



ONGC Videsh Ltd.



2022

Paperless Office- Tender Box Creation Process— User Manual

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1 Introduction

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

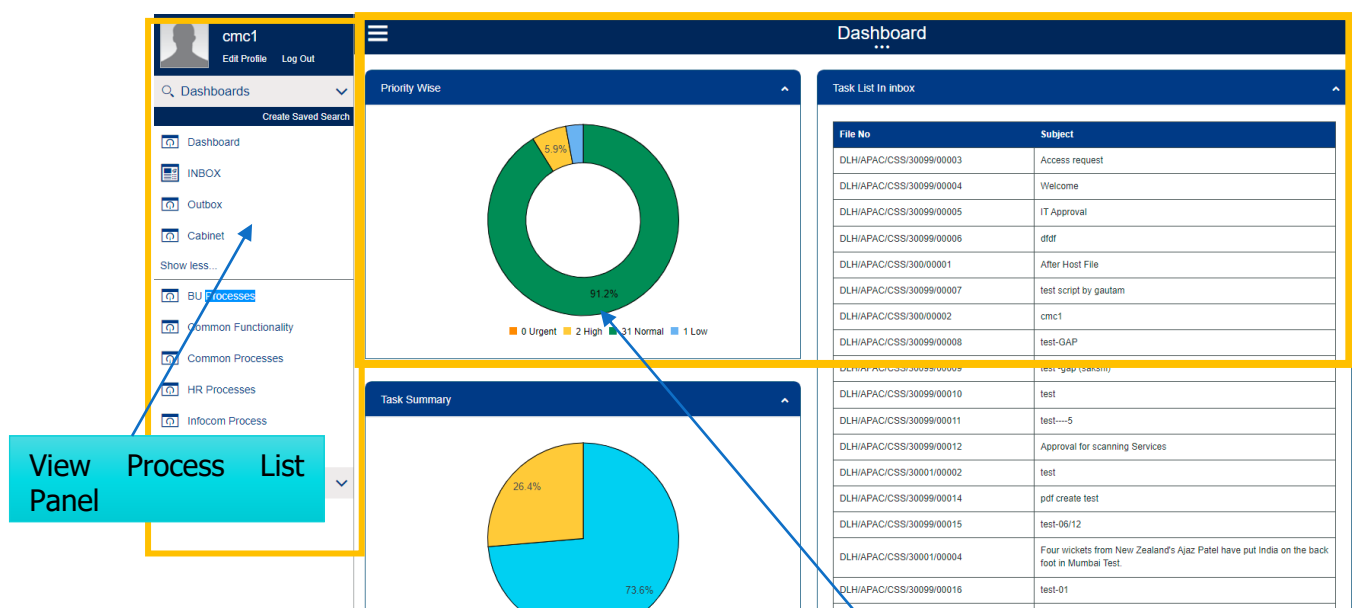
2 Login in the Paperless office

- 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

View Process List

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...	Intrrest 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 MM Processes

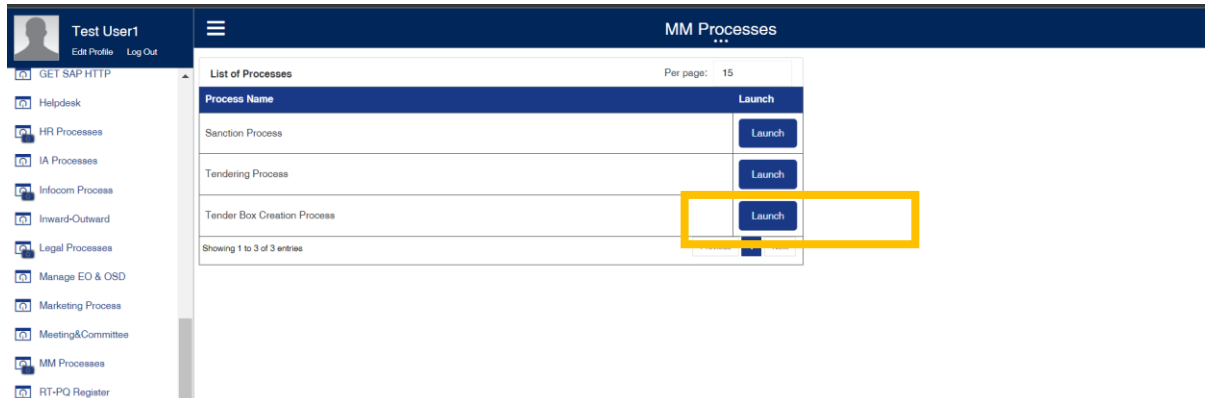
- Click on MM Processes.
- MM Processes Page displayed. List of Processes should be displayed. Process name with Launch button displays in table.

Click on MM Processes button on the Process list

Process Name	Launch
Sanction Process	Launch
Tendering Process	Launch
Tender Box Creation Process	Launch

5 Tender Box Creation Process Launch

- Click on Launch button.



- Meta Data, Tender File Number and 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 Tender File Number enter the file number.
- In the File action click Create in order to create new file. Click Exit to Exit.

MM Processes

Tender Box Creation Process

Meta Data

Location
Delhi

Section
Other Corporate Services

Sub Section
Others

Projects
NA

Subject
Tender Box Creation

Priority
Medium

Tender File Number

Select File Number
DLH/OCS/OTH/31430/00013

File Action

Exit Create

- Click on Create button of File Action panel.

The screenshot shows a web form with three main sections: 'Meta Data', 'Tender File Number', and 'File Action'. The 'Meta Data' section contains dropdown menus for Location (Delhi), Section (Other Corporate Services), Sub Section (Others), Projects (NA), and Priority (Medium), along with a text field for Subject (Tender Box Creation). The 'Tender File Number' section has a text field for 'Select File Number' containing 'DLH/OCS/OTH/31430/00013'. The 'File Action' section at the bottom contains two buttons: 'Exit' and 'Create'.

Click on Create button

- Click on Yes button.

Confirmation

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

A confirmation dialog box with two buttons: 'Yes' (blue) and 'No' (red).

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/31401/00017

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.

Tender Box Details – In this enter the details of Email ID for Unpriced Bid (Optional), Email ID for Priced Bid (Mandatory) and Date of Opening of Unpriced Bid.

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.

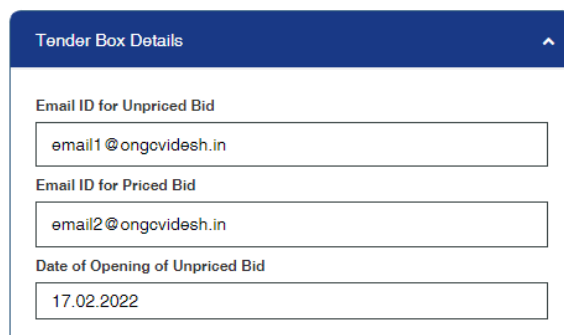
Yellow Note – They are similar to the yellow post-it stickers we use in physical files. They are like informal instruction provided to the next user which is not recorder in the note. Since this is a informal way of communication this can be removed by any user once he reads the instruction. This does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

File 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 Tender Box Details

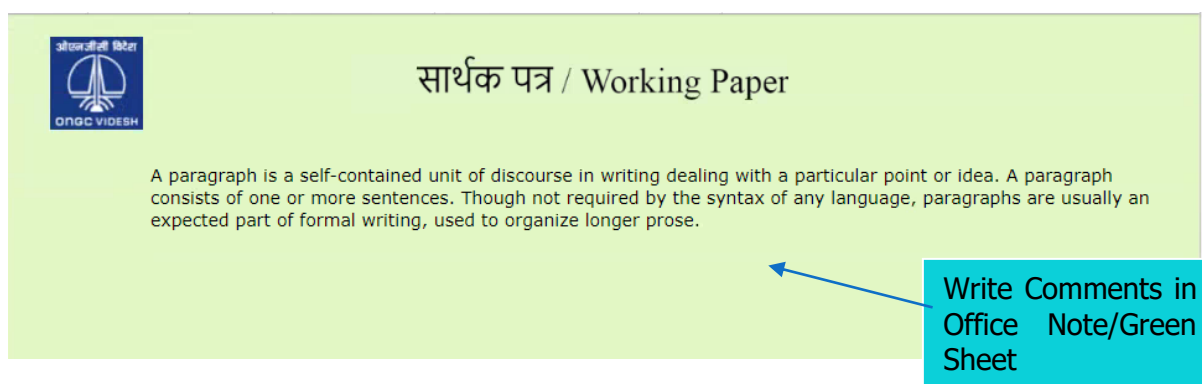
- In this enter the details of Email ID for Unpriced Bid (Optional), Email ID for Priced Bid (Mandatory) and Date of Opening of Unpriced Bid.



The screenshot shows a form titled "Tender Box Details" with a blue header. It contains three input fields: "Email ID for Unpriced Bid" with the value "email1@ongcvidesh.in", "Email ID for Priced Bid" with the value "email2@ongcvidesh.in", and "Date of Opening of Unpriced Bid" with the value "17.02.2022".

6.3 Add Office Note/ Green Sheet

- Write Comments in Office note/Green Sheet.

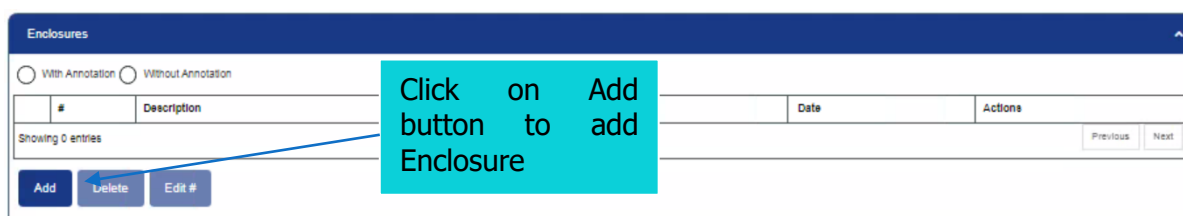


The screenshot shows a form titled "सार्थक पत्र / Working Paper" with a green background. It features the ONGC Videsh logo on the left and a paragraph of text on the right. A blue arrow points from a text box on the right to the paragraph area.

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.



The screenshot shows a form titled "Enclosures" with a blue header. It has two radio buttons: "With Annotation" and "Without Annotation". Below them is a table with columns: "#", "Description", "Date", and "Actions". The table is currently empty, showing "Showing 0 entries". There are buttons for "Add", "Delete", and "Edit #". A blue arrow points from a text box to the "Add" button.

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.
- You can Delete your enclosure, by selecting it and clicking delete button.
- You can Edit the Sr. No. of your enclosure using Edit# button.

Add Enclosure

Description :

Page No :

Browse

Document 1.pdf

Add

Exit

Add Description, Page NO.
Upload Document.

- Enclosure is now added.

Enclosures						
<input type="radio"/> With Annotation <input type="radio"/> Without Annotation						
#	Description	By	Page No.	Date	Actions	
1	Document 1.pdf	Test User1	1	17.02.2022	<input type="checkbox"/> <input type="checkbox"/>	
Showing entry 1 of 1 entries					<div style="display: flex; align-items: center;"> <div>Previous</div> <div style="background-color: #003366; color: white; padding: 0 5px; margin: 0 5px;">1</div> <div>Next</div> </div>	
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="background-color: #003366; color: white; padding: 5px 10px; border-radius: 3px;">Add</div> <div style="background-color: #ccc; padding: 5px 10px; border-radius: 3px;">Delete</div> <div style="background-color: #ccc; padding: 5px 10px; border-radius: 3px;">Edit #</div> </div>						

6.5 Add Yellow Note

Yellow Notes

Date

By

Showing 0 entries

Add Yellow Note

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:

ONGC Videsh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 11% equity on October 28, 2016) in CSJC Vankorneft

Type Yellow Note and click on Add button

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

- The file will be sent to Head IT for approval.
- Click on Forward button.

Tender Box Initiator

...

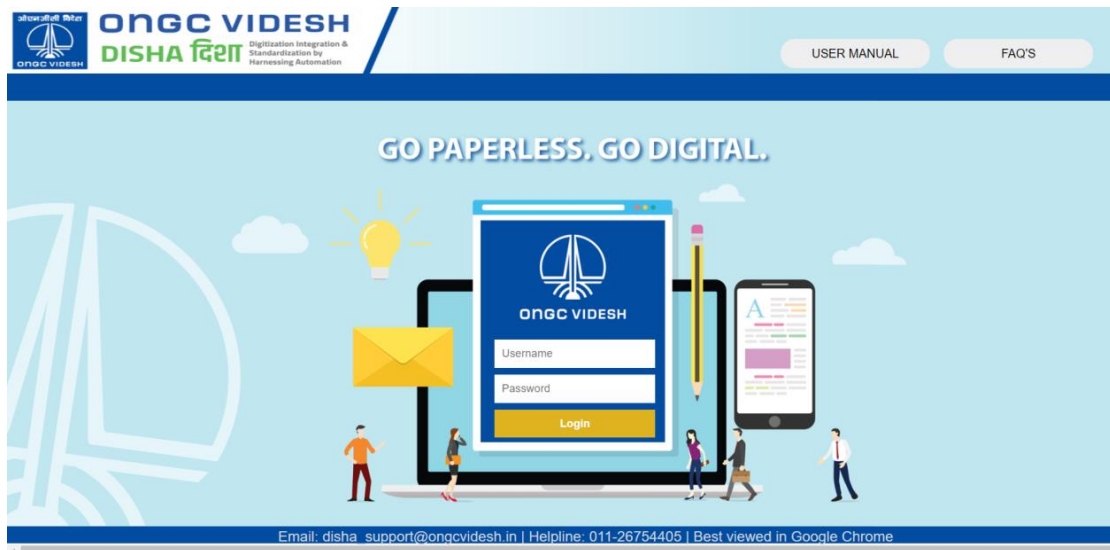
Confirmation Message

The file will be sent to Head IT for approval.

Forward

Exit

- Now task go to the Head IT.
- Login to Head IT user.



7.2 Head IT Screen

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

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
DLH/OCS/OTH/31401/...	Tender Box Creation	Tender Box Creation (...)	Tender Box Creation (...)	Test User1 (100001)-S...	Medium	Feb 17, 2022, 4:18:...
DLH/OCS/OTH/31427/...	testing	Creation Of Master Initi...	Creation Of Master Initi...	Test User3 (100003)-G...	Medium	Feb 17, 2022, 4:07:...
DLH/OCS/OTH/31433/...	BU USER	Overseas Posting Initia...	Overseas Posting Initia...	Test User4 (100004)-A...	Medium	Feb 17, 2022, 4:03:...

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.

Office Note / Green Sheet

सार्थक पत्र / Working Paper

Tender Box Creation

Email ID for Unpriced Bid: email1@ongcvidesh.in
 Email ID for Priced Bid: email2@ongcvidesh.in
 Date of Opening of UnPriced Bid: 17.02.2022

ONGC Videsh Limited, a Miniratna Schedule "A" Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is the wholly owned subsidiary and overseas arm of Oil and Natural Gas Corporation Limited (ONGC), the flagship national oil company (NOC) of India. The primary business of ONGC Videsh is to prospect for oil and gas acreages outside India, including exploration, development and production of oil and gas. ONGC Videsh owns Participating Interests in 35 oil and gas assets in 15 countries and produced about 30.3% of oil and 23.7% of oil and natural gas of India's domestic production in 2019-20. In terms of reserves and production, ONGC Videsh is the second largest petroleum company of India, next only to its parent ONGC.

Forwarded & Electronically Signed By :
 Test User1 (100001)-Director (Finance)
 On : 17.02.2022 04:18:00 PM

- Click on E-sign button.

File Action

Save & Close E-Sign History

Click on E-Sign

- If you select Return to Initiator, file will be returned to initiator.
- If you select Forward for Review, file will go to the selected user
- **Select Approve.**
- Click on forward button.

Tender Box Creation (Head IT)

...

Action With eSign

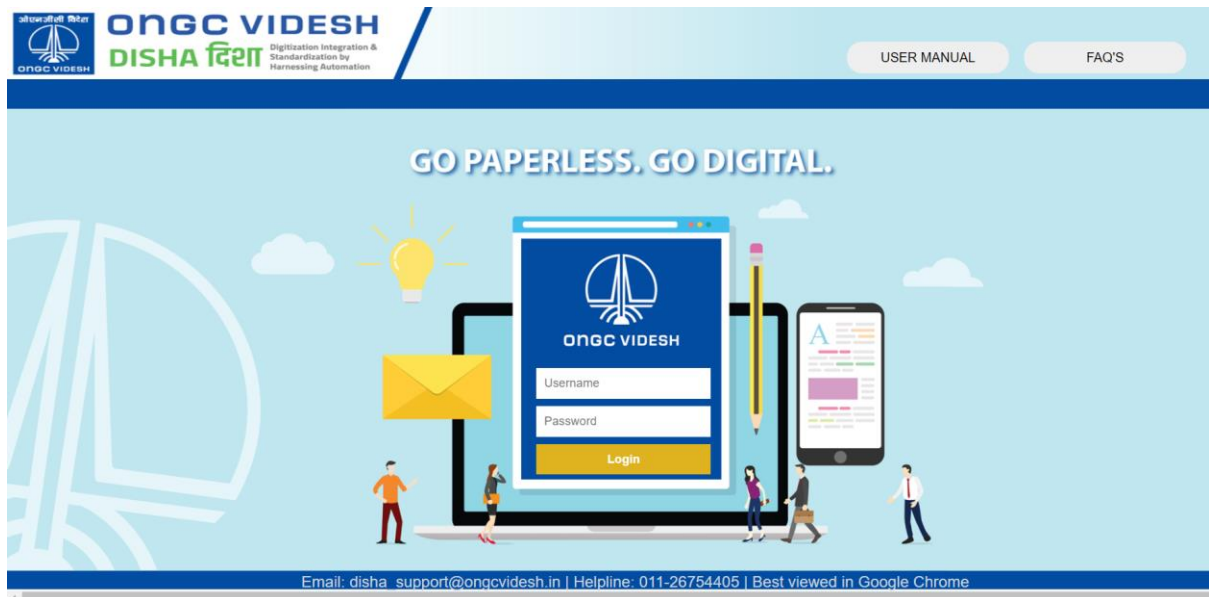
☐ Urgent

Select Action

☒ Approve ☐ Return to Initiator ☐ Forward For Review

Forward Exit

- Task goes to the Email Support.
- Login with Email Support User.



7.3 Email Support Screen.

- Open the task from Inbox.

Test User2

Edit Profile

Log Out

INBOX

...

Dashboards

Create Saved Search

DLH/OCS/OTH/31...

DLH/OCS/OTH/31...

DLH/CFIN/OMD/10...

DLH/LAC/COFF/31...

DLH/CSS/SAP/310...

Tendering

Test Sanction

testing

Test Govt Audit

Tender Box Creation

TC Meeting Notice

Tendering Process DO

Creation Of Master Initiator

Government (CAG Audit) • RP

Task Name

Task From

Priority

Task received ...

Tender Box Creation (Email Support)

Tender Box Creatio...

Test User1 (10000...

Medium

Feb 17, 2022, 4...

Tendering

Tender File Initiator...

Test User1 (10000...

Medium

Feb 17, 2022, 2...

Tendering Process DO

Tendering Process ...

Test User1 (10000...

Medium

Feb 17, 2022, 1...

Creation Of Master Initiator

Creation Of Master...

Test User3 (10000...

Medium

Feb 17, 2022, 1...

Government (CAG Audit) • RP

Government (CAG ...

PRATIMA MANTRI...

Medium

Feb 16, 2022, 5...

- In Tender Box Details.
- Enter the values of Unpriced Password and Priced Password.

Tender Box Details

Unpriced Email
email1@ongcvidesh.in

Unpriced Password

Priced Email
email2@ongcvidesh.in

Priced Password

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

Office Note / Green Sheet

Email ID for Unpriced Bid:	email1@ongcvidesh.in
Email ID for Priced Bid:	email2@ongcvidesh.in
Date of Opening of Unpriced Bid:	17.02.2022

ONGC Videsh Limited, a Miniratna Schedule 'A' Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is the wholly owned subsidiary and overseas arm of Oil and Natural Gas Corporation Limited (ONGC), the flagship national oil company (NOC) of India. The primary business of ONGC Videsh is to prospect for oil and gas acreages outside India, including exploration, development and production of oil and gas. ONGC Videsh owns Participating Interests in 35 oil and gas assets in 15 countries and produced about 30.3% of oil and 23.7% of oil and natural gas of India's domestic production in 2019-20. In terms of reserves and production, ONGC Videsh is the second largest petroleum company of India, next only to its parent ONGC.

Forwarded & Electronically Signed By :
 Test User1 (100001)-Director (Finance)
 On : 17.02.2022 04:18:00 PM

Mansarovar Energy Colombia Limited (MECL) is a 50% JV company of ONGC Videsh and Sinopec International Petroleum Exploration and Production Corporation (SIPC). MECL owns 100% interest in Velasquez field and the Velasquez-Galan pipeline of capacity 55,000 BOPD which runs 189 km from the Velasquez property to Ecopetrol's Barrancabermeja refinery. Additionally, MECL has 50% PI in Nare Association Contract (Ecopetrol is partner with 50% PI). The Association contract covers the commercial fields of Moriche, Girasol, Jazmin, Nare Sur, Under River and Abarco as well as non-commercial area of Chicla within the Middle Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August 2006.

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

- Click on E-sign button.

File Action

Save & Close E-Sign History

Click on E-sign button

- If the user select Not Completed then file will be returned to initiator and Email and password will not be created.
- **Select Completed.**
- Click on forward button.

Tender Box Creation (Email Support)

...

Action With eSign

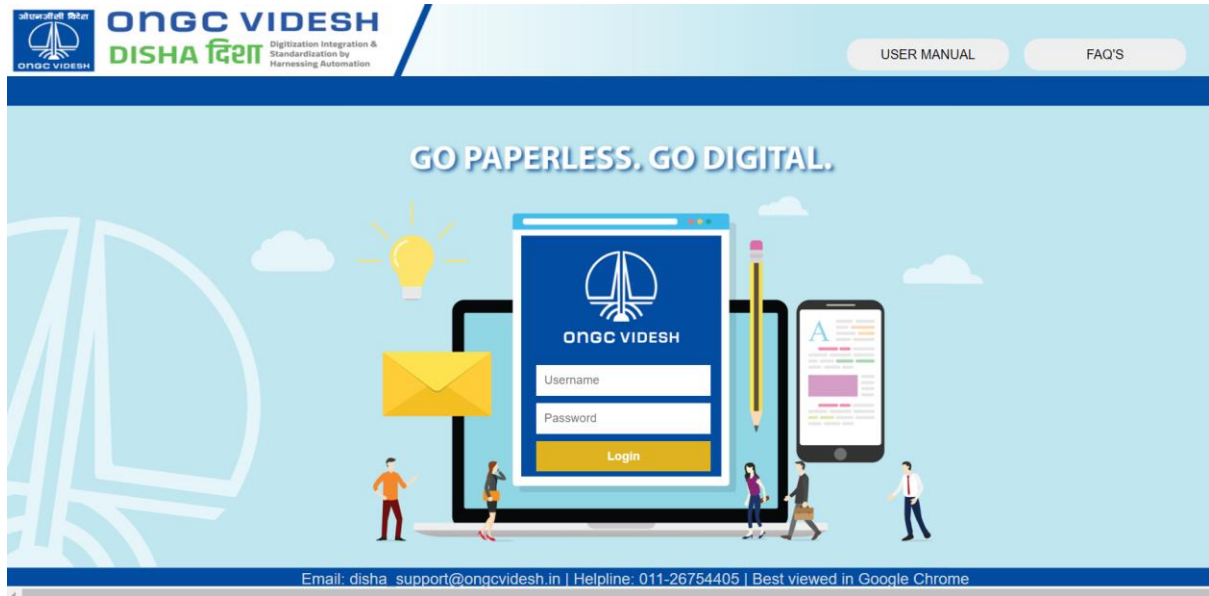
☐ Urgent

Select Action

☒ Completed ☐ Not Completed

Forward Exit

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



7.4 Initiator Screen

- Open the Task from Inbox.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
DLH/OCS/OTH/31401/...	Tender Box Creation	Tender Box Initiator	Tender Box Initiator	Test User2 (100002)-S...	Medium	Feb 17, 2022, 4:30...
DLH/OCS/OTH/31427/...	testing	Creation Of Master Initi...	Creation Of Master Initi...	Test User3 (100003)-G...	Medium	Feb 17, 2022, 4:07...
DLH/OCS/OTH/31433/...	BU USER	Overseas Posting Initia...	Overseas Posting Initia...	Test User4 (100004)-A...	Medium	Feb 17, 2022, 4:03...
DLH/OCS/OTH/31430/...	Test Tendering CPA	Tendering Process DO	Tendering Process DO	Test User2 (100002)-S...	Medium	Feb 17, 2022, 3:51...

Task is Visible in Inbox

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

Forwarded & Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 17.02.2022 04:18:00 PM

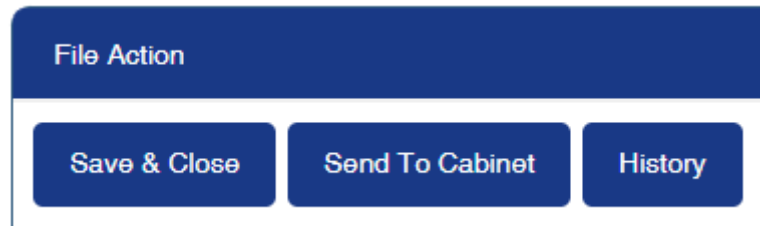
Mansarovar Energy Colombia Limited (MECL) is a 50-50 JV company Velasquez-Galan pipeline of capacity 55,000 BOPD which runs 189 km from the Velasquez property to Ecopetrol's Barrancabermeja refinery. Additionally, MECL has 50% PI in Nare Association Contract (Ecopetrol is partner with 50% PI). The Association contract covers the commercial fields Moriche, Gisol, Jazmin, Nare Sur, Under River and Abarco as well as non-commercial area of Chicla within the Middle Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August 2006.

Approved & Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 17.02.2022 04:21:38 PM

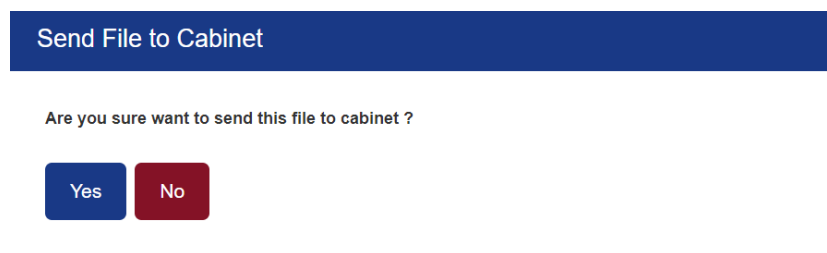
Mansarovar Energy Colombia Limited (MECL) is a 50-50 JV company Velasquez-Galan pipeline of capacity 55,000 BOPD which runs 189 km from the Velasquez property to Ecopetrol's Barrancabermeja refinery. Additionally, MECL has 50% PI in Nare Association Contract (Ecopetrol is partner with 50% PI). The Association contract covers the commercial fields Moriche, Gisol, Jazmin, Nare Sur, Under River and Abarco as well as non-commercial area of Chicla within the Middle Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August 2006.

Forwarded & Electronically Signed By :
Test User2 (100002)-Country Manager- Vietnam
On : 17.02.2022 04:30:17 PM

- Click on Send to Cabinet Button.



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



- Task goes to the Cabinet of Initiator.

7.5 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

Select file.


Click on Open button.

File No	Subject	File Type	Status	Year	Created By	Created On	Updated On
DLH/OCS/OTH/31401/00017	Tender Box Creation	TenderBox	Closed	2021-22	Test User1 (100001)	17.02.2022	17.02.2022
DLH/OCS/OTH/31427/00004	test	Creation Master	Closed	2021-22	Test User1 (100001)	17.02.2022	17.02.2022
DLH/OCS/OTH/31427/00023	test by sakshi	Creation Master	Closed	2021-22	Test User1 (100001)	17.02.2022	17.02.2022
DLH/OCS/OTH/31401/00016	tender box	TenderBox	Closed	2021-22	Test User1 (100001)	17.02.2022	17.02.2022
DLH/OCS/OTH/314/00015	Headquarter Approval	Headquarter Approval	Closed	2021-22	Test User1 (100001)	17.02.2022	17.02.2022
DLH/OCS/OTH/31427/00018	FAR Process	Partner Audit FAR	Closed	2021-22	Test User1 (100001)	17.02.2022	17.02.2022
DLH/OCS/OTH/31427/00017	test by sakshi	Partner Audit FAR	Closed	2021-22	Test User1 (100001)	17.02.2022	17.02.2022
DLH/OCS/OTH/31415/00010	PQ	PQ File	Closed	2021-22	Test User1 (100001)	16.02.2022	16.02.2022
DLH/OCS/OTH/31415/00010-PC 02	PQ	PQ File			art (100001)	16.02.2022	16.02.2022
DLH/OCS/OTH/31415/00010-PC 01	PQ	PQ File			art (100001)	16.02.2022	16.02.2022

- Now you can see all the data of user.

The screenshot shows the 'Cabinet' interface with a document titled 'Tender Box Creation'. The document content includes a header with the ONGC logo and the title 'Tender Box Creation'. Below the header, there is a section for 'Email ID for Unregistered Bids' and 'Email ID for Invited Bids', both set to 'emr@ongcindia.in'. The 'Date of Opening of Uninvited Bids' is set to '17.02.2022'. The main body of the document contains detailed information about the tender, including the name of the company (ONGC Videsh Limited), the nature of the tender (Tender Box Creation), and the location (Mumbai). The document is signed by 'Test User1 (100002)' and 'Test User2 (100002)'. The interface also shows a sidebar with a list of documents and a bottom section with 'User Details' and 'Attachments'.

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



Note Sheet(s)				
Subject	By	Status	Date	Actions
Note Sheet 1	Test User2 (100002)-Senior Finance & Accounts Officer	Approved	17.02.2022	<div>  </div>
Showing entry 1 of 1 entries				
				<div> Previous 1 Next </div>

View Notes Sheet(s)

- Notes Sheet(s) will open.

The screenshot shows the 'Note Sheet 1' document viewer. The document content is identical to the one shown in the previous screenshot, titled 'Tender Box Creation'. The viewer interface includes a sidebar with a list of documents and a bottom section with 'User Details' and 'Attachments'. The document is displayed in a large central area with a toolbar at the top and bottom.

- Enclosures send can be viewed and downloaded.

Enclosures					
#	Description	By	P. No	Date	Action
1	Document 1.pdf	Test User1	1	17-02-2022	 
Showing entry 1 of 1 entries					
				Previous	1 Next

- File Action contains Exit, History, Send for Review and Send For NA (Necessary Action) options.

File Action

Exit

History

Send For Review

Send For NA

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

Cabinet					
terms of reserves and production, ONGC Videsh is the second largest petroleum company of India, next only to its parent ONGC.					
Movement History					
File No : DLH/OCS/OTH/31401/00017		Subject : Tender Box Creation			
					Per page: 10
Date	Stage	From	To	Action	
17.02.2022 04:31:51 PM	Tender Box Creation Initiator	Test User1 (100001)-Director (Finance)	Test User1 (100001)-Director (Finance)	Forward for Review	
17.02.2022 04:35:29 PM	Head IT Approve	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Country Manager-Vietnam	Approve	
17.02.2022 04:44:08 PM	EMAIL SUPPORT	Test User2 (100002)-Country Manager-Vietnam	Test User1 (100001)-Director (Finance)	Completed	
17.02.2022 04:48:39 PM	Tender Box Creation Initiator	Test User1 (100001)-Director (Finance)	To Cabinet	Move to Cabinet	
Showing 1 to 4 of 4 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.
- If you want to send the file for Necessary Action (NA). Then click on Send For NA button.
- Select the user(s) and click on Add button.

Forward File

Select Users :

100003-Test User3 (CFIN-AUD)-Country Manager- Myanmar

Add

Selected Users

CPF No	Name	BU	Dept	Role/Designation
Showing 0 entries				

Previous

Next

Submit

Exit

- All the selected users are now available in the list.
- Click on Submit button to forward the file for Necessary Action (NA).

Note – File will be Forwarded to the selected user(s) for Necessary Action (NA) Parallely.

Forward File

Select Users :

Add

Selected Users

CPF No							Name	BU	Dept	Role/Designation	
<input type="radio"/>	100003	Test User3		CFIN	AUD	Country Manager- Myanmar					
<input type="radio"/>	100004	Test User4		RUS	CFIN	Company Secretary					

Showing 1 to 2 of 2 entries

Previous

1

Next

Showing 1 to 2 of 2 entries

Previous

1

Next

Submit

Exit

- Selected users will have to Acknowledge file.

7.6 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'. The left sidebar contains a 'Process list Panel' with 'Outbox' selected. The main area displays a table of files with columns: File No, Subject, File Type, Priority, Stage, Action, and Date. The first row is highlighted in yellow. Below the table, there is an 'Open' button highlighted with a red box. A red arrow points from the text 'Click on Open button' to the 'Open' button.

File No	Subject	File Type	Priority	Stage	Action	Date
DLH/OCB/OTH/31401/00017	Tender Box Creation	TenderBox	Medium	Tender Box Creation Initiator	Cabinet	17-02-2022 04:48 PM
DLH/OCB/OTH/31427/00028	testing	Creation Master	Medium	Creation of Master Initiator	Forward for Approval	17-02-2022 04:43 PM
DLH/OCB/OTH/31427/00027	test	Creation Master	Medium	Creation of Master Initiator	Forward for Approval	17-02-2022 04:33 PM
DLH/OCB/OTH/31427/00026	testing	Creation Master	Medium	SAP FI Desk	Approve	17-02-2022 04:20 PM
DLH/OCB/OTH/31427/00025	testing	Creation Master	Medium	Created	Approve	17-02-2022 04:20 PM
DLH/OCB/OTH/31427/00024	test	Creation Master	Medium	Creation of Master Initiator	Cabinet	17-02-2022 04:19 PM
DLH/OCB/OTH/31430/00016	Test Tendering CPA	Tendering	Medium	Tendering File Initiator	Submit for Approval	17-02-2022 04:04 PM
DLH/OCB/OTH/31427/00023	test by saakshi	Creation Master	Medium	Creation of Master Initiator	Cabinet	17-02-2022 03:59 PM

- This is user Outbox screen.

The screenshot shows a detailed view of a file in the 'Outbox' screen. The top section displays the file details: File No (DLH/OCB/OTH/31401/00017), Creation Date (17-02-2022), Priority (Medium), Location (DLH/OCB/OTH/31401/00017), and Age of File in Days (0). The main area shows a document preview titled 'Tender Box Creation'. Below the preview, there is a list of actions with columns: Action, Action Date, Action By, Action To, and Action Status. The actions are listed in a table format.

Action	Action Date	Action By	Action To	Action Status
DLH/OCB/OTH/31401/00017	17-02-2022	DLH/OCB/OTH/31401/00017	DLH/OCB/OTH/31401/00017	Success

- Click on History button.

The screenshot shows a 'File Action' dialog box with two buttons: 'Exit' (red) and 'History' (blue). The 'History' button is highlighted with a red box.

- Movement History box will be opened.
- It Shows all the details of user.
- If you want to close history, then click on close button.
- Click Exit to Exit.

Outbox

terms of reserves and production, ONGC Videsh is the second largest petroleum company of India, next only to its parent ONGC.

Movement History

File No :
DLH/OCS/OTH/31401/00017

Subject :
Tender Box Creation

Per page: 10

Date	Stage	From	To	Action
17.02.2022 04:31:51 PM	Tender Box Creation Initiator	Test User1 (100001)-Director (Finance)	Test User1 (100001)-Director (Finance)	Forward for Review
17.02.2022 04:35:29 PM	Head IT Approve	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Country Manager-Vietnam	Approve
17.02.2022 04:44:08 PM	EMAIL SUPPORT	Test User2 (100002)-Country Manager-Vietnam	Test User1 (100001)-Director (Finance)	Completed
17.02.2022 04:48:39 PM	Tender Box Creation Initiator	Test User1 (100001)-Director (Finance)	To Cabinet	Move to Cabinet

Showing 1 to 4 of 4 entries

Previous 1 Next

Close

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