



ONGC Videsh Ltd.



2022

Paperless Office- Change In Bank Signatory 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.

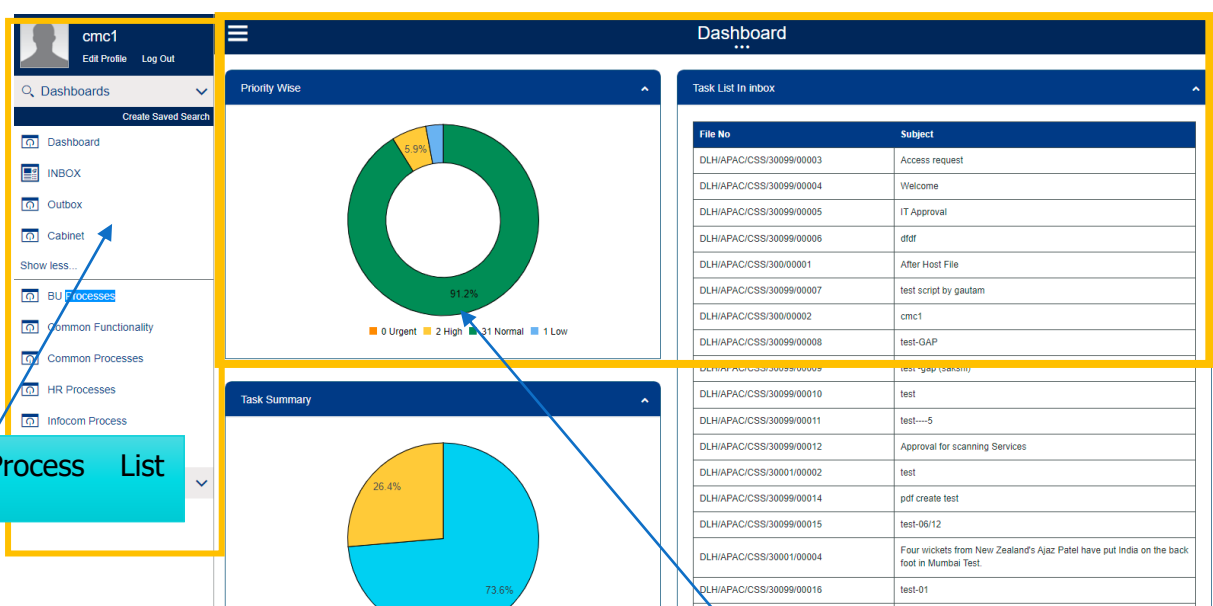
2 Login in the Paperless office:

- 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 Cash and Bank Process

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

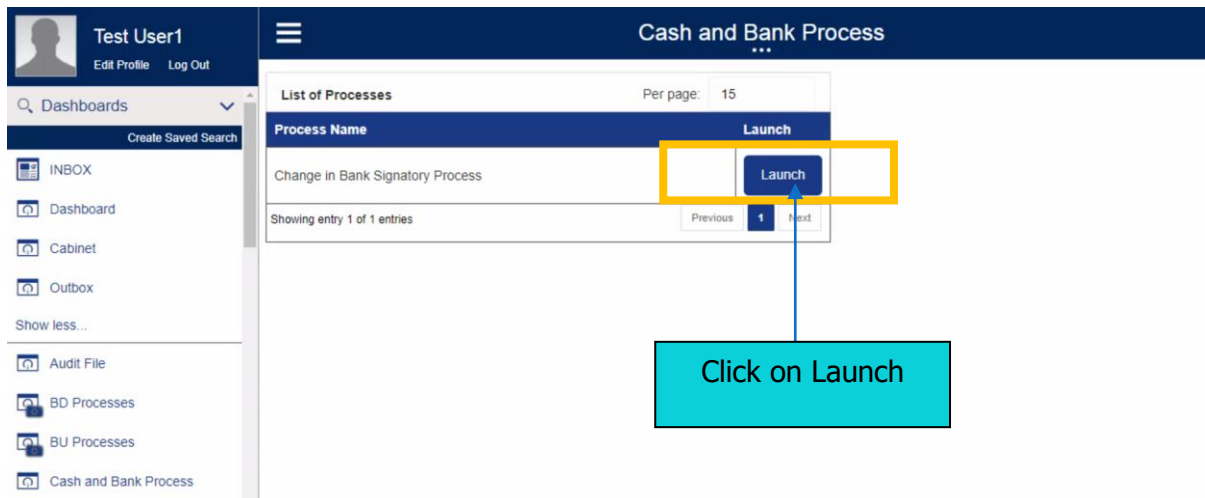
Cash and Bank Process

Process Name	Launch
Change in Bank Signatory Process	Launch

Showing entry 1 of 1 entries

5 Change in Bank Signatory 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 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 'Change in Bank Signatory' form. The 'Meta Data' panel contains several dropdown menus: Location (Dahli), Section (EC Cell), Sub Section (Office of Managing Director), Projects (NA), Subject (ctb), and Priority (Medium). The 'File Action' panel at the bottom has two buttons: 'Exit' and 'Create'.

- Click on Create button of File Action panel.
- Click on Yes button.

6.1 Form Information

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

BDP Clause – View BDP button is displayed to view BDP Clause.

Bank Details – In it Project, Bank Name, Bank A/C No., Location is entered.

Existing Signatories – In it Group 1 and Group 2 are there. Group 2 is optional. In a group details like User type, CPF No. and Name are entered.

Add Signatories – In it Group 1 and Group 2 are there. Group 2 is optional. In a group details like User type, CPF No., Name and WEF are entered.

Delete Signatories – In it Group 1 and Group 2 are there. Group 2 is optional. In a group details like User type, CPF No., Name and WEF are entered.

Reason for Addition/Deletion – In it reason for addition/deletion is entered.

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

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:

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

Outbox – Outbox will list all the task that a user has worked on and forwarded to any user from his/her inbox. User can also see the current status of the file through "History" button after opening the task in his Outbox.

6.2 BDP Clause

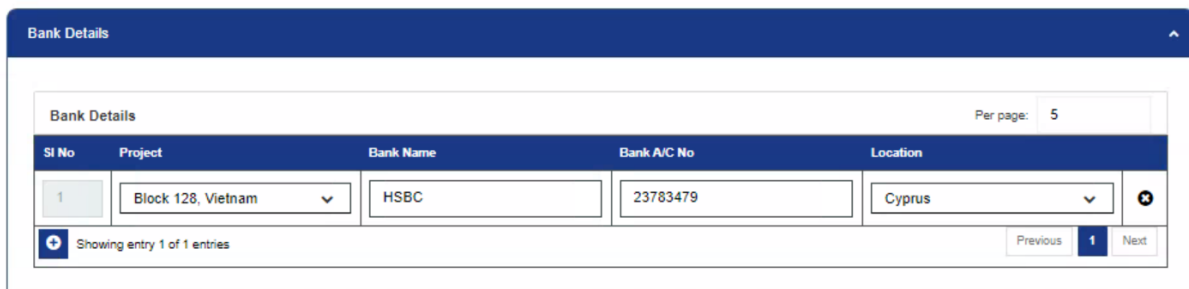
- View BDP button is displayed to view BDP Clause.



The BDP Clause form has a dark blue header with the text "BDP Clause" and an upward arrow. Below the header, the text "BDP:" is followed by the value "C8". To the right of this, there is a blue button with the text "View BDP".

6.3 Bank Details

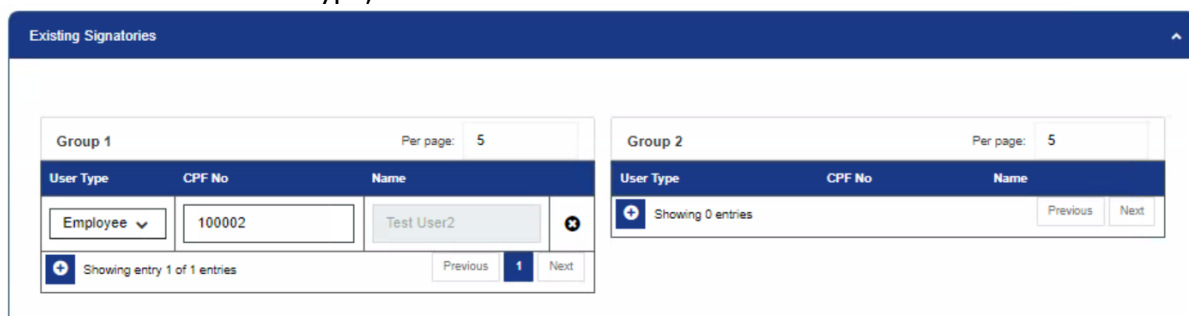
- In it Project, Bank Name, Bank A/C No., Location is entered.



The Bank Details form has a dark blue header with the text "Bank Details" and an upward arrow. Below the header, there is a table with the following columns: "Sl No", "Project", "Bank Name", "Bank A/C No", and "Location". The table has one row with the following values: "1", "Block 128, Vietnam", "HSBC", "23783479", and "Cyprus". To the right of the table, there is a "Per page:" label with the value "5". Below the table, there is a "Showing entry 1 of 1 entries" label and "Previous", "1", and "Next" buttons.

6.4 Existing Signatories

- In it Group 1 and Group 2 are there. Group 2 is optional. In a group details like User type, CPF No. and Name are entered.



The Existing Signatories form has a dark blue header with the text "Existing Signatories" and an upward arrow. Below the header, there are two sections: "Group 1" and "Group 2". Each section has a "Per page:" label with the value "5". Group 1 has a table with the following columns: "User Type", "CPF No", and "Name". The table has one row with the following values: "Employee", "100002", and "Test User2". To the right of the table, there is a "Showing 0 entries" label and "Previous", "1", and "Next" buttons. Group 2 has a table with the following columns: "User Type", "CPF No", and "Name". The table has one row with the following values: "Employee", "100002", and "Test User2". To the right of the table, there is a "Showing 0 entries" label and "Previous", "1", and "Next" buttons.

6.5 Add Signatories

- In it Group 1 and Group 2 are there. Group 2 is optional. In a group details like User type, CPF No., Name and WEF are entered.

Add Signatories

Group 1
Per page: 5

User Type	CPF No	Name	WEF
Empl...	100003	Test User3	1/20/2022

Showing entry 1 of 1 entries
Previous 1 Next

Group 2
Per page: 5

User Type	CPF No	Name	WEF
Showing 0 entries			

Previous Next

6.6 Delete Signatories

- In it Group 1 and Group 2 are there. Group 2 is optional. In a group details like User type, CPF No., Name and WEF are entered.

Delete Signatories

Group 1
Per page: 5

User Type	CPF No	Name	WEF
Showing 0 entries			

Previous Next

Group 2
Per page: 5

User Type	CPF No	Name	WEF
Showing 0 entries			

Previous Next

6.7 Reason for Addition/Deletion


- In it reason for addition/deletion is entered.

Reason for Addition/Deletion

Leaving

6.8 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

6.9 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.

Enclosures

☐ With Annotation ☐ Without Annotation

Description	By	Date	Actions
Showing 0 entries			

Add Delete

Click on Add button to add Enclosure

- 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.
- Also you can Delete your enclosure, on clicking of radio button of your enclosure.

Add Enclosure

Description : Add Enclosure

Page No : 2

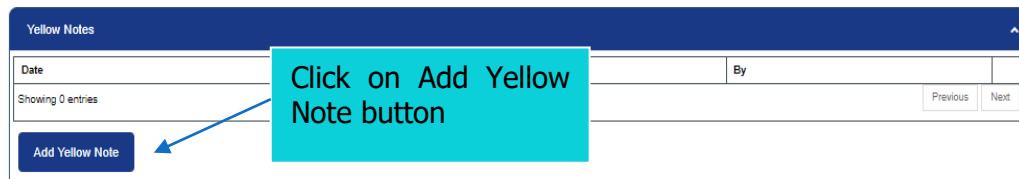
Browse Generic(Scrnsht).docx

Add Exit

Click on Add button

Add Description, Page NO. Upload Document.

6.10 Add Yellow Note



Yellow Notes

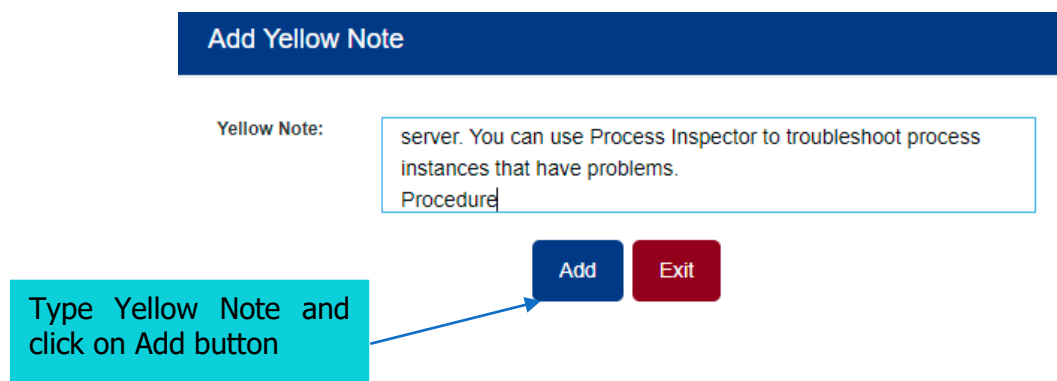
Date: _____ By: _____

Showing 0 entries

Previous Next

Add Yellow Note

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



Add Yellow Note

Yellow Note:

server. You can use Process Inspector to troubleshoot process instances that have problems.
Procedure

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

Activate Windows
Go to Settings to activate Windows.

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

Change in Bank Signatory Initiator

...

Select Users

☐ Urgent

Select Favourite

Reviewed/Recommended By :

Approved By :

Selected Users

Per page: 10

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

- All users are showing in table of selected users.
- Click on Forward button.

Change in Bank Signatory Initiator

...

Select Users

☐ Urgent

Select Favourite

Reviewed/Recommended By :

Approved By :

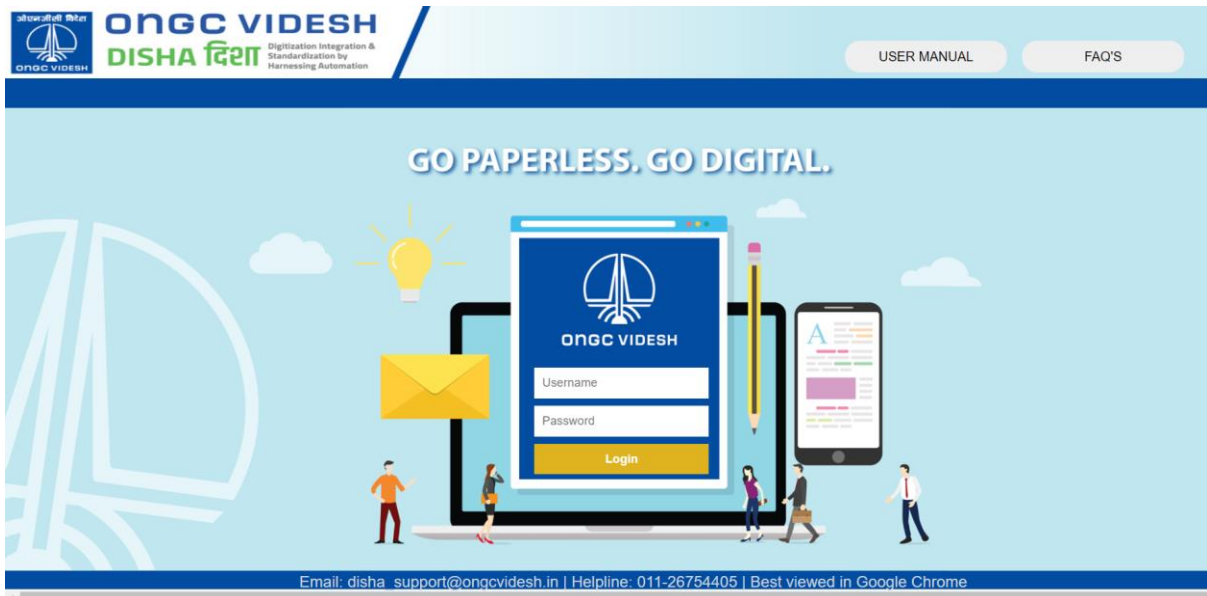
Selected Users

Per page: 10

User Type	CPF No	Name	Section	Sub Section	Role/Designation
Reviewed/Recommended By	100002	Test User2	LAC	BD	Country Manager-Imperial Energy
Approved By	100002	Test User2	APAC	CFIN	Director (Finance)

Click on Forward button.

- 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 rec
DLH/ECC/OMD/1...	test122	Mediation/Review	Mediation/Review	Test User2 (1000...	Medium	Jan 20...
DLH/ECC/OMD/1...	cbs	Change in Bank ...	Change in Bank ...	Test User1 (1000...	Medium	Jan 2...
DLH/ECC/SAP/3...	Audit	Partner Audit Pro...	Partner Audit Pro...	Test User1 (1000...	Medium	Jan 2...
DLH/ECC/OMD/1...	PQ	Step : Review File			Medium	Jan 20...
DLH/ECC/OMD/1...	office-file	For Review	For Review		Medium	Jan 20...
DLH/ECC/OMD/1...	test122	Change in Bank ...	Change in Bank ...	Test User1 (1000...	Medium	Jan 20...

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.

☰ Change in Bank Signatory Reviewer / Recommender

Sample text

Submitted for Approval under BDP clause C8

Forwarded & Electronically Signed By :
 Test User1 (100001)-Director (Finance)
 On : 20.01.2022 03:12:23 PM

- Click on E-sign button.

File Action

Save & Close
E-Sign
History

Click on E-Sign

- When you select Return to Initiator, task goes to the initiator, for doing next action. When you select Forward for Review, task go to the selected user.
- Select Review/Recommended on Select Action.
- Click on Forward button.

Action With eSign

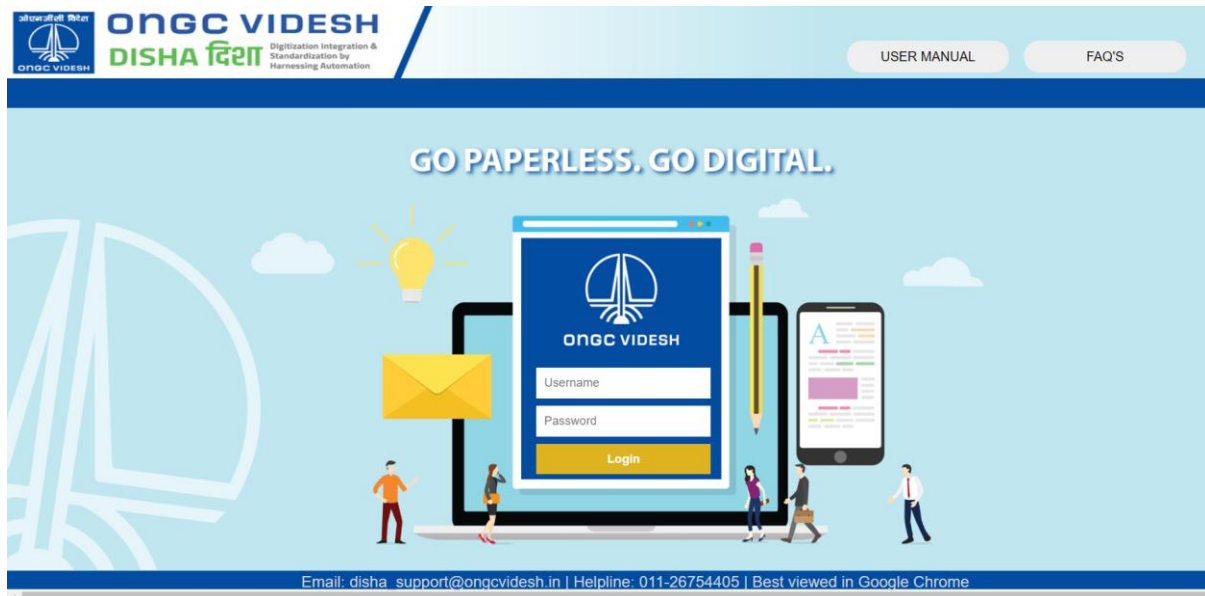
Select Action

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

Forward
Exit

Select Action and Click on Forward Button

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



7.3 Approver Screen.

- Open the task from Inbox.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received
DLH/ECC/OMD/1...	cbs	Change in Bank ...	Change in Bank ...	Test User2 (1000...	Medium	Jan 20, ...
DLH/ECC/OMD/1...	test122	Change in Bank ...	Change in Bank ...	Test User1 (1000...	Medium	Jan 20, ...
DLH/ECC/OMD/1...	test-script	Marketing Invoice...	Marketing Invoice...	Test User2 (1000...	Medium	Jan 20, ...
DLH/CSS/SAP/3...	Audit	Partner Audit Pro...	Partner Audit Pro...	Test User1 (1000...	Medium	Jan 20, ...
DLH/ECC/OMD/1...	PC	Medium	Jan 20, ...

Task is visible in Inbox

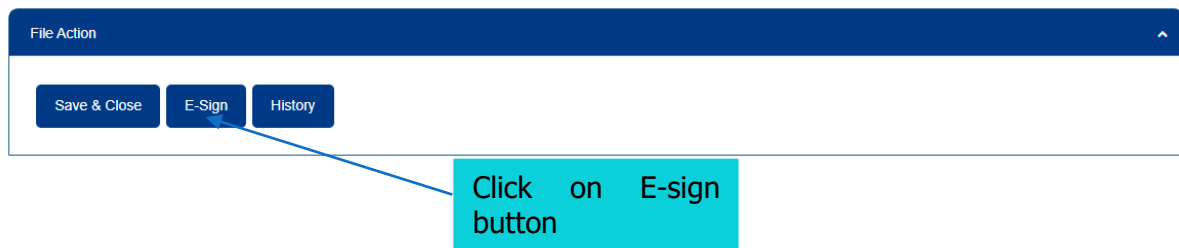
- All the sign of users shown in Office Note/Green Sheet.

Submitted for Approval under BDP clause C8

Forwarded & Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 20.01.2022 03:12:23 PM

Forwarded & Electronically Signed By :
Test User2 (100002)-Country Manager-Imperial Energy
On : 20.01.2022 03:16:43 PM

- Click on E-sign button.



- If Return to Initiator is selected task goes to initiator.
- If Forward for Review is selected task goes to selected user for Review.
- Select Approve & Send to Finance User on Select Action.
- Select User.
- Click on Forward Button.

Change in Bank Signatory Approver

Date	Note
Action With eSign	

Select Action

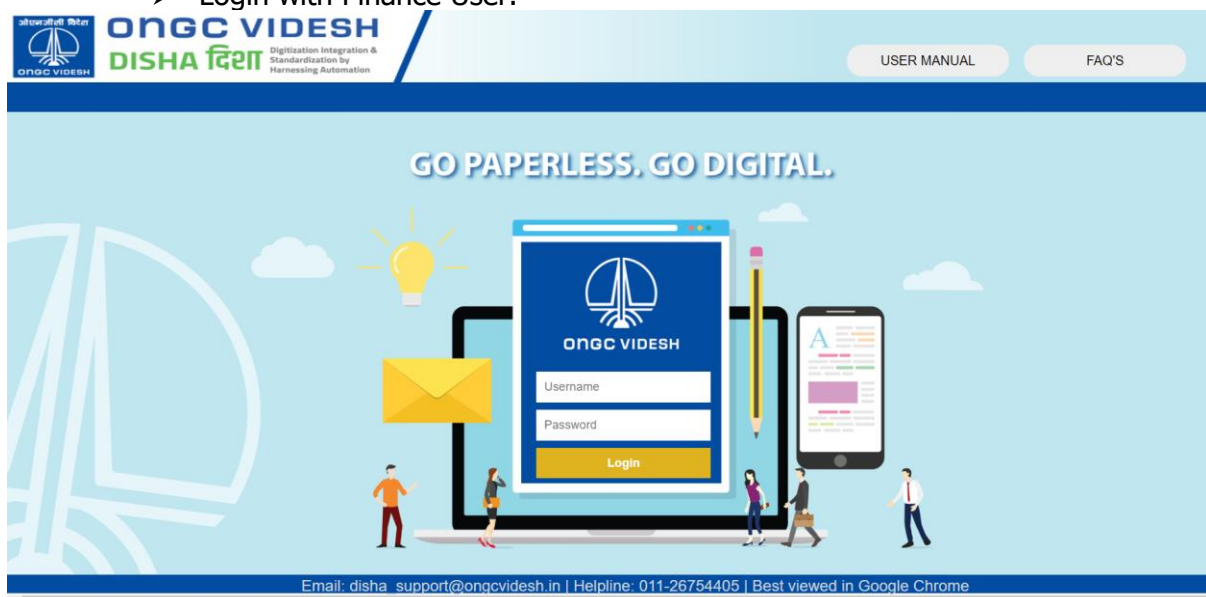
☒ Approve & Send To Finance User
 ☐ Return to Initiator
 ☐ Forward For Review

Select User

100002-Test User2 (LAC-BD)-Country Manager-Imperial Energy

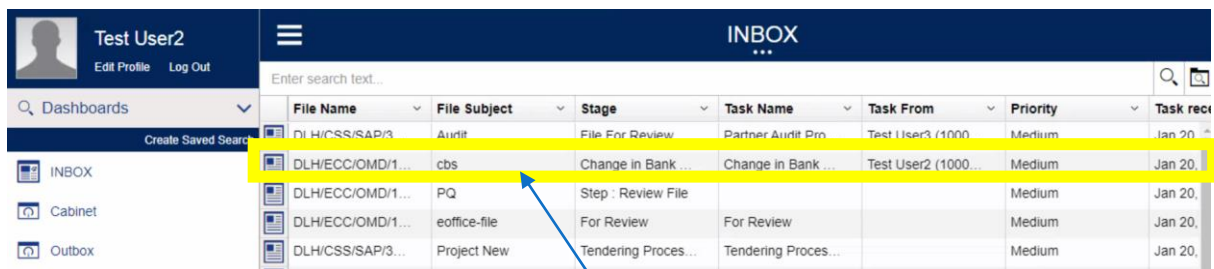
Forward
Exit

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



7.4 Finance User Screen.

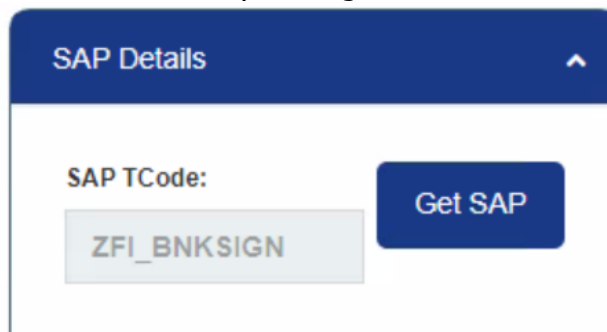
- Open the task from Inbox.



File Name	File Subject	Stage	Task Name	Task From	Priority	Task rec
DLH/CSS/SAP/3	Audit	File For Review	Partner Audit Pro	Test User3 (1000	Medium	Jan 20
DLH/ECC/OMD/1...	cbs	Change in Bank ...	Change in Bank ...	Test User2 (1000	Medium	Jan 20
DLH/ECC/OMD/1...	PQ	Step : Review File			Medium	Jan 20
DLH/ECC/OMD/1...	eoffice-file	For Review	For Review		Medium	Jan 20
DLH/CSS/SAP/3...	Project New	Tendering Proces...	Tendering Proces...		Medium	Jan 20

Task is visible in
Inbox

- SAP Details can be used by clicking on Get SAP button.



SAP Details

SAP TCode:

ZFI_BNKSIGN

Get SAP

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



Change in Bank Signatory For Finance

Submitted for Approval under BDP clause C8

Forwarded & Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 20.01.2022 03:12:23 PM

Forwarded & Electronically Signed By :
Test User2 (100002)-Country Manager-Imperial Energy
On : 20.01.2022 03:18:43 PM

Approved & Electronically Signed By :
Test User2 (100002)-Director (Finance)
On : 20.01.2022 03:29:00 PM

- Click on E-sign button.



File Action

Save & Close E-Sign History

Click on E-sign
button

- Select Completed.
- Click on Forward Button.

Change in Bank Signatory For Finance

Without Annotation

Action With eSign


Select Action

☒ Completed

Forward


Exit

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

**ONGC VIDESH**
DISHA दिशा
Digitization Integration & Standardization by Harnessing Automation

USER MANUALFAQ'S

GO PAPERLESS. GO DIGITAL.



Email: disha_support@ongcvidesh.in | Helpline: 011-26754405 | Best viewed in Google Chrome

7.5 Initiator Screen.

- Open the Task from Inbox.

The screenshot shows the 'INBOX' interface for 'Test User1'. A table lists tasks with columns: File Name, File Subject, Stage, Task Name, Task From, Priority, and Task received. The first task is highlighted with a yellow box. A blue arrow points to the 'File Subject' column of this task, with a text box stating 'Task is Visible in Inbox'.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received ...
DLH/ECC/OMD/10...	cbs	Change in Bank Si...	Change in Bank Si...	Test User2 (10000...	Medium	Jan 20, 2022, 3...
DLH/ECC/OMD/10...	Priority Test	Audit Access Initiator	Audit Access Initiator		Medium	Jan 20, 2022, 3...
DLH/ECC/OMD/10...	Audit Test	Audit Access Initiator	Audit Access Initiator		Medium	Jan 20, 2022, 3...
DLH/MZQ/BD/105...	Test Sanction 20/01	Tendering Process...	Tendering Process...	Test User1 (10000...	Medium	Jan 20, 2022, 3...
DLH/MZQ/BD/105...	test			(10000...	Medium	Jan 20, 2022, 3...
DLH/MZQ/BD/105...	C&B			(10000...	Medium	Jan 20, 2022, 3...

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

The screenshot shows the 'Change in Bank Signatory Initiator' screen. A green box contains the following text:

Submitted for Approval under BDP clause C8

Forwarded & Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 20.01.2022 03:12:23 PM

Forwarded & Electronically Signed By :
Test User2 (100002)-Country Manager-Imperial Energy
On : 20.01.2022 03:16:43 PM

Approved & Electronically Signed By :
Test User2 (100002)-Director (Finance)
On : 20.01.2022 03:29:00 PM

Forwarded & Electronically Signed By :
Test User2 (100002)-Country Manager-Imperial Energy
On : 20.01.2022 03:40:51 PM

- Click on Send to Cabinet Button.

The screenshot shows the 'File Action' bar with three buttons: 'Save & Close', 'History', and 'Send To Cabinet'. A blue arrow points to the 'Send To Cabinet' button.

Click on Send to Cabinet button

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

The screenshot shows the 'Send File to Cabinet' dialog box. It contains the message 'Are you sure want to send this file to cabinet ?' and two buttons: 'Yes' and 'No'. A blue arrow points to the 'Yes' button.

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.

The screenshot displays the 'Cabinet' screen for 'Test User1'. The sidebar on the left includes 'Dashboards', 'INBOX', 'Dashboard', 'Cabinet', and 'Outbox'. The main area shows a table of files with columns: File No, Subject, File Type, Year, Created By, Created On, and Updated On. The table lists 10 files, including 'DLH/ECC/OMD/10023/00021' (Bank Signatory) and 'DLH/ECC/OMD/10025/00013' (Marketing Invoice). Below the table, there is a pagination bar showing 'Showing 1 to 10 of 86 entries' and buttons for 'Previous', '1', '2', '5', '9', and 'Next'. An 'Open' button is located below the table, highlighted by a blue callout box.


The screenshot shows the 'Open' dialog box. On the left, there is a list of files. On the right, the 'File Details' section displays the following information:

- Name:** DLH/ECC/OMD/10023/00021
- Description:** Bank Signatory
- File Type:** Bank Signatory
- Created By:** Test User1 (100001)
- Created On:** 20.01.2022
- Updated On:** 20.01.2022

 Below the details, there is a 'File Content' section with a text area containing the file's content.

- Now you can see all the data of user.



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

Note Sheet(s)				
Subject	By	Status	Date	Actions
Note Sheet 1	Test User1	Signed	20.01.2022	
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 from Action section (if any).

Enclosures

#	Description	By	P. No	Date	Action
1	encl	Test User1		20-01-2022	 

Showing entry 1 of 1 entries

Previous

1

Next

- Select File Workflow using radio selection button.

File Workflow				
	Workflow	Created By	Created On	Updated On
<input type="radio"/>	File Workflow 1	Test User1 (100001)-Director (Finance)	20.01.2022	20.01.2022
Showing entry 1 of 1 entries				
				Previous 1 Next

- Workflow Members will be shown.
- File Action contains Exit, History and Send for Review options.

File Action		
<input type="button" value="Exit"/>	<input type="button" value="History"/>	<input type="button" value="Send For Review"/>

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

Cabinet

Movement History

File No :
DLH/ECC/OMD/10023/00021

Subject :
cbs

Per page: 10

Date	Stage	From	To
20.01.2022 03:22:10 PM	Change in Bank Signatory I nitiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Country Manager-Im perial Energy
20.01.2022 03:26:30 PM	Review / Recommend	Test User2 (100002)-Country Manager-Im perial Energy	Test User2 (100002)-Director (Finance)
20.01.2022 03:38:47 PM	Approve	Test User2 (100002)-Director (Finance)	Test User2 (100002)-Country Manager-Im perial Energy
20.01.2022 03:50:37 PM	Finance	Test User2 (100002)-Country Manager-Im perial Energy	Test User1 (100001)-Director (Finance)
20.01.2022 03:56:46 PM	Change in Bank Signatory I nitiator	Test User1 (100001)-Director (Finance)	To Cabinet

Showing 1 to 5 of 5 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.

Cabinet

1 of 1 entries

Forward File For Review

Select Users :

100002-Test User2 (LAC-BD)-Country Manager-Imperial

Forward

Exit

Click on Forward button

7.7 Outbox Screen

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

Test User1
[Edit Profile](#) [Log Out](#)
Outbox

[Dashboards](#)
From Date : To Date : [Search](#) Filter File :

Create Saved Search

[INBOX](#) | [Dashboard](#) | [Cabinet](#) | [Outbox](#) | Show more... (21)

[Launch](#)

- [Access Authorization Generic Process](#)
- [Mortgage Approval Process](#)
- [Sanction Process](#)

File No	T1	Subject	T1	File Type	T1	Priority	T1	Stage	T1	Action	T1	Date	T1	
<input type="radio"/>		DLH/MZO/BD/10534/00002		Test By gautam		Audit Access		Medium		Approve		Reviewed & Signed By		20-01-2022 04:11 PM
<input type="radio"/>		DLH/MZO/BD/10530/00004		Test Sanction 20/01		Tendering		Medium		Tendering File Initiator		Submit for Approval		20-01-2022 03:58 PM
<input checked="" type="radio"/>		DLH/ECC/OMD/10023/00021		cbs		Bank Signatory		Medium		Change in Bank Signatory Initiator		Cabinet		20-01-2022 03:56 PM
<input type="radio"/>		DLH/ECC/OMD/10023/00023		Test By gautam		Bank Signatory		High		Change in Bank Signatory Initiator		Committee		20-01-2022 03:46 PM
<input type="radio"/>		DLH/ECC/OMD/10023/00022		test122		Bank Signatory		Medium		Cabinet		Forward For Review		20-01-2022 03:36 PM
<input type="radio"/>		DLH/ECC/OMD/10033/00003		Test Overseas		Overseas Posting		Medium		Strategic HR		Committee		20-01-2022 03:32 PM
<input type="radio"/>		DLH/ECC/OMD/10025/00013		test-script		Marketing Invoice		Medium		Marketing Initiator		Cabinet		20-01-2022 03:31 PM
<input type="radio"/>		DLH/ECC/OMD/10028/00012		Test MM 20/01		Sanction		Medium		Initiator After Approval		Cabinet		20-01-2022 03:24 PM
<input type="radio"/>		DLHCSS/SAP/31027/00004		Audit		Partner Audit		Low		Review / Recommend		Review / Recommend		20-01-2022 03:19 PM
<input type="radio"/>		DLH/ECC/OMD/10013/00009		INV3		Invoice		Normal		Generic File Initiator		Cabinet		20-01-2022 03:14 PM

Showing 1 to 10 of 125 entries

[Previous](#)
[1](#)
[4](#)
[6](#)
[8](#)
[12](#)
[Next](#)

Open

Click on Open button

- This is user Outbox screen.

[illegible]

- Click on History button.

File Action

Exit
History

- Movement History box will be open.
- Show all the details of user.
- If you want to close, then click on close button.

Outbox

Movement History

File No :

DLH/ECC/OMD/10023/00021

Subject :

cbs

Per page: 10			
Date	Stage	From	To
20.01.2022 03:22:10 PM	Change in Bank Signatory I nitiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Country Manager-Im perial Energy
20.01.2022 03:26:30 PM	Review / Recommend	Test User2 (100002)-Country Manager-Im perial Energy	Test User2 (100002)-Director (Finance)
20.01.2022 03:38:47 PM	Approve	Test User2 (100002)-Director (Finance)	Test User2 (100002)-Country Manager-Im perial Energy
20.01.2022 03:50:37 PM	Finance	Test User2 (100002)-Country Manager-Im perial Energy	Test User1 (100001)-Director (Finance)
20.01.2022 03:56:46 PM	Change in Bank Signatory I nitiator	Test User1 (100001)-Director (Finance)	To Cabinet
Showing 1 to 5 of 5 entries			
<div>Previous</div> <div>1</div> <div>Next</div>			

Click on Close button

Close

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