



ONGC Videsh Ltd.



2021

Paperless Office- DAK- User Manual

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Document Control

Document Information

	Information
Document Id	
Document Owner	Appolo Computers Pvt. Ltd.
Issue Date	15-02-2022
Last Saved Date	15-02-2022
File Name	DAK

Document History

Version	Issue Date	Changes
[1.0]	15-02-2022	

Table of Contents

1	INTRODUCTION	2
2	LOGIN IN THE PAPERLESS OFFICE:	2
3	LOGIN SCREEN OVERVIEW:	2
4	HOW TO RUN THE DAK PROCESS.....	3
5	INTERNAL DAK	4
5.1	INITIATOR SCREEN.....	6
5.2	FORM INFORMATION	6
5.3	SELECT PRIORITY AND SEND TO EXTERNAL ENTITY	7
5.4	ADD SECTION/EMPLOYEE NAME	7
5.5	ADD CC USER	8
5.6	ADD DAK CONTENT	8
5.7	ADD ENCLOSURE	9
5.8	ADD COMMENTS	10
5.9	SENDING A DAK	11
5.10	OUTGOING DAK SCREEN.....	12
5.11	APPROVER SCREEN.....	12
5.12	EMPLOYEE SCREEN.....	14
5.13	INCOMING DAK SCREEN	16
5.14	CC USER SCREEN.....	17
5.15	USER SCREEN	19
6	EXTERNAL DAK.....	20
6.1	INITIATOR SCREEN.....	21
6.2	SELECT PRIORITY	22
6.3	ADD DAK CONTENT	22
6.4	ADD SECTION/EMPLOYEE NAME	23
6.5	ADD CC USER	24
6.6	ADD ENCLOSURE	24
6.7	ADD COMMENTS	25
6.8	SENDING A DAK	26
6.9	EMPLOYEE SCREEN.....	27
6.10	CC USER SCREEN.....	28
6.11	USER SCREEN	30

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

Test User1
Edit Profile Log Out

Dashboard

Priority Wise

100.0%

0 Urgent 0 High 151 Normal 0 Low

Task List In inbox

File No	Subject
DLH/OCS/OTH/31401/00011	test by sakshi
DLH/OCS/OTH/31404/00005	Test HR 11_02
DLH/DRIL/DR/40037/00002	Test borrowing
DLH/OCS/OTH/31405/00004	Onboarding - ovl test - Head IT Approval
DLH/OCS/OTH/31430/00010	test by sakshi
DLH/OCS/OTH/31401/00012	Tender Box Creation for Tender File: DLH/OCS/OTH/31430/00010
DLH/OCS/OTH/31413/00007	Test
DLH/OCS/OTH/31499/00022	test-1234
DLH/OCS/OTH/31499/00012	GAP
DLH/OCS/OTH/31430/00011	tendering1

Task Summary

16.3%

View Process List Panel

Dashboard – It is a graphical representation of Task

- Inbox Screen

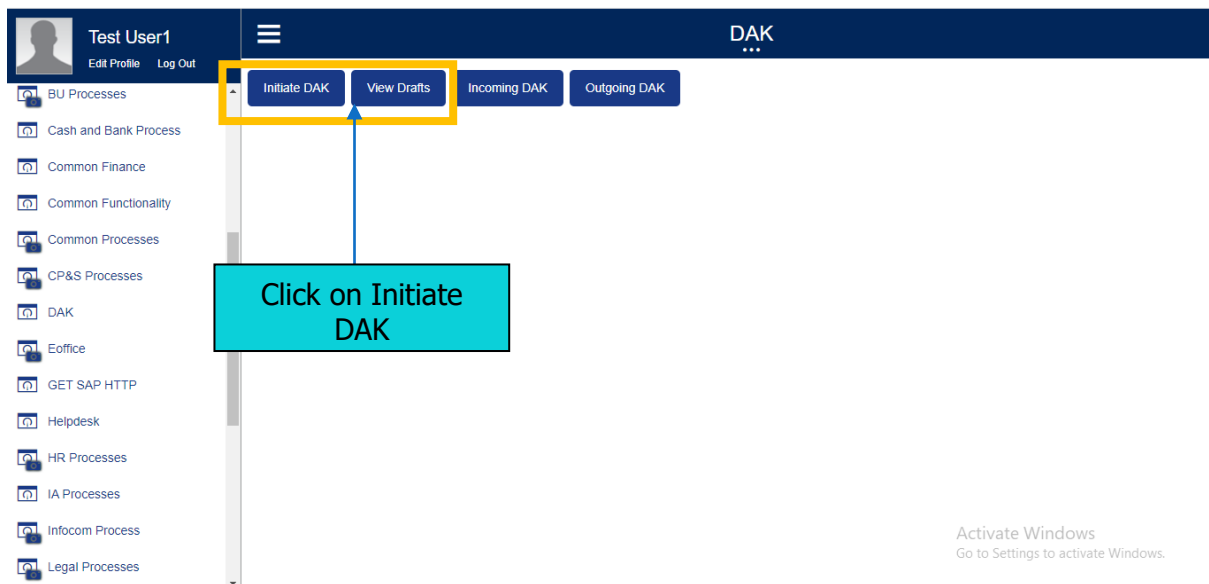
4 How to run the DAK process

- Click on DAK tab on the process list.
- DAK Page displayed. Four buttons should be displayed.

- Four buttons are:
 - Initiate DAK :
 - View Drafts :
 - Incoming DAK :
 - Outgoing DAK :

5 Internal DAK

- Click on Initiate DAK button.



- Create DAK Panel will open.
- Enter the entire metadata field displayed on the Create DAK 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 DAK Origin as Internal from the dropdown.
- Select DAK Type from dropdown and enter file the Subject.
- Click Create in order to create new file. Click Exit to Exit.

Create DAK

Location:

Section:

Sub Section:

DAK Origin:

DAK Type:

DAK Subject:

Create **Exit**

- Click on Create button.

Create DAK

Location:

Section:

Sub Section:

DAK Origin:

DAK Type:

DAK Subject:

Create **Exit**

Select Internal

Click on Create

5.1 Initiator Screen

Following Screen Opens in Full View:

DAK

DAK Metadata

DAK Number: DLH/OCS/OTH/DAK/000000014

DAK Type: Letter

DAK Subject: DAK-1

DAK Origin: Internal

Creation Date: 15.02.2022

Set Priority

Select Priority: Low

Send to External Entity

Is DAK to be send to External Entity? No

Enter Section / Employee Name

Enter Employee Name:

DAK Content

Edit Insert View Format Table Tools

Formats B I U L R Link Image Text Color Background Color

Activate Windows
Go to Settings to activate Windows.

5.2 Form Information

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

Set Priority – User can select priority of the DAK.

Send to External Entity – User can select Yes or No if the file is send to be External Entity.

Enter Section/ Employee Name- User can enter the name of employee or section.

Enter CC User – User can enter the name of CC user.

DAK Content – User can type the contents.

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

Comments – User can write the Comments in comments section.

5.3 Select Priority and Send to External Entity

- Select Priority from drop down.
- Select yes or no if the file is to be sent to External Entity.

Set Priority ^

Select Priority: v

Send to External Entity ^

Is DAK to be send to External Entity? v

5.4 Add Section/Employee Name

- Enter Employee Name and Click on Add button.
- Added User will be visible in Table.

Enter Section / Employee Name ^

Enter Employee Name: **Add**

Enter Section: **Add**

Per page:

CPF No	Name	Role/Designation	
100002	Test User2	Company Secretary	✕

Showing entry 1 of 1 entries **1**


5.5 Add CC User

- Enter CC User Name and Click on Add button.
- Added User will be visible in Table.

Enter CC Users

Enter Employee Name:

Add

CPF No	Name	Role/Designation	
100003	Test User3	Country Manager- Myanmar	

5.6 Add DAK Content

- Write Content in DAK Content section.

DAK Content

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

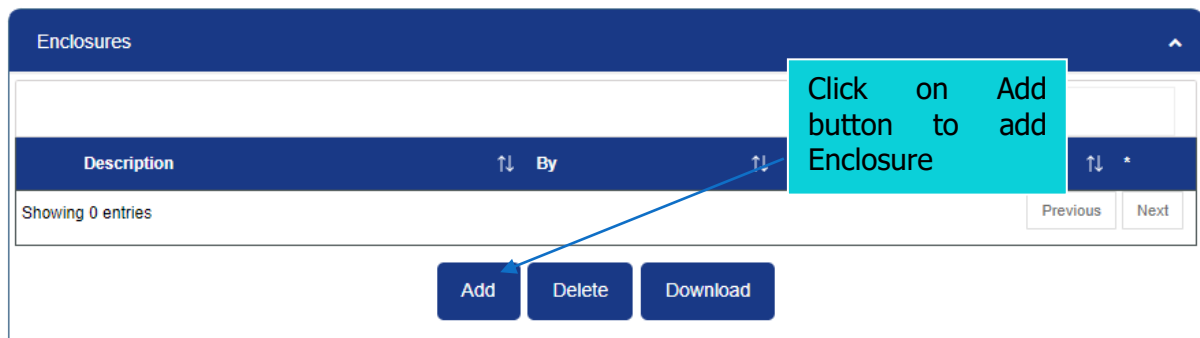
↶ ↷ Formats ▾ **B** *I* A ▾ ▾

Creation Of DAK

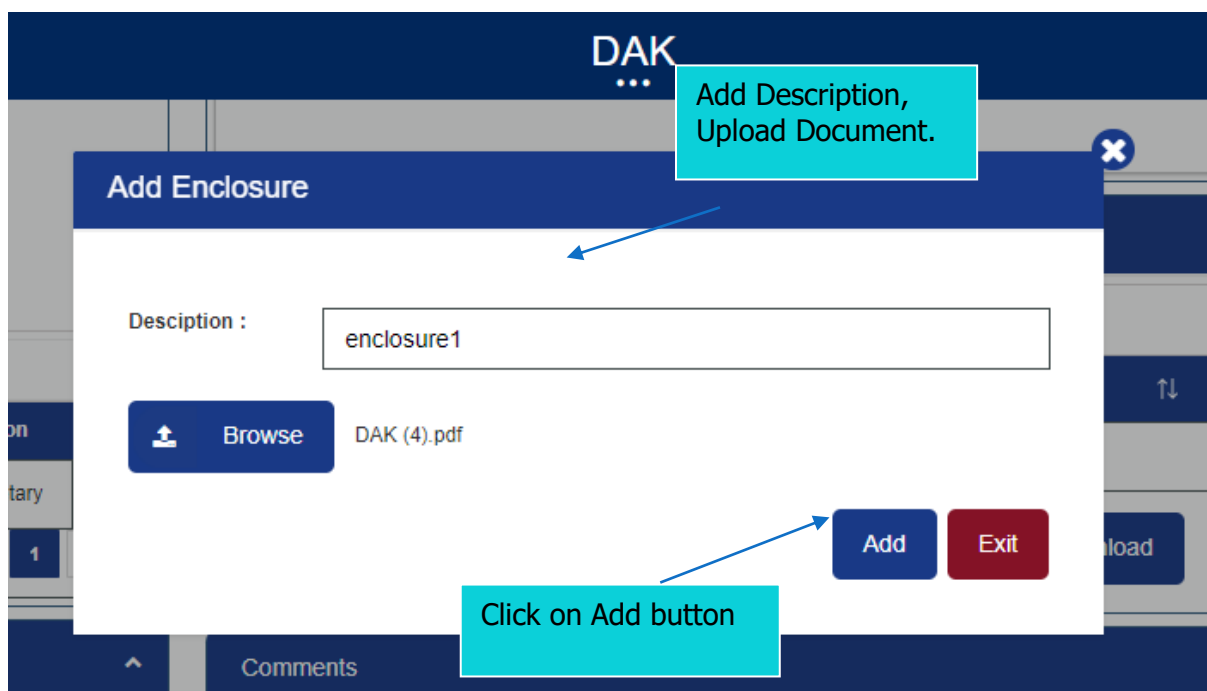
Write Content in DAK Content section.

Activate Windows
Go to Settings to activate Windows.

5.7 Add Enclosure



- Click on Add Button of Enclosure.
- Fill all the details 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.



Enclosures			
			Per page: 5
Description	By	Date	
<input type="radio"/> enclosure1	Test User1 (100001)-Senior Geophysicist (Surface)	15-02-2022	
Showing entry 1 of 1 entries			Previous 1 Next
<div>Add Delete Download</div>			

5.8 Add Comments

Comments	
Date	Comment
Showing 0 entries	
<div>Add Comment Remove</div>	

Click on Add Comments button

- Click on Add Comments button.
- Fill the box of Comments.
- Click on Add Button.

DAK

Add Comment

Comment:

DAK for Approval

Type Comments and click on Add button

Add Exit

Comments

Comments		
Date	Comment	By
15.02.2022	DAK for Approval	Test User1 (100001)-Senior Geophysicist (Surface)

Showing entry 1 of 1 entries

Previous 1 Next

Add Comment Remove

5.9 Sending a DAK

- Click on Send for Approval button if DAK is to be sent for approval first.

Note: On click on save button. DAK will saved as Draft and will be visible in view Draft section.

File Action

Save and Close

Send For Approval

Send DAK

Click on Send for Approval

- Forward DAK screen opens. Select the user in Enter Employee Name.
- Click on Add Button.

DAK

Forward Action

Enter Employee Name:

Add

CPF No	Name	Role/Designation
100004	Test User4	Company Secretary

Send

Exit

Click on Add button

- Click on Send button.
- Task will go to Approver.

5.10 Outgoing DAK Screen

- Send DAK will be visible in Outgoing DAK.

DAK

Initiate DAK

View Drafts

Incoming DAK

Outgoing DAK

Click on Forward button.

Initiate DAK

View Drafts

Incoming DAK

Outgoing DAK

Search Outgoing DAK File:

Outgoing DAK List

Per page: 10

Dak No	DAK Subject	Created By	Sent To	Created On
DLH/OCS/OTH/DAK/000000013	test123	100001	100002	11-02-2022
DLH/OCS/OTH/DAK/000000012	dak1	100001	100002	11-02-2022
DLH/OCS/OTH/DAK/000000010	test	100001	100001,100002	11-02-2022
DLH/OCS/OTH/DAK/000000009	test by sakshi	100001	100002	10-02-2022
DLH/OCS/OTH/DAK/000000008	Test DAK 10-02	100001	100002,100003	10-02-2022
DLH/OCS/OTH/DAK/000000006	test by sakshi	100001	100002	10-02-2022
DLH/OCS/OTH/DAK/000000005	Test DAK	100001	100002,100003	10-02-2022
DLH/OCS/OTH/DAK/000000004	Demo Test	100001	100002	09-02-2022
DLH/OCS/OTH/DAK/000000003	Test By gautam	100001	100002	09-02-2022

Showing 1 to 9 of 9 entries

Previous 1 Next

5.11 Approver Screen

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

Test User4
Edit Profile Log Out

INBOX

Enter search text...

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received...
DLH/OCS/OTH/D...	DAK-1	DAK Approval	Approve	Test User1 (1000...	Medium	Feb 15, 2022, ...
DLH/OCS/OTH/3...	Test AAP 14_02	Agenda File - ne...	Agenda File - ne...	Test User3 (1000...	Medium	Feb 14, 2022, ...
DLH/OCS/OTH/3...	Test Overseas Po...	Overseas Posting...	Overseas Posting...	Test User2 (1000...	Medium	Feb 11, 2022, ...
AMS/APAC/AUD/...	Test DAK 6:12 PM	Forward DAK	Forward DAK	Test User3 (1000...	Medium	Feb 10, 2022, ...
DLH/DRIL/DRI/40...	Test MM 10_02	TC Mee			Medium	Feb 10, 2022, ...
DLH/OCS/OTH/3...	ca	Change			Medium	Feb 10, 2022, ...
DLH/DRIL/DRI/40...	test by sakshi	User Ac			Medium	Feb 9, 2022, 4...
DLH/OCS/OTH/3...	Test 08/02 AAP	Agenda			Medium	Feb 8, 2022, 1...
DLH/OCS/OTH/3...	test	TC Meeting Notice	Tendering Proces...	Test User1 (1000...	Medium	Feb 4, 2022, 4...
DLH/OCS/OTH/3...	new	Help Desk	Help Desk	Test User1 (1000...	Medium	Feb 4, 2022, 4...
DLH/OCS/OTH/3...	Test	Tour Report Sub...	Tour Report Sub...	Test User2 (1000...	Medium	Jan 24, 2022, ...

Activate Windows
Go to Settings to activate Windows.

1 - 11 of 11 Items

DAK Approval

DAK Metadata

DAK Number: DLH/OCS/OTH/DAK/000000014

DAK Type: Letter

DAK Subject: DAK-1

Creation Date: 15.02.2022

Priority

Select Priority: Low

TO Users

CPF No	Name	Role/Designation
100002	Test User2	Company Secretary

CC Users

CPF No	Name	Role/Designation
100003	Test User3	Country Manager- Myanmar

DAK Content

Creation Of DAK

Activate Windows
Go to Settings to activate Windows.

- Select Send for Modification, if DAK is to be sent for further modification.
- Select Approve

File Action

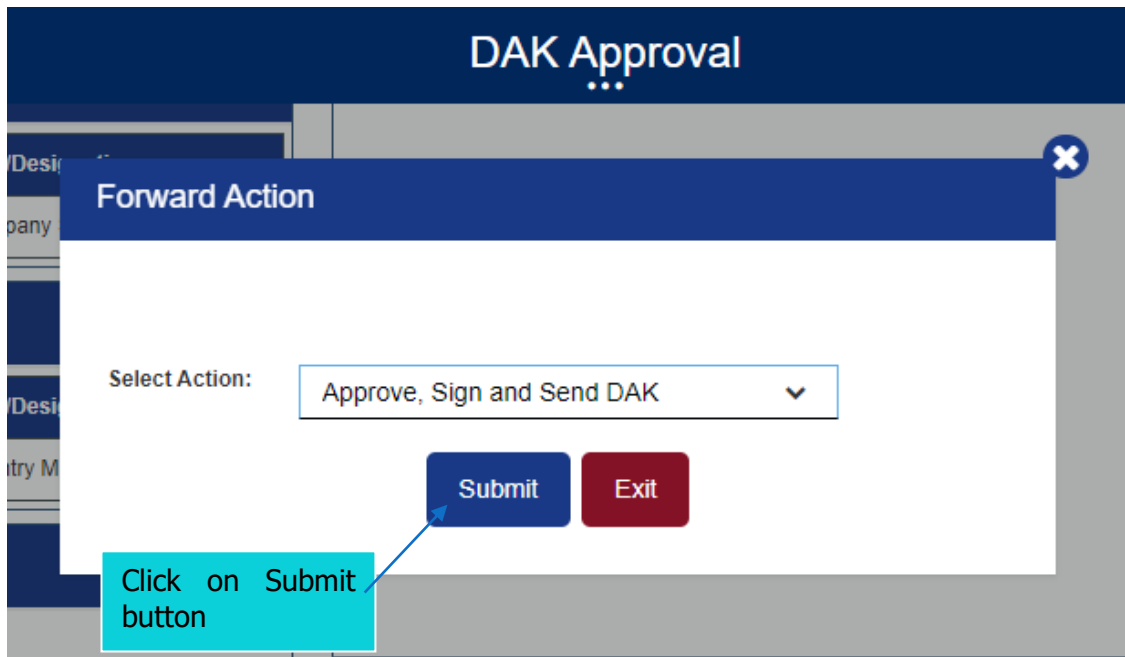
Approve

Send For Modification

Select Approve

- Forward Action Screen opens.
- Select Approve, Sign and Send DAK from dropdown.

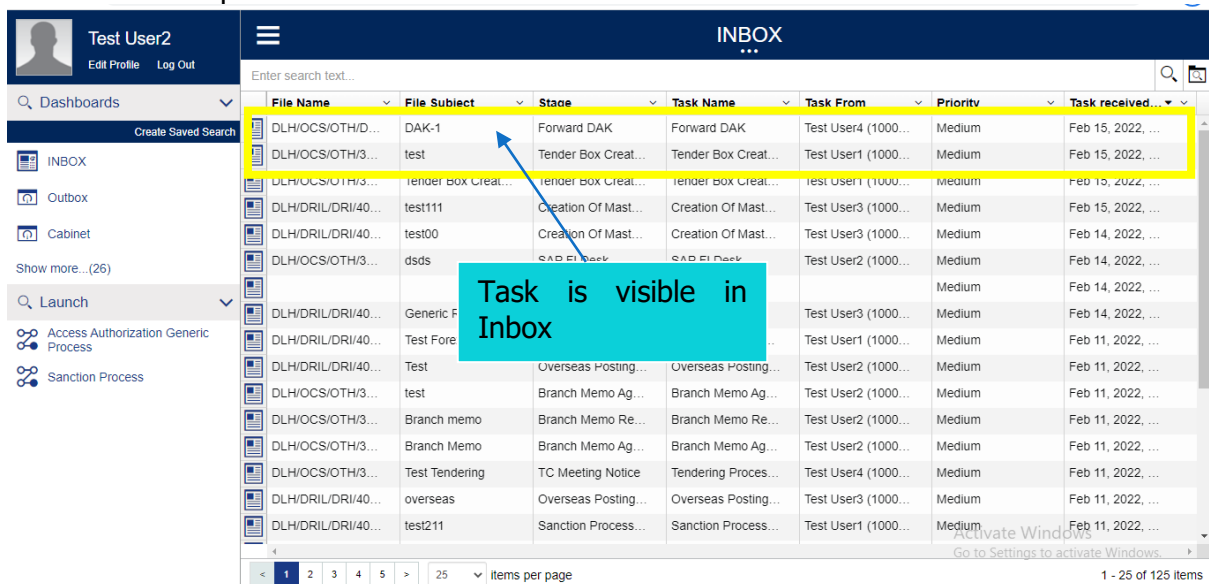
- Click on Submit button.



- Task will go to selected employee/ Section.
- Login with Selected Employee.

5.12 Employee Screen

- Open the task from Inbox.



5.13 Incoming DAK Screen

- Click on Incoming DAK

The screenshot shows the DAK (Document Action Key) interface. On the left is a sidebar with a user profile 'Test User2' and a list of processes including Common Processes, CP&S Processes, DAK, Dashboard, Director Inbox, Eoffice, GET SAP HTTP, Helpdesk, HR Processes, IA Processes, Infocom Process, Legal Processes, Marketing Process, and Meeting&Committee. The main header has a menu icon and the text 'DAK'. Below the header are four buttons: 'Initiate DAK', 'View Drafts', 'Incoming DAK', and 'Outgoing DAK'. A blue callout box with an arrow points to the 'Incoming DAK' button, containing the text 'Click on Incoming DAK'. At the bottom right, there is a watermark that says 'Activate Windows Go to Settings to activate Windows.'

- Select the task and Click on Open button.

The screenshot shows the 'Incoming DAK List' table. The table has columns: 'Dak No', 'DAK Subject', 'Created By', 'Sent By', and 'Created On'. There are 10 entries in the table. The first entry is selected. Below the table, there is a button labeled 'Open'. At the bottom right, there is a watermark that says 'Activate Windows Go to Settings to activate Windows.'

Dak No	DAK Subject	Created By	Sent By	Created On
DLH/OCS/OTH/DAK/000000014	DAK-1	100002	Test User4 (100004)-Assistant Executive Engineer (Drilling)	15-02-2022
DLH/OCS/OTH/DAK/000000013	test123	100002	Test User1 (100001)-Senior Geophysicist (Surface)	14-02-2022
ATY/APAC/AMC/DAK/000000001	dak2	100002	Test User2 (100002)-Senior Finance & Accounts Officer	11-02-2022
DLH/OCS/OTH/DAK/000000012	dak1	100002	Test User3 (100003)-Country Manager- Myanmar	11-02-2022
DLH/OCS/OTH/DAK/000000012	dak1	100002	Test User1 (100001)-Senior Geophysicist (Surface)	11-02-2022
DLH/OCS/OTH/DAK/000000010	test	100002	Test User1 (100001)-Director (Finance)	11-02-2022
DLH/OCS/OTH/DAK/000000010	test	100002	Test User2 (100002)-Senior Finance & Accounts Officer	11-02-2022
AMS/APAC/AUD/DAK/000000002	Test DAK 6:12 PM	100002	Test User3 (100003)-General Manager (Production)	10-02-2022
DLH/CFIN/OMD/DAK/000000002	Test Outgoing DAK	100002	Test User3 (100003)-General Manager (Production)	10-02-2022
DLH/APAC/AMC/DAK/000000008	Test By gautam	100001	Test User3 (100003)-General Manager (Production)	10-02-2022

- DAK screen displays.
- Click on Back button.

- Login with CC user

5.14 CC User Screen.

- Open the task from Inbox.

The screenshot shows the 'INBOX' section of a software application. On the left sidebar, there are navigation options like 'Dashboards', 'INBOX', and 'Launch'. The main area displays a table of tasks. A blue arrow points from a text box saying 'Task is visible in Inbox' to a specific task row in the table.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task Received...
DLH/RUS/CFIN/6...	test mm	TC Committee N...	TC Committee N...	Test User4 (1000...	Medium	Feb 15, 2022, ...
DLH/OCS/OTH/D...	DAK-1	Forward DAK	Forward DAK	Test User4 (1000...	Medium	Feb 15, 2022, ...
AMS/PFIN/PFIN/...	Intr	Creation Of Mast...	Creation Of Mast...		Medium	Feb 15, 2022, ...
DLH/OCS/OTH/3/...	test	Tender Box Creat...	Tender Box Creat...	Test User1 (1000...	Medium	Feb 15, 2022, ...
DLH/DRIL/DRI/40...	dsds	SAP FI Desk	SAP FI Desk	Test User1 (1000...	Medium	Feb 15, 2022, ...
DLH/OCS/OTH/3/...	Tender Box Creat...	Tender Box Creat...	Tender Box Creat...	Test User1 (1000...	Medium	Feb 15, 2022, ...
DLH/OCS/OTH/D/...	Test123			Test User1 (1000...	Medium	Feb 14, 2022, ...
DLH/OCS/OTH/3/...	Test EPC		E...	Test User3 (1000...	Medium	Feb 14, 2022, ...
AMS/PFIN/PFIN/...	Part case		f	Test User3 (1000...	Medium	Feb 11, 2022, ...
DLH/OCS/OTH/3/...	Confidenti		pr...	Test User2 (1000...	Medium	Feb 11, 2022, ...
DLH/OCS/OTH/3/...	Test Tendering	TC Meeting Notice	Tendering Proces...	Test User4 (1000...	Medium	Feb 11, 2022, ...
AMS/PFIN/PFIN/...	Test By gautam	Partner Audit Pro...	Partner Audit Pro...		Medium	Feb 11, 2022, ...
DLH/OCS/OTH/D/...	Test DAK	Forward DAK	Forward DAK	Test User1 (1000...	Medium	Feb 10, 2022, ...
DLH/DRIL/DRI/40...	Test MM 10_02	TC Meeting Notice	Tendering Proces...	Test User1 (1000...	Medium	Feb 10, 2022, ...
DLH/OCS/OTH/3/...	Test Sanction For...	Tendering File Ap...	Tendering File Ap...	Test User2 (1000...	Medium	Feb 10, 2022, ...
DLH/OCS/OTH/3/...	Launch task with ...	File For Review	Generic File Appr...	Test User2 (1000...	Medium	Feb 9, 2022, 6...

- Forward DAK screen displays.

- Task will go to selected User.
- Login with the selected User.

5.15 User Screen

- Open the task from Inbox.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received...
DLH/OCS/OTH/D...	DAK-1	Forward DAK	Forward DAK	Test User3 (1000...	Medium	Feb 15, 2022, ...
AMS/PPIN/PPIN/...	trntr	Creation Of Mast...	Creation Of Mast...		Medium	Feb 15, 2022, ...
DLH/OCS/OTH/3...	test	Tender Box Creat...	Tender Box Creat...	Test User1 (1000...	Medium	Feb 15, 2022, ...
DLH/DRIL/DRIL/40...	dsds	SAP FI Desk	SAP FI Desk	Test User1 (1000...	Medium	Feb 15, 2022, ...
DLH/OCS/OTH/3...	Tender Box Creat...	Tender Box Creat...	Tender Box Creat...	Test User1 (1000...	Medium	Feb 15, 2022, ...
DLH/OCS/OTH/D...	test123	Forward DAK	Forward DAK	Test User1 (1000...	Medium	Feb 14, 2022, ...
DLH/OCS/OTH/3...	Test EPC	Agenda - Head E...	Agenda - Head E...	Test User3 (1000...	Medium	Feb 14, 2022, ...
AMS/PPIN/PPIN/...	Part case test 01	Part File Initiator	Part File Initiator	Test User3 (1000...	Medium	Feb 11, 2022, ...
DLH/OCS/OTH/3...	Confidential test 01	File For Review	Generic File Appr...	Test User2 (1000...	Medium	Feb 11, 2022, ...
DLH/OCS/OTH/3...	Test Tendering	TC Meeting Notice	Tendering Proces...	Test User4 (1000...	Medium	Feb 11, 2022, ...
AMS/PPIN/PPIN/...	Test By gautam	Partner Audit Pro...	Partner Audit Pro...		Medium	Feb 11, 2022, ...
DLH/OCS/OTH/D...	Test DAK	Forward DAK	Forward DAK	Test User1 (1000...	Medium	Feb 10, 2022, ...
DLH/DRIL/DRIL/40...	Test MM 10_02	TC Meeting Notice	Tendering Proces...	Test User1 (1000...	Medium	Feb 10, 2022, ...
DLH/OCS/OTH/3...	Test Sanction For...	Tendering File Ap...	Tendering File Ap...	Test User2 (1000...	Medium	Feb 10, 2022, ...
DLH/OCS/OTH/3...	Launch task with ...	File For Review	Generic File Appr...	Test User2 (1000...	Medium	Feb 9, 2022, 6...
DLH/OCS/OTH/D...	Demo Test	Forward DAK	Forward DAK	Test User5 (1000...	Medium	Feb 9, 2022, 2...

DAK Metadata

DAK Number: DLH/OCS/OTH/DAK/000000014

DAK Type: Letter

DAK Subject: DAK-1

Creation Date: 15.02.2022

Priority

Select Priority: Low

TO Users

CPF No	Name	Role/Designation
100002	Test User2	Company Secretary

CC Users

CPF No	Name	Role/Designation
100003	Test User3	Country Manager- Myanmar

DAK Content

Layout | [Icons]

ONGC VIDESH LIMITED

Creation Of DAK

Approved & Electronically Signed By :

Test User4 (100004)-Assistant Executive Engineer (Drilling)

On : 15.02.2022 11:57:48 AM

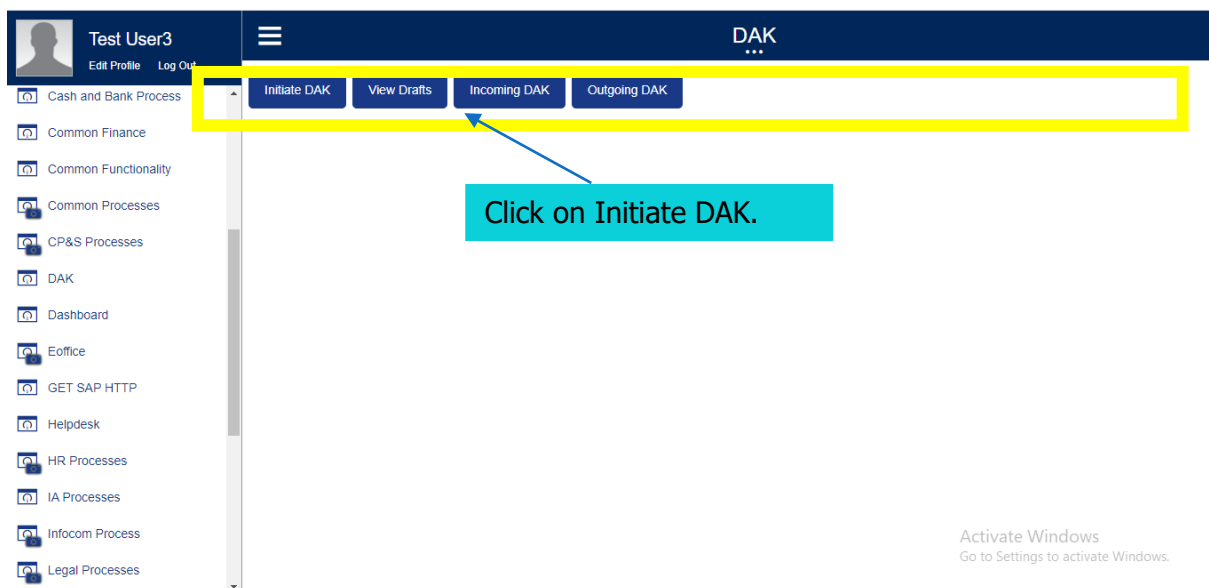
- Click on Close button
- DAK will be saved in Incoming DAK.



Click on Forward DAK button

6 External DAK

- Click on Initiate DAK button.



Click on Initiate DAK.

- Create DAK Panel will open.
- Enter the entire metadata field displayed on the Create DAK 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 DAK Origin as External from the dropdown.
- Select DAK Type from dropdown and enter file the Subject.
- Click Create in order to create new file. Click Exit to Exit.

DAK
...

Inc ... DAK
✕

Create DAK

Location:

Amsterdam

▼

Section:

Asia Pacific BU

▼

Sub Section:

Internal Audit

▼

DAK Origin:

External

▼

DAK Type:

Letter

▼

DAK Subject:

DAK-2

Create

Exit

Select External

➤ Click on Create.

6.1 Initiator Screen

Following Screen Opens in Full View:

DAK
...

DAK Metadata

DAK Number: AMS/APAC/AUD/DAK/000000003
 DAK Type: Letter
 DAK Subject: DAK-2
 DAK Origin: External
 Creation Date: 15.02.2022

Set Priority

Select Priority: LOW

Enter Section / Employee Name

Enter Employee Name: Add
 Enter Section: Add

DAK Content

File Name	Date	Created By
Showing 0 entries		

Previous
Next

Enclosures

Description	By	Date
Showing 0 entries		

Previous
Next

Comments

Date	Comment
Showing 0 entries	

Previous
Next

6.2 Select Priority

- Select Priority from drop down.

DAK Metadata

DAK Number: AMS/APAC/AUD/DAK/000000003

DAK Type: Letter

DAK Subject: DAK-2

DAK Origin: External

Creation Date: 15.02.2022

Set Priority


Select Priority: Low

- Select Action using radio buttons.
- Select forward to Cash & Bank.
- Select appropriate user.

6.3 Add DAK Content

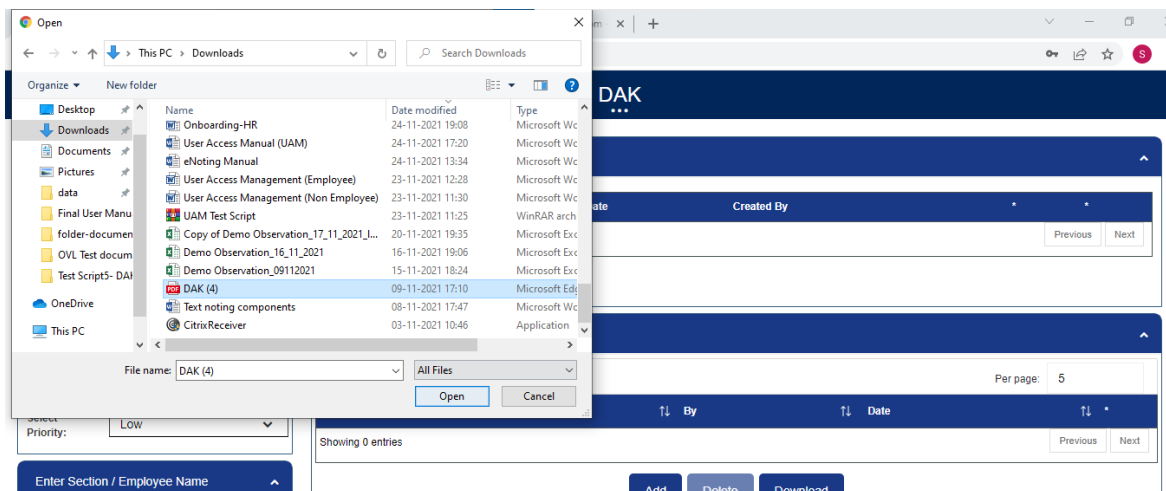
- Click on Browse button.

DAK Content

File Name	Date	Created By	*	*
Showing 0 entries				
<div><div> Browse</div><div>No file selected</div></div>				

Click on Browse button

- Upload the document



6.4 Add Section/Employee Name

- Enter Employee Name and Click on Add button.
- Added User will be visible in Table.

Enter Section / Employee Name

Enter Employee Name:
Add

Enter Section:
Add

Per page: 5

CPF No	Name	Role/Designation	
100002	Test User2	Company Secretary	

Showing entry 1 of 1 entries
Previous
1
Next

6.5 Add CC User

- Enter CC User Name and Click on Add button.
- Added User will be visible in Table.

Enter CC Users

Enter Employee Name:

Add

CPF No	Name	Role/Designation	
100003	Test User3	Country Manager-Myanmar	

6.6 Add Enclosure

Enclosures

Per page: 5

Description	By	Date	
Showing 0 entries			

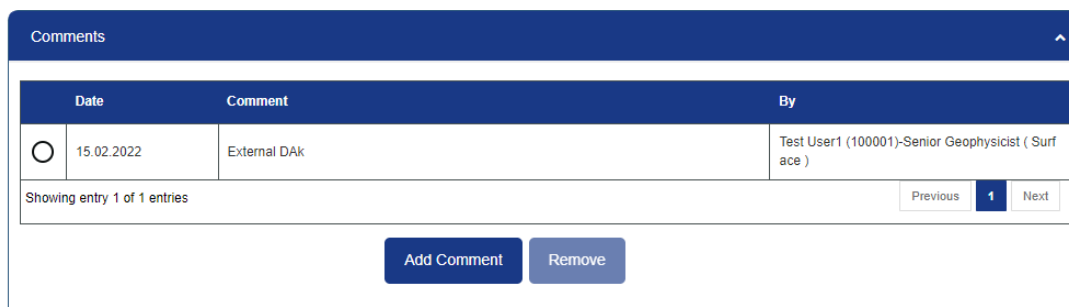
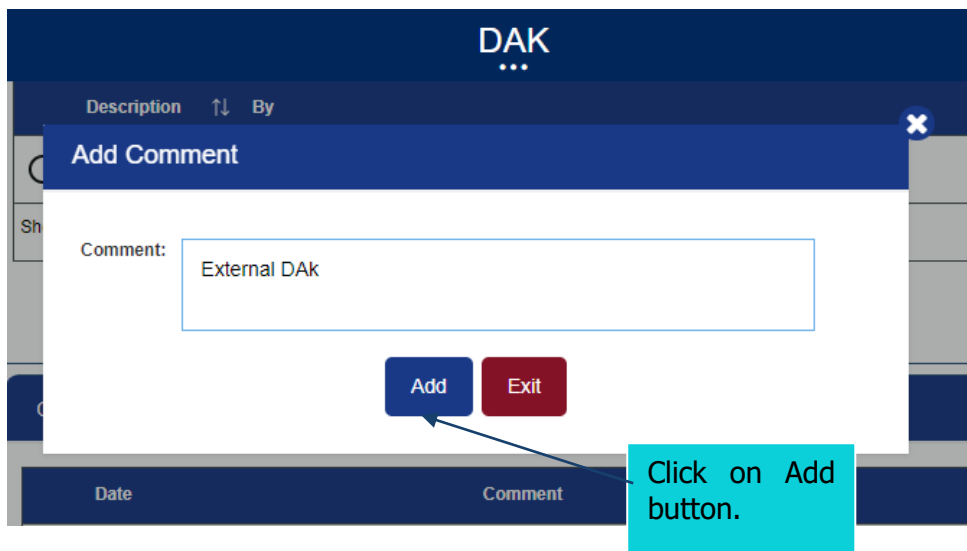
Add

Delete

Download

Click on Add button

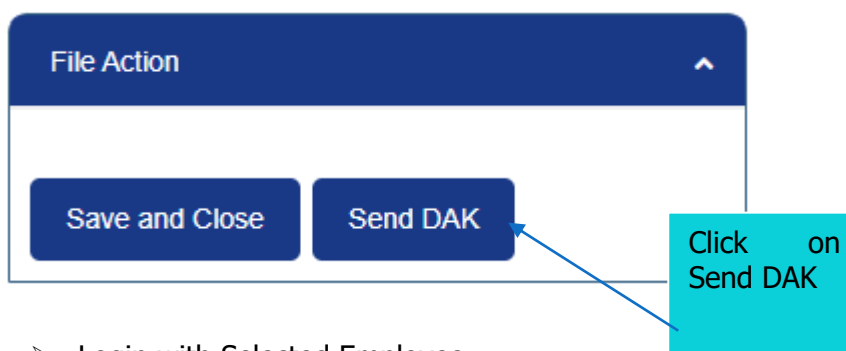
- Click on Add Button of Enclosure.
- Fill all the details of box, upload document and then click on Add button. (Description is mandatory field)
- Click on Add Button.
- Also you can Delete your enclosure, on clicking of radio button of your enclosure.



6.8 Sending a DAK

- Click on Send DAK button if DAK is to be sent for approval first.

Note: On click on save & close button. DAK will be saved as Draft and will be visible in view Draft section.



- Login with Selected Employee.

6.9 Employee Screen

- Open the Task from Inbox.

INBOX

Enter search text...

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received...
DLH/OCS/OTH/D...	DAK-2	Forward DAK	Forward DAK	Test User1 (1000...	Medium	Feb 15, 2022, ...
AMS/APAC/AUD/...	DAK-2	Forward DAK	Forward DAK	Test User3 (1000...	Medium	Feb 15, 2022, ...
DLH/OCS/OTH/3...	test	Tender Box Creat...	Tender Box Creat...	Test User1 (1000...	Medium	Feb 15, 2022, ...
DLH/OCS/OTH/3...	Tender Box Creat...	Tender Box Creat...	Tender Box Creat...	Test User1 (1000...	Medium	Feb 15, 2022, ...
DLH/DRIL/DRI/40...	test111	Creation Of Mast...	Creation Of Mast...	Test User3 (1000...	Medium	Feb 15, 2022, ...
DLH/DRIL/DRI/40...	test100				Medium	Feb 14, 2022, ...
DLH/OCS/OTH/3...	dsds				Medium	Feb 14, 2022, ...
					Medium	Feb 14, 2022, ...
DLH/DRIL/DRI/40...	Generic Review L...	File For Review	File For Review	Test User3 (1000...	Medium	Feb 14, 2022, ...
DLH/DRIL/DRI/40...	Test Forex	Forex Transactio...	Forex Transactio...	Test User1 (1000...	Medium	Feb 11, 2022, ...
DLH/DRIL/DRI/40...	Test	Overseas Posting...	Overseas Posting...	Test User2 (1000...	Medium	Feb 11, 2022, ...
DLH/OCS/OTH/3...	test	Branch Memo Ag...	Branch Memo Ag...	Test User2 (1000...	Medium	Feb 11, 2022, ...
DLH/OCS/OTH/3...	Branch memo	Branch Memo Re...	Branch Memo Re...	Test User2 (1000...	Medium	Feb 11, 2022, ...
DLH/OCS/OTH/3...	Branch Memo	Branch Memo Ag...	Branch Memo Ag...	Test User2 (1000...	Medium	Feb 11, 2022, ...
DLH/OCS/OTH/3...	Test Tendering	TC Meeting Notice	Tendering Proces...	Test User4 (1000...	Medium	Feb 11, 2022, ...
DLH/DRIL/DRI/40...	overseas	Overseas Posting...	Overseas Posting...	Test User3 (1000...	Medium	Feb 11, 2022, ...

Task is Visible in Inbox

1 - 25 of 126 Items

Forward DAK

DAK Metadata

DAK Number: DLH/OCS/OTH/DAK/000000015

DAK Type: Letter

DAK Subject: DAK-2

Creation Date: 15.02.2022

Priority

Select Priority: Low

TO Users

CPF No	Name	Role/Designation
100002	Test User2	Company Secretary

CC Users

CPF No	Name	Role/Designation
100003	Test User3	Country Manager- Myanmar

DAK Content

File Name	Date	Created By
DAK (4).pdf	15-02-2022	Test User1 (100001)-Senior Geophysicist (Surface)

Showing entry 1 of 1 entries

Enclosures

Description	By	Date
enclosure1	Test User1 (100001)-Senior Geophysicist (Surface)	15-02-2022

Showing entry 1 of 1 entries

Comments

- Click on Save & Close button.

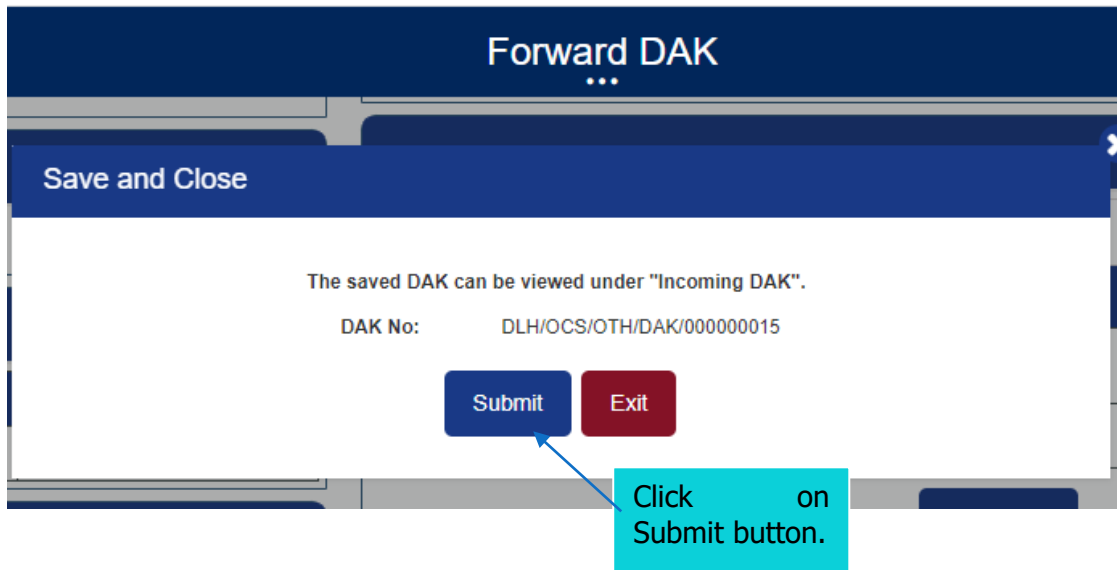
File Action

Save & Close

Forward DAK

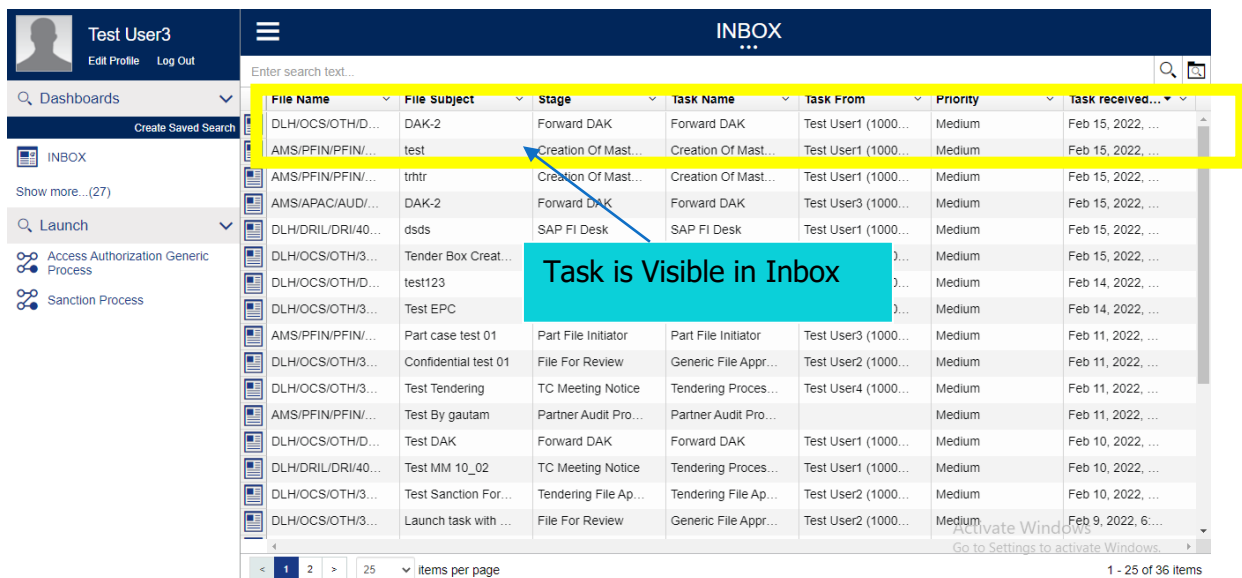
Click on Save & Close button

- Save & Close screen opens.
- Click on Submit button.
- Task is visible in Incoming DAK.



6.10 CC User Screen.

- Open the Task from Inbox.



- Forward DAK screen displays.

6.11 User Screen

- Open the task from Inbox.

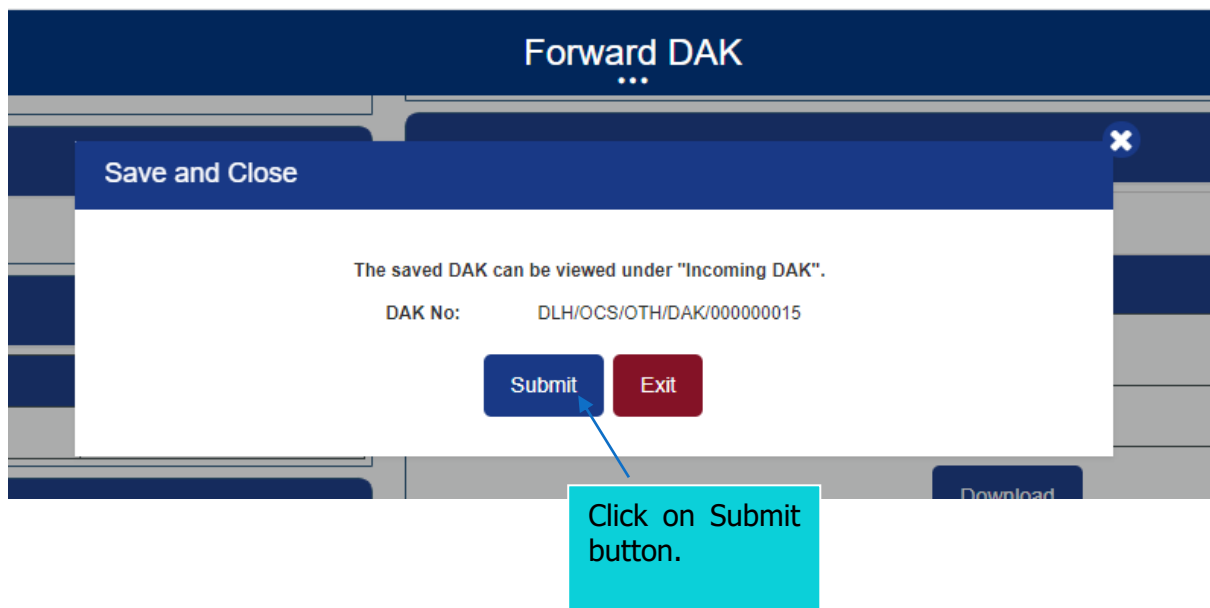
The screenshot shows the 'INBOX' screen for 'Test User4'. The interface includes a sidebar with navigation options like 'Dashboards', 'INBOX', and 'Launch'. The main area displays a table of tasks with columns: File Name, File Subject, Stage, Task Name, Task From, Priority, and Task received. The table lists several tasks, including 'Forward DAK', 'Tendering Proces...', 'Agenda File - He...', 'Overseas Posting...', 'Forward DAK', 'TC Meeting Notice', 'Change in Assign...', 'User Access Man...', 'Agenda File - He...', 'TC Meeting Notice', 'Help Desk', and 'Tour Report Sub...'. At the bottom, there is a pagination bar showing '1 - 12 of 12 items'.

The screenshot shows the 'Forward DAK' screen. It is divided into several sections: 'DAK Metadata' (DAK Number: DLH/OCS/OTH/DAK/0000000015, DAK Type: Letter, DAK Subject: DAK-2, Creation Date: 15.02.2022), 'Priority' (Select Priority: Low), 'TO Users' (a table with CPF No, Name, and Role/Designation), 'CC Users' (a table with CPF No, Name, and Role/Designation), 'DAK Content' (a table with File Name, Date, and Created By), 'Enclosures' (a table with Description, By, and Date), and 'Comments'. The 'Enclosures' section includes a 'Download' button. At the bottom, there is a 'File Action' bar with 'Save & Close' and 'Forward DAK' buttons.

- Click on Save & Close button

The screenshot shows the 'File Action' bar at the bottom of the screen. It contains two buttons: 'Save & Close' and 'Forward DAK'. A blue arrow points to the 'Save & Close' button, and a red box highlights it with the text 'Click on Save & Close button'.

- Click on Submit button.
- DAK will be saved in Incoming DAK.



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

