



ONGC Videsh Ltd.



2021

# Paperless Office- CP&S 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.

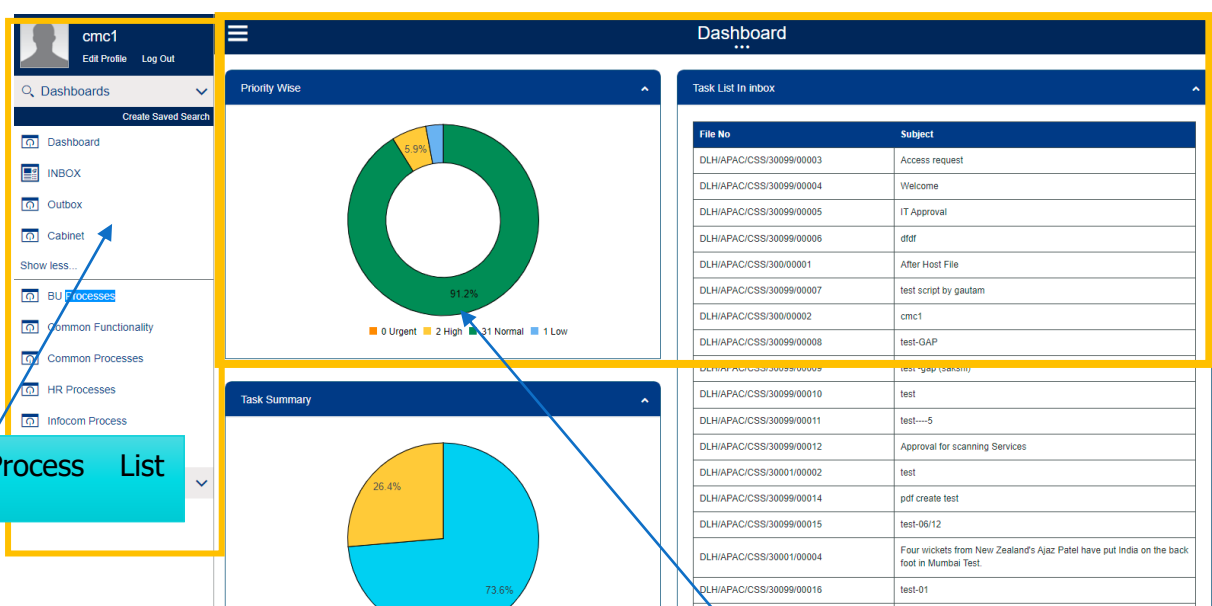
## 2 Login in the Paperless office:

- 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				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 (\$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 Panel** **Process List**

**Inbox – View task assign to you**

#### 4 How to run the CP&S Processes

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

**CP&S Processes**

List of Processes

Per page: 15

Process Name	Launch
CP&S Generic Approval Process	Launch

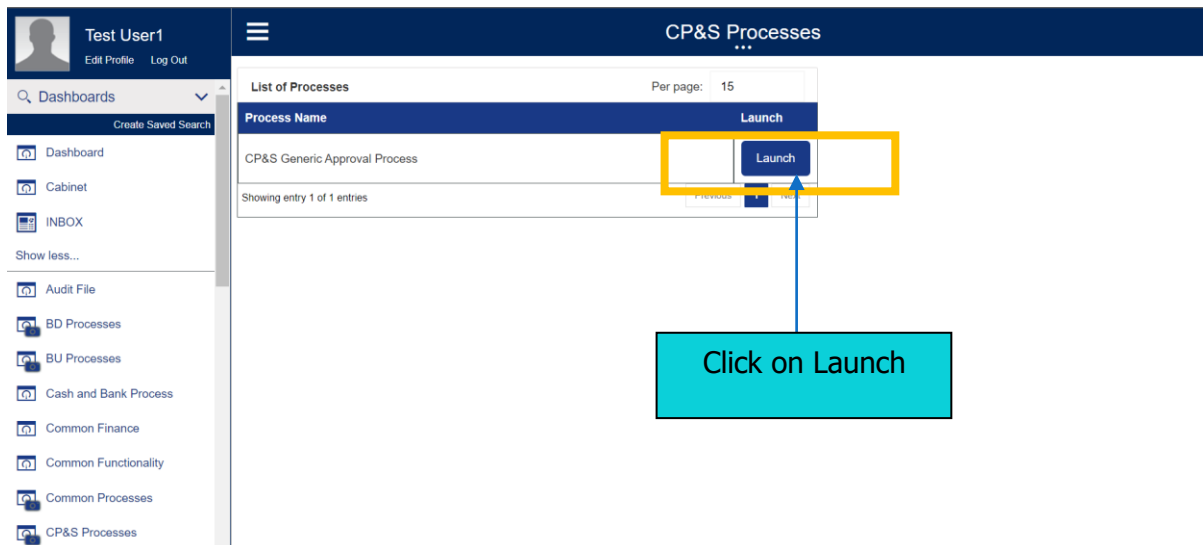
Showing entry 1 of 1 entries

Previous 1 Next

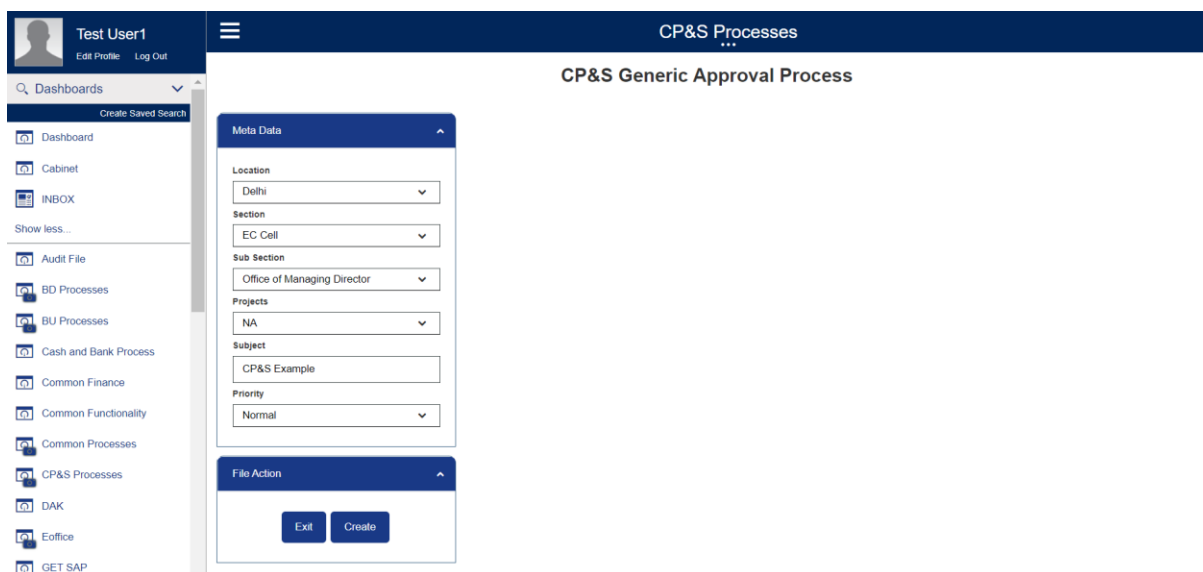
**Click on CP&S Processes button on the Process list**

## 5 CP&S Generic Approval Process Launch:

- Click on Launch button.



- Meta Data, File Action Panel will open.
- Enter the entire metadata field displayed on the Create file screen. **Note: Location, Section, Sub section, Priority will show repopulated based in the User login profile. If users want to change the repopulated field, he/she can select other value form the dropdown.**
- Select Projects from the dropdown.
- In the Subject section enter the name of the file to be created.
- In the File action click Create in order to create new file. Click Exit to Exit.



- Click on Create button of File Action panel.

Meta Data

Location

Delhi

Section

EC Cell

Sub Section

Office of Managing Director

Projects

NA

Subject

CP&S Example

Priority

Normal

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/10025/00015



## 6 Initiator Screen

Following Screen Opens in Full View:

The screenshot shows the 'Generic CP&S File Initiator' interface. It features a top navigation bar, a main content area with a large green 'Working Paper' section, and several form sections for metadata, enclosures, workflow, and file actions.

### 6.1 Form Information

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

**BDP Clause** – View BDP button is displayed to view BDP Clause. In this Desired Amount is to be entered in the required field as per BDP and currency is selected from the drop down (Ex. INR, USD etc.).

**SAP T-Code** - Select SAP T-Code from dropdown. Get SAP button is displayed to get the SAP.

**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.

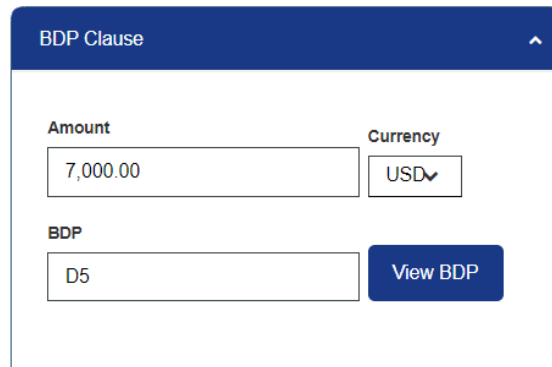
**File Action** – File Action section has three buttons:

- Save & close – File is saved in Inbox.
- E-Sign –User can sign and forward the file.
- 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 BDP Clause

- Enter Amount and Select currency as per BDP.



The BDP Clause form is a web-based interface with a dark blue header bar containing the title "BDP Clause" and a close icon. Below the header, there are three input fields: "Amount" with the value "7,000.00", "Currency" with a dropdown menu showing "USD", and "BDP" with the value "D5". To the right of the "BDP" field is a blue button labeled "View BDP".

## 6.3 SAP T- CODE

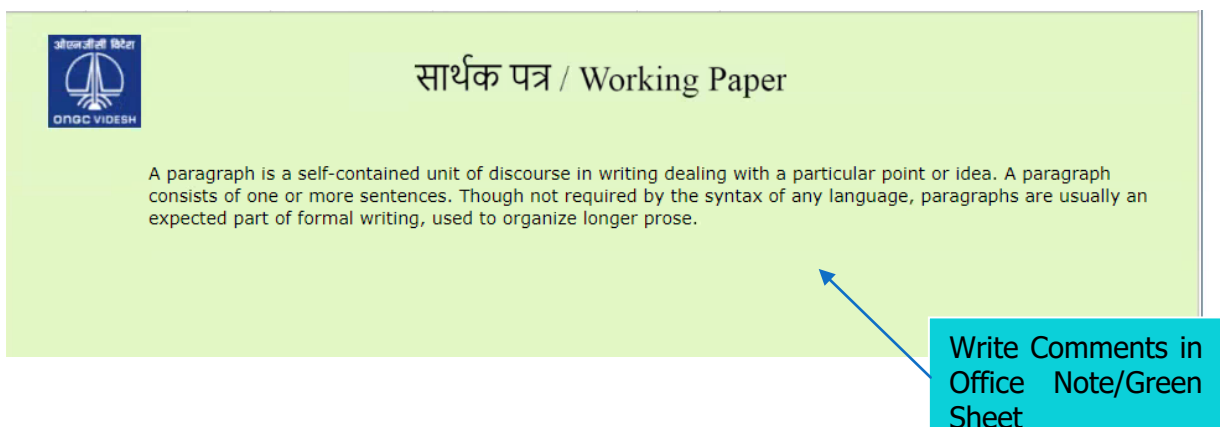
- Select SAP T-Code from dropdown.



The SAP T-Code form is a web-based interface with a dark blue header bar containing the title "SAP T-Code" and a close icon. Below the header, there is a dropdown menu with the placeholder text "Select T-Code" and a blue button labeled "Get SAP".

## 6.4 Add Office Note/ Green Sheet

- Write Comments in Office note/Green Sheet.



The Office Note/Green Sheet form is a web-based interface with a light green background. It features the ONGC Videsh logo in the top left corner. The main heading is "सार्थक पत्र / Working Paper". Below the heading, there is a paragraph of text: "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." A blue arrow points from a blue box containing the text "Write Comments in Office Note/Green Sheet" to the paragraph of text.

## 6.5 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			

Click on Add button to add Enclosure

- 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 Enclosure

Description :

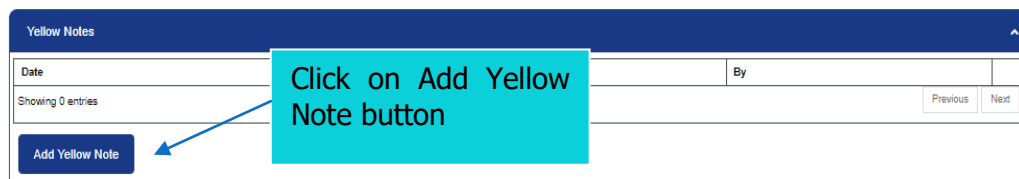
Page No :

Generic(Scrnsht).docx

Click on Add button

Add Description, Page NO. Upload Document.

## 6.6 Add Yellow Note



Yellow Notes

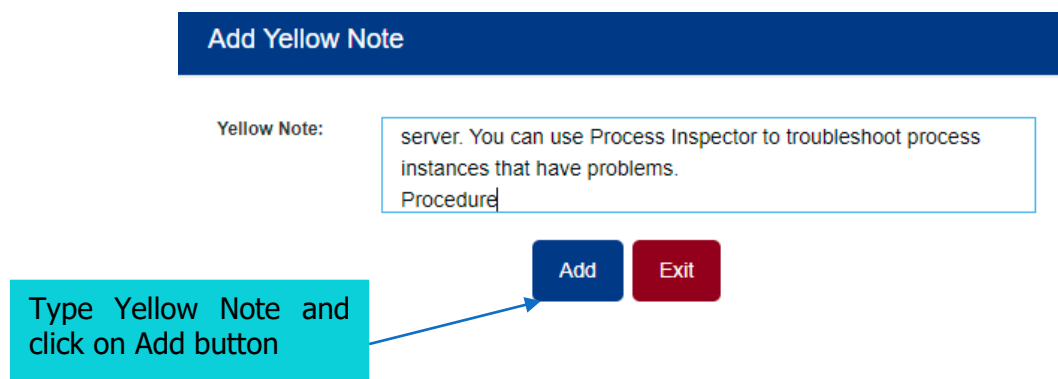
Date: \_\_\_\_\_ By: \_\_\_\_\_

Showing 0 entries

Previous Next

Add Yellow Note

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



Add Yellow Note

Yellow Note:

server. You can use Process Inspector to troubleshoot process instances that have problems.  
Procedure

Add Exit

## 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.

- Select the user of Reviewed/Recommended By(Optional), Agree/Concurred By(Optional) and Approved field(Mandatory)
- Click on Add Button.

Generic CP&S File Initiator

Select Users

☐ Urgent

Click on Add button

Add

Add

Add

Select Favourite

Reviewed/Recommended By :

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

Add

Agreed/Concurred By :

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

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.
- Click on Forward button.

## Generic CP&S File Initiator

### Select Users

☐ Urgent

Select Favourite

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

Per page: 10

User Type	CPF No	Name	Section	Sub Section	Role/Designation	
Reviewed/Recommended By	100002	Test User2	BD	BD	Senior Finance & Accounts Officer	✖
Agreed/Concurred By	100003	Test User3	PFIN	PFIN	General Manager ( Production )	✖
Approved By	100005	Test User5	CFIN	OMD	Director (Appolo)	✖
Showing 1 to 3 of 3 entries						Previous 1 Next

Click on Forward button.

Forward

Exit

- Now task go to the Reviewer/Recommender.
- Login to Reviewer/Recommender user.


**ONGC VIDESH**  
**DISHA डिशा**  
Digitization Integration & Standardization by Harnessing Automation

[USER MANUAL](#)
[FAQ'S](#)

## GO PAPERLESS. GO DIGITAL.



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

## 7.2 Reviewer/Recommender Screen

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

The screenshot shows the 'INBOX' interface for 'Test User2'. A table lists tasks with columns: File Name, File Subject, Stage, Task Name, Task From, Priority, and Task received. The first task is highlighted with a yellow box. A blue arrow points to it from a text box that says 'Task is visible in Inbox'.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received
DLH/ECC/OMD/10...	CP&S Example	Generic CP&S File...	Generic CP&S File...	Test User1 (10000...		Dec 28, 2021, 1...
DLH/BD/BD/1030...	121	Change in Bank St...	Change in Bank St...			Dec 28, 2021, 1...
DLH/BD/BD/10520...	jkj	Re-Appropriation o...	Re-Appropriation o...			Dec 28, 2021, 1...
DLH/BD/BD/10516...	ll	Cash Call Initiator	Cash Call Initiator			Dec 28, 2021, 1...
DLH/BD/BD/1050...	cdx	Change in Bank St...	Change in Bank St...			Dec 28, 2021, 1...
DLH/BD/BD/1050...	12345	Change		00...		Dec 27, 2021, 5...
DLH/BD/BD/10524...	TEST by Gautam	Govern		00...		Dec 27, 2021, 5...
DLH/BD/BD/10524...	TEST by Gautam	Govern		00...		Dec 27, 2021, 5...
DLH/BD/BD/1050...	ere	Change in Bank St...	Change in Bank St...			Dec 27, 2021, 4...

- Write Comments in Office note/Green Sheet .

The screenshot shows the 'सार्थक पत्र / Working Paper' (Sarthak Patra / Working Paper) screen. It features the ONGC Videsh logo and a paragraph of text. A blue arrow points to the text area with a text box that says '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.

- All the sign of users shown in Office Note.

The screenshot shows the 'Generic CP&S File Reviewer / Recommender' screen. It displays meta data on the left and the 'Office Note / Green Sheet' on the right. A yellow box highlights the 'Forwarded & Electronically Signed By' section.

Generic CP&S File Reviewer / Recommender

File No: DLH/ECC/OMD/10025/00015 | Creation Date: 28-12-2021 | Priority: Normal | Age Of File (in Days): 0 | Year: 2021-22 | Subject: CP&S Example | Location: Delhi

**Meta Data**

- Location: Delhi
- Section: EC Cell
- Sub Section: Office of Managing Director
- Project: NA
- Subject: CP&S Example
- Priority: Normal

**Office Note / Green Sheet**

सार्थक पत्र / Working Paper

Submitted for approval under BDP clause D5 for USD 7000

**Forwarded & Electronically Signed By :**  
 Test User1 (100001)-Director (Finance)  
 On : 28.12.2021 12:32:57 PM

- Click on E-sign button.

File Action

Save & Close E-Sign History

Click on E-Sign

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

Action With eSign

Select Action

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

Forward Exit

Select Action and Click on Forward Button

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





### 7.3 Agree/Concurrer Screen

- Open the task from Inbox.

The screenshot shows the 'INBOX' section of a web application. A table lists tasks with columns: File Name, File Subject, Stage, Task Name, Task From, Priority, and Task r. The first task is highlighted with a yellow box. A blue arrow points from a text box 'Task is visible in Inbox' to the first task row.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task r
DLH/ECC/OMD/1...	CP&S Example	Generic CP&S Fil...	Generic CP&S Fil...	Test User2 (1000...		Dec
AMS/PFIN/PFIN/...	dd	Cash Call Initiator	Cash Call Initiator	Test User3		Dec
DLH/ECC/OMD/1...	test2	Hand Over Initiator	Hand Over Take ...	Test User1		Dec
DLH/BD/BD/105/...	ee	Change in Bank ...	Change in Bank ...	Test User2 (1000...		Dec
DLH/ECC/OMD/1...	Test Adju	tinge...	Test User1 (1000...			Dec

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

The screenshot shows the 'Generic CP&S File Agree / Concurrer' screen. On the left, there is a 'Meta Data' section with fields like Location, Section, Sub Section, Project, Subject, and Priority. On the right, there is an 'Office Note / Green Sheet' section. The 'Office Note' contains text in Hindi and English, including 'सार्पक पत्र / Working Paper' and 'Submitted for approval under BDP clause D5 for USD 7000'.

- Click on E-sign button.

The screenshot shows the 'File Action' section of a web application. It contains three buttons: 'Save & Close', 'E-Sign', and 'History'. A blue arrow points from a text box 'Click on E-sign Button' to the 'E-Sign' button.

- Select Agree/Concurr 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.



## 7.4 Approver Screen.

- Open the task from Inbox.

The screenshot shows the 'INBOX' section of a user interface. A table lists tasks with columns: File Name, File Subject, Stage, Task Name, Task From, Priority, and Task. The first task is highlighted with a yellow box. A blue arrow points to the 'Test Sign 2' task, and a text box says 'Task is visible in Inbox'.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task
DLH/ECC/OMD/1...	CP&S Example	Generic CP&S Fil...	Generic CP&S Fil...	Test User3 (1000...		Dec...
DLH/ECC/OMD/1...	Test Sign 2	Investment Appro...	Investment Appro...	Test User3 (1000...		Dec...
DLH/ECC/OMD/1...	Test Sign	Investment Appro...	Investment Appro...	Test User3 (1000...		Dec...
DLH/ECC/OMD/1...	GCA273	Generic File Appr...	Generic File Appr...	Test User3 (1000...		Dec...
DLH/CFIN/OMD/...			Audit Access Initi...			Dec...
DLH/CFIN/OMD/...			Audit Access Initi...			Dec...

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

The screenshot shows the 'Generic BD File Approver' screen. The 'Office Note / Green Sheet' section displays a list of users who have signed the document. The list includes: Test User1 (100001)-Director (Finance), Test User2 (100002)-Senior Finance & Accounts Officer, and Test User3 (100003)-General Manager ( Production ).

- Click on E-sign button.

The screenshot shows the 'File Action' bar with three buttons: 'Save & Close', 'E-Sign', and 'History'. A blue arrow points to the 'E-Sign' button, and a text box says '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

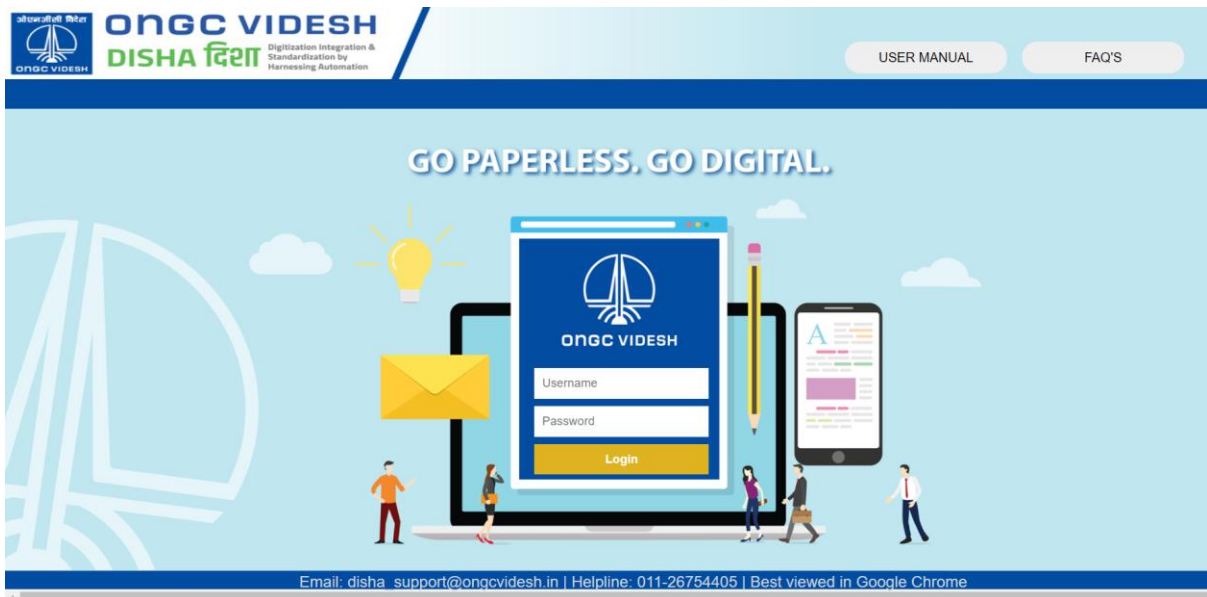
### Select Action

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

Back Forward Exit

Click on Forward button

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



## 7.5 Initiator Screen.

- Open the Task from Inbox.

The screenshot shows the 'INBOX' screen of the application. A yellow box highlights a task in the list. A blue arrow points to this task with the text 'Task is Visible in Inbox'.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
DLH/ECC/OMD/10025/...	CP&S Example	Generic CP&S File Init...	Generic CP&S File Init...	Test User5 (100005)-C...		Dec 28, 2021, 12:48...
DLH/ECC/OMD/10020/...	weve	Generic Committee Init...	Generic Committee Init...	Test User5 (100005)-C...		Dec 28, 2021, 12:48...
DLH/BD/BD/10529/000...	tesse by gautam	Re-Appropriation of Bu...	Re-Appropriation of Bu...	Test User1 (100001)-S...		Dec 27, 2021, 5:58...
DLH/ECC/OMD/100/00...	ss	Investment Approval Fi...	Investment Approval Fi...	Test User2 (100002)-S...		Dec 27, 2021, 5:35...
DLH/ECC/OMD/10020/...	efre	Change in Bank Signat...	Change in Bank Signat...	Test User2 (100002)-S...		Dec 27, 2021, 5:14...
DLH/BD/BD/105/00117	Test By gautam	Change in Bank Signat...	Change in Bank Signat...	Test User2 (100002)-S...		Dec 27, 2021, 5:03...
DLH/ECC/OMD/10026/...	GCA	(100002)-S...	(100002)-S...	Test User2 (100002)-S...		Dec 27, 2021, 4:48...
DLH/ECC/OMD/10026/...	test-script	Dec 27, 2021, 3:52...	Dec 27, 2021, 3:52...	Test User3 (100003)-G...		Dec 27, 2021, 2:34...
DLH/ECC/OMD/10026/...	GCA275	Generic Committee Init...	Generic Committee Init...	Test User2 (100002)-S...		Dec 27, 2021, 1:56...
DLH/BD/BD/105/00107	1234	Change in Bank Signat...	Change in Bank Signat...	Test User2 (100002)-S...		Dec 27, 2021, 11:53...
DLH/ECC/OMD/100/00...	CBS272	Change in Bank Signat...	Change in Bank Signat...	Test User2 (100002)-S...		Dec 27, 2021, 11:42...
DLH/ECC/OMD/100/00...	sdfs	Change in Bank Signat...	Change in Bank Signat...	Test User2 (100002)-S...		Dec 27, 2021, 11:37...

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

The screenshot shows the 'Generic CP&S File Initiator' screen. The 'Office Note / Green Sheet' section displays the following information:

Submitted for approval under BDP clause D5 for USD 7000

**Forwarded & Electronically Signed By :**  
 Test User1 (100001)-Director (Finance)  
 On : 28.12.2021 12:32:57 PM

Review ok

**Forwarded & Electronically Signed By :**  
 Test User2 (100002)-Senior Finance & Accounts Officer  
 On : 28.12.2021 12:35:33 PM

Agree ok

**Concurred & Electronically Signed By :**  
 Test User3 (100003)-General Manager ( Production )  
 On : 28.12.2021 12:38:22 PM

Approve ok

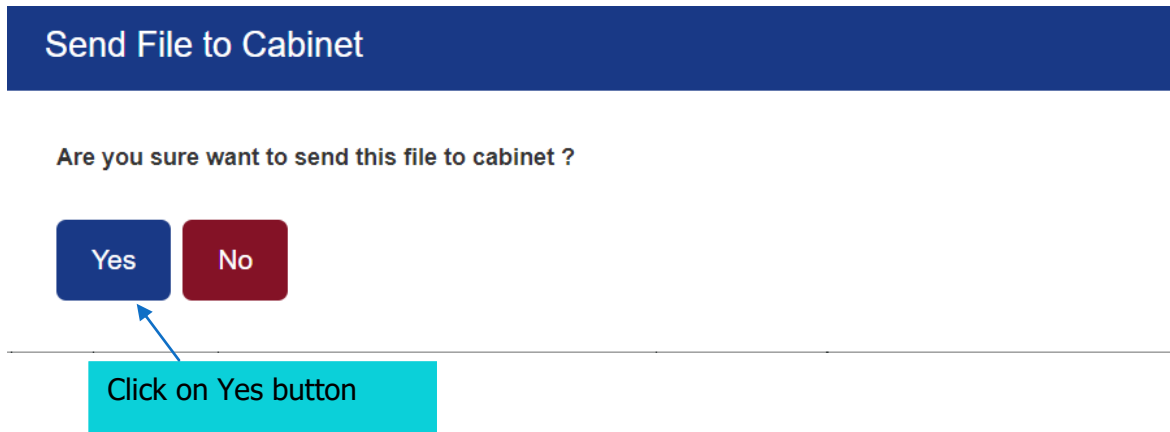
**Approved & Electronically Signed By :**  
 Test User5 (100005)-Director (Appolo)  
 On : 28.12.2021 12:48:25 PM

- Click on Send to Cabinet Button.



Click on Send to Cabinet button

- Send File to Cabinet box be open.
- Click on Yes button.

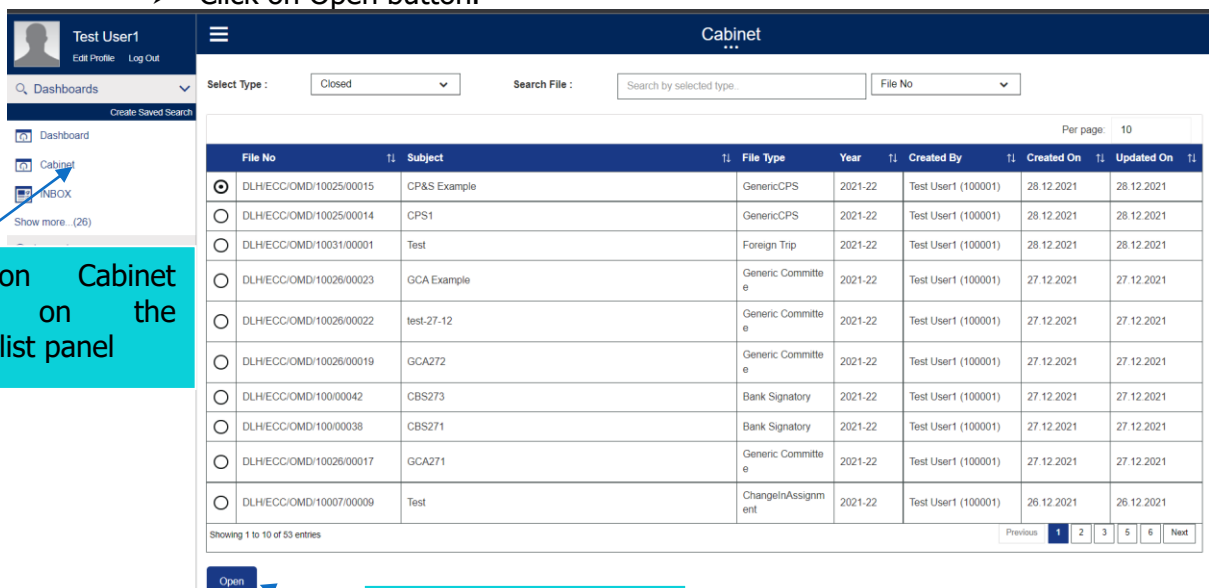


Click on Yes button

- Task goes to the Cabinet of Initiator.

## 7.6 Cabinet Screen

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



Click on Cabinet button on the process list panel

Click on Open button.

Test User1

Edit Profile Log Out

Cabinet

File No

DLHECC/OMD/10025/00015

Creation Date

26-12-2021

Priority

Normal

Age Of File (in Days)

0

Year

2021-22

Subject

CP&S Example

Location

Delhi

Meta Data

Location

Delhi

Section

EC Cell

Sub Section

Office of Managing Director

Project

NA

Subject

CP&S Example

Priority

Normal

BDP Clause

Amount :

7,000 USD

BDP :

D5

View BDP

SAPT T-Code

Select T-Code

Get SAP

Office Note / Green Sheet

सार्थक पत्र / Working Paper



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin convallis metus magna, facilisis pellentesque odio rutrum a. Maecenas eget ullamcorper du. Praesent elementum id purus sit amet mattis. Mauris pulvinar mauris ut diam lobortis, sed vulputate lorem faucibus. Phasellus orci nisl, blandi i nec mi et, tristique posuere est. Nunc vulputate justo non lacina elementum. Quisque at pharetra risus, dapibus rutrum odio.


Submitted for approval under BDP clause D5 for USD 7000

Forwarded & Electronically Signed By :  
 Test User1 (100001)-Director (Finance)  
 On : 26.12.2021 12:32:57 PM

Review ok

Forwarded & Electronically Signed By :  
 Test User2 (100002)-Senior Finance & Accounts Officer  
 On : 26.12.2021 12:35:33 PM


- 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	Test User1	Signed	28.12.2021	
Showing entry 1 of 1 entries				
<div>Previous 1 Next</div>				

View Notes Sheet(s)

- Notes Sheet(s) will open.

Note Sheet 1



सार्थक पत्र / Working Paper

File No : DLHECC/OMD/10025/00015  
 Subject : CP&S Example  
 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin convallis metus magna, facilisis pellentesque odio rutrum a. Maecenas eget ullamcorper du. Praesent elementum id purus sit amet mattis. Mauris pulvinar mauris ut diam lobortis, sed vulputate lorem faucibus. Phasellus orci nisl, blandi i nec mi et, tristique posuere est. Nunc vulputate justo non lacina elementum. Quisque at pharetra risus, dapibus rutrum odio.

Submitted for approval under BDP clause D5 for USD 7000

Forwarded & Electronically Signed By :  
 Test User1 (100001)-Director (Finance)  
 On : 26.12.2021 12:32:57 PM

Review ok

Forwarded & Electronically Signed By :  
 Test User2 (100002)-Senior Finance & Accounts Officer  
 On : 26.12.2021 12:35:33 PM

Agree ok

Concurred & Electronically Signed By :  
 Test User3 (100003)-General Manager (Production)  
 On : 26.12.2021 12:38:22 PM

Approve ok

Approved & Electronically Signed By :  
 Test User5 (100005)-Director (Appoint)  
 On : 26.12.2021 12:48:25 PM

ONGC Videsh Ltd.

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APPOLO COMPUTERS

costacloud

- 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.

Cabinet	
On : 28-12-2021 12:35:35 PM	
Workflow Members	
Member Type	Member Name
Reviewer / Recommender	Test User2 (100002)-Senior Finance & Accounts Officer
Agree / Concurrer	Test User3 (100003)-General Manager ( Production )
Approver	Test User5 (100005)-Director (Appolo)
Exit	

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

File Action			
Exit	History	Move To Inbox	Send For Review

- Exit is used to exit the opened file.
- History shows the Movement History of the file.
- Move to Inbox will move the file from Cabinet to Inbox.



# Cabinet

Test User2 (100002)-Senior Finance & Accounts Officer

## Movement History

**File No :**

DLH/ECC/OMD/10025/00015

**Subject :**

CP&S Example

Per page: 10			
Date	Stage	From	To
28.12.2021 12:39:40 PM	Generic File Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Senior Finance & Accounts Officer
28.12.2021 12:42:16 PM	Review / Recommend	Test User2 (100002)-Senior Finance & Accounts Officer	Test User3 (100003)-General Manager ( Production )
28.12.2021 12:45:05 PM	Agree / Concur	Test User3 (100003)-General Manager ( Production )	Test User5 (100005)-Director (Appolo)
28.12.2021 12:55:08 PM	Approve	Test User5 (100005)-Director (Appolo)	Test User1 (100001)-Director (Finance)
28.12.2021 01:01:33 PM	Generic File Initiator	Test User1 (100001)-Director (Finance)	To Cabinet
Showing 1 to 5 of 5 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

## 7.7 Outbox Screen

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

Test User1

Outbox

From Date : 21.12.2021 To Date : 28.12.2021 Search Filter File : Filter by any field

Per page: 10

File No	Subject	File Type	Priority	Stage	Action	Date
DLH/ECC/OMD/10028/00006	Test Sanction 28/12	Sanction	Medium	Send to MM	Send to MM	28-12-2021 01:13 PM
DLH/ECC/OMD/10025/00015	CP&S Example	GenericCPS	Normal	Generic File Initiator	Cabinet	28-12-2021 01:01 PM
DLH/ECC/OMD/10025/00014	CPS1	GenericCPS	Normal	Generic File Initiator	Cabinet	28-12-2021 11:50 AM
DLH/ECC/OMD/10026/00027	test-script2	Generic Committee	Medium	Generic File Initiator	Committee	28-12-2021 11:20 AM
DLH/ECC/OMD/10031/00001	Test	Foreign Trip	Medium	Nomination of representative f or Foreign Trip Initiator	Cabinet	28-12-2021 10:58 AM
DLH/BD/BD/10531/00004	Test Foreign Trip	Foreign Trip	High	Reviewer	Sender	27-12-2021 07:03 PM
DLH/ECC/OMD/10020/00008	wewe	ReAppropriation	Medium	Finance	Finance	27-12-2021 06:04 PM
DLH/BD/BD/105/00123	dsds	Bank Signatory	Medium	Review / Recommend	Review / Recommend	27-12-2021 06:01 PM
DLH/BD/BD/105/00122	12345	Bank Signatory	Medium	Approve	Approve & Send To Finance U ser	27-12-2021 05:29 PM
DLH/BD/BD/10524/00006-PC 01	TEST by Gautam	CAG Audit	Low	Regional President	Regional President	27-12-2021 05:23 PM

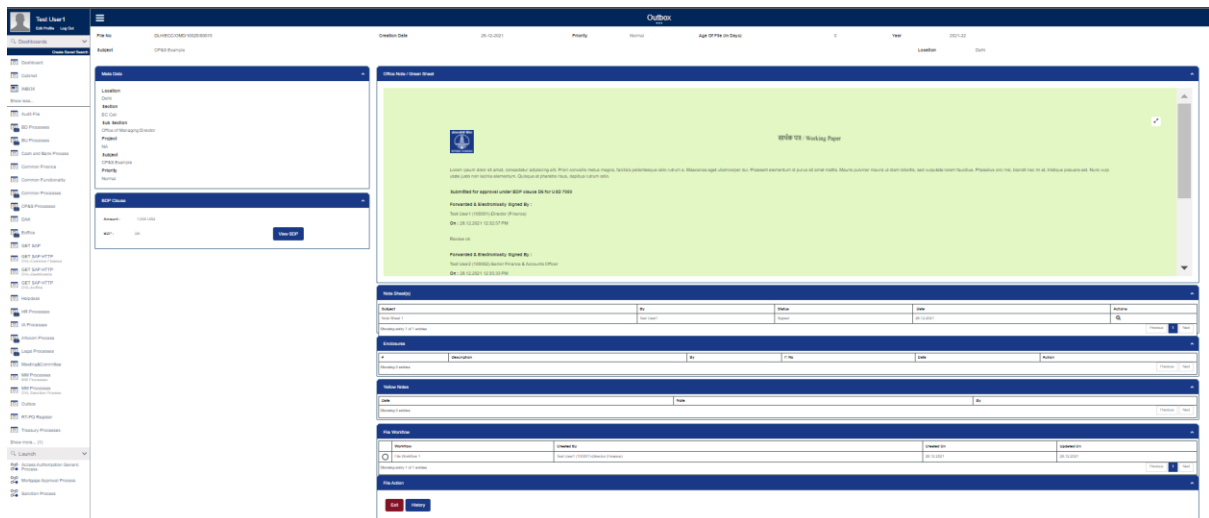
Showing 1 to 10 of 136 entries

Previous 1 4 7 9 14 Next

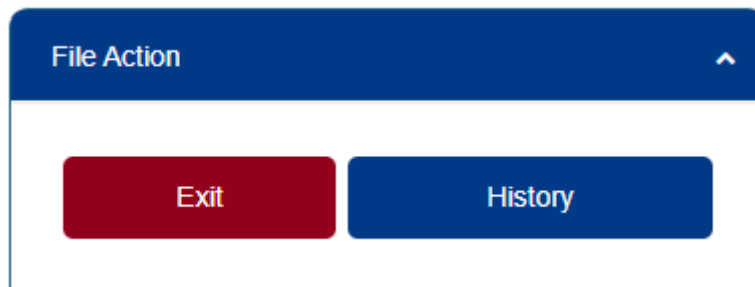
Open

Click on Open button

- This is user Outbox screen.



- Click on History button.



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

# Outbox

## Movement History

**File No :**

DLH/ECC/OMD/10025/00015

**Subject :**

CP&S Example

Per page: 10			
Date	Stage	From	To
28.12.2021 12:39:40 PM	Generic File Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Senior Finance & Accounts Officer
28.12.2021 12:42:16 PM	Review / Recommend	Test User2 (100002)-Senior Finance & Accounts Officer	Test User3 (100003)-General Manager ( Production )
28.12.2021 12:45:05 PM	Agree / Concur	Test User3 (100003)-General Manager ( Production )	Test User5 (100005)-Director (Appolo)
28.12.2021 12:55:08 PM	Approve	Test User5 (100005)-Director (Appolo)	Test User1 (100001)-Director (Finance)
28.12.2021 01:01:33 PM	Generic File Initiator	Test User1 (100001)-Director (Finance)	To Cabinet
Showing 1 to 5 of 5 entries			<a href="#">Previous</a> <a href="#">1</a> <a href="#">Next</a>

Close

Click on Close button

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