ONGC Videsh Ltd.

2021

Paperless Office
HR Onboarding–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

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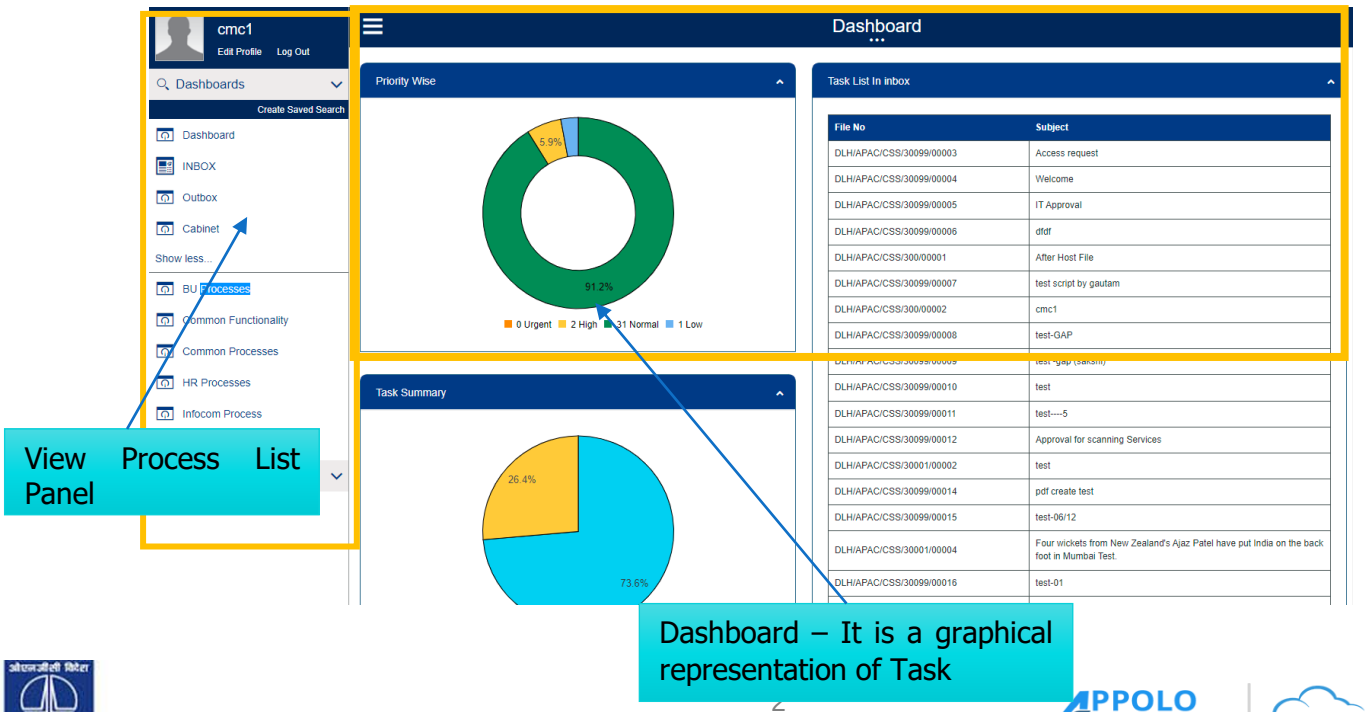
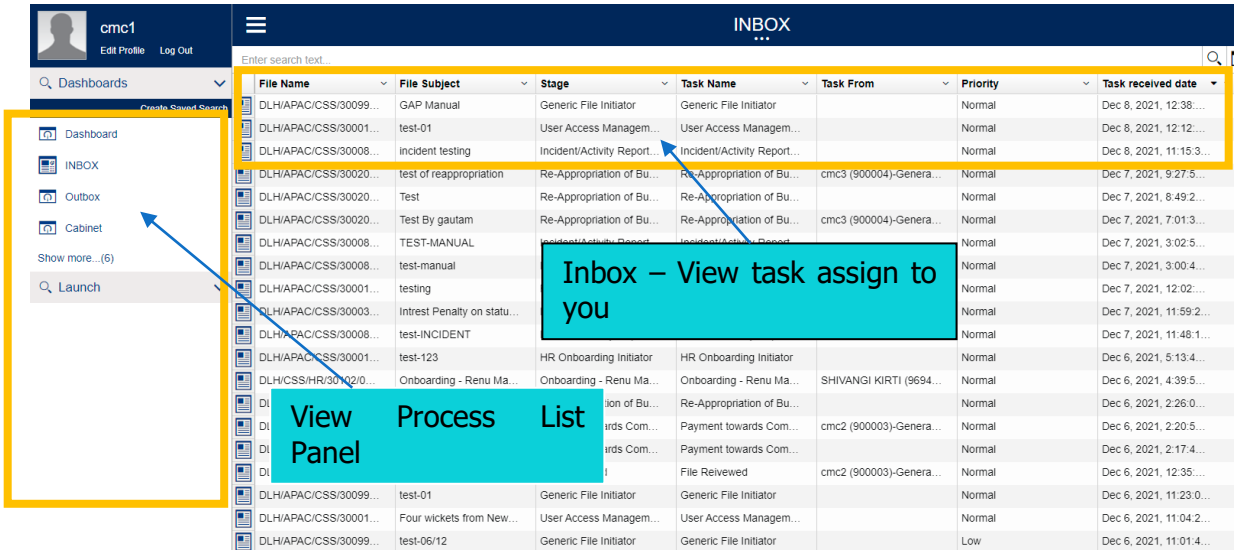
3 Login Screen Overview:

- Dashboard screen

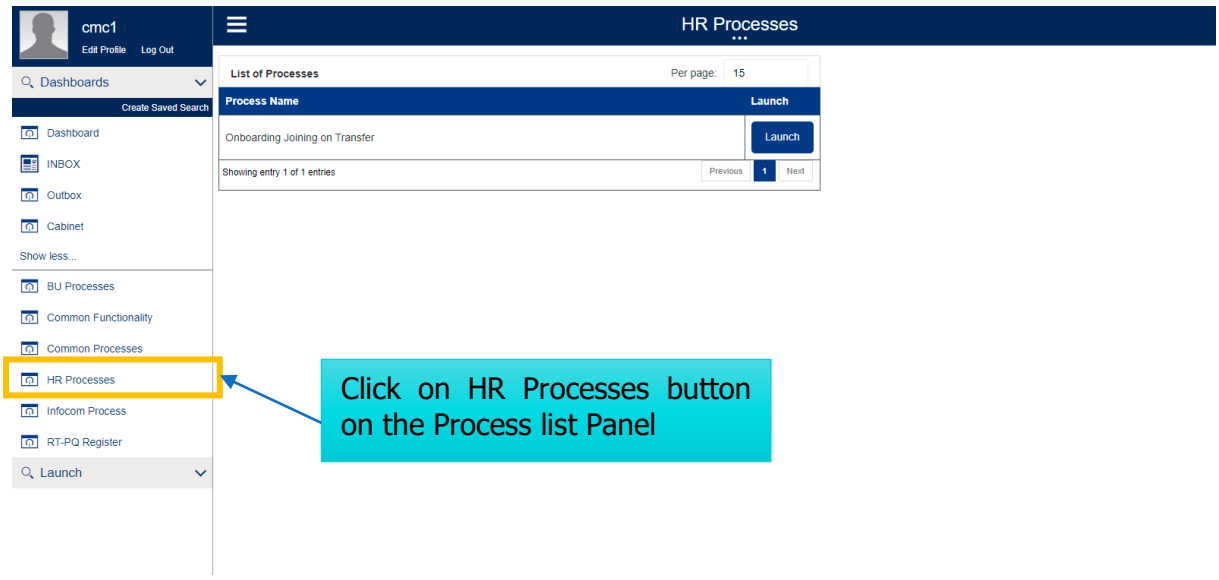


- Inbox Screen



4 How to run the HR Processes

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



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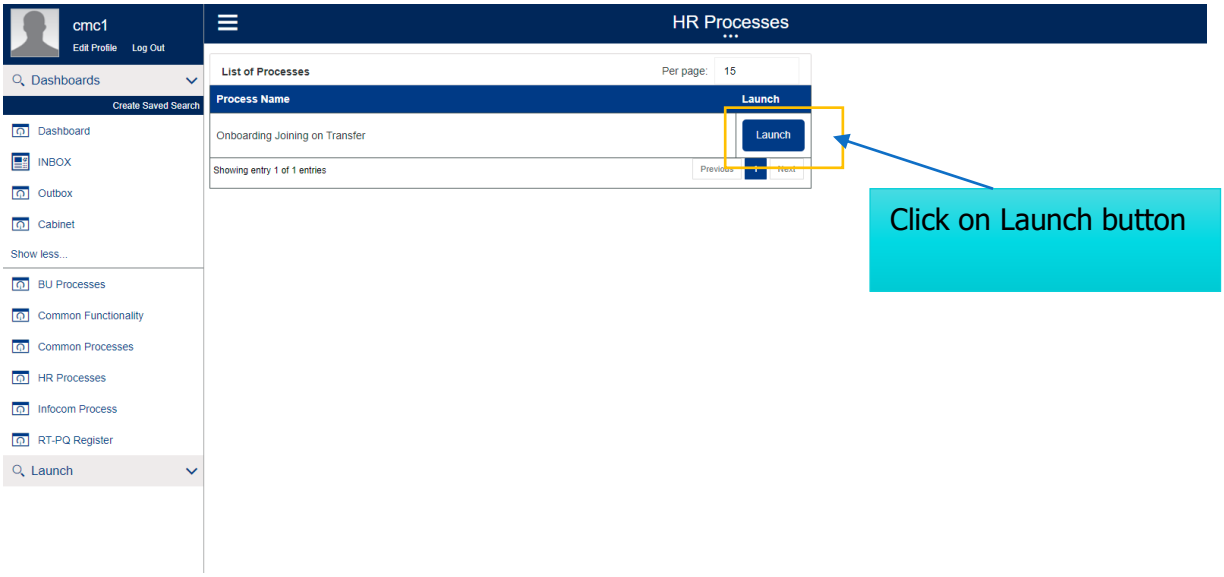
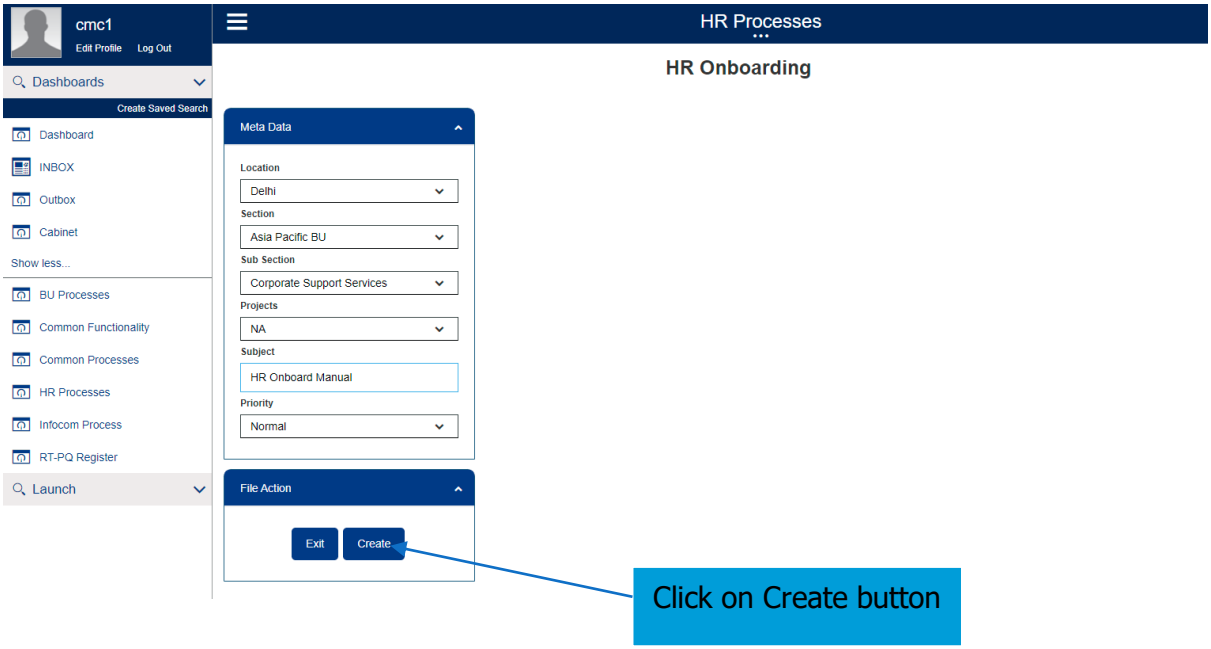
5 HR Process (On boarding joining on transfer) Launch:

- Click on Launch button.



- Meta Data, File Action Panel will open.
- Enter the entire metadata field displayed on the Create file screen.
  (**Note: Location, Section, Sub section, Priority will show repopulated based in the User login profile. If users want to change the repopulated field, he/she can select other value form the dropdown.)**
- Click on Create button.



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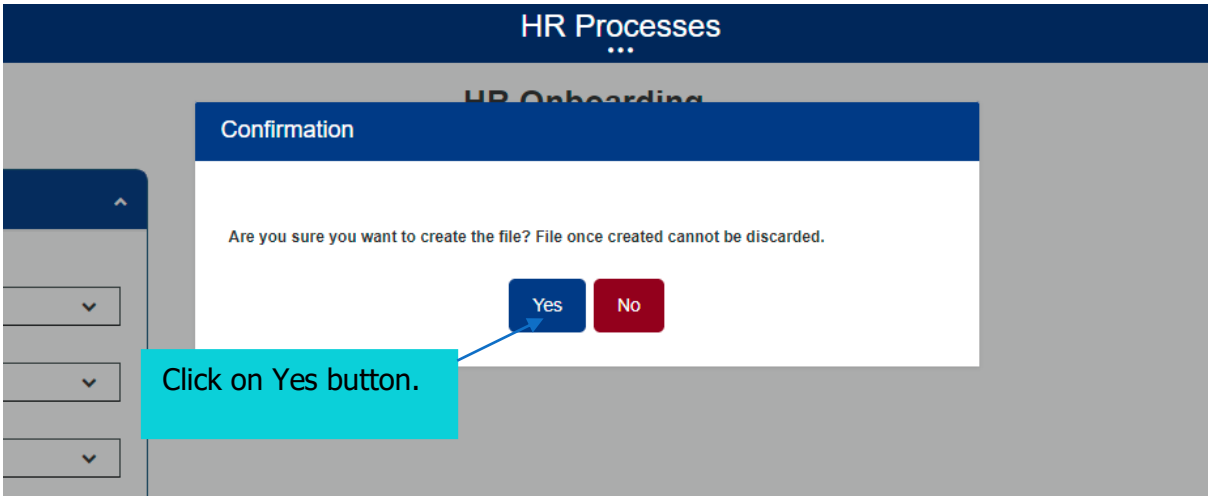
- Confirmation Box appears with “Yes” or “No” option.
- Click on Yes button.

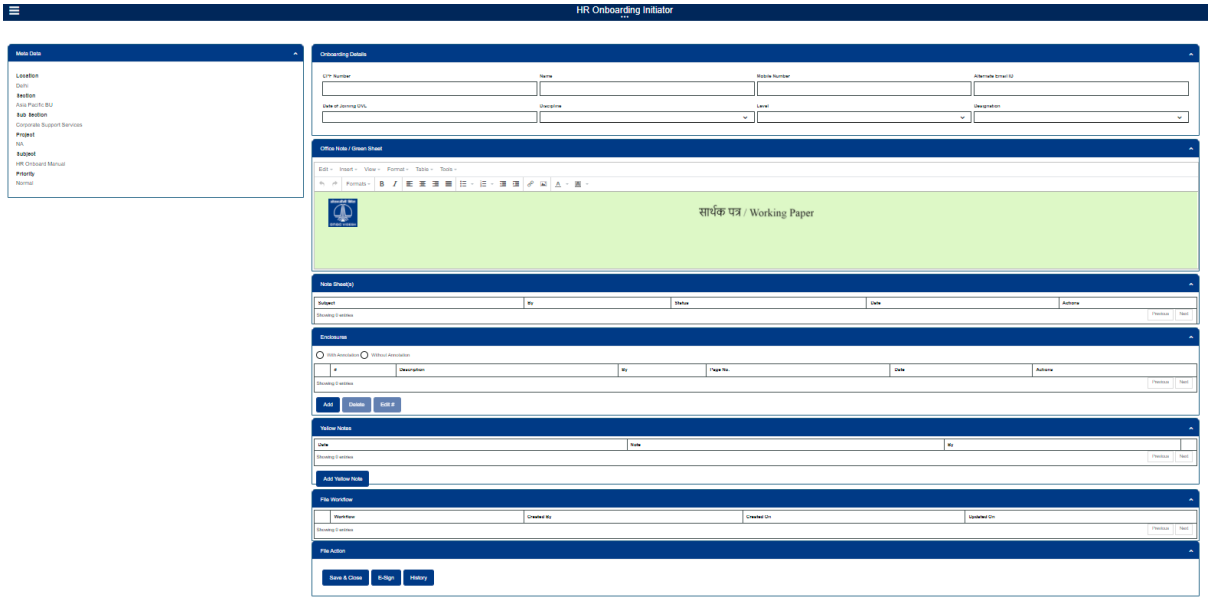


- Based on metadata entered at the time of file Selected/Entered, Unique File No get Created.

  (Note: File No convention based on Location/Sec/Sub Sec/File tag/File No Series e.g., DLH/APAC/CSS/30004/00008)

6 Initiator Screen

Initiator Screen Opens in Full View:



6.1 Form Information

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

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

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

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.

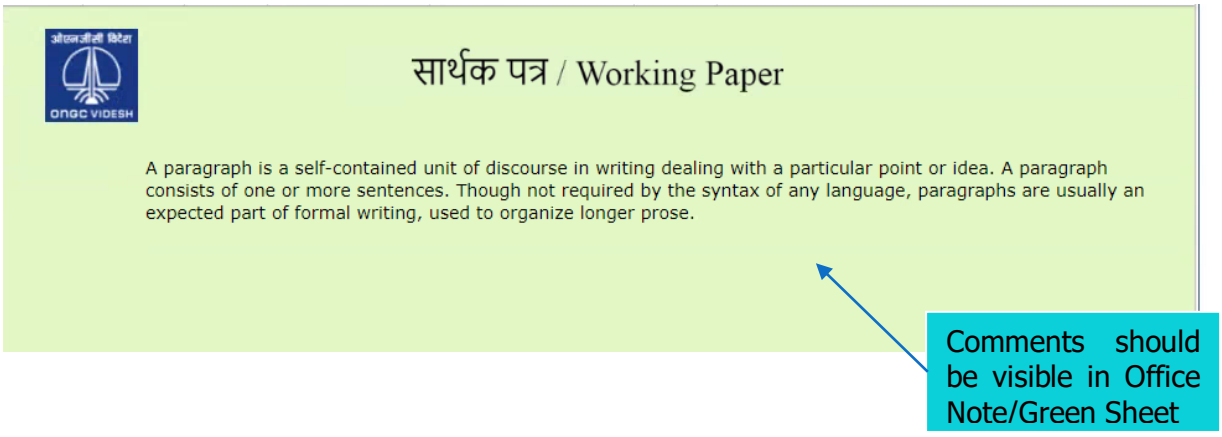
Yellow Note – They are similar to the yellow post-it stickers we use in physical files. They are like informal instruction provided to the next user which is not recorder in the note. Since this is a informal way of communication this can be removed by any user once he reads the instruction. This does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

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.

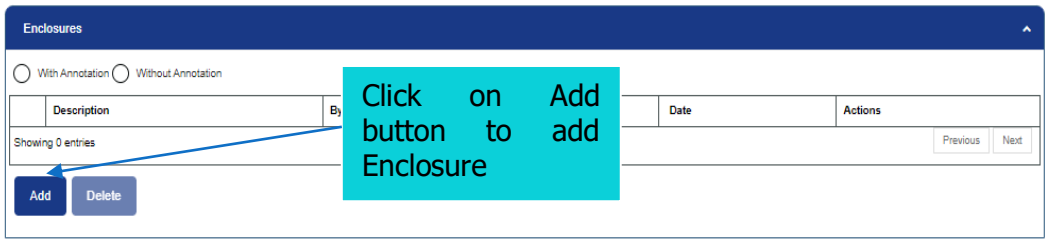
6.2 Add Office Note/ Green Sheet

- Write comments in Office note/Green Sheet

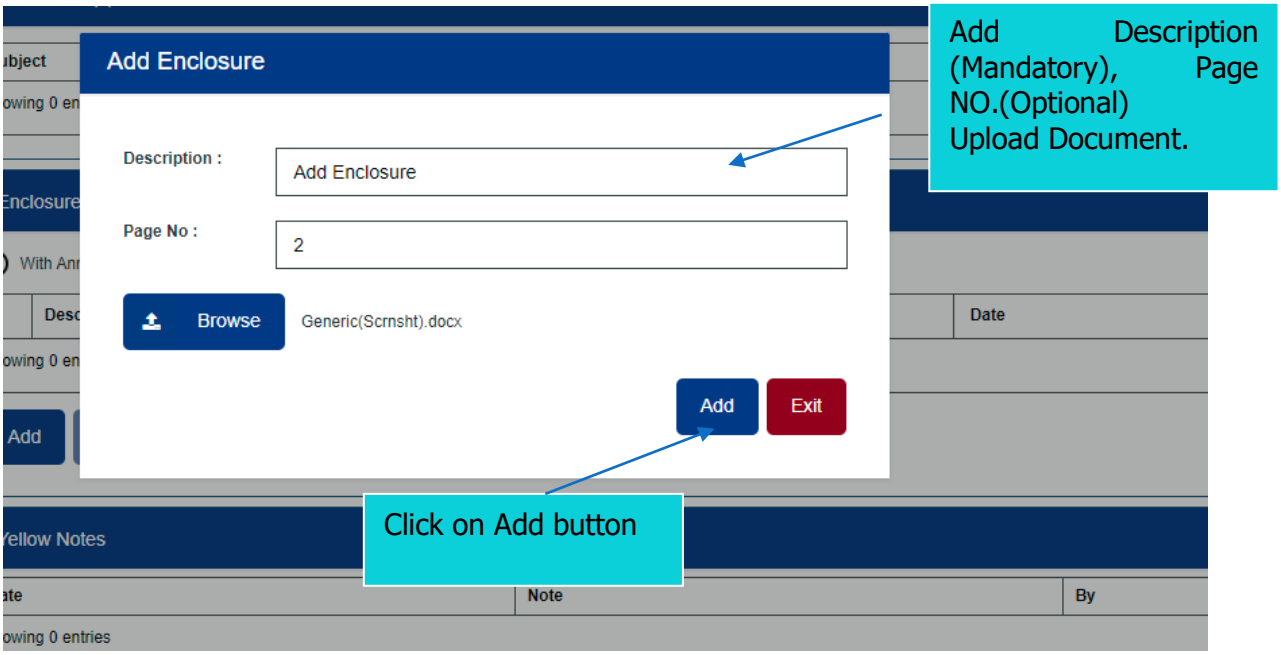


6.3 Add Enclosure

- User can view the document with or without annotation.
- Select the option in Enclosure section to open the document in with annotation or without annotation



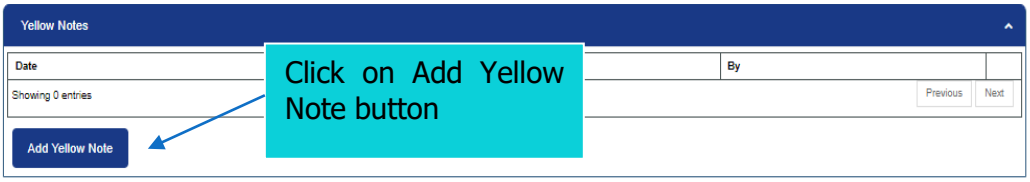
- Click on Add Button of Enclosure.
- Fill the all detail of box, upload document and then click on Add button. (Description is mandatory)
- Click on Add Button.
- Also you can Delete your enclosure by clicking of Delete button .



Note: Verify with another format (e.g., docx). Error should display.

6.4 Add Yellow Note

- Click on Add Yellow Note button .



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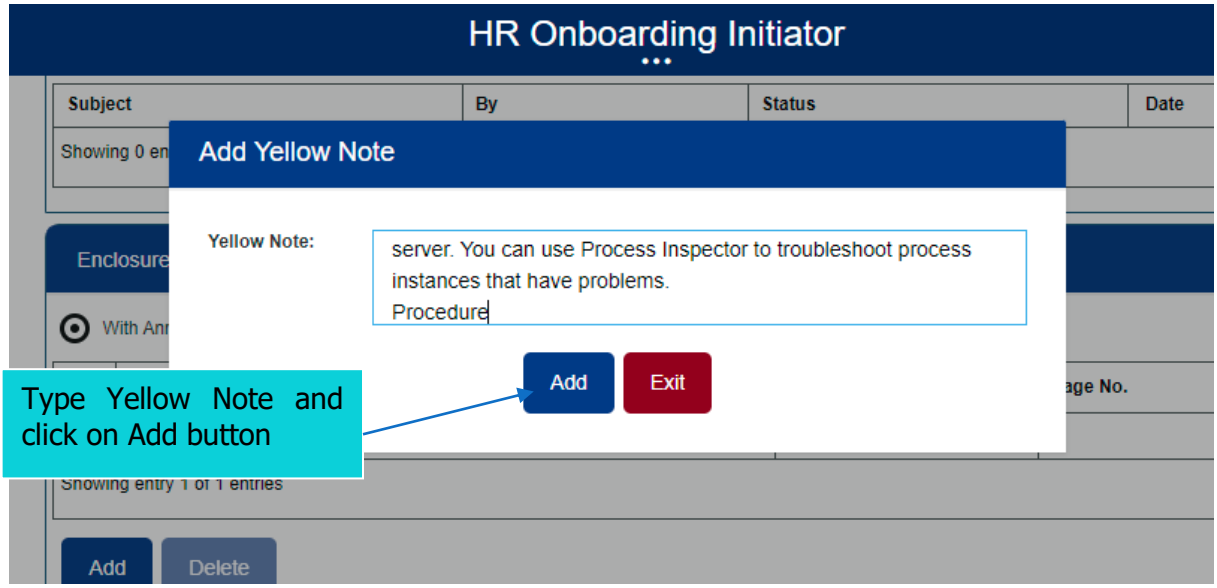
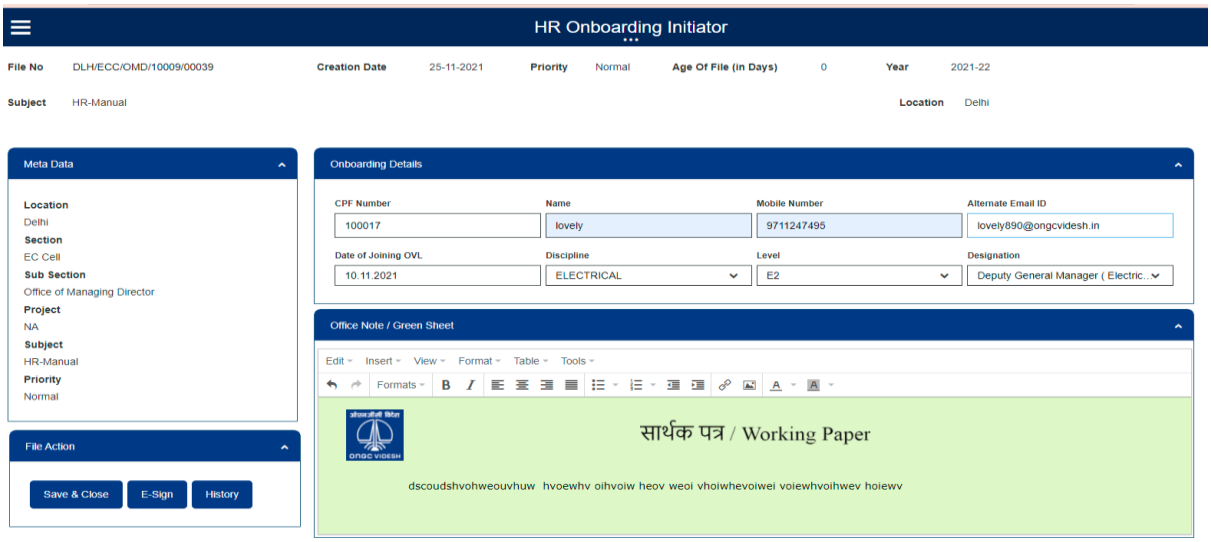
- Write comments in the box .
- Click on Add Button.



7 Sending a file

7.1 Initiator Screen

- Enter the complete details of Onboarding Details.
    1. CPF No.
    2. Name
    3. Mobile Number
    4. Alternate Email ID
    5. Date of Joining OVL
    6. Discipline
    7. Level
    8. Designation



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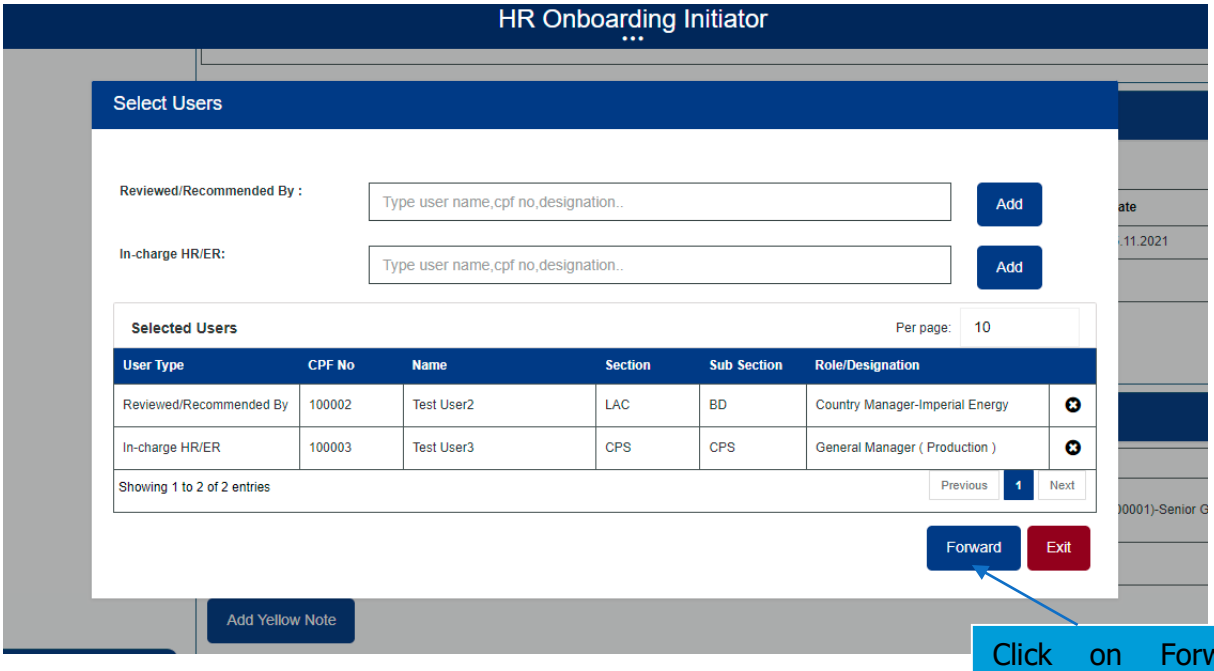
- Click on E-sign button.

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

- Select the user of Recommended(Optional), In-charge HR/ER.(Mandatory)
- Click on Add Button.

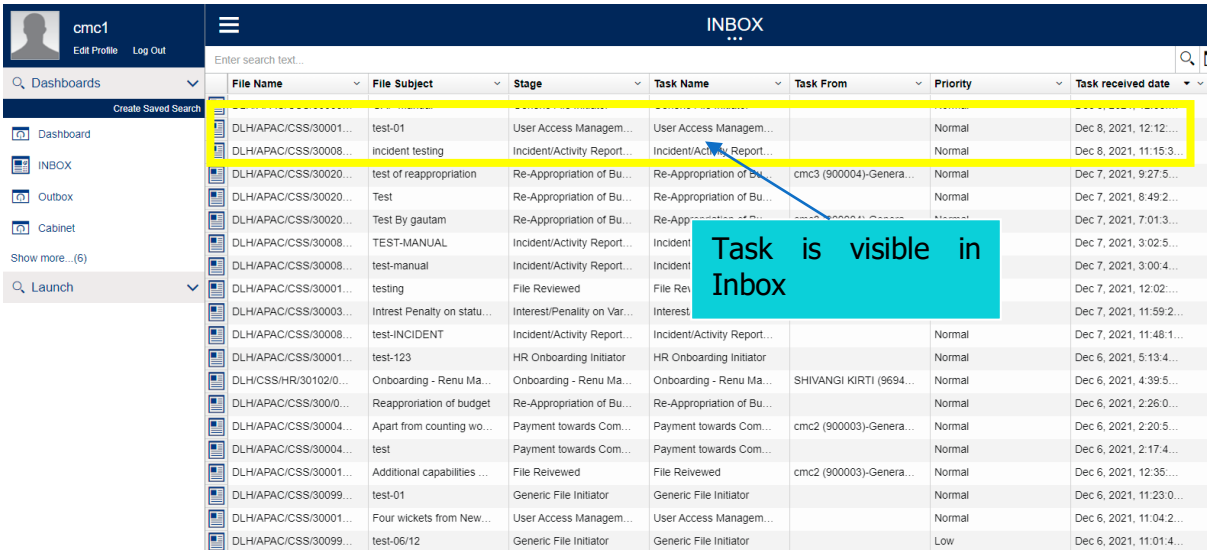
- Added users are showing in table of selected users.
- Click on Forward button.



- Now task goes to the Reviewed/Recommended By user.
- Login with Reviewed/Recommended By user.

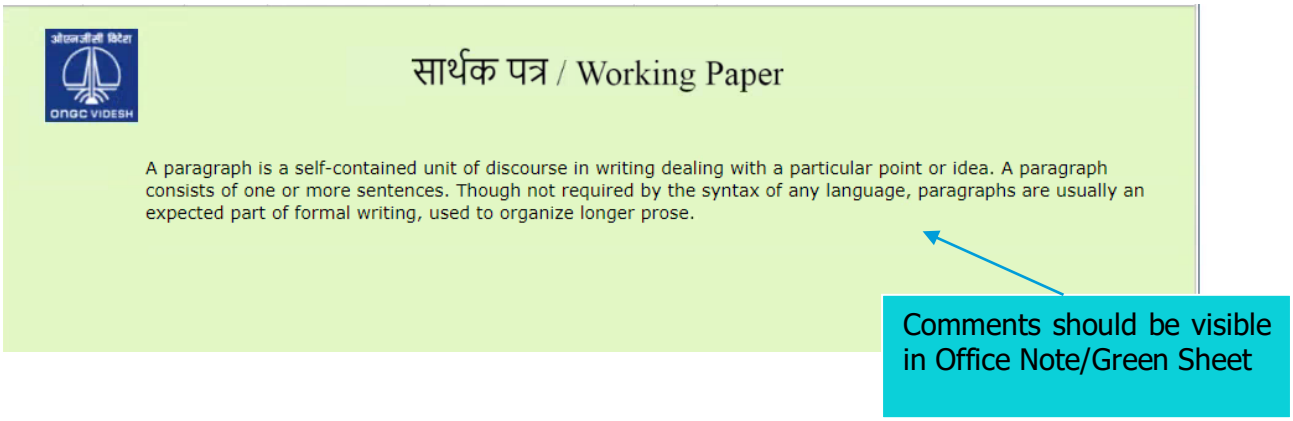
7.2 Reviewed/Recommended By User Screen

- Task shown in Inbox.
- Click to open the task.



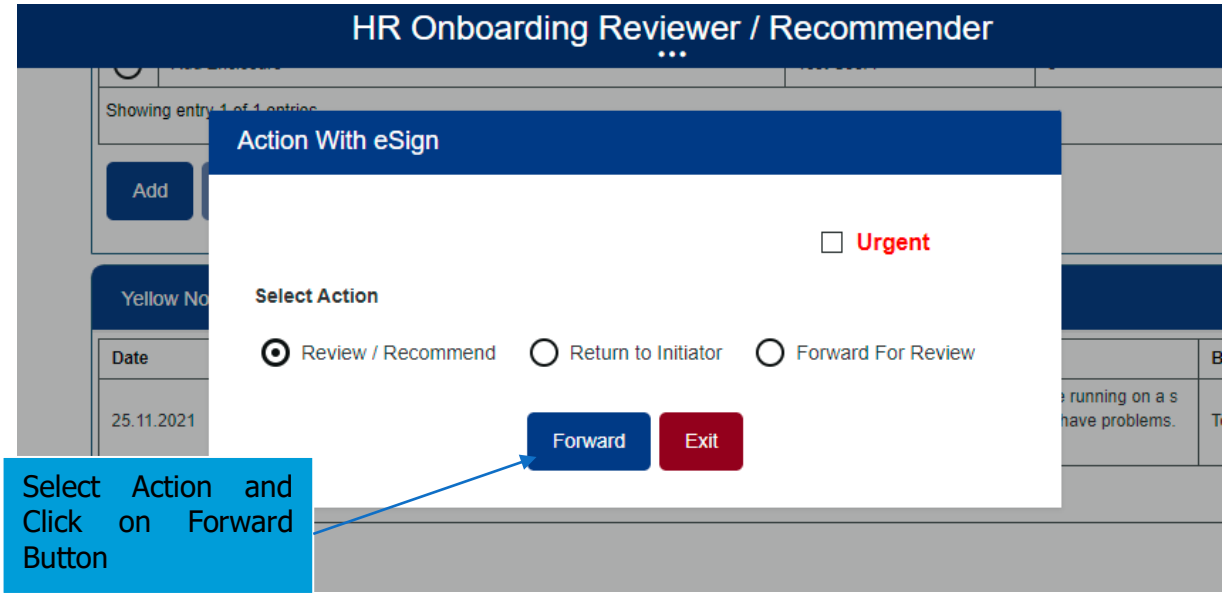
- Verify the Meta data and Onboarding of Employees details in Office Note/Green Sheet.

- User can enter the comment in Office Note/Green Sheet.



- Click on E-sign button.

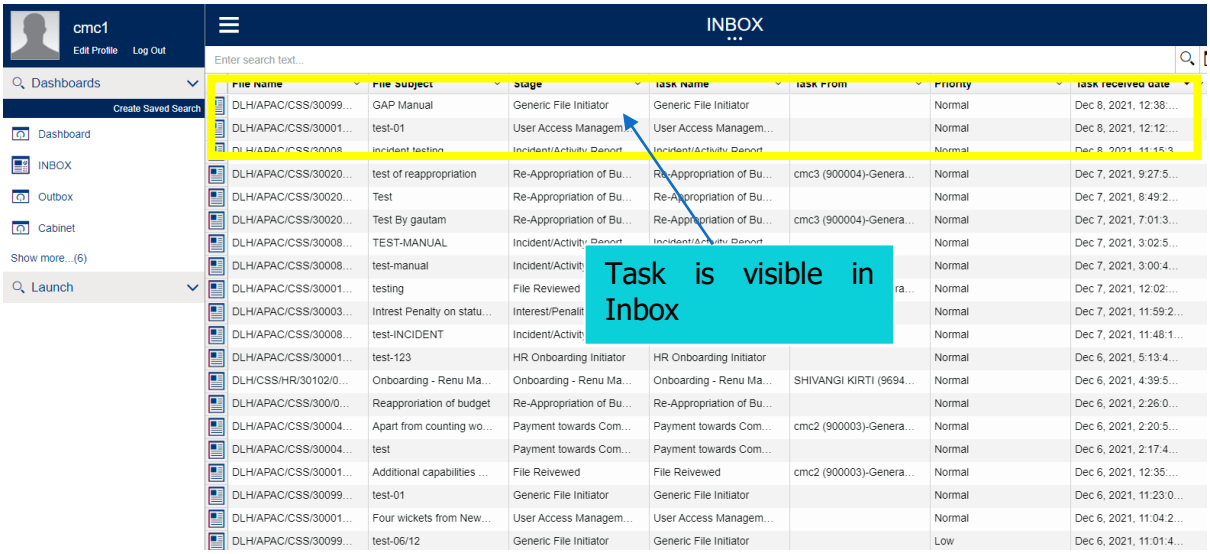
- When you select Return to Initiator, task goes to the initiator
- When you select Forward for Review, task go to the selected user.
- Select Review/Recommended on Select Action.
- Click on Forward button.



- Task goes to the In-charge HR/ER.
- Login with In-charge HR/ER User.

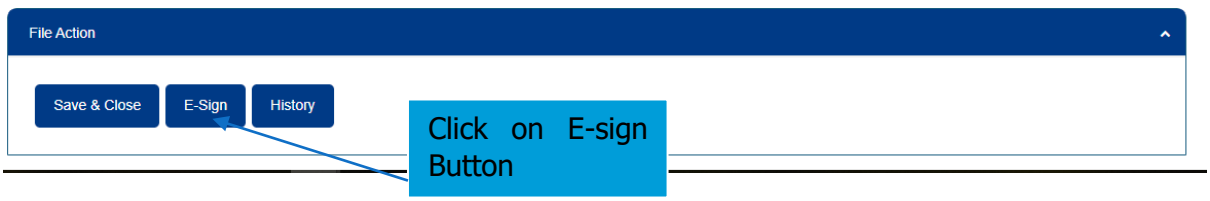
7.3 In-charge HR/ER Screen

- Click and open the task from Inbox.

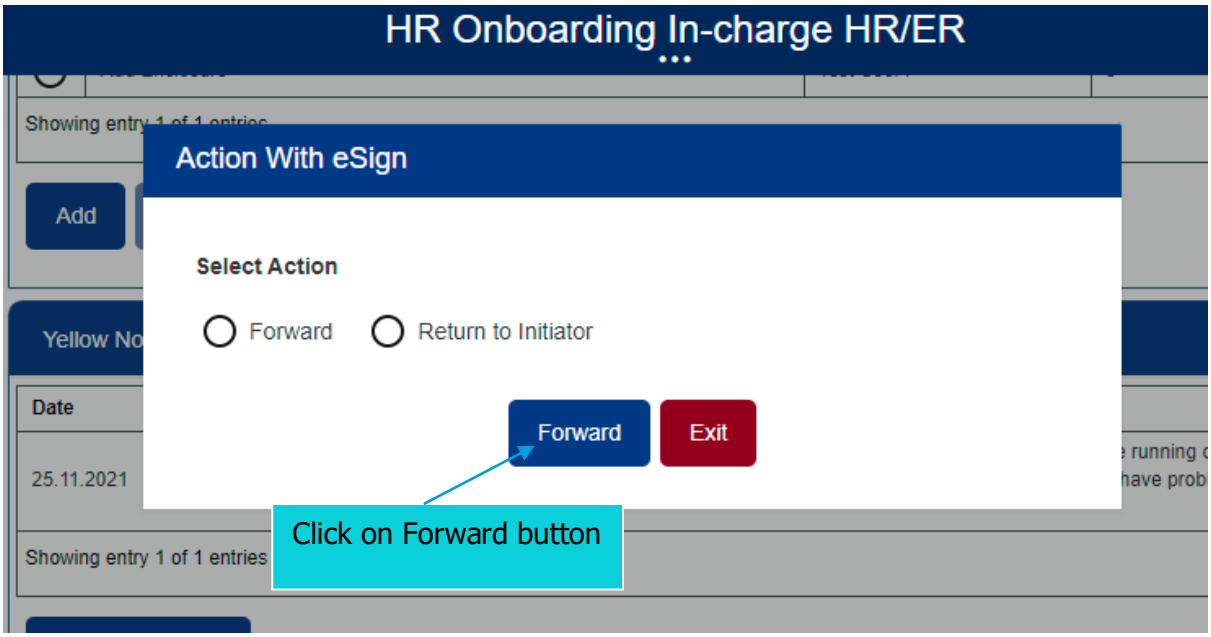


- Verify the Meta data and Onboarding of Employees details.
- Verify the eSign of previous users.

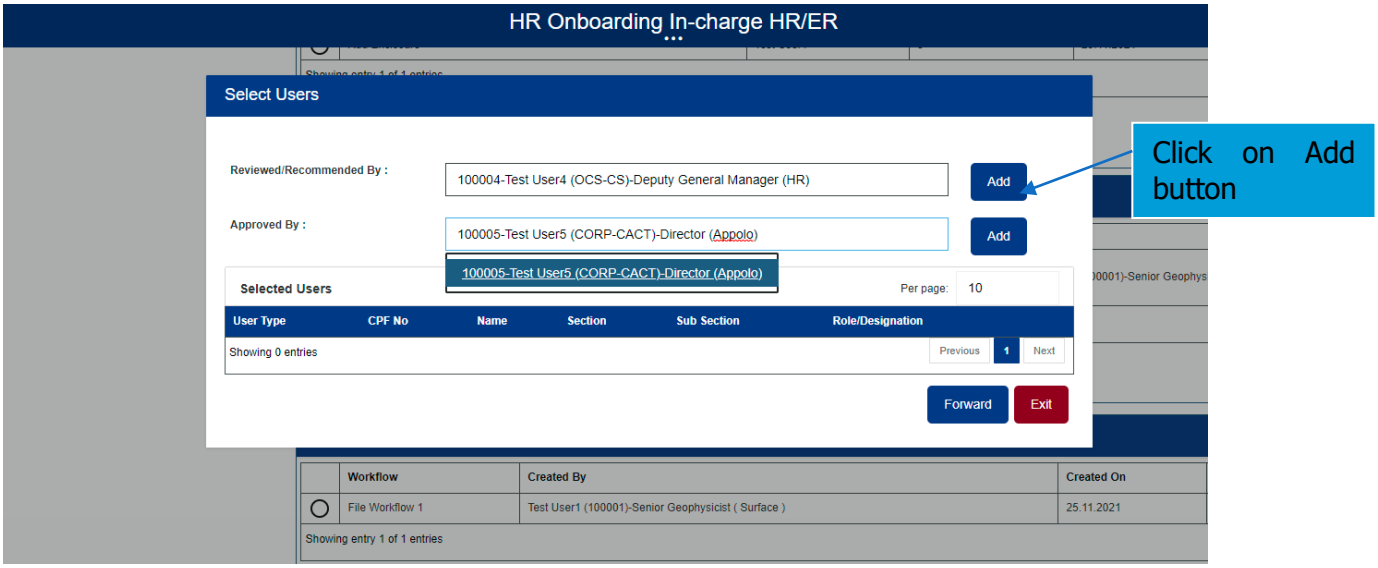
- Click on E-sign button.



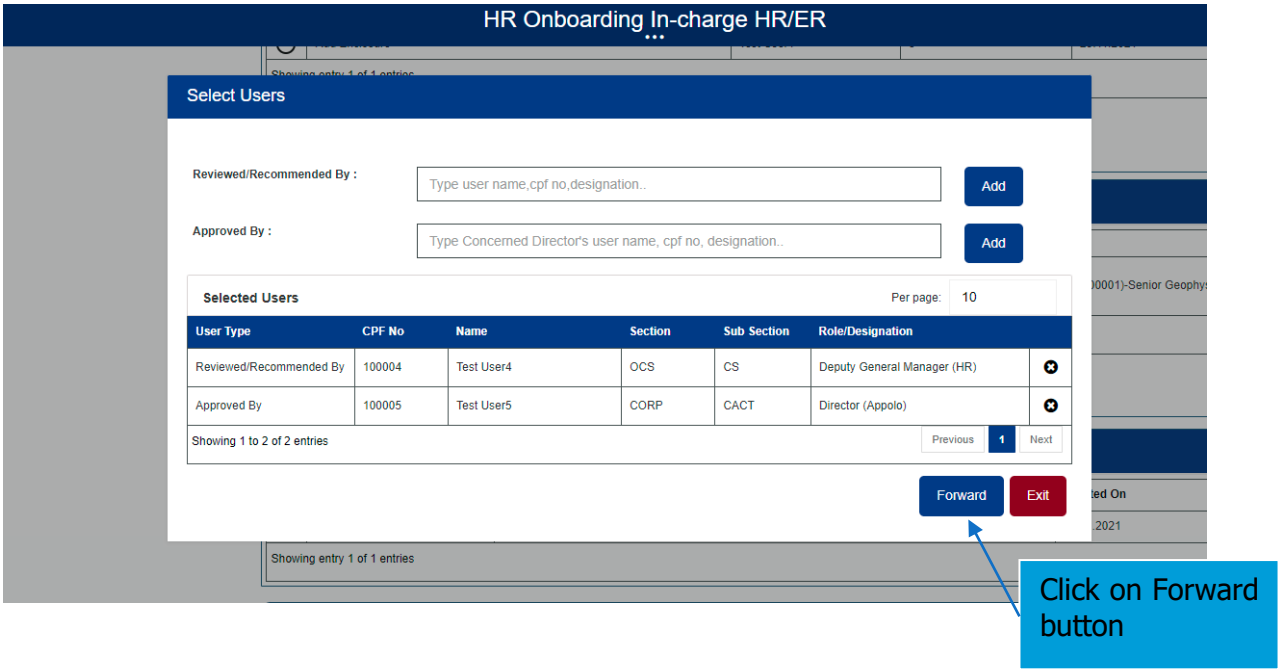
- Action With eSign screen displayed with Forward and Return to Initiator option.
- Select forward and click on forward button.



- Enter Reviewed/Recommended By user (Optional) and Approved By user (Mandatory).
- Click on Add button.



- Added Users are shown in Selected Users table.
- Click on forward button.



(Note: 1. After Click on forward Onboarding IT process will initiate and that process can be shown in the separate User Manual)

2. In case if you have not selected review/Recommended by user then file directly moves in inbox of approved by user.)

- Task goes to the Reviewed/Recommended By User.
- Login with Reviewed/Recommended By User.

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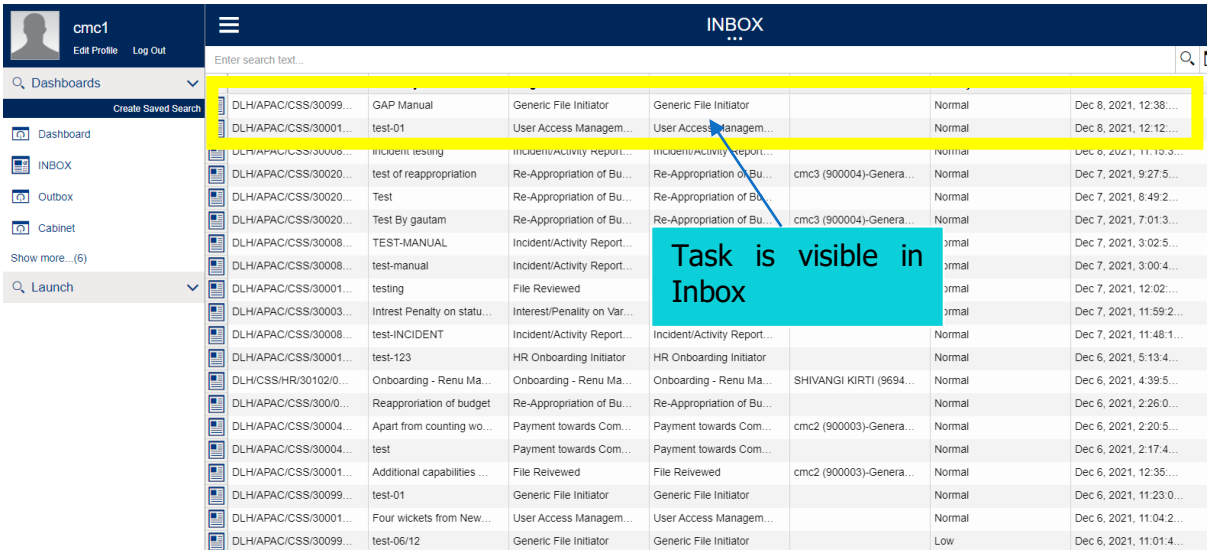
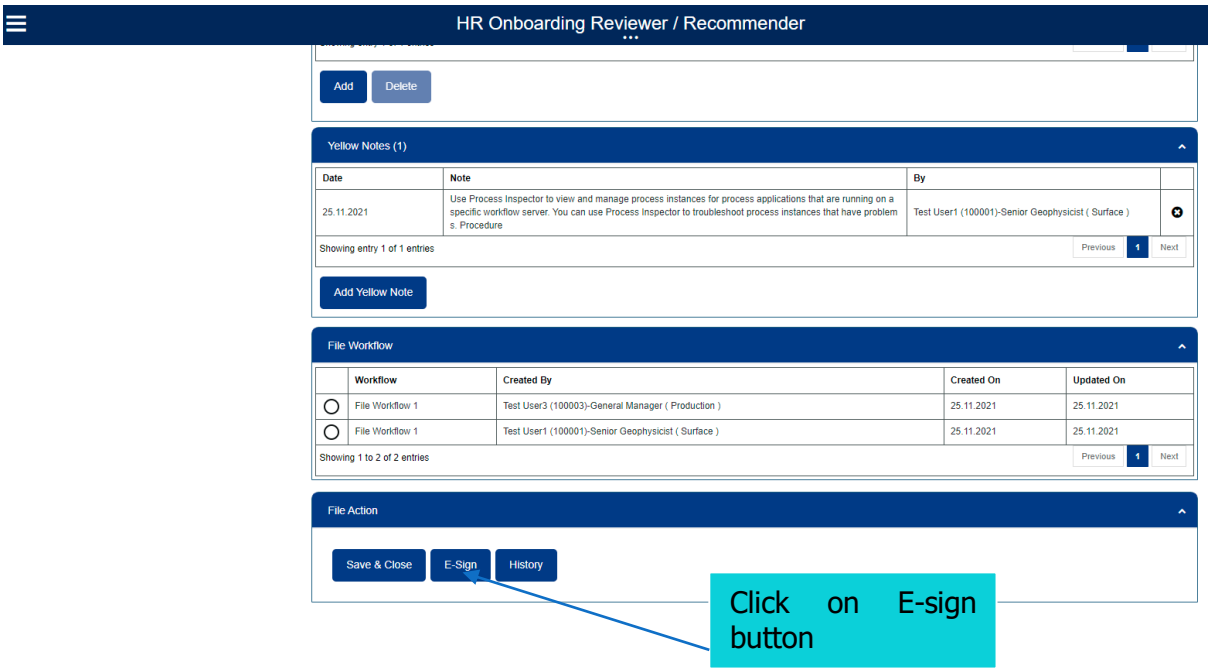
7.4 Reviewed/Recommended By User Screen.

- Click and open the task from Inbox.



- Click on E-sign button.



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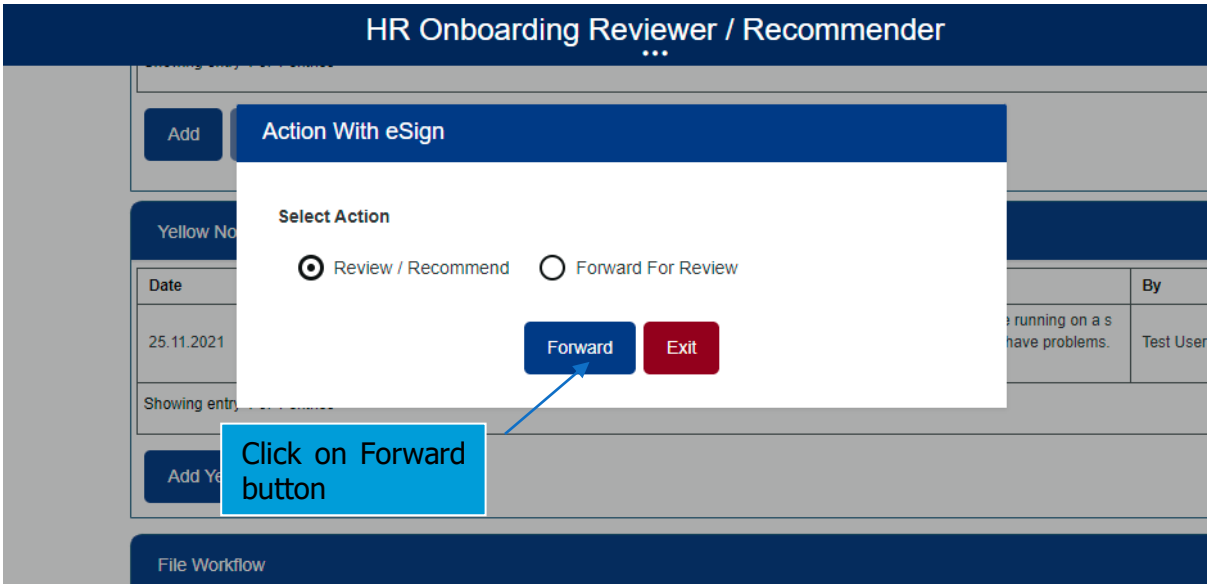
- Select Review/Recommend Option.
- Click on Forward button.



- Task goes to the Approver by User.
- Login with Approved By User.

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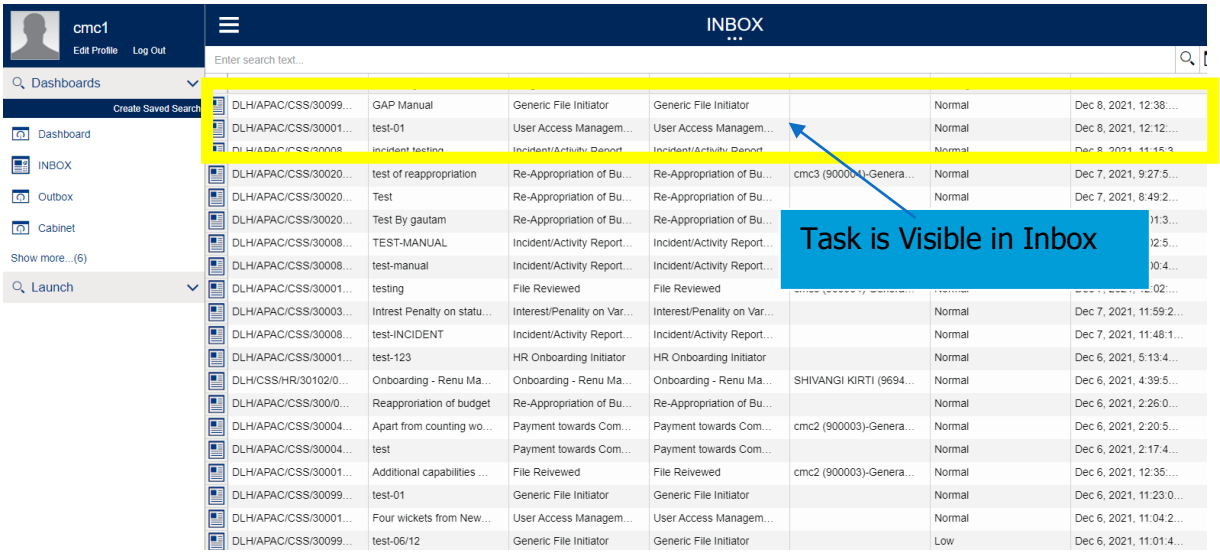
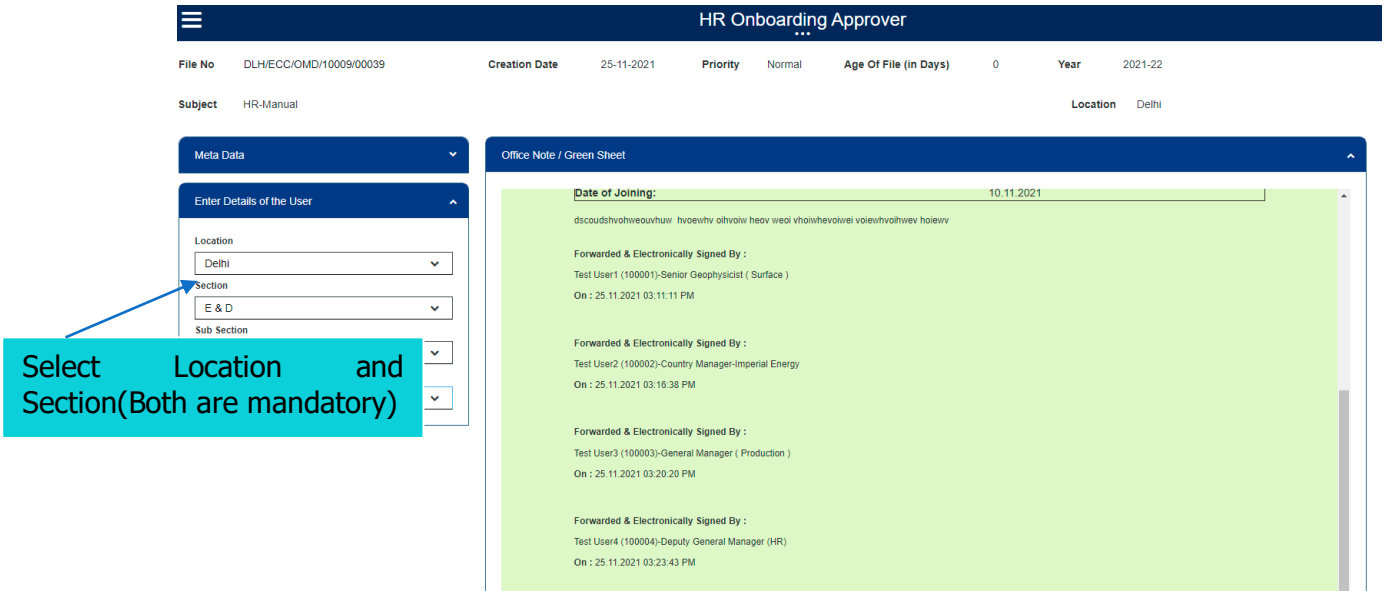
7.5 Approved By User Screen.

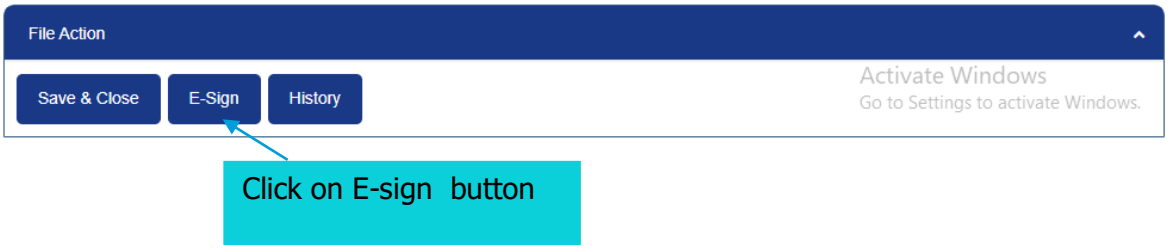
- Click and open the Task from Inbox.



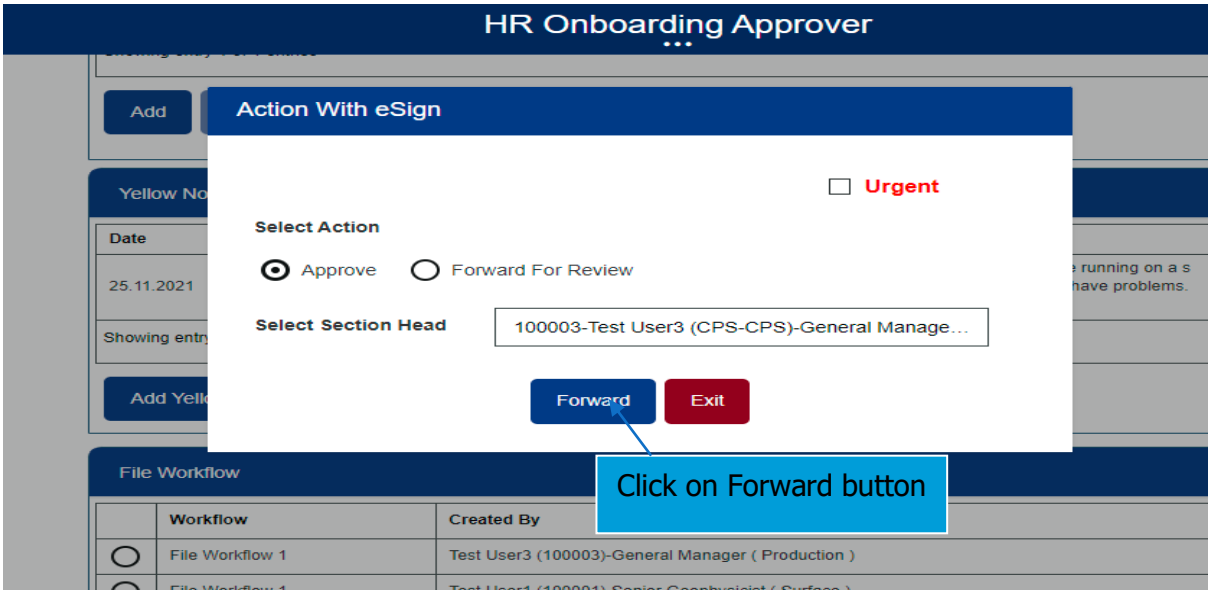
- All the sign of users shown in Office Note/Green Sheet.
- Select Location and Section (Mandatory) .



- Click on E-sign Button.



- Action with eSign box will be open.
- Choose Approve on Select Action.
- Enter the user in select section head field.
- Click on Forward button.



- Task goes to the Section In-charge Approval.
- Login with Section In-charge Approval user.

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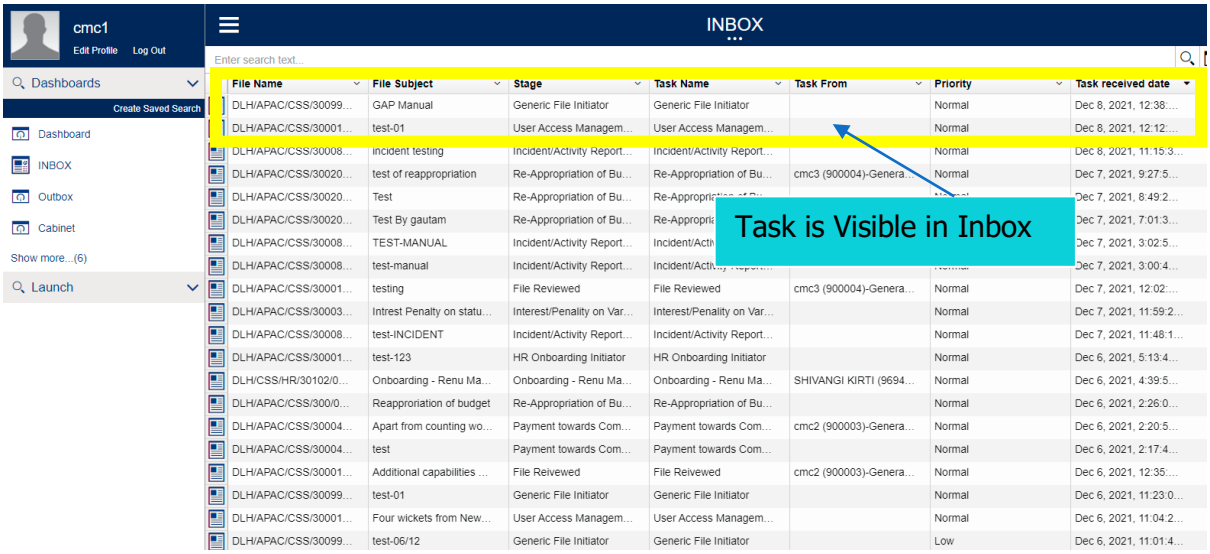
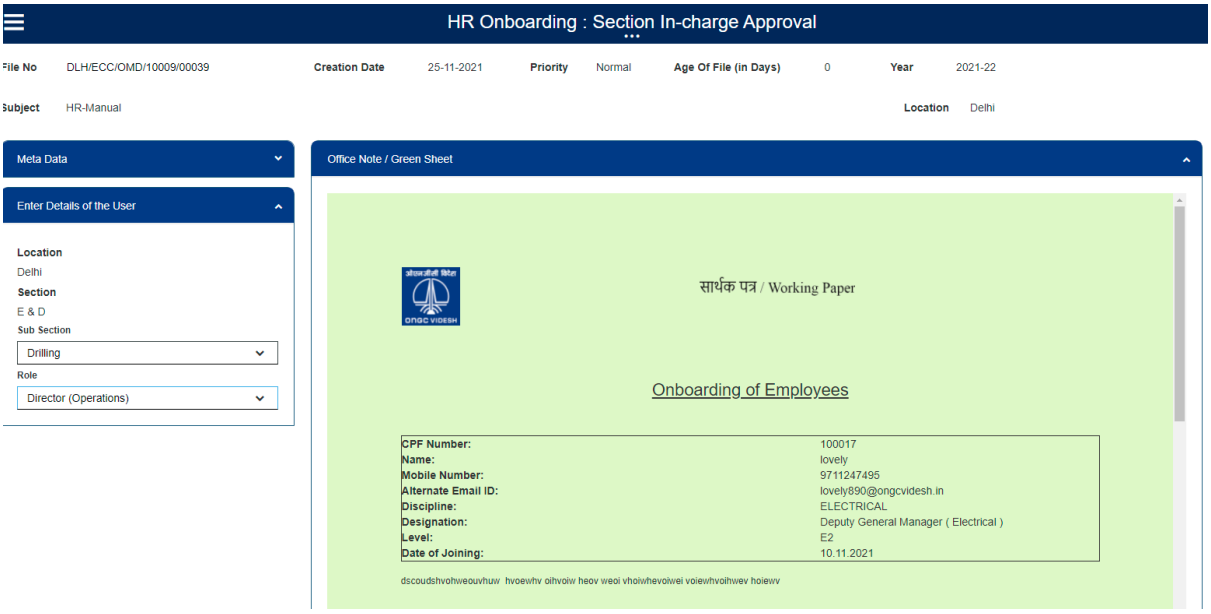
7.6 Section In-charge Screen

- Click and open the task from Inbox.



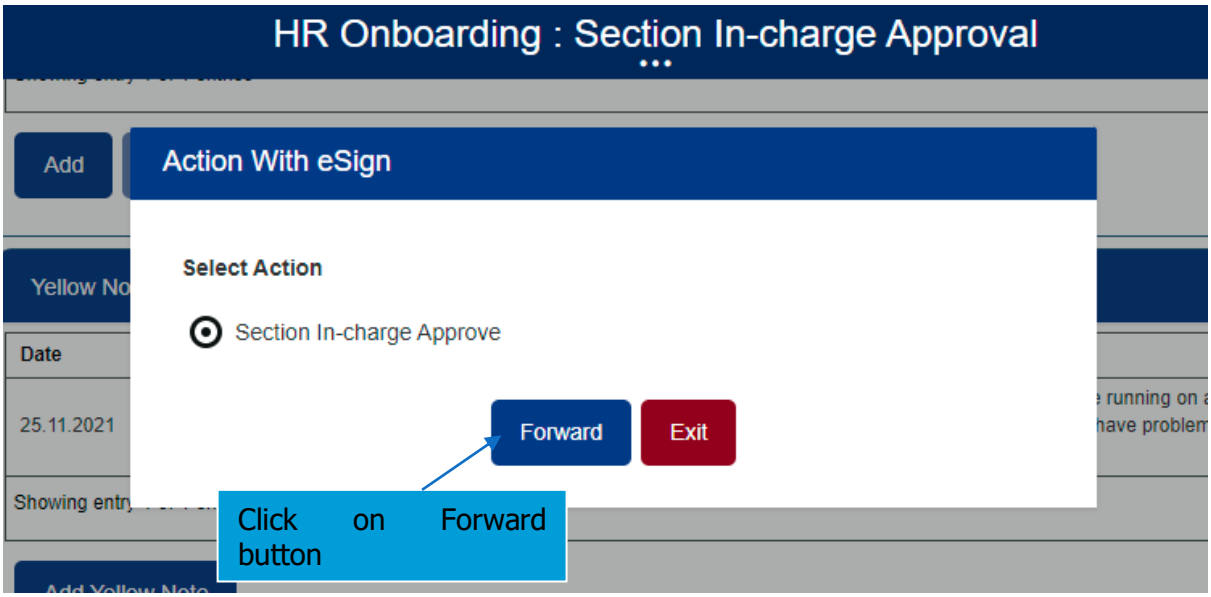
- Select Sub section(Mandatory)



- Click on E-sign Button.

- Action With eSign box will be open.
- Select the Section In-charge approve option.
- Click on forward button.

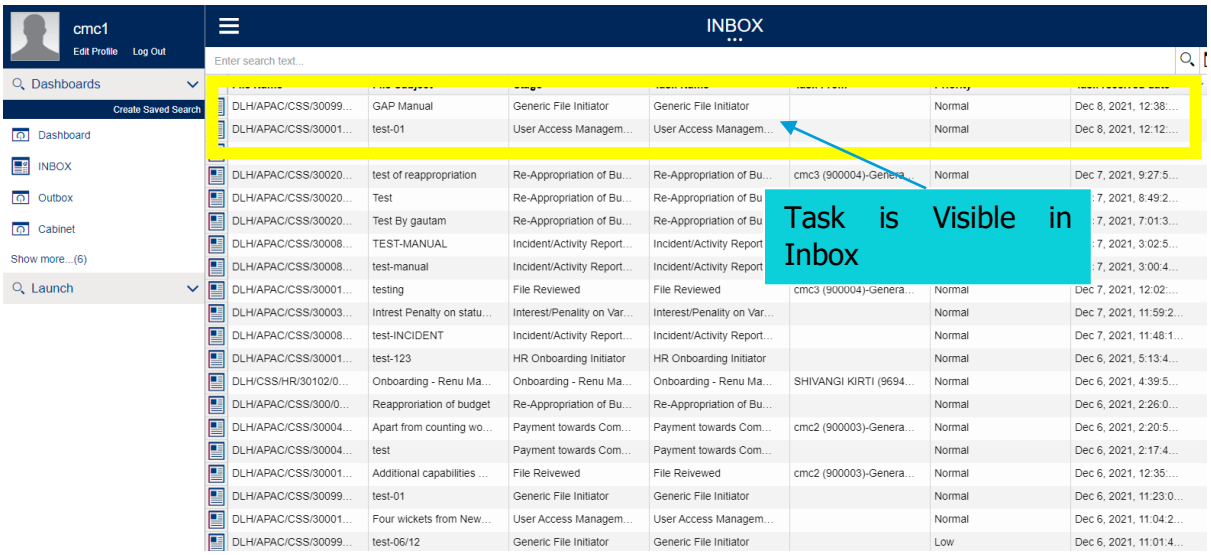
(Note: On action on this approval email notification will go to Billing support and CC to user.)



- Task goes to the Initiator Screen.
- Login to the Initiator screen.

7.7 Initiator Screen

- Click and open the task form Inbox.



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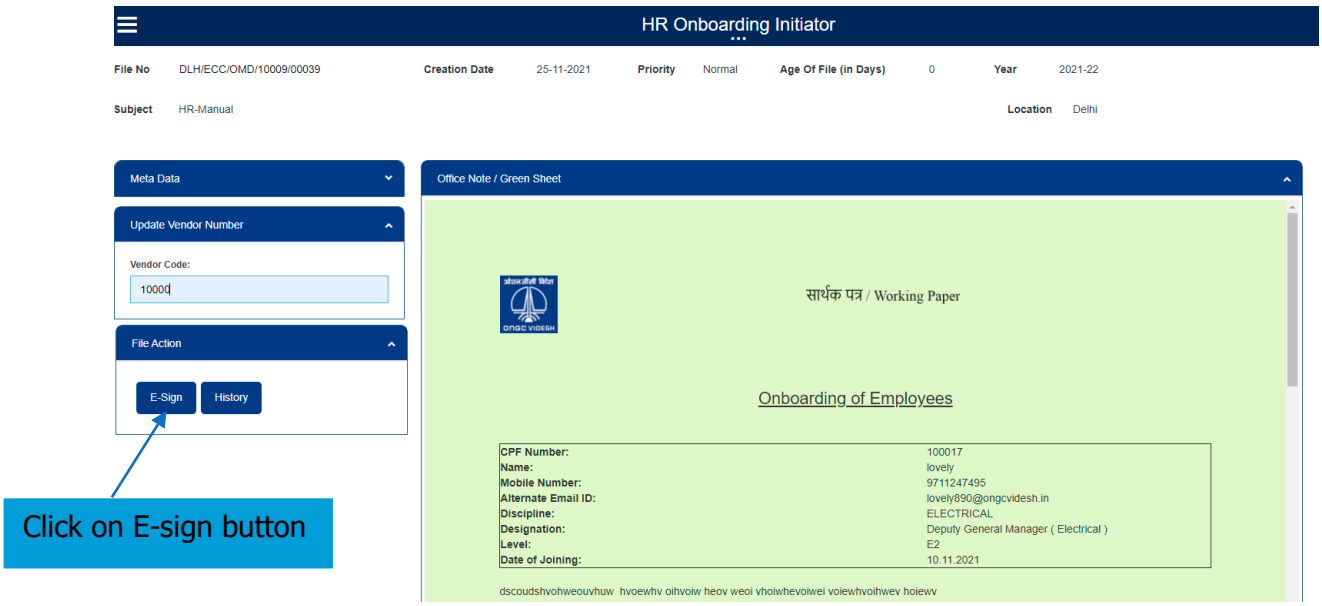
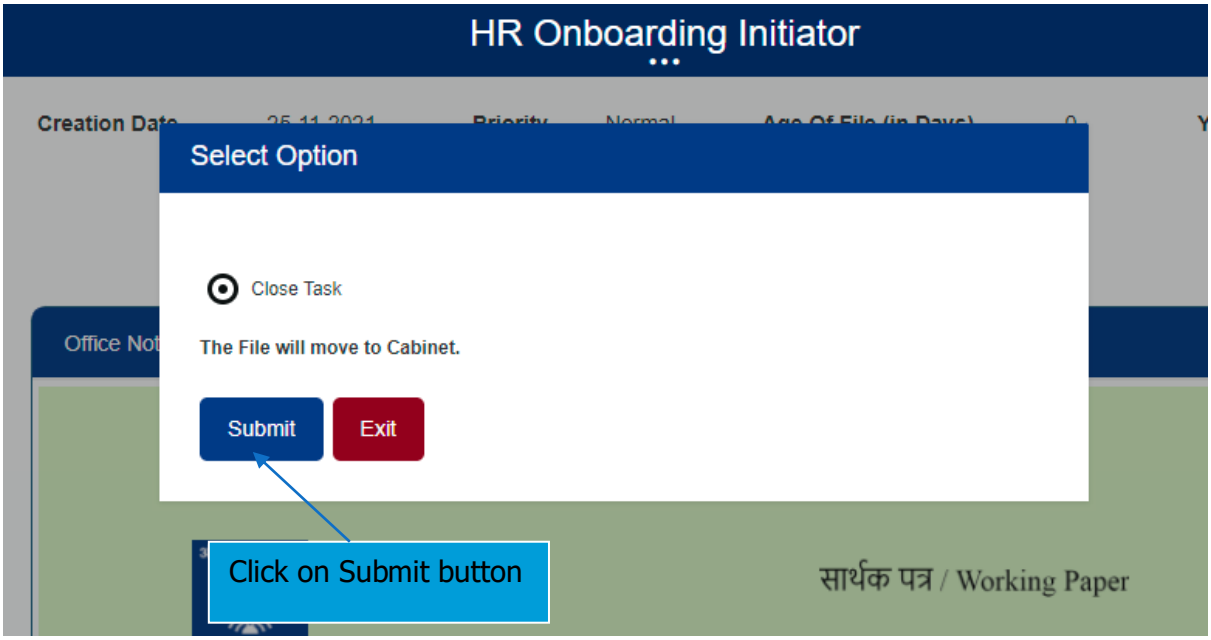
- Enter the Vendor Code(Mandatory)
- Click on E-sign button.



- Select option box will open.
- Select close task option.
- Click on Submit button.

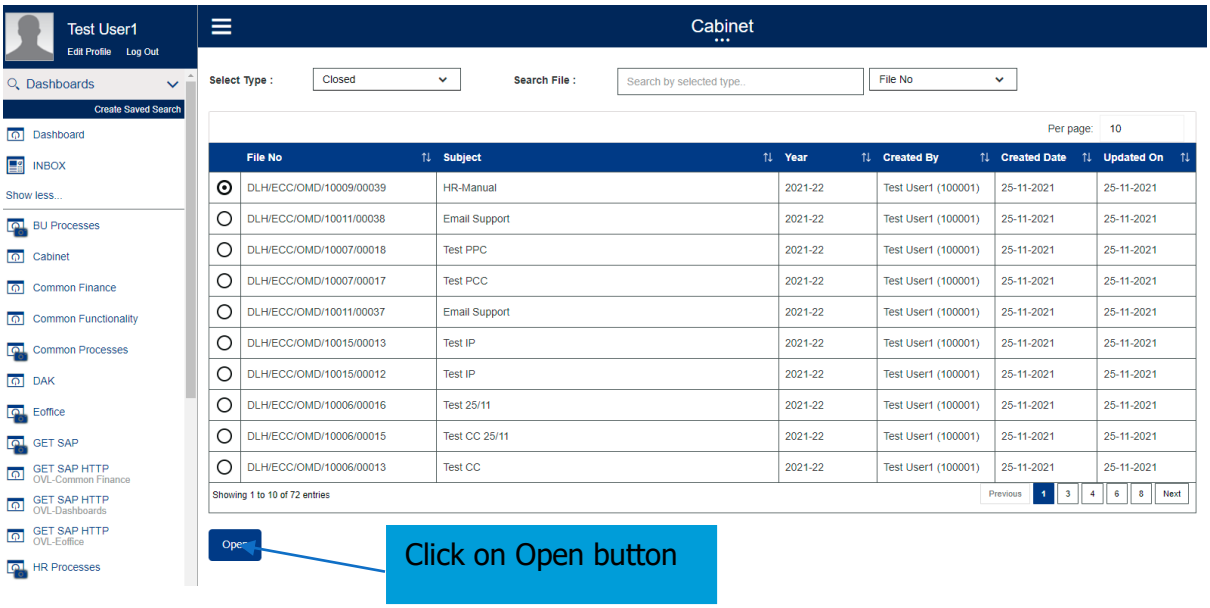
Note: After click on submit, Email Notification will go to user new id or alternate email id.



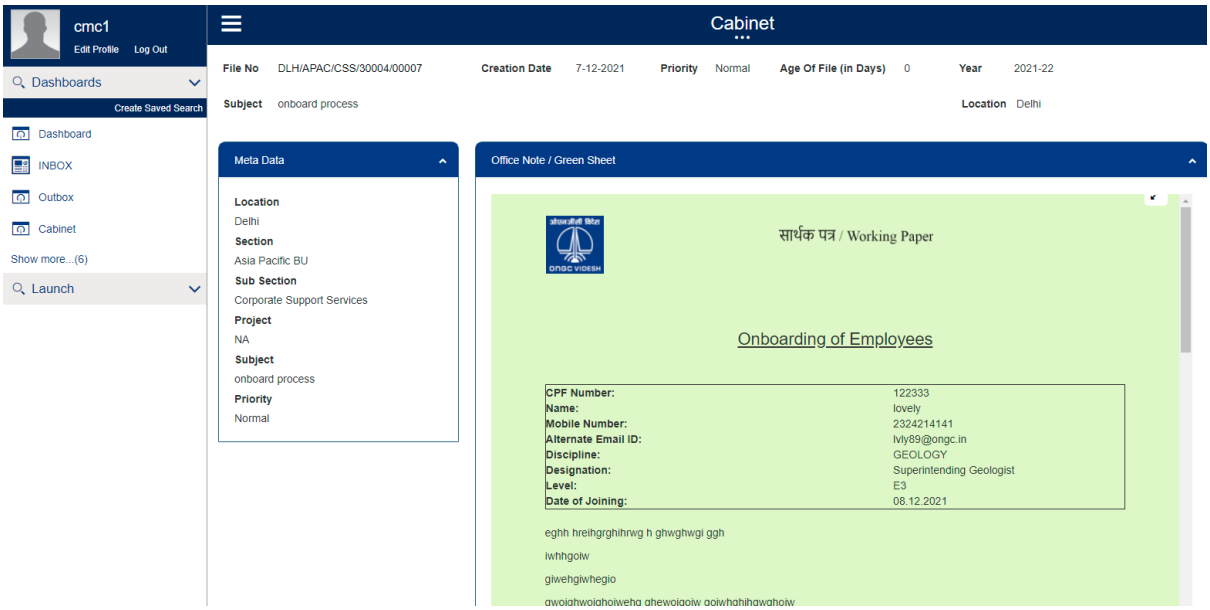
- Task goes to the Cabinet.

7.8 Cabinet Screen

- Choose your file.
- Click on open button.



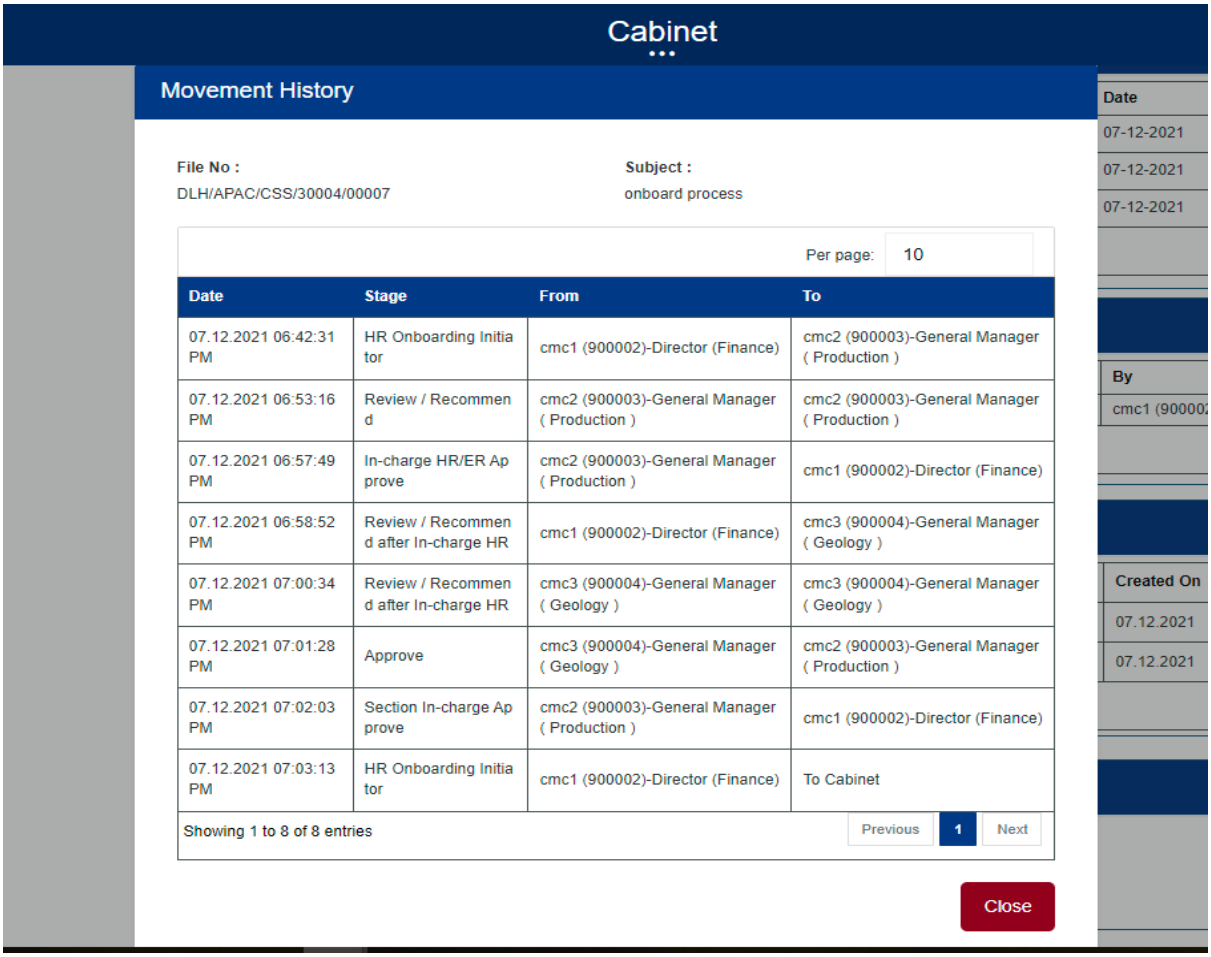
- File will be visible in Cabinet.



- If user want to see the History.
- Then click on History button.

(Note: If user wants to send file for Review then click on Send for Review button, choose the user and send the file)

- You can see the History of user on Movement History box.



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