



ONGC Videsh Ltd.



2021

# Paperless Office HR Onboarding–User Manual

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## Document Control

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## 1 Introduction

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

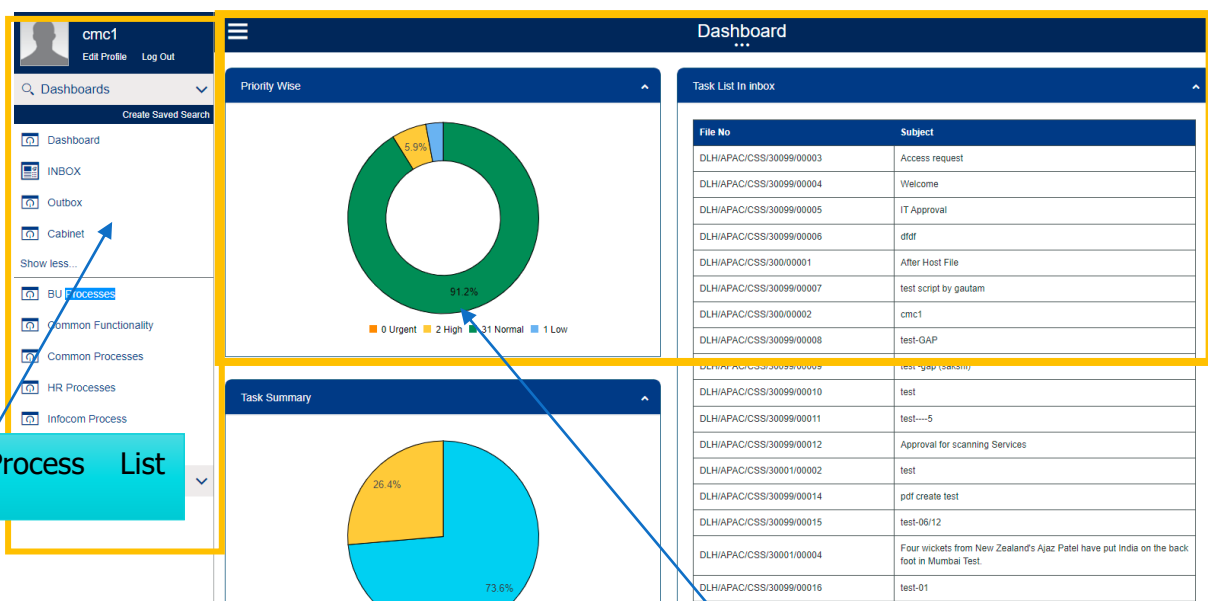
## 2 Login in the Paperless office:

- 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	Incident/Activity Report...	Incident/Activity Report...		Normal	Dec 7, 2021, 3:02:5...
DLH/APAC/CSS/30008...	test-manual				Normal	Dec 7, 2021, 3:00:4...
DLH/APAC/CSS/30001...	testing				Normal	Dec 7, 2021, 12:02...
DLH/APAC/CSS/30003...	Intrest Penalty on statu...				Normal	Dec 7, 2021, 11:59:2...
DLH/APAC/CSS/30008...	test-INCIDENT				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 (9694...	Normal	Dec 6, 2021, 4:39:5...
DLH/APAC/CSS/30099...	test-01	Generic File Initiator	Generic File Initiator		Normal	Dec 6, 2021, 2:26:0...
DLH/APAC/CSS/30001...	Four wickets from New...	User Access Managem...	User Access Managem...		Normal	Dec 6, 2021, 2:20:5...
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 HR Processes

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

**HR Processes**

List of Processes Per page: 15

Process Name	Launch
Onboarding Joining on Transfer	Launch

Showing entry 1 of 1 entries Previous 1 Next

## 5 HR Process (On boarding joining on transfer) Launch:

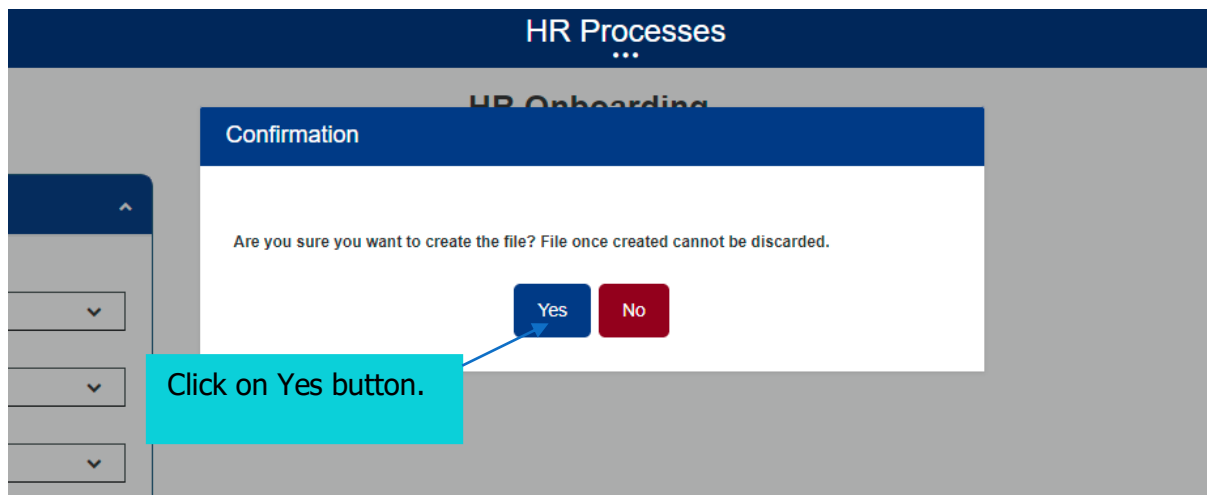
- Click on Launch button.

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.)**
- Click on Create button.

Click on Create button

- Confirmation Box appears with "Yes" or "No" option.
- Click on Yes button.



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

**(Note:** File No convention based on Location/Sec/Sub Sec/File tag/File No Series e.g., DLH/APAC/CSS/30004/00008)

## 6 Initiator Screen

Initiator Screen Opens in Full View:



## 6.1 Form Information

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

**Note Sheet(s)** – It shows the complete Note of Green Sheet/Office Note .

**File Workflow**– On click of this button, the BDP Document will open at the selected BDP Clause page.

**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.

**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 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.

Comments should be visible in Office Note/Green Sheet

### 6.3 Add Enclosure

- User can view the document with or without annotation.
- Select the option in Enclosure section to open the document in with annotation or without annotation

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)
- Click on Add Button.
- Also you can Delete your enclosure by clicking of Delete button .

Add Enclosure

Description : Add Enclosure

Page No : 2

Browse Generic(Scrnsht).docx

Add Exit

Click on Add button

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

**Note:** Verify with another format (e.g., docx). Error should display.

### 6.4 Add Yellow Note

- Click on Add Yellow Note button .

Yellow Notes

Date	By	Actions
Showing 0 entries		

Add Yellow Note

Click on Add Yellow Note button

- Write comments in the box .
- Click on Add Button.

**HR Onboarding Initiator**

Subject	By	Status	Date
Showing 0 entries			

**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

Showing entry 1 of 1 entries

**Add** **Delete**

## 7 Sending a file

### 7.1 Initiator Screen

- Enter the complete details of Onboarding Details.
  1. CPF No.
  2. Name
  3. Mobile Number
  4. Alternate Email ID
  5. Date of Joining OVL
  6. Discipline
  7. Level
  8. Designation

**HR Onboarding Initiator**

File No: DLHECC/OMD/10009/00039    Creation Date: 25-11-2021    Priority: Normal    Age Of File (in Days): 0    Year: 2021-22

Subject: HR-Manual    Location: Delhi

**Meta Data**

Location: Delhi

Section: EC Cell

Sub Section: Office of Managing Director

Project: NA

Subject: HR-Manual

Priority: Normal

**File Action**

**Save & Close** **E-Sign** **History**

**Onboarding Details**

CPF Number: 100017    Name: lovely    Mobile Number: 9711247495    Alternate Email ID: lovely890@ongcvidesh.in

Date of Joining OVL: 10.11.2021    Discipline: ELECTRICAL    Level: E2    Designation: Deputy General Manager ( Electric..

**Office Note / Green Sheet**

सार्थक पत्र / Working Paper

dscoudshvohweouvhuv hvoewhv oihoivv heov weoi vhoiwehvoiwei voiewhvhoiwev hoievv

- 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 user of Recommended(Optional), In-charge HR/ER.(Mandatory)
- Click on Add Button.

HR Onboarding Initiator

Select Users

Reviewed/Recommended By : 100002-Test User2 (LAC-BD)-Country Manager-Imperial Energy Add

In-charge HR/ER: 100003-Test User3 (CPS-CPS)-General Manager ( Production ) Add

Selected Users

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

Per page: 10

Previous 1 Next

Forward Exit

Click on Add button

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

HR Onboarding Initiator

Select Users

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

In-charge HR/ER: Type user name,cpf no,designation.. Add

Selected Users

User Type	CPF No	Name	Section	Sub Section	Role/Designation
Reviewed/Recommended By	100002	Test User2	LAC	BD	Country Manager-Imperial Energy
In-charge HR/ER	100003	Test User3	CPS	CPS	General Manager ( Production )

Showing 1 to 2 of 2 entries

Per page: 10

Previous 1 Next

Forward Exit

Click on Forward button.

- Now task goes to the Reviewed/Recommended By user.
- Login with Reviewed/Recommended By user.



## 7.2 Reviewed/Recommended By User Screen

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

cmc1 Edit Profile Log Out		INBOX						
Q Dashboards		Enter search text...						
Create Saved Search		File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
Dashboard		DLH/APAC/CSS/30001...	test-01	User Access Managem...	User Access Managem...		Normal	Dec 8, 2021, 12:12:...
INBOX		DLH/APAC/CSS/30008...	Incident testing	Incident/Activity Report...	Incident/Activity Report...		Normal	Dec 8, 2021, 11:15:3...
Outbox		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...
Cabinet		DLH/APAC/CSS/30020...	Test	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 8:49:2...
Show more...(6)		DLH/APAC/CSS/30020...	Test By gautam	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 7:01:3...
Q Launch		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 (S694...	Normal	Dec 6, 2021, 4:39:5...
		DLH/APAC/CSS/3000/0...	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/30009...	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/30009...	test-06/12	Generic File Initiator	Generic File Initiator		Low	Dec 6, 2021, 11:01:4...

Task is visible in Inbox

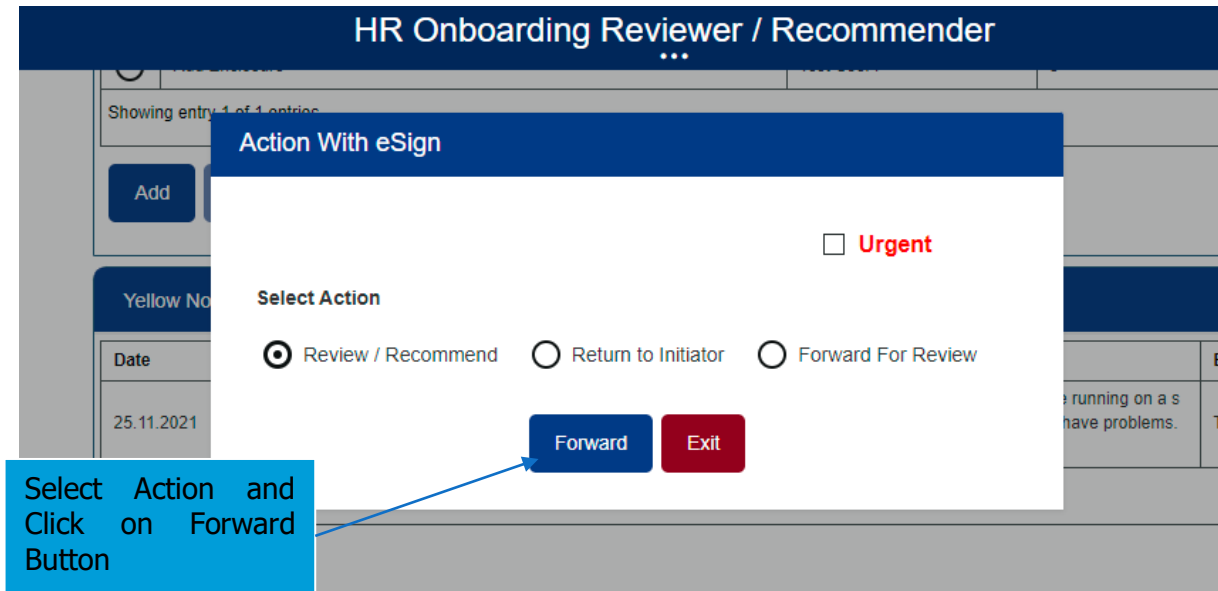
- Verify the Meta data and Onboarding of Employees details in Office Note/Green Sheet.

- User can enter the comment in Office Note/Green Sheet.

- Click on E-sign button.

Click on E-Sign

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

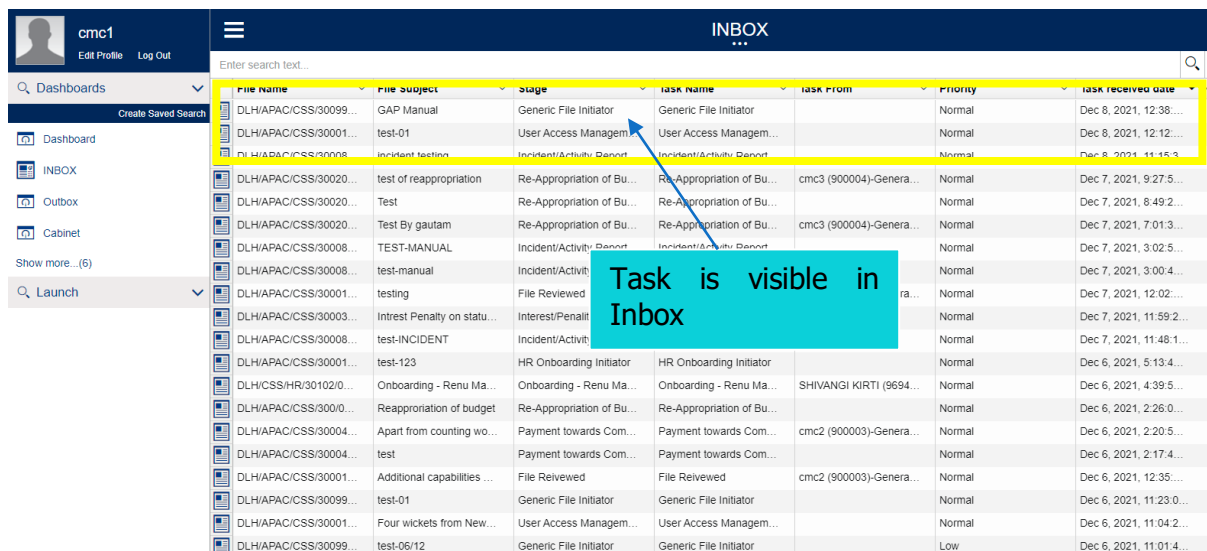


- Task goes to the In-charge HR/ER.
- Login with In-charge HR/ER User.



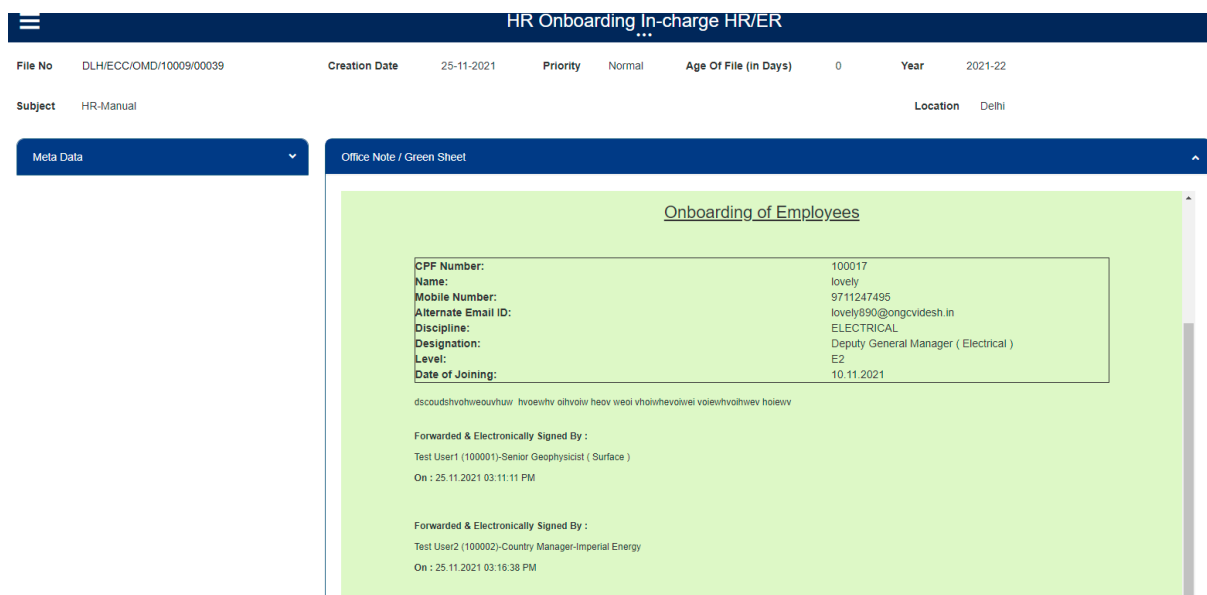
### 7.3 In-charge HR/ER Screen

- Click and 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...
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	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/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/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...		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...

- Verify the Meta data and Onboarding of Employees details.
- Verify the eSign of previous users.



**HR Onboarding In-charge HR/ER**

File No: DLH/ECC/OMD/10009/00039    Creation Date: 25-11-2021    Priority: Normal    Age Of File (In Days): 0    Year: 2021-22

Subject: HR-Manual    Location: Delhi

**Meta Data**

**Office Note / Green Sheet**

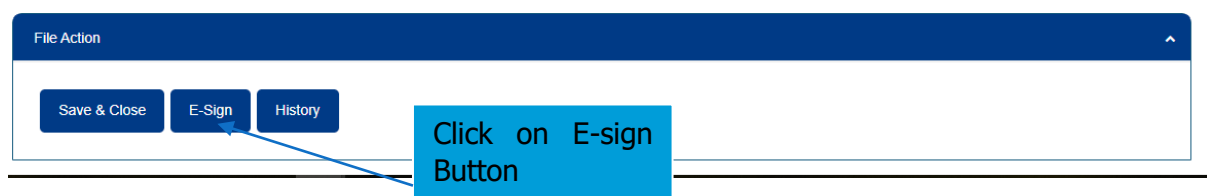
Onboarding of Employees

CPF Number: 100017  
 Name: lovely  
 Mobile Number: 9711247495  
 Alternate Email ID: lovely890@ongcvideash.in  
 Discipline: ELECTRICAL  
 Designation: Deputy General Manager ( Electrical )  
 Level: E2  
 Date of Joining: 10.11.2021

Forwarded & Electronically Signed By :  
 Test User1 (100001)-Senior Geophysicist ( Surface )  
 On : 25.11.2021 03:11:11 PM

Forwarded & Electronically Signed By :  
 Test User2 (100002)-Country Manager-Imperial Energy  
 On : 25.11.2021 03:16:38 PM

- Click on E-sign button.



**File Action**

Save & Close    E-Sign    History

Click on E-sign Button



- Action With eSign screen displayed with Forward and Return to Initiator option.
- Select forward and click on forward button.

HR Onboarding In-charge HR/ER

Showing entry 1 of 1 entries

Add

Yellow No

Date

25.11.2021

Showing entry 1 of 1 entries

Click on Forward button

Forward Exit

- Enter Reviewed/Recommended By user (Optional) and Approved By user (Mandatory).
- Click on Add button.

HR Onboarding In-charge HR/ER

Showing entry 1 of 1 entries

Select Users

Reviewed/Recommended By :

100004-Test User4 (OCS-CS)-Deputy General Manager (HR)

Add

Approved By :

100005-Test User5 (CORP-CACT)-Director (Appolo)

Add

100005-Test User5 (CORP-CACT)-Director (Appolo)

Per page: 10

Showing 0 entries

Previous 1 Next

Forward Exit

Click on Add button

Workflow Created By Created On

File Workflow 1 Test User1 (100001)-Senior Geophysicist ( Surface ) 25.11.2021

Showing entry 1 of 1 entries

- Added Users are shown in Selected Users table.
- Click on forward button.

HR Onboarding In-charge HR/ER

Showing entry 1 of 1 entries

**Select Users**

Reviewed/Recommended By :

Approved By :

Selected Users						Per page: 10
User Type	CPF No	Name	Section	Sub Section	Role/Designation	
Reviewed/Recommended By	100004	Test User4	OCS	CS	Deputy General Manager (HR)	✕
Approved By	100005	Test User5	CORP	CACT	Director (Appolo)	✕

Showing 1 to 2 of 2 entries

Previous 1 Next

Showing entry 1 of 1 entries

Click on Forward button

(Note: 1. After Click on forward Onboarding IT process will initiate and that process can be shown in the separate User Manual)

2. In case if you have not selected review/Recommended by user then file directly moves in inbox of approved by user.)

- Task goes to the Reviewed/Recommended By User.
- Login with Reviewed/Recommended By User.

ONGC VIDESH DISHA दिशा Digitization Integration & Standardization by Harnessing Automation

USER MANUAL FAQ'S

Welcome to ONGC Videsh Disha. For login into the application please enter your windows login and password.

**GO PAPERLESS. GO DIGITAL.**

Email: [disha\\_support@ongcvidesh.in](mailto:disha_support@ongcvidesh.in) | Helpline: 011-26754405 | Best viewed in Google Chrome

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## 7.4 Reviewed/Recommended By User Screen.

- Click and open the task from Inbox.

The screenshot shows the 'INBOX' interface with a list of tasks. A blue callout box with the text 'Task is visible in Inbox' points to a task in the list.

ID	Task Name	Category	Status	Priority	Due 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, 11:13...
DLH/APAC/CSS/30020...	test of reappropriation	Re-Appropriation of Bu...	Re-Appropriation of Bu...	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...	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...	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...	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	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...

- Click on E-sign button.

The screenshot shows the 'HR Onboarding Reviewer / Recommender' interface. A blue callout box with the text 'Click on E-sign button' points to the 'E-Sign' button in the 'File Action' section.

**HR Onboarding Reviewer / Recommender**

**Add** **Delete**

**Yellow Notes (1)**

Date	Note	By
25.11.2021	Use Process Inspector to view and manage process instances for process applications that are running on a specific workflow server. You can use Process Inspector to troubleshoot process instances that have problem s. Procedure	Test User1 (100001)-Senior Geophysicist ( Surface )

Showing entry 1 of 1 entries [Previous](#) [Next](#)

**Add Yellow Note**

**File Workflow**

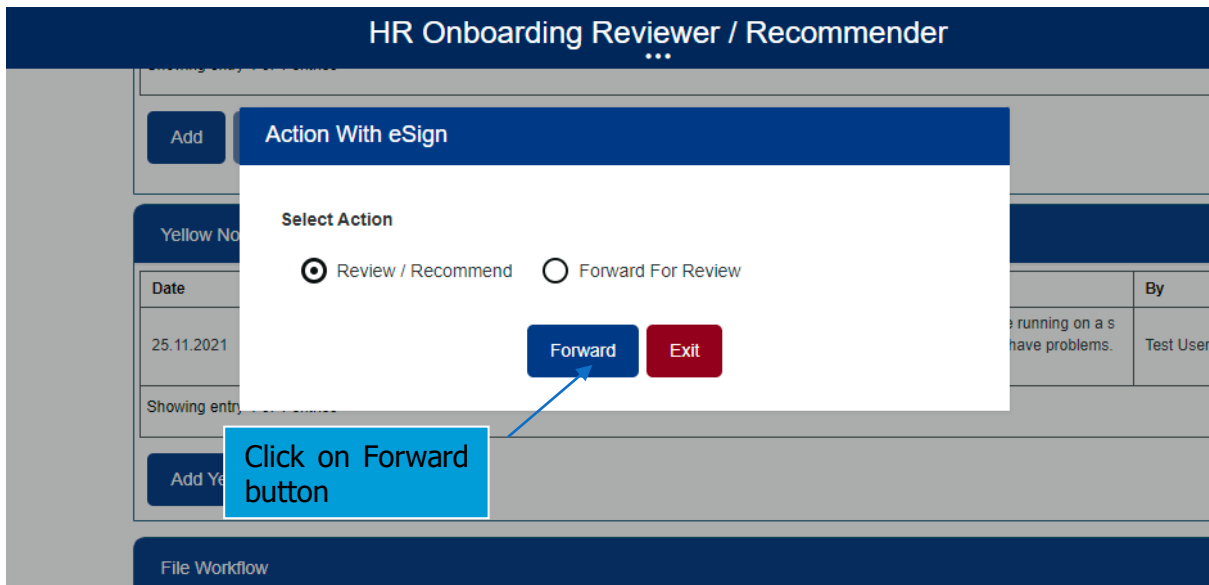
Workflow	Created By	Created On	Updated On
<input type="radio"/> File Workflow 1	Test User3 (100003)-General Manager ( Production )	25.11.2021	25.11.2021
<input type="radio"/> File Workflow 1	Test User1 (100001)-Senior Geophysicist ( Surface )	25.11.2021	25.11.2021

Showing 1 to 2 of 2 entries [Previous](#) [Next](#)

**File Action**

**Save & Close** **E-Sign** **History**

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



- Task goes to the Approver by User.
- Login with Approved By User.



## 7.5 Approved By User Screen.

- Click and open the Task from Inbox.

The screenshot shows the 'INBOX' interface with a search bar and a list of tasks. A yellow box highlights a task with the subject 'DLH/APAC/CSS/30008...'. A blue arrow points to this task with the text 'Task is Visible in Inbox'.

Task ID	Subject	Category	Priority	Created By	Status	Created Date
DLH/APAC/CSS/30099...	GAP Manual	Generic File Initiator	Normal			Dec 8, 2021, 12:38...
DLH/APAC/CSS/30001...	test-01	User Access Managem...	Normal			Dec 8, 2021, 12:12...
DLH/APAC/CSS/30008...	test-manual	Incident/Activity Report...	Normal			Dec 8, 2021, 11:15...
DLH/APAC/CSS/30020...	test of reappropriation	Re-Appropriation of Bu...	Normal	cmc3 (900004)-Genera...		Dec 7, 2021, 9:27.5...
DLH/APAC/CSS/30020...	Test	Re-Appropriation of Bu...	Normal			Dec 7, 2021, 8:49.2...
DLH/APAC/CSS/30020...	Test By gautam	Re-Appropriation of Bu...				11:3...
DLH/APAC/CSS/30008...	TEST-MANUAL	Incident/Activity Report...				12:5...
DLH/APAC/CSS/30008...	test-manual	Incident/Activity Report...				10:4...
DLH/APAC/CSS/30001...	testing	File Reviewed				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...	Normal			Dec 7, 2021, 11:48.1...
DLH/APAC/CSS/30001...	test-123	HR Onboarding Initiator	Normal			Dec 6, 2021, 5:13.4...
DLH/CSS/HR/30102/0...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Normal	SHIVANGI KIRTI (9694...		Dec 6, 2021, 4:39.5...
DLH/APAC/CSS/30000...	Reappropriation of budget	Re-Appropriation of Bu...	Normal			Dec 6, 2021, 2:26.0...
DLH/APAC/CSS/30004...	Apart from counting wo...	Payment towards Com...	Normal	cmc2 (900003)-Genera...		Dec 6, 2021, 2:20.5...
DLH/APAC/CSS/30004...	test	Payment towards Com...	Normal			Dec 6, 2021, 2:17.4...
DLH/APAC/CSS/30001...	Additional capabilities ...	File Reviewed	Normal	cmc2 (900003)-Genera...		Dec 6, 2021, 12:35...
DLH/APAC/CSS/30099...	test-01	Generic File Initiator	Normal			Dec 6, 2021, 11:23.0...
DLH/APAC/CSS/30001...	Four wickets from New...	User Access Managem...	Normal			Dec 6, 2021, 11:04.2...
DLH/APAC/CSS/30099...	test-06/12	Generic File Initiator	Low			Dec 6, 2021, 11:01.4...

- All the sign of users shown in Office Note/Green Sheet.
- Select Location and Section (Mandatory) .

The screenshot shows the 'HR Onboarding Approver' interface. The 'Office Note / Green Sheet' section is visible, showing a list of users and their signatures. A blue box highlights the 'Location' and 'Section' dropdowns with the text 'Select Location and Section(Both are mandatory)'.

**Meta Data**

File No: DLH/ECC/OMD/10009/00039

Creation Date: 25-11-2021

Priority: Normal

Age Of File (in Days): 0

Year: 2021-22

Subject: HR-Manual

Location: Delhi

**Office Note / Green Sheet**

Date of Joining: 10.11.2021

Forwarded & Electronically Signed By :

Test User1 (100001)-Senior Geophysicist ( Surface )

On : 25.11.2021 03:11:11 PM

Forwarded & Electronically Signed By :

Test User2 (100002)-Country Manager-Imperial Energy

On : 25.11.2021 03:16:38 PM

Forwarded & Electronically Signed By :

Test User3 (100003)-General Manager ( Production )

On : 25.11.2021 03:20:20 PM

Forwarded & Electronically Signed By :

Test User4 (100004)-Deputy General Manager (HR)

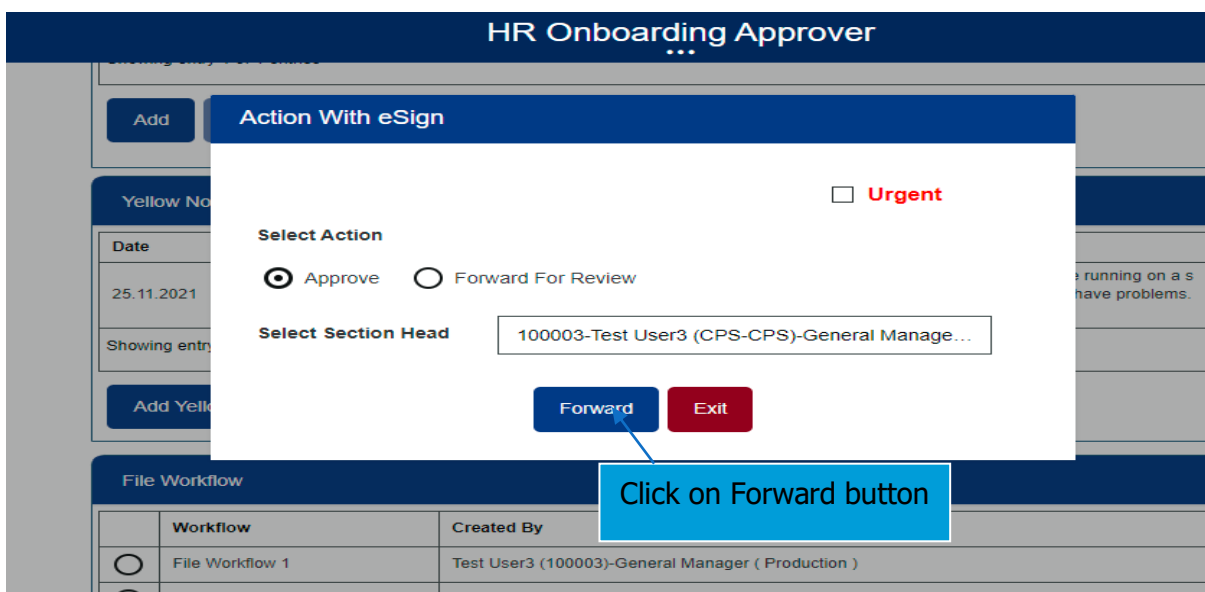
On : 25.11.2021 03:23:43 PM

- Click on E-sign Button.



Click on E-sign button

- Action with eSign box will be open.
- Choose Approve on Select Action.
- Enter the user in select section head field.
- Click on Forward button.

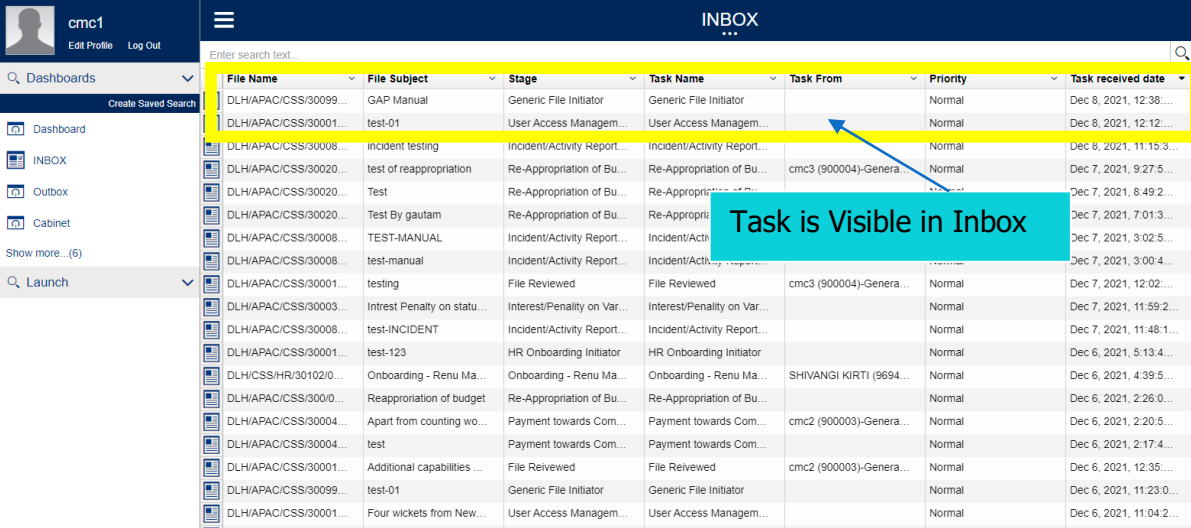


- Task goes to the Section In-charge Approval.
- Login with Section In-charge Approval user.



## 7.6 Section In-charge Screen

- Click and open the task from Inbox.



The screenshot shows the 'INBOX' screen with a list of tasks. A blue arrow points to a task in the 'Task From' column, and a red box highlights the task details.

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...		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	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 (5694...	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...

- Select Sub section(Mandatory)



The screenshot shows the 'HR Onboarding : Section In-charge Approval' screen. The screen displays a form for entering details of the user, including location, section, sub-section, and role. The 'Sub Section' dropdown is set to 'Drilling'.

**File No** DLH/ECC/OMD/10009/00039 **Creation Date** 25-11-2021 **Priority** Normal **Age Of File (in Days)** 0 **Year** 2021-22

**Subject** HR-Manual **Location** Delhi

**Meta Data**

**Enter Details of the User**

**Location**  
Delhi

**Section**  
E & D

**Sub Section**  
Drilling

**Role**  
Director (Operations)

**Office Note / Green Sheet**

सार्थक पत्र / Working Paper

Onboarding of Employees

CPF Number: 100017  
Name: lovely  
Mobile Number: 9711247495  
Alternate Email ID: lovely890@ongcvidesh.in  
Discipline: ELECTRICAL  
Designation: Deputy General Manager ( Electrical )  
Level: E2  
Date of Joining: 10.11.2021

discoudshrahveouhuw hrvewhy aihvaw haav weai vhoivhevolvlei volvehvahvew holvev

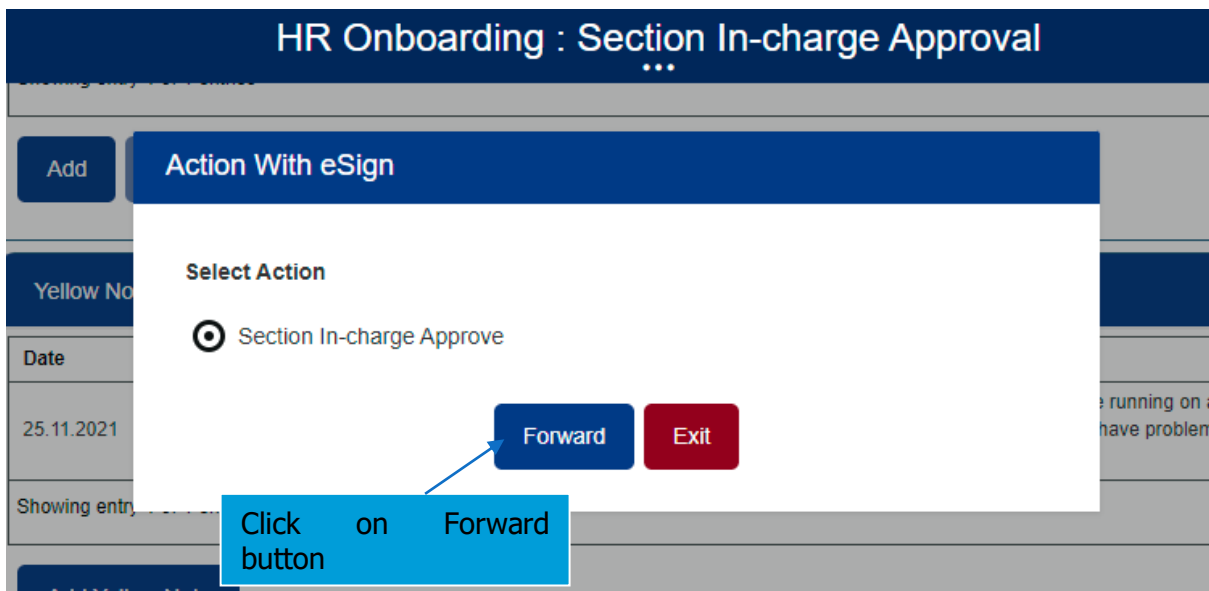
- Click on E-sign Button.



Click on E-sign button

- Action With eSign box will be open.
- Select the Section In-charge approve option.
- Click on forward button.

**(Note: On action on this approval email notification will go to Billing support and CC to user.)**



Click on Forward button



- Task goes to the Initiator Screen.
- Login to the Initiator screen.



## 7.7 Initiator Screen

- Click and open the task form Inbox.

cmc1

Edit Profile

Log Out

INBOX

...

Enter search text...

Q Dashboards

Create Saved Search

Dashboards

INBOX

Outbox

Cabinet

Show more... (6)

Q Launch

Task is Visible in Inbox

Task Name	Task Category	Subject	Task Name	Task Name	Priority	Task 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/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...			7, 2021, 8:49:2...
DLH/APAC/CSS/30020...	Test By gautam	Re-Appropriation of Bu...	Re-Appropriation of Bu...			7, 2021, 7:01:3...
DLH/APAC/CSS/30008...	TEST-MANUAL	Incident/Activity Report...	Incident/Activity Report...			7, 2021, 3:02:5...
DLH/APAC/CSS/30008...	test-manual	Incident/Activity Report...	Incident/Activity Report...			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/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...		Normal	Dec 6, 2021, 2:17:4...
DLH/APAC/CSS/30001...	Additional capabilities ...	File Reiewed	File Reiewed	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...

Task is Visible in Inbox

- Enter the Vendor Code(Mandatory)
- Click on E-sign button.

- Select option box will open.
- Select close task option.
- Click on Submit button.

**Note:** After click on submit, Email Notification will go to user new id or alternate email id.

- Task goes to the Cabinet.

## 7.8 Cabinet Screen

- Choose your file.
- Click on open button.

The screenshot shows the 'Cabinet' interface for 'Test User1'. The left sidebar contains a 'Dashboards' menu with various options like 'Dashboard', 'INBOX', 'BU Processes', 'Cabinet', 'Common Finance', 'Common Functionality', 'Common Processes', 'DAK', 'Eoffice', 'GET SAP', 'GET SAP HTTP OVL-Common Finance', 'GET SAP HTTP OVL-Dashboards', 'GET SAP HTTP OVL-Eoffice', and 'HR Processes'. The main area displays a table of files with columns: File No, Subject, Year, Created By, Created Date, and Updated On. The table lists 10 files, all created by 'Test User1' on '25-11-2021'. Below the table, there is a pagination bar showing 'Showing 1 to 10 of 72 entries' and a 'Previous' button. A blue callout box with the text 'Click on Open button' points to the 'Open' button located below the table.

- File will be visible in Cabinet.

The screenshot shows the 'Cabinet' interface for 'cmc1'. The left sidebar contains a 'Dashboards' menu with various options like 'Dashboard', 'INBOX', 'Outbox', 'Cabinet', 'Show more...(6)', and 'Launch'. The main area displays a detailed view of a file. The file is titled 'Onboarding of Employees' and includes a 'Meta Data' section and an 'Office Note / Green Sheet' section. The 'Meta Data' section shows the following information: Location: Delhi, Section: Asia Pacific BU, Sub Section: Corporate Support Services, Project: NA, Subject: onboard process, and Priority: Normal. The 'Office Note / Green Sheet' section shows the following information: CPF Number: 122333, Name: lovely, Mobile Number: 2324214141, Alternate Email ID: lvy89@ongc.in, Discipline: GEOLOGY, Designation: Superintending Geologist, Level: E3, and Date of Joining: 08.12.2021. The file is titled 'सार्थक पत्र / Working Paper' and is located in 'Delhi'.

- If user want to see the History.
- Then click on History button.

**(Note: If user wants to send file for Review then click on Send for Review button, choose the user and send the file)**

File Action
^

Exit

History

Send For Review

- You can see the History of user on Movement History box.

**Cabinet**  
...

**Movement History**

Date	Stage	From	To
07.12.2021 06:42:31 PM	HR Onboarding Initial	cmc1 (900002)-Director (Finance)	cmc2 (900003)-General Manager ( Production )
07.12.2021 06:53:16 PM	Review / Recommended	cmc2 (900003)-General Manager ( Production )	cmc2 (900003)-General Manager ( Production )
07.12.2021 06:57:49 PM	In-charge HR/ER Approve	cmc2 (900003)-General Manager ( Production )	cmc1 (900002)-Director (Finance)
07.12.2021 06:58:52 PM	Review / Recommended after In-charge HR	cmc1 (900002)-Director (Finance)	cmc3 (900004)-General Manager ( Geology )
07.12.2021 07:00:34 PM	Review / Recommended after In-charge HR	cmc3 (900004)-General Manager ( Geology )	cmc3 (900004)-General Manager ( Geology )
07.12.2021 07:01:28 PM	Approve	cmc3 (900004)-General Manager ( Geology )	cmc2 (900003)-General Manager ( Production )
07.12.2021 07:02:03 PM	Section In-charge Approve	cmc2 (900003)-General Manager ( Production )	cmc1 (900002)-Director (Finance)
07.12.2021 07:03:13 PM	HR Onboarding Initial	cmc1 (900002)-Director (Finance)	To Cabinet

Per page: 10

Previous
1
Next

File No : DLH/APAC/CSS/30004/00007

Subject : onboard process

Close

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