayed "Message Sent".

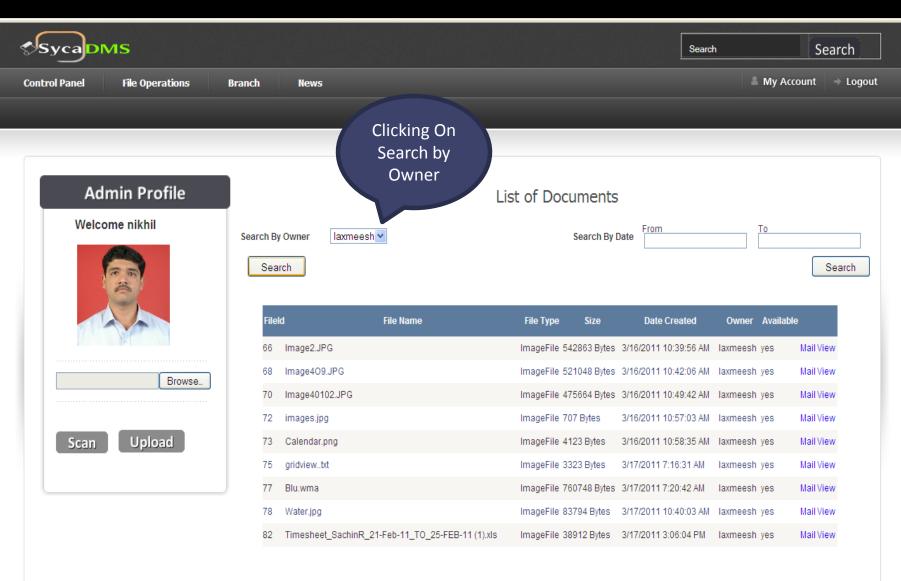


Figure 11: Search documents by selecting owner in the drop down list

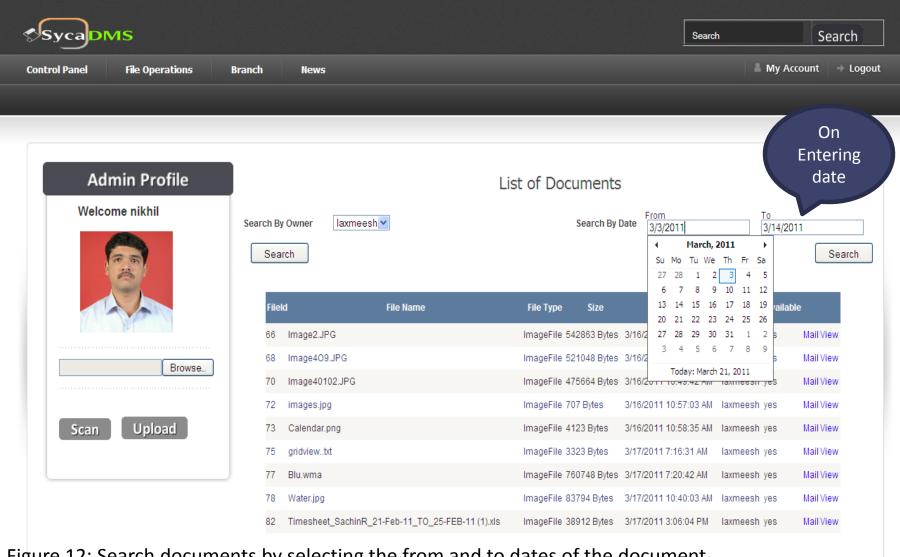


Figure 12: Search documents by selecting the from and to dates of the document.

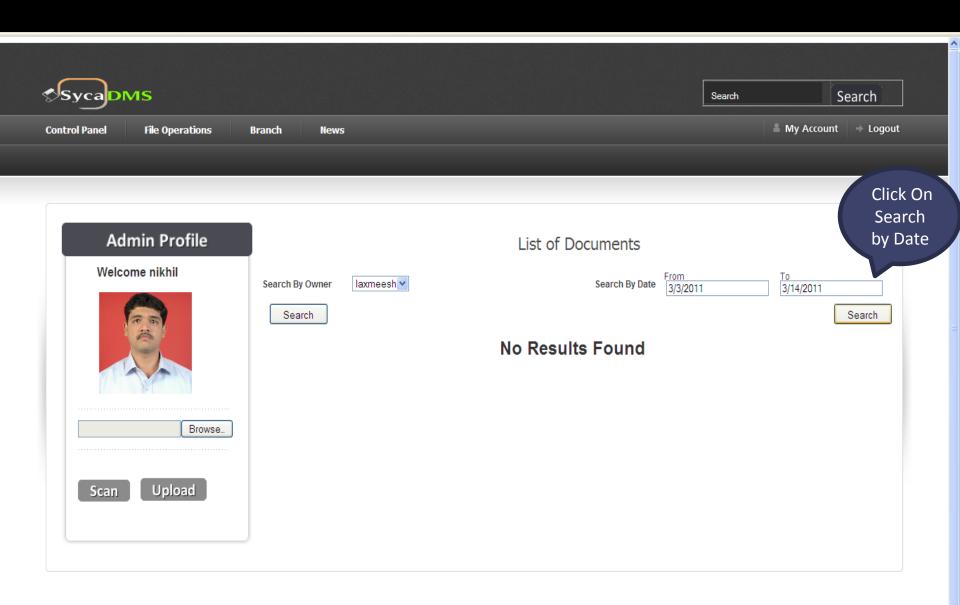


Figure 13: The above screen is displayed if no documents are found between the specified dates

Super Admin

Rights and Permission for user with Super Admin Rights:

- Only Super Admin can Create a Local Admin & Branch.
- All administrative rights such as Edit, Modify, Delete & Transfer of role of Local Admin and User.

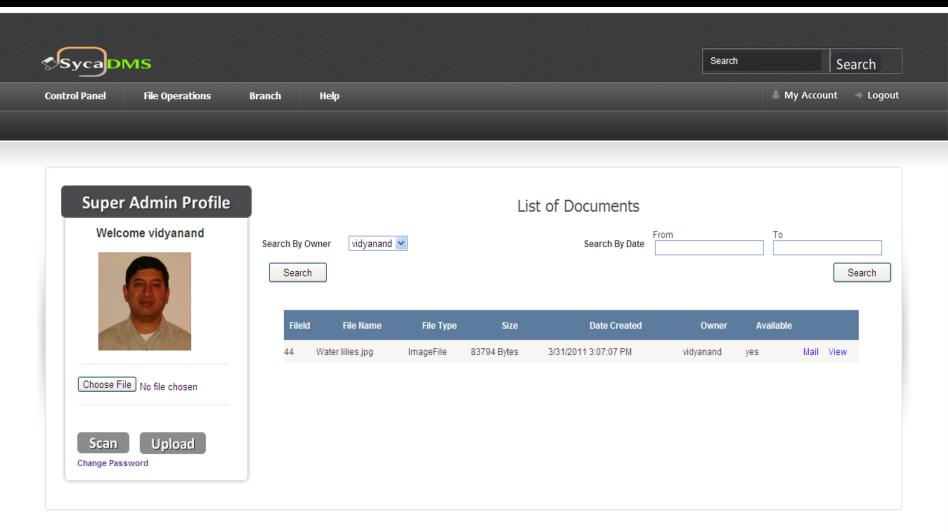
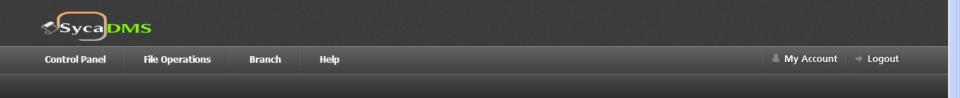


Figure 1: Home page of the Super Admin

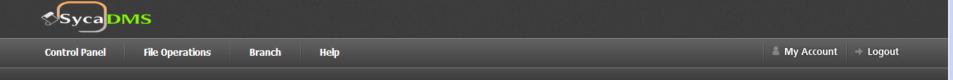
	Add User
User Name:	Gaurav
Password:	
First Name:	gaurav
Last Name:	mohokar
Email:	gaurav.mohokar@sycamo
Branch Code:	002 💌
User Role:	LocalAdmin V
User Image:	LocalAdmin Sunset.jpg
	Save Cancel

Figure 2: The above screen appears when Super Admin clicks on the add user sub menu in the control panel tab. Super Admin can also add Local Admin



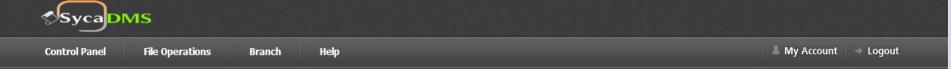
		Add User
	User Name:	
	Password:	
	First Name:	
	Last Name:	
	Email:	
Clink On	Branch Code:	002 🕶
Click On Save to	User Role:	LocalAdmin 💌
add user	User Image:	Choose File No file chosen
		Save Cancel
		User Added Sucessfully

Figure 3: When Super Admin clicks on save the user gets added and message is displayed



	Update User
Select User:	laxmeesh
Password:	
First Name:	laxmeesh
Last Name:	laxmeesh
Email:	laxmeesh.joshi@sycamor
Branch Code:	002 💌
User Role:	2
User Image:	Choose File Sunset.jpg
	Update Cancel

Figure 4: Super Admin can update local admin information as well as user information



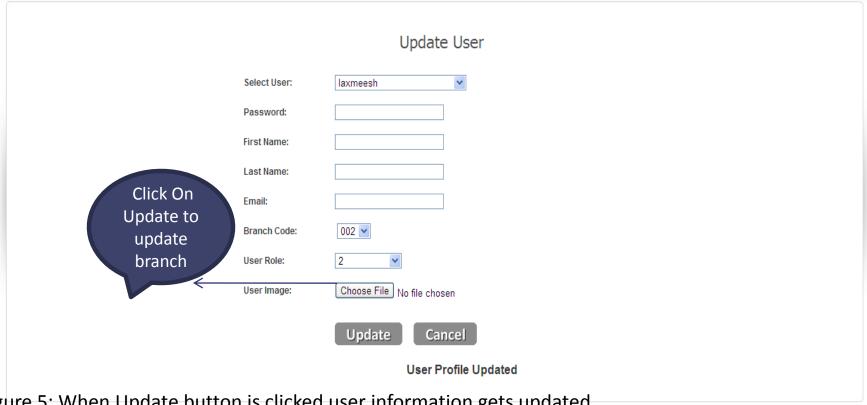


Figure 5: When Update button is clicked user information gets updated

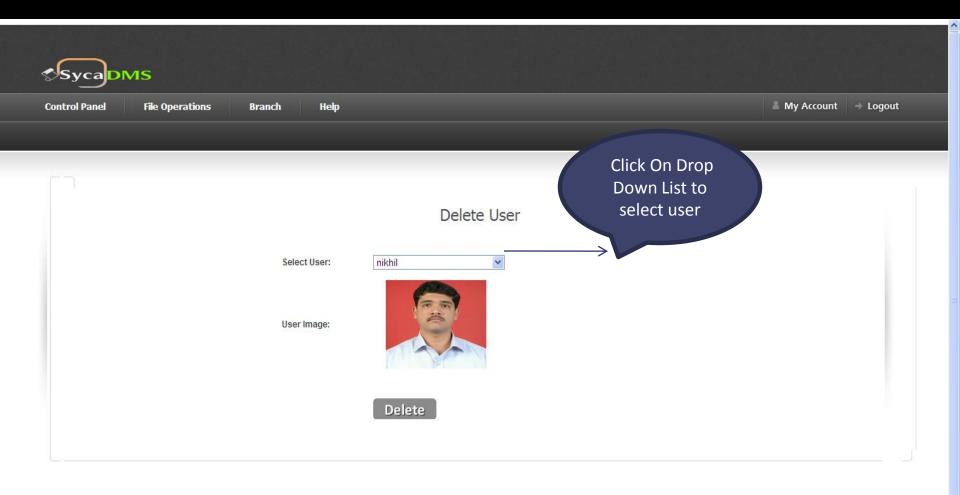


Figure 6: Super Admin can delete local Admin as well as Users by selecting them from drop down list.

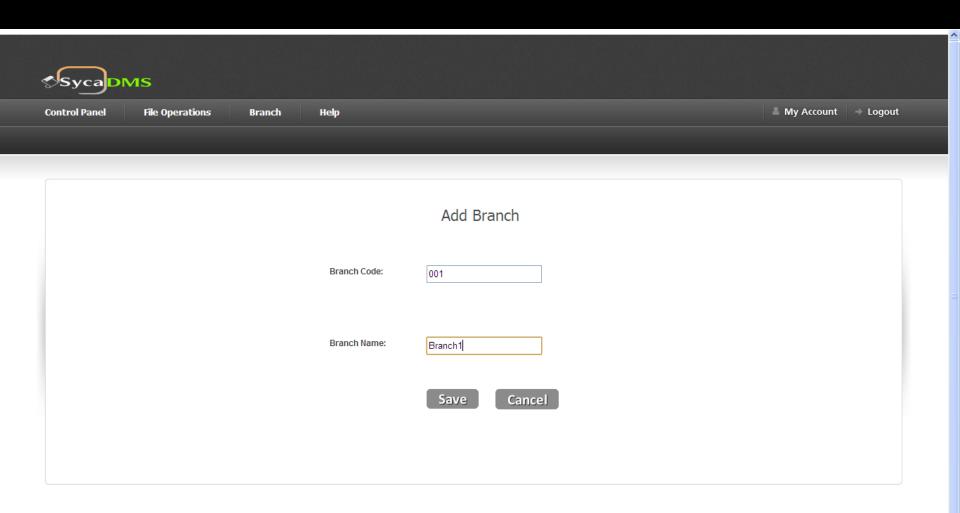
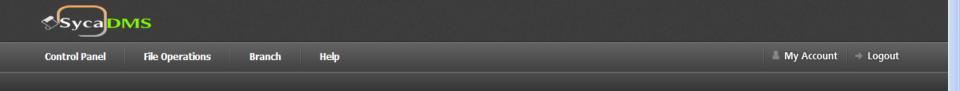


Figure 7: Super Admin can add branch by clicking on add branch sub menu in Branch tab



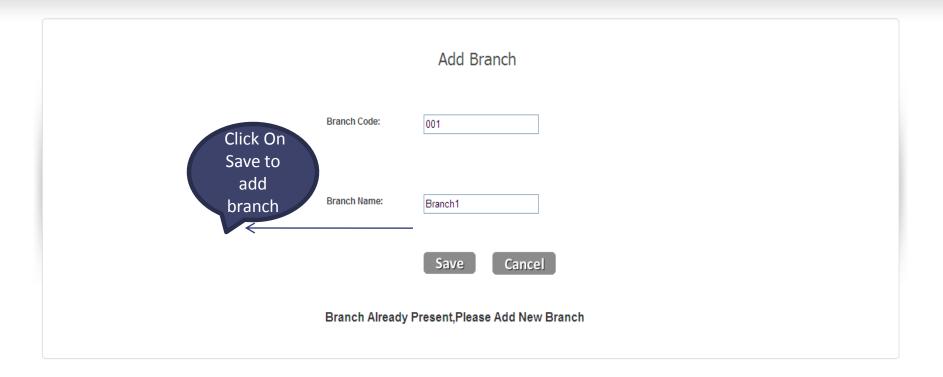
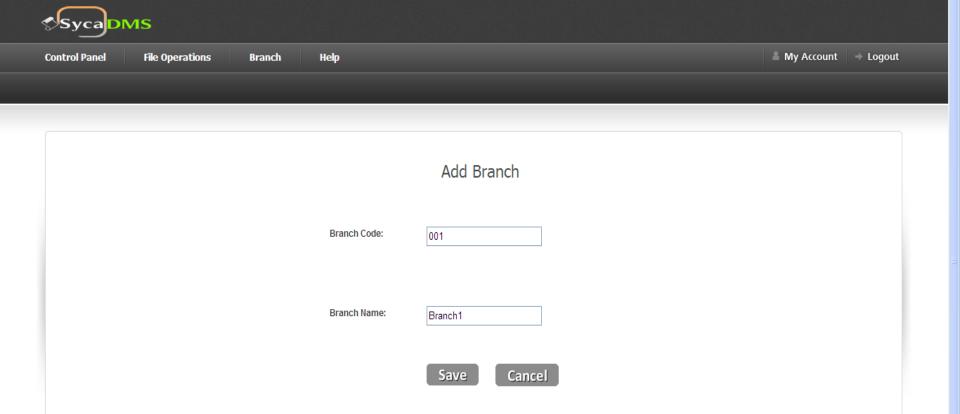


Figure 8: When branch is added successfully message gets displayed



Branch Already Present, Please Add New Branch

Figure 9: If branch already exists message is displayed

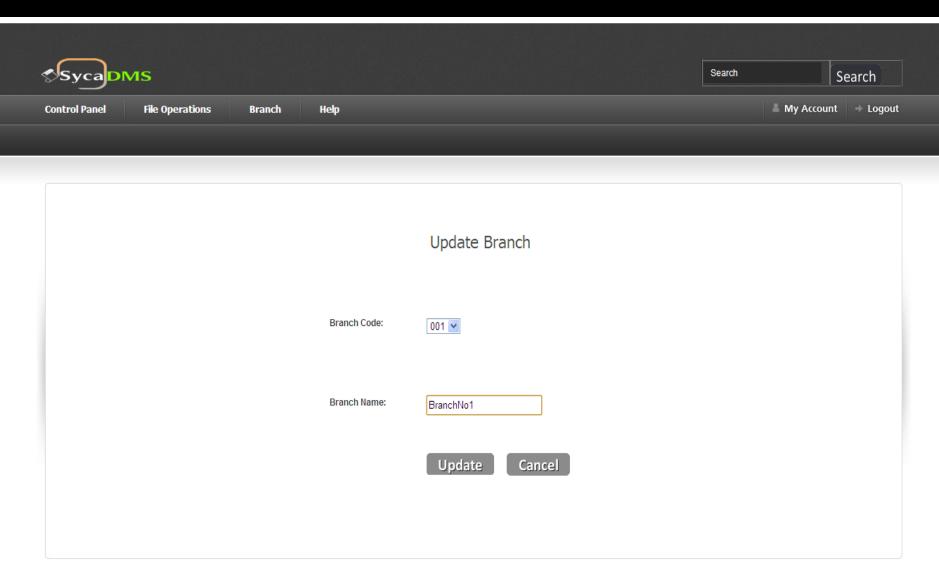


Figure 10: Super Admin can update a particular branch by selecting branch code.

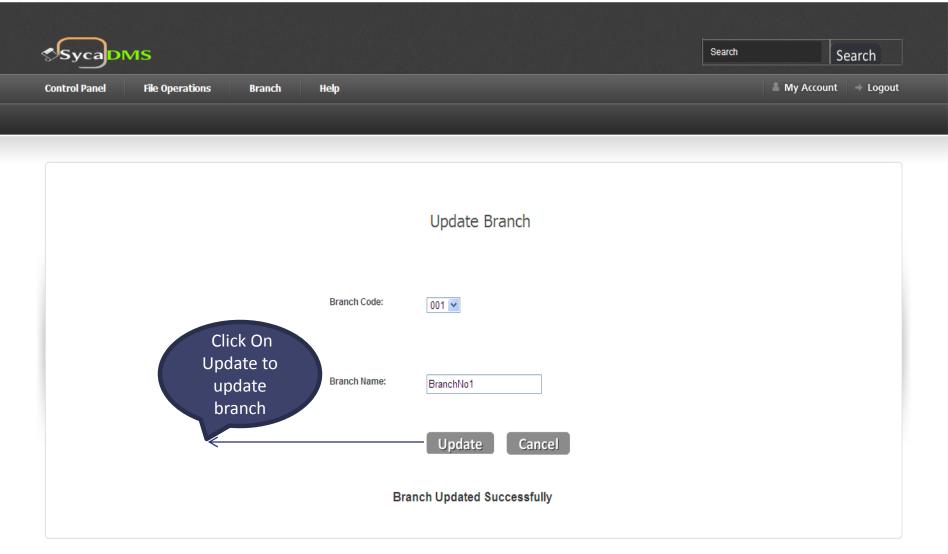


Figure 11: When branch gets updated successfully message is displayed

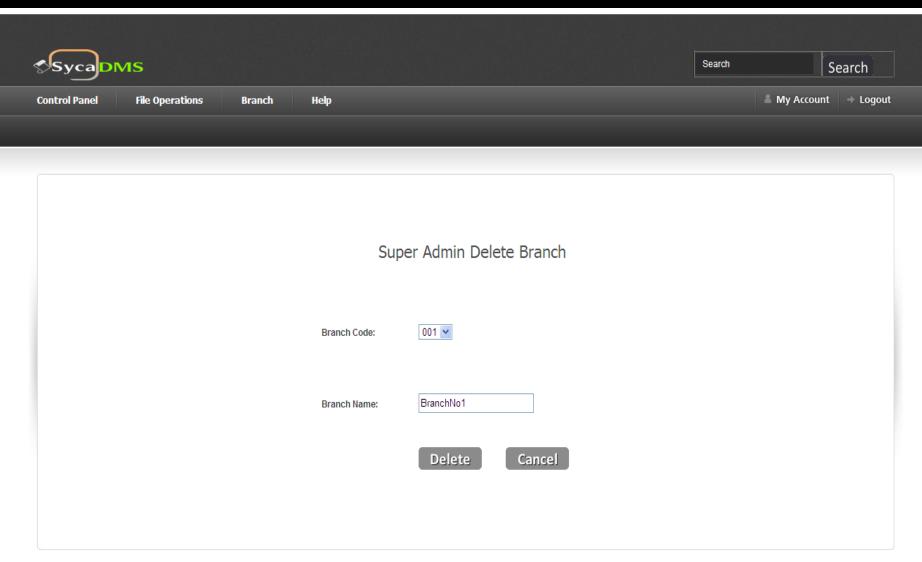


Figure 12: Super admin can delete a particular branch by selecting branch code.

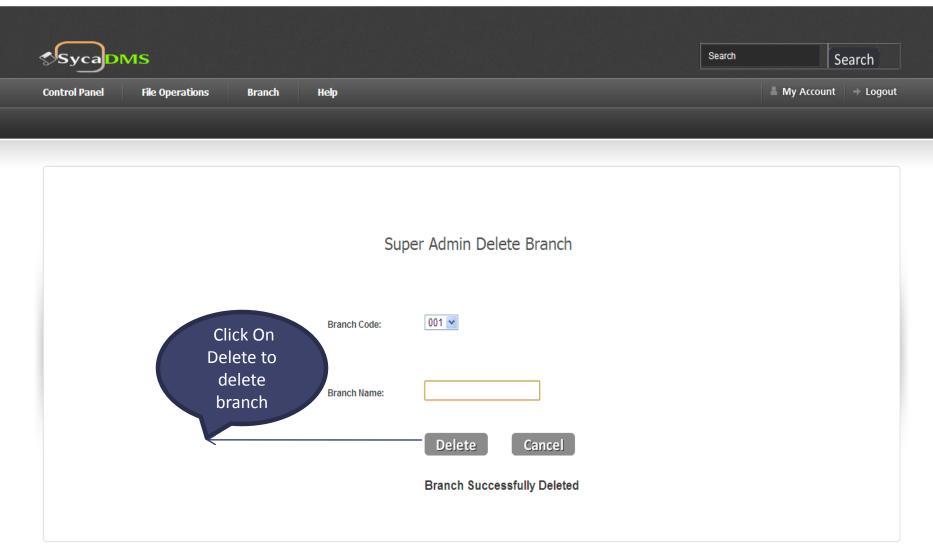


Figure 13: When branch gets deleted successfully message is displayed

Contact Us:



Corporate Address:

Unit No #07, 691/A-2 Bibewadi Industrial Estate, Pune Satara Road, Pune – 411037.

[P] 020-24224133 [C] +91-9881079840

[U] www.sycamoresoft.com

