



ONGC Videsh Ltd.



2021

# Paperless Office Interest/Penalty on Various Statutory Levies – User Manual

## Restrictions

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## Document Control

### Document Information

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## 1 Introduction

This document is intended to guide you step by step through the Paperless E-Office Application.

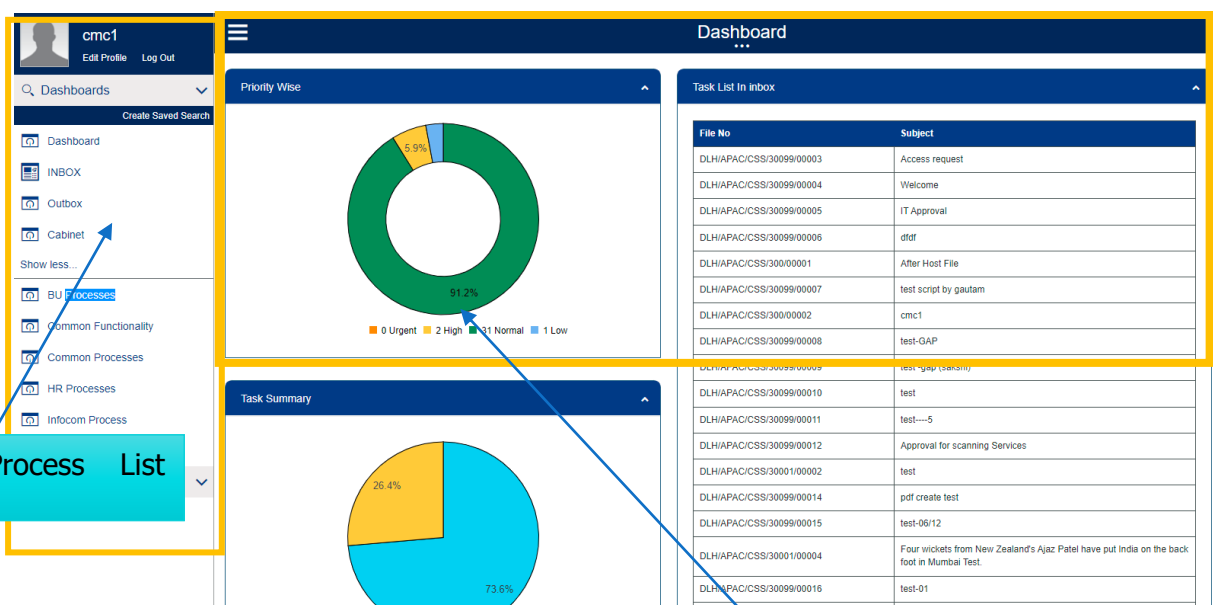
## 2 Login in the Paperless office:

- 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, 2:26.0...
DLH/APAC/CSS/30001...	Four wickets from New...	User Access Managem...	User Access Managem...	cmc2 (900003)-Genera...	Normal	Dec 6, 2021, 2:20.5...
DLH/APAC/CSS/30099...	test-06/12	Generic File Initiator	Generic File Initiator		Low	Dec 6, 2021, 11:04.2...

#### 4 How to run the BU Process

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

**BU Processes**

Process Name	Launch
Payment towards Compliance and Contracts	Launch
Interest/Penalty on Various Statutory Levies	Launch
Re-Appropriation of Budget	Launch

## 5 Interest/Penalty on Various Statutory Levies Launch:

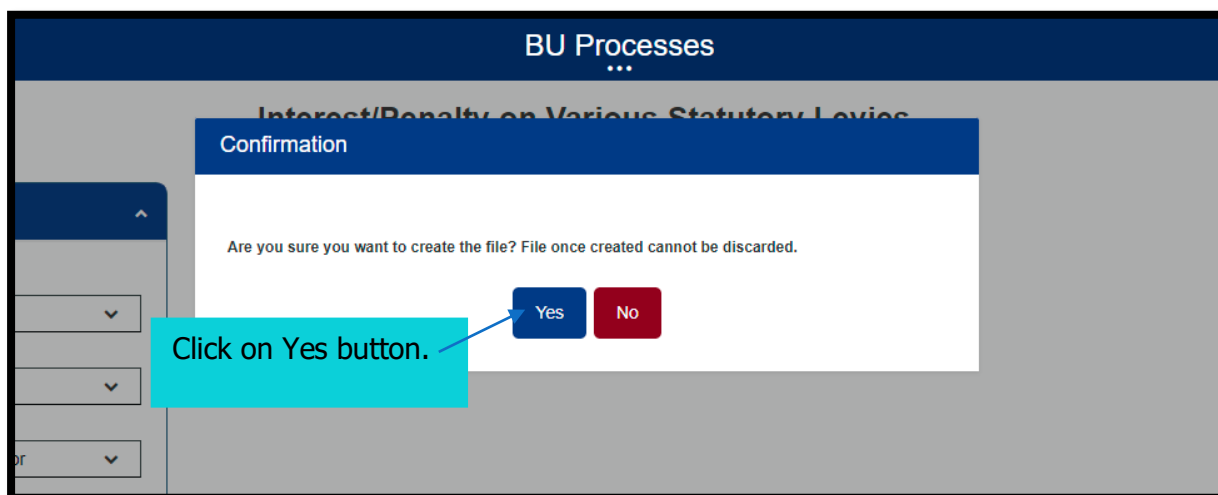
- Click on Launch button.

The screenshot shows the 'BU Processes' page. On the left is a sidebar with navigation links: Dashboards, INBOX, Outbox, Cabinet, BU Processes, Common Functionality, Common Processes, HR Processes, Infocom Process, RT-PQ Register, and Launch. The main content area has a header 'BU Processes' and a table titled 'List of Processes'. The table has two columns: 'Process Name' and 'Launch'. The 'Launch' column contains 'Launch' buttons for each process. The 'Interest/Penalty on Various Statutory Levies' 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 button' points to the button.

- 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.**
- Click on Create button of File Action panel.

The screenshot shows the 'Interest/Penalty on Various Statutory Levies' page. The 'Meta Data' panel is open, displaying the following fields: Location (Delhi), Section (Asia Pacific BU), Sub Section (Corporate Support Services), Projects (NA), Subject (Statutory Manual), and Priority (Normal). The 'File Action' panel is also open, showing 'Exit' and 'Create' buttons. A blue arrow points to the 'Create' button, and a callout box with the text 'Click on Create button' points to it.

- 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 Series e.g., DLH/APAC/CSS/30003/00005

## 6 Initiator Screen

### Initiator Screen Opens in Full View:

[illegible]



## 6.1 Form Information

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

**BDP Clause** – The Applicable BDP Clause can be entered here.

**View BDP Button**– On click of this button, the BDP Document will open at the selected BDP Clause page.

**Note Sheet(s)** – It shows the complete Note of Green Sheet/Office Note .

**File Workflow**– On click of this button, the BDP Document will open at the selected BDP Clause page.

**Office Note/ Green Sheet** – User can type the contents of the note sheet for which the approval is required in the file.

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

**Yellow Note** – They are similar to the yellow post-it stickers we use in physical files. They are like informal instruction provided to the next user which is not recorder in the note. Since this is a informal way of communication this can be removed by any user once he reads the instruction. This does not for part of the note. However, it is user's purgative to remove the yellow note when he feels.

**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.

**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.

## 6.2 Fill BDP Clause

- Enter Amount according to BDP Clause.
- Select BDP.
- Click on View BDP.

The screenshot shows a web form titled "BDP Clause". It has two main sections. The first section has a label "Amount" and a text input field containing "9,000.00". To the right of this is a "Currency" dropdown menu showing "INR" with a downward arrow. The second section has a label "Select BDP" and a text input field containing "D5". To the right of this is a blue button labeled "View BDP". Two red callout boxes with arrows point to the form: one points to the "Amount" field with the text "Enter Amount", and the other points to the "Select BDP" field with the text "Select Clause".

- BDP Screen opens as shown:

The screenshot shows a web browser displaying a document titled "D5". The document contains a table with the following content:

D5 Interest/penalty on various statutory levies		
Full Powers	Director concerned (Administrative)	• Cases approved should be informed to Board on quarterly basis by HCF
Up to USD 8,500/ INR 6 lakh in each case	L-I	

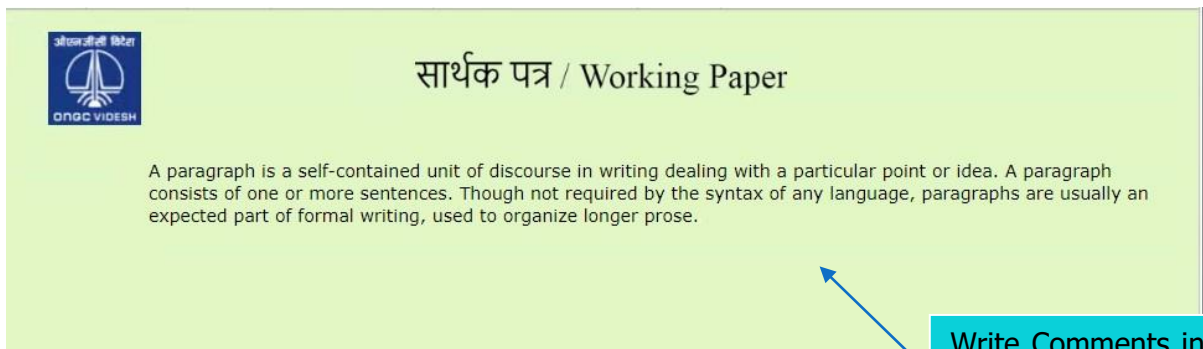
D6.a Expenditure sanction for statutory payments, post & courier charges, electricity, water charges & other utility charges		
Full Powers - As per actuals	L-I	
Up to USD 6,000/ INR 4 lakh in each case	L-II	
Up to USD 1,500/ INR 1 lakh in each case	L-III	

D6.b Expenditure sanction for freight of material carried		
Air (including air lifting of material) in urgent cases – As per actuals	L-I	
Ocean, River, Railways, Road and Air (where Air is cheaper or more suitable than alternative modes) – As per actuals	L-II	

### 6.3 Add Office Note/ Green Sheet

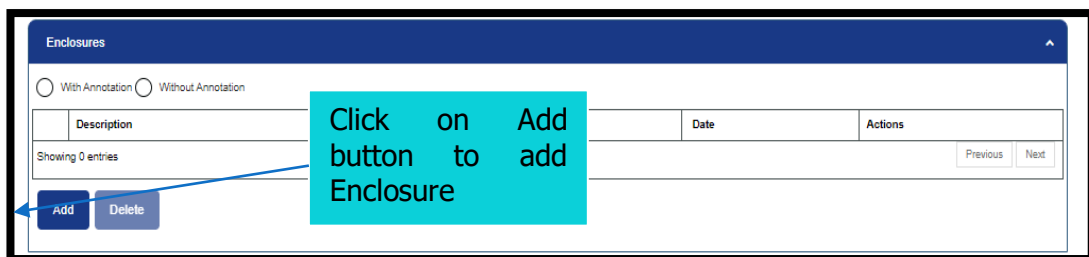
- Write your Comment on Office note.



Write Comments in Office Note/Green Sheet

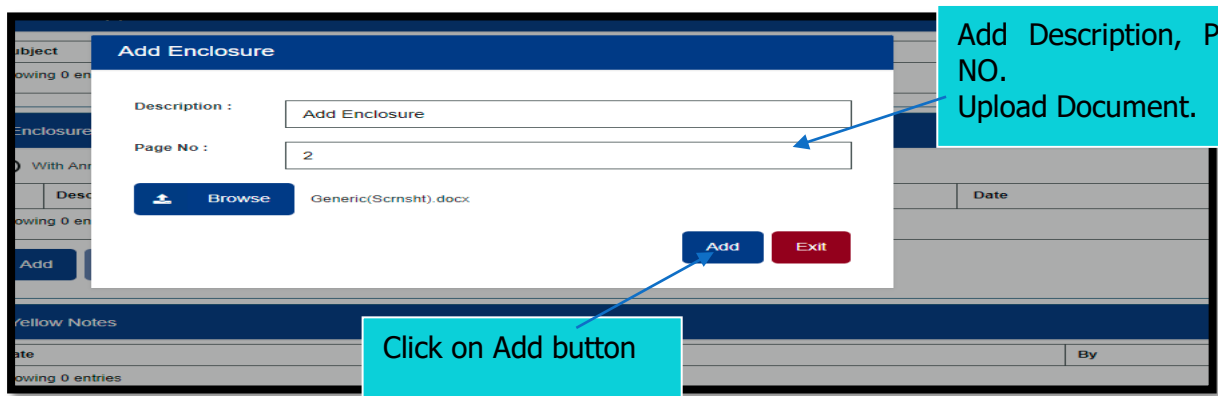
### 6.4 Add Enclosure

- 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 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.



Add Description, Page NO. Upload Document.

Click on Add button

## 6.5 Add Yellow Note

- Click on Add Yellow Note button of Yellow Notes.

Yellow Notes

Date: Showing 0 entries

By: Previous Next

Add Yellow Note

- Fill the box of yellow note.
- Click on Add Button.

HR Onboarding Initiator

Subject By Status Date

Showing 0 entries

Add Yellow Note

Yellow Note:

server. You can use Process Inspector to troubleshoot process instances that have problems. Procedure

Add Exit

Type Yellow Note and click on Add button

Showing entry 1 of 1 entries

Add Delete

## 7 Sending a File

### 7.1 Initiator Screen

- Enter the Full details of Period Details field
  - Name
  - Quarter Start Date
  - Quarter End Date
  - Financial Year Start Date
  - Financial Year End Date

Period Details

Nature: Interest

Quarter Start Date: 01.12.2021

Quarter End Date: 25.12.2021

Financial Year Start Date: 16.12.2021

Financial Year End Date: 08.01.2022

- Enter the description of Interest/Penalty on Brief Description of Interest/Penalty Paid on Field.
- Enter the reason of Interest/Penalty on Reason for Payment of Interest/Penalty Field.
- Enter the description on Action taken to Avoid in Future Field.
- Enter the description of Remarks Field.

Brief Description of Interest / Penalty Paid on

- a. Test Case Authors, Testers and Approvers are trained on the required test procedures.
- b. Testers shall have required access to the system depending on user roles of the application

Reason for Payment of Interest / Penalty

- a. Test Case Authors, Testers and Approvers are trained on the required test procedures.
- b. Testers shall have required access to the system depending on user roles of the application

Action taken to Avoid in Future

- a. Test Case Authors, Testers and Approvers are trained on the required test procedures.
- b. Testers shall have required access to the system depending on user roles of the application

Remarks

- a. Test Case Authors, Testers and Approvers are trained on the required test procedures.
- b. Testers shall have required access to the system depending on user roles of the application

- Click on E-sign button.

**Note: On click of save button. Nothing will saved as Draft.**

File Action

Save & Close E-Sign History

Activate Windows  
Go to Settings to activate Windows.

Click on E-Sign

- Enter the user of Recommended, Concurred and Approved field.
- Click on Add Button.

Interest/Penalty on Various Statutory Levies Initiator

Select Users

Select Favourite

Reviewed/Recommended By : 100004-Test User4 (APAC-BUD)-Company Secretary Add

Agreed/Concurred By : 100002-Test User2 (LAC-BD)-Country Manager-Imperial Energy Add

Approved By : 100003-Test User3 (CPS-CPS)-General Manager ( Production ) Add

100003-Test User3 (CPS-CPS)-General Manager ( Production )

Selected Users

Per page: 10

User Type	CPF No	Name	Section	Sub Section	Role/Designation
Showing 0 entries					

Previous Next

Forward Exit

Click on Add button

- All users are showing in table of selected users.
- Click on Forward button.

Interest/Penalty on Various Statutory Levies Initiator

Select Users

Select Favourite

Reviewed/Recommended By : Type user name,cpf no,designation.. Add

Agreed/Concurred By : Type user name,cpf no,designation.. Add

Approved By : Type user name,cpf no,designation.. Add

Selected Users

Per page: 10

User Type	CPF No	Name	Section	Sub Section	Role/Designation	
Reviewed/Recommended By	100004	Test User4	APAC	BUD	Company Secretary	✖
Agreed/Concurred By	100002	Test User2	LAC	BD	Country Manager-Imperial Energy	✖
Approved By	100003	Test User3	CPS	CPS	General Manager ( Production )	✖

Showing 1 to 3 of 3 entries

Previous 1 Next

Forward Exit

Click on Forward button.

- Now task go to the Review/Recommender.
- Login to the Review/Recommender user.




## 7.2 Reviewer/Recommender Screen

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

cmc1 Edit Profile Log Out		INBOX					
Enter search text...							
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...	Us... 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			Normal	Dec 7, 2021, 12:02...	
DLH/APAC/CSS/30003...	Intrest Penalty on statu...	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 (5694...	Normal	Dec 6, 2021, 4:39:5...	
DLH/APAC/CSS/300/0...	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 Reviewed	File Reviewed	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...	

Task is visible in Inbox

- User can enter the comment which is visible with sign 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

- All the sign of users shown in Office Note.

Interest/Penalty Reviewer / Recommender

Meta Data  


---

 BDP Clause  


---

 BDP : D5 View BDP  
 Amount: 23,456 INR  
 Equivalent Amount in USD: 2,345

Office Note / Green Sheet

### Interest/Penalty on Various Statutory Levies

Project Name:	NA
Nature:	Interest
Quarter:	01.12.2021 to 25.12.2021
Financial Year:	16.12.2021 to 08.01.2022
Amount in Local Currency:	INR 23,456.00
Amount Equivalent in USD:	2,345.00

**Brief Description of Interest/Penalty paid on:**  
a. Test Case Authors, Testers and Approvers are trained on the required test procedures. b. Testers shall have required access to the system depending on user roles of the application

**Reason for Payment of Interest/Penalty:**  
a. Test Case Authors, Testers and Approvers are trained on the required test procedures. b. Testers shall have required access to the system depending on user roles of the application

**Action Taken to Avoid in Future :**  
a. Test Case Authors, Testers and Approvers are trained on the required test procedures. b. Testers shall have required access to the system depending on user roles of the application

**Remarks:**  
a. Test Case Authors, Testers and Approvers are trained on the required test procedures. b. Testers shall have required access to the system depending on user roles of the application

Submitted for Approval under BDP Clause D5 for INR 23,456.00 (Equivalent to USD 2,345.00).

- Click on E-sign button.


File Action

Save & Close

E-sign


History


Click on E-Sign



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- 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.
- Select Review/Recommended on Select Action.
- Click on Forward button.

**NOTE:** (If **Return to Initiator** is selected then the task will be returned to previous user. If **Forward for Review** is selected, then select a user in select Reviewer field)

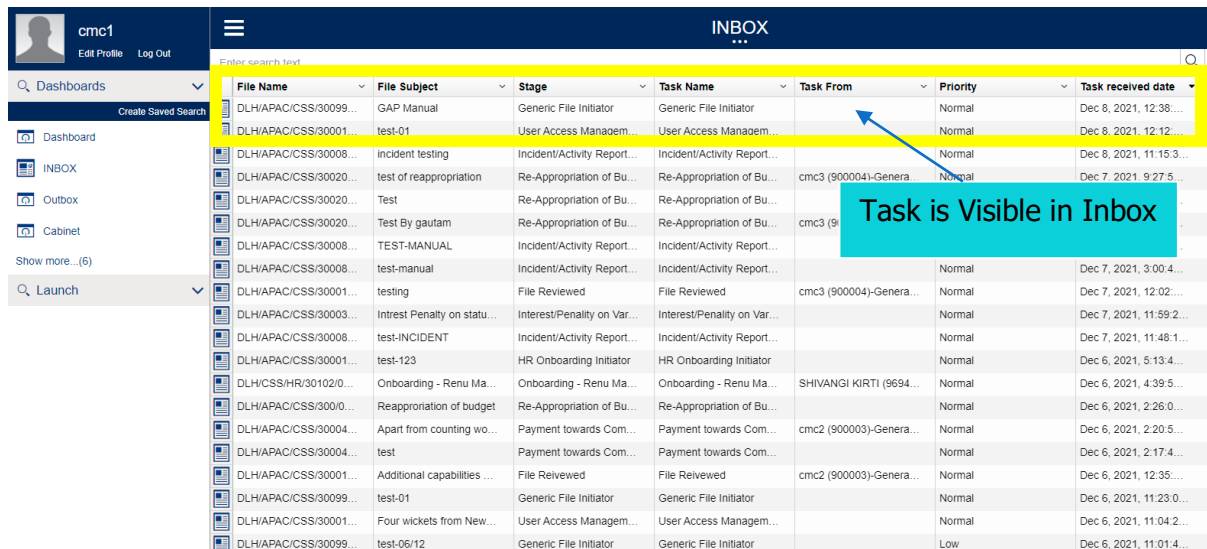
The screenshot shows a web application interface titled "Interest/Penalty Reviewer / Recommender". A modal window titled "Action With eSign" is open, displaying a "Select Action" section with three radio button options: "Review / Recommend" (selected), "Return to Initiator", and "Forward For Review". Below these options are two buttons: "Forward" (blue) and "Exit" (red). A blue callout box with the text "Select Action and Click on Forward Button" has an arrow pointing to the "Forward" button. The background interface includes a table with columns like "Add Enclosure", "Test User1", and "Showing entries".

- Task goes to the Agree/Concurrer.
- Login with Agree/Concurrer User.



### 7.3 Agree/Concurren Screen.

- Open the task from 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...	cmc3 (900004)-Genera...	Normal	Dec 7, 2021, 9:27:5...
DLH/APAC/CSS/30020...	Test By gautam	Re-Appropriation of Bu...	Re-Appropriation of Bu...	cmc3 (900004)-Genera...	Normal	Dec 7, 2021, 9:27:5...
DLH/APAC/CSS/30008...	TEST-MANUAL	Incident/Activity Report...	Incident/Activity Report...		Normal	Dec 7, 2021, 3:00:4...
DLH/APAC/CSS/30008...	test-manual	Incident/Activity Report...	Incident/Activity Report...		Normal	Dec 7, 2021, 11:59:2...
DLH/APAC/CSS/30001...	testing	File Reviewed	File Reviewed	cmc3 (900004)-Genera...	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 Reviewed	File Reviewed	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...

- All the sign of users shown in Office Note/Green Sheet.



Interest/Penalty Agree / Concurrer

Subject: Manual statutory Location: Delhi

Meta Data

BDP Clause

BDP : D5 View BDP

Amount: 23,456 INR

Equivalent Amount in USD: 2,345

Office Note / Green Sheet

Reason for Payment of Interest/Penalty:  
a. Test Case Authors, Testers and Approvers are trained on the required test procedures. b. Testers shall have required access to the system depending on user roles of the application

Action Taken to Avoid in Future :  
a. Test Case Authors, Testers and Approvers are trained on the required test procedures. b. Testers shall have required access to the system depending on user roles of the application

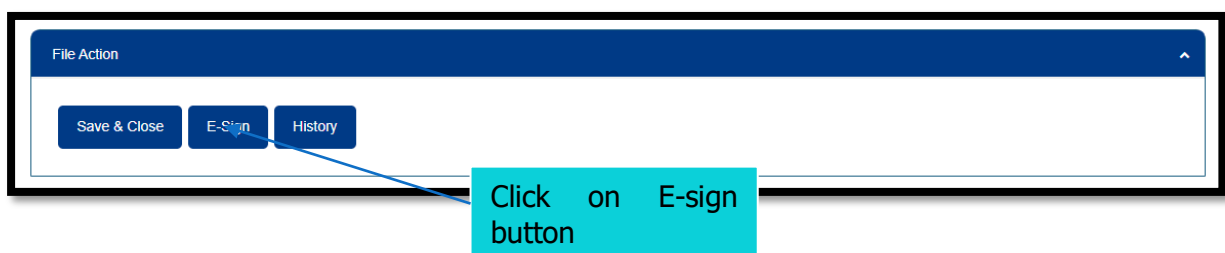
Remarks:  
a. Test Case Authors, Testers and Approvers are trained on the required test procedures. b. Testers shall have required access to the system depending on user roles of the application

Submitted for Approval under BDP Clause D5 for INR 23,456.00 (Equivalent to USD 2,345.00).

Forwarded & Electronically Signed By :  
Test User1 (100001)-Senior Geophysicist ( Surface )  
On : 02.12.2021 02:17:48 PM

Forwarded & Electronically Signed By :  
Test User4 (100003)-General Manager ( Production )  
On : 02.12.2021 02:29:07 PM

- Click on E-sign button.



File Action

Save & Close E-Sign History

Click on E-sign button

- Select Agree/Concur on Select Action.
- Click on Forward button.

Interest/Penalty Agree / Concurrer

○ Add Enclosure Test User1

Showing entry

Add

Yellow No

Date 02.12.2021

Showing entry 1 of 1

By Test

**Action With eSign**

**Select Action**

☒ Agree / Concur ☐ Return to Initiator ☐ Forward For Review

Forward Exit

Click on Forward button.

- Task goes to the Approver.
- Login with Approver User.



## 7.4 Approver Screen.

- Open the task from Inbox.

The screenshot shows the 'INBOX' interface with a search bar and a list of tasks. The task list has columns: File Name, File Subject, Stage, Task Name, Task From, Priority, and Task Received Date. A yellow box highlights a task with ID 'DLH/APAC/CSS/30001...' and subject 'test-01'. A blue arrow points to this task with the text '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/30000...	incident testing	Incident/Activity Report...	Incident/Activity Report...		Normal	Dec 8, 2021, 11:10...
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/30001...	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 Reviewed	File Reviewed	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...

- All the sign of users shown in Office Note/Green Sheet.

The screenshot shows the 'Interest/Penalty Approver' interface. On the left, there's a 'Meta Data' section with 'BDP Clause' and 'View BDP' button. The main area is 'Office Note / Green Sheet' with a green background. It contains a table with project details and a brief description of interest/penalty.

सार्थक पत्र / Working Paper	
<u>Interest/Penalty on Various Statutory Levies</u>	
Project Name:	NA
Nature:	Interest
Quarter:	01.12.2021 to 25.12.2021
Financial Year:	16.12.2021 to 08.01.2022
Amount in Local Currency:	INR 23,456.00
Amount Equivalent in USD:	2,345.00
Brief Description of Interest/Penalty paid on:	
a. Test Case Authors, Testers and Approvers are trained on the required test procedures. b. Testers shall have required access to the system depending on user roles of the application	
Reason for Payment of Interest/Penalty:	
a. Test Case Authors, Testers and Approvers are trained on the required test procedures. b. Testers shall have required access to the system depending on user roles of the application	
Action Taken to Avoid in Future :	
a. Test Case Authors, Testers and Approvers are trained on the required test procedures. b. Testers shall have required access to the system depending on user roles of the application	
Remarks:	

- Click on E-sign button.

The screenshot shows the 'File Action' section with three buttons: 'Save & Close', 'E-Sign', and 'History'. A blue box highlights the 'E-Sign' button with the text 'Click on E-sign button'.

- Select Approve on Select Action.

The screenshot shows the 'Interest/Penalty Approver' interface. A modal dialog titled 'Action With eSign' is open. Inside the dialog, under the 'Select Action' heading, there are three radio button options: 'Approve' (which is selected), 'Return to Initiator', and 'Forward For Review'. At the bottom of the dialog, there are two buttons: 'Forward' (in blue) and 'Exit' (in red). The background interface includes a header bar, a table with columns for 'Add Enclosure', 'Test User1', and 'Showing entry', and a 'Yellow Note' section with a date field set to '02.12.2021' and a table showing 'Showing entry 1 of 1 entries'.

- Now select Approve & Send to Initiator on Select Action.
- Click on Forward button.

**Note:** (If you select **Approve & Send to Other User** task goes to the selected user.)

This screenshot shows the same 'Interest/Penalty Approver' interface. The 'Action With eSign' dialog is open, but the 'Select Action' options are different: 'Approve & Send To Initiator' (selected) and 'Approve & Send To Other User'. The buttons at the bottom are 'Back', 'Forward', and 'Exit'. A blue arrow points from a text box labeled 'Click on Forward button' to the 'Forward' button. The background interface is similar to the previous screenshot, but the 'Yellow Note' section now shows a date of '02.12.2021' and a table with 'Showing entry 1 of 1 entries'.

- Task goes to the Initiator.
- Login to the Initiator user.



## 7.5 Initiator Screen

- Open the task from 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)		
DLH/APAC/CSS/30020...	Test	Re-Appropriation of Bu...	Re-Appropriation of Bu...	cmc3 (900004)		
DLH/APAC/CSS/30020...	Test By gautam	Re-Appropriation of Bu...	Re-Appropriation of Bu...	cmc3 (900004)		
DLH/APAC/CSS/30008...	TEST-MANUAL	Incident/Activity Report...	Incident/Activity Report...			
DLH/APAC/CSS/30008...	test-manual	Incident/Activity Report...	Incident/Activity Report...			
DLH/APAC/CSS/30001...	testing	File Reviewed	File Reviewed	cmc3 (900004)-Genera...	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 Reviewed	File Reviewed	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...

- All the sign of users shown in Office Note/Green Sheet.

- Click on Send to Cabinet button.

- Click on Yes button.
- Task goes to the Cabinet button.

## 7.6 Cabinet Screen

- Click on Cabinet button on the Process list Panel.
- Select your File in Table.
- Click on Open button.

The screenshot shows the 'Cabinet' interface. On the left, a sidebar contains a 'Process list Panel' with buttons for 'Dashboard', 'INBOX', 'Outbox', and 'Cabinet'. The 'Cabinet' button is highlighted with a yellow box. A blue arrow points from a text box to this button. The main area displays a table of files with columns: File No, Subject, Year, Created By, Created Date, and Updated On. The first row is selected. Below the table, there is an 'Open' button. A blue arrow points from a text box to this button. At the bottom, a pagination bar shows 'Showing 1 to 10 of 36 entries' and navigation links.

Click on Cabinet button on the process list panel

Click on Open button.

File No	Subject	Year	Created By	Created Date	Updated On
DLH/ECC/OMD/10001/00019	Manual statutory	2021-22	Test User1 (100001)	02-12-2021	02-12-2021
DLH/ECC/OMD/10001/00018	Manual-Statutory	2021-22	Test User1 (100001)	02-12-2021	02-12-2021
DLH/ECC/OMD/10099/00016	test -outbox generic	2021-22	Test User1 (100001)	02-12-2021	02-12-2021
DLH/ECC/OMD/10001/00017	flow test	2021-22	Test User1 (100001)	02-12-2021	02-12-2021
DLH/ECC/OMD/1000410/00001	test bd 2/12	2021-22	Test User1 (100001)	02-12-2021	02-12-2021
DLH/ECC/OMD/10001/00014	hlyy--1	2021-22	Test User1 (100001)	01-12-2021	01-12-2021
DLH/ECC/OMD/1000610/00003	Test-----4	2021-22	Test User1 (100001)	01-12-2021	01-12-2021
DLH/ECC/OMD/10001/00012	TESTUAM	2021-22	Test User1 (100001)	01-12-2021	01-12-2021
DLH/ECC/OMD/10001/00011	TEST-UAM (Mail)	2021-22	Test User1 (100001)	01-12-2021	01-12-2021
DLH/ECC/OMD/10002/00006	test-script	2021-22	Test User1 (100001)	01-12-2021	01-12-2021

- Now you can see all the data of user.

The screenshot shows the 'Cabinet' interface with a detailed view of a user's data. The left sidebar contains a 'User Data' section with fields for Location, Date, Section, BIC Code, Sub Section, Office of Managing Director, Project, NA, Budget, Manual statutory, Priority, and Name. The main area displays a 'Working Paper' titled 'Interest/Penalty on Various Statutory Levies'. Below this, there are several sections: 'Interest/Penalty on Various Statutory Levies', 'Brief Description of Interest/Penalty paid', 'Reason for Payment of Interest/Penalty', and 'Action Taken to Avoid in Future'. Each section contains a table of data. The 'Interest/Penalty on Various Statutory Levies' table has columns for Interest, Penalty, and Amount. The 'Brief Description of Interest/Penalty paid' table has columns for Description, Date, and Amount. The 'Reason for Payment of Interest/Penalty' table has columns for Reason, Date, and Amount. The 'Action Taken to Avoid in Future' table has columns for Action, Date, and Amount. At the bottom, there is a 'File Action' section with buttons for 'Edit' and 'History'.



## 7.7 Outbox Screen

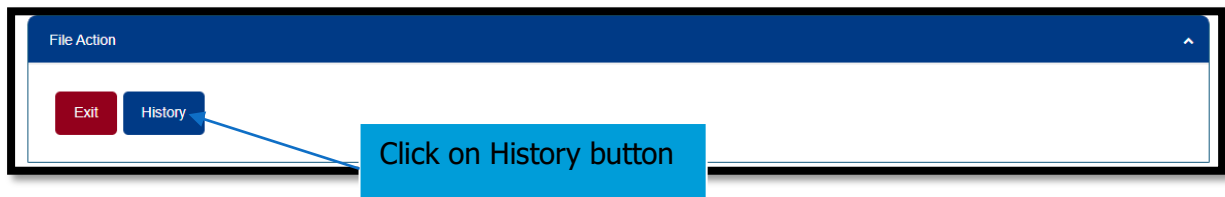
- Click on Outbox button on the Process list Panel.
- Select your File in Table.
- Click on Open button.

The screenshot shows the 'Outbox' interface. On the left, a sidebar contains a 'Process list' with buttons for 'Dashboard', 'INBOX', and 'Outbox'. The 'Outbox' button is highlighted with a yellow box. Below the sidebar, a text box says 'Click on outbox button on the process list'. The main area displays a table of files with columns: File No, Subject, Priority, Stage, Action, and Date. The table contains 10 entries. Below the table, there is a pagination bar showing 'Showing 1 to 10 of 108 entries' and buttons for 'Previous', '1', '3', '5', '8', '11', and 'Next'. At the bottom of the table, there is an 'Open' button, which is highlighted with a blue box and an arrow. A text box next to it says 'Click on Open button'.

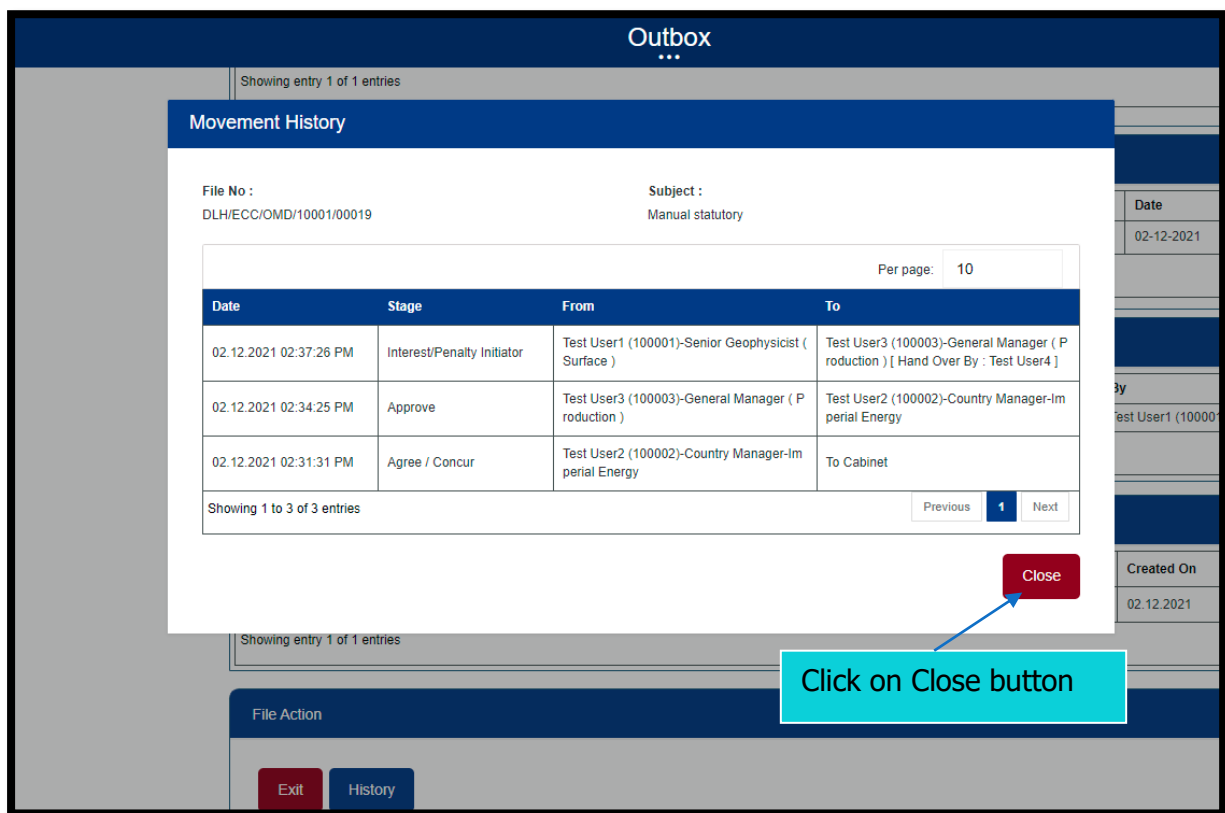
- This is user Outbox screen.

The screenshot shows the 'user Outbox screen'. It displays a detailed view of a file. The top section shows the file's metadata, including 'File No', 'Subject', 'Priority', 'Stage', 'Action', and 'Date'. Below this, there is a 'File Details' section with a table of file information. The table has columns for 'File No', 'Subject', 'Priority', 'Stage', 'Action', and 'Date'. The table contains 10 entries. Below the table, there is a pagination bar showing 'Showing 1 to 10 of 108 entries' and buttons for 'Previous', '1', '3', '5', '8', '11', and 'Next'. At the bottom of the table, there is an 'Open' button, which is highlighted with a blue box and an arrow. A text box next to it says 'Click on Open button'.

- Click on History button.



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



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