



ONGC Videsh Ltd.



2021

# Paperless Office Delegate Tasks – 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 How to 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

**View Panel Process List**

**Dashboard – It is a graphical representation of Task**

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	dtfd
DLH/APAC/CSS/30001/00001	After Host File
DLH/APAC/CSS/30099/00007	test script by gautam
DLH/APAC/CSS/30001/00002	cmc1
DLH/APAC/CSS/30099/00008	test-GAP
DLH/APAC/CSS/30099/00009	test-gap (security)
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/30001/00002	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 (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 CommonProcess

- Click on Common Process button on the Process List Panel

**Common Processes**

Process Name	Launch
Generic Approval Process	Launch
Delegate Task	Launch

Showing 1 to 2 of 2 entries

## 5 Delegation Process Launch:

- Click on Launch button in front of Delegate Task.

The screenshot shows the 'Common Processes' interface. On the left is a sidebar with navigation options like Dashboards, INBOX, Outbox, Cabinet, and various process categories. The main area displays a 'List of Processes' table with columns for 'Process Name' and 'Launch'. Two processes are listed: 'Generic Approval Process' and 'Delegate Task'. The 'Launch' button for 'Delegate Task' is highlighted with a yellow box. A blue arrow points from this button to a callout box with the text 'Click on Launch button'.

- Screen with Delegate Task button and Delegate Task list will open.
- Click on Delegate task button.

The screenshot shows the 'Delegate Task' screen. At the top left, there is a 'Delegate Task' button. Below it is a 'Delegate Task List' table with columns: Delegated By, Delegated To, Delegated On, Description, Start Date, End Date, Updated On, and Actions. The table shows 'Showing 0 entries'. A blue arrow points from a callout box with the text 'Click on Delegate button' to the 'Delegate Task' button.

Activate Windows  
Go to Settings to activate Windows. [Back](#)

- Create Delegate Task screen will open.
- Fill Start Date, End Date, Delegate To and Description field.

**Common Processes**

**Create Delegate Task**

Start Date :  Start Time :

End Date :  End Time :

Delegate To :

Description :

☐ Send Mail Notification

**Delegate** **Exit**

- If notification is to be send to other user, then select Send Mail Notification Check box.

**Common Processes**

**Create Delegate Task**

Start Date :  Start Time :

End Date :  End Time :

Delegate To :

Description :

☒ Send Mail Notification

**Delegate** **Exit**



- Select Users box appears.
- Select User and Click on Add button.

**Common Processes**

Delegate Task

Delegate Task List

Delegated By Delegated To

Showing 0 entries

Delegate To : 100005-Test User5 (CFIN-OMD)-Director (Appolo)

Description : Task to be delegated to Test User5

☒ Send Mail Notification

Select Users :  **Add**

**Selected Users For Mail**

CPF No	Name	Section	Sub Section	Role/Designation	
100002	Test User2	LAC	BD	Country Manager-Imperial Energy	✕
100003	Test User3	CPS	CPS	General Manager ( Production )	✕
100004	Test User4	OCS	CS	Deputy General Manager (HR)	✕

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Updated On Actions

Previous Next

Back

- Click on Delegate button.

**Common Processes**

Delegate Task

Delegate Task List

Delegated By Delegated To

Showing 0 entries

Description : Task to be delegated to Test User5

☒ Send Mail Notification

Select Users :  **Add**

**Selected Users For Mail**

CPF No	Name	Section	Sub Section	Role/Designation	
100002	Test User2	LAC	BD	Country Manager-Imperial Energy	✕
100003	Test User3	CPS	CPS	General Manager ( Production )	✕
100004	Test User4	OCS	CS	Deputy General Manager (HR)	✕

**Delegate** **Exit**

Per page: 15

Updated On Actions

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Delegate Task

Delegate Task List

Per page: 15

Delegated By	Delegated To	Delegated On	Description	Start Date	End Date	Updated On	Actions
100001-Test User1 - Senior Geophysicist ( Surface )	100005-Test User5 - Chief Engineer ( Production )	06.12.2021 11:47 AM	Task to be delegated to Test User5	07.12.2021 09:00 AM	08.12.2021 12:00 AM		

Showing entry 1 of 1 entries

Previous 1 Next

Activate Windows  
Go to Settings to activate Windows.

Back

- Delegated task will show in Delegate Task List with following Information:
- **Delegated By:** It shows the user who has delegated the task.
  - **Delegated To:** It shows the user to whom the task is delegated.
  - **Delegated On:** It shows the delegated date.
  - **Description:** User can add description at the time of delegation.
  - **Start Date:** It shows the start date when the task delegation will start.
  - **End Date:** It shows the end date when the task delegation will end.
  - **Updated On:** It shows the updated date.
  - **Actions:** It has edit and delete icon. User can edit the Delegated task and delete it before the delegation is started.

Delegate Task

Delegate Task List

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Delegated By	Delegated To	Delegated On	Description	Start Date	End Date	Updated On	Actions
100001-Test User1 - Senior Geophysicist ( Surface )	100005-Test User5 - Chief Engineer ( Production )	06.12.2021 11:47 AM	Task to be delegated to Test User5	07.12.2021 09:00 AM	08.12.2021 12:00 AM		

Showing entry 1 of 1 entries

Previous 1 Next

Delegate Task list

Click on Edit Icon

Activate Windows  
Go to Settings to activate Windows.

Back

➤ Click on Edit Icon

The screenshot shows a web application interface for 'Common Processes'. The main section is titled 'Create Delegate Task'. It contains the following fields:

- Start Date : 07.12.2021
- Start Time : 09:00 AM
- End Date : 08.12.2021
- End Time : 12:00 AM
- Delegate To : 100005-Test User5 - Chief Engineer ( Production )
- Description : Task to be delegated to Test User5
- ☐ Send Mail Notification

At the bottom right of the form are two buttons: 'Delegate' (blue) and 'Exit' (red). A blue callout box on the left contains the text 'Fields can be edited and click on Delegate button' with an arrow pointing to the 'Delegate' button.

On the left sidebar, there is a 'Delegate Task List' table with columns 'Delegated By' and 'Delegated To'. It shows one entry: '100001-Test User1 - Senior Geophysicist ( Surface )' delegated to '100005-Test User5 - Chief Engineer ( Production )'. Below the table, it says 'Showing entry 1 of 1 entries'.

On the right sidebar, there is a table with columns 'Updated On' and 'Actions'. It shows one entry with a timestamp '2:00' and two action icons (edit and delete). Below the table, there are 'Previous', '1', and 'Next' navigation links. At the bottom right, there is a 'Back' button.

**Note:** Once the delegation started it can't be deleted .You Can only edit delegation for further change in delegation date.

**Note:** Mail notification will be sent to the selected user.

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