



ONGC Videsh Ltd.



2022

# Paperless Office- Cash Call 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.

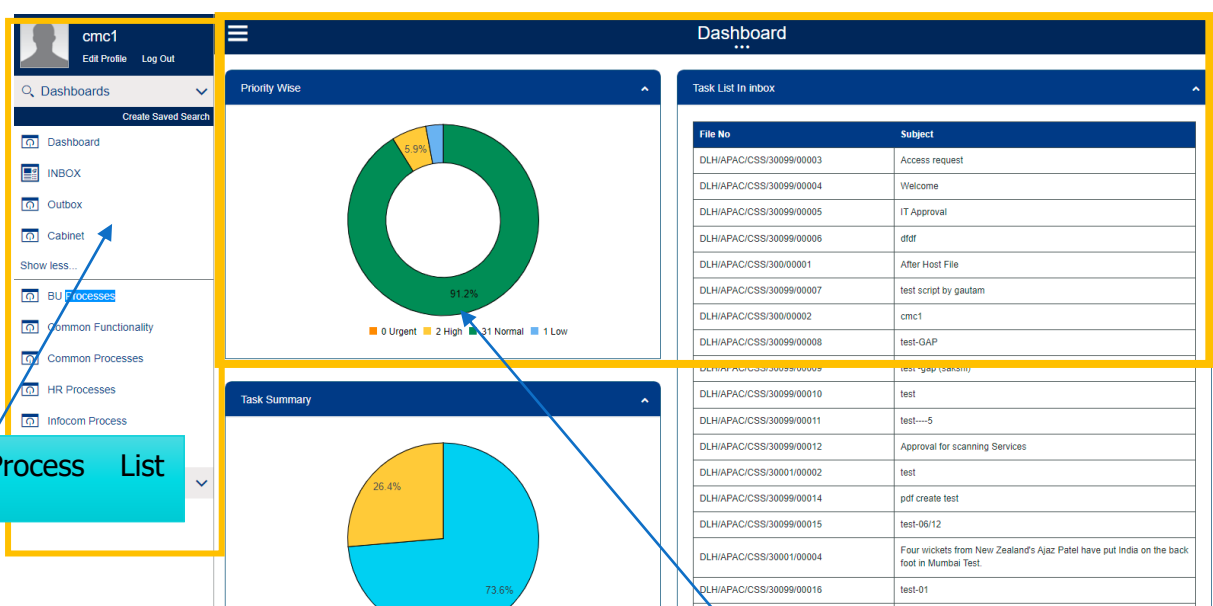
## 2 Login in the Paperless office:

- 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 BU Processes

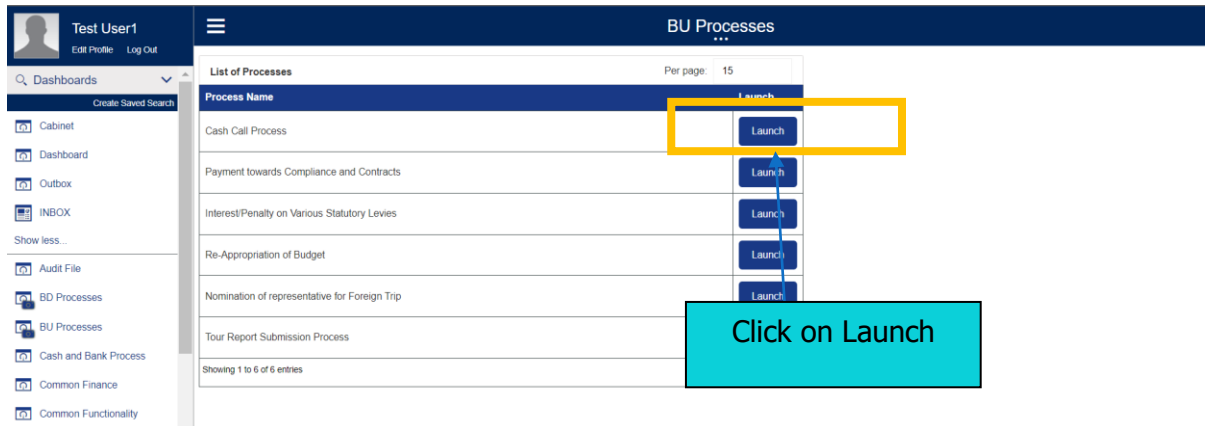
- Click on BU Processes.
- BU Page displayed. List of Processes should be displayed. Process name with Launch button displays in table.

**BU Processes**

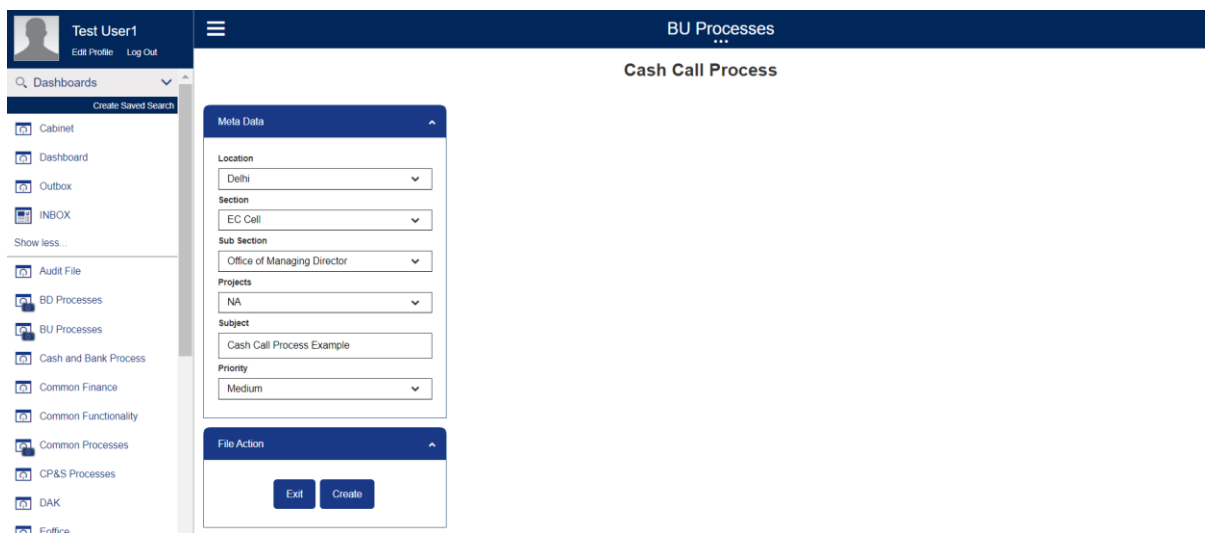
Process Name	Launch
Cash Call Process	Launch
Payment towards Compliance and Contracts	Launch
Interest/Penalty on Various Statutory Levies	Launch
Re-Appropriation of Budget	Launch
Nomination of representative for Foreign Trip	Launch
Tour Report Submission Process	Launch

## 5 Cash Call 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.



- Click on Create button of File Action panel.

Meta Data

Location  
Delhi

Section  
EC Cell

Sub Section  
Office of Managing Director

Projects  
NA

Subject  
Cash Call Process Example

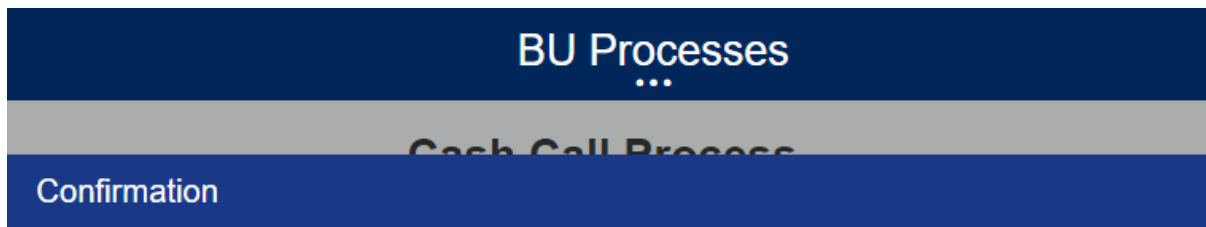
Priority  
Medium

File Action

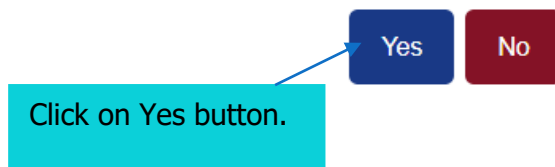
Exit Create

Click on Create button

- Click on Yes button.



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



- 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/10016/00005



## 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.

**SAP and Budget Metadata** – In this select whether cash call request created in SAP. Enter SAP Cash call number. Select whether work program and budget approved or not.

**Cash Call Details** – It contains details regarding cash call. It contains Name of the project, Type of the project, Type of Cash Call, Month, Year, Due date, Is Cash Call recommended by the country office, Currency, Amount.

**BDP Details** – Select BDP Clause.

**SAP Details** - Enter SAP T-code.

**Budget Details**- Enter the details of JV budget and RE/BE budget.

**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 SAP and Budget Metadata

- In this select whether cash call request created in SAP.
- Enter SAP Cash call number. Click on Add details button. Cash Call details will be shown.
- Select whether work program and budget approved or not.

### SAP and Budget Metadata

Is Cash Call request created in SAP?

Yes

SAP Cash Call No

RU2002202100021

Add Details

Work program & budget Approved?

Yes

### 6.3 Cash Call Details

- It contains details regarding cash call.
- It contains Name of the project, Type of the project, Type of Cash Call, Month, Year, Due date, Is Cash Call recommended by the country office, Currency, Amount.

Cash Call Details		
<b>Name of the Project:</b> Saklin(Russia)	<b>Type of Project:</b> Non-Operated	<b>Type of Cash Call:</b> Project
<b>Month:</b> 06	<b>Year:</b> 2021	<b>Due Date:</b> 30.07.2021
<b>Is Cash Call Recommended by the country office?</b> Yes	<b>Currency:</b> USD	<b>Amount:</b> 10,000.00

### 6.4 BDP Details

- Select BDP Clause.

BDP Details	
<b>BDP Clause:</b> F5A	<b>View BDP</b>

### 6.5 SAP Details

- Enter SAP T-code.

SAP Details	
<b>SAP TCode:</b> ZJVCC	<b>Get SAP</b>

## 6.6 Budget Details

- Fill JV Budget From Date, To Date and Fill the Approved Budget and Budget Consumed till date box.
- Available Budget for Present Cash Call details were filled automatically.
- Fill RE/BE From Date, To Date and Fill the Approved Budget and Budget Consumed till date box.
- Available Budget for Present Cash Call details were filled automatically.

**Budget Details**

**JV Budget (ONGC Videsh share in million USD)**


From Date:	To Date:
01.01.2021	01.07.2021
Approved Budget:	Budget Consumed till Date:
20,000.00	10,000.00
Available Budget for Present Cash Call:	
10,000.00	

**RE/BE Budget(ONGC Videsh share in million USD)**

From Date:	To Date:
01.01.2021	01.07.2021
Approved Budget:	Budget Consumed till Date:
20,000.00	10,000.00
Available Budget for Present Cash Call :	
10,000.00	

## 6.7 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

## 6.8 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 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.

## 6.9 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

Type Yellow Note and click on Add button



## 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, Agreed/Concurred By, Approved By.
- Click on Add Button.

Cash Call Initiator

Select Users

☐ Urgent

Select Favourite

Reviewed/Recommended By :

100002-Test User2 (BD-BD)-Senior Finance & Accounts Officer

Agreed/Concurred By :

100003-Test User3 (PFIN-PFIN)-General Manager ( Production )

Approved By :

100005-Test User5 (CFIN-OMD)-Director (Appolo)

Add

Add

Add

Selected Users

Per page: 10

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

Forward

Exit

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

Cash Call Initiator

Select Users

☐ Urgent

Select Favourite

Reviewed/Recommended By :

Type user name,cpf no,designation..

Agreed/Concurred By :

Type user name,cpf no,designation..

Approved By :

Type user name,cpf no,designation..

Add

Add

Add

Selected Users

Per page: 10

User Type	CPF No	Name	Section	Sub Section	Role/Designation	
Reviewed/Recommended By	100002	Test User2	BD	BD	Senior Finance & Accounts Officer	✕
Agreed/Concurred By	100003	Test User3	PFIN	PFIN	General Manager ( Production )	✕
Approved By	100005	Test User5	CFIN	OMD	Director (Appolo)	✕

Showing 1 to 3 of 3 entries

Previous

1

Next

Forward

Exit

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 received date
DL/EC/OMD/10016/0...	Cash Call Process Example	Cash Call Reviewer / Rec...	Cash Call Reviewer / Rec...	Test User1 (100001)-Sen...		Jan 5, 2022, 4:48:06 PM
DLH/BD/BD/10516/00003	file	Cash Call Initiator	Cash Call Initiator			Jan 4, 2022, 2:58:28 PM
DLH/LAC/CFIN/53723/00...	123456	Change in Bank Signator...	Change in Bank Signator...			Jan 4, 2022, 2:57:58 PM
DLH/BD/BD/10523/00003	testt	Change in Bank Signator...	Change in Bank Signator...	Test User2 (100002)-Sen...		Jan 4, 2022, 2:55:45 PM

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.

- Click on E-sign button.

- If you select Return to Initiator, file will be returned to initiator.

### Select Action

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

- If you select Forward for Review, file will go to the selected user

## Cash Call Reviewer / Recommender

### Action With eSign

**Select Action**

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

**Select User**

100002-Test User2 (BD-BD)-Senior Finance & Accounts Off

Forward

Exit

- **Select Review/Recommend.**
- Click on forward button.

## Cash Call Reviewer / Recommender

### Action With eSign

**Select Action**

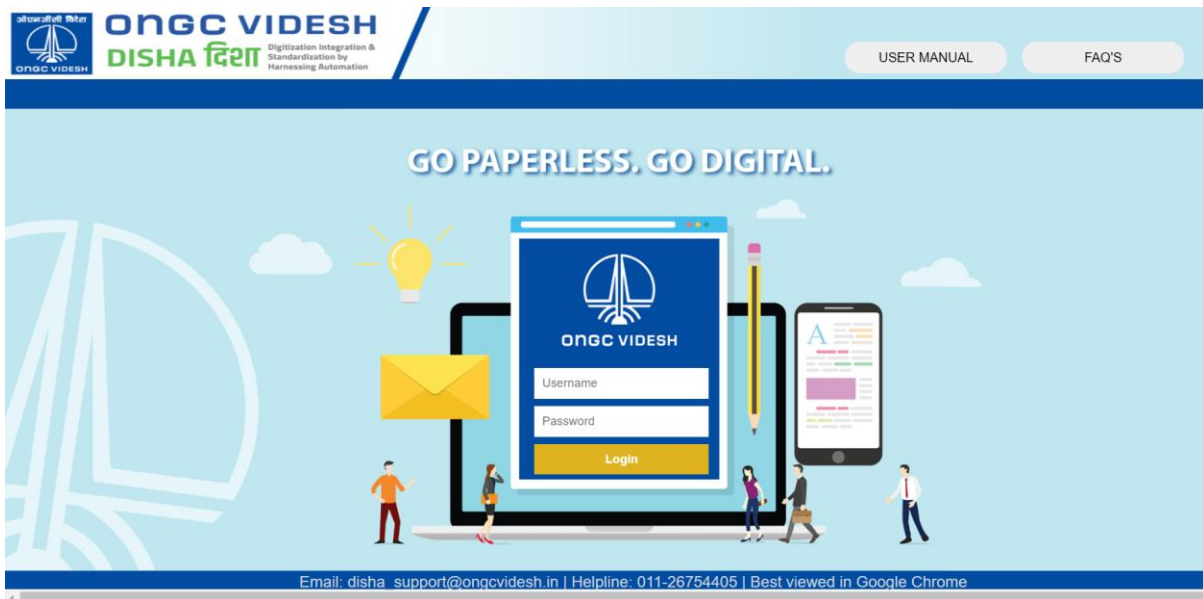
☒ Review / Recommend    ☐ Return to Initiator    ☐ Forward For Review

Click on Forward Button

Forward

Exit

- Task goes to the Agree/Concurren.
- Login with Agree/Concurren User.



### 7.3 Agree/Concurren Screen

- Open the task from Inbox.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
DLHECC/OMD/10016/...	Cash Call Process Exa...	Cash Call Agree / Conc...	Cash Call Agree / Conc...	Test User2 (100002)-Se...		Jan 5, 2022, 4:54:07 ...
DLH/CFIN/OMD/10030/...	Tendering File	TC Meeting Notice	Tendering Process Initiator	Test User3 (100003)-Ge...		Jan 5, 2022, 2:25:30 ...
AMS/PPFIN/PPFIN/50026/...	Test By gautam	Generic Committee Initi...	Generic Committee Initi...	Test User3 (100003)-Ge...		Jan 5, 2022, 11:39:13 ...
DLHECC/OMD/DAK/00...	Test External Circular 4/1	Forward DAK	Forward DAK	Test User1 (100001)-Se...		Jan 4, 2022, 12:56:49 ...
DLHECC/OMD/DAK/00...	Test by sumit	Forward DAK	Forward DAK	Test User1 (100001)-Se...		Jan 4, 2022, 12:56:47 ...
DLHECC/OMD/10027/...	Test	Partner Audit Process E...	Partner Audit Process E...	Test User2 (100002)-Se...		Jan 4, 2022, 10:25:20 ...

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

File No	Creation Date	Priority	Age Of File (in Days)	Year	Location
	5-1-2022	Medium	0	2021	Delhi

**Meta Data**

BDP Details

BDP Clause: FSA

SAP Details

SAP TCode: ZAVCC

**Office Note / Green Sheet**

Budget Consumed till Date (in million USD): 10,000.00

Available Budget for Present Cash Call (in million USD): 10,000.00

Submitted for Approval as per BOP Clause FSA.

Forwarded & Electronically Signed By :  
Test User1 (100001)-Director (Finance)  
On : 05.01.2022 04:48:57 PM

Review ok

Forwarded & Electronically Signed By :  
Test User2 (100002)-Senior Finance & Accounts Officer  
On : 05.01.2022 04:54:05 PM

- 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.

Cash Call Agree / Concurrer

...

	By	Status
Action With eSign		

#### Select Action

- ☐ Agree / Concur
 ☒ Return to Initiator
 ☐ Forward For Review

Forward

Exit

- If you select Forward for Review, file will go to the selected user

Cash Call Agree / Concurrer

...

	By	Status
Action With eSign		

#### Select Action

- ☐ Agree / Concur
 ☐ Return to Initiator
 ☒ Forward For Review

#### Select User

100002-Test User2 (BD-BD)-Senior Finance & Accounts Off

Forward

Exit

- **Select Agree/Concur.**
- Click on forward button.

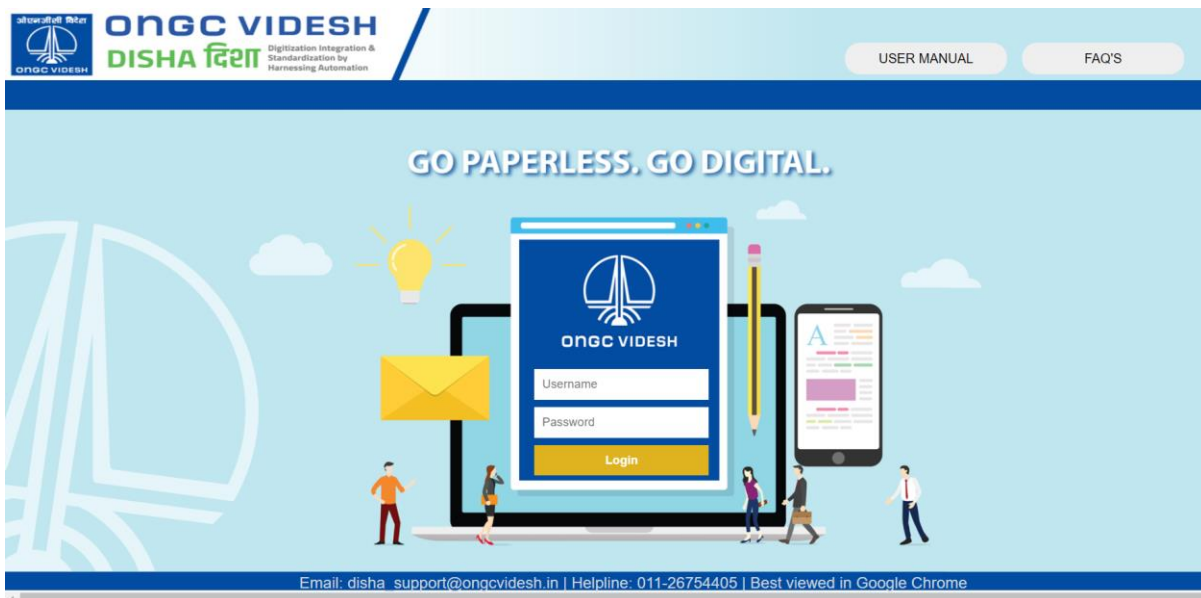
Cash Call Agree / Concurrer		
	By	Status
Action With eSign		

#### Select Action

- ☒ Agree / Concur
 ☐ Return to Initiator
 ☐ Forward For Review

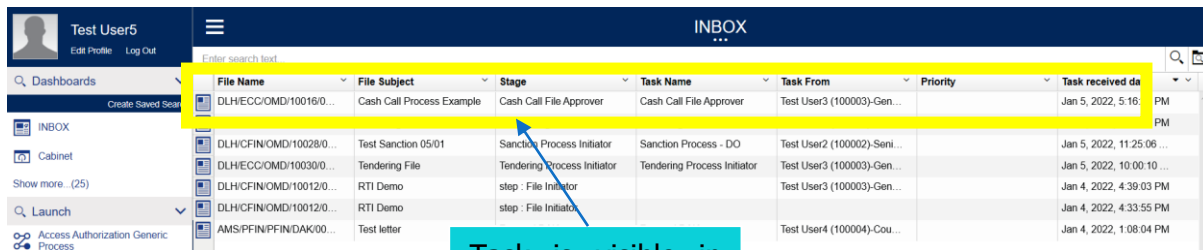


- Task goes to the Approver.
- Login with Approver User.



## 7.4 Approver Screen.

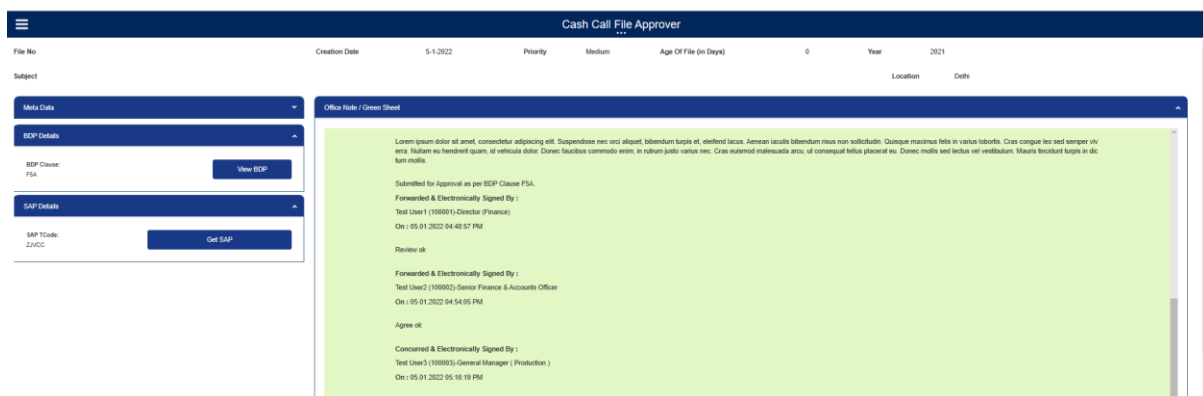
- Open the task from Inbox.



File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
DLH/EC/OMD/10016/0...	Cash Call Process Example	Cash Call File Approver	Cash Call File Approver	Test User3 (100003)-Gen...		Jan 5, 2022, 5:16 PM
DLH/CFIN/OMD/10028/0...	Test Sanction 05/01	Sanction Process Initiator	Sanction Process - DO	Test User2 (100002)-Seri...		Jan 5, 2022, 11:25:06 PM
DLH/EC/OMD/10030/0...	Tendering File	Tendering Process Initiator	Tendering Process Initiator	Test User3 (100003)-Gen...		Jan 5, 2022, 10:00:10 PM
DLH/CFIN/OMD/10012/0...	RTI Demo	step : File Initiator		Test User3 (100003)-Gen...		Jan 4, 2022, 4:39:03 PM
DLH/CFIN/OMD/10012/0...	RTI Demo	step : File Initiator				Jan 4, 2022, 4:33:55 PM
AMS/PFIN/PFIN/DAK00...	Test letter			Test User4 (100004)-Cou...		Jan 4, 2022, 1:08:04 PM

Task is visible in Inbox

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



**Cash Call File Approver**

File No: Creation Date: 5-1-2022 Priority: Medium Age Of File (in Days): 0 Year: 2021 Location: Delhi

**Office Note / Green Sheet**

Submitted for Approval as per BDP Clause FSA.

Forwarded & Electronically Signed By :  
Test User1 (100001)-Director (Finance)  
On : 05-01-2022 04:48:57 PM

Review ok

Forwarded & Electronically Signed By :  
Test User2 (100002)-Senior Finance & Accounts Officer  
On : 05-01-2022 04:54:05 PM

Agree ok

Consented & Electronically Signed By :  
Test User3 (100003)-General Manager ( Production )  
On : 05-01-2022 05:16:19 PM

- 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.

Cash Call File Approver

Formats ▾**B***I*

- If you select Forward for Review, file will go to the selected user

Cash Call File Approver

Format

**B** *I*

Action With eSign

☐ Urgent

Select Action

☐ Approve

☐ Return to Initiator

☒ Forward For Review

Select User

100003-Test User3 (PFIN-PFIN)-General Manager ( Pro ×

Forward

Exit

- **Select Approve.**
- Click on forward button.

# Cash Call File Approver

☐ Urgent

### Select Action

☒ Approve ☐ Return to Initiator ☐ Forward For Review

Click on Forward Button

## Forward

Exit

- Click on forward button.
- If you select Approve & send to other user file will be send to selected user.

# Cash Call File Approver

☐ Urgent

### Select Action

☐ Approve & Send To Initiator    ☒ Approve & Send To Other User

### Select User

100003-Test User3 (PFIN-PFIN)-General Manager ( Produc

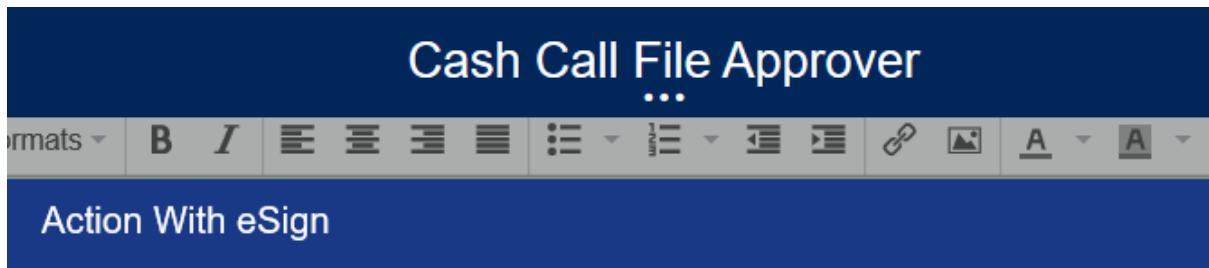
[Back](#)

Forward

Exit



- Select Approve & Send to Initiator.
- Click Forward button.



☐ **Urgent**

### Select Action

- ☒ Approve & Send To Initiator
 ☐ Approve & Send To Other User



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



## 7.5 Initiator Screen

- Open the Task from Inbox.

Task is Visible in Inbox

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

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

- Click on Send to Cabinet Button.

Click on Send to Cabinet button

- Click on Yes.

Click on Yes.

The File will move to Cabinet. Please initiate the Foreign Payment Process.

Yes No

Click on Yes button

- File send to Cabinet can be open.
- 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	Year	Created By	Created On	Updated
DLH/ECC/OMD/10016/00005	Cash Call Process Example	CashCall	2021-22	Test User1 (100001)	05.01.2022	05.01.2022
DLH/ECC/OMD/10024/00001	TEST S/1	LAG Addit	2021-22	Test User1 (100001)	05.01.2022	05.01.2022
DLH/ECC/OMD/10015/00002	PQ 2	PQ File	2021-22	Test User1 (100001)	04.01.2022	04.01.2022
DLH/ECC/OMD/10012/00006	abc	RTI File	2021-22	Test User1 (100001)	04.01.2022	04.01.2022
DLH/ECC/OMD/10023/00002	Test 4/1 (2)	Bank Signatory	2021-22	Test User1 (100001)	04.01.2022	04.01.2022
DLH/ECC/OMD/10015/00003	PQ	PQ File	2021-22	Test User1 (100001)	04.01.2022	04.01.2022
DLH/ECC/OMD/10027/00002	PA	Partner Audit	2021-22	Test User1 (100001)	04.01.2022	04.01.2022
DLH/ECC/OMD/10029/00001	IAC	TreasuryInvestment	2021-22	Test User1 (100001)	04.01.2022	04.01.2022
DLH/ECC/OMD/10015/00001	PQ	PQ File	2021-22	Test User1 (100001)	04.01.2022	04.01.2022

- Now you can see all the data of user.

File No: DLH/ECC/OMD/10016/00005

Creation Date: 01/01/2022

Priority: High

Age: 10 Days

File Name: Cash Call Request Form

File Type: CashCall

Year: 2021-22

Created By: Test User1 (100001)

Created On: 05.01.2022

Updated: 05.01.2022

File Content:


Cash Call Request Form

File Details:

Name	Address	Contact Information
Test User1 (100001)	Test User1 (100001)	Test User1 (100001)

- 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	05.01.2022	

Showing entry 1 of 1 entries

Previous










1


Next

View Notes Sheet(s)

- Notes Sheet(s) will open.

Note Sheet 1



WIR 101 Working Paper

File No : DLHIECC/OMD/10019/00005

Subject : Cash Call Process Example

Cash Call Request Form

Is Cash Call request created in SAP?

Yes

Work program & budget Approved?

Yes

Is Cash Call recommended by Country Office?

Yes

SAP Cash Call No.:

RU2002202100021

Type of Project:

Non-Operated

Name of Project:

Sakini(Russia)

Type of Cash Call:

Project

Month-Year:

06/2021

Due Date:

30.07.2021

Currency:

USD

Amount:

10,000.00

JV Budget

Period:

01.01.2021 to 01.07.2021

Approved Budget (OVL share in million USD):

20,000.00

Budget Consumed till Date (in million USD):

10,000.00







Available Budget for Present Cash Call (in million USD):

10,000.00

REISE Budget

Period:

01.01.2021 to 01.07.2021

1 / 3

- Enclosures send can be viewed and downloaded from Action (if any).

Enclosures					
#	Description	By	P. No	Date	Action
Showing 0 entries					<a href="#">Previous</a> <a href="#">Next</a>

- 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)	05.01.2022	05.01.2022
Showing entry 1 of 1 entries				Previous 1 Next

- Workflow Members will be shown.

Workflow Members	
Member Type	Member Name
Reviewer / Recommender	Test User2 (100002)-Senior Finance & Accounts Officer
Agree / Concurrer	Test User3 (100003)-General Manager ( Production )
Approver	Test User5 (100005)-Director (Appolo)
Exit	

- File Action contains Exit, History, Move to Inbox and Send for Review options.

File Action	
Exit	History
Move To Inbox	Send For Review

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

Cabinet	
	JV Budget
Movement History	

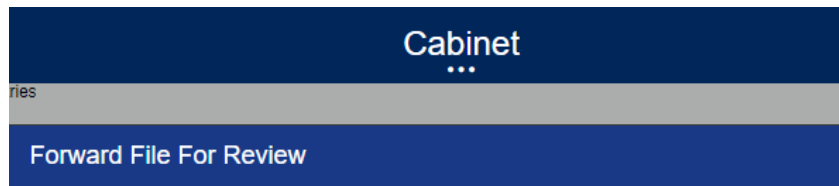
File No :  
DLH/ECC/OMD/10016/00005

Subject :  
Cash Call Process Example

Per page: 10			
Date	Stage	From	To
05.01.2022 04:56:45 PM	Cash Call Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Senior Finance & Accounts Officer
05.01.2022 05:01:54 PM	Review / Recommend	Test User2 (100002)-Senior Finance & Accounts Officer	Test User3 (100003)-General Manager ( Production )
05.01.2022 05:24:07 PM	Agree / Concur	Test User3 (100003)-General Manager ( Production )	Test User5 (100005)-Director (Appolo)
05.01.2022 05:29:33 PM	Approve	Test User5 (100005)-Director (Appolo)	Test User1 (100001)-Director (Finance)
05.01.2022 05:41:30 PM	Cash Call Initiator	Test User1 (100001)-Director (Finance)	To Cabinet
Showing 1 to 5 of 5 entries			
Previous 1 Next			

Close

- Move to Inbox will move the file from cabinet to inbox.
- 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.



Select Users :

100004-Test User4 (PFIN-PCS)-Company Secretary

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

From Date : 29.12.2021 To Date : 05.01.2022 Search Filter File : Filter by any field

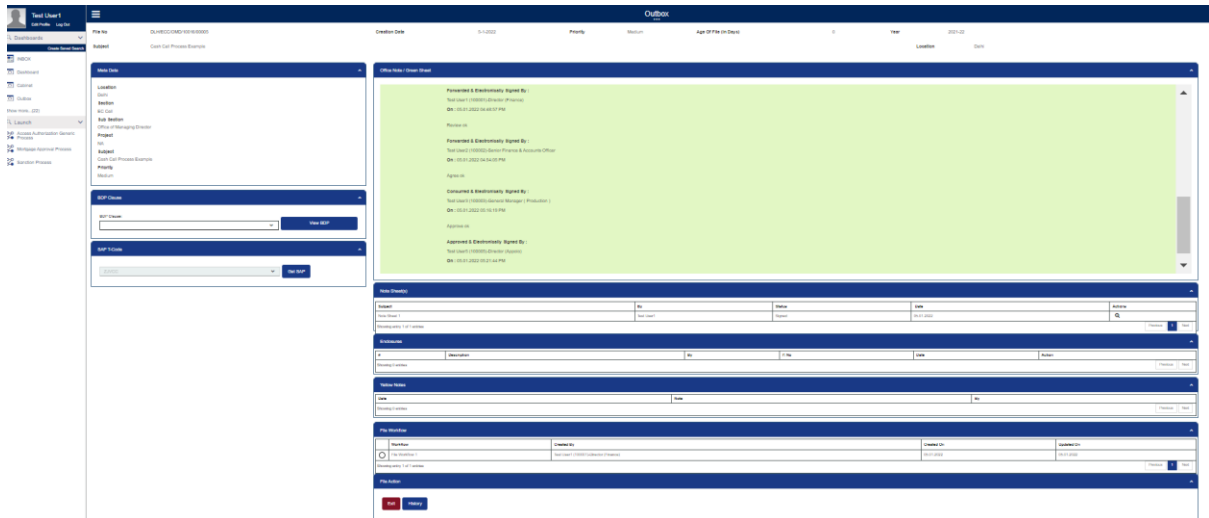
File No	Subject	File Type	Priority	Stage	Action	Date
DLH/CSS/SAP/31026/00002	Test Committee Approval	Generic Committee	Medium	Approve	Approve & Send To Initiator	05-01-2022 05:43 PM
DLH/ECC/OMD/10016/00005	Cash Call Process Example	CashCall	Medium	Cash Call Initiator	Cabinet	05-01-2022 05:41 PM
DLH/CFN/OMD/10030/00001	Tendering File	Tendering	Medium	Sign MOM	Sign MOM	05-01-2022 05:37 PM
DLH/ECC/OMD/10026/00004	Test By gautam 2	Generic Committee	Medium	Cabinet	Re-Opened	05-01-2022 05:26 PM
DLH/ECC/OMD/10026/00003	Test By gautam	Generic Committee	Medium	Generic File Initiator	Committee Approval	05-01-2022 05:17 PM
DLH/ECC/OMD/10026/00002	suresh committee test 01	Generic Committee	Medium	Cabinet	Re-Opened	05-01-2022 04:53 PM
DLH/ECC/OMD/10024/00001	Test 5/1	CAG Audit	Medium	Government (CAG Audit) Initiator	Cabinet	05-01-2022 04:15 PM
DLH/ECC/OMD/10024/00001-PC 0 1	Test 5/1	CAG Audit	Medium	Initiator	Merge File	05-01-2022 04:14 PM
DLH/ECC/OMD/10024/00001-PC 0 2	Test 5/1	CAG Audit	Medium	Initiator	Merge File	05-01-2022 04:14 PM
DLH/ECC/OMD/10016/00004	cc2	CashCall	Medium	Cash Call Initiator	Committee	05-01-2022 03:52 PM

Showing 1 to 10 of 80 entries

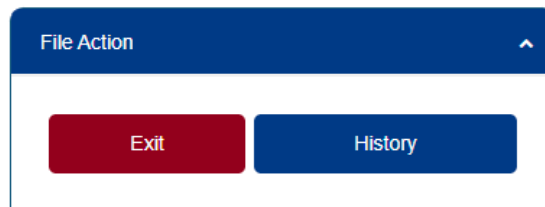
Open

Click on Open button

- This is user Outbox screen.



- Click on History button.



- 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

On : 05.01.2022 05:21:44 PM

### Movement History

File No :

DLH/ECC/OMD/10016/00005

Subject :

Cash Call Process Example

Per page: 10			
Date	Stage	From	To
05.01.2022 04:56:45 PM	Cash Call Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Senior Finance & Accounts Officer
05.01.2022 05:01:54 PM	Review / Recommend	Test User2 (100002)-Senior Finance & Accounts Officer	Test User3 (100003)-General Manager ( Production )
05.01.2022 05:24:07 PM	Agree / Concur	Test User3 (100003)-General Manager ( Production )	Test User5 (100005)-Director (Appolo)
05.01.2022 05:29:33 PM	Approve	Test User5 (100005)-Director (Appolo)	Test User1 (100001)-Director (Finance)
05.01.2022 05:41:30 PM	Cash Call Initiator	Test User1 (100001)-Director (Finance)	To Cabinet
Showing 1 to 5 of 5 entries			
Previous 1 Next			

Close

Click on Close button

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