



ONGC Videsh Ltd.



2022

Paperless Office- Tour Report Submission Process – User Manual

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Document Control

Document Information

	Information
Document Id	
Document Owner	Appolo Computers Pvt. Ltd.
Issue Date	24-01-2022
Last Saved Date	24-01-2022
File Name	Tour Report Submission Process– User Manual

Document History

Version	Issue Date	Changes
[1.0]	24.01.2022	

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1 Introduction

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

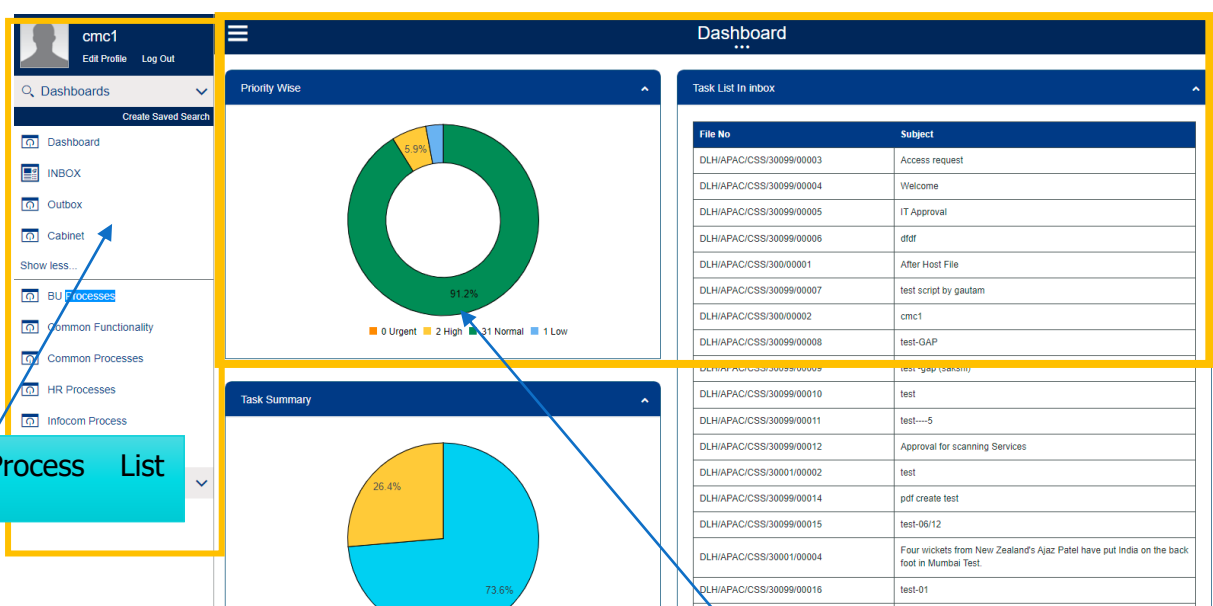
2 Login in the Paperless office:

- Open the Process Portal URL: <https://disha.ongcvidesh.in/ProcessPortal/login.jsp>
- Enter Your Windows username/ Password.



3 Login Screen Overview:

- Dashboard screen



Dashboard – It is a graphical representation of Task

- Inbox Screen

INBOX

Enter search text

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
DLH/APAC/CSS/30099...	GAP Manual	Generic File Initiator	Generic File Initiator		Normal	Dec 8, 2021, 12:38...
DLH/APAC/CSS/30001...	test-01	User Access Managem...	User Access Managem...		Normal	Dec 8, 2021, 12:12...
DLH/APAC/CSS/30008...	incident testing	Incident/Activity Report...	Incident/Activity Report...		Normal	Dec 8, 2021, 11:15.3...
DLH/APAC/CSS/30020...	test of reappropriation	Re-Appropriation of Bu...	Re-Appropriation of Bu...	cmc3 (900004)-Genera...	Normal	Dec 7, 2021, 9:27.5...
DLH/APAC/CSS/30020...	Test	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 6:49.2...
DLH/APAC/CSS/30020...	Test By gautam	Re-Appropriation of Bu...	Re-Appropriation of Bu...	cmc3 (900004)-Genera...	Normal	Dec 7, 2021, 7:01.3...
DLH/APAC/CSS/30008...	TEST-MANUAL	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 3:02.5...
DLH/APAC/CSS/30008...	test-manual				Normal	Dec 7, 2021, 3:00.4...
DLH/APAC/CSS/30001...	testing				Normal	Dec 7, 2021, 12:02...
DLH/APAC/CSS/30003...	Intrest Penalty on statu...				Normal	Dec 7, 2021, 11:59.2...
DLH/APAC/CSS/30008...	test-INCIDENT				Normal	Dec 7, 2021, 11:48.1...
DLH/APAC/CSS/30001...	test-123	HR Onboarding Initiator	HR Onboarding Initiator		Normal	Dec 6, 2021, 5:13.4...
DLH/CSS/HR/30002/0	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	SHIVANGI KIRTI (\$694...	Normal	Dec 6, 2021, 4:39.5...
DLH/APAC/CSS/30099...	test-01	Generic File Initiator	Generic File Initiator		Normal	Dec 6, 2021, 11:23.0...
DLH/APAC/CSS/30001...	Four wickets from New...	User Access Managem...	User Access Managem...		Normal	Dec 6, 2021, 11:04.2...
DLH/APAC/CSS/30099...	test-06/12	Generic File Initiator	Generic File Initiator		Low	Dec 6, 2021, 11:01.4...

View Process List

Inbox – View task assign to you

4 How to run the BU Processes

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

BU Processes

List of Processes

Per page: 15

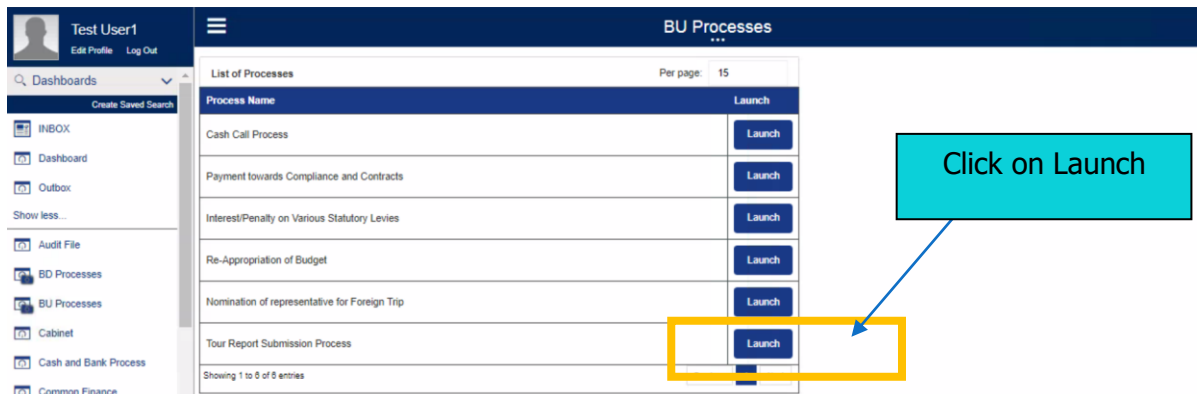
Process Name	Launch
Cash Call Process	Launch
Payment towards Compliance and Contracts	Launch
Interest/Penalty on Various Statutory Levies	Launch
Re-Appropriation of Budget	Launch
Nomination of representative for Foreign Trip	Launch
Tour Report Submission Process	Launch

Showing 1 to 5 of 5 entries

Click on BU Processes button on the Process list

5 Tour Report Submission Process Launch:

- Click on Launch button.



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

BU Processes

Tour Report Submission process

Meta Data

Location: Delhi

Section: Other Corporate Services

Sub Section: Others

Projects: NA

Subject: TRSP

Priority: Medium

File Action

Exit Create

- Click on Create button of File Action panel.

Meta Data

Location
Delhi

Section
Other Corporate Services

Sub Section
Others

Projects
NA

Subject
TRSP

Priority
Medium

File Action

Exit Create

Click on Create button

- Click on Yes button.

Confirmation

Are you sure you want to create file? File once created cannot be Discarded.

Yes No

Click on Yes button.

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

Note: File No convention based on Location/Sec/Sub Sec/File tag/File No Series e.g., DLH/OCS/OTH/314/00006

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 Order No – In this enter the file number of Nomination of representative for foreign trip process.

Office Note/ Green Sheet – User can type the contents of the note sheet.

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

Enclosure – User can add the Enclosure by clicking on Add button.

Yellow Note – They are similar to the yellow post-it stickers we use in physical files. They are like informal instruction provided to the next user which is not recorder in the note. Since this is a informal way of communication this can be removed by any user once he reads the instruction. This does not for part of the note. However, it is user's purgative to remove the yellow note when he feels.

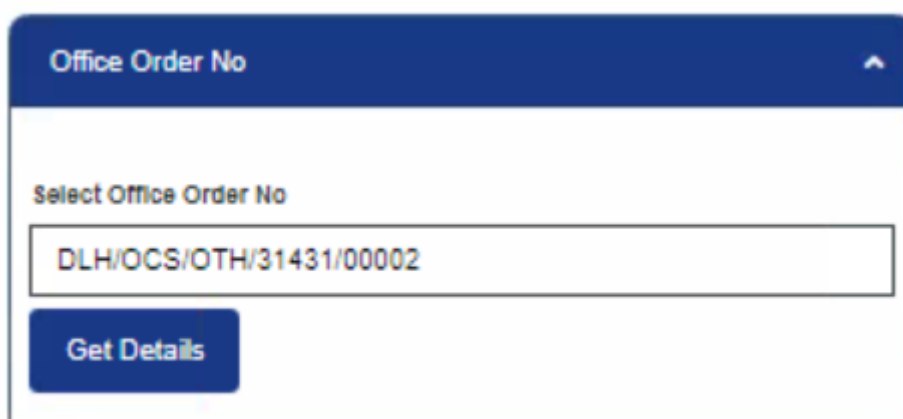
File Workflow– On click of this button, the workflow members of the file is shown.

File Action – File Action section has three buttons:

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

6.2 Office Order No

- In this enter the file number of Nomination of representative for foreign trip process.

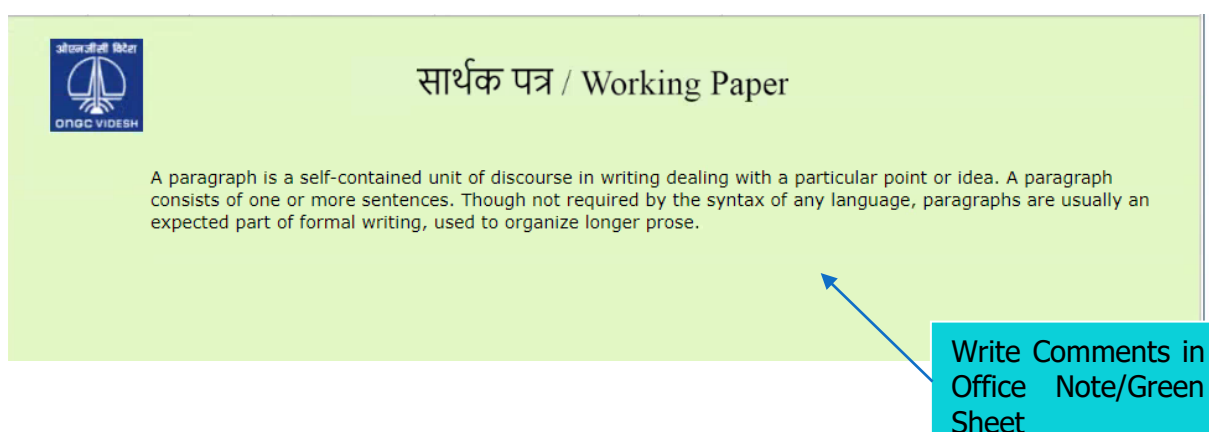


- Click on Get Details.
- Tour Details are generated as per office order number.

Tour Details		
Office Order No	Project Name	Place
DLH/OCS/OTH/31431/00002	NA	Russia
Purpose	From Date	To Date
Foreign Tour	24.01.2022	28.01.2022

6.3 Add Office Note/ Green Sheet

- Write Comments in Office note/Green Sheet.



6.4 Add Enclosure

- User can view the document with or without annotation.
- User can do the annotation on the enclosure after opening the enclosure in Preview Windows.
- Select the option in Enclosure section to open the document with annotation or without annotation
- Select the document after selection view option.

Enclosures

☐ With Annotation ☐ Without Annotation

Description	By	Date	Actions
Showing 0 entries			

Click on Add button to add Enclosure

- Click on Add Button of Enclosure.
- Fill all the details of box, upload document and then click on Add button. (Description is mandatory field)
- Click on Add Button.
- Also you can Delete your enclosure, on clicking of radio button of your enclosure.

Add Enclosure

Description :

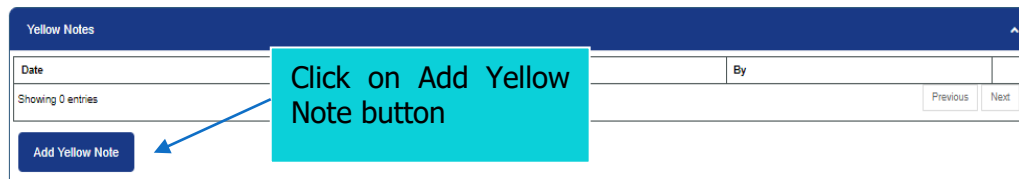
Page No :

Generic(Scrnsht).docx

Click on Add button

Add Description, Page NO. Upload Document.

6.5 Add Yellow Note



Yellow Notes

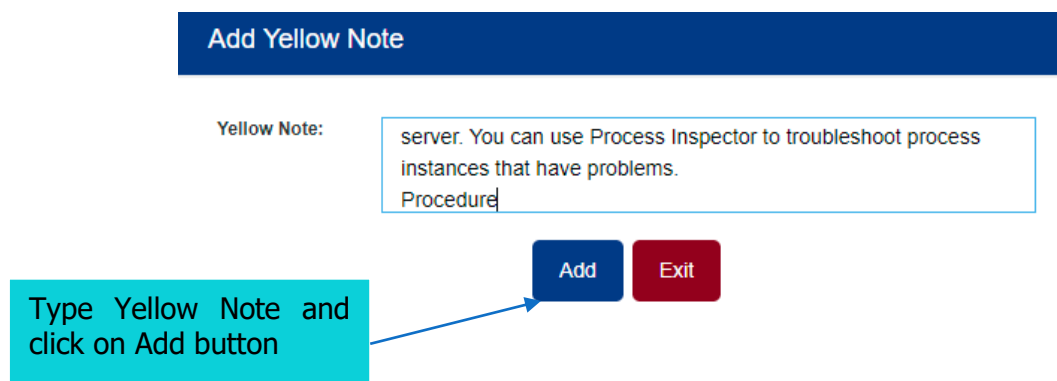
Date: _____ By: _____

Showing 0 entries

Previous Next

Add Yellow Note

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



Add Yellow Note

Yellow Note:

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

Add Exit

7 Sending a File

7.1 Initiator Screen

- Click on E-sign button.

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



File Action

Save & Close E-Sign History

Click on E-Sign

Activate Windows
Go to Settings to activate Windows.

- Select the users of Accompanying Members, Agreed/Concurred By and Approved By.
- Click on Add Button.

Tour Report Submission Process

Select Users

☐ Urgent

Select Favourite

Select Accompanying Members

Agreed/Concurred By :

Approved By :

100002-Test User2 (LAC-BD)-Country Manager-Imperial Energy

100002-Test User2 (LAC-COFF)-Project Manager - Business Development

100004-Test User4 (RUS-CFIN)-Company Secretary

Add

Add

Add

Selected Users

Per page: 10

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

Previous 1 Next

Forward

Exit

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

Tour Report Submission Process

Select Users

☐ Urgent

Select Favourite

Select Accompanying Members

Agreed/Concurred By :

Approved By :

Type user name,cpf no,designation..

Type user name,cpf no,designation..

Type user name,cpf no,designation..

Add

Add

Add

Selected Users

Per page: 10

User Type	CPF No	Name	Section	Sub Section	Role/Designation	
Accompanying By	100002	Test User2	LAC	BD	Country Manager-Imperial Energy	✖
Accompanying By	100003	Test User3	PFIN	PFIN	Regional President-Appolo	✖
Agreed/Concurred By	100002	Test User2	LAC	COFF	Project Manager - Business Development	✖
Approved By	100004	Test User4	RUS	CFIN	Company Secretary	✖

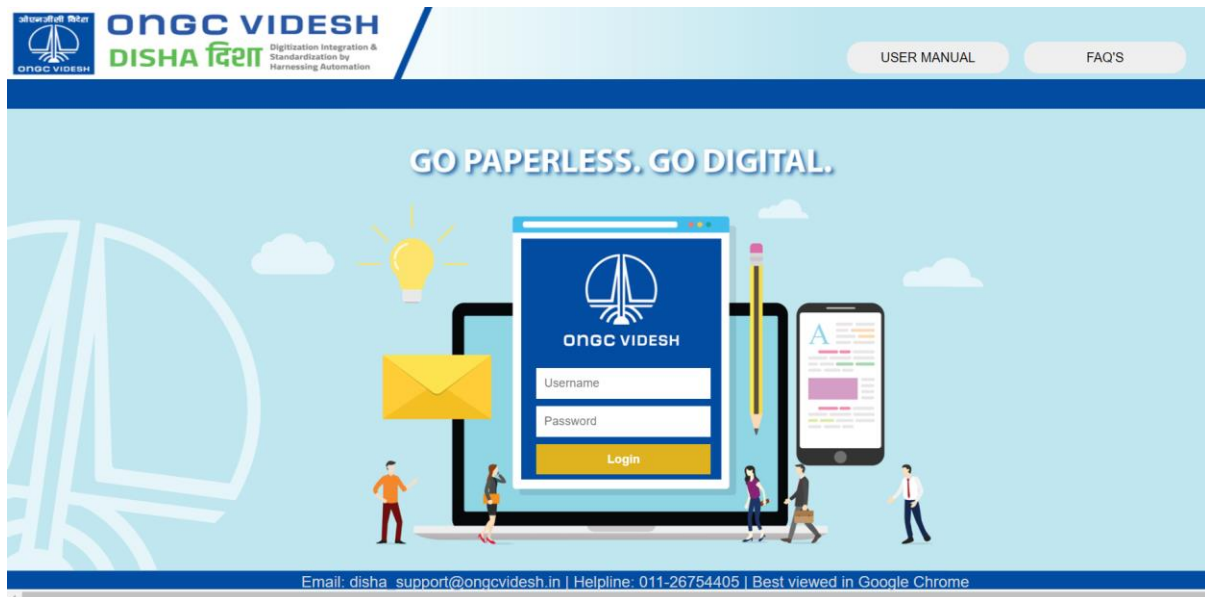
Previous 1 Next

Forward

Exit

Click on Forward button.

- Now task go to the Accompanying Members. We had selected two Accompanying Members in this example.
- Login to Accompanying Member 1 user.



7.2 Accompanying Member 1 Screen

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

ID	Name	Description	Action	Status	Priority	Date
DLHMZQ/BD/10599/00...	test	Generic File Initiator	Generic File Initiator	Test User1 (100001)-Se...	Medium	Jan 24, 2022, 4:31:4...
DLH/OCS/OTH/314/00006	TRSP	Submission For Report	Submission For Report	Test User1 (100001)-Se...	Medium	Jan 24, 2022, 4:31:4...
DLH/OCS/OTH/314/00006	test	Change in Bank Signator...	Change in Bank Signator...	Test User1 (100001)-Se...	Medium	Jan 24, 2022, 3:14:04...
DLHMZQ/BD/10523/00...	test	Change in Bank Signator...	Change in Bank Signator...	Test User1 (100001)-Se...	Medium	Jan 24, 2022, 1:43:52...
DLH/OCS/OTH/31430/0...	Test MM 24/01	Tendering Process DO	Tendering Process DO	Test User1 (100001)-Se...	Medium	Jan 24, 2022, 12:52:0...

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.

Submission For Report

Meta Data

- Location
- Delhi
- Section
- Other Corporate Services
- Sub Section
- Others
- Project
- NA
- Subject
- TRSP
- Priority
- Medium

Office Note/Green Sheet

Tour Report Submission Process

Project Name:	NA
Purpose:	Foreign Tour
Place of Travel:	Russia
Travel Period:	24.01.2022 to 28.01.2022
Office Order No:	DLH/OCS/OTH/31431/00002
Visiting Members:	Test User2 (100002)-Country Manager-Imperial Energy Test User3 (100003)-Regional President- Appolo

Sample text

Forwarded & Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 24.01.2022 04:31:43 PM

- Click on E-sign button.

File Action

Save & Close E-Sign History

Click on E-Sign

- If you select Return to initiator task will return to initiator.

Submission For Report

Encl. Test User1

Action With eSign

Select Action

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

Forward Exit

- If you select Forward for Review.
- File will be forwarded to the selected user for review.

Submission For Report	
Encl.	Test User1
Action With eSign	

Select Action

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

Select User

100002-Test User2 (LAC-BD)-Country Manager-Imperial En

Forward

Exit

- Select Review/Recommend.
- Click on Forward Button.

Submission For Report	
Encl.	Test User1
Action With eSign	

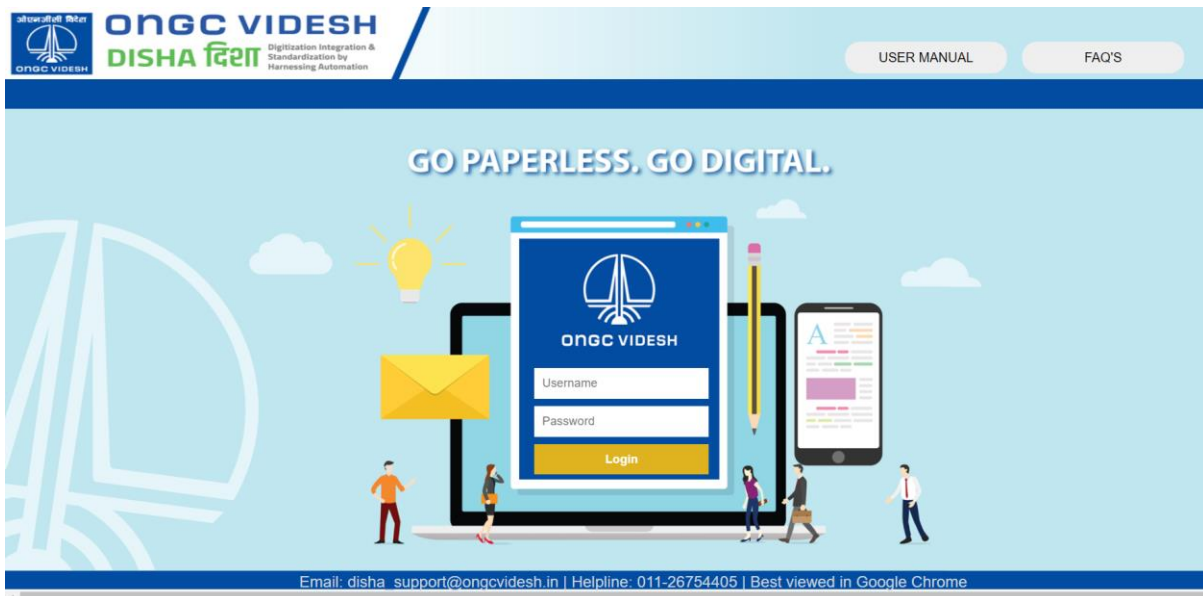
Select Action

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

Forward

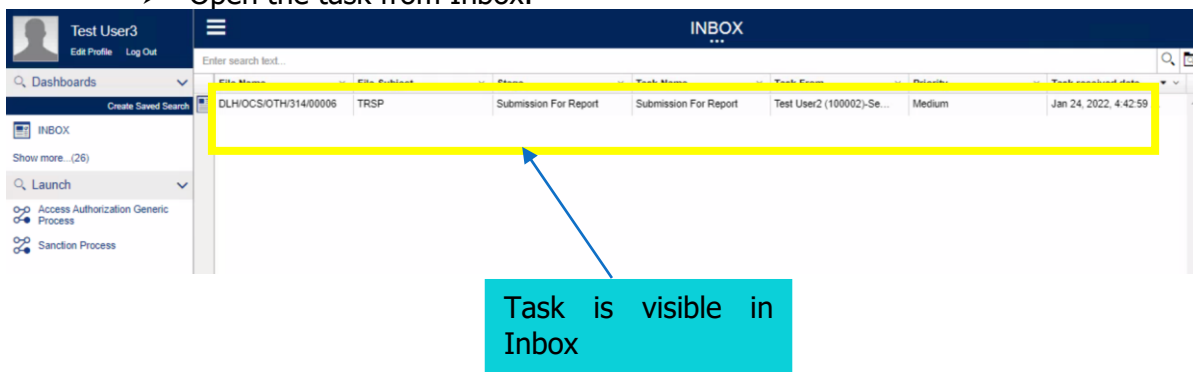
Exit

- Task goes to the Accompanying Member 2.
- Login with Accompanying Member 2 User.



7.3 Accompanying Member 2 Screen

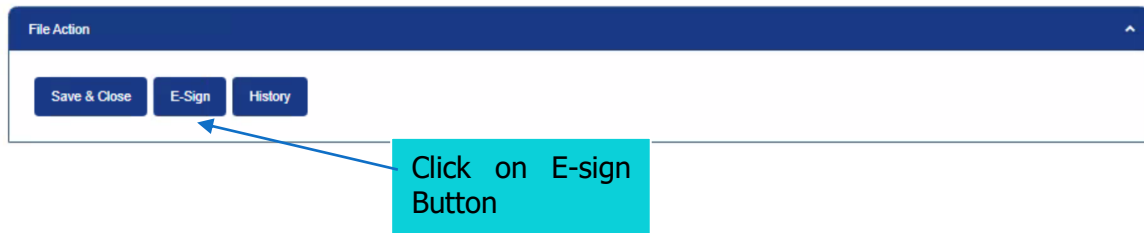
- Open the task from Inbox.



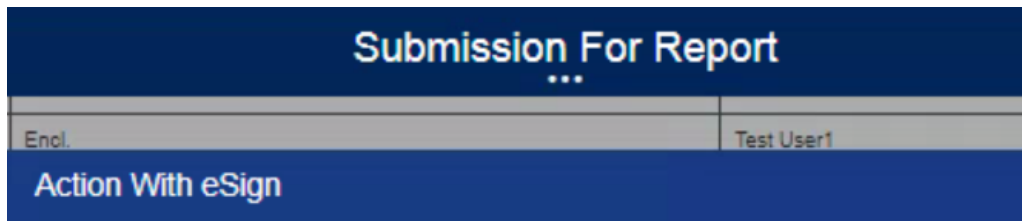
- All the sign of users shown in Office Note/Green Sheet.



- Click on E-sign button.

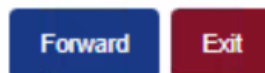


- If you select Return to initiator task will return to initiator.

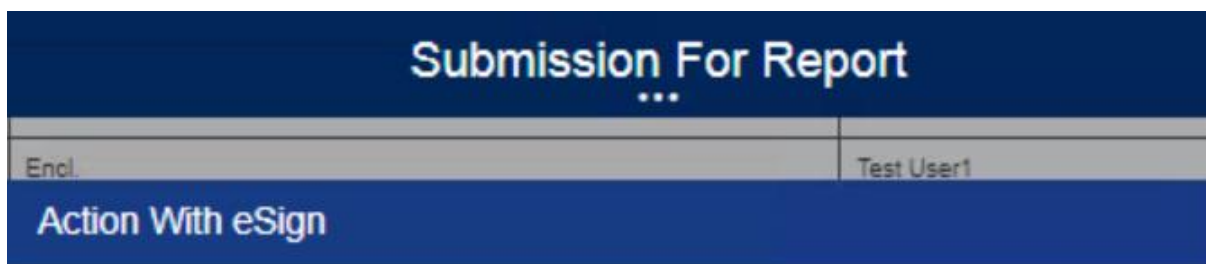


Select Action

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



- If you select Forward for Review.
- File will be forwarded to the selected user for review.



Select Action

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

Select User

100002-Test User2 (LAC-BD)-Country Manager-Imperial En



- Select Review/Recommend.
- Click on Forward Button.

Submission For Report	
Encl.	Test User1
Action With eSign	

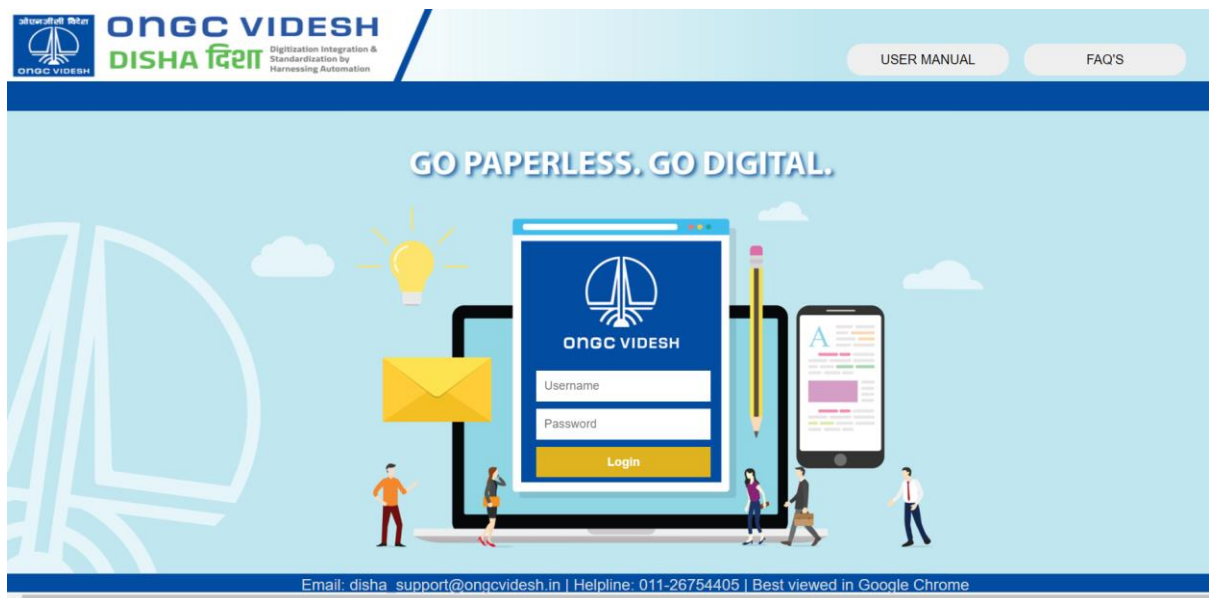
Select Action

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

Forward

Exit

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



7.4 Agree/Concurre Screen

- Open the task from Inbox.

Task is visible in Inbox

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

Tour Report Submission Process

Project Name: NA
Purpose: Foreign Tour
Place of Travel: Russia
Travel Period: 24.01.2022 to 28.01.2022
Office Order No: DLH/OCS/IOTH/3143/100002
Visiting Members: Test User2 (100002)-Country Manager-Imperial Energy
Test User3 (100003)-Regional President-Apollo

Sample text

Forwarded & Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 24.01.2022 04:31:43 PM

Forwarded & Electronically Signed By :
Test User2 (100002)-Country Manager-Imperial Energy
On : 24.01.2022 04:42:58 PM

Forwarded & Electronically Signed By :
Test User3 (100003)-Regional President-Apollo
On : 24.01.2022 04:53:34 PM

- Click on E-sign button.

Click on E-sign Button

- If you select Return to initiator task will return to initiator.

Tour Report Submission Agree / Concurrer ...	
Encl.	Test User1
Action With eSign	

Select Action

- ☐ Agree / Concur ☒ Return to Initiator ☐ Forward For Review

Forward

Exit

- If you select Forward for Review.
- File will be forwarded to the selected user for review.

Tour Report Submission Agree / Concurrer ...	
Encl.	Test User1
Action With eSign	

Select Action

- ☐ Agree / Concur ☐ Return to Initiator ☒ Forward For Review

Select User

100002-Test User2 (LAC-BD)-Country Manager-Imperial ...

Forward

Exit

- Select Agree/Concur.
- Click on Forward Button.

Tour Report Submission Agree / Concurrer	
Encl.	Test User1
Action With eSign	

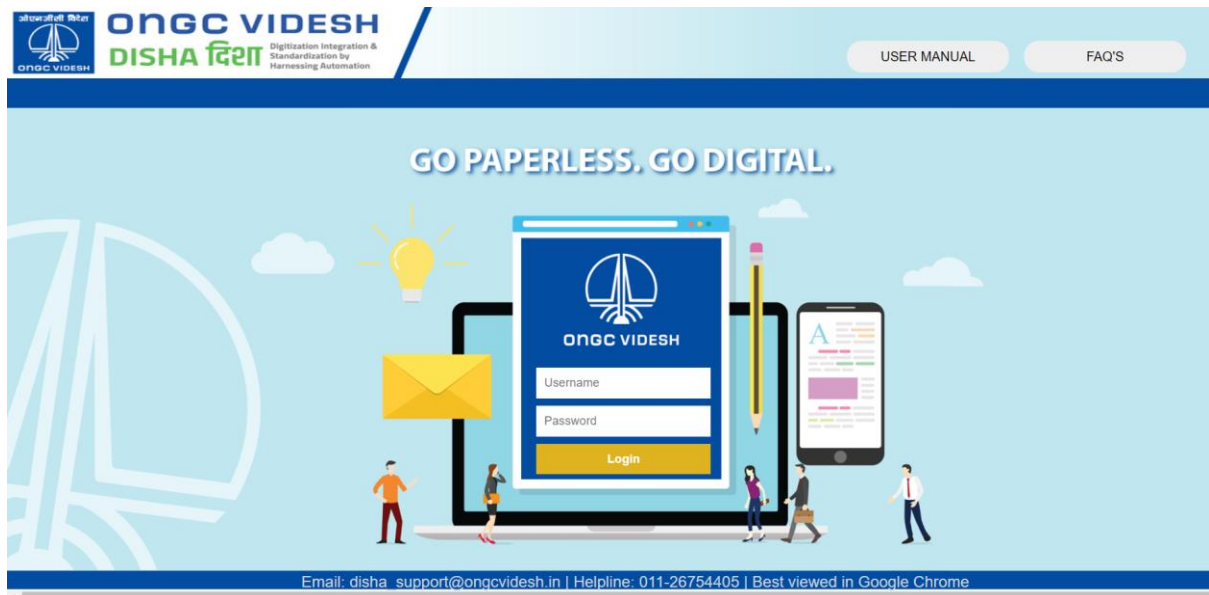
Select Action

- ☒ Agree / Concur
 ☐ Return to Initiator
 ☐ Forward For Review

Forward

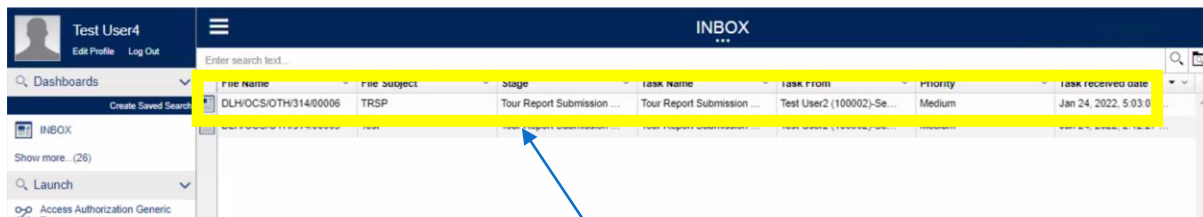
Exit

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



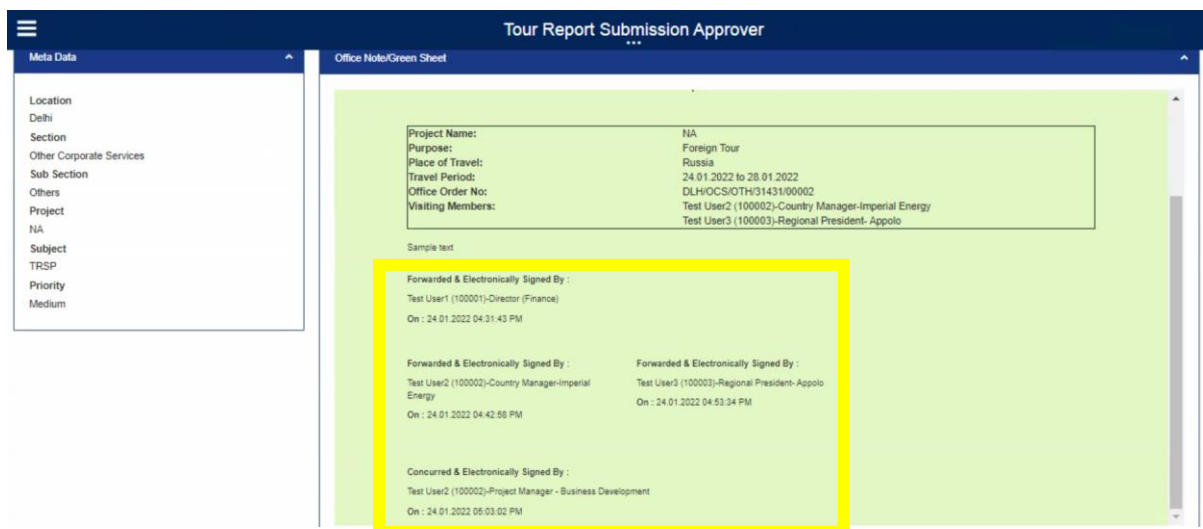
7.5 Approver Screen.

- Open the task from Inbox.



Task is visible in Inbox

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



- Click on E-sign button.



Click on E-sign button

- If you select Return to initiator task will return to initiator.

Tour Report Submission Approver	
Encl.	Test User1
Action With eSign	
<input type="checkbox"/> Urgent	
Select Action <input type="radio"/> Approve <input checked="" type="radio"/> Return to Initiator <input type="radio"/> Forward For Review	
<div>Forward</div> <div>Exit</div>	

- If you select Forward for Review.
- File will be forwarded to the selected user for review.

Tour Report Submission Approver	
Encl.	Test User1
Action With eSign	
<input type="checkbox"/> Urgent	
Select Action <input type="radio"/> Approve <input type="radio"/> Return to Initiator <input checked="" type="radio"/> Forward For Review	
Select User	<div>100004-Test User4 (RUS-CFIN)-Company Secretary</div>
<div>Forward</div> <div>Exit</div>	

- Select Approve.
- Click on Forward Button.

Tour Report Submission Approver	
Encl.	Test User1
Action With eSign	

☐ Urgent

Select Action

☐ Approve
 ☐ Return to Initiator
 ☐ Forward For Review

Forward

Exit

- Select Approve and Send to Initiator.
- Click on Forward Button.

Tour Report Submission Approver	
Encl.	Test User1
Action With eSign	

☐ Urgent

Select Action

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

Back

Forward

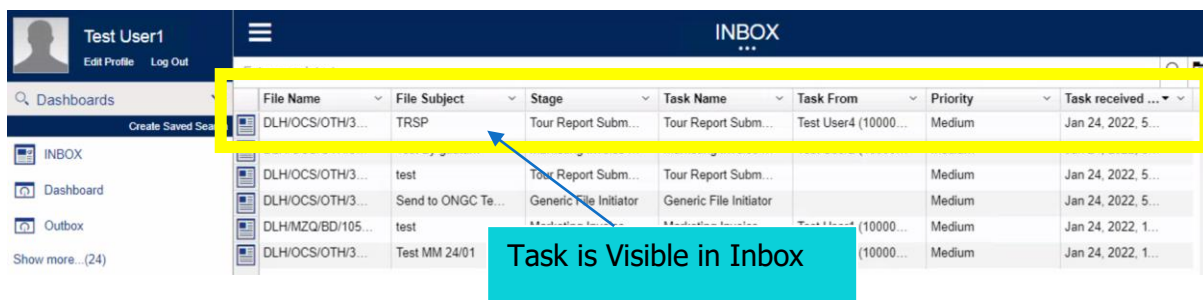
Exit

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



7.6 Initiator Screen.

- Open the Task from Inbox.



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

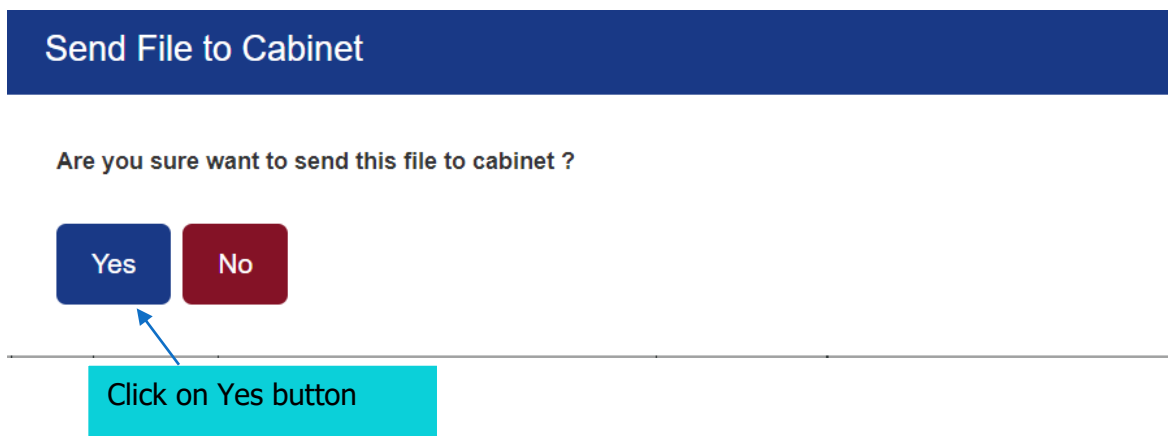


- Click on Send to Cabinet Button.



Click on Send to Cabinet button

- File send to Cabinet box can be opened.
- Click on Yes button.

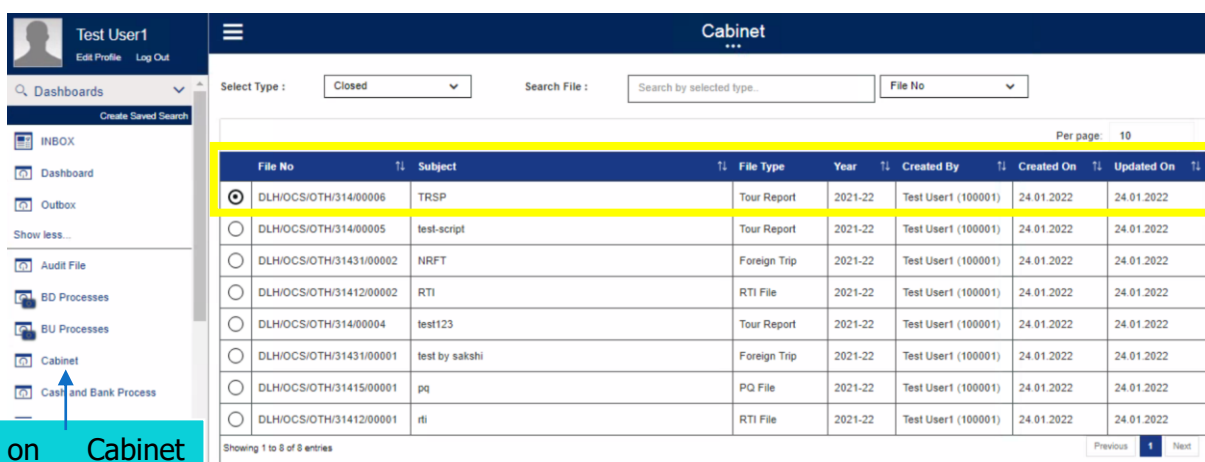


Click on Yes button

- Task goes to the Cabinet of Initiator.

7.7 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.

Office Note - Share Sheet

File No: DUHOC8/OTH/24/00008
Subject: TRSP

Tour Report Submission Process

Project Name: NA
Purpose: Foreign Tour
Place of Travel: Russia
Travel Period: 24.01.2022 to 28.01.2022
Office Order No: DUHOC8/OTH/24/00008
Visiting Members: Test User2 (100002)-Country Manager-India Energy
Test User3 (100003)-Regional President-Apporo

Sample (x6)

Forwarded & Electronically Signed By:
Test User1 (100001)-Director (Finance)
On: 24.01.2022 04:31:43 PM

Forwarded & Electronically Signed By:
Test User3 (100003)-Country Manager-India Energy
Test User4 (100004)-Regional President-Apporo
On: 24.01.2022 04:42:58 PM On: 24.01.2022 04:52:34 PM

Consumed & Electronically Signed By:
Test User2 (100002)-Project Manager - Business Development
On: 24.01.2022 06:03:02 PM

Approved & Electronically Signed By:
Test User4 (100004)-Company Secretary
On: 24.01.2022 06:12:06 PM

- In Notes Sheet(s) section click on actions icon to open Notes sheet(s).

Note Sheet(s)				
Subject	By	Status	Date	Actions
Note Sheet 1	100001	Signed	24.01.2022	
Showing entry 1 of 1 entries				Previous 1 Next

View Notes Sheet(s)

- Notes Sheet(s) will open.

Note Sheet 1

File No: DUHOC8/OTH/24/00008
Subject: TRSP

Tour Report Submission Process

Project Name: NA
Purpose: Foreign Tour
Place of Travel: Russia
Travel Period: 24.01.2022 to 28.01.2022
Office Order No: DUHOC8/OTH/24/00008
Visiting Members: Test User2 (100002)-Country Manager-India Energy
Test User3 (100003)-Regional President-Apporo

Sample (x6)



Forwarded & Electronically Signed By:
Test User1 (100001)-Director (Finance)
On: 24.01.2022 04:31:43 PM

Forwarded & Electronically Signed By:
Test User3 (100003)-Country Manager-India Energy
Test User4 (100004)-Regional President-Apporo
On: 24.01.2022 04:42:58 PM On: 24.01.2022 04:52:34 PM

Consumed & Electronically Signed By:
Test User2 (100002)-Project Manager - Business Development
On: 24.01.2022 06:03:02 PM

Approved & Electronically Signed By:
Test User4 (100004)-Company Secretary
On: 24.01.2022 06:12:06 PM

- Enclosures can be viewed and download.

Enclosures					
#	Description	By	P. No	Date	Action
1	Encl.	Test User1	1	24-01-2022	 
Showing entry 1 of 1 entries				Previous	1 Next

- User can view yellow notes.

Yellow Notes (1)		
Date	Note	By
24.01.2022	Sample note	Test User1 (100001)-Director (Finance)
Showing entry 1 of 1 entries		Previous 1 Next

- Select File Workflow using radio selection button.

File Workflow			
	Workflow	Created By	Created On
<input type="radio"/>	File Workflow 1	Test User1 (100001)-Director (Finance)	24.01.2022
Showing entry 1 of 1 entries			Previous 1 Next

- Workflow Members will be shown.

Workflow Members	
Member Type	Member Name
Accompanying By	Test User2 (100002)-Country Manager-Imperial Energy Test User3 (100003)-Regional President- Apollo
Agree / Concurrer	Test User2 (100002)-Project Manager - Business Development
Approver	Test User4 (100004)-Company Secretary
	

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

File Action		
		

- Exit is used to exit the opened file.
- History shows the Movement History of the file.

Cabinet

Showing entry 1 of 1 entries

Movement History

File No :
DLH/OCS/OTH/314/00008

Subject :
TRSP

Per page: 10

Date	Stage	From	To
24.01.2022 04:42:14 PM	Tour Report Submission Process Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Country Manager-Imperial Energy
24.01.2022 04:53:29 PM	Tour Report Submission Process Initiator	Test User2 (100002)-Country Manager-Imperial Energy	Test User3 (100003)-Regional President- Apollo
24.01.2022 05:04:05 PM	Tour Report Submission Process Initiator	Test User3 (100003)-Regional President- Apollo	Test User2 (100002)-Project Manager - Business Development
24.01.2022 05:13:33 PM	Tour Report Submission Process Initiator	Test User2 (100002)-Project Manager - Business Development	Test User4 (100004)-Company Secretary
24.01.2022 05:23:40 PM	Tour Report Submission Process Initiator	Test User4 (100004)-Company Secretary	Test User1 (100001)-Director (Finance)
24.01.2022 05:29:36 PM	Tour Report Submission Process Initiator	Test User1 (100001)-Director (Finance)	To Cabinet

Showing 1 to 6 of 6 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 user and click Forward button.

Forward File For Review

Select Users :

100002-Test User2 (LAC-BD)-Country Manager-Imper...

Forward

Exit

Click on Forward button

7.8 Outbox Screen

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

The screenshot shows the 'Outbox' screen for 'Test User1'. It features a sidebar with navigation options like INBOX, Dashboard, Outbox, Audit File, SD Processes, BU Processes, Cabinet, Cash and Bank Process, Common Finance, Common Functionality, Common Processes, Common Processes ONGC Integration, CR&S Processes, and DAK. The main area displays a table of files with columns: File No, Subject, File Type, Priority, Stage, Action, and Date. The table contains 10 entries. Below the table, there is a pagination bar showing 'Showing 1 to 10 of 30 entries' and buttons for 'Previous', '1', '2', '3', and 'Next'. A red arrow points to the 'Open' button at the bottom left of the table area, with the text 'Click on Open button' next to it.

- This is user Outbox screen.

The screenshot shows the 'Outbox' screen for 'Test User1'. It features a sidebar with navigation options like INBOX, Dashboard, Outbox, Audit File, SD Processes, BU Processes, Cabinet, Cash and Bank Process, Common Finance, Common Functionality, Common Processes, Common Processes ONGC Integration, CR&S Processes, and DAK. The main area displays a file selection interface with a large green area for file preview and a table of files below it. The table has columns: File No, Subject, File Type, Priority, Stage, Action, and Date. The table contains 10 entries. Below the table, there is a pagination bar showing 'Showing 1 to 10 of 30 entries' and buttons for 'Previous', '1', '2', '3', and 'Next'. A red arrow points to the 'History' button at the bottom right of the table area, with the text 'Click on History button' next to it.

- Click on History button.

The screenshot shows a 'File Action' dialog box with a blue header and a white body. It contains two buttons: a red 'Exit' button and a blue 'History' button.

- Movement History box will be opened.

- Show all the details of user.
- If you want to close, then click on close button.

Outbox
Test User3 (100003)-Regional President- Apollo

Movement History

File No :
DLH/ICS/OTH/314/00008

Subject :
TRSP

Per page: 10

Date	Stage	From	To
24.01.2022 04:42:14 PM	Tour Report Submission Process Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Country Manager-Imperial Energy
24.01.2022 04:53:29 PM	Tour Report Submission Process Initiator	Test User2 (100002)-Country Manager-Imperial Energy	Test User3 (100003)-Regional President- Apollo
24.01.2022 05:04:05 PM	Tour Report Submission Process Initiator	Test User3 (100003)-Regional President- Apollo	Test User2 (100002)-Project Manager - Business Development
24.01.2022 05:13:33 PM	Tour Report Submission Process Initiator	Test User2 (100002)-Project Manager - Business Development	Test User4 (100004)-Company Secretary
24.01.2022 05:23:40 PM	Tour Report Submission Process Initiator	Test User4 (100004)-Company Secretary	Test User1 (100001)-Director (Finance)
24.01.2022 05:29:38 PM	Tour Report Submission Process Initiator	Test User1 (100001)-Director (Finance)	To Cabinet


Showing 1 to 6 of 6 entries

Previous
1
Next

Close

Click on Close button

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