

File(s)

Comp. No.	File No.	Subject	Attached By	Attached On	Remarks	Actions
<input checked="" type="checkbox"/> E 3115421	D/38/2020-QA-01	r34r34r34r34r34r	Saroja Kumar Patro, eOffice MM...	20/05/2020 04:32 AM	Attach With Another Reference	
<input type="checkbox"/> E 3115426	A/948/2020-QA-01	Testing Dispatch by email	Saroja Kumar Patro, eOffice MM...	20/05/2020 04:32 AM	Attach For Reference	

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.

Search File

<input type="radio"/> E 3115370	A-12/1116/2020-QA-01	Automation Testing
<input type="radio"/> E 3115188	A-11011/3968/2020-QA-01	Automation Testing
<input type="radio"/> E 3108506	A-11011/87/2020-QA-01	Enter Description12
<input checked="" type="radio"/> E 3106719	A/22/2020-EOFFICE	Testing file
<input type="radio"/> E 3106345	D-12011/194/2020-EOFFICE	Enter Description
<input type="radio"/> E 3106347	D-12011/196/2020-EOFFICE	Enter Description
<input type="radio"/> E 3107657	G-14014/1/2020-EOFFICE	Jaspreet testing
<input type="radio"/> E 3106350	D-12011/199/2020-EOFFICE	Enter Description
<input type="radio"/> E 3106359	D-12011/208/2020-EOFFICE	Enter Description
<input type="radio"/> E 3106364	D-12011/213/2020-EOFFICE	Enter Description

Remarks*
Attach for reference

Attach

Figure 232

Note:

- 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.
- ✓ 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.

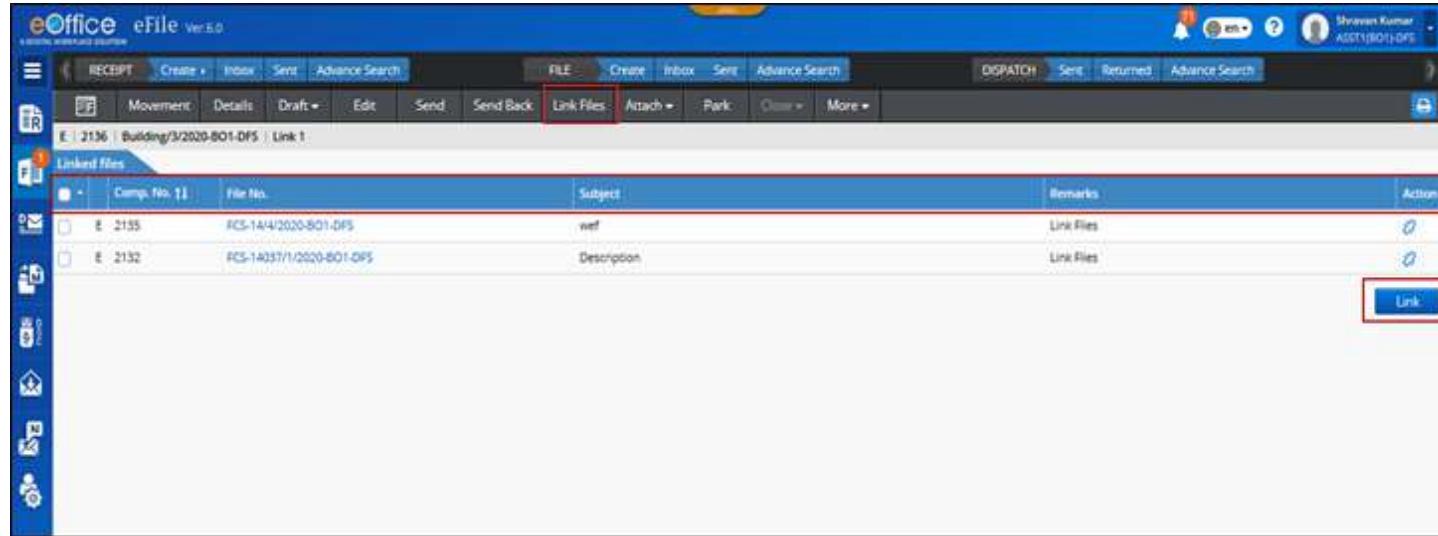


Figure 233

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).

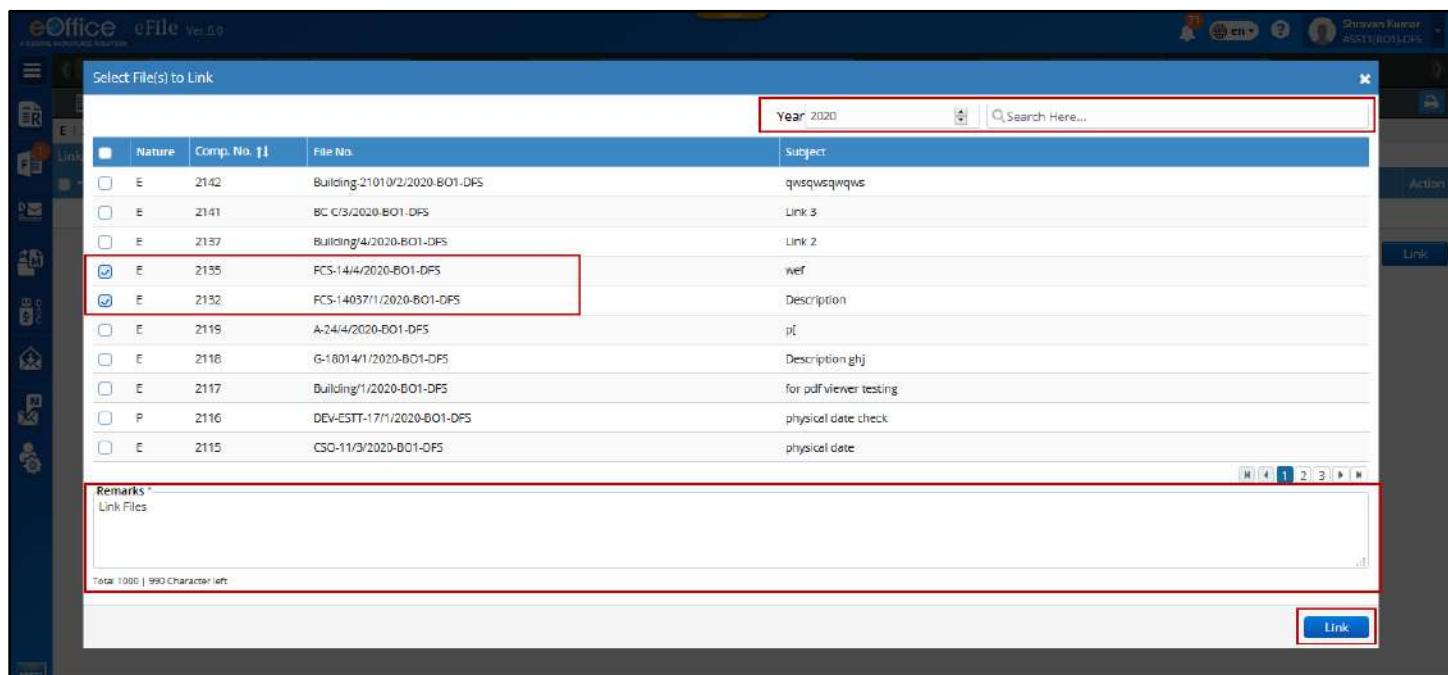


Figure 234

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

Note:

- 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.

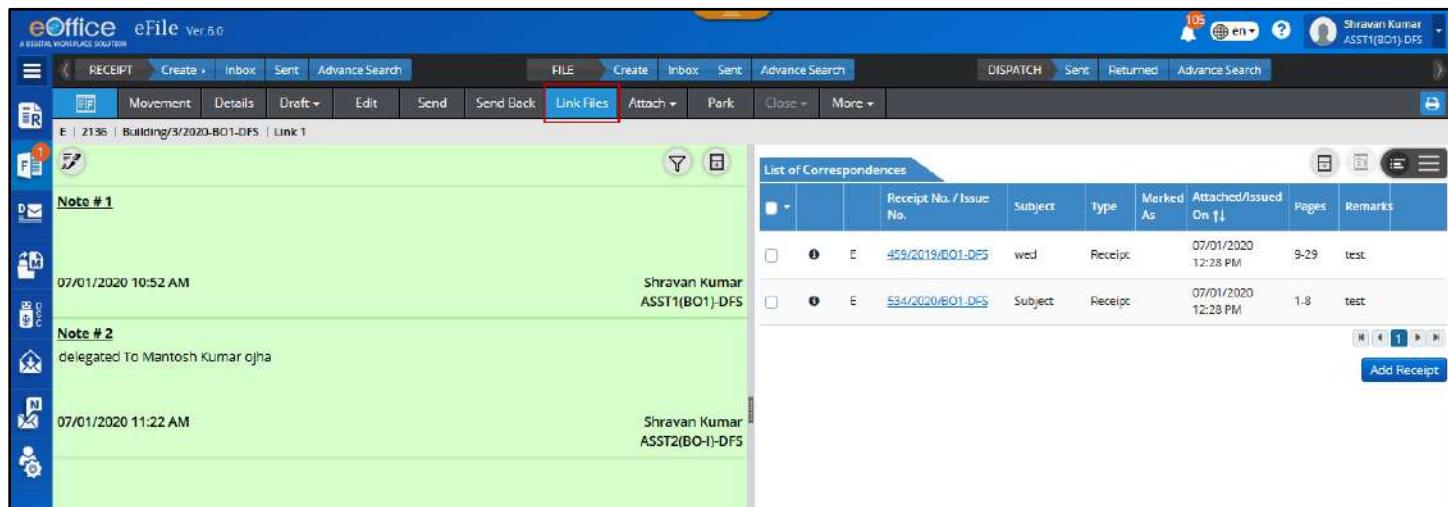
Delink Linked Files

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:

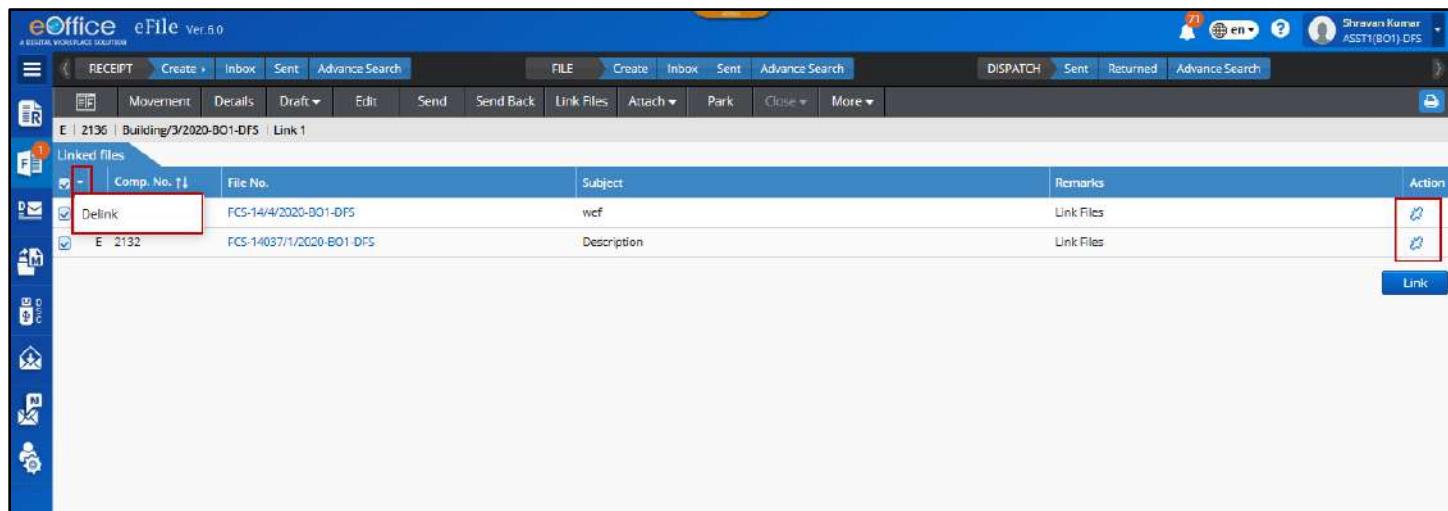
1. Click **Link** menu in File Inner Page to open the linked file list page.



The screenshot shows the eOffice eFile interface. The top navigation bar includes 'RECEIPT', 'Create', 'Inbox', 'Sent', 'Advance Search', 'FILE', 'Create', 'Inbox', 'Sent', 'Advance Search', 'DISPATCH', 'Sent', 'Returned', and 'Advance Search'. The 'FILE' menu is currently active. Below the menu bar, there are buttons for 'Movement', 'Details', 'Draft', 'Edit', 'Send', 'Send Back', 'Link files' (which is highlighted with a red box), 'Attach', 'Park', 'Close', and 'More'. The main content area on the left shows a note with a timestamp of 07/01/2020 10:52 AM and a signature of 'Shravan Kumar ASST1(BO1)-DFS'. The right side shows a table titled 'List of Correspondences' with two rows of data. The table columns are: Receipt No. / Issue No., Subject, Type, Marked As, Attached/Issued On, Pages, and Remarks. The first row has a receipt number of 459/2019/BO1-DFS, subject 'wed', type 'Receipt', marked as 'Receipt', issued on 07/01/2020 at 12:28 PM, 9-29 pages, and the remark 'test'. The second row has a receipt number of 534/2020/BO1-DFS, subject 'Subject', type 'Receipt', marked as 'Receipt', issued on 07/01/2020 at 12:28 PM, 1-8 pages, and the remark 'test'. A blue 'Add Receipt' button is at the bottom right of the table.

Figure 235

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



The screenshot shows the eOffice eFile interface. The top navigation bar is identical to Figure 235. The 'FILE' menu is active. The left sidebar shows a 'Linked files' section with a table. The table has columns: 'Comp. No.', 'File No.', 'Subject', 'Remarks', and 'Action'. There are two rows: one for 'Delink' (File No. FCS-14/4/2020-BO1-DFS, Subject 'wcf', Remarks 'Link Files', Action 'Delink') and one for 'E 2132' (File No. FCS-14037/1/2020-BO1-DFS, Subject 'Description', Remarks 'Link Files', Action 'Delink'). The 'Delink' row is highlighted with a red box around the 'Comp. No.' column. The 'Action' column for both rows also has a red box around the 'Delink' button/icon.

Figure 236

3. Enter Mandatory Remarks.

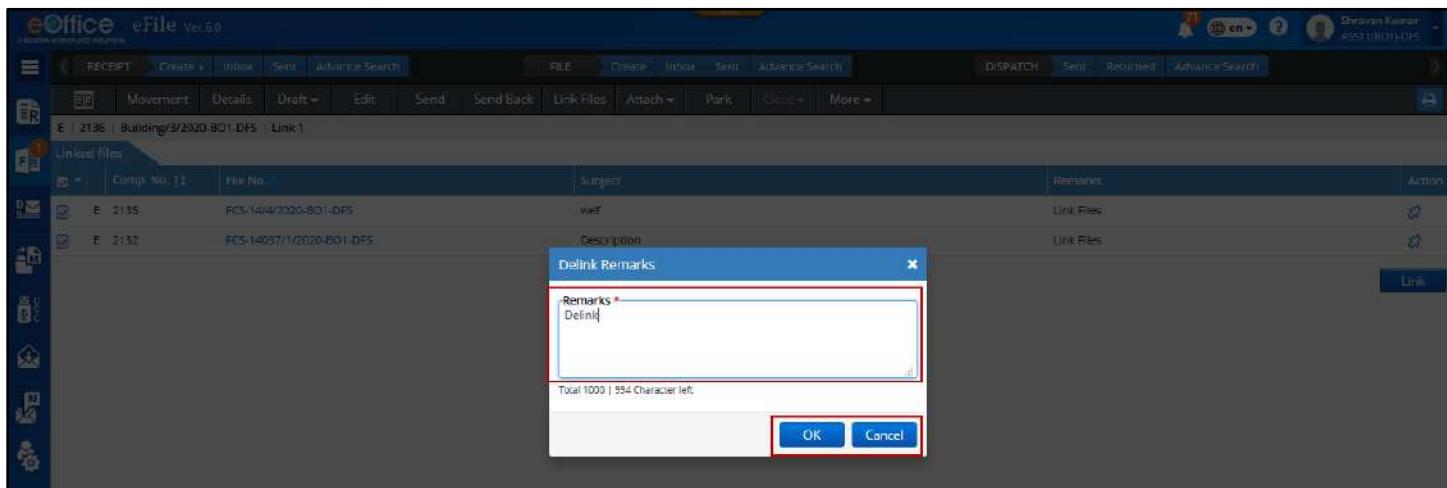


Figure 237

- 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:

- Click open a File to view file inner page.

File Details

Note #1
07/01/2020 10:52 AM Shraven Kumar ASST1(BO1)-DFS

Note #2
delegated To Mantosh Kumar ojha

Note #3
07/01/2020 11:22 AM Shraven Kumar ASST2(BO-I)-DFS

List of Correspondences

	Receipt No. / Issue No.	Subject	Type	Marked As	Attached/Issued On	Pages	Remarks
<input type="checkbox"/>	E 459/2019/BO1-DFS	wed	Receipt		07/01/2020 12:28 PM	9-29	test
<input type="checkbox"/>	E 534/2020/BO1-DFS	Subject	Receipt		07/01/2020 12:28 PM	1-8	test

Figure 238

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

File Details

File No. : A-40014/1/2019-BO1-DFS
Opening Date : 26/12/2019 05:42 PM
Main Category : All RTI matters
Previous Reference :
Read On : 26/12/2019 05:53 PM

Referred

Comp. No. #	File No.	Subject	Linked By	Linked On	Linked Remarks	Delinked By	Delinked On	Delinked Remarks
E 3251	D-20/372/2019-BO1-DFS	Enter Description	Shraven Kumar, ASST1(BO1)-DFS	27/12/2019 11:02 AM	Link			

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.

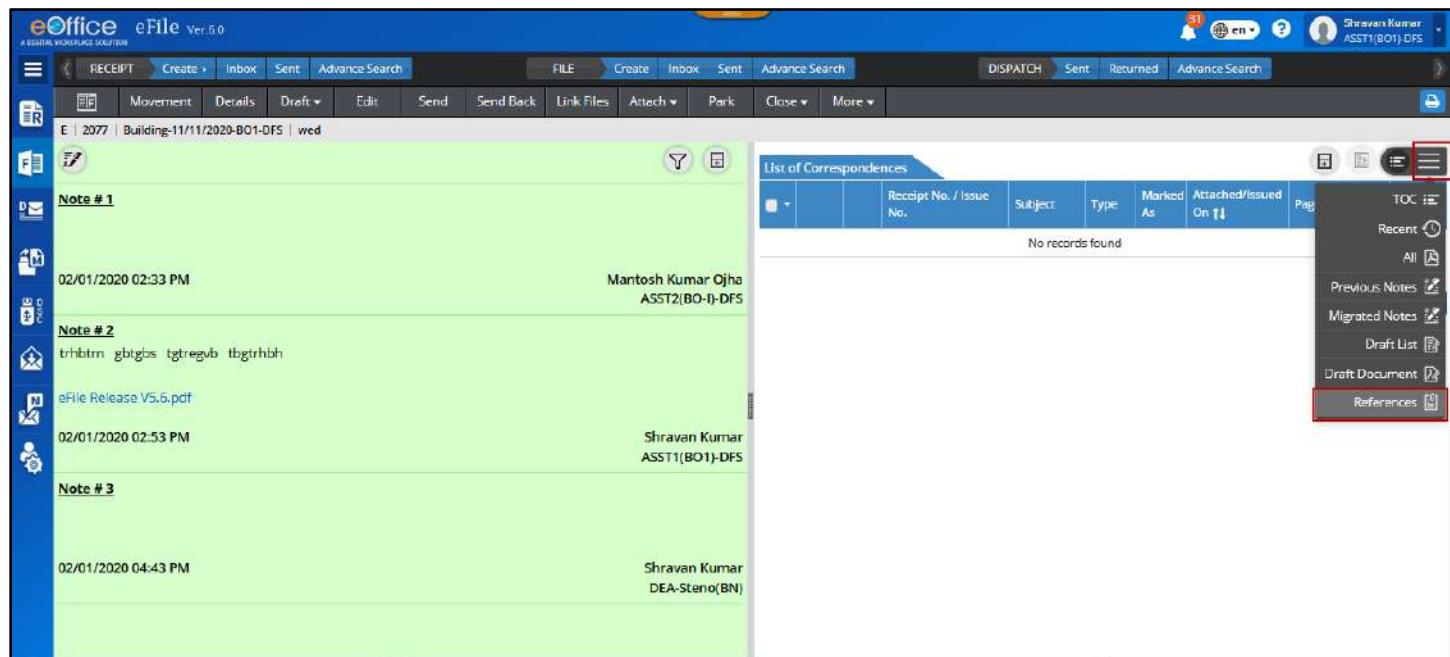


Figure 240

3. Click **Attach References** action button.

The screenshot shows the eOffice eFile application interface. The main area displays a list of notes with the following details:

- Note #1:** E | 2189 | D-20012/1/2020-BO1-DFS | Enter Description
Create a Green Note
03/01/2020 11:08 AM
Shravan Kumar ASST1(BO1)-DFS
- Note #2:** Note #2
Create one more Green Note
03/01/2020 11:08 AM
Mantosh Kumar Ojha ASST2(BO-I)-DFS
- Note #3:** Note #3
Create a Green Note
03/01/2020 11:09 AM
Shravan Kumar ASST1(BO1)-DFS
- Note #4:** Note #4
Create one more Green Note
03/01/2020 11:09 AM
Mantosh Kumar Ojha ASST2(BO-I)-DFS

On the right side, a modal dialog titled "References" is open, listing a single attachment:

Reference Attached	Attached By	Attached Date
Sample RTI Letter.pdf	Shravan Kumar, ASST1(BO1)-DFS	03/01/2020 12:18 PM

A red box highlights the "Attach Reference" button in the bottom right corner of the dialog.

Figure 241

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

Merge Physical Files

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

Merge Files

Important Points:

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

STEPS TO FOLLOW:

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

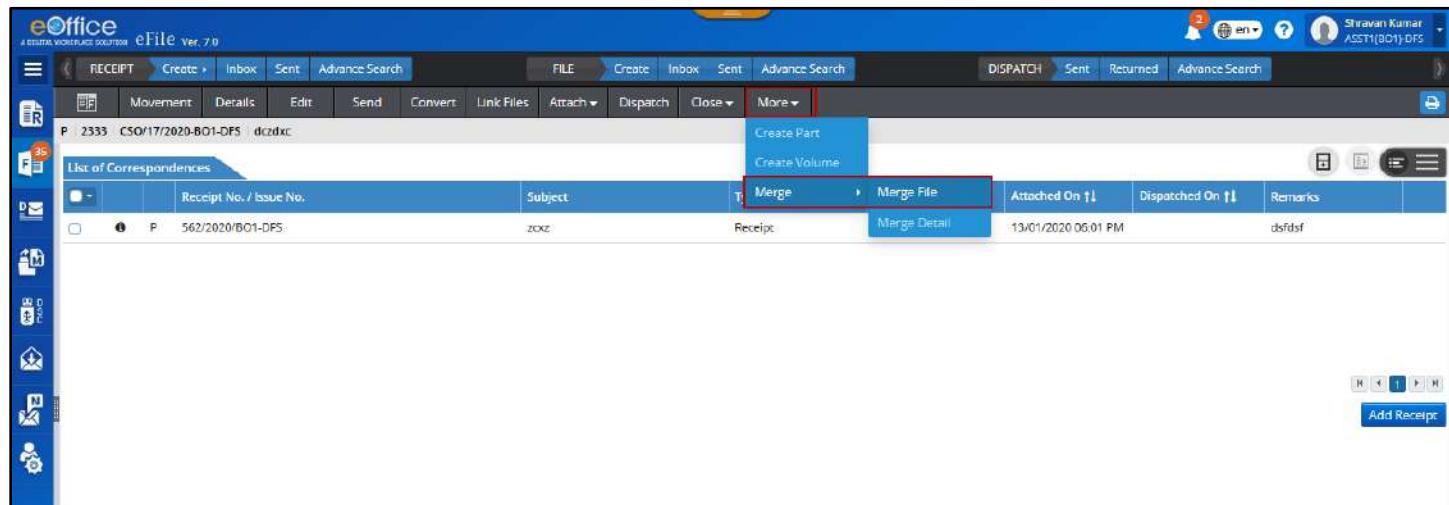


Figure 242

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

The screenshot shows the eOffice eFile interface. At the top, there are navigation tabs: RECEIPT, Create +, Inbox, Sent, Advance Search, FILE, Create, Inbox, Sent, Advance Search, DISPATCH, Sent, Returned, and Advance Search. The top right corner shows a user profile for Shrawan Kumar, ASST1(B01-DFS). The main area is titled 'Merged File(s)'. A table titled 'Merged File(s)' lists files with columns: Main, Nature, Comp. No., File No., Subject, and Sender. The first file listed is 'P 2333 CSO/17/2020-B01-DFS'. Below this is a 'Merge' button. Below the table is a search bar with the placeholder 'Search File(s) To Merge'. A dropdown menu shows search results for 'Year: 2020' and a 'Search Here...' field. The search results table has columns: Nature, Comp. No., File No., and Subject. It lists several files, including 'P 2334 Building/19/2020-B01-DFS' and 'P 2245 Building/13/2020-B01-DFS'. At the bottom of this section is an 'Add' button.

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)

This screenshot is similar to Figure 243 but shows the 'Merge' button highlighted with a red box. The 'Merged File(s)' panel now includes the file 'P 2334 Building/19/2020-B01-DFS' with a red box around its radio button. The 'Merge' button is also highlighted with a red box. The search results table below shows other files like 'P 2245 Building/13/2020-B01-DFS' and 'P 2243 Building/12/2020-B01-DFS'.

Figure 244

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

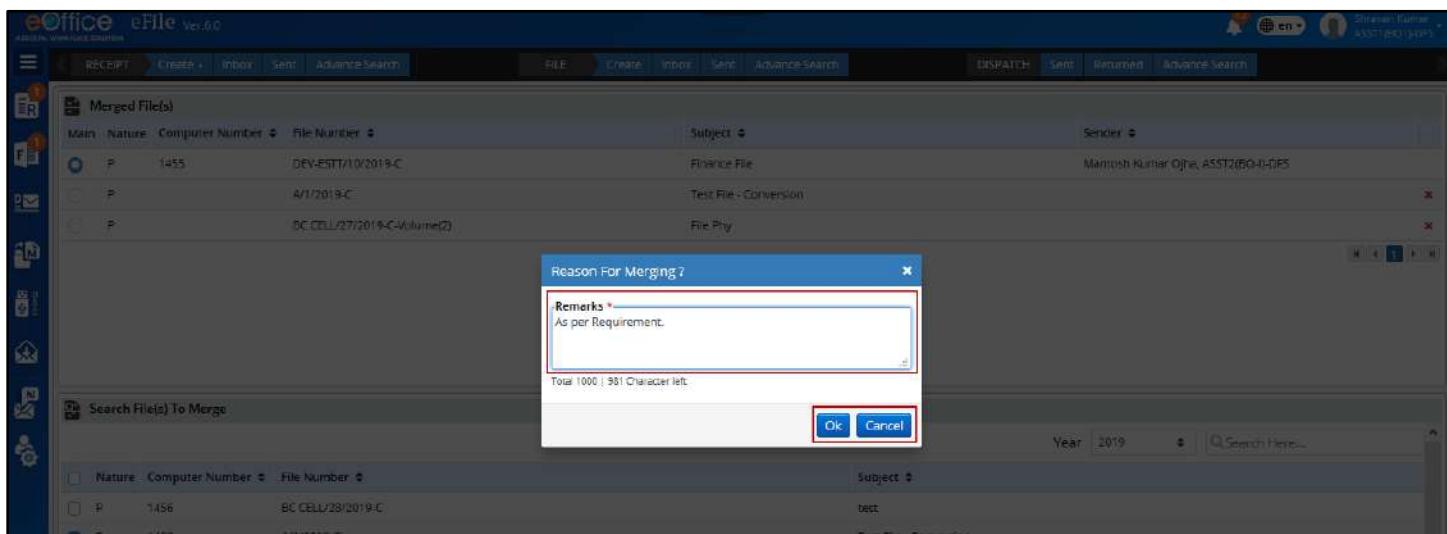


Figure 245

- 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:

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

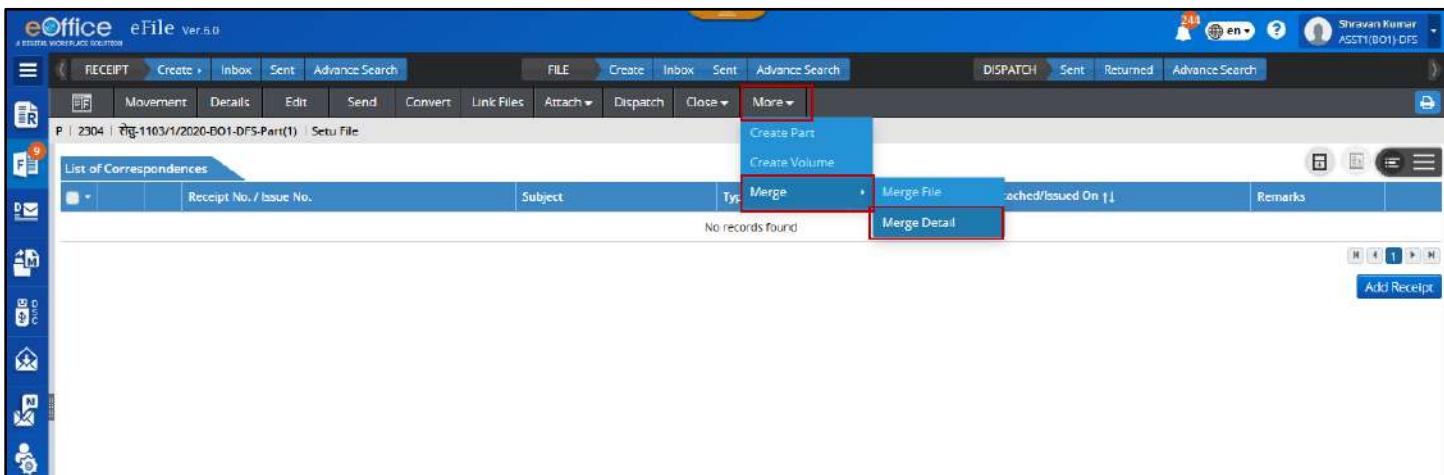


Figure 246

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

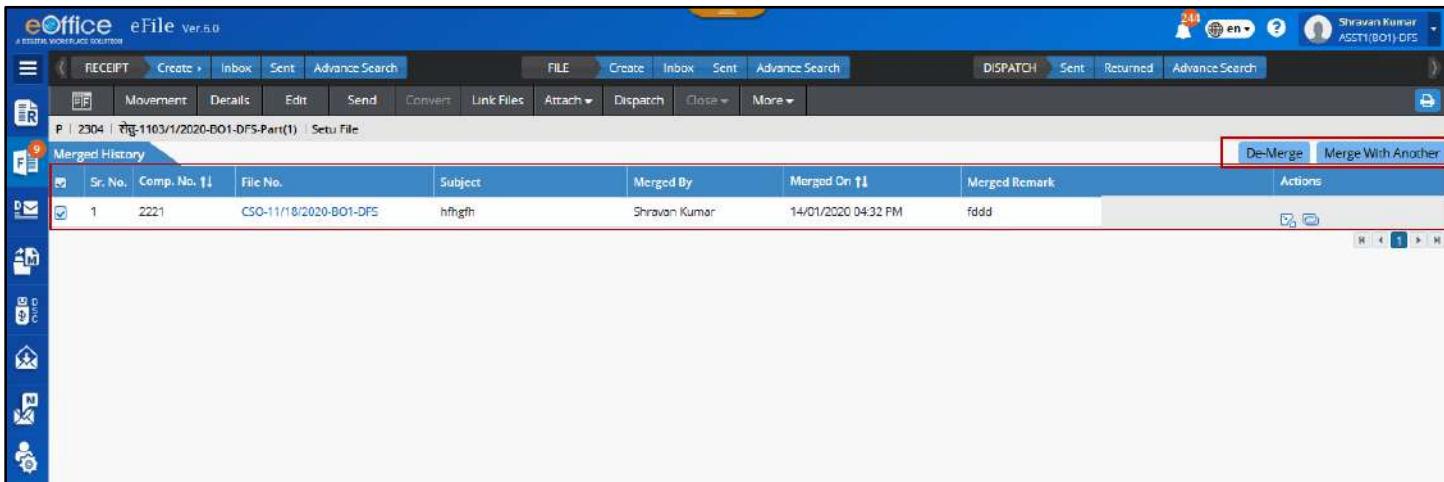


Figure 247

4. Enter mandatory **Remarks** in Confirmation pop up.

5. Click **OK** button.

Note:

- 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).

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**.

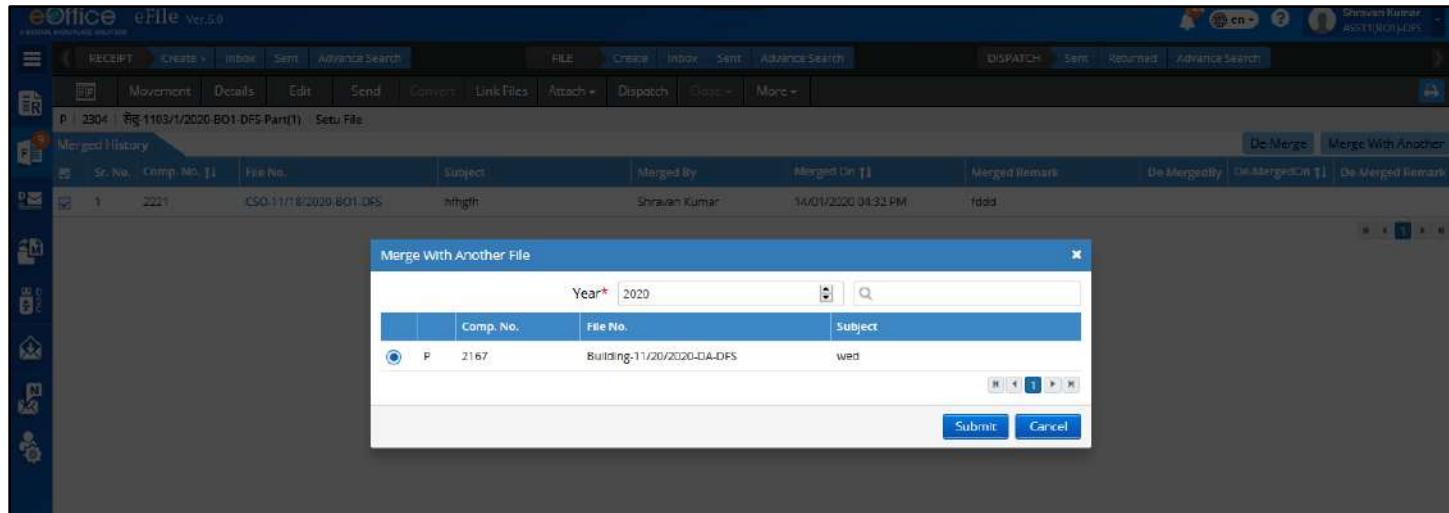


Figure 248

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

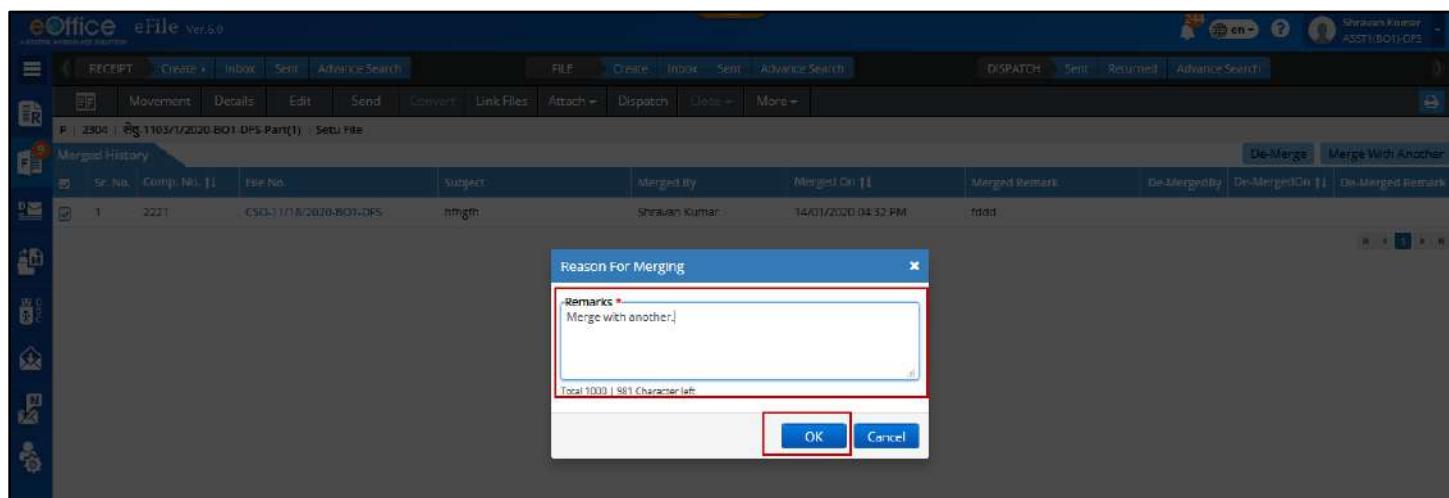


Figure 249

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

Note:

- 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.

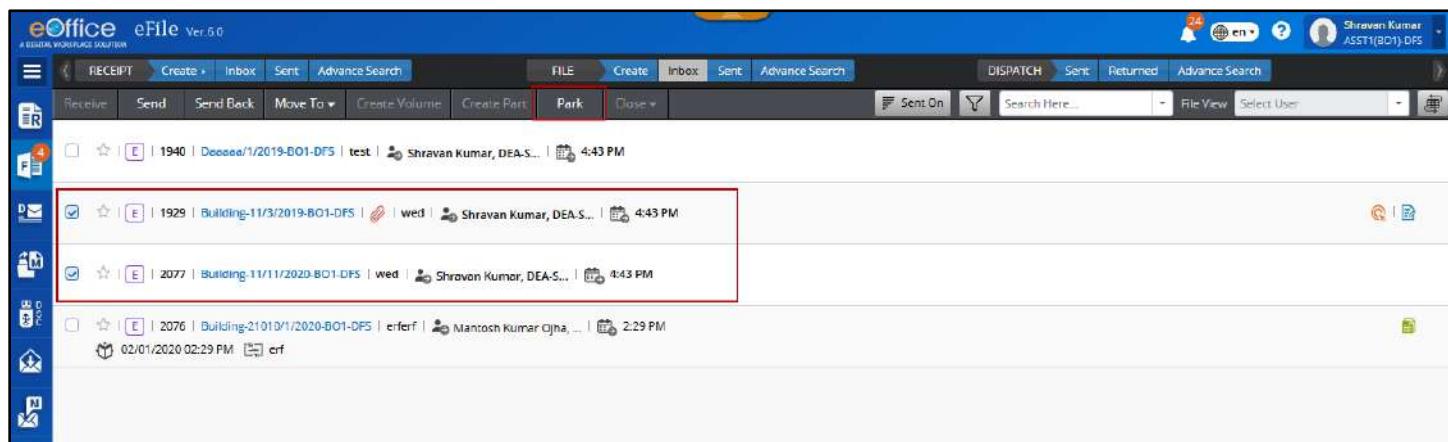


Figure 250

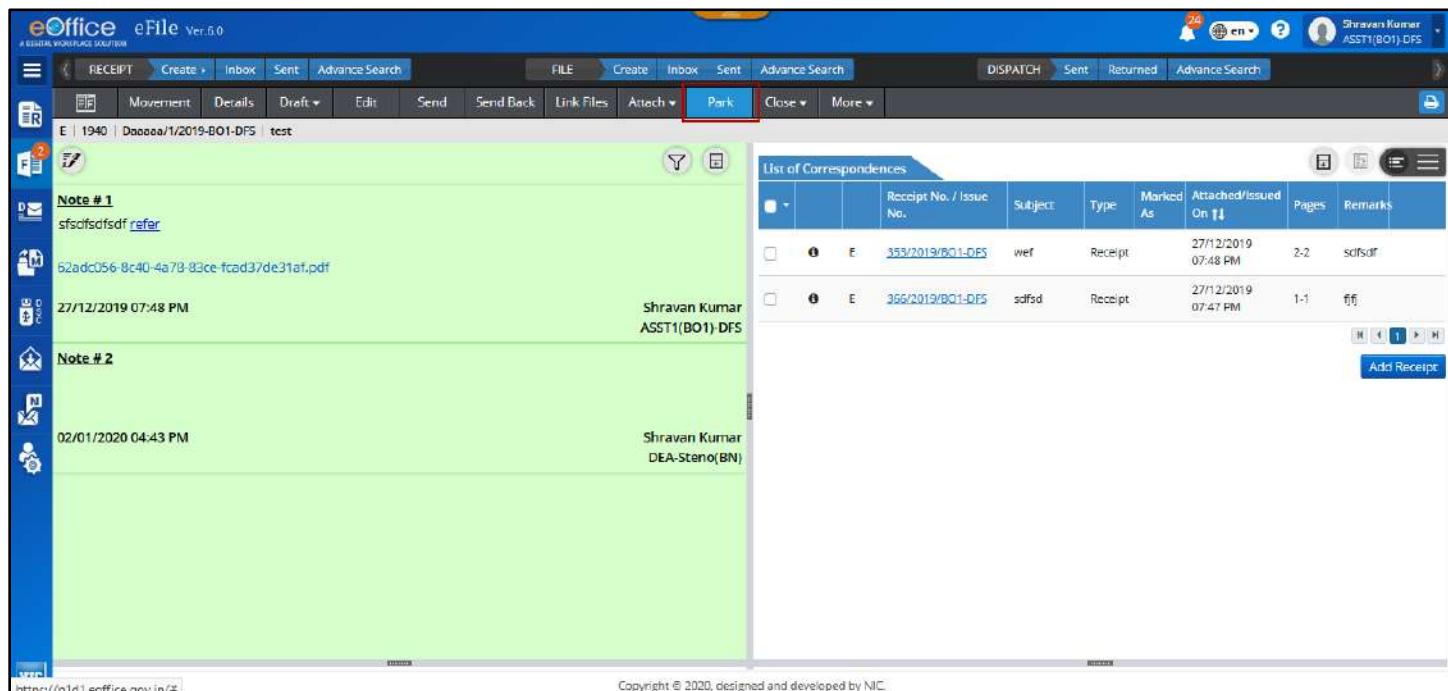


Figure 251

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

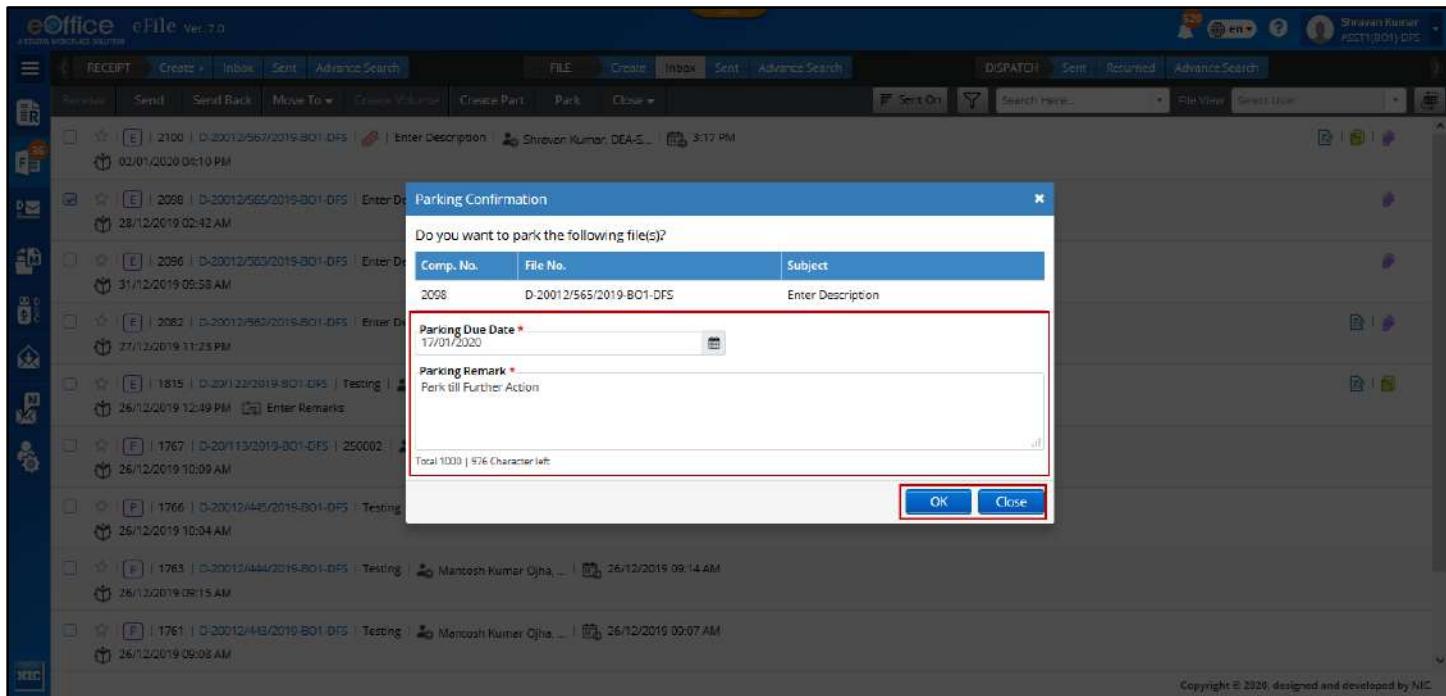


Figure 252

Note:

- 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

Comp. No. 1	File No.	Subject	Parked On 1	Parking Due Date 1	Parking Remark	Action
E 1980	TestReceiptExtMovement1	TestReceiptExtMovement1	31/12/2019 02:56 PM	31/12/2019	I	
E 1985	Building-12/1/2019-501-DFS	wef	02/01/2020 04:45 PM	11/01/2020	Park till further Action	

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.

Comp. No. 1	File No.	Subject	Parked On 1	Parking Due Date 1	Parking Remark	Action
E 2103	D/387/2019-501-DFS	Physical	30/12/2019 11:32 AM	01/01/2020	Enter Remarks	
E 2095	D/386/2019-501-DFS	Physical	28/12/2019 11:25 AM	01/01/2020	Enter Remarks	
E 2064	D/20/132/2019-501-DFS	Testing	27/12/2019 09:31 PM	01/02/2020	Enter Remarks	
E 2059	D/20/130/2019-501-DFS				Enter Remarks	
E 2035	D/357/2019-501-DFS				Enter Remarks	
E 1995	D/220/2019-501-DFS				Enter Remarks	
E 1965	D/312/2019-501-DFS				Enter Remarks	
E 1957	D/2012/5/17/2019-501-DFS				Create a Green Note	
E 1818	D/20/12/2019-501-DFS				sd fos tsd	
E 1816	D/20/12/2019-501-DFS				qwqqewewqe	
E 1814	D/20/12/2019-501-DFS				sasasas	
E 1986	D/30/25/2019-501-DFS				Enter Remarks	

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.

Comp. No.	File No.	Subject	Attached By	Attached On	Remarks	Detached By	Detached On	Detached Remarks
E-3254	D-20/275/2019-BO1-DFS	Enter Description	Shravan Kumar, ASSTI(BO1)-DPS	26/12/2019 05:50 PM	Attach	Shravan Kumar, DEA- Steno(EN)	26/12/2019 05:51 PM	Detach
E-3256	D-20/377/2019-BO1-DFS	Enter Description	Shravan Kumar, ASSTI(BO1)-DPS	26/12/2019 05:50 PM	Attach	Shravan Kumar, DEA- Steno(EN)	26/12/2019 05:51 PM	Detach
Receipt(s)								
Comp. No.	Receipt No.	Subject	Attached By	Attached On	Remarks	Detached By	Detached On	Detached Remarks
E-1169	E71/2019/BO1-DFS	Testing	Shravan Kumar, ASSTI(BO1)-DPS	26/12/2019 05:50 PM	Attach	Shravan Kumar, DEA- Steno(EN)	26/12/2019 05:52 PM	Detach

Figure 255

Note:

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

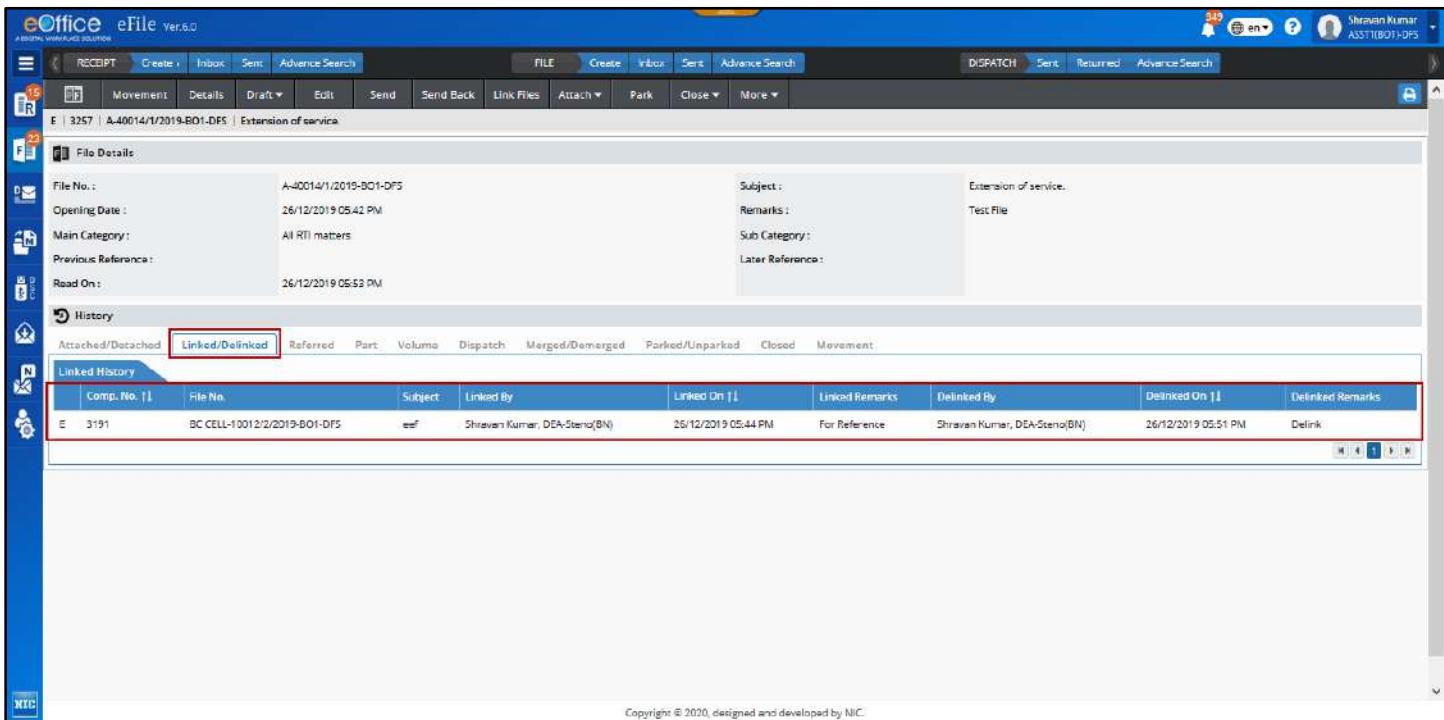


Figure 256

Note:

- 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.

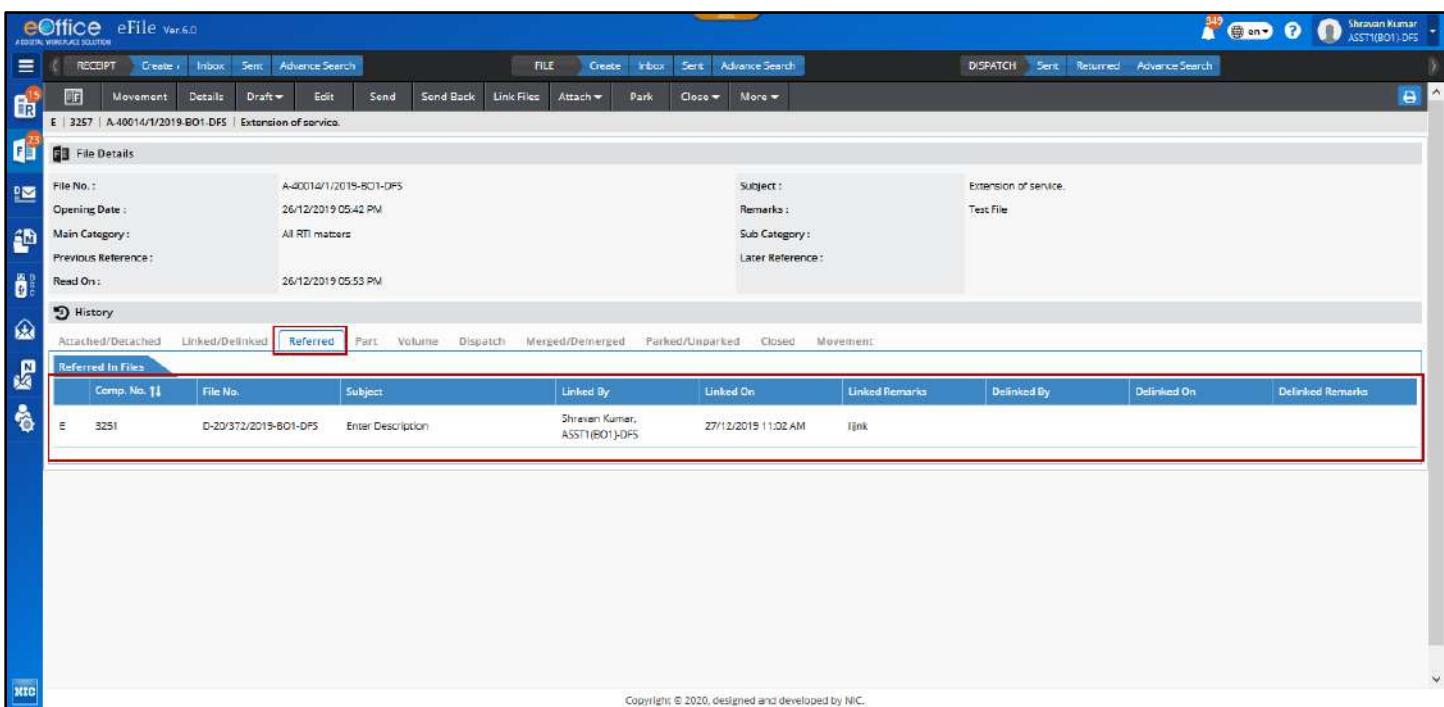
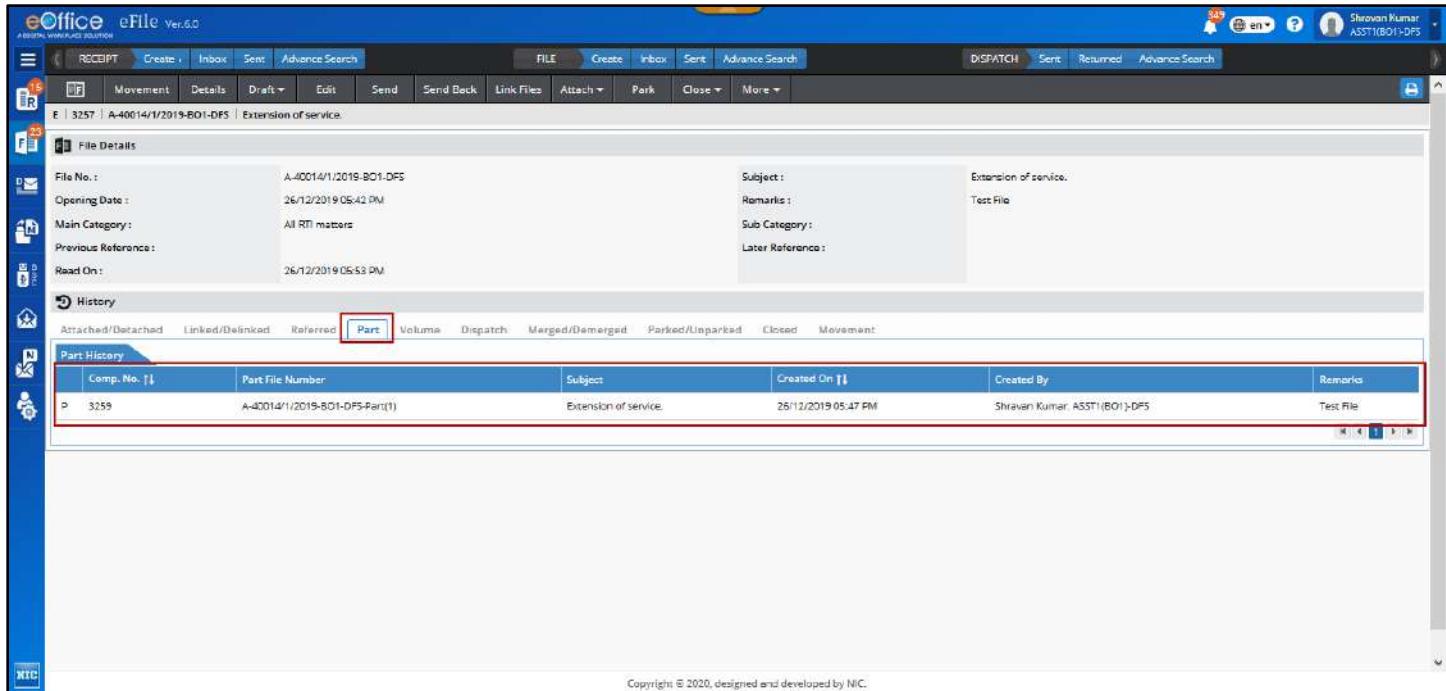


Figure 257

Note:

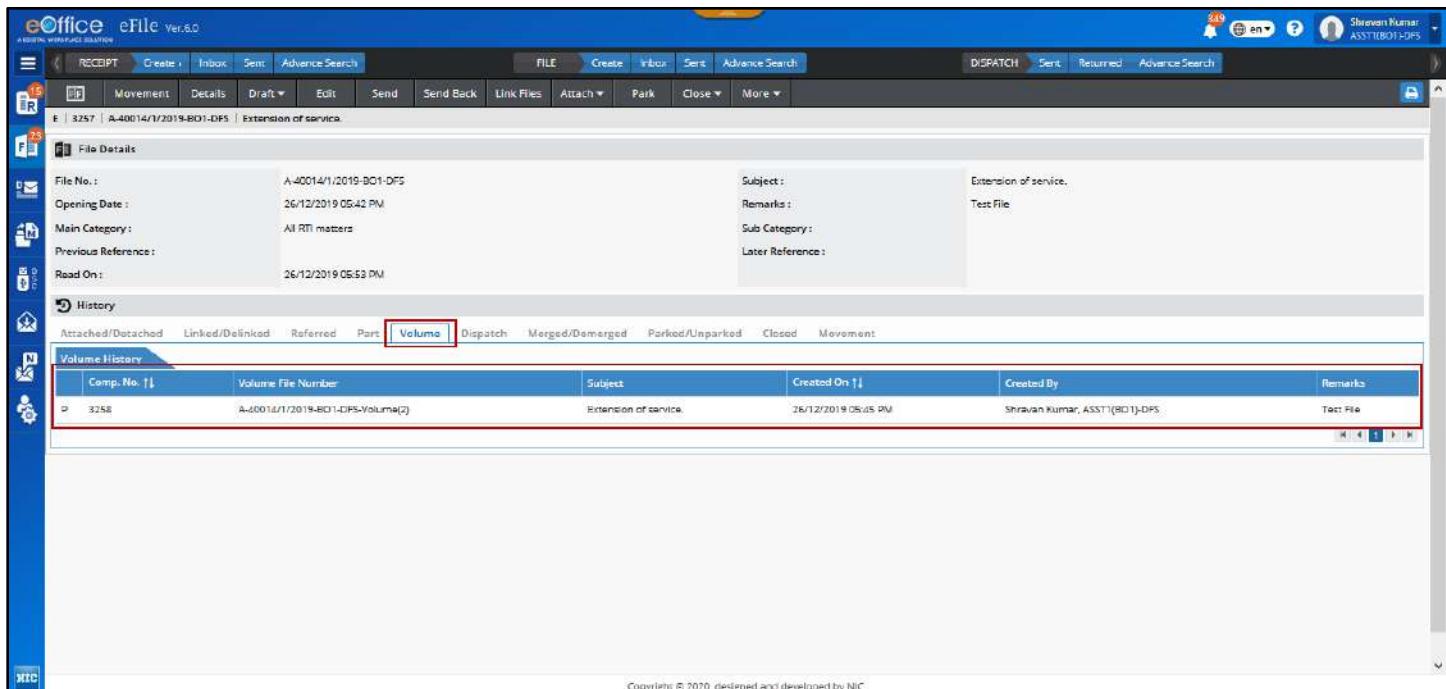
- Referred history should not be maintained if linked File(s) get delinked without any movement of File in which opened file is linked.
- List of Part files will be displayed under **Part** tab of File History section.



Comp. No. ↑	Part File Number	Subject	Created On ↑	Created By	Remarks
3259	A-40014/1/2019-BO1-DFS-Part(1)	Extension of service.	26/12/2019 05:47 PM	Shrawan Kumar, ASST1(BO1)-DFS	Test File

Figure 258

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



Comp. No. ↑	Volume File Number	Subject	Created On ↑	Created By	Remarks
3258	A-40014/1/2019-BO1-DFS-Volume(2)	Extension of service.	26/12/2019 05:45 PM	Shrawan Kumar, ASST1(BO1)-DFS	Test File

Figure 259

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

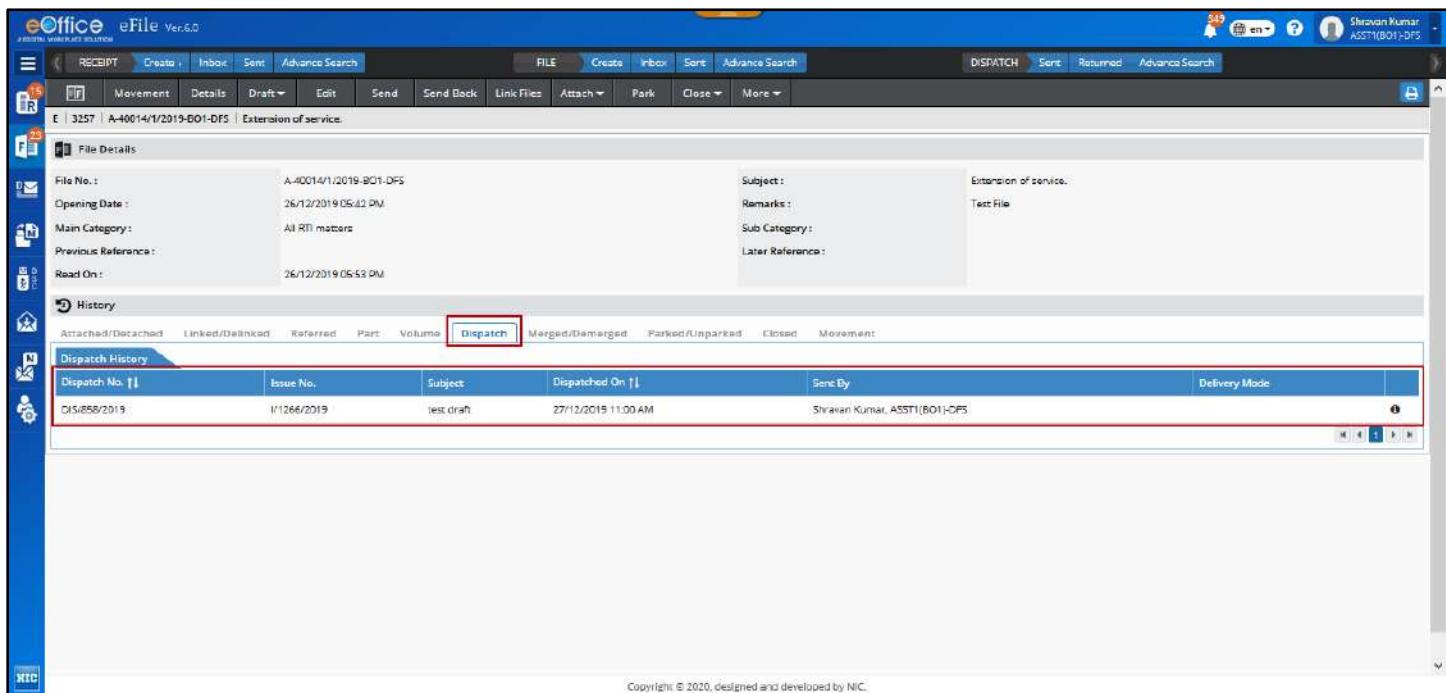


Figure 260

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

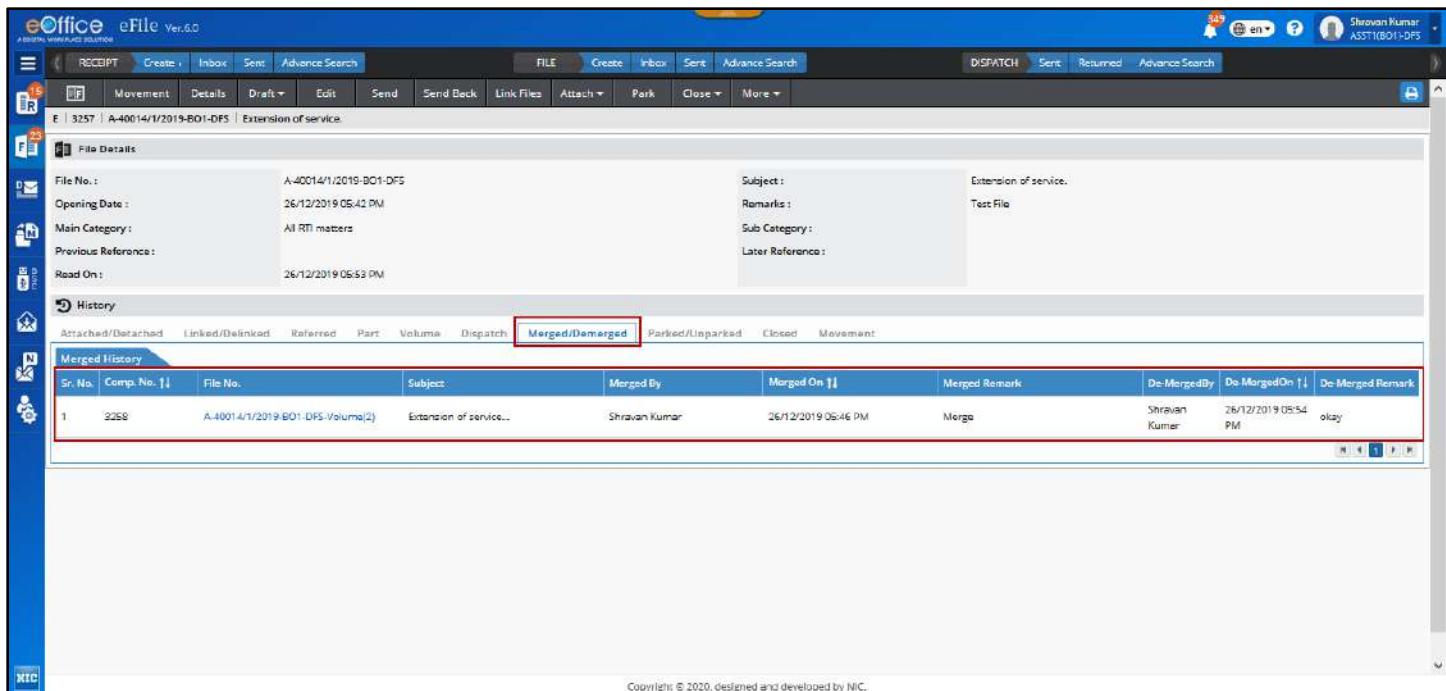


Figure 261

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.

The screenshot shows the eOffice eFile Ver.6.0 interface. The top navigation bar includes 'RECEIPT', 'Create', 'Inbox', 'Sent', 'Advance Search', 'FILE', 'Create', 'Inbox', 'Sent', 'Advance Search', 'DISPATCH', 'Sent', 'Resumed', and 'Advance Search'. The main content area displays a file detail for 'E | 3257 | A-40014/1/2019-BO1-DFS | Extension of service.' The 'File Details' section includes fields for File No., Opening Date, Main Category, Previous Reference, and Read On. Below this is the 'History' section with tabs for 'Attached/Detached', 'Linked/Delinked', 'Referred', 'Part', 'Volume', 'Dispatch', 'Merged/Demerged', 'Parked/Unparked' (which is highlighted with a red box), 'Closed', and 'Movement'. The 'Parked History' table shows two entries:

Parked By	Parked On	Parking Remark	Unparked By	Unparked On	Unparked Remark
Shrawan Kumar, ASST1(BO1)-DFS	26/12/2019 09:23 PM	Enter Remarks	Shrawan Kumar, ASST1(BO1)-DFS	27/12/2019 10:33 AM	unpark
Shrawan Kumar, ASST1(BO1)-DFS	26/12/2019 08:57 PM	Create a Green Note	Shrawan Kumar, ASST1(BO1)-DFS	26/12/2019 07:49 PM	Create a Green Note

Figure 262

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

The screenshot shows the eOffice eFile Ver.6.0 interface. The top navigation bar is identical to Figure 262. The main content area displays the same file detail and History section. The 'History' section now has tabs for 'Attached/Detached', 'Linked/Delinked', 'Referred', 'Part', 'Volume', 'Dispatch', 'Merged/Demerged', 'Parked/Unparked', 'Closed' (which is highlighted with a red box), and 'Movement'. The 'Closed History' table shows two entries:

Action	Action By	Action On	Action Remark	Approved By	Approved On	Approved Remark
Reopen	Shrawan Kumar, ASST1(BO1)-DFS	26/12/2019 05:54 PM	reopen			
Close	Shrawan Kumar, ASST1(BO1)-DFS	26/12/2019 05:54 PM	close			

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.

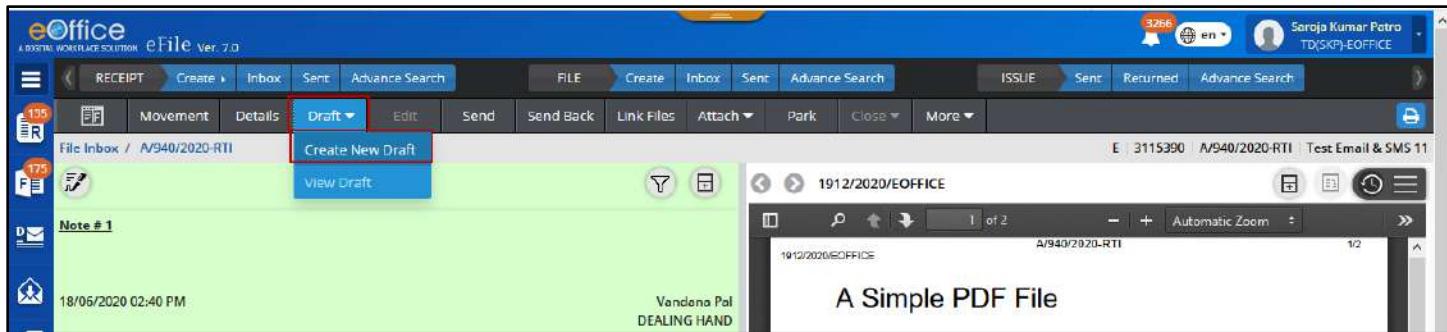


Figure 264

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.

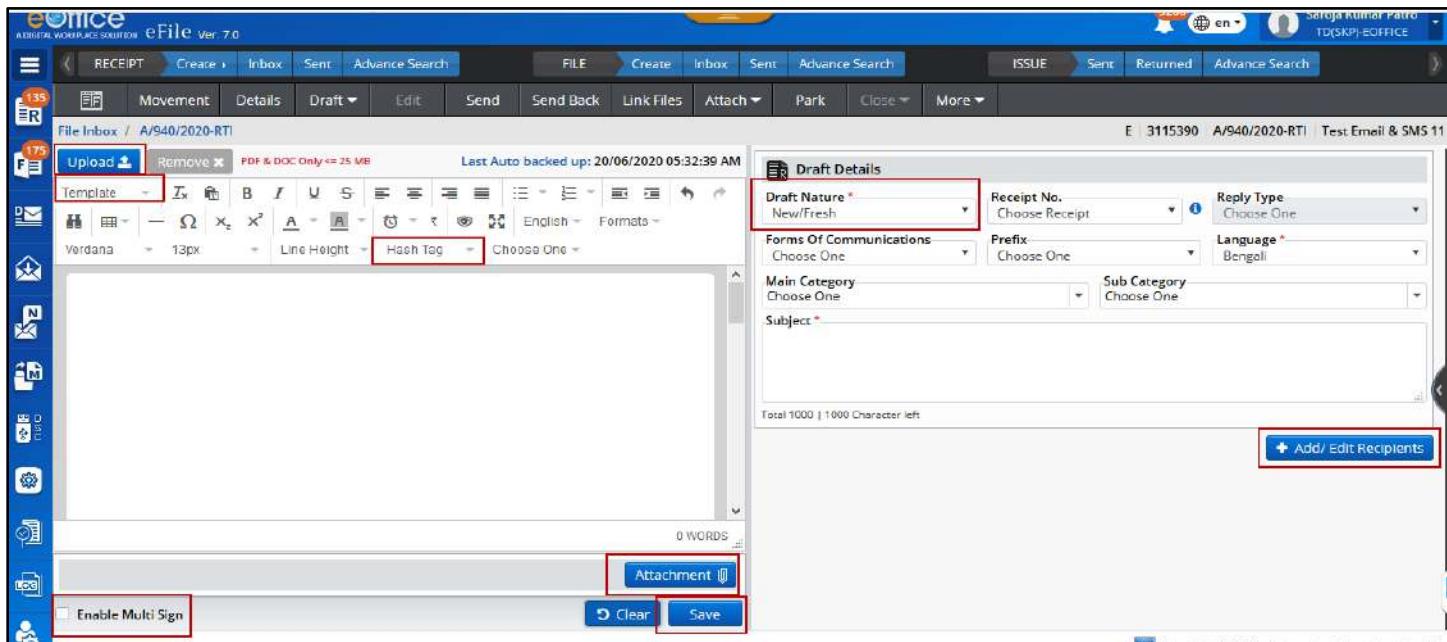


Figure 265

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*)

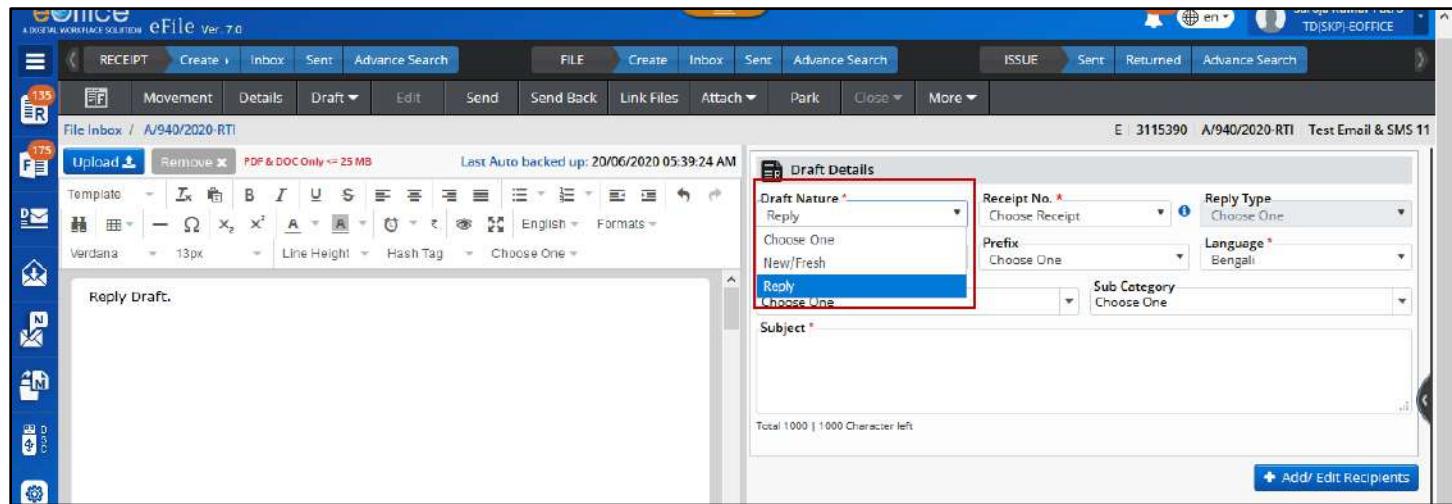


Figure 266

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

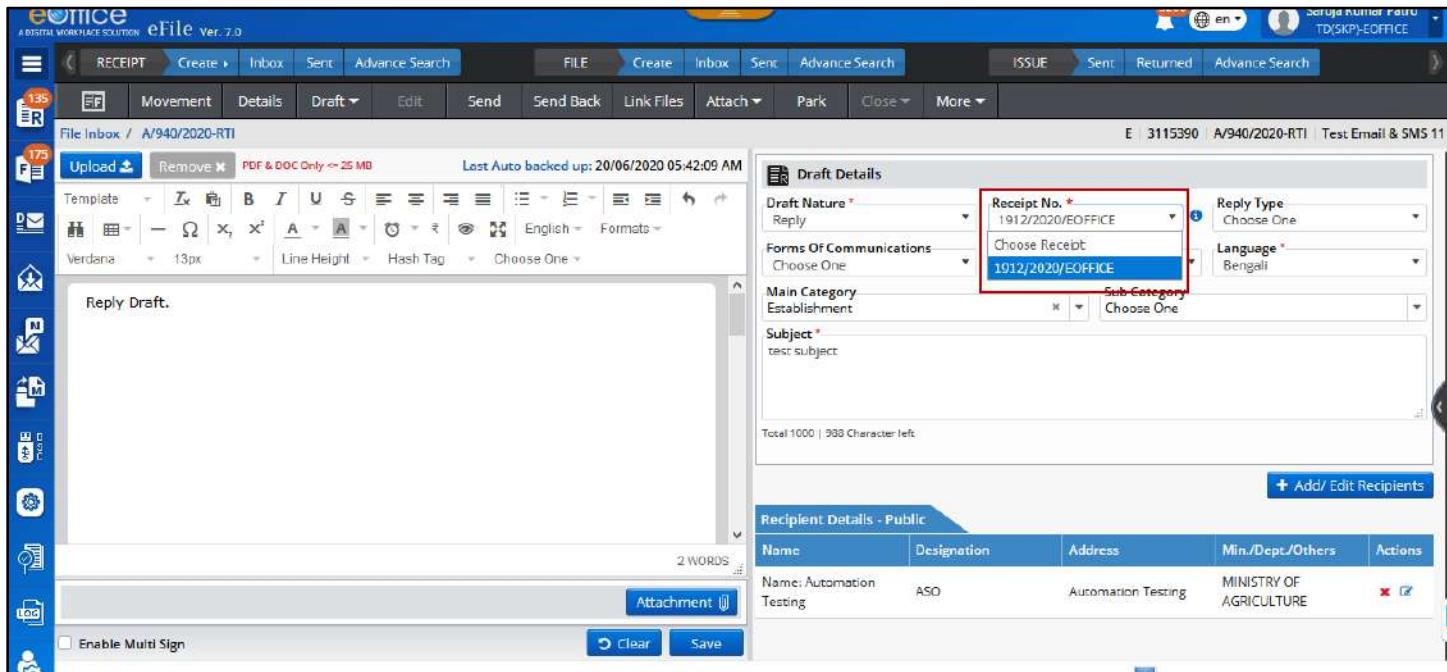


Figure 267

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  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*)

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*)

File Inbox / A-12/1122/2020-QA-01

Draft Details

Draft Nature * **Reminder**

Receipt No. Choose Receipt

Reply Type Choose One

Prefix Choose One

Language * Bengali

Sub Category Choose One

Subject Automation Testing

Total 1000 | 982 Character left

+ Add/ Edit Recipients

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*)

File Inbox / A-12/1122/2020-QA-01

Last Auto backed up: 20/06/2020 05:57:40 AM

Draft Details

Draft Nature * **Reminder**

Issue No. * **1/3024185/2020**

Reply Type Choose One

Language * Bengali

Forms Of Communications Choose One

Main Category CC

Sub Category Choose One

Subject Automation Testing

Total 1000 | 982 Character left

+ Add/ Edit Recipients

Figure 269

9. Click  icon to view list of dispatches against selected Issue.
10. Select **Dispatch No.** from popup to create remainder and click **Submit**.

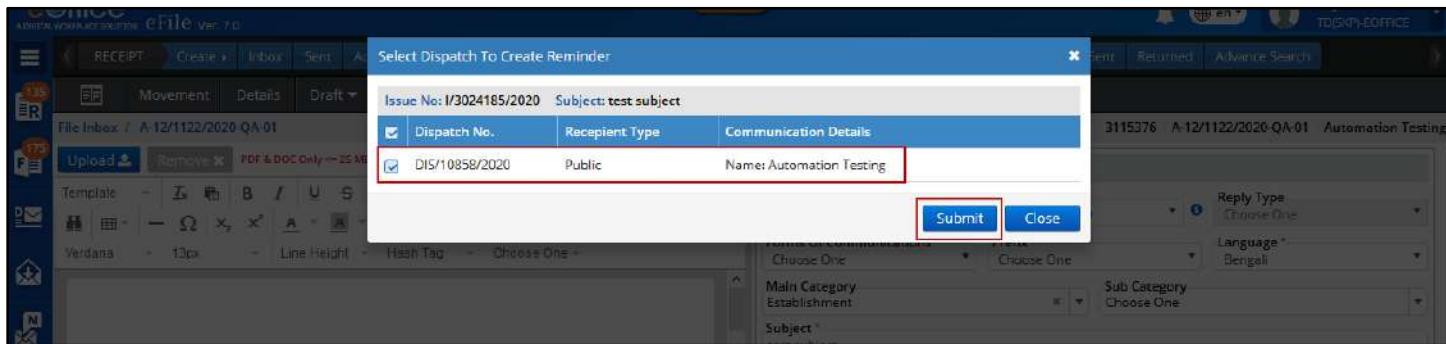


Figure 270

Note:

- **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.

Note:

- 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.

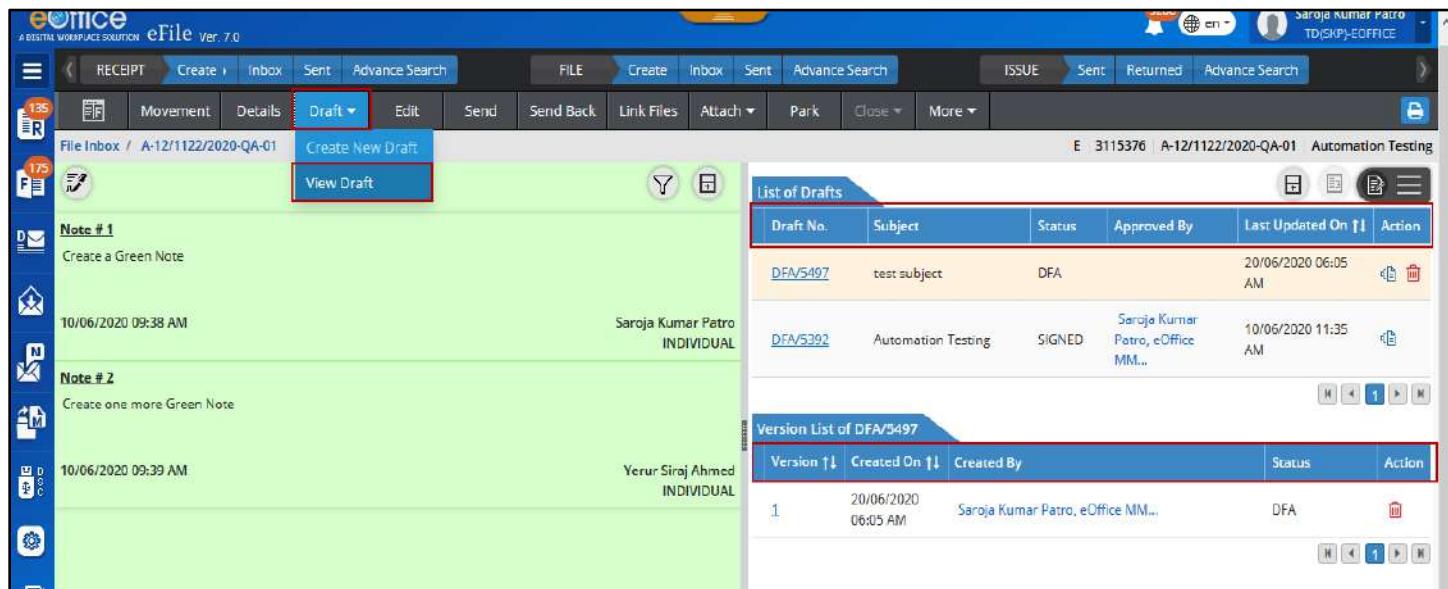
View Draft List

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.

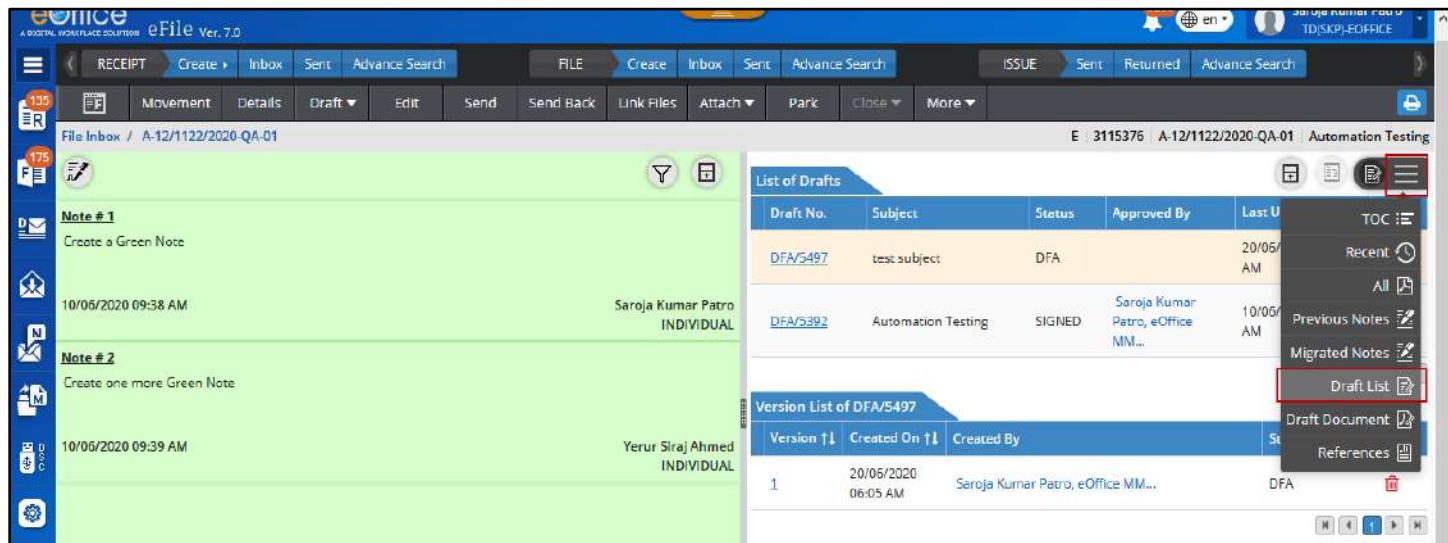
STEPS TO FOLLOW:

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.



The screenshot shows the eOffice eFile interface. The top navigation bar includes 'RECEIPT', 'Create', 'Inbox', 'Sent', 'Advance Search', 'FILE', 'Create', 'Inbox', 'Sent', 'Advance Search', 'ISSUE', 'Sent', 'Returned', and 'Advance Search'. The 'Draft' button in the top navigation bar is highlighted with a red box. Below the navigation bar, the 'File Inbox / A-12/1122/2020-QA-01' section shows 'Note #1' and 'Note #2' with their respective details. To the right, the 'List of Drafts' table is displayed, showing two entries: 'DFA/5497' (Subject: test subject, Status: DFA, Last Updated On: 20/06/2020 06:05 AM) and 'DFA/5392' (Subject: Automation Testing, Status: SIGNED, Approved By: Saroja Kumar Petro, eOffice MM..., Last Updated On: 10/06/2020 11:35 AM). Below the 'List of Drafts' is the 'Version List of DFA/5497' table, showing one version entry (Version: 1, Created On: 20/06/2020 06:05 AM, Created By: Saroja Kumar Petro, eOffice MM..., Status: DFA).

Figure 271



The screenshot shows the eOffice eFile interface with a context menu open on the right side. The menu items include 'TOC', 'Recent', 'All', 'Previous Notes', 'Migrated Notes', 'Draft List' (which is highlighted with a red box), 'Draft Document', and 'References'. The rest of the interface is similar to Figure 271, showing the 'List of Drafts' and 'Version List of DFA/5497' tables.

Figure 272

Note:

- 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.

The screenshot shows the eOffice eFile interface. The top navigation bar includes 'RECEIPT', 'Create', 'Inbox', 'Sent', 'Advance Search', 'FILE', 'Create', 'Inbox', 'Sent', 'Advance Search', 'ISSUE', 'Sent', 'Returned', and 'Advance Search'. The main area shows a 'File Inbox' with a file 'A-12/1122/2020-QA-01'. The left sidebar has sections for 'Note # 1' (Movement: Details, Draft, Edit, Send, Send Back, Link Files, Attach, Park, Close, More) and 'Note # 2' (Movement: Details, Draft, Edit, Send, Send Back, Link Files, Attach, Park, Close, More). The right panel displays the 'List of Drafts' table:

Draft No.	Subject	Status	Approved By	Last Updated On	Action
DFA/5497	test subject	DFA		20/06/2020 06:05 AM	
DFA/5392	Automation Testing	SIGNED	Saroja Kumar Patro, eOffice MM...	10/06/2020 09:39 AM	

Below this is the 'Version List of DFA/5497' table:

Version	Created On	Created By	Status	Action
1	20/06/2020 06:05 AM	Saroja Kumar Patro, eOffice MM...	DFA	

Figure 273

Delete Draft

Only Draft in DFA State can be deleted.

From Draft List

The screenshot shows the eOffice eFile Ver. 7.0 interface. The top navigation bar includes 'RECEIPT', 'Create', 'Inbox', 'Sent', 'Advance Search', 'FILE', 'Create', 'Inbox', 'Sent', 'Advance Search', 'ISSUE', 'Sent', 'Returned', and 'Advance Search'. The main area shows a 'File Inbox / A-12/1122/2020-QA-01' with a count of 175. On the left, there are several icons for file management. The right side displays the 'List of Drafts' and 'Version List of DFA/5497'.

List of Drafts:

Draft No.	Subject	Status	Approved By	Last Updated On	Action
DFA/5497	test subject	DFA		20/06/2020 06:05 AM	
DFA/5392	Automation Testing	SIGNED	Saroja Kumar Petro, eOffice MM...	10/06/2020 11:35 AM	

Version List of DFA/5497:

Version	Created On	Created By	Status	Action
1	20/06/2020 06:05 AM	Saroja Kumar Petro, eOffice MM...	DFA	

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

From Version List

Draft No.	Subject	Status	Approved By	Last Updated On	Action
DFA/5497	test subject	DFA		20/06/2020 06:05 AM	
DFA/5392	Automation Testing	SIGNED	Saroja Kumar Patro, eOffice MM...	10/06/2020 11:35 AM	

Version	Created On	Created By	Status	Action
1	20/06/2020 06:05 AM	Saroja Kumar Patro, eOffice MM...	DFA	

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).
- ✓ 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 [View Draft](#).
2. Open unapproved draft from Draft List by clicking on **Draft No.**
3. Click **Edit** Button.

The screenshot shows the eOffice eFile interface. The top navigation bar includes 'RECEIPT', 'Create', 'Inbox', 'Sent', 'Advance Search', 'FILE', 'Create', 'Inbox', 'Sent', 'Advance Search', 'ISSUE', 'Sent', 'Returned', and 'Advance Search'. The main content area is titled 'File Inbox / A-12/1122/2020-QA-01'. On the left, there's a toolbar with icons for Receipt, Create, Inbox, Sent, Advance Search, and a list of 135 items. The right side shows the 'Draft Details' and 'Recipient Details - Public' sections. The 'Draft Details' section includes fields for Draft Nature (Reply), Receipt No. (2182/2020/EDOFFICE), Reply Type (Choose One), Forms Of Communications (Choose One), Prefix (Choose One), Main Category (Establishment), Sub Category (Choose One), and Subject (test subject). The 'Recipient Details - Public' section lists a recipient with Name: Automation Testing, Designation: ASO, Address: Automation Testing, and Min./Dept./Others: MINISTRY OF AGRICULTURE. At the bottom, there are 'Edit' and 'Approve' buttons, with 'Edit' being highlighted with a red box.

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.

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.

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.

Note:

- To Add Recipient for Public , Intra eOffice and Inter eOffice, refer following link
 - [Public Recipient](#)
 - [Intra eOffice Recipient](#)
 - [Inter eOffice Recipient](#)

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

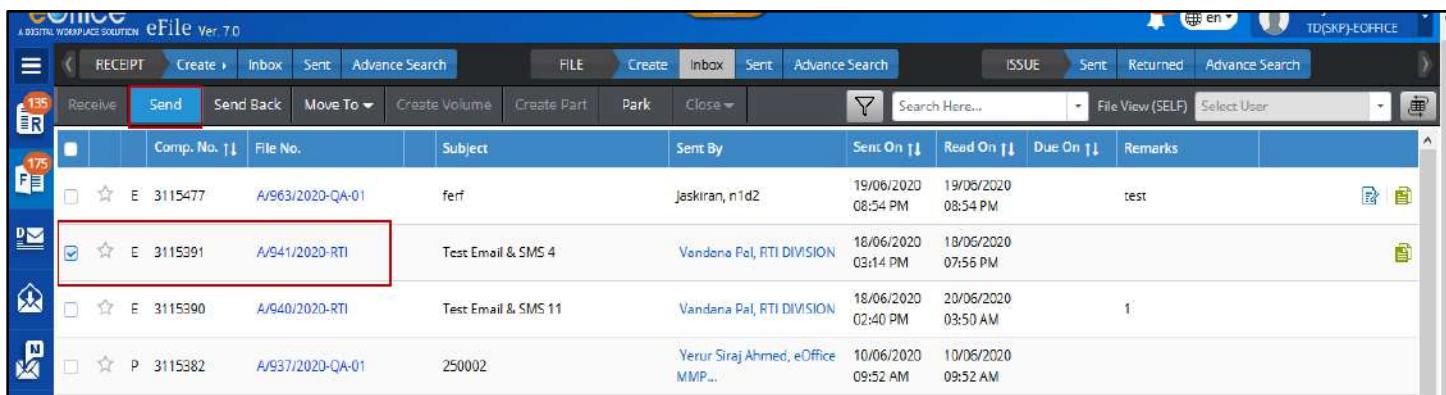


Figure 277

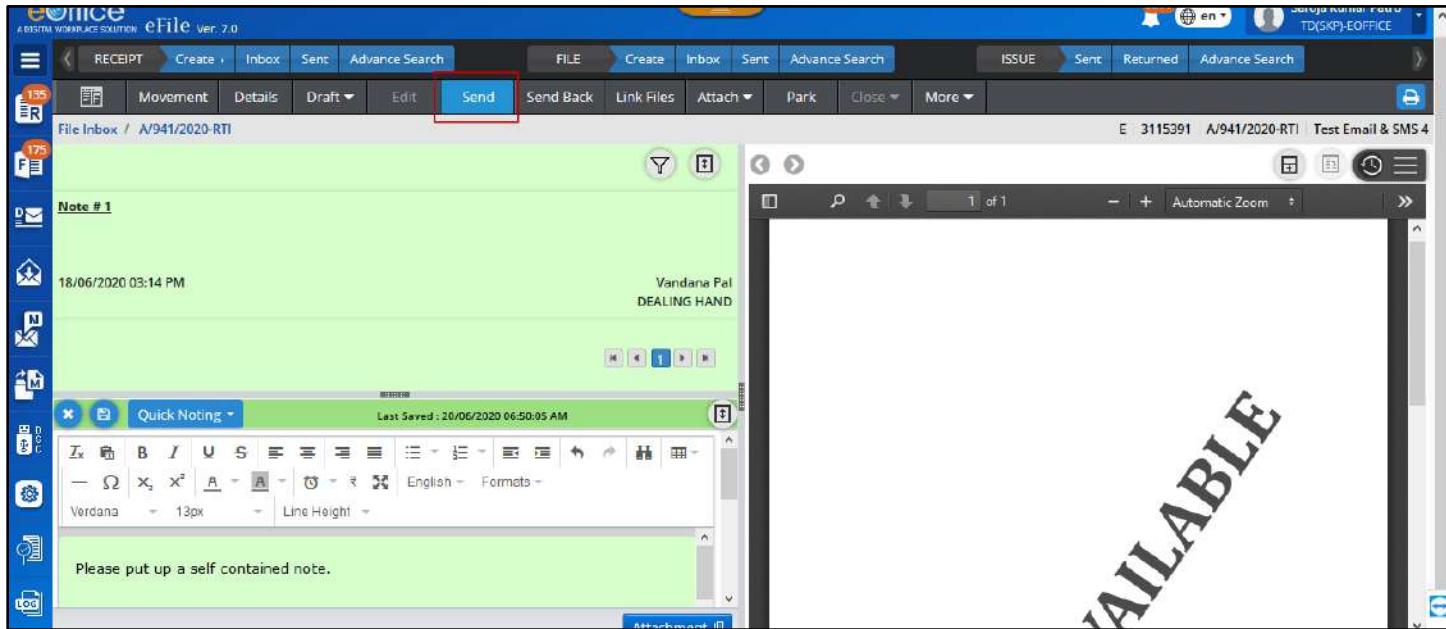


Figure 278

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”).

File Inbox / A/941/2020-RTI

Internal External

Organisation: NIC

Recent 5 In channel Sub-ordinates Send Back Reporting Officer

To: Vandana Devi-SA(VD)-HP-SHIMLA (STATE UNIT)

Notify Through: Email SMS

Set Due Date: dd/mm/yyyy

Action: Choose One

Priority: Choose One Initiate Action

Remarks: Total 1000 | 1000 Character left

Comp. No. File No. / Receipt No. Subject Note Type

E 3115391 A/941/2020-RTI Test Email & SMS 4 GREEN

Note: Noting in the attached files, if any, will be finalized after movement of main file/receipt.

Intimate To

S. No.	Employee Name	Marking Abbreviation	Section	Email	SMS
1	Vandana Pal	DI(RTI)(VP)	RTI DIVISION	<input type="checkbox"/>	<input type="checkbox"/>

eSign & Send DSC Sign & Send Send

Figure 279

Note:

- **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.

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.

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.

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.

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.

The screenshot shows the eOffice eFile interface. In the 'To' section, the 'External' radio button is selected. The 'Computer Number (Nature)' table contains the following data:

Computer Number (Nature)	File No.	Subject	Note Type
2213 (E)	LR-11011/1/2020-B01-DFS	Land record matter	YELLOW

The 'Intimate To' table shows:

S. No.	Employee Name	Marking Abbreviation	Email	SMS
1	Shravan Kumar	DEA-Steno(BN)	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom right, there are buttons for 'DSC Sign & Send', 'eSign & Send', and 'Send', with the 'Send' button being the one highlighted by a red box.

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.

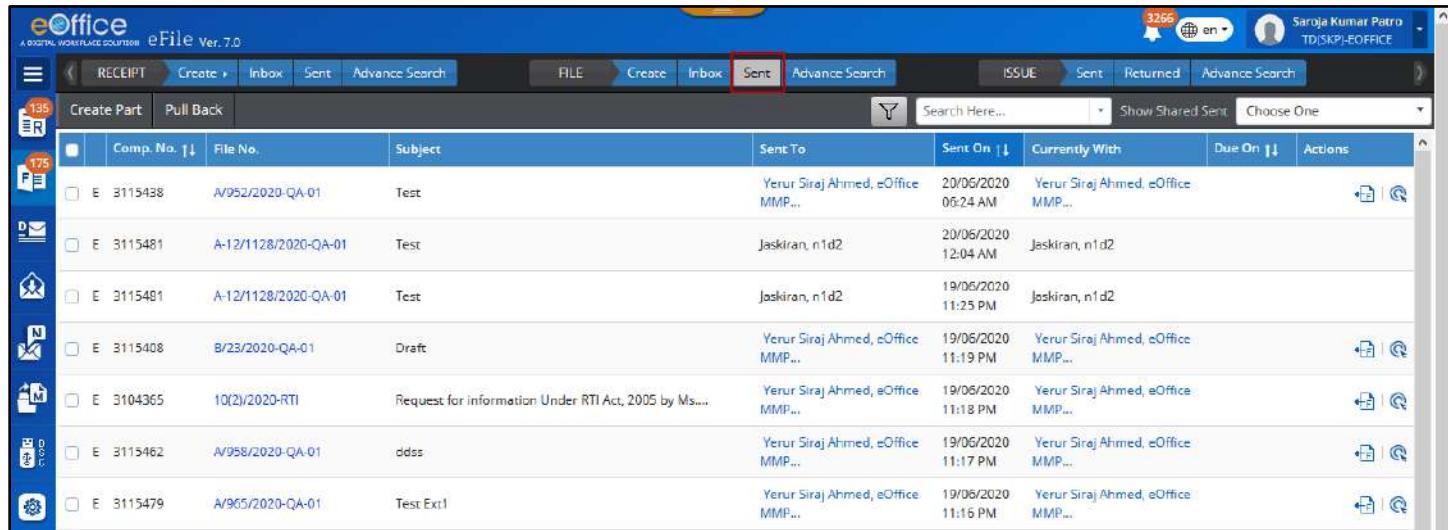
Note:

- **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.

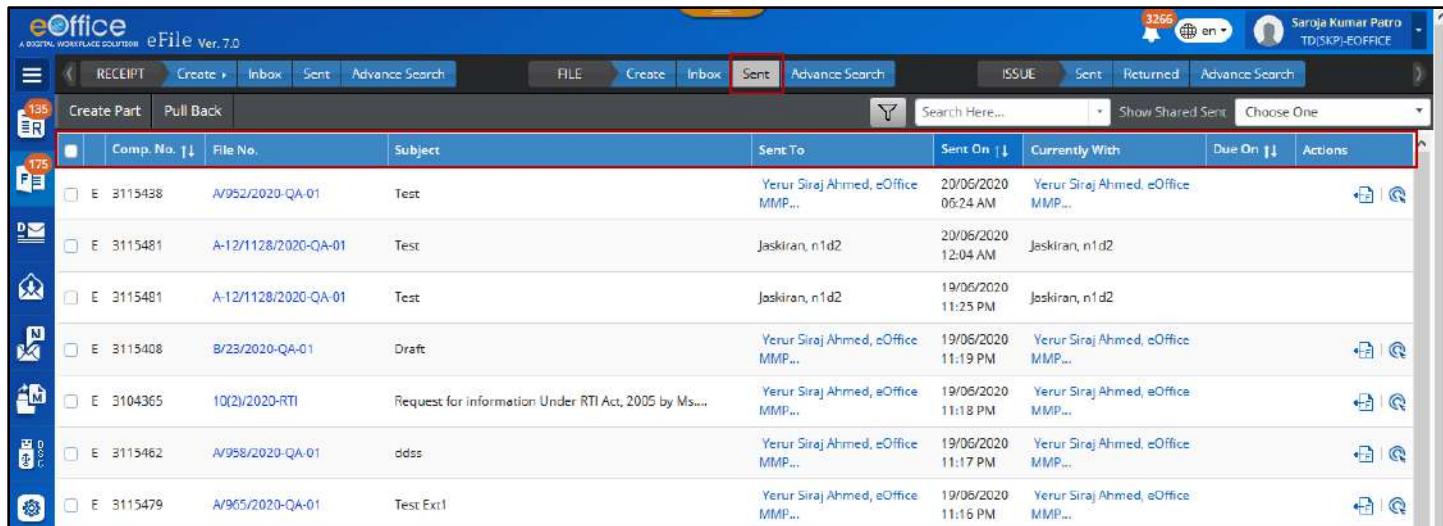


	Comp. No. ↓↑	File No.	Subject	Sent To	Sent On ↓↑	Currently With	Due On ↓↑	Actions
<input type="checkbox"/>	E 3115438	A/952/2020-QA-01	Test	Yerur Siraj Ahmed, eOffice MMP...	20/06/2020 06:24 AM	Yerur Siraj Ahmed, eOffice MMP...		 
<input type="checkbox"/>	E 3115481	A-12/1128/2020-QA-01	Test	Jaskiran, n1d2	20/06/2020 12:04 AM	Jaskiran, n1d2		
<input type="checkbox"/>	E 3115481	A-12/1128/2020-QA-01	Test	Jaskiran, n1d2	19/06/2020 11:25 PM	Jaskiran, n1d2		
<input type="checkbox"/>	E 3115408	B/23/2020-QA-01	Draft	Yerur Siraj Ahmed, eOffice MMP...	19/06/2020 11:19 PM	Yerur Siraj Ahmed, eOffice MMP...		 
<input type="checkbox"/>	E 3104365	10(2)/2020-RTI	Request for information Under RTI Act, 2005 by Ms....	Yerur Siraj Ahmed, eOffice MMP...	19/06/2020 11:18 PM	Yerur Siraj Ahmed, eOffice MMP...		 
<input type="checkbox"/>	E 3115462	A/958/2020-QA-01	ddss	Yerur Siraj Ahmed, eOffice MMP...	19/06/2020 11:17 PM	Yerur Siraj Ahmed, eOffice MMP...		 
<input type="checkbox"/>	E 3115479	A/965/2020-QA-01	Test Ext1	Yerur Siraj Ahmed, eOffice MMP...	19/06/2020 11:16 PM	Yerur Siraj Ahmed, eOffice MMP...		 

Figure 281

Description:

- The **Sent** list of File displays information such as, Nature of File (E/P), Computer No., File Number, Subject, Sent To, Sent On, Currently With, Due On and Actions.



	Comp. No. ↓↑	File No.	Subject	Sent To	Sent On ↓↑	Currently With	Due On ↓↑	Actions
<input type="checkbox"/>	E 3115438	A/952/2020-QA-01	Test	Yerur Siraj Ahmed, eOffice MMP...	20/06/2020 06:24 AM	Yerur Siraj Ahmed, eOffice MMP...		 
<input type="checkbox"/>	E 3115481	A-12/1128/2020-QA-01	Test	Jaskiran, n1d2	20/06/2020 12:04 AM	Jaskiran, n1d2		
<input type="checkbox"/>	E 3115481	A-12/1128/2020-QA-01	Test	Jaskiran, n1d2	19/06/2020 11:25 PM	Jaskiran, n1d2		
<input type="checkbox"/>	E 3115408	B/23/2020-QA-01	Draft	Yerur Siraj Ahmed, eOffice MMP...	19/06/2020 11:19 PM	Yerur Siraj Ahmed, eOffice MMP...		 
<input type="checkbox"/>	E 3104365	10(2)/2020-RTI	Request for information Under RTI Act, 2005 by Ms....	Yerur Siraj Ahmed, eOffice MMP...	19/06/2020 11:18 PM	Yerur Siraj Ahmed, eOffice MMP...		 
<input type="checkbox"/>	E 3115462	A/958/2020-QA-01	ddss	Yerur Siraj Ahmed, eOffice MMP...	19/06/2020 11:17 PM	Yerur Siraj Ahmed, eOffice MMP...		 
<input type="checkbox"/>	E 3115479	A/965/2020-QA-01	Test Ext1	Yerur Siraj Ahmed, eOffice MMP...	19/06/2020 11:16 PM	Yerur Siraj Ahmed, eOffice MMP...		 

Figure 282

- 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.

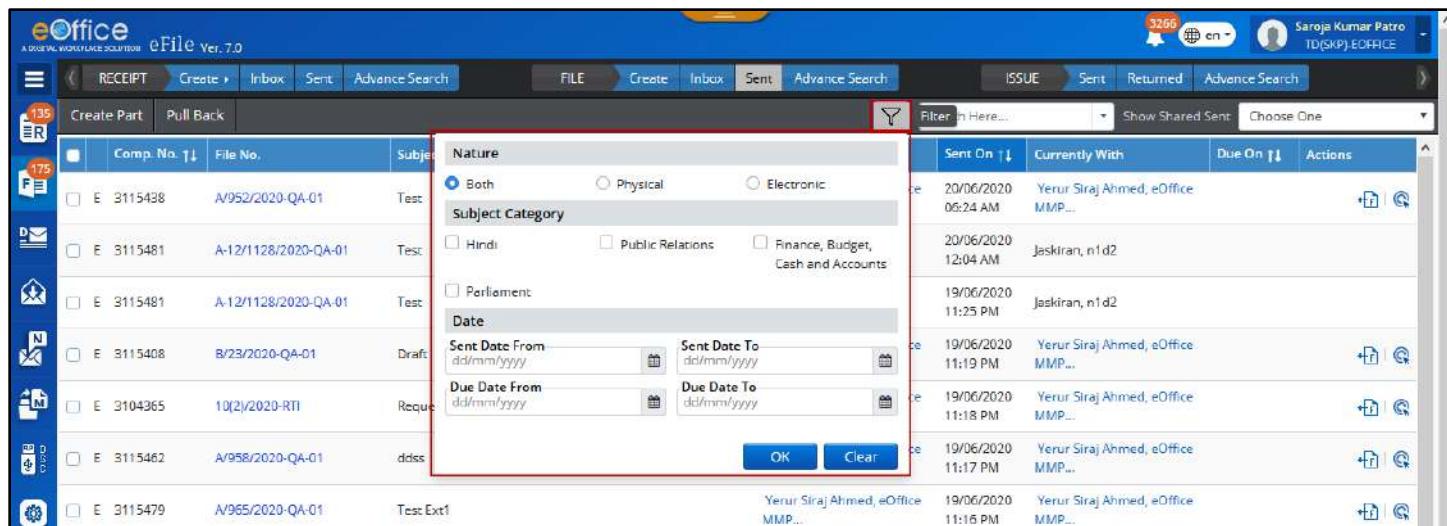


Figure 283

- 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.

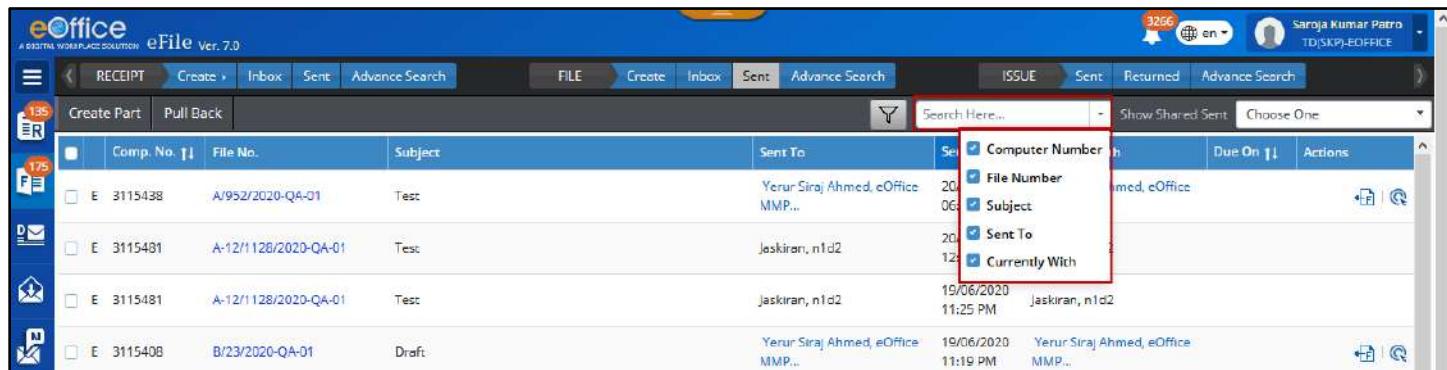


Figure 284

- 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**.



Figure 285

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

- **Create Part**
- **Pull Back**
- **Initiate Action**

Comp. No.	File No.	Subject	Sent To	Sent On	Currently With	Due On	Actions
E 3115438	A/952/2020-QA-01	Test	Yerur Siraj Ahmed, eOffice MMP...	20/06/2020 06:24 AM	Yerur Siraj Ahmed, eOffice MMP...		
E 3115481	A-12/1128/2020-QA-01	Test	Jaskiran, n1d2	20/06/2020 12:04 AM	Jaskiran, n1d2		
E 3115481	A-12/1128/2020-QA-01	Test	Jaskiran, n1d2	19/06/2020 11:25 PM	Jaskiran, n1d2		
E 3115408	B/23/2020-QA-01	Draft	Yerur Siraj Ahmed, eOffice MMP...	19/06/2020 11:19 PM	Yerur Siraj Ahmed, eOffice MMP...		
E 3104365	10(2)/2020-RTI	Request for information Under RTI Act, 2005 by Ms...	Yerur Siraj Ahmed, eOffice MMP...	19/06/2020 11:18 PM	Yerur Siraj Ahmed, eOffice MMP...		
E 3115462	A/958/2020-QA-01	ddss	Yerur Siraj Ahmed, eOffice MMP...	19/06/2020 11:17 PM	Yerur Siraj Ahmed, eOffice MMP...		
E 3115479	A/965/2020-QA-01	Test Ext1	Yerur Siraj Ahmed, eOffice MMP...	19/06/2020 11:16 PM	Yerur Siraj Ahmed, eOffice MMP...		

Figure 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:

From File Sent List

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.

Comp. No.	File No.	Subject	Sent To	Sent On	Currently With	Due On	Actions
<input checked="" type="checkbox"/> E 3115438	A/952/2020-QA-01	Test	Yerur Siraj Ahmed, eOffice MMP...	20/06/2020 06:24 AM	Yerur Siraj Ahmed, eOffice MMP...		 
<input type="checkbox"/> E 3115481	A-12/1128/2020-QA-01	Test	Jaskiran, n1d2	20/06/2020 12:04 AM	Jaskiran, n1d2		 
<input type="checkbox"/> E 3115481	A-12/1128/2020-QA-01	Test	Jaskiran, n1d2	19/06/2020 11:25 PM	Jaskiran, n1d2		 
<input type="checkbox"/> E 3115408	B/23/2020-QA-01	Draft	Yerur Siraj Ahmed, eOffice MMP...	19/06/2020 11:19 PM	Yerur Siraj Ahmed, eOffice MMP...		 
<input type="checkbox"/> E 3104365	10(2)/2020-RTI	Request for information Under RTI Act, 2005 by Ms....	Yerur Siraj Ahmed, eOffice MMP...	19/06/2020 11:18 PM	Yerur Siraj Ahmed, eOffice MMP...		 
<input type="checkbox"/> E 3115462	A/958/2020-QA-01	ddss	Yerur Siraj Ahmed, eOffice MMP...	19/06/2020 11:17 PM	Yerur Siraj Ahmed, eOffice MMP...		 
<input type="checkbox"/> E 3115479	A/965/2020-QA-01	Test Ext1	Yerur Siraj Ahmed, eOffice MMP...	19/06/2020 11:16 PM	Yerur Siraj Ahmed, eOffice MMP...		 

Figure 287

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

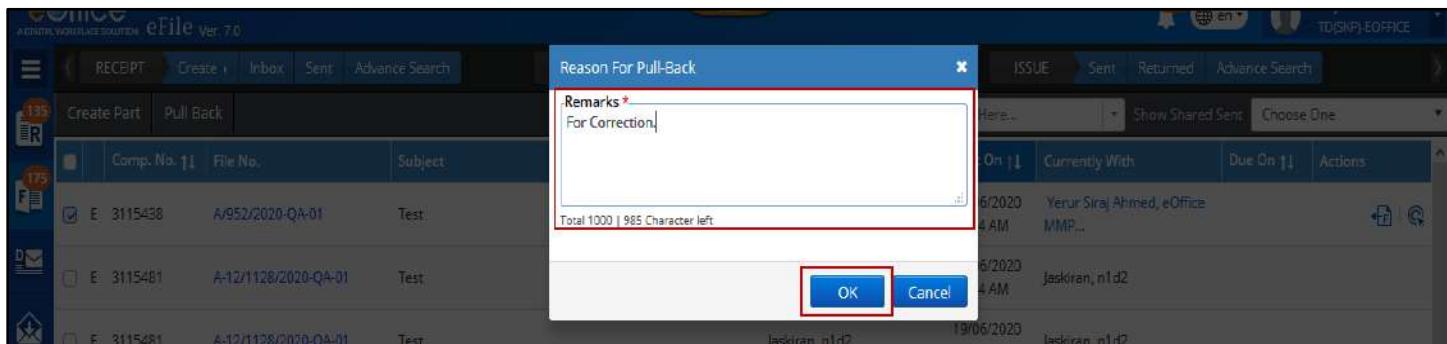


Figure 288

From Advance Search Output List

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

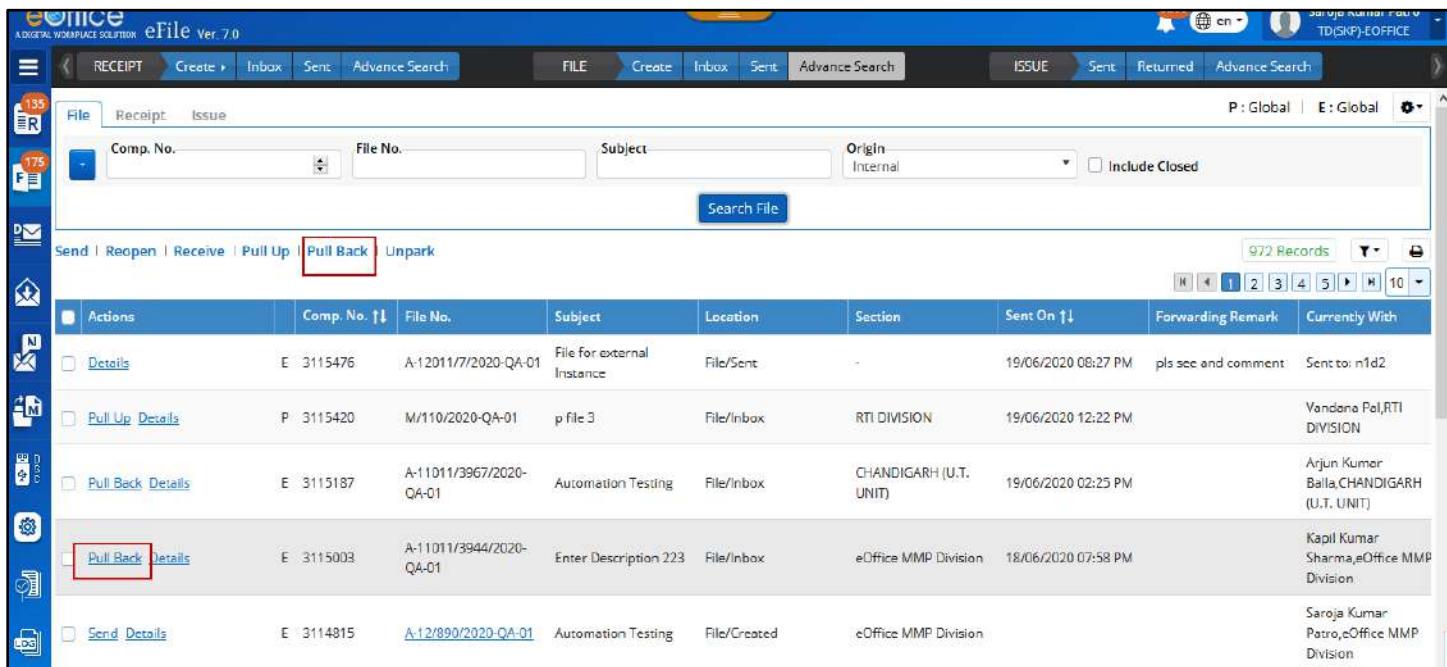


Figure 289

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

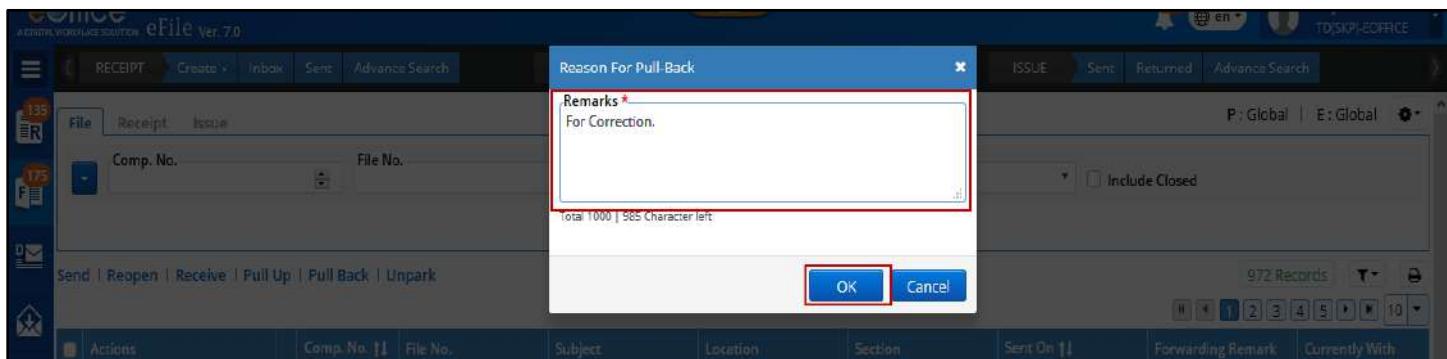


Figure 290

Note:

- 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.

File No.	Subject	Sent By	Sent On	Read On	Due On	Remarks
963/2020-QA-01	ferf	Jeskiran, n1d2	19/06/2020 08:54 PM	19/06/2020 08:54 PM		test
941/2020-RTI	Test Email & SMS 4	Vandana Pal, RTI DIVISION	18/06/2020 03:14 PM	18/06/2020 07:56 PM		
940/2020-RTI	Test Email & SMS 11	Vandana Pal, RTI DIVISION	18/06/2020 02:40 PM	20/06/2020 03:50 AM	1	
937/2020-QA-01	250002	Yerur Siraj Ahmed, eOffice MMP...	10/06/2020 09:52 AM	10/06/2020 09:52 AM		
936/2020-QA-01	250002	Yerur Siraj Ahmed, eOffice MMP...	10/06/2020 09:52 AM	10/06/2020 09:52 AM		
935/2020-QA-01	250002	Yerur Siraj Ahmed, eOffice MMP...	10/06/2020 09:49 AM	10/06/2020 09:49 AM		
933/2020-QA-01	250002	Yerur Siraj Ahmed, eOffice MMP...	10/06/2020 09:46 AM	10/06/2020 09:47 AM		
912/1122/2020-QA-01	Automation Testing	Yerur Siraj Ahmed, eOffice MMP...	10/06/2020 09:39 AM	10/06/2020 09:39 AM		

Figure 291

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

भारत सरकार
GOVERNMENT OF INDIA
Ministry of Home Affairs (MHA)
NIC
eOffice MMP Division

Nature - NONE Type - NONE

File No. Choose File

Description *

Main Category Sub Category

Remarks

Create Part ▶

Figure 292

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

Comp. No.	File No.	Subject
E 3115438	A/952/2020-QA-01	Test
E 3115477	A/963/2020-QA-01	ferf
E 3115408	B/23/2020-QA-01	Draft
<input checked="" type="radio"/> E 3115442	A/953/2020-QA-01	external ismetrice
E 3115462	A/958/2020-QA-01	ddss
E 3115479	A/965/2020-QA-01	Test Ext1
E 3115469	A/960/2020-QA-01	hyrg
E 3115475	A/962/2020-QA-01	hgt
E 3115471	ABC1/6/2020-QA-01	ljkjk
E 3115463	ABC1/4/2020-QA-01	hghgh

Year: 2020

Figure 293

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

भारत सरकार
GOVERNMENT OF INDIA
Ministry of Home Affairs (MHA)
eOffice MMP Division

Nature – Electronic Type – NON SFS

File No. Choose File

Subject

Description *
external [grants]

Main Category Sub Category

Other Details

Remarks

Create Part →

Figure 294

Create Part from Inbox/Inbox Folder/Created and Sent list

1. Select a file in the Sent/Inbox/Inbox Folder/Created file list and click Create Part menu.

Comp. No.	File No.	Subject	Sent By	Sent On	Read On	Due On	Remarks	Action
<input checked="" type="checkbox"/>	E 3115477	A/963/2020-QA-01	terf	Jaskiran, n1d2	19/06/2020 08:54 PM	19/06/2020 08:54 PM	test	
<input type="checkbox"/>	E 3115391	A/941/2020-RTI	Test Email & SMS 4	Vandana Pal, RTI DIVISION	18/06/2020 03:14 PM	18/06/2020 07:56 PM		
<input type="checkbox"/>	E 3115390	A/940/2020-RTI	Test Email & SMS 11	Vandana Pal, RTI DIVISION	18/06/2020 02:40 PM	20/06/2020 03:50 AM	1	

Figure 295

2. Edit metadata if necessary in the part file creation page.

भारत सरकार
GOVERNMENT OF INDIA
Ministry of Home Affairs (MHA)
NIC
eOffice MMP Division

Nature – Electronic Type – NON SFS

File No. * A/963/2020-QA-01

Description * ferf

Main Category Choose One Sub Category Choose One

Remarks Remarks

Create Part *

Figure 296

- Click Create Part button to create the part file.

Create Part from File Inner Page

- 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.

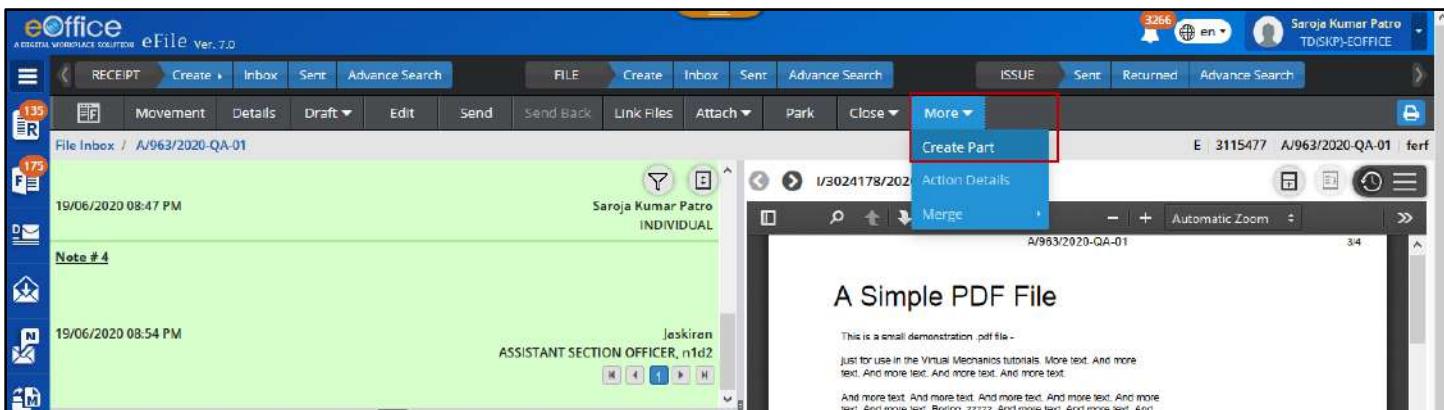


Figure 297

- Fill necessary metadata in the part file creation page.
- 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.

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.

Volume File			
	Comp. No. I	File No.	Subject
<input type="radio"/>	P	3115399	I/7/2020-QA-01
<input type="radio"/>	P	3115382	A/937/2020-QA-01
<input type="radio"/>	P	3115381	A/936/2020-QA-01
<input checked="" type="radio"/>	P	3115380	A/935/2020-QA-01
<input type="radio"/>	P	3115378	A/933/2020-QA-01
<input type="radio"/>	P	3115337	A/930/2020-QA-01
<input type="radio"/>	P	3115327	A/925/2020-QA-01
<input type="radio"/>	P	3115325	A/924/2020-QA-01
<input type="radio"/>	P	3115323	A/923/2020-QA-01
<input type="radio"/>	P	3115321	A/922/2020-QA-01

Figure 299

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

eOffice eFile Ver 7.0

RECEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search

3266 en Seroja Kumar Patro TD(SKP)-EOFFICE

भारत सरकार
GOVERNMENT OF INDIA
Ministry of Home Affairs (MHA)
NIC
eOffice MMP Division

Nature - Physical Type - NON SFS

File No. A/935/2020-QA-01 Choose File

Subject

Description: 250002

Main Category: CC Sub Category: Choose One

Other Details

Remarks: Remarks

Create Volume

Figure 300

Create Volume File from Inbox/Inbox Folder/Created

1. Select a physical file in Inbox/Inbox Folder/Created Files list and Click **Create Volume** menu in the menu bar.



Figure 301

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



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.

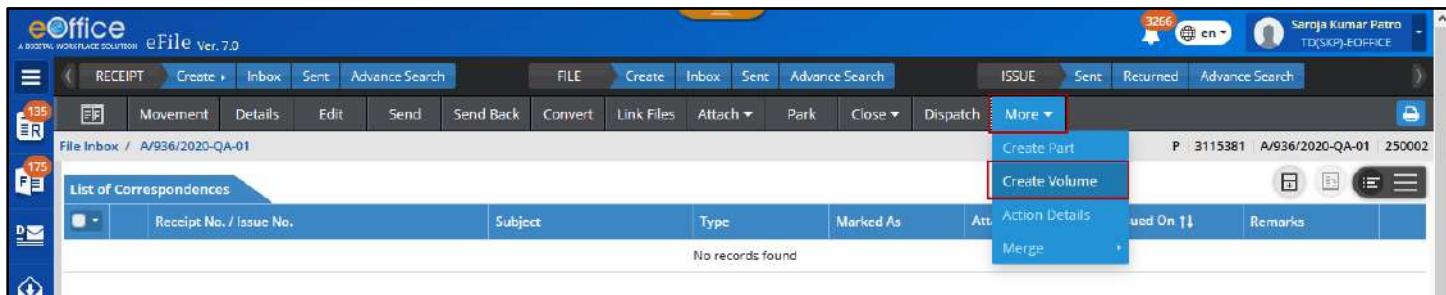


Figure 303

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

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.
- ✓ 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.

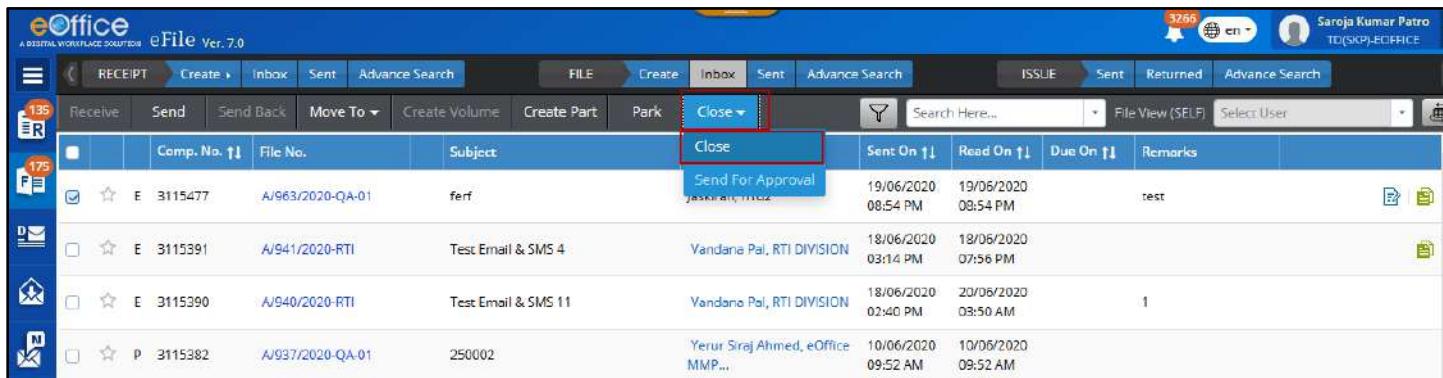


Figure 305

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

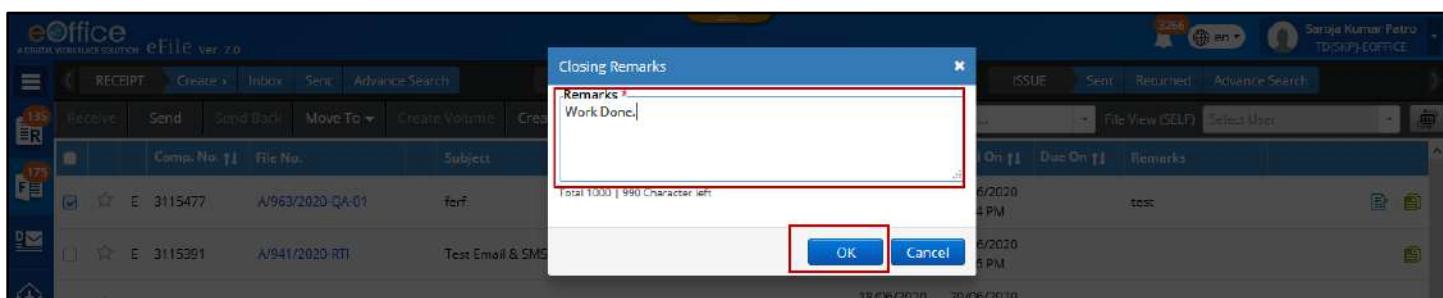


Figure 306

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.
- ✓ 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.

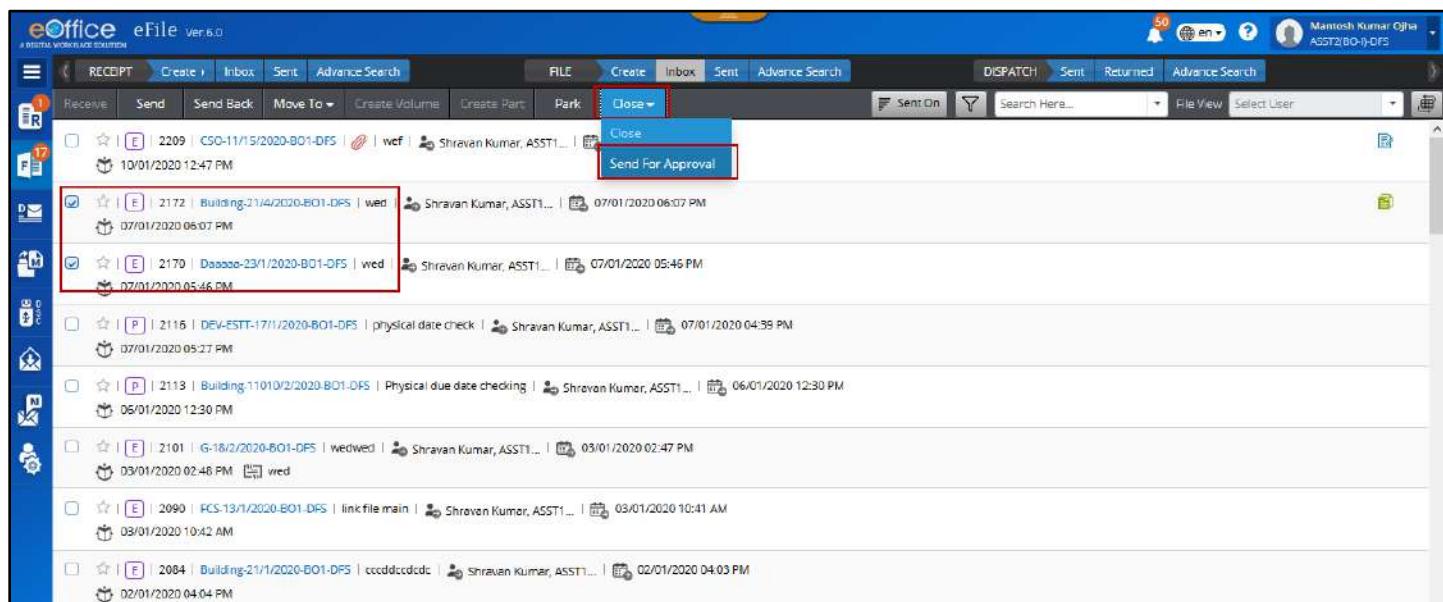


Figure 307

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

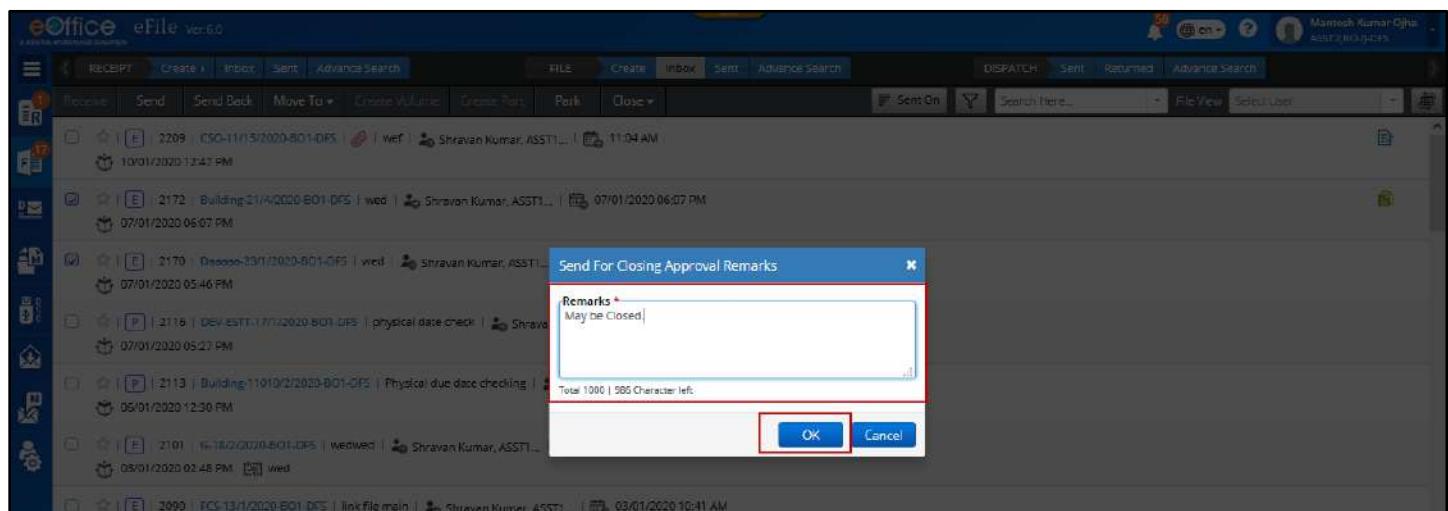


Figure 308

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.
- ✓ Inbox files to be closed must not be received from another eFile instance.

STEPS TO FOLLOW:

1. Click **Bulk Closing** link under Files module.

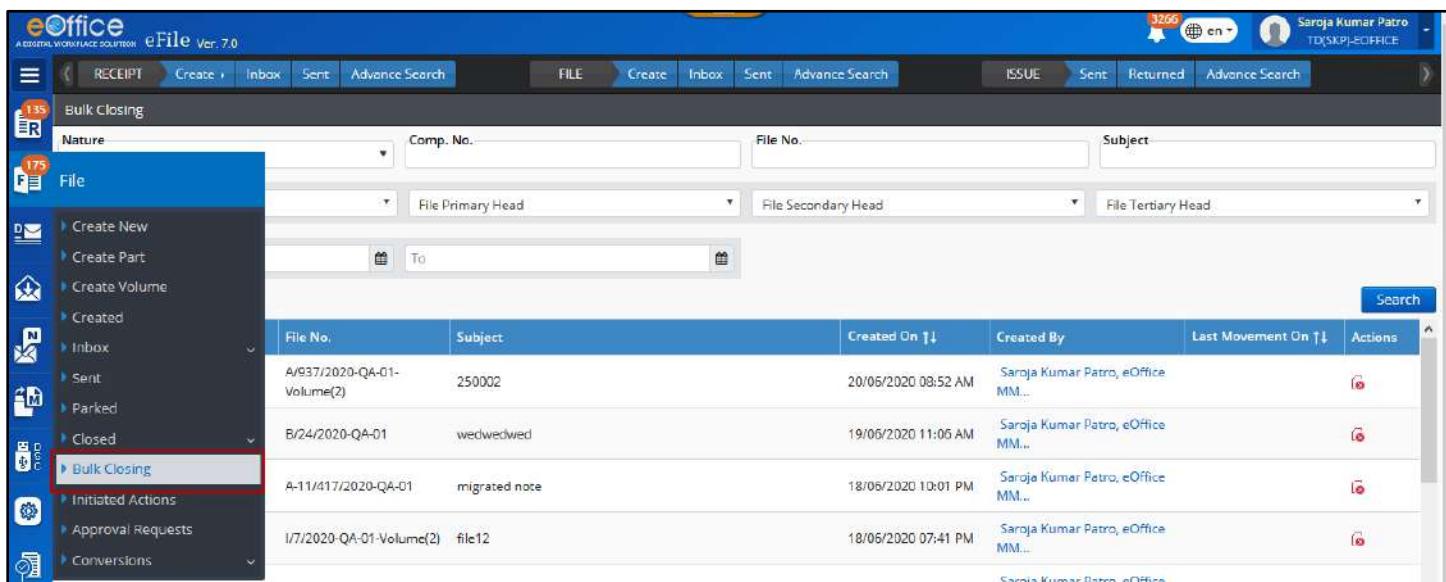


Figure 309

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)

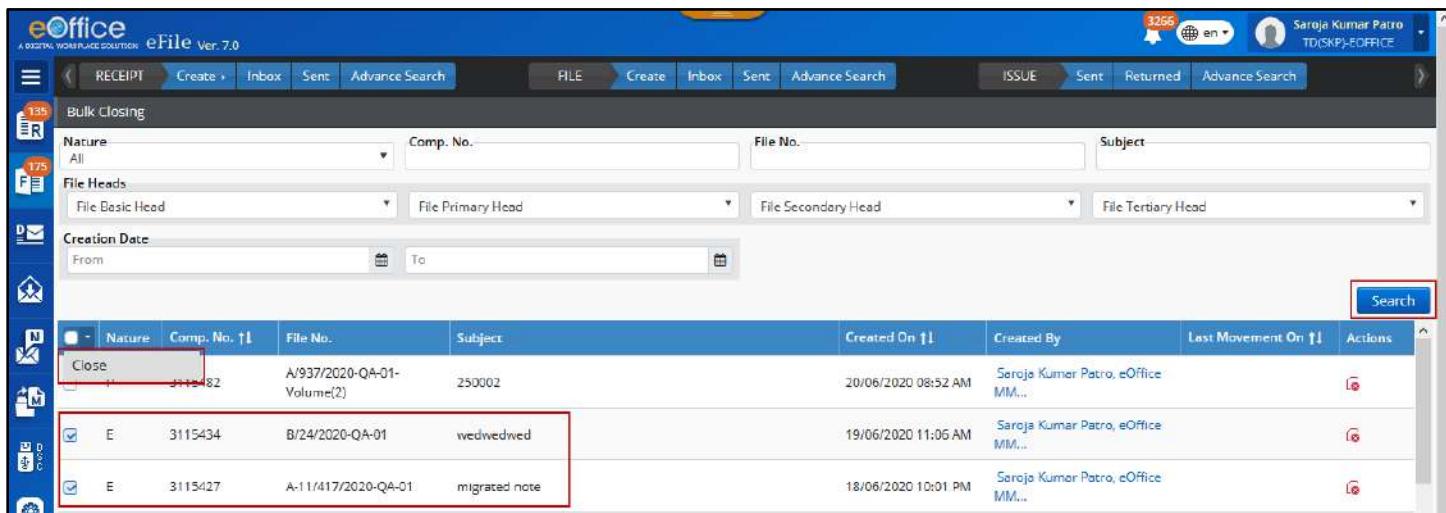


Figure 310

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

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.
- 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.

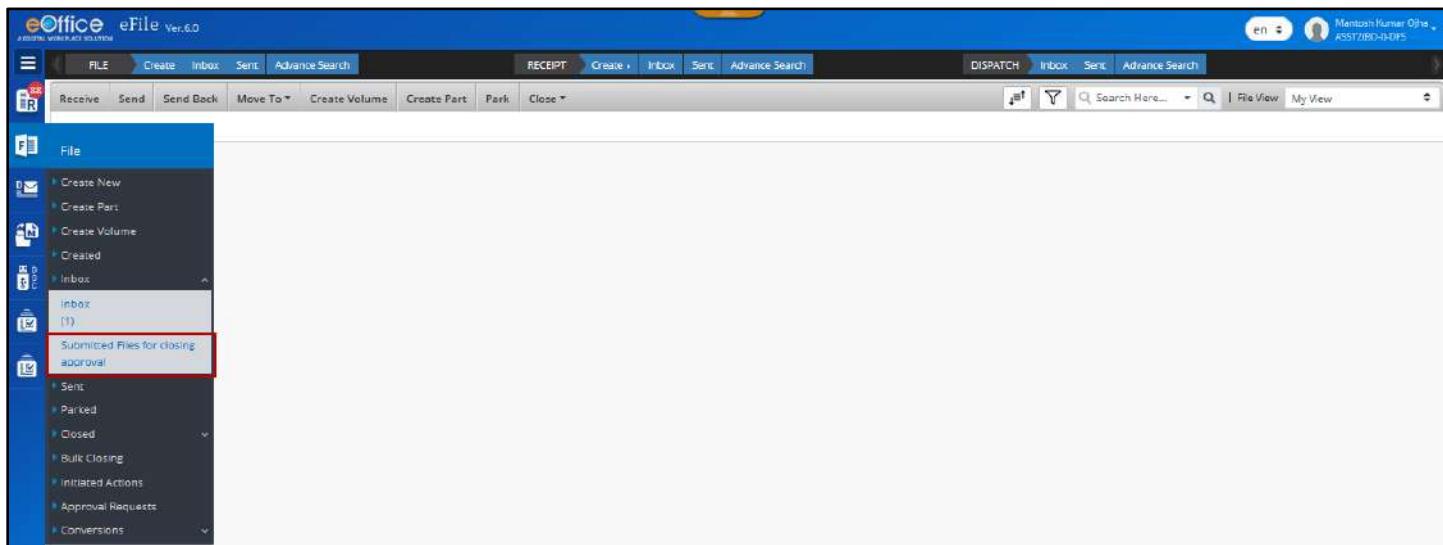


Figure 311

Total Records : 11												
	Com. No.	Ref. No.	Subject	Initiated By	Initiated On	Requesting Remarks	Approved / Rejected By	Approved / Rejected On	Dealing Section	Action Remarks	Status	Action
<input type="checkbox"/>	E 1622	CSD-11/2/2019-B01-DFS	wel	Manish Kumar Ojha, ASST2(B0-I)-DFS	31/12/2019 12:51 PM wed		Shrawan Kumar, ASST1(B0-I)-DFS	31/12/2019 01:01 PM	BO1-DFS	wel	APPROVED	
<input type="checkbox"/>	E 1925	CSD-11/3/2019-B01-DFS	welwed	Manish Kumar Ojha, ASST2(B0-I)-DFS	31/12/2019 12:53 PM wed		Shrawan Kumar, ASST1(B0-I)-DFS	31/12/2019 01:01 PM	BO1-DFS	wel	APPROVED	
<input type="checkbox"/>	E 1927	DDV 50/1/2019-B01-DFS	gjhgj	Manish Kumar Ojha, ASST2(B0-I)-DFS	31/12/2019 12:53 PM wed		Shrawan Kumar, ASST1(B0-I)-DFS	31/12/2019 01:01 PM	BO1-DFS	wel	APPROVED	
<input type="checkbox"/>	E 1930	Building-1/1/2019-B01-DFS-Part1	wed	Manish Kumar Ojha, ASST2(B0-I)-DFS	31/12/2019 12:53 PM wed		Shrawan Kumar, ASST1(B0-I)-DFS	31/12/2019 01:01 PM	BO1-DFS	wel	APPROVED	
<input type="checkbox"/>	E 1931	Deeasar-23/12/1/2019-B01-DFS	wr clmg	Manish Kumar Ojha, ASST2(B0-I)-DFS	31/12/2019 12:53 PM wed		Shrawan Kumar, ASST1(B0-I)-DFS	31/12/2019 01:01 PM	BO1-DFS	wel	APPROVED	
<input type="checkbox"/>	E 1933	MZM/1/2019-B01-DFS	fdhdg	Manish Kumar Ojha, ASST2(B0-I)-DFS	31/12/2019 12:53 PM wed		Shrawan Kumar, ASST1(B0-I)-DFS	31/12/2019 01:01 PM	BO1-DFS	wel	APPROVED	
<input type="checkbox"/>	E 1937	Building-1/1/2019-B01-DFS	de	Manish Kumar Ojha, ASST2(B0-I)-DFS	31/12/2019 12:53 PM wed				BO1-DFS		PENDING	
<input type="checkbox"/>	E 1938	Building-1/2/1/2019-B01-DFS-Part1	wel	Manish Kumar Ojha, ASST2(B0-I)-DFS	31/12/2019 12:53 PM wed				BO1-DFS		PENDING	
<input type="checkbox"/>	E 1939	Building-1/1/2019-B01-DFS-Part2	wel wed	Manish Kumar Ojha, ASST2(B0-I)-DFS	31/12/2019 12:53 PM wed				BO1-DFS		PENDING	
<input type="checkbox"/>	E 2014	DC-CM/2019-B01-DFS	erf	Manish Kumar Ojha, ASST2(B0-I)-DFS	31/12/2019 12:51 PM wed				BO1-DFS		PENDING	

Figure 312

- 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.

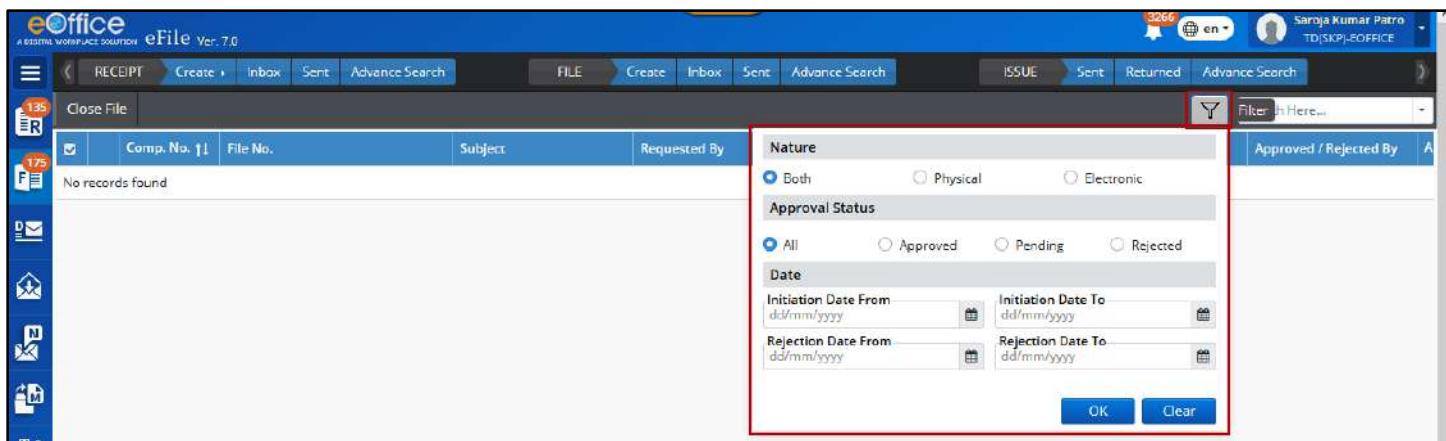


Figure 313

- 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).

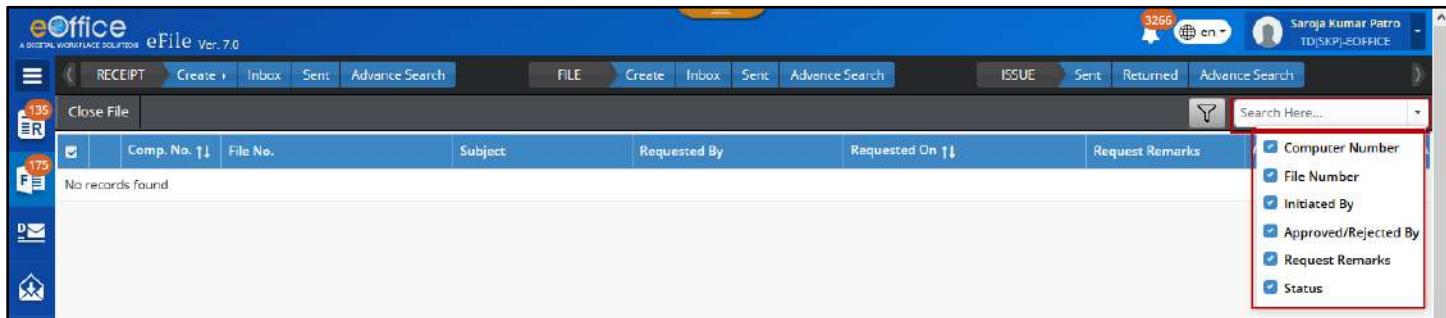


Figure 314

- 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:

- Click **Closed** sub module under **File** module.
- Click 'By Me' or 'By Others (Hierarchy)' or 'By Others (All)', as required.

Closed (By Me):

Subject	Closed By	Closed On	Closing Remarks	Action
2020-QA-01 For eSign Test	Saroja Kumar Patro, eOffice MM...	20/06/2020 04:26 AM	Enter Remarks	
2020-QA-01 ewefwefwefwe	Saroja Kumar Patro, eOffice MM...	20/06/2020 04:26 AM	Enter Remarks	
2020-QA-01 wefwefwefwe	Saroja Kumar Patro, eOffice MM...	20/06/2020 04:26 AM	Enter Remarks	
2020-QA-01 fwefwefwefwe	Saroja Kumar Patro, eOffice MM...	20/06/2020 04:26 AM	Enter Remarks	
2020-QA-01 frr	Saroja Kumar Patro, eOffice MM...	19/06/2020 07:43 PM	Enter Remarks	
2020-QA-01	Saroja Kumar Patro, eOffice			

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) –

Subject	Closed By	Closed On	Closing Remarks	Action
2020-QA-01 For eSign Test	Saroja Kumar Patro, eOffice MM...	20/06/2020 04:26 AM	Enter Remarks	
2020-QA-01 ewefwefwefwe	Saroja Kumar Patro, eOffice MM...	20/06/2020 04:26 AM	Enter Remarks	
2020-QA-01 wefwefwefwe	Saroja Kumar Patro, eOffice MM...	20/06/2020 04:26 AM	Enter Remarks	
2020-QA-01 fwefwefwefwe	Saroja Kumar Patro, eOffice MM...	20/06/2020 04:26 AM	Enter Remarks	
2020-QA-01 frr	Saroja Kumar Patro, eOffice MM...	19/06/2020 07:43 PM	Enter Remarks	
2020-QA-01	Saroja Kumar Patro, eOffice			

Figure 316

- 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**.

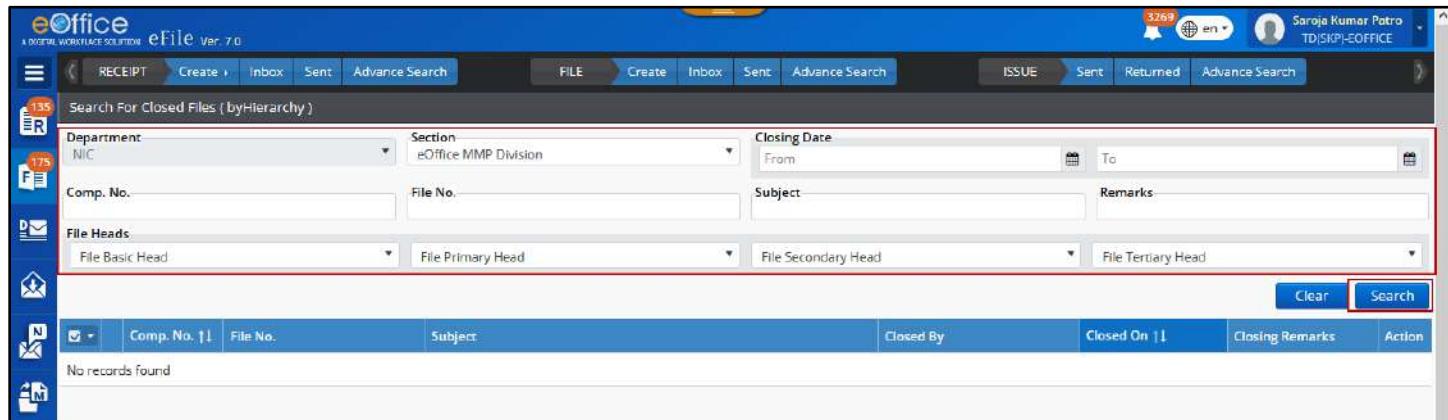


Figure 317

Note:

- Users with role '**Role_ClosedByOthersHierarchy**' will only be able to see this list.

By Others (All)

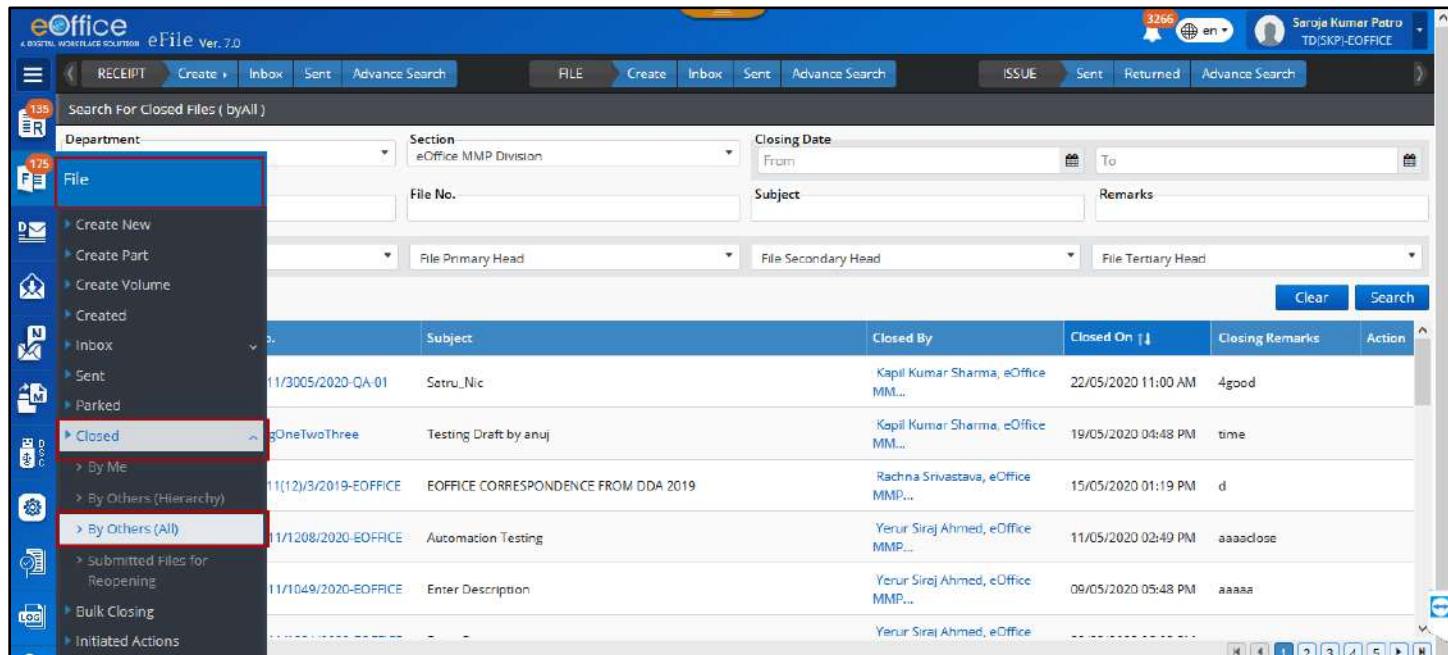


Figure 318

- 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**.

Figure 319

Note:

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

Closed File History:

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

STEPS TO FOLLOW:

- Click opens a File from Inbox/Inbox folder/Created/Sent/Closed.
- Click **Details** Menu.
- Click **Closed Tab** under History details.

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.

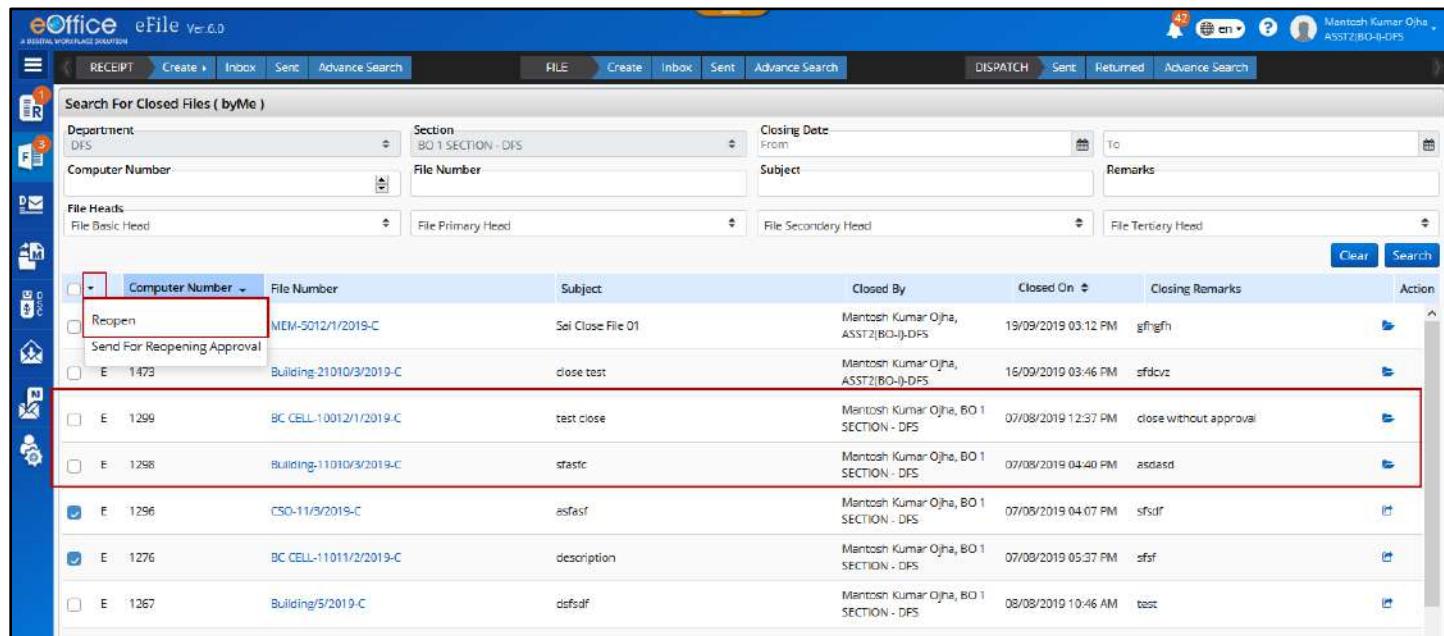
STEPS TO FOLLOW:

With Role Approver

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

Or

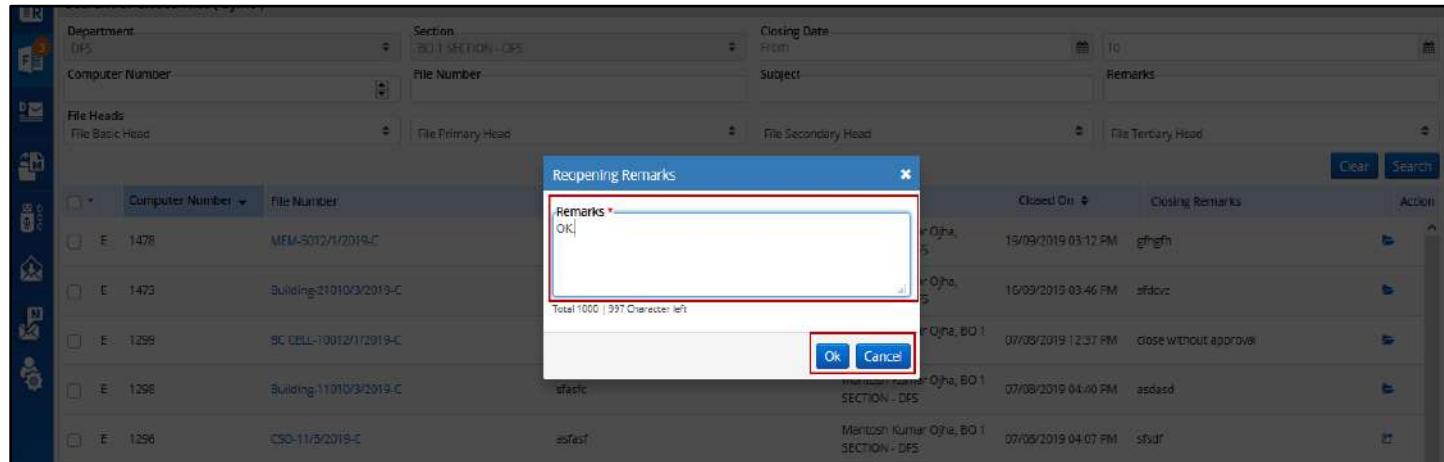
2. Select Files from **Closed→ ByMe** list and Click **ReOpen** dropdown action button.



The screenshot shows the eOffice eFile application interface. The top navigation bar includes 'RECEIPT', 'Create', 'Inbox', 'Sent', 'Advance Search', 'FILE', 'Create', 'Inbox', 'Sent', 'Advance Search', 'DISPATCH', 'Sent', 'Returned', and 'Advance Search'. The user is logged in as 'Mantosh Kumar Ojha' with the role 'ASST2/BO-I-J-DPS'. The main content area is titled 'Search For Closed Files (byMe)'. It features several search filters: 'Department' (DPS), 'Section' (BO 1 SECTION - DPS), 'Closing Date' (From and To fields), 'File Number', 'Subject', 'Remarks', 'File Heads' (File Basic Head), 'File Primary Head', 'File Secondary Head', and 'File Tertiary Head'. Below the filters is a table listing closed files. The first row, which has a red box around the 'Reopen' checkbox, is highlighted. The table columns are: Computer Number, File Number, Subject, Closed By, Closed On, and Closing Remarks. The table shows various file entries with their respective details and action buttons.

Figure 321

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



The screenshot shows the eOffice eFile application interface with a 'Reopening Remarks' pop-up dialog box. The dialog box has a red box around the 'Remarks' text area, which contains the text 'OK'. At the bottom of the dialog box are two buttons: 'OK' and 'Cancel'. The background of the application shows the 'Closed→ By Me' list, which is identical to Figure 321. The table in the background lists various closed files with their details and action buttons.

Figure 322

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.

Figure 323

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

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→Closed** Module to view list of files send for closing approval.

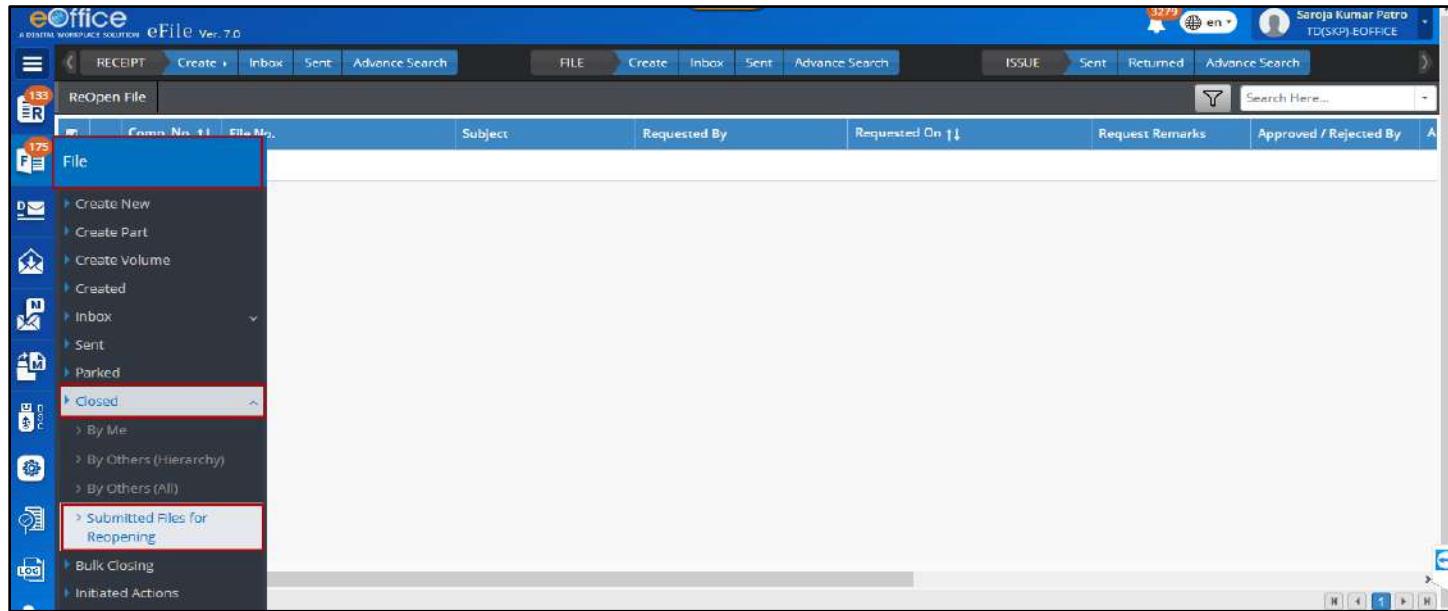


Figure 325

- 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.

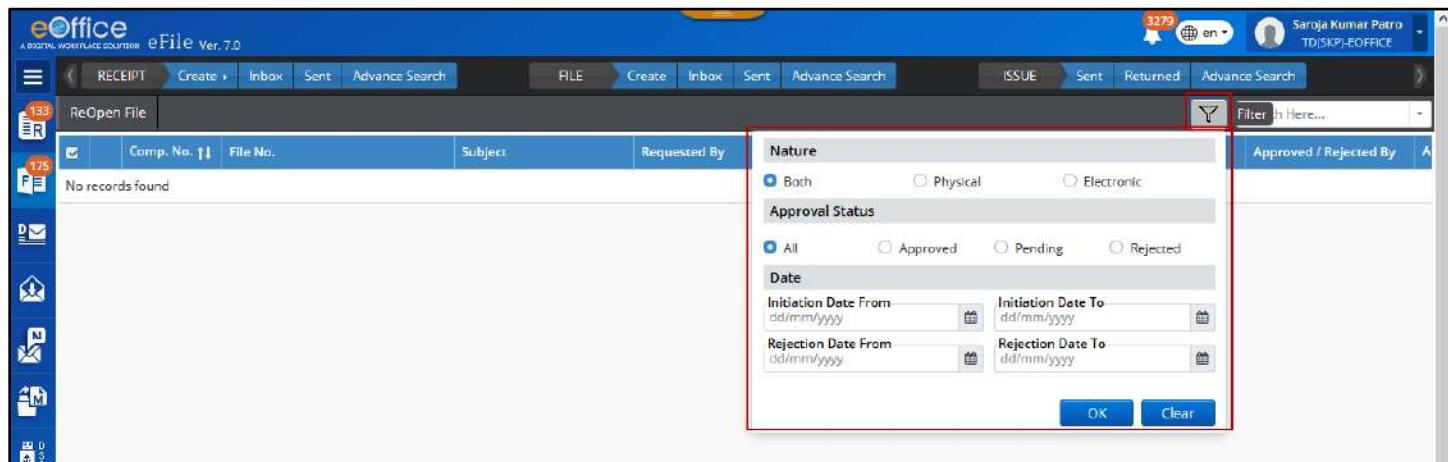


Figure 326

- 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).

The screenshot shows the eOffice eFile Ver. 7.0 interface. At the top, there are navigation links: RECEIPT, Create, Inbox, Sent, Advance Search, FILE, Create, Inbox, Sent, Advance Search, ISSUE, Sent, Returned, Advance Search. On the right, there is a user profile for 'Saroja Kumar Patro' (TD25KPI-EOFFICE) with a '3279' badge. Below the navigation, a search bar says 'Search Here...' with a magnifying glass icon. A dropdown menu is open, showing 'ReOpen File' as the selected option. The main content area shows a table with columns: Comp. No. (sorted by '11'), File No., Subject, Requested By, Requested On (sorted by '11'), and Request Remarks. A message 'No records found' is displayed. To the right of the table is a list of filter options with checkboxes: Computer Number (checked), File Number (checked), Initiated By (checked), Approved/Rejected By (checked), Request Remarks (checked), and Status (checked). The entire interface has a blue and white color scheme.

Figure 327

- 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 Reopening Approval 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.

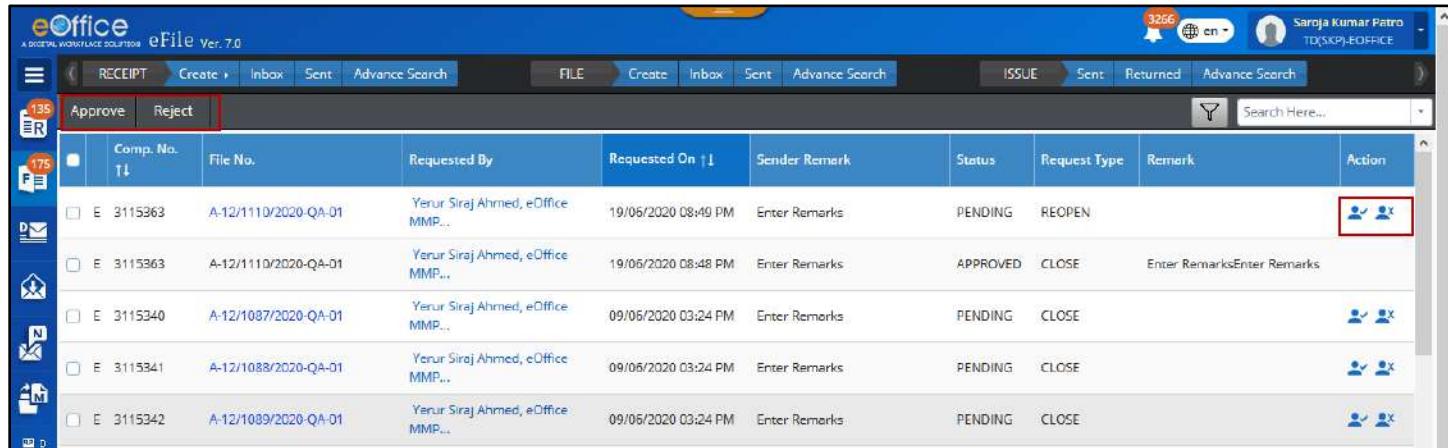


Figure 328

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

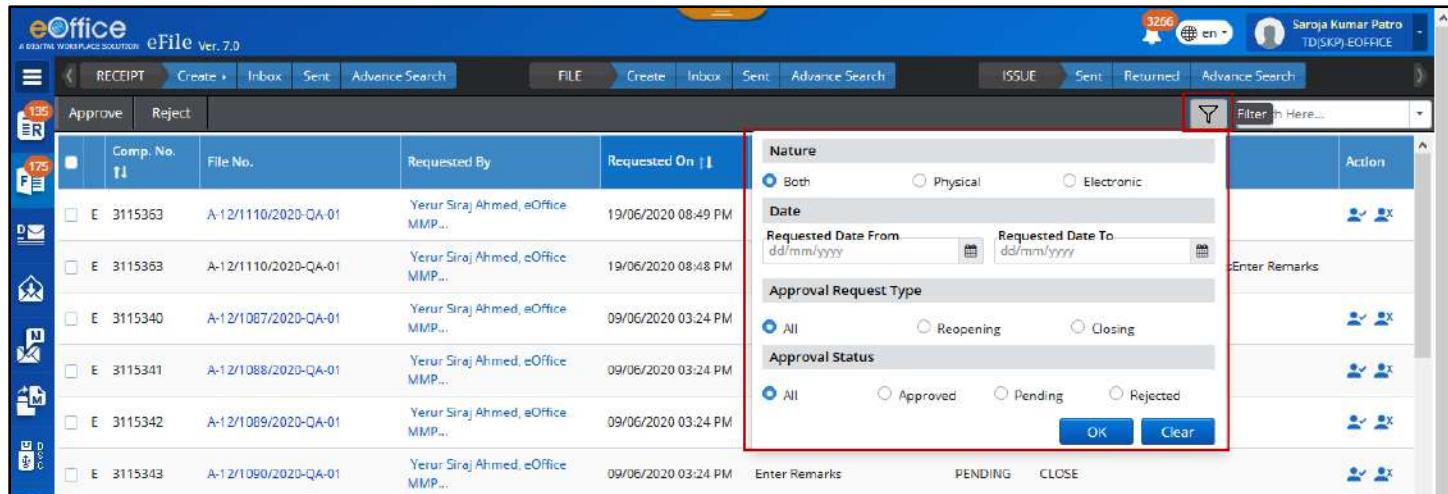


Figure 329

- 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).

Comp. No.	File No.	Requested By	Requested On	Sender Remark	Status	Request Type	Remark
E 3115363	A-12/1110/2020-QA-01	Yerur Siraj Ahmed, eOffice MMP...	19/06/2020 08:49 PM	Enter Remarks	PENDING	REOPEN	
E 3115363	A-12/1110/2020-QA-01	Yerur Siraj Ahmed, eOffice MMP...	19/06/2020 08:48 PM	Enter Remarks	APPROVED	CLOSE	Enter RemarksEnter Re
E 3115340	A-12/1087/2020-QA-01	Yerur Siraj Ahmed, eOffice	09/06/2020 03:24 PM	Enter Remarks	PENDING	CLOSE	

Figure 330

- 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.

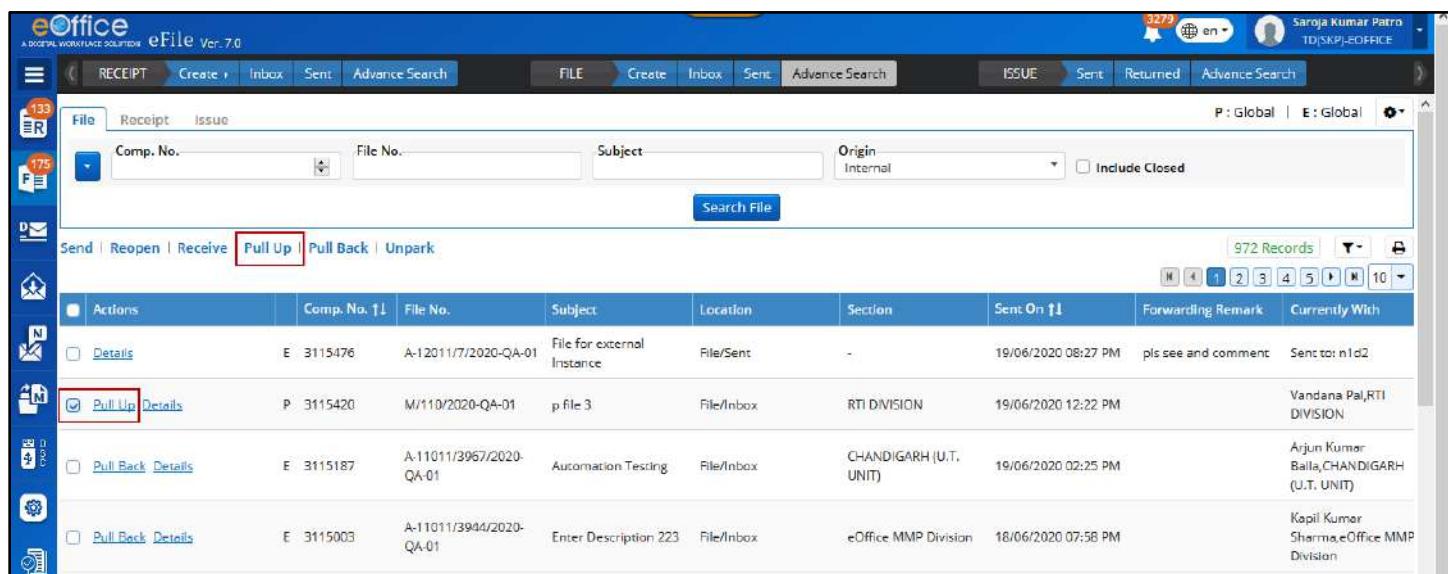
Important Points:

- ✓ 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

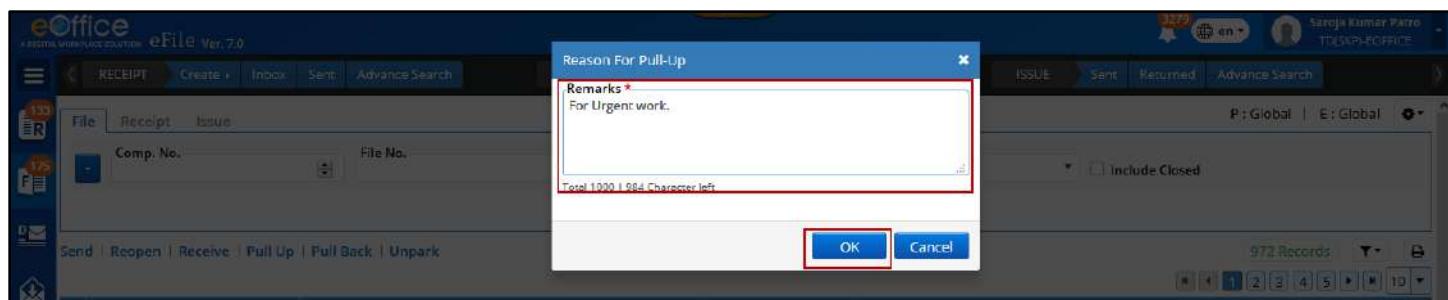
1. Search File to be pulled up in advance search.
2. In Advance Search Output page, click **Pull Up** icon/link for selected File.



The screenshot shows the eOffice eFile interface. At the top, there are navigation tabs: RECEIPT, Create, Inbox, Sent, Advance Search, FILE, Create, Inbox, Sent, Advance Search, ISSUE, Sent, Returned, and Advance Search. The FILE tab is active. Below the tabs, there is a search bar with fields for 'Comp. No.', 'File No.', 'Subject', and 'Origin' (set to 'Internal'). A checkbox for 'Include Closed' is also present. Below the search bar, there are buttons for 'Send', 'Reopen', 'Receive', 'Pull Up', 'Pull Back', and 'Unpark'. The main area displays a table of search results with columns: Actions, Comp. No. ↑, File No., Subject, Location, Section, Sent On ↑, Forwarding Remark, and Currently With. One row in the table has the 'Pull Up' link highlighted with a red box. The table shows 972 records. At the bottom right, there are navigation icons for pages 1 through 10.

Figure 331

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



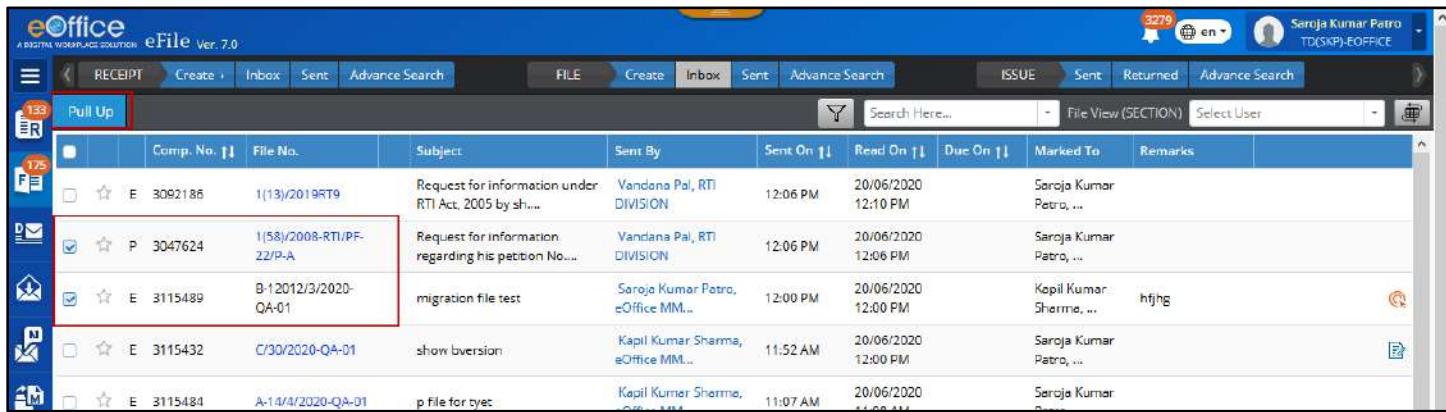
The screenshot shows the eOffice eFile interface with the 'Reason For Pull-Up' dialog box open. The dialog has a title 'Reason For Pull-Up' and a text area labeled 'Remarks *' containing the text 'For Urgent work.'. Below the text area, it says 'Total 1000 L 984 Character left.' At the bottom of the dialog are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted with a red box. The background shows the same Advance Search Output List as Figure 331.

Figure 332

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.



Comp. No.	File No.	Subject	Sent By	Sent On	Read On	Due On	Marked To	Remarks
<input type="checkbox"/> E	3092186	1/13/2019RT9	Request for information under RTI Act, 2005 by sh....	Vandana Pal, RTI DIVISION	12:06 PM	20/06/2020 12:10 PM	Saroja Kumar Petro, ...	
<input checked="" type="checkbox"/> P	3047624	1/58/2008-RTI/PE-22/P-A	Request for information regarding his petition No....	Vandana Pal, RTI DIVISION	12:06 PM	20/06/2020 12:06 PM	Saroja Kumar Petro, ...	
<input checked="" type="checkbox"/> E	3115489	B-12012/3/2020-QA-01	migration file test	Saroja Kumar Petro, eOffice MM...	12:00 PM	20/06/2020 12:00 PM	Kapil Kumar Sharma, ...	hfjhg
<input type="checkbox"/> E	3115432	C/30/2020-QA-01	show bversion	Kapil Kumar Sharma, eOffice MM...	11:52 AM	20/06/2020 12:00 PM	Saroja Kumar Petro, ...	
<input type="checkbox"/> E	3115484	A-14/4/2020-QA-01	p file for pyc	Kapil Kumar Sharma, eOffice MM...	11:07 AM	20/06/2020 11:08 AM	Saroja Kumar Petro, ...	

Figure 333

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

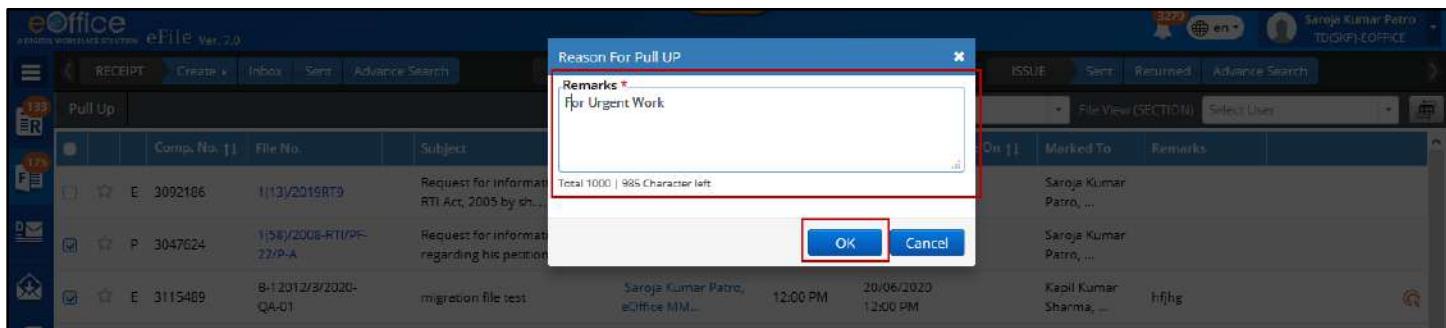


Figure 334

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:

From File Send Page

1. Select file(s) or Click open a file from Inbox/Inbox Folder or Created list.
2. Click **Send** menu.

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:

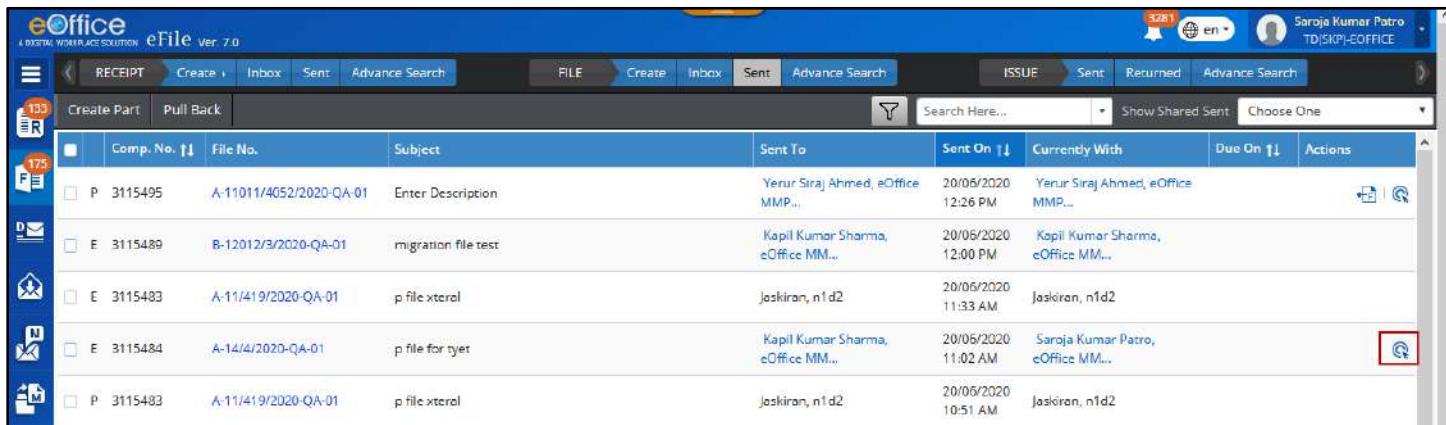
- **All:** List will display all the active users in the department.
- **Recent5:** List will display last five distinct users to whom file was sent respectively.
- **In channel:** List will display the list of users who were in channel of previous movement.
- **Sub-ordinates:** List will display the 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.

From File Sent List

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



Comp. No.	File No.	Subject	Sent To	Sent On	Currently With	Due On	Actions
P 3115495	A-11011/4052/2020-QA-01	Enter Description	Yerur Siraj Ahmed, eOffice MMP...	20/05/2020 12:26 PM	Yerur Siraj Ahmed, eOffice MMP...		
E 3115489	B-12012/3/2020-QA-01	migration file test	Kapil Kumar Sharma, eOffice MM...	20/05/2020 12:00 PM	Kapil Kumar Sharma, eOffice MM...		
E 3115483	A-11/419/2020-QA-01	p file xternal	Jasikiran, n1d2	20/05/2020 11:33 AM	Jasikiran, n1d2		
E 3115484	A-14/4/2020-QA-01	p file for tyet	Kapil Kumar Sharma, eOffice MM...	20/05/2020 11:02 AM	Saroja Kumar Patro, eOffice MM...		
P 3115483	A-11/419/2020-QA-01	p file xternal	Jasikiran, n1d2	20/05/2020 10:51 AM	Jasikiran, n1d2		

Figure 336

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

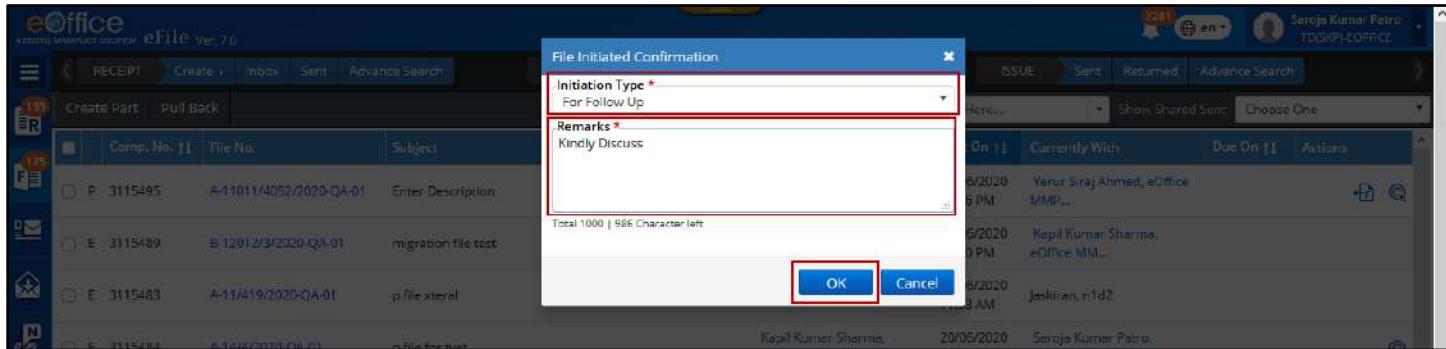


Figure 337

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 be 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.

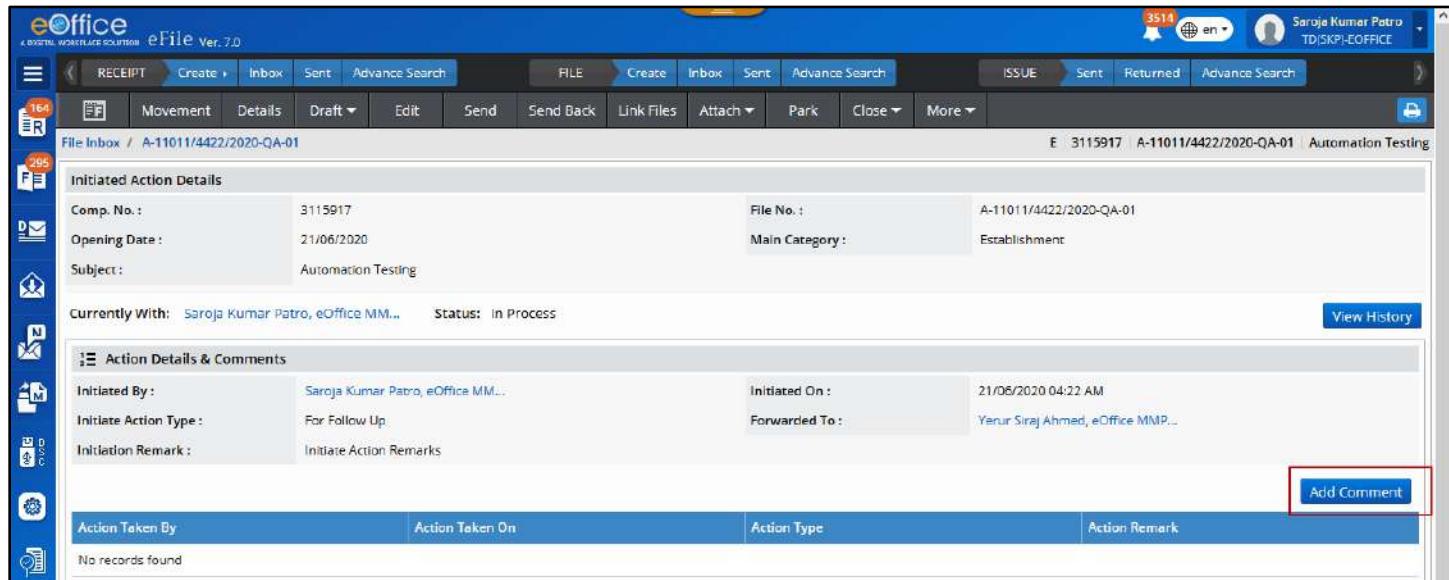
View and Add Comments to Initiated Action

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

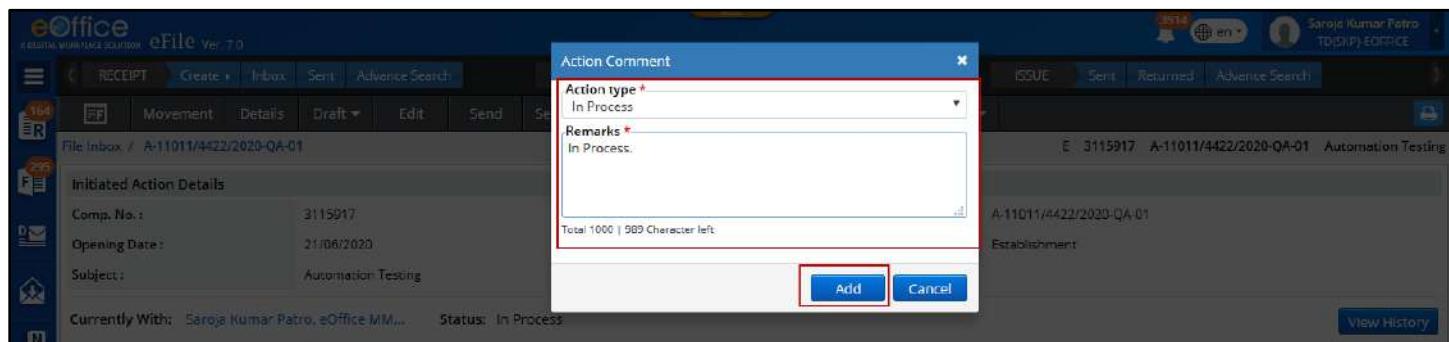
1. Click opens a File from Inbox/ Inbox Folder/Parked.
2. Click **More→Action Details** menu to View Action Details.
3. Click **Add Comment** link in the Action Details page (*Available for active Initiated Actions Only*).



The screenshot shows the 'File Inbox' page for file A-11011/4422/2020-QA-01. The 'Action Details & Comments' section is displayed. The 'Add Comment' button is highlighted with a red box.

Figure 338

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



The screenshot shows the 'Action Comment' dialog box. The 'Action type*' dropdown is set to 'In Process'. The 'Remarks*' text area contains 'In Process.' A red box highlights the 'Add' button.

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.
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 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.
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).

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.

Subject	Initiated on	Initiated By	Initiation Type	Closed On	Actions
Enter Description 223	21/06/2020 04:45 AM	Saroja Kumar Patro, eOffice MM...	For Follow Up		Close
Enter Description 223	21/06/2020 04:44 AM	Saroja Kumar Patro, eOffice MM...	For Follow Up		Close
Enter Description 223	21/06/2020 04:43 AM	Saroja Kumar Patro, eOffice MM...	For Follow Up		Close
Enter Description 223	21/06/2020 04:41 AM	Saroja Kumar Patro, eOffice MM...	For Follow Up		Close
Enter Description 223	21/06/2020 04:40 AM	Saroja Kumar Patro, eOffice	For Follow Up		Close

Figure 340

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

Comp. No.	File No.	Subject	Initiated on	Initiated By	Initiation Type	Closed On	Actions
E 3115934	A-11011/4438/2020-QA-01	Enter Description 223	21/06/2020 04:45 AM	Saroja Kumar Patro, eOffice MM...	For Follow Up		Close
E 3115933	A-11011/4437/2020-QA-01	Enter Description 223	21/06/2020 04:44 AM	Saroja Kumar Patro, eOffice MM...	For Follow Up		Close
E 3115932	A-11011/4436/2020-QA-01	Enter Description 223	21/06/2020 04:43 AM	Saroja Kumar Patro, eOffice MM...	For Follow Up		Close

Figure 341

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

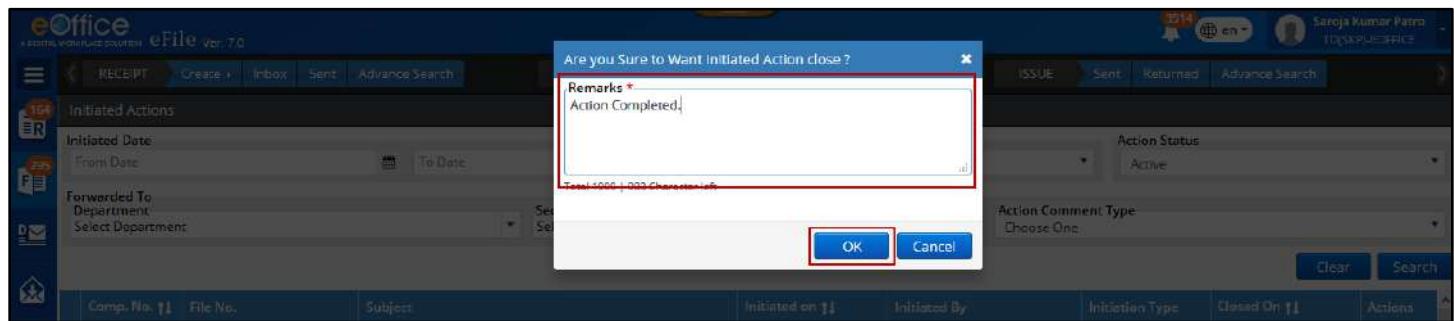


Figure 342

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.

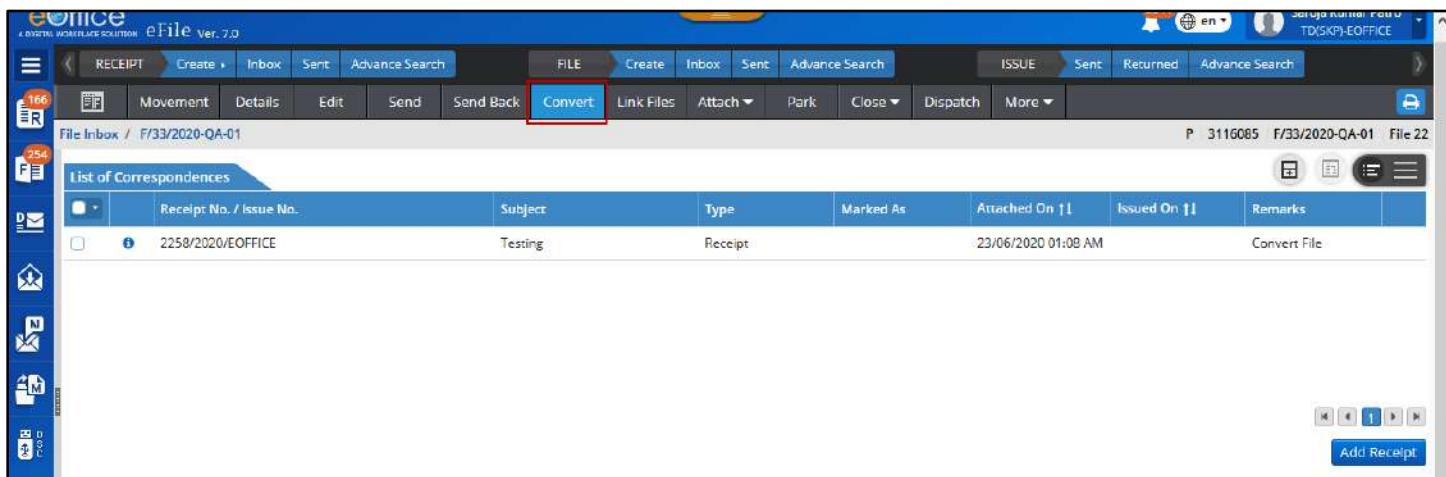


Figure 343

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.

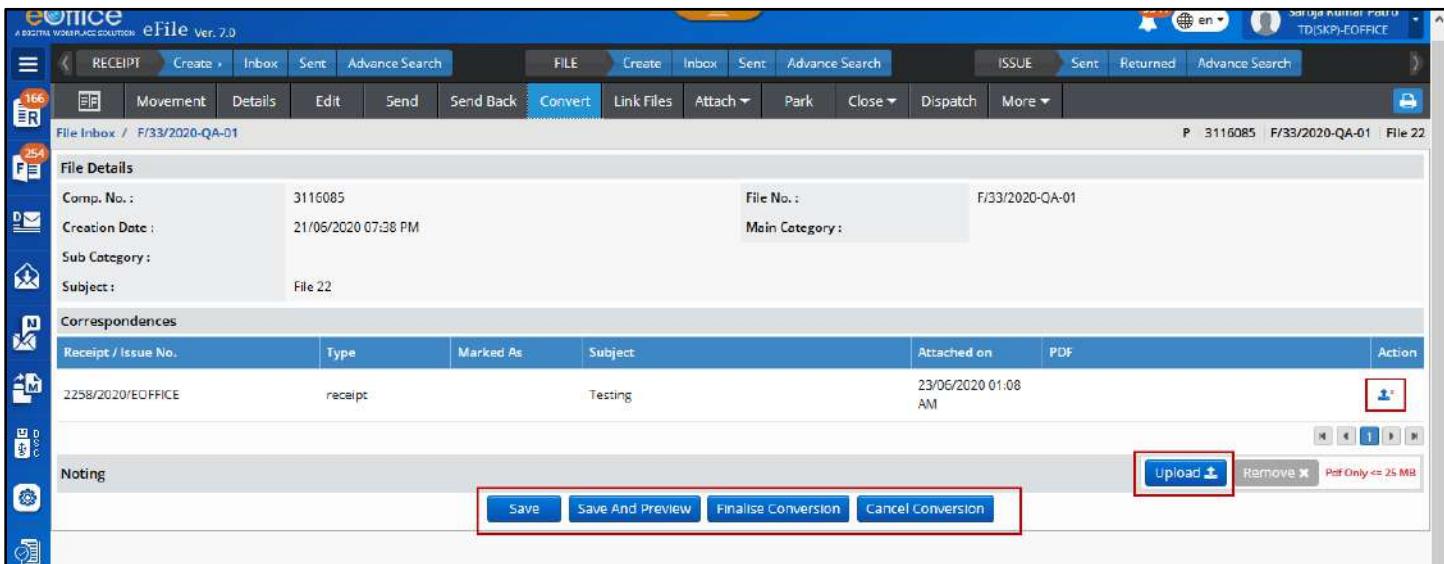


Figure 344

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

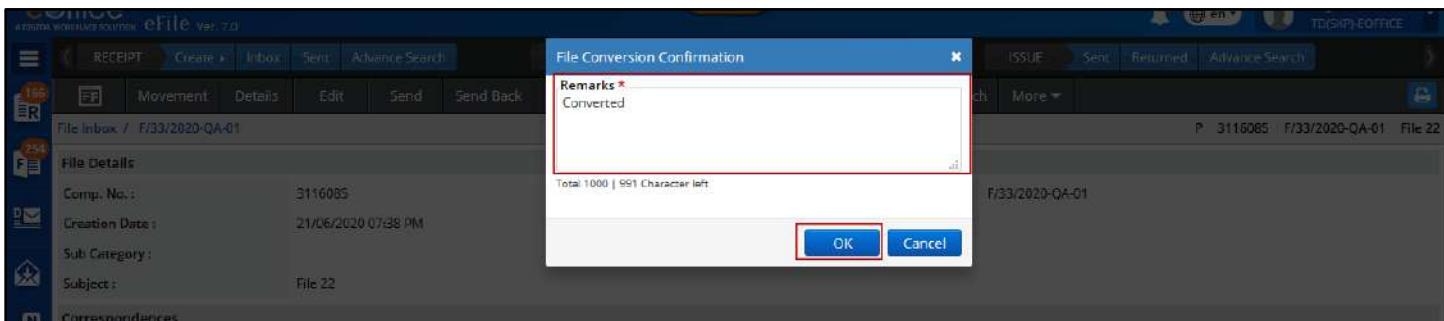


Figure 345

Note:

- 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.

Figure 346

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

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.

File Conversion (Completed)

Computer No.	File No.	Subject	Subject Category	Converted By	Converted On	Remarks
166	File	file 11	Establishment	Saroja Kumar Patro	21/06/2020 07:44 PM	Converted
254	20-QA-01	Enter Description	Establishment	Saroja Kumar Patro	21/06/2020 07:57 AM	Converted
	20-QA-01	Enter Description	Establishment	Saroja Kumar Patro	21/06/2020 04:26 AM	Converted
	20-QA-01	Enter Description	Establishment	Saroja Kumar Patro	20/06/2020 09:58 PM	Converted
	20-QA-01	Enter Description	Establishment	Saroja Kumar Patro	20/06/2020 09:24 PM	ConvertedCreate a Green Note
	20-QA-01	Enter Description	Establishment	Saroja Kumar Patro	20/06/2020 09:23 PM	ConvertedCreate a Green Note
	20-QA-01	Enter Description	Establishment	Saroja Kumar Patro	20/06/2020 09:22 PM	ConvertedCreate a Green Note
	20-QA-01	Enter Description	Establishment	Saroja Kumar Patro	20/06/2020 09:21 PM	ConvertedCreate a Green Note
	20-QA-01	Enter Description	Establishment	Saroja Kumar Patro	20/06/2020 09:20 PM	ConvertedCreate a Green Note
	20-QA-01	Enter Description	Establishment	Saroja Kumar Patro	20/06/2020 09:19 PM	ConvertedCreate a Green Note
	20-QA-01	Enter Description	Establishment	Saroja Kumar Patro	20/06/2020 07:56 PM	ConvertedCreate a Green Note
	20-QA-01	Enter Description	Establishment	Saroja Kumar Patro	20/06/2020 07:07 PM	ConvertedCreate a Green Note
	20-QA-01	Enter Description	Establishment	Saroja Kumar Patro	20/06/2020 07:04 PM	ConvertedCreate a Green Note
	20-QA-01	file xternal	Establishment	Saroja Kumar Patro	20/06/2020 11:31 AM	Converted

Figure 348

- File available in **Conversion Completed** list can be **Searched** using module search (Computer No., File No., Subject, Subject Category, Converted By and Remarks).

Consolidated View of File

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

STEPS TO FOLLOW:

1. Log into eFile account to view file inbox list of primary post

The screenshot shows the eOffice eFile interface. The top navigation bar includes 'RECEIPT', 'Create', 'Inbox', 'Sent', 'Advance Search', 'FILE', 'Create', 'Inbox', 'Sent', 'Advance Search', and 'ISSUE'. The inbox list displays several files with columns for 'Comp. No.', 'File No.', 'Subject', 'Sent By', 'Sent On', and 'Read On'. On the right, a user profile is shown with a dropdown menu containing 'PA-EOFFICE', 'PA-DDG(Rachna Srivastava)', 'File(E-0/0 P-1/1) Receipt(E-3/3 P-0/0)', 'PA-EOFFICE', 'PA-EOFFICE', 'File(E-0/6 P-0/0) Receipt(E-13/21 P-0/2)', and 'All'. The 'All' link is highlighted with a red box.

Figure 349

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

The screenshot shows the eOffice eFile interface with a confirmation dialog box in the center. The dialog asks 'Are you sure to switch post?' with 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box.

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.

Note:

- 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.

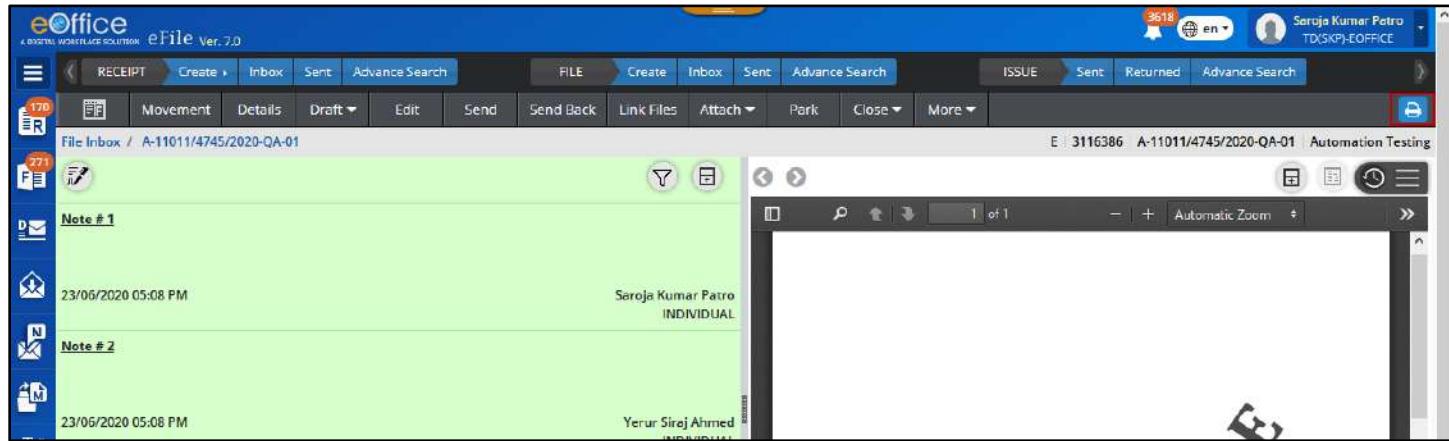


Figure 351

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

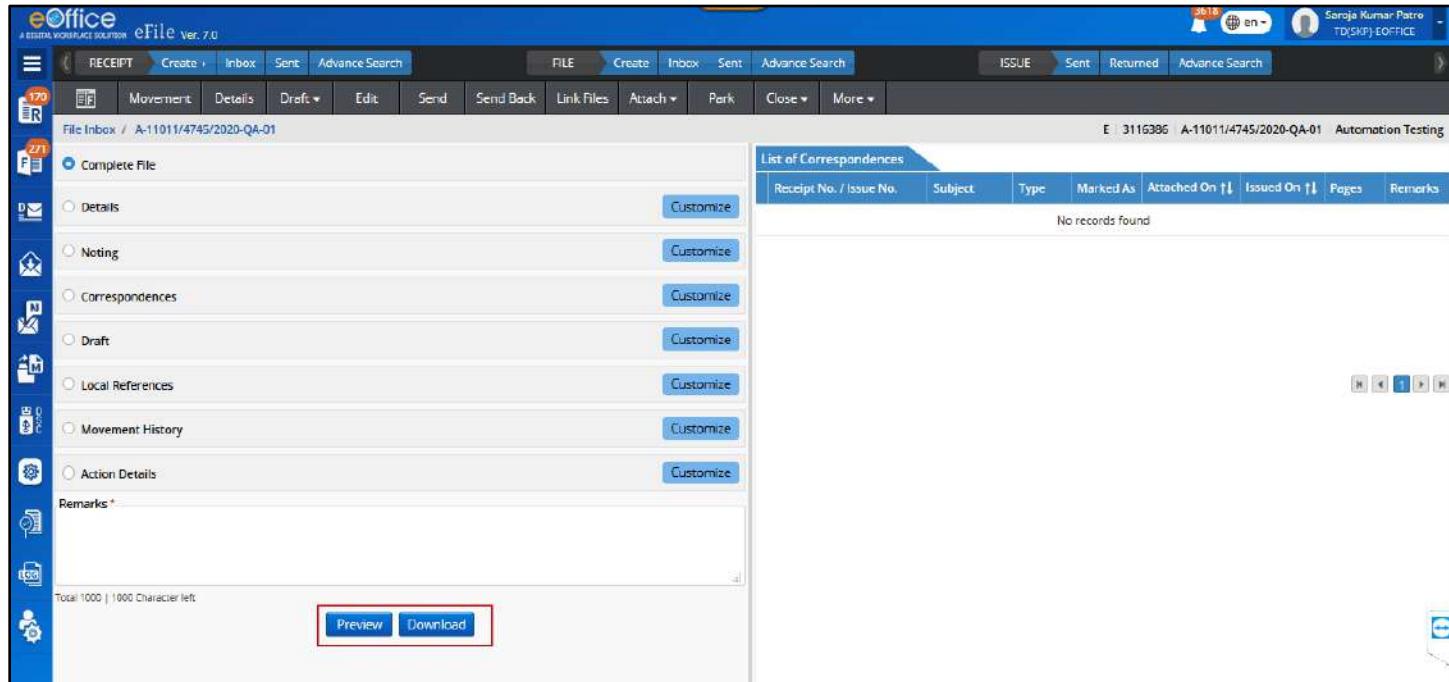


Figure 352

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.

Note:

- 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 [search privilege 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](#)).

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.*)

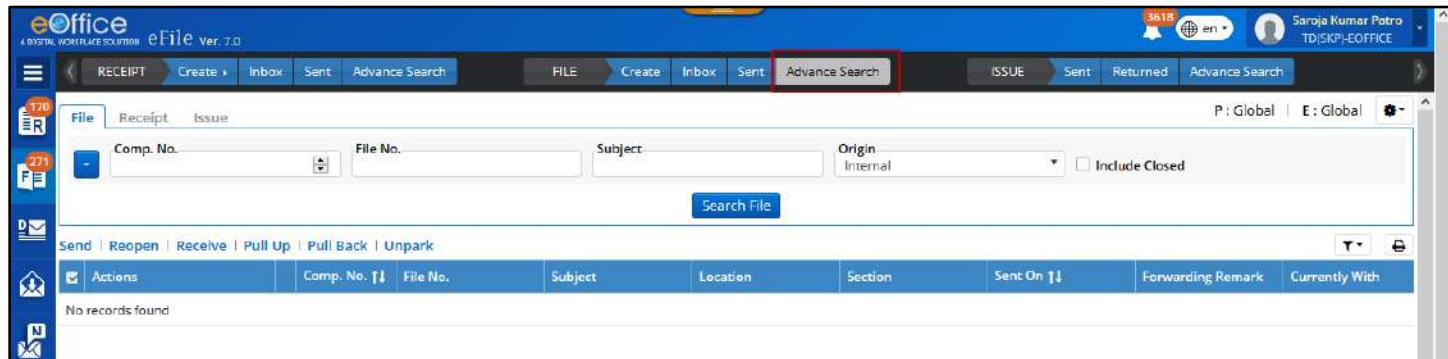


Figure 353

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

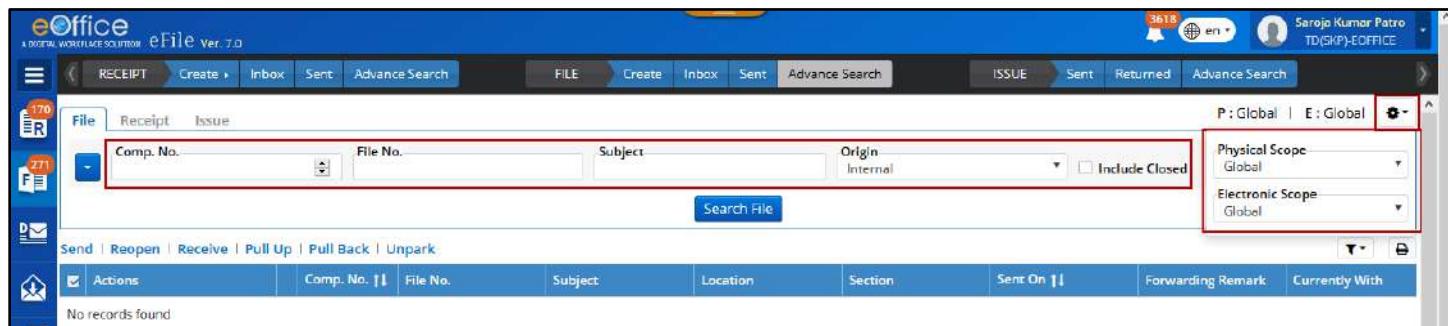


Figure 354

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*)

File Receipt Issue

Comp. No. File No. Subject Origin Internal Include Closed

Received/Sent File Heads Creation Details

Department Select Section Select User Remarks

To Date dd/mm/yyyy Forwarding Action Choose One Initiation Action Remarks Initiation Action Type Choose One

File Heads: File Basic Head, File Primary Head, File Secondary Head, File Tertiary Head

Creation Details: Select Department, Select Section, Select User, From Date, To Date, Creation Remarks

References: Previous, Later, Old Physical File No., Old Physical File No.

Search File

Send | Reopen | Receive | Pull Up | Pull Back | Unpark

Actions Comp. No. ↓ File No. Subject Location Section Sent On ↓ Forwarding Remark Currently With

No records found

Figure 355

Note:

- Additional Parameters will not be available if Origin of File is selected External.

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

File Receipt Issue

Comp. No. File No. Subject Origin Internal Include Closed

Received/Sent

Search File

Send | Reopen | Receive | Pull Up | Pull Back | Unpark

Actions Comp. No. ↓ File No. Subject Location Section Sent On ↓ Forwarding Remark Currently With

No records found

Output Fields (highlighted with a red box):

- Comp. No.
- File No.
- Subject
- Location
- Opening Date
- Currently With
- Section
- Department
- Forwarding Remark
- Sent On
- Status
- Closing Remarks
- Creation Remarks

Figure 356

Note:

- 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.

Note:

- 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).

The screenshot shows the eOffice eFile interface. On the left, a sidebar has a 'Migrate File' dropdown with 'Create New' highlighted. The main area shows a form for creating a new file. Step 1 points to the 'Create New' link. Step 2 points to the 'File No.' section, which includes dropdowns for 'Choose One' and a date '2020-01-01'. Step 3 points to a 'Choose File' button in a file selection dialog box.

Figure 357

4. Click **Import** to select the file from the list. (Old Physical File No. get auto populated as per selection)

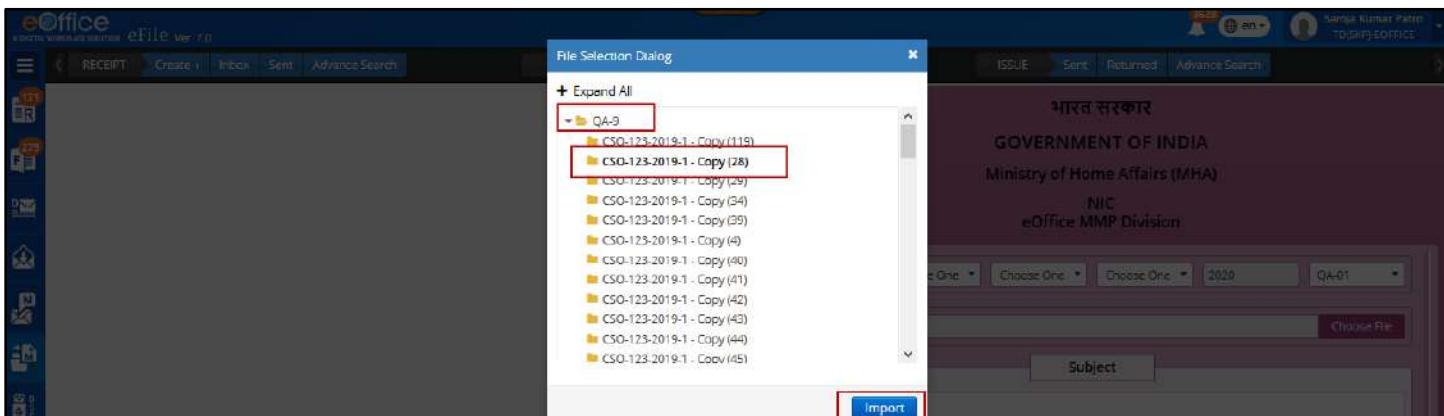


Figure 358

5. Select the required documents (PDF) from respective folders (Issues, Receipts, References and Noting).

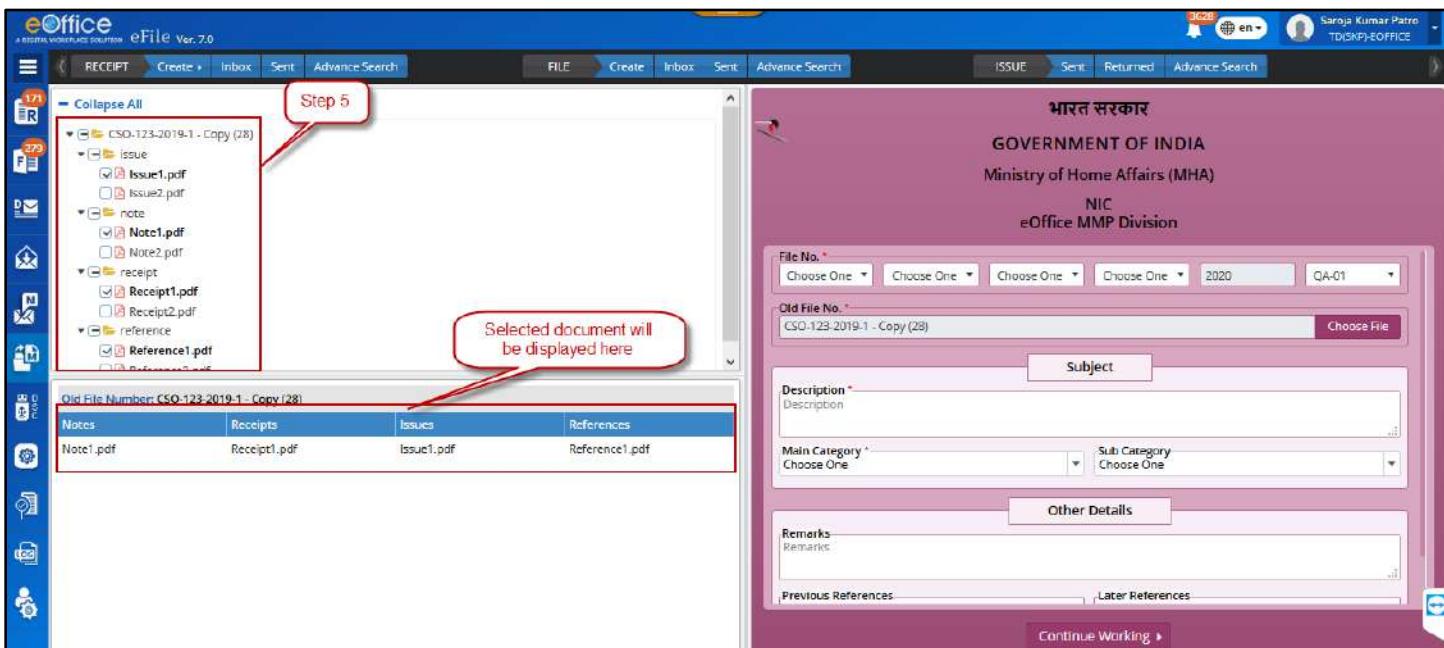


Figure 359

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.)

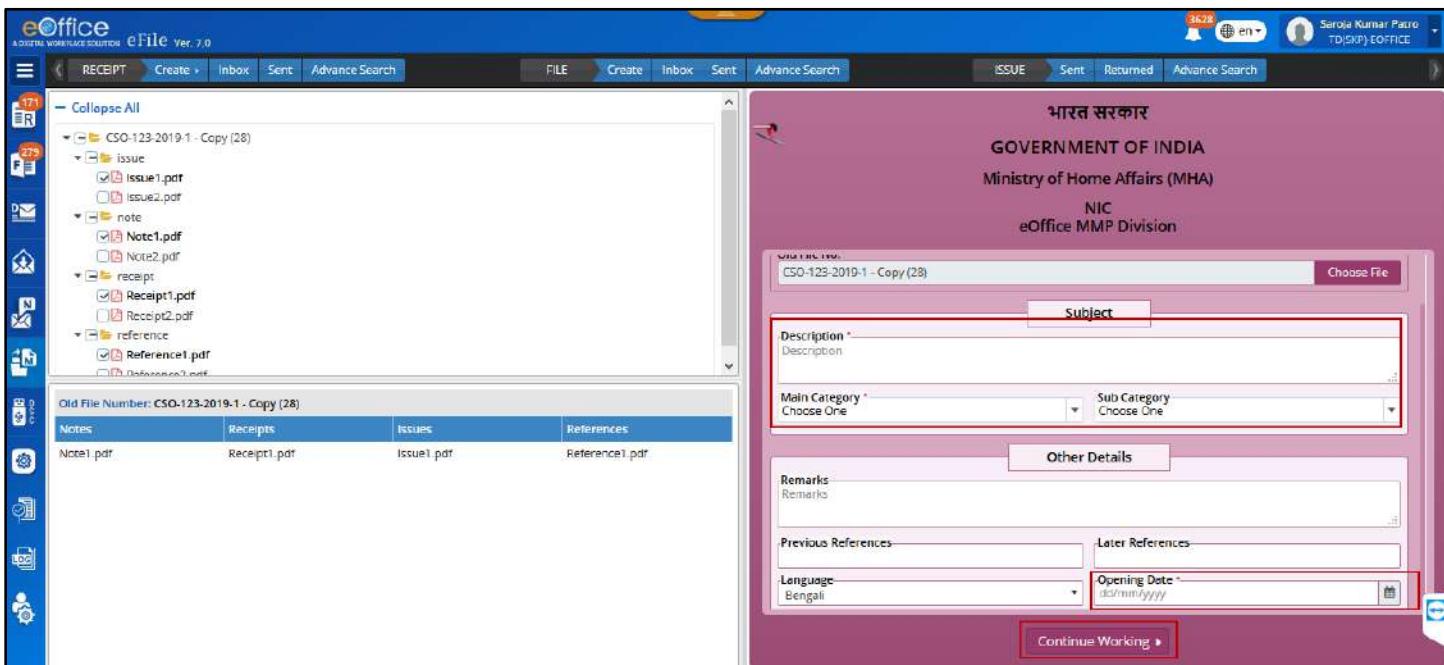


Figure 360

Note:

- 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.

Migration (Created)					
File No.	Subject	Subject Category	Created On	Remarks	Old Physical File No.
A-1201/4/4/2020-QA-01	Appointment of non Indians	Common Office Services	23/06/2020 06:56 PM		CSO-123-2019-1 - Copy (28)
ABC1/10/2020-QA-01	for test		22/06/2020 07:30 PM		CSO-123-2019-1 - Copy (99)
A-12/1136/2020-QA-01	test	Common Office Services	22/06/2020 07:19 PM	remarks	CSO-123-2019-1 - Copy (124)
A-11/424/2020-QA-01	dividedwed	Common Office Services	22/06/2020 03:03 PM		CSO-123-2019-1 - Copy (13)
A-31/1/2020-QA-01	rrc	Common Office Services	21/06/2020 08:07 PM		CSO-123-2019-1 - Copy (21)
A-12/1126/2020-QA-01	jngjhgj	Common Office Services	19/06/2020 04:51 PM		CSO-123-2019-1 - Copy (120)
	Migrate File	Migrate File-Automation	19/06/2020 03:24 PM		CSO-123-2019-1 - Copy (114)
	Create New	Migrate File-Automation	04/06/2020 09:14 PM	Migrate File Remark:	CSO-123-2019-1 - Copy (107)
	Created	Migrate File-Automation	04/06/2020 09:13 PM	Migrate File Remark:	CSO-123-2019-1 - Copy (106)
	Folder Permissions	Migrate File-Automation	04/06/2020 09:11 PM	Migrate File Remark:	CSO-123-2019-1 - Copy (102)
			04/06/2020 09:11 PM	Migrate File Remark:	CSO-2-2020-A9-2 - Copy (99)

Figure 361

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).

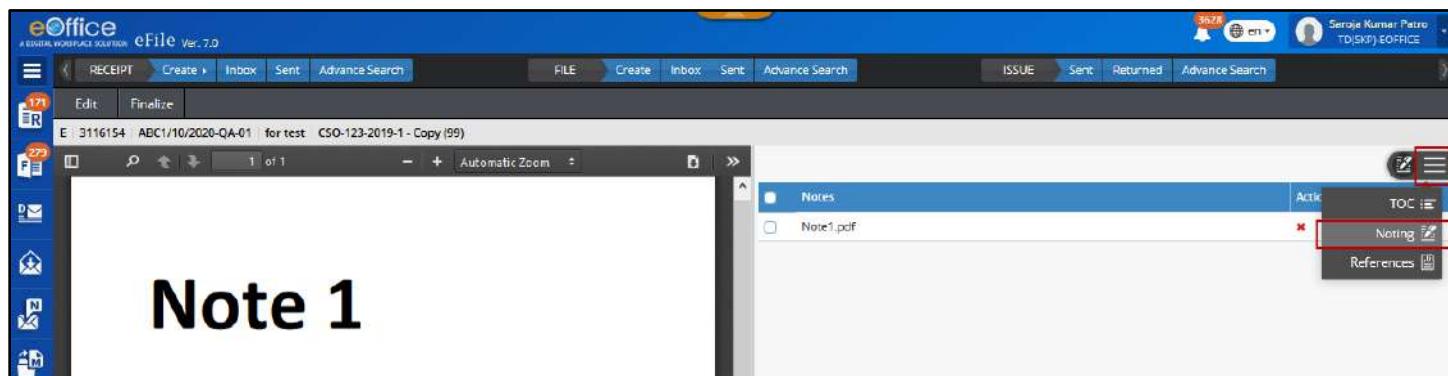


Figure 362

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.

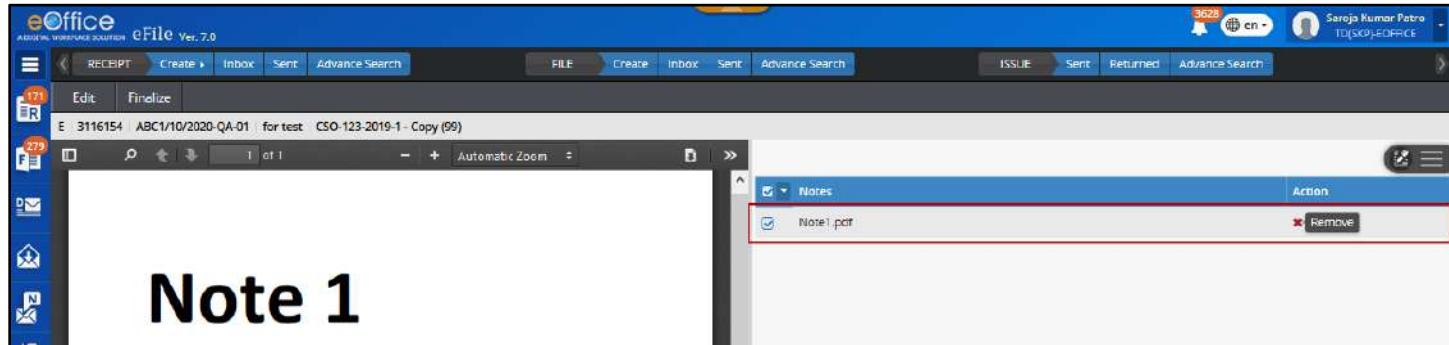


Figure 363

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

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 on Create/Edit Receipt or Create/Edit Issue icon for the receipt or issue respectively in ToC.

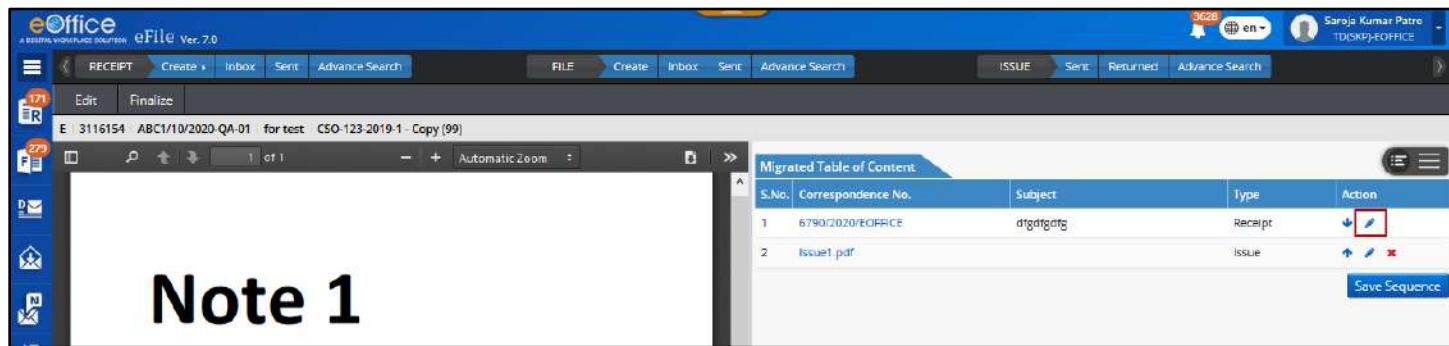


Figure 364

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.

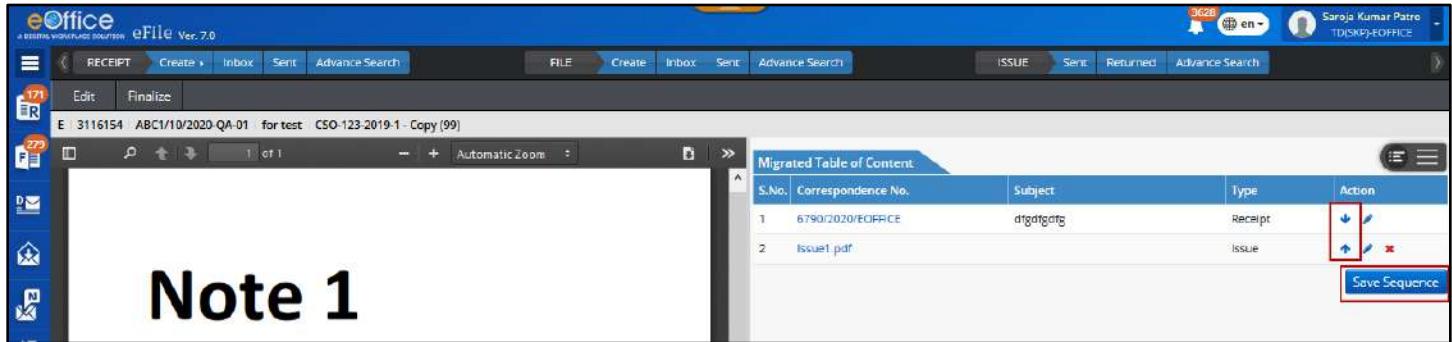


Figure 365

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

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 **Remove** Icon.

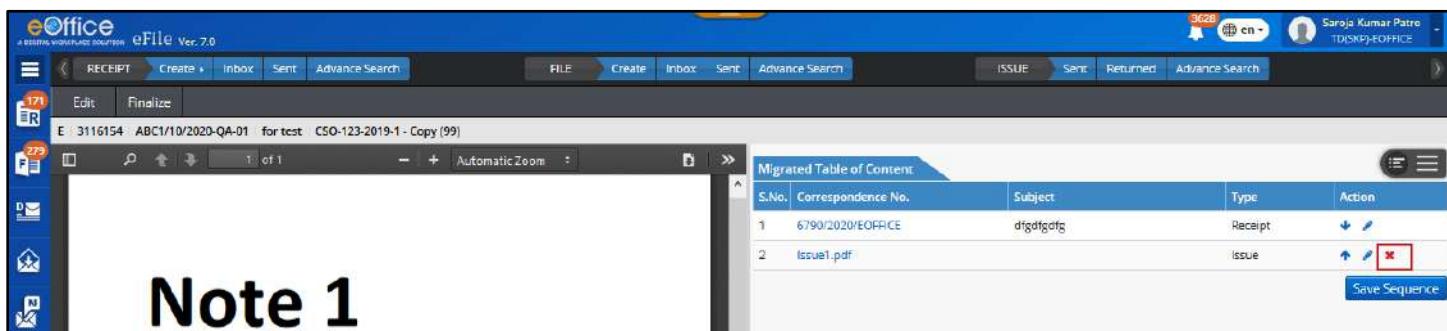


Figure 366

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).

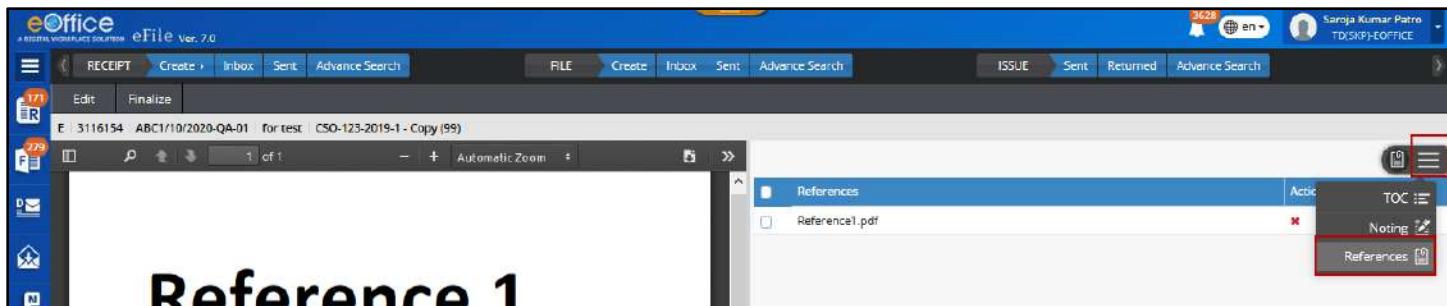


Figure 367

4. Click **References**. (*References will be displayed on Left panel and its Details on Right Panel of File Inner Page*).

Delete References

STEPS TO FOLLOW:

1. Follow steps to View References.
2. Select References using checkbox in Right panel of File Inner page.
3. Click **Remove** Icon.

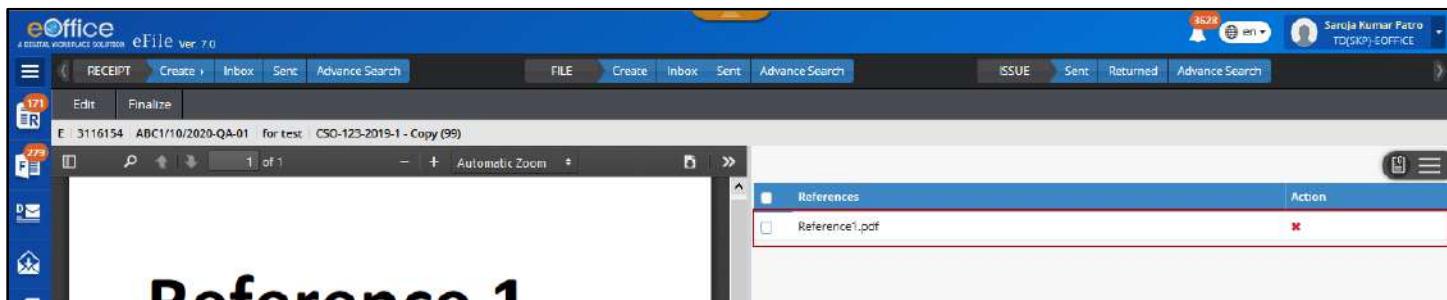


Figure 368

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*)

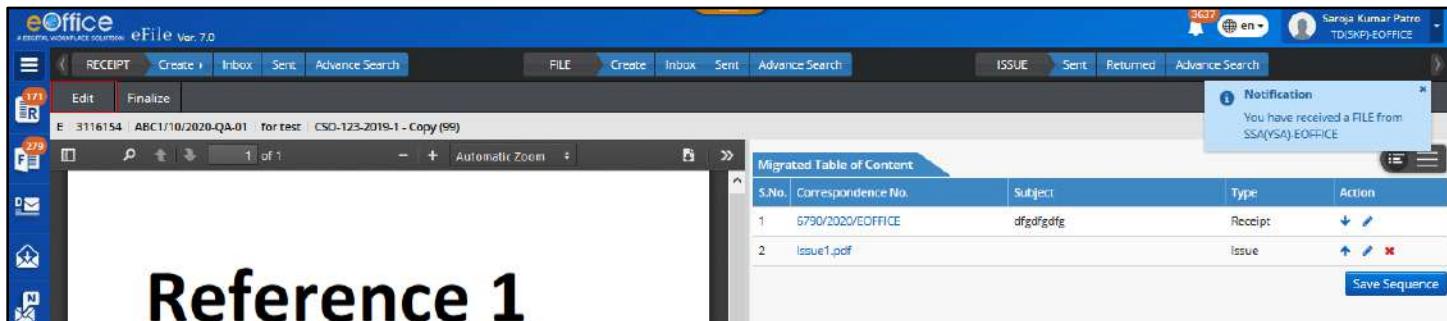


Figure 369

Finalize Migration

This feature allows User to **Finalize** the File Migration process.

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 **Finalize** menu.

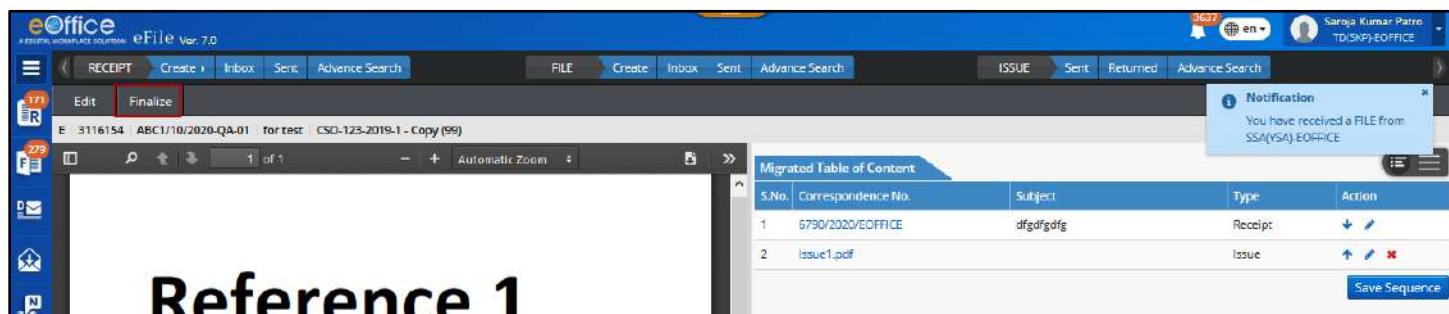


Figure 370

- 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:

- Click on **Folder Permissions** link under Migrate File module.

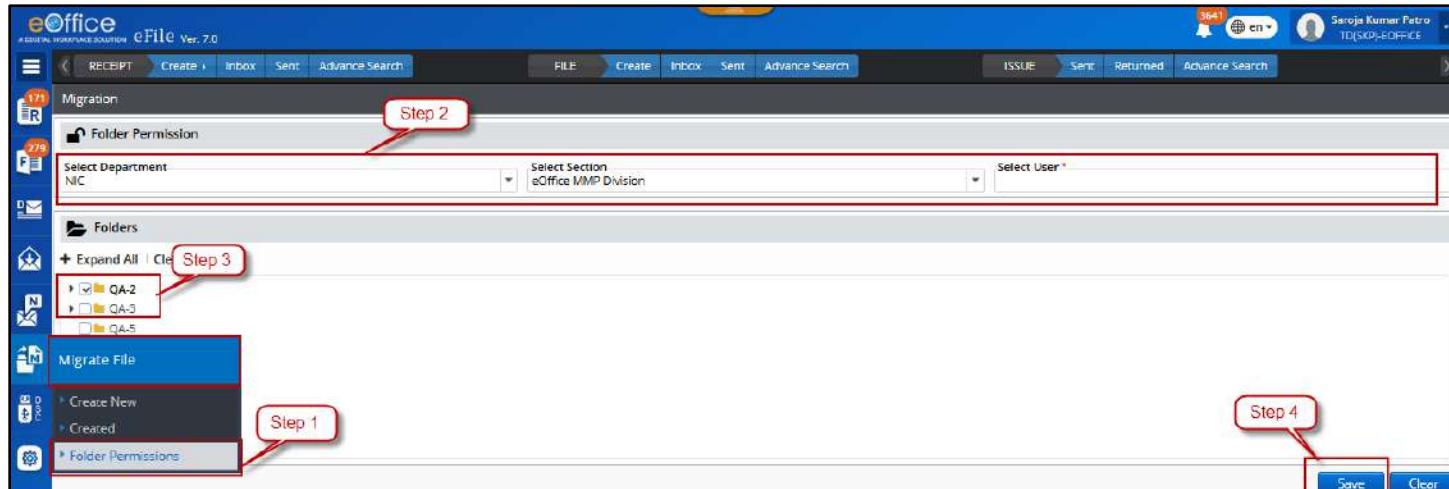


Figure 371

- 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.

Note:

- 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.

eOffice eFile Ver. 7.0										26/11	en	Saroja Kumar Patro TD(SKP)-ECOFFICE
RECBPT Create > Inbox Sent Advance Search				FILE Create Inbox Sent Advance Search				ISSUE Sent Returned Advance Search				
Intra eOffice										Search Here...		
Dispatch No.	Subject	Sent By	Sender Email	Received On	Section	Department	Diary Status	Action				
DIS/12650/2020	cccccccccccc	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	22/06/2020 08:37 PM	eOffice MMP Division	NIC	Not Diarised					
DIS/11102/2020	cccccccccccc	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	22/06/2020 08:17 PM	eOffice MMP Division	NIC	Not Diarised					
DIS/11073/2020	edte	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	21/06/2020 09:07 PM	eOffice MMP Division	NIC	Diarised					
Received Letters		Saroja Kumar Patro	sumit7rawat.nic@gmail.com	21/06/2020 07:39 PM	eOffice MMP Division	NIC	Not Diarised					
Intra eOffice		R.R. Pillay		20/06/2020 06:46 PM	GANDHI NAGAR (STATE UNIT)	NIC	Not Diarised					
Intra eOffice		Saroja Kumar Patro	sumit7rawat.nic@gmail.com	20/06/2020 02:27 PM	eOffice MMP Division	NIC	Not Diarised					
Email		Saroja Kumar Patro	sumit7rawat.nic@gmail.com	19/06/2020 08:55 PM	eOffice MMP Division	NIC	Not Diarised					
DIS/10527/2020	wedwedwed	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	19/06/2020 11:26 AM	eOffice MMP Division	NIC	Not Diarised					

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.**

The screenshot shows the eOffice application interface. On the left, a sidebar lists 'eOffice' and 'eFile' with 'Ver. 7.0'. Below these are 'RECEIPT', 'Create', 'Inbox', 'Sent', and 'Advanced Search' buttons. The main area displays a list of documents with columns for 'Dispatch No.' and 'Subject'. A central window titled 'sample(1).pdf' shows a PDF document with the title 'A Simple PDF File' and several paragraphs of placeholder text. On the right, a 'Search Here...' search bar is present, along with a table showing a list of items with columns for 'Data To...', 'Priority Status', and 'ACQUISITION'. A 'Not Dismissed' status is highlighted in yellow.

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).

Dispatch No.	Subject	Sent By	Sender Email	Received On	Section	Department	Diary Status
DIS/12650/2020	csdcscdcsdcscdc	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	22/06/2020 08:37 PM	eOffice MMP Division	NIC	Not Diarised
DIS/11102/2020	csdcscdcsdcscdc	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	22/06/2020 08:17 PM	eOffice MMP Division	NIC	Not Diarised
DIS/11073/2020	edte	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	21/06/2020 09:07 PM	eOffice MMP Division	NIC	Diarised
DIS/11056/2020	Subject	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	21/06/2020 07:39 PM	eOffice MMP Division	NIC	Not Diarised
DIS/10923/2020	Enter Description 223Testing	R.R. Pillay		20/06/2020 06:46 PM	GANDHI NAGAR (STATE UNIT)	NIC	Not Diarised

Figure 374

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

Dispatch No.	Subject	Sent By	Sender Email	Received	Date	Diary Status	Action
DIS/12650/2020	csdcscdcsdcscdc	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	22/06/2020	Sent Date From: dd/mm/yyyy Sent Date To: dd/mm/yyyy	Not Diarised	
DIS/11102/2020	csdcscdcsdcscdc	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	22/06/2020		Not Diarised	
DIS/11073/2020	edte	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	21/06/2020		Diarised	
DIS/11056/2020	Subject	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	21/06/2020		Not Diarised	
DIS/10923/2020	Enter Description 223Testing	R.R. Pillay		20/06/2020		Not Diarised	

Figure 375

Diarise Received Letter

STEPS TO FOLLOW:

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

Dispatch No.	Subject	Sent By	Sender Email	Received On	Section	Department	Diary Status	Action
DIS/12650/2020	csdcscdcsdcscdc	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	22/06/2020 08:37 PM	eOffice MMP Division	NIC	Not Diarised	
DIS/11102/2020	csdcscdcsdcscdc	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	22/06/2020 08:17 PM	eOffice MMP Division	NIC	Not Diarised	
DIS/11073/2020	edte	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	21/06/2020 09:07 PM	eOffice MMP Division	NIC	Diarised	
DIS/11056/2020	Subject	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	21/06/2020 07:39 PM	eOffice MMP Division	NIC	Not Diarised	
DIS/10923/2020	Enter Description 223Testing	R.R. Pillay		20/06/2020 06:46 PM	GANDHI NAGAR (STATE UNIT)	NIC	Not Diarised	
DIS/10873/2020	Enter Description	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	20/06/2020 02:27 PM	eOffice MMP Division	NIC	Not Diarised	

Figure 376

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

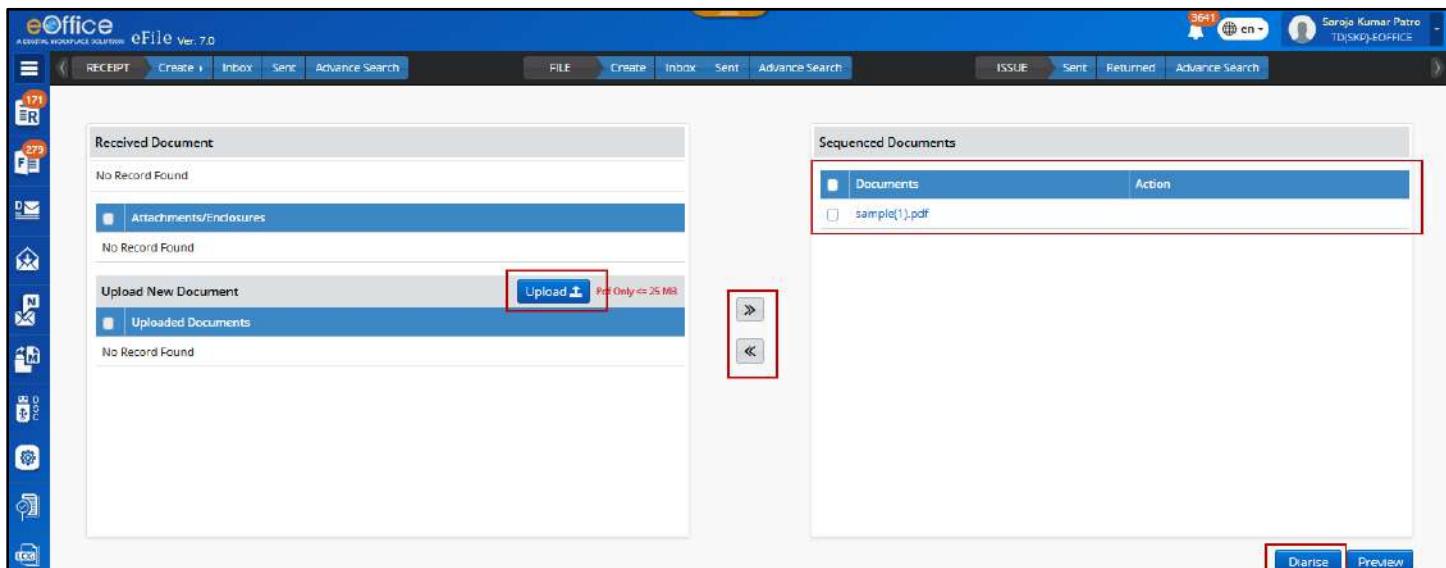


Figure 377

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 [Electronic Receipt Diarisation](#) to create electronic receipt.

Note:

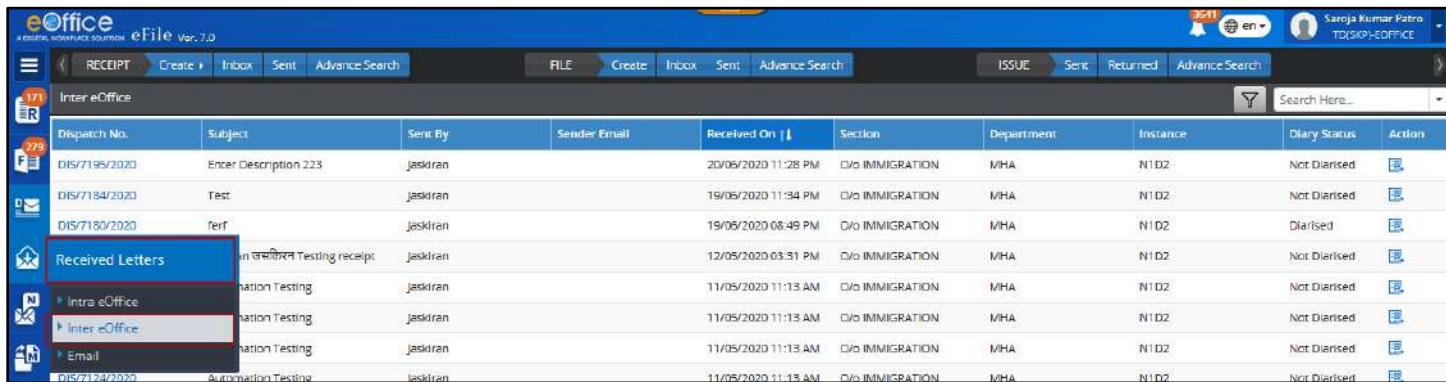
- **Diary Status** column in Intra eOffice Received Letter list will be updated to **Diarised** for records that are already Diarised
- Newly created receipt should be displayed in Created folder in Receipt Module.

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.

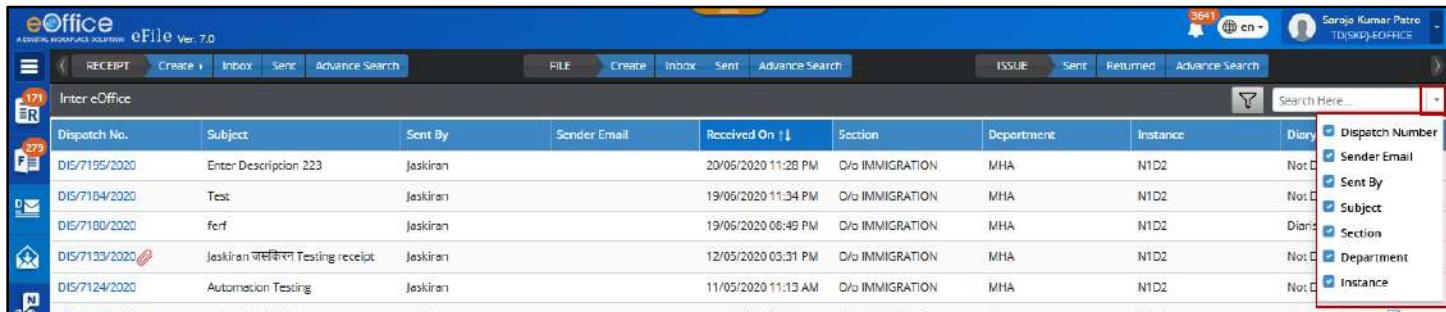


Dispatch No.	Subject	Sent By	Sender Email	Received On	Section	Department	Instance	Diary Status	Action
DIS/7195/2020	Enter Description 223	Jaskiran		20/05/2020 11:28 PM	O/o IMMIGRATION	MHA	N1D2	Not Diarised	
DIS/7184/2020	Test	Jaskiran		19/05/2020 11:34 PM	O/o IMMIGRATION	MHA	N1D2	Not Diarised	
DIS/7180/2020	ferf	Jaskiran		19/05/2020 08:49 PM	O/o IMMIGRATION	MHA	N1D2	Diarised	
Received Letters	Jaskiran जसकिरा Testing receipt	Jaskiran		12/05/2020 03:31 PM	O/o IMMIGRATION	MHA	N1D2	Not Diarised	
Intra eOffice	Intra eOffice Testing	Jaskiran		11/05/2020 11:13 AM	O/o IMMIGRATION	MHA	N1D2	Not Diarised	
Inter eOffice	Inter eOffice Testing	Jaskiran		11/05/2020 11:13 AM	O/o IMMIGRATION	MHA	N1D2	Not Diarised	
Email	Email Testing	Jaskiran		11/05/2020 11:13 AM	O/o IMMIGRATION	MHA	N1D2	Not Diarised	
DIS/7124/2020	Automation Testing	Jaskiran		11/05/2020 11:13 AM	O/o IMMIGRATION	MHA	N1D2	Not Diarised	

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).



Dispatch No.	Subject	Sent By	Sender Email	Received On	Section	Department	Instance	Diary
DIS/7195/2020	Enter Description 223	Jaskiran		20/05/2020 11:28 PM	O/o IMMIGRATION	MHA	N1D2	<input checked="" type="checkbox"/> Dispatch Number <input checked="" type="checkbox"/> Sender Email <input checked="" type="checkbox"/> Sent By <input checked="" type="checkbox"/> Subject <input checked="" type="checkbox"/> Section <input checked="" type="checkbox"/> Department <input checked="" type="checkbox"/> Instance
DIS/7184/2020	Test	Jaskiran		19/05/2020 11:34 PM	O/o IMMIGRATION	MHA	N1D2	<input checked="" type="checkbox"/> Dispatch Number <input checked="" type="checkbox"/> Sender Email <input checked="" type="checkbox"/> Sent By <input checked="" type="checkbox"/> Subject <input checked="" type="checkbox"/> Section <input checked="" type="checkbox"/> Department <input checked="" type="checkbox"/> Instance
DIS/7180/2020	ferf	Jaskiran		19/05/2020 08:49 PM	O/o IMMIGRATION	MHA	N1D2	<input checked="" type="checkbox"/> Dispatch Number <input checked="" type="checkbox"/> Sender Email <input checked="" type="checkbox"/> Sent By <input checked="" type="checkbox"/> Subject <input checked="" type="checkbox"/> Section <input checked="" type="checkbox"/> Department <input checked="" type="checkbox"/> Instance
DIS/7133/2020	Jaskiran जसकिरा Testing receipt	Jaskiran		12/05/2020 03:31 PM	O/o IMMIGRATION	MHA	N1D2	<input checked="" type="checkbox"/> Dispatch Number <input checked="" type="checkbox"/> Sender Email <input checked="" type="checkbox"/> Sent By <input checked="" type="checkbox"/> Subject <input checked="" type="checkbox"/> Section <input checked="" type="checkbox"/> Department <input checked="" type="checkbox"/> Instance
DIS/7124/2020	Automation Testing	Jaskiran		11/05/2020 11:13 AM	O/o IMMIGRATION	MHA	N1D2	<input checked="" type="checkbox"/> Dispatch Number <input checked="" type="checkbox"/> Sender Email <input checked="" type="checkbox"/> Sent By <input checked="" type="checkbox"/> Subject <input checked="" type="checkbox"/> Section <input checked="" type="checkbox"/> Department <input checked="" type="checkbox"/> Instance

Figure 379

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

Figure 380

Diarise Received Letter

STEPS TO FOLLOW:

1. Click **Diarise** Icon for dispatch in the Inter eOffice Received Letters list.
2. Click **Upload** action button to select PDF files from local system. (*If Required*)

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 [Electronic Receipt Diarisation](#) 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.

Email

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.

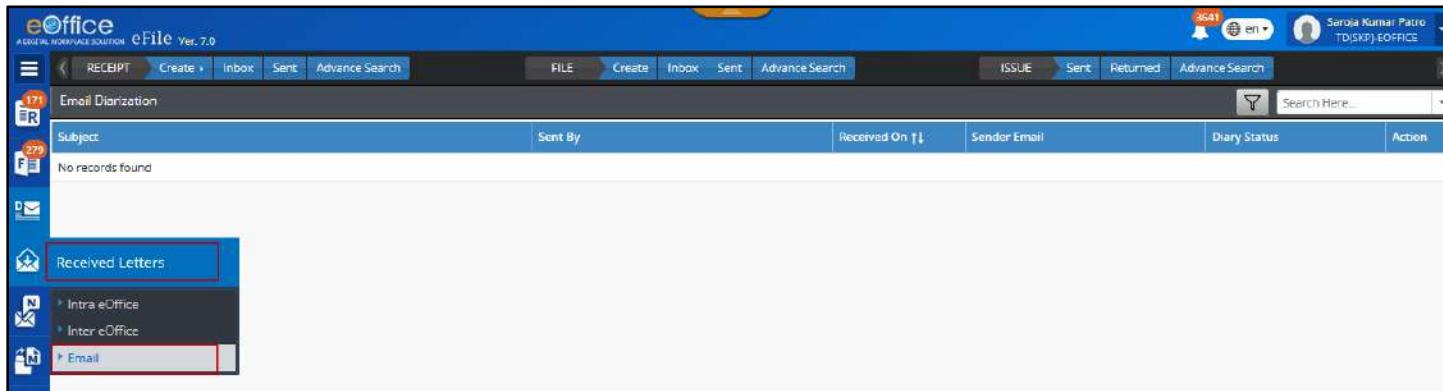


Figure 381

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).

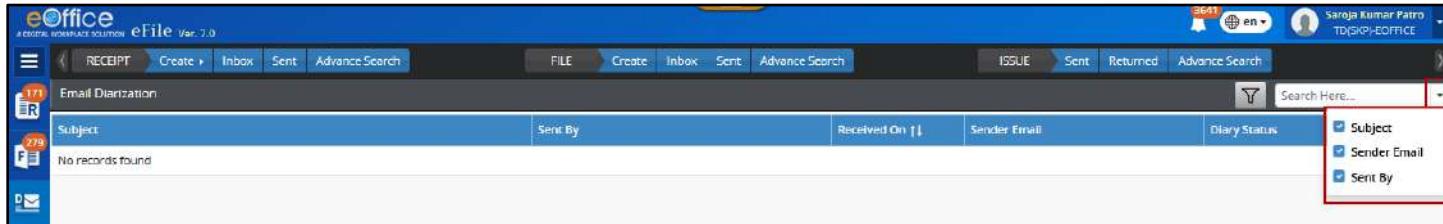


Figure 382

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

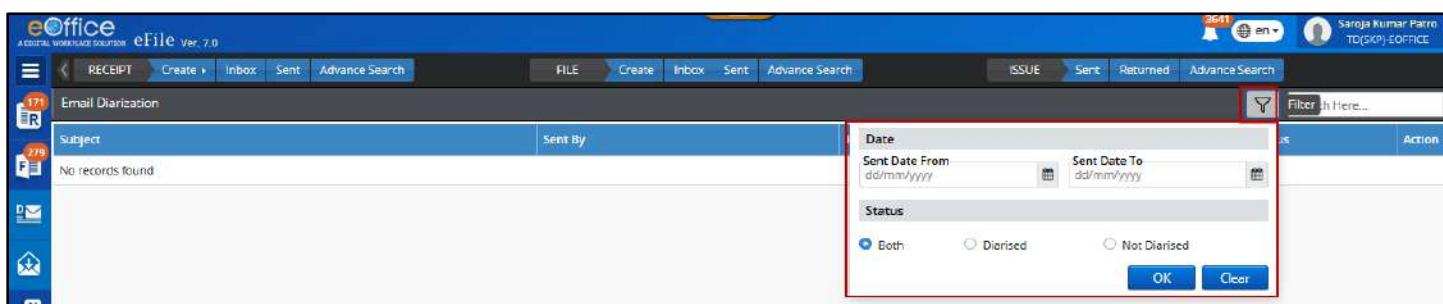


Figure 383

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)

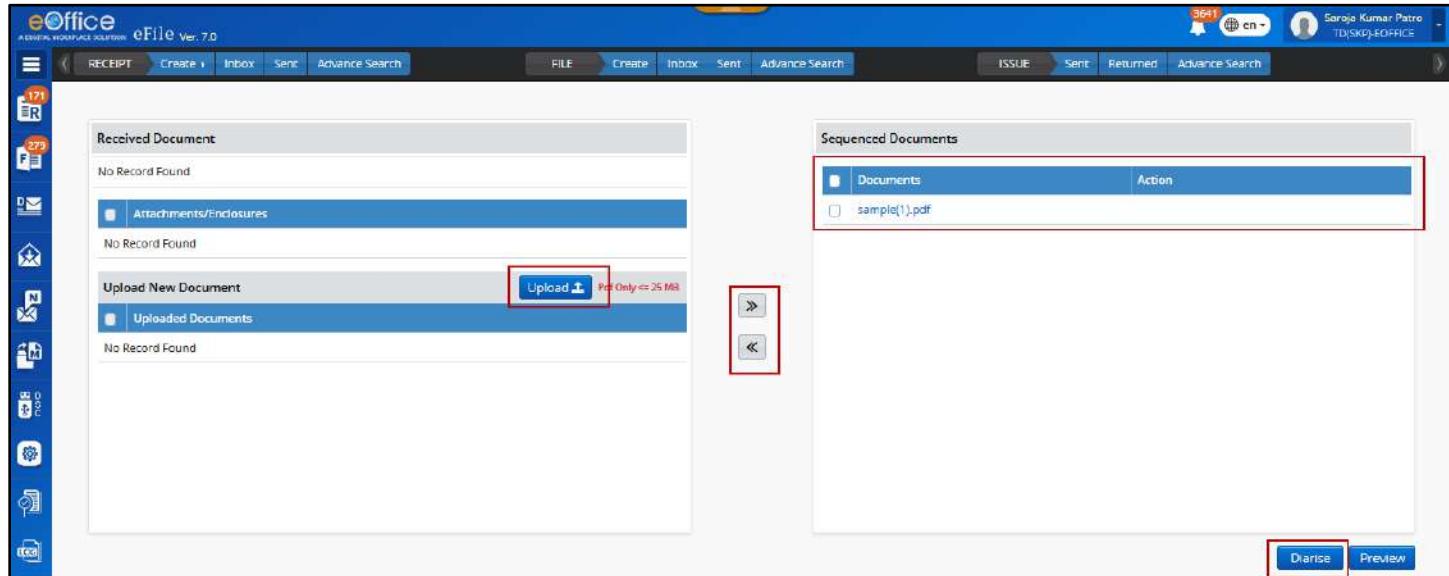


Figure 384

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 [Electronic Receipt Diarisation](#) 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 –

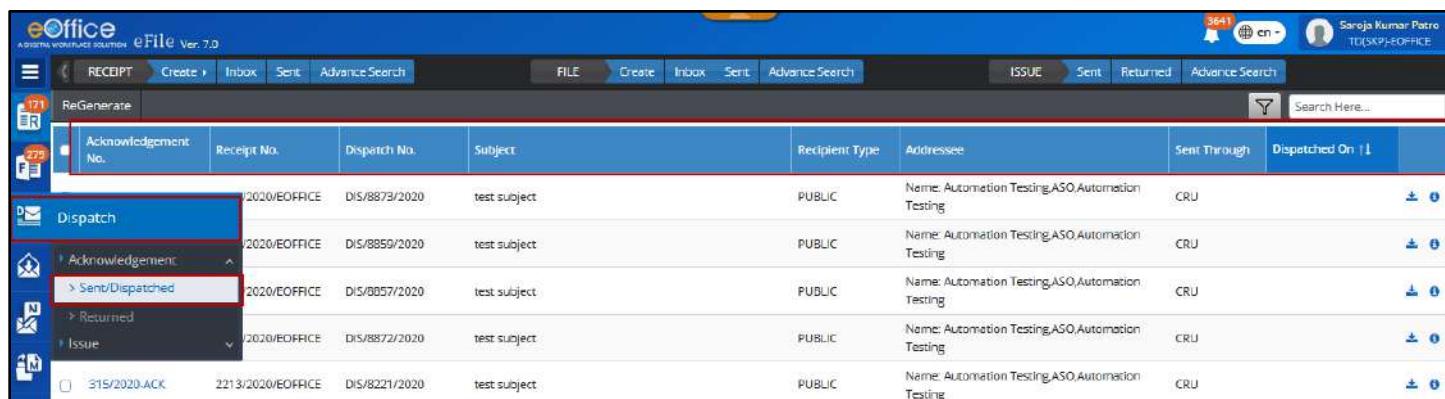
1. Sent/Dispatched
2. Returned

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**.



Acknowledgement No.	Receipt No.	Dispatch No.	Subject	Recipient Type	Addressee	Sent Through	Dispatched On
12020/E0FFICE	DIS/8873/2020	test subject		PUBLIC	Name: Automation Testing,ASO, Automation Testing	CRU	± 0
12020/E0FFICE	DIS/8859/2020	test subject		PUBLIC	Name: Automation Testing,ASO, Automation Testing	CRU	± 0
12020/E0FFICE	DIS/8057/2020	test subject		PUBLIC	Name: Automation Testing,ASO, Automation Testing	CRU	± 0
12020/E0FFICE	DIS/8872/2020	test subject		PUBLIC	Name: Automation Testing,ASO, Automation Testing	CRU	± 0
315/2020-ACK	2213/2020/E0FFICE	DIS/8221/2020	test subject	PUBLIC	Name: Automation Testing,ASO, Automation Testing	CRU	± 0

Figure 385

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.

Note:

- 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.

STEPS TO FOLLOW:

1. Click **Dispatch**→**Acknowledgement**→**Sent/Dispatched**.
2. Select the required **Dispatch**.
3. Click on **Regenerate**.

Selected	Acknowledgement No.	Receipt No.	Dispatch No.	Subject	Recipient Type	Addressee	Sent Through	Dispatched On
<input checked="" type="checkbox"/>	417/2020-ACK	3182/2020/EOFFICE	DIS/8873/2020	test subject	PUBLIC	Name: Automation Testing ASO Automation Testing	CRU	
<input type="checkbox"/>	408/2020-ACK	3186/2020/EOFFICE	DIS/8859/2020	test subject	PUBLIC	Name: Automation Testing ASO Automation Testing	CRU	
<input type="checkbox"/>	406/2020-ACK	3164/2020/EOFFICE	DIS/8857/2020	test subject	PUBLIC	Name: Automation Testing ASO Automation	CRU	

Figure 386

4. Edit the content of the acknowledgement (if required).
5. Click on **Continue**.

Receipt Details

Nature:	E	Comp. No.:	5053850
Receipt No.:	3182/2020/EOFFICE	Main Category:	Common Office Services
Sub Category:		Letter Ref. No.:	
Letter Date:		Delivery Mode:	Courier
Sender Type:			
Subject:	test subject		
Enclosure/ Remarks:			

Sender Details

Min/Dept/Others:	MINISTRY OF AGRICULTURE	Address:	Automation Testing
Name:	Name: Automation Testing	Designation:	ASO
Organisation:	NICSI	Email:	Automation@got.in
Country:	INDIA	State:	ANDAMAN & NICOBAR
City/District:		Pin Code:	
Mobile:	9810458514	LandLine:	
Fax:			

Send Later Continue

Figure 387

Note:

- Refer article for 'Steps to [Sign an acknowledgement](#).
- Refer article for Steps to [Dispatch an acknowledgement](#).

Download Acknowledgement Letter

This section describes the steps to download a copy of the acknowledgement letter.

STEPS TO FOLLOW:

- Click Dispatch→Acknowledgement→Sent/Dispatched.
- Click on **Download Acknowledgement** icon against the required acknowledgement.

Acknowledgement No.	Receipt No.	Dispatch No.	Subject	Recipient Type	Addressee	Sent Through	Dispatched On	Download Acknowledgement
417/2020-ACK	3182/2020/EOFFICE	DIS/8873/2020	test subject	PUBLIC	Name: Automation Testing ASO, Automation Testing	CRU		
408/2020-ACK	3165/2020/EOFFICE	DIS/8859/2020	test subject	PUBLIC	Name: Automation Testing ASO, Automation Testing	CRU		
406/2020-ACK	3164/2020/EOFFICE	DIS/8857/2020	test subject	PUBLIC	Name: Automation Testing ASO, Automation Testing	CRU		
416/2020-ACK	3182/2020/EOFFICE	DIS/8872/2020	test subject	PUBLIC	Name: Automation Testing ASO, Automation Testing	CRU		

Figure 388

Note:

- The acknowledgement will be downloaded to system in 'PDF' format.

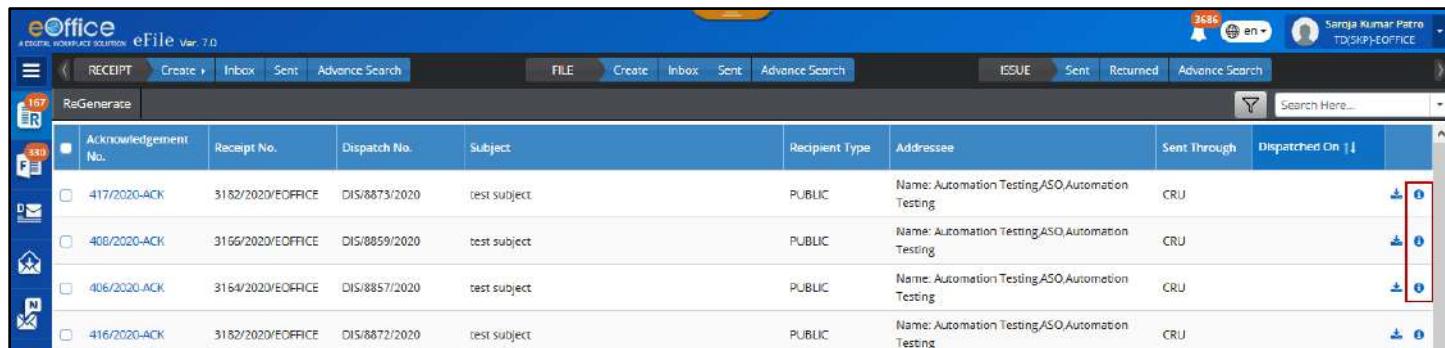
View Dispatch Details

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.

STEPS TO FOLLOW:

1. Under Dispatch module, click Acknowledgement and then click Sent/Dispatched or Returned.
2. Click **Details** icon against the required acknowledgement.



Acknowledgement No.	Receipt No.	Dispatch No.	Subject	Recipient Type	Addressee	Sent Through	Dispatched On
<input type="checkbox"/> 417/2020-ACK	3182/2020/EOFFICE	DIS/8873/2020	test subject	PUBLIC	Name: Automation Testing/ASO, Automation Testing	CRU	
<input type="checkbox"/> 408/2020-ACK	3166/2020/EOFFICE	DIS/8859/2020	test subject	PUBLIC	Name: Automation Testing/ASO, Automation Testing	CRU	
<input type="checkbox"/> 406/2020-ACK	3164/2020/EOFFICE	DIS/8857/2020	test subject	PUBLIC	Name: Automation Testing/ASO, Automation Testing	CRU	
<input type="checkbox"/> 416/2020-ACK	3182/2020/EOFFICE	DIS/8872/2020	test subject	PUBLIC	Name: Automation Testing/ASO, Automation Testing	CRU	

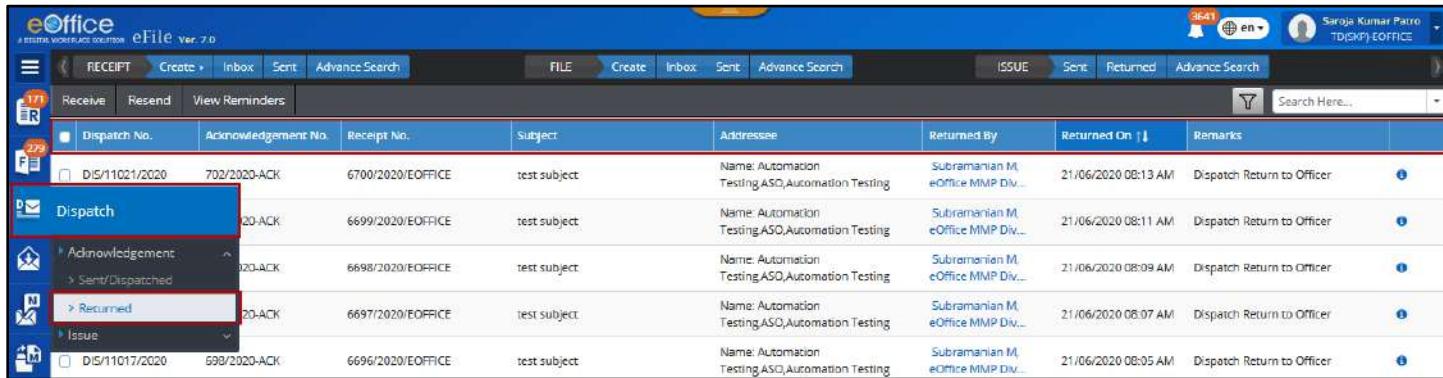
Figure 389

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**.



Dispatch No.	Acknowledgement No.	Receipt No.	Subject	Addressee	Returned By	Returned On	Remarks
DIS/11021/2020	702/2020-ACK	6700/2020/EOFFICE	test subject	Name: Automation Testing ASQ, Automation Testing	Subramanian M, eOffice MMP Div...	21/06/2020 08:13 AM	Dispatch Return to Officer
Dispatch	702-ACK	6699/2020/EOFFICE	test subject	Name: Automation Testing ASQ, Automation Testing	Subramanian M, eOffice MMP Div...	21/06/2020 08:11 AM	Dispatch Return to Officer
Ad acknowledgement.	702-ACK	6698/2020/EOFFICE	test subject	Name: Automation Testing ASQ, Automation Testing	Subramanian M, eOffice MMP Div...	21/06/2020 08:09 AM	Dispatch Return to Officer
Returned	702-ACK	6697/2020/EOFFICE	test subject	Name: Automation Testing ASQ, Automation Testing	Subramanian M, eOffice MMP Div...	21/06/2020 08:07 AM	Dispatch Return to Officer
Issue	702-ACK	6696/2020/EOFFICE	test subject	Name: Automation Testing ASQ, Automation Testing	Subramanian M, eOffice MMP Div...	21/06/2020 08:05 AM	Dispatch Return to Officer

Figure 390

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.

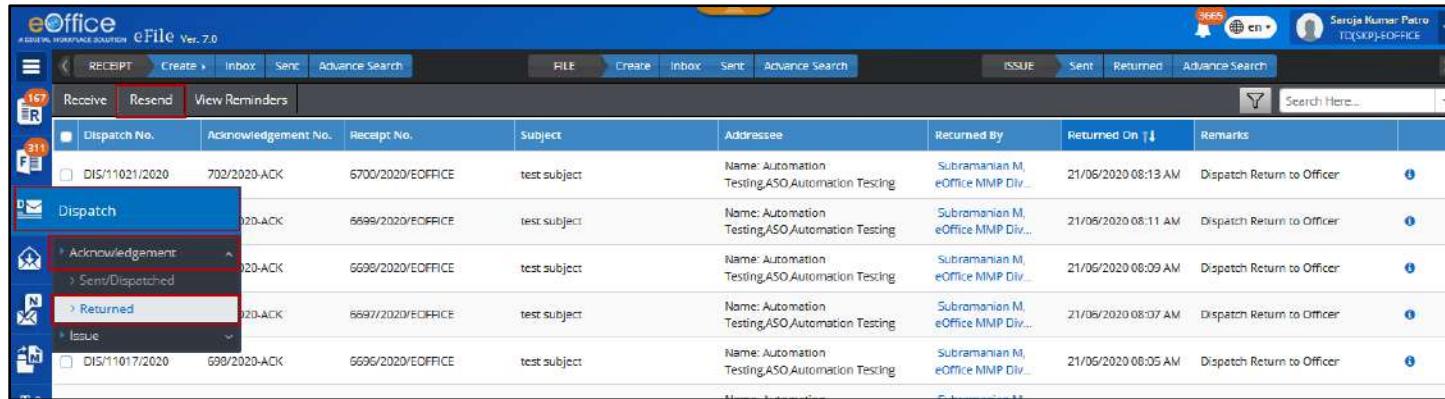


Figure 391

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

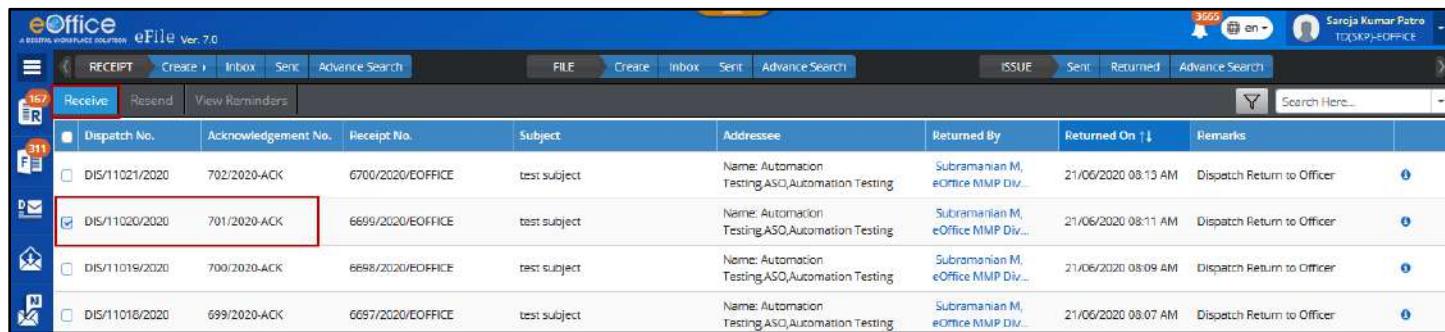


Figure 392

4. Click 'Dispatch number' to edit the recipient details (if required).
5. Click 'Save'. (Click **Save and Send** to directly resend dispatch from edit page)

Dispatch No.: DIS/11020/2020 Acknowledgement No.: 701/2020-ACK

Min/Dept/Others *
MINISTRY OF COAL

Name *
Name: Automation Testing

Designation *
ASO

Address *
Automation Testing

Organization
NCSL

Country
INDIA

City/District

State
ANDAMAN & NICOBAR

Pincode

Mobile
9810458514

Email
Automation@got.in

LandLine

Fax

Save Save And Send

Figure 393

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

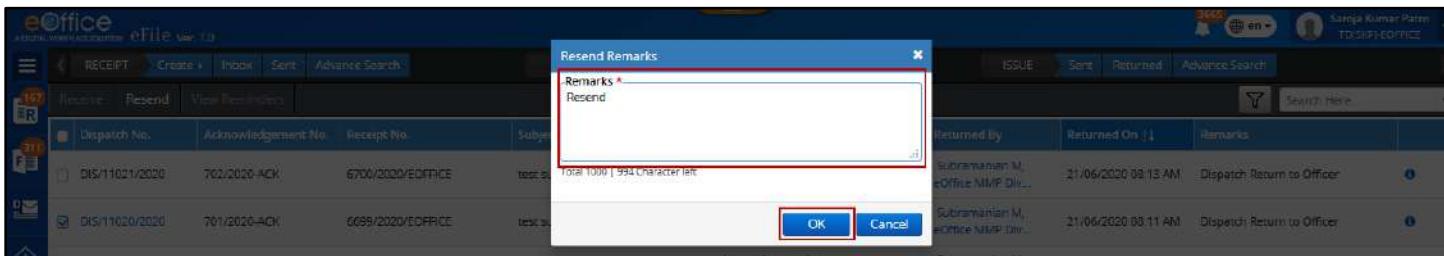


Figure 394

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

Dispatched Issue

After an Issue is sent for dispatch, its 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'.

Issue No.	Subject	Issued On	Type	Issued Against	Currently In (File No.)	Receipt No.
<input type="checkbox"/> I/3024506/2020	Automation Testing	23/06/2020 11:14 PM	ISSUE		A-11011/4935/2020-QA-01	
<input type="checkbox"/> I/3024507/2020	Automation Testing	23/06/2020 11:12 PM	ISSUE		A-11011/4934/2020-QA-01	
<input type="checkbox"/> I/3024508/2020	Automation Testing	23/06/2020 11:10 PM	ISSUE		A-11011/4933/2020-QA-01	
<input type="checkbox"/> I/3024509/2020	Automation Testing	23/06/2020 11:08 PM	ISSUE		A-11011/4932/2020-QA-01	
<input type="checkbox"/> I/3024499/2020	Automation Testing	23/06/2020 11:06 PM	ISSUE		A-11011/4931/2020-QA-01	
<input type="checkbox"/> I/3024510/2020	Automation Testing	23/06/2020 11:05 PM	ISSUE		A-11011/4930/2020-QA-01	
<input type="checkbox"/> I/3024511/2020	Automation Testing	23/06/2020 11:03 PM	ISSUE		A-11011/4929/2020-QA-01	
<input type="checkbox"/> I/3024512/2020	Enter Description 223	23/06/2020 10:08 PM	ISSUE		A-11011/4861/2020-QA-01	

Figure 395

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 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.**.


Ver. 7.0
3685
cn
Saroja Kumar Patro
TD(SK9)-EOPICE

Figure 396

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.

The screenshot shows the eOffice eFile application interface. On the left, a PDF document titled 'A Simple PDF File' is displayed, containing several paragraphs of placeholder text. On the right, the 'Issue Details' and 'Dispatch Details' sections are shown, both of which are highlighted with red boxes. The 'Issue Details' section includes fields for Issue No., Issued On, File No., Subject, Draft Nature, Language, Prefix, and Sub Category. The 'Dispatch Details' section shows a table for 'Recipients List' with columns for Recipient Type, Dispatch No., Addressee, Sent Through, Status, and Action. A recipient entry for 'External' with Dispatch No. 'DIS/13214/2020' and Addressee 'Jasikiran, ASSISTANT SECTION OFFICER-G' is listed, with 'SELF' in the Sent Through column and 'DISPATCHED' in the Status column.

Recipient Type	Dispatch No.	Addressee	Sent Through	Status	Action
External	DIS/13214/2020	Jasikiran, ASSISTANT SECTION OFFICER-G	SELF	DISPATCHED	

Figure 397

Note:

- 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’.

STEPS TO FOLLOW:

- Under ‘Dispatch’ module, click on ‘Issue’.
- Click on ‘Sent/Dispatched’.
- Select the required ISSUE No.
- Click on ‘Create Reminders’.

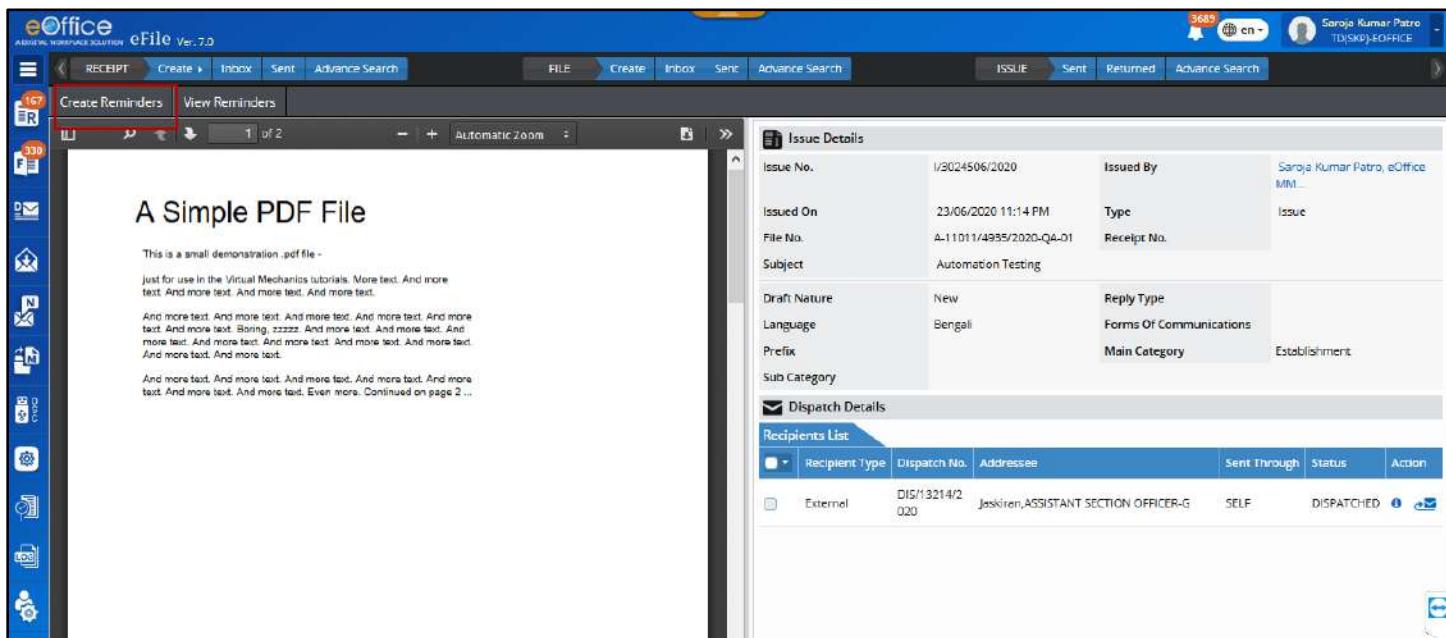


Figure 398

- Follow steps as mentioned in article to [create a reminder](#). (*Draft Nature, Issue No. and Reply Type will be auto populated and remains locked*)
- Follow steps to [Sign](#) the reminder Created.
- 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 popup will open.

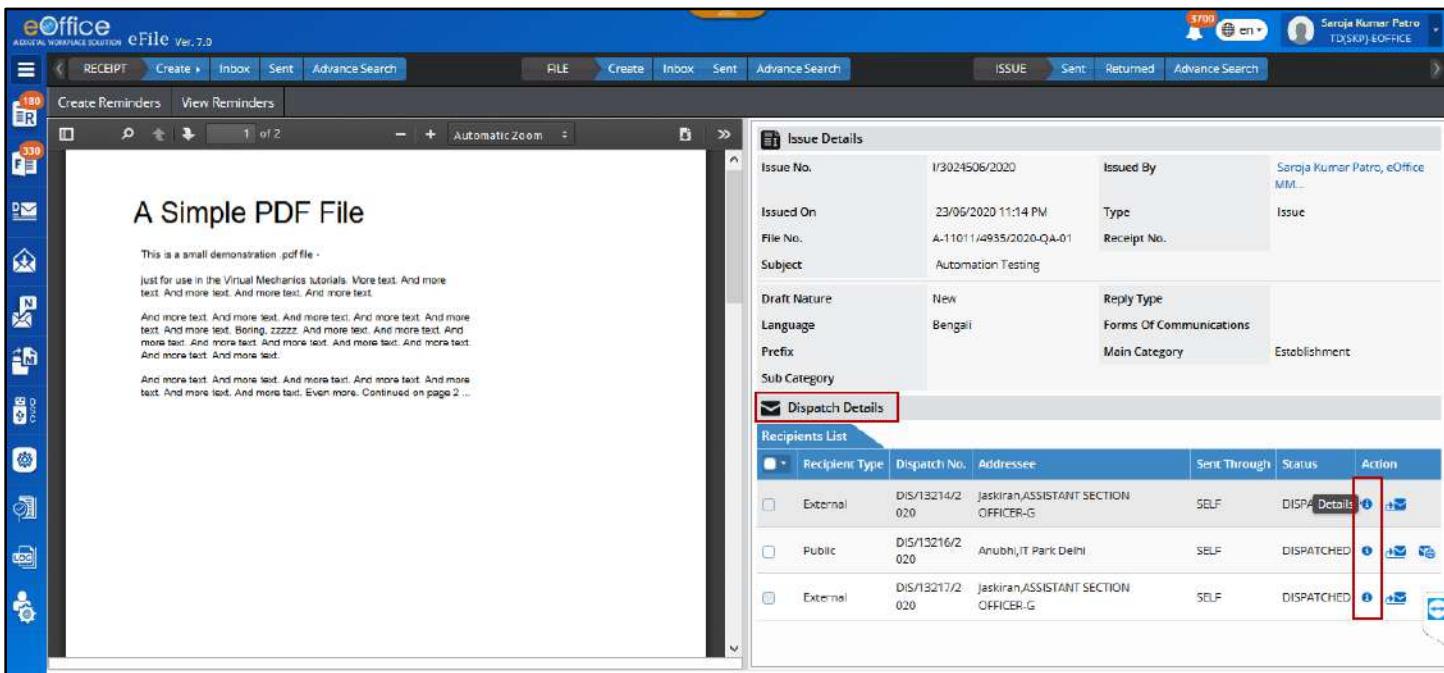


Figure 400

- **Basic Details** – It displays –
 - Dispatch details** – Details such as dispatch no., dispatch sent by, date sent on, Dispatch by, Delivery mode, and etc.
 - Communication details** – Communication details of the addressee
 - Postal Details** – The postal details recorded if sent by post media.

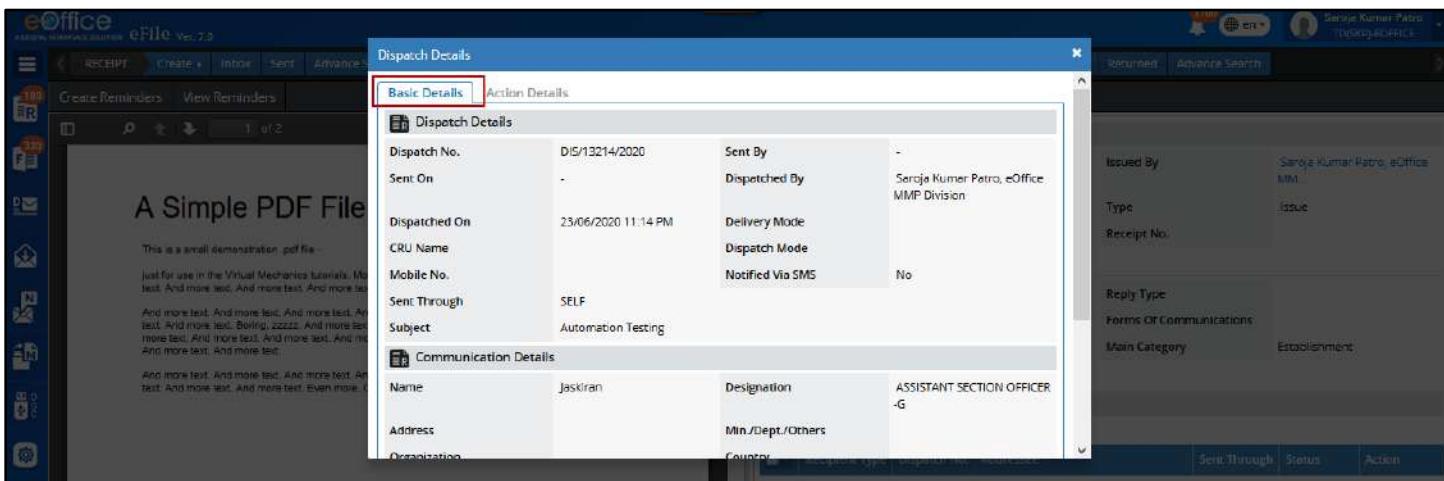


Figure 401

- **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.

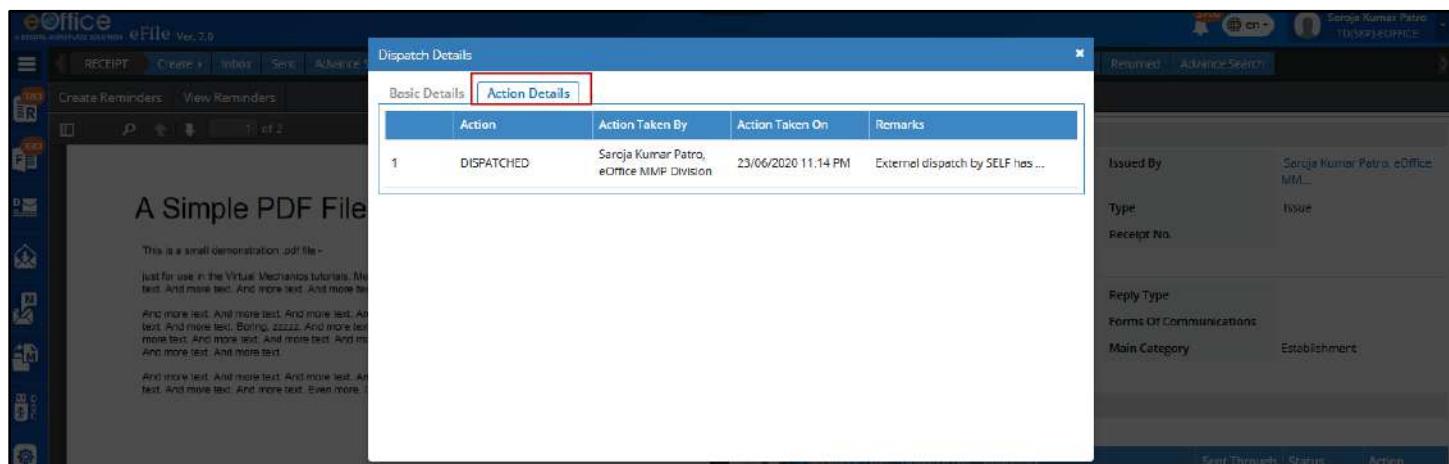


Figure 402

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.

STEPS TO FOLLOW:

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.

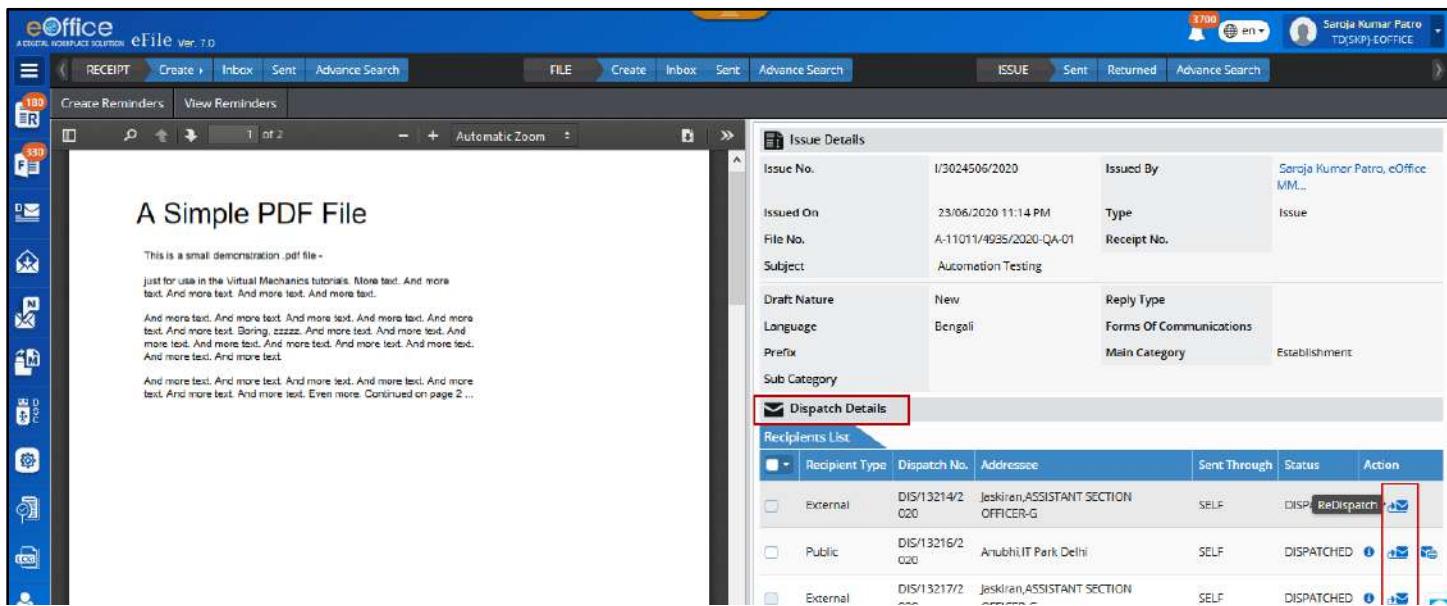


Figure 403

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 '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.

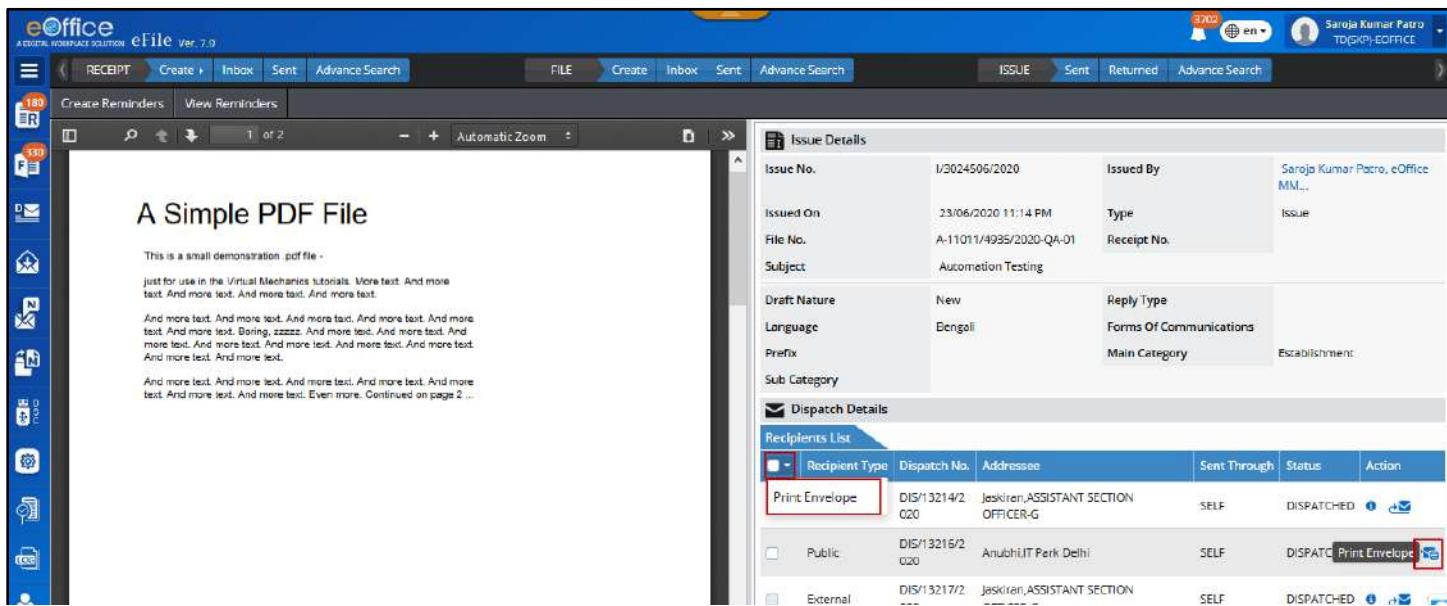


Figure 404

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

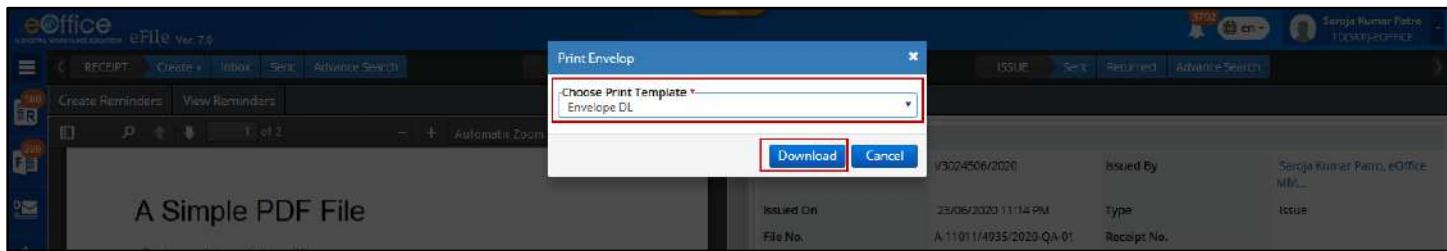


Figure 405

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 –

STEPS TO FOLLOW:

1. Under 'Dispatch' module, click on 'Issue'.
2. Click on 'Returned'.



Figure 406

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.

STEPS TO FOLLOW:

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)



Dispatch No.	Issue No.	Subject	Addressee	Returned By	Returned On	Remarks	Type
<input type="checkbox"/> DIS/13201/2020	I/3024491/2020	Enter Description	Anubhi,Delhi	Subramanian M, eOffice MMP Div...	23/06/2020 09:33 PM	Enter Remarks	ISSUE
<input checked="" type="checkbox"/> DIS/13200/2020	I/3024490/2020	Enter DescriptionTesting	Anubhi,Delhi	Subramanian M, eOffice MMP Div...	23/06/2020 09:31 PM	Enter Remarks	ISSUE
<input type="checkbox"/> DIS/10989/2020	I/3024316/2020	Enter DescriptionPhysical	Anubhi,Delhi	Subramanian M, eOffice MMP Div...	21/06/2020 05:48 AM	update postal details	ISSUE

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)

Dispatch No.: DIS/13200/2020 Issue No.: I/3024490/2020

Min./Dept./Others *
MINISTRY OF COAL

Name *
Anubhi

Address *
Delhi

Organization

Country *
Choose One

State *
Choose One

City/District

Mobile *
9655678769

Pincode

LandLine

Email

Fax

Save Save And Send

Figure 408

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

Dispatch No.	Issue No.	Subject	Addressee	Returned By	Returned On	Remarks	Type
<input type="checkbox"/> DIS/13201/2020	I/3024491/2020	Enter Description	Anubhi,Delhi	Subramanian M, eOffice NMP Div...	23/06/2020 09:33 PM	Enter Remarks	ISSUE
<input checked="" type="checkbox"/> DIS/13200/2020	I/3024490/2020	Enter DescriptionTesting	Anubhi,Delhi	Subramanian M, eOffice NMP Div...	23/06/2020 09:31 PM	Enter Remarks	ISSUE
<input type="checkbox"/> DIS/10989/2020	I/3024316/2020	Enter DescriptionPhysical	Anubhi,Delhi	Subramanian M, eOffice NMP Div...	21/06/2020 05:48 AM	update postal details	ISSUE
<input type="checkbox"/> DIS/10988/2020	I/3024315/2020	Enter DescriptionPhysical	Anubhi,Delhi	Subramanian M, eOffice NMP Div...	21/06/2020 05:46 AM	update postal details	ISSUE

Figure 409

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

Resend Remarks

Remarks *
Resend

Total 1000 | 994 Character left

OK Cancel

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. ([Refer search privilege 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.*)

The screenshot shows the eOffice eFile interface with the 'Advanced Search' screen for issues. The 'Issue' tab is active. The interface includes a top navigation bar with 'en' dropdown, user profile, and 'TDC' link. On the left, there's a sidebar with various icons. The main search area has fields for 'Issue No.', 'Subject', 'Forms of Communication', 'Prefix', 'Issued By', 'Issued On', 'Section', 'Select User', 'To Date', 'Dispatch Details' (with fields for 'Dispatch No.', 'Dispatch From Date', 'Dispatch To Date', and 'Dispatch Through'), 'Dispatched By', 'Dispatched To' (with radio buttons for 'All', 'Public', 'eOffice Internal', and 'eOffice External'), and 'Create Reminder' (with a table for actions, issue no., subject, type, issued by, issued on, sent by, and sent on). The right side shows 'Physical Scope' and 'Electronic Scope' dropdowns, both set to 'Global'. A message at the bottom says 'No records found'.

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*).

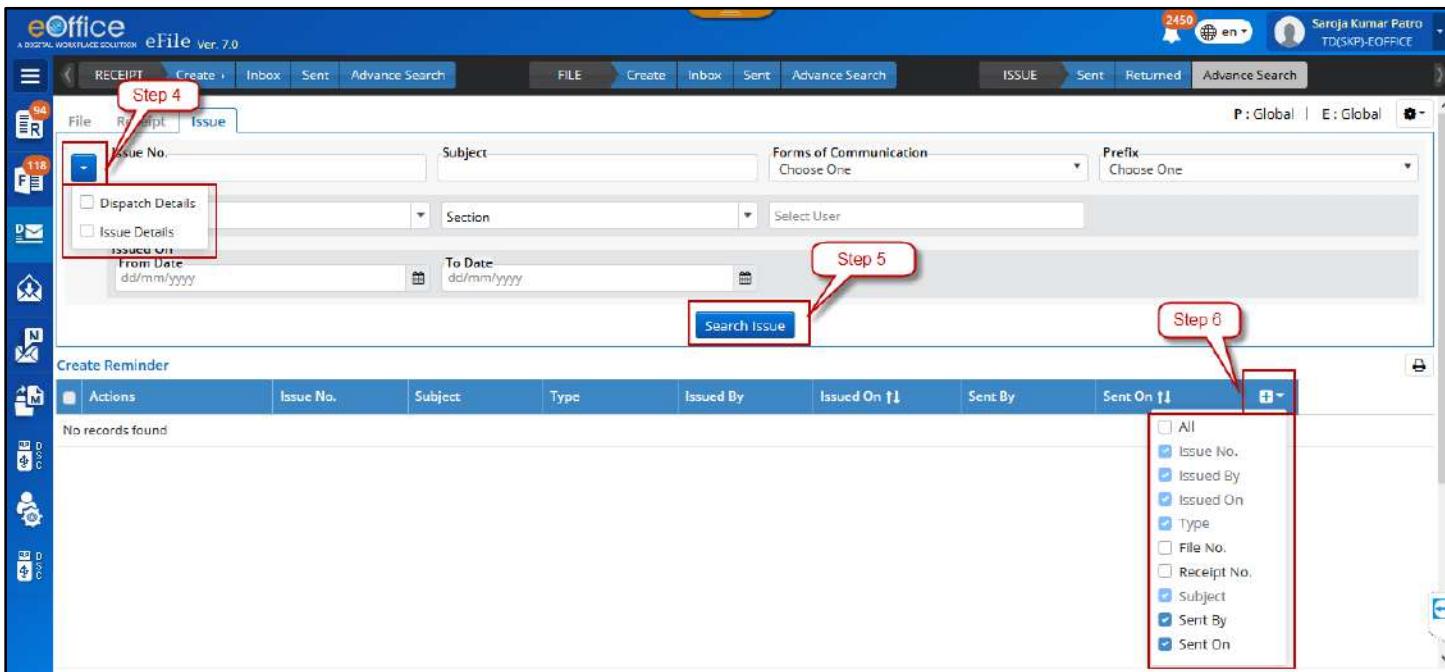


Figure 412

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**.

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.

- **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.

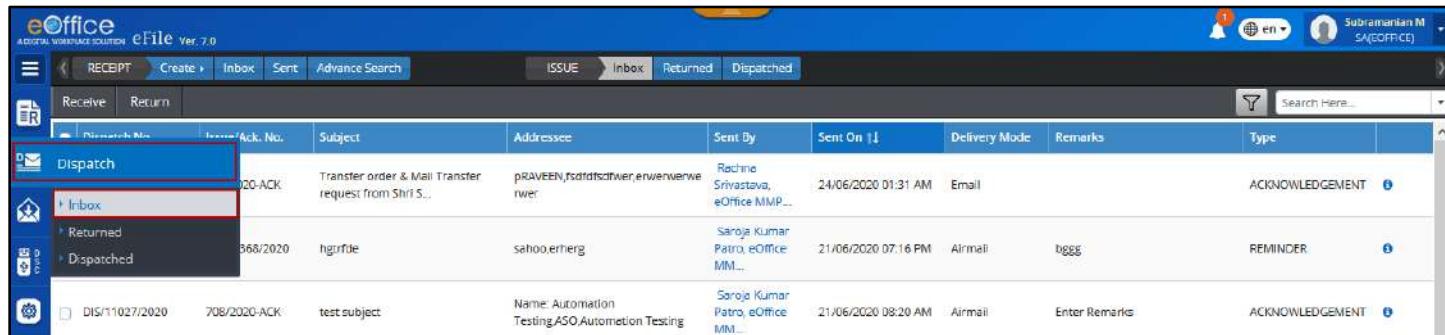
Inbox

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'.



Dispatch No.	Issue No./Ack No.	Subject	Addressee	Sent By	Sent On	Delivery Mode	Remarks	Type
708/2020	708/2020-ACK	Transfer order & Mail Transfer request from Shri S...	pRAVEEN_fcdtdtsdthwer.erwerwerwer	Radhe Srivastava, eOffice MM...	24/06/2020 01:31 AM	Email		ACKNOWLEDGEMENT
	708/2020	hgrfrde	sahoo.erherg	Saroja Kumar Patro, eOffice MM...	21/06/2020 07:16 PM	Airmail	b6gg	REMINDER
	DIS/11027/2020	708/2020-ACK	test subject	Name: Automation Testing ASO Automation Testing	21/06/2020 08:20 AM	Airmail	Enter Remarks	ACKNOWLEDGEMENT

Figure 413

The user can now see the list of dispatch request. The following information is available –

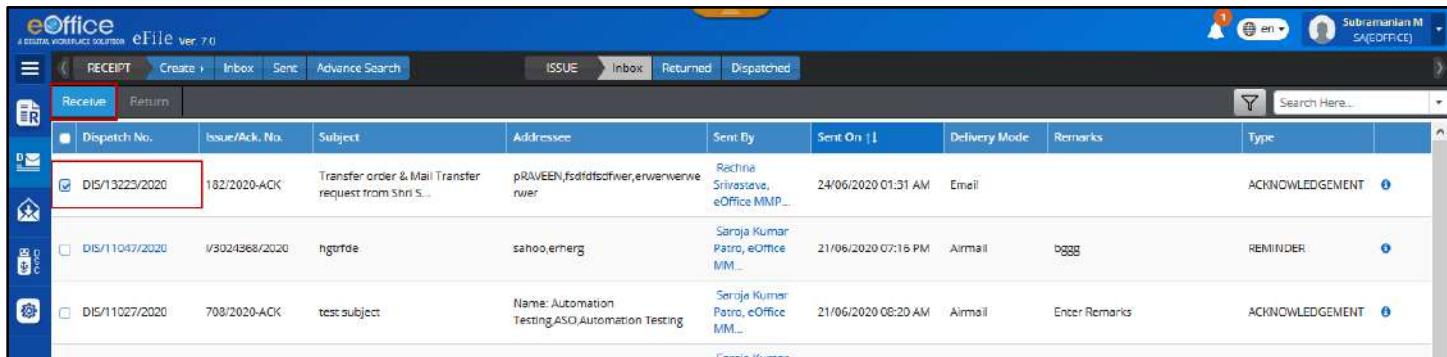
1. **Dispatch Number:** The unique dispatch number generated against the Issue number.
2. **Issue number/ACK No.:** The Issue/Acknowledgement number against which dispatch is to be sent.
3. **Subject:** The subject of the Issue/Acknowledgement sent for dispatch.
4. **Addressee:** The recipient details 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:

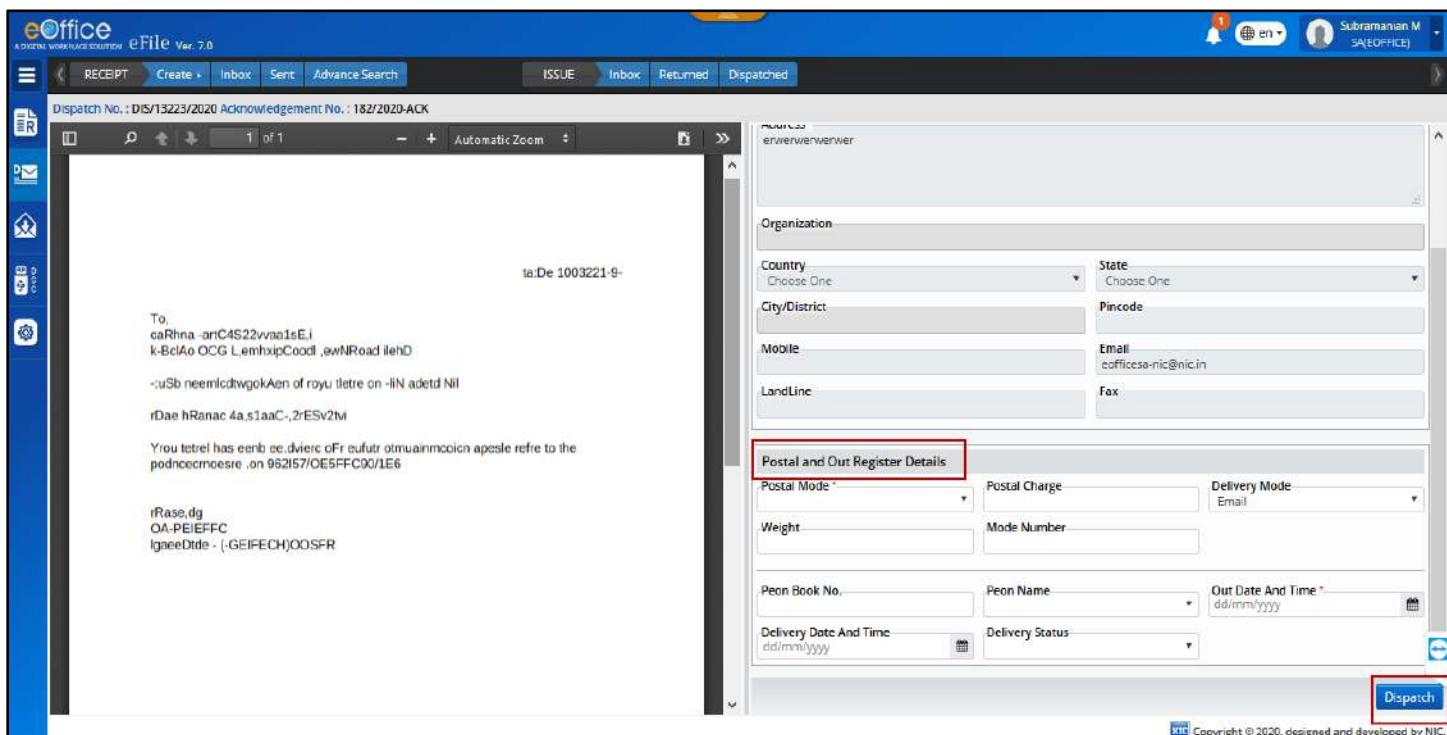
1. Under Dispatch module, click on **Inbox**.
2. Select the required dispatch and click **Receive**.



Dispatch No.	Issue/Ack. No.	Subject	Addressee	Sent By	Sent On	Delivery Mode	Remarks	Type
<input checked="" type="checkbox"/> DIS/13223/2020	182/2020-ACK	Transfer order & Mail Transfer request from Shri S...	pRAVEEN,fsdtdtsctwer,erwenverwe rwer	Rechne Srivastava, eOffice MMP...	24/06/2020 01:31 AM	Email		ACKNOWLEDGEMENT
<input type="checkbox"/> DIS/11047/2020	V3024368/2020	ngtrde	sahoo,erherg	Saroja Kumar Patro, eOffice MM...	21/06/2020 07:16 PM	Airmail	0000	REMINDER
<input type="checkbox"/> DIS/11027/2020	708/2020-ACK	test subject	Name: Automation Testing ASO, Automation Testing	Saroja Kumar Patro, eOffice MM...	21/06/2020 08:20 AM	Airmail	Enter Remarks	ACKNOWLEDGEMENT

Figure 414

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



Dispatch No.: DIS/13223/2020 Acknowledgement No.: 182/2020-ACK

1 of 1

To:
caRhna -oriC4S22/vva1sE,i
k-BclAo OCG LemhipCoodl ,ewNlRoad iehD
-uSb neemlcldwgokAen of royu tltre on -IN adetd NIL
rDae hRanac 4a,s1aaC-,2rESv2tM
You tetrel has enib ee,diverc oFr eufutr otmuainmcoinc apesle refre to the
podnccmoesre ,on 962157/0E5FFC90/1E6

OA-PEIEFFC
IgneetDtd - (-GEIECH)OOSFR

Postal and Out Register Details

Postal Mode	Postal Charge	Delivery Mode
Weight	Mode Number	
Peon Book No.	Peon Name	Out Date And Time
Delivery Date And Time	Delivery Status	

Dispatch

Figure 415

5. Click **Dispatch**.

The dispatched 'Issues/Acknowledgements' can be viewed under Dispatched section.

Note:

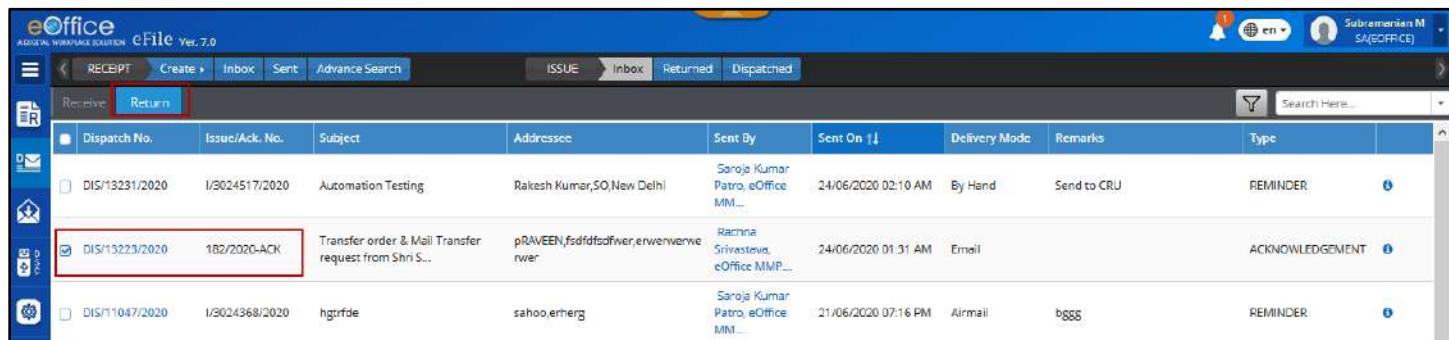
- After the Issue/Acknowledgement is dispatched by the CRU to the concerned recipient, the dispatch action by CRU with timestamp and remarks is recorded in the Action details under dispatch details against the respective dispatch entry.
- Once the letter is dispatched by the CRU the status of the dispatch against respective issue in **User's Dispatch->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.



Dispatch No.	Issue/Ack. No.	Subject	Addressee	Sent By	Sent On	Delivery Mode	Remarks	Type
DIS/13231/2020	I/3024517/2020	Automation Testing	Rakesh Kumar,SO,New Delhi	Saroja Kumar Patro, eOffice MM...	24/06/2020 02:10 AM	By Hand	Send to CRU	REMINDER
DIS/13223/2020	182/2020-ACK	Transfer order & Mail Transfer request from Shri S...	pRAVEEN,fsdfdsdfwer,erwerwerwer	Rachna Srivastava, eOffice MMP...	24/06/2020 01:31 AM	Email		ACKNOWLEDGEMENT
DIS/11047/2020	I/3024368/2020	hgtrfde	sahoo.erherg	Saroja Kumar Patro, eOffice MM...	21/06/2020 07:16 PM	Airmail	b666	REMINDER

Figure 416

4. Enter the mandatory **Remarks** (the clarification required) in the pop-up box and click **OK**.

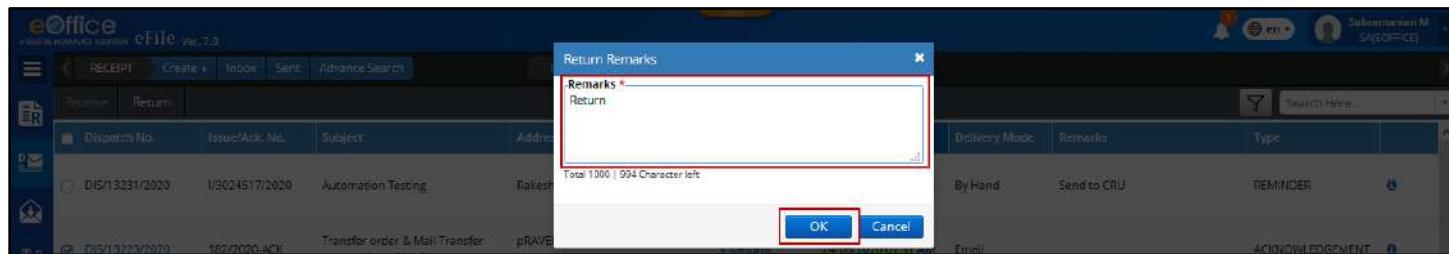


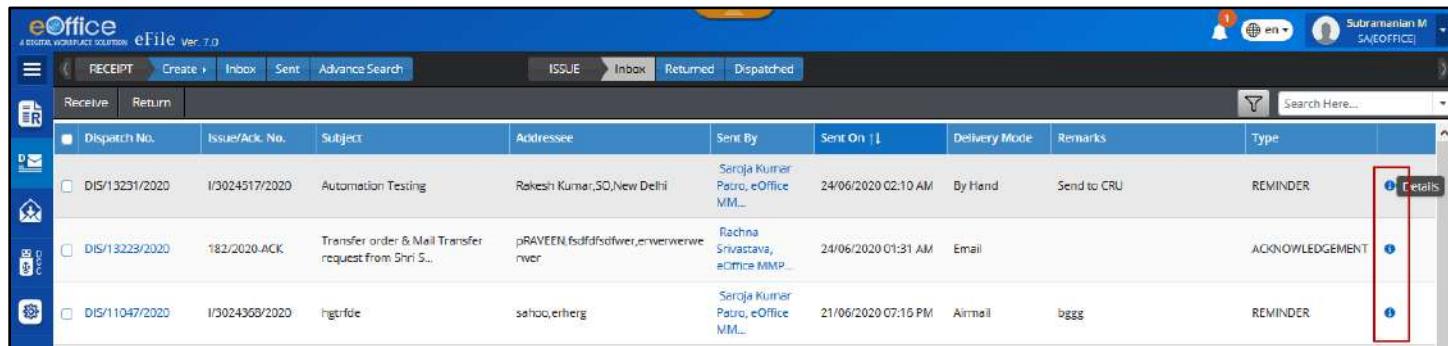
Figure 417

Note:

- The list of returned dispatched can be seen on **Returned** 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.

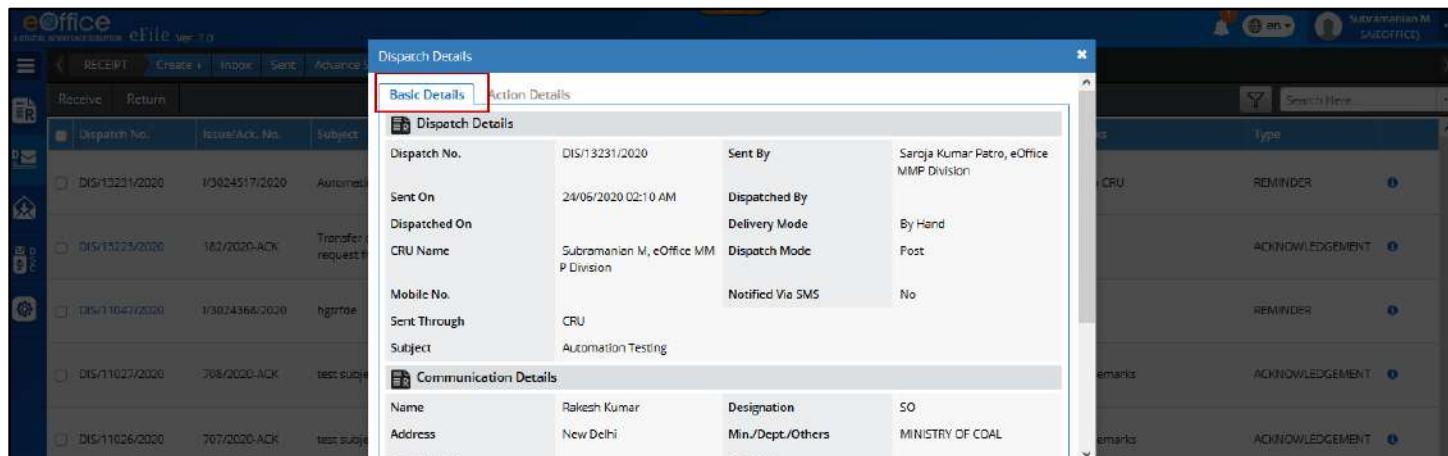


Dispatch No.	Issue/Ack. No.	Subject	Addressee	Sent By	Sent On	Delivery Mode	Remarks	Type	Details
DIS/13231/2020	I/3024517/2020	Automation Testing	Rakesh Kumar, SO, New Delhi	Saroja Kumar Patro, eOffice MMP...	24/06/2020 02:10 AM	By Hand	Send to CRU	REMINDER	
DIS/13223/2020	182/2020-ACK	Transfer order & Mail Transfer request from Shri S...	pRAVEEN, fslfdlsdfwer, enwerwerwer...	Rachna Srivastava, eOffice MMP...	24/06/2020 01:31 AM	Email		ACKNOWLEDGEMENT	
DIS/11047/2020	I/3024368/2020	hgrtrde	sahoo, ertherg	Saroja Kumar Patro, eOffice MMP...	21/06/2020 07:15 PM	Airmail	bggg	REMINDER	

Figure 418

- **Basic Details** – It displays –

- Dispatch details** – Details such as dispatch no., dispatch sent by, date sent on, Dispatch by, Delivery mode, and etc.
- Communication details** – Communication details of the addressee
- Postal Details** – The postal details recorded if sent by post media.



Basic Details			
Dispatch Details			
Dispatch No.	DIS/ 3231/2020	Sent By	Saroja Kumar Patro, eOffice MMP...
Sent On	24/06/2020 02:10 AM	Dispatched By	
Dispatched On		Delivery Mode	By Hand
CRU Name	Subramanian M, eOffice MMP...	Dispatch Mode	Post
Mobile No.		Notified Via SMS	No
Sent Through	CRU		
Subject	Automation Testing		
Communication Details			
Name	Rakesh Kumar	Designation	SO
Address	New Delhi	Min./Dept./Others	MINISTRY OF COAL

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.

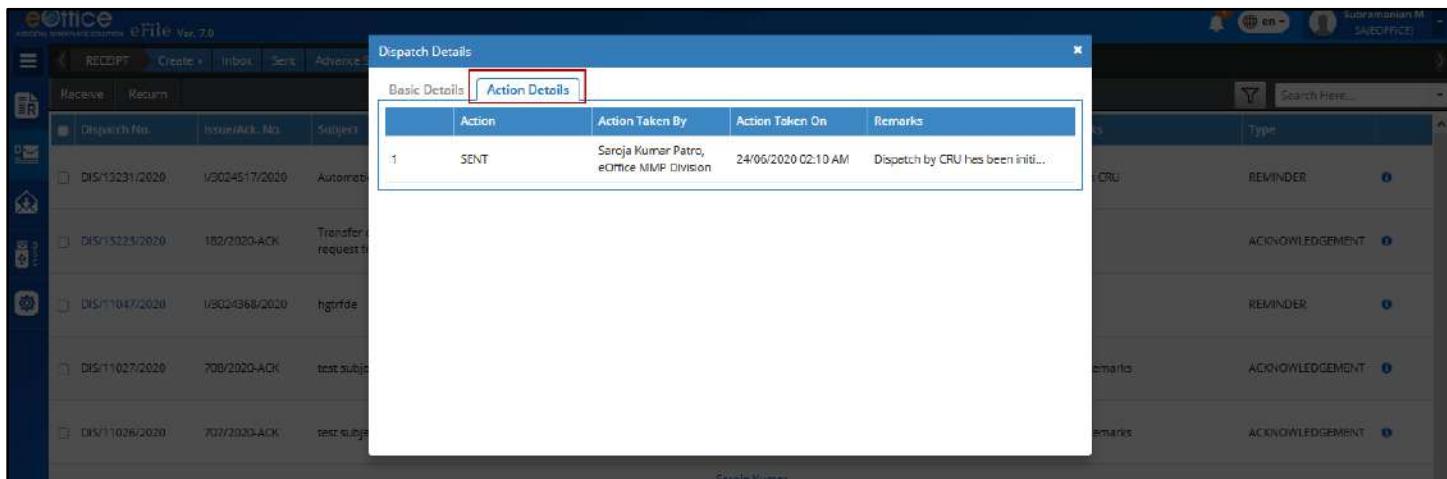


Figure 420

STEPS TO FOLLOW:

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'.

Dispatch	Issue/Ack No.	Subject	Addressee	Returned By	Returned To	Returned On	Delivery Mode	Remarks	Type
DIS/13248/2020	I/3024534/2020	Enter DescriptionPhysical	Anubhi,Delhi	Subramanian M, eOffice MMP Div...	Saroja Kumar Petro, eOffice MM...	24/06/2020 02:58 AM		update postal details	ISSUE
Inbox	535/2020	Enter DescriptionPhysical	Anubhi,Delhi	Subramanian M, eOffice MMP Div...	Saroja Kumar Petro, eOffice MM...	24/06/2020 02:56 AM		update postal details	ISSUE
Returned	535/2020	Enter DescriptionPhysical	Anubhi,Delhi	Subramanian M, eOffice MMP Div...	Saroja Kumar Petro, eOffice MM...	24/06/2020 02:53 AM		update postal details	ISSUE
Dispatched									

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 is not required any more.

STEPS TO FOLLOW:

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



Figure 422

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

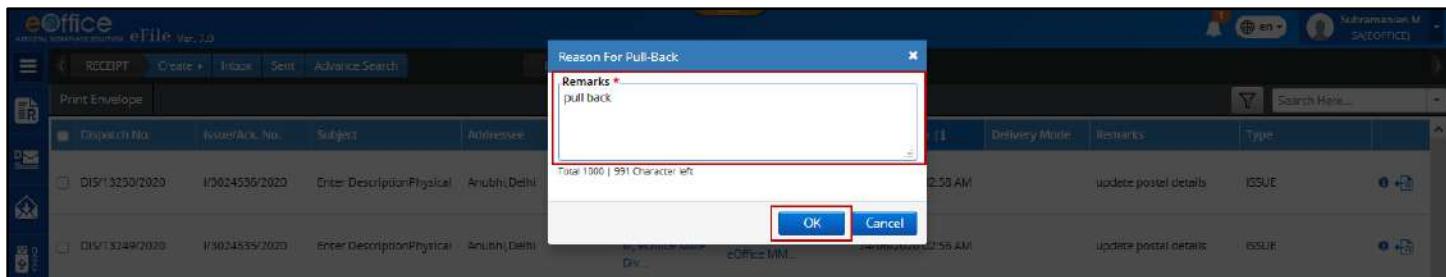


Figure 423

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 [View Details](#) 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'.



Figure 424

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

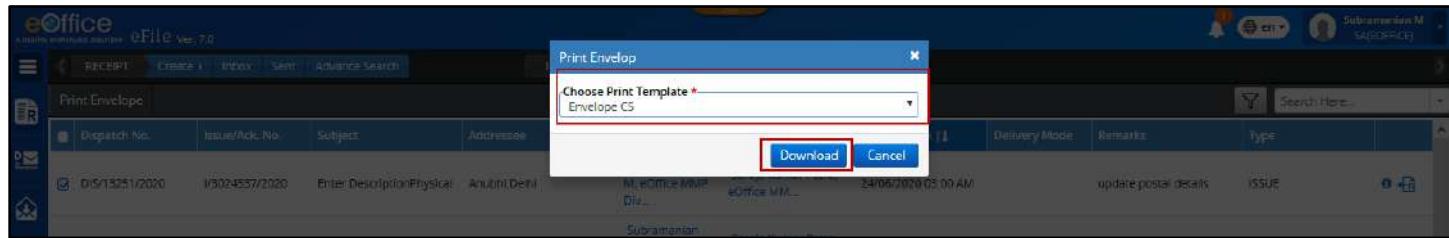


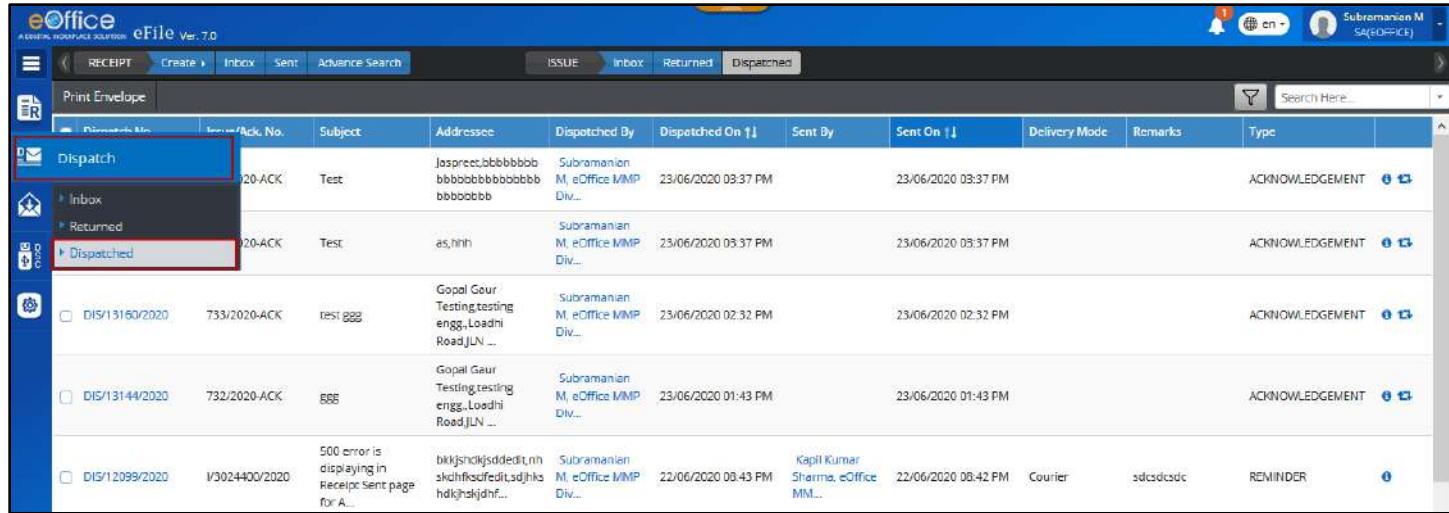
Figure 425

Dispatched

The ‘Dispatched’ is the list of Dispatched made by the CRU against their respective Issues.

STEPS TO FOLLOW:

- Under ‘Dispatch’ module, click on ‘Dispatched’.



Issue/ACK No.	Subject	Addressee	Dispatched By	Dispatched On	Sent By	Sent On	Delivery Mode	Remarks	Type
DIS/13160/2020	Test	Jaspreet, bbbbbb, Subramanian, M, eOffice MMP Div...	23/06/2020 03:37 PM		23/06/2020 03:37 PM			ACKNOWLEDGEMENT	
DIS/13144/2020	Test	as,nnh Subramanian, M, eOffice MMP Div...	23/06/2020 03:37 PM		23/06/2020 03:37 PM			ACKNOWLEDGEMENT	
DIS/12099/2020	500 error is displaying in Receipt Sent page for A...	bikjshokjsddedit,nn skchfscfedit,ssdjhks hdkjhdjdhf...	Subramanian, M, eOffice MMP Div...	22/06/2020 08:43 PM	Kapil Kumar Sharma, eOffice MM...	22/06/2020 08:42 PM	Courier	sdcsdc	REMINDER

Figure 426

The user can now see the list of dispatch returned. The following information is available

- Dispatch Number:** The unique dispatch number generated against the Issue number.
- Issue number/ACK no.:** The Issue/Acknowledgement number against which dispatch is sent.
- Subject:** The subject of the Issue/Acknowledgement sent for dispatch.
- Addressee:** The recipient details to whom dispatch is to be made.
- Dispatched By:** The CRU details who has dispatched the Issue/Acknowledgement. (Click on user name for more details)
- Dispatched On:** The date on which the dispatch is made.
- Sent By:** The user details who had originally requested for dispatch. (Click on user name for more details)
- Sent On:** The date on which the request to CRU for dispatch was made.
- Delivery Mode:** The requested mode for delivery.
- Remarks:** The remarks with which the user requested CRU for dispatch.
- 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 [View Details](#) of inbox dispatches.

STEPS TO FOLLOW:

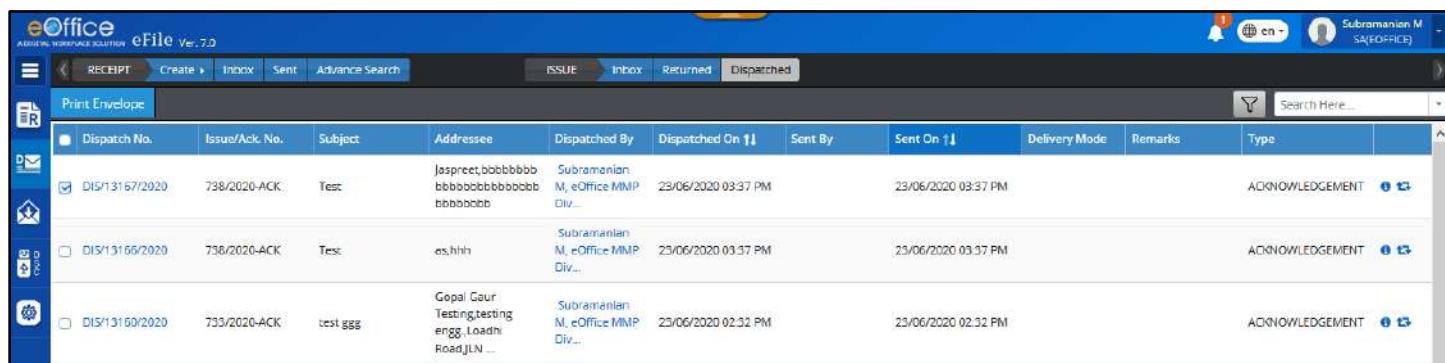
1. Under 'Dispatch' module, click on 'Dispatched'.
2. In the 'Dispatch Details' (available on the bottom part of the right side of the screen), click on 'Details' icon against the respective dispatch entry you wish to see details for. (*The dispatch details are available in the pop-up box.*)

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'.



Dispatch No.	Issue/Ack. No.	Subject	Addressee	Dispatched By	Dispatched On	Sent By	Sent On	Delivery Mode	Remarks	Type
<input checked="" type="checkbox"/> DIS/13167/2020	738/2020-ACK	Test	Jaspreet, bbbbbb bbbbbbbbbbbbb bbbbbbb	Subramanian M, eOffice MMP Div...	23/06/2020 03:37 PM		23/06/2020 03:37 PM		ACKNOWLEDGEMENT	 
<input type="checkbox"/> DIS/13166/2020	736/2020-ACK	Test	es, hh	Subramanian M, eOffice MMP Div...	23/06/2020 03:37 PM		23/06/2020 03:37 PM		ACKNOWLEDGEMENT	 
<input type="checkbox"/> DIS/13160/2020	733/2020-ACK	test ggg	Gopal Gaur Testing, testing engg, loadin RoadJLN ...	Subramanian M, eOffice MMP Div...	23/06/2020 02:32 PM		23/06/2020 02:32 PM		ACKNOWLEDGEMENT	 

Figure 427

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

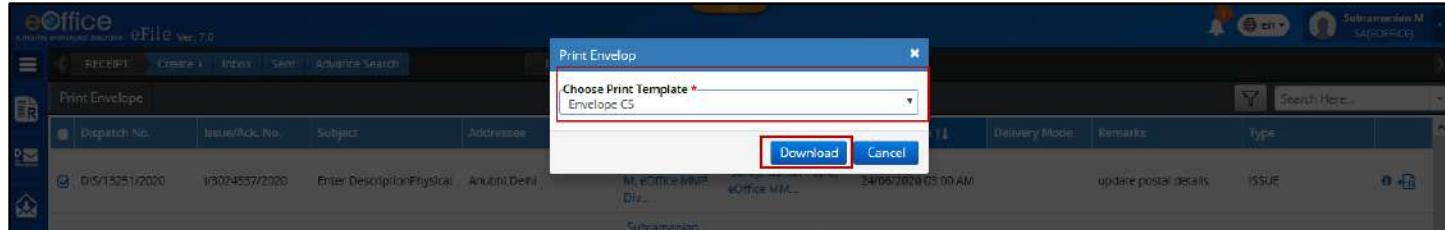


Figure 428

Regenerate Acknowledgement

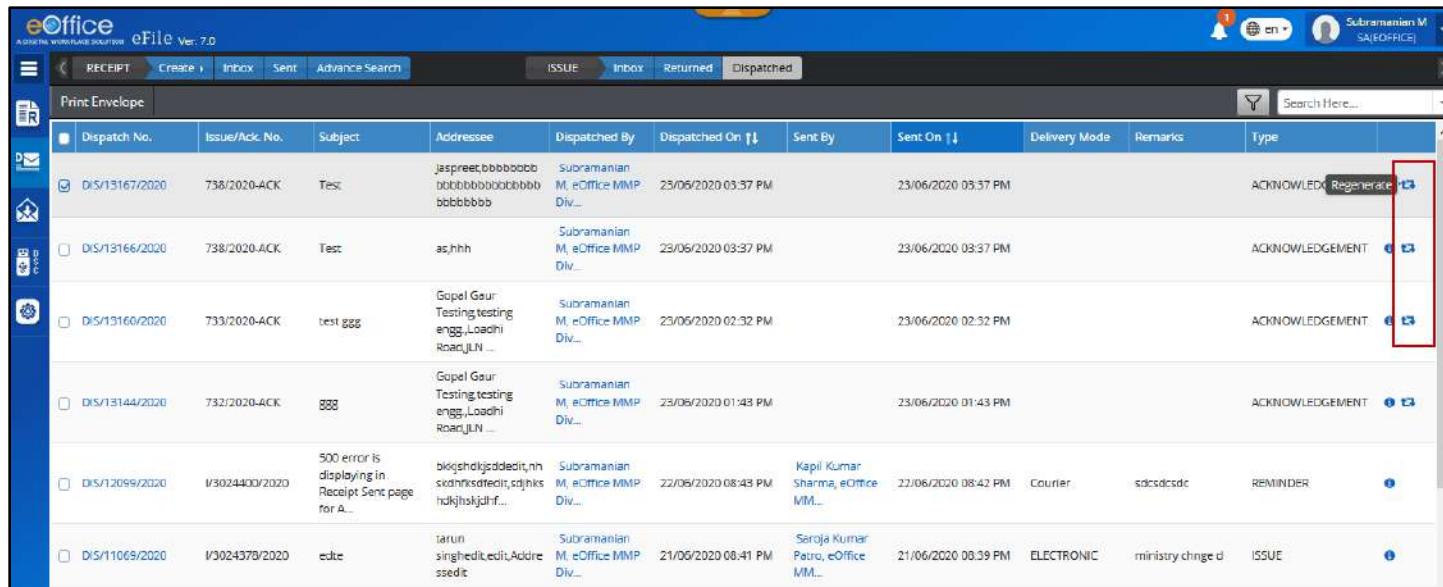
Regenerating an acknowledgement is the re-issuance of the acknowledgement with some modification in the content and/or the recipient details required in case scenarios when,

- 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.

STEPS TO FOLLOW:

1. Click **Dispatch→Dispatched**.
2. Click on **Regenerate** icon against an dispatched acknowledgement.



Dispatch No.	Issue/Ack. No.	Subject	Addressee	Dispatched By	Dispatched On	Sent By	Sent On	Delivery Mode	Remarks	Type	Action
<input checked="" type="checkbox"/> DIS/13167/2020	738/2020-ACK	Test	Jaspreet bbbbbb bbbbbbbbbbbbb bbbbbbb	Subramanian M. eOffice MMP Div...	23/06/2020 03:37 PM		23/06/2020 03:37 PM		ACKNOWLEDGE		
<input type="checkbox"/> DIS/13166/2020	738/2020-ACK	Test	asjhhh	Subramanian M. eOffice MMP Div...	23/06/2020 03:37 PM		23/06/2020 03:37 PM		ACKNOWLEDGE		
<input type="checkbox"/> DIS/13160/2020	733/2020-ACK	test ggg	Gopal Gaur Testing testing engg,Lodhi RoadJLN ...	Subramanian M. eOffice MMP Div...	23/06/2020 02:32 PM		23/06/2020 02:32 PM		ACKNOWLEDGE		
<input type="checkbox"/> DIS/13144/2020	732/2020-ACK	ggg	Gopal Gaur Testing testing engg,Lodhi RoadJLN ...	Subramanian M. eOffice MMP Div...	23/06/2020 01:43 PM		23/06/2020 01:43 PM		ACKNOWLEDGE		
<input type="checkbox"/> DIS/12099/2020	I/3024400/2020	500 error is displaying in Receipt Sent page for A...	b0jgsh0ljkjddedit,nh sckdnkskatecirt,cdjiks hdkjhskjdhf...	Subramanian M. eOffice MMP Div...	22/06/2020 08:43 PM	Kapil Kumar Sharma, eOffice MM...	22/06/2020 08:42 PM	Courier	sdcscsdsc	REMINDER	
<input type="checkbox"/> DIS/11069/2020	I/3024378/2020	edte	tarun singhedit,Addre ssedit	Subramanian M. eOffice MMP Div...	21/06/2020 08:41 PM	Saroja Kumar Patro, eOffice MM...	21/06/2020 08:39 PM	ELECTRONIC	ministry chnge d	ISSUE	

Figure 429

3. Edit the content of the acknowledgement (if required).
4. Click on **Continue**.

eOffice eFile Ver.7.0

RECEIPT Create + Inbox Sent Advance Search ISSUE Inbox Returned Dispatched

Template: Line Height: Choose One

acknowledgement sent

Receipt Details

Nature:	E	Comp. No.:	5057321
Receipt No.:	6648/2020/EOFFICE	Main Category:	
Sub Category:		Letter Ref. No.:	
Letter Date:		Delivery Mode:	By Hand
Sender Type:			
Subject:	Test		
Enclosure/ Remarks:			
Sender Details			
Min./Dept./Others:	MINISTRY OF DEFENCE	Address:	
Name:	Saroja Kumar Patra	Designation:	SCIENTIST E
Organisation:		Email:	sumit7rawat@nic@gmail.com
Country:	INDIA	State:	GOA
City/District:		Pin Code:	
Mobile:	8448072124	LandLine:	
Fax:			

Send Later Continue

Figure 430

Note:

- Refer article for 'Steps to [Sign an acknowledgement](#)'.
- Refer article for Steps to [Dispatch an acknowledgement](#).

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.

Dispatch No.	Issue No.	Reply due date	Description	Min./Dept./Others	Address	Type	Dispatched By	Dispatched On	Status	Action
DIS/8102/2020	I/3021434/2020	01/06/2020	Enter Description	MINISTRY OF PARLIAMENTARY AFFAIRS	Delhi	PUBLIC			ACTIVE	
DIS/8342/2020	I/3021637/2020	11/05/2020	sad	MINISTRY OF AGRICULTURE	Automation Testing	PUBLIC			ACTIVE	
DIS/8099/2020	I/3021431/2020	01/06/2020	Enter Description	MINISTRY OF PARLIAMENTARY AFFAIRS	Delhi	PUBLIC			ACTIVE	
Notification		11/05/2020	asf	MINISTRY OF AGRICULTURE	Automation Testing	PUBLIC			ACTIVE	
Dispatch Followups		01/06/2020	Automation	MINISTRY OF AGRICULTURE	Automation Testing	PUBLIC			ACTIVE	
DIS/8445/2020	I/3021747/2020	01/06/2020	Automation	MINISTRY OF AGRICULTURE	Automation Testing	PUBLIC			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.

Issue No. :	I/3021638/2020	Issued Against :	I/3021637/2020
File No. :		Receipt No. :	1987/2020/EOFFICE
Desired Action :		Follow Up Description :	asf
Interim Action Taken By :		Interim Action Taken On :	
Follow Up Receipt No. (Interim) :		Reply Received Date :	
Final Action Closed By :		Final Action Closed On :	
Follow Up Receipt No. (Final) :		Status :	ACTIVE
Subject :	abcdefg		
Final Action Closing Remarks :			
Interim Action Remarks :			

Figure 432

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.

Dispatch No.	Issue No.	Reply due date	Description	Min/Dept/Others	Address	Type	Dispatched By	Dispatched On	Status	Action
DIS/8102/2020	I/3021454/2020	01/06/2020	Enter Description	MINISTRY OF PARLIAMENTARY AFFAIRS	Delhi	PUBLIC			ACTIVE	
DIS/8342/2020	I/3021637/2020	11/05/2020	sad	MINISTRY OF AGRICULTURE	Automation Testing	PUBLIC			ACTIVE	
DIS/8099/2020	I/3021431/2020	01/06/2020	Enter Description	MINISTRY OF PARLIAMENTARY AFFAIRS	Delhi	PUBLIC			ACTIVE	
DIS/8343/2020	I/3021638/2020	11/05/2020	asf	MINISTRY OF AGRICULTURE	Automation Testing	PUBLIC			ACTIVE	
DIS/8067/2020	I/3021402/2020	01/06/2020	Automation	MINISTRY OF AGRICULTURE	Automation Testing	PUBLIC			ACTIVE	
DIS/8445/2020	I/3021747/2020	01/06/2020	Automation	MINISTRY OF AGRICULTURE	Automation Testing	PUBLIC			ACTIVE	

Figure 433

4. Choose close type as '**Interim**' if the reply received in an interim reply or '**Final**' if the reply received against dispatch is final in popup.

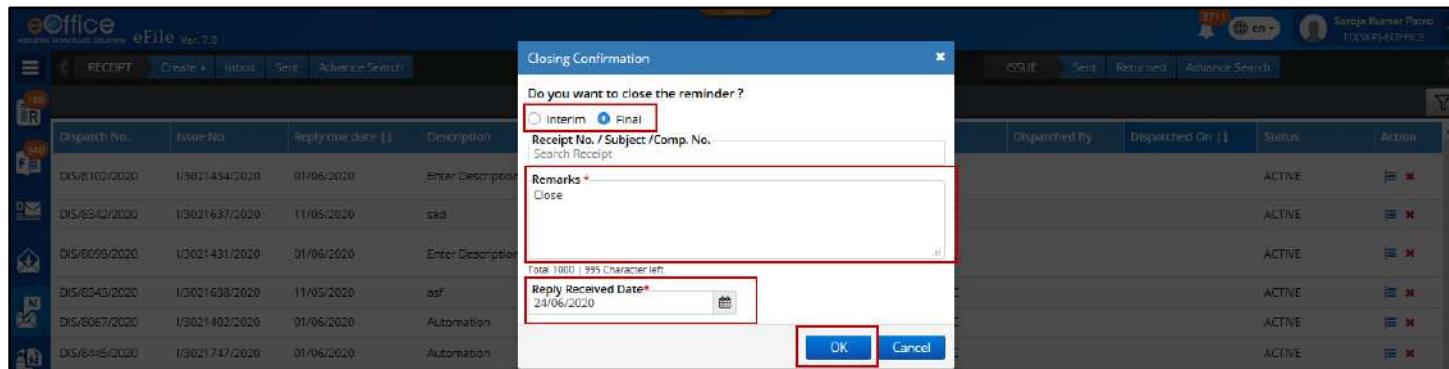


Figure 434

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**.

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.

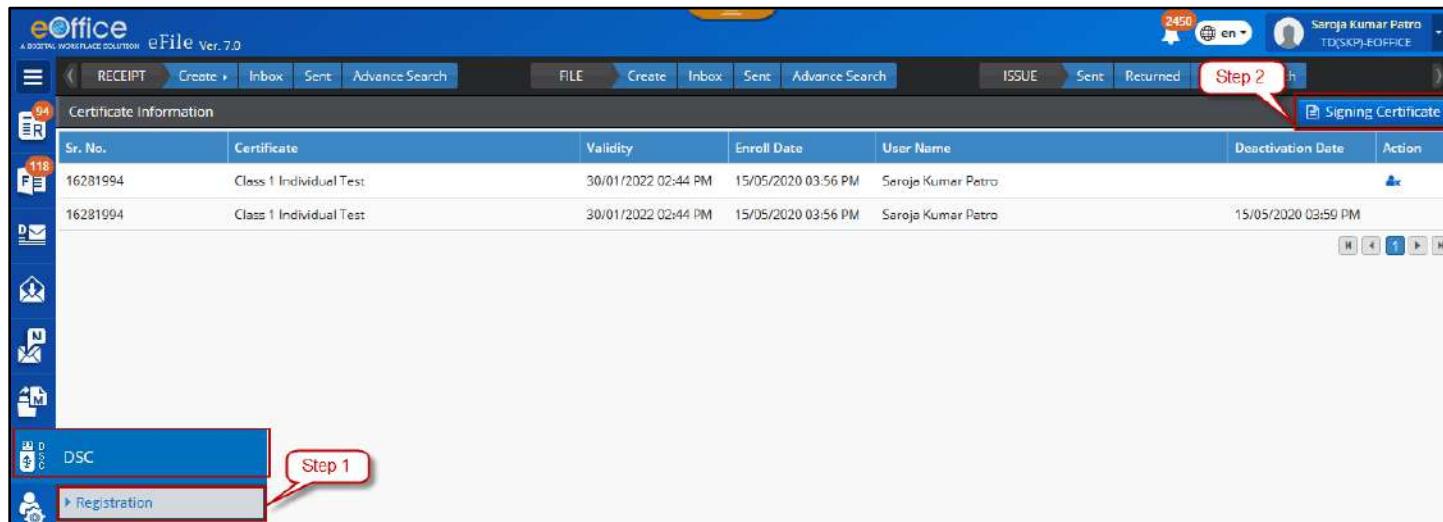


Figure 435

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.

Note:

- 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.

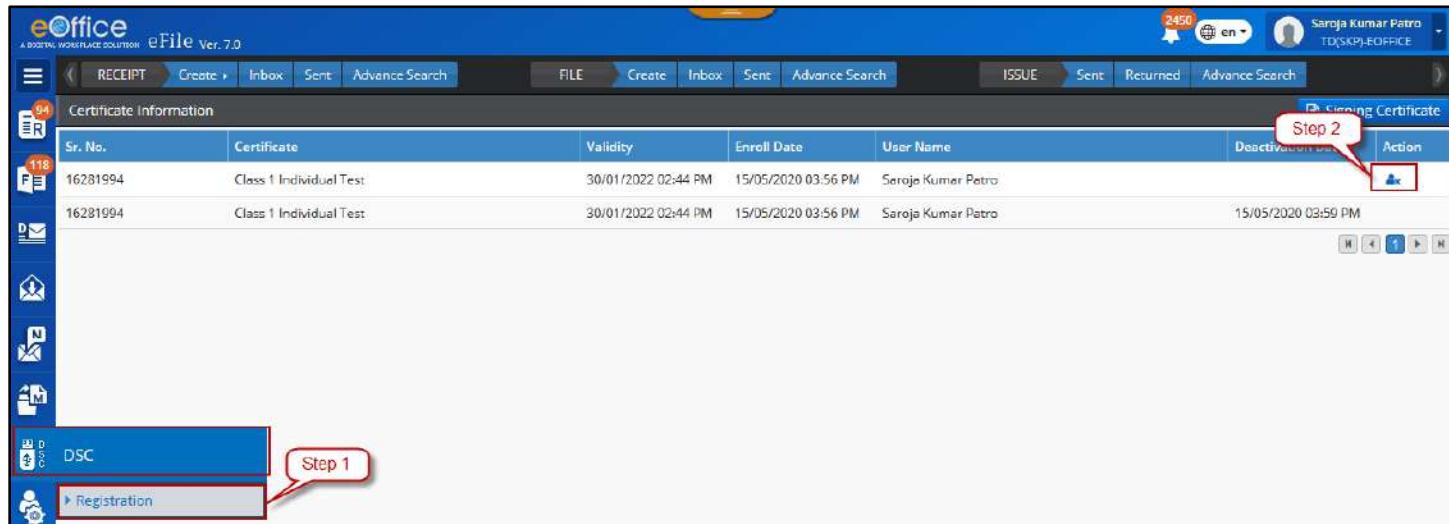


Figure 436

2. Click Activate Icon (For Deactivated DSC) or Deactivate Icon (For Active DSC) corresponding to registered DSC.
3. Click **OK** in Confirmation Popup.

Note:

- Record of Registered DSC user will be available in the list of Certificate Information page.

Settings

Transfer

This section describes the process of ‘Transferring of File(s) and Receipt(s)’ from one post to another (with an option to share sent list), required to handover the files and receipts in case scenarios such as employee’s transfer, promotion and superannuation.

Important Points:

- ✓ This feature is available with the user assigned with ‘ADMINISTRATOR’ privileges or ‘Role_Transfer_Within_Department’ role only. Any other user will not have access to this feature.
- ✓ User with ‘Administrator’ privileges can transfer files and receipts of employees post within the instance i.e. inter and intra department.
- ✓ User with ‘Role_Transfer_Within_Department’ role can transfer files and receipts of employees post within same department only (i.e. Intra Department).

STEPS TO FOLLOW:

1. Under ‘Settings’ module, click on ‘Transfer’.

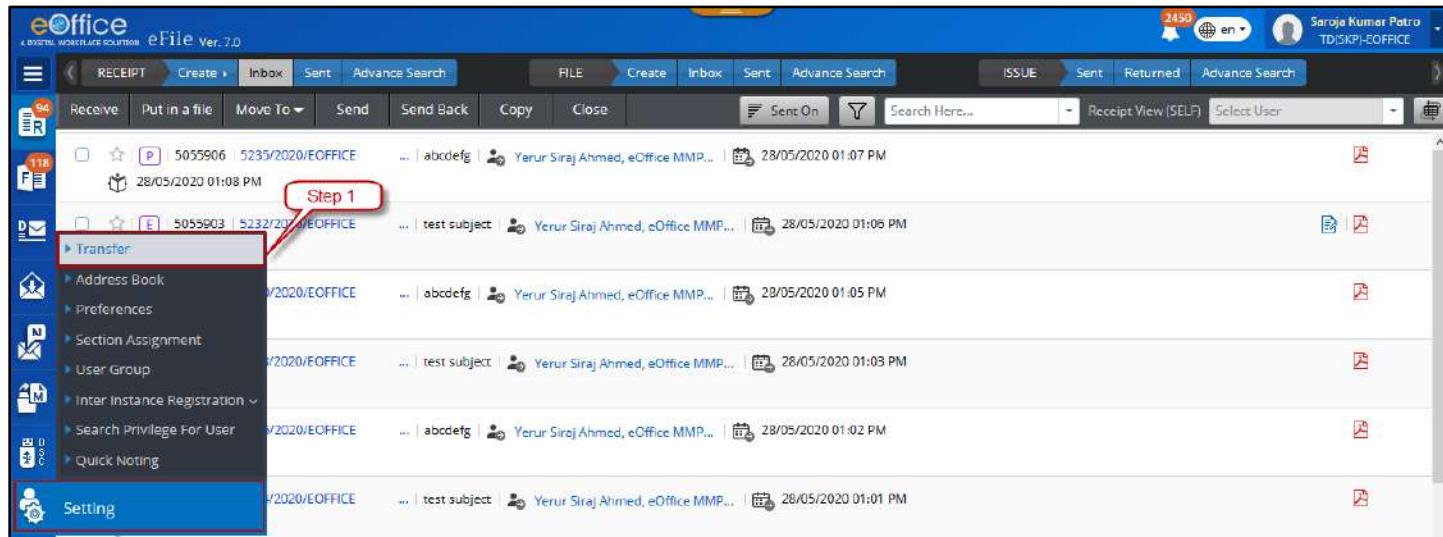


Figure 437

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

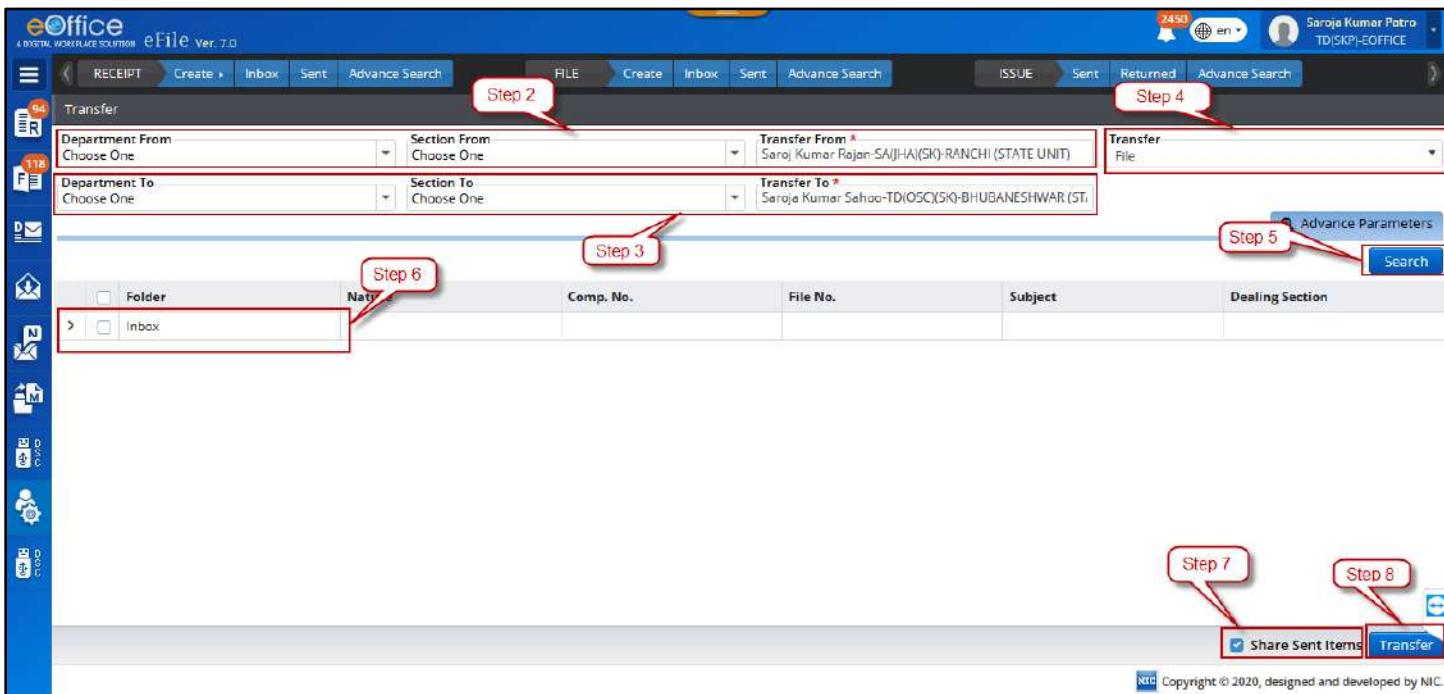


Figure 438

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.

Note:

- 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.

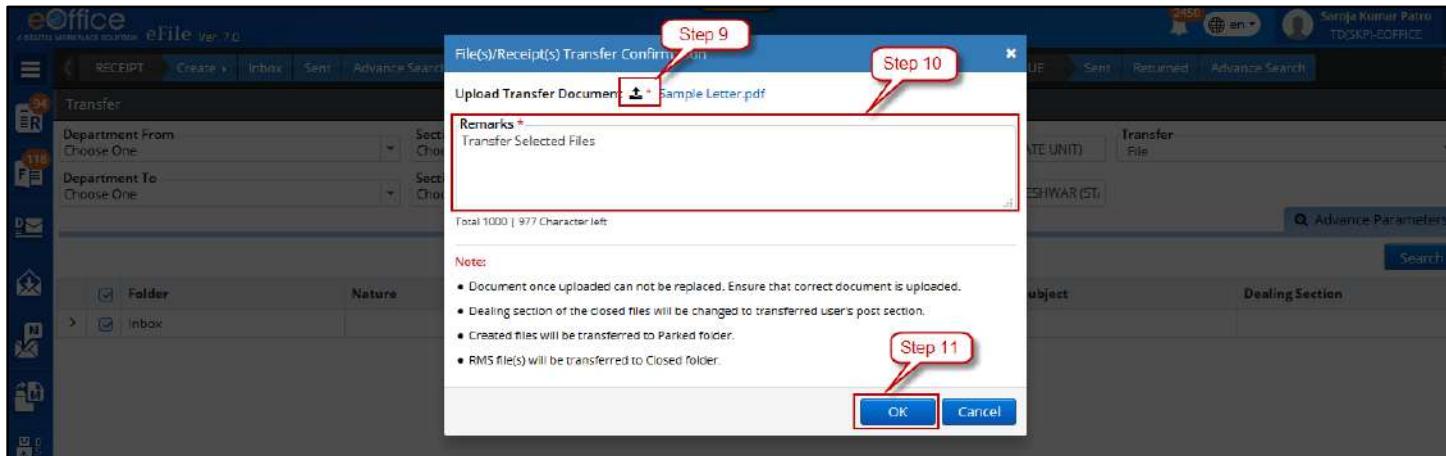


Figure 439

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).

Note:

- 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'.

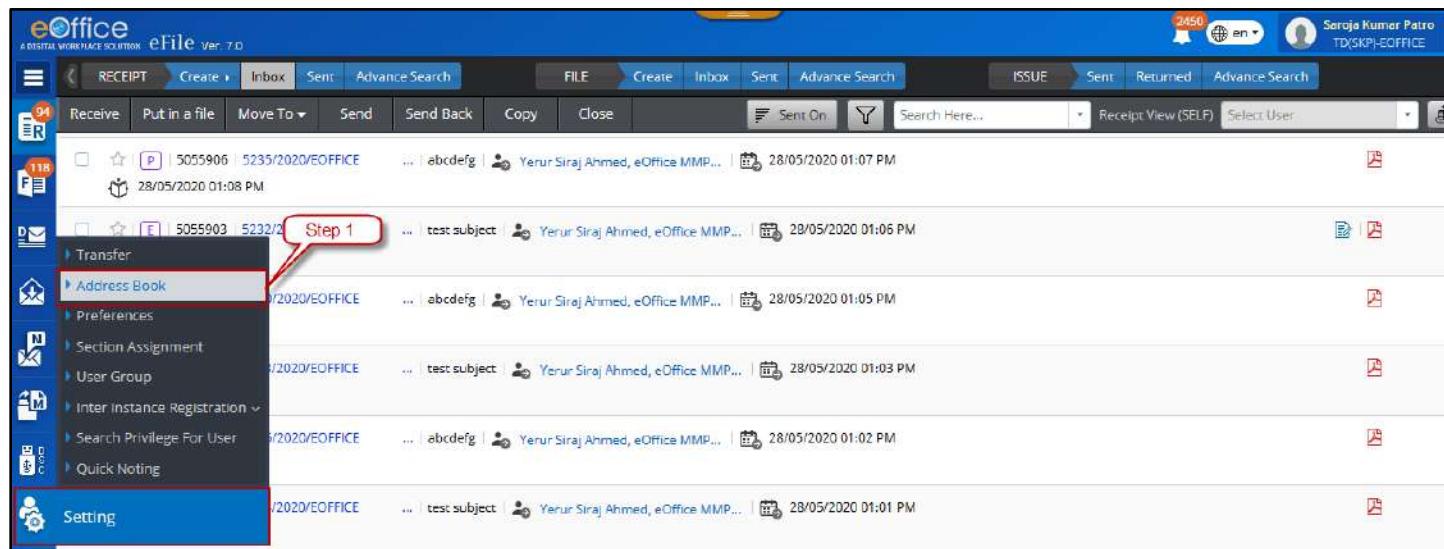


Figure 440

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

The screenshot shows the eOffice software interface. On the left, there is a sidebar with various icons. The main window has a top navigation bar with 'RECEIPT', 'Create', 'Inbox', 'Advance Search', 'FILE', 'Create', 'Inbox', 'Sent', 'Advance Search', 'ISSUE', 'Sent', 'Returned', and 'Advance Search'. The 'Contacts' tab is selected. A list of 'All Contacts' is shown on the left, with three entries: Abhilash Singh, Abhilasha Barua, and Abhilash GK. Each contact has a checkbox and a 'View' button. On the right, a 'Add Contact' form is open. It has fields for 'Name' (Torun), 'Designation' (SD), 'Organization' (DOC), 'Address' (Ministry of Urban Development & Poverty Alleviation, ARA Centre, Ground Floor, E-2, Jhansi, Extension, ...), 'Country' (INDIA), 'State' (DELHI), 'City/District' (Choose One), 'Pincode' (Mobile), 'Fax' (Landline), and 'Address book' (Self, Section, Department, Instance). The 'Save' button is highlighted with a red box. Red callouts labeled 'Step 2', 'Step 3', 'Step 4', and 'Step 5' point to the 'Add Contact' button, the 'Name' field, the 'Address book' dropdown, and the 'Save' button respectively.

Figure 441

- Select 'Add To' Address Book Level/Scope.
- Fill in the Contact Details. (Name and Address field mandatory for NON-CRU users).
- Click on 'Save' to create the new contact.

Alternatively: Adding Contact Details from Receipt Diary Page:

- 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.
- Upload the scanned copy (PDF format only) of the inward document. (Mandatory* in case of 'Electronic' option only.)
- Enter the diary details corresponding to the inward letter, categorized as 'Diary Details', 'Contact Details' and 'Subject Category'.
- In **Contact Details** select Add to Address Book checkbox.
- After adding 'Contact Details', click on 'Address book' icon, next to 'Name' field and choose the required scope of 'Address Book'.
- Click on 'Generate' or 'Generate & Copy' or 'Generate & Send' to generate new electronic receipt with a unique 'receipt number'.

Note:

- 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.

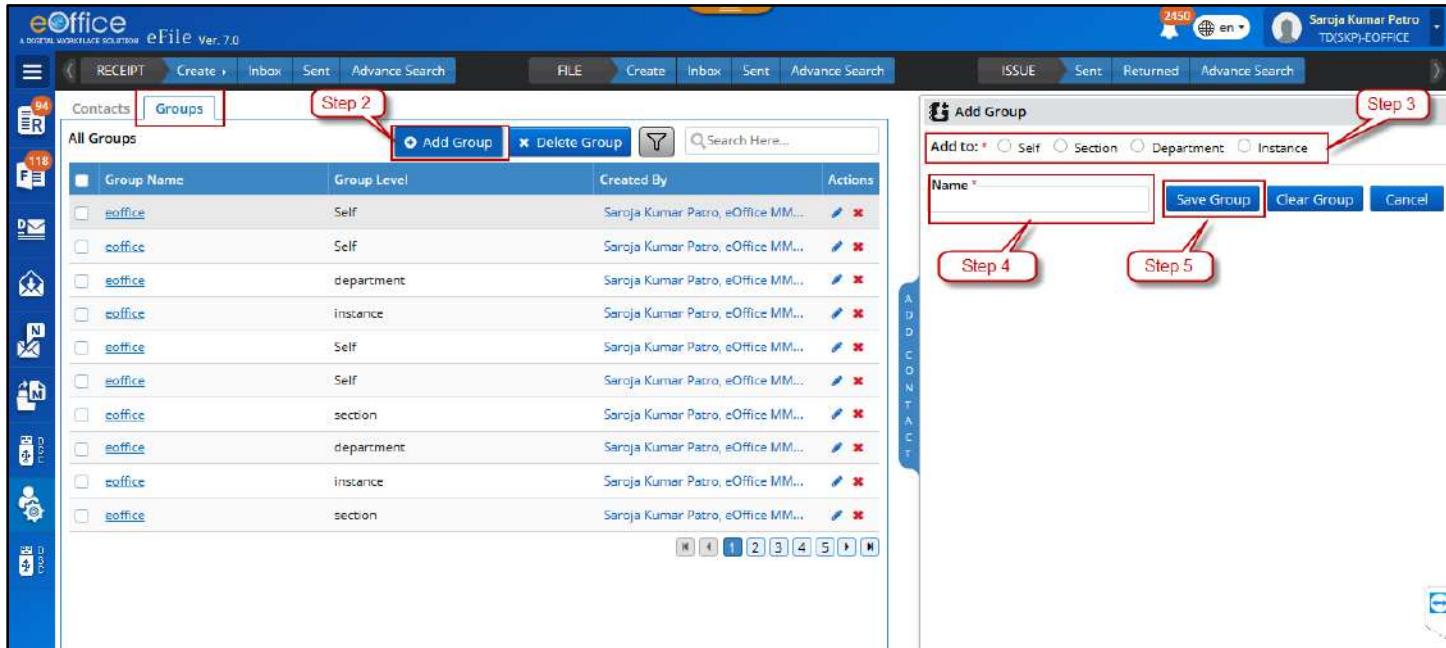


Figure 442

3. Select 'Add To' Address Book Level/Scope. (Refer Important points above)
4. Fill in the name of the group to be created.
5. Click on 'Save Group' to create the new group.

Note:

- Newly created Group will be saved to Address Book.
- Newly created Group will be displayed under 'Add to Group' drop down list in Contact Details list page.
- User will be able to search and select Created Group under Public recipient section (Group) during dispatch process.

Adding Contacts to Group in Address Book

STEPS TO FOLLOW:

1. Under 'Settings' module, click on 'Address book'.
2. Under 'Contacts' tab, search the contact (based on name, designation, etc.) to be edited using search bar. (If required, scope of the contact can be chosen from filter view to narrow down the search results)
3. Select the contact(s) you wish to add to a group.
4. Click **Add to a Group**.

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’.

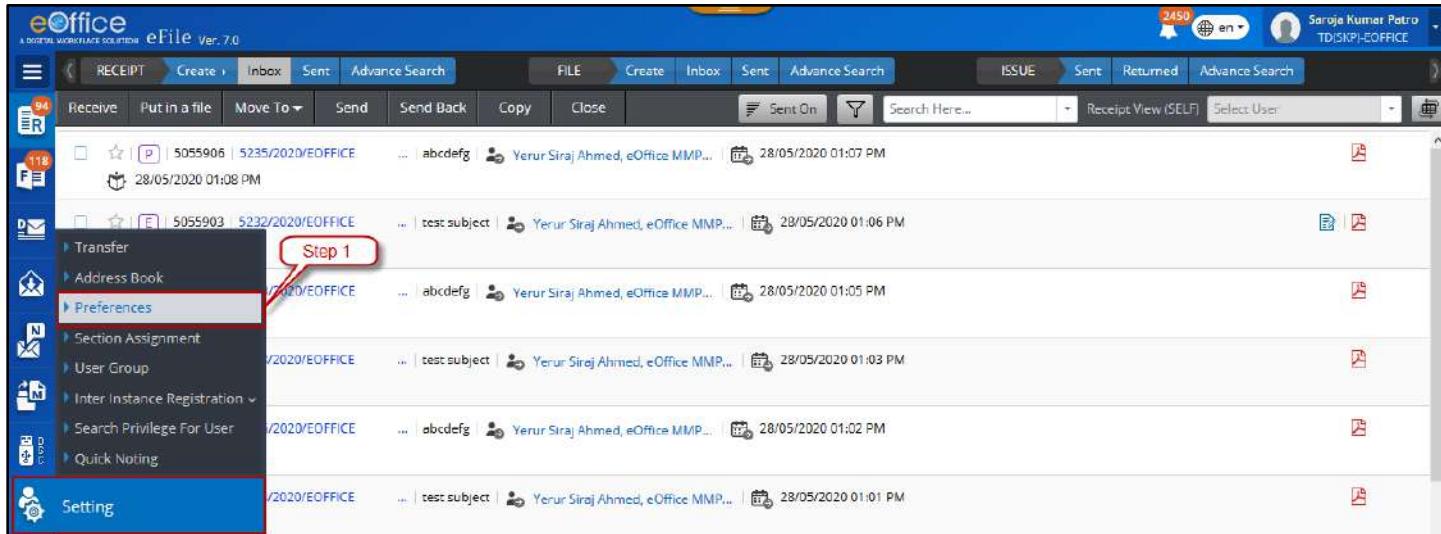


Figure 443

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

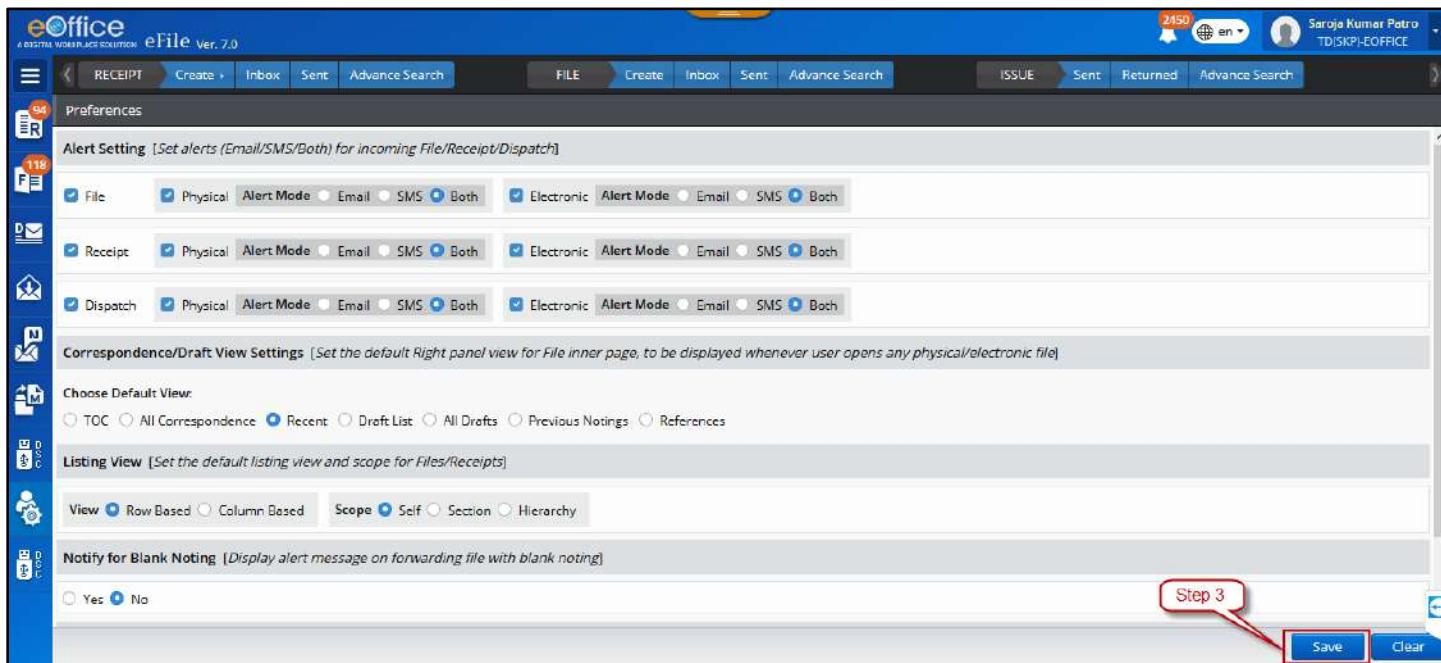


Figure 444

3. Click on ‘Save’ Button.

Preferences in Detail –

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.

Note:

- 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-opening 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’.

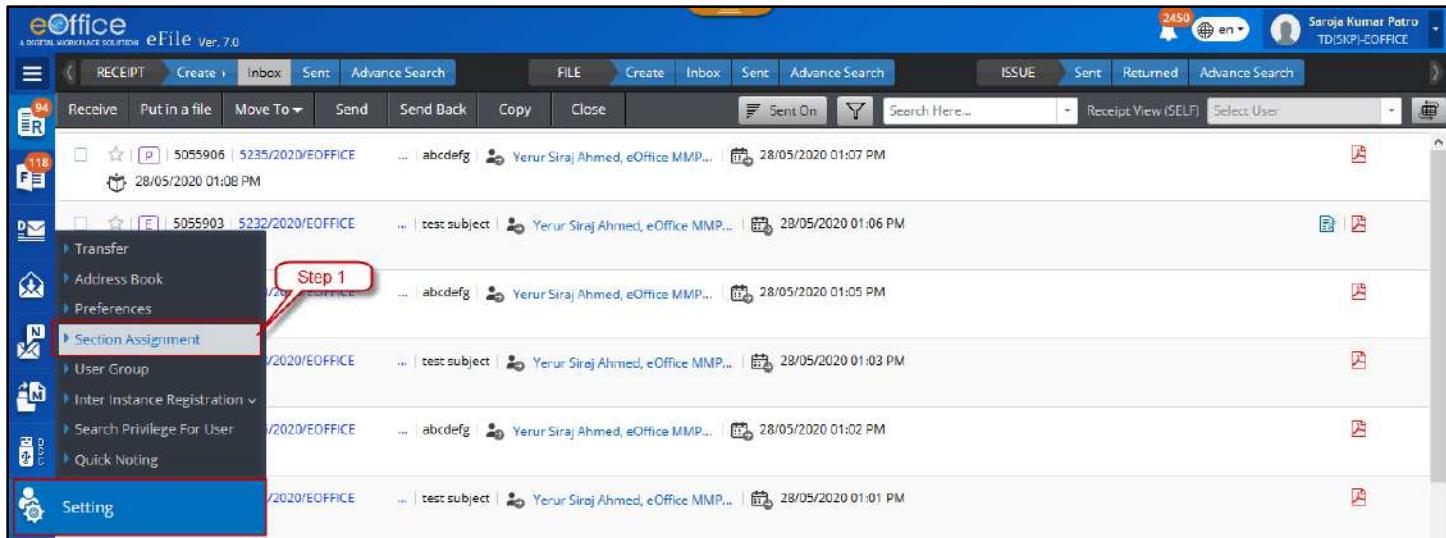


Figure 445

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

Section Assignment

Dealing Rights From: D/O OFFICIAL LANGUAGE

File No.: File No.

Subject: Subject

Main Category: Main Category

Subject Category: Sub Category

Step 5

Step 6

Step 7

Step 2

Step 3

Step 4

Search Files

Clear

Step 7

Comp. No.	File No.	Subject	Main Category	Dealing Section
<input checked="" type="checkbox"/> E 2421	P-11011(14)/-248/2011-DOL	राजभाषा विभाग में ई-ऑफिस मिशन मोड प्रोजेक्ट लायू क...	Projects	D/O OFFICIAL LANGUAGE
<input checked="" type="checkbox"/> E 2424	comp/-251/2011-DOL	राजभाषा विभाग की वेबसाइट HTTP://RAJBHASHA.NIC.IN	Projects	D/O OFFICIAL LANGUAGE
<input type="checkbox"/> E 3028624	COMP-11011/1/2013-1-D/O OFFICIAL LANGUAGE	राजभाषा विभाग डिविजन के लिए लैपटॉप उपलब्ध करवाने ह...	Common Office Services	D/O OFFICIAL LANGUAGE
<input type="checkbox"/> E 3032129	NIC-DOL/2013/AKB/PROPOSAL-ILTS/2	Proposal for increasing the scope of activities in...	Projects	D/O OFFICIAL LANGUAGE
<input type="checkbox"/> E 3034523	NIC-DOL/2013/ESTECH/SUPPORTDIV-J/2013	संयुक्त सचिव (राजभाषा विभाग) ऑफिस के लिए वाई फाई ह...	Technical	D/O OFFICIAL LANGUAGE

Department: NIC

Dealing Rights To: Sanghamtra

Submit

Figure 446

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

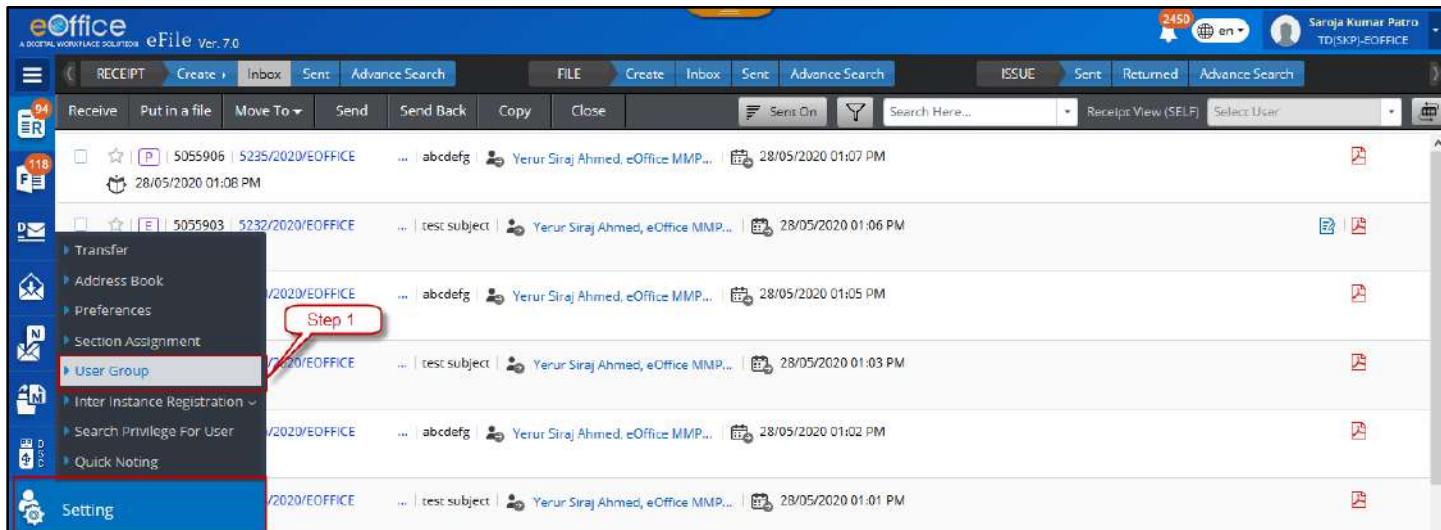


Figure 447

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'.

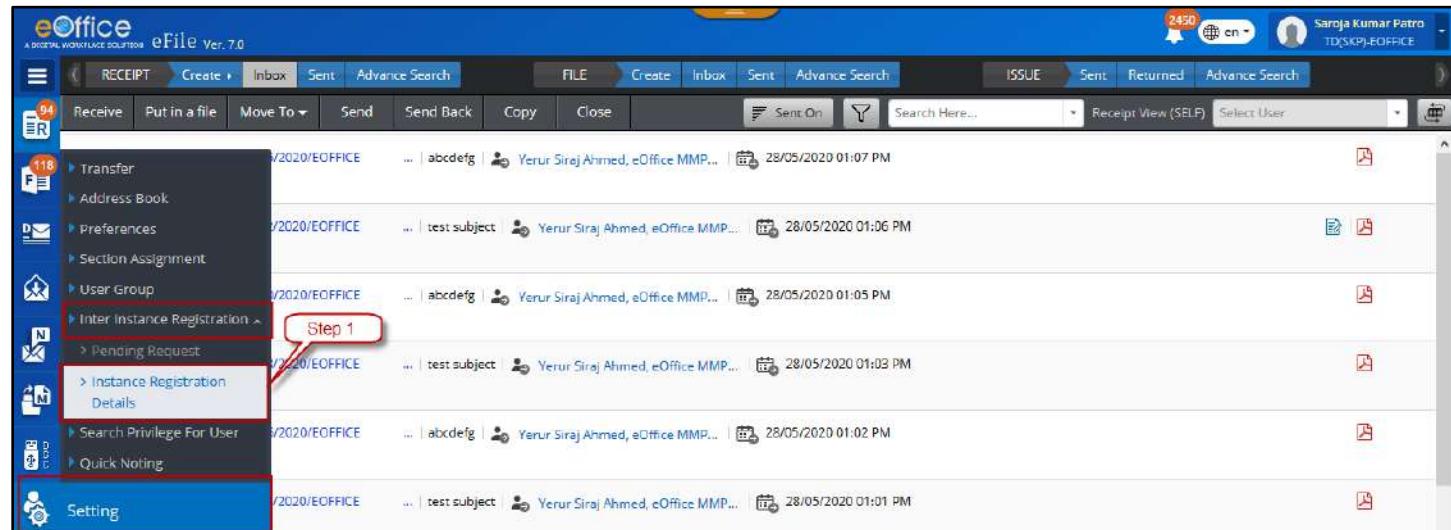


Figure 448

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 inter-instance registration.
4. Enter the mandatory* remarks in the pop-up box and click on 'OK'.
5. Request is sent to the requested instance for approval.

Note:

- The request for inter-instance registration will be approved by the administrator of the respective organization/ministry for which the request has been placed.

Accepting/Rejecting the request for Inter Instance Registration

STEPS TO FOLLOW:

1. Under 'Settings' module, click on 'Inter-Instance Registration' and then 'Pending Request'.

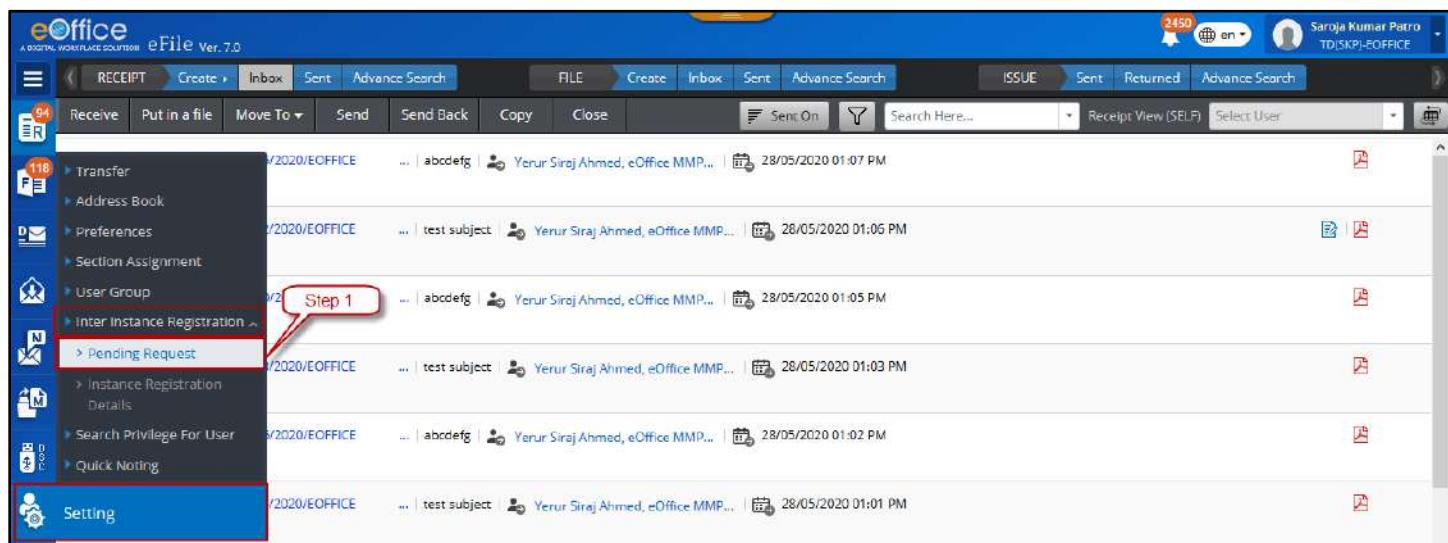


Figure 449

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.

Note:

- The cancel option is available for organization(s)/ministries for which the request for inter-instance registration has already been placed and with status pending for approval.

3. Enter the mandatory* remarks in the pop-up box and click on 'OK'.

De-registration of Instance

STEPS TO FOLLOW:

1. Under 'Settings' module, click on 'Inter-Instance Registration' and then 'Instance Registration Details'.
2. Click on 'De-register' () icon, against the respective organization/ministry name.

Note:

- The de-register option is available for organization(s)/ministries for which are already registered for inter-instance movement i.e. with status 'Approved' for inter instance movement.

3. Enter the mandatory* remarks in the pop-up box and click on 'OK'.

View History of Instance Registration

STEPS TO FOLLOW:

1. Under 'Settings' module, click on 'Inter-Instance Registration' and then 'Instance Registration Details'.
2. Click on 'View History' () icon, against the respective organization/ministry name.

Note:

- **View History** Icon should be available for all instances with any status except for a fresh request.
- In a pop-up box, the history of various actions performed on registration of the respective Instance will appear.

Search Privilege

Important Points:

- ✓ This feature is available with the user assigned with ‘ADMINISTRATOR’ privileges only.

The use of search system is required to provide users with search results that lead to relevant information in their daily tasks. For example, a user might want to search whereabouts of a file initiated in his/her own section in order to take follow up on its status.

Whereas another user might want to check out the whereabouts of a file which was not in his/her channel of submission.

The question here is, should this be allowed. One might say that it may only be allowed to be searched upon since the dealing section of that particular file comes under his/her administration however this may not be the case every time. Hence defining the scope of search for complete organization is required.

The ‘Search Privilege’ is the defining of the scope of search for ‘Files’, ‘Receipts’ and ‘Issues’, and can be set differently for ‘Physical’ and ‘Electronic’ entities. There are eight types of scope of search and action on them available as mentioned below –

S. No.	Scope Name	Description
1.	Global	It refers to domain of users of entire Ministry/Organization i.e. users of all of the departments created within the eOffice instance.
2.	Department	It refers to the domain of users of the signed-in user’s Department only.
3.	Section Hierarchy	It refers to the domain of users of the signed-in user’s own office/section and section(s)/office(s) in its hierarchy.
4.	Section	It refers to the domain of users of the signed-in user’s own office/section.
5.	Post Hierarchy	It refers to the individual signed-in user and the individuals in user’s direct post hierarchy.
6.	Individual	It refers to the individual signed-in user only.
7.	Post Hierarchy And Section	It refers to the individual signed-in user, the individuals in user’s direct post hierarchy and section/office.
8.	Post Hierarchy And Section Hierarchy	It refers to the individual signed-in user, the individuals in user’s direct post hierarchy, users of own office/section and office(s)/section(s) in its hierarchy.

The scopes mentioned above can be set in two ways –

- **Search Scope** – It defines the scope of search of physical/electronic Files, Receipts and Issues.

- **Action Scope** – It defines the scope of action (for example PULL-UP) that can be taken on the files, receipts and issues from the search results.

Let us understand with different case scenarios –

Case Scenario I

Search Scope – Department

Action Scope – Section

Explanation: Under this case scenario, a user can search the Files/Receipts/Issues of users of the same department however can only pull-up those which are with the users of his/her own section.

Case Scenario II

Search Scope – Section Hierarchy

Action Scope – Post Hierarchy

Explanation: Under this case scenario, a user can search the Files/Receipts/Issues of the user's own 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.

Note:

- Selected Search Scope and Action Scope should be applied to complete eOffice Instance.
- Search Privilege History should be maintained for all changes made in search/action scope.

Setting Search Privilege for User

This section describes the steps to define ‘Search Privilege’ for a specific user.

STEPS TO FOLLOW:

- Under Settings module, click on Search Privilege for User.

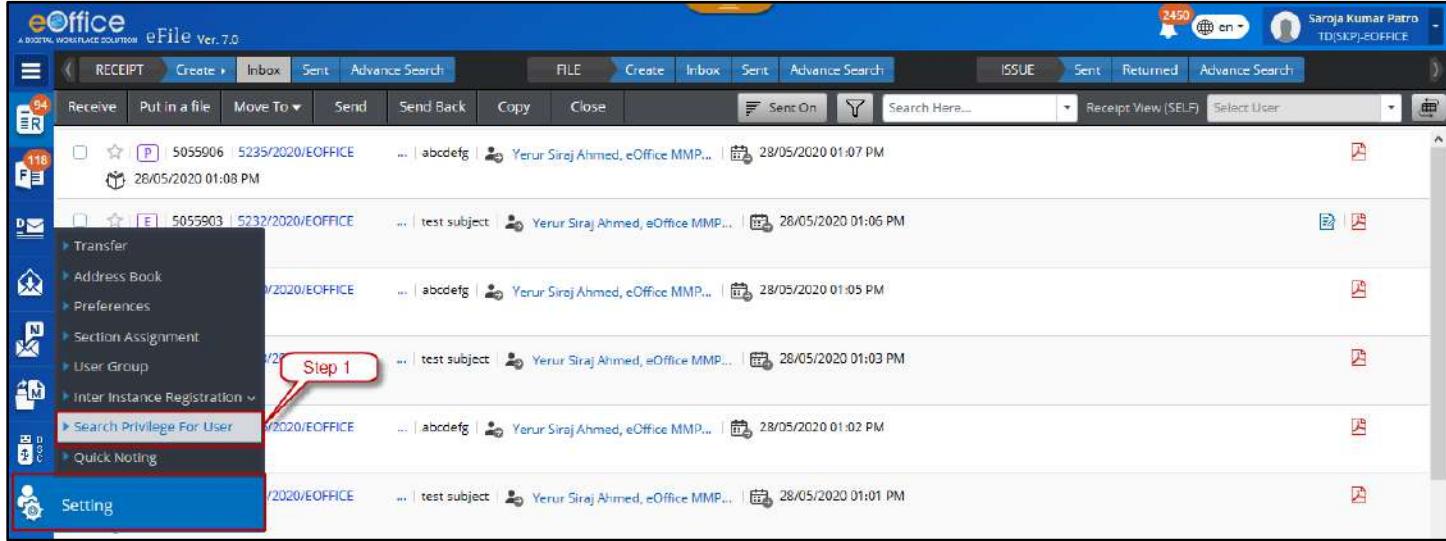


Figure 450

- Click **All Users** tab.
- 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.
- Click on User’s Name to open View/Edit Privilege page.
- Select ‘Search Scope’ and ‘Action Scope’ for ‘Physical’ and ‘Electronic’ records respectively. (*Refer to table* above for detailed explanation on scopes)
- Click **Add New Section**.
- In the pop-up box, select the ‘**Department**’ and its ‘**Section(s)**’ name required to be added under the scope and click on ‘**OK**’.
- 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 pop-up 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.

Note:

- Removing User's search privileges will set them back to default search privilege set for the complete Ministry/Organization (i.e. Search Privilege set for Instance).

Quick Noting

The quick notes are the most commonly used phrases while preparing notes in note sheet. These quick notes are available which when chosen are populated at the position of the cursor in the note. They are available in two ways –

1. **Standard** – List of quick notings provided as a standard list to the end-users
2. **User Defined** – Users can prepare their own list of quick notings

This section describes the steps to create user defined list of quick notings.

STEPS TO FOLLOW:

1. Under 'Settings' module, click on 'Quick Noting'.

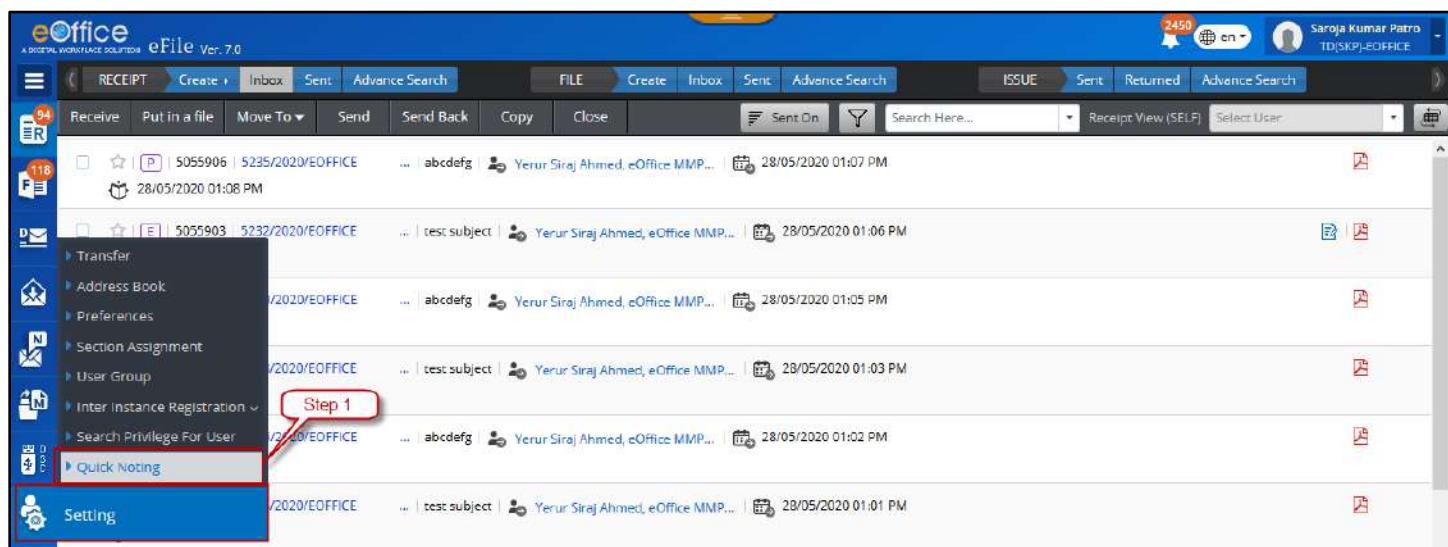


Figure 451

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

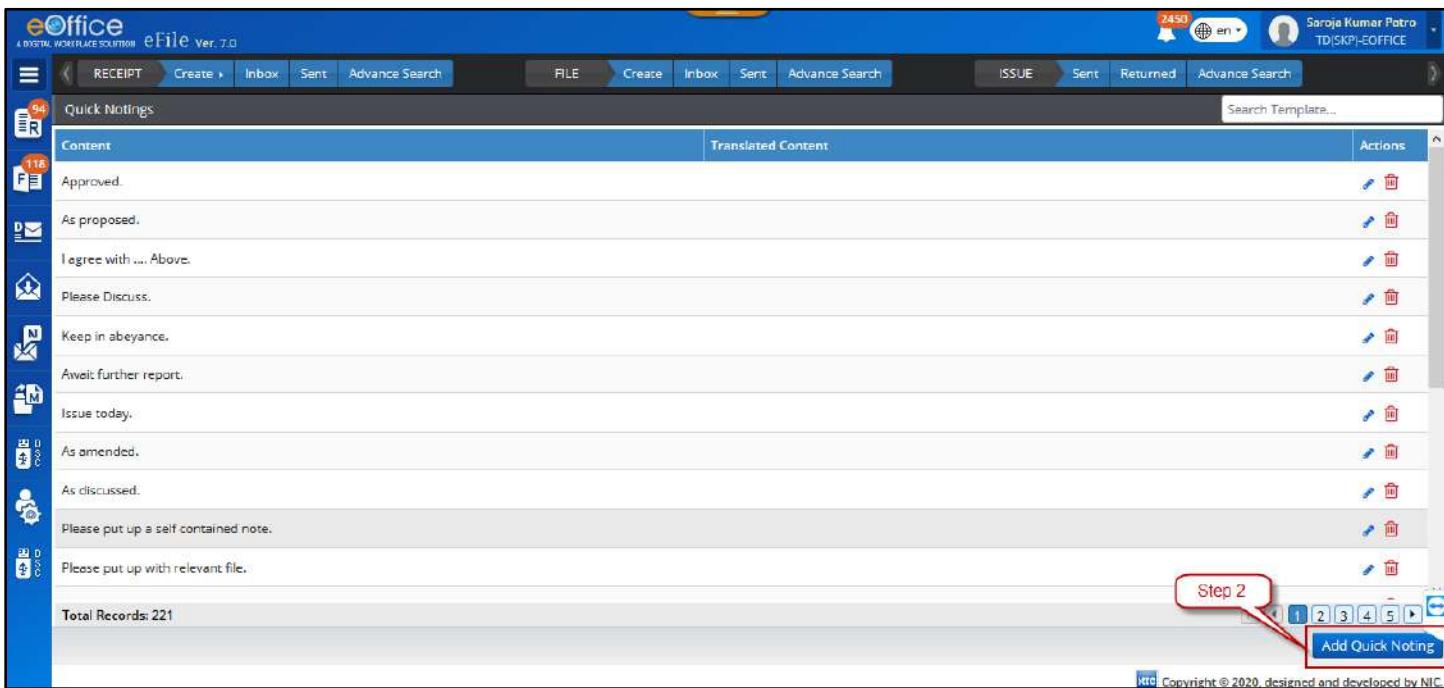


Figure 452

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

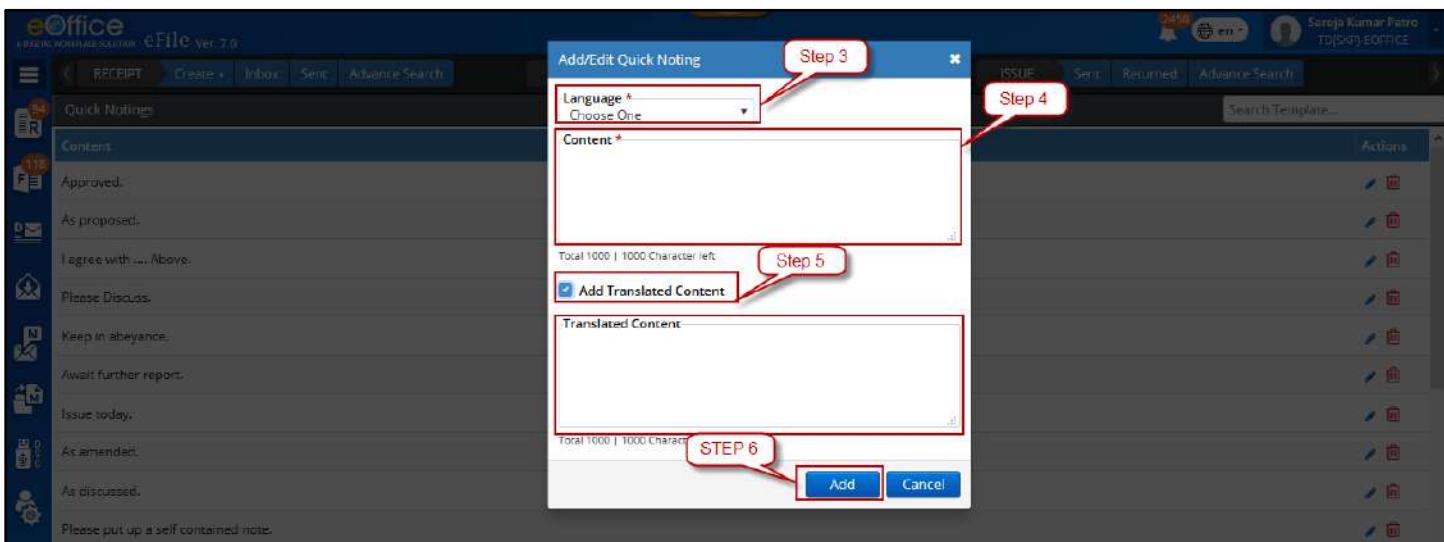


Figure 453

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.	<p><u>Correspondence:</u></p> <p>The Receipts, References and Issues on the correspondence side may be scanned as single PDF document keeping check on the max size as 20 MB.</p> <p>If pages are more and size exceeds 20MB then more than one PDF should be created.</p>
1.	<p><u>Noting:</u></p> <p>Scan all the pages of the Noting as one single PDF document.</p>

For scanning of various document types, the following colour & DPI are suggested:

<i>Sl. No.</i>	<i>Document type/Condition</i>	<i>Color & DPI</i>	<i>Output Format</i>
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



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