



Indian Ports Association (IPA) Implementation of Port EBS Project

Enterprise Business System

User Manual

(Document Management System and E-office)

Submitted by:

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New Delhi, INDIA





Version History

Version No.	Date	Modified By	Modifications Made
1.0	10/12/2019	P.G.Gandhi	Initial draft Version



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1. Purpose:

The purpose of this manual is to give the user a walkthrough of the process of using the e-Office application. The e-Office application will help the user to manage his/her daily work. This user manual will help the user to proceed on the e-Office application through visual work steps. e-Office provides an easy to use graphical user interface at the front end that supports frequently used operations carried out in doing administrative works in Government / PSE's. It also supports file / document management and file workflow operations from receiving a Correspondence, forwarding a Correspondence, searching / tracking a Correspondence, creating / opening new files, searching file, creating office notes, forwarding Office Note, forwarding & tracking files etc. It also provides the tab view of the Newgen's DMS platform i.e. OmniDocs that include document acquisition, exhaustive document, and folder searches, easy document viewing, annotation support, and image editing operations.

2. e-Office Application Login:

Type the name of the path where the E-Office site is working in the Address bar of the Browser.

The Login screen of the e-Office appears.



eGov Office Suite

E-Gov Office completely automates file & correspondence movement from creation to archival of files and correspondence. All decisions can be captured in the file itself and remain intact throughout the lifetime of the file. The solution ensures that all the correspondences, documents and communication centric functions are managed smartly while adhering with the Standard Operating Procedures. It is well equipped for handling Critical Communication, Correspondences and File Movement through Electronic Notes and Approval Workflow. It reduces process delays, helps to access and utilize information quickly and expedite work.



User Name:

Password:

Cabinet:

Remember LoginId & Cabinet

Workflow Automation:

Workflow solution for enabling reduction in transition time through process optimization.

- Enter User Name and Password.
- Select the shared cabinet that you need to access from the drop down list in the Cabinet box
- Select the option; Remember Login ID & Cabinet to log on directly to the same cabinet later. Once the Remember Login Id & Cabinet is selected, the Login dialog box when invoked next time has the username and cabinet filled in the User Name and Cabinet textboxes respectively.
- Click the Login command button to proceed.
- A message box is invoked if the user with the same Username as entered typed in the Username text box is already logged on to some other computer.
- Click the OK button to disconnect the specified user and log you with the same username and password.
- Click the Cancel button to invoke the Login screen again, where you can login using a new username and password.
- If you do not type correct login information, which consists of your user name and password then you receive an error message : “ Invalid Password”

- If you fail to provide correct logon information within the remaining attempts to logon to an OmniDocs user account, then the user account is locked. The OmniDocs Administrator, Supervisor, or a member of the Supervisor Group, can unlock such locked user account.

2.1 Home Screen of e-Office:

After successful login, following screen appears.



This is the home screen of E-Office consisting of following options:

- **Dashboard:** E-Office comes with a new interface on the concept of dashboard where user can have current information / status on files initiated by him/her or is of his/her importance. User should have visibility in the tasks lined up for the day in the interface. You can view dashboard again afterwards by clicking on “My Desk” heading present over Inbox link.
- **Work desk:** It consists of links of below operations-
 - **Inbox:** It is used to receive Correspondence, File and Office Note sent by the other user in the workflow. Items can be viewed, forwarded or completed from Inbox.



- **Sent Items:** Similar to emails, when a user forward any Item (Correspondence, File, Note) to other user, after forwarding it remains in the sent item unless it is completed. This also used for tracking the Item (Correspondence or File or Note) as it contain 'With User' and With Department' column which always display the name of the users holding that Correspondence, File or Note (I.e. pending item can be tracked through 'User's sent Item)
- **Inward/Outward Correspondence:** It is used to attend new Correspondence that has come/sent either after scanning or added from Hard disk (received through email, downloaded to hard disk then added from there)
- **Register DAK:** It is used to register a new Correspondence.
- **Office Note - Create New:** It is used to create a new Office Note.
- **Drafts:** It is a draft folder, use to save the draft version of Office Note before forwarding the note to other user
- **Create File:** This used to create a new file in the system.
- **File Register:** It displays the list of all general subject files present in the system. Only those files are displayed on which logged in user has access rights.
- **Search File:** This is used to search all general subject file with the File number and file subject
- **Search Document:** This is used to search all general documents with the data class on the document.
- **Special files:** This is used to search files based on more parameters
- **Other Options:** There are several other options like
- **Reports:** This is used to generate reports of different kinds. Reports generated under this option are All Reports, Pending Report, and Complete Report.
- **Logout:** This is used to end session of current user.



3. Correspondence Movement & Tracking:

Correspondence can be received either in physical form through normal mail service or in electronic form through Email as an attachment. System has the functionalities to handle both type of Correspondence.

When Correspondence is received in physical form, it will be scanned and exported in E-Office directly from the scanning software.

In E-Office, these scanned Correspondence can be found by clicking 'Register Correspondence' link located on the inward/outward correspondence screen.

3.1 Inward/Outward Correspondence:

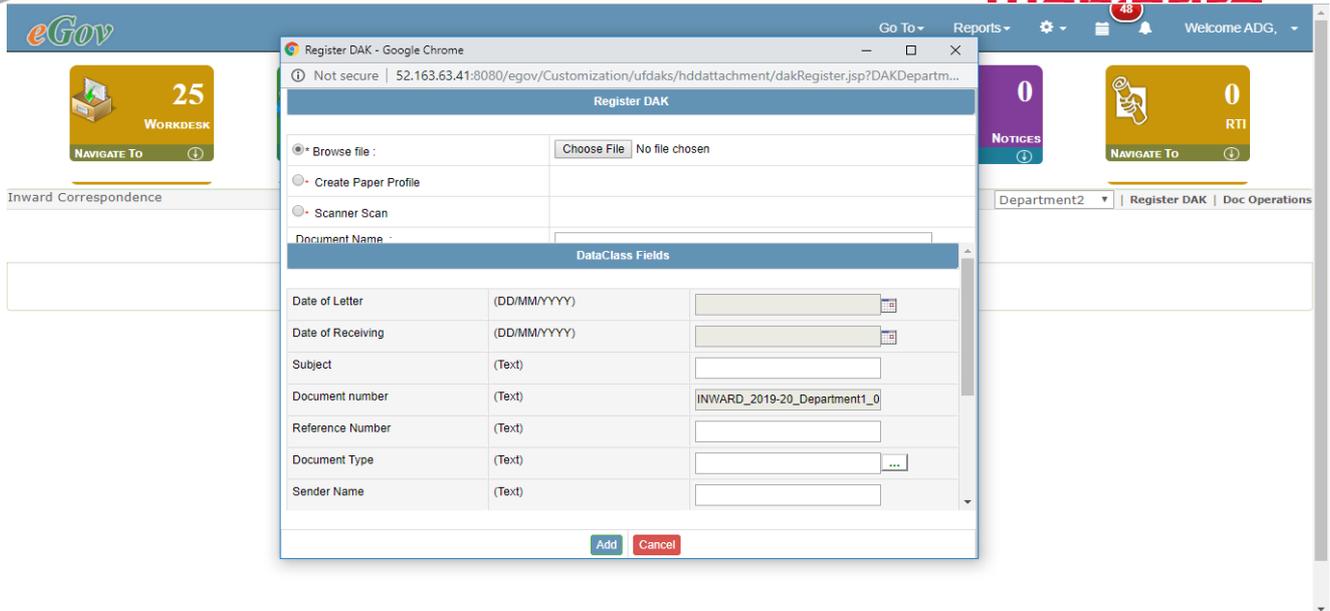
Inward/Outward Correspondence shows list of all new Correspondences which are neither filed nor forwarded to other user for action.

The screenshot shows the eGov interface for 'Outward Correspondence'. At the top, there are navigation tabs: WORKDESK (25), DAK (11), OFFICE NOTE (5), FILES (9), NOTICES (0), and RTI (0). Below these is a table with columns: Document Name, Modified Date, To, Date of Letter, Date of sending, Subject, Document Number, and Sender Name. A single entry is visible with a checked checkbox in the first column.

	Document Name	Modified Date	To	Date of Letter	Date of sending	Subject	Document Number	Sender Name
<input checked="" type="checkbox"/>	Kolkata_CMO_IPR_POLICE CA...	2019-11-14 11:25:15.037					OUTWARD_2019-20_Departmen...	

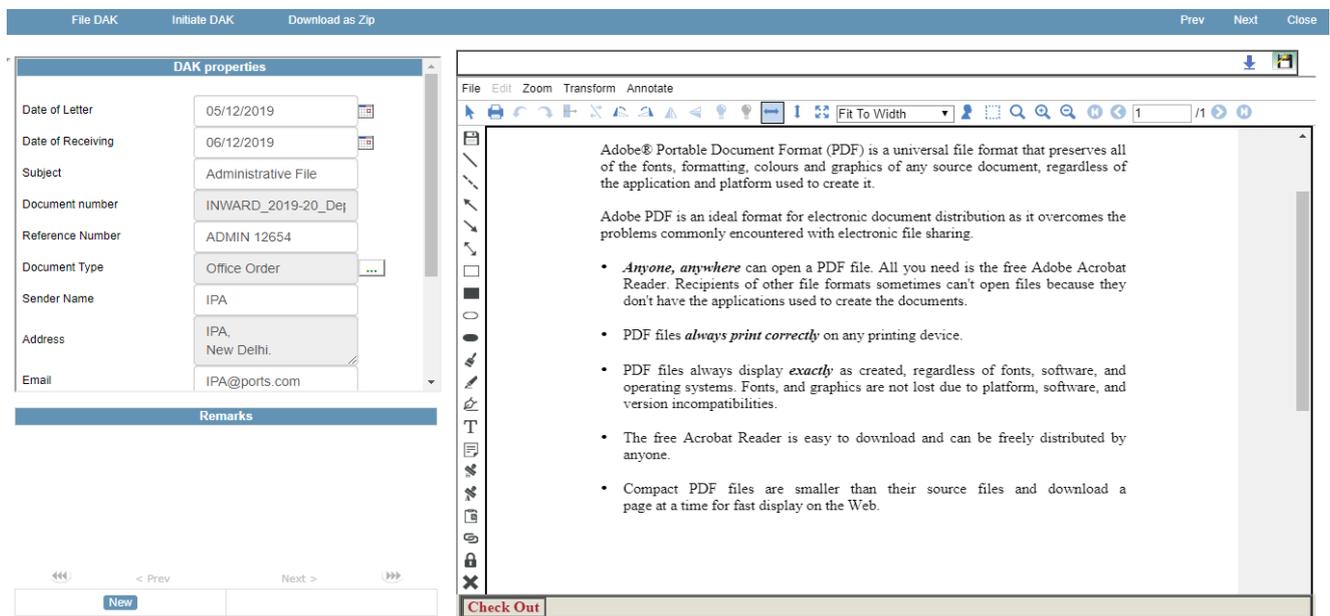
3.2 Correspondence Creation:

Clicking on Register DAK will open Register DAK window where user have an option to attach a document from your Hard Disk and add to user's Unfiled Correspondence folder. Also user has to enter relevant values in data class fields. This data class will be automatically get attach to Correspondence document.



3.3 Correspondence View:

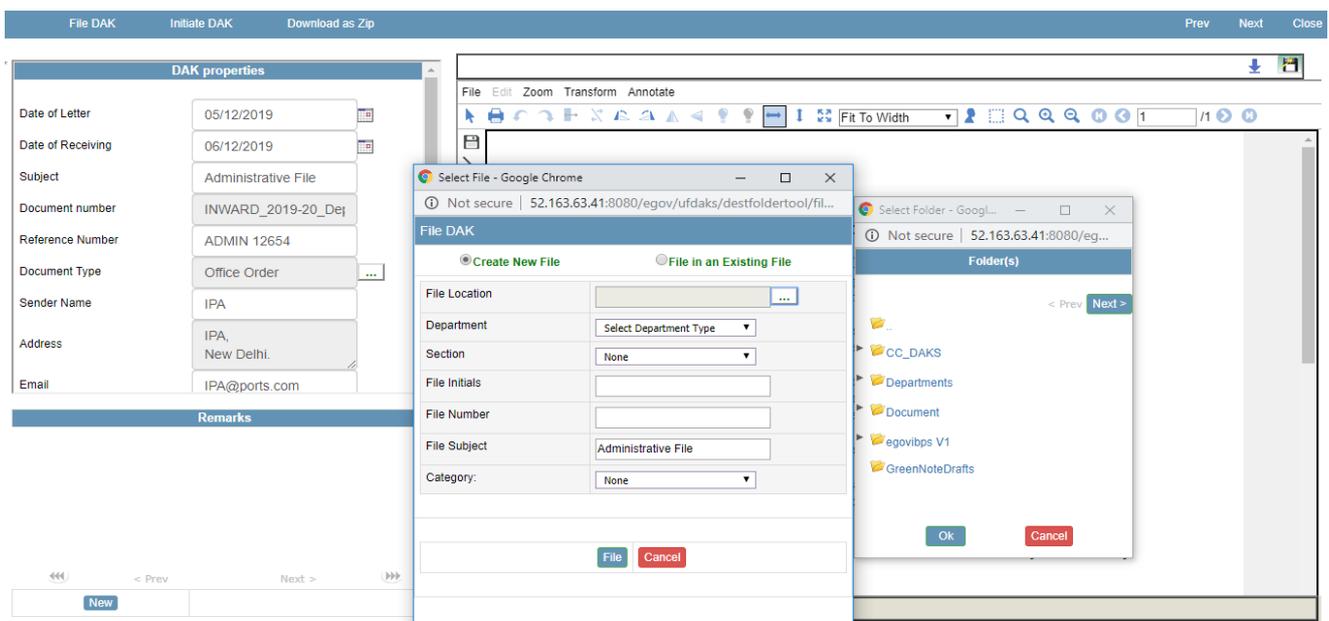
Clicking on the Correspondence will open it in a Correspondence View where it can be viewed, filed in a file or forwarded to other user for some action as shown in below figure. Until filing or forward, Correspondence remains in the Un-Filed folder.



- Correspondence information can be checked for the correctness
- Annotation can be applied on the image using the tool bar on image viewer
- Some short note / comment can be associated with the Correspondence

3.4 Correspondence Filing:

- It means filing or saving the Correspondence in some file in the E-Office.
- When user clicks on File Correspondence link a screen is displayed which asks user to select a file in which he wants to file this particular Correspondence.



- After selection of same, Correspondence gets filed.
- After successful filing, dialog box appears on screen asking user if he wants to view Correspondence in Whitehall.
- Following screen appears in white hall view
- User then clicks on initiate to start workflow of this filed Correspondence



Notings Enclosures Properties

Add Note Modify Note

FileNo.-Department1/Section 1/test2/04/Financial/2019-2020

File Subject-Testing Initiation

No notes exist presently.

"pdfsample(1)(4)" Notes Linked with this Document

File Edit Zoom Transform Annotate

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 FAQ, Rates, Deadlines, Etc.
 Articles/Writing Samples
 Newsletter Articles
 Testimonials
 Your Questions Answered
 About
 Media
 + add link

- Select Correspondence movement route on which you want to initiate the Correspondence.

File DAK Initiate DAK Download as Zip Prev Next Close

DAK properties

Date of Letter: 04/12/2019
 Date of Receiving: 05/12/2019
 Subject: Financial Proposal
 Document number: INWARD_2019-20_Dej
 Reference Number: Proposal24563
 Document Type: Agenda
 Sender Name: Ministry
 Address: Ministry Delhi
 Email: Ministry@gov.in

Remarks

Initiate - Google Chrome

Not secure | 52.163.63.41:8080/egov/initiateactionitem.jsp?NewAttachmentData=Financial+Proposal*485*pdf*D*64&DAKSubjectField=Financial...

DAK Movement Route Type: Flexible route Initiate Exit

To: [] Most Recent Users

To groups: []

Subject: Financial Proposal Priority: Low

Due Date/Time: []

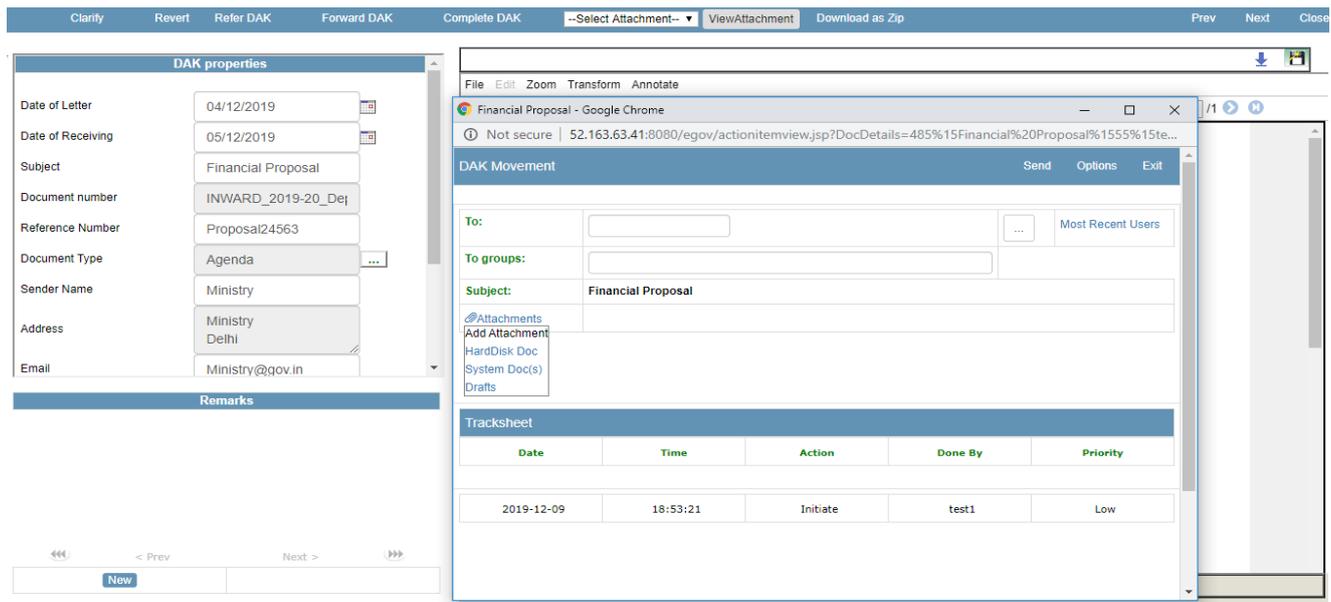
Attachments: []

<<< < Prev Next > New

- Click on button next to "To" to select the user for forwarding the Correspondence.
- User can then fill other required fields and initiate

3.5 Correspondence Forwarding:

- It means initiating a workflow with the Correspondence. Clicking on file containing Correspondence from inbox will open up a screen which has option to forward the same to some other user.
- There are several options that can be performed. For example Correspondence can be Referred, Returned or Completed.



The screenshot displays the DAK (Document Action Kit) interface. On the left, the 'DAK properties' panel shows fields for Date of Letter (04/12/2019), Date of Receiving (05/12/2019), Subject (Financial Proposal), Document number (INWARD_2019-20_Dej), Reference Number (Proposal24563), Document Type (Agenda), Sender Name (Ministry), Address (Ministry Delhi), and Email (Ministry@gov.in). Below this is a 'Remarks' section. The main area shows a 'DAK Movement' window with a 'To:' field, 'To groups:' field, and 'Subject: Financial Proposal'. An 'Attachments' section lists 'Add Attachment', 'HardDisk Doc', 'System Doc(s)', and 'Drafts'. At the bottom, a 'Tracksheet' table is visible:

Date	Time	Action	Done By	Priority
2019-12-09	18:53:21	Initiate	test1	Low

- When Correspondence is forwarded to a user, it is received in the inbox by the recipient
- If the Correspondence in Action Item is not needed to be forwarded to the next user then the workflow has to be completed and Correspondence is filed in a file.
- To complete the Action Item, Open the Action Item from the Inbox
- Click on “Complete”

4. Archival of Files:

- E-Office completely automates the operations related to physical files such as creation of file in the system, adding comment / notes, moving file, searching etc.
- Different types of documents/file formats can be added as enclosures in a file including- pdf, txt, xls, doc, ppt, picture files, TIFF, JPEG, GIF, Zip Files, AutoCAD files, video files etc. Only image and pdf files can be viewed, other documents will be downloaded and then user can open it with respective application.
- This chapter discusses the following aspect of file archival:



- File Creation
- File Register

4.1 File creation:

- Click on Home Screen >> FILES >> Create File.
- Enter Department
- Enter File Subject
- Enter Subject Initial
- Enter Category
- Click on “Select folder” link to select the folder location to save the file.
- Click on create link to create a file in the selected folder.
- There is restriction on using certain special characters while creating File.
- User will get alert message if any of the restricted character is used and the user has remove that character and re-create the file.
- Once file is created, documents can be added by clicking “Add Document” in the white hall view and the file can be initiated to other user in a workflow.
- Follow the same process for creating the ‘Part File’ but user needs to search an existing Main file to create the part file.



eGov Go To Reports Settings 41 Welcome Brigadier

5
WORKDESK
NAVIGATE TO

2
DAK
NAVIGATE TO

1
OFFICE NOTE
NAVIGATE TO

1
FILES
NAVIGATE TO

0
NOTICES
NAVIGATE TO

1
RTI
NAVIGATE TO

Create File

<input checked="" type="radio"/> Create Main File		<input type="radio"/> Create Part File	
Department :	<input type="text" value="Select Department Type"/>	Section :	<input type="text" value="None"/>
Subject Initials :	<input type="text"/>	File Number :	<input type="text"/>
File Subject :	<input type="text"/>	Category :	<input type="text" value="None"/>
Select File Path			<input type="button" value="Create"/>

- White hall view of the file is shown below.

White Hall Initiate Add Document Copy Move Link Print GreenNotes Close

Notings Enclosures Properties

Add Note Modify Note

FileNo.-Department1/Section 1/fes2/04/Financial/2019-2020

File Subject-Testing Initiation

No notes exist presently.

"pdfsample(1)(4)" Notes Linked with this Document [-None> Go]

File Edit Zoom Transform Annotate

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4.2 File Register:

- To get the list of all files in the system, Click on the "File Register" located in the home screen >> Files >> File Register
- File list will be displayed to the users as per the access rights.



	File Number	File Name	Folder Path
	Department1/Section 1/test2/01...	scsc	/ Departments / Department1/S...
	Department1/Section 1/test2/02...	Inward Correspondence Test	/ Departments / Department1 / ...
	Department1/Section 1/test2/03...	Administrative File	/ Departments / CMO / Departm...
	Department1/Section 1/test2/03...	Administrative File	/ Departments / Department1/S...
	Department1/Section 1/test2/03...	Administrative File	/ Departments / CMO / Departm...
	Department1/Section 1/test2/03...	Administrative File	/ Departments / CMO / Departm...
	Department1/Section 1/test2/03...	Administrative File	/ Departments / CMO / Departm...
	Department1/Section 1/test2/03...	Administrative File	/ Departments / CMO / Departm...
	Department1/Section 1/test2/03...	Administrative File	/ Departments / CMO / Departm...
	Department1/Section 1/test2/04...	Testing Initiation	/ Departments / CMO / Departm...

5. Search:

5.1 File Search:

- Click on 'Search File' link from Home Screen >> Files >> Search Files
- Two fields: File Number, File Subject appears on the screen. Since General subject files are normally searched only on these two parameters.
- Either enter any one of the fields value or enter both to search a file and click on 'search' button
- There is also filter provided to enhance user search .This filter can have only 3 types of values as shown in figure above.
- All Files: - No filter will applied.
- Select files under submission or Files not under Submission or All files
- Department :- Select Department type



Search File

File Number	<input type="text"/>	File Subject	<input type="text"/>
Filter	All Files	Department	Select Department Type

Search

- All the searched files can be shown as below.

Search File

Folder Name	File Number	File Subject	Department	Section	Creation Date	Owner
Department1/Section 1/test1/03...	Department1/Sec...	lf	Department1	Section 1	27/09/2019 03:4...	test1
Department1/Section 1/test1/03...	Department1/Sec...	lf	Department1	Section 1	27/09/2019 04:3...	test1
Department1/Section 1/test1/04...	Department1/Sec...	A-90	Department1	Section 1	27/09/2019 04:3...	test1
Department1/Section 1/test1/04...	Department1/Sec...	A-90	Department1	Section 1	27/09/2019 04:3...	test1
Department1/Section 1/test1/05...	Department1/Sec...	OK	Department1	Section 1	27/09/2019 05:3...	test1
Department1/Section 1/test1/05...	Department1/Sec...	OK	Department1	Section 1	27/09/2019 05:3...	test1
Department1/Section 1/test1/06...	Department1/Sec...	L-09	Department1	Section 1	27/09/2019 05:5...	test1
Department1/Section 1/test1/07...	Department1/Sec...	A-09099	Department1	Section 1	27/09/2019 06:0...	test1
Department1/Section 1/test1/08...	Department1/Sec...	jnjkf	Department1	Section 1	27/09/2019 06:2...	test1
Department1/Section 1/test1/09...	Department1/Sec...	ddf	Department1	Section 1	30/09/2019 04:2...	test1

< Prev Next >

5.2 Document Search:

- User can also search document. Screen is as shown below:



The screenshot shows the eGov portal interface. At the top, there is a navigation bar with the eGov logo on the left and user information 'Welcome ADG.' on the right. Below the navigation bar, there are six colored tiles representing different document categories: WORKDESK (25), DAK (11), OFFICE NOTE (5), FILES (9), NOTICES (0), and RTI (0). Each tile has a 'NAVIGATE TO' button. Below the tiles is a search form titled 'Search Document'. The form includes a 'Document Dataclass' dropdown menu set to 'Inward Dataclass'. There are two columns of input fields: 'Date of Letter', 'Subject', 'Reference Number', and 'Sender Name' on the left; and 'Date of Receiving', 'Document number', 'Document Type', and 'Address' on the right. At the bottom right of the form are 'Search' and 'Cancel' buttons. Below the form is a large empty rectangular box.

6. File Movement & Tracking:

6.1 White Hall View:

- Search file as explained.
- File will be opened in the Whitehall file viewer as shown below.
- Whitehall view contains three tabs.
- Enclosure tab: List all the documents of the file with documents on right hand side and note-sheet on left.
- Notes Tab : Facility to write notes corresponding to a particular document in a file
- Properties Tab: Displays all the properties such as file number / subject etc.
- To add a document in the file click on the “Add document” from the top toolbar of the Whitehall. Fill all fields and click on Add button.
- To view document, check the radio button against the document
- Document will appear on the right side of the window.
- To view document in a new window click on the document name in the listing.



Kolkata_CMO_IPR... Notes Linked with this Document <None> Go

File Edit Zoom Transform

Page-22

Code No. 1225760
C.M.O. - 18
CH-Adm. Form
Issue No.-1
Rev 00
Date: 01-02-2006

कोलकाता पत्तन न्यास
KOLKATA PORT TRUST
CENTENARY HOSPITAL

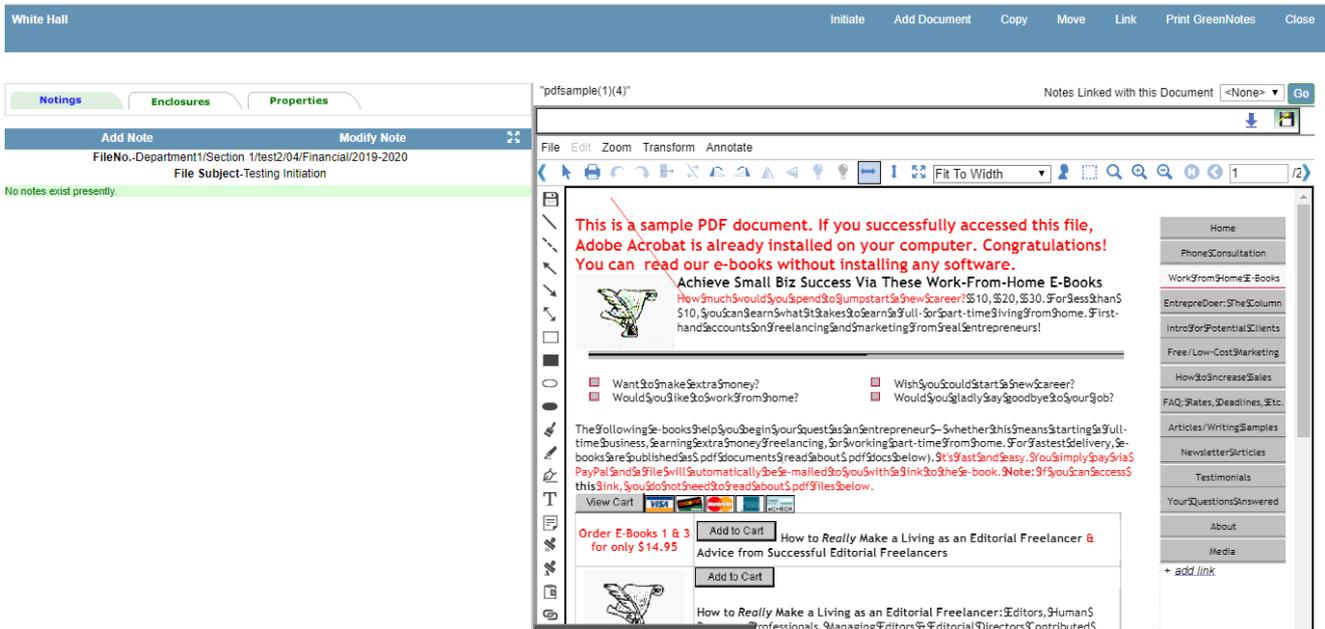
193752001
20090002351
1520/09-10

Indoor Registration No. 20090002351
Admtd. Under: DR. JAMES S. SIMICK
Admitted under: INDOOR TICKET
Phone: Bed No: 2297
Phone No. 24972294

Ward No. (5)

Name- GITA SIKDAR C/O BISWANATH SIKDAR Father's Name - LATE ANIL CHANDRA SIKDAR (HUSBAND) Address - 71, SISTER NIBEDITA ROAD, PS- THAKURPUKUR KOLKATA 700063 Designation - Dept- Section MECHANICAL ENGINEERING Date of admission -	Age- Sex- Religion - HINDU	DISEASE - H Nauph (GD) Dis final on 12/10/09 phoang - 2011/05 Caused of Death - Date of Death - Time -
--	----------------------------------	--

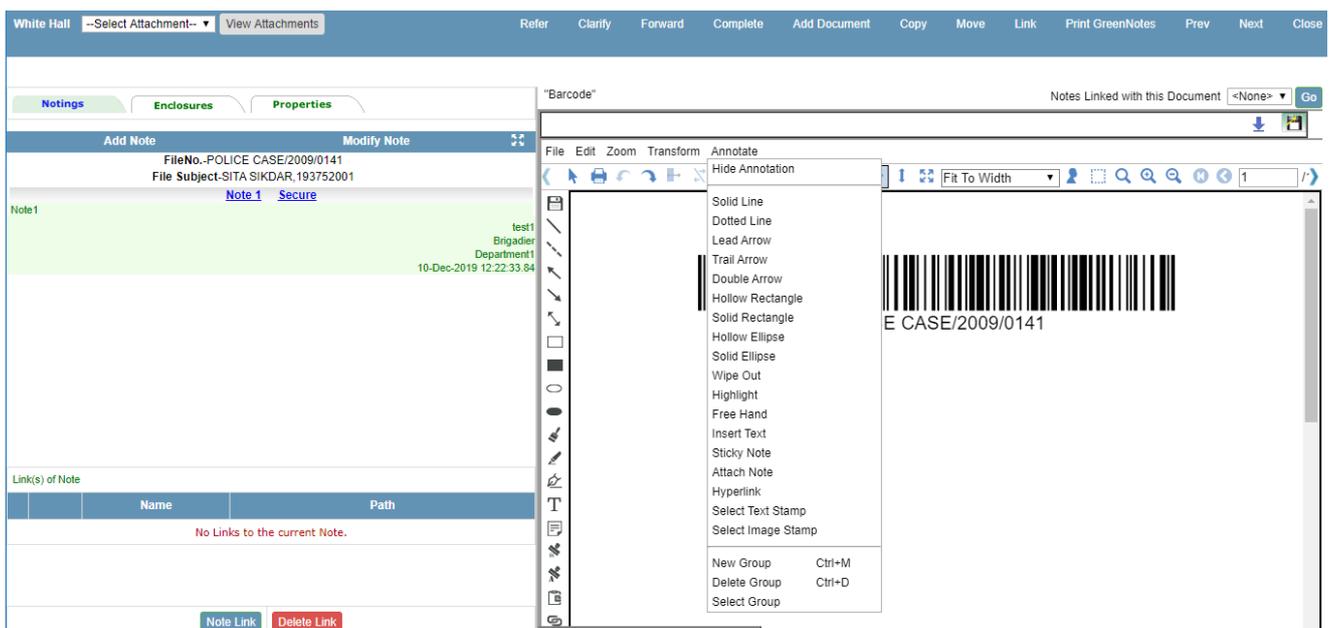
- To add comment or put a note with the file click on “Noting” then “Add note”.
- Note editor will get opened, type the note and click on “OK”. Note will appear on the left hand side with the username and timestamp.
- User can also link this note to any Page No of current selected document.
- User can link this note with last Note created in list of notes.
- User can also add this note as further addition/paragraph to last created note.
- User can also link a note with the specific document / page number of the document by clicking “Add link”



- “Copy” option is used to copy this currently opened document to some the folder.
- “Move” option is used to copy this currently opened document to some the folder.
- “Link” option present in toolbar is used to link this current opened document to other documents present in your e-Office system directory.
- “Print Document” is used to print currently opened document. User can define range of pages to print.
- “Print Green Notes” option is used to print the notes present in this opened file.
- Image Documents can be viewed in applet which supports document annotation and defining sharing over annotations. Annotation can be applied on the image using the tool bar on image viewer.
- Below options are available for image annotations-
 - ✓ Solid line
 - ✓ Dotted line
 - ✓ Lead arrow
 - ✓ Trail arrow
 - ✓ Double arrow
 - ✓ Hollow rectangle
 - ✓ Solid rectangle



- ✓ Hollow ellipse
- ✓ Solid Ellipse
- ✓ Wipe out
- ✓ Highlight
- ✓ Free hand
- ✓ Insert text
- ✓ Sticky note
- ✓ Attach note
- ✓ Hyperlink
- ✓ Zoom in/Zoom out
- ✓ Custom zoom
- ✓ Fit to width/height/page
- ✓ Rotate Left/Right
- ✓ Flip Horizontal/Vertical



6.2 File Forwarding:

- To forward a file or initiate a workflow with the currently opened file, click on “Initiate”
- Action Item initiation screen will be opened with the file as an attachment. Now follow the procedure as explained in the Correspondence movement section.



- When File is received in the inbox, user will be able to directly view the file by clicking on it.
- File will be opened in Whitehall and documents are viewed
- Add Notes and click on “forward”, Action Item forwarding screen gets opened. Now follow the steps as explained in the Correspondence movement section.

6.3 File Tracking:

- As explained above, all the movement in the system takes place through Action Item whether it's a file or a Correspondence or an Office Note. So tracking mechanism is also same for type of documents or file. i.e. either through “Sent Item” or through Action Item “Search”

6.4 Completing File Movement Workflow:

- User, who has to complete the workflow, receives the file in the inbox, open the file either directly or from the Action Item.
- Click on the “Complete” icon located on the top toolbar of the Whitehall.
- Action Item completion screen gets open. Check the radio button “ Complete” and click on “Send”
- File movement will be ended and file will remain saved with all noting / commenting and documents in the folder where file was initially created

7. Office Note Approval Process:

7.1 Office Note Creation:

- To create a new Office Note click on “Create New” link located in Home Screen >> Office Note.
- Web based editor for creating Office Note will be opened.



- This editor comes with basic formatting functionalities required to prepare simple letter
- Type the content and click on save.
- Provide the Note name and click on ok
- Note will get saved in the Note draft.
- Until user forward the Note for approval to other user, Note remains in the draft folder

		Subject	Creation Date	Modified Date	Size	Author	Note Reference Number
<input type="checkbox"/>		New Note	01/10/2019 00:05PM	01/10/2019 00:11PM	1 KB	test2	undefined
<input type="checkbox"/>		New Note	01/10/2019 00:05PM	01/10/2019 00:05PM	1 KB	test2	undefined
<input type="checkbox"/>		New Note to Tech M	01/10/2019 00:03PM	01/10/2019 00:03PM	1 KB	test2	undefined
<input type="checkbox"/>		New Note to Tech M	01/10/2019 00:02PM	01/10/2019 00:02PM	1 KB	test2	undefined
<input type="checkbox"/>		New Note to IPA	01/10/2019 00:00PM	01/10/2019 00:00PM	1 KB	test2	undefined



- From draft folder, user can do as many changes in the Note before forwarding

7.2 Office Note Approval Workflow:

- To start the note approval process, Click on “Initiate” link on the toolbar of the Home Screen
- Action Item initiation screen will be opened, Click on the attachment icon, following menu will appear.



- Click on the drafts
- Note Drafts appears in the pop-up
- Select the Note and click on “Attach drafts”
- Follow the steps as explained in the Correspondence / File forwarding section to forward the Office Note to other user for approval
- Recipient receives the Office Note in the Inbox (attached with the Action Item)
- Note will be opened with the “Revision History”, Note Content and some buttons as shown below
- Revision History have the information of the users, who have worked on the Note with the time stamp such as Note created by user1 on date: time, Note checked by user2 on date: time etc.
- Click “Add Comment” to write comment. Note Editor will be opened
- Type comment and click on ‘Add’



Refer Note Clarify Revert Forward Note Complete Note Attachments: --Select Attachment-- View Attachments Version Properties TrackSheet Prev Next Close

Note and Decision Print

Note/Decision Name : Finance Approval at Port Trust

Note/Decision Content
Sub: Finance Approval required for below process at Port Trust

Good solution offer more than cloud storage and auto-routing of approvals. Three-way matching is one such feature that compares purchase orders against their respective purchase invoices and requests, to eliminate the chance of manual error. This is where digital Purchase order management offers a significant advantage over the traditional process. One of the best parts about taking purchase orders digital, reports and analysis help you understand what's going well, and where inefficiency is costing you money. Since purchase orders are a vital cog in the procurement wheel, it's good to have process transparency and visibility. You can pull up the status of any order instantly, analyse vendor performance metrics, and more through custom reports and analytics.

Comments Added By :test2 at Tue Dec 10 13:36:31 IST 2019

Add Comments Edit Template Approve Undo Approve Reject Undo Reject

- Comment will be appended with the comment written by the previous users and "Add comment" will become "Edit Comment"

Refer Note Clarify Revert Forward Note Complete Note Attachments: --Select Attachment-- View Attachments Version Properties TrackSheet Prev Next Close

TrackSheet

Date	Time	Action	Done By
2019-12-10	13:23:04	Initiate	test2

Cancel

Note/Decision Name : Resitered

Note/Decision Content
Resitered

Comments Added By :test2 at Tue Dec 10 13:23:05 IST 2019

Add Comments Edit Template Approve Undo Approve Reject Undo Reject

- After comments have been added, user can change his comment before forwarding by clicking "Edit Comment".



- User can also view Track sheet of this note
- If a user has right to approve a note then “Approve” button will be enabled to him. Note can be Approved and sent further.
- Else user can further forward the Note.

The screenshot displays a web application interface for 'Office NoteMovement'. A modal window titled 'New Note - Google Chrome' is open, showing a form with the following details:

- To:** [Empty field]
- Subject:** New Note
- Attachments:** New Note to Tech M.htm

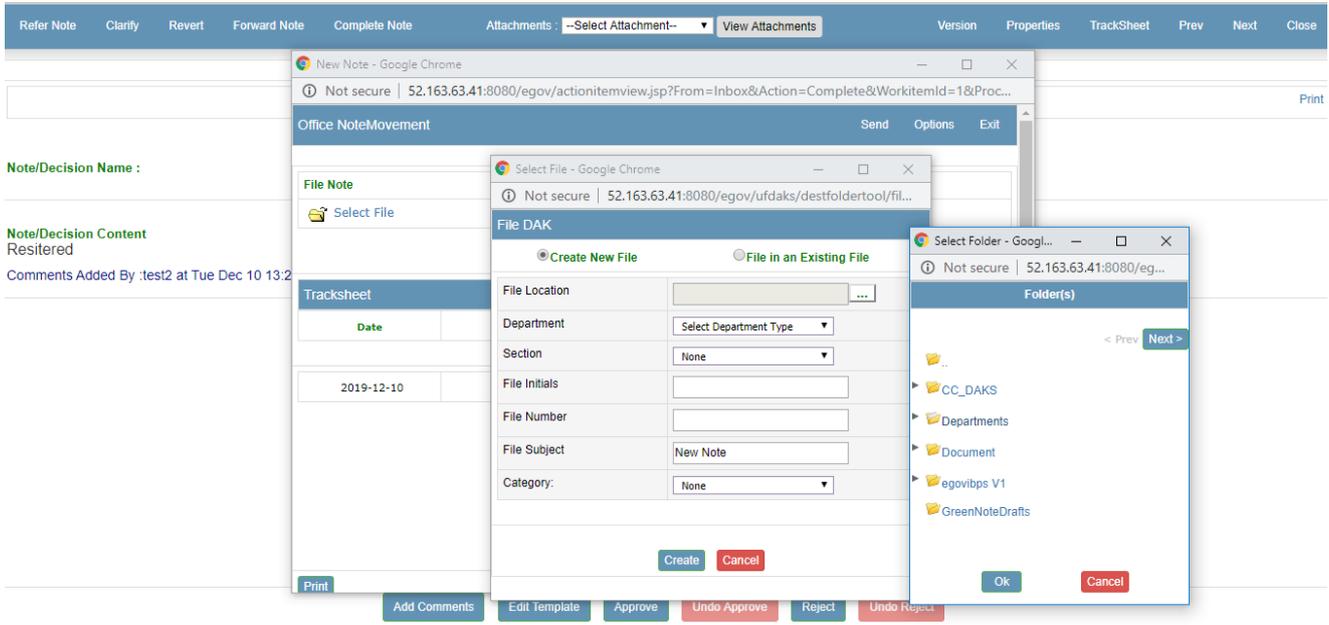
Below the form is a 'Tracksheet' table with the following data:

Date	Time	Action	Done By	Priority
2019-12-10	13:23:04	Initiate	test2	Low

The background interface includes a top navigation bar with options like 'Refer Note', 'Clarify', 'Revert', 'Forward Note', 'Complete Note', 'Attachments', 'View Attachments', 'Version', 'Properties', 'TrackSheet', 'Prev', 'Next', and 'Close'. At the bottom, there are buttons for 'Edit Comments', 'Edit template', 'Approve', 'Undo Approve', 'Reject', and 'Undo Reject'.

7.3 Filing Office Notes:

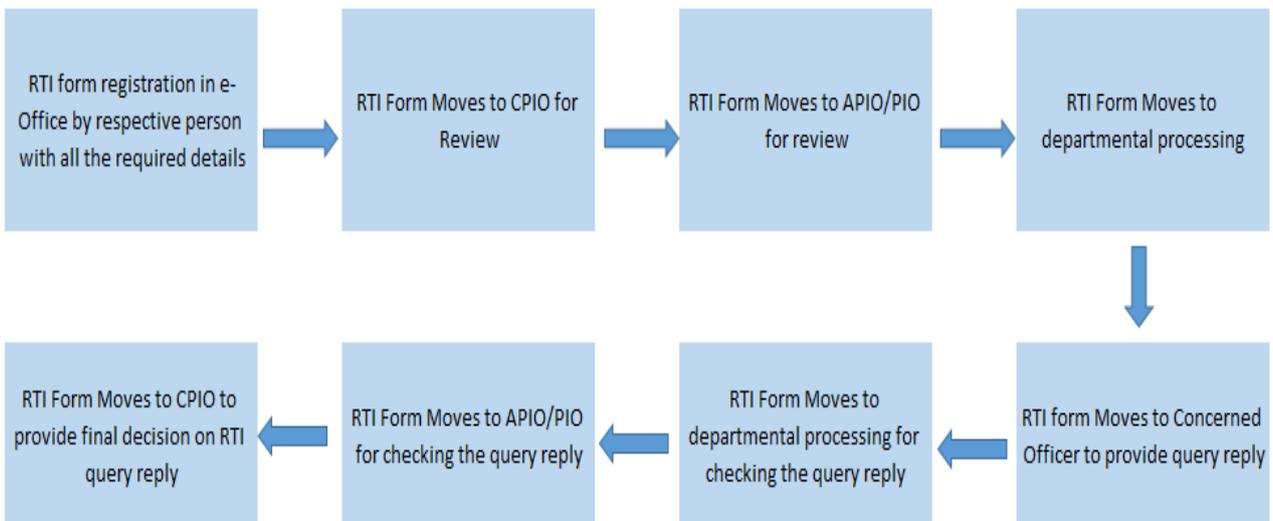
- Filing of office note is also same as that of the Correspondence.
- When a user receives the Office Note, user completes the Note workflow by completing the Action Item of a Note and filing the note in the file. Filing process is same as that of Correspondence filing which is explained in detail in the “Correspondence Filing” section.



8. RTI(Right To Information):

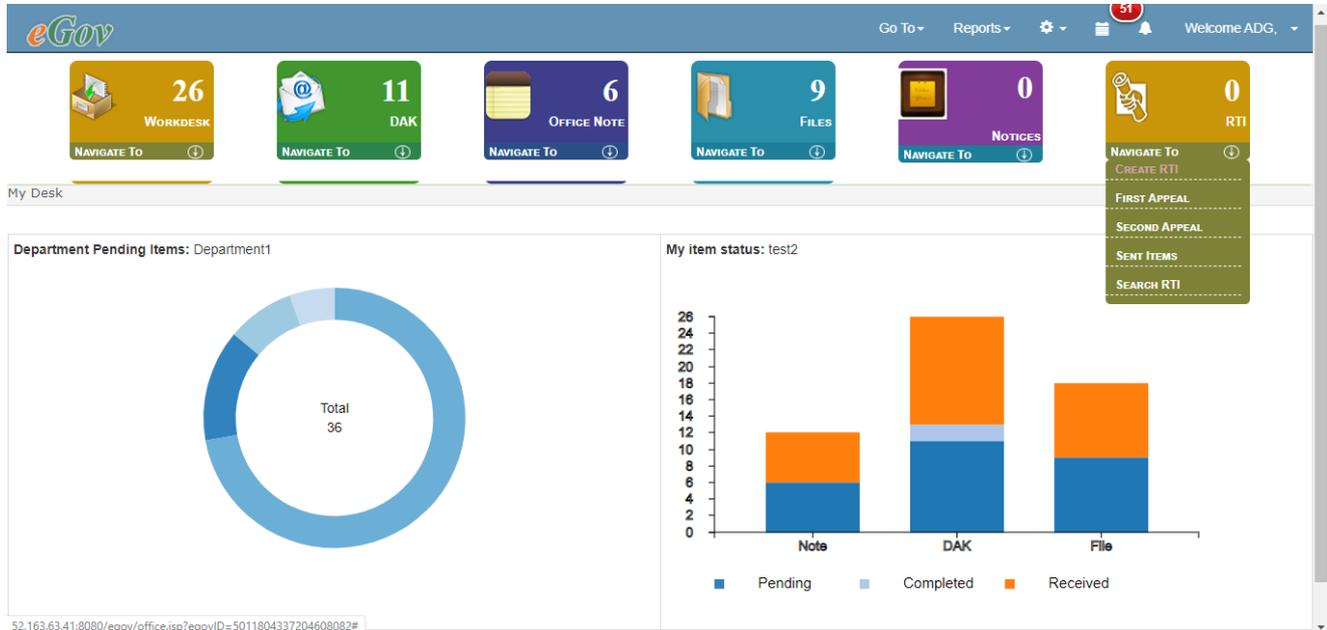
8.1 RTI Application (Registration, Movement & Completion)

- RTI flow for the registration Movement and its completion in e-office is given as below





- The RTI application can be processed in e-Office system through RTI feature, the application received manually to the Department/Office can be registered using Create RTI option in the navigation pane of RTI.



- On click of 'Create RTI' an application form will open on the screen, user can fill in the application details in this registration form and click on 'Initiate RTI' link.

RTI Request Registration Form

Request No: RTI/2019/30

RTI Subject: [Empty]

Applicant Name*: [Empty] Receipt Date*: [Empty]

Language Request: English RTI Category: Normal

Sex: Male Female Others

Address*: [Empty]

Email: [Empty] Phone No: [Empty]

Pincode: [Empty]

Country: India State/Union Territories*: [Empty]

Aadhaar Number: [Empty]

Below Poverty Line: No Yes

BPL Card No: [Empty] BPL Issue Year: [Empty]

BPL Issuing Authority: [Empty]



- User can attach the scan document received with the RTI application in the attachment option and click on 'Initiate RTI' link.

- The allocated department's CPIO selected by the user at the time of RTI registration under 'User Name' field will receive the RTI in his/her inbox of RTI & Work desk.

			!	Subject	Viewed On	From User	From Department	Received On	Submitted On
<input type="checkbox"/>		H	↓	Provide details of employees	2019-12-10 15:53:20	test2	Department1	2019-12-10 15:53:20	2019-12-10 15:53:20
<input type="checkbox"/>		H	↓	okk	2019-12-10 14:32:24	test1	Department1	2019-12-10 14:32:24	2019-12-10 14:32:24
<input type="checkbox"/>		H	↓	RTI Creation	18-Oct-19 18:19:16 PM	apio1	Department2	2019-10-22 17:48:24	2019-10-18 18:18:48
<input type="checkbox"/>		H	!	RTI test	06-May-19 13:08:08 PM	test1	Department1	2019-05-06 13:07:47	2019-05-06 13:07:47

- CPIO user can click on the RTI name and check the RTI details open in a new screen.



- Form Registration
- Under CPIO Review**
- Under APIO/PIO Review
- Department Processing
- CO Processing

PIO Allocation Form

Request No: RTI/2019/30
 RTI Subject: Provide details of employees

#	Query Id	Query	Query Description	User Name	Department	Status	Reply
1		Details	Employees got promoted	test2	Department1	Initiate ToCPIO	

Query Id: Department:

Status: User Name:

Query:

Query Description:

Reply:

Previous Comments:

- CPIO user can open the RTI and mark the RTI Queries (one after another) to APIO/PIO review.

- Form Registration
- Under CPIO Review**
- Under APIO/PIO Review
- Department Processing
- CO Processing

PIO Allocation Form

Request No: RTI/2019/30
 RTI Subject: Provide details of employees

#	Query Id	Query	Query Description	User Name	Department	Status	Reply
1		Details	Employees got promoted	test2	Department1	Initiate ToCPIO	

Query Id: Department:

Status: User Name:

Query:

Query Description:

Reply:

Previous Comments:



- Based on the selection, user has to click on the 'Assign Query' button to update the details against the query:

The screenshot shows a web interface for RTI processing. At the top, there's a navigation bar with 'RTI', 'TrackSheet', 'Remaining Time : 29 d: 23 h: 43 m', 'Forward', 'Complete', and 'Show Details'. Below this, there are tabs for 'Department Processing' and 'CO Processing'. The main form area contains a table with one row for 'Query Id: 1'. Below the table, there are several input fields: 'Query Id' (text box with '1'), 'Department' (dropdown menu with 'Department1'), 'Status' (dropdown menu with 'AllocatedToAPIO/PIO'), and 'User Name' (text box with 'APIO'). There are also text areas for 'Query' (containing 'Details'), 'Query Description' (containing 'Employees got promoted'), 'Reply', 'Previous Comments', and 'CPIO Comments'. At the bottom right of the form, there are two buttons: 'Assign Query' (blue) and 'Reset' (red).

- Once status against the query is updated, user can click on 'Forward' link to forward the RTI for further action to the allocated users

This screenshot is identical to the one above, showing the RTI application form with the 'Assign Query' button highlighted. It includes the same navigation bar, tabs, and form fields.

- On click of Forward, the RTI request is forwarded to the allocated user and entry for the same is logged in the sent items of the RTI in the RTI navigation pane:

The screenshot shows the eGov interface with a navigation pane containing icons for Workdesk (3), DAK (0), Office Note (0), Files (0), Notices (0), and RTI (3). Below the navigation pane is the 'Sent Items' section, which contains a table of RTI requests.

			Subject	Sent On	With User	With Department	From Department	Initiated By	Initiated On
	H	↓	RTI/2019/30	2019-12-10 16:13:23	APIO	Department1	Department1	test2	2019-12-10 16:13:23
	H	↓	RTI/2019/27	2019-11-29 12:27:32	APIO	Department1	Department1	test1	2019-11-29 12:27:32
	H	↓	RTI/2019/16	2019-10-18 18:21:25	apio1	Department2	Department1	test1	2019-10-18 18:21:25
	H	↓	RTI/2019/16	2019-10-18 18:21:25	apio2	Department1	Department1	test1	2019-10-18 18:21:25
	H	↓	RTI/2019/14	2019-10-18 11:08:21	APIO	Department1	Department1	test2	2019-10-18 11:08:21
	H	↓	RTI/2019/14	2019-10-18 11:08:21	apio1	Department1	Department1	test2	2019-10-18 11:08:21
	H	↓	RTI/2019/2	2019-10-01 18:13:39	APIO	Department1	Department1	test1	2019-10-01 18:13:39

- On click of sent items user can check the sent RTI queries status as shown in below picture.

The screenshot shows the 'RTI Sent Item Tracking' dialog box. It displays the RTI RequestNo as 'RTI/2019/30' and the RTI Status as 'Pending'. Below this, there is a table of RTI Queries.

#	Query	Query Description	Reply	Department	Query Status
1	Details	Employees got promoted	NA	Department1	AllocateToAPIO/PIO



- The allocated APIO/PIO then receive the specific query allocated to them for further actions and can return the query to CPIO once reply on the query is completed.

Subject	Viewed On	From User	From Department	Received On	Submitted On
Provide details of employees	2019-12-10 16:13:23	PIO	Department1	2019-12-10 16:13:23	2019-12-10 16:13:23
First RTI Application	18-Oct-19 11:08:45 AM	PIO	Department1	2019-10-18 11:08:21	2019-10-18 11:08:21

- Once allocated user (PIO/APIO) opens the RTI application query by clicking on RTI number, user can check the Track sheet of the RTI application & the queries to
- understand the track of the RTI till now by clicking on 'Track sheet' button on the screen

RTI Movement Slip

Request No :	RTI/2019/30	RTI Subject :	Provide details of employees
Creation Date :	2019-12-10 15:53:19.0		

RTI Request No	RTI Subject	From Whom	To User	To Department	Action Date	Action
RTI/2019/30	Provide details of employees	test2	PIO	Department1	2019-12-10 15:53:19.0	RTI Initiated

Query Id	Query Description	From Whom	To User	To Department	Action Date	Action
1	Details	PIO	APIO	Department1	2019-12-10 16:13:23.0	AllocateToAPIO/PIO



- PIO/APIO can further allocate to DH or return it back to CPIO for clarifications.

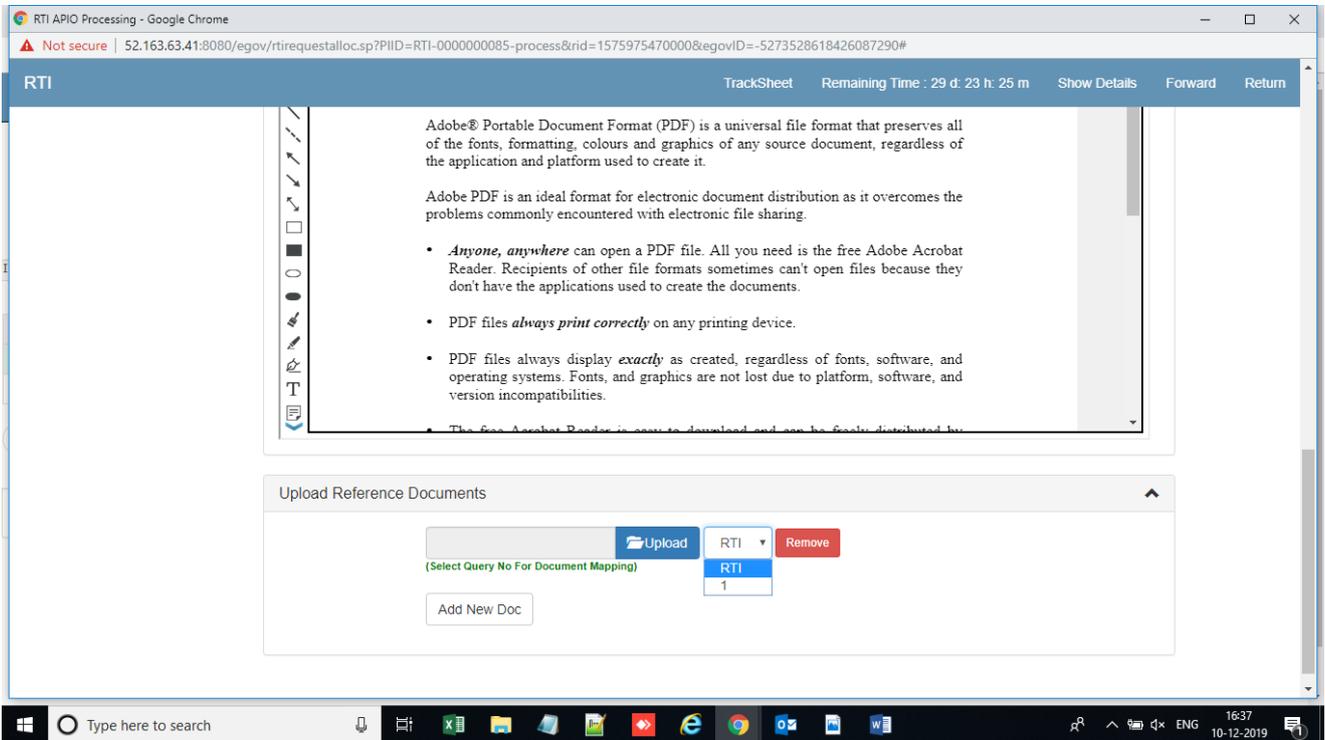
The screenshot shows the RTI application interface. On the left, there is a navigation menu with options: Form Registration, Under CPIO Review, Under APIO/PIO Review (highlighted), Department Processing, and CO Processing. The main content area is divided into two sections: 'APIO Information' and 'Details'. The 'APIO Information' section displays the Request No (RTI/2019/30) and the RTI Subject (Provide details of employees). Below this is a table with columns: #, Query Id, Query, Query Description, Department, Status, User Name, and Reply. The table contains one row with Query Id 1, Query 'Details', Query Description 'Employees got promoted', Department 'Department1', Status 'AllocateToAPIO/PIO', and User Name 'PIO'. The 'Details' section below the table shows a form for editing the query. It includes fields for Query Id (1), Department (Department1), Status (a dropdown menu with options: Select A Status, AllocateToDH, ReturnToCPIO, Hold), User Name (PIO), Query (Details), Query Description (Employees got promoted), and Query Reply. A dropdown menu is open over the Status field, showing the options.

- After selecting the status and user click on Assign query to assign it to the concerned mentioned person.

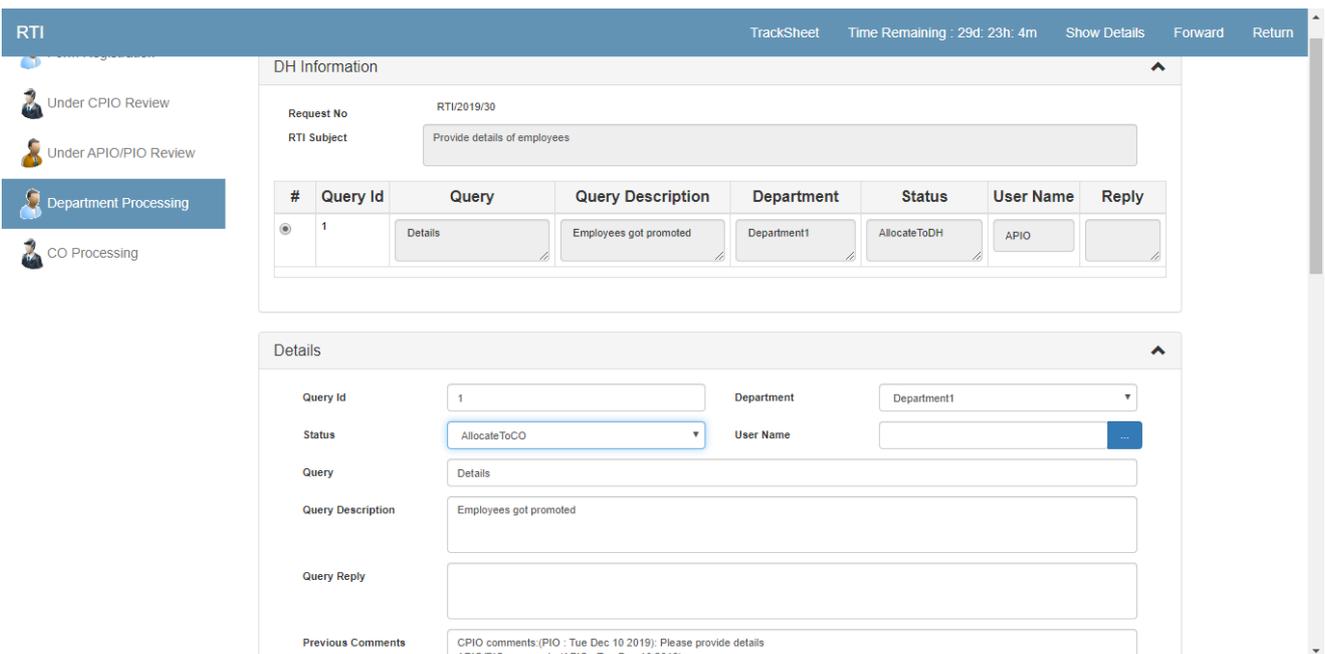
The screenshot shows the RTI application interface after the status and user have been selected. A confirmation message box is displayed at the top, stating '52.163.63.41:8080 says Query has been successfully assigned.' with an 'OK' button. The 'Details' section below shows the form with Status set to 'AllocateToDH' and User Name set to 'dh1'. The 'Assign Query' button is highlighted in green, indicating it is the next step. The 'Details' section also includes fields for Query (Details), Query Description (Employees got promoted), Query Reply, Previous Comments (CPIO comments:(PIO : Tue Dec 10 2019): Please provide details), and APIO/PIO Comments (Please provide the required information for the query). There is also a 'Reset' button.



- User can also attach the document related to RTI reply in the attachment column, and select the number of query from the dropdown for complete tracking for future:



- Once DH user login in Application and opens the RTI he can forward it further for CO processing or Return it to APIO/PIO.





- After CO receiving the RTI in his inbox he/she will open the RTI and provide the required details under Query reply. CO selects the status as Return to DH and clicks on return button.

RTI TrackSheet Remaining Time : 29 d: 22 h: 59 m Show Details Return

Department Processing
CO Processing

#	Query Id	Query	Query Description	User Name	Department	Status	Reply
1		Details	Employees got promoted	dh1	Department1	ReturnToDH	Please find below the details.

Query Id: 1 Department: Department1
 Status: ReturnToDH
 Query: Details
 Query Description: Employees got promoted
 Query Reply: Please find below the details. Ram, Ramesh, Venkat
 Previous Comments: CPIO comments (PIO : Tue Dec 10 2019): Please provide details
 APIO/PIO comments (APIO : Tue Dec 10 2019):
 DH comments (dh1 : Tue Dec 10 2019): Please provide details required for the query.
 CO Comments:

[Assign Query](#) [Reset](#)

- Similarly DH returns it to APIO/PIO and APIO/PIO returns it to CPIO for final approval.
- Once CPIO provides the RTI final decision he/she can able to file the RTI similar to the case of Correspondence.

White Hall Initiate Add Document Copy Move Link Print GreenNotes Close

Notings Enclosures Properties

Download as Zip Search Enclosures

Name	Version	Created on	Pages
DMS Web Service C...	1.2	03/12/2019 03:30PM	169
RTI-2019-27	1.0	29/11/2019 12:53AM	1
Barcode	1.0	29/11/2019 12:53AM	1

Download Delete Property < Prev Next >

Notes
No Notes on Documents

RTI-2019-27 Notes Linked with this Document <None> Go

Complete RTI Details

Applicant Information

Applicant Name : Kumar
 Applicant Address : Delhi, India
 Applicant State : Delhi
 Applicant Email : Test@gov.in

Query Information

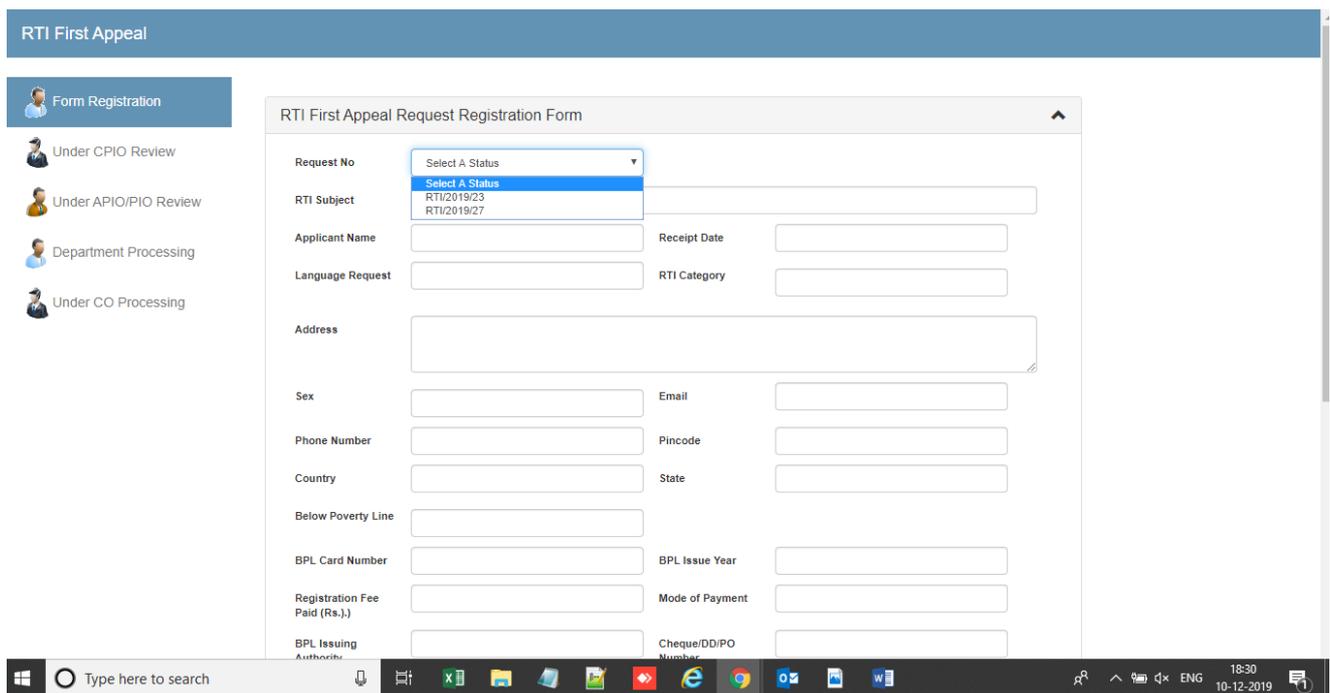
No documents present.

Query Information

Query ID: 1
 Query : Please provide Details
 Query Description : Details of Working people

8.2 RTI First Appeal (Registration, Movement & Completion):

- In case any RTI applicant files the first appeal of any specific RTI, then the AA (Appellate Authority) can initiate and approve the first appeal of the completed RTI in the system
- User can click on First Appeal link in the navigation pane of RTI to initiate the RTI first appeal.
- User can select the request no. of completed RTI from the dropdown of RTI Request No.



- Once user selects the RTI application number, the details required on the form will be auto populated in the system.



RTI First Appeal

- Form Registration
- Under CPIO Review
- Under APIO/PIO Review
- Department Processing
- Under CO Processing

RTI First Appeal Request Registration Form

Request No: RTI/2019/27

RTI Subject: RTI for Test

Applicant Name: Kumar Receipt Date: 2019-11-01

Language Request: English RTI Category: Normal

Address: Delhi, India

Sex: Male Email: Test@gov.in

Phone Number: 9876787656 Pincode: 562456

Country: India State: Delhi

Below Poverty Line: No

BPL Card Number: BPL Issue Year:

Registration Fee Paid (Rs.): 15.00 Mode of Payment: Cash

BPL Issuing Authority: Cheque/DD/PO Number:

- Once user fill in all the required details, user can click on Submit button to submit the application to the AA for approval.
- The AA receives the application for the first appeal in his/her RTI inbox and can click on the RTI number to open the application.

eGov

Go To Reports Settings 51 Welcome ADG

28 WORKDESK 11 DAK 6 OFFICE NOTE 9 FILES 0 NOTICES 2 RTI

Inbox Search Inbox RTI Set Priority

			!	Subject	Viewed On	From User	From Department	Received On	Submitted On
<input type="checkbox"/>		H	↓	ok	10-Dec-19 18:50:08 PM	test2	Department1	2019-12-10 18:50:08	2019-10-23 16:37:01
<input type="checkbox"/>		H	↓	RTI for Test	10-Dec-19 18:49:07 PM	test2	Department1	2019-12-10 18:38:26	2019-11-29 12:26:02

< Prev Next >



- The remaining time of the RTI first appeal can be seen on the top of the RTI application/query details, the AA can provide his/comment and click on Approve/Reject button on the screen.
- Approve: On click of Approve button the RTI first appeal will reinitiate to the PIO of the application and move in the inbox of PIO again for further course of action.
- On approval the RTI again move back to the PIO for action and the flow is same as mentioned for the RTI application in RTI STEP1 above

RTI First Appeal Allocation TrackSheet Remaining Time : 29 d: 23 h: 47 m Show Details

Form Registration

- Under CPIO Review
- Under APIO/PIO Review
- Department Processing
- CO Processing

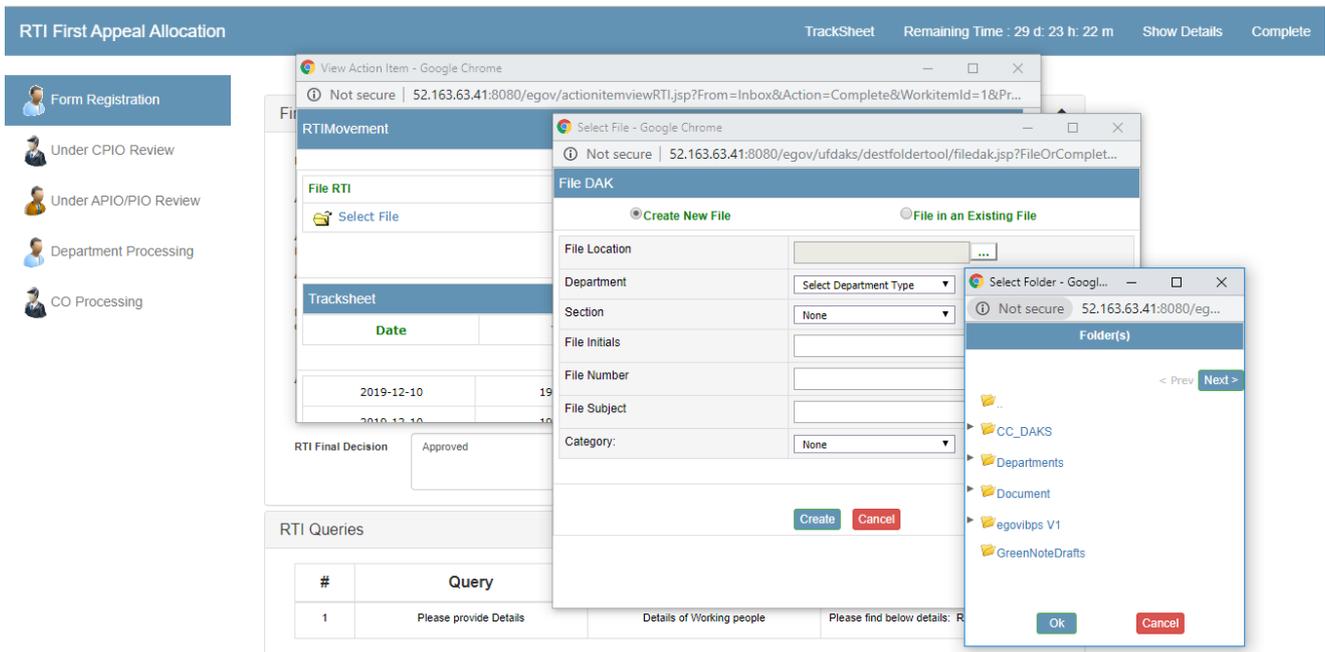
First Appeal Information

RTI Subject	RTI for Test		
Appeal No	RFA_00005	AA File No	Department1/Section 1/PIO/02/RTI Test/2011
Appeal Registration Date	2019-10-02	Appeal Letter No	23432
Appeal Letter Date	2019-12-03	Request No	RTI/2019/27
AA Comments	<input type="text"/>		
RTI Final Decision	Approved		

RTI Queries

#	Query	Remarks	Reply
1	Please provide Details	Details of Working people	Please find below details: Ram ADG Sudhir DAG

- Once CPIO return the first appeal application with updated reply to the AA, the AA user can open the RTI from his/her RTI inbox and click on complete button to complete the first appeal processing.



8.3 RTI Search:

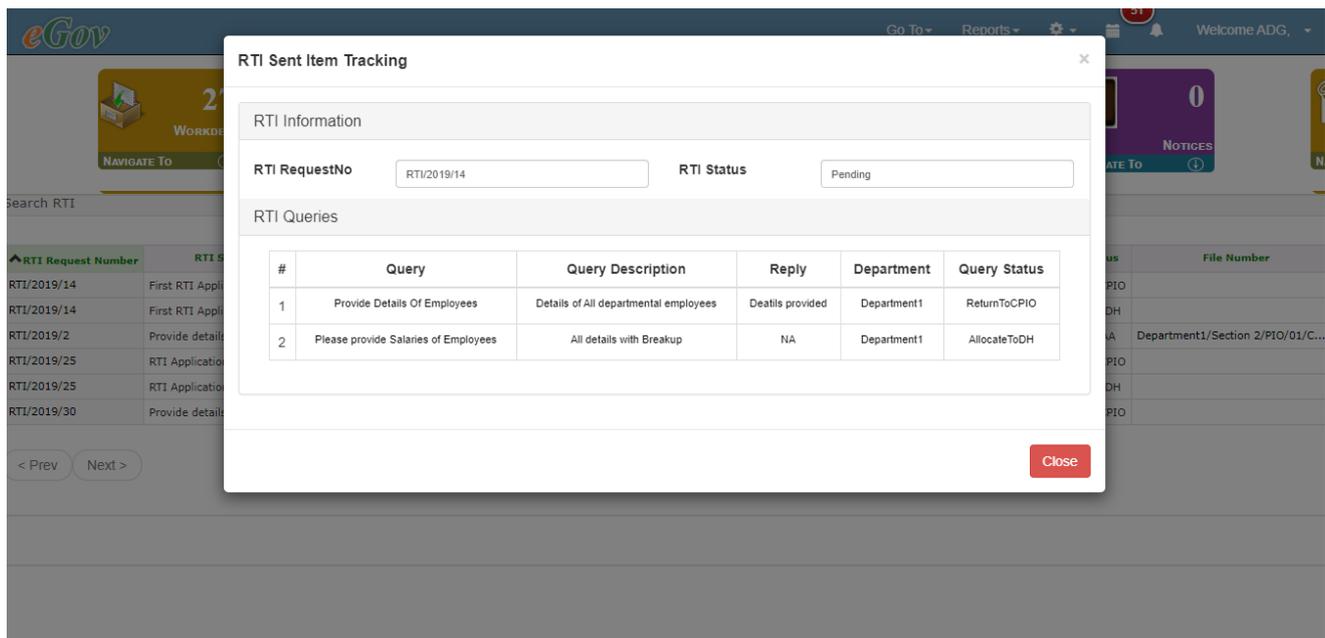
- RTI application & queries can be searched using RTI Search option in the RTI navigation page.
- On click of RTI Search link a new page gets open on the screen with search parameter, RTI can be searched using any of these parameters



- RTI application/queries gets displayed on the screen after clicking of the search button.

RTI Request Number	RTI Subject	Initiated On	Applicant Name	RTI Receipt Date	Query	Query Description	RTI Status	File Number
RTI/2019/14	First RTI Application	2019-10-18 10:43:28	Prasan	2019-10-03 00:00:00	Provide Details Of Employees	Details of All departmental em...	ReturnToCPIO	
RTI/2019/14	First RTI Application	2019-10-18 10:43:28	Prasan	2019-10-03 00:00:00	Please provide Salaries of Emp...	All details with Breakup	AllocateToDH	
RTI/2019/2	Provide details of employees	2019-10-03 11:49:52	Ramrath	2019-10-01 00:00:00	First Query	Details Of Employees	InitiateToAA	Department1/Section 2/PIO/01/C...
RTI/2019/25	RTI Application for November	2019-11-04 15:12:27	Nov Applicant	2019-10-29 00:00:00	First Query	Details of Files	ReturnToCPIO	
RTI/2019/25	RTI Application for November	2019-11-04 15:12:27	Nov Applicant	2019-10-29 00:00:00	Second Query	Details of Notes	AllocateToDH	
RTI/2019/30	Provide details of employees	2019-12-10 15:53:19	Kumar	2019-12-01 00:00:00	Details	Employees got promoted	ReturnToCPIO	

- On click of RTI request number if the application is forwarded to next applicable user and not in his queue user can able to see the status.



RTI Sent Item Tracking

RTI Information

RTI RequestNo: RTI Status:

RTI Queries

#	Query	Query Description	Reply	Department	Query Status
1	Provide Details Of Employees	Details of All departmental employees	Deatlis provided	Department1	ReturnToCPIO
2	Please provide Salaries of Employees	All details with Breakup	NA	Department1	AllocateToDH

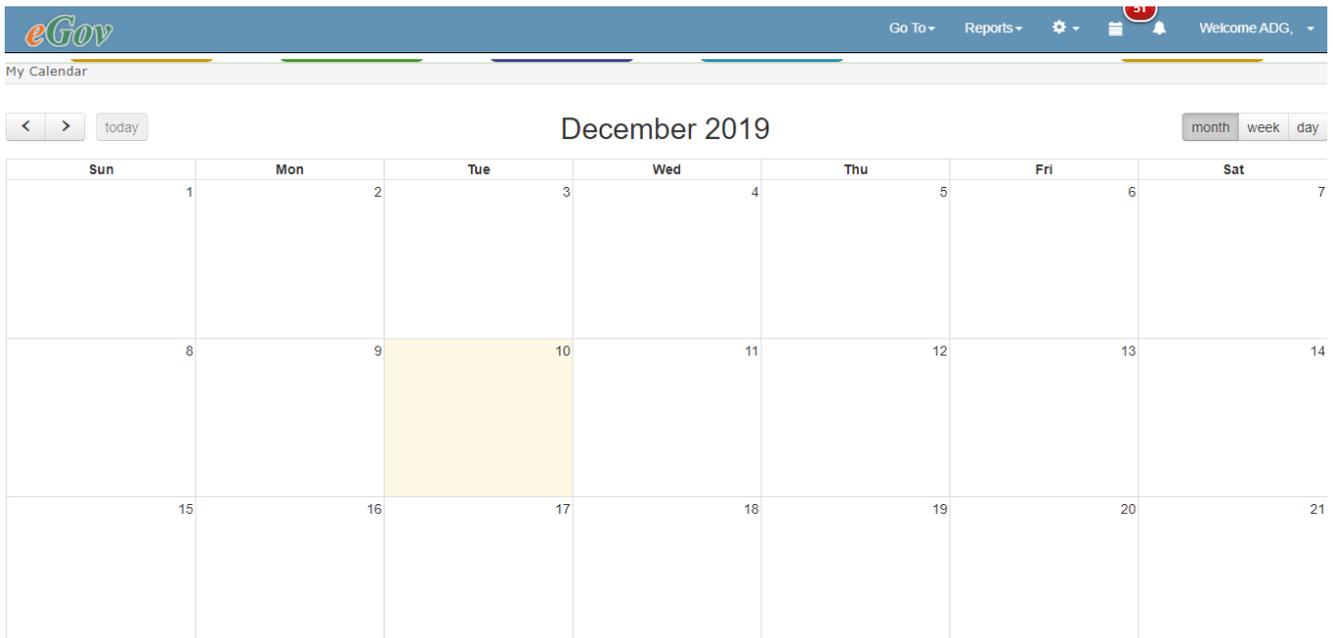
Close

9. Calendar:

- By clicking on the “Calendar” icon located on the top 'My Calendar' opens with three options Month, Week and Day.
- There are three categories of events:
 - ✓ Meeting Reminder
 - ✓ Call Reminder
 - ✓ Task Reminder

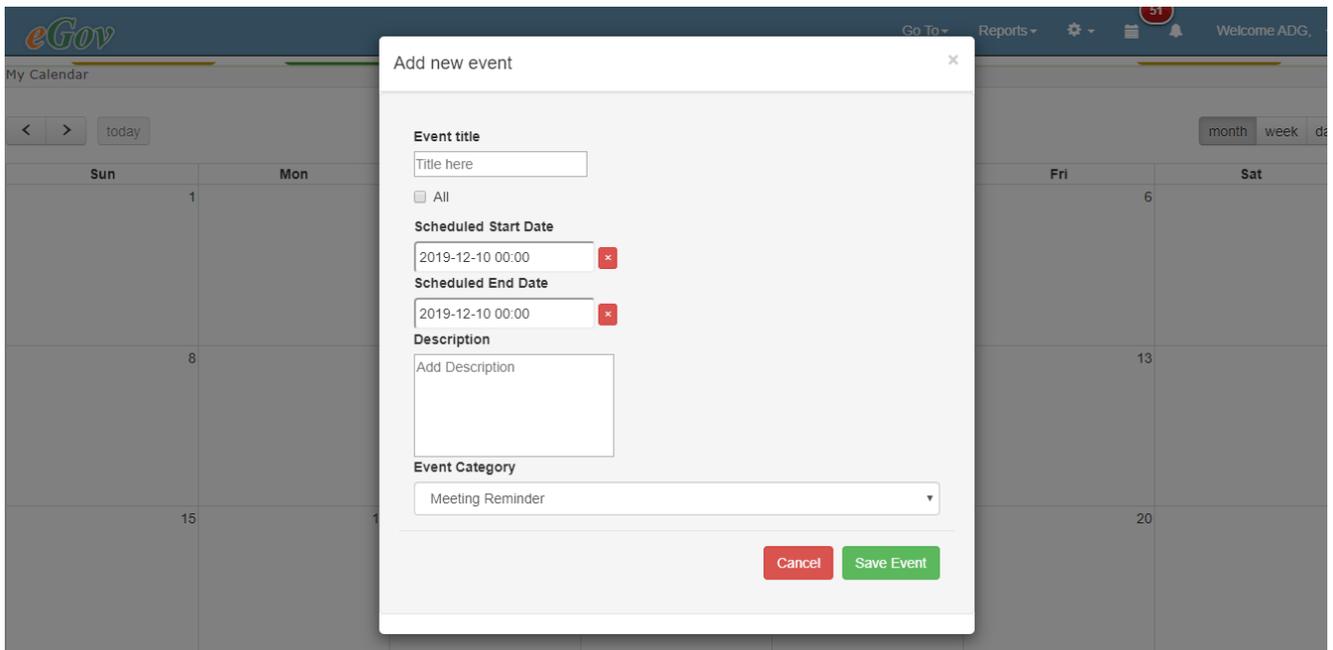
9.1 Month View:

- By clicking on the date “Add New Event” pop-up opens.
 - ❖ Enter Title
 - ❖ Select Scheduled Start Date and Time
 - ❖ Select Scheduled End Date and Time
 - ❖ Enter Description
 - ❖ Select Event Category



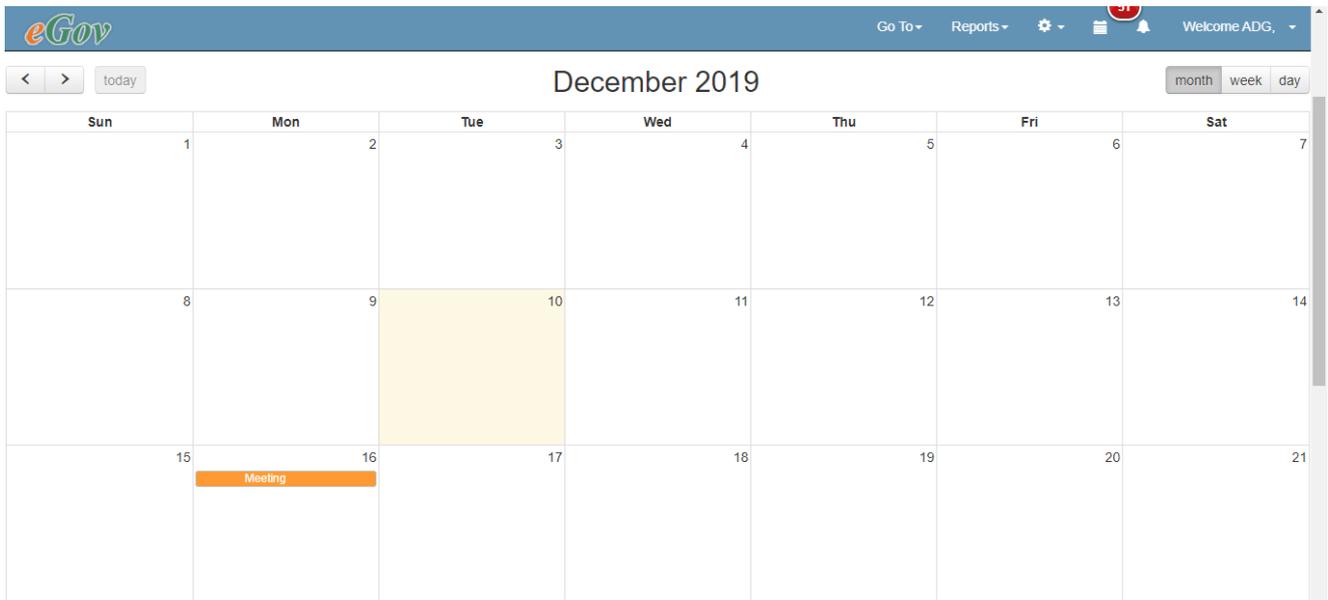
User has two options:

- ❖ “Save Event” is used to add new event along with details.
- ❖ “Cancel” is used to cancel the open window.



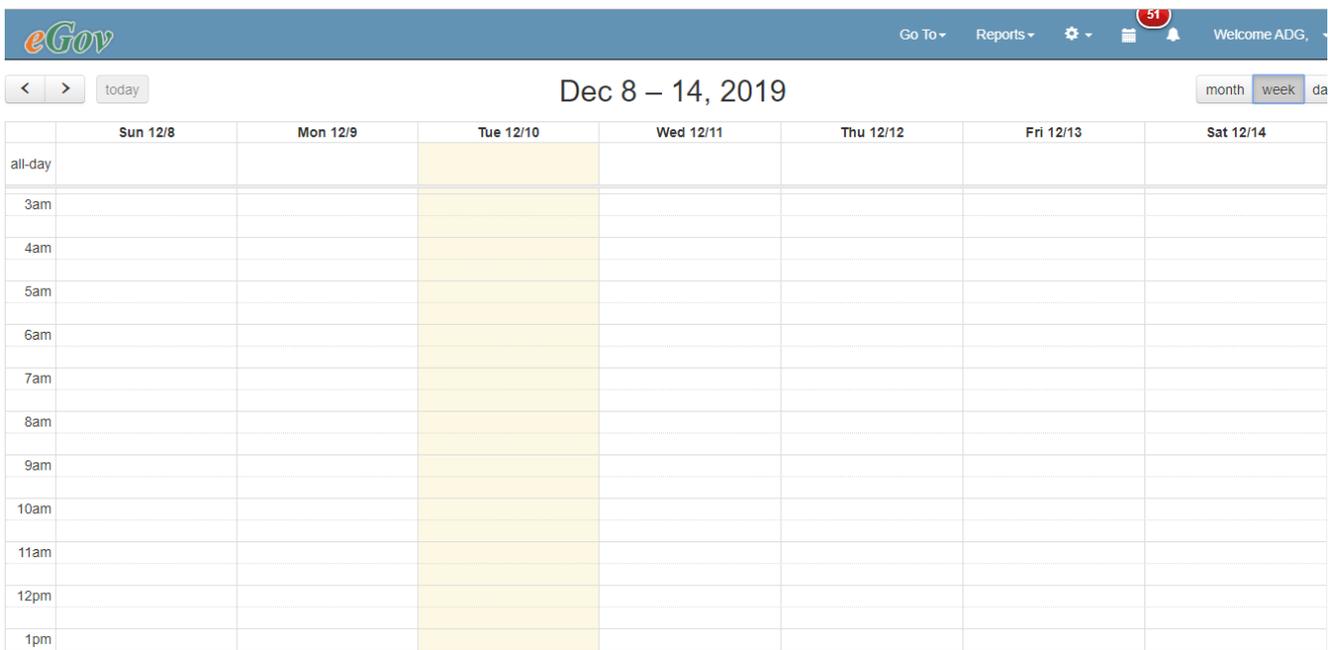


- After Successful addition of new event below screen will open:



9.2 Week View:

- User can able to see if there are any reminders during the week that user has selected.



9.3 Day View:

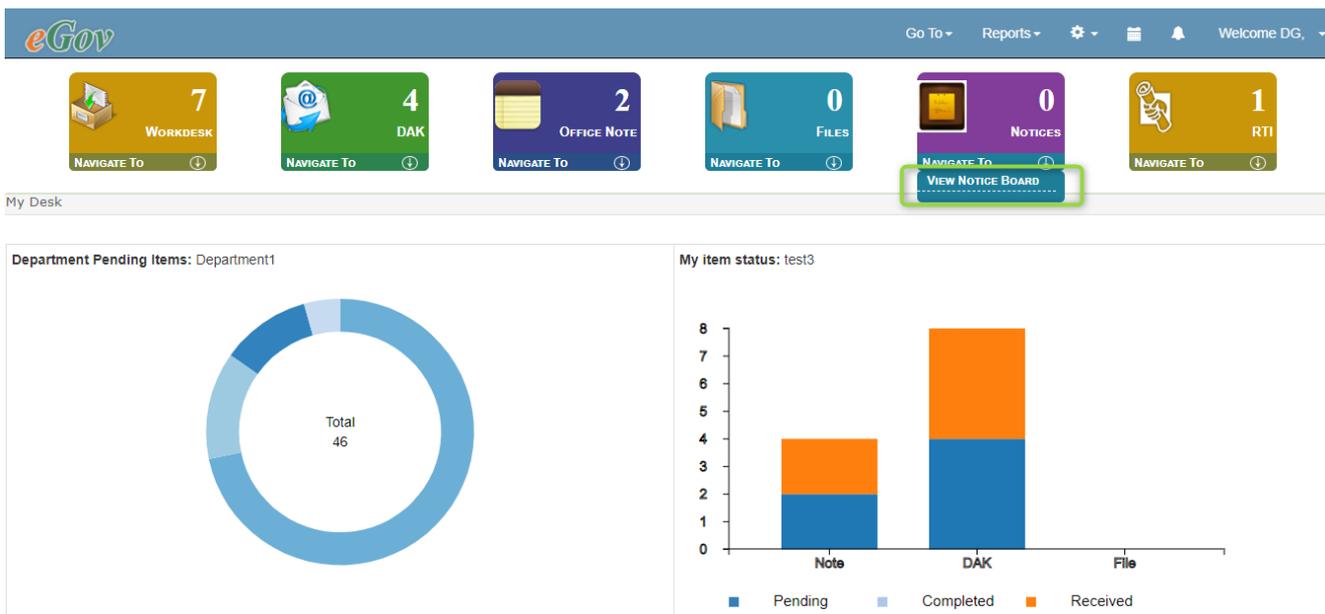
- User can able to see if they have any reminders during the day from time -To time as below.



10. Notice Board

10.1 View Notice Board (Departmental Notices)

- User can click on the 'View Notice Board' link in the Notice Board navigation pane.





- On click of 'View Notice Board' link a new window will open on the screen with 'Departmental Notices link' by default.

Sr. No.	Subject	Type	Published Date
1	Audit for Finance Department	Order	30-12-2019 03:00 PM

<Prev Next>

- New notices would be highlighted in bold fonts (light green background), user can click on the subject of the Notice to read the notice.

Download

Ref: Contract No. 2016-CONS-1 dated 8th February 2016

Dear Sir,

Further to our letter ref. no. AITL/A/L/657466/CT/GN/2438 dated October 23, 2018 recommending release of Stage Payment no 15 to M/s. Shapoorji Pallonji and Company Private Limited and AFCONs (JV), the Contractor has requested for release of stage payment 16 vide letter ref. no. SPCPL/WT-01/AITL/S/791 dated 30th November 2018.

While reviewing the bill it was noticed that the Contractor has added CGST @ 6% and SGST @ 6% over and above the work done value, which is incorrect. However, we have calculated the bill by assuming Contractor's previous tax liabilities to be about 12% and thus adding CGST @ 6% and SGST @ 6% as per the Govt. of India, Notification no. 20/2017 Central Tax dated 22nd August 2017 regarding amendment in the notification no. 11/2017 Central tax dated 28th June 2017. The Stage Payment Certificate no. 16 to this effect showing various deductions is attached herewith.

We therefore recommend, that a gross amount of Rs. 20,11,80,020/- (Rupees Twenty Crore Eleven Lakhs Eighty Thousand and Twenty Only) (i.e A+B-C+D only) be released to the Contractor subject to applicable Tax Deductions.

Principal place of business in India – R-27, Pratap Market, Second Floor, Jangpura B, New Delhi
Corporate Identity Number (CIN): F04767



10.2 View Notice Board (Global Notices):

- On click of 'View Notice Board' link a new window will open on the screen by clicking on 'Global Notices link' user can see the list of global notices.

Global Notices					Departmental Notices	Archived Notices	Draft Notices	Close
Sr. No.	Subject	Type	Published Date	Archive				
1	Holiday	Letter	30-12-2019 02:59 PM					

<Prev Next>

- New notices would be highlighted in bold fonts (light green background), user can click on the subject of the Notice to read the notice.

[Download](#)

File Edit Zoom Transform Annotate

Fit To Width

Formal Letter

To,

Mr. John Smith

Designation
123 Company
California
October 11, 2018

From,

Paul Robert
Designation
Full Address Goes Here

Subject: Your Subject goes here

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s



10.3 View Notice Board (Archive Notices):

- Once validity of the notice is expired the notice can be searched through the 'Archived Notices' tab.

Global Notices	Departmental Notices	Archived Notices	Draft Notices	Close
<input type="radio"/> Global Notices		<input checked="" type="radio"/> Departmental Notices		
From Date	<input type="text" value="Select Date"/>	To Date	<input type="text" value="Select Date"/>	
Notice Subject	<input type="text" value="Enter Subject"/>			
Notice Type	<input type="text" value="--Select Value--"/>			
<input type="button" value="Search"/>				

- User can fill in the search criteria on the archived notices page and click on search button.

Global Notices	Departmental Notices	Archived Notices	Draft Notices	Close
<input type="radio"/> Global Notices		<input checked="" type="radio"/> Departmental Notices		
From Date	<input type="text" value="2019-12-01"/>	To Date	<input type="text" value="2019-12-30"/>	
Notice Subject	<input type="text" value="Holiday"/>			
Notice Type	<input type="text" value="Letter"/>			
<input type="button" value="Search"/>				



- On click of 'Search' button the archived notice will be visible on the screen based on the search criteria filled by the user.

Global Notices Departmental Notices Archived Notices Draft Notices Close

Search result of Departmental Notices

Sr. No.	Subject	Type	Published Date	View / Display till date
1	Restricted entry	Order	24-12-2019 10:30 AM	24-12-2019 10:44 AM
2	ok	Memo	23-12-2019 04:26 PM	24-12-2019 10:18 AM
3	Restricted	Order	23-12-2019 02:50 PM	25-12-2019 02:38 PM
4	ok	Letter	20-12-2019 03:03 PM	21-12-2019 03:15 PM
5	ok	Memo	18-12-2019 11:33 AM	18-12-2019 12:11 PM
6	ok	Memo	12-12-2019 11:24 PM	20-12-2019 02:46 PM

<Prev Next>

Clear

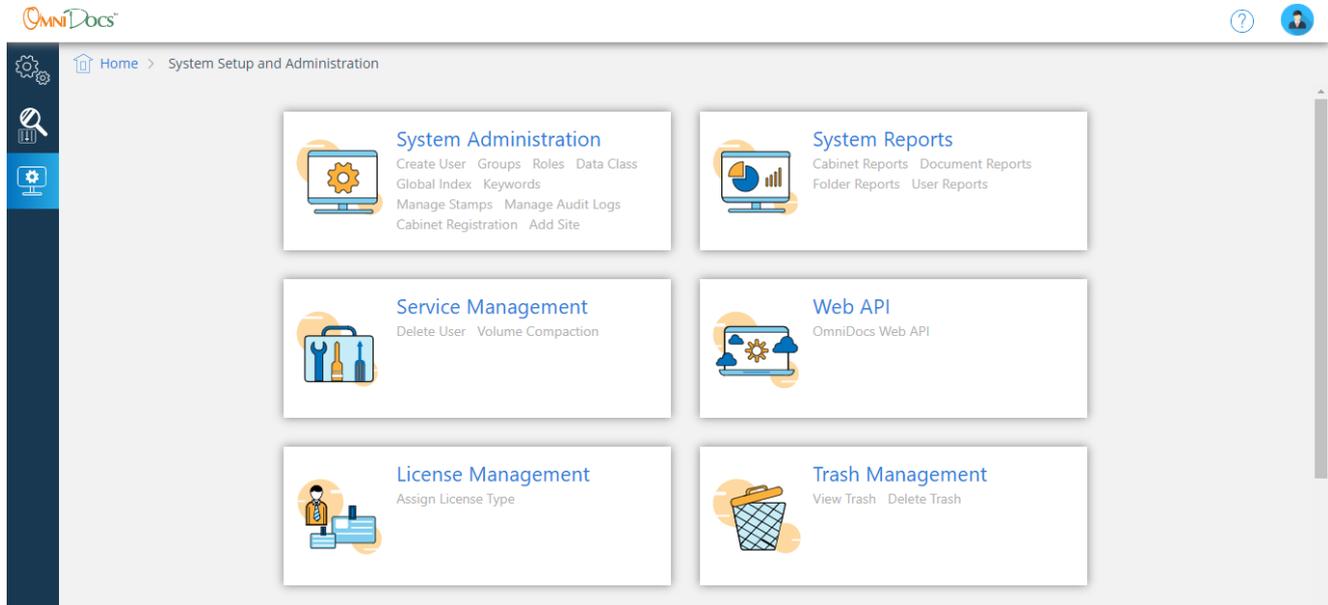
- User can click on the subject of the notice to open the notice in a full view.

Download

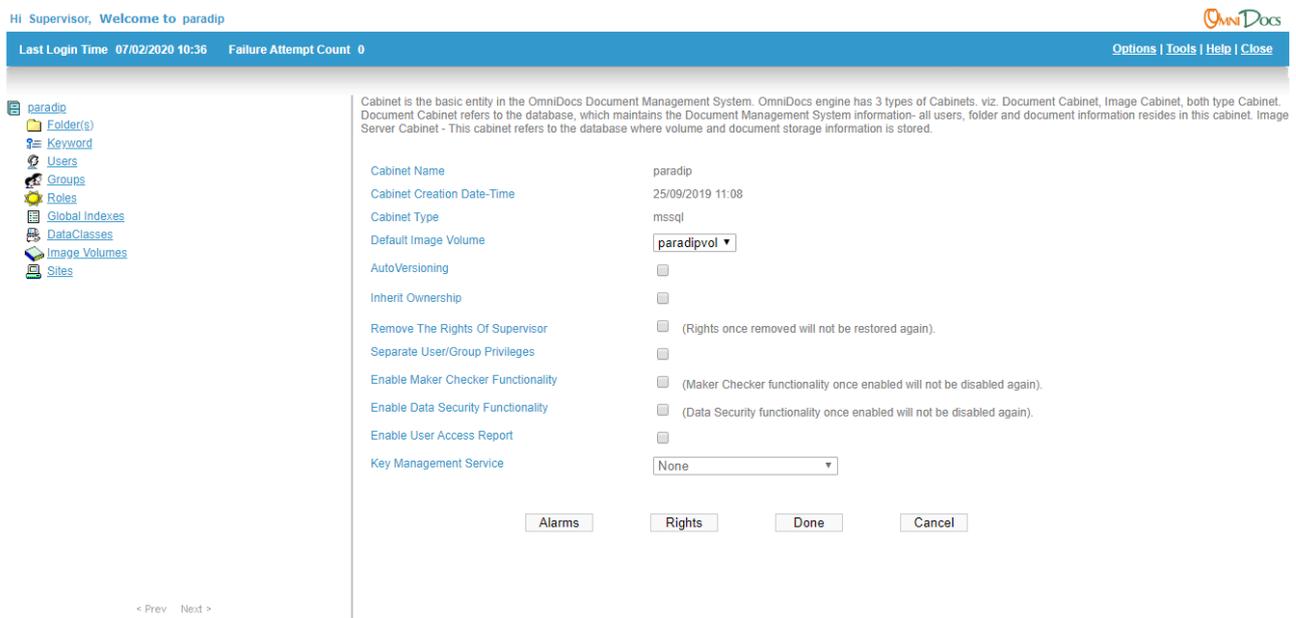
Tax Point Date	Description			Tax Amount	Net Amount
14 Jun 2019	Transportation service				
	Fare	CGST	2.5 %	11.69	
		SGST/UTGST	2.5 %	11.69	467.68 INR
	UP Tax (inclusive of taxes) (00:00:00 - 23:59:00)	CGST	2.5 %	3.00	
		SGST/UTGST	2.5 %	3.00	120.00 INR
Total net				587.68 INR	
Total CGST Amount				14.69 INR	
Total SGST/UTGST Amount				14.69 INR	
Gross Amount					617.06 INR

11. Operations in Omnidocs:

- Enter the URL and login with supervisor login credentials.
- Home page will be as follow post login. Click on SYSTEM ADMINISTRATION.



- View of system administration is as follow



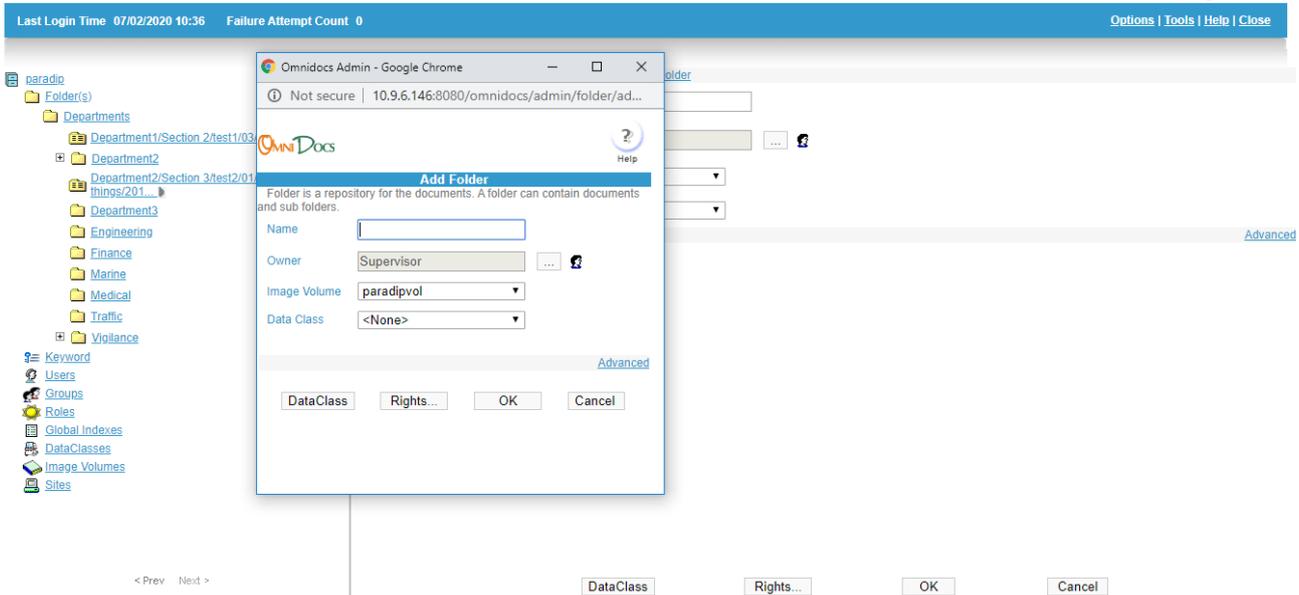


11.1 Folder Creation:

- Click on the Folders to see the existing folders in the system.

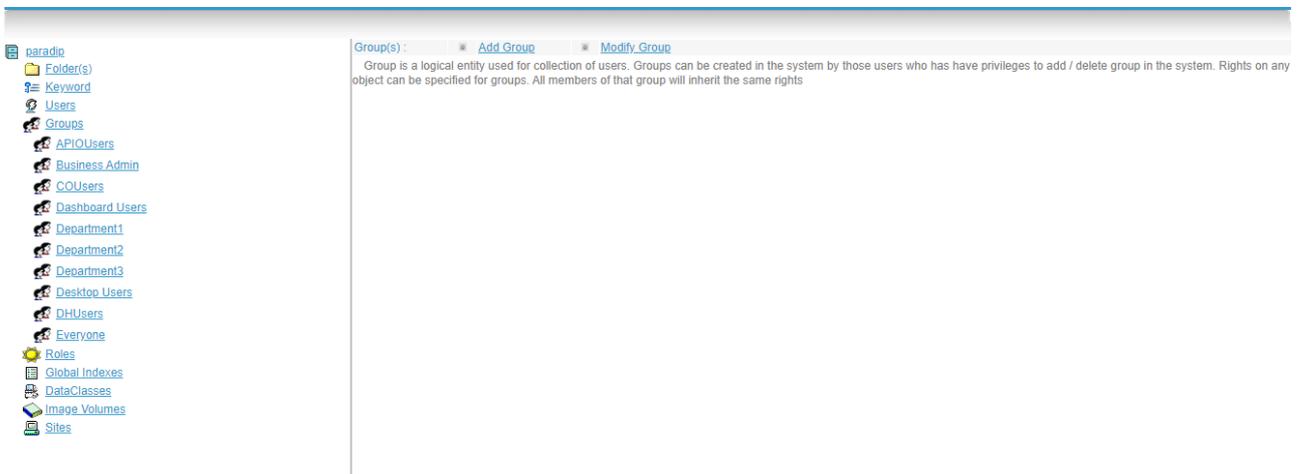
- Click on Add folder to add new folder in the system.

- Enter name of new folder and click on OK

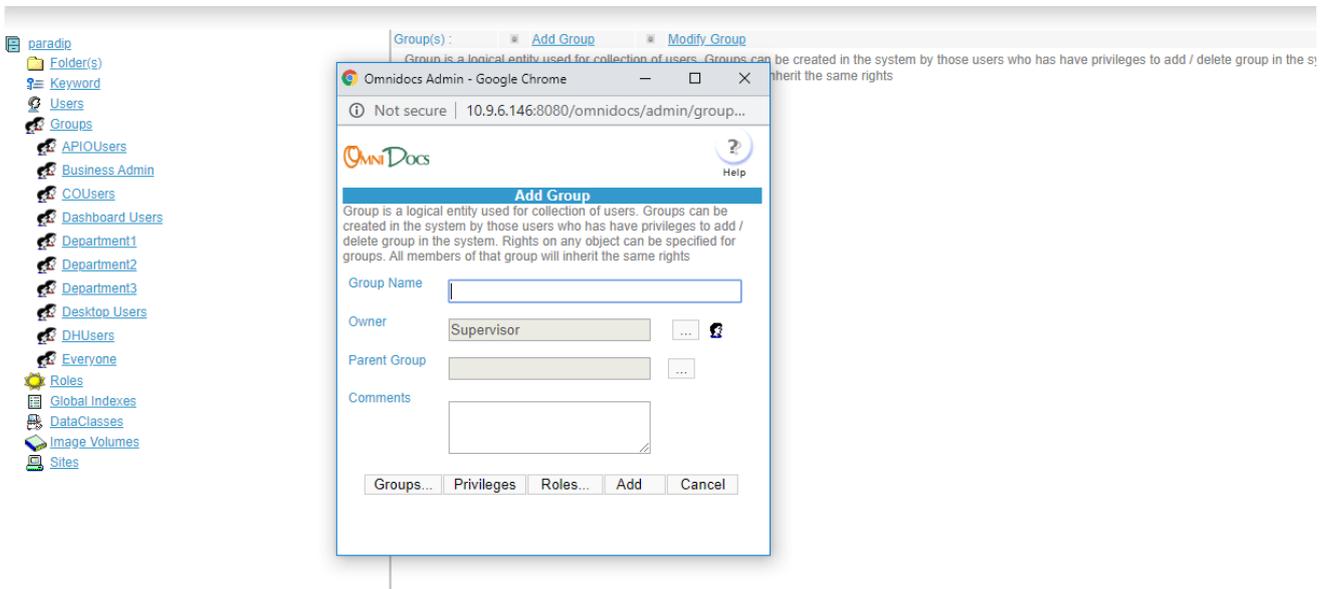


11.2 Group Creation:

- Click on Groups in System administration view.

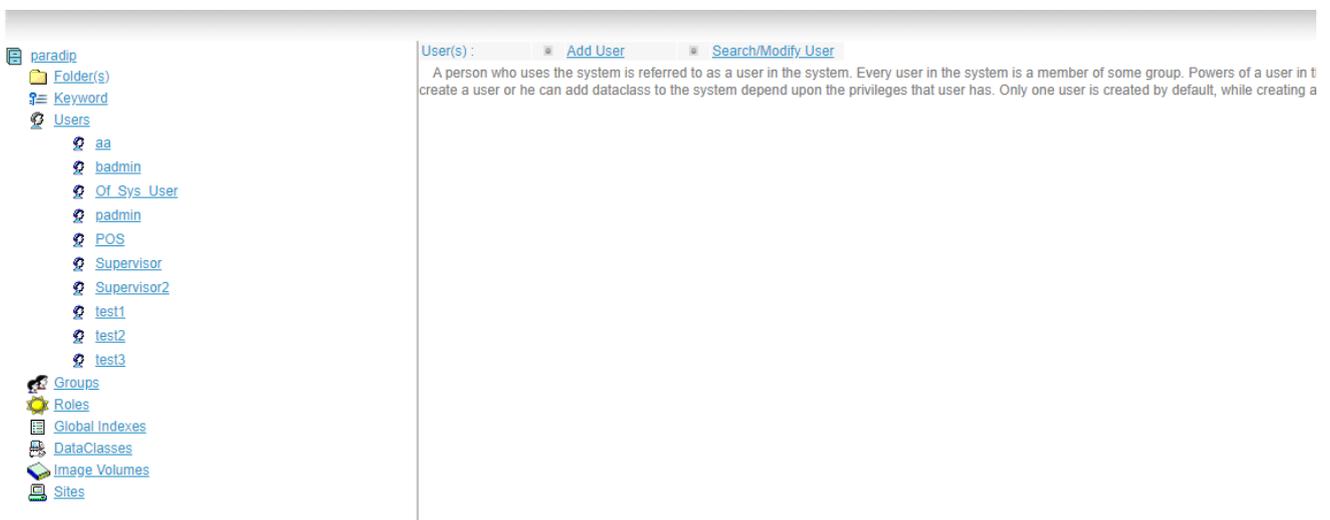


- Click on Add group. Enter appropriate name of group. Click on OK.

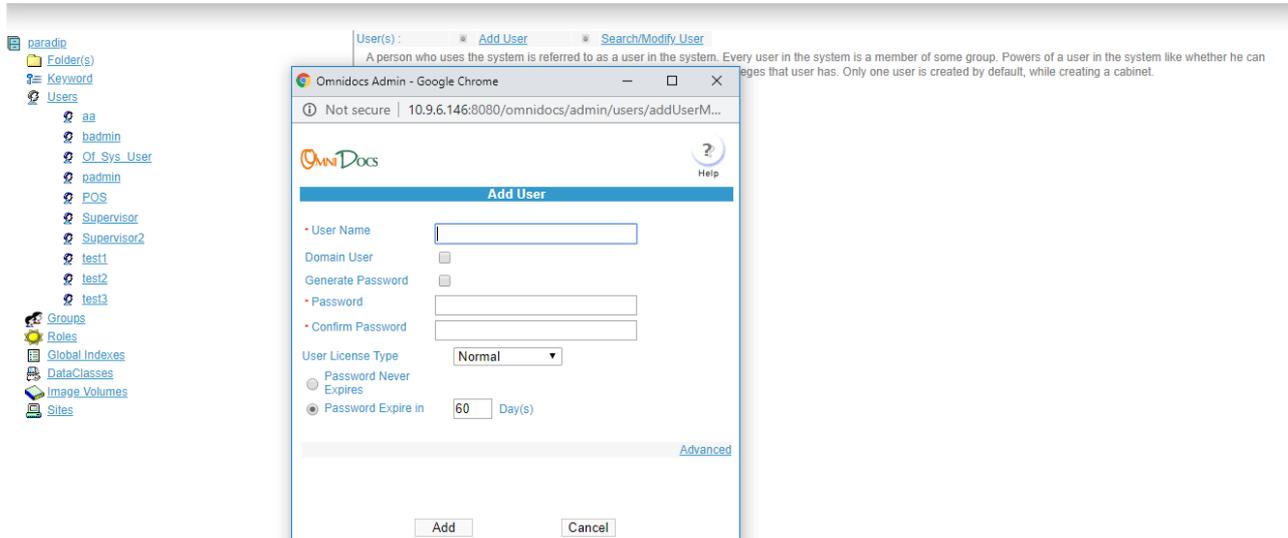


11.3 User Creation:

- Click on user in system administration view. Click on ADD USER.



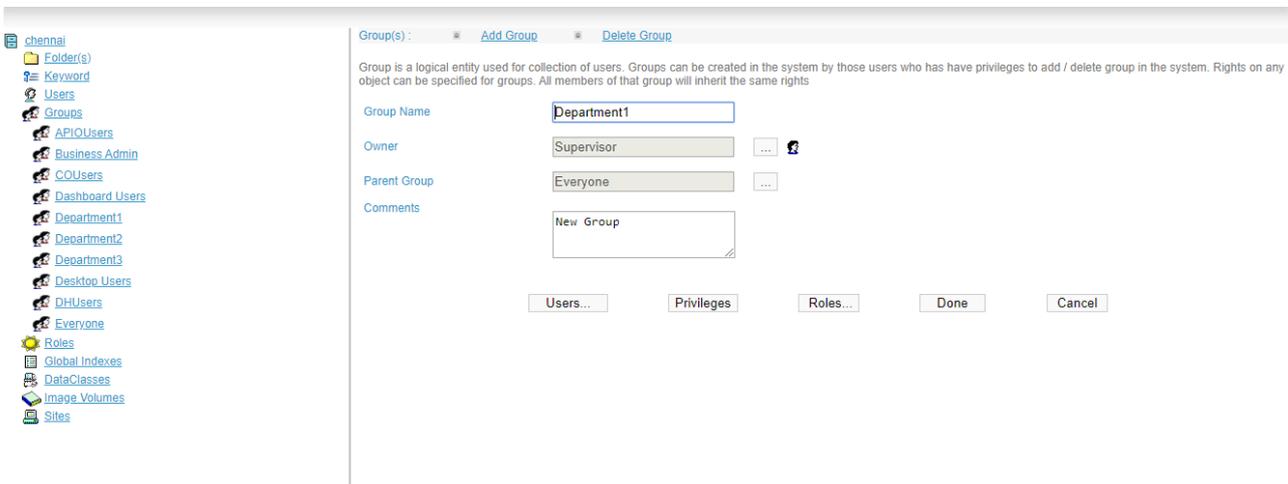
- Enter the details of user and click ADD



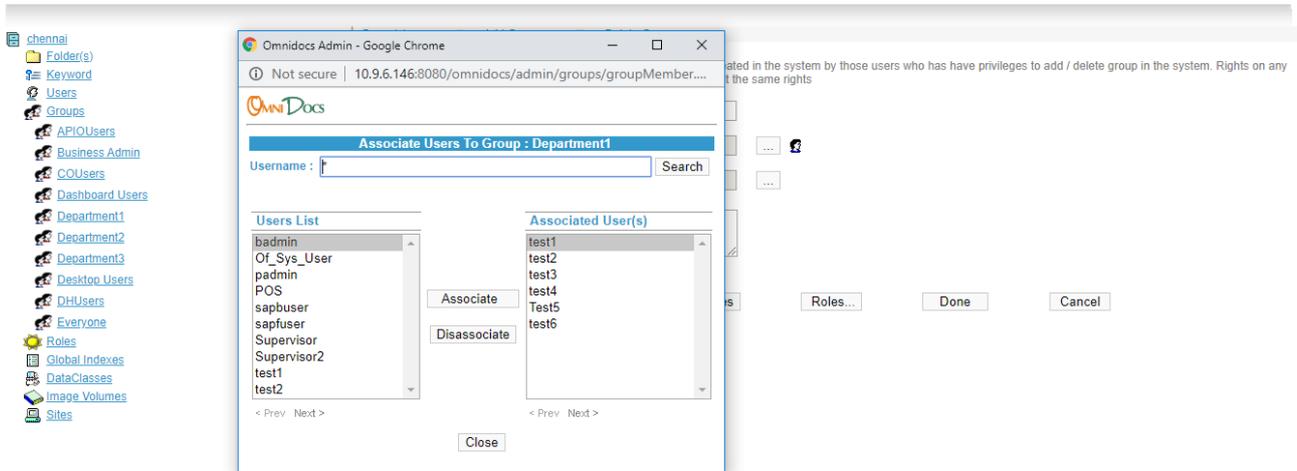
11.4 Rights Management:

11.4.1 Assign users to Group:

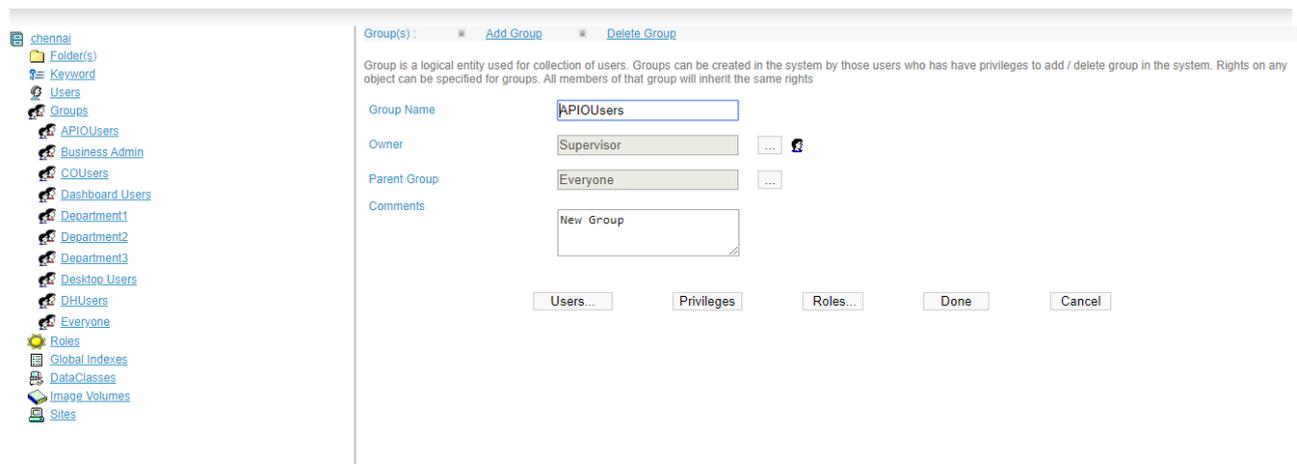
- Click on group name under Groups. In the corresponding screen click on USERS button as shown in below screen shot.



- Search user and click on associate so that user will get added in the list of employees which should be assigned to group. Click on close. Only search those users for whom you want to give access of repository

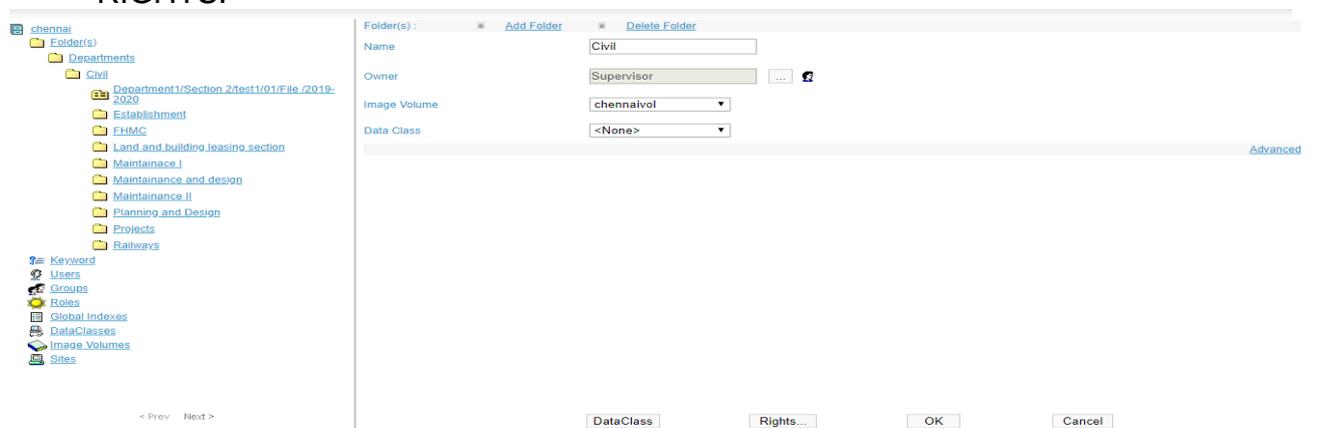


- Do not forget to click on done otherwise users will not get assigned to groups.

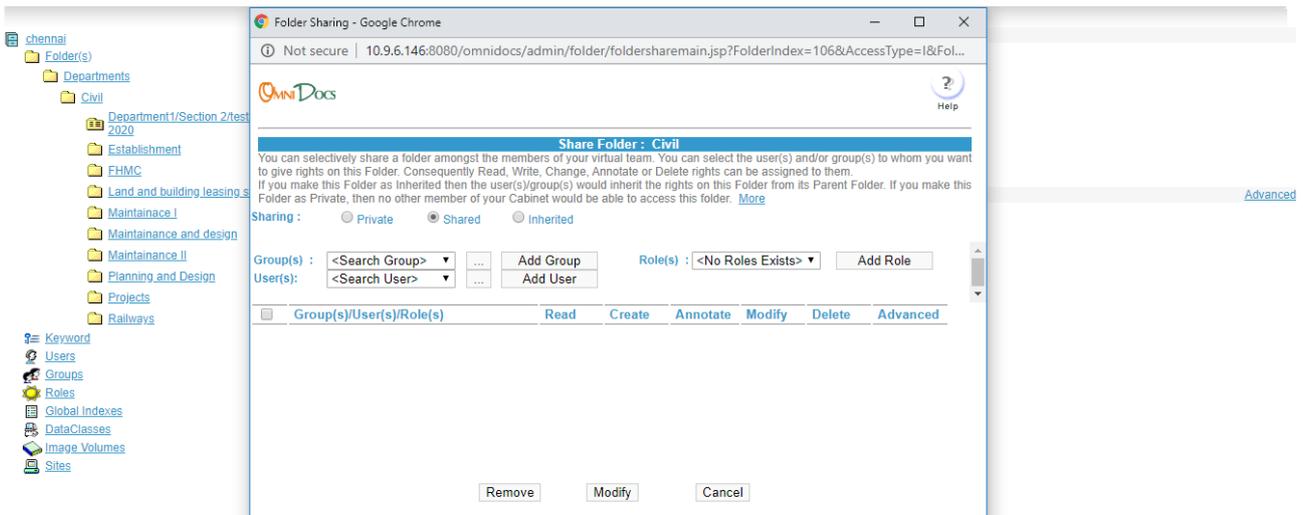


11.4.2 Assign Groups/Users to Folder:

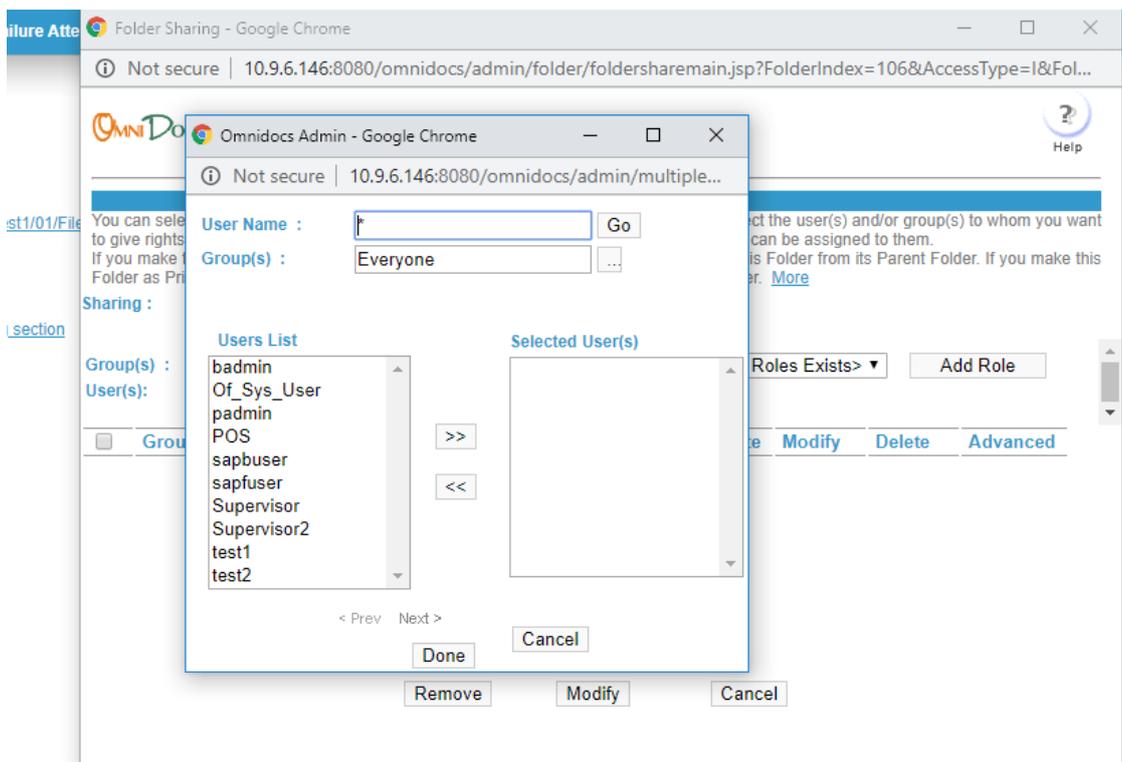
- Click on the folder for which you want to give rights to a group/user, then click on RIGHTS.



- The below screen appears to provides rights to individual users or Groups.



- Select User/Group and click on done.





- After selecting the user/Group click on Add User/Add Group.

Folder Sharing - Google Chrome

Not secure | 10.9.6.146:8080/omnidocs/admin/folder/foldersharemain.jsp?FolderIndex=106&AccessType=I&Fol...

OmniDocs Help

Share Folder : Civil

You can selectively share a folder amongst the members of your virtual team. You can select the user(s) and/or group(s) to whom you want to give rights on this Folder. Consequently Read, Write, Change, Annotate or Delete rights can be assigned to them. If you make this Folder as Inherited then the user(s)/group(s) would inherit the rights on this Folder from its Parent Folder. If you make this Folder as Private, then no other member of your Cabinet would be able to access this folder. [More](#)

Sharing : Private Shared Inherited

Group(s) : Department1 ... Add Group Role(s) : <No role exists> Add Role

User(s): test1 ... Add User

<input type="checkbox"/>	Group(s)/User(s)/Role(s)	Read	Create	Annotate	Modify	Delete	Advanced
<input type="checkbox"/>	Department1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advanced
<input type="checkbox"/>	test1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advanced

Remove Modify Cancel

DataClass Rights... OK Cancel