
This is the user manual for office automation software (OAS). If you have any queries regarding OAS you can refer to this user manual for help.

Office Automation Software/OAS

User Manual

Version Alfa

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1. Introduction

Instructions: Welcome to the user manual for our Office Automation Software. This comprehensive guide is designed to help you understand and make the most of the features and capabilities of our office automation software. Whether you are a new user or looking for advanced tips and tricks, this manual is here to assist you.

This User Manual (UM) provides the information necessary for all types of users to effectively use OAS.

1.1 Overview

Instructions: The Office Automation Software is a specialized tool designed to facilitate the seamless sharing of Internal Office Notifications (IONs) within DHAQ. This software plays a pivotal role in enhancing communication and collaboration between directorates, enabling users to create, approve, and share IONs efficiently.

- User will be able to create new ION, add references and attachments (docs). They will also be able to add directorates or User in TO and INFO to share ION with them.
- They can then share ION with anyone inside directorate to get remarks or for changes in ION.
- Once ION is completed, they will send it to signing authorities to for approval, signing authority can suggest changes, or can add changes to the Doc, or they can approve the DOC. ION will be shared with everyone (in TO and INFO) as soon as signing authority approves it.
- IT DTE will give credentials of different types of accounts that will be using the system. i.e., account for clerks, Director, DDs, Ads, Managers etc.

1.2 Purpose

The Office Automation Software is a specialized tool designed to facilitate the seamless sharing of Office Notifications (IONs) within DHAQ, playing a crucial role in improving communication and collaboration between directorates. This software empowers users to efficiently create, approve, and share IONs, ensuring a streamlined workflow.

1.2.1 Key Features and Major Functions:

1.2.1.1 ION Creation

Users can initiate new IONs, adding references and attaching relevant documents. They have the flexibility to specify the recipient directorates or individual users in both the "To" and "Info" categories, facilitating targeted communication.

1.2.1.2 Sharing for Review and Feedback

Users can distribute IONs to internal recipients within their directorate for remarks, suggestions, or changes. This enables collaborative input to refine the content.

1.2.1.3 Approval Workflow

Once an ION is ready for approval, it is forwarded to designated signing authorities. These authorities have the prerogative to suggest amendments or make changes to the document. Additionally, they can approve the ION. Upon approval, the ION is automatically shared with all relevant recipients in both "To" and "Info" categories.

1.2.1.4 User Account Types

The IT Directorate (IT DTE) administers different types of user accounts tailored to specific roles within DHAQ. These accounts encompass clerks, Directors, Deputy Directors (DDs), Assistant Directors (Ads), Managers, and others as needed. Each user account type is equipped with appropriate permissions and access levels

1.2.1.5 System Architecture

The software operates as a web-based application, offering a user-friendly interface accessible via web browsers. It employs secure data storage and efficient data processing, ensuring a seamless user experience.

1.2.1.6 User Access Mode

Users engage with the software through a graphical user interface accessible via web browsers. The intuitive interface simplifies the ION creation, approval, and sharing process, enhancing user productivity

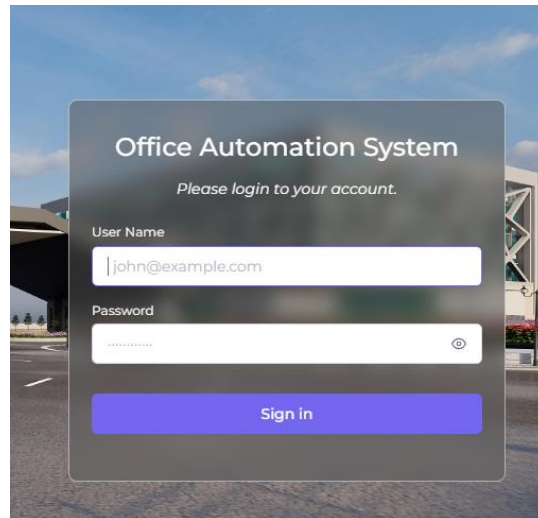
1.2.1.7 System Environment

Designed for the exclusive use of DHAQ, the software operates in a standard office environment, necessitating internet connectivity and web browsers. Users can access it from desktop and laptop computers, supporting both in-office and remote work scenarios

2. Walkthrough of the Office Automation Software

2.1 Login to the system

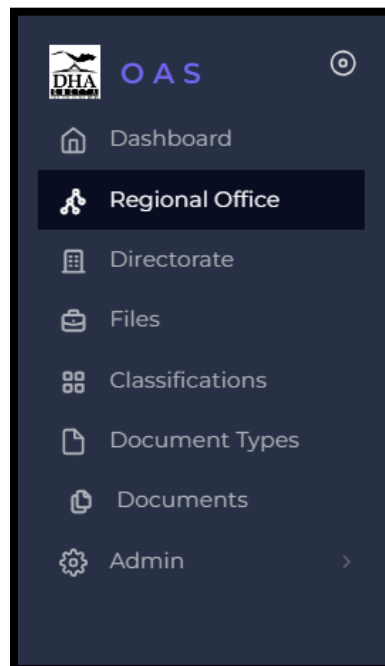
Description: To begin using the Office Automation Software, you first need to log in with your user credentials.



User will enter User Name and Password provided by IT DTE.

2.2 Dashboard overview

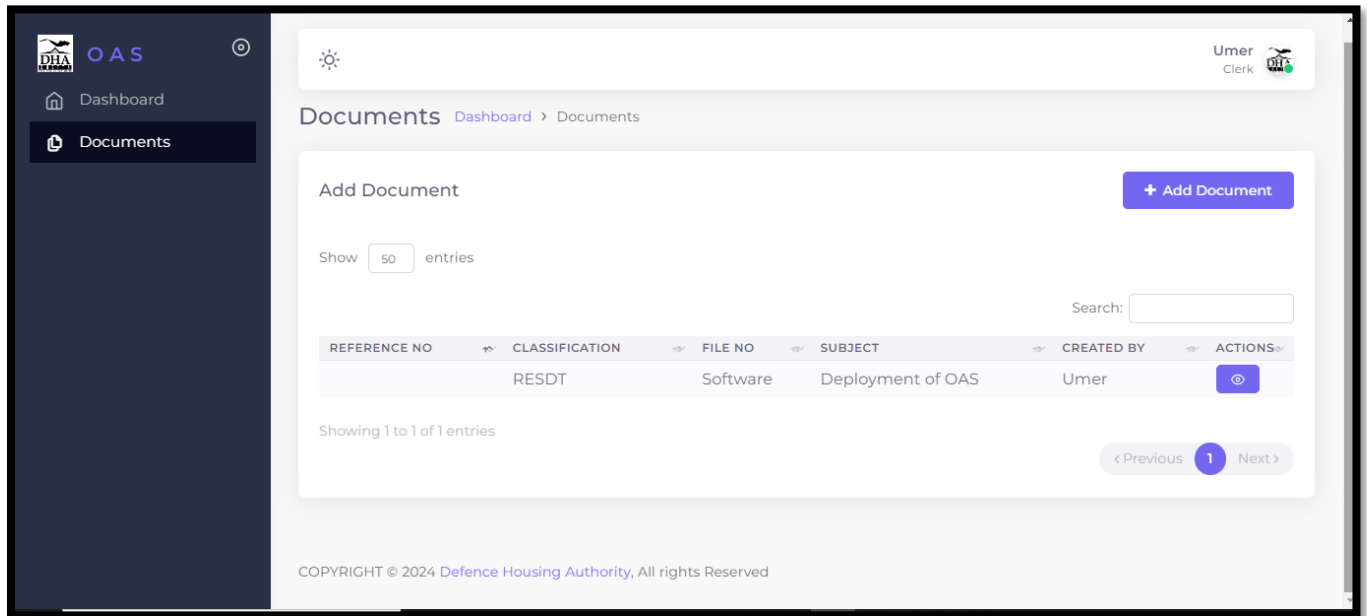
Description: After login, you will be directed to the system's dashboard, which provides an overview of your tasks and options.



2.3 Creating a New ION

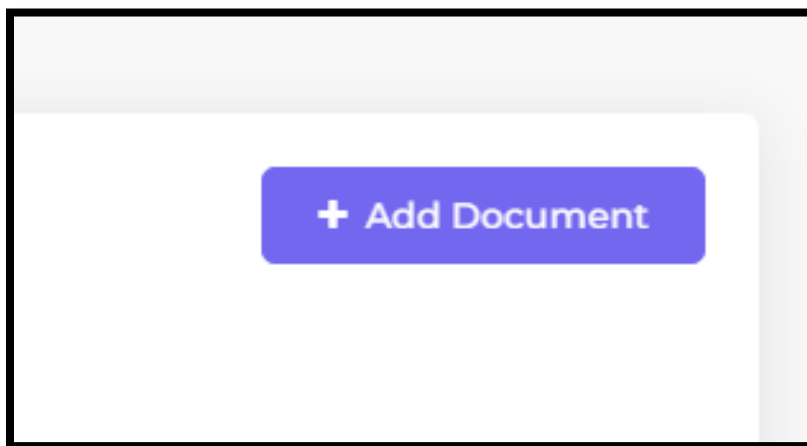
Description: To create a new Internal Office Notification (ION), click on the "Documents" button. This action will open the Documents page.

2.3.1 Click on Documents button



2.3.2 Click on Add Document button

Next you will have to click on “Add Document” button, to create a new ION.
sThis action will open a new page.



2.3.3 New ION page

The screenshot shows the 'Add Document' page in the Office Automation System. The sidebar on the left contains the 'OAS' logo and navigation links for 'Dashboard' and 'Documents'. The main content area is titled 'Add Document' and includes a breadcrumb trail 'Documents > Add Document'. The form contains several fields: 'Classification' (a dropdown menu with 'RESDT' selected), 'Document Type' (a dropdown menu with 'ION' selected), and 'File' (a dropdown menu with 'Software' selected). Below these are 'Subject' and 'Body' fields. The 'Body' field is a rich text editor with a toolbar containing various formatting options like bold, italic, underline, and link.

2.3.3.1 Select Classification

You can select classification of the document on this page i.e., restricted, confidential, Immediate response and personal.

This is a close-up of the 'Classification' dropdown menu. The label 'Classification' is followed by a red asterisk. The dropdown menu is open, showing 'RESDT' as the selected option. Below it, the 'Subject' label is partially visible.

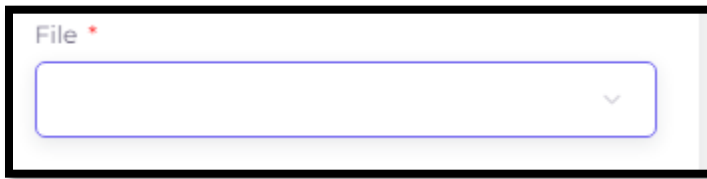
2.3.3.2 Select Document type

You can select document type from here. i.e., ION.

This is a close-up of the 'Document Type' dropdown menu. The label 'Document Type' is followed by a red asterisk. The dropdown menu is open, showing 'ION' as the selected option.

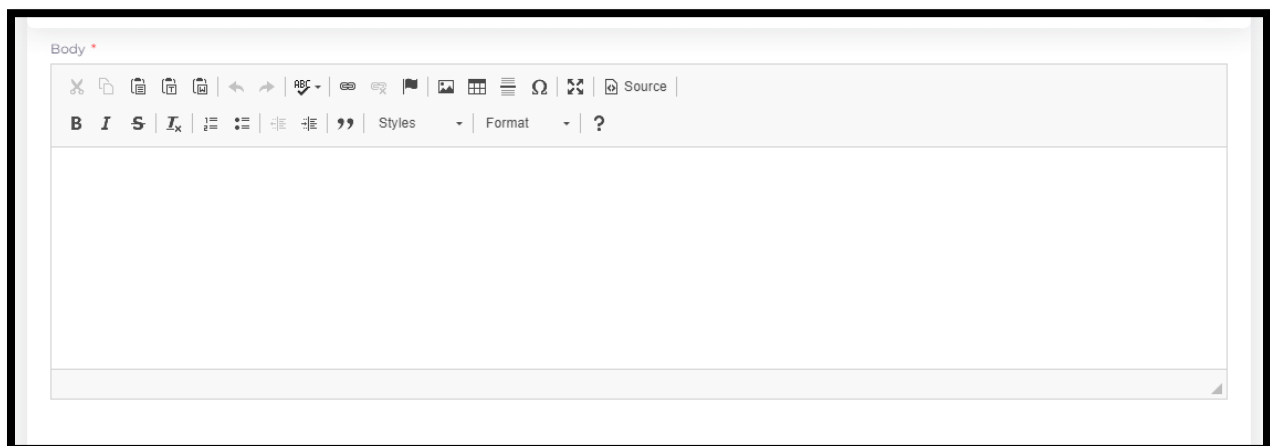
2.3.3.3 Select file

You can select file from here.

A rectangular input field with a light blue border and a small downward arrow on the right side, indicating a dropdown menu for file selection. The label "File *" is positioned above the field.

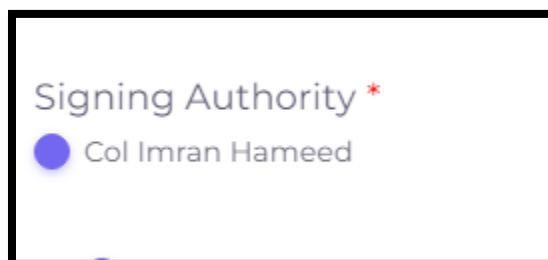
2.3.3.4 Body of ION

You can write the body of ION here.

A rich text editor interface for the "Body" of an ION. It features a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, image, table, link, unlink, source) and a large text area for writing the body content.

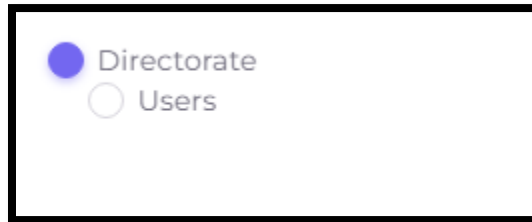
2.3.3.5 Signing authority

The user will select their signing authority here. This section will be showing all the signing authorities of your Dte. The document will be sent for approval to the selected signing authority only (on completion of the document).

A selection interface for the signing authority. It displays the text "Signing Authority *" in a large font, followed by a blue circular selection button and the name "Col Imran Hameed".

2.3.3.6 Adding Directorates/Users to “TO” & “INFO” categories

Here you will select “directorate” if you want to add directorates to “TO & INFO” and if you want to add user you will click on “users”.



 A screenshot of the main application interface. On the left, there is a sidebar with a 'Directorate' section containing a dropdown menu currently showing 'Land DTE'. Below this are three buttons: 'To', 'Info', and 'Copy'. The main area is divided into two columns. The left column has three sections: 'To' with a text box containing 'HR DTE', 'Info' with a text box containing 'Legal DTE', and 'ID' with a text box containing 'IT DTE'. The right column features a table with three columns: 'NAME', 'FILE', and 'ACTIONS'. Below the table header is a blue button with a white plus sign (+).

Here you will select the concerned directorate(s) or User(s) with whom the ION needs to be shared.

2.3.3.6.1 TO

Anyone added in “TO” will have the right to write a response to your ION.

2.3.3.6.2 INFO

Anyone added in “INFO” will only be able to view the document, they cannot write a response to that ION.

2.3.3.7 Adding annexure

To add annexure, you will have to click on the plus (+) sign.

NAME	FILE	ACTIONS
<input type="text" value="Name"/>	<input type="button" value="Choose File"/> <input type="button" value="No...en"/>	<input type="button" value="Delete"/>

You can give it any name (You can also use this name in body for reference to this annexure). Then you will click on “Choose File” button to select a file. Only image and PDFs can be added to annexure.

If you added wrong file, then you can click on the “delete” button to delete that annexure.

2.3.3.8 Adding References:

You can add references either manually or find references from that are added in the system. You can find references here.

☒ Enter Reference Manually
 ☐ Find Reference

Enter Reference

Reference

2.3.3.9 Sending ION for approval

Once ION is completed you will send it to Signing authority for approval. You will go to “Documents” page.

REFERENCE NO	CLASSIFICATION	FILE NO	SUBJECT	CREATED BY	ACTIONS
	RESTD	Software	asdf	Umar Khan	
	RESTD	Software	asdf	Umar Khan	
	RESTD	Software	asdf	Umar Khan	

On Documents page you will see all the documents that were created. You will see 4 buttons against your ION i.e., View, Edit, Delete, and Send.

You can click on view button to view ION. Or you can click on edit button to edit the ION and if you want to delete an ION you can click on Delete button.

in the last you will see a “send” button, you will click on “send” button to send it for approval.

Once you clicked on send button, you will only be able to view document and the document will be sent to signing authority for approval.

2.4 Signing Authority Actions

2.4.1.1 Description:

Once signing authority receives a Doc, they can View, Edit, Delete, or approve the document. Signing authorities can also suggest changes (once they click on view button) and mark a user to apply changes to the DOC. Once signing authority receives a Doc, they can View, Edit, Delete, or approve the document.

2.4.1.2 Suggest Changes:

Signing authority can provide feedback and suggest amendments to the ION.

604/101/3/IT dated 03 Nov 2023

To: HR

Info:

ID: Office Copy

Add Remarks

From : Imran Qureshi

Remark : asdf

Send To *

Umar Khan

Select User

Admin

Imran Qureshi

Adnan Chaudhry

Abdullah

Umar Khan

2.4.1.3 Edit the Document:

Signing authorities can also edit the document, by clicking on the edit button.

2.4.1.4 Document Approval

If satisfied, signing authority can approve the ION and it will be distributed with everyone added in “TO & INFO” categories.



2.4.1.5 Sending ION:

The ION will be shared with everyone in “TO” & “INFO” categories, as soon as an ION is approved.

2.5 ION Distribution

Description: When the ION is approved, it will automatically be shared with all relevant recipients in both "To" and "Info" categories. This ensures that everyone gets the updated information.

2.6 Logging Out

Description: To exit the system, click on the "DHA Icon" on top right, after this click on “Logout” button. This will securely log you out from the system

