



ONGC Videsh Ltd.



2022

Paperless Office- Audit Access Process— User Manual

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1 Introduction

This document is intended to guide you step by step through the Paperless E-Office Application.

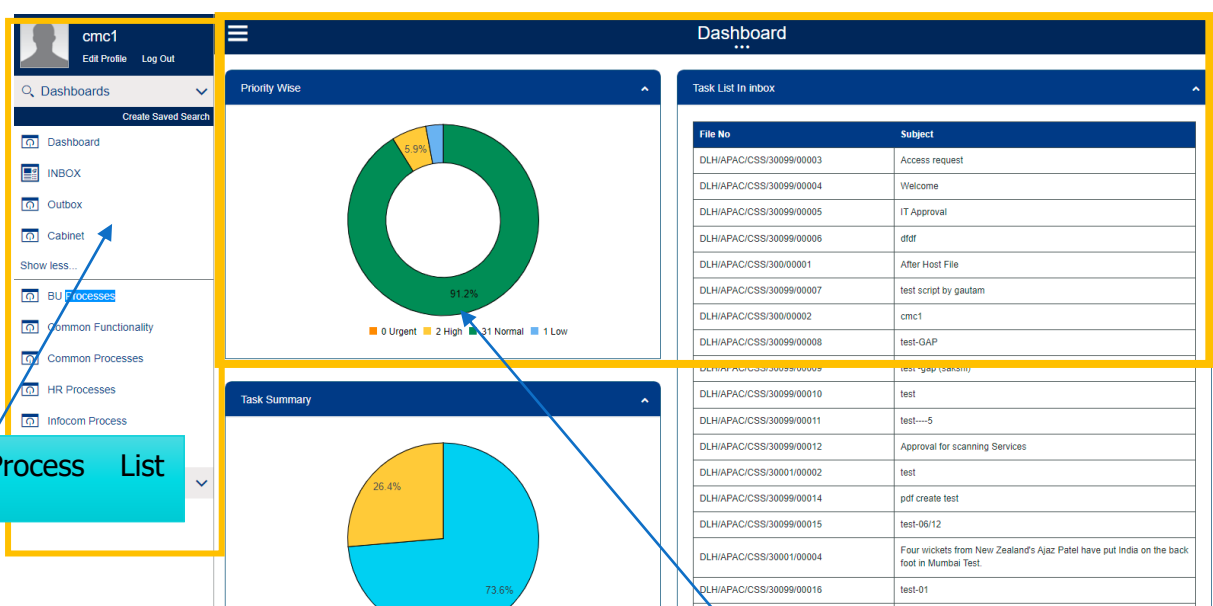
2 Login in the Paperless office:

- Open the Process Portal URL: <https://disha.ongcvidesh.in/ProcessPortal/login.jsp>
- Enter Your Windows username/ Password.



3 Login Screen Overview:

- Dashboard screen



Dashboard – It is a graphical representation of Task

- Inbox Screen

INBOX

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
DLH/APAC/CSS/30099...	GAP Manual	Generic File Initiator	Generic File Initiator		Normal	Dec 8, 2021, 12:38...
DLH/APAC/CSS/30001...	test-01	User Access Managem...	User Access Managem...		Normal	Dec 8, 2021, 12:12...
DLH/APAC/CSS/30008...	incident testing	Incident/Activity Report...	Incident/Activity Report...		Normal	Dec 8, 2021, 11:15.3...
DLH/APAC/CSS/30020...	test of reappropriation	Re-Appropriation of Bu...	Re-Appropriation of Bu...	cmc3 (900004)-Genera...	Normal	Dec 7, 2021, 9:27.5...
DLH/APAC/CSS/30020...	Test	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 8:49.2...
DLH/APAC/CSS/30020...	Test By gautam	Re-Appropriation of Bu...	Re-Appropriation of Bu...	cmc3 (900004)-Genera...	Normal	Dec 7, 2021, 7:01.3...
DLH/APAC/CSS/30008...	TEST-MANUAL	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 3:02.5...
DLH/APAC/CSS/30008...	test-manual	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 3:00.4...
DLH/APAC/CSS/30001...	testing	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 12:02...
DLH/APAC/CSS/30003...	Intrest Penalty on statu...	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 11:59.2...
DLH/APAC/CSS/30008...	test-INCIDENT	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 11:48.1...
DLH/APAC/CSS/30001...	test-123	HR Onboarding Initiator	HR Onboarding Initiator		Normal	Dec 6, 2021, 5:13.4...
DLH/CSS/HR/30002/0...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	SHIVANGI KIRTI (\$694...	Normal	Dec 6, 2021, 4:39.5...
DLH/APAC/CSS/30099...	test-01	Generic File Initiator	Generic File Initiator		Normal	Dec 6, 2021, 11:23.0...
DLH/APAC/CSS/30001...	Four wickets from New...	User Access Managem...	User Access Managem...		Normal	Dec 6, 2021, 11:04.2...
DLH/APAC/CSS/30099...	test-06/12	Generic File Initiator	Generic File Initiator		Low	Dec 6, 2021, 11:01.4...

4 How to run the Common Processes

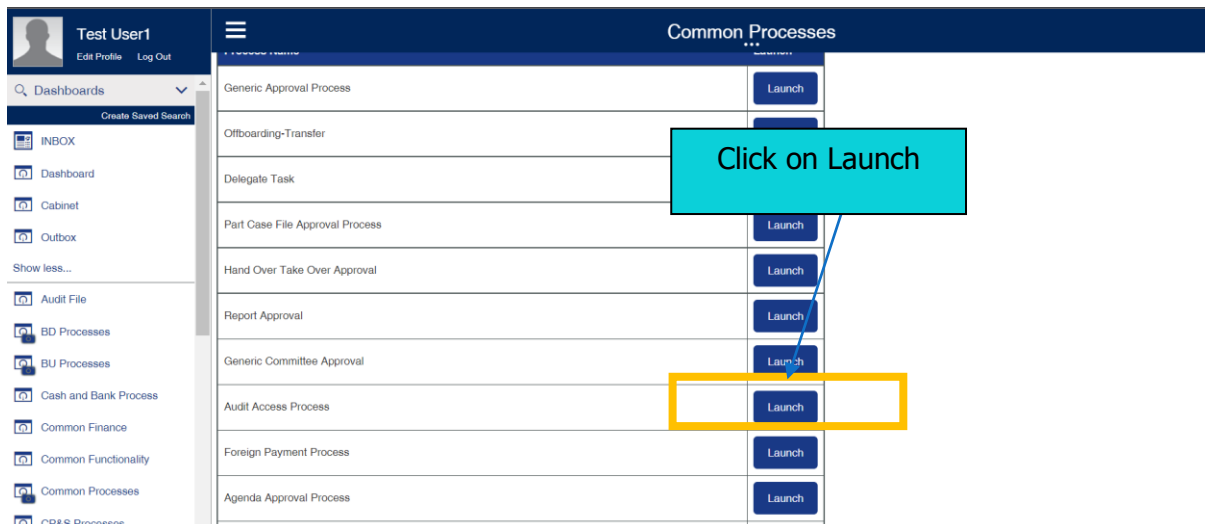
- Click on Common Processes.
- Common Processes Page displayed. List of Processes should be displayed. Process name with Launch button displays in table.

Common Processes

Process Name	Launch
Generic Approval Process	Launch
Offboarding-Transfer	Launch
Delegate Task	Launch
Part Case File Approval Process	Launch
Hand Over Take Over Approval	Launch
Report Approval	Launch
Generic Committee Approval	
Audit Access Process	
Foreign Payment Process	
Agenda Approval Process	Launch

5 Audit Access Process Launch:

- Click on Launch button.



- Meta Data, File Action Panel will open.
- Enter the entire metadata field displayed on the Create file screen. **Note: Location, Section, Sub section, Priority will show repopulated based in the User login profile. If users want to change the repopulated field, he/she can select other value form the dropdown.**
- Select Projects from the dropdown.
- In Audit type select type of audit from drop down.
- In the Subject section enter the name of the file to be created.
- In the File action click Create in order to create new file. Click Exit to Exit.

The screenshot shows the 'Audit Access Process' form. The 'Meta Data' panel is expanded, showing the following fields:

- Location: Delhi
- Section: LAC-Colombia BU
- Sub Section: Country Office
- Projects: NA
- Audit Type: Internal Audit
- Subject: Audit Access
- Priority: Medium

The 'File Action' panel is also expanded, showing two buttons: 'Exit' and 'Create'.

- Click on Create button of File Action panel.

- Select Role.
- Click on Yes button.

Confirmation

Select Role :

Country Manager-Imperial...▼

Are you sure you want to create file? File once created cannot be Discarded.

Yes

No

Click on Yes button.

- Based on metadata entered at the time of file Selected/Entered, Unique File No get Created.

Note: File No convention based on Location/Sec/Sub Sec/File tag/File No Series
e.g., DLH/LAC/COFF/31334/00001

6 Initiator Screen

Following Screen Opens in Full View:

6.1 Form Information

Meta Data – Meta Data shows the Location, Section, Sub Section, Project, Audit Type, Subject, Priority.

Office Note/ Green Sheet – User can type the contents of the note sheet for which the approval is required in the file.

File List for Audit – Enter From Date i.e. from which start date audit user will have access to file(s). Enter To Date i.e. upto which end date audit user will have access to file(s). Enter the details of Audit user who will audit the file(s). Select the files from list of files for audit.

Note Sheet(s) – It shows the complete Note of Green Sheet/Office Note.

Enclosure – User can add the Enclosure by clicking on Add button.

Yellow Note – They are similar to the yellow post-it stickers we use in physical files. They are like informal instruction provided to the next user which is not recorder in the note. Since this is a informal way of communication this can be removed by any user once he reads the instruction. This does not for part of the note. However, it is user's purgative to remove the yellow note when he feels.


File Workflow– On click of this button, the workflow members of the file is shown.

File Action – File Action section has three buttons:

- Save & close – File is saved in Inbox.
- E-Sign –User can sign and forward the file.
- History –User can view the history of file.

6.2 Add Office Note/ Green Sheet

- Write Comments in Office note/Green Sheet.



सार्थक पत्र / Working Paper

A paragraph is a self-contained unit of discourse in writing dealing with a particular point or idea. A paragraph consists of one or more sentences. Though not required by the syntax of any language, paragraphs are usually an expected part of formal writing, used to organize longer prose.

Write Comments in Office Note/Green Sheet

6.3 File List for Audit

- Enter From Date i.e. from which start date audit user will have access to file(s).
- Enter To Date i.e. upto which end date audit user will have access to file(s).
- Enter the details of Audit user who will audit the file(s) and click on Add button.
- Select the files from list of files for audit.

File List For Audit

From Date :

16.02.2022

To Date :

17.02.2022

Audit User :

User name,designation...

Add

Audit Users

Name
Test User1

Showing entry 1 of 1 entries

Previous 1 Next

Per page: 10

<input type="checkbox"/>	File No	Subject	Status	Created On
<input type="checkbox"/>	DLH/OCS/OTH/31499/00017	Test for branch memo	InProcess	10.02.2022
<input type="checkbox"/>	DLH/DRIL/DRIL/40028/00005	Test MM 10_02	InProcess	10.02.2022
<input type="checkbox"/>	DLH/DRIL/DRIL/40025/00002	test	InProcess	10.02.2022
<input checked="" type="checkbox"/>	DLH/DRIL/DRIL/40028/00004	Test MM	Closed	10.02.2022
<input type="checkbox"/>	DLH/OCS/OTH/31430/00006-PC 03	MM Demo 08/02	Merged	10.02.2022
<input checked="" type="checkbox"/>	DLH/OCS/OTH/31430/00006-PC 02	MM Demo 08/02	Merged	10.02.2022
<input type="checkbox"/>	DLH/DRIL/DRIL/40026/00011	test77	Closed	09.02.2022
<input type="checkbox"/>	DLH/DRIL/DRIL/40026/00010	test06	Closed	09.02.2022
<input type="checkbox"/>	DLH/DRIL/DRIL/40021/00001	test55	InProcess	09.02.2022
<input type="checkbox"/>	DLH/OCS/OTH/31419/00002	test44	InProcess	09.02.2022

74 entries

Previous 1 3 4 6 8 Next

Select file(s)

6.4 Add Enclosure

- User can view the document with or without annotation.
- User can do the annotation on the enclosure after opening the enclosure in Preview Windows.
- Select the option in Enclosure section to open the document with annotation or without annotation
- Select the document after selection view option.
- Click on Edit # to edit the SR. no of enclosure.

The screenshot shows the 'Enclosures' section of a web application. At the top, there are two radio buttons: 'With Annotation' (selected) and 'Without Annotation'. Below this is a table with columns: '#', 'Description', 'Date', and 'Actions'. The table currently shows 'Showing 0 entries'. Below the table are three buttons: 'Add', 'Delete', and 'Edit #'. A blue callout box with the text 'Click on Add button to add Enclosure' has an arrow pointing to the 'Add' button.

- Click on Add Button of Enclosure.
- Fill all the details of box, upload document and then click on Add button. (Description is mandatory field)
- Click on Add Button.
- You can Delete your enclosure, by selecting it and clicking delete button.
- You can Edit the Sr. No. of your enclosure using Edit button.

The screenshot shows the 'Add Enclosure' form. It has a dark blue header with the text 'Add Enclosure'. Below the header, there are two input fields: 'Description :' with the value 'Document 1.pdf' and 'Page No :' with the value '1'. Below these fields is a file upload section with a blue 'Browse' button and the text 'Document 1.pdf'. At the bottom right, there are two buttons: 'Add' (blue) and 'Exit' (red). A blue callout box with the text 'Add Description, Page NO. Upload Document.' has an arrow pointing to the 'Description' field.

6.5 Add Yellow Note

The screenshot shows the 'Yellow Notes' section of a web application. It has a dark blue header with the text 'Yellow Notes'. Below the header, there are two input fields: 'Date' and 'By'. Below these fields is a table with columns: 'Date', 'By', and 'Actions'. The table currently shows 'Showing 0 entries'. Below the table are two buttons: 'Add Yellow Note' and 'Delete'. A blue callout box with the text 'Click on Add Yellow Note button' has an arrow pointing to the 'Add Yellow Note' button.

- Click on Add Yellow Note button of Yellow Notes.
- Fill the box of yellow note.
- Click on Add Button.

Add Yellow Note

Yellow Note:

ONGC Videsh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 11% equity on October 28, 2016) in CSJC Vankorneft

Type Yellow Note and click on Add button

Add

Exit

7 Sending a File

7.1 Initiator Screen

- Click on E-sign button.

Note: On click on save button. Noting will saved as Draft.

File Action

Save & Close

E-Sign

History

Click on E-Sign

- Select the user(s) of Reviewed/Recommended By (optional) and Approved By (Mandatory).
- Click on Add Button.

Select Users

☐ Urgent

Reviewed/Recommended By :

100003-Test User3 (CFIN-AUD)-Country Manager- Myanmar

Add

Approved By :

100004-Test User4 (RUS-CFIN)-Company Secretary

Add


User Type	CPF No	Name	Section	Sub Section	Role/Designation
Showing 0 entries					

Per page: 10

Previous
1
Next

Forward

Exit



ONGC Videsh Ltd.

9

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- All the users are now added to the selected users list.
- Click on Forward button.

Select Users

☐ Urgent

Reviewed/Recommended By :

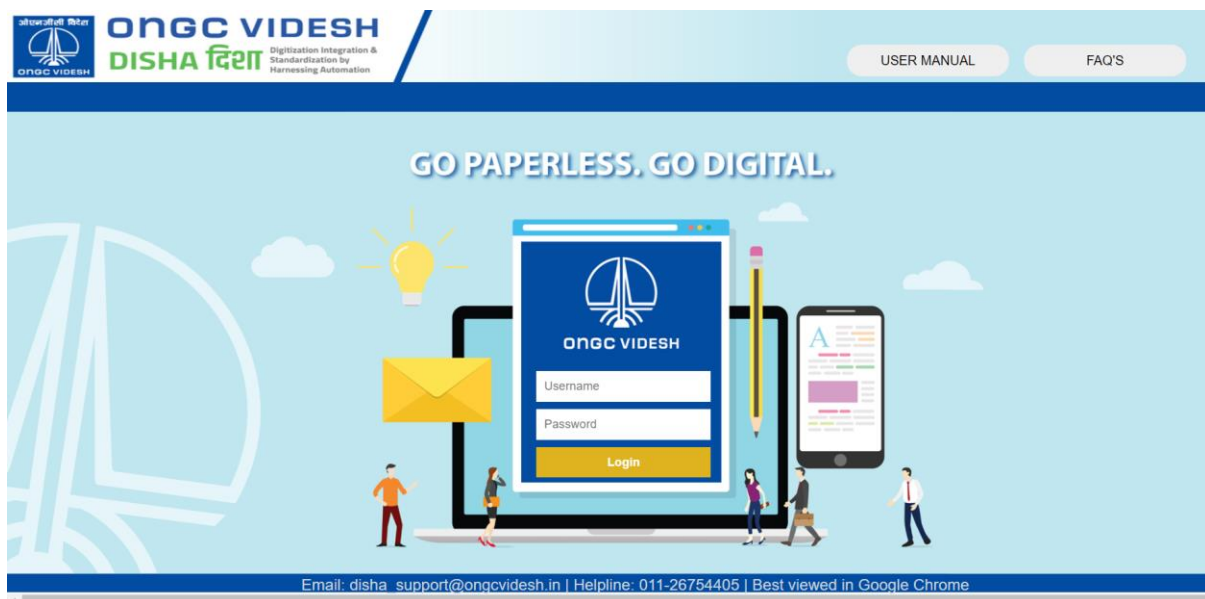
Approved By :

Selected Users						Per page: 10
User Type	CPF No	Name	Section	Sub Section	Role/Designation	
Reviewed/Recommended By	100003	Test User3	CFIN	AUD	Country Manager- Myanmar	✖
Approved By	100004	Test User4	RUS	CFIN	Company Secretary	✖

Showing 1 to 2 of 2 entries

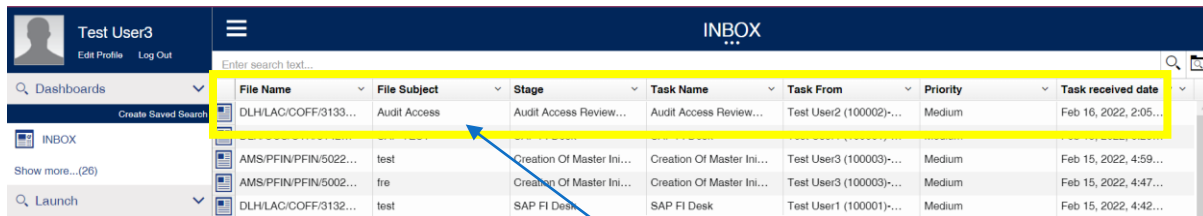
1

- Now task go to the Reviewer/Recommender.
- Login to Reviewer/ Recommender user.



7.2 Reviewer/Recommender Screen

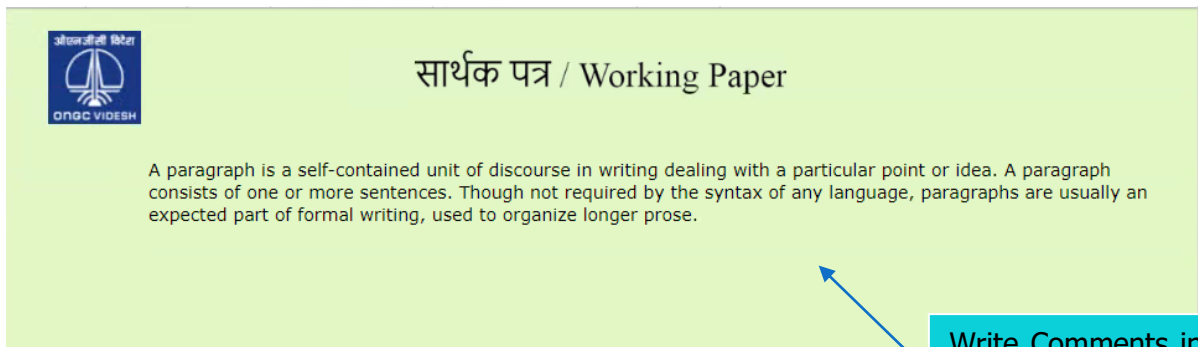
- Task shown in Inbox.
- Now open the task.



File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
DLH/LAC/COFF/3133...	Audit Access	Audit Access Review...	Audit Access Review...	Test User2 (100002)-...	Medium	Feb 16, 2022, 2:05...
AMS/PFIN/PFIN/5022...	test	Creation Of Master Ini...	Creation Of Master Ini...	Test User3 (100003)-...	Medium	Feb 15, 2022, 4:59...
AMS/PFIN/PFIN/5002...	fre	Creation Of Master Ini...	Creation Of Master Ini...	Test User3 (100003)-...	Medium	Feb 15, 2022, 4:47...
DLH/LAC/COFF/3132...	test	SAP FI Desk	SAP FI Desk	Test User1 (100001)-...	Medium	Feb 15, 2022, 4:42...

Task is visible in
Inbox

- Write Comments in Office note/Green Sheet .



सार्थक पत्र / Working Paper

A paragraph is a self-contained unit of discourse in writing dealing with a particular point or idea. A paragraph consists of one or more sentences. Though not required by the syntax of any language, paragraphs are usually an expected part of formal writing, used to organize longer prose.

Write Comments in
Office Note/Green
Sheet

- All the sign of users shown in Office Note.



Office Note / Green Sheet

सार्थक पत्र / Working Paper

ONGC Videsh Limited, a Miniratna Schedule "A" Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is the wholly owned subsidiary and overseas arm of Oil and Natural Gas Corporation Limited (ONGC), the flagship national oil company (NOC) of India. The primary business of ONGC Videsh is to prospect for oil and gas acreages outside India, including exploration, development and production of oil and gas. ONGC Videsh owns Participating Interests in 35 oil and gas assets in 15 countries and produced about 30.3% of oil and 23.7% of oil and natural gas of India's domestic production in 2019-20. In terms of reserves and production, ONGC Videsh is the second largest petroleum company of India, next only to its parent ONGC.

Forwarded & Electronically Signed By :
Test User2 (100002)-Country Manager-Imperial Energy
On : 16.02.2022,02:05:46 PM

- File list for Audit Information is available.

File List For Audit

From Date : 16-2-2022
To Date : 17-2-2022

Audit Users

Name
Test User1

Showing entry 1 of 1 entries
Previous 1 Next

File No	Subject	Status	Created On
DLH/DRIL/DRI/40028/00004	Test MM	Closed	10.02.2022

Showing entry 1 of 1 entries
Previous 1 Next

- Click on E-sign button.

File Action

Save & Close E-Sign History

Click on E-Sign

- If you select Return to Initiator, file will be returned to initiator.
- If you select Forward for Review, file will go to the selected user
- **Select Review/Recommend.**
- Click on forward button.

Action With eSign

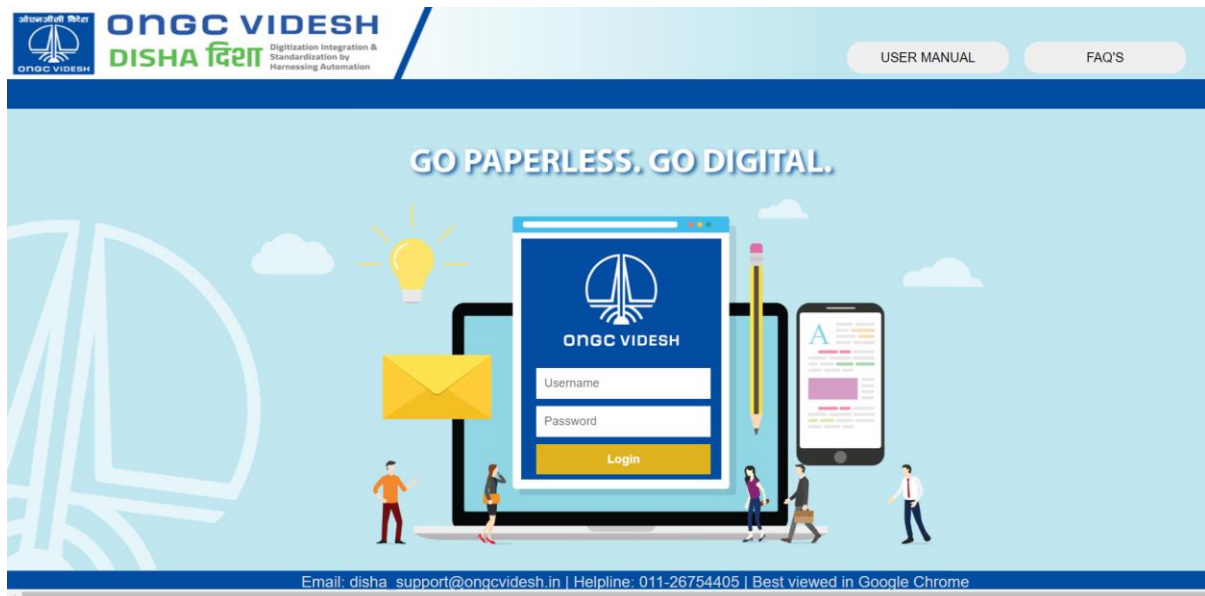
☐ Urgent

Select Action

☒ Review / Recommend
☐ Return to Initiator
☐ Forward For Review

Click on Forward Button
Forward Exit

- Task goes to the Approver.
- Login with Approver User.



7.3 Approver Screen.

- Open the task from Inbox.

Test User4		INBOX						
Edit Profile Log Out		Enter search text...						
Dashboards		File Name	File Subject	File	Task Name	Task From	Priority	Task created date
Create Saved Search		DLH/LAC/OFF/3133...	Audit Access	Audit Access Approver	Audit Access Approver	Test User3 (100003)-...	Medium	Feb 16, 2022, 2:10...
INBOX		DLH/RUS/CFIN/6272...	test mm	Tendering Process DO	Tendering Process DO	Test User4 (100004)-...	Medium	Feb 15, 2022, 12:1...
Show more...(27)		DLH/OCS/OTH/3143...	Test AAP 14_02	Agenda File - Head B...	Agenda File - Head B...	Test User3 (100003)-...	Medium	Feb 14, 2022, 12:4...
Launch		DLH/OCS/OTH/3143...	Test Overseas Postin...	Overseas Posting Fu...	Overseas Posting Fu...	Test User2 (100002)-...	Medium	Feb 11, 2022, 12:4...
		AMS/APAC/AUD/DA...	Test DAK 6:12 PM	Forward DAK	Forward DAK	Test User3 (100003)-...	Medium	Feb 10, 2022, 5:59...

Task is visible in Inbox

- All the sign of users shown in Office Note/Green Sheet.

Office Note / Green Sheet

सार्थक पत्र / Working Paper

ONGC Videsh Limited, a Miniratna Schedule "A" Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is the wholly owned subsidiary and overseas arm of Oil and Natural Gas Corporation Limited (ONGC), the flagship national oil company (NOC) of India. The primary business of ONGC Videsh is to prospect for oil and gas acreages outside India, including exploration, development and production of oil and gas. ONGC Videsh owns Participating Interests in 35 oil and gas assets in 15 countries and produced about 30.3% of oil and 23.7% of oil and natural gas of India's domestic production in 2019-20. In terms of reserves and production, ONGC Videsh is the second largest petroleum company of India, next only to its parent ONGC.

Forwarded & Electronically Signed By :
Test User2 (100002)-Country Manager-Imperial Energy
On : 16.02.2022 02:05:46 PM

ONGC Videsh Limited, a Miniratna Schedule "A" Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is the wholly owned subsidiary and overseas arm of Oil and Natural Gas Corporation Limited (ONGC), the flagship national oil company (NOC) of India. The primary business of ONGC Videsh is to prospect for oil and gas acreages outside India, including exploration, development and production of oil and gas. ONGC Videsh owns Participating Interests in 35 oil and gas assets in 15 countries and produced about 30.3% of oil and 23.7% of oil and natural gas of India's domestic production in 2019-20. In terms of reserves and production, ONGC Videsh is the second largest petroleum company of India, next only to its parent ONGC.

Forwarded & Electronically Signed By :
Test User3 (100003)-Country Manager- Myanmar
On : 16.02.2022 02:10:50 PM

- File list for Audit information is available.

File List For Audit

From Date : 16-2-2022
To Date : 17-2-2022

Audit Users

Name
Test User1

Showing entry 1 of 1 entries
Previous 1 Next

File No	Subject	Status	Created On
DLH/DRIL/DRIL/40028/00004	Test MM	Closed	10.02.2022

Showing entry 1 of 1 entries
Previous 1 Next

- Click on E-sign button.

File Action

Save & Close
E-Sign
History

Click on E-sign button

- If you select Return to Initiator, file will be returned to initiator.
- If you select Forward for Review, file will go to the selected user
- **Select Approve.**
- Click on forward button.

Action With eSign

☐ Urgent

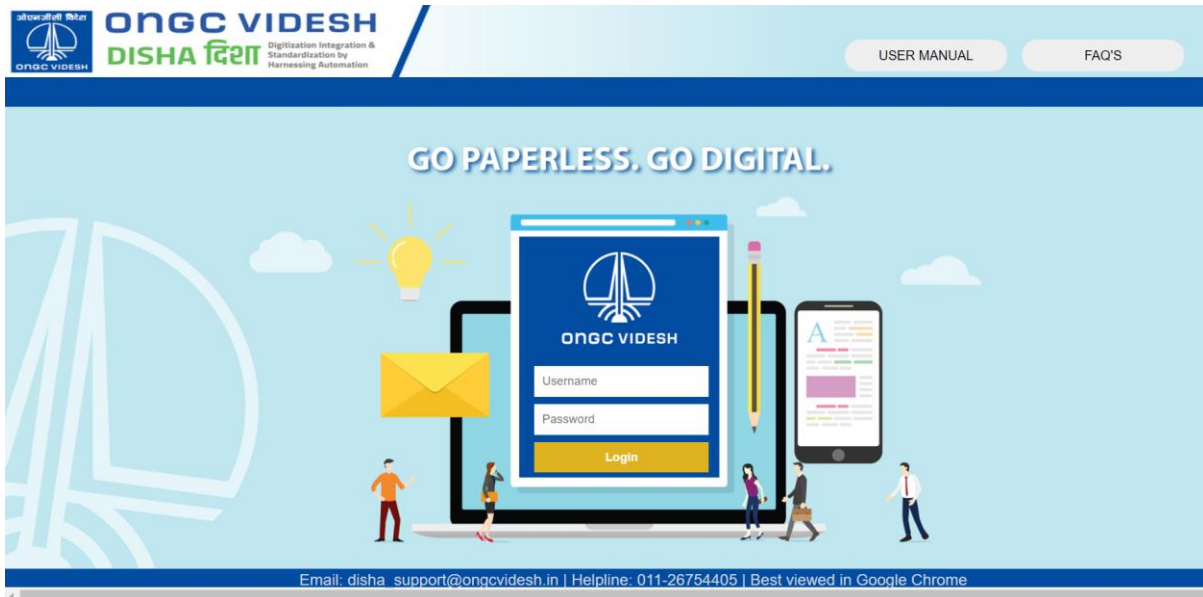
Select Action

☒ Approve
☐ Return to Initiator
☐ Forward For Review

Forward

Exit

- Task goes to the initiator and file(s) are now available to Audit User.
- Login with Audit User.



7.4 Audit User Screen

- Audit user will now have access to the file(s).
- Audit user will get the files for audit in the audit file section.
- Select the file and open it from Audit File Section.

The screenshot shows the 'Audit File' section of the system. On the left, there is a sidebar with navigation options: INBOX, Dashboard, Cabinet, Outbox, Audit File (highlighted), BD Processes, BU Processes, Cash and Bank Process, and Common Finance. The main area displays a table of audit files. A yellow box highlights the row for 'Test MM' (File No: DLH/DRIL/DRI/40028/00004). A blue arrow points to the 'Open' button at the bottom left. Another blue arrow points to the 'Test MM' row with the label 'Select the file'. A third blue arrow points to the 'Open' button with the label 'Click open'.

File No	Subject	Section	Sub Section	Access Upto
DLH/CSS/SAP/31099/00001	Checking	SAP	CSS	16-02-2022
DLH/CSS/SAP/31036/00003	TASA-1	SAP	CSS	16-02-2022
DLH/CSS/SAP/31099/00008	Test Part Case File	SAP	CSS	16-02-2022
DLH/DRIL/DRI/40028/00004	Test MM	DRI	DRIL	17-02-2022
DLH/DRIL/DRI/40028/00017	Test by gaussian	DRI	DRIL	24-02-2022
DLH/DRIL/DRI/40001/00006	mm	DRI	DRIL	24-02-2022

➤ Audit file screen.

Audit File

File No: DLHDLR_DPL40228/0004 Creation Date: 10-2-2022 Priority: Medium Age Of File (in Days): 6 Year: 2021-22

Subject: Test MR

Location: Defn:

Meta Data

- Location
- Defn
- Section
- Drilling
- Sub Section
- Drilling
- Project
- NA
- Subject
- Test MR
- Priority
- Medium

Note Sheet(s)

Subject	By	Status	Date	Action
Note Sheet 2	Test User (100002)-General Manager (Production)	Approved	10.02.2022	
Note Sheet 1	Test User (100001)-Senior Geophysicist (Surface)	Approved	10.02.2022	

Showing 1 to 2 of 2 entries

Enclosures

#	Description	By	P. No	Date	Action
Showing 0 entries					

Yellow Notes

Date	Note	By
Showing 0 entries		

File Workflow

Workflow	Created By	Created On	Updated On
<input type="radio"/> File Workflow 2	Test User (100002)-Country Manager - Vietnam	10.02.2022	10.02.2022
<input type="radio"/> File Workflow 1	Test User (100001)-Country Manager - Vietnam	10.02.2022	10.02.2022

Showing 1 to 2 of 2 entries

File Action

[Exit](#)

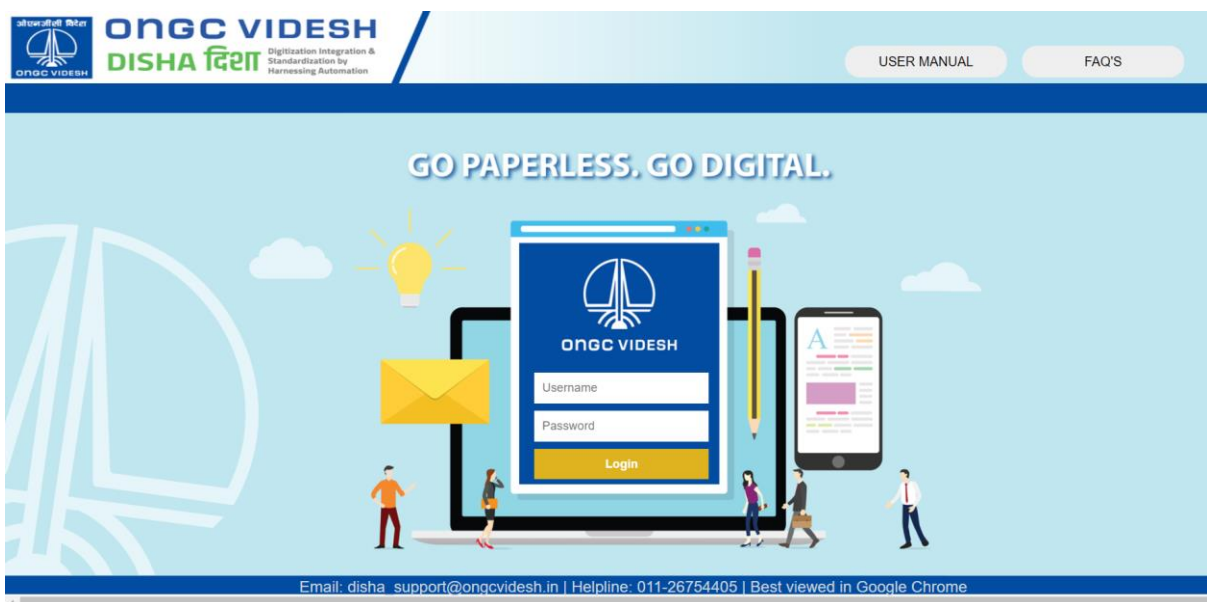
➤ Click on Exit button to exit the file.

File Action

[Exit](#)

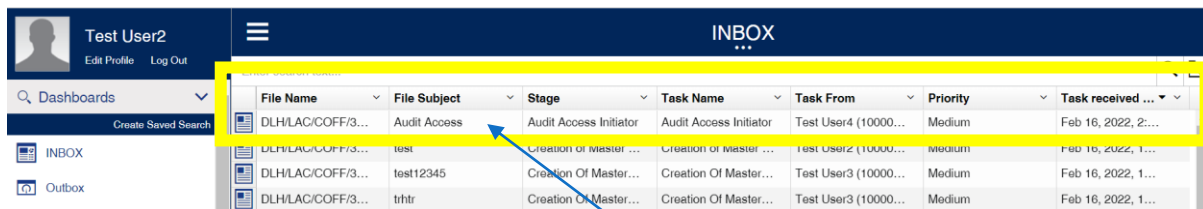
Click on Exit button

- Task goes to the Initiator.
- Login with Initiator User.



7.5 Initiator Screen

- Open the Task from Inbox.



File Name	File Subject	Stage	Task Name	Task From	Priority	Task received ...
DLH/LAC/COFF/3...	Audit Access	Audit Access Initiator	Audit Access Initiator	Test User4 (10000...	Medium	Feb 16, 2022, 2...
DLH/LAC/COFF/3...	test	Creation of Master ...	Creation of Master ...	Test User2 (10000...	Medium	Feb 16, 2022, 1...
DLH/LAC/COFF/3...	test12345	Creation Of Master...	Creation Of Master...	Test User3 (10000...	Medium	Feb 16, 2022, 1...
DLH/LAC/COFF/3...	trhtr	Creation Of Master...	Creation Of Master...	Test User3 (10000...	Medium	Feb 16, 2022, 1...

Task is Visible in Inbox

- All the sign of users shown in Office Note/Green Sheet.



Office Note / Green Sheet

Test User2 (100002)-Country Manager-Imperial Energy
On : 16.02.2022 02:05:46 PM

ONGC Videsh Limited, a Miniratna Schedule "A" Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is the wholly owned subsidiary and overseas arm of Oil and Natural Gas Corporation Limited (ONGC), the flagship national oil company (NOC) of India. The primary business of ONGC Videsh is to prospect for oil and gas acreages outside India, including exploration, development and production of oil and gas. ONGC Videsh owns Participating Interests in 35 oil and gas assets in 15 countries and produced about 30.3% of oil and 23.7% of oil and natural gas of India's domestic production in 2019-20. In terms of reserves and production, ONGC Videsh is the second largest petroleum company of India, next only to its parent ONGC.

Forwarded & Electronically Signed By :
Test User3 (100003)-Country Manager- Myanmar
On : 16.02.2022 02:10:50 PM

Mansarovar Energy Colombia Limited (MECL) is a 50:50 JV company of ONGC Videsh and Sinopec International Petroleum Exploration and Production Corporation (SIPC). MECL owns 100% interest in Velasquez field and the Velasquez-Galan pipeline of capacity 55,000 BOPD which runs 189 km from the Velasquez property to Ecopetrol's Barrancabermeja refinery. Additionally, MECL has 50% PI in Nare Association Contract (Ecopetrol is partner with 50% PI). The Association contract covers the commercial fields Moriche, Girasol, Jazmin, Nare Sur, Under River and Abarco as well as non-commercial area of Chicala within the Middle Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August 2006.

Approved & Electronically Signed By :
Test User4 (100004)-Company Secretary
On : 16.02.2022 02:14:59 PM

- Click on Send to Cabinet Button.



File Action

Save & Close History Send To Cabinet

Click on Send to Cabinet button

- File send to Cabinet can be open.
- Click on Yes button.

Send File to Cabinet

Are you sure want to send this file to cabinet ?

Yes

No

Click on Yes button

- Task goes to the Cabinet of Initiator.

7.6 Cabinet Screen

- Click on Cabinet button on the Process list Panel.
- Select your File in Table.
- Click on Open button.

Click on Cabinet button on the process list panel

Select file.

Click on Open button.

File No	Subject	File Type	Status	Year	Created By	Created On	Updated On
DLH/LAC/COFF/31334/00001	Audit Access	Audit Access	Closed	2021-22	Test User2 (100002)	16.02.2022	16.02.2022
DLH/LAC/COFF/31313/00001	Test New changes 16/02	CashCall	Closed	2021-22	Test User2 (100002)	16.02.2022	16.02.2022
DLH/LAC/COFF/31313/00003	Test SAP For Material Type	Invoice	Closed	2021-22	Test User2 (100002)	15.02.2022	15.02.2022
DLH/LAC/COFF/31313/00002	Test Direct FI SAP Service	Invoice	Closed	2021-22	Test User2 (100002)	15.02.2022	15.02.2022
DLH/LAC/COFF/31313/00001	Test SAP Service	Invoice	Closed	2021-22	Test User2 (100002)	15.02.2022	15.02.2022
DLH/DRIL/DR/40099/00017	Test 07/02	Generic	Closed	2021-22	Test User2 (100002)	07.02.2022	14.02.2022
DLH/DRIL/DR/40012/00002	RTI	RTI File	Closed	2021-22	Test User2 (100002)	11.02.2022	11.02.2022
DLH/DRIL/DR/40012/00002-P C 01	RTI	RTI File	M	(100002)	11.02.2022	11.02.2022	
DLH/DRIL/DR/40012/00002-P C 02	RTI	RTI File	M	(100002)	11.02.2022	11.02.2022	
DLH/DRIL/DR/40034/00001	thtr	Audit Access	Closed	2021-22	Test User2 (100002)	11.02.2022	11.02.2022

Showing 1 to 10 of 42 entries

Previous 1 2 3 4 5 Next

Open

- Now you can see all the data of user.

The screenshot shows a user profile page with a sidebar menu on the left. The main content area is divided into several sections:

- Personal Information:** Includes fields for Name, Address, and Date of Birth.
- Contact Information:** Includes fields for Phone Number and Email Address.
- Security Information:** Includes fields for Password and Security Question.
- Account Information:** Includes fields for Username and Role.

- File List for Audit contains information about audit file(s).

File List for Audit

From Date : 10-2-2022 To Date : 17-2-2022

Audit Users

Name
Test User1

Showing entry 1 of 1 entries

Previous 1 Next

File No	Subject	Status	Created On
DLHIDRI/DR/40028/00004	Test MM	Closed	10.02.2022

Showing entry 1 of 1 entries

Previous 1 Next

- In Notes Sheet(s) section click on actions icon to open Notes sheet(s).

Notes Sheet(s)

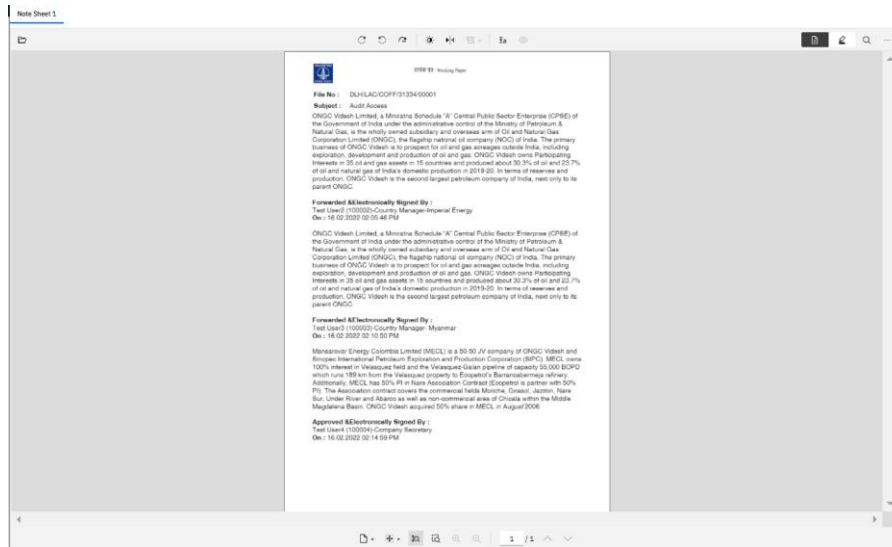
Subject	By	Status	Date	Actions
Note Sheet 1	Test User2	Approved	10.02.2022	

Showing entry 1 of 1 entries


Previous 1 Next

View Notes Sheet(s)

- Notes Sheet(s) will open.



- Enclosures send can be viewed and downloaded.

Enclosures					
#	Description	By	P. No	Date	Action
1	Document 1.pdf	Test User2	1	16-02-2022	
Showing entry 1 of 1 entries					
				Previous	Next

- Select File Workflow using radio selection button.

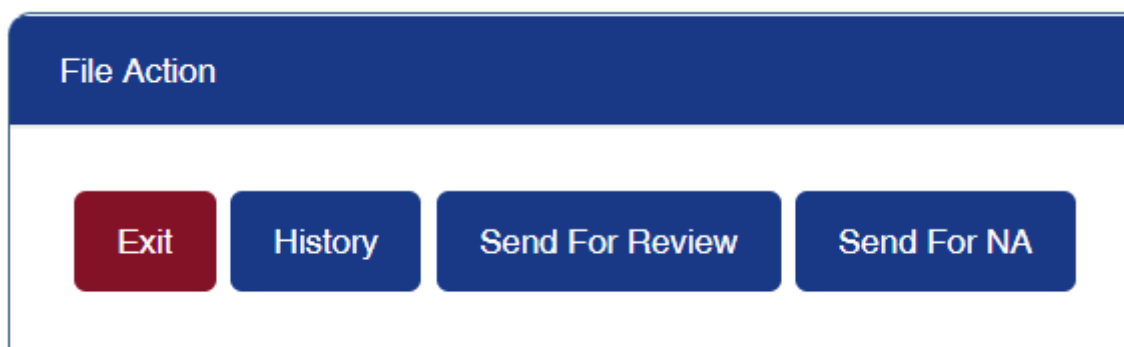
File Workflow				
	Workflow	Created By	Created On	Updated On
<input type="radio"/>	File Workflow 1	Test User2 (100002)-Country Manager-Imperial Energy	16.02.2022	16.02.2022
Showing entry 1 of 1 entries				
				Previous

- Workflow Members will be shown.

Workflow Members	
Member Type	Member Name
Reviewer / Recommender	Test User3 (100003)-Country Manager- Myanmar
Agree / Concurrer	(Not Selected)
Approver	Test User4 (100004)-Company Secretary

Exit

- File Action contains Exit, History, Send for Review and Send For NA options.



- Exit is used to exit the opened file.
- History shows the Movement History of the file.

Cabinet

Showing entry 1 of 1 entries

Movement History

File No :
DLH/LAC/COFF/31334/00001

Subject :
Audit Access

Per page: 10				
Date	Stage	From	To	Action
16.02.2022 02:19:28 PM	Generic File Initiator	Test User2 (100002)-Country Manager-Imperial Energy	Test User3 (100003)-Country Manager- Myanmar	Forward for Approval
16.02.2022 02:24:32 PM	Review / Recommend	Test User3 (100003)-Country Manager- Myanmar	Test User4 (100004)-Company Secretary	Review / Recommend
16.02.2022 02:28:41 PM	Approve	Test User4 (100004)-Company Secretary	Test User2 (100002)-Country Manager-Imperial Energy	Approve
16.02.2022 03:04:31 PM	Generic File Initiator	Test User2 (100002)-Country Manager-Imperial Energy	To Cabinet	Move to Cabinet

Showing 1 to 4 of 4 entries

Previous
1
Next

Close

- Send for Review will send the file for review.
- In order to send the file for review we need to select users and click Forward button.
- If you want to send the file for Necessary Action (NA). Then click on Send For NA button.
- Select the user(s) and click on Add button.

Forward File

Select Users :

100003-Test User3 (CFIN-AUD)-Country Manager- Myanmar

Add

Selected Users

CPF No	Name	BU	Dept	Role/Designation
Showing 0 entries				
Previous				Next



Submit

Exit

- All the selected users are now available in the list.
- Click on Submit button to forward the file for Necessary Action (NA).

Note – File will be Forwarded to the selected user(s) for Necessary Action (NA) Parallely.

Forward File

Select Users :

Add

Selected Users

CPF No							Name	BU	Dept	Role/Designation	
<input type="radio"/>	100003	Test User3		CFIN	AUD	Country Manager- Myanmar		<input checked="" type="checkbox"/>			
<input type="radio"/>	100004	Test User4		RUS	CFIN	Company Secretary		<input checked="" type="checkbox"/>			
Showing 1 to 2 of 2 entries							Previous		1	Next	



Submit

Exit

- Selected users will have to Acknowledge file.

7.7 Outbox Screen

- Click on Outbox button on the Process list Panel.
- Select your File in Table.
- Click on Open button.

The screenshot shows the 'Outbox' screen for 'Test User2'. The left sidebar has 'Outbox' highlighted. The main area displays a table of files with columns: File No, Subject, File Type, Priority, Stage, Action, and Date. The first row is highlighted in orange. Below the table, there is an 'Open' button. A blue arrow points to the 'Open' button with the text 'Click on Open button'.

File No	Subject	File Type	Priority	Stage	Action	Date
DLH/LAC/COFF/31334/00001	Audit Access	Audit Access	Medium	Generic File Initiator	Cabinet	16-02-2022 03:04 PM
undefined				Creation of Master Initiator	Cabinet	16-02-2022 03:01 PM
DLH/LAC/COFF/31316/00002	Cash call 16/02	CashCall	Medium	Cash Call Initiator	Committee	16-02-2022 02:47 PM
DLH/LAC/COFF/31316/00001	Test New changes 16/02	CashCall	Medium	Reviewer	Cabinet	16-02-2022 02:44 PM
DLH/LAC/COFF/31327/00013	test	Creation Master	Medium	Creation of Master Initiator	Forward for Approval	16-02-2022 02:25 PM
DLH/LAC/COFF/31327/00012	test0009	Creation Master	Medium	Creation of Master Initiator	Forward for Approval	16-02-2022 02:15 PM
DLH/LAC/COFF/31327/00011	test	Creation Master	Medium	Creation of Master Initiator	Forward for Approval	16-02-2022 01:11 PM
DLH/LAC/COFF/31327/00010	test12345	Creation Master	Medium	Creation of Master Initiator	Forward for Approval	16-02-2022 01:04 PM
DLH/LAC/COFF/31327/00009	whtr	Creation Master	Medium	Creation of Master Initiator	Forward for Approval	16-02-2022 01:01 PM

- This is user Outbox screen.

The screenshot shows the 'Outbox' screen with a file action history table. The table has columns: File No, Subject, File Type, Priority, Stage, Action, and Date. The first row is highlighted in orange. Below the table, there is a 'History' button. A blue arrow points to the 'History' button with the text 'Click on History button'.

File No	Subject	File Type	Priority	Stage	Action	Date
DLH/LAC/COFF/31334/00001	Audit Access	Audit Access	Medium	Generic File Initiator	Cabinet	16-02-2022 03:04 PM

- Click on History button.

The screenshot shows a 'File Action' dialog box with two buttons: 'Exit' and 'History'.

- Movement History box will be opened.
- It Shows all the details of user.

- If you want to close history, then click on close button.
- Click Exit to Exit.

Outbox
 ...

Note Sheet(s)

Movement History

File No :
DLH/LAC/COFF/31334/00001

Subject :
Audit Access

				Per page: 10
Date	Stage	From	To	Action
16.02.2022 02:10:28 PM	Generic File Initiator	Test User2 (100002)-Country Manager-Imperial Energy	Test User3 (100003)-Country Manager- Myanmar	Forward for Approval
16.02.2022 02:24:32 PM	Review / Recommend	Test User3 (100003)-Country Manager- Myanmar	Test User4 (100004)-Company Secretary	Review / Recommend
16.02.2022 02:28:41 PM	Approve	Test User4 (100004)-Company Secretary	Test User2 (100002)-Country Manager-Imperial Energy	Approve
16.02.2022 03:04:31 PM	Generic File Initiator	Test User2 (100002)-Country Manager-Imperial Energy	To Cabinet	Move to Cabinet
Showing 1 to 4 of 4 entries				Previous 1 Next

Close

-----End of Document-----