



ONGC Videsh Ltd.



2021

Paperless Office Change in Assignment – User Manual

Restrictions

This data shall not be disclosed and shall not be duplicated, used, or disclosed in whole or in part for any purpose. If a contract is awarded to Appolo Computers Pvt Ltd. as a result of or in connection with the submission of this data, the client or prospective client shall have the right to duplicate, use, or disclose this data to the extent provided in the contract. This restriction does not limit the client's or prospective client's right to use the information contained in the data if it is obtained from another source without restriction. The data subject to this restriction is contained in all marked sheets.

Document Control

Document Information

	Information
Document Id	
Document Owner	Appolo Computers Pvt. Ltd.
Issue Date	21-12-2021
Last Saved Date	21-12-2021
File Name	Change in Assignment – User Manual

Document History

Version	Issue Date	Changes
[1.0]	21.12.2021	

Table of Contents

1	INTRODUCTION	2
2	LOGIN IN THE PAPERLESS OFFICE:	2
3	LOGIN SCREEN OVERVIEW.....	2
4	HOW TO RUN THE HR PROCESSES.....	3
5	CHANGE IN ASSIGNMENT PROCESS LAUNCH.....	3
6	INITIATOR SCREEN.....	5
6.1	FORM INFORMATION	5
6.2	FILL CPF NO	6
6.3	ADD OFFICE NOTE/ GREEN SHEET.....	7
6.4	ADD ENCLOSURE	7
6.5	ADD YELLOW NOTE	8
7	SENDING A FILE.....	9
7.1	INITIATOR SCREEN.....	9
7.2	REVIEWER/RECOMMENDER SCREEN.....	10
7.3	APPROVER SCREEN.....	11
7.4	USER SCREEN.	15
7.5	INITIATOR'S CABINET SCREEN.....	16
8	ADDITIONAL ASSIGNMENT PROCESS LAUNCH	18
9	INITIATOR SCREEN.....	19
9.1	FORM INFORMATION	20
9.2	FILL CPF NO	20
9.3	ADD OFFICE NOTE/ GREEN SHEET.....	21
9.4	ADD ENCLOSURE	21
9.5	ADD YELLOW NOTE	22
10	SENDING A FILE.....	23
10.1	INITIATOR SCREEN.....	23
10.2	REVIEWER/RECOMMENDER SCREEN.....	24
10.3	APPROVER SCREEN.....	26
10.4	INITIATOR'S SCREEN.....	28
10.5	INITIATOR'S CABINET SCREEN.....	29

1 Introduction

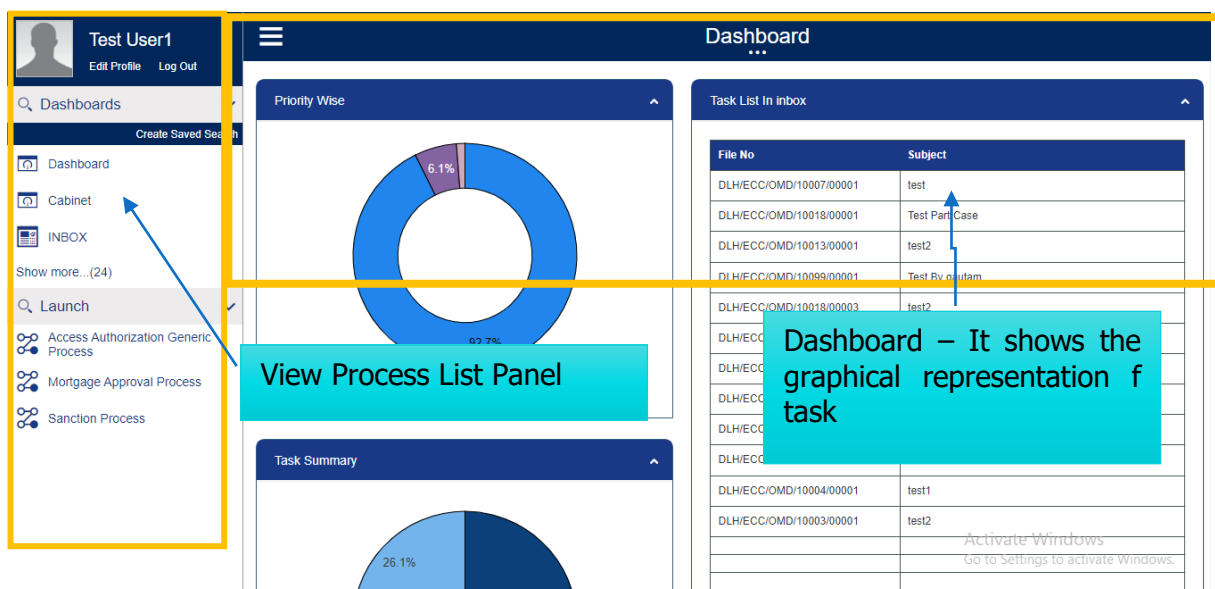
This document is intended to guide you step by step through the Paperless E-Office Application.

2 Login in the Paperless office:

- Open the Process Portal URL
- Enter Your Windows username/ Password



3 Login Screen Overview



4 How to run the HR Processes

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

The screenshot shows the HR Processes page for 'Test User1'. The sidebar on the left contains a list of menu items, with 'HR Processes' highlighted by a yellow box and a blue arrow pointing to it. The main content area displays a table titled 'List of Processes' with columns 'Process Name' and 'Launch'. The table lists three processes: 'Onboarding Joining on Transfer', 'Offboarding - Separation/Superannuation/Resignation', and 'Change in Assignment Approval'. Each process has a 'Launch' button next to it. A blue arrow points from the 'Launch' button of the first process to a text box that says 'Click on HR Processes button on the Process list Panel'. The page also shows a 'Per page: 15' dropdown and a 'Showing 1 to 3 of 3 entries' message.

Click on HR Processes button on the Process list Panel

Activate Windows
Go to Settings to activate Windows.

5 Change in Assignment Process Launch

- Click on Launch button.
- Meta Data, File Action Panel will open.
- Enter all the 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.**
- Select Change in Assignment in type of Assignment.

The screenshot shows the HR Processes page for 'Test User1'. The sidebar on the left contains a list of menu items, with 'HR Processes' highlighted. The main content area displays a table titled 'List of Processes' with columns 'Process Name' and 'Launch'. The table lists three processes: 'Onboarding Joining on Transfer', 'Offboarding - Separation/Superannuation/Resignation', and 'Change in Assignment Approval'. Each process has a 'Launch' button next to it. A yellow box highlights the 'Launch' button for the 'Change in Assignment Approval' process, with a blue arrow pointing to it from a text box that says 'Click on Launch button'. The page also shows a 'Per page: 15' dropdown and a 'Showing 1 to 3 of 3 entries' message.

Click on Launch button

Activate Windows
Go to Settings to activate Windows.

- Select Change in Assignment in Type of Assignment dropdown.

- Click on Yes button.

- Click on Create button of File Action panel.
- Based on metadata entered at the time of file Selected/Entered, Unique File No get Created.

Note: File No convention based on Location/Sec/Sub Sec/File tag/File No Series e.g., DLH/ECC/OMD/10017/00013

6 Initiator Screen

Initiator Screen Opens in Full View.

6.1 Form Information

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

CPF NO- Enter the User's CPF No.

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 an 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:

- Save & close – File is saved in Inbox.
- E-Sign –User can sign and forward the file.
- History –User can view the history of file.

6.2 Fill CPF NO

- Enter CPF NO.
- Click on Add Details.

CPF No

Enter CPF NO

100002

Add Details

- Employee Details box opens.
- Current Assignment box opens.
- Select the Assignment which is to be Changed

Employee Details

CPF No.	Name	Designation
100002	Test User2	Senior Finance & Accounts Officer

Current Assignment(s)

Select the Assignment to be Changed

<input type="checkbox"/>	Section	Sub Section	Role
<input type="checkbox"/>	MENA-CIS BU	Projects	
<input type="checkbox"/>	Business Development	Projects	Company Secretary
<input checked="" type="checkbox"/>	LAC-Colombia BU	Business Development	Country Manager-Imperial Energy
<input type="checkbox"/>	Corporate Support Services	Legal	Country Manager-Lower Zakum
<input type="checkbox"/>	Asia Pacific BU	Corporate Finance	Director (Finance)
<input type="checkbox"/>	LAC-Colombia BU	Country Office	Project Manager - Business Development

- New Assignment box opens.
- Click on + button.
- Enter the details in New Assignment box.

New Assignment

Section	Sub Section	Role
Asia Pacific BU	Country Office	VP(Production)- APAC

+


6.3 Add Office Note/ Green Sheet

- Write comments in Office note/Green Sheet.

Office Note / Green Sheet

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

↶ ↷ Formats ▾ B I [List Icons] [Link Icon] [Image Icon] A ▾ A ▾



ONGC VIDESH

सार्थक पत्र / Working Paper

ONGC Videsh Limited, a Miniratna Schedule "A" Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is the wholly owned subsidiary and overseas arm of Oil and Natural Gas Corporation Limited (ONGC), the flagship national oil company (NOC) of India. The primary business of ONGC Videsh is to prospect for oil and gas acreages outside India, including exploration, development and production of oil and gas. ONGC Videsh owns Participating Interests in 35 oil and gas assets in 15 countries and produced about 30.3% of oil and 23.7% of oil and natural gas of India's domestic production in 2019-20. In terms of reserves and production, ONGC Videsh is the second largest petroleum company of India, next only to its parent ONGC.

6.4 Add Enclosure

- User can view the document with or without annotation.
- User can do the annotation on the enclosure after opening the enclosure in Preview Windows.
- Select the option in Enclosure section to open the document with annotation or without annotation
- Select the document after selection view option.
- Click on Add Button of Enclosure.

Enclosures

With Annotation

Without Annotation

#	Description	By	Page No.	Date	Actions
Showing 0 entries					<div>PreviousNext</div>

Add

Delete

Edit #

- Fill the all detail of box, upload document and then click on Add button.
(Description is mandatory field)
- Click on Add Button.


Add Enclosure

Description :

Document 1.pdf

Page No :

1



Browse

Document 1.pdf

Add

Exit

- Enclosure is now added.

Enclosures

☐ With Annotation
☐ Without Annotation

#	Description	By	Page No.	Date	Actions
1	Document 1.pdf	Test User1	1	08.04.2022	

Showing entry 1 of 1 entries
Previous
1
Next

Add
Delete
Edit #

- Delete enclosure by selecting it and clicking on Delete button.
- Edit SR No. of enclosure by selecting it and clicking on Edit # button and updating new SR No.

6.5 Add Yellow Note

- Click on Add Yellow Note button of Yellow Notes.

Yellow Notes

Date
By

Showing 0 entries
Previous
Next

Add Yellow Note

Click on Add Yellow Note button

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

Add Yellow Note

Yellow Note:

ONGC Videsh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 11% equity on October 28, 2016) in CSJC Vankorneft

Add

Exit

- Yellow Notes is added.

Yellow Notes (1)

Date	Note	By	
08.04.2022	ONGC Videsh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 11% equity on October 28, 2016) in CSJC Vankorneft	Test User1 (100001)-Director (Finance)	

Showing entry 1 of 1 entries
Previous
1
Next

Add Yellow Note

- Delete Yellow Notes by clicking on x button.

7 Sending a File

7.1 Initiator Screen

- Go to File Action.

File Action

Save & Close

E-Sign

History

- Save & Close will save and close the file.
- History will show the movement history of the file.
- **Click on E-Sign button.**
- Select the user of Reviewed/Recommended by (Optional) and Approved by (Mandatory).
- Click on Add Button.

Select Users

☐ Urgent

Select Favourite

Reviewed/Recommended By :

100003-Test User3 (BD-AMC)-VP(Operations)-Colombia

Add

Approved By :

100002-Test User2 (APAC-CFIN)-Director (Finance)

Add

Selected Users

Per page: 10

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

Previous

Next

Forward

Exit

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

Select Users

☐ Urgent

Select Favourite

Reviewed/Recommended 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	100003	Test User3	BD	AMC	VP(Operations)-Colombia	✖
Approved By	100002	Test User2	APAC	CFIN	Director (Finance)	✖

Showing 1 to 2 of 2 entries

Previous 1 Next

Forward

Exit

- Task goes to the Reviewer/Recommender.
- Login to Reviewer/Recommender user.

7.2 Reviewer/Recommender Screen

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

INBOX						
File Name	File Subject	Stage	Task Name	Task From	Priority	
ISRI/OCS/OTH/31407/00018	test-manual	Change in Assignment - Reviewer / Recommender	Change in Assign...	Test User1 (1000...	Medium	
DLH/APAC/CSS/30045/00065	MOM_7_4	MOM - Task Reviewer	MOM - Task Revi...		Medium	
DLH/APAC/CSS/30045/00059	MOM 07_04	MOM - Agenda Reviewer	MOM - Agenda R...		Medium	
DLH/APAC/CSS/30045/00058	MOM 07_04	MOM - Task Reviewer	MOM - Task Revi...		Medium	

Task is visible in Inbox

- All the sign of user shown in office note.

Office Note / Green Sheet

सामरिक पत्र / Working Paper

Change in Assignment of Employee

Employee Details

CPF No.	Name	Designation
100002	Test User2	Senior Finance & Accounts Officer

ONGC Videsh Limited, a Ministry Schedule "A" Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is the wholly owned subsidiary and overseas arm of Oil and Natural Gas Corporation Limited (ONGC), the flagship national oil company (NOC) of India. The primary business of ONGC Videsh is to prospect for oil and gas assets outside India, including exploration, development and production of oil and gas. ONGC Videsh owns Participating Interests in 35 oil and gas assets in 15 countries and produced about 30.3% of oil and 23.7% of oil and natural gas of India's domestic production in 2019-20. In terms of reserves and production, ONGC Videsh is the second largest petroleum company of India, next only to its parent ONGC.

Forwarded & Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 08.04.2022 12:00:19 PM

- Click on E-sign button.

File Action

Save & Close

E-Sign

History

Activate Windows

Go to Settings to activate Windows.

Click on E-Sign

- 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.**
- Click on Forward button.

Change in Assignment - Reviewer / Recommender

...

Action With eSign

☐ Urgent

Select Action

The file will move ahead as per the defined workflow with your comments & e-sign on notesheet.

☒ Review / Recommend
 ☐ Return to Initiator
 ☐ Forward For Review

Forward

Exit

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

7.3 Approver Screen.

- Open the task from Inbox.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task receive date
ISR/OCS/OTH/3140...	test-manual	Change in Assignment - Approver	Change in Assignme...	Test User3 (100003)...	Medium	Apr 8, 2022, :57...
DLH/LAC/ORD/INDE...	Medium	...
DLH/APAC/CSS/300...	MOM 07_04	MOM - Agenda Reviewer	MOM - Agenda Revi...		Medium	Apr 7, 2022, 1:22:...

Task is visible in Inbox

- Current and New assignment details are visible.

Current Assignment(s)

Select the Assignment to be Changed

<input type="checkbox"/>	Section	Sub Section	Role
<input type="checkbox"/>	MENA-CIS BU	Projects	
<input type="checkbox"/>	Business Development	Projects	Company Secretary
<input checked="" type="checkbox"/>	LAC-Colombia BU	Business Development	Country Manager-Imperial Energy
<input type="checkbox"/>	Corporate Support Services	Legal	Country Manager-Lower Zakum
<input type="checkbox"/>	Asia Pacific BU	Corporate Finance	Director (Finance)
<input type="checkbox"/>	LAC-Colombia BU	Country Office	Project Manager - Business Development

New Assignment

Section	Sub Section	Role
Asia Pacific BU	Country Office	VP(Production)- APAC

- All the sign of user shown in office note.

Office Note / Green Sheet

Employee Details

CPF No.	Name	Designation
100002	Test User2	Senior Finance & Accounts Officer

ONGC Videsh Limited, a Miniratna Schedule 'A' Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is the wholly owned subsidiary and overseas arm of Oil and Natural Gas Corporation Limited (ONGC), the flagship national oil company (NOC) of India. The primary business of ONGC Videsh is to prospect for oil and gas acreages outside India, including exploration, development and production of oil and gas. ONGC Videsh owns Participating Interests in 35 oil and gas assets in 15 countries and produced about 30.3% of oil and 23.7% of oil and natural gas of India's domestic production in 2019-20. It is the second largest petroleum company of India, next only to its parent ONGC.

Forwarded & Electronically Signed By :

Test User1 (100001)-Director (Finance)

On : 08.04.2022 12:00:19 PM

Mansarovar Energy Colombia Limited (MECL) is a 50:50 JV company of ONGC Videsh and Sinopec International Petroleum Exploration and Production Corporation (SIPC). MECL owns 100% interest in Velasquez field and the Velasquez-Galan pipeline of capacity 55,000 BOPD which runs 189 km from the Velasquez property to Ecopetrol's Barrancabermeja refinery. Additionally, MECL has 50% PI in Nare Association Contract (Ecopetrol is partner with 50% PI). The Association contract covers the commercial areas of Moriche, Girasol, Jazmin, Nare Sur, Under River and Abarco as well as non-commercial area of Chicala within the Middle Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August 2006.

Forwarded & Electronically Signed By :

Test User3 (100003)-VP(Operations)-Colombia

On : 08.04.2022 12:57:13 PM

- Click on E-sign button.

File Action

Save & Close

E-Sign

History

Activate Windows

Go to Settings to activate Windows.

Click on E-sign button

Change in Assignment - Approver		
Description	By	Page No.
Action With eSign		

☐ Urgent

Select Action

☐ Approve
 ☒ Change Approver
 ☐ Return to Initiator
 ☐ Forward For Review

Select User

100001-Test User1 (OCS-OTH)-Director (Finance)

Forward

Exit

- If you select Change Approver and Select User, the approver will be changed to selected user.

Action With eSign

☐ Urgent

Select Action

To reject / disagree with the proposal and initiate afresh as a new process with required changes. This process would be closed.

☐ Approve
 ☐ Change Approver
 ☒ Return to Initiator
 ☐ Forward For Review

Forward

Exit

- If you select Return to Initiator file will be returned to initiator.

Action With eSign

☐ Urgent

Select Action

OPTIONAL (Not part of process workflow). To obtain additional inputs/comments from any individual who is not in the process workflow. Notesheet has to compulsorily come back to you.

☐ Approve
 ☐ Change Approver
 ☐ Return to Initiator
 ☒ Forward For Review

Select User

100001-Test User1 (OCS-OTH)-Director (Finance)

Forward

Exit

- If you select Forward For Review file will be send to selected user for review.

Change in Assignment - Approver		
Description	By	Page 1
Action With eSign		

☐ Urgent

Select Action

☐ Approve
 ☐ Change Approver
 ☐ Return to Initiator
 ☐ Forward For Review

Forward

Exit

➤ **Select Approve.**

Note: When Approve is selected there are 2 options to send a file.

- 1. Forward to user for Handover-** File will be approved and go to the user whose CPF NO is entered.
- 2. Approve and send to other user-** File will be approved and go to the selected user.

➤ **Select Forward to user for Handover.**

- Click on Forward button.

Change in Assignment - Approver		
Description	By	Page 1
Action With eSign		

☐ Urgent

Select Action

You are approving the notesheet contents and sending to initiator with your comments and e-sign - Process is completed.

☒ Forward to User for Handover
 ☐ Approve & Send To Other User

Back

Forward

Exit

- Task go to the User whose Assignment is to be changed.
- Login with User.

7.4 User Screen.

- Open the Task from Inbox.

The screenshot shows the 'INBOX' section of a user interface. A table lists tasks with columns: File Name, File Subject, Stage, Task Name, Task From, Priority, and Task received date. The first task is highlighted with a yellow box, and a blue arrow points to it from a text box that says 'Task is Visible in Inbox'.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
ISR/OCS/OTH/91407/00...	test-manual	Change in Assignment	Change in Assignment	Test User2 (100002)-Sen...	Medium	Apr 8, 2022, 1:16:37 PM
DLH/APAC/CSS/30045/0...	MOM 07_04	MOM - Agenda Reviewer	MOM - Agenda Reviewer		Medium	Apr 7, 2022, 1:22:21 PM

- All the signs of the users are shown in green sheet.

The screenshot shows the 'Office Note / Green Sheet' interface. It contains a table with columns: Section, Sub Section, and Role. Below the table, there is a section for 'Assignment(s) to be changed' and 'New Assignment(s)'. At the bottom, there is a section for 'Approved & Electronically Signed By:' with a signature and date.

Section	Sub Section	Role
MENA-CIS BU	Projects	Company Secretary
Business Development	Projects	Country Manager-Imperial Energy
LAC-Colombia BU	Business Development	Country Manager-Lower Zakum
Corporate Support Services	Legal	Director (Finance)
Asia Pacific BU	Corporate Finance	Project Manager - Business Development
LAC-Colombia BU	Country Office	

Assignment(s) to be changed

Section	Sub Section	Role
LAC-Colombia BU	Business Development	Country Manager-Imperial Energy

New Assignment(s)

Section	Sub Section	Role
Asia Pacific BU	Country Office	VPI(Production)- APAC

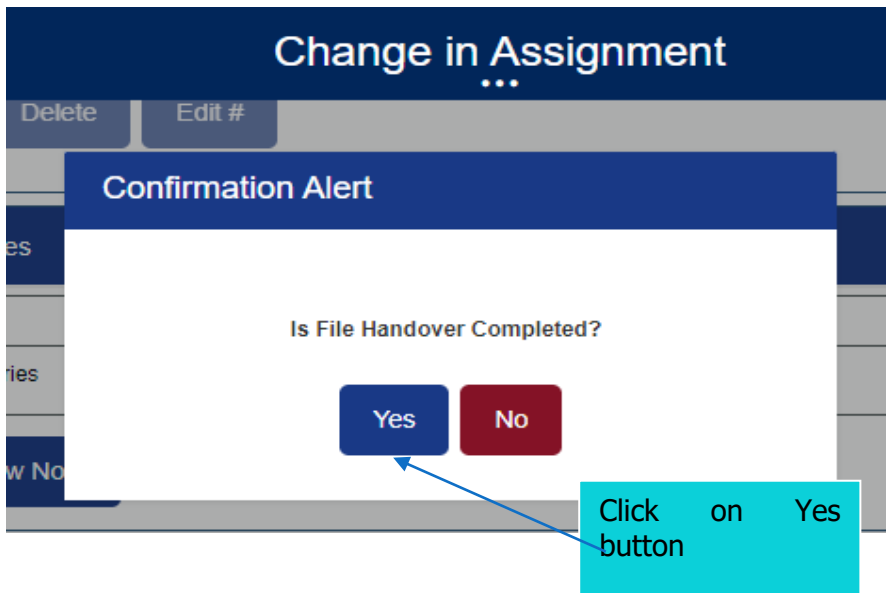
San Cristobal field is located in Zulia subdivision of Junin/Norte Block of Orinoco Heavy Oil belt in eastern Venezuela and covers an area of 150.18 Sq. Km. ONGC Videsh acquired 40% PI in on 06.04.2008 and signed a joint venture agreement with PdVSA (National Oil Company of Venezuela). A JV company called "Petrolesindovenezolana SA" (PIVSA) was formed wherein PdVSA holds 60% PI through its subsidiary Corporacion/Venezolana del Petroleo (CVP 56%) and PdVSA Social (4%) and ONGC Videsh holds 40% through ONGC Nile Ganga (San Cristobal) BV, a wholly owned subsidiary of ONGC Nile Ganga B.V.

Approved & Electronically Signed By :
Test User2 (100002)-Director (Finance)
On : 06.04.2022 01:16:31 PM

- Click on E-Sign button.

The screenshot shows the 'File Action' section of a user interface. It contains three buttons: 'Save & Close', 'E-Sign', and 'History'. A blue arrow points to the 'E-Sign' button, and a text box next to it says 'Click on E-Sign button'.

- Confirmation Alert opens.
- Select Yes button.



- Task go to Initiator's Cabinet
- Login with Initiator.

7.5 Initiator's Cabinet Screen

- File shown in table.
- Choose your File.
- Click on Open button.

Cabinet

Test User1
Edit Profile Log Out

From Date : 09.03.2022 To Date : 08.04.2022 Search Select Status : Status Search by selected type.. File No

File No	Subject	File Type	Status	Year	Created By	Created On	Updated On
ISR/OCs/OTH/31407/00018	test-manual	ChangeInAssignment	Closed	2022-23	Test User1 (100001)	08.04.2022	08.04.2022
ISR/OCs/OTH/31407/00017	Test By gautam	ChangeInAssignment	Closed	2022-23	Test User1 (100001)	07.04.2022	07.04.2022
ISR/OCs/OTH/31446/00016	Disposal	Disposal	Closed	2022-23	Test User1 (100001)	07.04.2022	07.04.2022
ISR/OCs/OTH/31446/00013	Disposal	Disposal	Closed	2022-23	Test User1 (100001)	07.04.2022	07.04.2022
ISR/OCs/OTH/31407/00014	Test By gautam	ChangeInAssignment	Closed	2022-23	Test User1 (100001)	07.04.2022	07.04.2022
DLH/APAC/CSS/30045/00053	Board Agenda Test 6_04	Board Agenda	Closed	2022-23	Test User4 (100004)	06.04.2022	06.04.2022
DLH/APAC/CSS/30045/00049	Board Agenda Test 6_04	MOM	Closed	2022-23	Test User4 (100004)	06.04.2022	06.04.2022
ISR/OCs/OTH/31446/00012	Disposal	Disposal	Closed	2022-23	Test User1 (100001)	06.04.2022	06.04.2022
ISR/OCs/OTH/31418/00002	pc	Part File	Closed	2022-23	Test User1 (100001)	05.04.2022	05.04.2022
ISR/OCs/OTH/31418/00002-P C 01	pc	Part File	Merged	2022-23	Test User1 (100001)	05.04.2022	05.04.2022

Showing 1 to 10 of 56 entries

Previous 1 2 3 4 5 6 Next

Open

Click to Open the file.

- File opens in full view.

- Go to file action.

- Exit button is used to exit the file.
- Send for review will send the file for review to selected user.
- Send for NA will send the file to selected user for necessary action.
- History will show the movement history of the file.

Movement History

File No :
ISR/OCS/OTH/31407/00018

Subject :
test-manual

					Per page: 10
Date	Stage	From	To	Action	
08.04.2022 12:00:25 PM	Change in Assignment Initiator	Test User1 (100001)-Director (Finance)	Test User3 (100003)-VP(Operations)-Colombia	Forward for Approval	
08.04.2022 12:57:19 PM	Review / Recommend	Test User3 (100003)-VP(Operations)-Colombia	Test User2 (100002)-Director (Finance)	Review / Recommend	
08.04.2022 01:16:37 PM	Approve	Test User2 (100002)-Director (Finance)	Test User2 (100002)-Senior Finance & Accounts Officer	Forward to User for Handover	
08.04.2022 01:22:18 PM	User	Test User2 (100002)-Senior Finance & Accounts Officer	To Cabinet	Close	
Showing 1 to 4 of 4 entries					Previous 1 Next

Close

8 Additional Assignment Process Launch

- Click on Launch button.
- Meta Data, File Action Panel will open.
- Enter all the 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.**
- Select Additional Assignment in type of Assignment.
- Click on Create button of File Action panel.

The screenshot shows the 'HR Processes' interface for 'Test User1'. On the left is a sidebar with various process categories. The main area displays a 'List of Processes' table with columns 'Process Name' and 'Launch'. The table lists three processes: 'Onboarding Joining on Transfer', 'Offboarding - Separation/Superannuation/Resignation', and 'Change in Assignment Approval'. The 'Launch' button for 'Change in Assignment Approval' is highlighted with a yellow box. A blue arrow points from a text box 'Click on Launch button' to this button. The table also shows pagination controls: 'Showing 1 to 3 of 3 entries', 'Previous', '1', and 'Next'.

Process Name	Launch
Onboarding Joining on Transfer	Launch
Offboarding - Separation/Superannuation/Resignation	Launch
Change in Assignment Approval	Launch

Showing 1 to 3 of 3 entries Previous 1 Next

The screenshot shows the 'Meta Data' form for the 'Change in Assignment Approval' process. The form contains several dropdown menus and text fields for metadata. The 'Type of Assignment' dropdown is set to 'Additional Assignment'. The 'File Action' panel is visible at the bottom.

Meta Data

Location: Delhi

Section: EC Cell

Sub Section: Office of Managing Director

Projects: NA

Subject: test-script

Priority: Normal

Type of Assignment: Additional Assignment

File Action

- Click on Yes button.

The screenshot shows the 'HR Processes' section of a web application. On the left is a sidebar with a user profile 'Test User1' and a list of menu items including 'Common Finance', 'Common Functionality', 'Common Processes', 'DAK', 'Eoffice', 'GET SAP', 'GET SAP HTTP OVL-Common Finance', 'GET SAP HTTP OVL-Eoffice', 'GET SAP HTTP OVL-Dashboards', 'HR Processes', 'Infocom Process', and 'Meeting&Committee'. The main area displays a 'Confirmation' dialog box with the text: 'Are you sure you want to create the file? File once created cannot be discarded.' Below the text are two buttons: 'Yes' (highlighted with a blue arrow) and 'No'. A red box with the text 'Click on Yes button.' is overlaid on the dialog.

- Based on metadata entered at the time of file Selected/Entered, Unique File No get Created.

Note: File No convention based on Location/Sec/Sub Sec/File tag/File No Series e.g, DLH/ECC/OMD/10007/00007

9 Initiator Screen

Initiator Screen Opens in Full View:

The screenshot shows the 'Change in Assignment Initiator' screen. At the top is a header bar with the title 'Change in Assignment Initiator'. Below the header is a form with the following fields: 'File No' (DLH/ECC/OMD/10007/00007), 'Creation Date' (21-12-2021), 'Priority' (Normal), 'Age Of File (in Days)' (0), 'Year' (2021-22), 'Subject' (test-manual2), and 'Location' (Delhi). Below the form is a 'Meta Data' section with a list of fields: 'Location' (Delhi), 'Section' (EC Cell), 'Sub Section' (Office of Managing Director), 'Project' (NA), 'Subject' (test-manual2), 'Priority' (Normal), and 'Type of Assignment' (Additional Assignment). To the right of the 'Meta Data' section is a 'Working Paper' section with a header 'सार्थक पत्र / Working Paper' and a logo. The 'Working Paper' section also includes a 'Activate Windows' watermark.

9.1 Form Information

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

CPF NO- User will add the CPF No.

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:

- iv. Save & close – File is saved in Inbox.
- v. E-Sign –User can sign and forward the file.
- vi. History –User can view the history of file.

9.2 Fill CPF NO

- Enter CPF NO.
- Click on Add Details.

The screenshot shows a form titled "CPF No" with a blue header. Inside the form, there is a text input field labeled "Enter CPF NO" containing the value "100004". To the right of the input field is a blue button labeled "Add Details". Two red callout boxes with arrows point to the form: one points to the input field with the text "Enter CPF NO", and the other points to the "Add Details" button with the text "Click on Add details".

- Employee Details and Current Assignment and Additional Assignment box opens.
- Enter the details in Additional Assignment box.

Employee Details

CPF No.	Name	Designation
100004	Test User4	Assistant Executive Engineer (Drilling)

Current Assignment(s)

Section	Sub Section	Role
Russia BU	Corporate Finance	Company Secretary
Russia BU	Country Finance	Company Secretary
Other Corporate Services	Company Secretary	
Asia Pacific BU	Corporate Support Services	EO to Director(Exploration)
Project Finance	PCS	Company Secretary
Mozambique	Projects	Director (Operations)

Activate Windows

Additional Assignment

Section	Sub Section	Role
Asia Pacific BU	Country Office	Country Manager-Brazil

Fill details

9.3 Add Office Note/ Green Sheet

- Write your Office note.

Office Note / Green Sheet

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

Formats ▾ B I [Text Alignment Icons] [List Icons] [Link Icon] [Image Icon] [Font Color Icon] [Background Color Icon]

सार्थक पत्र / Working Paper

Type Office Note

9.4 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 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.

9.5 Add Yellow Note

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

Add Yellow Note

Yellow Note: Please Verify this task

Add Exit

Type Yellow Note and click on Add button

10 Sending a File

10.1 Initiator Screen

- Click on E-sign button.

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

File Action

Save & Close E-Sign History

Click on E-Sign

Activate Windows
Go to Settings to activate Windows.

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

Change in Assignment Initiator

Select Users

☐ Urgent

Select Favourite

Reviewed/Recommended 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	100002	Test User2	BD	BD	Senior Finance & Accounts Officer
Approved By	100005	Test User5	CFIN	CMD	Director (Appolo)

Showing 1 to 2 of 2 entries Previous 1 Next

Forward Exit

Selected User Table

- All users are showing in table of selected users.
- Also if you want to click on Select Favourite button.
- Select dropdown list and click on Select Button.
- All the users are added on selected users table.
- Click on Forward Button.

Change in Assignment Initiator

Select Users

☐ Urgent

Select Favourite

Reviewed/Recommended By : Add

Approved By : Add

Selected Users

Per page: 10

User Type	CPF No	Name	Section	Sub Section	Role/Designation	
Reviewed/Recommended By	100002	Test User2	BD	BD	Senior Finance & Accounts Officer	✖
Approved By	100005	Test User5	CFIN	OMD	Director (Appolo)	✖

Showing 1 to 2 of 2 entries
Previous **1** Next

Forward
Exit

Click on Forward button

- Now task go to the Recommender.
- Login to that user.

10.2 Reviewer/Recommender Screen

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

Test User2

Edit Profile Log Out

Dashboards

Create Saved Search

Dashboard

INBOX

Cabinet

Show more...(24)

Launch

Access Authorization Generic Process

Mortgage Approval Process

Sanction Process

INBOX

Enter search text...

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
DLH/ECC/OMD/100...	test-manual2	Change in Assignme...	Change in Assignme...	Test User1 (100001)-...		Dec 21, 2021, 4.3...
DLH/ECC/OMD/100...	Test	Investment Approval ...	Investment Approval ...	Test User1 (100001)-...		Dec 21, 2021, 4.0...
AMS/PFIN/PFIN/208...	esf	Cash and Bank Revi...	Cash and Bank Revi...	Test User3 (100003)-...		Dec 21, 2021, 2.4...
DLH/ECC/OMD/100...	test-CIA	Change in Assignment	Change in Assignment	Test User5 (100005)-...		Dec 21, 2021, 2.3...
AMS/PFIN/PFIN/208...	dwd	Cash and Bank F				Dec 21, 2021, 2.1...
DLH/ECC/OMD/100...	Test	Imprest/Continge				Dec 21, 2021, 12...
DLH/BD/BD/10503/0...	test by sumit	Interest/Penalty				Dec 21, 2021, 11...
DLH/BD/BD/10507/0...	Generic test 01	Generic File Initi				Dec 20, 2021, 7.3...
AMS/PFIN/PFIN/208...	tttt	Cash and Bank Revi...	Cash and Bank Revi...	Test User3 (100003)-...		Dec 20, 2021, 5.5...
DLH/BD/BD/10507/0...	Test User5	Change in Assignme...	Change in Assignme...	Test User1 (100001)-...		Dec 20, 2021, 3.5...
DLH/ECC/OMD/100...	Test BDP	Generic BD File Appr...	Generic BD File Appr...	Test User1 (100001)-...		Dec 20, 2021, 3.3...
DLH/BD/BD/10518/0...	Part file sign btn test 02	Part File Initiator	Part File Initiator	Test User1 (100001)-...		Dec 20, 2021, 1.1...
DLH/ECC/OMD/100...	Part case sign btn te...	Part File Approver	Part File Approver	Test User2 (100002)-...		Dec 20, 2021, 1.0...
DLH/BD/BD/10507/0...	Part case sign btn te...	Approver Part File	Approver Part File	Test User1 (100001)-...		Dec 20, 2021, 1.0...
DLH/BD/BD/10526/0...	Generic Committee t...	Generic Committee I...	Generic Committee I...	Test User1 (100001)-...		Dec 20, 2021, 11...
DLH/ECC/OMD/100...	Committee Approval ...	Generic File Approver	Generic File Approver	Test User2 (100002)-...		Dec 20, 2021, 10...
DLH/ECC/OMD/100...	Approver test 02	Approver Part File	Approver Part File	Test User1 (100001)-...		Dec 17, 2021, 6.0...
DLH/ECC/OMD/100...	test1	Re-Annorrioration of	Re-Annorrioration of	Test User1 (100001)-...		Dec 17, 2021, 10...

1 2 25 Items per page
1 - 25 of 37 item

Change in Assignment - Reviewer / Recommender

File No DLH/ECC/OMD/10007/00007 Creation Date 21-12-2021 Priority Normal Age Of File (in Days) 0 Year 2021-22

Subject test-manual2 Location Delhi

Meta Data

Location
Delhi
Section
EC Cell
Sub Section
Office of Managing Director
Project
NA
Subject
test-manual2
Priority
Normal
Type of Assignment
Additional Assignment

Office Note / Green Sheet

सार्थक पत्र / Working Paper

Change in Assignment of Employee

Employee Details

CPF No.	Name	Designation
100004	Test User4	Assistant Executive Engineer (Drilling)

Current Assignment(s)

- All the sign of user shown in office note.
- Click on E-sign button.

File Action

Save & Close E-Sign History

Activate Windows
Go to Settings to activate Windows.

Click on E-Sign

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

Change in Assignment Reviewer / Recommender

Action With eSign

Select Action

☒ Review / Recommend ☐ Return to Initiator ☐ Forward For Review

Forward Exit

Select Action and Click on Forward Button

- Task go to the Approver.

- Login with Approver User.

10.3 Approver Screen.

- Open the task from Inbox.

Test User5
Edit Profile Log Out

INBOX

Enter search text

e Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
H/ECC/OMD/100...	test-manual2	Change in Assignme...	Change in Assignme...	Test User2 (100002)-...		Dec 21, 2021, 4.3...
H/CFIN/OMD/100...	Test 3	Investment Approval ...	Investment Approval ...	Test User4 (100004)-...		Dec 20, 2021, 6.3...
DLH/CFIN/OMD/100...	Test	Re-Appropriation of ...	Re-Appropriation of ...	Test User5 (100005)-...		Dec 15, 2021, 5.2...
DLH/CFIN/OMD/100...	Test Part Case 15/12	Part File Initiator	Part File Initiator	Test User5 (100005)-...		Dec 15, 2021, 4.5...
DLH/CFIN/OMD/100...	Test by Diksha	Part File Initiator	Part File Initiator	Test User5 (100005)-...		Dec 15, 2021, 4.2...
DLH/ECC/OMD/100...	Test By gautam	Generic File Initiator	Generic File Initiator	Test User5 (100005)-...		Dec 15, 2021, 3.1...

Task is visible in Inbox

Activate Windows
Go to Settings to activate Windows.

Change in Assignment - Approver

File No DLH/ECC/OMD/10007/00007 Creation Date 21-12-2021 Priority Normal Age Of File (in Days) 0 Year 2021-22

Subject test-manual2 Location Delhi

Meta Data

- Location
- Delhi
- Section
- EC Cell
- Sub Section
- Office of Managing Director
- Project
- NA
- Subject
- test-manual2
- Priority
- Normal
- Type of Assignment
- Additional Assignment

Office Note / Green Sheet

सार्थक पत्र / Working Paper

Change in Assignment of Employee

Employee Details

CPF No.	Name	Designation
100004	Test User4	Assistant Executive Engineer (Drilling)

Current Assignment(s)

Section	Sub-Section	Role

Activate Windows
Go to Settings to activate Windows.

- All the sign of user shown in office note.
- Click on E-sign button.

Click on E-sign button

- Select Approve on Select Action.

Select Approve

Note: When Approve is selected there are 2 options to send a file.

- 1. Approve and send to Initiator-** File will be approved and go to the user whose CPF NO is entered.
- 2. Approve and send to other user-** File will be approved and go to the selected user.

- Select Approve and send to Initiator.
- Click on Forward button.

Change in Assignment Approver

Action With eSign

☐ Urgent

Select Action

☒ Approve & Send To Initiator
☐ Approve & Send To Other User

Back
Forward
Exit

Select Approve & send to Initiator and Click on Forward Button

- Task go to the Initiator.
- Login with Initiator.

10.4 Initiator's Screen.

- Open the Task from Inbox.

Test User1
Edit Profile Log Out

INBOX
...

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
DLH/ECC/OMD/100...	Test by Diksha	Imprest/Contingent A...	Imprest/Contingent A...	RAHULBHAI K. RAT...		Dec 21, 2021, 4.4...
DLH/ECC/OMD/100...	test-manual2	Change in Assinma	Change in Assinma	Test User5 (100005)...		Dec 21, 2021, 4.4...
DLH/CSS/SAP/3102...	report	Interest/Penalty Rep...	Interest/Penalty Rep...	SAURABH NATHANI...	High	Dec 21, 2021, 4.3...
DLH/ECC/OMD/100...	test	Generic File Initiator	Generic File Initiator			Dec 21, 2021, 4.3...
DLH/ECC/OMD/100...	test4	Imprest/Contingent A...	Imprest/Contingent A...			Dec 21, 2021, 3.4...
DLH/ECC/OMD/PUR...		Step : Proposal Initia...				
DLH/CSS/SAP/3100...	Contingent	Imprest/Contingent A...	Imprest/Contingent A...	RAHULBHAI K...		
DLH/ECC/OMD/100...	Test By gautam	Generic Committee I...	Generic Committee I...	Test User3 (100...		
DLH/BD/BD/105/00047	Subject test	Step: Approval View	Cash and Bank File ...	Test User2 (100...		
DLH/ECC/OMD/100...	Test	Generic Committee I...	Generic Committee I...	Test User2 (100002)-...		Dec 21, 2021, 12...
DLH/ECC/OMD/100...	Test	Generic Committee I...	Generic Committee I...			Dec 21, 2021, 12...
DLH/ECC/OMD/100...	test	Imprest/Contingent A...	Imprest/Contingent A...			Dec 21, 2021, 12...
DLH/ECC/OMD/100...	Create by Diksha	Investment Approval ...	Investment Approval ...	Test User4 (100004)-...		Dec 21, 2021, 11...
DLH/ECC/OMD/100...	test-script	Part File Initiator	Part File Initiator	Test User1 (100001)-...		Dec 21, 2021, 11...
DLH/ECC/OMD/100...	Test By gautam	Generic Committee I...	Generic Committee I...			Dec 21, 2021, 10...
DLH/ECC/OMD/100...	INcadjust201	Imprest/Contingent A...	Imprest/Contingent A...			Dec 20, 2021, 5.0...
DLH/ECC/OMD/100/...	test	Change in Bank Sign...	Change in Bank Sign...			Dec 20, 2021, 4.3...
AMS/PFIN/PFIN/208...	Test	Cash and Bank Revi...	Cash and Bank Revi...			Dec 20, 2021, 4.2...
DLH/ECC/OMD/100...	Test Additional Assin	Change in Assinma	Change in Assinma	null (null)-null		Dec 20, 2021, 4.0...

Task is Visible in Inbox

Change in Assignment Initiator


File No DLH/ECC/OMD/10007/00007 Creation Date 21-12-2021 Priority Normal Age Of File (in Days) 0 Year 2021-22

Subject test-manual2 Location Delhi

Meta Data

- Location Delhi
- Section EC Cell
- Sub Section Office of Managing Director
- Project NA
- Subject test-manual2
- Priority Normal
- Type of Assignment Additional Assignment

Office Note / Green Sheet



सार्थक पत्र / Working Paper

Change in Assignment of Employee

Employee Details

CPF No.	Name	Designation
100004	Test User4	Assistant Executive Engineer (Drilling)

Current Assignment(s)

Section	Sub Section	Role
Russia BU	Corporate Finance	Company Secretary

- Click on Send To Cabinet button.

File Action

Save & Close Send To Cabinet History

Click on Send to Cabinet button

- Send File to Cabinet box opens.
- Click on Yes button.
- Click on Submit button.

Change in Assignment Initiator

Send File to Cabinet

Change in assignment completed successfully. Are you sure want to send this file to cabinet ?

Yes No

Add Yellow Note

Click on Yes button

- Task go to Initiator's Cabinet
- Go to Cabinet.

10.5 Initiator's Cabinet Screen

- File shown in table.
- Choose your File.
- Click on Open button.

Test User1
Edit Profile Log Out

Cabinet

Select Type : Closed Search File : Search by selected type. File No

Per page: 10

File No	Subject	File Type	Year	Created By	Created On	Updated On
DLH/ECC/OMD/10007/0007	test-manual2	Change in Assignment	2021-22	Test User1 (100001)	21.12.2021	21.12.2021
DLH/ECC/OMD/10007/0008	test-manual2	Change in Assignment	2021-22	Test User1 (100001)	21.12.2021	21.12.2021
DLH/ECC/OMD/10017/0002	LGA211	GenericLegal	2021-22	Test User1 (100001)	21.12.2021	21.12.2021
DLH/ECC/OMD/10026/0009	Copy test suresh 01	Generic Committee	2021-22	Test User1 (100001)	21.12.2021	21.12.2021
DLH/ECC/OMD/10025/0008	Test 21/12 - 2			Test User1 (100001)	21.12.2021	21.12.2021
DLH/ECC/OMD/10006/0004	ICAAIP Example			Test User1 (100001)	21.12.2021	21.12.2021
DLH/ECC/OMD/10024/0004	Test by Diksha 21/12	CAG Audit	2021-22	Test User1 (100001)	21.12.2021	21.12.2021
DLH/ECC/OMD/10025/0006	Test	TreasuryInvestment	2021-22	Test User1 (100001)	21.12.2021	21.12.2021
DLH/ECC/OMD/10018/00010	Create by Diksha 21/12	Part File	2021-22	Test User1 (100001)	21.12.2021	21.12.2021

Click to open the file.

➤ File opens in full view.

Cabinet

File No DLH/ECC/OMD/10007/00007 Creation Date 21-12-2021 Priority Normal Age Of File (in Days) 0 Year 2021-22

Subject test-manual2 Location Delhi

Meta Data

Location
Delhi
Section
EC Cell
Sub Section
Office of Managing Director
Project
NA
Subject
test-manual2
Priority
Normal

Office Note / Green Sheet

सार्थक पत्र / Working Paper

Change in Assignment of Employee

Employee Details

CPF No.	Name	Designation
100004	Test User4	Assistant Executive Engineer (Drilling)

Current Assignment(s)

Section	Sub Section	Role

➤ Click on History button.

File Action

Exit History Send For Review

Click on History button

➤ File Movement History is shown.

Cabinet

Showing entry 1 of 1 entries

Movement History

File No :
DLH/ECC/OMD/10007/00007

Subject :
test-manual2

Per page: 10

Date	Stage	From	To
21.12.2021 04:37:33 PM	Change in Assignment Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Senior Finance & Accounts Officer
21.12.2021 04:39:45 PM	Review / Recommend	Test User2 (100002)-Senior Finance & Accounts Officer	Test User5 (100005)-Director (Appolo)
21.12.2021 04:44:14 PM	Approve	Test User5 (100005)-Director (Appolo)	Test User1 (100001)-Director (Finance)
21.12.2021 05:08:03 PM	Change in Assignment Initiator	Test User1 (100001)-Director (Finance)	To Cabinet

Showing 1 to 4 of 4 entries

Previous 1 Next

Close

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