



ONGC Videsh Ltd.



2021

Paperless Office- Hand Over Take Over 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.

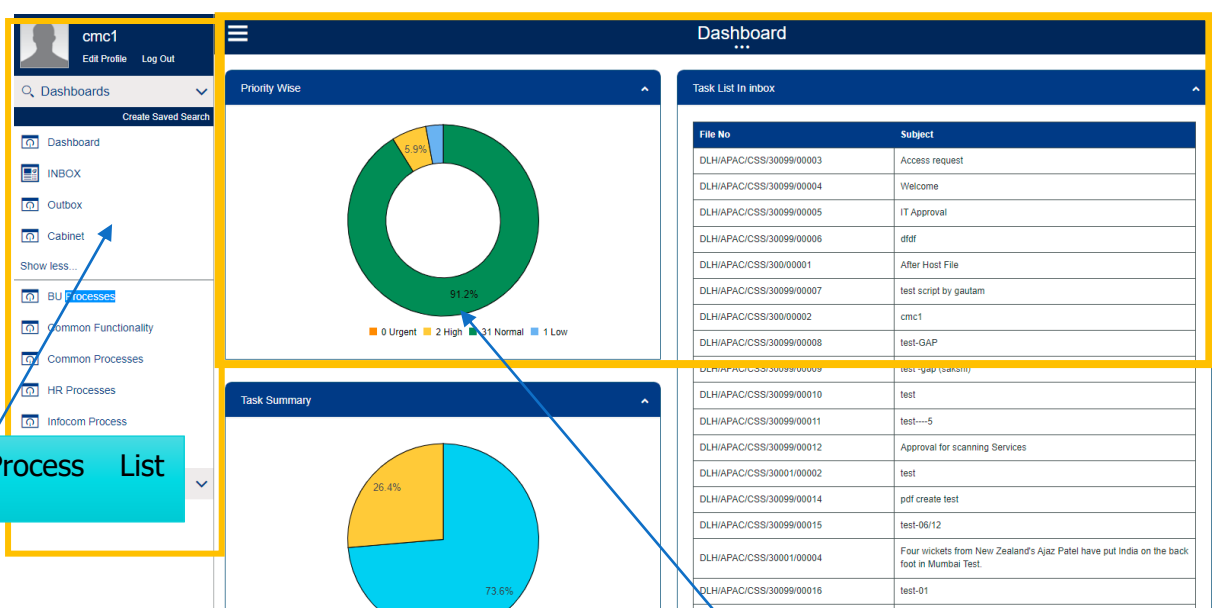
2 Login in the Paperless office:

- 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...

View Process List

Inbox – View task assign to you

4 How to run the CommonProcesses

- 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

Click on Common Processes button on the Process list

5 Hand Over Take Over 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', 'Cabinet', 'INBOX', and various process categories. The main area displays a table of processes. The 'Hand Over Take Over Approval' process is highlighted with a yellow box, and a blue arrow points to its 'Launch' button. A callout box with the text 'Click on Launch' is positioned below the button.

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 from the dropdown.
- In the Subject section enter the name of the file to be created.
- In the File action click Create in order to create new file. Click Exit to Exit.

The screenshot shows the 'Hand Over Take Over Approval' screen. The 'Meta Data' panel is open, displaying dropdown menus for Location (Delhi), Section (EC Cell), Sub Section (Office of Managing Director), Projects (NA), and Priority (Medium). The 'File Action' panel is also open, showing 'Exit' and 'Create' buttons.

- Click on Create button of File Action panel.

Meta Data

Location

Delhi

Section

EC Cell

Sub Section

Office of Managing Director

Projects

NA

Subject

HOTO Example

Priority

Medium

File Action

Exit

Create

Click on Create button

- Click on Yes button.

Confirmation

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

Yes

No

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 Serie.g.,DLH/ECC/OMD/10019/00010

6 Initiator Screen

Following Screen Opens in Full View:

The screenshot shows the 'Hand Over Initiator' interface. It includes a header bar with the title and a navigation menu. Below the header, there are input fields for 'File No.', 'Creation Date', 'Priority', 'Status', 'Age of File in Days', 'Year', 'Location', and 'Date'. A 'Description' field is present with a text area and a 'Save' button. Below this is a table with columns 'File No.', 'File Name', 'File Type', and 'File Size'. The table contains several rows of data. At the bottom, there is a 'Description' section with a text area and a 'Save' button.

6.1 Form Information

Description – Information regarding hand over take over of files can be written in description.

Inbox File List –It contains list of the files available in the inbox of user. Select the files to hand over.

Select User –Select the user to whom you want to hand over the files.

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

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 Description

- Information regarding hand over takeover of files can be written in description.

Description :

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularized in the 1960s with the release of Letteraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

6.3 Inbox File List

- It contains list of the files available in the inbox of user.

Hand Over Initiator				
Inbox File List				
File No	File Subject	Stage	To User	
<input type="checkbox"/> DLH/ECC/OMD/10018/00004	Test Part case file 01 by suresh	Part File Initiator		<input type="checkbox"/>
<input type="checkbox"/> DLH/ECC/OMD/10018/00002	Test By gautam	Part File Initiator		<input type="checkbox"/>
<input type="checkbox"/> DLH/ECC/OMD/10020/00001	test1	Re-Appropriation of Budget Initiator		<input type="checkbox"/>
<input type="checkbox"/> DLH/ECC/OMD/10013/00002	test1	Invoice Payment File Initiator		<input type="checkbox"/>
<input type="checkbox"/> DLH/ECC/OMD/10004/00001	test1	HR Onboarding Initiator		<input type="checkbox"/>
<input type="checkbox"/> DLH/ECC/OMD/10003/00001	test2	Interest/Penalty on Various Statutory Levies Initiator		<input type="checkbox"/>

- Select the files to hand over.

Hand Over Initiator				
Inbox File List				
File No	File Subject	Stage	To User	
<input checked="" type="checkbox"/> DLH/ECC/OMD/10018/00004	Test Part case file 01 by suresh	Part File Initiator		<input type="checkbox"/>
<input checked="" type="checkbox"/> DLH/ECC/OMD/10018/00002	Test By gautam	Part File Initiator		<input type="checkbox"/>
<input type="checkbox"/> DLH/ECC/OMD/10020/00001	test1	Re-Appropriation of Budget Initiator		<input type="checkbox"/>
<input type="checkbox"/> DLH/ECC/OMD/10013/00002	test1	Invoice Payment File Initiator		<input type="checkbox"/>
<input type="checkbox"/> DLH/ECC/OMD/10004/00001	test1	HR Onboarding Initiator		<input type="checkbox"/>
<input type="checkbox"/> DLH/ECC/OMD/10003/00001	test2	Interest/Penalty on Various Statutory Levies Initiator		<input type="checkbox"/>

Files Selected

6.4 Select User

- Select the user to whom you want to hand over the files.

Select User :

Select User

Set User

Select User :

100002-Test User2 (LAC-COFF)-Project Manager -

Set User

- Click on the set user button.

Select User :

100002-Test User2 (LAC-COFF)-Project Manager -

Set User

- The user to whom initiator wants to hand over files is set and shown in To User field.

Hand Over Initiator

Select User :

100002-Test User2 (LAC-COFF)-Project Manage...

Set User

Note :

1. Please select the files to hand over.
2. Select the user to whom you want to hand over the files.
3. Click on the set user button.

Clear Selection

Reset All

Inbox File List

Per page: 15

<input type="checkbox"/>	File No	File Subject	Stage	To User	
<input type="checkbox"/>	DLH/ECC/OMD/10018/00004	Test Part case file 01 by suresh	Part File Initiator	100002-Test User2 (LAC-COFF)-Project Manager - Business Development	X
<input type="checkbox"/>	DLH/ECC/OMD/10018/00002	Test By gautam	Part File Initiator	100002-Test User2 (LAC-COFF)-Project Manager - Business Development	X
<input type="checkbox"/>	DLH/ECC/OMD/10020/00001	test1	Re-Appropriation of Budget Initiator		X
<input type="checkbox"/>	DLH/ECC/OMD/10013/00002	test1	Invoice Payment File Initiator		X

- The user set in To User field can be removed by clicking X button.

Hand Over Initiator

Select User :

100002-Test User2 (LAC-COFF)-Project Manage...

Set User

Note :

1. Please select the files to hand over.
2. Select the user to whom you want to hand over the files.
3. Click on the set user button.

Clear Selection

Reset All

Inbox File List

Per page: 15

<input type="checkbox"/>	File No	File Subject	Stage	To User	
<input type="checkbox"/>	DLH/ECC/OMD/10018/00004	Test Part case file 01 by suresh	Part File Initiator		X
<input type="checkbox"/>	DLH/ECC/OMD/10018/00002	Test By gautam	Part File Initiator	100002-Test User2 (LAC-COFF)-Project Manager - Business Development	X
<input type="checkbox"/>	DLH/ECC/OMD/10020/00001	test1	Re-Appropriation of Budget Initiator		X

- Initiator can select different users to hand over different files.
- Select file(s) from Inbox File List.
- Select different user than previous one.

Hand Over Initiator

Select User :

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

Set User

Note :

1. Please select the files to hand over.
2. Select the user to whom you want to hand over the files.
3. Click on the set user button.

Clear Selection

Reset All

Inbox File List

Per page: 15

<input type="checkbox"/>	File No	File Subject	Stage	To User	
<input checked="" type="checkbox"/>	DLH/ECC/OMD/10018/00004	Test Part case file 01 by suresh	Part File Initiator		X
<input type="checkbox"/>	DLH/ECC/OMD/10018/00002	Test By gautam	Part File Initiator	100002-Test User2 (LAC-COFF)-Project Manager - Business Development	X
<input type="checkbox"/>	DLH/ECC/OMD/10020/00001	test1	Re-Appropriation of Budget Initiator		X

- Click Set User button.
- Initiator has successfully selected different users to hand over different files.

Hand Over Initiator

...

Select User :

100003-Test User3 (PFIN-PFIN)-General Manag...

Set User

Note :

1. Please select the files to hand over.
2. Select the user to whom you want to hand over the files.
3. Click on the set user button.

Clear Selection

Reset All

Inbox File List

Per page: 15

	File No	File Subject	Stage	To User	
<input type="checkbox"/>	DLH/ECC/OMD/10018/00004	Test Part case file 01 by suresh	Part File Initiator	100003-Test User3 (PFIN-PFIN)-General Manager (Production)	<input type="checkbox"/>
<input type="checkbox"/>	DLH/ECC/OMD/10018/00002	Test By gautam	Part File Initiator	100002-Test User2 (LAC-COFF)-Project Manager - Business Development	<input type="checkbox"/>
<input type="checkbox"/>	DLH/ECC/OMD/10020/00001	test1	Re-Appropriation of Budget Initiator		<input type="checkbox"/>
<input type="checkbox"/>	DLH/ECC/OMD/10013/00002	test1	Invoice Payment File Initiator		<input type="checkbox"/>

- Clear selection is used to clear user set from selected Inbox File List.
- Reset All is used to remove all user set by initiator to hand over files from Inbox File List in task and reset Inbox File List in task to its default.

Hand Over Initiator

...

Select User :

100003-Test User3 (PFIN-PFIN)-General Manag...

Set User

Note :

1. Please select the files to hand over.
2. Select the user to whom you want to hand over the files.
3. Click on the set user button.

Clear Selection

Reset All

Inbox File List

Per page: 15

	File No	File Subject	Stage	To User	
<input type="checkbox"/>	DLH/ECC/OMD/10018/00004	Test Part case file 01 by suresh	Part File Initiator		<input type="checkbox"/>
<input type="checkbox"/>	DLH/ECC/OMD/10018/00002	Test By gautam	Part File Initiator		<input type="checkbox"/>
<input type="checkbox"/>	DLH/ECC/OMD/10020/00001	test1	Re-Appropriation of Budget Initiator		<input type="checkbox"/>

- We select two different files to hand over to two different users.

Hand Over Initiator

...

Select User :

100003-Test User3 (PFIN-PFIN)-General Manag...

Set User

Note :

1. Please select the files to hand over.
2. Select the user to whom you want to hand over the files.
3. Click on the set user button.

Clear Selection

Reset All

Inbox File List

Per page: 15

	File No	File Subject	Stage	To User	
<input type="checkbox"/>	DLH/ECC/OMD/10018/00004	Test Part case file 01 by suresh	Part File Initiator	100003-Test User3 (PFIN-PFIN)-General Manager (Production)	<input type="checkbox"/>
<input type="checkbox"/>	DLH/ECC/OMD/10018/00002	Test By gautam	Part File Initiator	100002-Test User2 (LAC-COFF)-Project Manager - Business Development	<input type="checkbox"/>
<input type="checkbox"/>	DLH/ECC/OMD/10020/00001	test1	Re-Appropriation of Budget Initiator		<input type="checkbox"/>
<input type="checkbox"/>	DLH/ECC/OMD/10013/00002	test1	Invoice Payment File Initiator		<input type="checkbox"/>

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.

Enclosures

☐ With Annotation ☐ Without Annotation

Description	By	Date	Actions
Showing 0 entries			

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.
- Also you can Delete your enclosure, on clicking of radio button of your enclosure.

Add Enclosure

Description :

Page No :

Generic(Scrnsht).docx

Click on Add button

Add Description, Page NO. Upload Document.

7 Sending a File

7.1 Initiator Screen

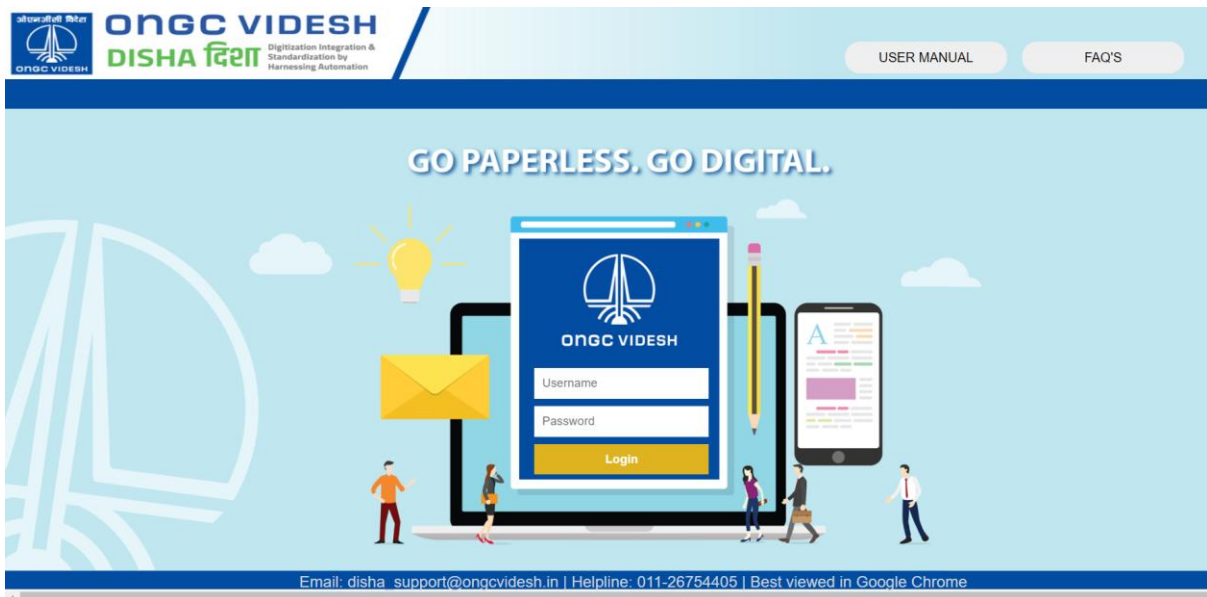
- Click on Submit button.

The screenshot shows the 'Hand Over Initiator' screen. At the top, there is a header bar with a menu icon and the title 'Hand Over Initiator'. Below the header, there is a table with two rows, each containing a checkbox, a description 'Change in Bank Signatory Initiator', and a close button. Below the table, it says 'Showing 1 to 15 of 102 entries' and has pagination controls. Below this is an 'Enclosures' section with radio buttons for 'With Annotation' and 'Without Annotation'. Below that is a table with columns: #, Description, By, Page No., Date, and Actions. Below the table, it says 'Showing 0 entries' and has 'Previous' and 'Next' buttons. Below the table are three buttons: 'Add', 'Delete', and 'Edit #'. At the bottom left, there is a 'Submit' button highlighted with a yellow box. A blue arrow points from a red box labeled 'Click on Submit' to the 'Submit' button.

- Select the user of Approver field(Mandatory).

The screenshot shows the 'Hand Over Initiator' screen. At the top, there is a header bar with the title 'Hand Over Initiator'. Below the header, there is a table with two rows. Below the table, there is a 'Select Approver' section. Below this, there is a 'Select Users :' label and a text input field containing '100004-Test User4 (PFIN-PCS)-Company Secretary'. Below the input field, there are two buttons: 'Forward' and 'Exit'. The 'Forward' button is highlighted with a yellow box.

- Click on Forward Button.
- File is forwarded to Approver for Approval.
- Now task go to the Approver.
- Login to Approver user.



7.2 Approver Screen.

- Open the task from Inbox.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task receive
DLH/ECC/OMD/1...	HOTO Example	Hand Over Appro...	Hand Over Take ...	Test User1 (1000...		Dec 23, 20...
DLH/ECC/OMD/1...	Test Part Case	Approver Part File	Approver Part File	Test User1 (1000...		Dec 22, 20...
DLH/BD/BD/1051...	Test by gautam p...	Approver Part File	Approver Part File	Test User2 (1000...		Dec 16, 20...
DLH/ECC/OMD/1...	test	Change in Assign...	Change in Assign...	Test User1 (1000...		Dec 15, 20...
DLH/ECC/OMD/1...	Test	Help Desk	Help Desk	Test User1 (1000...		Dec 15, 20...

Task is visible in Inbox

- All the details of the file are shown.

Hand Over Approver

File No: DLHECCOMD/1001900010 | Creation Date: 25-12-2021 | Priority: Medium | Age Of File (in Days): 0 | Year: 2021-22

Subject: FOTO Example

Description: Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularized in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Select User:

Note: 1. Please select the files to hand over.
2. Select the user to whom you want to hand over the files.
3. Click on the set user button.

File No	File Subject	Stage	To User
DLHECCOMD/1001900004	Test Part case file 01 by surash	Part File Initiator	100003: Test User3 (PFRU-PFRU-General Manager (Production)
DLHECCOMD/1001900002	Test By gautam	Part File Initiator	100002: Test User2 (LAC-COFF)-Project Manager - Business Development

Showing 1 to 2 of 2 entries

Attachments: ☐ With Annotation ☐ Without Annotation

#	Description	By	Page No.	Date	Actions
Showing 3 entries					

- Approver can change the user to which any file(s) are there for hand over.

☰

Hand Over Approver

Select User :

Select User

Set User

Note :

1. Please select the files to hand over.
2. Select the user to whom you want to hand over the files.
3. Click on the set user button.

Clear Selection

Reset All

Inbox File List

Per page: 15

<input type="checkbox"/>	File No	File Subject	Stage	To User	
<input type="checkbox"/>	DLH/ECC/OMD/10018/00004	Test Part case file 01 by suresh	Part File Initiator	100003-Test User3 (PFIN-PFIN)-General Manager (Production)	X
<input type="checkbox"/>	DLH/ECC/OMD/10018/00002	Test By gautam	Part File Initiator	100002-Test User2 (LAC-COFF)-Project Manager - Business Development	X

Showing 1 to 2 of 2 entries

Previous

1

Next

- To change the user click on X button.
- The user is removed.

☰

Hand Over Approver

Select User :

Select User

Set User

Note :

1. Please select the files to hand over.
2. Select the user to whom you want to hand over the files.
3. Click on the set user button.

Clear Selection

Reset All

Inbox File List

Per page: 15

<input type="checkbox"/>	File No	File Subject	Stage	To User	
<input type="checkbox"/>	DLH/ECC/OMD/10018/00004	Test Part case file 01 by suresh	Part File Initiator		X
<input type="checkbox"/>	DLH/ECC/OMD/10018/00002	Test By gautam	Part File Initiator	100002-Test User2 (LAC-COFF)-Project Manager - Business Development	X

Showing 1 to 2 of 2 entries

Previous

1

Next

- Select the file.
- Select user.

☰

Hand Over Approver

Select User :

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

Set User

Note :

1. Please select the files to hand over.
2. Select the user to whom you want to hand over the files.
3. Click on the set user button.

Clear Selection

Reset All

Inbox File List

Per page: 15

<input type="checkbox"/>	File No	File Subject	Stage	To User	
<input checked="" type="checkbox"/>	DLH/ECC/OMD/10018/00004	Test Part case file 01 by suresh	Part File Initiator		X
<input type="checkbox"/>	DLH/ECC/OMD/10018/00002	Test By gautam	Part File Initiator	100002-Test User2 (LAC-COFF)-Project Manager - Business Development	X

Showing 1 to 2 of 2 entries

Previous

1

Next

- Click Set User button.
- User is successfully changed.

Hand Over Approver

Select User :

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

Set User

Note :

1. Please select the files to hand over.
2. Select the user to whom you want to hand over the files.
3. Click on the set user button.

Clear Selection

Reset All

Inbox File List

Per page: 15

	File No	File Subject	Stage	To User	
<input type="checkbox"/>	DLH/ECC/OMD/10018/00004	Test Part case file 01 by suresh	Part File Initiator	100002-Test User2 (APAC-CFIN)-Director (Finance)	<input type="checkbox"/>
<input type="checkbox"/>	DLH/ECC/OMD/10018/00002	Test By gautam	Part File Initiator	100002-Test User2 (LAC-COFF)-Project Manager - Business Development	<input type="checkbox"/>

Showing 1 to 2 of 2 entries

Previous

1

Next

- Click Approve to Approve the task.
- Click Reject to Reject the task

Hand Over Approver

Showing 1 to 2 of 2 entries

Previous

1

Next

Enclosures

☐ With Annotation
☐ Without Annotation

#	Description	By	Page No.	Date	Actions
Showing 0 entries					

Previous

Next

Add

Delete

Edit #

Approve

Reject

Click on Approve button

- Click Yes to Approve.

Hand Over Approver

Director (Finance)

Set User

Note : 1. Please select the files to hand over

confirmation

Are you sure you want to approver?

Yes

No

Click on Yes button

- File can be seen in the outbox of Approver user.
- Go to Outbox.
- Select file and click open.

The screenshot shows the 'Outbox' interface for 'Test User4'. The left sidebar contains a list of menu items including GET SAP, GET SAP HTTP, GET SAP HTTP OVL-Common Finance, GET SAP HTTP OVL-Dashboards, Helpdesk, HR Processes, IA Processes, Infocom Process, Legal Processes, Meeting&Committee, MM Processes, MM Processes OVL Sanction Process, MM Processes MM Processes, Outbox, RT-PQ Register, Treasury Processes, and Vigilance Download Log. The main area displays a table of files with columns: File No, Subject, File Type, Priority, Stage, Action, and Date. The first file is selected, and the 'Open' button is highlighted.

File No	Subject	File Type	Priority	Stage	Action	Date
DLHECC/OMD/10019/00010	HOTO Example	Hand Over	Medium	Hand Over Approver	Approved	23-12-2021 04:29 PM
DLHECC/OMD/10028/00001	Testing Sanction by SKJ	Generic	Medium	Agree / Concur	Agree / Concur	23-12-2021 02:37 PM
DLHECC/OMD/10026/00015	Test By gautam	Generic Committee	High	Committee User	Recommend	23-12-2021 02:26 PM
DLHECC/OMD/10027/00002	Test	Partner Audit	Low	Director Finance	Director Finance	23-12-2021 12:04 PM
DLHBD/BD/10519/00002	Test By gautam 22/12	Hand Over	High	Hand Over Approver	Approved	22-12-2021 04:32 PM
DLHBD/BD/105/00063	lovely-sakshi	Bank Signatory	Normal	Agree / Concur	Agree / Concur	22-12-2021 04:31 PM
DLHECC/OMD/10018/00011	Test By gautam	Part File	High	Approve	Approve	22-12-2021 04:09 PM
DLHECC/OMD/10002/00017	Test By gautam	Imprest Advance	High	Process Payment	Process Payment	22-12-2021 03:25 PM
DLHECC/OMD/10024/00025	Test	CAG Audit	Low	Director (F)	Director (F)	21-12-2021 06:04 PM
DLHECC/OMD/10024/00024	Test By Diksha 21/12	CAG Audit	High	Director (F)	Director (F)	21-12-2021 01:34 PM

Showing 1 to 10 of 33 entries

Previous 1 2 3 4 Next

Open

- The file is opened in Outbox of approver user.
- Click on History button.

The screenshot shows the 'Outbox' interface for 'Test User4' with the details of a selected file. The file number is DLHECC/OMD/10019/00010, created on 23-12-2021, with a priority of Medium and an age of 0 days. The subject is 'HOTO Example' and the location is 'Delhi'. The description is a Lorem Ipsum text. Below the description is a 'File List' table with columns: File No, File Subject, Stage, and To User. The first file is selected, and the 'History' button is highlighted.

File No	File Subject	Stage	To User
DLHECC/OMD/10018/00004	Test Part case file 01 by suresh	Part File Initiator	100002-Test User2 (APAC-CFIN)-Director (Finance)
DLHECC/OMD/10018/00002	Test By gautam	Part File Initiator	100002-Test User2 (LAC-COFF)-Project Manager - Business Development

Showing 1 to 2 of 2 entries

Previous 1 Next

Enclosures

#	Description	By	P. No	Date	Action
Showing 0 entries					

Previous Next

Exit History

- It shows file successfully hand over.

Outbox						
...						
Creation Date	23.12.2021	Priority	Medium	Age Of File (in Days)	0	Year
Movement History						

File No :

DLH/ECC/OMD/10019/00010

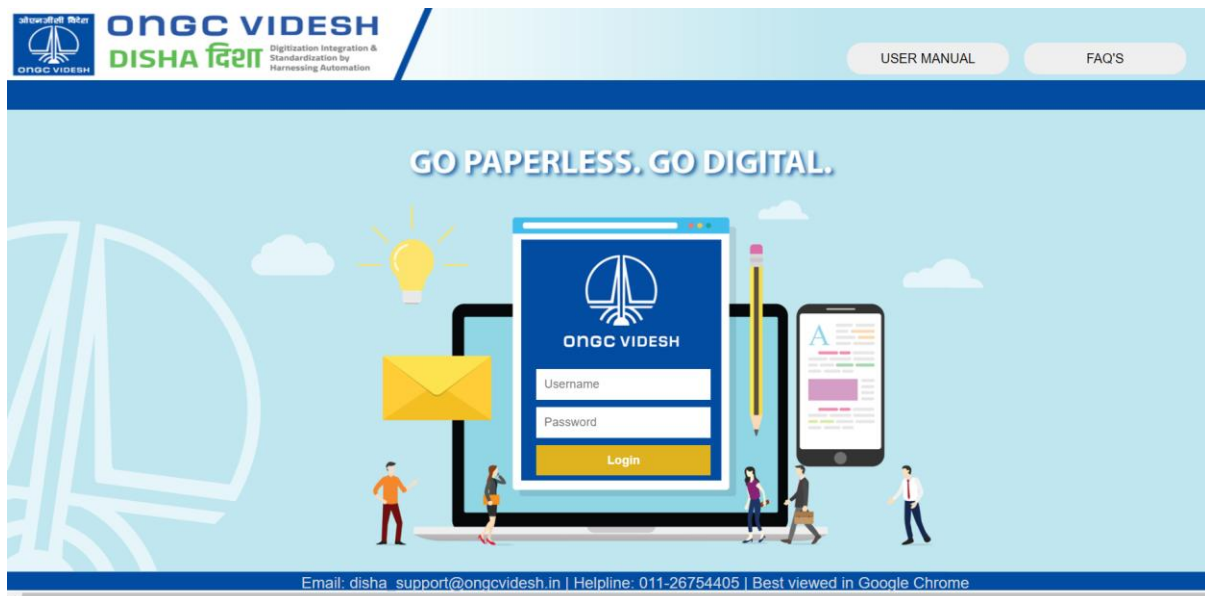
Subject :

HOTO Example

				Per page:	10
Date	Stage	From	To		
23.12.2021 04:05:39 P M	Hand Over Initiator	Test User1 (100001)-Director (Finance)	Test User4 (100004)-Company Secretary		
23.12.2021 04:29:28 P M	Hand Over Approver	Test User4 (100004)-Company Secretary	File Successfully Hand Over		
Showing 1 to 2 of 2 entries				Previous	1 Next

Close

- Login with Take over User.



7.3 Take Over User Screen

- Take Over user will get E-mail notification of the receiving of files.
- Initiator will also get CC of the E-mail.
- Now open the Inbox.
- File Number of the files can be used to search the files in Inbox.

Test User2 Edit Profile Log Out

INBOX

Enter search text...

File Name File Subject Stage Task Name Task From Priority Task received

DLH/ECC/OMD/10018/00004 Test Part case file 01 by suresh Part File Initiator 100002:Test User2 (APAC-CFIN)-Director (Finance) Dec 23, 2018

DLH/ECC/OMD/10018/00002 Test By gautam Part File Initiator 100002:Test User2 (LAC-COFF)-Project Manager - Business Development Dec 23, 2018

Showing 1 to 2 of 2 entries

Previous 1 Next

User can Enter the file Number in Inbox Search Bar and Search the File.

➤ In this Example our file numbers are as shown.

File No	File Subject	Stage	To User
DLH/ECC/OMD/10018/00004	Test Part case file 01 by suresh	Part File Initiator	100002:Test User2 (APAC-CFIN)-Director (Finance)
DLH/ECC/OMD/10018/00002	Test By gautam	Part File Initiator	100002:Test User2 (LAC-COFF)-Project Manager - Business Development

Showing 1 to 2 of 2 entries

➤ Using Inbox Search enter file number to search.

Test User2 Edit Profile Log Out

INBOX

DLH/ECC/OMD/10018/00004

File Name File Subject Stage Task Name Task From Priority Task received

DLH/ECC/OMD/10018/00004 Test Part case file 01 by suresh Part File Initiator 100002:Test User2 (APAC-CFIN)-Director (Finance) Dec 23, 2018

DLH/ECC/OMD/10018/00002 Test By gautam Part File Initiator 100002:Test User2 (LAC-COFF)-Project Manager - Business Development Dec 23, 2018

➤ File is shown as received.

Test User2 Edit Profile Log Out

INBOX

DLH/ECC/OMD/10018/00004

File Name File Subject Stage Task Name Task From Priority Task received

DLH/ECC/OMD/10018/00004 Test Part case file 01 by suresh Part File Initiator 100002:Test User2 (APAC-CFIN)-Director (Finance) Dec 23, 2018

➤ Search another file number in Inbox search box.

Test User2 Edit Profile Log Out


INBOX

DLH/ECC/OMD/10018/00002

File Name File Subject Stage Task Name Task From Priority Task received

DLH/ECC/OMD/10018/00002 Test By gautam Part File Initiator 100002:Test User2 (LAC-COFF)-Project Manager - Business Development Dec 23, 2018

➤ File is shown as received.

 Test User2 Edit Profile Log Out		INBOX ...					
Dashboards		DLH/ECC/OMD/10018/00002					
Create Saved Search		File Name	File Subject	Stage	Task Name	Task From	Priority
		DLH/ECC/OMD/1...	Test By gautam	Part File Initiator	Part File Initiator	Test User1 (1000...	High
		Task receive					
		Dec 15, 20...					

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