



ONGC Videsh Ltd.



2021

Paperless Office User Access Management – 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 .
- Enter Your Windows username/ Password



3 Login Screen Overview:

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	dtat
DLH/APAC/CSS/300/00001	After Host File
DLH/APAC/CSS/30099/00007	test script by gautam
DLH/APAC/CSS/30001/00002	test

4 How to run the Infocom Process

- Click on Infocom button on the Process List Panel

The screenshot shows the 'Infocom Process' interface. On the left is a sidebar with a search bar and a list of categories: Dashboard, INBOX, Outbox, Cabinet, BU Processes, Common Functionality, Common Processes, HR Processes, **Infocom Process** (highlighted with a yellow box and a blue arrow), RT-PQ Register, and Launch. The main area displays a table of processes:

Process Name	Launch
User Access Management	<button>Launch</button>
Incident/Activity Report	<button>Launch</button>

Below the table, it says 'Showing 1 to 2 of 2 entries' with 'Previous', '1', and 'Next' links. A blue callout box with the text 'Click on Infocom button on the Process list Panel' points to the 'Infocom Process' button in the sidebar.

Activate Windows
Go to Settings to activate Windows.

5 Infocom Process Launch:

- Click on Launch button.
- Meta Data, Select Type, File Action Panel will Open.
- When user select Employee on User type, then the access type showing multiple.
- Enter all the metadata field displayed on the Create file screen.
(Note: Location, Section, Sub section 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 User Type (According to your preference).
- Click on Create button of File Action panel.

This screenshot is similar to the previous one, but with a yellow box highlighting the 'Launch' button in the 'Launch' column of the 'User Access Management' row. A blue arrow points from a callout box with the text 'Click on Launch button' to this button.

Activate Windows
Go to Settings to activate Windows.

6 User Access Management Select Type

- Employee
- Non-Employee

The screenshot shows the 'Infocom Process' user access management interface. On the left is a sidebar with a user profile 'cmc1' and a list of navigation items: Dashboards, INBOX, Outbox, Cabinet, BU Processes, Common Functionality, Common Processes, HR Processes, Infocom Process, and RT-PQ Register. The main area is titled 'Meta Data' and contains several dropdown menus: Location (Delhi), Section (Asia Pacific BU), Sub Section (Corporate Support Servi...), Projects (NA), and Subject (test-Manual). Below these is a 'Select Type' section with two radio buttons: 'Employee' (selected) and 'Non-Employee'. A watermark 'Activate Windows' is visible in the bottom right corner.

This is a close-up of the 'Select Type' section. It shows the 'User Type' label and two radio buttons. The 'Employee' radio button is selected, indicated by a filled circle. The 'Non-Employee' radio button is unselected, indicated by an empty circle.

This is a close-up of the 'Select Type' section. It shows the 'User Type' label and two radio buttons. The 'Non-Employee' radio button is selected, indicated by a filled circle. The 'Employee' radio button is unselected, indicated by an empty circle.

Select Employee or
Non-Employee as
applicable

7 User Access for Employee

- Click on Yes button.

The screenshot shows the 'Infocom Process' interface. On the left is a sidebar with a user profile 'cmc1' and a list of dashboards including 'Dashboard', 'INBOX', 'Outbox', 'Cabinet', 'BU Processes', 'Common Functionality', 'Common Processes', 'HR Processes', 'Infocom Process', and 'RT-PQ Register'. The main area displays a 'Confirmation' dialog box with the text: 'Are you sure you want to create the file? File once created cannot be discarded.' Below the text are two buttons: 'Yes' (blue) and 'No' (red). A blue arrow points from a red box with the text 'Click on Yes button.' to the 'Yes' button. The 'Infocom Process' sidebar on the left includes sections for 'Sub Section' (Corporate Support Services), 'Projects' (NA), 'Subject' (test), 'Priority' (Normal), 'Select Type' (Employee selected), and 'File Action' (Exit, Create).

- 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/ECC/OMD/10010/00041)

7.1 Initiator Screen

Initiator Screen Opens in Full View:

The screenshot shows the 'User Access Management (Initiator)' screen. At the top, it displays metadata: File No (DLH/APAC/CSS/30001/00014), Creation Date (8-12-2021), Priority (Normal), Age Of File (in Days) (0), Year (2021-22), Subject (test-Manual), and Location (Delhi). The main area is divided into several sections: 'Meta Data' (Select Type: Employee selected), 'Employee Detail' (CPF NO: 900002, Name: cmc1, Designation: Assistant Legal Adviser, Sub Section: CSS, Mobile No: 9876543210, Email: disha_support@ongcvidesh.in), 'Access Type' (Folder Access, USB Drive, ISD Calling, International SIM, Remote Access, SAP User ID), and 'Office Note / Green Sheet' (a text editor with a toolbar). The bottom of the screen shows a green banner with the text 'सार्थक पत्र / Working Paper'.

7.2 Form Information

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

Select Type – It shows the selected User Type.

CPF No – Enter the CPF No of User.

Get User Detail button – This button displays the Details of the user whose CPF No is entered.

Office Note/ Green Sheet – User can type the information that he wants to share along with file if required.

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

Yellow Note – User can add the yellow note by clicking on Add Yellow Note button.

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.

7.3 Add CPF No

- Enter CPF No. on left side and click on Get User Detail button.

The screenshot shows a web form titled 'CPF No' with a dropdown arrow. Inside the form, there is a text input field labeled 'Enter CPF NO' and a blue button labeled 'Get User Detail'. Two red callout boxes with arrows point to these elements: one on the left pointing to the input field, and one on the right pointing to the button.

- All the details of user shown in Employee detail box.
- You can select the Access type as your requirement and fill the box.

7.4 Access Type

Employee Detail

CPF NO 100002	Name Test User2	Designation Senior Finance & Accounts Officer
Sub Section PFIN	Mobile No 999999999	Email test@test.com

Access Type

☐ Folder Access
 ☐ USB Drive
 ☐ ISD Calling
 ☐ International SIM
 ☐ Citrix VPN
 ☐ VPN
 ☐ SAP User ID Creation

- It has 7 multiple Access type, which are Folder Access, USB drive, ISD calling, International SIM, Citrix VPN, VPN, Domain and SAP user ID creation.
- Folder Access – Task will assigned to IT support.
- Click on Folder Access.
- Fill the box of Folder Name.

Access Type

☒ Folder Access
 ☐ USB Drive
 ☐ ISD Calling
 ☐ International SIM
 ☐ Citrix VPN
 ☐ VPN
 ☐ SAP User ID Creation

Folder Access

Enter Folder Name

- USB Drive – Task will assigned to IT support.
- Click on USB drive.
- Fill the full Details.

USB Drive is selected

Access Type

☐ Folder Access
 ☒ USB Drive
 ☐ ISD Calling
 ☐ International SIM
 ☐ Citrix VPN
 ☐ VPN
 ☐ SAP User ID Creation

USB Drive

Enter Details (Make and Capacity)

- ISD Calling – Task will assigned to Billing support.
- Click on ISD Calling.

ISD Calling is selected

- Fill the Extension no. on ISD calling.

The screenshot shows the 'Access Type' section of a form. It contains several checkboxes: 'Folder Access', 'USB Drive', 'ISD Calling' (which is checked), 'International SIM', 'Citrix VPN', 'VPN', and 'SAP User ID Creation'. Below this section is the 'ISD Calling' sub-section, which includes a text input field labeled 'Enter Extension No'.

Enter Extension No

- International SIM – Task will assigned to Billing support.
- Click on International SIM.
- Fill the Destination country on International SIM.

The screenshot shows the 'Access Type' section with 'International SIM' checked. Below it is the 'International SIM' sub-section, which includes a text input field labeled 'Enter Destination Country'.

International SIM is selected

Enter Destination Country

- When you select Citrix VPN Task will assigned to Email Support.

The screenshot shows the 'Access Type' section with 'Citrix VPN' checked.

Citrix VPN is selected

- When you select VPN Task will assigned to IT Support.

The screenshot shows the 'Access Type' section with 'VPN' checked.

VPN is selected

SAP User ID Creation is selected


- SAP User ID Creation – Task will assigned to OVL basis support.
- Click on SAP User ID Creation.
- Select your user ID Creation as per your requirement (By default ECC user be selected).

The screenshot shows the 'SAP User ID Creation' section. It includes a 'VPN' checkbox (checked) and a 'SAP User ID Creation' checkbox (checked). Below this is the 'SAP User ID Creation' sub-section, which includes four radio buttons: 'ECC User' (selected), 'BO User', 'BW User', and 'GRC User'.

Select User ID Creation.

7.5 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

7.6 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	By	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.

User Access Management (Initiator)

Add Enclosure

Description :

Page No :

Browse
Test Enclosure.docx

Add
Exit

Date

Note

By

Add Description, Page NO. Upload Document.

Click on Add button

7.7 Add Yellow Note

The screenshot shows a window titled 'Yellow Notes'. It contains a table with columns 'Date' and 'By'. Below the table, there is a text input field and a button labeled 'Add Yellow Note'. A blue callout box with an arrow points to the 'Add Yellow Note' button, containing the text '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.

The screenshot shows a dialog box titled 'Add Yellow Note'. It has a text input field labeled 'Yellow Note:' with the text 'Note1' entered. Below the input field are two buttons: 'Add' (blue) and 'Exit' (red). A blue callout box with an arrow points to the 'Add' button, containing the text 'Type Yellow Note and click on Add button'.

7.8 E-Signing a File

- Click on E-Sign button.
- Fill the Controlling officer box as per your requirement.
- Click on Forward Button.

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

The screenshot shows a 'File Action' menu with three buttons: 'Save & Close', 'E-Sign', and 'History'. A blue callout box with an arrow points to the 'E-Sign' button, containing the text 'Click on E-Sign'. To the right of the menu, there is a message: 'Activate Windows Go to Settings to activate Windows.'

User Access Management (Initiator)

Controlling Officer

Select Controlling Officer:

100002-Test User2 (LAC-BD)-Country Manager-Imperial Energy

100002-Test User2 (LAC-BD)-Country Manager-Imperial Energy

Select Controlling Officer and click on Forward button

Yellow Notes

Date	Note

- Now task go to the Controlling Officer.
- Login to Controlling Officer.

7.9 Controlling Officer Screen

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

cmc 3
Edit Profile Log Out

Q Dashboards

Create Saved Search

- Dashboard
- INBOX
- Outbox
- Cabinet
- Show less...
- BU Processes
- Common Functionality
- Common Processes
- HR Processes
- Infocom Process
- RT-PQ Register

Q Launch

INBOX

Enter search text

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received...
DLH/APAC/CSS/...	test-Manual	User Access Man...	User Access Man...	cmc1 (900002)-A...	Normal	Dec 8, 2021, 1...
DLH/APAC/CSS/...	Statutory Levies T...	Interest/Penalty R...	Interest/Penalty R...	cmc1 (900002)-A...	Normal	Dec 7, 2021, 4...
DLH/APAC/CSS/...	Test	Re-Appropriation ...	Re-Appropriation ...	cmc2 (900003)-G...	Normal	Dec 6, 2021, 2...
DLH/APAC/CSS/...	Demo Test of ptcc	Payment towards...	Payment towards...	cmc1 (900002)-A...	Normal	Dec 6, 2021, 1...

Task is visible in Inbox

Activate Windows
Go to Settings to activate Windows.

1 - 4 of 4 items

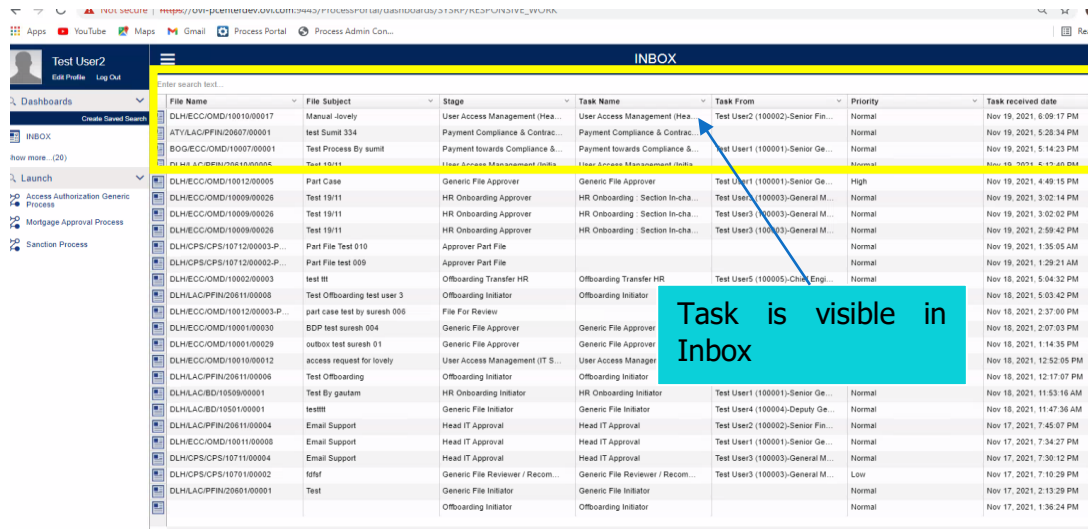
- Verify the Office Note/Green Sheet details.
- Now Click on E-Sign button.

- Now you can select any Action as per your requirement.
- When you select Approve, user approve the request. When you select Return to Initiator, task goes to the initiator, for doing next action. When you select Forward for Review, task goes to the selected user.
- User clicks on Approve, and then click on Forward button.

- Task goes to the Head IT User.
- Login with Head IT User.

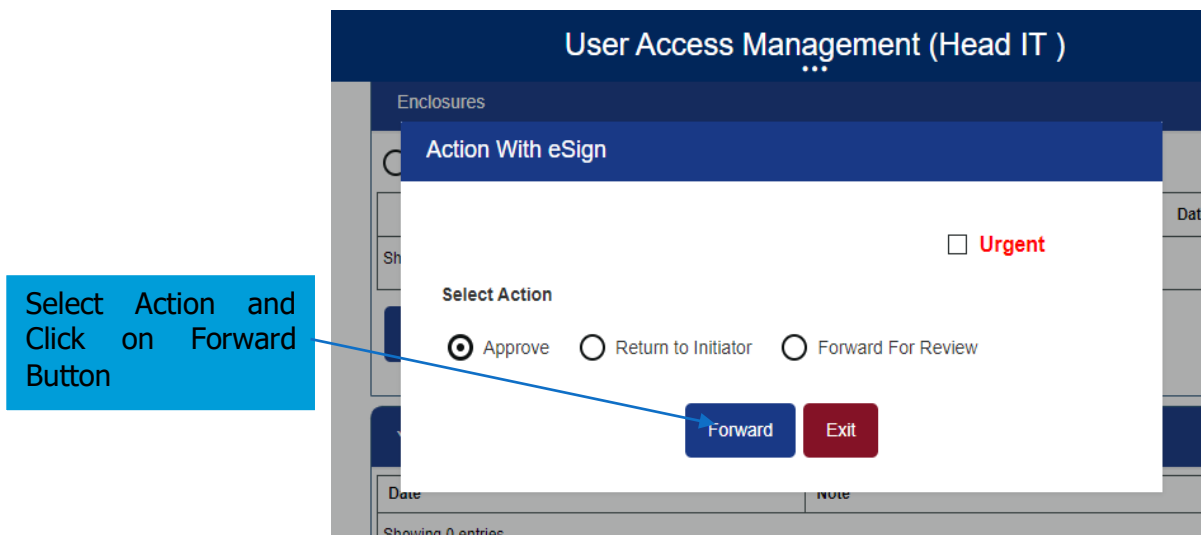
7.10 Head IT Screen

- Open the task from Inbox.



File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
DLHECC/OMD/10010/00017	Manual-Jorely	User Access Management (Hea...	User Access Management (Hea...	Test User2 (100002)-Senior Fin...	Normal	Nov 19, 2021, 5:09:17 PM
ATV/LAC/PPN/20607/00001	test Sumit 334	Payment Compliance & Contrac...	Payment Compliance & Contrac...	Test User2 (100002)-Senior Fin...	Normal	Nov 19, 2021, 5:28:34 PM
BGG/EC/OMD/10007/00001	Test Process By sumit	Payment towards Compliance &...	Payment towards Compliance &...	Test User1 (100001)-Senior Ge...	Normal	Nov 19, 2021, 5:14:23 PM
DLHECC/OMD/10010/00004	Test 19/11	User Access Management (Initia...	User Access Management (Initia...	Test User2 (100002)-Senior Fin...	Normal	Nov 19, 2021, 5:17:40 PM
DLHECC/OMD/10012/00005	Part Case	Generic File Approver	Generic File Approver	Test User1 (100001)-Senior Ge...	High	Nov 19, 2021, 4:49:15 PM
DLHECC/OMD/10009/00026	Test 19/11	HR Onboarding Approver	HR Onboarding: Section In-cha...	Test User2 (100002)-Senior Fin...	Normal	Nov 19, 2021, 3:02:14 PM
DLHECC/OMD/10009/00026	Test 19/11	HR Onboarding Approver	HR Onboarding: Section In-cha...	Test User3 (100003)-General M...	Normal	Nov 19, 2021, 3:02:02 PM
DLHECC/OMD/10009/00026	Test 19/11	HR Onboarding Approver	HR Onboarding: Section In-cha...	Test User3 (100003)-General M...	Normal	Nov 19, 2021, 2:59:42 PM
DLHCPS/CP/10712/00003-P...	Part File Test 010	Approver Part File	Approver Part File	Test User2 (100002)-Senior Fin...	Normal	Nov 19, 2021, 1:35:05 AM
DLHCPS/CP/10712/00003-P...	Part File test 009	Approver Part File	Approver Part File	Test User2 (100002)-Senior Fin...	Normal	Nov 19, 2021, 1:29:21 AM
DLHECC/OMD/10002/00003	test 11	Offboarding Transfer HR	Offboarding Transfer HR	Test User5 (100005)-Chief Engi...	Normal	Nov 18, 2021, 5:04:32 PM
DLHLAC/PPN/20611/00001	Test Offboarding test user 3	Offboarding Initiator	Offboarding Initiator	Test User2 (100002)-Senior Fin...	Normal	Nov 18, 2021, 5:03:42 PM
DLHECC/OMD/10012/00003-P...	part case test by suresh 005	File For Review	File For Review	Test User2 (100002)-Senior Fin...	Normal	Nov 18, 2021, 2:37:00 PM
DLHECC/OMD/10001/00003	BDP test suresh 004	Generic File Approver	Generic File Approver	Test User2 (100002)-Senior Fin...	Normal	Nov 18, 2021, 2:07:03 PM
DLHECC/OMD/10001/00029	outbox test suresh 01	Generic File Approver	Generic File Approver	Test User2 (100002)-Senior Fin...	Normal	Nov 18, 2021, 1:14:36 PM
DLHECC/OMD/10010/00012	access request for lovely	User Access Management (IT S...	User Access Management (IT S...	Test User2 (100002)-Senior Fin...	Normal	Nov 18, 2021, 12:52:05 PM
DLHLAC/PPN/20611/00006	Test Offboarding	Offboarding Initiator	Offboarding Initiator	Test User2 (100002)-Senior Fin...	Normal	Nov 18, 2021, 12:17:07 PM
DLHLAC/BD/10509/00001	Test By gautam	HR Onboarding Initiator	HR Onboarding Initiator	Test User1 (100001)-Senior Ge...	Normal	Nov 18, 2021, 11:53:16 AM
DLHLAC/BD/10501/00001	test11	Generic File Initiator	Generic File Initiator	Test User4 (100004)-Deputy Ge...	Normal	Nov 18, 2021, 11:47:36 AM
DLHLAC/PPN/20611/00004	Email Support	Head IT Approval	Head IT Approval	Test User2 (100002)-Senior Fin...	Normal	Nov 17, 2021, 7:45:07 PM
DLHECC/OMD/10011/00008	Email Support	Head IT Approval	Head IT Approval	Test User1 (100001)-Senior Ge...	Normal	Nov 17, 2021, 7:34:27 PM
DLHCPS/CP/10711/00004	Email Support	Head IT Approval	Head IT Approval	Test User3 (100003)-General M...	Normal	Nov 17, 2021, 7:30:12 PM
DLHCPS/CP/10711/00002	test1	Generic File Reviewer / Recom...	Generic File Reviewer / Recom...	Test User3 (100003)-General M...	Low	Nov 17, 2021, 7:10:29 PM
DLHLAC/PPN/20601/00001	Test	Generic File Initiator	Generic File Initiator	Test User3 (100003)-General M...	Normal	Nov 17, 2021, 2:13:29 PM
		Offboarding Initiator	Offboarding Initiator		Normal	Nov 17, 2021, 1:36:24 PM

- Click on E-Sign button.
- When you select Approve, user approves the request. 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.
- Then select Approve and click on forward button.



User Access Management (Head IT)

Enclosures

Action With eSign

☐ Urgent

Select Action

☒ Approve ☐ Return to Initiator ☐ Forward For Review

Forward **Exit**

Date: Showing 0 entries

- Now task go to the Billing support.

7.11 IT Support/Billing Support/Email Support Screen

- Open the task from Inbox.

NOT secure | HTTP://ovi-pcenterdev.ovi.com:3443/PROCESSPORTAL/dashboards/533RPF/K25PUNDIVE_WURK

Apps YouTube Maps Gmail Process Portal Process Admin Con...

Test User1 Edit Profile Log Out

INBOX

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

DLH/ECC/OMD/10010/00017	Manual-Jovely	User Access Management (Bilin...	User Access Management (Bilin...	Test User2 (100002)-Senior Fin...	Normal	Nov 19, 2021, 6:37:53 PM
DLH/ECC/OMD/10010/00021	test UAM	User Access Management (Initia...	User Access Management (Initia...	Test User1 (100001)-Senior Ge...	Normal	Nov 19, 2021, 6:02:16 PM
DLH/ECC/OMD/10007/00010	teststate	Payment Compliance & Contrac...	Payment Compliance & Contrac...	Test User2 (100002)-Senior Fin...	Normal	Nov 19, 2021, 5:54:00 PM
DLH/LAC/PPIN/20007/00001	Test sumit 7866	Payment towards Compliance &...	Payment towards Compliance &...	Test User2 (100002)-Senior Fin...	Normal	Nov 19, 2021, 5:42:50 PM
DLH/LAC/PPIN/20010/00004	Uam Test By gautam	User Access Management (IT S...	User Access Management (IT S...	Test User1 (100001)-Senior Ge...	Normal	Nov 19, 2021, 5:32:16 PM
DLH/ECC/OMD/10010/00020	test UAM	User Access Management (Initia...	User Access Management (Initia...	Test User1 (100001)-Senior Ge...	Normal	Nov 19, 2021, 5:04:15 PM
DLH/ECC/OMD/10010/00019	111	User Access Management (Initia...	User Access Management (Initia...	Test User1 (100001)-Senior Ge...	Normal	Nov 19, 2021, 4:36:44 PM
DLH/ECC/OMD/10010/00016	test UAM	User Access Management (Initia...	User Access Management (Initia...	Test User1 (100001)-Senior Ge...	Normal	Nov 19, 2021, 2:39:07 PM
DLH/ECC/OMD/10010/00013	Test	User Access Management (Initia...	User Access Management (Initia...	Test User1 (100001)-Senior Ge...	Normal	Nov 19, 2021, 10:15:54 AM
DLH/ECC/OMD/10011/00020	Test	File For Review	File For Review	Test User3 (100003)-General M...	Normal	Nov 19, 2021, 9:59:38 AM
DLH/ECC/OMD/10012/00004	part file test 007	Step: Initiator	Generic File Initiator	Test User1 (100001)-Senior Ge...	Normal	Nov 19, 2021, 12:39:08 AM
DLH/ECC/OMD/10006/00010	Test CC	Cash Call Initiator	Cash Call Initiator	Test User1 (100001)-Senior Ge...	Normal	Nov 18, 2021, 7:53:53 PM
DLH/ECC/OMD/10011/00019	test - resignation	Offboarding Initiator	Offboarding Initiator	Test User1 (100001)-Senior Ge...	Normal	Nov 18, 2021, 7:27:28 PM
DLH/ECC/OMD/10001/00031	Generic Priority Test 001 suresh	Generic File Initiator	Generic File Initiator	Test User1 (100001)-Senior Ge...	Normal	Nov 18, 2021, 4:54:40 PM
DLH/ECC/OMD/10011/00016	test	Offboarding Initiator	Offboarding Initiator	Test User1 (100001)-Senior Ge...	Normal	Nov 18, 2021, 3:31:02 PM
DLH/ECC/OMD/10012/00003	part case test by suresh 006	Step: Initiator	Generic File Initiator	Test User1 (100001)-Senior Ge...	Normal	Nov 18, 2021, 2:37:00 PM
DLH/ECC/OMD/10001/00028	Test 10/11	Generic File Initiator	Generic File Initiator	Test User2 (100002)-Senior Fin...	Normal	Nov 18, 2021, 12:41:49 PM
DLH/ECC/OMD/10011/00014	test-sakshi(01)	Offboarding Initiator	Offboarding Initiator	Test User4 (100004)-Deputy Ge...	Normal	Nov 18, 2021, 12:25:49 PM
DLH/ECC/OMD/10001/00027	Test 123	Generic File Initiator	Generic File Initiator	Test User2 (100002)-Senior Fin...	High	Nov 18, 2021, 10:40:05 AM
DLH/ECC/OMD/10007/00008	Test Subject	Payment Compliance & Contrac...	Payment Compliance & Contrac...	Test User2 (100002)-Senior Fin...	Normal	Nov 18, 2021, 10:40:00 AM
DLH/ECC/OMD/10001/00026	test01	Generic File Initiator	Generic File Initiator	Test User2 (100002)-Senior Fin...	Normal	Nov 18, 2021, 10:23:51 AM
DLH/ECC/OMD/10011/00010	test	Offboarding Initiator	Offboarding Initiator	Test User1 (100001)-Senior Ge...	Normal	Nov 18, 2021, 10:15:58 AM
DLH/ECC/OMD/10001/00025	Test	Generic File Initiator	Generic File Initiator	Test User1 (100001)-Senior Ge...	Normal	Nov 18, 2021, 10:07:44 AM
DLH/ECC/OMD/10009/00016	test111	HR Onboarding Initiator	HR Onboarding Initiator	Test User1 (100001)-Senior Ge...	Normal	Nov 17, 2021, 7:37:26 PM
DLH/CPS/CP5/10711/00004	Email Support	Head IT Approval	Head IT Approval	Test User3 (100003)-General M...	Normal	Nov 17, 2021, 7:30:12 PM

Task is visible in Inbox

- Sign of All the users are shown in Green sheet.
- Select Access type (Compulsory).

Meta Data

Access Type Given

☒ ISD Calling

Select Access Type

- Click on E-Sign button.
- Select completed and click on forward button.

User Access Management (Billing Support)

Enclosures

Action With eSign

Select Action

☒ Completed ☐ Not Completed

Forward Exit

Select Action and Click on Forward Button

- Initiator will receive a mail when Access Type is provided

8 User Access for Non-Employee

- When user select Non-employee option on Select Type.
- Click on create button.

Select Type

User Type

☐ Employee

☒ Non-Employee

Select User Type

cmc1 Edit Profile Log Out

Infocom Process

Sub Section: Corporate Support Servi...

Projects: NA

Subject: test-non Employee

Priority: Normal

Select Type

User Type

☐ Employee

☒ Non-Employee

File Action

Exit Create

Click on Create button

Activate Windows
Go to Settings to activate Windows.

- Click on Yes button.

The screenshot shows the 'Infocom Process' interface. On the left is a sidebar with navigation options like 'Dashboards', 'INBOX', 'Outbox', 'Cabinet', and various process categories. The main area displays a 'Confirmation' dialog box with the message: 'Are you sure you want to create the file? File once created cannot be discarded.' Below the message are two buttons: 'Yes' (highlighted with a red box and an arrow pointing to it with the text 'Click on Yes button') and 'No'.

- 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/30001/00015

- File show in your Inbox.
- Double Click on Your File

8.1 Initiator Screen

- Initiator form will be open.

The screenshot shows the 'User Access Management (Initiator)' form. At the top, it displays metadata: File No (DLH/ECC/OMD/10010/00048), Creation Date (24-11-2021), Priority (Normal), Age Of File (in Days) (0), Year (2021-22), Subject (test-non employee-manual), and Location (Delhi). Below this is a 'Non-Employee Detail' section with fields for Name, Designation, Department, Mobile No, Email, Company, and Valid Up To. There is also a 'Requesting Authority Details' section with fields for Name of requesting authority (Test User1) and Designation of requesting authority (Senior Geophysicist (Surface)). A 'Function' section is at the bottom.

- Fill all the details of user such as Name, Designation, Department, Mobile No., Email, Company, and Valid up to.

8.2 Fill Employee Details

Non-Employee Detail

Name	Designation	Department
sakshi	Software Engineer	IT
Mobile No	Email	Company
9876543210	xyz@gmail.com	XYZ
Valid Up To		
25.11.2021		

Enter Employee Details

8.3 Select Function

- Select Function as user requirement.

Function

Function

Country office-Colombia

Select Function

8.4 Access type

- It has multiple Access Type (Same as Employee user type.) except Domain and Disha ID Activation.
- Domain – Task will assigned to Email Support.
- Disha ID Activation – It Activate the ID.

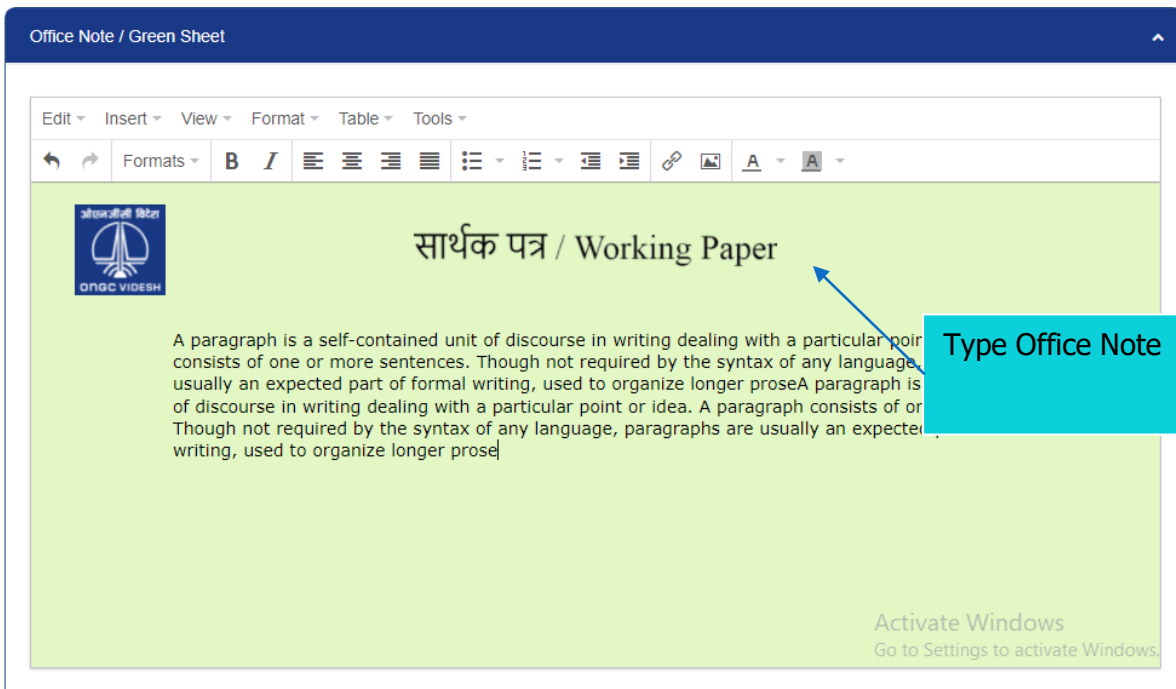
Access Type

<input type="checkbox"/> Folder Access	<input type="checkbox"/> USB Drive	<input type="checkbox"/> ISD Calling	<input type="checkbox"/> International SIM	<input type="checkbox"/> Citrix VPN
<input type="checkbox"/> VPN	<input type="checkbox"/> Domain	<input type="checkbox"/> SAP User ID Creation	<input type="checkbox"/> Disha ID Activation	

Select Access Type

8.5 Add Office Note/ Green Sheet

- Write your Office note.



8.6 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.

- 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.

User Access Management (Initiator)

Add Enclosure

Description :

Page No :

Test Enclosure.docx

Click on Add button

Add Description, Page NO.
Upload Document.

Date	Note	By
Showing 0 entries		

8.7 Add Yellow Note

Yellow Notes

Date By

Showing 0 entries

Click on Add Yellow Note button

Previous Next

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

User Access Management (Initiator)

Add Yellow Note

Yellow Note:

Type Yellow Note and click on Add button

Date
Showing 0 entries

8.8 E-signing a file

- Click on E-Sign button.
- Fill the Controlling officer box as per your requirement.
- Click on Forward Button.

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

The screenshot shows the 'User Access Management (Initiator)' interface. At the top, there is a 'File Action' bar with buttons for 'Save & Close', 'E-Sign', and 'History'. A red callout box points to the 'E-Sign' button with the text 'Click on E-Sign'. Below this, the 'Controlling Officer' section is visible. It contains a text input field with the value '100002-Test User2 (LAC-BD)-Country Manager-Imperial Energy'. A red callout box points to this field with the text 'Select Controlling Officer and click on Forward button'. Below the input field, there is a dropdown menu showing the same text. At the bottom, there is a 'Yellow Notes' section with a table header including 'Date', 'Note', and 'By'.

- Now task go to the Controlling Officer.
- Login with Controlling Officer.

8.9 Controlling Officer Screen

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

The screenshot shows the 'INBOX' section of a software application. The user is logged in as 'cmc 3'. The interface includes a sidebar with navigation options like 'Dashboards', 'INBOX', 'Outbox', and 'Cabinet'. The main area displays a table of tasks with columns: File Name, File Subject, Stage, Task Name, Task From, Priority, and Task received. A yellow box highlights the first two rows of the table. A blue arrow points from the text 'Task is visible in Inbox' to the first row of the table.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received...
DLH/APAC/CSS/...	test-Non Employee	User Access Man...	User Access Man...	cmc1 (900002)-A...	Normal	Dec 8, 2021, 2...
DLH/APAC/CSS/...	Statutory Levies T...	Interest/Penalty R...	Interest/Penalty R...	cmc1 (900002)-A...	Normal	Dec 7, 2021, 4...

- All data of user shown in office note.

The screenshot shows the 'User Access Management (Controlling Officer)' interface. It displays a form with fields for 'File No', 'Creation Date', 'Priority', 'Age Of File (in Days)', 'Year', 'Subject', and 'Location'. The 'Subject' field is filled with 'test-Non Employee'. Below the form, there is a section titled 'Office Note / Green Sheet' which contains a form for 'सार्थक पत्र / Working Paper'. This form includes fields for 'Form No.' and 'User Type', and a section for 'User Details'.

- Now Click on E-Sign button.
- Now you can select any Action as per your requirement.
- When you select Approve, user approve the request. 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.
- User click on Approve, and then click on Forward button.

User Access Management (Controlling Officer)

Enclosures

Action With eSign

☐ Urgent

Select Action

☐ Approve
 ☐ Return to Initiator
 ☐ Forward For Review

Forward
Exit

Date _____ Note _____

Select Action and Click on Forward Button

- Task go to the Head IT User.
- Login with Head IT User.

8.10 Head IT Screen

- Open the task from Inbox.

cmc2
Edit Profile Log Out

Q Dashboards

Create Saved Search

Dashboard

INBOX

Outbox

Cabinet

Show more...(6)

Q Launch

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received...
DLH/APAC/CSS/...	test-Non Employee	User Access Man...	User Access Man...	cmc3 (900004)-G...	Normal	Dec 8, 2021, 2...
DLH/MENA/PRJ/...	hr onboard test	HR Onboarding I...	HR Onboarding I...		Normal	Dec 7, 2021, 8...
DLH/APAC/CSS/...	Email Support	File For Review	File For Review		Normal	Dec 7, 2021, 7...
DLH/APAC/CSS/...	Test	Interest/Penalty A...	Interest/Penalty A...	cmc1 (900002)-A...	Normal	Dec 7, 2021, 4...
DLH/APAC/CSS/...	46556	Incident/Activity R...	Incident/Activity R...	cmc1 (900002)-A...	Normal	Dec 7, 2021, 3...
DLH/MENA/PRJ/...	test	Incident/Activity R...	Incident/Activity R...		Normal	Dec 7, 2021, 1...
DLH/APAC/CSS/...	Test UAM by Diks...	User Access Man...	User Access Man...	cmc1 (900002)-A...	Normal	Dec 7, 2021, 1...
DLH/APAC/CSS/...	test-Generic-07/12	Generic File Appr...	Generic File Appr...		Normal	Dec 7, 2021, 1...
DLH/MENA/PRJ/...	project test	Generic File Initiator	Generic File Initiator		Normal	Dec 5, 2021, 1...
DLH/MENA/PRJ/...	Test By gautam 123	Generic File Initiator	Generic File Initiator		Normal	Nov 29, 2021, ...
DLH/MENA/PRJ/...	ggg	Generic File Initiator	Generic File Initiator		Normal	Nov 29, 2021, ...
DLH/MENA/PRJ/...	cmc2 test user	Generic File Initiator	Generic File Initiator		Normal	Nov 29, 2021, ...
DLH/MENA/PRJ/...	test1	Generic File Initiator	Generic File Initiator		Normal	Nov 29, 2021, ...

Task is visible in Inbox

User Access Management (Head IT)


File No DLH/ECC/OMD/10010/00048 Creation Date 24-11-2021 Priority Normal Age Of File (in Days) 0 Year 2021-22

Subject test-non employee-manual Location Delhi

Meta Data

- Location: Delhi
- Section: EC Cell
- Sub Section: Office of Managing Director
- Project: NA
- Subject: test-non employee-manual
- Priority: Normal

Office Note / Green Sheet



सार्थक पत्र / Working Paper

User Access Management

Form No: DLH/ECC/OMD/10010/00048
User Type: Non-Employee

User Details
Name: sakshi

- Click on E-Sign button.
- Then select Approve and click on forward button.

User Access Management (Head IT)

Enclosures

Action With eSign

☐ Urgent

Select Action

☒ Approve ☐ Return to Initiator ☐ Forward For Review

Forward **Exit**

Date Note

Showing 0 entries

Select Action and Click on Forward Button

- Now task go to the Email support.

8.11 IT Support/Billing Support/Email Support Screen

- Open the task from Inbox.

cmc1 Edit Profile Log Out

INBOX

Enter search text...

File Name	The Subject	Stage	Task Name	Task From	Priority	Task Received
DLH/APAC/CSS/...	test-Non Employee	User Access Man...	User Access Man...	cmc2 (900003)-G...	Normal	Dec 8, 2021, 2...
DLH/APAC/CSS/...	Test Incident by g...	Incident/Activity R...	Incident/Activity R...		Normal	Dec 8, 2021, 2...
DLH/APAC/CSS/...	test-01	User Access Man...	User Access Man...		Normal	Dec 8, 2021, 1...
DLH/APAC/CSS/...	incident testing	Incident/Activity R...	Incident/Activity R...		Normal	Dec 8, 2021, 1...
DLH/APAC/CSS/...	test of reappropri...	Re-Appropriation ...	Re-Appropriation ...	cmc3 (900004)-G...	Normal	Dec 7, 2021, 9...
DLH/APAC/CSS/...	Test	Re-Appropriation ...	Re-Appropriation ...		Normal	Dec 7, 2021, 8...
DLH/APAC/CSS/...	Test By gautam	Re-Appropriation ...	Re-Appropriation ...		Normal	Dec 7, 2021, 7...
DLH/APAC/CSS/...	TEST-MANUAL	Incident/Activity R...	Incident/Activity R...		Normal	Dec 7, 2021, 3...
DLH/APAC/CSS/...	test-manual	Incident/Activity R...	Incident/Activity R...		Normal	Dec 7, 2021, 3...
DLH/APAC/CSS/...	testing	File Reviewed	File Reviewed		Normal	Dec 7, 2021, 1...
DLH/APAC/CSS/...	Intrest Penalty on...	Interest/Penalty ...	Interest/Penalty ...		Normal	Dec 7, 2021, 1...
DLH/APAC/CSS/...	test-INCIDENT	Incident/Activity R...	Incident/Activity R...		Normal	Dec 7, 2021, 1...
DLH/APAC/CSS/...	test-123	HR Onboarding I...	HR Onboarding I...		Normal	Dec 6, 2021, 5...
DLH/CSS/HR/30...	Onboarding - Ren...	Onboarding - Ren...	Onboarding - Ren...	SHIVANGI KIRTI ...	Normal	Dec 6, 2021, 4...
DLH/APAC/CSS/...	Reappropriation of ...	Re-Appropriation ...	Re-Appropriation ...		Normal	Dec 6, 2021, 2...

Task is visible in Inbox

- Sign of All the users are shown in Green sheet.

User Access Management (Email Support)

File No DLH/ECC/OMD/10010/00048 Creation Date 24-11-2021 Priority Normal Age Of File (in Days) 0 Year 2021-22

Subject test-non employee-manual Location Delhi

Meta Data

Access Type Given

☐ Domain

Office Note / Green Sheet

सार्थक पत्र / Working Paper

ONGC Videsh

User Access Management

Form No: DLH/ECC/OMD/10010/00048

User Type: Non-Employee

User Details

Name: sakshi

- Select Access type (Compulsory).

Select Access Type

Access Type Given

☒ Domain

- Click on E-Sign button.
- Select completed and click on forward button.

User Access Management (Email Support)
...

Description	By	Page No.
Action With eSign		
<div><div><input type="checkbox"/> Urgent</div></div>		
<div>Select Action</div> <div><div><input checked="" type="radio"/> Completed</div><div><input type="radio"/> Not Completed</div></div>		
<div><div>Forward</div><div>Exit</div></div>		

Select Action and Click on Forward Button

Note: Initiator will receive a mail when Access Type is provided

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