



# eFile

### File Management System User Manual

NIC-EOF-EFILE-UM-002



Prepared by National Informatics Centre



# Table of Contents

Diarisation of DAK/Letter
Created Receipt List
Receipt Inbox
Sub-Folders under Inbox
Create Sub-Folders
Moving Receipt between the Folders
Sub-Folder Management
Edit Receipt (P/E) Details
Receipt Details
Steps to view Receipt Details:
Put a Receipt inside a File
Convert Receipt
Receipt Attachments
Attaching Files/Receipts with Receipt
Detaching Files/Receipts from Receipt
Detaching Files/Receipts from Receipt    37      Attach with another Receipt    39
Attach with another Receipt
Attach with another Receipt       39         Draft Communication.       41
Attach with another Receipt       39         Draft Communication       41         Creating a Draft       41
Attach with another Receipt       39         Draft Communication       41         Creating a Draft       41         List of Drafts       46
Attach with another Receipt       39         Draft Communication.       41         Creating a Draft       41         List of Drafts.       46         Editing Draft in an Electronic Receipt       49
Attach with another Receipt39Draft Communication.41Creating a Draft41List of Drafts.46Editing Draft in an Electronic Receipt.49Add/Edit Recipient.53
Attach with another Receipt39Draft Communication41Creating a Draft41List of Drafts46Editing Draft in an Electronic Receipt49Add/Edit Recipient53Approving Draft62
Attach with another Receipt39Draft Communication41Creating a Draft41List of Drafts46Editing Draft in an Electronic Receipt49Add/Edit Recipient53Approving Draft62Signing Draft63
Attach with another Receipt39Draft Communication.41Creating a Draft41List of Drafts.46Editing Draft in an Electronic Receipt49Add/Edit Recipient.53Approving Draft62Signing Draft63Dispatch from Receipt78
Attach with another Receipt39Draft Communication41Creating a Draft41List of Drafts46Editing Draft in an Electronic Receipt49Add/Edit Recipient53Approving Draft62Signing Draft63Dispatch from Receipt78Electronic Receipts78
Attach with another Receipt39Draft Communication41Creating a Draft41List of Drafts46Editing Draft in an Electronic Receipt49Add/Edit Recipient53Approving Draft62Signing Draft63Dispatch from Receipt78Electronic Receipts78Physical Receipts81
Attach with another Receipt39Draft Communication41Creating a Draft41List of Drafts46Editing Draft in an Electronic Receipt49Add/Edit Recipient53Approving Draft62Signing Draft63Dispatch from Receipt78Electronic Receipts78Physical Receipts81Send Receipt86



Initiate Action (P/E)	
Initiate Action	
Add Comments to Initiated Action	
Review / Initiated Action Details	
Closing Initiated Action	
Closing of Receipts	
List of Closed Receipts	
Closed (By Me) –	
By Others (Hierarchy) –	
By Others (All)	
Closed Receipt History:	
Re-opening of Receipts	
Generate Acknowledgement	
Generate Acknowledgement	
Acknowledgement Created List	
Edit Acknowledgement	
Signing Acknowledgement	
Send Acknowledgement	
Consolidated View of Receipt	
Consolidated Receipt Inbox	
Consolidated Receipt Created List	
Consolidated Receipt Sent List	
Print/Download Receipt	
Advance Search for Receipt	
Actions Allowed on Searched Receipt	
Create a new File	
Created File List	
File Inbox	
Move File to Folder of Inbox	
Electronic File Inner Page	
Actions on File Inner Page	
Physical File Inner Page	



Actions on File Inner Page	139
Add Correspondence in File	141
Add Correspondence in Electronic File	141
Add Correspondence in Physical File	145
Add Noting	149
Add Green Note	149
Edit Saved Green Noting	151
Discard Saved Green Noting	151
Add Yellow Noting	152
Edit Saved Yellow Noting	154
Confirm Saved Yellow Noting	154
Discard Saved Yellow Noting	155
View version of Yellow Note	156
Refer a Correspondence in a Green/Yellow Note	157
Refer a Previous Note in a Green/Yellow Note	158
Edit File Details	
File Attachments	
File Attachments	
	162
Attaching Files with main file	162 164
Attaching Files with main file Attaching Receipt with Main File	162 164 166
Attaching Files with main file Attaching Receipt with Main File Detach already attached Files	
Attaching Files with main file Attaching Receipt with Main File Detach already attached Files Detach already attached Receipts	
Attaching Files with main file Attaching Receipt with Main File Detach already attached Files Detach already attached Receipts Attach with another File	
Attaching Files with main file Attaching Receipt with Main File Detach already attached Files Detach already attached Receipts Attach with another File Link File	
Attaching Files with main file Attaching Receipt with Main File Detach already attached Files Detach already attached Receipts Attach with another File Link File Link Files with Main File	
Attaching Files with main file Attaching Receipt with Main File Detach already attached Files Detach already attached Receipts Attach with another File Link File Delink Linked Files	
Attaching Files with main file	
Attaching Files with main file	
Attaching Files with main file Attaching Receipt with Main File Detach already attached Files Detach already attached Receipts Attach with another File Link File Link Files with Main File Delink Linked Files Referred in Files Upload Local Reference Merge Physical Files	
Attaching Files with main file	



Parked Files	
View File Details	
Create Draft (DFA) in an Electronic File	191
Create a New Fresh Draft	191
Create a Reply Draft	
Create a Reminder Draft	
View Draft List	
Show Version	197
Delete Draft	
Edit Draft (DFA)	
Add Recipient in Draft	202
Approve Draft (DFA)	
Signing a Draft	
Dispatch from File	
Electronic File	
Physical File	
Send Files	204
Send file with eSign	
Send file with DSC (Digital Signing Certificate)	207
Sending File to External eOffice Instance	208
File Sent List	210
File Pull Back	213
Create Part File	216
Create Volume File	220
Closing of File	224
Direct Closing of File	224
Send File for Closing Approval	225
Bulk Closing of File	226
Submitted Files for Closing Approval	228
List of Closed Files	229
Closed (By Me):	230
By Others (Hierarchy) –	230



By Others (All)	231
Closed File History:	232
Reopening of File	233
Submitted Files for Reopening Approval	235
Approval request	237
Pull Up File	239
Initiate Action on File	241
Initiate Action	241
View and Add Comments to Initiated Action	244
Closing Initiated Action	246
Convert File from Physical to Electronic	
File Conversion Draft List	249
File Conversion Completed List	250
Consolidated View of File	252
Consolidated File Inbox	252
Consolidated File Created List	253
Consolidated File Sent List	254
Print/Download File	255
Advance Search for File	257
Actions Allowed on Searched Receipt	259
File Migration	
Create New Migrated File	
List of Files Created for Migration	
Actions on Migrated Noting	
Actions on Migrated Correspondence	
Actions on Migrated References	
Edit Migrated File	
Finalize Migration	
Assigning Folder Permission for Migration of Files	
Received Letters	271
Intra eOffice	271
List of Received Letters from Intra eOffice:	271



Diarise Received Letter	
Inter eOffice	
List of Received Letters from Inter eOffice:	
Diarise Received Letter	
Email	
List of Email moved for Receipt Diarisation:	
Diarise Email	
Dispatch (Officer)	
Dispatched Acknowledgement	
Dispatched Issue	
Advance Search for Issue	
Actions Allowed on Searched Receipt	
Dispatch (CRU)	
Inbox	
Returned	
Dispatched	
Notifications	
Dispatch Followups	
DSC Registration	
Register DSC	
Activate/Deactivate Registered DSC	
Settings	
Transfer	
Address Book	
Preferences	
Section Assignment	
User Group	
Inter Instance Registration	
Search Privilege	
Setting Search Privilege For Instance	
Setting Search Privilege for User	
Quick Noting	

eoffice	
Annexure-I	337
Guidelines for Scanning Document	337



# 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).* 

.05	Mice Filmers		Slop 1								
=	E SADAT DARKS	Averal 18	abilita	R	446	Dent The Set AN	CARGE THAT AND	00.8 See	Ferrare Addres Sinte		
2)	Roceiga	11.+	Seid Sand	els tres id	ikan 🛛		P Seiter V	Taktika	· · · · · · · · · · · · · · · · · · ·		
1	- Real Property Con	1 1 1	instalijet i 🛔	North Karler Op	- RO ( SICH	B HEREITER M				0	• 0
	itedate b	-Byn-Bri	(ES University	Ap Name Grant	DAT NO LOCAT	E HORIZER GESTAN				0.9	•
	r Onand I Taria		Ø 03.9/14	aly de manue a	mar 0pm, 90 7.55	CC E HATTERSON				B	•
	n maadeel Actions: T indeerwise Spreecest		Ø	nia y Manusu a	mar Lifes, BO T (d	Cr. 🛱 semanoaro se				18	•
	g universities		tet segic à	Karar Op	who versa in a	E warms on w				10 EB	
	0 1 1 20 100 0 1 1 20 100		( interesting a	Parant Kanai (p	enormen. I	EP reasons and real				-	•
	O II II 2011 2011		(	ninnan kipsir Op	a. 80 (1973) - 18	EP warmen and we				10 IA	<b>e</b>
	0 1 () me mu 8 waxaaaaaa		tes colores &	French Barrar (Sp.	sielises, s	Ø Handanian we				10 US	*
	<ul> <li>Image: State State</li> <li>Image: St</li></ul>		inciden 4	Provident Ruman Oph	en itei. I	EL IORDERTSV M				10 M	
	Tani Raserty 380		,		water 1	B				1	ส์เคราะ

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*).

0,1645 🗶 👘 👘	44 Q Q + 18 (M) <sup>1</sup>			Dury Details				
1923.07				Diary Data			Forms Of Communications *	Language
Fieldstail	RPC - Instance - CEP (Rasis Users)		wide land	OF Said Metal	ж. ,0,		Latter Dete	Latter Raf. No.
Ogela* Nevtade	and the second		and (1896) for the second	81 × 108	1.1.2.2		Made Navker	Secular Type Discuss Over
E Pictures # *	Nerw	Determination	7,011	500.				
COP (Basic User)	E Sample 2	On-May-19 19082	Anicase Arrainat D.	C 1718		•		
efile Manazaki	Savaja Latta	T-Dec T/ L 45 RM			21			
Office206	• Savale Recept 2	H-DALITERSINA	Alter Astend D.					Add to Address
Valtera	· Savigle FE Latter	04-Dec-12628.MM	Askins Asonnar D.	10.00 C	A 7	-		
a localities	E sampbel	05-blay (11.1827				-		
CheDave	Colema III	05-May (111340 -				-	D. or Designation	<i>ħ</i>
Stritteren *	Signed Durk	30-14-15 (1876)	Askine Arranae D.	5 10		-		
News	erec Sample Recept J		- Ascer	e Acristale Document	2	E	Break	
				Long Canad		-		
				Parameter Adam	10000	ALC: NO.	Inclusion of	Cenergy String Concerge

Figure 2



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

eonice	Come D Instantion
	e See Anana Santi See 3
C) Contraction of the second s	Dury Denalts
	Barry Data Porma Of Converse store
ta na	Received Outer * Letter Fuel Feel
	Denvery Mode * Mode Russian Secular Type
हुन साल सॉन्स्ट्रन सालपन्त रहेना, 2007क सहित्र होन्छे	ver Step 3 ,
अगिरमा गिम्मान अग्रेस में अनिवाय का पहला अनुवान उनके पित्रा का। उनके मुमापिक इस माम मोतायुक सम्मान्य दोगा। साहित्य का दिवीसकि अग्रिमा 100% दोगा। 56 में 100% साहित्य का सामान्य सीवाहत साला जरन है। 20 परन्ती में अग्रे होला है अनुवान दे पार्ट्य में अग्रे करता है। पहला अनुवान अग्रेस ते हर साल अग्रेसम किस्ता देखीलि अनुवान दे पार्ट्य में अग्रे करता है। पहला अनुवान अग्रेस ते हर साल अग्रेसम किस्ता देखीलि अनुवान दे पार्ट्य में अग्रे करता है। पहला अनुवान अग्रेस ते	Contract Description
anning south and the fi	have a Desputor
र्दे ये परणी में अग्रे होता हे अनुसान	Organization
Set and after them durate again it and a only word it and word it is a superior of a of the again and an of the and the again of and then any it gots the attempts of an of the again.	Made fruit
सिंहटमा और अगलन पटनीविष्णतिक मॉसजी की महदा की आहत है। 1961 से 2010 के दीवान देशाल में हर माल ऑगलन 11 सोनी करिपर रिकॉर्ड की मत्री।	A0776-
English	Trac 2001; T00 Parameter M
Part of the Army headquarters in Delhi has been sealed after a soldier tested positive on Friday. The coronavirus case	Condity + - State + - Oppendent Adda, + - Opendent + - Opendent Per Code (Dep 1) Landlike Fax
count in India has crossed the 80,000 mark with the death toll nearing 2,700. Finance Minister Nirmala Sitharaman will address another press conference today on the Rs 20	The Company & Scholart & Company & Scholart & Company & Scholart & Company & Scholart & Company & Comment Scholart & Comment Sc
lakh erore package announced by PM Modi. On Thursday,	Process Constant Cons
	The second secon

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.

10	Office		namai in rijeki
=	( NUNT These has been been RE Dave more been annothern) RE art burnel Approximent	1	
e#	Benefit Machen Deutstature Deutstature Deutstature Deutstature Deutstature - Reviewerten 🐨 Benefitien Reviewerten 🐨	1.100	- 14
P	A Repuise & Discuss	D.	•
	* Conserved and TERMONYCONSERVED, ( brief Score prime ) App and many conservation and the rate	<b>B</b>	•
	A Film and Activity A		•
	Construction and the construction of the second of the sec		•
1	C (a) 364 Averagina Helio 2000 8010. They description ( 2) Review Review Dev. 60 (1977). B) 00150000 80-6244 (***********************************	10	
à	C 0 1 1 100 Anno 200 100 000 00 0 . Der Generaler 1 20 anno 2000 00 100 00 100 00 100 00 100 00 100 00	12	•
	In the second se Second second sec	B (	
	C C C and Annual International Control And Annual Control And Annual Control Control And Annual Control Control And Annual Control Control Annual Control Cont	B .	•
	〇 市(国) 5627 (x17000-601-655) (内田) 品。 Raman Raman (Dot, 501) 5577。 西, 5560(2020-12-12-FM) Textol Research 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*).

	THE PERSON NAME	THEY THE IN AARDINGT	NA THE THE AREA AREA AREA AND		at house standard	
	-	raffer Eug Generale fellenskilgerens	Gee		Santha +	Bernardian Section
	i tera te	11 mainteine		Non Intern	0-0011 beauto	
0.7	1.254	2012/02/04/11 (24)	mtuque:	ACT initiative research instance	14(0)(0)(0)(0)(1 AV	10
	P.256	ter anamen rold	XQ University	AD with the state matter	T4683000-0036446	10
	8 2541	and committee to the	lead subgest	(AP politike which repairs)	ingersectore-on me and	
α.	5 254	1111000-01100	and subject	AP and other vehicle memory	Talfactory of Ha Ani	8
	6 200	starmaneto carra	and subject	(CF and show retract managers	Tame Robord His AM	8 /
	1.258	the common ways	weater	AT estimate seal range	14000000 46 AN	21 #
	1.250	art casaint des	set upped	ACP and show taken metano	NAMES OF A AN	1.4
d'	8.280	setar carried in a drive	and suggest	All and the most name.	Table 2022/01-01-044	ā /
e.	£ 150 .	3670004601045	war surgers	AD ant shar slike) maters	HARTADOXODI 40 AM	1 S 2 A
	1.158	96/2020/06/075	Not subject	ACT and latter manual charters	14030300010548	18

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.

eence	Actions	The Ver
See Section for Section		et the last heavy and heavy and heavy and heavy
100 ( )	and the second se	New Contraction of Contraction
Car	COLUMN TWO	Adjust Company and Adjust Control Data
1 Det 1 Dese	ena subarti rest subarti	All of another and a second se
D rate management	Net submit	Personal Designed State
() 8 mm ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )	and taken	Dear (Station Dear Dear Dear Dear Dear Dear Dear Dear
S	ter solari	
A Case announces	and subsch	And the second s

Figure 7

- 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 REPORT OF LOT	ile warm.	-			Gen Click herefor Est of
	REAL	Cents and See Sections	TERM	Chest Have http://www.chesti	IDUE SET REARING AN	KONIZ SPOINT
	R.H.W				W Darkings	Service Setular
	Compile	oli America	Deferre	hidger Gregory	Construction Income	D Sel . D Sectors D Hermite
	6 1100	HEREICOORDA EMP	ant outpict	ACH reasons extrant	THE REPORT OF A DESCRIPTION	
	8. 1070	Terroramen ans	the support	ACKY MARKAD PLATANE	BRITEVERSTEIL 12 MIL POR	Select Search
1	1.118	1942	mit ovchelt	AD Owned Patient	MERSAVIOS OF 21 AM	90806
	E 1471	E Central	Cartast Monu an	ACCOUNT ACCOUNT OF	40/90/2020 08:2H HH	
	T TABLE	married 13 Seed	Right Click	AZZ-biologi masteria	ATVIDUTIDE QUIDE PM	
	1 100	same bages page	ini wigni	127-month manny	ET/IC/SIGN OL/ S PH	
	0 F 188	MATENA BULDER	and subject	127 yeared matters	ST/1020000 Ge 11 Phil	
1	1 1 1 100	with the second second second	Treptor 286	ACM/WARDED FOR ALL PROVIDED IN THE RESIDENCE OF ALL PROVIDED INTERPORTED	We'ROUTION ON THE AM	12
1	0 8 100	164/0000001 299	Trepton Tire:	A29-phased mathem	INVESTIGATION PRO	
1	P 1187	AN EXCLUSION CONTRACT CONT	sacarty	activities of the second station,	dis-toyotabili dis bis Pre	
'						
I,	tops thiconds at					
	tone month in					Capran & 2018 Respect on Revenue by



### Note:

- 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 *level* 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):* 



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*)

Electronic of the second secon	nor les Anne Leve Cità Here
Renne Rain alle More la- Send Lend Red Copy Close	🖉 Santas 😰 Santasan 🔹 keperint (Sail Santas Santasa Van
<ul> <li></li></ul>	The is default - Row
<ul> <li>The second of some type to be an an</li></ul>	Based ways of labour [2]
<ul> <li>C (D) 1621 CONDUCTION AND A LONG A LONG AND AND AND AND AND AND AND AND AND AND</li></ul>	az disker 😰
C	tot of solar
<ul> <li>C (r) The management of second is present to the light to table i. The second region of the second se</li></ul>	200 de 200 de 20



#### 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*).

	See Indania Anelia Secto	tines -		manifestad II Asako Mart	2.6	- The Bry Abers but	- (614	
- 4	· Berniet (See (1997) Color Line	inere.	¥	in a fair	int Care Char	MyeTo+ Sent Sent	Reati	large of
	Marth 11 Normalia	main-1)	310.10 [5	446397	- Balanti	11 Televist Tele	Corp No.	
. 9		EVIL IN	and .	validile open click based on	1. Sorting of recent	0000000000	15M	
		0640012008	0840253008 0745-465	HERE A COMPANY AND A DOCT	-work	2012000601-045	1634	9.9
.0	Column Daswel view of tribut	18002120081 07382.464	100KU13000 07204.001	Marken Rushin Optic, BO 5 Sector.	polog	Later of recepts	1 5	-
		01/03.464	UBREAUCOD CTREAM	Manual Roser Opin, 82-1 8070.	winners,	HER E ENTRY		
.0		06/02/29/38	08/02/2020 08:50:46	Alarson's Ruman Opine, BC 5 5503	working	0303030404045	1521	10
10		06062520008 06045-MAN	084520000 064546	Martson Ruman (grav, BO + 5007)	and all a second	102420200401-005	dar	
-			00000000	Machine Revenue Optio, IRO 1 GECTL.	analog	1623/2006001-015	1518	0.9
21	L Colour legends signifying	OBJECT COOL	00100000	Antipart Municipal March Sect.	8499			
	different subject cutegoines	08/02/2008 06/03/48/	0840213000 06.085.001	Manager Burner Spin, 8011 (807)	anality		407	(0)
1		06-0012028	0840210005 06/26.444	Average's Austra College BCC 1 (BCD	ectery	3030200801-08	89	

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)*

6	DH	ice	offic								/ G-	D () literature -
	0	-	-	-	Land Ser.		THE DESIGN THE	a tribut ( deserved beauty)		-	I Praimed Second Second	,
11	-	-	Renafts.	Non Tre	d Shitter	Cayr Out	1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-		7	r.)	· Remail/include	·~ · · · ·
-			Circle No. 11	Fierrart No.		1.000		(wetty)	and the second se	Bais De 21 De	ethili henebi	
	Ŧī.	π.	1550		n.	terr saligers		B Ockharafter sender detail		27402x2008 38125 PM		酒
1			1849	-	*	81942		Second and the second	641012/0020	GRANDV SCORE STUDY SCORE		10
۵	п	1.	1.607	- and the second	farm Daring date	Merrer Serve Spe Antropolyzek	Designation. Pres	WITT INCIDE-COVIDA WITTING. LLAP	000000000 0104,40	38/00/3008 (0108-664		(A
8	H.	.,	1548	telezonario-c	Strekey Street	00 1 SILTION - BrD	Organization (	10	6808110000 87102 AM	(BRID/SKE) (2702-MAI		18
-	Ē.	۰.	1MT			pera		Manager Austice Type, Att 1 Sect.	KEVELIDEND (GC:18 AM	IN COLORER IN SO MAI		10
ā1	11	1.1	108	in last other of	6	grant		Manager Roman State 2015 (2015)	0010110000 004040	(ex.10.1000) (et.40.401		10

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*)

	Billi		e cim	e 6.11					_				8° 958	Z. Module (sparst)	and the local division of the local division	earrand-table
			er Ren	atta Mu	a Tale	and the second s		nu: Ove	Firm:	ates -	bes "Allesterbesh		1		Advant Stat	
EN1			tais	-	ega No.	1	alers I	Ritan					2-11	and the second se		
	0	1	7558		0.000/001-015		nt subget	Pagasal :		- Ann	ries lineature	- Aree	100039	Accept Maneet     Selant		
-	2	17	:559		00000001-015		tolety	Printy					\$2029 444	C Sender		
۲	0		1528		19/29/2011/01 645	-	iciwis	Subject Carego		) knost im	ratas 🗆 Ost	and y	Long and	66/03/2000 67:05 eni		
5	0.1		15		t Vera en Moi tr		carg	307 and one reside them		Al Alert	ngerelant (1 at ta		10120	188-903-0880 87.00 HM		
<b>1</b>	9.		-168	- 10	COMMENT OPE		town	D ALEPErson Reference	ed .				USUS EAM	96-90-2000 96-50-64		
ō	ę.	1	128		e me di doe		town	l ve Dete					interest FAM	BURG CERT SCALAR		
\$	0.	12	-	s			ion in	Sale Basa Feor			Save flam To-		indexed 1AM			
	0		1018				iciety	Oue Data from			Dee Date Ta			55,457,557 55,457,457		
	0.1		107		110000001.0#L		geore	Ofwa					10128	00,40,0000 20,25 AU		
	92		***			,	interig	C Activities	-9		C be the trainet	6-	101128	10.00/0000 10.07/00/		

Figure 13

- 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)*

	Dflice	- efflor we						Carro Carron tana
=	(()))		Inter Set Associated	INC CO	e nem jan AmaneSant		SUC Set Asset	R. Recopt View
8	(lease)	Beingthe	MainTy- Tored Services	Gupy Line		W See	nhos - Broger	1
-		may, bit []	ferration -	turi pri la constanti di constanti	ten ty	-	second in the last	O PUL () PHISH () HERICA
01	0.0.0	1500	1040700101001005	mandjez.	Names Family 101 2020	66462/0629 811 18 484	27405/028 28.25 PM	2
2		tan	waterparters	mint	Karner Karne Syn, MA1 2075	064(1/3(2) 21/39 AM	98/05/2008 \$7:08.484	2
ŵ	āπ.	1807	Senter Scott Hors, Inne		Marrient Game 2014 8011 8070	SEACT-OCID SECONDARY	SECULODO DCCB AN	LE LE



#### 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)*

	Milic	a initia	(E.W)						P(0==)	Internet and the second sec
-			AND INCOME THAT I HAVE		NOT THE OWN OF PERSONNEL		and the balan	ADDITION THE		
Eb.	18 H	a description	THE DRAFT DRAFT OF	termination in the local lines			M. Passi In	P	-	-
-			Brouge Bit	and the second se		Sugar Language,	Colored Doi 10.000			
1	(), #	414	TORONNY IN	of American St.		AD IN THE HER WERE THE	. NORVENED 1071789			,
	0.2	210	1010.000.000.000	All Streets		all and other managements	30071763112-44 M	-		
	2.0	-		d many		en aid one magnification	100000000000000000000000000000000000000	-		
10	0.8	-	ACCORD DUDING	100 minutes		13 mi	0-101-030100-10 Pet	-		





- 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:

.05	ollice	89 = +				Construction of the local division of the lo
	ent.	DANK COL DEL AMARKANT		Then HER SHI ADDISONT	TOX Set Nevel Americant	
60	THE OWNER WATER	newlat bee Sedbel Oos	Dia	F bick	Beaulten. Passa Version and the	*
	0 ×	2940-2	Hannah Ing Ang Agina anto Incon.	W GROSSER IN M. M.		(A)
	000		tadi kumar mpré din h dan mu			21
		1991 (055500000100) arcents 26 un taronnoiros en	nan Kumay (pre. 1011 WCTL - 1	C OFFICIE THE		05
6 29		1 100 104055407445 works 2g an		🖬 winsing laters		19
āl		inter and the second se	laan kunsiy giya, asi taashii 1	n ernen		8
\$		and the second s	and every spok and server.			00

Figure 17

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

	Step 3		
Folder Name * RTI			
Create In *			
Receipt Inbox		Step 4	J
	Sav	ve 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.

eomee	FILE	and the second se	
a Climan	Conserts Consert State: Association	COMPANY OF A DATA OF A DAT	NOT THE RELATED ADDRESSION
<ul> <li>3mm17</li> </ul>	Annual Terror States Course States	P. Series 22	C venture - received the
	And Application Card Control 2		. <u>19</u>
0.00	And the second s	enter an ann - 🗳 ann an an an	
0.00	El 1917 - Maria Constante del Canada de C	- O-F BELL BOARD - BER STREETER BOARD - BER	
8.40	() one operations the second destroyed to the second	and the second s	an an
10.16	nan san an an	erina oo i men	
10 10 10	() нао ханахоналия на нинер 🎝 напратили () нао ханахоналия	and the second sec	en .



- 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:

	Office efficace	
=	1 MILL CARE THE Set American All Can you an eventeen (1991 Set Avenu	Standard
Ba .		Distant Section - H
	C C C C C C C C C C C C C C C C C C C	( <u>m</u> )
1	D and the first state of the second state of t	ie.
•	🗇 🐘 (T) The Commence of the America Street & Street Street Control (SC). 🕅 Street S	UB -
6 10	C = (1) the contraint of and 1 interaction of all the second terms of term	
āl	(1) The summation of a second 2 to second 2 to second second (1) (1) (1) (1)	8
\$	(1) (1) The concentration of a second structure operation of the concentration of the concentration of the concentration.	/m





### 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:

etile - 10		/ @+-	Contractors
E (Court Court Inc and Sector)	THE SHE NOT SET MANAGEMENT	Tanan Santa Santa ( Association )	
	and red requirements [1	the set of	-
Ter	4	Bootyp	3 kg 7
4a an		Poten	2-
10 C			
8			
2			
ði -			
4			

Figure 21

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

Update Folde Step 3
Folder Name *
Create In * Receipt Inbox
Save Clear Close

Figure 22

### STEPS TO DELETE SUB-FOLDER

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

	Brlice efficience			Conservation of the local division of the lo
=	( Note: from ) from the latent form)	The first black and addressed	THE INCOME.	
85	Trans Nove	Construction of the observation of the	Trane 11	Contraction of the local division of the loc
-	Tee		Trange	1041
an.	er.	*	Nazaji	× • 623
-				
۲				
20 8				
<b>a</b>				
61				
\$				





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







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	office			/ @~-	Distantina -
	BEEFF Case - Inter Adams	Saam TLE	fina Itaz ian Atarahiant	IDE for Name Johnskom	}
e <sup>9</sup> .	Receive Putrionalitie Move-Tonn Send :	Sent Bo Step 1 Close	F. Sec. De	🗑 Gaetathen. 🔹 George Vera (2023) Gaetalae	8
1	<ul> <li>○ (E) 135: 1940/200809.05</li> <li>1950/200803.05</li> <li>1950/200803.04</li> </ul>		n_ ) 🚉 64623228-97-16.444		8
1	0 10 (F) 183 100720305445 2004)		🛱 BADOD (TABAR)		10
£۵ ۳	унын 76-2002000 HI 🔄 🔿 🕕 фаассология	🞝 Manzah Kurter Dijia 00 135071.	П, визная гонии		8
E3 8	0 C (P) 1920 INACESSAN	👆 Manson Kuman Open 90 ( 1987).	🛱 назапан		8
	े के 🕑 121 स्वयवाध्या का स्वतंत्र के व्यववायवाध्या	🖕 Mentash Kumur Opto, 80 1 SECTI.	100 BALLOOD HASH-W		Ø
-	<ul> <li>() () () () 1520 10047220601-375 michily 音の2012/22101-8-88</li> </ul>	👃 Wenton Kurner Opie 00 1 32171.	क्ति अन्य गाउँ १८४६ मध		2

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:

	Mice	Contractors
=	I NOW COME THE DESCRIPTION OF THE OWNER OF ADDRESS OF THE OWNER	
ef.	bese Asseste line Oct has been by Dee Planta 😭 Section. • Assested the Section	
1	C I III III IIIIII IIIIIIIIIIIIIIIIIII	
1	C C THE ANTICACTOR AND A MERCINE AND A MERCI	8
	<ul> <li>In Tel Contractioner and Internet Access (age to a second s</li></ul>	8
5	C A (I) The Merceller OS array is an array in the second s	
â	<ul> <li>P (2) (101) Matchington and Ap Antonio and Space (101) (10) Matchington and Applications and Ap</li></ul>	8
٩	(i) (i) the interference of all and in the product of the second seco	8

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.

		100 Dec 20					/ G-	
=	Sh	ap2 Cours a little	Int. Aber	ilerz Hill	Unar Nox Ses Adve	na See ch	LE Sit Imined Aberolant	
r.	<b>Ra</b> li	hadan How Tow So	nd Send Bank	Capy Boel		Finite V Sandter	+ Recy Res (R) Her	- #
6	L	- [] 102 00000 8 0000000000	001.041 (ket sa	## 🎄 Namat Karar (pix, 50) 32	<ol> <li>B<sup>*</sup> concentration</li> </ol>			25
	9	0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	001-095 (micke)	20 Youngs Kenne Operato (1907).	C secondaria			23
<u>ن</u>	0	= () (Ш) (146000 () аказакала	COT CHC Incomy	2. 2. Alemant Roman Open 2011 (2011)	C and and a set of the			100
	0	@ 040100315-01-M	001-085 (abbie)	1 40 Hamman Kamer Operation (Specific	🛱 0003000000			8
	Π	0 (0 152) 1165-000 @ 0403.003 1650-04	001 045 ( whole)	24 American America (pro. 2011) (DCT).	10 00000000000000000000000000000000000			8
\$	Ū.	8 (* 158 10×100 8 0/00/00/04/44	oot on I man	20 maintenetips for arts	🛱 astronem			8
	Π	= E 150 193920	1901-DFS abraid	r 👍 Imaran kunar 1944, 80 1923 (	. 🛱 BARDON HA			
	.0	C () Ita (10000)	an on initia	: In terms to be the late and	Ø antana en			•
	1.1.1.			🔒 tamat kutar (jrg. 201 SKT)	M minutes mail			
	T-JCR	The cardie 74						

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:

in the second					i an Oin
Set.					×
une Re			Vear 0000	E Querry Here.	î
No.	Comp No. 1	(ike No.	a.dept.		
F	3212	0-20%0324801-045	Sime Description		
	2755	D-20012/28/28/20/80/ 042	Inter Description Mitheology		
120	2185	8.ibrg//200801-065	Tiest by 🛔 Pieste ob not souch		
-	256	D-00010/0840200-801-045	Instr Description		
e	2198	0-0012/03026801-041	Enter Description		
¢	2107	0-00012-5402204801-8F0	Ime Decription		
ε :	3192	0-30012/4/3020/607-383	Enter Description		
ε.	2196	8.vidrg/0/000-601-645	Test, by Ø, Fleese da not bach		
£.	1185	0C 00.04/2810-001-045	ich/ext		
Skep 4	100	CS0-01020-801-045	ndu.		
-					SOBE BEER
	ed to injust pe	gar Wos.			Step 5
_					Anut
			in and in a		
	hinds and Ref P P C C C C C C C C C C C C C	Kozze         Corrus Nu. ()           P         3212           P         3253           2185         2185           2         2185           2         2198           E         2198           Step +         202	Intel         Intel           Nature         Comp Nu [1]         Ade Asc           P         37/2         0-20%2026-801-895           P         37/8         0-20%204-801-895           P         37/8         0-20%204-801-895	Note         Note <th< td=""><td>Note     Note     Note</td></th<>	Note     Note

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:

	reads film	-		Team 2000	· 8	Q (and then )	
	<b>Here</b>	former rest.	1 year bio	and and a second se			
		2798	0.300101008/0001085	Drar Das racontributing			
		287	0.3001010850829.801-085	Briter Depropriation			
		2759	0-20010105/10109-801-045	Errar Depreption			
		2789	An according to desting the	Provide Description (CONTRACTOR)			
		2141	19.3001(1388)(9120-807)-OPL	Inter their sphootemeters:			
		1940	0-00101255000-001-045	Enar Overmenteriolecter			
		8011	mann-grap.0005.001.041	4ef			
		296	10 00012128-01220 RET1 OP1	ware test spoorstoward;			
		240	16-000101271 (2000-60121-6045	Error Description/VENSTREE			
	10	191	0.00404296060-804685	Brar Dan miroshaDaDaC			
	0.10						
1	1.						

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.

eolice chic was			Bart- Attractions
E CHENT DOCT NON DOC MERCEDONE	Step 4 Dept. see Step 5 Step 1	ID.C. 201 Peters Average	•••
<b>B</b>	Rear Station Official Test Entrance Offi		
	MIN HITEL		
25	Ministry of Home Affairs (MHA)		
C 5000 1	BO I SECTION - DES	1000	
8 August and a second		Tape-Horas	
1.000	* IZHNATNA* IZTANAGA* Charles * SEE	7	
0 Description Operations			
Contraction of the second seco	ay Set Grappy Discourse a Course Dee		
Step 0	Other Decide	scot down	
The second se	60		
	Sup 9		Ξ
	Contraction of the local distance of the loc	Constanting Constanting	C201, and particular and particular by MC

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.



Figure 36

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.  $\checkmark$
- Physical Receipt in Inbox/Inbox Folder should be in received state.  $\checkmark$

#### **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*).

6	Office	a effile w														Tapat Reportions
	( Reta			Ser	Advance Search		188	Care bb	or sen d	eterna Teerch		- Bast	10 Ser.	Tearned	Advance Search	
	â	Monument	City	Serel	Sand Black	Benalie	Ospetch	Edit	AttinDetail	a castala-	Convert	Chris				10
	Restipi leb	ADM / 8374/202	NTOTICE												P . 5017540	6374/2920/BOFFICE
	Receipt D	etals.														
_	Comp. No	4		5057040					Receip	eNa :		6374/20	2018OFFICE			
	Creation I			3906/22	2012.42 PM				Letter	Ref. No. 1						
۵	Letter Bat															
	index:			stoarty												
5 0 0 0 0	Receint	705+6405700	in.		1											
-	CALL PROF	-uperstans rya	0.416	_												
-	1000ES	_									1104			_		and statements
-	HALF NO.								94	-	and Dro		PUP	·		- Nites
2	Ne Record	i found :														the stress
6									Second Second	h						ALCO DEL K
-									Convert							
•																
								E:-	28							

Figure 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:

125	Diffice			
			Receipt Conversion Confernations	A Real Property And Address of Ad
			Farturks * Canyword	
first.	ALCONTRACT, CONT		A ANY MARK	
	Name and Cold Sold Street			R I SHOWE WINDOWN
64	Preside Disaste		Teac 1100   WI Descrive M	
	Server, No.	SHOTH	and the second sec	auteaux(con)c:
	Armanian Balai	NUMBER OF ALL PROPERTY OF ALL	in period lighted	
	Catter-Base			
ŵ				
172	Annaly.			
8				



#### 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:

	Service «file - **	
=	A NEW CHART CHART THE ADAPT HAT THE ADAPT AND AND ADAPT AD	Tenated Averages 12
8	Beste Asiantie Roc Ochim rected Day Dec	· Anapolas alla Section · · · ·
1	C () The lancement of environ & wear-two participations, () weather that () manual Material Second	8
	C C C international and a second of the second seco	8
() 	<ul> <li>Image: State of the state of th</li></ul>	B
Pag - 8-	C D D 11 150 SUSSION OS MENTS 4 MARCH De CITATE, D MISSION STATE	. P
â	<ul> <li>P (T) (10) (2000000000 and an analy 20 monormal grant function (10) and consistent and</li></ul>	Pi -
٩	C (1) (1) International Action (1) (2) Manual (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	8





### **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:

	Office efficience				<b>7</b> 0m	Desce Koner -
=	( NORT Game more Set Administra	PL 1	Dass into: Set AdvanceServet	60.E 944	Reported Advantation	
	The Coll of the Work of the Coll of the Co	sal Privalle Date 51	Action Desails Astach + Ocse			8
	Redail				F 2831 4/4/2020/0071-045 40	P and other related staties
	Constant) Robe	Seen		Allabed By	Accord (in () Remarks	Attion
9	No exarch loand					
19						
ā.						Step 3
						Y
-						Assot File
_						U
-6						
			Figure 47			





**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:

	ep 4			Mer 200 Ø Operatives	
F	Real Property lies	form the	the feet man	land the second s	
	Ε.	- 1244	D-(30)3/(2022-001-075	Text Fix fix Carryagerdania	
	в.	10.63	11 Thingston and the	Wand Problemation Av	
1	10 C	5342	A.12/17/2020 001 049	adadad	
	1	5130	A-11812/02020-001-070	ayiyuiyuyu	
2	Ε	10.00	sur taircasipleot bra	seriod and	
	E.	5281	210-108-000001 MILL	ionnun	
)	1	5120	11/7/2228-80/1-045	read	
5	1	112.07	11 Training in the	14 M	
	1	\$3.85	A REAL PROPERTY AND A REAL	17	
) [	E .	318	Step 5	di	
	<b>64'</b>	ripose			

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:

eeffice efficiency			3	Barra ( transitione -
E ( BOOPT TINKS ) Intel	i iem (scherchart)	Date loss Set Manu Secti	TIME SHIT AND AND	state!
Managerone Transformer City	IN THE REPORT OF A	falle Action Densit Alexandre Elisas	4 129	71400305001-065 All telescipation
Comp. Ma. 12 Baseport	ta agus	Analisco	wagened for (1	Norma Nation
۵				
5				Step 2
20				Atlant Boosts
3				

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:

				Titar 2020	 C, Search Hers	
1	tistare.	Carriel Mar. \$1.	Bachdor No.	i sent		
1	£	1585	1130/2009/003-045	Bolly a		
p.4	Y	1989	11062000801291	initial.		
-	ð.	1660	1154/2002007-DFI	121		
	£	1992	1139/2020/901-045	etyrntynve		
i	£	1550	1154/2000/80/1-DPS	Subject		
	10 C	1625	1150/0300/801-045	eg		
1	1	1585	1089/2020/801-045	stores it		
) )	£	1964	1060/2020/801-045	stockety		
1	ŧ.,	1554	1055/2020/901-045	Not surgest		
	1000	6.60	5040/2000/BD5 2PE	sec suber		
mais						
u inte	note brid	1000				

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.

eC	flice	efile = :								1 000	Contractore
	1 1000		Pine Line		10. 10.	1947	-	HE AMERICAN		Interior Adverse Sector	
4	Sec. 1	Assesse	Gid ha	·	Net Trey	Diez		Filmon ¥	Seathtese.	sharp the little fact the	- 4
8	1	2100 Ten Dist	ACCORDENCE (		1	ar 1914, 80 1 1003	<b>n</b> earer	ria da			8
		-	and the second second	and P	Wartsch-Suring	94.01.0Ch.	RP management				8
		turt a		acorg Ap	Martine Corres	ipe ini ince.	🛱 micostroisi	4 MIN			B
	0.0	(1.150 M	Ownerson one in State	eeney Ap	Martina Garan	electronia (ar	ED INVESTIGATION	. elec			(B)
		() (a) (a)			Manilari Turner	ga astura.	🛱 mariana	Land			8
6		1008 : 1 1905 - 1008 : 1		core A	Nation Nation	Q16.001.000.	N <sub>k</sub> and the second	140			8

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:

eO	filo	e erile w	in .				📲 🙃 👔 Strave Katar
	-	Contraction of the local division of the loc	1 More Sery Achieves Search	RE Dear Nos Set A	owne laush mare	See Seared Adver	mlauth
f	ŵ	Novement.	Capy Send SendBack	Remaine Dieh+ Ede Accorderes Ace	n≁ Une		
R	ecelys,	NOOK / 100/2020	LECTORS			٤	1126 6000828/801-0/5 Advertisen
1	scop	44					
	1	Carpa No. 51	Receipt No.	Salary	Araches By	Assessed On 11	Rep 3
		E 1824	329-0019-801-045	क निर्मेट दियों को उन्हाने करने पहले हु इस प्राप्त रे.	Prisier Kurrer, 80 1 SECTON	24/01/2020 11:34 344	sishiyya/shuya/sh heya/shuya/sh
	į	E 820	1770/1980/075	वा स्विप्टरिये जे उन्हा वे सन्द्र गई है इस्पाइट र	Shake Kuniz 80 158/708	2401/2020 11:34-88	admoyaranoyarda rejyaranoyaran 🖻 🖨
	1	E 817	322/2018/801/0/5	तर सिमेप्र हिंदी की अन्दर से बन्दई रई है. इच्छन इसे र_	Shite on Kumar, BO 1 SECTON-	24/01/2020 11:34 464	annoyanhoyanti 6 G
à							Prove see
							Atabilities
101							



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.

	Office effice to		
=	( NORT CHIEF BOD DECLEDING)	SHA HE HE AMAGNEE	ti Tendeni (Avena Secti)
ef.	having Asiantity like Othins peerfood Day Dire	Canton P Sentitute.	• Response Mills Section • •
1	The Manager Provide Street and the Manager Provide Street	Ø externe	8
-	C C (1 mill annual in seal 2 manager (n bill). (5	P water and the set	8
•	<ul> <li>Interference in the second state of the second secon</li></ul>	минарадитет нич	8
65 40	<ul> <li>A (1) 100 Horizonto OS antes 20 meteros (10 K21 K21 K21 (10 K21 K21 K21 K21 K21 K21 K21 K21 K21 K21</li></ul>	₿ NAVO 2004 FT SG mile	
â	<ul> <li>P. (2) THE EXCLUSION AND ADDRESS (\$\$ WEIGHT ADDRESS (\$\$ \$\$ 100.0000)</li> <li>BEADDRESS (\$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$</li></ul>	P marcanetare	a
4	<ul> <li>International contracting the second state second state of the second sta</li></ul>	and the second sec	8



### 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	Office	💓 🕥 States Kurter -
	( AUCUST Charry Mass See Adversiont) SEE Charry State See Adversion BUL Set Adversion Auctor	)
B	Receive Autimatile Wave Ta- Send Send Dank Capy Close 🛛 🖓 🔤 🖓 Send How 🖉 Receive Automatics	panilan 🔹 💆
1	<ul> <li>① 市(目(1271)市(Step 1) minutem) 論 Harant form (ph. 101 stef).</li> <li>() 2010000 Sets No</li> <li>() 2010000 Sets No</li> </ul>	B (2
1	C C C AND AND TO AN	8 2 /
1	〇 立 () 23月 4032000099 (CSUMersia) 為 market Gena Opt, 2010001, 10010001853 MI ① 140320000853 MI	0 2 /
	<ul> <li>C C I ZIN ADDIDITION // COUNTERN AND GOLD ON NOT SUTL D IN THE INFORMATION OF A CONTRACT OF A CONTRAC</li></ul>	2
P	<ul> <li></li></ul>	29 0
\$	<ul> <li>O ([] 352 (Reconstructor (Reconstructor) (Reconst</li></ul>	88.
	<ul> <li>O (C) 200 ( Recondence the ( Receiver) &amp; Manual Generation. In Control. ( C) Learning on the Control of Section 200 ( Recondence the Control of Section 2</li></ul>	8 🛛 🖸

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.





#### Note:

- '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.

# 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.

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





#### 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	Office effice w.m	Semeranjar -
	California Constant See Advanta Search Color State Search See Advanta Search Annual Search Sear	
₿.	Accese Actinantie WaveTr+ Send Send Back Copy Cope	an perite · A
1	U Tr (E 1271 T Step 1 Paradeni ) Statut Suma Opu 20 1 SCCT., ( E 2010000 S415 MM	10 B
1	<ul> <li>C C C MAR AND THE DECEMBER &amp; Market Long Con 201 CCTL C THE TAXADOL CON AN</li></ul>	8 2 4
1	〇 合 (2) 2317 41820238010951 CCS104ers(4) よ marately formations, 801 (2011)、 (2) 1478700018-33 AM 役 147830001853 AM	0 8 /
	D 1 10 200 4020000000000 (00 100 20 100 100 100 100 100 100 100 10	2
P	<ul> <li>① ① [2] 2000 (#190000000000000000000) 品, Manuado Farnar Opice 80 1100000, [2] 14405000010837 AM</li> <li>① 10000000010838 AM</li> </ul>	2
\$	D D (1) (1) 1522 ( 2002200000.045 ( 1440 evaluet ) 26 Tabroock Ruman Optic 82 ( 2007). (10) 16/0200201258 AM (2) 16/0200201258 AM	88.
	C (C) 200 ( Second to the (second end of the second second type in call). (C) 1000000000000000000000000000000000000	88.

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.

	( RECEIPT	Data (	Sex Adventished	L Links 1000	Skitt Adventa Skarth	in Anathali Manathalaith	
	1 Ha	nerert Coty	Send SendBack Patinatie	Oran - Rat	Action Details Assoch- Clase		
	Reception /	468/2533/601-045				E 2618 468218348	01-0FS . ADP and other related m
I	Cieff of Costine Claim Aus	-	and a second		(Internet)	( Approximation	Lose Spelaner Co. [1] a
ľ	002208		Guildings for Intervelop		DO		/
	Review		Guidelities on trainitiatio		DEA	<b></b>	Halandard P
	0192340		tes sages		SIGNED	Shines Barok ND 1 Versions	
	<b>DIMINE</b>		we adject	D	SKHO	Distante Nationa 201500000	
	Distantia .		and subject	Lar	APPADVED	(0 man farm \$51.007030	m, Delete
							30 R. 🖬
i	Versen Unr off	Dravissie Dresselling []	Cristed By			2 Autor	
ľ	1	INVESTIGATE IN	Water forms IN 1102729			DPA	

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.

eOf	lice ell	Te when it							C Annual Loss	
	HICCORT.	frame ( miles	Set Atlanciation	RE One me int	AND A SHARE	(Hereiter)	er Namel A	No.		
		Care Care	Gener General Data - Par in a Par	Don- Fot Action/Basis Ac	att- Geor		List of D Dele		CP and other radia	atere
_	DIAL PRO	72	-		and a	Annually	-	_	partition	-
•	NATION OF		No. option. 12		044				INFORMATION OF DR	8
9	Pivana .		Balance, Sciences		PENDING KIK DIDI DONPH TION	Click on Versions' Icon +		*		-0
i i	Dr. D. GALLER		ana sulgest		Lioneti	specific			INFRAGES INTER AN	e
9	NAME AND		and subject.	-	SAMO	Print Land	0.100500			-4
-	aradaaa		ani salari		APPECHED	This is a first of a	81 1 MC7029		OUNCION 12:00 NIK	18
	nation Link of CP	-							5.3	
		menero II.	Crossel By				hants			40
Г	8.	VIII CONTRACTOR	Manageric Open BE (1977).			1	Version L			0
	3	084040000 82.27	Bhave Kimir, MI 1500NON				specific I Dele			8

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.

e	Office Phie w.m	<b>*</b> e=>	Destantion	
	California Comera and California Comera Comera Series S			.0
	Receive Autimarile WaveTs+ Send Send Back Copy Close 🛛 🖓 Send Send Send Back Copy Close	SER Preside		度
1	U Tr (] (201 (Tr Step 1) madem) & Harace Lanar (Son 301 SCTL.   @ 201300003475 500		8	
1			821	
	C C 2917 (2010)201091 (CSUMMON) & CSUMMON ( CSUMMON) & CSUMMON) & CSUMMON ( CSUMMON) & CSUMMON ( CSUMMON) & CSUMMON ( CSUMMON) & CSUMMON) & CSUMMON) & CSUMMON ( CSUMMON) & CSUMMON) & CSUMMON ( CSUMMON) & CSUMMON) & CSUMMON) & CSUMMON) & C		0 8 /	
80 (1)	<ul> <li>The approximation of the state of the state</li></ul>		(B )	
P	<ul> <li></li></ul>		2	
\$	D D (D 1301 (360200000000000000000000000000000000000		88.	
	D D (1) 200 (Reconstruction tab (Reconstruction) is the entropy of the control		88/	-

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.

	office aftermate		-	-		Ferrar O Stenat	10.000
-	(   16000017   100000 1   10000	e ten Innenstann (171	at Sheet Mail 14	ET (MANERALEN)	Ittel Sector annu Lant		
Eh.	d Masses Lay	Sent SentBah Parada	Date this for	And Territy Care			
	Recept room ( Assessment one	E.			1 202 400	ton-both only ACP and a time rates	of rotation
	Aug to	tages.		10000	Approved by	Unit tendenter Dis j	1 Antone
22	Step 3	Gathelines for Internated		OFA.	100 <u>- 100 - 100</u>		-
10	anesist.	automa or decreta		104		194/1440/020163.83 JAM	
81	Electron .	secular:		9940	Store-fame, 601 SETYCH		0
	REWORD.	secoldyber -	D <sub>2</sub>	9940	Disections, 301 002004 .		10
۲	estante.	occuster.	La.	amosta	Disse from 800 BUDON	00/06/8/2013/8/k .44	0
8						36.05	000
	Vestor the of DEACIDAR				1.1.1.1		1000
8	works [] Dessel Do []	(research by			-		Action
	4 05/0w/5100 (2/2)	Conservation and Contrast			pila.		н
						医医	090

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.

e	Office efile w. to	Dimentioner -
	ALCERT Covers took See Adversions Covers State Covers Seen Adversion Seen State Seen	10
	Receive Autimative WaveTr+ Send Send Back Copy Cope	度
1	D Tr ( CUP) T Step 1 Hannaken & Hanne One to I SCCTL   Ch 2010000 SAIS No D Moleculation of	1 B
	<ul> <li>○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○</li></ul>	8 2 4
1	C) C (2) 2387 4152102801091 CCS104ees0; S Baratak Gama Opt, 301 ECCL. (C 1445000038-3144) C 1465000038-3144	0 B j
	🗇 🚔 🕞 206 - 4220004001-055 🥜 CCS University 🐁 Namedia Gala, BC 1 StCTL - 🖏 148300203858.AM	12
P	<ul> <li>         ① 17 200 419000000105 201 201 201 100 100 100 100 100 100 100</li></ul>	29.0
\$	() ([]: 352   200200000.055   140 0-6 (41   20 10 0 0 (40   20   20   20   10 (11   10   10   10   10   10   10	88.
	C C ([] 200 ( Second State ( Second state ( Second Series ( Second Series ( Second Second State Series ( Second Se	881

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:

eeffice	1 allievens					P 🖘 🕦	
<b>E</b> (196	BET CARACT STREET	See Anna Gent	1 DE Case also	1994 Balanciates	filld fire ( based ) man	il (anne)	
6h +	Misson Ligy	Sens Desilent Part	alls Date this	Approx Density Atlantity	O		
A Latural D	AND ANOTHING ON				1.1	1032 WEIGER WIT OF ALT with the	related we
and a second		later		and a second	Approved by	Carrienterer	(m) i a
Ste	p3	Gabeline for Internated		OFA.			
201 1.1.1.1		Submission of the range		194		NAMESTED 63	10
61 1160	<u>et</u>	tan subject		9640	Strang-tump, 661 Std	304	4
1990	4	secoldyles:	16	9940	Dise-tany 801 00	M+ -	1
(in the second s	4	and the second	D <sub>2</sub>	APROX	Di Diane karin (00) UK	10% AN	as d
8							( ( <b>D</b> )
Monstern	IN THE DRAFT A	14000				1.011	10
8	in the second bin (g	Ensembling .				STATUS	

Figure 70

4. Click Edit as shown in Figure.71:

141



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)





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'.)

dil Recipients				
		104-00		
	e 🔘 Inter eOffice / Other Applie	cations		
User Groups	Step 6		and the second	
and the second second	Add Recipient De		and the second se	
Min /Dept./Others * Select Level	1	Name	Designation	Address
Name *	Designation *	R.K. Shanna	ASC	New Dehi
Address *		- D -		
Organization		-1		
Country	State     Choose One			Car
Choose One		Step 7		Step

Figure 73

- 7. Click Add.
- 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.

Add Property			1
O PLON C HILD CO	Re 🗇 intereoffice rother Applications		
O new C training		Resignerst Decision - Public	
Min Dept /Others 1		nere (tregulat)	Attemp
New"	Designation *	RK-Shama ASD	Resi Dalta
Addrest 1	Addresses		. ,
Organization	-		
Chantry Choose One	* State Cres Citek We	11T00	
Charlowing Occurs Chill	. Preseden	7	-
	Alt		Char

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 Sc User Groups				
New Disting Remain	Recipient Details	- eoffice Internal		
All Contacts Search the contact by anne, designation	Name	Dusignation	Department	
S Name Section	HATHEL	Deputy Secretary	DOE	
Raman Sharma Sr Advisor Instance	×.			
	Recipiont Details	- Public		
Select the required contact	Nime	Designation	Allerest	
	Kabyangu	jeint Secretary	Deihi	
Glick on 'Ar		ASD	New Deffe	
to add data	5	7		-0.*
Add				Cose

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).

User Groups	inter eoffice / Other Applicatio			
Choose Level Step 1	·	Recipient Details	e - Public Designation	Address
Set Section	Address Book Groups Scope	R.K. Sharma	ASO	New Delhi
Department ind		¢		

Figure 76

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

Department ·	Choose Groe	Step 2	Recipient Details	- Public		
All Contacts in G	Choose Group		Name	Designation	Abbres	- 1
Name	Adarmativation	Address	R.K. sharma	ASO	NEW DUP	1
o Any Record For	HIC Employees		4			
			-			
			x x			
		Add				close

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:



Figure 78

4. Click Add as shown in Figure.79:

Add Recipients							*
O Public O Intra eOf	fice ု Inter eOffice / C	Wher Application	IS				
Department * Adi	ministratk *			Recipient Details	s - Public		
All Contacts in Group			*	Name	Designation	Address	M
Name	Designation	Address		R.K. Sharma	A50	New Delhi	MI Pa
Kabir Singh	joint Secretary	Delhi		¢			2
Step 3	Deputy Secretary	Delhi					
📋 Raman Sharma	Sr Advisor	Dehi					
			_				
*			Step	4		- 1	,
			Add				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.

Choose One	Step 1	Search Hare	itecipient Details	- Mable	
Chaose One DEA			Name	Designation	Inddates
ooe D	Designation	Department	A.R. Sharraa	ASI0	New Defit
008 210			Kabir Singh	Joint Secretary	Delhi
DOD MDF			Nother Tyagi	Deputy Secretary	Delbi)
CREC CREC D/G PRANCE MINISTER DUTSIDE MINISTER	e				

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:

DOE		Atheli	Recipient Details	- Public	
O/a Dir(Admn)	57	Ste	p 2 Name	Designation	Address
Contacts		_	* RK Sharma	ASO	New Delhi
Name	Designation	Department	Kabir Singh	Joint Secretary	Delhī
H.ATHELI	Deputy Secretary	DOE	Neha Tyagi	Deputy Secretary	Dehi
Step 3			<u>.</u>		

Figure 81



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

10	* 6/8 O AMPTYRE	1.0	line.	Request Dealer	within total			
Central				Have	Degrade	Diger week	Address of	Armen
1.184.000	Despire	Department	Bastle	HANES	Deputy Delivering	600	Do Della-el	•
intern	Deputy Sectoring	DEE	De Dolemai)	Sequestinia.	Altes			
			-	Halle	Despiration	- BANKAN	Bo Desi Diberi	Artes
				REIMAN	100	Hew Seriel	Many Albert	• •
			Details Added	naringt.	archerry	Even.	Manage of Pathanetikep Migra	* 10
				(which Tarak)	Drain Germany	Dott:	Minary of Softanamarp Maria	- 10



- 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:

	Office	Tile wine				0 m ··· () ********************************
	C [maneri	and the second se	( Bell Adventional)	THE SHORE THEM THEY (Manual South)	And State ( Beaution of the	Manua Jacobi
80	and the second se	omment topy		alm craft+ with Advertisiant Atlack+ CA		
	framps know a	Marrison and			E 5455940 5232	V2020/10/FICE Converses Office Services
	Gradition -	Step 1	Balant	A London	Sustantility .	Sant Had about Diving   Annual
	amente:		ani seguti	329-W		
	DOM/URIN		and adaptit	13FA		NDION/NOID CAUE
8						(m) (m) (m) (m)
	TRUCKS LINE OF	DEMMER				
-10	www.engli	Onest On 11	Insend by		Statut	Autor
61	1	30-05/3025-12-46 AM	Sampo Namar Patrix at (this WM)		(s*=	8
						(H (H 🖬 H (H

Figure 83

eeffice office ....... 60.0 ADDRESS | COMMENT 1111 Erente" Dates ΞŔ 00640062008 TPA R E B Draft Decan Braft Natural Buttige No. Reply Type 2-Forme Of Communications Language Date: 04-Determine#-28-92 ۲ Make Category Sub-Category Secretary Monstry of Hoene Attains 5 Subject \* Annue - Kated 2011 4-20 de Your lefter has been received. For fallere committed in 2004 and 200 6 nareh. 1. K. Maler ŝ ö Steer 2 E laiser. a ber se 5.68 4.0

2. Click **Approve** as shown in Figure.84:

Figure 84



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

11 an	office nificer	Approved Conformations		
144 5	C Diversity (2011) (2014)	once draft gets approved ite further changes can be made, would you his to proceed further:	nan shananana Gamadhasha	
1 1 1 1 1		Defilience - Averaging - Avera	- 10 <b>100 100</b>	

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:

Coffice eFile with	<i>6</i>			Sangintarius here
E ( BCBPI II) Comer	a statistic statistics and statistics and statistics	FLE Ereste Index Sere Advance Search		and hearth
👔 🏦 Maxwermena	Copy Sent SettRack Parmatie	Draft + Sd1 Action Decads Attach +	Cour	
Teorge betase / 52 S2/2420	oont		t 5656945 513572	2010FFEE Cannon Office Services
Dist the Blep 1	1 Tables	These	Parameter By	Sent Hadneset Gro [] Arran
CITA HEAL	wer witcher	APPROVED	Berge Kanar Perg, eDRoe MM.,	20105/2020 12:09
DEAMED	and subject	DFA		30105-2000 12-40 🛛 🕄 🕄
8				
TEPPENANT LINE OF CONSIDER.				
Versen () Created D	5 Till Connectby		Statut	Actor
1 30/05/202	5 12-97 Sarojo Kuanar Papris, #Office MM.		APPROVED	

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:

eoffice efile us to		2			Pe		ante Rena
E HERETAR Course hore Ser Advect Sert	R.C. Over Hou 3	iere - Adverse Severa	50	sit Ser Anar	not <sup>ra la</sup> Alte	wood Search 1	
😭 🙆 Movement Capy Send Send Sect	PULHIUTHE DIST.+ EUK AUX	A Defiels Attach + Close	è				
Norigi Select / SZECKO2400FX3 Incar No.: UB02814	2/2520 Draft State: APPROVED Version 1			£ 505590.	3 5212/28	20/60/FICE Convinion	Office Service
	+ Asandiz Zoon 1	Draft Details Draft Metare 1 Reply		ecerpt No. 1. Ganteso de Comes	- 0	Reply Type Characterie	
10003440000 Q Te ,	Outre 04-December 2012	Farms Of Carvan are ontions Disable One		arfiz Doonte (Door	•	Language 1 Geogra	
Succession Ministry of Harme Affairs Static Advancedgement of year letter ne - 646el 38-11-2912	I	Main Category (communic/Harp Scholars) Subject * tener subject		+ Own	negory c Gra		
Dear Society. Tau teller fan been received. Far fature continuncutions pr 1170313/Secretary(TRS).	skee refer to the convergandence no.	Tank (1000) Bill Dennam Wr					
Property, P.K. Mathem		Table 1000   Bill Distance Wh				Rea + NAUTON	No. of Concession, Name
P K Mather	Step 3	Andpiret Details - Public	-		20		
14. Contraction (1997)	Default Guittom	Marrie & Constants	angeneter Sil		elion Taurey	MINUTER DF	-
i fraide Main Sign	n - 🍵 DáCSgi - 🚨 inkSgi						

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:

	Office eFile we the			<b>9</b> 0-	Sachi Paran	
=	BCHT Crew v Von Set Adaptions Bill: Come Into Se	na - Aduanse Seenth	RNA (U) Se	n Selarat Atlance	rbeint:	1
67		Details Attach + Close				
-	Receptives 1 \$252,2295000 CE Imag No: V3023442/2520 Druh State: APPROVED Ventor: 1	PERSONAL PROPERTY OF		E 5655043 5232/2020/	EOFFICE Common Office 5	ervices
	D P t 3 tut - + Salarate Jam 4 - 36	Draft Details	Receipt No. 7	Re	ely Type	
1	13303460600	Repty Faces Of Correspondence	* SESEREC	HTTA 📍 🔍 🖉	Hacûre	*
ŵ	Ta.	Chatte Gra	Chame Doo	* 6	nčni druđe -	
	Secretars Vinistry of Harre Affairs	Mais Gregory Common Office Services		Sub Calegory Choose Gra		•
2	Satz. Accinowedgemeet of year weller re- dated 38-11-2012	Subject ' text subject				
۰	Dear Secretary, Your letter has been received. For future communications process refer to the correspondence no 11772012/Secretary(TRG).					
ő!		Tipe/ (900), 955 (Denscor W)				-
•	Regards, P. K. Mattau	Hecipient Details - Public		EØ	<ul> <li>AAVERTRING</li> </ul>	-
ö!	Step 3	Hits of producer to be and	Agnetics .	Albert	Min/Orgo/Orlen	
	Custom 4	Harne: Automation ASI	1	According Testing	MINISTRY DF AGRICULTURE	
	🗋 Selate Mun Sige 🖉 🖉 Kogn 🖉 🧔 OSL Sign 🗧 🕹 🛛 Kogn					

Figure 89



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



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:**

- $\checkmark$  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'.

	Office	eFile with		-		<b>2</b> 0-	D 🕜 Sasji Kata	
=	RECEIPT	Conserved today	n here Anharae Search	Fill Second in	ton Sen Alonce Search	ANE der terret Aller	e Seconda	
6	1 ·	kwenneni Copy	Sent Settlisst Arma	tie Craft + Adi	Action Details Attach + Close			1
-	Tecept block	<ul> <li>Management</li> </ul>	t			t 5696993 513872629	EDITIES Common Offic	e Services
9	Draft Ma	Blep 1	Tubien:		31000	fauroet Br	Sea the based On p	Arter
2	010/4804	I	we adjec		APERDVED	Gerge Koner Perg. eDitte Mit.,	30/05/2010 12:39 AV	.0
	D,5A0LIEQE		and output		DF#		50405+2010-12-45 AU	8.8
5							.83	1818
	Tresker Line Id	FORMADELE						
9	Version 11	Desired Drs 11	Exceed By			distan.		- Action
6	±.	50/05/3021 12-42 AM	Saroja Kuasar Pazris, #Office MM.			APPROMED		
ñ.								

Figure 91

2. Click 'eSign' button.



Figure 92



# To Sign with OTP method at default location

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

eoffice eFile w	iii							<b>?</b> (		a Municipation Scin Excent
E C KOPT Gross	teles for	Nivetox Scools	nuc; 🚬	wee the Se	H. Atomic Scents		654E 5	Accord Ad	white Search .	•
Konsterz      Koszt i Azió/200      Presz i Azió/200      P + 4	Copy Sera PEOIPTCE	t Sent Rucii. Pur	iliañe Craft+	Edit: Action	Details Atlach • Oos		1.1	99900 \$23DQ	aalaanaa comm	on Office Services
<mark>а</mark> рез	T att	NAN MAL PORESH42/2008	Drutt Science APP RD	VED Vandon 1	Draft Details					
12			AND A MILL PROPERTY OF		Draft Nature *	. •	Reseigt No.*	T + 0	Reply Type Charge Dree	
a final sector of a final sector of			Date 04-Decembers	312	Forms Of Communications Clouble Cole		Prefix Classie Dre		Language" Tangan	•
To. Secretary	2			- 8	Mole Company Commun Office Services			Bub Cetrgory -		•
Bub Addressed	test of your lefter no	5185 FT-86 DeNo-		- 8	Subject * leter subject					
To, Society of Home A Sub Actionedges Sub Actionedges To Sub Actionedges Sub A		caretarication pieces t	elei is i're cariesponder	ice na	Tree 1001 ( No Constant of					
<u>6</u> 7		Step								
Regards P.K. Mathur		-	wei- DEP		Recipient Decalit - Public				OR POST	di Tempores
		Default	With Preparation	C	Nime	height	**	Annes I	WestDept.	Others
		Cuttom	1		None Automation Testing	40	2	Sustain Ters	ADRICOLIU	INC.
Distance there fight		Zinger	8 BRISH -	🕹 ini Syn.						

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'.

with the second	Digital India	सी डैक CDAC
	You are currently using G-DAC edign Service and have been redirected from	
	G REALER S	
	C GAC's slight for the	
	Aadhaar Based e-Authentication	
	Enter Your Wenazi C / Adhaur Humbor	
	Get Visual ID	
	. Cherring and and and an	
	Contrast of the second s	
(	Kep 5 View Document Information	

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'.

6	Office emonance eFile w.ra							Service Restrict Parties	
	CRACENT Creater Ander Serie Mentice Second	THE Creater ++++ Se	H. Atvenic Scentr		6546 See	Amound A	Ivenue Seventes		
1	A Allowithmic Copy Seriel Seriel Rock.	Autoralia Craft a Gilt Autor	Details Allach+ Cour		1.1	9049000 \$2500	size-cence (	Common Office Service	
	1004 No. 0302344	2/2020 Draft Science APPROVED Version: 1	🔂 Draft Details						
	D P 1 3 140	+ Adventiv Zente * 30	Dook Nature * Depty	. •	Receipt No. *	n • 0	Reply Type Drame Dree	•	
3	v0x0x4402520	Dete: 04-Desembor 2012	Forms Of Communications Close Care		Freix Clusie Dre	•	Language" Bangate	•	
	To, Secretary Ministry of Home Affairs		Mole Company Conveys Office Services			Sub Cetrgory Churce One		+	
52	Sub-Addroxie/genetic of your lefter no - coted 38-11-2812		Sulger: * Insk subgets						
-	Your letter has been received. For fullare communications pl	exervier is the carterpondence no							
8	1172012/Secretary/TR05		Trea 1881 ( 1884 Shareney line)					1	
-	Regards P. K. Waltur	Step 3	Participation				tak 12	dis Sitt Bengenes	
<b>0</b> 2	Default	WED Progenie VK	Neme Death - Public	-		Anteria	Man)	Dept/Dthers	
	Cotom		Name Automation A	a:		Automation Test	1 T T	STRIV OF CULTURE	
	Forme there figs	n · 8 anon · 2 miser				PH come		and and all second to the	

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'.

Menery of Chormonia and Menery of Chormonia and Menery and Chormonia	Digital India	প্রী ত্তঁক CDAC Charles of Constants of Associated Constants
	You are currently using C-DAC edign Service and have been redirected from:	
	C REATION C	
	Aathaar Based e-Authentication	
Step 5	Enter Your Audomir Number/Viriani ID	
	Get Vinuel ID Discover Dismatric device	
	View Disconsen Information	
	Contraction and Contraction and Contraction of Cont	
	Committee Provide Committee	



- 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'.

Office efile w. 74			~			<b>P</b> o-	D Sanga Kar	
( REERT General Heal	Send Send Back Page	nte tros Him			NN - 5-	ang ang ang	masent.	
Readings indexes 1 SZSU250350004428			11.		t 57	69K3 5232/282K	DECENTE Common C	Mex Servi
	the second se	Draft Science APPROVED Version:	Draft Svealla					
	) – + ua	and Tree	Draft National -		Receipt No. * ADD/DDD/#CPHUS		leyily Type Chesse One	
110004420829		Date: 04-December-2012	Forms Of Communication Oncern Dree		Prefe DooserDra		arguage '	
na . Secretary Mestry of Horse Affairs		02504631485867872523	Main Category Gaterian Office Services		(in	o Cacegory sola Chin	(114-81) (114-81)	
Sets: Acknowledgement of your lo	fter no - dated 36-11-2612		Subject '					
Dear Secretary, Your lefter her been received. Fo 117/2012/Secretary (TRO)	r la la e contra novitoro pieso e sele	r le Re consiguedence na						
0-02			Test KUT I WE Danadar VE					
Regards, P. K. Matsur		Step 3	)			1	++	
			Recipient Details - Public					
	Detailt	wim ans	Bern.	Destan	nten Aa	ANT -	MalDept/Oth	
-	Cuttern	Wety Singerprink	<ul> <li>Name: Automation</li> <li>Texting</li> </ul>	850		anatan Tecry	MINISTRE OF ADRICULTURE	
Trouble Matti Sign	Z Kipt r	👌 DSC Sen + 🔔 Ink S						

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'.

	Digital India	ली डैक CDAC
Ministry of Standardina and Antonination Technology Bookineed of India	0	Dartin für Development af Abhennet Colouting
	You are currently using G-DAO edign Service and have been redirected from	
	C REAL BALL	
	Aadhaar Based e-Authentication	
	Entat Your What 2 / Addition Humber	
	Get Vitenti D	
	Energies Automotion Energies Automotion	
Stup	Wew Document Information	
	Cut OTP Cancer . Not Received OTP! Recent OTP:	

Figure 102

- 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'.

ffice eFile with		100 million (100 m						Inconsections Inconsections
RECOVER TO COME OF THE SAME SAME	and some the local data was and the second se		en Awene Senti iOeniis Atlanti - Oev	-	6618 See	Printed	Advance Search	
Contraction Copy 5	end Sent Back Put in a	Ne Draft+ Edit Action	idensis attach+: Claw	•	£.30	59983 523 <i>2</i> /	2020/EOPFICE Cor	n rion Office Serv
	Times No. 1/3623442/2620 0	rah States APPROVED Version 1	Draft Getails					
	- + Adv	natio (sours -4 🛛 👋	Draft Noture * Popy		Receipt No.* Szladoloveornez		Reply Sype Channe Ore	
180354430000	D	ale: 01-December-2012	Forms Of Communications	2.4	Prefix Drassa Orw		Language "	
Tra. Secretien			Melei Cotripery Counter Uther Services			A Cottany	Owner	
Ministry of Horse Affairs Subs Acknowledgement of your lefter	na - mászi 36-11-3812		Subject *					
Dear Secretary. Your labor has been received. For fu	are communications place a refer t	o fine correspondence no						
917/2012/Septetarp(TRG)			7104 T02 ( 100 T34 ( 100 T					
Reases. P. K. Mathur							100 · 10	A/ EAX Hargton
		Skp 3	Recipient Dotate - Public	1				
	Default -	WOLOTH	New (I	a pa	in A	Hinter :	Maralle	estatute (
	Cuttore	With Fingers Init	Rame Automation	. 126		constant Test	MNIST	er oli-

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'.

Metery of Concerning and Metery of Concerning and Metersatist Tablevillage Securement of Yorks	Digital India	প্রিত্তিক CDAC Character of Annual Consults
	You are currently using C-DAC edgin Service and have been redirected from	
	Concerting Concerting	
	Authour Based a-Authentication	
Step	Enter Your Aschem' Number/Vinioni ID	
	Discover Districting device	
	View Document Information	
	Calefular Inda	
	Subject Provide State	



- 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'.

	office	eFile with		-		<b></b>	🖘 👔 Sacquitares TECROSEC	ninen 🕴
=	RECEIPT	Conser a links	n here Ashanestearth	FLE Freder 1 Han	Sen Almin Seath		set Second	
100	1 4	kvemeni Copy	Sent SentRack Pullin	rlie Draft e Adi Ad	an Details Anach + Cla	-		
-	Teorge bilais (	N SYSTEMOTOR	t.			t 5696993 50387882	OTOFFICE Common Offi	te Services
4	Draft Sile.	Blep 1	Televen		Tory.0	ferment by	Sam Hadronet Gro p	L Arter
2	0004804	I	we adjust		APPROVED	Gerge Koner Paris, eDiffice \$600	80/05/2020 12:39 AV	a
ŵ	CLEAOLIEOR		and output		DFA		50425+2010-12-45 AU	
<b>E</b> .9								188
	TRISKICK/SET	FORMADELE						
10	Version \$1	Desired Die 1	Citizend By			Statut .		Alter
6	Ť,	50/05/2021 12:49 AN	Sarojo Kuasar Pazri, HORNA MM.			APPROVED		
ñ.							10.00	

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.)

.00	ffice eFile w re			Band Deservation
=	MENT Gars - Stoo Sar AdvanceSared FIE Dates Mon 5	err Alternationsty	este see seur	ad Advance Search
1		Detuits Attach + Close		
1	Norden Index / S20020005007803 Innee Net 1982942/2020 Dealt State APP30/KD Variables 1	B Draft Details	£ 5255903	S222/2020/EDFFICE Contenue Office Service
12	D P + 1 + - + hataran Zonn : >	Draft Netare * Freply	Perceipt No. * SEESTROOFING	+ D ReplyType Overset Crist
٢	TRESHEDRED Date: 04-Oscamber 2012	Forms Of Communications	Prefe Challey Croi	• Langunge' •
8	Secretien Ministry of Hanto Attains Sets: AdvoceMedgement of your letter no - dated 30-11-2012	Main Category Contents: Office Tenaces Tabljott * Sold dullyett	= (Dutor)	
20	Deer Booretary. Your letter has been received. For future communications please refer to the correspondence no. 117/2012/Advantary(TRIG)			
<b>6</b> 2		Tual 1000   BBR Drawner Wh		
\$	Pegarbi, P. K. Mathur	Decourt Details Public		ER + Ann Chr. Monacora
<b>6</b> )	(Step 2)	Nere Delet	athin Address	Miss/Dept./Dilvers
		Name Automation AGD Terring Understand Sector	Automatic	ar Teering Advicutive E
	Trakle Han Tige 🖉 align r 👌 Ook ber 🕹 ink Sen.	Copy (FDF C+1)		P CONTRACTOR OF THE DATE OF

Figure 108



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'.

eFile se 10					<b>7</b> 6-	Sing Konar Ame
E ( BOIPT Frener, Indan Se	et Mans Sent	Greater Mildon S	ert Abarre Search	i kaus 🚽	Ser Reserved Adams	e Section 1
👔 🛕 Movement Copy 1	Send Sendillack Administra Draftw	idt Ame	Orbetta Addech + C	later		
Annelia Johns / S232/2020/E01913	Dish Size FENDING INK SIDN CONTINNA	T DORNAL VIENNIN			1 (5855843 - \$232Y202ME	OFFICE Common Office Service
	- + American +	, e	Draft Details Draft Nature	Seculat No. *		fy Type
PHEIHAR SORE	Date: 84-Decembra	r 2012	Perres Of Convenientable Charge Dree	and the second s	Lan	Badla, *
To. Seculary		· •	Main Cotegory Commun.DPL:s Services		+ Sub Category Crucce Cere	-
Minute y of Home Attains Suit: A cimovicit gement of your lefte	er ne - dated 38-11-3612	- 8	Sebjort * Telt tubjet			
	atare communications please refer to the corresponde	erce na				
HT0042/Secretary(TRO)		- 1	TIGH 1028.   BHI DWINCH HT			
P.K. Mahar		- 1			6.ab	• And (all the partition
61	Siep 3	5 II	Responsed and in a robit	Despation	Address	Min (Dept. Others)
	and a series	<u>ر ا</u>	Name Automation Tecong	450	Automation Tasting	MEVISITIEV OF AGRICULTURE
🗇 Kustas Marti Sigv	Signed Copy Cheard Control	muDiscarit ink Signi	10			

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.



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.

eoffice erea				
	See Sections	and the last he Manuface	COMPANY (1944) (1944) (1944)	ENGL I
B & Mananat Take	ment Selfferes Marrietter St.			
Pareprister ( destablight etc.			1.001.000	D-ROT-SPR - AC7 and other related matter
and the second second	Mile	[1444 (	Number of Street Street	Los Suburd De St. Balan
	Taxaban Is bearing	39A		4 8
n mail	ann calificati		Theory Name and American	.41.
TIME	ana nakipini	TARAN	Human String, 801 887528	-Di-
2 mina	an right		Street Lang. Bill Barriste	659642309 13 ON
6				1 C 🖬 193
	11			
and the second se	Country by		(500	Arter
1 M 00004.0009.01.00	Breast Ramon, 00 1 GECTION 1.		008	
				(K. K. 🖬 A. S

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	8
CRU *	
Suman Sharma	
Delivery Mode *	
By Post	*
Remarks	
	्य
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.

	*
•	
	a.
For Self OF	or Section
O	Cancel

**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.

	Office	0	MTUR	at sets
=	( RCBIT Dass and Americant Fill Dass one last Americant State and Americant			
Eh)	Receit Reinalle Weeller ind Sendlard. Cop Doz		_	一点
	<ol> <li>(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)</li></ol>	4	D I P	1
-	0 0 0 344 AND	B 4	<b>1</b>	
89 41	C C T AR ANNALY A COMPANY & COMPANY & COMPANY AND AND AN AND AN AND AN AND AN	0 1		
e: ê	U O O and account on a carbon of the second	3	2	-
g	() () State   Characteristics () () Control (12) (2) Marcan form Dyn. (0) (12) () (0) (12) () (0) (12) (12) (12) (12) (12) (12) (12) (12		8	
٥	C C C SU JUNIO C C MANAGE La MANAGE La MANAGERIA DE CONTR. C C MANAGERIA DE CONTR. C	83	8	

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	A
Delivery Mode *	-
By Post	
Remarks	a
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<sup>\*</sup>, Postal charges, Medium, Weight, Mode No., Peon Book No., Peon Name, Out Date and Time<sup>\*</sup>, 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 req	uested		
Total 1000   968 Character left			.11
Reply Due Date* 22/04/2020		Self For Section	n
		ОК	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.

90	flice	and the reason	14	1								2 G == 10	Contract of the last
	C CHARGE	Disease -	and stop 2		margine .	-	CONTRACT CALLS	a section of	Charles and Statements	TT BOOM TO D	Berg Constanting	No. of Concession, Name	
	naiz in sin finie	Manual Trees	a seattle a	ALL BACK	Plater III	in the second			J. Innative	factories.	- Opened to	and the second second	
	A 100	11 1 2.65 1 D-10.100 20.	3-4 Plat .	fail only	a: 40	Same Open 801118	CI. 12 0410	A44 (17.78) (19.78)					199
	Chap 1	111 - 1488 - 1	ATTOOLOGIC COL		Ap to react the		- 25, 1000-1000	STOR and					(25)
		(E]		-HOPEN	Se terret to	No. 2256, and 1 (1007)	Els revenues	er tod and					249
	e .		844-2018-8421-8441 08-pipe		-		es, revenue	01-00 AAA					- 1988
T.	-001-7	NUMBER OF THE OWNER	2.0.000										- OB
					20 Latrent 1.		25. mmonto	the set and					100

Figure 123

- 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)

eonice entitempt			and the second				And Address of Concession
	CONTRACTOR	CONTRACTOR (1998)	Bert (Mild an Insynt)	17940	the second	Adding the life	
O haves	and the second sec	100 Million - 100 - 100 Million - 100 Million	Contraction of the local distance of the loc		The second second		
The section in the section of the se	-0-						
The Thomas T I manual	And an other to be the base of the	and the second	A Die Lawrence	Cartain Rise	The floor diversion little	C Balance	State Fran
	the long fillen states	Colder -		Sprage, Per-	Final House Concerning Name	Constant of Consta	The set of Sales
The second second second second	Upphanetic human muthantinh	OVA LOWMERCO IN THE TRACKS - DRS	0.90	(D)/Alter	Contraction of Contra	and a state of	
C SANESH RUMAN MEMBA	perturner renter	OL/ SACHDRADRO					
C . REALING DAMAGENE	TRAIN PRODUCTS STUDIAL	In the second se					
1 2300 2 PM	Disat Manager (Buttan Drever)	HICSAR MITTO Sikes from					
The state is a set of the state of the set o	many Assessment Street, Burry Brook	RICI SHARE DO SME					
1							
And the second second second second		Ske	4				
	and will be intercented of the interpretation in the	The statement of a statement of the		100			
Im Due Gete	(200) - Reserves		* Stop 8	(DO DESCRIPTION			
Proventie			Pane Mark	Rink, (Tarry, with 5	a linatured after mayeree	ni planan Kini tesatat.	
Linded at	A	tot	and a state Ty	and and an other states of the		Contraction of the second	
Dates ( Design of the August	Step 1		Allow Distances in	and the second se	And a second	-	
			1 MALTONS HUR			1 SECONS- 100	Citer 7
			in the soon spinst	Addited weather	(0)	a straight see	
					21 March 16	lana - di DOCTAre	Allowed Balance







- 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 Nui	nber (Co	py nu	ımber)	/Year/Se	ction-Code	. For example	e, 101	(2)/20	020/Pa	rliament Sec	tion.
			Sequen	ce nu	mber -	101							
			Copy n	umbe	er	- 2							
			Year of	f Crea	tion	- 2020							
			Section	n/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)

e	Office elite - a		Carlos and a statement
	(	ANNUT TRAVE	Net The sector of the sector o
助.	Notice Patina Se More Ta-	Tonibi V Marillin. 4	noul line(122)
1	C Cick here to the second seco	241	20 · 18
12	<ul> <li>C. C. Martin and Contract Distances of the Manufacture Operator (CCC), 102 Administrators</li></ul>	Aur	2 Z +
<b>a</b> i	<ul> <li>C D D X0 (AXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX</li></ul>	CEXM.	<b>O</b> (2) : #

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.

e	Dilli	CO eFiles	ún 76						<b>Fen (</b>	
1	41	HELEPT ON	nt i Inbor Bert Ad	iance South	Onene Inten Som Athen	IN SERVIC	0304	Serr 7	enument Advance Se	wetri
		nd topy	Bunerate Acknowledger	nere Pullsadi		Teas:	ri kineda	• 9	ewsterestern Cha	tota One
		Contrato III	Peterip: No.	and the second s	Denter	Settine.	Section 11.	0.er 0 + 11		Artiona
		E 5057198	ISSN 2010-ROMPOR	Automation Tecting	24	Verse Sizes Annual, 2014/2 UMP.	20/06/01/200 06:59 AM	āi.	This is a free entire matrix lette which counts the	+13 余
. 3		6 5057202	essummerence	Automation Tecong	Raj	Paramilaraj Alemani, al Offica VMP	20/98/2209 01:15 AM			a
63		E 3087179	HORALD COMICE	lon .	Higgsylids	Rapi Korean Tharma, eOffice MML -	19/96/2020 9658 PM			Q
-	1	E 5057168	seesdoopeomice	field.	Sec	Rapi Karear Bratesa 40filia A/VL.	(\$494,0200) 05(33,PM		. H	e
	<b>a</b> .,	P 5057102	5021/2020/50/FRC5	gravita	Autoevation Telang	Terur Siraj Ammed. «Office UNIP	05/08/2523 02541 PM			-D: C
0		¢ 505/101	s-contraction of the	ten takjon	Name: Automotion Teating	Yeron Sing Annesi. eOffice VMP	09/56/2020 02540 PM			-D) @

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.

eØ	ffic	eFile	v <del></del>								Por (	Stript Korry Topiciyati	ifier Hel
		in luese	ex + hbox Sett Adverce3		Deve	t Mana 2			154	-	maret Atlances	ATTENT OF	
8	201	d Copy Carps No. 11		Nature	_	_		Y Rue	Seve 0+ 11	Sector sector	Interesto	nade Cirle	_
		5057196	030333666965	O Terr Subject Category	C Physical		O Decreme	area a	20/29/2028 00:58 AM		Provide the entropy and a final sector sector of the secto		à
	•	5057200	Mandabascence	Hinds     Forlament	Distant	e le a cons	Christia, Budget, Christofik Accelerati	- Portad	20/06/23/28 01:18 AM				1
8		5057176	6566/2020/06794/2	Dito Sere Data Provi		Sent Date	1.	-	19/06/2020 90:58 PM				ġ
		5007166	0481/2020/00/1102	Due Date Fram		Oue Date 1 childrenity			19/05/2020 0533 PM		18		

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.

	Dil	ice eFile						<b>F</b> er (	Barristoner Mann
	¢	NELETT OF	nı i mixa 🚺 Abi	Pit Suret	Crown Irlan Sera	tel anno Scaratt	5000 Ser	Retarned Advance Se	-
		end Cotty	congrate Adversional good	or nasa		7	Hare.	Downthamilian Ow	title Citra
-		Genge No. 11	Receipt No.	Sec.	1000	lant Ta	Computer Number	I Annalia	Active
	0	6 5257199	1520/2000/60/79/28	Automation Tecong	Ray	Partor Sinaj Ahrmada aj Officia MMP	<ul> <li>Necelips Namber</li> <li>Subject</li> <li>Secolar</li> </ul>	This is a free artime calculator which calculate the	-12 (C
		6 5857362	8531/0005/6049173	Automation Technig	Rej	Yerur Sitaj Ahmed, siOffice MMPL.	Sera Ta Barraria		a
2		6 5867134	alderoconternets	***	hangarg#de	Rapit Kurtur Sharera, eOffice MM.	76/06/2800 05:55:794		¢0
þ	4	6 5957106	8405/2022/504FX5	frecht	(91	Kepil Kumer Diserve. #Dece MML	15/06/2020 08:53 PM	4	a

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**.

ec	Mik	ce ertie	e.70							Nonarita Anti-torno	
	(1)	RECEIPT Cas	ers Wan See Adams	each R.F	Coute littles See: 44	varue Search	KSUE	Ser 1	istanted Advante Search		
	Ser	id Copy	Generate Acknowledgement	Full lines		8 Sart	rithere.c	-	tes Harel Set Dans One		
-		Conto Po. 11	Receipt No.	Subject	Sealer	Sen Ta	Sector	Des Da 11	The Chemist New SADING SCH	FREE BOOK	(THA)
-		5057199	MONORONEDITES	Automation Testing	Tej.	Versi Sing Ahrwei eOffice MMP .	20105/2020 06:59:4M		This is a free or line calculator which counts the	Ð	Q
2	1	5857282	8521/2024504943	Automation Testing	441	Yers: Sog Abred. gOtto: MVR .	20/05/2828 (1118-AM				¢,
~	1	with the second	AND INCOMENTS	111.	2010/02/	Ropil Kurner	1995223				

Figure 129



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

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

e	911	Ce oFiles	ái 70						<b>Feb</b> (	D Service Name Party
	€]	-	nt i inter Ser Ad	ience South FLE	Quare inten Som Atlan	THE SEATON	0508	Serr 7	enument Advance Se	MIST .
		end topy	Dunerate Acknowledger	erci Pullsad		Y ins:	Pilinetter.	- 6	Industries Or	aosa Dina
-		Contra Ma. []	Process No.	Det per	Derest	Sent Te	Search 11	Dat De 11	Bertarba	Actions
		E 5057198	REPAIRSONNEL	Auromatics Tecting	<b>54</b>	Verse Stay Annual, eOHice UNIP .	20/06/01/200 06:59 AM	i.	This is a free entire calculator which counts the	+13 - 43
. (3)		e 5657262	etaurounscence	Accumation Technig	Raj	Perur Draj Alerad. «Offica VMP	20/98/2209 01:15 AM			a
1 Bg	n'	E 3057179	1909/2010/0/HCE	les.	Higsglith	Replication Thirtes, eCPlos MML	19/96/2020 9658 PM			Q
-		E 5057168	sees double of more	fieldf	No.	Real Fareer Drame of the AVAL	(\$494,0200) 05(33,PM		a.	e
Ö.	a,	P 5(57102	5421/2020/F0/FRCE	gravite	Automation Telang	Herver Straj Ammed, aDHSca WMP	05/08/2523 02541 PM			-D: C
٢	Ľ,	¢ 5057101	BIGD/2010GOFREE	τοπ τι άγοα	Name Automotion Teating	Tero-Sng-Annes. #Office VMP	09/56/2020 02540 PM			-B @



• 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.

e	ontice	eFile	Siep 1							<b>*</b> (311)	Change Street
=		the state of the second	14 + + + + + +	100	Ciera Inter	Self Aliverta Septer		ak Sin	Februar	Attra Sett	
۷	Send	Cury	Consus Ashowingerent PARD				122	mm.	4	most weather of	name the
		Cong-Na ti	Reception	(weet		handse	lies to	fant de (1	meneral.	Recently	Ares
	0,8	1301	5985 2820900 + GH5	escorig		According Desiry	ANEIR KANAGSPEN De cijim.	18032008 9432766		1	
	0.*-	5629	11012000001.091	- AND		-spectre entropy	RADIO ALLER LIPEL De VIJER	101002000		93 - C	Slep 2
1	0.5	140	BHANDOLOGIETTE SECTIONORE				Marcost Aurer Citre 80 Y SECTL	2017223020 12:51 (%)			-0.4
2	0.0	1697)	READ SOUTH AND IN THE SOUTH				Addres dame suera, stor inglas	20/02/18/0 1231 PM			Sector of
9	0.0	1449	844-3005-8517, 52(54) in 845				BARDH RUAND GUTTA, Die 1584e	29/10/2629 12/0/84			. e
	10) - E	site .	10 % (\$200821-2PK			auni	Montolan Hamar Option BC2 1 (BCT).	1912/2018		19944	
5	é) i	1648	manologies das			-question sales	Markeyk Kamar Dyks 80 1 SECTI	19432/3520 (#124.890		-	

Figure 131

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







# 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.

10	No.	ter i liter Setti Abere Seatt	10 A	LE Cree Hox Ser advancement	100000	at :	Respond	And the Select Th	<u></u>	
- 20	ve Coyo	Generate Administrations 174	Bask		8 -	rittles.		Nov Thend Series	Draces Dra	
	Companies, 51	foreign free	- Langer -		Gazz Tie	Searcher (§	Des Chi gj	Benabe	4049	
0.9	1967	1005/00/801-05	decode .	Automation Tening	MARCH CLAMA SUFFI, DO USHAL	18/05/3028 64/22/PM		T.		11
9	ep 2	11352329807-095	***	regardinant sufram	emes- elman suffi, do: usifiar	15/05/0020 64:22 PW		Ť		
a	1440	944/02004BFT 36169-08			Maintoon Kuman 2014, 90 1 SECTL.	25/01/0028 12:51 PM				( <u>)</u>
	1440	14000ETT. 900405			NARSH KANALGERY, DR-USRak.	25101.0008 12:51 PM				3
R	1440	5=030/ETT.9:(10k0/5			MAREN KUMM (DPD), Dra LSQUAL	29/01/0020 (2:09 PM			8	£ 4
α,	1615	1116000601-045		ficiti	Mercen Kurler 194, BO 4 5201.	19000028 6417.PM		npite.		
gi.	1660	1107/020409-2057		rajanikar rohim.	Westood Kuman Oyla, BO 1 SECTL	19/02/0028 82:24 PV		, adu		
Ø.	1620	H2N2020401-045		opolariatos	Streen Kuner, Ste Matgebeurz,	19/01/01/20 82:22 PM		w.		4
фĘ.	169	11207220801-045		nijerilari tahoo	Weintoch Kumer (She, BO'T MCTL	1840,0028 1215 PM		÷		
à,	1872	108-000-075		(qellartaha)	Monuer Kanar Djila, 90 i SECTL	10/00/0000 11/12 AM		÷		

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.

	office	Child we the	2					-				· O Manada Anna anna anna anna anna anna anna
=	( 196		-	-	divente Salarter		Cere see See	Atung Sent	. 10	a.e set lean	Nerstant	
F	794 T	Storips   Incor	4								P.1	antel   B-Miler   🗣-
		Comp. No.		1	Pacaspt N	6 C		Maged -		C Mate	Dield	
1				1	Skep 2		South	Chine In Concern				
10 (1)		Ingen : Brother	Walling	Palific	1						-	
		÷.		DOM: N	11 Perception	a series	(manual)	( here )	these and	1+++2+11	formering former	Descention 1
5	n see	d Denila	t	i atte	2010040100	minutez.	RealprOvener	warrantic Testing	80 i 9507404 DIS			Shower Kener(30 1 SICTION-DPL
2		e Deuto.		úer -	8010000.00	minique	Restationer.	increase frong	an yanconi .bra			Interest Name (Name (Nam
	ci den	Slap 1		1465	Seact Wat yo Recepts	- Int	Reception the average of the average	Actumation Terrorg	80 YSICh04 - DIS	07402.00001811244		Member Kurse Gewald - Section D45
9	t) ha	dan Cristi	•	-	Dick on PULL BACK for pulling both single straight		Revelation.	insertion from	8518C108.019	pressoush terrine	eriner Action Recourse	Maheet-Ruman Operation Bechanis DHL
	CI . Desi	en :	3	169	3683038401-05	terraulijez	Pauloused to the second	Automation Tenting	80 (Sichol) DIS			Straves Automation 1 SSCHON - DAS

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	2	Step 4	×
Remarks *			
Total 1000   980 Character left	ОК	Canc	el



# 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.

e®m	99										
1.51		THE OWNER	Second in Lines of L	10040	COMPANY NEW YORK	TRANSPORT		And I also in the local division of the loca	NOT TRANSPORT		
A	Rend pl - terms									4-mail 8-mail 4	•
	Cres in		an annual			Street and		1. market			
	P	April 1.			Sec. 1	and the second se					
	( Benate   Minima	Pulling Page No.	-								-
			No. 14 Concept No.	Distant 1	( titles		10.044	C BRIEF BRIEF	Taxable Inc. No. 1	AND DESIGNATION OF THE	
1.00	man disease	0.100	mitiganian) and		(may ipe (insensi	manufacture (monta)	8811 880 FSA1 840			Manager party det 1 High Street - 2015	
P (0)	Incid Station	a taint	all some with the		And address of the owned	and the second				Management and Arts	
1	Laster .	1. 1 mil	#100000891010		Parat Int Trans. Other Trans. Brit. 1991	-	001303108-081	4 million (100 Mil		101-0-001 Facester 101-0-001 7 3012-0.001- 0-015	
	Tel Stati Diserve	7,747			Party inclusion	Anna Thomas	011 0120A-011	-		10	
11	iner.	0. 1 mil	4002000801-044		10-0-10-000000 0-00-00-000	Automation Testing	ANTI ANTINA (18)			decards former 801 ( percent) (etc.)	
81	(No.1.)	P.198	Personal Property lies	P	ACTION AND AND	-	-			Internation frontier Defension / 2007 Non- 241	
1	Rating Street,	1117	Chick on Child 1 Double has	-	design to make	mental land	MALE KOCHEMI - LINE			Sanata Partie Sanata I Section	
									553 · · · · · · ·	to prove an impact of the dependence of	Angelet 1



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

Reason For Pull-Up	s	itep 3 💌
Remarks * Immediately required		
Fotel 1000 1 580 Character left		jel.
	ок	Carnel

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:**

- $\checkmark$  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.



Offic	19 allin as the second			
	ACCEPTOR DERIVE THE STOP 2 AND THE ACT	COMPANY OF A DESCRIPTION OF A DESCRIPTIO	H COMPANY DOG	PARTICIPAL PROPERTY AND INCOME.
Pec l	name Montrow Seed with talk the the		(heating) (Martin term	· Designation in the second se
	AL THERE ALL AND A	er i mur - UP metannisten en		
Step	T T T T T T T T T T T T T T T T T T T	an a she was the stream		8
0	<ul> <li>(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)</li></ul>	attinen. 🚓 meksem erse an		20
0	<ul> <li>(1) THE TRANSFORMET AND ADDRESS 24 STRANSFORMATION (A)</li> <li>(2) INTERPORT (A)</li> </ul>			1) DN7
	<ul> <li>(i) The interaction of many Approximation and (i) Reserve and an interaction of the interaction</li></ul>	an the construction of the second		05
10	IN THE PART PROPERTY OF ADDRESS 20 NAMES AND TAKEN	and hear and the second second second		04

- 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.



- 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.

	filce trile to the second s	B mm
100 million (1990)	ter 1 a Novel 2000 and Advancement 2	100 C 100
1	2 CT [] EXX : 1940000400105C : Seriedger 1 🔩 Marrier Agree (pin. 8) ( (201) ] 🚳 (04000004776AM)	8
2	<ul> <li>III (P) Inst. Instruction (P) except (2<sub>0</sub> Second Second (2<sub>0</sub> Second Sec</li></ul>	8
<u>ن</u>	<ul> <li>C [2]: S20 - MANONARIA DS: Anoldy   2<sub>0</sub> Second lines are the an internal. [2]: ANALONS (1): ANA</li></ul>	10
80 E	O ( ) AN INVOLUTION     Anony ( ) Second loss ( ) Second los ( ) Second loss ( ) Second loss ( ) Second loss ( ) Second l	28
đi	D (1) (P) http://ministence.com/op/acade/op/acade/op/acade/ac acade/a	28
\$	C C C AN	08

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 required. Fo	or information only.
Total 1000   956 Character lef	t
	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).

BORICO enla				
slep t store reserve	and the Address of the	IN CASE AND AN ADDRESS	TANK TOWARD INCOME.	
in largest	Ta- Beer Semilant Dag	free F. sette	The second	100
Constanting of the local division of the loc	COLUMN STRATES & Installate	and an one of the second of the		10
		warram. 🖏 warran w		10
12 C	State of the state	ea lad - dich		18
P Local	State 7	w. la recent and a manufacture w		-10
1 - By Crimes (Permissio)	Table St. marries 2. Manual Assoc 1	na na carra. 🚓 manana ana an		100
1 1 1 (T) 100 (R)		were and the manufacture of		-01

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**.

0	Dittik	ce .	Director.											1 am	C attant	
			Comi + Imm	5m (a)	Former Septem	K 1	HE	Crete	10000 200	i atoxixe	<b>H</b>	CONC.	Ret Startet			
	1000	e trept	Service (1996	<u>a 11</u>		Sector				Octoing Date			-			
2	and a				4	BUTTHERE ARE				S Port			a -			
	Geog Dist	pen on Der				-	ip Tigai Choor De					V#None Church				
à															the state	and i
		Les	p. No. 14 Terreput	-		have				n			theorem Div #1	Bengtowets		-
1	<b>O</b> T	9.168	11111	100.000		and .							cheadatal loop re		1000	544
h		1.103		1000		ыł.				- 9	and Reen, BJ 1 (871)		17102-0030-00-09 9%			
	L1. 1	# 1000		anaci kara.		und				- 3	NAME ALONG METTERS	BR 1	10/02/02/02/02/02/02/02/02/02/02/02/02/02			
L		0.163	1008000	INTER OF CALL		analy .					Interior PLANER, BUT SECTO	Sec.	10400/00011:%FAA	illigerite .		
đ		8.1554	TURNED	avaid-space		giving				. 6	runet Human, \$12 1 (2017)	B	19405/2000/11:55 44			
,		# 150	1096000	antion ons		strate.				1.0	manan Auman, 60 T SIGTA	B	1000/000114844	sedpett.		
		1.749	100 200	inter total		wit subject				- 10	tranel Plane', BU 1 BRITE	81.1	0102000004111	The Periods		
		8.146	- bek 202	esit ucto	0.065						www.mumar.8011380710		101050000005844	1013 M		2
		\$ 190	M042001	1001-045		States.				2	Harris Aumar, BCI 1 (2007)	B	10102/2000 08:53 FM	the Revent		
		8.1288	779(70)	1904 1000		and prelimit				. 9	NAME OF TAXABLE PARTY.	B	9402200-023174	See Benativ		
		0,1000	71 21 2020	ent size		and the state					manage is such as I section	-	el locidos quilli Ma	mini		1
	Ind		4	1111.1.P							0.2		ATTACK A COM			
														Companyin of 2028.	designed and detailed	all in the





# 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.

	Dttik		e el la 📼	14							Stroketon.
=	15	1023	Cones	i test Set Marched		ILE CAR HOL SET	APPROX SHOT	(C) (C)	38 66	inst Marm Sect	
ġ,	500	eti fe	P Crowl Prov	tert hydel	8-110 C		444 - 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.				
	2001	-	44		Sectors 001301000.000	10	Doing Date		100101		
	-				Receipt Ma		Salar			with:	-
					autorites.						
-	Calley	609 -	ine .		· // 1	yje oračine		<ul> <li>Define the second second</li></ul>	516		
۵										1	Own Sept
5				Pairge Na.	Seeger .		Overty		il and the second s	Obrytowski	Attest
1	pp.		1410	TRANSPORT OF THE	seconty .		Melow Runard	4 401 autri -	1101/2009/081	to the Chaldrain rent Hear	
6		÷	1674	#19/000000 OF5	9819.692		Minimit Corus Of	NE 2011 2007	0140/0409-081	SERVE Create a Great Factor	
1		T.	1475	ITTOXIDED: OTL	tear subject		Manager Contact Op	le 80+ 9871.	0042302000	28 PAI Door Nortaniz	
			(96)	annoximen ors	accenty .		Mariner Kamar Of	- 001 900L	0541200100	20.00 Dean + Grant Here	
			182	855100000-875	toro, bjet		Managet Human (1)	- 100 i di/m	05/81/2020-082	STRE Created Great Hose	
â		1	1911	84610000001479	location		Marmon Garrier Of	N.901-9001	09/07/2020-08:	sini tentenan	
		+	1204	1981000001 649	accord		Malaster manacity	A BUT SET	04/82/2020-002	CHINE CHIEF FIELD	
		*	-060	NUMBER OF CALL	107.3.6pt		Mahaam Kumun Op	a 80 1 6001	ON TRADE OF CASE	and Case (Gentless	
		٤.	982	ANN KONKENING	sur.subject		Mariase Kamp (Q	a.001 Sp011_	64/65/2520 e60	at ini data ini kananti	
		۴.	1218	manyaporos pati	NOT 3 AGE!		Navyment Kania (lip	a 801 (907)	6441232006	tille (methosait)	
			1152	MI DODROT-DVS	100.1.001		Manager Gamps Of	N 101 (2011	04/63/2820-08/	(8.0%) Oneix of Green Files	
	1000		100.10								1010 00 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.



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.

	ÐM	ee nii	Utranite:									1000	C territor	1040
=				-	68E	1196	 246	ABOUT NOT	0 =	NUT THE	teranet.	Arenablech		1
ø	-	at Fue Date	ad Parametry Baything											
	(hipe 191	0.001		°	E SICRUN KD 7 JB(T102) - D	ić.	1.0	Ceorg live .			-			
-	(are	No			Receipt No.			fulger.			<b>Jarueis</b>			
2	2.00% 1.710	parge coor Tirles				Bà tige Thissect				the Name Those the				
è,	-												Step 1	7
		German	Martin Treasure		1000			0.	ently.	Careful Carefu	an 11	Case Streets	-	1
i	CC:	E 196	110000	1001-045-	100			- 34	autoria, 00 · Section -	(190/00	NH 40-00-00	Roat	E2223+	Т
1		4.1818	1117080	aders den.	10				National Station, Bill 1 Bolt 12081	119500		1000		
		+ 1346	100.000	UNIC ONL	and .			1.000	mail Alaria, BD 1 SECTION	- Lings of	2012/00 MM	+senp-		
		7.768		unit) are	geore				Been Privative, Bolt 1 Sectores	18/12/20	201116-001	10,015		
		P 1824		1001-212	accent			- 1814	eren human, das 1 dectrates	1182/20	1011122-001	2013		
þ.		# 1821	THE CO.	unit an	succety			1.000	nan Aurial, Ini I Berthin,	18182.00	1011186-001	Gargang		



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.

SI	p1 (m-m	0		
7	Cont and bei Monthet Re The Sec Inerview			
) ·	et efter bes besides fay for the second to be besides the second second second second second second			- 3
	en la Dienne 💦 (* 1997) war abber 🕹 beenen kunnen (pla Arr 1927). 🖓 2000/2020/00/00/00/00/00/00/00/00/00/00/	1	2 18	
101	Skip 2 Skip 2	10	5:0	
	and Astron	0	a #	
	SMP 3	1	<b>n</b> 9	
	1 1 1 230 - CARTERIO 1993 🥔 103 University 🕹 Sector Cart Control Cart Inc. (1) 1403 250 0007 AM	1	<u>a</u> 1.	
U	<ul> <li>[] The subscription is also by the second second as the second sec</li></ul>	m 2		
30	nin (💼), anna annan mainean 💵 annan 2 <sub>0</sub> manan anna (pa. 3) annan. (m. 3) annan annan 2	(B))	1.0	
0	(* (1)) JUN ( MICHANNINE, WE WINE ( 2) NEWER KEIN (AN ACT), C), INC. MICHANISTICS, AN	24		
0	1 (1) 200 (200000105) we want 2 we want was the location (00.00100000000000000000000000000000000	10	1.0	
-0	1 1201 201 120 000 001 001 001 000 120 12	1	<u><u></u><u></u></u>	

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.

and the second sec	e alleraate		-	1. Information Heads	Sire 1	Pe		-
State Statements	-idge are Dwell					Y	the second s	- 64
Second Street Street		Tanks No. 21		140HI		terre torgen	Disease for 13	
Q a press	ETANK	1941	The second s			Sillin De	DIVISIONS OF BURN	-
10 2010	eller :	385	MENDER BOILDYS	5. Sorting Records	CHORDEN THE	shippe	Shina doon baza me	4
	Click on ACK No.	10	1010/2020/011201	briadring Records		Adamination	TRACE OCCUPIES IN THE	
	oen acknowledgem		MILIUMO ON	Sec		ACF and other adjusted maximum	10/04/04/05 17:161 19:16	4
	nd click open to 'El	DIT'	Services and an	well.		ADV related matters	-	-
0	A.	100	Instantion of			40 februaries preparatives and	and 8 Print	
(i) (iii)	to ga	17.94	11/0084001040074	-EXPLANATION		All 24 years and former	Party Manager Pro-	1
195(8)	ð	080	-010024901089	inesis .		App and other allocations	1402000000000000	1
S Intel	EAD -	2284	<282929/901/0F5	258962		ADF and latter relies transm	FHEBRISCORN-AM	4
11110	END.	254	20100401/045	DC94minute		AGP and other situated memory	16/04/8201223784	
· (1100	ID-NOK	204	20100404-045	DCDUr-l-ensity		NOT and other allased materia	05/05/000123194	. A
18100	IOA01	204	20100000	DCD/arviernity		AD and other elevent maxim	20/08/0000 (2:8) 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.

Statement descent and the	and then (Anness)		THE THE ISSN THE ALASSESSEE		the best bearing Addate	1000 C
Attroved agenvelt: Cassel				1		V. Bartings
annound annothed	Design Ref. (2	Second Per	Sector 1	Orte		C Ackrowiedgement No
stimme etc	.20%	INDA 200 (00 0 0 41		Creation Debriftion	B Allering	B Computer Namber
-3110000-HCR	2005	INVOLUTION BOY DRIV	Automation Twang 101 10100002711234014		COLUMN TO COLUMN THE	E Paulipi Norder
ALBOOD HCR	2010	1074/2010/001 2Ht		<u> </u>	DK D	
amanaa	2645	WITH MARKET OF	and salaphic		AD <sup>4</sup> and other related instance	month and a second s
TUBORE ATA	assa	terrenewals and			ATH INSIGN PLANTS	association the the
100005-01	204	340-0878-01-545		1	WRONT HIRE TANKS	3409-309 (2:00 HH
J0/008-0	109	(3002800) 3FS/DIT	OCDA (removily		ACT out offer released managers	HADOLTA DIRECTOR A
3092029-408	2985	401080401085	250900	3 Filter vi	the particular in the second	HACO ACCOUNT AN
104/3228-4CR	.2584	4000004001045	259900	J. FIND W	No related meters	4. Module-wise
M0200 +0	1694	2010900-015	OCS Anisometry		NO OTRODA ISSUE TATION	Search
10.000-00	304	2010901-091	02218-mmilty		ADF and solver rational transmis	
1800000-408	:21%	20120362-029	CETTA devicity		ADF and taken resided you are in	miccorport space for
THURSDAY .	1965	AGROEN/BOY DRI	- utility		AL HISCHIGH, LININ	SLOWTER BRIDE PA

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'.

	Mice	a (		-		F 🕞 🛛 🚞	
=	(	time Der Anner berti	THE SHE H	ing - Sere - Address Sec. 2	and the law of these	et - Miles et Troit (	
	Receipt	etter Sent Sentilled	Caoy Ouse	Contra	P Lintere.	an webb	· ii
đ	Encorh.Darbs	n 101 013 (minder ) 🛓 Marrie	**************************************	20 BKIISPM		8	2
	Created Set	6901-075 (socialgio ) <b>2</b> 6 (a	uteren per se sua de certa de	00 96 11 AM		1 B 1	+
*	- Internet Actions - Advancedgement	Step 1	nan Georgia, Kili Talah (Kili Talah	AVCAI SPECIA ANN		0 8	¢.
	Cost 5		Naman Nama Tanan San San San San San San San San San	elanda como de talave		19.1	•
80	0 © 🗇 288 0 © 146 VISO 85	nomenoda (🔮 i distancea) 🛵 nom	Banar Arran (ya Bi t U.T. 1 🕄	NUMBER OF STREET		12	8
\$	0 10 10 10 10 10 100 10	NUMBER OF REALESS & AND	riverier Opix, Bit 1 (1973), 🛱 149333	27 13 15 AM		19 (A	*





2. Click the acknowledgement number, required to edit.

	Mice Ellevent				<b></b>	Den and the second	
	( more lower) to	an hat herers	(Internet)	Carlos Carlos ( Sana ( Sana ) Sanania ( Sana	AND THE REPORT OF A		
66	Astronoixidgement Createst					March Fred.	1.
-	And an average second data	Corry Ho. 15	Receipt No.		And a second second	Crease De 14	
01	data da tra da t	1996	Mini-responder mitte		ACT IN CONT.	TRACTOR AND A	4
-	Instati-sol	pen.	Histopher pys	Association beying off TOBUILD11120409400001545L	MCA an DR	BUBLICE 04.22 PM	#
	HARACE -CO-	1960	THERE CARDINGS OFF	+	Advantation of the second s	average er te	*
1	100	205	3612000100-045	And exiliant:	ACT and other tabled leaders	12/04/020/07:55 04	
Ζ.	my Step 2	1992	personal product start		MCB (MARA) Promotion	Internation of the state	
Ō	HARD BEAR	1985	9499-2020/00/2 D/N		All Assessments and all the second	SILVE DOLLARS 1 d. 194 444	*
â	turne de	17.00	13234801-046893	200 Deserving	NDP and rates related modern	TAREAL CONTRACTOR	
	Contract	2585	421200001285	10001	ACP and other related mattern	14/83/2520 (98-45 M	
虚	206(183)-(01	299	4002100/001-045	120081	NCP and other related manage	TARGODORALM	
	Territori-ans	EN.	20229-001-091	101 Delivering	NDS and other related states.	INVESTIGATION FOLDER PH	+
.0	Witten-es.	2785	2010WRG1DN	111 December	NOP and interview related elasters	BURNING THE PA	4
	1002020-00	254	201029-009-009-	(CD Limentip	NO and other rate of manner	10.403 (10.00 FM	



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.

The second s		and the second sec	ar biss fre	An and Taken 7	1190	if the bearers	A REAL PROPERTY AND A REAL	
1 M 100 M 141		and the second s				The second s	and the second se	
		on the second	THE DESIGNATION			Step 3		* *
	+1+ +	ex 550		Recare throat Pa	100	1	100	1
					antes l'Antes	States States	a materia in to	-
	Automatic Indextmantion Children			Alphanes	North Date.			
	COD Cooples, New Yorki			(Militia -	(http://bit.c)	Allen C CPU		
							1	X
Abatasi bikina. Antari Pelikeranan Alian.				Results *			Step 4	1
				European				
	and the second second	1000		(Allowed and a second	(A)			
				Errort Mexisian				
e letter in facto excited. Fit	a latest constant of the place of the l	the consequences as			- minged	F.		
STORAGE HERE								
ante.								
Shabotelwa				and open I does not open at				
			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1					
	dependi biblica, largi of Parlian recent follow, table - (1993) - 09.48 (2009) - 40.48 (2009) - Aldelek biblica - Aldelek biblica	Mangali Males, Ing of Polarenses y Allan, - Male - Horn Males, - Male Males - Male Male Males - Male Male Males - Male Males - Male Males - Male Males - Male Males - Male Males - Male Male Male Male Male - Male Male Male Male Male Male Male Male	Andread Information County CEDI Complex, New Holds (CEDI Complex, New Holds) (2007) (2008) (2	Andread I before white Charter CELE Complex, New Briefs CELE Complex, New Briefs and Control Complex, New Briefs and Control Complex, New Briefs and Control Control Control Control Control Control Control Addition Marco Addition Marco Addition Marco Addition Marco Control Contr	And the and the function of the second secon	Addated Televise Attractive COTI Canades, New Televise COTI Canades, New Televise COTI Canades, New Televise Addated, Marco - OTAL 2000 - OTA	Automa Data Salara Sala	Address Market Market Station Address Market Marke

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:

....

14

- 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)

Copyright © NIC, 2020



- 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.

	Off	ice	1	eFile w w									A Corro C PARINE
	41	180	BPI	Crem+	Hos Set Atter	of Search	Hit Or	re her	Serti Amarcolo	ann.	ESSE!	-	PAROFICE
6	18	eve.		send sen	d fack Move To +	Create Volume	Create Part Park	Cies	e 🗸	Y Sed	hers		M4-D008factives Sintestative Prief8-30 # 1110 Receipt82-313 #-053
	0		þ	Corps No. 11	The No.	- Laters		1	ally .	Set Ge []	Read The p.L	<u> </u>	PA-EDMICE
	U	0	Ε	3092221	P-12811011/02/2018- 2019128		Tami services for NPC In Stery Un		nga Kamar ParsuaChiya Mil	31/03/2020 35/41 PM	31405(2028) 07.82 PM		FileS 0% P4/% RevelatS 13/21.P4/2)
1	ci			3105575	P-sample accession	Арргона та улител	ffor sylplever book of e 6		nga Kumar KernyaQMLe M <sup>2</sup> ,-	30/03/0020 09/16-AM	26/53/2026 18/23 AM		Ologoal @Hores
ŵ	=	ġ.	£	3105297	ECHICE	-lipprove GRAMINO	l for implementation of al WQ L.		Next Karnet ACPRes	24/19/2020 09:41 AM	24405(2028 05:47.8M		6
8	d,	ġ.	ŧ	3105500	H-CHINE (CHINE)	Approvid In varios	(for implementation of a 8		ega kumar kernusOffica IR -	20/03/2020 12:12 PM	24/62/2028 08/32/444		
10	a	ŵ.	t.	3108273	EORICE	Approval In version	i for on plevier tables of e to		nija Kumar ParinjaOffila Al-	17/23/3220 01:16.PM	11/09/2028 01/16/94		



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

-	ce.									() (em)	
=				den't	Althouse when	of province lates will be less	e	(Treat			
1				Para Milana - Gran	Are you suie to switz	th part 7			and the second second		
				(And and a second se		Long State	1	learner it			
¢.	1011	aiiiiis (	40454	Sungal Salar	-	anti in	Will the	Column 1			
12	-	-	e constructions	Approache ware	na se su a la Ciliana	Service Para (Ohio MM)		38-643229 1021341			

Figure 165

# 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

Copyright © NIC, 2020



- 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.



# **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.



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.

	<		<b>76</b> 00	Constantioner Hat
Create State 3	ien Veranis South	-roste - x	ri Tennat Advers	Secto
t+ ERT Activ	nDebils Anach- (	ALC: NO.		
Sten 3		1	5055900 5222/2820/80/1	FICE Common Office Se
	Besic Datails			
Data may	Comp. No. :	5055502	Receipt Ho. (	5710/2003/50/F0E
ńc i	Networ:	Boosek	File No.1	
	Main Category (		승규가 많은 것 같은 것	
Lastoresee	Fromit	Name: Automation Teach	Designation:	A80
DACHARMES .	Forms of Communications :	Latter	Delivery Model	Courier
(Party mark)	Sender Type i		Letter Ref. No. 1	
Contractions	Letter Beie :		Received Owner	28/05/2020
Dataset	Divep Dect :	19-19-1910	Diarised By (	Teur Sirej Ahmed, cOR e Mild? Displori
	Subject:	see subject		
	Endosara/Remorks:			
	Address	Acconation Tensing		
	EXE Actor  Step 7  Tootoreuw  L  Castoreuw  L  C  Castoreuw  L  Castoreuw  L  Castoreuw  L  Cas	Ear Attendents Attendents      Attendents	Optimized         Accurred Cold         Accurred Cold         Accurred Cold         Accurred Cold         Accurred Cold         Cold           Step 3         Destermine         Ender Details         Subscreame         Subscream	Team     Serie     Name     Column       Column     Accorrelation     Accorrelation     Column       Serie     Accorrelation     Column     E       Serie     Accorrelation     Column     E       Serie     Accorrelation     Column     E       Serie     Serie     Database     E       Serie     Serie     Database     E       Serie     Serie     Database     Serie       Serie     Serie     Serie     Serie

#### Figure 167

#### Note:

eoffice

- 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.*)

e	Office	eFile with	Step 1						<b>.</b>		spillanar Parri Schrödenen	
	(   REER	IFT CHERY	State Sara	Advance Search		Creater Indos	Ser Annessen	nsux	Sart Recurded	levance Silaint		
68	Receive	Patricefile	Nexe To ¥	end Send Back	Capy Linn		F See Dr Seed	hiters.	- Reiniji Kew (XU)	Selection		雇
1	1000	() - 5055668 28/06/2020.014	6236/2000/60770 38 PM	ancont	20 Tenz Sing Alter	ed, ell Hire MVP_	10 2005-2028 EHUT PM				(A)	Î
-		5925903 25/09/1820 015	1010/000040401 (8 74)	u – Janach	er i 🖕 verer Smill A	hmed, eCHice MMI	S 2015 2015 2015 PM			U	8 B	
		() 39/05/1020 01/	15250(2023/ECH4) 35 PM	tt - abcdeft	Lo Year Stay Alex	ent eD Ekz MVPu	截 2013-013 FIG PM					
-20 -20 -20		(E) 1255200 35/65/1220 01/	( 1008/0000/POFRI 26 PM	il	e i 🎝 Veran Sing A	need, all the state	— 🔂 заканата на на				B	
61		S055007 26/05/0220 014	1228/2004/07/0 22.PM	II shototy	to Your Sing Atom	ed att the MUT_	100 2010-2020 EV.C2 PM				Ø	
•		······································	SIDAGEORIUM 2 PM	an and a App	a 20 marsha	inne K. s Diftee Marti	с 🛱 таказала на				12	1

Figure 168

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

								) © 🛲	- SCINED
ILCOPT Dates - 1984	Andrea Seatt	ai	Crists 1004 1	et Advanta Seinth	DISANIC	i) ter in	rved Automati		
Comp. No	Reutijst	1962		B.Ajec		C webs	de Closed	Pt Global   Et Physical Scope Grossi	Siebol
			Skin	ch Records				Dectarie Scope Orskol	- - 1
nd T. Raopert, J. Recalive, J. Purt Up	I Fullace			10				7	<b>T</b> = 1

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*)

Noor Juni Advensionen DOM	Pricket Estated Aniversitions
	P:Godal : E:Gadal @
haper.	
	💭 include Occert
· Country	Personito 1
	narku Indiadon Action Type Orders Over
• Man tangory	· sa cayay ·
Bennved	
ogra	
Ossignation	Grattiste
- Sect	
Surph Resign	
	T
ne brite freedy breek	feet frong Parenty Wills
	Cross Gre

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*)

Copyright © NIC, 2020

Attion

e	office effice					_				_ <b>F</b> am	O Distant
	E INCOM	1909	Lin Mail	Academit 1	141	Date 100x Sett	AdvenueSeich	DISAN	CH See Heaved	Adventuries	
I	File Receipt Lower									( Pi Glo	bel ErSiebol 🛛
1	Cores No.			Reutips 1	N.		1.Apro		C molecter (in	set.	
l						Tapent Re-	upr'				
1	Served (). Receptors of Receptors 1	Patta	(Differe)							130	Matteria T
ì	· deter		Comp. No. 1	E Reception (E	Support The	(area	3000.0	Providing Reveals	300.001	Lorenger	Inse D
	D beati		-0.93	-1570210601-DFE	will mage	Reformed the. 1281 V1/2016-B01- tes	801550701-0P5			Smeath Rumar ASTEV(BOTH DPS	Cong. No.
	C) Denis		104	139/20/9/901-0/5	Recontent	NeiCreverk3401-10 (1/3819-801-045	801180309-085			WOOM Konst Attintions DRS	in Lanser Raf No.
	C Delei		1,000	10/3/14/801.04%	Bill Payment outgett matter	Rectinend John wides rubber 601-041	801180TK39-099			215441 Rahar Altim(Bon), DP5	Sender
	D Balles Dist		-002	794/30/9/001-075	Alam	Resignations	80138770h-065	This is a free prime satisfies which course the	54/0001930.55AM	Maritosh Kumar Apacatitra(ko.k.28	Currently Well
	D MANE SHIT	1	081	153/20/9/907-065	Math	Receipt/Created	to 158CTRON-DES			Hartock Kultur Ójna,ASST3(804)-04	Department
	() Resta	्व	- 128	18/00/9401-0/5	Advised in Testing	RichtexBuildrg- 2019/0019.801.099	ON DESTRIANCE & CORPORATE APPORTS		3690203933100 AM	Sinoren Harner 568 Karlagen)	Sett On
	E texts		1279	181/22/3601-045	Acres Total	Flammau 0-2012 (999/2013-801-015	801380709-095			Shawe Kurter Attitutions right	🗌 Slotup 🖸 Obserg Renards

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)

e	office eFile to to	1				Par ()	a line of
=	THE R. P. LEWIS CO., LANSING MICH. & LANSING MICH.	TELLS MADE MALANCE SHA	61)	HARD THE THE ADDRESS	THE SECTOR	Advance Sector 1	
6	Send Growe Robuse	Gross Peri - Gross +			Rent flow.	· · · · · · · · · · · · · · · · · · ·	
	- III come en ce léne		S-Report	Ration Company	Created Dr. 15 Horse		1
22	110	11113-001-075	Ø vedvelved		10/03/0000 127.7 PM		8
100	· Grae New	2023-021-075	reductives		18/01/0000 1216 PM		
-	- Deale Rati	COLORADO ENS	000000		10/03/2000 11:23 AM		
10	· Create Tolore	200 108 801 005	seped		15/05/2020 10:45 KM		19
-	* Greateri	0.001.015	week.		16/03/3000 10:57 AM		
ē?	1 Rear	T 1008-801-045	1/1		18/05/0020 10/10 WW		8
ŵ		800-065	1/1		15/03/0000 1017 WM		
1	+ Parted Ocenti	210 HON BYE	m		17/63/3020 86:37 PM		
8	+ Bulk Doorg	40121 (2826-601-615	2'0"		17403-0000-04:55-799		
	In secol Autoro	12.203-801-845	reent		17/15/2020 84:24 194		62
	Approval Neigneers	0.000000000					
	Constants	-					
		-					

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)

0	lic	e	efilo			-			/ em-	Contractor	
			1. De	ter) the loss Adaptement	1 (j) (ii)	10 10 mm - 5	a Meerbert	ICLU See See	Fried Salarie Street		
	Ser.		Ores a	Mane : Onne Pari Dele -				Seattles.	Carl Star Verse Star	1944	
Ľ		East	eine lä	test.	1 April		hapilings)	Colored Do 11	1.1.1.1.		
1		4112	(	11.11111111111114011199	herowed			1009-0001109-00			
4	.*	- 413	6	11-11-00/02094/01-04%	intensi			12/03/2020/18:26 449			
4		419	r	a.110/300/601-045	**5			1105/000048-51 ani			
¢		419	6	Search Med. 1131 B V W/WIGE BUT. SPE	Automation Sealing		327 and of an initial restary	17/03/2020 (01/18 34)	interaction Testing Revenue		
ť.		410	Ř.	Averabled-Intelliging to 2009- 045	Automation triating		ACP and other respect million	12102/2022 08:18.39/	Automation Nationg Nomenta		•
î,	1	422	e)	Asset 141-110-8314-2010-801- 042	Automation Tertong		ACP and other reason meters	12/03/0000 00:15 44/	watering feature formula		•
ŝ	E	413	ĕ	Avent Sec. 71(19/575/2)(29/80)- 045	Automation Tearing		43° and other repeat meters	17103-2020-38-13-444	Automation Tabling Remains		ł
ŝ	1	4125		assed Sec TIBLATION CLACK. OFS	Anisota para		AT and all eliments makers	1005/2020/1812.444	Annen longleren		•
ţ,	,	4114	i i	Autoched, 1103 All (2008)	Andrew series Series		30° and all an establish realises	TOROLOGIO SIN TEL ANI	Judamentian Tracing Bernaria		,
÷	1	-100	1	Average Sector (10) In \$10,2828-801	Availability Telebog		ACT and atter reason research	120342622-0118-044	Adversion Testing Remont		,

Figure 174

• 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).

ee	Mice eFL	le work					Par.	Antesticity
=		context where the character	ALCON C	1000 - 1000 - 10000 - 10000	Next? Advancements	THE Seal Para	wine) (Advance beauty)	
f.	Sets! Daan	William Counciliant Date +				V teathies-	-	allie -
1	· Canagi San	12 market	Largett 1		Same Graphy	Descend Ge (1	Arresto	
r,	0 1 523	ALT/ 14/2020 021-055	inclued with	8	Internet and the second	10/03/2020 12:17 494		
	t 524	210 (06 000 1/2 / 74	unitedent.	Quer		10/09/2028 12-14 PM		
	t 5212	4-1401-0-0020-800-045	country.	C2 Open In Talls		18032028 1123 444		
b)	C 520	4-1014000-001-075	vetires	Di Sent		10/09/2528 18:56 AM		
	L 525	11-11-Vergaga-aga-pro	ward			10/00/2020 18-46-444		80
	□ 8 5228	11/12/28 400-045				100320201807748		

Figure 175

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

e	Office eFile	1 mr 7.0							nontiner Statutes
=	( RECEPT G	wei inn Set Marcel	ent	RE Geste Into Ser Adv	nceSent	state as	et Returned Advan	e Senti	1
	Send Grante	Rohame EmostePart Occe-				Y lead	tilder	Relien Sension",	
-	Comp. No. 1	1 reve	Subject		<b>Subject Category</b>		Computer Number		
	0 1 222	ALT-1262020401-0FT	interviewed			15/03/0020			
15	🗌 E 5294	ALT-157282401-045	vehictived			15/15/2020	<ul> <li>Subject</li> <li>Subject Category</li> </ul>		
=	C E 322	A 140101/00034801-095	commun			18/03/2020	Remarks		
25	1 F 525	A 12/14/2020/801 075	wedward			18/01/0000			



eOffice



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

8	Office					Geo O Monate for	ion 1
=	BERT DESKY THE MARKED	u	ne board		nynez Javan	Parenth -	
1	Send Cruce Volume Crosse Part Orac-			Y Sarthian.	.14	Fighter Section	
	Europ No. 11 Einite	Salat	halperticipagesy	Generati	-	O Self 🔿 Sextion 🕧 Hick	vitiv
ŧ.	L 526 AUT-12-6-2525-621-045	withoutvierd	11100-0000	10/01/0000 12:17 PM	ų		
-	E 3034 407-13/10/03/401-015	wolwowed		18/03/2000/12/16 PM	4		



#### 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)

e	Ø	ice eEste	1m 78						P (	Autoparties
	-	-	town billion 3mil Adopted	i na fa	-	RE DORE	Itau See	Advance Search	The Description	
	5	cial Groser's	When Grane Part Clove-						Baschitten_ I+ For Jose Selection	•
		Comp. No.	File No.		Sater			But pest Gaugery	Owened On ( ) Remarks -	
	0	1012 1	ALT-12/6/2023-001-045	6	waterived				10/01/0200 12:17 PM	
125	0	1 6197	ALT YAND BUILDED ADT 2014		ter/reuting				1000.0020 1216 PM	
	d)	£ 3232	A140101/20204001-0P5		10990				15/03/2020 11:25 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)

e	01	lic	e. «Files	- 14				_					📲 🚥 👔	lanna George
		18	00071 040	ten stat See Advers	Starth	. <u>Na</u>	RE	Charte 1000 Set	Advantationer		-80.0	Set an	weed Vervine Search (	
			Gaureita	Lane - Conto Pari - Clase -							Y	Title -	· Bates Service	
-			Deep-Hot (4)	risk to	-	1.4 mm		Never				anal 24	directed (	
	Ó	٠	4.00	ALT. TO MUTCHINE ROOM	4	servicedure:		O RET	Cirryson,	C BASSON		11 (01 20) 11 17 MV		
	-		arai.	W.T. 10/11038 801 101		weiterback		Subject Dategory				100001218 PM		
-	C		8282	A LEPTINGUE HILLIPS		104.04		K/7 and table related matters	Al Methigs which markets	Al Alverota		1,000 11 21 AM		
10	ð	τ.	\$228	11-714462228-801-045		scal		C a off reset				150000 1046 AM		8
	17		1028	Th (Watana and Lines		ment.		Date				MA TEXT OCTUAL		
	ä	4	8327	11110463834631045		N <sup>1</sup>		Credition Date Frank-	m Energia			94-910-0000		19
-	-		\$228	Are 2029-807-075		64				-		NA 1101 002573		
-	à		8228	the second second second		eng :				UK O	uer -	11.10100.04.21 PM		

Figure 179

• 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.

e	Difice effe	-			-		<b>#6</b> 00	Director Contractor	Martin de Onicit
-	The local division of	INF - Star Set Annes Sant	144	these states to	er Advanta Samt	SDA Sea	Terament Advance General		
6	Tecone Sent	SendBest Hum To+ Down Weare Down	Net Det	Olive*	F Serrida	Y	· · · · · · · · · · · · · · · · · · ·		· (#
	File .	en i arrente arrier treng i 🚑 niar	an ƙwar Qisi	ionach. 🖓 😼	NITE COLOR OF A				11
	1 Generation 1 Generation	ACTIVITIES COLUMN	2 <sub>0</sub> Netter Ka	ner Ope, 60 1 GCT	1.100 2008 (11.10 PM)				•
æ	- Greate Holonie - Druesd	10/0///S200401Terry & man	an Sine Qay	ao - carn 1 🕰 - 40	5/282811:39 AW				•
0	*10000		new Qar	An 1 1807 - 185 141	5/212111/57.444				
8	a Manuar S. In Ministry In State Patients	25-110101313000-801_ Auximum Feorg	20 means	una ora, ed t estil	- 1413 (2020) 11 (2044)				•
-		11111 - Australian Teorg	20	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	📇 14933333 11.554W				•

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)

e	011	ice		File with					-						- an	Completions	
	C	1010	n.	Overe -	NAME SHE ANALYSISHED		-84	Cunt	intege i	See Advantation		SOUR	See - Sec	ned Veven	estanti (		
15	- Re-	-	6	end ) Greek	Net Harry Course Value	er - Create Bart	() Feeks	Gare			2	ist the		Refere	A Syncard	- 3	8
-				was the LU	The Max	Steel			1.	÷n-	Sector (1	Real De 11	the field	8			
<b>6</b> 11	13	0		179	Analot Sect - 1010/1508/2025- MITL	Teen/g				ternsch Kullear Oper, dit i 16070.	1403/2020 61.33 MV	17405-0000- 11-82 AM					
1	ġ	¢.	: :	175	and and instruments.	the Decision			. As	in and there if the BU FREED.	1008-000 D13 PM	1008-0000 1215 PM					
1	9	ΰ,	1 1	H25	Award Sets (1010/1213/2028- 001	Teerry			19	ieroze (i.e.e. (ps, 50 ) (227).	1405/0028 1139 AM	1405/2020 11:39:444				<b>6</b>	
6	Q.	÷.	• •		Avaira Sea Francisa i Adapti- Boti J	tearg			18	wait totaripis, writiwers.	1408-0028 11.57 AM	1403/0030 11:30 AM					e



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)

ę	Dili	Ce		efile)	-										1	6	Diversit farm	
=	0				COLUMN DATASET	. Sit	Advance Search	3	-	Lines 1000	Love AdvanceSource		SSUE	Sea - Ana	red Advances	inter i		.)
	) THE	-		and	Send Dec	i ilse i	ert Create Vel	urrai Crease Pari	Tett	ORM T.		7	ineza (1999		Fill How (SAU)	Selection of		Æ
X		e i	14	Correct P	we til te	t Mas		Server			- Selection	Seerile #1	Band De 18	Norther \$1	and Remarks			
n,	ö	2	•	8178	2 6		Set Mar2020-	teory			Name and Address of the Owner of Barrier	-+C8.9005	12402-0000 11-42-4M					14
		ø	÷	175	j.	end Seis 1 kg IT	Marking Adar.	AMERICA EVALUATION OF A	-	to-sagnation Pear	ANTE INITIA DIVISIA AGEORA-AGEO	405/2028 1113 PM	1005-0000 1215 PM					
P	9	0	t	9125	20	a in Sect 110	Gration Erroal	as + sectory long		Gepartmark	pes-	-#03/3028 11.99 AM	1403,0000 11,39,444					
	Q.	×.	×	1128	te or	and Sect in 10 IT .		tearg			Statistic Statistics, All Chiefe.	HOLOCE 11.57 AM	1403/0030 11:30 AM					



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

et	Office effice					<b>#</b> 6++	Construction
=	CONT CRIES INT ME ANALYSMIT	164	Iner Ine Advertices	- E	(Theat	Test Assured Awardson	
6	Teore Sent SentBet Raw 7c+ Down Warre Dress Art	10.000		F Serector S	E 100213 19998.	• PRESSOR	1 1 1 1 1
	() TOTALOGO TI AZ ANI			F Sant On U.K. On Feed On			
1	C Instantisticate	V	an old for near 15 weaters		5) 		10.0

Figure 183

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

	Mice efile		
-	CONTRACTOR - MAN Set Advection -	The Crust Man Let AdvantSort	State See Awared Aware Gentry
-	Team Seal SealBest How To+ Down Wilson Ones Art	- Ref Cline*	matelene en courter interimer
	C () I I I I I I I I I I I I I I I I I I	ana dar 10 1 sich. The reaction of the	D Company Names D The Names D Subject
12	<ul> <li>О Полити стати на полити и на расских 26</li> <li>В солоти стати.</li> </ul>	lanan Karan Ope BO ( GCT) 👔 takenzak at teres	D January P
-	<ul> <li>(1) 第125 (Averaging 110011750015-801, Theory (2) Marcan ( (1) 120800001175948)</li> </ul>	ere Qaulah 1000 . 👔 1465000 mitta 44	**

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)

	Office of the war			<b>?</b>	Denne farme
	E REAL OWER MAN Des Manufant	PLEAS Desir Johny Seit SalameScott		See Teared Advancement	
6	Reime Send Sercifics Man-Tare Croce-Warre Great-Rei	Feb. Cult+	100103 Y 20010100	+ De mir gen h farm	- 4
	C () () STO ANNOUNCED AND PERS & DECEMPTION () TRANSPORTED AND () PERS & DECEMPTION () TRANSPORTED AND ()	une que es rarra. 🛱 televazionazion	O Oper		* 1
	<ul> <li>① ① 575 Annex Sec 1977/04/2018/01, the Decision 1, A</li> <li>① 1975/2020 (2159)</li> </ul>	Nanisari Karan Djini 100 1000 💦 🔂 1409-2001 (10.13	CE Open in Tale Di Secci		
-	〇 〇 (1) 505 American With S2016-804, Tening は American 合 1455-002 11 39-44	нин түрк кот жита. 🖄 төксөлөн түрк нө	Band Back		







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

10	NO.01	1066	e 1 1111	20. 200	NEXMIT:		HILL	treate.	the Advancements and and	Set rearest Associates in
Dece	ne	and	Serel Back	How To *	Desix Volume	Green Art	Part.	Cont .	Tiaride 🛛 Horizier	HY SECONDLY SETTING
6		E 3175 745(282)		10/0/1368(22)	8-801_ Ttiting	to survey a	va diri	9013871	B HANDING M	O Set 🗇 Section 🗇 Herevity
									act. D. 10082030118 He	144



#### 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)





- 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)

2	Dffice eFile == 20		The second se	<b>*</b> @=> 0 ==	rasidan
	BOSH CARE S SEE SHE MARK MARK		Name of Second	and set mare later	
r	Receive Send Send Send Set Move Terr Down Volume Oracle Ferr	Tel Clint	E Settin ¥	hear's man. • And were (1817) Second and	8.
	<ul> <li>Ф. П. или сказание спартивности или. техну 2<sub>0</sub> налого Ф. ПОВОЗИ 14246</li> </ul>	Neare Prysical D M Read	entthree entthree	6	1
ľ	C C D NTR ANNALL TRAVING MALER AND A MARCHARGEN	Denners O Al Real Marky	Citized Thee		
	<ul> <li>(i) (ii) 515 Avenilies, 101013150024801. Texting 3g Internation (b) 145002001128444</li> </ul>	D Hereodoria D Most Imm Subject Category	nertiens 🗇 Out Today		
	<ul> <li>О () так соотвестного палания. току () наках () нешаха изака</li> </ul>		gereisend 😳 Al-Aduercee	0	•
1	С О П или самонах сипристикана, маканальной р	Date: Sea Date from	New Gase To According 1		
	D      D		Destricts	5	
	C (P) SNR AverdSex1100012133815-601. : Ever Description 4	Others	O Gue Data Bapasa		

• 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:**

- 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)

	Mice file w re	2 man Kum 4221 (801) - 8	
=	( SECRET ) Creare Value Sec Advance Step 2 REC Creare Insur Sec Advance Second Million Sec Advance Second		
68	Samuel Sand Send Said Many To a manual and Said Said Said Said Said Said Said Sai		- 年
	Average Series     Average	0 0	Î
12	C Autor Lande College Wart Lande Cyne, BO I SECTL.      Carter Cyne, BO I SECTL.     Carter Cyne, BO I SECTL.	8 /	
<b>金</b> ■	(2) (2) (3981   Award Sect Thill() 796/2228 801		1
8	C C C 2 3791 Annes Sec. 110107.05.000-601 🤣 Crar Decemptor: 🍒 Decemp Karten (), to, 201 S C L. () 🦓 12/05/000 (2/17 PM		



#### 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)



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.

ee	vilio	e	ef ile	Lew yet:						-	-						10	••• •	Brinst farmer
=		icen i		616 - XIGE	Set As	and in the second		1000	Ciate	ites Live	Advertises	anti:		SDA	Sen A	ared A	verse Grant		1
F.			ii ee	un Orach	Ede	Seri	David Beck		No Peak	84 NB	(O)=+	Disperaty	Marc +						
-	the sector	47.8	www.c5	Sect-11010(12812)	Kin-NOV-DVS										P 579	1 Award Se	s11010430		Enter Descrips
a l	Lat	i trans	-															G	G
	01			Response in the	annat			Siderica (				Wat	et 4a	and the second	ea des 11	Interest D	HI.	Donards -	
	10	0	٠	1000/2020/00/001	1.075			Ameriation	teorig		nimpt:			TARGO	000 (08.20 PR			MARE	
۰.	0	.0	π.	1007/2020/007	1.079			Aurosof	resting		elargi .			11.000	1223 (18.31) (1	P		MANZ	
	ц.:	0	٠	second alech.	245			annead			нанда			16.645	mini okost 14	<i>a</i>		Milkille	
5	Ŭ.	0	P.,	1302/2020/#10	1 DFS			Automotion	Tarsing	6	cajs.			12,630	alla ogst PA	e		1001030	
6	11	0	p.	1202/2020-001	1-DFS			Automotion	Taiding		intigi			12/820	2019 (02.47° PM	2		and same	
	0.0	.0	τ.	INTUDARO1	air:			Automotive	THEORY		n Kal			13/620	0110 00:46 /1			-	
																			RECE
																			And Notice
6																			
	-										-							15947-7523	per devoluped by N

Figure 193



### 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

шсi	6	eFile	t ma su		-			70	Les Diverse farme
			Charles and a second product of the second	Hal User (Star	Leve AdvanceSource	1	SOA Set ins	areal Assessed	Hamburger Menu kon
		lane p	err Death Eith Serd Seid Beck (	i Dekfins Analta D	et There De	parchi Movia.		Switch Window	
i inina	67.A		Seci-11010/1202038-801-0/5				P 5791	Annual Second Victoria	0-801-075 Enter Deverpoor
List of	diam.	Series	Concess .						
-			Bernige Mari / Anna Mari	eases:			a second on pl	tited De 1	Annata TIIC #
0	0		1000/2009.0011.091	Automation teating	Rectings		FAUNCESSION OF STREET		Alasia References 🗐
αŻ	.0		1 SCHOOL BUTT BY	Automation reading	Recargo.		TAXABLE CONSTRUCTS		MANE
in h			840009801-015	work	Receipt		13/63/0101 (5.57 PM		-codecolity:
Q (	0	. 10	1203/2020/601-045	Automotion Testing	Heraja:		LILEGODIA CEST PM		40434.0HF
8.0	0	*	1205/2020/0011201	Automation feeting	Receipt		10.0403210.0527.955		ALIMANI
air	0	π.	981102293027234C	Avantation (1903)	Receipt		TABILIZED OK ALVES		ABAR
									Add Nersley
				Count         Count         Sale         Annual Sale           Measurer         Count         Sale         Sale	ACCON         County         Seet         Advancement         Mail         County         Mail           Image: County         County         Edit         Seet         S	ACCOM     County     Some Address Address Some Address Some Address	ACCONT     County     Some     Some     Advances Some       Weinemanne     County     Edit     Soned     Soned     Soned     Soned     Market Sone       Weinemanne     County     Edit     Soned     Soned     Soned     Soned     Soned     Market Sone       Internet     Annotational Sone     Soned     Soned     Soned     Soned     Sone     Market Soned       Internet     Annotational Sone     Soned     Soned     Soned     Soned     Market Soned       Internet     Annotational Soned     Soned     Soned     Soned     Market Soned       Internet     Annotational Soned     Soned     Soned     Market Soned       Internet     Annotational Soned     Soned     Market Soned       Internet     Internet     Soned     Soned     Market Soned       Internet     Internet     Soned     Soned     Market Soned       Internet     Internet     Soned     Market Soned     Market Soned       Internet	ACCUP         Cases         Son         Association         Hall         Cases         Los         Son         Cases         Cases	ACCUP     Control none     Same Advertision     Name Test Test Test Test Test Test Test Tes

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.



# Add Correspondence in File

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.



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:

Copyright © NIC, 2020

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

	Necessian (							
		_			Year 2000	e.	G Grann Harn	
	-	Comp. No. 11	suspect	54	ect .			
0	.*	1264	#18/2000/#01.0P6		najen			
	t	1421	1855/0000/1801-645		subject			
		1.80	BA-2000 811 (2F)	243	sagen		Step 3	
0	÷ř.	1464	888-2020-801-045	443	amption Teaming			
*		1455	W4/2020/201-245	4.27	presson Netting	1	1	
9	<u>.</u>	1448	W4L2000(801.244	647	arration testing			
	(t	1498	10802529501-045		projeton Teolong			
	4	1402	1011(010560)-015		amarian Teatring			
		1.018	NUMBER OF CONTRACTOR OF CONTRA		алыпал энселд			
	*	1478	30(3)(2)(2)(80)(0)(3	Res .	armation Testing		Step 4	
Remark Alamas						1		IN DO THE CODULED DATA

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.

thee - the						<b>F</b> o	<b>B</b> ()	
	and a first second s							
	The Design Week Warrang	- 25						
And Designation of Concession, Name	D P == (+) + Advection 1	× =	B					Anna and Anna Tar
	Data = Departure 2012	*	inarita.	1/0600/0228	Incored Styl	Brase Save 80138 those bits	141	G
	Te RL Report		Intered Do	101010/0200 (11401 AM	See	later .		
	New Centre Text: Texternal adjustment of your larger rate ( datability, 02,2010)	81	field.	Avent Sec + 10401385 accelerations	Reception.		2	
	Date FL: Kapen Yor less the been received if in face communications chape where the temperatures re-		Talges	American Testing				
10.0	REEDED AND		Bull Ballyte	100	Nusly Type			
	Puper.		Toolinale	o.Rea	Forme Of Conversion/Morrer			
III I I I I I I I I I I I I I I I I I	Alta, Taina	81	71001		мисторий	ACP and other Headed P1 Activity		no. En
			Sub-Dicepton			1660		Constant of the local division of the local
		112	a Depairt Gelaff	6				
			Seigentet. Im.					
			B. Board Ser	Barettin Britanet	See 1	reigh heart Actor		
			C 199/6	Distanti (3) Service Ne 3) BCOCMO		DIPRID-401 0		
	Tarent Forare (							
	CARGE COME.							

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

eOffice

	-				1 GED 6.	
	Rest Denals				and the second	
	KONIP. NO. :	1988	Second Tel.	W112020301-049 Ø1	IN RECEIPTION	
22	Nature)	Depres	Line New .:	Average 560 H1010 (2020) 2010 (2020)	CONTRACTOR INC.	
	Main Category	ACT (MORE TOTAL)	his citigety			
	Pran:	Na	Responsion	N-	and the second second	
	Parana of Concentrations	Same was garners	Detury Maria	4) True	10 A 4	
	Saration Types		Lamas Ball Stall			
	Lease Date 1		Record Case	97752/3020	100	
	Discy Dem-	IENGB/BOBIN	Distantional By -	Brease FLower 80 1 (807) 011-010	100	
	napet	Automation Period			1.00	
	Endoquer Ramaka:					
	Address	Alter Date:				-2.0
				Autor De	142	1111
	Dimento .			the second s		
	Name art	delarer, illing				
	Vannensteiner					
	Colore and the second second	Average in the second s	1000	Service Minament (Str		
	Destantin Courses	Control of Sciences	C Lowes 2	and the second sec		

- 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.

	Mice -Filew -		×					<b>*</b> @=>	0	ASTI BOTHER
-	( Read County State Sec ( Addressmall)	NI THE SEA SHE AN	(ATTA SALE)		10000	-	MATHY REPORTED	F		
B			More +					1		
	Harrison - Amerikan Hill & Bold All All All	Y B	tox of Detempor				8 8118 Anard Las. TEX	5/1 MAY 2026. MC	1045 ·	
-	Baia:£3			and the Plane line	Setter:	Time	Above the American (19	trees the par	here	Permeter
15			Marin Sa Rull	ALRE: OT	Larney Photog	Bearings	36,900,2038) 20109-001		:47	-
	MAGIZEDE THIN AM	Strayon Kumar Approx Borty Borty BMD	United to	ini i	Automatic in Taxing	10.0		25/63/2928 (32-43: 494	58	· (d)
	Bain # 2		2 (2):44	-	Automation in Taxating	11.0		11/94/208 13:42 PM	54	<u>ं स्त्र</u>
9	14/0/2008 11/19 #M	Morrison Kalenar Oliva	9	internet and	Automation #Talatoring	boost	10.08.2008 (0.00 Min		68	Ave.
2	Provident To Trans	AUTZ BD-4-DFL								
\$			1							Add the set

• **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.

ee	Mic	ce	eFile w	7.0						-						@#*	Disregal Marrier TDESEN (CO	Ration in the
=		HELE #		the second second	Sec /	kkarse Seat	8	192	Gener	ktaar Sen	Addin	n Search	19	550E	Sera - Resurces	Actions	Search	F
e.	5	<b>1</b> 2	Movement	· Detoils	GØI	Send	Selvi Back	Ginet	UMRE	Atlach	Perk	Ore-	Olispetth	More ¥				e
-	ite he	dates /	N997/28204	ph er			44	1. I.I.		in s	a - 10			1	1	3115382	A/987/2620-QA-0	150002
	Ling	ak Car	respondence															==
	G	2	Receipt R	ia 7 kaon Ma			Sab	-		Tre-	-	Mates Pe	Arrest	rived the []	i ferserti U.	11	Simony .	
	0	0	\$280,000	arbornez			stud	ety.		Receipt			11/0	6/2020 03:3	T PM		rferferlerf	
ì																		
2																		
5																		
9																		
Ŀ																		
К.,																	Add	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.

			(58° 2025	👷 🛛 Q. Search Hore	
	éture Gampalina (	14 - Receipt Ma	Sellins		
-	statist	1996/2020/EOFRCE	atotely		
50	N053533	1999/2020/EC#MCE	abezietg		
1.	9063643	1008/2020/EOFRCE	atockig		
1 1	5052545	2011/2020/00//108	abcdety		
E	\$052442	1808/2020/EOFFICE	test subject		
p	\$053.965	1021/2020/SOFFICE	gherade		
E	5053443	1809/2020/E0#RCE	taat subject		
r	5052522	1959/2010/00/MCE	text subject		
1.15	5052541	100000000000	ebrowity		_
1.1	943994	an Step 3	ykoski		Step 4
oniarka *					
nach as si	orrespondenta.	1			1

Figure 199



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

	flice	2.	eftle w.m				-						<b>.</b> G		nge turiur heinin Gescherdentes
	1 100	ळाग	Count Hos Set	Advance Search	HL	Control 1	Mar. Ser.	Stat	e Spentra		ISSUE	307	Deserved	Advertix Sector	
F.		W	toverient Dutada Kolt	Sond Send	liacă Convert	Link Films	Attactive	Fish	Citos =	Unstation	Mors -				
	ile index	11.4	10,40-9401										्षः	1115382 AU90712	028-QA-01 25000
П	Cite at a	Corre	napostalenere .												
	01		Annelge Mar. I State No.	- 14	Maple -		Type		Waterdas		under Di 11	_	laund De (1	Renation	
3		0	2591/2828/8044108		stocketg		Receipt			2	entr ustral sole	0.000		Attach as correspondence	
	0	0	5282/2020/80#HC8		abodetg		Receipt			1	NO6/2020 03:3	2.041		rferferter	t/
8	1			18											
5															
12															Add Terrior
															Paul Category

#### 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.



Figure 201

- 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.



Figure 203

- 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.

e	Offic	e eFile .	6.75						-				<b>*</b> e=-	Canal Series	Konan Nitra nig Krjacilikca
-	0.00	CLIFT Cour	ar 1800	lar Ad	cancel Selarc	8	ALL		- Indean	Sec All	aven Scients	and a	Sint Reserved Advan	tos Search	*
8	93	Mulemen	Details	Dratt.+	ERC.	Send	LINA FREE	Associa +:	One*	Mare -	a				<b>1</b>
-	-	A Z ABET/D	nua-qain		-								E BALGEST ABO	13/3826-04-05	welwelvertee
	00	0							Ð	00				<b>D</b>	
2		-		Ve	rsion 1				Ċ.	0	P ( 1	il line	- + kalernele	Zere A	*
	This o	Test Yellow no	0w.							ι.					
- Sa														V2.7*	11

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.

e	Office recorded of the second				-				<b>*</b> e=	Diseptioned
=	( RECEPT. Create - Induc Serie AdvanceSerie)		RE	Create-	Incon	Serr Adv	nce Search	ESUE	Sert Resured Alloca	e Seriti
-	📅 Novement Delatis Draft+ Dist	Sent	<b>Seiv</b> Taka	Abith +	Close+	Max-				
UN	File Drug Content								E 3115461 ABC1	3/2020-Q4-01 vetwelvetee
61	000				8	00				BBOE
2	Version 1				^	0	P 2 4	ij of t	- + Aunut	aan : >>
۵	This is Test Yellow note.									- 11
<b>B</b> 3										- U





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

	onice stills as to		
		heliowikze Cardinitation	and the second second in
		Do you want to confirm this yelf ow nate?	10
	Projektion ( 1985 - 1984)	Of Canal	I III WELCOM GEN
9=			11 - O -
	Version t		- +/ Advisition 1 - 26

Figure 207

## 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.

	Office affile we zo							<b>2</b> 0	er 🕐 🕐	Nation Nation (Sp.
-		THE ADDRESHING	1985	TRANSPORT IN	the Second	NAME AND ADDRESS OF		THEFT PRANTER [	Arbar on Smith 1	
	EB Management Datasta	01417 - 2011	-deret sink films	Contraction (	One - Marc	-				<b>1</b>
		-			(E 0 0			8 - 1115454	австирова да от	
-		Version 1				А.	* ====	- + +*	enticizzan e	
-	The set heat wellow note.									
æ										- 81

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.

	Office		
-		priced confirmation .	and for head Atendiery
1		Do you want to discard the note?	14
197	D C O	OK Carvel	
1381	Version 1		



- **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.

ġe.	Mice	- utilitier														1.000	
		Colored Colored			and a low off		-	S+444-1	Sec. 1		ATT A DESCRIPTION OF	And Address of Colored	10 C 10	a l'instante	The survey in succession.		
	100 C	adapper and	Details	Canal and		Secol Star	of Berlin	Local Second	(Colonati			Margare .					
. 1	File between 1		NTT I										_	E ALLOWER	AreaNJERORE	Trea Empart	B BANT
	00	COLUMN PROFESSION					-		11	0.40	1912/28/03/909	1010			E1	00.00	8
-	h en - 10	8 J U	- 18	· ····	22   1	-	- 41	44 -		1.00			WHOM		unnen Carin - P		T
		18.05									A Sim	ple PDF I	"ile				
P	Parker to										the second second	an includent of the last the l		and store in the			
h											Sand Street, Spirit &	the state of the state	And Andrews	100.000			
r.											that share but a	601 337 (103 (10) (107	The Palasta	10.000			
2														-		_	
									1					· · · · · · · · · · · · · · · · · · ·	and Thiss Pager		
<b>a</b>								4-1+1-1						linwide	ad This Carresson		
								distance in a		_				_			_

Figure 211

### Scenario 2

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

e	Office	. ofile	ia.										Tom Discontinue Parts
	(   10CD	er Creara	finitions.	Sec. 4	daras Score		n.c	Creater	1000	Sere	kanne Searre		TRIK Larr Peturian Adams Saure
1	œ	Movement	Debella	Diafi.•		Send	Send Back	LinkFilet	Attest	• h	4. Bar	- Min	··
	File Index. /	A/9412/2020-81	ŧ.										E 3115200 A/945/2820-KTI Text Enal18 SMS 11
6	00	Quiri Notice	•		ORTHON		LINE AN			00	1912/2020	DEDMIKE	
-	<b>Δ</b> 6 - Ω	B J ⊻ ×, ×' <u>∧</u>	6 F	* *	11 II - 20 Tre	臣 - *	n in i th	- H -	1	10   10	P 2	•	1 st 2 - + Astensis Zoon F 29 8040202430
	Nethers.	- Op	- 6	in Hatt	-				1		AS	imple	PDF File
5	Refer to	o fullewing 📰	//						Î	L	The second se	end in end	
100											And Price Sec. Red		nero Andrinale Mat, And Incentero, And Inter- tig: Anne- and many task Jeni Hone Ket (nel

Figure 212

- 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.

e	Office	– efile	.70							¢.						2 m •	1 Sec	NA SARAN PARA	21 E
I	( RECE	er creat	a) (maar	Ser Ad	vance Search	Ε.,	R.E.	Creater	Intervet-Se	m Valen	10000		-0508	Sort	Returned	Achieve	: Search		- F
		Novement	Details	Date	BOT	Send	SeidBack	Liw Field	Amenia	Park	0:00	Nors*							
	/detailant	A 13/1122/0	13 40-05											E 311	13376 A-12	1122/2020	P. 19APF	Automation	Traing
1		Quick Hotel	1		Lan Sweet 12	19602000 8	W 81.01 H									1	7 🖬	E 2	
B) (3) E	Wetlana	B I ⊻ x, x* <u>i</u> - Opp o fotowing		0 - f	B IE - R Brann	iΞ = 1 - ∓πτ	D GE 19 Wity	- <b>4</b>		Nate # 1 Crease a Gra		Rafer T	his Note his Sarages and This No	and the second			34	roja Sueser I INDON	
									1		more Greet X							lerar Siraj Ar (NOrvi	

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.

0	Difficier antilin		
		Note Selectore .	Party Street Address ( Manuel Social Street
		O Moong	the second se
日本		Note Number" Note #1 * Peragraphs Parall 1: Cruse a Green Note	THUS EXPLOSED SERVICE SERVICE
	上 8 3 J U 5 年 年 明 8 三 日 40 5 - 日 K ギ 上 第 - 日 - 1 00 Tapes farms many - 101 - 101 Tapes farms	Cit	
	Name of Advances of Concerns	- Instrumption of Aut	Barriel Australia Patriel
8		Tatura J	
日本の		(Original Providence)	
8		(Description of the second	The state of the s

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.

	Office eFile	w.43										P (1990)	Contractioner
-	( HREPT G	ere bie					. ALI	<b>1</b>	ne lalara	Seral Adventationals	DISPATCH See	Returned Advance Scorth	
-0	E LOD CSD-11015	2:2019-0 (	Tecarg										
LB.	T Movement	Details.	puit-	6.01	sent	tink-	Attach+	Cirps +	More-				Ð
	Plistai												
20	Computer No. 8		No.54	6			Subject			Attached By	Answer Die #	Renario	Action
1	Poor rectands, favend												
õ													Amach 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.

			Vear 2620 #	O(Search Hars
	Nature #	Cong Hantes e	File Number #	indigent #
0	1.8	THE	LTUV-623+1-90102/1/2019-0	taantit
	1.1	1135	G-15012/142019-C	Tetr DIA
8		1104	HTER-TREAT(TT)/USECTE-C	us e
0	4	TT28.	DOL-13018/0/2018-C	(orsey-Sorie/WentSergal)
	100.)	+125	D-2301-91/2019-C	Teer 36 june
		1121	130/9781540	Britle logit Mb, the galeries would itera itst.
	- R	+120	Building/0/0119-C	Test: File-Convert
Ċ.	E	1316	05/309/190112/12019-2	TestRie
		102	0-00/1/0019-0	Physical Flat
		1111	Building 11/1/2018/C	
				(#UK) 🖬 ±14(+) 5/+(
lemarka	P			
stach Re	(-			



- 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.

eoffice eFile uns					🦉 a	ma 👔 linter tatur
E   10007   1900 / 1	max last Advance lowers	( Ral Cause )	the last sharelawly	DOWOI Let	Tata Yes Advance Tealors	)
1 1439   CSO-11615/1/2019-C	Terring					1.00
Description of the second second	n Draft - Erik Seval Link-	Anneit+ Com+ More+				
Acceptly .						
🔄 Котринат Но. +	Reality No.	Subject	Atabed 6y	Attach Dr. #	Remarks	Action
An incompanyurur						
e						(#14 <b>1</b> (#14
ā!						Artach Facept
						200 C





**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.

			Year 2019 ¢	Q, Search Here	
Ö:	Nature #	Comp Number #	Receipt Number #	Subject #	
	E	1633	454/2019/80/-DF5	ក់ផ្ទាស់ថ្នាថ្នា	
0	E	1614	390/2019/B01-DF5	dettol new	
					(H) H 🖬 H (H
Remarks	3				-
Attach Ra	twijel				
Tona them	985 Character lett				100

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.

	)ffice_eFile	Wei83										<b>*</b> e	Astronomer -
	RECEPT- Co	ate i Mar	a Set	ida	ice Searc	N	RLE	Ce	ee Inico	Sers Advance Search	DGWTCH Seic	Returned Advance Search	j.
	E 1480 CSD-11015	/2/2018-C	hang	_									
	Movement.	Details	Draft •	Edit	Send	Link*	Attach*	Char-	Mare*				e
	Files												
≌.	Computer No. 0		File No.	12			Sobject			Attached By	Amach On . 4	Retarka	Action
10	1428)E		D-230	12/1/201	940		Tets diañ	4		Shravan Kuniar, ASSTN(901)- 045,801 SECTION - DPS	13/09/2019 (5.2341 Pi	И Азыл	8,8
Ő	1447(E)		150/5	2004C			File A			Shravan Kumar, ASSTI(BOR)- 015,801 SECTION - 0F5	13/85/2010 85/2941 PK	I Atlanti	50
													1 A 🖸 1 A
													Attact File





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

-	Hice wild out					am	0
표			1 Million (see ) See				
n	The Breakmann led						
	Massas Seals ()	HIN DR DAN DAN D	Nett (Section)				a
<b>1</b> 21	Rives						
	Surgers in A	niki	Sige	Amortent Re.	date 2n 8	Servers.	Aim
: bi				Come form and strategiester.	International	100	
	ALC: NO.		Detach Receipt Remarks	× 549	One of the	485	80
0			Activation .				ALC: NO.
-							a provide the
8			Taxi too (Ni Danazi et				
6							

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.



Figure 228

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

	office effice wear					<b>P</b> (	Ber Distantion
	HENDET OWNER PA	tan Sera Adama Santh	niž sta	a Jahan Sant AdvanceSearch	DIVICIT Set B	and Alwertert	
	E 1430 CS0-11015/2/2015-C	Testing				y 10	C5835 *
8	🗊 Movement Details	Diate fait Send Lin	• Attach • Ottor • More •			20	sectory emoted
ľ	Recolution						
2	Computer No. 8	Receipt No.	Subject	Atacted By	Attach Gn 🕈	Remarks	Atban
Ð	2217E)	N6/3/10901-070	4	Showen Kumar, ASST1(801)-DP5(80.1 S2CTON - DP5	15/09/2010 5:5E PM	Attach	6 B
	3020(E)	18/275601-075	setsec	Shaten Karter, AIST (B0% 05,80 T SECTON - DKS	15/09/2019 5:95 PM	Attachi	6,0
							Rad Recep



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

	Mice Manne							(B) (B)
=			10	The second second second				
6		Held S. Star. ( 2004 ) 100						
<del>1</del> .	Banaldon -							
1977 (S	Company in F	And the second s	Same.		and the second s	- Annual Contra	Acres 1	-
10	1000		÷.,		Break for an and internet			<b>84</b>
10 G				Cartarto Securito Securito Asparto Securito Secu		COLUMN STREET,		
P3 - 0				"Tetr mill ; etr Dansar an				

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)

Copyright © NIC, 2020

e	Offi	CE	eFile w												aley kon Pica
		-	Coast	+ Itles T	ien Aberonileert		11.2	Own	Inter Sea	- Ather	e Serti	tout	See Record 4	Love Seatt	
2	E	5	Movement	Decals I	Drafi 🕶 🛛 Gdit	Saint	-Send Real	Link Files	Attach *	Park	Care - Miles				
	Eduin	-	r A-13/1123/08	00-QR-01									£ 3115936 A-12/112	A 19-AQ-162001	neraetiva Tr
	PERCENT.	9	Training Street	Bar Bar		Territor.					distant and it		( access to the line)	(and the second	
	•	9	Corp. No. 11	Rese.	_	Setjee	r.				Academ by		(Anatol Peter)	Remarks	
	1994 1997 1997		Cores Ha () 30(542)	Miche Distanti Gi	401		a42444			-	Accessed by	eCT as WHL	Americal Do 11 - 2008/2020 De 33 AM	Romania Cantolini West	Ann

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.

Sec.1	fice					Tom Guatantes
= 1	Searc	di Filir				
	-	ł.	2115024	Alamiazaangaan	Automation Judice	·
En		- E	0115188	A-11011096682320-QA-61	Automation Testing	- 10
	0	E	1108584	A-11013/87(2028-QA-81	Free Decorption 12	and Dec. or
<b>1</b>	۲	E	2106778	A/02/0803-@04HC#	Texting the	
10.0		E.	3106345	D-12811/194/2020-80471CE	Irear Description	
1		F	3106547	D-12011/100/2020-BOPPICE	Troor Description	0
101		1	3107687	G-1481-0/U2020-ROFFI CE	jalpheet recting	1.00
a		1	3106350	D-13811/189/2828-808/9CE	firmer Description	
4		t.	\$106359	0-12011/200/2020-8049903	Entar Deach pelan	
and a		1	21/26284	0-12811/212/2028/40RFREE	Tritter Dodchiption	CONTRACTOR OF A DECISION
- Sec. 1	( Constant					
10	Revia Asset	n for refer	erce			
141						
	100	iki i men con	104012			
	TERITO	oo : www.ch	1.0.01.02			
Sill						Attach
	1					



OMITICO

- 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	Offi	CO eFile ve	r50		-		🥊 (jen) 😗	Shravan Kumar -
=	41	RECEIPT Create	I Index Sent Advance Search		E Creace Index Sere	Advance Search	DSPATCH Sent Returned Advance Search	2
TR.	E	Movement	Details Draft+ Edit	Send Send Back Li	nk Files Attach + Park	Com+ More+		8
	1000	2136 Building/3/202	5-801-DF5   Link 1					
		comp. No. 11	Hie No.		Subject		Romarks	Action
22	0	£ 2135	PC5-14/4/2020-801-DF5		wef		Link Files	180,850
40	Ċ.	£ 2132	PC5-14037/1/2020-801-0PS		Description		Link Files	0
								Link
100								
ٰ								
2								
*								
~								

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).

				Year 2000 (Chaustriews	
	(MARKET	Cere No. 18	Yes In.	and the second se	
	e.	2142	Builting 2101W2/2028-801-045	akaakabyaka	
	e .	1141	ec celosoleur ers	Um 3	
Q.	e .	1937	6ureng/4000-801-0F5	129.2	
2	£	2135	915-14-47807-801-895	<i>न</i>	
æ.	¢ :	rat	HIS-146391-68885801-845	Orscraptere	
	8	1219	A-34442020-801-045	4	
	ę.,	2518	G188141/2825 BO1/DIS	Oxionation (p)	
	e.	2917	Buileing/10000-801-085	for pitf even sating	
	p .	15.16	Bifti-85TT-17-1/0000-801-845	physical data check	
	e .	1115	CS0-11/9/2828/801-045	physical lare	
a bie	-				Witt Datatele

Figure 234

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

OM.

- 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	Mice_efile			-	-						, e	P 🚥 🤇		Autoritation -
=	Carlet Court and the Americant	Na Colora	ande anne	-	-		n)		areas a	-	-	BRIDGE SHOTLE		4
	Average Secold Date - Cot Secol	(14,584	Abech = 1	Tert	1944	- 3	ilore -	-						Ð
af.	2/		$\langle \chi \rangle$	<b>a</b>	Heir	10m	npost						Đ	
	Nois #1				•-			Record No. / Lines No.	Banger C	THE!	An.	0+11	-	Second Second
10					io.		٠	ANGEN MULTIN	ued i l	hear	d.	00/01/0000 12:38 PM	8.28	100
5	07/01/2020 10:52 AM		Stravan R ASITIJRO1	T	ö		t	1240/06/201085	Subject	Rever		97/01/2020 12/28 PM	98	148
3	Nase #2 chelegeted To: Mentonin Kurrer ofte													And Neveret
8	07/01/2020 11:22 AM		Stration &											
-			ASST2BO-											

Figure 235

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

eoffice effice	ala in the second s		- 🔮 🚥 🛛	Consectioner -
	- weet Set Award Sorth	THE Over 1999 Set Averagent	OSMICH Set Set. Annex Annes Section	1
	CONTRACTOR AND A REPORT OF A REPORT	SendBack Low Time Apach + Note Time + Were +		8
E   21%   Barting/928	0-801-0PS ( Link )			
R- Gama Ris TI	19.16	The second se	And a second sec	Action.
ter Canada	PE3-14-41511-001-0P5	भ्त	Line Fors	0
- B. E 2051	H2-H83Y12823/801-845	Gescripton	Link Fligh	0
£9				100
0				
-				
5				
4				
1990 (A)				

Figure 236

3. Enter Mandatory Remarks.

	Office				
÷	Øtlige ettin-	£		1 cm 0	<b>O</b>
	California (California)		an an talan san talah sa karang barang sa karang s		
	0 F 111		Lajat Service		4 9
			Benaki * Beled		
- <b>4</b> 5			Sam 2000 ( 1912 Disaman ( 191		

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.

Office_efile was		-						Pan-	0	Contractions
BOOFT OVER State Set Anvectoret	RE Cust Hoo Set	100	richie	•		ISPANDH _	feel Second	Annessien		
E Nooner Deak Date Sec	Send Tendlinck Low Tiles Acach + Hex			Wore -	1					
7	Y II		of Com	-	5.70 FF				8	G
Nois #1		•			Annual Real Para	1491	1-	the Michellens De 11	*	-
		ū			-	sand	Receipt.	ETHONOLOGIE 12:20 PM	1.0	162
07/01/2020 10:52 AM	Shravan Kamar Alsi11(901)-DFS			t	1142624301010	Subgex	Restor.	8060V2028 (12:20 PM	14	
Note #2 delegated to Maritoch Kumar offici										

Figure 238

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

NATURE Name
NOT Addition (2017) (2012) Descriment of service.   If the Description (2017) Addition (2017)   If the Description (2017) Addition (2017)   Internet (2017) Addition (2017)
ada an
seeing Dain' 24/2020 00.2 Per
terretTexter (Heldford) Menal for Adms Barch HelpfSreepid FeldefFamily Jose Person
Same No. 11 No. 14 Address Links May Links Do Links Descent De Descent De
A REAL ADDITIONAL DATE Free Description Office Dates and A State Dates and A States and A State Dates

Figure 239



# Upload Local Reference

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.



- 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.

# eoffice

# 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.

	Dific	90	efile									-	-					P Q m		
						See A	Auren Seure	1		164	time	ittes Live	Advertise	ant of		100W	IDi Sea	Annual Advances	at ( )	4
	100 10 - 20				Central 1.045 e	Ethe	Set	Contrast	Let file	Inches	Dianet	DIST.	Nere -		2					
0		14 Gar			_								(						6	
				8410	(1807)	ana bao			1	-			Neige .	4	tregular	_	Named Co. 11	Dependent Die 11	to note	ii III
	D.	0	1	9607	108/801	Den .			2	82			exelpt		dep field	1	201/2028-04-01	PM	old/	
1																				
61																				
8																				And Received
\$																				

Figure 242

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



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)

Offic	ce .	Fileners			🕴 💷 😣 👔	ANTI-ALITY ANT
			Hore Set Award Sand	THE Over 1900 Set Advertisant	OSMIDE SET RECENT Annual Annual Sector	
8	Merged P	(ie)()				
	n Nettes	Seeg. No.	11 Horizo II	Subject []	Control 12	
	p	2053	CS0/(T0003-001-045	#138c		
- C		2014	Running 1 National 2014	Autogenetic		
	P	2214	Running 1 87222-0021-2016	wight		
						10 A 10 A 10
n ¥						
	Search P	lebi) Te Merg	x (1	- Belorge		
2	Search P	leta) Ta Merg		Storge .	wer 202 😫 Quarterners.	
2	Captor of	leis) Te Vieg		<b>Subject</b>	Wer 2020 (2) Quarterman.	
2	huners				Wer 2828 😫 (Operations	
	hanen	Deep Roops	Tana		Wer 252 😫 Quertrains.	
	huses i a	mat Darie de 18	Ta Se. Sua granda ani are	(Sept) enter	War 2020 🗐 (Quarternam.	
	turser ( a a	Damps Pro ya 2018 2018	fa se lana griotica ao ces la pautencia tore	Conjecture entrue utere	Wer 2021 [9] O.Sartrimo.	

Figure 244

- 6. Click Merge Button.
- 7. Enter mandatory **Remarks** in Reason for Merging pop up.
|   |             |   | Nam 6  |
|---|-------------|---|--|
| BURNEL PROF. Lane                         |             | The Cold and Dec bloomings  | merrine [100. [Planet] [street ] [street]  |
| - Verger freim<br>Name States in Kanger B | (Minist)    |   | and a second second  |
| D 7 100                                   |             | in the second | Water from the All March 201   |
| 1   |             | The first statements  |  |
| - 12                                      |             |   |  |
|   |             | Resear For Merging 7  |  |
|   |             | Betracks - Arguinement.   |  |
|   |             |   |  |
|   |             | Table 1000 ( MI Chewyer with  |  |
| g feart they lattings                     |             | DK CARLIN   |  |
|   | 20-20-11-12 |   | And the state of t |
| Statut Congress Street of                 |             |   |  |
|   |             |   |  |

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.

Office Hild	14-160					/ ( ( ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) (	Breest Karler
( 1000H 0	AND - NOW SHE AMAYON SHIT	Ma Court P	too Love Advance Sound		DEFATOR Sets Tersment	Advance Generation	1
II		Lockfiles Asache Deposition	Gese + Meer+				
P   2004   \$\$1100/	V3020-B01-DF3-Party() Sets Ree		Disets Part				
the of Correspond			Contraction of the second				a
	Paraget Tel. / Issue No.	1 diregi un	in reas	Alexandra	a substance of a plant	Dentra	
			Nerreconder tourne	Magellocal			0.00
							Addition

Figure 246

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

	Dific	90	File weat			-			Auftragen 2 Deriver batter
=	Œ	100011	G688 - 10	sa See AdvanceStant	1044	Cues stor Lot	Advance Source	DEMICH Set Aver	and Makaran Starter
8	E	1000	Dec Trees		ment antities stad	- Daues Court 1	Water-		
	11111	10H - 372-		DF3-Part(1) Sets Rec					Derblerge Hits Atother
<b>U</b>	•	to make a	Direct - 16	The loss	Ann .	manual for	Margari De 18	Herged Ferneric	(Antonia)
	0	0.0	2021	CSR-F1H3R2508-001-078	nitigh	Shanan Gettal	14001 (2008 04 50 PM	racie	15.10
🔁 🙃 🕄 🔩 🌵									

Figure 247

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

#### Note:

eOffice

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).

## Copyright © NIC, 2020



#### **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.

e	onice dute							
=								
105	II Secol 3							
	an line i as i de rende de	A DATE OF A						STATISTICS.
-						The acception of the		
185					Treasure of the second	THE RECEIPTION OF	970 V	
a.			gi kiti	Another File			-	
8					Vea+ mus	●     ●		
				Corp Ro.	Partie.	Sec.		
1 III		•	۴	2147	Bedrg F100030404.045		in the second	
-			_	_			Sabrie Cancel	

Figure 248

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

Contract of the		1979	Contractor, Dagath, Contra	line I		
	AND					Dataset providents
		100	2-04472	SAUDOLNU'S	MM X	
						(a) a 🛐 (a) a
			Amazan Aur Kastging -			
			Senatur Mega etc anather			
			V8.8-97901511307			
			The INCOME AND			
			Chan 100   Million and Int			
				OK Genue		
			-			

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	Offi	ce	efile	f mirik	D										-	~					<b>*</b> (940-			1
		1006171	- 0	att 12	-	50	e) - Ank	elen Sen	UR.			Rit.	Out	1000	301	Adventationer	£.,		DENID	Set No.	et advections	0		-
		ee.	5014	) Sep	d liert	W:	es 16+	- PH	a Johnson	9	San Tele	Tex	-244		-		F. M	01 7	Sattition	6	· Netter Sc	utilite	1 3	· (点)
8) (*	0	001	(19	0) Ge	nata 10	80.00	101-875	1100	40 Street	in ka	mor, DEA S.	. I I B. 44	a nu											
18	9	(f))[	1.19	9) (b)	1.0 g (	(9/90	90010	10 A	i yand i .	ia s	enevien Kure	er, DEAS.	(G) 44	SPM									91	(B).
₽		R10	1 100	7 I DA	ang (	VIL0	E19-90%	en la	41.405	200	in Turse, d	IAS. E	2 44379											
P 🕤 🖓 🖓	Ð.				PM E			iniziani (	ener) 2	0 114	resch Kunne	r qina	G5 2249	u.										8
5																								

Figure 250







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

-50								30000	
=				Charles and Bar	-				
10		THE POLICE HARD STREET, SALES		the liter.		COLUMN 1	All Services		
1	1	Summigrant	Ø *******	A Insertion Res. 13	1114				
18		THE SHITTER CONTRACTOR		ereza.					
		C Hannachter	Do you want	to park the following file(s)?					
in.		C 2 C C C C C C C C C C C C C C C C C C	Printings Mile	140MA	1	dep:2	1		
ō			2016	0-2019/2/565/2019-800-075	()	rasi Description			
			Parking Das D	use +					
() () () () () () () () () () () () () (	2		Parting Rena						
-6		() (B) (m) combine (m) a B second set in	Tates 1980   070-0	hander W		-			
					_	- 06	0		
				erene i 16 maarie					
		Construction of the second sec	ant y area	en gest i 🕄 in oorsjoe	¢=a+			and the sure	

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

- 2	Office en	le stat				<b>* Geo 0</b>	Automation and Automation	00
=	(	CANES THE SHE MANAGEMENT	PLA	Advance Sector	TOTAL TOP	Set Aranel Awareneed		
	Unpark					V.	earch Mark .	
-	Total Recents: 1							
	Station of the local division of the	1 THE C	Talger	Parties (in 15	Parking Due Date 13	Period Result	Albe	
	□ X 1980	YamReenpoliceMountment	TextBeceiptExtRevenuent1	21/12/2016-02:26 Per	2012/2014	1	<b>第</b> 日	
1	0.1.100	every thromson an	-	02101/2020 94-45 PM	11/01/2020	Part of Farther Action	10 M	
1								
6								
ŵ								
8								
100								

Figure 253

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

-	e III	icə:	elile								F (10) ()	0	-3
=													
die.											177 🛱	1.000	
			Service of										
0.0		10				1968		-		AM ROAM.		IL MC	
1.000						Page 4				Tel-Brank		814	
100	a		-			Tern.		and the second second		Technese .		<b>B</b> 44	
101		10			DistantingO	un Débr				THE OTHER		0.47	
					Dairyou want t	to modify the parking period a	of the initiated Sie?			State Summer		10.00	
ā					ting in	The two.	Separate		why Due Gere	Tes Income		R M	
-			-	GIODERSTON .	2901	DOM/01/001-075	Printer		19140220	Thermoster.		8.17	
- 64					Extended Parks	na Dan Dana t	-		40000.00	11.1111		開始	
脹		100	101E		11.01 (282)	di con o son -				1230.00		8 47.	
			Agrie -				-		04 One	WILMON .		BM	
3			1911		-					and the second second		0.91	
		2.4	tia :			And Address				10-wain		<b>E</b> 201	

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.

a prostant data	<u></u>					an e 👔 🖓
anna Smr	THE Day Search Sector	194	Chief the local and the		antite her her	and [ Links in South ]
C. discussion	Contract ( Contracting ) ( Summer of )	terates connect add	te tet the Mater			
CRO Addition	BTI DFI					
File Decide						
An Mar 2	A400470209400-00	s	labart.		Eduction of service.	
naming Date	34/0.009 (64.4) 26		Terrarie :		Tam Hia	
lait-Eategory -	di III extern		Tab Cologory -			
Textion Salement :			Later Reference			
eed by r	361-5-0818-06-59 Mill					
The state of the second s	anertheese telever ter-	Ware Build Hepdin	under state where a press			
Core No T	Dens	Wana Baath Megama	incased by the second s	Anathesi De 1	1 (0.000)	Description (Section
Ruley		and the second	. he shows the second		(man)	Description Description Description
ture tere for ti	(Parina)		and the local sector of the	Anatasi De 1 Skratariy		Service General Chil. 38,122214(00.01100); Canade
Earley Develope Til Fri Chi	10406 63939-229480-296	Color: The Deceptor	inite surfly Investorial AUTORNACION	Anne best De 1 Skri 3 12 19 GLI 30 PK Kri 3 12 PF	iner.	Secure Grant DAL (0.1223) 93843 935 Secure Decemption Decemption General DAL (0.1223) 93845 56 Secure
1 DN 1 DN 1 DN	o doran zonadol zan o doran zonadol zan o doran adol zen	Select Inter Description	Breachine attraction	Advantanti Dar 1 Suri Scistry SLISS PAR Marka San	iner.	Deven General Chin. (Bel 2020 9 Mild) Pile Devan Deven General Chin. (Bel 2020 9 Mild) The Devan General Chin. (Bel 2020 9 Mild) The Devan Deven

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.

eoffice eFile was							BRD O O Street	
C SHORE SPARE	ent ben bewerberet	STANCE DANK MAR	have and and a set		Design (Mari 18	alored ( balance bad re-		
1 1997   Address (1995)	AND REAL PROPERTY AND ADDRESS OF THE PARTY O	tes transmit attain the same	toar ware					-
a the Density								
Rado - Queny Dan Haritagey Paras falance Rado -	Autor un commenciane Surgamentation Al RE manyor Surgamentation		Salagare Namandan Sala Sanagarya Sana Salamanan	0	Processor of sectors. Trace Fig.			
S Anny Annual Science (1996)	and the second	Burch Hespellenaget Frei	ete autorit - dissuer - te	land hearts	(Minut by	Denvelo	Junear Reactly	
	S STATISTICS AND DRIVE BASE Description	Streat tune: 4351/3019-015	STORESTORIAN .	1/1				
<u> </u>		Discovery fight of	12221 designed and developer	(3a) (4b)				





- 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.

Contract of the	n ber bezeiten.	TANK DOOR DOOR DOOR			
SST Aminitumento	a plant an pend terration		and the local diversity	SECTOR Sen Detend Sciencing	
	A Constant ( Associal I Land ( Born Associal	UNDER ADDRESS FOR TAXABLE	* '90++		
	PE - Besternam of Levine.				
File (Nepita					
44 Mill 2	A 400 4 100 000 000		Select:	Eduction of terrino.	
paning Data	34/12/2019 (4-4) 26		Temple :	Tash Ha	
lain Category -	di III duning		Tab Calagory:		
tervision Balletinen : Send Div:	3475(293)(452)(44)		Later Reference		
D maney	ar and a real me				
Contractor Linear	Photosof Actional Feel Weighter Disc	aan Megathonegad Freed Mar	Corner Darf 1	Transit by	and a
1 1214	Addition to the state of the st	Responsed of species	3112278 (L.C.18)	Henry Greek ANTIONT, 195	Tertila
-					
					1000

Figure 258

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

Image: Construction     Description	Maxweet	e	office efficiency					D D D Generationer
Image: State	Image: State	=	C SECONT COLLER	Har Set Manufact	THE OWN NOT SHE	Kenel laster	MARKS 1941 Month Manufact	
Note:         Address (specified databal)         Address (specified databal)           Image:         Address (specified databal)         Mage:         Mage:           Image:         Mage:         Mage:         Mage:         Mage:	Activity define the set of the set o	1		Colored Workshill Intercement Interaction Property Colored	milles andres Tark (Deser	Marg #		
No.fml     Address State (State	No. No. Additional of the second description of the s		E 1201 A HITELOPPA	(19-845) i Setorative of provides.				
Severagine     AVC/2015/0-2014     Bernate:     Tar Fe       Mini Jangary     AVE Procession     Sel-Engary     Sel-Engary       Mini Jangary     AVE Procession     Sel-Engary     Last Molecone       Mini Jangary     AVE Procession     Sel-Engary     Last Molecone       Mini Jangary     AVE Procession     Sel-Engary     Last Molecone       Mini Jangary     AVE Procession     Selecone     Selecone       Mini Jangary     Selecone     Selecone     Selecone       Mini Jangary     Selecone     Selecone     Selecone	Normal International Control of Contro	21	D fis Devels					
Version for the second of t	Version for the series     Version for the series     March 1       Image: Series     Series     Series	100	the best	Autoricanistic on		Select-		
Description         Description           Description         Distribution           Distribution         Distribution	New York     Data Service       Service     2012 2013 00.00 PM						Tattile	
American         2010/07/00.00 Fit           Station         2010/07/01.00 Fit	Search	1						
Image: Source State State State         State State State State         State State State State           Image: State State State State         State State State State         State State State           Image: State State State         State State State         State State State	Distance         Description	-		36/12/00/00.40 PM		and the second		
Organization         Description         Description <thdescription< th=""> <thdescription< th=""></thdescription<></thdescription<>	Instruction	1000	S Antony					
	👌 🕨 ISW - K-481-6410/9-367-005-00-402 - Extraor Plania, ISA201935-634 - Instantural ASP(\$01:05 - No-24	-		International Reference Description	- Negelloninget - South Repairs	a line and		
	👌 🕨 ISW - K-481-6410/9-367-005-00-402 - Extraor Plania, ISA201935-634 - Instantural ASP(\$01:05 - No-24	E	Venetie Patton					
P 200 4-0014709 9 801 055-000482 Extrator 018148. 1042009 80-674 Extrator 018148.			and a second	A Depart of the Second Se	and the second se			10000
		1	<ul> <li>3296</li> </ul>	448014713919401-045Hour422	Entergeon d'attricts.	364200493646346	ENsider Ruman ASST 19011-015	
								(8) 4 <b>1</b> 8) 8'
		1			Copyright II 2000. mail	protonti-developed by NC		





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

e	Office efficient						1 m 0	Chapter of the second
=	(	NUMBER OF STREET		19 MU 20 20 MW 18 20	E MORE INSTE	THESE DIS NAME ADDRESS	-	
E.	Atomer Banks	Diger the Land	These Section 24	erta autor tak the	******			
	W   DUL   A-MERITING METORS   1	allocation of second						
	01 The Decails							
-	Rie Ma. i	Autor 21/2019401-010			Talayse.	Entergran of service.		
	Cowing Date:	34/0.0019 (6.2 PM			Periorite :	Tel: Hee		
-	Mash Estingting ( Previous Estimation (	ALATINATIO			tall-Callegary ( Later Reference (			
9 2 - 3	Reart Dry r	BATS22014 OLDS PH			The she as			
	D more							
ŵ		and Belavant face it	and Real	Meaninger Assessed	parint from Streemen			
8	Alexand Design			and the second second second				1
•	Present No. 1	BALES (	10000	Plant with 11			(Arrive) West	
۵	1223000/2019	interepting	100-0107	275/12/2018 11:05:688	Instantion Ann	1003-5390		0
	6.05							4.4 4 4.8
								1.5
-				George # 10	21. Numperson and reactioned Pp. +36.			

Figure 260

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

Bally Classes (1903) ( ) all ( A-Mitrical) () Ris Geola Ris Ma	net ben beweitennet mit britte ben ofer 25 beerste of worke	ration Berd Data (Lata File) (Ro		and a second	antite the been	d ( lakens last		æ
e   sast   ++exiteritationasi Gill Frie Gesets See Ma	291 Seamour of service	e Jandibas Lakifike ko	kor tak Dust	MOLE #				
<b>()</b> He (vesk) Ne Ma								
Ganning Enter Hole: Calegory : Travelati Reference : August Bro	Automatical States	e.		Salari Bernadas Sale George y : Later Robert y :	Dispersion of specials Trans File			
2 -miny								
And and a support of the local division of t	minister Brieron for	Training States in the	hereaged disting it you	an first success				
Distant Control No. 11	to Day	- Second	Merced Re-	Margari Dir 11	Prepai Drawit	Demografia	Demogratics (C	Do Margari Therant
1 104	ABITATION STATE AND ADDRESS OF STATE AND ADDRESS OF STATE ADDRESS OF ADDRESS	Extension af Janvice	Shawniumer	26120313164634	Marga	through Rulear	UN1DOOTENCH.	
								A + 1 + A

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.

Copyright © NIC, 2020

ice efflewer					<b>* 600 0</b>	100 100 100 100 100 100 100 100 100 100
	Set Association	ETHNE SHARE IN	NO. THE MOVELENCE	SHARE DAY MA	H BLANDHAT	
Meramore Houses	Dente das Gala	tention textus more for	I line + Mint +			
207 4461410205-801095	bay and of seven					
The Decails						
Ma. i	A-2014/1019401015		Inferit-	Romann af anyon.		
ring Date .	36-52818-05-6 PM		Annune :	Tect File		
n Gelegory r	Al 67 maters		Seb-Canagary (			
views Rokenerse : ur Dis :	26/12/12/10 06:02 PM		Lana i Ballara i van			
Wassey						
This lenses	teres between the the	ion Surch Megellicerepi	Territol Departual Territor Neuroneen			
that is	(Assessments) :	TerringRometh	Linconnet lie	Example (1)	Manufact Terriers	
wark.re. 627(805-81	381332919092384	Dran Pertanta	Shawar Kumar, 4527-8611-045	27/12/0019/10/23 444	Unpert	
Hard Carles, all Tight (\$45 (), 544	Law Conversion of the	France Reporting	Brane lanar, M27(98)(301)	beliefer wertungen	Crasse & Grain hims	
100 A.M.A.						+ + D

Figure 262

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

	Office stile was			_			Carro O O Steam from P
=	1	Sec Associate	EXMINENCE IN	1882 (1982)	Martin Intern	THAT IN MARK ADDRESS	
ď	Mourses Banks	Diane Bill Gala	tentas serta i aster	Tak Boat	1946 B		(iii)
		inducation of surveying			a av -		
1	01 me Denals						
20	Reduct	Additionational	Ĵ.		Information .	Interact of sector.	
	Covering Date:	34/0.00906.02 PM			Periorite :	Tel: Her	
٠	MAR's Cablegory (	AL PET I SALENE			tell-category (		
	Previous Raferance :				Later Reference		
ð!	Staari Ers r	BATTLOOT & CAURK PHE					
ŵ	D HINNY						
-	distantianent countin	fame delayant fame i	trive Barel Bearflores	al determined	And Bears Streemen		-
8	Chine Balliny				Concentration of the local division of the l		1
	where Accenter			re (h) () i succe her		Approximit	New York (1990) The sector of the sector
6	Report Stream Name, ASST(D)	H#S	280 (62)	A DM NOOMEY			
	Cesa Bravan Aseria, AUTOPUT	(Lang	39	12099 Here			
							1.1 C 1.1 C
-							
				Government # 2000. W	empire and several experiments		

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.

BILCO eFLic et 11	-	_			-			TERRIT ROMAN
E HELENE Granz i Man Sen Almane Sende R.E. Granz	Her	lee Ala	mestantn		159.IE	Seri Reason	el - Adoresiante	
📅 Movement Details Draft • 💷 Seed Seet Beck sick File	. /Ex	ter Batk	8 904 T 1	dare -				
He beak / ANR/2019/01		0				1 1110	178-0085/04PVA 06	Ten Inal & SKB
Long State ( 1 - 2000) The Coll Coll of the Coll Coll Coll Coll Coll Coll Coll Col	5-32-38 AN	Et Orat	Details	-				
101944 - 3, 10 6 7 9 6 17 3 18 18 18 18 18 18 18 18 18 18 18 18 18	• •	Draft Nas Residence			Receipt No. Drooce Receipt	e 8	Reply Type     One-on One	
Versions - 13ps - Live Height - Head Tag - Channel Ock -		Chaose C	Communications No		Prefix Dissis Die		<ul> <li>Language*</li> <li>Gergan</li> </ul>	
	- 11	Main Care Chable C			14	Sub Category Choose One	P1.1	
		Lubjess"						
		Trag 1901	1000.Chanamer am					-
		1.1111.1111	and the second second				1 4 A	V Edit Recipiente
and the second se	0.000805							
ACC	men U	1.						
Guide Nahl Sys	Live							

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)

PIICE eFile with	
( MCDPT Creater Value Sent Advance Sent 11 11 Creater Inden	Sen Advenu Senth ISBR Sent Resonal Advenue Senth
E Wavement Details Draft + 641. Send Send Back Link Film Added	• Park IIIII • blan •
Tak have / ADRODOBRIT	1 2115200 A946/2020-871 Test Enall & SMS
Lip-stel 2. Terran al Por A DOC One - 21 40 Law, Auto backed up: 2010/32/20 05:39:24 AM	Draft Ostalis
tendes - 五色をアレックする言言:E・E・E = キャー 株田・ - Ω x, x' A・菌・D・F Φ 25 Fagin - Former・	Draft Rebury * Receipt No.* Bopty Type Bopty * Draceb Receipt * 0 Draces Ore *
writers - Tigs - Line Height - Hush Teg - Droose Drie -	Dissec One Avefa Language 1 New Truck Protection Ave Avefa
Reply Draft.	Sale Gregory Classe Line • Overs Over •
	Sager '
	Tool 1000 (1000 Sharana lati
	🔶 Adal Gair Anao erab

Figure 266



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

	efile - 70	-	-				best source
	RELIFE Caute vites Sert Athenee Search PLE Crease In	bax 3	ies Administra	ildan j	Ris Ser Resume	Advancelinenti	
-	🔠 Movement Details Draft + 110 Send Sendlark Unit Files /	Ntach *	Ppril 1	More Hore			
-	Review / AMR/20010				£ 311539	A949/2820 #11 T	en Exal & SMS 11
d.	Upland 1 Three could be warmed as 2846/2028 65.420	9 AM	🖶 Draft Dera	45	And the second s		
-	Sendal - 万色 8 / 9 6 声音 百首 11-11-11 4 4	~ I	Breh Noture"-		Anterpt No. *	Heply Type Choose Dise	591
	Im     -     Ω     × <sub>2</sub> ×     -     Im     -     Choice One -		Ferro Of Cerem Diagon Tine	urkatiere 💡	Choose Receipt	Language" Sergai	335
-	Reply Craft.	1î	Main Category Establishment		* + Choose One		(+)
(j) Ly 💱 👘 🔞			Subject * Text to diject				(
			Nedglant Detail	a - patite		+ ARX	Edit Pecipienzi
ী	2.40	1000	Nerve	Ortigiat	ne Addee	Nie/Den/Dim	s Adams
	Abstrat		Norse: Automatika Flatting	** AGD	Automation Tenting	MINISTRY OF ADDISOULTURE	* 07
8	Christie Wald Sign D. C. War	n -			<b>P</b> ==		



#### 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)

Copyright © NIC, 2020



- 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)

	Since	- efficience	78						-	-					2m- 0	Constantion of the
=	HACT	Statement of the local division of the local	Vaca	Sare 1	lekare+Search		N/ HUE	Q-1144	West	Ser Adver	(timete		1215	Sec. Retarned	Advanta Teesta	1
8 19	10	Novement	Deteils	Digit .	file -	Sepa	Sections	LINKTHE	Attech	-Park	1000-	Mores	8			
-	Piletinkan (	A 12/1122/200	TO AD-RS											3115376 A-12	1122/2020-04-01	Assessation Testing
	Upknet 2	Description of	FUF 3 00	CON-DI						B Diaft (	wiałs.					1
1	10-10-00-	- L e	11	₩ 6 A - W	* * *	* 22	l · 道 · Drybsh · T	10 08 ·	6.141	Seats Masar	-		Receipt No. Choose Record		Reply Type Onexis One	
	Herzania	- 12ps	1.000-5		- Hamlag		as Citya +			Character Con			Prefix Onione One:		Language *	X
2	-									Hept				Sub Cetegory Choise One		1
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,										Rectabler Integer:				Capate rue		
										According	Satzang					
																6
-										Tatai (000 ) 98	Olaster left					
98															<ul> <li>Add</li> </ul>	Cidi Respierts
0																
a																
1-24	-							-	WORDS							
瘤								Attactor	nnt Q							1
* * * * * * * *	Sheble N	WeiSign					1	der 1	500					-		1

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*)

	prince children to	🗸 🖉 💷 🗍 U Ispanionae 🗧
=	REERF Deam + Mass Set AdverseSeeth FLE Over Inter	n Set SchensSentr 1993 Ser Pasmat Atomic Sentr
(f)		ada - Fach - Garre - Man - F F 195325 A52/122222200441 Accession Tearry
1	File Select / A-12112222020-QA-01 Up02212 Telephone Press Day - Date Last Auto Sector Last 2006/2020-05-52-00 A	
-	Tendel - 広島 8 / 2 6 第 7 名 第 2 1-10 - 5 第 第 4 - 4 編 第 - の N, X <u>A</u> - 第 - 10 - 5 第 35 Legato - Servato	Barelin Monune * Hoade Net * Proceedings * Product Type * Choose Draw * Choose Draw *
	Wennens - Gips - Llas-Height - Hourn Tag - Chaone-Spor-	Forms Of Calemanuscate and Theoremanuscate and
22		CC = + Orocos One = Subject - Automatics Testing
Ð		
		Teal 100   N2 Chevelar ull
۲		🔶 Addit/ Gall i Recipier mi

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.



Figure 270

• **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



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

e	mce eFile and			C	
	C REERS Evens - 19505 Terr Advance Search	FEE Over blos Ser A	Little Seattle	ISSUE Sine Deturned Ad	Larce Starts
1	E Moverners Details Graft + Gat. Send	Sendlikerk Link Film Adaph + Pe	Barn - Marn -		
	File Intes / A 12/11220300 QA-01			6 3115076 A-12/1122	92026-QA-01 Automation Testing
	Z .	Y (E) the att	utta		
	Note # 1	D-h.	na Tadaona	Janua Approval Dy	Lost Reduced On 11 - Action
	Energy & Green Noos	DEAG	net o der 🛛 🔁	DEA	AM
(3 Bg	10/06/2000 06-38 AM	Sanga Kumar Fasio MONTOUN, REND	82 Accounts Tech	g SiGNED Ruman UML	10/06/2020 11:09
2	Note # 2				
1	Construction of Provide Construction	Version	ibear beysder		
<b>.</b>	ITATION CONTRACTOR AND	TOTOP SPOIL APPRICE	n 11 Greekel Gri 11 Cree	red By	Setter Action
		INDIVIDUAL	20/06/20/0 Salo	ga Rumar Patro, eOffice MM	DIA B
•					H (K 🖬 🖄 H)

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

						-	
rom Version List							
COTILOG EFILE Vg. 18						tosk	skomo:
RECORD Crows Man Ser Advance Search	RE Green Islas 1	Seit Advance	eenti II.	IRELIE SH	e Retained	Adapter Search	
🚰 🚮 Wovement Details Draft+ Erit Se	nd Send Back Link Files Attach	- Park	THE MARK				
Revelation / A1211122/2009-0A-01		10		E :	2115376 A-12/11	10A04850055	motion Testing
	Y E	List of Drafts	~			<b>1</b>	(IP =
Non.#3		Bonne	Settion	Sinter	Aspenditly	Last Named D	n H. Aman
Lieure e Green Aute		Dinser	rent subject	DEA.		20405/2020 06-0 AM	° 4.8
10/06/23/0 09-38 AM	Sorojo Ramor Pairo Histologa	UNSIN2	Accession Texing	96MED	Saroja Kumur Potra, eDikise	10/06/2020 11:5	
2 None#2					WML.	100	
Create one more Great Nors		version List of	DEMONST			10	
	Terur Siral Ahmed	Contractor of the local division of the loca	Council Con 11 Design			2 and 4	Actian
10/08/2020 RE39 AM	INDAVDUAL		2919/2020	Gamer Patric: 40	C 4 MM -	264	
0			06/5 AM	000000000000000000000000000000000000000			

Figure 275

- 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.



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
  - o <u>Public Recipient</u>
  - 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

-			nor	ение чила							<b>*</b> (	💭 🕄 manei	200 C
	4	FILC	1964	Gaske	Non Sera Advan	erSenth R.E. Ories	e lohan Sens Advance	Saut		dE Seri	Reared	Albanar Search	
8			L	Send Send	i Back Move To +	Create solvers - Create Park	due-	Y	toltens		le Ven (SELF)	Selection	・唐
				Cores Ho 11	the No.	Neper ;	Sert By	Section 11	Rest On 12	Defisiti	Ameta		
1	d	R	E	3115477	A963/2820-04-01	lef	(askinan, n162	10/06/2033 18:54 PM	19/06/2020 08:54 PM		(co)	1	2 8
		ŵ	:	3115391	A441/3520400	Test Email & SMS-4	Yarden Ad, 83 DKDIDK	15/06/2020 13:14 PM	16/06/2020 07/56 PM				
٨	ò	ģ	z	3115330	A/640/2820-071	Teat Local & SMS 11	Yandara Raj, KIY DIVISIDN	18/06/2020 82:40.PM	20/06/0120 03/30 AM		1		
8	D)	Ŕ	P	3115382	A997/282040401	250082	Terus Salaj Alvand, HORke MMPL	10/06/2020 39:52 AM	10/06/2020 39:57 AM				

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").

									in monopolitical
C BEEFF Crans + Hore Ser	Advancedearth	Fill Crows	infox 34	es Adves	e Seanthin		UE Sen Neur	net Advance Search	
Hoverson Details Draft	• Atte Send	Sand Back Link Film	Alberti -	Fark.	Can+	More -			1
Ris mesor / AVH1/2820-RII							¥ 20	5201 A/941/2620-8/1	Text Great & SM
O Insertal External									
Organisation									
NC Choose One		2.1							
All Recett inchanced lab-ord	nobes Settlikatik B	restrict principal	1	(R)		Comp. No	The No. / Bacalast	No. Subject	Nate Type
Hart Variations Devi SA(VD)++P SHIBILA   STKTE UNIT Set Over Date	Net By Through	C Kenet () SMS		6		E 3115381	A/941/2820-870	Test Extent & SMS 4	GPEEN
441-100-1000	Artisis Occor Over								
Priority Oyucos One	• Divitiese Action	c.							
Remarks									
				Minter Sette	e in the attach	ad Han. If any	will be final-out after a	manant of main filate	
			2		24	as reaching.			
				Indianate To					
				-	ployeix Name:	_	Altroductor Sect		trial 1985
			2	Note: Notir	24	ed Nes. If any	will be finalized after n	rownent of m	ain file./v

Figure 279

- 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.

e	office efile was		-	2			<b>*</b> (2000)	0	eterioret 1
=	( many Dank - man and Analysian	an mail that the	100 100	Maria	water 1	DESTRICT MAX DO	Alanta (Addition Sector)		
	Department nizz								
	Ter <sup>1</sup> Aleman Receive Alexandric Alexandric Berley	Nesty Trough 🖬 Inai 📓 945			Computer Number INstantio	File Hes.	Samper	Nex Type	
-10	Set Rue Sets	Actien Tor Etension		-	293.00	10-110-11/000-001 055	Land record matter	WILLOW	
	Norty Internation	•							
-	Acresic Portandeg								
8			52						
*	The PERI LANCEWEIGHT								
				Internet	e To				
				1.	An analyse has an	annag	Anto-eventure		
				1	Groupe Ruman	00+010	notitru	1	П
-							397 Spirit South	Align & Send	Secul

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.

R.	ρĮĮ	ice	efite a	isia				<b>7</b> 0	- 0	Sanaja Kumar TD/S/CV-COS	indine Fict
	-	RICEP	Gron	re later ben A	honeleach RE Gran Ideal	See Adams Contr	-06	E See France	Advance Search	6	
1	-	inte Part	BAR			8	Skonste Fillensi.	- Shin Shinki	Art Oroso	e Cha	
		6	- Men (18	The No.	Skipe	See To	Section (1	GrantyMa	0++0+11	Andian	
	6	E 3115	GE .	Aresorable QA-01	Test	Yerse Song Homed, eSHice Mildl	(6:24.4M	Your 3king Alexed, eOffice, plant,		-8	0
1		E 31154		A Contraktored GA-br.	Tesi	Joshines, etcl2	28/06/2028 12:24 XM	Jesterne, et all'			
i.	D	1 5115	e) (3	A13/17292000-Q4-01	The second s	Jashtan, 11d2	19/05/2018 11/25 PM	Justiner, intel			
P	ø	¥ 3115		1940-002282	Draft	Yong Sing Annual, William MVR.,	18/06/2028 11/15 PM	Tartur Sing Alemad, «Office Molific.		-0	0
1	Ð	t 3194	89 C	maaraan	Request for information Under KTLAs, 2005 by $M_{\rm Her}$	Yerar Sica Atomed, aOffice MEMRIL	TEROS/2029	YeurSkaj Rimed, eOffice bibl?		-12	0
	b	t 3115	62	N1992025-QA-01	ddes	Year-Song Korend, eCilitor MMP .	1006/2028 11/17 PM	Yester Strag Mercenik, wCMson 1990 St.,		-6	n n
	D	F 9115	ane y	w965/3026-Q4-01	Tess Total	Year Sole Annual, eORice MVZ	15/06/2023 11/15 PM	Terur Sing Altried, sOffice (IDAT_		-8	

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.

1		CO efile	unida ana latan ben Ad	environt RJ Gran Mar	See Advection	16	i en innet	••• () *	eroja Kenner Mare Tüşkiry-Küseni
ł	24	ete Part Pad B	et .		8	Aurola Histol	· 2204 24040	Ant Oroste D	7x
	1	Group No. 14	The No.	Subject	Sec To	Section (1	GrantyWith	0+0+11	Autom (
		E SHISHE	A1952/2020 QA-01	Teas	Tera: Sing Anned, Killer Millio,	(0496/2029 (06:24 AM	Your Stray Almond, o'Office, plant		-E &
	0	E 3115489	Artantabard ex-br	Тем	Joshinen, etcl2	28406V21028 12:24.XM	Josepherum, where		
		E 51(54E)	412/1128/2003-Q4-01	The .	Jashinari, mfd2	19/05/2028 11/25 PM	Jackinen, 1930		
	0.1	8115:08	8/33/300-Q4-01	Duit	Tonar Sing Armed, «Office MVX	18/06/2020 11/19 PM	Tanur Sing Alemad, aCPRos. Septem		-th (c
	0,1	5134369	1022/2228-001	Because for information Under FTI Act, (3005 by $\mathrm{M}_{\mathrm{Dec}}$	Yerur Sicaj Aroned, «Office MMR	18405/2020 11/12 PM	Yarur Siraj Alimed, aOffica 8647		-B (@
		1 3115462	A198203-04-01	ddes	Verar Song Alvered, eCliffort MVP .	1006/2028 11/17 PM	Yester Stray Mexand, «Cithon 1994).		-£) @
		8115:79	w865/3038-Q4-01	Teta Eurit	Year Snig Arrest, sOffice MVR.,	18/06/2028	Terur Sing Alered sOffice		-th to



• 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.

	Dilli	CO eTile v	w 70					_	2			<b>P</b> e		formin the TUDGE		<u>.</u>
=	1	KRCEPT CHA	the Set A	terre Sere	ing l	FLE ON		trace a	ing - Acarre Search		1.14	ille ført besører	Advance lies	11		
-	-	ate Furt Rull Go	24.						S		Ter Pillane	• Show Shared	Set Day	e Dee		
		Genther []	TRANS	2449	Nature						Sevi De 11	Committy With	0x=0+11	Actions		1
	-	F THISTAN	A/9/3/3233-0A-01	Test	O Rom	ि मिश्रव	si .		Decrenic	-	2010612023	Yoru: Shej Ahmed, eOffice			-2	
					Subject Cate	Back.					08:21 AM	NOAT_			123	
2	0	8 5115481	A-12/1128/2820/QA-81	1est	Hed.	C New			C Finance, Buctlet, Cash and Accounts		26/06/2028 13.85 AM	Software, et al.				
ŵ	-	6 3315421	A-12/1128/0620 QA-61	Terr	E Parlament						1506(2028	Jackinen, et d2				
	-				Date						112304	Second States				
8	D.	E 3115408	8125/2020/04/07	Dist	Serve Date From			Sees Date 1 Reference/yp		-	19/06/2020 11/19/EM	Verur Sing Annual, «Office VMF»_			-6)	0
0		8 2104392	10(2020-07	Réque	Due Dete Pree diaman' (ny)			Das Des T		-	1606(2028 11/18/94	Terrar Sang Married, «Citive MDAF			13	6
il.		E 3115462	4958/2020-04-01	riess			_	1	On One	ŀ	18/06/2008 11/17/94/	Yerur Sing Almost, «Office MMR			Ð	e
0	Ð,	r 3115470	AV809/2020-QA-01	Tento	et :				Verue Sataj Afrikad, eG MMA.	this	18106/2020 11:16:PM	Versit Skip Alamed, aOthus MAR-			-	0

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.

0	ffik	ce eFile ,	e- 70				Topologies
		11.0 PT 0 0 0	we bloc tor Ad	www.Beach	RE Cherry Mon Sert Adverse Servit	rtsut Seri	Tenarel Adapt South
	bed	ALPERT PUTE	**			Inedities_ ·	Shaw Shared Sava Chasse Oya
Ī		Garry No. 71	Distan.	Subject	( Sector)	Computer Namber	n Des Dir 11 - Arrisen
		5715438	A9952/2029-QA-E1	1ear	Taniar Sahaj Ahmaid, aCPbca MMA,	26 Dife Number 06 Di Subject	nood, with the second sec
	1.6	2015440	x-12/1128/2120-04-81	Texts	jankowe, włość	))), 🖾 Sent To 12 🚺 Conversity With	
	E	3015481	A42/1128/28/20-04-01	Test	Jeskoan, #Tek2	te del 2008 19:25 PM Jacketer until	k .
	12	3115458	N2N2820-QA-01	Brieff	Vector String Advance, wOrk() w MIMAR.	15/06/0000 Yerks Salay An 15/09/EM MINUTE	weet, ethos



• 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**.

e	Dffi	ce eFile	A= 78				Toppisoes
	1	11120FT Cas	nur inter Ser Ad	Auros Seath	TLE Crees How Sert Adversa Search	raut Ser	Tenarel Steep Sent
18	De	defin Falls	**		¥	Emerichere	Snow Shared Skitz Chose Ora +
-		Carry-No. 71	(Inches	Selgen	Sea to	🔁 🖬 Compilater Manuber	6 Die Drijt - Arren - *
<b>6</b> 11	D.	5115438	A9952/2029 (34-01	Teat	Yanar Sirisj Annold, aCHica Math.	20 Ele Number 06 Sakjest	Preside and the second se
2	4	6 2015480	x-12/1128/2129-QA-81	Tazz	jankoar, włość	35. Sent To 12 🚺 Carversky With	
↔		E 3015481	A13/1128/2820-QA-01	Test	Jeskoon, stali	1506/2008 Jaskeenunte 1525/RM Jaskeenunte	2
8	h)	5 3115418	N2N2X8-Q4-III	Rody	Vecur Satisf All vesid, wolf bije Materie	14/06/0000 Yess Seal A 15/09/RM VBMR	event action 🕀 🤂





- The following actions that can be performed on the list of Sent Files
  - Create Part
  - Pull Back
  - Initiate Action

	əfti	CO eFile	wi 24				<b>.</b>	- 0	tanjatuna Nija TUSOVZOGAL
	-01	All the Designation of the local division of	are liter bee At	murlench HE Gran Hom	See Advertiser	- 60	it in travel	Adame Scan	8
67	61	use Part Public	iark .		8	Skorch Here.	· Show Shared	Sant Onoise	Gra +
-104		George No. 18	File No.	Dubject	Secto	See 0+ 1	Generally Mills	0+0+11	Aidlan
01	6	£ 2119408	A1862/2020 QA-01	Test	Terrar Song Homed, eGHIct Malati	(6:24.4M	Your Jing Waned, eOffice, plant,		-£ @
		E 3115481	A Cantalization of the	Тем	Joshinen, et n.D.	28/06/2028 12:24.88	leskow, etcl.		
۲	D)	E 31(548)	+12/1128/2000-Q4-01	Tear	Jeshhari, 1162	19/05/2018 11/25 PM	Justiner, #150		
5	D,	F 3115:008	8/18/000-04-01	Draft	Tonar Sing Armed, VORIco MMR.,	18/06/2028 11/19 PM	Tenar Sing Alemad, eOffice service.		-6b ( <b>G</b>
Ð	Ð	t 5184369	1822/2220-971	Region for information Under RT Act, 2005 by Mass	Yerar Silaj Atoned, sOffice MMR.,	TERRES/2020	YeurSits Rened, sOffice BMR		-10 G
<b>8</b> 1	b	5 3115462	A498/2028-04-01	ddes	Vesar Song Knowed, eClifton MMP .	1006/2028 11/7 PM	Yester Stray Nerved, «Other 1008)		-B) Q
8	D	£ 3115c76	w965008-Qw01	Test Earl	Year Sole Annual eOffice MVP	15/06/2028 11:15 PM	Terur Sing Alered, #096a (647		-th C

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.

100	лi	ice	ve: 7.0		-				This way to make
=		RECEIPT G-	eres beau Sere Ad	unarforde RE Creae Max	Soie AlenceSearch	19	at Sex Amoned	Palvanie Secon	
	-	AND FRAT	24		8	Search Harts	- SheetSheetd	Sert Disco	r Dhe 🔸
-	٥	Cerestia #1	De No.	5490	Sem To	Sen Dr. 11	Conversity Wids	dec 0+ 11	Actors
60	8	E 3115436	N/90212029-04-01	8	Yerur Sog Ahmesi, cOVice MVP_	28/06/2028 06/24 AW	Veran Sing Almond, eOHice MMID_		0
1	ò	E 2115401	A-12/1128.0009 QA-01	Ser.	Julian, n10	3008(2028 12:04 AM	jadiran, n142		
	9	£ 311546)	A-12/1128/2009-QA-M	lee .	Jerman, m162	18/06/2023 11:25:PM	Jakiran n162		
B	6	E 3115408	8/25/28/04/01	Druft	Terus Dog Alexan, all Ros MVP	18/08/2009 19/19/PM	Yerur Bing Almand, all thea MVR		-0 Q
1	o	E 3104305	101202028-871	Request for information Under RTI Act, 2005 by Wis-	Yerur Sing Nimest, cOFice MANU.	19/06/2028 10:58744	Veran Sing Humed, cOPus MMP		0.0
	Ø	E 2115462	A1958/2023 QA-01	ddm	Verigt Sizig Altranet, of Office MVF	18406/2028 11.57 PM	Yerse Tang Atmand, eCifice MMP		-0 R
۲	Þ	t 1115478	A9850003-04-01	Text Eact	Yanur Sing Atland, 60thcs MMD_	19/06/2028 11:15 PM	Verar Siraj Atuned, aOHca MMP		

Figure 287

**2.** Enter **Pull Back remarks** and click **OK** in the Pull Back Confirmation pop up to pull back the selected File.

	Office						
100	entres ettis was				410	w Ulais	dong (P
=			Reason For Pull-Back	*			
			Reverts*	1		in Marshe	10
¢,	2 E 1150 (122250)	itian (	Ferd 2005 1 MS Character Mt		Inclusion and the		-60 -60
谱	() Constant and Constant	16-1	C CK	Cancel	(anna anna)		
÷.				-			

Figure 288

## From Advance Search Output List

1. Click **Pull Back action menu/link** available in searched output record of Advance Search.

	200	Ce annos eFile seras	_				_	-		(0m) (	Distriction of
=	4]	RECEIPT CHEMICS IN	69¢	Sere Advan	se Swerch	RIE Creak	Max Seri	Advisect Search	ISUE See	Retained Vehicros Sea	8
8	P\$4	Retript Assue								P : Giolad	E:Globel O-
m		Comp. No.		jaj File N	a.	Subject		Origin	* Divis	ile Closed	
							Starch File	E .			
	Send	i Beopert   Receive   Pu	RU9	Pull Back	Jopank					072 R	ecorde T- A
۵				-						the second s	1.200
-		National	12	Gampa No. []	Relia	Seldente	Lengther	Sectors	Sele Do 18	Fromouting Reserves	Conversity Mith
8	þ,	Demoku	t	\$115078	A-12011/77/2020-QA-01	Hile for external Institute	Pla/Sare	24	19/06/2020 98-27 PM	physics and comment.	Serata el st
P		Ruikulap Desaks		3115428	W110/2020-04-01	prise 3	Fields	WT DWSION	19/06/2020 12/22 PM		Vondors Pal,811 DM/GDN
	R	Full Sector Departm		5113187	A-11011/3967/2028- QA-61	Automation Testing	Mailtibos	CHANDIGARH (U.T. UNIT)	18/06/2023 52 25 744		Argun Raztar Barla, CHANDIGARH (D.T. UNIT)
8) 31	E	Pulling poor	. e	3113003	A-11011/3944/3029- QA-21	Enser Gestription 223	Tiefrikse	eOffice MNP Division	18/06/2023 07:50 PM		Kapi Kurisi SharmaxOffice UMF Dirotun
-	0	land Datalia	£	2114015	A-I20002020A01	Automation Tensing	File/Divotad	eOffice MWP Division			Soroje Kumor ParrojeOffice NBWP Division

Figure 289

**2.** Enter **Pull Back remarks** and click **OK** in the Pull Back Confirmation pop up to pull back the selected File.

Contraction of the second					
		Reason For Pull-Back	The second second second second	tam] I	
	Alter -	Remarks * For Convertion	Price Price	ui LEIGHN .	
	Comp See	Telef 1020 - 465 (Stargeney light	* Classics Cover		
	Next I Research Association Constitute Constitute I Docket		DK Canol		
12					





- 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.

	Office efile with						<b>70</b> -0 (	Serge Barrar Parts
	Court Court	Hos Seri AdvanceSe	ett Mit One	n inter Sen Adams	Seent	ISSUE Ser	Terrer Adversed	रनामाः 🦻
8	Nacene Send Serv	I Seck Mays To + Die	nevelume create Part Park	dasi+	Y Sug	tiHeiu.	in term ( day) Salard Day	· #
	🗢 🔚 🗌 Gana Milari	Televisio)	Majon -	Beiting (	Sen On 11	Read On 11 Day On 11	Manager .	â
φ.	FIE	965/2820 QN-01	turt.	(astinen, n1s2	19/06/3023 39/53 PM	19/06/2820 38/56 PM		i 🖻
	n Crisola Haw Crisola Hart	e4t/ozzo-m	Teet Small & SMS #	Tenders Par, RD DWEIDH	15/06/2020 15:14 PM	16/06/1820 (27:56 PM		8
	<ul> <li>Energie Walazze</li> <li>Energie I</li> </ul>	840/2820/MTI	Test Small & SNB 11	Fanders fat, PT-DIVERS	10/05/2025 83:40 PM	20/06/2020 33:50 AM	π.	
B	* AVDER	* #47/3220-04-01	250002	Nerve Sing /Armold, aOPRice arXiv:	10/06/2020 10:52 AM	10/08/1120 09/52 AM		
-	Sent Parkad	559/2520 (94-01)	290002	Neur Sing Honed, eDiffice UNP.	10.06/2020 59.52 AM	10/96/2520 (99/52 AM		
<u>الم</u>	- Chrisel Budt Chriseg	-	310002	Terce Sing (Innel), aCRIss WVP.	10/06/2000 39:49 AM	10/06/2520 09:49 AM		
۰	Parliated Actions	(\$55/2520-Q4-0)	250082	Netur Siraj Ahrsoid, aCiffus MMPL.	10/06/2000 09:05 AM	0022-0010 MA-T2-40		
1	Torrections	1040-000-04-01	Automation Telcog	Terún Sing Ahmed, aOffice MARL	10/06/2020 10:39 AM	10/96/1820 09:39:44/		8

Figure 291

2. Click 'Choose File' to view the list of Sent/Inbox/ Inbox Folder/ Created Files with year wise sorting in popup window.



60	ffice oFile write			<b>7</b> 0	🗈 👔 Sequitare Peri
=	RECEPT Creaters Votes Set	Advance Seent	RUE Graze scale See AdvanceSeem	INTER Sera Recorded I	Marrie Search
68 27		*	भारत सरकार GOVERNMENT OF INDIA		
200			Ministry of Home Affairs (MHA) NOC eOffice MMP Division		
ŵ		Nation - NONE		Type - roch E	
8		file No. *	6	C 50000 FW	
Ð		Description * Description	Subject		
õ!		Main Category Draces One	Sub Catogary * Occus One		
0		1	Other Details		
3		Remarks Accesses	LANSIE DEGEN		
۲			Create Part +		
		41 ····		1	

Figure 292

**3.** Select File and click **Submit** button.

eettide	Tian		
ELC - MART	Part File		
			Year* 2020 (0)
C17	Corp. No. 11	Fire No.	Henry
5	C 6 3113438	A/952/2028/404-41	Test
	6 at 15477	A/96212222-QA-01	for f
10-	C E 0115408	8/23/2320-04-01	Droh
6	F 8115442	A/95812020-QA-01	estenii loane
	e 3115462	A/958/2028-QA-01	dba
8	C 6 3115476	4/9/5/2026-Q4-31	Test Suff
	C 8 3115460	AV968/2028-QA-01	thut .
8 <b>7</b>	E 3H15475	A/96212028-0A-01	7 <del>4</del>
<u>81</u>	○ 8 111507	ASC14/2020-Q4-01	xm.
<b>u</b> -	○ E 3H15463	ABCVa0820-04-01	1410 <sup>1</sup>
			Carlos C
Land I	· · · · · · · · · · · · · · · · · · ·		1 (12) (12) (12) (12)

Figure 293

4. Edit metadata if necessary and click **Create Part** button to create part file.



# 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.

0	ffi	¢6	2	eFile w. 70			-				<b>*</b> @**	Contractioner Pro-	
	61	1010	BPT	Conce	Informe Torres Advances	Seath PLE Dave	a kton Ser Atlant	(Serrift		ut Sen	Secret Ste	en Swert	
				Send Seed	tial Menuto+ U	And scheres strate part	Dise-	Y last	ti Hans		a maguer free	Jier -	L
Ī	1			Cares No. 11	He be	Segue .	Sec.2	Sen Dr 11	Read Dir 11	Dec (0x 11	Renate		
	9	9	Ĕ	3315477	ASEMILIO-QA-01	iet	Jeskiten, etd2	18/06/2020 68:54 PM	19/06/2020 (06:54 PM		iesi	8	5
	2	à	z	3113391	Ar941/2820-871	Tast Email & SMS 4	We saw the ITT DVISION	18/06/2000 88:53 PM	18/96/2220 12/55 PM				n
		Ŕ	8	1115280	Ar048/2020 #11	Teer Email & SMS 11	Vectore Pal, 811 DWGDH	18/06/2020 82:40 PM	20/06/2020 05/06/2020		10 C		

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.

e	Office enlevent								Tarting Karren Derer					
	( RECENT COMMENT MAN	Sere Advance Securi		Gener	Inter Ser	- Alder	na leant	169.5	Set Adams Sant 3					
	E Woyemant Dotats	prait + EIK	send Sold the	UANE	Albah	nak	C058 *	Mort =						
-	File links / A/98/2528-QA-01							Coupy Fact	E 3113417 A/989/2820-QA-91 Revi					
	222920000000000000			Y	0 0	0	3024178/252	All Industry						
D	10/06/2020 68.87 PM			Songa Kamar INDNI		0	P 1		- + Adamatic Scoter + 20					
	Note # 4								483/2026-22-81 2m ×					
۲						- 6	A Sim	ple PDF Fi	le					
	10/05/2020 08:54 PM				airae			Benederator parme-						
ø	7/02/02/02/02/02/02		ASD STANTED A	TICH OFFICER			Nation use in th	No Kintual Mechanical Lukonali raut. And muna haid. And inco						
10		100		1.97.51	Terra .		And NERGER	And now set. And more ter	it, And Hatestade, Antimone					

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.

e	Difice et ile serve					<b>*</b> 0=>	Barrya Karnar Farre
	Court Indus Set	Adamate Second	RE CHU	Ndaw Seet Advance Search	(SIF) Ser	Reared Above	e Seinn 🦻
	·			भारत सरकार		1	
-	FH			of Home Affairs (MHA)			
2	Create New		eOf	NIC fice MMP Division			
	+ Gweevallers	Notice - NONE			Pype - NOVI		
-	Created Linkox	The No. 1			Onose file		
2	) Sert ) Period	Decorption 1		Subject			
ë!	- Geord	Main Corepany Diverse Dive		Sub Company	-		
8	Approval Reguests	and the		Other Details			
199	Contentionte -	Revearies Revearies			100		
(I) •				Crisite Volume +			l.

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.

				CT GTED
<b>HATE</b>	14			
			Year" 2020 IBI CL	
	Compliant	-File Man-	- 44447	
	2115209	1///2020-QA-01	9912	
0.1	3115382	A/997/0120-Q#-01	26002	
0	1115301	10-40-0202866A	258-002	
	3115300	A925/0020-Q4-01	276.002	
1	2115378	A49383000-Q4-01	256002	
1	3119387	A/930/2129 Q4-01	259903	
0.)	3415327	A/925/0220-Q4-01	258.052	
0.1	2115225	A9242520 QK 01	259402	
0.1	3415323	A4823/21020-Q4-01	256802	
1	2115021	A#22/2220 Q4-01	250002	

Figure 299

4. Edit metadata if necessary and click Create Volume button to create volume file.

eoffice clife			Torazioania -
E ( RECEPT Chaster   School	Sert Adverse Search FLE Crease Place	Sent Adunta Search BSUE Sent	Reserved Advanta Sourch
<b>67</b>	भारत	सरकार	
d <b>e</b>	. At 160 (100)	INT OF INDIA me Affairs (MHA)	
135	eOffice M	eC MP Division	
ŵ	Nature - PhyScill	Type - NCN SF	5
5	Avenues qx.or	Changeline	
e	Decolption * 250000	ect	
Ö!	Anathi Carsgana	Sat Category Desize One. (*)	
6	Other D	hannan ann	
( <b>a</b>	Reverts Taxtario		
<b>4</b>	Create	Volume +	
A			

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.

Of	ffik	e	É,	zFile ve						Contra and				🗩 🛈 🗮	Reneration : P) E (1916)
		1011				Sert Ada	ero Search	- PEE	Dista	Mar Ser Ameri	Siam		Sere Reprod	Advanta Search	
l				Sensi	Serel Seck	More To y	Chiefe Vitame	Create Part	<b>Met</b>	Clower	Y lau:	tiller	· Former (617)	Seec lines	·
C.	I.	93	£	3115477	A96	9/2020-OA-01	(Eri			Jeskicen, «Tel2	10054PM	08054 PSI	100		0 0
Z	1	9	t	31 (539)	A.94	1/2020-071	Ted Dru	16.5954		Vendere Rel, MY DV/D/D	18/06/2020 83:14 PM	19/05/3020 (17/56 PM			
	1		ş	3115296	4.44	aaaaam	Test Evia	18. SVS 11		Vandaria Ani, PTI DOCS (DH	15/06/2020 12:40.9%	20406/2020 03:30 AM	÷.		
12	3	<u>0</u> :	P.	37 (3 98)	4.63	6/2020 (24-0)	250002			Terrar Sing Annual, aORica V649	10/06/2020 09/52 AM	10406/2020 09/52 AM			
ł		di j	P	31(530)	A-53	10.40-03274	258902			Terur Sing Alveres eCRice Visit.	10/06/2020 10:52 AM	10/96/2920 02/62 444			



- 2. Edit metadata if necessary in the Volume File creation page.
- 3. Click **Create Volume** button to create the volume file.

efile an so					- @m-	Torray Contract
E ( REDFT Danks stor Set	Advance Search	TEE Orace	Index Set Adversionerth	COLE Sere	Fearrest Advance	Swith )
til 1	*		भारत सरकार			
1			ERNMENT OF INDIA			
			ry of Home Affairs (MHA) NIC Diffice MMP Division			
۵	Rolland - Physical			Type - NON 151	5	
a de la companya de l	ANDTHEED-QARD	-	4			
89-	Description 1		Subject			
5	Main Category		+ Sab Category Chasa Das			
0		15				
49	Remerke Remerke		Other Details			
-			Create Valume +			

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	Office	eFile	70:						_	9					F Gim	Seega Seega	Control Pol	•
	-	TT Dave	+ Ittex	Sec. A	ktores Search	-	THE	Они	Inter Terr	- Ather	n přesnýh	1	TELE .	Sec	Tenarest Adv	na Seath		
	E.	Novement	Orden.	641	Send	Sendlikele	Comet	LinkFiles	Allectow	Park	Ou++	Disvin	-		46			•
	fily index.	ANDER2020-0	alan										Dants Pr	in.	P . 46(53	81 A/836/2000	-QA-01 3	50002
20	List of C	annpoidera											Doube W	dame			G	
		- Revealed	. Incar No.	<u></u>		Sage			(Type)	-	Marked Av		Accession (D		and Do the	Remarks		
2									No records f	baird			t Maran		1			





- 2. Edit metadata if necessary in the Volume File creation page.
- 3. Click **Create Volume** button to create the volume file.

effice effice				Topan tona
E REDE Danks Stor Set A	dene bench	Okan Indus Seet AdverseSeerth	ESLE Sere I	assed Abarts Seith )
<b>1</b>		भारत सरकार		
2 C		GOVERNMENT OF INDIA Ministry of Home Affairs (MHA)		
28		NIC eOffice MMP Dwinion		
ŵ	Realizes - Myocal		Type - NON SIS	
8	ANDTOTED-QARD	P		
89 E	Description 1	Subject		
<b>5</b> 1	Main Category	+ Sub Category Chans Dra	-	
0	Tee.		4	
( <b>3</b> )	famerica Retractor	Other Details		
<b>e</b>		Create Valume +		

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.

e	Difi	CE		eFile 👾 73			_				🕈 💷 🚺	Songe Konser Finner That Margin Conners
=	41	-	-	Tanacara -	vites Sere Advan	ce Search FLS Coldor	Vites Sert Advance	Asian		an ser	Fiscanet AdvanceSour	m j
6		-		Sent Colo	Inii Mowi To +	Ownerstative OwnerPart Part	Caser	Y Ser	s.Hpro	24	which CELIN Solid (1984	- 8
				Comp.No. 11	Fields.	Solie 1	<b>D</b> #	Sector 11	Section 11	DerOrth	Resident	
610		ú	ŧ	\$715477	A/PEADDO-QA-01	Aut	Send for Approval	18/06/2020 (0:54 PM	19/06/2020 08/54 PM		tert.	B 🖬
-	Q	2	E	3115391	A945/2300-870	Tex Brief & SME 4	Venderer Pet. RTI DOI S-DN	18/06/2028 69:14 PM	15/56/2520 07:56 PM			6
۵		Ŕ	6	3H15290	A-440/2004 80	Test Securit & SMS 11	Ventero Pal, RT: DM S DN	18/06/23/30 82:43 PM	20/99/2020 05:50 44/		ΞĒ.	
2	R	Ŧ.	p	3115382	A/927/2520 Q4 01	250002	Tester Slog Alvereid eOffice search	19/06/2028 09:52.4M	10/06/2020 09:92 AM			

Figure 305

2. Enter Closing Remarks in the file closing confirmation pop up window.

<b>D</b> OFF	ce.				10	- 0 m	C tanget trees there
-				clorg hanafic	Contraction of the		there is a second se
120			()/( <b></b>	Farmal A* Work Dave]		IS second in the	
			(tape)		de partici-		
100	a anners		and i	Total 1800 / 950 Character Wh	8 0/03 17M	1 million	2.0
3	A 8.1000	ARCINE	Page Street & 1913	On Street	1221		
A							

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.

Oi	ffice_effice_war	C Hursdi Avent Ste
	REAT CHINA PEN INT MANAGEMENT PAR CHINA PEN INT MANAGEMENT DEPARTMENT	
1	lanne Send Send Sand Mare Tare Communic Community Fast Canter 1 2000 🕅 Send Send Send Send Send Send Send Send	111 13 8
P	C C (C ) CO (C	D
	Construction of the second sec	
9	C (T) 21/1 (Duans Childred Lon-Chill Ved ) Symmetry attrict (C)	
fé	(1) (2) (2) (4) (0) (2) (1) (1) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2	
10	(a) (b) (2)(1) (Building (2000)(0)(2) (Physical data chaoling) ( 2) (Sharana Aurora, 2007) ( 1) (2)(2) (2)(2) (2)(2) (2)(2) (2)(2) (2)(2) (2)(2) (2)(2) (2)(2) (2)(2) (2)(2) (2)(2) (2)(2)(2)(2)(2)(2)(2)(2)(2)(2)(2)(2)(2)(	
ł	□ 小口(1)1011(G-1620000000-551)(webwel) 載 Shaver Kurser, ASTL_1 (四, 1001/00000047 W) ① SSN/00000048 WI 回 wei	
5	이 11 1 (전) 1 2011 1 FCH 12 1 2000 00 1 DEC 1 IF H THUTHER : 월 Server Humer, 4011 1 및 62/01/2020 1 E41 Mil 연 19/01/2020 10 42 Mil	
1	(二) つい(正) 1 2064 1 Seeding 2010/2005 807 003 1 2006400285 1 基の Service Runner 45075、 (数) 2007/2000/04/0786 (数) 2007/2000/04/0786	

Figure 307



- 2. Enter approval-seeking remarks in the 'Send File for Approval' pop up window
- 3. Click **Send** button to Send Close Approval.



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.

					Roman Parton Platence
a tell AdvanceSearch	Fill Over Jobsel	Sen Advanta Search	toote sint know	d Advance Search	
* Comp	No.	Pile Mo.	Subject		
	Concentration of the second	· Children and an		linia -	
100	Catery result	Here sectors and here t	rea rartary	Heat	
<b>曲</b> (14)					
					Searc
the files	1.4 per	Created On 11	Created By	Last Movement Do. 13	Antoni
AVE37/2005-QA-01- Visio me(2)	258802	20/06/2020 08:52 AM	Seroja Kustar Petra «Office MbC.		(ē
B/04/2020-Q/-01	wedowidowid	10/06/2020 11/28 AM	Songe Kunner Herze, eOHre- WHL		10
A-111417(2028-Q4-01	migrated moto	18/06/2022 10:01 PM	Sanoja Kurelar Pasos, a Office Mili		
v712033-QR-01-Volume(2)	alan .	INVESTIGATION FOR	Serve further Party, eOffice		
	Comp     Res     Res		Comp. No.     Plan Mo.       •     No.       •     No.	Note:     Advance Description     Hid     Description     Series     March Description       •     Comp. No.     File Ma.     Subject       •     Ree Promoty Head     *     Ree Description     Ree Termsy Head     *     Ree Termsy H	Note     Note     Note     Note     Note     Note     Note     Note     Note       •     Comp     No     Plan No.     Plan No.     Subject     Subject       •     Rev Promy Head     *     Plan No.     *     Subject     *       •     Rev Promy Head     *     Plan No.     *     *     *       •     Rev Promy Head     *     Plan No.     *     *     *       •     Rev Promy Head     *     Plan No.     *     *     *       •     Rev Promy Head     *     Plan No.     *     *     *       •     Rev Promy Head     *     Plan No.     *     *     *       •     Rev Promy Head     *     Plan No.     *     *     *       •     Rev Promy Head     *     Plan No.     *     *     *       •     Rev Promy Head     *     Plan No.     *     *     *       •     Subsection Of 1     Subsection Of 1     Subsection Plan No.     *     *       •     Subsection Of 1     Subsection Plan No.     Subsection Plan No.     *       •     Subsection Of 1     Subsection Plan No.     Subsection Plan No.     *       •

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*)

	office <sub>eff</sub>	ile with							()	Contract Patrice of
	and the second se	the second se	a See Marc	e Scanin (	HE Lear Her S	m Mercelonin	Elit S	er Apure	d Advancescentri	
an l	Bulk Chring									
	Noture			Comp. No.		The No.		Subject		
ľ	File Hoods The Garot Head			Real Promary Head	d *	File Secondary Innas		file Testary	Hand	
1	Crantion Data									
8	Aloge .		e	141						Search
2	the second se	Comp. No. 11	Filmer	Subject 1		Orand On 14	Crasses By		Lass Movements On []	Atlant
4 5	thie		Aristiticide-qu-ci Volume20	294062	84	20/06/2020 08:52 AM	Seep Koror F MM	acro, eOffice		(e
¥.	9 F	21/15/54	B/36355-04-01	sectore dure	ed	18/06/2620 11:06 AM	Sange Kumur P WML	Vero, 40 <del>9</del> 108		(ā
	e .	8115422	A-11/417(2020-Q4	-01 migroted re	100	18/06/2520 10/01 PM	Sange Kumar P	stro, eOffice		(A.

Figure 310

**4.** Enter Mandatory **Remarks** and click **OK** to close the selected files or Send File for Closing Approval.

### Note:

o ffior

- 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

¢1	fic	e	efile					0	3					0	
				THE DESTRUCTION		1.041	-	-	ŧ	1000	-	-	THE ACCORDENCE	all the second s	
1													22	0471-18-0.	
2	-	-	ineral dia 12	31956	(man)	in the second	and the second s	Million Sector	Contraction of the local division of the loc	Automa Hannal Car	States and	lane traces	100	1000	
ō			1910	In CLEMPORE L		Recall factor Open			Receiving the second	Internet Inc.		-		-	
0		i.	1440	the recommender	-	Report Room Open	**********	ant	Manual Freedor	An interaction in the	101 101	2	arranti	44	
ģ		ŧ.	167	minimum.	294	Monormal Agency (1996) And Table 1997	11110-0110-01	-	anter tere	\$11223(00)141104	411.875	÷.	-	is de	
ç		1	-140	-	-	4012203-0.014 (P)	101000100324	25	(Hanan Arran, p1071-088-10290	\$1.000 (0.150) (Mr.	30.80	**		9.4	
t.		Ł.	AND	10000-2010-00110-0.01		Manada Aurope Capita Andre patter de Arrie	section (111-14)	1000	atertations	avuanise ne	101.015	*	arrente .	= A.	
c		ł.	-	Mar and the	17176	Normal Network (New Add and Add an	NUMBER OF STREET	-	Shumari Kanso. JAKT NINI KOZIS	100000000	101.045	90) - C	*******	S 4	
i.		67	-	Character (10) 1010 and and		Honord Kinow Oper- HETSECLERY	mainingly				30.10		materia	0.4	
		r.		how many any other	-	8944308-94748-1295- 129128034870	PERMIT AND PARTY OF	-			101 001		WENE	0 &	
		ŧ.	1000	-	webb?	Monitorial Investigation and Table 5-870	1112010-0120104	-			inirini		10040	04.	
6		ŧ.	2019	R TARREY M	(e)	Mexical Name Oper- entities a prime	1000000000	(e)			001 B/S		716746		





• 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.

	Mice estanes efile acto				and the second se	() in .	Conga Kamar Hitra The Society States
	RELEFT Descel Man Sex Abant Search	100	LE Ditsie bitter	Sens Amarine Seconds	ISSE Set Tenned		and Search
1	Oete File					Y	The news
1	S Correction of Asian	Select	Feasimed by	Natare			Approved / Rejected By
ľ	No records Posind			O Rott O Physical	C Becrueit	_	
l				Appreval Status			
				O AS C Approved	O Avriding O Rejected		
ł				Dute			
				Initiation Date From	Initiation Dete To		
				Rejection Date From	Rejection Data Ta- shifteeningay	-	
1					OK Chi	_	

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).

e	Dffic	eFile ver 11				<b>7</b> 0)	Seepalture Perceit     Topory states
=	10000	RCRIFT Crock - Index Serie Advance Seench Mile		Osar Hun Jee Alaes	n Seerin 🗌 PSLE	Sert Yearnet Abara	Beech D
1	E I	Deeps Ma-11 - File Ma and Flachd	16.4quat	Employance (By	Requerred On (1)	Request Reveals.	Computer Namber
9							<ul> <li>Approved/Rejected By</li> <li>Required Remarks</li> <li>Status</li> </ul>

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.

Office	efile w. 14			_	~			Po-	·· () ·····	anar Pana Istoria
And in case of	Britis General M	les Smi Adve	ne Search	Leas here	Seri Allantist	min Kale	See 1	learnes A	Viene Service	
Search 1	er Dewei Nies (by <del>N</del> a	1	and an and a second	and the second second	Control Mattern House	and the second			And the second	
Departme	INE		Section	5¥	Doning Data					-
FILE			File No.		Subject		fee	arka		
· Createri	taw				1.12					
Create	ewe :		* Ris Friendy Hand		File Secondary He	ad	11 16	lattery Head		
- Creation									Case	Seat
Created Inter			Margana .			thread By in	Opurt O	tu -	Contag Revente	Autor
1 5441		1075-04-01	For eSign Test			Sando Russer Parra, «Office	38/05/202	0.9426.440	Iner Senants	
<b>ETRAKE</b>		and the second	CONTRACT.			Service Ruman Partice ADRice				
* (Jpac)		0000-Q+411	exclusion			MV.	38/00/202	0.0006 AM	Ander Revolution	
1 27 34	nersialarrantish	3/2010-04-01	webwebwebwe			Sarupi Kumar Passa, pOPtue MM	20/06/202	9-9-926 AM	brear Namerica	
		2020-0A D1	halastastastas			Seres Kanar Perry, POTter	-	0.9426 AM	2012000	100
			Turns From Turns From Thema			HBV.	10000000	a phuo ner	Enter Remarks	- 12

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	office eFile wirth				-			Ra	💼 🛞 teopia	naritare covec
=	C REED CAME IN	laar Sirre Adoara	(Lease)	41.0 Create	- Intro	Sera- Advance Search	184	Sert Recared	Adjunte Grant	1
	Search For Crosed Hies ( Syrke	randg)								
	Department File		Section #Office VBDP Dates File No.	m		Closing Data Frank		B Te Remarks		
1	+ Cruster Kom		File Primary Head					File Tertiony Heat		
	Create Valute		File Printing Hood		1.0	File Secondary Head		He letooly mon	One	Search
5	- Hittox -	8	Solgeri			Omethy	(	Ound Do 11	Oning Sevens	Anne
	) Sent Referi									
ð!	Cleand -	5								
0	<ul> <li>By Others Office and syl</li> <li>By Others (VE)</li> </ul>									
1	P Subouned Files for Recording									
嘲	I Baik Dinarg									6





- 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.

effice efile and			-			<b>P</b> 0	💼 🕕 👘 📼	ana ang ang ang ang ang ang ang ang ang
Court Heart	e Sint Advence Siver		Could Intern	len Advince Scient	1516	et Neured I	Amater Scatte	
Easinth For Classed Files ( byl-lane	naty)							
H Department.	v Sea	ien Ficz MMP (Itolyne)	4	Carling Base		16		1
Ecrep No.	File	Ne.		Subject		Aenario		
File Heads								
Hite Basic Head	* n	e Primery Head		No Secondary Head		Mic Tentory Head		
9							Char	Search
Dergs No. 11 - The No.	e (1	lener .		Charlen Provider		Deced On 18	Chaing Berrarits	Activ
No records faund								
P								

Figure 317

#### Note:

By Others (All)

• Users with role 'Role\_ClosedByOthersHierarchy' will only be able to see this list.

Office oFile an 20			-			<b>P</b> 6	TOOP1	ear News
RECEPT Court In	nbox here Advance	Start 1988	Greater Intern	Sire Advancedeare	n FISIK	Satt wared	Advance Search	
Search For Closed Files ( by Al	1			- 118 - 114				
Search For Okset Files (1944) Department File		Notion «Diffue MMP Division		Classing Door				
Re		Fis.No.		Sabjeiz		Remarks		
- Credit How				1				
Create Part	(*)	Re Procey Head		Fela Securitary Hea	a.	· · · · File Tensary His	d	
- Creste Volume							Der	Search
created M001 -	e	Stim			Claud By	Closed On (1)	Charling Summitty-	Action
Seri Refeel	11/2005/2026-QA(01	Secolitie			Kipi Barner Stverme, «Officer VM	20/09/2020 11:80.AM	4pxel	
· Oral ·	CrafterNews	Texting Divit by end			Kape Barner Storma, HOBby NML	19/05/2020 14 48/PM	8796	
1 By Others presented	1112/02018-00/7008	EDIFFICE CORRESPONDENC	E FROM DOK 2510		Rechmis Siniestawa, eCMItas NVP	15/25/2020 (1.19 PM	5.0 <b>4</b>	
1. By Others (%)	111 200 200 ECHICK	Adventura Texang			Yerser Schief, Alterweit, #129500 MMIP	11/05/2020 12:49 PW	assectore	
Tooling	11/1048/2020 ECHTICE	Eraw Description			Yor or Bitg. Alt nord, eOffice WWP	09/03/2020 85-45 PM		
This and Atlant	1000-000-000-00				Terur Sine Alt mod. #104tos	-		

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**.

Copyright © NIC, 2020

office			te-	<ul> <li>Banga Kamar Nare</li> <li>TOCKOS KURIKZ</li> </ul>
( NORT Correct Has Sent Adve	released of Course bit	s Sera Advertagenth	See Peared A	Marre Search
Search For Closed Tiles (JsyAll)		2.4.5		
Depertment NB	Section KORE2 MMP (Service)	* Cooling Data	<b>1</b>	
Comp. No.	file No.	Swigen	Normanits	
File Hands				
Tie Bast Haved	The Premary Head	* The Secondary Head	* Pla Terriary Head	
				Oex Sean
District to the second	Tablette	Contentity (	Const On []	timeg terretti Anto
E 2111920 +11111/300202000 (940	San_Nr	Kapi Ramar Sharma, eO MUL	22/05/2020 11:00 HM	Agoad .
	Reating Draft by anual	Raph Guitar Sharna aO	19/29/2020 UA 48 PM	

Note:

OM: -

• 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.

Office etile				📩 🚛 O 🕕 Street An
C	( Sec   Second	ETHER DOWN MAN DWG	10.000 0000	THE MARK MARKET
Manual Beats	Dane finn tind torit	ik low-flas desite flat flas	* Bait:	
W   IDV   A-ROTHITUDOSHIDI DR	harmolteria.	du - 22 - 36 - 30	III III	
01 AvDeals				
New York - Covering Dates Matter Cologony / Prevenue Radioseros : Deseri Der	Auto Lancari Michiano Seria ante nagen Anter nagen Bria ante nagen		Reference Resources National Company Carlos Technologies	Exercise of series. The file
D water	Colonia Talancia Far Malancia	Name - Reputline and Palatica		
Collect Distances				
Autor Autority		Annual States in Annual A	100 C	Assessed Sy. Nutrient Dy 11 Assessed Bree
Record Stream (unit, ALSTID	01042	38/12/3019 H0041		
Deal Streamform ASP(0)	06895	26/12/2018 10:42/2018		
				(a.) # 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.

Oll	lce	efile and											P 000 0	Constant and
	Hercie	et Citere	-	we Mantenan		194		1aa   1973	Addantesteeld		COMPANY AND	-	Address Minut	
Se	arch Fe	er Clased Files ( )	(aVie)											
	parties.	<del>.</del>		+	50000 0013000004-003				Oosing Dotr			1.576		
69	n genera	Normen			Pile Number				Seagers			derari	•	
	e Headai It Emili				Definery real				The Security	reel		nete	rary Heat	
														Char Se
2	4	Company Matthe		na kanber		34	apact.			Close By	Oceand tim #		Clarge Narashi	*
a	Paop	en For Fergueting Api		HIRF ST WARDE		Sel	Com Re Di			Mentah Kurar Ojisi ASST2/20-6-045	16090018 023	294 8	14 <sup>1</sup>	
d		1218		ның располостик	<u>.</u>	1800	a test			Harout Hurar One AIST250-6-05	16/09/2019 04:3		adat	
9	8	1229		scass (north/grows		101	ine.			Nantsch Ruman Office, S SECTION - DRS	ESK (FTD/96/77) 1 08	1794 D	EVE WITHOUT ADDITION	
	5	1288		Dalashig (1010/2/2019-C		itta	8			Maricolt Rumar Office Michigan Jama	07/98/2015 54(4	оры ж	stand	*
2	(r)	1796		cm.1158975c		sola	ले.		ų.	Maxion nurve rips, 5 SECTION - DES	010000000000000000000000000000000000000	env in	-	e.
-	e.	1276		ecentri norvanosec		100	rijese			Neresh Nerer Ofer 1 SECTON - DES	101 (N96/2019/85)	TPN 0	ê)	<i>it.</i>
0		Lar.		and ground in		1010				Malecolt, Kumar Ope, S Michigay, GPA	101 material			+

Figure 321

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

0.1		Gargen All Constant of The Surface	A Coreine	18. j	
100	Reference a	friend and	a lawran ee j	A Antoniose	
-		Recently family			200
14	- Designation of the local	Firming *		States # Trong Barnin	-
		94	1	No. AND ADDRESS OF	1 S
100	D A HE MERIDIAN	Trail 100 1 Mil Daward of		NAL DESCRIPTION OF A DE	
đ	S.X. Mailemand	E	Term Comment	Contraction (1997) and (1997) and	
6		C. and			
		100	Barton Maria B	Personal statements and	





## 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.

Office elile	e wika			_			an 6	Constitution of the second distance of the se
( IDDIT O	tern bott birt Adams	Septe	- ALC	Overs   when   Sert	ABURCOUTON)	DORATCH Sint IN	Animate Animate Scient	
Seech For Cipel	(Tiles ( tajMe )	-						
Department					Energiates -		B	
					<b>e</b>			
Comp. No.			Pile No.		Subject		Acres 10	
Mile mands Hile bissis mand		+	File Primery head		Residenties		Die Tentory Head	
-								Car Sect
Contra dal managemento del	of second		-			Count for all		
E 2170	acc-mergenamores		1.000	209	generativement - Manual	Ruman, 8349-08201238-94	1.1	2.7
	Comp. No. Provide Laword Comp. No. Path Tourist Cont Dera: Award Cont Dera: Award Cont Dera: Award Cont Dera: Award	Search fron Dissel Front Lightwe) Department 201 Comp. No. File Needs Die Searc Heart Totel Records 1.1	IDDAT         China L         Search Fair Council (Films) (Sp/Mar)           Describ Fair Council (Films) (Sp/Mar)         *           Describ Fair Council (Films) (Sp/Mar)         *           Oversy, Me.         *           Pile Namb         *           Oversy, Me.         *           The Namb         *	Internet     Control from Lightwork     Fill       Search from Content (From Lightwork)     Internet Search     Fill       Day and lateral continues     *     Search mit 1 Sections (DS)       Comps, Me.     *     Fill Name (Search mark)       Pile Name Continues (mark)     *     Search mit 1 Sections (DS)       Total Records (1)     Test Mark     Market (Search)       Image (Search mark)     *     Search (Search)       Image (Search mark)     *     Search (Search)	NUMBER     Number     Number     Number     Number       Description     The Conset Print (15/We )     Margin New     Margin New     Margin New       Description     The Name     Margin New     Margin New     Margin New       Comps New     Print New     Margin New     Margin New       Comps New     Print New     Margin New     Margin New       Comps New     Print New     Eac Drivery Yead     Margin New       Comps New (1)     The Name     Margin New (1)     Margin New (1)       The Association (1)     The Name     Margin New (1)     Margin New (1)       Comps New (1)     Section (1)     Margin New (1)     Margin New (1)       Comps New (1)     Section (1)     Margin New (1)     Margin New (1)       Comps New (1)     Section (1)     Margin New (1)     Margin New (1)	Nome     Name     Name     Name     Name       Description     Description     Section     Description     Description       Description     Section     Section     Section     Description       Description     Section     Section     Section     Description       Description     Section     Section     Description     Description       Description     Section     Section     Description     Description       Computer     Provide     Section     Description     Description       Computer     Section     Section     Section     Description       Section     Section     Section     Section     Section       Section     Section     Section     Section     Section	Nome     Nome	Note:     Description     Description     Description     Description       Description     Sector     Sector     Sector     Sector       Sector     Sector     Sector     Sector     Sector

Figure 323

**2.** Enter approval-seeking remarks in the 'Send File for Reopening Approval' pop up and click **OK** button.

1度	-			* • (****)****	a to more than a	a ata	
10			Real Property in	Minutes:	Service Response Approval Remarks		March Room
đ m		•			For further action		· • •
18 18		t.	35.	Marking and	Na 100 ( HI Orenau Mi		
-					Ok Great	and remains	
			-	And the second s	a line and the second sec	and and a second states ( see	

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.

e	Office					Transferrer
=	C ROLLET Cover 1 Price Ser. Alive	nor Sainti	If Doex How Ser	Ation Sorth	SUE Sire Heremal Adv	eviter: )
8	Puccpen His				7	Sardt Hon
	et November 1 Parts	a diagonal di seconda d	Resourced Expe	Requested On 11	Research Research 1	Approved ( September 197
T	Fla					
=	T CIESTO MINI					
	Creste Part					
2	Cristin Variante					
	T Createri					
1	index -					
h	* 50F					
	P Creat +					
	1 TO MARKET					
	II PE OTHER PHASE (THE					
J	The Otherstein					
r	<ul> <li>Submitted Parts Tox</li> </ul>					
	Respectivity					
ł	T auk Courg					
	P Induced 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.

e	Office efile and a					Barry Constant (100
	ERCEPT CONT + Trins Sex Advances	nch III	E Orean beau	See Advance Score	CORE Ser Proved	Advente Scanfr
-	Regen Re			-		The black
	E Cove No. 11 Fields	Selation	Burgannical Dy	Nature		Approved / Rejected By
T	No records found			O Rem 🔾 Physics	al 🔅 Herrand	
•				Approval Status  Approval Status  Approve  Approve  Date	C Realing C Report	
2				Addington Date Frame	Initiation Date To	
5				Rejection Date From	Rejection Date To children of your	
þ					DR C	-

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 eFile	the second s	and Search	Court Mars 1	Sem AttenuiSeett	Engl	d Sec 1	Stamet Abares Seette	Roman Pol (P, Exite)
į	-	we bet					Louis		Teach Here.	
	2	Corns. No. 11	THE NO.	Announced Do	Reported On 11	Senair Banara	(Suma	-	Renew	-
ł		21122002	#10/1102020-Q4-01	Time Scaperand, eDfice WVP.	19/26/2020 08:49 79/	Eron Remarks	PENDING	RECEDY		22
		3115382	A-13/1110/3328-Q6-01	Ranue Sing Minneel, 204952 MMP	19/06/2020 d8-48 PM	Esser Electoritz	APPROVED		Enter ReinarticEnter Remarks	-
		\$173940	4.12/10/02/02/04/01	Two Sightenet of the UNP.	09/06/2020-05:24/98	Error Kernerio	7810740	C).055		2-2
	1.6	3115341	A 12/12/02/22/24/01	New Seal West College	09/06/2020-03-24/98	Emor Remarks	FENDING	CLOSE		2 2
	) e	3115342	A 12/10/00/00/04/01	Rest Staj Alexania Office MMP-	09/06/2020/43.24/98	Enter Remarks	FENDING	CLOSE		212



• Approval Request list can be filtered depending on Nature, Approval Status, Initiation Date and Rejection Date by clicking Filter Icon in menu bar.

e¢	Mic	e oFile	w. 70		-	-	<b>.</b>	📼 🛞 Senga Karrer	
	f A	ACRIFI O		eanor Fearth	Greek Mare	Sera Ancess Seam	1634 Sect Rearret	Advance Second	-)
8	Apon	ave . Nejoct				11		Y Min hilton	-
		Constantions (14	fin no.	(Processed by	Representati On 19	Nature O toti D Physics	6 Otherask		- 1 1
	-	2115383	A12/1102020-Q441	Veral Brightmod, eDiffer MRM	1006/2020 00:49 PM	Date Requested Date From	Requested Date To	2	2
	D'E	3115363	#10/110/0820-04-01	Venar Sing (mines), wOthin MERT	15/06/0820 08-48 PM	Appresa Request Type	L mineral d	Crim Service	
	D'E	3115340	1840-0005-0441	Tester Sing Annual, without back,	09/06/2020 03:34 PM	• at C Sega	erg Ooseg	24	2
6		3115341	410/1088/0005-Q4-0/	Figure Song Alemand, eCPIna Model	04/06/2020/08/JU PM	Approval Status  Approval Status  Approved	O Recky O Recod	2	2
	R.F	5015542	%10/1080/0025-04-61	Yasar Siraj Arsend, «Offica MARA	69/09/2020/03-04 PM	Co. CO.MARES	De Char	2	2
		2115242	A12/1080/2020-QA41	VeranSing Amerik SORes 1943.	BW06/2020/03/24 PM	Graw Ramarka PED	KDING KLOSE	2	22

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).



• 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.

	office enter	wita						7 0m (	Seroja Kuelari Merce TDIROS SOCIACE
	( REGPT Gra	eri idea Sent Ada	Unite Search	HUE Greeke	lation Service	Adame Seren	RSIE See S	trained Allemetry	et l
1	Pile Receipt Is	ana i						P:Goba	I:Gobs 0-
į,	Corep. No.	d) Rie	Na	Sabject		Drigie Internal	* Citate	de Cremed	
	-				Sectores	li l			
	Sold   Respont   Res	ive Policip Polisick I	theytack.					972 Pe	ans 🕶 🕹
			0.0256						¥ 3 (* ) * 10 *
	Actions	Cong No. 1	1 mana	Second.	booter	Server	See Dr 11	Tornal and Research	Concerts Miles
	C) Details	E 3115478	A-1301107/3830-QA-91	File for inclerinal Inclaime	Placiet		1808/2028/08:27 PM	25 ins ard corners	Sere to: mid2
1	G Doba Deals	P \$115420	MI1102029-Q4-01	p fin 3	Skelitas	REDWEIGN	19/06/2020 12:22 754		Vendene Fal.90 Dirision
	Datate Septe	6 2015187	A 1101113967(220 Q4-81	Алитера Типед	Filerinbas	CHANDIGARH KU.S. UMITI	16/06/2020/02-25 PM		Arjun Kumar Bala CHANDIGARH BUT, UNITJ
		E 1415005	A-11011/2044/2020	Error Desiration 222	-	sOffice MMP Darston	18/06/2223 07:56 198		Kapi Kurasi Sharso,eDifue MM

Figure 331

3. Enter Pull Up Remarks in the Pull Up Confirmation pop up.

donice	the second s	
	Reston for Pull Lip.	The second second second
🕐 millionen lan	Remarks * Par Urgent work.	Filling - states - m.
a tana	Lines Fills I Bill Hardwood Mil	
122 Land Charges I Donaise - Adrige : Adrikan a segarat	CK. Child	atilana an di
0		



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.

	em	ice	2	eFile wil 20			_					<b>*</b> @==>	Distance Factor (
=	đ	REC	191	Conserved	lidan Sere Albor	e keeds	Gener Mean -	ne Aderes	Search 1	1.16	ile See	Resored Allored	Seath 1
	is.	114						1	Desithing		· Picture	Section State	- #
				Comp No. 11	TRANK	Sager	tion by	Seri On 11	Real Do 11	0100.51	VerbedTo	Airparia .	÷.
	σ	9	5	1042106	ID SPORTER	Request for information under ITT Act, 2009 by et	Vanderie Pel, WTI DAYSYON	1206 PM	20106/2020 12:18 PM		Serge Kurter Petro		
	8	Ĥ	p	3017625	HSD/GERE RTARE IDDR-A	Request for information regarding fill petition foa	Vandana Pal, 801 Elivitizza	1208 PM	20/05/2023 12:06 PM		Saroja Kumar Rattaj		
1	R	Ŕ		2115480	8-12012(3/2000- GA-01	regration fix tax	Servie Kumm Perm. aDRice MM.	1200 PM	20/96/20/9 12:09 PM		Kapi Kumar Sharma	MPE	0
20	0	0	£	3/15402	0/30/2020 04-05	anow bect work	Expl Ratiat Diserse, 40% cs UV	HISEM	28/05/2028 12.00 PM		Sercije Kurren Ratro		Ð
10	0	12		3515404	A-14/4/2005-Q4-01	p file for type:	Kopel Karriar Shoering,	31107.AM	26/95/2015		Saroja Kurrar		

Figure 333

- 3. Click Pull up menu.
- 4. Enter mandatory **Remark** in Reason for Pull up Popup.

	Office				Branco O transmitter	
				Reason For Pull UR		
i.				Remarks * For Urgent Mark		
ų,	DOCTORNO.	lenerent.	Reason As other as	Tenal (1802) Mill Diversiter left	lempi foste Reis -	
	a u a autoria		Weighters for president and the second state of the second state o	OK Canon	Septem Inter	
ŵ	a II.a. 1099	a tratice serve	Name State	Martin and Card	And Lawy May 10	

Figure 334

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.

ffice ofile yes to								🛛 👘	ADDRESS THEY
the survey of th	Sat Advanta Search	ME OWN	Non See	Reversion Search		care	Seri Record	Advente Standt	
O Internal - Economia									
Organitation	74. t)								
All Recent S in channel 1	ab-onitivative Send Back	Insuring Officer		8		Corep. No.	File No. / Fassign He.	Fahjert	Note Ty
fa ' Karatana Dese SADRO(HE-Seltator) (174	No. The second sec	A : C twee S SND		8	÷	3116482	A 11011/4053/0820 GA-81	form Description	
Set Due Deta 25/06/0820	B Anton Sportest								
Priority Investige	* 💷 Withers Ad	Type * tipe Picon Speck/Recute	•						
Remorks * Rendly Dociso	1								
-									
the state I and countries with			- 6443	e: Noting in the att	Actived fi	inc, if any, wil	be finalized after move	count of main filewed	eșt.
			IND	Nate To					

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:

ooffice

- 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.

Copyright © NIC, 2020



# <u>From File Sent List</u>

1. Click Initiate Action Icon 🔍 for a File in Sent list.

e¢	Dffi	Ce eFile	m 32						<b></b>	-	TREASE	centa	6
		ARCENT CON	ere labor Seri Ada	nte Swith	100	free blas	Sett Acurre Search	12.00	RE Set Repret	Achievent Terr	MIN .		
	61	utorial miles	10X				Y	Salash riire	· Draw Draws	See Das	u Ens		
		Care No. 11	Classes -	Autorit 1			here ber	See On 11	farmerty title	bbe de H	Allines		
H	e	7 3115409	#1010/0822000-QA-01	Error Description			Tenar Siraj Ahmad, aOffice MIVP .	20/05/2020 12.05 PM	Yerse Sits Ahmed, aDRica MMP.,			0	Q
1		£ 201548F	812012/02030-04-07	migration file past			Augul Special Sharman a China Malu	20406/2020 12:00 PM	Kopi Rumar Sharran, e Diffus NM -				
9	o	E 3115489	Antridegeologia	p file accord			Jeskien, stid?	28/05/2020 11/22.AM	Joskinan, efid?				
8		ansie a	A 14403025 (QA-01	p file for syst			Napilli, mar Sherma, eChine Mill	20105/2020 11:82.4M	Saraja Ruma: Patro eDilke NM			E	¢.
ħ	ø	P 3115#80	A-11/419/0820-QA-81	p file accord			Software wide	20/05/2020 10:51 AM	letkinen mid?				

Figure 336

2. Select Initiation Type in the 'File Initiation Confirmation' pop up.

					Ta	O bettimest best
			Ten Instance Confirmation	146		Hist I
			Initiation Type * For Pellow Up		- Distances	Damage 1
E.			Remarks * Kindly Discuss	10.14	and the second second	enclasse P
	CINTER : ANNOUNCEMENT	the Bartana.			HALF BE MAN AND A DESCRIPTION OF THE PARTY O	48.40
	a see	manifester	Toral 1000 J Mile Character MT		Nuclearly Device.	
	A miss whitesaware	111010-0		DK CORP. DOTAT	Justice of the	
.8			<b>U</b> ML	a biera Braccas	Service Review Rooks 1	



- 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).

Office office an 20			-		<b>*</b> e=-	Tarige Kurt an Parts
C RECOPTION COMMAN - 1	too an Abana cart-	RLF Gener	treat Ser Adam	a Salara	1516 Set reserved Adver	uiSianti 👘 👔
🚺 🛅 Movement De	avis Draft  Edit Send	Sent lince Link File	Attach + Park	Oge Wire	•	<b></b>
70614East / A-1001116522/2020	0441				¥ 8119917 A-1301138823/28	20-QA-ES Automation Testing
Initiated Action Details						
Comp. No. 1	31(991)		File No. 1		A-119110422/2520-Q4-81	
Opening Date:	21/06/2820		Main Category	12 C	Exoblationers:	
Subject	Automation Texting					
	ar Patris coffice level Statuler 183	VOCRES .				View Phylory
IE Action Details & Comm	ents					
busined by :	Samp Kamer Aven. el)Rez MM .		Initiate of On-		21/06/00/04/02 458	
Initiate Action Type :	fter follow Up		Forwarded To	d i	Varian Strep Ahrmond, edDRece M MARILL	
Exitiation Remark :	Initiate Actor Reinerta					
1						Addrownere
Action Taken By	Action Sellers De		Action type		- Petron Permeth	
No recurpt Pound						

Figure 338

4. Select value from Action Type\* combo box.

etifice			
= CART		Adden Comment	A Design Serie ( Rosen) ( Marrison )
The Property of the Party of th			10
The name of the output state		Perranks * In Process,	C. STORIT - & CONTRACTORS (M. O. Antonio Tening
Part Armanan Arman Tenata			
Cold Date		Total (2001) 400 Character (eth	# +100 H4525200 #
Channel Line			a line a la seconda de la seco
(a) here	American	- Add	Const
Carelly Will Honore	AND DESCRIPTION OF A DE		(100000)

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.

e	Office eFile ways					_				<b>.</b>	<u></u> (	Serie Kar		
=	ELCOPT Dear + 1	ttex Set	Advance Search	. Fac	Ches blac	Sm	Advanta Dea	nn:	rsu	Ser Teurer	Advance Se	and I		
8	Inteled Acture													
-	Initiatud Dem	-	in the second				etien Type			Action Status				
1	Re	-	1 Tr Dyte		e	E D	tense Sirki			• Actva				
-	Citeta New		1	Section Select Section				•	Action Core in Chaose Crue	ent jype				
	Environ Part											Obst	Seaton	
۲	Charle Weather		Sajeri			hiline	ine (I	Indiand By		And a star of the star	Over 01	<u>ni — (</u>	Actions	•
2	Pribax -	v2020-Q4-01	Enter Description 123			21/09/2	200 94 45 AM	Saraja Rumar R Janu	ans, eDrive	For Pollow Lip		D	*	
-	Sett Farlest	V8020+Q4-01	Free Decogoon 222			21.08/2	C20 8445 AM	Service Harrison H MM-	ers coffee	For Follow Lip		1	**	
ē2	- Chang -	2020-04-01	Enter Description 223			21/06/2	20 04 43 AM	Saraja Namar A Mil	ers, elittee	For Follow Up		11		
0	• mound Amora	v2000-04-01	Tree Description 221			21/06/2	220-64-41 AM	Saraja Kumar R MM	ans, e0%ie	For fallow Lip		6		
-	Approval Requests	annine ai	Loss Decompose 171			2008/1	the local division of the	Secola Pharmer P	ave e0fice	Der Defensi Ite			- 21	



2. Search the File using Search Parameters at the top.

	Office PFI	C Ve.TI			_				000 🕦	TODAS-ROMES
=	( явсаяте 🥢	Davasi Italias (Sera	Advance Search		Case Inter	Serr Athence See	nh sate	Seri Tearre	Z Adama banh	
-	In Bated Actions									
	Prisinted Owner Prisint Datas		10 Data		a	Enclose Diver		Active     Active	6	
	Forwarded Ta Bapartment Selett Department	1		Section Select Sector			+ Attion Corre Choose Dry		1	
	Gamp.Hartj	Ane No.	Second.		8	kland in fj	initiated by	timine Type	Cuted Ch []	Armen C
2	£ 3113834	A-11011-4408/1820-0A-81	from Description 223		z	1/05/2020 D4:45 AM	Garaja Kumar Parro, 40 Mico MM,	Par tollow Up		
1	e. #1198.03	4-11011-4487/0826-Q4-01	trear Description (23		2	1/06/10/01/04 44.46/	Seroja Sutter Perce eO Hos MM.,	Par Policiv Up		One E
<b>.</b>	E 3119032	A.1101104660200-QA-81	Error Description 203		2	1/06/2:220 04:43 AM	Serrya Kuman Parts all Rom MVL	For Follow Up		





- 3. Click **Close** icon under actions against the receipt number to view the recorded comments and other details.
- 4. Enter the mandatory **Remarks**.

eenice		
the second se	Are you fure to Want instated Action dose 1	
200 standards	Bernaria: * Antaux Complement]	
Life Lowerst Dee		s a three finites and a second
Car Internet	Canal 458 + 560 Chineser 18	
Department / Depar		Autom Description Spect
	CK Catrol	STATE OF STREET, STREE
		Thereit and the second s

Figure 342

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.

100	VIIIC	50	oFile on the						_						<b>•</b> C	ien	TO POST BOST	a
=	1	NACE OF COLUMN	Crewe 1 Trees	leni	Akanafaan		104	Greate	Instant Com	- Maria	a Search		10515	ine	Reason	Advance Sports		1
6	E	-	Novement Details	:581	C. Sevel	1416593	CONNET	LINKPERS	- shene	- Park	0000	Dispatch	More *					
	File 14	HH ( )	111 40-0522/124												,	3116885 9/3	19-40-05153	11e-22
di	Litte	of con	espondences													E		目
		2	Personal Adv. / Concert M			Subje	e) (		1999		Martine As		miner On I	1	issee Co. J.	n dimen		
-	Π.	0	3258/2023/6DFF/CE			Tetan	18		Recept			210	ahaade e ru	OE AM		Carver	File	
8																		
1																		
58																	Acce	

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.

2023400 DINE	Diax Host Set Advertise	ett State See	Adverted Americ South
			Contract Proverside in
Send Send Back Conver	nt Link Film Alzach = Fank Cl	nne - Dupatch More -	
			P 3110085 8/33/2028-Q4-01 Pa
	File No. 1	F/30/2823-QA-01	
1.34.9Vz	Main Category (		
Manuel In	Sident	Arreched no PHF	Ac
	Teering	23/06/9820 01 88 #35	4/
			JA (K 🖬 R
			Upter L BITTON MEN-1
		Lai Ne Mein Gangey :	Nali Meine Category ; Merced Across School ; Sch

Figure 344

- 6. Enter mandatory Remarks in File Conversion pop up.
- 7. Click **OK** button to convert file.

-			ree conversion calefirmation 🔹	THE R. LEWIS CO., MICH. 494 (1997)		
15			Barnarks + Converted		R	
	(Accesses) (2002-00104-000)				P DIMES PRESERVED THE D	
141	alin fine alle					
	Contract Name	10400	Tow KHI ( 199 Device M)	NERROR DAAL		
185	from the later	1118.2280 2019 214				
	BAC-RETE:		OK Cancel			
100	Balance V	BATE -				
100	Difference and the second					



### Note:

e@ffic

- 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.

eFile -			Ter II novemen
E ( BECERT Create	i intes Sen AdvanceSeast	ILL Crists Instein Sett. AdvanceSearch	1922 Sert Returnet Adveces Search
He Conversion Drafts	1		Search Here-
Carris No. 12   History		Sec.	Adgest Gregory
a file.	ZD-QA-01	Enter Description	Tatablehment
Citute New	20-04-01	Eren Description	Excelophonese
Chain Part	20-Q4-01	Ernar Description	Tasabilishment
Creste Vikune	25/04/41	Enter Description	Enablehment
Created	20-04-01	Free Decorption	Tetablehowerd
a initias	motor	Enter Description	Esseblighmann
Set	C.	258000	
🗿 - Palyes	<u>6</u>	258050	
Caned		29602	
	5. C	250002	
Distanti Attorn	61	258000	
Approval Requests		254002	
Conversions		258002	
ST Commented		250002	
220-MATERY		water	

Figure 346

• File available in **Conversion Draft list** can be **Searched** using module search (Computer No., File No., Subject and Subject Category).

eoffice	eFile sects		Tana 👔 💼 👔 👔 👘
	Over + Noc Set Adarca Sett	fill Dear little for Above Seeth	ISSN Serr Texanet Advance Search
File Convers	un (Deut)		Senich Harm.
Comp. No. 11	The No.	Salari	Subject Canagery
\$115020	A.1101114024020-0A01	Erner Description	Exalt labour
2615791	A-110114073/2020-04-01	Erner Description	Brabblever
21/5750	A 1101104068/2009-04-01	Erner Description	Erathfynere
1415759	A-110114258/0020-0A-01	Erner Description	Eachildowent
3015/36	A 11011489/2020 00-01	Enter Description	East-Internet.
3115707	A-T10114070/000-04-01	Erner Description:	bobilmer

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.

e@ffice

<u>e</u> e	Office eFile very						Der 🕕 Songe Korne Pe	
	REAL CHARTER	hter Ser	Advance Search	RIE Court Inter Alv	erre Seenin 🔰 🔂 🕅	Sere Resonant	Advenue South	
A	File Conversion (Completen)					Laurentinee.		
	Oren No.11 Walter		Belgert	Salipit Congrey	Converting By	Conversed Git (1	Imate	
ĩ	RB.		the 11		Sange Kurner Patra	21/06/2023 07-44 PM	Conversed	
5	CASHE NEW	20-01-21	Linear Description	Keskistners	Saroja Kumar Pazis	21/06/2023 07:37 AM	ConvertedConvert	
2	Courte Piet	20-04-21	From Description	Ficabilitysen	Saliquilianar Rates	2-1/06/2028 Gal26 AM	Converted	
s	· Create Volume	10-00-01	Brear Description	Enablationers	Sanna Kumar Roma	18408/2013 09:56 PM	Converted	
	Orstell	10-40-92	Trow Description	Edskilstment	Sanga Numar Paris	28/06/2020 09:24 PM	Converse@Crisine a Crisen Note	
2	a Antheire	20-0/4-01	Linter Description	Examination	Sanga Kuntar Patra	26/06/2020 00/23 PM	Converted Create & Green Hose	
	1 Seet	15-40-02	Terrate Descriptions	Establishment	George Harrise Patrie	26/06/2023 09/22 758	Conversed Grane & Green Haire	
8	Parked-	19-40-45	trear Description	Eaublahment	Sergo Kumar Patra	28/06/2018 (99/21 PM	Cenverte #Orante e Green Natio	
Ľ	4 Tesed	20-Q4-01	Tree Description	Eastblatment	Saroga Marnar Patro	28/06/2023 09/20 PM	ConversedOname a Green Hose	
	<ul> <li>Bulli Eboleg</li> </ul>	10-40-02	Inter Description	Emplotreet	Sanaja Kuntar Patra	28/06/2023 09:10 PM	ConvertedCrease a Green Nase	
	<ul> <li>Interior</li> </ul>	29-06-01	Drier Description	Esiablishment	Geraja Kurwar Rotra	26/06/2028 07/36 PM	Converte d'Greate à Grech Nate	
	<ul> <li>Approval Requires</li> </ul>	19-49-41	Inter Description	Esublishment	Saraya Kusmar Patra	20/06/2021 07/07 PM	Converse#Create a Urean Nate	
1	Conversions	10-00-01	free: Deaniption	Dobletrent	Serige Human Petro	26/06/2008 07:04 PM	Converse@Crisese = Creem Note	
	Colores -	1.41	a the stand		Saliga Numui Paera	36406/2023 11.31 AM	Curvetet	
e)	Congletes	-	20.1		1000 C 1000 C			



• 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

	6	VEC	217	Creare+	Host Serie Janes	a Search	HER DEAR	Index Start InAmater Sta	entre :	S SSIE	1	PA-EDIFICE
9	160	eve		Send Send	Fact Move To +	Create Valume	Greate-Part Park	Close +	Y Seed	Bers		Pilete-000 Piletering Strivestarya) Pilete-010 Piletering Strivestarya
				Corps No. 11	The New	Telger		Senity	Set On []	Band Dright	<u> </u>	PAROMICE
ľ	s.	Q.	ε	3992227	P-12811011/02/2010- 2019103		Tami services Ro: NPC a State Ur	Sanga Kamar ParnaONya MVP	31/03/2020 35/41 PM	31405(2028) (0182.4M		PA-EQFECS FEES-0% P-0/0 Received 13/21 P-0/2 Al
1		Ŕ.	t	3105875	e-cashijitipi60c0e- sofece	Approval In version	for suplever poss of eOffice 6	Sena tunar terujeOfice MVP.,	30/03/3020 39/16 AM	26/02/2026 18/21 AM		Ølogat etta
9	a,	ŵ	£	3105297	PURSENT PROVIDE	Approved (SPAMING)	for implementation of eCH-s W( L.	Silvest Samet Killing MMP DVA	24/13/2020 (2941 AM	244d5(2028 05543.8M		
2	i.	9	ŧ	3105500	ROUNCE	Approval In variou	for implementation of aOH or E	Serge Kumer NersenOffice MVP -	20/83/2820 12:12 PM	24/62/2028 08/33/444		
8	1	÷0	t	3105273	ниранциралосан: ЕСПИСЕ	Approval	for suppression action of eOffice	Seraja Kawar Paris eOffice NVP.,	17/23/3220 (11/16-PM	11/08/2028 01/16/9W		

Figure 349

2. Click "All" posts link available in dropdown under Logged in user's Primary post in profile area.

-	office							. O .
=				10 N	Althousaned trivist previous late wit lected		( ret	
6				en likes Cost	Are you sule to switch post ?		-	1
				1 Designed		COLOR	-contin	
QU.	15 1012	aware .	# 121111162.82810 #C\$158	Surger Factors		ril re	COLUMN .	
18	-	-	A CONTRACTOR	Approache mar	THE REAL PROPERTY AND ADDRESS OF THE OWNER OF T	CATA/JER ALLE AN		

Figure 350

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.

e	Office		_			<b>*</b> @	Strap Kover halm
	RECEPTION Create + Index Sent AdvanceSearch	HLE Create St	alui Sem	Attended	55.05	Sine Resident Advan	a Search 📃 🕞
-	100 Movement Details Draft+ Edit Send	Send Book Link Files	A0305.*	Park Dase+	Mile *		1
-	File Indiana / A.1303110743/0020-QA-01					E 2116285 Art10(100705/200	0-Q6-01 Automation Testing
	2	Y	0	Ø			
-	Note £1		1	, p 🕴	- 1295 	- + Agement	
۲	23/06/2020 05/08 PM	Sarojo Samar HeDM					
8	Nets #2						
2	33/16/2030 05/88 PM	Kerar Sitaj A				4	è,

Figure 351

2. Select the **Radio** Button (Complete File, Details, Noting, Correspondences, Draft, Local References, Movements History, and Action Detail) as per requirement.

e	Office stile was	Con Constanting to
=	( KENT DURY MOR Set Americant Rd. Oner Mar So	Adversion III See Annual Adversion )
6	E Movemen Devels Draft+ Entr Send Send Sale Lint Flow Acauty+ Fact	Gase Mare
-	Htc Max / A THITM ROUNDAGE H	E 3116386 A116/1476/2885/6431 Adventive Toring
8	O Complete File	Lininf Companyinger
122	O Beach Guessman	Norther No. 1999 Type: My New York, 1999 Type: Market No. 4216/1981 Div 13, 1999 Div 2416 Div 13, 1999 Div 2416 Norther North
ŵ	C Norg	
8	C Componences Conservation	
	O Bah	
-	C Later Mercene Emerced	
ō.	Mannate Harry Gamma	
6	O Anter Desits	
<b>a</b>	Remorts "	
۲	Sar 1981 1995 Overan Wi	
\$	Wanne Downlast	G

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.)

eOffice eFile	+ 14					<b>*</b> 000 (	ранира Консанти Парагунын на	ана. 4-
= { [[start]] ]	wie Inter Sere AdvanceSerent	PER Deves	West Sine Adver	ta Sainth	NUL Ser	Bergrand Astanta Seats	ne (* 1	)
File Inceips in						#:Giste	II €≑Global	•
Comp. No.	a news	Subject	-	Orign startai	10	nchade Clored		
Find   Regard   Recei	we 1 Pull tip 1 Pull Back 1 Ungarit		Sewon File				¥-	÷.
Actes	Longo Not 12 - The No.	Super-	denote:	Sectory	Service (201	Format King Remark	Correctly With	
No return to found								

Figure 353

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

0	Office effic w n			-		<b>P</b> 0	Tersey and	nani j
=	C RECEIPT CHIPM	Hon Sen Adversionth	HLE Com	n index Terre AdvanceSe	with 1 North	See: Nearest 1	Adventa Seator	
1	File Receipt Ituae					-	#1Globel   E1Globel	o- 1
-	Camp. No.	E Fin Nu.	Subject		igin sorrai	* Entude Closed	Physical Scope Galact	
80	-			George Street			Bieceronic Scope Global	
2	Sensi   Heapen   Receive	Pullup ( Pullines ) Urpart						÷
	E Acres	Geographic 11 Control Inc.	Salpen-	Leader	eadan n Sent	the part of the second	ing Breach Conversity Will	•
	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*)

office eFile were			_			P 🚥 🕕	Series Notes Para TOSICF-LOCFICE
SECRET CONCERT	Voes Ser Adappe Search	BE See	Etten Sert Ashan	ce Seeron	KD.5 Sear	hund Ahmatinen	6 to 1
File Receipt Reve						#:Giptel	L:Gosa O
Corry No.	Ele No.	Sakjett		Origin Internal	• C in	tade Clared	
C Received/Selec					ker	erks.	
<ul> <li>File Heads</li> <li>Deper</li> </ul>	1910% ·	Select Septide	· later	linet -			
Creation Details	a Date		waiding Action toolog One	* initiation	Aution Remarks	Nitiatian Action Type Choicee One	
The Heads	0.546223201010				Sebject		
Tile Seat Head	<ul> <li>Ne Primary Head</li> </ul>	* File Secondary Head	* file Testary the	nt *	Catagory	* Sub Georgany	-
Creation Details							
Select Department	* Select Section	* Selective	Trom Date	📑 To Deb	i 🗰 01	exon Reserva	
Farlemences		Did Physical Ne No.					
Prevision	Later	Old Physical File No.					
			Search File				
and   Respect   Reserve	Full Up   Full Back   Ungark						T- 11
Aitem	Consta No. 11 The No.	Television -	Treater	Seiter	Several 12	Turnership Resort	Correctly Mile

#### Figure 355

#### Note:

OUT.

- 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)

eer	fice entre serto								Carrow Carlos Parties Parties
= 1	interfact and an interfact of the second sec	THE SHE AD	and Section	R2 6	ante inco bert	Advance Search .	as.r	Set Recent Above	()earte
1	lie Bearlys take								F: Okbal I E: Okbal . •*
	Carep. No.	R	File No.	Subj	ea.	Grigin. Internet		• 📄 Include Closed	
No. of					Search IT				
12 su	ul ( Raspen   Ressive (	Pull the Pullback	Unpark						T- 8
۵ 🗉	- Hallers	Comp N	-11 Netwoor	Triblet	Louise	Bester 1	second and the	Preventing Recent	Carriey man
5 5 6 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	o minoendar filosofid								<ul> <li>All</li> <li>Comp. Ho.</li> <li>File No.</li> <li>File No.</li> <li>Support</li> <li>Control</li> <li>Opening State</li> <li>Convertly Nich</li> <li>Section</li> <li>Forwarding Normait</li> <li>Section</li> <li>Section</li></ul>



- 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).

effice effice and		Tana and a state of the state o
E Charles Charles Likes Server Address South	The local land land land	THE SAL PRAY AND DOC
	Step 2	NITES REPORT GOVERNMENT OF INDIA Ministry of Home Affairs (MHA) NAC NAC
۵ ۳	Tie Mo." Oranis Dra: * Opera Ora Did Tie No.	Dross Ore      Orese Dire      Stop 3     Conservation
Highest Ple     Ship 1     Ship 1     Protection     Transit	Description <sup>4</sup> Discription	Subject
C Toker Permission	Maav Canegory Choise One	* Doose Dre
ୀ କ କ	Restants.	Other Details
8	Providen References	. Lass References
	Ť	Contrast Working a

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).

	Mice Piles						Table Reserves
	C RECORD General Head	See Seeizbert	1000	Dele Max Sel	Avere Setti	194 Sea Frank Aderesian	
10 10 10 10 10 10 10 10 10 10 10 10 10 1	= Collegen All - Collegen All - Collegen All - Collegen All - Collegen All - Collegen All - Collegen - Coll	Skp 5		6) (1)	2	भारत सरकार GOVERNMENT OF INDIA Ministry of Home Alfoirs (MHA) NAC HOffice MMP Division	
3 Pa 🖏	Hoss2pdf • III To Assaps (H) Recognit pdf CIR Recognit • III To Assamption • III Recognition • IIII Recognition • III Recognition • IIII Recognition • III Recognition • IIII Recognition • IIII Recognition • IIII Recognition • IIII Recognition • I		Selected doour be displayed		The He Cross One + Cross C Cle File No. CD-125-2014-1-Copy128	Dra • Orana Ora • Crosse Gra • 1988	(440) • (841) • Fat
āî	Commence Container I		-	000	Description " Description ()		
8	the second se		La service	encel per	Vain Corpory ' Choose One	Sale Celepses     Creases Des	
a,						Other Details	
-					Rectards.		
6					Provident References	Later Following	
AVES.						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.)

Mice dile	NAMES OF TAXABLE PARTY AND ADDRESS OF TAXABLE PARTY.					and the second	Constitution of the second sec
- Cologie Al  -	off of af Loaf contpat		P12 2002 2003 201	Access to the COPIES STATE OF A Copy 201 Description ' Description '	MITT GOVERNM Miniary of Ho eOffice N	HEDTE ENT OF INDIA me Affain (MNA) NIC MP Danum	Constant
dal Tas Runavi (G	o-tzi-atre 1 (opyjal)	-	Columnia (	Here Category " Drosse One	12	Sub-Cetagory Chicke One	3-
Alexel John	Paseot*,p#1	-tesel.ptf	Reference' pot	Security Accurity	Other	Details	
				Pressue Parlanease Longuige Dergel		Later References	IM I

Figure 360

Attio

- 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	2				Total Party Party Party Party
-	California and a second second second	BER ME BARRINGT	THE R. LEWIS CO. LANSING MICH.	-		nt allese bestit
1	Manatan Docard					V Seet Area
	Fiel Ma.	Searce	Second Contemp	Swane Or 11	Percent l	SHE PERSONAL FROM HIS
E T	A118144202044-01	Appointment of non-indians	Common Office Sensors	25/16/2829 (98:58 PM)		CDO-123-2019-1 - Chtp9 (28)
121	ABCTHO/2020-QA-CT	for tase.		12/16/2018 00:30.04/		CHO 125-2019-1 - Cargy 1999
-	A-10/1100/0000-0A-01	1940	Colomban Office Services	23/95/2828-07:19 PM	ywhatta	CSD-123-2019-1-Cagy (13-4
ŵ	A11+042539-0441	(hydronized)	Common Office Services	22/06/2829 (0100 PM		CSO-125-2014-1-Capp.(12)
-	A31/1/2829-QA01	72	Common Office Services	21/06/2829 08:07 PM		(5)0-123-3019-1 - Capy (21)
2	+101128/2004/64-00	ren	Common Office Sensors	19/06/2828 OKST PM		C50125-3019-1 - Orgy (120)
-	Migrate File	48444	Concerner Office Services	18/06/2828 00:24 26/		(30-125-2019-1 - City) (1146
-u.	My ata + at	Ngun Fis-Azznator		04/00/2828.00.14 PM	Hights Fiellenary	C90-125-2019-1 - Capy (187)
81	1 Create Name	Migross File-Automation		OV/SIG 2020 OF 12 PM	Ngrata File Reviert	G50-123-2019-1 - Capy (186)
	+Cenesi	nigoss Fie-Autovator		04/36/2020 OK11761	Internet Facilitation	252-123-2019-1 - Capy (162)
0	1 Millile Permittions	Negliko Plo azarkonia		OUTSKIDD OV 11 MM	Angrade Has been and	molizizaniaka i maji jenj







#### **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.

	Diffice efile and			~	<b>7</b> 0	Consequences in the second
	C MINEY CHART VAN MY MANAGEMEN		Titlet Star bet	E Advance Sealthy	THE SHARE BALLET AND THE SHARES	
f	Cat: Finalize					
-	E 3116/54 ABC1/16/3030-QA-01 forsest C30-125-3919-1-C5	cs (90)				
D.		+ Automatic Drame #	<b>D</b> >			
				E C Man		Alter
-				a movi (ar		-
	DISTRICT STREET, STREE			-		
() () () () () () () () () () () () () (	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.

e	Office with with			-			- C	Desta terter flere
=	BODHT Over 1 man Set America Sec 1	60	Only im		ASVERSION	Ref Serr Hearter	Advertation	
1	tan Produc		·					
-	<ul> <li>attents' ascurazion quanti tertes' castronistici, cop</li> </ul>	Contraction of the local division of the loc						
0	D P + 5 141 -	+ Zelondiz Zurm †	10	n »	Married Table of Corners			G
18					Sites: Consequences Ve.	Balance .	fig=	Am
					A stworeperior	1,642.52	George	* /
	Provide an extension of the				2 (read per		(CH)	• / •
8	Note 1							Terr Legencer
2	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.

e	Office with with		-					Senia Roman Par Topical-correct	18
	RECEIT Green's most Ser. AdvanceSer(*	RE OWN	1000	in 400	TRIMINE.	Wet Set House	alexysteeth		
æ	tas Produc		_						
-	<ul> <li>Internet all contraction governments of the contraction o</li></ul>								
	D P # 6 Vitt - + Jeton	eliz Zurenta 👎	Ð	20 Mar	med Table of German			G	
-				10	Corregonation in No.	14pt	7ge	Action	
				1	shwarapeniik.z	1,642,542	George	• *	
	Service 1.1 and the service			2.1	(teros) per		1014	+	
-	Note 1							Carlo Long	-
🥦 🍢 🗵 🔄 🗤 ·	Note I								

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).

.0	Office effice to						0	tin Raman Pairs
	( REPT Dent / Non- Set Several Services	FLE Otata Minte	100	Advent Seatt	6308	Sem Strong Aduna Science		3
E.	Fas Autor					• • • • • • • • • • • • • • • • • • • •	·	
	E 3116154 ABC1702828-04-01 for two CE0-122-2819-1 - Copy (Ki)		_					
Q.	E P t i Fot - + Anotescho	1.75						0 I
-				Beforerans			**	TUCHE
				<ul> <li>Reference's path</li> </ul>			×	Noting 2
	NAMES OF TAXABLE AND ADDRESS OF TAXABLE ADDRESS.						1.2	lettere etter 🔛
p	Reference 1						241	

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.



- 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)

e	office efileses		-			1 cm (	Tanja Konaritete
	( ROM LOOK   HER SEE Aress key)	ME Dear Mar	361 1	elem i Clem (*	the Sea Seams	Address Sector	
68	Ex France C 2019154 ABCV1053234Cp-81 for year CSO-125-2019-1-Capp.(9)					O Nesteals	CORNER REPORT
1	□ P + 3 == U r) - + sacustitu	• i D		Repared Table of Conserv		224/04/80	
200				No. Comparison No.	Adam.	7918	detter
				site and softed	eAultat	nearsc	• 1
۲				(must pdf		112,0	* * *
8	Reference 1						See Separate

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.

e	Office eFile w 19		
	C INCONT Over 1 1935 Set -Kouns Sett	Rd Come man Set Adversion	The least weathers
-	Mgrean Step 2		
- 195	🖌 Faller Presiden		
🕒 🐻 🚰 🖬 🙁	Select Department All	Selver Section + LeOffice MMS Disease	- Select Brenn
1	S falles		
8			
1	Mgcale file		
öl	Course Laws		(Step-4
•	P Sade Permanen		Jose Dear



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.

	office efile			-				<b>F</b> en 0'::	a <b>Ginan Main</b> Britha Maa		
=	E RECEIT DAM	s teat see Americaterty	100	Otax hope Set Ap	west Scientifi	With In	with tex karned kalena went				
1	Inter Office							Santifiers.	-		
-	Degen de Maria	Stern	free fit	Broker Dreed	Received On 11	trois-	Department.	Daylets	Artes		
10	DIS-04553889	Intradrazioni inte	Geraja Kartan Santa	earther ghilt may firm	12406-2000-08-57 PM	eDiffor MMP Division	HIC.	Hot Dia Net	8		
-	DEVT1120203	okokokokok	Series Raiser Barro	new?new.willignel.com	25/06/28/29 00 17 /94	effiling MWP Doctors	100	Rei Diribed	(E.		
-	06/118/3/28/28	echu	Seroja Namar Petro	nami/hexec.ric@grei.com	21-09/2020-05:00 (%)	(DHos MMI Division)	HIC	Dense	01		
	Parametrations	iper .	Caroja Kurbal Hans	sant/heat-sc@grad.com	21/06/2022 (7:28 PM	eCitize WWF Drugson	HEC .	Nor Diarised	18.		
	Panna State	ter Descriptor 2257 entry	RR Prep		2010/02/2018 48-194	GNIGHINAGALGTRIEUNIT)	NC.	Not Dyrbed	8.		
2	Ver alter	ter Descriptor	Careja Kurnar Patro	mentheest-idepetors	2010/02/20 02:21 PM	eDiffee MMII Division	No.	Not Oversed	81		
-	level.	7	manapà kuchese manari.	surectioned outgets all com-	THE REAL PROPERTY AND A RE	econice MMP beaking	tec	Nor-Deriver?	8		
	COLONDON .	veductural	Daniel Kurner Peter	sant/seed.clu@gref.com	19/06/2020 11:28 AM	20ffor MW Division	MC	Rot Darbed	12		

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).

-	Bifice efile with						<b>P</b> @#	Careford Names Party
=	Intern Over	Film See Alexandered	THE R.F.	Dese litto Set 46	en elserte	1050	Reared Addressed	(
P	-						17	Death Here .
	Depart las	Tedard .		Seader Frank	meneral car 1	berban.	Department:	thorpton El Departe Mar
Π	15/12/00/01	calodalicidadi	Serry Kumar Petro	Interferencedigmeil.com	1208-2000 10-37 PM	#Office HMP Divoren	HC I	Not Diartes
	816(1)(502368	uncoden en ante	Samaga Alumar POR'S	sunctional estimations	22/06/22/20 10:17 994	NUTION MAP DOVING	105	HOL Damas
	896718792328	*1*	teletipi source Petro	turnitusa niggialilies	ET CENTROSCIO DIVET MM	#2/Son NAVE Christian	in: I	Daties Discion
	36/1066/3828	Select	Sarry Kumar Patro	isriif/wee.ec@gruit.com	21/06/2020 87:29 PM	sOffice MMF Diverses		Hot Dierter 🛢 Bepartment
-	INTERINGER	WORLDHUR WORLDZITHERU	LINE PROVIDE		THE REPORT OF A PARTY	INVERSION CONTRACTOR	MC	Incomparised

Figure 374

• Received Letters available in list can be **Filtered** depending **Sent on** Date and **Status** (Diarised/ Not Diarised/ Both)

	Difice errie			_					0	0 1 int	a Natur Non Set - Catrica
	( 10007 Doors)	Non Set American	11024	Dease Horn Set Ad	ente Serre	6	Case	Sert Reprint Ad	Name Scalth	1	
-	vera diffica								Y	Alter Inc.	
9	Disport No.	Subject:	Sent by	Sendor Inset	HILDING	Dete				ary 9 ans	A1000
	0(0130002029	unico de contra de de	Saraja Karaar Baate	ระเทรริเมษตระกษฐิตาล! สมห	22466.04	Scari Date Frans		Sent Bate Ta		kr Diariodal	15
-	0011100000	micidariato#c	Saroja Kurtor Retro	sentimetrolignet.com	12/09/25	Sume				in Dartest	15
-	ticsy which the	439	Sarzja Kumar Repu	purtiflawar, ric@grwi.com	214623		O Daniel	C Net Darrage	-	ferbed	34
ŵ	051036308	Skepter	Sergir Namir Petre	sentToyet.ni@pref.com	JV8975	N LI				an Darties	15
	(6)() + (CT) (7)(1)	Erest flanorumone ittillarenge	ALC COMP.		(Address)			and the second second	0.00	ber Dispisant	125

Figure 375

# **Diarise Received Letter**

#### STEPS TO FOLLOW:

1. Click **Diarise** Icon for dispatch in the Intra eOffice Received Letters list.

	Office enic					Torga Rockel Diese			
	(	itali i musi tert Alvalatatit		Code mus low AS	OF UR SHARES	-Walk -	i heritet in	ALC: POWERN'	
-	morther							ST. SAATSAAT	1.
-	Digest-No.	Adapti	best fly	Service femal	Received Dec 15	-	Departments	Diery Suma	Attes
	DECEMBERS		Dengt Barran Perce	nardination@poil.ant	23/14/10/30 26:07 FM	eOffice HMP Octoors	HEC.	Hor Darised	10.000
-	565/11/00/2008	mindentariust	Saraja Kumar Patto	aunit?rever.rkdgnel.com	13/85/0020 05/17 FM	aDRox3N/F Ovinan	HC:	Not Diaritiest	11.
	DSH1079208	830	Saraja Kumar Deco	sumfinieuric@grai.com	21/95/2020 DOI:T PM	#ORC#164P Dylean	165	Disting	18
	695/1128-6-2008	super	Isatiga Acartal Herito	aunitriwer racegnel lave	21/26/0000 07:99 FM	ectore sources and	NE	Not Surfled	8.
-	D6-1813-2020	Ever Deprintion 2257 earing	REPAY		13/165/2020 06:46 PM	SAMPHINAGAR STATE UNTI	HAC .	Hot Diametric	18.
di la	Dist-Herry 200#	firmer Description	Gerzija Bumar Detory	suntil wei sichgene zum.	38/95/0000 G2-17 FM	#Office bitMP Overant	165	Not Switted	12

Figure 376

2. Click Upload action button to select PDF files from local system. (If Required)

Diffice eFile we ra				<b>, (</b> () () () () () () () () () () () () ()	Transition of the local distance
BODY Gast Han Set Abunghard	That Deare How	See Advert	t Sewit	The See Street Advertigeth	1 3
Reserved Ownerset					
Received Decomment			Sequenced Documents		
Molecard Razel			. Decrees	100	
C Alastering Colonies			istopellipel		
No-Record Point					
Uplant New Document	Uniced 2. Department	Training I			
Applement Description		2			
No Record Found		*			

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.

e	office erite.							<b>70</b> m	C To Ser	and from the
	(	an talai ten Anorricat	8	- Mt Court	terms Seri Advence Ser	80	1011 5-	0		
æ	ImpreCifice							Starth Seral.		
-	department.	10.000	and the	period to an	Rented Do ()	Maria Maria	Department 1	- Contractor	they make	a second
-11	DIS[7105/3020	dress Owentation 321	Janitran -		30/06/2020 11:28 PM	DIO MINEGRATION	besa.	WIDE	Not Dischard	100
	100/100/000	THE	jaacar		0000020202011.04 PM	DIS MERICANITED	END.	NUTE:	National	出来。
	2010/11/06/02/20	ter .	perei		TROWINGS IN MIL	DO MANAGEMENT	are a	NICE	mained	18.1
ŵ	Received Littlers	A DEBTH THEN SCIENT	petrat.		12405/2000-03-01 PM	DIS IMMERSION	New.	HIDD .	Not Digitized	- 05
-	Livia (Office	priser testing	3806/81		01/04/2020 1118-848	DOG BARADORATEON	biest.	HIT2U	Northwest	15
ä,	+ min'aDMa	tector Taxing	jestrer		11/05/2020 11/3 464	DIS MARGINEDA.	bitter.	HID0	Not Overland	m
	- Erral	alari Testaj	jaoinan		Transition stilling	THE PARADORIZATION	Metal.	NUTLE .	Rol Darked	1B
	Contract of Manager	Automatics Testing	Sectores -		11/16/2020 21 FB/AM	THE REPORT FOR	Arrest.	14170	Red Electronic	18

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).

e	Office eFile	Ver.228.			-			<b>Fe</b>	0	TERRITORIA CONTRACTOR
	C HALANT - KIN	re's trace text statements	8	1044 Dates	stor ber Aturitie	11 C	THE SHEET PRIME AND SHEET			
1	Incidence.							17.	hearth	wa. e
-	Experience.	helppt.	lastig	deniry ( mar	Assessed the 12	Settor	(Digistraup)	and the second second	1000	🖬 Disparati Nawiker
21	8/5/7199/0020	Droty Discouption 223	2089		20/06/11/28 PM	ON-NINESATION	14754	aind	- FAR. 2	Tenaley Rotal
0.00	96/7184/0080	Tell	jetter		10/05/2820 11:54 PM	OV AMAGRATION	6494	A/D2	And I	Senty Same:
-	31577-3020000	547	petres.		10/06/2020 08:49 PM	OV MINISHED	1014	8/02		E Section
•	P5/7139/0002	Solicer and and testing receipt	204900		12/05/2828 (20.5) PM	OVENING AND	6364	8102	And T	Department D
-	8/5/7124/2000	Automation Teorny	permit		154552828 F113 AM	GALENINGRATION	9/854	10.02	Nor D	B materie
1	100 Mar 10	a designed allowed	LINE CONTRACT		and the second second second second	and the second second	(Seale	1.	1	10

Figure 379

 Received Letters available in list can be Filtered depending Sent on Date and Status (Diarised/ Not Diarised/ Both)

	Office ender	waxe							- (B+==	Contraction in the second seco	COPPCE
		ni me in Malaine	<u>11</u>	0.0	the let Alexan	8	104	last, beland	Kohanne Galerytt	6	
-	tere ettika								7	Distant.	
-	Distance No.	Maget .	(Lentin)	Sendor Street	Answed Or 11	Date		ROSENIA MIL		MarySumm	Atter
ľ	003/7125/2020	Erne Gescription 225	jaan men		201001282611128 PM	Sout Dara Horn		Sare Data Ta		Not Derted	05
	1011104-2000	THE	jeinie		THE INCIDENT TO BE PART	Statue			-	Reimetel	85
1	105/7308/2000	NF.	Jeli'ror		19/00/2020/08-49 PM	0 500	Dented	C Sitt Dartest		Dettel	45
	1007102.0000	Judician (FRBITH Tarting recept	jestical		10.05/2620 08:01 94	- 20C	0.04.044		-	Hot Opriosit	(B)
	Distance of the	in strengther Testing	20100		Figure 380			OK	Gear	Mrs Danieri	18

# **Diarise Received Letter**

#### **STEPS TO FOLLOW:**

O Office

- 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)

66	Office				<b>**</b> @#*	Transition of the second secon
	BODE CONT MAN 200 Advectors	That Deare How Ser	Atomics	orat.	mit See Asses Assessed	1 4
-	Received Decomment			Sequenced Documents		
-	Molecard Read			Descents.	No.	
1	Arisemments Calles an			iii tacpe(lipt)		
ŵ	No-Record Points		1			
	National New Document	Reduced 2. The Date of Division	and a second			
å	Account Deserverse		2			
3 Bg 🖓	No Bacard loans		*			
<b>8</b> 1		0.				
0						
0						
8					[	Diame Viewani

- **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.

e	Mice effice.				Fee ()	tener fat e Til Setteres
=	( many court man ben available)	THE THEFT ISSN	Here a Aufvier vier Devel 101	2 PALE	Notestan Advantation	\$
-	ErstOwiste				Exercitere.	7
-	- Sumperst	5-ty	terramed to th	Service of Service	iterysterin a	ectory .
1	Nervourd Nard.					
25						
۵	Received Letters					
8	· keesestilling					
8	1 Erest					

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).

e	Mice crite				<b>*</b> en (	Topen series
	( Tacher) Citors ( 1999) Terri - Annara Secol	THE THEFE SIZE THAT ADDRESSED	<u>()</u>	- 1965 (A	TRANSPORT TRANSPORT	J
1	Enal Darcaton				Y 200	httee.
-	Lagio -	tive sy	Received the #4	Second Lines	Day total	D Salqer2
ETT.	Ne recents found					Sender Email
23						



• Email available in list can be **Filtered** depending **Sent on** Date and **Status** (Diarised/ Not Diarised/ Both)

e	Office erde was			Barn Distant Remail Page
	( NUMER DATA THE SHOT ADDRESS	FEE Scene blow her shallboard	IC COLOR Set Notabel Colore	DALLE
R	Errel Discone			Y marking
		- And B	Date	A
E.	No records found		Jan's Dato From	π
-			Sutar	
~			6cn O Densed O Net Danses	
-			COK C	
100				





### **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)

60	ffice eFile ve ra		-		<b>*</b> e**	Transitional Pales
	BODIT DERY KAN DER Abung Rent	THE DOOR IN	600 See	Advance Search	INT Set Street Adversed	1 ist
				Construction of the second		
	Received Descenary			Sequenced Document		
	McRecord Faire			· Descent	1014	
285	C Alatestic Coloren			<ul> <li>tampellipti</li> </ul>		
ŵ	No-Record Foorm	-				
	Uploant New Doc amount	Helend Z. Partner-State	100	10		
ŵ,	Aplantial Description	10 N				
3 Pg 🖏	No Record Found			6		
Ĝ!						
3						
•					[	Darter Preyese

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.

e	Office eFile w	úi.					<b>7</b> 0	Tipe	NACE THREE			
=	Contraction of the Avenue of the owner, where	· TONS See A	Awassed	Ind Court IV	a let Atansiant	COLUMN NO.	Liter Calance Start					
	NGerman							authors.				
	AccessionSpartnerst	Record Service	magnetic base	4494	Personal Spec		ten menge	04441940011				
	Dopatch	200.00000	05/8075/2000	junt subject	PUBLIC	лигиски сагалиски тиску составляется. Tacting	CBJ		4.0			
	· Abundalarreit		064836009	test sulger:	POBLIC	Name Automation Testing ASO Automation Testing	συ		4.0			
	+SettDiper/vit	Errer430	06/8821/0020	tert subject	PUELIC	Name: Automotive Testing ASD Automotive Testing	6HL		A 0			
5	* Netzmeil	0004040	05/9970/0000	teat autopert	PVBUC	Asher Automation Testing AGO, Automation Testing	CRU.		A 0			
-	D 195203-400	21/3/2025/0/49(1	0640210000	with subject	PUBLIC	Name: Astomation Teoring/ASD/Astomation Teoring	ONLI		4.0			



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.

	Office erile - 10										
=	41	ACCENT Driver	-	Parts (and)	RE Own Her Set H	in readents	EDG Ser Faur	NE NEWTON	H		-
1	-							5	aventes.	_	
	•	Antonic Agency	No.	Traperty No.	(Marine)	Terranet Tarif	Announ	See Design	Bigasheron ()		^
:0		413,0026 AQ1	21/2.00306209163	D6/96/10/000	me naper	FUELIC	None Advection Testing ASD Automation Testing	CRG			
	Ľ.	43.000.40	3108/0308040044E	26/36/39/2020	ex sect	NBUC	Name Automation Tetring ASD Automation Nating	00			•
w	-	and comparison	IN A STREET BOOM DE LA COMPACTION DE LA	06246510000	nenbig	PORDC	Nore Advetor TestigASS Advertise	au .		4.0	

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.

	Office erite	su:				Total and the second se					
	( ROPT Cost	i bine the A	love love	ME Dese Land See	Lifector Scient	See See Second Admin.Secon					
(F	Referenze							V. Souther.	1		
	<ul> <li>Admontsagement</li> <li>Max</li> </ul>	Reception.	Income to the		-		Meret and a	Repetited for (1			
	C) (413/2020-908	100000404-02	06/88/562820	naturjan.	MBUC	Inner Automotion Techny, Kill Automotion Techny	CRU	Download Actornelgement	4.0		
<u>⊕</u>	(c)   408/0000-WDK   }	31690030100FHG	0646590530	bearing	PUBLE	Varie: Automation Texing ASI: Automation Texing	GRU		4 0		
	D 499/000-ACK	3164/2020/03/PCE	0548874383	trajlecter	NEUC	Name: Automation Texting #S0, Automation Texting	συ		4.0		
3	C 416/000-406	NEUCONTOPIC	0580750282	MPERIOR.	RAC	Tarlet Jalonation Techngatiti Automation	088		4.0		

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.

60	Xfi	CO eFile ve	ing :					D longet	Carrier F	
		LEGET OVER	· Here we w	Press parts	THE OF CARE	mp Set Adversioners	USUE Set Sour	nati kolematika	el ,	
<b>#</b>	846							5	Statester.	
	•	Antoine to la comme	Nones Inc.	Distantia (	( Réget)	Excerne Type	Antonio	Seri Drough	migrates de []	
	'n	#170335-XCR	PROVIDENCE	0100722008	and subject.	Palace	None Alasmation Texting ASS, Alasmation Nearly	ciju		4
		100000-00	3166/303/004962	0598962228	ant subject	FUELC	tenne Autorean Tetting Ald Autoration Testing	cito		4.0
		encome sca	114/2010/02/03	01000270028	test subject	FURIC	Neve: Advector TeorigASCA.domation Teorig	cliu		4 0
2	çı :	40M/2020-AC8	53222290303	0.518972/2028	mark subject	FUELC	Name: Automation Tatting AUC Automation Tenting	cito		

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	office efile							Por () (****	
=		in an See As	Verzi Skaliti	ILL DIER 1880 LIVE ADVENTION TO ADVENT			The Balance A	diana lainn	
1	Terene Terenet	Visio Renarchera						W. Deets room.	
-	· Digetthe	Alternitidgenere No.	densign here	Sugar.	64.000m	Recording	Returned On 14	Berlands.	
0	0.06/182/2028	780 7728-40K	stacesticanus	Rest subject	Name Automation Texting, 450, Automation: Texting	Schwarzen (P), schwarzen (P),	ENVIRONMENT OF 13 AM	Gavet Reverse Office	8
	Dispaton.	0+0X	seasonnesent	минарис	Nerter Automation Tetting AGC Automation Tetting	Samerarian III. POPus USIP Do	21406/2020 08:11 444	Signal Anima Shire	
•	Contractory and	0+0	M85032540PMI0	(est subject)	toniek autoriaten Transp.400. Autoriaten Traing	Subservices In Concession De	21409/2021 08:09 AM	Disarch Res. on 10 Officer	0
5	Contract.	B+0X	004702030400500	wittedgez	Name: Automation Tenning ADD, Automation Tenning	Subsergeneral IP. ACTIONARE Do.	21/06/2012/08:00:07 AM	Dipert Rent Dive	•
-	Devite North	METCO.SCK	60.80/3022/00094/28	(end state)	Name: Automation Texting AST, Automation: Texting	Subramenian III, eQRIve MMP DV.,	TANK DESIDER AN	Disparan Recard to ORCH	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	eeffice							anna Mare I y	
=	C MART OWN HIS SH ARES SHIT			TRACT DOWN (HERE TARK) SAMAN SAME			Sec Instact 1	Adverse Secret	
-	Teans Teans	View Remaindury					V Inthies.	aarch Herik	
-	· Bigertit Att.	Alteret damas for	Second State	Seguri	Addressed)	Assertion	Rendment (In 12	hereite	
81	0.0611021000	7602008-40K	6700/JES-BOFFICE	ters subject	terner datortation TeningASG,kutometern Testing	North Street Market Marke	TV89209181344	Digeted Reserve Differ	0
22	Bispetch	23-421	several second	tell subject	Harter: Automation Texas guide, automation fecting	3.00 0 Top (ar 1), 01276 - 1-019 120	2166/2010811 AN	Dispect Hear to Other	
ŵ	Advisibility and the	0.40X	0896/JED/TOPPCE	togiski jon	Name: Assumption Teoring/ASG, Automation Tasting	Subservenier M. KOROL MAR DV.	21/89/2028 08:09 440	Digwish Result to Office	0
2	Presented.	0140	660720284007002	test subject	Netsc Adortsbot Techtg Allo, Adortalium Techtg	Schemeler V, soft a MARIN.	21/86/00316107 AM	Dispersit Network Office	
-	():061807058	699-202-AD	5090502530900	text subject	Name: Automotion Tening ASO Automation Tening	Submitteen Million Million Million MMIR Disc.	21/68/2029/66/6 AH	Digwish Return to Office	0
					1000 00 00 00 00 00 00 00 00 00 00 00 00	100 M 100			

Figure 391

- 2. Select the required 'Dispatch'.
- 3. Click 'Receive'. (In case, it is in an unreceived state)

eonice entreman										
Address of the Addres			er i 100 Set Atestisett		BALL Own And Set AboutSets		1000	Sec Seared	Were the Sources	
8	Interes		Tere Sectors					-	Y Seatthings	+
-	· Des	arch bas	Advantagement for	Pring) Re.	Sagers	Anterior	Betweenilly	Retained Do 12	Presento	
<b>0</b> 31	() D62	n Hanadaa	302/2026-#Df	6780/2828/2077/CE	Dist Laboration	Name Automation Techny, Not, automation Techny	Toubrie to Annual All Annual Annual	21/06/0620 89-13 AM	Disparat Result is Officer	
	8 10	11303-0621	101/332-405	MENDED-ED/POPE	en sejeri	Name Automation Testing/ADD/Automation Testing	Build Broken MA	21/06/2020 16:11 AV	Dapatch Reserves Officer	•
۲	11 D62	11916-0625	708/2026-401	6586/2829/202404	weet subject	Nemic Automation Tricting AGD, Automation Testing	Subramanian M. #Office MMP Dis	11/05/0000 00:09 AM	Dispert Resinus Officer	
8	0.00	11010-000	eev202.acx	-	DHL Sarger	Name Automation Testing,400,4214 (2007) Testing	Lanamantan M. EDRoc MMP Div.	31/960820.0K577.0M	Dispant Neuro Distant	



- 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'.



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'.

	Difice enter a se									
	CHARTER THE CARE AND ADDRESS		THE CONTRACTORS AND ADDRESS			The second second second				
1	Cristellerendert   Vew R	Remi ocherg					<b>X</b>	Search Filest .		
	and the	side of the second s	summer the TS	100	Annual Agentication	(Cornerty in pain had	Austral Ho.			
	[] Linconscient	-Automation Proving	23/00/2030/11/14/94	135.E		#110714805/202404-04				
100	ðispætnik	Autoration Testing	25/66/2829 11 12 PM	05/E		A1107149542826-0A.01				
-		Automation Trating	2546625291111644	139JE		#1107114833/2828-Q4-01				
•	A ANNA PERSONAL PROPERTY.	+ Automation Teams	25/06/2018 (1:00/PM	OSUE :		A110114953(2028-6A-01				
-	+Janie	· Assessmentsing	23/06/2023 11:06 PM	0508		A-110/114931-0825-04-01				
6	A Sent Drawning	Automation Training	23/66/2128 TL 69 PM	1580.00		4-110714930/0824-04-01				
-	a Peterel	Automation Testing	25466282811.08744	156.0		4-110711492963828-04-01				
	LXXeenville.	Briter Description 228	23/45/2028 10:08 PM	0508		A-110114861/2828-Q4-01				



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.

eeffice effice								
=	NOTES SALES		ALL COMPANY AND AND ADDRESS			Date ( ) Dec ( + Dec		
	Disse Berendert Verw	Remissions -					2	Mailt-mare.
	Distanting.	intern	Instant Unit 16	Tipe .	International States	Generaty to (The fact)	Bringe Bal	
	100000002820	Avionation Tooling	23/06/2329/11/14/M	158.E		#110714/05/0728-04-0f		
	L'ANDORACION .	Automation Tasking	2599/20211112/PM	3.80		4110114854/282454-01		
	CT #350404/0400	Automation Taxing	25/06/20311118/99	USUE -		#-110714859/2828-Q4-Q4		
	1 100049650300	Automation Testing	25/06/2828 11:00 PM	05.E		A110114953/2828-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.

		Brown Geran.			_	arice:	O COLORADO I
		Basic Details	e Dealt			í.	
		E Squatch Details					
en e a 🛱	A Simple PDF File	Soperch Me Sont On Depetched On CPU Name Motile No. Sont Through Subject	299/32143838 - 2999/203 113499 	Seni By Dopastical By Delivery More Doparth Mark Nether Vac 305	- Servet Nerver Price, eCHilde Mail Doubline Na	Trent Br Tan Terry Tan Terry Tan	Spelter for die
	wird bie bei feine an fel energie bie er	Contraction				No. Logry	The property of
		Nares Address	Jaction	Designation Mis.Dopt/Others	ASSISTANT SECTION OFFICER -6		
		Access	_	Mc Opp Contan		-	n term (term)



• 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.



Figure 404

5. In the pop-up box, choose the required template of the envelope and click on 'Download'.

-0.0	Mice			2 Com	
-		Brazineles	<ul> <li>Internet of the second s</li></ul>		
		Chocae Wint Template * Trivitige Di.	•		
	p Area (1991) - Farmana	Entropy of the second			
gar (	Next In the second	Contract Contract		11122156	And state of the Address of the Addr
3年	A Simple PDF File	merro	( solid test of one feat	700	-
	and the second	/WEINE?	4/10/200302-24/1	Read Territory	

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'.

e	Diffice eFile							<b>* (310)</b>	Contraction of the second
	Contraction of the local division of the loc	an base Seri-	Advertations	All Over less det	Adventioner	155.0	See Report M	Secto Scientia	a constraints
-	Factors Basard	Weie Retringliers						No.	1 JA
-	· management	********	manager (	administration of the second s	Reported	NUMBER OF T	THE PARTY.	THE	
	C BUTBEDODS	and approxim	ittee Descripting	inside, Deite	Submittences (et Al., electrical States (classification)	THE REPORT OF THE PARTY OF THE	Instruments	indus	
200	Departets	00700	inter Decorptor/recorg	watchen	Role productor M, alterno MM (B)	LINEW STOD IN ST. PM	Index Reviseds	100.00	
۵	+ Artistabelge wert. 1 Televis		inter theoryptic tripper	wanten	Nutle's Street at , and the second street	11 106/10520 30-49 AM	upara juda-arani	1004	
8	- Lord Description	91/2020	Enter Devorgelon Program	Analogic Dains	State of Contract of State	31/86/2020 80:46 AM	vades paral-denili	6906	
25	TT ANY CONCERNEN	and an allowed	These Descendent Presses	august Tarts	Submitteened 44.	Humblerin House and	Lorder control (brief)	into all	





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)

0	Difice	elos:			_			<b>e e</b>	
	( THERE I AN	and more farm	Anter an Internal	BU TING THE	Ters Alking teams	1000	The Seal And	CONTRACTOR OF STREET, STRE	4
÷	Non I	Ves Reneders						The beaution	6 Je
	· Depende	Red No.	Support -	Addresses a	Secured By	Anterned Militia	Hereartes	1944	
	C 0/6/130/0898	x38244\$1/3030	Exer Description is	erwork/Dechi	Subramaniti pútica siliviti au	25-86/2020 (M-55-PM	Enter Remerks	(SUE	0
1	@ 05-1500/00E	unana da mana d	NOW DECIDENTIAL OF	mannathere	Substantian M. eDRockMaP Sv.	25/06/2010/08/21 PM	briter Renarks	104.8	•
۵	0.05/0000000	13634346.0000	Emar Description Physical	Anutri DelM	Schramatter M, eOffice MAR 24		updeze pomal datarile.	694 E	•

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)



	BOINT .	Chines and a	ALL STRATEGICS	HEAT ON	a province of the second	276.04.01.01	1010	MERINE PROPERTY	· · · · ·
	Despende text - Of	Sirt 2200(2020) many fee: 1	10224496/0200						
	0 2	1 a 1 a 1 a 1	- + asia	izen +	B 20	Maden Stat			
7						Mariné " Amatotic		Insignation '	
•						Address * Date:			
					- 11				
7						Orgeniames			
9				~	- 82	Country Crosser Drue		Itats Crossee Ona	
				N		City/Okraiket		Finicade	
			4	\$		Matole Vestile/Ertel		trail	
9			. 2	Y		Landlane		lax.	
1			2						
			AVAIL						
			5						8
			AV					1	Sale See Ard Sect

Figure 408

6. From the returned list, select the 'Dispatch' and click on 'Resend'.

et	fice oFile	wi.m			-			Con () 1	nja Konas Paine
	other Designation of the local division of t	err thur Sea	Abure Serth	THE Dawn Tool	Set Advecting t	100	ALL Set Beznet AL	and least	1
		TexPonners						V lent te	
	Bipiette.	mare from the	Ares	A770001	Conversed by	Faturned On 12	(Atrack)	1ee	
0		VERONAUTED	Harr Decorptions	Arlant peri	Superinternet IN, COPIER MAY Do.	21/06/2010 09:00 76	HOW TORDATE	811.8	•
	8611289/201	1535-498/3620	from Descriptor Feering	Anutri Dell's	Schrömerhen HV, pOffice NWP Do.	2506/2020 00:51 244	Etter Remerks	ssor	
0	10.1 THEM. 1023	1800/0116/2020	Free Decopourtysca	Anuoli, Setta	Subrementaria/M, eDiffee MVP Da		чране розди деськ.	810.0	•
	0.514995203	0004015/2020	Iner DescusionPhysics	Antoldahi	Subnementer His	31,06,2831,0548,484	lucidate constituterile	SSUE	

Figure 409

7. Enter the mandatory Remarks in the pop-up box and click on 'OK' to 'resend.

								TOP O HARACTER				
=					Rased Tome ta							
1					Persiants *				The Property lies			
Ŧ	0.445	antiis inii-		te Denary	Test 100 ( De Darson et		ALC: NOT BE	The Space				
-	-		-	the feature through				Settime.				
a)	- 34.9		-	in the second second	-			-				
10						Report of the						

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.)

60	Villic	eFile verzo							_				Skip 1	þ.		ep 2	
Ste	ip 3	CHARTER CORNER	Inform Servi Ashuman	Securit	1	0.0	Server 1	her i i		Above Search	TSUE	-	See Bearing	Abr	nie liench i		
	1	Recetzt hann													P: Global   F; Globa		
-	-	torate No.		T	Seldent				n	Farms of Cartesu elcotheri Discose One	1		Prefix Chiccas Dra		Physical Scope Global		•
2	24	Department		+9	Sector			j.	•	Generation			E		Rectnink Scepe Orb#		•
2		Real of the second of the seco			To Date				1								Ī
-	Dispe	ach Detaile		157	100					0.000						- 16	N
81	De	paint No.			atch From D	e17				actich To Date:			Depart Trough				
5		withod by partment		Sect	e.4			•	244	er Guir							
1	Disp.	oscheel Ta Kil Puada ei0t	Sce boernal 👘 e01%ce i	isternia													
8	Na	18		Ime	i Mil												
							- 1	36 mill	1155	AC .							
	reate	Receipter							_							3	e
1		5000	Inter No.	Sale	en .	Types.	11-	na na filiy		lonard On 14	SeratRy		Tarre Dri 12		<b>B</b> -		
	TH PRO	ords ficiand															

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*).

Office efileses							<b>*</b> •••• (	Contract Contract of Contract
FECHER SHIP A	htee 3an Ad	HITS SHITS	NRE 1	Charae Intern Seres	Advanta Sourch	6338	Seri Feurnal Marcolau P : Go	nth bal   E:Global
File Disperit Desets		Subject			den lon Stop 5		• Choose One	
Greater Remainder		To Dese states of the second	p	Starch Sov	V		(Step (	_
Reneconts feand	Inna No.	Saker	Ter	bread By	Treased On:  1	Sere By	See De 11 D Al D Oberse D Gladid by D Type	

Figure 412

#### Note:

- 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'.

	Office enter				~				1 em 🕦 🗱	orika
=	( 100PT Dis	at the last	Advance Search	TAX PAR ARES	i Dissection					
h	Teacher Fietare -								R harpbeer.	
		and the Post	Mayor	Addente	Ser ity	Sec04:1	Taking Mark	Bernerit .	76*	1
	Orpatch • Frank	20 ACK	Transfer ander & Mail Transfer Haguari from Smills	p827030.0x848646.coververvet tow	Nacional Scientifica, activa biblica	2408/00000151 AM	trail.		KONOWLEDGEMENT	
	* Rekorent • Department	MAYORD	tgrta	annereg	Singe funer Kong entrue MD	21.0%;2020.07.1% PM	8.794	1850	WUNCER.	
9		708/020/4/3	minajat	Berne Automation Netrigiality, automation telding	Sonia Kumar Katro aOffice MM	21/06/30208/20 AM	Synal	izer lienersz.	NONDIMIZENDA	•



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.



# 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**.

	Difice enter	4 m.							🕴 💷 👔 👘	iona a la constante da la const
-	Terre Cont	e i maa leer	and a second	2014 ) 1011 Dicks	е і вератни				Death and	1
	Dispert Inc.	1014/Act. 10.	istent .	Arteme	Sent By	Serve tale 13	Derivery Date	brownie	1er	E.
	DIS-12220/022	VEV2006-4.0K	Toestfer order & Mail Trendler request from Styl S.,	perverse last distributive an extreme lower	Gapes Stienen ectro sore .	WA 15 10 000000 #4	(me)		*DOXOMULTIGENETAT	0
ā	<ul> <li>D659940000</li> </ul>	1000-04990000	rgate	asocarael	Denija Karner Pieto, eDiftar Mili	25400.0000 0716 PM		1685	RIVINCER	0
8	0.06/1902/002	208/2006-401	test subject	None According Testig ASD Adortector Testing	haraja karten Parto, eCiPtez Mili	21/18/2020 (8:20 44/	Amod	brier Remarks	ADMONUTERENT	
					Address Marchine					

Figure 414

- 3. Click on the **Dispatch No**. to open.
- 4. Enter the **Postal out and Register details**.

0	Office efficience		-				1 and ()*	Ministerio I
=	Cardiel Course   Social Line   Survey Section	NAME TO DESCRIPTION	ed Dropathee					
	Dispath No. Drivi 325/2018 Advancementation (MUSANACE		- Marian					
		Acatomica (2000 E	-	erner.				
				1				12
*			Orgenization	0				
		WD# 100/8221 #	Country Oracle Or		. •	Comment of the		
	To: ndPtra-arC4522yeatMU		Capibiava	1		Facule		
	k-B::No CCS LentkepCoolf av/KRoad iahD		Mobile			anifection and the second	e))	
	- uSb reemicdrugskAen of sour liene on -iN adral N	#30	Land Dec			tas .		
	(Dass hRaning 4a, t2miC .2rE5ic2tv)							
	Wou atteir han eerth en duint: oFr eufur atteamntuo pedrosomareve: on 802903(355542:501)04	ion apende retre to the	1. The second second	Cus Register Betalls				
			Pestal Mad	*	Kostal Charge		Desvery Node Situal	100
	(Result) DN-HERHIC Igenerate (CREHECHOCREH		Weig's		Made Number			
	45 C 1 1 1 2 C 2 C 1 C 2 C 2 C 2 C 2 C 2 C		Pece Socie	No.	Peon Kierne	¥.	Out Date And Time"	
			Melwey Iu	de ded Tarler	Dellowy Statul			
								-
	•							Depetat
						220	Service F 353, Respective	at developert to P

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	office enies	e T0.			-				1 🚥 🌔 🖿	enistenti errott
	I IOST OR	x: 990 30T	Adversion	152.5 1925	d Stepaschert				Disection.	
ir.	Drawnii fan	houritaip, fee	Nept	Alliner	~w	\$++0+14	Deterry Visio	Reports		
9 8	D Bendarozoe	MICLISTAGEOR	automation technig	Basach Barrier, KCI, New Dame	Service Human Pagraj ecotica Infil	3 90% 3000 GL 18 8M	вунича	Service C.N.S.	WWMCH.	•
6	© permittente	HERIO ACK.	Trender anter & Mai Trender mig.act Nam SNI 8	pRACES(Solid) diversion were new	Sacres Loscone, scillubater	340600001010144	2mail		NONDWIDTENEST	•
0	D. Demonistrap	19004988/0828	*grt3q	Intervent	Toroja Kurnar Kotro, pORca InN	21/08/2020/07 16 Wet	Arrai	-	RANCES	•



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.

et	office enter				_				🕴 🕐 🕐 👘	LOFFICE
=	( 8081 18	ere man here	and the second	miles) max freide	et ditatoreet					
В.	Rome Neum	1							The institution	
	<ul> <li>Departments</li> </ul>	Monthles No.	(Linger)	Annune	Searchy	Searchs 14	Delivery Mark	Annaka -	100	
	DE-1303-000	1002401712029	Automatics Teleting	Balanti Kursac(20,1ave Delli	Serge Guran Rena HORD II U.M.	2440@/2020.00.10.404		Send to (RJ	REMINERS	-820
I	o pensiave	152/2020-40K	Transfer order 5 Mail Transfer impane Prim SVES.	#W42565##bdive since white two	Partial Scorpan, alPlan MMP.	24/08/2120-91-91 AM			ACKNOWLEDGENENT	•
8	O benievos	420242632523	terte.	setuc-otrug	Janga Kumar Roma etilikee UM	2008/2020/0118 PM		782	REMINDEN	•

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.

								1 000 0	
		فأستحر	Report Datain				-		
			Besic Details Acros	er Develo			î.	NO COMPANY	
			Dapath Details					100	
		-	Dispersh No.	0/0/13231/0920	3cm1 By	Service Harker Retrie, #Office MARP Dollarse			
			Seet On	34/06/2020 E2:10 AM	Originational By		100		
		1000	Dispetchet On		Delivery blocke	Sytweet			
di Managaran I			CRU Name	Subtramain ML eOffice HML F Division	Okgpatich Mode	Port		10 Constanting of the second sec	
		1.000	Mobile No.		Notified Via SME	As .			
	135/0622.0	(beed	Sent live ap	CRU					
			liner .	Automation Tecting					
		-	Communication	Owulis			100 C	and the second data and	
			Next	Rolest Kurrer	Designation	50			
	STREET, STREET, ST	-	Address	NewDem	Min/Dept/Ditters	MINETRY OF CORL			nn m
In the local sector of the			and the second se	ALL SALES			4	A DESCRIPTION OF	111

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'.

e	Diffice erile	æ 76								@4+-	Distances of
	Pers Evenage	er i boor Sirr	Advent Serte	25.4	c Ite Retroit	District				7	statters.
•	a local data	Law Bill No.	Sugar	Acarese	Bearing	Among 1a	Returned On 12	Setury View	All and a little state of the second state of	types	- 1 - 2
	Dipetin.	A Real Property	яган БөсгүлэлФтурга		Subramanian N, Horson MAR Dr.,	NUP OF A FROM TORIE VAL.	240% (REB (ET M. AM	i .	қалан раған таған.	10.2	• 13
	• Related ( Coperited	31/202	Gran DescriptionPhysical	Anaph, Denv	Schemener V. eOffice UV/ De	Serja K.P. at Fers. HONO 188	24/06/2020 02:56 ANY		spano parta timale	100.6	• -tà
3	<ul> <li>DG*1048/0809</li> </ul>	1000453-47609	free Description states	Anathilatri	Schrämersen M. adPRochMCR Dis	Simp Kumar Paris, eOftes S84.	24/06/2020.02.53.464		upitere possai steraile	en e	= <del>4</del> 8

Figure 421

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.

Copyright © NIC, 2020



#### **STEPS TO FOLLOW:**

- 1. Under 'Dispatch' module, click on 'Returned'.
- 2. Against the required dispatched, click on 'Pull Back'.

	Office efile	Ne ra								· 🚥 🛛	DATE PROPERTY AND
	Management	97.5 [1404] THE	AMAGE COLUMN	1000		Population				1000	
B	Bro Evelope	Taxable Pa	and a	-	Belleved by	-	Belland Co. 1	Delawy Made	Dersete	Tate Darietter	-
9 (1)	() (0013000008)	1001404/020	Distributory scotting car		Subsection N adding black	Sering rounds have without bold	1+16/030 0001 AV		spolate portrai classife	ane.	-
ð	0.001306000	100348363030	Draw DescriptionPhysical	Average	Schwasson M y07by MMI Stu	Service Roman Repris (40% co britt)	1410/0000 02:50 AM		updeni pornal denalta	100.00	•-8
0	(i) 05/326209	1902-034-2020	the Decision Hyper	AnumOwith	Autoration M. 40455 MMP Zm.,	Sampa Human Roma pOlitica bibli	24/16/0300 (25/344)		upówie postał detaita	0316	•-8

Figure 422

3. In the pop-up box, enter the mandatory **Remarks** and click on 'OK'.

CEITICO aTtice	and the set						( CED   ()	
THE RECEIPTION OF				Resson For Publication				
(P)				baj zwaj Geologia ,			172 genue	
					11 (10 mm) (10 mm)			
C AN AD THE .	(instants)	No Corple Public	-		anar)		-	
0 <sup>-</sup>		menting	-	CA Carrie		-	-	• 4

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'.

	Office erite				_	-			3	. O	a provide Al
≡ Bù	Free fronk pe	and they have	3846416		10. 104 (MIL)41	References.				Teallinas.	
	<ul> <li>Build to No.</li> </ul>	TRAVACE NO.	lager.	ACCORD	<b>Batterned By</b>	Attanet11	Reparent On 18	Dationary Incide:	Reports	There	
■ 20	B 0451/021/0000	10094227-0698	Tree SecriptorPhysice	Anachilleni	Sub-amount M, a0/Sor MMP.	Sanoja Numur Ratm. 4016:a 5484	14/85/2010 05:00 AM		updes posse denaite	694E	• 43
1	0.0003363300	100040967808	Inter Description Physics	Angen (Detri	N. SONG SUP	Sever New York	143000010238444		1904-2006-85919	95/T	• 0
0	C boundaries	vicosatikotos	віа окоролятуріа	Analisi Defis	Sub-termine My approximation (24)	Samuja Kuuwan Repro telomore MMI.			целянрося вни в	10.0	*4

Figure 424

4. In the pop-up box, choose the required template of the envelope and click on 'Download'.

-			7 con 0
=		Inn India:	
-		Choose Print Tompiete * * *	E Contraction of C
- 22	B Sectors - Sectors Sectors - Sectors	Control Prover	non heren here
	I MANUAL MONITOR PARTICULAR AND	La constanti de	ANY TAXABLE AND ANY TAXABLE AND ANY
a.			

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'.

	of the local division of the local divisiono	ve za na z later Zee	Constant States	10	THE HAR	I Several Desired	-					
	Print Envelope		Anone series		010C. 1.00	C CONTRACTOR					Secondary Secondary	
	• Hilliete	distant.	10000		-	Department Dec 15	iner By	3005 CBs 11	terms there	Ramana	1640	
	0 spatin	<b>20140</b>	Test	Jacprose, include to the Installant and contracts Installant &	Satramanan M, sOffas MMP Dy.	28/662422 0237 PV		13/16/2020 52:17 Per			NONDWLEDGENERT	
l	Newrood Dissected	054CC	3ee	10,7171	Notes States	254602602035799		15/96/2020 85:57 PM			ADMONIZEDEDIDIT	
	() (0(513100303)	7050828-606	147 Jan	rhupat solur Texting,texting engg,1,5adh1 Road,101	Televenette M, ell'Han MARI DV-	15/00/2011 (0:12 PM		1946/000 (10-1) PM			ACHNOWLEDGEWENT	• 0
	C meratanne	Partitularis	84	Doorl Gear Nacing, Sacing engg, Loadri Roet, (2H	Delevenanter III, elementer Ori,	INVESTIGATION AND PAR		THERE IS NOT A			ACCULATION ACCOUNTY	
	o asistetaa	10014409/000	Sold annor so mulanayong so Record Sent page Sor A.	bi-jedipandi, n sishihadhciculjika scipuljeni .	Sates and a	25/04/2829/08/43PW	Kapt Kumar Sharma, KDRop Max.	12/96/2020 R0-42 PM		picakadi	RIALOP.	•



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'.

	Office effet	60).									1 and 1 and	Contractor M
	Address of the local division of the local d	eri 9001 Sel	Adverse Served	8 U	ener Sear	Rearter Distant	-				and the second	
b	Therefore	Avenue Halls New	unit.		(Departmenting)	Discussion (h)	-	lever ter 14	Division of Martine	Threads	Dart Res.	
	B naturezza	TIBOXEDAES	Tati	jangrant, bobballoto boxebboxebboxeba latingsteen	Subsementer No. 400 Year Inder The	- 2819k-2020 53-21 PM		1.00 TH 01.0 P			AD IN CALL DOLLARS	
1	C) permanan	TOROLOGIC ACT.	Tem -	45379	Subramaniteri III, alQiffaa nibriP Tith	2010/2020 01:07 Per		11-96-2020 (P %)	(		KONOMERICANOF	
0	() bickastanco)	733/3020-ACK	au Mi	Grand Geue Texting serving engg scients Rondjoh -	Subramanan HijaOffica ndef Dis	12/06/2020 EF 31 PW		15 Ge 2020 02 32 W	ć.		KD/NOW_IDGEMENT	# I3

Figure 427

4. In the pop-up box, choose the required template of the envelope and click on 'Download'.

					2°cm) (0	
			In a Lowing			
			Choose Print Templote * Emologie Ci	•	17 6555	
			Г	SCHWARTS STORAGE		
	And the party of the owner	-	No. of Concession, Name		 	
0						





# **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.

e¢	bifice erile	e 76										and the second s
	CODET Des	n'i mor der	Altered Sector		BSUE INDER	Antest Digets	1					
B.	Part Evelope										P Sectifier.	
	Department	TYPE AND THE PARTY	Lanc	ARTING	BugsActor By	Desentation (1	See By	Sere Div 12	Survey Marco	- Prmatts	Time	1
	G onversion	TSB/DOZNACK	Tex.	jadore et ploaten son het en die der der et einen het en die der der et einen het einen der et	Sectorement M. CONCENT Str.	2990323-05779		5980010131M			ACTIVO ALTO REPORT	
	C INCOMENT	18/2020.02.6	796	44,709-	langener N, some som Siv.	STORESTOCK PRO		CAMAGE IS OF AT PAR			ACRECOVERSONNIN	
)	0 - paulossoppi	musidicatik	HC SS	Goosi Geur Teoring teoring origg Jowethi Production	lice is harmed in , actrice More Que,			DESCRIPTION OF RE			activenteronemyt	
		7020020-405	-	Gopel Gear Textropacting arright-bactri Poet(201)	Submittenter IN, «Office MMP ID=-	15/06/28/28 (Firef Pier		15/06/06/10 v41/84			ACINOWEDGEWONT	
	C DG-Dawards	1000448012008	500 errorin displaying it tecaspit text c page for A_	bilgenskprokeik unt alarfearheit, skjess helgengelet		22/06/22/20 08:40 744	Sast Korran Sharma pOffice MM	2010/2010/08-02 PM		sacodcat:	NEWWYSER	•
	() bishi keyakar	10804078/2028	400	lanut Engrecitacit.Acitiv codii	Salesmania W, sizes www. Die	2106282408976	Serga Kumar Ress, aDPEX MM,	210620250836761	RECTIONS	minimy straps is	istue.	•

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.

2	Mice	file witzo							Pa-	•	National Para
1	C PELEPE	Dimer - Ma	n 300 Advance	inandi (Cala	Dest Has 300	Animer Sea	ule:	toik	Sert Record 4	Anne South	
3	Disperson Ma	have been	Soly due date 11	Desiration	Min/GeourDiters	Adama	Time	Disastonet By	Disamilari Ce 11	-Secon	Action
	06/0182/2820	10021404/2020	91795/2928	Briter Descriptionstessonprison	MENSTRY OF PARLIMMENTARY APENINS	Date	PUBLIC	N. Southard M.		ACTIVE	-
1	06/6942/0820	1/30214/37/2830	11/05/2020	and .	MENSTRY OF ASSIGULTURE	Automation Terring	NINC			ACTIVE	
	084808972820	03021-051/2020	01052020	liver Description description	MINISTRY OF PARLIMMENTARY APPARE	(Lefe	3(8)5			ACTIVE	
	Numbration		100862828	#1f	MINISTRY OF AGRICULTURE	Auconation Terring	10.800			Acrive	<b>I H</b>
í,	# Dispublic Rule	engle:	in relation	Advention	MINISTRY OF AGRICULTOPE	Automatumi Teating	PUBLIC			ACTIVE	
	06/89/57220	(9891783/9820	01052020	Secureation	MINISTRY OF AGRICULTURE	Automation Teams	PURIC			ACTIVE	

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.

	Hutficatio Detail				1.1	
	None Fre-1	v9821638/35209	Issued Against	+9821163773520		
	File No. :		Raceipe No. :	19487/2028/60411CE	110	
interimet	Desired Action 1		Policev Up Description :	art	1000	12.0
the second second second	Interior Action Tokes By		Interim Action Taken On (		1.0	
A	Follow Up Receipt No. (Interim) -		Repty Received Date (			
1112	Final Action Closed By:		Rinal Action Ooxed On :		100	
	Rollow Up Receipt No. (Physics		Statup -	ACTIVE	100	1.00.00
	Subject-	abusing				
a musikus	Final Action Gluiding Rewarks :				1.6	3.0
anaka Panaka Yanaka	Interim Action Bemarks:				100	1.0
				17	and the second second	
THURSDARE ST					Class	1000







# 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.

e	Office el	He we ca								2007	Tarta Scentificite Tarta Scentificite
	C CHARGE	Kinara a Makaa	New Advancements	-	Dian mus ber Se	Volumentes (1		THE MER	Realities - management	- 100	
67			10 <sup>1</sup> - 2								S.
-	Beprech No.	Antan Neo.	Repty due com (1)	Descryment.	BALDING CODER	Amberd	Tp=	Departure by	Dispersional dis [1]	-	Action
91	05/0100/0000	10021404203	N-06-2828	Enter Description/Australian	MINISTRY OF PARL MARINEMPY ATTACK	Derv	PUELC			ACTVE	-
200	0/5/6548/2000	100018702010	/1105(2528	and the	WHETHY OF AGRICULTURE	Automotor Teering	ABLC			ACTIVE	1
٠	95/9995000	racerear cata	81/09/2828	Enter Description description	NONTRY OF RULEAUSTARY ATTAOS	Dete	2083C			AC7/8	
	9549493000	100210302031	1105/2528	ad	ANNETTRY OF AGRICULTURE	Automation Testing	PUBLIC			ACTVE	1.
a l	95/006/70000	19021462/2838	(n/06/2528	Ammenia	MINISTRY OF AGRICULTURE	Autometion Texting	FUBLC			ACTIVE	10 M (
-	216/04/26/2020	00012470838	83/06/2028	And the second s	AND ATTY OF ADDRESS TO BE	Automatic testing	PUBLIC			4.70	

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.

eenice	the survey					
a long the second second second				Correg Continueses		
17				Do you want to close the reminder ?		li i
				Resider No. / Subject Camp. No.		
Manager	STREET ADARDON	ALC: NO.	the later of	Permarks *	ene.	
13 Minister				Care	496	18 A
()	100310-0008		- geographic	Tran U.S. WI Descention	101	
The summer sum	10021004		100	Organy Reconced Data *	406	
ST Homesen		However,	answer.		-	
The Summer and	102.752.01	(Transmitter)		OK Cent	101	

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.

Copyright © NIC, 2020



# 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.

e	Office el	File en 10	_			루 💿 👔 Serija Kar	ener Reero
=	( BECRET	Class + Ithos Sen: Adversionant	TLE Court Prov	Im Atomico		are futures Step 2	Þ
r de la como de la com	Certificate info	mation		_		B Spring	Certificate
	Sc.He	Configue	Validay	DeutiDes	Line Harra	Beardwellop Dete	Retter
0.0	NG281 GRU	Class: 1. Valuedaal Terz	E2/01/2022/02/02 PM	15/05/2020 (8.55 PM	Saroja Kumar Petro		4
-	10281984	Case 1 tribidiael Text	30/01/2022 02-44 PM	15/03/2020 02:50 PM	Seroja Kumar Petrit	15/05/2020 03:59 PM	and the
3 B							1 🗆 1 1
19 61 -20	Desc.	Bisp 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.

eØ	ffice el	ile se ro	-	-		🗮 💷 🕥 Songa Karana Panga 👔
=	the state of the s	Come o Intox Sem AdvanceSearch	The Court Inter	in Atomator	Time I	See Teterer Adversible 1
	Central real ratio	maten				Slep 2
	k.He	Configure	Vullation	DeutiDes	Gillio Name	Death-
	6781 664	Class: 1. Valheichard Text:	12/01/2022 0.2.44 PM	15/05/2020 (8.55 PM	Sarioja Klamar Petro	-
-	0281984	Case 1 Individual Text	30/01/2022 02-04 PSI	15/15/2020 02:50 PM	Seroja Kumer Petro	15/05/2020 03:59 PM
۲						H ( <b>1</b> ) H
8						
1	_					
	w.c	(Ship 1				
8	Esgenration					



- 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'.

e	Office oFile an 20				_		<b>*</b> @#*	Despitante fo	
	Calcortin Courty (15	an Jam Aban	a Search		Create Intone	Sire Adopted Search	1516 Sert Pesaret Advances	autry.	
1	Berne Adinatia Mine	r7o∓ Sand	Send Ruch d	Copy Claim		Pierchi Picanin	Personal Per		唐
8	<ul> <li>C (1) SOSSAGE STATE</li> <li>C (2) SOSSAGE STATE&lt;</li></ul>	Step 1	- ancast 10	Terrer Straj Ahmee	d of the WMP .	🛱 3845-2320 UN-87 PM		(B	Î
	Tiender	The second secon	- Nex subject	Ap Yern Song Ad	ered. cOffice MMP	. Въ тихностологияни		10 (B)	
۲	<ul> <li>Abdross Book</li> <li>Profession</li> </ul>	QND0EOFFICE	, more a	Your SayArese	queensa MVPL	🔁 2015-2020 (H-35-PM		B	
2	i Section Assignment - Uner Grönei	/20260/Pc1	- includes	🕹 Yarar Siraj Ah	wee, elittics VAVA	. 🛱 звозгахо от од Ры		13	
29 61	<ul> <li>Protection and the Registration -</li> <li>Second Writings For Union</li> <li>Outco Noting</li> </ul>	outstolents	- mort 4	Your Shij Annie	Looka Mar.	n 1949-2020 (M 82 PW		A	
•	Setting	COLORIDATION	- Installant	Lo Year Dirg Ab	ered, cD4'ue MMP	. 👸 заклада стол ни		12	1

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

Office eFile as a				- For () 1995	
Contract, Contractory and interest	Sent Abend Senth Stup 2	2 Ories Intel Set American	ESSUE SHIT	Arcared Arvaner Source	
Department Fram Chaine Dep	- Desire from	Turodec Form *	PARSONANCHISTATELINITI	Tomber	
Orpariment In Drosse Gar	* Create Gw Settion To * Onese Gre	Transfer Te *	DICECTER BHURALEANING ST	rog	
		_1		Step 5	Perumen
Failder	Step 0	Step 3	Subject	Dealing Section	TAL
5 Distant					
				(Step 7) Co	tep 8

### 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.

Stap 0     Stap 0     If Control 0       Interview     Stap 0     Stap 10       Interview     Optimit Decement Interview Control 1     Stap 10       Interview     Optimit Decement Interview     Optimit Decement Interview       Interview     Interview     Optimit Decement Interview       Interview     Interview     Optimit Decement Interview       Interview     Interview     Interview	_
The Dame Tee Control of The Dame Tee Control of Control	
Image: Section of the closed of the value of the closed file will be changed to the reference of the closed file will be changed to the reference of the closed file will be changed to the reference of the closed file will be changed to the reference of the closed file will be changed to the reference of the closed file will be changed to the reference of the closed file will be changed to the reference of the closed file will be changed to the reference of the closed file will be changed to the reference of the closed file will be changed to the reference of the closed file will be changed to the reference of the closed file will be changed to the reference of the closed file will be changed to the closed file will be changed to the reference of the closed file will be changed to the reference of the closed file will be changed to the closed file will be changed	

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'.

e	Office				<b>Po</b>	Toropassing States
	( STORT Deck How Ser	Advancement .	FLE Orier Iries	Sem Atlance Search	tall Sen Tenned Adverses	term 1
	Todation Dut to a bla Micros Top # 1	and Sent Back Copy	Close	F Sealer Y Laud-4	A Reception (SIL)	- · ·
æ	C () () () () () () () () () () () () ()	abcoetg 20 Yes	ar Song Alexand, a Officia MMP .	CL 2005/2020 BHOTPM		陸
22	() () () () 202240 - 20224 Step	_ = mater 4	Yese Sing Annest, «Office WV?	. 1 🛱 20105/0000 01/06 PM		B 19
۵	Anthropes	Li - abichety Ap Yor	er Stej Almost, «Office WAR),	50 2005-2020 DI 05 PM		P
8	Caston Assgrand Sector Assgrand		Year Sing Annual 40 Your Mills	C 82 28/25/2020 01/22 PM		B
10	I Inter Indunes Registration -					1211
51	Saurin Prolinge For User     Goods Noting		si tay Akront a Office MAR.	C 1905/2019 19/02 PM		PA
\$	Soung Obsorbers	u – normalier 10	Yese Sing Anneal, +Office MV2	C ( 🛱 28/05/02/01/01 PM		(A)

Figure 440



2. Under 'Contacts' tab, click on 'Add Contact'. Add contact form opens on right side of the window.

0	flice eFile w								<b>*</b> 🐨 🕦 🕄	in framerikan Skrine Office
	PECSIPTI CHER	Step 2	alco South		RIF /	Creater Indust Serie	Adaptedation	etaine present	Assisted Assiste Inertit	
	Contacts Groups	1	_	-				G Add Contact	V.	(Step-
	All Contaits		<ul> <li>Add Conta</li> </ul>	it O Aldit	и Бтоцр	Q.Scant Here-		Add to: 1 O Set 1 Sec	es 🗇 Department 🗇 Instance	Contr
	Name:	Enigetten	Linui 10	Lavel		Address Group	Actions	MP Decor Dre	* Tatan	
	Athlat Sign	Do. G.WITE)				Sed Hoost-Aug ust Snarts	24	Designation 30	Organization (DOC	
	122					Bhavel,B CP/New Dalbi		Eral Ma /Dept/Others'		
								MINISTRY OF URBAN DEVEL	OPMENT & POWERTY ACLEDINTY	
						Covine Ex ound		Address T Deft s		
	📋 Abhlacha Ranos	Alatasent Divector (Dynama)				Hoor E Zühanidew alah		Ceantry	= - State OfLH	
						Exerciar;		Clay/District Chocos Gra		
						0.43		Pireade*	Visibile	
		Head Product				2nd Floor. Fema	2.201	Face	LongLine	
	Adhilien CK	Management, DCS, Indu				licon. Eargeture	e #			
						, Rangatus M.,			Shap 5	
						Calendary 1	1		Save On	r Dr

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.

e	office office with			Construction of the second sec
=	Court Court	Index Selet Advanced Second	FILE CASE VER Set Analistator	Mallin Sint Heamid AdvanceSearch
6	Contects Grieges	Step 2		G Add Group
	All Groups	O Add Group	K Debris Group 🔐 🖓 Search Herein	Add to: 1 O Self O Section O Department O Instance
1	Cross Nove	Group Lovel	Creamed By Arturn	Para T
1	- sitte	Set	Sanga Kuaca Patis, Kithia Milu 🥒 🗶	Site Group Child Group Child
	C =50x	547	Sartga Kumar Paste, aOffice MM 🖋 🖬	
	CI softes	dipathers	Sartya Kumar Patris eOffice MAL 🖉 🔒	Step 4 (Step 5)
-	() estis	Inviance	Saroja Kuenar Patro, sOffice MM. 🖉 🕷	
8	Ci antina	Set	Saroja Kurrar Paris, attrica MM 🖉 🖉 🖷	2
Ð	CI subst	Set	Sanga Kunco Patraja Ortice Mili 🧹 🌌	8
	III softer	eersion	- Sampa Karawa Parna, adrikasi Mist. 🛛 🖋 🗰	
ă l	C sittle	department	Sariya Kurcie Patra, eOffice Mill. 🖉 🔳	
	C) astre	Inviance	Sartya Kumar Paste, aOffice MM 🖉 😸	
\$	C antina	ancient	Saraya Kumar Patra, eCPRoc MML. 🥒 🗰	
ö!				
UF.				

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

- 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.



- 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'.

e	Office of the weather							<b>*</b> @==>	C Internal	lana la Norma	
	( RECEIPT Grane M	bee Sin Alver	res krant		Creater Index	Sem Anazolaian	150	Sire warned Adventions	441121		
	Rataviva Pot tri a film 6450	eTs∙ Sent	SerutSeck	Copy Com		P Settion V Can	n iline	· Service Verse (1927) Service	bil :	1	畫
1	0 0 E 503560 522 @ 2005/2020 01-80 PM		_ ebolety	Terrer Straig Altern	ed, actives white,	52 28/05/2520 01:57 PM				D	Î
1	C C C SAME ST	Step 1	- The subject	Lo Serve (dea) P		a. 1 📆 2005-2000 m-06 mi					
۵	Andresi Book	A ROFINS	- ( stotely ( \$	6 ministry Ann	et softes MAP.	00 28/05/2520 01:45 PM				B	
8	<ul> <li>Section Autopresent</li> <li>Uner Group</li> </ul>	ATTORNAL .	_ : tert subject	La NeurSeal	formest, wCHick MAD	<ul> <li>IS 2005-0020 01-05 PM</li> </ul>				B	
-	• eile mslanie Registration -									ine l	
ô!	<ul> <li>Starch Privilege Per Court</li> <li>Quick Seturg</li> </ul>	VIDCO/BOF/NCE	- obciety 4	<ul> <li>Yesp Sing Anno</li> </ul>	et come want.	28/15/2520 01 62 MM					_
\$	Setting	OTTORCEOUS	- leit talget	to forar Sing A	hmed, eCHice MMI	<ul> <li>Barasacati anai Per</li> </ul>				四	

Figure 443

2. Choose the required options as per your preferences. (For details, refer below)

eoffice office office with								Tom Decision -				
	( BEEFT	CHERKY MAN	e Sint A	chiance Seanth	1144	Course in	ace Ser	Accession 1	nsut .	Seet Hesund	Advance Scott	
1	Meterences	1										
	Alart Setting (Set alarts (Cruz)/SRS/Bahl) An increase /Norflocebol/Dispatch)											
	D No.	C Physical Alen	Mode 🗆 tra	at SHI D tem	C Severa 3	Nini Mode	Ernal 5975	O Both				
	E Becsipt	C Physical Steel	Mode En	al SML D Leri	G Bactrenic d	Vert Node	Inel 96	O Both				
۵	Duparth	C Physical Alers	Mode Gen	ai SHS O Lun	G listence )	Gerrt Mode	Fruit SHS	O But				
2	Correspondence/Graft View Settings (Set the default Right panel view for Ark timer page, to be displayed whenever user opens any physical electronic fiel)											
20 81	Choose Default New:											
61	Linting Wew (Set due default linting view and access for Pflex/Receipted										1	
\$	Very O Row Eased C Ealeron Eased Scott O Set C Section C Historichy										_	
đi	Notify for Bla	nk Noting (Churiq	dat manag	prant forwarding file is	eth Sheek nowing							
	D Vec 0 Ha									C	1003	3
												Save Clear

Figure 444

3. Click on 'Save' Button.



# <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'.

e	office					Alarmar Patra
=	REGIPT Cruck Back	Advance-learnt	HIS Course Intern	Sem AdvanceSearch	TOLK Sere waarned AdvanceSearch	
	Retaine Potitica His Move Tore	Send SendSeck Dig	ay Com	P Sett On V Canth Here.	• Receipt Vera (#17) Second Line	- <u>#</u>
7	<ul> <li>① 合 (三) 5053606 523500000</li> <li>① 合 (三) 5053606 523500000000000000000000000000000000000</li></ul>	- abolety 40 t	inter Sing Ahmed, #Office WAD,	2010/0520 (7) 57 PM		D
255	n a a store starrage		Serue Shap Measers et Silve WWF	и 📆 жижили инжени	R	(A)
3	- Profession	abatel = 1	war Sing Anned, softes MAP	28/05/2000 01:45 NV		19
5	Citor Cardage	office _ the labor _	For a Sing Montal eD Ros MMP	C 100 2005/220 PLOT PM		<b>B</b> .
	<ul> <li>The visions registration –</li> <li>Search Privilege For Coart</li> <li>Quels Noting</li> </ul>	COMICE - aboviety 10 y	enr Sing Annest «Silling MMP).	🗒 29/19/15/20 01 62 МИ		a
6		- instalijes 🛓	y Natur Sing Minaut, eOthice MMP	<ul> <li>International environment</li> </ul>		8

Figure 445

**2.** Select Department and Dealing Rights From (section name from which dealing rights are to be transferred) by clicking on Combo-box.

2	ffice office	witt:			
	( <b>REART</b> 07	nen Alver Seri Alvere Scent	HIE Speciel Innes Series	Stop 2	Set Desered Assessment
1	secon resignment				Step 3
	Select Department	a - Deal	Hig Rights From OFFICIAL UNISONGE + +		
Ì	Comp. No. *		Elle No. 1 Title No.		jest '
	File Heads * File Seci: Head	+ Pile Primary Head		Set	ans Canagory " en Canagory + Sub Canagory
ľ	Step 5				Step 4 Secolution
ľ	Cone No. 11	The Next	Redgest 1	Maritangen	Dealing Service
Γ	E 2421	#-1101103-04-040/2011-0/DL	राज्यपत्र विकास में ई. अधिक जिला प्रेर क्षेत्रेक राष्ट्रक	Projecta	DIO OFFICIALUANSUNGE
ł	e 1424	compi-251/2011-00E	BHAT BAT IN DRESS HITWINGSHASHANICAN	Projecta	DAD GREECIAL LANSUAGE
	6 2020624	COMPLETION/10015-1- D/DOM/IOALLANGUNGE	राज्यका विभाग विश्विता के लिए कैंप्रतीन उपराक्ष करवाती हु	Con non Office Services	DIO OFFICIAL LANGUAGE
1	4 2022120	MCDOL/01594819100054L	Proposal for increasing the scope of activities in.	Projecta	DIO OFFICIAL LANGUAGE
		MAC Step 6	संहार परिष्ठ तार्यभाव दिशम् अधिक हे तिर्वर्ष कह त	Technikal	DR0 OFFICIAL LANGUAGE

Figure 446

- **3.** Search required Files on the basis of File No. /Computer No. /Subject Description /Subject category /File Heads.
- 4. Click Search Button.

Attion

- 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							<b>*e</b> 0**	(Self-self-self)
	REAL COME &	ten 3001 Ma	na leank		Crease Inter	See Alizze Teach	1616 See 14	Anne Search	
67	Receive Parling file fills	eTu• leut	Send Back	Copy Class		P Settion P Search He	et	Sintiliar	· #
1	日 日 日 1995年1日 日 1995年11 日 1995年11 日 1995年11 日 1995年11 日 1995年11 日 1995年11 日 1995年11 日 1995 11 日 1995 11 11 11 11 11 11 11 11 11 11 11 11 11		- I sholeliji i	🔓 thear Sing Ann	ed acres war.	🕞 aktoszczenia? Nu			B
22	0 0 m 935963 5m		- tett takijad	Ap territory	Armid, «Office NV	т. 📆 жизаца мак ни		10	B
۵	Aptres Link	VERSORDER	- stockty -	lg triv trig the	ex conce www.	🖏 2010/2520 01:09 IM			B
8	Father edgeners	Ship 1	- 1 rest subject	ta terizian	Wrand, eCifice MA	a. : ∰ 38/05/03846/03PM			B
1	· mier matanze Registration -								
<b>8</b> 1	<ul> <li>Search Privilege For Liver</li> <li>Quelk Noting</li> </ul>	VIDIONECETICE	- stately ,	<ul> <li>Yerur Sinaj, Avr.</li> </ul>	red, sOffice MARL.	an strategic pres w			8
•	Setting	ananeoree.	- test subject	La territal	Woment, e1240xo MAI	ы. 189 жылалы колым			(a)

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).



- 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'.

e	Office efile				-	~		Par ()	Seege Kin	
	RECEIPT - Charac -	tee Seri Adam	tea Seanth	Par	Char Han	( and	Atlantic Search	Sera Bearing AdvanceSeech		•
	Ramme Futerable Mer	erTu = Send	Send Beck	Datay Game		P Sa	ibi 7 Seats la	ana, · Anapites(B) Senttle		一件
	) Transfer - Address Book	Vacantante	- stockig a	o Terar Ding Arms	es, eCPE is bible, .	EP 2843	V2020 01:07 PM		2	*
1	Professores Section Acceptored	12020104105	=   test subject	Ja TowlingA	nned, eOffice NWI	15 z	975-2020 01:06 /74		R (2	
3	<ul> <li>User Group</li> <li>Inter Patiente Registration -</li> </ul>	CROSCOFFICE	_ obsideig ( )	🔓 Yelar Bray Atan	et, «Office MMPL)	EL 2845	50520 01-05 PM		B	0
Pa 6	<ul> <li>And a globar et al</li> <li>Instances The just also Onlinks</li> </ul>	ANE OFFICE	- tett subject	a toring/	ranat aOffica NM4	- a, -	SPESSED DICES PM		12	ł.
ői	<ul> <li>Search Prinlage For User</li> <li>Goets Nating</li> </ul>	STRACTOR COLOR	_ ebolety	Lo Tener Sing Arms	ed, including balant, a	EP 1943	V2820 0152 PM		2	
-	Setting	CORDINECTION OF	- mm subject	a terre Series	forest eOFile NVI	EL Z	5/35/2020 01-01 PM		0	

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.

• 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'.

	Office erite and						itanarhana ioseonarn
	C RECEPTION COURSES IN	that Sex Alia	NERNER.	RE Gran Man	Jes Adam Soft	THE Son Pranet Adametrant	
8	Receive Potinatie Mi	ve Tow Great	Send Rick Copy	Clase	Francis P Services	· Perspectes (2011) [dailing)	- <u>R</u>
a	* Transfer • Applying them	ADDIS/RÓRFICE	- mark 20 10	ur Siraj Arwied, oDRice WAP.,	📆 28/15/2020 (H-87 PM		8
	Rolandes Sector Assignment	SUSPERIMENT	$-$ second of $1_0$	Yerse Drej Ahmed, eDiffice MMI	<ul> <li>Пр заковидаци стисе им</li> </ul>	B	B
•	<ul> <li>Warrdroup</li> <li>Interimiente Repotetter -</li> </ul>	Skp 1	- society 20 to	w Sng Anner), eOffice MVP .	🖞 28/19/2020 01:05/0V		1
<b>-</b> 5	<ul> <li>Densing Roads1</li> <li>Density Reports</li> </ul>	hansares	- minipa do	Yoray Sila Aranad, aDhia 1999	- Щ закъзна откри		8
58	Search Printage For Over     Over Rendering	V2X/INTOHINE	- monty 20 Te	ur Snij Armeit, «Ofice Welf	222		Ø
6	Setting	COLOR OFFICE	$= \operatorname{hotophysic} \ \boldsymbol{\underline{a}}_0$	Terar () of Almeni, cliffor Mild	20 10 10 10 10 10 FM		8

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.



- 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' (2) 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.



- 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.

e	eØffice eFile to the		antinana Rena 🔒
=	Contract Deers Inter Sec Adversional	See Allana Seed. Set Tearret Advect Seath	
1	Placeive Putinalile MoveTo+ Sind SenilBack Copy Close	🕈 Section 🕎 Tauch Sect Ferry Sec (SLI) Tauc Uter	· #
	📅 🗍 🕆 📳 500000 - SUBSESSIONEE 🔄 mederiz 💪 Terr Seal/rmss.strike WAR. 🕷	2 2012/2220 (H-17 PM	B
-	The The States approximation of the second states and the Verse Section of the States and the St	🛱 Interaction of the PM	10
	Address Store (2000) OF CE Holds 1 1/2 Terra Saraj Araved, eCHLA MAR. 1	3 2815-2020 H-SE-M	2
8	Sectors Anappanent	Elle 18/05/2020 of KD PM	因
1			-
<b>0</b> 7		3 29/19/2020 IV:12 PM	2
•	Contraction and a secondary and the second s	C INCRETED OF THE	2

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.



- **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.

 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'.

e	Office eFile of 11				a Raman Pierra Arriànament
=	Interest Course Street Ser	Advect-Search RLC Covers Inform	Ten AharraSean PER	Sere Rescriet Athance Search	
	Annue Patinatia MoveTo+ S	end SendBack Dipy Occur	# South T Sauther	· Recept time (SELE) [constitute-	· #
	<ul> <li></li></ul>	E 👘 💷 i elochele i 🔩 Terristing Almost elottice MARL - i	B 25/25/2520 01-57 PM		0
200	The Contract Statement	E - Instantions In Ferry Seg Money, eDiffer 1999.	E andread and an	•	8
	* Address book. Uniconscription	E 👘 ( dottelig ) 🏭 two sequences worker MARS. (	🖳 2015-2020-01-65 HW		B
8	Section Assignment More Section	E	📸 alosata kita ku		12
1	Inter Instance Registration -     Step     Search Freidege für User	E _ 1 abolity: 🖕 Terry Sing Armed, #Cher WAR.	53 2815525000192 W		2
Öi	<ul> <li>Quick horizog</li> </ul>				1
3	Setting		The second from the		2

## Figure 451

2. Click on 'Add Quick Noting' at the bottom right corner of the screen.



.0	Office efile		Tom O mariane en
=	C RECEPT Create & Inform Sert Advance Service	H.2 Dean Inter American	Control Manual Advantation
	Quick Natings		Gearch Templan,
-	Eantern	Tremland Semon	Attes 🗎
E II	Automb.		18
-	As propried.		2 B
	Lagrae with Above.		28
۲	France Discuss.		2 B
3	Roop in abeyanta.		* *
	Awat further report.		× 8
1	heave and ey.		/ 8
ē.	Acamerded.		×8
•	As damased		2 12
°,	Plasse put up a self contained note.		× 8
٥î	Sinane just up with relevant file.		(Step 7)
	Tanual Recordin: 221		A CONTRACT OF CONTRACT.
			Conjugate & 2020, designed and developed by N.C.

Figure 452

3. In the pop-up box, select 'Language' for Quick Noting.

	Diffice affire to		Fap 0
		Aldreit Qual Anny Ship 3	and the second data print of the
Ē		Crock Day *	Np 4
		Cantare *	
<u>1</u>	Aprend .		12
	And second		12
	ing react - Aires	Texad 1988 ( 1980 Shinareer inft	
	American and American Americ	C Add Translated Contern	1 B .
문	Tree () (Research )	Translated Content	「「「」
-	THE REPORT		· 第1
	and a reality.		18
ay.	and second a	Tow TWE I TWO Drawn STEP (	18
	Collected (	Add Center	2.8
	Personal la suel of her solution .		



- 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 scann 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