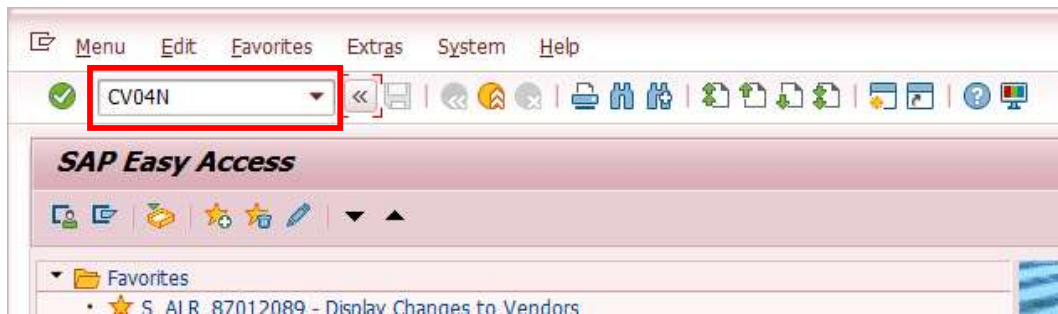


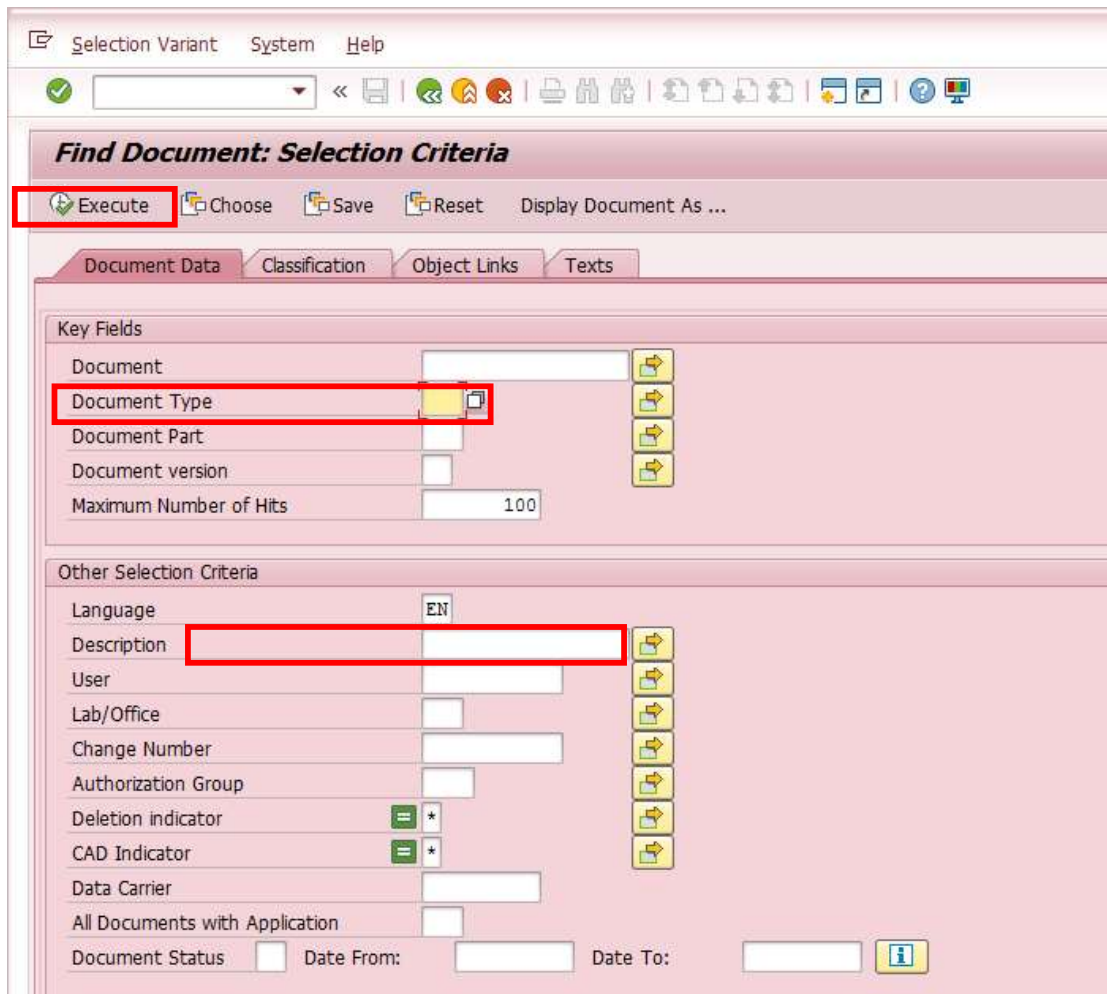
**DOCUMENT MANAGEMENT SYSTEM**

**PROCESS OF SEARCHING AND  
DOWNLOADING THE  
DOCUMENT (MANUALS) IN DMS SYSTEM**

TYPE **CV04N** AND PRESS **ENTER** KEY



You will get following screen. Type e.g. **STD** for Standard Document (or DRA for drawing etc.) or you can search (F4) in **document type** field for finding manuals. You can also type some related text in description field. Then click on **Execute** icon.



You will get a list of available documents in SAP DMS system.

**Document List After Selection 12 Hits**

P.	Ty	Document	Vr	Part	User	Description	Status text	Change Number
		STD 21000000000	00	000	999004605	Construction Manual For GSS	Released	
		STD 21000000001	00	000	999004605	Construction Manual For Lines	Released	
		STD 21000000002	00	000	999004605	Indian Electricity Grid Code	Released	
		STD 21000000003	00	000	999004605	Inspection Manual Equipmen...	Released	
		STD 21000000004	00	000	999004605	Inspection Manual-Office & I...	Released	
		STD 21000000005	00	000	999004605	Load despatch &System Op...	Released	
		STD 21000000006	00	000	999004605	Procedure for railway crossing	Released	
		STD 21000000007	00	000	999004605	Purchase & Store Manual	Released	
		STD 21000000008	00	000	999004605	O&M Manual for Substation ...	Released	
		STD 21000000009	00	000	999004605	Safety Manual	Released	
		STD 21000000010	00	000	999004605	Safety Standard	Released	
		STD 21000000011	00	000	999004605	Scheduling & Dispatch Proce...	Released	

Double click on any row (document), you will get following type of screen.

**Display Document: Basic Data Std. Docu, manuals (STD)**

Document: 21000000000 Part: 000 Version: 00

◆ Deletion Flag ◆ Document Structure ◆ Hierarchy

Document Data

Description	Construction Manual For GSS
Document Status	RE Released 07.09.2017-...
User	999004605 UMESH SHARMA , MIS & IT

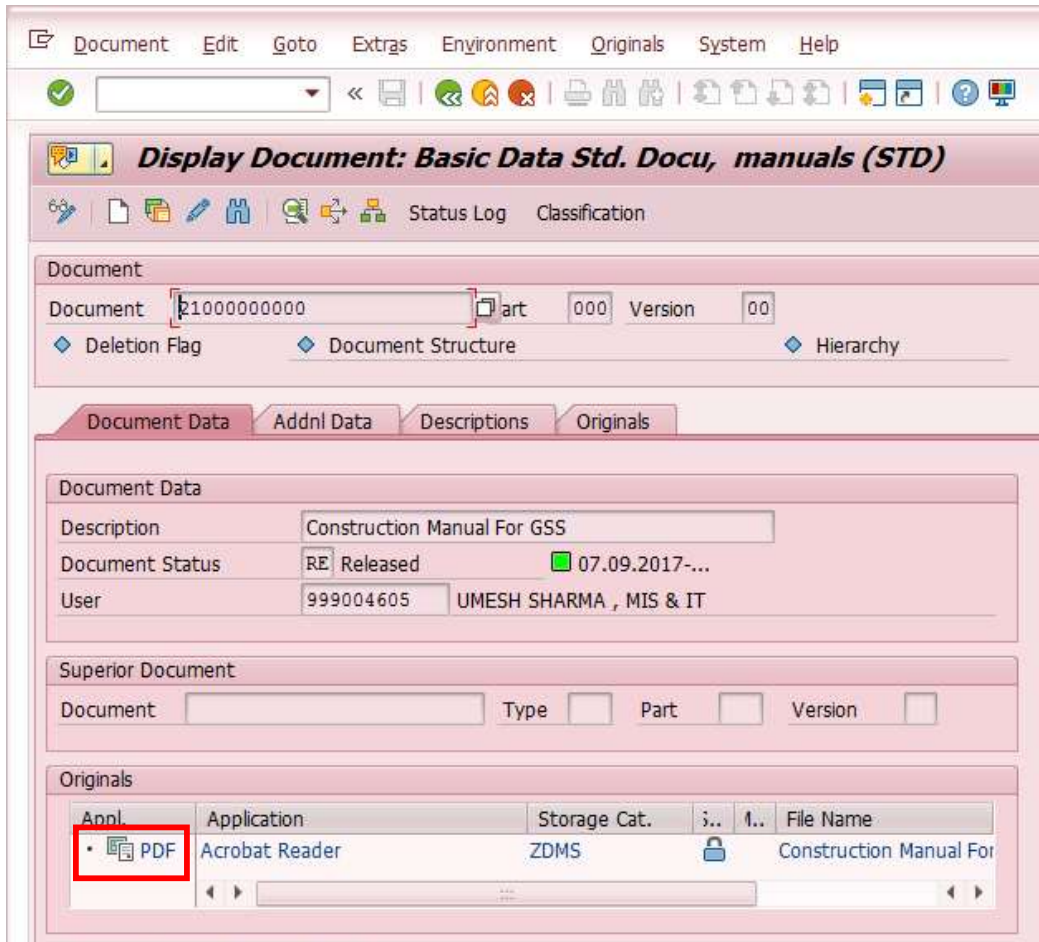
Superior Document

Document	Type	Part	Version
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Originals

Appl.	Application	Storage Cat.	...	1..	File Name
PDF	Acrobat Reader	ZDMS			Construction Manual For

You will get list of PDF document(s) under **Document Data** Tab (also in Originals). Double click on any of PDF document to view/download.



It may take time depending on size of document & download speed.

After that you can go back to previous screen to search or view any other document