



ONGC Videsh Ltd.



2022

Paperless Office-Generic Committee 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

Priority Wise

Priority	Percentage
0 Urgent	1.9%
2 High	5.9%
3 Normal	91.2%
1 Low	1.9%

Task Summary

Category	Percentage
1	73.6%
2	26.4%

Task List in inbox

File No	Subject
DLH/APAC/CSS/30099/00003	Access request
DLH/APAC/CSS/30099/00004	Welcome
DLH/APAC/CSS/30099/00005	IT Approval
DLH/APAC/CSS/30099/00006	dfdf
DLH/APAC/CSS/300/0001	After Host File
DLH/APAC/CSS/30099/00007	test script by gautam
DLH/APAC/CSS/300/0002	cmc1
DLH/APAC/CSS/30099/00008	test-GAP
DLH/APAC/CSS/30099/00009	test -gap (sakshi)
DLH/APAC/CSS/30099/00010	test
DLH/APAC/CSS/30099/00011	test---5
DLH/APAC/CSS/30099/00012	Approval for scanning Services
DLH/APAC/CSS/300/0002	test
DLH/APAC/CSS/30099/00014	pdf create test
DLH/APAC/CSS/30099/00015	test-06/12
DLH/APAC/CSS/30001/00004	Four wickets from New Zealand's Ajaz Patel have put India on the back foot in Mumbai Test.
DLH/APAC/CSS/30099/00016	test-01

- **Inbox Screen**

INBOX

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 (90004)-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/30008...	Test By gautam	Re-Appropriation of Bu...	Re-Appropriation of Bu...	cmc3 (90004)-Genera...	Normal	Dec 7, 2021, 7:01:3...
DLH/APAC/CSS/30008...	TEST-MANUAL	Re-Appropriation of Bu...	Re-Appropriation of Bu...	cmc3 (90004)-Genera...	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...	Interest 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, 11:46:1...
DLH/APAC/CSS/30001...	test-123	HR Onboarding Initiator	HR Onboarding Initiator		Normal	Dec 6, 2021, 5:13:4...
DLH/CSS/HR/3012/20...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	SHIVANGI KIRTI (9694...	Normal	Dec 6, 2021, 4:39:5...
DLH/APAC/CSS/30001...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	SHIVANGI KIRTI (9694...	Normal	Dec 6, 2021, 2:26:0...
DLH/APAC/CSS/30001...	test-123	Onboarding - Renu Ma...	Onboarding - Renu Ma...	SHIVANGI KIRTI (9694...	Normal	Dec 6, 2021, 2:17:4...
DLH/APAC/CSS/30099...	test-01	Generic File Initiator	Generic File Initiator	cmc2 (90003)-Genera...	Normal	Dec 6, 2021, 12:35...
DLH/APAC/CSS/30001...	Four wickets from New...	User Access Managem...	User Access Managem...	cmc2 (90003)-Genera...	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.

Common Processes

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
Generic Committee Approval	Launch
Audit Access Approval Process	Launch

5 Generic Committee Approval Launch:

- Click on Launch button.

The screenshot shows the 'Common Processes' page. On the left is a sidebar with user information ('Test User1') and a list of categories like INBOX, Audit File, BD Processes, etc. The main area displays a table titled 'List of Processes' with a 'Per page: 15' option. The table has columns for 'Process Name' and 'Launch'. The 'Generic Committee Approval' row is highlighted with a yellow box, and an arrow points from a blue button labeled 'Click on Launch button' to the 'Launch' button in that row.

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
Generic Committee Approval	Launch
Audit Access Approval Process	Launch

- 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 Approval Type from the dropdown.
- In the Subject section enter the name of the file to be created.

Meta Data

Location
Delhi

Section
EC Cell

Sub Section
Office of Managing Director

Projects
NA

Approval Type
Committee Approval

Subject
GCA Example

Priority
Medium

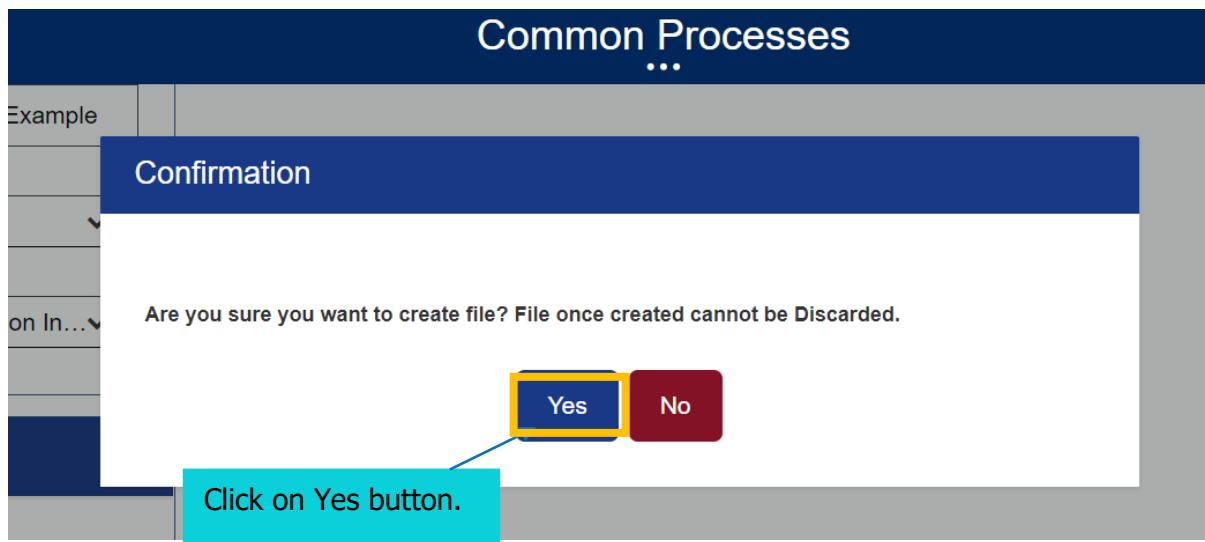
File Action

Exit Create

➤ Click on Create button of File Action panel.

The screenshot shows the ONGC Videsh Ltd. application interface. On the left, there is a sidebar with a user profile picture, the name "Test User1", and links for "Edit Profile" and "Log Out". Below this is a list of menu items under "INBOX" and "Common Processes". The main area displays two panels: "Meta Data" and "File Action". The "Meta Data" panel contains fields for Location (Delhi), Section (EC Cell), Sub Section (Office of Managing Director), Projects (NA), Approval Type (Committee Approval), Subject (GCA Example), and Priority (Medium). The "File Action" panel contains "Exit" and "Create" buttons. A yellow box highlights the "Create" button, and a blue callout bubble with the text "Click on Create button" points to it.

- 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/10026/00023

6 Initiator Screen

Following Screen Opens in Full View:

The screenshot displays the 'Generic Committee Initiator' screen. It includes sections for 'File Details' (File No: DLH/ECC/OMD/10026/00023, Added: 06/01/2023), 'Office Note - User Sheet' (with a preview of a document titled 'Working Paper'), 'Note Sheet' (with tabs for 'Subject', 'Description', 'Category', 'Priority', 'Status', 'Due Date', and 'Actions'), and 'File Actions' (with buttons for 'Save', 'Print', 'Print Preview', and 'Print').

6.1 Form Information

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

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

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

Office Note/ Green Sheet – User can type the contents of the note sheet for which the approval is required in the file.

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

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

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

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

File Action – File Action section has three buttons:

- i. Save & close – File is saved in Inbox.
- ii. Forward to Committee –User can forward the file to committee.
- 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 BDP Clause

- Enter Amount and Select currency as per BDP.

BDP Clause

Amount: 6,000.00 | Currency: USD

BDP: D5 | View BDP

6.3 SAP T- CODE

- Select SAP T-Code from dropdown.

SAP T-Code

Select T-Code: D5 | Get SAP

6.4 Add Office Note/ Green Sheet

- Write Comments in Office note/Green Sheet.

सार्वकालीन विदेश
ONGC VIDESH

सार्वकालीन विदेश

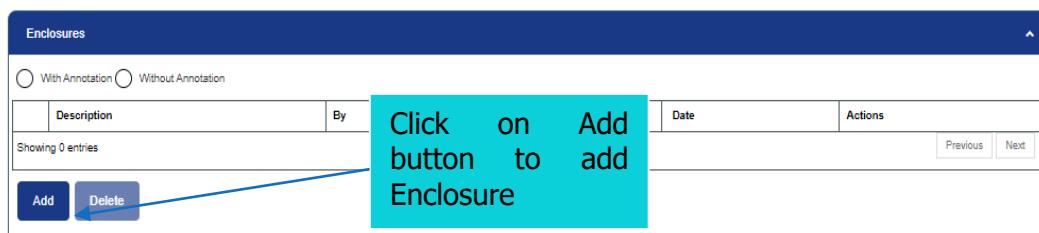
Working Paper

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.

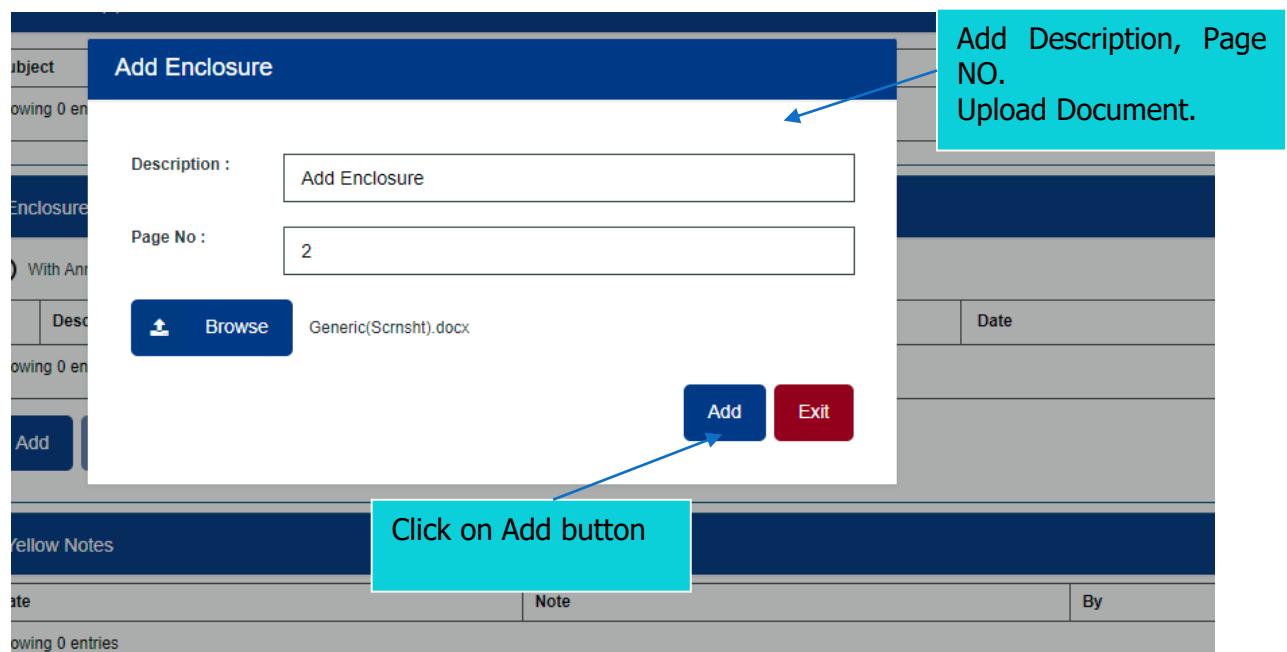
Write Comments in Office Note/Green Sheet

6.5 Add Enclosure

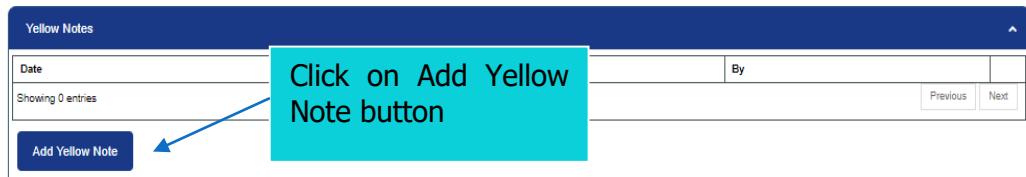
- User can view the document with or without annotation.
- User can do the annotation on the enclosure after opening the enclosure in Preview Windows.
- Select the option in Enclosure section to open the document with annotation or without annotation
- Select the document after selection view option.



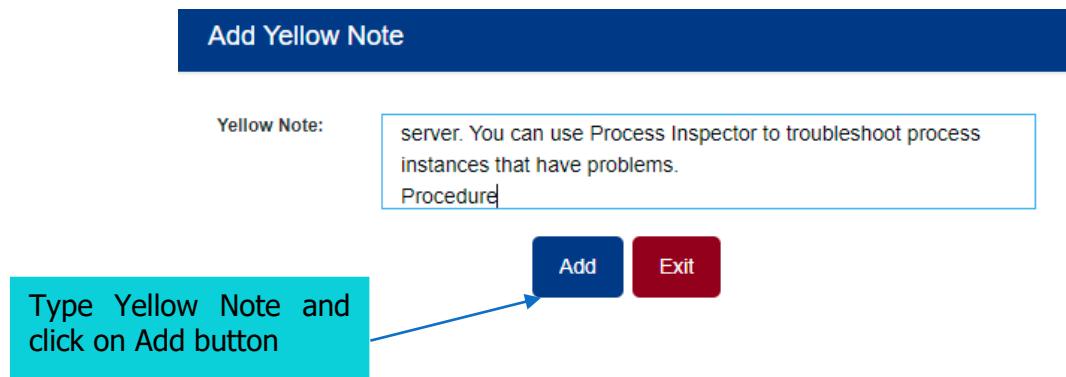
- Click on Add Button of Enclosure.
- Fill all the details of box, upload document and then click on Add button.
(Description is mandatory field)
- Click on Add Button.
- Also you can Delete your enclosure, on clicking of radio button of your enclosure.



6.6 Add Yellow Note



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



7 Sending a File

7.1 Initiator Screen

- Click on Forward to Committee button.

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



- Select Users.

Generic Committee Initiator
...

Select Users

Urgent

Reviewed By :

Committee Users :

Selected Users Per page: 10

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

Previous 1 Next

Forward Exit

- Select the users of Reviewed by, Committee Users.

Generic Committee Initiator
...

Select Users

Urgent

Reviewed By :

Committee Users :

Selected Users Per page: 10

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

Previous 1 Next

Forward Exit

- Click on Add Button.

Generic Committee Initiator
...

Select Users

Click on Add button

Urgent

Reviewed By :

Committee Users :

Add

Add

Selected Users						Per page: 10
User Type	CPF No	Name	Section	Sub Section	Role/Designation	
Reviewed By	100002	Test User2	BD	BD	Senior Finance & Accounts Officer	
Committee User	100002	Test User2	LAC	BD	Country Manager-Imperial Energy	
Committee User	100003	Test User3	PFIN	PFIN	General Manager (Production)	

Showing 1 to 3 of 3 entries

Previous **1** Next

Forward **Exit**

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

Generic Committee Initiator
...

Select Users

Urgent

Reviewed By :

Committee Users :

Add

Selected Users						Per page: 10
User Type	CPF No	Name	Section	Sub Section	Role/Designation	
Reviewed By	100002	Test User2	BD	BD	Senior Finance & Accounts Officer	
Committee User	100002	Test User2	LAC	BD	Country Manager-Imperial Energy	
Committee User	100003	Test User3	PFIN	PFIN	General Manager (Production)	

Showing 1 to 3 of 3 entries

Previous **1** Next

Forward **Exit**

Click on Forward button.

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



7.2 Reviewer Screen

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

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received
DLH/BD/BD/105...	12q	Change in Bank ...	Change in Bank ...			Dec 27, 20...
DLH/ECC/OMD/1...	GCA Example	Generic Committ...	Generic Committ...	Test User1 (1000...		Dec 27, 20...
DLH/BD/BD/1053...	Test Foreign Trip	Nomination of rep...	Nomination of rep...	Test User5 (1000...		Dec 27, 20...
DLH/BD/BD/105...	dew	Change in Bank ...	Change in Bank ...			Dec 27, 20...
DLH/BD/BD/1051...	dd	Cas				Dec 27, 20...

- Write Comments in Office note/Green Sheet .

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

- All the sign of users shown in Office Note.

- Click on E-sign button.

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 on Select Action.
- Click on Forward button.

Select Action

Review Return to Initiator Forward For Review

Forward **Exit**

Select Action and Click on Forward Button

- Task goes to the Committee User(s).
- Login with Committee User(s).



7.3 Committee User(s) Screen

- Open the task from Inbox of **Committee user 1**.

The screenshot shows the 'INBOX' screen of the ONGC VIDESH Disha application. On the left, there is a sidebar with a profile picture for 'Test User2', 'Edit Profile', and 'Log Out'. Below this are navigation links for 'Dashboards', 'Create Saved Search', 'Dashboard', 'INBOX' (which is selected), 'Cabinet', and 'Show more...(26)'. The main area is titled 'INBOX' with a sub-section '...'. It contains a table with columns: File Name, File Subject, Stage, Task Name, Task From, Priority, and Task received. There are six rows of data. A yellow arrow points from a callout box at the bottom right to the second row of the table. The callout box contains the text 'Task is visible in Inbox'. The table data is as follows:

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received
DLH/ECC/OMD/1...	GCA Example	Generic Commit...	Generic Commit...	Test User2 (1000...		Dec 27, 2023
DLH/ECC/OMD/1...	Multi sign test by ...	Generic Commit...	Generic Commit...	Test User2 (1000...		Dec 27, 2023
DLH/BD/BD/105/...	21	Generic File Initia...	Generic File Initia...	Test User2 (1000...		Dec 27, 2023
DLH/BD/BD/105/...	12q	Change in Bank ...	Change in Bank ...	Test User2 (1000...		Dec 27, 2023
DLH/BD/BD/1053...	Test Foreign Trip	Nomination of rep...	Nomination of rep...	Test User5 (1000...		Dec 27, 2023

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

Generic Committee Recommendation

File No	DLH/ECC/OMD/10026/00023	Creation Date	27-12-2021	Priority	Medium	Age Of File (In Days)	0	Year	2021-22
Subject	GCA Example							Location	Delhi

Meta Data

- Location: Delhi
- Section: EC Cell
- Sub Section: Office of Managing Director
- Project: NA
- Approval Type: Committee Approval
- Subject: GCA Example
- Priority: Medium

Office Note / Green Sheet


सार्वजनिक पत्र / Working Paper
Lorum ipsum dolor sit amet, consectetur adipiscing elit. Nam volutpat mauris purus, ac sodales nisi placerat vel. Donec sodales porta mauris. Donec a urna enim. Maecenas a massus augue. Pellentesque at ipsum efficitur, consectetur dolor id, volutpat tortor. Proin porta nibh nulla, sed tincidunt nulla dignissim non. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Etiam rhoncus fermentum lobortis.

Submitted for approval under BDP clause D5 for USD 6000

Forwarded & Electronically Signed By :

Test User1 (100001)-Director (Finance)
On : 27.12.2021 02:40:02 PM

Forwarded & Electronically Signed By :

Test User2 (100002)-Senior Finance & Accounts Officer
On : 27.12.2021 03:02:40 PM

- Click on Recommend button.

File Action

Save & Close	Recommend	Not Recommend	History
--------------	-----------	---------------	---------

Click on Recommend Button

- Click on Yes button in Recommend Confirmation.

Generic Committee Recommendation

By	Status
----	--------

Recommend Confirmation

Are you sure you want to Recommend ?

Yes No

Click on Yes button

- Task goes to the next Committee User(s) (**2nd Committee user in this example**).
- Login with Committee User(s).



7.4 Committee User(s) Screen

- Open the task from Inbox of Committee user 2nd.

The screenshot shows the 'INBOX' screen for 'Test User3'. The interface includes a sidebar with options like 'Dashboards', 'INBOX', 'Cabinet', and 'Launch'. The main area is a table titled 'INBOX' with columns: File Name, File Subject, Stage, Task Name, Task From, Priority, and Task. A specific row is highlighted in yellow, and a blue arrow points from the text 'Task is visible in Inbox' to this row. The highlighted row contains the following data:

File Name	File Subject	Stage	Task Name	Task From	Priority	Task
DLH/ECC/OMD/1...	GCA Example	Generic Commit...	Generic Commit...	Test User2 (1000...	Dec	

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

Generic Committee Recommendation

File No	DLH/ECC/OMD/10026/00023	Creation Date	27-12-2021	Priority	Medium	Age Of File (in Days)	0	Year	2021-22
Subject	GCA Example							Location	Delhi
Meta Data									
Location Delhi Section EC Cell Sub Section Office of Managing Director Project NA Approval Type Committee Approval Subject GCA Example Priority Medium									
BDP Clause									
Amount : 6,000 USD BDP : D5 View BDP									
Office Note / Green Sheet  Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam volutpat mauris purus, ac sodales nisi placerat vel. Donec sodales porta mauris. Donec a urna enim. Maecenas a mauris augue. Pellentesque at ipsum efficitur, consecetur dolor id, volutpat tortor. Proin porta nibh nulla, sed tincidunt nulla dignissim non. Class aptent taciti socios quia id sit torquent per conubia nostra, per inceptos himenaeos. Etiam rhoncus fermentum lobortis. Submitted for approval under BDP clause D5 for USD 6000 Forwarded & Electronically Signed By : Test User1 (100001)-Director (Finance) On : 27.12.2021 02:40:02 PM Recommended & Electronically Signed By : Test User2 (100002)-Senior Finance & Accounts Officer On : 27.12.2021 03:02:40 PM Forwarded & Electronically Signed By : Test User2 (100002)-Country Manager-Imperial Energy On : 27.12.2021 03:23:42 PM									

- Click on Recommend button.



- Click on Yes button in Recommend Confirmation.

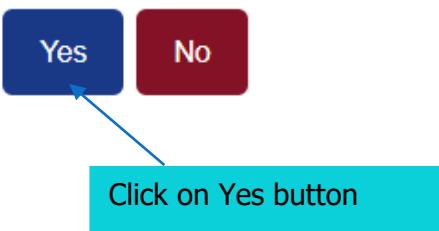
Generic Committee Recommendation

...

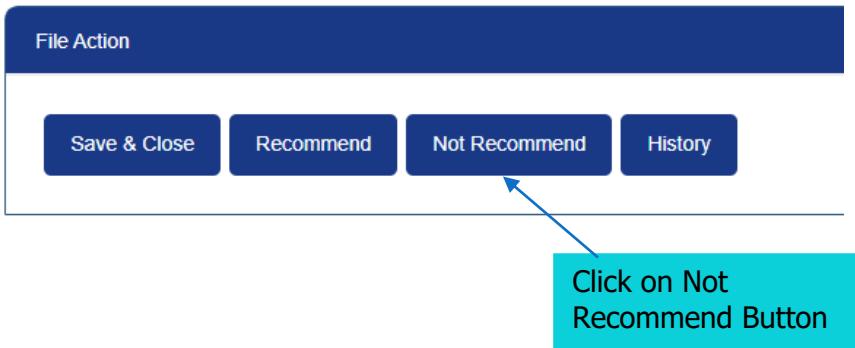
By	Status
----	--------

Recommend Confirmation

Are you sure you want to Recommend ?



- If Committee User Click on Not Recommend button.



- Committee user has to fill reason for it.

The screenshot shows a web-based application window titled 'Generic Committee Recommendation'. At the top, there's a dark header with the title and some navigation options. Below it, a blue bar displays the text 'Recommend Confirmation'. The main content area contains a message: 'Are you sure you do not want to Recommend ?' followed by a rich text editor toolbar. The text area below contains the message 'Not approved because lack of proper reasons and supported documents.' At the bottom, there's a small dialog box with two buttons: 'Yes' (blue) and 'No' (red). A blue arrow points from a teal box labeled 'Click on Yes Button' to the 'Yes' button.

- In Not Recommended case task goes back to the initiator.
- We can see Comments in Initiator Green Sheet.

Generic Committee Initiator



साथक पत्र / Working Paper

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam volutpat mauris purus, ac sodales nisi placerat vel. Donec sodales porta mauris. Donec a urna enim. Maecenas a mauris augue. Pellentesque at ipsum efficitur, consectetur dolor id, volutpat tortor. Proin porta nibh nulla, sed tincidunt nulla dignissim non. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Etiam rhoncus fermentum lobortis.

Forwarded & Electronically Signed By :

Test User1 (100001)-Director (Finance)

On : 27.12.2021 03:37:10 PM

Forwarded & Electronically Signed By :

Test User3 (100003)-General Manager (Production)

On : 27.12.2021 03:37:51 PM

Not approved because lack of proper reasons and supported documents.

Not Recommended & Electronically Signed By :

Test User2 (100002)-Senior Finance & Accounts Officer

On : 27.12.2021 03:52:30 PM

- In this example Both Committee users have Recommended the task.
- Task goes to the Initiator.
- Login with Initiator User.

GO PAPERLESS. GO DIGITAL.

USER MANUAL FAQ'S

Email: disha_support@ongcvideos.in | Helpline: 011-26754405 | Best viewed in Google Chrome

7.5 Initiator Screen.

- Open the Task from Inbox.

The screenshot shows the ONGC Videsh Ltd. task management interface. On the left, there's a sidebar with user profile information ('Test User1'), navigation links ('Dashboards', 'Dashboard', 'Cabinet', 'INBOX', etc.), and search functionality. The main area is titled 'INBOX' and contains a grid of tasks. One specific task is highlighted with a yellow box and a blue arrow pointing to it. A green callout box with the text 'Task is Visible in Inbox' is overlaid on the highlighted task row.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received
DLH/ECC/OMD/...	GCA Example	Generic Commit...	Generic Committ...	Test User3 (1000...	Dec 27, 2021	
DLH/BD/105/...	test foreign trip	Nomination or rep...	Nomination or rep...	Test User2 (1000...	Dec 27, 2021	
DLH/ECC/OMD/1...	test-script	Generic Commit...	Generic Committ...	Test User3 (1000...	Dec 27, 2021	
DLH/ECC/OMD/1...	GCA275			Test User2 (1000...	Dec 27, 2021	
DLH/BD/105/...	1234			Test User2 (1000...	Dec 27, 2021	
DLH/ECC/OMD/1...	CBS272			Test User2 (1000...	Dec 27, 2021	
DLH/ECC/OMD/1...	sdfs	Change in Bank ...	Change in Bank ...			
DLH/ECC/OMD/1...	1234	Change in Bank ...	Change in Bank ...			

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

The screenshot shows the 'Generic Committee Initiator' screen. It includes sections for 'Meta Data', 'BDP Clause' (with fields for 'Amount' and 'Currency'), and 'SAP T-Code'. The right side features a large panel titled 'Office Note / Green Sheet' which displays a list of electronic signatures. Each signature entry includes the signer's name, role, and the date and time of the signature.

File No	Creation Date	Priority	Age Of File (in Days)	Year	Location
DLH/ECC/OMD/10026/00023	27-12-2021	Medium	0	2021-22	Delhi

Office Note / Green Sheet

- Submitted for approval under BDP clause D5 for USD 6000
- Forwarded & Electronically Signed By :
 - Test User1 (100001)-Director (Finance)
On : 27.12.2021 02:40:02 PM
- Recommended & Electronically Signed By :
 - Test User2 (100002)-Senior Finance & Accounts Officer
On : 27.12.2021 03:02:40 PM
- Recommended & Electronically Signed By :
 - Test User2 (100002)-Country Manager-Imperial Energy
On : 27.12.2021 03:23:42 PM
- Recommended & Electronically Signed By :
 - Test User3 (100003)-General Manager (Production)
On : 27.12.2021 03:33:04 PM

- Click on E-Sign Button.

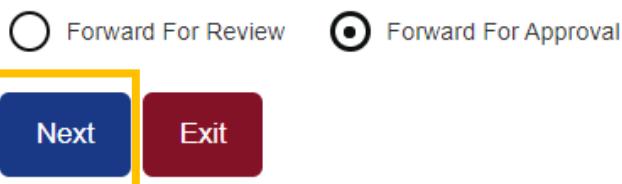
The screenshot shows the 'File Action' section of the application. It contains three buttons: 'Save & Close', 'E-Sign', and 'History'. A blue arrow points to the 'E-Sign' button, and a green callout box with the text 'Click on E-Sign button' is overlaid on the arrow.

- In Select option. Forward for review will again send file for review.
- Select forward for Approval.
- Click Next.

Generic Committee Initiator
...

	By	Status
--	----	--------

Select Option



- Select Users

Generic Committee Initiator
...

--	--	--	--	--	--	--

Select Users

Urgent

Select Favourite

Reviewed/Recommended By :

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

Agreed/Concurred By :

100004-Test User4 (APAC-COFF)-Country Manager-Brazil

Approved By :

100002-Test User2 (APAC-CFIN)-Director (Finance)

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

- Add users and Click forward button.

Generic Committee Initiator
...

Select Users

Urgent

Select Favourite

Reviewed/Recommended By :

Add

Agreed/Cconcurred By :

Add

Approved By :

Add

Selected Users

Per page: 10

User Type	CPF No	Name	Section	Sub Section	Role/Designation	
Reviewed/Recommended By	100003	Test User3	PFIN	PFIN	General Manager (Production)	
Agreed/Cconcurred By	100004	Test User4	APAC	COFF	Country Manager-Brazil	
Approved By	100002	Test User2	APAC	CFIN	Director (Finance)	

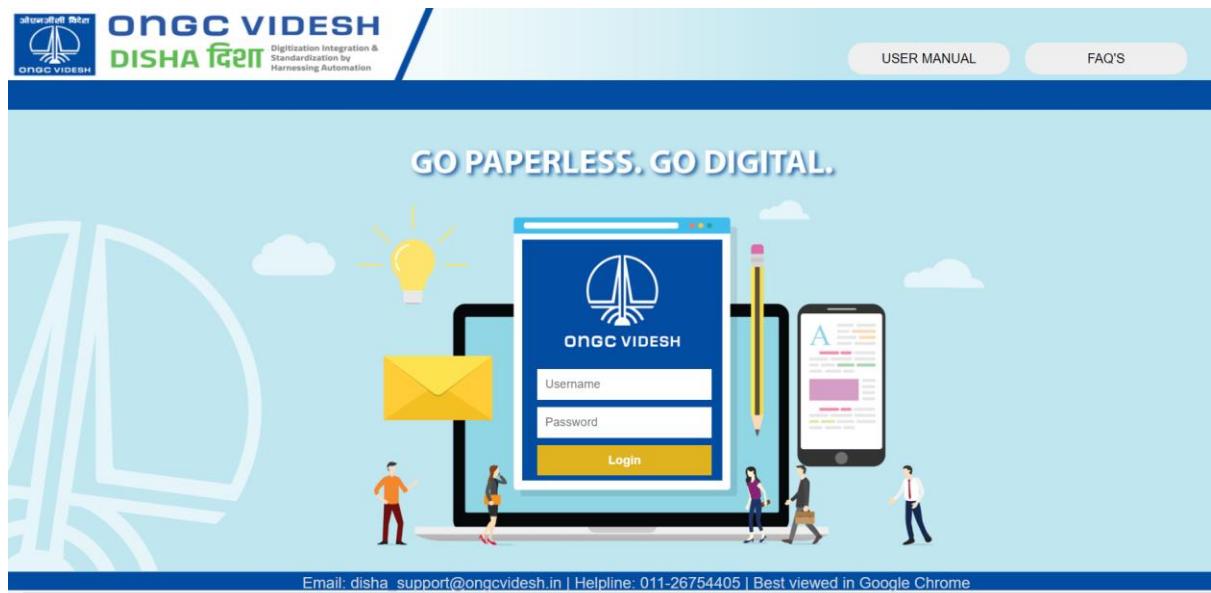
Showing 1 to 3 of 3 entries

Previous **1** Next

Forward **Exit**

Click on Forward button

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



7.6 Reviewer/Recommender Screen

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

The screenshot shows the ONGC Videsh intranet interface. On the left, there's a sidebar with links like Dashboards, INBOX, Cabinet, and Launch. The main area is titled 'INBOX' with a search bar. A table lists various tasks. One task, 'GCA Example', is highlighted with a yellow background and has a blue arrow pointing to it from the text 'Task is visible in Inbox' in a cyan box.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task To
DLH/ECC/OMD/1...	GCA Example	Generic File Revi...	Generic File Revi...	Test User1 (1000...	Dec	
AMS/PFIN/PFIN/...	ff	Cash Call Initiator	Cash Call Initiator		Dec	
AMS/PFIN/PFIN/...	dd	ff		User3	Dec	
DLH/ECC/OMD/1...	test2	ff		User1	Dec	
DLH/BD/BD/105/...	ee	ff		User2 (1000...	Dec	
DLH/ECC/OMD/1...	Test Adjustment b...	ff		User1 (1000...	Dec	
DLH/ECC/OMD/1...	test	Hand Over Appro...	Hand Over Take ...	Test User1 (1000...	Dec	
DLH/ECC/OMD/1...	zz	Re-Appropriation ...	Re-Appropriation ...	Test User2 (1000...	Dec	

- Write Comments in Office note/Green Sheet .

The screenshot shows a document titled 'सार्थक पत्र / Working Paper'. It features the ONGC Videsh logo at the top left. The main content area has a light green background. A cyan box on the right contains the text 'Write Comments in Office Note/Green Sheet' with a blue arrow pointing to it from the right side.

- All the sign of users shown in Office Note.

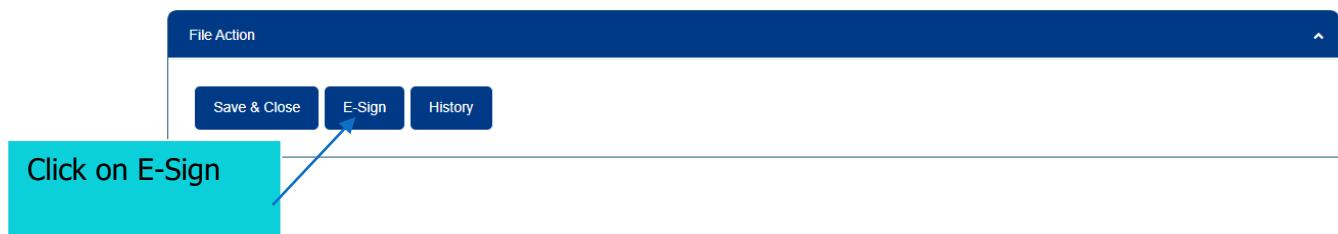
The screenshot shows the 'Generic File Reviewer / Recommender' screen. It has two main sections: 'Meta Data' on the left and 'Office Note / Green Sheet' on the right. The 'Meta Data' section includes fields for File No, Creation Date, Priority, Medium, Age Of File (in Days), Year, and Location. The 'Office Note / Green Sheet' section displays a list of users who have signed the document electronically, with their names and dates of signing.

File No	Creation Date	Priority	Medium	Age Of File (in Days)	Year	Location
DLH/ECC/OMD/10003/00023	27-12-2021	Medium	0	2021-22		Delhi
Subject	GCA Example					

Office Note / Green Sheet

- Submitted for approval under BOP clause D5 for USD 6000
- Forwarded & Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 27.12.2021 02:40:02 PM
- Forwarded & Electronically Signed By :
Test User2 (100002)-Senior Finance & Accounts Officer
On : 27.12.2021 03:02:40 PM
- Recommended & Electronically Signed By
Test User2 (100002)-Country Manager-Imperial Energy
On : 27.12.2021 03:23:42 PM
- Recommended & Electronically Signed By
Test User3 (100003)-General Manager (Production)
On : 27.12.2021 03:33:04 PM
- Forwarded & Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 27.12.2021 04:10:04 PM

- Click on E-sign button.



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



Select Action

Review / Recommend Return to Initiator Forward For Review

Forward **Exit**

Select Action and Click on Forward Button

- Click Forward Button.
- Now task go to the Agree / Concurren.
- Login to Agree / Concurren user.



7.7 Agree / Concur Screen.

- Open the task from Inbox.

The screenshot shows the INBOX screen with a list of tasks. One task is highlighted with a yellow box and a callout bubble containing the text "Task is visible in Inbox".

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received
DLH/ECC/OMD/1...	GCA Example	Generic File Agree...	Generic File Agree...	Test User3 (1000...)		Dec 27, 2021
DLH/PFIN/PCS/2...	11	Change in Bank ...	Change in Bank ...			Dec 23, 2021
DLH/BD/BD/105/...	12	Change in Bank ...	Change in Bank ...	Test User2 (1000...)	High	Dec 23, 2021
DLH/ECC/OMD/1...	test2	Hand Over Initiator	Hand Over Take ...	Test User1		Dec 23, 2021
DLH/ECC/OMD/1...	Test Part Case	Approver Part File	Approver Part File	Test User1 (1000...)		Dec 22, 2021
DLH/ECC/OMD/1...	test	Approver Part File	Approver Part File	Test User1 (1000...)		Dec 22, 2021
DLH/RD/RD/105/...	Test bu	Part File	Part File	Test User2 (1000...)		Dec 18, 2021

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

The screenshot shows the Generic File Agree / Concurer screen. The "Office Note / Green Sheet" section displays a list of electronic signatures:

- Forwarded & Electronically Signed By : Test User2 (100002)-Senior Finance & Accounts Officer On : 27.12.2021 03:02:40 PM
- Recommended & Electronically Signed By : Test User2 (100002)-Country Manager-Imperial Energy On : 27.12.2021 03:23:42 PM
- Recommended & Electronically Signed By : Test User3 (100003)-General Manager (Production) On : 27.12.2021 03:33:04 PM
- Forwarded & Electronically Signed By : Test User1 (100001)-Director (Finance) On : 27.12.2021 04:10:04 PM
- Forwarded & Electronically Signed By : Test User3 (100003)-General Manager (Production) On : 27.12.2021 04:10:57 PM

- Click on E-sign button.

The screenshot shows the File Action screen with three buttons: "Save & Close", "E-Sign", and "History". The "E-Sign" button is highlighted with a blue arrow and a callout bubble containing the text "Click on E-sign button".

- Select Agree/Concur on Select Action.

Generic File Agree / Concurren...

Action With eSign

Urgent

Select Action

Agree / Concur Return to Initiator Forward For Review

Forward

Exit

Click on Forward button

➤ Click on Forward button.

- Now task go to the Approver.
- Login to Approver user.



7.8 Approver Screen.

- Open the task from Inbox.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received ...
DLH/ECC/OMD/10...	GCA Example	Generic File Appro...	Generic File Appro...	Test User4 (10000...		Dec 27, 2021, 4...
DLH/ECC/OMD/10...	Multi sign test by s...	Generic Committe...	Generic Committe...	Test User2 (10000...		Dec 27, 2021, 2...
DLH/BD/BD/105/0...	21	Generic Committe...	Generic File Initiator			Dec 27, 2021, 2...
DLH/BD/BD/105/0...	12q					Dec 27, 2021, 1...
DLH/BD/BD/105/0...	dew					Dec 27, 2021, 1...
DLH/BD/BD/105/0...	dd					Dec 27, 2021, 1...
DLH/BD/BD/105/0...	eeW					Dec 27, 2021, 1...
DLH/BD/BD/105/0...	ff	Change in Bank Si...	Change in Bank Si...			Dec 27, 2021, 1...

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

Generic File Approver

File No: DLHECC/OMD/10026/00023 Creation Date: 27-12-2021 Priority: Medium Age Of File (in Days): 0 Year: 2021-22 Location: Delhi

Office Note / Green Sheet

Recommended & Electronically Signed By:
Test User2 (100002)-Country Manager-Imperial Energy
On : 27.12.2021 03:23:42 PM

Recommended & Electronically Signed By:
Test User3 (100003)-General Manager (Production)
On : 27.12.2021 03:33:04 PM

Forwarded & Electronically Signed By:
Test User1 (100001)-Director (Finance)
On : 27.12.2021 04:10:04 PM

Forwarded & Electronically Signed By:
Test User3 (100003)-General Manager (Production)
On : 27.12.2021 04:19:57 PM

Concurred & Electronically Signed By:
Test User4 (100004)-Country Manager-Brasil
On : 27.12.2021 04:28:25 PM

- Click on E-sign button.

File Action

Save & Close E-Sign History

Click on E-sign button

- Select Approve on Select Action.

Action With eSign

Urgent

Select Action

Approve

Return to Initiator

Forward For Review

Forward

Exit

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

Action With eSign

Urgent

Select Action

Approve & Send To Initiator

Approve & Send To Other User

Back

Forward

Exit

Click on Forward
button

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



7.9 Initiator Screen.

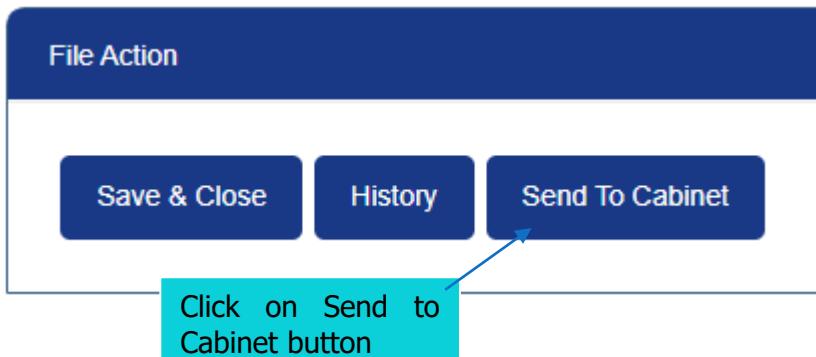
- Open the Task from Inbox.

The screenshot shows the "INBOX" section of the ONGC VIDESH DISHA application. On the left, there is a sidebar with user information ("Test User1", "Edit Profile", "Log Out") and navigation links ("Dashboards", "Create Saved Search", "Dashboard", "Cabinet", "INBOX", "Show less...", "Audit File"). The main area is titled "INBOX" and contains a table with columns: File Name, File Subject, Stage, Task Name, Task From, Priority, and Task receive. A specific row is highlighted with a yellow box, and an arrow points from the text "Task is Visible in Inbox" to the "File Name" column of that row. The highlighted row contains the file name "DLH/ECC/OMD/10026/00023", subject "GCA Example", stage "Generic Committee", task name "Generic Committee", task from "Test User1 (100001)", priority "Medium", and receive date "Dec 27, 2021".

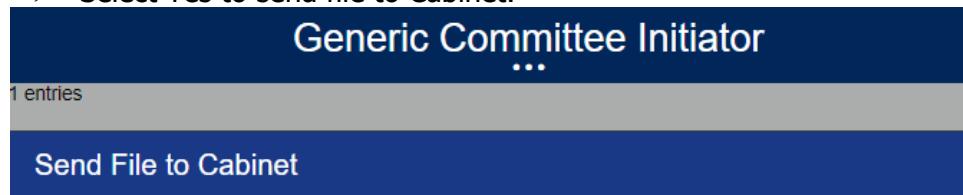
- All the sign of users shown in Office Note/Green Sheet.

The screenshot shows the "Generic Committee Initiator" screen. At the top, there are fields for "File No" (DLH/ECC/OMD/10026/00023), "Creation Date" (27-12-2021), "Priority" (Medium), "Age Of File (In Days)" (0), "Year" (2021-22), and "Location" (Delhi). The "Subject" field is set to "GCA Example". The interface is divided into several sections: "Meta Data", "BOP Clause" (with fields for "Amount" (0.00) and "Currency" (INR)), "SAP T-Code" (with a dropdown menu and "Get SAP" button), and an "Office Note / Green Sheet" panel. The "Office Note / Green Sheet" panel displays a green background with white text, showing a history of signatures and approvals. It includes sections for "Forwarded & Electronically Signed By", "Concurred & Electronically Signed By", and "Approved & Electronically Signed By". The signatures listed are "Test User1 (100001)-Director (Finance)" (27.12.2021 04:10:04 PM), "Test User3 (100003)-General Manager (Production)" (27.12.2021 04:18:57 PM), "Test User2 (100004)-Country Manager-Brazil" (27.12.2021 04:28:25 PM), and "Test User2 (100002)-Director (Finance)" (27.12.2021 04:35:20 PM).

- Click on Send to Cabinet Button.



- Select Yes to send file to Cabinet.



- Now task go to the Cabinet.

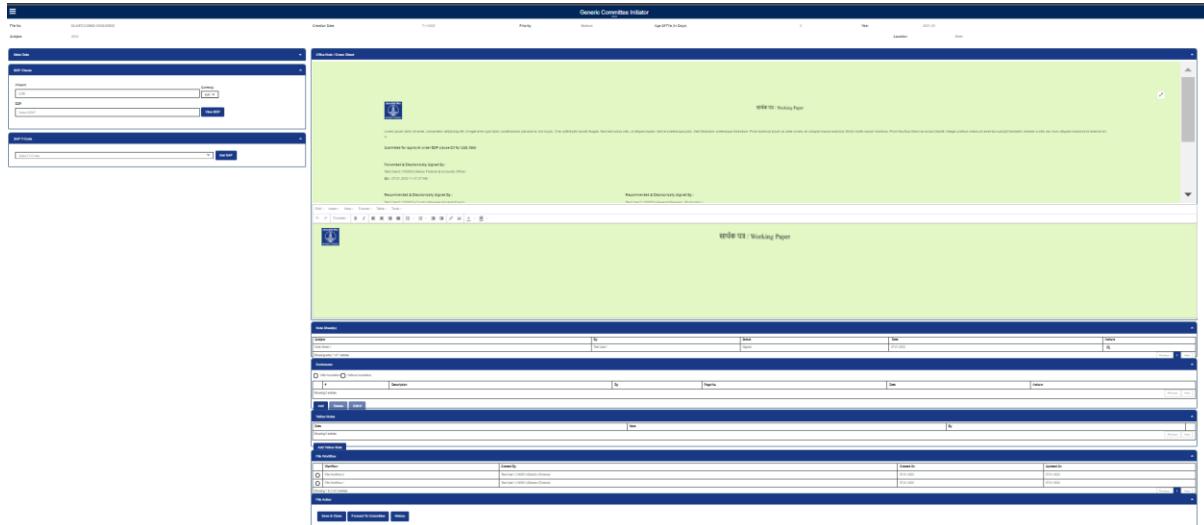
7.10 Cabinet Screen

- 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

File No	Subject	File Type	Year	Created By	Created On	Updated On
DLHIECC/OMD/10026/00023	GCA Example	Generic Committee	2021-22	Test User1 (100001)	27.12.2021	27.12.2021
DLHIECC/OMD/10026/00022	test-27-12	Generic Committee	2021-22	Test User1 (100001)	27.12.2021	27.12.2021
DLHIECC/OMD/10026/00019	GCA272	Generic Committee	2021-22	Test User1 (100001)	27.12.2021	27.12.2021
DLHIECC/OMD/1000042	CBS273	Bank Signatory	2021-22	Test User1 (100001)	27.12.2021	27.12.2021
DLHIECC/OMD/1000038	CBS271	Bank Signatory	2021-22	Test User1 (100001)	27.12.2021	27.12.2021
LHIECC/OMD/10026/00017	GCA271	Generic Committee	2021-22	Test User1 (100001)	27.12.2021	27.12.2021
LHIECC/OMD/10007/00009	Test	ChangeInCommittee	2021-22	Test User1 (100001)	26.12.2021	26.12.2021
LHIECC/OMD/10007/00008	Test Assignment	ChangeInAssignment	2021-22	Test User1 (100001)	26.12.2021	26.12.2021
LHIECC/OMD/10005/00001	Test 26/12/02	GenericBDApproval	2021-22	Test User1 (100001)	26.12.2021	26.12.2021
LHIECC/OMD/10010/00001	Test 26/12	GenericBDApproval	2021-22	Test User1 (100001)	26.12.2021	26.12.2021

- File will be opened in Cabinet.



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

Note Sheet(s)

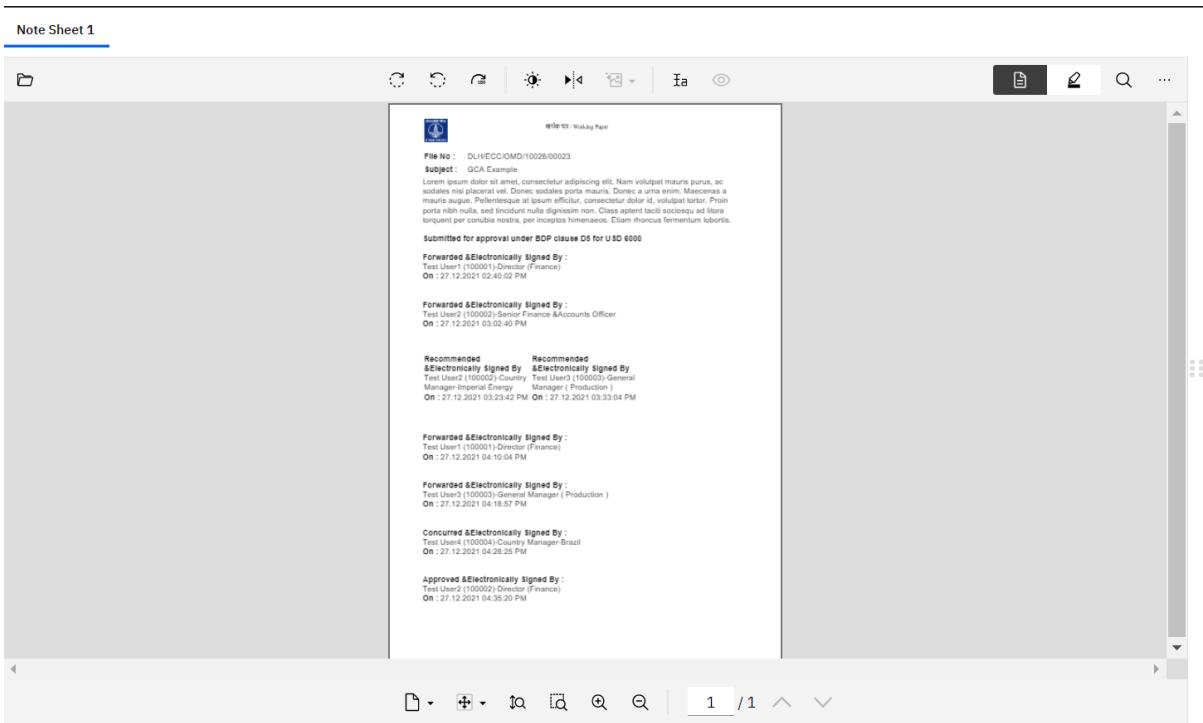
Subject	By	Status	Date	Actions
Note Sheet 1	Test User1	Signed	27.12.2021	

Showing entry 1 of 1 entries

Previous Next

View Notes Sheet(s)

- Notes Sheet(s) will open.



- Enclosures send can be viewed and downloaded from Action section.

Enclosures					
#	Description	By	P. No	Date	Action
Showing 0 entries					

Previous Next

- Select File Workflow using radio selection button.

File Workflow				
	Workflow	Created By	Created On	Updated On
<input checked="" type="radio"/>	File Workflow 2	Test User1 (100001)-Director (Finance)	27.12.2021	27.12.2021
<input type="radio"/>	File Workflow 1	Test User1 (100001)-Director (Finance)	27.12.2021	27.12.2021

Showing 1 to 2 of 2 entries

Previous 1 Next

- Workflow Members will be shown.
- File Workflow 1

Workflow Members

Member Type	Member Name
Reviewer	Test User2 (100002)-Senior Finance & Accounts Officer
Committee User	Test User2 (100002)-Country Manager-Imperial Energy Test User3 (100003)-General Manager (Production)

Exit

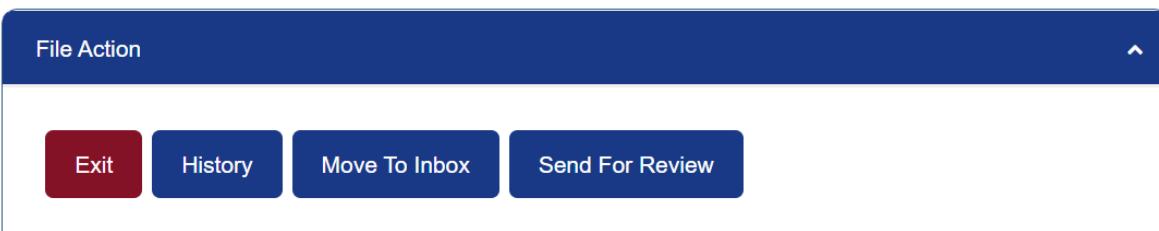
- File Workflow 2

Workflow Members

Member Type	Member Name
Reviewer / Recommender	Test User3 (100003)-General Manager (Production)
Agree / Concur	Test User4 (100004)-Country Manager-Brazil
Approver	Test User2 (100002)-Director (Finance)

Exit

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



- 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 :	Subject :		
DLH/ECC/OMD/10026/00023	GCA Example		
Date	Stage	From	To
27.12.2021 02:46:37 PM	Generic File Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Senior Finance & Accounts Officer
27.12.2021 03:09:16 PM	Review	Test User2 (100002)-Senior Finance & Accounts Officer	Test User2 (100002)-Country Manager-Imperial Energy
27.12.2021 03:30:18 PM	Committee User	Test User2 (100002)-Country Manager-Imperial Energy	Test User3 (100003)-General Manager (Production)
27.12.2021 03:39:40 PM	Committee User	Test User3 (100003)-General Manager (Production)	Test User1 (100001)-Director (Finance)
27.12.2021 04:16:40 PM	Generic File Initiator	Test User1 (100001)-Director (Finance)	Test User3 (100003)-General Manager (Production)
27.12.2021 04:25:33 PM	Review / Recommend	Test User3 (100003)-General Manager (Production)	Test User4 (100004)-Country Manager-Brazil
27.12.2021 04:35:01 PM	Agree / Concur	Test User4 (100004)-Country Manager-Brazil	Test User2 (100002)-Director (Finance)
27.12.2021 04:41:56 PM	Approve	Test User2 (100002)-Director (Finance)	Test User1 (100001)-Director (Finance)
27.12.2021 04:49:53 PM	Generic File Initiator	Test User1 (100001)-Director (Finance)	To Cabinet

Showing 1 to 9 of 9 entries

Per page: 10

Previous 1 Next

Close

- Send for Review will send the file for review.
- In order to send the file for review we need to select users and click Forward button.

Forward File For Review

Select Users : 100004-Test User4 (RUS-CFIN)-Company Secretary

Forward
Exit

Click on Forward button

7.11 Outbox Screen

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

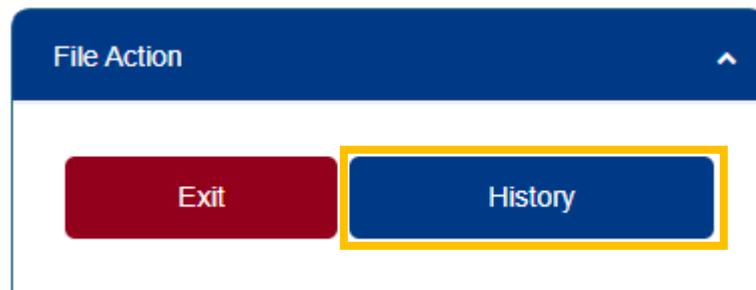
The screenshot shows the Outbox screen with a list of 170 entries. One entry is highlighted with a yellow background. A callout box with the text "Click on Open button" points to the blue "Open" button located at the bottom left of the table area.

File No	Subject	File Type	Priority	Stage	Action	Date
O 01	TEST By Gautam	CAG Audit	Low	Regional President	Regional President	27-12-2021 05:23 PM
O DLH/BD/BD/10524/00006-PC 01	Test By gautam:2	Bank Signatory	Medium	Approve	Approve & Send To Finance User	27-12-2021 05:14 PM
O DLH/BD/BD/105/00116	dsf	Bank Signatory	Medium	Reviewer	Return	27-12-2021 04:52 PM
O DLH/ECC/OMD/10026/00023	GCA Example	Generic Committee	Medium	Generic File Initiator	Cabinet	27-12-2021 04:49 PM
O DLH/BD/BD/10531/00004	Test Foreign Trip	Foreign Trip	High	Review / Recommend	Review / Recommend	27-12-2021 04:23 PM
O DLH/BD/BD/105/00115	123	Bank Signatory	Medium	Approve	Approve & Send To Finance User	27-12-2021 03:49 PM
O DLH/ECC/OMD/10026/00026	GCA	Generic Committee	Medium	Generic File Initiator	Committee Approval	27-12-2021 03:43 PM
O DLH/ECC/OMD/10029/00002	Test Sign 2	Treasury/Investment	Medium	Committee User	Recommend	27-12-2021 03:22 PM
O DLH/BD/BD/10520/00007	dd	ReAppropriation	Medium	Approve	Approve & Send To Finance User	27-12-2021 03:11 PM
O DLH/BD/BD/105/00114	12w	Bank Signatory	Medium	Approve	Approve & Send To Finance User	27-12-2021 03:07 PM

- This is user Outbox screen.

The screenshot shows a detailed view of a selected file. At the bottom left, there is a "History" button. A callout box with the text "Click on History button." points to this button.

- Click on History button.



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

Outbox

Creation Date : 27.12.2021 Priority : Medium Age Of File (in Days) : 0 Year :

Movement History

Date	Stage	From	To
27.12.2021 02:46:37 PM	Generic File Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Senior Finance & Accounts Officer
27.12.2021 03:09:16 PM	Review	Test User2 (100002)-Senior Finance & Accounts Officer	Test User2 (100002)-Country Manager-Imperial Energy
27.12.2021 03:30:18 PM	Committee User	Test User2 (100002)-Country Manager-Imperial Energy	Test User3 (100003)-General Manager (Production)
27.12.2021 03:39:40 PM	Committee User	Test User3 (100003)-General Manager (Production)	Test User1 (100001)-Director (Finance)
27.12.2021 04:16:40 PM	Generic File Initiator	Test User1 (100001)-Director (Finance)	Test User3 (100003)-General Manager (Production)
27.12.2021 04:25:33 PM	Review / Recommend	Test User3 (100003)-General Manager (Production)	Test User4 (100004)-Country Manager-Brazil
27.12.2021 04:35:01 PM	Agree / Concur	Test User4 (100004)-Country Manager-Brazil	Test User2 (100002)-Director (Finance)
27.12.2021 04:41:56 PM	Approve	Test User2 (100002)-Director (Finance)	Test User1 (100001)-Director (Finance)
27.12.2021 04:49:53 PM	Generic File Initiator	Test User1 (100001)-Director (Finance)	To Cabinet

Showing 1 to 9 of 9 entries

Per page: 10

Previous | **1** | Next

Click on Close button

Close

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