



eFile

File Management System User Manual

NIC-EOF-EFILE-UM-002



Prepared by National Informatics Centre



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Receipt

Once a DAK/Letter is Diarised and a unique receipt/diary number is allotted then it becomes **Receipt**.

Diarisation of DAK/Letter

Browse and Diarise sub module of Receipt is used to generate **Receipt**, which can be either physical or electronic in nature.

- **Physical:** The unique number for the DAK/Letter is generated by the system, and further processing of the receipt can either be physical (manual) or electronic in nature.
- **Electronic:** The unique number for the DAK/Letter is generated by the system, and further processing of the receipt is always electronic in nature.

Important Points:

- ✓ Uploading of scanned document of 'DAK/Letter' is mandatory for **Electronic** diarisation and optional for **Physical** diarisation.
- ✓ DAK/Letter must be scanned as a single PDF (preferably a searchable PDF).For scanning the DAK/ letter refer to Annexure-I (Guidelines for Scanning).



STEPS TO FOLLOW:

1. Click **Physical/Electronic** link under **Browse & Diarize** sub-module or Click **Physical/Electronic** under **Create** link in Quick Access Menu bar for Receipt *(Figure 1).*

A DIGITAL	Mice File ver. 7.0 Step 1	en V Shravan Kumar ASST1(BO1)-DFS
	RECEIPT Create Physical Electronic FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search	∢
₽	Receipt Send Back Copy Close Search Here Receipt View (SELF) Sek	ect User 🔹 🔳
F	PIB01-DFS test subject 👆 Mantosh Kumar Ojha, BO 1 SECTI 🛱 14/03/2020 10:11 AM Physical	P 🖉
	DB01-DFS CCS University La Mantosh Kumar Ojha, BO 1 SECTI 1 → 14/03/2020 08:53 AM	2 🕅 🎓
₽ M	Created D/B01-DFS Ø CCS University 🖕 Mantosh Kumar Ojha, BO 1 SECTL 📆 14/03/2020 08:50 AM Sent	🔁 I 🎓
	Sent Initiated Actions O/BO1-DFS // CCS University Low Mantosh Kurnar Ojha, BO 1 SECTI (1) 14/03/2020 08:37 AM Acknowledgement	P 🏈
E N	Closed	2 🎦 🎓
ø	○ ☆ Ē 2522 358/2020/B01-DFS test subject 💩 Mantosh Kumar Ojha, BO 1 SECTI 醴。 14/03/2020 12:58 AM 👸 14/03/2020 12:58 AM	🖻 🔁 🎓
	○ ☆ (Ē) 2520 356/2020/B01-DFS test subject 💩 Mantosh Kumar Ojha, BO 1 SECTI 蓜。 14/03/2020 12:55 AM	🖻 🔁 🎓
	○ ☆ (E) 2519 355/2020/BO1-DFS test subject 💩 Mantosh Kumar Ojha, BO 1 SECTI 醴。 14/03/2020 12:53 AM 資 14/03/2020 12:53 AM	🖻 🔁 🎓
	○ ☆ (E) 2518 354/2020/BO1-DFS test subject 💩 Mantosh Kumar Ojha, BO 1 SECTI 醴。 14/03/2020 12:51 AM 資 14/03/2020 12:52 AM	🖻 🔁 🎓
	○ 今日日1515日31/000/R01L0FS Teer einhlerr 日 • Managek Kumer Olis 90 (CC/T) 日間、14/03/0020 1246 AM Total Records: 280	M 4 1 2 3 4 5 M

Figure 1

2. Click Upload button. The File Upload dialog box appears. Select the desired scanned PDF document (up to 20 MB) and click Openbutton (*Figure 2*).

A DIGITAL	VIGRAFILACE SOLUTION eFile ver. 7.							3230	en • Saroja Kumar Patro TD(SKP)-EOFFICE
	(RECEIPT Create)	Inbox Sent Advance Search	FILE	reate Inbox Sent	Advance Searc	ch		ISSUE Sent Returned	Advance Search
131 R	Upload ᆂ 🛛 Remove 🗙	Pdf Only <= 25 MB *			Diary Detail	ls			^
176 F	File Upload			f	Diary Date	×		Forms Of Communications * Letter	Language Bengali
		his PC → Desktop → CBP [Basic Users]		ע טֿ Search CBF	P [Basic Users]	2		Letter Date dd/mm/yyyy	Letter Ref. No.
	Organize 🔻 New fold				== -	0	× •	Mode Number	Sender Type Choose One
쉆	CBP [Basic Users	Name	Date modified 06-May-19 10:38	Type Adobe Acrobat D	Size 87 KB		¥		
R	eFile Manuals	Sample 2 Sample Letter Sample Receipt 2	31-Dec-12 2:48 PM 11-Dec-12 2:52 PM	Adobe Acrobat D Adobe Acrobat D Adobe Acrobat D	260 KB 6 KB	-			Add to Address Book
 4 ₪	Vaibhav	Sample RECEIPT 2 Sample RTI Letter Sample 1	04-Dec-12 6:26 PM 06-May-19 10:37	Adobe Acrobat D Adobe Acrobat D Adobe Acrobat D	103 KB 3 KB	-			
	 OneDrive 	Sample3	06-May-19 10:40	Adobe Acrobat D	13 KB	-		Forms Of Communications * Language Bengali Letter Mode Number Gesignation * Email	
DSC 420	This PC	剧 Signed Draft	08-Jul-16 1:16 PM	Adobe Acrobat D	6 KB				
\$	File r	name: Sample Receipt 2		✓ Adobe Ac	crobat Document	~		Email	
E D SC				Open	n Canc	el			
				- E	Personalize Ackr	nowledgen	nent	Generate	
								хис Соругі	ight © 2020, designed and developed by NIC.

Figure 2



3. Once the scanned DAK/Letter is uploaded, enter the required metadata (**Diary Details**, **Contact Details** and **Subject Category**):

eon				P 0==> (Description -
= [1]	Dirp 2 may then bit Annualization and court term	Advance Search Step 3	COMPANY SHE MAN	est [Analise Seatth]	
63	A Real Property and a real and a	Diary Details			1
		Diary base uniformation	Forms Of Communications *	* English	+
	tind.	Received Date * 20-th/2000	and Assessment	m Later Ref. No.	
	ma	Delivery Mode * By Hand	a - Mode Number	Sender Type Orome One	
10	इस साल मॉन्सून सामान्य रहेगा, 200% बारिस होनी	Chones One Step 3			
ā:	अर्थितनां प्रियानां अपीत में अर्थतानुम पर पहुंत्व अनुमान आहे. किंवत था। उसके मुलाविक हुन जात अनियूत सम्मानय रहेगा। कार्टिक पर दिप्रविधि अर्थता 100% रहेगा। 56 से 100% कार्टिक की सारामय समित्रान सामा आएक है।	Connact Details			and he Address Room
		hume "	0 - on ⁰	esgratur (
5	री पहली में आपी होता है अनुसान हर साथ जीवन डिप्टल टीप्टीहरी अनुसान ही पहली में आपी बरल है। पहला अनुसान अपैल ले	Organization			
8	दूसरा अनुसान मई-दूस में जारी किया जाता है। इसके सिए स्टेरिटिटक्स एससिस कोरकाहिटन	Mobile	tena	#	
	सिस्टम और ओसल पटलीसिम्बराच सीमती की सटट तो जता है। 1641 में 2010 के दीराज देखान में हर साम ओसलम 13 तेनी करिश सिंबीई की गई।	Address *			
	English	From 1000 (1000 Discretion 1wh			
	Part of the Army headquarters in Delhi has been sealed after	Kountry MDM # #	Gen	+ + ChyrDennet Chunne Grap	1.0
	a soldier tested positive on Friday. The coronavirus case	Per Caller [Step 3]	Landing	144	
	count in India has crossed the 80,000-mark with the death toll nearing 2,700. Finance Minister Nirmala Sitharaman	Category & Subject		6	
	will address another press conference today on the Rs 20	Man Caregory " Choose One	4 Che	Category Ob	- 1
	lakh crore package announced by PM Modi. On Thursday,	Personalize Automatigement		Constant Constant & Ser	Constant & Case
				Compright in 2020, short	plant and monthly of by by

Figure 3

4. Click Generate or Generate & Copy or Generate & Send to generate new electronic receipt with a unique Receipt No. (*Figure 4*).

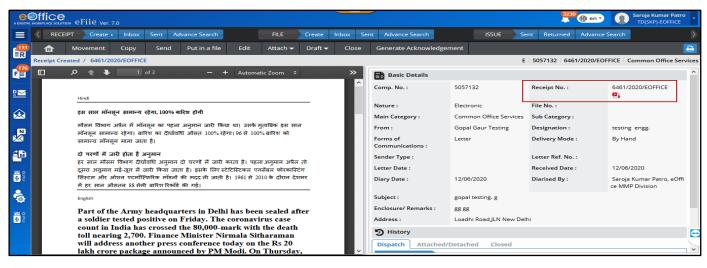


Figure 4

Note:

- All the mandatory fields are marked with Red asterisk (*).
- User can choose one of the fields marked with Orange asterisk (*).
- **Personalize Acknowledgment**: There is a provision to send acknowledgement to the sender who's DAK/ letter has been received in the organization (Refer <u>Acknowledgment</u> sub-module).
- Generate: Creates the receipt and saves it in 'Created' sub module.
- Generate & Send: Generates the Receipt No. and redirects to Receipt Send screen.
- Generate & Copy: (*This feature is configurable*): Generates the Receipt Number and redirects the user to diary screen retaining the content (PDF) and metadata (*Copying the pdf content is also configurable feature*) of the receipt.



Created Receipt List

The **Created** sub module displays the list of all generated Receipts (both **Electronic** and **Physical** in nature) that are not yet Marked/Send.

To view list of receipts created, Click Created sub module of Receipt module as shown in Figure 5.

	Stfice	en • Shravan Kumar ASST1(BO1)-DFS
	RECEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search	
	Receipt ck Move To • Create Volume Create Part Park Close • File View (SELF) Sel	ect User
E ²⁸		
	Inbox Created ect-11010/26/2020-B01-D Enter Description 🕹 Mantosh Kumar Ojha, BO 1 SECTI ট 03/03/2020 02:58 PM Sent	🖻 I 🄌
٤	Initiated Actions ect-11010/25/2020-BO1-D Enter Description 🛵 Mantosh Kumar Ojha, BO 1 SECTI 📆 03/03/2020 02:55 PM	
	Closed ect-11010/24/2020-B01-D Enter Description 🕹 Mantosh Kumar Ojha, BO 1 SECTL 🛱 03/03/2020 02:50 PM	۶
D SC	□ ☆ P 3654 Award Sect-11010/23/2020-B01-D Enter Description 🖕 Mantosh Kumar Ojha, BO 1 SECTL 💼 03/03/2020 02:45 PM 👸 03/03/2020 02:45 PM	2 🎓
* @	□ ☆ P 3653 Award Sect-11010/22/2020-B01-D Enter Description よ Mantosh Kumar Ojha, BO 1 SECTI 💼 03/03/2020 02:34 PM 👸 03/03/2020 02:34 PM	🖻 I 🄌
	□ 💠 [P] 3652 Award Sect-11010/21/2020-B01-D Enter Description 🕹 Mantosh Kumar Ojha, BO 1 SECTL 💼 03/03/2020 02:28 PM 👸 03/03/2020 02:28 PM	🖻 I 🄌
	☆ P 3649 Award Sect-11010/19/2020-B01-D Enter Description ♣ Mantosh Kumar Ojha, BO 1 SECTI ☆ 03/03/2020 11:27 AM ☆ 03/03/2020 11:27 AM	₽ <i>⊘</i>
	□ 📩 E 3627 A/7/2020-BO1-DFS dfgdf 🖕 Mantosh Kumar Ojha, BO 1 SECTL 📆 02/03/2020 12:12 PM Total Records: 204	

Figure 5

Description:

• The Created list of receipts displays information such as, Nature of Receipt (E/P), Computer No., Receipt No., Subject, Subject Category, Created On and Enclosure/Remarks (*Figure 6*).

«	RECEIPT Cre	ate + Inbox Sent Advance Search	FILE Create	Inbox Sent Advance Search	21	SUE Sent Returned	Advance Search	
Se	nd Put in a F	File Copy Generate Acknowledgement Clos	1			Search Here.	Receipt View Select User	
	Comp. No. †↓	Receipt No.	Subject		Subject Category	Created On †1	Remarks	
0	E 2546	382/2020/BO1-DFS	test subject		ACP and other related matters	14/03/2020 05:37 AM		
0	P 2545	381/2020/BO1-DFS	CCS University		ACP and other related matters	14/03/2020 05:36 AM		
	E 2544	380/2020/BO1-DFS	test subject		ACP and other related matters	14/03/2020 05:35 AM		
0	E 2541	377/2020/BO1-DF5	test subject		ACP and other related matters	14/03/2020 01:58 AM		
	E 2538	374/2020/BO1-DF5	test subject		ACP and other related matters	14/03/2020 01:52 AM		R
0	E 2536	372/2020/BO1-DF5	test subject		ACP and other related matters	14/03/2020 01:49 AM		R
0	E 2535	371/2020/BO1-DF5	test subject		ACP and other related matters	14/03/2020 01:48 AM		R
0	E 2533	369/2020/BO1-DF5	test subject		ACP and other related matters	14/03/2020 01:45 AM		R
0	E 2531	367/2020/BO1-DF5	test subject		ACP and other related matters	14/03/2020 01:42 AM		P
0	E 2526	362/2020/BO1-DF5	test subject		ACP and other related matters	14/03/2020 01:05 AM		

Figure 6

- The list of receipts can be sorted on the basis of **Computer No.** and **Created On** by clicking on column heads.
- The list of receipts can be filtered on the basis of **Nature**, **Subject Category**, **Reference (VIP)** and **Creation Date** range by clicking Filter Icon in menu bar.

e office			
ADDITING WORKING BOLIFICIN @File ver. 7.0	Actions		er View Search Search
RECEIPT Create + Inbox Sent	Advance Search FILE Create rate Acknowledgement Close	Inbox Sent Advance Search ISSUE	Service Receipt View Select User
Comp. No. †4 Receipt No.	Subject	Nature	On 11 Computer Number
E 2546 382/ Open	test subject	Both Physical Electronic	20 05:37 Receipt Number Click to choose
P 2545 381 2 Open In Ta	b CCS University	Subject Category	20 05:36 Remarks
E 2544 380 E Send	test subject	ACP and other All Meetings related All Advances matters	20 05:35 www
E 2541 377/2020/BO1-DF5	test subject	All GPF related	20 01:58 AM 🛛 🔁 🤌
E 2538 374/2020/BO1-DF5	test subject	Reference	20 01-52 AM 🖹 🎓 👔
E 2536 372/2020/BO1-DF5	test subject	O VIP	20 01:49 AM
E 2535 371/2020/BO1-DF5	test subject	Date Creation Date From Creation Date To	(20 01:48 AM

Figure	7
--------	---

test subject

test subject

@ 20 01:45 AM

20 01:42 AM

- The receipts can be searched using **Module Search** on the basis of **Computer No.**, **Receipt No.**, **Subject** and **Remarks**, by entering at least 3 characters.
- In addition to above, the **Created Receipt list** of **Self**, **Section User(s)** and **User under individual post hierarchy** can be viewed through **Receipt View**. (*Figure 8*)

A DEGITIAL	Dffic WORKPLACE S	eF	File ver. 7.0												1	@ en 🔻	Click here fo users	
	<(R	ECEIPT	Create + Inbox	Sent	Advance Search		FILE	Create	Inbox Se	nt Advan	ce Search		ISSUE	Sent Re	turned Advar	nce Search		∢
141 R	Pull U	lp											Sean	ch Here	▼ R	eceipt View	Select User	Ŧ
-296		Comp. N	o. †↓ Receipt No.			Subject					Subject Categ	gory	Create	d On † ↓	Remarks	O Self	O Section (Hierarchy
F	E	1586	1090/2020/BC	1-DFS		test subjec	t				ACR related m	natters	10/02/2	2020 06:41 PM				
	E	1570	1074/2020/BO	1-DFS		test subjec	t				ACR related m	natters	08/02/2	2020 12:46 PM				ct Search
-	E	1539	1043/2 <mark>020/B</mark> C	0pen		test subjec	t				ACR related m	natters	08/02/2	2020 07:21 AM			S	cope
劔	E	1472	976/2021	Open In	Tab 🔶	Context Menu Right Click					ACR related m	natters	07/02/2	2020 08:24 PM				R
	0 E	1454	958/2021	Send		Right Click					ACR related m	natters	07/02/2	2020 04:20 PM				ß
R	E	1453	957/20 <mark>20/801</mark>	-DFS		test subjec	t				ACR related m	natters	07/02/2	2020 04:18 PM				R
≏ M	□ E	1452	956/2020/BO1	-DFS		test subjec	t				ACR related m	natters	07/02/2	2020 04:15 PM				P
_	0 E	1408	912/2020/BO1	-DFS		test subjec	t				ACR related m	natters	06/02/2	2020 05:18 AM				R
D S C	□ E	1360	864/2020/BO1	-DFS		test subjec	t				ACR related m	natters	05/02/2	2020 08:25 PM				
.	0 P	1357	861/2020/BO1	-DFS		abcdefg					ACR related m	natters	05/02/2	2020 06:24 PM				
\$ 0																		0
	Total R	Records: 21	1															23 🕨 🕅
															NIC Co	pyright © 202	0, designed and c	leveloped by NIC.



Note:

E 2533

E 2531

E 2526

N

-

369/2020/BO1-DF5

367/2020/BO1-DFS

362/2020/BO1.DES

- Receipt View will display list of created receipts in **Section** and **Hierarchy** and no action will be allowed on them except '**Pull up**'
- Receipt is to be pulled up, to view its inner page and take other actions.
- Also, using context menu (mouse right click on receipt no.) created receipts can be opened in same or Different Tab of browser and also, can be send further. *(Figure 8)*
- The Attachment Icon *next* to Receipt no. is visible in case some other Files and/or Receipts are attached with it and further can be clicked to see attached details.
- The following actions that can be performed on the list of Created receipts:



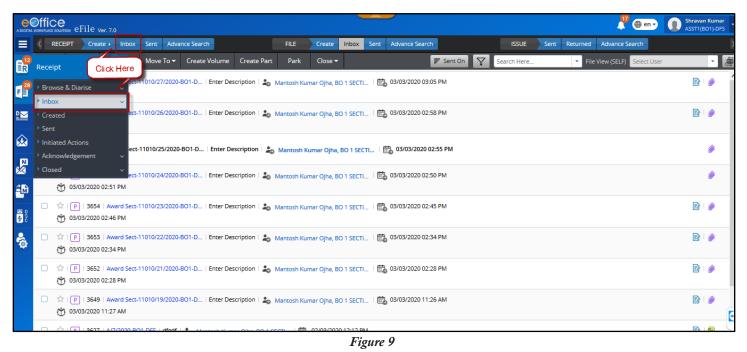
- Send
- Put in a File
- Copy
- Generate Acknowledgement
- Close
- Details of receipt such as diarized letter and other information can be viewed on receipt inner page by clicking on the **Receipt No**.
- Some additional actions that can be taken from receipt inner page are as follows -
 - Edit
 - Attach
 - Draft (For Electronic Receipt only)
 - Dispatch (For Physical Receipt only)
 - Convert (For Physical Receipt only)
 - Print



Receipt Inbox

The Receipt **Inbox** sub module displays list of all the incoming receipts that have been marked to the logged in user for further necessary action. The receipts in Inbox are in active state pending for necessary disposal.

To view list of receipts received, Click **Inbox** sub module of **Receipt** module or Click **Inbox** link of Receipt Quick Access menu bar. *(Figure 9):*



Description:

• The Inbox View can be switched from Advanced (Row based) to Normal (Column Based) and vice versa by clicking on switch icon. (*Figure 10*)

A DEGETAL V	Dffice manuar sammer eFile ver. 7.0	Click Here
	RECEIPT Create + Inbox Sent Advance Search ISSUE Sent Returned Advance Search	
	Receive Put in a file Move To 🔹 Send Back Copy Close Search Here <table-cell> Receipt View (SELF) Select Us</table-cell>	er Switch Inbox View
F 28	 ☆ E 1536 1040/2020/B01-DFS test subject よ Mantosh Kumar Ojha, BO 1 SECTL 截 08/02/2020 07:16 AM び 27/02/2020 05:24 PM This is default - Row Based view of Inbox 	Ľ Á
2	☆ P 1533 1037/2020/B01-DFS abcdefg 🍰 Mantosh Kumar Ojha, BO 1 SECT 🛱 08/02/2020 07:09 AM	ß
⊛	□ ☆ [P] 1531 1035/2020/B01-DFS abcdefg 🎝 Mantosh Kumar Ojha, BO 1 SECT 醴。 08/02/2020 07:04 AM 貸 08/02/2020 07:05 AM	
	□ ☆ [P] 1530 1034/2020/B01-DFS abcdefg 🎝 Mantosh Kumar Ojha, BO 1 SECTL 篋 08/02/2020 07:02 AM 貸 08/02/2020 07:03 AM	ß
8 0 900	□ ☆ P 1521 1025/2020/801-DFS abcdefg 🝰 Mantosh Kumar Ojha, BO 1 SECTL 💼 08/02/2020 06:50 AM ① 08/02/2020 06:50 AM	ß



Note:

• To configure the default view for Inbox List Refer <u>Preferences</u> sub module of Setting Module.



• The Inbox list of receipts displays information such as, Nature of Receipt (E/P), Computer No., Receipt No., Subject, Sent By, Sent on, Read On, Due On and Remarks (*Figure 11*).

	Э иттом е	File ver. 7.									📍 🌐 en 🗸		n Kumar 301)-DFS
REC	EIPT	Create +	Inbox Sent A	dvance Search			of ant Advance Search		ISSUE	Sent Ret	urned Advance Search		
eceive	e Pu	ıt in a file	Move To 👻 Sen	d Send Back	Copy Clo			Y	earch Here	-	Receipt View (SELF) Select User		-
	Co	omp. No. †↓	Receipt No.		Subject		Sent By	Sent On	†I Read On †	↓ Due On †↓	Remarks		
☆	E 15	536	1040/2020/BO1-DF	5	3. Sorting	of receipts available upo							
☆	P 15	533	1037/2020/BO1-DF	5	abcdefg		Mantosh Kumar Ojha, BO 1 SE)			
☆	Р 19				abcdefg		Mantosh Kumar Ojha, BO 1 SE				umn Based view of Inbox	1	
☆	P 15	· ·	cal E- Electronic		abcdefg		Mantosh Kumar Ojha, BO 1 SE			,			
☆	P 15	521	1025/2020/BO1-DF	5	abcdefg		Mantosh Kumar Ojha, BO 1 SE)			
☆	P 19	520	1024/2020/BO1-DF	5	abcdefg		Mantosh Kumar Ojha, BO 1 SE)			
☆	P 15	519	1023/2020/BO1-DF	s	abcdefg		Mantosh Kumar Ojha, BO 1 SECTI						
☆	P 15	518	1022/2020/BO1-DF	5	abcdefg		Mantosh Kumar Ojha, BO 1 SE)	4 Colour legends	signifying	
☆	P 15	517	1021/2020/BO1-DF	5	abcdefg		Mantosh Kumar Ojha, BO 1 SE)			Z
☆	P 15	516	1020/2020/BO1-DF	5	abcdefg		Mantosh Kumar Ojha, BO 1 SE)			
	会 会 会 会 会 会 会 会 会	☆ E 14 ☆ P 19 ☆ P 19	Receive Put in a file Comp. No. 11 Image: State of the stateo	ceive Put in a file Move To ▼ Sen Comp. No. 11 Receipt No. ☆ P 1536 1040/2020/B01-DF ☆ P 1533 1037/2020/B01-DF ☆ P 1 2. Nature of receipts - P-Physical E-Electronic ☆ P 1521 1025/2020/B01-DF ☆ P 1521 1024/2020/B01-DF ☆ P 1519 1023/2020/B01-DF ☆ P 1518 1022/2020/B01-DF ☆ P 1517 1021/2020/B01-DF ☆ P 1516 1020/2020/B01-DF	No. 11 Move To ▼ Send Send Back Image: Comp. No. 11 Receipt No. Image: Comp. No. 11 Receipt No. Image: Comp. No. 11 Receipt No. Image: Comp. No. 11 Receipt No. Image: Comp. No. 11 Receipt No. Image: Comp. No. 11 Receipt No. Image: Comp. No. 11 Receipt No. Image: Comp. No. 11 Receipt No. Image: Comp. No. 11 Receipt No. Image: Comp. No. 11 Receipt No. Image: Comp. No. 11 Receipt No. Image: Comp. No. 11 Receipt No. Image: Comp. No. 11 Receipt No. Image: Comp. No. 11 Receipt No. Image: Comp. No. 11 Receipt No. Image: Comp. No. 11 Receipt No. Image: Comp. No. 11 Receipt No. Image: Comp. No. 11 Receipt No. Image: Comp. No. 11 Receipt No. Image: Comp. No. 11 Receipt No. Image: Comp. No. 11 Receipt No. 1024/2020/B01-DFS Image: Comp. No. 11 Receipt No. Image: Comp. No. 11 Receipt No. 1022/2020/B01-DFS Image: Comp. 1023/2020/B01-DFS Image: Comp. 1023/2020/B01-DFS Image: Comp. 1023/2020/B0	No. 1 Move To ▼ Send Send Back Copy Clo Comp. No. 11 Receipt No. Subject Subject Subject Image: Comp. No. 11 Receipt No. Subject Subject Image: Comp. No. 12 Receipt Subject Subject Subject Image: Comp. No. 11 Receipt Subject Subject Subject Image: Comp. No. 11 Receipt Subject Subject Subject Image: Comp. No. 11 Receipt Subject Subject Subject Subject Subject Subject Image: Comp. 1021	Put in a file Move To ▼ Send Send Back Copy Close receipts Comp. No. 11 Receipt No. Subject Subject Subject Image: Comp. No. 11 Receipt No. Subject Subject Image: Comp. No. 10 Receipt No. <td>No. Tor Send Send Back Copy Close receipts Comp. No. 11 Receipt No. Subject Sent By Comp. No. 11 Receipt No. Sorting of receipts available upon click based on Bot St P 1533 1037/2020/B01-DFS Bocdefg Mantosh Kumar Ojha, BO 1 St P P. 1523 1025/2020/B01-DFS ebcdefg Mantosh Kumar Ojha, BO 1 St P P 1521 1025/2020/B01-DFS abcdefg Mantosh Kumar Ojha, BO 1 St P 1521 1025/2020/B01-DFS abcdefg Mantosh Kumar Ojha, BO 1 St P 1519 1022/2020/B01-DFS abcdefg Mantosh Kumar Ojha, BO 1 St P 1518 1022/2020/B01-DFS abcdefg Mantosh Kumar Ojha, BO 1 St P 1518 1022/2020/B01-DFS abcdefg Mantosh Kumar Ojha, BO 1 St P 1518 1022/2020/B01-DFS abcdefg Mantosh Kumar Ojha, BO</td> <td>No. 11 Receipt No. Send Back Copy Close Perceipts Sent On</td> <td>No. 11 Nove To ▼ Send Send Back Copy Close Perceipts Search Here Comp. No. 11 Receipt No. Subject Sent By Sent On 11 Read On 1 P 1536 1040/2020/B01-DFS 3. Sorting of receipts available upon Click based on abcdefg Mantosh Kumar Ojha, BO 1 SECTL. 08/02/2020<td>Put in a file Move To ▼ Send Send Back Copy Close receipts Sent On 11 Read On 11 Due On 11 Comp. No. 11 Receipt No. Subject Sent By Sent On 11 Read On 11 Due On 11 Comp. No. 11 Receipt No. Subject Sent By Sent On 11 Read On 11 Due On 11 Comp. No. 11 Receipt No. Subject Sent By Sent On 11 Read On 11 Due On 11 Comp. No. 11 Receipt No. Subject Sent By Sent On 11 Read On 11 Due On 11 Comp. No. 11 Receipt No. Subject Astrona Notation Notat</td><td>Name Put in a file Move To * Send Send Back Copy Close Perceipts Sent By Sent N Here. * Receipt View (SEU) Select User Compl. No. 11 Receipt No. 1 Receipt No. Subject Sent By Sent O 11 Read On 11 Due On 11 Remarks Image: Compl. No. 11 Receipt No. 1 Softing of receipts available upon click based on 07.09 AM 07.09 AM</td><td>Name Put in a file Move To ▼ Send Back Copy Close receipts Search Here. Peccipt View (SEL) Select User Comp. No. 11 Receipt No. Subject Sent By Sent On 11 Read On 11 Due On 11 Remarks Image: Comp. No. 11 Receipt No. Sorting of receipts available upon click based on 0716.00 08/02/202</td></td>	No. Tor Send Send Back Copy Close receipts Comp. No. 11 Receipt No. Subject Sent By Comp. No. 11 Receipt No. Sorting of receipts available upon click based on Bot St P 1533 1037/2020/B01-DFS Bocdefg Mantosh Kumar Ojha, BO 1 St P P. 1523 1025/2020/B01-DFS ebcdefg Mantosh Kumar Ojha, BO 1 St P P 1521 1025/2020/B01-DFS abcdefg Mantosh Kumar Ojha, BO 1 St P 1521 1025/2020/B01-DFS abcdefg Mantosh Kumar Ojha, BO 1 St P 1519 1022/2020/B01-DFS abcdefg Mantosh Kumar Ojha, BO 1 St P 1518 1022/2020/B01-DFS abcdefg Mantosh Kumar Ojha, BO 1 St P 1518 1022/2020/B01-DFS abcdefg Mantosh Kumar Ojha, BO 1 St P 1518 1022/2020/B01-DFS abcdefg Mantosh Kumar Ojha, BO	No. 11 Receipt No. Send Back Copy Close Perceipts Sent On	No. 11 Nove To ▼ Send Send Back Copy Close Perceipts Search Here Comp. No. 11 Receipt No. Subject Sent By Sent On 11 Read On 1 P 1536 1040/2020/B01-DFS 3. Sorting of receipts available upon Click based on abcdefg Mantosh Kumar Ojha, BO 1 SECTL. 08/02/2020 <td>Put in a file Move To ▼ Send Send Back Copy Close receipts Sent On 11 Read On 11 Due On 11 Comp. No. 11 Receipt No. Subject Sent By Sent On 11 Read On 11 Due On 11 Comp. No. 11 Receipt No. Subject Sent By Sent On 11 Read On 11 Due On 11 Comp. No. 11 Receipt No. Subject Sent By Sent On 11 Read On 11 Due On 11 Comp. No. 11 Receipt No. Subject Sent By Sent On 11 Read On 11 Due On 11 Comp. No. 11 Receipt No. Subject Astrona Notation Notat</td> <td>Name Put in a file Move To * Send Send Back Copy Close Perceipts Sent By Sent N Here. * Receipt View (SEU) Select User Compl. No. 11 Receipt No. 1 Receipt No. Subject Sent By Sent O 11 Read On 11 Due On 11 Remarks Image: Compl. No. 11 Receipt No. 1 Softing of receipts available upon click based on 07.09 AM 07.09 AM</td> <td>Name Put in a file Move To ▼ Send Back Copy Close receipts Search Here. Peccipt View (SEL) Select User Comp. No. 11 Receipt No. Subject Sent By Sent On 11 Read On 11 Due On 11 Remarks Image: Comp. No. 11 Receipt No. Sorting of receipts available upon click based on 0716.00 08/02/202</td>	Put in a file Move To ▼ Send Send Back Copy Close receipts Sent On 11 Read On 11 Due On 11 Comp. No. 11 Receipt No. Subject Sent By Sent On 11 Read On 11 Due On 11 Comp. No. 11 Receipt No. Subject Sent By Sent On 11 Read On 11 Due On 11 Comp. No. 11 Receipt No. Subject Sent By Sent On 11 Read On 11 Due On 11 Comp. No. 11 Receipt No. Subject Sent By Sent On 11 Read On 11 Due On 11 Comp. No. 11 Receipt No. Subject Astrona Notation Notat	Name Put in a file Move To * Send Send Back Copy Close Perceipts Sent By Sent N Here. * Receipt View (SEU) Select User Compl. No. 11 Receipt No. 1 Receipt No. Subject Sent By Sent O 11 Read On 11 Due On 11 Remarks Image: Compl. No. 11 Receipt No. 1 Softing of receipts available upon click based on 07.09 AM 07.09 AM	Name Put in a file Move To ▼ Send Back Copy Close receipts Search Here. Peccipt View (SEL) Select User Comp. No. 11 Receipt No. Subject Sent By Sent On 11 Read On 11 Due On 11 Remarks Image: Comp. No. 11 Receipt No. Sorting of receipts available upon click based on 0716.00 08/02/202

Figure 11

- List of Receipts can be sorted based on Computer No., Sent On, Due On and Read On.
- Legends and Color Code are used to differentiate various receipts in list. (Figure 11)
- **Sent By** user details (Name, Designation, Marking Abbreviation, Post, Section, Department, Email and Instance) can be viewed by clicking on user's name. *(Figure 12)*

A DOGITA	Office	eFile ver. 7	1.0										17 🌐 en 🗸	Shravan Kumar ASST1(BO1)-DFS
	< REC	EIPT Create •	Inbox Sent	Advance Search			Create Inbo	c Sent A	Advance Search		ISSUE	Sent Retu	rned Advance Search	∢
	Receive	Put in a file	Move To 👻 Se	nd Send Bac	k Copy	Close				Searc	h Here	▼ R	eceipt View (SELF) Select Use	er 🔹 📕
- 28	•	Comp. No. †↓	Receipt No.		Subject			Sent By		Sent On †↓	Read On †↓	Due On †↓	Remarks	
F	□ ☆	E 1536	1040/2020/BO1-D	FS	test subj	ect		Mantosh I	 Click here for r sender details 		27/02/2020 05:24 PM			R
	□ ☆	P 1533	1037/2020/BO1-D	FS	abcdefg			Mantosh Ku	umar Ojha, BO 1 SECTI	08/02/2020 07:09 AM	08/02/2020 07:09 AM			ß
∞	0 🌣	P 1531	1035/2020/BO1-D	Name Marking Abbr.	Mantosh Kuma ASST2(BO-I)-DF		Designation Post	ASSTT. SEC	TION OFFICER)-DFS	08/02/2020 07:04 AM	08/02/2020 07:05 AM			P
₽¥	0 🌣	P 1530	1034/2020/BO1-D	Section Email	BO 1 SECTION	- DFS	Department	DFS		08/02/2020 07:02 AM	08/02/2020 07:03 AM			ß
4 M	0 🌣	P 1521	1025/2020/BO1-D	FS	abcdefg			Mantosh Ku	umar Ojha, BO 1 SECTI	08/02/2020 06:50 AM	08/02/2020 06:50 AM			R
E D S C	0 🏠	P 1520	1024/2020/BO1-D	FS	abcdefg			Mantosh Ku	umar Ojha, BO 1 SECTI	08/02/2020 06:48 AM	08/02/2020 06:48 AM			ß

Figure 12

• The list of Receipts in the Inbox can be **filtered** by clicking on the Filter Icon in the menu bar on the basis of **Nature**, **Read/Unread**, **Priority**, **Subject Category**, **Reference (VIP)**, **Sent Date** range, **Due Date** range and other Flags/Label such as Important, Due Date Elapsed and Action Initiated. (*Figure 13*)

	RECEIPT Create			FILE Create Inbox Sent Advance Search 6. Filter view 15. 7. Module Search Advance Search	Shravan Kum ASST1(BO1)-D
12	Receive Put in a file		:k Copy	Close Search Here Receipt View (SELF) Select User	•
R	Comp. No.	†↓ Receipt No.	Subject	Nature On †1 Computer Number 1 Remarks	
28	□ ☆ E 1536	1040/2020/BO1-DF5	test subjec	Physical 💽 All 💿 Received 🔍 Unreceived 💿 None 2/2020 🧧 Receipt Number	
		1010/2020/001-010	test subjec	Electronic O All O Read O Unread O None	
	🗋 😭 P 1533	1037/2020/BO1-DFS	abcdefg	Priority AM Sent By	
$\hat{\mathbf{x}}$	□ ☆ P 1531	1035/2020/BO1-DFS	abcdefg	Immediate Most Immediate Out Today 2/2020 08/02/2020	
			aucueig	Subject Category AM 07:05 AM	
Z		Context Menu on Mouse ht Click on receipt number	abcdefg	ACP and other All Meetings related All Advances 2/2020 08/02/2020 related matters matters 2 M 07:03 AM	
M	□ ☆ P 1521	1025/2020	abcdefg	All GPF related 2/2020 08/02/2020	
-		Open	obcocia	Reference AM 06:50 AM	
≌ D ∳ Sc	🗋 🏠 P 1520	1024/2020	abcdefg	VIP 2/2020 08/02/2020	
		Send		Date	
ô	🗋 😭 P 1519	1023/2020 🕒 Send Back	abcdefg	Sent Date From Sent Date To d2020 dd/mm/yyyy 🛍 KAM	
	🔲 😭 P 1518	1022/2020/BO1-DF5	abcdefg	Due Date From Due Date To 2/2020 08/02/2020 dd/mm/yyyy Image: Control of the second s	
	🗌 😭 P 1517	1021/2020/BO1-DFS	abcdefg	Others 2/2020 08/02/2020	



- Receipt can be searched using **Module Search** (Computer No., Receipt No., Subject, Sender and Sent By).(Figure 13)
- Using **Context menu** (on mouse right click) **receipts** in Inbox can be Received (Unreceived physical receipts only), **Opened in Same** or **Different Tab** of the browser and can be **Send** or **Send Back**.(*Figure 13*)
- List of receipts in Inbox of Self, Users in same Section/Office and Users under your individual post hierarchy can be viewed through Receipt view. *(Figure 14)*

A DEGETIAL	Office	on eFile ver. 7.	0					Asst1(B01)-DFS
	< RECE	IPT Create +	Inbox Sent Advance Search	FILE Create In	nbox Sent Advance Search	ISSUE	Sent Returned 9	. Reciept View
	Receive	Put in a file	Move To 👻 Send Send Back	Copy Close		Search Here	Receipt View (S	ELF) Select sel
28		Comp. No. †↓	Receipt No.	Subject	Sent By	Sent On †↓ Read On †↓	L Due On †L Remark	Self Section Hierarchy
F	□ ☆	E 1536	1040/2020/BO1-DFS	test subject	Mantosh Kumar Ojha, BO 1 SECTI	08/02/2020 27/02/2020 07:16 AM 05:24 PM		<u></u>
	0 ☆	P 1533	1037/2020/BO1-DF5	abcdefg	Mantosh Kumar Ojha, BO 1 SECTI	08/02/2020 08/02/2020 07:09 AM 07:09 AM		ß
∞	□ ☆ ।	P 1531	1035/2020/BO1-DFS	abcdefg	Mantosh Kumar Ojha, BO 1 SECTI	08/02/2020 08/02/2020 07:04 AM 07:05 AM		ß



Note:

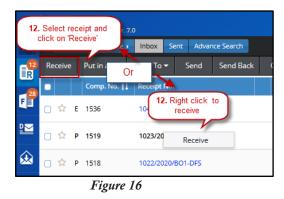
- Receipt View will display Inbox list of users in Section and Hierarchy, no action will be allowed on them except 'Pull up'
- Receipt is to be pulled up, to view its inner page and take other actions.
- The Attachment Icon next to Receipt no. is visible in case File(s)/Receipt(s) are attached with it and further can be clicked to see attached details. *(Figure 15)*

		e Guurnew eFile v	er. 7.0									278 @ en •	Shravan Kumar ASST1(BO1)-DFS
=	< R	ECEIPT Creat	te + Inbox Sent Advance Search		FILE	Create Inbox Sent	Advance Search		ISSUE	Sent Returned	Advance Search		∢
卧	Send	Put in a Fil	e Copy Generate Acknowledger	ment Close						Search Her	e 💌	Receipt View Select U	lser 💌
-21		Comp. No. †↓	Receipt No.	Subject				Subject Category		Created On †‡	Remarks		
F	P	2113	1/2025/BO1-DFS	10. Attachment(s)	versity			ACP and other related matters		02/01/2025 12:17 PM	wed		۵
	🗆 P	2101	1575/2024/BO1-DFS	CCS Unit	versity			ACP and other related matters		02/01/2024 10:45 AM	wed		۵
-	🗆 Р	2091	9/2024/BO1-DFS/DFS	CCS Univ	versity			ACP and other related matters		01/01/2024 05:51 PM	wed		۵
≝ ⊾ì	P	2089	8/2024/BO1-DFS/DFS	CCS Univ	versity			ACP and other related matters		01/01/2024 05:41 PM	wed		۵





- Details of receipt such as diarized letter and other information can be viewed on receipt inner page by clicking on the **Receipt No**.
- The un-received Physical receipt need to be received in order to take action on it (*Figure 16*).



- The following actions that can be performed on the list of INBOX receipts
 - 1. Receive (Applicable for un-received physical files only)
 - **2.** Put in a File
 - 3. Move To (My Folders)
 - 4. Send
 - 5. Send Back
 - **6.** Copy
 - 7. Close



Sub-Folders under Inbox

The receipts in an Inbox can be organized by creating sub-folders under Inbox Sub module and moving these receipts into the created sub-folders. These sub-folders can be named by the user on the basis of the subject categories or various others level categorization as suitable.

Create Sub-Folders

This section describes the steps to create sub-folders under receipt Inbox.

STEPS TO FOLLOW:

1. Select Receipts from Inbox, to move to the new folder:

e A DOSTR		Ce source eFile ver. 7.0	Shravan Kumar ASST1(BO1)-DFS
7	Step 1	TEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search	
	<u> </u>	ra file Move To 🔹 Send Back Copy Close 🖉 Sent On 🏹 Search Here 🔹 Receipt View (SELF) Select User	- Ē
F		☆ 10 My Folders * 101-DFS test subject ♣ Mantosh Kumar Ojha, BO 1 SECT 08/02/2020 07:16 AM ☆ 21 Manage Folder Step 2	>
		Create New Folder O1-DFS ebcdefg 🖕 Mantosh Kumar Ojha, BO 1 SECTL 📆 08/02/2020 07:09 AM	ß
∞		☆「P」1531 1035/2020/801-DFS abcdefg 💩 Mantosh Kumar Ojha, BO 1 SECTL 📆 08/02/2020 07:04 AM 砂 08/02/2020 07:05 AM	ß
		☆ P 1530 1034/2020/801-DFS abcdefg 💩 Mantosh Kumar Ojha, BO 1 SECTL 🐯 08/02/2020 07:02 AM 砂 08/02/2020 07:03 AM	ß
	0	☆ P 1521 1025/2020/801-DFS abcdefg 💩 Mantosh Kumar Ojha, BO 1 SECTL 📆 08/02/2020 06:50 AM 砂 08/02/2020 06:50 AM	ß
* @		☆ P 1520 1024/2020/801-DFS əbcdefg 💩 Mantosh Kumar Ojha, BO 1 SECTL 📆 08/02/2020 06:48 AM 砂 08/02/2020 06:48 AM	ß

Figure 17

- 2. Click Move To→Create New Folder.
- 3. Enter Folder Name in the Create Folder Popup.

	Create Folder In R	:
	Folder Name *	
, во	Create In * Receipt Inbox Step 4	
015	Save Clear Close	



4. Click Save button to create new folder and move the selected receipt into it.

Note:

- It is required to select the receipt beforehand from the receipt Inbox to create a new folder.
- Selected Receipts will move to Inbox Sub Folder.



Moving Receipt between the Folders

This section describes the process of moving receipts between the folders under receipts INBOX.

STEPS TO FOLLOW:

1. Select Receipts from the **Inbox** or the **Sub-Folder** of **Inbox** from which you wish to move the receipt.

A DEGED	Office	Shravan Kumar ASST1(BO1)-DFS
	RECEIPT Create Inbox Sent Advance Search RLE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search	3
	Step 1 Move To Copy Close Sent Back Copy Close Sent Here • Receipt View (SELP) Select User	- 1
E ²⁸	⊘ ☆ [1] My Folders Inbox 00 27 Manage Folder Test Step 3 Wentosh Kumar Ojhe, B0 1 SECTI 1 100 (100 (100 (100 (100 (100 (100 (10	四 1
2	Create New Folder R1 ☆ [] (mass) - (0000000 - 000000 - 0000000 - 0000000 - 000000	凸
€ R	□ ☆ 戸 1531 1035/2020/801-DFS abcdefg 💩 Mantosh Kumar Ojha, BO 1 SECTI 🛗 08/02/2020 07:04 AM 資 08/02/2020 07:05 AM	
		ß
≅ M		_
0000 0000	□ ☆ [P] 1521 1025/2020/B01-DFS abcdefg 🎝 Mantosh Kumar Ojha, BO 1 SECTI 醴。 08/02/2020 06:50 AM 登 08/02/2020 06:50 AM	ß
•	☆ 戸 1520 1024/2020/801-DFS abcdefg 💩 Mantosh Kumar Ojha, BO 1 SECTI 健逸 08/02/2020 06:48 AM 奇 08/02/2020 06:48 AM	凶



- 2. Click Move To in the menu bar, Click My Folders.
- **3.** Choose the destination folder from dropdown list under **My Folders**. (*Receipt will move to selected folder*).

Sub-Folder Management

The Inbox sub-folder management primarily consists of following Actions -

- **Rename** This is useful, in case the title name of the folder is to be corrected with spelling or a more suitable title.
- **Delete** In cases where the sub-folder(s) are not required anymore, they can be deleted provided they are empty.

This section describes the steps to rename and delete a sub-folder.

1. Click Manage Folders sub menu under Move To menu in File/Receipt Inbox List page:

A DIGIT	office manufactures eFile ver.7.0	Shravan Kumar ASST1(BO1)-DFS
	RECEIPT Create Inbox Sent Advance Search Returned Advance Search ISSUE Sent Returned Advance Search	∢
	Receive Put in a file Move To v Send Send Back Copy Close Search Here v Receipt View (SELF) Select Use	- I
F	☆ E 1536 1 My Folders Step 1 ☆ 27/02/2020 05. Manage Folder Mantosh Kumar Ojha, BO 1 SECTL 100, 08/02/2020 07:16 AM	
		2
œ́ ⊠	○ ☆ ② 1531 1035/2020/B01-DFS abcdefg 🖕 Mantosh Kumar Ojha, BO 1 SECTL. 読 08/02/2020 07:04 AM 役 08/02/2020 07:05 AM	
	○ ☆ ② 1539 1634/2020/B01-DFS abcdefg 🍰 Mantosh Kumar Ojha, BO 1 SECTL. 🗒 08/02/2020 07:02 AM 役 08/02/2020 07:03 AM	
E Doc	□ ☆ 〒 1521 1025/2020/BO1-DFS abcdefg 🌲 Mantosh Kumar Ojha, BO 1 SECTL. 🗒 08/02/2020 06:50 AM 役 08/02/2020 06:50 AM	
*	○ ☆ ② 1520 1024/2020/B01-DFS abcdefg 🖕 Mantosh Kumar Ojha, BO 1 SECTL. 読み 08/02/2020 06:48 AM 役 08/02/2020 06:48 AM	





STEPS TO RENAME SUB-FOLDER NAME

2. Click Edit icon adjacent to Folder in List of Folders. Clicking Edit Icon will display Update Folder Pop up:

RECEIPT Create > Inbox Sent Advance Search	FILE Create Inbox Sent Advance Search	ISSUE Sent Returned Advance Search	
2 Folder Name	Total no. of Files/Receipts †↓	Created In	Action
Test	1	Receipt	Step 2
RTI	0	Receipt	🖌 ×

Figure 21

3. Update the Folder Name and click Save button to finalize changes:

	Update Folde Step 3	×	
of Fi	Folder Name *		ed In
	Create In * Receipt Inbox	•	ot
	Save Clear Close		x

Figure 22

STEPS TO DELETE SUB-FOLDER

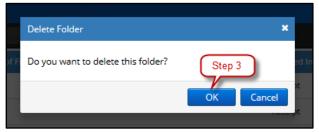
2. Click Delete Icon adjacent to Folder in List of Folders on Manage Folders Page:

A DOGETAR	Stfice www.ucc.souther eFile ver. 7.0		🗶 🌐 en , 🚺 Shravan Kumar 🔹
	RECEIPT Create + Inbox Sent Advance Search	FILE Create Inbox Sent Advance Search	ISSUE Sent Returned Advance Search
	Folder Name	Total no. of Files/Receipts †↓	Created In Action
28	Test	1	Receipt
F	RTI	0	Receipt 🖉 🗶 Delete
∞			
₽¥ X			
4 M			
6			





3. Click **OK** Button on the Confirmation Pop up to delete the folder:





A DOSTEAL	Strice WARNAULE SCUTTERN & File Ver. 7.0			Success DFS Message
	RECEIPT Create Inbox Sent Advance Search	FILE Create Inbox Sent Advance Search	ISSUE Sent Returned	Advance Search
	Folder Name	Total no. of Files/Receipts †↓	Created In	success Folder Successfully Deleted
	Test	1	Receipt	
F				
쉆				
4 M				
Dooc 40				
۵				

Figure 25

Note:

• Folder to be deleted must be empty.



Edit Receipt (P/E) Details

The editing of a receipt is to update some details/fields with additional or correct information only to make it more relevant.

This is useful when any employee has forwarded you the receipt only with little information available with them. It is important that existence of the receipts may be made more relevant with appropriate information to make their search easy and reports more meaningful.

Important Points:

- ✓ Only main Receipts available in **Inbox/Inbox Sub- Folder/Created** list can be edited.
- ✓ CCs (copies of receipt) cannot be edited. Any changes in the main receipt will be reflected in CC receipt until Main or CC receipt put inside the file.
- ✓ The uploaded document can only be replaced for receipts in Created list only.
- ✓ Physical receipts in Inbox that need be edited must be in received state.

STEPS TO FOLLOW:

1. From the Inbox/Inbox Folder/Created List –

Click receipt number to open receipt, or Right click on receipt number to **'Open'** in same or **'Open** in **Tab**' to open in different tab of the browser:

e (Diffice Manufaces sources e File Ver. 7.0	Shravan Kumar ASST1(BO1)-DFS
	RECEIPT Create Inbox Sent Advance Search Returned Advance Search ISSUE Sent Returned Advance Search	D
R ¹²	Receive Put in a file Move To 🔹 Send Send Ba	• Ē
F 28	☆ E 1536 1040/2020/BO1-DFS test subjetting of test subjeting of test su	A
	☆ [P] 1533 1037/2020/BO1-DFS abcdefg	ß
	 \vec{P} 1531 1035/2020/BO1-DFS abcdefg abcdefg Mantosh Kumar Ojha, BO 1 SECTL Bol 02/2020 07:04 AM \vec{P} 08/02/2020 07:05 AM \vec{P} 	ß
× 4₩	□ ☆ [P] 1530 1034/2020/BO1-DFS abcdefg 🍒 Mantosh Kumar Ojha, BO 1 SECTL 醴‰ 08/02/2020 07:02 AM 份 08/02/2020 07:03 AM	ß
E D S C	□ ☆ 戸 1521 1025/2020/BO1-DFS abcdefg 🍒 Mantosh Kumar Ojha, BO 1 SECTL 磁。 08/02/2020 06:50 AM ① 08/02/2020 06:50 AM	ß
P	□ ☆ [P] 1520 1024/2020/BO1-DFS abcdefg 🖕 Mantosh Kumar Ojha, BO 1 SECTL 醴 08/02/2020 06:48 AM 份 08/02/2020 06:48 AM	ß

Figure 26



2. Click 'Edit' menu as shown in Figure.27:

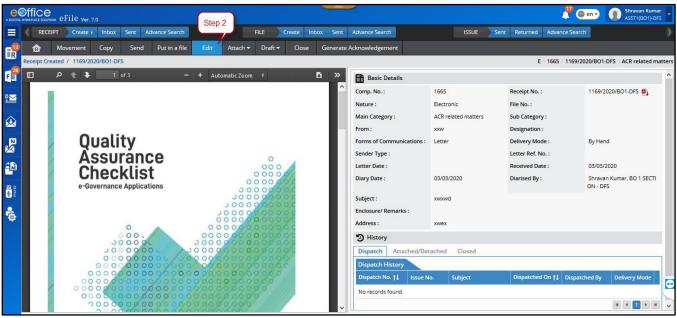


Figure 27

3. Make the necessary changes in the **Diary Details**, **Contact Details**, **and Category& Subject** of the receipt as shown in Figure 28:

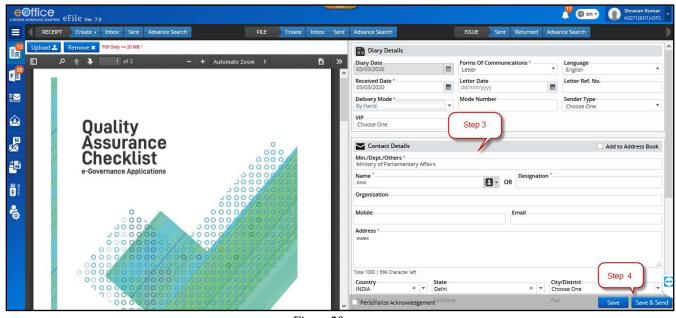


Figure 28

4. Click 'Save' to save the changes or 'Save and Send' button to save the changes.

Note:

- User will be able to edit the meta-data (Except Delivery Mode, Diary Date and Enclosure (*Configurable*)) of main receipt in Inbox/Inbox Folders. (CC receipt should not be editable)
- User should be able to edit Delivery Mode, Enclosure and PDF for created main receipts.



Receipt Details

The receipts details consist of all the information recorded when it was diarized into the system. These details are by far most important when it comes to knowing the history of the associated letter received and action done so far. Along with the uploaded scanned DAK of a receipt user is able to check receipt's information like it is **Subject, Diary Date, Receipt No**., list of **Drafts** prepared, List of letters **Dispatched** against it, **Attached/Detached** Receipts/Files, **Closed** History, **Movement** details, etc.

Steps to view Receipt Details:

Click a receipt number in Inbox/Inbox Sub-Folder/Created/Sent/Closed list as shown in Figure 29:

	efile ver.7.0	ASST1(BO1)-DFS
6	2 Receive Put in a file Move Click here Send Back Copy Close 🖉 Sent On 🍸 Search Here 💌 Receipt View (SELF) Select User	• •
F	□ ☆ E 1536 1040/2020/BO1-DFS test subject ♣ Mantosh Kumar Ojha, BO 1 SECTI 酸 08/02/2020 07:16 AM	P ^
P	2 ☆ ア 1533 1037/2020/BO1-DF5 ebcdefg 💩 Mantosh Kumar Ojha, BO 1 SECTI 読。08/02/2020 07:09 AM ① 08/02/2020 07:09 AM	2
k		
	🔾 🖂 (🕞 F1330 F1054/2020/B01-043 Fabrice) g 👘 Mantosh kumar Ojna, BOT SECTI F 🖽 Gelde 2020 07.02 AM	
1	□ ① [P 1521 1025/2020/ROL-DES abcdefg: 🌲 Manageb Kumar Olba Ro 1 SECTI - 鹿, 08/02/2020 06:50 AM	
2	□ ☆ P 1520 1024/2020/BO1-DFS abcdefg 🖕 Mantosh Kumar Ojha, BO 1 SECTL 髋。 08/02/2020 06:48 AM 役 08/02/2020 06:48 AM	

Figure 29

Note:

Physical receipts should be in received state to view its details in Inbox/Inbox Folder.

Description:

- 1. Menu Bar Various actions that can be taken on the receipt are available in the menu bar. These action buttons are as follows
 - a) **Receipt Home** Displays the receipt inner page with its details. Upon clicking on the receipt number, by default, Receipt Home is opened. It is useful when you are on some other screen (example, SEND screen) in a receipt, and wish to go back to receipt inner details page.
 - b) **Movements** –Displays the movement history of the receipt from one user to another with respective movement details such as its timestamp and remarks. The most recent movement is available at the top and the first movement at the bottom of the list.
 - c) **Copy** –Copies the pre-filled diary, contact and subject details to a new diary screen. This is useful to save effort in entering details when diarizing multiple 'DAKs/Letters' from same the sender or on similar subject. With updating little information after using COPY (if required) a new receipt can be generated.



Note:

• The feature to copy the uploaded scanned document is also available and is configuration based only. This will useful when same letter is required to be diarized multiple times but with different receipt/diary numbers. This approach varies from organization to organization.

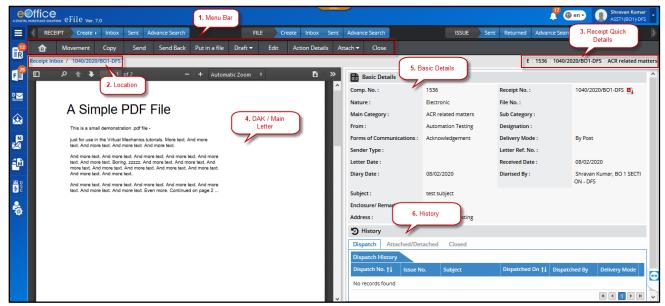


Figure 30

- d) Send This option allows you to send receipt to multiple other users. Clicking on it re-directs to Receipt Send screen where a user may enter other user details in TO and CC (to mark copies) along with forwarding remarks, assigning due date, priority and setting e-mail – SMS alerts for the recipients and other people in previous movement for intimation.
- e) **Send Back** –This option is useful in case user wishes to send back the receipt from whom it was received. The user details in **To** field of the send screen is pre-filed by clicking **Send Back**.
- f) **Put in a File** This option allows a user to put the opened/selected receipt into a file. User may put it in to an existing file lying with the user or create a new file for it.
- g) **Draft** –This option allows a user to prepare a draft form of a communication to be issued against the receipt after it is approved and signed using the system.
- h) **Dispatch** This option is available only in case of physical receipts only to record the dispatch details against a receipt.
- i) **Edit** –The editing of a receipt is to update some details/fields with additional or correct information only to make it more relevant.
- j) Action Details This option allows user to View and Record their comments on Initiated actions on receipt received with Initiated Action.
- k) Attach This option allows user to attach the Receipts and/or Files with receipt for reference or other purposes.



- 1) **Convert** –This option is available in case of physical receipt only. It allows user to convert the physical receipt to electronic receipt.
- m) Close This option closes the receipt in case the action on it is complete or not required.
- n) **Print/Download** –This option allows user to download receipt attached/detached file/receipt details, closed history, corresponding draft and dispatch details with their letters and attachments, movement history, initiated action details and etc., into PDF format.
- 2. Receipt Quick Details Shares some quick information about the receipt opened, such as,
 - a) Nature Physical (P) or Electronic (E)
 - b) Computer number The unique sequence number of the receipt assigned to it when created.
 - *c)* Receipt Number The unique number of the receipt, in the format, *sequence no./creation year/dealing_section_name*
 - d) Main Subject Category The main subject category under which it belongs, chosen at the time of diarisation and can be edited later.
- **3. DAK / Main Letter** The letter received by the organization which was originally diarized. In case of physical receipt, it may not be available, since it is not mandatory to upload its scanned copy for tracking purpose.
- **4. Basic Details** Displays the basic details of the receipt, such as, its sender's name and address, subject, enclosure details, delivery mode, receiving date, diary date, letter date, type of communication and etc.
- 5. History
 - a) **Dispatch** Details of issue letters dispatched against a receipt, such as, its dispatch and issue number, subject, date, dispatch by user's name and delivery mode.
 - b) **Attached/Detached** Details of file(s)/receipt(s) attached and detached such as their numbers, subject, action performed by user's name, date and time of action with remarks.
 - c) **Closed** Details of the number of times the receipt was closed and re-opened by user's name on specific date and time with the action remarks.



Put a Receipt inside a File

To record decisions on the note sheet against a receipt, it is necessary that the receipts may be put inside a file as correspondence. This section describes how to put up a receipt in a file.

Important Points:

- ✓ Physical receipts can be put inside a physical file only. To put it inside an electronic file it needs to be converted.
- ✓ Electronic receipts can be put inside both Electronic/Physical file, if required.
- ✓ Receipts with Attached files/receipts are not allowed to be put in file. They are required to be detached first.

STEPS TO FOLLOW:

1. Select receipt (Figure 31) or Click open receipt, from receipt Inbox or Created list.

	Office eFile ver.70	en • Shravan Kumar ASST1(BO1)-DFS
	Step 2 Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search	earch
	Put in a file Move To 🔹 Send Back Copy Close 🖉 Sent On 🍸 Search Here 🔹 Receipt View (SELF)	Select User
E ²⁸	ଡ ☆ E 1536 1040/2020/801-DFS test subject 🖕 Mantosh Kumar Ojha, BO 1 SECTI 🔂 08/02/2020 07:16 AM	Â
2	Step 1 1533 1037/2020/BO1-DFS abcdefg S Mantosh Kumar Ojha, BO 1 SECT 🔯 08/02/2020 07:09 AM	ß
∞	□ ☆ [P] 1531 1035/2020/BO1-DFS abcdefg 🎝 Mantosh Kumar Ojha, BO 1 SECTL 髋 08/02/2020 07:04 AM 登 08/02/2020 07:05 AM	ß
	□ ☆ P 1530 1034/2020/BO1-DF5 abcdefg 🎝 Mantosh Kumar Ojha, BO 1 SECTL 醴。 08/02/2020 07:02 AM 資 08/02/2020 07:03 AM	ß
E o Sc	□ ☆ P 1521 1025/2020/BO1-DFS abcdefg 🎝 Mantosh Kumar Ojha, BO 1 SECTL பி 08/02/2020 06:50 AM	ß
¢	□ ☆ P 1520 1024/2020/BO1-DFS abcdefg 🎝 Mantosh Kumar Ojha, BO 1 SECTL 醴 08/02/2020 06:48 AM 登 08/02/2020 06:48 AM	ß
	🗌 🕆 P 1519 1023/2020/BO1-DFS abcdefg 🍒 Mantosh Kumar Ojha, BO 1 SECTI 篋 08/02/2020 06:42 AM	۶
	□ ☆ 字 1518 1022/2020/B01-DFS abcdefg 🎝 Mantosh Kumar Ojha, BO 1 SECTL 髋 08/02/2020 06:40 AM 資 08/02/2020 06:41 AM	۶
	📄 🔅 P 1517 1021/2020/801-DFS abcdefg 🎝 Mantosh Kumar Ojha, BO 1 SECTL 📆 08/02/2020 06:38 AM	<i>(</i>)
	Total Records: 74	M < 1 2 3 4 5 M

Figure 31



2. Click 'Put in a File' menu as shown in Figure 32:

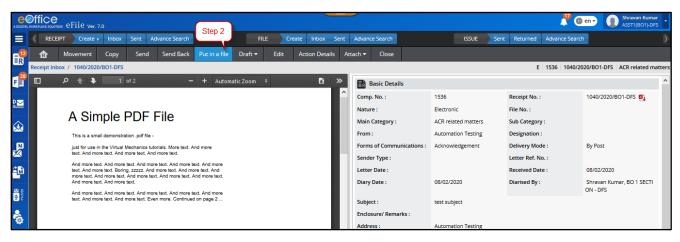


Figure 32

To put the receipt in an existing file already available with you, continue with the following steps *(Figure 33).*

- 3. In the pop-up window, select or search the file from list displayed.
- 4. Provide mandatory Remarks.
- 5. Click Attach as shown in Figure 33:

e@	ffic RXPU/CE)e ,	- File ver	70		↓ 2 ⊕ en → ① Shravan Kumar ASSTI <u>I</u> 201).DFS	
		Put In Fi	ile(s)			×	
	1	+ Cre	ate File			Year 2020	
R	ece		Nature	Comp. No. †↓	File No.	Subject ted matt	ters
		0	Ρ	3212	D-20/6/2020-BO1-DFS	Enter Description	۸
			Ρ	2755	D-20012/283/2020-BO1-DFS	Enter DescriptionNICNICNIC	
	ſ	Step	3	2185	Building/1/2020-BO1-DFS	Test by @, Please do not touch	
				2756	D-20012/284/2020-BO1-DFS	Enter Description	
	I.	0 1	E	2190	D-20012/2/2020-BO1-DFS	Enter Description	
	L		E	2191	D-20012/3/2020-BO1-DFS	Enter Description	
40	I.		E	2192	D-20012/4/2020-BO1-DFS	Enter Description	
•	I.		E	2196	Building/3/2020-BO1-DFS	Test by @, Please do not touch SECTI	
	I.	0	E	2195	BC CELL/4/2020-BO1-DF5	edwwed	
	L	0	Step 4	2201	CSO/2/2020-BO1-DFS	wefw	
ŵ		Remark	s.	·		N. 12345 N	
		To be e	xamined an	id for report prep	aration.	Step 5	
						Attach	
						No records found	

Figure 33



Or

To Put the receipt in a new file, continue with the following steps

3. Click Create File in Put in File pop-up window as shown in Figure 34:

	iCe Put	Step 3	7.0			Shravan Kum Asstrizot)-D
	+ Cre	eate File			Year 2020 Search Her	re
Rece		Nature	Comp. No. †↓	File No.	Subject	ited m
	0	P	2738	D-20012/266/2020-BO1-DFS	Enter DescriptionNICNICNIC	
	0	P	2757	D-20012/285/2020-BO1-DFS	Enter Description	21
	0	Ρ	2759	D-20012/287/2020-BO1-DFS	Enter Description	
	0	Ρ	2739	D-20012/267/2020-BO1-DFS	Enter DescriptionNICNICNIC	
	0	Ρ	2741	D-20012/269/2020-BO1-DFS	Enter DescriptionNICNICNIC	
	0	P	2745	D-20012/273/2020-BO1-DFS	Enter DescriptionNICNICNIC	
4D	0	E	3211	Building/40/2020-BO1-DFS	dsff	
	0	P	2740	D-20012/268/2020-BO1-DFS	Enter DescriptionNICNICNIC	SECTI
	0	Ρ	2743	D-20012/271/2020-BO1-DFS	Enter DescriptionNICNICNIC	
	0	P	2742	D-20012/270/2020-BO1-DFS	Enter DescriptionNICNICNIC	
\$	Remar	ks*0				₩ 4 1 2 3 4 5 ▶ ₩
	1					
						Attach
					No records found	

Figure 34

- **4.** Select **Nature** of File *(Electronic/Physical)* using radio button on File Cover page. (For Physical Receipt, Nature of file will be physical only).
- 5. Select Type of File (SFS/Non-SFS) using radio button on File Cover page.
- 6. For Non-SFS Select the File-Heads from the available drop-down list under 'File No'.

Or

For SFS - Enter desired file number in the File Number text box.

ADDITION WORKTLACE SOLUTION EFile Ver. 7.0			🖊 🕀 en 🗸	Shravan Kumar ASST1(BO1)-DFS
ECEIPT Create Inbox Sent Advance Search	Step 4 Create Inbox S Step 5 Search	ISSUE Sent Returned	Advance Search	>
	Nature: Electronic Physical Type: NON SFS SFS			
F 28	भारत सरकार			
	GOVERNMENT OF INDIA			
	Ministry of Home Affairs (MHA)			
Step 6	DFS BO 1 SECTION - DFS			
	Electronic	Type – NON SFS		
E-Hi		-DFS 🔻		
	ription *			
Orga	nization of Hindi Training programme for stenographers			
Main Treir	Category Sub Category ing related matters * Choose One			
Step 8		scoll down		
Rem	Step 9			Ð
	Create File To Put In			
			Copyright © 2020, design	ned and developed by NIC.

Figure 35

7. Enter the mandatory Subject Description.



- 8. Provide other relevant details like Main Category, Sub Category, Remarks, Previous References, Later References and Language.
- 9. Click Create File To Put In.
- 10. Confirm on the action by clicking on **Proceed** option.





11. Provide mandatory **Remarks** to put receipt in a file and Click **OK**.

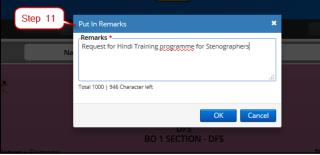


Figure 37

Convert Receipt

This feature is required to convert physical Receipt to electronic receipt.

Important Points:

- ✓ Physical receipts in Inbox/Inbox Folder/Created can be converted to Electronic Receipt.
- ✓ Physical Receipt in Inbox/Inbox Folder should be in received state.

STEPS TO FOLLOW:

- 1. Click opens a Receipt to view receipt inner page from Inbox/Inbox Sub-Folder/Created list.
- 2. Click **Convert** menu. (*Receipt conversion page will open*).

A DIGETAL	DIFFICE	" eFile _{ver.}													323	0 💮 en 🔻	0	Saroja Kumar Patro TD(SKP)-EOFFICE
	< RECEI	PT Create	• Inbox	Sent	Advance Search		FILE	Create	Inbox	Sent	Advance Sea	rch	ISSUE	Sent	Returned	Advance	Search	
131	R	Movement	Сору	Send	Send Back	Put in a file	Dispatch	i Edi	t A	Action Deta	ils Attach	Convert	Close					0
	Receipt Inb	ox / 6374/202	0/EOFFICE									S				P 5	057045	6374/2020/EOFFICE
	Receipt De	etails																
	Comp. No.	:		5057045	5					Rece	ipt No. :		6374/20	20/EOFFICE	I.			
	Creation D	ate :		09/06/2	020 12:42 PM					Lette	r Ref. No. :							
\wedge	Letter Date	e:																
×	Subject :			abcdefg														
	Receipt				-													
	5edf36797	'05e6d065703	b48e															
	Issues																	
<u>80</u>	Issue No.			Su	bject			ls	sued By	y		Issued On		PDF				Action
\$ č	No Record	Found																
-																		H 4 1 > H
										Convert								
₽ ₽ ₽																		
									T 14									
								_	Figu	re 38								

- 3. Upload Scanned DAK/Letter. (*PDF format only*)
- 4. Click **Convert** Action button.



5. Enter mandatory Conversion **Remark** and Click **OK** to convert physical receipt into electronic as shown in Figure.39:

e	office					3250		Saroja Kumar Patzo - TD(SKP)-EOFFICE -
			Receipt Conversion Confirmation X	ISSUE.)
R			Converted	Close				•
	Receipt Inhox / 6374/2020/EOFFICE						P 5057045	6374/2020/EOFFICE
E 1	Receipt Details		ai Total 1000 991 Character left					
	Comp. No. :	5057045		6374/2020/	/EOFFICE			
	Creation Date :	09/06/2020 12:42 PM	OK Cancel					
	Letter Date :							
22	Subject :	abcdefg						
P	Receipt							
	Sedf3679705e6d065703b48e							
			Figure 39					

Note:

• Conversion of Receipt is required as physical receipt are not allowed to Put in an electronic File or Attach in an electronic File.



Receipt Attachments

This feature is required to attach files and receipts, as required, with a receipt. In this case, the attached receipts and files are attached along with the main receipt in original and are moved along with it. This section describes the process of attaching a file or a receipt with a receipt.

Important Points:

- ✓ Files and receipts to be attached and the receipt with which it has to be attached should be in active state i.e. in **Inbox/Inbox Sub-Folder/Created.**
- ✓ Files and receipts to be attached and the receipt with main receipt must be in standalone condition i.e. not attached with other File and Receipt.
- ✓ File/Receipt in Parked/Closed/Submitted files for Closing or Reopening Approval/Approval Request will not be available for attachment.
- ✓ Physical Files and Receipts to be attached must be in received state.
- ✓ Files and Receipts to be attached must be of same nature (Physical/Electronic) as of the main Receipt.
- ✓ Attached/Detached Tab under History in Receipt Inner page maintains the details (such as action performed by, date, remarks and etc.) of the attached/detached files and receipts. (Note: Attach/Detach history will not be maintained if attached Files/Receipts was detached without any movement of the main receipt)
- ✓ With every movement of the main receipt, the movement history of the attached files and receipts are updated with the attachment remarks until they are detached.

Attaching Files/Receipts with Receipt

STEPS TO FOLLOW:

1. Click opens a Receipt to view receipt inner page from Inbox/Inbox Sub-Folder/Created list as shown in Figure 40:

A DEGITAL	Dffice	ASST1(BO1)-DFS
	RECEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search	∢
	Receive Put in a file Move Click here Send Back Copy Close Search Here • Receipt View (SELF) Select User	- Ē
F		₽ Î
	□ ☆ P 1533 1037/2020/BO1-DF5 abcdefg 🎝 Mantosh Kumar Ojha, BO 1 SECTL 読 08/02/2020 07:09 AM 役 08/02/2020 07:09 AM	凶
	☆ 1 [P] 1531 1035/2020/B01-DFS abcdefg 晶 Mantosh Kumar Ojha, BO 1 SECTL 読 08/02/2020 07:04 AM び 08/02/2020 07:05 AM	ß
	□ ☆ 戸 1530 1034/2020/B01-DFS abcdefg 🍰 Mantosh Kumar Ojha, BO 1 SECTL 読 08/02/2020 07:02 AM 役 08/02/2020 07:03 AM	ß
1 D S C	□ ☆ ア 1521 1025/2020/B01-DFS abcdefg 💪 Mantosh Kumar Ojha, BO 1 SECTL 読 08/02/2020 06:50 AM 役 08/02/2020 06:50 AM	ß
\$	 ☆ ド ド	





To Attach Files

2. Click Attach in the menu bar, and then Click Attach File as shown in Figure 41:

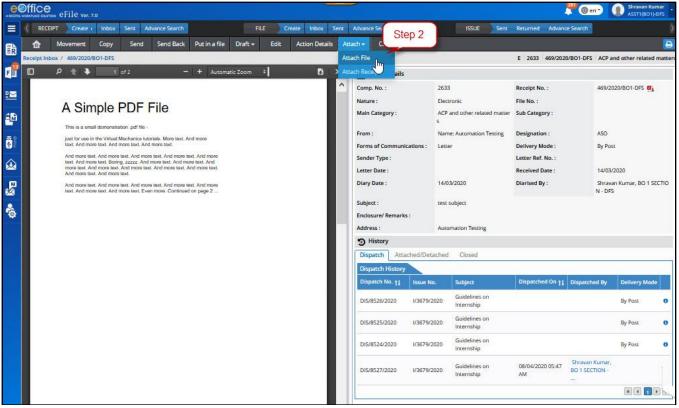


Figure 41

3. On the Attachment page, Click Attach File action Button as shown in Figure 42:

e x court) nos eFile ver														281	en •	Shravar ASST1(B	Kumar 01)-DFS
=	(RECI	EIPT Create) Inbox	Sent A	dvance Search		FILE	Cr	reate Inbox	Sent Advar	nce Search		ISSUE	Sent	Returned	Advance Sea	irch		ð
ħ	Ê	Movement	Сору	Send	Send Back	Put in a file	Draft 🕶	Edit	Action Detail	s Attach -	Close								Ð
_		box / 469/2020	/BO1-DFS												E 2633	469/2020/BO	1-DFS ACP a	nd other rela	ted matters
F	File(s)															0-41			
₽⊠	Assessed 1996	Comp. No. †1	File No.			Subje	et					Attached By			Attached	on 11	Remarks	/	Actions
The fit	No record	is found																	
í.																			
8 4 9																		Step	3
ŵ																		7	Attach File
EX N																			G
Ô																			
									D '										





4. In a pop-up window, Files from user's **Inbox/Inbox Sub-Folder/Created** of the same nature are listed. Select the Files to attach as shown in Figure 43:

Subject Test File for Corresponda https://indiacode.nic.in ergergerg uyilyuilyulyu wedwedwed common	Q Search Here
https://indiacode.nic.in ergergerg uyilyuilyulyu wedwedwed common	ince
ergergerg uyilyulyulyu wedwedwed common	
uyilyuilyu wedwed common	
wedwedwed	
common	
wwed	
tyh	
tyh	
rthg	
	× 1 2 3 4 5

Figure 43

5. Enter mandatory Remarks and Click Attach to attach selected file.

To Attach Receipt(s)

2. Click Attach in the menu bar, and then Click Attach Receipt as shown in Figure 44:

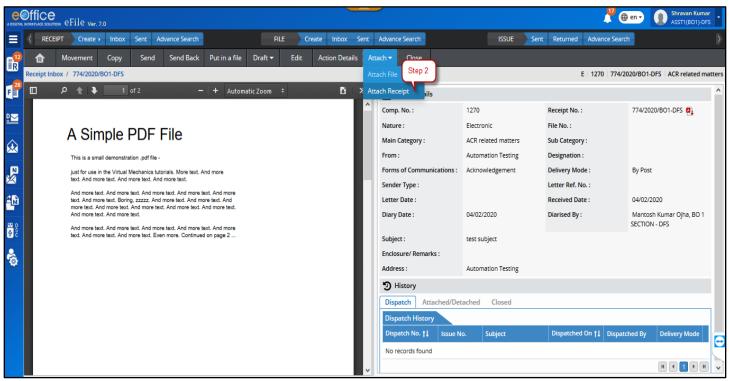


Figure 44



3. On the Attachment page, Click Attach Receipt action button as shown in Figure 45:

A DEGITIAL		∞ eFile ver	.7.0												17 🕀 en -	ASST1(BO1)-DFS
	< RECE	IPT Create	• Inbox	Sent Ad	dvance Search		FILE	Cre	ate Inbox	Sent Advar	nce Search		ISSUE	Sent Returned	Advance Search	
	ß	Movement	Сору	Send	Send Back	Put in a file	Draft 🔻	Edit	Action Details	Attach 👻	Close					
-28		ox / 774/2020	/BO1-DFS											E	1270 774/2020/B	O1-DFS ACR related matter
F	Receipt(s)	Comp. No. †↓	Receipt No			Subje	ct				Δτ	ached By		Attached On †	Remarks	Action
	No records		neceiperte	4		Jour										
愈																
R																Step 3
4																
р. С. С.																Attach Receipt
• •																

Figure 45

4. In a pop-up window, receipts from user's **Inbox/Inbox Sub-Folder/Created** of the same nature are listed. Select the receipts to attach as shown in Figure 46:

	File ver eceipt(s)	7.0			
				Year 2020 😧 Q Search Here	
	Nature	Comp. No. †↓	Receipt No.	Subject	
)	Е	1666	1170/2020/BO1-DFS	gerghe	
ep 4	E	1665	1169/2020/BO1-DFS	xwxwd	
- P	E	1660	1164/2020/BO1-DFS	cdc	
3	Е	1652	1156/2020/BO1-DFS	etyhrtyhwe	
)	E	1650	1154/2020/BO1-DFS	Subject	
)	Е	1628	1132/2020/BO1-DFS	erg	
)	E	1565	1069/2020/BO1-DFS	abcdefg	
)	E	1564	1068/2020/BO1-DFS	abcdefg	
)	E	1554	1058/2020/BO1-DFS	test subject	
)	E Ste	05	1040/2020/BO1-DFS	test subject	
emarks					H I 2 3 4 H
or refe	rence purp	ose			
					Attach

Figure 46

5. Enter mandatory **Remarks** and Click **Attach** to attach selected receipt.

Note:

- The attached files and receipts will no longer be present in the respective folder from which it is attached. Its location will change to the Attach section of the receipt it is attached with.
- Search results for such files and receipts will display its status and location as 'Attached with' Receipt number of the receipt it is attached with.
- Attachment icon next to receipt number in Inbox/Inbox Sub-Folder/Created signifies that the receipt has attached file(s) and/or receipt(s).
- Attached files and receipts are available under the **Attach** option in menu bar.



Detaching Files/Receipts from Receipt

This section describes the process of detaching of an already attached files/receipts from the main receipt.

STEPS TO FOLLOW:

1. Click opens the Receipt from Inbox/Inbox Sub-Folder/Created.

A DEGITA	Office	en • Shravan Kumar ASST1(BO1)-DFS
	RECEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Sea	rch 🔊
	Receive Put in a file Move Click here Send Back Copy Close Fort On 🏹 Search Here 🔹 Receipt View (SELF)	Select User
F ²⁸	○ ☆ E 1536 1040/2020/801-DFS test subject よ Mantosh Kumar Ojha, BO 1 SECTL. 酸 08/02/2020 07:16 AM び 27/02/202 Receipt No.: 1040/2020 /801-DFS	<u>م</u>
2	□ ☆ 戸 1533 1037/2020/BO1-DFS ebcdefg 🦾 Mantosh Kumar Ojna, BO 1 SECTI 醴。 08/02/2020 07:09 AM 砂 08/02/2020 07:09 AM	
	□ ☆ 戸 1531 1035/2020/601-DFS abcdefg 🍰 Mantosh Kumar Ojha, BO 1 SECTI 醴。 08/02/2020 07:04 AM 资 08/02/2020 07:05 AM	
	☆ [P] 1530 1034/2020/BO1-DFS ebcdefg 🍰 Mentosh Kumar Ojna, BO 1 SECT 📆 08/02/2020 07:02 AM ⑦ 08/02/2020 07:03 AM	
1 0 00 1 40	□ ☆ [P] 1521 1025/2020/601-DFS ebcdefg 🍰 Mantosh Kumar Ojna, BO 1 SECT 證書 08/02/2020 06:50 AM ⑦ 08/02/2020 06:50 AM	
\$	□ ☆ [P 1520 1024/2020/BO1-DFS abcdefg 🍰 Mantosh Kumar Ojha, BO 1 SECTI 藤 08/02/2020 06:48 AM ⑦ 08/02/2020 06:48 AM	

Figure 47

To Detach File(s)

2. Under Attach action in the menu bar, click Attach File as shown in Figure.48:

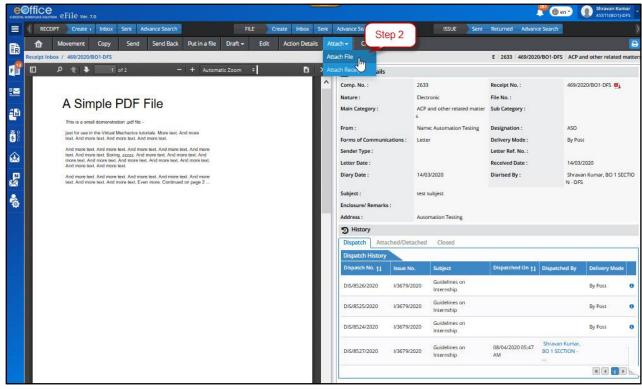


Figure 48

3. Select the File(s) to detach and Click **Detach** action button or Click **Detach** Icon against the attached File record in the list.

Copyright © NIC, 2020



- 4. Enter the mandatory **Remarks** in confirmation pop-up box.
- 5. Click **OK** button to detach selected files.

To Detach Receipts

2. Under Attach action in the menu bar, click Attach Receipt as shown in Figure.49:

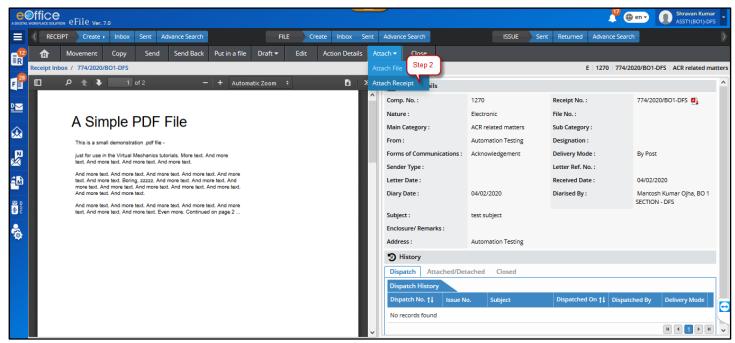


Figure 49

3. Select the Receipts to detach and Click **Detach** action button or Click **Detach** icon against the attached Receipt record in the list as shown in Figure.50:

e A DIGETAL	DIFIC	eFile	Ver. 7.0												17 @ en •	Shravan Kumar ASST1(BO1)-DFS
	< -		eate)	Inbox	Sent	Advance Search		FILE	Crea	ite Inbox	Sent Advar	ce Search	ISSUE	Sent Returned Adva	nce Search	
R ¹²	R	Movern	ent (Сору	Send	Send Back	Put in a file	Draft 🕶	Edit	Action Details	Attach 🕶	Close				
		t Inbox / 630	/2020/BO1	1-DFS										E	1126 630/2020/BO	1-DFS Advertisement
F	Recei															Step 3
D		Comp. No	• 🕴 Rec	ceipt No.			Subje	ct				Attac	hed By	Attached On †↓	Remarks	
	0	E 824	329	9/2019/B	01-DFS		यह रिस	ीए हिंदी की वजह	से बनाई गई है	इ, कृपया इसे न		Shrav	van Kumar, BO 1 SECTION	24/01/2020 11:34 AM	dvfbfhtrjrydvfbfhtr htrjrydvfbfhtrjrydv	
<u>ن</u>	0	E 822	327	7/2019/B	01-DFS		यह रिस	ोए हिंदी की वजह	से बनाई गई है	, कृपया इसे न		Shrav	van Kumar, BO 1 SECTION	24/01/2020 11:34 AM	dvfbfhtrjrydvfbfhtr htrjrydvfbfhtrjrydv	
R	0	E 817	322	2/2019/B	01-DFS		यह रिस	ोए हिंदी की वजह	से बनाई गई है	, कृपया इसे न		Shrav	van Kumar, BO 1 SECTION	24/01/2020 11:34 AM	dvfbfhtrjrydvfbfhtr htrjrydvfbfhtrjrydv	
4M																Attach Receipt
80 490 10																Attach Receipt
.																
										Figur	e 50					



4. Enter the mandatory **Remarks** in confirmation pop-up box as shown in Figure.51:

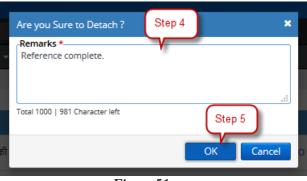


Figure 51

5. Click **OK** button to detach selected files.

Note:

- Detached Files/Receipts will move to Receipt Inbox of the user if the main receipt is in movement after Attach action.
- Detached Receipts will move to its previous location it was attached from if the main receipt was not moved after the Attach action.

Attach with another Receipt

This section describes steps to detach and attach already attached files and receipts with another receipt, simultaneously.

STEPS TO FOLLOW:

1. Click open the Receipt from Inbox/Inbox Sub-Folder/Created.

	DEGITIAL V	ffice	ASST1(BO1)-DFS
		RECEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search	>
	12 R	Receive Put in a file Move Send Back Copy Close F Sent On 🝸 Search Here 🔹 Receipt View (SELF) Select User	- 1
	28	☆ E 1536 1040/2020/BG1-DF5 test subject S Mantosh Kumar Ojha, BO 1 SECTI B 08/02/2020 07:16 AM 27/02/202 Receipt No.: 1040/2020 //601-0F5	A
		□ ☆ P 1533 1037/2020/B01-DFS abcdefg 🖕 Mantosh Kumar Ojha, BO 1 SECTL 酸。 08/02/2020 07:09 AM	ß
		□ ☆「P]1531 1035/2020/B01-DFS abcdefg 💩 Mantosh Kumar Ojha, BO 1 SECTL 醴。08/02/2020 07:04 AM 奇 08/02/2020 07:05 AM	四
E		□ ☆ 戸 1530 1034/2020/801-DFS abcdefg 💩 Mantosh Kumar Ojha, BO 1 SECTI 🔀 08/02/2020 07:02 AM 奇 08/02/2020 07:03 AM	ß
	E D S C	□ ☆ P 1521 1025/2020/BO1-DFS abcdefg 🍰 Mantosh Kumar Ojha, BO 1 SECTL 酸。 08/02/2020 06:50 AM ① 08/02/2020 06:50 AM	ß
	ô	☆ 「 P 」1520 1024/2020/BO1-DFS abcdefg あ Mantosh Kumar Ojha, BO 1 SECTL 読 08/02/2020 06:48 AM び 08/02/2020 06:48 AM	ß



To Detach Files and attach with another Receipt

- 2. Under Attach action in the menu bar, click Attach File.
- 3. Click Attach with Another icon adjacent to attached File record in the list.
- 4. Select the receipt with which you wish to attach it within the pop-up window.



- 5. Enter the mandatory **Remarks**.
- 6. Click OK button to detach selected files.

To Detach Receipts and attach with another Receipt

1. Under Attach action in the menu bar, click Attach Receipt.

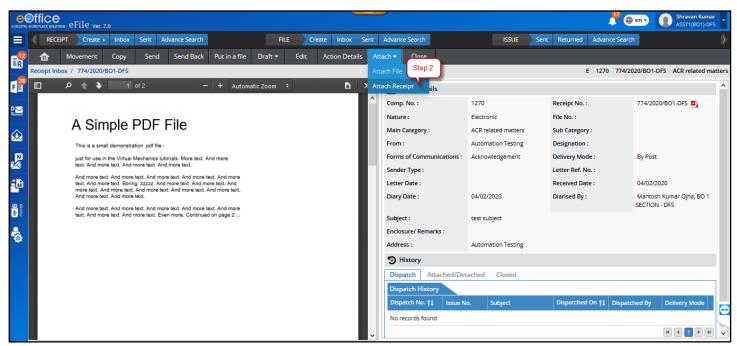


Figure 53

- 2. Click Attach with Another icon adjacent to attached Receipt record is the list.
- 3. Select the receipt with which you wish to attach it within the pop-up window.
- **4.** Enter the mandatory **Remarks**.
- 5. Click **OK** button to detach selected files.



Draft Communication

Any communication to be issued against a case or any official letter of the communication is first prepared as a draft letter which after numerous corrections (if required) is submitted for approval and then signed and dispatched. This section describes the process of creating a new draft (Draft Nature: New/Fresh, Reply, Reminder) against an electronic receipt.

Creating a Draft

Important Points:

✓ Drafts can only be created for receipts in Created/Inbox/Inbox Sub-folders and are not attached with other files or receipts.

STEPS TO FOLLOW:

1. Click open an 'Electronic Receipt' from Created/Inbox/Inbox folder list of receipts as shown in Figure .54:

e(Diffice	Shravan Kumar .
	RECEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search	ð
I R	Receive Put in a file Move To + Send Back Copy Close	· .
F	□ ☆ [] 1271 77 Step 1 test subject 🏜 Mantosh Kumar Ojha, BO 1 SECTL 📆 20/03/2020 04:15 PM	
2	C C	
	A I P 2587 423/2020/B01-DFS CCS University S Mantosh Kumar Ojha, BO 1 SECTL 14/03/2020 08:53 AM	
	C 1/2 1/2 1/2 1/2 1/2 1/2 1/2 1/2 1/2 1/2	🖪 I 🤌
P.S.	 ¹ [P] 2583 419/2020/BO1-DFS Ø ICCS University ¹ CCS University	
Ô	 ¹ ¹	🖻 i 🖪 i 🎓
	□ 龄 [] 2520 356/2020/BO1-DFS test subject 🎝 Maritosh Kumar Ojha, BO 1 SECTL 酸 14/03/2020 12:55 AM	

Figure 54



2. Click 'Draft' in the menu bar and then Click 'Create New Draft'.

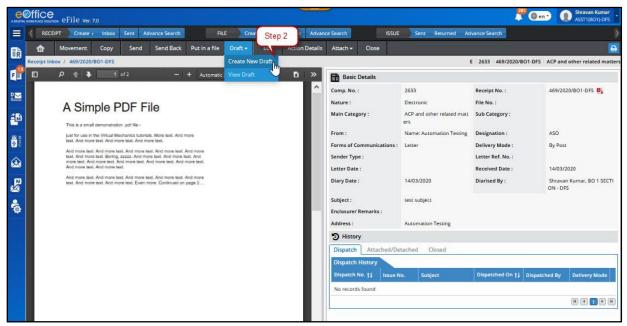


Figure 55

- **3.** Prepare the draft content of the communication on the left side of the screen. The draft content can be prepared by
 - a) Using Templates Preparing content by choosing pre-defined templates i.e. the letter-heads with pre-defined format and content of specific nature.
 - **b)** Upload Letter Preparing the letter on your system using word processor (like MS Word) and then uploading it into the system. (.doc/.docx extension file Word format)
 - **c) Prepare using online editor** Preparing content by typing and/or pasting from another document file.

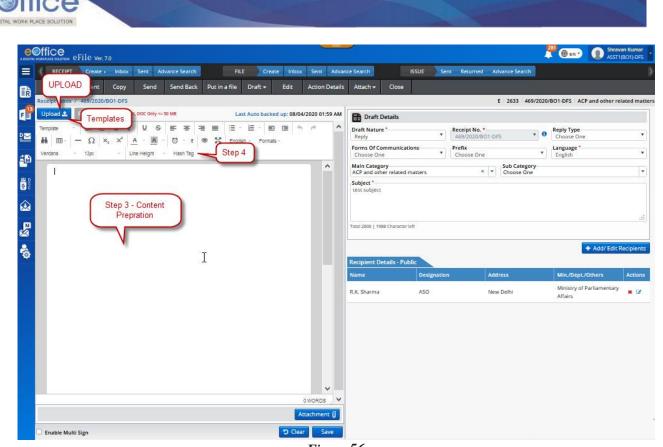


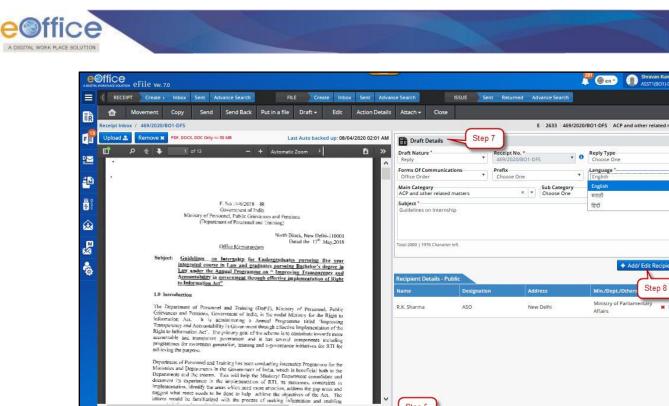
Figure 56

Note:

- The content prepared by uploading a document can only be edited by downloading it using Download option, then make changes in the downloaded document and re-uploading it.
- Content prepared using online text editor can be edited in the same window.
- 4. Insert Hash '#' Tags wherever necessary.

Note:

- Hash '#' tags are used to auto-insert the 'Approving authority's' details in the content of the draft being prepared. These details include Approving authority's Name, Post, Approved date and etc.
- Hash '#' Tags can only be added to the content built in templates used and with content prepared using online text editor.
- 5. Add annexure using 'Attachment' option, if required.
- 6. Check 'Enable Multi Sign' checkbox, if required.



- 'Enable Multi Sign' allows multiple users to digitally sign on the same approved draft.
 'Ink Sign' option is not available in case multi sign is enabled.
- 7. Fill in the 'Draft details' on the right side of the screen. Drafts details include Draft Nature, Reply Type, Forms of Communication, Prefix, Language, Subject Category, Sub Category and Subject description.

Figure 57

Step 5

Step 9

Note: 'Draft Nature' - Choose -New/Fresh - If the draft is being prepared as fresh communication being initiated. Reply - If the draft is being prepared as a reply against the receipt. Reminder - If the draft is being prepared as a reminder to the previously dispatched communications against the receipt. 'Draft Nature' - 'Reminder' only available if any Issue/Official communication has been already dispatched against the receipt.

- By default, 'Reply' is selected as 'Draft Nature'. Upon selecting 'New/Fresh' the 'DAK/Letter' sender details added as recipient details are removed.
- 8. Click Add/Edit Recipients to add recipients' details.
- 9. Click **Save** to save the draft.

Enable Multi Sign

Note:

Step 6

Once the draft is saved, a unique number is generated and draft is added to the list of drafts in the receipt.



	office	eFile ver.7.	D													281 (en •	Shravan Kumar ASST1(BO1)-DFS
	(RECEIP	Create +	Inbox	Sent. Ac	lvance Search	FIL	E Cre	ate Inbo	x Sent Adva	nce Search		ISSUE	Sen	it Returned A	dvance Search	ar.	
Ŕ	ß	Movement	Сору	Send	Send Back	Put in a file	Draft 🕶	Edit	Action Details	Attach +	Close					v success	× DFA/3348 has been
-	Receipt Inbo	x / 469/2020/B	01-DFS												E 2633 469/2	created	i pevidase nas been
ľ	-		14. La	120207	0000			raft State: D	FA Version: 1	Draft	Details					<u>(</u>	
		ρ <u>₹</u>]≱	Gr 1 ∘	of 13	-	+ Automatic	Zoom ÷	l,		Draft Natur	re *		Ŧ	Receipt No. * 469/2020/BO1-D		Reply Type Choose One	•
							ock, New De			Forms Of C	ommunica	tions	-	Prefix	-	Language *-	
M					Office Memorane	D: and	stud the 17 th	May,2018	- 12	Office Ord			*	Choose One	1	 English 	٠
		Subje	et: <u>Guide</u>	elines on	Internship for	Undergraduates duates pursuing	pursaing	live year		Main Categ ACP and off		matters		•	Sub Category Choose One		*
D D D D D D D D D D D D D D D D D D D			Law c	DOLT THE A	BBual Programs	utates pursuing te on " Improvi ugh effective im	no Transport	free manage		Subject *	for Internsl	hip					
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		achievi	ing the purpo	wareness ger nso.	eration, "Estimation	and o-governance	initiatives éc	r RTI for		Recipient D	letails - Pu	blic					
		Depart Ministr	ment of Pers	sonnel <u>and</u> T	raining has been o the Generatory	onducting interns of India, which is	hip Program	ue for the		Name		De	signati	on	Address	Mir	/Dept./Others
		docum	ments and o onl its exne	tic interns, srience in Ø	This will help the implementation of the implementation of implementation o	t Ministry/ Depart	tmeat consol	idate and		R K Sharma					Delhi	Min	istry of Parliamentary
		singgest	tentation, ide t what more	entify the an encode to b	eas which seed m e done to help ::	ore attention, add	itess the gap	areas and								00	
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		analysis	s of RTI App	r in Law fro plications in	en a recognized solect public such	and reputed United	iversity to co	induct an									
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			10						Ý								
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									Figur	. 58					Real -		

Note:

- The state of the draft created remains to be 'DFA' (Draft for Approval) until it is approved.
- After creating the draft, a draft number is generated of following format DFA/<sequence Number> where, DFA stands for Draft for Approval. And a running sequence number is allotted to it.



List of Drafts

It shows the list of already created drafts attached with the receipts which are created but not yet dispatched. This section describes the steps to view the list of drafts created.

STEPS TO FOLLOW:

1. Click opens an Electronic Receipt from Created/Inbox/Inbox Sub-Folder list of Receipts.

e	Diffice waanaa kuunaa eFile ver.7.0	Shravan Kumar ASST1(BO1)-DFS
	RECEIPT Create - Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search	ð
I R	Receive Put in a file Move To + Send Back Copy Close	· #
F	□ ☆ E 1271 77 Step 1 test subject 🍰 Mantosh Kumar Ojha, BO 1 SECTI 🕮 20/03/2020 04:15 PM	
2	□ ☆ 〒 2633 469/2020/[h] DFS test subject 🍒 Mantosh Kumar Ojha, BO 1 SECTI 酸 14/03/2020 10:11 AM ① 14/03/202 Receipt No.: 2/2020 //901-DFS	
4 00 800	□ ☆ 字 2587 423/2020/B01-DFS CCS University 🍒 Mantosh Kumar Ojha, BO 1 SECTL 酸 14/03/2020 08:53 AM ⑦ 14/03/2020 08:53 AM	P 🔁 🏈
	□ ☆ P 2586 422/2020/B01-DFS 🏈 CCS University 🍒 Mantosh Kumar Ojha, BO 1 SECTL 酸 14/03/2020 08:50 AM	🔁 l 🏈
P.	☆ P 2583 419/2020/B01-DFS Ø CCS University ☆ Mantosh Kumar Ojha, BO 1 SECTL 1 14/03/2020 08:37 AM ☆ 14/03/2020 08:38 AM	2
8	C (C) 2522 358/2020/BO1-DFS test subject ♣ Mantosh Kumar Ojha, BO 1 SECTL (B) 14/03/2020 12:58 AM	😰 I 🔁 I 🎓
	□ ☆ 〒 2520 356/2020/BO1-DFS test subject 🍰 Mantosh Kumar Ojha, BO 1 SECTL 截 14/03/2020 12:55 AM	

Figure 59

2. Click Draft in the menu bar and then Click View Draft.

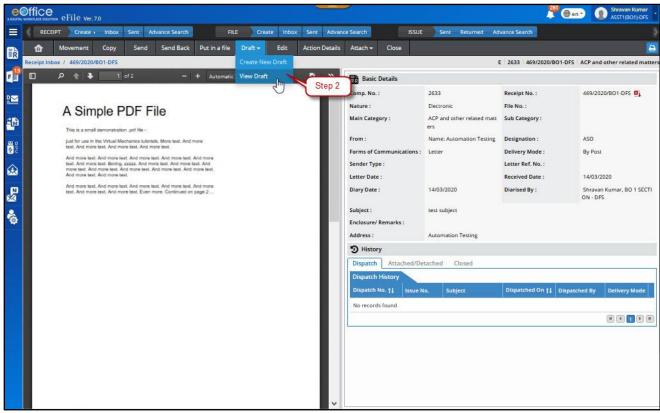
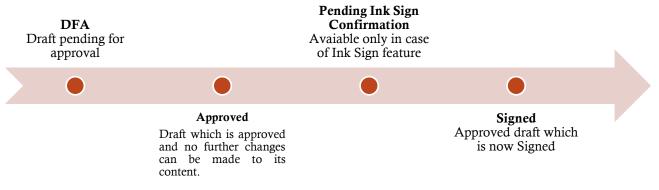


Figure 60



The following details can be seen from the List of Drafts –

- 1. **Draft Number** The number of the draft generated when it was created. The format of the number is DFA/<sequence number>.
- 2. Subject The subject of the draft defined in draft details when it was prepared.
- **3. Status** The status of the drafts defines the stage at which the draft is existing. The various statuses/stages can be defined as –



- 4. Approved By Name of the Approving authority who approved the DFA
- 5. Last updated on The date on which it was last updated.
- 6. Action A user can take following actions on the receipt, such as,
 - a) Versions It displays all versions of a draft created so far.
 - b) Delete This deletes the draft from the receipt's list of drafts.

ाज्य	RECEIPT	Create i Inbo	x Sent Advance Sea	ch F	ILE Create	inbox Ser	nt Advance Search	ISSU	Sent Returned Adv	ance Search	
	😰 Me	ovement Copy	y Send Send B	ack Put in a file	Draft 🕶	Edit Actio	on Details 🛛 Attach 🛨	Close			
		469/2020/BO1-DF	S						E	2633 469/2020/BO1	I-DFS ACP and other related ma
	of Drafts		1210-14								No. of the other states of the
	iraft No.		Subject				Status		Approved By		Last Updated On 11 A
2	FA/3348		Guidelines for I	nternship			DFA				
	IFA/3347		Guidelines on I	iternship			DFA		ſ		08/04/2020 02:02 AM
2	FA/3346		test subject				SIGNEE)	Shravan Kumar, BO 1	Versions	
₽	FA/3345		test subject				SIGNED	0	Shravan Kumar, BO 1 S	ECTION	
	FA/3344		test subject		h	5	APPRO	VED	Shravan Kumar, BO 1 S	ECTION	05/ Delete
Ver	sion List of	DFA/3348									
	Version 11	Created On 11	Created By							Status	A
	1	08/04/2020 02:0 AM	05 Shravan Kumar, BO	1 SECTION						DFA	ĩ
	1		5 Shravan Kumar, BO	1 SECTION						DFA	

Figure 61

Note:

- List of Drafts can be sorted based on 'Last updated on'
- List of Drafts can be traversed through by clicking next page number.

	ffice eF	ile ver. 7.0					🚆 📵 en •	Mantosh Kum ASST2(BD-I)	
	RECEIPT	Create Inbox	Sent Advance Search	FILE Create Inbox Sent Adva	nce Search	ISSUE	Sent Returned Advance Search		
	fa Mov	ement Copy	Send Send Back Put in a file	Draft - Edit Action Details Attach -	Close		List of Drafts -		
R	and the second second second	69/2020/BO1-DFS					Delete	CP and other relat	ed ma
	st of Drafts Draft No.		Subject		Status	Approved By		Last Updated the t	a
1	DFA/3349		test subject		DFA	Approved by		08/04/2020 02:28 PM	1
ì	DFA/3348		Guidelines for Internship		PENDING_INK_SIGN_CONFIR TION	Click on 'Ve to see all ve			¢
8	DFA/3346		test subject		SIGNED	specific		08/04/2020 07:21 AM	4
1	DFA/3345		test subject		SIGNED	Shravan Kumar,	BO 1 SECTION		4
	DFA/3344		test subject		APPROVED	Shravan Kumar,	BO 1 SECTION	05/04/2020 12:04 AM	-
	ersion List of D							H	1
vi	Version 11	Created On 11	Created By				Status		Ac
	2	08/04/2020 02:28 PM	Mantosh Kumar Ojha, BO 1 SECTL				Version List of a		Ê
	1	08/04/2020 02:27 PM	Shravan Kumar, BO 1 SECTION				specific Draft - Delete		1

Figure 62

Various cases of 'Delete' Draft Explained -

1. Delete Option under List of drafts (refer Figure 62)

- a) Receipt without further movement (Single Version): Clicking on Delete Icon in draft list will remove the Draft and its version.
- **b)** Receipt with further movement (Single Version): Clicking on Delete Icon in draft list will change the Draft and its Version Status to Deleted and the Draft No. and Version Link will become 'Inactive'.
- c) Receipt without further movement (Multiple Version): This is the case, when the draft has more than one version and the last version is created by user and did not forward the receipt further. Clicking on 'Delete' Icon in for such draft will remove the latest created version and change the Draft and its other Versions Status to Deleted and Draft No. and Version Link should become 'Inactive'.
- d) Receipt with further movement (Multiple Version): This is the case, when the draft has more than one version and the last version was created by some other user. Clicking on 'Delete Icon' in draft list will change the Draft and its Version Status to Deleted and Draft No. and Version Link will become 'Inactive'.

2. Delete Option under Versions List of Draft (refer Figure 59)

- a) **Receipt without further movement (Single Version):** Clicking on Delete icon in version list of draft will remove version and draft associated with it.
- b) **Receipt without further movement (Multiple Version):** Clicking on **Delete** icon in version list, will remove latest version (if created by self) of draft.



Editing Draft in an Electronic Receipt

Draft in an Electronic Receipt can be edited till they get approved. Versions of Draft will be created to view the changes made by different users.

Important Points:

- ✓ Only drafts which are unapproved and in state of DFA (Draft for Approval), can be edited. i.e. approved drafts cannot be edited/changed except the changes in recipient details or adding/removing a recipient.
- ✓ Draft content in the editor, Draft Details and Recipient Details get Auto Backed up if not saved by user.

STEPS TO FOLLOW:

1. Click opens an Electronic Receipt from Created/Inbox/Inbox Sub-folder list of Receipts.

ADISTIN	Office	0	in Kumar BO1)-DFS
	RECEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search		3
I R	Receive Put in a file Move To + Send Back Copy Close		· 🖷
F.	□ ☆ 〒 1271 77 Step 1 test subject ♣ Mantosh Kumar Ojha, BD 1 SECTL 國 20/03/2020 04:15 PM		B
2	□ ☆ [2633 469/2020/10:10FS test subject S Mantosh Kumar Opta, BO 1 SECTI 1 14/03/2020 10:11 AM	R	
	□ ☆ [字] 2587 423/2020/B01-DFS CCS University 🍒 Mantosh Kumar Ojha, BO 1 SECTL 酸 14/03/2020 08:53 AM 資 14/03/2020 08:53 AM	P	9
	C P 2586 422/2020/B01-DFS 0 ICCS University S Mantosh Kumar Ojha, BO 1 SECTL., 1 1 14/03/2020 08:50 AM T 14/03/2020 08:51 AM T 14/03/2020 08:51 AM		•
R	 ¹ ¹ ¹ ² ¹ ² ¹ ¹ ² ¹ ¹		8
\$	□ 🎓 💽 2522 358/2020/BO1-DFS test subject 🍰 Mantosh Kumar Ojha, BO 1 SECTL 🗱 14/03/2020 12:58 AM	P	•
	□ ☆ 〒 2520 356/2020/BO1-DFS test subject 🍰 Mantosh Kumar Ojha, BD 1 SECTL 酸 14/03/2020 12:55 AM	P	<u>ê</u>

Figure 63

2. Click Draft in the menu bar and then Click View Draft.

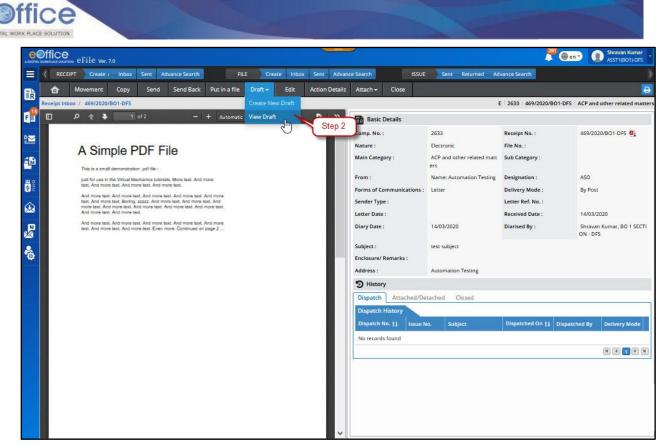


Figure 64

3. Click the draft no. from the List of Drafts to open.

A DESITION	Office	eFile	Ver. 7.0							_								281	en•)	ASST1(BO	
	< REC	EIPT Cr	eate i	Inbox	Sent Ad	tvance Search		LE Cri	ate inbo	Sent	Advance S	earch		Sent	Returned	Advance	Search				3
I R	ß	Movem	ent (Сору	Send	Send Back	Put in a file	Draft +	Edit	Action D	etails A	ttach 🚽	Close								0
(Particular)	Receipt In	1box / 469	/2020/BO	1-DFS												E 26	33 469/2	2020/BO1-D	FS ACP	and other relate	d matters
F	Draft N				Subj	ect						Status		Аррг	oved By				Las	t Updated On †1	Action
2	Ste	p 3			Guid	lelines for Interr	iship					DFA									•
4 M	DFA/33	47			Guid	lelines on Intern	ship					DFA							0B/ AM	04/2020 02:02	4
Doc	DFA/33	46			test :	subject						SIGNED		Shra	van Kumar	BO 1 SECTI	ION				¢
100	DFA/33	45			test	subject			N			SIGNED		Shra	van Kumar,	, BO 1 SECTI	ION				A
∞	DFA/33	44			test :	subject			43			APPROV	ED	Shra	van Kumar,	BO 1 SECTI	ION		05/ AM	04/2020 12:04	4
R																				H C	
100	Version L	ist of DFA/	3348	4																	
\$	Versio	on 11 C	reated Or	11	Created B	ly											Status				Action
	1	00 Al	8/04/2020 M	02:05	Shravan H	Kumar, BO 1 SE	CTION +										DFA				Û

Figure 65

4. Click Edit Button.

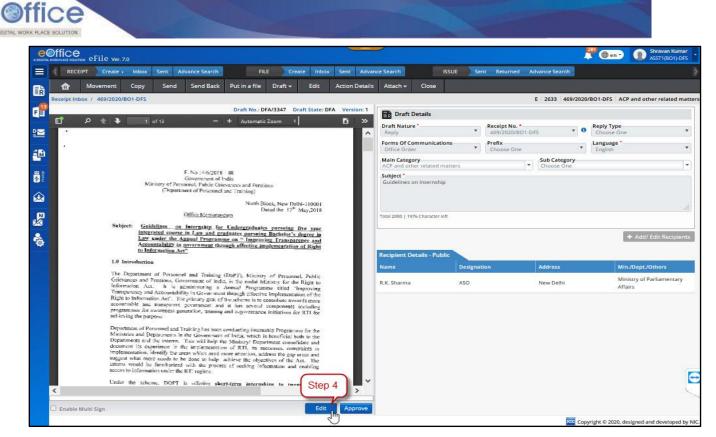


Figure 66

In case content is prepared using online text editor

5. Edit/Modify the content, as required.

(Option to type content, paste content and choose template is available)

0r

In case content is prepared using word processor (like MS Word) and uploaded

Click **Download** to download the original document, then make changes in the document and Click **Upload** to re-upload the edited document.

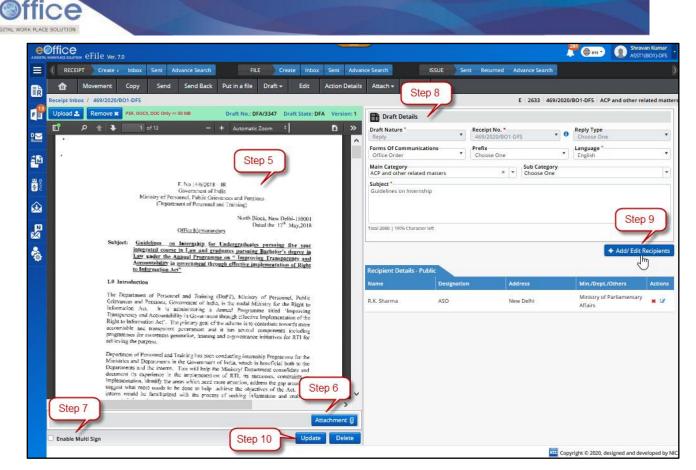


Figure 67

- 6. Add or remove Attachment. (If required)
- 7. Check/Uncheck Enable Multi Sign checkbox. (If draft is required to be signed by multiple signing *authority*)
- 8. Edit Draft Details. (If required)
- 9. Click Remove or Edit action buttons to remove or edit the recipient's details.

Or

Click Add Recipients to add or remove or edit recipient details.

10. Click Update to save the changes in the Draft.

Note:

- User will be able to edit and save draft metadata (excluding Draft nature, Receipt/Issue Number, Reply Type).
- Draft content, Draft Details and Recipient Details get Auto Saved if not saved by user.
- Text editor cannot be kept blank while editing an already saved draft.
- User will be able to remove or add attachment from Attachment list.
- New version of draft will be created subject to movement of File.
- User should be able view/edit any version of Draft until it is approved.



This section describes the steps to add, edit and remove the recipient details in the creation of draft.

STEPS TO FOLLOW:

1. Click opens an Electronic Receipt from Created/Inbox/Inbox Sub-Folder list of Receipts.

A DESETIN	Strice		Shravan F ASST1(BO	
	RECEIPT Create + Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search			<u>ä</u>
I R	Receive Put in a file Move To - Send Back Copy Close			- ja
e¶	□ ☆ E 1271 77 Step 1 test subject 🍲 Mantosh Kumar Ojha, BO 1 SECTL 國。 20/03/2020 04:15 PM ⑦ 20/03/2020 04:15 PM			
2	□ ☆(E)2633 469/2020/[PA:-DFS] test subject) あ Mantosh Kumlar Ojha, BO 1 SECTI (認 14/03/2020 10:11 AM ジ 14/03/202 Receipt No			
	□ ☆ [P 2587 423/2020/B01-DFS CCS University 🎝 Mantosh Kumar Ojha, BO 1 SECTL 🛗 14/03/2020 08:53 AM 🏹 14/03/2020 08:53 AM	•		
er e	□ 🛱 🖻 2586 422/2020/B01-DFS 🏈 CCS University 💩 Mantosh Kumar Ojha, BO 1 SECTL. 📆 14/03/2020 08:50 AM 👸 14/03/2020 08:51 AM			
P.	□ ☆ ② 2583 419/2020/BO1-DFS 🏈 CCS University 🎝 Mantosh Kumar Ojha, BO 1 SECTL. 磁 14/03/2020 08:37 AM 役 14/03/2020 08:38 AM			
\$	□ ☆(〒)2522 358/2020/BO1-DFS test subject 🦕 Mantosh Kumar Ojha, BO 1 SECTL., 「 1部 14/03/2020 12:58 AM び 14/03/2020 12:58 AM	R	P 🏈	
	□ ☆(E) 2520 356/2020/BO1-DFS test subject 💩 Mantosh Kumar Ojha, BO 1 SECTL 📆 14/03/2020 12:55 AM 🍟 14/03/2020 12:55 AM	R		

Figure 68

2. Click Draft in the menu bar and then Click View Draft.

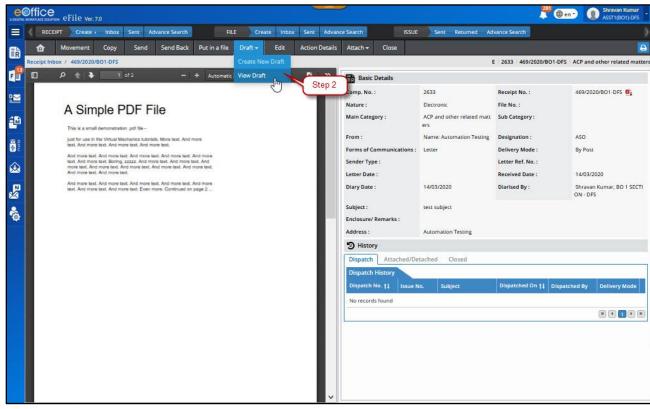


Figure 69

3. Click the draft no. from the List of Drafts to open as shown in Figure 70:

e ffice		
eeffice		281 Shravan Kumar

A DOGETNA, W	office	eFile ver.	7.0											100 en 1	Shravan I	
	< RECEIP	TE) Create	Inbox	Sent Ad	vance Search	FI	.E Crea	te inbox	k Sent	Advance S	earch		Sent Returned Advance Search			
ER .	ß	Movement	Сору	Send	Send Back	Put in a file	Draft +	Edit	Action D	Details A	Attach 🔫	Close				8
-	Receipt Inbo List of Draft	x / 469/2020/	BO1-DFS										E 2633 469/	2020/BO1-DFS	ACP and other relate	d matter
	Draft No.			Subje	ect						Status		Approved By		Last Updated On †	Action
2	Step	3		Guide	elines for Intern	ship					DFA					4 🗎
4 M	DFA/3347	r		Guide	elines on Intern	ship					DFA				08/04/2020 02:02 AM	4
E D Soc	DFA/3346			test s	ubject						SIGNED		Shravan Kumar, BO 1 SECTION			A
8 C	DFA/3345			test s	abject			N			SIGNED		Shravan Kumar, BO 1 SECTION			4
	DFA/3344			test s	ubject			5			APPROV	/ED	Shravan Kumar, BO 1 SECTION		05/04/2020 12:04 AM	¢
R															H H	
	Version List	of DFA/3348														
8	Version	11 Created	1 On †1	Created B									Status			Action
	1	08/04/2 AM	020 02:05	Shravan K	(umar, BO 1 SEC	TION							DFA			Û
																1 .

Figure 70

4. Click Edit as shown in Figure.71:

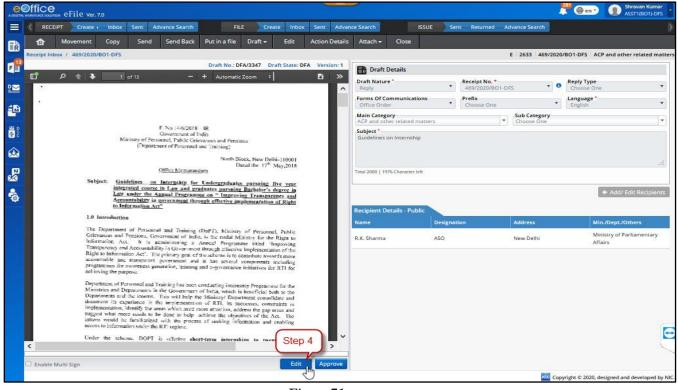


Figure 71

5. Click Add/Edit Recipient in Draft/Dispatch Page.

(Note: Already added recipient's details are already listed in right –panel of '+ Add/Edit Recipient' pop-up window with option to remove and edit)



e	office	Ver. 7.0											281 @ en •	Shravan ASST1(B	of Kurmar O1)-DFS
		eate + Inbox	Sent Ad	dvance Search	FILI	E Create Inb	ox Sent Advar	ice Search		SSUE Se	nt Returned A	dvance Search			3
I R	fa Movem	ent Copy	Send	Send Back	Put in a file	Draft 🕶 Edit	Action Details	Attach 🕶	Close						
	Receipt Inbox / 469											E 2633 469/202	0/BO1-DFS ACP a	nd other relat	led matters
F	Contraction of the local division of the		CX, DOC Only	SO MB		A/3347 Draft State:	240150	Draft I	Details						
2	<u>п</u> Р 🕯	+ 1	of 13	-	+ Automatic	Zoom *	E »	Draft Natur Reply		•	Receipt No. * 469/2020/BO1-D	PS 🔹	Unbose Une		•
4 M	÷.							Forms Of Co Office Orde	ommunicatio er	v v	Prefix Choose One		Language * English		•
								Main Catego ACP and oth	ory her related m	atters	x -	Sub Category Choose One			-
B Doc		м		F. No 148/2018 Government of I				Subject * Guidelines	on Internship						
∞			(Departe	ment of Personnel	l and Training)	nus ock, New Delhi-110001									
2				Office Memoran	udum:	sted the 17 th May,2018		Total 2000 19	976 Character le	ft .				Step	,5
₽ § •{\$		Law Acco	suder the A	in Law and gr Annual Program government thr	raduates pursuing	pursuing five year Bachelor's degree in ug Transparency and plementation of Right		Recipient D	letails - Publ	ic			•	Add/ Edit Re	cipients
		1.0 Introduction	0					Name		Designatio	n Ado	Iress	Min./Dept./Ot	hers	Actions
		Information Act Transparency and Right to Informat accountable and	Pensions, Go 1. It is a d Accountabil tion Act'. Th 1 transparent zwareness gen	vervision of Indi administering a lity in Government reprint any geat of povernment and	ia, is the nodal Mi Annea! Program it through effective filte scheme is to or d it has someal.	of Personnel, Public nistry for the Right to the titled 'Improving Implementation of the Ontribute towards more components including initiatives for RTI for		R.K. Sharma		ASO	Net	v Delhi	Ministry of Par Affairs	rliamentary	* 12
		Ministries and Departments and document its ex- implementation, i suggest what mo	opartments in the interns, perience in the identify the ar to moods to b	t the Government This will help to the implementation reas which need to be done to belo	t of India, which is be Ministry/ Depar on of RTL its suc more attention, add achieve the object	hip Programme for the theneficial both to the timent consolidate and tresses, constraints in lines the gap areas and tives of the Act. The emission and enabling	×								
	C Enable Multi Sign					Upda	Attachment [] ate Delete								
												XIC Co	pyright © 2020, desig	and and devel	oped by NIC

Figure 72

6. Fill all available details of recipient (including mandatory fields).

(Note: Refer to section below the steps to know more details to add recipients under 'Public', 'Intra eOffice' and 'Inter eOffice / Other Applications'.)

Add Recipients				
O Public O Intra eOffice O Int	er eOffice / Other Applications			
User Groups	Step 6			
O New ○ Existing	Add Recipient Details	Recipient Details	- Public	
Min./Dept./Others * Select Level	Ŷ	Name	Designation	Address
Name *	Designation *	R.K. Sharma	ASO	New Delhi
Address *		<		
	E.			
Organization				
	State Choose One			Step

Figure 73

7. Click Add.

fico

8. Click **Close** button in right panel.

Important Points:

- ✓ To add recipients under 'Intra eOffice' and 'Inter eOffice instance' are allowed only for electronic dispatch.
- ✓ Edit option to edit recipient details is available only for 'Public' recipients and not available for recipients added under 'Intra eOffice' and 'Inter eOffice' instance.
- ✓ **'Remove'** option is available for all listed employees.

There are three domains from which recipients can be added. Let us see them all one by one,

- a) Public (selected by default)
- b) Intra eOffice
- c) Inter eOffice / Other Applications
- a) <u>Public</u> This is the domain of people who are outside the organization for example citizens, people from other private organizations and officials of government bodies where eOffice to eOffice transactions are not taking place (also known as inter eOffice movement). The user details can be added under two tabs **'User'** and **'Groups'** –



<u>User</u>

Under this tab, recipient can be added by choosing 'New' or 'Existing'.

1. 'New' allow you to add user's details in the fields below such as name, address, contact and etc. and then to further add into recipient list by clicking on Add at the bottom.

dd Recipients						1
🗿 Public 🔘 Intra e0	Office 🔿 In	ter eOffice / Other	Applications			
User Groups				-		
O New O Existing				Recipient Details	- Public	
Min./Dept./Others *			^	Name	Designation	Address
Name *		Designation *		R.K. Sharma	ASO	New Delhi
Address *		Add deta		<		
Organization						
Country Choose One	•	State Choose One	Click 'Add'	to		
City/District	•	Pincode	add detail	s		
Choose One						

Figure 74

- 2. 'Existing' allow adding users from the already maintained address books. There are four types of address books available 'Self', 'Section', 'Department' and 'Instance'.
- 3. Choose the address book by clicking on the down arrow in the 'Search Here' box and then enter the recipient name in the search box.

Add Recipients			×
Public Intra eOffice Inter eOffice / Other Choose Scop Address Book (New Existing Raman		Office Internal	^
All Contacts Search the contact by Self	Name	Designation	Department
Image: Name Image: Name Image: Name </td <td>H.ATHELI</td> <td>Deputy Secretary</td> <td>DOE</td>	H.ATHELI	Deputy Secretary	DOE
Raman Sharma Sr Advisor Instance			>
Select the required	Recipient Details - P	Designation	Address
contact	Kabir singh	Joint Secretary	Delhi
<		ASO	New Delhi
Add			Close

Figure 75

- 4. Based on the characters of recipient name entered in the search box, suggestion list will appear.
- 5. Choose the appropriate recipient(s) and then Click Add.



Groups

Under this tab, recipients can be added from already created groups.

1. In the first drop-down list, choose the type/scope of the address book group ('Self', 'Section', 'Department' and 'Instance') from which you wish to add recipient(s).

Add Recipients			1
Public Intra eOffice Inter eOffice / Other Applications User Groups			
Self Choose Gro	Recipient Details	s - Public	
Choose Level Step 1 Self Address Book	Name	Designation	Address
Section Address Book Groups Scope ddress	R.K. Sharma	ASO	New Delhi
Department Instance	٢		>
< >	٢		>
Add			Close

Figure 76

2. In the next drop-down, choose the **name of the group** from which you wish to add recipients.

Department Choose Grou	Step 2	Recipient Details	- Public		
Choose Group		Name	Designation	Address	
Name eoffice	Address	R.K. Sharma	ASO	New Delhi	
Any Record Fou		<			

Figure 77



3. The list of contacts already added in the group will be listed below, under 'All Contacts under Group' and select the recipients you wish to add as shown in Figure.78:

Department 🔹	dministratic 🔻			Recipient Details	- Public		
ll Contacts in Group			^	Name	Designation	Address	
Name	Designation	Address		R.K. Sharma	ASO	New Delhi	I I
Kabir Singh	Joint Secretary	Delhi		۲.			
Step 3 Neha Tyagi	Deputy Secretary	Delhi					
Raman Sharma	Sr Advisor	Delhi					

Figure 78

4. Click Add as shown in Figure.79:

Add I	Recipients							×
Use	er Groups	ice O Inter eOffice / C	ther Application	IS	Recipient Details	- Public		
-	Contacts in Group			^	Name	Designation	Address	Mi
	Name	Designation	Address		R.K. Sharma	ASO	New Delhi	Mi Pai
	Kabir Singh	Joint Secretary	Delhi		<			>
	Step 3 Neha Tyagi	Deputy Secretary	Delhi					
0	Raman Sharma	Sr Advisor	Delhi					
<				Step	4			>
				Add h				Close

Figure 79



- b) <u>Intra eOffice</u>– This is the domain of employees in user's own Ministry/Organization. This can be used to add recipients who are from one's own organization, for example, for issuing inter-office memo.
 - 1. In the first drop-down menu, **choose the name of the department**, to which the intended employee/recipient belongs to.

Jsers	Step 1	(and the second s			
Choose One	-	Search Here	Recipient Details	- Public	
Choose One DEA			Name	Designation	Address
DOE	Designation	Department	R.K. Sharma	ASO	New Delhi
DOR				Section .	
DFS			Kabir Singh	Joint Secretary	Delhi
MOF			Neha Tyagi	Deputy Secretary	Delhi
CBDT			<		
CBEC					
O/o FINANCE MINISTER					
OUTSIDE MINISTRY					

Figure 80

- 2. Enter the **recipient name** in the search box.
- **3.** Based on the characters of recipient name entered in the search box, suggestion list will appear. Choose the appropriate recipient(s) as shown in Figure.81:

Add Recipients					×
O Public 🧿 Intra eOf	fice 🔿 Inter eOffice / O	ther Applications			
Users					
DOE	•	Atheli	Recipient Details		
O/o Dir(Admn)	•	Step 2	Name	Designation	Address
All Contacts		^	R.K. Sharma	ASO	New Delhi
☑ Name	Designation	Department	Kabir Singh	Joint Secretary	Delhi
Step 3	Deputy Secretary	DOE	Neha Tyagi	Deputy Secretary	Delhi
Step 5			<		>
		Step 4	_		
<		Siep 4	<		>
		Add 🔚			Close

Figure 81



4. Click 'Add' (Figure.81). As a result recipients will be added as shown in Figure.82:

	O(o Dir(Admn)		(in the second s					
DOE	O/o Dir(Admn)	-	Atheli	Recipient Details	Designation	Department	Section	Actions
All Contacts	Designation	Department	Section	H.ATHELI	Deputy Secretary	DOE	O/o Dir(Admn)	×
HATHELI	Deputy Secretary	DOE	O/o Dir(Admn)	Recipient Details	Public			
				Name	Designation	Address	Min./Dept./Others	Actions
			-	R.K. Sharma	ASO	New Delhi	Ministry of Parliamentary Affairs	* 68
			Details Added	Kabir Singh	Joint Secretary	Delhi	Ministry of Parliamentary Affairs	* @
				Neha Tyagi	Deputy Secretary	Delhi	Ministry of Parliamentary Affairs	* 18



- c) <u>Inter eOffice / Other Applications</u> –This is the domain of employees in other Ministry/Organization. It can be used to add recipients who are from other ministries/organizations, for example, issue a Govt. Order to other government bodies.
 - 1. In the first drop-down menu, **choose the name of the ministry/organization**, to which the intended employee/recipient belongs to.
 - 2. Enter the **recipient name** in the search box.
 - 3. Based on the characters of recipient name entered in the search box, suggestion list will appear.
 - 4. Choose the appropriate recipient(s) and then Click 'Add' (Figure.82).



Approving Draft

This section describes steps to approve a draft.

Important Points:

- ✓ Draft content is not available for editing, once draft is approved.
- ✓ User will not be able to Check/Uncheck 'Enable Multi Sign' on approved Draft.
- ✓ Removal or Adding of attachment is not possible after approval.
- ✓ Only Recipient details can be edited after approval. (Except in case the draft was created by user of other ministry/organization)
- ✓ User must have necessary privileges (**Role_Draft_Approver**) for approving the draft.

STEPS TO FOLLOW:

1. Click open a draft (DFA) from the 'List of Drafts' as shown in Figure.83:

		» eFile ver. 7.0	0											2450 @ en •	Saroja Kumar TD(SKP)-EOF	
	RECEI	PT Create +	Inbox Se	ent Advar	nce Search		FILE	Create In	box Sent	Advance Search			Sent Ret	turned Advance Se	arch	
	R	Movement		Send S	5end Back	Put in a file	Draft 🔫	Edit	Action De	tails Attach 🔫	Close					-
_118		ox / 5232/2020/	EOFFICE										E 5055	903 5232/2020/EO	FICE Common Office	e Services
F	List of Draf	Step		Subject						Status		Approved By			Last Updated On †1	Astion
	DFA/4804			test subject	:					DFA		Approved by			30/05/2020 12:49 AM	
쉆	DFA/4803			test subject						DFA					30/05/2020 12:48 AM	4 🗎 🛍
															M (1 Þ H
	Version Lis	t of DFA/4804														
ÊM	Version	1 Created Or	n †↓ Crea	ted By									s	Status		Action
P D SC	1	30/05/2020 AM	0 12:49 Saro	oja Kumar Pa	atro, eOffice l	MM							C	DFA		匬
															H I	1 🕨 🕅



2. Click Approve as shown in Figure.84:

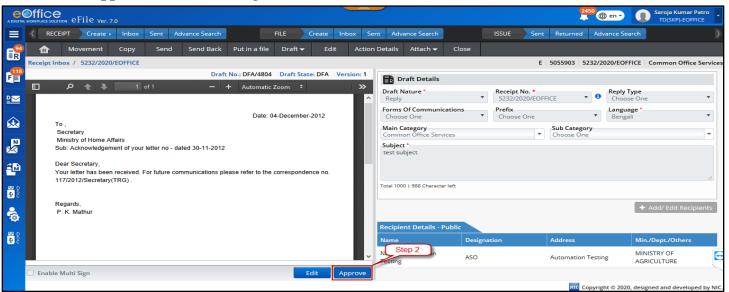


Figure 84



3. Click 'Yes' on approval confirmation pop-up box as shown in Figure.85:

e(Office			245	• en •	Saroja Kumar Patro TD(SKP)-EOFFICE
	∢ RECEIPT Create → Inbox Sent Adv	Approval Confirmation	×			
	R Movement Copy Send	Once draft gets approved no further changes can be made. Would you like to proceed further?	Step 3			
118	Receipt Inbox / 5232/2020/EOFFICE	Yes	Cancel	5055903 523	32/2020/EOFFICE	Common Office Services
	🔲 2 全 🦆 1 of 1	A Reply 52	ceipt No. * 232/2020/EOFFI	CE 🔻	Reply Type Choose One	•
		Forms Of Communications Pret	efix		Language *	

Figure 85

As soon as the draft is approved, an Issue number is assigned to it. It is the composite value of -

- a) I Denoting Issue
- b) **<Sequence number>** The continuous running sequence number from the series of dispatches
- c) **<Year of Issue>** The year of dispatch

Hence, Final dispatch number will be - I/<sequence number>/<Year of Issue>Example – I/218/2020

In case a prefix was chosen, such as for Government Order (GO) form of communication, then the Issue number is called as the GO number (also used in #Document number). It is the composite value of -

<GO Prefix Code>–GO denoting government order and its prefix code, such as GO RT or GO Ms <Sequence Number>–The continuous running sequence number

- **<Year>**–The year of creation
- **Code Code Code**<p

Note:

• After approving, the status of the DRAFT will change to 'Approved'.

Signing Draft

The use section describes the digital signing process of an approved draft.

Important Points:

- ✓ Only Approved drafts in the Drafts List can be digitally signed.
- ✓ Drafts along with receipts received from other Ministries and organizations cannot be digitally signed.
- ✓ Multi Sign A draft can be signed multiple times if 'Enable Multi Sign' is checked.
- ✓ A draft enabled with Multi Sign feature cannot be Ink signed.



DSC SIGN

This feature allows user to digitally sign an Approved Draft Using DSC Token.

Important Points:

- ✓ JRE Version 1.8 or above appropriate as per OS must be installed in the client machine.
- ✓ DSC Signer Service must be installed in the client machine.
- ✓ User must have valid DSC certificates installed in the computer.
- ✓ User must be registered with DSC and DSC should be plugged in the client system.
- ✓ Compatible DSC installer should be present in computer.

STEPS TO FOLLOW:

1. Click opens an Approved draft from the 'List of Drafts' as shown in Figure.86:

		∞ eFile ver.	. 7.0											24	50 🌐 en 🔹	Saroja Kumar TD(SKP)-EOF	Patro FICE
	< RECEI	IPT Create	▶ Inbox	Sent A	dvance Search		FILE	Create	Inbox	Sent Ad	lvance Search		ISSUE Sent	Returned	Advance Sea	irch	≫
	R	Movement	Сору	Send	Send Back	Put in a fi	e Draft v	Edit	Acti	ion Details	Attach 🔫	Close					
	Receipt Inb	iox / 5232/202	0/EOFFICE										E	5055903 52	232/2020/EOF	ICE Common Office	e Services
F =	List of Dra	fts															
	Draft No	. Step	1	Subjec	t					Sta	atus		Approved By			Last Updated On †↓	Action
	DFA/4804	4		test sul	bject					AP	PROVED		Saroja Kumar Patro, e	eOffice MM		30/05/2020 12:49 AM	41
	DFA/4803	3		test sul	bject					DF	A					30/05/2020 12:48 AM	4 🗈 🛍
																K	1 • H
2 B		st of DFA/4804															
4 M	Version	11 Created	On †↓	Created By										Status			Action
D Sc	1	30/05/20 AM	020 12:49	Saroja Kum	ar Patro, eOffice	MM								APPROVE	ED		
																H	1 🕨 🕅

Figure 86

2. Click 'DSC Sign' button as shown in Figure.87:

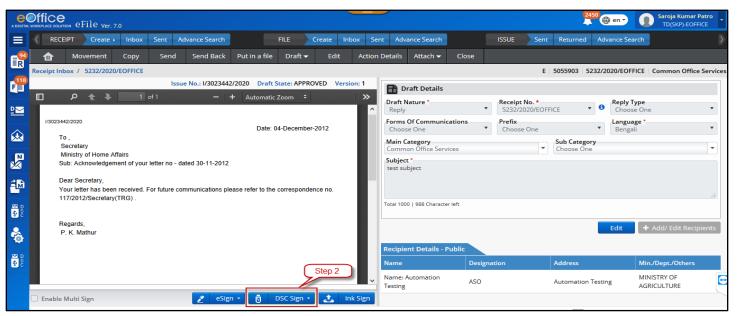


Figure 87



To Sign at default location

3. Click 'Default' as shown in Figure.88:

e(A DIGETAI	WORKTUIGE SCUTTION eFile ver. 7.0						2450	en • 🚺	Saroja Kumar Patro TD(SKP)-EOFFICE	•
	RECEIPT Create Inbox Sent Advance Search	FILE	reate Inbox Sen	t Advance Search		ISSUE Sent	Returned Ad	vance Search		
R R	Revenuent Copy Send Send Back Put	t in a file 🛛 Draft 🔫	Edit Action	Details Attach 🛨 Clo	se					
	Receipt Inbox / 5232/2020/EOFFICE					E	5055903 5232/2	020/EOFFICE	ommon Office Serv	ices
F	Issue No.: I/3023442/202	0 Draft State: APPROV		Draft Details						
₽₩	□	Automatic Zoom 🗘	»	Draft Nature * Reply	•	Receipt No. * 5232/2020/EOFF	CE • 0	Reply Type Choose One	•	j
$\widehat{\mathbf{x}}$	1/3023442/2020 To ,	Date: 04-December-2	012	Forms Of Communications Choose One	•	Prefix Choose One	•	Language * Bengali	•	
R	Secretary Ministry of Home Affairs Sub: Acknowledgement of your letter no - dated 30-11-2012		- 1	Main Category Common Office Services Subject * test subject		•	Sub Category Choose One		-	
4	Dear Secretary, Your letter has been received. For future communications please r 117/2012/Secretary(TRG).	efer to the correspondenc	ce no.							
B coc				Total 1000 988 Character left						
•{©	Regards, P. K. Mathur	Ste	ep 3	Recipient Details - Public				Edit + A	dd/ Edit Recipients	
E SC		Default		Name	Designa	tion	Address	Min./I	Dept./Others	
		Custom		Name: Automation Testing	ASO		Automation Testi	η	TRY OF CULTURE	0
	🗌 Enable Multi Sign 🔹 🖉 eSign 🝷	📴 DSC Sign 👻	🗻 🛛 Ink Sign							1

Figure 88

- 4. Enter the **PIN** for **DSC**.
- 5. Click 'OK' to DSC sign the approved draft.

To Sign at the location of your choice

3. Click 'Custom' as shown in Figure.89:

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Figure 89



4. In the Custom Sign pop up window, select signing area by dragging left click using mouse pointer.

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(3 E ₈	To , Secretary Ministry of Home Affairs Sub: Acknowledgement of your letter no - dated 30-11-20	Dear Secretary, Your letter has been received. For future communications please refer to the correspondence 117/2012/Secretary(TRG) .	ose One		ngaage engali
	Dear Secretary, Your letter has been received. For future communications 117/2012/Secretary(TRG) .	Regards, P. K. Mathur			
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Figure 90

- 5. Click 'Sign' in Custom Sign pop-up window.
- 6. Enter **PIN** for **DSC**.
- 7. Click 'OK' to DSC sign the approved draft.

Note:

- Draft status should change to **Signed**.
- User shall be able to view Digital Signature(s) on signature panel of signed draft.
- Option of 'Edit' (Recipient Detail) and to 'Dispatch' will be available.
- DSC details (user's name, DSC token name, date and time stamp of signing) will be embossed on the Approved DFA content at the bottom left of the document or at desired location in case of custom sign.

<u>eSign</u>

This feature allows user to digitally sign Draft using eHastakshar/eSign (Aadhaar based using OTP or Fingerprint).

Important Points:

- ✓ eSign Web service should be up and running.
- ✓ Web service URL should available in eFile application configuration table.
- ✓ User should have Aadhaar authenticated mobile number (For OTP based eSign) listed in the EMD.
- ✓ User should have Biometric Device (For Fingerprint/IRIS based eSign) connected to system.
- ✓ License Agreement (Consent of Authentication) should be made between the Department and eSign Service provider to avail the eSign service.



STEPS TO FOLLOW:

1. Click opens an Approved draft from the 'List of Drafts'.

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Figure 91

2. Click 'eSign' button.

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Figure 92



To Sign with OTP method at default location

3. Click 'Default' and choose option 'with OTP'.

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Figure 93

4. To proceed, read and agree to the **'Consent for Authentication form'** and then you are redirected to the eSign service portal.

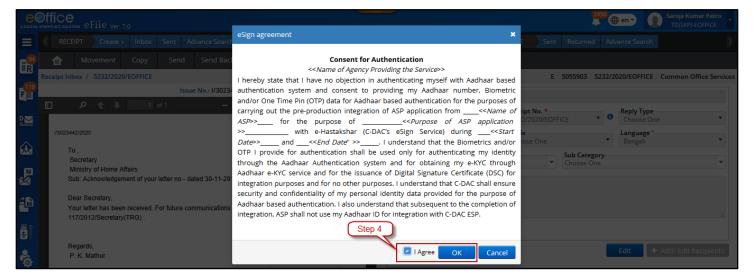


Figure 94

5. Enter your Aadhaar Number/Virtual ID and Click 'Get OTP'.

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	(Step 5	Enter Your Aadhaar OTP	View Document Information	
		G	let OTP Cancel	Not Received OTP? Resend OTP	

Figure 95

- 6. Enter the OTP received on the registered mobile number.
- 7. Click 'Submit' to eSign the approved draft.

To Sign with Fingerprint method at default location

3. Click 'Default' and choose option 'with Fingerprint'.

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Figure 96

4. To proceed, read and agree to the **'Consent for Authentication form'** and then you are redirected to the eSign service portal.

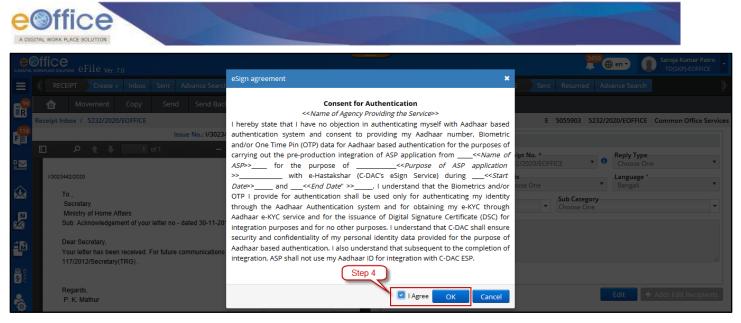


Figure 97

5. Enter your Aadhaar Number/Virtual ID and Click 'Discover Biometric Device'.

war are war are Ministry of Electronics and Information Technology Government of India		Digital India Power To Empower	Centre for Development of Advanced Computing
		You are currently using C-DAC eSign Service and have been redirected from	
		<mark>ि Hastäkshar</mark> इस्ताक्षर C-DAC's eSign Service	
		Aadhaar Based e-Authentication	
	Step 5	Enter Your Aadhaar Number/Virtual ID Get Virtual ID Discover Biometric device	
		View Document Information	
		Capture Cancel Help	



- 6. Select the **Fingerprint scanner** from the discovered connected device(s).
- 7. Click 'Capture' to capture the fingerprint.
- 8. Click 'Submit' after successfully capturing the fingerprint to eSign and Send.

To Sign with OTP method at location of your choice

3. Click 'Custom' and choose option 'with OTP'.

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Figure 99

4. In the Custom Sign pop up window, select signing area by dragging left click using mouse pointer.

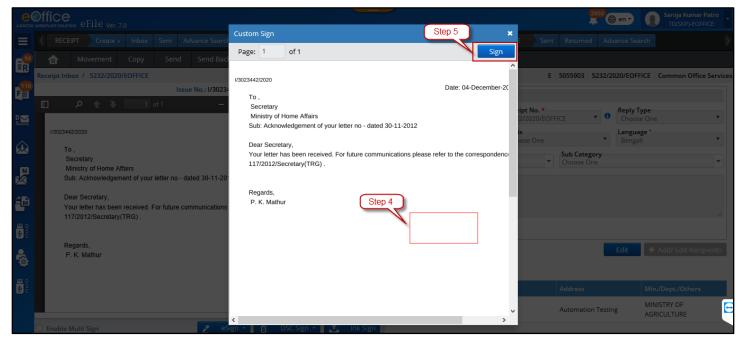


Figure 100

- 5. Click 'Sign'.
- 6. To proceed, read and agree to the **'Consent for Authentication form'** and then you are redirected to the eSign service portal.

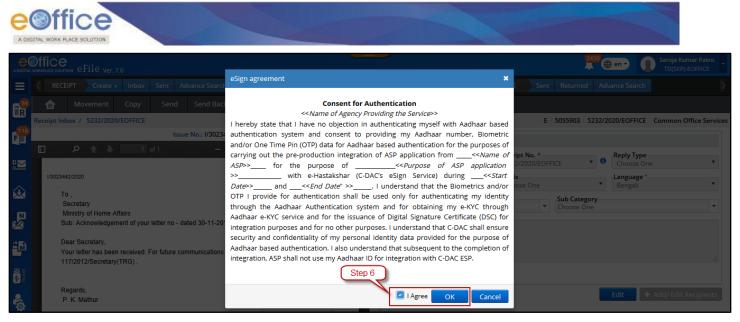


Figure 101

7. Enter your Aadhaar Number/Virtual ID and Click 'Get OTP'.

were an winistry of Electronics and Information Technology Government of India		Digital India Power To Empower	Centre for Development of Advanced Computing
		You are currently using C-DAC eSign Service and have been redirected from	
		Hastäkshar हस्ताक्षर C-DAC's eðign Service	
		Aadhaar Based e-Authentication	
		Enter Your Virtual ID / Adhaar Number	
		Get Virtual ID	
		Enter Your Aadhaar OTP	
	Step 7	View Document Information	
		Get OTP Cancel Not Received OTP? Resend OTP	



- 8. Enter the OTP received on the registered mobile number.
- 9. Click 'Submit' to eSign the approved draft.

To Sign with Fingerprint method at location of your choice

3. Click 'Custom' and choose option 'with Fingerprint'.

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Figure 103

4. In the Custom Sign pop up window, select signing area by dragging left click using mouse pointer.

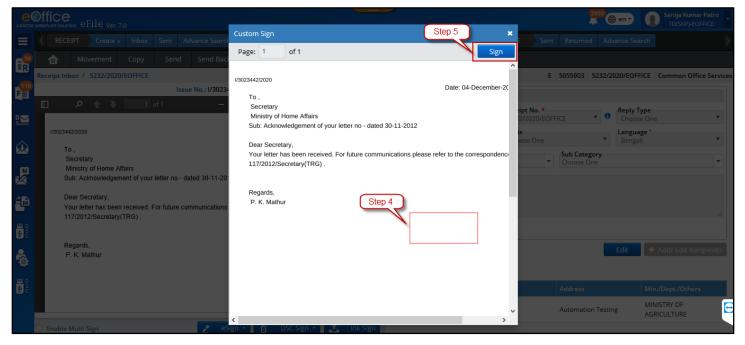


Figure 104

- 5. Click 'Sign'.
- **6.** To proceed, Read and Agree to the **'Consent for Authentication form'** and then you are redirected to the eSign service portal.

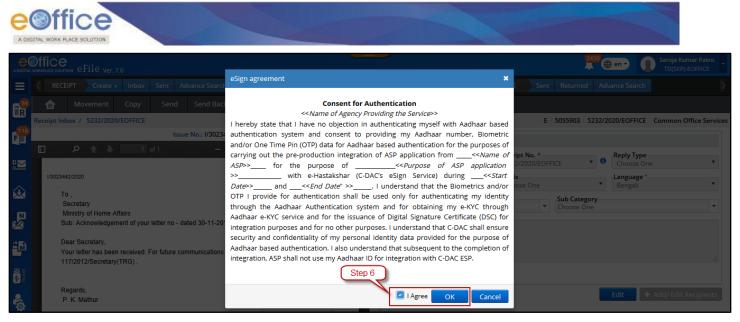


Figure 105

7. Enter your Aadhaar Number/Virtual ID and Click 'Discover Biometric Device'.

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		View Document Information	
		Capture Cancel	



- 8. Select the Fingerprint scanner from the discovered connected device(s).
- 9. Click 'Capture' to capture the fingerprint.
- 10. Click 'Submit' after successfully capturing the fingerprint to eSign and Send.

- Draft status should change to **Signed**.
- User shall be able to view Digital Signature(s) on signature panel of signed draft.
- Option of Edit (Recipient Detail) and Dispatch should be available.
- Signing details (user's name, date and time stamp of signing) should be embossed on the Approved DFA content at the bottom left of the document or at desired location in case of custom sign.



Ink Sign

It is the process of maintaining a copy of physically signed draft letter and confirming it with its originally approved copy in the system.

IMPORTANT – Ink Sign copy of only those drafts can be maintained in the system which are not Multi Sign enabled.

STEPS TO FOLLOW:

1. Click opens an Approved draft from the 'List of Drafts'.

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Figure 107

2. Click 'Ink Sign' button and upload the physically signed copy (PDF format) of approved draft.(Note: The uploaded signed copy can be downloaded by clicking on 'Signed Copy' link.)

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Figure 108



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C	🗍 Enable Mu	lti Sign				🙎 eSign	- 👩 DSC Si	gn • 🛃 ink	Sign				The survey of the second second	esigned and developed by NIC

Figure 109

3. Click 'Confirm/Discard Ink Sign' option. The *Approved Copy* and uploaded *Signed Copy* will be displayed side by side in a popup window for comparison, with option to 'Confirm', 'Discard' and 'Close'.

e A DIGETA	additional working southern eFile ver. 7.0	Saroja Kumar Patro TD(SKP)-EOFFICE
	ECEIPT Create J Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search	D
	😭 🚯 Movement Copy Send Send Back Put in a file Draft 🕶 Edit Action Details Attach 🕶 Close	
	Receipt Inbox / 5232/2020/EOFFICE E 5055903 5232/2020/EOFFICE C	Common Office Services
F		
		¥
쉆	wiain Category Sub Category	•
R	Secretary Ministry of Home Affairs Sub: Acknowledgement of your letter no - dated 30-11-2012 Sub: Acknowledgement of your letter no - dated 30-11-2012	•
4 M	Dear Secretary, Your letter has been received. For future communications please refer to the correspondence no. 117/2012/Secretary(TRG).	
11 D S C		
\$	P. K. Mathur	Add/ Edit Recipients
₽ D ¢	Recipient Details - Public	
19 č	Name: Automation Aston Automation Testing MINIS	Dept./Others
	Enable Multi Sign Signed Copy Discard Confirm/Discard Ink Sign	

Figure 110



4. Click '**Confirm**' in the Pop-up window to complete the physical signing of the draft (or discard to re-upload the correct signed document and then 'Confirm'.)

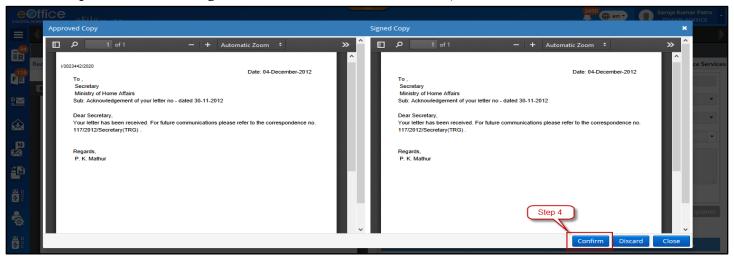


Figure 111

The ink signed copy of the approved draft is visible on the Left side and the approved copy can be seen by clicking on 'Approved copy' link available below.

e	Diffice manuface setting eFile ver. 7.0				ASSTI(BOI)-DFS
	Movement Copy Send Send Back Put in a file Draft + Edit Action Details Receipt Inbox / 469/2020/801-DFS		Success messa Ink Sign Confirm	nation	Minice Search * v success * Ink sign has been confirmed. 22 Surbo I for 3 - ACF and other related matter
	Issue No: U3679/2020 Direkt State: SIGNED Version: 1 Signed On: 08/04/2020 05:39 / P Image: Signed On: 08/04/2020 05:39 / Image: Signed On: 08/04/2020 05:39 / P Image: Signed On: 08/04/2020 05:39 / Image: Signed On: 08/04/2020 05:39 / P Image: Signed On: 08/04/2020 05:39 / Image: Signed On: 08/04/2020 05:39 / F No 14/05/2018 Status Changed to SIGNED	Draft N Reply Forms Office Main C	Of Communications Order ategory d other related matters	Receipt No. * 469/2020/BO1-DF5 * Prefix Choose One \$ub Category Choose One	Reply Type Choose One Choose One English T
100 Ka	Subject: Guidelines on laternship for Cudergraduatys purving The year mintegrated course in Lawy and credutes purving. The year mintegraduaty and year mintegrad	Guideli Total 2000	nes on Internship 9 1976 Character left nt Detaills - eOffice Internal		.11 Edit 🔶 Add/ Edit Recipients
	1.0 Introduction The Department of Personnel and Training (DePT), Ministry of Personnel, Public Grievances and Pensions, Government of Indea, is the modal Ministry for the Right to Information Azi. 1 is a administering an Armatel Programme titled "improving Transparency and Accountability in Givernment through effective implementation of the Right to Information Act. The primary geat of the scheme is to contribute towards more necositable and reasparence government, and it has several composed to including.	Name H.ATHEL Recipies Name	J Designa J Deputy nt Details - Public Designatic	Secretary DOE	st Section O/o Dir(Admn) Min/Dept/Others
	programmes for avaceness performance, mining and e-governance initiatives for RTI for schering the purpose. Department of Personale and Training has been confidential internation Departments for all Ministeis and Departments in all a Government Departments and the interns. This will mapping	Kabir Sir R.K. Sha	Ink Signed o	COPY New Delhi	Ministry of Parliamentary Affairs Affairs Ministry of Parliamentary Ministry of Parliamentary
	approved Copy instrumentation, identify the access which are accessed in the Acc. The instrumentation is dentify the access which are accessed in the Acc. The interns would be framiliaritied with the process of seeking, information and combing access to information under the KT regime. Under the scheme. DOPT is offoring short-term internships to the any (20) Compared to the access of acces of access of acccess of access of access of access of access of		agi Deputy Se	cretary Delhi	Affairs

Figure 112

- After uploading the signed copy, the Draft status will change to 'PENDING_INK_SIGN_CONFIRMATION'.
- After confirmation of uploaded signed Copy (**Confirm Ink Sign**) Draft status will change to '**Signed**' from '**PENDING_INK_SIGN_CONFIRMATION**'.



Dispatch from Receipt

This feature allows User to **Dispatch Signed Draft** (Issue) letters through **Self** or **CRU** (Central Registering Unit) against an electronic receipt –

Electronic Receipts

STEPS TO FOLLOW:

1. Click the signed draft no. from the 'List of Drafts' required to dispatch.

A DIGITA		eFile ver. 7.0											5	81 @ en -	Shravan K ASST1(BO1	
	RECEIPT	Create → Inb	ox Sent Ac	dvance Search			.e G	reate Inbox	Sent Adva	nce Search	ISSUE	Sent Returned	d Advance	Search		>
酿		Movement Cop		Send Back	Put in a file	Draft -	Edit	Action Detail	s Attach -	Close						Ð
-13	Receipt Inbox		FS									E 2633	3 469/2020/	BO1-DFS A	CP and other relate	d matters
F	Draft No.		Su	ıbject						Status	Approved By				Last Updated On † ↓	Action
₽ <u></u>	DFA/3	ep 3	Gu	uidelines for Inte	rnship					DFA						@ 🛍
≏ M	DFA/3346		te	st subject						SIGNED	Shravan Kumar,	BO 1 SECTION -				e
	DFA/3345		te	st subject						SIGNED	Shravan Kumar,	BO 1 SECTION -				(B)
en e	DFA/3344		te	st subject						APPROVED	Shravan Kumar,	BO 1 SECTION -			05/04/2020 12:04 AM	۰ C
쉆															H I	1) H
N	Version List															
	Version	Created On †	L Created	d By								Statu	us			Action
* @	1	08/04/2020 0 AM	2:05 Shrava	n Kumar, BO 1 S	ECTION							DFA				ŵ
															K	1 • H

Figure 113

2. Click'Initiate Dispatch' to initiate the Dispatch Process.

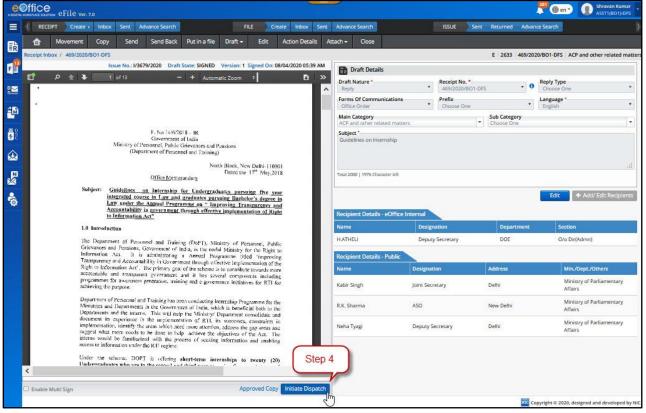


Figure 114



3. Intended recipients are listed under 'Recipient Details'. Click 'Add Recipients' to add more, if required.

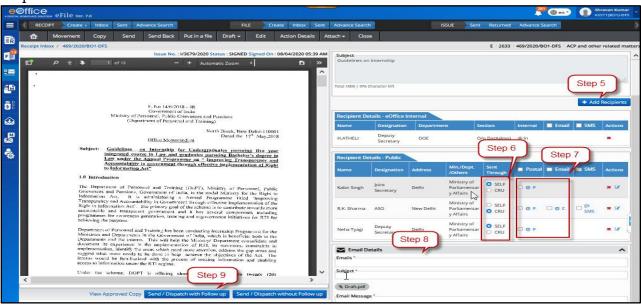


Figure 115

- 4. In Recipient Details Public, select Sent Through for each public recipient (Self or CRU).
 - a) Self Choose 'SELF', if the letter is to be dispatched through self.
 - b) CRU Choose 'CRU', if letter is to be dispatched through Central Registry Unit.

On Selecting CRU Popup will be displayed. Fill CRU details in popup -

- **CRU Name** Name of the dispatch person in CRU through which letter is to be dispatched.
- **Delivery Mode** Delivery mode via which letter is to be dispatched
- **Remarks** Additional remarks for the dispatch person if any.
- **Copy to All** Select checkbox to auto fill CRU details in all the Public Recipient, to whom letter is dispatching through is CRU.

Please Fill CRU details	×
CRU*	
Suman Sharma	
Delivery Mode *	
By Post	•
Remarks	
Total 1000 1000 Character left	
Copy To All	
43	OK Cancel

Figure 116



Note:

- Dispatch by Self and CRU is not applicable for 'Internal' and 'External' Recipient.
- Dispatch to recipients under 'Internal' and 'External' will take place as eOffice to eOffice transaction.
- 5. Enter Delivery Mode
 - a) Postal Select Postal checkbox and fill postal details if dispatching through post.

Note:

Delivery Mode 'Postal' is available only in case DISPATCH mode chosen is 'SELF'

(**Postal Details** - Postal Mode*, Postal charges, Medium, Weight, Mode No., Peon Book No., Peon Name, Out Date and Time*, Delivery Date and Time, Delivery Status and check **'Copy to All'** in case the postal details are to be copied to all recipients in case of multiple recipients)

- b) Email Select 'Email' check box and fill email details, if letter is to be dispatched via email. Email Details to be entered are - Email Id (Auto populated if available), Subject, Email Message. User can check 'Copy to All' in case the same message is to be copied to all recipients in case of Multiple recipients)
- **c) SMS** Select SMS checkbox and provide mobile no. (Auto populated if available) for sending notification to the recipient regarding the dispatch.

Note:

- Delivery Mode 'Email' and SMS' are available only in case the email ID and mobile number details of the respective recipient is added in the recipient details.
- 6. Enter Additional Email Details If the letter is to be dispatched additionally to some people, then this can be done via email. For example, you might want to dispatch a copy to one of the officials in senior management for information purpose only. For dispatching to additional users, provide Email ID, Subject and Email Message. The Dispatch letter is automatically attached to the email.

7. Click Send –

a) Send/Dispatch with Follow up – Follow up is useful when a follow-up has to be saved for self or all employees in the same Office/Section/Unit for the letter which is being dispatched. On the follow-up date, the intended employee(s) will receive a notification for the follow-up then created.

After clicking on 'Send/Dispatch with Follow up' fill following details in Follow-up Setting Popup-

- **Desired Action** Choose one of the actions that describe the purpose of the follow-up.
- **Description** Type in remarks for the follow-up.
- **Due Date** Provide the follow up date.



• Follow up for – Choose 'Self' if only the self is to be notified on defined due date for the follow-up or choose 'Section' to notify all of the employees in Office/Section/Unit.

Desired Action	495			
Information Sought	۳			
Description*				-
Report expected in a week				
Total 1000 975 Character left				я
Reply Due Date* 15/04/2020	* •	For Self	For Section	
			ок	ancel

b) Send/Dispatch Without Follow Up – For Sending /Dispatching the letter without creating any follow-up.

Note:

■ To check the list of Issue letters sent so far, and check their respective Dispatch numbers generated for every recipient, Refer **Dispatch (Officer)→Issue→Sent**.

Physical Receipts

STEPS TO FOLLOW:

1. Click opens a physical Receipt from Created/Inbox/Inbox Sub-Folder list of Receipts.

Lee	Diffice	Shravan Kumar ASSTI(B01)-DFS
	RECEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search	\$
ĒŔ	Receive Put in a file Move To + Send Send Back Copy Close	
F	○ ☆ [] 1271 775/2020/BO1-DFS test subject 🖕 Martosh Kumar Ojha, BO 1 SECTL., 醴 20/03/2020 04:15 PM	
9	○ ☆ E 2633 469/2020/BO1-DFS Step 1 Mantosh Kumar Ojha, BO 1 SECTL., 酸, 14/03/2020 10:11 AM ヴ 14/03/2020 10:11 AM	
	☆ () 2587 423/2020/001 OFS CCS University S Mantodii Kumar Ojha, BO 1 SECTL ☆ 14/03/2020 08:53 AM 14/03/202 Receipt No.: < 10 020 //001-051 001 051	0 🖪 🄌
98 😥	 ☆ () 2586 422/2020/801-DFS 後 CCS University 為 Mantosh Kumar Ojha, BO 1 SECTL. () 14/03/2020 08:50 AM () 14/03/2020 08:51 AM 	
E.	□ ☆ ② 2583 419/2020/B01-DFS 🏈 CCS University 🍒 Mantosh Kumar Ojha, BO 1 SECTL 醴。14/03/2020 08:37 AM 資 14/03/2020 08:38 AM	🔁 l 🥔
\$	○ ☆ E 2522 358/2020/801-DFS test subject 🖕 Mantosh Kumar Ojha, BO 1 SECTL. 節。 14/03/2020 12:58 AM 役 14/03/2020 12:58 AM	

Figure 118

2. Click 'Dispatch' in the menu.

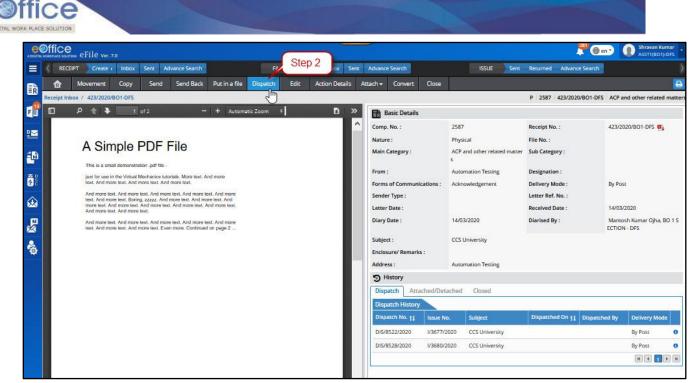


Figure 119

3. Upload the copy of the Signed copy of the Issue letter to be dispatched on the left panel, if required. (Not mandatory).

Note:

- Uploading the Issue letter in the system gives the user an option to dispatch the issue letter via email also, provided that the email details of the recipient(s) is available.
- 4. Fill in the 'Draft details' on the right side of the screen. Drafts details include 'Draft Nature', 'Reply Type', 'Forms of Communication', 'Prefix', 'Language', 'Subject Category', 'Sub Category' and Subject description.

- Draft Nature: Choose -
 - New/Fresh If the draft is being prepared as fresh communication being initiated.
 - **Reply** If the draft is being prepared as a reply against the receipt.
 - **Reminder** If the draft is being prepared as a reminder to the previously dispatched communications against the receipt.
- **Draft Nature** '**Reminder**' is only available if any Issue/Official communication has been already dispatched against the receipt.
- By default, 'Reply' is selected as 'Draft Nature'. Upon selecting 'New/Fresh' the 'DAK/Letter' sender details added as recipient details will be removed.
- 5. Intended recipients are listed under 'Recipient Details'. Click 'Add Recipients' to add more, if required.

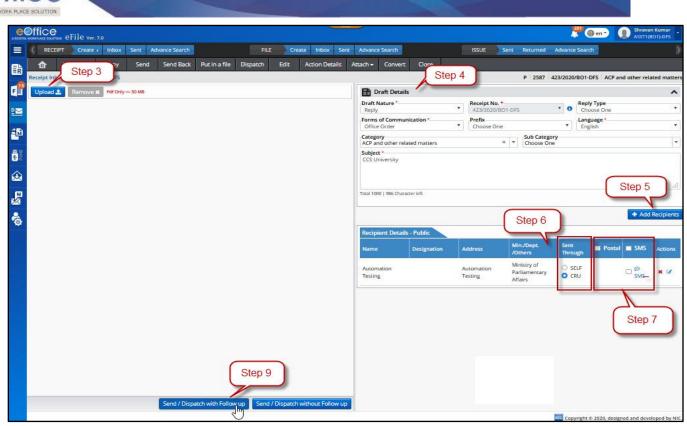


Figure 120

- 6. In Recipient Details Public, select Sent Through for each public recipient (Self or CRU).
 - a) Self Choose 'SELF', if the letter is to be dispatched through self.
 - b) CRU Choose 'CRU', if letter is to be dispatched through Central Registry Unit.

On Selecting CRU Popup will be displayed. Fill CRU details in popup -

- **CRU Name** Name of the dispatch person in CRU through which letter is to be dispatched.
- Delivery Mode Delivery mode via which letter is to be dispatched
- **Remarks** Additional remarks for the dispatch person if any.
- **Copy to All** Select checkbox to auto fill CRU details in all the Public Recipient, to whom letter is dispatching through is CRU.

Please Fill CRU details	×
CRU*	
Suman Sharma	
Delivery Mode *	-
By Post	
Remarks	
Total 1000 1000 Character left	
Copy To All	OK Cancel

Figure 121



Note:

- **Internal** and **External** eOffice recipient option will not be available for dispatch against Physical Receipt. I.e. eOffice to eOffice dispatch feature is not available in case of Issue letters prepared against physical receipts.
- 7. Enter Delivery Mode
 - a) Postal Select Postal checkbox and fill postal details if dispatching through post.

Note:

Delivery Mode 'Postal' is available only in case DISPATCH mode chosen is 'SELF'

(**Postal Details -** Postal Mode^{*}, Postal charges, Medium, Weight, Mode No., Peon Book No., Peon Name, Out Date and Time^{*}, Delivery Date and Time, Delivery Status and check **'Copy to All'** in case the postal details are to be copied to all recipients in case of multiple recipients)

- b) Email Select 'Email' check box and fill email details, if letter is to be dispatched via email. Email Details to be entered are - Email Id (Auto populated if available), Subject, Email Message. User can check 'Copy to All' in case the same message is to be copied to all recipients in case of Multiple recipients)
- **c) SMS** Select SMS checkbox and provide mobile no. (Auto populated if available) for sending notification to the recipient regarding the dispatch.

Note:

- Delivery Mode 'Email' and SMS' are available only in case the email ID and mobile number details of the respective recipient is added in the recipient details.
- 8. Enter details under 'Email Details' If the letter is to be dispatched additionally to some people, then this can be done via email. For example, you might want to dispatch a copy to one of the officials in senior management for information purpose only. For dispatching to additional users, provide Email ID, Subject and Email Message. The Dispatch letter is automatically attached to the email.

Note:

- Dispatch via Email feature (In step **7(b) and 8**) is only available in case the scanned copy of the Issue letter was uploaded in step 2.
- 6. Click 'Send'
 - a) Send/Dispatch with Follow up Follow up is useful when a follow-up has to be saved for self or all employees in the same Office/Section/Unit for the letter which is being dispatched. On the follow-up date, the intended employee(s) will receive a notification for the follow-up then created.

After clicking on **'Send/Dispatch with Follow up'** fill in the following details to create a follow-up and dispatch the letter simultaneously-

• **Desired Action** – Choose one of the actions that describe the purpose of the follow-up.



- **Description** Type in remarks for the follow-up.
- **Due Date** Provide the follow up date.
- Follow up for Choose 'Self' if only the self is to be notified on defined due date for the follow-up or choose 'Section' to notify all of the employees in Office/Section/Unit.

Follow up Setting		×
Desired Action Reminders	¥	
Description*		
Reminder on the report r	equested	
Total 1000 968 Character left		
Reply Due Date*	- Os s r	
22/04/2020	🝵 🔿 For Self 🧕	For Section
	2.	~5
		01/ C1
		DK Cancel

Figure 122

b) Send/Dispatch Without Follow Up – For Sending /Dispatching the letter without creating any follow-up.

- Issued dispatch details will be available in **Dispatch →Issue→Sent** list of Officer. More details can be viewed by clicking on Issue number link.
- Issued dispatch will be made part of the dispatch history of the receipt.
- In case of multiple recipients, all the different dispatches (with unique dispatch no. and common issue no.) will be displayed as part of the dispatch history.
- Dispatch Recipients of same Ministry/Organization (intra-eOffice) and other Ministry/Organization (Inter-eOffice) will receive the dispatches under **Received letters** (Intra eOffice and Inter eOffice respectively) section in their eOffice account.
- User will be able to view the created follow-up notification under Notification → Dispatch Follow Ups (In case of 'Dispatch with Follow Up').
- **Re-dispatch** option will available for the dispatch in Sent Dispatch list.
- If Issue is dispatched through **CRU**, then the CRU user can check the dispatch record in the **'Dispatch Inbox'**.
- If dispatched through CRU, **Dispatch status** in Dispatch Sent list should be displayed as **'Sent'**, until the time it is finally dispatched by CRU. Once CRU makes the final dispatch, dispatch status will be displayed as **'Dispatched'**.
- For Issue letters dispatched by **Self**, the status of the dispatch will be '**Dispatched**'.

Send Receipt

This section describes how to forward or mark a receipt to another user in an organization or to an external organization. Receipts which are in pending state, i.e. receipts in Inbox/Inbox Folder/Created and Send can be forwarded further. Closed receipts are required to be re-opened first before forwarding.

Important Points:

- ✓ Receipt can be forwarded to only one user in 'To' and multiple in 'CC'.
- ✓ Physical receipts should be in received state in **Inbox/Inbox Folder** to forward further.
- ✓ Multiple receipts can be sent by selecting multiple receipts from Inbox/Inbox Folder and Created list page.
- ✓ Receipts forwarded from **Sen**t list, are sent as CC (copy) of the main receipt.

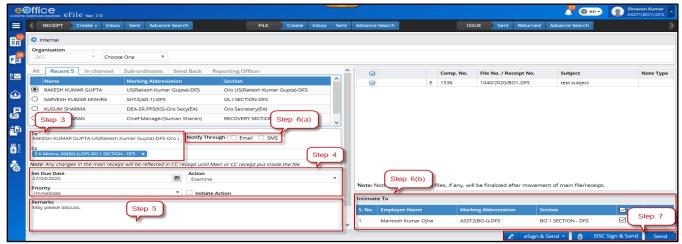
STEPS TO FOLLOW:

- 1. Select receipt(s) or click opens a receipt from Inbox/Inbox sub-folder/Created list.
- 2. Click 'Send' menu.

		Shravan Kumar ASST1(BO1)-DFS
	RECEIPT Create Into Stop 2 dvance Search FILE Create Intox Sent Advance Search ISSUE Sent Returned Advance Search	
	Put in a file Move To 🔹 Send M Send Back Copy Close 🛛 🖉 Search Here 🍝 Receipt View (SELF) Select User	- m
•	◎ ☆ 1 〒 1336 1940/2020/05-) 0FS Bett Subject 🍰 Maritosh Kumar Opia, BO 1 SECT 配] 05/02/2020 07:16 AM	2
22 L	Step 1 2 1 1 1 1 1 1 1 2 1 1 2 2 2 2 2 2 2	2
<u>⊛</u>	□ ☆ [1] 1531 1535/2020/10-10-55 abcdetg 温 ₂ Mantoss Furnar Opt. 80 1 SECT 回2 08/02/2020 07:04 AM	2
	○ 合 戸 1530 1034/2020/BO1-DF5 abcdefg 🍰 Mantosh Kumar Ojha, BO 1 SECT 武力 08/02/2020 07:02 AM 街 08/02/2020 07:03 AM	2
80 B	- 全 戸 1521 1025/2020/801-DF5 abcdefg 🍰 Mantosh Kumar Ojha, BO 1 SECT 📆 08/02/2020 06:50 AM	23
۰.		2
	T: 100	



- 3. Enter the user details in 'To' field. In case you wish to forward its copies to multiple users, enter user(s) details in 'CC'.
- **4.** If necessary, you may assign **Due date**, **Action**, **Priority** to the receipt. Select '**Initiate Action**', if required. (Initiate action is configuration and role-based available feature)









- 5. Enter Remarks. (mandatory for 'Initiate Action')
- 6. Choose ALERTS (if required)
 - a) Notify Through Email and/or SMS To notify receiver of the receipt via e-mail and/or SMS.
 - **b) Intimate To** To notify the users in the previous movements of the receipt about this current movement, via e-mail and/or SMS.
- 7. Click –

Or

'DSC Sign & Send' – To digitally sign and send using eToken.

Or

'Send' – To send the receipt without signing digitally.

(Refer steps below for 'eSign& Send' and 'DSC Sign & Send')

OTP based 'eSign & Send'

- 1. Click 'eSign' and choose option 'with OTP'.
- **2.** Read and agree to the 'Consent for Authentication form' to proceed and then you are redirected to the eSign service portal.
- 3. Enter your Aadhaar Number/Virtual ID and Click 'Get OTP'.
- 4. Enter the **OTP** received on the **registered** (with AADHAR) **mobile number**.
- 5. Click 'Submit' to eSign and Send.

Fingerprint based 'eSign & Send'

- 1. Click 'eSign' and choose option 'with 'Fingerprint'.
- **2.** Read and agree to the 'Consent for Authentication form' to proceed and then you are redirected to the eSign service portal.
- 3. Enter your Aadhaar Number/Virtual ID and Click 'Discover Biometric Device'.
- 4. Select the **Fingerprint scanner** from the discovered connected device(s).
- 5. Click 'Capture' to capture the fingerprint.
- 6. Click 'Submit' after successfully capturing the fingerprint to eSign and Send.

DSC Sign and Send

- 1. Click 'DSC Sign & Send'. (May ensure, your eToken is registered with the application and plugged in the system)
- 2. Enter the **PIN** for **DSC**.
- 3. Click login to Sign and Send.

Key Points:

Copyright © NIC, 2020



- Inter Department Receipt Movement Receipt can be forwarded to users of other departments by choosing department from Organization hierarchy list and then users, in case for single instance multiple departments. By default, self-department is selected. (*Configuration based feature*).
- Ease in Forwarding Provision of segregated send 'To' and 'CC' employee list to choose from, based on
 - a) Recent 5 List of last five employees/users to whom receipts have been forwarded
 - b) In Channel List of employees already in channel of submission/movement of the receipt.
 - c) **Sub-ordinates** List of employees directly reporting to the user who is forwarding the receipt.
 - d) Send Back Auto populating the name of the employee from whom the receipt was received.
 - e) **Reporting Officer** Auto populating the user's reporting officer name.
 - f) Group Adding all or selective users from a group of employees already created by the user who has forwarded. This is visible/can be used only for 'CC', since receipt can be forwarded to only one user in 'To'.
- Intimate To This allows user to intimate all or selective employees/users already in channel of submission/movement of the receipt, about the current forwarding movement. This can be done via SMS and e-mail.

•	The	сору	(CC)	of	the	receipt	number	generated	is	on	the	following	pattern:
	Seque	ence Nu	mber (Co	opy nu	mber)	/Year/Se	ction-Code	. For example	e, 101	(2)/20	020/Pa	rliament Sec	tion.
			Sequen	ice nu	mber -	101							
			Copy n	numbe	er	- 2							
			Year of	f Crea	tion	- 2020							
			Section	ı/Off	ice	- Parliam	ent Section						



Receipt Sent List

The **Sent** box displays the list of receipts (**Electronic** and **Physical**) sent/forwarded by the user to other users in the system. It keeps a record of all the receipts sent so far and other details such as the date and time on which it was forwarded, the person to whom it was forwarded along with remarks etc. if any. May please refer below for more details –

To view list of receipts sent, Click 'Sent' under Receipts module. (Figure 125)

ee	Office www.exe summer eFile ver.70	Shravan Kumar -
	RECEIPT Create - Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search	ÿ
勖	Receive Put in a file Move To - Viend Send Back Copy Close Search Here • Receipt View (SELF) Select User	· 唐
F	○ ☆ I ⓒ 1271 775/202 ⑦ 20/03/2020 04:15 PM Click here Mantosh Kumar Ojha, BO 1 SECTI 證, 20/03/2020 04:15 PM	
<u>9</u>	C ☆ E 2633 469/2020/BO1-DFS test subject ♣ Mantosh Kumar Ojha, BO 1 SECTI ➡ 14/03/2020 10:11 AM	2 (🖪) 🄌
	○ ☆ ② 2587 423/2020/B01-DFS CCS University よ Mantosh Kumar Ojha, BO 1 SECTL 截 14/03/2020 08:53 AM	9 🖪 👔

Figure 125

Description:

• The **Sent** list of receipts displays information such as, Nature of Receipt (E/P), Computer No., Receipt Number, Subject, Subject Category, Sender Name (*Sender of the DAK/Letter*), Sent To, Sent On, Due On, Remarks and Actions.

A DIGITAL	Offi	Ce ce solution eFile -	Ver. 7.0						3266 en •	Saroja Kumar Patro TD(SKP)-EOFFICE
	<	RECEIPT	ate → Inbox Sent Advance S	earch FILE	Create Inbox Sent Advar	nce Search	ISSUE	Sent Re	eturned Advance Se	arch)
(135 R	Se	nd Copy	Generate Acknowledgement	Pull Back		Y Search	h Here	- Sh	ow Shared Sent Cho	ose One
		Comp. No. †↓	Receipt No.	Subject	Sender	Sent To	Sent On †↓	Due On † ‡	Remarks	Actions
F ¹⁷⁵		E 5057199	6528/2020/EOFFICE	Automation Testing	Raj	Yerur Siraj Ahmed, eOffice MMP	20/06/2020 06:59 AM		This is a free online calculator which counts the	
	0	E 5057202	6531/2020/EOFFICE	Automation Testing	Raj	Yerur Siraj Ahmed, eOffice MMP	20/06/2020 01:16 AM			Q
E M	0	E 5057179	6508/2020/EOFFICE	lipo	hhguyhb	Kapil Kumar Sharma, eOffice MM	19/06/2020 06:58 PM			Ð
4 M	0	E 5057166	6495/2020/EOFFICE	freddf	fer	Kapil Kumar Sharma, eOffice MM	19/06/2020 06:33 PM		d	Q
E SC		P 5057102	6431/2020/EOFFICE	abcdefg	Automation Testing	Yerur Siraj Ahmed, eOffice MMP	09/06/2020 02:41 PM			• <u>R</u> Q
۲		E 5057101	6430/2020/EOFFICE	test subject	Name: Automation Testing	Yerur Siraj Ahmed, eOffice MMP	09/06/2020 02:40 PM			€] (G

Figure 126

- The list of receipts can be sorted based on **Computer No.**, **Sent On** and **Created On** by clicking on column heads.
- The list of receipts can be **filtered** on the basis of **Nature**, **Subject Category**, **Sent Date** and **Due Date** range by clicking Filter Icon in menu bar.

CONTAL V	VORKFLACE SOLUTION eFile	Ver. 7.0								3266 @ en •	Saroja Kum TD(SKP)-E	iar Pat
	KECEIPT Cre	eate → Inbox Sent Advance	Search	FILE Create	e Inbox	Sent Advance Sea	rch	ISSUE	Sent Re	eturned Advance S	earch	
135 R	Send Copy	Generate Acknowledgement	Pull Back				Filt	er ih Here	→ Sh	ow Shared Sent Ch	oose One	
	Comp. No. †↓	Receipt No.	Nature					Sent On ↑↓	Due On † ↓	Remarks	Actions	
75	E 5057199	6528/2020/EOFFICE	Both Subject Categ				Ahme F	ed, 20/06/2020 06:59 AM		This is a free online calculator which counts the		• <u>R</u>
	E 5057202	6531/2020/EOFFICE	 Hindi Parliament 	Public F	Relations	Finance, Budget Cash and Account Cash and Account		ed, 20/06/2020 01:16 AM				
	E 5057179	6508/2020/EOFFICE	Date Sent Date From dd/mm/yyyy	n	Sent Date		r ffice	19/06/2020 06:58 PM				
M	E 5057166	6495/2020/EOFFICE	Due Date From dd/mm/yyyy		Due Date	То	r m fice	19/06/2020 06:33 PM		d		

- Figure 127
- The receipts can be searched using Module Search on the basis of **Computer No.**, **Receipt No.**, **Subject, Sender, Sent To** and **Remarks**, by entering at least 3 characters.

RECEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Advance Search Send Copy Generate Acknowledgement Pull Back Comp. No. 11 Receipt No. Subject Sender Comp. No. 11 Receipt No. Subject Sender Sold Copy Generate Acknowledgement Pull Back Comp. No. 11 Receipt No. Subject Sender Send Copy Generate Acknowledgement Pull Back Send Comp. No. 11 Receipt Number Sender <		Saroja Ku TD(SKP)-	3266 en •						/er. 7.0			
Image: Comp. No. 11 Receipt No. Subject Sender Sender Sent To Computer Number Image: Computer Number </th <th></th> <th>e Search</th> <th>Returned Advance S</th> <th>ISSUE Sent</th> <th>dvance Search</th> <th>Inbox Sent</th> <th>FILE Creat</th> <th>ice Search</th> <th>ite + Inbox Sent Advance</th> <th>EIPT Crea</th> <th>< REC</th> <th></th>		e Search	Returned Advance S	ISSUE Sent	dvance Search	Inbox Sent	FILE Creat	ice Search	ite + Inbox Sent Advance	EIPT Crea	< REC	
Image: Comp. No. 11 Receipt No. Subject Sender Sender Sent To Computer Number Image: Computer Number </th <th>•</th> <th>Choose One</th> <th>Show Shared Sent Ch</th> <th>Here 🔻</th> <th>Searc</th> <th></th> <th></th> <th>nt Pull Back</th> <th>Generate Acknowledgement</th> <th>Сору</th> <th>Send</th> <th>135 R</th>	•	Choose One	Show Shared Sent Ch	Here 🔻	Searc			nt Pull Back	Generate Acknowledgement	Сору	Send	135 R
Image: Province of the state of the sta	^	Actions	↓ Remarks	Computer Number	Sent To	Sender		Subject	Receipt No.	omp. No. †‡	- c	_
E 5057202 6531/2020/EOFFICE Automation Testing Raj Yerur Siraj Ahmed, eOffice MMP eOffice MMP Point	€ <u>9</u> €		calculator which	Subject		Raj	ion Testing	Automatic	6528/2020/EOFFICE	057199	C E 5	F
□ E 5057179 6508/2020/EOFFICE lipo hhguyhb Kapil Kumar Mm 19/06/2020 06:58 PM ■ E 5057166 6495/2020/EOFFICE freddf fer Sharma, eOffice 06:33 PM 19/06/2020 06:53 PM	Ģ					Raj	ion Testing	Automatic	6531/2020/EOFFICE	057202	E 5	•
▲ Image: Control in the system Kapil Kumar 19/06/2020 ▲ Image: Control in the system Freeddf fer Sharma, eOffice 06:03 DM d	Ģ			19/06/2020	Sharma, eOffice	hhguyhb		lipo	6508/2020/EOFFICE	057179	🗌 E 5	
MM OOD I M	©,		d	19/06/2020 06:33 PM	the second se	fer		freddf	6495/2020/EOFFICE	057166	🗆 E 5	_

Figure 128

• The list of already sent receipts of **other users** if shared with you (in case of employee's handover due to transfer/superannuation/promotion)can be viewed through **Show shared Sent**.

A DIGETAL	Offi WORKPLAC	се те sociuttion eFile \	/er. 7.0						umar Patro)-EOFFICE
	≪	RECEIPT Crea	ite Inbox Sent Advance S	earch FILE Cre	eate Inbox Sent Adv	ance Search	ISSUE	Sent Returned Advance Search	∢
(135 R	Sei	nd Copy	Generate Acknowledgement	Pull Back		Search	Here	 Show Shared Sent Choose One 	•
		Comp. No. †↓	Receipt No.	Subject	Sender	Sent To	Sent On †↓	Due On 11 Rei Navneet Kaur-SA(NK)-EOFFIC	CE-INDIVIDUAL
₽ <u>175</u>	0	E 5057199	6528/2020/EOFFICE	Automation Testing	Raj	Yerur Siraj Ahmed, eOffice MMP	20/06/2020 06:59 AM	This is a free online calculator which counts the	+ <u>B</u> ∣©
		E 5057202	6531/2020/EOFFICE	Automation Testing	Raj	Yerur Siraj Ahmed, eOffice MMP	20/06/2020 01:16 AM		©,
	_					Kapil Kumar	19/06/2020		

Figure 129



The following actions that can be performed on the list of Sent receipts –

- Send,
- Copy
- Generate Acknowledgement,
- Pull Back
- Initiate Action

ADIGETAL	Off		eFile ،	/er. 7.0									3266 en •	Saroja Kuma TD(SKP)-EO	
	∢[RECEIF	T Crea	te i Inbox Sent	Advance Search	FILE	Create	Inbox Sent	Advance S	Search	ISSUE	Sent R	eturned Advance Se	arch	
(135 R	S	end	Сору	Generate Acknowled	gement Pull Back					Searc	h Here	- Sh	ow Shared Sent Cho	ose One	,
- 175		Con	np. No. †↓	Receipt No.	Subject			Sender	Se	ent To	Sent On †↓	Due On †↓	Remarks	Actions	
₽	0	E 505	7199	6528/2020/EOFFICE	Automation	Testing		Raj		erur Siraj Ahmed, Office MMP	20/06/2020 06:59 AM		This is a free online calculator which counts the	+	<u>n</u>
		E 505	7202	6531/2020/EOFFICE	Automation	Testing		Raj		erur Siraj Ahmed, Office MMP	20/06/2020 01:16 AM				ß
		E 505	7179	6508/2020/EOFFICE	lipo			hhguyhb	Sh	apil Kumar narma, eOffice M	19/06/2020 06:58 PM				G
4	0	E 505	7166	6495/2020/EOFFICE	freddf			fer	Sh	apil Kumar arma, eOffice M	19/06/2020 06:33 PM		d		G
90 SC		P 505	7102	6431/2020/EOFFICE	abcdefg			Automation Te	sting	erur Siraj Ahmed, Office MMP	09/06/2020 02:41 PM			•[D 6
۲	0	E 505	7101	6430/2020/EOFFICE	test subject			Name: Automa Testing		erur Siraj Ahmed, Office MMP	09/06/2020 02:40 PM			•[Ð



• Further, more details on a receipt such as its diarized letter and other information can be viewed by clicking on the **Receipt No**.



Receipt Pull Back

To 'Pull Back' a receipt is to call it back from the user to whom it was marked by the user, before it reaches in their hands. This may be required in case-scenarios where user forwards the receipt to an unintended person mistakenly, or the person is un-available so the subject matter (receipt) may be pulled back and re-assigned to someone else. This can only be done until the recipient has received or opened the receipt. This section describes the steps to pull back a receipt.

Important Points:

- ✓ Only unread (eReceipt) or un-received (pReceipt) receipts can be pulled back.
- ✓ **'Pull Back'** movement is recorded in the movement details of the receipts.

STEPS TO FOLLOW:

- 1. Go to 'Sent' box.
- 2. Click 'Pull Back' Icon 🖶 under 'Actions' column corresponding to the receipt number to be pulled back.

A DIGITAL	Offic	ce scurrow eFile v	er. 7.0 Step 1							17 @ en •	Shravan Kumar ASST1(BO1)-DFS
	<	RECEIPT Crea	te Inbox Sent Advance Search		FILE Create Inbo	x Sent Advance Search	15	5UE Sent	Returned	Advance Search	
	Sen	nd Copy	Generate Acknowledgement Pull Bac	k			V Sea	irch Here	•	Show Shared Sent	hoose One 🔻
		Comp. No. †↓	Receipt No.	Subject		Sender	Sent To	Sent On †↓	Due On †↓	Remarks	Actions
F	P	1561	1065/2020/BO1-DFS	abcdefg		Automation Testing	RAKESH KUMAR GUPTA, O/o US(Rak	18/03/2020 04:22 PM		1	G
	E	1629	1133/2020/BO1-DF5	efsdf		rajanikant sahoo	RAKESH KUMAR GUPTA, O/o US(Rak	18/03/2020 04:22 PM		1	Step 2
쉆	E	1440	944(1)/2020/ESTT. SECTION-DFS				Mantosh Kumar Ojha, BO 1 SECTI	28/02/2020 12:51 PM			Pull Back
EX X	E	1440	944/2020/ESTT. SECTION-DFS				RAKESH KUMAR GUPTA, O/o US(Rak	28/02/2020 12:51 PM			G
4 M	□ E	1440	944/2020/ESTT. SECTION-DFS				RAKESH KUMAR GUPTA, O/o US(Rak	28/02/2020 12:49 PM			G.
B D C	0	1615	1119/2020/BO1-DFS			ffdsfffs	Mantosh Kumar Ojha, BO 1 SECTI	18/02/2020 04:17 PM		rtghdb	
* @	0	1643	1147/2020/BO1-DFS			rajanikant sahoo	Mantosh Kumar Ojha, BO 1 SECTI	18/02/2020 03:24 PM		sdv	

Figure 131

3. Enter the mandatory 'Pull Back' Remarks and Click 'OK' in the confirmation pop-up box.

	Step 3	
Reason For Pull-Back	~	
Remarks *		
Employee on leave. Pulling back to re-assign.		∇
Total 1000 955 Character left		JMAR GU (
ОК	Cancel	JMAR GU (
	Mantosh K	(umar Ojł





STEPS TO PULL BACK MULTIPLE RECEIPTS

- 1. Go to 'Sent' box.
- 2. Select multiple receipts (eligible) to Pull Back.
- 3. Click **Pull Back** menu in the menu bar.

A DIGITA	Offic WORKPLAC	ce E SOLUTION eFile V	/er. 7.0 Step 1						1	en • Shravan Kumar ASST1(BO1)-DFS
	<	RECEIPT	ite Inbox Sent Advance Search	Step 3	FILE Create Inbox	x Sent Advance Search	155	iUE Sent	Returned Advance S	earch
R ¹²	Sei	nd Copy	Generate Acknowledgement Pull	Back			Sea Sea	rch Here	Show Share	d Sent Choose One 💌
28	•	Comp. No. †↓	Receipt No.	Subject		Sender	Sent To	Sent On †↓	Due On †↓ Remarks	; Actions
F	0 1	9 1561	1065/2020/BO1-DFS	abcdefg		Automation Testing	RAKESH KUMAR GUPTA, O/o US(Rak	18/03/2020 04:22 PM	1	©,
	(St	ep 2	1133/2020/BO1-DF5	efsdf		rajanikant sahoo	RAKESH KUMAR GUPTA, O/o US(Rak	18/03/2020 04:22 PM	1	
<u>ن</u>	(1440	944(1)/2020/ESTT. SECTION-DFS				Mantosh Kumar Ojha, BO 1 SECTI	28/02/2020 12:51 PM		- <u>1</u> -1
₹	0	1440	944/2020/ESTT. SECTION-DFS				RAKESH KUMAR GUPTA, O/o US(Rak	28/02/2020 12:51 PM		Q
4	₽	1440	944/2020/ESTT. SECTION-DFS				RAKESH KUMAR GUPTA, O/o US(Rak	28/02/2020 12:49 PM		- ⊡ ∣ @-
8 D S C	0	1615	1119/2020/BO1-DFS			ffdsfffs	Mantosh Kumar Ojha, BO 1 SECTI	18/02/2020 04:17 PM	rtghdb	
\$	0	1643	1147/2020/BO1-DFS			rajanikant sahoo	Mantosh Kumar Ojha, BO 1 SECTI	18/02/2020 03:24 PM	sdv	
	0	1633	1137/2020/BO1-DFS			rajanikant sahoo	Shravan Kumar, O/o MOS(FINANCE	18/02/2020 02:22 PM	wef	ß
	0	1629	1133/2020/BO1-DFS			rajanikant sahoo	Mantosh Kumar Ojha, BO 1 SECTI	18/02/2020 12:15 PM	sdf	
	0	1622	1126/2020/BO1-DFS			rajanikant sahoo	Mantosh Kumar Ojha, BO 1 SECTI	18/02/2020 11:17 AM	sdf	Ē
	Tota	Records: 441								H (1 2 3 4 5) H

Figure 133

4. Enter the mandatory*'Pull Back' remarks and Click 'OK' in the confirmation pop-up box.

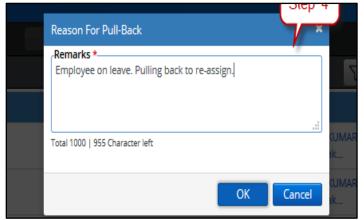


Figure 134



STEPS TO PULL BACK RECEIPTS FROM ADVANCE SEARCH

- 1. Select the receipt(s) to pull back from the result of the Advance Search.
- 2. Click 'Pull back' action button at the top.

	©ff ™	ice Ace solution eFile ver. 7.0										🖞 🐠		Shravan Kumar ASST1(BO1)-DFS
	€[RECEIPT Create Inbo	ж	Sent	Advanc	e Search		Create Inbox Sent	Advance Search		SUE Sent Returne	ed Advance Search		
	Fil	e Receipt Issue										Ρ:	Global E :	Global 🗣
F	E	Comp. No.		(Step	P 2	o.	Search R	Subject			Closed		
≌ ⊛	Send	d Reopen Receive Pull	Up	Pull Ba	ck								973 Records	T - D H 10 -
		Actions		Comp. N	lo. †‡	Receipt No.	Subject	Location	Sender	Section	Sent On †↓	Forwarding Remark	Currently \	With (
R N	0	Send Details	E	1468		972/2020/BO1-DF5	test subject	Receipt/Created	Automation Testing	BO 1 SECTION - DFS			Shravan Ku SECTION - I	
4 M	0	Send Details	Е	1467		971/2020/BO1-DFS	test subject	Receipt/Created	Automation Testing	BO 1 SECTION - DFS			Shravan Ku SECTION - I	
	0	Details Step 1	Ρ	1466	Sel	ect Multiple Receipts	bcdefg	Receipt/Inbox /969/2020/BO1-DFS	Automation Testing	BO 1 SECTION - DFS	07/02/2020 10:11 PM		Mantosh K Ojha,BO 1 : DFS	
\$		Pull Back Details	Ρ	1465		ck on PULL BACK for ng back single receipt	ocdefg	Receipt/Inbox	Automation Testing	BO 1 SECTION - DFS	07/02/2020 10:11 PM	Initiate Action Remarks	Mantosh K Ojha,BO 1 : DFS	
	0	Details	E	1464		968/2020/BO1-DFS	test subject	File/Created/CSO/35 /2020-BO1-DFS	Automation Testing	BO 1 SECTION - DFS			Shravan Ku SECTION - I	

Figure 135

3. Enter the mandatory 'Pull Back' remarks and Click 'OK' in the confirmation pop-up box.

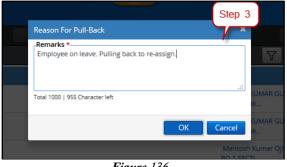


Figure <u>136</u>

Note:

• The pulled back receipts will be moved to the respective folders from which it was sent(Inbox/Inbox Folder/Created).



Receipt Pull up

This section describes the steps to pull up a receipt from Inbox/Inbox folders/Created list of users who are in same section/office, individual's hierarchy or as per the action scope defined in the system by the administrator. This may be required in case-scenarios, for example, where a person is un-available to process the subject matter (receipt) so it may be pulled up and re-assigned to someone else. Or, also in cases where it is immediately required. Pull up is irrespective of the fact whether the user forwarded the receipt or not.

Important Points:

- ✓ Receipts attached with other Files/Receipts cannot be pulled up.
- ✓ Closed receipts cannot be pulled up unless re-opened by the custodian.

STEPS TO FOLLOW:

1. Under Receipt View of the Inbox/Inbox sub-folder/Created list, choose Section or Hierarchy scope.

Or

Choose the user name under Section or Hierarchy scope, whose receipt you wish to pull-up.

- Section view gives collective list of all receipts available in the respective folder opened (Inbox/Inbox subfolder/Created) of all users in one's section/office.
- **Hierarchy** view gives collective list of all receipts available in the respective folder opened (Inbox/Inbox sub-folder/Created) of all users in one's section/office.
- 2. Select receipts to be pulled up. (Multiple receipts can be pulled up by multiple selection)
- 3. Click the 'Pull up' action button in the menu bar.

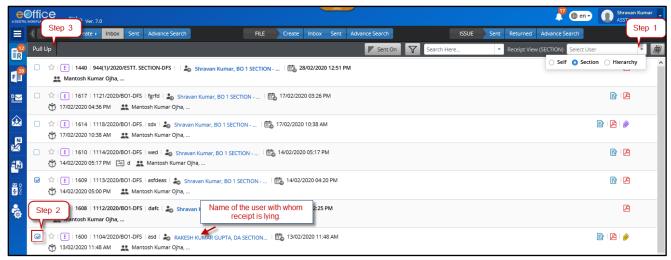


Figure 137



4. Enter the reason in mandatory* remarks Pull up in the pop-up box and Click 'OK'

Receipt(s) should now be available in **Inbox**.

Reason For Pull-Up	Step 4 ×
Remarks *	
Immediately required	.:
Total 1000 980 Character left	
	OK Cancel



STEPS TO PULL UP RECEIPTS FROM ADVANCE SEARCH

- 1. Select the receipts to pull up from the result of the Advance Search.
- 2. Click 'Pull up' action button at the top.

	Dffi	ce MCE DOLUTION eFile ver. 7.0									🥂 🛞 en	Shravan Ku ASST1(BO1)	imar)-DFS
		RECEIPT Create + II	Inbox	Sent Ac	dvance Search	FILE	Create Inbox Sent	Advance Search	IS	SUE Sent Return	ed Advance Search		8
	File	e Receipt Issue									P : 0	Global E:Global	••
-		Comp. No.	_	_	Receipt N	D.		Subject			Closed		
-			Step	2			Search F	Receipt					
	Send	i Reopen Receive Pr	ull Up	Pull Back	c							73 Records 🛛 🔻 🗸	Ð
		-									M 🔳 15 1	6 17 18 19 🕨 🛤 1	0 -
		Actions		Comp. No.	11 Receipt No.	Subject	Location	Sender	Section	Sent On †	Forwarding Remark	Currently With	•
2		Send Details	E	1468	972/2020/BO1-DFS	test subject	Receipt/Created	Automation Testing	BO 1 SECTION - DFS			Shravan Kumar,BO 1 SECTION - DFS	
M		Send Details	Е	1467	971/2020/BO1-DF5	test subject	Receipt/Created	Automation Testing	BO 1 SECTION - DFS			Shravan Kumar,BO 1 SECTION - DFS	
980		Details	Р	1466	970/2020/BO1-DF5	abcdefg	Receipt/Inbox /969/2020/BO1-DF5	Automation Testing	BO 1 SECTION - DFS	07/02/2020 10:11 PM		Mantosh Kumar Ojha,BO 1 SECTION - DFS	
à		Pull Back Details	Р	1465	969/2020/BO1-DF5	abcdefg	Receipt/Inbox	Automation Testing	BO 1 SECTION - DFS	07/02/2020 10:11 PM	Initiate Action Remarks	Mantosh Kumar Ojha,BO 1 SECTION - DFS	
		Details	Е	1464	968/2020/BO1-DF5	test subject	File/Created/CSO/35 /2020-BO1-DFS	Automation Testing	BO 1 SECTION - DFS			Shravan Kumar,BO 1 SECTION - DFS	
	0	Step 1	ε	1455	Select Multiple Receipts	test subject	File/Parked/D-20012 /677/2020-BO1-DF5	Automation Testing	BO 1 SECTION - DFS			Mantosh Kumar Ojha,BO 1 SECTION - DFS	Î
	0	Pull Up Details	E		Click on PULL BACK for pulling up single receipt	test subject	Receipt/Created	Automation Testing	BO 1 SECTION - DFS			Mantosh Kumar Ojha,BO 1 SECTION -	
	-			_							HIC Copyright @ 202	0, designed and develope	ed by N



3. Enter the mandatory 'Pull up' remarks and Click 'OK' in the confirmation pop-up box.

Reason For Pull-Up		2	Step 3	×
Remarks * Immediately required				
Total 1000 980 Character left				
		ОК	Cance	2
	1.40			

Figure140

Note:

• The Pull up movement will be added in movement history of Receipt with pull up remark.



Initiate Action (P/E)

The **'Initiate Action'** feature is useful when a user wishes to keep a check/follow-up on the actions taken place on a receipt when it is still in the movement of channel of submission without having to call back the receipt every time. This is called as *'initiating an action on a receipt'*.

The action can be initiated by a user for the receipts while forwarding them or for the ones which have been already sent. The recipients of such receipts (in the movement of the receipt) can then add their comments or record their inputs, which, cab be then reviewed by the initiator against every movement.

This feature is useful, in cases, for example, when the head of the organization/department receives a letter of important category, and plans to monitor the inputs of the employees towards the disposal of the letter, by reviewing their comments recorded at every movement.

'Initiate Action' primarily consists of -

- 1. Initiating an Action Initiated against the receipt by the initiator for review while forwarding.
- 2. Recording Comments/Action Details Users recording their comments with every movement of receipt received with Initiated Action.
- **3. Review / Initiated Action Details** Reviewing the comments recorded with every movement, **by the initiator**.
- 4. Close Initiated Action The action initiated on a receipt can later be then closed, as required.

This section describes the process of initiating a cycle of actions while forwarding a receipt or on already sent receipt.

Important Points:

- ✓ Action on receipts in sent box, can only be Initiated for the ones in active state (not closed).
- ✓ Multiple Actions cannot be initiated on a receipt, only one at a time.
- ✓ Initiate action is a configuration-based feature. Available, if the configuration is enabled.
- ✓ After enabling configuration, user must have necessary privilege/role to use this feature

Initiate Action

STEPS TO FOLLOW:

From Receipt Send Page

- 1. Select receipt(s) or click open a receipt from Inbox/Inbox sub-folder/Created list.
- 2. Click 'Send' action button.



A DIGITA	Seffice	en - Shravan Kumar ASST1(BO1)-DFS
	RECEIPT Create Into Step 2 dvance Search FILE Create Intox Sent Advance Search ISSUE Sent Returned Advance Search	>
	Put in a file Move To 🔹 Send 🖉 Send Back Copy Close 🖉 Send Data Copy Close	ect User 🗾 👜
F	☆ (E) 1536 1040/2020/B01-DFS test subject 🍰 Mantosh Kumar Ojha, BO 1 SECTI 協 08/02/2020 07:16 AM ズア(02/2020 05:24 PM	P ^
2	Step 1	凶
	☆ [ア 1531 1035/2020/B01-DFS abcdefg ♣ Mantosh Kumar Ojha, BO 1 SECTL 國 08/02/2020 07:04 AM 砂 08/02/2020 07:05 AM	2
2	☆ (ア) 1530 1034/2020/B01-DFS abcdefg あ Mantosh Kumar Ojha, BO 1 SECTL 読 08/02/2020 07:02 AM で 08/02/2020 07:03 AM	四
8 0.90 0 40	☆ (ア) 1521 1025/2020/BO1-DFS abcdefg ♣ Mantosh Kumar Ojha, BO 1 SECTL. 國 08/02/2020 06:50 AM ⑦ 08/02/2020 06:50 AM	ß
-	□ ☆ P 1520 1024/2020/BO1-DFS abcdefg 🎝 Mantosh Kumar Ojha, BO 1 SECTL 読 08/02/2020 06:48 AM	P

- 3. Enter the user details in 'To' and/or 'CC' field.
- 4. If necessary, you may assign Due date, Action, Priority to the receipt.
- 5. Select Initiate Action and Initiation Type.
- 6. Enter mandatory* **Remarks**.
- 7. Choose Alerts (if required) -

Notify Through Email and/or SMS – To notify receiver(s) of the receipt via e-mail and/or SMS.

Intimate To – To notify the users in the previous movement of the receipt about this current movement, via e-mail and/or SMS.

8. Click 'Send' action button.

From Receipt Sent List

- 1. Click 'Initiate Action' link/Icon 🔍 under actions against the respective receipt in the Sent list.
- 2. Select Initiation Type in the 'Receipt Initiated Confirmation' pop up box.
- 3. Provide mandatory*Remarks.
- 4. Click 'OK'.

Add Comments to Initiated Action

STEPS TO FOLLOW:

- 1. Click opens a Receipt from Inbox/Inbox Sub-Folder.
- 2. Click Action Details in the menu bar.
- 3. Click Add Comment.
- 4. Select the appropriate option in Action Type combo box.
- 5. Provide Action Comments.
- 6. Click Add.

Note:

1. Comments on a receipt cannot be recorded once the ACTION on receipt(s) is closed.



Review / Initiated Action Details

STEPS TO FOLLOW:

<u>From Receipt Inbox</u>

- 1. Click Initiated Action link under Receipt module.
- 2. Search the receipt using Search Parameters at the top.
- 3. Click 'Details' icon under actions against the receipt number to view the recorded comments and other details.

From a Receipt Already Attached to a Receipt

- 1. Click opens a Receipt from Inbox/Inbox Sub-Folder/Created.
- 2. Click Attach tab of Receipt History in Receipt Inner Page.
- 3. Click Action Details link/Icon for receipt in Attached Receipts List.
- 4. Click Add Comment link in the Action Details pop up.
- 5. Select value from Action **Type** combo box.
- 6. Give Action Comments.
- 7. Click Add.

From a Receipt Already Attached to a File

- 1. Click opens a File from Inbox/Inbox Folder/Parked/Created.
- 2. Click Details menu on inner page of file.
- 3. Click Attached tab in File History.
- 4. Click Action Details link adjacent to Receipt in Attached Receipt List.
- 5. Click Add Comment link in the Action Details pop up.
- 6. Select value from Action Type combo box.
- 7. Give Action Comments.
- 8. Click Add.

From ToC list of a file in Inbox:

- 1. Click opens a File from Inbox/Inbox Folder/Parked/Created.
- 2. Click ToC link in Right panel of File Inner page
- 3. Click **Details** icon for receipt.
- 4. Click Action Details link.

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- 5. Click Add **Comment** link in the Action Details pop up.
- 6. Select value from Action Type combo box.
- 7. Give Action Comments.
- 8. Click Add.

From Advanced Search Output:

- 1. Search receipt in Advanced Search module.
- 2. Click **Details** link in the search output entry.
- 3. Click Action Details link in the Movement Details pop up page
- 4. Click Add Comment link in the Action Details pop up.
- 5. Select value from Action Type combo box.
- 6. Give Action **Comments**.
- 7. Click Add.

Closing Initiated Action

STEPS TO FOLLOW:

- 1. Click Initiated Action link under Receipt module.
- 2. Search the receipt using Search Parameters at the top.
- **3.** Click **CLOSE** icon under actions against the receipt number to view the recorded comments and other details.
- 4. Enter the **Remarks**
- 5. Click OK.



Closing of Receipts

A receipt may be required to close in case when -

- 1. No action is required and is for information purpose only
- 2. The action is complete and the case is ready to be disposed.

This section describes the process of closing receipts in Inbox/Inbox Folder/Created folder.

Important Points:

- ✓ Receipt(s) which have attached files/receipts cannot be closed, they must be detached first.
- ✓ Physical receipt in Inbox/Inbox Folder must be in received state.
- ✓ After closing the receipt, the status will change to 'Closed'.
- ✓ No action can be taken on closed receipt except 'View' and 'Reopen'.

STEPS TO FOLLOW:

- 1. Select Receipt(s) from Inbox/Inbox folder/Created using check box or Click a receipt number in inbox.
- 2. Click 'Close' menu.

A 6		fice	Shravan Kumar ASST1(BO1)-DFS
E		PFCEIPT Create , Inbox Sent Advance Search Step 2 FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search	>
E	1 R	ep 1 le Move To 🔻 Send Back Copy Close For the send Back Copy Close Search Here 💌 Search Here 💌 Receipt View (SELF) Select User	- E
F	28	☆ E 1536 1040/2020/BO1-DFS test subject あ Mantosh Kumar Ojha, BO 1 SECTL. 前 08/02/2020 07:16 AM び 27/02/2020 05:24 PM	2
		☆ [ア] 1533 1037/2020/BOT-DFS abcdefg 🍰 Mantosh Kumar Ojha, BO 1 SECTI 読 08/02/2020 07:09 AM 役 08/02/2020 07:09 AM	
6		수 [P] 1531 1035/2020/BO1-DFS abcdefg 💩 Mantosh Kumar Ojha, BO 1 SECT 💼 08/02/2020 07:04 AM 한 08/02/2020 07:05 AM	
8		☆ [P] 1530 1034/2020/BO1-DFS abcdefg 🎝 Mantosh Kumar Ojha, BO 1 SECTI 🐯 08/02/2020 07:02 AM ① 08/02/2020 07:03 AM	
11		□ ☆ [ア] 1521 1025/2020/BO1-DFS abcdefg 🍰 Mantosh Kumar Ojha, BO 1 SECTI 読。08/02/2020 06:50 AM ① 08/02/2020 06:50 AM	
5	à (☆ 戸 1520 1024/2020/BO1-DFS abcdefg 🎝 Mantosh Kumar Ojha, BO 1 SECTI 篋 08/02/2020 06:48 AM 役 08/02/2020 06:48 AM	ß

Figure 141

3. Give mandatory closing **remarks** and click **'OK'** in the Closing Confirmation pop up to close the selected receipt(s).

Receipt should move from Inbox/Inbox folder/Created list to Closed→ By Me list.



Closing Remarks		×
Remarks *]
No action is require	d. For information only.	Step 3
Total 1000 956 Charact	er left	
		OK Cancel



Alternatively, user can also click open the receipt from Inbox or Created by clicking on the receipt number. And then Click Close action button in the menu bar. *(Figure 143)*

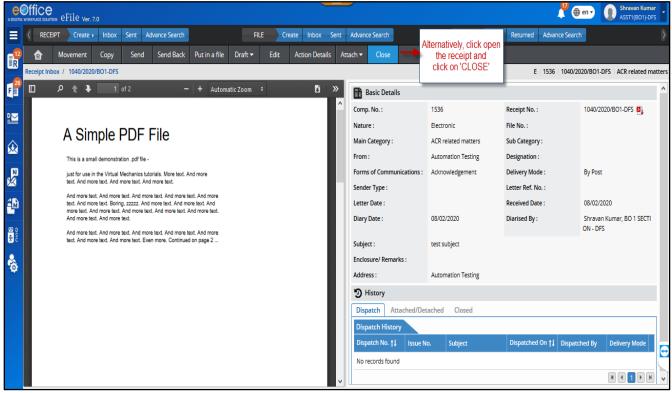


Figure 143



List of Closed Receipts

This section describes the different lists available to check the receipts which are in closed state.

STEPS TO FOLLOW:

- 1. Click 'Receipt' module in navigation bar.
- 2. Click 'Closed' folder.
- 3. Click 'By Me' or 'By Others (Hierarchy)' or 'By Others (All)', as required. (Refer below for details).

e	Stfice	'er. 7.0													🥊 (i en •	ASST1(BO1	
St	ep 1 ECEIPT Crea	te i Inbox Sent	Advance	Search			Create	Inbox	Sent A	dvance Search			Sent	Returned	Advance Sear	ch		
R R	Receipt	± To ▼ S	Send S	end Back	Сору	Close				F Sent	On V Se	arch Here		 Receipt 	view (SELF) Se	elect User		۲ ا
E ²⁸	Browse & Diarise Inbox	20/BO1-DFS	test subje	ect 🎝 Mar	itosh Kumar	Ojha, BO 1 SECT	i 🖽 oa	3/02/2020 0	7:16 AM								ß	^
PM	Created Sent	20/BO1-DFS	abcdefg	Lo Mantos	ih Kumar Ojh	na, BO 1 SECTI	68/02	2/2020 07:0	9 AM								ß	
	 Initiated Actions Acknowledgement 	Step 2 01-DFS	abcdefg	Lo Mantos	ih Kumar Ojh	na, BO 1 SECTI	68/02	2/2020 07:0	4 AM								ß	
	Closed > By Me	Step 3	abcdefg	Lo Mantos	ih Kumar Ojh	na, BO 1 SECTI	68/02	2/2020 07:0	2 AM								ß	
10 00 10 00	> By Others (Hierard > By Others (All)		abcdefg	Lo Mantos	ih Kumar Ojh	na, BO 1 SECTI	68/02	2/2020 06:5	0 AM								ß	
* ©	□ ☆ P 1520 ☆ 08/02/2020	1024/2020/BO1-DFS 06:48 AM	abcdefg	Lo Mantos	ih Kumar Ojh	na, BO 1 SECTI	i∰ 08/02	2/2020 06:4	8 AM								ß	

Figure 144

Closed (By Me) -

- 1. It displays the list of receipts closed by self.
- 2. User will not be able to take any action on receipts with closed state, except to view them and reopen.

The user(s) can filter their list of Closed Receipts with help of various search options such as **Closing date range, Computer No., Receipt No, Subject, Remarks, Main Category, VIP Type** and **VIP Name**.

CETAL W	offic	Ce E SOLUTION	eFile _{ver.}	7.0											🕂 🌐 en 🗸	Shravan Ku ASST1(BO1)-	
	<	RECEIPT	Create	Inbox Sent Advance Search		FILE	Create	Inbox Ser	nt Advance Sear	rch		SSUE	Sent	Returned	Advance Search		
12	Sean	ch For Cl	osed Receip	pt (byMe)													
	Depa DFS	rtment		•	BO 1 SECTION - I	DES			Closing Date From					То			f
1	Comp	o. No.			Receipt No.				Subject					Remarks			
	Categ					Vip Type Choose Or	ne					P Name					
2																Clear S	Searc
N	•	Con	np. No. †‡	Receipt No.	Subject				СІ	losed By			Closed O	n †‡	Closing Remarks	Acti	ion
	0	E 161	6	1120/2020/BO1-DF5	safd				S	hravan Kumar, E	BO 1 SECTION		17/02/20	20 02:09 PM	savds	ReOpen 😓	
Ð		E 161	3	1117/2020/BO1-DF5	eaf				S	hravan Kumar, B	BO 1 SECTION		17/02/20	20 02:09 PM	vdvsd	5	
		P 159	5	1099/2020/BO1-DFS	wed				S	hravan Kumar, B	BO 1 SECTION		13/02/20	20 12:05 PM	hmnb	5	
000	0	P 153	5	1039/2020/BO1-DFS	abcdefg				S	hravan Kumar, B	BO 1 SECTION		18/02/20	20 11:16 AM	SDgsdfg	b	
\$	0	P 153	4	1038/2020/BO1-DFS	abcdefg				S	hravan Kumar, B	BO 1 SECTION		18/02/20	20 11:55 AM	zxfd	>	
2		P 153	2	1036/2020/BO1-DFS	abcdefg				S	hravan Kumar, B	BO 1 SECTION		18/02/20	20 11:58 AM	sadgadg	b	
	0	E 147	6	980/2020/BO1-DFS	test subject				S	hravan Kumar, B	BO 1 SECTION		07/02/20	20 08:49 PM	Enter Remarks		
		E 144	5	949/2020/ESTT. SECTION-DFS					S	hravan Kumar, B	BO 1 SECTION		02/03/20	20 03:58 PM	vbn b vn	5	
	0	E 136	5	869/2020/BO1-DFS	test subject				S	hravan Kumar, E	BO 1 SECTION		05/02/20	20 08:53 PM	Enter Remarks	5	
		E 126	6	770/2020/BO1-DFS	test subject				S	hravan Kumar, B	BO 1 SECTION		04/02/20	20 08:50 PM	Enter Remarks	5	
		E 120	8	712/2020/BO1-DF5	test dispatch				S	hravan Kumar, E	BO 1 SECTION		01/02/20	20 04:38 PM	sfsfsdf	5	
	Total	Records:							-								





By Others (Hierarchy) -

- 1. It displays the list of receipts closed by others users in the viewer's hierarchy downline.
- 2. User will not be able to take any action on receipts with closed state, except to view them.
- 3. The user(s) can filter their list of Closed Receipts with help of various search options such as list of Sections/Offices, Closing date range, Computer No., Receipt No., Subject, Remarks, Main Category, VIP Type and VIP Name.

Note:

Users with role 'Role_Closed_By_Others_Hierarchy' will only be able to see this list.

By Others (All)

- 1. It displays the list of receipts closed by others users in the viewer's hierarchy down line.
- 2. User will not be able to take any action on receipts with closed state, except to view them.
- 3. The user(s) can filter their list of Closed Receipts with help of various search options such as list of Sections/Offices, Closing date range, Computer No., Receipt No, Subject, Remarks, Main Category, VIP Type and VIP Name.

		RECEIF	» eFile ver. PT Create		Advance Search			FILE	C	Inbox	Corre	Advance Search		ISSUE	Sent	Returned	Advance Search	ASST1(
		_			Advance Search		1	FILE	Create	Indox	Sent	Advance Search		ISSUE	Sent	Returned	Advance Search		
12 R			r Closed Recei	pt (byAll)															
	Depa DFS	rtmen	nt		•	Section BO 1 SECTION -	DFS				•	Closing Date				То			e
	Comp					Receipt No.						Subject				Remarks			
	com	p. NO.				Receipt No.						subject				Remarks			
	Categ Choo	gory ose On	ne					/ip Type Choose One	2				•	VIP Name Choose					
																		Clear	Searc
2		c	Comp. No. †‡	Receipt No.		Subject						Closed By			Closed O	n †4	Closing Remarks		Action
	0	P 1	1475	979/2020/BO1-DF5	;	abcdefg						Mantosh Kun	nar Ojha, BO 1 SE	сті	07/02/20	20 08:32 PM	Create a Green Note		
м		E 1	1474	978/2020/BO1-DF5	;	test subject						Mantosh Kun	har Ojha, BO 1 SE	сті	07/02/20	20 08:30 PM	Create a Green Note		
	0	E 1	1473	977/2020/BO1-DF5	;	test subject						Mantosh Kun	har Ojha, BO 1 SE	сті	07/02/20	20 08:28 PM	Enter Remarks		
D S C	0	P 1	1363	867/2020/BO1-DF5		abcdefg						Mantosh Kun	har Ojha, BO 1 SE	сті	05/02/20	20 08:33 PM	Create a Green Note		
è.	0	E 1	1362	866/2020/BO1-DF5	;	test subject						Mantosh Kun	har Ojha, BO 1 SE	сті	05/02/20	20 08:32 PM	Create a Green Note		
\$	0	E 1	1361	865/2020/BO1-DF5	5	test subject						Mantosh Kun	nar Ojha, BO 1 SE	сті	05/02/20	20 08:30 PM	Enter Remarks		
	0	P 1	1264	768/2020/BO1-DF5	;	abcdefg						Mantosh Kun	nar Ojha, BO 1 SE	сті	04/02/20	20 08:29 PM	Create a Green Note		
	0	E 1	1263	767/2020/BO1-DF5	5	test subject						Mantosh Kun	nar Ojha, BO 1 SE	сті	04/02/20	20 08:28 PM	Create a Green Note		
	0	E 1	1262	766/2020/BO1-DF5	;	test subject						Mantosh Kun	har Ojha, BO 1 SE	сті	04/02/20	20 08:26 PM	Enter Remarks		
	0	E 1	1258	762/2020/BO1-DF5	5	test subject						Mantosh Kun	nar Ojha, BO 1 SE	сті	04/02/20	20 06:11 PM	Enter Remarks		
	0	E 1		761/2020/BO1-DF5	;	test subject							har Ojha, BO 1 SE	сті	04/02/20	20 06:08 PM	Create a Green Note		
	Total	Recor	rde: 12																< 1 •

Figure 146

Note:

Users with role 'Role_Closed_By_Others_All' will only be able to see this list.



Closed Receipt History:

'Closed Receipt History' provides the details about the number of times the receipt was closed and reopened. These details include the type of action taken place (close/re-open), action taken by user details, action taken date and its remarks for the action.

STEPS TO FOLLOW:

1. Click opens a receipt from Inbox/Inbox folder/Created/Sent/Closed.

A DISETTAL WORKFLACE SOLUTION & File Ver.	70	ASST1(BO1)-DFS
Ē ^	RECEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returns	ed Advance Search
Receipt 12	Receive Put in a file Move Step 1 d Send Back Copy Close 🛛 🖓 Sent On 🕎 Search Here 🔹 Receipt View (SELF) Select Use	· •
Browse & Diarise Y	□ ☆ 臣 1536 1040/2020/801-DFS test subject 🍰 Mantosh Kumar Ojha, BO 1 SECTL. 💼 08/02/2020 07:16 AM 砂 27/02/2020 05:24 PM	<u>م</u>
Inbox × Created	□ ☆ 戸 1533 1037/2020/B01-DFS abcdefg 💩 Mantosh Kumar Ojha, BO 1 SECTI 蔵 08/02/2020 07:09 AM ⑦ 08/02/2020 07:09 AM	ß
Sent Initiated Actions	☆ P 1531 1035/2020/B01-DFS abcdefg よ Mantosh Kumar Ojha, BO 1 SECTI m 08/02/2020 07:04 AM	凶
Acknowledgement ~ Closed ^	□ ☆ 戸 1530 1034/2020/BO1-DFS abcdefg 💩 Mantosh Kumar Ojha, BO 1 SECTI 読。08/02/2020 07:02 AM 砂 08/02/2020 07:03 AM	凶
> By Me > By Others (Hierarchy)	□ ☆ 戸 1521 1025/2020/BO1-DFS abcdefg 💩 Mantosh Kumar Ojha, BO 1 SECTI 蔵 08/02/2020 06:50 AM ⑦ 08/02/2020 06:50 AM	凶
> By Others (All)	□ ☆ 戸 1520 1024/2020/BO1-DFS abcdefg 💩 Mantosh Kumar Ojha, BO 1 SECTI 読。08/02/2020 06:48 AM 役 08/02/2020 06:48 AM	ß

Figure 147

2. Click Closed Tab under History details.

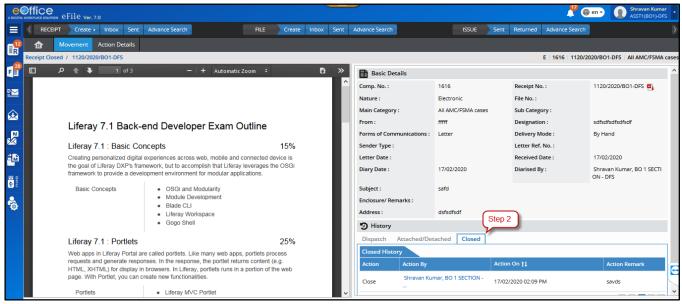


Figure 148

- The Closed tab displays the action details such as Close or Reopen performed by user, action date and time, and its action remarks.
- Most recent action is visible on the top of the list.
- Receipt with no closing history has no information in closed receipt history.

Re-opening of Receipts

The re-opening of the receipt is required often in cases where an already closed subject matter is now required to be reopened for further processing. This section explains the steps to re-open a receipt.

STEPS TO FOLLOW:

1. In Closed→ By Me list, Click Reopen icon at the end of the receipt record.

Or

Click opens the receipt from Closed \rightarrow By Me list and Click 'ReOpen' action button.

	Offic	Ce EE SOLUTION C	eFile _{ver.}	7.0										👖 🕀 en 🗸	ASST1(BO1)-DFS
=	≪	RECEIPT	Create	Inbox Sent Advance Searc	1		Create	Inbox Sen	: Advance	Search		Sent	Returned	Advance Search	
(12 R	Sear	rch For Cl	osed Receip	ot (byMe)											
R		artment		•	Section BO 1 SECTION - DES				Closing D	ate			_		
28	DFS				BO I SECTION - DES				From			m	То		6
Ľ	Com	p. No.			Receipt No.				Subject				Remarks		
	Cate Cho	gory iose One			•	Vip Type Choose One	e			•	VIP Na Choos				
<u>ک</u>															Cl Step 1
R		Con	ıp. No. † ↓	Receipt No.	Subject					Closed By		Closed C	n †1	Closing Remarks	
		E 161	5	1120/2020/BO1-DFS	safd					Shravan Kumar, BO 1 SECTIO	N	17/02/20	20 02:09 PM	savds	ReOpen 🚘
M		E 1613	3	1117/2020/BO1-DFS	eaf					Shravan Kumar, BO 1 SECTIO	N	17/02/20	20 02:09 PM	vdvsd	5
	0	P 159	5	1099/2020/BO1-DFS	wed					Shravan Kumar, BO 1 SECTIO	N	13/02/20	20 12:05 PM	hmnb	5
D SC	0	P 153	5	1039/2020/BO1-DF5	abcdefg					Shravan Kumar, BO 1 SECTIO	N	18/02/20	20 11:16 AM	SDgsdfg	E
2	0	P 1534	4	1038/2020/BO1-DF5	abcdefg					Shravan Kumar, BO 1 SECTIO	N	18/02/20	20 11:55 AM	zxfd	E
ô		P 153	2	1036/2020/BO1-DFS	abcdefg					Shravan Kumar, BO 1 SECTIO	N	18/02/20	20 11:58 AM	sadgadg	5



2. Enter the mandatory* 'Reopening Remarks' in the pop-up box and click 'OK' button.

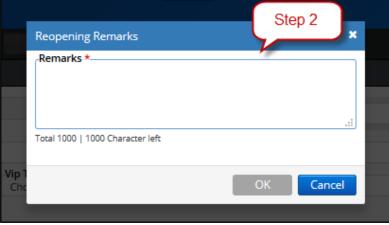


Figure 150

- State of the receipt will be changed to Active.
- Receipt will move to Inbox from Closed.



Generate Acknowledgement

An acknowledgement letter is a document used to formally acknowledge the receipt of DAK/Letter received. For example, acknowledging the receiving of an invoice, RTI application or any VIP correspondence. This section describes the process of generating an acknowledgment while diarizing a DAK/Letter or after it was diarized.

Generate Acknowledgement

Generating Acknowledgement while Diarisation

This section describes the process of creating an acknowledgement against an inward correspondence while simultaneously diarizing it.

STEPS TO FOLLOW:

1. On the receipt diary screen, select **Personalize Acknowledgement** check box. (Refer for steps for **Diarisation of Dak/Letter**).

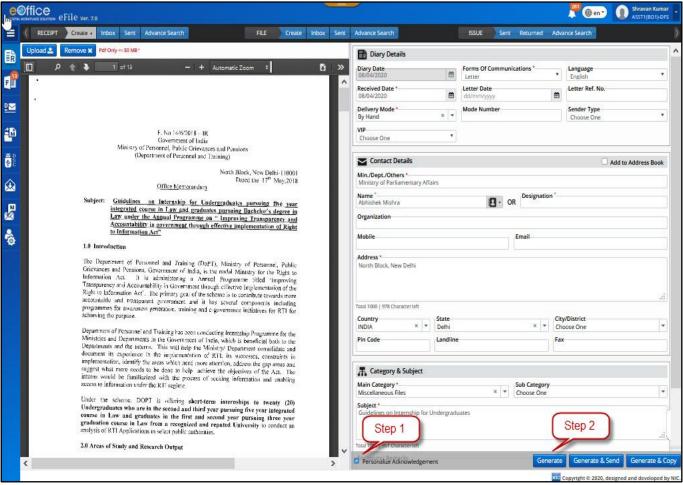


Figure 151



2. Click 'Generate' to create the receipt and display acknowledgement creation page.

Note:

• Upon clicking 'Generate' the receipt is generated and available in Created box and the next screen visible is to generate the acknowledgement.

Or

Click 'Generate & Send' to create the receipt and forward it to the concerned user. After the receipt is forwarded, 'Acknowledgement creation page' is displayed.

3. Prepare the content of the acknowledgement.

Note:

• List of templates can be managed with pre-defined formats which can be selected and used for preparing acknowledgements.

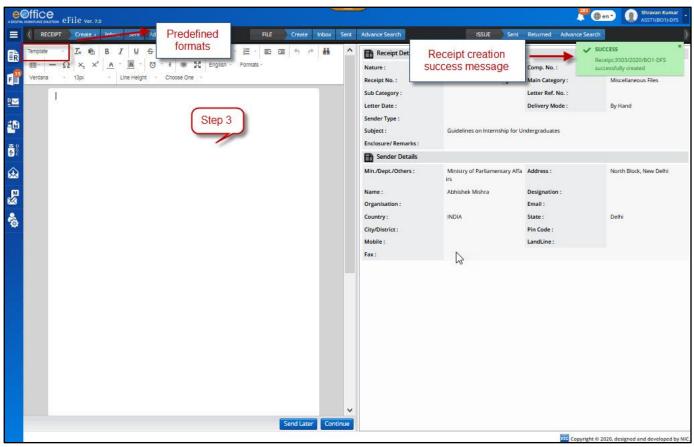


Figure 152

4. Click '**Send Later**' to save the acknowledgement in **Receipts→Acknowledgement→Created** to dispatch/send it later or Click '**Continue**' to generate the acknowledgement and further to initiate dispatch.

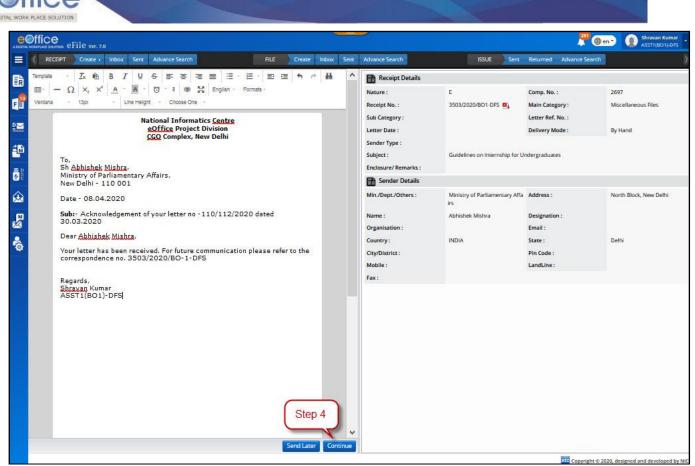


Figure 153

Generating Acknowledgement from Receipt Created/Sent

This section describes the process of creating an acknowledgement against a receipt which is already diarized i.e. available in created and sent box.

STEPS TO FOLLOW:

- 1. Select a receipt or click open from receipt's Sent/Created box.
- 2. Click 'Generate Acknowledgement' to display acknowledgement creation page.
- 3. Prepare the content of the acknowledgement.

Note:

- List of templates can be managed with pre-defined formats which can be selected and used for preparing acknowledgements.
- 4. Click 'Send Later' to save the acknowledgement in 'Receipts-> Acknowledgement-> Created' to dispatch/send it later.

Or

5. Click 'Continue' to generate the acknowledgement.



Acknowledgement Created List

Describes the process of checking the list of already created acknowledgements and not sent so far.

- 1. Click **Receipts** module in the navigation bar.
- 2. Click Acknowledgement.
- 3. Click Created under Acknowledgement.

	tep 1 ile ve: 7.0		
7			
R R	ceipt e To + Send Send Back Copy Close F Sent On V Search Here • Receipt View (SEL5) Select User-		·
9	Srowse 8, Djarise VDO1-DFS test subject 🖕 Mantosh Kumar Ojha, BD 1 SECTL 📆 20/03/2020 04:15 PM		
-	Sent Step 2 FS test subject 🍫 Mantosh Kumar Ojha, BO 1 SECTL. 🗄 14/03/2020 10:11 AM		
	nilásted Actions 0/801 prz Cestan wy 🖍 Mantoch Kumar Ofw. 80 1 SECTI 📆 14/03/2020 08:53 AM	0 🖪 🤌	
	Created DrBO1 DFS 1 🧭 1 CCS University 🖕 Mantosh Kumar Ojha, BO 1 SECTL 🔯 14/03/2020 08:50 AM	2	
	 ☆ P 2583 419/2020/801-DFS Ø CCS University Mantosh Kumar Ojha, BO 1 SECTI 14/03/2020 08:37 AM ① 14/03/2020 08:38 AM 	2 8	
>	☆(『【」)2522 358/2020/BO1-DFS test subject 🎝 Mantosh Kumar Ojha, BO 1 SECTL 認 14/03/2020 12:58 AM ① 14/03/2020 12:58 AM	8 🛛 🌶	
	☆ [] 2520 356/2020/BO1-DFS test subject 🖕 Mantosh Kumar Gjha, BO 1 SECTL 🔯 14/03/2020 12:55 AM		
	☆(『【」 2519 355/2020/BO1-DFS test subject 🎝 Mantosh Kumar Ojha, BO 1 SECTL 認。14/03/2020 12:53 AM ヴ 14/03/2020 12:53 AM	88	
	수 💽 2518 254/2020/BO1-DFS test subject 🖕 Mantosh Kumar Ojha, BO 1 SECTL. 🔯 14/03/2020 12:51 AM 한 14/03/2020 12:52 AM		
	☆ (〒 2515 251/2020/801-DFS test subject 🤹 Mantosh Kumar Ojha, BO 1 SECTL. 読 14/03/2020 12:46 AM		

Figure 154

Description – Acknowledgement Created List

• In the list of acknowledgements created, user can see the acknowledgement numbers, the computer number and the receipt number against which it is created, Subject, Subject category and the date on which it was created.

eoffice a bold the women and the second of the sec. 7.0			1. Information	P	en • Martin Shravan Kumar
ECEIPT Create , 1	Inbox Sent Advar	nce Search	FILE Heads Ivance Search	ISSUE Sent Returned Advance Set	arch
Acknowledgement Created					Search Here
Acknowledgement No.	Comp. No.	11 Peccipt No.	Subject	Subject Category	Created On 11
E 220/2020-ACK	2696	3502/2020/0-01-DFS	acr	ACS to CM	07/04/2020 04:34 PM
219/2020-ACK	2695	3501/2020/BO1-DF5	5. Sorting Records	73 ACS to CM	06/04/2020 09:22 PM
2. Click on AC	CK No. to	3499/2020/BO1-DF5	5. Sorting Records	Advertisement	06/04/2020 08:45 PM
open acknowle		361/2020/BO1-DF5	test subject	ACP and other related matters	02/04/2020 07:55 PM
and click open	to 'EDIT'	3473/2020/BO1-DF5	wef	ACR related matters	02/0
213/201 ACK	2686	3493/2020/BO1-DF5	55	All Accounts related matters	24/0 6. Print
210/2020-ACK	2138	13/2028/BO1-DFS/DFS	CCS University	ACP and other related matters	14/03/2020 08:46 AM
209/2020-	2585	421/2020/BO1-DF5	250002	ACP and other related matters	14/03/2020 08:45 AM
208/2020-ACK	2584	420/2020/BO1-DF5	250002	ACP and other related matters	14/03/2020 08:44 AM
182/2020-ACK	2154	2/2029/BO1-DF5	CCS University	ACP and other related matters	05/03/2020 12:23 PM
181/2020-ACK	2154	2/2029/BO1-DF5	CCS University	ACP and other related matters	05/03/2020 12:01 PM
180/2020-ACK	2154	2/2029/BO1-DF5	CCS University	ACP and other related matters	05/03/2020 12:00 PM

Figure 155

• To view the acknowledgements user can click the acknowledgement numbers.



• The list of acknowledgements can be filtered base on creation date range.

(RECEIPT Create)	Inbox Sent Advance S	earch	FILE Create Inbox Sent Advance Search		ISSUE	Sent Returned Adv	vance Search		
Acknowledgement Creater	4						7	Search Here	
Acknowledgement No.	Comp. No. †1	Receipt No.	Subject	Date				Acknowledgemer	
220/2020-ACK	2696	3502/2020/BO1-DFS	acr	Creation Date From dd/mm/yyyy	=	Creation Date To dd/mm/yyyy		Computer Numb	
219/2020-ACK	2695	3501/2020/BO1-DFS	Automation Testing sfff 1233433221123e03					Subject	
218/2020-ACK	2693	3499/2020/BO1-DF5	adv			OK	Clear	06/04/2020 08:45 PM	1
217/2020-ACK	2525	361/2020/BO1-DF5	test subject		ACP an	d other related matters		02/04/2020 07:55 PM	٤
216/2020-ACK	2665	3473/2020/BO1-DF5	wef		ACR rel	ated matters		02/04/2020 07:54 PM	*
213/2020-ACK	2686	3493/2020/BO1-DF5	55		All Acco	unts related matters		24/03/2020 12:29 AM	±
210/2020-ACK	2138	13/2028/BO1-DF5/DF5	CCS University		ACP an	d other related matters		14/03/2020 08:46 AM	*
209/2020-ACK	2585	421/2020/BO1-DF5	250002	3 Filter	VIOW	ther related matters	12	14/03/2/20 08:45 AM	*
208/2020-ACK	2584	420/2020/BO1-DFS	250002	0.1 11(0)	view	ther related matters	4	Module-wise	
182/2020.ACK	2154	2/2029/BO1-DF5	CCS University		ACP an	d other related matters		Search	
181/2020-ACK	2154	2/2029/BO1-DF5	CCS University		ACP an	d other related matters	-	05/03/2020 12:01 PM	_
180/2020-ACK	2154	2/2029/BO1-DF5	CCS University		ACP an	d other related matters		05/03/2020 12:00 PM	٠
173/2020-ACK	1965	1469/2020/BO1-DF5	sdfdsf		All AMO	/FSMA cases		02/03/2020 03:19 PM	+

Figure 156

- Acknowledgements can be searched in module wise search base on acknowledgment numbers, computer number, receipt number and subject.
- The list can also be sorted based on computer number and the creation date by clicking on the column headers.
- Users can action on acknowledgments such as 'Edit' and taking 'Print' of the acknowledgement.

Edit Acknowledgement

Describes the process of editing a previously created acknowledgement in the Created list of Acknowledgement.

STEPS TO FOLLOW:

1. In the 'Receipts' module, Click 'Created' under 'Acknowledgement'.

e	Difice	Shra	wan Kumar 1(601)-DFS
	RECEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search		3
ħ	Receipt PTO+ Send Back Copy Close Search Here Receipt View (SEL5) Select User		·
F	Browse & Diarise UBO1-DFS test subject 🕹 Mantosh Kumar Ojha, BO 1 SECTI 🛱 20/03/2020 04:15 PM Inbox	D	
Ľ			0
2 0	Acknowledgement Step 1	0	0
	Created O/BO11-DFS // CCS University / S Mantosh Kumar Ojha, BO 1 SECTI 11/103/2020 08:50 AM Cosed	ß	0
R N N	○ ☆ ② 2583 419/2020/B01-DFS 🏈 CCS University 🎝 Mantosh Kumar Ojha, BO 1 SECTI 醴 14/03/2020 08:37 AM 資 14/03/2020 08:38 AM		0
8	○ ☆ (〒) 2522 358/2020/BO1-DFS test subject 🍰 Mantosh Kumar Ojha, BO 1 SECTI 節。14/03/2020 12:58 AM	0 8	0





2. Click the acknowledgement number, required to edit.

	office womenuer sources eFile ver. 7.0				P	en • Shravan Kumar ASST1(BC1)-DPS	
	RECEIPT Create Int	xox Sent Advance S	earch FIL	Create Inbox Sent Advance Search	ISSUE Sent Returned Advance Search		3
ĒŔ	Acknowledgement Created				Y	Search Here	
-	Acknowledgement No.	Comp. No. †1	Receipt No.	Subject	Subject Category	Created On 1	
F	220/2020-ACK	2696	3502/2020/BO1-DP5	acr	ACS to CM	07/04/2020 04:34 PM	£
2	219/2020-ACK	2695	3501/2020/BO1-DF5	Automation Testing sfff 1233433221123e039493277e73	ACS to CM	06/04/2020 09:22 PM	Ł
Contract of	218/2020-ACK	2693	3499/2020/BO1-DF5	adv	Advertisement	06/04/2020 08:45 PM	٤.
-1	217/20	2525	361/2020/BO1-DFS	test subject	ACP and other related matters	02/04/2020 07:55 PM	٤
3 0	216/2 Step 2.	2665	3473/2020/BO1-DF5	wef	ACR related matters	02/04/2020 07:54 PM	٤
	213/2020 ACK	2686	3493/2020/BO1-DF5	55	All Accounts related matters	24/03/2020 12:29 AM	٤.
	210/2020-ACK	2138	13/2028/BO1-DFS/DFS	CCS University	ACP and other related matters	14/03/2020 08:46 AM	4
	209/2020	2585	421/2020/BO1-DFS	250002	ACP and other related matters	14/03/2020 08:45 AM	٤
EX.	208/2020-ACK	2584	420/2020/BO1-DFS	250002	ACP and other related matters	14/03/2020 08:44 AM	٤
	182/2020-ACK	2154	2/2029/BO1-DF5	CCS University	ACP and other related matters	05/03/2020 12:23 PM	٤
6	181/2020-ACK	2154	2/2029/BO1-DFS	CCS University	ACP and other related matters	05/03/2020 12:01 PM	£."
	180/2020-ACK	2154	2/2029/BO1-DF5	CCS University	ACP and other related matters	05/03/2020 12:00 PM	Ł



3. Click 'Edit' action button to modify the content of the acknowledgement.

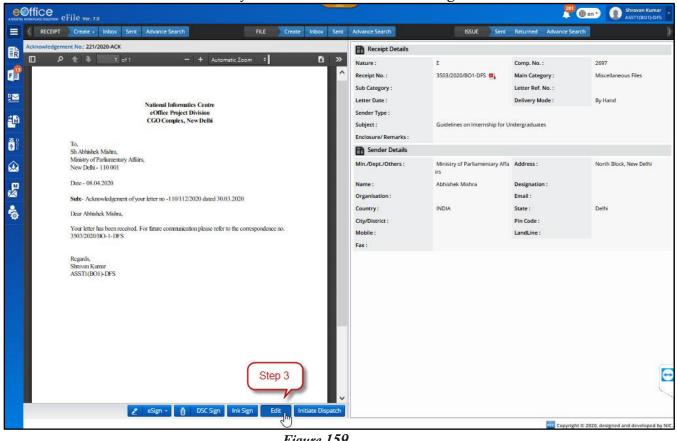


Figure 159

4. Click 'Continue' to update the changes.

Note:

A signed acknowledgment cannot be edited.

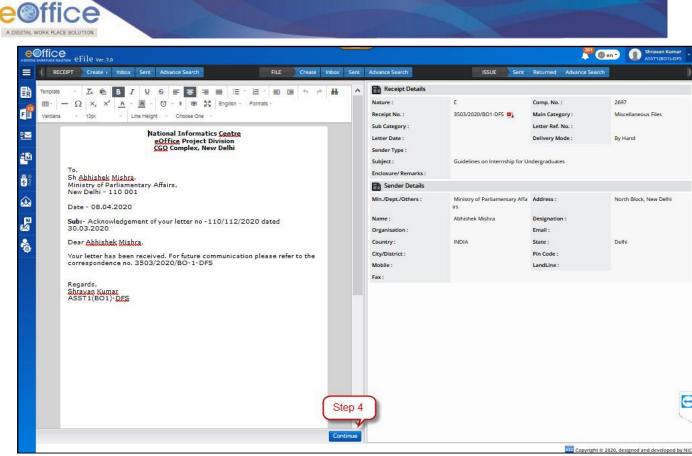


Figure 160

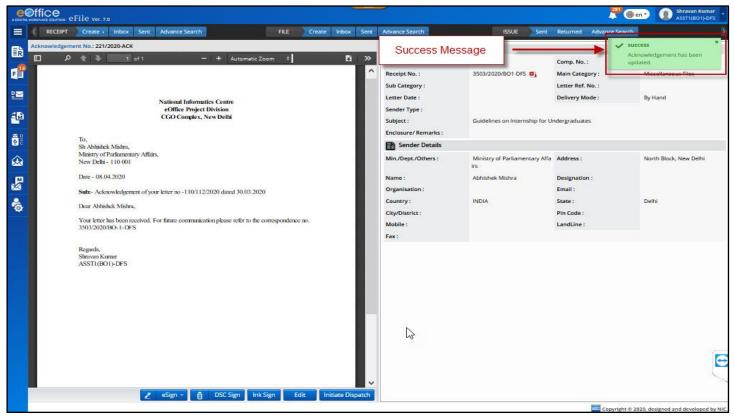


Figure 161



Signing Acknowledgement

The section describes the digital signing process of an acknowledgement.

DSC SIGN

It is the process of digitally signing using eToken.

STEPS TO FOLLOW:

- 1. Click opens an acknowledgment from 'Acknowledgement-> Created' under 'Receipts'.
- 2. Click 'DSC Sign' button.
- 3. Refer step 5 onwards under article Signing draft.

<u>eSign</u>

It is the process of digitally signing using eHastakshar/eSign services based on AADHAR. User can digitally sign using OTP or biometrics.

STEPS TO FOLLOW:

- 1. Click opens an acknowledgment from **Receipt→Acknowledgement→Created**.
- 2. Click eSign button.
- 3. Refer step 5 onwards under article Signing draft.

Ink Sign

It is the process of maintaining a copy of physically signed draft letter and confirming it with its originally approved copy in the system.

STEPS TO FOLLOW:

- 1. Click opens an acknowledgment from 'Acknowledgement-> Created' under 'Receipts'.
- 2. Click 'Ink Sign' button and upload the physically signed copy (PDF format) of approved draft.

(Note: The uploaded signed copy is available by clicking on 'Signed Copy' link.)

3. Refer step 5 onwards under article Signing draft.



Send Acknowledgement

Describes the process of sending personalized acknowledgement to the desired recipient(s) (sender of the receipt or to any other required recipient).

STEPS TO FOLLOW:

1. Click 'Initiate Dispatch' to initiate dispatch for the acknowledgement.

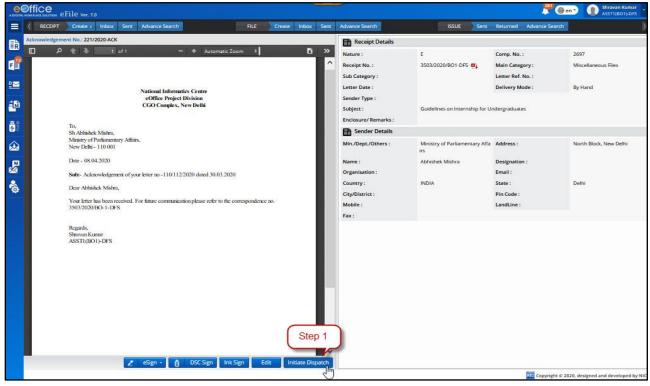


Figure 162

2. Intended recipients are listed under 'Recipient Details'. Click 'Add Recipients' to add more, if required.

ice ex source eFile ver. 7.0								🚰 🛞 en -	AS
RECEIPT Create Int	box Sent Advance Search	FILE	Create	Inbox Sent	Advance Search	IS	SUE Sent Return	ned Advance Search	
		Acknowk	edgement No. :	The survey of th			Step	3	
# ۲	1 of 1 - +	Automatic Zoom *		Di »	Recipient Details -	Public			C
				^		-signation Address		nt 🔳 Postal 🔳 Er	mail
						agnation	Maintain	irough	
	National Informatics Cent eOffice Project Division				Abhishek Mishra	North Block, New Del	Parliamentary	CRU CRU	
	CGO Complex, New Dell	4					Affairs		
To					Email Details			Step 4	
Sh Abhishek Mis Ministry of Parlia	amentary Affairs,				Emails *			Step 4	
New Delhi - 110					Subject *				
Date - 08.04.202									
	edgement of your letter no -110/112/2020 dat	ed 30.03.2020			S acknowledgemen				
Dear Abhishek N					Line	Step 5			
Your letter has be 3503/2020/BO-	seen received. For future communication pleas 1-DFS	e refer to the correspondence	e no.						
Regards, Shravan Kumar					Total 1000 1000 Charad	ter left			
ASSTI(BO1)-D	FS								
					-				

Figure 163

- 3. In Recipient Details Public, select Sent Through for each public recipient (Self or CRU).
 - c) Self Choose Self, if the letter is to be dispatched through self.
 - d) CRU Choose 'CRU', if letter is to be dispatched through Central Registry Unit.

On Selecting CRU Popup will be displayed. Fill CRU details in popup -

- **CRU Name** Name of the dispatch person in CRU through which letter is to be dispatched.
- Delivery Mode Delivery mode via which letter is to be dispatched
- **Remarks** Additional remarks for the dispatch person if any.
- **Copy to All** Select checkbox to auto fill CRU details in all the Public Recipient, to whom letter is dispatching through is CRU.

Note:

.

- Dispatch by Self and CRU is not applicable for 'Internal' and 'External' Recipient.
- Dispatch to recipients under 'Internal' and 'External' will take place as eOffice to eOffice transaction.
- 4. Enter Delivery Mode
 - a) Postal Select Postal checkbox and fill postal details if dispatching through post.

Note:

Delivery Mode **Postal** is available only in case **Dispatch** mode chosen is **Self**.

(**Postal Details** - Postal Mode*, Postal charges, Medium, Weight, Mode No., Peon Book No., Peon Name, Out Date and Time*, Delivery Date and Time, Delivery Status and check **'Copy to All'** in case the postal details are to be copied to all recipients in case of multiple recipients)

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- b) Email Select 'Email' check box and fill email details, if letter is to be dispatched via email. Email Details to be entered are - Email Id (Auto populated if available), Subject, Email Message. User can check 'Copy to All' in case the same message is to be copied to all recipients in case of Multiple recipients)
- **c) SMS** Select SMS checkbox and provide mobile no. (Auto populated if available) for sending notification to the recipient regarding the dispatch.

- Delivery Mode **'Email'** and **SMS'** are available only in case the email ID and mobile number details of the respective recipient is added in the recipient details.
- 5. Enter Additional Email Details If the letter is to be dispatched additionally to some people, then this can be done via email. For example, you might want to dispatch a copy to one of the officials in senior management for information purpose only. For dispatching to additional users, provide Email ID, Subject and Email Message. The Dispatch letter is automatically attached to the email.
- 6. Click Send.

Note:

• To check the list of Acknowledgement sent so far, and check their respective Dispatch numbers generated for every recipient, Refer **Dispatch (Officer)→Acknowledgement →Sent**.



Consolidated View of Receipt

This feature allow user to view receipts available on his or her multiple posts in a single window.

STEPS TO FOLLOW:

- 1. Log into eFile account to view file inbox list of primary post
- 2. Click "All" posts link available in dropdown under Logged in user's Primary post in profile area.

A DIGITA	Off L WORKPL		TEON	eFile ver. 7.0					A (en PA-EOFFICE
	ر Re	RECI ceive		Create • Send Send	Inbox Sent Advance Searce		Inbox Sent Advance Sear	rch ISSUE	PA-DDG(Rad	E :hna Srivastava) 1/1) Receipt(E-3/3 P-0/0)
ER	•	☆	E	Comp. No. †↓ 3092227	File No. P-12011(11)/22/2019- EOFFICE	Subject Hiring of Taxi services for NIC Karnataka State Un	Sent By Saroja Kumar Patro,eOffice MMP	Sent On †↓ Read On †↓ 31/03/2020 31/03/2020 05:41 PM 07:02 PM	PA-EOFFICE PA-EOFFICE	E
		☆	E	3105879	P-12011(11)/16/2020- EOFFICE	Approval for implementation of eOffice in various	Saroja Kumar Patro,eOffice MMP	30/03/2020 30/03/2020 09:16 AM 10:21 AM	All	😃 Logout 🛛 🖨 Home
	0	☆	E	3105297	P-12011(11)/13/2020- EOFFICE	Approval for implementation of eOffice (SPARROW) i	Nirvesh Kumar,eOffice MMP Divi	24/03/2020 24/03/2020 09:41 AM 09:41 AM		Ē
₽ X		☆	E	3105600	P-12011(11)/15/2020- EOFFICE	Approval for implementation of eOffice in various	Saroja Kumar Patro,eOffice MMP	20/03/2020 24/03/2020 12:12 PM 09:38 AM		
4		☆	E	3105272	P-12011(11)/12/2020- EOFFICE	Approval for implementation of eOffice in various	Saroja Kumar Patro,eOffice MMP	17/03/2020 17/03/2020 01:16 PM 01:16 PM		



3. Click **OK** in the confirmation popup to switch to consolidated inbox.

ADIGIT		TION	eFile _{ver.}	.7.0								en 🔻	All -
≡						h	All the unsaved info	of previous tabs will be lost.	×	ISSUE			>
1 3						Volume Create	Are you sure to swit	tch post ?		re	▼ File Viev		•
						Subject		ОК	Cancel	Read On †↓			
F	0	E	3092227		P-12011(11)/22/2019- EOFFICE	Hiring of Taxi ser Karnataka State U	Jn	MMP		31/03/2020 07:02 PM			Ð
	0	E	3105879		P-12011(11)/16/2020- EOFFICE	Approval for impl in various		Saroja Kumar Patro,eOffice MMP		30/03/2020 10:21 AM			



Consolidated Receipt Inbox

- Consolidated Inbox will display Receipt Marked To users multiple posts in a single Inbox list.
- Fields Like Computer No., Receipt number, Subject, Sent By, Sent On, Marked To (Post), Due On, Read on and Remarks are displayed
- Actions on single Receipt selection- **Receive** (*Applicable for unreceived physical Receipt only*), **Put in a File**, **Send Back, Send, Dispatch** and **Close** can be taken.
- Receipt inner page (Detail Page) can be viewed by clicking on **Receipt Number**.
- **Sent By** user details (Name, Designation, Marking Abbreviation, Post, Section, Department, Email and Instance) can be viewed by clicking on user's name.
- Inbox View can be switched from Advance (Row based) to Normal (Column Based) by clicking on **switch** icon

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- Consolidated Inbox List can be **filtered** depending on **Nature**, **Priority**, **Subject Category** and **Sent Date**, **Due Date**, etc. by clicking Filter Icon in menu bar.
- List of Receipt can be sorted based on **Computer No., File No., Sent On and Due On**.
- Receipt can be searched using Module Search (Computer No., Receipt No., Subject, Sent By and Remarks)
- Using context menu (on mouse right click) Inbox Receipt can be **Received** (*Unreceived physical file only*),**Opened in Same or Different Tab** of browser and can be **Send** or **Send Back**
- Clickable Attachment Icon should be displayed next to Receipt no. in case of file having an attached File/Receipt.
- Legends and Color Code should be used to differentiate various Receipt in list.

• Receipts in Inbox folder of user's various posts should be displayed in Consolidated Inbox List.

Consolidated Receipt Created List

- Consolidated Created list will display Receipt created by users multiple posts in a single created list.
- Fields like Computer No., Receipt number, Subject, Subject Category, Created By, Created On and Remarks are displayed.
- Actions on single Receipt selection- Send, Put in a File, Dispatch, Generate Acknowledgement and Close.
- Receipt Inner Page (Detail Page) can be viewed by clicking on **Receipt Number**.
- **Created By** user details (Name, Designation, Marking Abbreviation, Post, Section, Department, Email and Instance) can be viewed by clicking on user's name.
- Consolidated Created List can be **filtered** depending on **Nature**, **Subject Category and Creation Date** by clicking Filter Icon in menu bar.
- List of Receipt can be sorted based on **Computer No.** and **Created On**.
- Receipt can be searched using Module Search (Computer No., Receipt No., Subject, Subject Category and Remarks)
- Using context menu (on mouse right click) created receipt can **Opened in Same or Different Tab** of browser and can be **Send**.
- Clickable Attachment Icon should be displayed next to file no. in case of Receipt having an attached File/Receipt.
- Legends and Color Code should be used to differentiate various Receipt in list.

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Consolidated Receipt Sent List

- Consolidated Sent list will display Receipt sent by users multiple posts in a single list.
- Fields like Computer No., Receipt number, Subject, Sender, Sent By, Sent To, Sent On, Due On and Remark are displayed.
- Actions on single Receipt selection- Send, Generate Acknowledgement, Pull Back and Initiate Action can be taken.
- Receipt inner page can be viewed by clicking on File Number in Read only Mode.
- Sent By and Sent To user details (Name, Designation, Marking Abbreviation, Post, Section, Department, Email and Instance) can be viewed by clicking on user's name.
- User should be able to **Initiate Action** on individual electronic and physical Receipt (*Action should be initiated from post from which individual Receipt is forwarded*)
- User should be able to **Pull Back** individual Unreceived (P)/Unread (E) Receipt. (*Action on Multiple selection is allowed if selected Receipt are forwarded from same post*)
- Consolidated Sent List can be **filtered** depending on **Nature**, **Subject Category**, **Sent Date** and **Due Date** by clicking Filter Icon in menu bar.
- List of Receipt can be sorted based on **Computer No.** and **Created On**.
- Receipt can be searched using Module Search (Computer No., Receipt No., Subject, Sender, Sent To and Remark)
- Clickable Attachment Icon should be displayed next to Receipt no. in case of file having an attached File/Receipt.
- Legends and Color Code should be used to differentiate various receipts in list.

Print/Download Receipt

This feature allows user to Print/Download content of Receipt as per selection

Important Points:

✓ User must have assigned **Role_DOWNLOADER**.

STEPS TO FOLLOW:

1. Click **Download/Print** action button on Receipt Inner Page to open Downloading page.

	SOLUTION eFile Ver. 7	7.0									2450	en 🗸	Saroja Kumar Patro TD(SKP)-EOFFICE	
	RECEIPT Create •	Inbox Sent /	Advance Search		FILE	Create Int	iox Sei	nt Advance Search		ISSUE	ent Returned	Advance Sea	rch 📎	
	Movement	Copy Send	Send Back	Put in a file	Draft 🔻	Edit	Action [Details Attach 🔫	Close	:			Print 🔒	
Receipt	t Inbox / 5232/2020	/EOFFICE								E	5055903 523	2/2020/EOFFIC	E Common Office Services	
	Image: Port → 1 of 2 - + Automatic Zoom ÷													
	A Simr		•				î	Comp. No. :	5	5055903	Receipt No. :	52 8	232/2020/EOFFICE	
		DIE PDF Fil	е					Nature : Main Category :		Electronic Common Office Services	File No. : Sub Category :			
	text. And more to	e Virtual Mechanics tutorials ext. And more text. And more	e text.	tore				From :		Name: Automation Testi g	Designation :	AS	50	
4		ext. Boring, zzzzz. And more nore text. And more text. An And more text.						Forms of Communications :	L	.etter	Delivery Mode	: Co	burier	
e o As c		And more text. And more text ext. And more text. Even mo						Sender Type : Letter Date :			Letter Ref. No. Received Date	-	3/05/2020	
* @								Diary Date :	2	28/05/2020	Diarised By :		erur Siraj Ahmed, eOffic MMP Division	
								Subject :	t	est subject				
ter p ter set								Enclosure/ Remark	(S :					
								Address :	A	Automation Testing				

Figure 166

- 2. Select the **Radio** Button (Complete Receipt, Receipt Details, Draft, Issue, Movements History and Action Detail) as per requirement.
- **3.** Select **Customize** button (if required) to download selected content of Complete Receipt, Draft, Issue, Movements History and Action Detail.
- 4. Click Preview Button to view selected content. (If Required)
- 5. Click **Download** Button.

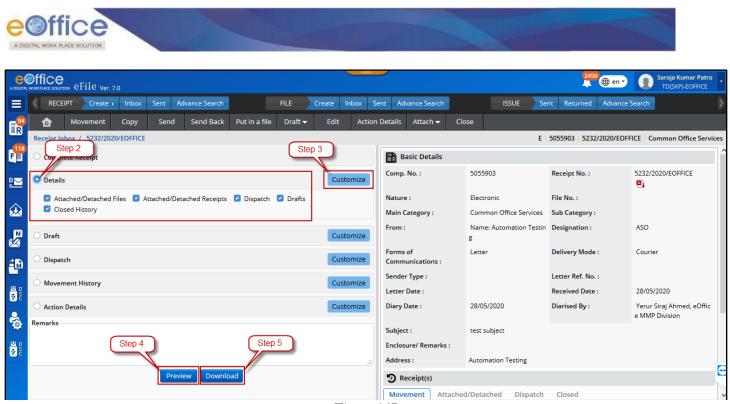


Figure 167

- Selected Content of Receipt will get downloaded to Systems in PDF format.
- Receipt No. (Computer No.) will be embossed on every page of downloaded File.
- Draft no., Issue no., Receipt no. will be embossed on respective documents.
- Downloaded page sequence No. should be embossed on every page at center Bottom.



Advance Search for Receipt

This Feature allows User to users to Search and Retrieve Receipt (According to the assigned Search Scope) and takes actions on searched records (According to assigned Action Scope).

Important Points:

- ✓ Search Privileges must have been set for instance level by administrator. (Refer <u>Search privilege</u> <u>for whole instance</u>).
- ✓ Search privilege if set for user must restrict or allow the user to search and take action beyond the scope set for whole instance (Refer <u>Search privilege for individual user</u>).

STEPS TO FOLLOW:

1. Click Advanced Search link in Receipt Quick Access Menu. (*System redirects to the 'Advanced Search' screen with 'Receipt' tab activated by default.*)

A DIGITA	Mice en 1	Saroja Kumar Patro TD(SKP)-EOFFICE
	RECEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search) >
94 R	Receive Put in a file Move To - Send Send Back Copy Close	-
F	□ ☆ ℙ 5055906 5235/2020/EOFFICE abcdefg ♣ Yerur Siraj Ahmed, eOffice MMP ➡ 28/05/2020 01:07 PM 	<u>ک</u>
	 ☆ E 5055903 5232/2020/EOFFICE … test subject Sector Siraj Ahmed, eOffice MMP B 28/05/2020 01:06 PM 28/05/2020 01:06 PM 	
∞	 □ ☆ P 5055901 5230/2020/EOFFICE abcdefg ♣ Yerur Siraj Ahmed, eOffice MMP ➡ 28/05/2020 01:05 PM ① 28/05/2020 01:05 PM 	ß
2	 ☆ E 5055899 5228/2020/EOFFICE … test subject Second Ammed, eOffice MMP B 28/05/2020 01:03 PM ¥ 28/05/2020 01:04 PM 	ß
u ₽ \$ c	□ ☆ P 5055897 5226/2020/EOFFICE abcdefg ♣ Yerur Siraj Ahmed, eOffice MMP ➡ 28/05/2020 01:02 PM 	ß
\$	 □ ☆ E 5055895 5224/2020/EOFFICE test subject L Yerur Siraj Ahmed, eOffice MMP E 28/05/2020 01:01 PM ② 28/05/2020 01:01 PM 	ß

Figure 168

2. Select Physical Scope and Electronic Scope (By Default Value is Global or as per assigned Search Scope).

100													
e A DIGET	eFile ver.6.0				_				? (🕀 en 🔻 ?	ASST	an Kuma (BO1)-DI	ar FS T
	RECEIPT Create Inbox	Sent Advance Se	arch	FILE	Create Inbox Ser	nt Advance Search	DISPAT	CH Sent Retu	ned Advance	Search			⊳
ËR	File Receipt Issue										E : Global	0-	
F 25	Comp. No.		Receipt N	No.		Subject			le Closed	Physical S Global		•	
	L				Search	Receipt				Global	Scope	•	
	Send Reopen Receive Pull Up	Pull Back									••	₽	
₽ M	Actions	Comp. No. †↓ Re	ceipt No. †↓	Subject †↓	Location	Section	Forwarding Remark	Sent On †↓	Currently	With	Sender	÷ •	
0000 1000	No records found												
×													
R													
• (\$													
													~
NIC					Consider @ 2020 de	cigood and developed by NI	<i>ic</i>						•

Figure 169

- 3. Search from main Basic parameters (Computer no., Receipt No. or Subject). Figure 169
- **4.** Select **Additional parameters** from dropdown list icon to search with additional inputs. (*Received/Sent, Diary Detail and Sender Detail*)

A DIGITAL	office eFile ver.6	5.0									29 @	en• ?	ASST	an Kum (BO1)-D	
	RECEIPT Create >	Inbox Sent Adv	ance Search	FILE	Create Inbo	ox Sent	Advance Search		DISPATO	EH Sent Retu	rned Advance Se	arch			⊳
	File Receipt Issue											P:Global	E : Global	0 -	^ ^
F	Comp. No.		Rece	ipt No.			Subject			🗌 🗆 Inclue	de Closed				
	 Received/ Sent Diary Details 	epartment		Select Section			Select User			Remar	ks			×	
4	Sender Details	e XXX	To Date dd/mm/y	0y		arding Action	1	▼ Initiation	n Action Rema	arks	Initiation Actio Choose One	n Type		•	
E D S C	Diary Details Letter Ref. No.		Forms Of Communica	ations 💌	Language		•	Main Category		•	Sub Category		-	×	
쉆	Letter Date From Date	10 Dat	e	Diary Date From Date		т	Date	•	Received Da From Date	ite	To Date		m]	
R	Sender Details Ministry/Department/O	thers							Organisatio	n				×	4
*	VIP Select		• Name			De	signation			Email/Mob	ile)	
	Address		State Select				ty/District lect			•					
						Search Re	ceipt								
	Send Reopen Receive	Pull Up Pull Back											T -	0	
	Actions	Comp. No.	†↓ Receipt No. †↓	Subject † ↓	Location		Section	Forwardi	ng Remark	Sent On †↓	Currently W	th S	ender	.	
	No records found														~
NIC					Copyright ©	2020, design	ned and developed b	y NIC.							

Figure 170

- 5. Click Search Receipt button to search the receipt records.
- 6. Opt for default output fields or **Select/Remove** output fields. (*Computer No., Receipt No. and Subject cannot be removed*)

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- Office

w	office eFile ver.6.0									🥐 🌐 en 🗸	Shravan Ku ASST1(BO1)
	RECEIPT Create F In	nbox	Sent Advanc	e Search	FILE	reate Inbox Sent	Advance Search	DISPAT	CH Sent Returned		
	File Receipt Issue									P : Glob	bal E:Global 💁
3	Comp. No.			Receipt N	lo.		Subject		🗌 Include Clo	osed	
	_					Search Re	ceipt				
	Send Reopen Receive P	ull Up	Pull Back							530 1	Records 🔽 🗧
	Actions		Comp. No. †↓	Receipt No. †↓	Subject †↓	Location	Section	Forwarding Remark	Sent On † ‡	Currently With	Sender 🕂 🛨
	Details	E	1285	787/2019/BO1-DFS	hindi receipt	File/Created/मावक- 12011/1/2019-BO1- DFS	BO 1 SECTION - DFS			Shravan Kumar,ASST1(BO1)- DFS	 All Comp. No. Receipt No.
	Details	E	1284	786/2019/BO1-DFS	test subject	File/Created/IAW1-10 /1/2019-BO1-DFS	BO 1 SECTION - DFS			Shravan Kumar,ASST1(BO1)- DFS	Letter Ref No.
	Details	E	1283	785/2019/BO1-DFS	Bill Payment subject matter	File/Created /EGS-6B034/1/2019- BO1-DFS	BO 1 SECTION - DFS			Shravan Kumar,ASST1(BO1)- DFS	 Location Sender Diary Date
	Details	Ρ	1282	784/2019/BO1-DFS	Math	Receipt/Inbox	BO 1 SECTION - DFS	This is a free online calculator which counts the	24/12/2019 01:55 AM	Mantosh Kumar Ojha,ASST2(BO-I)-DF	 Letter Date Currently With Section
	Pull Up Details	E	1281	783/2019/BO1-DFS	Math	Receipt/Created	BO 1 SECTION - DFS			Mantosh Kumar Ojha,ASST2(BO-I)-DF	 Department Forwarding
	Details	E	1280	782/2019/BO1-DFS	Automation Testing	File/Inbox/Building- 22/19/2019-BO1-DFS	O/o MOS(FINANCE & CORPORATE AFFAIRS)		26/12/2019 11:11 AM	Shravan Kumar,DEA Steno(BN)	🗹 Sent On
	Details	E	1279	781/2019/BO1-DFS	Automation Testing	File/Inbox/D-20012 /999/2019-BO1-DFS	BO 1 SECTION - DFS			Shravan Kumar,ASST1(BO1)- DFS	 Status Closing Remarks

Figure 171

- List of Receipt will be displayed based on selected input search parameters values.
- Searched record will display file(s) depending on their current location.
- Searched record list can be sorted depending on Active, Created and Closed File.
- By Default Closed Receipt will not be displayed in output. User should have to select **Include Closed** checkbox to retrieve closed Receipt Record.

Actions Allowed on Searched Receipt

• Send: Clicking Send Action Link/Menu (for single/multiple Receipt) should open send window to forward single/multiple Receipt.

Note:

- This action will be applicable when receipt is available in signed in user's Receipt inbox/inbox folder/Created.
- **Reopen:** Clicking on **Reopen** Action Link/Menu (for single/multiple Receipt) should open Reopen Remark popup. On providing mandatory **Remark** and Clicking **OK** should Reopen the Receipt.

- This action will be applicable when Receipt is available in signed in user's Receipt Closed (By Me) List.
- **Receive:** Clicking on **Receive** Action Link/Menu (for single/multiple Receipt) should Receive unreceived physical receipt to user's Receipt inbox.



- This action will be applicable when physical receipt is available in user's Receipt inbox/inbox folder in unreceived state.
- **Pull Up:** Clicking **Pull up** Action Link/Menu (for single/multiple Receipt) should open a confirmation popup. Providing **Remark** and clicking **OK** should Pull Up single/multiple Receipt to user's Receipt inbox.

Note:

- This action should be displayed depending upon action scope set for whole eOffice Instance.
- Action scope for individual should superimpose scope set for whole instance.
- **Pull Back:** Clicking **Pull Back** Action Link/Menu (for single/multiple Receipt) should open a confirmation popup. Providing **Remark** and clicking **OK** should Pull Back single/multiple Receipt to user's Receipt inbox.

- This action will be applicable when Receipt is available in signed in user's Receipt sent list and remained in unread/unreceived state in recipient Inbox.
- **Details:** Clicking on details action link should display the complete Details and Movement of Receipt.



File

A File is a collection of related records which comprises of Receipts, Noting, Drafts, References, and Linked Files.

Create a new File

STEPS TO FOLLOW:

- 1. Click "Create New" from the "File" module or "Create" link in Quick Access Menu bar to view file creation page. (Figure 172)
- 2. Select Nature (Electronic/Physical) and Type (Non SFS/SFS) of File to be created.
- 3. Select the File-Heads from the available drop-down list under "File No".
- **4.** Enter Mandatory Description and provide other relevant details like Main Category, Sub-Category, Remarks, Previous References, Later References and Language.
- 5. Click 'Continue working' to create a new file of selected Nature and Type.

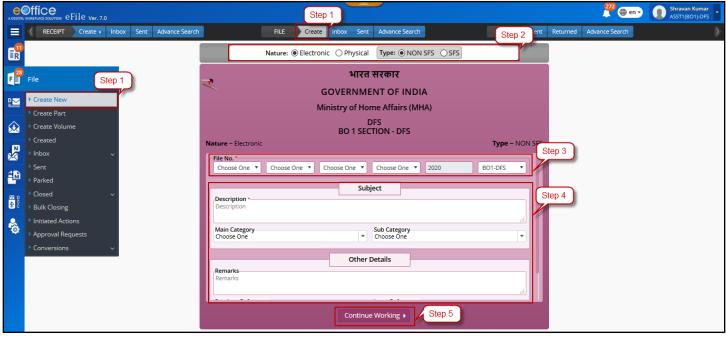


Figure 172

- Creation of File depends upon Role Assigned to User
- Selection of Nature and Type of File is Configuration Based



IMPORTANT POINTS:

- Non SFS User must select the available file heads for the nomenclature of File.
- SFS -User can enter File No. without any restriction or standards
- File No. once generated cannot be edited however other metadata can be edited any time by the users of Dealing Section of File.
- Created Files can be viewed from Created Sub module of File Module.

Created File List

The Created List of Files displays Files that are Created (Electronic/Physical) and not yet forwarded and created files those are forwarded to recipient but pulled back later. User can Click **Created** link under file module to view Created File listing. (Figure 173)

A DIGITA	WORKFLACE SOLUTION EFile Ver. 7.0							273 🕀 en 🗸	Shravan Kumar ASST1(BO1)-DFS
	(RECEIPT Create) In	box Sent Advance Search		FILE Create I	nbox Sent Advance	Search	ISSUE Sent Returned	Advance Search	
	Send Create Volume	Create Part Close 🕶					Search Here	▼ File View Select U	Jser 🔻
-21	Comp No +1 File No	1	Subject			Subject Category	Created On †↓ Rema	arks	
F	File	/2020-BO1-DFS 🥔	wedwedwed				18/03/2020 12:17 PM		
₽₩	Create New	(2020-BO1-DFS	wedwedwed				18/03/2020 12:16 PM		
_	Create Part	1/2020-BO1-DFS	common				18/03/2020 11:23 AM		
≅ M	Create Volume	/2020-BO1-DFS	wqed				18/03/2020 10:46 AM		
E 0	▶ Created	0-BO1-DFS	wwed				18/03/2020 10:37 AM		P
DSC 40	lnbox √	/2020-BO1-DFS	tyh				18/03/2020 10:18 AM		B
劔	 Sent Parked 	-BO1-DFS	tyh				18/03/2020 10:17 AM		
	Closed ✓	0-BO1-DFS	rthg				17/03/2020 06:27 PM		
E X	Bulk Closing	14012/1/2020-BO1-DFS	gfgff				17/03/2020 04:55 PM		
*	Initiated Actions	0/2/2020-BO1-DF5	mmmmmm				17/03/2020 04:24 PM		e
-@	Approval Requests								
	Conversions ~								

Figure 173

- Created List displays Files that are Created (Electronic/Physical) and not yet forwarded and created files forwarded to recipient but pulled back later.
- Fields like Nature of File (E/P), Computer No., File Number, Subject, Subject Category, Created On and Remarks are displayed.
- Actions like Send, Create Volume (For Physical File), Create Part, Close can be taken.
- File inner page can be viewed by clicking on File Number.
- List of Files can be sorted based on Computer No. and Created On. (Figure 174)

		eate Inbox Sent Advance Search	1	FILE	Create	Inbox Sent	Advance	Search	ISSUE Sent Retu	rned Advance Search	
	Send Create V	′olume Create Part Close ▼							Search Here	▼ File View Select	t User
F	🗖 🔹 Comp. No. †	File No.	Subject					Subject Category	Created On †↓	Remarks	
0	E 4232	11-11/21/2020-BO1-DFS	wedwedwed						17/03/2020 11:09 AM		
0	P 4231	11-11/20/2020-BO1-DFS	yujtyjtyj						17/03/2020 10:20 AM		
0	P 4230	A-11/2/2020-BO1-DF5	erg						17/03/2020 09:57 AM		
C	E 4229	Award Sect-11010/516/2020-BO1- DFS	Automation Testing					ACP and other related matters	17/03/2020 09:18 AM	Automation Testing Remarks	
C	E 4228	Award Sect-11010/515/2020-BO1- DFS	Automation Testing					ACP and other related matters	17/03/2020 09:16 AM	Automation Testing Remarks	۶
C	E 4227	Award Sect-11010/514/2020-BO1- DFS	Automation Testing					ACP and other related matters	17/03/2020 09:15 AM	Automation Testing Remarks	۶
C	🗌 E 4226	Award Sect-11010/513/2020-BO1- DFS	Automation Testing					ACP and other related matters	17/03/2020 09:13 AM	Automation Testing Remarks	۶
C	E 4225	Award Sect-11010/512/2020-BO1- DFS	Automation Testing					ACP and other related matters	17/03/2020 09:12 AM	Automation Testing Remarks	۶
C	E 4224	Award Sect-11010/511/2020-BO1- DFS	Automation Testing					ACP and other related matters	17/03/2020 09:10 AM	Automation Testing Remarks	ø
C	E 4223	Award Sect-11010/510/2020-BO1- DFS	Automation Testing					ACP and other related matters	17/03/2020 09:08 AM	Automation Testing Remarks	۶



• Using context menu (on mouse right click) created files can be opened in same or different tabs of browser and can be sent (Figure 175).

A DEGETAL	Offic	socurnow eFile	/er. 7.0						273 @ en •	Shravan Kumar ASST1(BO1)-DFS
	< F		ite Inbox Sent Advance Search]	FILE Crea	ite Inbox Sent	Advance Search	ISSUE Sent Retu	irned Advance Search	∢
	Sen	d Create Vo	lume Create Part Close 🕶					Search Here	▼ File View Select U	ser 🔹
-21		Comp. No. †↓	File No.	Subject			Subject Category	Created On †↓	Remarks	
F	<u> </u>	5235	ALT-12/6/2020-BO1-DFS	wedwedwed				18/03/2020 12:17 PM		
	E	5234	ALT-13/7/2020-BO1-DFS	wedwedwed	Open			18/03/2020 12:16 PM		
_	C E	5232	A-14011/1/2020-BO1-DF5	common	C Open In Tab			18/03/2020 11:23 AM		
≙ M	E	5230	A-12/14/2020-BO1-DFS	wedwed	🕒 Send			18/03/2020 10:50 AM		
80	□ E	5229	11-11/49/2020-BO1-DFS	wqed		1		18/03/2020 10:46 AM		
₽ Sc	E	5228	11/7/2020-BO1-DF5	wwed				18/03/2020 10:37 AM		B

Figure 175

• Files can be searched using Module Search (Computer No., File No., Subject, Subject Category and Remarks. (Figure 176)

A DIG	Sentice eFile ver. 7.0		273 🔀 en 🗸 🚺 Shravan Kumar 💽
	RECEIPT Create Inbox Sent Advance Search	FILE Create Inbox Sent Advance Search	ISSUE Sent Returned Advance Search
	2 Send Create Volume Create Part Close 🕶		Search Here File View Select User
	Comp. No. 11 File No. Subject	Subject Category	Created On Computer Number
F	E 5235 ALT-12/6/2020-BO1-DFS wedwedwed		18/03/2020 Chien
D	E 5234 ALT-13/7/2020-BO1-DFS wedwedwed		18/03/2020 Subject Subject Category Subject Category
	E 5232 A-14011/1/2020-B01-DFS common		18/03/2020 🖉 Remarks
2	↔ □ E 5230 A-12/14/2020-BO1-DFS wedwed		18/03/2020 10:50 AM



Office



• Created File list of Self, Section User and User under individual post hierarchy can be viewed through **File view** (Figure 177).

A DIGITA	Offi	i Ce MER SOLUTION eFile v	er. 7.0								2	73 🌐 en 🗸	Shravan Kumar ASST1(BO1)-DFS	
	<	RECEIPT	te Inbox Sent Advance Search	FIL	E Create I	nbox Sent	Advance Sear	irch IS	SUE S	ent Return	ed Advance	Search		∢
	Se	end Create Vol	ume Create Part Close 🕶						∀ Searc	:h Here	-	File View Select U	lser	•
-21		Comp. No. †↓	File No.	Subject			Sul	ibject Category	Created On	tt.	Remarks	🧿 Self 🔾 Sec	tion 🔿 Hierarch	у
F	0	E 5235	ALT-12/6/2020-BO1-DFS	wedwedwed					18/03/2020	12:17 PM	L			
₽₩	0	E 5234	ALT-13/7/2020-BO1-DF5	wedwedwed					18/03/2020	12:16 PM				



Note:

- Created list of Section User and User under Individual Post Hierarchy can only be viewed. File need to be pulled up, to view inner page and take various actions.
- Clickable Attachment Icon will be displayed next to File no. in case of File having an attached File/Receipt. (Figure 178)

A DIGIT		Ce E SOLUTION eFile V	Ver. 7.0								273 @ en •	Shravan Kumar ASST1(BO1)-DFS
≡	<	RECEIPT Crea	ate + Inbox Sent	Advance Sea	arch	FILE	Create Inbox Sent	Advance	Search	ISSUE Sent Retu	rned Advance Search)>
	Ser	nd Create Vo	lume Create Part	Close 🕶						Search Here	▼ File View Select	Jser 🔹
-21		Comp. No. †↓	File No.			Subject			Subject Category	Created On †↓	Remarks	
F	<u> </u>	5235	ALT-12/6/2020-BO1-DF	FS	Ø	wedwedwed				18/03/2020 12:17 PM		
₽₩	0 E	5234	ALT-13/7/2020-BO1-DF	PS		wedwedwed				18/03/2020 12:16 PM		
	<u> </u>	5232	A-14011/1/2020-BO1-E	DFS		common				18/03/2020 11:23 AM		



Note:

- Clicking on Attachment Icon will display list of attached File/Receipts in a Popup window.
- Created File list can be **filtered** depending on **Nature**, **Subject Category** and **Creation Date** by clicking Filter Icon in menu bar. (Figure 179)

A DI	SETTAL VI	offic	eFile	Ver. 7.0				_						273	@ en 🗸 🌔	Shravan Kumar ASST1(BO1)-DFS
		< _ R	ECEIPT Crea	ate + Inbox Sent Advance Se	arch		FILE	Create Inbox Sent	Advance Se	arch		ISSU	Sent Retu	rned Advance S	earch	∢
E	2	Send	d Create Vo	olume Create Part Close -								Y	Filter th Here	▼ Fil	e View Select U	ser 💌
	21	•	Comp. No. †↓	File No.		Subject		Nature					ated On †↓	Remarks		
F		E	5235	ALT-12/6/2020-BO1-DF5	0	wedwedwed		O Both			O Electronic	_	03/2020 12:17 PM			
D		E	5234	ALT-13/7/2020-BO1-DFS	١	wedwedwed		Subject Category	O		•••• ••		03/2020 12:16 PM			
-	-	E	5232	A-14011/1/2020-BO1-DFS	c	common		ACP and other related matters	 All Meeti matters 	ngs related	All Advances		03/2020 11:23 AM			
Ê	6	E	5229	11-11/49/2020-BO1-DFS	١	wqed		All GPF related					03/2020 10:46 AM			
-	0	E	5228	11/7/2020-BO1-DFS	N	wwed		Date					03/2020 10:37 AM			B
9 49	ŝ	E	5227	11-11/48/2020-BO1-DFS	τ	tyh		Creation Date From dd/mm/yyyy	#	dd/mm/yyy			03/2020 10:18 AM			
s.	2	□ E	5226	A/6/2020-BO1-DFS	t	tyh							03/2020 10:17 AM			
		E	5225	11/6/2020-BO1-DFS	1	rthg					OK Cle	ar	03/2020 06:27 PM			



• Legends and Color Code are used to differentiate various Files in list.



File Inbox

The File Inbox is the list of Files submitted/marked to a user. The Files in Inbox are in active state pending for the user's necessary action for its disposal. User can clicks on **Inbox** sub module under **File** module or **Inbox** Quick Access menu of File in the Home Page to view Inbox List.

A DIGETAL	MORATUACE SOLUTION &File ve	er. 7.0											273 🌐 en 🗸	ASST1(B	n Kumar 301)-DFS
	Creat	e inbox	Sent Adva	nce Search		FILE	Create	Inbox S	ent Advance Search			Sent Returne	ed Advance Search		
	Receive Send	Send Back	Move To 🔻	Create Volume	Create Part	Park	Close 🔻			🔻 Sent On	Search Here	•	File View (SELF) Select Use	er	- Ē
_21	File	ect-1	1010/1368/202	0-BO1 Testing	antosh k	(umar Ojha, E	BO 1 SECTI	14/	3/2020 01:22 PM						ê
2	 Create New Create Part 	ect-1	1010/1364/202	0-BO1 Enter De	scription 🎝	Mantosh Kun	nar Ojha, B	D 1 SECTI	14/03/2020 01:13	PM					•
	 Create Volume Created 	ect-1	1010/1315/202	0-BO1 Testing	antosh k	(umar Ojha, E	30 1 SECTI	14/	3/2020 11:39 AM						۶
	 Inbox Inbox 21 	^ ect-1	1010/1314/202	0-BO1 Testing	a Mantosh k	(umar Ojha, E	BO 1 SECTI	. 📆 14/	3/2020 11:37 AM						<i></i>
Na N	> Hemant > Macky > test folder	ect-1	1010/1313/202	0-BO1 Automat	ion Testing 🛓	Mantosh K	umar Ojha,	BO 1 SECTI.	14/03/2020 11:	36 AM					۶
\$		closing ect-	1010/1305/202	20-BO1 Automat	ion Testing 🛓	Mantosh K	umar Ojha,	BO 1 SECTI.	14/03/2020 11:	19 AM					<i></i>

Figure 180

- Inbox list displays record of Files that have been marked to the logged in user.
- Fields like Nature of File (E/P), Computer No., File Number, Subject, Sent By, Sent On, Read on, Due On and Remarks are displayed.
- Physical file marked to user are displayed as unreceived and user will not be able to click open the file without receiving them.
- Actions like -Receive (Applicable for unreceived physical files only), Send Back, Send, Move To (Inbox Folder), Create Volume (Applicable for physical files only), Create Part, Park, Close (Send For Approval) can be taken.
- Inbox View can be switched from Advance (Row based) to Normal (Column Based) by clicking on switch icon. (Figure 181)

	COLGETAL VI	Offi		eFile ver.:	7.0										2	73 (en -	Shravan Kumar ASST1(BO1)-DFS
		<	RECEIF	T Create)	Inbox Sent Advan	ce Search			Create	Inbox	Sent Advance Search		ISSUE	Sent Retu	ned Advance	Search	D
F	2 R	Reo	eive	Send Se	end Back Move To 🔫	Create Volume	Create Part	Park	Close 🔻			Y S	earch Here	-	File View (SELF) Select User	- Ē
	21			Comp. No.	🗼 File No.	Su	ıbject				Sent By	Sent On †↓	Read On †↓	Due On †↓	Remarks		
F		0	☆ 6	5179	Award Sect-11010/136 BO1	8/2020- Te	esting				Mantosh Kumar Ojha, BO 1 SECTI	14/03/2020 01:22 PM	17/03/2020 11:42 AM				۶
	Ĭ	0	☆ I	5175	Award Sect-11010/136 BO1	4/2020- Er	nter Description				Mantosh Kumar Ojha, BO 1 SECTI	14/03/2020 01:13 PM	17/03/2020 12:15 PM				۶
Î	M	0	습 6	5125	Award Sect-11010/131 BO1	5/2020- Te	esting				Mantosh Kumar Ojha, BO 1 SECTI	14/03/2020 11:39 AM	14/03/2020 11:39 AM				🖺 I 🏈
4	D S C	0	☆ I	5124	Award Sect-11010/131- BO1	4/2020- Te	esting				Mantosh Kumar Ojha, BO 1 SECTI	14/03/2020 11:37 AM	14/03/2020 11:38 AM				😰 l 🏈



Note:

• To configure the default view for Inbox List Refer <u>Preferences</u> sub module of Setting Module.



- File inner page can be viewed by clicking on File Number.
- Sent By user details (Name, Designation, Marking Abbreviation, Post, Section, Department, Email and Instance) can be viewed by clicking on user's name. (Figure 182)

A DIGITA	Sf1	ice	PITTON (eFile ver.7	.0										27	3 🌐 en 🗸	ASST1(BO1)-DFS
	≪	REC	EIPT	Create +	Inbox Sent	Advance Search		FILE	Create Inb	x Sent Advance Search			ISSUE	Sent Retur	ned Advance	Search	
	Re	ceive		Send Se	nd Back Move	To 👻 Create Vo	lume Create Part	Park	Close 🕶			Y 50	earch Here	-	File View (SELF)	Select User	• ●
	•			Comp. No. †	↓ File No.		Subject			Sent By	Ser	nt On †↓	Read On †↓	Due On †↓	Remarks		
F	0	☆	E	5179	Award Sect-11 BO1	010/1368/2020-	Testing			Mantosh Kumar Ojha, BO 1 SECTI		/03/2020 :22 PM	17/03/2020 11:42 AM				۶
	0	☆	E	5175	Award Sect-11 BO1	01 Name Marking Abbr.	Mantosh Kumar Oji ASST2(BO-I)-DFS	a	Designation Post	ASSTT. SECTION OFFICER ASST2(BO-I)-DFS		/03/2020 :13 PM	17/03/2020 12:15 PM				۶
4	0	☆	E	5125	Award Sect-11 BO1	01 Section Email	BO 1 SECTION - DFS		Department	DFS		/03/2020 :39 AM	14/03/2020 11:39 AM				🖹 I 🏈
Dec Dec	0	☆	E	5124	Award Sect-11 BO1	010/1314/2020-	Testing			Mantosh Kumar Ojha, BO 1 SECTI		/03/2020 :37 AM	14/03/2020 11:38 AM				🖹 I 🎓



• List of Files can be sorted based on Computer No., Sent On and Due On. (Figure 183)

A DIG	Offic	ce sournow eFile	Ver. 7.0											273 🌐 en -	Shravan Kur ASST1(BO1)-	mar -DFS
	< □		ate 🕴 İnbox	Sent Adva	nce Search		FILE	Create	Inbox Sent	Advance Searc	h		Sent Re	eturned Advance Search		D)
	Rece	ive Send	Send Back	Move To 🔻	Create Volume	Create Part	Park	Close 🔻			F Sent On	Search Here		File View (SELF) Select U	lser 🔻	Ē
		☆ E 517	9 Award Sect-	11010/1368/202	0-BO1 Testing	a Mantosh k	(umar Ojha,	BO 1 SECTI	14/03/2	020 01:22 PM	Comp. No.				ø	^
F		17/03/202	0 11:42 AM								Due On					
P		☆ E 517	5 Award Sect-	11010/1364/202	0-BO1 Enter De	scription 🛛 上	Mantosh Ku	mar Ojha, BC	1 SECTI 🗄	14/03/2020 01	Read On				<i>(</i>	4
		17/03/202	0 12:15 PM													

Figure 183

• Files can be searched using Module Search (Computer No., File No., Subject, Sent By and Remarks). (Figure 184)

A DIGETAN	Office www.wcr.gourner_eFile_ver.7.0	ASST1(BO1)-DFS
	RECEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search	ISSUE Sent Returned Advance Search
	Receive Send Back Move To ▼ Create Volume Create Part Park Close ▼ F Sent On V Sent	arch Here 🔻 File View (SELF) Select User 🔹 🗃
ER 21	□ ☆ 匡 5179 Award Sect-11010/1368/2020-BO1 Testing 🖕 Mantosh Kumar Ojha, BO 1 SECTI 醴。 14/03/2020 01:22 PM 役 17/03/2020 11:42 AM	Computer Number
	□ ☆ E 5175 Award Sect-11010/1364/2020-B01 Enter Description 🍰 Mantosh Kumar Ojha, BO 1 SECTI 簡 14/03/2020 01:13 PM 👸 17/03/2020 12:15 PM	Subject Sent By Remarks
	□ ☆ E 5125 Award Sect-11010/1315/2020-B01 Testing 🎝 Mantosh Kumar Ojha, BO 1 SECTI 協 14/03/2020 11:39 AM 👸 14/03/2020 11:39 AM	S Ø

Figure 184

• Using context menu (on mouse right click) Inbox files can be **Received** (Unreceived physical file only),**Opened in Same or Different Tab** of browser and can be **Send** or **Send Back**. (Figure 185)

ADIGE	eFile ver. 7.0	Shravan Kumar ASST1(BO1)-DFS
	RECEIPT Create + Inbox Sent Advance Search ISSUE Sent Returned Advance Search	∢
R	Receive Send Back Move To + Create Volume Create Part Park Close + File View (SEL) Select User	- E
F	☆ E 5179 Award Sect-11010/1368/2020-BO1 Testing L Mantosh Kumar Ojha, BO 1 SECTI 1 14/03/2020 01:22 PM ☆ 17/03/2020 11:42 AM	^
₽₩	☆ E 5175 Award Sect-11010/1364/2020-B01 Enter Description 🎝 Mantosh Kumar Ojha, BO 1 SECTI 🛱 14/03/2020 01:13	۶
A M	□ ☆ E 5125 Award Sect-11010/1315/2020-B01 Testing L Mantosh Kumar Ojha, BO 1 SECTI 14/03/2020 11:39 AM	a 1 🏈
B 0		





• Inbox file list of Self, Section User and User under individual post hierarchy can be viewed through File view. (Figure 186)

		elegente verz zoaren e File ver z.o)-DFS				
	RECEIPT Cre	ate + Inbox	Sent Adva	nce Search		FILE	Create	Inbox Sent	Advance Search]		SUE	Sent	Returned	Advance Se	arch		
Rec	eive Send	Send Back	Move To 🔻	Create Volume	Create Part	Park	Close 🕶			Sent On	Search	Here		▼ File	View (SELF)	Select User		·
	☆ E 5179 🍎 17/03/2020		1010/1368/202	0-BO1 Testing	Lo Mantosh K	umar Ojha,	BO 1 SECTI	14/03/2	020 01:22 PM						O Self	Section	O Hierarchy	ĺ
	☆ E 5175		1010/1364/202	0-BO1 Enter Des	scription 🎝 I	Vantosh Ku	mar Ojha, BO) 1 SECTI 🛱	14/03/2020 01:13	PM							é	



Note:

- Inbox list of Section User and User under Individual Post Hierarchy can only be viewed. File need to be pulled up, to view inner page and take various actions.
- Clickable Attachment Icon will be displayed next to file no. in case of file having an attached File/Receipt. (Figure 187)

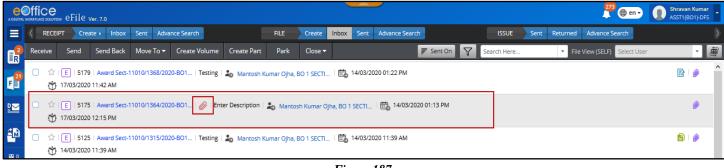


Figure 187

- Clicking on Attachment Icon will display list of attached File/Receipts in a Popup window.
- Inbox File List can be **filtered** depending on **Nature**, **Priority**, **SubjectCategory** and **Sent Date**, **Due Date**, etc. by clicking Filter Icon in menu bar. (Figure 188)

S) L WOR	Office with acr sources eFile ver. 7.0		ran Kum (BO1)-D
4	RECEIPT Create + Inbox Sent Advance Search	FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search	
	Receive Send Send Back Move To	Park Close ▼ Image: Sent On Text Search Here ▼ File View (SELF) Select User	-
	 □ ☆ E 5179 Award Sect-11010/1368/2020-BO1 Testing ♣ Mantosh ☆ 17/03/2020 11:42 AM 	Nature Physical All Received Unreceived None	🎓
	□ ☆ E 5175 Award Sect-11010/1364/2020-BO1 🖉 Enter Description 👸 17/03/2020 12:15 PM	Electronic O All Read Unread None Priority	۶
	□ ☆ E 5125 Award Sect-11010/1315/2020-BO1 Testing 🍰 Mantosh 👸 14/03/2020 11:39 AM	Immediate Most Immediate Out Today Subject Category) 🎓
	□ ☆ E 5124 Award Sect-11010/1314/2020-BO1 Testing ♣ Mantosh ☆ 14/03/2020 11:38 AM	ACP and other All Meetings related All Advances related matters matters All GPF related] 🎓
	□ ☆ E 5123 Award Sect-11010/1313/2020-BO1 Automation Testing 2 ☆ 14/03/2020 11:36 AM	Date Sent Date From dd/mm/yyyy	۶
	 □ ☆ E 5114 Award Sect-11010/1305/2020-BO1 Automation Testing 2 ◯ 14/03/2020 11:19 AM 	Due Date From Due Date To dd/mm/yyyy Due Date To dd/mm/yyy Due Date To dd/mm/yy Due Date To dd/mm/) 🎓
	 ☆ P 5078 Award Sect-11010/1272/2020-B01 Enter Description ☆ 14/03/2020 08:22 AM 	Action Initiated Due Date Elapsed Other Department Important	۶
	□ ☆ P 5076 Award Sect-11010/1270/2020-BO1 Enter Description 🏖	OK Clear	۶

• Legends and Color Code will be used to differentiate various file in list.

Move File to Folder of Inbox

User can manage Inbox Files by moving selected Files to Self-created Folders in File Inbox.

STEPS TO FOLLOW:

o@ffice

- 1. Select Files from Inbox or Folder of Inbox.
- 2. Click destination Folder from dropdown list of My Folders under Move to menu. (Figure 189)

A DIGITA		Shravan Kumar ASST1(BO1)-DFS	
	RECEIPT Create Inbox Sent Advance Step 2 FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search		⋗
	Receive Send Send Back Move To Vereate Volume Create Park Close Vereate On Vereate Park Close Step 1	·	a
E ²⁸	Step 1 My Folders Inbox 18/03/2020 11:43 AM Manage Folder हिंदी भाषा की फाइले	2 🎓	^
2	Create New Folder Work Later Important Work 2010:04 PM	1	
∞	 	۶	
	🗅 🏠 🕑 3791 Award Sect-11010/128/2020-B01 🥔 Enter Description 📚 Mantosh Kumar Ojha, BO 1 SECTI 🛱 12/03/2020 07:17 PM	۶	



Note:

For Editing Folder Name and Deleting Folders Refer <u>Folder Management</u>.



Electronic File Inner Page

Electronic File Inner pages displays Nature of File, Computer No., File No., Subject, Noting Panel, Correspondence panel and various menus to work on file. (Figure 190)

Electronic File Inner page can be opened by clicking on File no. link from various list pages viz. Inbox/Inbox Folder/Created/Parked Folder.

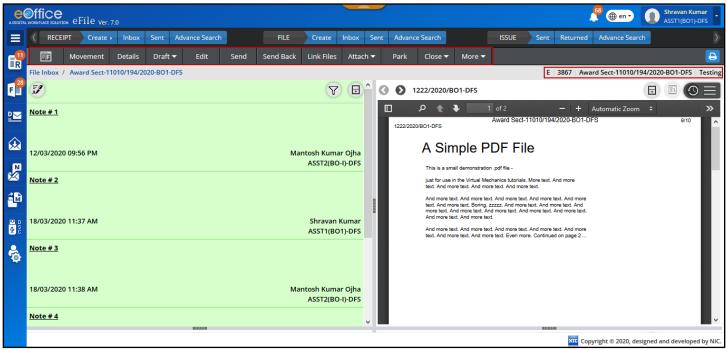


Figure 190

Actions on File Inner Page

<u>Actions on Menu Bar</u>

- File Home Page: Clicking File homepage Icon will display files Green Note in Left Panel and ToC/Recent Correspondence (As per preference setting) on Right Panel.
- Movements: Clicking Movements will open Movement page of File
- Details: Clicking Details will open Detail Page of File.
- Draft: Clicking Draft menu will display Create New and View Draft sub menu.
 - Clicking Create new sub menu of Draft, will open Draft editor page.
 - o Clicking View Draft sub menu of Draft will open List of Draft Created on Right Panel.
- Edit: Clicking Edit will open File Cover Page to edit Meta data of File.
- Send: Clicking Send will open Send page of File.
- **Send Back:** Clicking **Send Back** will open file send page with name of Sender of File auto populated in **To** Field.



- Link: Clicking Link Menu will open Linked Files List with option to Link Files.
- Attach: Clicking on sub menu Attach File/Attach Receipt of Attach File menu will open File/Receipt Attachment Page.
- Park: Clicking on Park Menu of file will open popup to move File to Parked Folder.
- **Close:** Clicking on submenu (**Close/ Send for Approval**) of Close will open popup to take necessary action.
- More: Clicking More action menu will display following menus in drop-down.
 - Action Detail: Clicking Action Detail will open Initiated Action detail Page.
 - **Create Part:** Clicking on Create Part will open Part File creation page.
 - Merge: Clicking on Merge will display Merge File and Merge Detail sub menu.
 - Merge File sub menu will be inactive for Electronic File.
 - Merge Detail will open details of merged File.
- **Print/Download:** Clicking on **Download** will display a Print/Download page to View or Download Complete/Customized File, Noting, Correspondences, DFA, Local Reference, Movement History and Action Detail.

Menus/Action Buttons which are not applicable in currently opened file will remain Inactive.

Actions on Left Panel (Noting Panel)

e (WINNIARE SOLUTION & File ver. 7.0		Asst1(B01)-DFS
	RECEIPT Create Inbox Sent Advance Search	FILE Create Inbox Sent Advance Search	ISSUE Sent Returned Advance Search
	IIF Movement Details Draft ▼ Edit Send	Send Back Link Files Attach 🕶 Park Close 🕶 More	▼
	File Inbox / Award Sect-11010/197/2020-BO1-DFS	Sort/Filter Switch Window	E 3870 Award Sect-11010/197/2020-BO1-DFS Testing
F 28	Add Noting	▼ I/2499/2020	
	<u>]1</u>]	Left Panel	1 of 2
	12/03/2020 10:04 PM	Mantosh Kumar Ojha	PDF File
		ASST2(BO-I)-DFS This is a small demonst	ation .pdf file -
×			Mechanics tutorials. More text. And more more text. And more text.
ÊM		text. And more text. Bor	e text. And more text. And more text. And more ng, zzzzz. And more text. And more text. And 1. And more text. And more text.
		And more text. And more	e text.
8 č			e text. And more text. And more text. And more more text. Even more. Continued on page 2
6			
	REFEREN	-	BITTOTO V
			xtc Copyright © 2020, designed and developed by NIC.

Figure 191



- Add note: Clicking on Add Note Icon will display icon to Add Green Note and Add Yellow Note.
 - Add Green Note: Opens Green Noting editor page.
 - Add Yellow Note: Opens Yellow Noting editor page.
- Switch View: Clicking on Switch View Icon switches the view of Noting Panel to Split view panel.
- Sort/Filter Note: Clicking in Sort/Filter note Icon display icon to Sort by ASC/DESC and Sort By Post.
 - Sort by ASC/DESC: Clicking on Icon will sort noting by Note no., in Ascending or Descending order.
 - **Sort by Post:** Clicking on Icon will display post of all users mentioned in Green Note and selecting one of them will display noting of selected post.

<u>Actions on Right Panel</u>

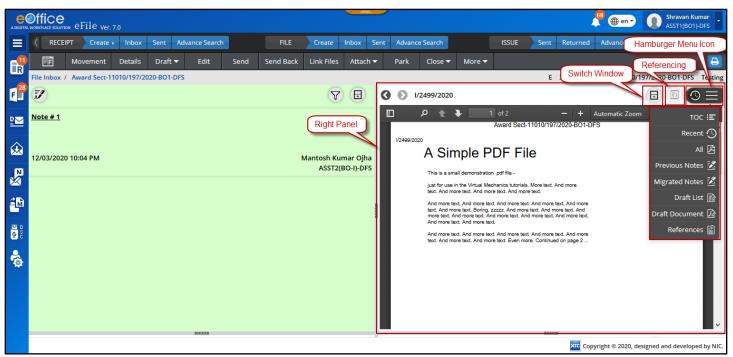


Figure 192

- **Switch View:** Clicking on Switch Window Icon switches view of Correspondence Panel to Split view panel.
- **Referencing Icon:** Clicking on Reference Icon will provide option to refer previous note or attached correspondence in Green or Yellow note in file.

Note:

Referencing Icon will be active only on selection of text in Green/Yellow Note Editor and only if Correspondence or Previous Noting is available in File.

• Action Menu dropdown list (Hamburger menu Icon): Clicking on Action Menu dropdown list will display dropdown list of menus (TOC, Recent, All, Previous Noting, Migrated Noting, Draft List, Draft Document and References)



- **ToC (Correspondence List):** Clicking ToC menu icon will open List of Correspondence attached within a File.
- **Recent:** Clicking on Recent menu icon will display latest attached correspondence in PDF format with option to navigate all the attached correspondences.
- All: Clicking on All menu icon will display all attached correspondence in PDF format.
- Previous Noting: Clicking on Previous Noting menu icon will display all Previous Noting.
- **Migrated Noting:** Clicking on Migrated Noting menu icon will display Noting uploaded during File Migration.

Migrated Noting menu will be visible only for Migrated File having migrated Green Note.

- **Draft List:** Clicking on Draft List menu icon will display list of all drafts along with draft version list.
- o Draft Document: Clicking on Draft document menu icon will display latest draft.
- **References:** Clicking in Reference menu icon will display list of all attached local References.

Physical File Inner Page

Physical File Inner pages displays Nature of File, Computer No., File No., Subject, Correspondence panel and various menus to work on file.

Physical File Inner page can be opened by clicking on File no. link from various list pages viz. Inbox/Inbox Folder/Created/Parked Folder.

A DIGITAL	Offic	e ocution (eFile v	/er. 7.0							-							P	en • 🚺	Shravan Kumar ASST1(BO1)-DFS
	< RE	ECEIPT	Crea	te i Inbox	Sent	Advance Search			FILE	Create Inb	ox Sent	Advance S	earch		ISSUE	Sent Ret	urned Ad	dvance Search	1	>
	Ē	М	lovemer	t Details	Edit	Send	Send Back	Convert	Link Files	s Attach -	Park	Close -	Dispatch	More -						8
	File Inbo	DX / A	ward See	t-11010/128/2	020-BO1-D	FS										P 3791	Award Se	ct-11010/128		5 Enter Description
F	List of	f Corre	sponde	nces																
₽₩				Receipt No. / I	ssue No.			Su	ıbject		ту	уре	'	Marked As	Attac	hed On †‡	Issued O	Dn †↓	Remarks	
	0	8	Ρ	1200/2020/BO	1-DFS			Au	itomation Te	esting	Re	eceipt			13/03	/2020 06:21 PM			asdasd	
劔		0	Ρ	1201/2020/BO	1-DFS			Au	tomation Te	esting	Re	eceipt			13/03	/2020 05:54 PM			asdasd	
N	0	0	Ρ	342/2020/BO1	DFS			ab	cdefg		Re	eceipt			13/03	/2020 05:51 PM			asdasdas	
R N N		0		1202/2020/BO					itomation Te	0		eceipt				/2020 05:51 PM			asdasdas	
≅ M	0	6		1203/2020/BO					itomation Te	0		eceipt				/2020 05:47 PM			asdadasd	
_		0	Ρ	987/2020/BO1	DFS			Au	itomation Te	esting	Re	eceipt			13/03	/2020 05:46 PM			asdasd	
8 D S C																				
8																				Add Receipt
											E									
																	NEC	Copyright ©	2020, designed	and developed by NIC.





Actions on File Inner Page

<u>Action on Menu Bar</u>

- File Home Page: Clicking File homepage Icon will display ToC/Recent Correspondence (As per preference setting) on Right Panel.
- Movements: Clicking Movements will open Movement page of File
- Details: Clicking Details will open Detail Page of File.
- Edit: Clicking Edit will open File Cover Page to edit meta data of File.
- Send: Clicking Send will open Send page of File.
- Send Back: Clicking Send Back will open file send page with name of Sender of File auto populated in 'To' Field.
- **Convert:** Clicking **Convert** will open File conversion page to convert physical file to Electronic File
- Link: Clicking Link Menu will open Linked Files List with option to Link Files.
- Attach: Clicking sub menu Attach File/Attach Receipt of Attach File menu will open File/Receipt Attachment Page.
- Park: Clicking Park Menu of file will open popup to move File to Parked Folder.
- **Close:** Clicking submenu (**Close/ Send for Approval**) of Close will open popup to take necessary action.
- **Dispatch:** Clicking **Dispatch** will open dispatch page of File.
- More: Clicking More action menu will display following menus in drop-down.
 - Action Detail: Clicking Action Detail will open Initiated Action detail Page.
 - **Create Part:** Clicking on Create Part will open Part File creation page.
 - **Create Volume:** Clicking on Create Volume will open File Volume creation Page.
 - Merge: Clicking on Merge will display Merge File and Merge Detail sub menu.
 - Merge File sub menu will open File Merging Page with option to select physical files and merge.
 - **Merge Detail** will open details of merged File with option to Demerge or Merge with another.
- **Print/Download:** Clicking on **Download** will display a Print/Download page to View or Download Complete/Customized File, Correspondences, Local Reference, Movement History and Action Detail.



Menus/Action Buttons which are not applicable in currently opened file will remain Inactive.

Actions on Correspondence Panel

A DIGITIAL	EOffice															
	K R	ECEIPT	Cr	reate Inbox Sent	Advance Search		FILE	Create Inb	ox Sent	Advance Sear	ch	ISSUE	Sent Re	turned Advance Se	Hamburg	ger Menu Icon
	ĒF	N	lovem	ent Details Edit	Send	Send Back	onvert Link File	s Attach -	Park		Dispatch More	-		Switch Windo	ow	
	File Inbo	ox / A	ward S	Sect-11010/128/2020-BO1-E	DFS								P 3791	Award Sect-11010/1	28 20-BO1-E	DFS Enter Description
E 3	List of	of Corre	espond	dences											E	
₽₩				Receipt No. / Issue No.			Subject		Ту	rpe	Marked As	Attac	ched On †‡	Issued On †↓	Remarks	тос :=
	0	0	Ρ	1200/2020/BO1-DFS			Automation T	esting	Re	ceipt		13/03	3/2020 06:21 PN	1	asdasd	References 🖺
劔	0	0	Ρ	1201/2020/BO1-DFS			Automation T	esting	Re	ceipt		13/03	3/2020 05:54 PN	1	asdasd	
m	0	6	Ρ	842/2020/BO1-DFS			abcdefg		Re	eceipt		13/03	3/2020 05:51 PN	1	asdasdas	
R	0	0	Ρ	1202/2020/BO1-DFS			Automation T	esting	Re	ceipt		13/03	3/2020 05:51 PN	1	asdasdas	
≅ M	0	8	Ρ	1203/2020/BO1-DFS			Automation T	esting	Re	ceipt		13/03	3/2020 05:47 PN	1	asdadasd	
	0	0	Ρ	987/2020/BO1-DFS			Automation T	esting	Re	ceipt		13/03	3/2020 05:46 PN	1	asdasd	
																H 4 1 Þ H
* @																Add Receipt

Figure 194

- **Switch View:** Clicking **Switch Window Icon** switches view of Correspondence Panel to Split view panel.
- Action Menu dropdown list (Hamburger menu Icon): Clicking Action Menu dropdown list will display dropdown list of menus (TOC and References)
 - **ToC (Correspondence List):** Clicking ToC menu icon will open List of Correspondence attached within a File.
 - **References:** Clicking in Reference menu icon will display list of all attached local References.



User can add correspondences in both Electronic and Physical File Inner page opened from File Inbox/Inbox Folder/Created/Parked Folder and take various actions on attached correspondence.

Add Correspondence in Electronic File

User can attach eReceipt diarized in eOffice to an eFile opened from Inbox/ Inbox Folder/ Created/ Parked through following process.

STEPS TO FOLLOW:

1. Click **ToC** menu from Action Menu Dropdown list in the right panel of file inner page. (Configurable using user preference setting to view correspondence list by default).

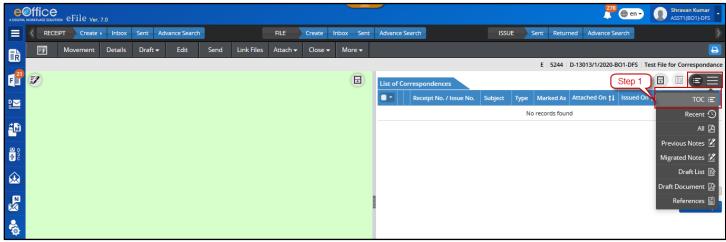


Figure 195

2. Click Add Receipt action button.

		ffic	е																				278 @ ·	m • 🤇	ASST1(B	n Kumar 101)-DFS
		< R	ECEIPT	Creat	er l	nbox	Sent	Advanc	e Search			FILE	Create	Inbox	Sent	Advance Sea	arch		ISSUE	5	ent Retu	rned Advan	ce Search			≫
E	à 🗖	間間	M	lovement	De	tails	Draft -	-	Edit	Send	Link Files	Attach 👻	Close -	More	-											e
F														Œ		List of Con	respondences				E 5244	D-13013/1/2)20-BO1-D			espondance
28	2																Receipt No. /	Issue No.	Subject		Marked As	Attached O	11 Issu	ied On 11	Pages F	Remarks
<u>a</u>	a																			NO	records roo					
	g																									
63	3																						C	Step 2		
s.	2														- 1								<u> </u>	-	\leq	ld Receipt
-																										

Figure 196

- 3. Select receipt from year wise sorted list of Electronic Receipt.
- 4. Provide mandatory Remark.
- 5. Click Attach to attach selected receipt in File.

List of all the attached correspondences (Issues and eReceipt) will be displayed in ToC.

Note:

```
Latest correspondences (receipt/issue) will be displayed on top the list
```

E				
				Year 2020 Q Search Here
	Nature	Comp. No. †↓	Receipt No.	Subject
20) E	1454	958/2020/BO1-DFS	test subject
\odot) E	1481	985/2020/BO1-DFS	test subject
0) E	1482	986/2020/BO1-DFS	test subject Step 3
0) E	1484	988/2020/BO1-DFS	Automation Testing
۲) E	1486	990/2020/BO1-DFS	Automation Testing
0) E	1495	999/2020/BO1-DFS	Automation Testing
0) E	1496	1000/2020/BO1-DFS	Automation Testing
\odot	E	1497	1001/2020/BO1-DFS	Automation Testing
0) E	1498	1002/2020/BO1-DFS	Automation Testing
0	E	1499	1003/2020/BO1-DFS	Automation Testing

Figure 197

Action on ToC List

• Issue details, Dispatch Details (with option to View Remainders, View Versions of Issue, Download Issue Attachments, Print envelope and View details of specific dispatch), Dispatched Document (PDF) along with Attachment in respective Issue can be viewed by clicking on information icon adjacent to attached Issue.

office NORMATING SOLUTION @File Ver. 7.0))				(279)	en		Shravan Kumar ASST1(BO1)-DFS
RECEIPT Create	Issue Details					×	:		>
E Movement	View Reminders View Versions								Ð
File Inbox / Award Sect-110	D P 1 of 1 - + Automatic Zoom ÷ X	> ^	Issue Details				2020-1	O1-DFS	Automation Testing
V		^	Issue No.	1/3669/2020	Issued By	Shravan Kumar, BO 1 SE CTION - DFS		6	
Note # 1	To, R.L. Kapoor		Issued On	25/03/2020 02:53 AM	Туре	Issue	d On 1		Remarks
	R-L. Rapoor New Delhi Sub: Acknowledgement of your letter no - dated 07-12-2012		File No.	Award Sect-11010/1305/ 2020-BO1-DF5	Receipt No.		(2020 AM	5-5	Ð
14/03/2020 11:18 AM	Dear R.L. Kapoor,		Subject	Automation Testing			2020 PM	3-4	T
Note # 2	Your letter has been received. For future communications please refer to the correspondence no. 193/2012/SO(TRG).		Draft Nature	New	Reply Type			1-2	000
	Regards,		Language	English	Forms Of Communications				
14/03/2020 11:19 AM	Abhay Sharma		Prefix		Main Category	ACP and other related m atters			
			Sub Category						Add Receipt
			Dispatch Details						
			Recipients List						
				Dispatch No. Addressee		ugh Status Action			
		~	Internal	DIS/8511/20 Sumitra Nar 20 SECTION OF		DISPATCHED (
	Sample Receipt								

• Basic details, Dispatch History and movement of the receipts can be viewed by clicking on information icon adjacent to attached receipt.

				225				1 M	
ADS	MINIONE SOLUTION OF THE Ver. 7.1	0				27	9 💮 en 🔻		Shravan Kumar ASST1(BO1)-DFS
		Receipt Details					*		»
E:		Basic Details							Ð
	File Inbox / Award Sect-110	Comp. No. :	1483	Receipt No. :		987/2020/BO1-DF5	2020-B	01-DFS /	Automation Testing
F		Nature :	Electronic	File No. :		Award Sect-11010/1305/2020-BO1-DF5		•	
	Note # 1	Main Category :	ACR related matters	Sub Category :			d On †l		Remarks
	<u></u>	From :	Raj	Designation :		so	2020		
46		Forms of Communications :	Acknowledgement	Delivery Mode :		By Post	AM	5-5	œ
	14/03/2020 11:18 AM	Sender Type :		Letter Ref. No. :			2020	3-4	()
		Letter Date :		Received Date :		07/02/2020	PM		
	<u>Note # 2</u>	Diary Date : Subject :	07/02/2020 Automation Testing	Diarised By :		Shravan Kumar, BO 1 SECTION - DFS		1-2	nnn
E		Enclosure/ Remarks :	Automation resting						
	14/03/2020 11:19 AM	Address :	New Delhi						
						Action Details			Add Receipt
-		Receipt(s)							
		Movement Attached/Detached Dispatch	Closed						
		Movement History							
			Dn †↓ Sent To	Action	Remarks	Movement Type			
		No records found							
						H 4 1 Þ H	j		
						H (1) H	j		

- Content of the receipts can be viewed by clicking on Receipt No. link.
- Action on receipts like (Detach, Close, Mark (as PUC, FR), Unmark, Reopen etc.) can be taken from correspondence list view.

ADIST	eoffice Automa wardings guinne eFile ver.7.0																					279 🌐 en 🗸		Shravan Kumar ASST1(BO1)-DFS	-
	< RE		Create (Inbox	Sent	Advance S	Search					eate Inbo	ox Sent /	Advar	nce Search			Sent	Returned	Advance Search				⋗	
昆	ĒĒ	Mov	ement	Details	Draft '	Ed	lit	Send	Send Back	Link Files	Attach 🔻	Park	Close 🔻	Mo	ore 🔻										₽
6	File Inbox / Award Sect-11010/1305/2020-BO1-DFS																			E 5114	Award Sect-1101	0/1305/2020-BO	1-DFS	Automation Tes	ting
F	1												78		List of Correspon	nden	ces								3
	Note #	Note # 1											C Re	ceipt	t No. / Issue No.	Subject	Туре	Marked As	Attached On 📢	Issued On †↓	Pages	Remarks			
													Mark As PUC Mark As FR		20/BO1-DF5	Automatio n Testing	Receipt		25/03/2020 03:06 AM		6-7	attach			
	14/03/2020 11:18 AM Shra									hravan Kuma ST1(BO1)-DF		Unmark Detach		2020	Automatio n Testing	Issue			25/03/2020 02:53 AM	5-5	1	Ð			
E esc	Note # :	Note#2												Close		2020	Automatio n Testing	Issue			17/03/2020 12:33 PM	3-4	1	Ð	
	14/03/2	14/03/2020 11:19 AM Mantosh Kumar Ojha															Automatio n Testing	Receipt		17/03/2020 12:30 PM		1-2	nnn		
≥ X	ASST2(BO-I)-DFS												_										K 4 1 🕨	H	
6																								Add Receip	ot

• **Close:** Selecting a receipt from Correspondence list using check box and clicking Close from action menu drop down, displays closing confirmation pop up. Giving closing confirmation and clicking on OK, closes the receipt.

Note:

- Reopen link becomes active once a receipt is closed in Correspondence list.
- Not applicable for Issues.
- **Detach:** Selecting a receipt from Correspondence list using check box and clicking Detach from action menu drop down, displays detach confirmation pop up (when there is no movement of file after the selected receipt was put in). Clicking OK will detach the receipt.

- Detach receipt will be removed from Correspondence list along with its Issues (if any).
- Receipt will only be detached if there is no movement of File after the receipt was put in.



- Not applicable for Issues.
- Mark as PUC: Selecting an unmarked receipt in Correspondence list using check box and clicking Mark as PUC, the receipt is marked as PUC.

- Not applicable for Issues and closed receipt.
- Mark as FR: Selecting an unmarked receipt in Correspondence list using check box and clicking Mark as FR, provision of FR mapping with PUC is displayed. User can select PUC No. from the list of PUCs from dropdown list and click Mark action button to mark the receipt as FR.

Note:

- Not applicable for Issues and closed receipt.
- **Unmark:** Selecting a marked (FR/PUC) receipt in Correspondence list using check box and clicking **Unmark**, the receipt is unmarked.

Note:

- Not applicable for Issues.
- **Reopen:** Click **Reopen** link/Icon, displays the receipt reopen confirmation pop up. Entering reopening remark and clicking OK, reopens the receipt.

Note:

- Once receipt is reopened, Selection check box is made active and Reopen Icon is made inactive.
- Action on issues like Create Reminders can be taken from correspondence list view.
 - **Create Reminder:** Click **Reminder** link/Icon for Issue, displays the View Reminder window with the Issue Details and Reminder list and details,

- Applicable only for Issues.
- Further receipt can be attached in correspondence list using Add Receipt feature.



Add Correspondence in Physical File

User can attach pReceipt/eReceipt diarized in eOffice to a pFile opened from Inbox/ Inbox Folder/ Created/ Parked through following process.

STEPS TO FOLLOW:

1. Click Add Receipt action button.

A DIGITAL			eFile ver.	7.0												3266) en ▼	Saroja Kumai TD(SKP)-EOI	
	<	RECEIF	T Create	• Inbox	Sent Ac	lvance Searc	h	FILE	Create	Inbox Sent	: Advanc	ce Search		ISSUE	Sent	Returned	Advance	Search	>
(135 R		F	Movement	Details	Edit	Send	Send Back	Convert	Link Files	Attach 🔻	Park	Close 🔻	Dispatch	More 🔻					
	File Ir	nbox /	A/937/2020-0	QA-01												Ρ	3115382	A/937/2020-QA-0	1 250002
F	List	t of Cor	respondence	25															
₽₩		•	Receipt N	o. / Issue No).		Subj	ect		Туре		Marked As	1	Attached On 1	ţ1	Issued On †		Remarks	
	0	0	5292/2020	D/EOFFICE			abco	lefg		Receipt			1	9/06/2020 03	37 PM			rferferf	
쉆																			
Ŗ																			
4 M																			1) H
																			Receipt

Figure 198

- 2. Select receipt from year wise sorted list of Physical/Electronic Receipt.
- 3. Provide mandatory Remark.
- 4. Click Attach to attach selected receipt in File.

e I digital work									en 🔹		EOFFICE
	Putin	Receipt(s)				Year* 2020	A V	Q Search Here			×)
File		Nature	Comp. No. †↓	Receipt No.		Subject					1 25000
	0	Step 2	5052632	1998/2020/EOFFICE		abcdefg					
	0		5052633	1999/2020/EOFFICE		abcdefg					
	0	Р	5052642	2008/2020/EOFFICE	1	abcdefg					
	0	Р	5052645	2011/2020/EOFFICE		abcdefg					
	0	E	5052442	1808/2020/EOFFICE		test subject					
		Р	5052465	1831/2020/EOFFICE		abcdefg					
		E	5052443	1809/2020/EOFFICE		test subject					
		E	5052622	1988/2020/EOFFICE		test subject					
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Figure 199



List of all the attached correspondences (Issues, eReceipt, pReceipt) will be displayed in ToC.

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₽₩			Receipt N	o. / Issue No	D .		Sub	ject		Туре		Marked As	1	Attached On	t‡	Issued On 1	4 Rema	rks	
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₽ M																		H	
																			Receipt

Figure 200

Note:

Latest correspondences (receipt/issue) will be displayed on top the list

Action on ToC List

- Attachments of the issues can be viewed by clicking on attachment icon.
- Issue details, Dispatch Details (with option to print envelope and view details of specific dispatch), Dispatched Document (PDF) along with Attachment in respective Issue can be viewed by clicking on information icon adjacent to attached Issue.
- Basic details, Dispatch History and Movement of the receipts can be viewed in popup window by clicking on information icon adjacent to attached receipt.
- Action on receipts like (Detach, Close, Mark (as PUC, FR), Unmark, Reopen etc.) can be taken from correspondence list view.
- Attachments of the issues can be viewed by clicking on attachment icon.
- Issue details, Dispatch Details (with option to print envelope and view details of specific dispatch), Dispatched Document (PDF) along with Attachment in respective Issue can be viewed by clicking on information icon adjacent to attached Issue.
- Basic details, Dispatch History and movement of the receipts can be viewed by clicking on information icon adjacent to attached receipt.
- Content of the receipts can be viewed by clicking on Receipt No. link.
- Action on receipts like (Detach, Close, Mark (as PUC, FR), Unmark, Reopen etc.) can be taken from correspondence list view.



• **Close:** Selecting a receipt from Correspondence list using check box and clicking Close from action menu drop down, displays closing confirmation pop up. Giving closing confirmation and clicking OK, closes the receipt.

Note:

- Reopen link becomes active once a receipt is closed in Correspondence list.
- Not applicable for Issues.
- **Detach:** Selecting a receipt from Correspondence list using check box and clicking Detach from action menu drop down, displays detach confirmation pop up (when there is no movement of file after the selected receipt was put in). Clicking OK will detach the receipt.

Note:

- Detach receipt will be removed from Correspondence list along with its Issues (if any).
- Receipt will only be detached if there is no movement of File after the receipt was put in.
- Not applicable for Issues.
- Attach With Another: Selecting a receipt from Correspondence list using check box and clicking Attach With Another from action menu drop down, displays the list of files available with user in which the selected receipt can be put in. Selecting File and Clicking OK will attach selected Receipt to respective file.

Note:

- Selected Receipt is detached from Correspondence list along with its Issues (if any).
- Mark as PUC: Selecting an unmarked receipt in Correspondence list using check box and clicking Mark as PUC, the receipt is marked as PUC.

Note:

- Not applicable for Issues and closed receipt.
- Mark as FR: Selecting an unmarked receipt in Correspondence list using check box and clicking Mark as FR, provision of FR mapping with PUC is displayed. User can select PUC No. from the list of PUCs from dropdown list and click Mark action button to mark the receipt as FR.

Note:

- Not applicable for Issues and closed receipt.
- **Unmark:** Selecting a marked (FR/PUC) receipt in Correspondence list using check box and clicking **Unmark**, the receipt is unmarked.

- Not applicable for Issues.
- **Reopen:** Click **Reopen** link/Icon, displays the receipt reopens confirmation pop up. Entering reopening remark and clicking OK, reopens the receipt.



- Once receipt is reopened, Selection check box is made active and Reopen Icon is made inactive.
- Action on issues like Create Reminders can be taken from correspondence list view.
 - **Create Reminder:** Click **Reminder** link/Icon for Issue, displays the View Reminder window with the Issue Details and Reminder list and details,

- Applicable only for Issues.
- Further receipt can be attached in correspondence list using Add Receipt feature.



Add Noting

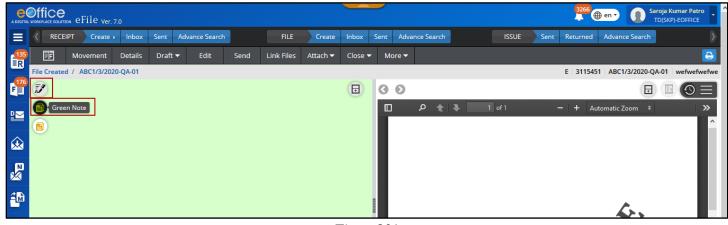
This feature is required to add Green or Yellow Note in an electronic file opened from File Inbox/Inbox Folder/ Created/ Parked.

Add Green Note

In order add green note in an electronic file user needs to follow following steps.

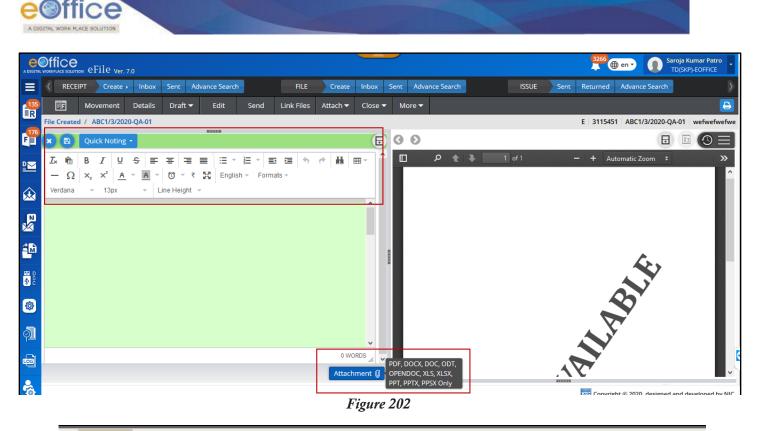
STEPS TO FOLLOW:

1. Click 'Add Note' icon to expand and then click 'Green Note' Icon in noting panel of electronic file inner page.





- User will be able to select Standard/ User defined Quick noting (English, Hindi, Other language) by Clinking on respective Sub Menu of Quick Noting action button available in Note Action Header.
- Option to Discard, Save and upload Attachment will be available for green note.
- 2. Enter either text by typing or paste copied data (text, hyperlink and image) in the web editor or inserts table (using editor toolbar).



- Pasted content having hyperlinked data/URLs should be saved as plain text.
- **3.** Click **Attachment** icon to attach document (PDF, DOCX, DOC, ODT, XLS, XLSX, PPT, PPTX, PPSX format) if require(**Figure 202**).

Note:

- Document attached can be of maximum 25MB.
- Clicking on Attached document will allow the user to download the document.
- Clicking on Remove icon on attached document will remove the attached document.
- 4. Click Save icon to finalize the Green note.

- Content either typed or copied and pasted from word document in editor should get Auto Saved if not saved by user.
- If Text editor has blank note it will not be Auto saved or Saved.
- Last Saved date and time (dd/mm/yyyy hh:mm:ss AM/PM) should be updated in Note Action Header after getting auto saved.
- Color of Note Action Header should be changed for unsaved (Red) and Saved (Green) note.
- Legends will be displayed in File Inbox/Inbox Folder/Created/Parked list to indicate file having saved Green note.



Edit Saved Green Noting

- 1. Click "File Number" link from Inbox/Inbox Folder/Created/Parked list. (Tiny MCE Web editor is displayed in editable mode with existing noting content.)
- 2. Edit the content either by typing or pasting copied data (text, table, hyperlink and image) or inserting table by using editor toolbar to make changes in the existing note.
- 3. Attach or Remove attached document.
- 4. Click Save icon to update the noting

Discard Saved Green Noting

- 1. Click "File Number" link from Inbox/Inbox Folder/Created/Parked list. (Tiny MCE Web editor is displayed in editable mode with existing saved noting content.
- 2. Click Discard icon on Note Action Header.
- **3.** Confirm deletion of noting in alert popup. On confirmation, green note will be discarded and blank text editor is displayed with option to Add Note.

Note:

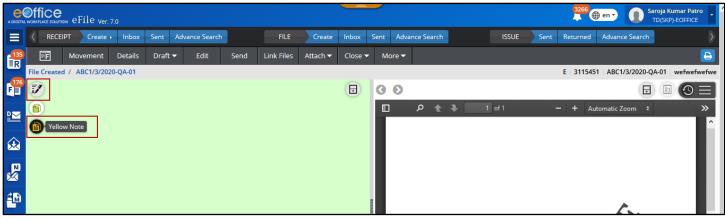
• In case the green note was created by confirming the Yellow note, and if user Discard the green note, then the yellow note from which this green note is confirmed, will be restored along with all the versions of yellow note.



In order add Yellow note in an electronic file user needs to follow following steps.

STEPS TO FOLLOW:

1. Click 'Add Note' icon to expand and then click 'Yellow Note' Icon in noting panel of electronic file inner page.





- User will be able to select Standard/ User defined Quick noting (English, Hindi, Other language) by Clinking on respective Sub Menu of Quick Noting action button available in Note Action Header.
- Option to **Discard**, **Save** and upload **Attachment** will be available for Yellow note.
- 2. Enter either text by typing or paste copied data (text, hyperlink and image) in the web editor or inserts table (using editor toolbar).

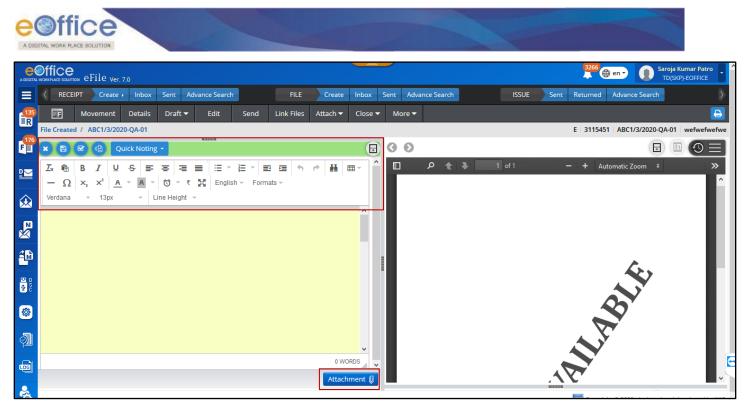


Figure 204

- Pasted content having hyperlinked data/URLs should be saved as plain text.
- **3.** Click Attachment icon to attach document (PDF, DOCX, DOC, ODT, OPENDOC, XLS, XLSX, PPT, PPTX, PPSX format) if required(**Figure 204**).

Note:

- Document attached can be of maximum 25MB.
- Clicking on Attached document will allow the user to download the document.
- Clicking on Remove icon on attached document will remove the attached document.
- 4. Click **Save** icon to finalize the Green note (Figure 204).

- Content either typed or copied and pasted from word document in editor should get Auto Saved if not saved by user.
- If Text editor has blank note it will not be Auto saved or Saved.
- Last Saved date and time (dd/mm/yyyy hh:mm:ss AM/PM) should be updated in Note Action Header after getting auto saved.
- Version of Yellow Note will be created once Saved/ Auto Saved.
- Color of Note Action Header should be changed for unsaved (Red) and Saved (Green) note.
- Option of Confirming Yellow Note and Viewing Yellow Note Version should be available for saved yellow note.
- Legends will be displayed in File Inbox/Inbox Folder/Created/Parked list to indicate file having saved yellow note.



Edit Saved Yellow Noting

- 1. Click "File Number" link from Inbox/Inbox Folder/Created/Parked list. (Saved Yellow Note is displayed along with its version list)
- 2. Click Edit Icon Note Action Header.

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Figure 205

- **3.** Edit the content either by typing or pasting copied data (text, table, hyperlink and image) or inserting table by using editor toolbar to make changes in the existing note.
- 4. Attach or Remove attached document.
- 5. Click Save icon to update the noting or Confirm Icon to convert it into Green Note.

Note:

• New version will be created only if the previous version available in the file is not created by the same user.

Confirm Saved Yellow Noting

- 1. Click "File Number" link from Inbox/Inbox Folder/Created/Parked list.
- 2. Click Confirm icon on Note Action Header.

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	This is Test Yellow note.						Ê
ZX							- 83





3. Click **OK** in 'Confirm Yellow Note' pop up.

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≡		Yellow Note Confirmation	ISSUE Sent Returned Advance Search
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	× 🖉 🐨	OK Cancel	
	Version 1	^ 🛛 👂 t 🖡	1 of 1 − + Automatic Zoom ÷ ≫



Note:

- Confirmed version of Yellow noting content should be converted to Green noting and displayed in web editor in editable form. (Yellow note versions shall no more be available).
- Option of Save, Discard and upload Attachment should be displayed for Green Note in web editor.

Discard Saved Yellow Noting

- 1. Click "File Number" link from Inbox/Inbox Folder/Created/Parked list.
- 2. Click **Discard** icon on Note Action Header or **Discard** icon available in version list page of yellow note.

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	Movement Details Draft - Edit Sen	Link Files Attach Close More	
	Discard eated / ABC1/3/2020-QA-01		E 3115451 ABC1/3/2020-QA-01 wefwefwe
F		 Image: Second sec	
₽	Version 1	<u>^</u>	P 1 of 1 − + Automatic Zoom >
	This is Test Yellow note.		î
R R			

Figure 208

3. Click OK to Confirm deletion of noting in alert popup. On confirmation, Yellow note will be discarded and blank text editor is displayed with option to Add Note.

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176 E		OK	
	Version 1	^ 🔲 🛛 A 🕁 🕨	1 of 1 - + Automatic Zoom ≎ >>
			<u>^</u>



- **Discard** icon will be available for self-created version in version list page of yellow note.
- In case the green note was created by confirming the Yellow note, and if user **Discard** the green note, then the yellow note from which this green note is confirmed, will be restored along with all the versions of yellow note.



View version of Yellow Note

- 1. Click "File Number" link from Inbox/Inbox Folder/Created/Parked list. (*By Default, yellow note is displayed along with all its versions*).
- 2. While working on Yellow Note editor page, Click **Version** icon on Note Action Header to view all its versions.

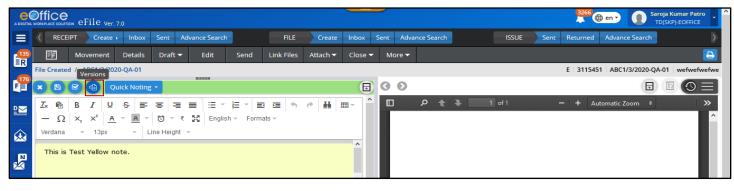


Figure 210

- New version will be created only if the previous version available in the file is not created by the same user.
- In case, a version is created by User 1 and file is send to User 2 but User 2 did not make any changes in the yellow note, and sent the file back to User 1. In this case, if User 1 edits the previously created latest version, no new version will be created.
- In case User 1 edits any other version except the previously created latest version, all the changes will be reflected in the previously create latest version by him.



Refer a Correspondence in a Green/Yellow Note

There are two different ways to refer a correspondence in a Noting.

STEPS TO FOLLOW:

Scenario 1

- 1. Selects content in Green Noting/Yellow Noting in text editor.
- 2. Open Recent or All correspondence in Right Panel of File inner page.
- **3.** Right click correspondence page (to be referenced) and selects 'Refer this Page' option from context menu.

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		嘗住	N	love	nent		Detai	ils	Drat	ft 🕶	τ	dit	50	end	Sen	d Bac	K L	ink Fil	es	Attac	h 🕶	Pa	nrk	Cic	ose 🕶	Mo	ore 🔫											0
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Figure 211

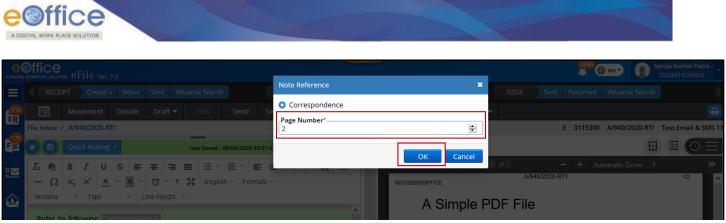
Scenario 2

- 1. Select content in Green Noting/Yellow Noting in text editor.
- 2. Click the **Referencing** icon.

A DIGH	Strice www.www.eFile ver.7.0	3266 @ en > D Saroja Kumar Patro - TD(SKP)-EOFFICE
	RECEIPT Create + Inbox Sent Advance Search FILE C	Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search
	🗐 Movement Details Draft - Edit Send Send Back Lin	nk Files Attach → Park Close → More →
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F	X 😫 Quick Noting - Last Saved : 20/06/2020 03:51:53 AM	③ ● 1912/2020/EOFFICE Referencing □ ③ □ □
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😥	Verdana v 13px v Line Height v	A Simple PDF File
N	Refer to following Correspondence.	This is a small demonstration .pdf file -
×		just for use in the Virtual Mechanics tutorials. More text. And more text.
₽M		And more text. And



- 3. Enters page number of correspondences that is to be referred.
- 4. Clicks **OK** to refer to specific page of Correspondence.





- **Referencing Icon**will be Active only on selection of text in Green/Yellow Note Editor and only if Correspondence or Previous Noting is available in File.
- **Refer this Page** context Menu will be available only on selection of text in Green/Yellow Note Editor and only if Correspondence or Previous Noting is available in File.
- **Referred content** will be displayed as Hyperlink (Underlined and in Blue Color), clicking on which will display the referred page in a popup window.

Refer a Previous Note in a Green/Yellow Note

There are two different ways to refer a previous note in a Noting.

STEPS TO FOLLOW:

Scenario 1

- 1. Selects content in Green Noting/Yellow Noting in text editor.
- 2. Right click Previous Noting which is to be referred (previous noting in noting panel or previous notings accessed in right ToC panel) and selects either 'Refer this Note' or 'Refer this Paragraph' option from context menu to refer previous noting.

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≥X																<u>Note # 2</u>							
€ M																Create one	more Green	Note					
∎ SC																10/06/2020	09:39 AM						Yerur Siraj Ahmed INDIVIDUAL

Figure 214



Scenario 2

- 1. Select content in Green Noting/Yellow Noting in text editor.
- 2. Click the **Referencing** icon.

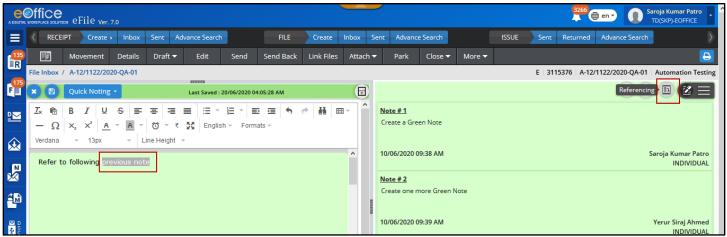


Figure 215

- 3. Select Note No. and subsequent Paragraph using Drop down list.
- 4. Clicks OK to refer to specific Note or Paragraph of previous noting.

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	RECEIPT Create > Inbox Sent Advance Search	Note Reference X	ISSUE Sent Returned Advance Search
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	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	OK	
	Verdana 👻 13px 👻 Line Height 👻		
	Refer to following previous note	^ 10/06/2020 09:38 AM	Saroja Kumar Patro INDIVIDUAL
Ŗ		<u>Note # 2</u>	
Ê		Create one more Green Note	
日 日 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)		10/06/2020 09:39 AM	Yerur Siraj Ahmed INDIVIDUAL

Figure 216

- Referencing Icon will be Active only on selection of text in Green/Yellow Note Editor and only if Correspondence or Previous Noting is available in File.
- **Refer this Page** context Menu will be available only on selection of text in Green/Yellow Note Editor and only if Correspondence or Previous Noting is available in File.
- **Referred content** will be displayed as Hyperlink (Underlined and in Blue Color), clicking on which will display the referred Noting/Paragraph in a popup window.



Edit File Details

This feature is required to edit metadata of File.

Important Points:

- ✓ File metadata (Except File No., Nature and Type) can be Edited/Updated only be the users of dealing section.
- ✓ Only Files available in File Inbox/Inbox Folder/Created/Parked list can be edited.
- ✓ Physical files in Inbox that need be edited must be in received state.
- ✓ Only users of the dealing section will be privileged to edit the file.

STEPS TO FOLLOW:

1. Open a file from Inbox/ Inbox Folder/ Parked/ Created list and click Edit menu to edit the metadata (Figure 217).

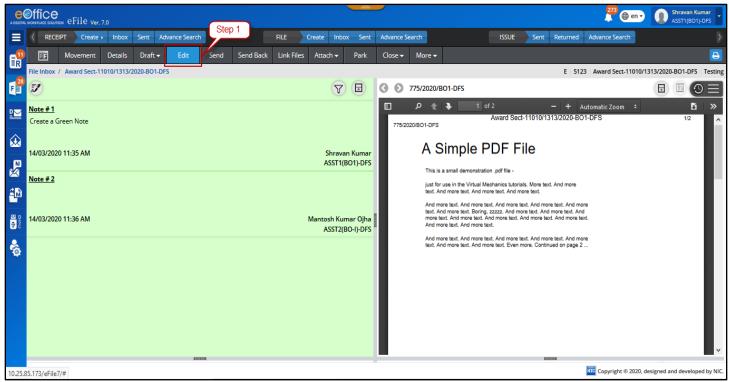


Figure 217

- **2.** Make the necessary changes in Subject Description, Main Category, Sub-Category, Remarks, Language, Previous and Future Reference values. (Figure 218)
- 3. Click **Save** button to save the changes and complete the editing of file.

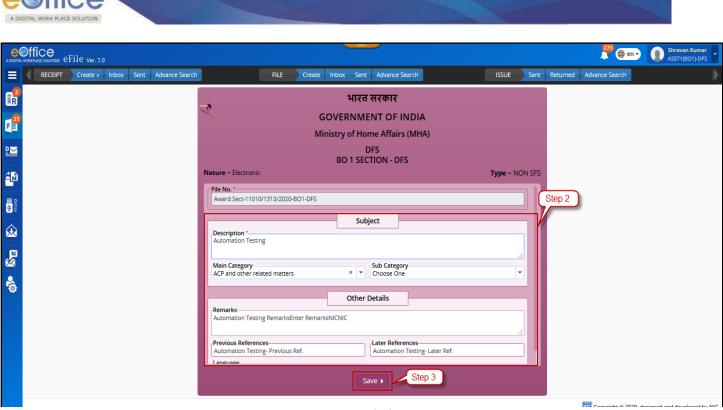


Figure 218

- User will be redirected to the file inner page after editing done.
- Edited/updated information will be displayed under File details.
- Only users of the dealing section will be privileged to edit the file.



File Attachments

This feature is required to attach Files/Receipts in a main file. Attached Files/Receipt will move along with main file and there is provision to 'Detach' or 'Attach with Another File' attached File/Receipts at any point of time by providing mandatory remarks.

Attaching Files with main file

Important Points:

- ✓ Main file must be present in Inbox/Inbox Folder/Created/Parked List.
- ✓ File(s) to be attached must be present in Inbox/Inbox Folder/ Created list in standalone condition (Not attached with any other File).
- ✓ File in Parked/Closed/Submitted files for Closing or Reopening Approval/Approval request of file module will not be available for attachment
- ✓ Physical Files (Both main file and file to be attached) should be Received State in Inbox/Inbox Folder.
- ✓ File(s) to be attached must not have attached File/Receipt.
- ✓ File(s) to be attached must be of same nature (P/E) as of main File.

STEPS TO FOLLOW:

1. Click Attach File submenu under Attach menu in File Inner page to open file attachment page.

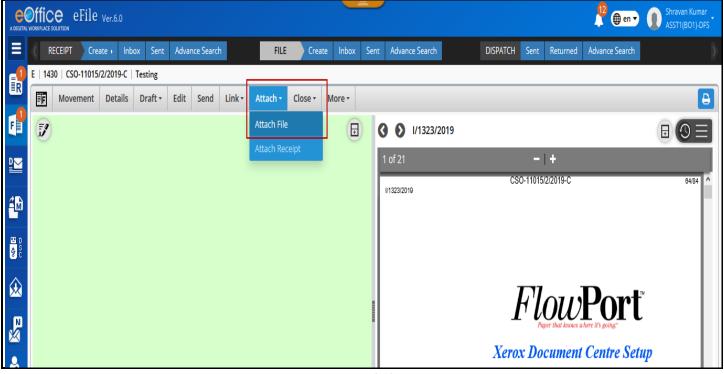


Figure 219



2. Click Attach File action Button.

e(A DIGETAL	Offi WORKPLA	Ce el el	ile _{Ve}	r.6.0														👖 🌐 en 🗸	AS	ravan Kumar ST1(BO1)-DFS
		RECEIPT	Create	 Inbox 	Sent	Advar	nce Search	1	FILE	Crea	te Inbox	Sent	Advance Search		DISPATCH	Sent	Returned	Advance Search		∢
E 1430 CSO-11015/2/2019-C Testing R R																				
ER	F	Movem	ent D	etails	Draft +	Edit	Send	Link •	Attach +	Close -	More -									
E	File	e(s)																		
	Cor	mputer No 🖨	;		File No.				Subject			Atta	ched By		Attach On 🖨		Rema	irks		Action
₫.	No	records foun	d																	
2 M																			м	• 1 • H
∎ 50 400																				Attach File

Figure 220

3. Select File(s) in Attach File pop up window showing year wise listing of File(s) (Inbox/Inbox Folder/Created) of same nature as of main file.

Search Fi	le			×
			Year 2019 💠 🔍 Search He	ere
	Nature 🗢	Comp Number 🗢	File Number 🗢	Subject 🗢
	E	1139	DEV-SCH-14010/1/2019-C	fsadfsfsf
	E	1136	G-15012/1/2019-C	Test DFA
	E	1134	HTED-16041(11)/1/2019-C	UI 2
	E	1126	DOL-12018/2/2019-C	Lottery-State(West Bengal)
	E	1125	D-23011/1/2019-C	Test 26 june
	E	1121	CSO/1/2019-C	On the Insert tab, the galleries include items tha
	E	1120	Building/3/2019-C	Test File-Convert
	E	1116	DEV-SCH-19011/1/2019-C	Test File
	E	1112	D-20/1/2019-C	Physical File
	E	1111	Building-11/1/2019-C	effff
				H 1 2 3 4 5 → H
Remarks	*			
Attach file				
Total 1000	989 Character left			Attach



- 4. Enter mandatory Remarks.
- 5. Click Attach action button to attach selected File.

- Attached File(s) will be removed from its current location.
- Location of Attached File will be updated in the Advance Search of the Attached file.
- Attachment details will be maintained in the Attach File Page of the Main file and Attached/Detached Tab of File history in File Details page.
- Attachment details will also be displayed in Details of main File searched from Advance Search.
- File movement history of attached file should be updated with attachment information in Remark with every movement of main file (until detached).
- Option to **Detach**, **Attach with Another** and view Action Details of attached file should be displayed in File Attachment page.
- Attachment icon should be displayed, next to File no. in Inbox/Inbox Folders/Created/Parked list page.



Attaching Receipt with Main File

Important Points:

- ✓ Main File must be present in Inbox/Inbox Folder/Created/Parked List of the user.
- ✓ Receipt(s) to be attach must be present in Inbox/Inbox Folder/Created List in standalone condition (Not attached with any other Receipt).
- ✓ Note: Receipt in Closed folder will not be available for attachment.
- ✓ Main Physical file should be in received state.
- ✓ Physical Receipt to be attached should be in received state.
- ✓ Receipt(s) to be attached must not have any attached File/Receipt.
- ✓ Receipt(s) to be attached must be of same nature (P/E) as of main File.

STEPS TO FOLLOW:

1. Click Attach Receipt submenu under Attach menu in File Inner page to open file attachment page.

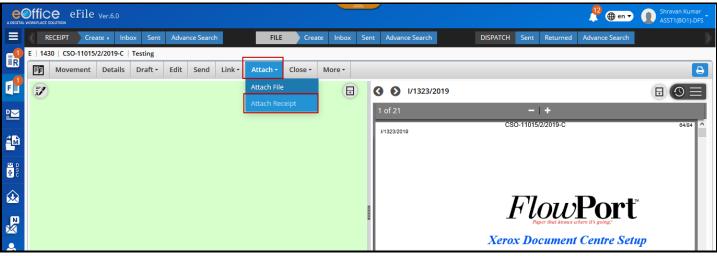


Figure 222

2. Click Attach Receipt action button.

		eFil	e Ver.6.0															2 🌐 en 🗸	ASST1	an Kumar (BO1)-DFS
			reate 🕨 In	box Sent	Advar	nce Search	١		FILE	Create	Inbox	Sent	Advance Search	DISPATCH	Sent	Returned	Advance Search	n		
	E 1430 CSO-11015/2/2019-C Testing																			
	F	Movement	t Details	Draft •	Edit	Send	Link •	Attach •	Close *	More •										•
F																				
	Rece	ipt(s)																		
₽	Comp	outer No 💠		Receipt N	о.			Subje	ct			A	ttached By	Attach On	¢	Ren	arks		A	ction
2 B	No re	cords found																		
1 M																			H (1 • H
8 0 40																			Attac	h Receipt





3. Select Receipt(s) from the pop up window showing year wise listing of Receipt(s) (Inbox/Inbox Folder/Created) of same nature as of main file.

Search R	leceipt			
			Year 2019 🗘 🔇	Search Here
0	Nature 🗢	Comp Number 🗢	Receipt Number 🗢	Subject 🗢
	E	1683	454/2019/BO1-DFS	fhgfhfdghgh
	E	1614	390/2019/BO1-DFS	dettol new
Remarks	*			
Attach Re	ceipt			
Total 1000	986 Character left			
				Attach

Figure 224

4. Enter Remarks and click Attach to attach selected File.

- Attached Receipt(s) will be removed from its current location.
- Location of Attached Receipt will be updated in the Advance Search of the Attached Receipt.
- Attachment details will be maintained in the Attach Receipt Page of the Main file and Attached/Detached Tab of File history in File Details page.
- Attachment details will also be displayed in Details of main File searched from Advance Search.
- Receipt movement history of attached receipt will be updated with attachment information in Remark with every movement of main file (until detached).
- Option to **Detach**, **Attach with Another** and view Action Details of attached receipt will be displayed in file attachment page.
- Attachment icon will be displayed next to File no. in Inbox/Inbox Folders/Created/Parked list page.



Detach already attached Files

Important Points:

- ✓ Main file must be present in Inbox/Inbox Folder/Created/Parked List.
- ✓ Attached File(s) must be present in attached file list of main file.
- ✓ Main physical file should be received state in Inbox/Inbox Folder.

STEPS TO FOLLOW:

1. Click Attach File submenu under Attach menu in File Inner page to open File attachment page.

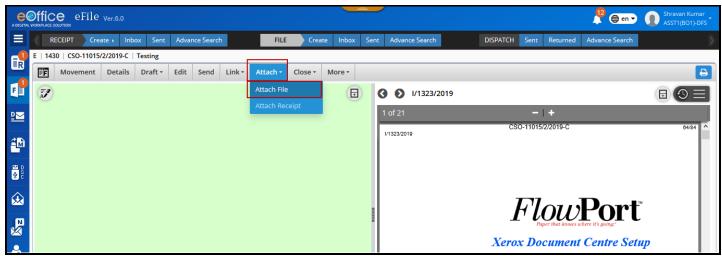


Figure 225

2. Select File(s) and click **Detach** action dropdown menu or **Detach Icon** adjacent to attached File details.

	office eFile	Ver.6.0								=	/		<mark>12</mark> ⊕ en ▼	Shravan Kumar ASST1(BO1)-DFS
	RECEIPT Crea	te 🕴 Inbo	x Sent	Advance	e Search		FILE	Crea	ate Inbox	Sent	Advance Search	DISPATCH Sent Ret	urned Advance Search)
	E 1430 CSO-11015/2	2/2019-C '	Testing											
	Movement	Details	Draft •	Edit S	Send	Link •	Attach +	Close •	More •					8
F														
	File(s)													
P	Computer No 🗢		File No				Subject			Atta	ached By	Attach On 🗢	Remarks	Action
₽ M	1428(E)		D-2001	3/1/2019-0	с		Tets draft	3			avan Kumar, ASST1(BO1)- 5,BO 1 SECTION - DFS	13/09/2019 05:23:41 PM	Attach	r. O
반 D 성장 C	1447(E)		CSO/6/	2019-C			File A				avan Kumar, ASST1(BO1)- 5,BO 1 SECTION - DFS	13/09/2019 05:23:41 PM	Attach	20
														Attach File





3. Enter **Remarks** in Confirmation alert popup.

					ASST1(BO1)-D	ar DFS
		FILE Create				5
E 1430 CSO-11015/2/2019-C Testing						
Movement Details Draft	▪ Edit Send Link ▪ Atta	th ▼ Close ▼ More ▼				₽
Computer No 🗢	File No.	Subject			Remarks Action	
1428(E)		Tets drafta	Shravan Kumar, ASST1(BO1)-DFS, SECTION - DES	BO 1 13/09/2019 05:23:41 PM	Attach 🖸 🖸	
1447(E)		Detach Receipt	t Remarks × FS,	,BO 1 13/09/2019 05:23:41 PM	Attach 🕅 🖸	
		Remarks * As per requireme	ent.			
						_
		Total 1000 981 Char	racter left		Audorr	
	WORKINGE SCUTTER Create + Inbox See E 1430 CSO-11015/2/2019-C Testing Image: Second state	Movement Details Draft + Edit Send Link + Attack File(s) Computer No File No. 1428(E) D-20013/1/2019-C 1428(E) D-20013/1/2019-C	www.www.www.www.www.www.www.www.www.ww	<pre>www.www.www.www.www.www.www.www.www.ww</pre>	Index Sent Advance Search FILE Create Inbox Sent Advance Search DISPATCH Sent Returned E 1430 CSO-11015/J2/2019-C Testing Image: Control of the search Testing More + Image: Control of the search Image: Control of th	I hook Sent Advance Search FILE Create Inbox Sent Advance Search DISPATCH Sent Advance Search Advance Search E 1430 CSO-11015/2/2019-C Testing Image: Search Image: Search Image: Search Image: Search Image: Search File(s) Computer No \$ File No. Subject Attached By Attach On \$ Remarks 1428(E) D-20013/1/2019-C Test drafta Shravan Rumar, ASST1(B01)-DFS,B0 1 13/09/2019 05:23:41 PM Attach 1447(E) CSO/6/2019-C Fee drafta Shravan Rumar, ASST1(B01)-DFS,B0 1 13/09/2019 05:23:41 PM Attach Image: Search Image: Search Image: Search Image: Search Image: Search Image: Search Image: Search Image: Search Image: Search Image: Search Image: Search Image: Search Image: Search Image: Search Image: Search Image: Search Image: Search

Figure 227

4. Click **Ok** button to detach selected file.

- Selected attached File(s) will be detached from main File.
- Detached File(s) will be moved to File Inbox when detached after movement of main file.
- Detached File(s) should move to respective folder (from where they get attached) when detached without movement of main file.
- File(s) detach details should be maintained under Attached/Detached tab of File History in File Detail Page.
- Attach/Detach history should not be maintained if attached File get detached without any movement of File.
- File movement history of detached file should be updated with detachment information in Remark, if detached after movement of main file.



Detach already attached Receipts

Important Points:

- ✓ Main file must be present in Inbox/Inbox Folder/Created/Parked List.
- ✓ Attached File(s) must be present in attached Receipt list of main file.
- ✓ Main physical file should be received state in Inbox/Inbox Folder.

STEPS TO FOLLOW:

1. Click Attach File submenu under Attach menu in File Inner page to open File attachment page.

e A DIGITA		Ce e	File _{Ver}	.6.0								-					12 (en 🔻	Shravan Kumar ASST1(B01)-DFS
		RECEIPT	Create	Inbo	ox Sent	Advar	nce Search		FILE	Crea	ite Inbo	x Se	nt Advance Search	DISPATCH	Sent	Returned	Advance Search	
	E 1	430 CSO-	11015/2/20	019-C '	Testing													
	ĒF	Moven	nent De	etails	Draft •	Edit	Send	Link •	Attach +	Close -	More •							8
F	Ţ,)						Г	Attach File		E	Ð	I/1323/2019					
₽⊻								L	Attach Red	eipt			1 of 21		-1			
4 M													1/1323/2019	CSC)-11015/2/	/2019-C		64/84
E D S C																		
쉆														1	$\overline{\Lambda}$	-	Port	
₽ ⊗															Paper	r inat knows u	here It's going."	

Figure 228

2. Select Receipts and click **Detach** action dropdown menu or **Detach Icon** adjacent to attached Receipts details.

A DIGIT	Office eFile ver.6.0							ASST1(BO1)-DFS
≡	RECEIPT Create > I	nbox Sent Advance Search	FILE	Create Inbox	Sent Advance Search	DISPATCH Sent Ret	turned Advance	e Search
	E 1430 CSO-11015/2/2019-0	C Testing						✓ SUCCESS ×
≡R	F Movement Detail		Successfully attached					
F								
	Receipt(s)							
	Computer No 🗢	Receipt No.	Subject		Attached By	Attach On 🖨	Remarks	Action
4	2207(E)	966/2019/BO1-DFS	А		Shravan Kumar, ASST1(BO1)-DFS,BO 1 SECTION - DFS	13/09/2019 5:56 PM	Attach	22 D
1 0 SC	2020(E)	788/2019/BO1-DFS	sdfsfd		Shravan Kumar, ASST1(BO1)-DFS,BO 1 SECTION - DFS	13/09/2019 5:56 PM	Attach	r 20
3° ⊛ ∎∑								K C 1 K Attach Receipt



3. Enter **Remarks** in Confirmation alert popup.

	office eFile ver.6.0			-			12 🌐 en 🗸	Shravan Kumar ASST1(BO1)-DFS
\equiv			FILE	Create Inbox				<u>></u>
R	E 1430 CSO-11015/2/2019-C	Testing						
	Movement Details	Draft - Edit Send Li	ink ▼ Attach ▼ Close ▼	More +				Ð
E	Receipt(s)							
	Computer No 🗢	Receipt No.	Subject		Attached By	Attach On 🗢	Remarks	Action
2 D	2207(E)	966/2019/BO1-DFS	A		Shravan Kumar, ASST1(BO1)-DFS,BO 1	13/09/2019 5:56 PM	Attach	r o
D SC	2020(E)		sdfsfd ₍ Rem	ach Receipt Remarks	× 01	13/09/2019 5:56 PM	Attach	r o
			As p	ber Requirement.				K 1 D H Attach Receipt
Ę			Total	1000 981 Character left				
-					Ok Cancel			

Figure 230

4. Click **Ok** button to detach selected receipts.

Note:

- Selected Receipts will be detached from main File.
- Detached Receipts will move to Receipt Inbox of user if detached after movement of main file.
- Detached Receipts will move to respective folder (from where they get attached) if detached without movement of main file.
- Receipts detach details will be maintained in Attached/Detached tab of File History in File Detail Page.
- Attach/Detach history will not be maintained if attached File(s)/Receipt(s) get detached without any movement of File
- Receipt movement history of detached Receipt will be updated with detachment information in Remark, if detached after movement of main file.

Attach with another File

This feature is required to attach already attached File/Receipt with another file available in user's File Inbox/Inbox Folder/Created List.

Important Points:

- ✓ Main file must be present in Inbox/Inbox Folder/Created/Parked List.
- ✓ Attached Files/Receipts must be present in attached File/Receipt list of main file.
- ✓ Main physical file should be received state in Inbox/Inbox Folder.

STEPS TO FOLLOW:

- 1. Click Attach File submenu under Attach menu in File Inner page to open File attachment page.
- 2. Select File/Receipts and click Attach with Another icon adjacent to attached File/Receipts details list. (Pop up displaying year wise list of Files in Inbox/Inbox/Folder/Created/Parked will open)

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1.1.1	1. C. C.		LACE SOLUTION			4											
e (Office WORKPLAC			. 7.0											<mark>3266</mark> @ e		oja Kumar Patro D(SKP)-EOFFICE
	<	REC	EIPT Create	• Inbox	Sent A	dvance Search		FILE	Create	Inbox Sent	: Advano	e Search		ISSUE	Sent Returned A	dvance Search	>
(135 R	Ē	Ē	Movement	Details	Draft 🔻	Edit	Send	Send Back	Link Files	Attach 🔻	Park	Close 🔻	More 🔻				-
	File In	box	/ A-12/1122/20	020-QA-01											E 3115376 A-12/112	2/2020-QA-01	Automation Testing
F	File(s	5)															
			Comp. No. †↓	File No.			Subject	:				Attached By			Attached On †↓	Remarks	Actions
		E	3115421	D/38/2020	0-QA-01]	r34r34r	34r34r34r				Saroja Kuma	ar Patro, eOf	fice MM	20/06/2020 04:32 AM	Attach Witl	n Another 🥝
	E 3115426 A/948/2020-QA-01						Testing	Dispatch by en	nal			Saroja Kuma	ar Patro, eOf	fice MM	20/06/2020 04:32 AM	Attach For Reference	r <mark>a</mark> O
N																	

Figure 231

- 3. Select the File with which you want to attach.
- 4. Enter mandatory **Remarks** in popup.
- 5. Click Attach button to attach respective File/Receipt with other selected file.

	fice	oEilo			3266 📵 en 🗸 🕥 Saroja Ku	mar Patro
	Searc	h File				×
		E	3115370	A-12/1116/2020-QA-01	Automation lesting	^
R ¹³⁵		Е	3115188	A-11011/3968/2020-QA-01	Automation Testing	0
File	\bigcirc	E	3108506	A-11011/87/2020-QA-01	Enter Description12	ion Testing
File File	۲	E	3106719	A/22/2020-EOFFICE	Testting file	
	0	E	3106345	D-12011/194/2020-EOFFICE	Enter Description	tions
		E	3106347	D-12011/196/2020-EOFFICE	Enter Description	30
		Е	3107657	G-14014/1/2020-EOFFICE	jaspreet testing	
		Е	3106350	D-12011/199/2020-EOFFICE	Enter Description	3 O
		E	3106359	D-12011/208/2020-EOFFICE	Enter Description	
≟ M		Е	3106364	D-12011/213/2020-EOFFICE	Enter Description	
	-				M < 1 2 3 4 5 M	
	-Remai Attach	rks * I for refere	nce			tach File
					ji,	
	Total 10	00 980 Cha	racter left			~
ব					Attach	



eoffice

- Selected File/Receipt will be detached from main File and attached to selected File.
- File/Receipt details will be maintained in Attached/Detached tab of File History in File Detail Page.
- Attach/Detach history will not be maintained if attached File/Receipt get attached with another file without any movement of File
- File/Receipt movement history will be updated.



Link File

This feature is required to Link Copy of a file in main file. Option to **Delink** and View files in which copy of opened file is linked (**Referred in File**) are available.

Link Files with Main File

Important Points:

- ✓ Main File in which other file is to be linked must be in Inbox/Inbox Folders/Parked/Created Folder.
- ✓ Files to be linked must be present in Inbox/Inbox Folders/Created Folder of the user.
- ✓ Files to be linked and main file must not be attached to other File/Receipt.
- ✓ Physical files to be linked must be in received state.
- \checkmark Main file and file to be linked must not be same.

STEPS TO FOLLOW:

- 1. Click Link menu in File Inner Page to open the linked file list page.
- 2. Click 'Link' button.

e	Offic	eFile ve	-5.0					🦉 💷 🖓	Stravan Kumar - ASST1(801)-OPS
	<	ECEPT Create	Inbox Sent Advance Search		FILE Create Inbox	Sent Advance Sea	anch	DISPATCH Sent Returned Advance Search	5
Eb)	B	Movement	Details Draft - Edit	Send Send Back	Link Files Attach +	Park Close +	More +		B
-	_		0-801-DF5 Link 1						
E	Linked								
		Comp. No. †1	File No.		Subject			Remarks	Action
2	0	E 2135	FCS-14/4/2020-801-DFS		wef			Link Files	0
45	0	E 2132	FCS-14037/1/2020-801-DFS		Description			Link Files	0
1 0									Unk
B									
\$									
-Q									

Figure 233

3. Select Files using check box window in the 'Search Files to Link' pop up showing year wise listing of Files (Inbox/Inbox Folder and Created).

					📲 🌐 en 🔻 🤅	ASST1(B
Sel	lect File(s) t	o Link				×
				Year 2020	Q Search Here	
	Nature	Comp. No. †↓	File No.	Subject		
	E	2142	Building-21010/2/2020-BO1-DFS	qwsqwsqwqws		
	E	2141	BC C/3/2020-BO1-DFS	Link 3		
0) E	2137	Building/4/2020-BO1-DFS	Link 2		
) E	2135	FCS-14/4/2020-BO1-DFS	wef		
) E	2132	FCS-14037/1/2020-BO1-DFS	Description		
) E	2119	A-24/4/2020-BO1-DFS	pΕ		
) E	2118	G-18014/1/2020-BO1-DFS	Description ghj		
	E	2117	Building/1/2020-BO1-DFS	for pdf viewer testing		
) P	2116	DEV-ESTT-17/1/2020-BO1-DFS	physical date check		
	E	2115	CSO-11/3/2020-BO1-DFS	physical date		
Re	marks *				H 4 1	23 🕨 N
	nk Files					
	al 1000 990 Ci					

Figure 234

- 4. Enter mandatory remarks.
- 5. Click Link button in Pop up to link the selected files with main file.

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- Read-only Copy of Files will be Link with the main File.
- Linking details will be maintained in the Linked File Page of the Main file and Link/Delink Tab of File history in File Details page.
- Details of main file will be maintained in the Referred in File list of the linked file.
- Files that are linked will remain in their respective locations.
- Files that are already linked in a main file will not be displayed again in 'Search Files to Link' pop.

Delink Linked Files

Important Points:

- ✓ Main File in which other file is to be delinked must be in Inbox/Inbox Folders/Parked/Created Folder.
- ✓ Main file from which other file is to be delinked must not be attached to other Files/Receipt.
- ✓ Linked File(s) must be available in Linked files list page.
- ✓ User who will delink the linked files must be the same user who had linked the file or other users within his/her dealing section.



STEPS TO FOLLOW:

1. Click Link menu in File Inner Page to open the linked file list page.

e A DIGER	©f	fice		eFile	e Ver.	5.0										_								105 @ en 🗸 🗿		Shravan Kumar ASST1(BO1)-DFS
		REC	EIPT	Cr	eate	Inbox	s	ient Ad	vance Sea	ch			FILE	Crea	ite Inbo	ix Sent	Advan	ce Sear	ch		ISPATCH Se	ent Retu	urned 4	Advance Search		
R		FF	N	loveme	ent	Details		Draft -	Edit	S	iend	Send Back	Link File	s A	ttach -	Park	Close	-	More -							e
	E	2136	Bu	ilding/3	3/2020	-BO1-DFS	5 Li	ink 1																		
F	Į.	1													Y		List o	f Corre	esponde	ences						
	N	ote # 1	1														•••			Receipt No. / Issue No.	Subject	Туре	Markeo As	Attached/Issued On †↓	Pages	Remarks
4															_		0	0	E	459/2019/BO1-DFS	wed	Receipt	I.	07/01/2020 12:28 PM	9-29	test
E o Sc	07	//01/20	020 1	0:52 A	M										Shravar ASST1(B		0	0	E	534/2020/BO1-DFS	Subject	Receipt	r	07/01/2020 12:28 PM	1-8	test
ŵ	_	ote # 2 elegate	-	Mant	osh K	umar oj	ha																			Add Receipt
2	07	//01/20	020 1	1:22 A	M										Shravar ASST2(B	n Kumar O-I)-DFS										
* @																										

Figure 235

2. Select File(s) and click **Delink** menu or Delink icon for respective file.

ADIGET	Office eFile ver	.6.0			🥐 🌐 en 🗸 🌘	Shravan Kumar - Shravan
	RECEIPT Create	Inbox Sent Advance Search	FILE Create Inbox Sent	Advance Search	DISPATCH Sent Returned Advance Search)>
R	F Movement	Details Draft - Edit S	end Send Back Link Files Attach - Park	Close 👻 More 👻		-
	E 2136 Building/3/2020	D-BO1-DFS Link 1				
F	Linked files	File No.	Subject		Remarks	Action
₽₩	Delink	FCS-14/4/2020-BO1-DFS	wef		Link Files	2
	E 2132	FCS-14037/1/2020-BO1-DFS	Description		Link Files	2
A M						Link
*						
-105						

Figure 236

3. Enter Mandatory Remarks.

		OFFICE				
AD		eFile ver.	6.0		↓ 1 ⊕ en → ? ↓ 1 Shravan Kr ASST1(801	umar)-DFS
						>
E		-	Details Draft - Edit Send Send Back L	ink Files Attach 👻 Park Close 🛩 More 👻		•
		136 Building/3/2020	-BO1-DFS Link 1			
F						Action
		E 2135	FCS-14/4/2020-BO1-DFS	wef	Link Files	2
		E 2132	FCS-14037/1/2020-BO1-DFS	Description	Link Files	22
	M			Delink Remarks X		Link
1 49	D Soc			Remarks * Delink	•	
×.				a		
				Total 1000 994 Character left		
				OK Cancel		
3	þ.					

Figure 237

4. Click **OK** in Confirmation Pop up to delink.

Note:

- Linked File(s) will be removed from Linked File List page of File.
- File(s) delink details will be maintained under Link/Delink tab of File History in File Detail Page.
- Link/Delink history will not be maintained if Linked File(s) get delinked without any movement of File.
- Linking details for the delinked File should not be removed from Referred in File list of delinked files
- Link/Delink history in Referred in File list page should not be maintained if Linked File get delinked without any movement of main File.

Referred in Files

Important Points:

- ✓ Referred in File is list of files in which copy of opened file is linked
- ✓ File must have been linked at least once with Main File(s) after its creation.
- ✓ Link/Delink history in Referred in File list page should not be maintained if Linked File get delinked without any movement of main File.

STEPS TO FOLLOW:

1. Click open a File to view file inner page.

A DOGITAL WORK PLACE SOLUTION										_
eSoffice eFile ver.6.0							1	105 (en 🔹 ?		Shravan Kumar ASST1(BO1)-DFS
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■ Note # 1	••			Receipt No. / Issue No.	Subject	Туре	Marked As	Attached/Issued On †↓	Pages	Remarks
n and a state of the	Ο	0	E	459/2019/BO1-DFS	wed	Receipt		07/01/2020 12:28 PM	9-29	test
07/01/2020 10:52 AM Shravan Kuma 8 0 ASST1(B01)-DF: 2 2		0	E	534/2020/BO1-DFS	Subject	Receipt		07/01/2020 12:28 PM	1-8	test
Note # 2										H 4 1 P H
delegated To Mantosh Kumar ojha										Add Receipt
07/01/2020 11:22 AM Shravan Kuma ASST2(BO-I)-DF:										
ô										



2. Click Referred Tab of File history in File Details page.

eoffice

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	< RE	CEIPT Creat	te i Inbox	Sent A	dvance Searc	:h		FIL	.E Creat	e Inbox	Sent	Advance Searc	•		DISPATCH Sent	Returned	Advance Search			
R	ĒF	Movemen	t Details	Draft 🔻	Edit	Send	Send Back	Link Files	Attach 🔻	Park	Close 🔻	More 🔻								<u></u>
		7 A-40014/1/2	019-BO1-DFS	Extension	of service.															
F	Fil	e Details																		
	File No				-40014/1/20							Subject :			Extension of service	£.				
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A M		is Reference :		í	un kin matter.	2						Later Refe								
0 S C	Read O	n:		2	6/12/2019 0	5:53 PM														
	Эн	story																		
愈	Attac	hed/Detached	Linked/De	elinked	Referred	Part Vo	olume Disp	atch Mer	ged/Demerge	ed Park	ed/Unparl	ked Close	d Move	ment						
ZX	Refer	red In Files																		
•		Comp. No. †↓	File No			Subject			Linked By Shravan Ku	mar		ked On		Linked Remarks	Delinked By		Delinked On	Deln	nked Remarks	- 1
-102	E	3251	D-20/3	372/2019-BC	D1-DF5	Enter Descrip	tion		ASST1(BO1)		27/	12/2019 11:02	AM	lijnk						
																				_
NIC										Consider	- 0 0000 d									~
												esigned and de	veloped by I	NIC.						

Figure 239



This feature is required to upload local Document for reference purpose.

Important Points:

✓ Document to be uploaded must be in only [PDF, DOC, DOCX, XLS, XLSX, ODT, OPENDOC, PPT, PPTX, and PPSX] file formats.

STEPS TO FOLLOW:

- 1. Click open a File to view file inner page from Inbox/Inbox Folder/Created/Parked List.
- 2. Click **References** menu under **Action Dropdown menu** in Right panel of File inner Page to open References page.

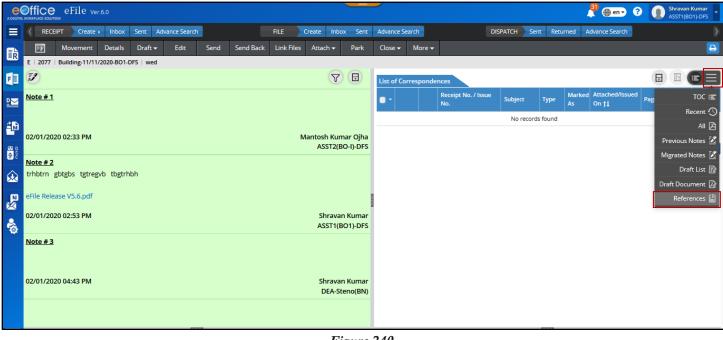


Figure 240

3. Click Attach References action button.

	Office												-						
e a digeta	eFile ver. 7.0															529 🌐 en 🗸	?	Shravan Kun ASST1(BO1)-[
	RECEIPT Create >	Inbox S	ient Adva	nce Search			FILE	Create Inbox	k Sent	Advance S	iearch		DISPATCH	Sent	Returned	Advance Search			
R			Draft 🕶	Edit	Send	Send Back	Link Files	Attach 👻	Park	Close 🗸	More 🗸								₽
F	E 2189 D-20012/1/2020-B0 Create a Green Note	01-DFS E	nter Descrip	tion				Y	<mark>⊕</mark> ^	Referenc	es						E		
₽≥	03/01/2020 11:08 AM							Shravan Ku	ımar		Reference	Attached		Attache	ed By		At	tached Date	
								ASST1(BO1)	-DFS	0	Sample RT	l Letter.pdf		Shrava	n Kumar, As	SST1(BO1)-DFS	03	3/01/2020 12:18	
	Note # 2 Create one more Green No	ote																N 1	
愈	03/01/2020 11:08 AM						Mar	ntosh Kumar ASST2(BO-I)											
₽ <u>%</u>	<u>Note # 3</u> Create a Green Note																		
	03/01/2020 11:09 AM							Shravan Ku ASST1(BO1)											
	Note # 4 Create one more Green No	ote																	
	03/01/2020 11:09 AM						Mar	ntosh Kumar											
								Fig	gure	241									

- 4. Select document from the pop up window showing Documents saved in System's local drive.
- 5. Click **Open** button or **Double Click** document to attach.

Merge Physical Files

This feature is required to merge two or more physical file into a main file. There will be option to **Demerge** or **Merge with Another** file at any point of time by the users of dealing section.

Merge Files

Important Points:

- ✓ Physical file must be present in Inbox (Received state)/Created folder of the user.
- ✓ Main File and File(s) to be merged must be of same dealing section (that of logged in user).
- ✓ File to be Merged must not have any Attached File(s)/Receipt(s) or Merged File(s).

STEPS TO FOLLOW:

- 1. Click open a physical file to view file inner page from Inbox/Inbox Folder/ Created.
- 2. Click Merge File submenu under More→Merge menu to open Merge File page.

A DIGITA			eFil	e ver.	7.0												🥊 🌐 en	• ? (Shravan Kumar ASST1(BO1)-DFS
	<	RECEIP		Create	Inbox	Sent Ac	lvance Searc	h		FILE	Create	Inbox Se	nt Advance S	arch		DISPATCH Sent Re	eturned Advance Searc	:h	>
R	Ē		Move		Details	Edit	Send	Convert	Link Files	Attach 👻	Dispato	:h Close -	More 🗸						Ð
	P 23	33 C	50/17/	2020-B	O1-DFS dcz	zdxc							Create Part					1	
F		List of Correspondences • Receipt No. / Issue No. Subject											Create Volu		Marra Dia				
₽₩													T <u>i</u> Merge		Merge File Merge Detail	Attached On †↓	Dispatched On †↓	Remarks	
AB		0	Ρ	562	/2020/BO1-D	FS			Z	CXZ			Receipt		Merge Detail	13/01/2020 06:01 PM	1	dsfdsf	
4 M																			
0000 1000																			
쉆																			
₽ X																			Add Receipt
\$ @																			

Figure 242

3. Select Files to merge from panel showing year wise searchable listing of Files (Inbox/Inbox Folder and Created).



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	-	RECEIPT		Inbox Sent Advance Search	FILE	Create Inbo	x Sent	Advance Searc	ch	DISPATCH	Sent Returned	d Advance Search	Þ
R		Merged	File(s)										
		n Natur	e Comp. No. †	File No. †↓		Subje	ct †1				Sender †↓		
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4 M													
D S C													
愈							Me	rge					
2	ġ,	Search F	ile(s) To Merge										
											Year 2020	Search Here	·
\$		Nature	Comp. No. †↓	File No.					Subject				
•	0	Ρ	2334	Building/19/2020-BO1-DFS				1	rsdtgferds				
	Ο	Ρ	2245	Building/13/2020-BO1-DFS				1	wrsgdv				
	Ο	Р	2243	Building/12/2020-BO1-DFS				•	ewfwe				
	Ο	Ρ	2240	BC CELL/19/2020-BO1-DFS					ddfsd				
	Ο	Ρ	2239	BC CELL/18/2020-BO1-DFS				1	hfghf				~
NIC							A	bl					

Figure 243

- 4. Click ADD to move selected files to Merge File panel.
- **5.** Select Radio Button adjacent to added files to change the Main File. (By default opened file is selected as main File)

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R	₽ s	Search File	e(s) To Merge									
									Year 2020	Search Here	<u>^</u>	•
*	•	Nature C	omp. No. †‡	File No.			Subject					
		P 2	243	Building/12/2020-BO1-DFS			ewfwe					
	0 F	P 2	240	BC CELL/19/2020-BO1-DFS			ddfsd					
	0	P 2	239	BC CELL/18/2020-BO1-DFS			hfghf					
	0	P 2	229	BC CELL/14/2020-BO1-DFS			Issue 96					
		P 2	228	BC CELL-11/1/2020-BO1-DFS			fff				~	,
							dd					

Figure 244

- 6. Click Merge Button.
- 7. Enter mandatory **Remarks** in Reason for Merging pop up.

A DIG	SETAL WO	DRK PLAC	Ce							
	DITIC								📍 🌐 en 🗸	ASST1(BO1)-DFS
R		Merged	File(s)							
	Main	Natur	e Computer Number 🗧	File Number 🗢		Subject 🗢		Sender 🗢		
	0	Ρ	1455	DEV-ESTT/10/2019-C		Finance File		Mantosh Kumar Ojha, AS	ST2(BO-I)-DFS	
		Ρ		A/1/2019-C		Test File - Conversion				×
		Р		BC CELL/27/2019-C-Volume(2)		File Phy				×
					Reason For Merging Remarks * As per Requirement. Total 1000 981 Character le		×			
ex •¢≎	S S	Search F	ile(s) To Merge		_	Ok Cano	cel Ye	ear 2019 🗢 🔇		^
		Nature	Computer Number 💠	File Number 🗢		Subjec	ct \$			
		Р	1456	BC CELL/28/2019-C		test				
		_	4.550	. // 2010 5						

Figure 245

8. Click OK button.

Note:

- Selected Physical Files will be merged to Main physical file.
- Merged Files will be removed from their current location.
- Merge Files Detail will be maintained at Merge Details of Main File.
- User will have option to De-merge merged Files of same dealing section (that of logged in user).
- User will have option to Merge already merged file(s) with other File of same dealing section (that of logged in user).

Demerge already Merged Files

Important Points:

- ✓ Main file must be present in Inbox/Inbox Folder/Created list.
- ✓ Files must be present as Merged File in Merged Detail Page of a physical file.
- ✓ Users of only dealing section of main file can demerge the merged files.

STEPS TO FOLLOW:

- 1. Click open a physical file to view file inner page from Inbox/Inbox Folder/ Created.
- 2. Click Merged Detail submenu under More→Merge menu.

CONSTRAL WORK PLACE SOLUTION				
Office eFile ver.6.0				ASST1(BO1)-DFS
RECEIPT Create Inbox Sent Advance Search	FILE Create Inbox Sent	Advance Search	DISPATCH Sent Return	ed Advance Search
F Movement Details Edit Send Convert Link Fil	es Attach v Dispatch Close v	More 🗸		Ð
P 2304 सेतु-1103/1/2020-BO1-DFS-Part(1) Setu File		Create Part		
List of Correspondences		Create Volume		
🕞 🗧 Receipt No. / Issue No.	Subject Ty	Merge >	Merge File ached/Issued On †	Remarks
	No rec	ords found	Merge Detail	
				Add Receipt
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Figure 246

3. Select Files and click **Demerge**.

A DIGETA	Offi		eFile ver.6.0							🚝 🌐 en 🔹 👔 Shravan Kumar 🖡
	<	RECEIPT	Create 🔸 🛛 Ir	nbox Sent Advance Search		FILE	Freate Inbox Sent	Advance Search	DISPATCH Sent	Returned Advance Search
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	_		-	1-DFS-Part(1) Setu File						
F	Merş	ged Hist								De-Merge Merge With Another
	•	Sr. No.	Comp. No. †↓	File No.	Subject		Merged By	Merged On †↓	Merged Remark	Actions
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R N N										
\$										

Figure 247

- 4. Enter mandatory **Remarks** in Confirmation pop up.
- 5. Click **OK** button.

Note:

e

Demerge Files Detail will be maintained at Merged/Demerged tab in File history Details of Main File.

Merge with another File

Important Points:

- ✓ Main file must be present in Inbox/Inbox Folder/Created list.
- ✓ Files must be present as Merged File in Merged Detail Page of a physical file.
- ✓ File(s) to be merge with another file and Main file should be of same dealing section (that of logged in user).

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STEPS TO FOLLOW:

- 1. Click open a physical file to view file inner page from Inbox/Inbox Folder/ Created.
- 2. Click Merged Detail submenu under More→Merge menu.
- 3. Select Files and Click Merge with Another.

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\equiv																								
B																								Ð
لتك		P	2304 3	सेतु-11	103/1/20	20-BO1	I-DFS-P	Part(1)	Setu	ı File														
6																						De-Merge	Merge	With Another
-																								erged Remark
	6		1	22								ł	ifhgfh		Sh	avan Kumar	14/01/2020 04:32 PM		fddd					
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B D S C														Yea	ar* 2020		€ Q							
	ł												Comp. No.	F	ile No.		Subject							
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R																			H 4 1 P H					
*																		Su	ibmit Cancel					
~																								

Figure 248

- 4. Select File from the list of year wise sorted physical file in a pop up window.
- 5. Click Submit Button.

A DIGITA		CE CE SOLUTION	eFile ver.6.0							**	en • ?	Shravan Kumar ASST1(BO1)-DFS
	P 2	2304 से	तु-1103/1/2020-BO1	1-DFS-Part(1) Setu File								
9											De-Merge	Merge With Another
		1	2221		hfhgfh		Shravan Kumar	14/01/2020 04:32 PM	fddd			
						Reason For Remarks * Merge with Total 1000 98						X C X X

Figure 249

- 6. Enter mandatory Remarks in Confirmation pop up.
- 7. Click **OK** button.

- Selected Merged File will be Merged with another selected physical file.
- Merged Files details will be updated in Current File and new Main File.



Park Files

This feature is required to Park those files of File Inbox/Inbox Folders on which user needs to take action after a certain period of Time.

Important Points:

- ✓ Main file must be present in Inbox/Inbox Folder.
- ✓ Physical files in Inbox must be in received state.

STEPS TO FOLLOW:

1. Select Files using checkbox in File Inbox/Inbox Folder list or click open a file from Inbox/Inbox Folder.

e ("eFile	Ver.6.0															?	en 🔹 ?		Shravan Kumar ASST1(BO1)-DFS
	<	RECEIF	PT Cre	ate 🕴 Inbo	x Se	nt Advar	nce Search		FILE	Create	Inbox	Sent	Advance Search			ISPATCH	Sent Re	eturned	Advance S	Search		
R	Red	eive	Send	Send Bac	k Mo	ove To v	Create Volume	Create Part	Park	Close v				F Sent On	Y	Search Her	<u></u>	-	File View	Select Use	er -	.▲ 1
F	0	☆ I	E 194) Daaaaa/	1/2019-	BO1-DFS	test 🎝 Shrav	an Kumar, DEA-S	🛅 4:4	3 PM												
2	•																🕼 I 🔊					
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0000 140	0						DFS erferf	🛛 Mantosh Kum	ar Ojha, 🗌	📆 2:29 PI	И											8
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€ €																						

Figure 250

A DIGETAL	Office eFile ver.6.0								24 @en • ?		Shravan Kumar ASST1(BO1)-DFS
	RECEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent	Advan	ce Sea	rch	DI	SPATCH Se	nt Retu	rned A	Advance Search		∢
R	Image: Movement Details Draft + Edit Send Send Back Link Files Attach + Park	Close	•	More 🗸							Ð
	E 1940 Daaaaa/1/2019-BO1-DFS test										
F	V E	List o	f Corr	esponde						Ð	
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a ∭	62adc056-8c40-4a78-83ce-fcad37de31af.pdf	0	0	Е	353/2019/BO1-DFS	wef	Receipt		27/12/2019 07:48 PM	2-2	sdfsdf
e o Sc	27/12/2019 07:48 PM Shravan Kumar	0	0	Е	366/2019/BO1-DFS	sdfsd	Receipt		27/12/2019 07:47 PM	1-1	ក្ស
愈	ASST1(BO1)-DFS Note # 2										H I H
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- 	02/01/2020 04:43 PM Shravan Kumar DEA-Steno(BN)										
https:/	n1d1.eoffice.qov.in/# Copyright © 2020, design	ed and o	levelop	ed by NIC							
	in the concedgovant, a										





- 2. Click Park menu.
- 3. Provide Parking Due Date and Parking Remarks in Confirmation Pop up.
- 4. Click **OK** button.

A DIGITAL											520 🌐 en 🗸 😯	Shrava ASST1(
R								F Sent On	Search He	ere	File View Select User		•	
	☆ E 2100 D-20012/56 び 02/01/2020 04:10 PM		5 🥜 Enter De	scription よ S	hravan Kumar, D	DEA-S 🛗 3:17 F	РМ					₽ <u>8</u>	۶	Ŷ
₽₩	☆ E 2098 D-20012/56		5 Enter De Par	king Confirmati	on				×				۶	
_	128/12/2019 02:42 AM		Do	you want to pa	rk the followin	g file(s)?								
1	☆ E 2096 D-20012/56		5 Enter De Co	np. No. F	ile No.		Subject						۲	
8 D 8 C	31/12/2019 09:58 AM		209	18 C	-20012/565/2019	9-BO1-DFS	Enter Descrip	ption						
	☆ E 2082 D-20012/56. ひ 27/12/2019 11:23 PM		5 Enter De 17/	king Due Date * 01/2020		*							۲	
E	☆ E 1815 D-20/122/20 登 26/12/2019 12:49 PM 造		Testing 🛔 Par	king Remark * k till Further Actio	n								ß	
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	☆ ℙ 1763 D-20012/44 ひ 26/12/2019 09:15 AM	4/2019-BO1-DF	5 Testing 🛓	Mantosh Kumar (Djha, 📆 26	5/12/2019 09:14 AM								
	☆ P 1761 D-20012/44		5 Testing よ	Mantosh Kumar (Djha, 📆 26	5/12/2019 09:07 AM								~
											Copyright © 2020, desig	ned and develo	ped by NI	c.

Figure 252

- List of parked files will be displayed under Parked link of Files module.
- File will be removed from inbox/inbox folder listing.
- User will be provided option to **Unpark** file.
- User will be provided option to Extend Parking Due Date.
- Park file history will be maintained in the Park History of File.

Parked Files

The Parked File is the list of Files Parked from Inbox/Inbox Folder. User can click **Parked** link under File module to view parked files.

- Parked File List can be **filtered** depending on **Nature**, **Parking Date** and **Due Date** by clicking Filter Icon in menu bar
- Parked Files can be searched using Module Search (Computer No., File No., Subject and Remarks)
- Parked Files can be Unparked

STEPS TO UNPARK FILE:

1. Click Unpark menu after selecting files or click Unpark link with respect to parked file

			TTIC ORK PLACE S	CCe						
	e@	Offic	eF	ile ver.6.0					24 🌐 en -	Shravan Kumar ASST1(BO1)-DFS
		< F		Create Inbox Sent Advance Search	FILE	Create Inbox Sent	t Advance Search	DISPATCH	Sent Returned Advance Search	
	R	Unpa Total P	ark Records : 2						Y	Search Here
	2		Comp. No	0. ↑↓ File No.	Subject		Parked On †↓	Parking Due Date †↓	Parking Remark	Action
		E	1980	TestReceiptExtMovement1	TestReceiptExtMo	vement1	31/12/2019 02:56 PM	31/12/2019	I	<u>₿</u> ₽
		E	1935	Building-12/1/2019-BO1-DFS	wef		02/01/2020 04:45 PM	11/01/2020	Park till further Action	😰 🖼
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	10 40 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0									
	R									
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J.						T '	0.50			

Figure 253

- 2. Enter mandatory **Remark** in Un-parking Confirmation pop up.
- 3. Click **OK** to un- park the file.

04

• **Due Date of Parked** File can be edited.

STEPS TO EDIT DUE DATE OF PARKED FILE:

- 1. Click Edit Due Date link with respect to parked file.
- 2. Select Extended Parking Due Date Edit Parking Due Date Pop up.

			eFile ver.	7.0							520 🌐 en -	Shravan Kuma ASST1(BO1)-DF	r 🖕
R	Unp	bark									7	Search Here	-
		Ρ	2103			Physical			30/12/2019 11:32 AM		Enter Remarks	🗰 🖻	<u>^</u>
		Ρ	2095			Physical			28/12/2019 12:54 AM		Enter Remarks	🗱 🖼	
		E	2064			Testing			27/12/2019 09:31 PM		Enter Remarks	🗱 😂	
4 0		E	2050		Edit Parking Du	ie Date				×	Enter Remarks	🗰 🖻	
		Ρ	2035		Do you want to	modify the parking p	eriod of the	selected file?			Enter Remarks	🗱 🖃	
		Ρ	1995		Comp. No.	File No.		Subject	P	arking Due Date	Enter Remarks	19 H	
		Ρ	1965		2103	D/387/2019-BO1-DFS		Physical		1/01/2020	Enter Remarks	🗱 🖃	
		E	1957		Extended Parkir	ng Due Date *					Create a Green Note	19 H	
2		Ρ	1818	D-20/124/2019-BO1-DFS	01/01/2020	B Duc Dute	#				sd fds fsd	10 H	
		Ρ	1816							OK Close	qwqwewqe	₿ 🖻	
-		Ρ	1814				_				sadasdas	診 🖻	
		E	1596	D-20/95/2019-BO1-DFS		Enter Description			23/12/2019 10:58 PM	01/02/2020	Enter Remarks	10 H	

Figure 254

3. Click **OK** to update parking due date.

Note:

• List of transferred file(s) from Created Folder of other Post will be displayed under Parked Files List.



View File Details

Various details of File can be viewed by clicking on Details menu in File Inner Page.

- **Basic** metadata (File No., Opening Date, Main Category, Sub Category, Previous Reference, Later Reference, Read On, Subject and Remarks) will be displayed.
- List of attached/detached File(s)/Receipt(s) will be displayed under **Attached/Detached** tab of Files History section.

	office eFile ver.6.0								😤 💮 en 🔹 😯	Shravan Kumar ASST1(BO1)-DFS
=	RECEIPT Create Inbox	Sent Advance Search	FILE Create	Inbox Sent Ad	vance Search		DISPATCH Sent Returned	Advance Sear	ch	
R	F Movement Details	Draft▼ Edit Send S	end Back Link Files Attach 🕶 🛛	Park Close 🔻	More 🔻					8
	E 3257 A-40014/1/2019-BO1-DFS	Extension of service.								
	File Details									
	File No. :	A-40014/1/2019-BO1-DF5			Subject :		Extension of service.			
	Opening Date :	26/12/2019 05:42 PM			Remarks :		Test File			
	Main Category :	All RTI matters			Sub Category :					
	Previous Reference : Read On :	26/12/2019 05:53 PM			Later Reference :					
₽ D S C		20/12/2019 05.55 PM								
۵.	D History									
_ L	Attached/Detached Linked/De	elinked Referred Part Volum	e Dispatch Merged/Demerged	Parked/Unparke	d Closed Mov	ement				
	History Comp. No. †↓	File No.	Subject	Attached By		Attached On †↓	Remarks	Detached By	Detached On †↓	Detached Remarks
ô	E 3254	D-20/375/2019-BO1-DF5	Enter Description	Shravan Kumar, ASS	T1(BO1)-DFS	26/12/2019 05:50 PM	Attach	Shravan Kumar, DEA- Steno(BN)	26/12/2019 05:51 PM	Detach
	E 3256	D-20/377/2019-BO1-DF5	Enter Description	Shravan Kumar, ASS	T1(BO1)-DFS	26/12/2019 05:50 PM	Attach	Shravan Kumar, DEA- Steno(BN)	26/12/2019 05:51 PM	Detach
	Receipt(s)									
	Comp. No. †↓	Receipt No.	Subject	Attached By		Attached On †↓	Remarks	Detached By	Detached On †↓	Detached Remarks
	E 1169	671/2019/BO1-DF5	Testing	Shravan Kumar, AS	ST1(BO1)-DFS	26/12/2019 05:50 PM	Attach	Shravan Kumar, DEA- Steno(BN)	26/12/2019 05:52 PM	Detach
IC										
			c	opyright © 2020, desi	gned and developed by	/ NIC.				

Figure 255

- Attach/Detach history should not be maintained if attached File(s)/Receipt(s) get detached without any
 movement of File
- List of Linked/Delinked Files will be displayed under Linked/Delinked tab of Files History section.

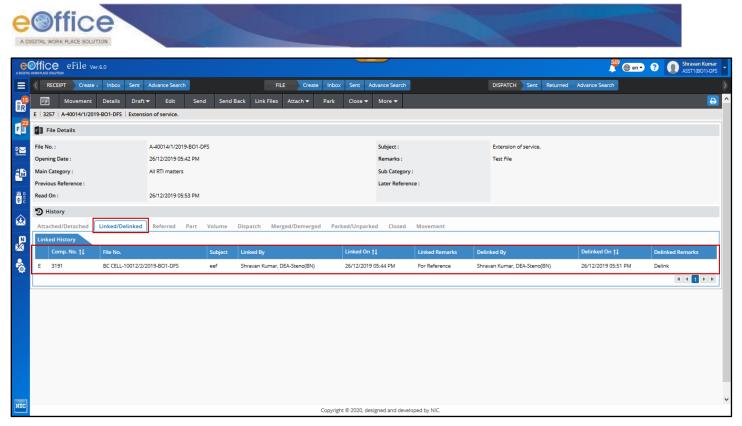


Figure 256

- Linked/Delinked history should not be maintained if linked File(s) get delinked without any movement of File.
- List of files in which opened file is linked will be displayed under **Referred** tab of File History Section.

A DOSETAL	Offic VIORX 1 LACE SX	eFile ver														_	9 💮 en 🗸 ?	Shravan Ku ASST1(BO1)	umar)-DFS 👻
	< RE	ECEIPT Create	Inbox Sent	Advance Sea	rch		FIL	E Create	Inbox	Sent A	dvance Search		DI	SPATCH Sent	Returned	Advance Search			
	ÜF	Movement	Details Draft		Send	Send Back	Link Files	Attach 🔻	Park	Close 🔻	More 🔻								<u>-</u>
			9-BO1-DFS Extensi	ion of service.															
F	Fil Fil	le Details																	
≌	File No			A-40014/1/2	019-BO1-DF5						Subject : Remarks :			tension of service. st File					
≞ Mì		ng Date : ategory :		All RTI matte							Sub Catego	ry :	i e	scrile					
	Previou	us Reference :									Later Refer	ence :							
	Read O			26/12/2019	05:53 PM														
愈	Э н				5														
		hed/Detached	Linked/Delinked	Referred	Part Vo	olume Disp	atch Merg	ged/Demerge	d Parke	ed/Unpark	ed Closed	Movement							
2	Kerer	Comp. No. †	File No.		Subject			Linked By		Linke	ed On	Linked Remar	rks	Delinked By		Delinked On	Delin	ked Remarks	
\$	Е	3251	D-20/372/2019-	-BO1-DFS	Enter Descrip	tion		Shravan Kun ASST1(BO1)-		27/12	2/2019 11:02 A	M lijnk							
NIC									-										~
									Copyright	© 2020, des	igned and dev	eloped by NIC.							





- Referred history should not be maintained if linked File(s) get delinked without any movement of File in which opened file is linked.
- List of Part files will be displayed under **Part** tab of File History section.

A DOSETAL		eFile \	/er.6.0															*	(∰ en •) (Shravan K ASST1(BO1	(umar 1)-DFS	
	< REC	Creat	e Inbox	Sent	Advance Searc	h			FILE	Create	e Inbox	Sent	Advance Searc	1	DISPATCH Se	ent Return	ned Advar	nce Search					
	ĒF	Movement	Details	Draft	▼ Edit	Send	Send Back	Link File	es Att	ach 🔫	Park	Close 🔻	More 👻									•	^
	E 3257	A-40014/1/20	019-BO1-DF	S Extensi	on of service.																		
F	File File	Details																					
	File No.	:			A-40014/1/20	19-BO1-DF5							Subject :		Extension of serv	vice.							
-	Opening	g Date :			26/12/2019 05	:42 PM							Remarks :		Test File								
₽ M	Main Ca	tegory :			All RTI matters	5							Sub Categ	ary:									
	Previou	s Reference :											Later Refe	ence :									
	Read Or	1:			26/12/2019 05	53 PM																	
愈	D His	tory			_																		
	Attach	ed/Detached	Linked/I	Delinked	Referred	Part	olume Dis	spatch N	/lerged/[Demerge	d Park	ed/Unpar	ked Close	i Movement									
R	Part H																					_	
	0	lomp. No. †↓		Part File	e Number				Su	ubject			Cre	ated On †	Created By					Rem	arks		
8	P 3	259		A-40014	4/1/2019-BO1-D	FS-Part(1)			Ex	xtension of	f service.		26/	12/2019 05:47 PM	Shravan Ku	mar, ASST1(B	BO1)-DFS			Test			
																						N N	
NIC											Copyright	t © 2020, d	esigned and de	eloped by NIC.									1

Figure 258

• List of Volume files (only applicable for Physical files, converted electronic files) will be displayed under **Volume** tab of File History section.

		eFile ve	er.6.0								_			49 💮 en 🔹 😯	Shrava ASST1(in Kumar BO1)-DFS
	< RECE	IPT Create	Inbox Ser	nt Advance Sear	:h		FILE	E Creat	te Inbox	Sent A	dvance Search		DISPATCH Sent Returned Advance Search	1		
	ĒF	Movement	Details D	raft 🔻 Edit	Send	Send Back	Link Files	Attach 🔻	Park	Close 🔻	More 🔻					🕒 ^
	E 3257	A-40014/1/201	19-BO1-DFS Ext	ension of service.												
F	File C	Details														
₽₩	File No. :			A-40014/1/20	19-BO1-DFS						Subject :		Extension of service.			
	Opening [26/12/2019 0							Remarks :		Test File			
A	Main Cate			All RTI matter	5						Sub Category :					
<u>89</u> 0	Read On :	Reference :		26/12/2019 0	5-52 DM						Later Reference :					
8 490 490	D Histo			201220100												
愈	-		Linked/Delink	ed Referred	Part	lume Dispa	tch Mora	ged/Demerg	od Park	od/Uppark	ed Closed Movement					
N	Volume	_	Linked/Delink	ed Kelerred	Part VO	iune Dispa	atten wierg	geu/Demerg	eu rark	teu/onpark	ed Closed Movement					
		mp. No. †↓	Volu	ıme File Number				Subje	ct		Created On †↓		Created By		Remarks	
8	P 325	58	A-40	014/1/2019-BO1-D	FS-Volume(2)			Exten	sion of servi	ce.	26/12/2019 05:45 PM	M	Shravan Kumar, ASST1(BO1)-DFS		Test File	
															H 4 1	F H
NIC																~
- ALC									Copyright	t © 2020, de:	igned and developed by NIC.					





• List of Dispatch will be displayed under **Dispatch** tab of File History section.

e (eFile v	/er.6.0																/# @ •	en• ?	Shravan Kumar ASST1(BO1)-DF5	-
	< RECE	IPT Create	e i Inbox	x Sent	Advance Sear	th			FILE Cr	eate Int	ibox Se	ent Adv	ance Search			DISPATCH Ser	t Returned	Advance Se	arch			þ
ER R	ĒF	Movement	Details	s Draft	- Edit	Send	Send Back	Link Files	a Attach 🗢	Park	'k Clo	ose 🔻	More 🔻								e	^
	E 3257	A-40014/1/20	19-BO1-DF	S Extensio	on of service.																	
F	File 0	Details																				
	File No. :				A-40014/1/20	19-BO1-DFS							Subject :			Extension of servi	ce.					
	Opening [)ate :			26/12/2019 0	:42 PM							Remarks :			Test File						
с М	Main Cate	gory :			All RTI matter	5							Sub Category									
	Previous I	Reference :											Later Referen	nce :								
0.00 U	Read On :				26/12/2019 0	53 PM																
愈	D Histo	ry																				
	Attache	d/Detached	Linked/	Delinked	Referred	Part Vo	lume Dis	patch Me	erged/Deme	rged P	Parked/U	Jnparke	i Closed	Movement								
R	Dispatch	History																				
	Dispatch	No. †↓		ls	sue No.		Subject		Dispatche	d On †↓				Sent By					Delivery M	ode		
• ©	DIS/858/	2019		1/1	1266/2019		test draft		27/12/2019	9 11:00 AM	N			Shravan Kuma	r, ASST1(BO1)-DF	5					Ð	
																					H 4 1 > H	
NIC										Copyr	right © 20	020, desis	ned and deve	oped by NIC.								~
NIC										Сору	right © 20	020, desig	ned and deve	oped by NIC.								

Figure 260

• Merge Details of File will be displayed under Merged/Demerged tab of File History section.

		fice	eFile	9 Ver.6																			49 💮 en 🔹 ?	Shravan Kum ASST1(BO1)-D	iar FS T
		REC	EIPT Cr	eate +	Inbox	Sent	Advance Se	arch			R		eate Ini	ibox S	ient A	dvance Searc	h		DISPATCH	l Sent	Returned	Advance Searc	1		
		ĒF	Movem	ent	Details	Draft	- Edit	Ser	nd Se	nd Back	Link Files	Attach 🔻	Par	k C	lose 🔻	More 🔻								Į	₿ ^
		3257	A-40014/	1/2019-1	BO1-DF	5 Extensi	on of service	ь.																	
F 23	E	File	Details																						
₽	Fi	le No. :					A-40014/1/	2019-BO1-I	DFS							Subject :			Extension	of service.					
	0	pening	Date :				26/12/2019	05:42 PM								Remarks :			Test File						
A M			egory :				All RTI matt	ers								Sub Categ									
			Reference													Later Refe	rence :								
1 400 1 400		ead On					26/12/2019	05:53 PM																	
劔	1	Hist	ory																						
			ed/Detache	ed L	inked/l	Delinked	Referred	Part	Volum	e Dispa	tch Me	rged/Deme	rged	Parked/	Unparke	ed Close	d Movement								_
2			d History Comp. No											_		14.00	ged On †l						D- 14 40 41		
8		5r. NO.	Comp. No	- 14	File	NO.			Subje	α			Merged	ву		Wer	sea on 11	M	erged Remar	ĸ		Shravan	De-MergedOn 11	De-Merged Remar	
.©	1		3258		A-40	014/1/2019	-BO1-DFS-Vo	lume(2)	Exten	sion of servi	ce		Shravan	Kumar		26/1	2/2019 05:46 PM	M	erge			Kumar	PM	okay	
																								K 4 1 🕨	1
NIC													Conv	right @ ?	2020 des	igned and de	eveloped by NIC.								~
													copy	1.9.11 © 1	cono, des	Since and de	reloped by the								

Figure 261

- Note:
- Merged history should not be maintained if merged Files get demerged without any movement of File.
- Parking History of File will be displayed under **Parked/Unparked** tab of File History section.

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e(office eFile ver.6.0					📍	Shravan Kumar ASST1(BO1)-DFS
	(RECEIPT Create + Inbox Se	ent Advance Search	FILE Create Inbo	K Sent Advance Search	DISPATCH Sent Returned	Advance Search	>
IR R	Image: Movement Details I E 3257 A-40014/1/2019-B01-DFS Ex	Draft	Send Back Link Files Attach 🕶 Park	Close ▼ More ▼			<u>e</u> ^
F	File Details						
	File No. : Opening Date : Main Category : Previous Reference :	A-40014/1/2019-BO1-DF5 26/12/2019 05:42 PM All RTI matters		Subject : Remarks : Sub Category : Later Reference :	Extension of service. Test File		
0 00 U	Read On :	26/12/2019 05:53 PM					
∞	History Attached/Detached Linked/Delini	ked Referred Part Vol	ume Dispatch Merged/Demerged Pa	ked/Unparked Closed Movement			
₽X	Parked History						
	Parked By	Parked On †↓	Parking Remark	Unparked By	Unparked On 1	Unparked Remark	
\$ @	Shravan Kumar, ASST1(BO1)-DF5	26/12/2019 09:23 PM	Enter Remarks	Shravan Kumar , ASST1(BO1)-DFS	27/12/2019 10:33 AM	unpark	
	Shravan Kumar, ASST1(801)-DFS	26/12/2019 06:57 PM	Create a Green Note	Shravan Kurnar , ASST1(BO1)-DPS	26/12/2019 07:49 PM	Create a Green Note	KKEK

Figure 262

• Closing History of File will be displayed under **Closed** tab of File History section.

A DOSETAL	eFile ver.6.0										🚝 💮 en	• •	ASST1(BO1)-DF	r 5 -
	(RECEIPT Create , In	nbox Sent Ad	dvance Search		FILE	Create	Inbox	Sent Adv	ance Search	DISPATCH Sent Returned	Advance Search			⋗
	F Movement De	tails Draft 🔻	Edit S	end Send Back	Link Files	Attach 👻	Park	Close 🔻	More 🔫				E	•
	E 3257 A-40014/1/2019-BO1	-DFS Extension	of service.											
F	File Details													
P	File No. :	A-	-40014/1/2019-BO	1-DFS					Subject :	Extension of service.				
-	Opening Date :	26	5/12/2019 05:42 Pi	м					Remarks :	Test File				
€ M	Main Category :	AI	I RTI matters						Sub Category :					
_	Previous Reference :								Later Reference :					
D S C	Read On :	26	5/12/2019 05:53 P	м										
愈	D History													
×	Attached/Detached Link	ed/Delinked	Referred Part	t Volume Disp	atch Merg	ed/Demerged	Parked	l/Unparked	Closed Movement					_
Z	Closed History													-
	Action Action By					Action	On 🚺 🗛 Act	tion Remark	:		Approved By Appro	ved On †↓	Approved Remark	4
\$	Reopen Shravan Kumar, ASST	1(BO1)-DFS				26/12/2 05:54 P		open						
	Close Shravan Kumar, ASSI	1(BO1)-DFS				26/12/2		se						
						05:54 P	M							_
														<u> </u>
														~
NIC							Copyright ©	2020, design	ned and developed by NIC.					

Figure 263



Create Draft (DFA) in an Electronic File

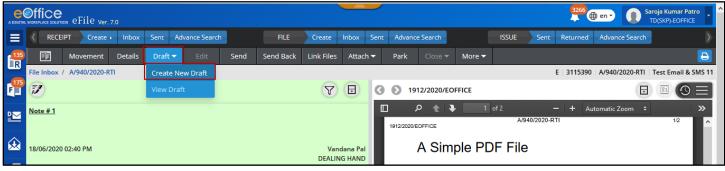
Draft for approval (DFA) can be created in a standalone Electronic File (Not Attached with any other File/Receipt) available in Inbox/Inbox folder/Created/Parking list. There can be three different nature of Draft that can be created.

- i. New Fresh Draft
- ii. Reply Draft
- iii. Reminder Daft

Create a New Fresh Draft

STEPS TO FOLLOW:

1. Click Create New Draft submenu of Draft menu from file inner page menu bar.





2. Select from pre-defined draft **template** or **Upload** a file (*PDF or Word Document Only upto 25 MB*) or **Type**or paste copied content in the text area to create draft content.

A DIGIT	COTTIC TAL WORKPLACE S	CLUTION (eFile _{ve}	r. 7.0							-	-						٣.		roja kumar Patro ID(SKP)-EOFFICE
	K R	eceipt	Create	:) Int	box Se	ent A	dvance Searc	h	FILE	Create	Inbox	Se	nt Advance	e Search		ISSUE	Sent	Returned	Advance Search)>
		N	lovement	Deta	ails C	Draft 🔻	Edit	Send	Send Back	Link Files	Atta	ch 🔻	Park	Close 🔻	More 🔻	-				
175			/940/2020-															E 3115390	A/940/2020-RTI	Test Email & SMS 11
F	Uploa		Remove		& DOC On	-			ito backed up: 20			- 64	Draft D							
₽₩	Templa			B x, x²	IL		≣ ≡ (0) - ₹	⊒ ≡ ⊚ ∷	English - F	iormats –	• •		Draft Nature New/Fresh	*	•	Receipt No. Choose Rece	ipt	• 0	Reply Type Choose One	•
^	Verdan			÷		leight -	Hash Tag		hoose One 👻				Forms Of Cor Choose One		s v	Prefix Choose One		•	Language * Bengali	•
æ													Main Catego Choose One	ry				o Category		
													Subject *					bose One		
≅ M																				<
말 D 슣 C												T	Total 1000 100	0 Character left						
																			+ Add	/ Edit Recipients
٢																				
Ø										0	WORDS	<u>×</u>								
										Attachn										
œ			_						_		~	4								
2	🗌 Enat	ole Mult	i Sign							Clear	Save									and developed by NIC

Figure 265



- 3. Add Hash Tag if required (If draft created using Text Editor or Template)
- 4. Add Attachment if any.
- 5. Check Enable Multi Sign checkbox. (If draft needs to be signed by multiple signing authority)
- 6. Fill basic metadata categorized under Draft Details.
- 7. Click Add/Edit Recipients (Optional at time of Draft Creation) action button.
- 8. Click Save to Save the draft and generate unique draft number.

Create a Reply Draft

Important Points:

- ✓ Receipt (of same or external instance) must be attached as a correspondence in file.
- ✓ Attached receipt in correspondence should not be in closed state.

STEPS TO FOLLOW:

- 1. Click Create New Draft submenu of Draft menu from file inner page menu bar. Figure 264
- 2. Select from pre-defined draft **template** or **Upload** a file (*PDF or Word Document Only upto 25 MB*) or **Type** or paste copied content in the text area to create draft content.
- 3. Add Hash Tag if required (If draft created using Text Editor or Template)
- 4. Add Attachment if any.
- 5. Check Enable Multi Sign checkbox. (If draft needs to be signed by multiple signing authority)
- 6. Fill basic metadata categorized under Draft Details.
- 7. Select Draft Nature as Reply(Available only when file has active receipts in correspondence)

A DIGITAL		EUTION C	File ver.	7.0							_						— (en y 🚺	TD(SKP)-EOFFICE	~ ^
	< RE	CEIPT	Create)	Inbox	Sent	Advance Search		FILE	Create	Inbox	Sen	t Advance	Search		ISSUE	Sent	Returned	Advance Search		⊳
(135 R	ĒF	M	ovement	Details	Draft 🔻	Edit	Send	Send Back	Link Files	Attach	•	Park	Close 🔻	More 🖣						
	File Inbo	x / A/	940/2020-R	п													E 3115390	A/940/2020-RTI	Test Email & S	MS 11
F	Upload	i 🕹 🛛	Remove 🗙	PDF & DO	C Only <= 25	мв	Last Aut	o backed up: 20	/06/2020 05	:39:24 AM		Draft De	etails							
	Templat		<u></u> <i>I</i> × = - Ω ×	$\begin{bmatrix} B & I \\ \vdots & x^2 \end{bmatrix} = \frac{I}{2}$	<u>U</u> <u>S</u>	= = = - ₩ 0 - ₹	∎ ⊛ %	English 🕶 F	ormats –	f		Draft Nature Reply Choose One	*	•	Receipt No Choose R Prefix		• 6	choose one		•
愈	Verdana	a -	13px		ne Height	 Hash Tag 	- Ch	oose One 👻				New/Fresh			Choose O	ne	•	Language * Bengali		•
	Rep	ly Drat	ft.							^		Reply hoose One					b Category oose One			-
×											S	ubject *								51
4 M																				
₽ ¢											То	otal 1000 1000) Character left							
@																		+ Ad	d/ Edit Recipier	nts

Figure 266



8. Select Receipt No. if there are multiple receipts in ToC.

A DIGETAL	WORKPLACE SOLUTION	eFile ver.7	.0												T	🕽 en 🗾 🚺	TD(SKP)-EOFFIC	
	< RECEIP	T Create •	Inbox	Sent A	dvance Search		FILE	Create	Inbox	Sent Advand	e Search		ISSUE	Sent	Returned	Advance Search		
135 R 175 F	F	Movement	Details	Draft 🔻	Edit	Send	Send Back	Link Files	Attach		Close 🔻	More 🔻	-					
	File Inbox /	A/940/2020-R1	1												E 3115390	A/940/2020-RTI	Test Email &	SMS 11
E	Upload 📤	Remove 🗙	PDF & DO	C Only <= 25 M	В	Last Auto	backed up: 20	/06/2020 05:	42:09 AM	Draft [etails							
₽₩	Template	- <u>Σ</u> × 🖻 — Ω ×	B <i>I</i>	U÷-S A → A →			-	ormats –		Draft Nature Reply	*	•	Receipt No. 1912/2020/	EOFFICE	•	Reply Type Choose One		•
	Verdana	- 13px		ne Height	Hash Tag	- Choo	se One 👻			Forms Of Co Choose One	mmunication	ns v	Choose Rece 1912/2020/		v	Language * Bengali		•
×	Reply D	raft.							^	Main Catego Establishme			×		Category ose One			-
×										Subject *								
										iest subjett								
반 D 중 C										Total 1000 988	Character left							
8																+ Ad	d/ Edit Recipie	ents
									~	Recipient De	etails - Public							
ð								2	WORDS _	Name	D	esignatio	n	Address		Min./Dept./Oth	ers Acti	ons
								Attachm	nent 🎚	Name: Auton Testing	ation A	SO		Automatio	on Testing	MINISTRY OF AGRICULTURE	×	8
	🗌 Enable M	ulti Sign					5	Clear	Save									Ì



Note:

- If only one receipt is available in ToC, it will be selected by default
- **Recipient details, Main Category, Sub Category** and **Subject** of selected receipt are auto fetched in respective metadata fields.
- Clicking **1** icon will display details of Receipt.
- 9. Select Reply Type (Optional) from Drop down list.
- **10.** Click **Add/Edit Recipient** (*Optional at the time of Draft Creation*) action button for adding more recipient.
- 11. Click Save to Save the draft and generate unique draft number.

Create a Reminder Draft

Important Points:

✓ Issue must be a present in correspondence of file.

STEPS TO FOLLOW:

- 1. Click Create New Draft submenu of Draft menu from file inner page menu bar. Figure 264
- 2. Select from pre-defined draft **template** or **Upload** a file (*PDF or Word Document Only upto 25 MB*) or **Type** or paste copied content in the text area to create draft content.
- 3. Add Hash Tag if required (If draft created using Text Editor or Template)

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- 4. Add Attachment if any.
- 5. Check Enable Multi Sign checkbox. (If draft needs to be signed by multiple signing authority)
- 6. Fill basic metadata categorized under Draft Details.
- 7. Select Draft Nature as Reminder(Available only when file has Issues in correspondence)

A DIGITAL	WORKPLACE SOLUTION	∞ eFile ver.	7.0						_					—		TD(SKP)-EOFFICE	-
	< RECEI	PT Create	• Inbox	Sent Adva	ince Search		FILE	Create	Inbox	Sent Advanc	e Search			Sent Returned	Advance Search		⋗
	ĒF	Movement	Details	Draft 🔻	Edit	Send	Send Back	Link Files	Attach	▼ Park		More 🔻	-				
	File Inbox /	A-12/1122/20	20-QA-01										E	3115376 A-12	/1122/2020-QA-01	Automation Tes	ting
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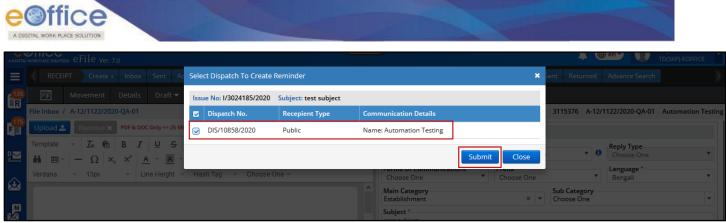
Figure 268

8. Select **Issue No.** if there are multiple Issues in ToC. (*Reminder popup will open displaying list of all dispatches done on selected Issue*)

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Figure 269

- 9. Click Olicon to view list of dispatches against selected Issue.
- 10. Select Dispatch No. from popup to create remainder and click Submit.





• **Recipient details, Main Category, Sub Category** and **Subject** of selected receipt are auto fetched in respective metadata fields.

11. Click Save to Save the draft and generate unique draft number.

- After saving Draft, a draft number will be generated for the draft and its state will be displayed as DFA with draft version as 1.
- Download Icon will be displayed if DFA is created by uploading Word document.
- Saved (Created) DFA will be in non-editable mode.
- Draft content (either typed or copied and pasted from word document in editor, Draft Details and Recipient Details get Auto Backed up if not saved by user. (In this case, Draft no. should not be generated)
- If Text editor is blank it will not be auto backed up or saved.
- Last Auto Backed up date and time (dd/mm/yyyy hh:mm AM/PM) will be updated in Draft Action Header after getting Auto Backed up.
- Clicking on Create new draft in a file having Auto Backed up Draft should open Auto Backed up content, which should be further edited or cleared using Clear action button.
- Created DFA can be viewed in Draft List (along with details as Draft No., Subject, Last Updated On, Status, Approved By and version details etc.) on right panel of File inner page.
- Edit and Approve Action button will be displayed for the saved draft.
- Legend will be provided in File Inner page/Inbox list page to indicate created draft.



View Draft List

Important Points:

- ✓ Electronic File containing the drafts must be in Created/Inbox/Inbox Folders/ Parked/Closed list.
- ✓ Electronic File must have drafts in DFA/Approved/Sign Pending/Signed State.

STEPS TO FOLLOW:

1. Click **View Draft** submenu of Draft menu from file inner page menu bar or **Draft List** Dropdown menu on Right panel of File Inner Page to view List of all created Drafts.

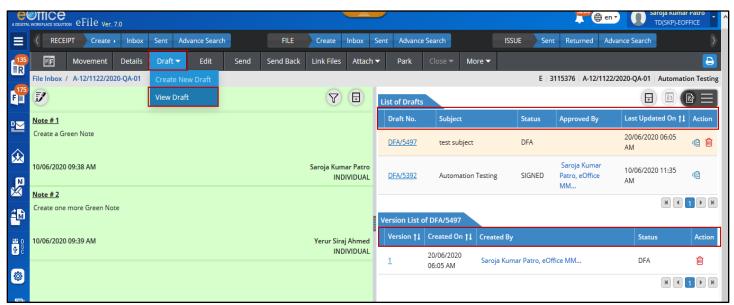


Figure 271

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Figure 272



- User will be able to see list of DFA/DRAFT created by the users in a File in Draft list (user should be able to by default open draft list tab in right panel of file inner page using User Preferences Settings)
- User will be able to View Draft details (Draft No., Subject, Last Updated On and Approved By) and version details (Version, Created On, Created By, Status).
- User will be able to click open a draft, to view the Draft.
- User will be able to identify Draft with enabled Multi Sign (Demarcated using Icon).
- User will be able to view Signature Details (Signed By, Signed On, Signed Using (DSC/eSign)) by clicking on Signed Status.
- User will be able to take following action Show Version and Delete.

Show Version

Clicking on Show Version Icon should display all version of respective draft.

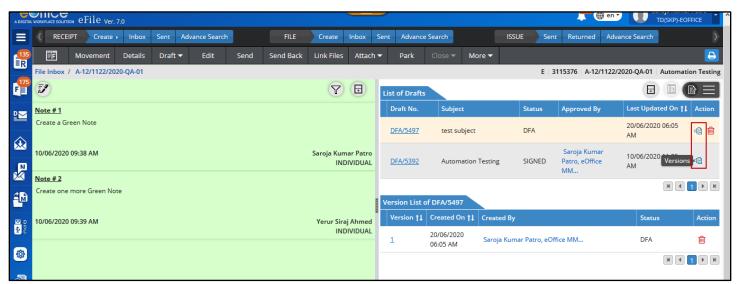


Figure 273



Only Draft in DFA State can be deleted.

From Draft List

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Figure 274

- File without further movement (Single Version): Clicking Delete Icon in draft list should remove the Draft and its version.
- File with further movement (Single Version): Clicking Delete Icon in draft list should change the Draft and its Version Status to 'DELETED' and Draft No. and Version Link should become Inactive
- File without further movement (Multiple Version): Clicking Delete Icon in draft list should remove the latest created version (if any) and change the Draft and its other Versions Status to 'DELETED' and Draft No. and Version Link should become Inactive
- File with further movement (Multiple Version): Clicking Delete Icon in draft list should change the Draft and its Version Status to 'DELETED' and Draft No. and Version Link should become Inactive

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- File without further movement (Single Version): Clicking on Delete icon in version list of draft should remove version and draft associated with it.
- File without further movement (Multiple Version): Clicking on Delete icon in version list, should remove latest version (created by self) of draft.

Edit Draft (DFA)

This feature is required to edit draft (DFA) content, details and Add/Edit Recipient details.

Important Points:

- ✓ Created drafts must be available in the Draft List of the electronic file.
- ✓ Electronic File containing the saved draft (to be edited) must be in Created/Inbox/Inbox Folders/ Parked list.
- ✓ Draft to be edited must be in DFA state (with unique draft number).
- \checkmark Draft to be edited must not be in Approved state.
- ✓ Draft to be edited must not be created by users of external eFile instances

STEPS TO FOLLOW:

- 1. Click **View Draft** submenu of Draft menu from file inner page menu bar or **Draft List** Dropdown menu on Right panel of File Inner Page to view List of all created Drafts. Refer <u>View Draft</u>.
- 2. Open unapproved draft from Draft List by clicking on Draft No.
- 3. Click Edit Button.

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Figure 276

Scenario 1: In Case of DFA created using DFA Editor or Template

4. Saved content of the draft should be displayed in editable form



5. Edit content (option to type content, paste copied content and choose template will be available) as required.

Scenario 2 : In Case of DFA created using uploading Word Document

- 4. Download uploaded Word document by clicking **Download Icon** for further editing.
- 5. Click Upload button to select and upload updated/edited word document or a new document from local drive.

Scenario3 : In Case of DFA created using uploading PDF/Word Document

- 4. Remove uploaded draft by clicking Remove Icon
- 5. Enter content (option to type content, paste copied content and choose template will be available) as required.
- 6. Edit metadata (*If required*)
- 7. Add or remove attachment (If required)
- 8. Check/Uncheck Enable Multi Sign checkbox. (If required)
- 9. Click Add/Edit Recipients (Optional) action button.
- 10. Click Update to save the edited content of Draft.

- User will be able to edit and save draft metadata (excluding Draft nature, Receipt/Issue Number, Reply Type).
- Draft content, Draft Details and Recipient Details get Auto Saved if not saved by user.
- Text editor cannot be kept blank while editing an already saved draft.
- User will be able to remove or add attachment from Attachment list.
- New version of draft will be created subject to movement of File.
- User should be able view/edit any version of Draft until it is approved.



Add Recipient in Draft

This Feature allow user to **Add** Public, Intra eOffice and Inter eOffice Recipient in recipient detail list of draft/dispatch. Also user can **Edit** details of Public recipient and **Remove** recipients at any point of before final dispatch.

There are three type of Recipient that can be added in Draft/Dispatch.

- i. Public: Public Users not having an eOffice Account
- ii. Intra eOffice: Users of other departments available in same eOffice Instance
- iii. Inter eOffice: Users of other departments available in other eOffice Instance

Important Points:

- ✓ Intra eOffice and Inter eOffice instance recipient can be added only for electronic Draft/Dispatch.
- ✓ Duplicity of Recipient will not be allowed.

STEPS TO FOLLOW:

1. Click Add/Edit Recipient in Draft/Dispatch Page to view Add/Edit Recipient popup window with Public→User (New) preselected.

Note:

- If recipient details are already listed in Draft/Dispatch it should be displayed in right –panel of Add recipient popup with option to edit/delete
- 2. Fill all available details of recipient (including mandatory fields) and click ADD.

Note:

- User details form gets reset to default value. Recipient Detail will be listed in right panel with option to edit/delete.)
- 3. Click **Close** button in right panel to close the Popup.

- To Add Recipient for Public, Intra eOffice and Inter eOffice, refer following link
 - Public Recipient
 - o <u>Intra eOffice Recipient</u>
 - o <u>Inter eOffice Recipient</u>



Approve Draft (DFA)

Approval of Draft in File will be same as approval of draft in receipt. Refer Approve Draft in Receipt.

Signing a Draft

Signing of Draft in File will be same as Signing an approved draft in receipt. Refer Signing a Draft in Receipt.

Dispatch from File

This feature allows User to **Dispatch Signed Draft** (Issue) letters through **Self** or **CRU** (Central Registering Unit) against an electronic receipt –

Electronic File

Dispatch from Electronic File will be same as Dispatch from Electronic Receipt (Refer Page No.78).

Physical File

STEPS TO FOLLOW:

- 1. Click opens a Physical File from Created/Inbox/Inbox Folder list of File.
- 2. Refer Dispatch from Physical Receipt from **Step 2** Onwards.



Send Files

This feature allows user to forward Files to other users from Inbox/Inbox Folder/Created List.

Important Points:

- ✓ File should be available in file inbox/inbox folder /created list.
- ✓ Physical files in Inbox should be in received state.

STEPS TO FOLLOW:

- 1. Select files or Click open a file from Inbox/Inbox Folder or Created list.
- 2. Click Send menu

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Figure 277

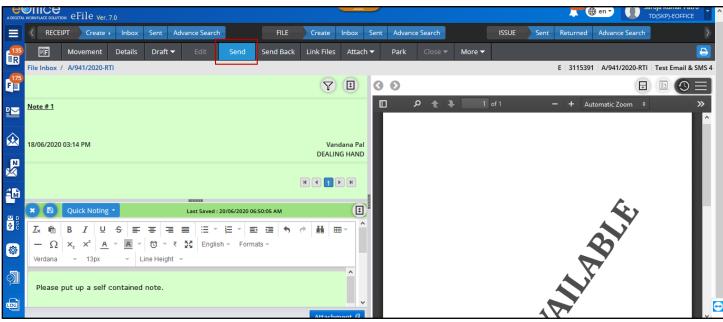


Figure 278

3. Select user in **To** field (Select the user from segregated employee List using any of "All", "Recent 5", "In Channel", "Sub-ordinates", "Send Back" and "Reporting Officer").

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2						🙎 eSign & Send 🝷	DSC Sign &	Send Send

Figure 279

Olt:

- All: List will display all the active users in the department.
- **Recent5:** List will display last five distinct users to whom file was sent respectively.
- In channel: List will display the list of users who were in channel of previous movement.
- **Sub-ordinates**: List will display the sub-ordinates placed below the logged in employee in the post (individual) hierarchy.
- **Send Back**: Previous sender of file will be displayed.
- **Reporting Officer**: List will display the reporting officer placed above the logged in employee in the post (individual) hierarchy.

Or

4. Select user in **To** field from the **Organization hierarchy** list in case for single instance multiple departments.

Or

- 5. Select user from External→Department name, in case user has to send the file to any external eFile instance
- 6. Select **Due Date**(*If Required*)
- 7. Select Action(If Required)
- 8. Select **Priority**(*If Required*)
- 9. Select Initiate Action and Initiation Type (Configurable & role based)
- 10. Enter Remarks (Mandatory for Initiate Action)
- 11. Select Notify Through (SMS/Mail) using checkbox to notify receiver. (If required)



- **12.** Select **Intimate Through** (SMS/Mail) using checkbox to intimate users in previous movements. (*If required*).
- 13. Click Send to forward file.

- Sender Name and Post details shall be appended in Green Note of File automatically after movement.
- Entry of File Sending shall be updated in File Sent list of User and Movement details of File.

Send file with eSign

This feature allows user to digitally sign green note using eSign (Aadhaar based using OTP or Fingerprint).

Important Points:

- ✓ File should be available in file inbox/inbox folder /created list.
- ✓ Physical files in Inbox should be in received state.
- ✓ eSign Web service should be up and running.
- ✓ Web service URL should available in eFile application configuration table.
- ✓ User should have Aadhaar authenticated mobile number (For OTP based eSign) listed in the EMD.
- ✓ User should have Biometric Device (For Fingerprint/IRIS based eSign) connected to system.
- ✓ License Agreement (Consent of Authentication) should be made between the Department and eSign Service provider to avail the eSign service.

STEPS TO FOLLOW:

Follow Steps 1 to 12 as in sending a file, then click eSign and Send.

OTP based 'eSign & Send'

- 1. Click eSign and Send and choose option 'with OTP'.
- **2.** Read and agree to the '**Consent for Authentication form**' to proceed and then you will be redirected to the eSign service portal.
- 3. Enter your Aadhaar Number/Virtual ID and Click 'Get OTP'.
- 4. Enter the OTP received on the registered (with AADHAR) mobile number.
- 5. Click 'Submit' to eSign and Send.



Fingerprint based 'eSign & Send'

- 1. Click eSign and Send and choose option with 'Fingerprint'.
- **2.** Read and agree to the '**Consent for Authentication form**' to proceed and then you will be redirected to the eSign service portal.
- 3. Enter your Aadhaar Number/Virtual ID and Click 'Discover Biometric Device'.
- 4. Select the Fingerprint scanner from the discovered connected device(s).
- 5. Click 'Capture' to capture the fingerprint.
- 6. Click 'Submit' after successfully capturing the fingerprint to eSign and Send.

Note:

- Sender Name and Post details shall be appended in Green Note of File automatically after movement.
- Entry of File Sending shall be updated in File Sent list of User and Movement details of File.
- User will be able to see the Electronic signatures embossed on the note sheet.
- By clicking on Signature user will be able to view complete details of Signer.

Send file with DSC (Digital Signing Certificate)

This feature allows user to digitally sign green note using DSC Token.

Important Points:

- ✓ File should be available in file inbox/inbox folder /created list.
- ✓ Physical files in Inbox must be in received state.
- ✓ JRE Version 1.8 or above appropriate as per OS must be installed in the client machine.
- ✓ DSC Signer Service must be installed in the client machine.
- ✓ User must have valid DSC certificates installed in the computer.
- ✓ User must be registered with DSC and DSC should be plugged in the client system.
- ✓ Compatible DSC installer should be present in computer.

STEPS TO FOLLOW:

Follow Steps 1 to 12 as in sending a file, then click eSign and Send.

- 1. Click DSC Sign & Send.
- **2.** Enter the PIN for DSC.

- Sender Name and Post details shall be appended in Green Note of File automatically after movement.
- Entry of File Sending shall be updated in File Sent list of User and Movement details of File.
- User will be able to see the Electronic signatures embossed on the note sheet.
- By clicking on Signature user will be able to view complete details of Signer.



Sending File to External eOffice Instance

This feature allows user to forward Files to user in external eOffice Instance.

Important Points:

- ✓ File should be available in file inbox/inbox folder /created list.
- ✓ Physical files in Inbox must be in received state.
- ✓ External Instance must be registered with users eOffice Instance.
- ✓ Role_Instance_Sender must be assigned to User sending file to external Instance.
- ✓ Role_Instance_Receiver must be assigned to user of external eOffice Instance to whom file is to be sent.
- ✓ External eOffice Instance should be active at time of Inter Instance file movement.
- ✓ The eFile(s) to be exchanged must not have-
 - Yellow Noting
 - KMS References.
 - File(s)/Receipt(s) as attachments.
 - Linked Files

STEPS TO FOLLOW:

- 1. Select file(s) or Click a file number in Inbox/Inbox Folder/Created list.
- 2. Click Send menu.
- 3. Select External Radio Button on File Send Page.

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₽ ₽	Department *						
	To * AMRITA ARORA-ACCTtt-Accounts-MHA Notify Through : Email SMS			Computer Number (Nature)	File No.	Subject	Note Type
≅ M∂	For mormation	•		2213 (E)	LR-11011/1/2020-BO1-DFS	Land record matter	YELLOW
D D Sc	Priority v Immediate v						
	Remarks Forwarding.						
₽ <u>₹</u>							
	Total 1000 989 Character left						
			Intima	te To			
			S. No.	Employee Name	Marking	Abbreviation	Email SMS
			1	Shravan Kumar	DEA-Sten	no(BN)	
NIC						DSC Sign & Send	eSign & Send Send

Figure 280



- 4. Select Department name (From Registered External eOffice Instance) using Combo-box.
- 5. Select user in **To** field (Employee List having Role_Instance_Receiver should be available)
- 6. Select Action
- 7. Select Priority
- 8. Enter Remarks
- 9. Click eSign and Send/ DSC Sign and Send/Send.

- Sender Name, Post and Department details shall be appended in Green Note of File automatically after movement.
- Entry of File Sending shall be updated in File Sent list of User and Movement details of File.
- Local References, Issues & Correspondences lying in a file will be exchanged.
- Internal file movements detail will not be exchanged; however, the last movement (i.e. from sender eOffice Instance to receiver eOffice Instance) of the file will be exchanged & will be visible in the Movements of the eFile(s) being exchanged.
- Main file, Part File(s)/Volume File(s) can be exchanged during the Inter Instance File Exchange.
- User will not be able to "Merge" physical files with an external physical file.
- No actions will be allowed on the attached records i.e. Correspondences, Issues and Local References in the eFile(s) of the sender department by the recipient department.
- External Physical file will not be allowed to "Convert" into electronic file.
- User should not able to "Edit" external file.
- User should not able to "Close" external file.
- Separate Computer No. for the sent file should be assigned in external eOffice Instance.
- Creation of Part/Volume of the external files will not be allowed.
- File(s) cannot be pulled back once sent to external eOffice. (Alert message will be displayed before sending of file)
- File(s) with DFA will be allowed for exchange with following conditions:
 - Latest version of the draft should be exchanged with the receiver eOffice Instance.
 - Receiver eOffice Instance can Approve the submitted DFA received from external eOffice Instance.
 - Receiver eOffice Instance will not be allowed to perform the signing of the submitted approved draft received from external eOffice Instance.
 - Receiver eOffice Instance will not be allowed to perform the final dispatch of the DFA submitted by another eOffice Instance. Approved DFA has to be send back to the sender eOffice Instance for final dispatch.
 - Draft content will be available for viewing/editing.
 - Draft metadata will be available only for viewing.
 - Draft attachments will be available only for viewing.



File Sent List

The **Sent** box displays the list of Files (**Electronic** and **Physical**) sent/forwarded by the user to other users in the system. It keeps a record of all the files sent so far and other details such as the date and time on which it was forwarded, the person to whom it was forwarded along with remarks etc. if any. May please refer below for more details –

To view list of receipts sent, Click 'Sent' sub module under File module.

		Ce E SOLUTION eFile	Ver. 7.0				3266	en•	Saroja Kumar Patro TD(SKP)-EOFFICE
	≪	RECEIPT Crea	ate → Inbox Sent Adva	nce Search FILE Create Inbox	Sent Advance Search	ISS	UE Sent Returned	Advance Search	• >
(135 R	Crea	ate Part Pull B	ack		7	earch Here	 Show Shared 	Sent Choose	One 🔻
175		Comp. No. †↓	File No.	Subject	Sent To	Sent On ↑↓	Currently With	Due On †↓	Actions
E	0	E 3115438	A/952/2020-QA-01	Test	Yerur Siraj Ahmed, eOffice MMP	20/06/2020 06:24 AM	Yerur Siraj Ahmed, eOffice MMP		- ₽ ©
		E 3115481	A-12/1128/2020-QA-01	Test	Jaskiran, n1d2	20/06/2020 12:04 AM	Jaskiran, n1d2		
쉆	<u> </u>	E 3115481	A-12/1128/2020-QA-01	Test	Jaskiran, n1d2	19/06/2020 11:25 PM	Jaskiran, n1d2		
E N		E 3115408	B/23/2020-QA-01	Draft	Yerur Siraj Ahmed, eOffice MMP	19/06/2020 11:19 PM	Yerur Siraj Ahmed, eOffice MMP		+ <u>}</u> ∣©
₽ M	<u> </u>	E 3104365	10(2)/2020-RTI	Request for information Under RTI Act, 2005 by Ms	Yerur Siraj Ahmed, eOffice MMP	19/06/2020 11:18 PM	Yerur Siraj Ahmed, eOffice MMP		+ <u>}</u> ∣©
리 SC		E 3115462	A/958/2020-QA-01	ddss	Yerur Siraj Ahmed, eOffice MMP	19/06/2020 11:17 PM	Yerur Siraj Ahmed, eOffice MMP		₽ ©
۲		E 3115479	A/965/2020-QA-01	Test Ext1	Yerur Siraj Ahmed, eOffice MMP	19/06/2020 11:16 PM	Yerur Siraj Ahmed, eOffice MMP		- ₽ @

Figure 281

Description:

• The **Sent** list of File displays information such as, Nature of File (E/P), Computer No., File Number, Subject, Sent To, Sent On, Currently With, Due On and Actions.

e (Dff	ice LACE SOLUTION eFil	.e ver. 7.0				3266	en•	Saroja Kumar Patro TD(SKP)-EOFFICE
	≪[RECEIPT	Create + Inbox Sent A	Advance Search FILE Create Inbox	Sent Advance Search		UE Sent Returned	Advance Search	
(135 R	Cr	eate Part Pu	ll Back			Search Here	 Show Shared 	Sent Choose	One
175		Comp. No.	†↓ File No.	Subject	Sent To	Sent On †↓	Currently With	Due On †↓	Actions
	0	E 3115438	A/952/2020-QA-01	Test	Yerur Siraj Ahmed, eOffice MMP	20/06/2020 06:24 AM	Yerur Siraj Ahmed, eOffice MMP		4 ⊡ ©
		E 3115481	A-12/1128/2020-QA-01	Test	Jaskiran, n1d2	20/06/2020 12:04 AM	Jaskiran, n1d2		
	0	E 3115481	A-12/1128/2020-QA-01	Test	Jaskiran, n1d2	19/06/2020 11:25 PM	Jaskiran, n1d2		
Z	0	E 3115408	B/23/2020-QA-01	Draft	Yerur Siraj Ahmed, eOffice MMP	19/06/2020 11:19 PM	Yerur Siraj Ahmed, eOffice MMP		€] ©
M	0	E 3104365	10(2)/2020-RTI	Request for information Under RTI Act, 2005 by Ms	Yerur Siraj Ahmed, eOffice MMP	19/06/2020 11:18 PM	Yerur Siraj Ahmed, eOffice MMP		+ <u></u>] @
S S C		E 3115462	A/958/2020-QA-01	ddss	Yerur Siraj Ahmed, eOffice MMP	19/06/2020 11:17 PM	Yerur Siraj Ahmed, eOffice MMP		€] (©
\$	0	E 3115479	A/965/2020-QA-01	Test Ext1	Yerur Siraj Ahmed, eOffice MMP	19/06/2020 11:16 PM	Yerur Siraj Ahmed, eOffice MMP		+ <u>F</u>] @



• The list of File can be sorted based on **Computer No.**, **Sent On** and **Created On** by clicking on column heads.



• The list of File can be **filtered** on the basis of **Nature**, **Subject Category**, **Sent Date** and **Due Date** range by clicking Filter Icon in menu bar.

	Offi WORKPLA	C C EE SOLUTION eFile \	/er. 7.0									3266	en•	Saroja Kumar Pa TD(SKP)-EOFFIC	
	$\langle $	RECEIPT Crea	te → Inbox Sent Ac	dvance Sear	ch	FILE	Create	Inbox	Sent Advance Search			UE Sent Returned	Advance Searc	h	⊳
135 R	Crea	ate Part Pull Ba	ack						2	7 R	lter h Here	- Show Shared	Sent Choose	• One	•
		Comp. No. †↓	File No.	Subje	Nature						Sent On †↓	Currently With	Due On †↓	Actions	^
F		E 3115438	A/952/2020-QA-01	Test	O Both		Physical			ce	20/06/2020 06:24 AM	Yerur Siraj Ahmed, eOffice MMP		• []	G.
		E 3115481	A-12/1128/2020-QA-01	Test	Subject Cate		Public Re	lations	 Finance, Budget, Cash and Accounts 		20/06/2020 12:04 AM	Jaskiran, n1d2			
∞		E 3115481	A-12/1128/2020-QA-01	Test	Parliament Date						19/06/2020 11:25 PM	Jaskiran, n1d2			
₽ X		E 3115408	B/23/2020-QA-01	Draft	Sent Date From dd/mm/yyyy	m		Sent Dat dd/mm/		ce	19/06/2020 11:19 PM	Yerur Siraj Ahmed, eOffice MMP		• F 1	G.
1		E 3104365	10(2)/2020-RTI	Reque	Due Date From dd/mm/yyyy	n		Due Date dd/mm/		ce	19/06/2020 11:18 PM	Yerur Siraj Ahmed, eOffice MMP		• F	G.
D SC		E 3115462	A/958/2020-QA-01	ddss					OK Clear	ce	19/06/2020 11:17 PM	Yerur Siraj Ahmed, eOffice MMP		• F	G.
\$	0	E 3115479	A/965/2020-QA-01	Test E	œ1				Yerur Siraj Ahmed, eC MMP	ffice	19/06/2020 11:16 PM	Yerur Siraj Ahmed, eOffice MMP		+ ₽	G.

Figure 283

• The Files can be searched using Module Search on the basis of **Computer No.**, **File No.**, **Subject**, **Sent To** and **Currently With** by entering at least 3 characters.

		ice ACE SOLUTION eFile	Ver. 7.0									³²⁶⁶) en 🗸 🚺	Saroja Kumar TD(SKP)-EOF	
	<[RECEIPT	ate + Inbox Sent Ad	vance Search	FILE	Create	Inbox Se	nt Advance Search		ISSUE	Sent	Returned	Advance Searc	h)>
(135 R	Cre	eate Part Pull B	ack					Y	Search H	ere	-	Show Shared	d Sent Choose	e One	•
		Comp. No. †↓	File No.	Subject				Sent To		Computer		h	Due On † ↓	Actions	^
E	0	E 3115438	A/952/2020-QA-01	Test				Yerur Siraj Ahmed, eOffice MMP	20/	File Numbe Subject	er	nmed, eOffice		•	2 G
		E 3115481	A-12/1128/2020-QA-01	Test				Jaskiran, n1d2		Sent To	With				
쉆		E 3115481	A-12/1128/2020-QA-01	Test				Jaskiran, n1d2	19/06 11:25	/2020 PM Jasł	kiran, n1d	2			
Z		E 3115408	B/23/2020-QA-01	Draft				Yerur Siraj Ahmed, eOffice MMP	19/06 11:19		rur Siraj A 1P	hmed, eOffice		•	9 Q



• The list of already sent files of **other users** if shared with you (in case of employee's handover due to transfer/superannuation/promotion) can be viewed through **Show shared Sent**.

	Offic WORKPLACE		'er. 7.0									3266	en •	Saroja Kum TD(SKP)-E		-
	< - R	RECEIPT Crea	te i Inbox Sent Adva	nce Search	FILE	Create	Inbox S	ent Advance Search		ISSU	JE Sent	Returned	Advance Sear	h		>
(135 R	Creat	te Part Pull Ba	ack					7	Search	Here	-	Show Shared	Sent Choos	e One		-
-175		Comp. No. †↓	File No.	Subject				Sent To			uter Number	h	Due On †↓	Actions	ľ.	^
F	🗆 E	3115438	A/952/2020-QA-01	Test				Yerur Siraj Ahmed, eOffice MMP	20/	File No Subject		nmed, eOffice			£ @	
	🗆 E	3115481	A-12/1128/2020-QA-01	Test				Jaskiran, n1d2	20) 12:							
∞	🗆 E	3115481	A-12/1128/2020-QA-01	Test				Jaskiran, n1d2		06/2020 25 PM	Jaskiran, n1d	2				
R	E	3115408	B/23/2020-QA-01	Draft				Yerur Siraj Ahmed, eOffice MMP		06/2020 19 PM	Yerur Siraj A MMP	hmed, eOffice			₽ @	





- The following actions that can be performed on the list of Sent Files
 - Create Part
 - Pull Back
 - Initiate Action

A DIGITA		i ce MCE SOLUTION eFile	Ver. 7.0				3266	en •	Saroja Kumar Patro TD(SKP)-EOFFICE
	<	RECEIPT	ate → Inbox Sent Adva	ince Search FILE Create Inbox	Sent Advance Search	ISS	UE Sent Returned	Advance Search	• >
135 R	Cre	ate Part Pull E	3ack			earch Here	 Show Shared 	Sent Choose	One 🔻
		Comp. No. †↓	File No.	Subject	Sent To	Sent On †↓	Currently With	Due On †↓	Actions
E 175		E 3115438	A/952/2020-QA-01	Test	Yerur Siraj Ahmed, eOffice MMP	20/06/2020 06:24 AM	Yerur Siraj Ahmed, eOffice MMP		+B Q
		E 3115481	A-12/1128/2020-QA-01	Test	Jaskiran, n1d2	20/06/2020 12:04 AM	Jaskiran, n1d2		
쉆		E 3115481	A-12/1128/2020-QA-01	Test	Jaskiran, n1d2	19/06/2020 11:25 PM	Jaskiran, n1d2		
Z		E 3115408	B/23/2020-QA-01	Draft	Yerur Siraj Ahmed, eOffice MMP	19/06/2020 11:19 PM	Yerur Siraj Ahmed, eOffice MMP		€] ©
₽ M		E 3104365	10(2)/2020-RTI	Request for information Under RTI Act, 2005 by Ms	Yerur Siraj Ahmed, eOffice MMP	19/06/2020 11:18 PM	Yerur Siraj Ahmed, eOffice MMP		€] ©
er o Sc		E 3115462	A/958/2020-QA-01	ddss	Yerur Siraj Ahmed, eOffice MMP	19/06/2020 11:17 PM	Yerur Siraj Ahmed, eOffice MMP		+ <u>]</u> @
۲	0	E 3115479	A/965/2020-QA-01	Test Ext1	Yerur Siraj Ahmed, eOffice MMP	19/06/2020 11:16 PM	Yerur Siraj Ahmed, eOffice MMP		₽ G

Figure 286

• Further, more details on a File can be viewed on File Inner Page by clicking on the File No.



File Pull Back

This feature allows user to '**Pull Back**' forwarded file from the user to whom it was marked. This may be required in case-scenarios where user forwards the file to an unintended person mistakenly, or the person is un-available so the subject matter (file) may be pulled back and re-assigned to someone else. This can only be done until the recipient has received or opened the receipt. This section describes the steps to pull back a receipt.

Important Points:

- ✓ Entry of File must be available in sent list with Pull Back link.
- ✓ File to be pulled back must not be in received (for physical File) or read (electronic File) condition in inbox of recipient.
- ✓ File to be pulled back must not be attached with other File/Receipt in Recipient eFile account.
- ✓ Pull Back link/icon must be available for only those file which are eligible for Pull Back.

STEPS TO FOLLOW:

<u>From File Sent List</u>

1. Click **Pull Back** icon with respect to file to be pulled or Select Files with Pull back Icon and click **Pull Back Menu** in File Sent list.

ADISTRU WORKPLACE SCUTTERN @File Ver. 7.0										
		RE	CEIPT Crea	te i Inbox Sent /	Advance Search FILE Create Inbox	Sent Advance Search	ISS	UE Sent Returned	Advance Search	• >
(135 R	C	reate	Part Pull Ba	ick		Y	earch Here	 Show Shared 	Sent Choose	One 🔻
.175			Comp. No. †↓	File No.	Subject	Sent To	Sent On †↓	Currently With	Due On †↓	Actions
F	V	E	3115438	A/952/2020-QA-01	Test	Yerur Siraj Ahmed, eOffice MMP	20/06/2020 06:24 AM	Yerur Siraj Ahmed, eOffice MMP		₽
	0	E	3115481	A-12/1128/2020-QA-01	Test	Jaskiran, n1d2	20/06/2020 12:04 AM	Jaskiran, n1d2		
쉆	0	E	3115481	A-12/1128/2020-QA-01	Test	Jaskiran, n1d2	19/06/2020 11:25 PM	Jaskiran, n1d2		
× ₹	0	E	3115408	B/23/2020-QA-01	Draft	Yerur Siraj Ahmed, eOffice MMP	19/06/2020 11:19 PM	Yerur Siraj Ahmed, eOffice MMP		- ₽ ©
ÊM	0	E	3104365	10(2)/2020-RTI	Request for information Under RTI Act, 2005 by Ms	Yerur Siraj Ahmed, eOffice MMP	19/06/2020 11:18 PM	Yerur Siraj Ahmed, eOffice MMP		+ <u>-</u>] Q
E D S C		E	3115462	A/958/2020-QA-01	ddss	Yerur Siraj Ahmed, eOffice MMP	19/06/2020 11:17 PM	Yerur Siraj Ahmed, eOffice MMP		- ₽ ©
۲	0	E	3115479	A/965/2020-QA-01	Test Ext1	Yerur Siraj Ahmed, eOffice MMP	19/06/2020 11:16 PM	Yerur Siraj Ahmed, eOffice MMP		+ <u>}</u> ∣@

Figure 287

2. Enter **Pull Back remarks** and click **OK** in the Pull Back Confirmation pop up to pull back the selected File.

		ffice									
A DIGITAI	WORKPLAC	CE SOLUTION eFile	Ver. 7.0					↓ ●		TD(SKP)-EOFFICE	
≡					Reason For Pull-Back	×	ISS				
(135 R					Remarks * For Correction.]	Here	 Show Shared S 	Sent Choose	One	v
							:On †↓				Â
175 F		E 3115438	A/952/2020-QA-01	Test	Total 1000 985 Character left		6/2020 4 AM	Yerur Siraj Ahmed, eOffice MMP		↓] €	C.K
		E 3115481	A-12/1128/2020-QA-01	Test		OK Cancel	6/2020 4 AM	Jaskiran, n1d2			
愈		E 3115481	A-12/1128/2020-OA-01	Test	laskiran	n1d2 19/0	6/2020	laskiran n1d2			

Figure 288

From Advance Search Output List

1. Click **Pull Back action menu/link** available in searched output record of Advance Search.

A DIGITAL	VIORKPI	ICE Ace solution eFile ver. 7.0								↓ (en •)	TD(SKP)-EOFFICE
	$\langle \langle $	RECEIPT Create Inbo	x	Sent Advanc	e Search	FILE Create	Inbox Sent Advan	ce Search	ISSUE Sent F	Returned Advance Sea	rch 📎
(135 R	Fil	e Receipt Issue								P : Global	E : Global 🔷 ^
175 F		Comp. No.		File No		Subject		Origin Internal		de Closed	
							Search File				
	Sen	d Reopen Receive Pull	Up	Pull Back U	npark					972 Re	cords T • 🖨
		Actions		Comp. No. †↓	File No.	Subject	Location	Section	Sent On † ↓	Forwarding Remark	Currently With
₹		Details	E	3115476	A-12011/7/2020-QA-01	File for external Instance	File/Sent	-	19/06/2020 08:27 PM	pls see and comment	Sent to: n1d2
Å M		Pull Up Details	Ρ	3115420	M/110/2020-QA-01	p file 3	File/Inbox	RTI DIVISION	19/06/2020 12:22 PM		Vandana Pal,RTI DIVISION
11 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0	Pull Back Details	E	3115187	A-11011/3967/2020- QA-01	Automation Testing	File/Inbox	CHANDIGARH (U.T. UNIT)	19/06/2020 02:25 PM		Arjun Kumar Balla,CHANDIGARH (U.T. UNIT)
\$	ď	Pull Back Details	E	3115003	A-11011/3944/2020- QA-01	Enter Description 223	File/Inbox	eOffice MMP Division	18/06/2020 07:58 PM		Kapil Kumar Sharma,eOffice MMP Division
	0	Send Details	E	3114815	<u>A-12/890/2020-QA-01</u>	Automation Testing	File/Created	eOffice MMP Division			Saroja Kumar Patro,eOffice MMP Division

Figure 289

2. Enter **Pull Back remarks** and click **OK** in the Pull Back Confirmation pop up to pull back the selected File.

						TD(SKP)-EOFFICE					
			Reason For Pull-B	ack	×						
135 R	File Receipt Issue	2	Remarks * For Correction.				P : Global E : Global 🔷				
- 175 F	Comp. No.	File No.	Total 1000 985 Chara	cter left	.11)	•	nclude Closed				
	Send Reopen Receive	e Pull Up Pull Back Unpark			K Cancel			ords T			
							K 1 2 3 4				
	Actions										





- Files forwarded from Inbox/Created should be placed in respective folder once Pulled Back.
- Files forwarded from Inbox Folder should be placed in Inbox Folder (*if available*) else in Inbox (*If inbox folder is deleted*) once pulled back
- File should be removed from the inbox of user from whom it was pulled back.
- Record of pulled back receipt should be removed from sent list.
- Pull back remarks should be maintained in the movement history of the pulled back File.

Create Part File

This feature allows user to create Part File of Main file whenever required.

Important Points:

- ✓ Entry of files (Physical/Electronic) must be available in Sent/Inbox /Inbox Folder/ Created Files list.
- ✓ The files selected in Sent List should not be present in Closed Files list of any user.
- ✓ Only users of **Dealing Section** can create the part file of the main file.
- ✓ Creation of Part file of only main (Physical/Electronic) File is allowed.

STEPS TO FOLLOW:

Create Part from File Module

1. Click 'Create Part' link under Files module to display part file creation page.

A DIGETAL	Strice WORKPLACE SOLUTION & File Ver. 7.0						3266 @ en •	Saroja Kumar Patro TD(SKP)-EOFFICE
	RECEIPT Create In	nbox Sent Advance Sea	rch FILE Crea	te Inbox Sent Advance	Search	ISSUE Sent	Returned Advance Searc	h 🔊
(135 R	Receive Send Send E	Back Move To 👻 Creat	e Volume Create Part Park	Close 🗸	Y Searce	th Here 🔻 Fi	le View (SELF) Select User	- Ē
175	Comp No. †1	File No.	Subject	Sent By	Sent On †↓	Read On †↓ Due On †↓	Remarks	^
F	File	963/2020-QA-01	ferf	Jaskiran, n1d2	19/06/2020 08:54 PM	19/06/2020 08:54 PM	test	
	Create New Create Part	941/2020-RTI	Test Email & SMS 4	Vandana Pal, RTI DIVISION	18/06/2020 03:14 PM	18/06/2020 07:56 PM		
쉆	Create Volume Created	/940/2020-RTI	Test Email & SMS 11	Vandana Pal, RTI DIVISION	18/06/2020 02:40 PM	20/06/2020 03:50 AM	1	
×	▶ Inbox ~	/ 1937/2020-QA-01	250002	Yerur Siraj Ahmed, eOffice MMP	10/06/2020 09:52 AM	10/06/2020 09:52 AM		
4 M	SentParked	/936/2020-QA-01	250002	Yerur Siraj Ahmed, eOffice MMP	10/06/2020 09:52 AM	10/06/2020 09:52 AM		
₽ ₽ ₽	 Closed ~ Bulk Closing 	/935/2020-QA-01	250002	Yerur Siraj Ahmed, eOffice MMP	10/06/2020 09:49 AM	10/06/2020 09:49 AM		
۲	 Initiated Actions Approval Requests 	/933/2020-QA-01	250002	Yerur Siraj Ahmed, eOffice MMP	10/06/2020 09:46 AM	10/06/2020 09:47 AM		
Ą		-12/1122/2020-QA-01 🥔	Automation Testing	Yerur Siraj Ahmed, eOffice MMP	10/06/2020 09:39 AM	10/06/2020 09:39 AM		R

Figure 291

2. Click 'Choose File' to view the list of Sent/Inbox/ Inbox Folder/ Created Files with year wise sorting in popup window.



e(A DIGITAL	Office WORKPLACE SOLUTION eF	ile ver. 7.0											3266) en 🗸 🚺	Saroja Kumar P TD(SKP)-EOFF	ce
	< RECEIPT	Create +	Inbox	Sent A	dvance Search		FILE	Create	Inbox Sent	Advance Search	ISSUE	Sent	Returned	Advance Sea	rch	⋗
135 R				-	₹				भारत सरव							
F										OF INDIA (ffairs (MHA)						
₽₩								eOf	NIC ffice MMP [Division						
∞					Nature – NON	E					Тур	pe – NON	E			
×											 Choose	File				
2 M					Description Description				Subject							
B D SC					Main Catego	ry			Sub	Category						
@					Choose One				Other Detai	ose One						
Ø					Remarks Remarks				Other Detai	15						
									Create Par	t 🕨						•
2																_

Figure 292

3. Select File and click **Submit** button.

e A DIGETA	Office	<u></u> -	~				Saroja Kumar Patro TD(SKP)-EOFFICE
		Part	File				Search
135						Year* 2020	
R				Comp. No. †↓	File No.	Subject	
175 E		0	Е	3115438	A/952/2020-QA-01	Test	
		\bigcirc	Е	3115477	A/963/2020-QA-01	ferf	
		\odot	Е	3115408	B/23/2020-QA-01	Draft	
		۲	Е	3115442	A/953/2020-QA-01	external isnatnce	
		0	E	3115462	A/958/2020-QA-01	ddss	
		0	Е	3115479	A/965/2020-QA-01	Test Ext1	
~ D		0	E	3115469	A/960/2020-QA-01	hyytg	
Ê		\bigcirc	E	3115475	A/962/2020-QA-01	hgt	
면 D 송 C		0	Е	3115471	ABC1/6/2020-QA-01	kjkk	
C S		\bigcirc	Е	3115463	ABC1/4/2020-QA-01	hghgh	
						H (1 2	345 H
Ą				Rem	larks	Sub	Cancel

Figure 293

4. Edit metadata if necessary and click **Create Part** button to create part file.

	Office					
e 😂	ffice Nature solution eFile ver. 7.0					Saroja Kumar Patro
	RECEIPT Create Inbox Sent	Advance Search	FILE	Create Inbox Sent Advance Search	ISSUE Sent	Returned Advance Search
135 R 175		₹		भारत सरकार GOVERNMENT OF INDIA inistry of Home Affairs (MHA)		
				NIC eOffice MMP Division		
愈		Nature – Electronic			Type – NON SFS	
R N		A/953/2020-QA-01			Choose File	
4		Description * external isnatrice		Subject		
D SC		Main Category Choose One		▼ Sub Category Choose One	<u></u>	
				Other Details		
) 		Remarks				Ē
				Create Part		

Figure 294

Create Part from Inbox/Inbox Folder/Created and Sent list

1. Select a file in the Sent/Inbox/Inbox Folder/Created file list and click Create Part menu.

e A DIGETA				eFile _{Ver. 7.0}										3266	en •	Saroja Kumar Patro TD(SKP)-EOFFICE	•
	$\langle \overline{\langle} $	REC	EIPT	Create +	Inbox Sent /	Advance Sear	ch FILE	Create	Inbox Se	ent Advance	Search	ISS	UE Sent	Returned	Advance S	earch	>
(135 R	Re		:	Send Send	Back Move To	Create	e Volume Create Part	Park	Close 🗸		Y Searc	h Here	- File	e View (SELF)	Select User	• 通	2
 175				Comp. No. †↓	File No.		Subject		Sent By		Sent On †↓	Read On †↓	Due On †↓	Remarks			^
F	V	☆	E	3115477	A/963/2020-QA-(01	ferf		Jaskiran, n1d2	2	19/06/2020 08:54 PM	19/06/2020 08:54 PM		test		🖻 🖺	
₽₩	0	☆	E	3115391	A/941/2020-RTI	•	Test Email & SMS 4		Vandana Pal,	, RTI DIVISION	18/06/2020 03:14 PM	18/06/2020 07:56 PM				Ð	
∞		☆	E	3115390	A/940/2020-RTI		Test Email & SMS 11		Vandana Pal,	, RTI DIVISION	18/06/2020 02:40 PM	20/06/2020 03:50 AM		1			
						Test Email & SMS 11			, RTI DIVISION				1				

Figure 295

2. Edit metadata if necessary in the part file creation page.

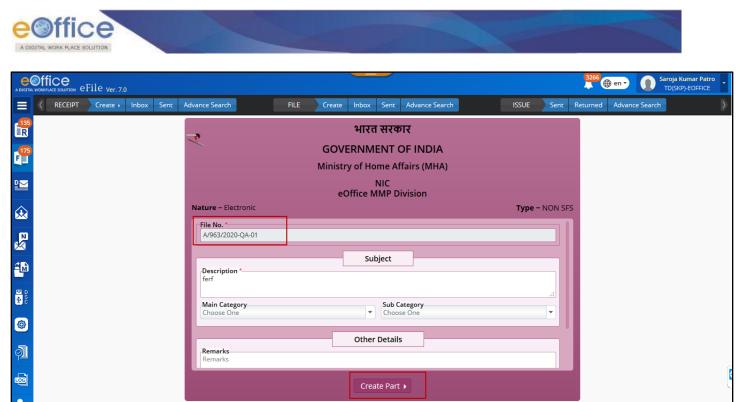


Figure 296

3. Click **Create Part** button to create the part file.

Create Part from File Inner Page

1. Click open a file from Sent/Inbox/Inbox Folder/Created file list and click **Create Part** sub menu under '**More**' menu in the menu bar of File Inner Page.

A DIGITA	Offic WORKPLACE SX	е	File _{Ver.}	7.0										3266 @ en - O Saroja Kumar Patro TD(SKP)-EOFFICE
	K RE	CEIPT	Create	• Inbox	Sent	Advance Search	1	FILE	Create	Inbox S	ent Advar	nce Search	ISSUE	Sent Returned Advance Search
135 R	F	Мс	ovement	Details	Draft	- Edit	Send	Send Back	Link Files	Attach 🖥	• Park	Close 🔻	More 🔻	
	File Inbo	x / A/9	963/2020-Q	A-01									Create Part	E 3115477 A/963/2020-QA-01 ferf
F									Y	÷^	() () ()	/3024178/202	Action Details	
	19/06/20	020 08:4	7 PM					Si	aroja Kumar INDIVI			₽ ★ ₹		► - + Automatic Zoom ÷ >>
	Note # 4	1											A	/963/2020-QA-01 3/4
쉆												A Sim	ple PDF Fi	ile
	19/06/20	020 08:5	4 PM							kiran		This is a small	demonstration .pdf file -	
×							A	SISTANT SECTI					the Virtual Mechanics tutorial text. And more text. And mo	
ÊM										~			And more text. And more text text. Boring, zzzz, And more	

Figure 297

- 2. Fill necessary metadata in the part file creation page.
- 3. Click "Create Part" button to create the part file.

Note:

- Created part file will be listed in Created Files list under file module with (Part <Part Number>) appended at the end of main file number whose part has been created.
- Part file history will be maintained in the main file under File Details information.

Create Volume File

This feature allows user to create Volume File of Main Physical file whenever required.

Important Points:

- ✓ User must have **physical File** in **Inbox/Inbox Folder/Created** list.
- ✓ Physical file must be in received state.
- ✓ Only users of **Dealing Section** can create the volume of the main file.
- ✓ Creation of Volume file of only main (Physical) file is allowed.

STEPS TO FOLLOW:

Create Volume from File Module

1. Click Create Volume link under Files module to display Volume File Creation page.

A DIGETAL	WIRKFLACE SOLUTION EFile Ver. 7.0		3266 en Saroja Kumar Patro TD(SKP)-EOFFICE
	RECEIPT Create Inb	ox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent R	Returned Advance Search
135 R		भारत सरकार	
F	File	GOVERNMENT OF INDIA Ministry of Home Affairs (MHA)	
	Create New Create Part	NIC eOffice MMP Division	
$\widehat{\mathbf{x}}$	Create Volume	Nature – NONE Type – NONE	
₹X	 Created Inbox 	File No. • Choose File	
¢.	SentParked	Subject Description* Description	
0000 1000	 Closed Bulk Closing 		
@	 Initiated Actions Approval Requests 	Choose One	
Ø	Conversions ~	Other Details Remarks Remarks	
ø		Create Volume >	3
			J

Figure 298

- 2. Click Choose File to view the list of Inbox/Inbox Folder and Created Physical Files listed with year wise sorting in popup window.
- 3. Select File and click **Submit** button.

A DIGETAL	Diffice Workeplace solution eFil		_			Saroja Kumar Patro
		Volur	ne File			Search Search
135 R						Year* 2020
				Comp. No. †‡	File No.	Subject
F		0	Ρ	3115399	I/7/2020-QA-01	file12
		\bigcirc	Ρ	3115382	A/937/2020-QA-01	250002
		\odot	Ρ	3115381	A/936/2020-QA-01	250002
		۲	Ρ	3115380	A/935/2020-QA-01	250002
		0	Р	3115378	A/933/2020-QA-01	250002
		0	Ρ	3115337	A/930/2020-QA-01	250002
		0	Ρ	3115327	A/925/2020-QA-01	250002
í.		\bigcirc	Ρ	3115325	A/924/2020-QA-01	250002
말 D 양 C		\bigcirc	Ρ	3115323	A/923/2020-QA-01	250002
₿ ĉ		\bigcirc	Ρ	3115321	A/922/2020-QA-01	250002
						K (1 2 3 4 5) H
ন্য					emarke	Submit Cancel

Figure 299

4. Edit metadata if necessary and click Create Volume button to create volume file.

A DIGETAL	Office	File ver. 7.0				Saroja Kumar Patro
	RECEIPT	Create 🕨	Inbox Ser	t Advance Search	FILE Create Inbox Sent Advance Search	ISSUE Sent Returned Advance Search
135 R					भारत सरकार	
(175) F					GOVERNMENT OF INDIA Ministry of Home Affairs (MHA)	
					NIC eOffice MMP Division	
				Nature – Physical		Type – NON SFS
×				A/935/2020-QA-01		Choose File
4				Description * 250002	Subject	
₽ D ¢				Main Category	Sub Category Choose One	
٢					Other Details	
)]				Remarks		
					Create Volume >	

Figure 300

Create Volume File from Inbox/Inbox Folder/Created

1. Select a physical file in Inbox/Inbox Folder/Created Files list and Click **Create Volume** menu in the menu bar.

A DOG	TAL V	ORK H	LACE																		
A DIGITAL	Dff WORKPL) JTION	eFile v	er. 7.0													3266	🕽 en 🔻 🧃	Saroja Kuma TD(SKP)-EO	
	∢[REC	EIPT	Creat	te 🔸 🛛 Int	box	Sent Adv	ance Search		FILE	Create	Inbox	Sent Ad	vance	Search	ISSUE	Sent	Returned	Advance Sea	irch	>
(135 R	Re			Send	Send Ba	ack	Move To 🔻	Create Vol	ume	Create Part	Park	Close 🗸			Searc	h Here	- File	e View (SELF)	Select User		• 🔳
		☆	E	3115477	A	V963/	2020-QA-01	ferf	F			Jaskiran, r	1d2		19/06/2020 08:54 PM	08:54 PM		test			2 🖻 🔨
175 F	0	☆	E	3115391	A	v941/	2020-RTI	Tes	t Email (& SMS 4		Vandana	Pal, RTI DIVIS	SION	18/06/2020 03:14 PM	18/06/2020 07:56 PM					ß
	0	☆	E	3115390	A	v940/	2020-RTI	Tes	t Email a	& SMS 11		Vandana	Pal, RTI DIVIS	SION	18/06/2020 02:40 PM	20/06/2020 03:50 AM		1			
愈		☆	P	3115382	A	/937/	2020-QA-01	250	0002			Yerur Sira MMP	aj Ahmed, eO	ffice	10/06/2020 09:52 AM	10/06/2020 09:52 AM					
M	0	□ 🛱 P 3115381 A/936/2020-QA-01				250	0002			Yerur Sira MMP	aj Ahmed, eO		10/06/2020 09:52 AM	10/06/2020 09:52 AM							
											7	.	- 201								

- Figure 301
- 2. Edit metadata if necessary in the Volume File creation page.
- 3. Click **Create Volume** button to create the volume file.

A DIGITAL	VICTOR PLACE SOLUTION	File ver. 7.	0										3266	en 🔹 🚺 s	aroja Kumar Pat TD(SKP)-EOFFICE	tro E
	RECEIPT	Create +	Inbox	Sent	Advance Search	FILE	Create	Inbox	Sent	Advance Search	ISSUE	Sent	Returned	Advance Search		
135 R					₹			भारत	सरका	र						
F										F INDIA airs (MHA)						
							eC	N Office MI	IIC MP Div	ision						
愈					Nature – Physical						Туре -	- NON SF	s			
					File No. * A/937/2020-QA-01											
M					Description *			Subj	ject							
E D S C					Main Category			•	Sub Cat	egory						
۲								Other [
٥Į					Remarks Remarks			Strict	- cuns							~
								Create	Volume	•						

Figure 302

Create Volume from Physical File Inner Page

1. Click open physical file from Inbox/Inbox Folder/Created Files list and click **Create Volume** sub menu under '**More**' menu in the menu bar of File Inner Page.

e A DIGITA		non eFile ver.	7.0												3266 en •	Saroja Kumar TD(SKP)-EOF	
	< RECE	IPT Create	• Inbox	Sent A	dvance Search		FILE	Create	Inbox Sent	Advanc	ce Search		ISSUE	Sent	Returned Advanc	e Search	⋗
135 R		Movement	Details	Edit	Send	Send Back	Convert	Link Files	Attach 🔻	Park	Close 🔻	Dispatch	More 🔻				Ð
	File Inbox	/ A/936/2020-C	QA-01										Create Pa	art	P 3115381	A/936/2020-QA-01	250002
E	List of C	orrespondence	25										Create Vo	olume			
		Receipt No	o. / Issue No			Subje	ct		Туре		Marked As	At	Action De		ued On †↓	Remarks	
									No records f	ound			Merge	•			





- **2.** Edit metadata if necessary in the Volume File creation page.
- 3. Click **Create Volume** button to create the volume file.

A DISTRIAL WORKFLACE SOLUTION EFile Ver. 7.0		1266 ⊕ en → ① Saroja Kumar Patro TD(SKP)-EOFFICE
	Advance Search FILE Create Inbox Sent Advance Search	ISSUE Sent Returned Advance Search
135 R	भारत सरकार	
2135 ₽ ₽	GOVERNMENT OF INDIA Ministry of Home Affairs (MHA)	
2	NIC eOffice MMP Division	
	Nature – Physical	Type – NON SFS
	A/937/2020-QA-01	
2	/Description *	
Dec.	Main CategorySub Category CC	
•	Other Details	
	Remarks	
	Create Volume >	
	Figure 304	

Note:

- Created volume file will be reflected in Created Files list under file module with (**Volume <Volume Number>**) appended at the end of main file number whose volume has been created.
- Volume file history should be maintained in the main file under File Details information



Closing of File

This Feature allows user to **Close** the File, if actions on File are completed. User will be able to Reopen closed file whenever required.

Direct Closing of File

This feature is Role Based. User with **Role Closing** and **Role Approver** can directly Close the File from Inbox/Inbox Folder/Created List.

Important Points:

- ✓ File must be in Inbox/Inbox Folder/Created List.
- ✓ File must be of same dealing section (that of logged in user) for direct closing.
- ✓ Physical Files must be in received state.
- ✓ Inbox files to be closed must not have any File/Receipt as attachment.
- \checkmark Inbox files to be closed must not be received from another eFile instance.

STEPS TO FOLLOW:

1. Select files in file Inbox /Inbox Folders/Created listing and click Close menu or Click open a File from Inbox /Inbox Folders/Created listing and click Close menu.

A DIGETA	Offi L WORKPL) TION (eFile _{ver. 7.0}								3266	en • Sa	aroja Kumar Patro TD(SKP)-EOFFICE
	<	RECI	EIPT	Create +	Inbox Sent Advance	Search FILE	Create	Inbox Sent Advance	Search		UE Sent	Returned	Advance Search	D
(135 R	Red			Send Send	l Back Move To 👻 Cr	eate Volume Create Part	Park	Close 🗸	Y Sear	ch Here	- Fil	le View (SELF)	Select User	- E
175	•			Comp. No. †↓	File No.	Subject		Close	Sent On †↓	Read On †↓	Due On †↓	Remarks		
F		☆	E	3115477	A/963/2020-QA-01	ferf		Send For Approval Jaskiran, muz	19/06/2020 08:54 PM	19/06/2020 08:54 PM		test		
	0	☆	E	3115391	A/941/2020-RTI	Test Email & SMS 4		Vandana Pal, RTI DIVISION	18/06/2020 03:14 PM	18/06/2020 07:56 PM				e
쉆	0	☆	E	3115390	A/940/2020-RTI	Test Email & SMS 11		Vandana Pal, RTI DIVISION	18/06/2020 02:40 PM	20/06/2020 03:50 AM		1		
×		☆	Ρ	3115382	A/937/2020-QA-01	250002		Yerur Siraj Ahmed, eOffice MMP	10/06/2020 09:52 AM	10/06/2020 09:52 AM				

Figure 305

2. Enter Closing Remarks in the file closing confirmation pop up window.

e A DIGI		on eFile	Ver. 7.0							3266 🌐 en 🔻	Saroja Kumar Patro TD(SKP)-EOFFICE
					e Search	Closing Remarks	×				
(13) R					Create Volume Crea	Work Done.			▼ Fi		:User 🔹 🛱
_ 17					Subject						^
F		E 311547	7	A/963/2020-QA-01	ferf	Total 1000 990 Character left		/2020 PM		test	
		E 311539	1	A/941/2020-RTI	Test Email & SMS	ОК Сапс		/2020 PM			ê
$\hat{\Delta}$						18/06/2020		/2020			

Figure 306

3. Click **OK** button to Close the File.



Note:

- Closed File will be removed from Inbox /Inbox Folders/Created list.
- Closed File will be displayed under **Closed (By Me)** list of Files module.
- All the receipts inside the file (as correspondence) will be closed.
- State of the file should be changed to CLOSED.
- Entry of Action, Action By, Action On, Action Remarks values should be displayed in File Closing History.
- No action will be allowed on the file once closed except viewing details of the file, and option to Re-Open the closed file from Closed (By Me) list.
- User will have the option to Record closed physical file from Closed (By Me) list (Configurable feature).

Send File for Closing Approval

User having only Role Closing can send File for Closing Approval. Once approval is granted user can close the File from Submitted File for closing approval list.

Important Points:

- ✓ File must be in Inbox/Inbox Folder.
- ✓ Files in Created Folder can be directly closed without any Approval.
- ✓ File must be of same dealing section (that of logged in user).
- ✓ Physical Files must be in received state.
- ✓ Inbox files to be closed must not have any File/Receipt as attachment.
- \checkmark Inbox files to be closed must not be received from another eFile instance.

STEPS TO FOLLOW:

1. Select files in file Inbox /Inbox Folders/Created listing and click **Send For Approval** submenu under Close menu or Click open a File from Inbox /Inbox Folders/Created listing and click **Send For Approval** submenu under Close menu.

	fice eFile ver.6.0	h Kumar Ojha IO-I)-DFS
	RECEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search DISPATCH Sent Returned Advance Search	Ð
	ieceive Send Back Move To + Create Volume Create Part Park Close +	₹ E
F	 ☆ E 2209 CS0-11/15/2020-801-DFS 	
≌ (đ
	2 ☆ E 2170 Daaaaa-23/1/2020-BO1-DFS wed よ Shravan Kumar, ASST1 m 07/01/2020 05:46 PM 3 07/01/2020 05:46 PM	
	☆ P 2116 DEV-ESTT-17/1/2020-B01-DFS physical date check 🎝 Shravan Kumar, ASST1 📆 07/01/2020 04:39 PM 👸 07/01/2020 05:27 PM	
	☆ P 2113 Building-11010/2/2020-BO1-DFS Physical due date checking 🎝 Shravan Kumar, ASST1 篋 06/01/2020 12:30 PM 資 06/01/2020 12:30 PM	
\$	☆ E 2101 G-18/2/2020-B01-DFS wedwed ♣ Shravan Kumar, ASST1 ⓑ 03/01/2020 02:47 PM づ 03/01/2020 02:48 PM ☐ wed	
0	☆ E 2090 FCS-13/1/2020-BO1-DFS link file main 🖕 Shravan Kumar, ASST1 篋 03/01/2020 10:41 AM 資 03/01/2020 10:42 AM	
(☆ E 2084 Building-21/1/2020-BO1-DFS cccddccdcdc ☆ Shravan Kumar, ASST1 ☆ 02/01/2020 04:03 PM 從 02/01/2020 04:04 PM	

Figure 307



- 2. Enter approval-seeking remarks in the 'Send File for Approval' pop up window
- 3. Click **Send** button to Send Close Approval.

A DIGITA			h Kumar Ojha 80-1)-DFS
\equiv		RECEIPT Create Inbox Sent Advance Search Returned Advance Search DISPATCH Sent Returned Advance Search	
	Rec	teive Send Back Move To - Create Volume Create Part Park Close - File View Select User	•
		☆ E 2209 CSO-11/15/2020-BO1-DFS 🖉 wef 🎝 Shravan Kumar, ASST1 醴 11:04 AM 貸 10/01/2020 12:47 PM	₽ [^]
	V	☆ E 2172 Building-21/4/2020-BO1-DFS wed 🎝 Shravan Kumar, ASST1 葭 07/01/2020 06:07 PM 貸 07/01/2020 06:07 PM	ß
	V	☆ E 2170 Daaaaa-23/1/2020-B01-DFS wed ♣ Shravan Kumar, ASST1 Send For Closing Approval Remarks ★ び 07/01/2020 05:46 PM Remarks *	
		Image: P 1 2116 DEV-ESTT-17/1/2020-B01-DFS physical date check 20 Shrava Shrava Image: Wemarks * May be Closed Image: Wemarks * May be Closed	
		Image: P 1 2113 Building-11010/2/2020-BO1-DFS Physical due date checking Image: Total 1000 986 Character left	
-		☆ E 2101 G-18/2/2020-B01-DFS wedwed ♣ Shravan Kumar, ASST1 OK ひ 03/01/2020 02:48 PM Ea wed	
	0	☆ [E] 2090 FCS-13/1/2020-B01-DFS link file main 🌨 Shravan Kumar, ASST1 薛, 03/01/2020 10:41 AM	

Figure 308

Note:

- File will be removed from inbox/inbox folder list and is displayed under Submitted Files for Closing Approval module with pending status.
- User will be able to take actions like 'Close', 'Move to Inbox', 'Cancel' for Approved, Rejected and Pending approval status respectively.
- User will be able to view list of approvers for that particular file by clicking on 'View Approvers' link.

Bulk Closing of File

This Feature allows user to Close Files in Bulk. User with Role Closing and Role Approver can Directly Close the File while User with only Role Closing can Send File for Closing Approval.

Important Points:

- ✓ Bulk Closing List will display Files in Inbox/Inbox Folder/Created list of Same Dealing section as of logged in User.
- ✓ Physical Files must be in received state.
- ✓ Inbox files to be closed must not have any File/Receipt as attachment.
- \checkmark Inbox files to be closed must not be received from another eFile instance.

STEPS TO FOLLOW:

1. Click **Bulk Closing** link under Files module.

DIGITA	UNORKFLACE SOLUTION OF ILO Ver. 7.0					3266		Kumar Patro P)-EOFFICE
	〈 RECEIPT Create › In	box Sent Advance Search	FILE	Create Inbox Sent Adv	ance Search	ISSUE Sent Returned	d Advance Search	
35 R	Bulk Closing							
	Nature	Comp	. No.	File No.		Subject		
75	File	Tile		Y Eila Saca		File Tertiany		
2	Create New	* Hie	Primary Head	File Seco	ndary Head	 File Tertiary 	Head	
	Create Part	То		#				
≷	Create Volume							Sear
	Created	5 11 - N					1	
	▶ Inbox 🗸 🗸	File No.	Subject		Created On †	Created By	Last Movement On †↓	Actions
1						C		
	▶ Sent	A/937/2020-QA-01-	250002		20/06/2020 08:52 AM	Saroja Kumar Patro, eOffice MM		6
		A/937/2020-QA-01- Volume(2)	250002		20/06/2020 08:52 AM	MM		6
M	▶ Sent		250002 wedwedwed		20/06/2020 08:52 AM 19/06/2020 11:06 AM			6
M	SentParked	Volume(2) B/24/2020-QA-01	wedwedwed		19/06/2020 11:06 AM	MM Saroja Kumar Patro, eOffice		6
M Dooc	 Sent Parked Closed ~ 	Volume(2)				MM Saroja Kumar Patro, eOffice MM		
	Sent Parked Closed	Volume(2) B/24/2020-QA-01	wedwedwed		19/06/2020 11:06 AM	MM Saroja Kumar Patro, eOffice MM Saroja Kumar Patro, eOffice		6

Figure 309

- 2. Search File using various search parameters. (If Required)
- 3. Select Files and Click Close Icon/Link. (User with Role Approver) or Send For Approval (User with only Role Closing)

A DIGETAL	Off WORKPL	ice Ace solution e	File ver. 7.0										3266		Kumar Patro	•
	$\langle \langle $	RECEIPT	Create + Inb	ox Sent A	dvance Search	ı F	ILE Creat	e Inbox	Sent	Advance Search	ISSUE	Sent	Returned	Advance Search		>
135 R	Bu	lk Closing														
	Nat				* Comp	o. No.			File	No.		S	ubject			
E		Heads ile Basic Hea			▼ Ela	Primary Head		•	Di-	Secondary Head		•	ile Tertiary H	land.	•	
₽₩		ation Date	d		rile	Primary nead			File	Secondary nead			lie Tertiary H	ledu		
$\widehat{\mathbf{x}}$	Fn	om			То											
															Search	
		Hatare	Comp. No. †↓	File No.		Subject				Created On †↓	Created B	У		Last Movement On †↓	Actions	
4	Cl	ose I'	JTT54 82	A/937/2020-0 Volume(2)	QA-01-	250002				20/06/2020 08:52 AM	Saroja Ku MM	mar Patro	o, eOffice		6	
		E	3115434	B/24/2020-Q)A-01	wedwedwed				19/06/2020 11:06 AN	Saroja Ku MM	mar Patro	, eOffice		6	
₩ ⊕ ©		E	3115427	A-11/417/202	20-QA-01	migrated note				18/06/2020 10:01 PM	Saroja Ku MM	mar Patro	o, eOffice		6	

Figure 310

4. Enter Mandatory **Remarks** and click **OK** to close the selected files or Send File for Closing Approval.

Note:

e@ffice

- Closed File will be removed from Inbox /Inbox Folders/Created list.
- Closed File will be displayed under **Closed (By Me)** list of Files module.
- Files Send for Closing Approval will be displayed under Submitted Files for Closing Approval module with pending status.
- All the receipts inside the file (as correspondence) will be closed.
- State of the file should be changed to CLOSED.
- Entry of Action, Action By, Action On, Action Remarks values should be displayed in File Closing



History.

- No action will be allowed on the file once closed except viewing details of the file, and option to Re-Open the closed file from Closed (By Me) list.
- User will have the option to Record closed physical file from Closed (By Me) list (Configurable feature).

Submitted Files for Closing Approval

This feature allows the user to View the Submitted Files for Closing Approval list and take various actions like 'Close', 'Move to Inbox', 'Cancel' for Approved, Rejected and Pending approval status respectively.

STEPS TO FOLLOW:

Click **Submitted Files for Closing Approval** Link Under **File→Inbox** Module to view list of files send for closing approval.



Figure 311

ffic		eFile ver.6.0										🔊 @ en 🔹 ?	Mantosh Kumar Oji ASST2(BO-I)-DFS
	RECEIP	PT Create + 1	Inbox Sent Advance Search			Create Inbox	Sent Advance Search		DISPAT	CH Sent Returne	d Advance Search		
Close	e File											7	Search Here
otal R	Record	ds : 11											
		Comp. No. †‡	File No.	Subject	Initiated By	Initiated On †	Requesting Remarks	Approved / Rejected By	Approved / Rejected On †	Dealing Section	Action Remarks	Status	Action
2	E	1922	CSO-11/2/2019-BO1-DFS	wed	Mantosh Kumar Ojha, ASST2(BO-I)-DFS	31/12/2019 12:53 PM	wed	Shravan Kumar, ASST1(BO1)-DFS	31/12/2019 01:01 PM	BO1-DFS	wef	APPROVED	ه 🕹
כ	E	1925	CSO-11/3/2019-BO1-DFS	wedwed	Mantosh Kumar Ojha, ASST2(BO-I)-DFS	31/12/2019 12:53 PM	wed	Shravan Kumar, ASST1(BO1)-DFS	31/12/2019 01:01 PM	BO1-DFS	wef	APPROVED	ه ا
	E	1927	DEV-SCH/1/2019-BO1-DFS	ghjghj	Mantosh Kumar Ojha, ASST2(BO-I)-DFS	31/12/2019 12:53 PM	wed	Shravan Kumar, ASST1(BO1)-DFS	31/12/2019 01:01 PM	BO1-DFS	wef	APPROVED	6 🕹
כ	E	1930	Building-11/3/2019-BO1-DFS-Part(1)	wed	Mantosh Kumar Ojha, ASST2(BO-I)-DFS	31/12/2019 12:53 PM	wed	Shravan Kumar, ASST1(BO1)-DFS	31/12/2019 01:01 PM	BO1-DFS	wef	APPROVED	ه ه
2	E	1931	Daaaaa-23012/1/2019-BO1-DF5	vn cfvng	Mantosh Kumar Ojha, ASST2(BO-I)-DFS	31/12/2019 12:53 PM	wed	Shravan Kumar, ASST1(BO1)-DFS	31/12/2019 01:01 PM	BO1-DFS	wef	APPROVED	6 🕹
2	E	1933	MEM/1/2019-BO1-DF5	fdhdtg	Mantosh Kumar Ojha, ASST2(BO-I)-DFS	31/12/2019 12:53 PM	wed	Shravan Kumar, ASST1(BO1)-DFS	31/12/2019 01:01 PM	BO1-DFS	wef	APPROVED	ه م
C	E	1937	Building-17/1/2019-BO1-DFS	de	Mantosh Kumar Ojha, ASST2(BO-I)-DFS	31/12/2019 12:53 PM	wed			BO1-DFS		PENDING	0 %
C	E	1938	Building-12/1/2019-BO1-DFS-Part(1)	wef	Mantosh Kumar Ojha, ASST2(BO-I)-DFS	31/12/2019 12:53 PM	wed			BO1-DFS		PENDING	0 %
2	E	1939	Building-11/3/2019-BO1-DFS-Part(2)	wed ssf	Mantosh Kumar Ojha, ASST2(BO-I)-DFS	31/12/2019 12:53 PM	wed			BO1-DFS		PENDING	0 %
)	E	2014	BC C/4/2019-BO1-DF5	erf	Mantosh Kumar Ojha, ASST2(BO-I)-DFS	31/12/2019 12:53 PM	wed			BO1-DFS		PENDING	0 %
			CCUPT Create RCCUPT Create Intercents: 11 Comp.No. 11 C 1922 C 1922 C 1923 C 1930 C 1931 C 1933 C 1933 C 1933 C 1933 C 1933 C 1933	RECEIPT Create + Indox Sent Advance Search Iorace File	Control Crante • Indox Sent Advance Search Incore File - <td>DOTE SUPER Cleante + Indux Sent Advance Search PILE DODE File Comp. No. 11 File No. Subject Initiated By I Comp. No. 11 File No. Subject Initiated By I E 1922 CSO-11/2/2019-801-DFS wed Mantosh Kumar Ojha, AST2(80-0) OFS I E 1925 CSO-11/2/2019-801-DFS wedwed Mastrosh Kumar Ojha, AST2(80-0) OFS I E 1927 DEV-SCH/1/2019-801-DFS ghighly Mastrosh Kumar Ojha, AST2(80-0) OFS I E 1930 Building-11/2/2019-801-DFS ghighly Mastrosh Kumar Ojha, AST2(80-0) OFS I E 1931 Dawaaa-23012/1/2019-801-DFS rdhdrg Mastrosh Kumar Ojha, AST2(80-0) OFS I E 1933 MEM/1/2019-801-DFS rdhdrg Mastrosh Kumar Ojha, AST2(80-0) OFS I E 1938 Building-12/1/2019-801-DFS rdhdrg Mastrosh Kumar Ojha, AST2(80-0) OFS I E 1938 Building-12/1/2019-801-DFS rdhdrg Mas</td> <td>Data Survey RECEIPT Grade I Nabox Sent Advance Search FILE Create Indianed IN DODE File Indianed By Indianed By Indianed By Indianed By Indianed By Indianed By Indianed On [] I E 1922 CSO-11/2/2019-801-DFS wed Mantosh Kumar Ojha, ASST2(80-1)-0FS 31/12/2019 12:53 PM I E 1925 CSO-11/2/2019-801-0FS wedwed ASST2(80-1)-0FS, ASST2(80-1)-0FS 31/12/2019 12:53 PM I E 1927 DEV/SCI/1/2019-801-0FS ghigh) Mantosh Kumar Ojha, ASST2(80-1) 0FS, ASST2(80-1) 0FS, A</td> <td>Construction Create Index Advance Search FILE Create Index Sent Advance Search Dote File Compl. No. 11 File No. Sent Advance Search Notation Sent Advance Search I Compl. No. 11 File No. Sent Subject Indicated By Indicated On 11 Requesting Bremarks I E 1922 CSO-11/J/2019-801-DFS wed Marritosh Kumar Ojha, ASST2(BO-) OFS 31/12/2019 12:53 PM wed I E 1927 DEV-SCH/1/2019-801-DFS wed Marritosh Kumar Ojha, ASST2(BO-) OFS 31/12/2019 12:53 PM wed I E 1920 Building-11/J/2019-801-DFS ghighj Marritosh Kumar Ojha, ASST2(BO-) OFS 31/12/2019 12:53 PM wed I E 1930 Building-11/J/2019-801-DFS wed ASST2(BO-) OFS 31/12/2019 12:53 PM wed I E 1931 Daaaaa-23012/1/2019-801-OFS wed ASST2(BO-) OFS 31/12/2019 12:53 PM wed I E</td> <td>Control Class Notace Sent Advance Search FLE Create Indiance Advance Search DODE File Camp. No. 11 File No. 11 Records Advance Search Approved / Rejected By Image: Records Comp. No. 11 File No. 11 Requesting Remarks Approved / Rejected By Image: Records CSO-11/2/2019-801-DFS wed Mantosh Kumar Ojha, AST12(0)-0.0FS 31/12/2019 12:53 PM wed Stravain Kumar, AST12(0)-0.0FS Image: Records 1922 CSO-11/2/2019-801-DFS wed Mantosh Kumar Ojha, AST12(0)-10FS 31/12/2019 12:53 PM wed Stravain Kumar, AST12(0)-10FS Image: Records 1927 DEVSCH/1/2019-801-DFS glight Mantosh Kumar Ojha, AST12(0)-10FS 31/12/2019 12:53 PM wed Stravain Kumar, AST12(0)-10FS Image: Records Notavain Kumar, AST12(0)-10FS 31/12/2019 12:53 PM wed Stravain Kumar, AST12(0)-10FS Image: Records Notavain Kumar, AST12(0)-10FS 31/12</td> <td>Note Note Note Note Note Note Note Note</td> <td>Control Caract Note Serie Advance Search REC Create Mode Serie Advance Search ODSA/CH Serie Neture CODE File Serie Advance Search Advance Search ODSA/CH Serie Advance Search Advance Search<</td> <td>Control Not Set Advance Sarch File Create Index Advance Sarch DEF life COTE Image: Sarch and and and and and and and and and and</td> <td>Note Network Notice N</td>	DOTE SUPER Cleante + Indux Sent Advance Search PILE DODE File Comp. No. 11 File No. Subject Initiated By I Comp. No. 11 File No. Subject Initiated By I E 1922 CSO-11/2/2019-801-DFS wed Mantosh Kumar Ojha, AST2(80-0) OFS I E 1925 CSO-11/2/2019-801-DFS wedwed Mastrosh Kumar Ojha, AST2(80-0) OFS I E 1927 DEV-SCH/1/2019-801-DFS ghighly Mastrosh Kumar Ojha, AST2(80-0) OFS I E 1930 Building-11/2/2019-801-DFS ghighly Mastrosh Kumar Ojha, AST2(80-0) OFS I E 1931 Dawaaa-23012/1/2019-801-DFS rdhdrg Mastrosh Kumar Ojha, AST2(80-0) OFS I E 1933 MEM/1/2019-801-DFS rdhdrg Mastrosh Kumar Ojha, AST2(80-0) OFS I E 1938 Building-12/1/2019-801-DFS rdhdrg Mastrosh Kumar Ojha, AST2(80-0) OFS I E 1938 Building-12/1/2019-801-DFS rdhdrg Mas	Data Survey RECEIPT Grade I Nabox Sent Advance Search FILE Create Indianed IN DODE File Indianed By Indianed By Indianed By Indianed By Indianed By Indianed By Indianed On [] I E 1922 CSO-11/2/2019-801-DFS wed Mantosh Kumar Ojha, ASST2(80-1)-0FS 31/12/2019 12:53 PM I E 1925 CSO-11/2/2019-801-0FS wedwed ASST2(80-1)-0FS, ASST2(80-1)-0FS 31/12/2019 12:53 PM I E 1927 DEV/SCI/1/2019-801-0FS ghigh) Mantosh Kumar Ojha, ASST2(80-1) 0FS, ASST2(80-1) 0FS, A	Construction Create Index Advance Search FILE Create Index Sent Advance Search Dote File Compl. No. 11 File No. Sent Advance Search Notation Sent Advance Search I Compl. No. 11 File No. Sent Subject Indicated By Indicated On 11 Requesting Bremarks I E 1922 CSO-11/J/2019-801-DFS wed Marritosh Kumar Ojha, ASST2(BO-) OFS 31/12/2019 12:53 PM wed I E 1927 DEV-SCH/1/2019-801-DFS wed Marritosh Kumar Ojha, ASST2(BO-) OFS 31/12/2019 12:53 PM wed I E 1920 Building-11/J/2019-801-DFS ghighj Marritosh Kumar Ojha, ASST2(BO-) OFS 31/12/2019 12:53 PM wed I E 1930 Building-11/J/2019-801-DFS wed ASST2(BO-) OFS 31/12/2019 12:53 PM wed I E 1931 Daaaaa-23012/1/2019-801-OFS wed ASST2(BO-) OFS 31/12/2019 12:53 PM wed I E	Control Class Notace Sent Advance Search FLE Create Indiance Advance Search DODE File Camp. No. 11 File No. 11 Records Advance Search Approved / Rejected By Image: Records Comp. No. 11 File No. 11 Requesting Remarks Approved / Rejected By Image: Records CSO-11/2/2019-801-DFS wed Mantosh Kumar Ojha, AST12(0)-0.0FS 31/12/2019 12:53 PM wed Stravain Kumar, AST12(0)-0.0FS Image: Records 1922 CSO-11/2/2019-801-DFS wed Mantosh Kumar Ojha, AST12(0)-10FS 31/12/2019 12:53 PM wed Stravain Kumar, AST12(0)-10FS Image: Records 1927 DEVSCH/1/2019-801-DFS glight Mantosh Kumar Ojha, AST12(0)-10FS 31/12/2019 12:53 PM wed Stravain Kumar, AST12(0)-10FS Image: Records Notavain Kumar, AST12(0)-10FS 31/12/2019 12:53 PM wed Stravain Kumar, AST12(0)-10FS Image: Records Notavain Kumar, AST12(0)-10FS 31/12	Note Note Note Note Note Note Note Note	Control Caract Note Serie Advance Search REC Create Mode Serie Advance Search ODSA/CH Serie Neture CODE File Serie Advance Search Advance Search ODSA/CH Serie Advance Search Advance Search<	Control Not Set Advance Sarch File Create Index Advance Sarch DEF life COTE Image: Sarch and	Note Network Notice N





• Submitted Files for Closing Approval list can be filtered depending on Nature, Approval Status, Initiation Date and Rejection Date by clicking Filter Icon in menu bar.

A DIGITAL	Office Manual Southon eFile Ver. 7.0	266 ⊕ en → D(Skr0)EOFFICE
	RECEIPT Create Inbox Sent Advance Search FILE Create Inbox S	Sent Advance Search ISSUE Sent Returned Advance Search
(135 R	Close File	Filter h Here
-175	Comp. No. 11 File No. Subject Requested By	Nature Approved / Rejected By A
F	No records found	Both Physical Electronic
₽₩		Approval Status
		All Approved Pending Rejected
		Date Initiation Date From Initiation Date To
		initiation bate from initiation bate for idd/mm/yyyy idd/mm/yyyy Rejection Date From Rejection Date To
×		kejection Date From Kejection Date To dd/mm/yyyy
		OK Clear

Figure 313

• File available in **Submitted Files for Closing Approval list** can be **Searched** using module search (Computer No., File No., Initiated By, Approved/Rejected By, Dealing Section, Requesting Remarks and Status).

	Dffi WORKPLA	CE SOLUTION C	File _{ver.}	7.0											5	266 🜐 en		Saroja Kumar Patro TD(SKP)-EOFFICE	
	<	RECEIPT	Create	Inbox	Sent	Advance Search] [FILE	Create	Inbox	Sent	Advance	Search	ISSUE	Sent Retu	rned Adv	ance Se	arch	
(135 R	Clos	se File														Y	Sear	ch Here	•
		Com	p. No. †↓	File No.			Subject		Reque	ested By			Requested On †	Ļ	Request	Remarks	4	Computer Number	
175 F	Nor	ecords fou	nd															File Number	
																		Initiated By	
																		Approved/Rejected	1 By
∞																		 Request Remarks Status 	

Figure 314

- Files with Approved Status can be Closed by clicking on Close Menu or Link.
- Files with **Rejected** Status can be moved to Inbox by clicking on **Move to Inbox** Link.
- Files with **Pending** Status can be **Cancelled** by clicking on **Cancel** Link.
- List of **Approvers** can be viewed for that particular file by clicking on '**View Approvers**' link.

List of Closed Files

This section describes the different lists available to check the receipts which are in closed state.

STEPS TO FOLLOW:

- 1. Click **Closed** sub module under **File** module.
- 2. Click 'By Me' or 'By Others (Hierarchy)' or 'By Others (All)', as required.

TAL W	Office REALPLACE SOLUTION @File ver. 7.0						3266		imar Patro -EOFFICE
	(RECEIPT Create - In	nbox Sent Advan	ce Search FILE	Create Inbox Sent A	dvance Search	ISSUE	Sent Returned A	dvance Search	
	Search For Closed Files (byMe	2)							
ſ	Department	• •	Section eOffice MMP Division	▼ Closing	Date	6	То		Ē
1	File		File No.	Subject			Remarks		
	Create New								
	Create Part	•	File Primary Head	▼ File Se	condary Head	,	File Tertiary Head		
	Create Volume							Clear	Search
	Created Inbox	a.	Subject		Closed By		Closed On †↓	Closing Remarks	Action
	▶ Sent	2020-QA-01	For eSign Test		Saroja Kumar	Patro, eOffice	20/06/2020 04:26 AM	Enter Remarks	
	Parked				MM Saroja Kumar	Patro eOffice			
ľ	Closed ^	/2020-QA-01	ewefwefwefwe		MM	Patro, eonice	20/06/2020 04:26 AM	Enter Remarks	-
L	 By Me By Others (Hierarchy) 	3/2020-QA-01	wefwefwefwe		Saroja Kumar MM	Patro, eOffice	20/06/2020 04:26 AM	Enter Remarks	5
	> By Others (All)		fwefwefwefwefwe		Saroja Kumar	Patro, eOffice	20/06/2020 04:26 AM	Enter Remarks	
	> by Others (All)	/2020-QA-01							

Figure 315

- It displays the list of Files closed by self.
- User will not be able to take any action on Files with closed state, except to View, Re-open/Send for Reopening Approval.
- Closed File List can be **filtered** with help of various search options such as **Closing date range**, **Computer No., File No, Subject**, **Remarks and File Heads**.

By Others (Hierarchy) -

e A DIGITAL	VITICE	Ver. 7.0										3266		Kumar Patro P)-EOFFICE	^
	(RECEIPT Crea	ate + Inbo	k Sent A	Advance Sear	ch	FILE	Create	Inbox	Sent Advance Sear	ch		Sent Returned	Advance Search		
(135 R	Search For Closed Fil	es (byHiera	rchy)												
	Department			V Sect	ion ffice MMP Divisi	00		•	Closing Date		#	То		-	
175 F	File			File		011			From			Remarks		•	
₽	Create New														/
	Create Part			• Fil	e Primary Head			•	File Secondary Hea	d	•	File Tertiary He	ead	•	
$\widehat{\mathbf{x}}$	Create Volume												Clear	Search	
	Created														,
≥X	Inbox	~ <mark>"</mark>			Subject					Closed By		Closed On †↓	Closing Remarks	Action	
2 B	Sent														-
	Parked	_													
D S C	Closed	^													
S. C	> By Me														
-	By Others (Hierard)	chy)													
ø]		r													
ισ	Bulk Closing														€
	Initiated Actions														1





- It displays the list of Files closed by others users in the viewer's hierarchy down line.
- User will not be able to take any action on Files with closed state, except to view them.
- Closed File List can be **filtered** with help of various search options such as **Section**, **Closing date** range, Computer No., File No, Subject, Remarks and File Heads.

	VIGRAFILCE SOLUTION eFile ver. 7.0			Saroja Kumar Patro
	RECEIPT Create Inbox Sent	Advance Search FILE Create	te Inbox Sent Advance Search	ISSUE Sent Returned Advance Search
(135 R	Search For Closed Files (byHierarchy)			
	Department NIC	 Section eOffice MMP Division 	Closing Date From	🛱 To 🖀
E	Comp. No.	File No.	Subject	Remarks
	File Heads			
~	File Basic Head	 File Primary Head 	 File Secondary Head 	 File Tertiary Head
				Clear Search
R	Comp. No. †↓ File No.	Subject	Closed By	Closed On †1 Closing Remarks Action
	No records found			
Ê				

Figure 317

Note:

By Others (All)

• Users with role 'Role_ClosedByOthersHierarchy' will only be able to see this list.

	WORKPLACE SOLUTION EFile Ver. 7.0					-			3266		Kumar Patro	^
	⟨ RECEIPT Create → Ir	nbox Sent Advan	ce Search	FILE	Create Int	xoo	Sent Advance Se	arch ISSUE	Sent Returned	Advance Search		
(135 R	Search For Closed Files (byAll											
	Department	_	Section eOffice MMP Div	d-1		•	Closing Date					-
-175 F	File		File No.	rision			From		Remarks			
₽	Create New											
	Create Part	•	File Primary He	be		٣	File Secondary H	ead	 File Tertiary Heat 	d	Ŧ	
\bigotimes	Create Volume									Clea	r Search	
-	Created											
ZX	▶ Inbox ~	b.	Subject					Closed By	Closed On †↓	Closing Remarks	Action	
€ M	 Sent Parked 	11/3005/2020-QA-01	Satru_Nic					Kapil Kumar Sharma, eOffice MM	22/05/2020 11:00 AM	4good		
D SC		gOneTwoThree	Testing Draft b	oy anuj				Kapil Kumar Sharma, eOffice MM	19/05/2020 04:48 PM	time		
*		11(12)/3/2019-EOFFIC	E EOFFICE CORR	ESPONDENCE F	ROM DDA 2019			Rachna Srivastava, eOffice MMP	15/05/2020 01:19 PM	d		
	> By Others (All)	11/1208/2020-EOFFI	CE Automation Te	esting				Yerur Siraj Ahmed, eOffice MMP	11/05/2020 02:49 PM	aaaaclose		
)]		11/1049/2020-EOFFI	CE Enter Descript	ion				Yerur Siraj Ahmed, eOffice MMP	09/05/2020 05:48 PM	aaaaa		•
ø	 Bulk Closing Initiated Actions 							Yerur Siraj Ahmed, eOffice			345 • •	~

Figure 318

- It displays the list of receipts closed by others users in the viewer's hierarchy downline.
- User will not be able to take any action on receipts with closed state, except to view them.
- Closed File List can be **filtered** with help of various search options such as **Department,Section**, **Closing date range, Computer No., File No, Subject, Remarks and File Heads**.

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			∞ eFile ver.							3266		ja Kumar Patro (SKP)-EOFFICE
	<	RECEI	PT Create	 Inbox Sent Advance 	Search FILE	Create Inbox 1	Sent Advance Sea	arch ISSUE	Ser	nt Returned	Advance Search)>
135 R	Sear	ch For	r Closed Files ((byAll)								
	Depa NIC	rtmen	nt	•	Section eOffice MMP Division	•	Closing Date From		#	То		
175 F	Com	p. No.			File No.		Subject			Remarks		
₽⊻	File H	leads										
^	File	e Basic	: Head	•	File Primary Head	•	File Secondary He	ad	•	File Tertiary Hea	d	•
∞											Cle	ar Search
×		0	Comp. No. †↓	File No.	Subject			Closed By	Clos	ed On †↓	Closing Remarks	Action
4 •		E 3	3111924	A-11011/3005/2020-QA-01	Satru_Nic			Kapil Kumar Sharma, eOffice MM	22/0	05/2020 11:00 AM	4good	
en n	0	E 3	3111356	TestingOneTwoThree	Testing Draft by anuj			Kapil Kumar Sharma, eOffice MM	19/0	5/2020 04:48 PM	time	
						Figure	319					

Note:

• Users with role 'Role_ClosedByOthersAll' will only be able to see this list.

Closed File History:

'Closed File History' provides the details about the number of times the file was closed and re-opened. These details include the type of action taken place (close/re-open), action taken by (user details), action taken date and its remarks for the action.

STEPS TO FOLLOW:

- 1. Click opens a File from Inbox/Inbox folder/Created/Sent/Closed.
- 2. Click Details Menu.
- 3. Click Closed Tab under History details.

e (eFile ver.6.0			🧮 🕮 en 🔹 😗 🚺 Shir	INAN Kumar 11(BO1)-DF5
	RECEIPT Create Inbox Sent	Advance Search FILE Create Inbox	Sent Advance Search	DISPATCH Sent Returned Advance Search	
	📰 Movement Details Draft 🕇	F Edit Send Send Back Link Files Attach 🕶 Park	Close ▼ More ▼		8
_23	E 3257 A-40014/1/2019-BO1-DFS Extensio	n of service.			
F	File Details				
₽⊠	File No. :	A-40014/1/2019-BO1-DF5	Subject :	Extension of service.	
		26/12/2019 05:42 PM	Remarks :	Test File	
₽ M	Main Category : Previous Reference :	All RTI matters	Sub Category : Later Reference :		
D S C		26/12/2019 05:53 PM	catch terefore .		
	D History				
	Attached/Detached Linked/Delinked	Referred Part Volume Dispatch Merged/Demerged Park	ed/Unparked Closed Movement		
×	Closed History				
	Action By	Action On †↓ A	Action Remark	Approved By Approved On 1	d Remark
¢	Reopen Shravan Kumar, ASST1(BO1)-DFS	26/12/2019 05:54 PM	eopen		
	Close Shravan Kumar, ASST1(BO1)-DFS	26/12/2019 05:54 PM	lose		
					1

Figure 320



Reopening of File

The re-opening of the File is required often in cases where an already closed File matter is now required to be reopened for further processing.

STEPS TO FOLLOW:

With Role Approver

1. In **Closed→ By Me** list, Click Reopen icon at the end of the File record.

Or

Select Files from **Closed→ ByMe** list and Click **ReOpen** dropdown action button.

A DIGITAL	Dff		eFile ver.6	5.0												😤 🌐 en 🝷 ?	Mantosh Kumar Ojha ASST2(BO-I)-DFS
	$\langle \langle$	RECE	EIPT Create •	Inbox	Sent	Advance Search		FILE	Create	Inbox	Sent	Advance Search	1	DISPATCH Sent	Returned	Advance Search	>
	Se	arch I	For Closed Files	(byMe)													
		e partm FS	ient			\$	Section BO 1 SECTION - DFS				\$	Closing Date From		•	То		
F	Co	mpute	er Number			ŧ	File Number					Subject			Remark	S	
		e Head le Basi	ds c Head			\$	File Primary Head				\$	File Secondan	v Head	\$	File Ter	tiary Head	\$
≃ M							,						,			,	Clear Search
E D Sc		-	Computer Num	iber 🗸	File Nu	mber		Subj	ect				Closed By	Closed On 🗢		Closing Remarks	Action
	0	Reo	pen d For Reopening /		MEM-50	012/1/2019-C		Sai Cl	ose File 01				Mantosh Kumar Ojha, ASST2(BO-I)-DFS	19/09/2019 03:12	PM gf	hgfh	-
	0		1473		Building	g-21010/3/2019-C		close	test				Mantosh Kumar Ojha, ASST2(BO-I)-DFS	16/09/2019 03:46	i PM sf	dcvz	5
₽X N	0	E	1299		BC CELL	-10012/1/2019-C		test c	ose				Mantosh Kumar Ojha, B SECTION - DFS	0 1 07/08/2019 12:37	PM clo	ose without approval	5
¢		E	1298		Building	g-11010/3/2019-C		sfasfo					Mantosh Kumar Ojha, B SECTION - DFS	O 1 07/08/2019 04:40	PM as	dasd	5
		E	1296		CSO-11	/3/2019-C		asfast					Mantosh Kumar Ojha, B SECTION - DFS	O 1 07/08/2019 04:07	PM sf	sdf	e
		E	1276		BC CELL	-11011/2/2019-C		descr	ption				Mantosh Kumar Ojha, B SECTION - DFS	0 1 07/08/2019 05:37	PM sf	sf	e
	0	E	1267		Building	g/5/2019-C		dsfsd	f				Mantosh Kumar Ojha, B SECTION - DFS	0 1 08/08/2019 10:46	AM te	st	e

Figure 321

2. Enter the mandatory 'Reopening Remarks' in the pop-up box and click 'OK' button.

ER										
_3	Departm DFS	ent	¢	Section BO 1 SECTION - DFS	\$	Closing Date From		*		m
	Compute	r Number		File Number		Subject			Remarks	
	File Head									
48	File Basi	c Head	\$	File Primary Head	÷	File Secondary Head		•] [File Tertiary Head	
					Reopening Remarks	×				Clear Search
	•	Computer Number 👻	File Number		Remarks *			Closed On 🗢	Closing Remarks	Action
i i i i i i i i i i i i i i i i i i i	□ E	1478	MEM-5012/1/2019-C		okļ		ir Ojha, 1 S	19/09/2019 03:12 P	M gfhgfh	e ^
	C E	1473			Total 1000 997 Character left		ir Ojha, 1 S	16/09/2019 03:46 P	M sfdcvz	6
	□ E	1299	BC CELL-10012/1/2019-C			Ok Cancel	r Ojha, BO 1 ()7/08/2019 12:37 P	M close without approval	e
Ô	□ E	1298	Building-11010/3/2019-0		sfasfc	SECTION - DFS	ar Ojha, BO 1)7/08/2019 04:40 P	M asdasd	5
	□ E	1296			asfasf	Mantosh Kuma SECTION - DFS)7/08/2019 04:07 P	M sfsdf	e





Without Role Approver

1. In **Closed→ By Me** list, Click **Send for Reopen** icon at the end of the File record.

Or

Select Files from **Closed > By Me** list and Click **Send for Reopen** dropdown action button.

A DIGITAL	Off	ICE e	File ver.	.6.0											5	0 @ en • ?	Mantosh Ku ASST2(BO-I)	imar Ojha -DFS	-
	≪[RECEIPT	Create +	Inbox	Sent A	dvance Search	1		Create	Inbox	Sent	Advance Search		DISPATCH Sent F	eturned .	Advance Search			
	Se	arch For Cl	osed Files	(byMe)															
	Dep	partment FS				•	Section BO 1 SECTION - DR	s			•	Closing Date From			То				
F	6						File No.					10 Cubicut			1				
₽₩		mp. No.					File No.					Subject			Remarks				
≅ M		e Heads e Basic Head	I			¥	File Primary Head				٣	File Secondary He	ead	•	File Tertia	ary Head			۲
																	Clear	Searc	ch
E DSC	Tot	tal Records :	1																
		- Comp	. No. †↓ F	File No.			Subject				C	osed By		Closed On †↓	Closi	ng Remarks		Act	tion
		E 2070	E	BC C-10/3/20	020-BO1-D	FS	ewf					egated [AUTHORITY] T1(BO1)-DFS	- Shravan Kumar,	02/01/2020 12:50 PM	erf			C	^
R																			
*																			

Figure 323

2. Enter approval-seeking remarks in the 'Send File for Reopening Approval' pop up and click **OK** button.

	File H File E			\$	File Primary Head	\$	File Secondary Head		¢	File Tertiary Head		¢	
i M						Send For Reopening Approval Re	emarks 🗙				Clear	Search	
0.00 1 490	•		Computer Number 👻	File Number		Remarks *			Closed On 🖨	Closing Remarks		Action	h
		E	1478	MEM-5012/1/2019-C		For further action.	ur 35	Ojha, .	19/09/2019 03:12 PN	1 gfngfn		-	î
		E	1473			Total 1000 981 Character left	.:.] r S	Ojha, .	16/09/2019 03:46 PM	1 sfdcvz		-	
en e		E	1299				Ok Cancel	Ojha, BO 1 (07/08/2019 12:37 PN	l close without approval	,	b	
¢		E	1298			sfasfc	SECTION - DFS	Ojha, BO 1 (07/08/2019 04:40 PN	A asdasd		b	
		E	1296	CSO-11/3/2019-C		asfasf	Mantosh Kumar	Ojha, BO 1 (07/08/2019 04:07 PM	1 sfsdf		e	

Figure 324



Submitted Files for Reopening Approval

This feature allows the user to View the Submitted Files for Reopening Approval list and take various actions like 'Close', 'Move to Inbox', 'Cancel' for Approved, Rejected and Pending approval status respectively.

STEPS TO FOLLOW:

Click Submitted Files for Reopening approval Link Under **File** \rightarrow **Closed** Module to view list of files send for closing approval.

	WORKPLACE SOCUTION eFile Ver. 7.0						^{32,79} ⊕ e	TD(SKP)-EOFFICE
	RECEIPT Create Int	box Sent Advance	Search	FILE Create	Inbox Sent	Advance Search	ISSUE Sent Returned A	dvance Search
(133) R	ReOpen File						2	Search Here
	😰 Comp No. † L. File N	o.	Subject	Requ	ested By	Requested On †↓	Request Remarks	Approved / Rejected By A
E 175	File							
₽₩	Create New							
	Create Part							
\mathbf{k}	Create Volume							
	Created							
R	▶ Inbox ~							
2 B	Sent							
A M	Parked							
e o Sc	Closed							
S. C								
	> By Others (All)							
Ø	 Submitted Files for Reopening 							
	 Bulk Closing 							ĺ
	 Initiated Actions 							×

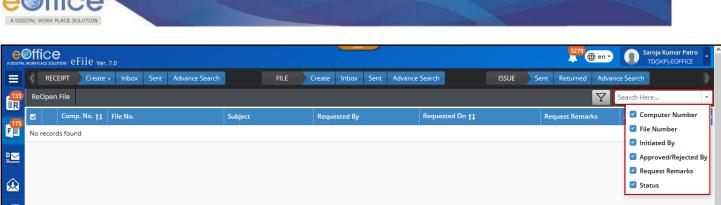
Figure 325

• Submitted Files for Reopening Approval list can be filtered depending on Nature, Approval Status, Initiation Date and Rejection Date by clicking Filter Icon in menu bar.

	Office Manuale Sociation eFile ver. 7.0		3279 en Saroja Kumar Patro D(SKP)-EOFFICE
=	RECEIPT Create Inbox Sent Advance Search	FILE Create Inbox Sent Advance Search	ISSUE Sent Returned Advance Search
133 R	ReOpen File		Filter th Here
.175	🖸 Comp. No. †‡ File No. Subje	t Requested By Nature	Approved / Rejected By
F	No records found	Both Physica	al CElectronic
		Approval Status All Approved Date	O Pending O Rejected
		Initiation Date From dd/mm/yyyy	DI J DI T
		Rejection Date From dd/mm/yyyy	Rejection Date To dd/mm/yyyy
			OK Clear

Figure 326

• File available in **Submitted Files for Closing Approval list** can be **Searched** using module search (Computer No., File No., Initiated By, Approved/Rejected By, Dealing Section, Requesting Remarks and Status).





- Files with **Approved** Status can be **Reopened** by clicking on **Reopen** Menu or Link.
- Files with **Rejected** Status can be moved to Inbox by clicking on **Move to Close** Link.
- Files with **Pending** Status can be **Cancelled** by clicking on **Cancel** Link.
- List of Approvers can be viewed for that particular file by clicking on 'View Approvers' link.



Approval Request

This feature allows the user to **View** the **Closing** and **ReopeningApproval Requests** pending with Approver and perform the Approve and Reject actions on the requests. This feature will be available to only users with Role Approver.

STEPS TO FOLLOW:

Click Approval Request Link under File Module to view list of Closing/Reopening approval.

		ce ce solution eFile	Ver. 7.0							Kumar Patro KP)-EOFFICE
	<	RECEIPT	ate → Inbox Sent Advanc	e Search FILE	Create Inbox	Sent Advance Search	ISSU	JE Sent F	Returned Advance Search	D
(135 R	Ap	orove Reject							Search Here	-
175 F	•	Comp. No. †↓	File No.	Requested By	Requested On †↓	Sender Remark	Status	Request Type	Remark	Action
	0	E 3115363	A-12/1110/2020-QA-01	Yerur Siraj Ahmed, eOffice MMP	19/06/2020 08:49 PM	Enter Remarks	PENDING	REOPEN		* *
		E 3115363	A-12/1110/2020-QA-01	Yerur Siraj Ahmed, eOffice MMP	19/06/2020 08:48 PM	Enter Remarks	APPROVED	CLOSE	Enter RemarksEnter Remarks	
	0	E 3115340	A-12/1087/2020-QA-01	Yerur Siraj Ahmed, eOffice MMP	09/06/2020 03:24 PM	Enter Remarks	PENDING	CLOSE		≛ ~ ≛ ×
	0	E 3115341	A-12/1088/2020-QA-01	Yerur Siraj Ahmed, eOffice MMP	09/06/2020 03:24 PM	Enter Remarks	PENDING	CLOSE		₽ ~ ₽×
	0	E 3115342	A-12/1089/2020-QA-01	Yerur Siraj Ahmed, eOffice MMP	09/06/2020 03:24 PM	Enter Remarks	PENDING	CLOSE		1 / 1 ×



• Approval Request list can be filtered depending on Nature, Approval Status, Initiation Date and Rejection Date by clicking Filter Icon in menu bar.

A DIGITA		ce solution eFile	Ver. 7.0			3266 ⊕ en • O Saroja Kumar Patro TD(SKP)-EOFFICE ◆
	<	RECEIPT Cre	ate + Inbox Sent Advanc	e Search FILE	Create Inbox	Sent Advance Search ISSUE Sent Returned Advance Search
(135 R	Appr	ove Reject				Filter h Here •
175		Comp. No.	File No.	Requested By	Requested On †	Nature Action
F		1+		Yerur Siraj Ahmed, eOffice		Both O Physical O Electronic
₽₩	<u> </u>	3115363	A-12/1110/2020-QA-01	MMP	19/06/2020 08:49 PM	Date 🙎 🙎 🚉
	_ E	3115363	A-12/1110/2020-QA-01	Yerur Siraj Ahmed, eOffice MMP	19/06/2020 08:48 PM	dd/mm/yyyy 🛱 dd/mm/yyyy 🛱 sEnter Remarks
	<u>с</u> е	3115340	A-12/1087/2020-QA-01	Yerur Siraj Ahmed, eOffice MMP	09/06/2020 03:24 PM	Approval Request Type All Reopening Closing
	E	3115341	A-12/1088/2020-QA-01	Yerur Siraj Ahmed, eOffice MMP	09/06/2020 03:24 PM	Approval Status
	C E	3115342	A-12/1089/2020-QA-01	Yerur Siraj Ahmed, eOffice MMP	09/06/2020 03:24 PM	OK Clear
1 420 1 420	□ E	3115343	A-12/1090/2020-QA-01	Yerur Siraj Ahmed, eOffice MMP	09/06/2020 03:24 PM	Enter Remarks PENDING CLOSE

Figure 329

• File available in **Submitted Files for Closing Approval list** can be **Searched** using module search (Computer No., File No., Initiated By, Sender Remarks and Remarks).

	ffice REPLACE SOLUTION eFile	Ver. 7.0						3266 en •	Saroja Kumar Pat TD(SKP)-EOFFIC
= <	RECEIPT	eate Inbox Sent Adva	ance Search FILE	Create Inbox	Sent Advance Search	ISSU	E Sent R	eturned Advance Sea	rch
135 A R	Approve Reject							Y Search	1 Here
175 F	Comp. No.	File No.	Requested By	Requested On †↓	Sender Remark	Status	Request Type	Remark	 Computer Nuter File Number
	E 3115363	A-12/1110/2020-QA-01	Yerur Siraj Ahmed, eOffice MMP	19/06/2020 08:49 PM	Enter Remarks	PENDING	REOPEN		Initiated By Sender Remar
	E 3115363	A-12/1110/2020-QA-01	Yerur Siraj Ahmed, eOffice MMP	19/06/2020 08:48 PM	Enter Remarks	APPROVED	CLOSE	Enter RemarksEnter Re	Remarks

• Clicking on **Approve** Icon or Menu (after selecting request) should open approval remark popup. Entering remark and clicking **OK** should approve the closing/reopening request.

Note:

- Once approved, the status of the request will be updated as Approved. Same status is also updated at the user end who has submitted the request for approval.
- Clicking on **Reject** Icon or Menu (after selecting request) should open Rejection remark popup. Entering remark and clicking **OK** should reject the closing/reopening request.

Note:

• Once rejected, the status of the request will be updated as Rejected. Same status is also updated at the user end who has submitted the request for approval.

Pull Up File

This feature allows user to pull up Files from other user's File Inbox/Inbox Folder/Created who are in same section/office, individual's hierarchy or as per the Pull up scope defined by the administrator.

Important Points:

- ✓ Proper Search and Pull up Scope should be assigned to user.
- ✓ File to be pulled up must be attached with other File/Receipt.
- ✓ File to be pulled up must be in Inbox/Inbox Folder/Created folder of other user.

STEPS TO FOLLOW:

From Advance Search Output List

- 1. Search File to be pulled up in advance search.
- 2. In Advance Search Output page, click **Pull Up** icon/link for selected File.

A DIGITAL	Off . WORKPI	ice Ace solution eFile ver. 7.0								1279 @ en •	Saroja Kumar Patro TD(SKP)-EOFFICE
	.€[RECEIPT Create Inbo	x	Sent Advance	ce Search	FILE Create	Inbox Sent Advar	nce Search	ISSUE Sent F	Returned Advance Sea	rch
(133) R	Fil	e Receipt Issue								P : Global	E : Global 🔷 ^
(175) F		Comp. No.		File No) .	Subject		Origin Internal		de Closed	
	Sen	d Reopen Receive Pull L	Jp	Pull Back U	npark		Search File			972 Re	cords T -
쉆											45 ► H 10 ▼
		Actions		Comp. No. †↓	File No.	Subject	Location	Section	Sent On †↓	Forwarding Remark	Currently With
Z	0	Details	E	3115476	A-12011/7/2020-QA-01	File for external Instance	File/Sent	-	19/06/2020 08:27 PM	pls see and comment	Sent to: n1d2
		Pull Up Details	P	3115420	M/110/2020-QA-01	p file 3	File/Inbox	RTI DIVISION	19/06/2020 12:22 PM		Vandana Pal,RTI DIVISION
000 140		Pull Back Details	E	3115187	A-11011/3967/2020- QA-01	Automation Testing	File/Inbox	CHANDIGARH (U.T. UNIT)	19/06/2020 02:25 PM		Arjun Kumar Balla,CHANDIGARH (U.T. UNIT)
@ •]		Pull Back Details	E	3115003	A-11011/3944/2020- QA-01	Enter Description 223	File/Inbox	eOffice MMP Division	18/06/2020 07:58 PM		Kapil Kumar Sharma,eOffice MMP Division

Figure 331

3. Enter Pull Up **Remarks** in the Pull Up Confirmation pop up.

	Office WORKFLACE SOLUTION & File Ver. 7.0		3279 (m) en • Saroja Kumar Patro TD(SKP)-EOFFICE
		Reason For Pull-Up X	
133 R	File Receipt Issue	For Urgent work.	P : Global E : Global 🔷 🗸
(175) E	Comp. No.	یز) Total 1000 I 984 Character left	Include Closed
	Send Reopen Receive Pull Up Pull Back Unpark	OK	972 Records T
$\widehat{\mathbf{x}}$			K (1 2 3 4 5) H 10 V



4. Click **OK** to pull up the selected files.



From File View

- 1. Select user from Section or Hierarchy down line in File view of Inbox/Inbox Folder/Created list.
- 2. From selected Users Inbox/created list, select File to be pulled up.

e (Offi WORKPL		, TION	eFile ver. 7.0								3279 🌐 en 🔻	Saroja Kumar Patro TD(SKP)-EOFFICE
	<	REC	EIPT	Create +	Inbox Sent Advance	Search FILE	Create Inbox Se	ent Advance	Search	ISS	UE Sent	Returned Advance	e Search
(133 R	Pu	ll Up						Y	Search Her	e	- File View	(SECTION) Select U	ser 🔹 🌉
175				Comp. No. †↓	File No.	Subject	Sent By	Sent On †↓	Read On †↓	Due On †↓	Marked To	Remarks	^
E		☆	E	3092186	1(13)/2019RT9	Request for information under RTI Act, 2005 by sh	Vandana Pal, RTI DIVISION	12:06 PM	20/06/2020 12:10 PM		Saroja Kumar Patro,		
		☆	Ρ	3047624	1(58)/2008-RTI/PF- 22/P-A	Request for information regarding his petition No	Vandana Pal, RTI DIVISION	12:06 PM	20/06/2020 12:06 PM		Saroja Kumar Patro,		
∞		☆	E	3115489	B-12012/3/2020- QA-01	migration file test	Saroja Kumar Patro, eOffice MM	12:00 PM	20/06/2020 12:00 PM		Kapil Kumar Sharma,	hfjhg	Q
₹		☆	E	3115432	C/30/2020-QA-01	show bversion	Kapil Kumar Sharma, eOffice MM	11:52 AM	20/06/2020 12:00 PM		Saroja Kumar Patro,		D
2M		☆	E	3115484	A-14/4/2020-QA-01	p file for tyet	Kapil Kumar Sharma,	11:07 AM	20/06/2020		Saroja Kumar		

Figure 333

3. Click Pull up menu.

4. Enter mandatory **Remark** in Reason for Pull up Popup.

Kumar Patro									eFile ver. 7.0	CE CE SOLUTION	A DIGITA
			ISS	×		Reason For Pull UP					
•	ECTION) Select User	▼ File View (SE)				Remarks * For Urgent Work					133
^			eOn †↓				Subject				
		Saroja Kumar Patro,	J			Total 1000 985 Character left	Request for informati RTI Act, 2005 by sh	1(13)/2019RT9	3092186	☆ e	
		Saroja Kumar Patro,		K Cancel			Request for informati regarding his petition	1(58)/2008-RTI/PF- 22/P-A	3047624	☆ P	
Ģ	hfjhg	Kapil Kumar Sharma,		20/06/2020 12:00 PM	12:00 PI	Saroja Kumar Patro, eOffice MM	migration file test	B-12012/3/2020- QA-01	3115489	☆ e	
	hfjhg				12:00 PI		migration file test		3115489	☆ E	



5. Click **OK** to pull up selected receipt(s).

Note:

- Pulled up file will be moved to Inbox of logged in User post.
- Pull up movement will be added in movement history of file with pull up remark.
- After pull up from advance search user will stay on same page with actions (Detail, Send, File No.)
- After pull up from File View user should stay on same page with entry of pulled up file removed from list.



Initiate Action on File

This feature is useful when a user wishes to keep a check/follow-up on the actions taken place on a file when it is still in the movement of channel of submission without having to call back the file every time. This is called as *'initiating an action on a file'*.

The action can be initiated by a user while forwarding file or for the ones which have been already sent. The recipients of such file can then add their comments or record their inputs, which can be then reviewed by the initiator against every movement.

This feature is useful, in cases, when the head of the organization/department plans to monitor the inputs of the employees towards the disposal of file, by reviewing their comments recorded at every movement.

'Initiate Action' primarily consists of -

- 1. Initiating an Action Initiated against the receipt by the initiator for review while forwarding.
- 2. Adding Comments/Action Details Users recording their comments with every movement of receipt received with INITIATED ACTION.
- 3. Review/Initiated Action Details- Reviewing the comments recorded with every movement, by the initiator.
- 4. Close Initiated Action The action initiated on a receipt can later be then closed, as required.

Initiate Action

This section describes the process of initiating a cycle of actions while forwarding a receipt or on already sent receipt.

Important Points:

- ✓ File must be available in file Inbox/Inbox Folders/Created list.
- ✓ ACTION on File in sent box, can only be INITIATED for the ones in active state (not closed).
- ✓ File must not have currently active initiated action.
- ✓ External (eOffice Instance) should not be selected on File Send Page.

STEPS TO FOLLOW:

<u>From File Send Page</u>

- 1. Select file(s) or Click open a file from Inbox/Inbox Folder or Created list.
- 2. Click Send menu.

A DOG	TAL WORK FLACE SOLUTION											
	MARTINE SOLUTION eFile ver. 7.0			_					5	281 🌐 en 🔹		Kumar Patro
	RECEIPT Create Inbox Sent Adva	nce Search	FILE Create Int	oox S	ient Ac	lvance Search		ISSUE	Sent Retu	rned Advand	e Search	D
(133) R	• Internal O External											
	Organisation NIC Choose One											
	All Recent 5 In channel Sub-ordinates	Send Back Report	ing Officer				(Comp. No.	File No. / Receip	t No. Subject	t	Note Type
	To * Vandana Devi-SA(VD)-HP-SHIMLA (STATE UNIT)	Notify Through : 🗹 Em	nail 🗹 SMS				E S	2115/02	A-11011/4050/20 QA-01	20- Enter D	escription	
愈	Set Due Date 25/06/2020	Action Approved		•								
×	Priority Immediate	▼ Initiate Action Ple	e * ease Speak/Discuss	•								
4	Remarks * Kindly Discuss											
₽ D 4 C												
۲	Total 1000 986 Character left				Note: N	loting in the attach	ed file	es, if any, will b	e finalized after	movement of	main file/recei	pt.
					Intimat							
ৃত্রী					S. No.	Employee Name		Marking Abb		tion	ion 🗹	
G						Yerur Siraj Ahmed		SSA(YSA)-EOF	FILE eO	ffice MMP Divisi	on 🖄	
								2	eSign & Send	- 👿 D	SC Sign & Send	d Send

Figure 335

3. Select user in **To** field (Select the user from segregated employee List using any of "All", "Recent 5", "In Channel", "Sub-ordinates", "Send Back" and "Reporting Officer").

Note:

eoffice

- All: List will display all the active users in the department.
- **Recent5:** List will display last five distinct users to whom file was sent respectively.
- In channel: List will display the list of users who were in channel of previous movement.
- **Sub-ordinates**: List will display the sub-ordinates placed below the logged in employee in the post (individual) hierarchy.
- Send Back: Previous sender of file will be displayed.
- **Reporting Officer**: List will display the reporting officer placed above the logged in employee in the post (individual) hierarchy.

Or

- **4.** Select user in **To** field from the **Organization hierarchy** list in case for single instance multiple departments.
- 5. Select Due Date
- 6. Select Action
- 7. Select Priority
- 8. Select Initiate Action and Initiation Type (Configurable & role based)
- 9. Enter Remarks (mandatory for Initiate Action)
- 10. Select Notify Through (SMS/Mail) using checkbox to notify receiver. (If required)
- **11.** Select **Intimate Through** (SMS/Mail) using checkbox to intimate users in previous movements. (*If required*).
- 12. Click Send to forward file.

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<u>From File Sent List</u>

1. Click Initiate Action Icon 🔍 for a File in Sent list.

A DIGETA		се те sociut tion e File v	/er. 7.0				_			3281	en 🔹 🚺	Saroja Kun TD(SKP)-E	
	<	RECEIPT Crea	ite→ Inbox Sent Adva	nce Search	FILE	Create	Inbox S	ent Advance Search	ISS	UE Sent Returned	Advance Searc	h)
(133 R	Crea	ate Part Pull Ba	ack					\	Search Here	 Show Shared 	Sent Choose	One	•
175		Comp. No. †↓	File No.	Subject				Sent To	Sent On †↓	Currently With	Due On †↓	Actions	^
F	0 P	P 3115495	A-11011/4052/2020-QA-01	Enter Description				Yerur Siraj Ahmed, eOffice MMP	20/06/2020 12:26 PM	Yerur Siraj Ahmed, eOffice MMP			•£ @
	<u> </u>	E 3115489	B-12012/3/2020-QA-01	migration file test				Kapil Kumar Sharma, eOffice MM	20/06/2020 12:00 PM	Kapil Kumar Sharma, eOffice MM			
쉆	() E	E 3115483	A-11/419/2020-QA-01	p file xteral				Jaskiran, n1d2	20/06/2020 11:33 AM	Jaskiran, n1d2			
N	□ E	E 3115484	A-14/4/2020-QA-01	p file for tyet				Kapil Kumar Sharma, eOffice MM	20/06/2020 11:02 AM	Saroja Kumar Patro, eOffice MM			©,
ÊM	0 P	P 3115483	A-11/419/2020-QA-01	p file xteral				Jaskiran, n1d2	20/06/2020 10:51 AM	Jaskiran, n1d2			

Figure 336

2. Select Initiation Type in the 'File Initiation Confirmation' pop up.

e	Strice	er 70				<mark>3281</mark> @ e	n 🗸 🚺 Saroja Kumar Patro TD(SKP)-EOFFICE
				File Initiated Confirmation	*		dvance Search
133				Initiation Type * For Follow Up	▼ Here	Show Shared Se	
				Remarks * Kindly Discuss	: On †‡	Currently With	Due On †↓ Actions
E	P 3115495	A-11011/4052/2020-QA-01	Enter Description		6/2020 : 6 PM	Yerur Siraj Ahmed, eOffice MMP	₽ ∰•
	🗆 E 3115489	B-12012/3/2020-QA-01	migration file test	Total 1000 986 Character left	6/2020 0 PM	Kapil Kumar Sharma, eOffice MM	
	🗌 E 3115483	A-11/419/2020-QA-01	p file xteral	OKCancel	6/2020 3 AM	Jaskiran, n1d2	
	□ F 3115484	A-14/4/2020-0A-01	n file for tyet	Kapil Kumar Sharma,	20/06/2020	Saroja Kumar Patro,	



- 3. Give Mandatory Remarks.
- 4. Click **OK** to initiate action.

Note:

- Entry will be made in Initiated Action list under File Module for the user who has initiated the action and for other users of same section.
- Files in recipient's Inbox/Inbox Folder on which action is initiated will demarcated by legend.
- Further initiate action will not be allowed for the same file till the existing initiated action is closed.
- Initiated action details should be displayed under Action Details for the file.
- User with whom file is lying (in Inbox/Inbox folder/Parked) can add comments to the initiated action.
- Initiate Action link will be removed for files in Sent list on which an (one) action has been initiated.



View and Add Comments to Initiated Action

This Feature is required to add view and add comments on initiated action on File.

STEPS TO FOLLOW:

From File Inner page of a File in Inbox

- 1. Click opens a File from Inbox/ Inbox Folder/Parked.
- 2. Click More→Action Details menu to View Action Details.
- 3. Click Add Comment link in the Action Details page (Available for active Initiated Actions Only).

e (WORKPLACE SOLUTION eFile ver. 7.0		FILE Create Inbox Sent Advance Search						3514	en 🔹 🚺 s	aroja Kumar Patro TD(SKP)-EOFFICE
	(RECEIPT Create) Inb	ox Sent Advance Search	FILE Cre	eate Inbox S	ent Advanc	e Search		ISSUE Se	nt Returned	Advance Search	Ð
164 R	F Movement Deta	ils Draft v Edit Send	Send Back Link	Files Attach	• Park	Close 🔻	More 🔻				B
	File Inbox / A-11011/4422/2020-0)A-01						E 311	5917 A-11011/	4422/2020-QA-01	Automation Testing
295 F	Initiated Action Details										
	Comp. No. :	3115917			File No. :			A-11011/4422/202)-QA-01		
	Opening Date :	21/06/2020			Main Category			Establishment			
愈	Subject :	Automation Testing									
	Currently With: Saroja Kumar	Patro, eOffice MM Status: In P	rocess								View History
×	1 = Action Details & Commer	nts									
ÊM	Initiated By :	Saroja Kumar Patro, eOffice MM			Initiated On :			21/06/2020 04:22	м		
	Initiate Action Type :	For Follow Up			Forwarded To	:		Yerur Siraj Ahmed,	eOffice MMP		
₽ D \$ C	Initiation Remark :	Initiate Action Remarks								_	
\$											Add Comment
45	Action Taken By	Action Taken On	1		Action Type				Action Remark	L	
ð	No records found										

Figure 338

4. Select value from **Action Type*** combo box.

A DIGITAL	VIGRAFIACE SOLUTION OFFILO Ver. 7.0				3514 en • D Saroja Kumar Patro TD(SKP)-EOFFICE
				×	ISSUE Sent Returned Advance Search
	F Movement Details	Draft v Edit Send Se	Action type * In Process Remarks *	•	A
	File Inbox / A-11011/4422/2020-QA-0	01	In Process.		E 3115917 A-11011/4422/2020-QA-01 Automation Testing
295 E	Initiated Action Details				
	Comp. No. :	3115917	.: Total 1000 989 Character left	<u>.</u>	A-11011/4422/2020-QA-01
	Opening Date :	21/06/2020	Total TUUU 989 Character left	_	Establishment
	Subject :	Automation Testing	Add Cancel		
	Currently With: Saroja Kumar Pa	itro, eOffice MM Status: In Proce	55		View History

Figure 339

- 5. Enter mandatory **Remarks**.
- 6. Click Add to add Comments.



From a File Already Attached to a Receipt in Inbox

- 1. Click opens a Receipt from Inbox/Inbox Folder/Created.
- 2. Click Attach File→Attach Menu.
- 3. Click Action Details icon for File in Attached Files List to View Action Details.
- **4.** Click **Add Comment** link in the Action Details page (*Available for active Initiated Actions Only*) (**Figure 338**).
- 5. Select value from Action Type* combo box (Figure 339).
- 6. Enter mandatory Remarks (Figure 339).
- 7. Click Add to add Comments (Figure 339)

From a File Already Attached to a File in Inbox

- 1. Click open a File from Inbox/Inbox Folder/Parked/Created.
- 2. Click Attach File→Attach Menu.
- 3. Click Action details icon adjacent to File in Attached Files List to View Action Details.
- Click Add Comment link in the Action Details page (*Available for active Initiated Actions Only*). Figure 338
- 5. Select value from Action Type* combo box (Figure 339)
- 6. Enter mandatory Remarks (Figure 339).
- 7. Click Add to add Comments (Figure 339).

From Advanced Search Output

- 1. Search file in Advanced Search module.
- 2. Click **Details** link in the search output entry.
- 3. Click Action Details link in the Movement Details pop up page to View Action Details.
- Click Add Comment link in the Action Details page (*Available for active Initiated Actions Only*).
 Figure 338
- 5. Select value from Action Type* combo box (Figure 339).
- 6. Enter mandatory Remarks (Figure 339).
- 7. Click Add to add Comments (Figure 339).

Note:

 User can view History of previously initiated actions and action comments on file by clicking on View History on Action Detail Page.



Closing Initiated Action

This feature allows user to Close Initiated Action.

Important Points:

- ✓ Initiated Action Listing must be section specific.
- ✓ User should be able to **Search** and **View Details** of initiated action.
- ✓ Role (ROLE_ACTION_INITIATOR) must be assigned to the users for Closing the initiated actions.

STEPS TO FOLLOW:

1. Click Initiated Action link under File module.

	WORKPLACE SOLUTION EFile ver. 7.0												3514	en •		Sumar Patro P)-EOFFICE	• ^
	〈 RECEIPT Create › In	box Sen	t Advance Search		FILE	Create	Inbox	Sent	Advance Sear	ch	ISSUE	Sent	Returned	Advance Sea	irch)>
164 R	Initiated Actions																
ER	Initiated Date							Initia	tion Type			A	ction Status				
295 F	File		To Date					Ch	oose One			•	Active				•
	riic				ection						And an Com						
₽₩	Create New				elect Section					•	Action Com Choose On		e			,	•
	Create Part														Clear	Search	
$\widehat{\mathbf{M}}$	Create Volume	_															
	▶ Created		Subject					Initiated	on †↓	Initiated By		Initiati	on Type	Closed On †	Ļ	Actions	î.
R	▶ Inbox ~	/2020-QA	01 Enter Description	223			:	21/06/20	20 04:45 AM	Saroja Kuma MM	r Patro, eOffice	For Fo	llow Up			≍ ×	
*D	Sent									Saroia Kuma	r Patro, eOffice						
ÊM	Parked	7/2020-QA	01 Enter Description	223			:	21/06/20	20 04:44 AM	MM		For Fo	llow Up			j≣ ×	
E D S C	▶ Closed 🗸 🗸	/2020-OA	01 Enter Description	223				21/06/20	20 04:43 AM	-	r Patro, eOffice	For Fo	llow Up			i≡ ×	
∲ č	Bulk Closing	12020 QI	or enter beschption.					21/00/20	20 04.4571	MM		10110	lion op			,	
@	Initiated Actions	i/2020-QA	01 Enter Description	223			:	21/06/20	20 04:41 AM	Saroja Kuma MM	r Patro, eOffice	For Fo	llow Up			j ≡ x	
	Approval Requests	V2020-0A	01 Enter Description	223				21/06/20	20.04-40 AM	Saroja Kuma	r Patro, eOffice	For Fo	llow.Llp			:= •	-

Figure 340

2. Search the File using Search Parameters at the top.

		fice RPLACE SOLUTION eFi	le ver. 7.0				_				3514		roja Kumar Patro D(SKP)-EOFFICE	-
		RECEIPT	Create + Inbox Sent	Advance Search	FILE	Create	Inbox S	Sent Advance Sea	ırch	ISSUE	Sent Returned	Advance Search		>
164 R	In	nitiated Actions												
EK	In	itiated Date						Initiation Type			Action Status			
295 F	F	From Date		🛗 🛛 To Date				Choose One			 Active 		•	
	D	orwarded To Department Select Departmer	ıt	•	Section Select Section				•	Action Comn Choose One			•	
$\hat{\mathbf{x}}$												C	ear Search	
\mathbf{X}		Comp. No. †↓	File No.	Subject			Ini	tiated on †↓	Initiated By		Initiation Type	Closed On †↓	Actions	^
zX	E	3115934	A-11011/4438/2020-QA-01	Enter Description 223			21	/06/2020 04:45 AM	Saroja Kumar P MM	atro, eOffice	For Follow Up		j≡ x	
4 M	E	3115933	A-11011/4437/2020-QA-01	Enter Description 223			21	/06/2020 04:44 AM	Saroja Kumar F MM	atro, eOffice	For Follow Up		Close	
ם <i>ю</i> с	E	3115932	A-11011/4436/2020-QA-01	Enter Description 223			21	/06/2020 04:43 AM	Saroja Kumar P MM	atro, eOffice	For Follow Up		j ≡ x	





- 3. Click **Close** icon under actions against the receipt number to view the recorded comments and other details.
- 4. Enter the mandatory **Remarks**.

A DIGITAL	office Norkplace solution eFile ver. 7.0					ja Kumar Patro (SKP)-EOFFICE
				×		
164			Remarks * Action Completed.			
ER	Initiated Date				Action Status	
295 F		10 Date	Total 1999 1 983 Character left	.::	▼ Active	*
	Forwarded To Department Select Department	Se Se			Action Comment Type Choose One	*
			OK Cancel			
					Clea	ar Search
	Comp. No. †↓ File No.	Subject	Initiated on †↓ Initiated B	^b y	Initiation Type Closed On †↓	Actions



5. Click OK to Close the Initiated Action



Convert File from Physical to Electronic

This feature allows user to Convert Physical File to Electronic File.

Important Points:

- ✓ Physical File must be present in Inbox/Inbox Folder/Created list.
- ✓ Physical file must be in received state in Inbox/Inbox Folder.
- ✓ File to be converted should not have any Attached File(s) or Receipt(s).
- ✓ Noting and Correspondence (If Available) must be uploaded in File Conversion page.
- ✓ Only users of **Dealing Section** can initiate conversion process.

STEPS TO FOLLOW:

- 1. Click open a physical file to view file inner page from Inbox/Inbox Folder/ Created list.
- 2. Click **Convert** menu to open Conversion page.

A DIGITAL	VIII WORKPLA	CE EE SOLUTIO	» eFile ver	. 7.0												7	en 🔨 🚺	TD(SKP)-EOFF	
	<	RECEI	T Create	 Inbox 	Sent	Advance Search		FILE	Create	Inbox Ser	nt Advan	ice Search		ISSUE	Sent	Returned	Advance S	earch	∢
166 R		Ē	Movement	Details	Edi	t Send	Send Back	Convert	Link Files	Attach 🔫	Park	Close 🔻	Dispatch	More 🔻					B
	File Ir	nbox /	F/33/2020-Q	A-01					•								P 3116085	F/33/2020-QA-01	File 22
F	List	of Co	rrespondenc	es															
₽₩		-	Receipt N	lo. / Issue N	о.		Subj	ect		Туре		Marked As	; A	ttached On	ţ1	Issued On 1	t Re	emarks	
	0	C	2258/202	0/EOFFICE			Testi	ng		Receipt			2	3/06/2020 01	1:08 AM		C	onvert File	
劔																			
×																			
4 M																			
D S C																			Receipt

Figure 343

- **3.** Click **Upload** icon adjacent to **attached correspondence** in Correspondence section to upload Scanned Receipt(s)/Issue(s) in PDF format from the system.
- 4. Click Upload icon in noting section to upload Scanned noting in PDF format from the system.
- 5. Click Finalize Conversion button to open confirmation Pop up.

A DIS	STAL WORK PLACE SOLUTION											
A DIGITAL	WORKPLACE SOLUTION eFile Ver. 7.0									🔭 🌐 en 🍷	TD(SKP)-EOFF	
	(RECEIPT Create + Inbox	Sent Advance Search	FILE	Create	Inbox Sent	Advance Sea	arch	ISSUE	Sent	Returned Advance	Search	⋗
166 R	F Movement Details	Edit Send :	Send Back Conve	rt Link Files	Attach 🔻	Park Cl	lose 🔻 Dispato	h More 🔻				-
	File Inbox / F/33/2020-QA-01									P 311608	5 F/33/2020-QA-01	File 22
254 F	File Details											
	Comp. No. :		File No. :				F/33/2020-QA-01					
₽ <u>~</u>	Creation Date :	21/06/2020 07:38 PM			Main	Category :						
\wedge	Sub Category :											
∞	Subject :	File 22										
×	Correspondences											
<u>×</u>	Receipt / Issue No.	Туре	Marked As	Subject			Attache	d on 🛛 🛛	PDF			Action
4	2258/2020/EOFFICE	receipt		Testing			23/06/20 AM	020 01:08			[± *
E D S C											H I	N
	Noting									Upload 📤 🛛 F	Remove 🗙 Pdf Only	<= 25 MB
\$			Save	Save And Previev	w Finalise Co	onversion	Cancel Conversi	on				
Ì												

Figure 344

- 6. Enter mandatory Remarks in File Conversion pop up.
- 7. Click **OK** button to convert file.

	WORKPLACE SOLUTION eFile Ver. 7.0			TD(SKP)-EOFFICE
			File Conversion Confirmation	ISSUE Sent Returned Advance Search
166 R			Remarks * Converted	ch More 🔻 🕒
	File Inbox / F/33/2020-QA-01			P 3116085 F/33/2020-QA-01 File 22
254 F	File Details			
	Comp. No. :	3116085	Total 1000 991 Character left	F/33/2020-QA-01
	Creation Date :	21/06/2020 07:38 PM		
	Sub Category :		OK Cancel	
	Subject :	File 22		
	Correspondences			



Note:

eoffice

- Physical File will be converted to electronic file.
- Uploaded Noting should be attached in Green Note as an attachment.
- In case of attached Correspondence(s), Receipt(s)/Issue(s) should be converted to electronic Receipt(s)/Issue(s) after uploading. (Change of nature from P to E)
- Files Saved for Conversion will be displayed in **Conversion→Draft** List Page.
- Details of the conversion of the file will be displayed in **Conversion**→**Completed** List Page.

File Conversion Draft List

File Conversion Draft List will display files that are saved for conversion. User can open file from this list page by clicking on File Number and Finalize the Conversion process.

• Click File→Conversion→Draft to open conversion draft list page.

DIGITAL	WORKPLACE SOLUTION @File ver. 7	7.0		TD(SKP)-EOFFICE
	RECEIPT Create •	Inbox Sent Advance Search	FILE Create Inbox Sent Advance Searc	ch ISSUE Sent Returned Advance Search
166 R	File Conversion (Draft)			Search Here
254	Comp. No. 11 File No.		Subject	Subject Category
	File	20-QA-01	Enter Description	Establishment
-	Create New	20-QA-01	Enter Description	Establishment
	Create Part	20-QA-01	Enter Description	Establishment
\geq	Create Volume	20-QA-01	Enter Description	Establishment
	Created	20-QA-01	Enter Description	Establishment
U (▶ Inbox	~ 20-QA-01	Enter Description	Establishment
A	Sent	1	250002	
6	Parked	1	250002	
D S C	Closed	* 1	250002	
	Bulk Closing	1	250002	
	 Initiated Actions Approval Requests 	1	250002	
) €		1	250002	
J	Conversions Drafts	1	250002	
a	> Completed	1	250002	

Figure 346

• File available in **Conversion Draft list** can be **Searched** using module search (Computer No., File No., Subject and Subject Category).

A DIGITAL		eFile ver. 7.0		Saroja Kumar Patro 👔 🏠 TD(5KP)-EOFFICE
	< RECEIPT	Create Inbox Sent Advance	Search FILE Create Inbox Sent Advance Search	ISSUE Sent Returned Advance Search
(166) R	File Conversi	on (Draft)		Search Here 👻
	Comp. No. †↓	File No.	Subject	Subject Category
E	3115920	A-11011/4425/2020-QA-01	Enter Description	Establishment
₽₩	3115761	A-11011/4270/2020-QA-01	Enter Description	Establishment
	3115760	A-11011/4269/2020-QA-01	Enter Description	Establishment
	3115759	A-11011/4268/2020-QA-01	Enter Description	Establishment
	3115758	A-11011/4267/2020-QA-01	Enter Description	Establishment
₹	3115707	A-11011/4219/2020-QA-01	Enter Description	Establishment

Figure 347

File Conversion Completed List

File Conversion Completed List will display record of Files which were converted to electronic File.

• Click **File→Conversion→Completed** to open conversion draft list page.

	VIORKPLACE SOLUTION eFile ver. 7.0						en Saroja Kumar Patro TD(SKP)-EOFFICE
	RECEIPT Create → I	Inbox Sent	Advance Search	FILE Create Inbox Sent Advance	Search ISSU	Sent Returned	Advance Search
66 R	File Conversion (Completed)						Search Here
	Comp. No. 11 File No.		Subject	Subject Category	Converted By	Converted On †↓	Remarks
	File		file 11		Saroja Kumar Patro	21/06/2020 07:44 PM	Converted
	Create New	20-QA-01	Enter Description	Establishment	Saroja Kumar Patro	21/06/2020 07:37 AM	ConvertedConvert
	Create Part	20-QA-01	Enter Description	Establishment	Saroja Kumar Patro	21/06/2020 04:26 AM	Converted
	Create Volume	20-QA-01	Enter Description	Establishment	Saroja Kumar Patro	20/06/2020 09:58 PM	Converted
	Created	20-QA-01	Enter Description	Establishment	Saroja Kumar Patro	20/06/2020 09:24 PM	ConvertedCreate a Green Note
2	▶ Inbox	20-QA-01	Enter Description	Establishment	Saroja Kumar Patro	20/06/2020 09:23 PM	ConvertedCreate a Green Note
	▶ Sent	20-QA-01	Enter Description	Establishment	Saroja Kumar Patro	20/06/2020 09:22 PM	ConvertedCreate a Green Note
	Parked	20-QA-01	Enter Description	Establishment	Saroja Kumar Patro	20/06/2020 09:21 PM	ConvertedCreate a Green Note
	Closed	20-QA-01	Enter Description	Establishment	Saroja Kumar Patro	20/06/2020 09:20 PM	ConvertedCreate a Green Note
	Bulk Closing	20-QA-01	Enter Description	Establishment	Saroja Kumar Patro	20/06/2020 09:19 PM	ConvertedCreate a Green Note
	Initiated Actions	20-QA-01	Enter Description	Establishment	Saroja Kumar Patro	20/06/2020 07:36 PM	ConvertedCreate a Green Note
	Approval Requests	20-QA-01	Enter Description	Establishment	Saroja Kumar Patro	20/06/2020 07:07 PM	ConvertedCreate a Green Note
	Conversions	~ 20-QA-01	Enter Description	Establishment	Saroja Kumar Patro	20/06/2020 07:04 PM	ConvertedCreate a Green Note
	 > Drafts > Completed 	A-01	p file xteral		Saroja Kumar Patro	20/06/2020 11:31 AM	Converted

Figure 348

• File available in **Conversion Completed list** can be **Searched** using module search (Computer No., File No., Subject, Subject Category, Converted By and Remarks).

Consolidated View of File

This Feature allow user to view files available on his or her multiple posts in a single window.

STEPS TO FOLLOW:

1. Log into eFile account to view file inbox list of primary post

A DIGITAL	Off WORKPL		10N €	eFile ver. 7.0								
	Red	RECE			Inbox Sent Advance Sent Back Move To → Crea	arch ate Volume	FILE Create Part	Create Park	Inbox Sent Advance Sea Close -	r ch	ISSUE Here	PA-EOFFICE PA-DDG(Rachna Srivastava) File(E-0/0 P-1/1) Receipt(E-3/3 P-0/0)
				Comp. No. †↓	File No.	Subject			Sent By	Sent On †↓	Read On †↓	PA-EOFFICE PA-EOFFICE
F		☆	E	3092227	P-12011(11)/22/2019- EOFFICE		f Taxi services fo ka State Un	r NIC	Saroja Kumar Patro,eOffice MMP	31/03/2020 05:41 PM	31/03/2020 07:02 PM	File(E-0/6 P-0/0) Receipt(E-13/21 P-0/2)
	0	☆	E	3105879	P-12011(11)/16/2020- EOFFICE	Approva in variou	ll for implementa 15	ation of eOffice	e Saroja Kumar Patro,eOffice MMP	30/03/2020 09:16 AM	30/03/2020 10:21 AM	🖒 Logout 🖌 Home
쉆	0	☆	E	3105297	P-12011(11)/13/2020- EOFFICE	Approva (SPARRC	ll for implementa)W) i	ation of eOffice	 Nirvesh Kumar,eOffice MMP Divi 	24/03/2020 09:41 AM	24/03/2020 09:41 AM	
R		☆	E	3105600	P-12011(11)/15/2020- EOFFICE	Approva in variou	ll for implementa us	ation of eOffice	e Saroja Kumar Patro,eOffice MMP	20/03/2020 12:12 PM	24/03/2020 09:38 AM	
1	0	☆	E	3105272	P-12011(11)/12/2020- EOFFICE	Approva in variou	l for implementa JS	ition of eOffice	 Saroja Kumar Patro,eOffice MMP 	17/03/2020 01:16 PM	17/03/2020 01:16 PM	



2. Click "All" posts link available in dropdown under Logged in user's Primary post in profile area.

A DIGIT	Off	TION	eFile ver. 7.0	D						.	@ en •	AII -
					n and and and and and and and and and an	All the unsaved info	of previous tabs will be lost.	×	ISSUE)
					Volume Create	Are you sure to swit	tch post ?		re	▼ File View (SELF) Select User		-
					Subject		ок	Cancel	Read On † ↓			
F		E	3092227	P-12011(11)/22/2019 EOFFICE	Hiring of Taxi ser Karnataka State U	Jn	MMP	05:41 PM	31/03/2020 07:02 PM			ß
	0	Е	3105879	P-12011(11)/16/2020 EOFFICE	Approval for imp in various		Saroja Kumar Patro,eOffice MMP		30/03/2020 10:21 AM			



3. Click OK in confirmation popup to switch to consolidated view.

Consolidated File Inbox

- Consolidated Inbox will display files marked to users multiple posts in a single Inbox list.
- Fields Like Computer No., File Number, Subject, Sent By, Sent On, Marked To (Post), Due On, Read on and Remarks are displayed
- Actions on single file selection- **Receive** (*Applicable for unreceived physical files only*), **Send Back**, **Send**, **Park**, **Close**, **Send for closing approval**, **Create Part**, **Create Volume** (*Applicable for physical files only*) can be taken.
- File inner page can be viewed by clicking on File Number.
- **Sent By** user details (Name, Designation, Marking Abbreviation, Post, Section, Department, Email and Instance) can be viewed by clicking on user's name.



- Inbox View can be switched from Advance (Row based) to Normal (Column Based) by clicking on switch icon
- User can create **part file** of individual electronic and physical file (*User will be redirected to respective post to which individual file in inbox is marked*)
- User can create **volume file** of individual physical file (*User will be redirected to respective post to which individual file in inbox is marked*)
- Consolidated Inbox List can be **filtered** depending on **Nature**, **Priority**, **Subject Category** and **Sent Date**, **Due Date**, etc. by clicking Filter Icon in menu bar.
- List of Files can be sorted based on **Computer No., Sent On and Due On**.
- Files can be searched using Module Search (Computer No., File No., Subject, Sent By and Remarks)
- Using context menu (on mouse right click) Inbox files can be **Received** (*Unreceived physical file only*),**Opened in Same or Different Tab** of browser and can be **Send** or **Send Back**
- Clickable Attachment Icon should be displayed next to file no. in case of file having an attached File/Receipt.
- Legends and Color Code should be used to differentiate various file in list.

• File(s) in Inbox folder of user's various post should be displayed in Consolidated Inbox List.

Consolidated File Created List

- Consolidated Created list will display files created by users multiple posts in a single created list.
- Fields like Computer No., File Number, Subject, Subject Category, Created By, Created on and Remarks are displayed.
- Actions on single file selection- **Send**, **Close**, **Create Part**, **Create Volume** (*Applicable for physical files only*) can be taken.
- File inner page can be viewed by clicking on **File Number**.
- **Created By** user details (Name, Designation, Marking Abbreviation, Post, Section, Department, Email and Instance) can be viewed by clicking on user's name.
- User can create **part file** of individual electronic and physical file (*User will be redirected to respective post to which individual file in inbox is marked*)
- User can create **volume file** of individual physical file (*User will be redirected to respective post to which individual file in inbox is marked*)
- Consolidated Created List can be **filtered** depending on **Nature**, **Subject Category and Creation Date** by clicking Filter Icon in menu bar.



- List of Files can be sorted based on **Computer No. and Created On**.
- Files can be searched using Module Search (Computer No., File No., Subject, Subject Category and Remarks)
- Using context menu (on mouse right click) created files can **Opened in Same or Different Tab** of browser and can be **Send**.
- Clickable Attachment Icon should be displayed next to file no. in case of file having an attached File/Receipt.
- Legends and Color Code should be used to differentiate various file in list.

Consolidated File Sent List

- Consolidated Sent list will display files sent by users multiple posts in a single list.
- Fields like Computer No., File Number, Subject, Sent By, Sent To, Sent On, Currently with and Due On are displayed.
- Actions on single file selection- Create Part, Pull Back and Initiate Action can be taken.
- File inner page can be viewed by clicking on File Number in Read only Mode.
- Sent By and Sent To user details (Name, Designation, Marking Abbreviation, Post, Section, Department, Email and Instance) can be viewed by clicking on user's name.
- User can create **part file** of individual electronic and physical file (*User will be redirected to respective post to which individual file in inbox is marked*)
- User should be able to **Initiate Action** on individual electronic and physical file (*Action should be initiated from post from which individual file is forwarded*)
- User should be able to Pull Back individual Unreceived (P)/Unread (E) Files. (*Action on Multiple selection is allowed if selected files are forwarded from same post*)
- Consolidated Sent List can be **filtered** depending on **Nature**, **Subject Category**, **Sent Date** and **Due Date** by clicking Filter Icon in menu bar.
- List of Files can be sorted based on **Computer No. and Created On**.
- Files can be searched using Module Search (Computer No., File No., Subject, Sent On and Due On)
- Clickable Attachment Icon should be displayed next to file no. in case of file having an attached File/Receipt.
- Legends and Color Code should be used to differentiate various file in list.

Print/Download File

This feature allows user to Print/Download content of File as per selection

Important Points:

✓ User must have assigned **Role_DOWNLOADER**.

STEPS TO FOLLOW:

1. Click **Download** action button on File Inner Page to open Downloading page.

A DI	eoffice Intervolution eFile ver. 7.0		Saroja Kumar Patro
	RECEIPT Create Inbox Sent Advance Search FILE	Create Inbox Sent Advance Search	ISSUE Sent Returned Advance Search
ſ	0 IF Movement Details Draft	Link Files Attach Park Close More	
	File Inbox / A-11011/4745/2020-QA-01		E 3116386 A-11011/4745/2020-QA-01 Automation Testing
F			
	Note #1	□	1 - + Automatic Zoom ÷ >>
ŝ	23/00/2020 03:00 1 10	Saroja Kumar Patro INDIVIDUAL	
×	Note # 2		
Ê	23/06/2020 05:08 PM	Yerur Siraj Ahmed	40

Figure 351

2. Select the **Radio** Button (Complete File, Details, Noting, Correspondences, Draft, Local References, Movements History, and Action Detail) as per requirement.

ADIGETA	Dffice manuarization eFile ver.7.0	^{\$015} ⊕ en → ① Saroja Kumar Patro TD(5K0)-EOFFICE
	RECEIPT Create Inbox Sent Advance Search FILE Create Inbox	Sent Advance Search ISSUE Sent Returned Advance Search
170 R	Image: Wavement Details Draft ▼ Edit Send Send Back Link Files Attach ▼ P	Park Close - More -
	File Inbox / A-11011/4745/2020-QA-01	E 3116386 A-11011/4745/2020-QA-01 Automation Testin
F	O Complete File	List of Correspondences
₽₩	O Details	mize No records found No records found
	0.0.4	
쉆	O Noting Custom	mize
R	O Correspondences	mize
	O Draft Custom	mize
A M	O Local References Custom	mize 🛛 🕅 🕨
B B SC	O Movement History	mize
۲	O Action Details Custom	mize
ঌ	Remarks *	
, E		
\$	Total 1000 1000 Character left Preview Download	

Figure 352



- **3.** Select **Customize** button (if required) to download selected content of Details, Noting, Correspondence, Draft, Local Reference, Movements History, and Action Detail.
- 4. Click **Preview** Button to view selected content. (If Required)
- 5. Click **Download** Button.

- Selected Content of eFile will get downloaded to Systems in PDF format.
- File No. (Computer No.) will be embossed on every page of downloaded File.
- Draft no., Issue no., Receipt no. will be embossed on respective documents.
- Correspondence Page no. will be embossed on all correspondence.
- Downloaded page sequence No. should be embossed on every page at center Bottom.



Advance Search for File

This Feature allows User to users to Search and Retrieve Files (According to the assigned Search Scope) and take actions on searched records (According to assigned Action Scope).

Important Points:

- ✓ Search Privileges must have been set for instance level by administrator. (Refer <u>search privilege</u> <u>for whole instance</u>).
- ✓ Search privilege if set for user must restrict or allow the user to search and take action beyond the scope set for whole instance (Refer search privilege for individual user).

STEPS TO FOLLOW:

1. Click Advanced Search link in File Quick Access Menu. (System redirects to the 'Advanced Search' screen with 'File' tab activated by default.)

e (WORKPLACE SOLUTION & File ver. 7.0							3618		Saroja Kumar Pa TD(SKP)-EOFFI	
	(RECEIPT Create Inbox	Sent Advanc	e Search	FILE	Create Inbox	Sent Advance Search	h ISSUE	Sent Returned	Advance Search		
(170 R	File Receipt Issue								P : Global	E : Global	•- ^
170 R 271 F	Comp. No.	File No		Sul	bject	Origin		/ 🗌 Include Clos	ed		
₽₩					Sear	th File					
	Send Reopen Receive Pull Up	Pull Back U	npark							T -	•
劔	Actions	Comp. No. †↓	File No.	Subject	Locat	ion Secti	ion Sent On †	↓ Forw	varding Remark	Currently With	
	No records found										
R											

Figure 353

2. Select Physical Scope and Electronic Scope (*By Default Value is Global or as per assigned Search Scope*).

e A DIGITA	Office L WORKEPLACE SOLUTION & File Ver. 7.0						<mark>3618</mark>	en 🔹 🚺 Saroja K	Kumar Patro P)-EOFFICE
	KECEIPT Create + In	nbox Sent Advance Search	FILE Create	e Inbox Sent Adva	nce Search	ISSUE Sent	Returned A	dvance Search	>
170 R	File Receipt Issue							P:Global E:Gl	obal 💁 ^
271 F	Comp. No.	File No.	Subject		Origin Internal	• In	clude Closed	Physical Scope Global	•
				Search File				Electronic Scope Global	•
	Send Reopen Receive Pu	ull Up Pull Back Unpark							▼ - ₽
	Actions	Comp. No. †↓ File No.	Subject	Location	Section	Sent On †↓	Forwardi	ng Remark Current	ly With
	No records found								

Figure 354

- 3. Search from main Basic parameters (Computer no., File No., Subject or Origin).
- **4.** Select **Additional parameters** from dropdown list icon to search with additional inputs. (*Received/Sent, File Heads and Creation details*)

L WOR	fice RFLACE SOLUTION eFile ver. 7.0										3618	en 🔹 🚺	Saroja Kumar TD(SKP)-EOF	
	RECEIPT Create In	box	Sent Advance Search		FILE Create	nbox	Sent Advance	Search		ISSUE	nt Returned	Advance Search	1	
Γ	ile Receipt Issue											P : Global	E : Global	۰.
	Comp. No.		File No.		Subject			Origin Internal		•	Include Closed			
	Received/Sent										Remarks			×
	File Heads Department	nent	•	Selec	t Section		 Select Use 	er						
	Creation Details dd/mm/yyyy		To Date dd/mm/yy	Ŋ		vardin bose O	g Action ne	¥	Initiatio	n Action Remarks		ion Action Type se One		•
	File Heads									Subject				×
	File Basic Head	•	File Primary Head	•	File Secondary Head	•	File Tertiary Head	I	•	Category	▼ Si	ub Category		•
	Creation Details													×
	Select Department	•	Select Section	-	Select User		From Date	**	To Da	ite 🗎	Creation Reman	rks		
	References				Old Physical File No.									
	Previous		Later		Old Physical File No.									
						Sea	arch File							
Se	nd Reopen Receive Pu	ll Up	Pull Back Unpark											
	Actions		Comp. No. †↓ File No.		Subject	Loc	ation	Section		Sent On †1	Forward	ding Remark	Currently Wi	ith

eoffice

- Additional Parameters will not be available if Origin of File is selected External.
- 5. Click Search File button to search the file records.
- **6.** Opt for default output fields or Select/Remove output fields. (*Computer No., File No., Subject and Location cannot be removed*)

					8618	en - Saroja Kumar Patro TD(SKP)-EOFFICE
	Inbox Sent Advance Search	FILE Create Inbox Sent	Advance Search	ISSUE	Sent Returned Advance	Search
File Receipt Issue						P:Global E:Global
271 Comp. No.	File No.	Subject	Origin		Include Closed	
		Search	File			
Send Reopen Receive	Pull Up Pull Back Unpark					T- B
Actions	Comp. No. †↓ File No.	Subject Location	Section	Sent On †↓	Forwarding Remark	Currently With 🕂 🕈
No records found						 All Comp. No. File No. Subject Location Opening Date Currently With Section Department Forwarding Remark Sent On Status Closing Remarks Creation

Figure 356



- List of files will be displayed based on selected input search parameters values.
- Searched record will display file(s) depending on their current location.
- Searched record list can be sorted depending on Active, Created, Parked and Closed File.
- By Default Closed File will not be displayed in output. User should have to select **Include Closed** checkbox to retrieve closed File Record.

Actions Allowed on Searched Receipt

• Send: Clicking Send Action Link/Menu (for single/multiple File) should open send window to forward single/multiple File.

Note:

- This action will be applicable when File is available in signed in user's File inbox/inbox folder/Created List.
- **Reopen:** Clicking on **Reopen** Action Link/Menu (for single/multiple File) should open Reopen Remark popup. On providing mandatory **Remark** and Clicking **OK** should Reopen the File.

Note:

- In case User have Role Closing Approver, Reopen Remark pop up will be displayed.
- In case User is not having Role Closing Approver, User will be redirected to Submit File for Reopening Approval Pop up.
- This action will be applicable when File is available in signed in user's **Receipt Closed (By Me)** List.
- **Receive:** Clicking on **Receive** Action Link/Menu (for single/multiple File) should Receive unreceived physical File to user's File inbox.

Note:

- This action will be applicable when physical File is available in user's File Inbox/Inbox folder in unreceived state.
- **Pull Up:** Clicking **Pull up** Action Link/Menu (for single/multiple File) should open a confirmation popup. Providing **Remark** and clicking **OK** should Pull Up single/multiple File to user's File inbox.

Note:

- This action should be displayed depending upon action scope set for whole eOffice Instance.
- Action scope for individual will superimpose scope set for whole instance.
- **Pull Back:** Clicking **Pull Back** Action Link/Menu (for single/multiple File) should open a confirmation popup. Providing **Remark** and clicking **OK** should Pull Back single/multiple File to user's Receipt inbox.



- This action will be applicable when File is available in signed in user's File sent list and remained in unread/unreceived state in recipient Inbox.
- Details: Clicking on details action link should display the complete Details and Movement of File.

File Migration

This feature allows user to Migrate Physical File data into eFile from FTP Server.

Create New Migrated File

Important Points:

- ✓ Old Physical Files (Scanned Noting, Receipts, Issue and References in PDF format) must have been uploaded on FTP server
- ✓ User must have necessary folder permissions to the view and select the files uploaded on FTP server.

STEPS TO FOLLOW:

- 1. Click Create New link in File Migration Module.
- 2. Select the File heads required for generating File no. for new eFile.
- **3.** Click **Choose One** to select and upload the scanned file (from the list of the files under respective folders in File Selection Popup).

ADIGITA		File ver. 7.0)								3618 ⊕ en →	Saroja Ku TD(SKP)	mar Patro -EOFFICE
	< RECEIPT	Create +	Inbox S	ent Advance Search	FI	LE Creat	e Inbox Sent	Advance Search		ISSUE Sent Returned A	dvance Search		Þ
170 R								_ ?		भारत सरकार			
271 F										GOVERNMENT OF INI Ministry of Home Affairs (M			
₽₩							Step	2		NIC eOffice MMP Division			
쉆								File No. * Choose One	Choose One	Choose One 🔻 Choose One	• 2020	QA-01	.
R N								Old File No.*			Step 3	Choose	File
4	Migrate File			Step 1						Subject			
D SC	 Create New Created 							Description * Description					
۲	Folder Perm	issions						Main Catego Choose One	ry *	 Sub Category Choose One 			•
পী								Remarks		Other Details			
œ								Remarks					
*								Previous Ref	erences	Later Referenc	es		
										Continue Working >			

Figure 357

4. Click **Import** to select the file from the list. (Old Physical File No. get auto populated as per selection)

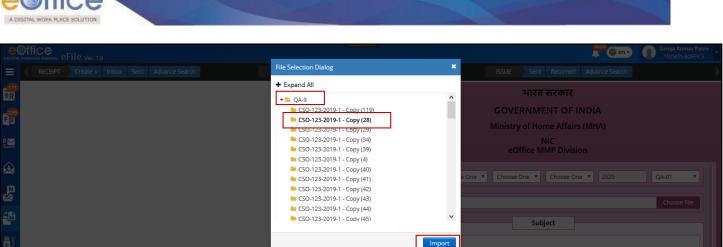


Figure 358

5. Select the required documents (PDF) from respective folders (Issues, Receipts. References and Noting).

A DIGITAL	WORKNAKE SOLUTION eFile ver. 7.0						<mark>19528</mark> ⊕ en →	Saroja Kumar Patro TD(SKP)-EOFFICE
	RECEIPT Create + Inbox Set	ent Advance Search	FILE	Create Inbox Ser	t Advance Search		ISSUE Sent Returned Advance Search	>
171 R	- Collapse All	Step 5		,			भारत सरकार	
					<		GOVERNMENT OF INDIA	
FE	🖂 🖄 Issue1.pdf						Ministry of Home Affairs (MHA)	
	□ 🔁 Issue2.pdf ▼ 🖃 🗢 note						NIC eOffice MMP Division	
	 ✓ △ Note1.pdf ○ △ Note2.pdf ▼ → ▷ receipt 				File No. *	e 🔻 Choose One 🔻	Choose One V Choose One V 2020	QA-01 V
R	Receipt1.pdf Receipt2.pdf Receipt2.pdf Ference		Selected docum		Old File No.			Choose File
4 M	reference Reference1.pdf Reference2.cdf		be displayed			() (Copy (Co)	Subject	
10 14	Old File Number: CSO-123-2019-1 - Copy	(28)			Description Description	*		
	Notes Receipts Note1.pdf Receipt1.			ences ence1.pdf	Main Catego		Sub Category	
۲	Receipting Receipting	pui issu	enpar nerer	enceripar	Choose One	51y -	Choose One	•
পী							Other Details	
ی ای ای					Remarks			
.					Previous Re	ferences	Later References	
~							Continue Working >	

Figure 359

- 6. Enter mandatory values for Description, Opening date of Physical file.
- 7. Select Main Category, Sub Category, Previous and Later Reference, Language values.
- 8. Enter Mandatory Opening Date.
- **9.** Click on **Continue Working.** (Migrated File Inner page will be displayed with option to Edit, Update Correspondence Metadata and Finalize Migration.)

						1		
	workfice WORKFLACE SOLUTION eFile Ver. 7.0						3628 en -	Saroja Kumar Patro TD(SKP)-EOFFICE
	Collapse All Collapse All CSO-123-2019-1 - Co C Suse vertice	Inbox Sent Advance Sear	rdt	FILE Create Inbox Sent	Advance Search	GOVERNMI Ministry of Ho	Returned Advance Search सरकार ENT OF INDIA me Affairs (MHA) NIC MP Division	>
 ₹ /ul>	Note2.pdf Note2.pdf Paceipt Receipt1.pdf Receipt2.pdf Receipt2.pdf Reference Reference Reference1.pdf Reference1.pdf			v	CSO-123-2019-1 - Copy (28)	Sub		Choose File
D SSC	Old File Number: CSO-123-20 Notes		Issues	References	Main Category * Choose One	•	Sub Category Choose One	-
© ∮ \$	Notes Note1.pdf	Receipt1.pdf	Issue1.pdf	References	Remarks Remarks Previous References Language Bengali	Continue	Later References-	

Figure 360

- Created file will be listed in Created folder under Migrate File module
- eFile No. once generated cannot be edited.
- Document like noting/issue/references/receipts uploaded from FTP will be available in the created file.

List of Files Created for Migration

This Feature allow user to view files created for Migration and take actions to Finalize migration process.

STEPS TO FOLLOW:

1. Click **Created** link under Migrate File module.

	Office WORKTURGE SOLUTION @File ver. 7.0					Saroja Kumar Patro
	Create In	ibox Sent Advance Search	FILE Create Inbox Sent Advance Search		ISSUE Sent Returned	Advance Search
	Migration (Created)					Search Here
279	File No.	Subject	Subject Category	Created On †↓	Remarks	Old Physical File No.
F	A-12014/4/2020-QA-01	Appointment of non Indians	Common Office Services	23/06/2020 06:56 PM		CSO-123-2019-1 - Copy (28)
	ABC1/10/2020-QA-01	for test		22/06/2020 07:30 PM		CSO-123-2019-1 - Copy (99)
	A-12/1136/2020-QA-01	test	Common Office Services	22/06/2020 07:19 PM	remarks	CSO-123-2019-1 - Copy (124)
	A-11/424/2020-QA-01	dwedwedwed	Common Office Services	22/06/2020 03:03 PM		CSO-123-2019-1 - Copy (13)
-	A-31/1/2020-QA-01	rre	Common Office Services	21/06/2020 08:07 PM		CSO-123-2019-1 - Copy (21)
R	A-12/1126/2020-QA-01	jhgjhgj	Common Office Services	19/06/2020 04:51 PM		CSO-123-2019-1 - Copy (120)
4M	Misseta File	tgrgrtgrtgrtg	Common Office Services	19/06/2020 03:24 PM		CSO-123-2019-1 - Copy (114)
	Migrate File	Migrate File-Automation		04/06/2020 09:14 PM	Migrate File Remark	CSO-123-2019-1 - Copy (107)
₽ o ∳Sc	Create New	Migrate File-Automation		04/06/2020 09:13 PM	Migrate File Remark	CSO-123-2019-1 - Copy (106)
	♦ Created	Migrate File-Automation		04/06/2020 09:11 PM	Migrate File Remark	CSO-123-2019-1 - Copy (102)
۲	Folder Permissions	Migrate File-Automation		04/06/2020 09:11 PM	Migrate File Remark	CSO-2-2020-A9-2 - Copy (99)





Description:

- List of created files can be **Sorted** based on Created On and Old File No.
- File available in created list can be **Searched** using module search (File No., Subject, Remarks and Old Physical File No.).
- File available in created list can be **filtered** depending on file creation date.

Actions on Migrated Noting

This feature allows User to View and Delete Migrated Noting.

View Noting

STEPS TO FOLLOW:

- 1. Click Created link under Migrate File module (Figure 361).
- 2. Click File No. link to open Migrated File Inner Page. (*Clicking Continue Working while creating new migrated file will also open File Inner Page*)
- **3.** Click **Hamburger Icon** on Right Panel (Dropdown will display Noting, Correspondence and References).

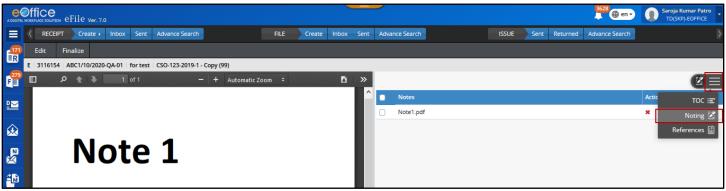


Figure 362

4. Click Noting. (Noting will be displayed on Left panel and its Details on Right Panel of File Inner Page).



Delete Noting

STEPS TO FOLLOW:

- 1. Follow steps to View Noting.
- 2. Select Noting using checkbox in Right panel of File Inner page.

A DIGETAR	Diffice Workshare sourthow eFile ver. 7.0				3628 🜐 en 🗸	Saroja Kumar Patro TD(SKP)-EOFFICE
	RECEIPT Create Inbox Sent Advance Search FILE Create Inbox	Sent	Advance Search	Sent Returned	Advance Search	
171 R	Edit Finalize					
	E 3116154 ABC1/10/2020-QA-01 for test CSO-123-2019-1 - Copy (99)		_			
F	P the second	»				
D			🖸 🔹 Notes			Action
P			Note1.pdf			Remove
劔						
2	Note 1					

Figure 363

- 3. Click **Remove** Icon.
- 4. Click **OK** in Confirmation Popup.

Actions on Migrated Correspondence

This feature allows User to view Migrated Correspondences (Receipt and Issues) on Migrated File inner page and take actions like Generate migrated Receipt/Issues, Move Sequence, Save Sequence and Delete Correspondence can be taken.

Generate Migrated Receipt/Issues and Save Sequence

- 1. Click **Created** link under Migrate File module.
- 2. Click File No. link to open Migrated File Inner Page. (*Clicking Continue Working while creating new migrated file will also open File Inner Page*)
- 3. Click on Create/Edit Receipt or Create/Edit Issue icon for the receipt or issue respectively in ToC.

ADIGET	Millione ReFile Ver. 7.0	3628 ⊕ en y ∭ Saroja Kumar Patro TD(SK9):E0FFICE	•
	RECEIPT Create + Inbox Sent Advance Search FILE Create Inbox Sent	It Advance Search ISSUE Sent Returned Advance Search	⋗
	Edit Finalize		
	E 3116154 ABC1/10/2020-QA-01 for test CSO-123-2019-1 - Copy (99)		
E	🗖 🔲 ρ 🛧 🧎 1 of 1 — + Automatic Zoom ÷ 🖸 »	Migrated Table of Content	
₽₩		S.No. Correspondence No. Subject Type Action	
		1 6790/2020/EOFFICE dfgdfgdfg Receipt	
劔		2 Issue1.pdf Issue 🛧 🖉 🗙	
		Save Sequer	nce
R	Note 1		







4. Fill required metadata for the Receipt or Issue as per the mapped document.

Note:

- In Receipt: All Fields will be same as in Diary Screen (for receipt) with two additional mandatory metadata: Old Receipt No., Originally Diarised By.
- In Issue: All Fields will be same as in Draft Creation Screen (for Issue) with three additional mandatory metadata: Old Issue No., Dispatched On, Dispatch Officer.
- 5. Click on **Generate** and **Save** for receipt and issue respectively to generate Receipt and Issue Number.
- 6. Click on Move Up and Move Down arrow to change the sequence of Receipt and Issue.

A DIGETAL	eoffice Achieve workner scutture eFile ver. 7.0							3628 en -	Saroja Kumar Patro TD(SKP)-EOFFICE		
	RECEIPT Create + Inbox Sent Advance Search		Create	Inbox	Sent	Advance Search	ISSUE Sent Returned	Advance Search			
171 R	Edit Finalize										
	E 3116154 ABC1/10/2020-QA-01 for test CSO-123-2019-1 - Copy (99)										
279 F	ρ + Αutomatic Z	oom ÷		B	»	Migrated Table of Content					
₽					^	S.No. Correspondence No.	Subject	Туре		Actior	1
						1 6790/2020/EOFFICE	dfgdfgdfg	Receipt		• /	
愈						2 Issue1.pdf		Issue		^	×
	Note 1									Sav	e Sequence
28	NOTET										

Figure 365

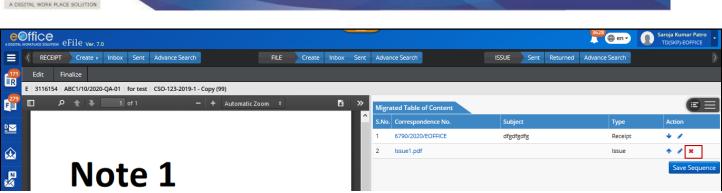
7. Click on Save Sequence to save the sequence of receipts and issues.

Note:

- If issue is of Draft Nature Reply, then concerned receipt number should be created first.
- If there are Issue with draft nature as Reminder, then Issue against which reminder is dispatched should be created first.
- Saved sequence of correspondence during migration will be maintained after migration Finalization.

Delete Migrated Correspondence

- 1. Click **Created** link under Migrate File module.
- 2. Click File No. link to open Migrated File Inner Page. (*Clicking Continue Working while creating new migrated file will also open File Inner Page*)
- 3. Click Remove Icon.





4. Click **OK** in Confirmation Popup.

Actions on Migrated References

This feature allows User to View and Delete Migrated References.

View References

STEPS TO FOLLOW:

- 1. Click **Created** link under Migrate File module.
- 2. Click File No. link to open Migrated File Inner Page. (*Clicking Continue Working while creating new migrated file will also open File Inner Page*)
- **3.** Click **Hamburger Icon** on Right Panel (Dropdown will display Noting, Correspondence and References).

A DIGETAL	office www.ascuriese eFile ver.7.0	Saroja Kumar Patro TD(SKP)-EOFFICE
	RECEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search	∢
	Edit Finalize	
	E 3116154 ABC1/10/2020-QA-01 for test CSO-123-2019-1 - Copy (99)	
E 1	□	
₽₩	References /	Actic TOC =
	C Reference1.pdf	Noting 🜌
쉆		References 🖺
N	Reference 1	

Figure 367

4. Click **References**. (*References will be displayed on Left panel and its Details on Right Panel of File Inner Page*).

<u>Delete References</u>

- 1. Follow steps to View References.
- 2. Select References using checkbox in Right panel of File Inner page.
- 3. Click Remove Icon.

A DIGETTAL WORK FLACE SOLUTION			
CONTINUE MOMPHAGE SAUTHORE BFILE Ver. 7.0		3628 ∰ en →	Saroja Kumar Patro TD(SKP)-EOFFICE
ECCEIPT Create , Inbox Sent Advance Search FILE C	reate Inbox Sent Advance Search	ISSUE Sent Returned Advance Search	
Edit Finalize E 3116154 ABC1/10/2020-QA-01 for test CSO-123-2019-1 - Copy (99)			
E 3116154 ABC1/10/2020-QA-01 for test CSO-123-2019-1 - Copy (99)			
279 □ ρ ★ 1 of 1 − + Automatic Zoom ÷	Ei »		
Dat	References		Action
	Reference1.pdf		×
Boforonco 1			
Doforonco 1			
	Figure 368		

4. Click **OK** in Confirmation Popup.

Edit Migrated File

This feature allows User to Edit Metadata of migrated File (except generated File No.) and Remove or Add additional document by deselecting or selecting them in FTP file folder if required.

STEPS TO FOLLOW:

- 1. Click **Created** link under Migrate File module.
- 2. Click File No. link to open Migrated File Inner Page. (*Clicking Continue Working while creating new migrated file will also open File Inner Page*)
- 3. Click Edit menu. (Displays the document-mapping page with file cover in editable mode)

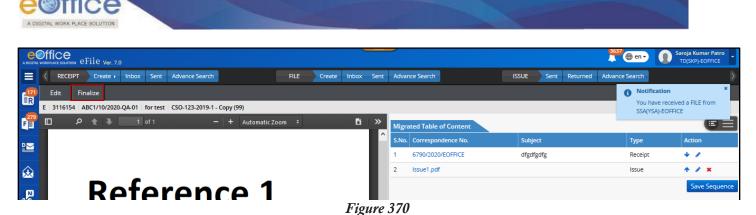
A DIGETAL WORKPU	fice have socurran eFile ver. 7.0								9637 @ en - ()	Saroja Kumar Patro TD(SKP)-EOFFICE
	RECEIPT Create + Inbox Sent Advance Search	FILE	Create	Inbox	Sent	Advan	ce Search	ISSUE Sent Returned	Advance Search	∢
	Edit Finalize								Notification	
	3116154 ABC1/10/2020-QA-01 for test CSO-123-2019-1 - Copy (99)								You have rec SSA(YSA)-EOF	eived a FILE from FICE
F 🛛] 🔎 🛧 🐌 1 of 1 — 🕂 Automatic Zoo	om ÷		Dì	»	Migra	ted Table of Content			ee
₽₩					^	S.No.	Correspondence No.	Subject	Туре	Action
						1	6790/2020/EOFFICE	dfgdfgdfg	Receipt	* /
						2	lssue1.pdf		Issue	1 / ×
	Reference 1									Save Sequence
	<u> </u>									

Figure 369

Finalize Migration

This feature allows User to Finalize the File Migration process.

- 1. Click **Created** link under Migrate File module.
- 2. Click File No. link to open Migrated File Inner Page. (Clicking Continue Working while creating new migrated file will also open File Inner Page)
- 3. Click Finalize menu.



4. Click **OK** in Confirmation Popup.

Note:

- Entry of migrated file will be removed from 'Created' file list under Migration module.
- Migrated File will be displayed in the Created Files list under File module.

Assigning Folder Permission for Migration of Files

This Feature is for User with eFile Admin Role. It allows admin to assign permission to Users to access Folders on FTP server.

Important Points:

- ✓ User must have necessary administrative privileges for accessing required module in eFile.
- ✓ Folders must be available in FTP server.

STEPS TO FOLLOW:

1. Click on Folder Permissions link under Migrate File module.

A DEGETAL	Stfice workstace sourmon eFile ver. 7.0			3641 ⊕ en -	Saroja Kumar Patro TD(SKP)-EOFFICE
	RECEIPT Create + Inbox Sent Advance Search	FILE Create Inbox Sent Ad	dvance Search ISSUE Se	ent Returned Advance Search	
(171) R (279) F	Migration Step 2				
279	■ Folder Permission				
F	Select Department NIC	 Select Section eOffice MMP Division 	Select User*		
₽					
愈	Folders + Expand All Cle Step 3				
	+ Expand All Cle Step 3				
R	▶ ■ QA-3				
4	Migrate File				
0 00 C	Create New			Step 4	L L
	Created Step 1			<u> </u>	\prec
@	Folder Permissions				Save Clear



2. Select the section user using 'Department', 'Section' and 'User' searchable combo box.



- 3. Select the FTP folders to be assigned to the user for migration process.
- 4. Click **Save** to assign the folders to selected section user.

Section user will be able to view the FTP Folders assigned to them and corresponding Files inside the folders.



Received Letters

This module will display letters received from Intra eOffice, Inter eOffice and Mail moved from Email for Diarisation as a Receipt in eFile Module.

Intra eOffice

This feature allows user to view and diaries letters received from Intra eOffice (*Department within same eFile Instance*) as a Receipt in eFile Module.

STEPS TO FOLLOW:

1. Click Intra eOffice link under 'Received Letters' module.

A DIGETAL	office workfunce solution eFile ver. 7.0								ja Kumar Patro (SKP)-EOFFICE	Ŧ
	(RECEIPT Create >	Inbox Sent Advance Search	FILE	Create Inbox Sent Adv	vance Search	ISSUE Ser	nt Returned	Advance Search		۶
	Intra eOffice							Search Here		÷
	Dispatch No.	Subject	Sent By	Sender Email	Received On †↓	Section	Department	Diary Status	Action	^
F	DIS/12650/2020	csdcsdcsdcsdc	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	22/06/2020 08:37 PM	eOffice MMP Division	NIC	Not Diarised		
₽₩	DIS/11102/2020	csdcsdcsdcsdc	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	22/06/2020 08:17 PM	eOffice MMP Division	NIC	Not Diarised	₽,	
	DIS/11073/2020	edte	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	21/06/2020 09:07 PM	eOffice MMP Division	NIC	Diarised	2	
劔	Received Letters	bject	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	21/06/2020 07:39 PM	eOffice MMP Division	NIC	Not Diarised	2.	
N	▶ Intra eOffice	ter Description 223Testing	R.R. Pillay		20/06/2020 06:46 PM	GANDHI NAGAR (STATE UNIT)	NIC	Not Diarised	2	
×	Inter eOffice	ter Description	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	20/06/2020 02:27 PM	eOffice MMP Division	NIC	Not Diarised	2	
≝ Ma	Email	f	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	19/06/2020 08:55 PM	eOffice MMP Division	NIC	Not Diarised	2	
	DIS/10827/2020	wedwedwed	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	19/06/2020 11:26 AM	eOffice MMP Division	NIC	Not Diarised	2	

Figure 372

List of Received Letters from Intra eOffice:

• Received letter can be viewed in a popup window (PDF format) by clicking on **Dispatch No.**

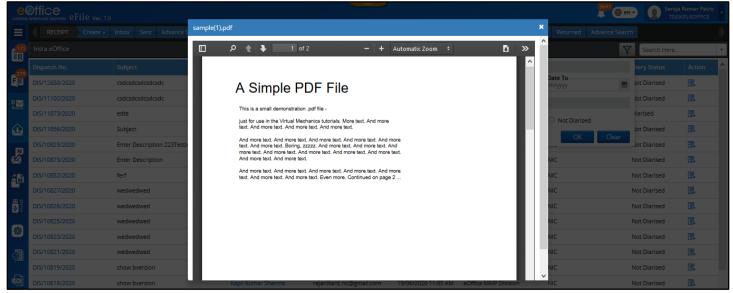


Figure 373

List of Received Letters can be **Sorted** based on Sent On date.



• Received Letters available in list can be **Searched** using module search (Dispatch No., Sender Email, Sent By, Subject, Section and Department).

A DEGETAL	Office WORKFLACE SOLUTION eFile ver. 7.0							3641 ⊕ en ▼	Saroja Kumar Patro TD(SKP)-EOFFICE
	(RECEIPT Create •	Inbox Sent Advance Search	FILE	Create Inbox Sent Adv	ance Search	ISSUE Ser	nt Returned	Advance Search	
	Intra eOffice							Search H	Here
279	Dispatch No.	Subject	Sent By	Sender Email	Received On †↓	Section	Department		Dispatch Number
F	DIS/12650/2020	csdcsdcsdcsdc	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	22/06/2020 08:37 PM	eOffice MMP Division	NIC	Not Diarise	Sender Email
₽₩	DIS/11102/2020	csdcsdcsdcsdc	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	22/06/2020 08:17 PM	eOffice MMP Division	NIC	Not Diarise	 Sent By Subject
	DIS/11073/2020	edte	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	21/06/2020 09:07 PM	eOffice MMP Division	NIC	Distant	Section
쉆	DIS/11056/2020	Subject	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	21/06/2020 07:39 PM	eOffice MMP Division	NIC	Not Diarise	Department
	DIS/10923/2020	Enter Description 223Testing	R.R. Pillay		20/06/2020 06:46 PM	GANDHI NAGAR (STATE UNIT)	NIC	Not Diarised	2,

Figure 374

• Received Letters available in list can be **Filtered** depending **Sent on** Date and **Status** (Diarised/ Not Diarised/ Both)

A DIGET	Stfice WORKFLACE SOLUTION eFile Ver. 7	0							3641 @ en		aroja Kumar Patro TD(SKP)-EOFFICE	-
	(RECEIPT Create)	Inbox Sent Advance Search	FILE	Create Inbox Sent Ad	vance Search		ISSUE	Sent Returned	Advance Search			D
	Intra eOffice								7	Filter :h H	ere	-
- 276	Dispatch No.	Subject	Sent By	Sender Email	Received	Date				liary Status	Action	^
F	DIS/12650/2020	csdcsdcsdcsdc	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	22/06/202	Sent Date From dd/mm/yyyy	#	Sent Date To dd/mm/yyyy	#	lot Diarised		
₽₩	DIS/11102/2020	csdcsdcsdcsdc	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	22/06/202	Status				lot Diarised	2	
_	DIS/11073/2020	edte	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	21/06/202	Both O I	Diarised	O Not Diarise	1	Viarised	Ξ.	
쉆	DIS/11056/2020	Subject	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	21/06/202			ОК		lot Diarised		
	DIS/10923/2020	Enter Description 223Testing	R.R. Pillav		20/06/202					Jot Diarised	2	

Figure 375

Diarise Received Letter

STEPS TO FOLLOW:

1. Click Diarise Icon for dispatch in the Intra eOffice Received Letters list.

A DIGETA	Office WORKFLACE SOLUTION @File ver. 7.0						3641) ()	en - Saroja TD(Sł	Kumar Patro KP)-EOFFICE
	(RECEIPT Create +	Inbox Sent Advance Search	FILE	Create Inbox Sent Adv	ance Search	ISSUE Sen	t Returned Advance Sea	rch	
	Intra eOffice							Search Here	-
- 279	Dispatch No.	Subject	Sent By	Sender Email	Received On †↓	Section	Department	Diary Status	Action ^
F	DIS/12650/2020	csdcsdcsdcsdc	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	22/06/2020 08:37 PM	eOffice MMP Division	NIC	Not Diarised	🛃 Diarise
₽₩	DIS/11102/2020	csdcsdcsdcsdc	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	22/06/2020 08:17 PM	eOffice MMP Division	NIC	Not Diarised	2
	DIS/11073/2020	edte	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	21/06/2020 09:07 PM	eOffice MMP Division	NIC	Diarised	2
쉆	DIS/11056/2020	Subject	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	21/06/2020 07:39 PM	eOffice MMP Division	NIC	Not Diarised	
N	DIS/10923/2020	Enter Description 223Testing	R.R. Pillay		20/06/2020 06:46 PM	GANDHI NAGAR (STATE UNIT)	NIC	Not Diarised	2
X	DIS/10873/2020	Enter Description	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	20/06/2020 02:27 PM	eOffice MMP Division	NIC	Not Diarised	2

Figure 376

2. Click Upload action button to select PDF files from local system. (If Required)

		ork flace solution					
e(A DEGETA	Offic	Ce Iscuritori eFile ver. 7.0				<mark>3641</mark> ⊕ en ▼	Saroja Kumar Patro TD(SKP)-EOFFICE
	< -	RECEIPT Create Inbox Sent Advance Search	FILE Create Inbo	ox Sent Advance	Search	ISSUE Sent Returned Advance Search	Þ
171 R							
- <mark>279</mark> F -		Received Document			Sequenced Documents		
		No Record Found			Documents	Action	
₽		Attachments/Enclosures			sample(1).pdf		
愈		No Record Found					
R		Upload New Document	Upload 1 Pdf Only <= 25 MB	»			
		Uploaded Documents					
а́м)		No Record Found		«			
1 430 1 430							
@							
øJ							
<u>لم</u>							Diarise Preview

Figure 377

- **3.** Move dispatch content, PDF attachment and Uploaded document for merging into a single document (PDF) required for receipt Diarisation.
- 4. Click **Preview** to view and verify the merged PDF.
- 5. Click Diarise to open electronic receipt Diarisation page. (PDF will be auto populated)
- 6. Follow the diary process as mentioned in <u>Electronic Receipt Diarisation</u> to create electronic receipt.

- **Diary Status** column in Intra eOffice Received Letter list will be updated to **Diarised** for records that are already Diarised
- Newly created receipt should be displayed in Created folder in Receipt Module.



Inter eOffice

This feature allows user to view and diaries letters received from Inter eOffice (*Department from other eFile Instance*) as a Receipt in eFile Module.

STEPS TO FOLLOW:

1. Click Inter eOffice link under 'Received Letters' module.

A DIGITAL	office	. 7.0						3641	Saroja Kur TD(SKP)-I	
	Create	Inbox Sent Advance Searce	h 📃	FILE Create Inbox	Sent Advance Sea	rch	ISSUE Sent Ret	turned Advance Search		∢
	Inter eOffice							Y	Search Here	-
279	Dispatch No.	Subject	Sent By	Sender Email	Received On †↓	Section	Department	Instance	Diary Status	Action
E	DIS/7195/2020	Enter Description 223	Jaskiran		20/06/2020 11:28 PM	O/o IMMIGRATION	MHA	N1D2	Not Diarised	2
	DIS/7184/2020	Test	Jaskiran		19/06/2020 11:34 PM	O/o IMMIGRATION	MHA	N1D2	Not Diarised	₽.
<u> </u>	DIS/7180/2020	ferf	Jaskiran		19/06/2020 08:49 PM	O/o IMMIGRATION	MHA	N1D2	Diarised	.
쉆	Received Letters	an जसकिरन Testing receipt	Jaskiran		12/05/2020 03:31 PM	O/o IMMIGRATION	MHA	N1D2	Not Diarised	1
N	Intra eOffice	nation Testing	Jaskiran		11/05/2020 11:13 AM	O/o IMMIGRATION	MHA	N1D2	Not Diarised	2
×	Inter eOffice	nation Testing	Jaskiran		11/05/2020 11:13 AM	O/o IMMIGRATION	MHA	N1D2	Not Diarised	₽.
≝ Ma	▶ Email	nation Testing	Jaskiran		11/05/2020 11:13 AM	O/o IMMIGRATION	MHA	N1D2	Not Diarised	
	DI5/7124/2020	Automation Testing	laskiran		11/05/2020 11:13 AM	O/o IMMIGRATION	MHA	N1D2	Not Diarised	2

Figure 378

List of Received Letters from Inter eOffice:

- Received letter can be viewed in a popup window (PDF format) by clicking on **Dispatch No.**
- List of Received Letters can be **Sorted** based on Sent On date.
- Received Letters available in list can be **Searched** using module search (Dispatch No., Sender Email, Sent By, Subject, Section, Department and Instance).

ADIGET	Sffice	7.0						3641 🌐 en 🗸		Saroja Kumar Patro TD(SKP)-EOFFICE
	Create	Inbox Sent Advance Searce	h 📃	FILE Create Inbox	Sent Advance Sear	rch	ISSUE Sent Ret	urned Advance Search)>
	Inter eOffice							Y	Search H	lere 🝷
279	Dispatch No.	Subject	Sent By	Sender Email	Received On †↓	Section	Department	Instance	- ···· ,	Dispatch Number
F	DIS/7195/2020	Enter Description 223	Jaskiran		20/06/2020 11:28 PM	O/o IMMIGRATION	MHA	N1D2	Not D	Sender Email
	DIS/7184/2020	Test	Jaskiran		19/06/2020 11:34 PM	O/o IMMIGRATION	MHA	N1D2	Not D	Sent By Subject
_	DIS/7180/2020	ferf	Jaskiran		19/06/2020 08:49 PM	O/o IMMIGRATION	MHA	N1D2		Section
쉆	DIS/7133/2020	Jaskiran जसकिरन Testing receipt	Jaskiran		12/05/2020 03:31 PM	O/o IMMIGRATION	MHA	N1D2	Not D	Department
N	DIS/7124/2020	Automation Testing	Jaskiran		11/05/2020 11:13 AM	O/o IMMIGRATION	MHA	N1D2	Not D	Instance
	DIG (7124/2020	Automotion Testion	le el de se		11/05/0000 11/10 114		1.0.14	N4D2	Net Die	ing III

Figure 379

 Received Letters available in list can be Filtered depending Sent on Date and Status (Diarised/ Not Diarised/ Both)

Dff	fice MARE SOLUTION & File ver. 1								3641 @ en -	Saroja Ku TD(SKP)	umar Pa 9)-EOFFIC
	RECEIPT	Inbox Sent Advance Searce		FILE Create Inbox	Sent Advance Search		ISSUE	Sent Returned	Advance Search		
Int	iter eOffice								7	Filter :h Here	
Dis	spatch No.	Subject	Sent By	Sender Email	Received On †↓	Date				Diary Status	Act
DIS	5/7195/2020	Enter Description 223	Jaskiran		20/06/2020 11:28 PM	Sent Date From dd/mm/yyyy	(11)	Sent Date To dd/mm/yyyy	#	Not Diarised	2
DIS	5/7184/2020	Test	Jaskiran		19/06/2020 11:34 PM	Status				Not Diarised	2
DIS	5/7180/2020	ferf	Jaskiran		19/06/2020 08:49 PM		O Diarised	O Not Diarised		Diarised	2
DIS	5/7133/2020	Jaskiran जसकिरन Testing receipt	Jaskiran		12/05/2020 03:31 PM	- 5001				Not Diarised	2
פוח	5/7124/2020	Automation Testing	laskiran	Fio	11/05/2020 11-13 AM			ОК	Clear	Not Diarised	18

Diarise Received Letter

STEPS TO FOLLOW:

- 1. Click Diarise Icon for dispatch in the Inter eOffice Received Letters list.
- 2. Click Upload action button to select PDF files from local system. (If Required)

A DIGETAL		eFile	e ver. 7.0																3641 ⊕ en →	Saroja Kumar Patro TD(SKP)-EOFFICE	-
	< F		ireate 🔸	Inbox	Sent	Advance Searc	ch			Create	Inbox	Sent	Advance	Search			Sent	Returned	Advance Search		
171 R																					
279 F		Received Do	cument											Sequ	enced Document	ts					
		No Record Fo	ound												Documents			Actio	n		
		Attach	iments/En	closures											sample(1).pdf						
愈		No Record F	ound																		
		Upload Nev	w Docum	ent				U	pload 🚣	Pdf Only <=	25 MB										
₹¥		Upload	ded Docur	nents						_			»								
		No Record F	ound										«								
900 C																					
*																					
୭																					
œ																				Diarise Preview	

- **3.** Move dispatch content, PDF attachment and Uploaded document for merging into a single document (PDF) required for receipt Diarisation.
- 4. Click **Preview** to view and verify the merged PDF.
- 5. Click Diarise to open electronic receipt Diarisation page (PDF will be auto populated).
- 6. Follow the diary process as mentioned in <u>Electronic Receipt Diarisation</u> to create electronic receipt.

Note:

- Diary Status column in Intra eOffice Received Letter list will be updated to Diarised for records that are already Diarised
- Newly created receipt should be displayed in Created folder in Receipt Module.



This feature allows user to view and diaries Email moved to eFile from eOffice Mail diarisation Module as a Receipt in eFile Module.

STEPS TO FOLLOW:

1. Click Email link under 'Received Letters' module.

A DIGETAA	waaruud soumen eFile ver. 7.0					5	641 🌐 en 🔻	Saroja Kun TD(SKP)-E	or Patro
	RECEIPT Create + Inbox Sent Advance Search	FILE	Create Inbox Sent Advance Sea	rch		Sent Returned Adv	ance Search		Ð
	Email Diarization						Y	Search Here	•
279	Subject	Sent By		Received On †↓	Sender Email		Diary Status		Action
F	No records found								
₽₩									
쉆	Received Letters								
R N	Intra eOffice Intre eOffice								
4	▶ Email								

Figure 381

List of Email moved for Receipt Diarisation:

- List of Email can be **Sorted** based on Sent On date.
- Email available in list can be **Searched** using module search (Subject, Sender Email and Sent By).

A DIGITA	WARMAG SOUTION & File Ver. 7.0								3641 ⊕ en -> 〔	Saroja Kumar Patro TD(SKP)-EOFFICE
	RECEIPT Create + Inbox Sent Advance Search	FILE	Create In	nbox Sent	Advance Sea	rch	ISSUE	Sent Returned	Advance Search	∢
171 P	Email Diarization								Sear	ch Here 🝷
- 279	Subject	Sent By				Received On † ↓	Sender Email		Diary Status	Subject
F	No records found									 Sender Email Sent By
₽₩										Sent by



• Email available in list can be **Filtered** depending **Sent on** Date and **Status** (Diarised/ Not Diarised/ Both)

Search Filte	er :h Here
Filte	er ih Here
s	Action
*	
ar	
2.2	





Diarise Email

STEPS TO FOLLOW:

- 1. Click **Diarise** Icon for an Email in the moved Email list.
- 2. Click Browse and Upload to select PDF files from local system. (If Required)

A DIGITAL WO	IFICE	File ver. 7.0															13641) ⊕ en ▼	Saroja Kumar Patro TD(SKP)-EOFFICE
	RECEIPT	Create +	Inbox	Sent	Advance Search		FILE	Create	Inbox	Sent	Advance	Search		ISSU	IE Ser	t Returned	Advance Search	
171 R																		
279 F	Receive	d Document	:									Seque	enced Documents	s				
	No Reco	rd Found											Documents			Acti	on	
₽₩	• A	ttachments/E	inclosures										sample(1).pdf					
쉆	No Rec	ord Found						_										
	Upload	New Docur	nent			Up	load 🚣	Pof Only <= :	25 MB									
	• U	ploaded Docu	uments								»							
4 M	No Rec	ord Found								•	«							
8 D 8 40																		
\$																		
																	[Diarise Preview

Figure 384

- **3.** Move dispatch content, PDF attachment and Uploaded document for merging into a single document (PDF) required for receipt Diarisation.
- 4. Click **Preview** to view and verify the merged PDF.
- 5. Click **Diarise** to open electronic receipt Diarisation page. (*PDF will be auto populated*)
- 6. Follow the diary process as mentioned in <u>Electronic Receipt Diarisation</u> to create electronic receipt.

Note:

- **Diary Status** column in Intra eOffice Received Letter list will be updated to **Diarised** for records that are already Diarised
- Newly created receipt should be displayed in Created folder in Receipt Module.



Dispatch (Officer)

This module is available to only the users who usually all dealing hands and officers except users working in Central Registry Unit. This module keeps the record of the Issues and acknowledgements dispatched by Self/CRU or pending for dispatch to be made by CRU.

Dispatched Acknowledgement

The '**Acknowledgment'** sub-module under Dispatch module comprises of the list of acknowledgement sent for dispatch to CRU or has been dispatched by CRU or Self. It is mainly divided into –

- 1. Sent/Dispatched
- 2. Returned

List of Acknowledgment Dispatched/Sent for Dispatch

This section describes the steps to view the list of acknowledgements dispatched or are pending for dispatch.

STEPS TO FOLLOW:

- 1. Under Dispatch module, click on Acknowledgement.
- 2. Click Sent/Dispatched.

	office workfunce socurtson eFile ver.	7.0								Kumar Patro KP)-EOFFICE
	RECEIPT Create	Inbox Sent Ac	dvance Search		Create Inbox	Sent Adv	ance Search	ISSUE Sent Returne	d Advance Search	
171 R	ReGenerate								Search Here	
279 F	Acknowledgement No.	Receipt No.	Dispatch No.	Subject			Recipient Type	Addressee	Sent Through Dispatched On †1	
₽₩	Dispatch	/2020/EOFFICE	DIS/8873/2020	test subject			PUBLIC	Name: Automation Testing,ASO,Automation Testing	CRU	± 0
<u> </u>	Acknowledgement	/2020/EOFFICE	DIS/8859/2020	test subject			PUBLIC	Name: Automation Testing,ASO,Automation Testing	CRU	± 0
	> Sent/Dispatched	2020/EOFFICE	DIS/8857/2020	test subject			PUBLIC	Name: Automation Testing,ASO,Automation Testing	CRU	* 0
	> Returned Issue	v2020/EOFFICE	DI5/8872/2020	test subject			PUBLIC	Name: Automation Testing,ASO,Automation Testing	CRU	± 0
4	315/2020-ACK	2213/2020/EOFFICE	DIS/8221/2020	test subject			PUBLIC	Name: Automation Testing,ASO,Automation Testing	CRU	± 0



The user can now see the list of acknowledgements dispatched or dispatch in process. The following information is available –

- 1. Acknowledgement number: The unique no. of the acknowledgement no. against which dispatch is made/in process.
- 2. Receipt No.: The receipt no. against which the acknowledgement is prepared.
- **3. Dispatch No.:** The unique number generated for different dispatches against the acknowledgement.
- **4. Subject:** The subject of the acknowledgement letter.



- **5. Recipient Type:** The type of the recipient, Public (if sent in public domain), Internal (if issued within department), External (if dispatched to other organization(s) as eOffice to eOffice platform).
- 6. Addressee: The recipient details of the acknowledgement.
- 7. Sent Through: The 'Dispatch By' 'SELF' or 'CRU' mode.
- 8. Dispatched On: The date on which the dispatch is made to the recipient of the acknowledgement.

- The blank 'Dispatched on' date denotes that the dispatch is still pending at CRU end.
- User may click on the acknowledgement number to check the acknowledgement letter and its associated details.

Regenerate Acknowledgement

Regenerating an acknowledgement is the re-issuance of the acknowledgement with some modification in the content and/or the recipient details required in case scenarios when,

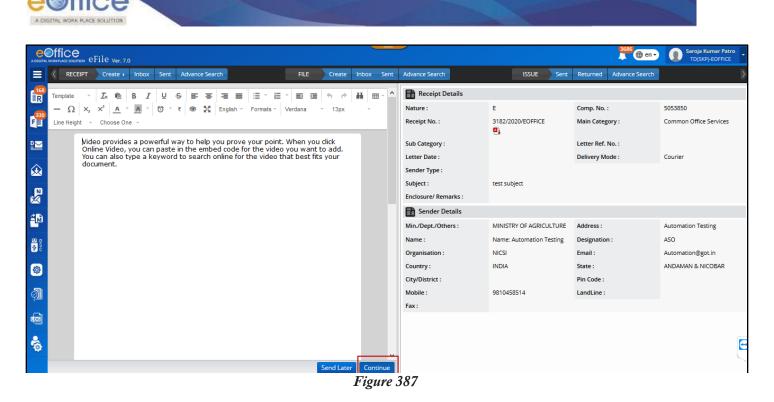
- The acknowledgement has to be sent again in case the intended recipient informs of not receiving the acknowledgement (Incorrect communication details could be a reason)
- The acknowledgement is to be sent to some more recipients.

- 1. Click Dispatch→Acknowledgement→Sent/Dispatched.
- 2. Select the required **Dispatch**.
- 3. Click on Regenerate.

A DIGE	©ffi	CE SOLUTION EFile Ver. 7	7.0									3686	Saroja Ku TD(SKP)	umar Pati)-EOFFICE	
	<	RECEIPT Create •	Inbox Sent Ad	lvance Search	FI	ILE Creat	e Inbox	Sent	Advance Search		Sent Returne	ed Advance Sea	rch		⊳
16	ReC	Senerate										2	Search Here		-
	•	Acknowledgement No.	Receipt No.	Dispatch No.	Subject				Recipient Type	Addressee		Sent Through	Dispatched On †↓		^
	Ø	417/2020-ACK	3182/2020/EOFFICE	DIS/8873/2020	test subject				PUBLIC	Name: Automation Testing, Testing	ASO,Automation	CRU		×	0
		408/2020-ACK	3166/2020/EOFFICE	DIS/8859/2020	test subject				PUBLIC	Name: Automation Testing, Testing	ASO,Automation	CRU		¥	0
×	0	406/2020-ACK	3164/2020/EOFFICE	DIS/8857/2020	test subject				PUBLIC	Name: Automation Testing,	ASO,Automation	CRU		*	0

Figure 386

- 4. Edit the content of the acknowledgement (if required).
- 5. Click on Continue.



- Refer article for 'Steps to <u>Sign an acknowledgement</u>.
- Refer article for Steps to <u>Dispatchan acknowledgement</u>.

Download Acknowledgement Letter

This section describes the steps to download a copy of the acknowledgement letter.

STEPS TO FOLLOW:

- 1. Click Dispatch→Acknowledgement→Sent/Dispatched.
- 2. Click on **Download Acknowledgement** icon against the required acknowledgement.

ADIGET	Offi	CC KE SOLUTION EFile Ver. 7	.0									3686	en - Saroja Kur TD(SKP)-		
	≪.	RECEIPT Create >	Inbox Sent Ad	vance Search	FILE	Create	Inbox S	Sent Ad	vance Search		UE Sent Returne	d Advance Sea	rch		>
167 R	Re	Senerate											Search Here		-
	•	Acknowledgement No.	Receipt No.	Dispatch No.	Subject				Recipient Type	Addressee		Sent Through	Dispatched On †↓		^
₽₩		417/2020-ACK	3182/2020/EOFFICE	DIS/8873/2020	test subject				PUBLIC	Name: Automation Tes Testing	ting,ASO,Automation	CRU	Download Ackowledgement	Ł	8
 ↔	0	408/2020-ACK	3166/2020/EOFFICE	DIS/8859/2020	test subject				PUBLIC	Name: Automation Tes Testing	ting,ASO,Automation	CRU		÷	8
×	0	406/2020-ACK	3164/2020/EOFFICE	DIS/8857/2020	test subject				PUBLIC	Name: Automation Tes Testing	ting,ASO,Automation	CRU		¥	8
×	0	416/2020-ACK	3182/2020/EOFFICE	DIS/8872/2020	test subject				PUBLIC	Name: Automation Tes	ting,ASO,Automation	CRU		Ł	0

Figure 388

Note:

• The acknowledgement will be downloaded to system in 'PDF' format.



View Dispatch Details

The dispatch details are maintained individually against every dispatch request. The detail section is divided into following two tabs –

- Basic Details It displays
 - a) **Dispatch details** Details of dispatch such as dispatch no., dispatch sent by, date sent on, Dispatch by, Delivery mode, and etc.
 - b) **Communication details** Communication details of the addressee.
 - c) **Postal Details** The postal details recorded by CRU/User if sent by post media.
- Action Details These are the details of the actions on the dispatch taken after it is dispatched or sent for dispatch. The Dispatch by Self or CRU details recorded with dispatch date and remarks. In case the dispatch is returned by the CRU for further clarification, the movement of return from CRU and Resend by user with remarks also recorded here.

- 1. Under Dispatch module, click Acknowledgement and then click Sent/Dispatched or Returned.
- 2. Click **Details** icon against the required acknowledgement.

e (CE SOLUTION eFile ver. 7	'. 0										3686	en • Saroja Ku	umar Pati)-EOFFICE	
	<	RECEIPT Create •	Inbox Sent Ad	lvance Search		FILE	Create	Inbox	Sent /	Advance Search		ISSUE Sent Return	ed Advance Sea	rch		⊳
167 R	ReC	ienerate												Search Here		-
	•	Acknowledgement No.	Receipt No.	Dispatch No.	Subject					Recipient Type	Addressee		Sent Through	Dispatched On †↓		^
₽₩	0	417/2020-ACK	3182/2020/EOFFICE	DIS/8873/2020	test subject					PUBLIC	Name: Automation T Testing	Festing,ASO,Automation	CRU		¥	8
~	0	408/2020-ACK	3166/2020/EOFFICE	DIS/8859/2020	test subject					PUBLIC	Name: Automation T Testing	Festing,ASO,Automation	CRU		¥	0
	0	406/2020-ACK	3164/2020/EOFFICE	DIS/8857/2020	test subject					PUBLIC	Name: Automation T Testing	Festing,ASO,Automation	CRU		¥	0
×		416/2020-ACK	3182/2020/EOFFICE	DIS/8872/2020	test subject					PUBLIC	Name: Automation 1 Testing	Testing,ASO,Automation	CRU		¥	0

Figure 389



Acknowledgment Returned by CRU

This list of returned dispatches are those dispatch requests made to CRU against the acknowledgements and are returned seeking for further clarification for dispatch to complete. It is expected that the user may check the remarks submitted by CRU and provide the necessary clarification. This list can be checked by –

STEPS TO FOLLOW:

- 1. Under Dispatch module, click Acknowledgement.
- 2. Click Returned.

e C	office workflice solution eFile ver	r. 7.0						3641 en v Saroja Kum TD(SKP)-E	
	RECEIPT Create	e inbox Sent Adv	vance Search	FILE Create Inbox	Sent Advance Search	ISSUE	Sent Returned A	dvance Search	
	Receive Resend	View Reminders						Search Here	-
-179	Dispatch No.	Acknowledgement No.	Receipt No.	Subject	Addressee	Returned By	Returned On †↓	Remarks	
F	DIS/11021/2020	702/2020-ACK	6700/2020/EOFFICE	test subject	Name: Automation Testing,ASO,Automation Testing	Subramanian M, eOffice MMP Div	21/06/2020 08:13 AM	Dispatch Return to Officer	0
2	Dispatch	20-ACK	6699/2020/EOFFICE	test subject	Name: Automation Testing,ASO,Automation Testing	Subramanian M, eOffice MMP Div	21/06/2020 08:11 AM	Dispatch Return to Officer	0
∞	 Acknowledgement Sent/Dispatched 	20-АСК	6698/2020/EOFFICE	test subject	Name: Automation Testing,ASO,Automation Testing	Subramanian M, eOffice MMP Div	21/06/2020 08:09 AM	Dispatch Return to Officer	0
₽X	> Returned	20-АСК	6697/2020/EOFFICE	test subject	Name: Automation Testing,ASO,Automation Testing	Subramanian M, eOffice MMP Div	21/06/2020 08:07 AM	Dispatch Return to Officer	0
4 M	DIS/11017/2020	698/2020-ACK	6696/2020/EOFFICE	test subject	Name: Automation Testing,ASO,Automation Testing	Subramanian M, eOffice MMP Div	21/06/2020 08:05 AM	Dispatch Return to Officer	0



The user can now see the list of dispatches against acknowledgement returned by the CRU. The following information is available

- 1. Nature: The nature of the acknowledgement, Physical (P) / Electronic (E).
- 2. Dispatch No.: The unique number generated for different dispatches for various recipients of the acknowledgement letter.
- 3. Acknowledgement No.: The acknowledgement no. against which the dispatch is made.
- 4. Receipt No.: The unique number of the receipt against which acknowledgement is generated.
- 5. Subject: The subject of the acknowledgement letter.
- 6. Addressee: The recipient details of the dispatch.
- 7. Returned By: The name of the CRU who has returned the dispatch request against acknowledgement.
- 8. Returned On: The date and time on which the dispatch request is returned.
- 9. Remarks: The remarks submitted by CRU seeking some clarification on the dispatch.



Resend the Acknowledgement Dispatch Request Returned by CRU

After checking the necessary remarks against the dispatch returned by CRU, the user may resend it back for dispatch by adding/editing some communication details of the intended recipient, for example, if the pin code was found to be incorrect hence unable to make postal dispatch. Or CRU may simply ask for some clarification which can be submitted as remarks.

STEPS TO FOLLOW:

1. Click Dispatch→Acknowledgement→Returned.

e (Strice A WORKELACE SOLUTION & File Ve	r. 7.0							Imar Patro -EOFFICE
	(RECEIPT Create	e → Inbox Sent Adv	vance Search	FILE Create In	nbox Sent Advance Search	ISSUE	Sent Returned A	Advance Search	
	Receive Resend	View Reminders						Search Here	
-311	Dispatch No.	Acknowledgement No.	Receipt No.	Subject	Addressee	Returned By	Returned On †↓	Remarks	
E.	DIS/11021/2020	702/2020-ACK	6700/2020/EOFFICE	test subject	Name: Automation Testing,ASO,Automation Testing	Subramanian M, eOffice MMP Div	21/06/2020 08:13 AM	Dispatch Return to Officer	8
	Dispatch)20-ACK	6699/2020/EOFFICE	test subject	Name: Automation Testing,ASO,Automation Testing	Subramanian M, eOffice MMP Div	21/06/2020 08:11 AM	Dispatch Return to Officer	0
쉆	 Acknowledgement Sent/Dispatched 	20-ACK	6698/2020/EOFFICE	test subject	Name: Automation Testing,ASO,Automation Testing	Subramanian M, eOffice MMP Div	21/06/2020 08:09 AM	Dispatch Return to Officer	0
ZX	> Returned	120-ACK	6697/2020/EOFFICE	test subject	Name: Automation Testing,ASO,Automation Testing	Subramanian M, eOffice MMP Div	21/06/2020 08:07 AM	Dispatch Return to Officer	0
4 M	DIS/11017/2020	698/2020-ACK	6696/2020/EOFFICE	test subject	Name: Automation Testing,ASO,Automation Testing	Subramanian M, eOffice MMP Div	21/06/2020 08:05 AM	Dispatch Return to Officer	0
-					Alexandra Alexandra	C			

Figure 391

- 2. Select the required 'Dispatch'.
- 3. Click 'Receive'. (In case, it is in an unreceived state)

A DEGETAL	office	. 7.0					B665 en • Saroja Kumar Patro TD(SKP)-EOFFICE			
	RECEIPT Create Inbox Sent Advance Search				Inbox	Sent Advance Search	ISSUE	Sent Returned A	dvance Search	∢
	Receive Resend \	View Reminders							Search Here	-
-311	Dispatch No.	Acknowledgement No.	Receipt No.	Subject		Addressee	Returned By	Returned On †↓	Remarks	
F	DI5/11021/2020	702/2020-ACK	6700/2020/EOFFICE	test subject		Name: Automation Testing,ASO,Automation Testing	Subramanian M, eOffice MMP Div	21/06/2020 08:13 AM	Dispatch Return to Officer	0
	☑ DIS/11020/2020	701/2020-ACK	6699/2020/EOFFICE	test subject		Name: Automation Testing,ASO,Automation Testing	Subramanian M, eOffice MMP Div	21/06/2020 08:11 AM	Dispatch Return to Officer	0
쉆	DIS/11019/2020	700/2020-ACK	6698/2020/EOFFICE	test subject		Name: Automation Testing,ASO,Automation Testing	Subramanian M, eOffice MMP Div	21/06/2020 08:09 AM	Dispatch Return to Officer	0
₽ <u>X</u>	DIS/11018/2020	699/2020-ACK	6697/2020/EOFFICE	test subject		Name: Automation Testing,ASO,Automation Testing	Subramanian M, eOffice MMP Div	21/06/2020 08:07 AM	Dispatch Return to Officer	θ

Figure 392

- 4. Click 'Dispatch number' to edit the recipient details (if required).
- 5. Click 'Save'. (Click Save and Send to directly resend dispatch from edit page)

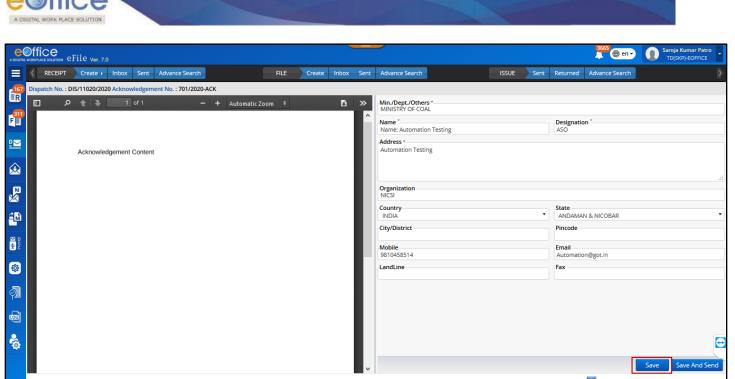


Figure 393

6. From the returned list, select the 'Dispatch' and click on 'Resend'.

e A DEGET							_		B665 en - Saroja K TD(SKF	Sumar Patro P)-EOFFICE
\equiv	RECEIPT Create Inbox Sent Advance Search					Resend Remarks	ISSUE			þ
167						Resend			Search Here	-
- 311					Subje		Returned By			
FE	0	DIS/11021/2020	702/2020-ACK	6700/2020/EOFFICE	test su	.:i Total 1000 994 Character left	Subramanian M, eOffice MMP Div	21/06/2020 08:13 AM	Dispatch Return to Officer	0
			701/2020-ACK	6699/2020/EOFFICE	test su	OK Cancel	Subramanian M, eOffice MMP Div	21/06/2020 08:11 AM	Dispatch Return to Officer	0
\wedge						Manage Astronomica	Colorescient M			

Figure 394

7. Enter the mandatory Remarks in the pop-up box and click 'OK' to 'resend.



Dispatched Issue

After an Issue is sent for dispatch, it's sent details are maintained in under 'Issue' section of 'Dispatch module. This section consists of –

- **Sent/Dispatched** List of Issues sent for dispatched via CRU or already dispatched by the User/Officer.
- **Returned** The list of issues returned by the CRU in case of any more clarity is requested before dispatching.

A user can check the number of dispatches made against an ISSUE and further the recipient's and dispatch mode details. If required, an Issue can also be re-dispatched.

View List of Issues Sent/Dispatched

STEPS TO FOLLOW:

- 1. Under 'Dispatch' module, click on 'Issue'.
- 2. Click on 'Sent/Dispatched'.

A DIGITAL	Office WORKPLACE SOLUTION & File Ver. 7.0						en -	Saroja Kumar Patro TD(SKP)-EOFFICE
	(RECEIPT Create + Inbox	FILE Creat	te Inbox Sent	Advance Search	ISSUE Sent Returned Adv	vance Search		
	Create Reminders View Remin					9	iearch Here	
-330	Issue No.	Subject	Issued On †↓	Туре	Issued Against	Currently In (File No.)	Receipt No.	
F	<u> </u>	Automation Testing	23/06/2020 11:14 PM	ISSUE		A-11011/4935/2020-QA-01		
₽₩	Dispatch	Automation Testing	23/06/2020 11:12 PM	ISSUE		A-11011/4934/2020-QA-01		
	Dispatch	Automation Testing	23/06/2020 11:10 PM	ISSUE		A-11011/4933/2020-QA-01		
	Acknowledgement ~	Automation Testing	23/06/2020 11:08 PM	ISSUE		A-11011/4932/2020-QA-01		
-	► Issue ×	Automation Testing	23/06/2020 11:06 PM	ISSUE		A-11011/4931/2020-QA-01		
R	> Sent/Dispatched	Automation Testing	23/06/2020 11:05 PM	ISSUE		A-11011/4930/2020-QA-01		
≇ ⊡	> Returned Automation Testing		23/06/2020 11:03 PM	ISSUE		A-11011/4929/2020-QA-01		
	<u> </u>	Enter Description 223	23/06/2020 10:08 PM	ISSUE		A-11011/4861/2020-QA-01		



The user can now see the list of dispatches sent to the addressees/recipients. The following information is available-

- 1. Nature: The nature of the ISSUE, Physical (P) / Electronic (E).
- 2. Issue number: The unique number of the ISSUE sent for dispatch.
- **3. Subject:** The subject of the ISSUE letter sent for dispatch.
- 4. Issued On: The date on which the is the issue letter was sent for dispatch
- 5. Type: The type of the issue whether it is an ISSUE or REMINDER to an ISSUE.
- 6. Issued Against: The ISSUE number against which the reminder has been issued.
- 7. Currently In (File No.): The File number from which the ISSUE has been generated.
- 8. Receipt No.: The Receipt number against which the ISSUE has been generated.



View Issue Details

STEPS TO FOLLOW:

- 1. Under Dispatch module, click on Issue.
- 2. Click Sent/Dispatched.
- 3. Click Issue No.

A DEGETAA	Dff	ice Are solution eFile ver. 7.0						15556 ⊕ en → ① Saroja Kumar Patro TD(SKP)-EOFFICE		
	RECEIPT Create Inbox Sent Advance Search			FILE	te Inbox Sent .	Advance Search	ISSUE Sent Returned Adv	vance Search		
	Cre	eate Reminders View Remind	ers					Search Here 💌		
-330		Issue No.	Subject	Issued On †↓	Туре	Issued Against	Currently In (File No.)	Receipt No.		
F	С	1/3024506/2020	Automation Testing	23/06/2020 11:14 PM	ISSUE		A-11011/4935/2020-QA-01			
₽₩	0	1/3024505/2020	Automation Testing	23/06/2020 11:12 PM	ISSUE		A-11011/4934/2020-QA-01			
	Ο	1/3024504/2020	Automation Testing	23/06/2020 11:10 PM	ISSUE		A-11011/4933/2020-QA-01			
	0	1/3024503/2020	Automation Testing	23/06/2020 11:08 PM	ISSUE		A-11011/4932/2020-QA-01			



Note:

• Use 'Filter' (to filter by issue date filter range and type) and/or 'Search' to search for required Issue.

The user can now see –

- The Issue letter on the left side of the screen (in case of electronic nature only).
- Issue Details such as Issued By, Issued On, Type, Subject, Issued Against, etc.
- **Dispatch Recipient Details** The list of various recipients to which the ISSUE letter has been dispatched, Dispatch number, Sent Through (CRU/Self) and the Status of the Dispatch.

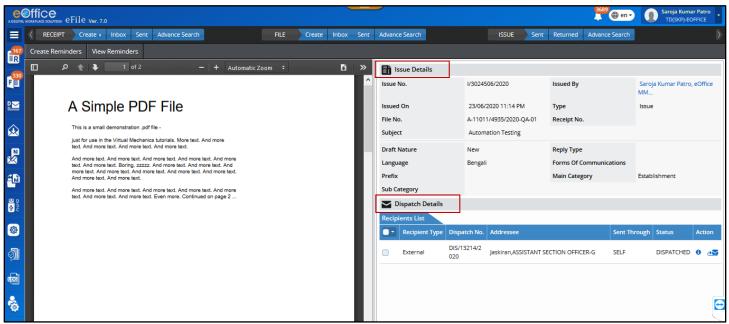


Figure 397



- The Dispatch number will be unique against every dispatch generated for different recipients of the same Issue letter.
- Each Dispatch will have its own status.
- The Status of the Dispatch will be **Dispatched** in case dispatched via self.
- The Status of the Dispatch will be **Sent** in case it is sent to CRU for dispatch and will turn to **Dispatched** in case the issue has been dispatched by the CRU.

Create Reminders

Creating reminders is to create a 'Draft for Approval' as a reminder against an existing Issue already generated from the system. These reminders are dispatched as Issue letters with their type defined as 'Reminder' instead of 'Issue'.

- 1. Under 'Dispatch' module, click on 'Issue'.
- 2. Click on 'Sent/Dispatched'.
- 3. Select the required ISSUE No.
- 4. Click on 'Create Reminders'.

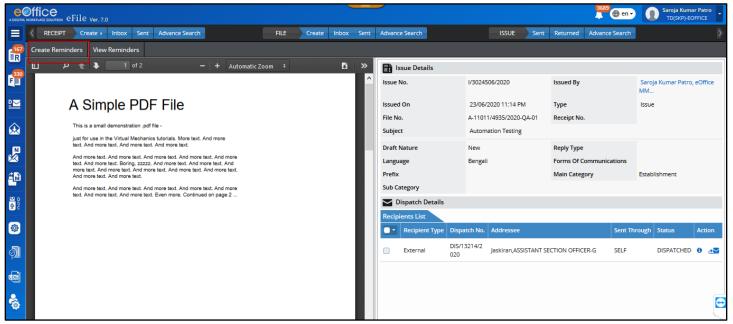


Figure 398

- 5. Follow steps as mentioned in article to <u>create a reminder</u>. (*Draft Nature, Issue No. and Reply Type will be auto populated and remains locked*)
- 6. Follow steps to <u>Sign</u> the reminder Created.
- 7. Follow steps to **Dispatch** the reminder created.



View Reminders

This displays the number of reminders already sent against an Issue letter.

STEPS TO FOLLOW:

- 1. Under 'Dispatch' module, click on 'Issue'.
- 2. Click on 'Sent/Dispatched' or 'Returned'.

Note:

- Reminders can be checked for both Issues in 'Dispatched' list and 'Returned' from CRU list, if previously created.
- 3. Select the required 'Issue No.'.
- 4. Click on 'View Reminders'.

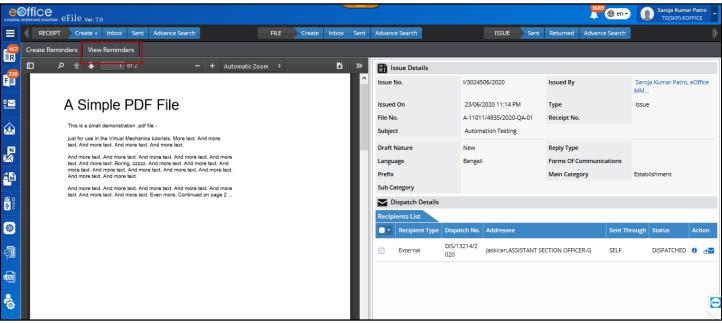


Figure 399

View Dispatch Details

The dispatch details are maintained individually against every dispatch sent against an Issue. Upon clicking Details Icon against a dispatch, the Dispatch detail popupwill open.

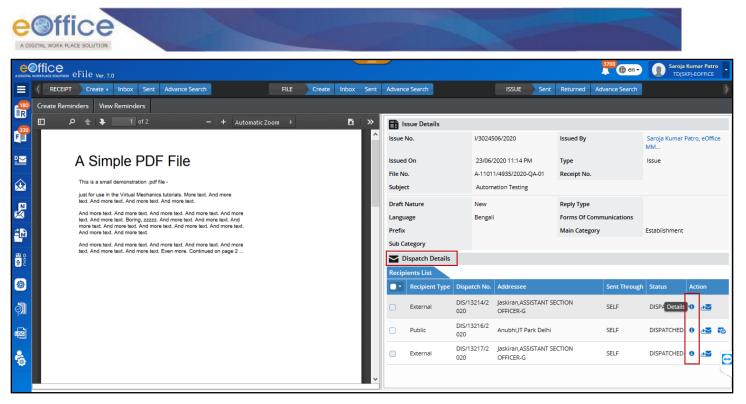


Figure 400

- Basic Details It displays
 - a) **Dispatch details** Details such as dispatch no., dispatch sent by, date sent on, Dispatch by, Delivery mode, and etc.
 - b) Communication details Communication details of the addressee
 - c) Postal Details The postal details recorded if sent by post media.

A DIGITAL	office workturke solution eFile ver. 7.0						∎ •n •	Saroja Kumar Patro TD(SKP)-EOFFICE
Ξ	【 RECEIPT Create → Inbox Sent Advance S	Dispatch Details				×		
180 R	Create Reminders View Reminders	Basic Details Action Det	ails			Â		
	□	Dispatch Details				18		
1330		Dispatch No.	DIS/13214/2020	Sent By		18	Issued By	Saroja Kumar Patro, eOffice
		Sent On	•	Dispatched By	Saroja Kumar Patro, eOffice MMP Division			MM
	A Simple PDF File	Dispatched On	23/06/2020 11:14 PM	Delivery Mode			Туре	Issue
	This is a small demonstration .pdf file -	CRU Name		Dispatch Mode			Receipt No.	
	just for use in the Virtual Mechanics tutorials. Mo text, And more text, And more text, And more text	Mobile No.		Notified Via SMS	No	18		
R	And more text. And more text. And more text. An	Sent Through	SELF				Reply Type	
	text. And more text. Boring, zzzzz. And more text more text. And more text. And more text. And more	Subject	Automation Testing				Forms Of Communications Main Category	Establishment
1	And more text. And more text. And more text. And more text. And more text. An	Communication Detail	s				Main category	Establishment
81 - 60 C	text. And more text. And more text. Even more. (Name	Jaskiran	Designation	ASSISTANT SECTION OFFICER -G			
		Address		Min./Dept./Others	-			
		Organization		Country	Oispatel No. Addressee	~		Status Action



• Action Details – These are the details of the actions on the dispatch taken after it is dispatched or sent for dispatch. The Dispatch by Self or CRU details recorded with dispatch date and remarks. In case the dispatch is returned by the CRU for further clarification, the movement of return from CRU and Resend by user with remarks also recorded here.

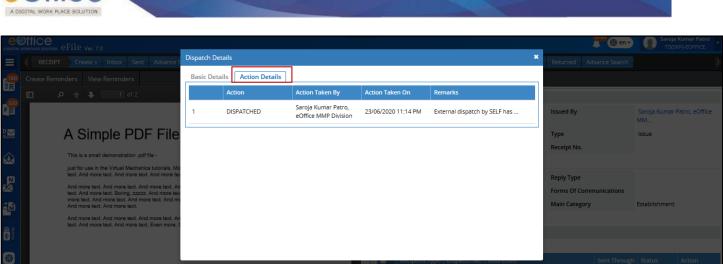


Figure 402

STEPS TO FOLLOW:

- 1. Under 'Dispatch' module, click on 'Issue'.
- 2. Click 'Sent/Dispatched'.
- 3. Click the 'Issue No.' to open and view the issue details.
- 4. In the 'Dispatch Details' (available on the bottom part of the right side of the screen), click on 'Details' icon against the respective dispatch entry you wish to see details for. (*The dispatch details are available in the pop-up box.*)

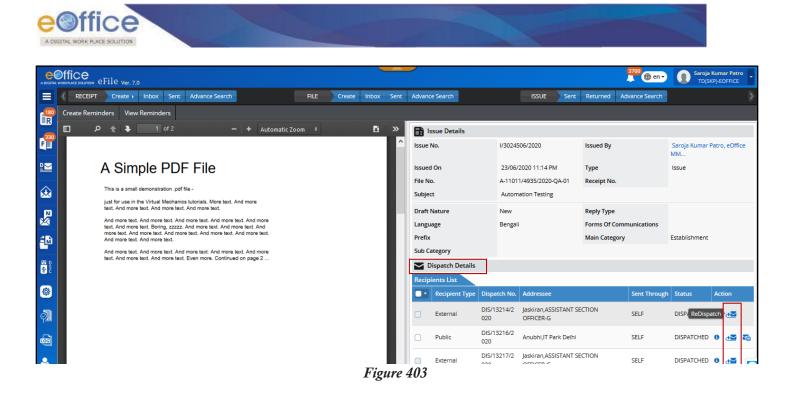
Alternatively:

- 1. Under 'Dispatch' module, click on 'Issue'.
- 2. Click on 'Returned'.
- **3.** Click on **'Details'** icon against the respective dispatch entry you wish to see details for. (*The dispatch details are available in the pop-up box.*)

Re-Dispatch

This action enables the user to re-dispatch the already approved and signed issue letter.

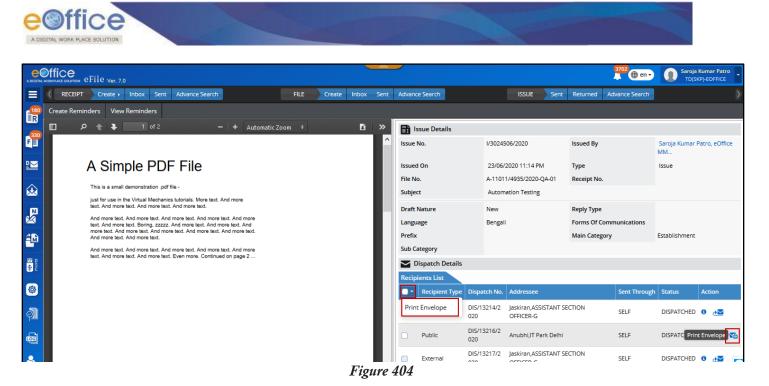
- 1. Under 'Dispatch' module, click on 'Issue'.
- 2. Click on 'Sent/Dispatched'.
- 3. Click on the 'Issue No.' to open and view the issue details.
- 4. In the 'Dispatch Details' (available on the bottom part of the right side of the screen), click on 'Re-Dispatch' icon.



Print Envelope

This action allows the user to print envelope for the letter to be dispatched. Upon clicking, the system will ask user to choose from a pre-defined set of templates which will then be downloaded to user system ready for print-out.

- 1. Under 'Dispatch' module, click on 'Issue'.
- 2. Click on 'Sent/Dispatched'.
- 3. Click on the 'Issue No.' to open and view the issue details.
- 4. In the 'Dispatch Details' (available on the bottom part of the right side of the screen), click on 'Print Envelope' icon.



5. In the pop-up box, choose the required template of the envelope and click on 'Download'.

e (3702 ⊕ en -	Saroja Kumar Patro TD(SKP)-EOFFICE
	RECEIPT Create + Inbox Sent Advance Search	Print Envelop	×	ISSUE Sent		
180 R	Create Reminders View Reminders	Choose Print Template * Envelope DL	•			
	□ P 全 ▶ 1 of 2 - + Automatic Zoom					
(330) E			Download Cancel	1/3024506/2020	Issued By	Saroja Kumar Patro, eOffice MM
	A Simple PDF File		Issued On File No.	23/06/2020 11:14 PM A-11011/4935/2020-QA-01	Type Receipt No.	Issue

Figure 405

List of Issues Returned by CRU

This list of returned dispatches are those dispatch requests which were sent to CRU and are returned back seeking for further clarification for dispatch process to complete. It is expected that the user may check the remarks submitted by CRU and provide the necessary clarification. This list can be checked by –

- 1. Under 'Dispatch' module, click on 'Issue'.
- 2. Click on 'Returned'.

A DIGET	Office	r. 7.0					102 ⊕ er	TD(SKP)-EC	oFFICE
	Create	Inbox Sent	Advance Search	FILE Create Inbox Sent /	Advance Search		Sent Returned Advance Searc	:h	∢
	Receive Resend	View Reminders						Search Here	-
- 330	Dispatch No.	Issue No.	Subject	Addressee	Returned By	Returned On †↓	Remarks	Туре	
E	DIS/13201/2020	1/3024491/2020	Enter Descriptiong	Anubhi,Delhi	Subramanian M, eOffice MMP Div	23/06/2020 09:33 PM	Enter Remarks	ISSUE	0
	Dispatch	490/2020	Enter DescriptionTesting	Anubhi,Delhi	Subramanian M, eOffice MMP Div	23/06/2020 09:31 PM	Enter Remarks	ISSUE	0
쉆	 Acknowledgement Issue 	316/2020	Enter DescriptionPhysical	Anubhi,Delhi	Subramanian M, eOffice MMP Div	21/06/2020 05:48 AM	update postal details	ISSUE	0
₽¥ N	> Sent/Dispatched > Returned	315/2020	Enter DescriptionPhysical	Anubhi,Delhi	Subramanian M, eOffice MMP Div	21/06/2020 05:46 AM	update postal details	ISSUE	0
	DIS/10987/2020	1/3024314/2020	Enter DescriptionPhysical	Anubhi Delhi	Subramanian M,	21/06/2020 05:44 AM	undate postal details	ISSUE	





The user can now see the list of dispatches returned by the CRU. The following information is available -

- **1.** Nature: The nature of the ISSUE, Physical (P) / Electronic (E).
- 2. Dispatch No.: The unique number generated for different dispatches against the Issue letter.
- 3. Issue number: The unique number of the ISSUE sent for dispatch.
- 4. Subject: The subject of the ISSUE recorded while creating it in Draft for Approval Stage.
- 5. Addressee: The recipient details of the dispatch generated against an Issue.
- 6. Returned By: The name of the CRU who has returned the Issue against a specific dispatch.
- 7. Returned On: The date and time on which the Issue against a specific dispatch is returned.
- **8. Remarks:** The remarks submitted by CRU seeking some clarification on the dispatch against the issue returned.
- 9. Type: The type of the issue whether it is an ISSUE or REMINDER to an ISSUE.

Resend the Returned Issue for Dispatch by CRU

After checking the necessary remarks against the dispatch returned by CRU, the user may resend it back for dispatch by adding/editing some communication details of the intended recipient, for example, if the pin code was found to be incorrect hence unable to make postal dispatch. Or CRU may simply ask for some clarification which can be submitted as remarks.

- 1. Under 'Dispatch' module, click on 'Issue' and then click on 'Returned'.
- 2. Select the required 'Dispatch'.
- 3. Click on 'Receive'. (In case, it is in an unreceived state)

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	Create	Inbox Sent	Advance Search	FILE Create Inbox Sent A	Advance Search	ISSUE	Sent Returned Advance Se	arch	≫
180 R	Receive Resend	View Reminders						Search Here	-
_130	Dispatch No.	Issue No.	Subject	Addressee	Returned By	Returned On †↓	Remarks	Туре	
F	DIS/13201/2020	1/3024491/2020	Enter Descriptiong	Anubhi,Delhi	Subramanian M, eOffice MMP Div	23/06/2020 09:33 PM	Enter Remarks	ISSUE	0
	OIS/13200/2020	1/3024490/2020	Enter DescriptionTesting	Anubhi,Delhi	Subramanian M, eOffice MMP Div	23/06/2020 09:31 PM	Enter Remarks	ISSUE	0
<u>ن</u>	DIS/10989/2020	1/3024316/2020	Enter DescriptionPhysical	Anubhi,Delhi	Subramanian M, eOffice MMP Div	21/06/2020 05:48 AM	update postal details	ISSUE	0

Figure 407

- 4. Click on 'Dispatch No.' to edit the recipient details (if required).
- 5. Click on 'Save'.(Click Save and Send to directly resend dispatch from edit page)



DIGETAL V	WORKFLACE S	SOLUTION CL	10 Ver. 7.0)																	ID(SKP)-COFFICE	
	< R		Create +	Inbox	Sent	Advance S	earch			FI	ILE	Create	Inbox	Sent	Advance Search	ISSUE	Sent	Returned	Advance Search			>
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Figure 408

6. From the returned list, select the 'Dispatch' and click on 'Resend'.

A DIGITAL	Office WORKTUAGE SOLUTION eFile v	'er. 7.0						3702 en TD(SKP)-E	nar Patro COFFICE
	Creat	te i Inbox Sent	Advance Search	FILE Create Inbox Sent	Advance Search	ISSUE	Sent Returned	Advance Search	∢
180 R	Receive Resend	View Reminders						Search Here	-
	Dispatch No.	Issue No.	Subject	Addressee	Returned By	Returned On †↓	Remarks	Туре	
F	DIS/13201/2020	1/3024491/2020	Enter Descriptiong	Anubhi,Delhi	Subramanian M, eOffice MMP Div	23/06/2020 09:33 PM	Enter Remarks	ISSUE	8
	DIS/13200/2020	1/3024490/2020	Enter DescriptionTesting	Anubhi,Delhi	Subramanian M, eOffice MMP Div	23/06/2020 09:31 PM	Enter Remarks	ISSUE	0
∞	DIS/10989/2020	1/3024316/2020	Enter DescriptionPhysical	Anubhi,Delhi	Subramanian M, eOffice MMP Div	21/06/2020 05:48 AM	update postal details	ISSUE	0
ZX	DIS/10988/2020	1/3024315/2020	Enter DescriptionPhysical	Anubhi,Delhi	Subramanian M,	21/06/2020 05:46 AM	update postal details	ISSUE	0

Figure 409

7. Enter the mandatory Remarks in the pop-up box and click on 'OK' to 'resend.

A DIGITA						_		Saroja I	Kumar Patro
				Resend Remarks	•	ISSUE	Sent Returned Ac		>
180				Remarks * Resend				Search Here	•
				<i>A</i>		urned On †‡			
E	DI5/13201/2020	1/3024491/2020	Enter Descriptiong	A Total 1000 994 Character left)6/2020 09:33 PM	Enter Remarks	ISSUE	0
	DIS/13200/2020	1/3024490/2020	Enter DescriptionTesting	ł.	OK Cancel	06/2020 09:31 PM	Enter Remarks	ISSUE	0
	DIS/10989/2020	1/3024316/2020	Enter DescriptionPhysical	Anubhi,Delhi	Subramanian M, 2 eOffice MMP Div	1/06/2020 05:48 AM	update postal details	ISSUE	0
N					Subramanian M				

Figure 410



Advance Search for Issue

This Feature allows User to users to Search and Retrieve Issue (According to the assigned Search Scope) and take actions on searched records (According to assigned Action Scope).

Important Points:

- ✓ Search Privileges must have been set for instance level by administrator. (<u>Refer search privilege</u> for whole instance).
- ✓ Search privilege if set for user must restrict or allow the user to search and take action beyond the scope set for whole instance (Refer search privilege for individual user).
- ✓ Advance Search for Issue is available to Officers and Dealing hands only.

STEPS TO FOLLOW:

1. Click Advanced Search link in Issue Quick Access Menu. (System redirects to the 'Advanced Search' screen with 'Issue' tab activated by default.)

A DIGITAL	Offic WORKPLACE S	eFile ver. 7	.0					-			Step 1	en • (Saroja Kumar P TD(Step		+
S	tep 3	CEIPT Create +	Inbox Sent A	Advance Sea	rch	FILE	Create Int	box Se	ent Advance Search	ISSUE	Sent Returned	Advance Search			۶
e ⁹⁴ R	File	Receipt Issue]									P : Global	E : Global	ð-	^
(118) F	-	Issue No.			Subject				Forms of Communication Choose One		Prefix Choose One	Physical So Global	ope	•	
		Issued By Department		-	Section			•	Select User			Electronic Global	Scope	•	
		Issued On From Date dd/mm/yyyy		m	To Date dd/mm/yyyy			#							
$\widehat{\mathbf{x}}$	Dispa	tch Details						-						×	
₹¥	Dis	patch No.			spatch From Date d/mm/yyyy			d d	l ispatch To Date ld/mm/yyyy	*	Dispatch Through	ı	•	~	
₽ M		atched By partment		▼ Se	ction			▼ 5	elect User						
E DSC		atched To All O Public O e	Office Internal 🔿 e	Office Exter	mal										
.	Na	me		Er	nail Id										
								Search I	Issue						
∲ ⁸ C	Create	Reminder												•	2
	Ac	tions	Issue No.	Su	ıbject	Туре	lss	ued By	Issued On †↓	Sent By	Sent On †↓	.			0
	No rec	ords found													1

Figure 411

- **2.** Select **Physical Scope** and **Electronic Scope** (*By Default Value is Global or as per assigned Search Scope*).
- **3.** Search from main **Basic parameters** (*Issue No., Subject, Form of Communication, Prefix, Issued By and Issued On*).
- **4.** Select **Additional parameters** from dropdown list icon to search with additional inputs. (*Issue Details and Dispatch Details*).

A DIGITAL	Office WORKPLACE SOLUTION eFile ver. 7.0							2450	en 🔹 🚺 S	aroja Kumar Pa TD(SKP)-EOFFIC	itro TE
	RECEIPT Create >	Inbox Sent Adva	ance Search	FILE	Create Inbox Sent /	Advance Search	ISSUE	Sent Returned Adv	ance Search		
⁹⁴ R	File R eipt Issue								P : Global	E : Global	o - 1
(118) F	sue No.		Subject			ms of Communication oose One		Prefix Choose One			•
	Dispatch Details		▼ Section		▼ Sele	ect User					
$\hat{\mathbf{x}}$	dd/mm/yyyy		dd/mm/yyyy		•	Step 5			_		
ZX	Create Reminder				Search Issue			Step 6			Ð
¢.	Actions	Issue No.	Subject	Туре	Issued By	Issued On †↓	Sent By	Sent On 1			
пос 1 4 0	No records found							All Issue N Issued			
1								 Issued Type 	On		
다 다 다 다 다 다 다 다 다 다 다 다 다 다 다 다 다 다 다								File No. Receipt Subject	No.		_
								Subject Sent By Sent Or	, I		

Figure 412

Note:

our.

- Additional Parameters will not be available if Origin of File is selected External.
- 5. Click Search File button to search the file records.
- 6. Opt for default output fields or Select/Remove output fields. (*Issue No., Issued By, Issued On, Type and Subject cannot be removed*)

Note:

List of Issues will be displayed based on selected input search parameters values.

Actions Allowed on Searched Receipt

• Create Remainder: Clicking on Create Remainder action link/menu should open Remainder draft creation page in case of Electronic File/Receipt and Remainder Dispatch page in case of Physical File/Receipt.

- This action should be displayed depending upon action scope set for whole eOffice Instance.
- Action scope for individual should superimpose scope set for whole instance.
- **Details:** Clicking on details action link should display Issue detail Popup.

Dispatch (CRU)

This module is available to only the users who are working in Central Registry Unit and dealing with dispatch associated work for the Ministry/Organization/Department. This module keeps the record of the Issues and acknowledgements dispatched or pending for dispatch.

Inbox

This **Inbox** of **Dispatch** consists of dispatch requests received by the CRU from any of the other user in the department. The CRU then checks the received dispatch request and then dispatched it via requested delivery mode.

In case, some clarification is to be sought from the user who has sent the request for dispatch, then the CRU may return it back with the appropriate remarks.

STEPS TO FOLLOW:

1. Under 'Dispatch' module, click 'Inbox'.

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	RECEIPT Create	Inbox Sent	Advance Search	ISSUE Inbox Returne	d Dispatched					
R	Receive Return								Search Here	4
	 Dispatch No 	Icene/Ack. No.	Subject	Addressee	Sent By	Sent On †↓	Delivery Mode	Remarks	Туре	>
	Dispatch 20-ACK Transfer order & Mail Transfer request from Shri S		pRAVEEN,fsdfdfsdfwer,erwerwerwerk rwer eOffice MMP.		24/06/2020 01:31 AM Email			ACKNOWLEDGEMENT	0	
E de	 Returned Dispatched 	eturned 368/2020 betrfde		sahoo,erherg	Saroja Kumar Patro, eOffice MM	21/06/2020 07:16 PM	Airmail bggg		REMINDER	0
۲	DIS/11027/2020	708/2020-ACK	test subject	Name: Automation Testing,ASO,Automation Testing	Saroja Kumar Patro, eOffice MM	21/06/2020 08:20 AM	Airmail	Enter Remarks	ACKNOWLEDGEMENT	0



The user can now see the list of dispatch request. The following information is available –

- 1. Dispatch Number: The unique dispatch number generated against the Issue number.
- 2. Issue number/ACK No.: The Issue/Acknowledgement number against which dispatch is to be sent.
- 3. Subject: The subject of the Issue/Acknowledgement sent for dispatch.
- 4. Addressee: The recipient details to whom dispatch is to be made.
- **5. Sent By:** The user details who has requested for dispatch to CRU. (click on user name for more details)
- 6. Sent On: The date on which the dispatch request is made to the CRU.
- 7. Delivery Mode: The requested mode for delivery.
- **8. Remarks:** The remarks with which the user requested for dispatch. This may contain necessary message for the CRU.
- 9. Type: The type of the dispatch whether it is against an Issue or an Acknowledgement.

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Dispatch the Issue letter

This section describes the steps to dispatch the Issue letters received in Inbox for dispatch by CRU.

STEPS TO FOLLOW:

- 1. Under Dispatch module, click on Inbox.
- 2. Select the required dispatch and click **Receive**.

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	∢[RECEIPT Create	Inbox Sent	Advance Search	ISSUE Inbox Returne	d Dispatched						⋗
R	Re	ceive Return								Search Here		÷
		Dispatch No.	Issue/Ack. No.	Subject	Addressee	Sent By	Sent On †↓	Delivery Mode	Remarks	Туре		^
≌ ☆	Ø	DIS/13223/2020	182/2020-ACK	Transfer order & Mail Transfer request from Shri S	pRAVEEN,fsdfdfsdfwer,erwerwerwe rwer	Rachna Srivastava, eOffice MMP	24/06/2020 01:31 AM	Email		ACKNOWLEDGEMENT	0	
		DIS/11047/2020	1/3024368/2020	hgtrfde	sahoo,erherg	Saroja Kumar Patro, eOffice MM	21/06/2020 07:16 PM	Airmail	bggg	REMINDER	0	
-	0	DIS/11027/2020	708/2020-ACK	test subject	Name: Automation Testing,ASO,Automation Testing	Saroja Kumar Patro, eOffice MM	21/06/2020 08:20 AM	Airmail	Enter Remarks	ACKNOWLEDGEMENT	0	
						Saroja Kumar						

Figure 414

- 3. Click on the **Dispatch No**. to open.
- 4. Enter the Postal out and Register details.

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	RECEIPT Create + Inbox Sent Advance Search	ISSUE Inbox	Returned Disp	atched					>
R	Dispatch No. : DIS/13223/2020 Acknowledgement No. : 182/2020-ACK	·····	Di »	erwenwerwer					^
		.com +	^	erwerwerwer					
愈			- 88	Organization					
0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		ta:De 1003221-9-	- 88	Country Choose One	•	State Choose One			·
-	To, caRhna -artC4S22vvaa1sE,i k-BcIAo OCG L,emhxipCoodI ,ewNRoad ilehD -:uSb neemicdtwgokAen of royu tietre on -IiN adetd Nil rDae hRanac 4a,s1aaC-,2rESv2tvi			City/District Mobile LandLine		Pincode Email eofficesa-nic@nic.ir Fax	1		
	Yrou tetrel has eenb ee.dvierc oFr eufutr otmuainmcoicn apesle n podncecrnoesre .on 962I57/OE5FFC90/1E6	refre to the	- 12	Postal and Out Register Details					
	rRase,dg OA-PEIEFFC IgaeeDtde - (-GEIFECH)OOSFR			Postal Mode *	Postal Charge Mode Number		Delivery Mode Email	v	·
				Peon Book No.	Peon Name	×	Out Date And Ti dd/mm/yyyy	me *	
				Delivery Date And Time dd/mm/yyyy	Delivery Status	•			9
								Dispa	tch
						NIC CO	opyright © 2020, des	signed and developed by	y NIC.

Figure 415

5. Click Dispatch.

The dispatched 'Issues/Acknowledgements' can be viewed under Dispatched section.



Note:

- After the Issue/Acknowledgement is dispatched by the CRU to the concerned recipient, the dispatch action by CRU with timestamp and remarks is recorded in the Action details under dispatch details against the respective dispatch entry.
- Once the letter is dispatched by the CRU the status of the dispatch against respective issue in User'sDispatch->Issue->Sent (who has sent 'Dispatch by CRU' request) will change to Dispatched.

Return the Dispatch

This section describes the steps to return the dispatch to the user from whom the dispatch request is received. This is required in case scenarios where CRU wants to seek more information on the dispatch, for example, if the pin code was found to be incorrect hence unable to make postal dispatch.

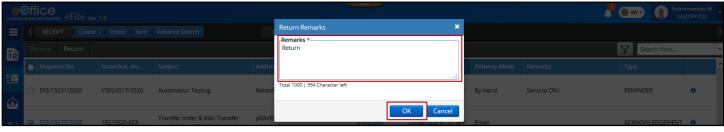
STEPS TO FOLLOW:

- 1. Under Dispatch module, click on Inbox.
- 2. Select the dispatch and click **Receive**. (*In case, it is not in received state i.e. the dispatch number link is not active to be clicked on*)
- 3. Select Dispatch using checkbox and click return menu.

e a digiti	Offi	ice MILE SOLUTION eFile ver.	7.0							Subra	emanian M EOFFICE)
	<	RECEIPT Create	Inbox Sent	Advance Search	ISSUE Inbox Returne	d Dispatched)>
勖	Red	ceive Return								Search Here	-
		Dispatch No.	Issue/Ack. No.	Subject	Addressee	Sent By	Sent On †↓	Delivery Mode	Remarks	Туре	^
≌ ☆	0	DIS/13231/2020	1/3024517/2020	Automation Testing	Rakesh Kumar,SO,New Delhi	Saroja Kumar Patro, eOffice MM	24/06/2020 02:10 AM	By Hand	Send to CRU	REMINDER	0
		DIS/13223/2020	182/2020-ACK	Transfer order & Mail Transfer request from Shri S	pRAVEEN,fsdfdfsdfwer,erwerwerwe rwer	Rachna Srivastava, eOffice MMP	24/06/2020 01:31 AM	Email		ACKNOWLEDGEMENT	0
۲	0	DIS/11047/2020	1/3024368/2020	hgtrfde	sahoo,erherg	Saroja Kumar Patro, eOffice MM	21/06/2020 07:16 PM	Airmail	bggg	REMINDER	8



4. Enter the mandatory Remarks (the clarification required) in the pop-up box and click OK.





- The list of returned dispatched can be seen on <u>Returned</u> Section.
- Once the user provides the necessary details, it will return back in Dispatch 'Inbox' of the CRU.
- This movement of return and resend between CRU and the user (officer/dealing hand) is recorded in Action Details tab of the Dispatch Details.



View Dispatch Details

The dispatch details are maintained individually against every dispatch sent against an Issue/Acknowledgement. Upon clicking Details Icon, Dispatch detail popup will open displaying various details.

A DEGETAL	office workfluce solution eFile ver.									eoffice)
	(RECEIPT Create	 Inbox Sent 	Advance Search	ISSUE Inbox Returne	d Dispatched					
R	Receive Return								Search Here	Ŧ
	Dispatch No.	Issue/Ack. No.	Subject	Addressee	Sent By	Sent On †↓	Delivery Mode	Remarks	Туре	^
≌ ☆	DI5/13231/2020	1/3024517/2020	Automation Testing	Rakesh Kumar,SO,New Delhi	Saroja Kumar Patro, eOffice MM	24/06/2020 02:10 AM	By Hand	Send to CRU	REMINDER	6 E etails
E osc	DI5/13223/2020	182/2020-ACK	Transfer order & Mail Transfer request from Shri S	pRAVEEN,fsdfdfsdfwer,erwerwerwe rwer	Rachna Srivastava, eOffice MMP	24/06/2020 01:31 AM	Email		ACKNOWLEDGEMENT	0
۲	DIS/11047/2020	1/3024368/2020	hgtrfde	sahoo,erherg	Saroja Kumar Patro, eOffice MM	21/06/2020 07:16 PM	Airmail	bggg	REMINDER	0

Figure 418

- **Basic Details** It displays
 - a) **Dispatch details** Details such as dispatch no., dispatch sent by, date sent on, Dispatch by, Delivery mode, and etc.
 - b) Communication details Communication details of the addressee
 - c) **Postal Details** The postal details recorded if sent by post media.

e A DIGITI												ramanian M (EOFFICE)
\equiv				Advance S	Dispatch Details				×			2
Ē					Basic Details Action Deta	ails			Â		Search Here	
لتك				Subject	Dispatch Details							^
					Dispatch No.	DIS/13231/2020	Sent By	Saroja Kumar Patro, eOffice MMP Division				
	C) DIS/13231/2020	1/3024517/2020	Automati	Sent On	24/06/2020 02:10 AM	Dispatched By			CRU	REMINDER	0
				Transfer o	Dispatched On		Delivery Mode	By Hand				
			182/2020-ACK	request fr	CRU Name	Subramanian M, eOffice MM P Division	Dispatch Mode	Post			ACKNOWLEDGEMENT	•
				h shafed a	Mobile No.		Notified Via SMS	No			REMINDER	0
223			1/3024368/2020	hgtrfde	Sent Through	CRU					REMINDER	
					Subject	Automation Testing						
	C	DIS/11027/2020	708/2020-ACK	test subje	Communication Details	5				emarks	ACKNOWLEDGEMENT	0
	-				Name	Rakesh Kumar	Designation	SO				
	C	DIS/11026/2020	707/2020-ACK	test subje	Address	New Delhi	Min./Dept./Others	MINISTRY OF COAL		emarks	ACKNOWLEDGEMENT	0
					Ourseniestica		Country		¥			

Figure 419

• Action Details – These are the details of the actions on the dispatch taken after it is dispatched or sent for dispatch. The Dispatch by Self or CRU details recorded with dispatch date and remarks. In case the dispatch is returned by the CRU for further clarification, the movement of return from CRU and Resend by user with remarks also recorded here.

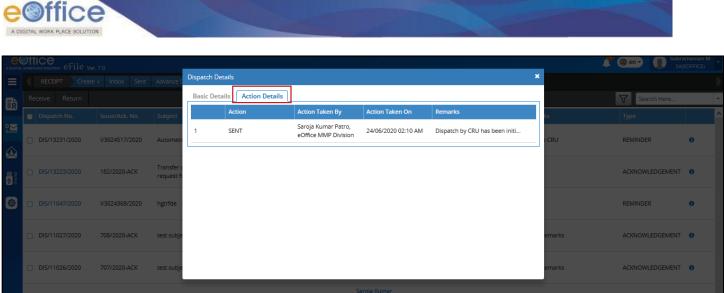


Figure 420

- 1. Under 'Dispatch' module, click on 'Inbox'.
- 2. In the 'Dispatch Details' (available on the bottom part of the right side of the screen), click on 'Details' icon against the respective dispatch entry you wish to see details for. (*The dispatch details are available in the pop-up box.*)



Returned

This is the list of dispatches returned by the CRU to the user (who has requested for 'Dispatch by CRU') seeking for some clarification against the dispatch.

STEPS TO FOLLOW:

1. Under 'Dispatch' module, click on 'Returned'.

A DIGETAL	office	Ver. 7.0									Subramanian M SA(EOFFICE)
	(RECEIPT Cre	ate i Inbox Sent	Advance Search	ISSUE	Inbox Returned	Dispatched					D
勖	Print Envelope									Search He	re 🔻
	Dispatch No	Icere/Ack. No.	Subject	Addressee	Returned By	Returned To	Returned On †↓	Delivery Mode	Remarks	Туре	^
≌ ☆	Dispatch Inbox 	536/2020	Enter DescriptionPhysical	Anubhi,Delhi	Subramanian M, eOffice MMP Div	Saroja Kumar Patro, eOffice MM	24/06/2020 02:58 AM		update postal details	ISSUE	● +ि
	 Returned Dispatched 	535/2020	Enter DescriptionPhysical	Anubhi, Delhi	Subramanian M, eOffice MMP Div	Saroja Kumar Patro, eOffice MM	24/06/2020 02:56 AM		update postal details	ISSUE	● +ि
	DIS/13248/2020	1/3024534/2020	Enter DescriptionPhysical	Anubhi,Delhi	Subramanian M, eOffice MMP Div	Saroja Kumar Patro, eOffice MM	24/06/2020 02:53 AM		update postal details	ISSUE	0 🕞



The user can now see the list of dispatch returned. The following information is available -

- 1. Dispatch Number: The unique dispatch number generated against the Issue number.
- 2. Issue number/ACK No.: The Issue/Acknowledgement number against which dispatch is to be sent.
- 3. Subject: The subject of the Issue/Acknowledgement sent for dispatch.
- 4. Addressee: The recipient details to whom dispatch is to be made.
- **5. Returned By:** The CRU details who has returned the dispatch to the user. (Click on user name for more details)
- 6. **Returned To:** The user details to whom the dispatch has been returned. (Click on user name for more details)
- 7. Returned On: The date on which the dispatch is returned.
- 8. Delivery Mode: The requested mode for delivery.
- 9. Remarks: The remarks with which the CRU returned the dispatch.
- 10. Type: The type of the dispatch whether it is against an Issue or an Acknowledgement.

Pull – Back the Returned Dispatch

The returned dispatch can be pulled back by the CRU in case the scenarios where -

- A wrong dispatch has been returned.
- The clarification requested in not required any more.

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STEPS TO FOLLOW:

- 1. Under 'Dispatch' module, click on 'Returned'.
- 2. Against the required dispatched, click on 'Pull Back'.

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	∢[RECEIPT Create	Inbox Sent	Advance Search	ISSUE	Inbox Returned	Dispatched					
R	Pri	int Envelope									Search Here	<u>.</u>
_		Dispatch No.	Issue/Ack. No.	Subject	Addressee	Returned By	Returned To	Returned On †↓	Delivery Mode	Remarks	Туре	^
≌ ☆	0	DIS/13250/2020	1/3024536/2020	Enter DescriptionPhysical	Anubhi,Delhi	Subramanian M, eOffice MMP Div	Saroja Kumar Patro, eOffice MM	24/06/2020 02:58 AM		update postal details	ISSUE	0 🕞 Pull Back
	0	DIS/13249/2020	1/3024535/2020	Enter DescriptionPhysical	Anubhi,Delhi	Subramanian M, eOffice MMP Div	Saroja Kumar Patro, eOffice MM	24/06/2020 02:56 AM		update postal details	ISSUE	6 +
۲	0	DIS/13248/2020	1/3024534/2020	Enter DescriptionPhysical	Anubhi,Delhi	Subramanian M, eOffice MMP Div	Saroja Kumar Patro, eOffice MM	24/06/2020 02:53 AM		update postal details	ISSUE	€ + 🗟



3. In the pop-up box, enter the mandatory **Remarks** and click on 'OK'.

e A DIGET		fice RELACE SOLUTION OFFIC	⊇ Ver. 7.0									ramanian M (EOFFICE)
						Reason For Pull-Back		×				
B						Remarks * pull back					Search Here	-
								n †↓				^
	0) DIS/13250/2020	1/3024536/2020	Enter DescriptionPhysical	Anubhi,Delhi	Total 1000 991 Character left)2:58 AM	1	update postal details	ISSUE	0 🕀
	0	DIS/13249/2020	1/3024535/2020	Enter DescriptionPhysical	Anubhi,Delhi	M, COMER MMP Div	OK Cancel eOffice MM	2:56 AM		update postal details	ISSUE	8 +₽

Figure 423

Note:

■ The pulled back dispatch will be available in CRU's **Dispatch→Inbox'**

View Dispatch Details

The dispatch details are maintained individually against every dispatch sent against an Issue/Acknowledgement. Upon clicking Details Icon, Dispatch detail popup will open displaying various details. Refer <u>View Details</u> of inbox dispatches.

STEPS TO FOLLOW:

- 1. Under 'Dispatch' module, click on 'Returned'.
- 2. In the 'Dispatch Details' (available on the bottom part of the right side of the screen), click on 'Details' icon against the respective dispatch entry you wish to see details for. (*The dispatch details are available in the pop-up box.*)

Print Envelope

This action allows the user to print envelope for the letter to be dispatched. Upon clicking, the system will ask user to choose from a pre-defined set of templates which will then be downloaded to user system ready for print-out.



STEPS TO FOLLOW:

- 1. Under 'Dispatch' module, click on 'Returned'.
- 2. Select the respective dispatch against which the envelope is to be generated.
- 3. Click on 'Print Envelope'.

	Offic	eFile ver.	7.0								• • • • •	Subramanian M SA(EOFFICE)
	$\langle -$	RECEIPT Create	Inbox Sent	Advance Search	ISSUE	Inbox Returned	Dispatched					
R	Print	Envelope									Search He	re
	D	ispatch No.	Issue/Ack. No.	Subject	Addressee	Returned By	Returned To	Returned On †↓	Delivery Mode	Remarks	Туре	
≌ ŵ	V D	05/13251/2020	1/3024537/2020	Enter DescriptionPhysical	Anubhi,Delhi	Subramanian M, eOffice MMP Div	Saroja Kumar Patro, eOffice MM	24/06/2020 03:00 AM		update postal details	ISSUE	0 🕞
	<u> </u>	NS/13250/2020	1/3024536/2020	Enter DescriptionPhysical	Anubhi,Delhi	Subramanian M, eOffice MMP Div	Saroja Kumar Patro, eOffice MM	24/06/2020 02:58 AM		update postal details	ISSUE	0 🕞
۲	D	NS/13249/2020	1/3024535/2020	Enter DescriptionPhysical	Anubhi,Delhi	Subramanian M, eOffice MMP Div	Saroja Kumar Patro, eOffice MM	24/06/2020 02:56 AM		update postal details	ISSUE	8 + R

Figure 424

4. In the pop-up box, choose the required template of the envelope and click on 'Download'.

									🌐 en 🗸			
				Print Envelop		×						
				Choose Print Template * Envelope C5		•			Y Sear	ch Here		-
				L								
OIS/13251/2020	1/3024537/2020	Enter DescriptionPhysical	Anubhi,Delhi	M, eOffice MMP Div	eOffice MM	Cancel 24/06/2020 03	3:00 AM	update postal details	ISSUE		8 +ि	
					Canala Kuraan Datua							

Figure 425



The 'Dispatched' is the list of Dispatched made by the CRU against their respective Issues.

STEPS TO FOLLOW:

1. Under 'Dispatch' module, click on 'Dispatched'.

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	<pre>{ RECEIPT</pre>	Create +	Inbox Sen	t Advance Search		ISSUE Inbox	Returned Dispatche	ed					
R	Print Envelope											Search Here	•
	Dispatch No	- Ic	Ack. No.	Subject	Addressee	Dispatched By	Dispatched On †↓	Sent By	Sent On †↓	Delivery Mode	Remarks	Туре	^
≌ ☆	Dispatch Inbox)20-АСК	Test	Jaspreet,bbbbbbbb bbbbbbbbbbbbbbbbb bbbbbbbb	Subramanian M, eOffice MMP Div	23/06/2020 03:37 PM		23/06/2020 03:37 PM			ACKNOWLEDGEMENT	0 13
	 Returned Dispatched)20-ACK	Test	as,hhh	Subramanian M, eOffice MMP Div	23/06/2020 03:37 PM		23/06/2020 03:37 PM			ACKNOWLEDGEMENT	0 tā
@	DIS/13160/2	2020 7	33/2020-ACK	test ggg	Gopal Gaur Testing,testing engg.,Loadhi Road,JLN	Subramanian M, eOffice MMP Div	23/06/2020 02:32 PM		23/06/2020 02:32 PM			ACKNOWLEDGEMENT	0 t3
	DIS/13144/2	2020 7	32/2020-ACK	ggg	Gopal Gaur Testing,testing engg.,Loadhi Road,JLN	Subramanian M, eOffice MMP Div	23/06/2020 01:43 PM		23/06/2020 01:43 PM			ACKNOWLEDGEMENT	013
	DIS/12099/2	2020 1/	3024400/2020	500 error is displaying in Receipt Sent page for A	bkkjshdkjsddedit,nh skdhfksdfedit,sdjhks hdkjhskjdhf		22/06/2020 08:43 PM	Kapil Kumar Sharma, eOffice MM	22/06/2020 08:42 PM	Courier	sdcsdcsdc	REMINDER	0



The user can now see the list of dispatch returned. The following information is available

- 1. Dispatch Number: The unique dispatch number generated against the Issue number.
- 2. Issue number/ACK no.: The Issue/Acknowledgement number against which dispatch is sent.
- 3. Subject: The subject of the Issue/Acknowledgement sent for dispatch.
- 4. Addressee: The recipient details to whom dispatch is to be made.
- 5. Dispatched By: The CRU details who has dispatched the Issue/Acknowledgement. (Click on user name for more details)
- 6. Dispatched On: The date on which the dispatch is made.
- **7. Sent By:** The user details who had originally requested for dispatch. (Click on user name for more details)
- 8. Sent On: The date on which the request to CRU for dispatch was made.
- 9. Delivery Mode: The requested mode for delivery.
- 10. Remarks: The remarks with which the user requested CRU for dispatch.
- 11. Type: The type of the dispatch whether it is dispatched against an Issue or an Acknowledgement.



View Dispatch Details

The dispatch details are maintained individually against every dispatch sent against an Issue/Acknowledgement. Upon clicking Details Icon, Dispatch detail popup will open displaying various details. Refer <u>View Details</u> of inbox dispatches.

STEPS TO FOLLOW:

- 1. Under 'Dispatch' module, click on 'Dispatched'.
- 2. In the 'Dispatch Details' (available on the bottom part of the right side of the screen), click on 'Details' icon against the respective dispatch entry you wish to see details for. (*The dispatch details are available in the pop-up box.*)

Print Envelope

This action allows the user to print envelope for the letter to be dispatched. Upon clicking, the system will ask user to choose from a pre-defined set of templates which will then be downloaded to user system ready for print-out.

STEPS TO FOLLOW:

- 1. Under 'Dispatch' module, click on 'Dispatched'.
- 2. Select the respective dispatch against which the envelope is to be generated.
- 3. Click on 'Print Envelope'.

A DIGITAL		Ce ME SOLUTION eFile ver.										📍 🌐 en 🔻	Subramai SA(EOFI	
	≪[RECEIPT Create	Inbox Sent	Advance Search		ISSUE Inbox	Returned Dispatche	d)>
巼	Pri	nt Envelope										V Search	Here	· ·
		Dispatch No.	Issue/Ack. No.	Subject	Addressee	Dispatched By	Dispatched On †↓	Sent By	Sent On †↓	Delivery Mode	Remarks	Туре		^
≌ ☆	V	DIS/13167/2020	738/2020-ACK	Test	Jaspreet,bbbbbbbb bbbbbbbbbbbbbbbbbbbbbbbbbbb	Subramanian M, eOffice MMP Div	23/06/2020 03:37 PM		23/06/2020 03:37 PM			ACKNOWLEE	OGEMENT 8	13
El 🐟		DIS/13166/2020	738/2020-ACK	Test	as,hhh	Subramanian M, eOffice MMP Div	23/06/2020 03:37 PM		23/06/2020 03:37 PM			ACKNOWLEE	OGEMENT 8	13
*	0	DIS/13160/2020	733/2020-ACK	test ggg	Gopal Gaur Testing,testing engg.,Loadhi Road,JLN	Subramanian M, eOffice MMP Div	23/06/2020 02:32 PM		23/06/2020 02:32 PM			ACKNOWLEE	DGEMENT 🚯	6

Figure 427

4. In the pop-up box, choose the required template of the envelope and click on 'Download'.

e A DIGIT		ffice REFILE Ver.										bramanian M SA(EOFFICE)
\equiv					I	Print Envelop		×)
R	P	Print Envelope				Choose Print Template * Envelope C5		•			Search Here	-
					Addressee							^
		DIS/13251/2020	1/3024537/2020	Enter DescriptionPhysical	Anubhi,Delhi	M, eOffice MMP	Download	Cancel 24/06/2020 03	:00 AM	update postal details	ISSUE	9 + R
				,,			eOffice MM					
_												





Regenerate Acknowledgement

Regenerating an acknowledgement is the re-issuance of the acknowledgement with some modification in the content and/or the recipient details required in case scenarios when,

- The acknowledgement has to be sent again in case the intended recipient informs of not receiving the acknowledgement (Incorrect communication details could be a reason)
- The acknowledgement is to be sent to some more recipients.

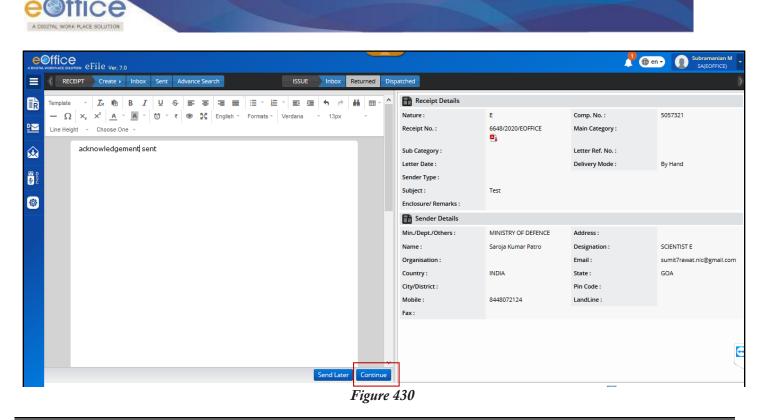
Regenerate acknowledgement for CRU will be available only when acknowledgement was created and dispatched by CRU itself.

- 1. Click Dispatch→Dispatched.
- 2. Click on Regenerate icon against an dispatched acknowledgement.

A DIGITAL	Dff	ice Mice sourton eFile ver.	. 7.0								_		emanian M EOFFICE)
	≪[RECEIPT Create	Inbox Sent	Advance Search		ISSUE Inbox	Returned Dispatche	ed					D
勖	Pri	int Envelope										Search Here	-
		Dispatch No.	Issue/Ack. No.	Subject	Addressee	Dispatched By	Dispatched On †↓	Sent By	Sent On †↓	Delivery Mode	Remarks	Туре	^
≌ ŵ	Ø	DIS/13167/2020	738/2020-ACK	Test	Jaspreet,bbbbbbbb bbbbbbbbbbbbbbbbbb bbbbbbbb	Subramanian M, eOffice MMP Div	23/06/2020 03:37 PM		23/06/2020 03:37 PM			ACKNOWLED Regener	rate 12
	0	DIS/13166/2020	738/2020-ACK	Test	as,hhh	Subramanian M, eOffice MMP Div	23/06/2020 03:37 PM		23/06/2020 03:37 PM			ACKNOWLEDGEMENT	6 13
۲	0	DIS/13160/2020	733/2020-ACK	test ggg	Gopal Gaur Testing,testing engg.,Loadhi Road,JLN	Subramanian M, eOffice MMP Div	23/06/2020 02:32 PM		23/06/2020 02:32 PM			ACKNOWLEDGEMENT	6 13
	0	DI5/13144/2020	732/2020-ACK	888	Gopal Gaur Testing,testing engg.,Loadhi Road,JLN	Subramanian M, eOffice MMP Div	23/06/2020 01:43 PM		23/06/2020 01:43 PM			ACKNOWLEDGEMENT	0 13
	0	DIS/12099/2020	1/3024400/2020	500 error is displaying in Receipt Sent page for A	bkkjshdkjsddedit,nh skdhfksdfedit,sdjhks hdkjhskjdhf	Subramanian M, eOffice MMP Div	22/06/2020 08:43 PM	Kapil Kumar Sharma, eOffice MM	22/06/2020 08:42 PM	Courier	sdcsdcsdc	REMINDER	0
	0	DIS/11069/2020	1/3024378/2020	edte	tarun singhedit,edit,Addre ssedit	Subramanian M, eOffice MMP Div	21/06/2020 08:41 PM	Saroja Kumar Patro, eOffice MM	21/06/2020 08:39 PM	ELECTRONIC	ministry chnge d	ISSUE	0

Figure 429

- 3. Edit the content of the acknowledgement (if required).
- 4. Click on Continue.



- Refer article for 'Steps to <u>Sign an acknowledgement</u>.
- Refer article for Steps to <u>Dispatch an acknowledgement</u>.

Notifications

This section describes the steps to view the list of follow-ups created previously against the dispatches and further to check their details and close if necessary.

Dispatch Follow-ups

View details of Dispatch Follow-up

STEPS TO FOLLOW:

1. Click on **Dispatch Followups** link under Notification module.

e(office	File ver. 7.0							3514 er		a Kumar Patro SKP)-EOFFICE
	(RECEIPT	Create + Inbo	x Sent Advance Se	arch FILE	Create Inbox Sent	Advance Searc	h		Sent Returned Ad	Ivance Search)>
(164 R											Y
295	Dispatch No.	Issue No.	Reply due date † ↓	Description	Min./Dept./Others	Address	Туре	Dispatched By	Dispatched On †↓	Status	Action
Ĩ	DI5/8102/2020	1/3021434/2020	01/06/2020	Enter Descriptiondescription	MINISTRY OF PARLIAMENTARY AFFAIRS	Delhi	PUBLIC			ACTIVE	j i x
	DI5/8342/2020	1/3021637/2020	11/05/2020	sad	MINISTRY OF AGRICULTURE	Automation Testing	PUBLIC			ACTIVE	j≡ x
<u>ک</u>	DI5/8099/2020	1/3021431/2020	01/06/2020	Enter Descriptiondescription	MINISTRY OF PARLIAMENTARY AFFAIRS	Delhi	PUBLIC			ACTIVE	j≡ x
Z	Notification		11/05/2020	asf	MINISTRY OF AGRICULTURE	Automation Testing	PUBLIC			ACTIVE	j≡ x
M	Dispatch Follo	owups	01/06/2020	Automation	MINISTRY OF AGRICULTURE	Automation Testing	PUBLIC			ACTIVE	j≡ x
S S C	DIS/8445/2020	1/3021747/2020	01/06/2020	Automation	MINISTRY OF AGRICULTURE	Automation Testing	PUBLIC			ACTIVE	⊨ x

Figure 431

2. By Default, list of **Dispatch Followups** is displayed which have **reply due as on date**. (i.e. Reply due date already elapsed and due on current date).

Note:

- If required, select set necessary filters in 'Filter view' for optimized results
- **3.** Click **Details** icon to view the Followup details of the corresponding dispatch followup. In the pop-up box the dispatch followup details will be displayed.

A DIGITAL	WORKPLACE SOLUTION eFile						
≡	C RECEIPT C	Notification Detail			×	Search	
R ¹⁶⁴		Issue No. :	1/3021638/2020	Issued Against :	1/3021637/2020		Y
	Dispatch No. Iss	File No. :		Receipt No. :	1987/2020/EOFFICE	tus	Action
	DIS/8102/2020 I/3	Desired Action :		Follow Up Description :	asf	IVE	i= ×
	015/8102/2020 1/3	Interim Action Taken By :		Interim Action Taken On :		IVE	;= *
	DIS/8342/2020 I/3	Follow Up Receipt No. (Interim) :		Reply Received Date :		IVE	i≡ x
		Final Action Closed By :		Final Action Closed On :			
	DIS/8099/2020 I/3	Follow Up Receipt No. (Final) :		Status :	ACTIVE	IVE) = x
P		Subject :	abcdefg				
	DIS/8343/2020 I/3	Final Action Closing Remarks :				IVE	j≡ ×
ÊM	DIS/8067/2020 I/3	Interim Action Remarks :				IVE	⊨ x
_					Close	1	
日の10 日 日	DIS/8445/2020 I/3			lesting		IVE	j≡ ×
		E.	MINISTRY OF				





Close Dispatch Follow-up

Important Points:

✓ Actions like interim closing and final closing can be taken only on followups with active status.

STEPS TO FOLLOW:

- 1. Click on 'Dispatch Followups' link under Notification module (Figure 431).
- **2.** By Default, list of dispatch followups is displayed which have **reply due as on date**. (i.e. Reply due date already elapsed and due on current date).

Note:

- If required, select set necessary filters in 'Filter view' for optimized results
- 3. Click Close icon.

	Office WORKFLACE SOLUTION eF	ile ver. 7.0					TUSKP)-EOFFICE					
	< RECEIPT	Create + Inbox S	Sent Advance Search		FILE Create Inbox Sent Advance Search				ISSUE Sent Returned Advance Search			
(180) R											V	
-340	Dispatch No.	Issue No.	Reply due date †↓	Description	Min./Dept./Others	Address	Туре	Dispatched By	Dispatched On †↓	Status	Action	
F	DIS/8102/2020	1/3021434/2020	01/06/2020	Enter Descriptiondescription	MINISTRY OF PARLIAMENTARY AFFAIRS	Delhi	PUBLIC			ACTIVE	⊨ ×	
≌	DIS/8342/2020	1/3021637/2020	11/05/2020	sad	MINISTRY OF AGRICULTURE	Automation Testing	PUBLIC			ACTIVE	📜 🗙 Close	
쉆	DIS/8099/2020	1/3021431/2020	01/06/2020	Enter Descriptiondescription	MINISTRY OF PARLIAMENTARY AFFAIRS	Delhi	PUBLIC			ACTIVE	i≡ ×	
N	DIS/8343/2020	1/3021638/2020	11/05/2020	asf	MINISTRY OF AGRICULTURE	Automation Testing	PUBLIC			ACTIVE	i = x	
×	DIS/8067/2020	1/3021402/2020	01/06/2020	Automation	MINISTRY OF AGRICULTURE	Automation Testing	PUBLIC			ACTIVE	i≡ ×	
2 B	DIS/8445/2020	1/3021747/2020	01/06/2020	Automation	MINISTRY OF AGRICULTURE	Automation Testing	PUBLIC			ACTIVE	= ×	

Figure 433

4. Choose close type as **'Interim'** if the reply received in an interim reply or **'Final'** if the reply received against dispatch is final in popup.

ADIGITA	Office E WORKFRACE SOLUTION eFil	e ver. 7.0					3711	en - Saro	oja Kumar Patro V(SKP)-EOFFICE
					Closing Confirmation	×			þ
					Do you want to close the reminder ?				Y
340	Dispatch No.				Receipt No. / Subject /Comp. No.		Dispatched On $\uparrow \downarrow$	Status	Action
	DIS/8102/2020	1/3021434/2020	01/06/2020	Enter Description	Remarks *			ACTIVE	i≡ ×
	DIS/8342/2020	1/3021637/2020	11/05/2020	sad				ACTIVE	(≡ ×
	DIS/8099/2020	1/3021431/2020	01/06/2020	Enter Description	Total 1000 995 Character left	ai		ACTIVE	;≣ ×
	DIS/8343/2020	1/3021638/2020	11/05/2020	asf	Reply Received Date*			ACTIVE	≡ ×
	DIS/8067/2020	1/3021402/2020	01/06/2020	Automation				ACTIVE	i≡ ×
40	DIS/8445/2020	1/3021747/2020	01/06/2020	Automation	OK Can	cel		ACTIVE	⊨ x

Figure 434

- 5. Enter Receipt No. /Subject/Comp. No. of the receipt received in reply to the dispatch.
- 6. Enter mandatory **Remarks**.
- 7. Enter Received Reply Date. (*The date on which the reply is received against the dispatch*)
- 8. Click OK.

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DSC Registration

This Feature allows user to Register and Activate/Deactivate registered **DSC** (Digital Signing **Certificate)** in eFile Application.

Register DSC

Important Points:

- ✓ Compatible DSC installer must be present in User's Computer.
- ✓ DSC dongle must be plugged into the client machine.
- ✓ User must have valid DSC certificates installed in the client machine.
- ✓ Certificate with which user is going to register must not used by another user for registration.

STEPS TO FOLLOW:

1. Click on 'Registration' link under DSC Module to open Certificate Information Page.

A DIGITA	Office	ile ver. 7.0				roja Kumar Patro ID(SKP)-EOFFICE
	KECEIPT	Create Inbox Sent Advance Search	FILE Create Inbox Sent Advance	Search ISSUE	Sent Returned Step 2 h	>
e ⁹⁴	Certificate Infor	mation				Signing Certificate
	Sr. No.	Certificate	Validity Enroll Date	User Name	Deactivation D	ate Action
E	16281994	Class 1 Individual Test	30/01/2022 02:44 PM 15/05/2020 03:56 P	M Saroja Kumar Patro		≜ ×
₽₩	16281994	Class 1 Individual Test	30/01/2022 02:44 PM 15/05/2020 03:56 P	M Saroja Kumar Patro	15/05/2020 03:	
ŵ						H 4 1 Þ H
×						
₽ M						
	DSC Registration 	Step 1				

Figure 435

- 2. Click on 'Signing Certificate'.
- 3. Select the certificate in DSC Enrollment popup and click "Register".
- 4. Enter the PIN for DSC and click on **OK**. DSC is registered successfully
- 5. Click on OK to complete the registration process.

- Registered DSC user will be available in the list of Certificate Information page.
- By Default, Signing feature will be enabled (DSC required while forwarding a file.)
- User will not be able to re-register with the same certificate if already registered and is active.



Activate/Deactivate Registered DSC

Important Points:

✓ DSC must be registered in Users eFile account.

STEPS TO FOLLOW:

1. Click 'Registration' link under DSC Module to open Certificate Information Page.

A DIGITAL	Office workplace solution eF	ile ver. 7.0									2450	en • Sart	oja Kumar Patro D(SKP)-EOFFICE
	(RECEIPT	Create Inbox Sent	Advance Search	FILE	Create Int	ox Sent	Advance Sea	rch	ISSUE	Sent	Returned	Advance Search	Ð
e ⁹⁴	Certificate Infor	mation										Step	igning Certificate
	Sr. No.	Certificate		Ve	alidity	Enroll [Date	User Name				Deactivation Da	
E	16281994	Class 1 Individual	Test	30	0/01/2022 02:44 PM	1 15/05/2	2020 03:56 PM	Saroja Kumar Pa	atro				â×.
₽₩	16281994	Class 1 Individual	Test	30	0/01/2022 02:44 PM	1 15/05/2	2020 03:56 PM	Saroja Kumar Pa	atro			15/05/2020 03:5	
													H 4 1 Þ H
쉆													
R													
4													
₽ D ¢	DSC	Step	1										
*	Registration												

Figure 436

- 2. Click Activate Icon (For Deactivated DSC) or Deactivate Icon (For Active DSC) corresponding to registered DSC.
- 3. Click OK in Confirmation Popup.

Note:

• Record of Registered DSC user will be available in the list of Certificate Information page.



Settings

Transfer

This section describes the process of 'Transferring of File(s) and Receipt(s)' from one post to another (with an option to share sent list), required to handover the files and receipts in case scenarios such as employee's transfer, promotion and superannuation.

Important Points:

- ✓ This feature is available with the user assigned with 'ADMINISTRATOR' privileges or 'Role_Transfer_Within_Department' role only. Any other user will not have access to this feature.
- ✓ User with 'Administrator' privileges can transfer files and receipts of employees post within the instance i.e. inter and intra department.
- ✓ User with '**Role_Transfer_Within_Department'** role can transfer files and receipts of employees post within same department only (i.e. Intra Department).

STEPS TO FOLLOW:

1. Under 'Settings' module, click on 'Transfer'.

A DIGETAI	eoffice Merrin Workshild Southion eFile ver. 7.0	2450 en Saroja Kumar Patro TD(SKP)-EOFFICE
	RECEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search	ISSUE Sent Returned Advance Search
e ⁹⁴ R	e Receive Put in a file Move To ▼ Send Send Back Copy Close For Control Search H	ere • Receipt View (SELF) Select User • 🗊
F	118 ☆ P 5055906 5235/2020/E0FFICE abcdefg ♣ Yerur Siraj Ahmed, eOffice MMP ♣ 28/05/2020 01:07 PM ① 28/05/2020 01:08 PM Step 1	
ŵ	Preferences	ß
	User Group 1/20/20/E0FFICE test subject Sraj Ahmed, eOffice MMP E5 28/05/2020 01:03 PM	图
	→ Search Privilege For User 3/2020/FOFFICE	凶
* @	Setting V2020/EOFFICE test subject 👆 Yerur Siraj Ahmed, eOffice MMP 🛱 28/05/2020 01:01 PM	凶

Figure 437

2. Select 'Transfer from' details of the employee from whom Files/Receipts are to be transferred. 'Department From' – Employee's Department name,

'Section From' – Employee's Office/Section name and

'Transfer From' – Employee's Name

1000	Office						
A DIGITAL	WORKPLACE SOLUTION eFile Ver. 7.0					2450 🕀 en -	Saroja Kumar Patro TD(SKP)-EOFFICE
	RECEIPT Create Inbox Set	nt Advance Search Step		box Sent Advance Searc	th ISSUE Sen	t Returned Advanc	e Search
94 R	Transfer Department From	Section From		Transfer From *		Transfer	
118 F	Choose One Department To	Choose One Section To		Saroj Kumar Rajan Transfer To *	-SA(JHA)(SK)-RANCHI (STATE UNIT)	File	•
	Choose One	▼ Choose One		▼ Saroja Kumar Saho	o-TD(OSC)(SK)-BHUBANESHWAR (ST,		Advance Parameters
			Step 3			s	tep 5 Search
쉆	Folder	Step 6	Comp. No.	File No.	Subject	D	ealing Section
R	> 🗋 Inbox						
4							
D SC							
*							
						Step 7	
							Step 8
							Share Sent Items Transfer
						Copyright © 20	020, designed and developed by NIC.

Figure 438

3. Select **'Transfer to'** details of employee to whom File/Receipts are to be transferred. **'Department To'** – Employee's Department name,

'Section To' - Employee's Office/Section name and

'Transfer To' – Employee's Name

- 4. Select 'Transfer' type as 'File' to transfer file(s) or 'Receipt' to transfer receipt(s).
- 5. Click on 'Search' button to view list of available File(s)/Receipt(s) from the 'Transfer From' employee post.
- 6. Select the File(s)/Receipt(s) from the search result to be transferred.

- Select all Files/Receipts in case all of the records are to be transferred to a single employee post.
- Selective records can be chosen one at a time to transfer only a set of required records to another employee post and repeat the process with other set to selective records to transfer to other employee post(s).
- 7. Select 'Share Sent Items' in case the 'Sent' list of the 'Transfer From' employee post is also to be shared.
- 8. Click on 'Transfer' button.
- **9.** In the confirmation pop-up box, upload the **'Transfer Document'** i.e. official document requesting for employee's handover/transfer order.

	STAL WORK FLACE SOLUTION					
	WOURTAKE SOLUTION OFFIC Ver. 7.0 RECEIPT Create Inbox Sent Adv Transfer Department From Choose One Department To Choose One	vance Search	Step 9 File(s)/Receipt(s) Transfer Confirm <on< td=""> Upload Transfer Document * sample Letter.pdf Remarks * Transfer Selected Files</on<>		Returned Advz	TD(SKP)-EOFFICE
			.dl 1000 977 Character left			Q Advance Parameters
(J Ex 🕄	Image: Folder Nation Inbox Inbox	ture	Note: • Document once uploaded can not be replaced. Ensure that correct document is uploaded. • Dealing section of the closed files will be changed to transferred user's post section. • Created files will be transferred to Parked folder. • RMS file(s) will be transferred to Closed folder.	ubject		Search Dealing Section
			OK			

Figure 439

Note:

- Document once uploaded cannot be replaced. Ensure that correct document is uploaded.
- Dealing section of the closed files will be changed to transferred user's post section.

10. Provide mandatory transfer remarks.

11. Click 'OK' to finalize the transfer of selected File(s)/Receipt(s).

- The **'Transfer Remarks'** and **'Transfer Document'** will be visible in File(s)/ Receipt(s) movement details.
- Receipt(s)/File(s) Transferred from Inbox/Inbox Folder will move to Receipt/File Inbox of recipient with Unread (for electronic) / Unreceived (for physical) state.
- Shared Sent Items will be displayed in Show Shared Sent Dropdown List of Sent list of File/Receipt.
- Receipt(s) Transferred from Created Folder will move to Receipt Created folder of recipient.
- Receipt(s)/File(s) transferred from Closed Receipts folder will move to Closed Receipts folder of recipient.
- File(s) Transferred from Created Folder will move to File Parked folder of recipient.
- File(s) Transferred from Parked will move to Parked Folder of the recipient.
- File(s) Transferred from Conversion Draft should move to File Inbox of recipient with its draft state discarded. (User will be prompted "Conversion state of file will get discarded" while transferring file in Conversion draft folder)
- Files to be transferred if listed in Conversion Draft folder, Files submitted for Closing and Reopening Approval will revert and displayed under their original source folder as given below:
 - Files in Conversion Draft list will move to Inbox.
 - Files in Files submitted for Closing Approval list will move to Inbox.
 - Files in Files submitted for Reopening Approval list will move to Closed (By Me) list.



Address Book

The address book is a book used for storing entries called contacts. Each contact's relevant information like Name, Designation, Address, Contact information and etc. is maintained in an address book. The address book makes it easy to retrieve the contact details while diarisation and maintaining list of recipients while preparing 'Draft for Approval'/External communication/Dispatch.

This section describes the steps to add contacts to address book and preparing groups of contacts from address book.

Adding Contacts to Address Book

Important Points:

- ✓ User must have necessary privileges for accessing Address Book or Diary page in eFile.
- ✓ User must have necessary role to add VIP contact
- ✓ Address book Levels must be assigned.
- ✓ Scopes in Address book –

There are four levels/scopes of address book available which define its creation and availability under that domain only. These four scopes are -

- **Self** Add and available to user who added only.
- **Section** Added by a user and available to the user's section/office users also.

Department – Added by user and available to the user's department users also.

Instance – Added by user and available to all of the users in the entire organization.

STEPS TO FOLLOW:

1. Under 'Settings' module, click on 'Address book'.

ADIGITAL	VIGRAFIACE SOLUTION EFile ver. 7.0								245	0 en • 1	Saroja Kumar Patro TD(SKP)-EOFFICE
	(RECEIPT Create) In	box Sent Advar	nce Search	FILE	Create Inbox	Sent	Advance Search	ISSUE	Sent Returned	Advance Search	l l
94 R	Receive Put in a file Mov	ve To 🔻 🤇 Send	Send Back	Copy Close		F Se	nt On 🛛 🍸 Search	Here	 Receipt View (SE 	LF) Select User	- Ē
118 F	 	5/2020/EOFFICE	abcdefg	🕤 Yerur Siraj Ahme	ed, eOffice MMP	28/0	5/2020 01:07 PM				ß
₽₩	 	2/2 Step 1	test subject	🎝 Yerur Siraj Al	hmed, eOffice MMP	🛗 🕯	28/05/2020 01:06 PM				
£Ω	Address Book Preferences	1/2020/EOFFICE	abcdefg	🕤 Yerur Siraj Ahme	ed, eOffice MMP	28/0	5/2020 01:05 PM				ß
≥ X 1	 Section Assignment User Group Inter Instance Registration ~ 	V2020/EOFFICE	test subject	🏽 よ Yerur Siraj Al	hmed, eOffice MMP	🛗 🕄	28/05/2020 01:03 PM				ß
e osc	 Search Privilege For User Quick Noting 	6/2020/EOFFICE	abcdefg	🕤 Yerur Siraj Ahme	ed, eOffice MMP	28/0	5/2020 01:02 PM				ß
\$	Setting	/2020/EOFFICE	test subject	🎍 Yerur Siraj Al	hmed, eOffice MMP	🛗 2	28/05/2020 01:01 PM				ß





2. Under 'Contacts' tab, click on 'Add Contact'. Add contact form opens on right side of the window.

	Office WORKFUACE SOLUTION @File ver."	7.0							2450 @ en • O Saroja Kumar Patro TD(SKP)-EOFFICE
	KECEIPT Create	Inbox Step 2	ance Search	FILE	E Crea	ite Inbox Ser	t Advance Sear	rch	ISSUE Sent Returned Advance Search
94 R	Contacts Groups All Contacts			• Add To G	roup	Q Search Here	·	^	Step 3 Add Contact Add to:* • • Self · Section · Department · Instance
E	Name	Designation	Email ID	Level	VIP	Address Grou	Jp Actions		VIP Name*
≌ �	 Abhilakh Singh 	Dy.G.M(TS)				3rd Floor,Aug ust Kranti Bhawan,B CP,New Delhi	/ x	A	Designation SO Email
	 Abhilasha Barua 	Assistant Director (Systems)				ARA Centre,Gr ound Floor,E- 2,Jhandew alan Extension, 	/ x		MINISTRY OF URBAN DEVELOPMENT & POVERTY ALLIEVATN Address * Delhi Country INDIA * City/District Choose One
	Abhilash GK	Head Product Management, DCG, India				Unit 3, 2nd Floor, Ferns Icon, Bangalore ,Bangalor e	/ x		Pincode * Mobile Fax LandLine Step 5 Save Clear Cancel
						Computer		~	Save Clear Cancel

Figure 441

- 3. Select 'Add To' Address Book Level/Scope.
- 4. Fill in the Contact Details. (Name and Address field mandatory for NON-CRU users).
- 5. Click on 'Save' to create the new contact.

Alternatively: Adding Contact Details from Receipt Diary Page:

- 1. Under 'Browse & Diarize' in 'Receipts' module, click on 'Electronic' or click on 'Electronic' under 'Create' link in Quick Access Menu bar. This will redirect to 'Diary' page.
- 2. Upload the scanned copy (PDF format only) of the inward document. (Mandatory* in case of 'Electronic' option only.)
- 3. Enter the diary details corresponding to the inward letter, categorized as 'Diary Details', 'Contact Details' and 'Subject Category'.
- 4. In Contact Details select Add to Address Book checkbox.
- 5. After adding 'Contact Details', click on 'Address book' icon, next to 'Name' field and choose the required scope of 'Address Book'.
- 6. Click on 'Generate' or 'Generate & Copy' or 'Generate & Send' to generate new electronic receipt with a unique 'receipt number'.

- Contact person details will be displayed as autofill suggestions while entering name during diarization.
- User will be able to **Search** and **Add** the existing contact under Public recipient (User) category of recipients while preparing 'Draft for Approval'/Dispatch.



Editing Contacts in Address Book

STEPS TO FOLLOW:

- 1. Under 'Settings' module, click on 'Address book'.
- 2. Under 'Contacts' tab, search the contact (based on name, designation, etc.) to be edited using search bar. (If required, scope of the contact can be chosen from filter view to narrow down the search results)
- **3.** From the list of contacts visible below, click on **'Edit'** action button against the contact you wish to edit.
- 4. Make necessary changes to the contact details visible on the right side of the screen.
- 5. Click Update to save the necessary changes.

Deleting Contacts in Address Book

STEPS TO FOLLOW:

- 1. Under 'Settings' module, click on 'Address book'.
- 2. Under 'Contacts' tab, search the contact (based on name, designation, etc.) to be edited using search bar. (If required, scope of the contact can be chosen from filter view to narrow down the search results)
- **3.** From the list of contacts visible below, click on **'Remove'** action button against the contact you wish to delete.

Or

- 4. Select multiple contacts and click on 'Delete Contact' to delete multiple contacts.
- 5. In the pop-up confirmation box, click on 'OK' to confirm and delete the contact(s).

Creating Address Book Groups

Important Point:

✓ Scopes in Address book –

There are four levels/scopes of address book available which define its creation and availability under that domain only. These four scopes are -

Self- Add and available to user who added only.Section- Added by a user and available to the user's section/office users also.Department- Added by user and available to the user's department users also.Instance- Added by user and available to all of the users in the entire organization.



STEPS TO FOLLOW:

- 1. Under 'Settings' module, click on 'Address book'.
- 2. Under 'Groups' tab, click on 'Add Group'. Add group form opens on right side of the window.

2450 @ en > D Saroja Kumar Patro TD(SKP)-EOFFICE
ISSUE Sent Returned Advance Search
I Group Step 3
* Self Section Department Instance
Save Group Clear Group Cancel
ep 4 Step 5
e

Figure 442

- 3. Select 'Add To' Address Book Level/Scope. (Refer Important points above)
- 4. Fill in the name of the group to be created.
- 5. Click on 'Save Group' to create the new group.

Note:

- Newly created Group will be saved to Address Book.
- Newly created Group will be displayed under 'Add to Group' drop down list in Contact Details list page.
- User will be able to search and select Created Group under Public recipient section (Group) during dispatch process.

Adding Contacts to Group in Address Book

STEPS TO FOLLOW:

- 1. Under 'Settings' module, click on 'Address book'.
- 2. Under 'Contacts' tab, search the contact (based on name, designation, etc.) to be edited using search bar. (If required, scope of the contact can be chosen from filter view to narrow down the search results)
- 3. Select the contact(s) you wish to add to a group.
- 4. Click Add to a Group.

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- 5. In the pop-up box, choose the name of the group to which you wish to add contacts and click **OK**.
- 6. In the confirmation pop-up box, click on 'OK' to add the contact(s) to the group.

Editing Group name in Address Book

STEPS TO FOLLOW:

- 1. Under 'Settings' module, click on 'Address book'.
- 2. Under 'Groups' tab, search the group to be edited using search bar. (If required, scope of the group can be chosen from filter view to narrow down the search results)
- **3.** From the list of group(s) visible below, click on **'Edit'** action button against the contact you wish to edit.
- 4. Make necessary changes in the contact group details visible on the right side of the screen.
- 5. Click on 'Update Group' to save the necessary changes.

Deleting Group in Address Book

STEPS TO FOLLOW:

- 1. Under 'Settings' module, click on 'Address book'.
- 2. Under 'Groups' tab, search the group to be deleted using search bar. (If required, scope of the contact can be chosen from filter view to narrow down the search results)
- **3.** From the list of contacts visible below, click on **'Remove'** action button against the group you wish to delete.

Or

- 4. Select multiple groups and click on 'Delete Group' to delete multiple groups.
- 5. In the pop-up confirmation box, click on '**OK**' to confirm and delete the group(s).



Preferences

The purpose of the 'Preferences' is to enable users to configure certain views and alerts in user settings as per user to user convenience. This section describes how to set user preferences and the various preference options available.

STEPS TO FOLLOW:

1. Under 'Settings' module, click on 'Preferences'.

A DIGITA	Contract worksucz sourner eFile ver. 7.0 Saroja Kumar Patro → DiskPyEOFRICE →								
	(RECEIPT Create) Ini	nbox Sent Advan	ice Search	FILE Create	Inbox Sent Advance S	earch ISSU	JE Sent Returned A	dvance Search)
94 R	Receive Put in a file Mov	ve To 🔻 🦷 Send	Send Back Copy	Close	F Sent On	Search Here	 Receipt View (SELF) 	Select User	-
118 F	□ ☆ P 5055906 523		abcdefg 🎝 Ye	ur Siraj Ahmed, eOffice M	MP 🛗 28/05/2020 01:	07 PM		Į	<u>°</u>
	 □ ☆ E 5055903 523 ▶ Transfer 	32/2020/EOFFICE	test subject 🏖	Yerur Siraj Ahmed, eOffice	e MMP │ 📆 28/05/2020	01:06 PM			<u>B</u>
٤	 Address Book Preferences 	17020/EOFFICE	abcdefg 🏖 Yer	ur Siraj Ahmed, eOffice M	MP 🛗 28/05/2020 01:	05 PM		P	<u>B</u>
	 Section Assignment User Group Inter Instance Registration ~ 	2020/EOFFICE	test subject よ	Yerur Siraj Ahmed, eOffice	e MMP 📆 28/05/2020	01:03 PM		Q	9
		5/2020/EOFFICE	abcdefg 🏖 Yer	ur Siraj Ahmed, eOffice M	MP 📆 28/05/2020 01:	02 PM		Į	<u>B</u>
*	Setting	/2020/EOFFICE	test subject よ	Yerur Siraj Ahmed, eOffice	e MMP 🛗 28/05/2020	01:01 PM		D	9

Figure 443

2. Choose the required options as per your preferences. (For details, refer below)

		File ver. 7.0									245		Saroja Kumar F TD(SKP)-EOFF	
	(RECEIPT	Create 🕨 Inb	ox Sent	Advance Search	FILE	Create	Inbox Sent	Advance Se	earch		Sent Returned	Advance Search		
94 R	Preferences													
	Alert Setting	Nert Setting [Set alerts (Email/SMS/Both) for incoming File/Receipt/Dispatch]												
F	File	Physical Aler	t Mode 🕕	Email 🔿 SMS 💿 Both	Electronic	Alert Mode	🛛 Email 🔿 SM	S 💿 Both						
	Receipt	Physical Aler	t Mode 🕕	Email 🔘 SMS 🧿 Both	Electronic	Alert Mode	Email OSM	S 💿 Both						
∞	Dispatch	Physical Aler	t Mode 🔾	Email 🔘 SMS 🗿 Both	Electronic	Alert Mode	Email OSM	S 💿 Both						
₽X	Correspondence/Draft View Settings [Set the default Right panel view for File Inner page, to be displayed whenever user opens any physical/electronic file]													
₽ M														
0000 1000	O TOC O All Correspondence O Recent O Draft List O All Drafts O Previous Notings O References													
	Listing View [Set the default listing view and scope for Files/Receipts]													
• (©	View O Row Based O Column Based Scope O Self O Section O Hierarchy													
∎ 8 ф о	Notify for Blank Noting [Display alert message on forwarding file with blank noting]													
	○ Yes ● No										-			
													Save	Clear

Figure 444

3. Click on 'Save' Button.

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<u> Preferences in Detail –</u>

1. Alert Settings – The alerts can be enabled for the incoming Files, Receipts and Dispatches. The alert modes available are 'Email' only, 'SMS' only and 'both' and can be set independently for physical and electronic files, receipts and dispatches.

For example, as shown in **Figure 444**, for incoming physical files the alert mode is set to 'SMS' and for electronic files it is set to 'Both' Email and SMS.

Whereas alerts for receipts (physical and electronic) are disabled by unchecking receipts altogether.

For physical incoming dispatches the alerts are disabled by unchecking 'physical' option against it whereas 'Both' Email and SMS alerts are enabled for incoming 'Electronic Dispatches'.

- 2. Correspondence/Draft View Settings The right side view of the electronic file inner page can be set to default to any one of the following views
 - a. **TOC** Table of contents view for the list of correspondences
 - b. All Correspondence A combined 'PDF' view of all the correspondences attached in a file.
 - c. **Recent** The 'PDF' view of the last correspondence attached to the file.
 - d. **Draft List** The 'List of Drafts' view of all the drafts present in the file.
 - e. All Drafts A Combined PDF view of all Drafts attached in File.
 - f. **Previous Notings** The view of the previous notes in the file.
 - g. **References** The list of all the references attached as annexure with the file.

Note:

- The above mentioned preferences for **'Correspondence/Draft View Settings'** are for Electronic files only. The Physical files will display TOC for any Correspondence/Draft view settings chosen except for references which will show list of all references attached as annexure.
- By default, 'Recent' is selected in 'Correspondence/Draft View Settings'.
- 3. Listing View The preference view of the list of records of receipts and files available in user's Inbox.
 - a. View –

Row Based – The row-wise list of records of 'Files' and 'Receipts' unlike details of records stacked in a columnar approach. This gives better on-screen space utilization for displaying maximum records.

Column Based – The traditional column-wise list of records for 'Files' and 'Receipts' where the details of the records are stacked in a columnar approach.



b. **Scope** – The list view of the files/receipts records available in user's Inbox as per the following scopes available –

Self – List of signed-in user's records only

Section – List of signed-in user's records along with the records of other users of the same section/office.

Hierarchy – List of logged in user's records along with the records of other users in the hierarchy of the signed-in user.

- The 'Section' and 'Hierarchy' scope of the listing scope as mentioned above only gives the records view of receipts/files available in the Inbox of the users of the same Section/Office and users in the hierarchy of the signed-in user respectively. The view does not allow the user to click open to view further details inside. The contents of the receipts/files can only be checked by the user with whom it is available/present.
- By Default 'Row-Based' view and 'Self' scope is selected in the listing view.
- **4.** Notify for Blank noting Enabling this will give an alert message when forwarding a file with a blank note. This alert is required in case the user forgets to add note to file before forwarding or when unintentionally the content is deleted completely.
- **5. PDF Viewer** This preference enables user to choose whether to view the respective PDFs using the PDF viewer of the eOffice application or the one available with the browser.



Section Assignment

Important Points:

✓ This feature is available with the user assigned with **'ADMINISTRATOR'** privileges only.

The **'Section Assignment'** is the transferring of the dealing rights on a file or set of files from its current dealing section to other section. It is the changing the ownership on the file(s) and its closing/re-reopening rights. This is required in case-scenarios where,

- A specific case-file or subject(s) head has been reassigned to some other section/office/unit.
- The two section/units are merged into one therefore changing the ownership of the files to the new section/unit created.
- A section/unit is divided into two on the aspect of better administration and hence dividing the work allocation and assigning new ownership rights of the case-files.
- This section describes the steps to reassign the dealing rights to another section of the files searched on the basis of file/computer number, subject, subject category or the file subject-heads.

STEPS TO FOLLOW:

1. Under 'Settings' module, click on 'Section Assignment'.

	WORKPLACE SOLUTION eFile ver. 7.0							2450 🌐 en 🔻	Saroja Kumar Patro TD(SKP)-EOFFICE	o. •
	RECEIPT Create Int	box Sent Advar	nce Search	FILE	Create Inbox	Sent Advance Search	ISSUE Sent	Returned Advance S	earch	♪
e ⁹⁴ R	Receive Put in a file Mov	e To 🔻 Send	Send Back Co	py Close		F Sent On Search	h Here 🔹 Re	ceipt View (SELF) Select U	lser 🔹	ŧ
F	 □ ☆ P 5055906 523 ☆ 28/05/2020 01:08 PM 		abcdefg 🛓	'erur Siraj Ahmed,	eOffice MMP	28/05/2020 01:07 PM			ß	^
	 □ ☆ E 5055903 523 > Transfer 	2/2020/EOFFICE	test subject 🚪	Yerur Siraj Ahmo	ed, eOffice MMP	28/05/2020 01:06 PM				
∞	 Address Book Preferences 	Step 1	abcdefg よ	′erur Siraj Ahmed,	eOffice MMP	28/05/2020 01:05 PM			ß	
	 Section Assignment User Group 	V2020/EOFFICE	test subject 💄	Yerur Siraj Ahmo	ed, eOffice MMP	28/05/2020 01:03 PM			ß	
ÊM	Inter Instance Registration ~								_	- 1
1 D S C	 Search Privilege For User Quick Noting 	0/2020/EOFFICE	abcdefg 🎝	/erur Siraj Ahmed,	eOffice MMP	28/05/2020 01:02 PM				
* ©	Setting	/2020/EOFFICE	test subject 🛔	Yerur Siraj Ahmo	ed, eOffice MMP	28/05/2020 01:01 PM			凶	

Figure 445

2. Select Department and Dealing Rights From (section name from which dealing rights are to be transferred) by clicking on Combo-box.

	Office a workfulke solution eFile ver. 7.0			Saroja Kumar Pa TD(SKP)-EOFFIC
	RECEIPT Create + Inbox Sent Advance Search	FILE Create Inbox Sent	Step 2 Issu	E Sent Returned Advance Search
Ļ	Section Assignment			Step 3
	Select Department NIC *	ing Rights From * OFFICIAL LANGUAGE × •		
	Comp. No. * Comp. No.	File No. * File No.	Subje Subje	
	File Heads * File Basic Head File Primary Head	▼ File Secondary Head ▼ File Te		n Category * Sub Category
	Step 5			Step 4 Search Files C
ļ	Comp. No. †↓ File No.	Subject	Main Category	Dealing Section
		राजभाषा विभाग में ई-ऑफिस मिशन मोड प्रोजेक्ट लागू क	Projects	D/O OFFICIAL LANGUAGE
	☑ E 2424 comp/-251/2011-DOL	राजभाषा विभाग की वैबसाइट HTTP://RAJBHASHA.NIC.IN	Projects	D/O OFFICIAL LANGUAGE
	E 3028624 COMP-11011/1/2013-1- D/OOFFICIALLANGUAGE	राजभाषा विभाग डिविजन के लिए लैपटॉप उपलब्ध करवाने ह	Common Office Services	D/O OFFICIAL LANGUAGE
	E 3032129 NIC-DOL/2013/AKB/PROPOSAL-	Proposal for increasing the scope of activities in	Projects	D/O OFFICIAL LANGUAGE
	NIC Step 6			

Figure 446

- **3.** Search required Files on the basis of File No. /Computer No. /Subject Description /Subject category /File Heads.
- 4. Click Search Button.

oMffico

- 5. Select File(s) who's Dealing rights need to be re-assigned to another section/office/unit.
- **6.** Select Department and Dealing Rights To (section name to which dealing rights are to be transferred) by clicking on Combo-box.
- 7. Click **Submit** Button.
- 8. Click **OK** in the pop-up confirmation box.



User Group

The 'User Group' is referred to the group of employees created to make the marking of copy of a receipt convenient to a group of people within an organization. This is done by selecting all or selected employees in a group while forwarding a receipt. Refer below for the steps to create a group and adding the employees to the group.

Creating User Group

This section describes the steps to create a user group.

Important Point:

✓ User must have role to create group for Section, Department and Instance.

STEPS TO FOLLOW:

1. Under 'Settings' module, click on 'User Group' and the list of already created groups (if any) is visible.

	Office workplace solution eFile ver. 7.0							2450		Saroja Kumar TD(SKP)-EOFI	
	(RECEIPT Create) Inb	box Sent Advan	ice Search	FILE Create	Inbox Sent	Advance Search	ISSUE	Sent Returned	Advance Search)>
94 R	Receive Put in a file Move	re To 🔻 Send	Send Back Copy	Close	📕 Ser	t On Y Search Here		 Receipt View (SELF 	F) Select User		·
F	 □ ☆ ₱ 5055906 5235 ⊕ 28/05/2020 01:08 PM 		abcdefg よ Yer	ur Siraj Ahmed, eOffice I	MMP 📆 28/05	5/2020 01:07 PM				ß	^
	 □ ☆ E 5055903 5232 ▶ Transfer 	2/2020/EOFFICE	test subject よ	Yerur Siraj Ahmed, eOffi	ce MMP 📆 24	3/05/2020 01:06 PM					
∞	 Address Book Preferences 	Step 1	abcdefg 🎝 Yen	ur Siraj Ahmed, eOffice I	MMP 📆 28/05	5/2020 01:05 PM				P	
2 X	 Section Assignment User Group 	20/EOFFICE	test subject 🛓	Yerur Siraj Ahmed, eOffi	ce MMP 📆 24	8/05/2020 01:03 PM				ß	
ÊM	Inter Instance Registration ~										_
D S C	 Search Privilege For User Quick Noting 	0/2020/EOFFICE	abcdefg 🎝 Yen	ur Siraj Ahmed, eOffice I	MMP 📆 28/05	5/2020 01:02 PM				ß	
*	Setting	/2020/EOFFICE	test subject 🛓	Yerur Siraj Ahmed, eOffi	ce MMP 📆 2	3/05/2020 01:01 PM				ß	

Figure 447

- **2.** At the bottom right corner of the screen, click on '**Create Group**' and create group pop-up box will appear.
- 3. In the pop-up box, select the 'Scope' at which the group to be created should be visible.Note:
 - There are three types of scope defined –
 Section If the group should visible to the others users of the same section/office only.
 Department If the group should be visible to the users of the same department only.
 Instance If the group should be visible to all the users of the entire organization.
- 4. Enter required 'Group Name' and its 'description'. (both fields are mandatory*)



5. Click on 'Save' to create the 'User Group'.

Note:

• The user groups are visible while sending a receipt and entering 'CC' details. To select the user(s) in CC from group, user must click on CC field and under the group tab, choose required group name and select the name of the users from the group.

Adding Users to User Group

STEPS TO FOLLOW:

- 1. Under 'Settings' module, click on 'User Group' and the list of already created groups (if any) is visible.
- 2. Search by group by name (use filter if required) to which you wish to add users and click on its name.
- 3. At the bottom right corner of the screen, click on 'Add Users' and add users pop-up box will appear.
- 4. Search User(s) you wish to add to the group by using input parameters such as Department, Section, Users (employee name) details and click on 'Search'.

Note:

Input Parameters available are –
 Department – Select department name and click on search to list all employees in that department.
 Department and Section – Select department and section within to list all employees in that section.
 Users – Search employee by name

- At least any one of the above mentioned parameters is mandatory* to use search parameters.
- 5. Select user(s) from searched output list to be added to the group.
- 6. Click on 'Add User'.

Adding User in CC Field from User Groups

STEPS TO FOLLOW:

- 1. In the receipts module, click on 'Inbox', or 'Created' from which the receipt is to be forwarded.
- 2. Select the receipt and click on 'Send'.
- 3. Click in 'CC' field of receipt send page. (Group Tab will be Displayed)
- 4. Click on **Group** tab to display list of all created groups Scope wise.
- 5. Select Scope using Radio button (Self, Section, Department, and Instance).

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- 6. Click User Group Name to display User(s) within selected group. (*User can search user group using* 'Search bar' provided)
- 7. Select User(s) using check box to Add user(s) to the CC field.(*User can search User(s) using 'Search bar' provided*)
- **8.** Selected User(s) should be added in CC field of Receipt Send page.

Inter Instance Registration

This section describes the steps to register an instance of eOffice with another instance for facilitating the exchange of files between the two instances (Organizations/Ministries).

Important Points:

- ✓ This feature is available with the user assigned with 'ADMINISTRATOR' privileges only.
- Under Instance Registration Details, the Central Repository of eOffice Instances of Organizations/Ministries will be available for Inter-Instance Registration process.
 (*Note: This will display list of all eOffice Instance (excluding Locally Hosted Instances) available for Inter Instance Movement of File*)

Sending the request for Inter Instance Registration

STEPS TO FOLLOW:

1. Under 'Settings' module, click on 'Inter-Instance Registration' and then 'Instance Registration Details'.

A DIGITAL	VORKPLACE SOLUTION EFile Ver. 7.0							2450		oja Kumar Patro D(SKP)-EOFFICE
	(RECEIPT Create) Ini	box Sent Advar	nce Search	FILE	Create Inbox	Sent Advance Search	ISSUE	Sent Returned A	dvance Search)>
	Receive Put in a file Mov	∕e To 👻 Send	Send Back Co	py Close		F Sent On 🝸	Search Here	 Receipt View (SELF) 	Select User	-
-119 F ¹¹⁹	▶ Transfer	/2020/EOFFICE	abcdefg よ י	/erur Siraj Ahmed, e	eOffice MMP	28/05/2020 01:07 PM				2
	 Address Book Preferences 	2/2020/EOFFICE	test subject 💄	Yerur Siraj Ahme	ed, eOffice MMP	28/05/2020 01:06 F	PM			2
愈	 Section Assignment User Group 	/2020/EOFFICE	abcdefg よ	(erur Siraj Ahmed, e	eOffice MMP 🗄	28/05/2020 01:05 PM				
₽ X	 Inter Instance Registration 、 Pending Request 	Step 1		N 0 10			244			B
4	 Instance Registration Details 	1/20/EOFFICE	test subject 🚪	Yerur Siraj Ahme	ed, eOffice MMP	28/05/2020 01:03 F	² M			
D SC	 Search Privilege For User Quick Noting 	i/2020/EOFFICE	abcdefg よ 🤉	/erur Siraj Ahmed, e	eOffice MMP 🖞	28/05/2020 01:02 PM				ß
\$	Setting	/2020/EOFFICE	test subject 🛔	Yerur Siraj Ahme	ed, eOffice MMP	28/05/2020 01:01 F	м			ß

Figure 448

2. List of Central Repository of eOffice Instances of Organizations/Ministries will be available for Inter-Instance Registration process.



- 3. Click on Register () icon, against the respective organization/ministry name available for interinstance registration.
- 4. Enter the mandatory* remarks in the pop-up box and click on 'OK'.
- 5. Request is sent to the requested instance for approval.

Note:

• The request for inter-instance registration will be approved by the administrator of the respective organization/ministry for which the request has been placed.

Accepting/Rejecting the request for Inter Instance Registration

STEPS TO FOLLOW:

1. Under 'Settings' module, click on 'Inter-Instance Registration' and then 'Pending Request'.

A DIGITAL	Stfice WORKPLACE SOLUTION eFile Ver. 7.0	2450 🌐 en 🗸	Saroja Kumar Patro TD(SKP)-EOFFICE
	(RECEIPT Create) Ini	box Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance	e Search
94 R	Receive Put in a file Mov	ve To 👻 Send Back Copy Close Fon Y Search Here • Receipt View (SELF) Select	t User
F	 Transfer Address Book 	i/2020/EOFFICE abcdefg 🖕 Yerur Siraj Ahmed, eOffice MMP 📆 28/05/2020 01:07 PM	<u>A</u>
	 Preferences Section Assignment 	/2020/EOFFICE test subject よ Yerur Siraj Ahmed, eOffice MMP 🛱 28/05/2020 01:06 PM	
<u>ن</u>	 User Group Inter Instance Registration 	//2 Step 1 abcdefg よ Yerur Siraj Ahmed, eOffice MMP 📆 28/05/2020 01:05 PM	A
	 Pending Request Instance Registration Details 	1/2020/EOFFICE test subject 😂 Yerur Siraj Ahmed, eOffice MMP 📆 28/05/2020 01:03 PM	ß
u te te	 Search Privilege For User Quick Noting 	i/2020/EOFFICE abcdefg 🎝 Yerur Siraj Ahmed, eOffice MMP 📆 28/05/2020 01:02 PM	ß
₽ _©	Setting	/2020/EOFFICE test subject 👆 Yerur Siraj Ahmed, eOffice MMP 📆 28/05/2020 01:01 PM	ß

Figure 449

- 2. List of requests from various organizations/ministries is visible pending for action.
- **3.** Click on Accept/Reject icon, against the respective organization/ministry name available for inter-instance registration.
- 4. Enter the mandatory* remarks in the pop-up box and click on 'OK'.

Cancelling the request for Inter Instance Registration

STEPS TO FOLLOW:

- 1. Under 'Settings' module, click on 'Inter-Instance Registration' and then 'Instance Registration Details'.
- 2. Click on 'Cancel' () icon, against the respective organization/ministry name.

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Note:

- The cancel option is available for organization(s)/ministries for which the request for inter-instance registration has already been placed and with status pending for approval.
- 3. Enter the mandatory* remarks in the pop-up box and click on 'OK'.

De-registration of Instance

STEPS TO FOLLOW:

- 1. Under 'Settings' module, click on 'Inter-Instance Registration' and then 'Instance Registration Details'.
- 2. Click on 'De-register' () icon, against the respective organization/ministry name.

Note:

- The de-register option is available for organization(s)/ministries for which are already registered for inter-instance movement i.e. with status 'Approved' for inter instance movement.
- 3. Enter the mandatory* remarks in the pop-up box and click on 'OK'.

View History of Instance Registration

STEPS TO FOLLOW:

- 1. Under 'Settings' module, click on 'Inter-Instance Registration' and then 'Instance Registration Details'.
- 2. Click on 'View History' () icon, against the respective organization/ministry name.

Note:

- View History Icon should be available for all instances with any status except for a fresh request.
- In a pop-up box, the history of various actions performed on registration of the respective Instance will appear.



Search Privilege

Important Points:

✓ This feature is available with the user assigned with 'ADMINISTRATOR' privileges only.

The use of search system is required to provide users with search results that lead to relevant information in their daily tasks. For example, a user might want to search whereabouts of a file initiated in his/her own section in order to take follow up on its status.

Whereas another user might want to check out the whereabouts of a file which was not in his/her channel of submission.

The question here is, should this be allowed. One might say that it may only be allowed to be searched upon since the dealing section of that particular file comes under his/her administration however this may not be the case every time. Hence defining the scope of search for complete organization is required.

The **'Search Privilege'** is the defining of the scope of search for **'Files'**, **'Receipts'** and **'Issues'**, and can be set differently for **'Physical'** and **'Electronic'** entities. There are eight types of scope of search and action on them available as mentioned below –

S. No.	Scope Name	Description
1.	Global	It refers to domain of users of entire Ministry/Organization i.e. users of all of the departments created within the eOffice instance.
2.	Department	It refers to the domain of users of the signed-in user's Department only.
3.	Section Hierarchy	It refers to the domain of users of the signed-in user's own office/section and section(s)/office(s) in its hierarchy.
4.	Section	It refers to the domain of users of the signed-in user's own office/section.
5.	Post Hierarchy	It refers to the individual signed-in user and the individuals in user's direct post hierarchy.
6.	Individual	It refers to the individual signed-in user only.
7.	Post Hierarchy And Section	It refers to the individual signed-in user, the individuals in user's direct post hierarchy and section/office.
8.	Post Hierarchy And Section Hierarchy	It refers to the individual signed-in user, the individuals in user's direct post hierarchy, users of own office/section and office(s)/section(s) in its hierarchy.

The scopes mentioned above can be set in two ways -

• Search Scope – It defines the scope of search of physical/electronic Files, Receipts and Issues.



• Action Scope – It defines the scope of action (for example PULL-UP) that can be taken on the files, receipts and issues from the search results.

Let us understand with different case scenarios -

Case Scenario I

Search Scope – Department

Action Scope – Section

Explanation: Under this case scenario, a user can search the Files/Receipts/Issues of users of the same department however can only pull-up those which are with the users of his/her own section.

Case Scenario II

Search Scope - Section Hierarchy

Action Scope – Post Hierarchy

Explanation: Under this case scenario, a user can search the Files/Receipts/Issues of the user'sown office/section and section(s)/office(s) in its hierarchy. However, can only pull-up those which are with the users under his/her post's direct hierarchy.

These privileges can be defined in two ways but are not alternate to each other -

- 1. For Instance This option is used to define the default search and the action scope for all of the users of the Ministry/Organization at once.
- 2. User wise This option is used to exceptionally change the search and the action scope of specific user(s) from default values (as defined for the instance). For example, this may be required for particularly for a senior official in the administration to change action scope from section to department as discussed above in case scenario I, so that the person can search and pull-up a file from any individual of his/her department.

Setting Search Privilege For Instance

This section describes the steps to define 'Search Privilege' for all users of a Ministry/Organization (i.e. for complete Instance).

Important Points:

✓ This feature is available with the user assigned with **'ADMINISTRATOR'** privileges only.

STEPS TO FOLLOW:

- 1. Under 'Settings module, click on Search Privilege for Instance.
- **2.** Select Search Scope and Action Scope for Physical and Electronic Records (Files/Receipts/Dispatch).
- 3. Click Save Button.

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Note:

- Selected Search Scope and Action Scope should be applied to complete eOffice Instance.
- Search Privilege History should be maintained for all changes made in search/action scope.

Setting Search Privilege for User

This section describes the steps to define 'Search Privilege' for a specific user.

STEPS TO FOLLOW:

1. Under Settings module, click on Search Privilege for User.

A DIGITAL	eFile ver. 7.0	Saroja Kumar Patro TD(SKP)-EOFFICE
	RECEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search	>
94 R	Receive Put in a file Move To 🗸 Send Back Copy Close	-
F	 ☆ P 5055906 5235/2020/EOFFICE … abcdefg ♣ Yerur Siraj Ahmed, eOffice MMP ➡ 28/05/2020 01:07 PM ¥ 28/05/2020 01:08 PM 	<u>^</u>
	☆ E 5055903 5232/2020/EOFFICE test subject 🍰 Yerur Siraj Ahmed, eOffice MMP 📆 28/05/2020 01:06 PM Transfer	
	 Address Book Preferences /2020/EOFFICE abcdefg L Yerur Siraj Ahmed, eOffice MMP 28/05/2020 01:05 PM 	B
	Section Assignment User Group	ß
	Inter Instance Registration Search Privilege For User /2020/EOFFICE abcdefg Lag Yerur Siraj Ahmed, eOffice MMP 🛱 28/05/2020 01:02 PM Quick Noting	ß
*	Setting /2020/EOFFICE test subject 🕹 Yerur Siraj Ahmed, eOffice MMP 🛱 28/05/2020 01:01 PM	ß

Figure 450

- 2. Click All Users tab.
- **3.** Search the user using input search parameters (*User's Department & Section name and User's name*). The user's current search and action scopes are visible in search results.
- 4. Click on User's Name to open View/Edit Privilege page.
- **5.** Select 'Search Scope' and 'Action Scope' for 'Physical' and 'Electronic' records respectively. (*<u>Refer to table</u> above for detailed explanation on scopes*)
- 6. Click Add New Section.
- 7. In the pop-up box, select the '**Department**' and its 'Section(s)' name required to be added under the scope and click on '**OK**'.
- 8. Click Save Button.

Note:

 Step 6 and 7 are optional in case the user wishes to add an out of scope section(s)/office(s) under the search scope of the user.



Adding Section/Office under current Search Scope

This section describes the steps to add an out of scope section(s)/office(s) under the search scope of the user.

STEPS TO FOLLOW:

- 1. Under 'Settings' module, click on 'Search Privilege for User'.
- 2. Click on 'All Users' tab.
- **3.** Search the user using input search parameters (User's Department & Section name and User's name). The user's current search and action scopes are visible in search results.
- 4. Click on User's Name to open View/Edit Privilege page.
- 5. Click on 'Add New Section'.
- 6. In the pop-up box, select the 'Department' and its 'Section(s)' name required to be added under the scope. Click on **OK** to add.
- 7. Click Save Button.

The record for such privileged users is maintained under 'Privileged Users' tab. It shows the list of users to whom search privilege has been assigned individually and the respective search and action scopes assigned.

Viewing User Search Privilege History

This section describes the steps to check the history of 'Search Privileges' set for the user.

STEPS TO FOLLOW:

- 1. Under 'Settings' module, click on 'Search Privilege for User'.
- 2. Click on 'Privileged Users' tab.
- **3.** Search the user using input search parameters (User's Department & Section name and User's name). The user's current search and action scopes are visible in search results.
- **4.** Click on **'History'** icon under actions to check the history of search privileges assigned in the popup box.

Removing User Search Privilege

This section describes the steps to remove the user's 'Search Privileges' set previously.

STEPS TO FOLLOW:

- 1. Under 'Settings' module, click on 'Search Privilege for User'.
- 2. Click on 'Privileged Users' tab.

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- **3.** Search the user using input search parameters (User's Department & Section name and User's name). The user's current search and action scopes are visible in search results.
- 4. Click on 'Remove' icon under actions to delete the search privileges previously assigned.

Note:

 Removing User's search privileges will set them back to default search privilege set for the complete Ministry/Organization (i.e. Search Privilege set for Instance).

Quick Noting

The quick notes are the most commonly used phrases while preparing notes in note sheet. These quick notes are available which when chosen are populated at the position of the cursor in the note. They are available in two ways –

- 1. Standard List of quick notings provided as a standard list to the end-users
- 2. User Defined Users can prepare their own list of quick notings

This section describes the steps to create user defined list of quick notings.

STEPS TO FOLLOW:

1. Under 'Settings' module, click on 'Quick Noting'.

A DIGITAL	Mice manazar sourros eFile ver. 7.0	Saroja Kumar Pa TD(SKP)-EOFFIC	
	RECEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search		⋗
94 R	Receive Put in a file Move To - Send Back Copy Close	~	Ē
118	 □ ☆ P 5055906 5235/2020/EOFFICE abcdefg ♣ Yerur Siraj Ahmed, eOffice MMP ➡ 28/05/2020 01:07 PM ♥ 28/05/2020 01:08 PM 	ß	^
	□ ☆ E 5055903 5232/2020/EOFFICE test subject 🎝 Yerur Siraj Ahmed, eOffice MMP 🛱 28/05/2020 01:06 PM ▶ Transfer		
	 Address Book Preferences /2020/EOFFICE abcdefg Low Yerur Siraj Ahmed, eOffice MMP Low 28/05/2020 01:05 PM 	ß	
2	Section Assignment User Group Inter Instance Registration Step 1	ß	
	Inter Instance Registration Step 1 Search Privilege For User V2.40/EOFFICE abcdefg Serur Siraj Ahmed, eOffice MMP B 28/05/2020 01:02 PM Quick Noting Quick Noting	ß	
\$	Setting /2020/EOFFICE test subject 🎝 Yerur Siraj Ahmed, eOffice MMP 📆 28/05/2020 01:01 PM	ß	

Figure 451

2. Click on 'Add Quick Noting' at the bottom right corner of the screen.



A DIGETAR	WOMMAA SOLUTION EFile Ver. 7.0		to Saroja Kumar Patro € Saroja Kumar Patro € TD(SKP)-EOFFICE
	RECEIPT Create , Inbox Sent Advance Search	FILE Create Inbox Sent Advance Search	ISSUE Sent Returned Advance Search
	Quick Notings		Search Template
	Content	Translated Content	Actions
E	Approved.		∕ 🖻
	As proposed.		1
	l agree with Above.		✓ <a>
쉆	Please Discuss.		 <i>iii</i>
R	Keep in abeyance.		
	Await further report.		
₽ M	Issue today.		
E D S C	As amended.		1
.	As discussed.		
	Please put up a self contained note.		✓ ¹ ¹ / ₂
E D SC	Please put up with relevant file.		
	Total Records: 221		Step 2
			Add Quick Noting
			NTC Copyright © 2020, designed and developed by NIC.

Figure 452

3. In the pop-up box, select 'Language' for Quick Noting.

	Diffice Ward Juck Scientern eFile ver. 7.0		2450 er v Saroja Kumar Patro TD(SKP)-EOFFICE	
		Add/Edit Quick Noting Step 3 ×	ISSUE Sent Returned Advance Search	
		Language * Choose One	Step 4 Search Template	
		Content *	Actions	^
	Approved.		1 🕮	
	As proposed.		✓ ¹	
	l agree with Above.	Total 1000 1000 Character left Step 5	/ 🕮	
	Please Discuss.	Add Translated Content	/ 🕮	
	Keep in abeyance.	Translated Content	✓ ¹	
	Await further report.		/ 🕮	
Ê	Issue today.		/ 🕮	
E OSC	As amended.	Total 1000 1000 Charace STEP 6	✓ ¹ ¹	
*	As discussed.	Add Cancel	✓ ¹ ¹	
	Please put up a self contained note.		/ 🕮	



- 4. Enter the mandatory*'Content' (quick note).
- 5. Check 'Add Translated Content' checkbox (if required) and enter the Translated Content.
- 6. Click 'ADD' to add user defined Quick Noting to the list.



Annexure-I

Guidelines for Scanning Document

The objective of scanning guidelines is to scan and bring the physical daks/letters and other documents into the electronic system in the least possible size, so as to facilitate quick and easy retrieval of eFiles from the server/system.

For Physical DAK or Inward Correspondence -

Scan the whole DAK/inward correspondence as single pdf only (preferably as searchable pdf). The size should not exceed 20MB.

While Migration of physical files -

Scan all the required files in following manner -

1.	Correspondence:
	The Receipts, References and Issues on the correspondence side may be scanned as single PDF document keeping check on the max size as 20 MB.
	If pages are more and size exceeds 20MB then more than one PDF should be created.
1.	Noting:
	Scan all the pages of the Noting as one single PDF document.

For scanning of various document types, the following colour & DPI are suggested:

Sl. No.	Document type/Condition	Color & DPI	Output Format
1	Regular/normal/good	B/W-100 dpi	PDF
2	Damaged/tarnished/clouded	B/W- increase DPI as per legibility / visibility	PDF
3 Seriously damaged/tarnished/clouded		B/W- increase DPI as per legibility / visibility	PDF
4	Coloured Photographs/text	Grayscale	PDF

eOffice Project Divison National Informatics Centre

Ministry of Electronics and Information Technology A-Block, CGO Complex, Lodhi Road, New Delhi - 110003 India



e-Office FAQs





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1. Receipts

1.1 What is the process to Diarize (Register) a new inward correspondence?

In order to Diarize a new inward correspondence user has to scan the correspondence document in **'pdf'** format and save it in the local hard drive and then perform the following steps:

Step 1: Log on to the e-Office application and click on '**File Management System**' module.

Step 2: Click on the **Electronic** option of the **Browse and Diarize** under **Receipts** section in the left hand menu.

Step 3: click on the **Upload** button to upload the scanned correspondence document from your local hard drive.

Step 4: Enter the relevant details (Metadata) of the correspondence. (Mandatory fields are marked with red *)

Step 5: Click on Generate Receipt to generate a unique receipt number.

Note: When diarizing a Physical Receipt, uploading of document is not mandatory.

1.2 What are the recommended specifications for scanning documents in e-Office?

Only as PDF, in black and White, resolution - 100 DPI to 200 DPI, in Searchable pdf format.

1.3 Which fields are needed to be filled when we Diarize (Register) a receipt?

Those fields which are marked with asterisk (*) are the mandatory ones that are needed to be filled while generating a receipt

1.4 Why a PDF file is only allowed in 'Browse & Diarize' option?

The files in this format are in compressed form and editing is restricted which assures security.

1.5 Can user attach more than one PDF with a receipt?

No. more than one PDF with a receipt can't be attached.

1.6 Where is a receipt found just after diary number is generated?

The diarized receipt can be found in the created-box.





1.7 Can user delete a receipt?

No. the user cannot delete a receipt after creation.

1.8 How to track a receipt?

Step 1: Click on Advanced search.

Step 2: Click on Receipt Tab.

Step 3: Specify search parameter.

Step 4: Click on Search Receipt.

Step 5: Find the user detail is shown below currently with head.

1.9 Can user detach receipt from correspondence side of a file after movement?

No, a receipt can't be detached from correspondence side of a file after movement.

1.10 What is the difference between "GENERATE" and "GENERATE AND SEND"?

With the help of **GENERATE AND SEND** we can directly go to sending interface, whereas with the help of **GENERATE** the receipt gets stored in created box.

1.11 From how many locations a receipt can be sent?

A receipt can be sent from three locations-

1. Created (location of self diarised receipt)

2. Inbox (location of received receipt)

3. Sent (location of sent receipt, "a receipt can be sent as Carbon Copy from sent box")

1.12 What user needs to do, if unable to upload PDF in receipt diarisation screen?

Verify for following-

1. The PDF file should not have any special character in name.

2. Extension of the PDF file is ".pdf" (extension must be in lower case)

Note: Size of the PDF is not more than the mentioned size.

1.13 Can user attach other documents with receipt?

No, other document can't be attached with the receipt, but information regarding the document can be given in enclosures.





1.14 What to do with physical letters after they are electronically diarized?

Physical letters will be diarized at the entry point and kept in record room/concerned section.

1.15 The enclosures like photos are to be diarized or sent physically along with the e-receipt?

The enclosures like photos have to be diarized along with the e-receipt as a single PDF.

1.16 How to send a reply to sender of receipt?

Steps are mentioned below:

Step 1: Select/Open the receipt.

Step 2: Click on Send Back tab.

Step 3: Click on Send/ Sign and Send.

1.17 How to filter physical and electronic receipt?

Physical and electronic receipts can be filtered from View tab.

1.18 Can user categorize inbox items?

Yes. Inbox items can be categorized by creating folders. Steps of customization are mentioned below:

Step 1: Go to inbox.

- Step 2: Select the receipt.
- Step 3: Hover over "Move To".

Step 4: Click on Create New Folder.

Step 5: Mention folder name.

- Step 6: Select Receipt Inbox.
- Step 7: Click on Save button.

1.19 How to identify a receipt with DFA (Draft for Approval)?

A receipt with green icon in receipt inbox represents DFA.

1.20 How to view inbox of subordinate staff members?

Inbox of subordinates can be viewed from hierarchical view.



1.21 Why user is not able to perform any action on a receipt residing in the Inbox?

In case of a Physical receipt, it must be received first for any action to be performed. User has to select the receipt and click the Receive link to perform any action.

1.22 Can user edit metadata of receipt?

Yes. All the details of a receipt can be edited before movement. Details diary date, receipt number, and delivery mode of a receipt cannot be edited after movement. Steps to edit metadata of a receipt are mentioned below:

Step 1: Open main copy of receipt.

Step 2: Make required amendment.

Step 3: Click on Save Receipt.

1.23 Can user send receipt to more than one recipient?

Yes, receipts can be sent to multiple recipients. Use semicolon (;) to separate recipients.

1.24 Can user send main copy of the receipt to more than one recipient?

No, main copy of the receipt can be sent to only one recipient at a time.

1.25 If user is sending a receipt to multiple recipients in CC, will the receipt number be same for all?

No, the main receipt number will be sent to the Original recipient and to the other recipients in CC, copies will be sent.

For e.g.: If Original Receipt no. is x, then the recipient in (To) field will get the receipt no x and the recipients in (CC) filed will get the receipt no. as x(1), x(2), x(3) and so on.

1.26 What to do in case of duplicate receipt?

Duplicate receipts should either be attached together or closed.

1.27 What is copy option in Inbox

This option facilitates the user to copy the metadata of original receipt and will give a new unique dairy number after generating a receipt.

With the help of this option user can now send receipts to various other users having minor changes in metadata.





1.28 Can user put remarks on a receipt?

Yes. Remarks can be mentioned for a receipt on the sending interface.

1.29 Can user follow up reply sent over a receipt?

Yes, follow up can be taken for reply of a receipt.

Step 1: Click on dispatch.

Step 2: Compose the reply.

Step 3: Get it approved.

Step 4: Click on Dispatch by self/Dispatch by CRU.

Step 5: Click on with Follow up.

Step 6: Set the reminder and mention the remarks.

Note: Notifications can be viewed in the Notifications --> Dispatch follow up.

1.30 Can user edit DFA or Reply of a receipt?

Yes, DFA can be edited before approval.

1.31 Can user sign a DFA or Reply of a receipt?

Yes. DFA can be signed digitally with the help of DSC.

1.32 Can user place copy of dispatch to relevant file?

Yes. Concern receipt need to be put inside the file and dispatch will automatically gets attached.

1.33 Can user modify approved DFA/ Reply?

No. Modification is allowed till the approval of DFA.

1.34 How to send reply/dispatch against a receipt to more than one recipient?

Yes. Dispatch can be sent to more than one recipient through carbon copy option

Step 1: Click on dispatch.

Step 2: Compose the reply.

Step 3: Click on Add More Recipient(s) button.

Step 4: Get it approved.

Step 5: Click on Dispatch by Self/Dispatch by CRU.





1.35 Can user close multiple receipts at a time?

Yes. Multiple receipts can be closed at a time.

Step 1: Expand Receipt.
Step 2: Select the desired receipts.
Step 3: Click on Close.
Step 4: Mention remarks and click on OK.

1.36 How to see movement of a receipt

Movements can be viewed by opening a receipt and through movement tab also

Step 1: Open the receipt
Step 2: Click on Movements

1.37 Is it possible for multiple users to work simultaneously on a single e-receipt?

Yes, it is possible for multiple users to work simultaneously on a single e-receipt. The following are the steps:

Step 1: Select the receipt.

Step 2: Send receipt to multiple users using CC option.

Step 3: Individual user can work on the same receipt in their INBOX.

1.38 What is the significance of date range?

Date range is the facility to view inbox items for desired time interval.

1.39 How to change date range?

Steps to manage date range are mentioned below.

Step 1: Click on date range.

Step 2: Select from date and to date.

Step 3: Click Ok.





1.40 Can user convert physical receipt to electronic receipt?

No, a physical receipt can't be converted into electronic receipt. You can upload the document with the physical receipt but nature of the receipt will remain physical. Steps are mentioned below:

Step 1: Open the receipt.

Step 2: Upload the pdf file.

Step 3: Click on Save button.

1.41 What is the difference between put in a file and attach receipt?

You can insert a receipt into the file with the help of "**Put in a file**", whereas you can tag receipts together with the help of "**attach receipt**".

1.42 What is the significance of due date?

Due date is used to define a deadline for the recipient for the receipt.

1.43 How to locate and pull up a receipt?

A receipt can be located and pulled up in two ways:

1) From hierarchical view

- a) Go to hierarchical view
- **b**) Go to inbox of other user of same organization unit.
- c) Locate the receipt
- d) Mark check for the located receipt
- e) Click on pull up
- f) Mention remarks for pull up
- g) Click on ok

2) From advance search

- a) Search the receipt from advance search option.
- **b**) Mark check for the searched receipt.
- **c**) Click on pull up.
- **d**) Mention remarks for pull up.





1.44 What is eMail diarisation?

eMail diarisation facilitates the eOffice user to fetch the letters or mails directly from the user's NIC mail id to the eFile application.

1.45 How to do email diarisation?

Steps for eMail diarisation are mentioned below:

Step 1: Open NIC mail from home page of eOffice.

Step 2: Select the email click on Move to eFile.

Step 3: Go to home.

Step 4: Click on File Management System.

Step 5: Click on Receipt.

Step 6: Click on email diarisation.

Step 7: Click on document/link.

Step 8: If attachment is available move attachment to the right side panel.

Step 9: Click on Diary/Preview.

Step 10: Fill metadata.

Step 11: Click on Generate/ Generate and Send.

1.46 What is difference between details and movement?

In details of a receipt dispatch history, attached files, attached receipts, detached file, and detached receipt can be found.

In movement, movement as well receipt information can be seen.

1.47 Can user send receipt to other instances through eOffice?

No, receipt can't be send to the other department through eOffice.

1.48 Which receipts can be found in the Created Section?

All the receipts which have been created but not sent to anyone can be found in the Created section.

1.49 How to distinguish between main and cc of a receipt?

The format of main copy is 2345/2015-Admin. The format of CC is 2345(1)/2015-Admin. (1) Indicates first copy of the receipt.





1.50 How to pullback a receipt?

Pullback facilitates a user to withdraw a sent receipt from sent items until the recipient has not viewed/ received the receipt. Steps to pullback are mentioned below:

Step 1: Go to Sent.
Step 2: Click on right most icon.
Step 3: Mention remarks.
Step 4: Click on Ok.

1.51 Is it possible to send a receipt to different groups?

Yes, it is possible to send a receipt to different groups. The following are the steps:

Step 1: Select the receipt.

Step 2: Click on Send button

Step 3: Click on TO and select the group.

Step 4: Select the second group.

Step 5: Click on Send button.

1.52 How to close the receipt?

Steps to close a receipt are mentioned below:

Step 1: Select/ Open the receipt.

Step 2: Click on Close.

Step 3: Mention remarks.

Step 4: Click on Ok.

1.53 How to reopen a closed receipt?

Steps to reopen a receipt are mentioned below:

Step 1: Expand Receipts.
Step 2: Click on Closed-->By Me.
Step 3: Select the receipt.
Step 4: Click on reopen.
Step 5: Mention Remarks.
Step 6: Click on Ok.





1.54 Can user view close history?

Yes, it can be viewed from **Close** tab.

1.55 How to generate and customize acknowledgement?

Acknowledgement of a receipt can be generated from **Sent** and **Created** boxes.

Steps to generate acknowledgement for a receipt are mentioned below:

Step 1: Select the receipt, Click on Generate Acknowledgment tab

Step 2: Modify the default acknowledgement message if required and save.

Step 3: Click on Send Later and send it in future from Created menu of

Acknowledgment

Step 4: Click on Continue to send the acknowledgement at same time.





2. Files

2.1 How can user differentiate between Physical and Electronic files in inbox?

The Physical files will be indicated by \mathbf{P} and the Electronic files will be indicated by \mathbf{E} .

2.2 How can user differentiate between read and unread files in inbox?

Unread files appear in bold font whereas read files appear in unbold font.

2.3 How can user view only the unread/ read/ physical/ electronic files in inbox?

User can use View option to customise the view of inbox.

Step 1: Go to View option.

Step 2: Select desired View Option.

2.4 Can user sort the files in inbox?

Yes. Files can be sorted on the parameters shown in inbox.

2.5 What is the difference between the red icon and blue icon under 'Remarks' parameter?

Red icon <sup>
</sup>
indicates that the file was sent without any Remarks whereas Blue icon
 indicates that the file has been sent with some Remarks.

2.6 Can user rename a folder created under inbox?

Yes. Steps to rename the folder are mentioned below:

- Step 1: Go to Move To.
- Step 2: Select Manage Folders option.
- Step 3: Click on Edit icon
- **Step 4**: Edit the folder name.
- Step 5: Click on Save Button.





2.7 Can user move files to a folder created under inbox?

Yes. Steps to move a file to a folder are mentioned below:

Step 1: Select the Files.

Step 2: Go to Move To.

Step 3: Select desired Folder Name.

2.8 What is the computer number for a file?

It is a unique sequential number generated for each file while creation of the file.

2.9 How can user identify a file having a draft without opening it?

Files having a draft will be indicated by a green icon at the end of the file number.

2.10 Why don't users have a delete option in Inbox?

Files in Inbox cannot be deleted as they are in movement and under process. So to maintain the traceability, user cannot delete the file/receipt from inbox.

2.11 Can user create a new folder under inbox?

Yes. Under the Inbox section, there is a Move to folder option.

Use this option to create new folders and manage the files in the respective folders.

2.12 Without opening a File, is it possible to know if there is any yellow note or Draft prepared in a particular file?

Yes.

If there is a Draft already prepared in a file then it would be denoted by a small green draft icon in front of the file no.

If there is a Yellow Note already prepared in a file then it would be denoted by a yellow colour background of the file no

2.13 Why user is not able to perform any action on a file residing in the Inbox?

In case of a Physical file, it must be received first for any action to be performed. User has to select the file and click the Receive link to perform any action.

2.14 Can user perform any action without receiving a file?

No action can be performed on Physical file without receiving it, but in case of electronic files, user can perform any action on it without even receiving.





2.15 Is it possible to create folders other than in Inbox?

No, it is not possible to create folders other than in Inbox.

2.16 What is the difference between Send Back and send?

While using Send Back option, the To field will be automatically filled with the user information from whom the file has been received whereas using Send option, the To field will be blank and we have to search the desired user.

2.17 How to put up a correspondence inside a file?

Step 1: Open the file.

Step 2: Click on Correspondence option.

Step 3: Click Attach button on the correspondence side.

Step 4: Select the required Receipt from the list of Receipts.

Step 5: Click on Attach button on the Receipt list window.

2.18 What is Yellow Note?

It is a draft note which can be edited after movement of file. (Yellow Note cannot be digitally signed.)

2.19 Will adding a green note add a new noting sheet?

No. The note typed after using add green note option will appear just after the signature stamp of the last comments on the noting sheet.

2.20 Can I attach references/ supporting documents other than receipt with the file?

Yes, steps are mentioned below:

Step 1: Open the file.

Step 2: Click on References option.

Step 3: Select Local reference.

Step 4: Click on Upload button on the right side.

Step 5: Select the file to be uploaded from your local computer.

OR The user can attach pdf documents directly under the green note by clicking the Attach Button provide just below the word editor





2.21 Can user delete a local reference?

Yes, steps are mentioned below: (Local Reference cannot be deleted after the file has been moved)

Step 1: Open the file.

Step 2: Click on References option.

Step 3: Choose the delete option from the Choose One drop down box on the right side your local computer.

Step 4: Click on OK button.

2.22 Which format is allowed in Local References?

Only (PDF, DOC, DOCX, XLS, XLSX, ODT, OPENDOC, OCTET, PPT, PPTX, PPSX) formats are allowed.

2.23 Can user refer a page in Correspondence/Noting with my current noting?

Yes. User can refer to a page on Correspondence/Noting using the Reference icon.

2.24 Can user refer to a particular paragraph in Noting with my current noting?

No. The user can't refer to a particular paragraph in the Noting. User can refer a particular page in the previous noting

Step 1: Open the file.

Step 2: Click on Previous Noting Button.

Step 3: By scrolling the previous note get the page to be referred

Step 4: Highlight the text to be referred in current Noting.

Step 5: Click on reference icon.

2.25 Can user view the previous noting in the file while typing current note?

Yes. User can use to the Previous Noting button to view the previous noting done in the file while typing our current note. We can also use the Quick View option to view the same in an independent window.





2.26 Can user see the further movements of the file after sending the file?

Yes.

Step 1: Go to Sent.

Step 2: Open the file.

Step 3: Click on Movements option.

2.27 Can user see the further noting done on the file after sending the file?

No. We can only see the further noting done when the file is received again.

2.28 Can user attach multiple correspondences at a time?

No. We have to select a single correspondence at a time in the desired sequence.

2.29 How can user convert a Yellow Note into a Green Note?

Step 1: Open the file with Yellow Note.

Step 2: Click on Save button.

Step 3: Click on Confirm button.

2.30 Is it necessary to save note?

No. The noting will get auto-saved in regular intervals. The auto save interval can be managed at user level.

2.31 Can user edit green note after the file has been returned?

No. The Green Note cannot be changed after the file has been moved.

2.32 How to change the auto save interval of noting?

Step 1: Go to Setting.

Step 2: Select Preferences.

Step 3: Change Auto Save Duration (In Sec).

Step 4: Click on Save button.

2.33 Can user detach a correspondence from a file?

Yes. User can detach a correspondence from a file until the file is moved to the next level.





Note: Correspondence cannot be detached once the file moved.

2.34 How can user know that the note is digitally signed?

A digitally signed note will have a green tick mark on the Name Stamp of the user sending the note.

2.35 Can user attach any supporting document with green note?

Yes. Any supporting document in PDF format can be attached with green note using the Attach button.

2.36 Can user create more than one draft in a file?

Yes

2.37 Can user delete a draft after approval in a file?

No.

2.38 What is Draft Version in a file?

It is the different versions of draft created every time a user edits the draft.

2.39 Can user convert a green note into yellow note?

No. Only a Yellow note can be converted into a Green Note.

2.40 Can user send a file without any correspondence?

Yes

2.41 Can user copy and paste the content in noting/draft from a word file?

Yes

2.42 What is Referred in Files?

Referred in Files provide the details of files in which the currently opened file has been referred.

2.43 Can user upload a word file in draft?

Yes

2.44 Can user edit an uploaded word file in the draft online?

No.





2.45 How can user check the status of a draft in a file?

Step 1: Open the file with Draft.

Step 2: Click on Draft option.

Step 3: Click on View Draft option.

Step 4: Check the status of the Draft against the Draft Number.

2.46 Where can user see the creation date of a file?

Creation date of a file can be seen in the Details option.

Step 1: Open the file.

Step 2: Click on Details option.

2.47 How different versions of DFA are maintained in e-file?

At initial level DFA is created with a draft number and version 1.0. At further levels, when changes are made in the same draft, then the versions will be maintained as 1.1,1.2 and so on.

2.48 What is the Date Range?

It is the interval of Creation Date of files between which the files will be displayed to the user.

2.49 What is the significance of Due Date for a file?

It is the date defined for time bound matters in which the course of action needs to be preferably taken within the due date.

2.50 Can user attach a physical receipt in electronic file?

Yes. A physical receipt can be attached in an electronic file if the Upload Section of the physical receipt has been fulfilled.

2.51 Is it possible to revert on a 'Yellow Note'?

Yes, it is possible to revert on a 'Yellow Note'.

Step 1: Click on the file.

Step 2: Yellow noting is open with 3 options i.e. EDIT, DISCARD and CONFIRM.

Step 3: Click on EDIT for updating the existing yellow note.

Step 4: Click on SAVE.





2.52 Is the history of a 'Yellow Note' maintained?

Yes, history of 'Yellow Note' is maintained.

Note: History of Yellow note is discarded once it has been converted into Green note.

2.53 Is it possible to add 'Green Note' as well as 'Yellow Note' simultaneously?

No, it is not possible to add 'Green Note' and 'Yellow Note' at the same time in the same account.

2.54 Can user delete a folder created under inbox?

Yes. Steps to delete a folder are as follow:

Step 1: Go to Move To.

Step 2: Select Manage Folders option.

Step 3: Click on Delete icon

Step 4: Click on OK button.

2.55 Which files can be found in the Created section?

All the files which have been created but not sent to anyone can be found in the Created section.

2.56 How to park a file?

Steps to park a file are as follow:

Step 1: Select the file(s) to be parked from the location (File Inbox)

Step 2: Go to More option.

Step 3: Click the Park.

Step 4: Fill the mandatory Parking Due Date and Parking Remarks.

Step 5: Click on OK button.





2.57 How to Unpark a file?

Steps to unpark a file are as follow:

Step 1: Select the file(s) to be unparked from the location (File Parked).

Step 2: Click on Unpark.

Step 3: Fill the mandatory remarks.

Step 4: Click on OK button.

2.58 Is the Parking Due Date mandatory while parking a file?

Yes

2.59 Will the file get automatically unparked on the Parking Due Date?

No.

2.60 Can user get a SMS or email on the Parking Due Date of a file?

No. But the user gets a Notification in his account in File Management System.

2.61 Can user unpark a file before the reminder date?

Yes. Files can be unparked at any point of time whenever required.

2.62 Can user retrieve parked files at later point of time?

Yes. Files can be unparked at any point of time whenever required.

2.63 Why are files parked?

Sometimes there is a scenario when work has been done on the file which is residing in File inbox and now the file would be required after certain period of time, then user has a provision to park that file to remove his working pendency.

2.64 How the Files are parked from the File Inbox

Step 1: Select the File which needs to be parked.

Step 2: Click the Park File option under More Action link.

Step 3: Enter the Remarks and Reminder date to park the file and click the **OK** button.

2.65 How to check history of Parked Files?

Step 1: Select the File whose park history needs to be checked.





Step 2: Click the Park File History option under More Action link.

2.66 What is difference between Close and Park?

Close can be used if the desired action on the file has been completed where as Park can be used if the desired action is sustained on temporary basis for a certain interval of time.

2.67 Is it possible to 'Pull up' the parked files from some other account?

Yes, it is possible to pull up the parked files. (The pulled up file will appear in user's file inbox.)

Step 1: Go to Advanced Search.

Step 2: Search the file.

Step 3: Click on Pull up button.

Step 4: Enter the Remark and click on **OK** button.

2.68 Can user reopen closed files at later point of time?

Yes. Files can be re-opened at any point of time whenever required.

2.69 Can a file be reopened once it is closed/ parked?

Yes, steps are mentioned below:

Step 1: Select the file under Closed/Parked tab of Files section.

Step 2: Click the Make Active option under Mark As link.

Step 3: Enter the Remarks and click the OK button.

2.70 How to Close a File?

Step 1: Open the File.

Step 2: Go to Close option.

Step 3: Select Send For Approval.

Step 4: Fill the **Mandatory remarks**.

Step 5: Click on Send button.

The Status of File in Submitted Files for Closing Approval is changed to Approved.

Step 6: Click on Close option.

Step 7: Fill the Mandatory Remarks.





Step 8: Click on Ok button.

2.71 What is closing history?

It is the history of closing information every time the file has been closed.

2.72 If a particular file has been wrongly sent to a person, what should be the next step?

If the person, to whom the file has been sent, has not opened the same yet then it can be pulled back using the Pullback link from the Sent sub-section under the Files section.

It will move to the sender's Inbox.

2.73 Can user mark a file to multiple users at a time?

No. File can be marked to only a single user at a time.

2.74 Is it possible to refer the files from the 'Sent'?

No, it is not possible to refer the files from the Sent.

2.75 What can user do if a file is wrongly marked?

We can Pull Back a file if the file is wrongly marked.

Step 1: Go to Sent.

Step 2: Click on the Pull Back icon against the desired file.

Step 3: Fill the mandatory Remarks.

Step 4: Click on Ok button.

Note: The file pulled back will be retrieved in the Inbox of the user.

2.76 Can user attach one file with other file?

Yes. We can attach one file with other if they are same in nature (Physical/Electronic).

Step 1: Open the file.

Step 2: Click on File link under Attachment button.

Step 3: Click on Attach File button.

Step 4: Select the file and click on Attach button.

Step 5: Enter the remark and click OK button.





2.77 Can user merge two electronic files?

No.

2.78 What is the difference between interim and final reply?

Interim- An interim reply will be sent within a month (from the date of receipt) indicating the possible date by which a final reply can be given.

Final reply- Completion of all action, where necessary, in the issue of final orders to the party from which the original communication was issued.

2.79 Can user convert a physical file into electronic file?

Yes. A physical file can be converted into electronic file using the Conversions option.

Note: An Electronic file cannot be converted into Physical file.

2.80 What is the difference between SFS and Non-SFS Files?

Non-SFS: File number can be created under standardized head only.

SFS: Files number can be created free flow.

2.81 If user has created file and didn't send to anyone, from where user can get that file?

If user has generated the File number, then file can be found under Completed Subsection of Created Section under Files module.

2.82 How to create a new file (Physical/Electronic)?

Step 1: Click on Create New (SFS/Non-SFS).

Step 2: For SFS- Enter the File Number.

For Non SFS- Choose the File Heads from the drop down.

Step 3: Enter the **Description** of the File and Click on **Continue Working** button.

2.83 Can user delete a file?

No. A file cannot be deleted if the number has been generated.

2.84 Can user edit the file number?

No. File number once generated cannot be changed.



2.85 Can user edit the description of a file?

Yes.

Step 1: Open the file.

Step 2: Click on Edit button.

Step 3: Enter the required data.

Step 4: Click on Done.

2.86 How to create a part file?

Step 1: Click on Create Part.

Step 2: Browse for the File whose Part needs to be created.

Step 3: Fill the metadata.

Step 4: Click on Create Part button.

OR

Step 1: Go to Sent.

Step 2: Select the file and click on Create Part button.

Step 3: Fill the metadata.

Step 4: Click on Create Part button.

2.87 Why Volume files are created?

Volumes are created in case of physical files only. These are created in order to make sure that that size of the physical files remains small and handy.





3. Migration

3.1 How can user migrate a physical file into a electronic file?

A physical file can be migrated into an electronic file by using the Migrate File option in File Management System.

3.2 What is the required folder structure for uploading files in FTP?

A folder named by the physical file number where the '/' must be replaced by '_'. Four sub folders named Noting, Receipt, Issues and References containing the concerned pdf files needs to be created inside the main folder

3.3 What is Opening Date?

The creation date of the physical file is the Opening Date

3.4 What is the significance of Drafts in migrate file segment?

During the migration process if Work on file later button is used then the file goes to the Drafts option under Migrate File.

3.5 What is the significance of Completed in migrate file segment?

During the migration process if Continue Working button is used then the file goes to Completed option under Migrate File.

3.6 What is the reason for a file showing number not generated in Completed option under Migrate File?

A file will show number not generated in Completed option under Migrate File until the migration process is finalized

3.7 Where are the files shown after migration is completed?

After the migration is completed the file can be seen in the Completed under Created option in the File menu.

3.8 Where is the migrated noting shown in an electronic file?

The migrated noting is shown as a link at the beginning of the note sheet.

3.9 What is the reason for the unavailability of a file in the list of physical files while clicking on Browse button?





The files which have been already migrated are not shown in the list of physical files. If the file exists in Drafts or Completed option under Migrate File then also the file is not listed in the physical files.

3.10 How can user manage the order of the correspondences while migration?

The up and down arrow icon shown on the correspondence side before finalizing the migration will manage the sequence of correspondence.

3.11 Can user edit the opening date of a migrated file?

No. The opening date of a migrated file cannot be edited.

3.12 Can user see all the files uploaded in the FTP while migration?

No. Only the files inside the folders for which a user has been assigned permissions will be shown.

3.13 How can user assign the permission to other user to migrate files from a folder created in FTP?

A user can be assigned permission to migrate files from a folder created in FTP by the Folder Permission option under Migrate File.

3.14 What is the difference between migration and conversion?

Conversion is used to convert a physical file already created in the application into an electronic file where as migration is used to create an electronic file directly from a physical record through FTP portal.

3.15 What are the mandatory fields while migrating a file?

File Number, Physical File Number, Description, Category (Main) and Opening Date are the mandatory fields while migrating a file.





4. Dispatch

4.1 How to set reminder on dispatch after sending the Issue?

Steps to set Reminder on dispatch:

Step 1: Expand Dispatch.

Step 2: Select the Issue and click on Create Reminder.

Step 3: Select Due Date and mention Remarks.

Step 4: Click on Ok button.

4.2 How to send reply to multiple recipients at a time from file?

Reply/ Dispatch can be sent to multiple recipients through email/post after approval. Steps to dispatch to multiple recipients at a time:

Step 1: Open file and click on Draft then on Create New Draft.

Step 2: Compose DFA, fill Draft Details and Communication Details.

Step 3: Click on Add More Recipient button and mention other recipient's communication details.

Step 4: Get the DFA Approved and Signed.

Step 5: Click on Dispatch by Self/ Dispatch by CRU.

Step 6: Click on Send With followup/ Send Without followup.

4.3 Can user dispatch by email in eOffice?

Yes, it is possible to dispatch through email. Dispatch can be sent to multiple recipients by using Carbon Copy (cc) option.

Email id of recipients can be mentioned in email details section at the time of dispatch. More than one recipient may be mentioned as Carbon Copy (cc).





4.4 How can user send standalone reply without creating a file?

Standalone reply can be sent without creating a file. Steps to send standalone reply:

Step 1: Open the receipt.

Step 2: Click on Dispatch.

Step 3: Compose the DFA (No DFA is required in case of physical receipt).

Step 4: Verify recipient's Communication Details.

Step 5: Click on Save.

Step 6: Get the DFA Approved and Signed.

Step 7: Click on Dispatch by self/ Dispatch by CRU.

Step 8: Click on Send with Follow-up/ Send Without Follow-up.

4.5 Is there a way to withdraw/cancel after final dispatch?

No, final dispatch cannot be withdrawn after dispatch.

4.6 Can user attach any other reference document at the time of dispatch?

Yes other documents can be attached at the time of dispatch through Attach File button.

4.7 Which file format is allowed to attach a reference document with dispatch?

Documents of following formats can be attached:

PDF, DOC, DOCX, ODT, OPENDOC, OCTET, XLS, XLSX, PPT, PPTX, and PPSX

4.8 Can user modify communication details?

Yes

4.9 Difference between "Send with follow-up" and "Send without follow up"?

In "Send with follow-up" reminder can be set for self or for section, whereas in "Send Without follow-up" no reminder can be set.

4.10 After dispatch, where does the document lie with the user?

After dispatch the issue can be found in correspondence of the file.



4.11 While dispatching, whose details have to be filled in communication details?

Communication details of the recipient should be filled in Communication Details.

4.12 What is the difference between "Issued and Sent" and "Issued and Dispatched"?

In case, the letter is sent from any e-Office user but has not been finally dispatched, its status remains as "Issued and Sent".

In case the letter is finally dispatched to the intended person, its status changes to "Issued and Dispatched".

4.13 How to check status of a Dispatch?

Steps to check status of a Dispatch:

Step 1: Expand Dispatch.

Step 2: Click on Sent button.

Step 3: Check the status of an Issue below Status head.

4.14 How can user set Reminders after dispatching?

Steps to set reminder after dispatching:

Step 1: Expand Dispatch.

Step 2: Click on Sent button.

Step 3: Select Issue.

Step 4: Click on Create Reminder.

Step 5: Compose Reminder and verify Communication Details.

Step 6: Click on Save reminder, get it Approved and Signed.

Step 7: Click on Dispatch by Self/ Dispatch by CRU.

Step 8: Click on Send with Follow-up/ Send without Follow-up.

4.15 Where to find dispatch register?

Steps to find dispatch register:

Step 1: Click on Reports.

Step 2: Under dispatch category click on Dispatch Register.

OR





The user can get his/her dispatch register from the **Sent** option of the first **Dispatch** menu.

4.16 Can user dispatch over a receipt through e-Office?

Yes, dispatch can be done through selecting the email option in e-Office.

4.17 Can user print signed dispatch?

Yes, signed dispatch can be printed.

4.18 Can user dispatch through postal or courier services?

Yes, Print out of signed dispatch can be mailed through postal or courier services.

4.19 How to view dispatch history sent over a receipts?

Yes, history can be viewed.

Step 1: Expand Dispatch Menu.

Step 2: Click on Sent button.

4.20 How to generate report for dispatch?

Yes, reports can be generated.

Step 1: Click on e-File MIS Reports.

Step 2: Click on Dispatch section wise/ Number wise/Receipt number wise.

4.21 Can user place copy of dispatch to relevant file?

Yes, concern receipt need to be put inside the file and dispatch will automatically get attached.





5. DSC (Digital Signature Certificate)

5.1 What is a Digital Signature Certificate?

Digital Signature Certificates (DSC) is the replacement of analog or physical certificates in electronic format.

Examples of physical certificates are aadhar card, driving licenses, passports etc. which serve as proof of identity of an individual for which that is meant for. For example: A driver's license identifies the person to drive a motor vehicle.

In the similar lines, a digital certificate can be presented electronically as the passport to access information or services on the Internet or to sign documents digitally.

5.2 Why is a Digital Signature Certificate (DSC) required?

Like a physical signature is required for certain documents, DSC can be used to sign electronically in a green sheet/draft in e-File applications.

5.3 Who is the issuing authority for the Digital Signature Certificate (DSC)?

A licensed Certifying Authority (CA) is the authority for issuing a DSC.

5.4 What are the different types of Digital Signature Certificates valid for e-Office?

Following are the two types of DSCs recommended for e-Office:

Class 2: Here, the identity of a person is verified against a trusted, pre-verified database.

Class 3: This is the highest level where the person needs to present himself or herself in front of a Registration Authority (RA) and prove his/ her identity.

5.5 Is the Digital Signature Certificate (DSC) useful other than e-Office?

It can be used in other applicable applications too, like filing your return etc.

5.6 What is the cost of a DSC?

Cost of DSC depends on the DSC issuing authority. Kindly refer the cost chart of the DSC issuing authority for this..

5.7 How much time does the DSC issuing authority (CA) take to issue a DSC?





The time taken by CAs to issue a DSC may vary from three to seven days.

5.8 What is the validity period of a Digital Signature Certificate?

The Certifying Authorities are authorized to issue a Digital Signature Certificate with a validity of one or two years from date of issuance.

However DSC may get expire due to various reasons. For example: Expiration of DSC also linked with date of Super Annuation.

5.9 What is the legal status of a Digital Signature?

Digital Signatures are legally admissible in a Court of Law, as provided under the provisions of IT Act.

5.10 Is a digital signature legally valid?

Yes. The information Technology Act, 2000 in India has given legal validity to digital signatures.

5.11 Can a document signed with a digital signature be considered as valid evidence?

Yes. The Indian Evidence Act, 1958 has been modified and amended on lines with the Information Technology Act, 2000.

Therefore, any electronic document signed with a valid digital signature is considered a valid piece of evidence similar to a physical document signed with a hand-written signature.

5.12 What happens to a DSC after validity period?

DSC expires after the validity period. To renew it contact the issuing authority for further instructions.

5.13 What safety precautions should one take while using a Digital Signature?

DSC is password protected. Please change your initial password without fail.

You should keep the media carrying your digital signature safely and never disclose your password to anybody.

5.14 How does Digital Signature Certificate (DSC) functions?

DSC use the Public Key Infrastructure (PKI) Technology, which is a sophisticated, mathematically proven method of encrypting and decrypting information.

For Example: Something similar to accessing a locker in a bank.





5.15 Where can user get additional information on Digital Signature Certificate (DSC)?

The concerned issuing authority can be contacted for further information or queries.

5.16 How to register the DSC with the e-File application?

Steps are mentioned below:

Step 1: Go to DSC Registration under DSC Tab in the left hand menu of e-File.

Step 2: Click the Signing Certificate link present on the top right corner.

Step 3: Select the certificate that appears in the window.

Step 4: Click OK button to register the certificate with the application.

5.17 Does "Sign & Send" mean user is signing the files with his/her actual signature?

No. "Sign and Send" means user is signing the file using his/her digital signatures.

5.18 Does user have to plug in the DSC for e-File login?

No. It's not mandatory.

5.19 What happens if user DSC is lost?

If DSC is lost, then user needs to fill up the forms regarding the same with the fine to get a new DSC.

5.20 DSC was working but suddenly it is not getting recognized by the system. What is the problem?

Plug in the DSC into any other USB port and see if this works.

5.21 How to activate java in DSC registration page when ''java'' has been updated and not functioning?

Steps are as follows:

Step1: Open Java.com/verify in browser to check successful java installation.

Step2: Click on Allow or Allow and remember to enable Java plug-in.

5.22 How to enable java in browser when "java" has been updated still not functioning?

Steps are as follows:

Step1: Open Java.com/verify in browser to check successful java installation.





Step1: (a) If it asks to enable then click on Allow or Allow and remember to enable Java plug-in.

Step1: (b) If it doesn't ask to enable Java then please install Java 32bit version after uninstalling the previous Java version (64bit).

5.23 How to work with DSC when application has been blocked by Security settings?

Steps are as follows:

Step1: Open Java options from Java Control Panel.

- **Step2**: Under Security Tab, click on Edit Site list>> Add URL of application like <u>https://esarkar.kerala.gov.in</u>, <u>https://eofficehealth.kerala.gov.in</u>
- **Step3**: Click on Restore Security Prompts>>Click Restore All button.
- Step4: Restart the Browser and sign with DSC.

Step5: Allow Security prompts raised if any.

5.24 When clicked on Sign & Send page show progress but nothing happens/ Screen goes in Hang state?

Steps are as follows:

Step1: Go to DSC Registration screen.

Step2: Verify there if same certificate has been registered as displayed in DSC token.

Step3: If issue persists, please de-register and Re-register the digital certificate in application.

5.25 Does the DSC get verified at the server end?

No.

5.26 Is DSC individual specific or post specific?

DSC is individual specific.

5.27 Does DSC change if the user is transferred?

Yes.

5.28 If the pin for DSC is lost, then how to work in e-file?

You have to reset the PIN of that DSC from the software installed for the DSC.

5.29 Is it required to enter Pin every time a file is sent?

Yes, it is required to enter pin every time a file is to be sent.



5.30 Is it possible for a user to have multiple DSCs?

No.

6. MIS Reports

6.1 From where user can access e-File MIS Reports module?

eFile MIS Reports module is available in e-Office portal Homepage under the File & Document Services.

6.2 Is MIS Report is role based?

Yes.

6.3 Can user customize report sub module role wise?

Yes. The availability of reports is role based. Only administrator can customize it.

6.4 Which are the main categories for Report?

There are five main categories for MIS Reports: Files, Receipts, Dispatch, VIP and Miscellaneous.

6.5 Can I generate reports for both the nature of file/receipt at a same time?

Yes. Reports can be generated for both the nature of file by choosing "Both" option in nature of file.

6.6 From where user can track number of file created and receipt diarized by a section or individual?

Files creation and Receipt Diary report can be generated from File register and diary register respectively. Steps are mentioned below:

Step 1: Go to File or Receipt.

- Step 2: Move the cursor to File Register or Diary Register.
- Step 3: Select report type Detailed/Month wise/Summary.
- **Step 4**: Select Date Range.
- **Step 5**: Select dropdown for individual or section.
- Step 6: Click on View Report.





6.7 Can user generate reports for file/receipt received by me?

- Yes. Steps are mentioned below:
- Step 1: Go to File or Receipt.
- Step 2: Move the cursor to File Received or Receipt Received.
- Step 3: select report type Detailed/Month wise/Summary.
- Step 4: Select Date Range.
- Step 5: Select dropdown for Office/Section.
- Step 6: Click on View Report.
- 6.8 Can user generate pendency report for files of other Section/Office pending with his/her Section/Office?
 - Yes. Steps are mentioned below:
 - Step 1: Go to File.
 - Step 2: Move the cursor to File Pendency.
 - Step 3: Select report type Pending Files OF.
 - Step 4: Select dropdown for Office/Section.
 - Step 5: Click on View Report.
 - Step 6: Click on total pendency to view individual Report.
- 6.9 Can user generate pendency report of his/ her files (created in my section/office) pending with other??
 - Yes. Steps are mentioned below:
 - Step 1: Go to File.
 - **Step 2**: Move the cursor to File Pendency.
 - Step 3: Select report type Pending Files.
 - Step 4: Select dropdown for Office/Section





Step 5: Click on View Report.

Step 6: Click on total pendency to view individual.

6.10 How to generate report of the files parked by me or section?

Steps are mentioned below:

Step 1: Go to File.

Step 2: Move the cursor to File Parked.

Step 3: select report type Detailed/Summary.

Step 4: Select dropdown for Office/Section.

Step 5: For individual select user name.

Step 6: Click on View Report.

6.11 Is there any option to generate reports for activities performed by employees who are currently inactive w.r.t file, receipt, etc.?

Yes. Reports are available for older activities performed by inactive employee w.r.t file, receipt, etc. Steps are mentioned below:

Step 1: Go to File/Receipt/VIP/Dispatch/Misc.

Step 2: Move the cursor to respective sub-module.

Step 3: select report type.

Step 4: Select dropdown for Office/Section from user belongs.

Step 5: Select inactive user name (* indicate inactive employee).

Step 6: Click on View Report.

6.12 Can user keep record for file converted from physical to electronic?

Yes. Steps are mentioned below:

Step 1: Go to File.

Step 2: Move the cursor to File Conversion.

Step 3: select report type Summary.

Step 4: Select Date Range.





Step 5: Select dropdown for Office/Section.

Step 6: Click on View Report

6.13 From where can user generate receipt pendency report?

Receipt pendency report can be generated by the following mentioned steps:

Step 1: Go to Receipt.

Step 2: Move the cursor to Receipt Pendency.

Step 3: select report type Pending Receipt of.

Step 4: Select dropdown for Office/Section.

Step 5: Click on View Report.

Step 6: Click on total pendency to view individual Report.

6.14 From where can user generate File Forwarded/Receipt forwarded report for individual?

File Forwarded/Receipt forwarded report can be generated by the following mentioned steps-

Step 1: Go to File/Receipt.

Step 2: Move the cursor to File Forwarded/Receipt Forwarded.

Step 3: select report type Detailed.

Step 4: Select Date Range.

Step 5: Select dropdown for Office/Section.

Step 6: Select User name for individual employee from the Office/Section.

Step 7: Click on View Report.

6.15 How to generate report for dispatch register?

Following are steps for generating dispatch register report

Step 1: Go to Dispatch.

Step 2: Move the cursor to Dispatch Register.

Step 3: select report type Detailed/Month wise/Summary.





Step 4: Select Date Range.

Step 5: Select dropdown for Office/Section.

Step 6: For individual select User name and Click on View Report.

6.16 How can user customize output fields for the generated reports?

Reports output field can be customized by using the following steps:

Step 1: Go to respective sub module.

Step 2: Select report type Detailed.

Step 3: Manage output fields by clicking on check boxes.

Note: Output fields customization is only available for detailed reports.

6.17 How to generate reports for dispatch by CRU?

Following are steps for generating dispatch by CRU report

Step 1: Go to Dispatch.

Step 2: Move the cursor to CRU Dispatch.

Step 3: Select Date Range.

Step 4: Select dropdown for Office/Section.

Step 5: Click on View Report.

Note: Output fields customization is available for CRU Dispatch reports.

6.18 Can top officer view pendency report of his/her subordinates?

Yes. In Hierarchical view Officer can view subordinates pendency.

Note: Hierarchy can be set from EMD.

6.19 How to generate report against VIP entries which are entered during diarisation process?

Following are steps for generating generate report against VIP entries which are entered during diarisation process

Step 1: Go to VIP; Move the cursor to VIP Diary Register.

Step 3: Select Report type Detailed.

Step 4: Select Date Range.





Step 5: Select dropdown for All VIP/Non VIP.

Step 6: Select dropdown for Respective VIP Name, Click on View Report.

6.20 Is there any reminder report available which are set for Issued letter?

Yes. Following are steps for generating reminder report.

- Step 1: Go to Miscellaneous.
- **Step 2**: Move the cursor to Reminder Follow up Reply received after due date/ Follow up Reply received before due date/Reply Due.
- Step 3: Select Report type.
- **Step 4**: Select Date Range.
- **Step 5**: Select Reminder Type.
- Step 6: Select dropdown for Office/Section and respective department

Step 7: Click on View Report

- 6.21 Can user generate report for pendency of file/receipt for all users on single click? No.
- 6.22 How to generate reports for old physical files which are migrated to e-Office?

Yes. Following are steps for generating migration report-

Step 1: Go to File.

- Step 2: Move the cursor to File Migration.
- Step 3: Select report type Summary.
- **Step 4**: Select Date Range.
- Step 5: Select dropdown for Office/Section.

Step 6: Click on View Report.

6.23 From where user can find any manual or supporting document w.r.t MIS categories?

Manuals and supporting documents are available in help option of MIS report.

Step 1: Go to e-File MIS Reports.





Step 2: Move the cursor to Help menu on the top right

Step 3: Select Report Description for supporting document of MIS/Release Note

6.24 In how many format user can save the generated report?

Generated report can saved in two mentioned formats: PDF and EXCEL

6.25 Is there any date range to generate reports?

Yes. In month wise- 6 months, In Detailed and summary- 1 month.

6.26 What is pending range?

Pending range is date span for defining pendency with respect to files/receipt.





7. Settings

7.1 Can user get alerts for the incoming file?

Yes. There is option of SMS and email alerts from the Settings of File Management System.

Step 1: Click on Settings.

Step 2: Go to Preferences option.

Step 3: Enter the mobile Number and email id in Alert Settings.

Step 4: Click on Save button.

7.2 Can user customize number of records per page in file/receipt inbox?

Yes. Steps are as follows:

Step 1: Go to Settings.

Step 2: Click on Preferences.

Step 3: Select from Max # of records/page

Step 4: Click on Save.

7.3 Can user skip authentication through DSC at the time of login into FMS?

Yes. DSC can be configured for the Authentication, Signing or Both.

Step 1: Go to Settings.

Step 2: Click on Preferences.

Step 3: Select Authentication, Signing or Both in DSC setting under DSC SettingsStep 4: Click on Save.

7.4 Can user customize the default size of noting/ draft page?

Yes. Default size of noting/ draft page can be customized.

Step 1: Go to Settings.

Step 2: Click on Preferences.





Step 3: Mark check for Noting Expanded View and/ or Draft Expanded View under Editor Setting.

Step 4: Click on Save.

7.5 Can user customize correspondence size and type?

Yes. Correspondence can be customized as per size and type.

Step 1: Go to Settings.

Step 2: Click on Preferences.

Step 3: Mention value for correspondence size and select Correspondence View Type under Correspondence View Settings

Step 4: Click on Save button.

7.6 How to add contacts to address book and its purposes?

Select "Add to address book" to save address to address-book. The address saved in the address-book can be used in future. Addresses saved in the address book by any user will be available to all users of the department.

Address book can also be managed explicitly from settings.

Steps are mentioned below:

Step 1: Expand Settings.

Step 2: Click on Address Book.

Step 3: Click on address to edit address details.

Step 4: Click on Save Button.





8. Search

8.1 Is basic search is able to search file/receipt/dispatch resides anywhere in user account?

Yes, but at a time it searches on the page which is opened. If user wants to search any file/receipt/dispatch without knowing its current position i.e. inbox/sent/parked/closed then user have to use advance search.

8.2 How to search a particular file/receipt in Inbox/sent/Closed?

Through basic search user can search the File/Receipt by computer no., File No. or subject. Steps are mentioned below:

Step 1: Open the respective link i.e. inbox, sent or closed of File/Receipt.

Step 2: Type in the required computer no., file no., receipt no. or subject in the

Basic Search field.

Step 3: Click on Search button.

8.3 What is the difference between Search and Advanced Search?

Basic search: This search facilitates the user to search for any Receipt/File residing in their Inbox/Sent/Created or Parked section.

Advanced Search: This search facilitates the user to search for any Receipt/File/Issue residing anywhere in the Organization.

8.4 What is the use of Advance search?

Through Advance search, user can search for any receipt, file or dispatch residing anywhere in the organization/ section hierarchy downline/ section.

8.5 Is it possible to take printout of the result after searching a file/receipt?

Yes. User can generate PDF of the result for the output Fields selected. For generating a PDF an icon has been provided under the search file/receipt button on the right side.

8.6 What actions can user take on the file which has been searched with the help of Advance search and the file is present in his/ her account?

Different actions can be taken for different cases, if the file is in-



Case 1- Inbox/created: can Send the file, receive the physical file and view the details of the file.

Case 2- Parked: can view the details of that file and can also Make active.

Case 3- Closed: can Re-open file and can View that file.

8.7 What actions can user take on the file which has been searched with the help of Advance search and the file is in others account?

There are different actions can be taken for different cases, if the file is in-

Case 1- Inbox/ Created/ Parked: can Pull up the file and view the details of the file.

Case 2- Closed: can view details of the file.

8.8 Is it possible to take print out of details and movements of any particular file?

Yes. Steps are mentioned below:

Step 1: Search the file through Advanced Search.

Step 2: Search for the file.

Step 3: Click on Details.

Step 4: Click on PDF icon at the top most on the right side.

Step 5: Take print out from the PDF.

8.9 How to search files by using File heads?

Steps are mentioned below:

Step 1: Go to Advanced search.Step 2: Click on Advance Parameter.Step 3: Select the file heads.

Step 4:Click on Search button.

8.10 How to search files on the basis of creation date?

Steps are mentioned below:

Step 1: Go to Advanced search.

Step 2: Click on Advance Parameter.

Step 3: Select the date range in creation date.

Step 4: Click on Search button.





9. General

9.1 Explain the terms Global Search, Departmental Search, Section Hierarchy Downline Search and Section Search?

Global Search: User can search a File/ Receipt/ Dispatch globally within instance. **Departmental Search:** User can search a File/ Receipt/ Dispatch within a department in a instance.

Section Hierarchy Downline Search: User can search a File/ Receipt/ Dispatch down the hierarchy, i.e., the officer can search a File/ Receipt of their sub ordinates. **Section Search:** User can search a File/ Receipt/ Dispatch within their section (O.U.)

9.2 How do user access eOffice?

Open Internet Explorer/Fire Fox browser and in the address bar type the URL of the eOffice application and type the user name and password in the login screen.

9.3 Can user change Login Id & Password?

A user cannot change his/her login id by himself/herself but need to contact the administrator.

A user can change his/her password by himself/herself by logging into www.mail.gov.in

9.4 Where can user set the Time Period to view particular Receipts or Files?

In the Date Range provided on the top, user can set the required period for which he/she wishes to view the Receipts/Files.

9.5 What is the difference between Pull back and Pull up?

Pull back: It refers to the process of pulling back the sent receipt/file, till the time the recipient has not opened it.

Pull up: It refers to the process of pulling back the sent receipt/file forcefully even if the recipient has opened it.

9.6 What is Hierarchical view?





This view facilitates the user to view their own files and receipts as well as files/receipts of their section.

