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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Version History

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

Table of Contents

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.

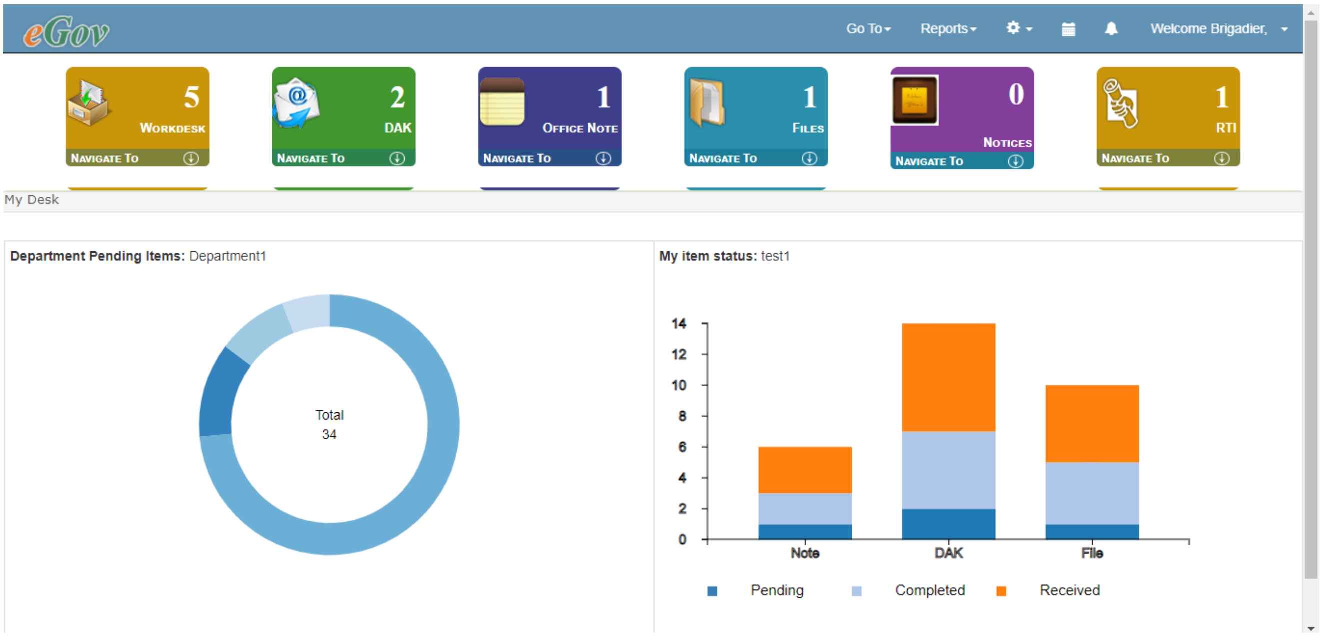
The Login screen of the e-Office appears.

- 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:

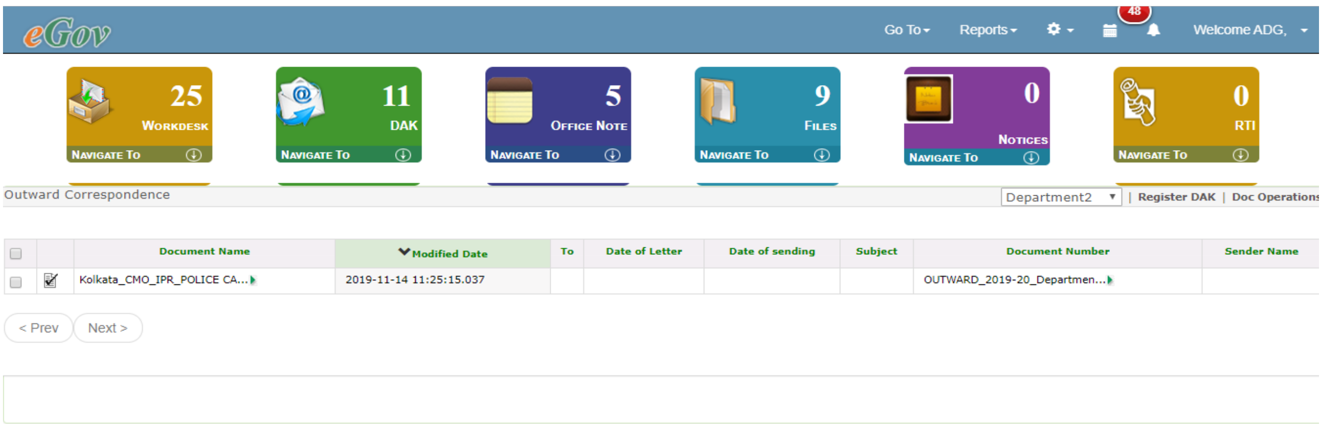
Correspondence can be received either in physical form through normal mail service or in electronic form through Email as an attachment. System has the functionalities to handle both type of Correspondence.

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.

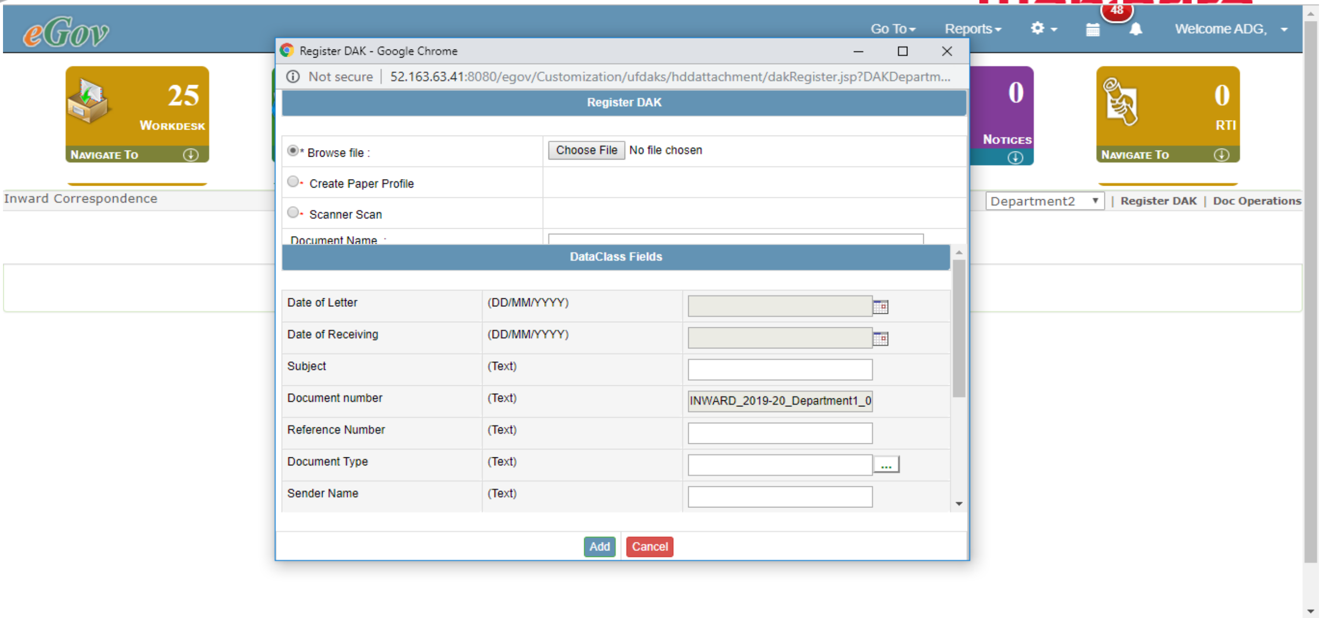
3.1 Inward/Outward Correspondence:

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



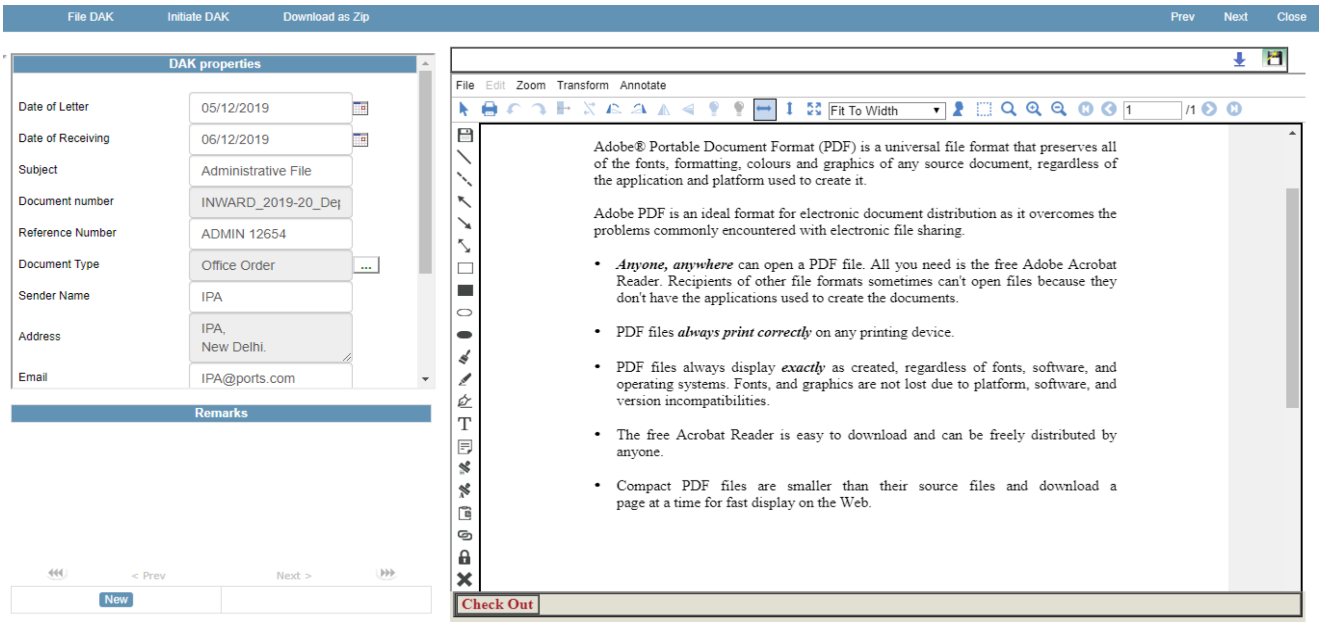
3.2 Correspondence Creation:

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:

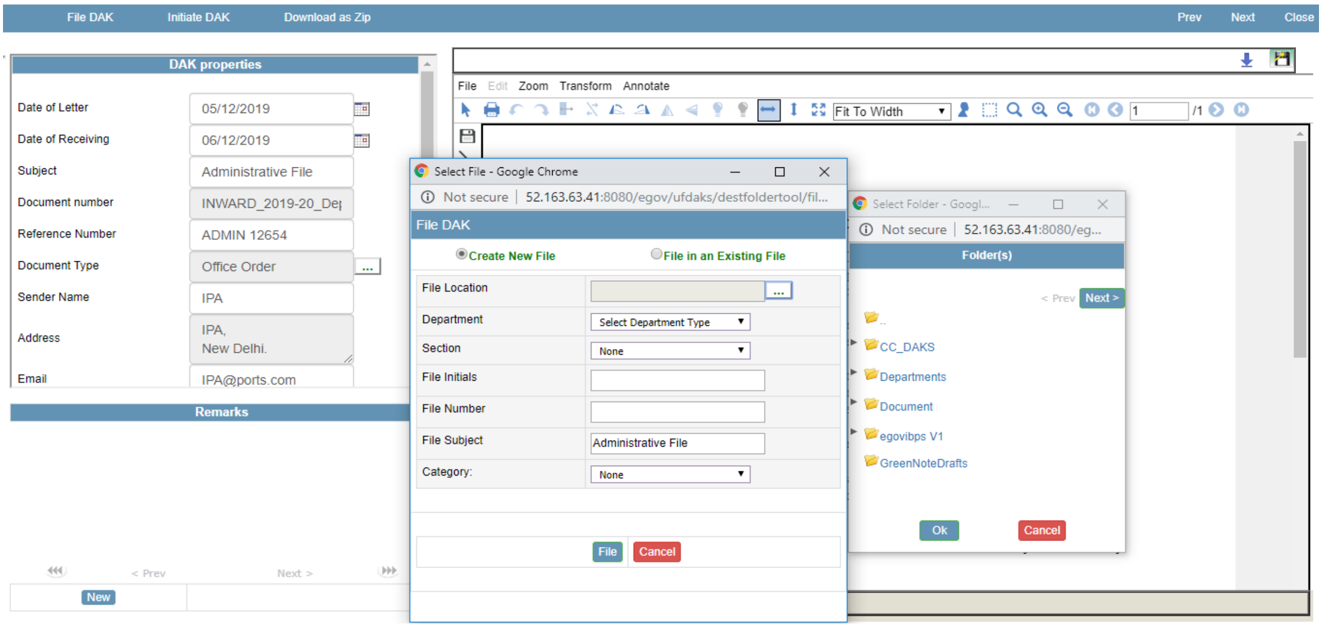
Clicking on the Correspondence will open it in a Correspondence View where it can be viewed, filed in a file or forwarded to other user for some action as shown in below figure. Until filing or forward, Correspondence remains in the Un-Filed folder.



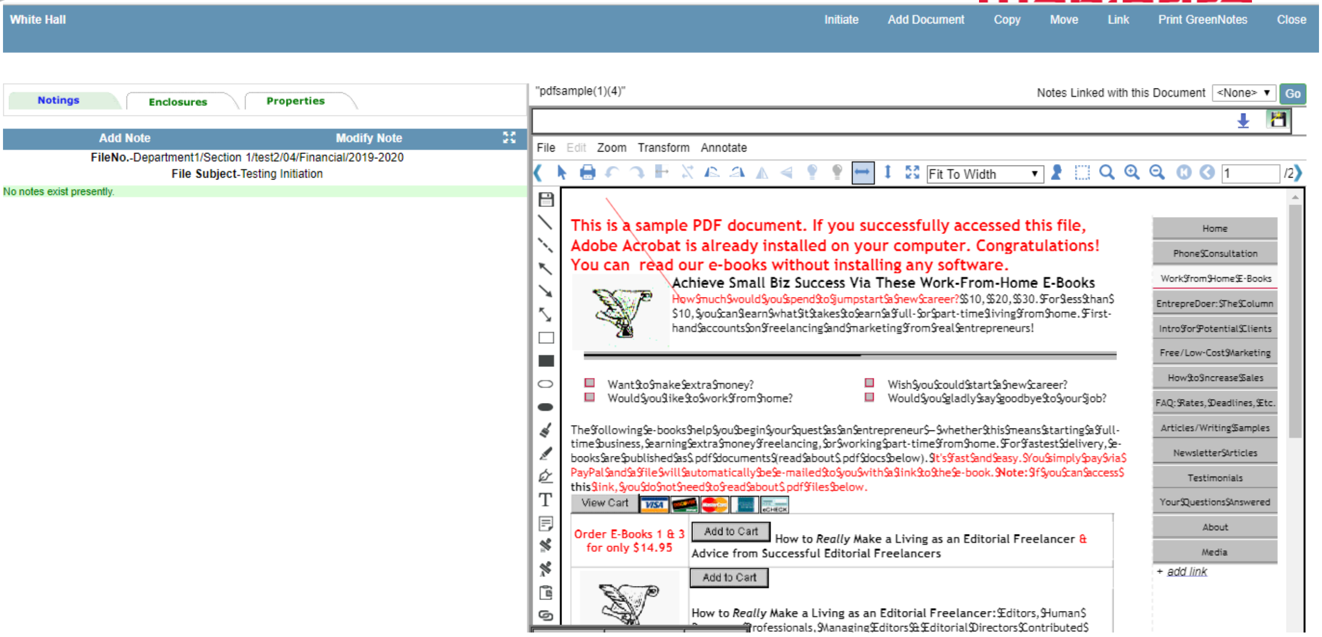
- Correspondence information can be checked for the correctness
- Annotation can be applied on the image using the tool bar on image viewer
- Some short note / comment can be associated with the Correspondence

3.4 Correspondence Filing:

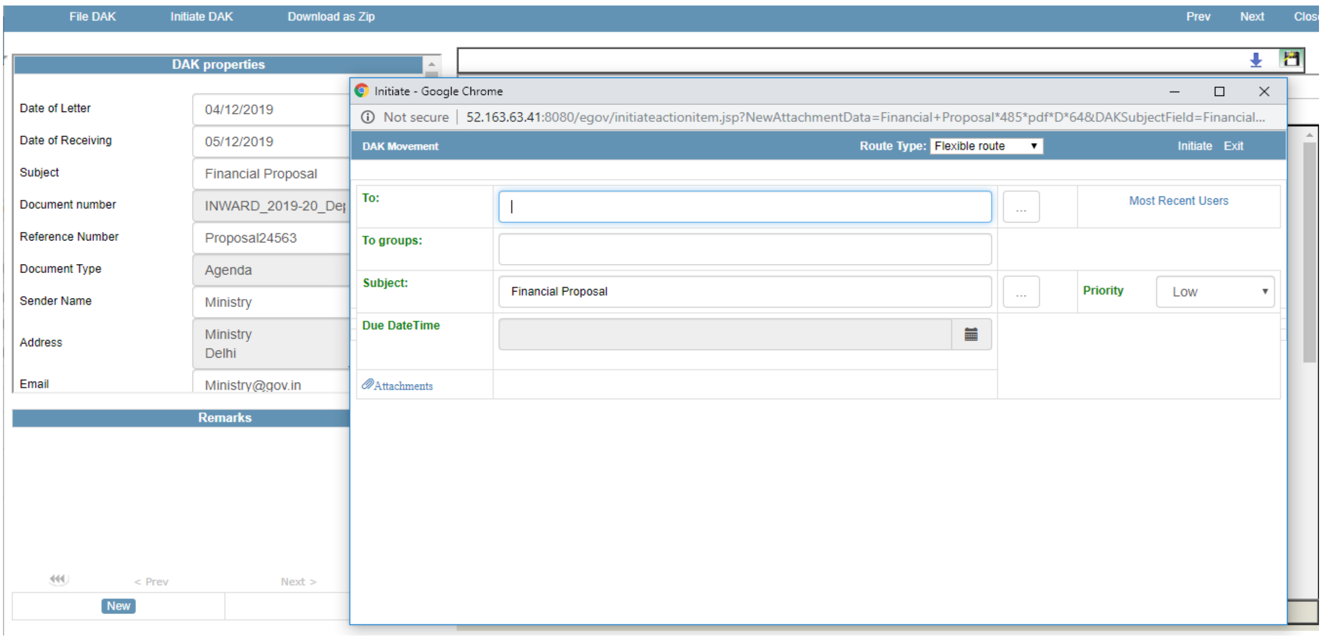
- It means filing or saving the Correspondence in some file in the E-Office.
- When user clicks on File Correspondence link a screen is displayed which asks user to select a file in which he wants to file this particular Correspondence.



- 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



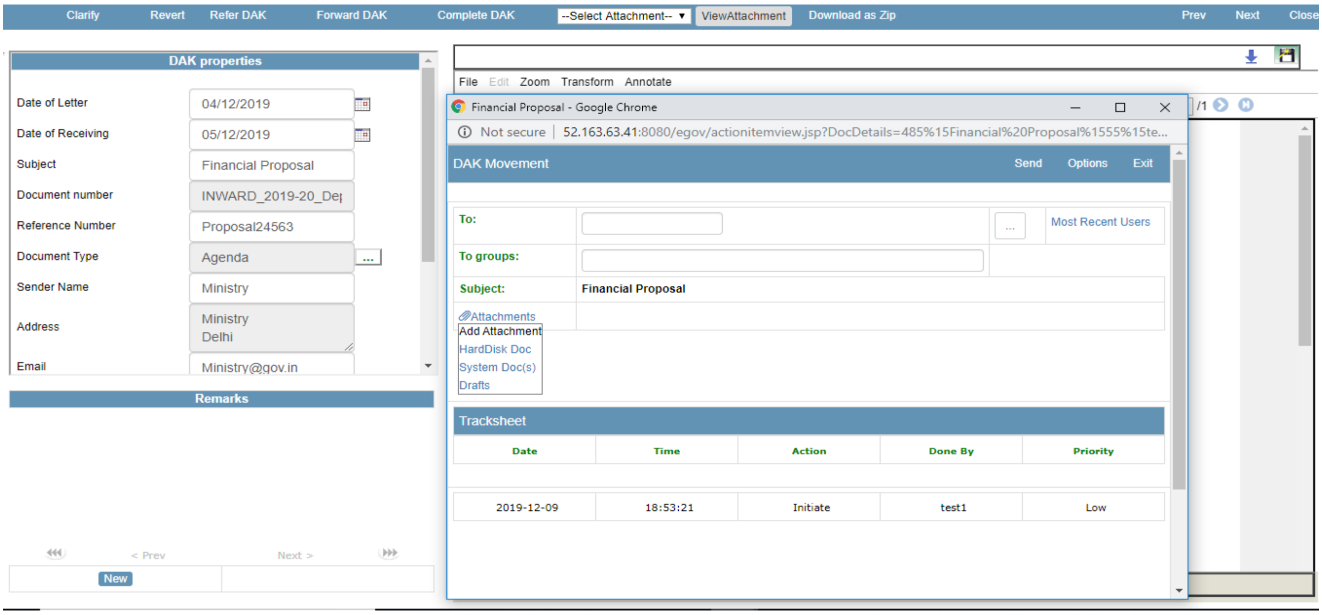
- Select Correspondence movement route on which you want to initiate the Correspondence.



- 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.



- 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”

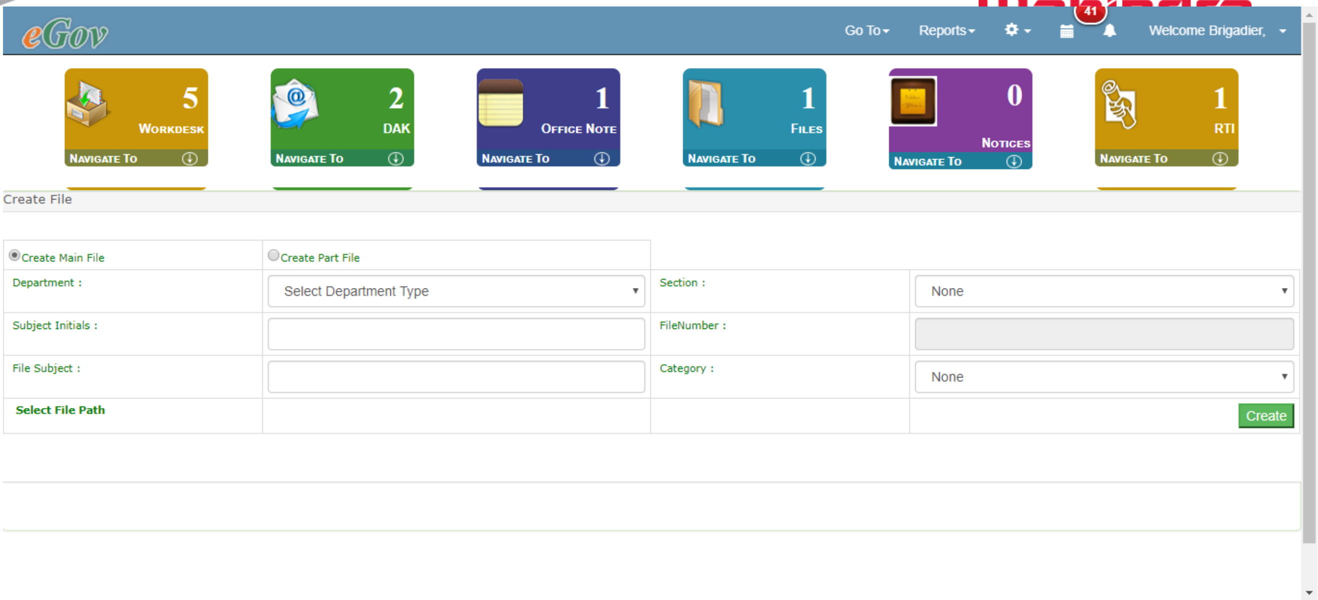
4. Archival of Files:

- 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:

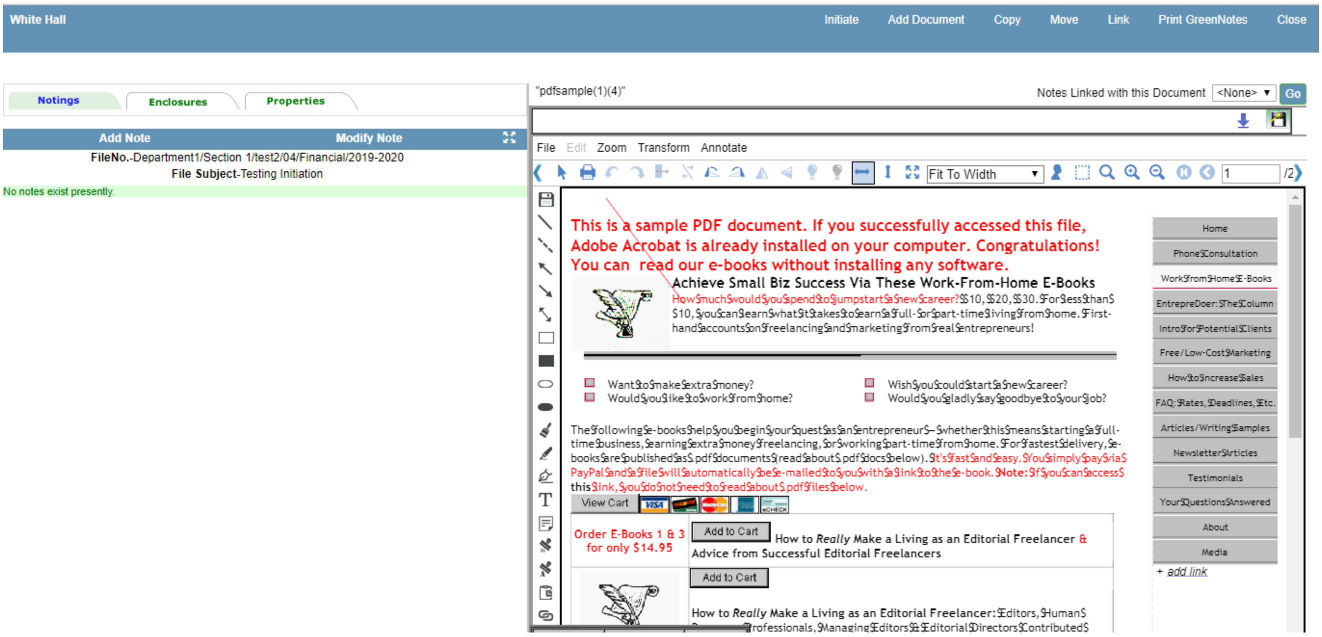
- File Creation
- File Register

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.

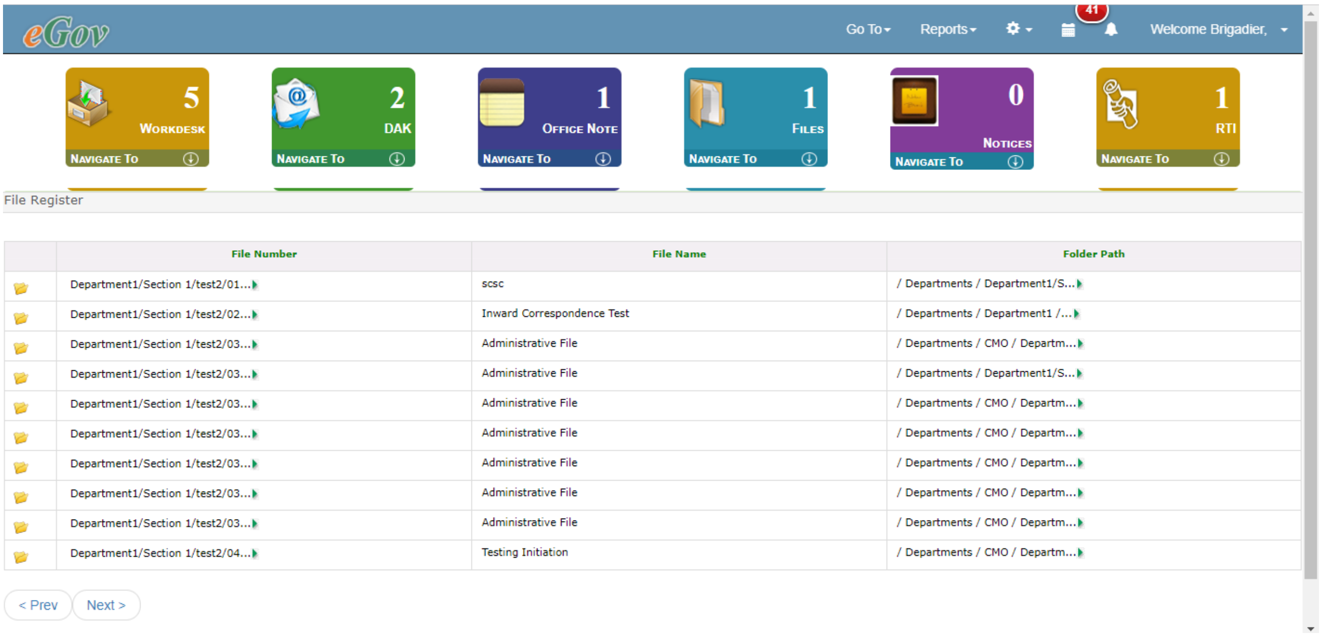


- White hall view of the file is shown below.



4.2 File Register:

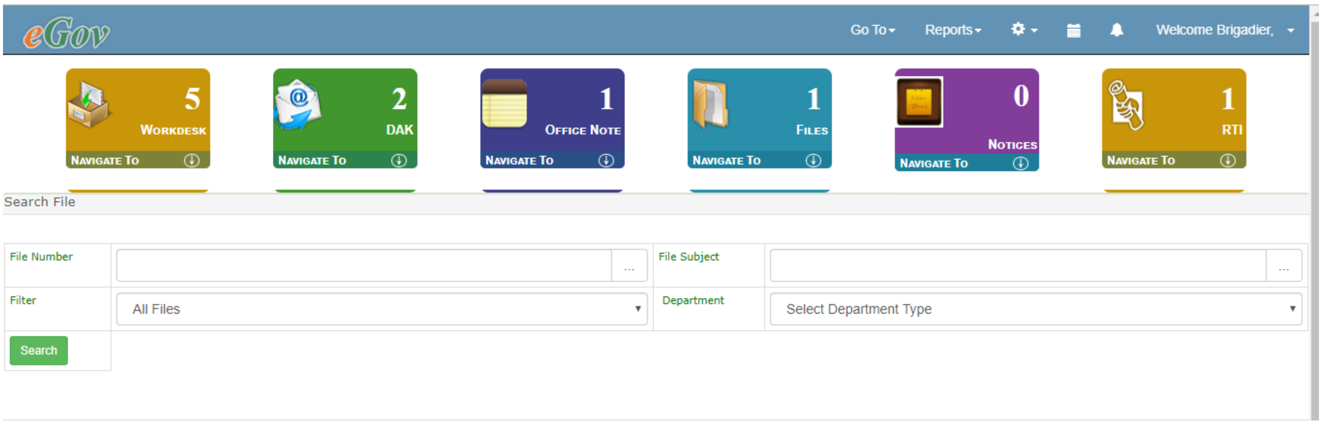
- To get the list of all files in the system, Click on the “File Register” located in the home screen >> Files >> File Register
- File list will be displayed to the users as per the access rights.



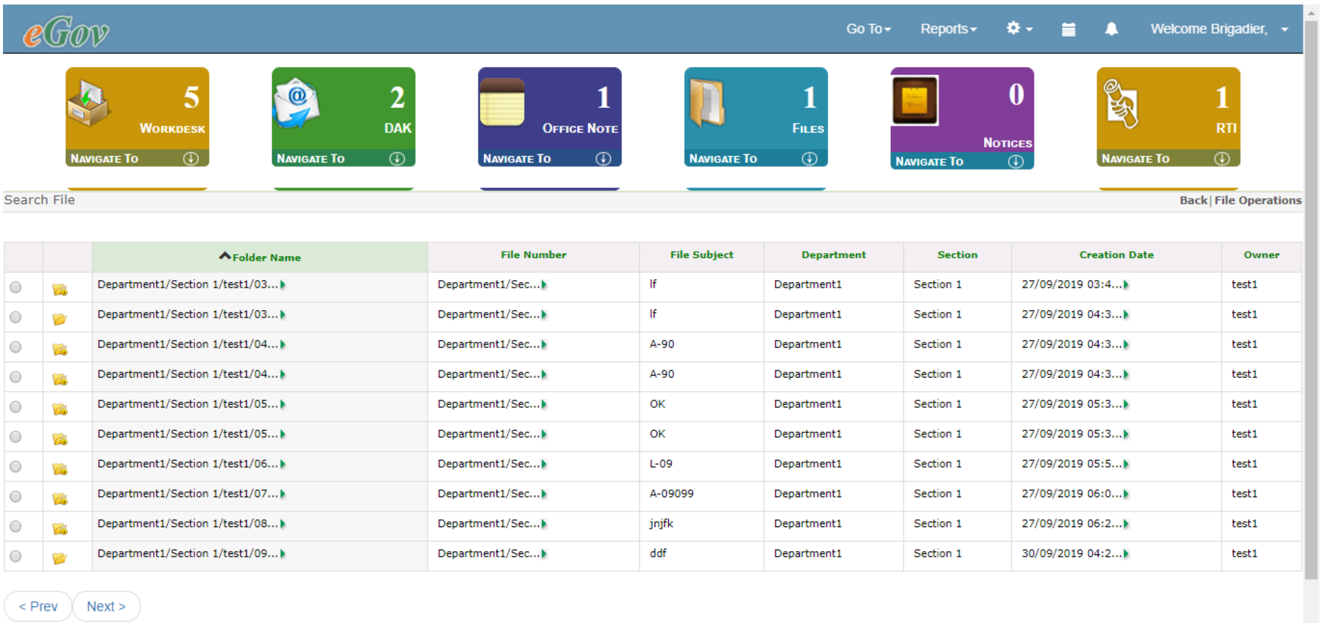
5. Search:

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

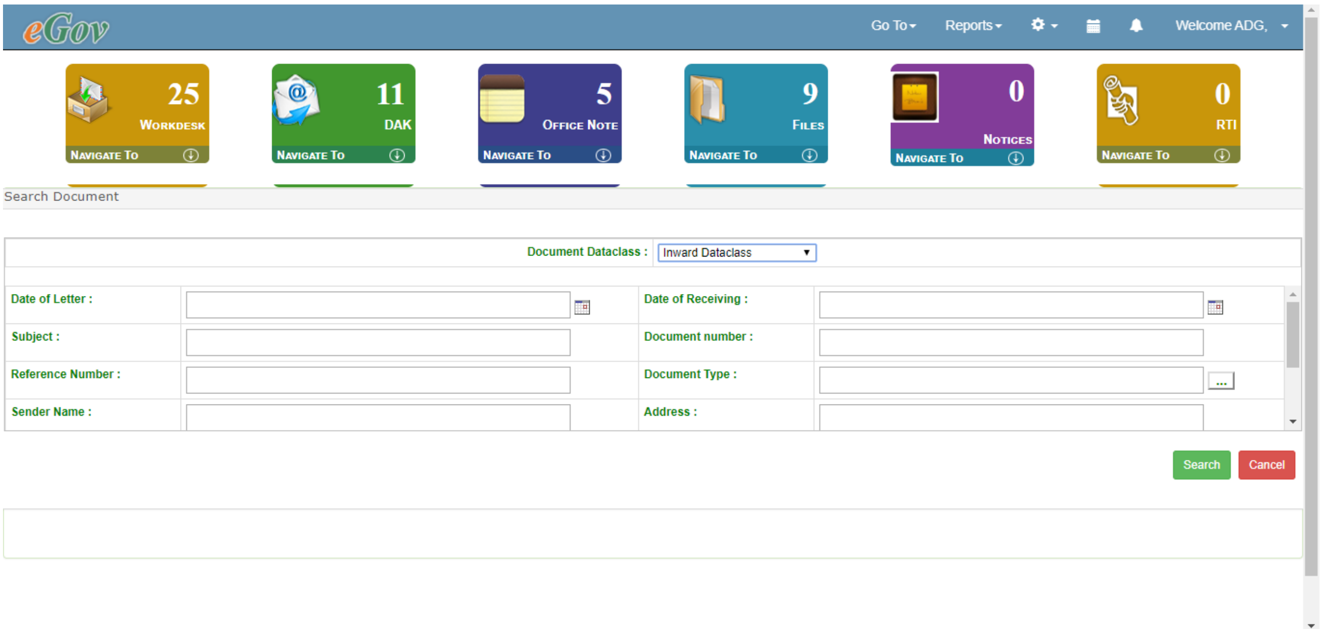


- All the searched files can be shown as below.



5.2 Document Search:

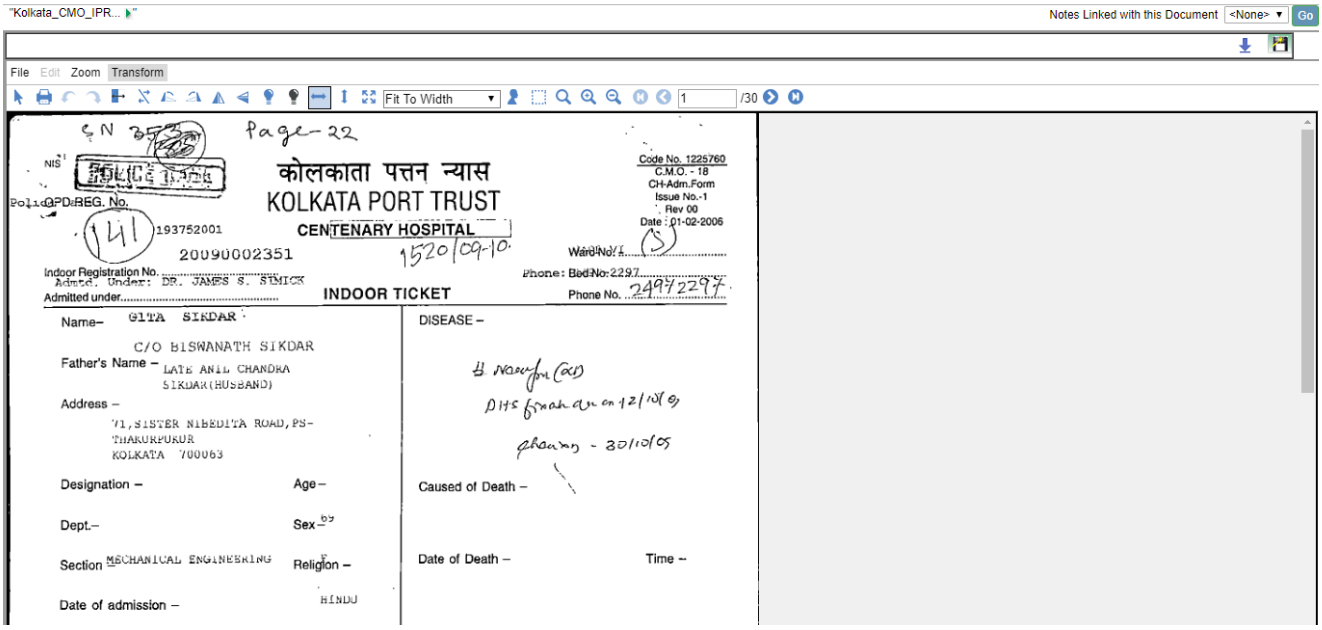
- User can also search document. Screen is as shown below:



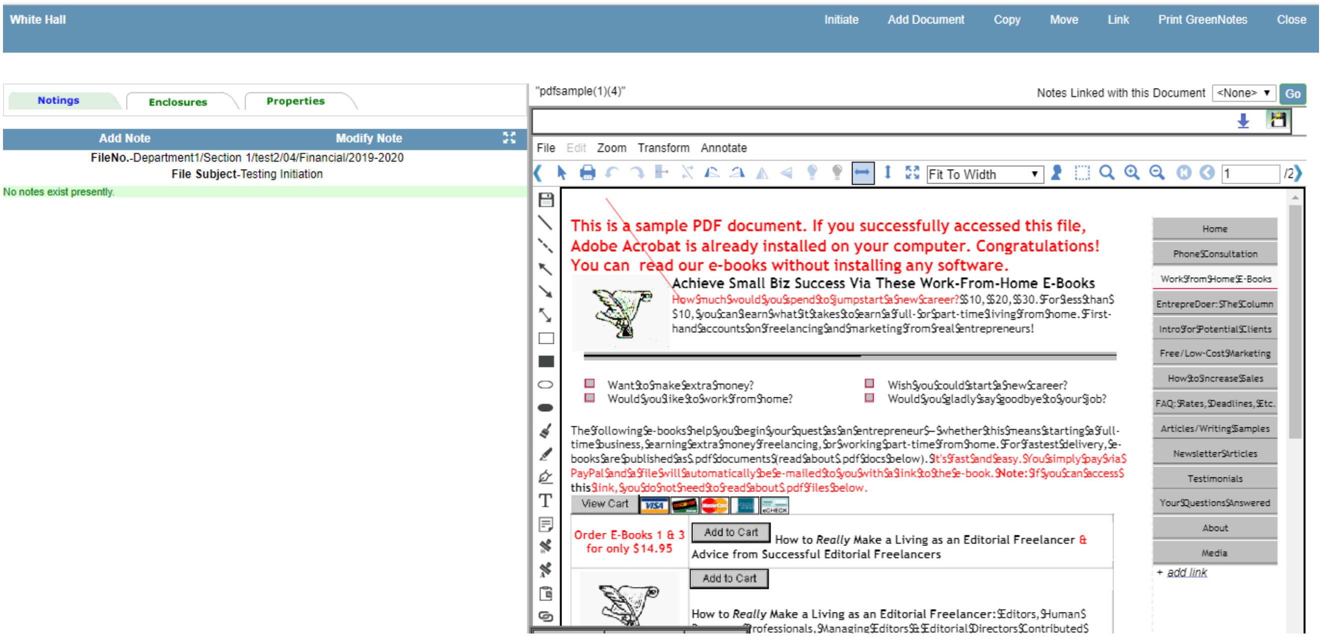
6. File Movement & Tracking:

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.

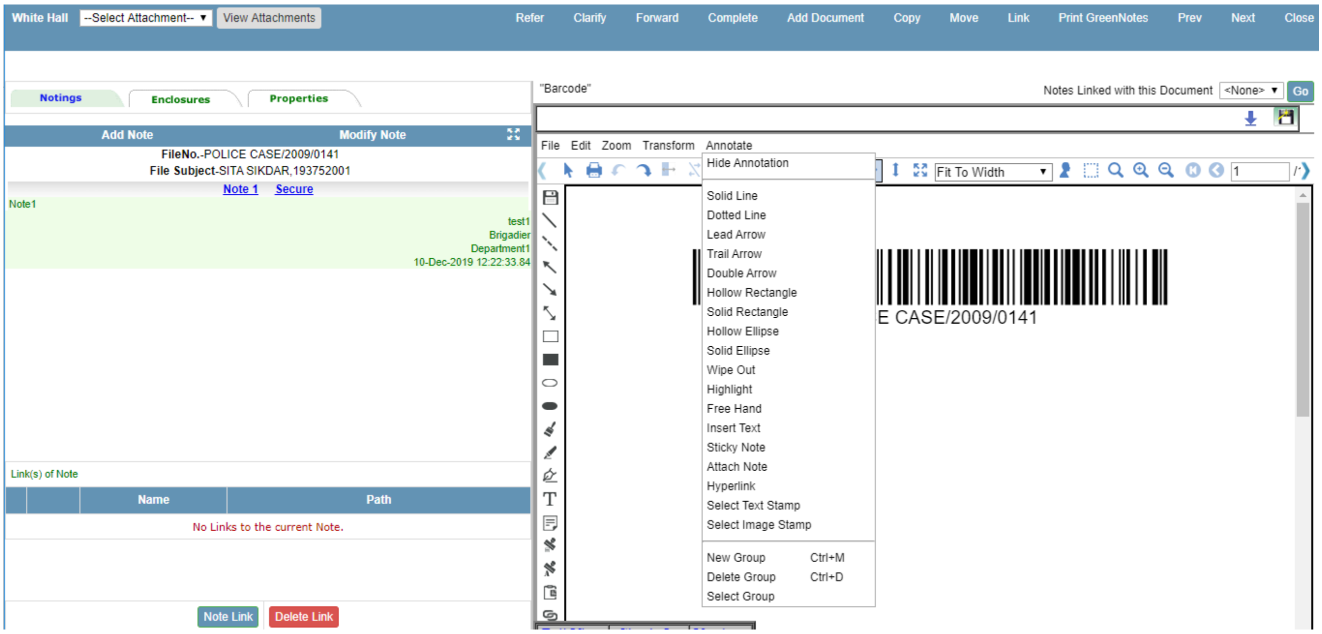


- To add comment or put a note with the file click on “Noting” then “Add note”.
- Note editor will get opened, type the note and click on “OK”. Note will appear on the left hand side with the username and timestamp.
- User can also link this note to any Page No of current selected document.
- User can 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”

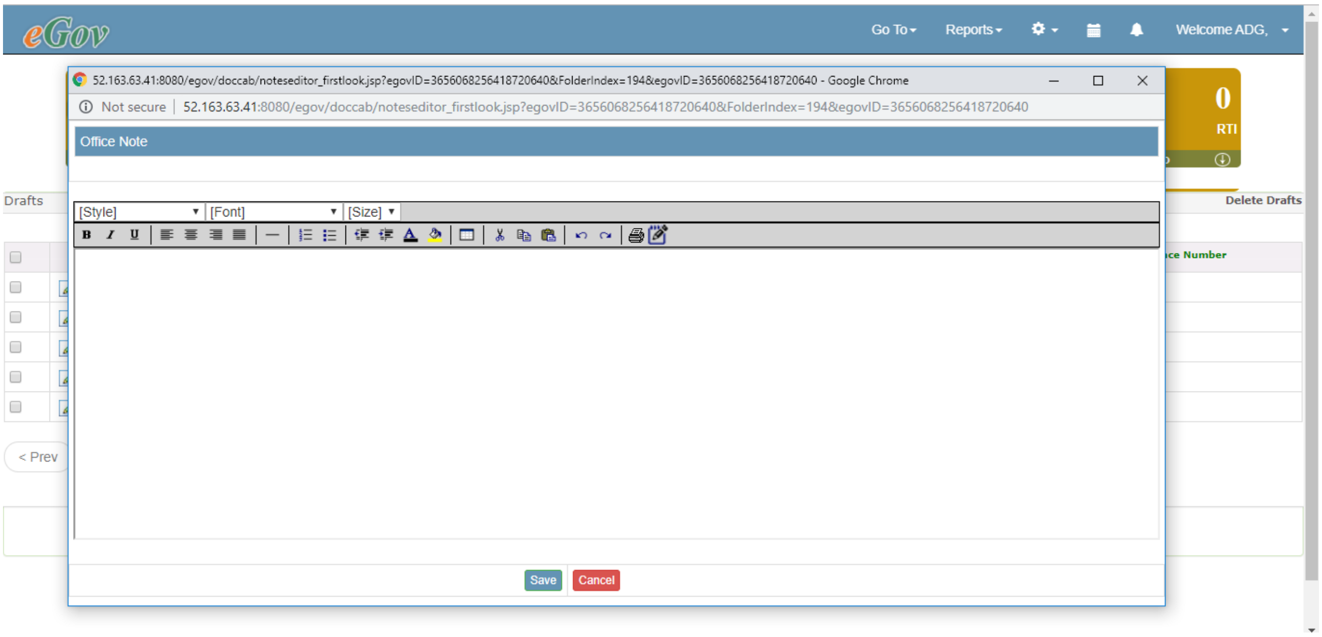
6.4 Completing File Movement Workflow:

- 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

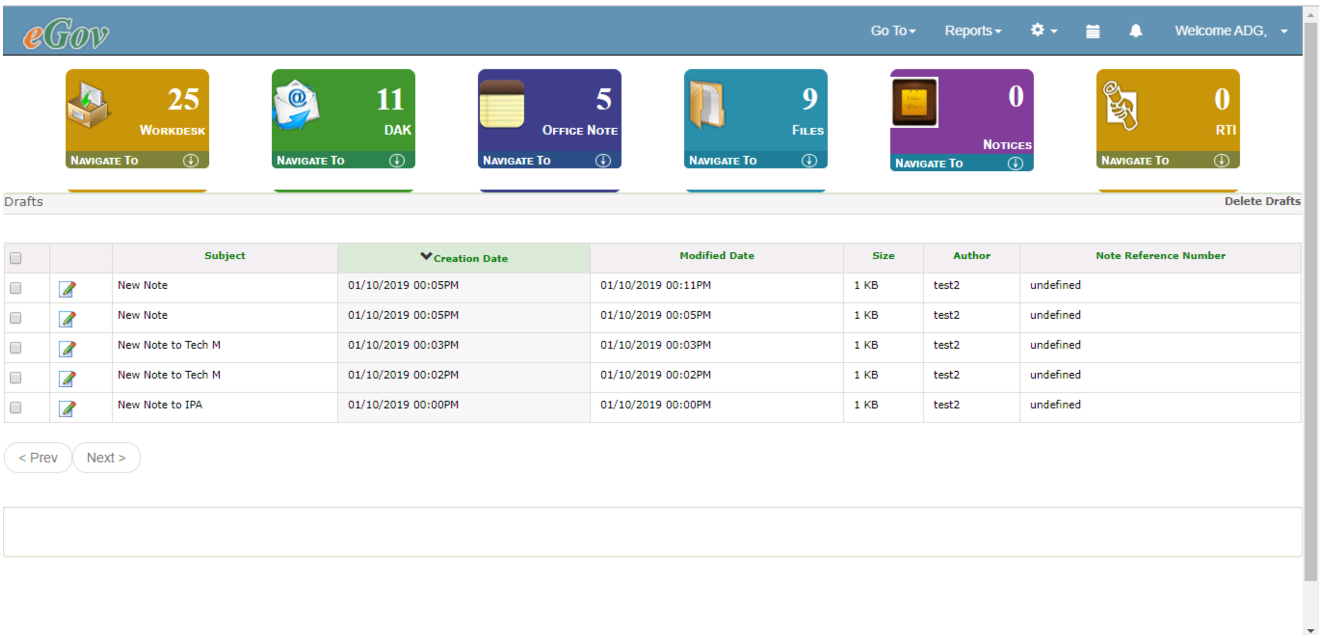
7. Office Note Approval Process:

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.

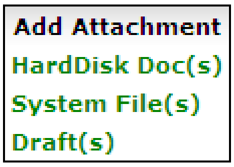


- This editor comes with basic formatting functionalities required to prepare simple letter
- Type the content and click on save.
- Provide the Note name and click on ok
- Note will get saved in the Note draft.
- Until user forward the Note for approval to other user, Note remains in the draft folder

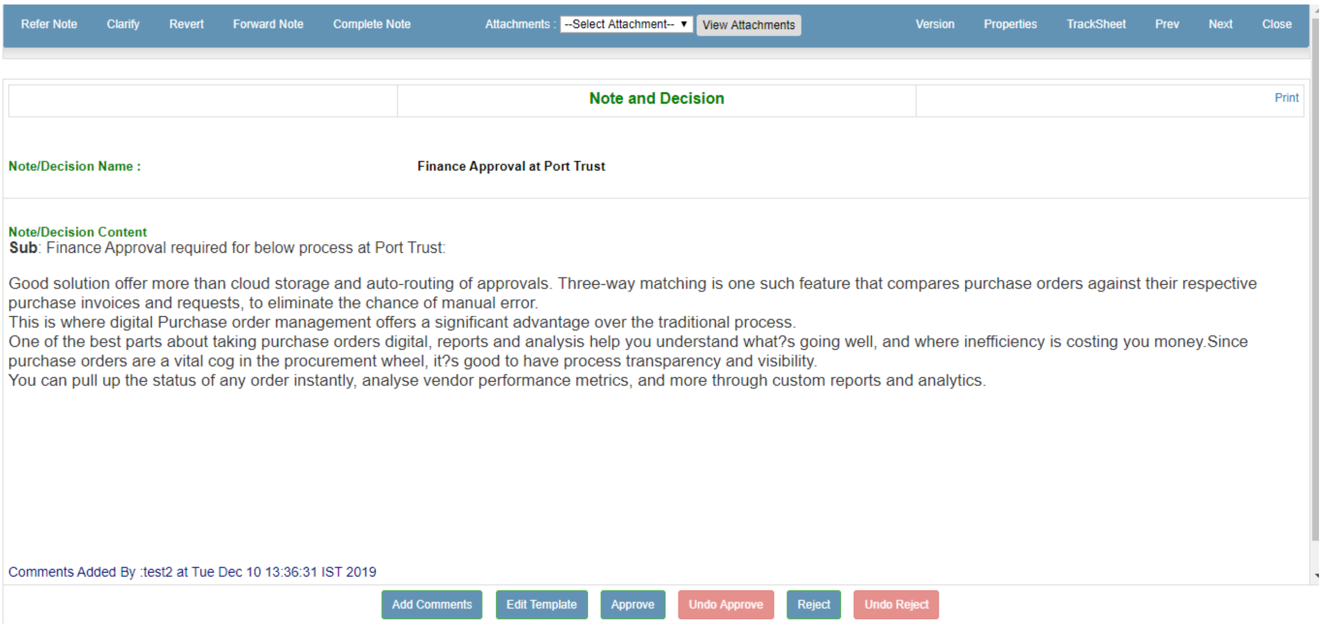


- From draft folder, user can do as many changes in the Note before forwarding

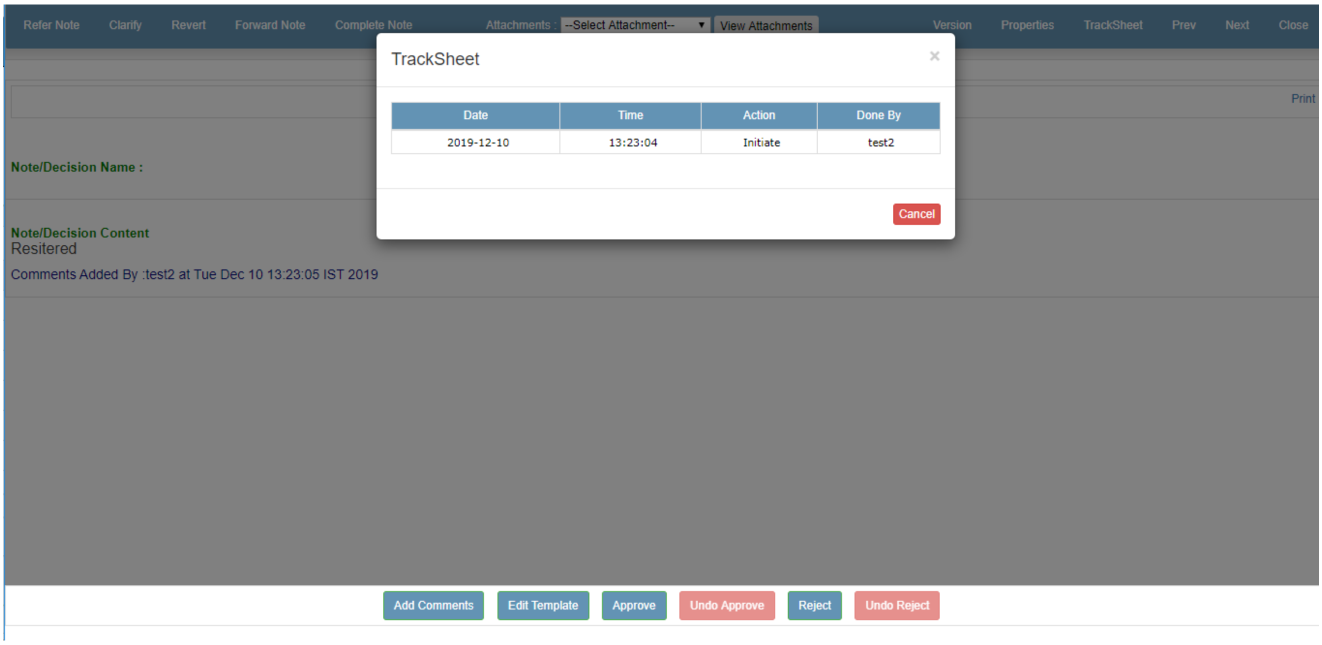
7.2 Office Note Approval Workflow:

- 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”

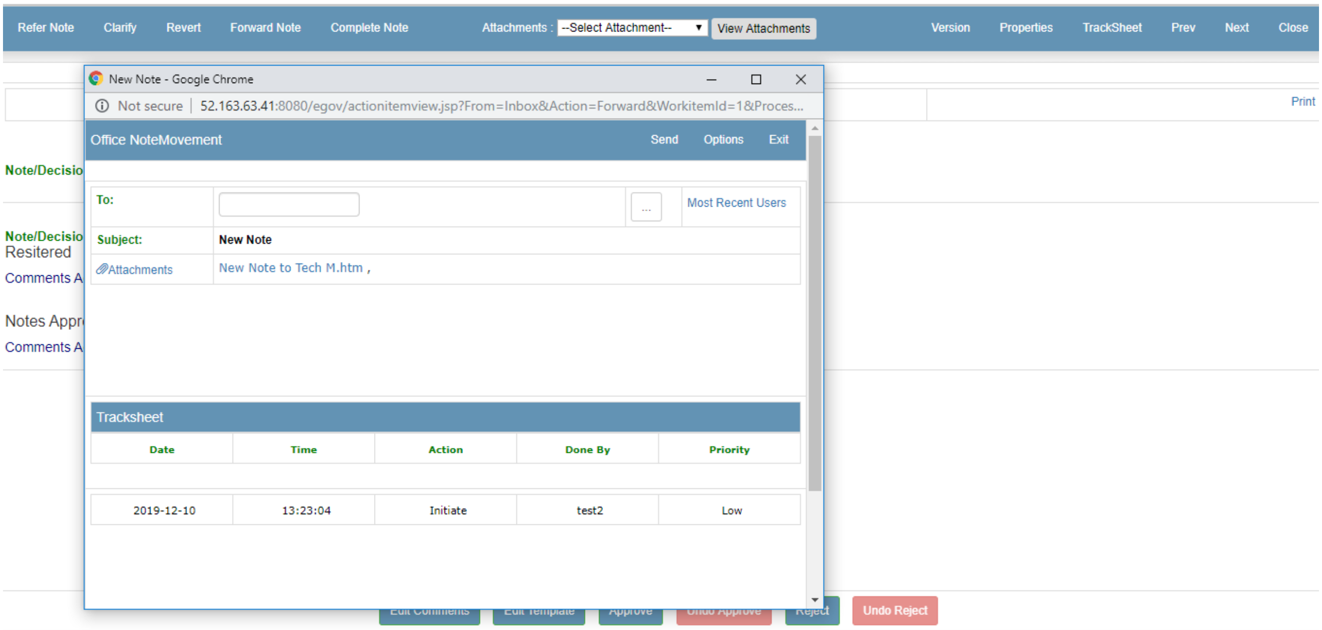


- Comment will be appended with the comment written by the previous users and "Add comment" will become "Edit Comment"



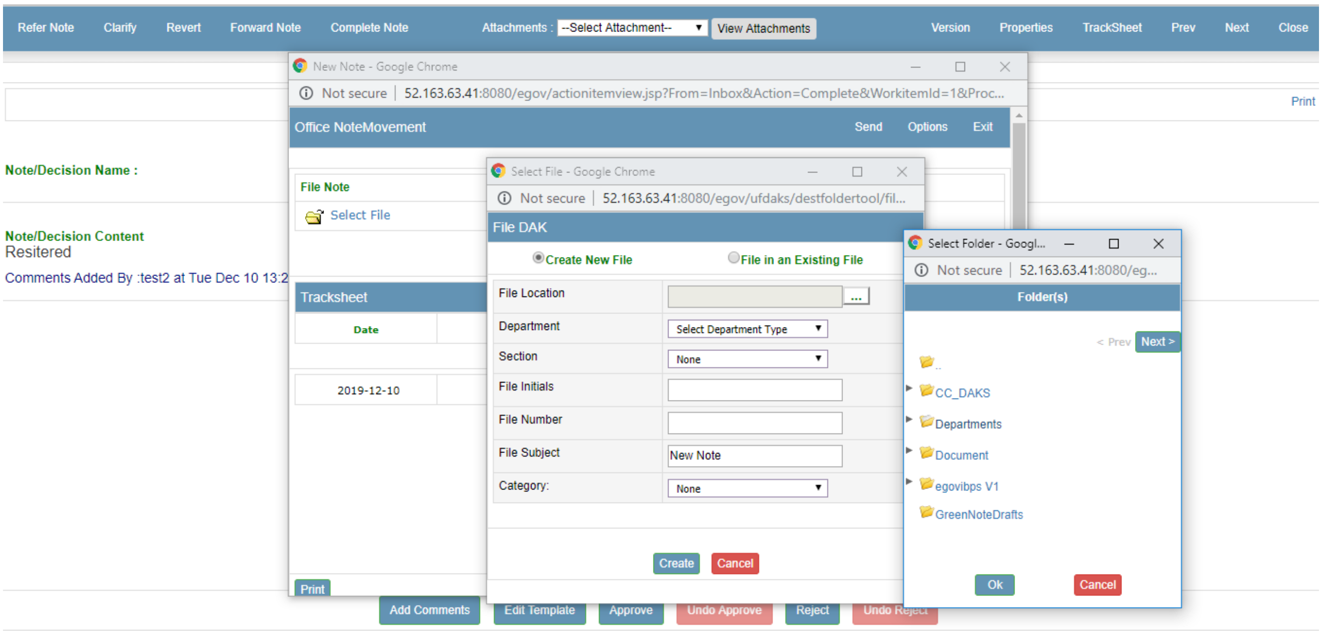
- After comments have been added, user can change his comment before forwarding by clicking "Edit Comment".

- 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.



7.3 Filing Office Notes:

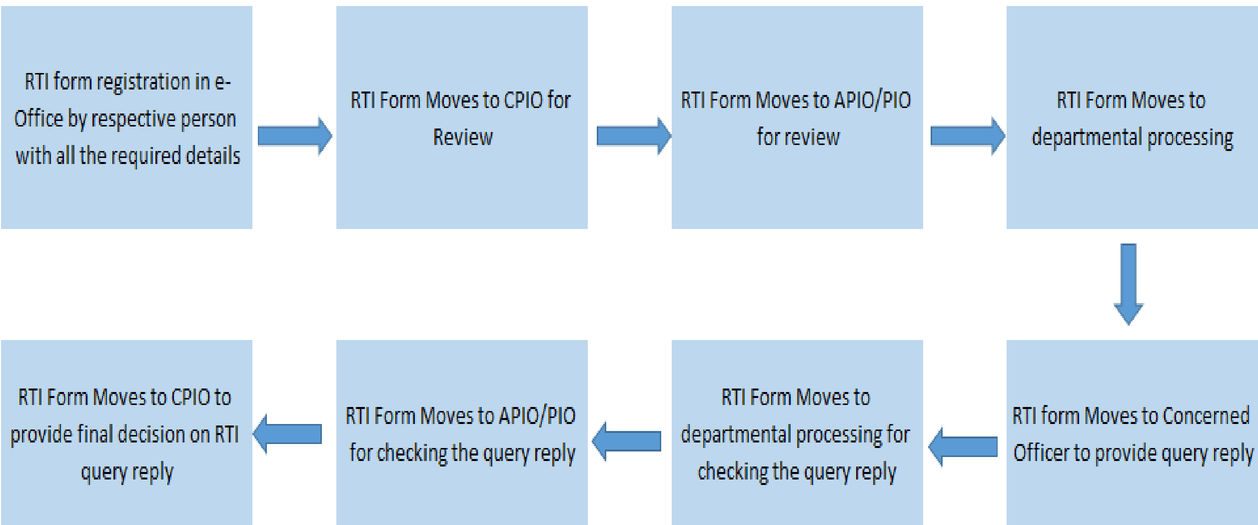
- Filing of office note is also same as that of the Correspondence.
- When a user receives the Office Note, user completes the Note workflow by completing the Action Item of a Note and filing the note in the file. Filing process is same as that of Correspondence filing which is explained in detail in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



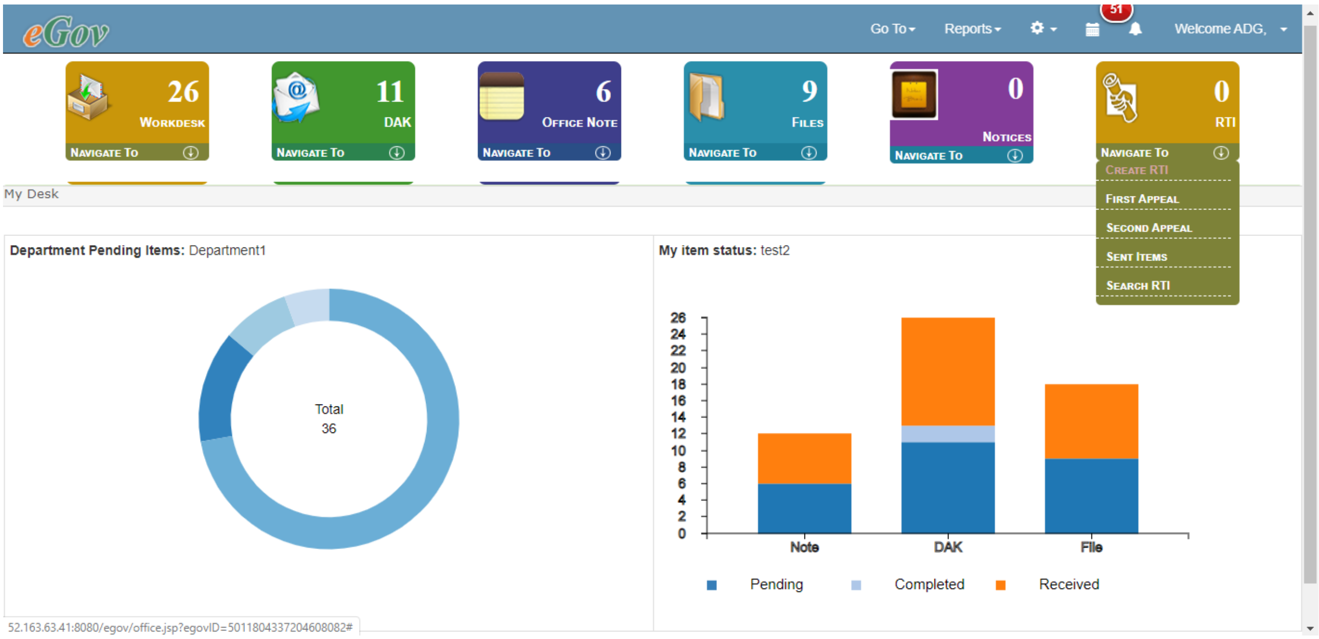
8. RTI(Right To Information):

8.1 RTI Application (Registration, Movement & Completion)

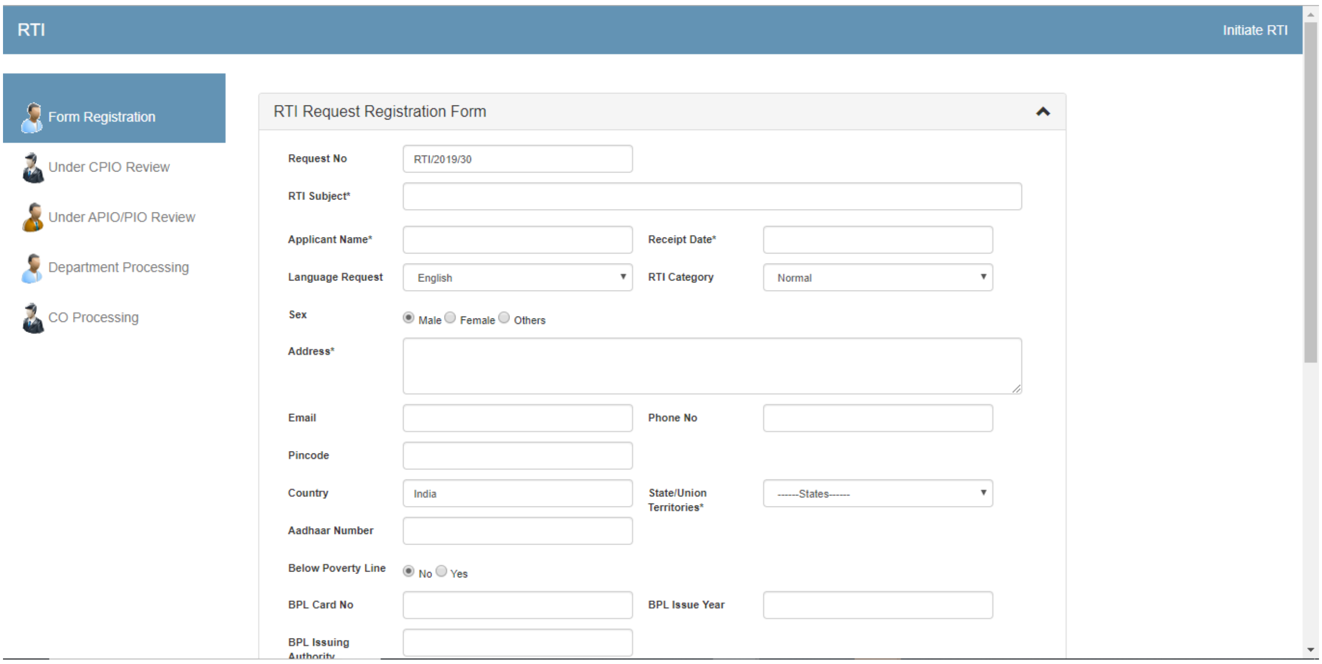
- RTI flow for the registration Movement and its completion in e-office is given as below



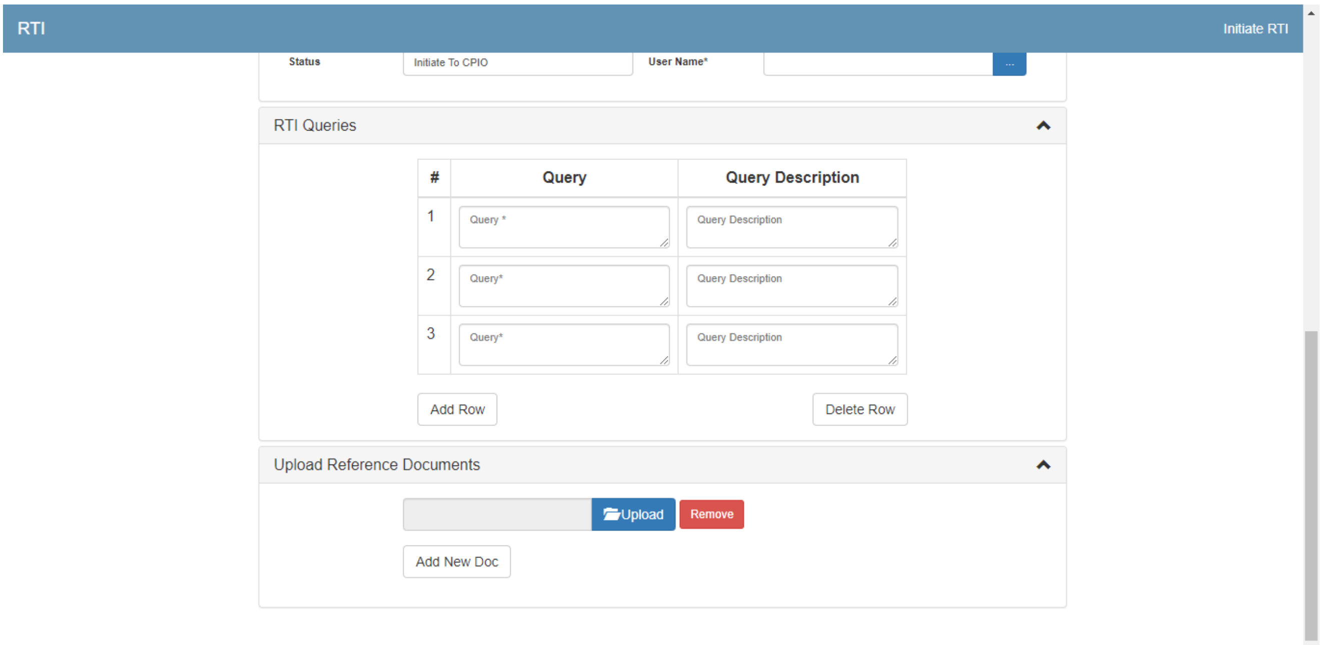
- The RTI application can be processed in e-Office system through RTI feature, the application received manually to the Department/Office can be registered using Create RTI option in the navigation pane of RTI.



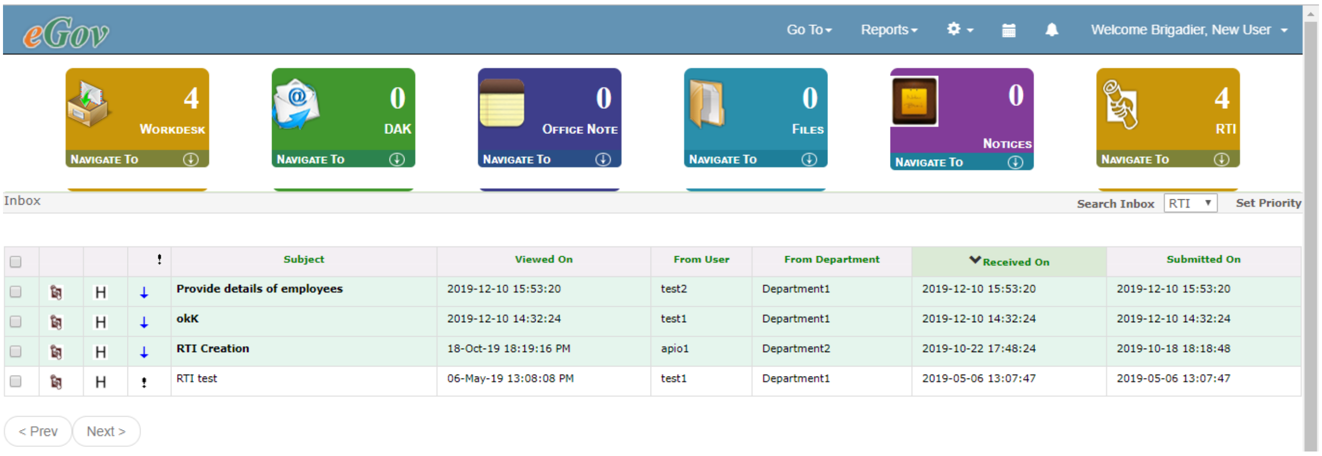
- On click of 'Create RTI' an application form will open on the screen, user can fill in the application details in this registration form and click on 'Initiate RTI' link.



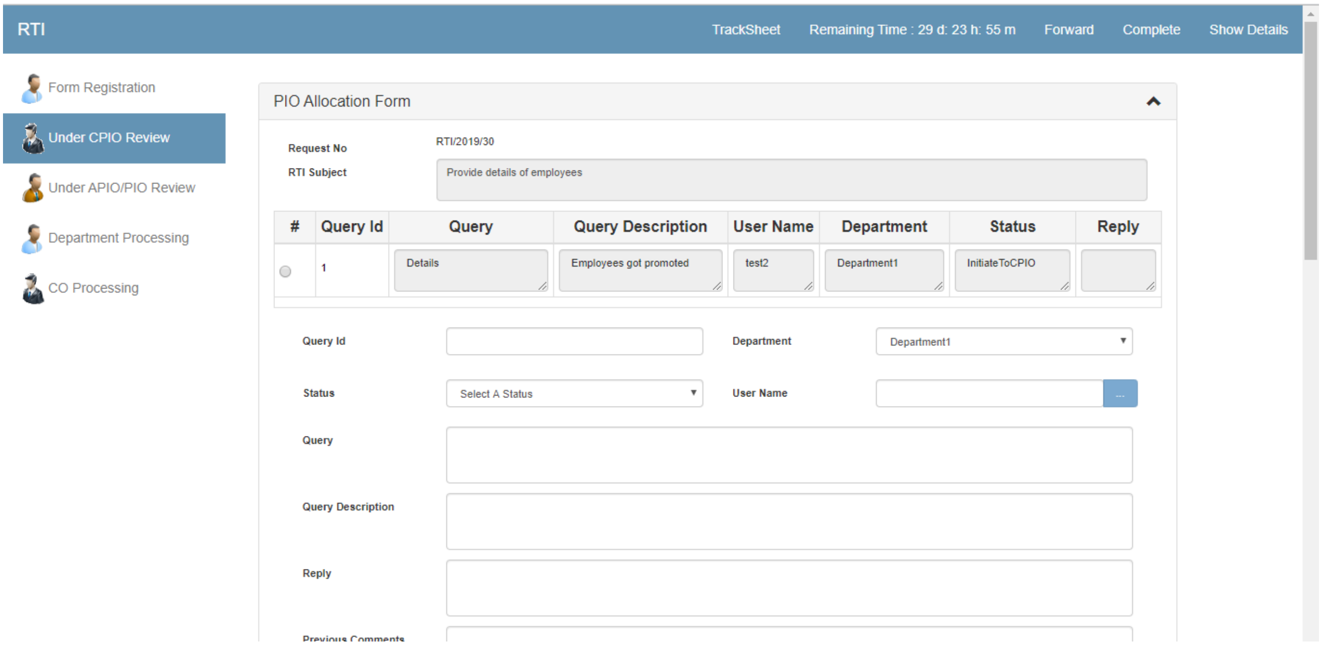
- User can attach the scan document received with the RTI application in the attachment option and click on 'Initiate RTI' link.



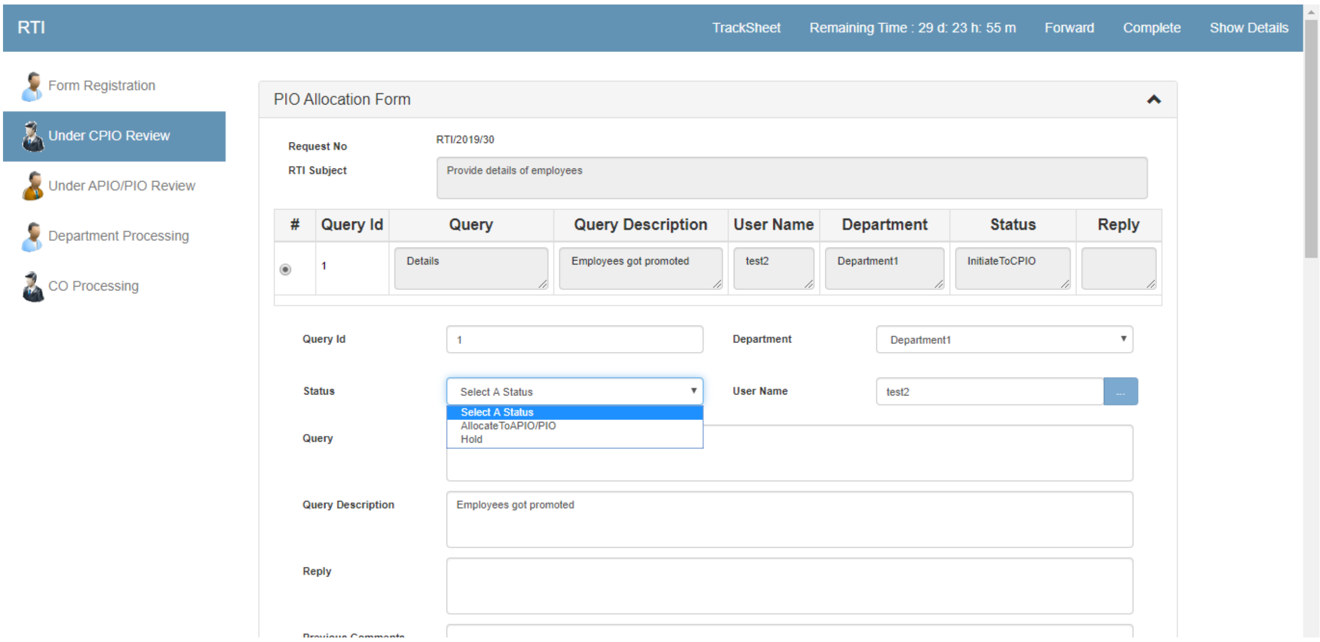
- The allocated department's CPIO selected by the user at the time of RTI registration under 'User Name' field will receive the RTI in his/her inbox of RTI & Work desk.



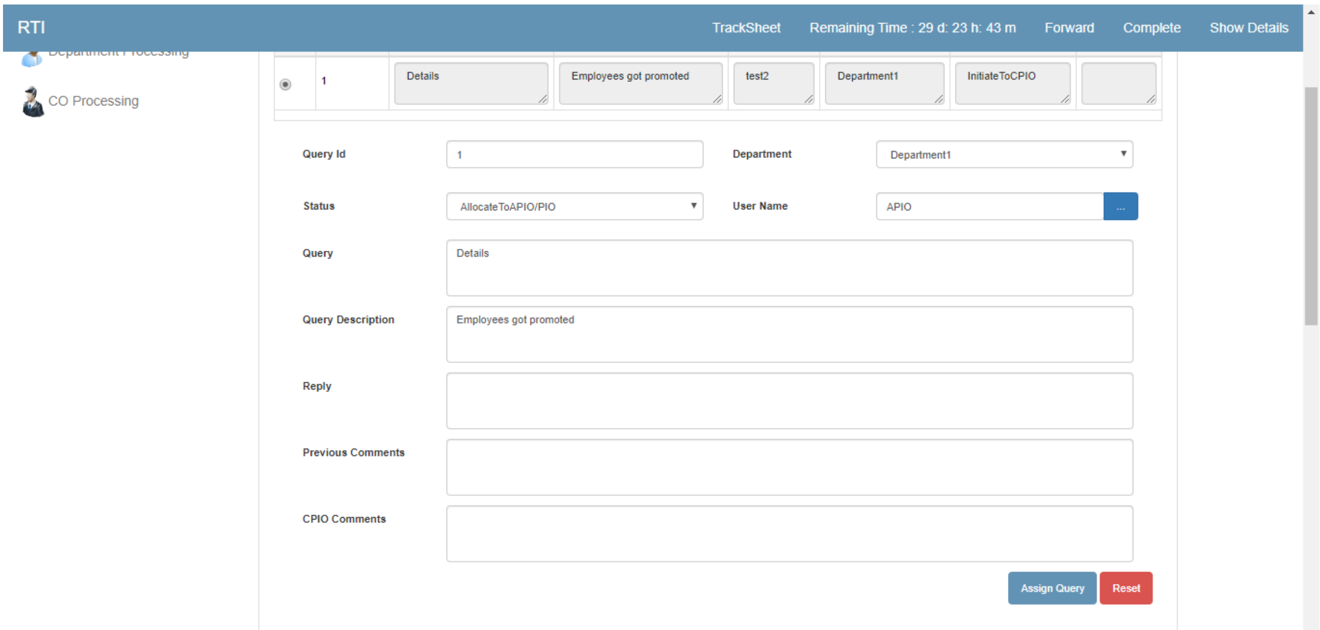
- CPIO user can click on the RTI name and check the RTI details open in a new screen.



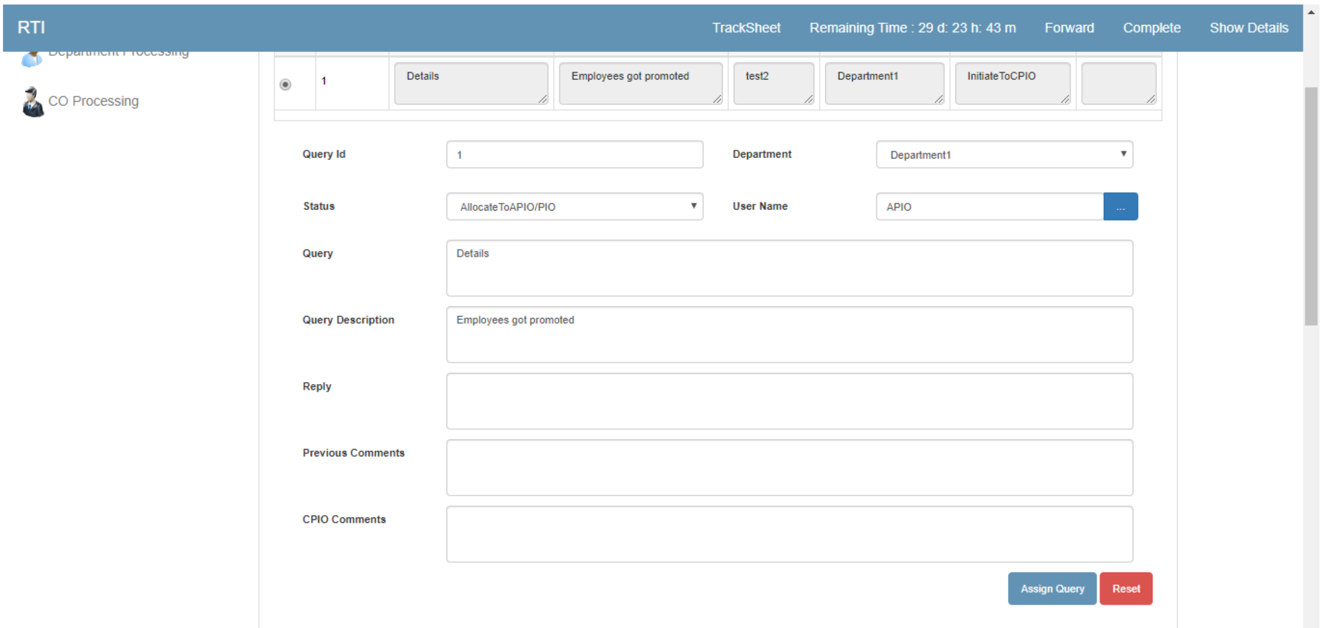
- CPIO user can open the RTI and mark the RTI Queries (one after another) to APIO/PIO review.



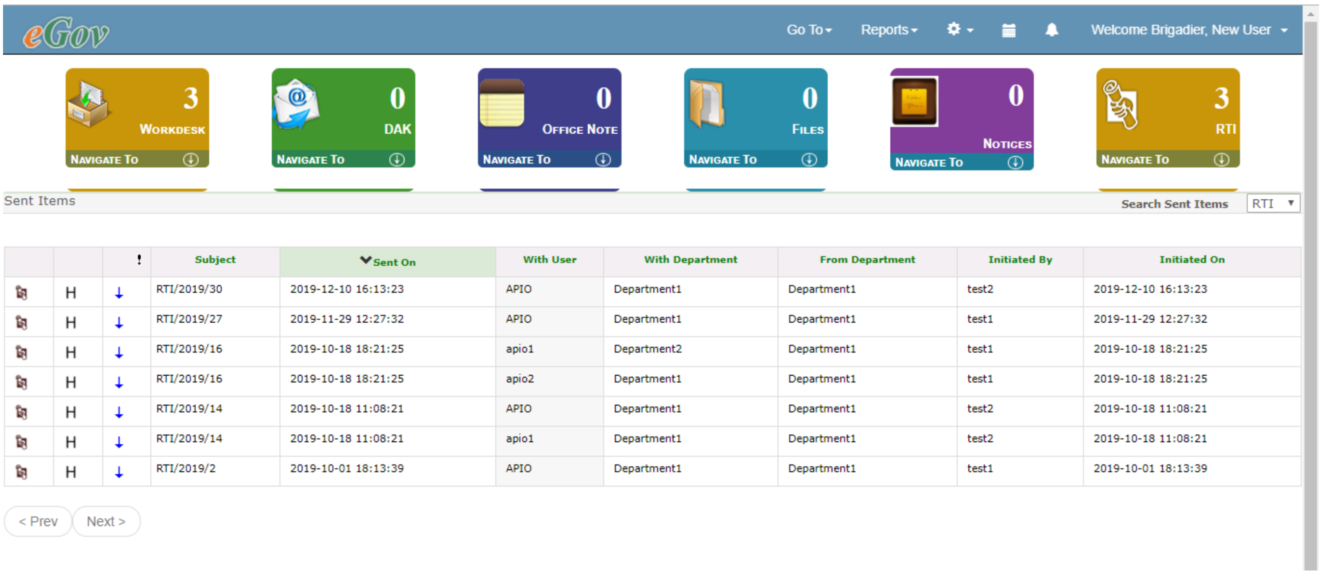
- Based on the selection, user has to click on the 'Assign Query' button to update the details against the query:



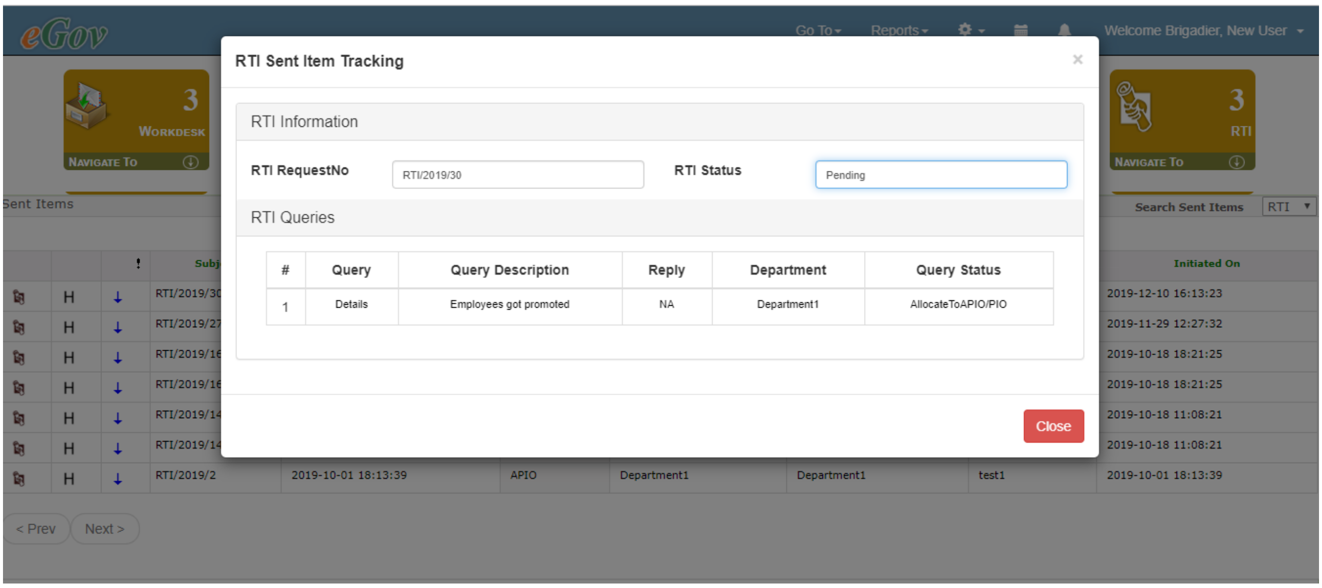
- Once status against the query is updated, user can click on 'Forward' link to forward the RTI for further action to the allocated users



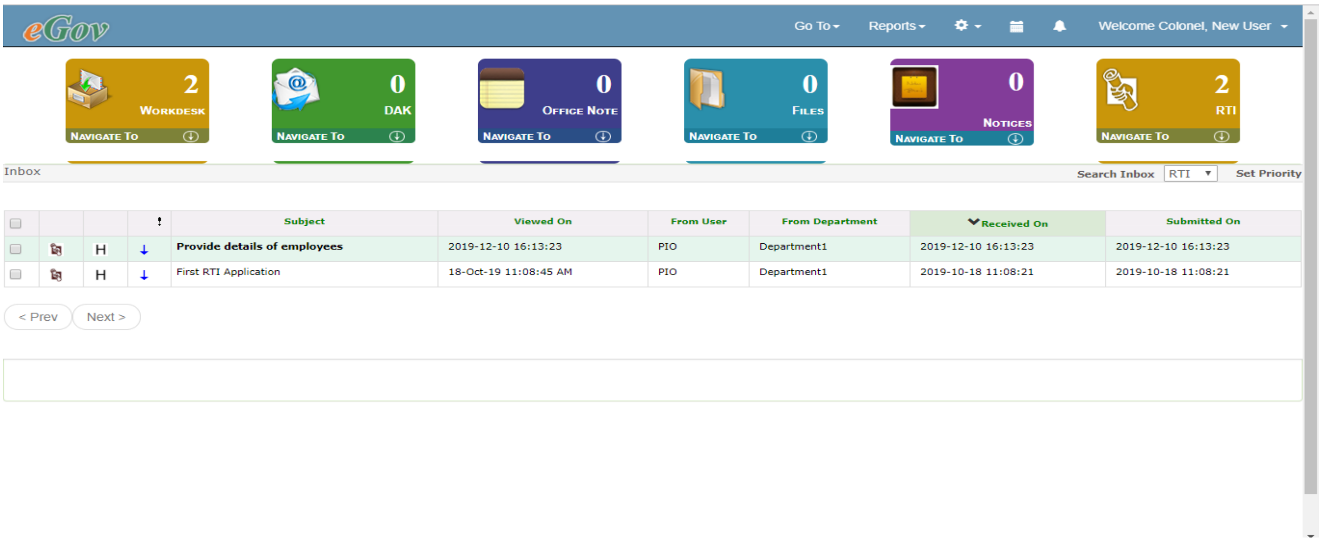
- On click of Forward, the RTI request is forwarded to the allocated user and entry for the same is logged in the sent items of the RTI in the RTI navigation pane:



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



- 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.



- 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

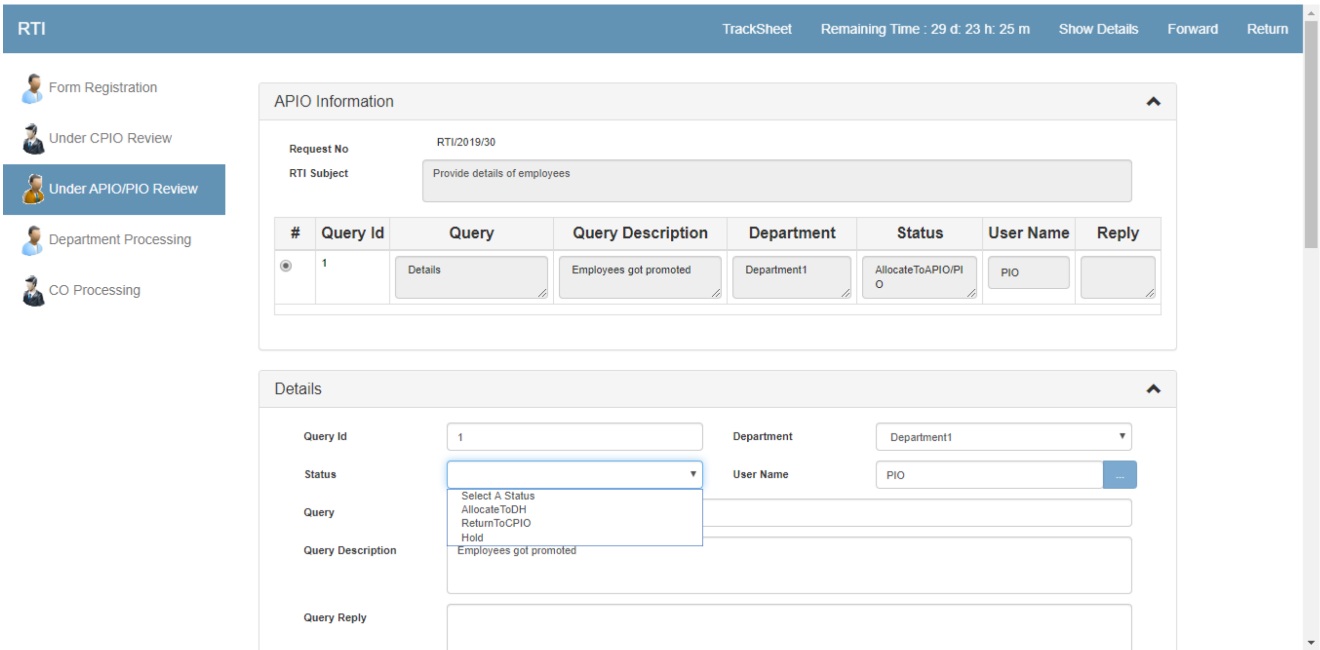
RTI Movement Slip

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

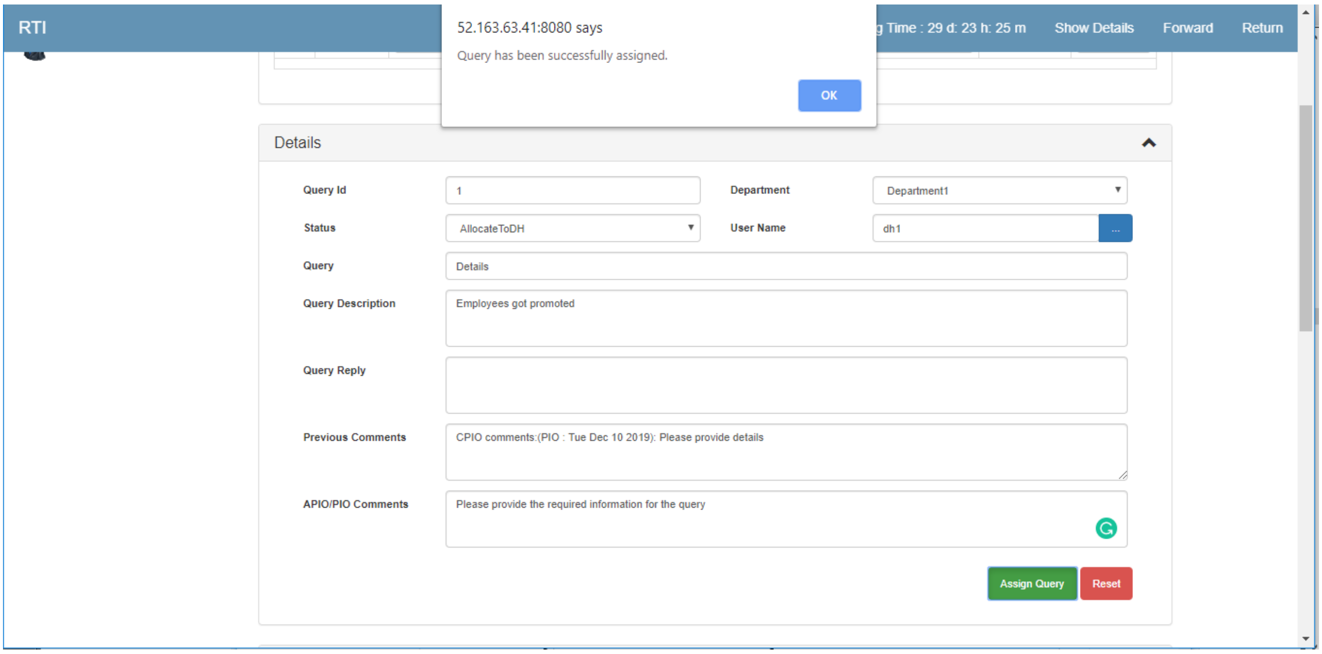
RTI Request No	RTI Subject	From Whom	To User	To Department	Action Date	Action
RTI/2019/30	Provide details of employees	test2	PIO	Department1	2019-12-10 15:53:19.0	RTI Initiated

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

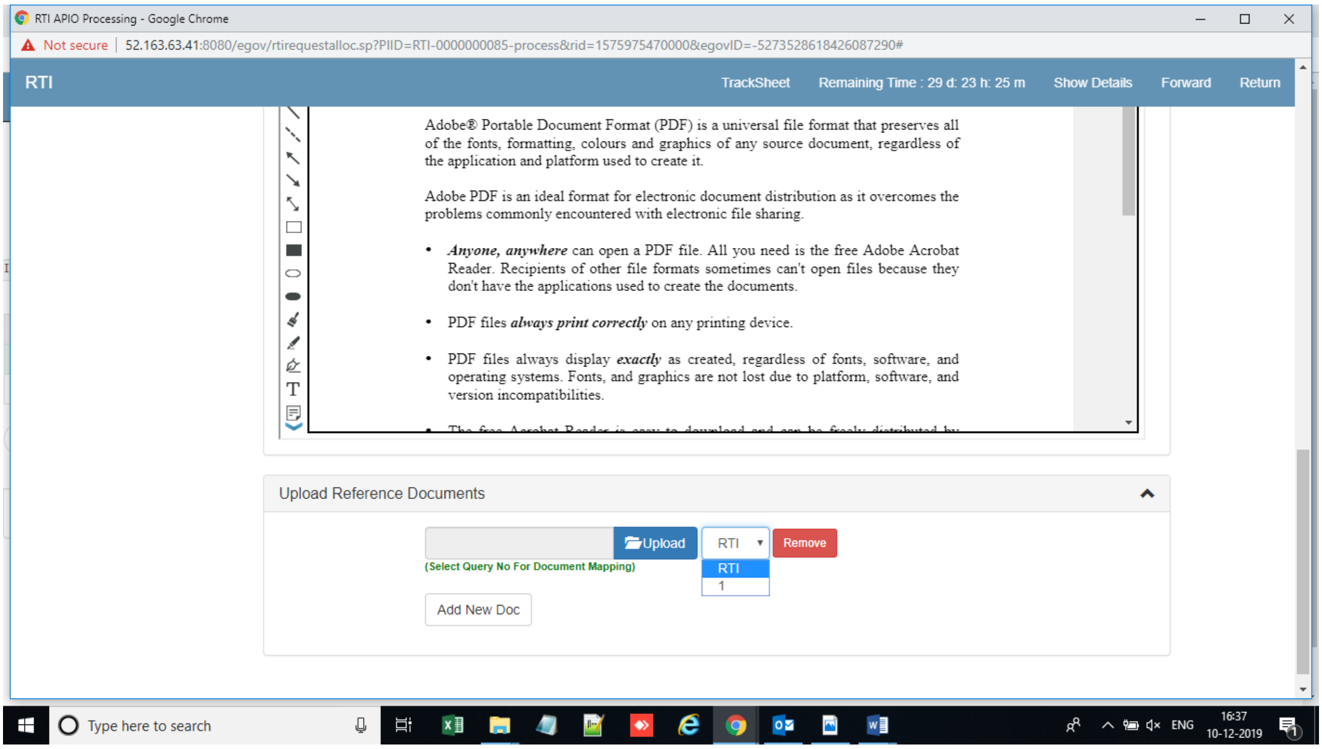
- PIO/APIO can further allocate to DH or return it back to CPIO for clarifications.



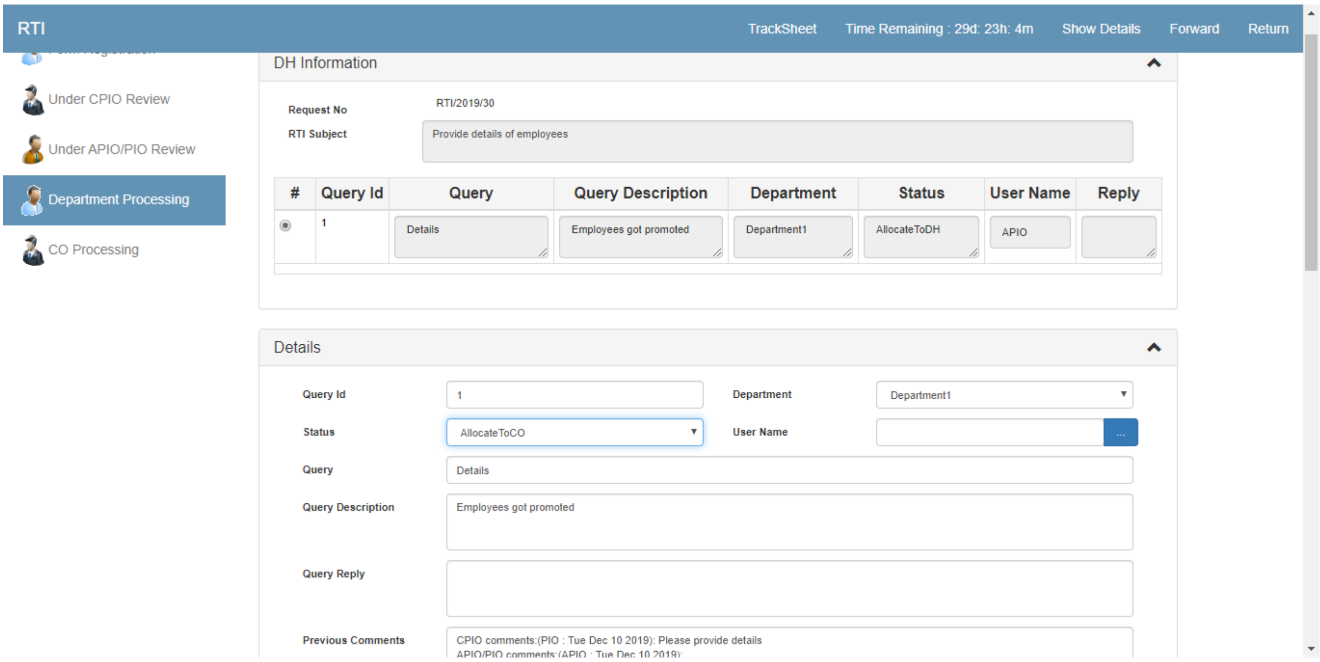
- After selecting the status and user click on Assign query to assign it to the concerned mentioned person.



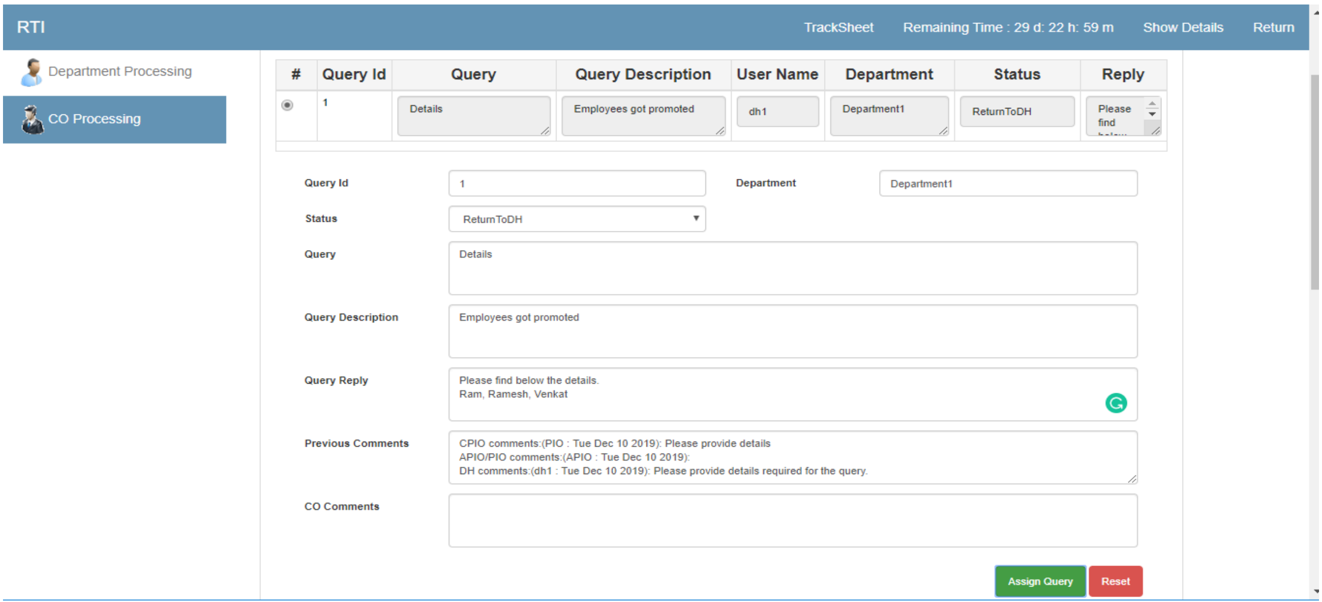
- User can also attach the document related to RTI reply in the attachment column, and select the number of query from the dropdown for complete tracking for future:



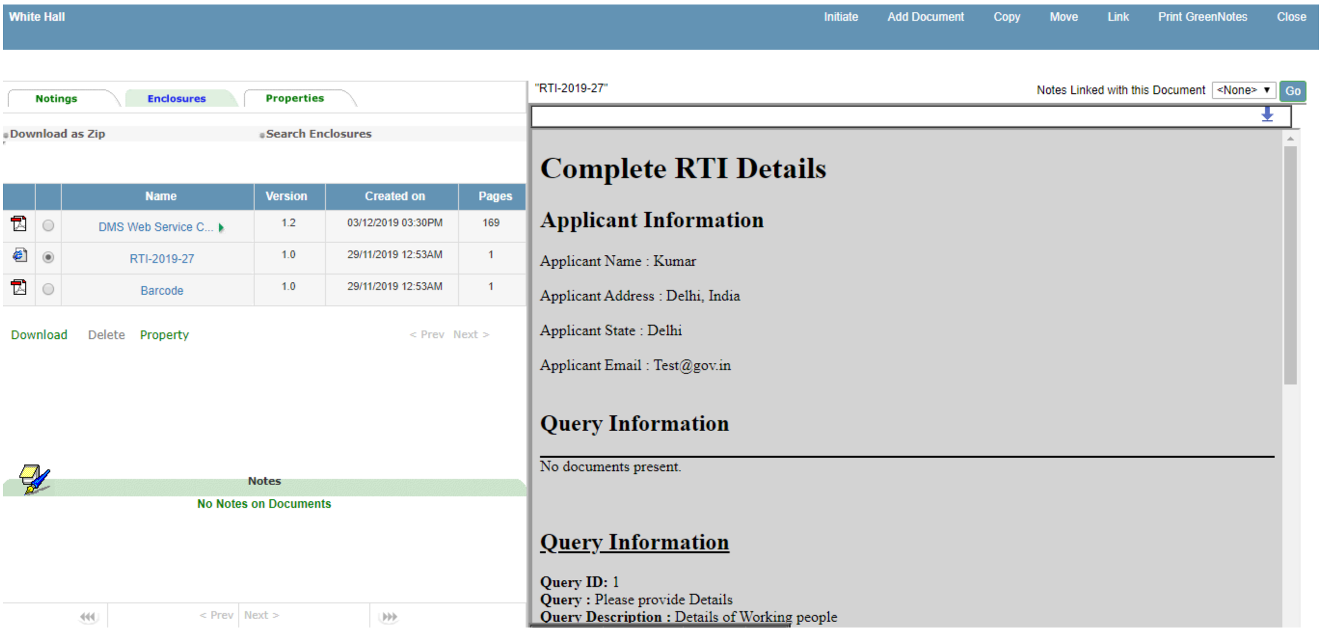
- Once DH user login in Application and opens the RTI he can forward it further for CO processing or Return it to APIO/PIO.



- 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.

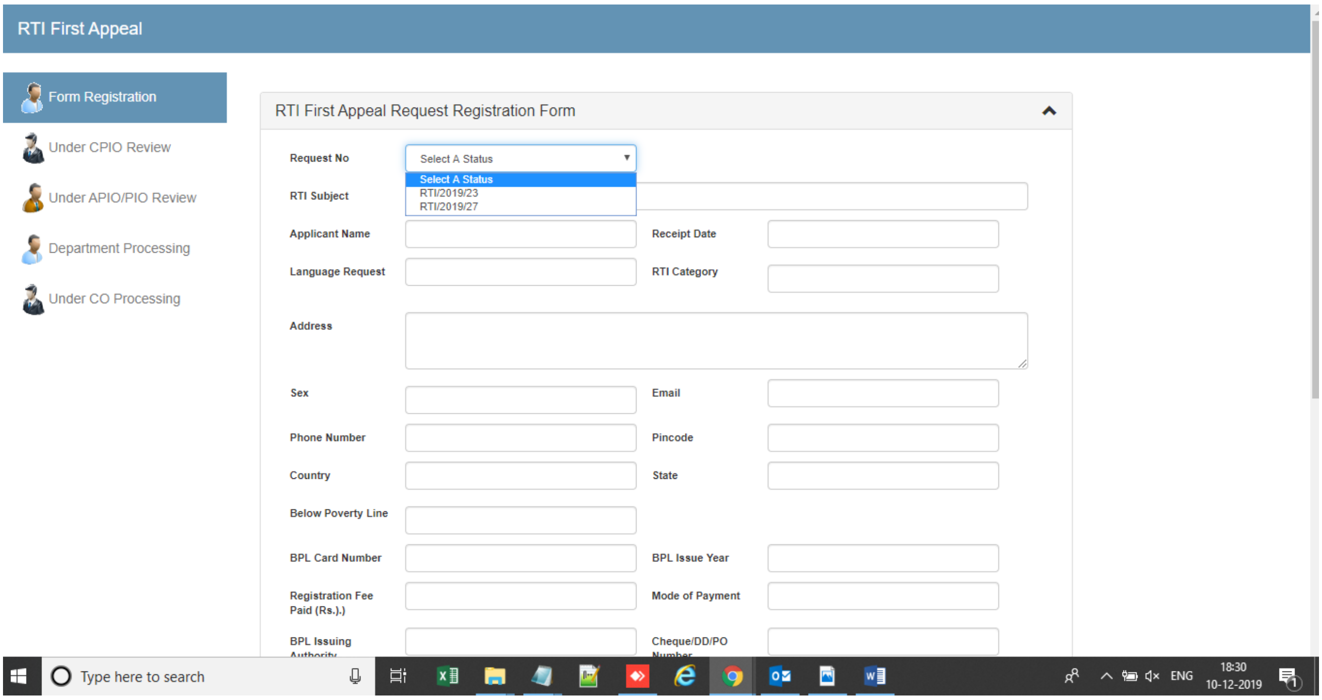


- Similarly DH returns it to APIO/PIO and APIO/PIO returns it to CPIO for final approval.
- Once CPIO provides the RTI final decision he/she can able to file the RTI similar to the case of Correspondence.

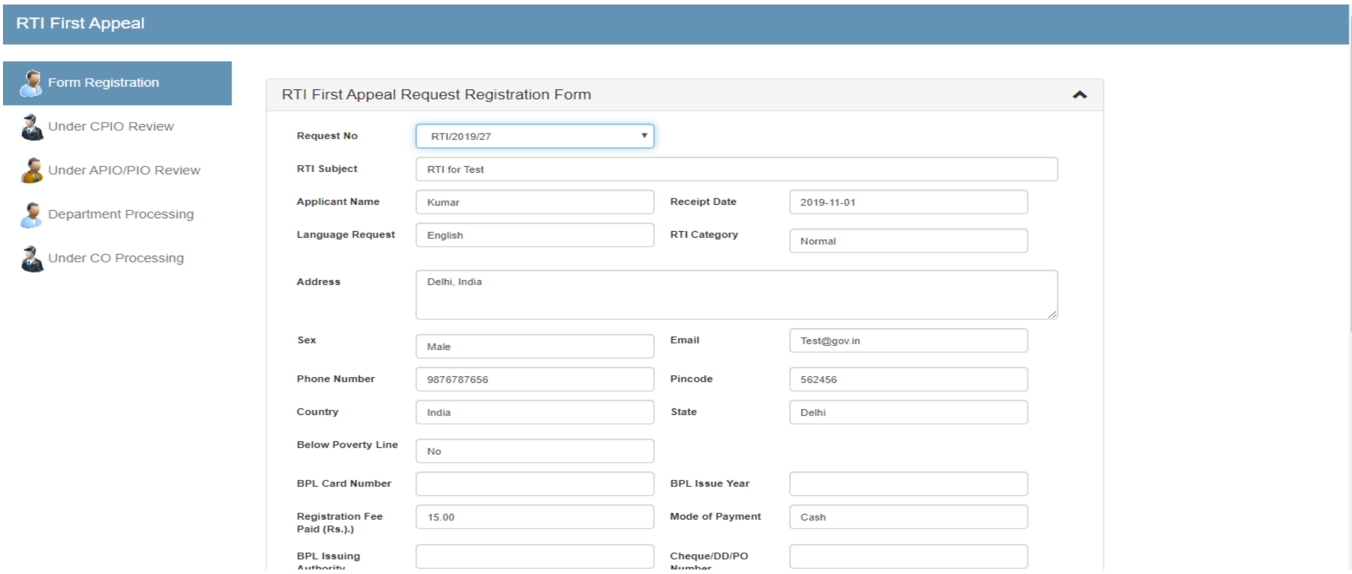


8.2 RTI First Appeal (Registration, Movement & Completion):

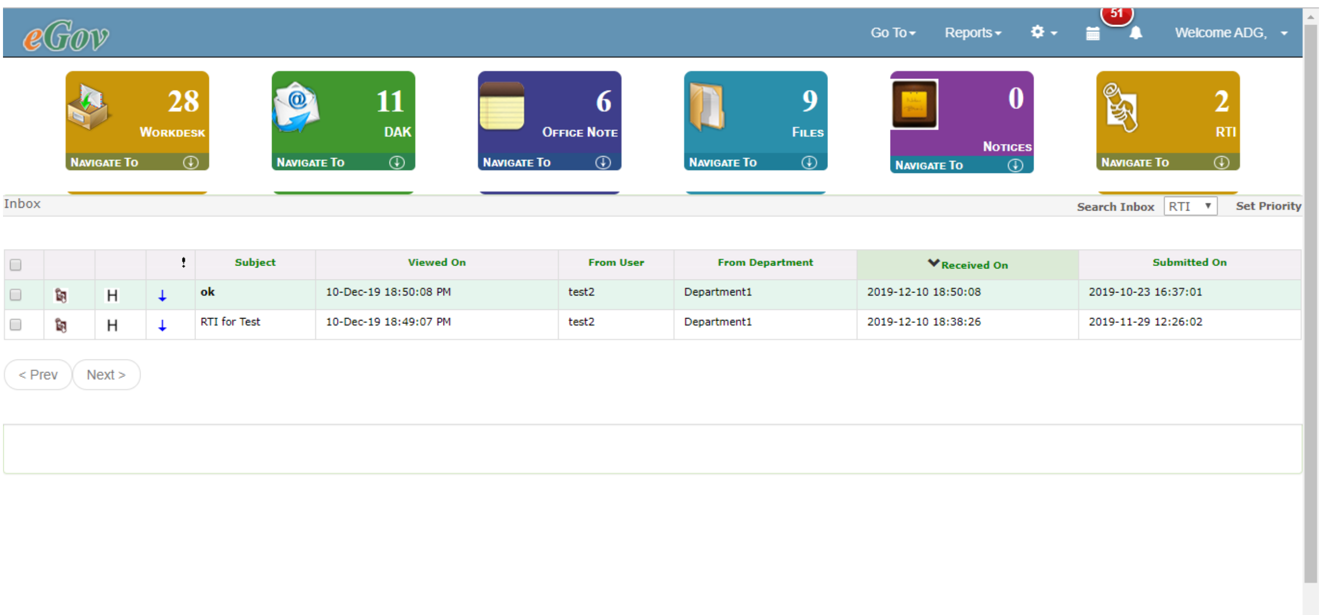
- In case any RTI applicant files the first appeal of any specific RTI, then the AA (Appellate Authority) can initiate and approve the first appeal of the completed RTI in the system
- User can click on First Appeal link in the navigation pane of RTI to initiate the RTI first appeal.
- User can select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



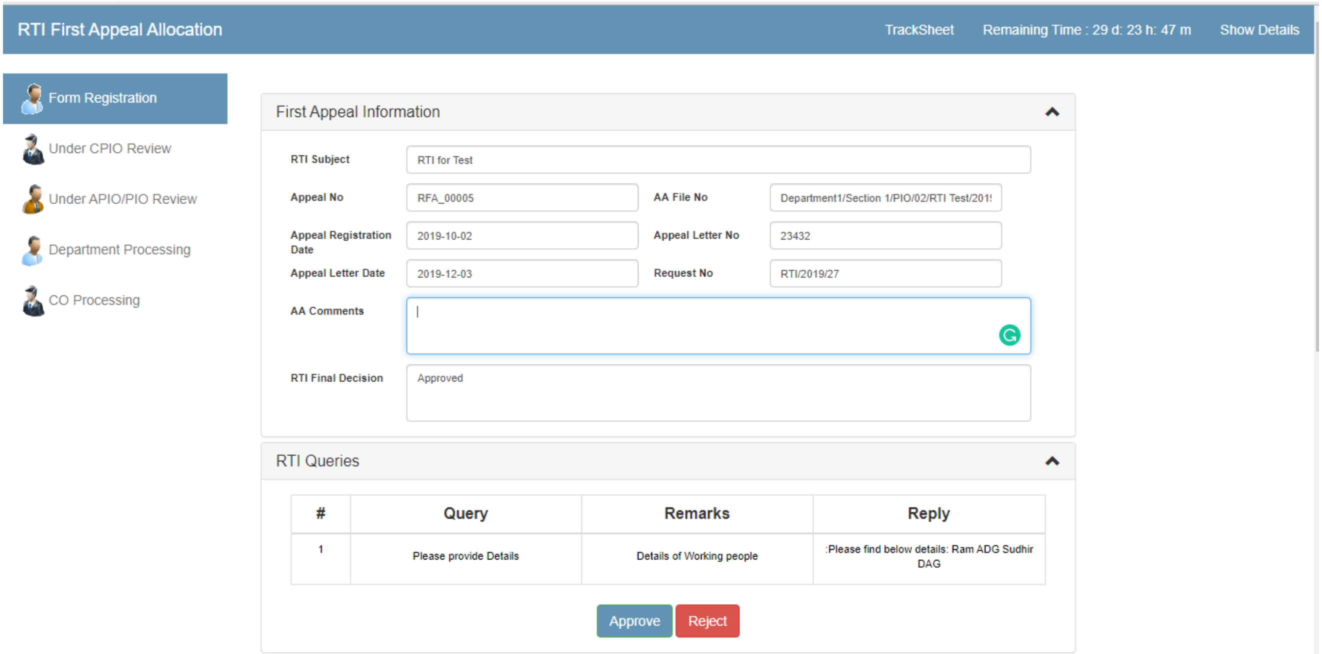
- Once user selects the RTI application number, the details required on the form will be auto populated in the system.



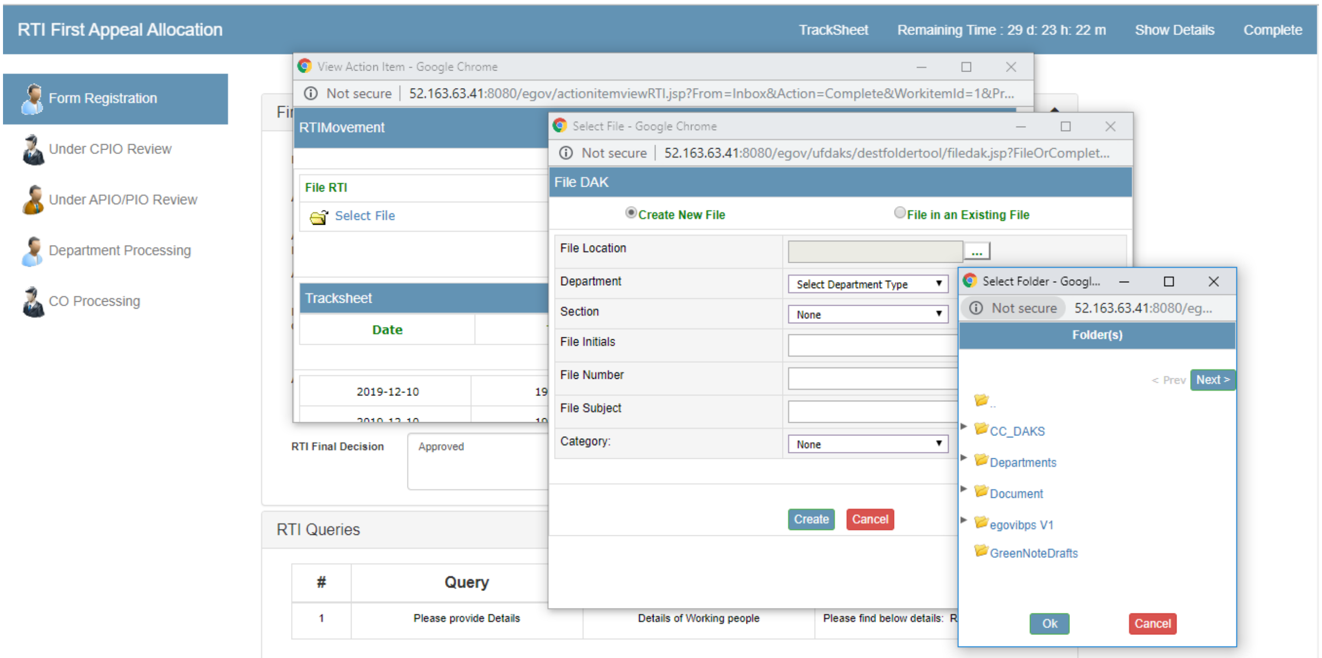
- Once user fill in all the required details, user can click on Submit button to submit the application to the AA for approval.
- The AA receives the application for the first appeal in his/her RTI inbox and can click on the RTI number to open the application.



- 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

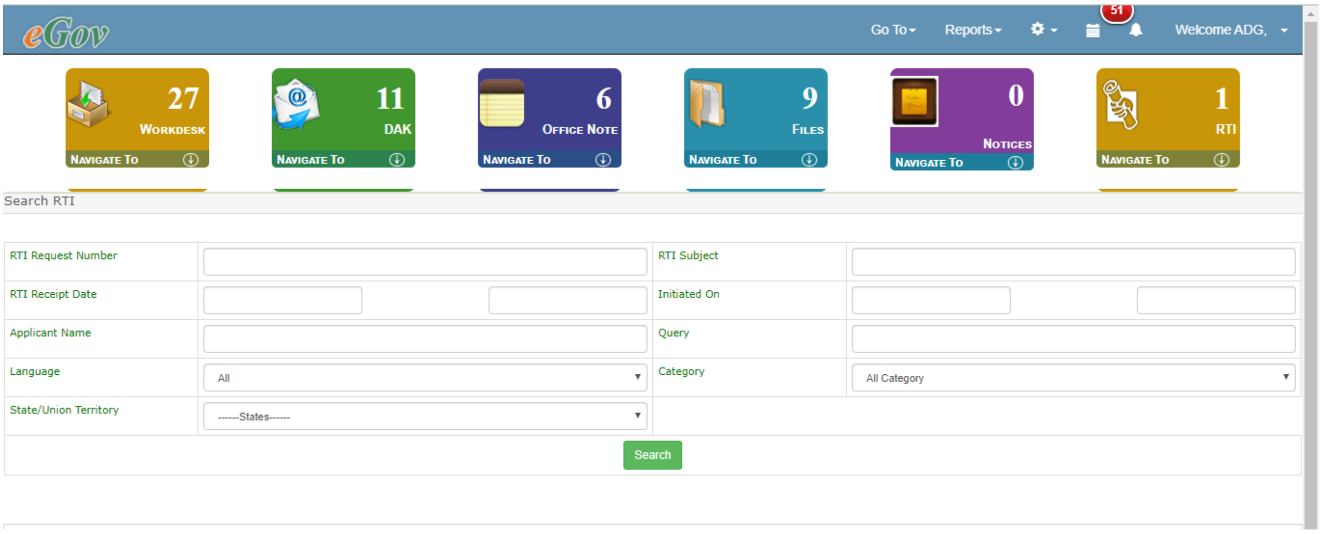


- Once CPIO return the first appeal application with updated reply to the AA, the AA user can open the RTI from his/her RTI inbox and click on complete button to complete the first appeal processing.

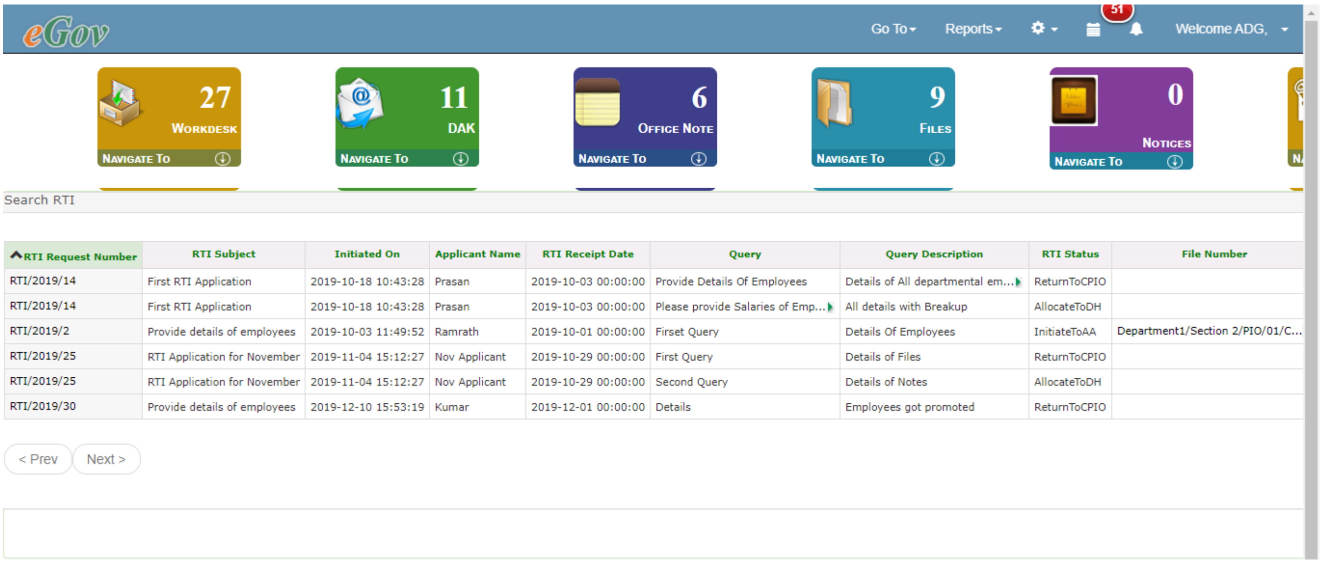


8.3 RTI Search:

- 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

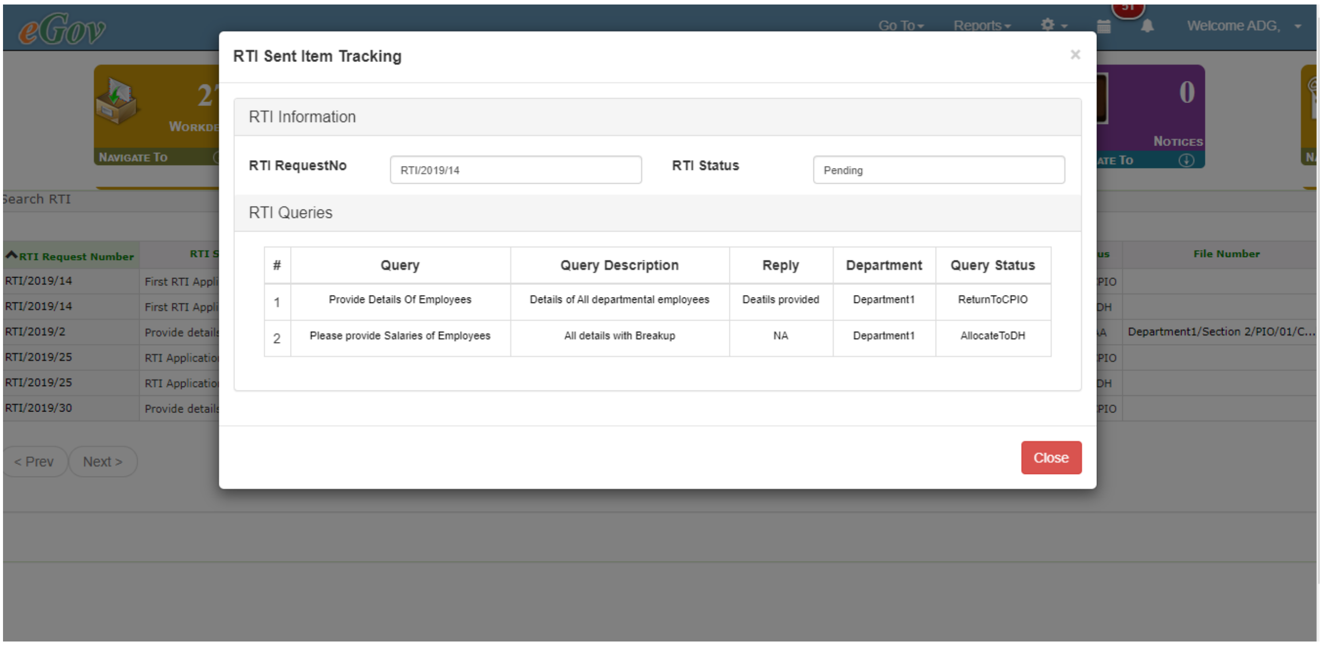


- RTI application/queries gets displayed on the screen after clicking of the search button.



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	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	

- 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.

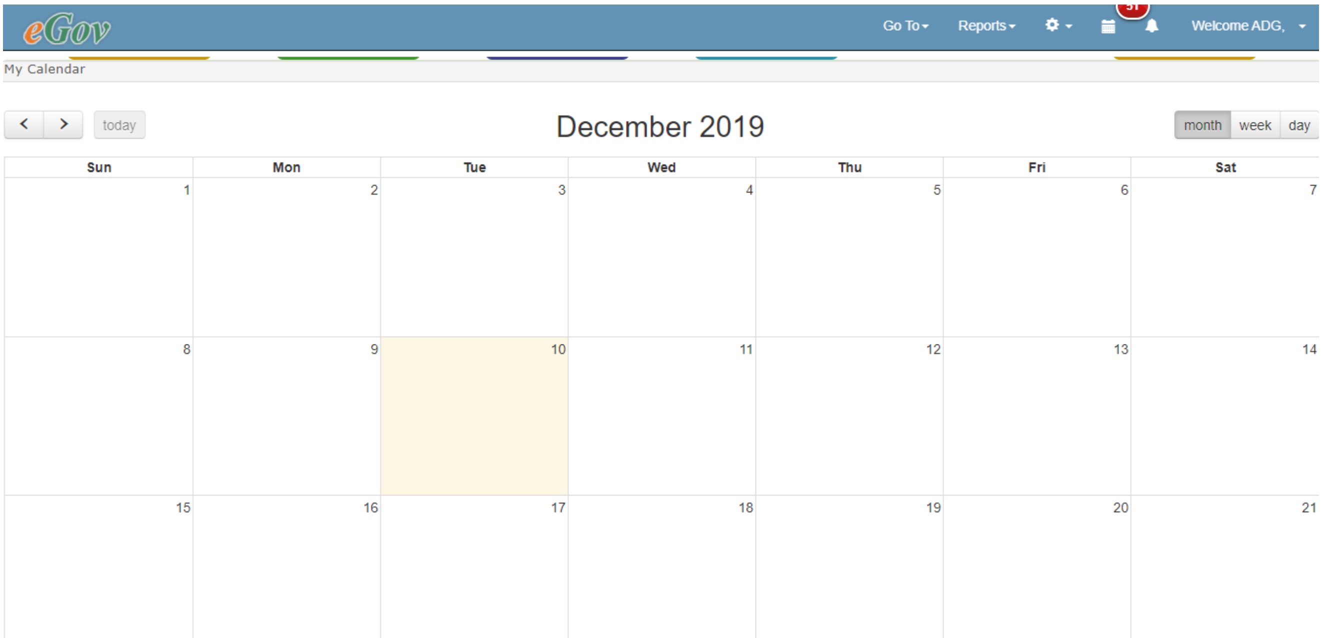


9. Calendar:

- 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

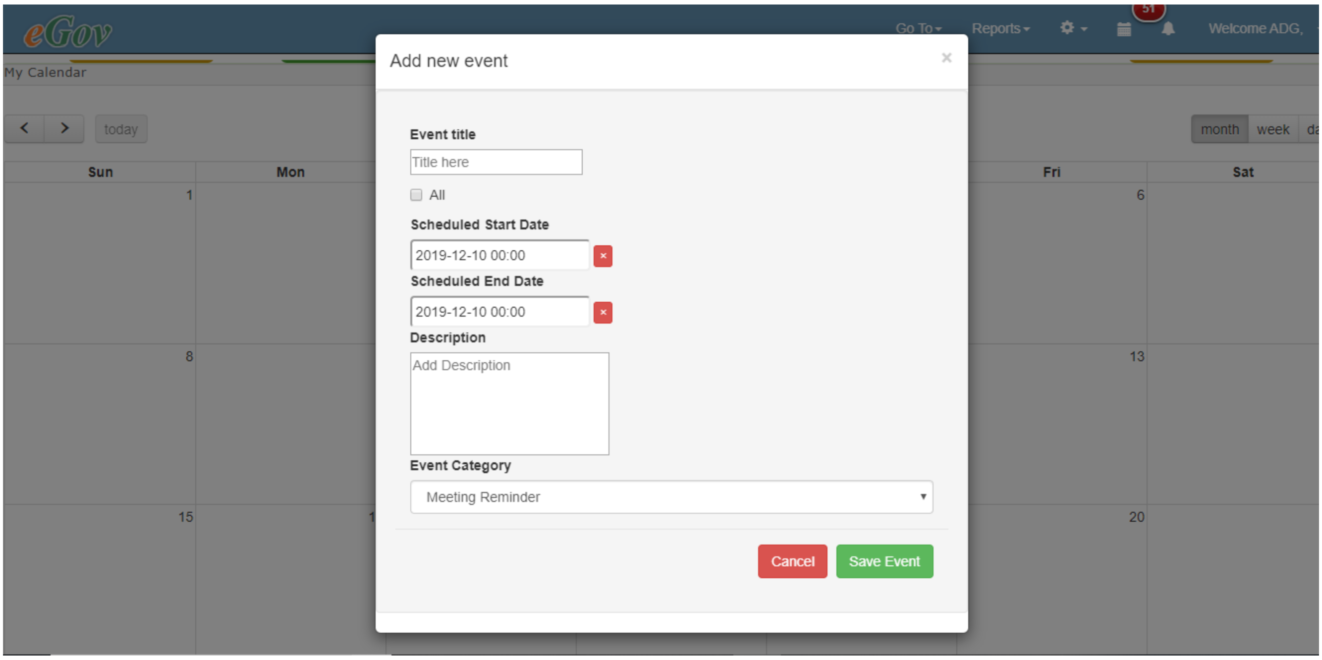
9.1 Month View:

- 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

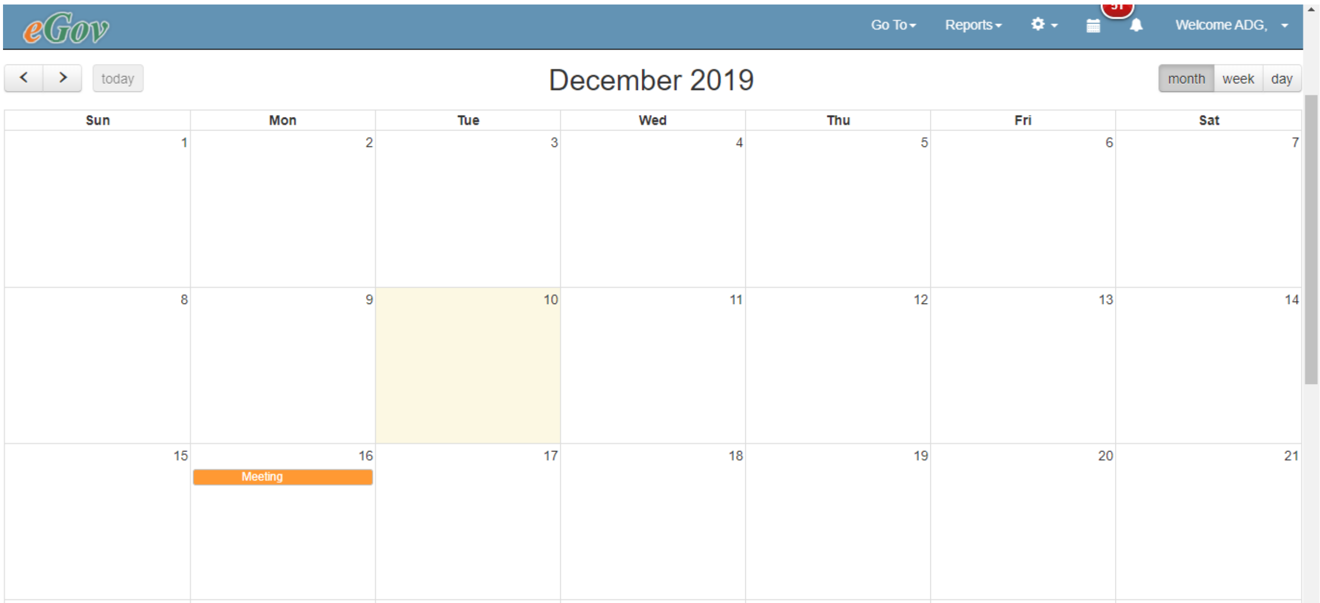


User has two options:

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

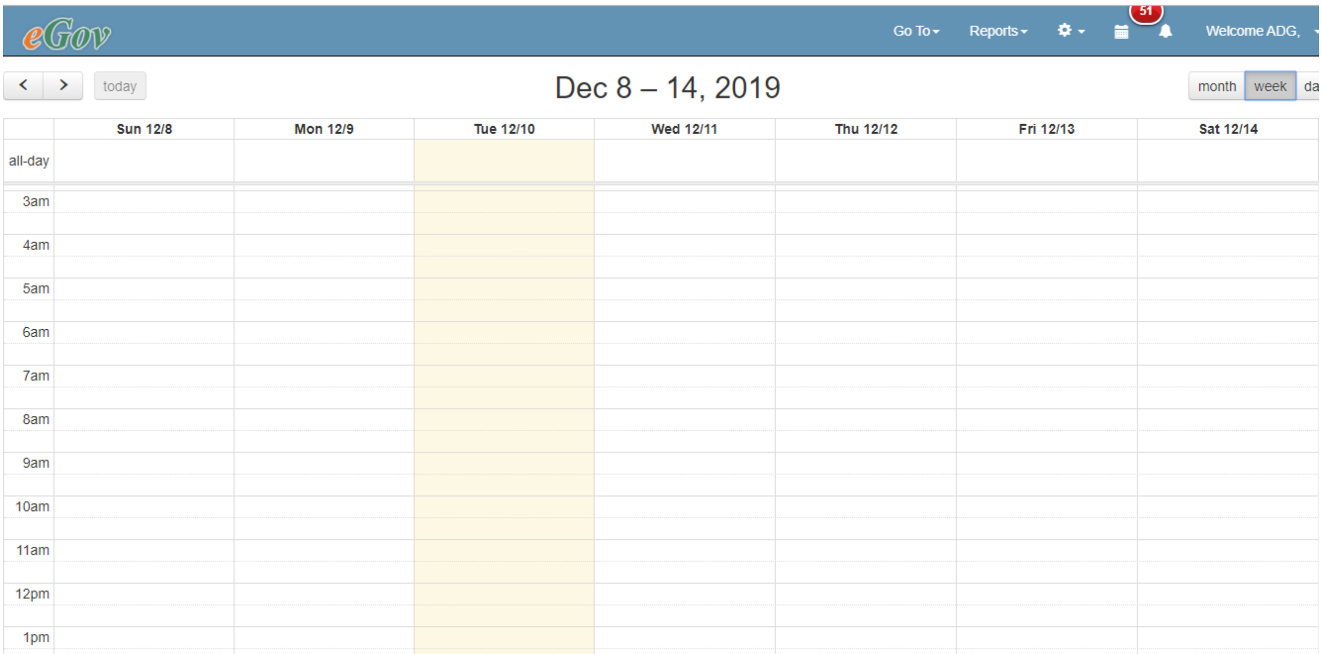


- After Successful addition of new event below screen will open:



9.2 Week View:

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



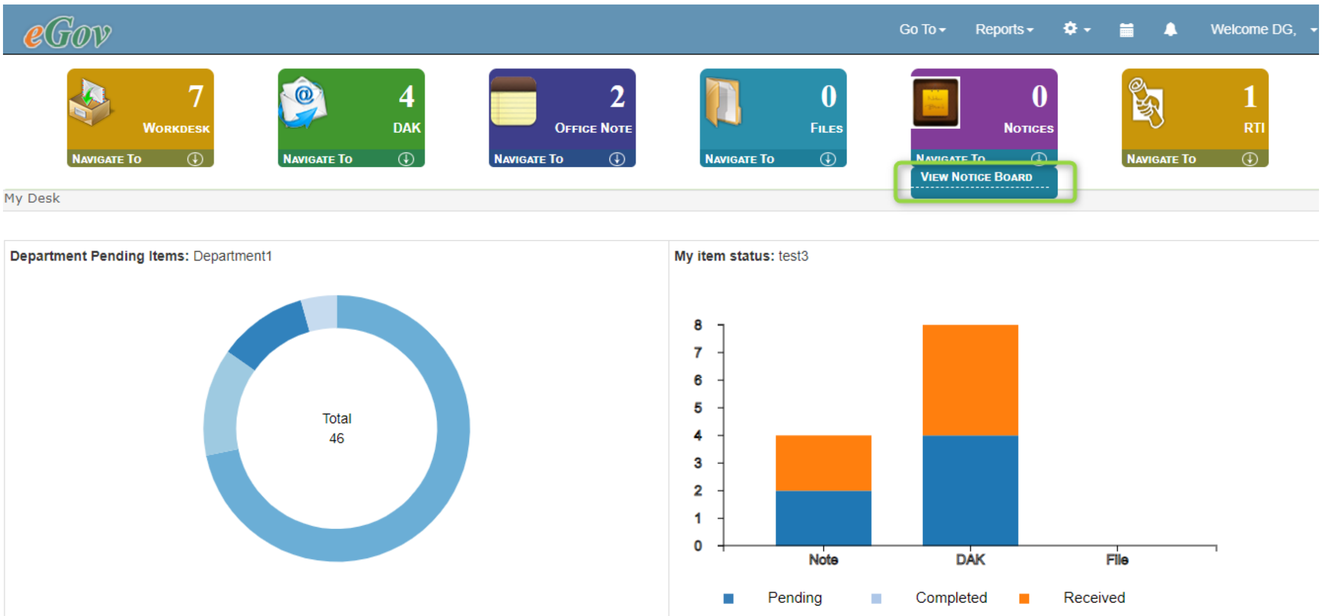
9.3 Day View:

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

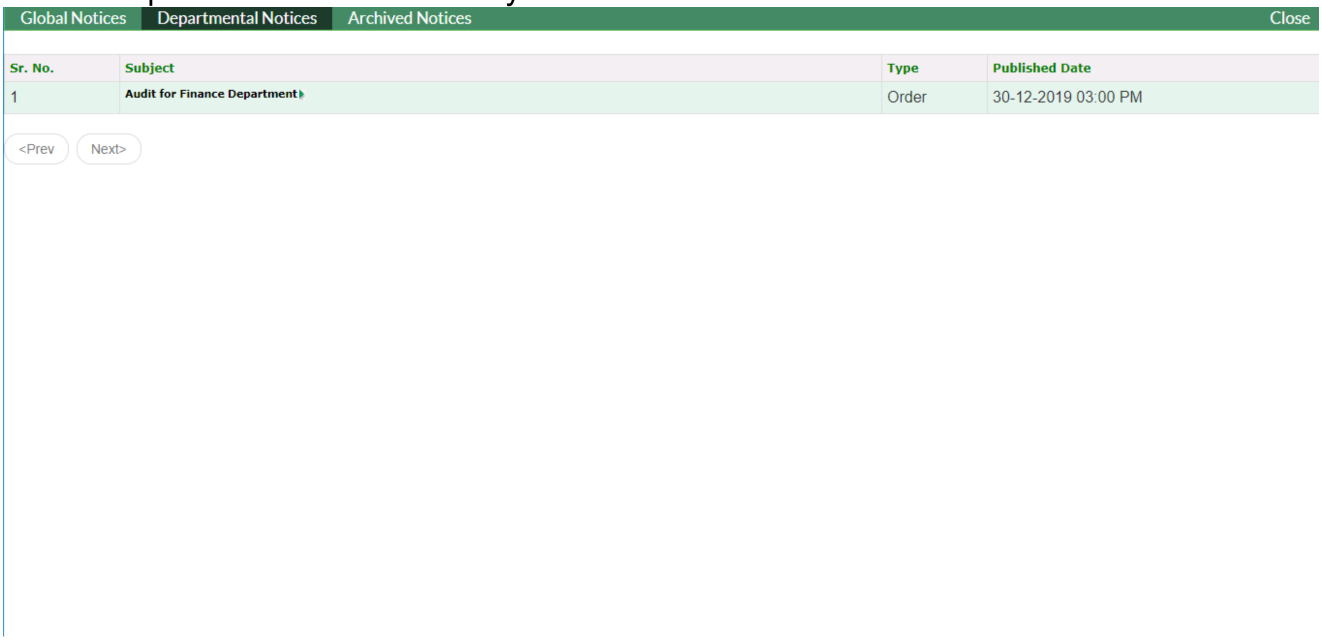
10. Notice Board

10.1 View Notice Board (Departmental Notices)

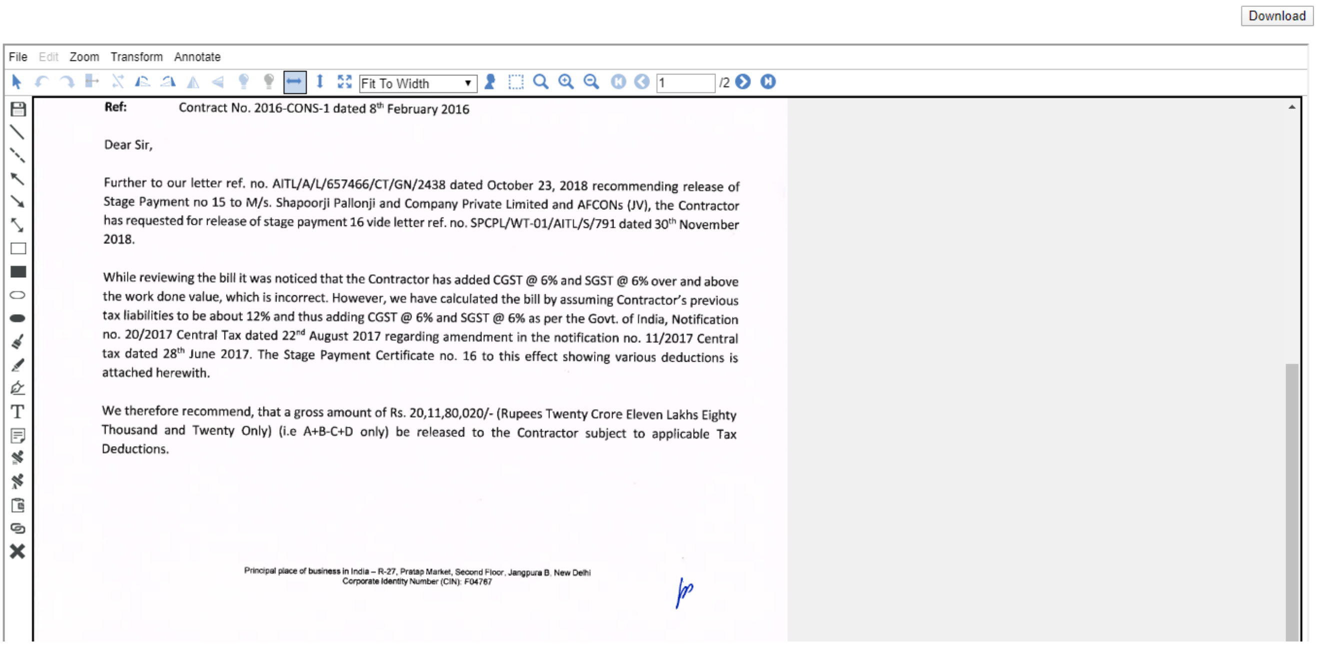
- User can click on the ‘View Notice Board’ link in the Notice Board navigation pane.



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



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



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.

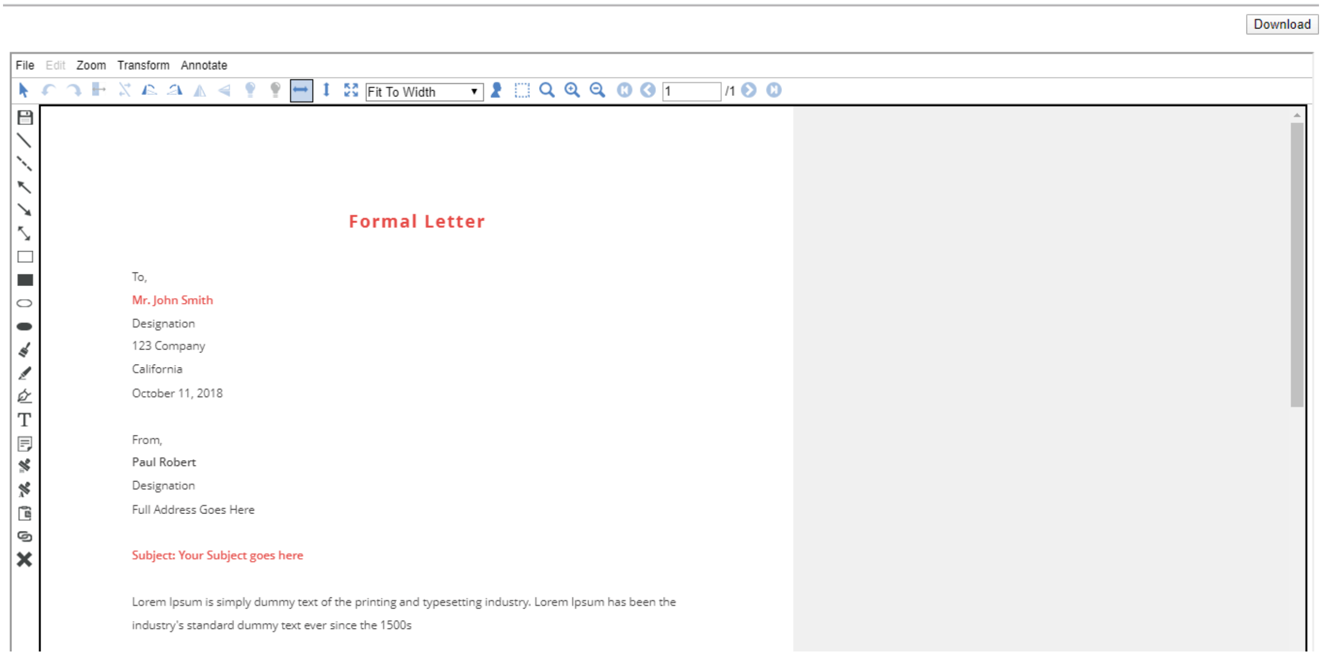
We therefore recommend, that a gross amount of Rs. 20,11,80,020/- (Rupees Twenty Crore Eleven Lakhs Eighty Thousand and Twenty Only) (i.e A+B-C+D only) be released to the Contractor subject to applicable Tax Deductions.

Principal place of business in India – R-27, Pratap Market, Second Floor, Jangpura B, New Delhi
Corporate Identity Number (CIN): F04787

10.2 View Notice Board (Global Notices):

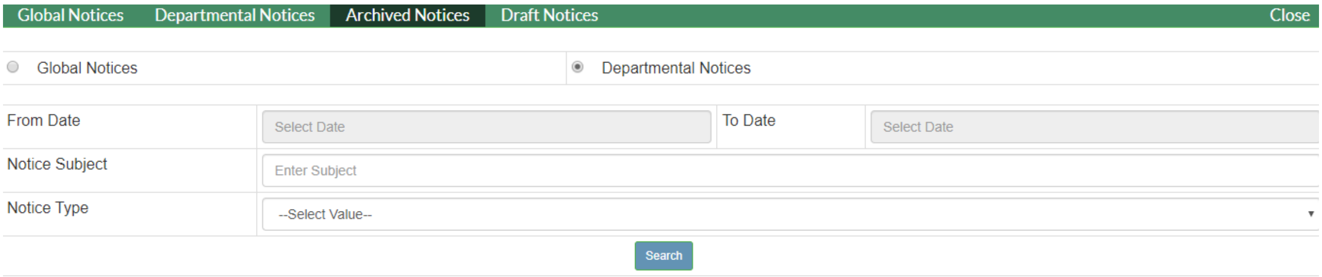
- On click of ‘View Notice Board’ link a new window will open on the screen by clicking on ‘Global Notices link’ user can see the list of global notices.

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

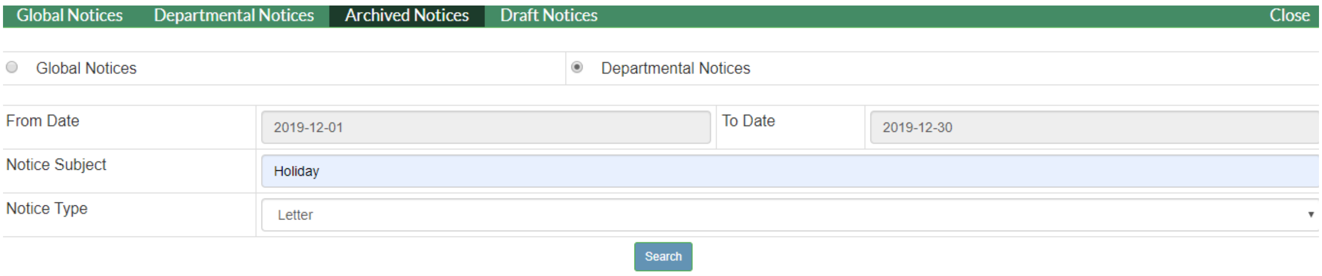


10.3 View Notice Board (Archive Notices):

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



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



- 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

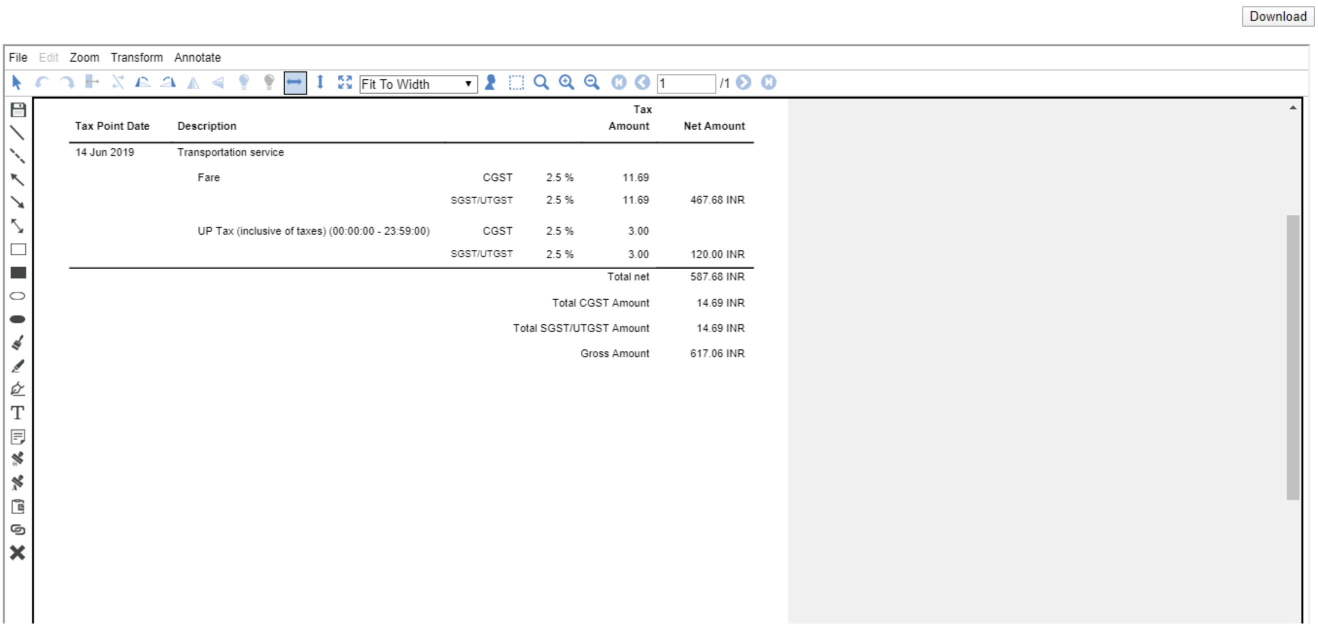
Search result of Departmental Notices

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

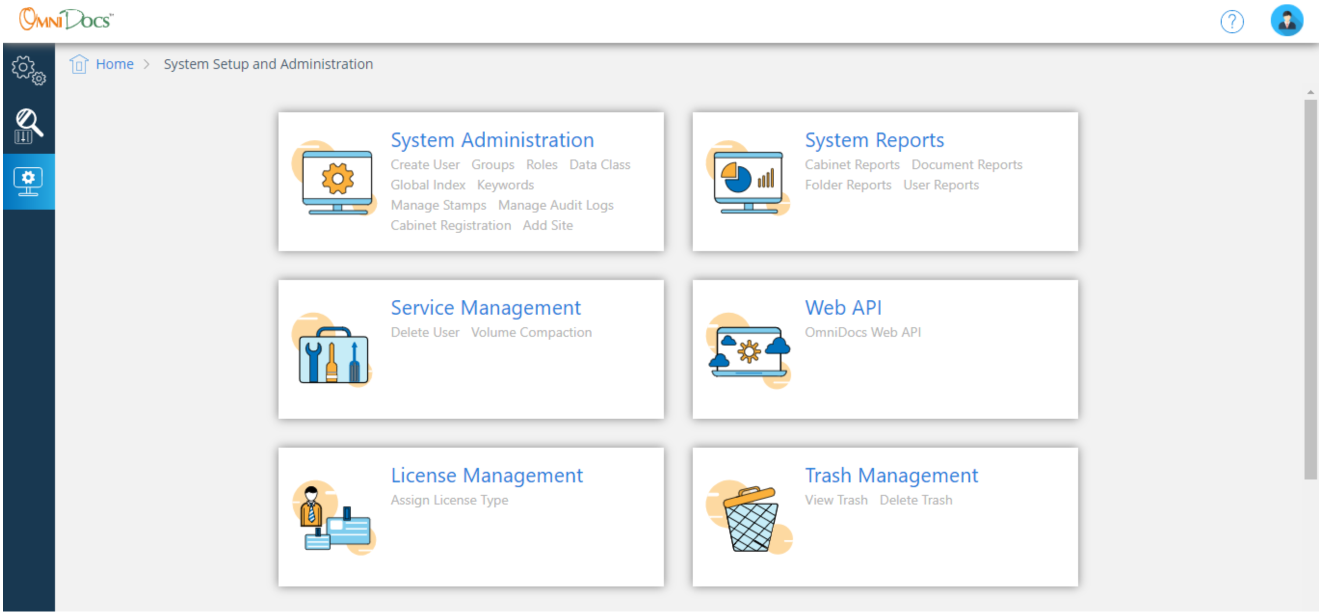
- User can click on the subject of the notice to open the notice in a full view.



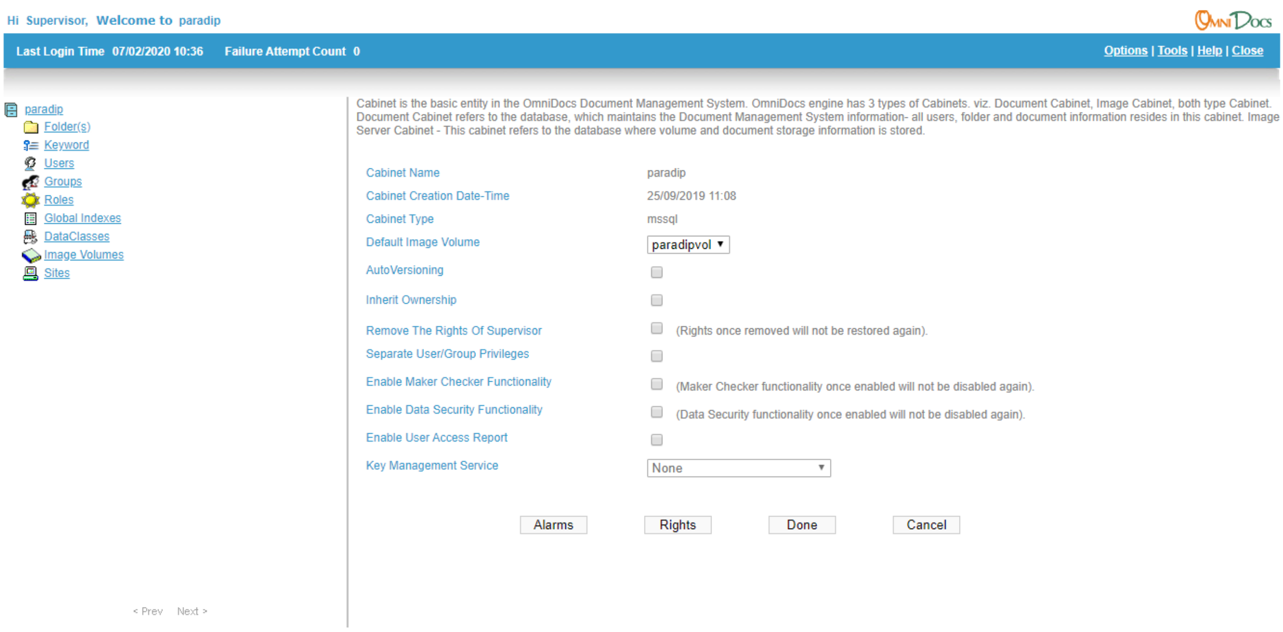
Tax Point Date	Description			Tax Amount	Net Amount
14 Jun 2019	Transportation service				
	Fare	CGST	2.5 %	11.69	
		SGST/UTGST	2.5 %	11.69	467.68 INR
	UP Tax (inclusive of taxes) (00:00:00 - 23:59:00)	CGST	2.5 %	3.00	
		SGST/UTGST	2.5 %	3.00	120.00 INR
				Total net	587.68 INR
				Total CGST Amount	14.69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

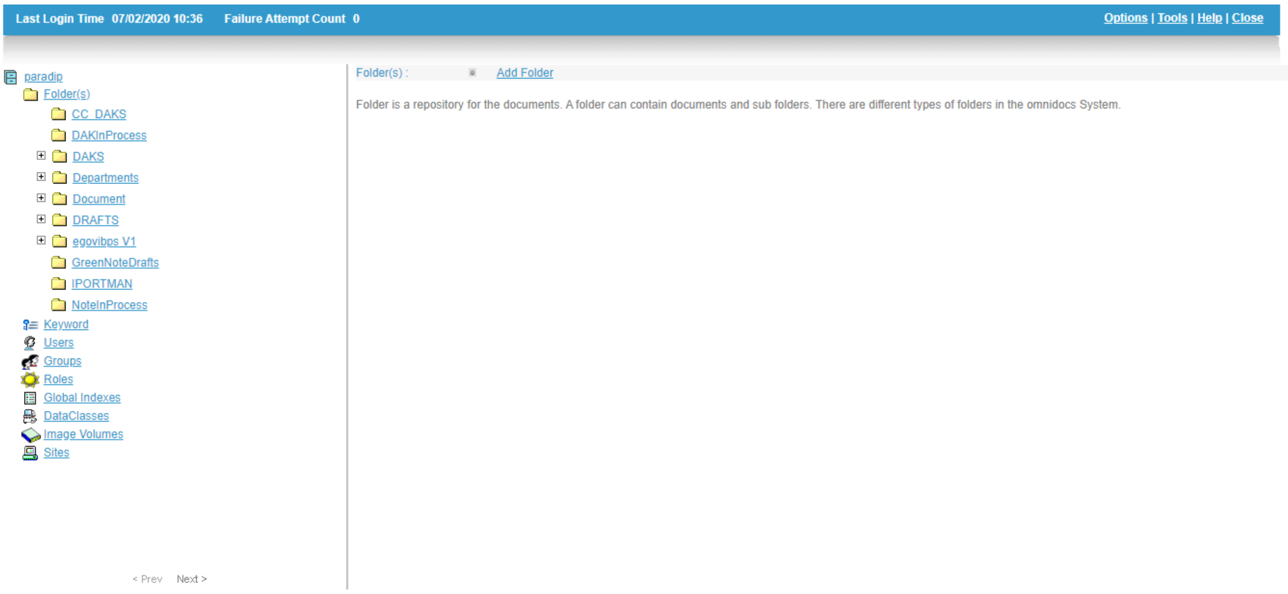


- View of system administration is as follow

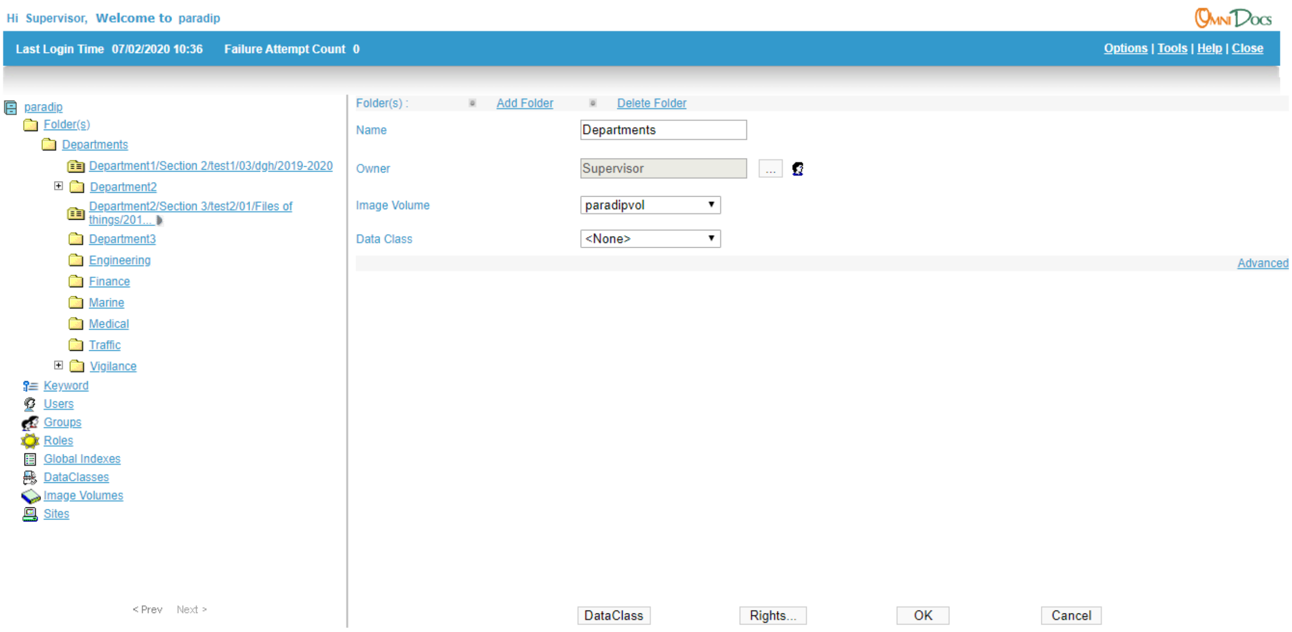


11.1 Folder Creation:

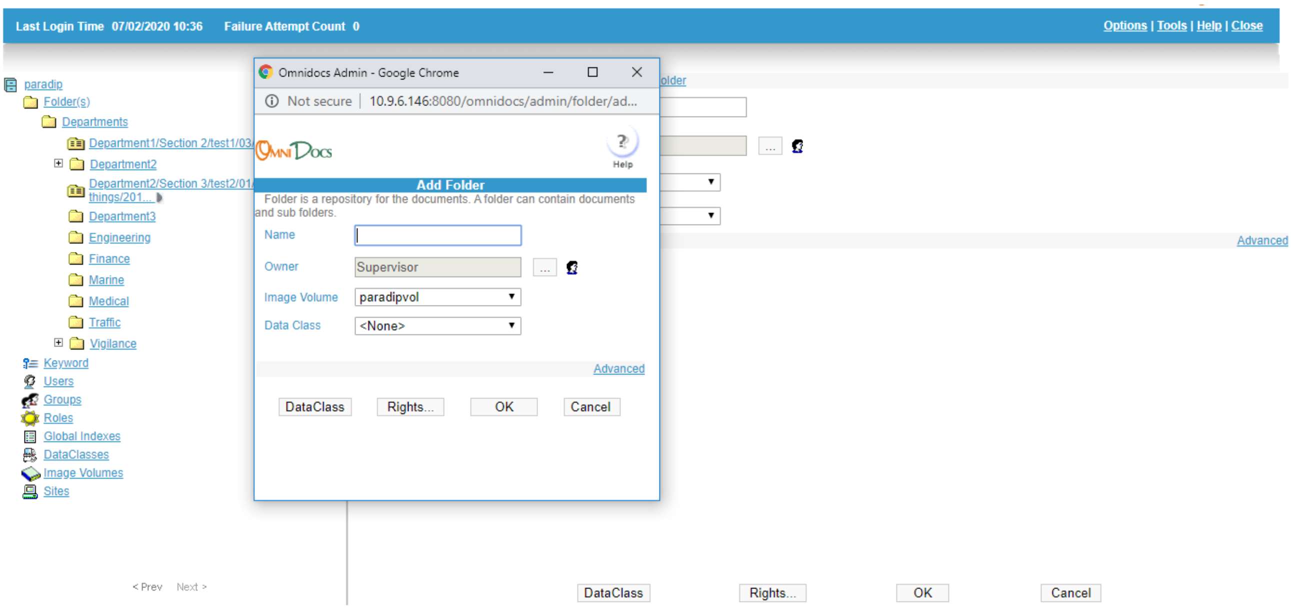
- Click on the Folders to see the existing folders in the system.



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

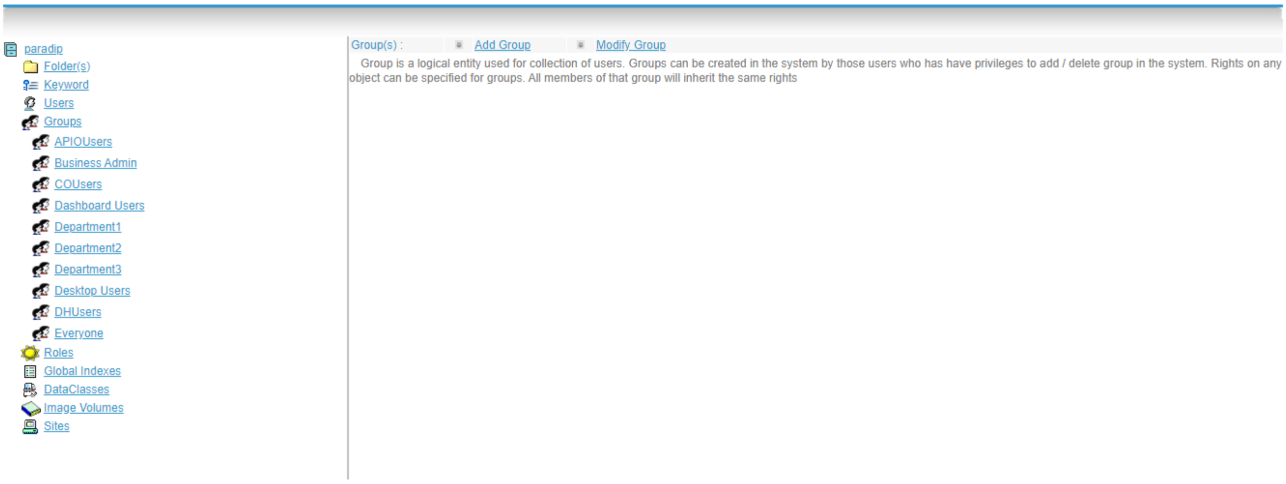


- Enter name of new folder and click on OK

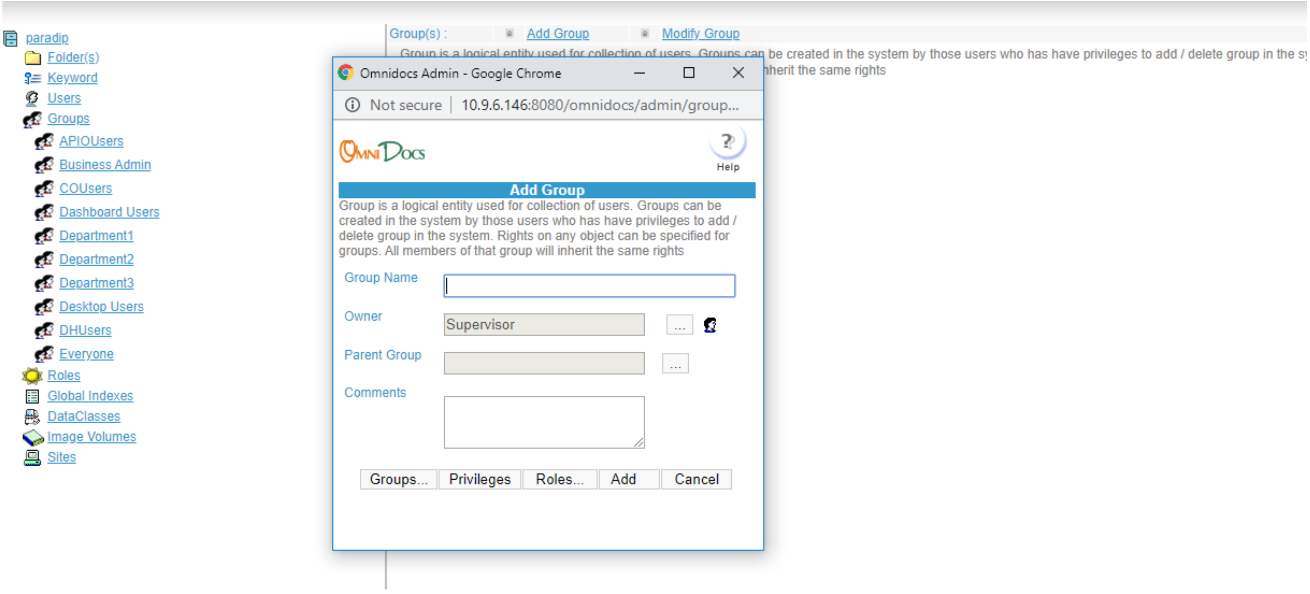


11.2 Group Creation:

- Click on Groups in System administration view.

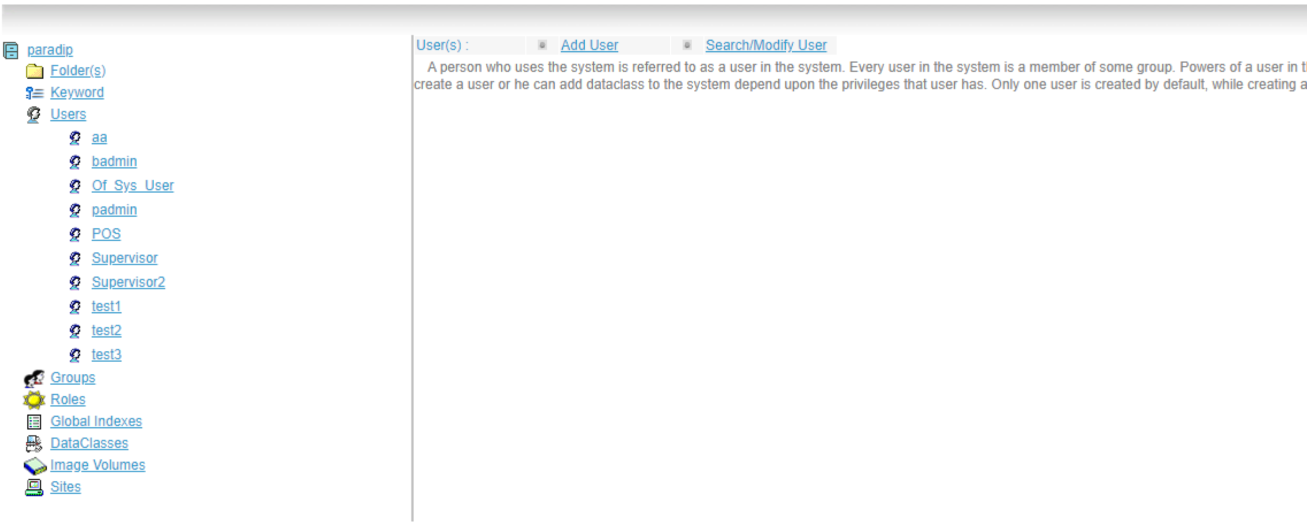


- Click on Add group. Enter appropriate name of group. Click on OK.

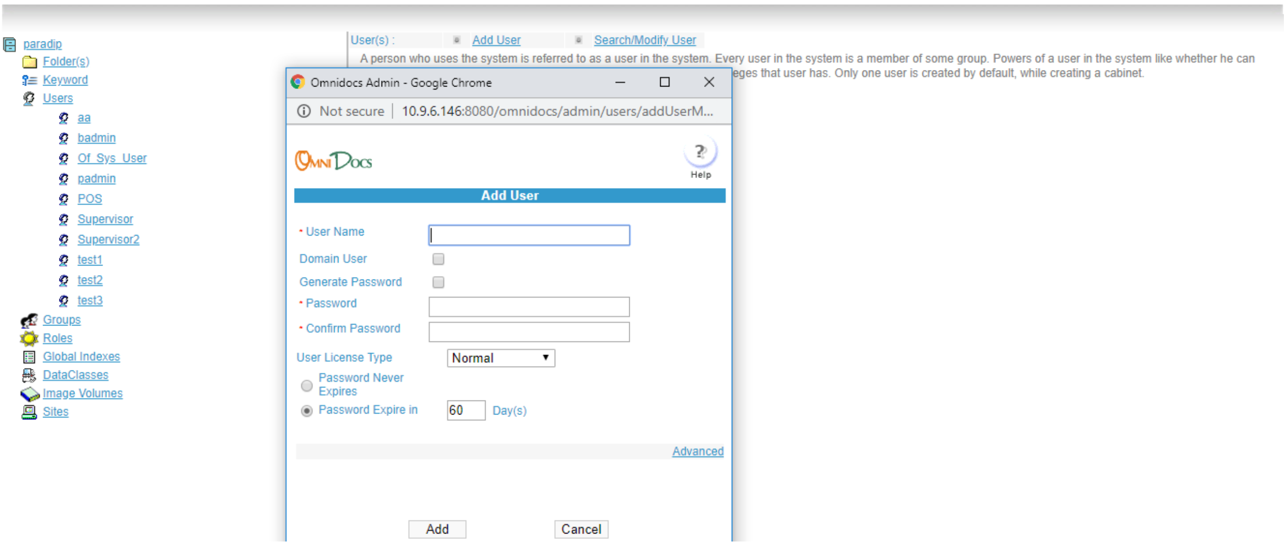


11.3 User Creation:

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



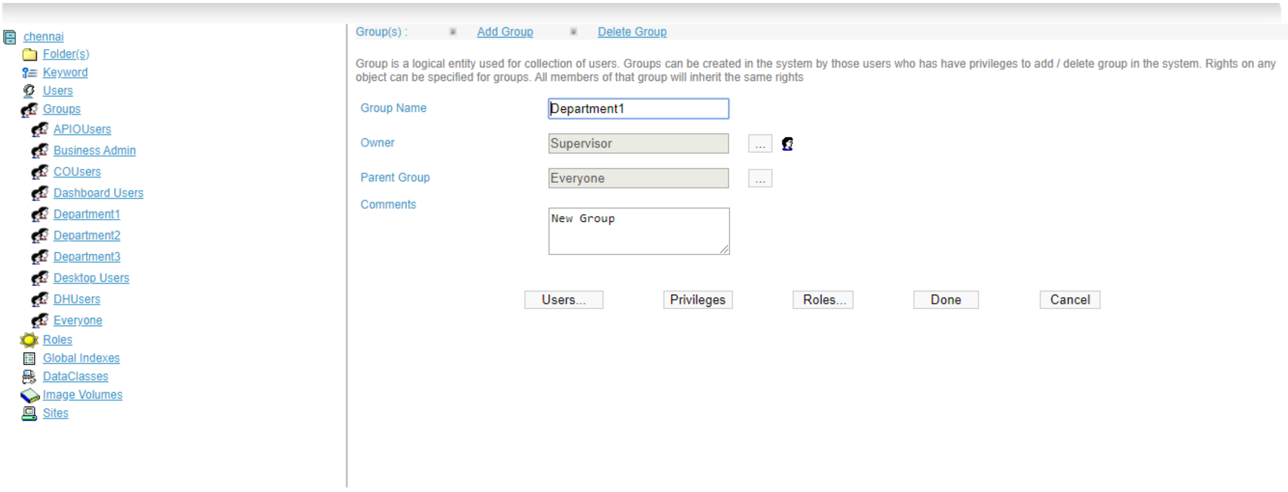
- Enter the details of user and click ADD



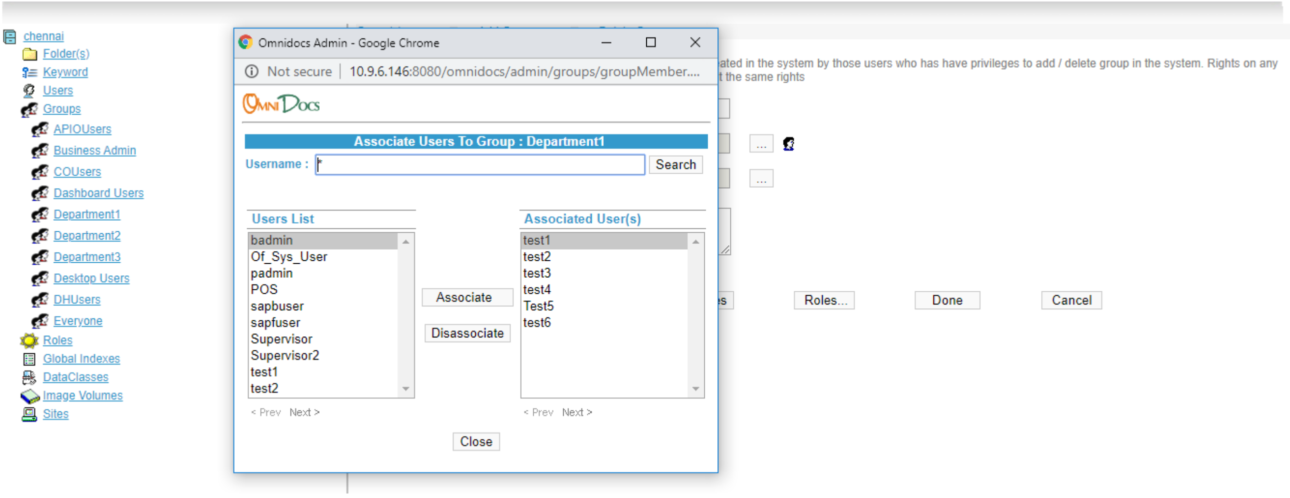
11.4 Rights Management:

11.4.1 Assign users to Group:

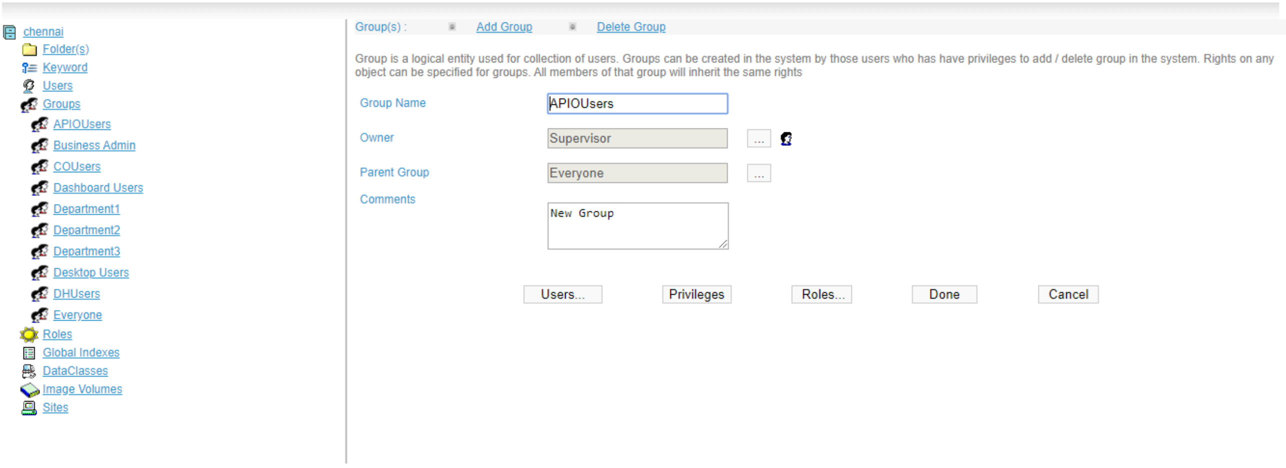
- Click on group name under Groups. In the corresponding screen click on USERS button as shown in below screen shot.



- 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

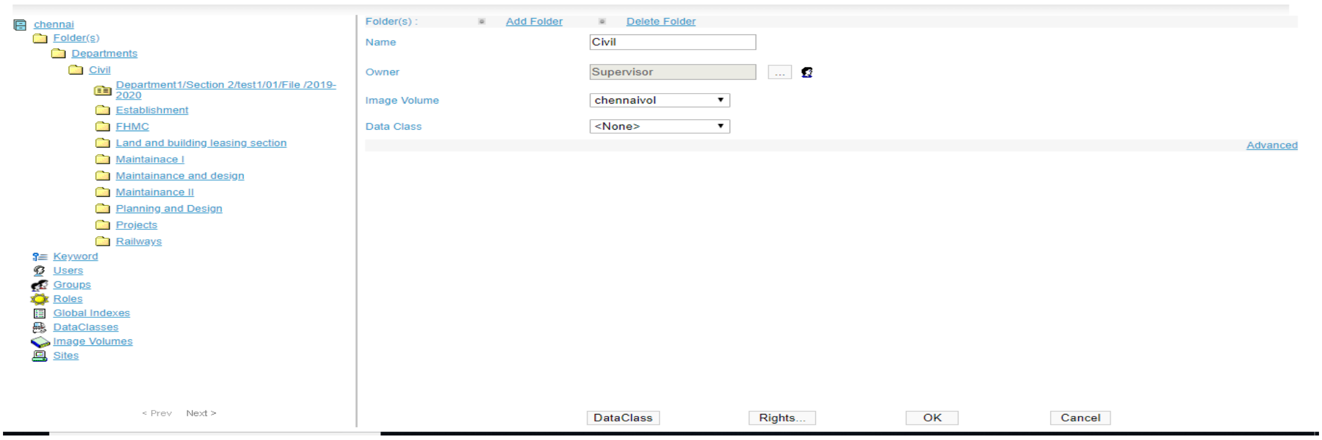


- Do not forgot to click on done otherwise users will not get assigned to groups.

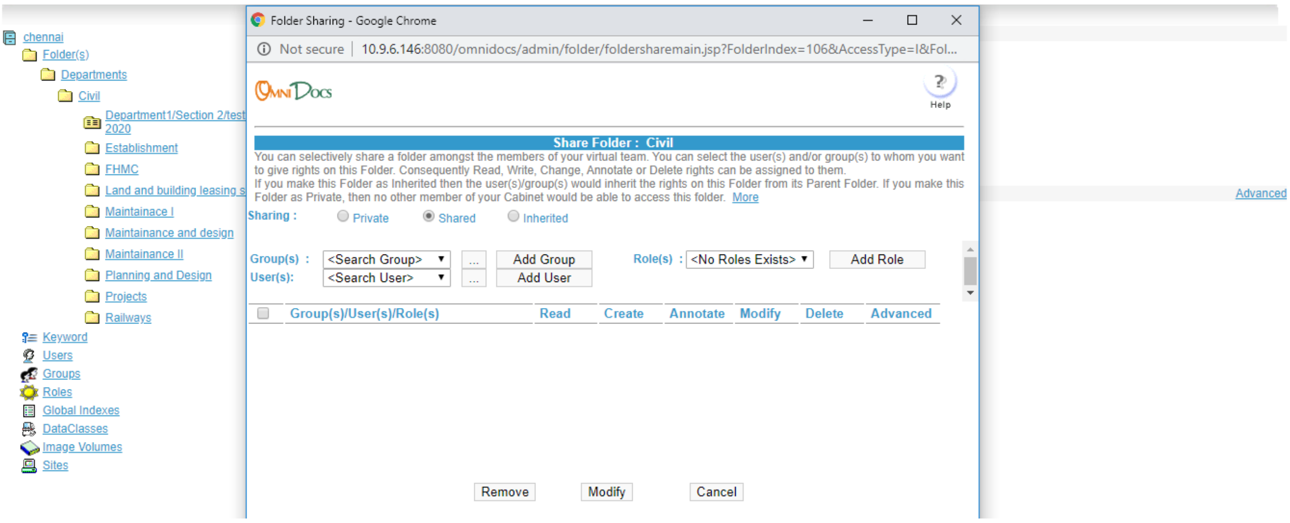


11.4.2 Assign Groups/Users to Folder:

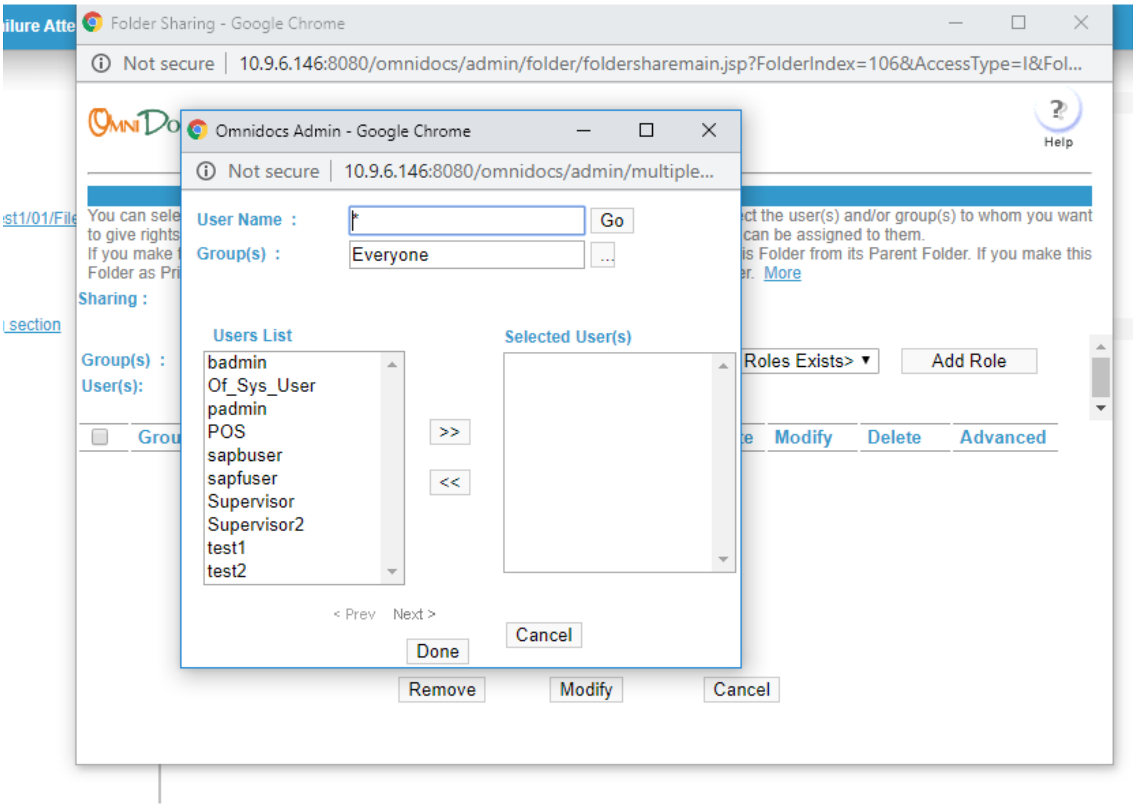
- Click on the folder for which you want to give rights to a group/user, then click on RIGHTS.



- 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.