



## Automatic IT Services Pvt. Ltd.

203/ A Wing, Kapil Towers, Ambedkar Road, Near Pune R.T.O.  
Pune – 1, Maharashtra, India  
[www.automaticinfotech.com](http://www.automaticinfotech.com)

# MyDMS 1.0

A comprehensive Document Management System for every industry

- Who we are
- What is MyDMS 1.0
- MyDMS 1.0 Functions at a glance
- MyDMS 1.0 Preview
- MyDMS 1.0 Menus
- MyDMS 1.0 Master Data
- MyDMS 1.0 Document Maintenance
- MyDMS 1.0 Document related various activities
- MyDMS 1.0 Easy and Faster Document Search
- MyDMS 1.0 Other Functionalities
- MyDMS 1.0 Reporting System
- Contact



- Part of group of companies with business interests
  - Manufacturing
  - Construction
  - Financial Services
  - Media and Hospitality
  - Information Technology
- Automatic is SAP Business One (SAP B1) Partner
- Automatic is Microsoft Partner and on its way to become Microsoft Small Business Partner

MyDMS 1.0's fully customizable interface enables a company to maintain documents as per company specific requirements. It is a simple, cost effective and easy to use solution for your document management requirement: Easy, secure, share, track and manage the documents and records your organization depends on.



- **Setup**

- Company Information

- **Administration**

- Document File Extensions
- User Groups
- Users
- User Authorization
- User Permissions
- User Allowed File Extensions

- **Customization**

- Document Library
- Document Cabinet
- Document Drawer
- Document Folder
- Document Category
- Document Meta Tags

- **Document Related Activities**

- Maintain Document Record
- Find – Access – Open Document
- Check Out / Check In Document

- **Search Document**

- Conditional Search
- General Search

- **Reports**




- Flex Reports
- User Login / Logout History
- Document Access History

- Ashvini Magnets Private Limited
  - STORES DOCUMENT LIBRARY
    - YEAR 2007-08
      - APRIL 2007
        - FACTORY
          - INDENT

Document Title	INDENT NO	INDENT DATE	PREPARED BY	CHECKED BY	APPROVED BY
INDENT 01	001	01/01/2008	DPD	KABALI	MBT

## Tree Structure of Document Storage

- Document Library
  - ↳ Document Cabinet
    - ↳ Document Drawer
      - ↳ Document Folder
        - ↳ Document Category wise Document

 Edit Doc Record	 Delete Doc Record	 View Doc Record	 Doc Properties	 View Document	 Check Out Doc	 Check In Doc
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- **Setup**
  - **Company Information**
- **Administration**
  - **Document File Extension**
  - **User Groups**
  - **Users**
  - **User Authorization**
    - **User Authorization**
    - **Allowed File Extension**
    - **Permissions**
- **Customization**
  - **Document Library**
  - **Document Cabinet**
  - **Document Drawer**
  - **Document Folder**
  - **Document Category**
  - **Document Meta Tags**
- **Search**
  - **Conditional Search**
  - **General Search**
- **Change Password**
- **Backup / Restore**
- **Archive**
- **Reports**
  - **Flex Report**
  - **System Report**

**User friendly menu driven application and interfaces**

Germany  
Bangalore  
Pune  
Thane  
Mumbai

Integrity  
Responsiveness  
Partnerships

**Company Details**

Name	Ashvini Magnets Private Limited		
Address	Ashish, 93-b, Senapati Bapat Road		
Country	India	State	Maharashtra
City	Pune	Pin	411016
Fax	020-25658028	Phone	020-25655777
E Mail	ampl2@vsnl.com		
Website	www.ashvinimagnets.com		
Remarks			

Save Cancel

Created By Changed By  
Created On 30/01/2008 Changed On

**File Extensions**

Add	Modify	Delete	Save	Cancel	Exit
File Ext.	TXT				
Description	TEXT FILES				
Created By	System Administrator		Changed By		
Created On	30/01/2008		Changed On		

**User Groups**

Add	Modify	Delete	Save	Cancel	Exit
Group Name	System Administration				
Description	System Administration				
Created By	System Administrator		Changed By		
Created On	30/01/2008		Changed On		

**User**

Add	Modify	Delete	Save	Cancel	Exit
Under Group	STORES				
Select User	STORES USER I				
Login ID	stores1	6 - 15 characters			
Password	*****	6 - 15 characters			
Verify					
User Role	User				
Created By	System Administrator		Changed By		
Created On	30/01/2008		Changed On		

**Maintenance of appropriate master data and user data**

## MyDMS 1.0: Master data

**User Authorization**

Save Cancel

Under Group: STORES

Select User: STORES USER I

Login ID: stores1

User Role: User

Select All Deselect All

Sr. No.	Activity	Authorization
1	Add Document Cabinet	✓
2	Modify Document Cabinet	✓
3	Delete Document Cabinet	✓
4	Add Document Drawer	✓
5	Modify Document Drawer	✓
6	Delete Document Drawer	✓
7	Add Document Folder	✓
8	Modify Document Folder	✓
9	Delete Document Folder	✓
10	Add Document Category	✓
11	Modify Document Category	✓
12	Delete Document Category	✓
13	Add Document	✓
14	Modify Document	✓
15	Delete Document	✓
16	View Doc	✓
17	E Mail/Export Doc	✓

Created By System Administrator Changed By  
Created On 30/01/2008 Changed On

**User Permissions**

Under Group: STORES

Select All Deselect All Save Cancel

Sr. No.	Document Library	Authorization
1	STORES DOCUMENT LIBRARY	✓

Created By Changed By  
Created On Changed On

**User Allowed File Extensions**

Add Modify Delete Save Cancel Exit

Under Group: STORES

Select User: STORES USER I

Login ID: stores1

User Role: User

File Ext.

Sr. No.	File Ext	Description
1	TXT	TEXT FILES
2	DOC	WORD DOCUMENT FILES
3	PPT	POWER POINT PRESENTATION FILES
4	XLS	EXCEL WORKBOOK FILES
5	RTF	RICH TEXT FORMAT FILES
6	PDF	PORTABLE DOCUMENT FORMAT FILES

Created By System Administrator Changed By  
Created On 30/01/2008 Changed On

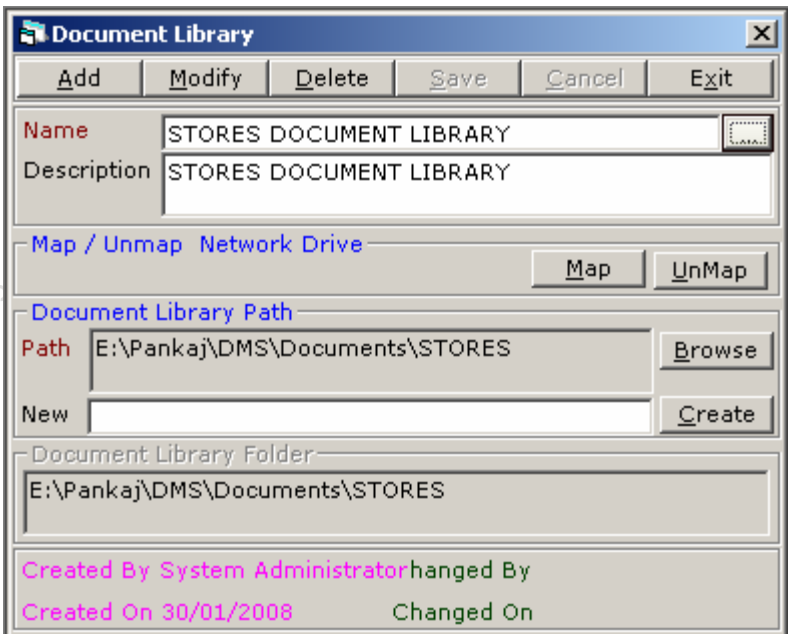
**User friendly security management for authorization based secured document access.**

Integrity

Responsiveness

Partnerships

## Document Storage Tree Structure management



**Document Library**

Add Modify Delete Save Cancel Exit

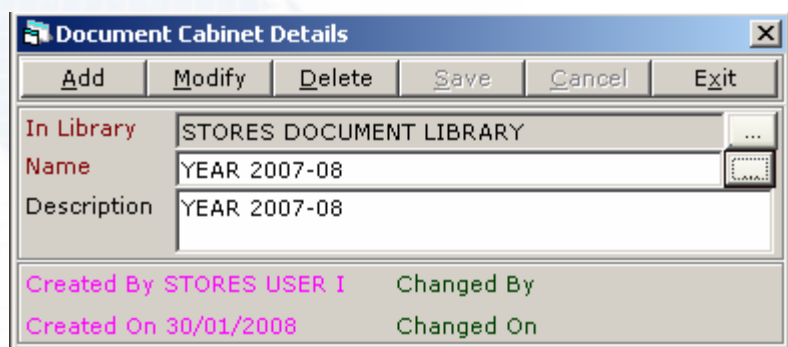
Name: STORES DOCUMENT LIBRARY  
Description: STORES DOCUMENT LIBRARY

Map / Unmap Network Drive  
Map UnMap

Document Library Path  
Path: E:\Pankaj\DMS\Documents\STORES  
Browse  
New Create

Document Library Folder  
E:\Pankaj\DMS\Documents\STORES

Created By System Administrator Changed By  
Created On 30/01/2008 Changed On

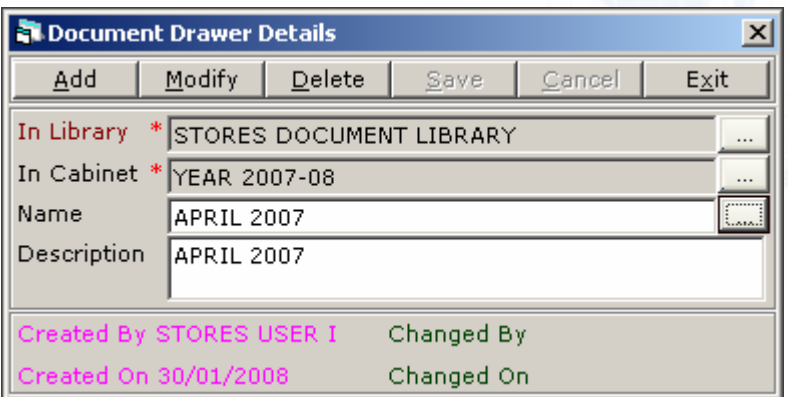


**Document Cabinet Details**

Add Modify Delete Save Cancel Exit

In Library: STORES DOCUMENT LIBRARY  
Name: YEAR 2007-08  
Description: YEAR 2007-08

Created By STORES USER I Changed By  
Created On 30/01/2008 Changed On

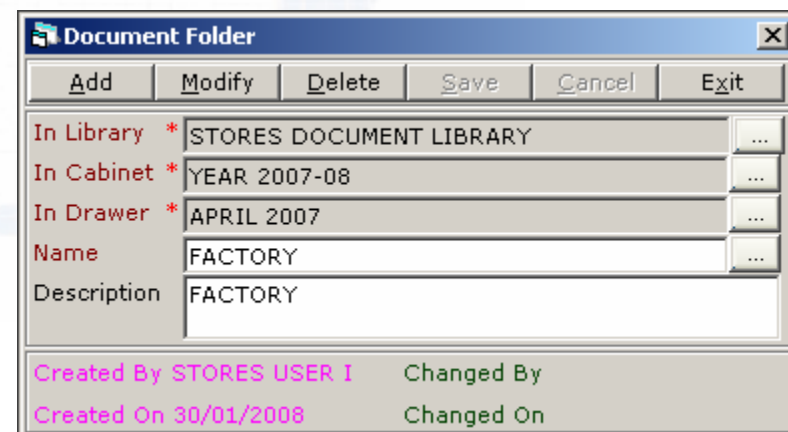


**Document Drawer Details**

Add Modify Delete Save Cancel Exit

In Library \*: STORES DOCUMENT LIBRARY  
In Cabinet \*: YEAR 2007-08  
Name: APRIL 2007  
Description: APRIL 2007

Created By STORES USER I Changed By  
Created On 30/01/2008 Changed On



**Document Folder**

Add Modify Delete Save Cancel Exit

In Library \*: STORES DOCUMENT LIBRARY  
In Cabinet \*: YEAR 2007-08  
In Drawer \*: APRIL 2007  
Name: FACTORY  
Description: FACTORY

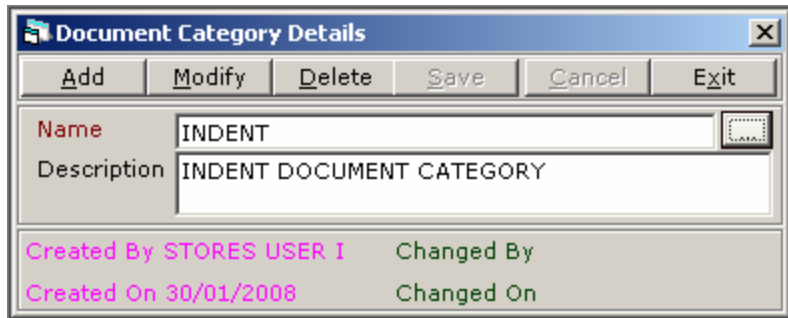
Created By STORES USER I Changed By  
Created On 30/01/2008 Changed On

Germany  
Bangalore  
Pune  
Thane  
Mumbai

Integrity  
Responsiveness  
Partnerships

Germany  
Bangalore  
Pune  
Thane  
Mumbai

Integrity  
Responsiveness  
Partnerships



**Document Category Details**

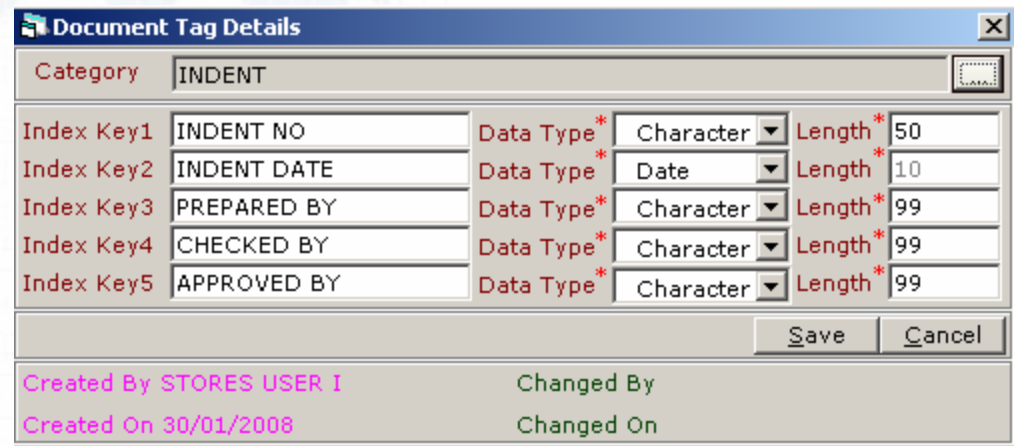
Add Modify Delete Save Cancel Exit

Name: INDENT

Description: INDENT DOCUMENT CATEGORY

Created By: STORES USER I      Changed By:

Created On: 30/01/2008      Changed On:



**Document Tag Details**

Category: INDENT

Index Key1	INDENT NO	Data Type*	Character	Length*	50
Index Key2	INDENT DATE	Data Type*	Date	Length*	10
Index Key3	PREPARED BY	Data Type*	Character	Length*	99
Index Key4	CHECKED BY	Data Type*	Character	Length*	99
Index Key5	APPROVED BY	Data Type*	Character	Length*	99

Save Cancel

Created By: STORES USER I      Changed By:

Created On: 30/01/2008      Changed On:

**Document Category and Document Category wise Meta Tags Management for easy and faster Document Search by Meta Tags.**

**Document Details**

Add Modify Delete Save Cancel Exit

In Library \* STORES DOCUMENT LIBRARY ...

In Cabinet \* YEAR 2007-08 ...

In Drawer \* APRIL 2007 ...

In Folder \* FACTORY ...

In Category\* INDENT ...

With Title INDENT 01

At Path \* Click Here To Select Document

Value 50000 Due Date 28/01/2008

Issued By DPD Issue Date 28/01/2008

Approved By KABALI Appr. Date 28/01/2008

Sr.No.	Index Key	Index Value
1	INDENT NO	001
2	INDENT DATE	01/01/2008
3	PREPARED BY	DPD
4	CHECKED BY	KABALI
5	APPROVED BY	MBT

Note

Created By STORES USER I Changed By  
Created On 30/01/2008 Changed On

**Document Properties**

In Library STORES DOCUMENT LIBRARY

In Cabinet YEAR 2007-08

In Drawer APRIL 2007

In Folder FACTORY

In Category INDENT

With Title INDENT 01

Value 50000 Due Date 28/01/2008

Issued By DPD Issue Date 28/01/2008

Approved By KABALI Appr. Date 28/01/2008

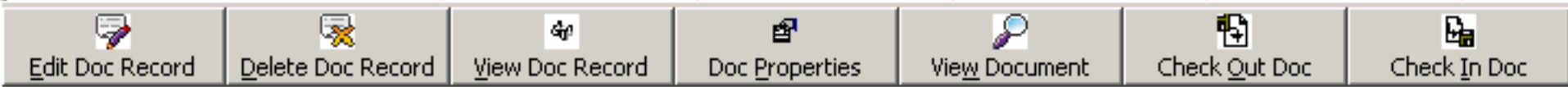
Sr.No.	Index Key	Index Value
1	INDENT NO	001
2	INDENT DATE	01/01/2008
3	PREPARED BY	DPD
4	CHECKED BY	KABALI
5	APPROVED BY	MBT

Created By STORES USER I Changed By  
Created On 30/01/2008 Changed On

**Easy maintenance of each document and its details (Value, Authors, Meta Tags etc.) through one click Find – Access – Open.**

Mumbai  
Thane  
Pune  
Bangalore  
Germany

Partnerships  
Responsiveness  
Integrity



- **Edit / Delete / View Document Record**
- **View Document Properties**
- **View Document**
- **Check Out Document**
- **Edit Document**
- **Check In Document**

Mumbai  
Thane  
Pune  
Bangalore  
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Partnerships  
Responsiveness  
tegrity

**Conditional Search Of Document**

**Parameters**

In Library \* STORES DOCUMENT LIBRARY ...

In Cabinet \* YEAR 2007-08 ...

In Drawer \* APRIL 2007 ...

In Folder \* FACTORY ...

In Category\* INDENT ...

Sr.No.	Index Key	Index Value
1	INDENT NO	
2	INDENT DATE	
3	PREPARED BY	
4	CHECKED BY	
5	APPROVED BY	

Search Cancel

**Search Document**

**Parameters**

In Library \* STORES DOCUMENT LIBRARY ...

From Cabinet YEAR 2007-08 ... To Cabinet YEAR 2007-08 ...

From Drawer APRIL 2007 ... To Drawer APRIL 2007 ...

From Folder FACTORY ... To Folder FACTORY ...

From Category INDENT ... To Category INDENT ...

Form Index Key1 001 To Index Key1 001

Form Index Key2 01/01/2008 To Index Key2 01/01/2008

Form Index Key3 DPD To Index Key3 DPD

Form Index Key4 KABALI To Index Key4 KABALI

Form Index Key5 MBT To Index Key5 MBT

Search Cancel

**Search Document**

**Parameters**

**Results**

Sr. No.	DocumentTitle	DocumentValue	DocumentDueDa	DocumentIssued	DocumentIssued	DocumentApprove
1	INDENT 01	50000	28/01/2008	DPD	28/01/2008	KABALI

**Easy and secured search of document with the filtration using their particular parameter Value or generalized parameter values.**

Change Password

Login ID	stores1	
Old Password *	*****	
New Password *	*****	6 - 15 characters
Verify Password *	*****	6 - 15 characters

Change Cancel

**Users are grouped and authorized by administrator so system gives Secured document storage and User Authorization based access. Functionalities like Backup / Restore and Document Data archiving**

## ■ Flex Reports

- Document Library List
- Document Cabinet List
- Document Drawer List
- Document Folder List
- Document Category List
- Document Category wise Meta Tags
- Document List

## ■ System Reports

- User Groups and Users List
- Users Login/ Logout History
- Document Access History
- Document Library – Document Quantitative Reports
- Document Library – Document Size Reports



## Contact

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**Vice President**

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**Mobile: +919820248190 / +919922446685**

# Thank You !!!