



2021

Paperless Office Delegate Tasks – User Manual

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Table of Contents

1	INTRODUCTION	2
2	How to login in the Paperless office:	2
3	LOGIN SCREEN OVERVIEW:	2
4	How to run the CommonProcess	3
5	DELEGATION PROCESS LAUNCH:	1





1 Introduction

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

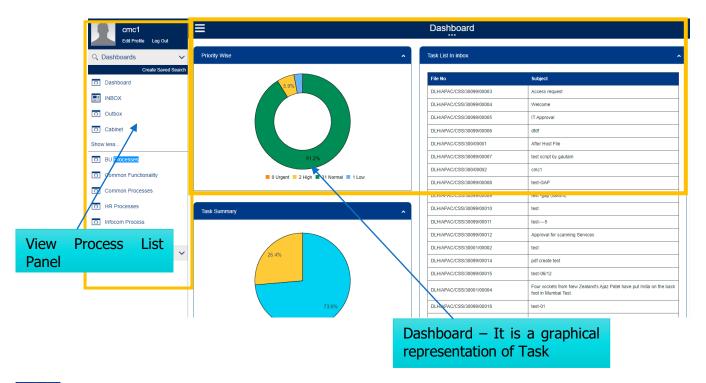
2 How to login in the Paperless office:

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



3 Login Screen Overview:

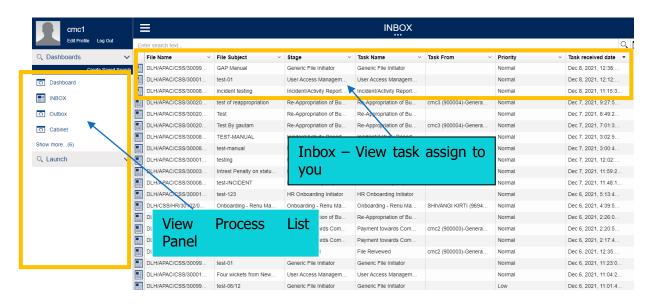
Dashboard screen





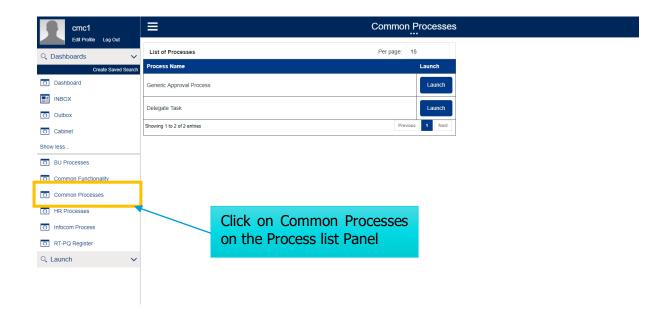


Inbox Screen



4 How to run the CommonProcess

> Click on Common Process button on the Process List Panel

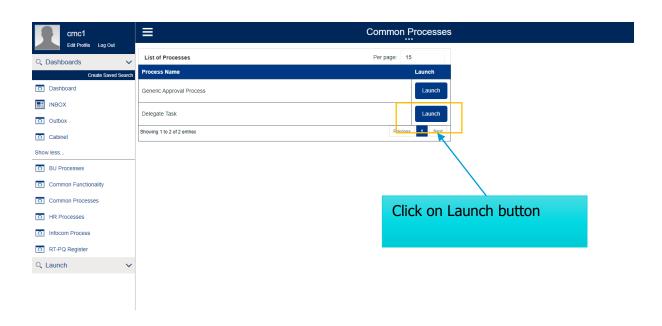




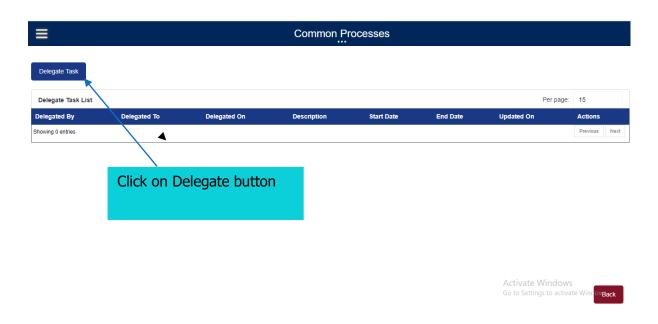


5 Delegation Process Launch:

> Click on Launch button in front of Delegate Task.



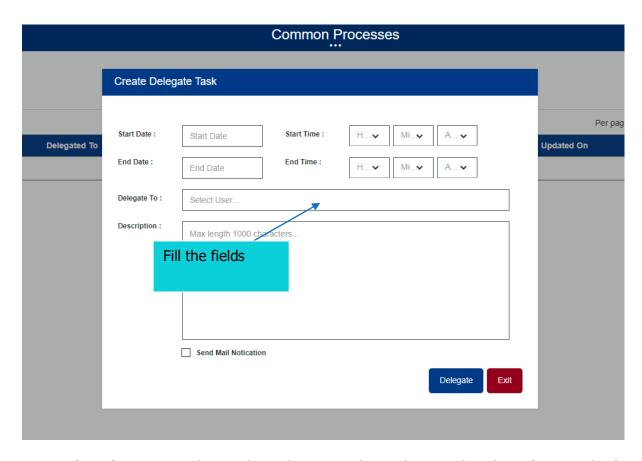
- > Screen with Delegate Task button and Delegate Task list will open.
- Click on Delegate task button.



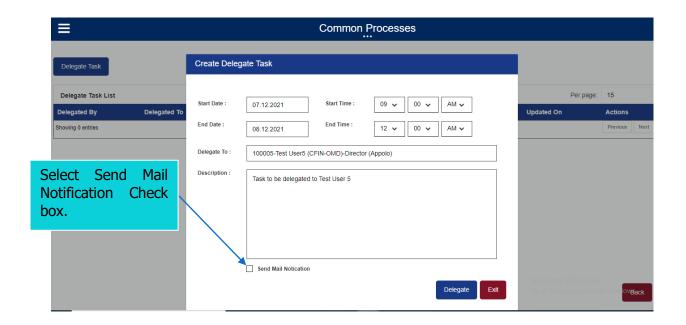




- > Create Delegate Task screen will open.
- > Fill Start Date, End Date, Delegate To and Description field.



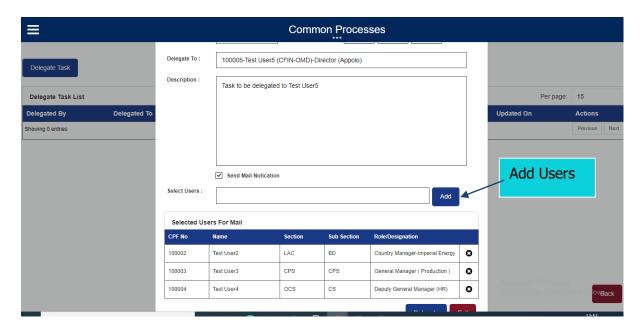
> If notification is to be send to other user, then select Send Mail Notification Check box.



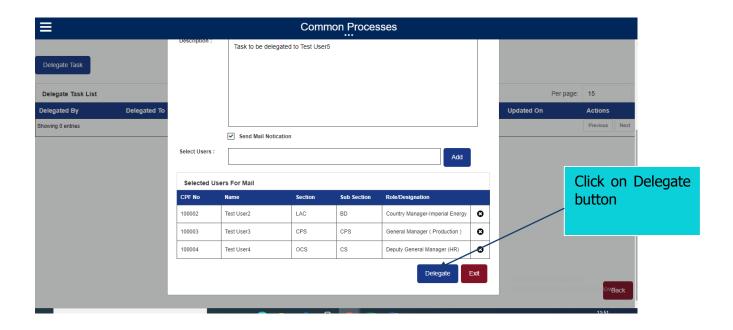




- Select Users box appears.
- > Select User and Click on Add button.

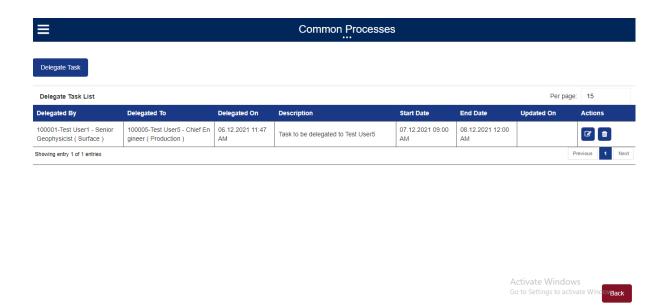


Click on Delegate button.

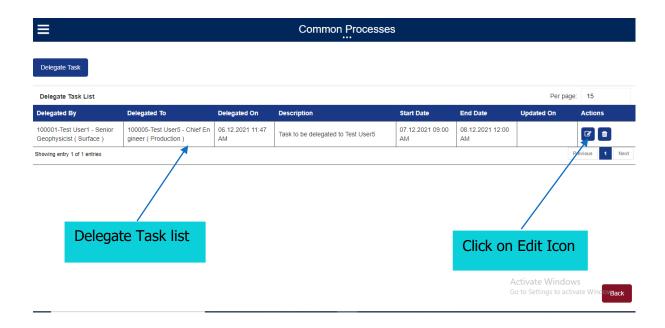








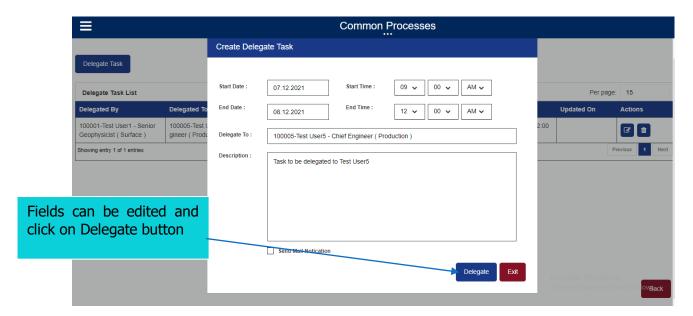
- Delegated task will show in Delegate Task List with following Information:
 - **Delegated By**: It shows the user who has delegated the task.
 - **Delegated To**: It shows the user to whom the task is delegated.
 - Delegated On: It shows the delegated date.
 - Description: User can add description at the time of delegation.
 - Start Date: It shows the start date when the task delegation will start.
 - **End Date**: It shows the end date when the task delegation will end.
 - Updated On: It shows the updated date.
 - **Actions:** It has edit and delete icon. User can edit the Delegated task and delete it before the delegation is started.







> Click on Edit Icon



Note: Once the delegation started it can't be deleted .You Can only edit delegation for further change in delegation date.

Note: Mail notification will be sent to the selected user.

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