



ONGC Videsh Ltd.



2021

Paperless Office Onboarding IT –User Manual

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Document Control

Document Information

	Information
Document Id	
Document Owner	Appolo Computers Pvt. Ltd.
Issue Date	07-12-2021
Last Saved Date	07-12-2021
File Name	Onboarding IT – User Manual

Document History

Version	Issue Date	Changes
[1.0]	07.12.2021	

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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

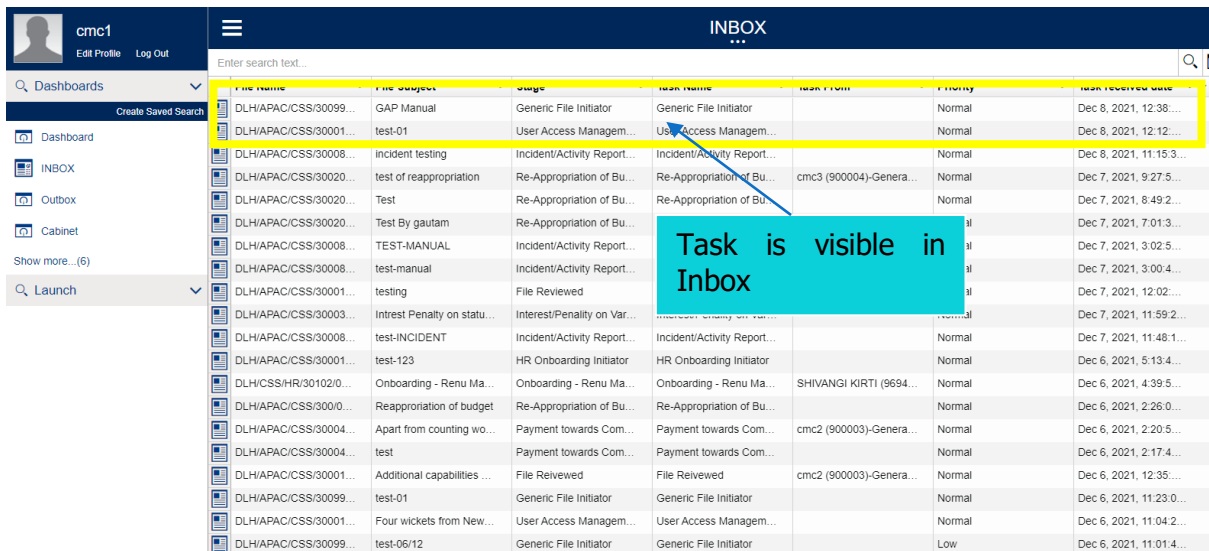


3 Onboarding IT Process

This process is triggered automatically once In-Charge ER/HR Approve "HR on boarding Process". Head-IT will receive the task in his/her inbox. The task will have the subject "Onboarding-<Employee Name>".

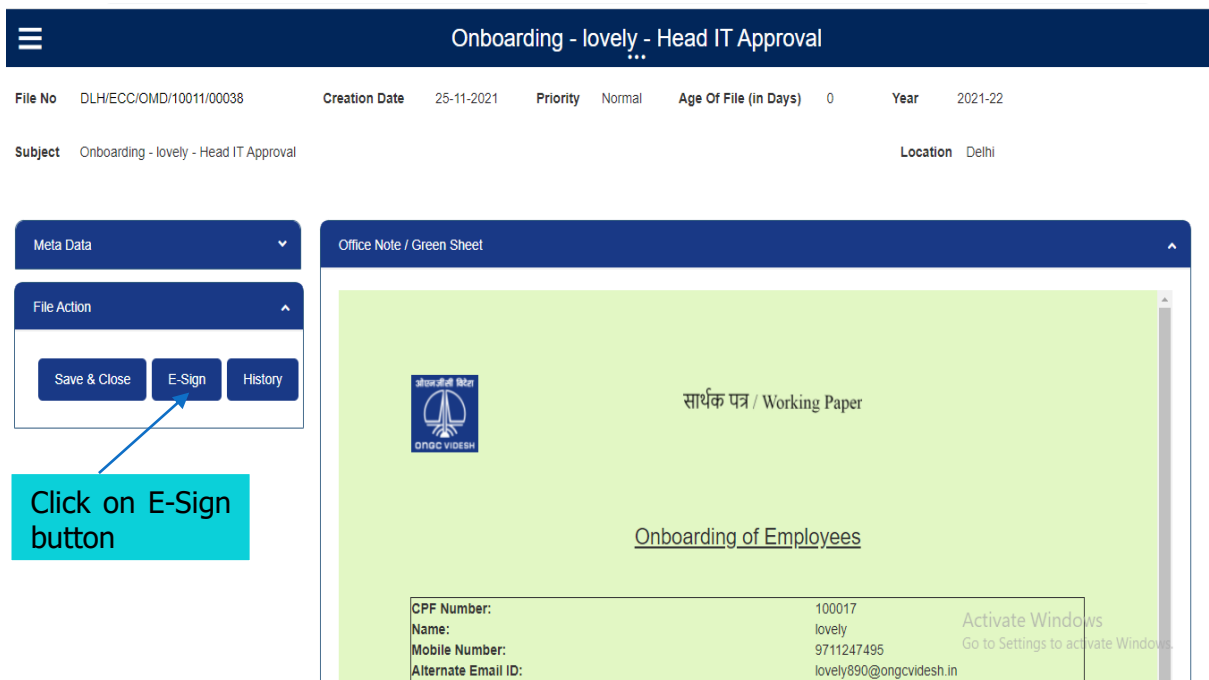
3.1 Head IT Screen

- Login with Head IT User.
- Task is visible in Inbox.
- Click to open the task.



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...		Normal	Dec 7, 2021, 7:01 3...
DLH/APAC/CSS/30008...	TEST-MANUAL	Incident/Activity Report...	Incident/Activity Report...		Normal	Dec 7, 2021, 3:02 5...
DLH/APAC/CSS/30008...	test-manual	Incident/Activity Report...	Incident/Activity Report...		Normal	Dec 7, 2021, 3:00 4...
DLH/APAC/CSS/30001...	testing	File Reviewed	File Reviewed		Normal	Dec 7, 2021, 12:02...
DLH/APAC/CSS/30003...	Intrest Penalty on statu...	Interest/Penalty on Var...	Interest/Penalty on Var...		Normal	Dec 7, 2021, 11:59 2...
DLH/APAC/CSS/30008...	test-INCIDENT	Incident/Activity Report...	Incident/Activity Report...		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/30102/0...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	SHIVANGI KIRTI (9694...	Normal	Dec 6, 2021, 4:39 5...
DLH/APAC/CSS/3000...	Reappropriation of budget	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 6, 2021, 2:26 0...
DLH/APAC/CSS/30004...	Apart from counting wo...	Payment towards Com...	Payment towards Com...	cmc2 (900003)-Genera...	Normal	Dec 6, 2021, 2:20 5...
DLH/APAC/CSS/30004...	test	Payment towards Com...	Payment towards Com...		Normal	Dec 6, 2021, 2:17 4...
DLH/APAC/CSS/30001...	Additional capabilities ...	File Reiewed	File Reiewed	cmc2 (900003)-Genera...	Normal	Dec 6, 2021, 12:35...
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...

- Head It Screen open.
- Click on E-Sign button.



Onboarding - lovely - Head IT Approval

File No DLH/ECC/OMD/10011/00038 Creation Date 25-11-2021 Priority Normal Age Of File (in Days) 0 Year 2021-22

Subject Onboarding - lovely - Head IT Approval Location Delhi

Meta Data

File Action

Save & Close **E-Sign** History

Office Note / Green Sheet

सार्थक पत्र / Working Paper

Onboarding of Employees

CPF Number: 100017
 Name: lovely
 Mobile Number: 9711247495
 Alternate Email ID: lovely890@ongcvidesh.in

Activate Windows
 Go to Settings to activate Windows.

- Select Head IT Approve as select Action.
- Click on Forward button

Onboarding - lovely - Head IT Approval

Creation Date: 25-11-2021 Priority: Normal Age Of File (in Days): 0

Action With eSign

Select Action

☒ Head IT Approve

Forward
Exit

Click on Forward Button

- Task will go to Email Support.
- Login with Email Support user.

ONGC VIDESH
DISHA दिशा
Digitization Integration & Standardization by Harnessing Automation

[USER MANUAL](#)
[FAQ'S](#)

Welcome to ONGC Videsh Disha. For login into the application please enter your windows login and password.

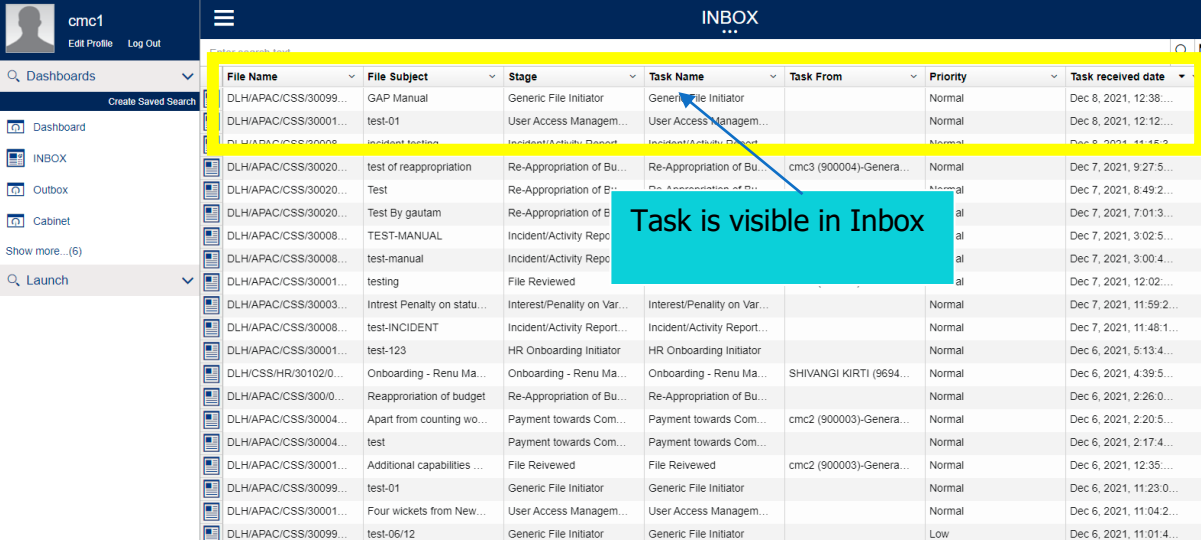
GO PAPERLESS. GO DIGITAL.

Email: disha_support@ongcvidesh.in | Helpline: 011-26754405 | Best viewed in Google Chrome

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3.2 Email Support Screen


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



Task is visible in 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...	test-01	Incident/Activity Rep...	Incident/Activity Rep...		Normal	Dec 8, 2021, 11:45...
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 B...	Re-Appropriation of B...		Normal	Dec 7, 2021, 8:49.2...
DLH/APAC/CSS/30020...	Test By gautam	Re-Appropriation of B...	Re-Appropriation of B...		Normal	Dec 7, 2021, 7:01.3...
DLH/APAC/CSS/30008...	TEST-MANUAL	Incident/Activity Rep...	Incident/Activity Rep...		Normal	Dec 7, 2021, 3:02.5...
DLH/APAC/CSS/30008...	test-manual	Incident/Activity Rep...	Incident/Activity Rep...		Normal	Dec 7, 2021, 3:00.4...
DLH/APAC/CSS/30001...	testing	File Reviewed	File Reviewed		Normal	Dec 7, 2021, 12:02...
DLH/APAC/CSS/30003...	Intrest Penalty on statu...	Interest/Penalty on Var...	Interest/Penalty on Var...		Normal	Dec 7, 2021, 11:59.2...
DLH/APAC/CSS/30008...	test-INCIDENT	Incident/Activity Report...	Incident/Activity Report...		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/30102/0...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	SHIVANGI KIRTI (9694...	Normal	Dec 6, 2021, 4:39.5...
DLH/APAC/CSS/30000...	Reappropriation of budget	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 6, 2021, 2:26.0...
DLH/APAC/CSS/30004...	Apart from counting wo...	Payment towards Com...	Payment towards Com...	cmc2 (900003)-Genera...	Normal	Dec 6, 2021, 2:20.5...
DLH/APAC/CSS/30004...	test	Payment towards Com...	Payment towards Com...		Normal	Dec 6, 2021, 2:17.4...
DLH/APAC/CSS/30001...	Additional capabilities ...	File Reliewed	File Reliewed	cmc2 (900003)-Genera...	Normal	Dec 6, 2021, 12:35...
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...

- Email Support Screen open



Onboarding - lovely - Email Support

File No DLH/ECC/OMD/10011/00038 Creation Date 25-11-2021 Priority Normal Age Of File (in Days) 0 Year 2021-22

Subject Onboarding - lovely - Head IT Approval Location Delhi

Meta Data

Enter Details of the User

Email

Login ID

Temporary Password

File Action

Save & Close E-Sign History

Office Note / Green Sheet

सार्थक पत्र / Working Paper

Onboarding of Employees

CPF Number:	100017
Name:	lovely
Mobile Number:	9711247495
Alternate Email ID:	lovely890@ongcvidesh.in

Activate Windows
Go to Settings to activate Windows.

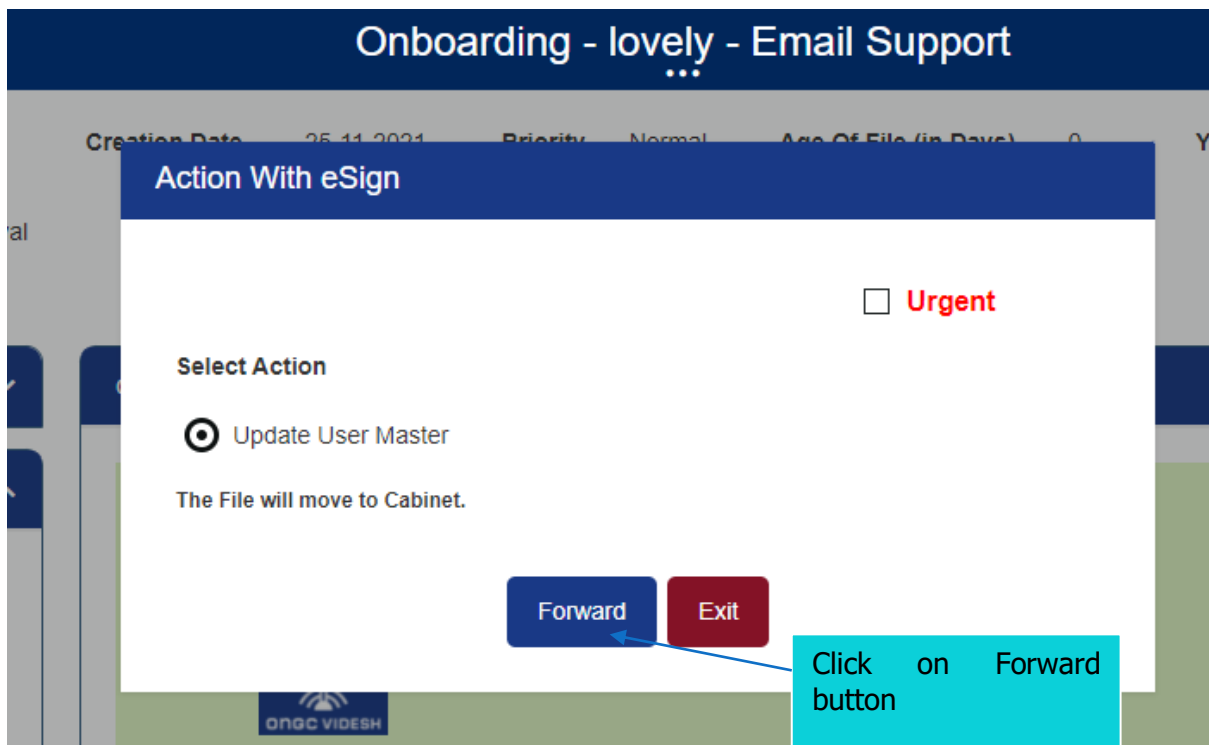
- Fill the Details of user in Enter Details of the user box.

The screenshot shows a web interface with a dark blue header bar containing a 'Meta Data' dropdown. Below it is a white box titled 'Enter Details of the User' with a blue header and an upward arrow. Inside this box are three input fields: 'Email' with 'lovely@gmail.com', 'Login ID' with 'Lovely Singh', and 'Temporary Password' with 'Lovely123'. A blue callout box on the right with the text 'Enter the User Details' has an arrow pointing to the 'Email' input field.

- Click on E-Sign button

The screenshot shows a web interface for 'Onboarding - lovely - Email Support'. At the top is a dark blue header with a menu icon and the title. Below the header is a table with columns: File No, Creation Date, Priority, Age Of File (in Days), Year, and Subject. The table contains one row with data: DLH/ECC/OMD/10011/00038, 25-11-2021, Normal, 0, 2021-22, and Onboarding - lovely - Head IT Approval. Below the table is a 'Location' field with the value 'Delhi'. On the left side, there is a sidebar with a 'Meta Data' dropdown, an 'Enter Details of the User' box (containing the same user details as the previous screenshot), and a 'File Action' section with buttons for 'Save & Close', 'E-Sign', and 'History'. A blue callout box with the text 'Click on E-Sign button' has an arrow pointing to the 'E-Sign' button. The main content area is titled 'Office Note / Green Sheet' and contains a large green box with the text 'सार्थक पत्र / Working Paper' and 'Onboarding of Employees'. At the bottom of the green box, there is a table with employee details: CPF Number (100017), Name (lovely), Mobile Number (9711247495), and Alternate Email ID (lovely890@ongcvidesh.in). An 'Activate Windows' watermark is visible in the bottom right corner.

- Select Update User Master as select Action.
- Click on Forward button.

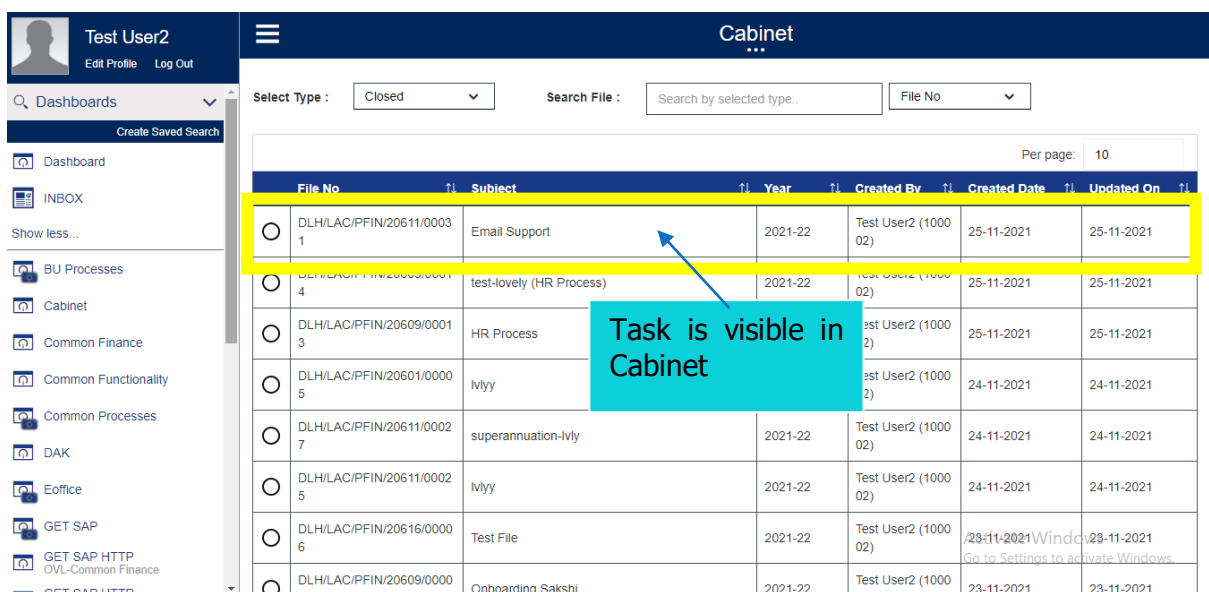


- Task will be visible in Cabinet

Note: Email Notification will go to new user and Billing Support regarding creation of new id.

3.3 Cabinet Screen

- Go to Cabinet and open the task



➤ This is the Cabinet Screen.

Cabinet

...

File No

DLH/LAC/PFIN/20611/00031

Creation Date

25-11-2021

Priority

Normal

Age Of File (in Days)

0

Year

2021-22

Subject

Email Support

Location

Delhi

Meta Data

Location
Delhi
Section
LAC-Colombia BU
Sub Section
Project Finance
Project
Block A-1, Myanmar, Offshore
Subject
Email Support
Priority
Normal

Office Note / Green Sheet

संसाधन विभाग
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सार्थक पत्र / Working Paper

Onboarding of Employees

CPF Number: 100018
Name: lovely
Mobile Number: 9711247495
Alternate Email ID: disha_support@ongcvidesh.in
Discipline: FIRE SERVICES
Designation: General Manager (Fire Services)
Level: E5
Date of Joining: 17.11.2021


➤ Click on History button

File Action


Exit

History

Click on History button


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

Cabinet
...

Movement History

File No :
DLH/LAC/PFIN/20611/00031

Subject :
Email Support

Per page: 10

Date	Stage	From	To
25.11.2021 02:56:25 PM	Head IT Approve	Test User2 (100002)-Senior Finance & Accounts Officer	Test User2 (100002)-Senior Finance & Accounts Officer
25.11.2021 02:57:01 PM	Update User Master	Test User2 (100002)-Senior Finance & Accounts Officer	To Cabinet

Showing 1 to 2 of 2 entries

Previous
1
Next

Close

File Movement History is shown here

Click on Close button

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