



ONGC Videsh Ltd.



2021

Paperless Office- Report Approval – User Manual

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1 Introduction

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

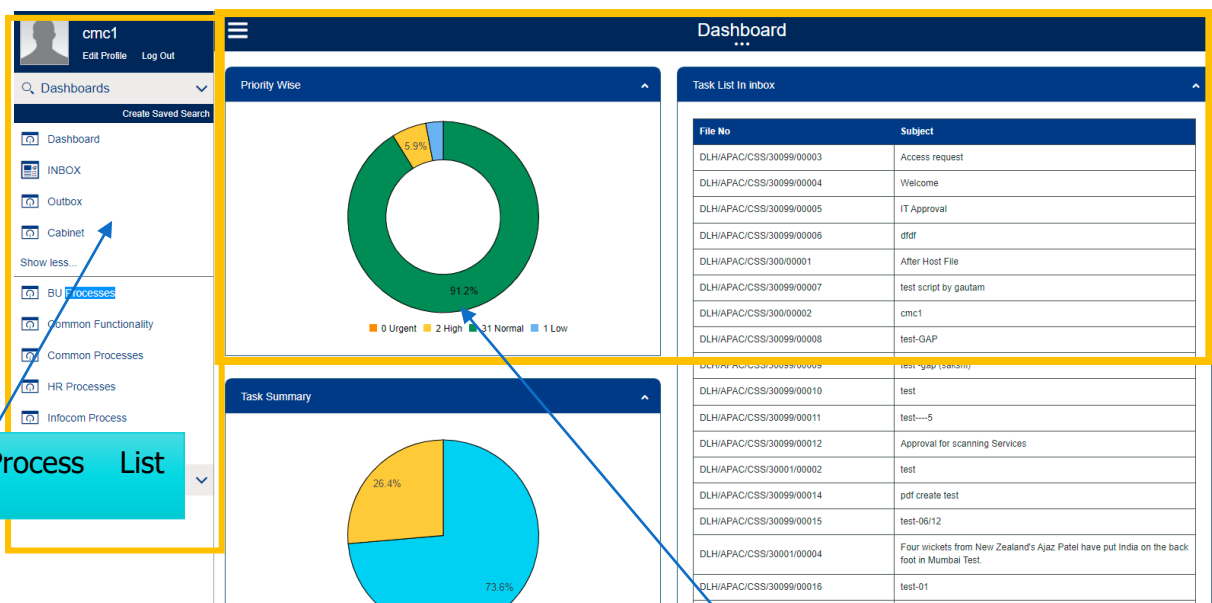
2 Login in the Paperless office:

- 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 - View task assign to you

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
DLH/APAC/CSS/30099...	GAP Manual	Generic File Initiator	Generic File Initiator		Normal	Dec 8, 2021, 12:38...
DLH/APAC/CSS/30001...	test-01	User Access Managem...	User Access Managem...		Normal	Dec 8, 2021, 12:12...
DLH/APAC/CSS/30008...	incident testing	Incident/Activity Report...	Incident/Activity Report...		Normal	Dec 8, 2021, 11:15.3...
DLH/APAC/CSS/30020...	test of reappropriation	Re-Appropriation of Bu...	Re-Appropriation of Bu...	cmc3 (900004)-Genera...	Normal	Dec 7, 2021, 9:27.5...
DLH/APAC/CSS/30020...	Test	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 8:49.2...
DLH/APAC/CSS/30020...	Test By gautam	Re-Appropriation of Bu...	Re-Appropriation of Bu...	cmc3 (900004)-Genera...	Normal	Dec 7, 2021, 7:01.3...
DLH/APAC/CSS/30008...	TEST-MANUAL	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 3:02.5...
DLH/APAC/CSS/30008...	test-manual	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 3:00.4...
DLH/APAC/CSS/30001...	testing	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 12:02...
DLH/APAC/CSS/30003...	Intrest Penalty on statu...	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 11:59.2...
DLH/APAC/CSS/30008...	test-INCIDENT	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 11:48.1...
DLH/APAC/CSS/30001...	test-123	HR Onboarding Initiator	HR Onboarding Initiator		Normal	Dec 6, 2021, 5:13.4...
DLH/CSS/HR/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...

4 How to run the Common Processes

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

Click on Common Processes button on the Process list

Process Name	Launch
Generic Approval Process	Launch
Offboarding-Transfer	Launch
Delegate Task	Launch
Part Case File Approval Process	Launch
Hand Over Take Over Approval	Launch
Report Approval	Launch

Showing 1 to 6 of 6 entries

5 Report Approval Launch:

- Click on Launch button.

The screenshot shows the 'Common Processes' interface. On the left is a sidebar with navigation links like 'Dashboards', 'INBOX', 'Dashboard', 'Cabinet', 'BD Processes', 'BU Processes', 'Cash and Bank Process', 'Common Finance', 'Common Functionality', and 'Common Processes'. The main area displays a 'List of Processes' table with columns 'Process Name' and 'Launch'. The table lists six processes: 'Generic Approval Process', 'Offboarding-Transfer', 'Delegate Task', 'Part Case File Approval Process', 'Hand Over Take Over Approval', and 'Report Approval'. Each process has a 'Launch' button. The 'Report Approval' button is highlighted with a yellow box. Below the table, it says 'Showing 1 to 6 of 6 entries' with 'Previous', '1', and 'Next' navigation links. A blue arrow points to the 'Launch' button for 'Report Approval' with the text '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 and Report Type from the dropdown.
- In the Subject section enter the name of the file to be created.
- In the Select Quarter section enter Quarter start date and Quarter end date.
- Download Report from Download Report button.

The screenshot shows the 'Report Approval' form. It has a sidebar on the left with navigation links. The main area is titled 'Report Approval'. The form is divided into three main sections: 'Meta Data', 'Select Quarter', and 'Download Report'. The 'Meta Data' section contains dropdowns for Location (Chennai), Section (EC Cell), Sub Section (Office of Managing Director), Projects (NA), Subject (Report Approval Example), Priority (Medium), and Report Type (Quarterly Report on Interest and Penalty). The 'Select Quarter' section contains input fields for Quarter Start Date (01.09.2021) and Quarter End Date (31.12.2021). The 'Download Report' section contains a 'Download Report' button.

Meta Data

Location

Delhi

Section

EC Cell

Sub Section

Office of Managing Director

Projects

NA

Subject

Report Approval Example

Priority

Medium

Report Type

Quarterly Report on Interest and Penalty

Select Quarter

Quarter Start Date

01.09.2021

Quarter End Date

31.12.2021

Download Report

Download Report

➤ Click on Create button of File Action panel.

Test User1

Edit Profile Log Out

Common Processes

Report Approval

Dashboards

Create Saved Search

Dashboard

Cabinet

INBOX

Outbox

Show less...

Audit File

BD Processes

BU Processes

Cash and Bank Process

Common Finance

Common Functionality

Common Processes

CP&S Processes

DAK

Eoffice

GET SAP

GET SAP HTTP OVL-Common Finance

GET SAP HTTP OVL-Dashboards

GET SAP HTTP OVL-Eoffice

Helpdesk

HR Processes

IA Processes

Meta Data

Location

Delhi

Section

EC Cell

Sub Section

Office of Managing Director

Projects

NA

Subject

Report Approval Example

Priority

Medium

Report Type

Quarterly Report on Interest and Penalty

Select Quarter

Quarter Start Date

01.09.2021

Quarter End Date

31.12.2021

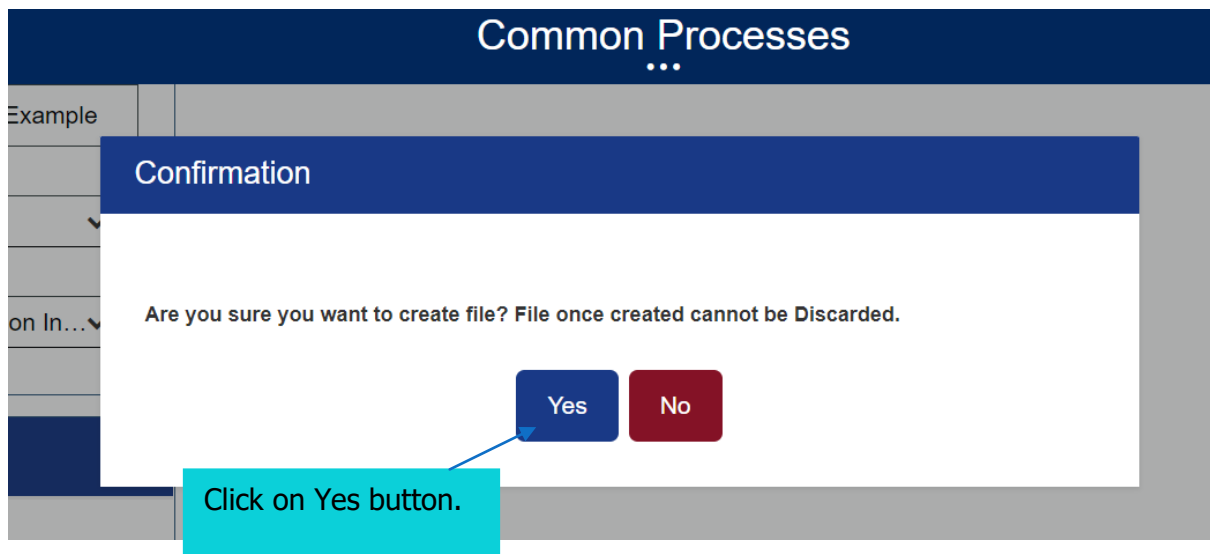
File Action

Exit

Create

Click on Create button

- Click on Yes button.

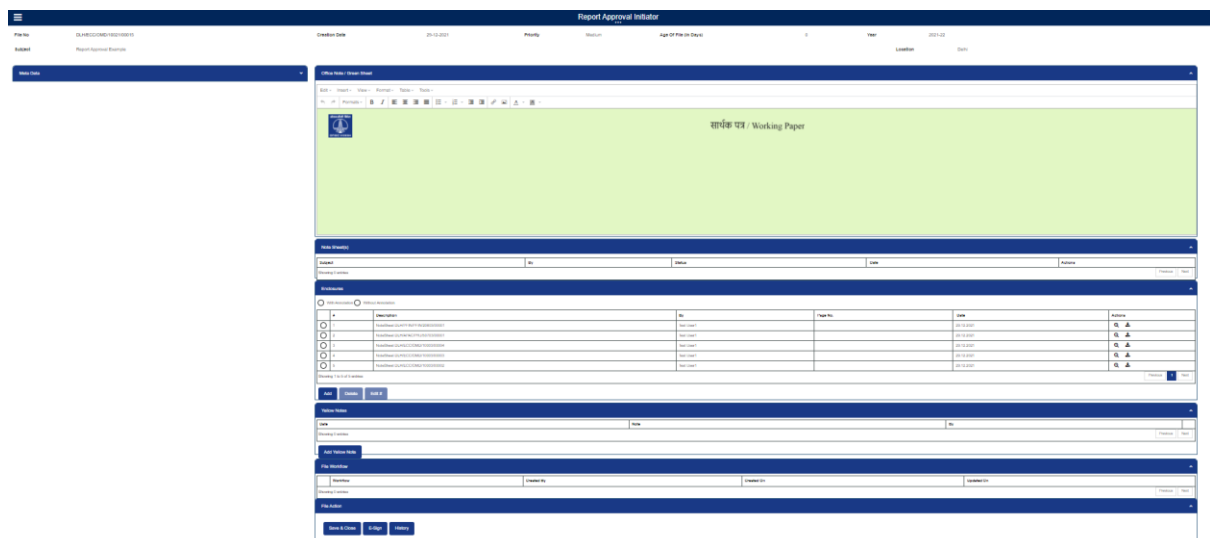


- Based on metadata entered at the time of file Selected/Entered, Unique File No get Created.

Note: File No convention based on Location/Sec/Sub Sec/File tag/File No Series e.g., DLH/ECC/OMD/10021/00007

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 and Report type.

Download Report – Report file can be downloaded by the initiator even before creating process file as Microsoft Excel file. This file contains data generated in Interest/Penalty on various statutory levies process for the same Quarter as selected by the initiator.

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. Note Sheets of Interest/Penalty on various statutory levies process for the same Quarter as selected by the initiator are shown in 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 form 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:

- i. Save & close – File is saved in Inbox.
- ii. E-Sign –User can sign and forward the file.
- iii. History –User can view the history of file.

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 Download Report

- Click on Download report button.

Test User1
Edit Profile Log Out

Common Processes
Report Approval

Meta Data

Location: Delhi

Section: EC Cell

Sub Section: Office of Managing Director

Project: NA

Subject: Report Approval

Priority: Medium

Reason Type: Quarterly Report on Interest and Penalty

Select Quarter

Quarter Start Date: 01 09 2021

Quarter End Date: 31 12 2021

Download Report

Download Report

Download Report

Download Report

➤ Downloaded report will be shown as below.

Quarterly Report on Interest and Penalty (4) - Excel

	A	B	C	D	E	F	G	H	I	J
		Name of Project / Country Office/Hqr	Brief Description of Interest/Penalty Paid on	Amount in Local Currency	Local Currency	Amount in Equivalent USD	Reason for Payment of Interest/ Penalty	Action Taken to Avoid in Future	Date of Approval by Concerned Director	Remarks
1	S.No.									
2	1	Head Quarter	Example	7000	USD	7000	Example	ok	20.12.2021	None
3	2	Head Quarter	Example	6000	USD	6000	Example	ok	20.12.2021	None
4	3	Head Quarter	Example	5000	USD	5000	Example	ok	20.12.2021	None
5										
6										

6.3 Add Office Note/ Green Sheet

➤ Write Comments in Office note/Green Sheet.



सार्थक पत्र / Working Paper

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

Write Comments in Office Note/Green Sheet

6.4 Enclosure(s)

- Note Sheets of Interest/Penalty on various statutory levies process for the same Quarter as selected by the initiator are shown in enclosure.

Enclosures

☐ With Annotation ☐ Without Annotation

	#	Description	By	Page No.	Date	Actions
<input checked="" type="radio"/>	1	NoteSheet DLH/ECC/OMD/10003/00004	100001		20.12.2021	
<input type="radio"/>	2	NoteSheet DLH/ECC/OMD/10003/00003	100001		20.12.2021	
<input type="radio"/>	3	NoteSheet DLH/ECC/OMD/10003/00002	100001		20.12.2021	

Showing 1 to 3 of 3 entries

Previous **1** Next

Add

Delete

Edit #

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				

Add

Delete

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.

The screenshot shows a web application interface with a modal window titled "Add Enclosure". The modal contains the following fields and buttons:

- Description :** A text input field containing the placeholder text "Add Enclosure".
- Page No :** A text input field containing the value "2".
- Upload Section:** A blue button with an upload icon labeled "Browse" is next to the filename "Generic(Scrnsht).docx".
- Action Buttons:** At the bottom right of the modal are two buttons: a blue "Add" button and a red "Exit" button.

Annotations with blue arrows point to the following elements:

- A cyan box at the top right says "Add Description, Page NO. Upload Document." with an arrow pointing to the Description field.
- A cyan box at the bottom center says "Click on Add button" with an arrow pointing to the "Add" button.

In the background, a table with columns "Date", "Note", and "By" is partially visible.

6.6 Add Yellow Note

The screenshot shows a web application interface for "Yellow Notes". It includes a table with columns "Date" and "By". Below the table, there is a blue button labeled "Add Yellow Note".

An annotation with a blue arrow points to the "Add Yellow Note" button, with a cyan box containing the text "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

Add

Exit

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 button. Noting will saved as Draft.

File Action

Save & Close E-Sign History

Click on E-Sign

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.

Report Approval Initiator

Select Users

Select Favourite

Reviewed/Recommended By : 100002-Test User2 (BD-BD)-Senior Finance & Accounts Officer Add

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

Approved By : 100004-Test User4 (RUS-CFIN)-Company Secretary Add

Selected Users Per page: 10

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

Previous 1 Next

Forward Exit

Updated On Previous Next

Click on Add button

- All users are showing in table of selected users.

- Click on Forward button.

Select Users

Select Favourite

Reviewed/Recommended By : Add

Agreed/Concurred By : Add

Approved By : 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	CPS	CPS	General Manager (Production)
Approved By	100004	Test User4	RUS	CRIN	Company Secretary

Showing 1 to 3 of 3 entries

Previous 1 Next

Forward Exit

Click on Forward button.

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



7.2 Reviewer/Recommender Screen

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

Test User2

Edit Profile Log Out

INBOX

...

Enter search text...

Dashboards

Create Saved Search

Dashboard

INBOX

Cabinet

Show more...(24)

Launch

Access Authorization Generic Process

Mortgage Approval Process

Sanction Process

File Name	File Subject	Stage	Task Name	Task From	Priority	Task receive
DLH/ECC/OMD/1...	Report Approval ...	Interest/Penalty ...	Interest/Penalty ...	Test User1 (1000...	Normal	Dec 17, 20...
DLH/ECC/OMD/1...	Test Audit 17/12	File For Review	File For Review	Test User4 (1000...	High	Dec 17, 20...
DLH/ECC/OMD/1...	test1	Re-Appropriation ...	Re-Appropriation ...	Test User1 (1000...	Normal	Dec 17, 20...
		Approver Part File	Approver Part File	Test User1 (1000...	Normal	Dec 16, 20...
		Cha			Normal	Dec 16, 20...
		Cha			Normal	Dec 16, 20...
		Cha			Normal	Dec 16, 20...
		Change in Bank ...	Change in Bank ...		Normal	Dec 16, 20...
		Change in Bank ...	Change in Bank ...		Normal	Dec 16, 20...
		Change in Bank ...	Change in Bank ...		Normal	Dec 16, 20...
DLH/BD/BD/1059...	payment	Generic File Initia...	Generic File Initia...		Normal	Dec 16, 20...
		Change in Bank ...	Change in Bank ...		Normal	Dec 16, 20...
		undefined			Normal	Dec 16, 20...
		undefined			Normal	Dec 16, 20...
		undefined			Normal	Dec 16, 20...

< 1 >


25

items per page

1 - 22 of 22 items

Task is visible in Inbox

- 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.


Interest/Penalty Report Reviewer / Recommender

File No	DLH/ECC/OMD/10021/00007	Creation Date	17-12-2021	Priority	Normal	Age Of File (in Days)	0	Year	2021-22
Subject	Report Approval Example	Location	Delhi						

Meta Data

- Location**
Delhi
- Section**
EC Cell
- Sub Section**
Office of Managing Director
- Project**
NA
- Subject**
Report Approval Example
- Priority**
Normal
- ReportType**
Quarterly Report on Interest and Penalty

Office Note / Green Sheet



सार्थक पत्र / Working Paper

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque pulvinar eros sit amet velit condimentum eleifend. Duis nisi nisl, gravida sed massa ut, bibendum volutpat tortor. Nam facilisis quam mi, vel suscipit leo rutrum quis. Sed viverra lobortis ex, quis sodales leo eleifend pharetra. Sed tincidunt eros quis sagittis sollicitudin. Maeenas turpis arcu, imperdiet mattis tempor nec, consectetur quis ante. Morbi sit amet cursus justo. Vivamus purus turpis, dignissim sit amet molestie eu, finibus eu erat. Aliquam erat volutpat. Aenean ac feugiat mauris, at rutrum sem. Sed sagittis dui vel lacus sollicitudin ullamcorper.

Quisque dictum ipsum ullamcorper lacus varius dictum. Aliquam non odio ac lectus dictum sodales in sit amet diam. Donec venenatis erat vel augue ullamcorper, et malesuada diam sagittis. Vivamus mi mauris, tincidunt in dictum a, dapibus vel tortor. In ut convallis ante, in elementum felis. Sed tincidunt varius nisi eu pretium. Nulla rutrum viverra felis, id porta magna interdum ac.

Forwarded & Electronically Signed By :
 Test User1 (100001)-Senior Geophysicist (Surface)
On : 17.12.2021 03:38:36 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/Concurrer.
- Login with Agree/Concurrer User.



7.3 Agree/Concurre 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 r. The task 'Report Approval ...' is highlighted in yellow. 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 r
DLH/ECC/OMD/1...	Test Audit 17/12	Government (CA	Government (CA	null/null/null	High	Dec
DLH/ECC/OMD/1...	Report Approval ...	Interest/Penalty ...	Interest/Penalty ...	Test User2 (1000...	Normal	Dec
AMS/CPS/CPS/1...	opinion on legal	Generic Legal Fil...	Generic Legal Fil...		Normal	Dec
DLH/BD/BD/1051...	Test by gautam p...	Approver Part File	Approver Part File	Test User1 (1000...	Normal	Dec
DLH/BD/BD/1051...	Test Part case file...	Approver Part File	Approver Part File	Test User2 (1000...	Normal	Dec
DLH/ECC/OMD/1...	Test	Approver Part File	Approver Part File	Test User1 (1000...	Normal	Dec
DLH/ECC/OMD/1...	Test	Approver Part File	Approver Part File	Test User1 (1000...	Normal	Dec
DLH/BD/BD/1052...	Test	Approver Part File	Approver Part File	Test User2 (1000...	Normal	Dec

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

The screenshot shows the 'Interest/Penalty Report Agree / Concurrer' screen. It features a 'Meta Data' panel on the left and an 'Office Note / Green Sheet' panel on the right. The 'Office Note / Green Sheet' panel contains a green background with text and signatures.

Meta Data:

- Location: Delhi
- Section: EC Cell
- Sub Section: Office of Managing Director
- Project: NA
- Subject: Report Approval Example
- Priority: Normal
- Report Type: Quarterly Report on Interest and Penalty

Office Note / Green Sheet:

सर्पक पत्र / Working Paper

Forwarded & Electronically Signed By :
Test User1 (100001)-Senior Geophysicist (Surface)
On : 17.12.2021 03:38:36 PM

Review ok

Forwarded & Electronically Signed By :
Test User2 (100002)-Senior Finance & Accounts Officer
On : 17.12.2021 04:00:25 PM

- Click on E-sign button.

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

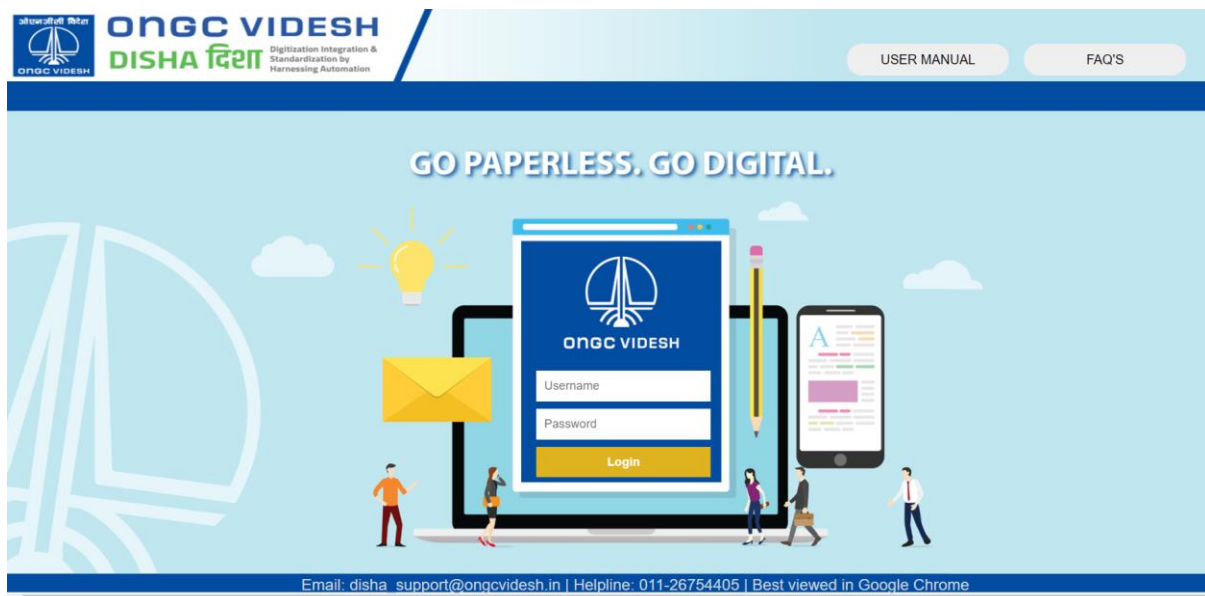
- Select Agree/Concur on Select Action.
- Click on Forward button.

Interest/Penalty Report Agree / Concurrer

	By	Status
Action With eSign		
<p>Select Action</p> <p> <input checked="" type="radio"/> Agree / Concur <input type="radio"/> Return to Initiator <input type="radio"/> Forward For Review </p> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 10px;"> Forward Exit </div>		

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' interface for 'Test User4'. A table lists tasks with columns: File Name, File Subject, Stage, Task Name, Task From, Priority, and Task received. The first task is highlighted in yellow. A blue arrow points to the 'Stage' column of this task, with a text box stating 'Task is visible in Inbox'.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received
DLH/ECC/OMD/1...	Report Approval ...	Interest/Penalty ...	Interest/Penalty ...	Test User3 (1000...	Normal	Dec 17, 20...
DLH/ECC/OMD/1...	Test	Help Desk	Help Desk	Test User1 (1000...	Normal	Dec 15, 20...

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

The screenshot shows the 'Interest/Penalty Report Approver' screen. It displays metadata for a report and a 'Green Sheet' section containing electronic signatures. The 'Green Sheet' section lists three users who have signed: Test User1, Test User2, and Test User3, each with a timestamp.

Office Note / Green Sheet

Forwarded & Electronically Signed By :
 Test User1 (100001)-Senior Geophysical (Surface)
 On : 17.12.2021 03:36:36 PM

Review ok

Forwarded & Electronically Signed By :
 Test User2 (100002)-Senior Finance & Accounts Officer
 On : 17.12.2021 04:00:25 PM

Agree ok

Concerned & Electronically Signed By :
 Test User3 (100003)-General Manager (Production)
 On : 17.12.2021 04:12:21 PM

- Click on E-sign button.

The screenshot shows the 'File Action' dialog box with three buttons: 'Save & Close', 'E-Sign', and 'History'. The 'E-Sign' button is highlighted with a blue arrow pointing to it.

Click on E-sign button

- Select Approve on Select Action.

Interest/Penalty Report Approver

Action With eSign

☐ **Urgent**

Select Action

☒ Approve ☐ Return to Initiator ☐ Forward For Review

Forward **Exit**

Note Sheet(s)

- Now select Approve & Send to Initiator.
- Click on Forward button.

Interest/Penalty Report Approver

Action With eSign

☐ **Urgent**

Select Action

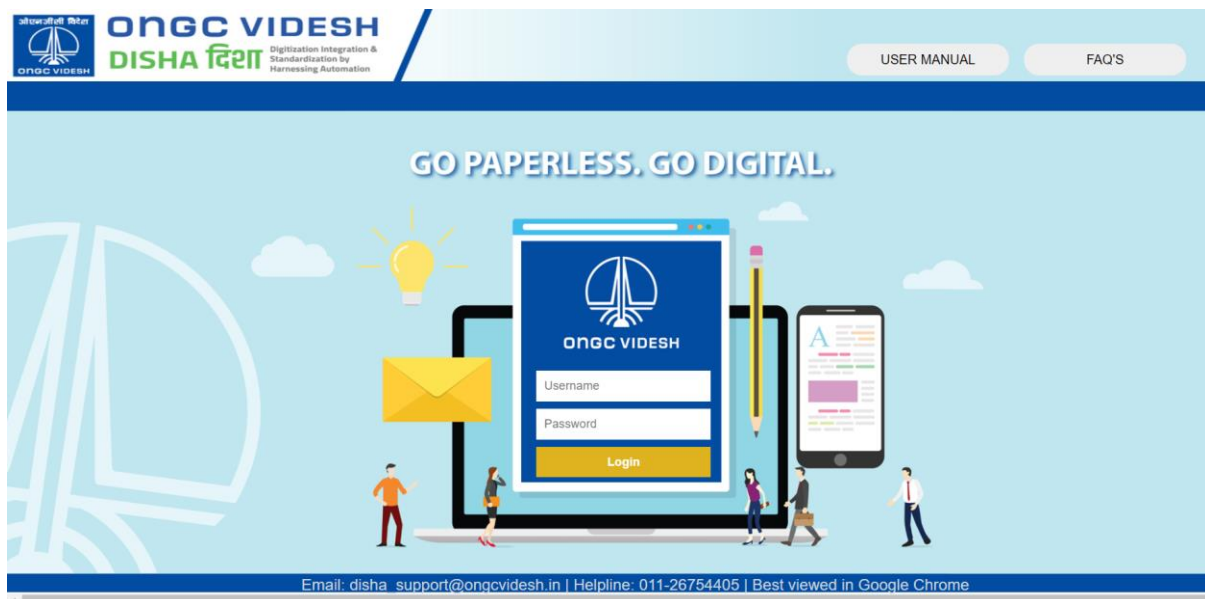
☒ Approve & Send To Initiator ☐ Approve & Send To Other User

Back **Forward** **Exit**

Note Sheet(s)

Click on Forward button

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



7.5 Initiator Screen.

- Open the Task from Inbox.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
DLH/ECC/OMD/10021/...	Report Approval Example	Report Approval Initiator	Report Approval Initiator	Test User4 (100004)-A...	Normal	Dec 17, 2021, 4:21:...
DLH/ECC/OMD/10099/...	fff	Generic File Initiator	Generic File Initiator		Normal	Dec 17, 2021, 4:10:...
DLH/ECC/OMD/10011/...	Test By gautam 2	File Reviewed	File Reviewed	Test User3 (100003)-G...	Normal	Dec 17, 2021, 4:09:...
DLH/ECC/OMD/10017/...	Test By gautam	Generic Legal File Initi...	Generic Legal File Initi...		Normal	Dec 17, 2021, 4:04:...
DLH/ECC/OMD/10099/...	test wfwdfsd				Normal	Dec 17, 2021, 4:04:...
DLH/ECC/OMD/10025/...	test				Normal	Dec 17, 2021, 4:03:...
DLH/ECC/OMD/10025/...	test				Normal	Dec 17, 2021, 3:51:...
DLH/ECC/OMD/10025/...	Test CPS Generic ap	Generic CP&S File Initi...	Generic CP&S File Initi...		Normal	Dec 17, 2021, 3:36:...
		Change in Bank Signat...	Change in Bank Signat...		Normal	Dec 17, 2021, 3:31:...
		Change in Bank Signat...	Change in Bank Signat...		Normal	Dec 17, 2021, 2:29:...
					Normal	Dec 17, 2021, 2:08:...

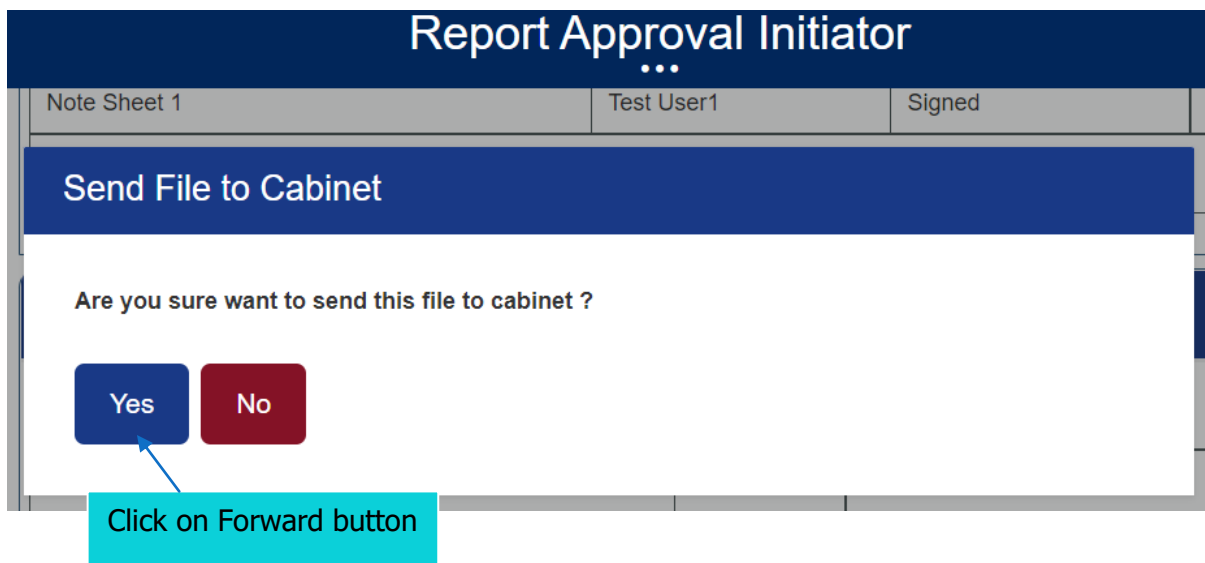
- All the sign of users shown in Office Note/Green Sheet.

- Click on Send to Cabinet Button.



Click on Send to Cabinet button

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

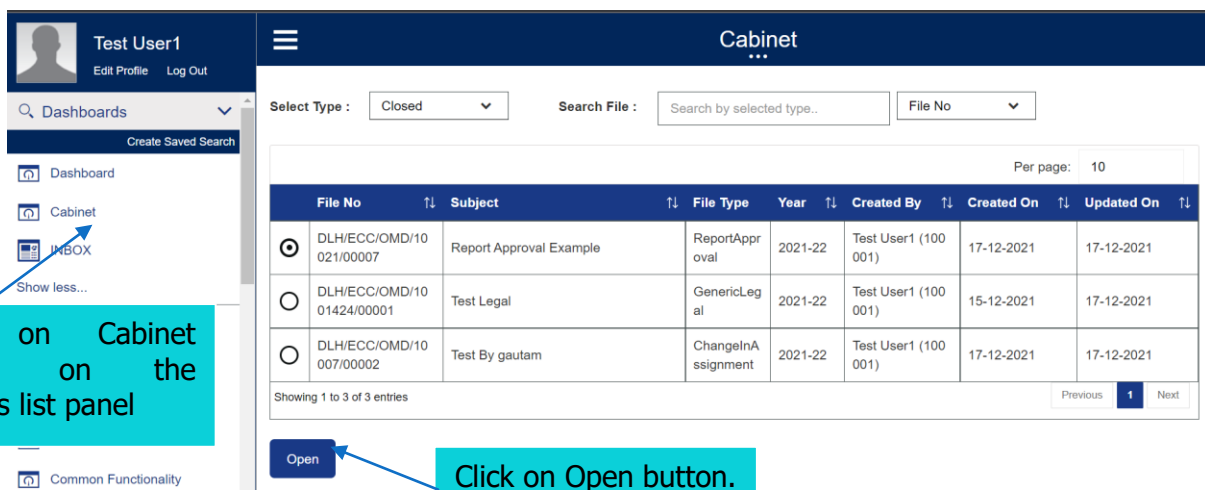


Click on Forward button

- Task goes to the Cabinet of Initiator.

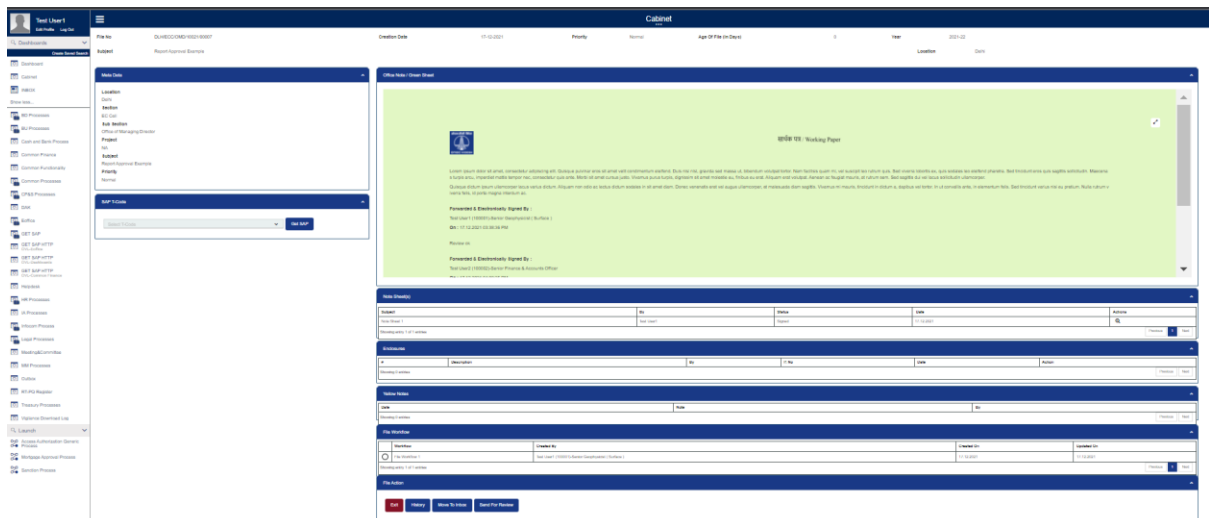
7.6 Cabinet Screen

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

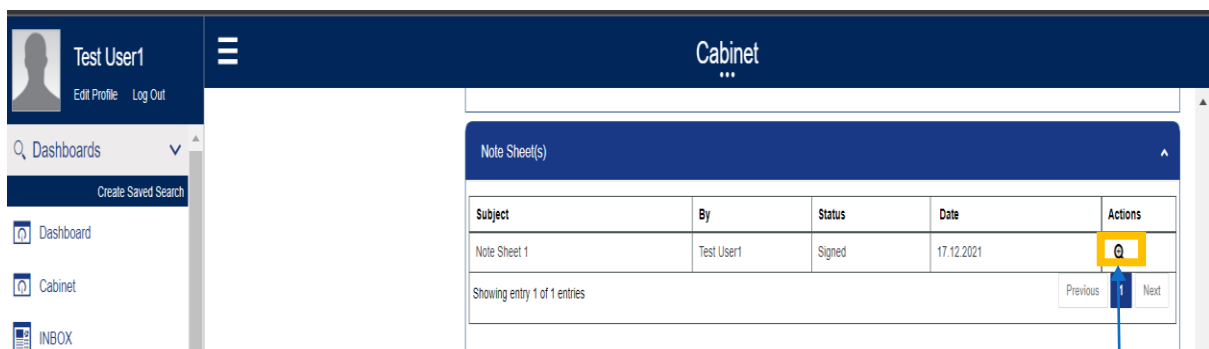


Click on Cabinet button on the process list panel

Click on Open button.

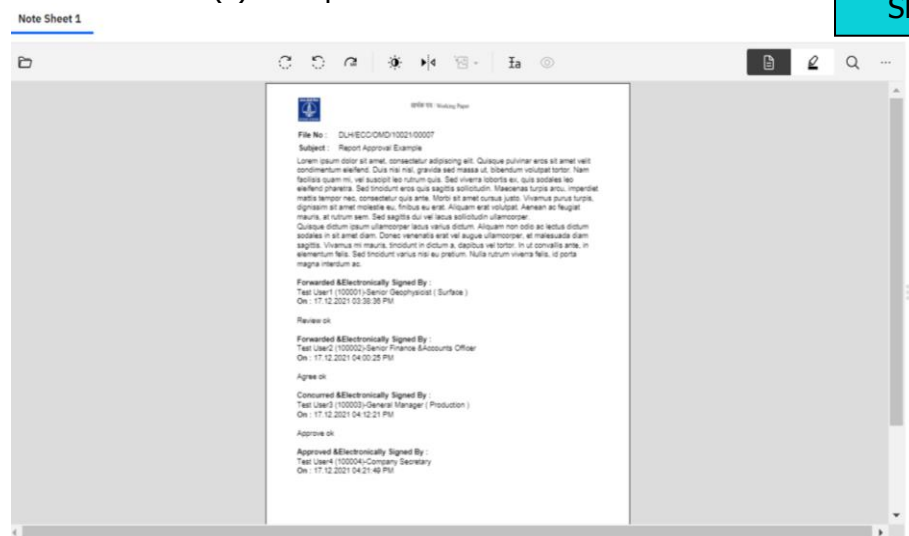


- Now you can see all the data of user.
- In Notes Sheet section click on actions icon to open Notes sheet(s).



- Notes Sheet(s) will open.

View Notes Sheet(s)



- Enclosures send can be viewed and downloaded from Actions.

Enclosures

☐ With Annotation
 ☐ Without Annotation

	#	Description	By	Page No.	Date	Actions
<input checked="" type="radio"/>	1	NoteSheet DLH/ECC/OMD/10003/00004	100001		20.12.2021	
<input type="radio"/>	2	NoteSheet DLH/ECC/OMD/10003/00003	100001		20.12.2021	
<input type="radio"/>	3	NoteSheet DLH/ECC/OMD/10003/00002	100001		20.12.2021	

Showing 1 to 3 of 3 entries

Previous

1

 Next

Add

Delete

Edit #

View Enclosure

Download Enclosure

- 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)-Senior Geophysicist (Surface)	17.12.2021	17.12.2021

Showing entry 1 of 1 entries

Previous

1

 Next

- Workflow Members will be shown.

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 User4 (100004)-Company Secretary

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

Movement History

File No :
DLH/ECC/OMD/10021/00007

Subject :
Report Approval Example

Per page: 10

Date	Stage	From	To
17.12.2021 03:43:52 PM	Report Approval Initiator	Test User1 (100001)-Senior Geophysicist (Surface)	Test User2 (100002)-Senior Finance & Accounts Officer
17.12.2021 04:05:41 PM	Review / Recommend	Test User2 (100002)-Senior Finance & Accounts Officer	Test User3 (100003)-General Manager (Production)
17.12.2021 04:17:38 PM	Agree / Concur	Test User3 (100003)-General Manager (Production)	Test User4 (100004)-Company Secretary
17.12.2021 04:27:05 PM	Approve	Test User4 (100004)-Company Secretary	Test User1 (100001)-Senior Geophysicist (Surface)
17.12.2021 04:38:52 PM	Report Approval Initiator	Test User1 (100001)-Senior Geophysicist (Surface)	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

7.7 Outbox Screen

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

Test User1
Edit Profile Log Out

- GET SAP HTTP OVL-Office
- GET SAP HTTP OVL-Cashboards
- GET SAP HTTP OVL-Common Finance
- Helpdesk
- HR Processes
- IA Processes
- Infocom Process
- Legal Processes
- Meeting&Committee
- MM Processes
- Outbox**
- RT-PQ Register
- Treasury Processes

Outbox

From Date : 10.12.2021 To Date : 17.12.2021 Search Filter File : Filter by any field

File No	Subject	File Type	Priority	Stage	Action	Date
DLH/ECC/OMD/10021/00007	Report Approval Example	ReportApproval	Normal	ReportApproval Initiator	Cabinet	17-12-2021 04:38 PM
DLH/ECC/OMD/10011/00001	Test By gautam 2	GenericLegal	Normal	Cabinet	Forward For Review	17-12-2021 04:13 PM
DLH/ECC/OMD/10017/00001	Test By gautam	GenericLegal	Normal	Cabinet	Re-Opened	17-12-2021 04:09 PM
DLH/ECC/OMD/1001424/00001	Test Legal	GenericLegal	Normal	Generic File Initiator	Cabinet	17-12-2021 03:56 PM
DLH/ECC/OMD/10025/00002	Test CPS Generic ap	GenericCPS	Normal	Cabinet	Re-Opned	17-12-2021 03:36 PM
DLH/ECC/OMD/10024/00017	Test Audit 17/12	CAG	High	Government (CAG Audit) Initiator		17-12-2021 11:50 AM
DLH/ECC/OMD/10021/00003	Quarterly Report Approval	ReportApproval	Normal	ReportApproval Initiator	Committee	17-12-2021 11:22 AM
DLH/ECC/OMD/10007/00002	Test By gautam	ChangeInAssignment	Normal	Change in Assignment Initiator	Committee	17-12-2021 11:21 AM
10/00002	test1	ReAppropriation	Normal	Re-Appropriation of Budget Initiator	Committee	17-12-2021 10:07 AM
14/00016	Test	CAG	Normal	Government (CAG Audit) Initiator		16-12-2021 06:54 PM

Previous 1 2 3 Next

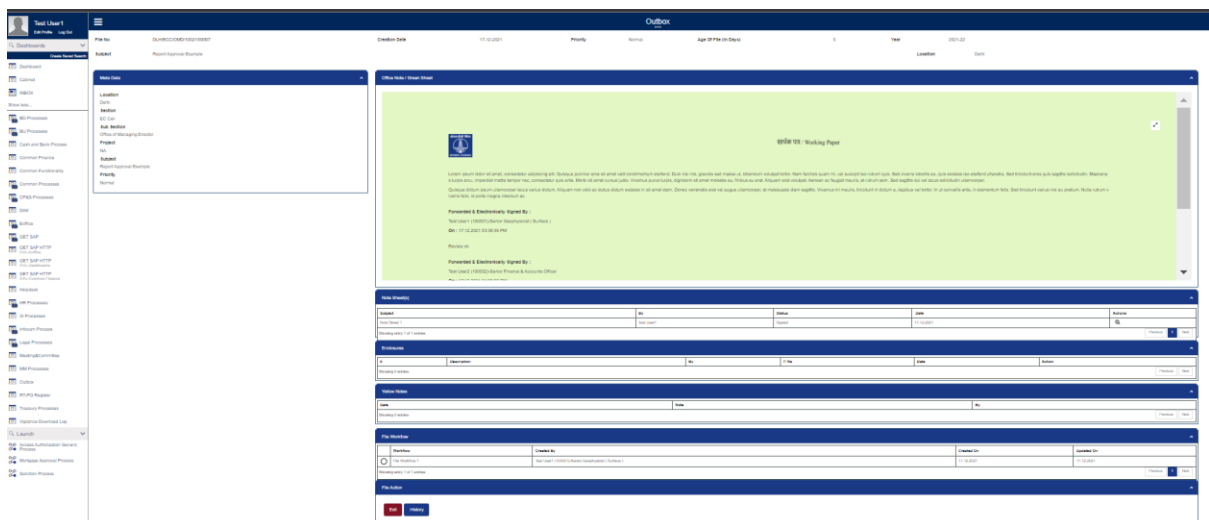
Mortgage Approval Process

Open

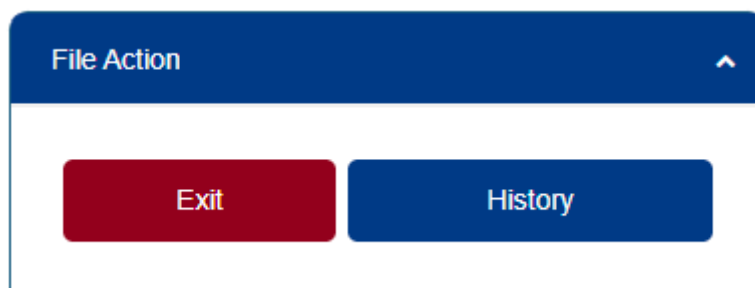
Click on Forward button

Click on Open button

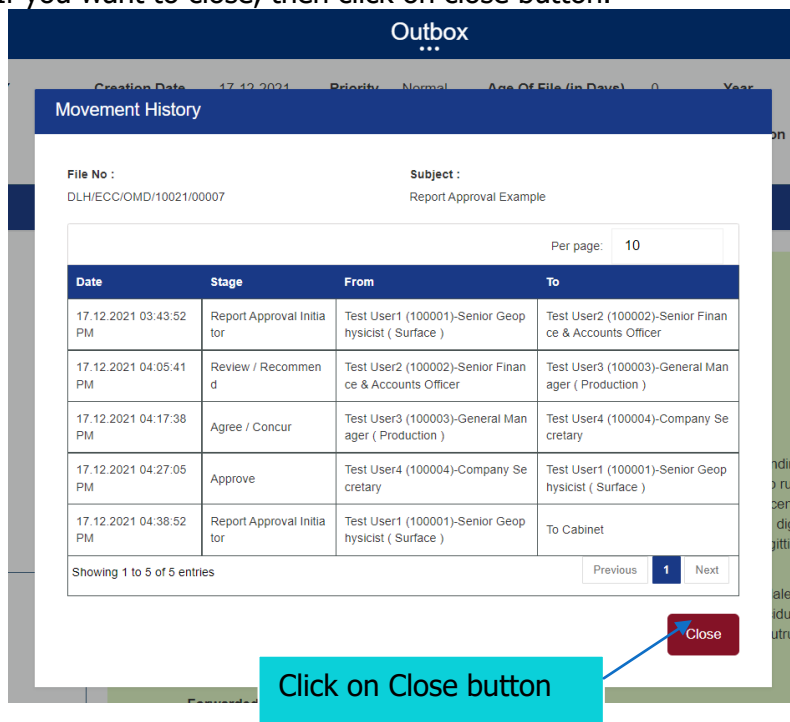
- This is user Outbox screen.



- 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.



Click on Close button

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