



ONGC Videsh Ltd.



2021

Paperless Office- Part Case File Approval 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.

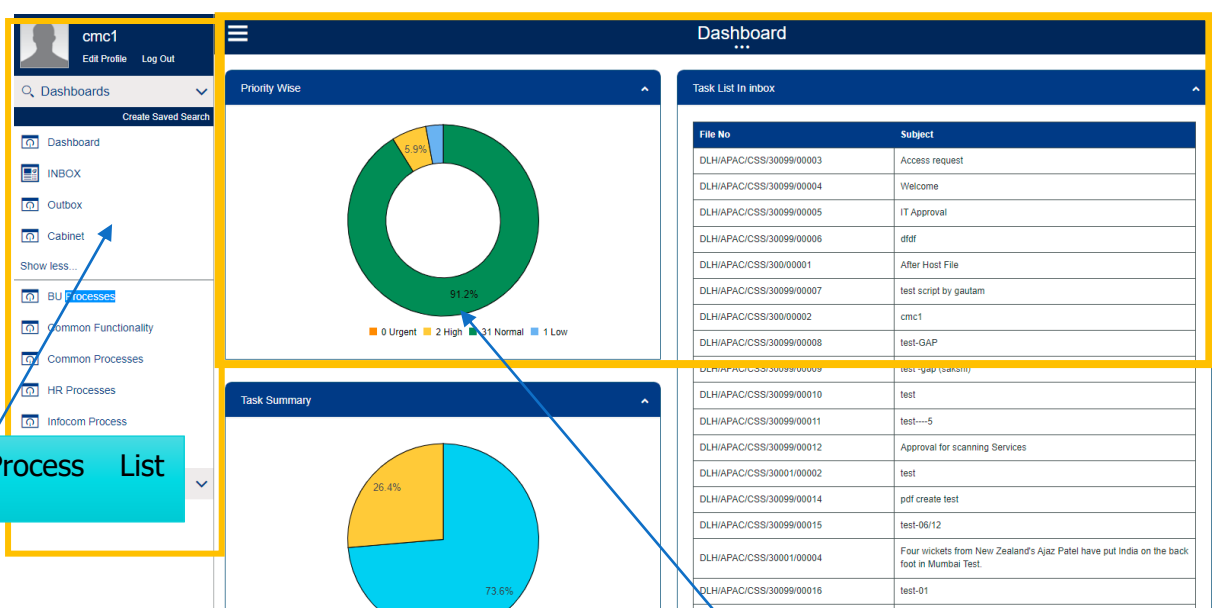
2 Login in the Paperless office:

- 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

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
DLH/APAC/CSS/30099...	GAP Manual	Generic File Initiator	Generic File Initiator		Normal	Dec 8, 2021, 12:38:...
DLH/APAC/CSS/30001...	test-01	User Access Managem...	User Access Managem...		Normal	Dec 8, 2021, 12:12:...
DLH/APAC/CSS/30008...	incident testing	Incident/Activity Report...	Incident/Activity Report...		Normal	Dec 8, 2021, 11:15:3...
DLH/APAC/CSS/30020...	test of reappropriation	Re-Appropriation of Bu...	Re-Appropriation of Bu...	cmc3 (900004)-Genera...	Normal	Dec 7, 2021, 9:27:5...
DLH/APAC/CSS/30020...	Test	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 8:49:2...
DLH/APAC/CSS/30020...	Test By gautam	Re-Appropriation of Bu...	Re-Appropriation of Bu...	cmc3 (900004)-Genera...	Normal	Dec 7, 2021, 7:01:3...
DLH/APAC/CSS/30008...	TEST-MANUAL	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 3:02:5...
DLH/APAC/CSS/30008...	test-manual	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 3:00:4...
DLH/APAC/CSS/30001...	testing	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 12:02:...
DLH/APAC/CSS/30003...	Intrest Penalty on statu...	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 11:59:2...
DLH/APAC/CSS/30008...	test-INCIDENT	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 11:48:1...
DLH/APAC/CSS/30001...	test-123	HR Onboarding Initiator	HR Onboarding Initiator		Normal	Dec 6, 2021, 5:13:4...
DLH/CSS/HR/30002/0...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	SHIVANGI KIRTI (\$694...	Normal	Dec 6, 2021, 4:39:5...
DLH/APAC/CSS/30099...	test-01	Generic File Initiator	Generic File Initiator		Normal	Dec 6, 2021, 11:23:0...
DLH/APAC/CSS/30001...	Four wickets from New...	User Access Managem...	User Access Managem...		Normal	Dec 6, 2021, 11:04:2...
DLH/APAC/CSS/30099...	test-06/12	Generic File Initiator	Generic File Initiator		Low	Dec 6, 2021, 11:01:4...

4 How to run the Common Processes

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

Common Processes

Process Name	Launch
Generic Approval Process	Launch
Delegate Task	Launch
Part Case File Approval Process	Launch

5 Part Case File Approval Process Launch:

- Click on Launch button.

The screenshot shows the 'Common Processes' interface. On the left is a sidebar with navigation options like 'Dashboards', 'INBOX', 'BU Processes', 'Cabinet', 'Common Functionality', 'Common Processes', 'Dashboard', 'GET SAP', 'HR Processes', 'Infocom Process', 'Outbox', and 'Launch'. The main area displays a 'List of Processes' table with columns 'Process Name' and 'Launch'. The table lists 'Generic Approval Process', 'Delegate Task', and 'Part Case File Approval Process'. The 'Launch' button for 'Part Case File Approval Process' is highlighted with a yellow box. A blue arrow points from a text box to this button.

Process Name	Launch
Generic Approval Process	Launch
Delegate Task	Launch
Part Case File Approval Process	Launch

Showing 1 to 3 of 3 entries

Previous 1 Next

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.**
- Click on Create button of File Action panel.

The screenshot shows the 'Part Case File Approval Process' form. The 'Meta Data' panel is open, displaying several dropdown menus: 'Location' (Delhi), 'Section' (Asia Pacific BU), 'Sub Section' (Corporate Support Services), 'Projects' (NA), 'Subject' (Part Case Manual), and 'Priority' (Medium). The 'File Action' panel is also open, showing 'Exit' and 'Create' buttons. A blue arrow points from a text box to the 'Create' button.

Meta Data

Location: Delhi

Section: Asia Pacific BU

Sub Section: Corporate Support Services

Projects: NA

Subject: Part Case Manual

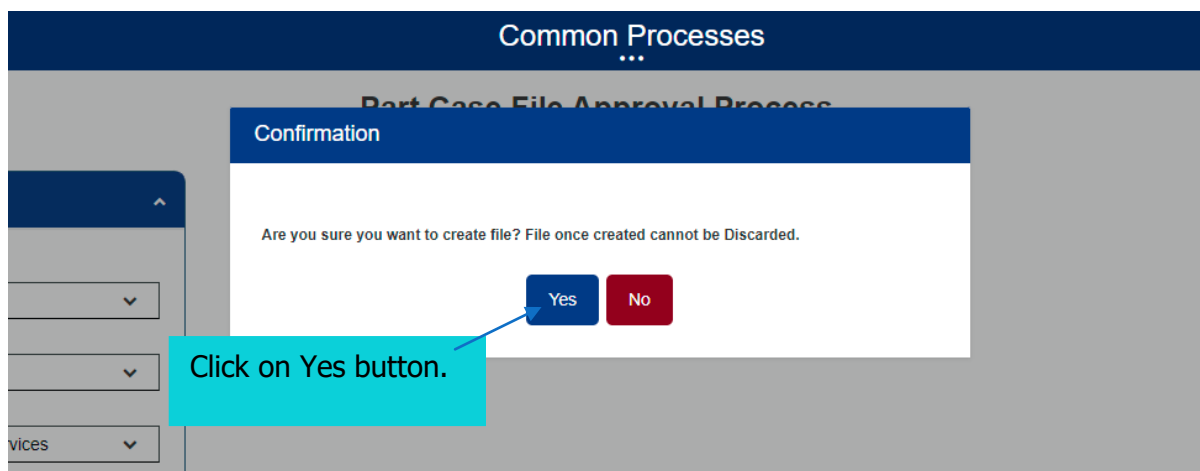
Priority: Medium

File Action

Exit Create

Click on Create button

- Click on Yes button.



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

Note: File No convention based on Location/Sec/Sub Sec/File tag/File No Series e.g., DLH/APAC/CSS/30018/00002

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 and priority.

BDP Clause – The Applicable BDP Clause can be entered here.

View BDP Button– On click of this button, the BDP Document will open at the selected BDP Clause page.

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

File Workflow – This Section shows the all Workflow Members.

Part Files – This Section shows the total no of Part files.

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

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.

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.

File Action – File Action section has three buttons:

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

6.2 Fill BDP Clause

- Enter Amount according to BDP Clause.
- Select BDP.
- Click on View BDP.

The screenshot shows a form titled "BDP Clause". It has two main sections. The first section is for entering the amount and currency. The second section is for selecting the BDP clause and viewing it. Annotations with arrows point to the input fields.

Enter Amount points to the "Amount" input field which contains "9,000.00".

Select Clause points to the "Select BDP" dropdown menu which shows "D5".

The form also includes a "Currency" dropdown set to "INR" and a "View BDP" button.

- BDP Screen opens as shown:

The screenshot shows a web browser displaying the BDP screen. The URL is <https://ovl-pcenterdev.ovl.com:9443/bdpclause/?search=D5>. The page shows a table of clauses and their powers. A large watermark logo is visible in the background.

D5 Interest/penalty on various statutory levies		
Full Powers	Director concerned (Administrative)	• Cases approved should be informed to Board on quarterly basis by HCF
Up to USD 8,500/ INR 6 lakh in each case	L-I	

D6.a Expenditure sanction for statutory payments, post & courier charges, electricity, water charges & other utility charges		
Full Powers - As per actuals	L-I	
Up to USD 6,000/ INR 4 lakh in each case	L-II	
Up to USD 1,500/ INR 1 lakh in each case	L-III	

D6.b Expenditure sanction for freight of material carried		
Air (including air lifting of material) in urgent cases - As per actuals	L-I	
Ocean, River, Railways, Road and Air (where Air is cheaper or more suitable than alternative modes) - As per actuals	L-II	

6.3 Add Office Note/ Green Sheet

- Write Comments in Office note/Green Sheet.

सार्थक पत्र / Working Paper

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

Write Comments in Office Note/Green Sheet

6.4 Add Enclosure

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

Enclosures

☐ With Annotation ☐ Without Annotation

Description	Date	Actions
Showing 0 entries		

Add Delete

Click on Add button to add Enclosure

- Click on Add Button of Enclosure.
- Fill the all detail 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 : Add Enclosure

Page No : 2

Browse Generic(Scrnsht).docx

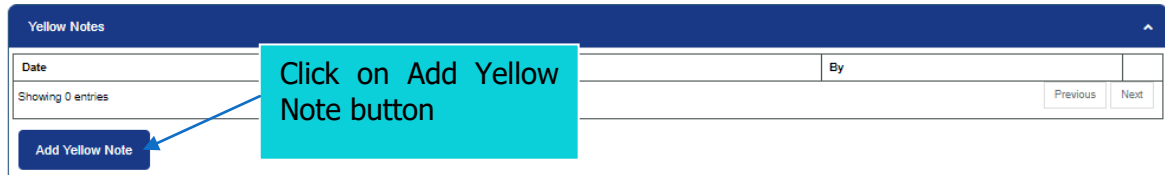
Add Exit

Add Description, Page No. Upload Document.

Click on Add button

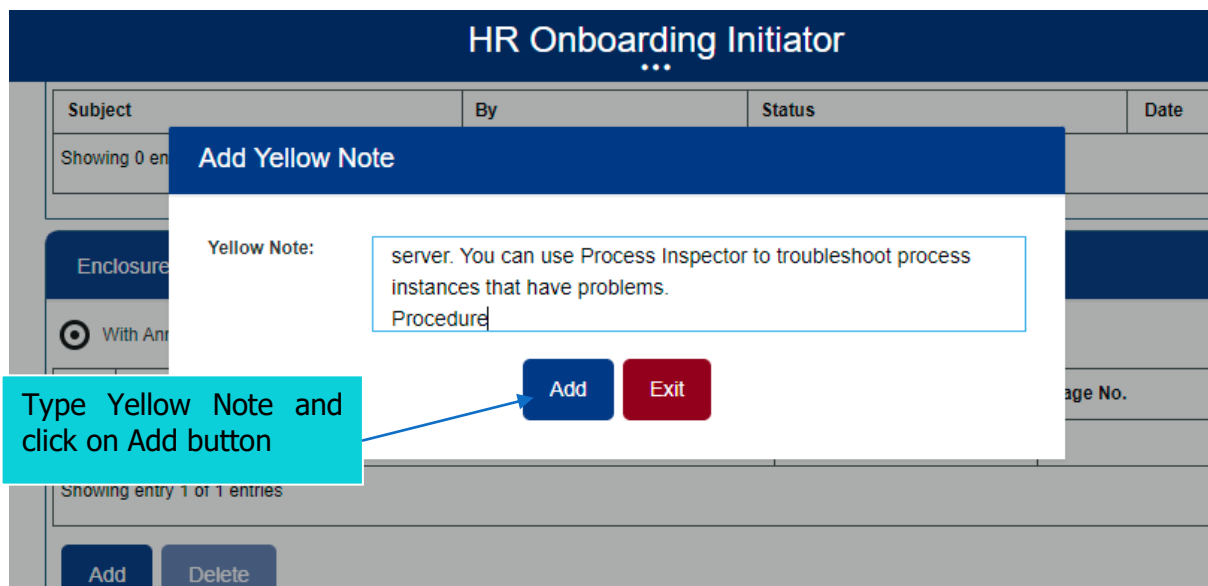
6.5 Add Yellow Note

Note: Yellow Note content will not be updated in Green sheet/Office Note and it can be deleted in any stage.



The screenshot shows the 'Yellow Notes' interface. It has a header bar with the title 'Yellow Notes'. Below the header, there are input fields for 'Date' and 'By', and a 'Showing 0 entries' status. At the bottom left, there is a blue button labeled 'Add Yellow Note'. A red callout box with the text 'Click on Add Yellow Note button' has an arrow pointing to this button.

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



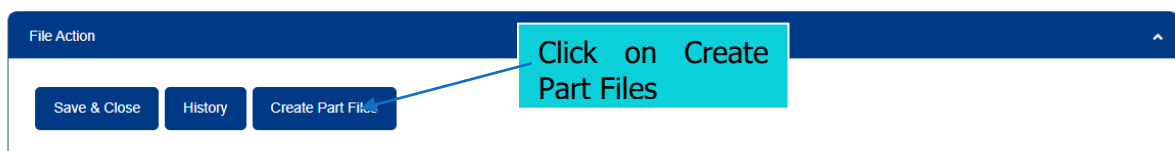
The screenshot shows the 'HR Onboarding Initiator' interface. A modal dialog box titled 'Add Yellow Note' is open. It contains a text area with the text 'server. You can use Process Inspector to troubleshoot process instances that have problems. Procedure'. Below the text area are two buttons: 'Add' (blue) and 'Exit' (red). A red callout box with the text 'Type Yellow Note and click on Add button' has an arrow pointing to the 'Add' button. The background interface shows a table with columns 'Subject', 'By', 'Status', and 'Date', and a status 'Showing 0 entries'.

7 Sending a File

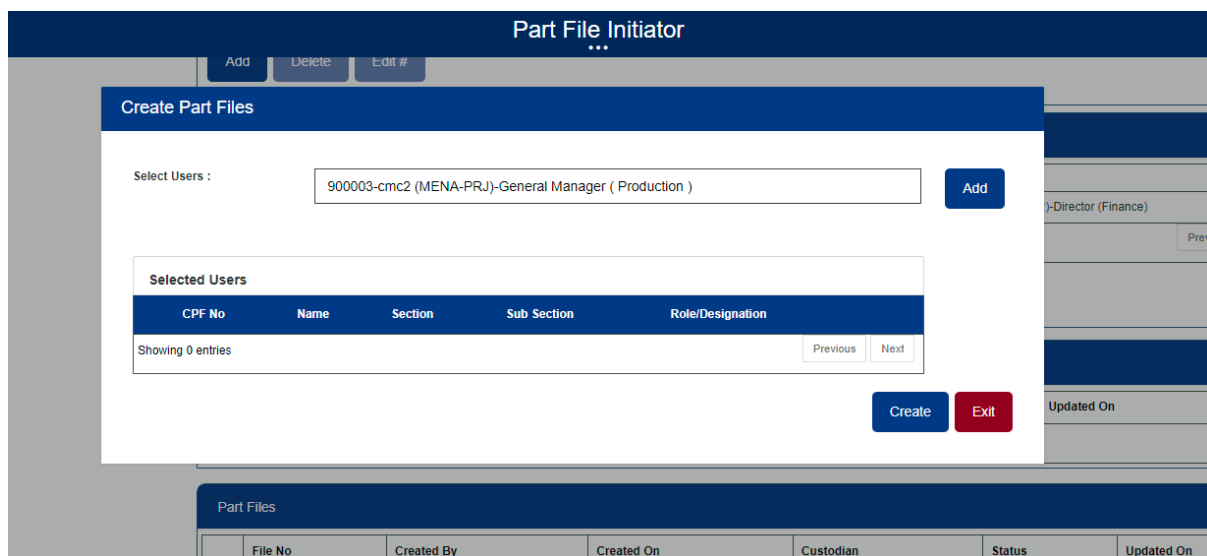
7.1 Initiator Screen

- Initiator screen be open.
- Click on Create Part Files button.

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



- Select the users of Select Users field.
- Click on Add Button.



- Users are showing in table of selected users.
- Click on Create button.

Part File Initiator

Add Delete Edit #

Create Part Files

Select Users : Add

Selected Users					
	CPF No	Name	Section	Sub Section	Role/Designation
<input type="radio"/>	900003	cmc2	MENA	PRJ	General Manager (Production)

Showing entry 1 of 1 entries Previous **1** Next

Create Exit

Part Files

File No	Created By	Created On	Custodian	Status	Updated
Showing 0 entries					

- Confirmation Dialogue box open.
- Click on Yes button.

Note: When click on No button. File successfully moves from Inbox and go to the selected users of part case.

Part File Initiator

Add Delete Edit #

Create Part Files **Confirmation**

Select Users : Add

Do you want to send file for approval before creating part file?

Yes No

Selected Users					
	CPF No	Name	Section	Sub Section	Role/Designation
<input type="radio"/>	900003	cmc2	MENA	PRJ	General Manager (Production)

Showing entry 1 of 1 entries Previous **1** Next

Create Exit

Part Files

File No	Created By	Created On	Custodian	Status	Updated
Showing 0 entries					

- Select the users of Reviewed/Recommended By, Agree/Concurred By and Approved field.
- Click on Add Button.

Part File Initiator

Select Users

☐ Urgent

Select Favourite

Reviewed/Recommended By : **Add**

Agreed/Concurred By : **Add**

Approved By : **Add**

Selected Users Per page: 10

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

Previous Next

Forward **Exit**

Click on Add button

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

Part File Initiator

Select Users

☐ Urgent

Select Favourite

Reviewed/Recommended By : **Add**

Agreed/Concurred By : **Add**

Approved By : **Add**

Selected Users Per page: 10

User Type	CPF No	Name	Section	Sub Section	Role/Designation	
Reviewed/Recommended By	900003	cmc2	MENA	PRJ	General Manager (Production)	✕
Agreed/Concurred By	900004	cmc3	OCS	OTH	General Manager (Geology)	✕
Approved By	900004	cmc3	OCS	OTH	General Manager (Geology)	✕

Showing 1 to 3 of 3 entries

Previous **1** Next

Forward **Exit**

Click on Forward button.

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




7.2 Reviewer/Recommender Screen

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

INBOX							
Task Name	Task Category	Stage	Task Name	Task User	Priority	Task Received Date	
DLH/APAC/CSS/30018...	Manual	Part File Reviewer / Re...	Part File Reviewer / Re...	cmc1 (900002)-Assista...	Normal	Dec 21, 2021, 3:08:...	
DLH/APAC/CSS/30018...	Part Case Manual	Approver Part File	Approver Part File	cmc1 (900002)-Directo...	Normal	Dec 21, 2021, 3:03:...	
DLH/MENA/PRJ/51711...	Gen163	Generic File Initiator	Generic File Initiator		Normal	Dec 16, 2021, 2:50:...	
DLH/MENA/PRJ/5180...	Intp161	Interest/Penalty on Var...	Interest/Penalty on Var...		Normal	Dec 16, 2021, 2:22:...	
DLH/APAC/CSS/30001...	Test	User Access Managem...	User Access Managem...	cmc2 (900003)-Genera...	Normal	Dec 15, 2021, 4:47:...	
DLH/MENA/PRJ/52114...	dd	Payment towards Com...			Normal	Dec 13, 2021, 12:29:...	
DLH/APAC/CSS/30099...	Mail Test cmc1 to cmc2	Generic File Reviewer ...			Normal	Dec 13, 2021, 12:11:...	
DLH/APAC/CSS/30014...	ww	Payment towards Com...			Normal	Dec 13, 2021, 11:57:...	
DLH/MENA/PRJ/5181...	payment	Payment towards Com...			Normal	Dec 13, 2021, 11:52:...	
DLH/APAC/CSS/30014...	payment	Payment towards Com...			Normal	Dec 13, 2021, 11:45:...	
DLH/APAC/CSS/30005...	Onboarding - lovely - H...	Onboarding - lovely - H...	Onboarding - lovely - H...	cmc1 (900002)-Directo...	Normal	Dec 9, 2021, 4:26:0...	
DLH/APAC/CSS/30001...	opo	User Access Managem...	User Access Managem...	cmc1 (900002)-Assista...	Normal	Dec 9, 2021, 2:23:0...	
DLH/APAC/CSS/30001...	test 1	User Access Managem...	User Access Managem...	cmc2 (900003)-Genera...	Normal	Dec 9, 2021, 1:33:2...	
DLH/MENA/PRJ/5200...	hr onboard test	HR Onboarding Initiator	HR Onboarding Initiator		Normal	Dec 7, 2021, 8:00:4...	
DLH/APAC/CSS/30005...	Email Support	File For Review	File For Review		Normal	Dec 7, 2021, 7:29:0...	
DLH/APAC/CSS/30003...	Test	Interest/Penalty Approver	Interest/Penalty Approver	cmc1 (900002)-Assista...	Normal	Dec 7, 2021, 4:13:3...	
DLH/APAC/CSS/30008...	46556	Incident/Activity Report...	Incident/Activity Report...	cmc1 (900002)-Assista...	Normal	Dec 7, 2021, 3:59:0...	
DLH/MENA/PRJ/51108...	test	Incident/Activity Report...	Incident/Activity Report...		Normal	Dec 7, 2021, 11:38:2...	
DLH/APAC/CSS/30001...	Test UAM by Diksha	User Access Managem...	User Access Managem...	cmc1 (900002)-Assista...	Normal	Dec 7, 2021, 11:25:4...	
DLH/APAC/CSS/30099...	test-Generic-07/12	Generic File Approver	Generic File Approver	cmc3 (900004)-Genera...	Normal	Dec 7, 2021, 11:11:4...	
DLH/MENA/PRJ/52011...	onboard test	Generic File Initiator	Generic File Initiator		Normal	Dec 5, 2021, 11:06:5...	

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.

Forwarded & Electronically Signed By :
cmc1 (900002)-Director (Finance)
On : 21.12.2021 03:08:29 PM

Forwarded & Electronically Signed By :
cmc2 (900003)-General Manager (Production)
On : 21.12.2021 03:11:08 PM

Forwarded & Electronically Signed By :
cmc3 (900004)-General Manager (Geology)
On : 21.12.2021 03:12:55 PM

Approved & Electronically Signed By :
cmc3 (900004)-General Manager (Geology)
On : 21.12.2021 03:14:14 PM

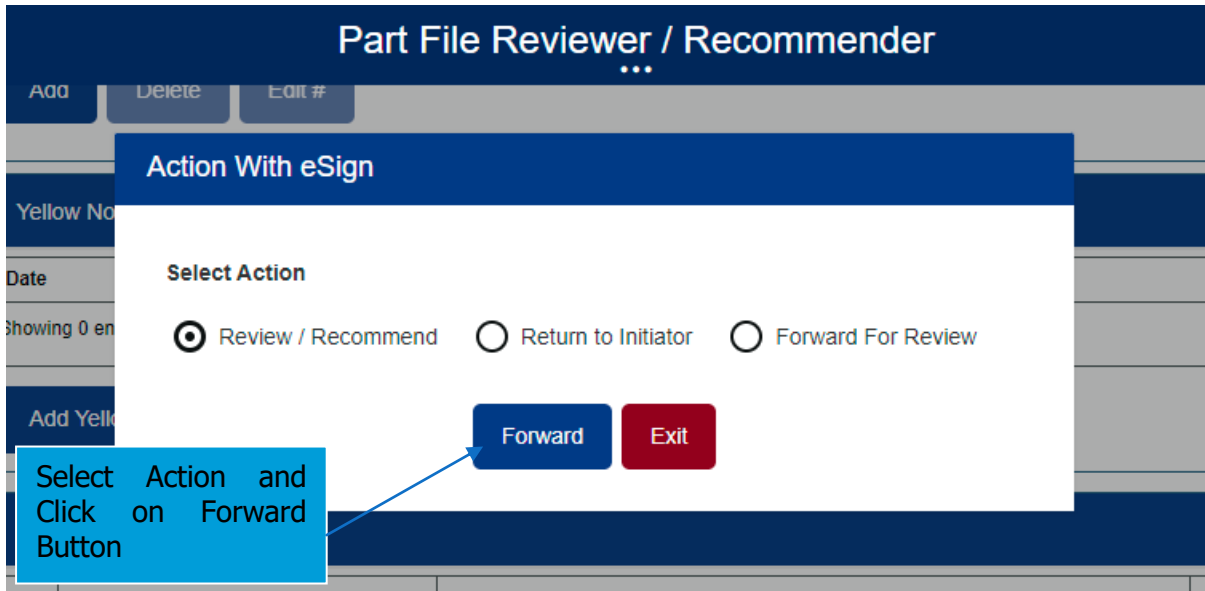
- Click on E-sign button.

File Action

Save & CloseE-SignHistory

Click on E-Sign

- When you select Return to Initiator, task goes to the initiator, for doing next action. When you select Forward for Review, task go to the selected user.
- Select Review/Recommended on Select Action.
- Click on Forward button.



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



7.3 Agree/Concurrer Screen

- Open the task from Inbox.

The screenshot shows the 'INBOX' interface with a list of tasks. The tasks are organized into columns: File name, File Subject, Stage, Task name, Task From, Priority, and Task received date. A blue arrow points from the text 'Task is visible in Inbox' to a task entry in the list.

File name	File Subject	Stage	Task name	Task From	Priority	Task received date
DLH/APAC/CSS/30018...	Manual	Part File Agree / Concu...	Part File Agree / Concu...	cmc2 (900003)-Genera...	Normal	Dec 21, 2021, 3:11:0...
DLH/APAC/CSS/30014...	Pcc171	Payment towards Com...	Payment towards Com...	cmc2 (900003)-Genera...	Normal	Dec 17, 2021, 10:42...
DLH/APAC/CSS/30001...	3244	User Access Managem...	User Access Managem...	cmc2 (900003)-Genera...	Normal	Dec 13, 2021, 2:16...
DLH/APAC/CSS/30099...	test-file	Generic File Reviewer ...	Generic File Reviewer ...	cmc1 (900002)-Assista...	Normal	Dec 13, 2021, 11:46...
DLH/APAC/CSS/30001...	test-123	File For Review	User Access Managem...	cmc2 (900003)-Genera...	Normal	Dec 8, 2021, 5:29:3...
DLH/APAC/CSS/30003...	Statutory Levies Test	Interest/Penalty Revie...	Interest/Penalty Revie...	cmc1 (900002)-Assista...	Normal	Dec 7, 2021, 4:25:4...
DLH/APAC/CSS/30000...	Test	Re-Appropriation of Bu...	Re-Appropriation of Bu...	cmc2 (900003)-Genera...	Normal	Dec 6, 2021, 2:23:2...
DLH/APAC/CSS/30004...	Demo Test of ptcc	Payment toward...			Normal	Dec 6, 2021, 1:00:5...

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

Forwarded & Electronically Signed By :

cmc1 (900002)-Director (Finance)

On : 21.12.2021 03:08:29 PM

Forwarded & Electronically Signed By :

cmc2 (900003)-General Manager (Production)

On : 21.12.2021 03:11:08 PM

Forwarded & Electronically Signed By :

cmc3 (900004)-General Manager (Geology)

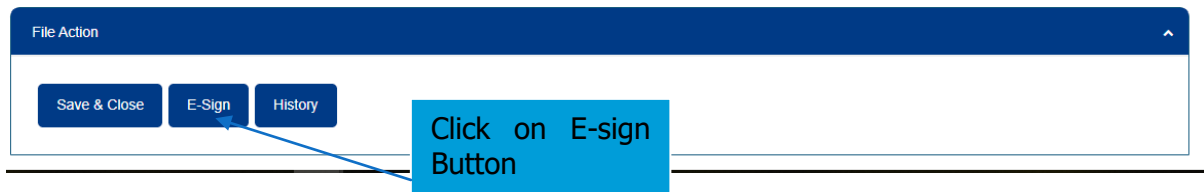
On : 21.12.2021 03:12:55 PM

Approved & Electronically Signed By :

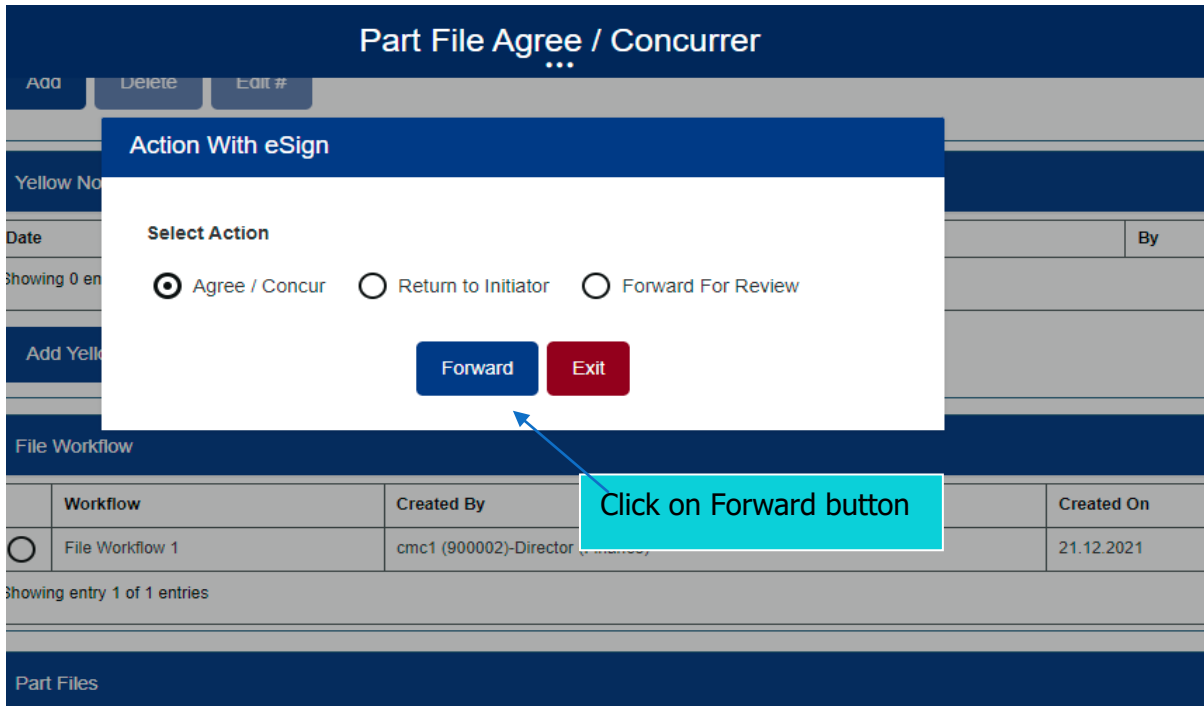
cmc3 (900004)-General Manager (Geology)

On : 21.12.2021 03:14:14 PM

- Click on E-sign button.



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



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



7.4 Approver Screen.

- Open the task from Inbox.

The screenshot shows the INBOX interface with a user profile 'cmc 3' and a search bar. The task list is as follows:

Task ID	Task Name	Task Type	Task Status	Task Owner	Task Priority	Task Due Date
DLH/APAC/CSS/30018...	Manual	Part File Approver	Part File Approver	cmc3 (900004)-Genera...	Normal	Dec 21, 2021, 3:12:...
DLH/APAC/CSS/30014...	Pcc171	Payment towards Com...	Payment towards Com...	cmc2 (900003)-Genera...	Normal	Dec 17, 2021, 10:42...
DLH/APAC/CSS/30099...	test-file	Generic File Reviewer ...	Generic File Reviewer ...	cmc1 (900002)-Assista...	Normal	Dec 13, 2021, 11:46...
DLH/APAC/CSS/30001...	test-123	File For Review	User Access Managem...	cmc2 (900003)-Genera...	Normal	Dec 8, 2021, 5:29:3...
DLH/APAC/CSS/30003...	Statutory Levies Test	Interest/Penalty Revie...			Normal	Dec 7, 2021, 4:25:4...
DLH/APAC/CSS/30010...	Test	Re-Appropriation of Bu...			Normal	Dec 6, 2021, 2:23:2...
DLH/APAC/CSS/30004...	Demo Test of ptcc	Payment towards Com...			Normal	Dec 6, 2021, 1:00:5...

A blue arrow points from the text box "Task is visible in Inbox" to the "Payment towards Com..." task in the list.

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

Forwarded & Electronically Signed By :

cmc1 (900002)-Director (Finance)

On : 21.12.2021 03:08:29 PM

Forwarded & Electronically Signed By :

cmc2 (900003)-General Manager (Production)

On : 21.12.2021 03:11:08 PM

Forwarded & Electronically Signed By :

cmc3 (900004)-General Manager (Geology)

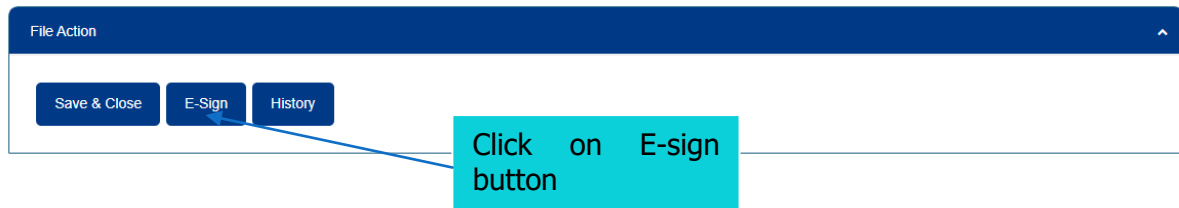
On : 21.12.2021 03:12:55 PM

Approved & Electronically Signed By :

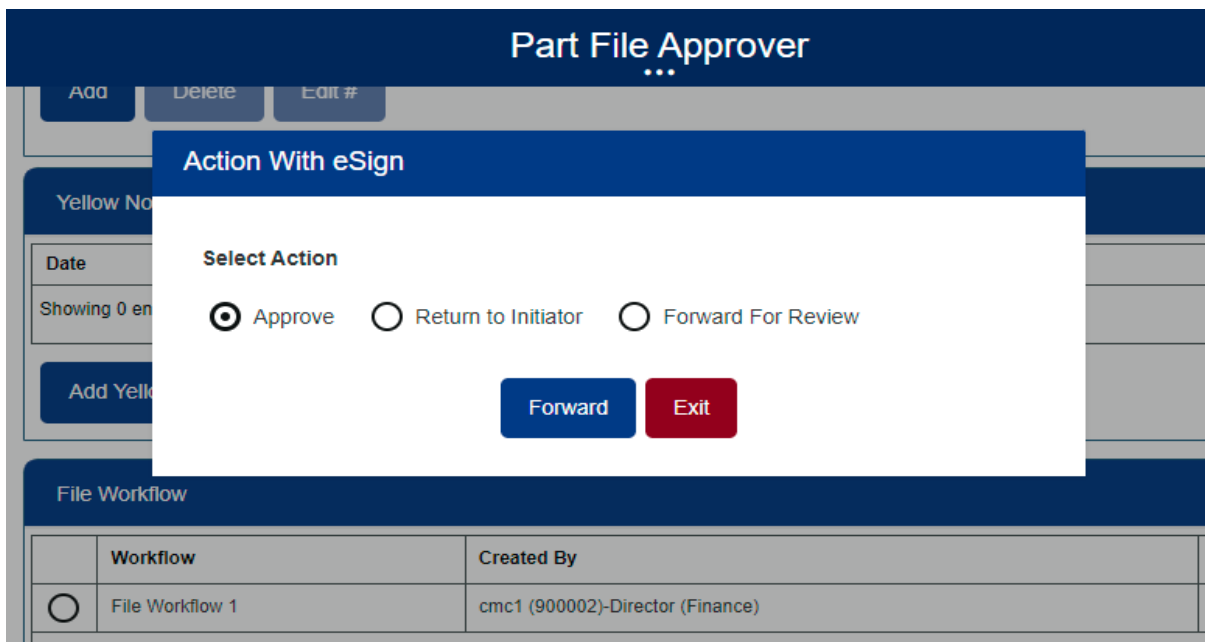
cmc3 (900004)-General Manager (Geology)

On : 21.12.2021 03:14:14 PM

- Click on E-sign button.



- Select Approve on Select Action.
- Click on Forward button.

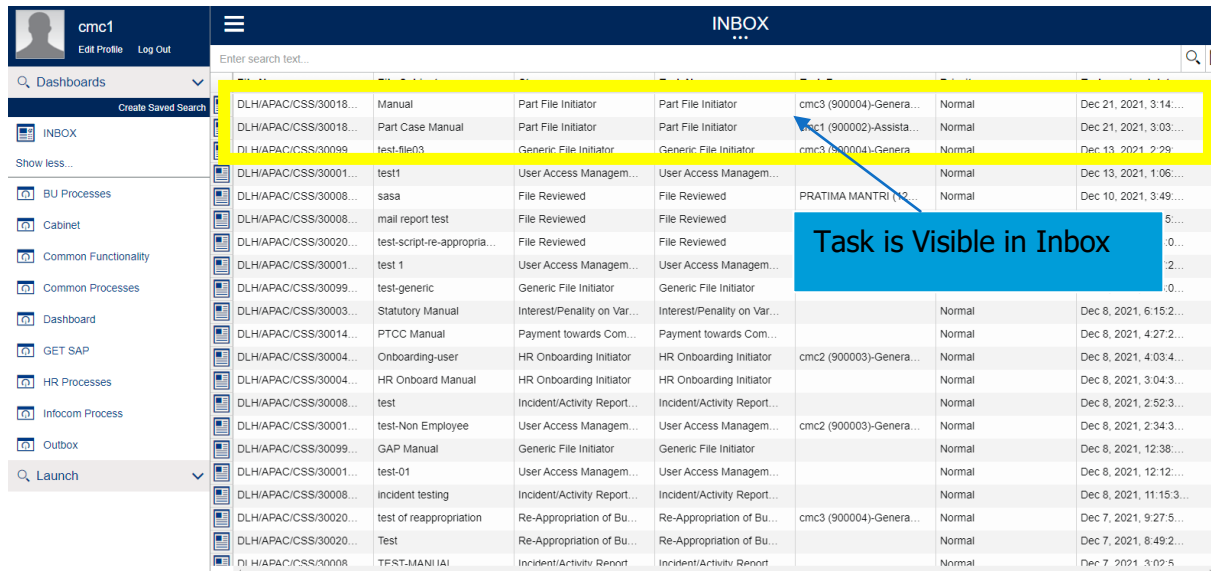


- Task goes to the Initiator.
- Login with Initiator User.



7.5 Initiator Screen.

- Open the Task from Inbox.



DLH/APAC/CSS/30018...	Manual	Part File Initiator	Part File Initiator	cmc3 (900004)-Genera...	Normal	Dec 21, 2021, 3:14...
DLH/APAC/CSS/30018...	Part Case Manual	Part File Initiator	Part File Initiator	cmc1 (900002)-Assista...	Normal	Dec 21, 2021, 3:03...
DLH/APAC/CSS/30099...	test-file03	Generic File Initiator	Generic File Initiator	cmc3 (900004)-Genera...	Normal	Dec 13, 2021, 2:29...
DLH/APAC/CSS/30001...	test1	User Access Managem...	User Access Managem...		Normal	Dec 13, 2021, 1:06...
DLH/APAC/CSS/30008...	sasa	File Reviewed	File Reviewed	PRATIMA MANTRI (12...	Normal	Dec 10, 2021, 3:49...
DLH/APAC/CSS/30008...	mail report test	File Reviewed	File Reviewed			5:...
DLH/APAC/CSS/30020...	test-script-re-appropri...	File Reviewed	File Reviewed			0...
DLH/APAC/CSS/30001...	test 1	User Access Managem...	User Access Managem...			2...
DLH/APAC/CSS/30099...	test-generic	Generic File Initiator	Generic File Initiator			0...
DLH/APAC/CSS/30003...	Statutory Manual	Interest/Penalty on Var...	Interest/Penalty on Var...		Normal	Dec 8, 2021, 6:15:2...
DLH/APAC/CSS/30014...	PTCC Manual	Payment towards Com...	Payment towards Com...		Normal	Dec 8, 2021, 4:27:2...
DLH/APAC/CSS/30004...	Onboarding-user	HR Onboarding Initiator	HR Onboarding Initiator	cmc2 (900003)-Genera...	Normal	Dec 8, 2021, 4:03:4...
DLH/APAC/CSS/30004...	HR Onboard Manual	HR Onboarding Initiator	HR Onboarding Initiator		Normal	Dec 8, 2021, 3:04:3...
DLH/APAC/CSS/30008...	test	Incident/Activity Report...	Incident/Activity Report...		Normal	Dec 8, 2021, 2:52:3...
DLH/APAC/CSS/30001...	test-Non Employee	User Access Managem...	User Access Managem...	cmc2 (900003)-Genera...	Normal	Dec 8, 2021, 2:34:3...
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/30008...	TEST-MANIIAI	Incident/Activity Report	Incident/Activity Report		Normal	Dec 7, 2021, 3:02:5...

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

Forwarded & Electronically Signed By :

cmc1 (900002)-Director (Finance)

On : 21.12.2021 03:08:29 PM

Forwarded & Electronically Signed By :

cmc2 (900003)-General Manager (Production)

On : 21.12.2021 03:11:08 PM

Forwarded & Electronically Signed By :

cmc3 (900004)-General Manager (Geology)

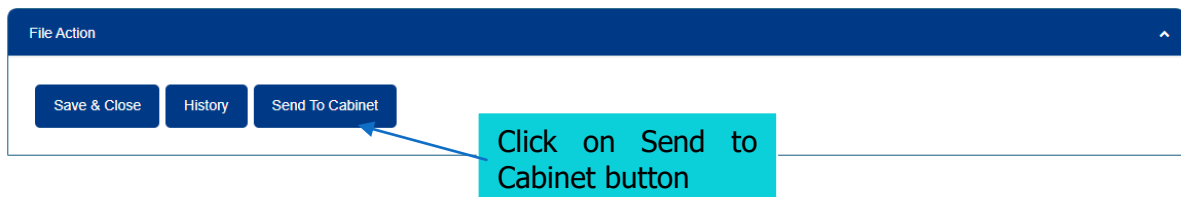
On : 21.12.2021 03:12:55 PM

Approved & Electronically Signed By :

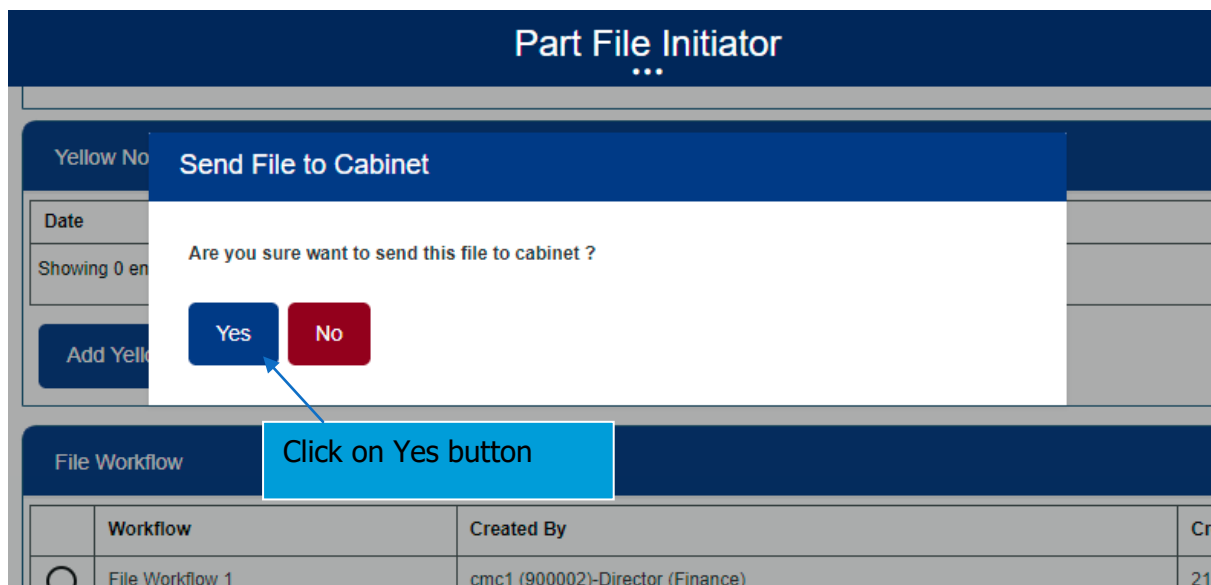
cmc3 (900004)-General Manager (Geology)

On : 21.12.2021 03:14:14 PM

- Click on Send to Cabinet Button.



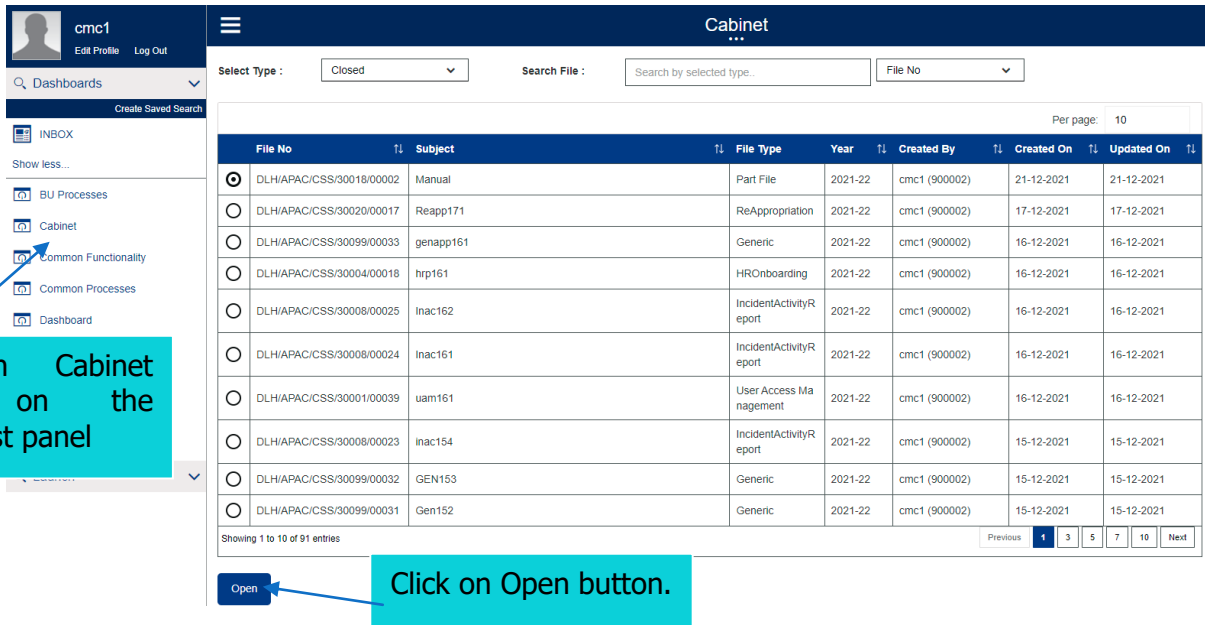
- Send File to Cabinet box be open.
- Click on Yes button.



- Task goes to the Cabinet of Initiator.

7.6 Cabinet Screen

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



Cabinet

Select Type: Closed Search File: Search by selected type.. File No:

Per page: 10

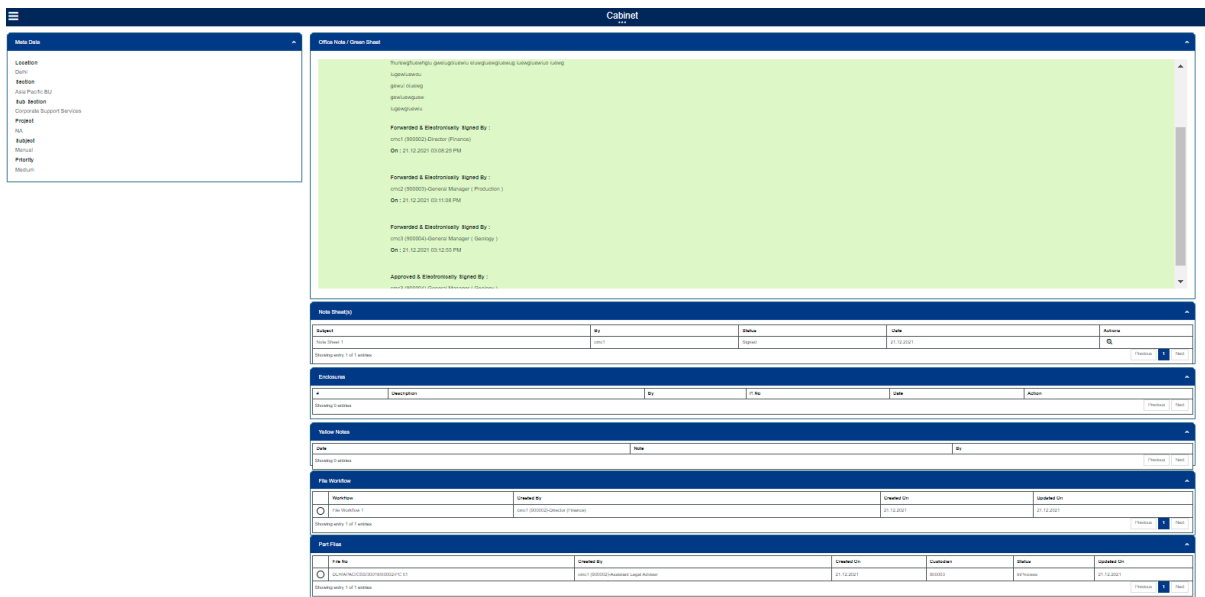
File No	Subject	File Type	Year	Created By	Created On	Updated On
<input checked="" type="radio"/> DLH/APAC/CSS/30018/00002	Manual	Part File	2021-22	cmc1 (900002)	21-12-2021	21-12-2021
<input type="radio"/> DLH/APAC/CSS/30020/00017	Reapp171	ReAppropriation	2021-22	cmc1 (900002)	17-12-2021	17-12-2021
<input type="radio"/> DLH/APAC/CSS/30099/00033	genapp161	Generic	2021-22	cmc1 (900002)	16-12-2021	16-12-2021
<input type="radio"/> DLH/APAC/CSS/30004/00018	hrp161	HROnboarding	2021-22	cmc1 (900002)	16-12-2021	16-12-2021
<input type="radio"/> DLH/APAC/CSS/30008/00025	Inac162	IncidentActivityR eport	2021-22	cmc1 (900002)	16-12-2021	16-12-2021
<input type="radio"/> DLH/APAC/CSS/30008/00024	Inac161	IncidentActivityR eport	2021-22	cmc1 (900002)	16-12-2021	16-12-2021
<input type="radio"/> DLH/APAC/CSS/30001/00039	uam161	User Access Ma nagement	2021-22	cmc1 (900002)	16-12-2021	16-12-2021
<input type="radio"/> DLH/APAC/CSS/30008/00023	Inac154	IncidentActivityR eport	2021-22	cmc1 (900002)	15-12-2021	15-12-2021
<input type="radio"/> DLH/APAC/CSS/30099/00032	GEN153	Generic	2021-22	cmc1 (900002)	15-12-2021	15-12-2021
<input type="radio"/> DLH/APAC/CSS/30099/00031	Gen152	Generic	2021-22	cmc1 (900002)	15-12-2021	15-12-2021

Showing 1 to 10 of 91 entries

Previous 1 3 5 7 10 Next

Open

- Now you can see all the data of user.



Cabinet

Office Note / Open Detail

Forwarded & Electronically Signed By:

cmc1 (900002) Director (Finance)

On: 21-12-2021 09:08:29 PM

Forwarded & Electronically Signed By:

cmc2 (900003) General Manager (Production)

On: 21-12-2021 09:11:08 PM

Forwarded & Electronically Signed By:

cmc3 (900004) General Manager (Marketing)

On: 21-12-2021 09:12:55 PM

Approved & Electronically Signed By:

cmc4 (900005) General Manager (Production)

On: 21-12-2021 09:13:08 PM

File Details

File No	Created By	Created On	Updated On
DLH/APAC/CSS/30018/00002	cmc1 (900002) Director (Finance)	21-12-2021	21-12-2021

Part File

File No	Created By	Created On	Updated On	Status	Created On
DLH/APAC/CSS/30018/00002	cmc1 (900002) Director (Finance)	21-12-2021	21-12-2021	IN Progress	21-12-2021

- On click of **History** button user can see all the movement of history.
- When user want to flow file again then click on **Move to Inbox** button and take further action.
- If user wants to Review his/her file then click on **Send for Review** button and take further action.



7.7 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. On the left is a sidebar with a user profile 'cmc1' and a list of process categories. The 'Outbox' button is highlighted with a yellow box. The main area shows a table of files with columns: File No, Subject, File Type, Priority, Stage, Action, and Date. The table contains 5 entries. Below the table is a pagination bar showing 'Showing 1 to 5 of 63 entries' and a 'Previous' button followed by page numbers 1, 4, 6, 9, 13, and a 'Next' button. A blue 'Open' button is located below the table.

File No	Subject	File Type	Priority	Stage	Action	Date
DLH/APAC/CSS/30018/00002	Manual	Part File	Medium	Generic File Initiator	Cabinet	21-12-2021 03:16 PM
DLH/APAC/CSS/30018/00001	Part Case Manual	Part File	Medium	Generic File Initiator	Create Part Files	21-12-2021 03:03 PM
DLH/APAC/CSS/30014/00016	Pcc171	Payment	Normal	Payment Compliance & Contracts Initiator	Committee	17-12-2021 10:40 AM
DLH/APAC/CSS/30020/00017	Reapp171	ReAppropriation	Normal	Re-Appropriation of Budget Initiator	Cabinet	17-12-2021 10:01 AM
DLH/APAC/CSS/30008/00027	Ina169	IncidentActivityReport	Normal	Incident Activity Report Initiator	ReviewingAuthority	16-12-2021 06:42 PM

Click on outbox button on the process list

Click on Open button

➤ This is user Outbox screen.

The screenshot shows the 'Outbox' user interface. On the left is a sidebar with sections: 'Meta Data' (Location, Date, Edition, etc.), 'BSP Clause' (with a 'View BSP' button), and 'File Action' (with 'Exit' and 'History' buttons). The main content area has a header 'Office Note / Create Sheet' and a large green box containing text about BSP clauses. Below this are four tables: 'Note Details', 'Enclosures', 'Notes History', and 'File Metadata', each with columns for Subject, No, Status, Date, and Action.

➤ Click on History button.

The screenshot shows a 'File Action' dialog box with a dark blue header. Inside, there are two buttons: a red 'Exit' button and a blue 'History' button.

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

Movement History

File No :
DLH/APAC/CSS/30018/00002

Subject :
Manual

Per page: 10

Date	Stage	From	To
21.12.2021 03:08:29 PM	Generic File Initiator	cmc1 (900002)-Director (Finance)	cmc2 (900003)-General Manager (Production)
21.12.2021 03:11:08 PM	Review / Recommendation	cmc2 (900003)-General Manager (Production)	cmc3 (900004)-General Manager (Geology)
21.12.2021 03:12:55 PM	Agree / Concur	cmc3 (900004)-General Manager (Geology)	cmc3 (900004)-General Manager (Geology)
21.12.2021 03:14:14 PM	Approve	cmc3 (900004)-General Manager (Geology)	cmc1 (900002)-Director (Finance)
21.12.2021 03:16:26 PM	Generic File Initiator	cmc1 (900002)-Director (Finance)	To Cabinet

Showing 1 to 5 of 5 entries

Previous 1 Next

Close

Click on Close button

Exit History

By

On

21

Custodian

900003

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