



ONGC Videsh Ltd.



2021

Paperless Office- Partner Audit FAR Approval Process – User Manual

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Table of Contents

| | | |
|----------|---|----------|
| 1 | INTRODUCTION | 2 |
| 2 | LOGIN IN THE PAPERLESS OFFICE: | 2 |
| 3 | LOGIN SCREEN OVERVIEW: | 2 |
| 4 | HOW TO RUN THE IA PROCESSES..... | 3 |
| 5 | PARTNER AUDIT FAR APPROVAL PROCESS LAUNCH: | 4 |
| 6 | INITIATOR SCREEN..... | 5 |
| 6.1 | FORM INFORMATION | 6 |
| 6.2 | PROJECT DETAIL..... | 6 |
| 6.3 | ADD AUDIT PERIOD/ FINANCIAL YEAR..... | 7 |
| 6.4 | ADD OFFICE NOTE/ GREEN SHEET..... | 7 |
| 6.5 | ADD ENCLOSURE | 8 |
| 6.6 | ADD YELLOW NOTE | 9 |
| 7 | SENDING A FILE..... | 9 |
| 7.1 | INITIATOR SCREEN..... | 9 |
| 7.2 | AUDIT MEMBER SCREEN | 11 |
| 7.3 | REVIEW/RECOMMENDER SCREEN | 14 |
| 7.4 | REGIONAL PRESIDENT SCREEN. | 16 |
| 7.5 | REVIEWER SCREEN | 18 |
| 7.6 | APPROVER SCREEN..... | 20 |
| 7.7 | INITIATOR SCREEN..... | 22 |

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

View Process List Panel

Dashboard – It is a graphical representation of Task

| File No | Subject |
|-------------------------|------------------------------|
| DLH/OCS/OTH/31434/00001 | Test By gautam 2 |
| DLH/OCS/OTH/31425/00001 | Test By gautam |
| DLH/OCS/OTH/314/00007 | test |
| DLH/MZQ/BD/10525/00002 | test |
| DLH/OCS/MM/31230/00001 | MM Test Sanction |
| DLH/MZQ/BD/10525/00009 | testing |
| DLH/OCS/OTH/31425/00005 | test |
| DLH/OCS/OTH/31428/00002 | Test MM 25/01 |
| DLH/OCS/OTH/31428/00003 | Test Sanction 25/01 11:22 AM |
| DLH/OCS/OTH/31430/00002 | Test Sanction 25/01 11:22 AM |
| DLH/MZQ/BD/10528/00001 | Test 1233 |
| DLH/MZQ/BD/10528/00002 | test 1234 |
| DLH/MZQ/BD/10530/00001 | MM File 12:08 PM 25/01 |

- Inbox Screen

Test User1
Edit Profile Log Out

INBOX

Enter search text...

| File Name | File Subject | Stage | Task Name | Task From | Priority | Task received... |
|-------------------|---------------------|------------------------|------------------------|---------------------|----------|-------------------|
| DLH/OCS/IOTH/3... | Headquarter Appr... | Headquarter Appr... | Headquarter Appr... | | Medium | Feb 17, 2022, ... |
| DLH/CFIN/OMD/... | Test Sanction | Tendering Proces... | Tendering Proces... | | Medium | Feb 17, 2022, ... |
| DLH/CFIN/OMD/... | Test Sanction | Tendering Proces... | Tendering Proces... | | Medium | Feb 16, 2022, ... |
| DLH/OCS/IOTH/3... | Test by sumit jain | Generic File Initiator | Generic File Initiator | | Medium | Feb 16, 2022, ... |
| DLH/OCS/IOTH/3... | Inward test 01 | Generic File Initiator | Generic File Initiator | Test User2 (1000... | Medium | Feb 16, 2022, ... |
| DLH/OCS/IOTH/3... | rti | | | | Medium | Feb 16, 2022, ... |
| DLH/LAC/COFF/... | Test By gautam | | | | Medium | Feb 16, 2022, ... |
| DLH/OCS/IOTH/3... | Headquarter Appr... | | | | Medium | Feb 16, 2022, ... |
| DLH/OCS/IOTH/3... | Audit Access App... | | | | Medium | Feb 16, 2022, ... |
| DLH/LAC/COFF/... | test | Creation of Mast... | Creation of Mast... | Test User2 (1000... | Medium | Feb 16, 2022, ... |
| | | Memo Init... | Branch Memo Init... | Test User2 (1000... | Medium | Feb 15, 2022, ... |
| | | opriation ... | Re-Appropriation ... | | Medium | Feb 15, 2022, ... |
| | | File Revi... | Generic File Revi... | Test User2 (1000... | Medium | Feb 15, 2022, ... |
| | | g Proces... | Tendering Proces... | Test User1 (1000... | Medium | Feb 15, 2022, ... |
| DLH/OCS/IOTH/3... | Branch memo | Branch Memo Init... | Branch Memo Init... | | Medium | Feb 15, 2022, ... |
| DLH/OCS/IOTH/3... | tendering1 | Tendering Proces... | Tendering Proces... | Test User1 (1000... | Medium | Feb 15, 2022, ... |

1 - 25 of 158 items

View Process List

Inbox – View task assign to you

4 How to run the IA Processes

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

Test User1
Edit Profile Log Out

IA Processes

List of Processes Per page: 15

| Process Name | Launch |
|------------------------------------|--------|
| Government (CAG Audit) | Launch |
| Partner Audit Process | Launch |
| Partner Audit FAR approval Process | Launch |

Showing 1 to 3 of 3 entries Previous 1 Next

Click on IA Processes button on the Process list

5 Partner Audit FAR Approval Process Launch:

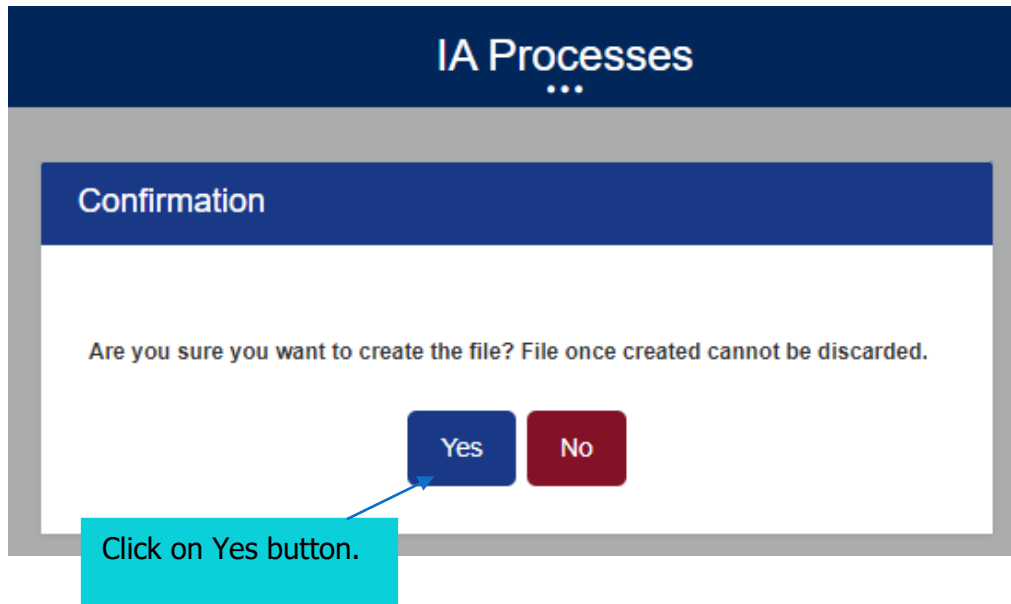
- Click on Launch button.

The screenshot shows the 'IA Processes' page for 'Test User1'. On the left is a sidebar with various process categories. The main area displays a 'List of Processes' table with columns 'Process Name' and 'Launch'. The table lists three processes: 'Government (CAG Audit)', 'Partner Audit Process', and 'Partner Audit FAR approval Process'. The 'Launch' button for the third process is highlighted with a yellow box. A blue arrow points from this button to a red box with the text 'Click on Launch'. Below the table, there is a pagination bar showing 'Showing 1 to 3 of 3 entries' and 'Previous 1 Next'. At the bottom right, there is a watermark for 'Activate Windows'.

- 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.**
- In the Subject section enter the name of the file to be created.
- In the File action click Create in order to create new file. Click Exit to Exit.

The screenshot shows the 'Meta Data' and 'File Action' panels. The 'Meta Data' section has dropdowns for 'Location' (Delhi), 'Section' (Other Corporate Services), 'Sub Section' (Others), 'Projects' (NA), and 'Priority' (Low). The 'Subject' field contains 'FAR Process'. The 'File Action' panel at the bottom has 'Exit' and 'Create' buttons. At the bottom right, there is a watermark for 'Activate Windows'.

- Click on Create button of File Action panel.
- 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/OCS/OTH/31427/00018

6 Initiator Screen

Following Screen Opens in Full View:

6.1 Form Information

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

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 .

Enclosures – User can add the Enclosure by clicking on Add button. Notes sheet of Imprest/Contingent Advance Payment Process upon which we want adjustment is shown here as an enclosure.

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 Project Detail

➤ Add Project Details.

Project Detail

Click on plus sign

Per page: 5

Select BU Select Project

+ Showing 0 entries Previous Next

Project Detail

Per page: 5

Select BU Select Project

Asia Pacific BU A1, A3 & Offshore Pipeline, Myanmar

+ Showing entry 1 of 1 entries Previous 1 Next

Add Project Details

6.3 Add Audit Period/ Financial Year

- Select date in Audit Period and Financial Year.

Audit Period

From Date:
01.01.2022

To Date:
28.02.2022

Financial Year


From Date:
01.01.2022

To Date:
28.02.2022

Add Audit Period/ Financial Year

6.4 Add Office Note/ Green Sheet

- Write Comments in Office note/Green Sheet.
- In this details regarding the adjustment required can be explained.

 **सार्थक पत्र / Working Paper**

A paragraph is a self-contained unit of discourse in writing dealing with a particular point or idea. A paragraph consists of one or more sentences. Though not required by the syntax of any language, paragraphs are usually an expected part of formal writing, used to organize longer prose.

Write Comments in Office Note/Green Sheet

6.5 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.
- Select Type 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.

Partner Audit FAR Approval Initiator

Add Enclosure

Type :

Description :

Page No :

Text noting components.docx

Click on Add button

Select Type, Add Description, Page NO. Upload Document.

Enclosures

☐ With Annotation
 ☐ Without Annotation

| | # | Type | Description | By | Page No. | Date | Actions |
|-----------------------|---|--------------|-----------------------------|------------|----------|------------|---|
| <input type="radio"/> | 1 | Audit Report | Text noting components.docx | Test User1 | 2 | 17.02.2022 | <input type="button" value="Search"/> <input type="button" value="Download"/> |

Showing entry 1 of 1 entries

Previous 1 Next

6.6 Add Yellow Note(Optional)

Yellow Notes

Showing 0 entries

Click on Add Yellow Note button

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

Add Yellow Note

Yellow Note:

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

Type Yellow Note and click on Add button

7 Sending a File

7.1 Initiator Screen

- Click on E-sign button.

Note: On click on save & close button. Noting will saved as Draft.

File Action

Click on E-Sign

Save & Close E-Sign History

Activate Windows
Go to Settings to activate Windows.

- Select the user of Audit Members, Reviewed/Recommended By and Regional President field(Mandatory)
- Click on Add Button.

Partner Audit FAR Approval Initiator

Select Users

☐ Urgent

Audit Members: Add

Reviewed/Recommended By: Add

Regional President: Add

Selected Users Per page: 10

| User Type | CPF No | Name | Section | Sub Section | Role/Designation | |
|-------------------------|--------|------------|---------|-------------|---------------------------------|---|
| Audit Member | 100002 | Test User2 | LAC | BD | Country Manager-Imperial Energy | ✱ |
| Reviewed/Recommended By | 100002 | Test User2 | LAC | BD | Country Manager-Imperial Energy | ✱ |
| Regional President | 100003 | Test User3 | CFIN | AUD | Country Manager- Myanmar | ✱ |

Showing 1 to 3 of 3 entries

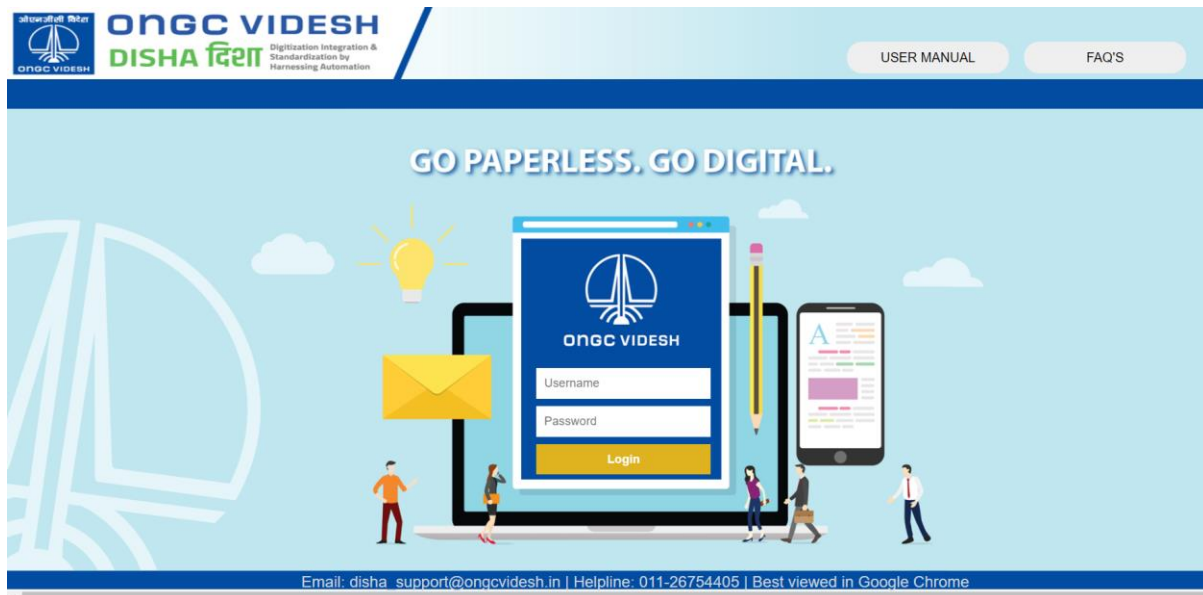
Previous 1 Next

Forward Exit

Click on Forward button.

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

- Now task go to the Audit Member.
- Login to Audit Member user.




7.2 Audit Member Screen

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

| File Name | File Subject | Stage | Task Name | Task From | Priority | Task received... |
|-------------------|---------------------|----------------------|----------------------|---------------------|----------|-------------------|
| DLH/OCS/IOTH/3... | FAR Process | Partner Audit Pro... | Partner Audit Pro... | Test User1 (1000... | Medium | Feb 17, 2022, ... |
| DLH/OCS/IOTH/3... | Test Sanction | Tendering Proces... | Tendering Proces... | Test User3 (1000... | Medium | Feb 17, 2022, ... |
| DLH/LAC/COFF/... | testing | Creation Of Mast... | Creation Of Mast... | Test User3 (1000... | Medium | Feb 17, 2022, ... |
| DLH/CSS/SAP/3... | Test Govt Audit | Government (CA... | Government (CA... | PRATIMA MANT... | Medium | Feb 16, 2022, ... |
| DLH/LAC/COFF/... | trhrtr | Creation Of Mast... | Creation Of Mast... | Test User3 (1000... | Medium | Feb 16, 2022, ... |
| DLH/LAC/COFF/... | Cash call 16/02 | Cash C... | Cash C... | Test User3 (1000... | Medium | Feb 16, 2022, ... |
| DLH/LAC/COFF/... | test | Creation Of Mast... | Creation Of Mast... | Test User3 (1000... | Medium | Feb 16, 2022, ... |
| DLH/LAC/COFF/... | trhrtr | Creation Of Mast... | Creation Of Mast... | Test User3 (1000... | Medium | Feb 16, 2022, ... |
| DLH/OCS/IOTH/3... | test | Creation Of Mast... | Creation Of Mast... | Test User1 (1000... | Medium | Feb 16, 2022, ... |
| DLH/OCS/IOTH/3... | test1212 | Invoice Payment ... | Invoice Payment ... | Test User1 (1000... | Medium | Feb 16, 2022, ... |
| DLH/LAC/COFF/... | 16/2 | Branch Memo Init... | Branch Memo Init... | Test User3 (1000... | Medium | Feb 16, 2022, ... |
| DLH/OCS/IOTH/3... | Test 16/2 | Generic File Appr... | Generic File Appr... | Test User1 (1000... | Medium | Feb 16, 2022, ... |
| DLH/OCS/IOTH/3... | Audit aCces test 01 | Audit Access App... | Audit Access App... | Test User1 (1000... | Medium | Feb 15, 2022, ... |
| DLH/LAC/COFF/... | com001 | Creation Of Mast... | Creation Of Mast... | Test User3 (1000... | Medium | Feb 15, 2022, ... |
| DLH/LAC/COFF/... | COM | Creation Of Mast... | Creation Of Mast... | Test User3 (1000... | Medium | Feb 15, 2022, ... |

- Write Comments in Office note/Green Sheet .



सार्थक पत्र / Working Paper

A paragraph is a self-contained unit of discourse in writing dealing with a particular point or idea. A paragraph consists of one or more sentences. Though not required by the syntax of any language, paragraphs are usually an expected part of formal writing, used to organize longer prose.

Write Comments in Office Note/Green Sheet


- All the sign of users shown in Office Note.

☰
Partner Audit Process Audit Member

Meta Data

Location
 Delhi
Section
 Other Corporate Services
Sub Section
 Others
Project
 NA
Subject
 FAR Process
Priority
 Low

Office Note / Green Sheet



Partner Audit FAR Approval Process

BU & Project Details

| Business Unit | Project |
|-----------------|-------------------------------------|
| Asia Pacific BU | A1, A3 & Offshore Pipeline, Myanmar |

Audit Period: 01.01.2022 To 28.02.2022
Financial Year: 01.01.2022 To 28.02.2022

A paraphrase is a restatement of the meaning of a text or passage using other words. The term itself is derived via Latin paraphrasis from Greek paráfrasis. The act of paraphrasing is also called paraphrasis.

Forwarded & Electronically Signed By :
 Test User1 (100001)-Director (Finance)

- 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 Audit Member on Select Action.
- Click on Forward button.

Action With eSign

☐ Urgent

Select Action

☒ Audit Member
☐ Return to Initiator
☐ Forward For Review

Forward

Exit

Select Action and Click on Forward Button

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



7.3 Review/Recommender Screen

- Open the task from Inbox.

The screenshot shows the 'INBOX' screen for 'Test User2'. The interface includes a sidebar with navigation options like 'Dashboards', 'INBOX', 'Outbox', 'Cabinet', and 'Launch'. The main area displays a table of 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, and a blue arrow points to it with a text box saying 'Task is visible in Inbox'.

| File Name | File Subject | Stage | Task Name | Task From | Priority | Task received... |
|-------------------|---------------------|----------------------|----------------------|---------------------|----------|-------------------|
| DLH/OCS/IOTH/3... | FAR Process | Partner Audit Pro... | Partner Audit Pro... | Test User2 (1000... | Medium | Feb 17, 2022, ... |
| DLH/CFIN/OMD/... | Test Sanction | Tendering Proces... | Tendering Proces... | Test User3 (1000... | Medium | Feb 17, 2022, ... |
| DLH/LAC/COFF/... | testing | Creation Of Mast... | Creation Of Mast... | Test User3 (1000... | Medium | Feb 17, 2022, ... |
| DLH/CSS/SAP/3... | Test Govt Audit | Government (CA... | Government (CA... | PRATIMA MANT... | Medium | Feb 16, 2022, ... |
| DLH/LAC/COFF/... | trhtr | Creation Of Mast... | Creation Of Mast... | Test User4 (1000... | Medium | Feb 16, 2022, ... |
| DLH/LAC/COFF/... | Cash call 16/02 | Cash Call Initiator | Cash Call Initiator | Test User4 (1000... | Medium | Feb 16, 2022, ... |
| DLH/LAC/COFF/... | test | ... | ... | Test User2 (1000... | Medium | Feb 16, 2022, ... |
| DLH/LAC/COFF/... | trhtr | ... | ... | Test User3 (1000... | Medium | Feb 16, 2022, ... |
| DLH/OCS/IOTH/3... | test | ... | ... | Test User1 (1000... | Medium | Feb 16, 2022, ... |
| DLH/OCS/IOTH/3... | test1212 | ... | ... | Test User1 (1000... | Medium | Feb 16, 2022, ... |
| DLH/LAC/COFF/... | 16/2 | Branch Memo Init... | Branch Memo Init... | Test User1 (1000... | Medium | Feb 16, 2022, ... |
| DLH/OCS/IOTH/3... | Test 16/2 | Generic File Appr... | Generic File Appr... | Test User1 (1000... | Medium | Feb 16, 2022, ... |
| DLH/OCS/IOTH/3... | Audit aCces test 01 | Audit Access App... | Audit Access App... | Test User1 (1000... | Medium | Feb 15, 2022, ... |
| DLH/LAC/COFF/... | com001 | Creation Of Mast... | Creation Of Mast... | Test User3 (1000... | Medium | Feb 15, 2022, ... |
| DLH/LAC/COFF/... | COM | Creation Of Mast... | Creation Of Mast... | Test User3 (1000... | Medium | Feb 15, 2022, ... |
| AMS/APAC/AUD/... | DAK-2 | Forward DAK | Forward DAK | Test User3 (1000... | Medium | Feb 15, 2022, ... |

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

The screenshot shows the 'Partner Audit Process Review / Recommend' screen. It features a sidebar with navigation options like 'Delhi', 'Section', 'Sub Section', 'Project', 'Subject', 'Priority', and 'Low'. The main area displays a green sheet titled 'Partner Audit FAR Approval Process' with the following details:

- BU & Project Details:**

| Business Unit | Project |
|-----------------|-------------------------------------|
| Asia Pacific BU | A1, A3 & Offshore Pipeline, Myanmar |

- Audit Period:** 01.01.2022 To 28.02.2022
- Financial Year:** 01.01.2022 To 28.02.2022
- Forwarded & Electronically Signed By:** Test User1 (100001)-Director (Finance)
- Forwarded & Electronically Signed By:** Test User2 (100002)-Country Manager-Imperial Energy

- 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 with a text box saying 'Click on E-sign Button'.

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

Action With eSign

☐ **Urgent**

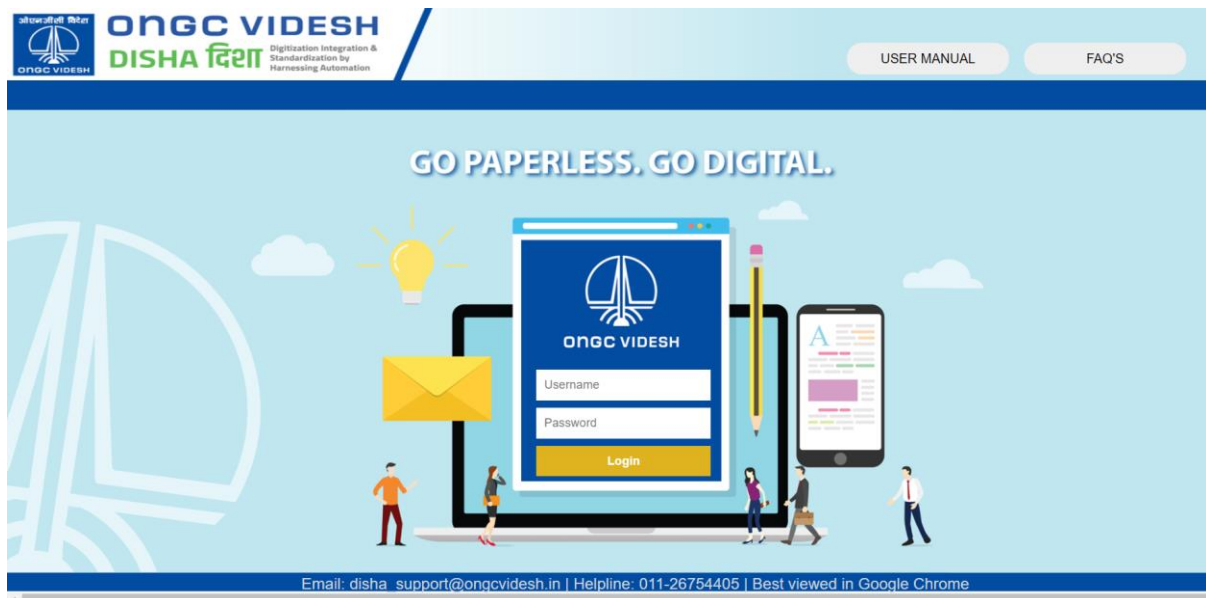
Select Action

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

Forward **Exit**

Click on Forward button

- Task goes to the Regional President.
- Login with Regional President User.



7.4 Regional President Screen.

- Open the task from Inbox.

The screenshot shows the 'INBOX' interface for 'Test User3'. A table lists tasks with columns: File Name, File Subject, Stage, Task Name, Task From, Priority, and Task received. A blue callout box with the text 'Task is visible in Inbox' points to a task in the list.

| File Name | File Subject | Stage | Task Name | Task From | Priority | Task received... |
|---------------------|---------------------|---------------------|---------------------|---------------------|----------|-------------------|
| DLH/OCS/IOTH/3... | FAR Process | Partner Audit FA... | Partner Audit FA... | Test User2 (1000... | Medium | Feb 17, 2022, ... |
| AMS/DEIN/DEIN/... | Test 17/02 | Overseas Postin... | Overseas Postin... | Test User1 (1000... | Medium | Feb 17, 2022, ... |
| DLH/OCS/IOTH/3... | Headquarter Appr... | Headquarter Appr... | Headquarter Appr... | Test User2 (1000... | Medium | Feb 17, 2022, ... |
| DLH/OCS/IOTH/3... | Test | Partner Audit FA... | Partner Audit FA... | Test User3 (1000... | Medium | Feb 17, 2022, ... |
| DLH/OCS/IOTH/3... | SAP TEST | SAP FI Desk | SAP FI Desk | Test User1 (1000... | Medium | Feb 15, 2022, ... |
| AMS/PFIN/PFIN/... | test | Creation Of Mast... | Creation Of Mast... | Test User3 (1000... | Medium | Feb 15, 2022, ... |
| AMS/PFIN/PFIN/... | fre | st... | st... | Test User3 (1000... | Medium | Feb 15, 2022, ... |
| DLH/LAC/COFF/... | test | st... | st... | Test User1 (1000... | Medium | Feb 15, 2022, ... |
| AMS/PFIN/PFIN/... | test | st... | st... | Test User3 (1000... | Medium | Feb 15, 2022, ... |
| AMS/PFIN/PFIN/... | trhtr | st... | st... | Test User3 (1000... | Medium | Feb 15, 2022, ... |
| AMS/PFIN/PFIN/... | test | Creation Of Mast... | Creation Of Mast... | Test User1 (1000... | Medium | Feb 15, 2022, ... |
| AMS/PFIN/PFIN/... | trhtr | Creation Of Mast... | Creation Of Mast... | Test User1 (1000... | Medium | Feb 15, 2022, ... |
| AMS/APAC/AUD/... | DAK-2 | Forward DAK | Forward DAK | Test User3 (1000... | Medium | Feb 15, 2022, ... |
| DLH/DRIL/DRIL/40... | dsds | SAP FI Desk | SAP FI Desk | Test User1 (1000... | Medium | Feb 15, 2022, ... |
| DLH/OCS/IOTH/3... | Tender Box Creat... | Tender Box Creat... | Tender Box Creat... | Test User1 (1000... | Medium | Feb 15, 2022, ... |
| DLH/OCS/IOTH/D... | test123 | Forward DAK | Forward DAK | Test User1 (1000... | Medium | Feb 14, 2022, ... |

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

The screenshot shows the 'Partner Audit FAR Approval Process RP' screen. On the left is a sidebar with filters for Location, Section, Sub Section, Project, Subject, and Priority. The main area displays a green sheet with 'BU & Project Details' and 'Audit Period: 01.01.2022 To 28.02.2022'. It lists 'Forwarded & Electronically Signed By' for Test User1 and Test User2, along with their respective dates and times.

- Click on E-sign button.

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

- Select Forward For Approval on Select Action.
- Click on Next Button

Select Option

☒ Forward For Approval ☐ Return to Initiator ☐ Forward For Review

Next **Exit**

Add Yellow Note

Select Action and click on Next button.

- Select the user of Reviewed By and Approved By field(Mandatory)
- Click on Add Button.

Select Users

☐ Urgent

Reviewed 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 By | 100002 | Test User2 | LAC | BD | Country Manager-Imperial Energy | ✕ |
| Approved By | 100002 | Test User2 | LAC | BD | Country Manager-Imperial Energy | ✕ |

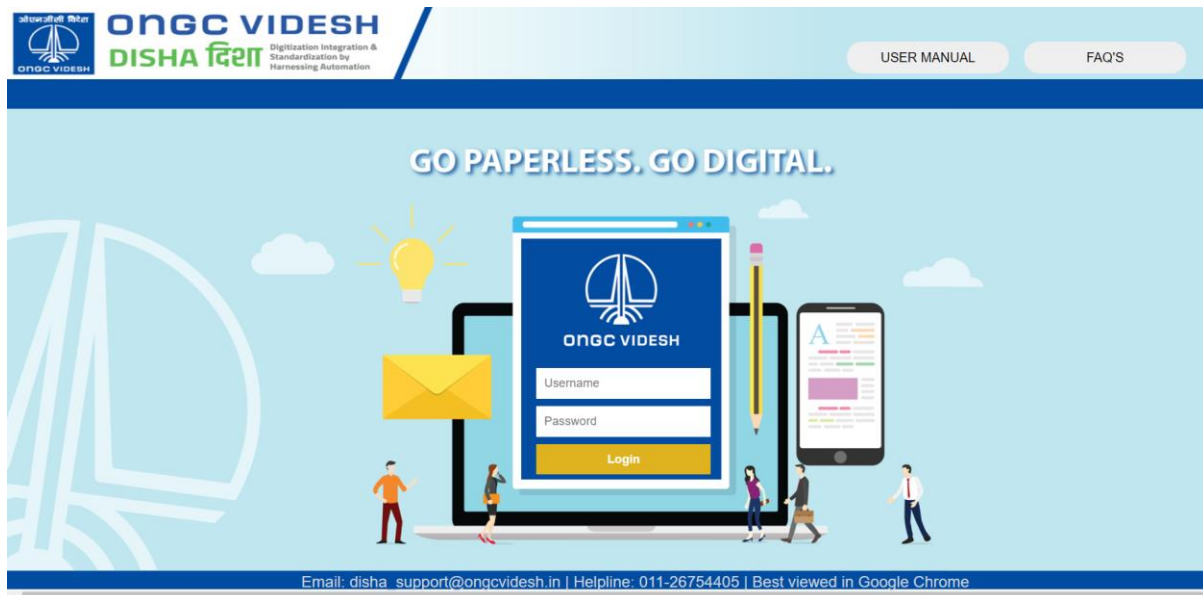
Showing 1 to 2 of 2 entries

Previous **1** Next

Forward **Exit**

Click on Forward button

- All users are showing in table of selected users.
- Click on Forward button.
- Task goes to the Reviewer.
- Login with Reviewer User.



7.5 Reviewer Screen

- Open the Task from Inbox.

The screenshot shows the "INBOX" screen of the application. The user is logged in as "Test User2". The interface includes a sidebar with navigation options like "Dashboards", "INBOX", "Outbox", "Cabinet", and "Launch". The main area displays a table of tasks. A yellow box highlights the top of the table, and a blue arrow points to a task. A blue box with the text "Task is Visible in Inbox" is overlaid on the table.

| File Name | File Subject | Stage | Task Name | Task From | Priority | Task received... |
|-------------------|---------------------|----------------------|----------------------|---------------------|----------|-------------------|
| DLH/CFIN/OMD/... | Test MM 17/02 | Sanction Process | Sanction Process | Test User5 (1000... | Medium | Feb 17, 2022, ... |
| DLH/OC/IOH/3/... | FAR Process | Partner Audit FA... | Partner Audit FA... | Test User3 (1000... | Medium | Feb 17, 2022, ... |
| DLH/CFIN/OMD/... | Test Sanction | Tendering Proces... | Tendering Proces... | Test User3 (1000... | Medium | Feb 17, 2022, ... |
| DLH/LAC/COFF/... | testing | Creation Of Mast... | Creation Of Mast... | Test User3 (1000... | Medium | Feb 17, 2022, ... |
| DLH/CSS/SAP/3/... | Test Govt Audit | | | Test User3 (1000... | Medium | Feb 16, 2022, ... |
| DLH/LAC/COFF/... | tnhr | | | Test User3 (1000... | Medium | Feb 16, 2022, ... |
| DLH/LAC/COFF/... | Cash call 16/02 | | | Test User3 (1000... | Medium | Feb 16, 2022, ... |
| DLH/LAC/COFF/... | test | Creation of Mast... | Creation of Mast... | Test User2 (1000... | Medium | Feb 16, 2022, ... |
| DLH/LAC/COFF/... | tnhr | Creation Of Mast... | Creation Of Mast... | Test User3 (1000... | Medium | Feb 16, 2022, ... |
| DLH/OC/IOH/3/... | test | Creation of Mast... | Creation of Mast... | Test User1 (1000... | Medium | Feb 16, 2022, ... |
| DLH/OC/IOH/3/... | test1212 | Invoice Payment ... | Invoice Payment ... | Test User1 (1000... | Medium | Feb 16, 2022, ... |
| DLH/LAC/COFF/... | 16/2 | Branch Memo Init... | Branch Memo Init... | Test User1 (1000... | Medium | Feb 16, 2022, ... |
| DLH/OC/IOH/3/... | Test 16/2 | Generic File Appr... | Generic File Appr... | Test User1 (1000... | Medium | Feb 16, 2022, ... |
| DLH/OC/IOH/3/... | Audit aCces test 01 | Audit Access App... | Audit Access App... | Test User1 (1000... | Medium | Feb 15, 2022, ... |
| DLH/LAC/COFF/... | com001 | Creation Of Mast... | Creation Of Mast... | Test User3 (1000... | Medium | Feb 15, 2022, ... |
| DLH/LAC/COFF/... | COM | Creation Of Mast... | Creation Of Mast... | Test User3 (1000... | Medium | Feb 15, 2022, ... |

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

7.6 Approver Screen

- Open the Task from Inbox.

Test User2
Edit Profile Log Out

INBOX

Enter search text...

| File Name | File Subject | Stage | Task Name | Task From | Priority | Task Received... |
|-------------------|---------------------|----------------------|----------------------|---------------------|----------|-------------------|
| DLH/OCS/IOH/3... | FAR Process | Partner Audit FA... | Partner Audit FA... | Test User2 (1000... | Medium | Feb 17, 2022, ... |
| AMS/PFIN/PFIN/... | Test 17/02 | Overseas Posting... | Overseas Posting... | Test User1 (1000... | Medium | Feb 17, 2022, ... |
| DLH/CFIN/OMD/... | Test MM 17/02 | Sanction Process... | Sanction Process... | Test User5 (1000... | Medium | Feb 17, 2022, ... |
| DLH/CFIN/OMD/... | Test Sanction | Tendering Proces... | Tendering Proces... | Test User3 (1000... | Medium | Feb 17, 2022, ... |
| DLH/LAC/COFF/... | testing | Creation Of Mast... | Creation Of Mast... | Test User3 (1000... | Medium | Feb 17, 2022, ... |
| DLH/CSS/SAP/3... | Test Govt Audit | | | Test User3 (1000... | Medium | Feb 16, 2022, ... |
| DLH/LAC/COFF/... | thtr | | | Test User3 (1000... | Medium | Feb 16, 2022, ... |
| DLH/LAC/COFF/... | Cash call 16/02 | | | Test User3 (1000... | Medium | Feb 16, 2022, ... |
| DLH/LAC/COFF/... | test | Creation of Mast... | Creation of Mast... | Test User2 (1000... | Medium | Feb 16, 2022, ... |
| DLH/LAC/COFF/... | thtr | Creation Of Mast... | Creation Of Mast... | Test User3 (1000... | Medium | Feb 16, 2022, ... |
| DLH/OCS/IOH/3... | test | Creation of Mast... | Creation of Mast... | Test User1 (1000... | Medium | Feb 16, 2022, ... |
| DLH/OCS/IOH/3... | test1212 | Invoice Payment ... | Invoice Payment ... | Test User1 (1000... | Medium | Feb 16, 2022, ... |
| DLH/LAC/COFF/... | 16/2 | Branch Memo Init... | Branch Memo Init... | Test User1 (1000... | Medium | Feb 16, 2022, ... |
| DLH/OCS/IOH/3... | Test 16/2 | Generic File Appr... | Generic File Appr... | Test User1 (1000... | Medium | Feb 16, 2022, ... |
| DLH/OCS/IOH/3... | Audit aCces test 01 | Audit Access App... | Audit Access App... | Test User1 (1000... | Medium | Feb 15, 2022, ... |
| DLH/LAC/COFF/... | com001 | Creation Of Mast... | Creation Of Mast... | Test User3 (1000... | Medium | Feb 15, 2022, ... |

Task is Visible in Inbox

1 - 25 of 139 items

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

Partner Audit FAR Approval Process Approver

Location
Delhi

Section
Other Corporate Services

Sub Section
Others

Project
NA

Subject
FAR Process

Priority
Low

Forwarded & Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 17.02.2022 11:56:27 AM

Forwarded & Electronically Signed By :
Test User2 (100002)-Country Manager-Imperial Energy
On : 17.02.2022 11:59:16 AM

Forwarded & Electronically Signed By :
Test User2 (100002)-Country Manager-Imperial Energy
On : 17.02.2022 12:00:50 PM

Forwarded & Electronically Signed By :
Test User3 (100003)-Country Manager- Myanmar
On : 17.02.2022 12:02:25 PM

Forwarded & Electronically Signed By :
Test User2 (100002)-Country Manager-Imperial Energy
On : 17.02.2022 12:05:42 PM

- Click on E-sign.

File Action

Save & Close E-Sign History

Click on E-sign button

- Select Approve as Select Action.
- Click Forward Button.

Yellow Notes (1)

Action With eSign

☐ Urgent

Select Action

☒ Approve
 ☐ Return to RP
 ☐ Return to Initiator
 ☐ Forward For Review

Select Approve

Forward Exit

- Select Approve & Send to Initiator.
- Click on Forward button.

Yellow Notes (1)

Action With eSign

☐ Urgent

Select Action

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

Back Forward Exit

Click on Forward button.

7.7 Initiator Screen.

- 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 list, and a red box highlights it. A red text box says 'Task is Visible in Inbox'.

| File Name | File Subject | Stage | Task Name | Task From | Priority | Task received... |
|---------------------|----------------------|------------------------|------------------------|---------------------|----------|-------------------|
| DLH/OCS/OTH/3... | FAR Process | Partner Audit FA... | Partner Audit FA... | Test User2 (1000... | Medium | Feb 17, 2022, ... |
| DLH/CFIN/OMD/... | Test Sanction | Tendering Proces... | Tendering Proces... | | Medium | Feb 17, 2022, ... |
| DLH/CFIN/OMD/... | Test Sanction | Tendering Proces... | Tendering Proces... | | Medium | Feb 16, 2022, ... |
| DLH/OCS/OTH/3... | Test by sumit jain | Generic File Initiator | Generic File Initiator | | Medium | Feb 16, 2022, ... |
| DLH/OCS/OTH/3... | Inward test 01 | Generic File Initiator | Generic File Initiator | Test User2 (1000... | Medium | Feb 16, 2022, ... |
| DLH/OCS/OTH/3... | rti | | | | Medium | Feb 16, 2022, ... |
| DLH/LAC/COFF/... | Test By gautam | | | 1000... | Medium | Feb 16, 2022, ... |
| DLH/OCS/OTH/3... | Headquarter Appro... | | | | Medium | Feb 16, 2022, ... |
| DLH/OCS/OTH/3... | Audit Access App... | Audit Access Initi... | Audit Access Initi... | | Medium | Feb 16, 2022, ... |
| DLH/LAC/COFF/... | test | Creation of Mast... | Creation of Mast... | Test User2 (1000... | Medium | Feb 16, 2022, ... |
| DLH/OCS/OTH/3... | Branch Memo tes... | Branch Memo Init... | Branch Memo Init... | Test User2 (1000... | Medium | Feb 15, 2022, ... |
| DLH/OCS/OTH/3... | Branch Memo tes... | Re-Appropriation ... | Re-Appropriation ... | | Medium | Feb 15, 2022, ... |
| DLH/DRIL/DRIL/40... | Role Test fole 01 | Generic File Revi... | Generic File Revi... | Test User2 (1000... | Medium | Feb 15, 2022, ... |
| DLH/OCS/OTH/3... | Tendering | Tendering Proces... | Tendering Proces... | Test User1 (1000... | Medium | Feb 15, 2022, ... |
| DLH/OCS/OTH/3... | Branch memo | Branch Memo Init... | Branch Memo Init... | | Medium | Feb 15, 2022, ... |
| DLH/OCS/OTH/3... | tendering1 | Tendering Proces... | Tendering Proces... | Test User1 (1000... | Medium | Feb 15, 2022, ... |

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

The screenshot shows the 'Partner Audit FAR Approval Initiator' screen. The 'Office Note / Green Sheet' section shows a list of users and their signatures. A red text box says 'All the sign of users shown in Office Note/Green Sheet'.

| Location | Section | Sub Section | Project | Subject | Priority |
|----------|--------------------------|-------------|---------|-------------|----------|
| Delhi | Other Corporate Services | Others | NA | FAR Process | Low |

Office Note / Green Sheet

On : 17.02.2022 11:56:27 AM On : 17.02.2022 11:59:16 AM

Forwarded & Electronically Signed By :

Test User2 (100002)-Country Manager-Imperial Energy

On : 17.02.2022 12:00:50 PM

Forwarded & Electronically Signed By :

Test User3 (100003)-Country Manager- Myanmar

On : 17.02.2022 12:02:25 PM

Forwarded & Electronically Signed By :

Test User2 (100002)-Country Manager-Imperial Energy

On : 17.02.2022 12:05:42 PM

Approved & Electronically Signed By :

Test User2 (100002)-Country Manager-Imperial Energy

On : 17.02.2022 12:07:30 PM

- Click on Send to Cabinet Button.

The screenshot shows the 'File Action' screen. The 'Send To Cabinet' button is highlighted with a red box and a red arrow. A red text box says 'Click on Send to Cabinet button'.

File Action

Save & Close History Send To Cabinet

Click on Send to Cabinet button

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

Yellow Notes (1)

Send File to Cabinet

Are you sure want to send this file to cabinet ?

Click on Forward button

- Task goes to the Cabinet of Initiator.

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