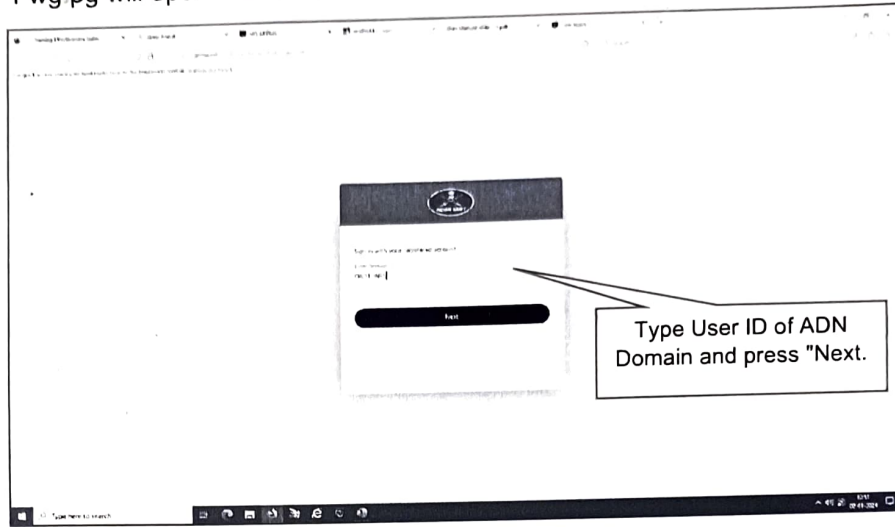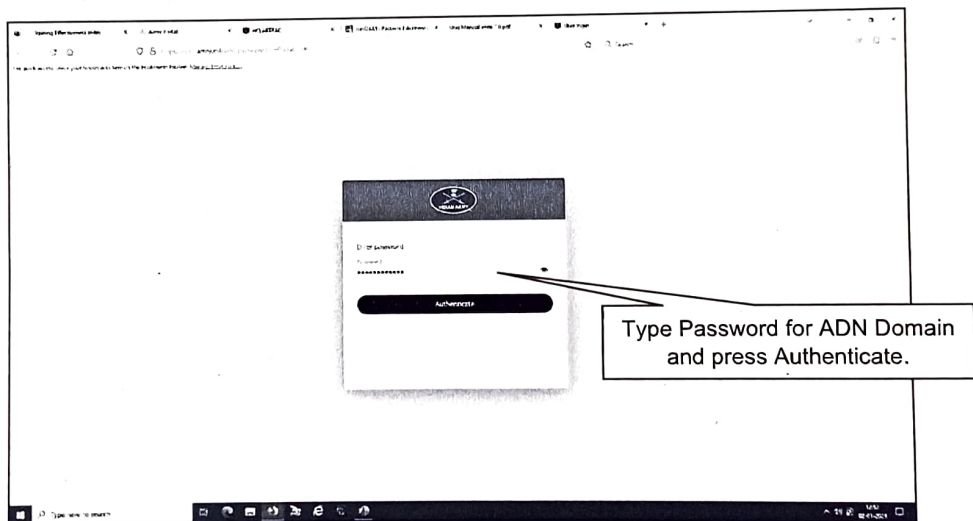1. **Logging In**.

(a) Type **https://eoffice.army.mil** in the address bar of web browser of your ADN PC and press enter.
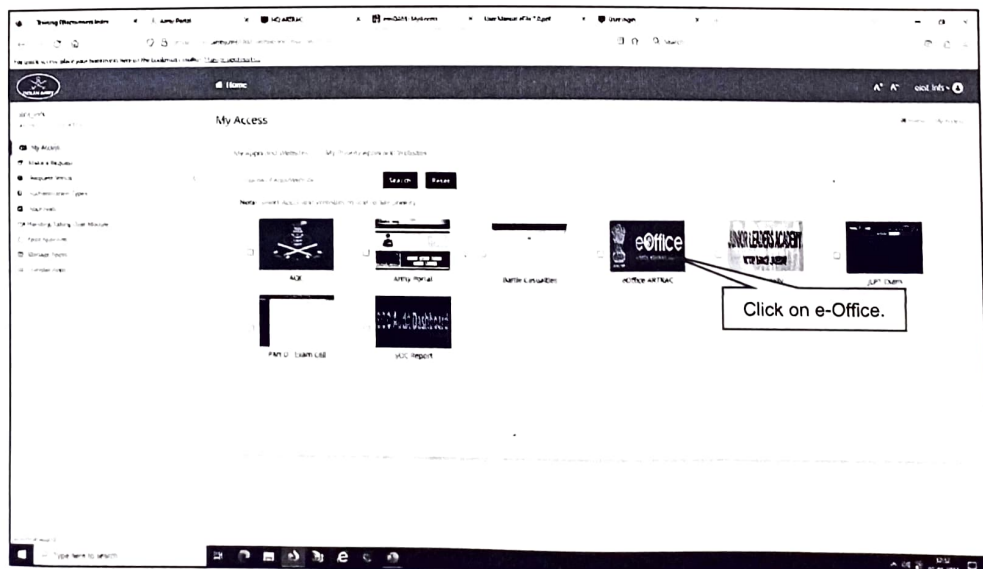
(b) Fwg pg will open in the web browser: -
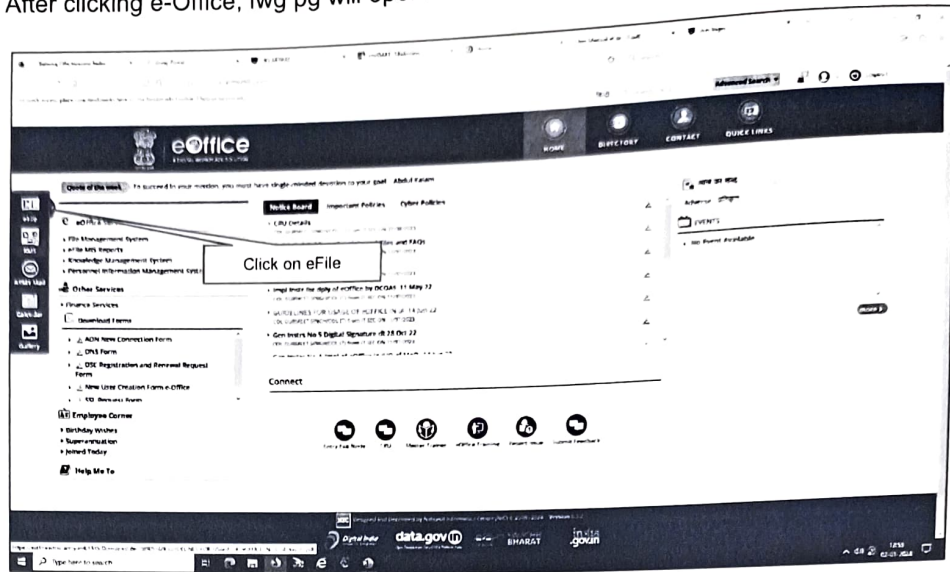


Type User ID of ADN Domain and press "Next.

(c) After pressing 'Next', fwg pg will open: -



Type Password for ADN Domain and press Authenticate.

(d) After successful login, fwg pg will open: -



Click on e-Office.

(e)    After clicking e-Office, fwg pg will open: -



(f)    After clicking eFile, main pg will open wherein e-Office suite can be utilised for file mgt in respective offices.
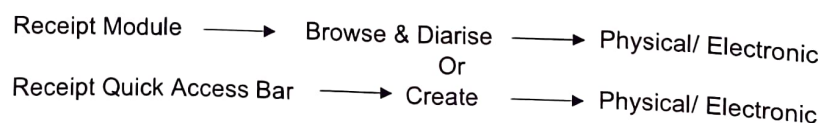
2.    **Creation of File/ Receipt**.    File/receipt in eOffice is akin to a phy file/docu.

(a)    Existing file/ docu and those recd in phy form are reqd to be scanned to create a file/ receipt in eOffice.

(b)    Once a DAK/ letter is **Diarised** (filling metadata of the docu and uploading it on eOffice) and a unique receipt/diary number is allotted and **then it becomes Receipt**.

(c)    File/ Receipt can be created either from Quick Access Tool Bar or respective module.
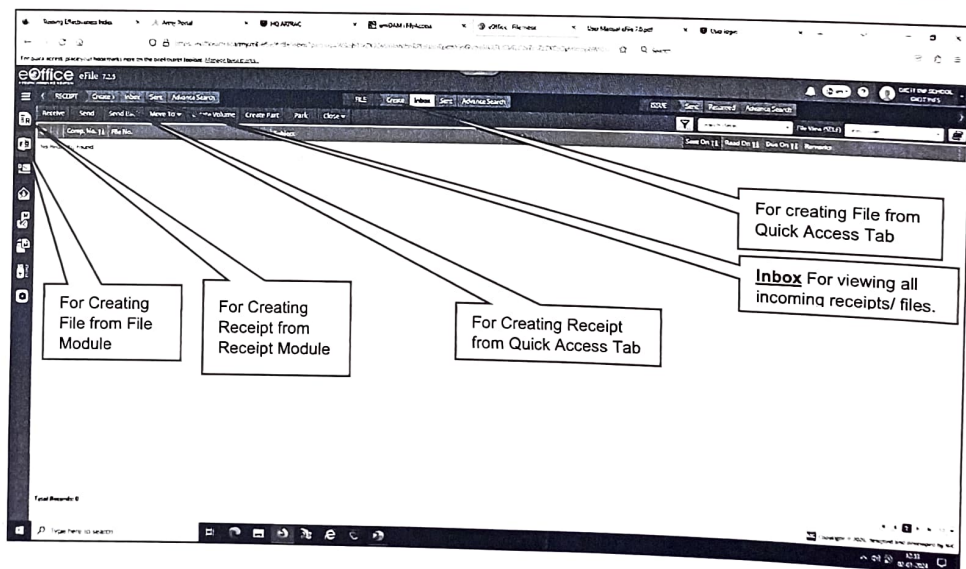


(d)    **Receipt**.

(i)    Receipt for docu recd can be created as follows: -

Receipt Module $\longrightarrow$ Browse & Diarise $\longrightarrow$ Physical/ Electronic
                                                    Or
Receipt Quick Access Bar $\longrightarrow$ Create $\longrightarrow$ Physical/ Electronic
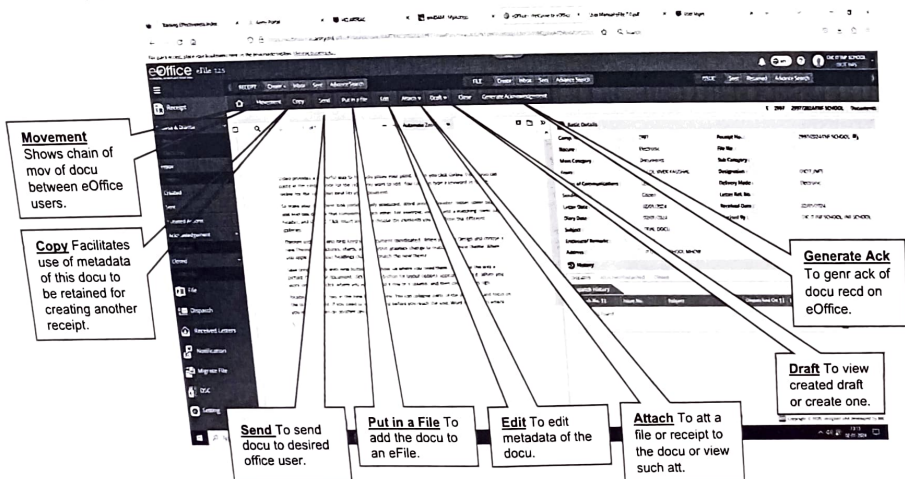
(ii)    Receipt created on eOffice can either be sent as an indl docu or filed in an eFile which can subsequently be sent to another eOffice user.

(iii) **Physical receipt** should be selected if a docu is reqd to be physically moved but a record of such mov/docus is reqd to be maint. However, Electronic receipt is mandatory for mov/mgt of files in eOffice.

(iv) On selecting either Physical/Electronic Receipt, fwg pg will open: -



After uploading docu, metadata to be filled.

After filling metadata, select either of three options to generate.

Click **Upload** to select and upload requisite docu in PDF format only.
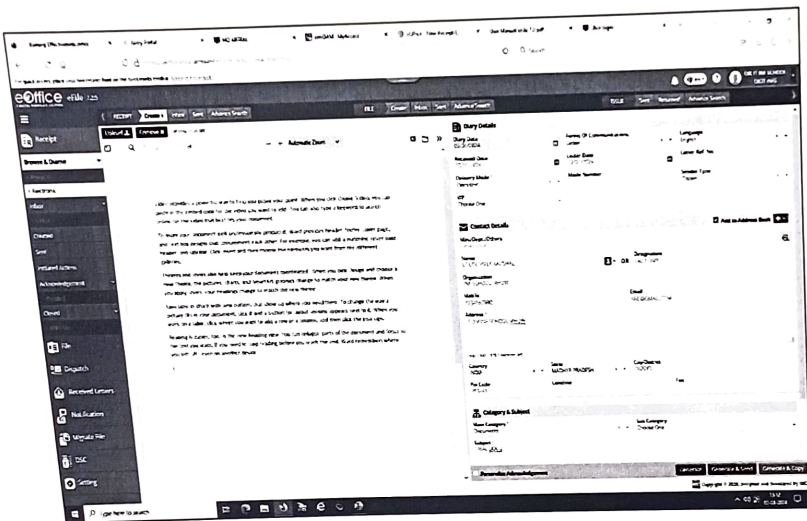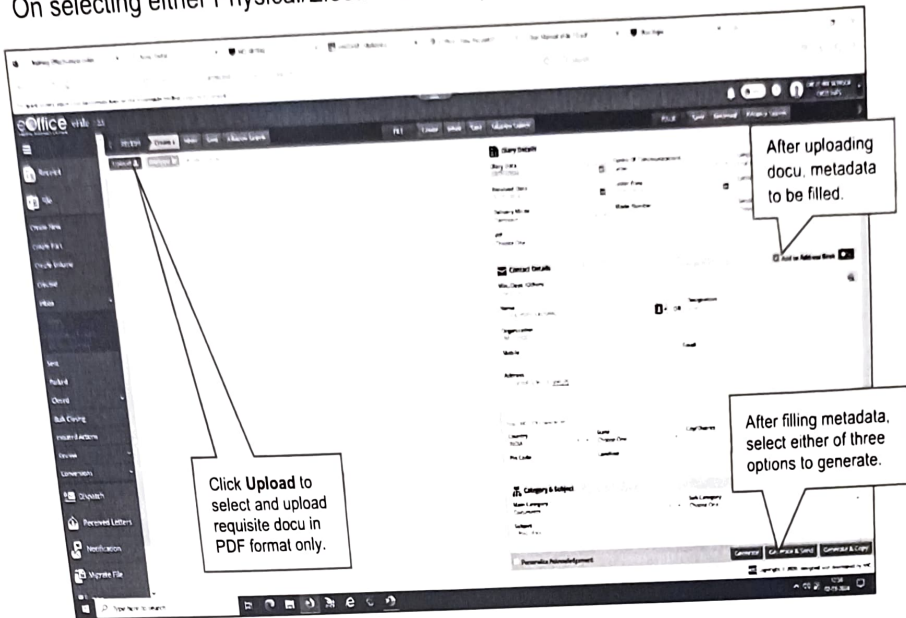


(v) On clicking 'Generate' as above, fwg pg will open: -



**Movement** Shows chain of mov of docu between eOffice users.

**Copy** Facilitates use of metadata of this docu to be retained for creating another receipt.

**Generate Ack** To genr ack of docu recd on eOffice.

**Draft** To view created draft or create one.

**Send** To send docu to desired office user.

**Put in a File** To add the docu to an eFile.

**Edit** To edit metadata of the docu.

**Attach** To att a file or receipt to the docu or view such att.

(vi)    **Sending Receipt**. It is like mov an indl docu read in dak.



> Fill in address of user whom the receipt is to be sent.

> Fill in remarks, same will be vis against the docu in the list of sent docus.
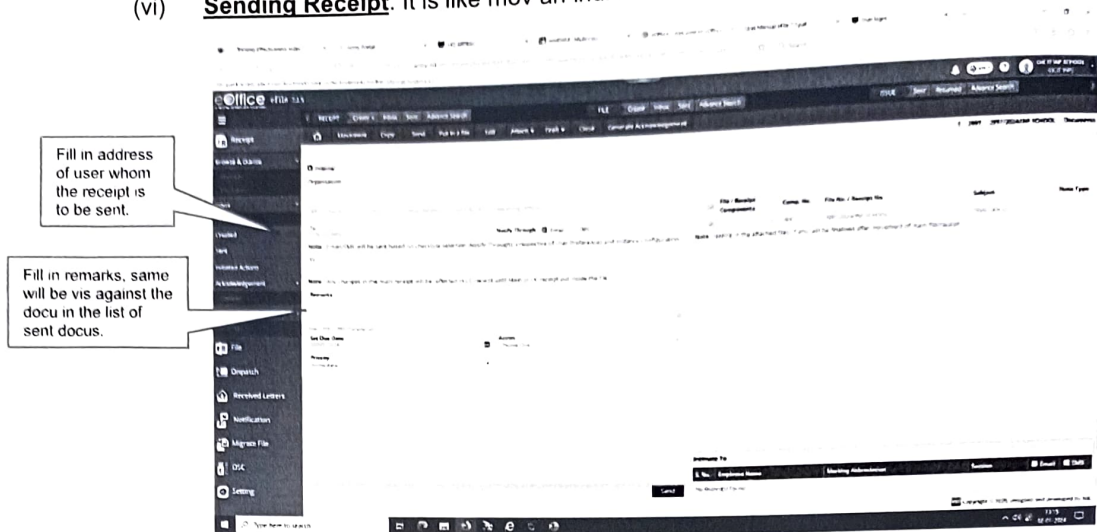
(vii)    **Putting Receipt in a File**. Receipt can be filed either in an existing eFile or a newly created one.



> **Create File**
> To create a file (if not already created) for filling the docu.

> List of files already created and existing in inbox of the users filling the docu.

> Mandatory to fill the remarks.
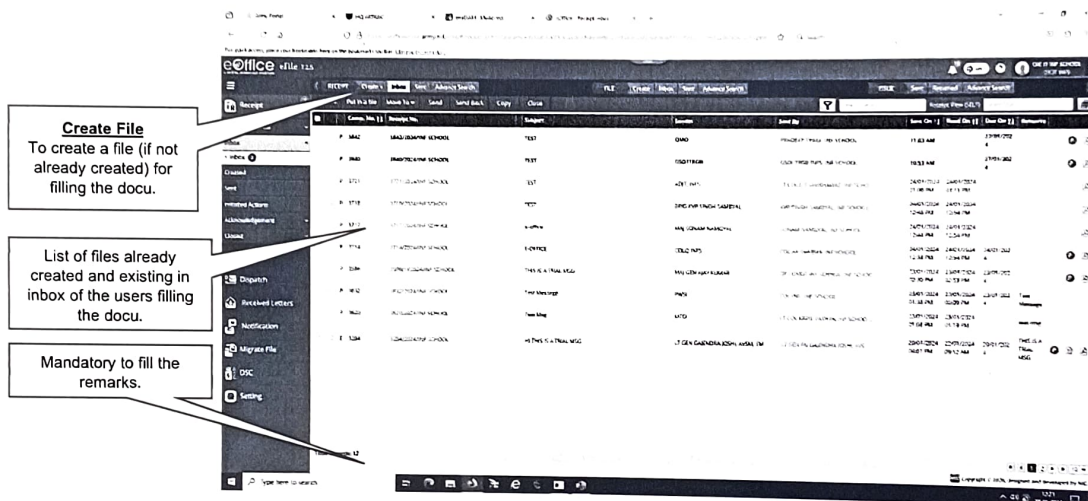
(viii)    **Attaching Another Docu to a Receipt**. Akin to placing another docu/ file in same binder as the Receipt, for user to ref to.



> Click Attach receipt.

List of receipts which can be att.

Mandatory to fill the remarks.
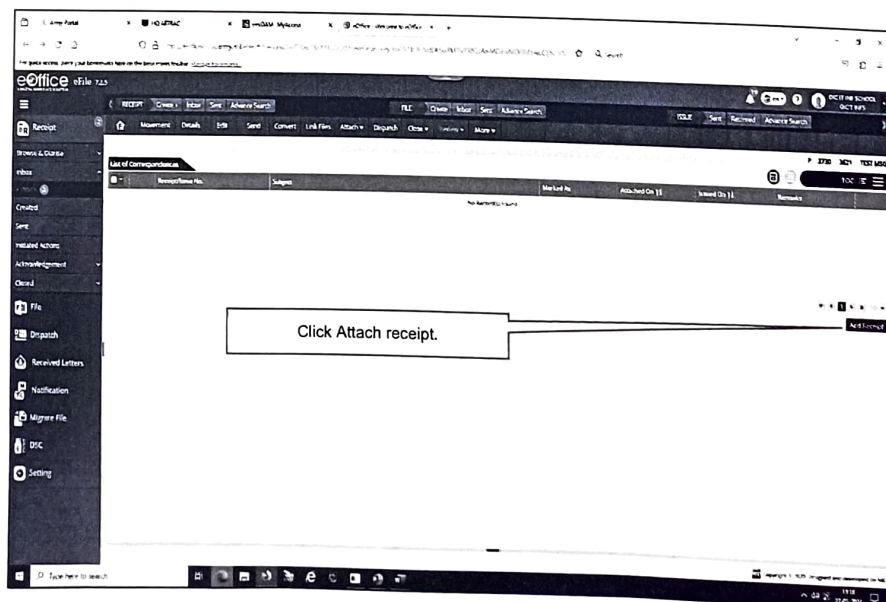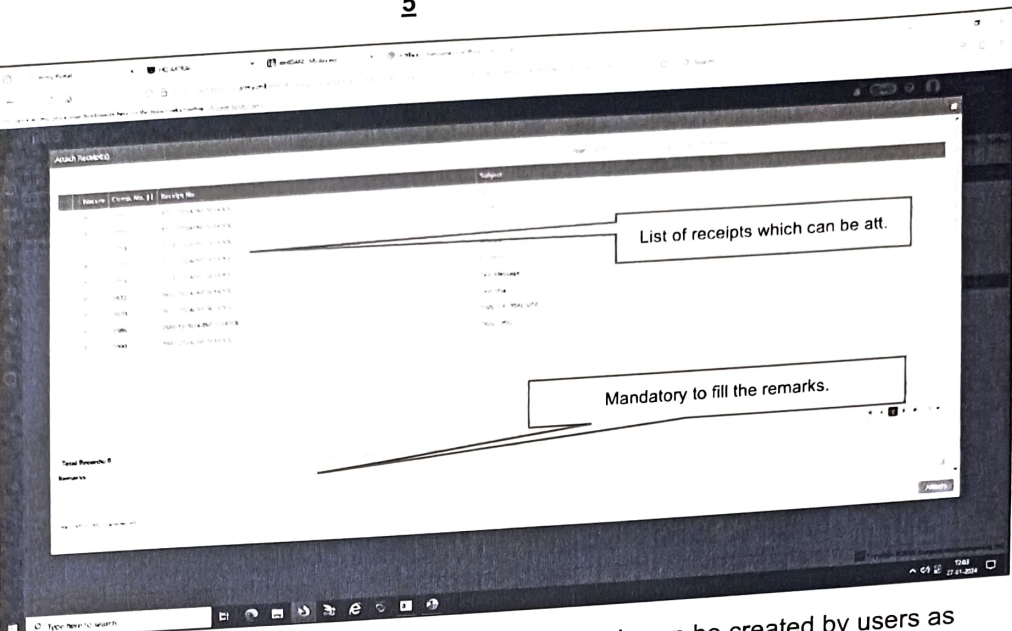
) **Creating/ Viewing a Draft**. Draft letter/reply can be created by users as so already created ones can be viewed by them. On clicking Draft, options to Create ew Draft and View Draft are available to users.

(aa) Creating Draft Saved as Version 1, which on subsequent amdt by next user(s) in the wk flow, becomes Version 2 and so on.

(ab) Record of all versions can be viewed by the users.



Draft can be typed here.

To be saved after typing.



Docu sign shows receipt with draft.
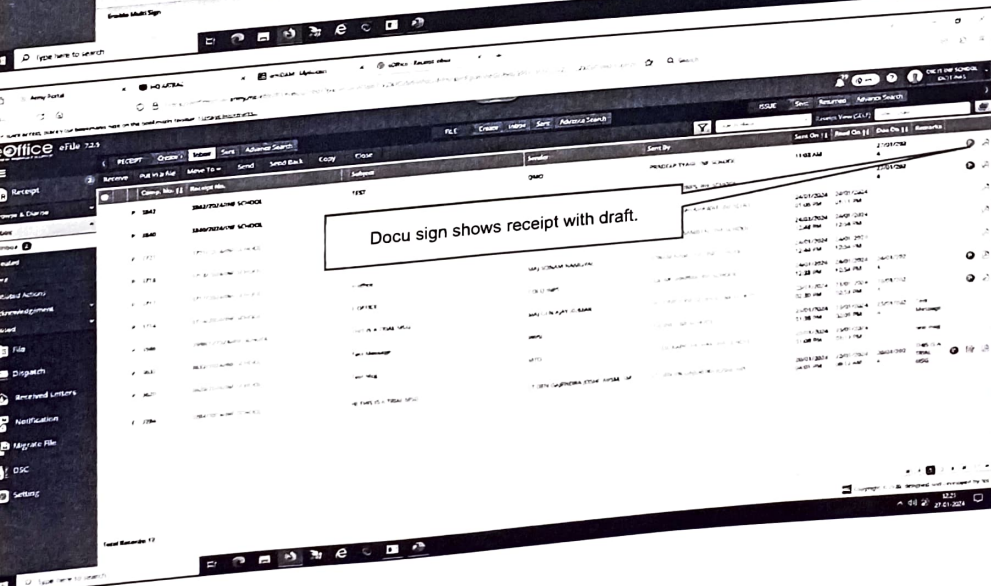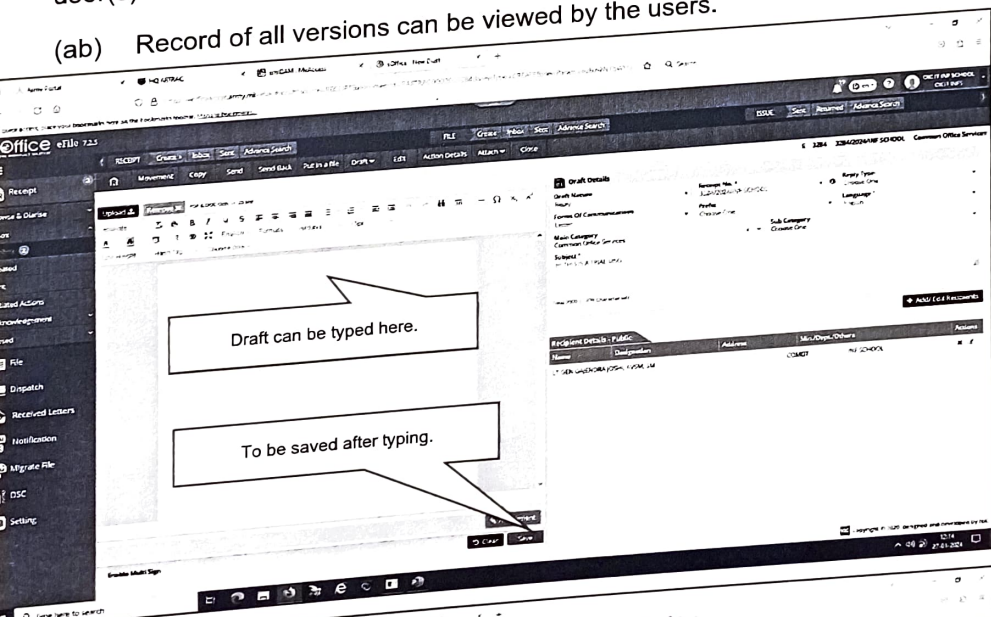
(e) **Creating File**.

(i) An eFile is reqd to be created as follows for filing receipts: -

File Module ———▸ Create New
Or
File Quick Access Bar ———▸ Create

(ii) File can be Physical or Electronic (ref para 2(d)(ii) above).



Clip sign indicates att docu/ file.



This pg opens on clicking the clip sign.



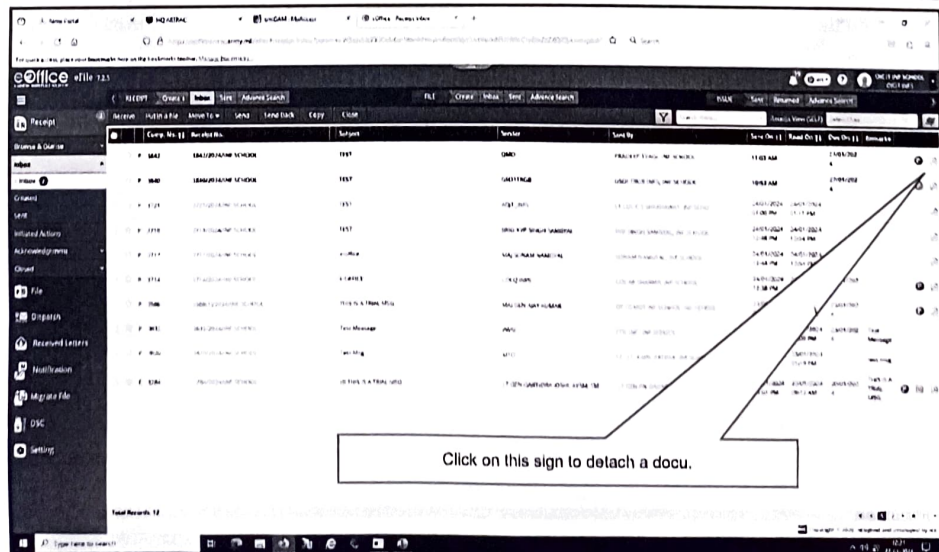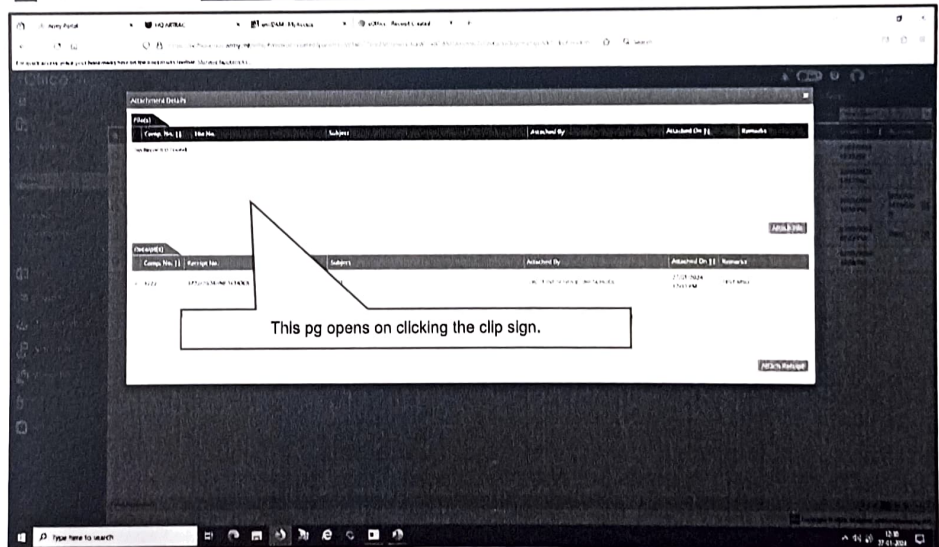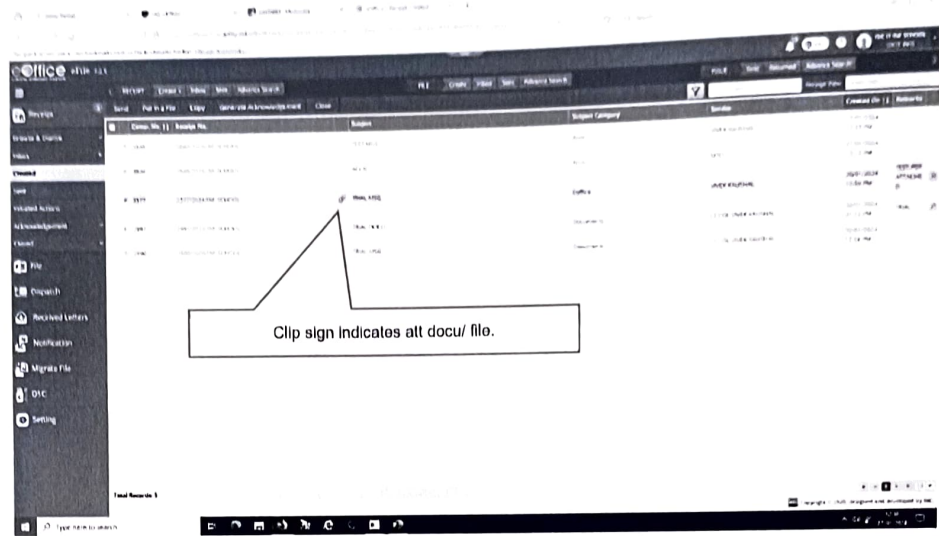Click on this sign to detach a docu.

(iii)  Fwg pgs opens on selecting options as above: -



**Type of File**
SFS (Single File Sys)
should be selected

**File No**
Should begin with SUS No of
the Unit/Fmn/Est

**Subject of the File**

**Cat**
May be chosen from drop down
menu.



File No once
generated cannot be
changed



**Yellow Note**
- Akin to stick pad.
- May be prep by dealing clk and then fwd file to dealing offr to asst the offr in prep of Green Note.
- Becomes final (changes to Green Note and can now be edited) once approved by dealing offr.

**Green Note**
- Akin to Note on min sheet.
- To be prep by dealing offr (may be assisted by dealing clk by using Yellow Note) and then fwd file to next offr in the wk flow.
- Note No auto generated.

**More**
To create Part File to Main File or Merge one created earlier.

**Close**
Close File with remarks (mandatory).

**Add Receipt**
To add letters to the eFile.

**Movement**
Displays details of mov of file, incl remarks (if endorsed) at each level, as per wk flow sys.

**Details**
Displays details of file, incl meta data, att/ linked/ referred files, part, vol etc.

**Draft**
To view created draft or create one

**Edit**
Details of File except File No.

**Send**
To next user in wk flow

**Link Files**: To link files to main file.

**Attach**
File/ receipt.