



# Dredging Corporation of India e-Office User Manual 1.2

Submitted to

Director

DCIL

From

Ashish Chauhan

Business Head

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Netprophets Cyber Works Pvt Ltd



## LOGIN

Login credential shared in mail.

Enter the details click on log in button to enter the portal.



## DASHBOARD

After logged-in, user will redirect to landing page of the Portal

In Dashboard, User will see his/her records and menu to redirect to particular page at a glance

**BREEDING CORPORATION OF INDIA LIMITED**

**EOffice Trainer**  
Employee  
Last Login: 07-Dec-2021 03:46 pm

**Personal Details**

Name	EOffice Trainer
Employee ID	ET00001
Username	edoffice@dcil.co.in
Designation	Dy. General Manager (IT)
Department	HO - CS - IT
Location	Head Office Visakhapatnam
Contact	8130102486
Login IP Address	192.168.0.4

**Circulars**

CIRCULAR TRADIN WINDOW TEST	07-Jul-2021
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**Company Policies**

Drug and Alcohol policy	07-Jul-2021
Company Security policy	07-Jul-2021
Health, Safety, Environment Protection and Quality Policy	07-Jul-2021

**e-Documents**

Tender Details for uploading in gem	25-Aug-2021
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## ORGANIZATION

Click on Organization link in left side menu.

Then List of sub-menus dropped downs under Organization menu in left side menu.

- Company
- Location
- Department
- Designation
- Circulars
- Policies

MAIN

Dashboard

Organization

Company

Location

Department

Designation

Circulars

Policies

Users

Documents Diary

e-File

e-Documents

Receipts

Dispatch

Reports

Address Book

Help

Company

Home / Company

List All Companies

Show 10 entries

Search:

Action	Company	Email ID	Website	City	Country	Added By
<a href="#">Edit</a> <a href="#">Delete</a>	Dredging Corporation of India	pravonly4you@gmail.com	http://dredge-india.nic.in/	Visakhapatnam	India	Ashish Chauhan

Showing 1 to 1 of 1 entries

Previous 1 Next

2020 © e-Office Management System



## COMPANY

URL:

Click on Company link under Organization menu in left side menu.

It will show list of your Company / Institute.




Company

Home / Company

List All Companies

Show 10 entries

Search:

Action	Company	Email ID	Website	City	Country	Added By
  	Dredging Corporation of India	pravonly4you@gmail.com	http://dredge-india.nic.in/	Visakhapatnam	India	Ashish Chauhan

Showing 1 to 1 of 1 entries

Previous 1 Next

2020 © e-Office Management System

**Edit:** By clicking on this user will edit selected company / institute details.

**View:** By clicking on this user will view selected company / institute details.

**Delete:** By clicking on this user will delete selected company / institute.

**Add New:** By clicking on this user will add or create new company / institute.



## LOCATION

URL:

Click on Location link under Organization menu in left side menu.

It will show list of your company / institute location.































Locations

Home / Locations

List All Locations

Show 10 entries

Search:

Action	Location Name	Location Head	Company	City	Country	Added By
  	Head Office Visakhapatnam	Rajesh Tripathi	Dredging Corporation of India	Visakhapatnam	India	Ashish Chauhan
  	Regional Office Kolkata	Capt. Murugan Saravanan Pachur	Dredging Corporation of India	Kolkata	India	Ashish Chauhan
  	Project Office Haldia	K. Sridhar	Dredging Corporation of India	Haldia	India	Ashish Chauhan
  	Regd Office New Delhi	Chandra Bhushan Sharma	Dredging Corporation of India	New Delhi	India	Ashish Chauhan
  	Regional Office Paradip	Dr. Pradeep Kumar Sethi	Dredging Corporation of India	Jagatsinghpur	India	Ashish Chauhan
  	Project Office Chennai (Mno)	M. Srinivas	Dredging Corporation of India	Chennai	India	Ashish Chauhan
  	Project Office Ennore	Siddhartha Kumar Mortha	Dredging Corporation of India	Tamilnadu	India	Ashish Chauhan
  	Regional Office Kochi	V.K Praviraj	Dredging Corporation of India	Kochi	India	Ashish Chauhan
  	Project Office Kochi	Elsa Noble	Dredging Corporation of India	Kochi	India	Ashish Chauhan
  	Regional Office Mumbai	Durga Prasad Babu Boddepalli	Dredging Corporation of India	Navimumbai	India	Ashish Chauhan

+ Add New

**Edit:** By clicking on this user will edit location details of that company / institute.

**View:** By clicking on this user will view location details of that company / institute.

**Delete:** By clicking on this user will delete location of that company / institute.

**Add New:** By clicking on this user will add or create other location of company / institute.



## DEPARTMENTS

URL:

Click on Department link under Organization menu in left side menu.

It will show list of departments of your company / institute at right side of section and at the left user will have add new department option to add new department to particular location of company / institute with department head.

**Departments**  
Home / Departments

**Add New Department**

Name

Location

Department Head

**Save**

**List All Departments**

Show 10 entries

Search:

Action	Department Name	Department Head	Location	Added By
<input checked="" type="checkbox"/>	Administrator	Ashish Chauhan	Head Office Visakhapatnam	Ashish Chauhan
<input checked="" type="checkbox"/>	HR (HO)	V Satheesh Chander Rao	Head Office Visakhapatnam	Ashish Chauhan
<input checked="" type="checkbox"/>	IT (HO)	V Satheesh Chander Rao	Head Office Visakhapatnam	Ashish Chauhan
<input checked="" type="checkbox"/>	CS (HO)	V Satheesh Chander Rao	Head Office Visakhapatnam	Ashish Chauhan
<input checked="" type="checkbox"/>	Tech (HO)	Sree Ramachandra Murthy	Head Office Visakhapatnam	Ashish Chauhan
<input checked="" type="checkbox"/>	CO (HO)	V Satheesh Chander Rao	Head Office Visakhapatnam	Ashish Chauhan
<input checked="" type="checkbox"/>	T (HO)	V Satheesh Chander Rao	Head Office Visakhapatnam	Ashish Chauhan
<input checked="" type="checkbox"/>	O/P (HO)	Capt. S.V. Prasad	Head Office Visakhapatnam	Ashish Chauhan
<input checked="" type="checkbox"/>	PE (HO)	V Satheesh Chander Rao	Head Office Visakhapatnam	Ashish Chauhan
<input checked="" type="checkbox"/>	F (HO)	Devarakonda Subbarao	Head Office Visakhapatnam	Ashish Chauhan

**Save:** By clicking on this user will add or create new department to that company / institute location.

**Edit:** By clicking on this user will edit department's details of that company / institute location.

**Delete:** By clicking on this user will delete department of that company / institute location.



## DESIGNATIONS

URL:

Click on Designation link under Organization menu in left side menu.

It will show list of designations of particular departments at right side of section and at the left user will have add new designation option to add new designation to particular department of company / institute.

The screenshot shows the CPRI HRMS interface. The left sidebar has a menu with 'Organization' expanded, showing 'Designation' as the selected option. The main content area is titled 'Designations' and contains a 'List All Designations' table. The table has columns for 'Action', 'Designation', 'Department', and 'Added By'. The 'Add New Designation' form is visible on the left, with fields for 'Department', 'Designation Name', and a 'Save' button. Arrows point from the 'Save', 'Edit', and 'Delete' icons in the table to the explanatory text below.

Action	Designation	Department	Added By
	Director	Finance & Accounts	HRM HR
	Manager (Finance & Admn.)	Finance & Accounts	HRM HR
	Administrative Officer	Finance & Accounts	HRM HR
	Section Officer (Administration, Finance, Purchase)	Finance & Accounts	HRM HR
	Private Secretary/Personal Assistant	Director Secretariat	HRM HR
	Assistant/Jr. Assistant	Finance & Accounts	HRM HR

**Save:** By clicking on this user will add or create new designation to that department of that company / institute location.

**Edit:** By clicking on this user will edit designation's details of that department.

**Delete:** By clicking on this user will delete designation of that department.









## CIRCULARS

URL:

Click on Circulars link under Organization menu in left side menu.

It will show list of your Circulars.

The screenshot shows the DCIL e-Office Management System interface. The left sidebar contains the 'Organization' menu with 'Circulars' selected. The main content area displays 'Circulars' with a table of entries. The table has columns: Action, Title, Summary, Published For, Issue Date, End Date, and Published By. One entry is shown for a smoke-free work environment circular. The 'Action' column contains icons for Add New, View, Edit, and Delete. Arrows point from these icons to the explanatory text below the screenshot.

Action	Title	Summary	Published For	Issue Date	End Date	Published By
   	Smoke-free work environment (Dredging Corporation of India)	Smoke-free work environment (Dredging Corporation of India)	HR (PO Visakhapatnam)	17-Dec-2020	31-Dec-2035	Ashish Chauhan

**Edit:** By clicking on this user will edit Circulars details.

**View:** By clicking on this user will view Circulars details.

**Delete:** By clicking on this user will delete Circulars.

**Add New:** By clicking on this user will add or create new Circulars for particular department.









## POLICIES

URL:

Click on Policies link under Organization menu in left side menu.

It will show list of policies of all companies.

Action	Title	Company	Created At	Added By
  	Smoke-free work environment	Dredging Corporation of India	28-Apr-2017	Ashish Chauhan
  	Dress Code Policy	Dredging Corporation of India	28-Apr-2017	Ashish Chauhan

**Save:** By clicking on this user will add or create new policies of that company / institute.

**Edit:** By clicking on this user will edit policies details of that company / institute.

**View:** By clicking on this user will view policies details of that company / institute.

**Delete:** By clicking on this user will delete policies of that company / institute.



## USERS

Click on Employees link in left side menu.

Then List of sub-menus dropped downs under Employees menu in left side menu.

- Users
- Users Last Login

**Users**  
Home / Users

List All Users [Add New](#)

Show 10 entries Search:

Action	ID	Name	Email	Location	Department	Role	Designation	Status	Contact No
	ET0000	Ashish Chauhan	admin@dcil.co.in	Head Office Visakhapatnam	IT (HO)	Administrator	DGM(IT (HO))	Active	8800106254
	ET0002	Himanshu Sharma	himanshu.sharma0756@dcil.co.in	Head Office Visakhapatnam	IT (HO)	Employee	DGM(IT (HO))	Active	8826531706
	003	Arnab Kumar Dasgupta	akdasgupta@dcil.co.in	Head Office Visakhapatnam	HR (HO)	Employee	JGM(HR (HO))	Active	9898989899
	0001	Annie Sailaja Venubari	yasailaja@dcil.co.in	Head Office Visakhapatnam	HR (HO)	Employee	DGM(HR (HO))	Active	9898989899
	002	V Satheesh Chander Rao	satishtv@dcil.co.in	Head Office Visakhapatnam	IT (HO)	Employee	DGM(IT (HO))	Active	9676112224
	0004	B Laxmana Murthy	blmurthy@dcil.co.in	Head Office Visakhapatnam	CO (HO)	Employee	JM(CO (HO))	Active	9898989898
	0005	Baba Fakruddin	gbaba@dcil.co.in	Head Office Visakhapatnam	T (HO)	Employee	DGM(T (HO))	Active	9898989898



## ADD USERS

URL:

Click on Employees link under Users menu in left side menu.

It will show list of all Users with their basic details related to portal.

Action	ID	Name	Email	Location	Department	Role	Designation	Status	Contact No
	ET0000	Ashish Chauhan	admin@dcil.co.in	Head Office Visakhapatnam	IT (HO)	Administrator	DGM(IT (HO))	Active	8800106254
	ET0002	Himanshu Sharma	himanshu.sharma0756@dcil.co.in	Head Office Visakhapatnam	IT (HO)	Employee	DGM(IT (HO))	Active	8826531706
	003	Arnab Kumar Dasgupta	akdasgupta@dcil.co.in	Head Office Visakhapatnam	HR (HO)	Employee	JGM(HR (HO))	Active	9898989899
	0001	Annie Sailaja Yenubari	yasailaja@dcil.co.in	Head Office Visakhapatnam	HR (HO)	Employee	DGM(HR (HO))	Active	9898989899
	0002	V Satheesh Chander Rao	satishv@dcil.co.in	Head Office Visakhapatnam	IT (HO)	Employee	DGM(IT (HO))	Active	9676112224
	0004	B Laxmana Murthy	blmurthy@dcil.co.in	Head Office Visakhapatnam	CO (HO)	Employee	JM(CO (HO))	Active	9898989898
	0005	Baba Fakruddin	gbaba@dcil.co.in	Head Office Visakhapatnam	T (HO)	Employee	DGM(T (HO))	Active	9898989898

**Edit:** By clicking on this user will edit Users details of that company / institute such as Basic information, Profile Picture, Immigration, Emergency Contacts, Social Networking, Document, Qualification, Work Experience, Bank Accounts, Contract, Other Leave, Shift, Location

**Delete:** By clicking on this user will delete of that company / institute.

**Add New:** By clicking on this user will add or create new of that company / institute.





## DOCUMENT DAIRY

URL:

Click on Document Diary link in left side menu.

It will show list of all Document Diary list and details related to portal.

The screenshot shows the 'Document Diary' page in the 'e-Office Management System'. The sidebar menu on the left includes 'MAIN', 'Dashboard', 'Organization', 'Users', 'Documents Diary' (selected), 'e-File', 'e-Documents', 'Receipts', 'Dispatch', 'Reports', 'Address Book', and 'Help'. The main content area has a header 'Document Diary' and a sub-header 'Home / Document Diary'. Below this is a 'List All Document Diary' section with an 'Add New' button. A table displays the list of documents. The table has columns: Action, Document Summary, Priority, End Date, Progress, and Assigned users. The first entry is 'Covid RTPCR test' with a priority of 'Highest', end date of '31-Dec-2020', and progress of 'Completed 0%'. An arrow points to the 'Edit' icon (a pencil) in the 'Action' column of the first row. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom, there is a footer '2020 © e-Office Management System'.

Action	Document Summary	Priority	End Date	Progress	Assigned users
	Covid RTPCR test	Highest	31-Dec-2020	Completed 0%	

**Edit:** By clicking on this user can edit the related document diary content

**Add New:** By clicking on this user will create new Document Diary and mark to the concern person



## E-File

Click on E-file link in left side menu.

Then List of sub-menus dropped downs under E-file menu in left side menu.

- File Type
- Templates
- Files

**DREDGING CORPORATION OF INDIA LIMITED**

MAIN

- Dashboard
- Organization
- Users
- Documents Diary
- e-File**
  - File Type**
  - Templates
  - Files
- e-Documents
- Receipts
- Dispatch
- Reports
- Address Book
- Help

**File Type**

Home / File Type

List All File Types

Show 10 entries

Search:

Action	File Type	Created At
<input type="checkbox"/> <input type="eye"/> <input type="trash"/>	Search And Rescue	2020-12-17 02:31:37
<input type="checkbox"/> <input type="eye"/> <input type="trash"/>	Flooding Checklist	2020-12-17 12:54:31
<input type="checkbox"/> <input type="eye"/> <input type="trash"/>	Oil Pollution	2020-12-17 12:35:45
<input type="checkbox"/> <input type="eye"/> <input type="trash"/>	Boat Station Muster Card	2020-12-17 12:17:20
<input type="checkbox"/> <input type="eye"/> <input type="trash"/>	Personal Injury Lines	2020-12-17 11:45:22
<input type="checkbox"/> <input type="eye"/> <input type="trash"/>	Rescue Boat Station Muster Card	2020-12-17 11:26:36
<input type="checkbox"/> <input type="eye"/> <input type="trash"/>	Heavy weather damage	2020-12-17 10:32:11
<input type="checkbox"/> <input type="eye"/> <input type="trash"/>	Parting Of Swing Anchor Wire Of Csd	2020-12-17 10:11:57
<input type="checkbox"/> <input type="eye"/> <input type="trash"/>	Parting Of Suction Tube Hoisting Wire	2020-12-17 10:08:22

dc866e6c-7205-40...jiff

WhatsApp Image...jpeg

Show all






























## FILE TYPE

URL:

Click on File Type link under E-File menu in left side menu.

It will show list of all File type.

The screenshot shows the 'File Type' management interface. The left sidebar has a menu with 'e-File' expanded, showing 'File Type' as the selected option. The main content area is titled 'File Type' and 'List All File Types'. It includes a search bar, a 'Show 10 entries' dropdown, and a table of file types. The table has three columns: 'Action', 'File Type', and 'Created At'. The 'Action' column contains icons for edit, view, and delete. The 'File Type' column lists various file types, and the 'Created At' column shows the creation date and time. An 'Add New' button is located in the top right corner of the table area.

Action	File Type	Created At
  	Search And Rescue	2020-12-17 12:31:37
  	Flooding Checklist	2020-12-17 12:54:31
  	Oil Pollution	2020-12-17 12:35:45
  	Boat Station Muster Card	2020-12-17 12:17:20
  	Personal injury lines	2020-12-17 11:45:22
  	Rescue Boat Station Muster Card	2020-12-17 11:26:36
  	Heavy weather damage	2020-12-17 10:32:11
  	Parting Of Swing Anchor Wire Of Csd	2020-12-17 10:11:57
  	Parting Of Suction Tube Hoisting Wire	2020-12-17 10:08:22

**Edit:** By clicking on this user will edit details of that file type.

**View:** By clicking on this user will view details of that file type.

**Delete:** By clicking on this user will delete that file type details.

**Add New:** By clicking on this user will add or create new file type for file template with given related details in add new section.

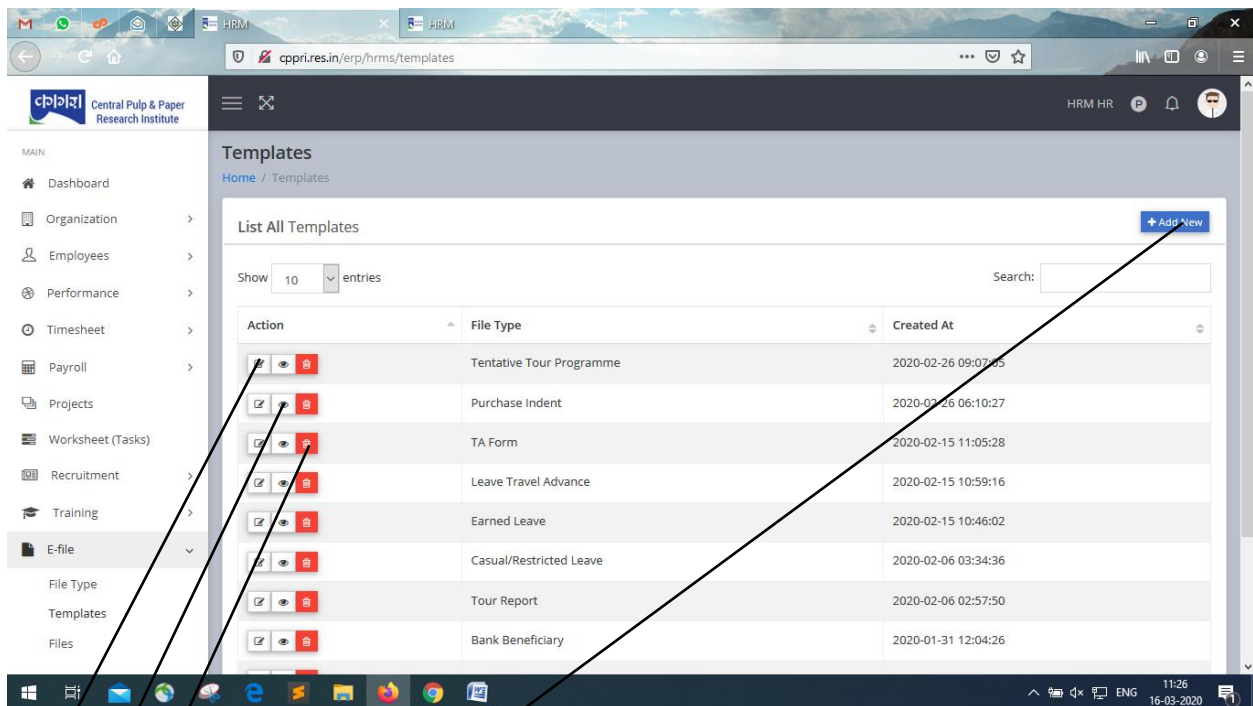


## E-File TEMPLATE

URL:

Click on Templates link under E-File menu in left side menu.

It will show list of all type of Templates.



**Edit:** By clicking on this user will edit details of file template of that file type.

**View:** By clicking on this user will view details of file template of that file type.

**Delete:** By clicking on this user will delete file template of that file type.

**Add New:** By clicking on this user will add or create new file template for that file type with given related details in add new section.





URL:

Click on Files link under E-File menu in left side menu.

It will show list of all files.

The screenshot displays the 'BREDGING CORPORATION OF INDIA LIMITED' logo at the top left. The main navigation menu includes options like Dashboard, Organization, Users, Documents Diary, e-File, File Type, Templates, Files (highlighted), e-Documents, Receipts, Dispatch, Reports, Address Book, and Help.

The 'Files' section shows a breadcrumb trail: Home / Files. Below this, there's a search bar and a dropdown menu set to 'Show 10 entries'. A '+ Add New' button and a 'Download' icon are visible in the top right corner.

Action	Creator	File No.	Subject	Due Date	Current Status	Priority	Reporting Officer	Reference file	Supporting Files	Last Update
	Ashish Chauhan	IT /file/2020/456	r rrrrrrrrrrrrrrrrrrrr	11/20/2020	In process	Normal	Himanshu Sharma	reference_file_1605793566.pdf	No Supporting/Part file upload	19-11-2020 19:16:05
	V Satheesh Chander Rao	IT /file/2020/201	Procurement of Hardware	25-11-2020	In process	Normal	V Satheesh Chander Rao	reference_file_1605089873.pdf	No Supporting/Part file upload	11-11-2020 16:16:18
	V Satheesh Chander Rao	IT /file/2020/DCI/2020	Procurement of UTM-reg	15-12-2020	In process	Normal	Ashish Chauhan	No Reference file uploaded	FinaEva.pdf	11-11-2020 13:29:52
	V Satheesh Chander Rao	IT /file/2020/DCI/2020	Procurement of UTM-reg	15-12-2020	In process	Normal	Ashish Chauhan	No Reference file uploaded	FinaEva.pdf	11-11-2020 13:29:52
	V Satheesh Chander Rao	IT /file/2020/DCI/2020	Procurement of UTM-reg	15-12-2020	In process	Normal	Ashish Chauhan	No Reference file uploaded	FinaEva.pdf	11-11-2020 13:29:51
	V Satheesh	IT	Procurement of	15-12-2020	In process	Normal	Ashish	No Reference file uploaded	FinaEva.pdf	11-11-

Note: Two black arrows point from the bottom-left towards the first two rows of the table, highlighting the action icons.

**Edit:** By clicking on this user will edit details of that file.

**View:** By clicking on this user will view details of that file.

**Add New:** By clicking on this user will add or create new file with given related details in add new section.



## CREATE E-FILES

URL:

Click on Files link under E-File menu in left side menu.

It will show list of all files.

Action	Creator	File No.	Subject	Due Date	Current Status	Priority	Reporting Officer	Reference file	Supporting Files	Last Update
	Himanshu Sharma	IT /file/2020/222	test	12-11-2020	In process	Normal	Himanshu Sharma	reference file 1605077175.pdf	No Supporting/Part file upload	11-11-2020 12:52:08

**View:** By clicking on this user will view details of that file.

**Add New:** By clicking on this user will add or create new file with given related details in add new section.



## CREATE NEW E-File

**File No.:** It is an auto generated department wise file initial no.

**File No.:** This is an unique name or no. of file which user can enter as per his/her convenient

**File Template:** User will get the list of pre-defined template if exist in the system

**Status:** User will get the option to run the file i.e In-Process, Approved, Draft, Rejected

**Subject:** This is a section which gives the brief about file

**Due Date:** This is represent the life-cycle of file means by when file need to be complete

**Priority:** User will get the option to set the priority of file Normal, Urgent, Most Urgent etc

**Reference file:** Attach reference file (if require) which support the Notesheet content

**Notesheet:** This area used for write the content on main file treat as the not editable content of file so user be very care full while writing in the area

**Supporting File:** If there is Duplicate or Part file need to add within the current file in this case user can attach 10 PDF file by clicking on browse button

**Remark:** User can write the comment in this area which is not part of the file but cannot written in file (means it is only for reference or communication way on file)

Continue.....



## CREATE NEW E-File

### E-sign/DSC & Submit:

If an user select **Draft** from status drop down then **save** and **send** button will show else **e-sign & submit, DSC & Submit** button will appear when user click on **e-sign & submit**, text box will appear to ask for verification code which sent on user registered mail id and

when user click on **DSC & submit** button text box will appear to ask DSC Password after submit the code file create and send to the selected person

### Reporting Officer:

There are three drop down list

#### 1. Department Hierarchy

All contact will be listed in next drop down belongs to user department

#### 2. All Contacts

All Active users contact listed in next drop down across the Department and Office

#### 3. Set Hierarchy

User can set the Hierarchy as per there convenient level but important things is that user need to complete the cycle of the file i.e. at last user have to select himself/herself from drop down

Remark

Supporting File (Part / Duplicate File)

(max upload file size is 20 MB and PDF only)

No file selected

Choose Digitized Files

e-Sign & Submit DSC & Submit

Reporting Officer

Departmental Hierarchy P Venkat Rao (Visakhapatnam - Asst. Manager (IT))

Last All Files

Show 10 entries

Action	Creator	File No.
	EOffice Trainer	HO /2021/TEST-FRIDA
	EOffice Trainer	HO /2021/FILE VALIDATION TEST
	EOffice Trainer	HO /2021/TEST_THU
	EOffice Trainer	HO /2021/TEST_THU
	EOffice Trainer	HO /2021/TEST MULTI VWV BUTTON ENRTY
	EOffice Trainer	HO /2021/TEST -Muh files2
	EOffice Trainer	HO /2021/TEST -Muh files
	EOffice Trainer	HO /2021/TEST -WED
	EOffice Trainer	HO /2021/AGAIN-DIGITIZED-FILE
	EOffice Trainer	HO /2021/Test Digitized Files

Showing 1 to 10 of 53 entries

File No.	File Name	File Size	File Type	File Status	File Date	File Time	File User	File Action	File Date	File Time	File User
HO /2021/TEST-FRIDA	HO /2021/TEST-FRIDA	376.47 KB	PDF	In process	12/04/2021	15:20:51	Rakesh Raushan	No Reference file uploaded	No Supporting/Part file upload	30-11-2021	15:20:51
HO /2021/FILE VALIDATION TEST	HO /2021/FILE VALIDATION TEST	376.47 KB	PDF	In process	12/03/2021	15:02:32	Dibyalocharan Sahoo	No Reference file uploaded	No Supporting/Part file upload	30-11-2021	15:02:32

### Choose Digitized Files:

On click Choose Digitized Files, a new window (Department wise) will open i.e. if user from IT department login to e-office application are able to see only IT department files.

On click this button user can copy the file path url and need to paste in Remarks Section and Press the CTRL+K to create link so it can be send to the next concern person

On click this user can view the file before sending to next level

Continue.....



## Status:

**In-Process:** when an user select this option then the process of file get initiated and ready to send this to next level by select the reporting officer (Department wise, All User ) or set the hierarchies as per their level of the users

**Draft:** when an user selects this option it means the file is created but not for the process it is only for user's own reference and send to only single user to next level for reference when user wants to run this draft file officially they need to select in-process option from the same drop down.

**Rejected:** if a user selects this option on running file between the hierarchies or at any level then file get stop at the same time and will not move to next level and it go to the **FILE In** section of Creator.

**Approved:** if a user selects this option on running file between the hierarchies or at any level then file get stop at the same time and will not move to next level and go to **ARCHIVE** File section of Creator.

## Cloning of File

when an user get approval on a file (like Licenses of MS. Office, OS etc) of for the current financial year and in the next financial year he/she want to run the same file for approval then Cloning of file can be used. See more details under **ARCHIVE** File section



URL:

Click on Files In link under E-File menu in left side menu.

This section will show list of all files which come your inbox for your comments or verification.

The screenshot displays the user interface of the "BREEDING CORPORATION OF INDIA LIMITED" e-Office Management System. On the left is a vertical navigation menu with options like Dashboard, Organization, e-Documents, e-File, Files In (highlighted), Files Out, Files Movement, Draft Files, Archive Files, Documents Diary, Receipts, Dispatch, Reports, Address Book, and Help. The main area shows the "Files In" page with a search bar and a table listing three entries. Each entry has icons for actions like view, delete, and download. A red arrow points from the first row's action icon to the top-left corner of the entire application window. At the bottom, it says "2020 © e-Office Management System".

Action	Creator	File No.	Subject Line	Due Date	Current Status	Priority	Reporting Officer	Reference File	Supporting Files	Last Update	Action
[Icons]	Ashish Chauhan	IT /file/2020/456	rrrrrrrrrrrrrrrrrrrrr	11/20/2020	In process	Normal	Himanshu Sharma	<a href="#">reference_file_1605793566.pdf</a>	No Supporting/Part file upload	19-11-2020 19:16:05	<a href="#">Download</a>
[Icons]	Himanshu Sharma	IT /file/2020/222	test	12-11-2020	In process	Normal	Himanshu Sharma	<a href="#">reference_file_1605077175.pdf</a>	No Supporting/Part file upload	11-11-2020 12:52:08	<a href="#">Download</a>
[Icons]	Ashish Chauhan	IT /file/2020/202	Test file	12-11-2020	In process	Normal	Himanshu Sharma	No Reference file uploaded	No Supporting/Part file upload	30-11--0001 00:00:00	<a href="#">Download</a>

**Edit:** By clicking on this user will edit the file (same as add file layout) to input his/her comments of approval.

**View:** By clicking on this user will view file.



## FILES OUT

URL:

Click on Files link under E-File menu in left side menu.

It will show list of all files which user create and send to other user of the organization .

**Files Out**  
Home / Files Out

List All Files Out

Show 10 entries

Search:

Action	Creator	File No.	Subject Line	Due Date	Current Status	Priority	Reporting Officer	Reference File	Supporting File	Last Update
	V Satheesh Chander Rao	IT /file/2020/201	Procurement of Hardware	25-11-2020	In process	Normal	Arnab Kumar Dasgupta	<a href="#">reference_file_1605089873.pdf</a>	No Supporting/Part file upload	11-11-2020 16:15:30
	Himanshu Sharma	IT /file/2020/	test	12-11-2020	In process	Normal	V Satheesh Chander Rao	<a href="#">reference_file_1605077175.pdf</a>	No Supporting/Part file upload	30-11-0001 00:00:00

Showing 1 to 2 of 2 entries

Previous 1 Next

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**View:** By clicking on this user will view details of that file.



## FILES MOVMENT

URL:

Click on File movement link under E-File menu in left side menu.

It will show list of all files which created by user and send to other user of origination.

**Files Movement**  
Home / Files Movement

List All Files Movement

Show 10 entries

Search:

Action	Creator	File No.	Subject Line	Due Date	Current Status	Priority	Reporting Officer	Reference File	Supporting Files	Last Update
	Himanshu Sharma	IT /file/2020/222	test	12-11-2020	In process	Normal	Himanshu Sharma	<a href="#">reference_file_1605077175.pdf</a>	No Supporting/Part file upload	11-11-2020 12:52:08

Showing 1 to 1 of 1 entries

Previous 1 Next

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**View:** By clicking on this user will view the movement i.e where is file and what is the current status.





## DRAFT FILES

URL:

Click on Draft link under E-File menu in left side menu.

It will show list of all files which created by user and send save for further correspondence.

Action	Creator	File No.	Subject	Due Date	Current Status	Priority	Reporting Officer	Reference file	Supporting Files	List Update
	Office Trainer	HO /2021/1234-FINAL-TEST-HIRER-ISSUE-RESOLUTION-DEMO/Clone	1234-FINAL-TEST-HIRER-ISSUE-RESOLUTION-DEMO	2021-12-18	Draft	Normal	Dibyalochan Sahoo	reference_file_1638252765.pdf	1638252766_e-Office_Level1_Report.pdf	15-12-2021 11:42:02
	Office Trainer	HO /2021/1234-FINAL-TEST-HIRER-ISSUE-RESOLUTION-DEMO/Clone	1234-FINAL-TEST-HIRER-ISSUE-RESOLUTION-DEMO		Draft	Normal	Dibyalochan Sahoo	reference_file_1638252765.pdf	1638252766_e-Office_Level1_Report.pdf	30-11-0001 00:00:00
	Office Trainer	HO /2021/1234-FINAL-TEST-HIRER-ISSUE-RESOLUTION-DEMO/Clone	1234-FINAL-TEST-HIRER-ISSUE-RESOLUTION-DEMO		Draft	Normal	Dibyalochan Sahoo	reference_file_1638252765.pdf	1638252766_e-Office_Level1_Report.pdf	30-11-0001 00:00:00
	Office Trainer	HO /2021/1234-FINAL-TEST-HIRER-ISSUE-RESOLUTION-DEMO/Clone	1234-FINAL-TEST-HIRER-ISSUE-RESOLUTION-DEMO		Draft	Normal	Dibyalochan Sahoo	reference_file_1638252765.pdf	1638252766_e-Office_Level1_Report.pdf	30-11-0001 00:00:00
	Office Trainer	HO /2021/569FF	Test Draft File Saving!		Draft	Normal		No Reference file uploaded	No Supporting/Part file upload	29-09-2021 03:11:27

**Edit:** By Clicking on this user can edit the draft file for further process

**Delete:** User can delete the drafted file only

**View:** By clicking on this user will view the draft file for reference if require

**Cloned file:** This file name with (clone) comes in Draft section from Archive section after cloning of file and by edit this file user can run this file same as a new file



## ARCHIVE FILES

URL: Click on Archive link under E-File menu in left side menu.

It will show list of all files which are approved from the Higher Authority

**Archive Files**  
Home / Archive Files

List All Archive Files

Show: 10 entries

Action	Creator	File No.	Subject	Due Date	Current Status	Priority	Reporting Officer	Reference file	Supporting Files	Last Update	Action
	EOffice Trainer	HO /2021/1234-FINAL-TEST-HIRER-ISSUE-RESOLUTION-DEMO	1234-FINAL-TEST-HIRER-ISSUE-RESOLUTION-DEMO	12/10/2021	Approved	Normal	Dibyalochan Sahoo	reference_file_1638252765.pdf	1638252766_e-Office_Level1_Report.pdf	30-11-2021 17:19:47	Download

Showing 1 to 1 of 1 entries

2021 © e-Office Management System

**View:** By clicking on this user will view the Archive file for reference only

**Clone of file:** This option can only be used on approved file, i.e. when a file get approved it go to the creator **ARCHIVE** section and on click this icon file get its clone and will show in **DRAFT** File Section of the creator with addition (clone) in the name of file

**Draft Files**  
Home / Draft Files

List All Draft Files

Show: 10 entries

Action	Creator	File No.	Subject	Due Date	Current Status	Priority	Reporting Officer	Reference file	Supporting Files	Last Update	Action
	EOffice Trainer	HO /2021/1234-FINAL-TEST-HIRER-ISSUE-RESOLUTION-DEMO/Clone	1234-FINAL-TEST-HIRER-ISSUE-RESOLUTION-DEMO	2021-12-18	Draft	Normal	Dibyalochan Sahoo	reference_file_1638252765.pdf	1638252766_e-Office_Level1_Report.pdf	15-12-2021 11:42:02	
	EOffice Trainer	HO /2021/1234-FINAL-TEST-HIRER-ISSUE-RESOLUTION-DEMO/Clone	1234-FINAL-TEST-HIRER-ISSUE-RESOLUTION-DEMO		Draft	Normal	Dibyalochan Sahoo	reference_file_1638252765.pdf	1638252766_e-Office_Level1_Report.pdf	30-11-0001 00:00:00	
	EOffice Trainer	HO /2021/1234-FINAL-TEST-HIRER-ISSUE-RESOLUTION-DEMO/Clone	1234-FINAL-TEST-HIRER-ISSUE-RESOLUTION-DEMO		Draft	Normal	Dibyalochan Sahoo	reference_file_1638252765.pdf	1638252766_e-Office_Level1_Report.pdf	30-11-0001 00:00:00	
	EOffice Trainer	HO /2021/1234-FINAL-TEST-HIRER-ISSUE-RESOLUTION-DEMO/Clone	1234-FINAL-TEST-HIRER-ISSUE-RESOLUTION-DEMO		Draft	Normal	Dibyalochan Sahoo	reference_file_1638252765.pdf	1638252766_e-Office_Level1_Report.pdf	30-11-0001 00:00:00	
	EOffice Trainer	HO /2021/569FF	Test Draft File Saving!		Draft	Normal		No Reference file uploaded	No Supporting/Part file upload	29-09-2021 03:11:27	

Showing 1 to 5 of 5 entries

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It will show list of all files as report Designation wise of the organization.

**Download:** By clicking on this user can download the list of all files for print



**Download:** By clicking on this user can download the list of all files for print



## ADDRESS BOOK

URL:

Click on Address book in left side menu.

It will show list of all user who are registered with e-office application and active by admin

**DREDGING CORPORATION OF INDIA LIMITED**

MAIN

- Dashboard
- Organization
- e-Documents
- e-File
- Documents Diary
- Receipts
- Dispatch
- Reports
- Address Book**
- Help

**Users**  
Home / Users

List All Users

Show 10 entries

Search:

Name	Email	Location	Department	Designation	Contact No
Annie Sailaja Yenubari	yasailaja@dcil.co.in	Head Office Visakhapatnam	HR (HO)	DGM(HR (HO))	9898989899
Archana Mylapalli	archana@dcil.co.in	Project Office Kochi	Tech (Kochi)	JM(Tech (Kochi))	9898289898
Arnab Kumar Dasgupta	akdasgupta@dcil.co.in	Head Office Visakhapatnam	HR (HO)	JGM(HR (HO))	9898989899
Ashish Chauhan	admin@dcil.co.in	Head Office Visakhapatnam	IT (HO)	DGM(IT (HO))	8800106254
B Laxmana Murthy	blmurthy@dcil.co.in	Head Office Visakhapatnam	CO (HO)	JM(CO (HO))	9898989898
Baba Fakruddin	gbaba@dcil.co.in	Head Office Visakhapatnam	T (HO)	DGM(T (HO))	9898989898
Bahadur meena	Bahadurmeena@dcil.co.in	Head Office Visakhapatnam	IT (HO)	JM(IT (HO))	7219926513
Balachandra Torvi	balachandra@dcil.co.in	Project Office Kochi	DIVING (Kochi)	JM(DIVING (Kochi))	9898289898
Barun Kumar Ray	bkray@dcil.co.in	Regional Office Mumbai	OPS (Mumbai)	M(OPS (Mumbai))	9898989898
Bibhuti Bhushan PradhanPradhan	bbpradhan@dcil.co.in	Regional Office Paradip	INST (Paradip)	JM(INST (Paradip))	9898989898

Showing 1 to 10 of 83 entries

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## SETTINGS

URL:

Click on Settings link in left side menu.

Then List of sub-menus appeared in Settings menu in left side menu.

- General
- Logos
- System

The screenshot displays the 'Settings' page of the Dredging Corporation of India Limited (DCIL) e-Office Management System. The left sidebar contains a 'MAIN' menu with various options, and a 'Settings' section with sub-menus: 'SYSTEM SETTINGS', 'General', 'Logos', and 'System'. The 'General' sub-menu is selected. The main content area shows the 'General Configuration' form with the following fields:

Field	Value
Company Name	DREDGING CORPORATION OF INDIA
Address	55-1-17/8/79, HB Colony Rd,
Contact Person	MMTC Colony, H B Colony, Visakhapatnam,
Email	V Satheesh Chander Rao
Phone	satishv@dcil.co.in
	Visakhapatnam Andhra Pradesh 530022
	India

A 'Save' button is located at the bottom right of the form. The footer of the page reads '2020 © e-Office Management System'.

General: In this section user can update the details of Organization/Company entered

Logo: In this user can replace the logos used in Application

System: In this section user can update Application Name, Date, Footer Text etc



## CONSTANTS

URL:

Click on Constants link in left side menu.

Then List of sub-menus appeared in Constants menu in left side menu.

- Document Type

The screenshot shows the 'Constants' section of the e-Office Management System. The left sidebar lists various modules, with 'Constants' expanded to show 'Document Type'. The main area contains two panels: 'Add New Document Type' and 'List All Document Type'.

**Add New Document Type**

Document Type  
Enter Document Type

**List All Document Type**

Action	Document Type
<input checked="" type="checkbox"/> <input type="button" value="Edit"/>	Tender
<input checked="" type="checkbox"/> <input type="button" value="Edit"/>	Notice
<input checked="" type="checkbox"/> <input type="button" value="Edit"/>	Policy
<input checked="" type="checkbox"/> <input type="button" value="Edit"/>	Memo

Showing 1 to 4 of 4 entries

Previous 1 Next

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1 new notification

In this section Admin create the document type it will use in documents upload under the e-documents





## CHANGE PASSWORD

URL:

Click on Change Password link in left side menu.

MAIN

- Dashboard
- Organization
- e-Documents
- e-File
  - Files
  - Files In
  - Files Out
  - Files Movement
  - Draft Files
  - Archive Files**
  - Documents Diary
  - Receipts

Archive Files

Home / Archive Files

List All Archive Files

Show 10 entries

Search:

Action	Creator	File No.	Subject	Due Date	Current Status	Priority	Reporting Officer	Reference file	Supporting Files	Last Update	Action
	Himanshu Sharma	IT /file/2020/222	test	12-11-2020	Approved	Normal	Himanshu Sharma	<a href="#">reference_file_1605077175.pdf</a>	No Supporting/Part file upload	11-11-2020 12:52:08	<a href="#">Download</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

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Change Password

Enter New Password

Enter New Confirm Password

Close Update

**Change Password:** By entering the details on this form user will change password of login