



# Indian Ports Association (IPA) Implementation of Port EBS Project

**Enterprise Business System** 

# **User Manual**

(Document Management System and E-office)

Submitted by:

Newgen Software Technologies Ltd.

New Delhi, INDIA



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# **Version History**

Version No.	Date	Modified By	Modifications Made
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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.

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- 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.

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#### 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.

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	K	olkata_CMO_IPR_POLICE CA )		2019-11-14 11:25:15.037					OUTWAR	D_2019-20_Departm	nen)	
< Prev		Next >										

#### 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.

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	Document Name 1					
		DataClass F	ields	<u> </u>		
	Date of Letter					
	Date of Letter	(00////////////////////////////////////				
	Date of Receiving	(DD/MM/YYYY)				
	Subject	(Text)				
	Document number	(Text)	INWARD_2019-20_Department1_0			
	Reference Number	(Text)				
	Document Type	(Text)				
	Sender Name	(Text)				
		Add	Cancel			

#### 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.

File DAK Init	iate DAK Download a	is Zip		Prev	Next	Close
DA	\K properties	A	Elle Edit Zoom Teorfern Analola		Ŧ	1
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Date of Receiving	06/12/2019		Adobe® Portable Document Format (PDF) is a universal file format that preserves all			•
Subject	Administrative File		of the fonts, formatting, colours and graphics of any source document, regardless of the application and platform used to create it.			
Document number	INWARD_2019-20_Dep		Adobe PDF is an ideal format for electronic document distribution as it overcomes the			
Reference Number	ADMIN 12654		problems commonly encountered with electronic file sharing.			
Document Type	Office Order		<ul> <li>Anyone, anywhere can open a PDF file. All you need is the free Adobe Acrobat Reader. Recipients of other file formats sometimes can't open files because they</li> </ul>			
Sender Name	IPA		don't have the applications used to create the documents.			
Address	IPA, New Delhi.		PDF files <i>always print correctly</i> on any printing device.			
Email	IPA@ports.com		<ul> <li>PDF files always display exactly as created, regardless of fonts, software, and operating systems. Fonts, and graphics are not lost due to platform, software, and</li> </ul>			
	Remarks		∠ version incompatibilities.			
			<ul> <li>The free Acrobat Reader is easy to download and can be freely distributed by anyone.</li> </ul>			
			<ul> <li>Compact PDF files are smaller than their source files and download a page at a time for fast display on the Web.</li> </ul>			
<pre></pre>	Next >	*				
New			Check Out			

- 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

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### 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.

File DAK	Initiate DAK	Download a	s Zip		Prev	Next	Close
	DAK properties					Ŧ	2
Date of Letter	05/12/201	9			/1 📀	0	
Date of Receiving	06/12/201	9					<u>^</u>
Subject	Administr	ative File		Select File - Google Chrome —			
Document number	INWARD	_2019-20_Dej		Not secure   52.163.63.41:8080/egov/ufdaks/destfoldertool/fil			
Reference Number	ADMIN 1	2654	)	File DAK  (1) Not secure   52.163.63.41:8080/eg			
Document Type	Office Or	ler		Create New File     File in an Existing File     Folder(s)			
Sender Name	IPA		1	File Location < Prev Next>			
Address	IPA, New Delh	i.		Department     Select Department Type       Section     None			
Email	IPA@port	s.com		File Initials			
	Remarks			File Number			
				File Subject Administrative File			
				Category: None  GreenNoteDrafts			
۲۰۰۰ - Pri	ev	Next >		File Cancel			
INCH							

- 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

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

File DAK	Initiate DAK Download a	as Zip				Prev	Next	Clos
-	DAK properties						+	1
	DAIL Properties	Initiate - Google Chro	ome			- D	×	
Date of Letter	04/12/2019	Not secure 52.	163.63.41:8080/egov/initiateactionitem.jsp?NewAttachmentData=Financial+Proposal*4	85*pdf*D*6	54&DAKSubject	Field=Fina	ncial	
Date of Receiving	05/12/2019	DAK Movement	Route Type: Flexible route	<b>.</b>	,	Initiate E	xit	<b>A</b>
Subject	Financial Proposal							
Document number	INWARD_2019-20_Dep	То:	1		Most F	Recent Users		
Reference Number	Proposal24563	To groups:						-
Document Type	Agenda	Subject						
Sender Name	Ministry	Subject.	Financial Proposal		Priority	Low	•	
Address	Ministry	Due DateTime	<b></b>					
	Delhi							
Email	Ministry@gov.in	@Attachments						
	Remarks							
<pre>&gt;</pre>	rev 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.

Clarify	Revert	Refer DAK F	Forward DAK	C	omplete DAK	Select Attachment 🔻 ViewAtta	achment Download a	as Zip				Prev	Next	Close
	DA	<pre>&lt; properties</pre>		Â	File Edit Zoom T	ansform Annotate							Ŧ	<u> </u>
Date of Letter		04/12/2019			Financial Proposal -	Google Chrome				- (	) ×	/1	00	
Date of Receiving		05/12/2019			Not secure 5	2.163.63.41:8080/egov/action	nitemview.jsp?DocDe	tails=485%15Financ	ial%20Pro	posal%1555	%15te			<b>^</b>
Subject		Financial Proposal			DAK Movement				Send	Options	Exit	<b>^</b>		
Document number		INWARD_2019-20_	Dej											
Reference Number		Proposal24563			То:					Most Recent	Users			
Document Type		Agenda			To groups:									
Sender Name		Ministry			Subject:	Financial Proposal								
Address		Ministry Delhi			Attachments Add Attachment									
Email		Ministry@gov.in		-	System Doc(s)									
		Remarks			Drafts									
					Tracksheet									
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					2019-12-09	18:53:21	Initiate	test1		Low				
444	Drov	Nexts												
New	1107	NGAL >										-		
					L							·		

- 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:

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- File Creation
- > File Register

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#### File creation: 4.1

- 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.

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reate File			
Create Main File	Create Part File		
Department :	Select Department Type	Section :	None
Subject Initials :		FileNumber :	
File Subject :		Category :	None
Select File Path			

• White hall view of the file is shown below.



#### 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.

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File Re	5 Workdesk Navigate To ① 2 DAK Navigate To ①	1     1       OFFICE NOTE     Files       NAVIGATE TO     ①	Notices Navigate To (
	File Number	File Name	Folder Path
<b>*</b>	File Number Department1/Section 1/test2/01	File Name	Folder Path / Departments / Department1/S
<b>*</b>	File Number           Department1/Section 1/test2/01)           Department1/Section 1/test2/02)	File Name SCSC Inward Correspondence Test	Folder Path / Departments / Department1/S) / Departments / Department1 /)
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	File Number           Department1/Section 1/test2/011           Department1/Section 1/test2/021           Department1/Section 1/test2/031	File Name       scsc       Inward Correspondence Test       Administrative File	Folder Path           / Departments / Department1/S)           / Departments / Department1/S)           / Departments / CMO / Departm)           / Departments / CMO / Departm)
	File Number           Department1/Section 1/test2/01)           Department1/Section 1/test2/02)           Department1/Section 1/test2/03)           Department1/Section 1/test2/03)	File Name           scsc           Inward Correspondence Test           Administrative File           Administrative File	Folder Path           / Departments / Department1/S)           / Departments / Department1/)           / Departments / CMO / Departm)           / 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

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File Number						File Subject							
Filter	All Files				•	Department	Select Depa	rtment Type					•
Search													

• All the searched files can be shown as below.

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Searc	ch File							Back   File Operations
		▲Folder Name	File Number	File Subject	Department	Section	Creation Date	Owner
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$\bigcirc$	1	Department1/Section 1/test1/09	Department1/Sec	ddf	Department1	Section 1	30/09/2019 04:2	test1
< P	Prev	Next >						

### 5.2 Document Search:

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

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<b>e</b> Gaw				Go To - Reports -	¢- ≝ ♠ v
NAVIGATE TO	25 Vorkdesk ① Navigate To	11 DAK ① NAVIGATE TO	5 Note ① Navigate To	9 LLES NOTICEES 3 NAVIGATE TO (1)	NAVIGATE TO
Search Document				_	
Search Document		Document	Dataclass : Inward Dataclass	•	
Search Document		Document I	Dataclass : Inward Dataclass Date of Receiving :	•	
Search Document Date of Letter : Subject :		Document I	Dataclass : Inward Dataclass Date of Receiving : Document number :	<b>T</b>	
Search Document Date of Letter : Subject : Reference Number :		Document I	Dataclass : Inward Dataclass Date of Receiving : Document number : Document Type :	•	

#### 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.

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File Edit Zoom Tensform File Edit Zoom Tensfo	"Kolkata_CMO_IPR )"			Notes Linked with this Docume
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Father's Name - LATE ANIL CHANDRA SIKURA (USBAND)     If Note of L (CC)       Address -     11, SISTER NIBEDITA ROAD, PS- THABURPUSDE KOLKATA 700063     D145 frach due on 12/10(5)       Designation -     Age -     Caused of Death -       Dept     Sex -57       Sention MECHARICAL ENGINEERING Pare -     Date of Death -	PolidePDIREG. No. Inder Registration No. Admod. Under: Dr. JAKES Admited under: Name- GITA SIKDAS C/O BISWANA	Page 22 anicranian KOLKATA PC CENTENAR S. STACK INDOOR CHARNEL	ITAT	
Designation – Age – Caused of Death – Caused of Death – Caused of Death – Caused of Death – Time –	Father's Name - LATE ANIL SIKDAR(HU: Address - '1,SISTER NIBEDI' THARURPURUR KOLKATA '700063	CHANDRA SBAND) TA ROAD, PS-	H. Nawfor (21) Dits frace an on 12/10/ 9 phonon - 30/10/05	
Pention MECHANICAL ENGINEERING Policing _ Date of Death - Time -	Designation -	- ee	Caused of Dealth -	
	Section MECHANICAL ENGINE	EKING Belidion -	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"

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- "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

White Hall	Select Attachment •	View Attachments	Refe		Clarify	Forward	Complete	Add Document	Сору	Move	Link	Print GreenNot	es Prev	Next	Close
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Note1		<u></u>		H			Solid Line								<u>^</u>
			test1	<b>1</b>			Dotted Line								
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							Hollow Ellipse								
							Solid Ellipse								
				0			Wipe Out								
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Link(s) of Note				Ŕ			Attach Note								
	Name	P	ath	Т			Ryperlink Solost Toxt Stor	~~							
							Select Image St	tamp							
	No Lin	ks to the current Note.		نوت فيم			Select Image S	lamp	_						
			I	14			New Group	Ctrl+M							
			I	*			Delete Group	Ctrl+D							
				1			Select Group								
	Note	E Link Delete Link	l	6					_						

#### 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.

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- 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.

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Image: Signal state sta	/doccab/noteseditor_fi i3.63.41:8080/egov/ Font] ■ ■   —   3Ξ ፤	irstlookjsp?egovID (doccab/notesec ▼ [Size] ▼ 三   译 译 Δ	>=365606825 ditor_firstloc	4187206408.F ik.jsp?egovIC	FolderIndex= D=3656068	194&ego	vID=36566	06825641872 FolderInde	20640 - Goog ex= 194⪚	Jle Chrome ovID=36560	682564187206	-		×	0 RTI Delete Drafts ree Number
				Save	Cancel		_								J

- 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

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	Naviga	25 Workdesk ATE To ① NAVIGATE T	DAK DAK Navigate To	5 Note 9 Files Navigare To ①	Navio	Notic Gate To	es Navigate To ①
Drafts							Delete Drafts
		Subject	♥Creation Date	Modified Date	Size	Author	Note Reference Number
		New Note	01/10/2019 00:05PM	01/10/2019 00:11PM		test2	undefined
		New Note	01/10/2019 00:05PM	01/10/2019 00:05PM	1 KB	test2	undefined
		New Note to Tech M	01/10/2019 00:03PM	01/10/2019 00:03PM	1 KB	test2	undefined
		New Note to Tech M	01/10/2019 00:02PM	01/10/2019 00:02PM	1 KB	test2	undefined
		New Note to IPA	01/10/2019 00:00PM	01/10/2019 00:00PM	1 KB	test2	undefined
< Pr	ev Nex	xt >					

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- 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.

```
Add Attachment
HardDisk Doc(s)
System File(s)
Draft(s)
```

- 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"

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			Te Ma	ch ahir	٦d	٢a	
Select Attachment View	Attachments	Version	Properties	TrackSheet	Prev	Next	Close
Note and Decision							Prin

	Note and Decision		Print
Note/Decision Name :	Finance Approval at Port Trust		
Note/Decision Content Sub: Finance Approval required for below process at Po Good solution offer more than cloud storage and auto purchase invoices and requests, to eliminate the chain This is where digital Purchase order management off One of the best parts about taking purchase orders d purchase orders are a vital cog in the procurement wi You can pull up the status of any order instantly, analy	rt Trust: -routing of approvals. Three-way matching is one such feature that con nce of manual error. fers a significant advantage over the traditional process. igital, reports and analysis help you understand what?s going well, and heel, it?s good to have process transparency and visibility. yse vendor performance metrics, and more through custom reports and	mpares purchase orders against their respective where inefficiency is costing you money.Since d analytics.	
Comments Added By :test2 at Tue Dec 10 13:36:31 IST 2019			
	Add Comments Edit Template Approve Undo Approve Reject Undo Re	eject	

Clarify

Revert

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

Refer Note Clarify Revert		Complete Note	At	tachments :S	elect Attachment	View Attac	hments		Version			
		Tra	ckSheet						×			
		_							_ 11			Print
			Date		Time	Action		Done By				
Nata/Dagisian Nama			2019-12-	10	13:23:04	Initiat	e	test2	- 8			
Note/Decision Name :									_			
								Са	ncel			
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 Rej	ect			

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

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- 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.

Refer Note	Clarify	Revert	Forward Note	Complete N	ote Atta	achments : )	Select Attachment	t 🔻 Vie	w Attachme	ents		Version	Properties	TrackSheet	Prev	Next	Close
	🌍 New Not	te - Google C	Chrome			]											
	<ol> <li>Not set</li> </ol>	ecure   52.	163.63.41:8080/	egov/actionit	emview.jsp?From								Print				
	Office Note	eMovemen				Î											
Note/Decisio																	
	То:							Most Re	cent Users		-						
Note/Decisio	Subject:		New Note														
Comments A	@Attachme	ents	New Note to Teo	:h M.htm ,													
Notes Appr																	
Comments A																	
	Trackshee	et															
		Date	Tim	e	Action		Done By	Prio	rity								
	201	9-12-10	13:23	:04	Initiate		test2	Lo	w								
							ale Applove	ΟΠΟΟ ΑΦ	prove	Rejer	t Undo Re	ject					

#### 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.

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### 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



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 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						Initiate RTI
Sorm Registration	RTI Request Regi	stration Form			^	
👗 Under CPIO Review	Request No	RTI/2019/30				
	RTI Subject*					
onder APIO/PIO Review	Applicant Name*		Receipt Date*			
S Department Processing	Language Request	English	RTI Category	Normal		
🔏 CO Processing	Sex	Male     Female     Others				
-	Address*					
					li	
	Email		Phone No			
	Pincode					
	Country	India	State/Union	States •		
	Aadhaar Number					
	Below Poverty Line	● No <sup>O</sup> Yes				
	BPL Card No		BPL Issue Year			
	BPL Issuing Authority					

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

Status Initiate To CPIO User Name*
RTI Queries
# Query Query Description
1 Query * Query Description
2 Query* Query Description
3 Query* Query Description
Add Row Delete Row
Upload Reference Documents
Contraction Contractico Contrac
Add New Doc

• 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.

e	Ga	W					Go To 👻 Reports	- ¢- ≣ ♣ V	Velcome Brigadier, New User 👻
Inbo>		AVIGATE	Wor To	4 (T) (T) (T) (T) (T) (T) (T) (T) (T) (T)	O Office Note Navigate To	Navigate Te	O Files 0 ① NA	Notices WIGATE TO ①	4       RTI       NAVIGATE TO       O   rch Inbox RTI  Set Priority
			!	Subject	Viewed On	From User	From Department	✓Received On	Submitted On
	ផ្ទៃ	н	Ļ	Provide details of employees	2019-12-10 15:53:20	test2	Department1	2019-12-10 15:53:20	2019-12-10 15:53:20
	齱	н	Ļ	okK	2019-12-10 14:32:24	test1	Department1	2019-12-10 14:32:24	2019-12-10 14:32:24
	îŋ,	н	4	RTI Creation	18-Oct-19 18:19:16 PM	apio1	Department2	2019-10-22 17:48:24	2019-10-18 18:18:48
	ផ្ទៃ	н	:	RTI test	06-May-19 13:08:08 PM	test1	Department1	2019-05-06 13:07:47	2019-05-06 13:07:47
< P	rev	Next >							

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

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RTI						TrackSheet F	Remaining Time : 29 d:	: 23 h: 55 m	Forward	Complete	Show Details
8 Form Registration	PIO A	Allocation Fo	rm							~	
LINDER CPIO Review	Req	uest No	R	TI/2019/30							
🔏 Under APIO/PIO Review	RTI	Subject		Provide details of emplo	oyees						
S Department Processing	#	Query Id		Query	Query Description	User Name	Department	Status	F	leply	
👗 CO Processing		1	Details	li	Employees got promoted	test2	Department1	InitiateToCPIO	10	le	
	Q	uery Id				Department1			Ŧ		
	s	tatus		Select A Status	Ŧ	User Name					
	Q	uery									
	٩	luery Descriptior	ı								
	R	eply									
	p	revious Comme	nte								

 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     Query Id     Imployees got promoted     User Name     Engloyees got promoted     User Name     Status        Ouery Id        Imployees got promoted              Provide details of employees                 Query Id <th>RTI</th> <th></th> <th></th> <th>т</th> <th>rackSheet Re</th> <th>emaining Time : 29 d:</th> <th>23 h: 55 m For</th> <th>ward Complete</th>	RTI			т	rackSheet Re	emaining Time : 29 d:	23 h: 55 m For	ward Complete
Under CPIO Review   Under APIO/IPIO Review   Department Processing   CO Processing     Query Id     1   Details     Status   Select A Status   Status   Select A Status   Very     Select A Status     User Name   Department     Department     Initiate ToCPIO     Query Id     1     Select A Status     Very     Select A Status     Very     Select A Status     User Name     very     Select A Status     Select A Status     Very     Select A Status     Sele	8 Form Registration	PIO Allocation Form	n					^
Under APIO/PIO Review   Department Processing   CO Processing        Query Id     1        Query Id     1        Select A Status     Select A Status     Query Id     1        Select A Status     User Name        Query Id     1        Select A Status     Query Id     1        Provide details of employees     Image: Department Processing     Query Id        Select A Status     Select A Status        Query        Guery Description            Query Description <td>LINDER CPIO Review</td> <td>Request No</td> <td>RTI/2019/30</td> <td></td> <td></td> <td></td> <td></td> <td></td>	LINDER CPIO Review	Request No	RTI/2019/30					
Department Processing   CO Processing        CO Processing        Query Id        1        Cuery Id     1        Co Processing     Query Id     1        Status     Select A Status        Query     Allocate ToAPIO/PIO     Hold        Cuery Description        Employees got promoted     test2        Department        Department        Department        Protocompartment        Department           Co Processing     Query Id     1   <	S Under APIO/PIO Review	RTI Subject	Provide details of empl	loyees				
CO Processing       Image: Details     Employees got promoted     test2     Department1     Initiate ToCPIO       Query Id     1     Department     Department1     Image: Department1       Status     Select A Status     User Name     test2     Image: Department1       Query     Allocate ToAPIO/PIO     Hold     Image: Department1     Image: Department1       Query     Employees got promoted     Image: Department1     Image: Department1       Reply     Image: Department2     Image: Department2     Image: Department2	S Department Processing	# Query Id	Query	Query Description	User Name	Department	Status	Reply
Query Id     1     Department     Department1       Status     Select A Status     User Name     test2       Query     Allocate ToAPIO/PIO Hold	CO Processing	۰ 1	Details	Employees got promoted	test2	Department1	InitiateToCPIO	8 1/2
Status     Select A Status     User Name     test2       Query     Allocate To APIO/PIO Hoid     Image: Control of the second se		Query Id	1		Department	Department1		Ŧ
Query     Allocate ToAPIO/PIO       Hoid     Employees got promoted       Repty		Status	Select A Status	٣	User Name	test2		
Query Description     Employees got promoted       Reply		Query	AllocateToAPIO/PIC Hold	)				
Reply		Query Description	Employees got prom	noted				
		Reply						





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

RTI						TrackSheet	Remaining	) Time : 29 d: 23	3 h: 43 m	Forward	Complete	Show Details
CO Processing	۲	1	Details	li	Employees got promoted	test2	Depart	ment1	InitiateToCPIC		le	
	Q	luery Id		1		Department		Department1			•	
	S	itatus		AllocateToAPIO/PIO	0 •	User Name		APIO				
	Q	luery		Details								
	Q	uery Description	ı	Employees got pron	noted							
	R	teply										
	Ρ	revious Comme	nts									
	с	PIO Comments										
									As	sign Query	Reset	

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

ТІ			TrackSheet Remai	ining Time : 29 d: 23 h: 43 m Forv	vard Complete Show Deta
CO Processing	I Details	Employees got promoted	test2 De	epartment1 InitiateToCPIO	
	Query Id	1	Department	Department1	¥
	Status	AllocateToAPIO/PIO	v User Name	APIO	
	Query	Details			
	Query Description	Employees got promoted			
	Reply				
	Previous Comments				
	CPIO Comments				
				Assign Qu	ery Reset
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 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:

e	Gor	Ø					Go To 🗸 🛛 Reports 🗸 🕻	≥- ≣ ▲	Welcome Brigadier, New User 👻
Sent Ite	NAVIO	V SATE TO	3 Vorkdesk ①	D DAK NAVIGATE TO D	OFFICE NO	D NAVIGATE TO	0 Files 3	O Notices o (1)	Search Sent Items RTI
		t	Subject	♥Sent On	With User	With Department	From Department	Initiated By	Initiated On
ផ្ទៃ	н	Ļ	RTI/2019/30	2019-12-10 16:13:23	APIO	Department1	Department1	test2	2019-12-10 16:13:23
ផ្ទៃ	н	Ļ	RTI/2019/27	2019-11-29 12:27:32	APIO	Department1	Department1	test1	2019-11-29 12:27:32
ផ្ទៃ	н	Ļ	RTI/2019/16	2019-10-18 18:21:25	apio1	Department2	Department1	test1	2019-10-18 18:21:25
鼲	н	Ļ	RTI/2019/16	2019-10-18 18:21:25	apio2	Department1	Department1	test1	2019-10-18 18:21:25
	н	Ļ	RTI/2019/14	2019-10-18 11:08:21	APIO	Department1	Department1	test2	2019-10-18 11:08:21
鼲	н	Ļ	RTI/2019/14	2019-10-18 11:08:21	apio1	Department1	Department1	test2	2019-10-18 11:08:21
<b>i</b> n	н	Ļ	RTI/2019/2	2019-10-01 18:13:39	APIO	Department1	Department1	test1	2019-10-01 18:13:39
< Pre	V Ne	ext >							·

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

e										Go To <del>-</del>	Reports <del>-</del>	¢	=		Welcome Brigadier, New	
		1	3 Norkdesk	RTI Ser	nt Item Track	ing								×	3 RTI	
	NAVIO	GATE TO		RTI R	equestNo	RTI/2019/30		RTI St	atus	Pendir	ng				NAVIGATE IO	<u>'</u>
Sent Ite	ems			RTIG	ueries										Search Sent Items	RTI 🔻
		:	Subj	#	Query	Query	Description	Reply	Depar	rtment	Que	ry Status			Initiated On	
ផ្ទៃ	н	Ļ	RTI/2019/30	1	Details	Employe	es got promoted	NA	Depar	tment1	Allocat	eToAPIO/PIC	)		2019-12-10 16:13:23	
۶.	н	Ļ	RTI/2019/27												2019-11-29 12:27:32	
îą	н	÷	RTI/2019/16												2019-10-18 18:21:25	
<b>i</b> ii	н	Ļ	RTI/2019/16												2019-10-18 18:21:25	
îg –	н	Ļ	RTI/2019/14										Clo	se	2019-10-18 11:08:21	
ផ្ទៃ	н	Ļ	RTI/2019/14												2019-10-18 11:08:21	
îŋ	н	Ļ	RTI/2019/2		2019-10-01 18:1	3:39	APIO	Department1		Departmen	t1	test1			2019-10-01 18:13:39	
< Pre	v N	ext >														





• 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.

e	Ga	DV					Go To 🗸 Repor	ts 🕶 🗢 🗃 🐥	Welcome Colonel, New User 👻
Inbox	Z		Wor To	2 KDESK ① 1 1 1 1 1 1 1 1 1	O OFFICE NOTE NAVIGATE TO ①	Navigate T	O Files fo ① N	Notices Notices	2       RTI       NAVIGATE TO       earch Inbox       RTI       Set Priority
			t	Subject	Viewed On	From User	From Department	✓Received On	Submitted On
	<b>1</b> 1	н	Ļ	Provide details of employees	2019-12-10 16:13:23	PIO	Department1	2019-12-10 16:13:23	2019-12-10 16:13:23
	îg.	н	4	First RTI Application	18-Oct-19 11:08:45 AM	PIO	Department1	2019-10-18 11:08:21	2019-10-18 11:08:21
< P	ev	Next >							

- 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.

RTI					TrackSheet Re	emaining Time : 29 d: 23 h: 25	om Show Details I
8 Form Registration	APIC	Information					^
着 Under CPIO Review	Req	uest No	RTI/2019/30				
🔏 Under APIO/PIO Review	RTI	Subject	Provide details of emplo	byees			
Department Processing	#	Query Id	Query	Query Description	Department	Status Use	er Name Reply
2 CO Processing	۲	1	Details	Employees got promoted	Department1	AllocateToAPIO/PI O	•
	Deta	ils					^
	C	Query Id	1		Department1 Department1		¥
	5	Status		•	User Name	PIO	
	C	Query	AllocateToDH ReturnToCPIO				
	C	Query Description	n Employees got pro	omoted			
		uoru Bonhu					
		чисту керту					

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

RTI		52.163.63.41:8080 says		g Time : 29 d: 23 h: 25 m	Show Details	Forward	Return	
•		Query has been successibility assigned.	Or					
			UK .					
	Details					^		
	Query Id	1	Department	Department1	¥			
	Status	AllocateToDH	User Name	dh1				
	Query	Details						
	Query Description	Employees got promoted						
	Query Reply							
	Previous Comments	CPIO comments:(PIO : Tue Dec 10 2019): Please	provide details					
	APIO/PIO Comments	Please provide the required information for the que	ry		C			
				_				
				Assign (	Query Reset			

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 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:

📀 RTI APIO Pracessing - Google Chrome	-	
▲ Not secure   52.163.63.41:8080/egov/rtirequestalloc.sp?PIID=RTI-0000000085-process&rid=1575975470000&egovID=-5273528618426087290#		
RTI TrackSheet Remaining Time : 29 d: 23 h: 25 m Show Details	Forward	Return
<ul> <li>Adobe® Portable Document Format (PDF) is a universal file format that preserves all of the fonts, formatting, colours and graphics of any source document, regardless of the application and platform used to create it.</li> <li>Adobe PDF is an ideal format for electronic document distribution as it overcomes the problems commonly encountered with electronic file sharing.</li> <li>Anyone, anywhere can open a PDF file. All you need is the free Adobe Acrobat Reader. Recipients of other file formats sometimes can't open files because they don't have the applications used to create the documents.</li> <li>PDF files always print correctly on any printing device.</li> <li>PDF files always display exactly as created, regardless of fonts, software, and operating systems. Fonts, and graphics are not lost due to platform, software, and version incompatibilities.</li> <li>The face Acceler Books is easy to download and one to facely discibled by</li> </ul>		
Upload Reference Documents	~	
(Select Query No For Document Mapping) Add New Doc		
	ປ× ENG 10-	16:37 12-2019 1

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

RTI			TrackSheet Time	Remaining : 29d: 23h: 4m	Show Details Forward
O	DH Information				^
👗 Under CPIO Review	Request No	RTI/2019/30			
🔏 Under APIO/PIO Review	RTI Subject	Provide details of employees			
Repartment Processing	# Query Id	Query Query Description	Department	Status User Nan	ne Reply
	1     Detail:	s Employees got promoted	Department1	AllocateToDH APIO	
Controstaning				10	
	Details				~
	Query Id	1	Department	Department1	Ŧ
	Status	AllocateToCO	User Name		
	Query	Details			
	Query Description	Employees got promoted			
	Query Reply				
	Devide a Commente	CPIO comments:/PIO · Tue Dec 10 2019): Please provi	ide details		

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 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					kSheet Remain	ng Time : 29 d: 22	h: 59 m Show Deta	ails I
S Department Processing	# Query	d Query	Query Description	User Name	Department	Status	Reply	
🚨 CO Processing	۲ (۱	Details	Employees got promoted	dh1	Department1	ReturnToDH	Please 💂	
	Query Id	1		Department	Department 1			
	Status	ReturnToDH	T					
	Query	Details						
	Query Descri	Employees got p	promoted					
	Query Reply	Please find belo Ram, Ramesh, V	w the details. /enkat				©	
	Previous Con	CPIO comments APIO/PIO comm DH comments:(c	:(PIO : Tue Dec 10 2019): Please provi ents:(APIO : Tue Dec 10 2019): ih1 : Tue Dec 10 2019): Please provide	ide details e details required for th	e query.		li li	
	CO Comment	3						
						Assign Que	ery 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.

Wh	ite Hall					Initiate Add Document Copy Move Link Print GreenNotes Close
	Notings	Enclosures	Properties	•		"RTI-2019-27" Notes Linked with this Document < <u>None&gt;</u> Go
. Do	Download as Zip Search Enclosures					±
						Complete RTI Details
		Name	Version	Created on	Pages	1
E	•	DMS Web Service C )	1.2	03/12/2019 03:30PM	169	Applicant Information
ē	۲	RTI-2019-27	1.0	29/11/2019 12:53AM	1	Applicant Name : Kumar
E		Barcode	1.0	29/11/2019 12:53AM	1	Applicant Address : Delhi, India
Do	wnload	Delete Property		< Prev 1	Next >	Applicant State : Delhi
						Applicant Email : Test@gov.in
4	Notes					Query Information No documents present.
		((() < Prev	Next >			Query Information Query ID: 1 Query : Please provide Details Query Description : Details of Working people

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### 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.

RTI First Appeal				
Form Registration	RTI First Appeal R	equest Registration Form		~
🧸 Under CPIO Review		(	1	
	Request No	Select A Status		
🔏 Under APIO/PIO Review	RTI Subject	RTI/2019/23 RTI/2019/27	ļ	
	Applicant Name		Receipt Date	
	Language Request		RTI Category	
🧸 Under CO Processing				
•	Address			
				11
	Sex		Email	
	Phone Number		Pincode	
	Country			
	Country		State	
	Below Poverty Line			
	BPL Card Number		BPL Issue Year	
	Registration Fee		Mode of Payment	
	Paid (Rs.).)			
	BPL Issuing		Cheque/DD/PO Number	

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

	and a second sec				Tech Mahindr	<b>~</b> 3
RTI First Appeal						
Sorm Registration	RTI First Appeal R	lequest Registration Form			~	
LINDER CPIO Review	Request No	RTI/2019/27	-			
🔏 Under APIO/PIO Review	RTI Subject	RTI for Test				
Department Processing	Applicant Name	Kumar	Receipt Date	2019-11-01		
· · · · · · · · · · · · · · · · · · ·	Language Request	English	RTI Category	Normal		
Conder CO Processing	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		Cheque/DD/PO			

ORTS AS

- 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.

e	Gø	V						Go To + Reports + 💠 +	Welcome ADG, 🔸
Inbox	NAV	VIGATE TO	28 Workdes		11 DAK ATE TO ①	<b>6</b> Оггасе Note Го ①	P Files Navigate To (1)	Notices Navigate To (	Search Inbox RTI T Set Priority
			:	Subject	Viewed On	From User	From Department	*Received On	Submitted On
	鼲	н	Ļ	ok	10-Dec-19 18:50:08 PM	test2	Department1	2019-12-10 18:50:08	2019-10-23 16:37:01
	<u>ای</u>	н	÷	RTI for Test	10-Dec-19 18:49:07 PM	test2	Department1	2019-12-10 18:38:26	2019-11-29 12:26:02
< PI	rev	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 Tim	e : 29 d: 23 h: 47 m	
	First Appeal I	nformation			•		
👗 Under CPIO Review	RTI Subject	RTI for Test					
🔏 Under APIO/PIO Review	Appeal No	RFA_00005	AA File No	Department1/Section 1/PIO/02/RTI Test	/201!		
Department Processing	Appeal Registra Date	ation 2019-10-02	Appeal Letter No	23432			
•	Appeal Letter D	2019-12-03	Request No	RTI/2019/27			
CO Processing	AA Comments	1					
					C		
	RTI Final Decis	ion Approved					
	DTI Queries						
	KTI Queries				~		
	#	Query	Remarks	Reply			
	1	Please provide Details	Please provide Details Details of Working people		n ADG Sudhir		
			Approve Reject				

 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.





RTI First Appeal Allocation				TrackSheet R	emaining Time : 29 d: 23 h: 22 m	Show Details	Complete
2 Form Registration	<ul> <li>View Action Ite</li> <li>Not secure</li> </ul>	m - Google Chrome   52.163.63.41:8080/eg	ov/actionitemviewRTI.jsp?From=	Inbox&Action=Complete&W	− □ × ′orkitemId=1⪻		
<ul> <li>Under CPIO Review</li> <li>Under APIO/PIO Review</li> <li>Department Processing</li> <li>CO Processing</li> </ul>	Fil RTIMovement	e 2-10 1 2-10 1	Select File - Google Chrome     Not secure   52.163.63.4     File DAK     Create New File     File Location     Department     Section     File Initials     File Number     File Subject	1:8080/egov/ufdaks/destfold  I:8080/egov/ufdaks/destfold  I:8080/egov/ufdaks/destfold  I:8080/egov/ufdaks/destfold  I:8080/egov/ufdaks/destfold  I:8080/egov/ufdaks/destfold I:8080/egov/ufdaks/destfo	- × ertool/filedak.jsp?FileOrComplet File in an Existing File File in an Existing File Select Folder - Googl O Not secure 52.163.6 Folder(s) CC. DAKS	<pre>&gt; X 3.41:8080/eg &lt; Prev Next &gt;</pre>	
	RTI Final Decision RTI Queries # 1	Approved Query Please provide Details	Category: Details of Working p	Create Cancel eople Please find below		Cancel	

#### 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

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	A CONTROL				I	Ma	hinc
eGov					Go To 🕶 Repor	ts - 🌣 -	51
	27	11	6	9		0	<b>E</b>
	ORKDESK () Navigate	DAK To 🕢	OFFICE NOTE	File Navigate To ④	S Navigate To	Notices	Navigate To
Search RTI RTI Request Number		DAK To ①	OFFICE NOTE	File Navigate To ③	S NAVIGATE TO	Nотісея €	Navigate To
Search RTI RTI Request Number RTI Recupt Date	Avigate	DAK To ①	OFFICE NOTE Navigate To ①	RTI Subject		Notices	
Search RTI RTI Request Number RTI Receipt Date Applicant Name	I NAVIGATE	DAK To ①		FILE NAVIGATE TO ③ RTI Subject Initiated On Query			
RTI Request Number RTI Request Number RTI Request Number Language				FILE NAVIGATE TO () RTI Subject Initiated On Query Category	S NAMGATE TO		

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

eGov						Go To - Reports -	¢- ≡	51
Naviga Search RTI	<b>27</b> Workdesk ате То ①	NAVIGATE TO	11 dak 3	O Navigate To	6 FFICE NOTE	9 Files HGATE TO ①	Navigate	O Notices To T
ARTI 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	Firset 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	
< Prev Next >								

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.

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#### 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



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eGov				Go To <del>-</del>	Reports - 🌩 - 🚞	🐥 Welcome ADG, 👻					
My Calendar											
< > today December 2019											
Sun	Mon	Tue	Wed	Thu	Fri	Sat					
1	2	3	4	5	6	7					
8	9	10	11	12	13	14					
15	16	17	18	19	20	21					

User has two options:

- ✤ "Save Event" is used to add new event along with details.
- ✤ "Cancel" is used to cancel the open window.

<b>E</b> GOV My Calendar	Go To Add new event	o <del>v</del> X	Reports - 🌣		Welcome ADG,
C > today	Event title Title here		Fri		month week d
1	All Scheduled Start Date			6	
	Scheduled End Date           2019-12-10 00:00				
8	Description Add Description			13	
	Event Category Meeting Reminder	•		20	
	Cancel Save Event			20	

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

eGov				Go To <del>-</del>	Reports - 🗢 🖬	↓ Welcome ADG, ▼	
< > today December 2019							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16 Meeting	17	18	19	20	21	

#### 9.2 Week View:

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

<b>e</b> (	Fov				Go To <del>∙</del>	Reports - 🌣 - 🚞	51 Welcome ADG,
<	today		De	c 8 – 14, 2019	)		month week da
	Sun 12/8	Mon 12/9	Tue 12/10	Wed 12/11	Thu 12/12	Fri 12/13	Sat 12/14
all-day							
3am							
4am							
5am							
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							





#### 9.3 Day View:

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

					<b>9</b>	
<b>e</b> (	ĴOV	Go To <del>v</del>	Reports -	÷ -	-	Welcome ADG, 👻
10am						
11am						
12nm						
12pm						
1pm						
0						
2pm	14:30 - 10:30					
3pm						
4pm						
5pm						
6pm						
7pm						
8pm						
9pm						
10pm						
11nm						

#### 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.

eGov		Go To 👻 Reports 🕶 🌩 🗧 🌲 Welcome DG, 🗣
7     Image: Constraint of the second s	CFFICE NOTE NAVIGATE TO ①	0 Notices NAVIGATE TO View Notice Board
My Desk		
Department Pending Items: Department1	My item status: test3	
	0 Hote	DAK File
	Pending	Completed  Received
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Close

Download

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

Sr. No.	Subject	Туре	Published Date
1	Audit for Finance Department	Order	30-12-2019 03:00 PM
<prev next<="" td=""><td></td><td></td><td></td></prev>			

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

File	Edit Zoon	n Transform Annotate
N.	r → F	X A A A P P H I B Fit To Width I A Q Q Q Q I 12 V
		Ref: Contract No. 2016-CONS-1 dated 8 <sup>th</sup> February 2016
$\left \right\rangle$		but the second se
$\mathbf{N}$		uear sir,
5		Further to our letter ref. no. AITL/A/L/557466/CT/GN/2438 dated October 23, 2018 recommending release of
1		Stage Payment no 15 to M/s. Shapoorji Pallonji and Company Private Limited and AFCONs (JV), the Contractor
5		has requested for release of stage payment 16 vide letter ref. no. SPCPL/WT-01/AITL/S/791 dated 30 <sup>th</sup> November
		2018.
		While reviewing the bill it was noticed that the Contractor has added CGST @ 6% and SGST @ 6% over and above
0		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 Gort. of India, Notification
4		no. 20/2107 Central Tax dated 22 <sup>nd</sup> August 2017 regarding amendment in the notification no. 11/2017 Central
1		tax dated 28" June 2017. The Stage Payment Certificate no. 16 to this effect showing various deductions is
ø		availes nerewith.
Т		We therefore recommend, that a gross amount of Rs. 20,11,80,020/- (Rupees Twenty Crore Eleven Lakhs Eighty
Ð		Thousand and Twenty Only) (i.e A+B-C+D only) be released to the Contractor subject to applicable Tax
\$		Deductions.
*		
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		Photogia glase of bosiness in India – R.27. Privato Markel, Second Floor, Jangpura B. New Dehi
		production of the second se
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#### **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 Notic	ces Departmental Notices	Archived Notices	Draft Notices			Close
Sr. No.	Subject			Туре	Published Date	Archive
1	Holiday 🕨			Letter	30-12-2019 02:59 PM	
<prev ne<="" td=""><td>xt&gt;</td><td></td><td></td><td></td><td></td><td></td></prev>	xt>					

 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	
k	🕥 🌐 💥 🕰 🔍 🔍 🖤 🥊 🗮 🏾 💱 Fit To Width 🛛 🗶 🛄 🔍 🔍 🔍 🔇 🚺 🔢 1 11 🔊 🔘	
B		<u>۸</u>
$\left  \cdot \right $		
R		
X	Provide Landson	
5	Formal Letter	
	To,	
0	Mr. John Smith	
•	Designation	
4	123 Company	
1	California	
é	October 11, 2018	
T		
Ð	From,	
*	Paul Robert	
*	Designation	
1	Full Address Goes Here	
ଡ		
×	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	
	1	

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#### **10.3 View Notice Board (Archive Notices):**

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

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Global Notices	Departmental Notices	Archived Notices	Draft No	otices			Close
<ul> <li>Global Notices</li> </ul>				<ul> <li>Departmental N</li> </ul>	otices		
From Date	Select E	Date			To Date	Select Date	
Notice Subject	Enter S	ubject					
Notice Type	Selec	t Value					Ŧ
				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 Notic	es			Close
<ul> <li>Global Notices</li> </ul>			۲	Departmental N	otices		
From Date	2019-12	-01			To Date	2019-12-30	
Notice Subject Holiday							
Notice Type						v	
				Search			





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

<b>No.</b>	Subject	Туре	Published Date	View / Display till date
	Restricted entry	Order	24-12-2019 10:30 AM	24-12-2019 10:44 AM
	ok	Memo	23-12-2019 04:26 PM	24-12-2019 10:18 AM
	Restricted	Order	23-12-2019 02:50 PM	25-12-2019 02:38 PM
	ok	Letter	20-12-2019 03:03 PM	21-12-2019 03:15 PM
	ok	Memo	18-12-2019 11:33 AM	18-12-2019 12:11 PM
	ok	Memo	12-12-2019 11:24 PM	20-12-2019 02:46 PM

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

File	le Edit Zoom Transform Annotate						
<b>k</b> 4			🗈 🔺 🥞 💡 📑 🚺 💱 Fit To Width	• 2 0	Q Q (	२ 🕜 🔇 1	/1 📎 🜔
B		Tax Point Date	Description			Tax	Net Amount
$\left  \right\rangle$		44 Jun 2040	Terrenetation consider	-		Anoun	Het Allount
$\geq$		14 JUN 2019	-				
~			Fare	CGST	2.5 %	11.69	
$\searrow$				SGST/UTGST	2.5 %	11.69	467.68 INR
5			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
0					Total C	GST Amount	14.69 INR
•				та		CST Amount	14.60 INID
4				10	ai sosi/ui	GST Amount	14.09 INR
1					G	ross Amount	617.06 INR
ø							
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~							
~							
14							
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×							

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Download





#### 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

Hi Supervisor, Welcome to paradip		(Sun Docs
Last Login Time 07/02/2020 10:36 Failure A	ttempt Count 0	Options   Tools   Help   Close
<ul> <li>paradio</li> <li>Edevroit</li> <li>Eversity</li> <li>Groups</li> <li>Groups</li> <li>Global Indexes</li> <li>Slobal Indexes</li> <li>DataClasses</li> <li>Index Volumes</li> <li>Slites</li> </ul>	Cabinet is the basic entity in the OmniDocs D Document Cabinet refers to the database, wi Server Cabinet - This cabinet refers to the database, Cabinet Name Cabinet Creation Date-Time Cabinet Type Default Image Volume Auto Versioning Inherit Ownership Remove The Rights Of Supervisor Separate User/Group Privileges Enable Maker Checker Functionality Enable Data Security Functionality Enable User Access Report Key Management Service	Cocument Management System. OmniDocs engine has 3 types of Cabinets. viz. Document Cabinet, Image Cabinet, both type Cabinet, inder naid document information resides in this cabinet. Image tabase where volume and document storage information is stored.  paradip 25/09/2019 11:08 mssql paradipvol •  (Rights once removed will not be restored again).  (Maker Checker functionality once enabled will not be disabled again).  (Data Security functionality once enabled will not be disabled again).  None  v
< Prev Next >	Alarms	Rights Done Cancel

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### **11.1 Folder Creation:**

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

Last Login Time 07/02/2020 10:36 Failure Attempt C	ount 0 Options   Tools   Help   Close
a paradip	Folder(s): * Add Folder
	Folder is a repository for the documents. A folder can contain documents and sub folders. There are different types of folders in the omnidocs System.
E DAKS	
Departments	
Document	
DRAFTS	
E <u>egovibps V1</u>	
GreenNoteDrafts	
DORTMAN	
Distances NoteInProcess	
¶≡ Keyword	
Groups	
Roles	
Global Indexes	
BataClasses	
S Image Volumes	
< Prev Next >	

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

Hi Supervisor, Welcome to paradip Last Login Time 07/02/2020 10:36 Failure Attempt Count	0				Options   Tools   Help   Close
paradip     paradip     Folder(s)     @ Departments     @ Department/Section 2/test1/03/dph/2019-2020     @ Department2     @ Department2     @ Department2     @ Department2     @ Department3	Folder(s): <u>Add Folder</u> Name Owner Image Volume Data Class	Delete Folder  Departments  Supervisor  paradipvol   None>			
					Advanced
Sites		DataClass	Rights	ОК	Cancel

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Enter name of new folder and click on OK



### **11.2 Group Creation:**

Click on Groups in System administration view.



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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

E paradip	User(s): Add User Search/Modify.User
Folder(s)	A person who uses the system is referred to as a user in the system. Every user in the system is a member of some group. Powers of a user in the system like whether he can
S≡ Keyword	eges that user has. Only one user is created by default, while creating a cabinet.
2 Users	
<b>2</b> aa	V Not sectre   10.3.6.146.0000/0mmdocs/adminy dsets/add/0servi
g badmin	
Of Sys User	Qui Doc 🐑
g padmin	Help
g POS	Add User
Supervisor	+ I Isar Name
Supervisor2	
g test1	Domain User
2 test2	Generate Password
2 test3	Password
🕵 <u>Groups</u>	Confirm Password
Global Indexes	User License Type Normal
B DataClasses	Password Never
S Image Volumes	Express     Express     Description     Description
Sites	• Password Expire in • • • • • • • • • • • • • • • • • •
	Advanced
	Auvances
	Add Cancel

#### **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.

E chennai	Group(s) : Add Group	Delete Group
<b>Folder</b> (s)	Group is a logical entity used for co	llection of users. Groups can be created in the system by those users who has have privileges to add / delete group in the system. Rights on any
¶≡ Keyword	object can be specified for groups.	All members of that group will inherit the same rights
Graups	Group Name	Department1
APIOLIcare	Group Name	Peparanent
Business Admin	Owner	Supervisor g
COUsers	Parent Group	Everyone
Dashboard Users		
Department1	Comments	New Group
Department2		
Department3		
Desktop Users		
A DHUsers		Users Privileges Roles Done Cancel
Everyone		
🙀 <u>Roles</u>		
Global Indexes		
<u>DataClasses</u>		

 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

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

R shannai	Group(s) : Add Group	<ul> <li>Delete Group</li> </ul>		
E Criennal				
S= Keyword	Group is a logical entity used for coll	ection of users. Groups can be created	in the system by those users who has h	ave privileges to add / delete group in the system. Rights on any
© Users	object can be specified for groups. A	in members of that group win innent the	same ngnis	
Groups	Group Name	APIOUsers		
APIOUsers		-		
Business Admin	Owner	Supervisor	🙎	
COUsers	Parent Group	Everyone		
Dashboard Users		Everyone		
Department 1	Comments	New Group		
Department2				
Department3		1		
Desktop Users				
DHUsers		Users Privileges	Roles Do	Cancel
Everyone				
X Roles				
Global Indexes				
B DataClasses				
Search Strange Volumes				
Sites				
Desktop Users     DHUsers     OHUsers     Sibolal Indexes     DataClasses     Duback Volumes     Sites		Users Privileges	Roles Do	ne Cancel

#### 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.

chennai	Folder(s): Add Folder	Delete Folder				
Dider(s)	Name	Civil				
Departments						
	Owner	Supervisor	😰			
Department1/Section 2/test1/01/File /2019- 2020	Image Melowa					
Establishment	image volume	chennalvoi •				
EHMC	Data Class	<none></none>				
Land and building leasing section						Advanced
Maintainace I						
Maintainance and design						
Maintainance II						
Planning and Design						
Projects						
Railways						
Se Keyword						
Groups						
Koles						
Global Indexes						
B DataClasses						
Sites						
Sites						
< Prev Next >		DataClass	Rights	OK	Cancel	

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

	📀 Folder Sharing - Google Chrome —	×
<u>chennai</u> <u>Folder(s)</u>	Not secure   10.9.6.146:8080/omnidocs/admin/folder/foldersharemain.jsp?FolderIndex=106&AccessType=I&Foldex=106&AccessType=I&Foldex=106&AccesType=I&Foldex=106&AccesType=I&Foldex=106&Ac	ol
Departments	Own Docs	?
Department //Section 2/tes 2020     Establishment     FHMC     Iend and building leasing.     Maintainace     Maintainance and design     Maintainance II     Planning and Design	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 to give rights on this Folder consequently Read. Write, Change Amotate or Delete rights can be assigned to them.         If you make this Folder an inherited then the user(s)group(s) would inherit the rights on this Folder rights on the restrict the the user(s)group(s) would be able to access this folder. More Sharet Folder. If you make frider as inherited then the user(s)group(s) would be able to access this folder. More Sharet Sharing : Private Shared Inherited         Group(s) : <search group=""> Y          Add Group       Role(s) : <no exists="" roles=""> Y       Add Role         User(s):       <search td="" user="" y<=""> </search></no></search>	want e this
	Group(s)/User(s)/Role(s) Read Create Annotate Modify Delete Advanced Remove Modify Cancel	-

Select User/Group and click on done. 



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

Folder Sharing - Google Chrome						- U	X
O Not secure   10.9.6.146:8080/omnidocs/a	dmin/fold	ler/foldersha	aremain.jsp?F	olderInde	x=106&Acc	essType=1&F	ol
Omn Docs						, T	?) lelp
You can selectively share a folder amongst the memb o give rights on this Folder. Consequently Read, Writ f you make this Folder as Inherited then the user(s)/g Folder as Private, then no other member of your Cabi	Share ers of your e, Change, group(s) wo net would b	Folder: C virtual team. N Annotate or D uld inherit the e able to acce	<b>ivil</b> You can select f elete rights car rights on this f ess this folder.	the user(s) and be assigned Tolder from More	and/or group( ed to them. its Parent Fo	s) to whom you Ider. If you mak	want e this
haring : 🔘 Private 💿 Shared 🔍 🛛	nherited						
Group(s):     Department1 •      Ad       Iser(s):     test1 •      Ad	d Group dd User Read	Role Create	e(s) : <no rol<="" th=""><th>e exists&gt;</th><th>A</th><th>Advanced</th><th>• •</th></no>	e exists>	A	Advanced	• •
Department1	<b>V</b>		4			Advanced	i
E test1	<ul> <li>Image: A start of the start of</li></ul>	<ul> <li>Image: A start of the start of</li></ul>	<b></b>			Advanced	
Remove	1	Modify	Cance	1			
11011010							

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