



ONGC Videsh Ltd.



2022

Paperless Office- Disha Master Update— User Manual

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1 Introduction

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

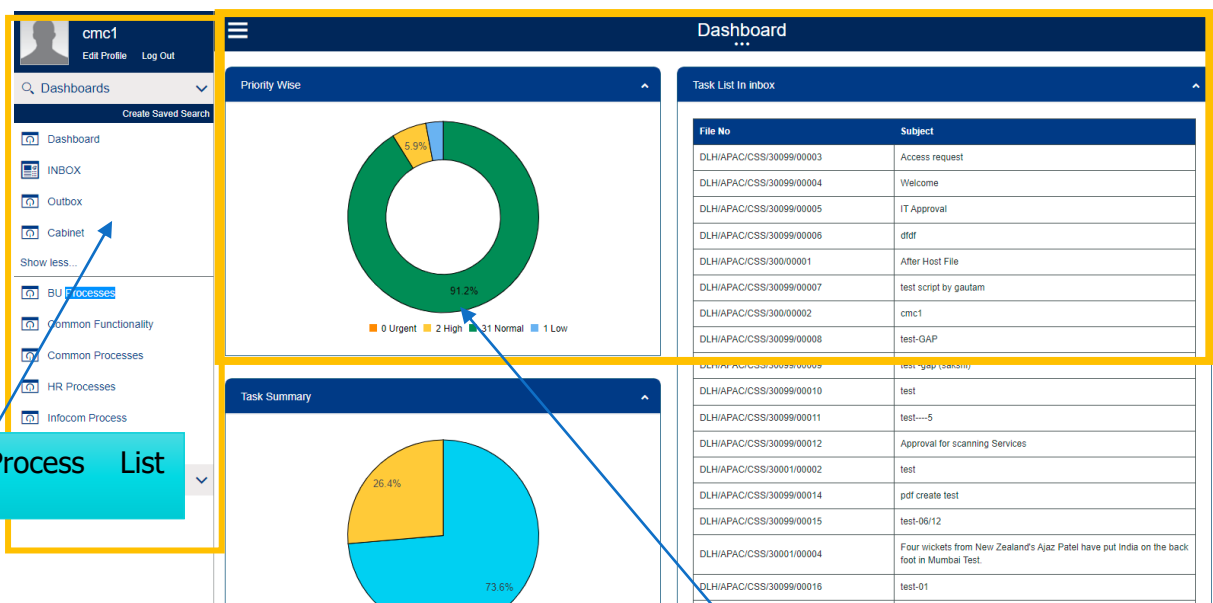
2 Login in the Paperless office:

- 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

The screenshot displays the INBOX application interface. On the left, a sidebar contains navigation options: Dashboard, INBOX, Outbox, Cabinet, and a 'Show more... (6)' link. Below these is a 'Launch' button. The main area shows a table of tasks with columns: File Name, File Subject, Stage, Task Name, Task From, Priority, and Task received date. A red box highlights the 'Launch' button in the sidebar, and a red arrow points from it to the 'Launch' button in the top right corner. A red box also highlights the 'Launch' button in the top right corner.

4 How to run the Infocom Process

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

The screenshot shows the 'Infocom Process' page. On the left, a sidebar menu lists various process categories, with 'Infocom Process' highlighted. The main area displays a table titled 'List Processes' with columns 'Process Name' and 'Launch'. The table lists several processes, each with a 'Launch' button. A blue arrow points from the 'Infocom Process' menu item to the 'Launch' button of the 'Incident/Activity Report' process.

Process Name	Launch
Creation Of Master SAP	Launch
Disha Master Update	Launch
Incident/Activity Report	Launch
Manage Task	Launch
User Access Management	Launch
Showing 1 to 5 of 5 entries	

Click on Infocom Process button on the Process list

5 Disha Master Update Launch:

- Click on Launch button.

The screenshot shows the 'Infocom Process' interface. On the left is a sidebar with a user profile 'Test User1' and a list of process categories: Helpdesk, HR Processes, IA Processes, Infocom Process, Legal Processes, Manage EO & OSD, Marketing Process, Meeting&Committee, and MM Processes. The main area displays a 'List Processes' table with 5 entries. The 'Disha Master Update' row is highlighted with a yellow box around its 'Launch' button. A blue callout box with the text 'Click on Launch' points to this button.

Process Name	Launch
Creation Of Master SAP	Launch
Disha Master Update	Launch
Incident/Activity Report	Launch
Manage Task	Launch
User Access Management	Launch

Showing 1 to 5 of 5 entries

6 User Master

- User Master Screen.
- Click Exit to Exit.

The screenshot shows the 'User Master' screen. It features a top navigation bar with various tabs like 'User Master', 'Location Master', 'Service Master', etc. Below the navigation bar is a search bar and a 'Add User' button. The main area contains a table with the following columns: ID, Name, Login ID, Organization, Status, and Date. The table lists 20 users, including 'ABC', 'ABHIJIT KUMAR SINGH', 'ABHIJIT KUMAR', 'ABHIJIT KUMAR', 'ABHIJIT KUMAR', 'ABHIJIT KUMAR', 'ABHIJIT KUMAR', 'ABHIJIT KUMAR', 'ABHIJIT KUMAR', 'ABHIJIT KUMAR', 'ABHIJIT KUMAR', 'ABHIJIT KUMAR', 'ABHIJIT KUMAR', 'ABHIJIT KUMAR', 'ABHIJIT KUMAR', 'ABHIJIT KUMAR', 'ABHIJIT KUMAR', 'ABHIJIT KUMAR', 'ABHIJIT KUMAR', and 'ABHIJIT KUMAR'. The table also includes a 'Per page' dropdown set to 20 and a 'Page' indicator showing 1 of 1.

ID	Name	Login ID	Organization	Status	Date
10001	ABC	ABC	Business Development (Engineering)	Yes	
10002	ABHIJIT KUMAR SINGH	ABHIJIT_SINGH	Business Development (Production)	Yes	
10003	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10004	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10005	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10006	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10007	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10008	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10009	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10010	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10011	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10012	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10013	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10014	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10015	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10016	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10017	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10018	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10019	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10020	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10021	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10022	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10023	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10024	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10025	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10026	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10027	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10028	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10029	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10030	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10031	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10032	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10033	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10034	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10035	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10036	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10037	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10038	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10039	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10040	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10041	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10042	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10043	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10044	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10045	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10046	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10047	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10048	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10049	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10050	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10051	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10052	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10053	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10054	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10055	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10056	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10057	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10058	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10059	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10060	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10061	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10062	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10063	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10064	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10065	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10066	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10067	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10068	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10069	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10070	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10071	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10072	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10073	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10074	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10075	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10076	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10077	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10078	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10079	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10080	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10081	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10082	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10083	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10084	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10085	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10086	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10087	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10088	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10089	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10090	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10091	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10092	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10093	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10094	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10095	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10096	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10097	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10098	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10099	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	
10100	ABHIJIT KUMAR	ABHIJIT_KUMAR	Business Development (Finance & Accounts)	Yes	

- Click on Add user button.
- Enter CPF No, Name, Login ID, Designation, Grade, Discipline, Email, Mobile, Reporting Manager, Location, Section, Sub Section, Role Name, BDP Level, Active.
- Click on Add button.
- Click Exit button to exit.

User Detail

CPF No	<input type="text" value="Cpf No"/>	Name	<input type="text" value="Emp Name"/>	Login ID	<input type="text" value="login ID"/>
Designation	<input type="text" value="Designation"/>	Grade	<input type="text" value="grade"/>	Discipline	<input type="text" value="Discipline"/>
Email	<input type="text" value="Email"/>	Mobile	<input type="text" value="mobile"/>	Reporting Manager	<input type="text" value="Reporting Manger"/>
Location	<input type="text" value="Location"/>	Section	<input type="text" value="Section"/>	Sub Section	<input type="text" value="Sub Section"/>
Role Name	<input type="text" value="Role Name"/>	BDP Level	<input type="text" value="BDP Level"/>	Active	<input type="text" value="Active"/>

Add
Exit

- Using Filter you can search user.
- For ex. if we search any user its results are displayed.

☰
Infocom Process

User Master
Location Master
Section Master
Sub Section Master
Designation & Discipline
Role & BDP Level
Manage EO
Manage OSD
Group Master
BDP Clause
☰

Add User
Filter :

CPF No	Name	Login ID	Designation	Active	Created On	Edit	View
95654	AJAY KUMAR	ajay_kumar	Deputy General Manager (Production)	Yes			
82407	AJAY KUMAR GUPTA	Gupta_ajay	General Manager (Finance & Accounts)	Yes			

Showing 1 to 2 of 2 entries (filtered from 329 total entries)
Previous Next

Exit

- You can Edit user details using Edit button.

User Master
Location Master
Section Master
Sub Section Master
Designation & Discipline
Role & BDP Level
Manage EO
Manage OSD
Group Master
BDP Clause
☰

Add User
Filter :

CPF No	Name	Login ID	Designation	Active	Created On	Edit	View
110001	ABC		Superintending Engineer (Programming)	Yes			
82210	ABHAY KUMAR SINGH	Abhay_Singh	General Manager (Production)	Yes			
94366	ABHIJIT SAHA	abhijit_saha	Deputy General Manager (Finance & Accounts)	Yes			

- When you click Edit button user details are shown.
- Edit the details and click Update button to edit details.

User Detail

CPF No	110001	Name	ABC	Login ID	login ID
Designation	Superintending Engineer (P...▼	Grade	E3 ▼	Discipline	COMPUTER PROGRAMMING▼
Email	Email	Mobile	9876543210	Reporting Manager	Reporting Manger
Location	Delhi ▼	Section	Asia Pacific BU ▼	Sub Section	Corporate Finance ▼
Role Name	Project Manager-Mozambique ▼	BDP Level	BDP Level ▼	Active	Yes ▼

Update
Exit

- You can View user details using View button.

User Master
Location Master
Section Master
Sub Section Master
Designation & Discipline
Role & BDP Level
Manage EO
Manage OSD
Group Master
BDP Clause
⋮

Add User
Filter : Search user from table

CPF No	Name	Login ID	Designation	Active	Created On	Edit	View
110001	ABC		Superintending Engineer (Programming)	Yes			
82210	ABHAY KUMAR SINGH	Abhay_Singh	General Manager (Production)	Yes			
94366	ABHIJIT SAHA	abhijit_saha	Deputy General Manager (Finance & Accounts)	Yes			

- Click on View button, user details are shown.

User Detail

CPF No	110001	Name	ABC	Login ID	
Designation	Superintending Engineer (Programming)	Grade	E3	Discipline	COMPUTER PROGRAMMING
Email		Mobile	9876543210	Reporting Manager	
Location	DLH	Section	APAC	Sub Section	CFIN
Role Name	Project Manager-Mozambique	BDP Level		Active	Yes
Created On		Updated On	21.02.2022	Inactive On	

Exit

7 Location Master

- Location Master Screen.
- Click Exit to Exit.

[illegible]

- Click on Add Location button.
- Enter Name, code and Active.
- Click on Add button.
- Click Exit button to exit.

Location Detail

Name	<input type="text" value="Russia"/>	Code	<input type="text" value="2323"/>
Active	<input type="text" value="Yes"/>		

Add

Exit

- Using Filter, you can search Location.
- For ex. if we search any Location its results are displayed.
- Click on Exit button to exit.

Infocom Process

User Master Location Master Section Master Sub Section Master Designation & Discipline Role & BDP Level Manage EO Manage OSD Group Master BDP Clause Project Master

Add Location Filter: Carcas

Per page: 20

Name	Code	Active	Updated By	Updated On	Edit
Carcas	CCS	Yes			

Showing entry 1 of 1 entries (filtered from 35 total entries)

Previous 1 Next

Exit

- You can Edit location details using Edit button.

Infocom Process

User Master Location Master Section Master Sub Section Master Designation & Discipline Role & BDP Level Manage EO Manage OSD Group Master BDP Clause Project Master

Add Location Filter: Search from table

Per page: 20

Name	Code	Active	Updated By	Updated On	Edit
Abu Dhabi	AUH	Yes	Test User2	2/25/2022	
Amsterdam	AMS	Yes	100005	1/10/2022	
Astana	AST	Yes			
Atyrau	ATY	Yes			
Baku	BAK	Yes			

- When you click Edit button location details are shown.
- Edit the details and click Update button to edit details.

Location Detail

Name Code

Active

8 Section Master

- Section Master Screen.
- Click Exit to Exit.

Infocom Process

User Master Location Master **Section Master** Sub Section Master Organization & Discipline Role & BOP Level Manage ED Manage OGD Group Master BOP/Class Project Master SAP TCODE FAQ List

[Add Section](#) Filter 1 Search from table

Name	Code	Active	Updated By	Updated On	Edit
Asia Pacific BU	APAC	Yes	Test User2	2/25/2022	✎
Business Development	BD	Yes			✎
Corporate	CORP	Yes			✎
Corporate Finance	CFIN	Yes			✎
Corporate Planning and Strategy	CPS	Yes			✎
Corporate-T Support Services	CSS	Yes	Test User1	2/25/2022	✎
Drilling	DREL	No	Test User2	2/7/2022	✎
E & D	END	Yes			✎
EO Cell	ECC	Yes			✎
LAC-Colombia BU	LAC	Yes			✎
MENA-CIS BU	MENA	Yes			✎
Mozambique	MZO	Yes			✎
Other Corporate Services	OCS	Yes			✎
Project Finance	PPFN	Yes			✎
Russia BU	RUS	Yes			✎

Showing 1 to 18 of 18 entries

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

[Exit](#)

- Click on Add Section button.
- Enter Section Name, Section code and Active.
- Click on Add button.
- Click Exit button to exit.

Section Detail

Section Name

Russia

Section Code

RUS

Active

Yes

Add

Exit

- Using Filter, you can search Section.
- For ex. if we search any Section its results are displayed.
- Click on Exit button to exit.

Infocom Process

User Master Location Master **Section Master** Sub Section Master Designation & Discipline Role & BDP Level Manage EO Manage OSD Group Master BDP Clause Project Master

Add Section Filter : EC Cell

Per page: 20

Name	Code	Active	Updated By	Updated On	Edit
EC Cell	ECC	Yes			

Showing entry 1 of 1 entries (filtered from 15 total entries) Previous 1 Next

Exit

- You can Edit Section details using Edit button.

Infocom Process

User Master Location Master **Section Master** Sub Section Master Designation & Discipline Role & BDP Level Manage EO Manage OSD Group Master BDP Clause Project Master

Add Section Filter : Search from table

Per page: 20

Name	Code	Active	Updated By	Updated On	Edit
Asia Pacific BU	APAC	Yes	Test User2	2/25/2022	
Business Development	BD	Yes			
Corporate	CORP	Yes			
Corporate Finance	CFIN	Yes			
Corporate Planning and Strategy	CPS	Yes			
Corporate-1 Support Services	CSS	Yes	Test User1	2/25/2022	

- When you click Edit button Section details are shown.
- Edit the details and click Update button to edit details.

Section Detail

Section Name Corporate Section Code CORP

Active Yes

Update Exit

9 Sub Section Master

- Sub Section Master Screen.
- Click Exit to Exit.

Infocom Process

Sub Section Master

File: [Export to Excel]

Name	Code	Section	Number	Active	Per page: 25
Latam	LATM	80	80	Yes	[Add] [Edit] [Delete]
Latam	LATM	80	81	Yes	[Add] [Edit] [Delete]
Asia Pacific	APAC	80	82	Yes	[Add] [Edit] [Delete]
Budget	BUD	070	08	Yes	[Add] [Edit] [Delete]
Business Development	BD	80	18	Yes	[Add] [Edit] [Delete]
CRM	CRM	070	17	Yes	[Add] [Edit] [Delete]
Client & Bank	CLB	80	17	Yes	[Add] [Edit] [Delete]
Corporate Services	CS	070	18	Yes	[Add] [Edit] [Delete]
Corporate Accounts	CAT	070	17	Yes	[Add] [Edit] [Delete]
Corporate Communications	CC	070	18	Yes	[Add] [Edit] [Delete]
Corporate Finance	CF	070	18	Yes	[Add] [Edit] [Delete]
Corporate Support Services	CSS	070	18	Yes	[Add] [Edit] [Delete]
County Finance	CF	APAC	18	Yes	[Add] [Edit] [Delete]
County Finance	CF	LAC	18	Yes	[Add] [Edit] [Delete]
County Finance	CF	SENA	18	Yes	[Add] [Edit] [Delete]
County Finance	CF	ISS	18	Yes	[Add] [Edit] [Delete]
County Finance	CF	PLA	18	Yes	[Add] [Edit] [Delete]
County Office	COFF	070	18	Yes	[Add] [Edit] [Delete]
County Office	COFF	APAC	18	Yes	[Add] [Edit] [Delete]
County Office	COFF	LAC	18	Yes	[Add] [Edit] [Delete]

Showing 18 of 247 entries

- Click on Add Sub Section button.
- Enter Name, code, Section, Number and Active.
- Click on Add button.
- Click Exit button to exit.

Sub Section Detail

Name	<input type="text" value="Example"/>	Code	<input type="text" value="Exa"/>
Section	<input type="text" value="Asia Pacific BU"/>	Number	<input type="text" value="234"/>
Active	<input type="text" value="Yes"/>		

- Using Filter, you can search Sub Section.
- For ex. if we search any Sub Section its results are displayed.
- Click on Exit button to exit.

Infocom Process

User Master Location Master Section Master Sub Section Master Designation & Discipline Role & BOP Level Manage ED Manage OSD Group Master BOP Clause Project Master SAP TCODE

Add Sub Section Filter : Country Office

Per page: 20

Name	Code	Section	Number	Active	Edit
Country Office	COFF	OCS	313	Yes	
Country Office	COFF	APAC	NA	Yes	
Country Office	COFF	LAC	NA	Yes	
Country Office	COFF	MENA	NA	Yes	
Country Office	COFF	MZQ	NA	Yes	
Country Office	COFF	RUS	NA	Yes	

Showing 1 to 6 of 6 entries (filtered from 61 total entries)

Previous 1 Next

Exit

- You can Edit Sub Section details using Edit button.

Infocom Process

User Master Location Master Section Master Sub Section Master Designation & Discipline Role & BOP Level Manage ED Manage OSD Group Master BOP Clause Project Master SAP TCODE

Add Sub Section Filter : Search from table

Per page: 20

Name	Code	Section	Number	Active	Edit
AFME	AFME	BD	903	Yes	
America	AMC	BD	901	Yes	
Asia-Pacific	APAC	BD	904	Yes	
Budget	BUD	CFIN	209	Yes	
Business Development	BD	BD	105	Yes	

- When you click Edit button details are shown.
- Edit the details and click Update button to edit details.

Sub Section Detail

Name	America	Code	AMC
Section	Business Develo... ▼	Number	901
Active	Yes ▼		

Update

Exit

10 Designation and Discipline

- Designation and Discipline Screen.
- Click Exit to Exit.

[illegible]

- Click on Add New button.
- Enter Name, code, Section, Number and Active.
- Click on Add button.
- Click Exit button to exit.

Designation and Discipline

Designation	Director (Finance)
Level	F5
Discipline	Finance

Add

Exit

- Using Filter, you can search Designation and Discipline.
- For ex. if we search any Designation and Discipline its results are displayed.
- Click on Exit button to exit.

Infocom Process

User Master Location Master Section Master Sub Section Master Designation & Discipline Role & BDP Level Manage EO Manage OSD Group Master BDP Clause Project Master SAP TCODE

Add New Filter: Chief Engineer

Per page: 20

Designation	Level	Discipline	Edit
Chief Engineer (Chemistry)	E4	CHEMISTRY	
Chief Engineer (Civil)	E4	CIVIL ENGINEERING	
Chief Engineer (Programming)	E4	COMPUTER PROGRAMMING	
Chief Engineer (Drilling)	E4	DRILLING	
Chief Engineer (Electrical)	E4	ELECTRICAL	
Chief Engineer (Electronics & Telecom)	E4	ELECTRONICS & TELECOMMUNICATIONS	
Chief Engineer (Instrumentation)	E4	INSTRUMENTATION	
Chief Engineer (Mechanical)	E4	MECHANICAL	
Chief Engineer (Production)	E4	PRODUCTION	
Chief Engineer (Reservoir)	E4	RESERVOIR	

Showing 1 to 10 of 10 entries (filtered from 167 total entries)

Previous 1 Next

Exit

- You can Edit details using Edit button.

Infocom Process

User Master Location Master Section Master Sub Section Master Designation & Discipline Role & BDP Level Manage EO Manage OSD Group Master BDP Clause Project Master SAP TCODE

Add New Filter: Search from table

Per page: 20

Designation	Level	Discipline	Edit
Assistant Executive Engineer (Chemistry)	E1	CHEMISTRY	
Executive Engineer (Chemistry)	E2	CHEMISTRY	
Superintending Chemist	E3	CHEMISTRY	
Chief Engineer (Chemistry)	E4	CHEMISTRY	
Deputy General Manager (Chemistry)	E5	CHEMISTRY	

- When you click Edit button details are shown.
- Edit the details and click Update button to edit details.
- Click Delete button to delete.

Designation and Discipline

Designation Group General Manager (Chemistry)

Level E8

Discipline CHEMISTRY

Update

Delete

Exit

11 Role & BDP Level

- Role & BDP Level Screen.
- Click Exit to Exit.

- Click on Add Role button to add Role.
- Click on Add BDP Level button to add BDP Level.

- Enter details.
- Click on Add button.

BDP Level Rank

Type

[Add](#) [Exit](#)



- Click Exit button to exit.
- Using Filter, you can search.
- For ex. if we do any search its results are displayed.
- Click on Exit button to exit.

Add Role

Filter :

Country Manager

Per page:20

Name	BDP Level	Active	Edit
Country Manager - Colombia	L-IB	Yes	
Country Manager - Venezuela	L-IB	Yes	

Showing 1 to 2 of 2 entries (filtered from 93 total entries)

Previous

1

Next

Add Level

Filter :

DO

Per page:

20

BDP Level	Rank	Type	Edit
DO	E	Level	<div></div>

Showing entry 1 of 1 entries (filtered from 15 total entries)

Previous

1

Next

- You can Edit details using Edit button.

Infocom Process

...

User Master

Location Master

Section Master

Sub Section Master

Designation & Discipline

Role & BDP Level

Manage EO

Manage OSD

Group Master

BDP Clause

Project Master

SAP TCODE

Add Role

Filter :

Per page: 20

Name	BDP Level	Active	Edit
Board	Board	No	✎
Company Secretary	L-II	Yes	✎
Country Manager - Colombia	L-IB	Yes	✎
Country Manager - Venezuela	L-IB	Yes	✎
Country Manager - Bangladesh	L-IB	Yes	✎

Add Level

Filter :

Per page: 20

BDP Level	T1 Rank	T1 Type	T1 Edit
Board	A	Group	✎
EC	B	Level	✎
MD	C	Group	✎
DF	D	Level	✎
DO	E	Level	✎

- When you click Edit button details are shown.
- Edit the details and click Update button to edit details.

Role Detail

Role Name

Active

BDP Level

Update
Delete
Exit

BDP Level

Type

Rank

Update
Delete
Exit

12 Manage EO

- Manage EO Screen.
- Click Exit to Exit.

Infocom Process

User Master

Location Master

Section Master

Sub Section Master

Designation & Discipline

Role & BDP Level

Manage EO

Manage OSD

Group Master

BDP Clause

Project Master

SAP TCODE

FAQ List

Add EO

Per page: 10

EO OPF No	EO Name	Director	For Role	Date From	Created On	Update By	Edit	Delete
100003	Test User3	100001-Test User1	Director (Finance)	11.02.2022	11.02.2022	2022-02-11T06:44:52.669Z		
100003	Test User3	100001-Test User1	Director (Finance)	11.02.2022	11.02.2022	2022-02-11T06:44:42.074Z		
100001	Test User1	100002-Test User2	Director (Finance)	01.02.2022	01.02.2022	2022-02-01T05:59:13.933Z		
46823	VIVEK MEHROTRA	100001-Test User1	Director (Finance)	01.02.2022	01.02.2022	2022-02-01T05:58:28.056Z		
100002	Test User2	100001-Test User1	Director (Finance)	29.01.2022	29.01.2022	2022-01-29T16:37:33.322Z		

Showing 1 to 5 of 5 entries

Previous

1

Next

Exit

Exit

- Click on Add/ Update EO button.
- Select For Role, Enter User and Date from.
- Click on Add button.
- Click Exit button to exit.

Add / Update EO

For Role

100002-Director (Finance) ▼

User

Example

Date From

25.02.2022

Add

Exit

- You can Edit details using Edit button.

</

Exit

- When you click Edit button details are shown.
- Edit the details and click Update button to edit details.

Add / Update EO

For Role

User

Date From

Update

Exit

- You can delete details using delete button.

Infocom Process

User Master

Location Master

Section Master

Sub Section Master

Designation & Discipline

Role & BDP Level

Manage EO

Manage OSD

Group Master

BDP Clause

Project Master

SAP TCODE

FAQ List

Add EO

Per page: 10

EO CPF No	EO Name	Director	For Role	Date From	Created On	Update By	Edit	Delete
100003	Test User3	100001-Test User1	Director (Finance)	11.02.2022	11.02.2022	2022-02-11T06:44:52.668Z		
100003	Test User3	100001-Test User1	Director (Finance)	11.02.2022	11.02.2022	2022-02-11T06:44:42.074Z		
100001	Test User1	100002-Test User2	Director (Finance)	01.02.2022	01.02.2022	2022-02-01T05:59:13.923Z		
46823	VIVEK MEHROTRA	100001-Test User1	Director (Finance)	01.02.2022	01.02.2022	2022-02-01T05:58:28.056Z		
100002	Test User2	100001-Test User1	Director (Finance)	29.01.2022	29.01.2022	2022-01-29T16:37:33.322Z		

Showing 1 to 5 of 5 entries

Previous

1

Next

Exit

13 Manage OSD

- Manage OSD.
- Click Exit to Exit.

Infocom Process

...

User Master

Location Master

Section Master

Sub Section Master

Designation & Discipline

Role & BDP Level

Manage EO

Manage OSD

Group Master

BDP Clause

Project Master

SAP TCODE

FAQ List

Add OSD

Per page: 10

CPF No	Name	Role	Location	Section	Sub Section	Updated By	Updated On	Edit	Delete
105380	MRITUNJAY KUMAR	OSD (Finance)	DLH	CSS	SAP	Test User1	2/4/2022		
100003	Test User3	OSD	AMS	PFIN	PFIN	Test User5	1/26/2022		
100003	Test User3	OSD	AMS	PFIN	PFIN	Test User5	1/26/2022		

Showing 1 to 3 of 3 entries

Previous

1

Next

Exit

Exit

- Click on Add OSD button.
- Enter Details.
- Click on Add button.
- Click Exit button to exit.

Add / Update OSD

For Role

User

Add

Exit

- You can Edit details using Edit button.

Infocom Process

...

User Master

Location Master

Section Master

Sub Section Master

Designation & Discipline

Role & BDP Level

Manage EO

Manage OSD

Group Master

BDP Clause

Project Master

SAP TOCODE

FAQ List

Add OSD

Per page: 10

CPF No	Name	Role	Location	Section	Sub Section	Updated By	Updated On	Edit	Delete
105380	MRITUNJAY KUMAR	OSD (Finance)	DLH	CSS	SAP	Test User1	2/4/2022		
100003	Test User3	OSD	AMS	PFIN	PFIN	Test User5	1/26/2022		
100003	Test User3	OSD	AMS	PFIN	PFIN	Test User5	1/26/2022		

Showing 1 to 3 of 3 entries

Previous

1

Next

Exit

Exit

- When you click Edit button details are shown.
- Edit the details and click Update button to edit details.

Add / Update OSD

For Role

User

Update

Exit

- You can delete details using delete button.

Infocom Process												
User Master	Location Master	Section Master	Sub Section Master	Designation & Discipline	Role & BDP Level	Manage EO	Manage OSD	Group Master	BDP Clause	Project Master	SAP TCODE	FAG List
<button>Add OSD</button>												
												Per page: 10
CPF No	Name	Role	Location	Section	Sub Section	Updated By	Updated On	Edit	Delete			
105380	MRTIJUNJAY KUMAR	OSD (Finance)	DLH	CSS	SAP	Test User1	2/4/2022					
100003	Test User3	OSD	AMS	PFIN	PFIN	Test User5	1/26/2022					
100003	Test User3	OSD	AMS	PFIN	PFIN	Test User5	1/26/2022					
Showing 1 to 3 of 3 entries										Previous	1	Next

14 Group Master

- Group Master Screen.
- Click Exit to Exit.

Infocom Process									
Task Name	Current Status	Next Step	Assigned To	Assigned To	Assigned To	Assigned To	Assigned To	Assigned To	Assigned To
<div> <div> Add Status </div> <div> Filter <input type="text" value="Search from table"/> </div> </div>									
Name	State	Owner	Assigned To	Assigned To	Per Limit	20			
<input type="radio"/> ANALYST		190				2			
<input type="radio"/> EMAIL SUPPORT		190	INCOMET	10/10/2021		2			
<input type="radio"/> KILLER SUPPORT	EMAIL SUPPORT	190	790/190	07/10/2021		2			
<input type="radio"/> IT SUPPORT		190	INCOMET	10/10/2021		2			
<input type="radio"/> On-Bank Support		190	INCOMET	10/10/2021		2			
<input type="radio"/> Bank Support		190	INCOMET	05/10/2021		2			
<input type="radio"/> Bank		190	INCOMET			2			
<input type="radio"/> On-Change Link		190	INCOMET			2			
<input type="radio"/> Bank Links		190	INCOMET			2			
<input type="radio"/> Bank Data		190	INCOMET			2			
<input type="radio"/> Bank CPE		190	INCOMET			2			
<input type="radio"/> Bank CPE		190	INCOMET			2			
<input type="radio"/> Director Finance		190	INCOMET			2			
<input type="radio"/> Managing Director		190	INCOMET			2			
<input type="radio"/> Head PM		190	INCOMET			2			
<input type="radio"/> Head Treasury		190	INCOMET			2			
<input type="radio"/> Head HR		190	INCOMET			2			
<input type="radio"/> Head Legal		190	INCOMET			2			
<input type="radio"/> HR Data		190	INCOMET			2			
<input type="radio"/> Head HR Data		190	790/190	07/10/2021		2			
Showing 10 of 10 items						Page 1 of 1			

- Click on Add group button to add group.
- Enter details.

Group Detail

Group Name

Group Name

Email

Group Email

Active

Active

Add

Exit

- Click on Add user button to add user.
- Enter details.

Member Detail

Group Name

User Name

Type opf no, designation,name..

Add

Exit

- Click on Add button.
- Click Exit button to exit.
- Using Filter, you can search.
- For ex. if we search its results are displayed.
- Click on Exit button to exit.

Add Group

Filter : Head MM

						Per page: 20
Name	Email	Active	Updated By	Updated On	Edit	
<input type="radio"/> Head MM		Yes	testUser1			
Showing entry 1 of 1 entries (filtered from 24 total entries)						Previous 1 Next

Add User

Filter : Search from table

				Per page: 20
User	Updated By	Updated On	Edit	
Showing 0 entries				Previous Next

- You can Edit details using Edit button.

Infocom Process

User Master

Location Master

Section Master

Sub Section Master

Designation & Discipline

Role & BOP Level

Manage EO

Manage OSD

Group Master

BOP Clause

Project Master

SAP TCODE

FAQ List

Add Group

Filter : Search from table

						Per page: 20
Name	Email	Active	Updated By	Updated On	Edit	
<input type="radio"/> HEAD IT		Yes				
<input type="radio"/> EMAIL SUPPORT		Yes	testUser1	19.10.2021		
<input type="radio"/> BILLING SUPPORT	disha_support@ongcvidesh.in	No	Test User2	07.02.2022		
<input type="radio"/> IT SUPPORT		Yes	testUser1	19.10.2021		

Add User

Filter : Search from table

				Per page: 20
User	Updated By	Updated On	Edit	
100005-Test User5 (Chief Engineer (Production))	testUser1			
131822-SAURABH NATHANI (Senior Finance & Accounts Officer)	Test User2			

- Click on Add button.
- Click Exit button to exit.
- Using Filter, you can search.
- For ex. if we search its results are displayed.
- Click on Exit button to exit.

Infocom Process

User Master Location Master Section Master Sub Section Master Designation & Discipline Role & BDP Level Manage EO Manage OSD Group Master BDP Clause Project Master SAP TCODE FAQ List

Add BDP Filter : A6

BDP Clause	Release Code	Type	INR Equal To	INR Less Than	INR More Than	USD Equal To	USD Less Than	USD More Than	USD Single Equal To	USD Single Less Than	USD Single More Than	INR Single
A6	Board	Group										
A6	EC	Group										
A6	MD	Level										

Showing 1 to 3 of 3 entries (filtered from 355 total entries)

Exit

- You can Edit details using Edit button.

BDP Clause Project Master SAP TCODE FAQ List

Per page: 20

INR Equal To	USD Single Less Than	USD Single More Than	INR Single Equal To	INR Single Less Than	INR Single More Than	Update By	Updated On	Status	Edit
0.00	0.00	0.00	0.00	0.00	0.00		1/10/2022		
0.00	0.00	0.00	0.00	0.00	0.00		1/10/2022		
						Teet User2	2/7/2022	Active	
								Active	
								Active	

- When you click Edit button details are shown.
- Edit the details and click Update button to edit details.
- Delete details using delete button.

Section Detail

Clause A1 Release Code Board Type Level

INR Equal To INR Amount INR Less Than INR Amount INR More Than INR Amount

USD Equal To USD Amount USD Less Than USD Amount USD More Than USD Amount

INR Single Equal To INR Amount INR Single Less Than INR Amount INR Single More Than INR Amount

USD Single Equal To USD Amount USD Single Less Than USD Amount USD Single More Than USD Amount

Status Active

Update Exit

16 Project Master

- Project Master Screen.
- Click Exit to Exit.

[illegible]

- Click on Add Project button.
- Enter details.
- Click on Add button.
- Click Exit button to exit.

Project Detail

Project Name	<input type="text" value="Project Name"/>	Section	<input type="text" value="Section"/>
Number	<input type="text" value="Number"/>	Active	<input type="text" value="Active"/>

Add

Exit

- Using Filter, you can search.
- For ex. if we search its results are displayed.
- Click on Exit button to exit.

User Master

Location Master

Section Master

Sub Section Master

Designation & Discipline

Role & BDP Level

Manage EO

Manage OSD

Group Master

BDP Clause


Project Master

SAP TCODE

Add Project

Filter : ONGC Nile

Per page: 20

Project Name	Section	Number	Active	Edit
ONGC Nile Ganga B.V.	MENA	575	Yes	

Showing entry 1 of 1 entries (filtered from 66 total entries)

Previous

1

Next

- You can Edit details using Edit button.

Infocom Process

...

User Master

Location Master

Section Master

Sub Section Master

Designation & Discipline

Role & BDP Level

Manage EO

Manage OSD

Group Master

BDP Clause

Project Master

SAP TCODE

FAQ List

Add Project

Filter :

Search from table

Per page: 20

Project Name	Section	Number	Active	Edit
Myanmar Branch	APAC	500	Yes	
Block 06, 1, Vietnam	APAC	502	Yes	
Block 128, Vietnam	APAC	503	Yes	
Block A-1, Myanmar	APAC	504	Yes	

- When you click Edit button details are shown.
- Edit the details and click Update button to edit details.

Project Detail

Project Name

Myanmar Branch

Section

Asia Pacific BU

Number

500

Active

Yes

Update

Exit

17 SAP TCODE

- SAP TCODE Screen.
- Click Exit to Exit.

Infocom Process

...

User Master

Location Master

Section Master

Sub Section Master

Designation & Discipline

Role & BDP Level

Manage EO

Manage OSD

Group Master

BDP Clause

Project Master

SAP TCODE

FAQ List

Add TCODE

Filter :

Per page: 20

TCODE	Link	Edit
FBL1N	https://ovlecodev.ongovidesh.in:8443/sap/bc/gui/sap/its/webgu?sap-client=500&sap-theme=sap_tradeshaw_plus&-transaction=FBL1N	
FBL3N	https://ovlecodev.ongovidesh.in:8443/sap/bc/gui/sap/its/webgu?sap-client=500&sap-theme=sap_tradeshaw_plus&-transaction=FBL3N	
FBL5N	https://ovlecodev.ongovidesh.in:8443/sap/bc/gui/sap/its/webgu?sap-client=500&sap-theme=sap_tradeshaw_plus&-transaction=FBL5N	
FMBB	https://ovlecodev.ongovidesh.in:8443/sap/bc/gui/sap/its/webgu?sap-client=500&sap-theme=sap_tradeshaw_plus&-transaction=FMBB	
ME29N	https://ovlecodev.ongovidesh.in:8443/sap/bc/gui/sap/its/webgu?sap-client=500&sap-theme=sap_tradeshaw_plus&-transaction=ME29N	
ME54N	https://ovlecodev.ongovidesh.in:8443/sap/bc/gui/sap/its/webgu?sap-client=500&sap-theme=sap_tradeshaw_plus&-transaction=ME54N	
ML81N	https://ovlecodev.ongovidesh.in:8443/sap/bc/gui/sap/its/webgu?sap-client=500&sap-theme=sap_tradeshaw_plus&-transaction=ML81N	
VA02	https://ovlecodev.ongovidesh.in:8443/sap/bc/gui/sap/its/webgu?sap-client=500&sap-theme=sap_tradeshaw_plus&-transaction=VA02	
ZFI_BNKSIGN	https://ovlecodev.ongovidesh.in:8443/sap/bc/gui/sap/its/webgu?sap-client=500&sap-theme=sap_tradeshaw_plus&-transaction=ZFI_BNKSIGN	
ZJVCC	https://ovlecodev.ongovidesh.in:8443/sap/bc/gui/sap/its/webgu?sap-client=500&sap-theme=sap_tradeshaw_plus&-transaction=ZJVCC	

Showing 1 to 10 of 10 entries

Previous

1

Next

Exit

- Click on Add TCODE button.
- Enter details.
- Click on Add button.
- Click Exit button to exit.

TCode Detail

TCODE

Link

- Using Filter, you can search.
- For ex. if we search its results are displayed.
- Click on Exit button to exit.

Infocom Process

User Master Location Master Section Master Sub Section Master Designation & Discipline Role & BOP Level Manage EO Manage OSD Group Master BOP Clause Project Master SAP TCODE FAQ List

Filter:

Per page: 20

TCODE	Link	Edit
ME54N	https://ovlecodev.ongovidesh.in:8443/sap/bc/gui/sap/its/webgu?sap-client=500&sap-theme=sap_tradeshaw_plus&-transaction=ME54N	<input type="button" value="Edit"/>

Showing entry 1 of 1 entries (filtered from 10 total entries)

- You can delete details.

Infocom Process

User Master Location Master Section Master Sub Section Master Designation & Discipline Role & BOP Level Manage EO Manage OSD Group Master BOP Clause Project Master SAP TCODE FAQ List

Filter:

Per page: 20

TCODE	Link	Edit
FBL1N	https://ovlecodev.ongovidesh.in:8443/sap/bc/gui/sap/its/webgu?sap-client=500&sap-theme=sap_tradeshaw_plus&-transaction=FBL1N	<input type="button" value="Edit"/>
FBL3N	https://ovlecodev.ongovidesh.in:8443/sap/bc/gui/sap/its/webgu?sap-client=500&sap-theme=sap_tradeshaw_plus&-transaction=FBL3N	<input type="button" value="Edit"/>
FBL5N	https://ovlecodev.ongovidesh.in:8443/sap/bc/gui/sap/its/webgu?sap-client=500&sap-theme=sap_tradeshaw_plus&-transaction=FBL5N	<input type="button" value="Edit"/>
FMBB	https://ovlecodev.ongovidesh.in:8443/sap/bc/gui/sap/its/webgu?sap-client=500&sap-theme=sap_tradeshaw_plus&-transaction=FMBB	<input type="button" value="Edit"/>
ME29N	https://ovlecodev.ongovidesh.in:8443/sap/bc/gui/sap/its/webgu?sap-client=500&sap-theme=sap_tradeshaw_plus&-transaction=ME29N	<input type="button" value="Edit"/>

18 FAQ List

- FAQ List Screen.
- Click Exit to Exit.

User Master

Location Master

Section Master

Sub Section Master

Designation & Discipline

Role & BDP Level

Manage EO

Manage OSD

Group Master

BDP Clause

Project Master

SAP TCODE

FAQ List

Add FAQ

Filter :

Question	Answer	Active	TI	Edit
How to login ?	<p>For login into Disha you have to use your system login username password.</p> <p>If you see You are not authenticated user to use application, Please contact to Administrator Message then conast to Disha support team, and if you see Login failed, Check the username and password and try again Message than please check your username password.</p>	No		
How to copy Excel Sheet table to Office Note/ Green Sheet?	<p>Click on below link to view complete guide on copy Excel Sheet table to Green Sheet</p> <p>Copy Excel Sheet table to Green Sheet</p>	Yes		

Showing 1 to 2 of 2 entries

Previous

1

Next

- Click on Add FAQ button.
- Enter details.
- Click on Add button.
- Click Exit button to exit.

FAQ Detail

Question

Project Name

Answer

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

↶ ↷

Formats ▾

B I

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⋮ ⋮ ⋮ ⋮

🔗 🖼️

A ▾

A ▾

Active

Active ▾

Add

Exit

- Using Filter, you can search.
- For ex. if we search its results are displayed.
- Click on Exit button to exit.

- You can edit details using edit button.

- Click on Update to edit and update.
- Click on delete to delete.

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