



ONGC Videsh Ltd.



2021

Paperless Office- Nomination of representative for Foreign Trip – User Manual

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1 Introduction

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

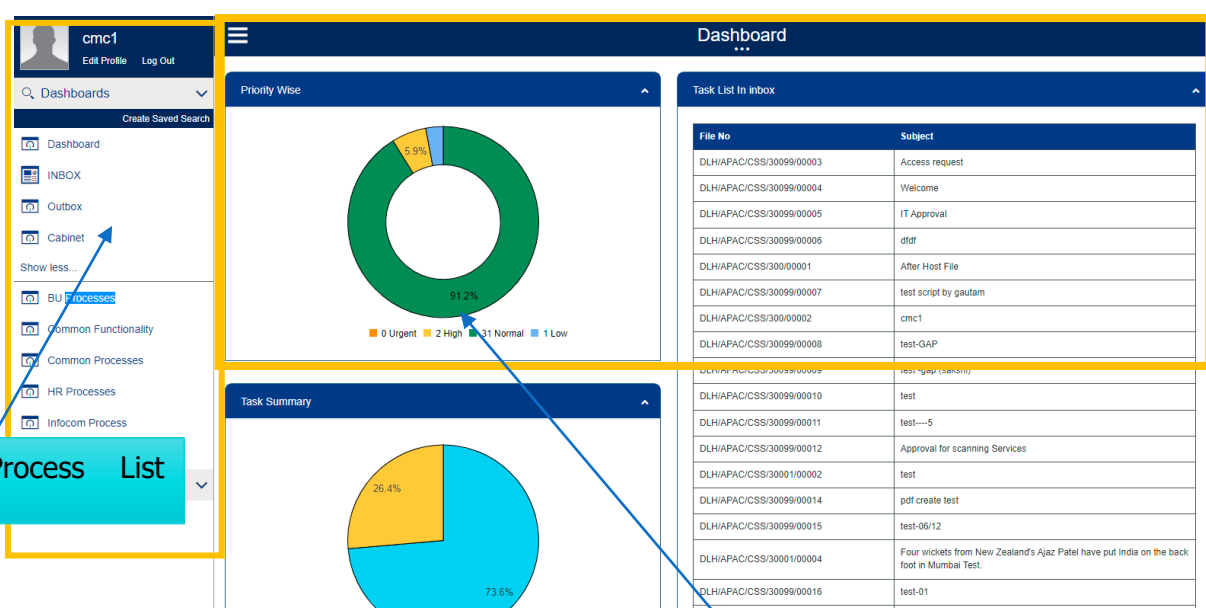
2 Login in the Paperless office:

- 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

Enter search text

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, 6:49.2...
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...

View Process List

Inbox - View task assign to you

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

List of Processes

Per page: 15

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

Showing 1 to 5 of 5 entries

Click on BU Processes button on the Process list

5 Nomination of representative for Foreign Trip Process Launch:

- Click on Launch button.

The screenshot shows the 'BU Processes' section of the application. A table lists various processes, including 'Cash Call Process', 'Payment towards Compliance and Contracts', 'Interest/Penalty on Various Statutory Levies', 'Re-Appropriation of Budget', and 'Nomination of representative for Foreign Trip'. Each process has a 'Launch' button. The 'Launch' button for 'Nomination of representative for Foreign Trip' is highlighted with a yellow box. A blue arrow points from a text box 'Click on Launch' to this 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 'Nomination of representative for Foreign Trip' form. The 'Meta Data' section is expanded, showing fields for Location, Section, Sub Section, Projects, Subject, and Priority. The 'File Action' section is also expanded, showing 'Exit' and 'Create' buttons.

- Click on Create button of File Action panel.

Meta Data

Location

Delhi

Section

EC Cell

Sub Section

Office of Managing Director

Projects

NA

Subject

NRFT Example

Priority

Medium

File Action

Exit

Create

Click on Create button

- Click on Yes button.

Confirmation

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

Yes

No

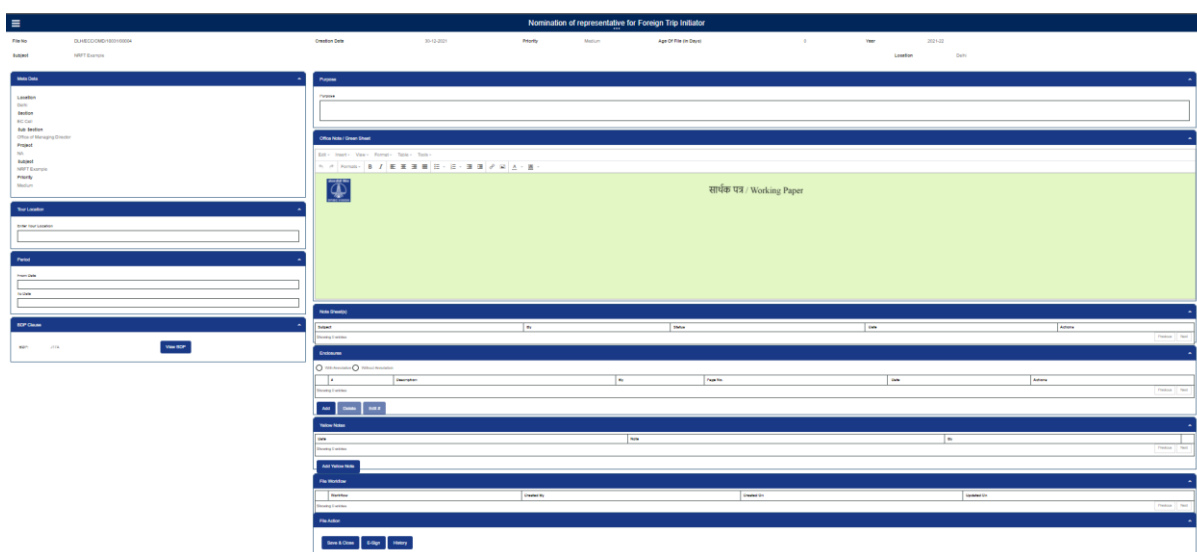
Click on Yes button.

- 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/ECC/OMD/10031/00004

6 Initiator Screen

Following Screen Opens in Full View:



6.1 Form Information

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

Tour Location – In this enter the Tour Location for foreign trip.

Period – In this enter the period of foreign trip, from start date to end date.

BDP Clause – In this BDP Clause J17A Applicable is fixed.

Purpose – Enter purpose for foreign trip.

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 Tour Location

- In this enter the Tour Location for foreign trip.

Tour Location

Enter Tour Location

Russia

6.3 Period

- In this enter the period of foreign trip, from start date to end date.

Period

From Date

30.12.2021

To Date

31.12.2021

6.4 BDP Clause

- In this BDP Clause J17A Applicable is fixed.

BDP Clause

BDP: J17A

View BDP

6.5 Purpose

- Enter purpose for foreign trip.


Purpose

Purpose

Foreign trip for project document signing.

6.6 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

6.7 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			
<div>Click on Add button to add Enclosure</div>			

Add

Delete

- 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 Description, Page NO. Upload Document.

Click on Add button

6.8 Add Yellow Note

Click on 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:

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

Click on E-Sign

Save & Close E-Sign History

Activate Windows
Go to Settings to activate Windows.

- Select the user of Nominator.
- Click on Add Button.

Nomination of representative for Foreign Trip Initiator

With Annotation Without Annotation

Nomination

Click on Add button

Select Nominator :

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

Add

Selected Users

Per page: 10

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

Previous Next

Forward Exit

- All users are showing in table of selected users.

- Click on Forward button.

Nomination of representative for Foreign Trip Initiator

...

☐ With Annotation
 ☐ Without Annotation

Nomination

Select Nominator :

Type user name,cpf no,designation..

Add

Selected Users						Per page: 10
User Type	CPF No	Name	Section	Sub Section	Role/Designation	
Nominated By	100002	Test User2	BD	BD	Senior Finance & Accounts Officer	✖

Showing entry 1 of 1 entries

[Previous](#)
[1](#)
[Next](#)

Click on Forward button.

Forward

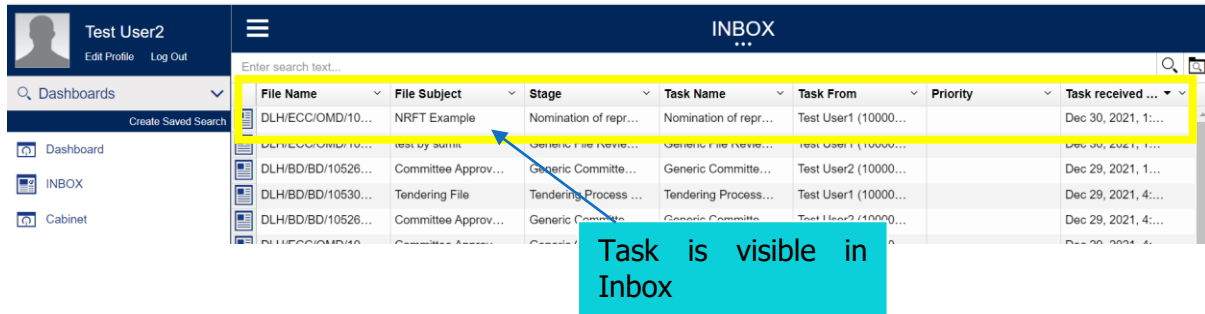
Exit

- Now task go to the Nominator.
- Login to Nominator user.



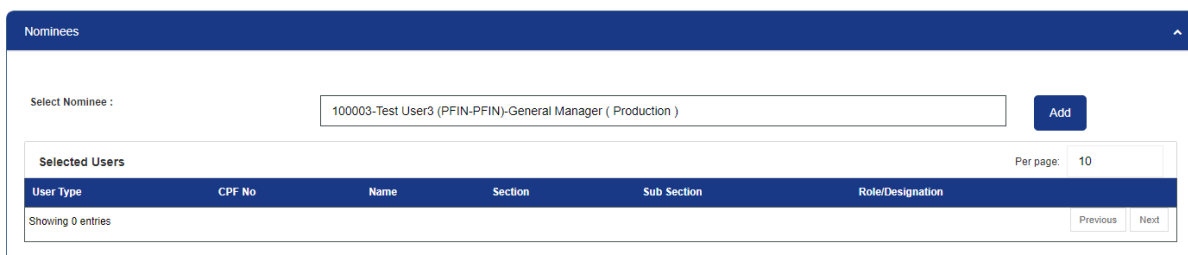
7.2 Nominator Screen

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



Task is visible in Inbox

- Select Nominee(s).



Nominees

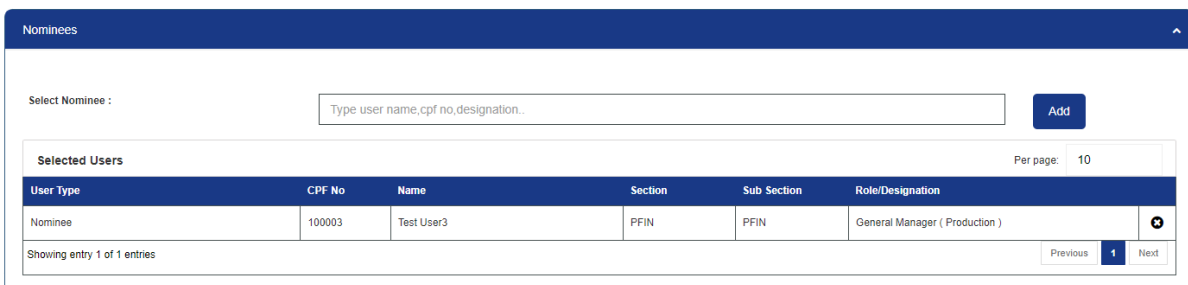
Select Nominee : 100003-Test User3 (PFIN-PFIN)-General Manager (Production) Add

Selected Users Per page: 10

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

Previous Next

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



Nominees

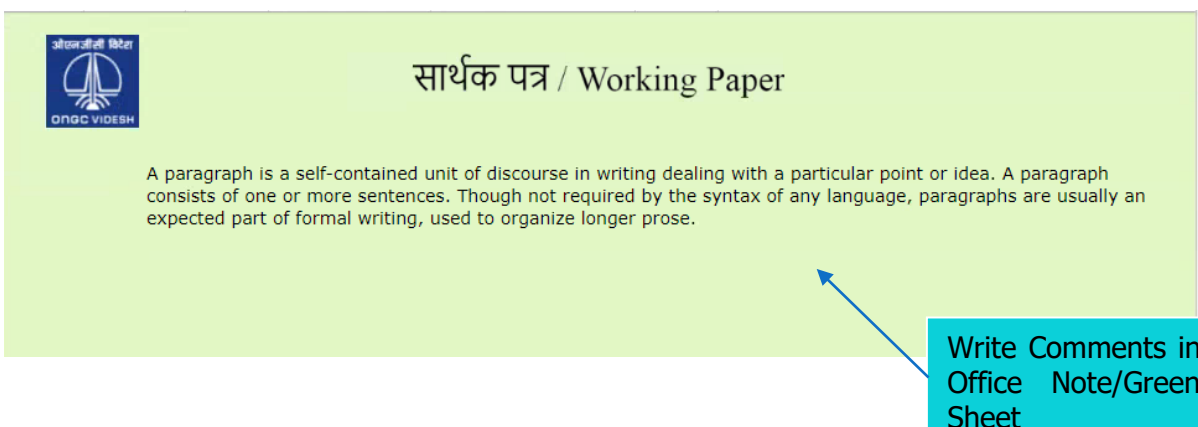
Select Nominee : Type user name,cpf no,designation.. Add

Selected Users Per page: 10

User Type	CPF No	Name	Section	Sub Section	Role/Designation
Nominee	100003	Test User3	PFIN	PFIN	General Manager (Production)

Showing entry 1 of 1 entries Previous 1 Next

- 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.

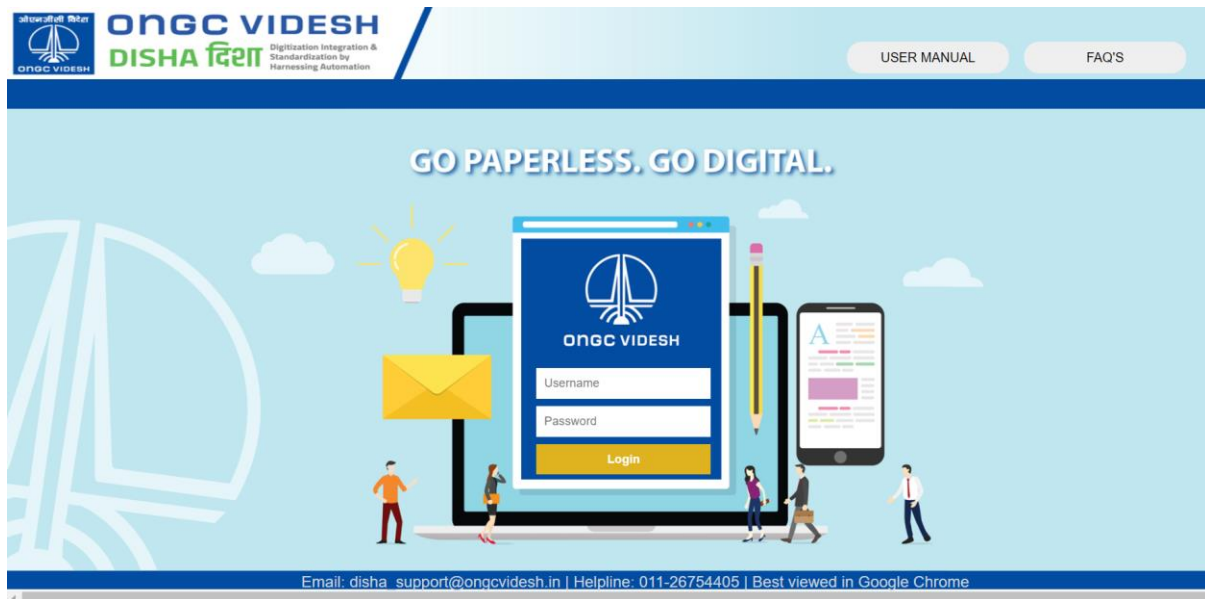
- Click on E-sign button.

Click on E-Sign

- Select Nominated on Select Action.
- Click on Forward button.

Select Action and Click on Forward Button

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



7.3 Initiator Screen

- Open the task from Inbox.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received ...
DLH/ECC/OMD/10...	NRFT Example	Nomination of repr...	Nomination of repr...	Test User2 (10000...		Dec 30, 2021, 2...
DLH/ECC/OMD/10...	test for audit tile	Audit Access Initiator	Audit Access Initiator			Dec 30, 2021, 1...
DLH/ECC/OMD/10...	test-script	Overseas Posting I...	Overseas Posting I...			Dec 30, 2021, 1...
DLH/ECC/OMD/10...	test 1234	Imprest/Contingent...	Imprest/Contingent...	Test User2 (10000...		Dec 30, 2021, 1...
DLH/ECC/OMD/10...	Report Approval E...	Report Approval Ini...	Report Approval Ini...			Dec 29, 2021, 5...

Task is visible in Inbox

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

Nomination of representative for Foreign Trip Initiator

File No: DLH/ECC/OMD/10031/00004 | Creation Date: 30-12-2021 | Priority: Medium | Age Of File (in Days): 0 | Year: 2021-22 | Subject: NRFT Example | Location: Delhi

Office Note / Green Sheet

Period: 30.12.2021 to 31.12.2021

Submitted for approval under BDP clause J17A

Forwarded & Electronically Signed By :
 Test User1 (100001)-Director (Finance)
 On : 30.12.2021 01:12:12 PM

Selected Nominee

User Type	CPF No	Name	Section	Sub Section	Role/Designation
Nominee	100003	Test User3	PFIN	PFIN	General Manager (Production)

Forwarded & Electronically Signed By :
 Test User2 (100002)-Senior Finance & Accounts Officer
 On : 30.12.2021 02:06:34 PM

- Click on E-sign button.

File Action

Save & Close E-Sign Send To Cabinet History

Click on E-sign Button

- Select Forward for Approval.
- Click on Next button.

Nomination of representative for Foreign Trip Initiator

Select Option

☐ Forward For Review ☒ Forward For Approval ☐ Forward to Nominator

Next Exit

Click on Next button

- Select users of Reviewed/ Recommended by, Agreed/Concurred by, Approved by.
- Click on Add buttons.
- Click Forward button.

Nomination of representative for Foreign Trip Initiator

Select Users

☐ Urgent

Select Favourite

Reviewed/Recommended By : 100003-Test User3 (PFIN-PFIN)-General Manager (Production) Add

Agreed/Concurred By : 100004-Test User4 (APAC-COFF)-Country Manager-Brazil Add

Approved By : 100005-Test User5 (CFIN-OMD)-Director (Appolo) Add

Selected Users Per page: 10

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

Previous 1 Next

Forward Exit

- All users are showing in table of selected users.

Nomination of representative for Foreign Trip Initiator
 ...

Select Users

☐ **Urgent**

Select Favourite

Reviewed/Recommended By :

Add

Agreed/Concurred By :

Add

Approved By :

Add

Selected Users						Per page: 10
User Type	CPF No	Name	Section	Sub Section	Role/Designation	
Reviewed/Recommended By	100003	Test User3	PFIN	PFIN	General Manager (Production)	✕
Agreed/Concurred By	100004	Test User4	APAC	COFF	Country Manager-Brazil	✕
Approved By	100005	Test User5	CFIN	OMD	Director (Appolo)	✕

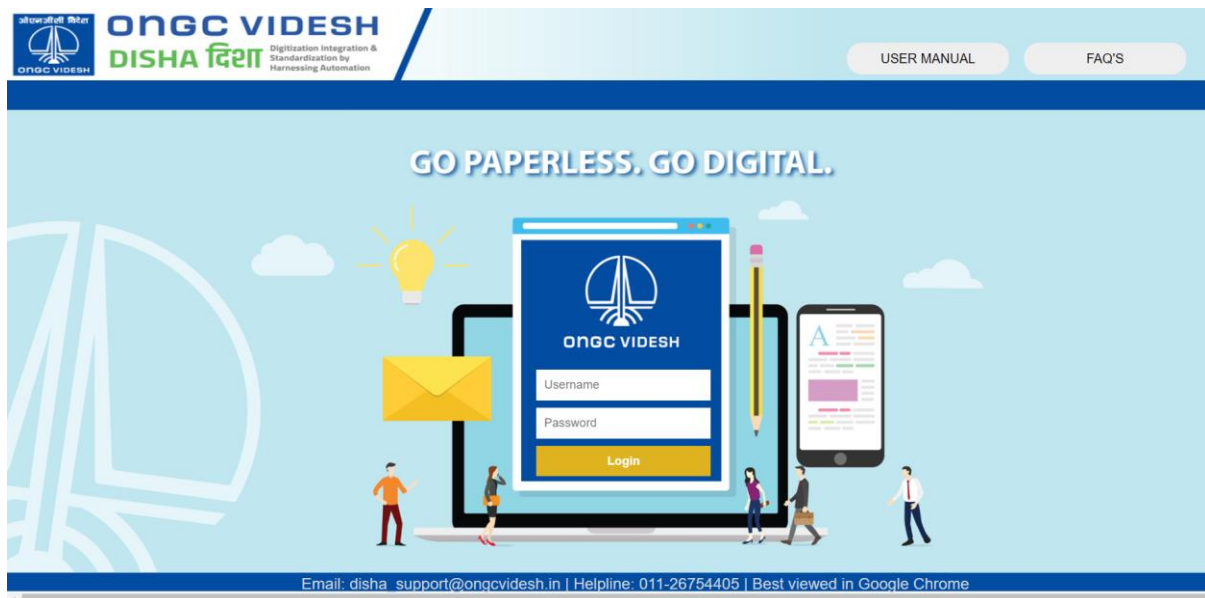
Showing 1 to 3 of 3 entries

Previous
1
Next

Forward

Exit

- Task goes to the Reviewer/ Recommender.
- Login with Reviewer/ Recommender User.



7.4 Reviewer/ Recommender Screen

- Open the task from Inbox.

Test User3
Edit Profile Log Out

INBOX

Enter search text...

File Name	File Subject	Stage	Task Name	Task From	Priority
DLH/ECC/OMD/10001	NRFT Example	Nomination of rep...	Nomination of rep...	Test User1 (1000...	Dec
DLH/ECC/OMD/10001	PC	Approver Part File	Approver Part File	Test User1 (1000...	Dec
AMS/PFIN/PFIN/...	ff	Cash Call Initiator	Cash Call Initiator		Dec
AMS/PFIN/PFIN/...	dd	Hand Over Initiator	Hand Over Take ...	Test User3	Dec
DLH/ECC/OMD/10001	test2	Hand Over Initiator	Hand Over Take ...	Test User1	Dec

Task is visible in Inbox

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

Nomination of representative for Foreign Trip Reviewer / Recommender

File No: DLH/ECC/OMD/10001/00004
Creation Date: 30-12-2021
Priority: Medium
Age Of File (in Days): 0
Year: 2021-22
Subject: NRFT Example
Location: Delhi

Meta Data

Location: Delhi
Section: EC Cell
Sub Section: Office of Managing Director
Project: NA
Subject: NRFT Example
Priority: Medium

Office Note / Green Sheet

Submitted for approval under BOP clause J17A

Forwarded & Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 30.12.2021 01:12:12 PM

Selected Nominee

User Type	CPF No	Name	Section	Sub Section	Role/Designation
Nominee	100003	Test User3	PFIN	PFIN	General Manager (Production)

Forwarded & Electronically Signed By :
Test User2 (100002)-Senior Finance & Accounts Officer
On : 30.12.2021 02:06:34 PM

Forwarded & Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 30.12.2021 02:29:17 PM

- Click on E-sign button.

File Action

Save & Close E-Sign History

Click on E-sign Button

- Select Review/ Recommend on Select Action.
- Click on Forward button.

Nomination of representative for Foreign Trip Reviewer / Recommender

By	Status
Action With eSign	
Select Action	
<input checked="" type="radio"/> Review / Recommend <input type="radio"/> Return to Initiator <input type="radio"/> Forward For Review	
<div>Forward Exit</div>	

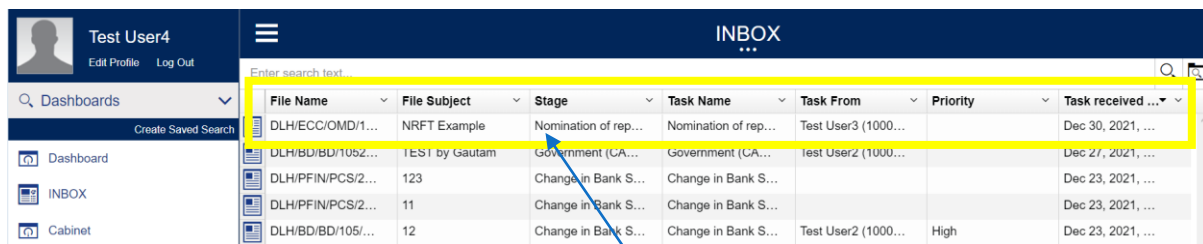
Click on Forward button

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



7.5 Agree/Concurrer Screen

- Open the task from Inbox.



File Name	File Subject	Stage	Task Name	Task From	Priority	Task received ...
DLH/ECC/OMD/1...	NRFT Example	Nomination of rep...	Nomination of rep...	Test User3 (1000...		Dec 30, 2021, ...
DLH/BD/BD/1052...	TES1 by Gautam	Government (CA...	Government (CA...	Test User2 (1000...		Dec 27, 2021, ...
DLH/PFIN/PCS/2...	123	Change in Bank S...	Change in Bank S...			Dec 23, 2021, ...
DLH/PFIN/PCS/2...	11	Change in Bank S...	Change in Bank S...			Dec 23, 2021, ...
DLH/BD/BD/105/...	12	Change in Bank S...	Change in Bank S...	Test User2 (1000...	High	Dec 23, 2021, ...

Task is visible in Inbox

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



Nomination of representative for Foreign Trip Agree / Concurrer

File No: DLHECC/OMD/10031/00004 | Creation Date: 30-12-2021 | Priority: Medium | Age Of File (in Days): 0 | Year: 2021-22 | Location: Delhi

Subject: NRFT Example

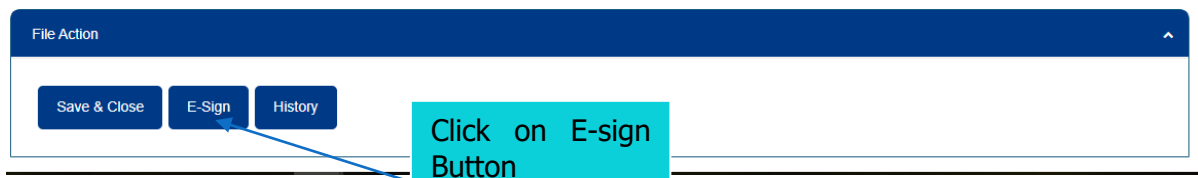
User Type	C/P No	Name	Section	Sub Section	Role/Designation
Nominee	100003	Test User3	PFIN	PFIN	General Manager (Production)

Forwarded & Electronically Signed By :
Test User2 (100002):Senior Finance & Accounts Officer
On : 30-12-2021 02:06:34 PM

Forwarded & Electronically Signed By :
Test User1 (100001):Director (Finance)
On : 30-12-2021 02:29:17 PM

Forwarded & Electronically Signed By :
Test User3 (100003):General Manager (Production)
On : 30-12-2021 02:36:43 PM

- Click on E-sign button.



File Action

Save & Close E-Sign History

Click on E-sign Button

- Select Agree/Concur on Select Action.
- Click on Forward button.

Action With eSign

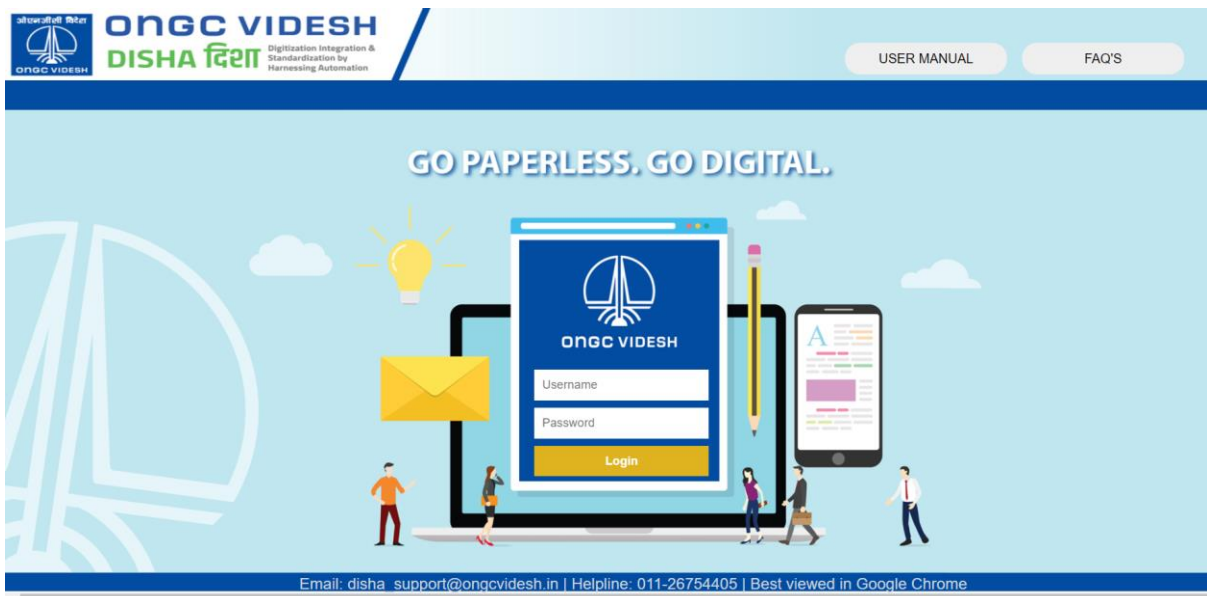
Select Action

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



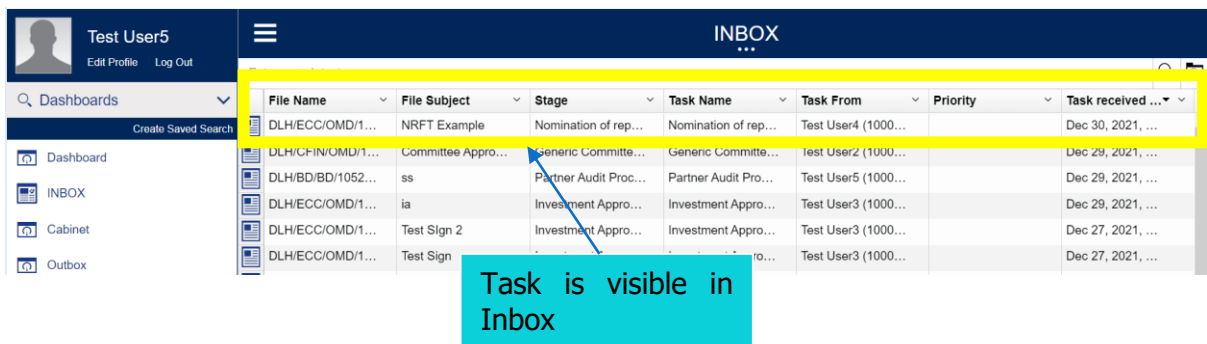
Click on Forward button

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



7.6 Approver Screen.

- Open the task from Inbox.



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

Nomination of representative for Foreign Trip Approver

File No: DLHECC/ONGC/10031/00004 Creation Date: 30-12-2021 Priority: Medium Age Of File (in Days): 0 Year: 2021-22
 Subject: NRFT Example Location: Delhi

Meta Data
 Location: Delhi
 Section: EC Cell
 Sub Section: Office of Managing Director
 Project: N/A
 Subject: NRFT Example
 Priority: Medium

Office Note / Green Sheet

User Type	CPF No	Name	Section	Sub Section	Role Designation
Business	100003	Test User3	PF03	PF03	General Manager (Production)

Forwarded & Electronically Signed By :
 Test User2 (100002) Senior Finance & Accounts Officer
 On : 30-12-2021 02:08:34 PM

Forwarded & Electronically Signed By :
 Test User1 (100001) Director (Finance)
 On : 30-12-2021 02:29:17 PM

Forwarded & Electronically Signed By :
 Test User3 (100003) General Manager (Production)
 On : 30-12-2021 02:36:43 PM

Concerned & Electronically Signed By :
 Test User4 (100004) Country Manager Brazil
 On : 30-12-2021 02:41:14 PM

- Click on E-sign button.

File Action

Save & Close **E-Sign** History

Click on E-sign button

- Select Approve on Select Action.

Action With eSign

☐ Urgent

Select Action

☐ Approve ☐ Return to Initiator ☐ Forward For Review

Forward Exit

- Now select Approve & Send to Initiator.
- Click on Forward button.

Action With eSign

☐ Urgent

Select Action

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

Back Forward Exit

Click on Forward button

- Once Approved Office order is created and circulated to all nominated members via Email.



ONGC VIDESH LIMITED

CIN: U74899DL1965GOI004343 Website : www.ongcvidesh.in
Deendayal Urja Bhavan, Plot No. 5A- 5B, Vasant Kunj, Nelson Mandela Marg, New Delhi-110070
Fax : +91 1126129345/46 Phone : +91 11 26129344

Office Order

File No: DLH/ECC/OMD/10031/00004 **Date:** 30.12.2021 02:44:11 PM

Competent authority has accorded approval for tour to Russia of following officer as per detailed below:

Sr.No.	Name,CPF No &Designation	Period of Deployment	Purpose
1	Test User3 (100003)-General Manager (Production)	30.12.2021 to 31.12.2021	Foreign trip for project document signing.

Remarks:

- Above period does not include the journey period.
- Necessary action may be taken for issuing tickets,foreign exchange etc.

Forwarded &Electronically Signed By

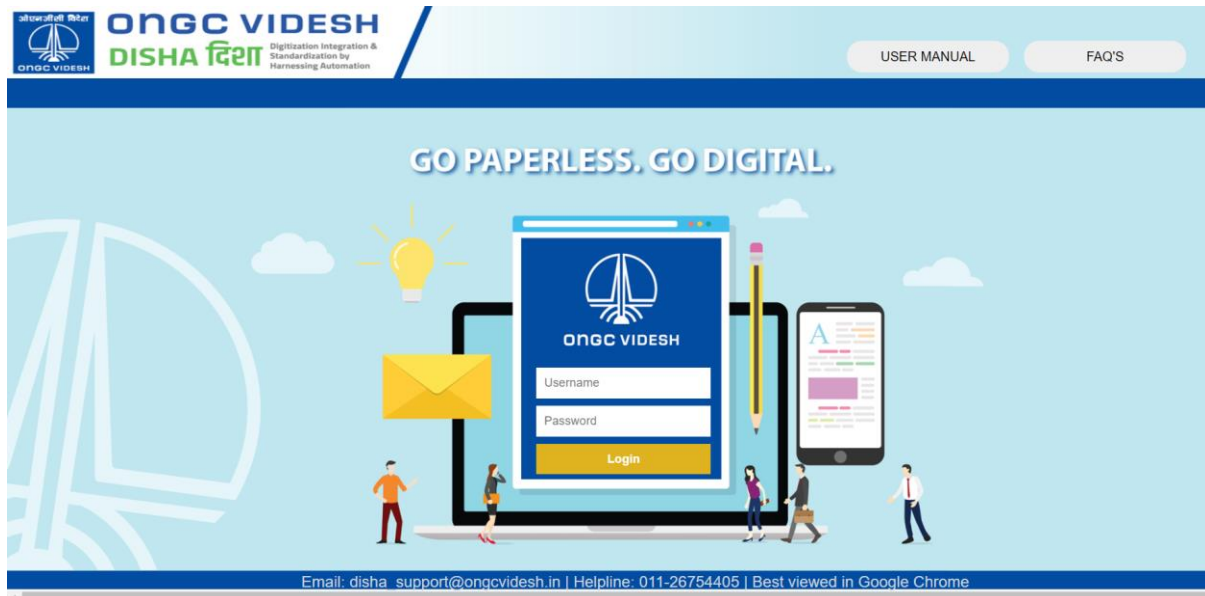
Test User1 (100001)-CORP

Distribution through mail:

1. Individual Concerned
2. Country Manager, Russia
3. EA to MD/D(E)/D(F)/D(O)
4. RP Russia -BU
5. Head Corporate Finance
6. HR &Finance for ticket and FE



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



7.7 Initiator Screen.

- Open the Task from Inbox.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task receive
DLH/ECC/OMD/1...	NRFT Example	Nomination of rep...	Nomination of rep...	Test User5 (1000...		Dec 30, 20...
DLH/ECC/OMD/1...	test 123	General Commit...	General Commit...	Test User2 (1000...		Dec 30, 20...
DLH/BD/BD/1052...	partner-script	File For Review	File For Review			Dec 30, 20...
		Overseas Posting...	Overseas Posting...			Dec 30, 20...
DLH/ECC/OMD/1...	test for audit fil					Dec 30, 20...

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

Nomination of representative for Foreign Trip Initiator

File No: DLH/ECC/OMD/10031/00004 Creation Date: 30-12-2021 Priority: Medium Age Of File (in Days): 0 Year: 2021-22
 Subject: NRFT Example Location: Delhi

Meta Data

Office Note / Green Sheet

On : 30.12.2021 02:06:34 PM

Forwarded & Electronically Signed By :
 Test User1 (100001)-Director (Finance)
 On : 30.12.2021 02:29:17 PM

Forwarded & Electronically Signed By :
 Test User3 (100003)-General Manager (Production)
 On : 30.12.2021 02:36:43 PM

Concurred & Electronically Signed By :
 Test User4 (100004)-Country Manager-Brazil
 On : 30.12.2021 02:41:14 PM

Approved & Electronically Signed By :
 Test User5 (100005)-Director (Appolo)
 On : 30.12.2021 02:44:11 PM

- Click on Send to Cabinet Button.

File Action

Save & Close **Send To Cabinet** History

Click on Send to Cabinet button

- File send to Cabinet box can be opened.
- 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.

7.8 Cabinet Screen

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

Test User1
Edit Profile Log Out

Cabinet

Select Type : Closed Search File : Search by selected type... File No

Per page: 10

File No	Subject	File Type	Year	Created By	Created On	Updated On
DLH/ECC/OMD/10031/00004	NRFT Example	Foreign Trip	2021-22	Test User1 (100001)	30.12.2021	30.12.2021
DLH/ECC/OMD/10031/00003	NRFT301	Foreign Trip	2021-22	Test User1 (100001)	30.12.2021	30.12.2021
DLH/ECC/OMD/10029/00007	IATC Example	TreasuryInvestment	2021-22	Test User1 (100001)	29.12.2021	29.12.2021
DLH/ECC/OMD/10009/00002	test	GenericBOApproval	2021-22	Test User1 (100001)	29.12.2021	29.12.2021
DLH/ECC/OMD/10026/00029	Test By gautam	Generic Committee	2021-22	Test User1 (100001)	29.12.2021	29.12.2021
DLH/ECC/OMD/10029/00006	test-script	TreasuryInvestment	2021-22	Test User1 (100001)	29.12.2021	29.12.2021
DLH/ECC/OMD/10029/00004	IAC293	TreasuryInvestment	2021-22	Test User1 (100001)	29.12.2021	29.12.2021
DLH/ECC/OMD/10029/00003	IAC291	TreasuryInvestment	2021-22	Test User1 (100001)	29.12.2021	29.12.2021
DLH/ECC/OMD/10021/00011	Test Report	ReportApproval	2021-22	Test User1 (100001)	29.12.2021	29.12.2021
DLH/ECC/OMD/10021/00012	test report 29/12	ReportApproval	2021-22	Test User1 (100001)	29.12.2021	29.12.2021

10 of 68 entries

Previous 1 2 3 4 5 7 Next

Click on Cabinet button on the process list panel

Click on Open button.

Test User1
Edit Profile Log Out

Cabinet

File No: DLH/ECC/OMD/10031/00004 Subject: NRFT Example Creation Date: 30.12.2021 Priority: Medium App ID: 10031/00004 Year: 2021-22 Location: Delhi

Notes Sheet(s)

Working Paper

Elimination of Representative Process for Foreign Trip

Subject: NRFT Example

By: Test User1 (100001)

Status: Signed

Date: 30.12.2021

Showing entry 1 of 1 entries

- 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	100001	Signed	30.12.2021	

Showing entry 1 of 1 entries

Previous 1 Next

View Notes Sheet(s)

- Notes Sheet(s) will open.

File No : DLHVECCOMD/10031/00004
Subject : NRFT Example
Nomination of Representative Process for Foreign Trip

Tour Location:	Russia
Project Name:	NA
Purpose:	Foreign trip for project document signing
Period:	30.12.2021 to 31.12.2021

Submitted for approval under BDP clause J17A

Forwarded & Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 30.12.2021 01:12:12 PM

Selected Nominee

User Type	CFF No	Name	Section	Sub Section	Role/Designation
Nominee	100003	Test User3	PFIN	PFIN	General Manager (Production)

Forwarded & Electronically Signed By :

Test User2 (100002)-Senior Finance & Accounts Officer
On : 30.12.2021 02:00:34 PM

Forwarded & Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 30.12.2021 02:26:17 PM

Forwarded & Electronically Signed By :
Test User3 (100003)-General Manager (Production)
On : 30.12.2021 02:30:43 PM

Concurred & Electronically Signed By :
Test User4 (100004)-Country Manager-Brazil
On : 30.12.2021 02:41:14 PM

Approved & Electronically Signed By :
Test User5 (100005)-Director (Appolo)
On : 30.12.2021 02:44:11 PM

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

Enclosures					
#	Description	By	P. No	Date	Action
Showing 0 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 User1 (100001)-Director (Finance)	28.12.2021	28.12.2021
Showing entry 1 of 1 entries				Previous 1 Next

- Workflow Members will be shown.

Workflow Members	
Member Type	Member Name
Reviewer / Recommender	Test User3 (100003)-General Manager (Production)
Agree / Concurrer	Test User4 (100004)-Country Manager-Brazil
Approver	Test User5 (100005)-Director (Appolo)

Exit

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

File Action	
Exit	History 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/10031/00004

Subject :

NRFT Example

Per page: 10

Date	Stage	From	To
30.12.2021 01:19:11 PM	Nomination of representative for Foreign Trip Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Senior Finance & Accounts Officer
30.12.2021 02:13:34 PM	Nominated	Test User2 (100002)-Senior Finance & Accounts Officer	Test User1 (100001)-Director (Finance)
30.12.2021 02:36:17 PM	Nomination of representative for Foreign Trip Initiator	Test User1 (100001)-Director (Finance)	Test User3 (100003)-General Manager (Production)
30.12.2021 02:43:43 PM	Review / Recommend	Test User3 (100003)-General Manager (Production)	Test User4 (100004)-Country Manager-Brazil
30.12.2021 02:48:13 PM	Agree / Concur	Test User4 (100004)-Country Manager-Brazil	Test User5 (100005)-Director (Appolo)
30.12.2021 02:51:10 PM	Approve	Test User5 (100005)-Director (Appolo)	Test User1 (100001)-Director (Finance)
30.12.2021 02:55:30 PM	Nomination of representative for Foreign Trip Initiator	Test User1 (100001)-Director (Finance)	To Cabinet

Showing 1 to 7 of 7 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.

Forward File For Review

Select Users :

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

Forward

Exit

Click on Forward button

7.9 Outbox Screen

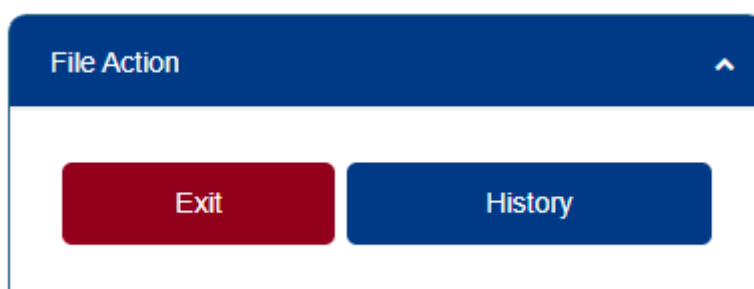
- Click on Outbox button on the Process list Panel.
- Select your File in Table.
- Click on Open button.

The screenshot shows the 'Outbox' screen for 'Test User1'. The interface includes a sidebar with navigation options like Dashboard, Cabinet, INBOX, and Outbox. The main area displays a table of files with columns: File No, Subject, File Type, Priority, Stage, Action, and Date. The table lists 14 files, including 'sap test foreign', 'NRFT Example', 'partner-script', 'test123', 'foreign-test', 'foreign-trip', 'test-script', 'NRFT301', 'script-audit', and 'test by sumit'. Below the table, there is a pagination bar showing 'Showing 1 to 10 of 14 entries' and a 'Previous' button. A red arrow points to the 'Open' button at the bottom left of the table, with the text 'Click on Open button' next to it.

- This is user Outbox screen.

The screenshot shows the detailed view of a file in the user's Outbox. The file details include: File No: DLH/BD/10031/00004, Subject: NRFT Example, File Type: Foreign Trip, Priority: Medium, Stage: Reviewer, Action: Return, and Date: 30-12-2021 03:03 PM. The file is currently in the 'Review' stage. The screen also displays various action buttons such as 'Open', 'Print', 'Download', and 'Delete'. The interface includes a sidebar with navigation options and a top navigation bar with the user's name and profile picture.

- Click on History button.



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

Outbox

Movement History

File No :

DLH/ECC/OMD/10031/00004

Subject :

NRFT Example

				Per page:	10
Date	Stage	From	To		
30.12.2021 01:19:11 P M	Nomination of representative for Foreign Trip Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Senior Finance & Accounts Officer		
30.12.2021 02:13:34 P M	Nominated	Test User2 (100002)-Senior Finance & Accounts Officer	Test User1 (100001)-Director (Finance)		
30.12.2021 02:36:17 P M	Nomination of representative for Foreign Trip Initiator	Test User1 (100001)-Director (Finance)	Test User3 (100003)-General Manager (Production)		
30.12.2021 02:43:43 P M	Review / Recommend	Test User3 (100003)-General Manager (Production)	Test User4 (100004)-Country Manager-Brazil		
30.12.2021 02:48:13 P M	Agree / Concur	Test User4 (100004)-Country Manager-Brazil	Test User5 (100005)-Director (Appollo)		
30.12.2021 02:51:10 P M	Approve	Test User5 (100005)-Director (Appollo)	Test User1 (100001)-Director (Finance)		
30.12.2021 02:55:30 P M	Nomination of representative for Foreign Trip Initiator	Test User1 (100001)-Director (Finance)	To Cabinet		
Showing 1 to 7 of 7 entries				Previous	1 Next

Close

Click on Close button

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