



ONGC Videsh Ltd.



2022

Paperless Office- Manage Task— User Manual

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1 Introduction

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

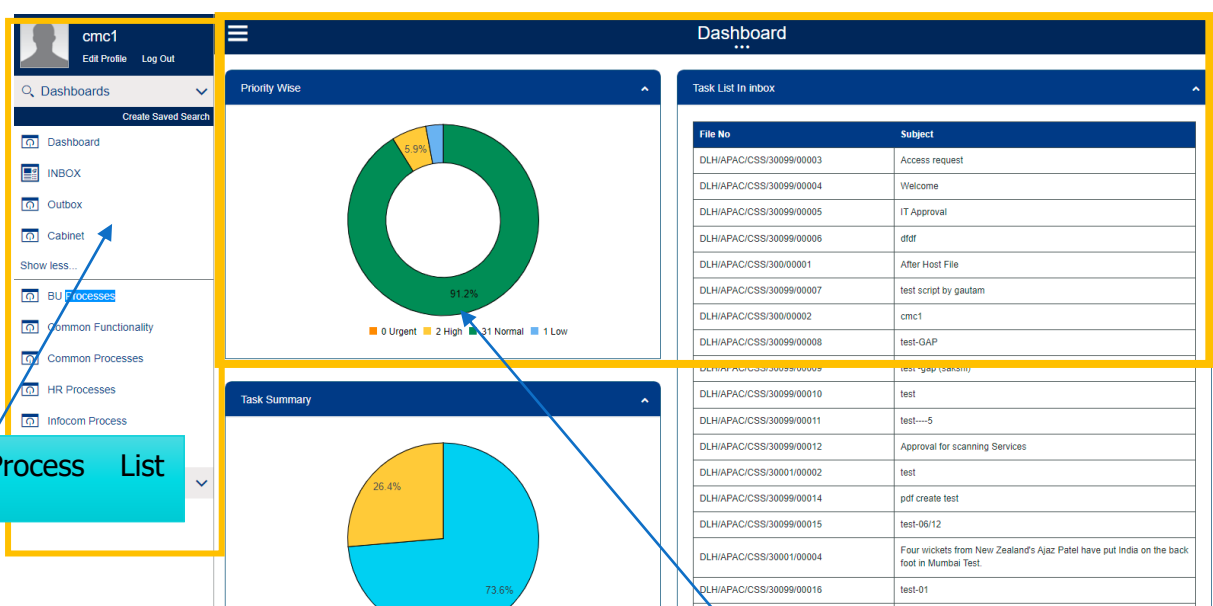
2 Login in the Paperless office

- Open the Process Portal URL: <https://disha.ongcvidesh.in/ProcessPortal/login.jsp>
- Enter Your Windows username/ Password.



3 Login Screen Overview

- Dashboard screen



Dashboard – It is a graphical representation of Task

- Inbox Screen

The screenshot displays the INBOX application interface. On the left, a sidebar contains navigation options: Dashboards, INBOX, Outbox, Cabinet, and Launch. The 'Launch' option is highlighted with a blue box, and a blue arrow points to it. The main area shows a table of tasks with columns: File Name, File Subject, Stage, Task Name, Task From, Priority, and Task received date. A blue box with the text 'Inbox - View task assign to you' points to a task row in the table.

Navigation Sidebar:

- Dashboards
- INBOX
- Outbox
- Cabinet
- Show more... (-6)
- Launch

Task List Table:

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	test-manual	test-manual		Normal	Dec 7, 2021, 3:02 5...
DLH/APAC/CSS/30008...	test-manual				Normal	Dec 7, 2021, 3:00 4...
DLH/APAC/CSS/30001...	testing				Normal	Dec 7, 2021, 12:02...
DLH/APAC/CSS/30003...	Intrest Penalty on statu...				Normal	Dec 7, 2021, 11:59 2...
DLH/APAC/CSS/30008...	test-INCIDENT				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/300020...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	SHIVANGI KIRTI (9694...	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/30009...	test-06/12	Generic File Initiator	Generic File Initiator		Normal	Dec 6, 2021, 2:17 4...
DLH/APAC/CSS/30099...	test-01	Generic File Initiator	Generic File Initiator	cmc2 (900003)-Genera...	Normal	Dec 6, 2021, 12:35...
DLH/APAC/CSS/30001...	test-06/12	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/30009...	test-06/12	Generic File Initiator	Generic File Initiator		Low	Dec 6, 2021, 11:01 4...

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.

The screenshot shows the 'Infocom Process' application interface. On the left, a sidebar lists various process categories. The 'Infocom Process' category is highlighted with a yellow box. In the main content area, a table titled 'List Processes' displays a list of processes. The table has two columns: 'Process Name' and 'Launch'. The processes listed are 'Creation Of Master SAP', 'Disha Master Update', 'Incident/Activity Report', 'Manage Task', and 'User Access Management'. Each process has a 'Launch' button next to it. A blue arrow points from the 'Infocom Process' button in the sidebar to the 'Infocom Process' button in the table. A red box highlights the 'Infocom Process' button in the table. A red callout box with the text 'Click on Infocom Process button on the Process list' points to the highlighted button.

Process Name	Launch
Creation Of Master SAP	<button>Launch</button>
Disha Master Update	<button>Launch</button>
Incident/Activity Report	<button>Launch</button>
Manage Task	<button>Launch</button>
User Access Management	<button>Launch</button>

Showing 1 to 5 of 5 entries

5 Manage Task Launch

- Click on Launch button.

The screenshot shows the 'Infocom Process' interface. On the left is a sidebar with a user profile 'Test User1' and a list of process categories: Helpdesk, HR Processes, IA Processes, Infocom Process, Legal Processes, Manage EO & OSD, Marketing Process, Meeting&Committee, and MM Processes. The main area displays a table titled 'List Processes' with columns 'Process Name' and 'Launch'. The table lists five processes: 'Creation Of Master SAP', 'Disha Master Update', 'Incident/Activity Report', 'Manage Task', and 'User Access Management'. Each process has a 'Launch' button. The 'Launch' button for 'Manage Task' is highlighted with a yellow box. A blue arrow points from a red box containing the text 'Click on Launch' to this button. The table also includes pagination controls at the bottom: 'Showing 1 to 5 of 5 entries', 'Previous', and 'Next'.

6 Reassign Task

- Reassign Task Screen.
- Click Exit to Exit.

The screenshot shows the 'Reassign Task' screen. At the top, there are three tabs: 'Reassign Task', 'Reassign History', and 'Change Task'. The 'Reassign Task' tab is selected. Below the tabs, there is a 'User' field with a dropdown menu showing 'Select from user'. To the right of the 'User' field is a 'Search Task' button. Further right is a 'Filter File' field with a dropdown menu showing 'Search in User Inbox Task List'. Below these fields is a table titled 'User Inbox Task List' with columns 'File No', 'File Subject', and 'Task Stage'. The table is empty, and it shows 'Showing 0 entries'. At the bottom left of the table is a 'Reassign' button. At the bottom right of the screen is a red 'Exit' button.

- Enter user name in User field.
- Click Search Task button.
- Task will appear in User Inbox Task List.
- Select Task(s).

Infocom Process

Reassign Task

Reassign History

Change Task

User : 100005-Test User5 (Chief Engineer (Production))

Search Task

Filter File Search in User Inbox Task List

User Inbox Task List

Per page: 15

	File No	File Subject	Task Stage
<input type="checkbox"/>	DLH/CFIN/OMD/10099/00002	Forward test 05	Generic File Approver
<input type="checkbox"/>	DLH/CFIN/OMD/10099/00001	Forward test 05	Generic File Approver
<input checked="" type="checkbox"/>	DLH/DRIL/DRI/40030/00001	test sanction	Tendering Process DO

Showing 1 to 3 of 3 entries

Previous 1 Next

Reassign

Exit

- Click on Reassign button.
- Enter details of user to whom you wish to reassign the task(s).
- Type Comment.
- Browse to attach relevant document.
- Click on Assign button.

Reassign Task

Assign To 100004-Test User4 (Chief Geologist)

Comment One Task on Test User 5 is Reassigned to Test User 4.

Browse Document 1.pdf

Assign Exit

- As you can see selected task is now not visible in User Inbox Task list.
- Selected Task has been successfully Reassigned.

Infocom Process

Reassign Task

Reassign History

Change Task

User : 100005-Test User5 (Chief Engineer (Production))

Search Task

Filter File Search in User Inbox Task List

User Inbox Task List

Per page: 15

	File No	File Subject	Task Stage
<input type="checkbox"/>	DLH/CFIN/OMD/10099/00002	Forward test 05	Generic File Approver
<input type="checkbox"/>	DLH/CFIN/OMD/10099/00001	Forward test 05	Generic File Approver

Showing 1 to 2 of 2 entries

Previous 1 Next

Reassign

Exit

- Enter the details of the user to which we had Reassign the task in User field.
- You can see that task is present in the list.

Infocom Process

Reassign Task

Reassign History

Change Task

User :

100004-Test User4 (Chief Geologist)

Search Task

Filter File

Search in User Inbox Task List

User Inbox Task List

Per page: 15

<input type="checkbox"/>	File No	File Subject	Task Stage
<input type="checkbox"/>	DLH/APAC/CSS/30028/00001	test	Sanction Process Initiator
<input type="checkbox"/>	DLH/APAC/CSS/30099/00001	Forward test 04	Generic File Initiator
<input type="checkbox"/>	DLH/LAC/BD/10599/00004	Forward for test 03	File For Review
<input type="checkbox"/>	ISR/OC/OTH/31439/00004	Agenda test 06 sureh	Agenda File - Board Cell
<input type="checkbox"/>	ATY/APAC/AMC/DAK/00001	DAK Letter 23_02_5_33	Forward DAK
<input type="checkbox"/>	DLH/LAC/BD/10539/00003	Board Agenda 23_02_12_39	Agenda File - Board Cell
<input type="checkbox"/>	DLH/DRIL/DR/40001/00002	Tender Box Creation for Tender File: DLH/DRIL/DR/40030/00002	Tender Box Initiator
<input type="checkbox"/>	DLH/DRIL/DR/40030/00002	Tendering File 23_02_11_16	Tendering Process DO
<input type="checkbox"/>	DLH/DRIL/DR/40030/00001	test sanction	Tendering Process DO
<input type="checkbox"/>	DLH/OC/OTH/31424/00006-PC 01	Test CAG Audit	File For Review
<input type="checkbox"/>	DLH/CFIN/OMD/10039/00003	Agenda 18_02_5_47	Agenda File - Head Board Cell

Showing 1 to 11 of 11 entries

Previous 1 Next

Reassign

- Using Filter File you can search user task from list.
- For ex. if we search any task its results are displayed.

Infocom Process

Reassign Task

Reassign History

Change Task

User :

100004-Test User4 (Chief Geologist)

Search Task

Filter File

test sanction

User Inbox Task List

Per page: 15

<input type="checkbox"/>	File No	File Subject	Task Stage
<input type="checkbox"/>	DLH/DRIL/DR/40030/00001	test sanction	Tendering Process DO

Showing entry 1 of 1 entries (filtered from 11 total entries)

Previous 1 Next

Reassign

Exit

7 Reassign History

- Reassign History Screen.
- Click Exit to Exit.

Infocom Process

Reassign Task

Reassign History

Change Task

Select Type

File No

search file

Search

Reset

File No	Stage	Reassigned By	From User	To User	Comment	Date	Icon
DLHOCB/OTH/31430/00035	Tendering Process DO	100001	100002-Test User2 (Senior Finance & Accounts Officer)	100003-Test User3 (General Manager (Production))	efewgwegew	2/25/2022	
DLHLAC/BD/10528/00005	Sanction Process Initiator	100001	100002-Test User2 (Senior Finance & Accounts Officer)	100003-Test User3 (General Manager (Production))	Requested by virat	2/25/2022	
DLH/CSS/SAP/31099/00003	Generic File Reviewer / Recommender	100002	100001-Test User1 (Senior Geophysicist (Surface))	123899-PRATIMA MANTRI (Deputy Manager (Finance & Accounts))	he is on leave	2/24/2022	
ISR/OCS/OTH/31499/00001	Generic File Initiator	100002	100001-Test User1 (Senior Geophysicist (Surface))	100002-Test User2 (Senior Finance & Accounts Officer)	test	2/23/2022	
DLH/OCS/OTH/31427/00001	Creation Of Master Initiator	100002	100001-Test User1 (Senior Geophysicist (Surface))	100003-Test User3 (General Manager (Production))	test	2/22/2022	
DLH/OCS/OTH/31430/00017	Tour Report Submission Process	100002	100003-Test User3 (General Manager (Production))	100001-Test User1 (Senior Geophysicist (Surface))	test	2/22/2022	
DLH/OCS/OTH/31433/00003	Overseas Posting In-charge HR/ER	100002	100003-Test User3 (General Manager (Production))	100001-Test User1 (Senior Geophysicist (Surface))	test	2/22/2022	
DLH/OCS/OTH/31401/00002	User Access Management (Initiator)	100002	100003-Test User3 (General Manager (Production))	100001-Test User1 (Senior Geophysicist (Surface))	test	2/22/2022	
DLH/OCS/OTH/31430/00017	Tour Report Submission Process	100002	100001-Test User1 (Senior Geophysicist (Surface))	100003-Test User3 (General Manager (Production))	test	2/22/2022	
DLH/DRIL/DR/40036/00001	TASA Advise to Subsidiaries - Approver	100002	100001-Test User1 (Senior Geophysicist (Surface))	100003-Test User3 (General Manager (Production))	test	2/22/2022	

Exit

- In the Select Type dropdown you can choose your desired selection.

Select Type

File No

File No

Date

Reassigned By

From User

To User

- In the search bar, enter select type related search details and click on search button.
- Click on Reset button to reset.

search file

Search

Reset

- For example, we search selecting date as select type and enter from date and to date details.
- Click on search button.
- Reassign History details are shown.

Infocom Process

Reassign Task

Reassign History

Change Task

Select Type

Date

From Date

27.02.2022

To Date

28.02.2022

Search

Reset

File No	Stage	Reassigned By	From User	To User	Comment	Date	Icon
DLH/DRI/40030/00001	Tendering Process DO	100001	100005-Test User5 (Chief Engineer (Production))	100004-Test User4 (Chief Geologist)	One Task on Test User 5 is Reassigned to Test User 4.	2/28/2022	

Exit

8 Change Task

- Change Task Screen.
- Click Exit to Exit.

Infocom Process

Reassign Task

Reassign History

Change Task

Change Task

Filter

Search in Change Task History...

Change Task History

Per page: 15

From User	From Designation / Role	To User	To Designation / Role	Updated By	Updated On	Status	+	Edit
Test User1	Director (Finance)	Test User2	Company Secretary	Test User1	2/25/2022	Inactive		
Test User3	Country Manager- Myanmar	Test User5	Director (Apollo)	Test User2	2/24/2022	Inactive		
OVL test user	HR Executive	Test User1	Director (Finance)	Test User2	2/22/2022	Inactive		
Test User1	Director (Finance)	Test User2	Company Secretary	Test User2	2/22/2022	Inactive		

Showing 1 to 4 of 4 entries

Previous 1 Next

Exit

- Click on Change task button.
- Enter details of From user, To user
- **Select status as "Active" to make the changes effective.**
- Browse document to send as an attachment.
- Click on Update button.

Change User Task Detail

From User

100005-Test User5 (CFIN-OMD)-Director (Apollo)

To User

100004-Test User4 (RUS-CFIN)-OSD (Operations)

Status

Active

Browse

Document 1.pdf

Update

Exit

- You can see the change task in the change task history.

Change Task History							Per page: 15	
From User	From Designation / Role	To User	To Designation / Role	Updated By	Updated On	Status	*	Edit
Test User5	Director (Appolo)	Test User4	OSD (Operations)	Test User1	2/28/2022	Active		
Test User1	Director (Finance)	Test User2	Company Secretary	Test User1	2/25/2022	Inactive		
Test User3	Country Manager- Myanmar	Test User5	Director (Appolo)	Test User2	2/24/2022	Inactive		
OVL test user	HR Executive	Test User1	Director (Finance)	Test User2	2/22/2022	Inactive		
Test User1	Director (Finance)	Test User2	Company Secretary	Test User2	2/22/2022	Inactive		

Showing 1 to 5 of 5 entries

Previous 1 Next

Exit

- Using viewer icon, you can view attached documents.

Change Task History							Per page: 15	
From User	From Designation / Role	To User	To Designation / Role	Updated By	Updated On	Status	*	Edit
Test User5	Director (Appolo)	Test User4	OSD (Operations)	Test User1	2/28/2022	Active		
Test User1	Director (Finance)	Test User2	Company Secretary	Test User1	2/25/2022	Inactive		
Test User3	Country Manager- Myanmar	Test User5	Director (Appolo)	Test User2	2/24/2022	Inactive		
OVL test user	HR Executive	Test User1	Director (Finance)	Test User2	2/22/2022	Inactive		
Test User1	Director (Finance)	Test User2	Company Secretary	Test User2	2/22/2022	Inactive		

Showing 1 to 5 of 5 entries

Previous 1 Next

Exit

- To Edit. Click on edit icon.

Change Task History							Per page: 15	
From User	From Designation / Role	To User	To Designation / Role	Updated By	Updated On	Status	*	Edit
Test User5	Director (Appolo)	Test User4	OSD (Operations)	Test User1	2/28/2022	Active		
Test User1	Director (Finance)	Test User2	Company Secretary	Test User1	2/25/2022	Inactive		
Test User3	Country Manager- Myanmar	Test User5	Director (Appolo)	Test User2	2/24/2022	Inactive		
OVL test user	HR Executive	Test User1	Director (Finance)	Test User2	2/22/2022	Inactive		
Test User1	Director (Finance)	Test User2	Company Secretary	Test User2	2/22/2022	Inactive		

Showing 1 to 5 of 5 entries

Previous 1 Next

Exit

- For example, if we do not want to change user task anymore.
- **Select Status as "Inactive".**
- Click on Update button.

Change User Task Detail

From User:

To User:

Status:

Browse Document 1.pdf

Update

Exit

- Status has been changed to Inactive.

Change Task History							Per page:	15
From User	From Designation / Role	To User	To Designation / Role	Updated By	Updated On	Status	*	Edit
Test User5	Director (Appolo)	Test User4	OSD (Operations)	Test User1	2/28/2022	Inactive		
Test User1	Director (Finance)	Test User2	Company Secretary	Test User1	2/25/2022	Inactive		
Test User3	Country Manager- Myanmar	Test User5	Director (Appolo)	Test User2	2/24/2022	Inactive		
OVL test user	HR Executive	Test User1	Director (Finance)	Test User2	2/22/2022	Inactive		
Test User1	Director (Finance)	Test User2	Company Secretary	Test User2	2/22/2022	Inactive		
Showing 1 to 5 of 5 entries							Previous	1

Exit

- Filter can be used to search any task.

Change Task History							Per page:	15
From User	From Designation / Role	To User	To Designation / Role	Updated By	Updated On	Status	*	Edit
Test User5	Director (Appolo)	Test User4	OSD (Operations)	Test User1	2/28/2022	Inactive		
Test User3	Country Manager- Myanmar	Test User5	Director (Appolo)	Test User2	2/24/2022	Inactive		
Showing 1 to 2 of 2 entries (filtered from 5 total entries)							Previous	1

Exit

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