ONGC VIDESH
ONGC Videsh Ltd.

APPOLO COMPUTERS
IT INNOVATION COMPANY

costacloud

2022

Paperless Office-
Disha Master Update–
User Manual

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Table of Contents

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

View Process List Panel

Dashboard – It is a graphical representation of Task

- Inbox Screen

4 How to run the Infocom Process

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

5   Disha Master Update Launch:

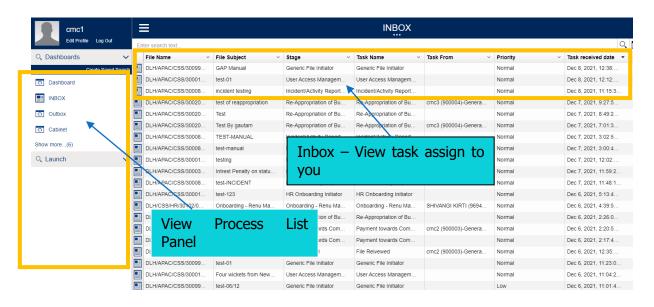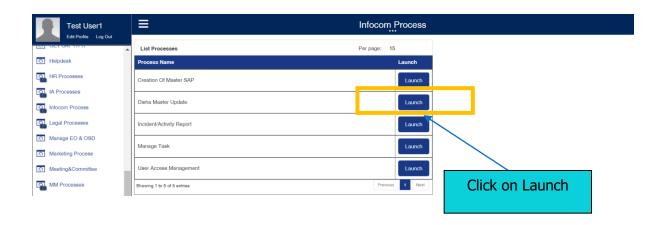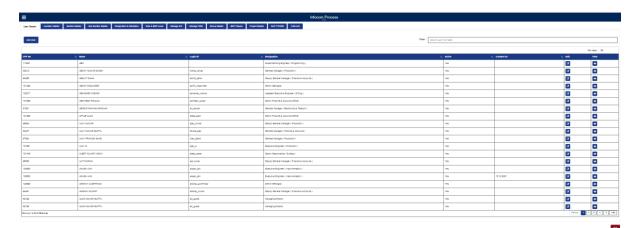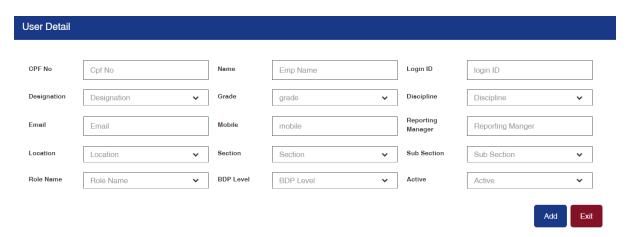➤ Click on Launch button.

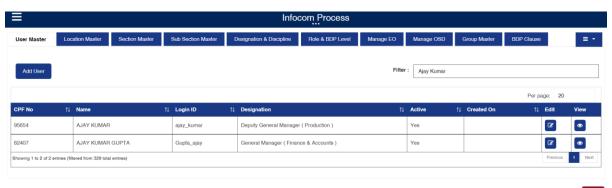## 6   User Master

➤ User Master Screen.
➤ Click Exit to Exit.

- ➢ Click on Add user button.
- ➢ Enter CPF No, Name, Login ID, Designation, Grade, Discipline, Email, Mobile, Reporting Manager, Location, Section, Sub Section, Role Name, BDP Level, Active.
- ➢ Click on Add button.
- ➢ Click Exit button to exit.

User Detail

CPF No	Cpf No	Name	Emp Name	Login ID	login ID
Designation	Designation	Grade	grade	Discipline	Discipline
Email	Email	Mobile	mobile	Reporting Manager	Reporting Manger
Location	Location	Section	Section	Sub Section	Sub Section
Role Name	Role Name	BDP Level	BDP Level	Active	Active

Add   Exit

- ➢ Using Filter you can search user.
- ➢ For ex. if we search any user its results are displayed.

Infocom Process

| User Master | Location Master | Section Master | Sub Section Master | Designation & Discipline | Role & BDP Level | Manage EO | Manage OSD | Group Master | BDP Clause | ☰ ▾ |

Add User   Filter :   Ajay Kumar

Per page: 20

CPF No ↑↓	Name ↑↓	Login ID ↑↓	Designation ↑↓	Active ↑↓	Created On ↑↓	Edit	View
95654	AJAY KUMAR	ajay_kumar	Deputy General Manager (Production)	Yes		✎	👁
82407	AJAY KUMAR GUPTA	Gupta_ajay	General Manager (Finance & Accounts)	Yes		✎	👁

Showing 1 to 2 of 2 entries (filtered from 329 total entries)   Previous 1 Next

Exit

- ➢ You can Edit user details using Edit button.

| User Master | Location Master | Section Master | Sub Section Master | Designation & Discipline | Role & BDP Level | Manage EO | Manage OSD | Group Master | BDP Clause | ☰ ▾ |

Add User   Filter :   Search user from table

Per page: 20

CPF No ↑↓	Name ↑↓	Login ID ↑↓	Designation ↑↓	Active ↑↓	Created On ↑↓	Edit	View
110001	ABC		Superintending Engineer (Programming)	Yes		✎	👁
82210	ABHAY KUMAR SINGH	Abhay_Singh	General Manager (Production)	Yes		✎	👁
94366	ABHIJIT SAHA	abhijit_saha	Deputy General Manager (Finance & Accounts)	Yes		✎	👁

- ➢ When you click Edit button user details are shown.
- ➢ Edit the details and click Update button to edit details.

User Detail

CPF No	110001	Name	ABC	Login ID	login ID
Designation	Superintending Engineer (P...⌄	Grade	E3 ⌄	Discipline	COMPUTER PROGRAMMING⌄
Email	Email	Mobile	9876543210	Reporting Manager	Reporting Manger
Location	Delhi ⌄	Section	Asia Pacific BU ⌄	Sub Section	Corporate Finance ⌄
Role Name	Project Manager-Mozambique ⌄	BDP Level	BDP Level ⌄	Active	Yes ⌄

Update Exit

- ➢ You can View user details using View button.

User Master	Location Master	Section Master	Sub Section Master	Designation & Discipline	Role & BDP Level	Manage EO	Manage OSD	Group Master	BDP Clause	☰ ▾

Add User

Filter : Search user from table

Per page: 20

CPF No ↑↓	Name ↑↓	Login ID ↑↓	Designation ↑↓	Active ↑↓	Created On ↑↓	Edit	View
110001	ABC		Superintending Engineer (Programming)	Yes		🖉	👁
82210	ABHAY KUMAR SINGH	Abhay_Singh	General Manager (Production)	Yes		🖉	👁
94366	ABHIJIT SAHA	abhijit_saha	Deputy General Manager (Finance & Accounts)	Yes		🖉	👁

- ➢ Click on View button, user details are shown.

User Detail

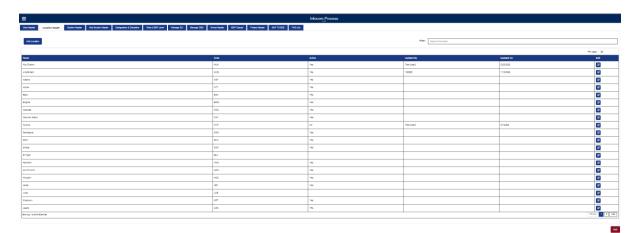|					
CPF No	110001	Name	ABC	Login ID	
Designation	Superintending Engineer (Programming)	Grade	E3	Discipline	COMPUTER PROGRAMMING
Email		Mobile	9876543210	Reporting Manager	
Location	DLH	Section	APAC	Sub Section	CFIN
Role Name	Project Manager-Mozambique	BDP Level		Active	Yes
Created On		Updated On	21.02.2022	Inactive On	

Exit

7   Location Master

> ➢ Location Master Screen.
> ➢ Click Exit to Exit.

> ➢ Click on Add Location button.
> ➢ Enter Name, code and Active.
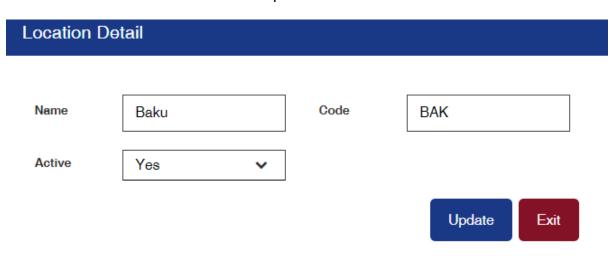> ➢ Click on Add button.
> ➢ Click Exit button to exit.

- ➢ Using Filter, you can search Location.
- ➢ For ex. if we search any Location its results are displayed.
- ➢ Click on Exit button to exit.

- ➢ You can Edit location details using Edit button.

- ➢ When you click Edit button location details are shown.
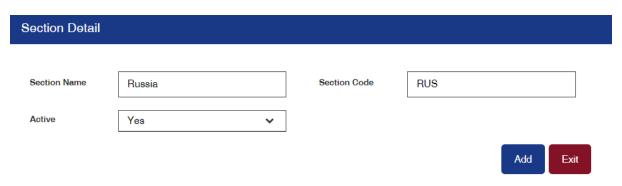- ➢ Edit the details and click Update button to edit details.

8   Section Master

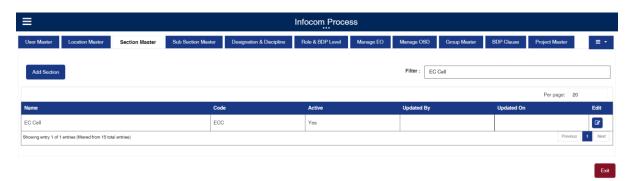➢ Section Master Screen.
➢ Click Exit to Exit.

➢ Click on Add Section button.
➢ Enter Section Name, Section code and Active.
➢ Click on Add button.
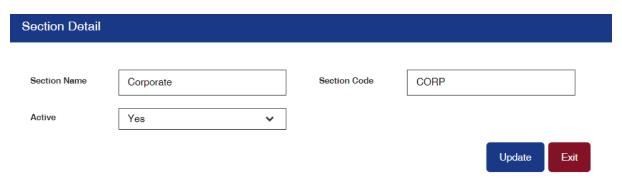➢ Click Exit button to exit.

- ➢ Using Filter, you can search Section.
- ➢ For ex. if we search any Section its results are displayed.
- ➢ Click on Exit button to exit.

- ➢ You can Edit Section details using Edit button.

- ➢ When you click Edit button Section details are shown.
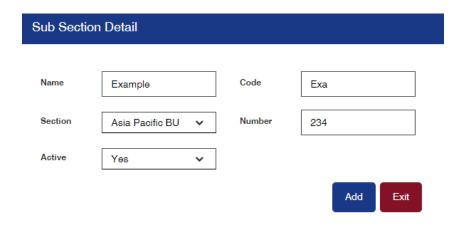- ➢ Edit the details and click Update button to edit details.

9   Sub Section Master

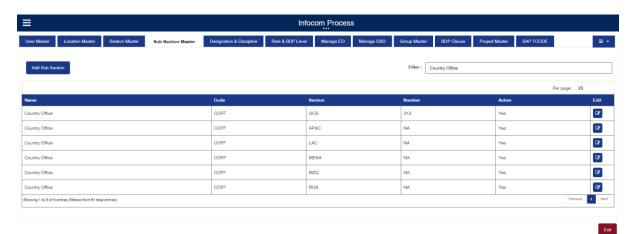- ➢ Sub Section Master Screen.
- ➢ Click Exit to Exit.

- ➢ Click on Add Sub Section button.
- ➢ Enter Name, code, Section, Number and Active.
- ➢ Click on Add button.
- ➢ Click Exit button to exit.

- ➤ Using Filter, you can search Sub Section.
- ➤ For ex. if we search any Sub Section its results are displayed.
- ➤ Click on Exit button to exit.

- ➤ You can Edit Sub Section details using Edit button.

- ➤ When you click Edit button details are shown.
- ➤ Edit the details and click Update button to edit details.

10 Designation and Discipline

- ➢ Designation and Discipline Screen.
- ➢ Click Exit to Exit.

- ➢ Click on Add New button.
- ➢ Enter Name, code, Section, Number and Active.
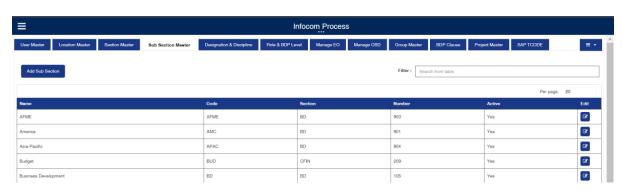- ➢ Click on Add button.
- ➢ Click Exit button to exit.

- ➢ Using Filter, you can search Designation and Discipline.
- ➢ For ex. if we search any Designation and Discipline its results are displayed.
- ➢ Click on Exit button to exit.

- ➢ You can Edit details using Edit button.

- ➢ When you click Edit button details are shown.
- ➢ Edit the details and click Update button to edit details.
- ➢ Click Delete button to delete.

11 Role & BDP Level

> ➢ Role & BDP Level Screen.
> ➢ Click Exit to Exit.

> ➢ Click on Add Role button to add Role.
> ➢ Click on Add BDP Level button to add BDP Level.

> ➢ Enter details.
> ➢ Click on Add button.

BDP Level	BDP Level	Rank	Rank
Type	Type ⌄		

Add   Exit

- ➢ Click Exit button to exit.
- ➢ Using Filter, you can search.
- ➢ For ex. if we do any search its results are displayed.
- ➢ Click on Exit button to exit.

Add Role   Filter : Country Manager

		Per page:	20

Name	BDP Level	Active	Edit
Country Manager - Colombia	L-IB	Yes	📝
Country Manager - Venezuela	L-IB	Yes	📝

Showing 1 to 2 of 2 entries (filtered from 93 total entries)   Previous **1** Next

Add Level   Filter : DO

		Per page:	20

BDP Level ⇅	Rank ⇅	Type ⇅	Edit
DO	E	Level	📝

Showing entry 1 of 1 entries (filtered from 15 total entries)   Previous **1** Next

- ➢ You can Edit details using Edit button.

- ➢ When you click Edit button details are shown.
- ➢ Edit the details and click Update button to edit details.

Role Detail

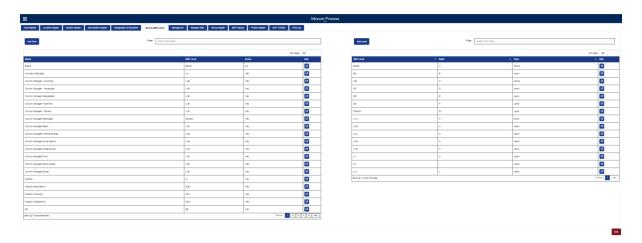|			
Role Name	Board	BDP Level	Board ▾
Active	No ▾		

Update Delete Exit

BDP Level	MD	Rank	C
Type	Group ▾		

Update Delete Exit

12 Manage EO

- ➢ Manage EO Screen.
- ➢ Click Exit to Exit.

Infocom Process

User Master | Location Master | Section Master | Sub Section Master | Designation & Discipline | Role & BDP Level | Manage EO | Manage OSD | Group Master | BDP Clause | Project Master | SAP TCODE | FAQ List

Add EO

Per page: 10

EO CPF No	EO Name	Director	For Role	Date From	Created On	Update By	Edit	Delete
100003	Test User3	100001-Test User1	Director (Finance)	11.02.2022	11.02.2022	2022-02-11T06:44:52.669Z		
100003	Test User3	100001-Test User1	Director (Finance)	11.02.2022	11.02.2022	2022-02-11T06:44:42.074Z		
100001	Test User1	100002-Test User2	Director (Finance)	01.02.2022	01.02.2022	2022-02-01T05:59:13.923Z		
46823	VIVEK MEHROTRA	100001-Test User1	Director (Finance)	01.02.2022	01.02.2022	2022-02-01T05:58:28.056Z		
100002	Test User2	100001-Test User1	Director (Finance)	29.01.2022	29.01.2022	2022-01-29T16:37:33.322Z		

Showing 1 to 5 of 5 entries

Previous 1 Next

Exit

- ➢ Click on Add/ Update EO button.
- ➢ Select For Role, Enter User and Date from.
- ➢ Click on Add button.
- ➢ Click Exit button to exit.

Add / Update EO

For Role	100002-Director (Finance) ⌄
User	Example
Date From	25.02.2022

Add   Exit

- ➢ You can Edit details using Edit button.

Infocom Process

| User Master | Location Master | Section Master | Sub Section Master | Designation & Discipline | Role & BDP Level | Manage EO | Manage OSD | Group Master | BDP Clause | Project Master | SAP TCODE | FAQ List |

Add EO

Per page: 10

EO CPF No	EO Name	Director	For Role	Date From	Created On	Update By	Edit	Delete
100003	Test User3	100001-Test User1	Director (Finance)	11.02.2022	11.02.2022	2022-02-11T06:44:52.669Z		
100003	Test User3	100001-Test User1	Director (Finance)	11.02.2022	11.02.2022	2022-02-11T06:44:42.074Z		
100001	Test User1	100002-Test User2	Director (Finance)	01.02.2022	01.02.2022	2022-02-01T05:59:13.923Z		
46823	VIVEK MEHROTRA	100001-Test User1	Director (Finance)	01.02.2022	01.02.2022	2022-02-01T05:58:28.056Z		
100002	Test User2	100001-Test User1	Director (Finance)	29.01.2022	29.01.2022	2022-01-29T16:37:33.322Z		

Showing 1 to 5 of 5 entries   Previous 1 Next
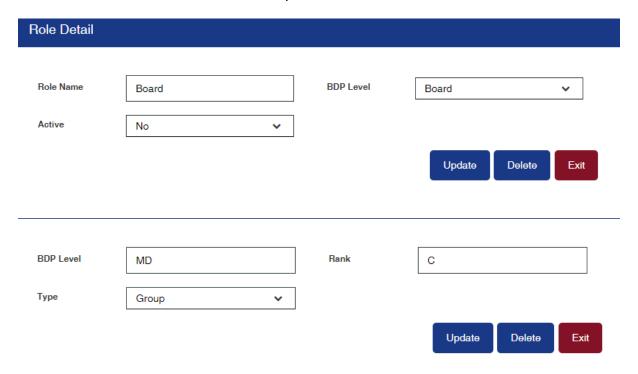
Exit
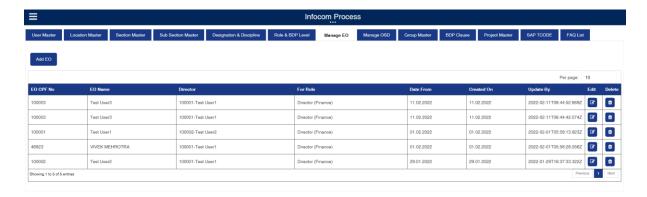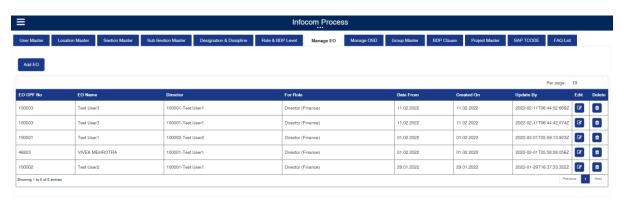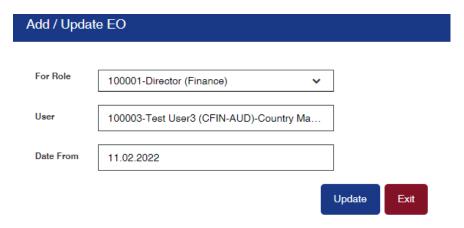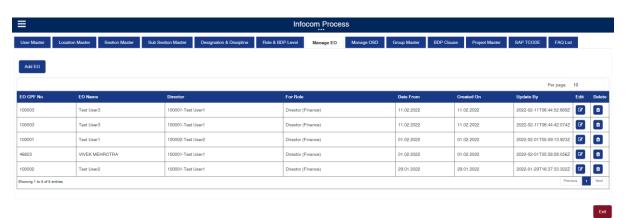
- When you click Edit button details are shown.
- Edit the details and click Update button to edit details.

Add / Update EO

For Role	100001-Director (Finance) ⌄
User	100003-Test User3 (CFIN-AUD)-Country Ma…
Date From	11.02.2022

Update   Exit

- You can delete details using delete button.

Infocom Process

User Master | Location Master | Section Master | Sub Section Master | Designation & Discipline | Role & BDP Level | Manage EO | Manage OSD | Group Master | BDP Clause | Project Master | SAP TCODE | FAQ List

Add EO

Per page: 10

EO CPF No	EO Name	Director	For Role	Date From	Created On	Update By	Edit	Delete
100003	Test User3	100001-Test User1	Director (Finance)	11.02.2022	11.02.2022	2022-02-11T06:44:52.669Z		
100003	Test User3	100001-Test User1	Director (Finance)	11.02.2022	11.02.2022	2022-02-11T06:44:42.074Z		
100001	Test User1	100002-Test User2	Director (Finance)	01.02.2022	01.02.2022	2022-02-01T05:59:13.923Z		
46823	VIVEK MEHROTRA	100001-Test User1	Director (Finance)	01.02.2022	01.02.2022	2022-02-01T05:58:28.056Z		
100002	Test User2	100001-Test User1	Director (Finance)	29.01.2022	29.01.2022	2022-01-29T16:37:33.322Z		

Showing 1 to 5 of 5 entries   Previous 1 Next

Exit

13 Manage OSD

- Manage OSD.
- Click Exit to Exit.

Infocom Process

User Master | Location Master | Section Master | Sub Section Master | Designation & Discipline | Role & BDP Level | Manage EO | Manage OSD | Group Master | BDP Clause | Project Master | SAP TCODE | FAQ List

Add OSD

Per page: 10

CPF No	Name	Role	Location	Section	Sub Seciton	Updated By	Updated On	Edit	Delete
105380	MRITUNJAY KUMAR	OSD (Finance)	DLH	CSS	SAP	Test User1	2/4/2022		
100003	Test User3	OSD	AMS	PFIN	PFIN	Test User5	1/26/2022		
100003	Test User3	OSD	AMS	PFIN	PFIN	Test User5	1/26/2022		

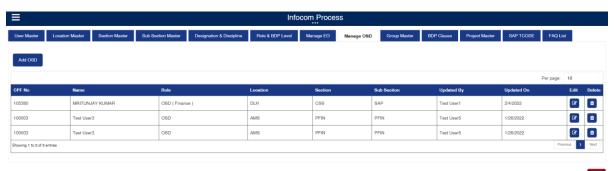Showing 1 to 3 of 3 entries   Previous 1 Next

Exit

- Click on Add OSD button.
- Enter Details.
- Click on Add button.
- Click Exit button to exit.

Add / Update OSD

For Role   100002-Director (Finance)   ⌄

User   100002-Test User2 (BD-AMC)-Company Sec...

[Add]   [Exit]

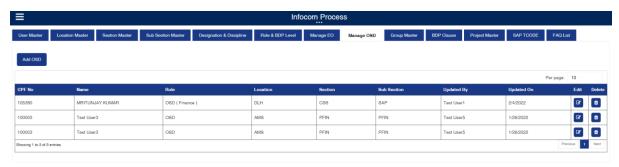- You can Edit details using Edit button.

- When you click Edit button details are shown.
- Edit the details and click Update button to edit details.

Add / Update OSD

For Role   100001-Director (Finance)   ⌄

User   105380-MRITUNJAY KUMAR (CSS-SAP)-O...

[Update]   [Exit]

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> ➢ You can delete details using delete button.

14   Group Master

> ➢ Group Master Screen.
> ➢ Click Exit to Exit.

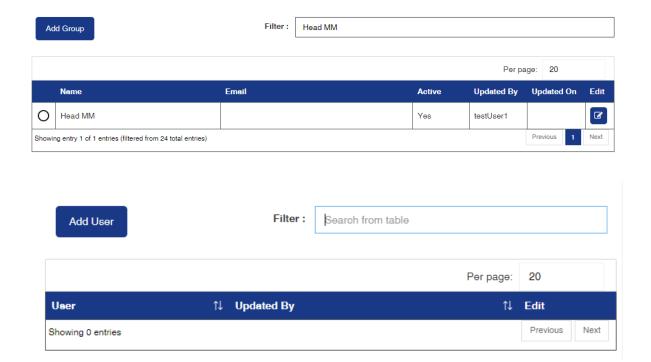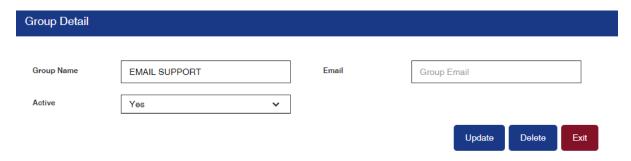> ➢ Click on Add group button to add group.
> ➢ Enter details.

- ➤ Click on Add user button to add user.
- ➤ Enter details.

Member Detail

Group Name		User Name	Type cpf no, desgination,name..

Add   Exit

- ➤ Click on Add button.
- ➤ Click Exit button to exit.

- ➤ Using Filter, you can search.
- ➤ For ex. if we search its results are displayed.
- ➤ Click on Exit button to exit.

Add Group   Filter : Head MM

Per page: 20

	Name	Email	Active	Updated By	Updated On	Edit
○	Head MM		Yes	testUser1		✎

Showing entry 1 of 1 entries (filtered from 24 total entries)   Previous 1 Next

Add User   Filter : Search from table

Per page: 20

User	↑↓	Updated By	↑↓	Edit

Showing 0 entries   Previous Next

- ➤ You can Edit details using Edit button.

Infocom Process

User Master	Location Master	Section Master	Sub Section Master	Designation & Discipline	Role & BDP Level	Manage EO	Manage OSD	Group Master	BDP Clause	Project Master	SAP TCODE

FAQ List

Add Group   Filter : Search from table

Per page: 20

	Name	Email	Active	Updated By	Updated On	Edit
○	HEAD IT		Yes			✎
○	EMAIL SUPPORT		Yes	testUser1	19.10.2021	✎
○	BILLING SUPPORT	disha_support@ongovidesh.in	No	Test User2	07.02.2022	✎
○	IT SUPPORT		Yes	testUser1	19.10.2021	✎

Add User   Filter : Search from table

Per page: 20

User	↑↓	Updated By	↑↓	Edit
100005-Test User5 (Chief Engineer (Production))		testUser1		🗑
131922-SAURABH NATHANI (Senior Finance & Accounts Officer)		Test User2		🗑

Showing 1 to 2 of 2 entries   Previous 1 Next

- ➢ When you click Edit button details are shown.
- ➢ Edit the details and click Update button to edit details.
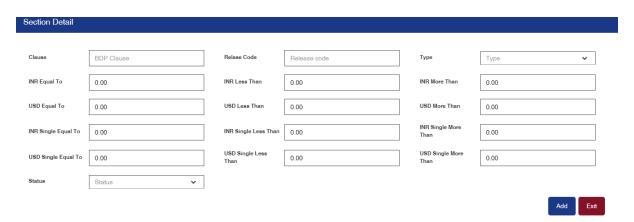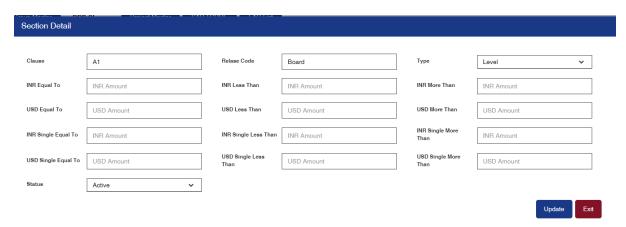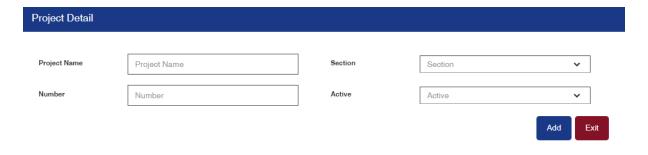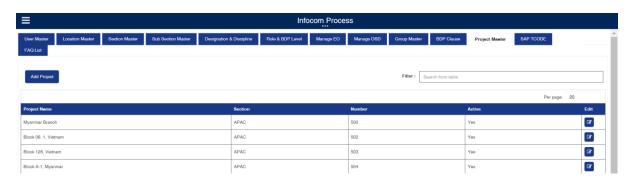- ➢ Delete details using delete button.

Group Detail

Group Name	EMAIL SUPPORT	Email	Group Email
Active	Yes ▼		

Update   Delete   Exit

15 BDP Clause

- ➢ BDP Clause Screen.
- ➢ Click Exit to Exit.

- ➢ Click on Add BDP button.
- ➢ Enter details.

Section Detail

Clause	BDP Clause	Relase Code	Release code	Type	Type ▼
INR Equal To	0.00	INR Less Than	0.00	INR More Than	0.00
USD Equal To	0.00	USD Less Than	0.00	USD More Than	0.00
INR Single Equal To	0.00	INR Single Less Than	0.00	INR Single More Than	0.00
USD Single Equal To	0.00	USD Single Less Than	0.00	USD Single More Than	0.00
Status	Status ▼				

Add   Exit

- ➢ Click on Add button.
- ➢ Click Exit button to exit.

- ➢ Using Filter, you can search.
- ➢ For ex. if we search its results are displayed.
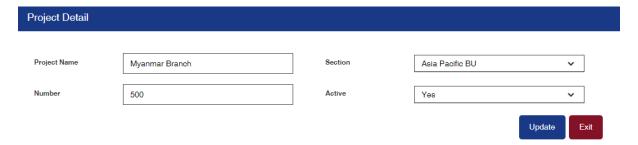- ➢ Click on Exit button to exit.

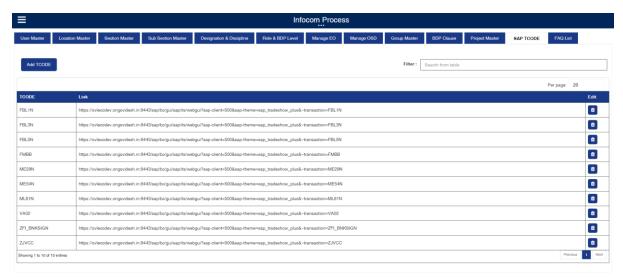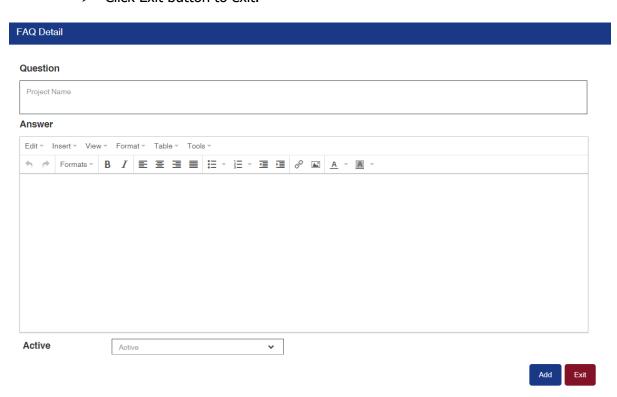- ➢ You can Edit details using Edit button.

- ➢ When you click Edit button details are shown.
- ➢ Edit the details and click Update button to edit details.
- ➢ Delete details using delete button.

16 Project Master

- ➢ Project Master Screen.
- ➢ Click Exit to Exit.

- ➢ Click on Add Project button.
- ➢ Enter details.
- ➢ Click on Add button.
- ➢ Click Exit button to exit.

Project Detail

Project Name	Project Name	Section	Section
Number	Number	Active	Active

Add   Exit

- ➢ Using Filter, you can search.
- ➢ For ex. if we search its results are displayed.
- ➢ Click on Exit button to exit.

Project Name	Section	Number	Active	Edit
ONGC Nile Ganga B.V.	MENA	575	Yes	

Showing entry 1 of 1 entries (filtered from 66 total entries)   Previous 1 Next

Exit

➢ You can Edit details using Edit button.

➢ When you click Edit button details are shown.
➢ Edit the details and click Update button to edit details.

17 SAP TCODE

➢ SAP TCODE Screen.
➢ Click Exit to Exit.

- ➢ Click on Add TCODE button.
- ➢ Enter details.
- ➢ Click on Add button.
- ➢ Click Exit button to exit.

TCode Detail

TCODE	TCODE
Link	Link

Add   Exit

- ➢ Using Filter, you can search.
- ➢ For ex. if we search its results are displayed.
- ➢ Click on Exit button to exit.

- ➢ You can delete details.
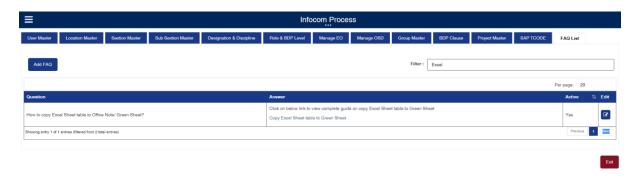
18 FAQ List

- ➢ FAQ List Screen.
- ➢ Click Exit to Exit.

- ➢ Click on Add FAQ button.
- ➢ Enter details.
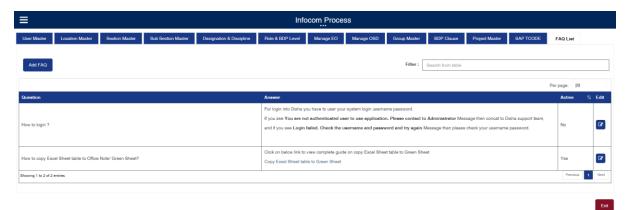- ➢ Click on Add button.
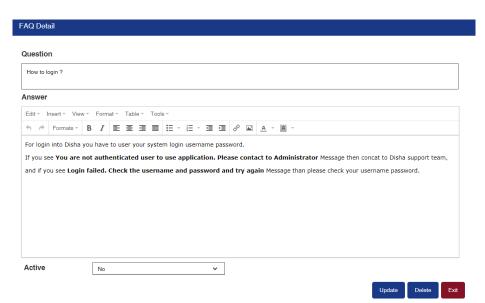- ➢ Click Exit button to exit.

- ➢ Using Filter, you can search.
- ➢ For ex. if we search its results are displayed.
- ➢ Click on Exit button to exit.

- ➢ You can edit details using edit button.

- ➢ Click on Update to edit and update.
- ➢ Click on delete to delete.

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