



ONGC Videsh Ltd.



2021

Paperless Office Generic Approval 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.

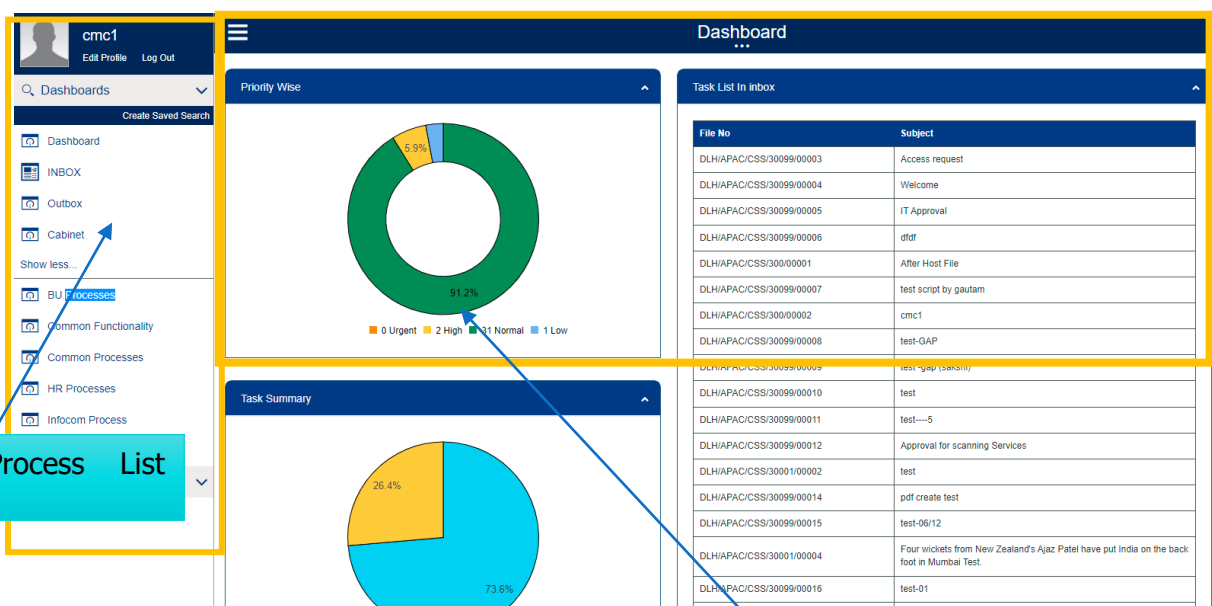
2 Login in the Paperless office:

- 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

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, 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/30102/0...	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	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 6, 2021, 2:26.0...
DLH/APAC/CSS/30001...	Four wickets from New...	Payment towards Com...	Payment towards Com...	cmc2 (900003)-Genera...	Normal	Dec 6, 2021, 2:20.5...
DLH/APAC/CSS/30099...	test-06/12	Payment towards Com...	Payment towards Com...		Normal	Dec 6, 2021, 2:17.4...
DLH/APAC/CSS/30099...	test-06/12	File Reviewed	File Reviewed	cmc2 (900003)-Genera...	Normal	Dec 6, 2021, 12:35...
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 Generic Approval Process

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

Common Processes

List of Processes Per page: 15

Process Name	Launch
Generic Approval Process	Launch
Delegate Task	Launch

Showing 1 to 2 of 2 entries Previous 1 Next

Click on Common Processes button on the Process list Panel

Click on Launch button

5 Generic Approval Process Launch:

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

Common Processes
Generic Approval Process

Meta Data

Location: Delhi

Section: Asia Pacific BU

Sub Section: Corporate Support Services

Projects: NA

File Tag: Miscellaneous

Subject: GAP Manual

Priority: Normal

File Action

Exit Create

Click on Create button.

- Confirmation Box displayed with "Yes" or "No" Option.
- Click on Yes button.

Common Processes
Generic Approval Process

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.eg. DLH/APAC/CSS/30099/00018)

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 and priority.

BDP Clause – The Applicable BDP Clause can be entered here.

View BDP Button– On click of this button, the BDP Document will open at the selected BDP Clause page.

SAP T-Code – User can enter the specific SAP T-code for any transaction to be done while working on the File.

Get SAP Button – SAP login screen will open and once the user authenticates himself/herself, SAP will open the selected T-code page for transaction.

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

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.

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.

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.

6.2 Fill BDP Clause

- Enter Amount according to BDP Clause.
- Select BDP.
- Click on View BDP.

The screenshot shows a web form titled "BDP Clause". It contains two main input sections. The first section, labeled "Amount", has a text input field containing "9,000.00" and a dropdown menu for "Currency" set to "INR". The second section, labeled "Select BDP", has a text input field containing "D5" and a blue button labeled "View BDP". Two red callout boxes with arrows point to the input fields: "Enter Amount" points to the "9,000.00" field, and "Select Clause BDP" points to the "D5" field.

- BDP Screen opens as shown:

The screenshot shows a web browser window with the URL <https://ovl-pcenterdev.ovl.com:9443/bdpclause/?search=D5>. The page displays three tables related to expenditure sanctions.

D5 Interest/penalty on various statutory levies		
Full Powers	Director concerned (Administrative)	<ul style="list-style-type: none"> Cases approved should be informed to Board on quarterly basis by HCF
Up to USD 8,500/ INR 6 lakh in each case	L-I	

D6.a Expenditure sanction for statutory payments, post & courier charges, electricity, water charges & other utility charges		
Full Powers - As per actuals	L-I	
Up to USD 6,000/ INR 4 lakh in each case	L-II	
Up to USD 1,500/ INR 1 lakh in each case	L-III	

D6.b Expenditure sanction for freight of material carried		
Air (including air lifting of material) in urgent cases - As per actuals	L-I	
Ocean, River, Railways, Road and Air (where Air is cheaper or more suitable than alternative modes) - As per actuals	L-II	

6.3 Add SAP T-Code

- Select SAP T-Code.
- Click on Get SAP Button.

The screenshot shows a form titled "SAP T-Code". It contains a dropdown menu labeled "Select SAP T-Code" with the value "ML81N" selected. To the right of the dropdown is a blue button labeled "Get SAP". A blue arrow points from a text box below to the dropdown menu.

Select SAP T-Code

- This is the View of SAP NetWeaver.
- Enter Sap User id and Password and click on Log on .

6.4 Add Office Note/ Green Sheet

- Write Comments in Office note/Green Sheet.

6.5 Add Enclosure(Optional)

- 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.

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 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.

Add Enclosure

Description : Add Enclosure

Page No : 2

Browse Generic(Scrnsht).docx

Add Exit

Click on Add button

Add Description, Page NO.(Optional) Upload Document.

6.6 Add Yellow Note(Optional)

Yellow Notes

Date: Showing 0 entries

By: Previous Next

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.

Generic File Initiator

Add Yellow Note

Yellow Note: Please Verify this task

Add Exit

Type Yellow Note and click on Add button

Subject	By	Status	Date
Showing 0 entries			

Enclosure	Desc	Page No.	Date
<input type="radio"/> With An			
<input type="radio"/> Add			24.1

Yellow Notes

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

Activate Windows
Go to Settings to activate Windows.

Click on E-Sign

- Select the use Reviewed/Recommended By (Optional), Agreed/Concurred By (Optional) and Approved By (Mandatory).
- Click on Add Button.

Generic File Initiator

SAP T-Code: ML81N

File Action: Save & Close, E-Sign, History

Select Users

☐ Urgent

Select Favourite

Reviewed/Recommended By : 100001-Test User1 (ECC-OMD)-Senior Geophysicist (Surface) **Add**

Agreed/Concurred By : 100003-Test User3 (CPS-CPS)-General Manager (Production) **Add**

Approved By : 100004-Test User4 (OCS-CS)-Deputy General Manager (HR) **Add**

Selected Users

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

Per page: 10

Forward **Exit**

Click on Add button to add selected user

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

Select Users

☐ Urgent

Select Favourite

Select Favourite : test **Select**

Reviewed/Recommended By : Type user name,cpf no,designation.. **Add**

Agreed/Concurred By : Type user name,cpf no,designation.. **Add**

Approved By : Type user name,cpf no,designation.. **Add**

Selected Users

User Type	CPF No	Name	Section	Sub Section	Role/Designation	
Reviewed/Recommended By	100001	Test User1	CORP	OMD	Senior Geophysicist (Surface)	✖
Agreed/Concurred By	100001	Test User1	CORP	OMD	Senior Geophysicist (Surface)	✖
Approved By	100002	Test User2	LAC-COL	BD	Country Manager-Imperial Energy	✖

Showing 1 to 3 of 3 entries

Per page: 10

Forward **Exit**

Click on Forward button

7.2 Reviewed/Recommended By Screen


- Login with Reviewed/Recommended By User id .



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

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...			Dec 7, 2021, 7:01.3...
DLH/APAC/CSS/30008...	TEST-MANUAL	Incident/Activity Report...				Dec 7, 2021, 3:02.5...
DLH/APAC/CSS/30008...	test-manual	Incident/Activity Report...				Dec 7, 2021, 3:00.4...
DLH/APAC/CSS/30001...	testing	File Reviewed				Dec 7, 2021, 12:02...
DLH/APAC/CSS/30003...	Intrest Penalty on statu...	Interest/Penalty on Var...			Normal	Dec 7, 2021, 11:59.2...
DLH/APAC/CSS/30008...	test-INCIDENT	Incident/Activity Report...	Incident/Activity Report...		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/30102/0...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	SHIVANGI KIRTI (5694...	Normal	Dec 6, 2021, 4:39.5...
DLH/APAC/CSS/300/0...	Reappropriation of budget	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 6, 2021, 2:26.0...
DLH/APAC/CSS/30004...	Apart from counting wo...	Payment towards Com...	Payment towards Com...	cmc2 (900003)-Genera...	Normal	Dec 6, 2021, 2:20.5...
DLH/APAC/CSS/30004...	test	Payment towards Com...	Payment towards Com...		Normal	Dec 6, 2021, 2:17.4...
DLH/APAC/CSS/30001...	Additional capabilities ...	File Reviewed	File Reviewed	cmc2 (900003)-Genera...	Normal	Dec 6, 2021, 12:35...
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...

- 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

- Verify the comments in Office Note/Green Sheet
- Click on E-sign button.

Generic File Reviewer / Recommender

File No

DLH/LAC/PFIN/20601/00006

Creation Date

24-11-2021

Priority

Normal

Age Of File (in Days)

0

Year

2021-22

Subject

Manual-generic

Location


Delhi

Meta Data

BDP Clause

File Action

Office Note / Green Sheet



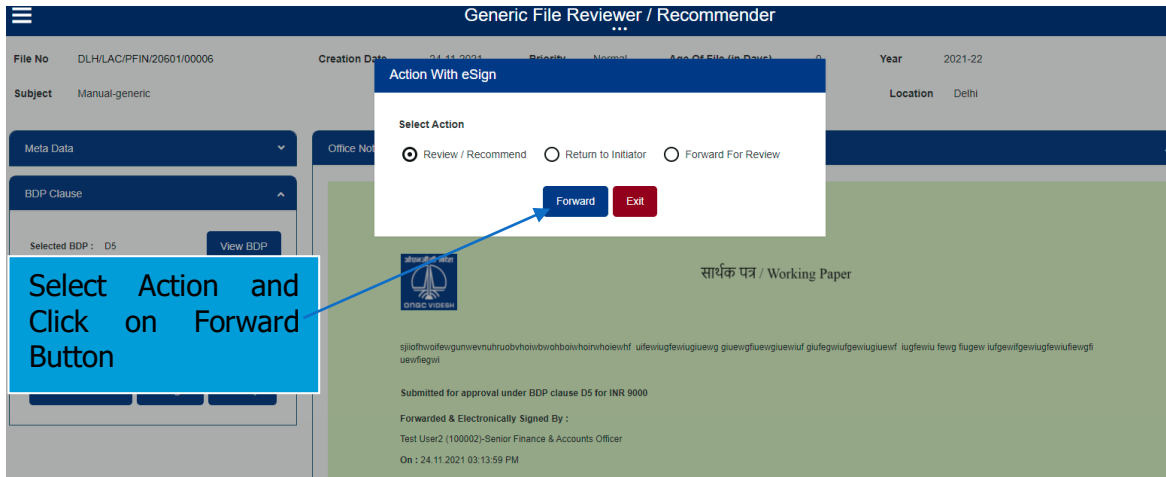
सार्थक पत्र / Working Paper

Submitted for approval under BDP clause D5 for INR 9000

Forwarded & Electronically Signed By :
Test User2 (100002)-Senior Finance & Accounts Officer
On : 24.11.2021 03:13:59 PM

Click on E-Sign

- Select Review/Recommended on Select Access.
- 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.
- Click on Forward button.

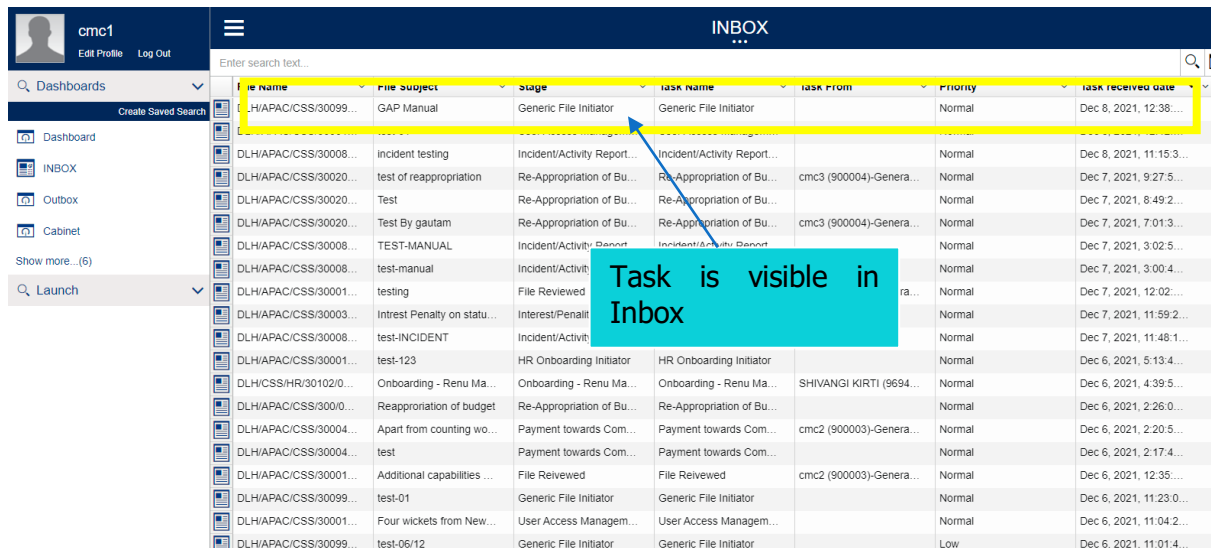


- Task goes to the Agree/Concurrer.
- Login with Concurred by User.



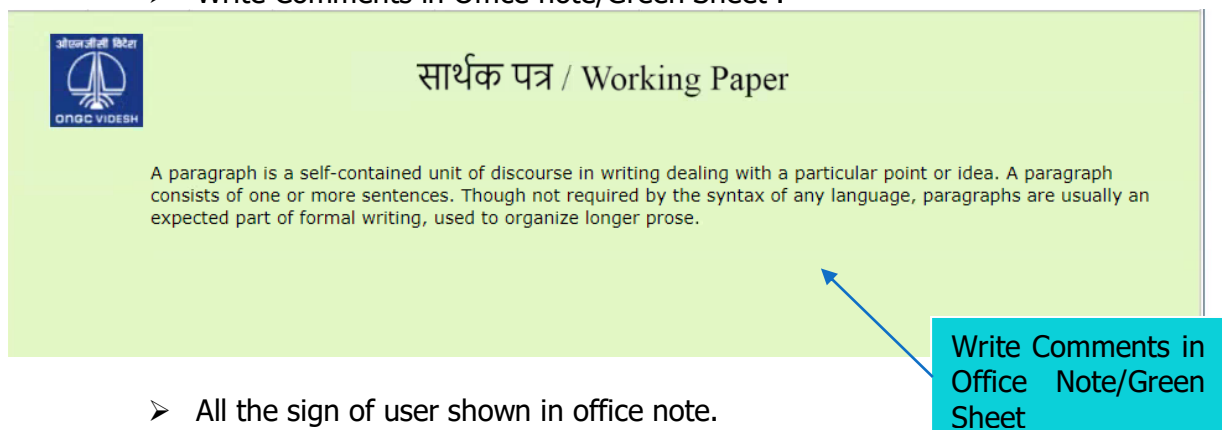
7.3 Agree/Concurrence Screen (Optional)

- Open the task from 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/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...	cmc3 (900004)-Genera...	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	Incident/Activity Report...	Incident/Activity Report...		Normal	Dec 7, 2021, 3:02:5...
DLH/APAC/CSS/30008...	test-manual	Incident/Activity Report...	Incident/Activity Report...		Normal	Dec 7, 2021, 3:00:4...
DLH/APAC/CSS/30001...	testing	File Reviewed	File Reviewed		Normal	Dec 7, 2021, 12:02...
DLH/APAC/CSS/30003...	Intrest Penalty on statu...	Interest/Penalit	Interest/Penalit		Normal	Dec 7, 2021, 11:59:2...
DLH/APAC/CSS/30008...	test-INCIDENT	Incident/Activi	Incident/Activi		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/30102/0...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	SHIVANGI KIRTI (9694...	Normal	Dec 6, 2021, 4:39:5...
DLH/APAC/CSS/30010...	Reappropriation of budget	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 6, 2021, 2:26:0...
DLH/APAC/CSS/30004...	Apart from counting wo...	Payment towards Com...	Payment towards Com...	cmc2 (900003)-Genera...	Normal	Dec 6, 2021, 2:20:5...
DLH/APAC/CSS/30004...	test	Payment towards Com...	Payment towards Com...		Normal	Dec 6, 2021, 2:17:4...
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- Write Comments in Office note/Green Sheet .



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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 user shown in office note.
- Click on E-sign button.



Generic File Agree / Concurrence

File No: DLH/LAC/PFIN/20601/00006 | Creation Date: 24-11-2021 | Priority: Normal | Age Of File (in Days): 0 | Year: 2021-22 | Subject: Manual-generic | Location: Delhi

Meta Data

BDP Clause

Selected BDP: D5 | View BDP

Selected BDP: 9,000 INR

File Action

Save & Close | **E-sign** | History

Office Note / Green Sheet

सार्थक पत्र / Working Paper

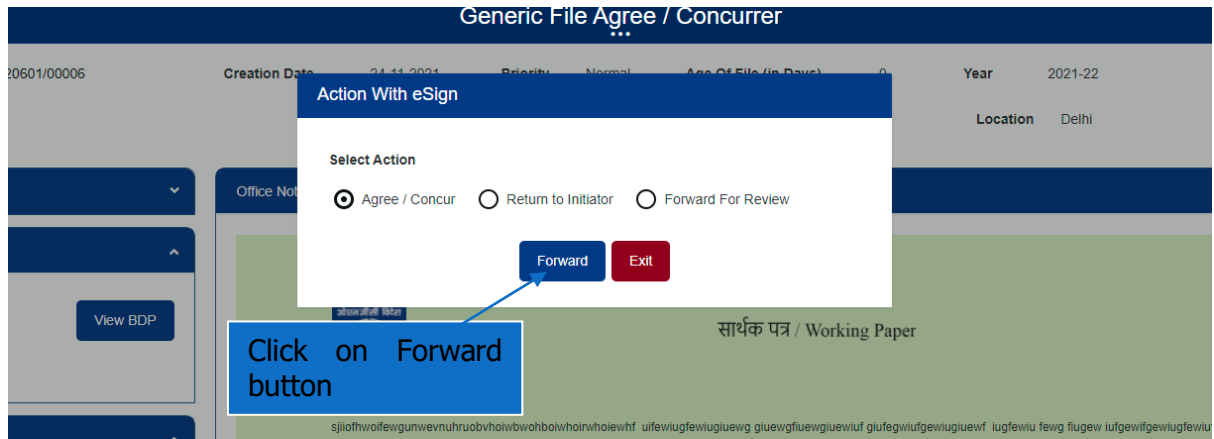
Submitted for approval under BDP clause D5 for INR 9000

Forwarded & Electronically Signed By :
Test User2 (100002)-Senior Finance & Accounts Officer
On : 24.11.2021 03:17:59 PM

Reviewed / Recommended & Electronically Signed By :
Test User1 (100001)-Senior Geophysicist (Surface)
On : 24.11.2021 03:17:59 PM

Click on E-sign Button

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

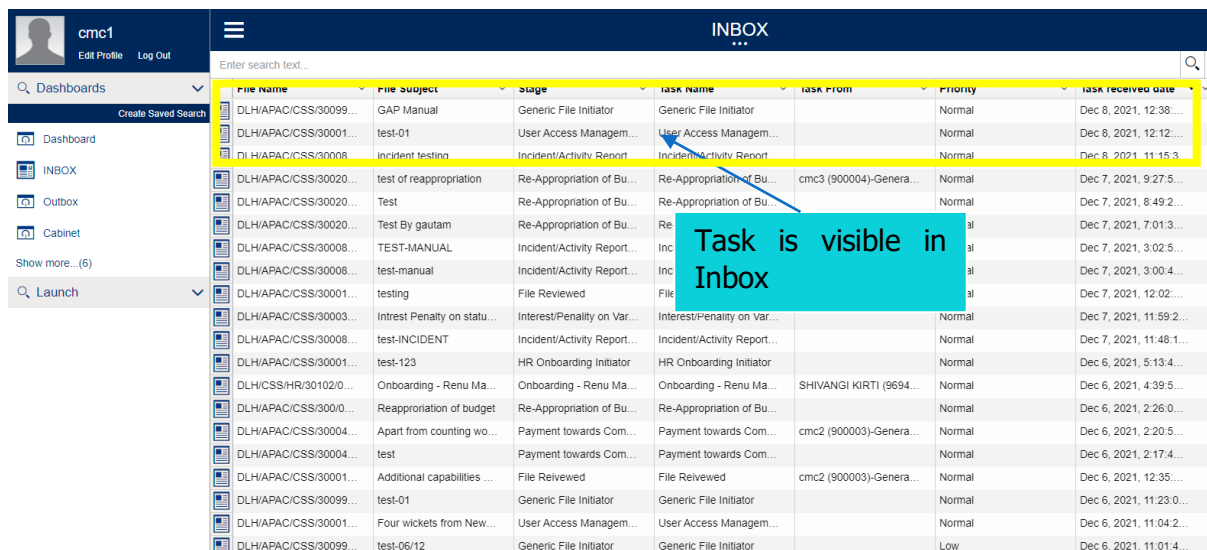


- Task goes to the Approver.
- Login with Approver User.



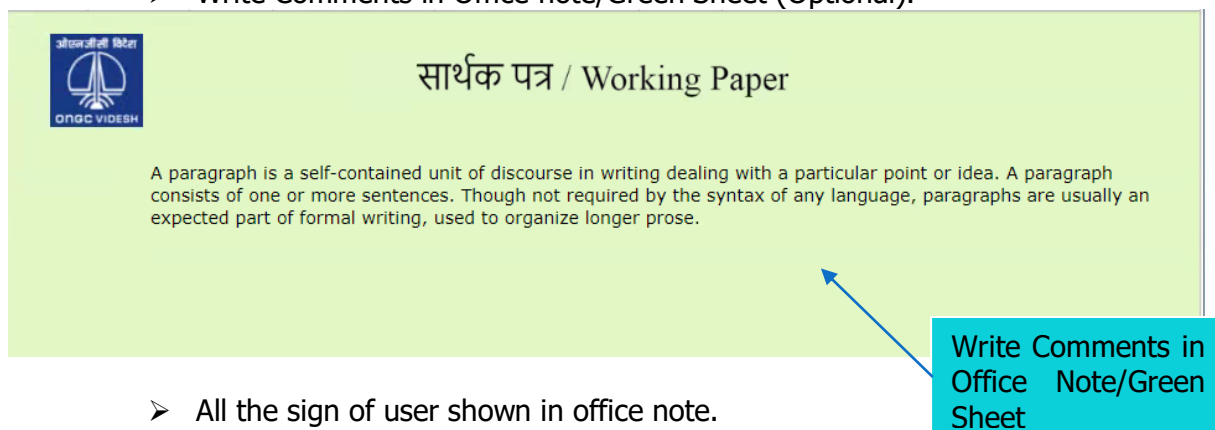
7.4 Approver Screen

- Open the task from Inbox.



File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
DLH/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...
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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...		Normal	Dec 7, 2021, 7:01:3...
DLH/APAC/CSS/30008...	TEST-MANUAL	Incident/Activity Report...	Incident/Activity Report...		Normal	Dec 7, 2021, 3:02:5...
DLH/APAC/CSS/30008...	test-manual	Incident/Activity Report...	Incident/Activity Report...		Normal	Dec 7, 2021, 3:00:4...
DLH/APAC/CSS/30001...	testing	File Reviewed	File Reviewed		Normal	Dec 7, 2021, 12:02...
DLH/APAC/CSS/30003...	Intrest Penalty on statu...	Interest/Penalty on Var...	Interest/Penalty on Var...		Normal	Dec 7, 2021, 11:59:2...
DLH/APAC/CSS/30008...	test-INCIDENT	Incident/Activity Report...	Incident/Activity Report...		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/30102/0...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	SHIVANGI KIRTI (9694...	Normal	Dec 6, 2021, 4:39:5...
DLH/APAC/CSS/30010...	Reappropriation of budget	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 6, 2021, 2:26:0...
DLH/APAC/CSS/30004...	Apart from counting wo...	Payment towards Com...	Payment towards Com...	cmc2 (900003)-Genera...	Normal	Dec 6, 2021, 2:20:5...
DLH/APAC/CSS/30004...	test	Payment towards Com...	Payment towards Com...		Normal	Dec 6, 2021, 2:17:4...
DLH/APAC/CSS/30001...	Additional capabilities ...	File Reviewed	File Reviewed	cmc2 (900003)-Genera...	Normal	Dec 6, 2021, 12:35...
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...

- Write Comments in Office note/Green Sheet (Optional).



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 user shown in office note.
- Click on E-sign button.



Generic File Approver

Meta Data

BDP Clause

Selected BDP : D5 [View BDP](#)

Selected BDP : 9,000 INR

File Action

[Save & Close](#) [E-Sign](#) [History](#)

Office Note / Green Sheet

Submitted for approval under BDP clause D5 for INR 9000

Forwarded & Electronically Signed By :

Test User2 (100002)-Senior Finance & Accounts Officer

On : 24.11.2021 03:13:59 PM

Reviewed / Recommended & Electronically Signed By :

Test User1 (100001)-Senior Geophysicist (Surface)

On : 24.11.2021 03:17:17 PM

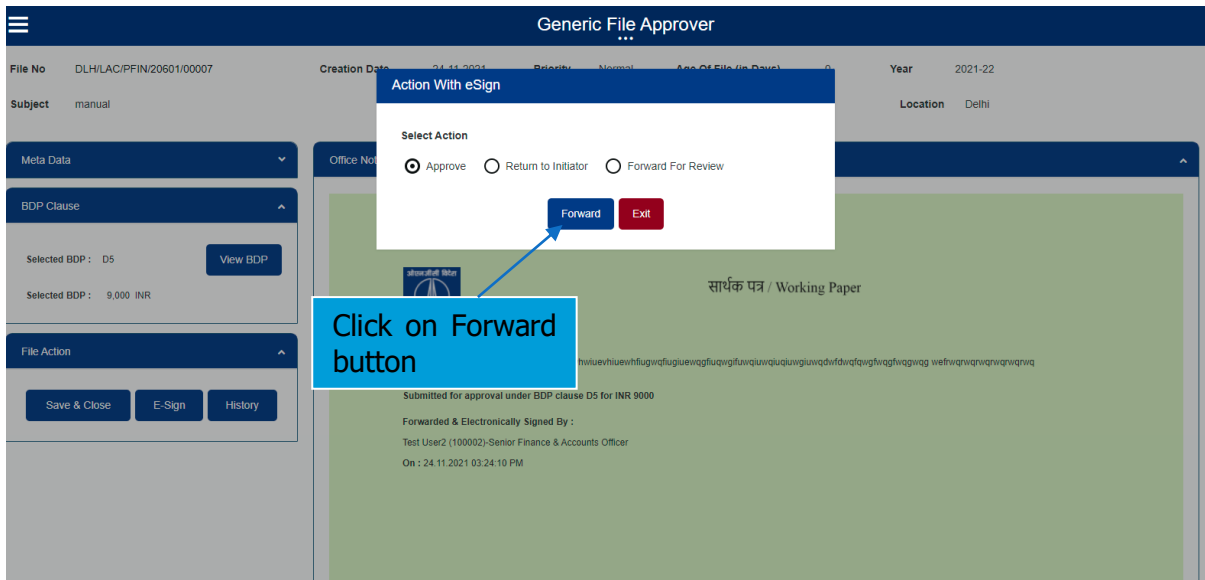
Agreed / Concurred & Electronically Signed By :

Test User3 (100003)-General Manager (Production)

On : 24.11.2021 03:19:40 PM

Click on E-sign button

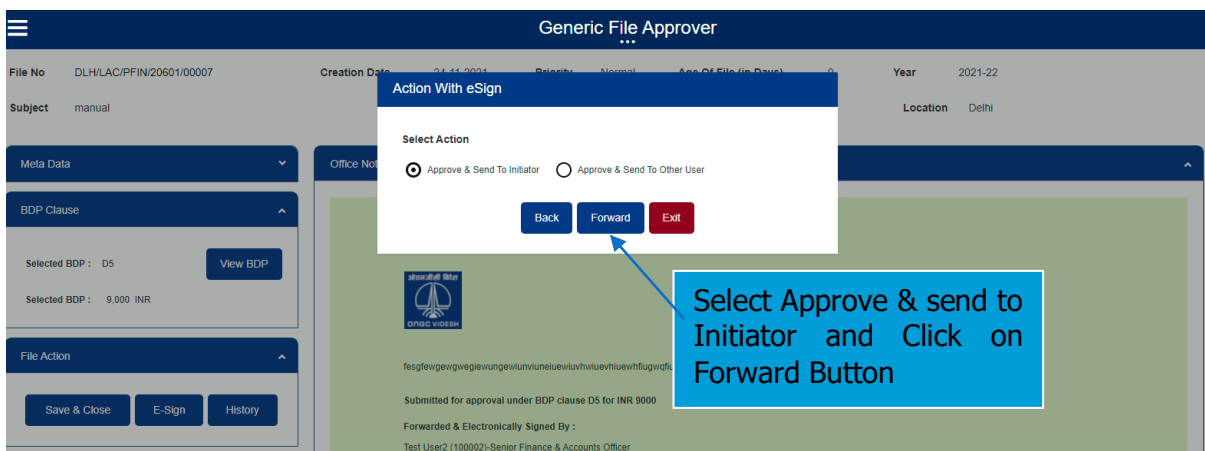
- Select Approver on Select Action.



Note: When click on approve button there are two options to send a file.

- 1. Approve send to Initiator.** - File will be approved and go to Initiator.
- 2. Approve and send to other user.** - File will be approved and go to the selected user.

- Select Approve and send to Initiator.
- Click on Forward button.



- Task goes to the Initiator.
(Note: If user want to send file to other user then click on approve and Send to Other User)
- Login with Initiator User.



7.5 Initiator Screen.

- Open the task from Inbox.

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...	cmc3 (900004)-Genera...	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	Incident/Activity Report	Incident/Activity Report		Normal	Dec 7, 2021, 3:02:5...	
DLH/APAC/CSS/30008...	test-manual	Incident/Activity			Normal	Dec 7, 2021, 3:00:4...	
DLH/APAC/CSS/30001...	testing	File Reviewed			Normal	Dec 7, 2021, 12:02...	
DLH/APAC/CSS/30003...	Intrest Penalty on statu...	Interest/Penalti			Normal	Dec 7, 2021, 11:59:2...	
DLH/APAC/CSS/30008...	test-INCIDENT	Incident/Activity			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/30102/0...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	SHIVANGI KIRTI (9694...	Normal	Dec 6, 2021, 4:39:5...	
DLH/APAC/CSS/30000...	Reappropriation of budget	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 6, 2021, 2:26:0...	
DLH/APAC/CSS/30004...	Apart from counting wo...	Payment towards Com...	Payment towards Com...	cmc2 (900003)-Genera...	Normal	Dec 6, 2021, 2:20:5...	
DLH/APAC/CSS/30004...	test	Payment towards Com...	Payment towards Com...	cmc2 (900003)-Genera...	Normal	Dec 6, 2021, 2:17:4...	
DLH/APAC/CSS/30001...	Additional capabilities ...	File Reviewed	File Reviewed	cmc2 (900003)-Genera...	Normal	Dec 6, 2021, 12:35...	
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...	

- All the sign of user shown in green sheet.

Office Note / Green Sheet

Submitted for approval under BOP clause Do for INR 9000

Forwarded & Electronically Signed By :
Test User2 (100002)-Senior Finance & Accounts Officer
On : 24.11.2021 03:13:59 PM

cndjsnfhefuihweufhewiufheiuw

Reviewed / Recommended & Electronically Signed By :
Test User1 (100001)-Senior Geophysicist (Surface)
On : 24.11.2021 03:17:17 PM

dsvdsvdsvsd

Agreed / Concurred & Electronically Signed By :
Test User3 (100003)-General Manager (Production)
On : 24.11.2021 03:19:40 PM

dsvdsvdsvdsv

Approved & Electronically Signed By :
Test User4 (100004)-Deputy General Manager (HR)
On : 24.11.2021 03:21:59 PM

- Click on History Button.

File Action

Save & Close History Send To Cabinet

Click on History button

- All the File movement is shown in Movement History Box.

BDP

SAP

Movement History

File No :
DLH/LAC/PFIN/20601/00006

Subject :
Manual-generic

Per page: 10

Date	Stage	From	To
24.11.2021 03:13:59 PM	Generic File Initiator	Test User2 (100002)-Senior Finance & Accounts Officer	Test User1 (100001)-Senior Geophysicist (Surface)
24.11.2021 03:17:16 PM	Review / Recommend	Test User1 (100001)-Senior Geophysicist (Surface)	Test User3 (100003)-General Manager (Production)
24.11.2021 03:19:39 PM	Agree / Concur	Test User3 (100003)-General Manager (Production)	Test User4 (100004)-Deputy General Manager (HR)
24.11.2021 03:21:58 PM	Approve	Test User4 (100004)-Deputy General Manager (HR)	Test User2 (100002)-Senior Finance & Accounts Officer

Showing 1 to 4 of 4 entries

Previous

1

Next

Close

- Now Click on Send to Cabinet button.


File Action

Save & Close



History

Send To Cabinet

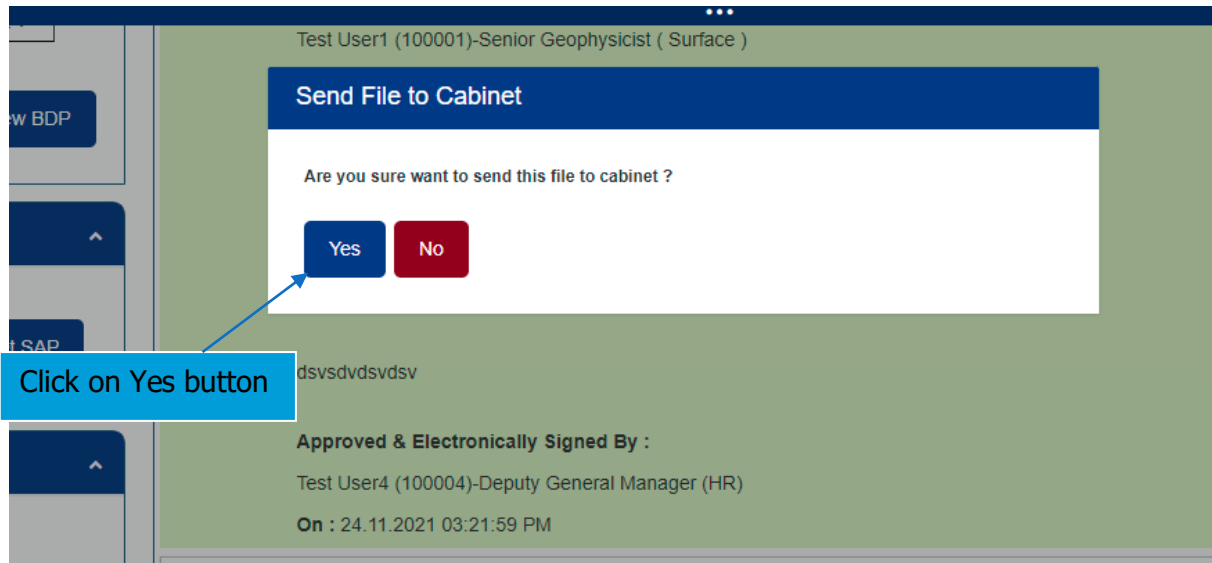
Click on Send to Cabinet button


 ONGC Videsh Ltd.

21

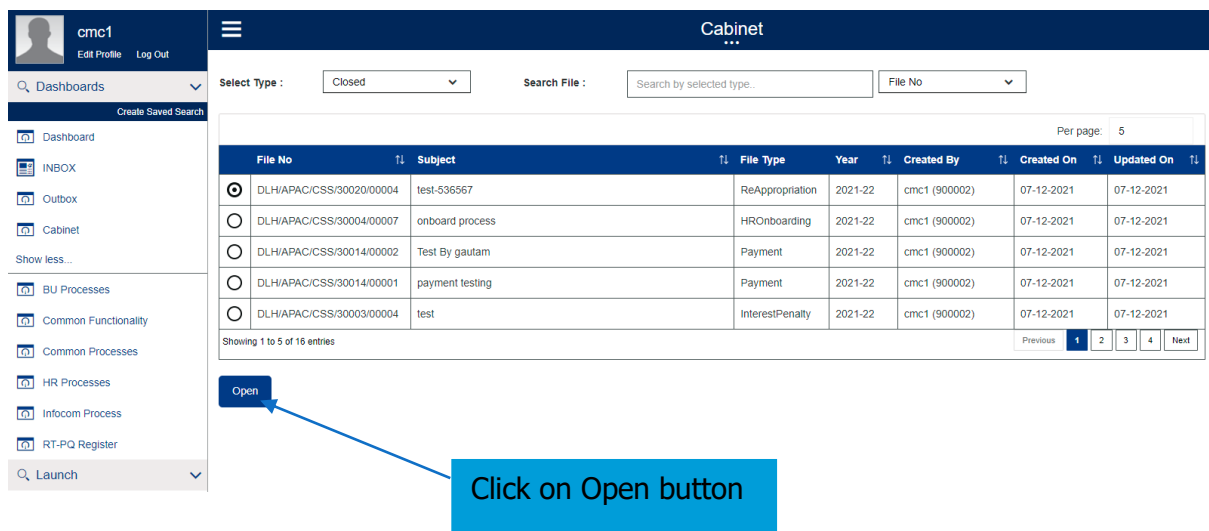



- Confirmation Dialog box open.
- Click on Yes button.
- Task goes to the Cabinet.



7.6 Cabinet Screen

- File shown in table.
- Choose your File.
- Click on Open button.



- File opens from cabinet.

The screenshot shows the 'Cabinet' application interface. At the top, there's a header with a menu icon and the title 'Cabinet'. Below the header, a table displays file information: File No (DLH/LAC/PFIN/20601/00006), Creation Date (24-11-2021), Priority (Normal), Age Of File (in Days) (0), Year (2021-22), Subject (Manual-generic), and Location (Delhi). The main content area is divided into two panels. The left panel, titled 'Meta Data', lists details like Location (Delhi), Section (LAC-Colombia BU), Sub Section (Project Finance), Project (Block EP3, Myanmar, Onshore), Subject (Manual-generic), and Priority (Normal). Below this is a 'BDP Clause' section with 'Selected BDP : D5' and 'Selected BDP : 9,000 INR', along with a 'View BDP' button. The right panel, titled 'Office Note / Green Sheet', contains a large green area with text detailing electronic signatures: 'Forwarded & Electronically Signed By : Test User2 (100002)-Senior Finance & Accounts Officer On : 24.11.2021 03:13:59 PM', 'Reviewed / Recommended & Electronically Signed By : Test User1 (100001)-Senior Geophysicist (Surface) On : 24.11.2021 03:17:17 PM', 'Agreed / Concurred & Electronically Signed By : Test User3 (100003)-General Manager (Production) On : 24.11.2021 03:19:40 PM', and 'Approved & Electronically Signed By : Test User4 (100004)-Deputy General Manager (HR) On : 24.11.2021 03:21:59 PM'.

- Click on Move to Inbox button.

The screenshot shows a 'File Action' bar with four buttons: 'Exit' (red), 'History' (blue), 'Move To Inbox' (blue), and 'Send For Review' (blue). A blue arrow points from the 'Move To Inbox' button to a callout box.

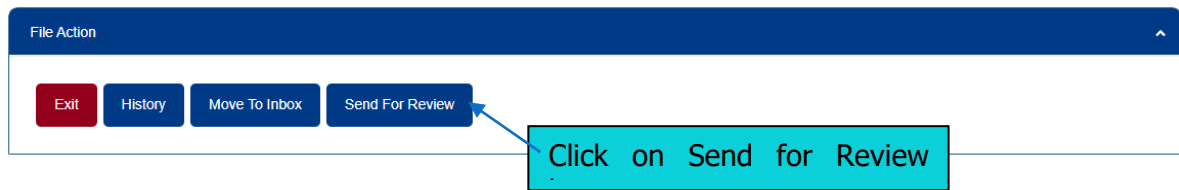
Click on Move to Inbox button

- Click on Yes button.
- Task goes to the Inbox.
- Now you can open the Task from Inbox and take further action.

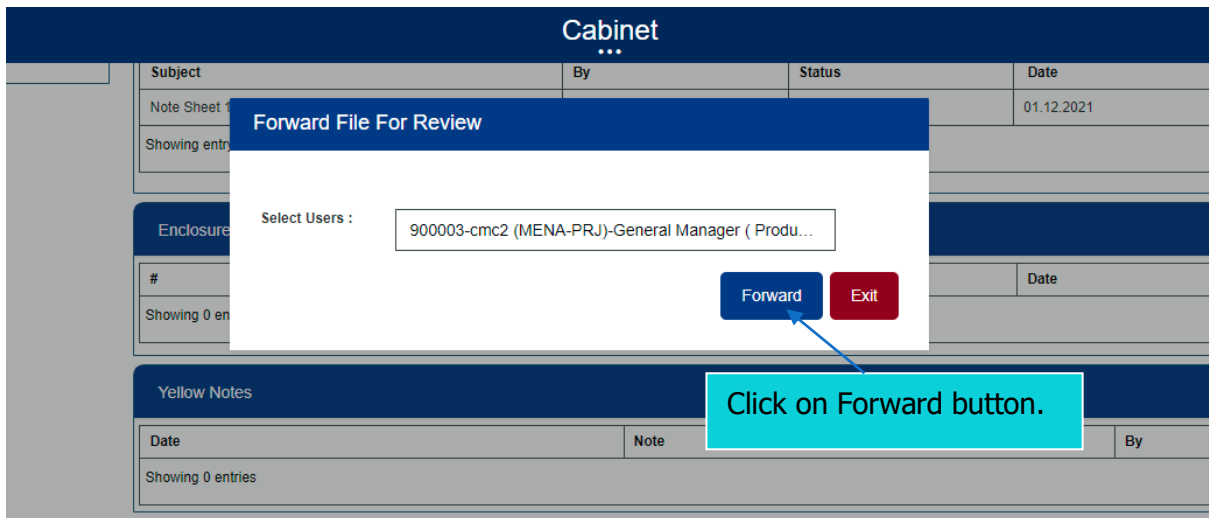
The screenshot shows a 'Re-Open File' dialog box with the text 'Are you sure you want move DLH/LAC/PFIN/20601/00006 file to inbox ?'. There are two buttons: 'Yes' (blue) and 'No' (red). A blue arrow points from the 'Yes' button to a callout box. In the background, the 'Cabinet' application interface is visible, showing a 'View BDP' button and a 'Move To Inbox' button.

Click on Yes button

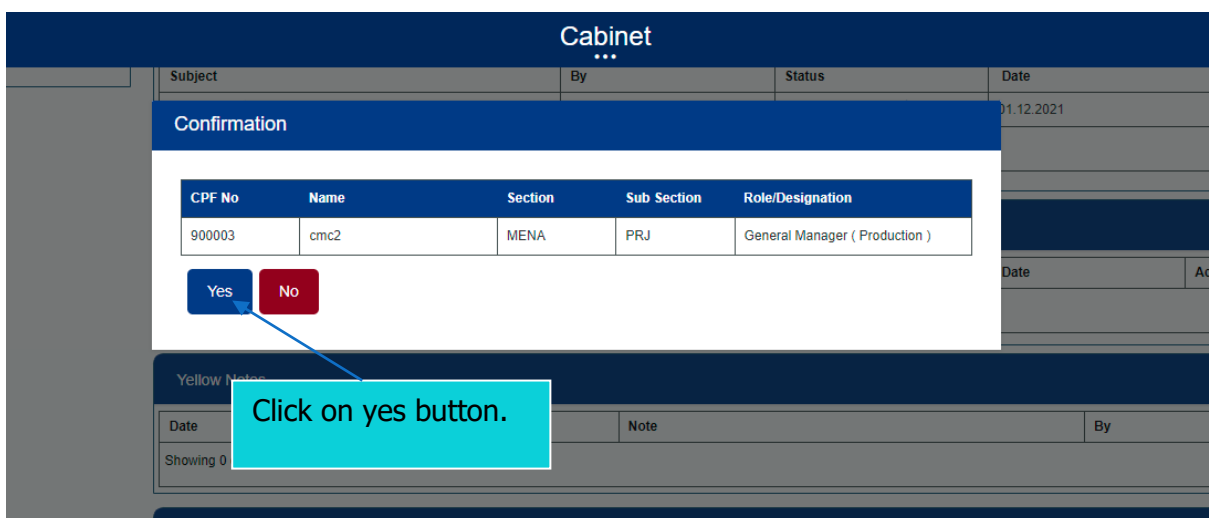
- If you want to send for Review from Cabinet.(Optional)
- Then Click on Send for Review button.



- Enter user in Select Users field.
- Click on Forward button.



- Details of user shown in table.
- Click on Yes button.



- Task goes to the Inbox of selected users.
- Login to the selected user.



7.7 File for Review Screen (Optional).

- Open the task from Inbox.

INBOX

File Name	File Subject	Status	Task Name	Task From	Priority	Task created date
DLH/APAC/CSS/30099...	Ivlyy	File For Review	File For Review		Normal	Dec 8, 2021, 1:27:0...
DLH/MENA/PRJ/5200...	hr onboard test	HR Onboarding Initiator	HR Onboarding Initiator		Normal	Dec 7, 2021, 8:00:4...
DLH/APAC/CSS/30005...	Email Support	File For Review	File For Review		Normal	Dec 7, 2021, 7:29:0...
DLH/APAC/CSS/30003...	test	Interim/Temporary Approver	Interim/Temporary Approver	cmc1 (900002)-Assista...	Normal	Dec 7, 2021, 4:13:3...
DLH/APAC/CSS/30008...	46556	Incident/Activity Report...	Incident/Activity Report...	cmc1 (900002)-Assista...	Normal	Dec 7, 2021, 3:59:0...
DLH/MENA/PRJ/51108...	test	Incident/Activity Report...	Incident/Activity Report...		Normal	Dec 7, 2021, 11:38:2...
DLH/APAC/CSS/30001...	Test UAM by Diksha	User Access Managem...	User Access I			Dec 7, 2021, 11:25:4...
DLH/APAC/CSS/30099...	test-Generic-07/12	Generic File Approver	Generic File A			Dec 7, 2021, 11:11:4...
DLH/MENA/PRJ/52011...	project test	Generic File Initiator	Generic File I			Dec 5, 2021, 11:09:5...
DLH/MENA/PRJ/5131...	Test By gautam 123	Generic File Initiator	Generic File Initiator		Normal	Nov 29, 2021, 8:27:...
DLH/MENA/PRJ/5110...	gag	Generic File Initiator	Generic File Initiator		Normal	Nov 29, 2021, 2:28:...
DLH/MENA/PRJ/5139...	cmc2 test user	Generic File Initiator	Generic File Initiator		Normal	Nov 29, 2021, 1:47:...
DLH/MENA/PRJ/51199...	test1	Generic File Initiator	Generic File Initiator		Normal	Nov 29, 2021, 1:39:...

Task is visible in Inbox

- All the sign of users shown in office note.

File For Review

File No: DLH/APAC/CSS/30099/00013 Creation Date: 1-12-2021 Priority: Normal Age Of File (in Days): 6 Year: 2021-22
 Subject: Ivyy Location: Delhi

Meta Data

Location
Delhi

Section
Asia Pacific BU

Sub Section
Corporate Support Services

Project
NA

File Tag
Miscellaneous

Subject
Ivyy

Priority
Normal

BDP Clause

Amount : 10,000 INR

BDP : D3 [View BDP](#)

Office Note / Green Sheet

fdngjgnrkjngkj ghoirghoreihgihgiure ug reihurgu g hriuhgrhgoirhoirguivbc plug fgeyugelyfyty ffr i ruierue r r r iue r ieu r riurriuttrewure w

Submitted for approval under BDP clause D3 for INR 10000

Forwarded & Electronically Signed By :
cmc1 (900002)-Assistant Legal Adviser
On : 01.12.2021 01:35:29 PM

Forwarded & Electronically Signed By :
Test User2 (100002)-Country Manager-Imperial Energy
On : 01.12.2021 01:36:08 PM

Forwarded & Electronically Signed By :
Test User1 (100001)-Senior Geophysicist (Surface)
On : 01.12.2021 01:36:41 PM

Approved & Electronically Signed By :

- Click on Return Button.

File Action

[History](#) [Return](#)

Click on Return button

- Confirmation Dialog box open.
- Click on Yes button.

File For Review

Subject	By	Status	Date
Note Sheet 1			01.12.2021

Showing entries

Enclosure

#	Date
Showing 0 entries	

Yellow Note

Date	Note

confirmation

Are you sure you want to return file to Initiator ?

[Yes](#) [No](#)

Click on Yes button

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



7.8 File Reviewed Screen.

- Open the task from Inbox.

cmc1

Edit ProfileLog Out

INBOX

...

Enter search text...

Q Dashboards

Create Saved Search

Dashboard

INBOX

Outbox

Cabinet

Show more...(6)

Q Launch

File Name	File Subject	Stage	Task Name	Task From	Priority	Task Received Date
DLH/APAC/CSS/30099...	Ivty	File Reviewed	File Reviewed	cmc2 (900003)-Genera...	Normal	Dec 8, 2021, 1:28.4...
DLH/APAC/CSS/30099...	GAP Manual	Generic File Initiator	Generic File Initiator		Normal	Dec 8, 2021, 12:38...
DLH/APAC/CSS/30004...	test-04	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...	cm		27.5...
DLH/APAC/CSS/30020...	Test	Re-Appropriation of Bu...	Re-Appropriation of Bu...	cm		49.2...
DLH/APAC/CSS/30020...	Test By gautam	Re-Appropriation of Bu...	Re-Appropriation of Bu...	cm		01.3...
DLH/APAC/CSS/30008...	TEST-MANUAL	Incident/Activity Report...	Incident/Activity Report...			02.5...
DLH/APAC/CSS/30008...	test-manual	Incident/Activity Report...	Incident/Activity Report...		Normal	Dec 7, 2021, 3:00.4...
DLH/APAC/CSS/30001...	testing	File Reviewed	File Reviewed	cmc3 (900004)-Genera...	Normal	Dec 7, 2021, 12:02...
DLH/APAC/CSS/30003...	Intrest Penalty on statu...	Interest/Penalty on Var...	Interest/Penalty on Var...		Normal	Dec 7, 2021, 11:59.2...
DLH/APAC/CSS/30008...	test-INCIDENT	Incident/Activity Report...	Incident/Activity Report...		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/30102/0...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	SHIVANGI KIRTI (9694...	Normal	Dec 6, 2021, 4:39.5...
DLH/APAC/CSS/30010...	Reappropriation of budget	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 6, 2021, 2:26.0...
DLH/APAC/CSS/30004...	Apart from counting wo...	Payment towards Com...	Payment towards Com...	cmc2 (900003)-Genera...	Normal	Dec 6, 2021, 2:20.5...
DLH/APAC/CSS/30004...	test	Payment towards Com...	Payment towards Com...		Normal	Dec 6, 2021, 2:17.4...
DLH/APAC/CSS/30001...	Additional capabilities ...	File Reviewed	File Reviewed	cmc2 (900003)-Genera...	Normal	Dec 6, 2021, 12:35...
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...


Task is visible in Inbox

Task is visible in Inbox

- | File Reviewed | | | |
|----------------|--------------------------|------------------------------|-----------|
| File No | DLH/APAC/CSS/30099/00013 | Creation Date | 1-12-2021 |
| Subject | Ivvy | Priority | Normal |
| | | Age Of File (in Days) | 6 |
| | | Year | 2021-22 |
| | | Location | Delhi |

Meta Data
 - Location**
Delhi
 - Section**
Asia Pacific BU
 - Sub Section**
Corporate Support Services
 - Project**
NA
 - File Tag**
Miscellaneous
 - Subject**
Ivvy
 - Priority**
Normal

Office Note / Green Sheet



सार्थक पत्र / Working Paper

fdngjrnkrkjngkjr ghoirghoreihgirhgure ug reluhgurglu g hriuhgroghoirhoirguivbc giug fgeyugelyfeiyfj fir i ruerlue r r r r iue r ieu r riurwrttrewre w

Submitted for approval under BDP clause D3 for INR 10000

Forwarded & Electronically Signed By :
cmc1 (900002)-Assistant Legal Adviser

On : 01.12.2021 01:35:29 PM

Forwarded & Electronically Signed By :
Test User2 (100002)-Country Manager-Imperial Energy

On : 01.12.2021 01:36:08 PM

BDP Clause

Amount : 10,000 INR

BDP : D3 [View BDP](#)

- A screenshot of the 'File Action' menu. The menu has a dark blue header with the text 'File Action' and a small upward arrow icon on the right. Below the header, there are two buttons: 'History' and 'Send To Cabinet'. The 'Send To Cabinet' button is highlighted with a red rectangular box. A red arrow points from a text box to the 'Send To Cabinet' button. The text box contains the instruction: 'Click on Send to Cabinet button.'

-
- The screenshot shows a 'File Reviewed' confirmation dialog box. The dialog has a blue header with the word 'confirmation' in white. Below the header, the text 'Are you sure you want send file to cabinet ?' is displayed. At the bottom of the dialog, there are two buttons: a blue 'Yes' button and a red 'No' button. A blue arrow points from a cyan callout box at the bottom left, which contains the text 'Click on Yes button', to the 'Yes' button. The background shows a table with columns 'Subject', 'By', 'Status', and 'Date', and a row with 'Note Sheet 1' and the date '01.12.2021'.

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