ONGC Videsh Ltd.

2021

Paperless Office
User Access Management – 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 How to login in the Paperless office:

- Open the Process Portal .
- Enter Your Windows username/ Password

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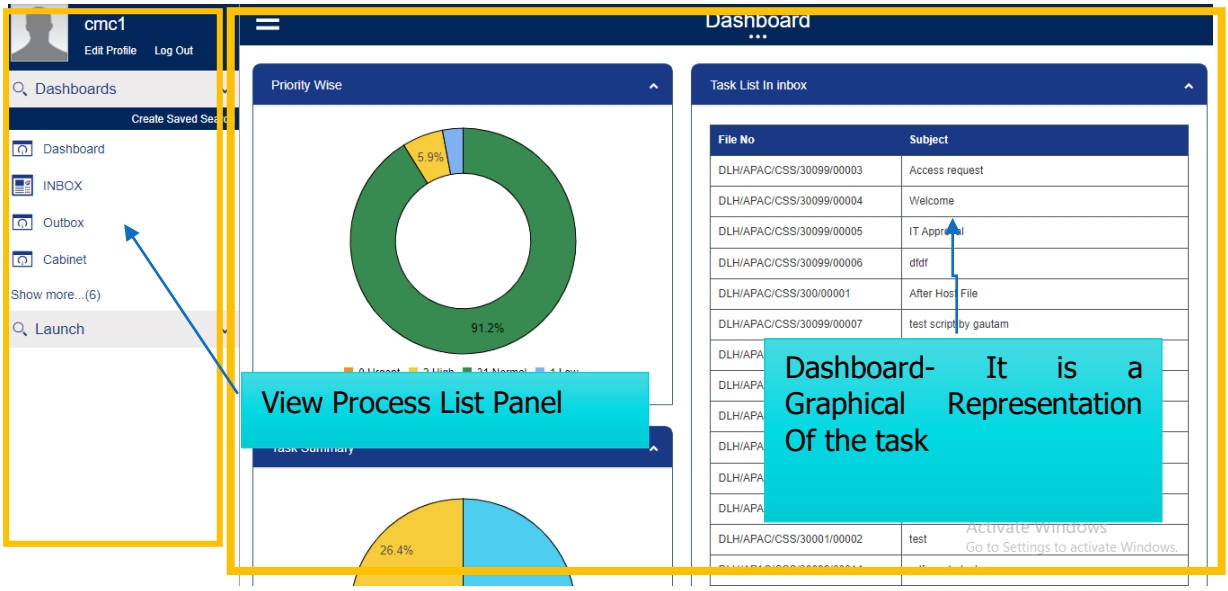
3 Login Screen Overview:



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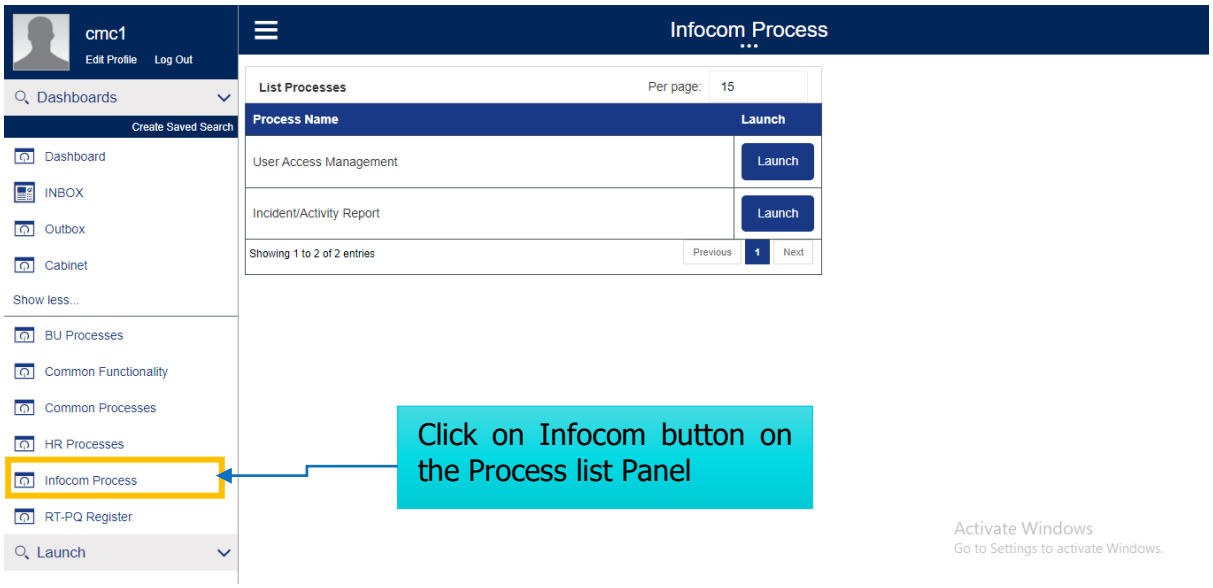
4 How to run the Infocom Process

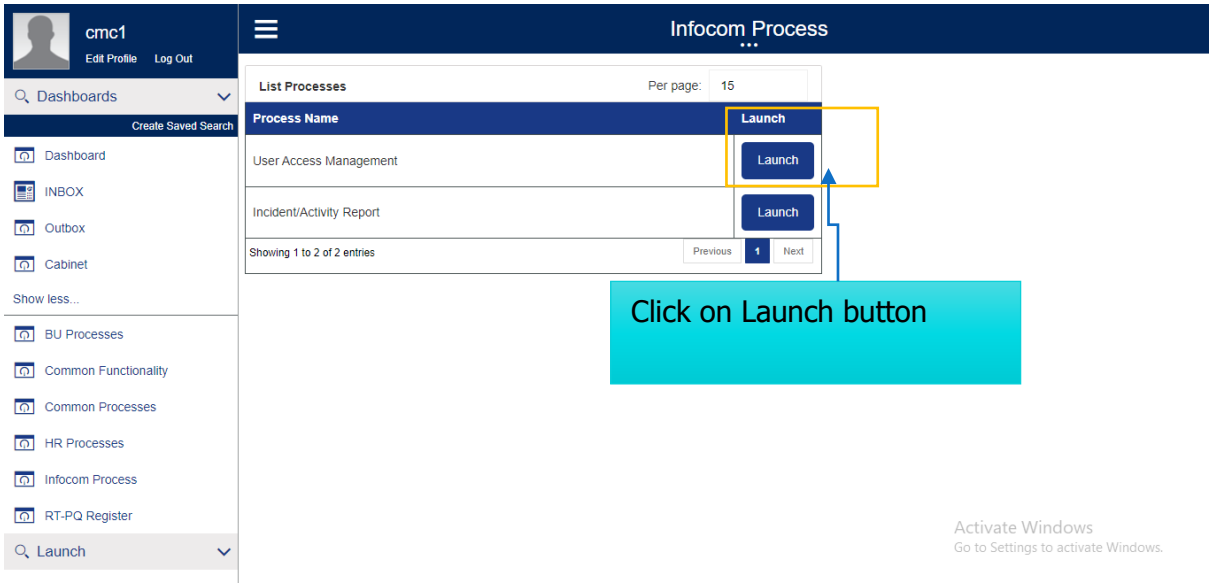
- Click on Infocom button on the Process List Panel



Activate Windows
Go to Settings to activate Windows.

5 Infocom Process Launch:

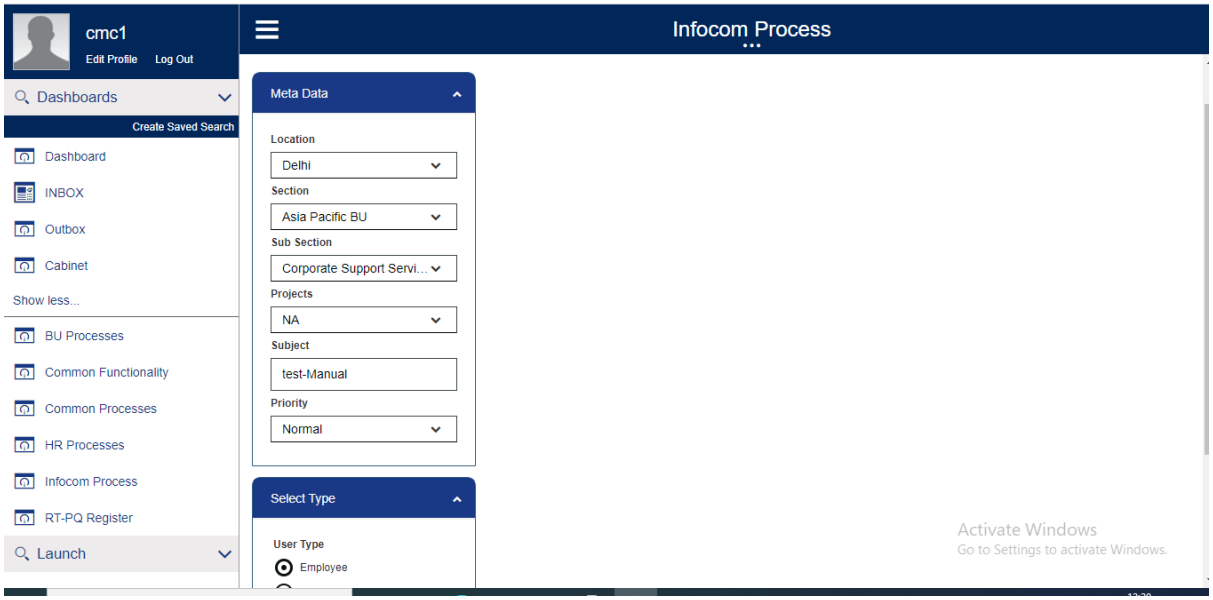
- Click on Launch button.
- Meta Data, Select Type, File Action Panel will Open.
- When user select Employee on User type, then the access type showing multiple.
- Enter all the metadata field displayed on the Create file screen.
  (**Note: Location, Section, Sub section will show repopulated based in the User login profile. If users want to change the repopulated field, he/she can select other value form the dropdown.)**
- Click on User Type (According to your preference).
- Click on Create button of File Action panel.

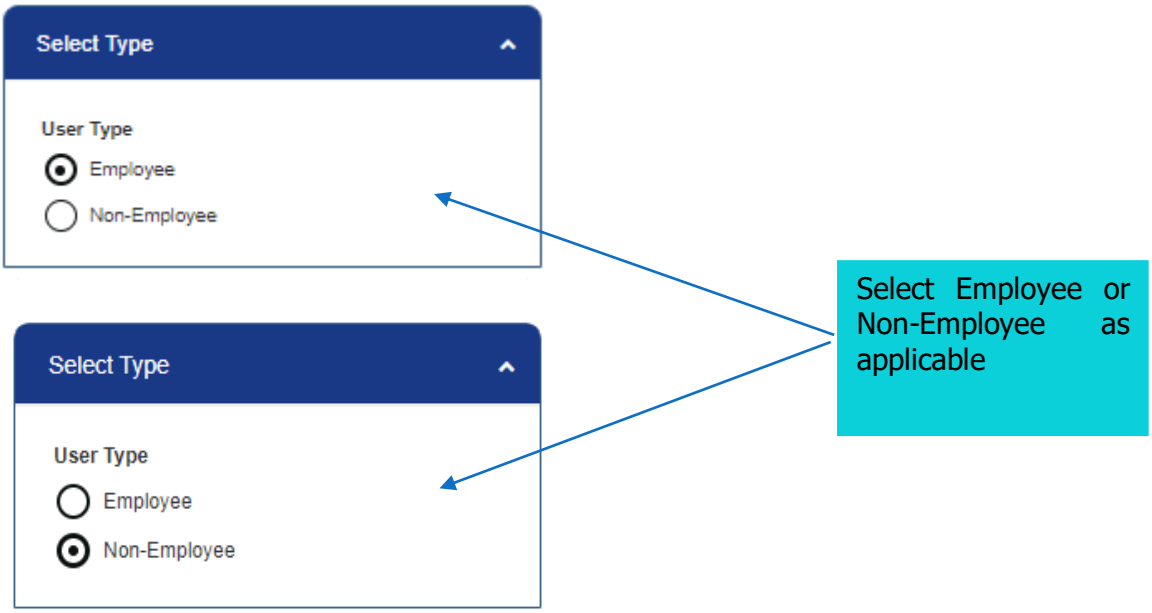


Activate Windows
Go to Settings to activate Windows.

6 User Access Management Select Type

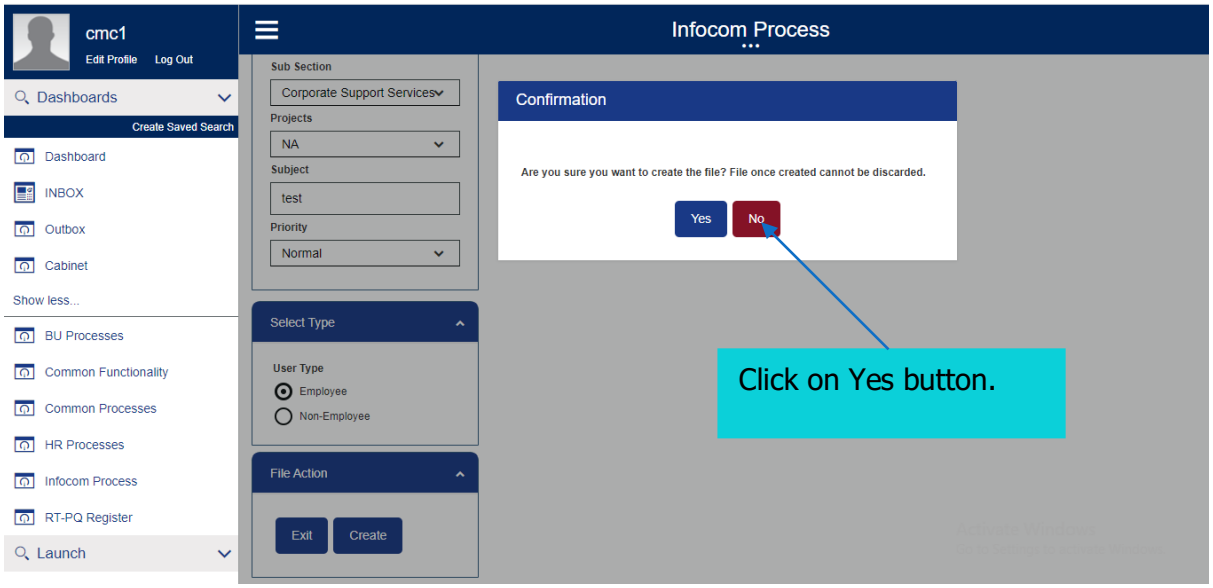
- Employee
- Non-Employee





7 User Access for Employee

- Click on Yes button.

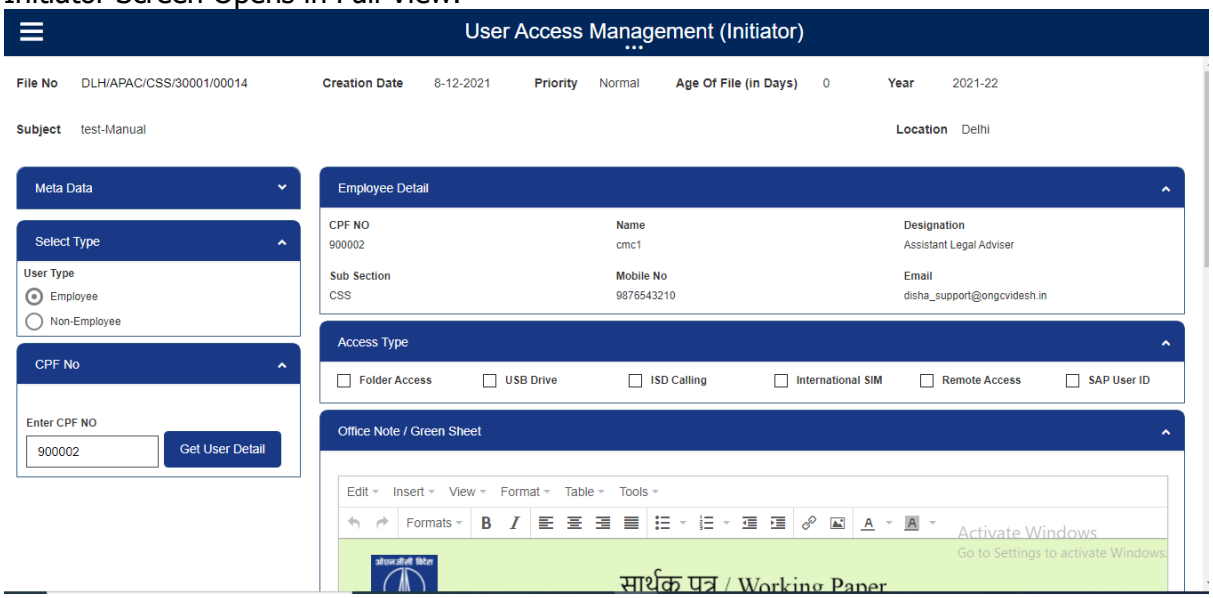


- Based on metadata entered at the time of file Selected/Entered, Unique File No get Created.

(Note: File No convention based on Location/Sec/Sub Sec/File tag/File No Series e.g., DLH/ECC/OMD/10010/00041)

7.1 Initiator Screen

Initiator Screen Opens in Full View:



7.2 Form Information

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

Select Type – It shows the selected User Type.

CPF No – Enter the CPF No of User.

Get User Detail button – This button displays the Details of the user whose CPF No is entered.

Office Note/ Green Sheet – User can type the inforamtion that he want to share along with file if required.

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

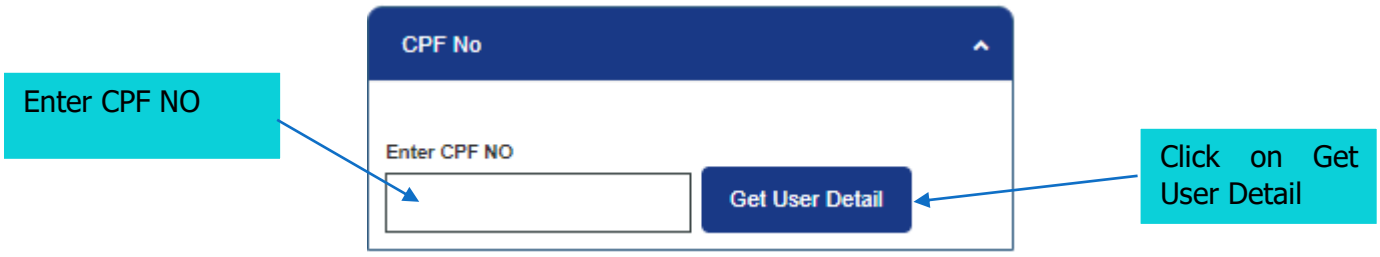
Yellow Note – User can add the yellow note by clicking on Add Yellow Note button.

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.

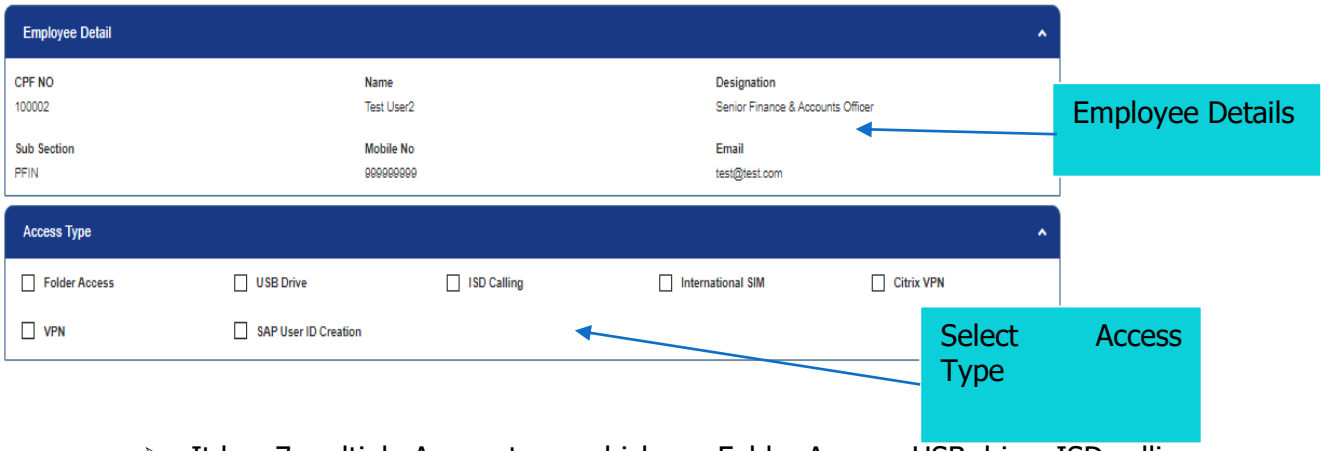
7.3 Add CPF No

- Enter CPF No. on left side and click on Get User Detail button.

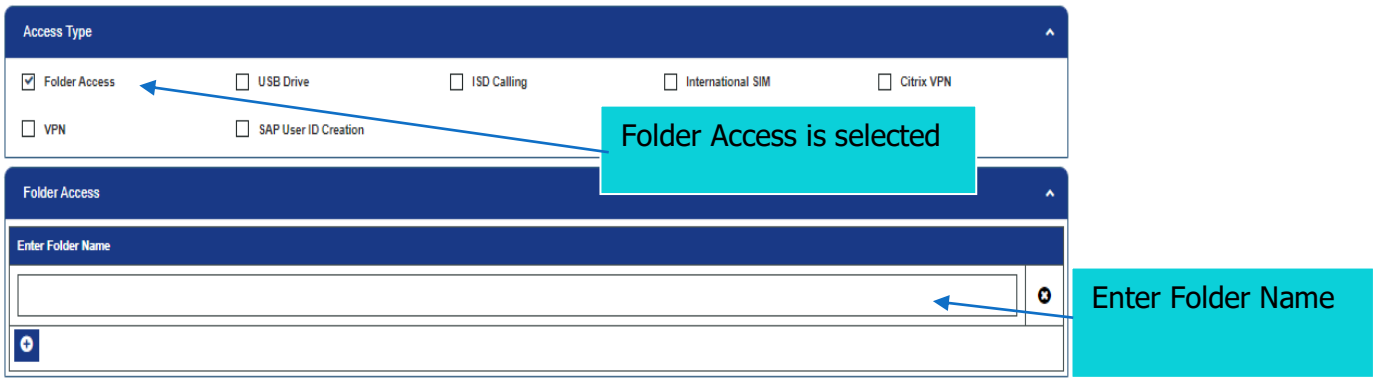


- All the details of user shown in Employee detail box.
- You can select the Access type as your requirement and fill the box.

7.4 Access Type

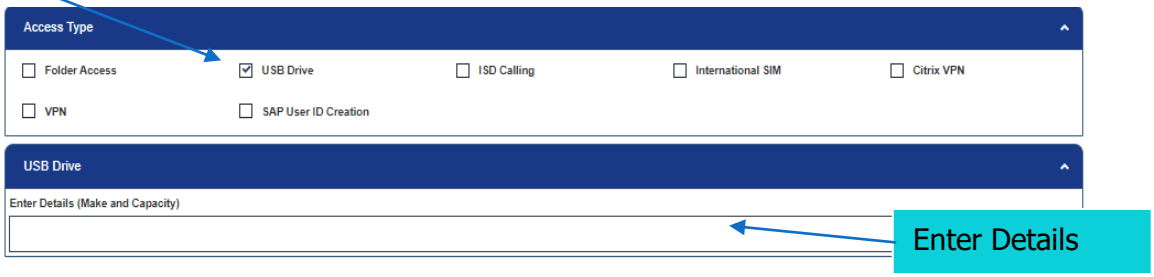


- It has 7 multiple Access type, which are Folder Access, USB drive, ISD calling, International SIM, Citrix VPN, VPN, Domainand SAP user ID creation.
- Folder Access – Task will assigned to IT support.
- Click on Folder Access.
- Fill the box of Folder Name.



- USB Drive – Task will assigned to IT support.
- Click on USB drive.
- Fill the full Details.

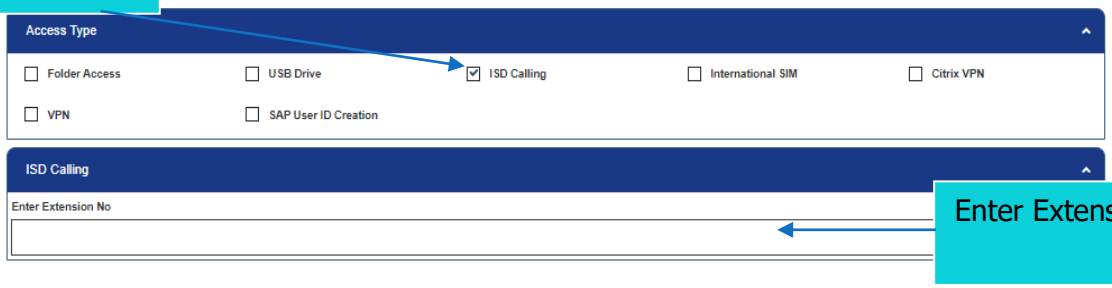
USB Drive is selected



- ISD Calling – Task will assigned to Billing support.
- Click on ISD Calling.

- Fill the Extension no. on ISD calling.

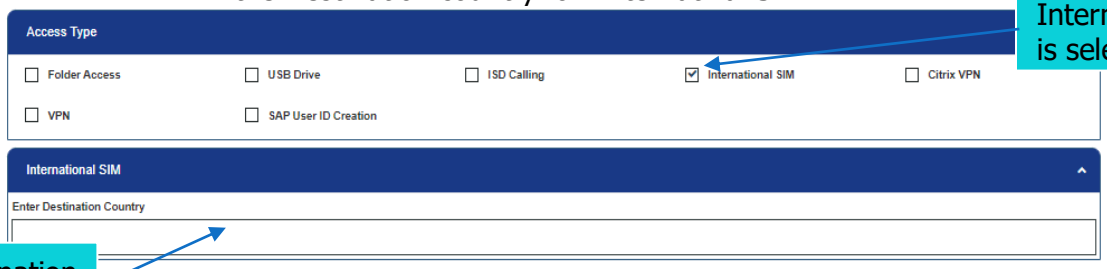
ISD Calling is selected



Enter Extension No

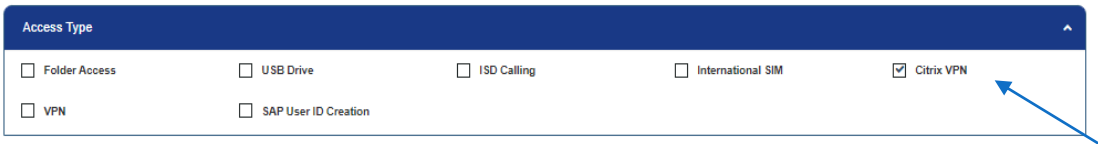
- International SIM – Task will assigned to Billing support.
- Click on International SIM.
- Fill the Destination country on Internatinal SIM.

International SIM is selected



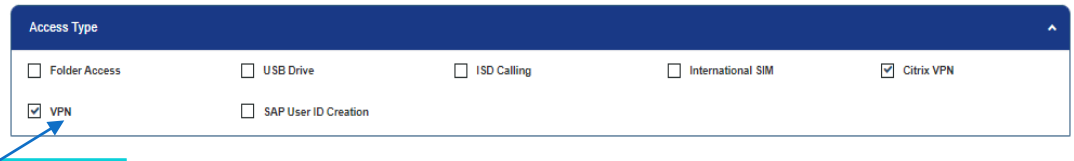
Enter Destination Country

- When you select Citrix VPN Task will assigned to Email Support.



Citrix VPN is selected

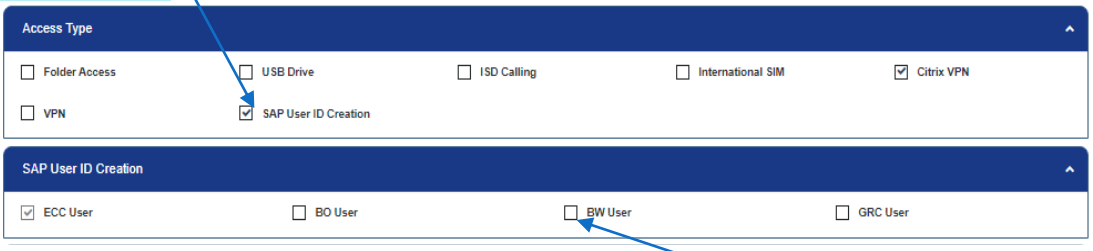
- When you select VPN Task will assigned to IT Support.



VPN is selected

- SAP User ID Creation – Task will assigned to OVL basis support.
  Click on SAP User ID Creation.
  Select your user ID Creation as per your requirement(By default ECC user be selected).

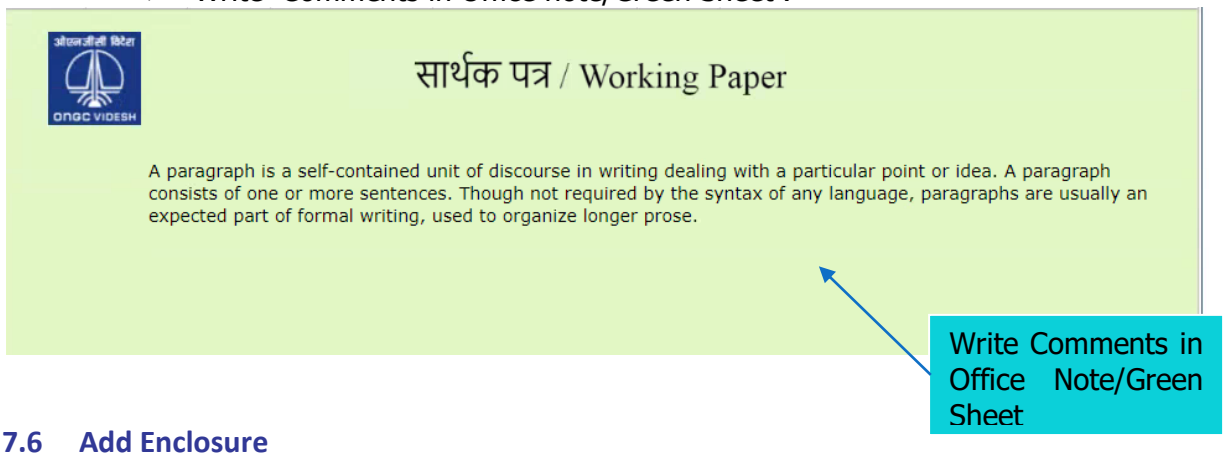
SAP User ID Creation is selected



Select User ID Creation.

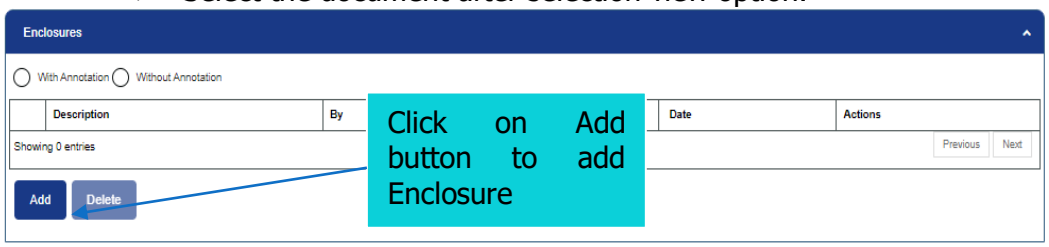
7.5 Add Office Note/ Green Sheet

- Write Comments in Office note/Green Sheet .

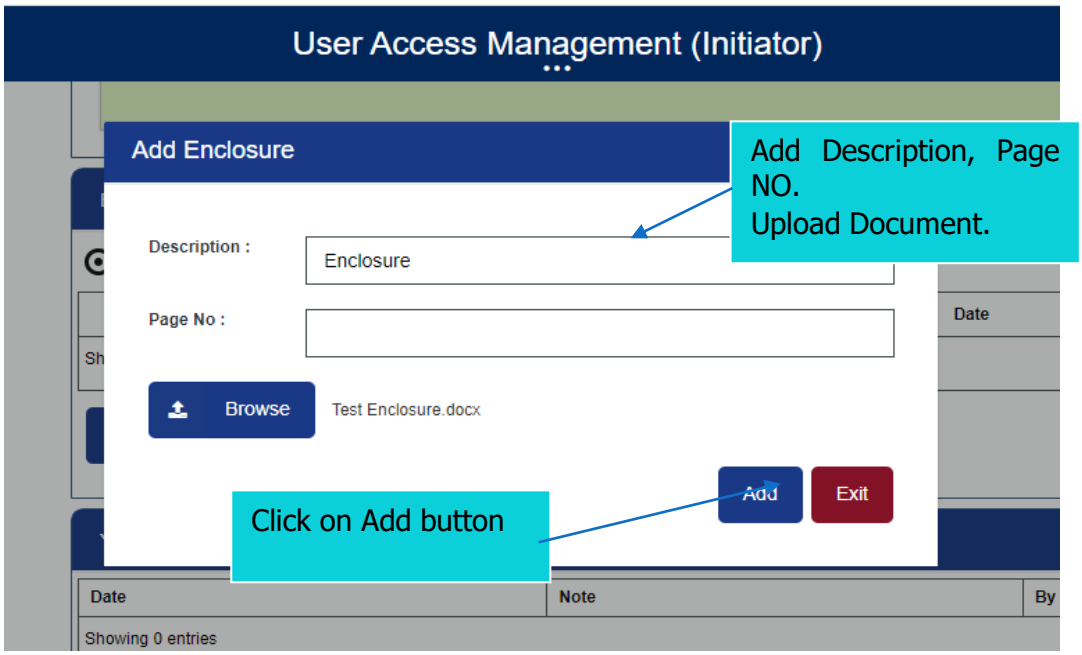


7.6 Add Enclosure

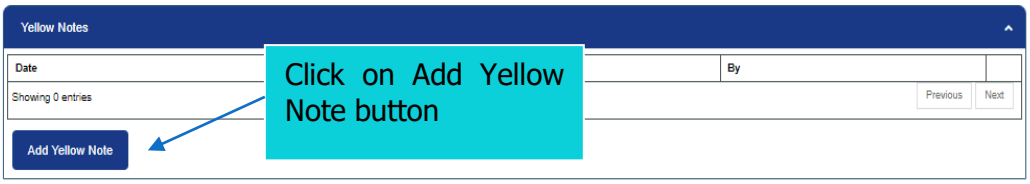
- User can view the document with or without annotation.
- User can to the annotation on the enclosure after opening the enclosure in Preview Windows.
- Select the option in Enclosure section to open the document in with annotation or without annotation
- Select the document after selection view option.



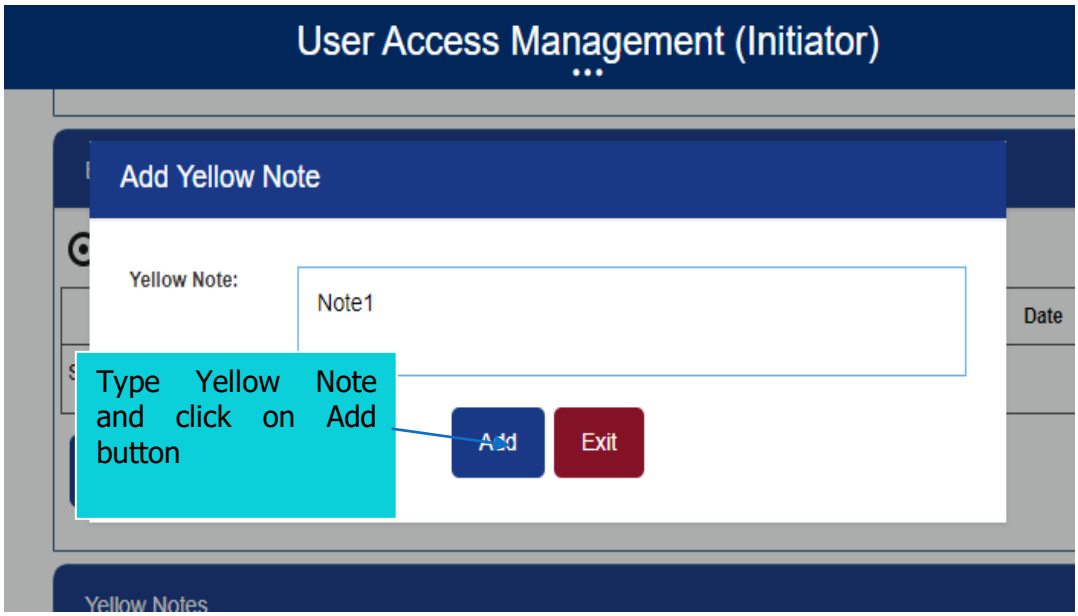
- Click on Add Button of Enclosure.
- Fill the all detail of box, upload document and then click on Add button. (Description is mandatory field)
- Click on Add Button.
- Also you can Delete your enclosure, on clicking of radio button of your enclosure.



7.7 Add Yellow Note



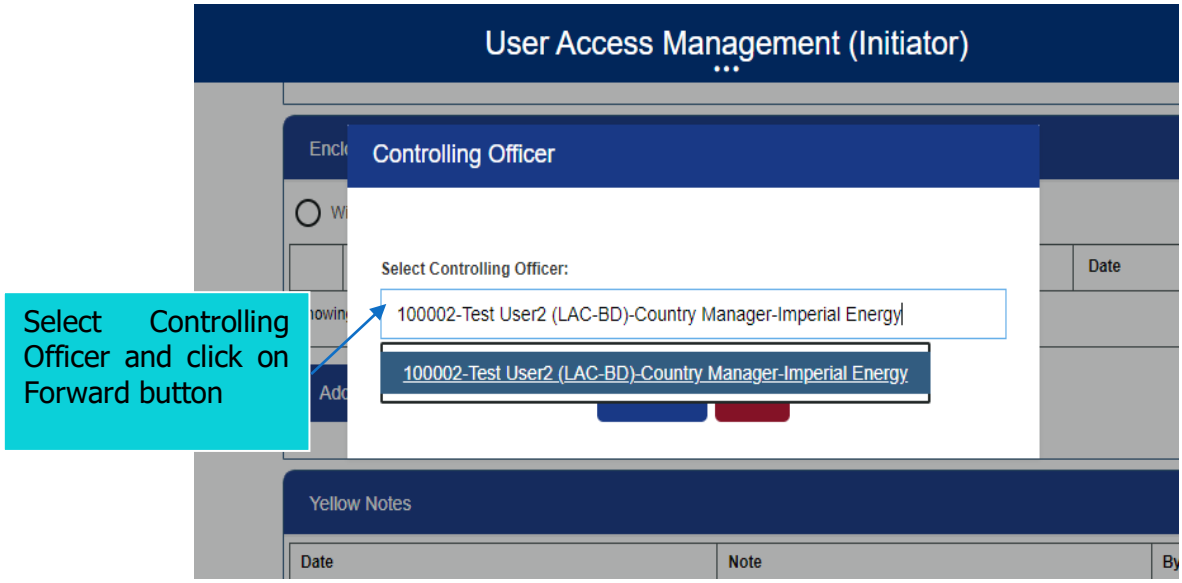
- Click on Add Yellow Note button of Yellow Notes.
- Fill the box of yellow note.
- Click on Add Button.



7.8 E-Signing a File

- Click on E-Sign button.
- Fill the Controlling officer box as per your requirement.
- Click on Forward Button.

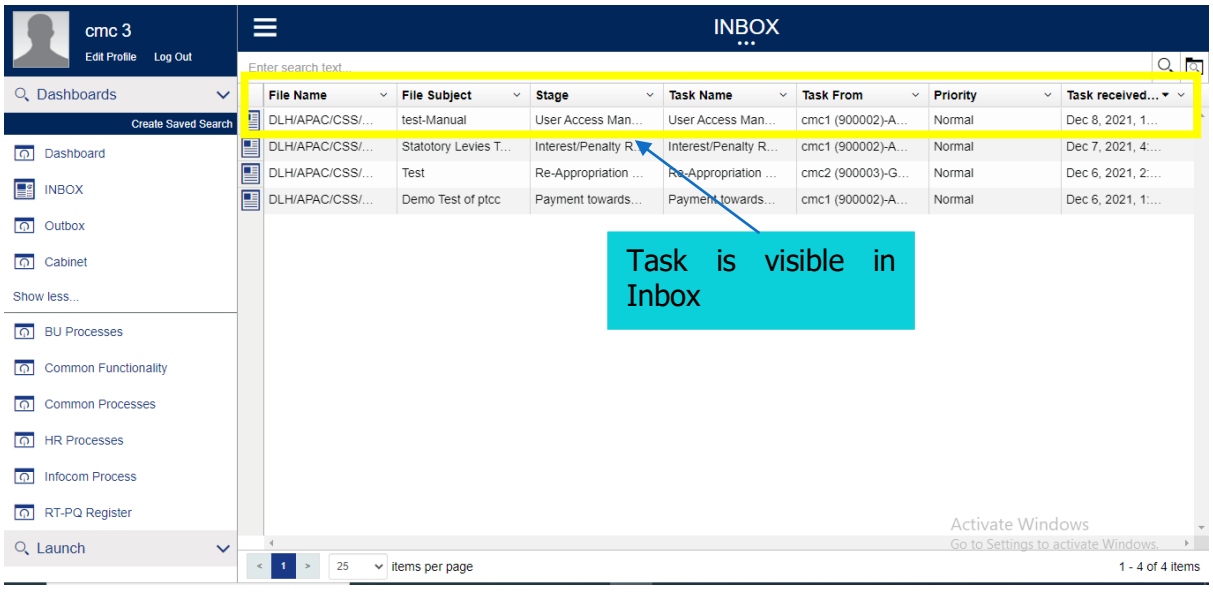
Note: On click on save button. Noting will saved as Draft.



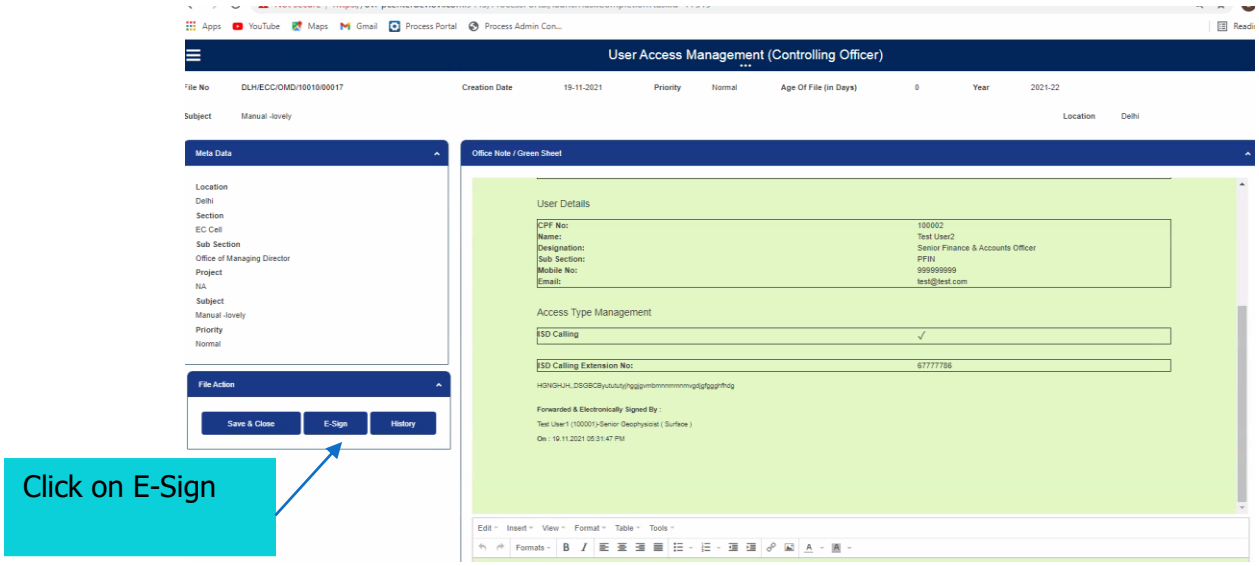
- Now task go to the Controlling Officer.
- Login to Controlling Officer.

7.9 Controlling Officer Screen

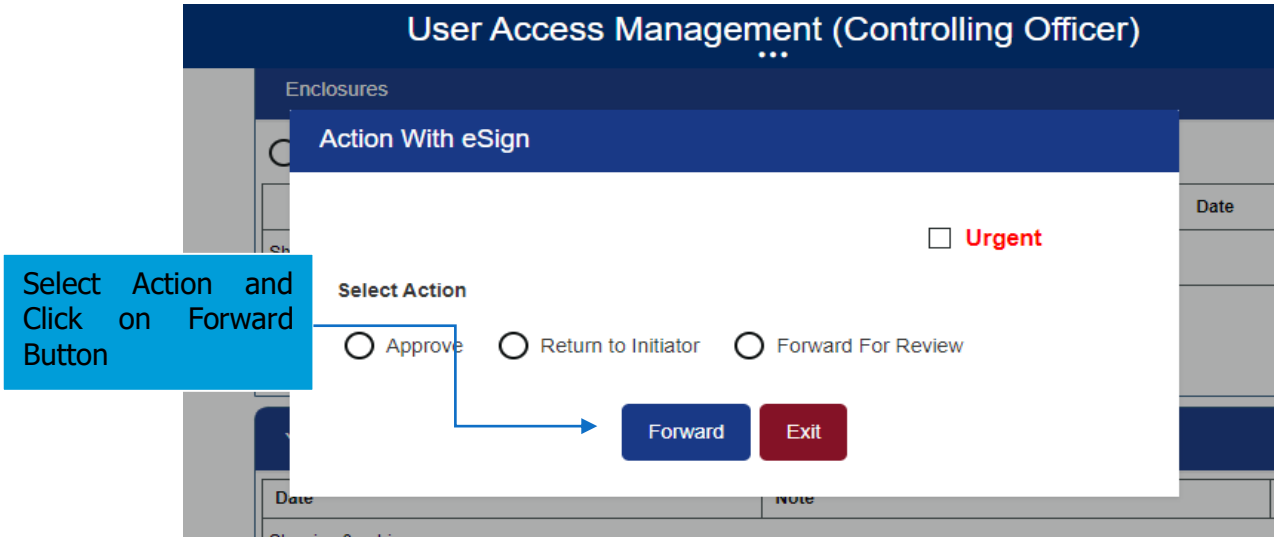
- Task shown in Inbox.
- Click to open the task.



- Verify the Office Note/Green Sheet details.
- Now Click on E-Sign button.



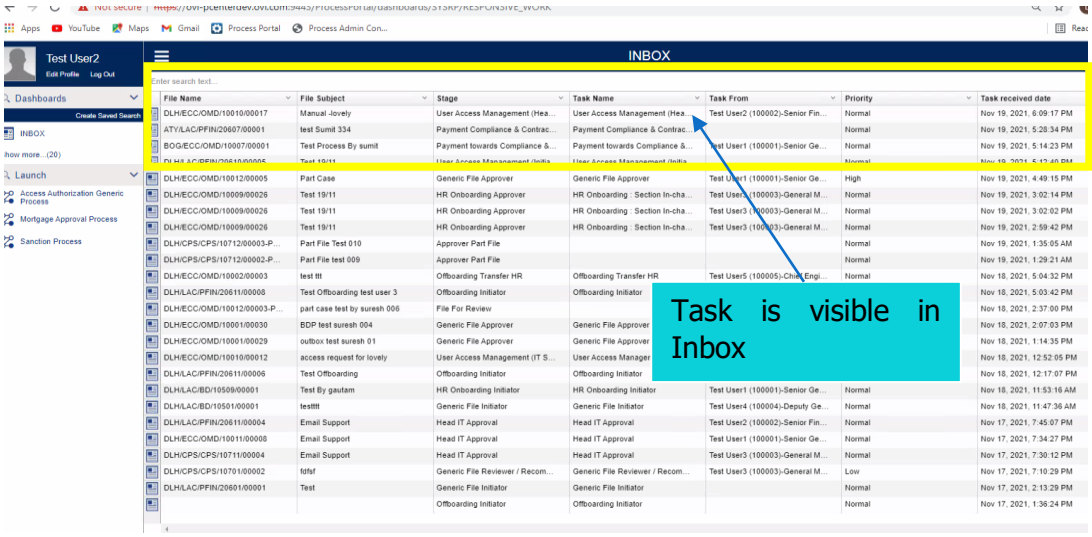
- Now you can select any Action as per your requirement.
- When you select Approve, user approve the request. When you select Return to Initiator, task goes to the initiator, for doing next action. When you select Forward for Review, task go to the selected user.
- User clicks on Approve, and then click on Forward button.



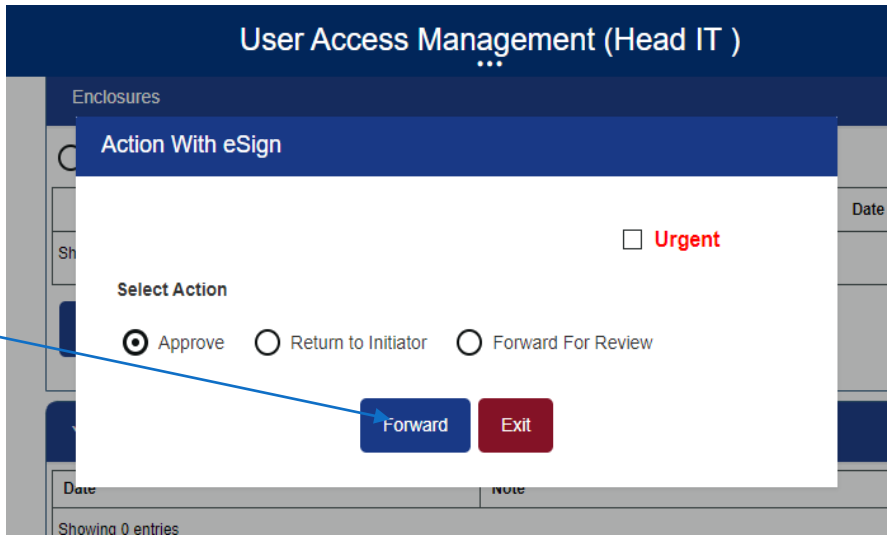
- Task goes to the Head IT User.
- Login with Head IT User.

7.10 Head IT Screen

- Open the task from Inbox.



- Click on E-Sign button.
- When you select Approve, user approves the request. 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.
- Then select Approve and click on forward button.

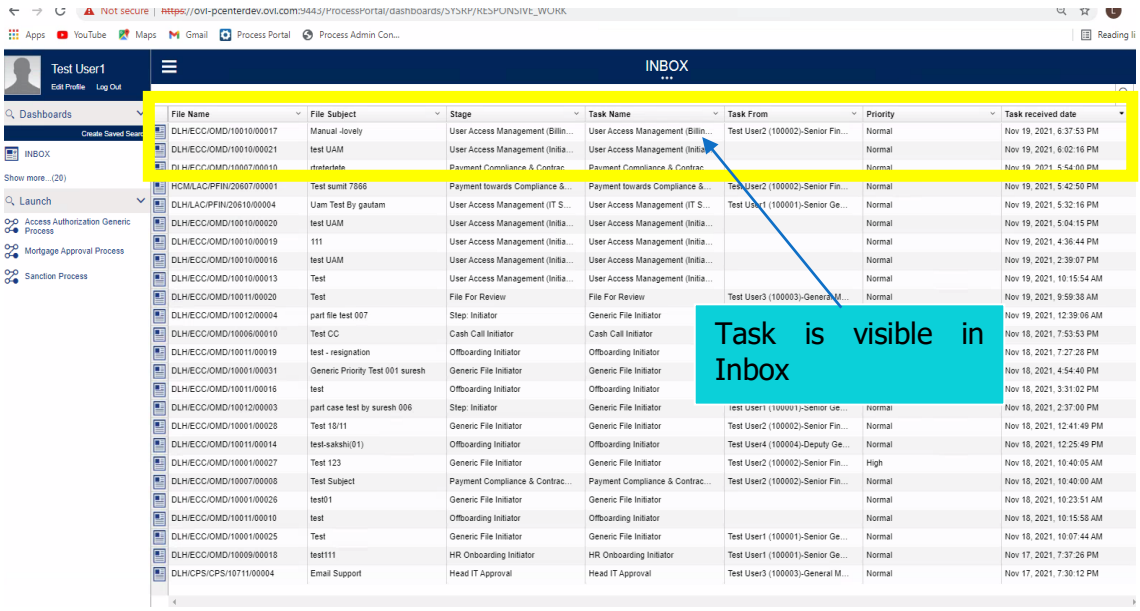


Select Action and Click on Forward Button

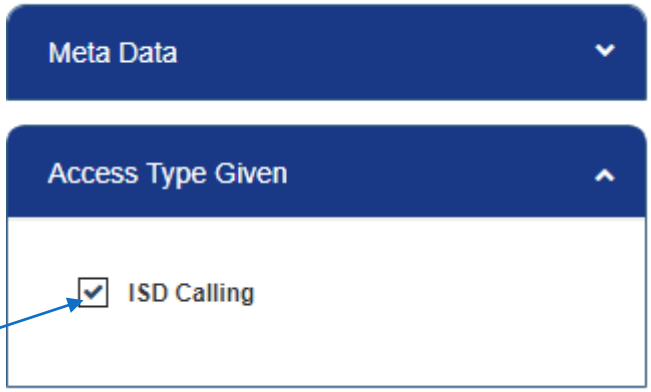
- Now task go to the Billing support.

7.11 IT Support/Billing Support/Email Support Screen

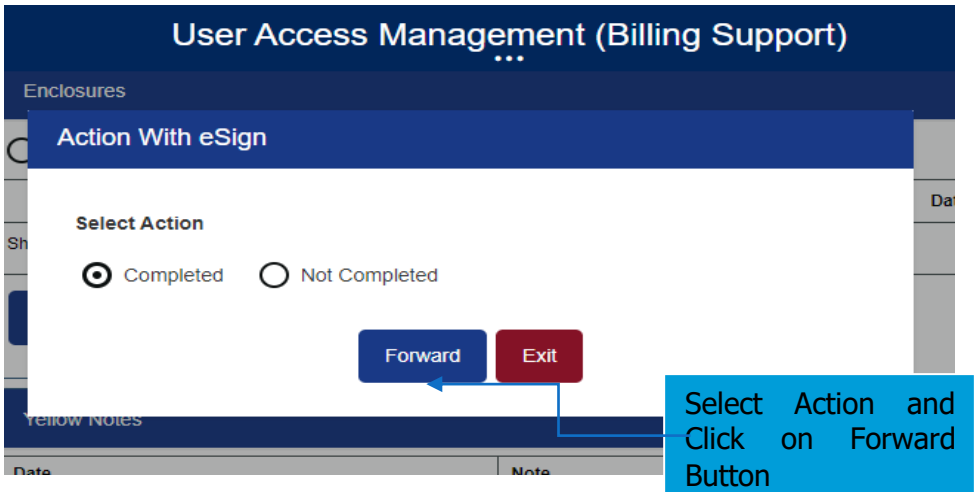
- Open the task from Inbox.



- Sign of All the users are shown in Green sheet.
- Select Access type (Compulsory).



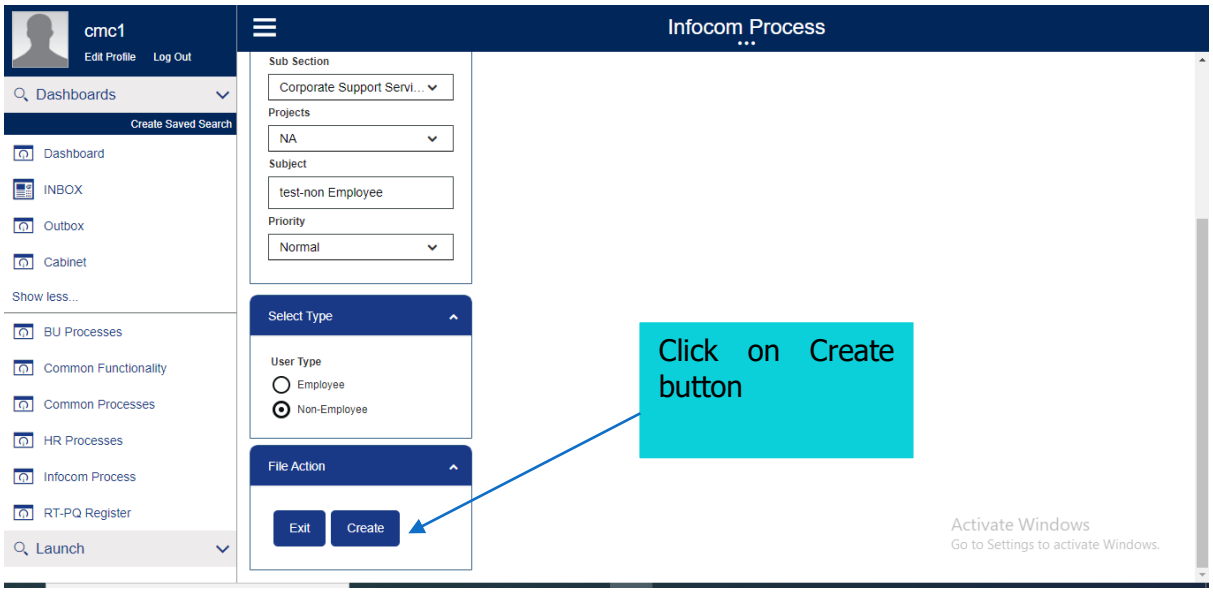
- Click on E-Sign button.
- Select completed and click on forward button.



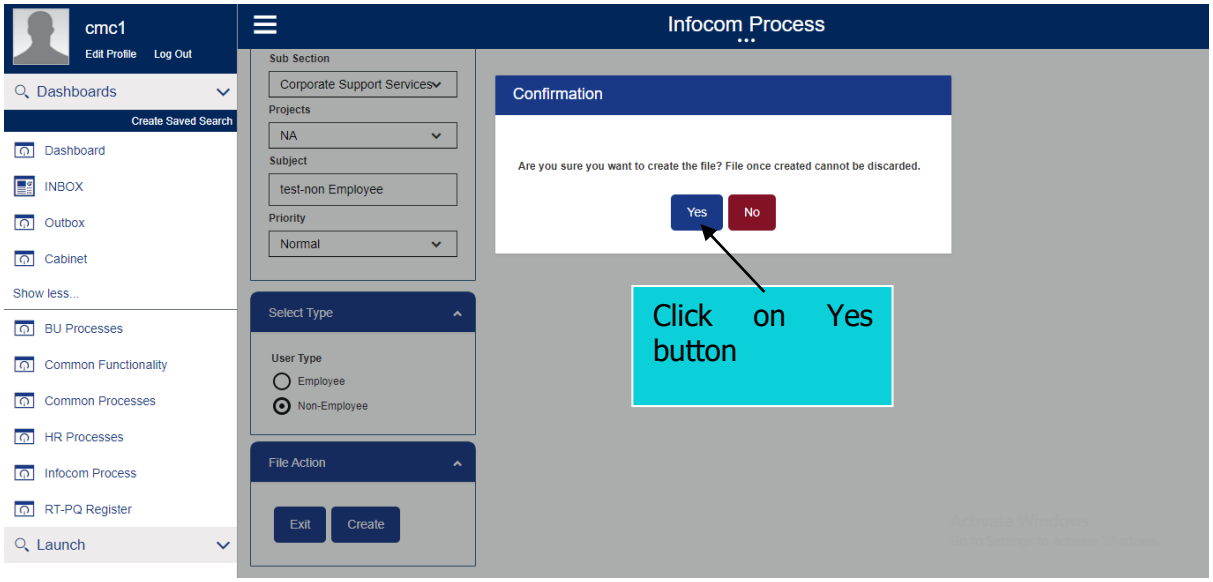
- Initiator will receive a mail when Access Type is provided

8 User Access for Non-Employee

- When user select Non-employee option on Select Type.
- Click on create button.



- Click on Yes button.



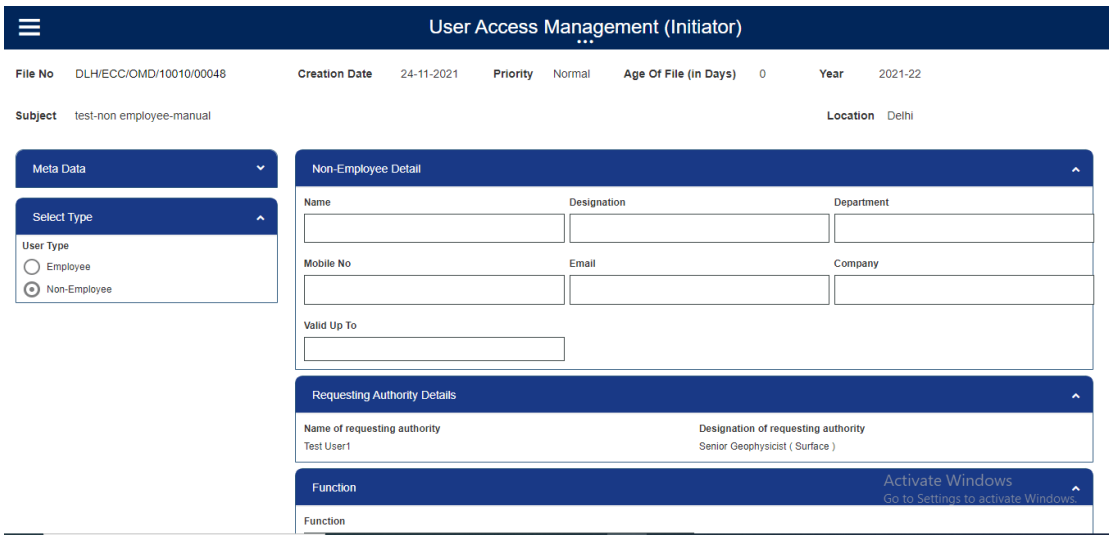
- Based on metadata entered at the time of file Selected/Entered, Unique File No get Created.

  Note: File No convention based on Location/Sec/Sub Sec/File tag/File No Series
  e.g., DLH/APAC/CSS/30001/00015

- File show in your Inbox.
- Double Click on Your File

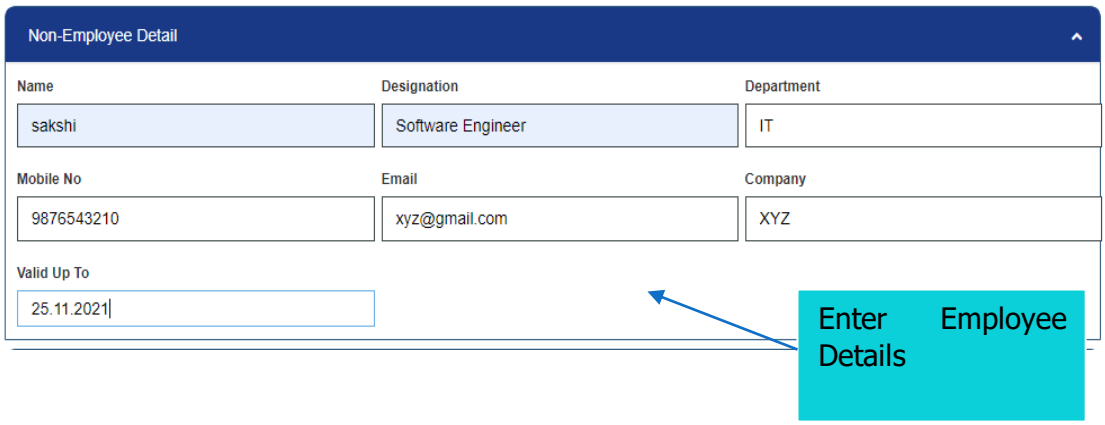
8.1 Initiator Screen

- Initiator form will be open.



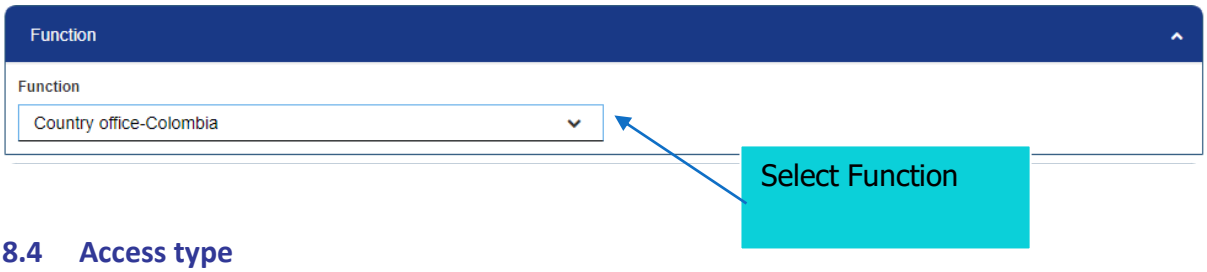
- Fill all the details of user such as Name, Designation, Department, Mobile No., Email, Company, and Valid up to.

8.2 Fill Employee Details



8.3 Select Function

- Select Function as user requirement.

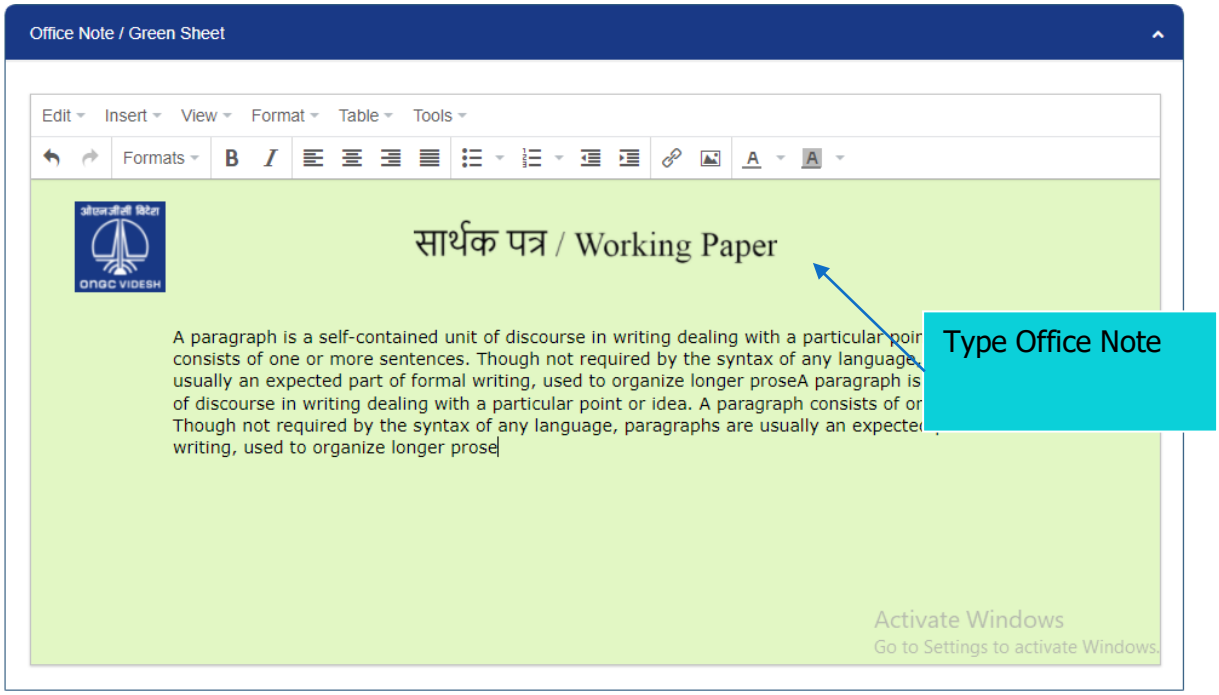


8.4 Access type

- It has multiple Access Type (Same as Employee user type.) except Domain and Disha ID Activation.
- Domain – Task will assigned to Email Support.
- Disha ID Activation – It Activate the ID.

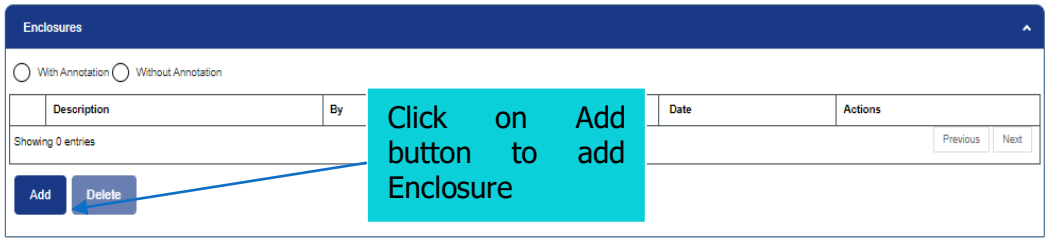
8.5 Add Office Note/ Green Sheet

- Write your Office note.

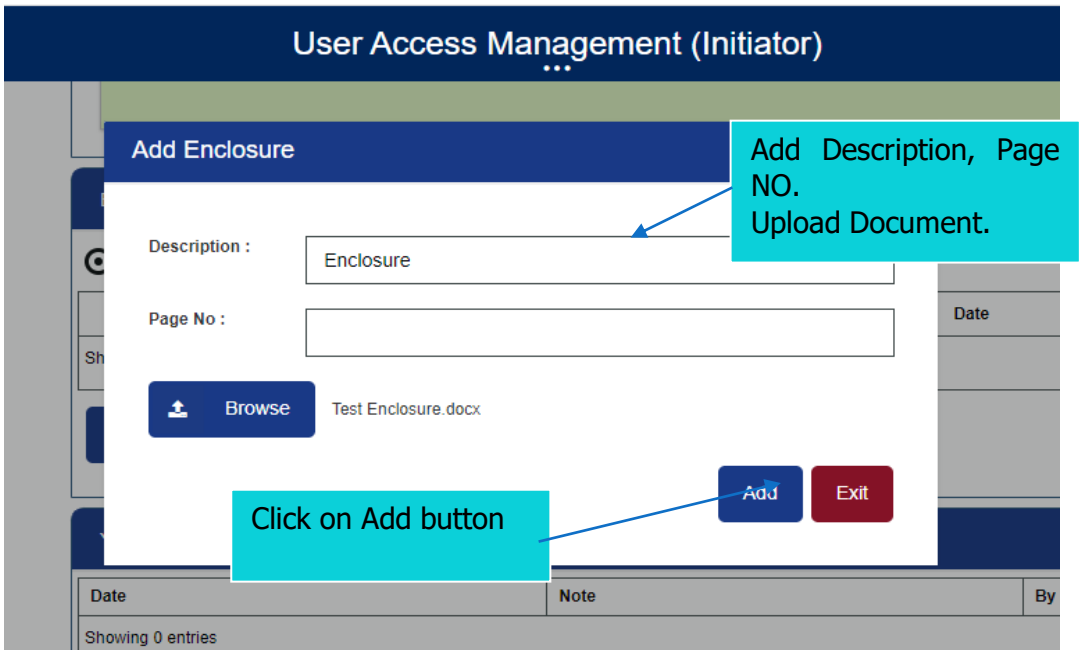


8.6 Add Enclosure

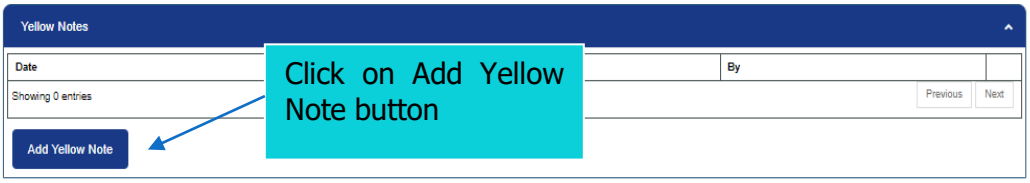
- User can view the document with or without annotation.
- User can to the annotation on the enclosure after opening the enclosure in Preview Windows.
- Select the option in Enclosure section to open the document in with annotation or without annotation
- Select the document after selection view option.



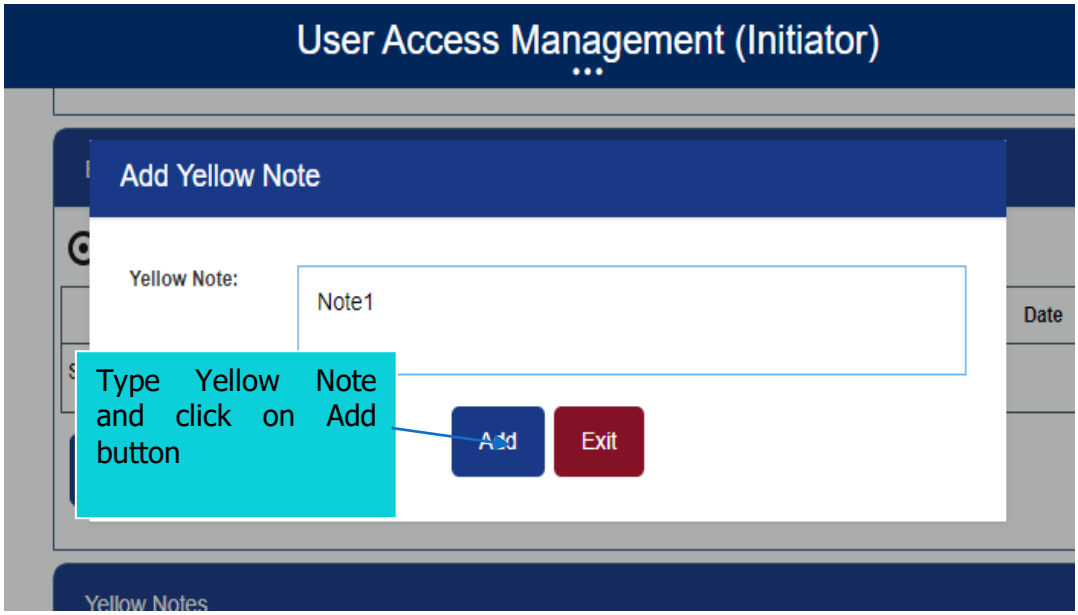
- Click on Add Button of Enclosure.
- Fill the all detail of box, upload document and then click on Add button. (Description is mandatory field)
- Click on Add Button.
- Also you can Delete your enclosure, on clicking of radio button of your enclosure.



8.7 Add Yellow Note



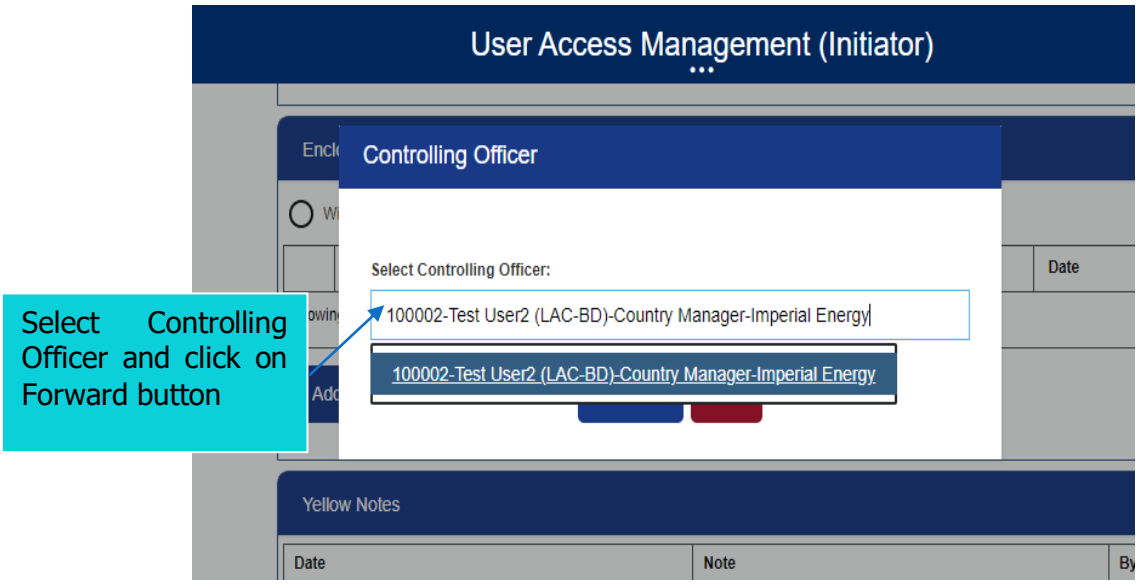
- Click on Add Yellow Note button of Yellow Notes.
- Fill the box of yellow note.
- Click on Add Button.



8.8 E-signing a file

- Click on E-Sign button.
- Fill the Controlling officer box as per your requirement.
- Click on Forward Button.

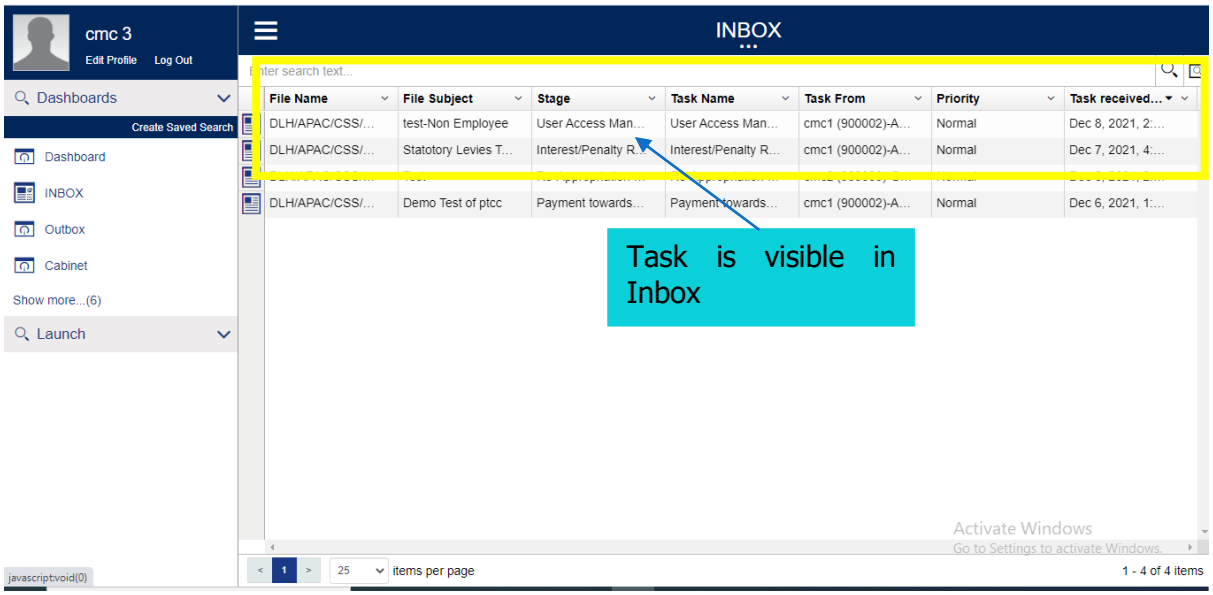
Note: On click on save button. Noting will saved as Draft.



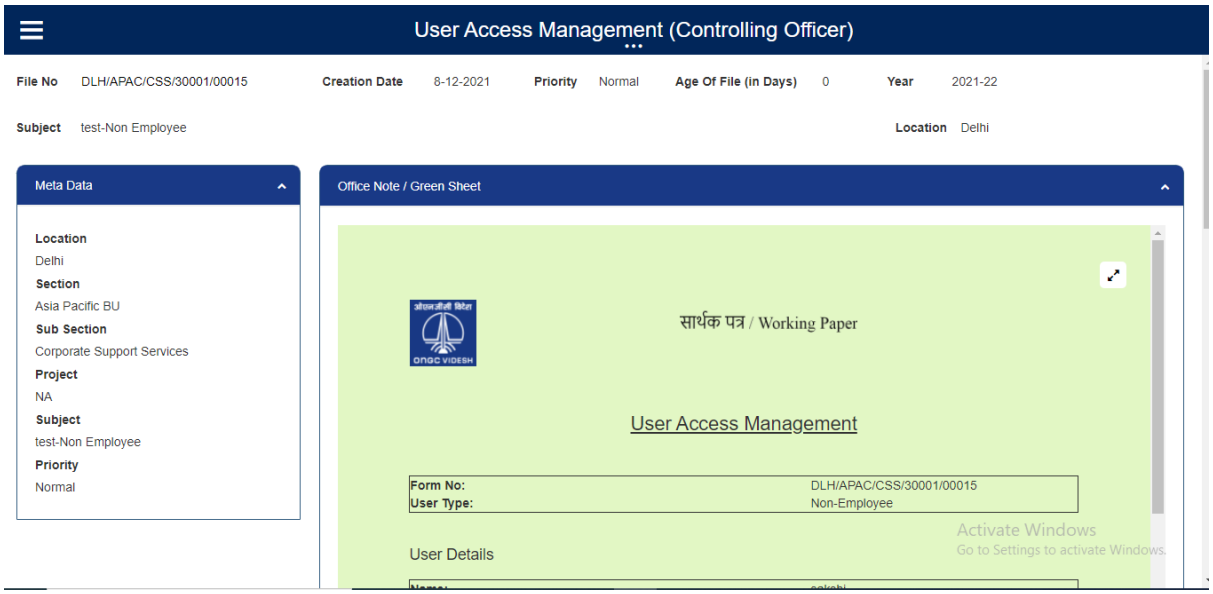
- Now task go to the Controlling Officer.
- Login with Controlling Officer.

8.9 Controlling Officer Screen

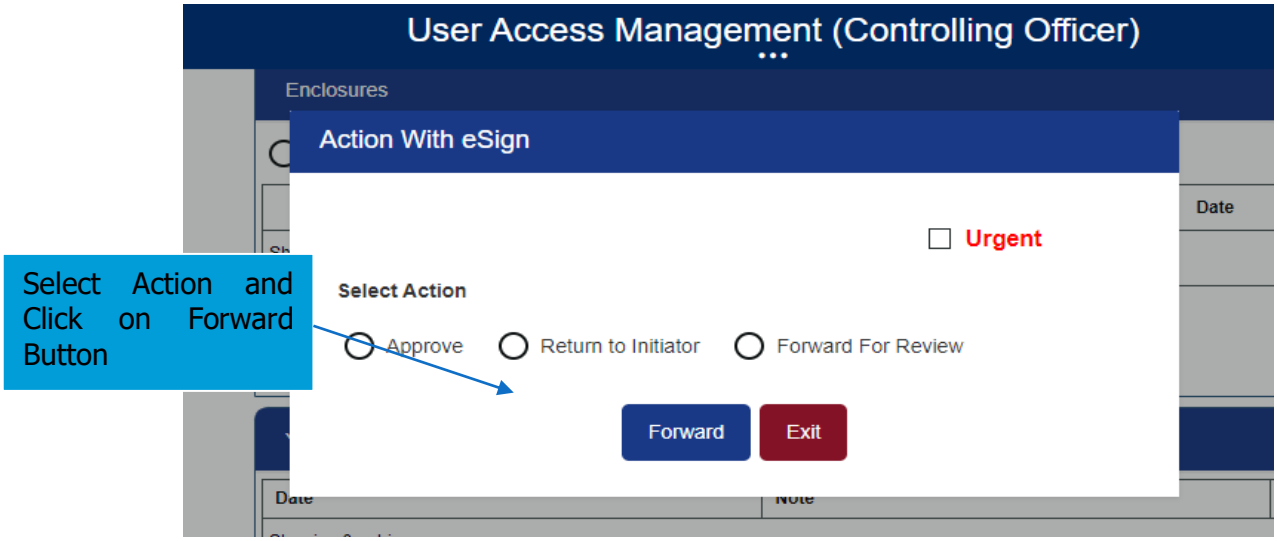
- Task shown in Inbox.
- Now open the task.



- All data of user shown in office note.



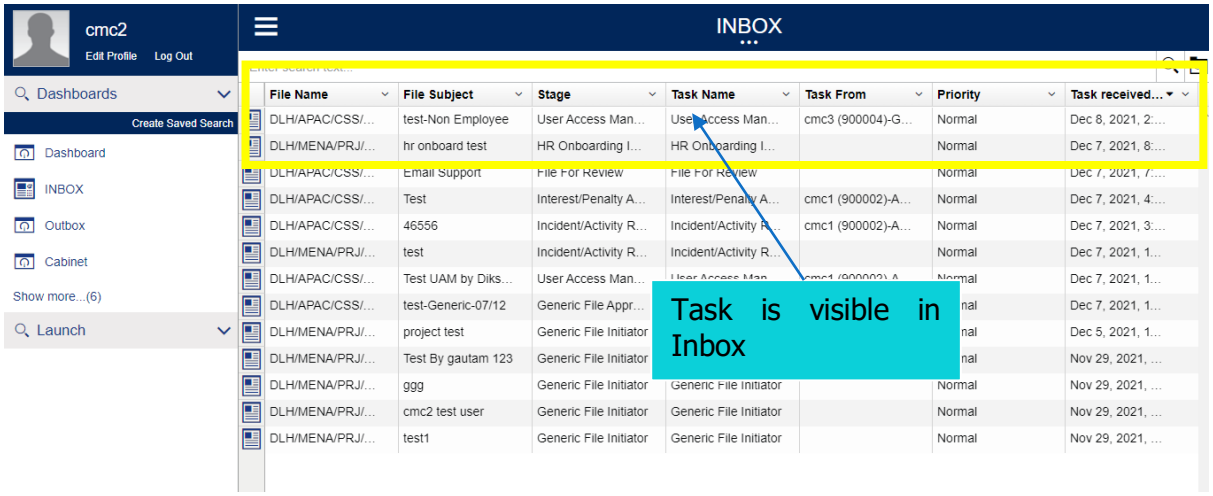
- Now Click on E-Sign button.
- Now you can select any Action as per your requirement.
- When you select Approve, user approve the request. When you select Return to Initiator, task goes to the initiator, for doing next action. When you select Forward for Review, task go to the selected user.
- User click on Approve, and then click on Forward button.

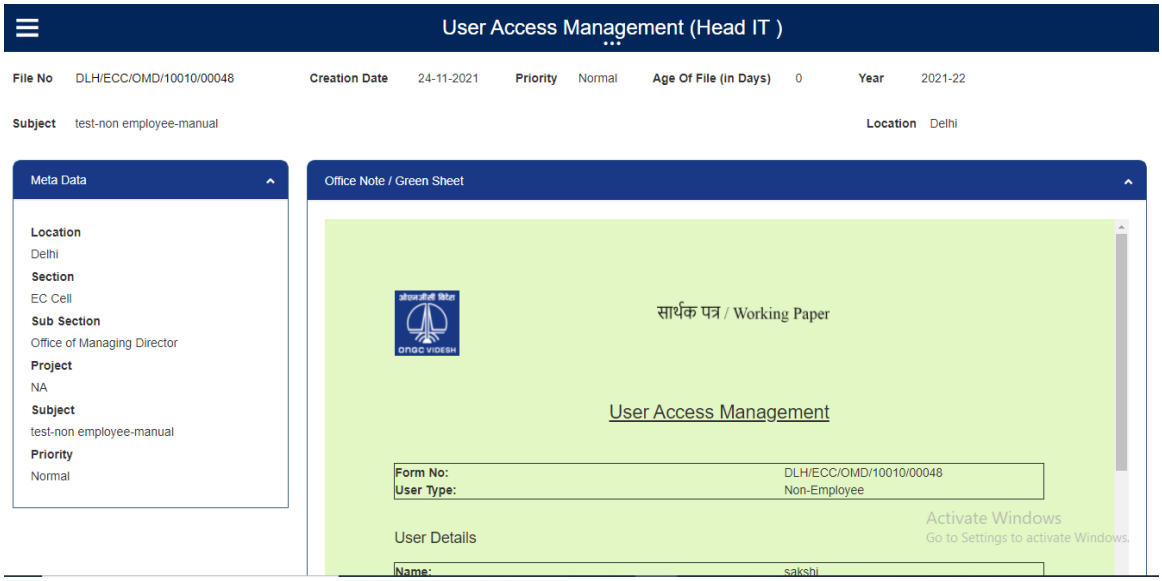


- Task go to the Head IT User.
- Login with Head IT User.

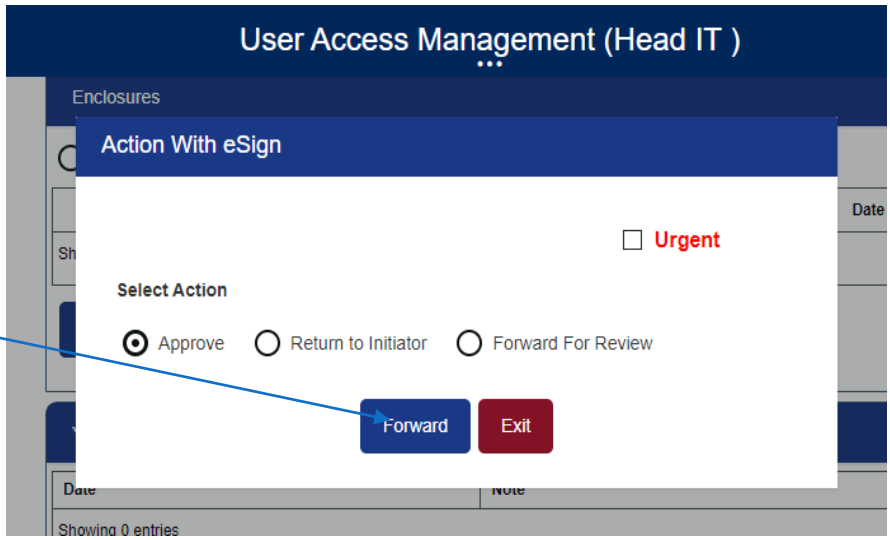
8.10 Head IT Screen

- Open the task from Inbox.





- Click on E-Sign button.
- Then select Approve and click on forward button.

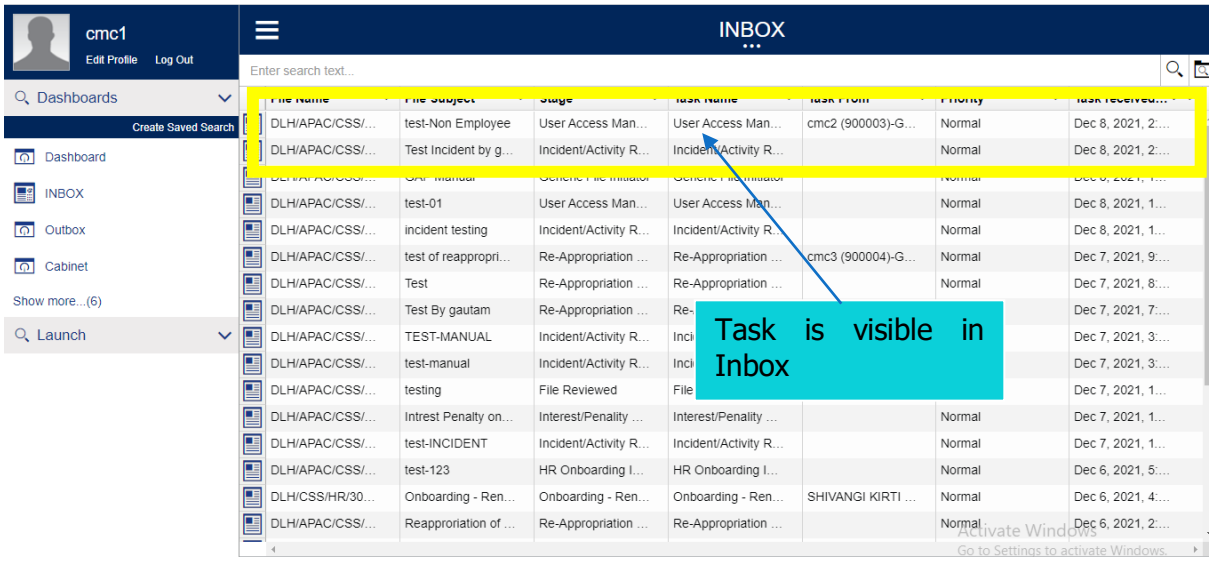


Select Action and Click on Forward Button

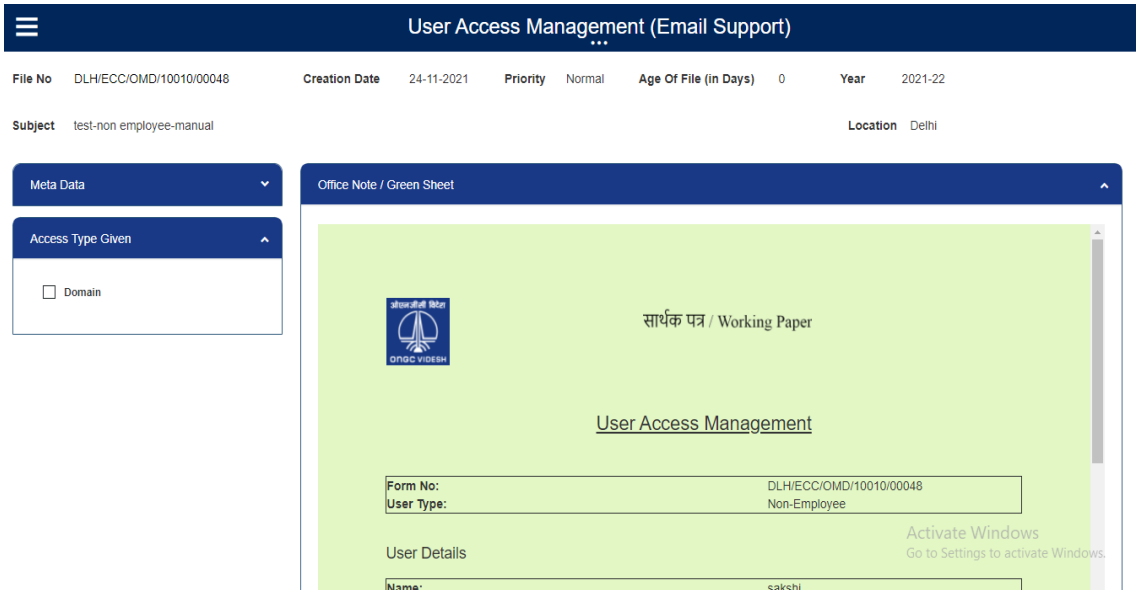
- Now task go to the Email support.

8.11 IT Support/Billing Support/Email Support Screen

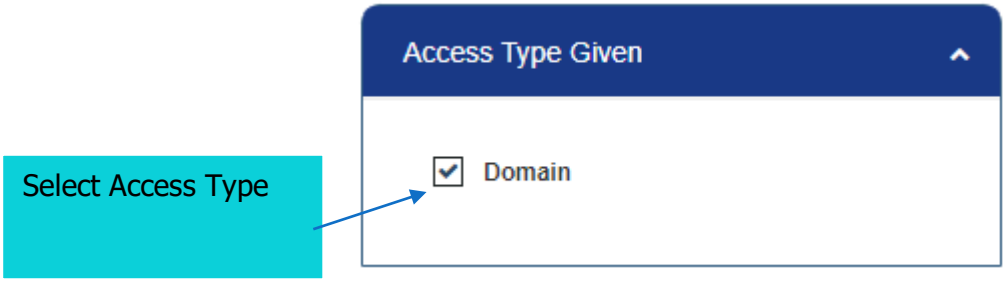
- Open the task from Inbox.



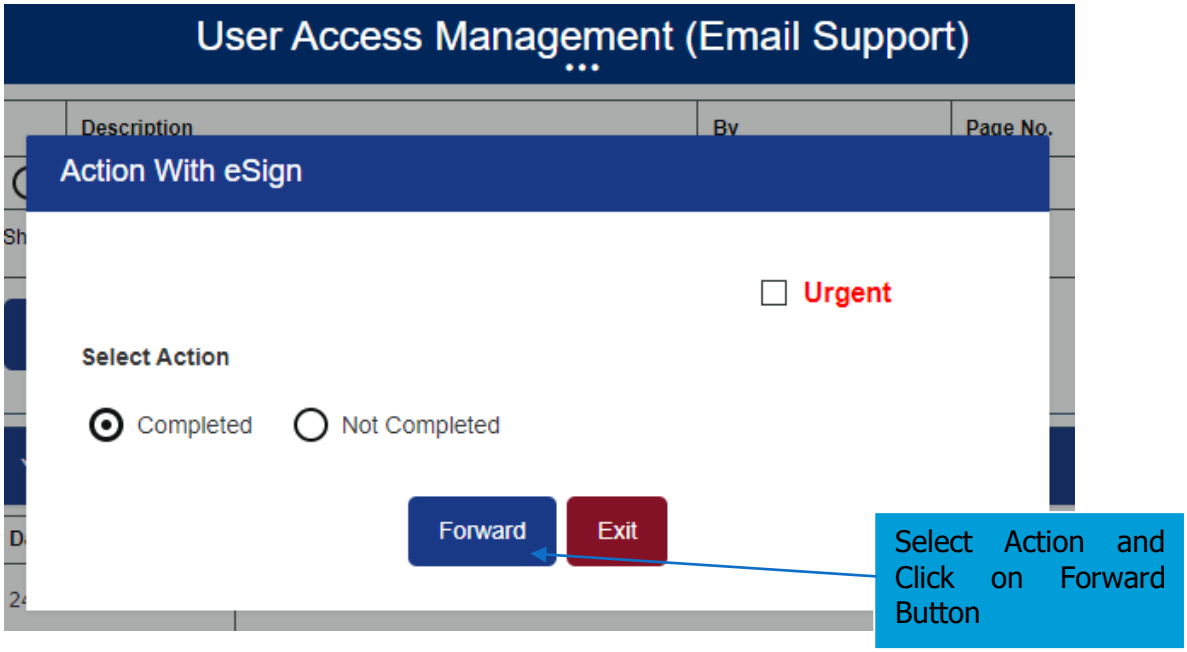
- Sign of All the users are shown in Green sheet.



- Select Access type (Compulsory).



- Click on E-Sign button.
- Select completed and click on forward button.



Note: Initiator will receive a mail when Access Type is provided

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