



A DIGITAL WORK PLACE SOLUTION

eFile

File Management

USER MANUAL

June 2012



Prepared by
National Informatics Centre

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Objective of the Application

The need for transforming conventional government offices into more efficient and transparent e-offices, eliminating huge amounts of paperwork has long been felt. The eOffice product pioneered by National Informatics Centre (NIC) aims to support governance by using in more effective and transparent inter and intra-government processes.

eFile, an integral part of eOffice suite is a system designed for the Government departments, PSU's, Autonomous bodies to enable a paperless office by scanning, registering and routing the inward correspondences along with creation of file, noting, referencing, correspondence attachment, draft for approvals and finally movement of files as well as receipts.

Introduction

eFile is a workflow based system that includes the features of existing manual handling of files with addition of more efficient electronic system. This system involves all stages, including the Diarisation of inward receipts, creation of files, movement of receipts and files and finally, the archival of records. With this system, the movement of receipts and files becomes seamless and there is more transparency in the system since each and every action taken on a file is recorded electronically. This simplifies decision making, as all the required information is available at a single point.

It envisions a paperless office, with increased transparency, efficiency and accountability of the organization.

A revolutionary product aimed to make office work like never before in the history of Indian Governance, is based on the Thirteenth edition of Central Secretariat Manual of Office Procedures (CSMoP) of the Department of Administrative Reforms & Public Grievances (DARPG), Govt. of India.

Need of eFile

Information technology has changed the life style of people over a period of time. At the same time, environment plays a major role in the innovation of technology, and later technology became the need of the society.

Files and receipts became an important entity in any organization. There may be thousands of paper documents in the form of Files/Receipts being dealt in an organization on a daily basis. Keeping record of these paper documents, their movement and safety involves lots of time, money and efforts which in turn decreases the efficiency and productivity of an organization.

So any organization looking for a solution that will allow them to capture the documents in digital form, archiving them with some basic information for fast retrieval, movement of the document with the comment/remark, opening of file to bring all related documents in one folder, noting on file, movement of file for approval finally issuance of letter to the sender can go for this product.

What began with the development and implementation of the “File Tracking System” which was a major step towards Less Paper Office, NIC (National Informatics centre) always in forefront in the adoption of new enabling technologies in information and communication technology to meet the need of the organization/society, paved the path for the eFile a workflow based product enabling end to end electronic file movement across the government.

Manual techniques for diarising, moving and recording of Files/Letters, makes the tracking of those files/letters a very difficult task, thus delaying the work and decreasing the efficiency. Due to the inefficiency of tracking with the manual system, there arose a need for a Computerized File Tracking System.

An automated office attempts to perform the functions of ordinary office by means of a computerized system. In a manual office scenario, there are thousands of letters and files and their manual tracking is not a very easy task. A computerized File Tracking System enables users to track these letters and files within seconds. Also, dispatch and record keeping are made easy. It ensures proper distribution of work load, thus increasing the efficiency of the system and bringing transparency to the system. The system simulates the manual system in a digital environment.

eFile Modules:

Different sections that constitute eFile application are receipts, files, dispatch, reports, and so on. Each section comprises of different links that helps the user to easily utilize the functionalities of different sections of the eFile.

First of all, let's learn about how to use the receipts section of eFile.

Receipts

A receipt is a written document that a specified entity has been received as an exchange for services. In eFile, receipts are created by the CRU which is further attached with the file to get processed and approved from the higher authority.

There are various links available under Receipts section which is mentioned below:

1. Browse & Diarise
 - a. Physical
 - b. Electronic
2. Inbox
3. Email Diarisation
4. Created
5. Sent
6. Closed
7. Acknowledgement
8. Recycle bin

Let's have an introduction about these Links one by one:

Browse & Diarise:

The Browse and Diarise link under receipts section includes two sub modules:

1. Physical
2. Electronic

Let's have an introduction about these sub modules one by one:

1. **Electronic:** In Electronic Module the browsing or uploading of the scanned document is mandatory and then the Diarisation of scanned correspondence is done.
2. **Physical:** In Physical Module the browsing or uploading of the scanned document is not mandatory, only the Diarisation of the received correspondence is done for tracking purpose.

In case of DAK that have a classified grading, proper grading levels are assigned to the DAK while diarizing them in case of both Physical and Electronic receipts.

Classification levels are shown below in Fig.eFile.1:

- Normal
- Confidential
- Secret
- Top Secret

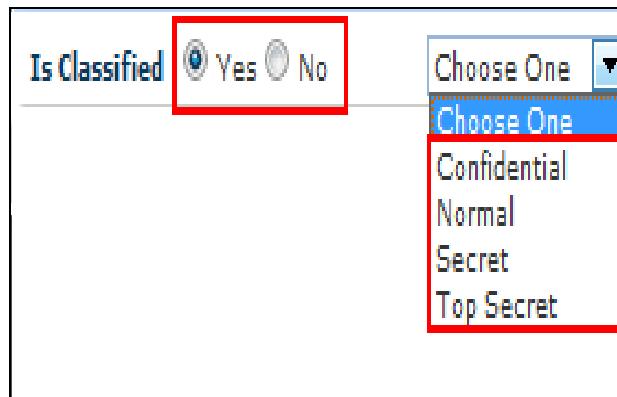
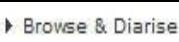


Fig.eFile. 1

To browse and diarise the electronic receipts user has to perform the following steps:

- Click the electronic module under **Browse and Diarise** () link of **Receipts** section, as shown in Fig.eFile.2

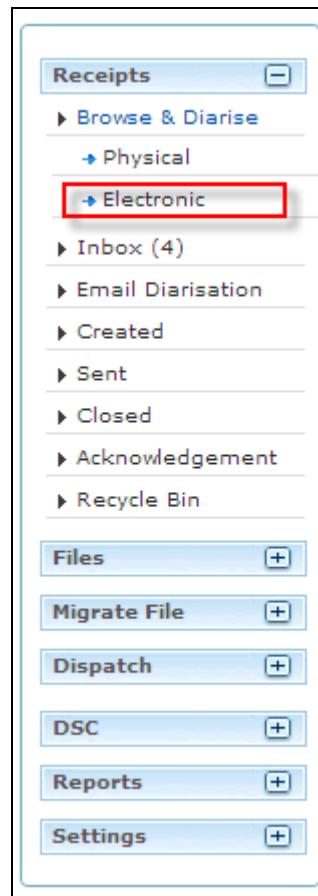


Fig.eFile. 2

As a result, the **Browse and Diarise** screen for electronic receipt appears, as shown in Fig.eFile.3:

The screenshot shows the eOffice eFile interface. At the top left is a section labeled 'Is Classified' with radio buttons for 'Yes' and 'No'. Below this is a 'Upload Document' field with a browse button and an 'Upload' button. To the right of these is a large white rectangular area for document preview. To the right of the preview is a 'Diary Details' panel containing various fields for entering document metadata. Fields include 'Delivery Mode' (set to 'By Hand'), 'Type' (set to 'Letter'), 'Received Date' (set to '13/07/2012'), 'Number' (empty), 'File Number' (empty), 'Dealing Hands' (set to 'Choose One'), 'Ministry' (set to 'Choose one'), 'Department' (set to 'Choose one'), 'Name' (empty), 'Designation' (empty), 'Address 1' (empty), 'Address 2' (empty), 'e-Mail' (empty), 'Organization' (set to 'Choose one'), 'Country' (set to 'INDIA'), 'State' (set to 'Choose one'), 'Telephone' (empty), and 'Pincode' (empty). There is also a checkbox for 'Add to address book' which is unchecked. Below these fields are sections for 'Main Category' (set to 'Choose One') and 'Sub Category' (set to 'Choose One'). A 'Subject' field is also present. At the bottom right of the panel is a 'Generate Receipt' button.

Fig.eFile. 3

In case of Classified DAK, uploading of document is not mandatory for CRU, only Delivery mode is mandatory, but when it reaches to the intended recipient or at any section/officer, scanning including all other essential fields are mandatory.

- Click the Browse () button from the Browse and Diarise screen. A File Upload dialog box appears, as shown in Fig.eFile.4 :

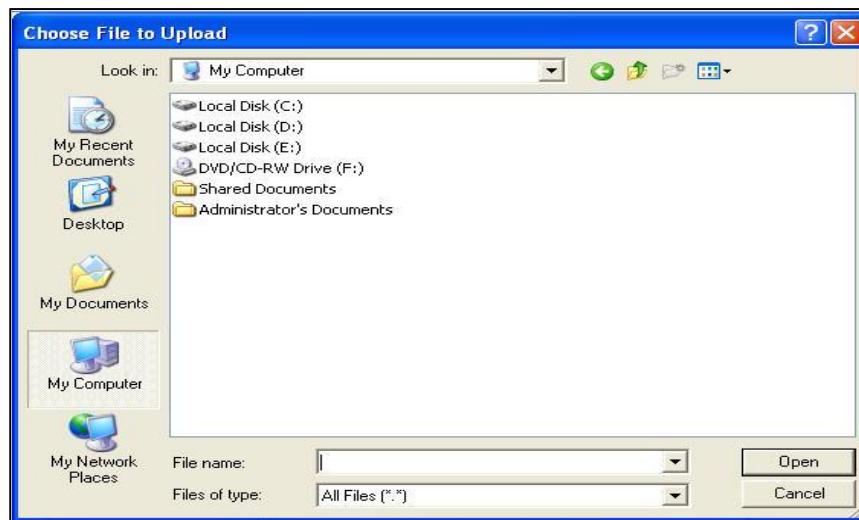


Fig.eFile. 4

- After entering the name of the receipt, Click the **Open** (Open) button (Fig.eFile.4), as a result the path of the scanned receipt gets displayed in the textbox.
- Click the **Upload** (Upload) button from the **Browse and Diarise** screen to upload the scanned receipt.
- Enter the essential details in all the mandatory fields in **Browse and Diarise** Page, as shown in Fig.eFile.5:

Diary Details

Delivery Mode* By Hand Language English

Type Letter Letter Date 13/07/2012

Received Date 13/07/2012 Diary Date 13/07/2012

Number VIP Yes

File Number

Dealing Hands Choose One

Ministry CABINET SECRETARIAT

Department Choose one

Name* Mahavir singh

Designation SO

Address 1 DOPT

Address 2

e-Mail

Organization Choose one

Country INDIA Pincode

State Delhi Mobile

Telephone Add to address book

Main Category* Training related matters

Sub Category Choose One

Subject* Training of IAS officers

Generate Receipt

Fig.eFile. 5

- Click the **Generate Receipt** (Generate Receipt) button (Fig.eFile.5) on **Browse and Diarise** page to generate a **unique Diary number**. As a result, the receipt gets generated along with the specified metadata.

There are **10** options provided those are associated with an Electronic receipt:

- Send to Draft:** User can use this option to send the generated receipt to the draft section to work later on.
- Movements:** User can use this option to track the **Movements** of the receipt which automatically gets updated as Receipt moves further.
- Details:** User can use this option to view the details of the generated receipts such as Dispatch History, Referenced files and Referenced Receipts, as shown in Fig.eFile.6:

Send To Draft | Movements **Details** Edit | Forward | Put in a File | Copy | Dispatch | Attach File | Attach Receipt |

Page-1

NIC Certifying Authority
Ministry of Communications & Information Technology
Government of India

DIGITAL SIGNATURE CERTIFICATE REQUEST FORM

NOTE:

- This application form is to be filled by the applicant.
- Passport Size Photo is required.
- Please Tick () in the appropriate section.
- Category of Applicant (Please tick the appropriate box)
- Information contained in this application form is true to the best of my knowledge and belief.
- Address (" ") indicated on this application form will be used as the reference for the Digital Signature Certificate.

Category of Applicant:

- Government / Judiciary / PSUs / Statutory Bodies / Registered Companies
- Class I / Class II
- Individual / Family / Entrepreneur / MS. / Senior Citizen
- Two years / Family validity (from Date of Birth)

Applicant Details:

1. Personal Details:

Name _____
Designation _____
Date of Birth _____
Mobile Number _____
eOffice Address _____

2. Residential Address:

10. Identification Details (fill any one)
[Checklist] I. PAN Card No. _____ VAT Card No. _____ Valid D. S. No. _____ State _____ Date _____
[Checklist] II. Aadhar Card No. _____ Date _____
[Checklist] III. Certificate Request Form No. _____ Date _____

11. Certificate Request Details:
(Please fill in all the details of the certificate you want to apply for and attach the relevant files.)

Organization _____
Organization ID _____
CIN _____
Country _____ INDIA
State _____
Pin _____
(Signature of the Applicant) _____
(For NICCA Office use only)
Smart Card/USID Token Id. No. _____
Authorised Signatory Name _____
Name _____
Date _____
Remarks _____

Metadata Fields (Right Side):

Receipt No : **10110/2012/LF**
Subject : Training of IAS offic...
From : Mahavir singh
Designation : SO
Address : DOPT
Main Category : Training related matters
Sub Category :
Opening Date :
Letter Reference No :
Letter Date : 13-07-2012

Dispatch History
Dispatch Number, Subject, Dispatch Date, Sent Through, Dispatch Mode

Referenced Files
File Number, Subject, Attached by

Referenced Receipts
Receipt No., Subject, Attached by

Detach Receipts
Receipt No., Subject, Detached by, Detached Date

Fig.eFile. 6

- d) **Edit:** User can use this option to edit the Metadata fields of the Receipt before sending it to the intended recipient.

To edit the generated receipt, user has to perform following steps:

- o Click the **Edit** link (), as a result the Metadata fields get active.
- o After making required changes in Metadata fields, click the **Save** () button to save Metadata.

- e) **Forward:** User can use this option to forward the receipt to the intended recipient.

To forward the generated receipt, user has to perform the following steps:

- Click the '**Forward**' link, as a result **Send** page appears as shown in Fig.eFile.7:

Send

Receipt Number : 8130/2012/CC
 Subject : TRAINING OF IAS

To

Cc
(Use semicolon(;) to separate recipients.)

Set Due Date 17

Action

Priority

Total 1000 character left

Remarks

Fig.eFile. 7

- Either directly enter the name in the ‘To’ option or Click the ‘To’ link to select the marking abbreviation of the recipient from the list box, as shown in Fig.eFile.8:

Send

Receipt Number : 10400/2012/LF
 Subject : sdasd

To

Cc
(Use semicolon(;) to separate recipients.)

Set Due Date 17

Action

Priority

Total 1000 character left

Remarks

Send as sticky note

Fig.eFile. 8

- Enter the 'CC' option if user wants to mark a copy of receipt to other users also.

In case of forwarding receipt, multiple recipients can be sent by using semi colon as separators.

- Provide the **Due date** (if required) for the receipt using the **calendar** (link adjacent to the Due Date text box.
- Select the **Action** which has been taken on the receipt from the dropdown menu as shown in Fig.eFile.9:

The screenshot shows the 'Send' screen for a receipt. The left sidebar has a tree view with 'Receipts' expanded, showing 'Browse & Diarise', 'Inbox (87)', 'Email Diarisation', 'Created', 'Sent', 'Closed', 'Acknowledgement', 'Recycle Bin', 'Files', 'Migrate File', 'Dispatch', 'DSC', 'Reports', and 'Settings'. The main window has a header with 'Movements | Details | Edit | Forward | Put in a File | Copy | Close | Dispatch | Attach File | Attach Receipt'. Below it is a 'Send' tab. The receipt details are: Receipt Number: 10400/2012/LF, Subject: sdasd. The 'To' field is empty. The 'Cc' field contains '(Use semicolon(;) to separate recipients.)'. The 'Set Due Date' field shows '17'. The 'Action' dropdown is open, showing 'Forward' (selected), 'Approve', 'Pl. Discuss', 'Give Time', 'Pl. Call', 'Fix a meeting', and 'Response'. The 'Priority' field is empty. The 'Remarks' text area is empty. A checkbox 'Send as sticky note' is unchecked. At the bottom is a 'Send' button.

Fig.eFile. 9

- Select the **Priority** (if required) of the receipt from the dropdown menu.
- Type the **Remarks** (if required) in the Remarks text box, and click the **Send** (button, as shown in Fig.eFile.10:

The screenshot shows the eOffice software interface with a blue header bar. On the left, there is a sidebar with various menu items under 'Receipts' and 'Files'. The main area is titled 'Send' and contains fields for 'Receipt Number' (10400/2012/LF), 'Subject' (sdasd), 'To' (recipient email address), 'Cc' (carbon copy recipient email address), 'Set Due Date' (17/01/2012), 'Action' (Forward selected), 'Priority' (Immediate checked), and a 'Remarks' text area. A note indicates 'Total 1000 character left'. At the bottom right is a 'Send' button.

Fig.eFile. 10

As a result, the scanned and created receipt is sent to the intended recipient. Then, the user will be redirected to the **Sent Receipts** page, displaying the list of all the sent receipts along with the newly sent receipt, as shown in Fig.eFile.11:

Hierarchical View								My Receipts
	Receipt No.	Attachments	Subject	Sender	Sent By	Sent On	Due On	Quick Action
	P 1040/2012/F		sasd	xyz	ALKA A KULKARNI	18/09/12 12:19	14/09/12 12:00	
	E 10008/2012/CC		h	KESHUB MAHINDRAh	ALKA A KULKARNI	18/09/12 11:51	-	
	E 10220/2012/CC		sdffd	sdffd	ALKA A KULKARNI	18/09/12 11:51	-	
	P 10399/2012/F		dgdgfg	fghd	ALKA A KULKARNI	12/09/12 03:17	-	
	E 10224/3/2012/LF			GS Sharma -00011	Ram Parkash	08/09/12 02:25	-	
	P 10258/2012/LF		closed	asd	GEETA SHARMA	03/09/12 03:45	-	
	E 10259/2012/LF		ddg	sfsf	GEETA SHARMA	03/09/12 03:42	-	

Fig.eFile. 11

User can also Pull back the sent receipt from the intended recipient even when the receipt is in the Inbox of the recipient, using the Pull Back (link. In case, the recipient has opened the receipt, then pullback option is inaccessible.

User could also see the remarks on the receipt through remarks blue icon along .Reply or forward action can be done from here.

- f) **Put in a File:** User can use this option to attach the generated receipt to a concerned file.

If any File is referenced/attached with the receipt then ‘Put in a File’ option will not work. For that, First user needs to detach the referenced File.

To put up a receipt under a file, user has to perform the following steps:

- o Click the Put in a File(link, as a result list of files will appear, as shown in Fig.eFile.12:

Search File For Attach

Search	<input type="text"/>
File Number	Subject
<input type="radio"/> E S-11011/11/17/2011-ADM	Functional to attend...
<input type="radio"/> E S-11011/11/15/2011-ADM	To attend the worksh...
<input type="radio"/> E S-11011/11/14/2011-ADM	Functional test
<input type="radio"/> E S/1/2011-ADM	test
<input type="radio"/> E S-11011/11/13/2011-ADM	tyesting
<input type="radio"/> E S-11011/11/12/2011-ADM	For testing the at t...
<input type="radio"/> E S-11014/11/1/2011-ADM	test
<input type="radio"/> E S-12011/1/2011-ADM	medical bill file

« «
1
» »

Fig.eFile. 12

The list contains files which are present in ‘Created (Completed)’ or ‘Inbox’ section of File.

- Select a file in which the receipt needs to be attached and click the **Attach** () button (Fig.eFile.12), as a result the receipt gets attached under the selected file, as shown in Fig.eFile.13:

Search File For Attach

Search	<input type="text"/>
File Number	Subject
<input type="radio"/> E S-11011/11/17/2011-ADM	Functional to attend...
<input checked="" type="radio"/> E S-11011/11/15/2011-ADM	To attend the worksh...
<input type="radio"/> E S-11011/11/14/2011-ADM	Functional test
<input type="radio"/> E S/1/2011-ADM	test
<input type="radio"/> E S-11011/11/13/2011-ADM	tyesting
<input type="radio"/> E S-11011/11/12/2011-ADM	For testing the att...
<input type="radio"/> E S-11014/11/1/2011-ADM	test
<input type="radio"/> E S-12011/1/2011-ADM	medical bill file

« < 1 > »

Fig.eFile. 13

- g) **Copy:** User can use this option to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' () button a new Receipt number will be allocated to the copied receipt.
- h) **Dispatch:** User can use this option to Dispatch the electronic receipt.

To Dispatch the generated receipt, user has to perform the following steps:

- o Click the **Dispatch**() link, as a result the confirm message will appear, to move the generated receipt to the inbox for dispatching, as shown in Fig.eFile.14:

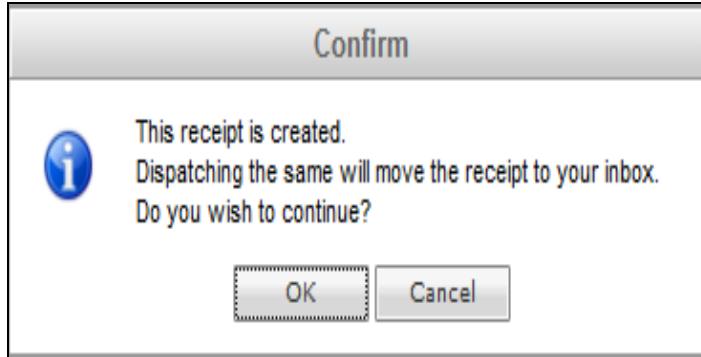


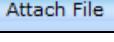
Fig.eFile. 14

- After confirming, while dispatching from inbox section, choose the ‘Reply Type’, ‘Nature of Reply’ and other required fields and click the ‘Save’ () button to send for further approval process.

No file should be attached to the receipt while dispatching of same receipt.

- i) **Attach File:** User can use this option to attach the receipt with the File.

To attach a receipt with a file, user has to perform the following steps:

- Click the **Attach File**() link, as a result list of files will appear, as shown in Fig.eFile.15:

The list contains files which are present in ‘Created’ or ‘Inbox’ section of File.

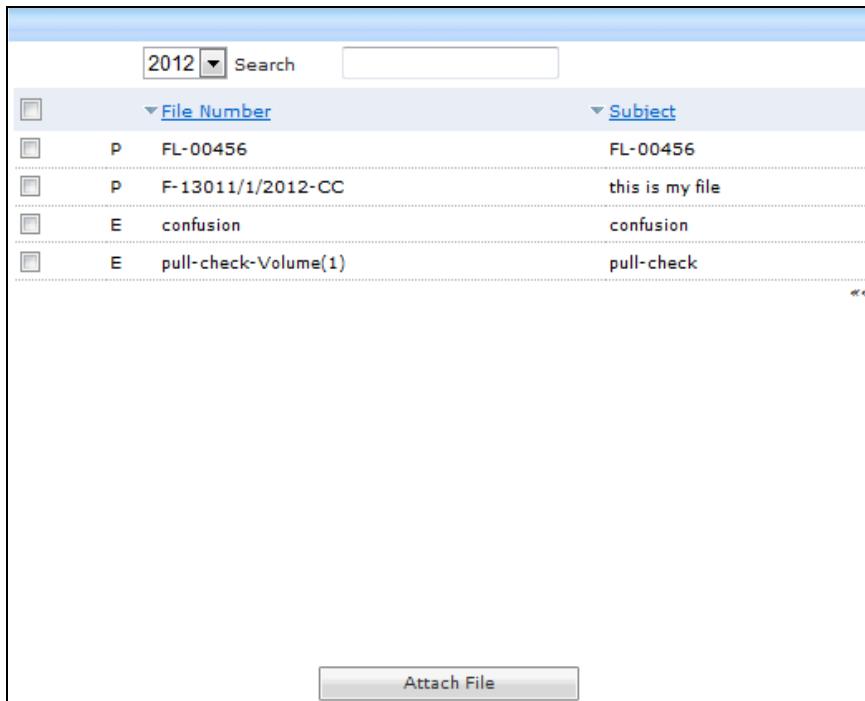


Fig.eFile. 15

- Select a file in which the receipt needs to be attached and click the **Attach File** () button, as shown in Fig.eFile.16:

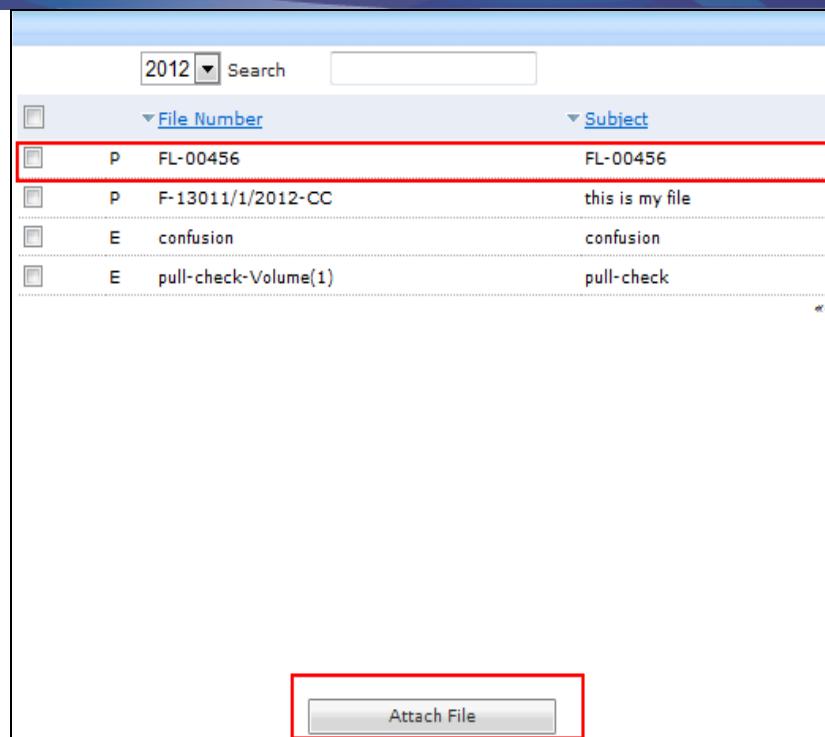


Fig.eFile. 16

As a result the attached file reflects under '**Referenced Files**' section of that Receipt, as shown in Fig.eFile.17:

Receipt Number	:	8131/2012/CC																
File No.	:																	
Subject	:	dsfd																
From	:	dsfd																
Sent Date	:	2012-02-17 17:09:36.385																
Sent By ▾ Sent On ▾ Sent To ▾ Action ▾ Remarks ▾																		
ALOK PANDEY 17/02/12 ALOK PANDEY -																		
Dispatch History																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th><u>Dispatch Number.</u></th> <th><u>Subject</u></th> <th><u>Dispatch Date</u></th> <th><u>Sent Through</u></th> <th><u>Dispatch Mode</u></th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>			<u>Dispatch Number.</u>	<u>Subject</u>	<u>Dispatch Date</u>	<u>Sent Through</u>	<u>Dispatch Mode</u>						
<u>Dispatch Number.</u>	<u>Subject</u>	<u>Dispatch Date</u>	<u>Sent Through</u>	<u>Dispatch Mode</u>														
.....														
Referenced Files																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th><u>File Number</u></th> <th><u>Subject</u></th> <th><u>Attached by</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>P FL-00456</td> <td>FL-00456</td> <td>ALOK PANDEY</td> <td>X</td> </tr> <tr> <td>E D-25014/3/2012-CC</td> <td>PMO001</td> <td>ALOK PANDEY</td> <td>X</td> </tr> <tr> <td>P F-13011/1/2012-CC</td> <td>this is my file</td> <td>ALOK PANDEY</td> <td>X</td> </tr> </tbody> </table>			<u>File Number</u>	<u>Subject</u>	<u>Attached by</u>		P FL-00456	FL-00456	ALOK PANDEY	X	E D-25014/3/2012-CC	PMO001	ALOK PANDEY	X	P F-13011/1/2012-CC	this is my file	ALOK PANDEY	X
<u>File Number</u>	<u>Subject</u>	<u>Attached by</u>																
P FL-00456	FL-00456	ALOK PANDEY	X															
E D-25014/3/2012-CC	PMO001	ALOK PANDEY	X															
P F-13011/1/2012-CC	this is my file	ALOK PANDEY	X															

Fig.eFile. 17

View of physical file if opened from (Fig.eFile.17):

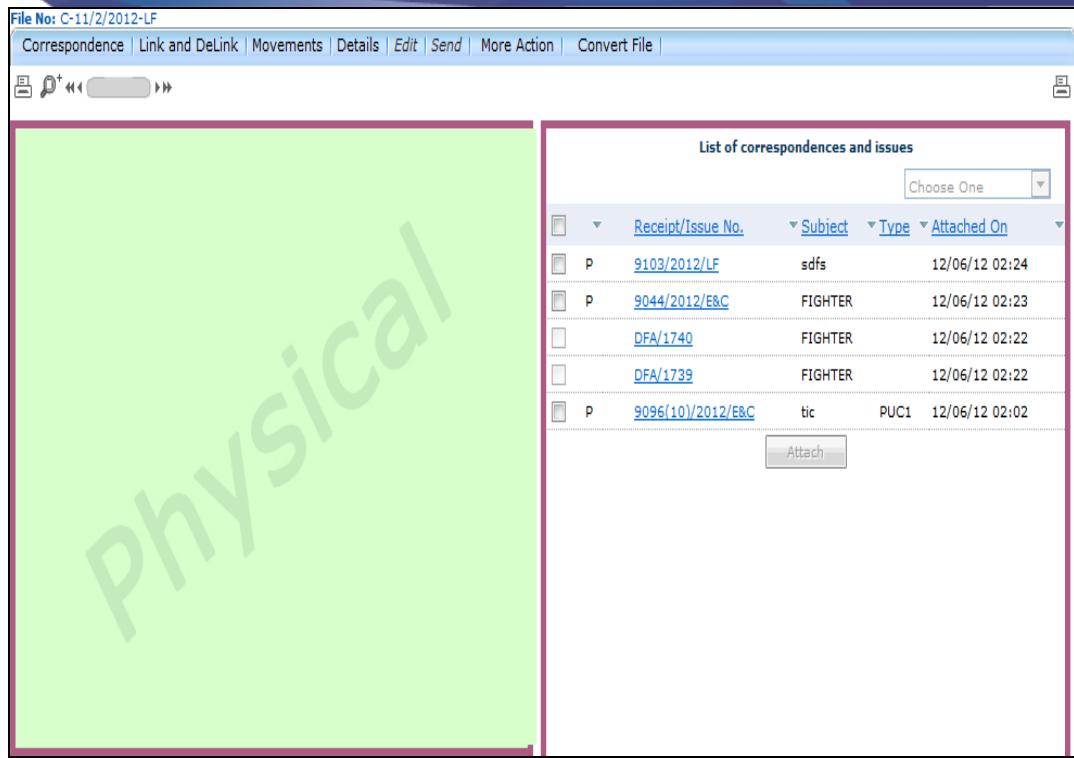


Fig.eFile. 18

View of Electronic file if opened from (Fig.eFile.17):

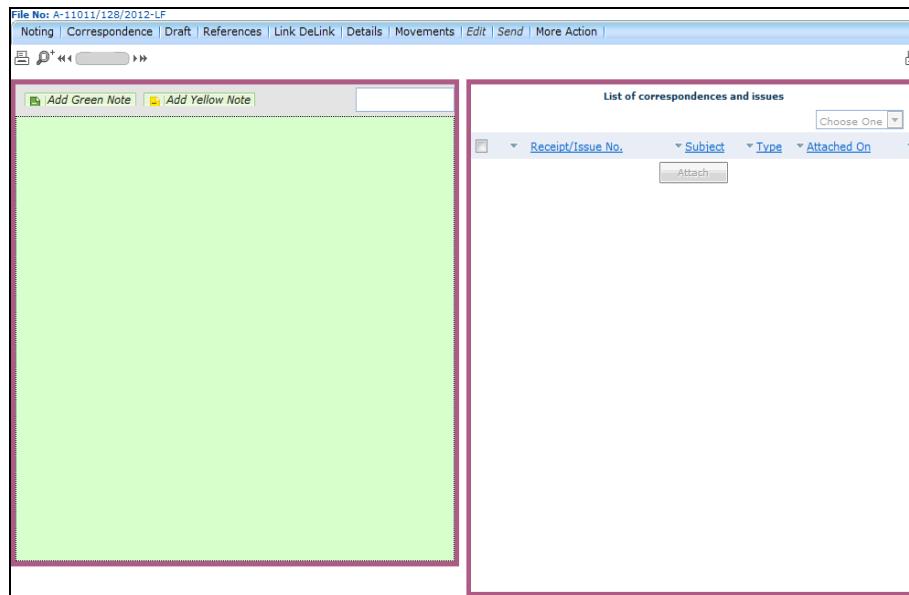


Fig.eFile. 19

Irrespective of the nature of file opened from (Fig.eFile.17), whether it is Physical or Electronic, user

cannot take any actions on the attached files.

- j) **Attach Receipt:** User can use this option to attach the working receipt/document with the other receipt(s)/Document(s) irrespective of the receipt nature. This link is visible when user opens the receipt from Receipt Inbox/Created.

Physical Receipt/Document can be attached with in an Electronic Receipt and Vice-Versa.

Also, the receipt attached with other receipts can be send to only one user at a time.

To attach other receipt(s)/Document(s) with the working receipt, user has to perform following steps:

- o Click the '**Attach Receipt**' Attach Receipt link, as a result the list of receipt(s)/document(s) appears which are there in Inbox or the created section of Receipt, as shown in Fig.eFile.20:

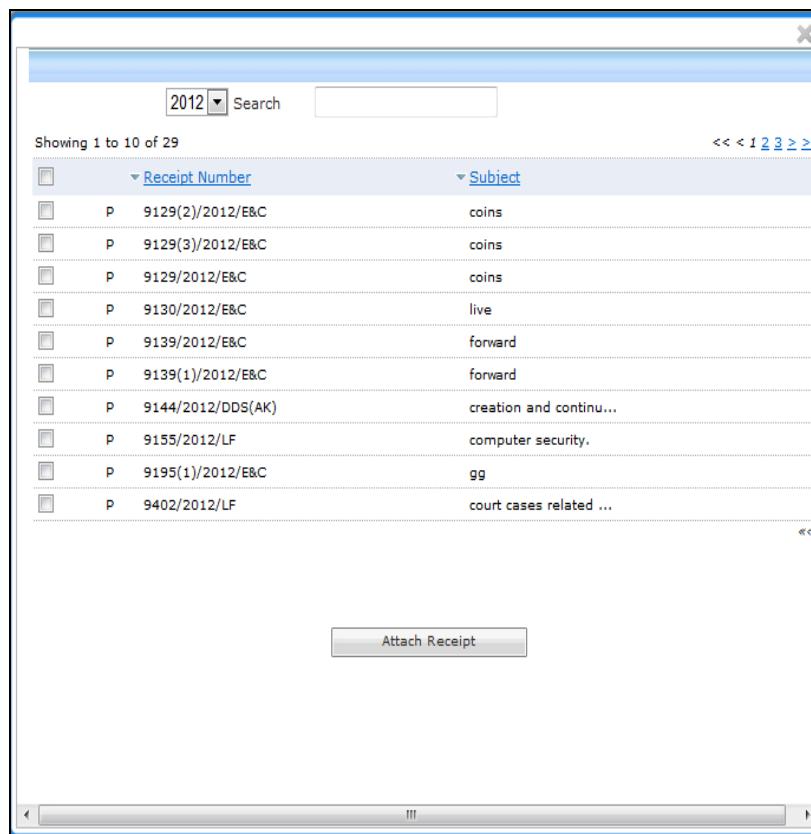


Fig.eFile. 20

- o Select the Receipt(s)/Document(s) whichever are required to get attached and click the '**Attach Receipt**' button, as shown in Fig.eFile.21:

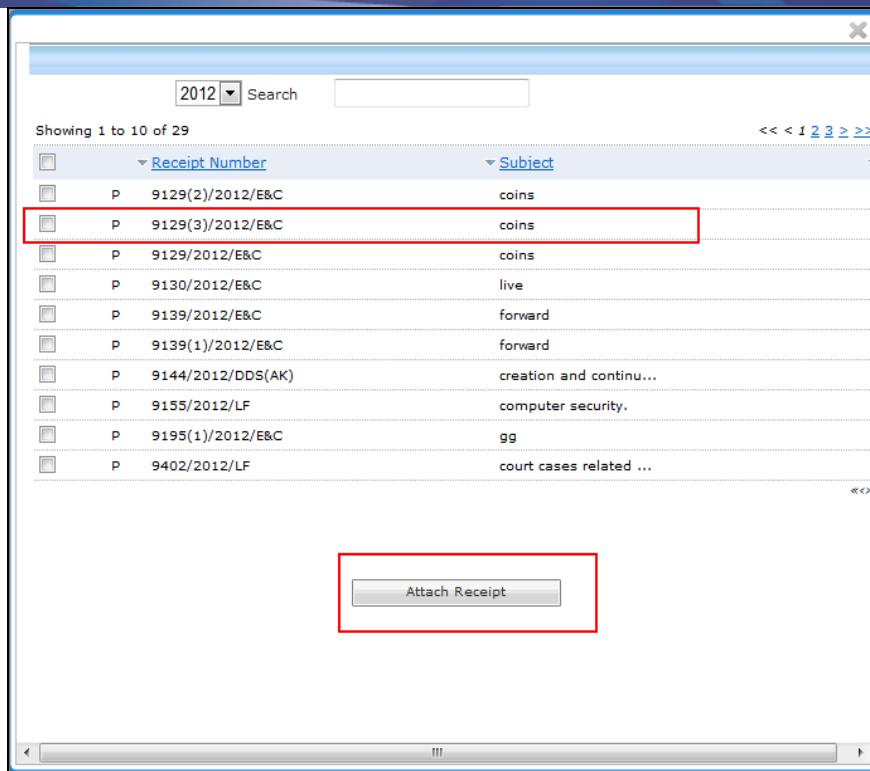


Fig.eFile. 21

As a result, 'Attach Receipt Remarks' window appears, as shown in Fig.eFile.22:

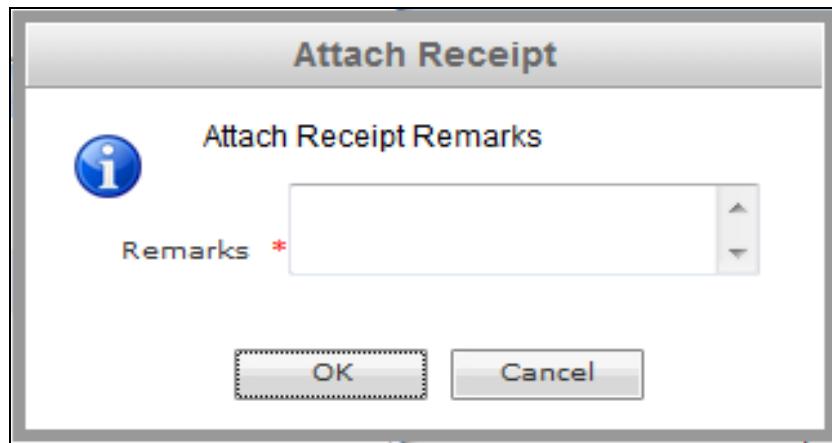


Fig.eFile. 22

- Enter the remarks and click the 'OK' button (Fig.eFile.28), as shown in Fig.eFile.23:

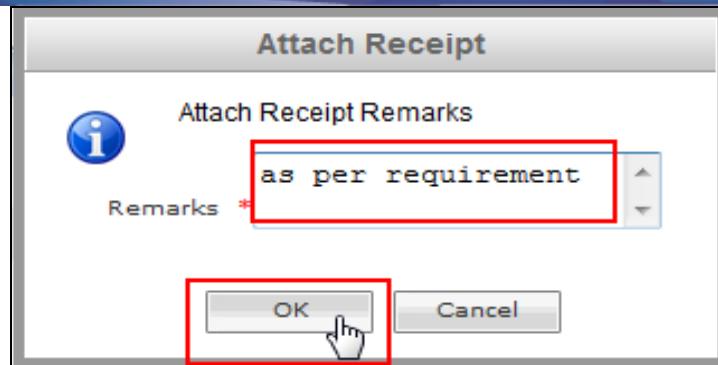


Fig.eFile. 23

As a result, the selected receipt(s) get attached to the working receipt and so reflects in Referenced Receipt section of the working receipt, a shown in Fig.eFile.24:

Movements Details Edit Forward Put in a File Copy Close Dispatch Attach File Attach Receipt				
Receipt No :	8502(2)/2012/CC			
Subject :	safasf			
From :	sadsad			
Designation :				
Address :	dsadsad			
Main Category :	All Meetings related matters			
Sub Category :				
Sent Date :	19/06/12 12:42			
Opening Date :	19/03/12 11:42			
Letter Reference No :				
Letter Date :				
Dispatch History				
Dispatch Number,	▼ Subject	▼ Dispatch Date	▼ Sent Through	▼ Dispatch Mode
I/264/2012	safasf	26/3/12 2:13 PM	L(AAK) (Self)	
Referenced Files				
▼ File Number	▼ Subject	▼ Attached by		
Referenced Receipts				
▼ Receipt No.	▼ Subject	▼ Attached by		
p 9129/2012/EBC	coins	ALKA A KULKARNI	X	

Fig.eFile. 24

Receipts having Attached Files are not allowed to get attached in a receipt and also no action is allowed on the attached receipt till attached with the main working receipt.

Browse and Diarise Process of Physical File:

Refer to Browse and Diarise process of Electronic Receipt, In Physical Receipt just the Browsing and Uploading of Correspondence is Non- Mandatory, rest of the process is same.

Inbox:

Inbox option contains the list of all the receipts that are received as an Inward Correspondence/DAK.

User has to click the Receipt number to view the receipt. As a result, the user can view the content of receipt along with the details.

Nature of Receipt can be verified from the character 'E' and 'P' which is written before the receipt number.

Character 'E' symbolizes Electronic Receipt whereas character 'P' symbolizes Physical Receipt.

There are 10 Links provided under receipt Inbox:

Receive:

Helps the user to receive the **Physical** Receipt. Without receiving the physical receipt user cannot make any action on that particular receipt as shown in the Fig.eFile.25:

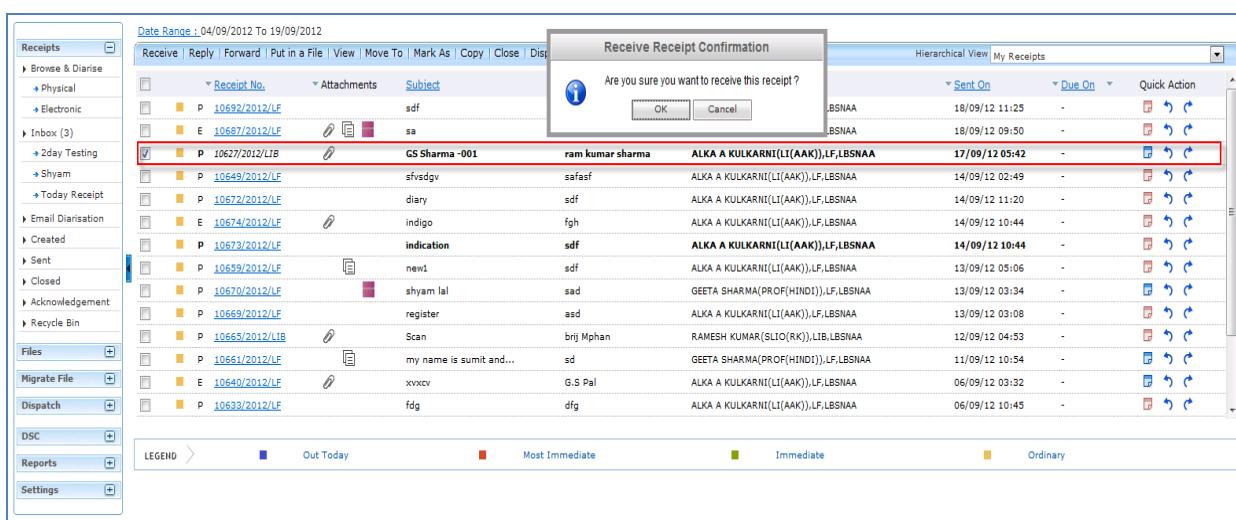


Fig.eFile. 25

Reply:

Helps the user to reply to the sender of the Receipt.

To send a reply on the receipt user has to perform the following steps:

- Select a receipt from the **Receipt** Inbox for which reply has to be send and click the '**Reply**' link, as shown in Fig.eFile.26:



Fig.eFile. 26

- Click the '**Reply**' link, as a result the recipient gets automatically selected from the send to list, as shown in Fig.eFile.27:

Send

Receipt Number : 1886/2011/ADMCON

Subject : test

To : Rathindra Nath Mukherjee--PA (DM)

Cc :

Set Due Date : 17

Action : Choose One

Priority : Choose One

Total 1000 character left

Remarks :

Send

Fig.eFile. 27

- Enter the '**CC**' option if user wants to mark a copy of receipt to other users also.
- Provide the **Due date** (if required) for the receipt using the **calendar** () link adjacent to the Due Date text box.

- Select the **Action** which has been taken on the receipt from the dropdown menu as shown in Fig.eFile.28:

The screenshot shows the 'Send' window of the eOffice application. The window title is 'Send'. Inside, there are fields for Receipt Number (1886/2011/ADMCN), Subject (test), To (Rathindra Nath Mukherjee--PA (DM)), Cc (Rathindra Nath Mukherjee--PA (DM)), Set Due Date (30/08/2011), and Action (a dropdown menu). The Action dropdown is open, displaying options: Choose One, Forward (which is selected), Approve, Pl. Discuss, Give Time, Pl. Call, Fix a meeting, and Response. A cursor arrow points to the 'Forward' option. Below the dropdown is a Remarks text area and a Send button.

Fig.eFile. 28

- Select the **Priority** (if required) of the receipt from the dropdown menu.
- Type the **remarks** (if required) in the Remarks text box, and click the **Send** () button as shown in Fig.eFile.29:

Send

Receipt Number :	1886/2011/ADMCON
Subject :	test
To	Rathindra Nath Mukherjee--PA (DM)-
Cc	Debprosad Dey--UDA(DPR)--Confide
Set Due Date	<input type="text"/> 17
Action	Choose One
Priority	Choose One
Total 1000 character left	
Remarks	
Send	

Fig.eFile. 29

As a result, the receipt is sent to the intended recipient. Then, the user will be redirected to the **Sent Receipts** page, displaying the list of all the sent receipts along with the newly sent receipt, as shown in Fig.eFile.30.

Forward	Mark As	View	Copy	Receipt No.	Subject	Sender	Sent to	Sent On	Due On	Edit
<input type="checkbox"/>				E 8126/2012/CC	121	21	ALOK PANDEY	17/02/12 05:24	-	
<input type="checkbox"/>				E 8128/2012/CC	Hi	21	ALOK PANDEY	17/02/12 05:01	-	
<input type="checkbox"/>				E 8126/2012/CC	121	21	ALOK PANDEY	17/02/12 04:58	-	
<input type="checkbox"/>				P 8125/2012/CC	11	11	ALKA A KULKARNI	17/02/12 04:53	-	
<input type="checkbox"/>				E 8123(1)/2012/CC	acr related	ram mohan	AJAY KUMAR	17/02/12 01:16	17/02/12 12:00	
<input type="checkbox"/>				E 8123/2012/CC	acr related	ram mohan	BIKRAM SINGH	17/02/12 01:16	17/02/12 12:00	
<input type="checkbox"/>				E 8122(1)/2012/CC	acr related	ram mohan	BIKRAM SINGH	17/02/12 01:09	17/02/12 12:00	
<input type="checkbox"/>				E 8122(1)/2012/CC	acr related	ram mohan	BIKRAM SINGH	17/02/12 01:09	17/02/12 12:00	
<input type="checkbox"/>				E 8122/2012/CC	acr related	ram mohan	ALKA A KULKARNI	17/02/12 01:09	17/02/12 12:00	
<input type="checkbox"/>				E 8117/2012/CC	sda	dssd	GARIMA YADAV	17/02/12 12:54	-	
<input type="checkbox"/>				P 8118/2012/CC	sdds	sds	AJAY KUMAR DHIMAN	17/02/12 12:54	-	
<input type="checkbox"/>				P 8119/2012/CC	training of the Empl...	Raj Kanwar	ALKA A KULKARNI	17/02/12 12:51	24/02/12 12:00	

Fig.eFile. 30

Forward:

Helps the user to forward a particular receipt/s to one or more recipients at a time.

User cannot forward multiple nature receipts. i.e. Receipts with Physical nature and Electronic nature cannot be send simultaneously.

To Forward a Receipt/s, user has to perform following steps:

Select receipt/s from the Receipt Inbox which needs to be forwarded and click the 'Forward' link, as shown in Fig.eFile.31:

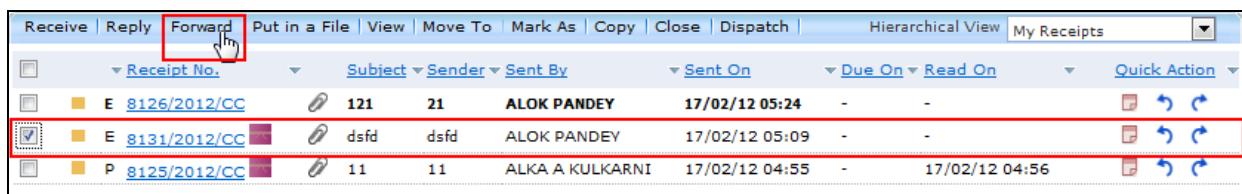


Fig.eFile. 31

- Click the **Forward** link, as a result the '**Send**' page will appear, as shown in Fig.eFile.32:

The screenshot shows the 'Send' page. It has fields for Receipt Number (1886/2011/ADMCON), Subject (test), To (empty input field), Cc (empty input field), Set Due Date (calendar icon showing 17), Action (dropdown menu), Priority (dropdown menu), and Remarks (text area with a character limit of 1000). At the bottom right is a 'Send' button.

Fig.eFile. 32

- Either directly enter the name in the '**To**' option or click the '**To**' link to select the marking abbreviation of the recipient from the list box, as shown in Fig.eFile.33:

The screenshot shows the 'Send' interface of the eOffice system. At the top, there's a toolbar with options like Movements, Details, Edit, Forward, Put in a File, Copy, Close, Dispatch, View Draft, Attach File, and Attach Receipt. Below the toolbar, the 'Send' tab is selected. The 'To' field contains 'all' and lists several recipients with their names and departments: ALKA A KULKARNI (LI(AAK)), ARJUN RAM TAMTA (CMO(ART)), ARVIND GOYAL (UDC(AG)), BALAM SINGH RAWAT (SUPDT(TRG2)), BALBIR SINGH RAWAT (DA(BSR)), BHAWANA ABHAY PORWALHI(BAP), and BHEEMA NAND DABRAL (DA(BND)). The 'Cc' field is empty. Under 'Set Due Date', there's a date input field with a calendar icon containing the number '17'. The 'Action' dropdown menu is open, showing options like Choose One, Forward, Approve, Pl. Discuss, Give Time, Pl. Call, Fix a meeting, and Response. The 'Priority' dropdown menu is also open, showing Choose One, Forward, Approve, Pl. Discuss, Give Time, Pl. Call, Fix a meeting, and Response. The 'Remarks' text area is empty. At the bottom right are 'Send' and 'Cancel' buttons.

Fig.eFile. 33

- Enter the '**CC**' option if user wants to mark a copy of receipt to other users also.
- Provide the **Due date** (if required) for the receipt using the **calendar** (17) link adjacent to the Due Date text box.
- Select the **Action** which has been taken on the receipt from the dropdown menu as shown in Fig.eFile.34:

This screenshot shows the 'Send' interface with the following details: Receipt Number: 1886/2011/ADMCON, Subject: test. The 'To' field contains 'Rathindra Nath Mukherjee--PA (DM)'. The 'Cc' field contains 'Debprosad Dey--UDA(DPR)--Confide'. The 'Set Due Date' field has a calendar icon with the number '17'. The 'Action' dropdown menu is open, showing options like Choose One, Forward, Approve, Pl. Discuss, Give Time, Pl. Call, Fix a meeting, and Response. The 'Priority' dropdown menu is open, showing Choose One, Forward, Approve, Pl. Discuss, Give Time, Pl. Call, Fix a meeting, and Response. The 'Remarks' text area is empty. At the bottom right are 'Send' and 'Cancel' buttons.

Fig.eFile. 34

- Select the **Priority** (if required) of the receipt from the dropdown menu.

- Type the **remarks** (if required) in the Remarks text box and click the **Send** () button, as shown in Fig.eFile.35:

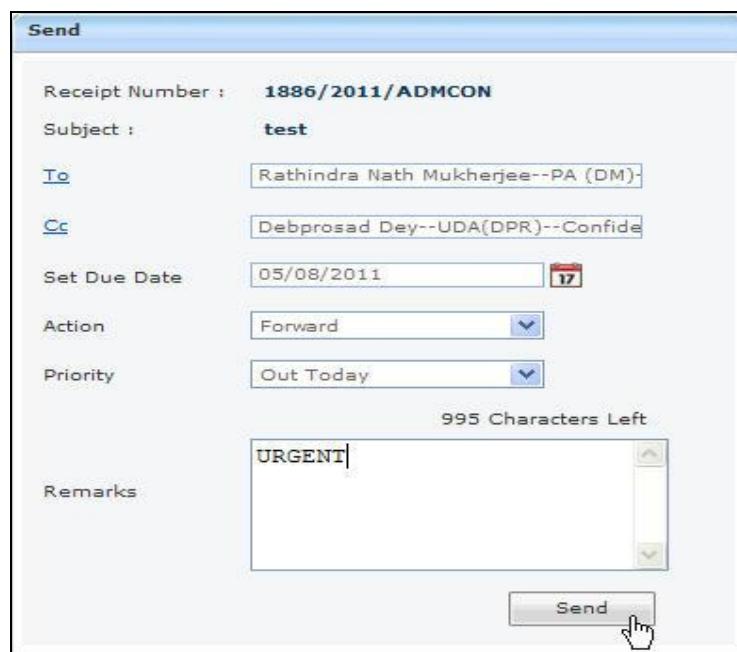


Fig.eFile. 35

As a result, the scanned and created receipt is sent to the intended recipient.

Then, the user will be redirected to the **Sent Receipts** page, displaying the list of all the sent receipts along with the newly sent receipt, as shown in Fig.eFile.36:

Date Range : 03/09/2012 To 18/09/2012

Forward | Mark As | View | Copy

	Receipt No.	Attachments	Subject	Sender	Sent to	Sent On	Due On
<input type="checkbox"/>	P 10400/2012/LF		sdasd	xyz	ALKA A KULKARNI	18/09/12 12:19	14/09/12 12:00
<input type="checkbox"/>	10400/2012/LF		sdasd	xyz	ALKA A KULKARNI	13/09/12 12:52	14/09/12 12:00
<input type="checkbox"/>	10400/2012/LF		sdasd	xyz	ALKA A KULKARNI	13/09/12 12:12	-
<input type="checkbox"/>	10399/2012/LF		dfgdfg	fghd	ALKA A KULKARNI	12/09/12 03:17	-

LEGEND :

- Out Today
- Most Immediate
- Immediate
- Ordinary

Fig.eFile. 36

Put in a File:

Helps the user to attach a receipt/s to a concerned file.

To attach a Receipt/s under the file, user has to perform following steps:

- Select receipt/s from the Receipt Inbox which needs to be Put in a File, as shown in Fig.eFile.37:

Receive | Reply | Forward | Put in a File | View | Move To | Mark As | Copy | Close | Dispatch | Hierarchical View | My Receipts

	Receipt No.	Subject	Sender	Sent By	Sent On	Due On	Read On	Quick Action
<input type="checkbox"/>	E 8126/2012/CC	121	21	ALOK PANDEY	17/02/12 05:24	-	-	
<input checked="" type="checkbox"/>	E 8131/2012/CC	dsfd	dsfd	ALOK PANDEV	17/02/12 05:09	-	-	
<input type="checkbox"/>	P 8125/2012/CC	11	11	ALKA A KULKARNI	17/02/12 04:55	17/02/12 04:56	-	

Fig.eFile. 37

- Click the **Put in a File** link, as a result list of files will appear, as shown in Fig.eFile.38:

Search File For Attach

Search	<input type="text"/>
File Number	Subject
<input type="radio"/> E S-11011/11/17/2011-ADM	Functional to attend...
<input type="radio"/> E S-11011/11/15/2011-ADM	To attend the worksh...
<input type="radio"/> E S-11011/11/14/2011-ADM	Functional test
<input type="radio"/> E S/1/2011-ADM	test
<input type="radio"/> E S-11011/11/13/2011-ADM	tyesting
<input type="radio"/> E S-11011/11/12/2011-ADM	For testing the at t...
<input type="radio"/> E S-11014/11/1/2011-ADM	test
<input type="radio"/> E S-12011/1/2011-ADM	medical bill file

« < 1 > »

Fig.eFile. 38

The list contains files which are present in ‘Created’ or ‘Inbox’ section of File.

- Select a file in which the receipt needs to be attached, as shown in Fig.eFile.39:

Search File For Attach

Search	<input type="text"/>
File Number	Subject
<input checked="" type="radio"/> P S-12012/1/2011-ADM	Test DESC
<input type="radio"/> P S-11012/12/4/2011-DM	TEst BDfs
<input type="radio"/> P S-12011/4/2011-DM	Test DESC
<input type="radio"/> E S-11011/11/17/2011-ADM	Functional to attend...
<input type="radio"/> E S-11011/11/15/2011-ADM	To attend the worksh...
<input type="radio"/> E S-11011/11/14/2011-ADM	Functional test
<input type="radio"/> E S/1/2011-ADM	test
<input type="radio"/> E S-11011/11/13/2011-ADM	tyesting
<input type="radio"/> E S-11011/11/12/2011-ADM	For testing the at t...
<input type="radio"/> E S-11014/11/1/2011-ADM	test

« < 1 > »

Fig.eFile. 39

- Click the **Attach** () button (Fig.eFile.44), as a result the receipt gets attached under the selected file.

View:

Helps the user to list the receipts depending upon its current state. i.e. (Unread, Read, Followed Up, Physical, Electronic, All)

To use this option, user has to perform following steps:

Move the cursor on **View** link, a drop down menu will appear with the following options as shown in Fig.eFile.40:

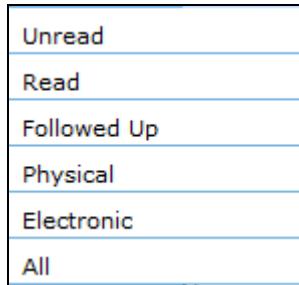


Fig.eFile. 40

- i. **Unread**- Click the **Unread** from the dropdown menu to view **unread receipts** as shown in Fig.eFile.41:

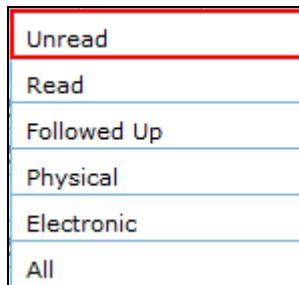


Fig.eFile. 41

- ii. **Read**-Click the **Read** from the dropdown menu to view **read receipts** as shown in Fig.eFile.42:

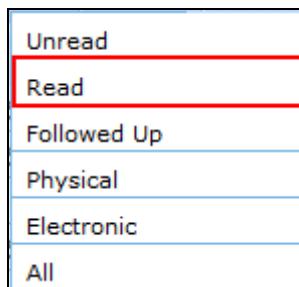


Fig.eFile. 42

- iii. **Followed Up**-Click the **Followed Up** from the dropdown menu to view the receipts on which the user has marked a follow up, as shown in Fig.eFile.43:

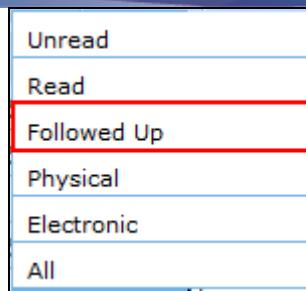


Fig.eFile. 43

- iv. **Physical**-Click the **Physical** from the dropdown menu to view the Physical nature receipts, as shown in Fig.eFile.44:

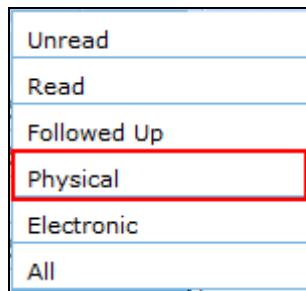


Fig.eFile. 44

- v. **Electronic**-Click the **Electronic** from the dropdown menu to view the Electronic nature receipts, as shown in Fig.eFile.45:

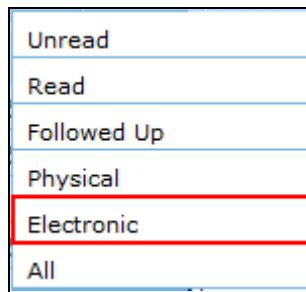


Fig.eFile. 45

- vi. **ALL**-Click the **ALL** from the dropdown menu to view the All receipts altogether, as shown in Fig.eFile.46:

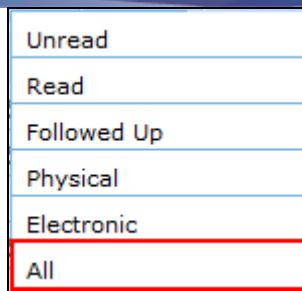


Fig.eFile. 46

Move To:

Helps the user to create **New Folders** and manage **Existing Folders**.

To create New Folder or to manage existing ones, user has to perform following steps:

- Select receipt/s from the Receipt Inbox which needs to be moved to new Folder.
- Move the cursor on **Move To**, a drop down menu will appear with the following options i.e. (**My Folders**, **Manage folders** and **Create New folder**) as shown in Fig.eFile.47:

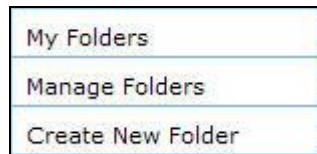


Fig.eFile. 47

- i. **My Folders**-Click the **My Folders** link from the dropdown menu to view the Receipt inbox and its subfolders.
- ii. **Manage Folders**-Click the **Manage Folders** link from the dropdown menu to **Delete** or **Edit** the folders created under Receipt Inbox.
- iii. **Create New Folder**- Click the **Create New Folder** link from the dropdown menu to create a new folder under Receipt inbox

To create a new Folder user has to perform following steps:

- Click the **Create New Folder** option, as shown in Fig.eFile.48:



Fig.eFile. 48

As a result following screen appears, as shown in Fig.eFile.49:

Folder Name*

Created in* Choose One

Fig.eFile. 49

- Enter the **New Folder name** and select the Folder in which new folder is creating and click the **Save** () button, as shown in Fig.eFile.50:

Folder Name* Training

Created in* Receipt Inbox

Fig.eFile. 50

As a result new Folder is created in specified Folder.

Mark As:

Helps the user to create a **New Follow Up** which keeps a track of a receipt, by alert mode, follow up action and specifying time to receive follow up on any corresponding receipt and also 'Mark As' option helps to **remove** the existing follow up.

To create a new follow up on a receipt user has to perform the following steps:

- Select the receipt on which follow up need to be created and click the **New Follow Up** option under 'Mark As' Link, as shown in Fig.eFile.51:

Hierarchical View My Receipts						
Date Range : 28/06/2012 To 13/07/2012	Receive Reply Forward Put in a File View Move To Mark As Copy Close Dispatch					
		New Followup				
		Remove Followup				
		Departmental security...	Ram Kumar Gupta	ALKA A KULKARNI	13/07/12 10:59	-
	P 10100/2012/E&C	o	dsf	ALKA A KULKARNI	13/07/12 10:55	-
	P 10103/2012/E&C	food and tech1	asd	ALOK PANDEY	13/07/12 10:27	-
	E 10107/2012/CC	gfgxg	sadf	ALKA A KULKARNI	12/07/12 05:10	-
	P 9864/2012/E&C	release1	asfd	DINESH CHANDRA LOHANI	12/07/12 05:07	-
	P 10096(1)/2012/PRT	22	asd	DINESH CHANDRA LOHANI	12/07/12 05:07	-
	P 10097(1)/2012/LF	o o	Condust Rules Intima...	ram manohar	DINESH CHANDRA LOHANI	12/07/12 05:07
	P 9117/2012/CC	asd	asd	ALKA A KULKARNI	12/07/12 05:06	-
	P 9825/2012/E&C	new2	fgh	ALKA A KULKARNI	12/07/12 05:06	-
	P 9240(2)/2012/PRT	o	rrr	ALKA A KULKARNI	12/07/12 03:02	-
	P 9963/2012/LF	test	ram manohar	ALKA A KULKARNI	12/07/12 03:02	-
	P 10047/2012/LF	Appointments....	G G Kapoor	ALKA A KULKARNI	12/07/12 03:02	-
	P 10066/2012/LF	bug	asd	ALKA A KULKARNI	12/07/12 03:02	-
	P 10037/2012/LF	assd	AS	ALKA A KULKARNI	12/07/12 03:02	-
	P 10071/2012/LF	system1	asd	ALKA A KULKARNI	12/07/12 03:02	-

Fig.eFile. 51

As a result **Follow up** screen will appear as shown in Fig.eFile.52:

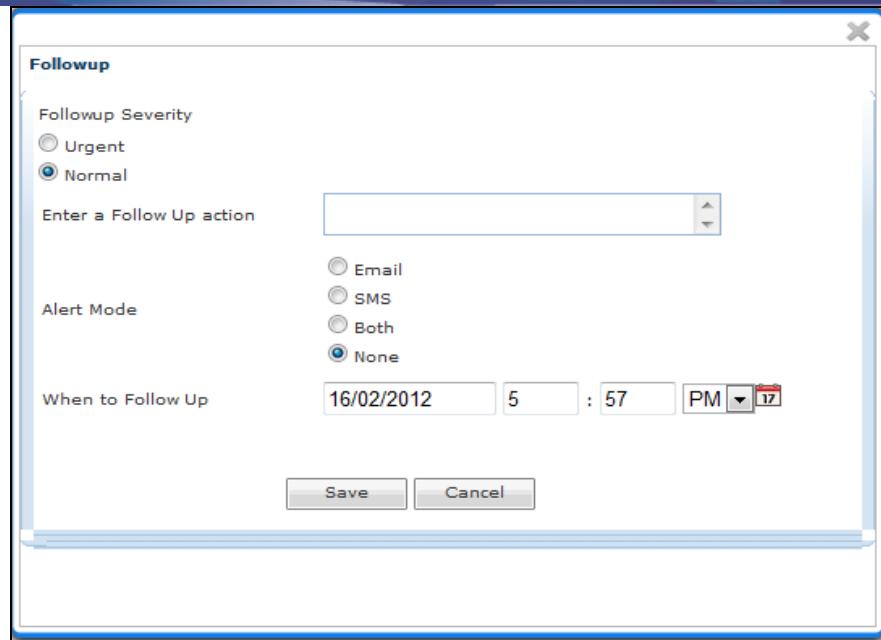


Fig.eFile. 52

- Select the **Follow up Severity** and fill in the other essential details as shown in Fig.eFile.53:

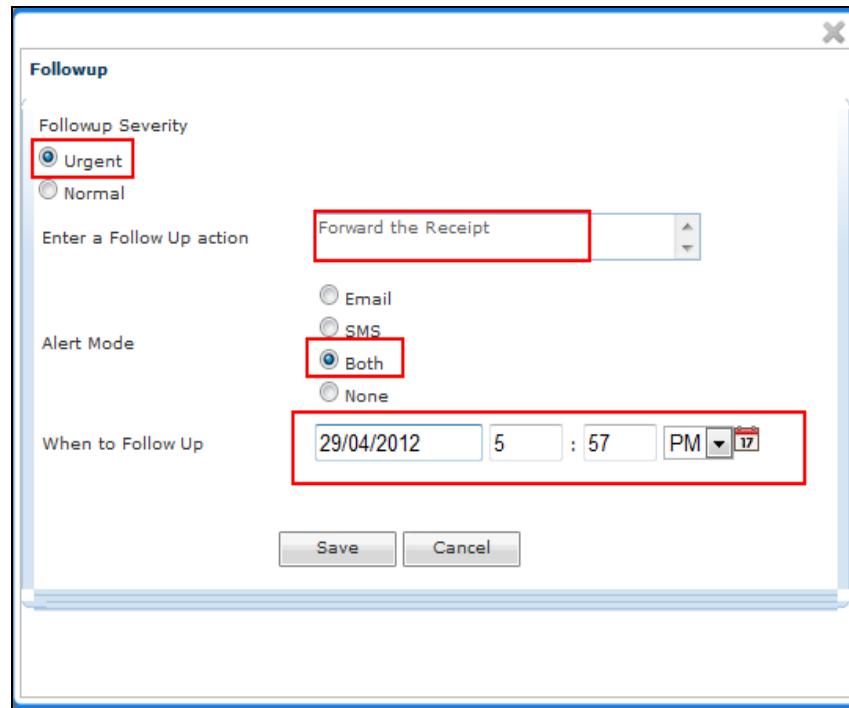


Fig.eFile. 53

- Click the **Save** () button (Fig.eFile.53) as a result **Follow up** will be created.

Copy:

Helps the user to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt no. will be allocated to the copied receipt.

Close:

Helps the user to close a receipt.

The receipt in which draft is created and not been dispatched cannot be closed. For that draft needs to be dispatched first then the receipt can be closed.

To close a receipt, user has to perform the following steps:

- Select the receipt which needs to be close and click the '**Close**' link, as shown in Fig.eFile.54:

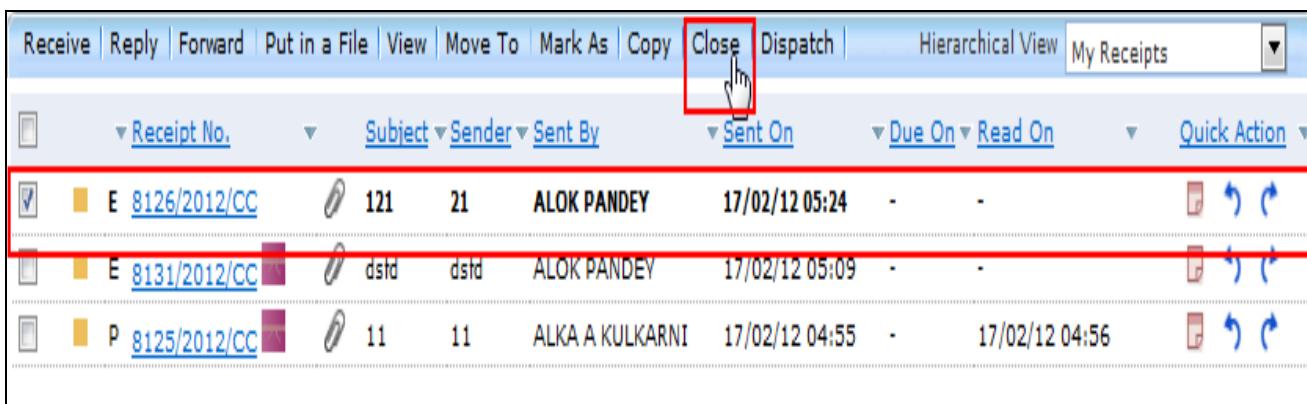


Fig.eFile. 54

As a result the '**Closing Confirmation**' message appears, as shown in Fig.eFile.55:

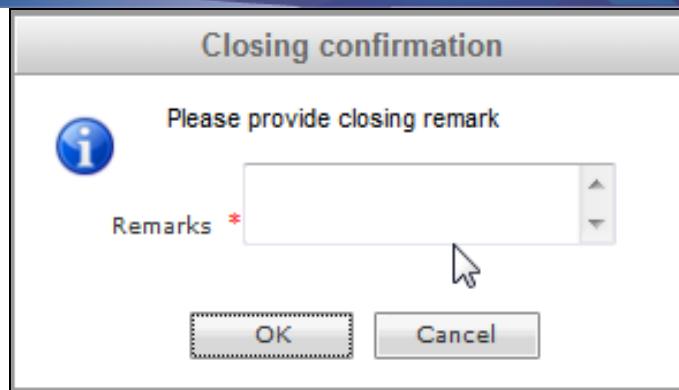


Fig.eFile. 55

- Enter the remarks and click the 'OK' () button, as shown in Fig.eFile.56:

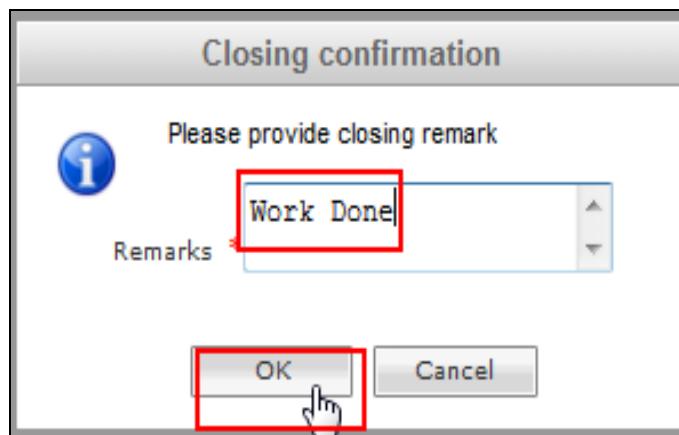


Fig.eFile. 56

As a result the receipt moves to the '**Closed**' section of receipts.

Dispatch:

Helps the user to **Dispatch** a receipt.

The dispatch process for Physical and Electronic Receipt is explained below:

To dispatch Physical Receipt, user has to perform following steps:

- Select the physical receipt which needs to be dispatched and click the '**Dispatch**' link, as shown in Fig.eFile.57:

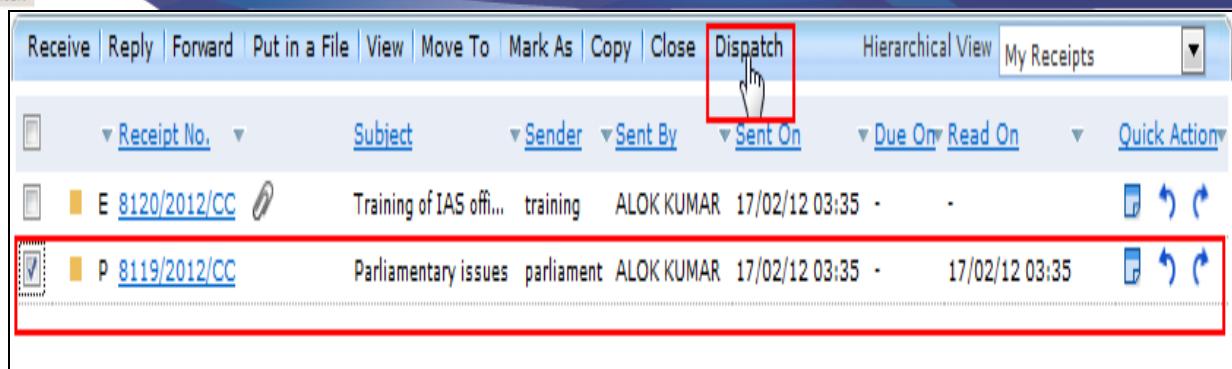


Fig.eFile. 57

As a result the **Dispatch** page appears, as shown in Fig.eFile.58 & 59:

Dispatch			
Postal Details			
Postal Mode	Choose One	Postal Charge	0
Medium	Choose One	Weight	0
Out Register Details			
Peon Book No		Out Date	17/01/2012
Peon Name	Choose One	Out Time	
Peon Code	Choose One	Delivery Status	No
		Delivery Date	17/01/2012
		Delivery Time	
Receipt Details			
<input checked="" type="radio"/> Reply <input type="radio"/> New/Fresh			
Receipt Number	10097(1)/2012/L	Nature of Reply	Choose One
Reply Type	Choose One	GO Prefix	Choose One
Reminder Date			
Subject* (Maximum of 250 Characters)		(CC) -Conduct Rules Intimation. update	
Communication Details			
Ministry	CABINET SECRETARIAT		
Department	Choose One		
Name*	ram manohar		
Designation	tester		
Address 1 *	delhi		
Address 2	new delhi		
Email	ram@gmail.com		
Organization	GPL		
Country	INDIA		
State	Delhi		
Pincode	121212		
Telephone	1212121212		
Fax			
<input type="button" value="Clear Fields"/>			

Fig.eFile. 58

Receipt Details

Delivery Date

Delivery Time

Reply New/Fresh

Receipt Number

Reply Type

Nature of Reply

Reminder Date

GO Prefix

Subject* (Maximum of 250 Characters)

Communication Details

Ministry

Department

Name*

Designation

Address 1*

Address 2

Email

Organization

Country

State

Pincode

Telephone

Fax

Language of draft

Attachment

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Fig.eFile. 59

- Select the 'Reply Type', 'Nature of Reply' and other required fields, as shown in Fig.eFile.60:

Dispatch

Postal Details

Postal Mode	Choose One	Postal Charge	0
Medium	Choose One	Weight	0

Out Register Details

Peon Book No		Out Date	<input type="text"/> 17
Peon Name	Choose One	Out Time	
Peon Code	Choose One	Delivery Status	No
		Delivery Date	<input type="text"/> 17
		Delivery Time	

Receipt Details

Reply Type: Reply New/Fresh

Receipt Number	10097(1)/2012/L		
Reply Type	Final	Nature of Reply	DO Letter
Reminder Date		GO Prefix	Choose One

Subject* (Maximum of 250 Characters): (CC) -Conduct Rules Intimation. update

Communication Details

Ministry	CABINET SECRETARIAT
Department	Choose One
Name*	ram manohar
Designation	tester
Address 1 *	delhi
Address 2	new delhi
Email	ram@gmail.com
Organization	GPL
Country	INDIA
State	Delhi
Pincode	121212
Telephone	99881561162
Fax	

Clear Fields

Fig.eFile. 60

Now the user has 2 options after filling the required metadata fields which are '**Dispatch By Self**' and '**Dispatch By CRU**'.

- If user selects '**Dispatch By Self**' option, then the physical receipt will be dispatched that same moment and also the receipts gets closed and moves to '**Closed**' section of receipt.
- If user selects '**Dispatch By CRU**' option, a popup appears. Popup contains the list of all the users mapped with CRU section (if any), **Delivery Mode** and **Remarks**, as shown in Fig.eFile.61:

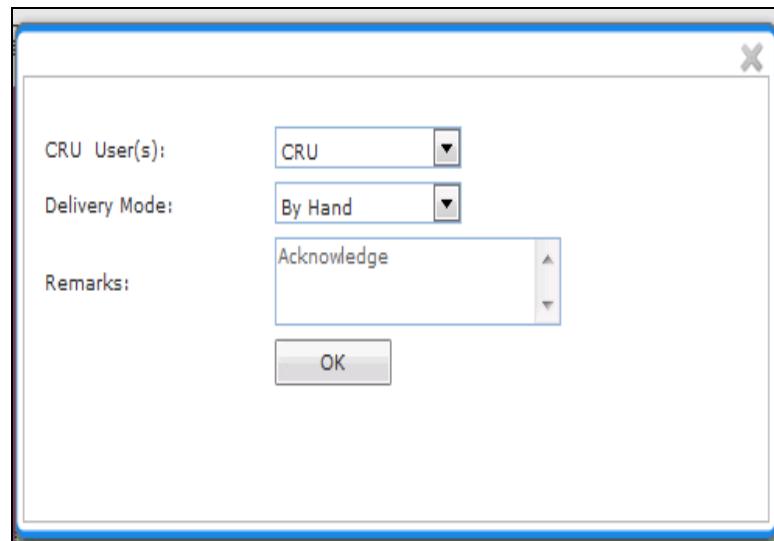


Fig.eFile. 61

In this case no user is mapped with CRU section. All issues will be sent directly to SO (CRU). Once issue is sent to CRU section, user can Copy the dispatch data with the help of '**Copy Dispatch Data**' option available and send to other concerned Organization (if required), as shown in Fig.eFile.62:

The screenshot shows the 'Dispatch' module interface. It includes sections for 'Postal Details', 'Out Register Details', 'Receipt Details', 'Communication Details', and 'Language of draft'. A success message 'Dispatched successfully with no. : I/822/2012' is displayed in a modal window. A red box highlights the 'Copy Dispatch Data' button at the bottom right.

Postal Details		Out Date	
Postal Mode	Choose One	Postal Charge	0
Medium	Choose One	Weight	0
Out Register Details			
Peon Book No			Out Date
Peon Name	Choose One	Out Time	
Peon Code	Choose One	Delivery Status	No
		Delivery Date	I/822/2012
		Delivery Time	
Receipt Details			
<input checked="" type="radio"/> Reply <input type="radio"/> New/Fresh			
Receipt Number	10097(1)/2012/L		Nature of Reply
Reply Type	Final	DO Letter	
Reminder Date	Choose One		
Subject* (Maximum of 250 Characters)			
(CC)-Conduits Rules Intimation. update			
Communication Details			
Ministry	CABINET SECRETARIAT		
Department	Choose One		
Name*	ram manohar		
Designation	tester		
Address 1 *	delhi		
Address 2	new delhi		
Email	ram@gmail.com		
Organization	GPL		
Country	INDIA		
State	Delhi		
Pincode	121212		
Telephone	99881561162		
Fax			
Clear Fields			
Language of draft	Choose One		
Attachment	Browse...	Upload	
Copy Dispatch Data			

Fig.eFile. 62

In case no user is mapped the dispatch is directly sent to the CRU.

As a result the receipt is dispatched to the selected CRU user (if any) and status of the dispatch record can be viewed from **Sent** sub module under the **Dispatch** module. The dispatched record is seen in the inbox of the CRU section under the Dispatch module and the record is dispatched outside physically and metadata details are entered in the application (Refer CRU Dispatch).

Quick Actions: - There are some useful links given in inbox for Quick Actions such as:

- ❖ **Latest Remarks** () - Shows latest remark given on any particular receipt.
- ❖ **Reply** () - It facilitates the user to reply to the sender of the receipt.
- ❖ **Forward** () - Forward a particular receipt to one or more recipient at a time.

There are 11 links provided when opening up a receipt (Electronic):

- Movement:** User can use this option to track the **Movements'** of the receipt which automatically gets updated as Receipt moves further.
- Details:** User can use this option to view the details of the generated receipts such as Dispatch History, Referenced files and Referenced Receipts, as shown in Fig.eFile.63:

Receipt No :	9482(1)/2012/LF												
Subject :	dsadasda												
From :	dsadsad												
Designation :	dsadsadas												
Address :	dsadsad												
Main Category :	All tendering process												
Sub Category :													
Sent Date :	12/06/12 02:57												
Opening Date :	12/06/12 02:56												
Letter Reference No :													
Letter Date :													
Dispatch History													
Dispatch Number Subject Dispatch Date Sent Through Dispatch Mode													
Referenced Files													
<table border="1"> <thead> <tr> <th>File Number</th> <th>Subject</th> <th>Attached by</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>P C-11/2/2012-LF</td> <td>123</td> <td>ALKA A KULKARNI</td> <td>X</td> </tr> <tr> <td>E A-11011/128/2012-LF</td> <td>fdsafsfdf</td> <td>ALKA A KULKARNI</td> <td>X</td> </tr> </tbody> </table>		File Number	Subject	Attached by	Actions	P C-11/2/2012-LF	123	ALKA A KULKARNI	X	E A-11011/128/2012-LF	fdsafsfdf	ALKA A KULKARNI	X
File Number	Subject	Attached by	Actions										
P C-11/2/2012-LF	123	ALKA A KULKARNI	X										
E A-11011/128/2012-LF	fdsafsfdf	ALKA A KULKARNI	X										
Referenced Receipts													
<table border="1"> <thead> <tr> <th>Receipt No.</th> <th>Subject</th> <th>Attached by</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Receipt No.	Subject	Attached by									
Receipt No.	Subject	Attached by											

Fig.eFile. 63

- Edit:** User can use this option to edit the Metadata fields of the Receipt.

To edit a Receipt, user has to perform following steps:

- Click the **Edit** link () , as a result the Metadata fields get active.

Editing of the metadata is possible after every movement of the receipt, except, Received Date, Diarised Date, Letter Date and Delivery Mode.

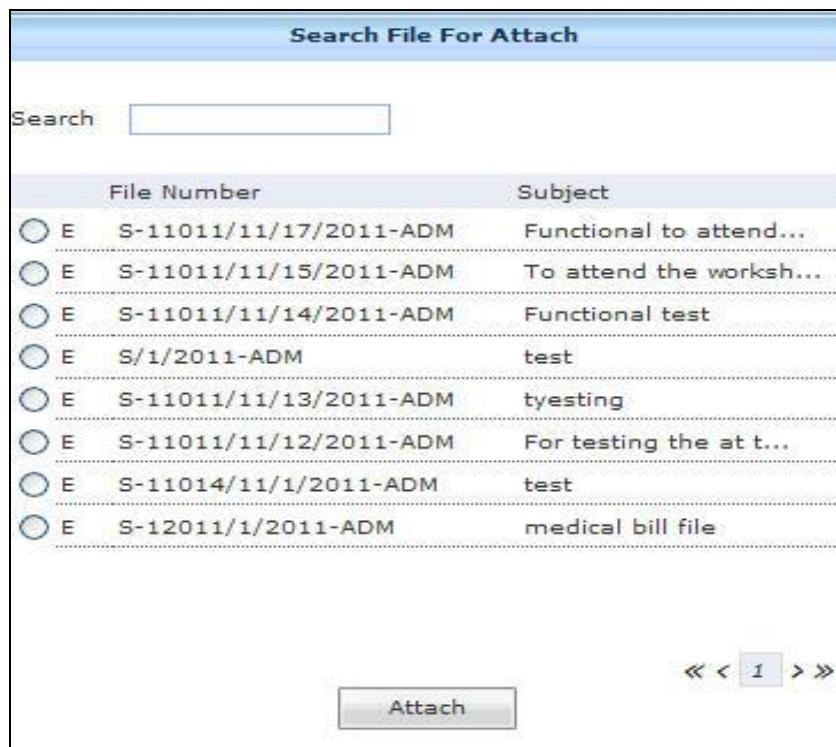
After making required changes in Metadata fields, click the **Save** button to save Metadata.

- d) **Forward:** User can use this option to **forward** the receipt to the intended recipient.
- e) **Put in a File:** User can use this option to attach the receipt to a concerned file.

To attach a Receipt/s in a file, user has to perform following steps:

- Click the **Put in a File** link, as a result list of files will appear on the right side of receipt, as shown in Fig.eFile.64:

The list contains files which are present in ‘Created’ or ‘Inbox’ section of File.



The screenshot shows a window titled "Search File For Attach". At the top left is a "Search" input field. Below it is a table with two columns: "File Number" and "Subject". The table lists eight files, each preceded by a radio button. The subjects are: "Functional to attend...", "To attend the worksh...", "Functional test", "test", "tyesting", "For testing the at t...", "test", and "medical bill file". At the bottom right of the table are navigation buttons: '<< < > >>' and an "Attach" button.

File Number	Subject
E S-11011/11/17/2011-ADM	Functional to attend...
E S-11011/11/15/2011-ADM	To attend the worksh...
E S-11011/11/14/2011-ADM	Functional test
E S/1/2011-ADM	test
E S-11011/11/13/2011-ADM	tyesting
E S-11011/11/12/2011-ADM	For testing the at t...
E S-11014/11/1/2011-ADM	test
E S-12011/1/2011-ADM	medical bill file

Fig.eFile. 64

- Select a file in which the receipt needs to be attached, as shown in Fig.eFile.65:

Search File For Attach

File Number	Subject
<input type="radio"/> P S-12012/1/2011-ADM	Test DESC
<input type="radio"/> P S-11012/12/4/2011-DM	TEst BDFs
<input type="radio"/> P S-12011/4/2011-DM	Test DESC
<input type="radio"/> E S-11011/11/17/2011-ADM	Functional to attend...
<input type="radio"/> E S-11011/11/15/2011-ADM	To attend the worksh...
<input type="radio"/> E S-11011/11/14/2011-ADM	Functional test
<input type="radio"/> E S/1/2011-ADM	test
<input type="radio"/> E S-11011/11/13/2011-ADM	tyesting
<input type="radio"/> E S-11011/11/12/2011-ADM	For testing the at t...
<input type="radio"/> E S-11014/11/1/2011-ADM	test
<input type="radio"/> F S-11014/11/4/2011-ADM	-----

Attach << < > >>

Fig.eFile. 65

Click the **Attach** (Attach) button (Fig.eFile.65), as a result the receipt gets attached to the selected file.

- f) **Copy:** User can use this option to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt number will be allocated to the copied receipt.
- g) **Close:** User can use this option to close a receipt.

The receipt in which draft is created and not been dispatched cannot be closed. For that draft needs to be dispatched first then the receipt can be closed.

To close a receipt, user has to perform the following steps:

- Select the receipt which needs to be close and click the '**Close**' link, as shown in Fig.eFile.66:

Receive	Reply	Forward	Put in a File	View	Move To	Mark As	Copy	Close	Dispatch	Hierarchical View	My Receipts
Receipt No.	Subject	Sender	Sent By	Sent On	Due On	Read On	Quick Action				
E 8126/2012/CC	121	21	ALOK PANDEY	17/02/12 05:24	-	-					
E 8131/2012/CC	dstd	dstd	ALOK PANDEY	17/02/12 05:09	-	-					
P 8125/2012/CC	11	11	ALKA A KULKARNI	17/02/12 04:55	-	17/02/12 04:56					

Fig.eFile. 66

As a result the ‘Closing Confirmation’ message appears, as shown in Fig.eFile.67:

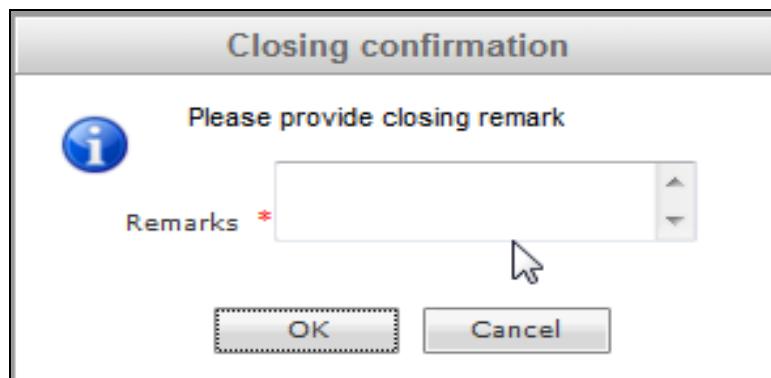


Fig.eFile. 67

- Enter the remarks and click the ‘OK’ () button, as shown in Fig.eFile.68:

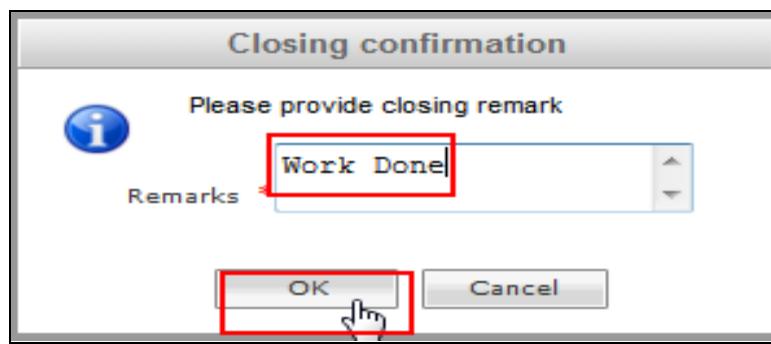


Fig.eFile. 68

As a result the receipt moves to the '**Closed**' section of receipts.

- h) **Dispatch:** Refer to the Dispatch option under **Receipt Inbox**.
- i) **View Draft:** User can use this option to view the drafts that are already created.

View Draft option is available in Electronic Receipts only, as in Physical receipt it is directly dispatched to the concerned authority or to the CRU section.

- j) **Attach File:** Refer to the Attach File option under **Receipt inbox**.
- k) **Attach Receipt:** User can use this option to attach the working receipt/document with the other receipt(s)/Document(s) irrespective of the receipt nature. This link is visible when user opens the receipt from Receipt Inbox/Created.

Physical Receipt/Document can be attached with in an Electronic Receipt and Vice-Versa.

Also, the receipt attached with other receipts can be send to only one user at a time.

To attach other receipt(s)/Document(s) with the working receipt, user has to perform following steps:

- o Click the '**Attach Receipt**' ([Attach Receipt](#)) link, as a result the list of receipt(s)/document(s) appears which are there in Inbox or the created section of Receipt, as shown in Fig.eFile.69:

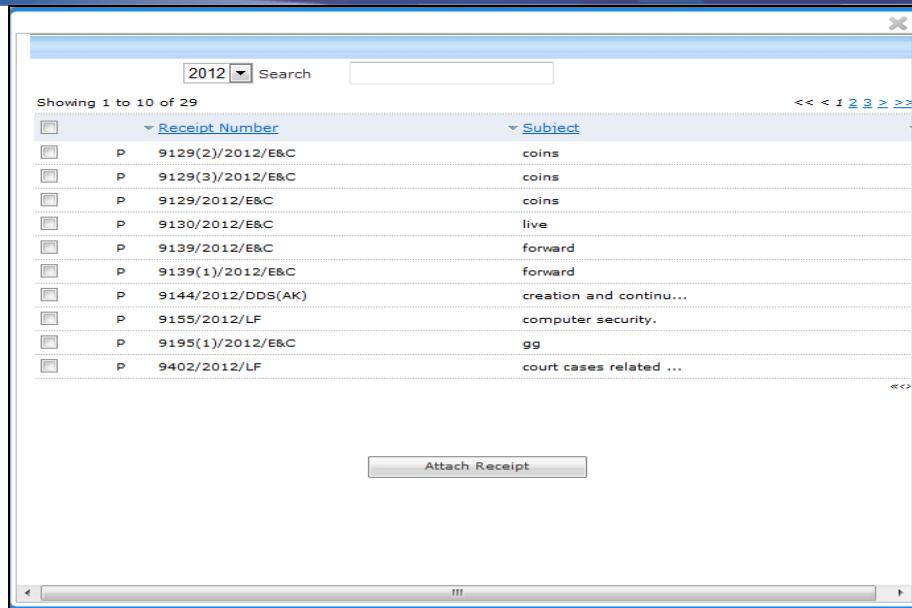


Fig.eFile. 69

- Select the Receipt(s)/Document(s) whichever are required to get attached and click the '**Attach Receipt**' button, as shown in Fig.eFile.70:

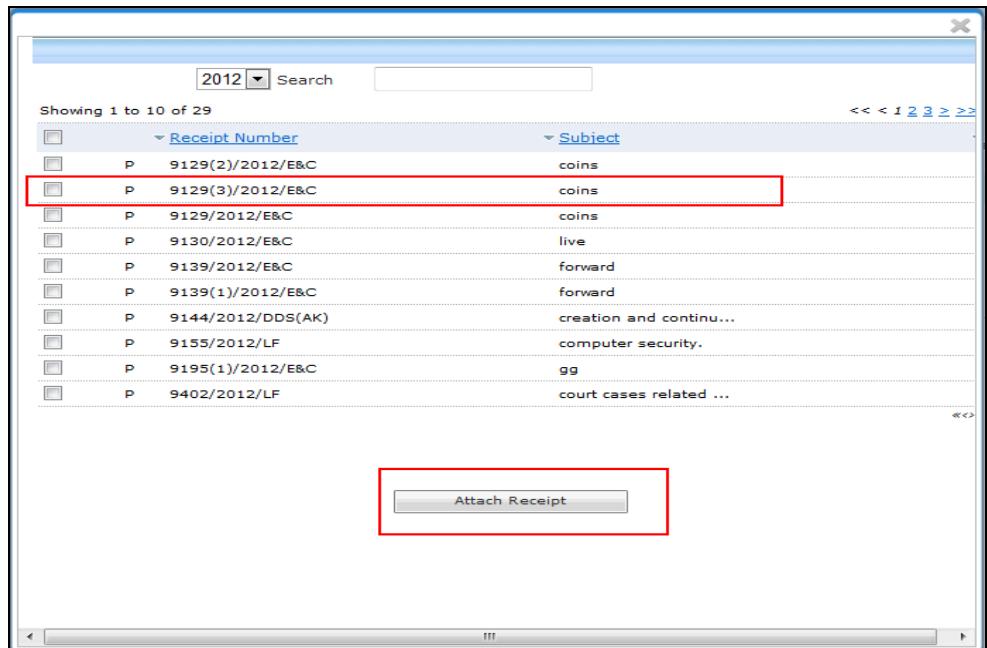


Fig.eFile. 70

As a result, '**Attach Receipt Remarks**' window appears, as shown in Fig.eFile.71:

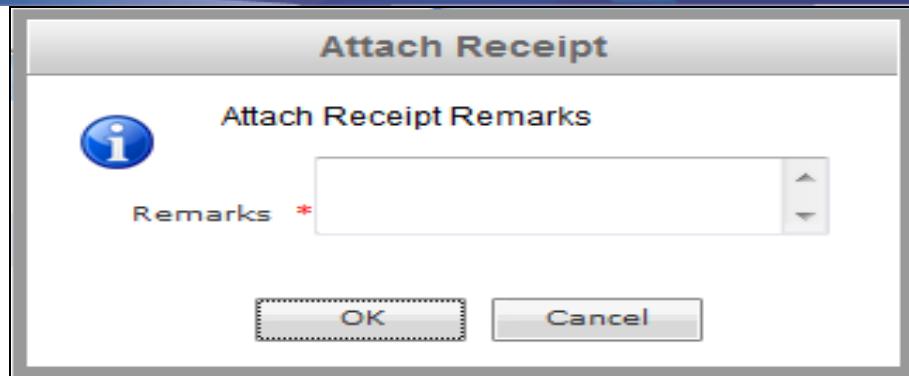


Fig.eFile. 71

- Enter the remarks and click the 'OK' button (Fig.eFile.71), as shown in Fig.eFile.72:

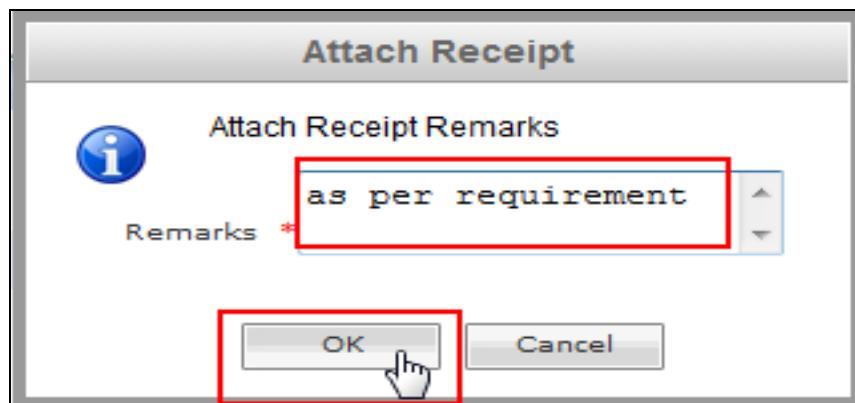


Fig.eFile. 72

As a result, the selected receipt(s) get attached to the working receipt and so reflects in Referenced Receipt section of the working receipt, a shown in Fig.eFile.73:

Movements Details Edit Forward Put in a File Copy Close Dispatch Attach File Attach Receipt				
Receipt No :	8502(2)/2012/CC			
Subject :	safasf			
From :	sadsad			
Designation :				
Address :	dsadsad			
Main Category :	All Meetings related matters			
Sub Category :				
Sent Date :	19/06/12 12:42			
Opening Date :	19/03/12 11:42			
Letter Reference No :				
Letter Date :				
Dispatch History				
Dispatch Number.	▼ Subject	▼ Dispatch Date	▼ Sent Through	▼ Dispatch Mode
1/264/2012	safasf	26/3/12 2:13 PM	L(AAK) (Self)	
Referenced Files				
▼ File Number	▼ Subject	▼ Attached by		
Referenced Receipts				
▼ Receipt No.	▼ Subject	▼ Attached by		
P 9129/2012/E&C	coins	ALKA A KULKARNI	X	

Fig.eFile. 73

Receipts having Attached Files are not allowed to get attached in a receipt and also no action is allowed on the attached receipt till attached with the main working receipt.

Email Diarisation

During Email Diarisation, email should have been sent to the efile from NIC Email. User should select the email from NIC Email inbox and Select option Move To eFile button. Below are the steps required to perform email diarisation to efile process:

- Click the **NIC email** link, as shown in Fig.eFile.74:

Fig.eFile. 74

As a result, **NIC email** gets open, as shown in Fig.eFile.75.

- Select the Receipt which needs to be moved to eFile Application, as shown in Fig.eFile.75:

The screenshot shows the eOffice inbox interface. On the left, there's a sidebar with options like Compose Mail, INBOX (4089), SentMail (1292), TrashCan (17), Drafts (0), Login Notifications (644), ProbablySpam (0), Sent (0), Trash (0), and webservices.nic.in (40). Below these is a 'Manage Folders' link. The main area is titled 'INBOX' with a table of emails. The first email in the list, which has a red border around its row, is selected. Its subject is 'Re: Systems to be moved to the new location/S/W st...'. The table columns are Subject, From, Date, and eFile Status. The status for this email is 'Not Sent'. Other emails listed include 'Details of eoffice machines' from shobhit rawat, 'Fwd: Systems to be moved to the new location/S/W s...' from Kapil, 'RE: [Dns-request] Request for URL Mapping' from divya, 'Re: Re: Regd: Eoffice application for north24 par...' from sandeep jand, 'Re: Regarding Two Servers in IDC' from Kapil, 'eLeave Script' from Jankit tomar, 'Guidelines New' from sandeep jand, 'Dummy instance for Punjab' from sandeep jand, and 'Request for URL Mapping' from Saroj Kumar Patro. At the bottom of the inbox view, there are navigation links for Fetch Unreads, Sync Folder, Delete, INBOX, Move To, Move To eFile, and Next 10 items.

Subject	From	Date	eFile Status
Re: Systems to be moved to the new location/S/W st...	Kapil	14:25	Not Sent
Details of eoffice machines	shobhit rawat	14:09	Not Sent
Fwd: Systems to be moved to the new location/S/W s...	Kapil	11:24	Not Sent
RE: [Dns-request] Request for URL Mapping	divya	10:46	Not Sent
Re: Re: Regd: Eoffice application for north24 par...	sandeep jand	10:40	Not Sent
Re: Regarding Two Servers in IDC	Kapil	10:37	Not Sent
eLeave Script	Jankit tomar	10:18	Not Sent
Guidelines New	sandeep jand	04:10	Not Sent
Dummy instance for Punjab	sandeep jand	02:24	Not Sent
Request for URL Mapping	Saroj Kumar Patro	Sep 01, 2011 04:07 PM	Not Sent

Fig.eFile. 75

- Click the **Move To eFile** button to move the selected receipt to eFile application, as shown in Fig.eFile.76

The screenshot shows the eOffice Portal inbox interface. On the left, there's a sidebar with options like 'Compose Mail', 'INBOX (4089)', 'SentMail (1292)', etc. The main area displays a list of messages with columns for Subject, From, Date, and eFile Status. A red box highlights the 'Move To eFile' button in the toolbar above the list. Another red box highlights the '1 messages eFile-d' count in the toolbar. The list includes several messages from different users, mostly marked as 'Not Sent'. At the bottom, there are navigation links for 'Copyright © 2010, NIC' and 'Powered by National Informatics Centre'.

Subject	From	Date	eFile Status
Re: Systems to be moved to the new location/S/W st...	Kapil	14:25	Sent
Details of eOffice machines	shobhit rawat	14:09	Not Sent
Fwd: Systems to be moved to the new location/S/W s...	Kapil	11:24	Not Sent
RE: [Dns-request] Request for URL Mapping	divya	10:46	Not Sent
Re: Re: Regd: Eoffice application for north24 parg...	sandeep jand	10:40	Not Sent
Re: Regarding Two Servers in IDC	Kapil	10:37	Not Sent
eLeave Script	Jankit Tomar	10:18	Not Sent
Guidelines New	sandeep jand	04:10	Not Sent
Dummy instance for Punjab	sandeep jand	02:24	Not Sent
Request for URL Mapping	Saroj Kumar Patro	Sep 01, 2011 04:07 PM	Not Sent

Fig.eFile. 76

As a result, sent message appears at top (Fig.eFile.76).

- Click the **Home** Button to move to the **Home Page** of eOffice Portal, as shown in Fig.eFile.77

The screenshot shows the eOffice Portal Home Page. At the top, there is a navigation bar with links: Home, Divisions, State Units, Projects, Library, Training, Download Forms Manuals, My Account, Directory, Help Desk, and Signout. A search bar is also present. The main content area displays the inbox with 1 message. The inbox table has columns: Subject, From, Date, and eFile Status. The message details are as follows:

Subject	From	Date	eFile Status
Re: Systems to be moved to the new location/S/W st...	Kapil	14:25	Sent
Details of eoffice machines	shobhit rawat	14:09	Not Sent
Fwd: Systems to be moved to the new location/S/W s...	Kapil	11:24	Not Sent
RE: [Dns-request] Request for URL Mapping	divya	10:46	Not Sent
Re: Re: Regd: Eoffice application for north24 parg...	sandeep jand	10:40	Not Sent
Re: Regarding Two Servers in IDC	Kapil	10:37	Not Sent
eLeave Script	Jankit tomar	10:18	Not Sent
Guidelines New	sandeep jand	04:10	Not Sent
Dummy instance for Punjab	sandeep jand	02:24	Not Sent
Request for URL Mapping	Saroj Kumar Patro	Sep 01, 2011 04:07 PM	Not Sent

At the bottom of the page, there are copyright information (Copyright © 2010, NIC) and a note (Powered by National Informatics Centre).

Fig.eFile. 77

As a result, Home Page of eOffice Portal appears as shown in Fig.eFile.78

Your Last login at Tue, 30-08-2011 03:55 PM
[My Account](#) | [Directory](#) | [Help Desk](#) | [Signout](#) | [Search](#) [Go]

Home Divisions State Units Projects Library Training Download Forms Manuals

Browse Application
 > e File
 > e Tour [Beta]
 > Knowledge Management System
 > File Tracking System
 > Personnel/HR/Admin
 > Transfer Request

Dash Board
Week's Quote:
 "I would give all the wealth of the world, and all the deeds of all the heroes, for one true vision." - **Henry David Thoreau**'

Personnel ↗ Payslip ↗ Personal Profile	Pending ↗ Documents ↗ Receipts/Files(eFile) ↗ Receipts/Files(FTS)	Schedule ↗ For the day (0) ↗ For the week (0)	Notification ↗ Payment Alerts ↗ ACR Alert
---	---	--	--

Notice Board

- SANS-The Consensus Security Vulnerability Alert
Published by: Shri Sreenivasa Rao C. on 02/09/2011
- Suggest New Brand Name for eProcurement Solution of NIC
Published by: Suchitra on 01/09/2011
- Implementation of SSDG project in Aligarh
Published by: Shri Ashesh Kumar Agarwal on 01/09/2011
- Approved Minutes of PEC 233 Meeting held on 25-08-2011
Published by: Dr Parbodh Chand Thakur on 01/09/2011

nicemail VER 6.0
[Apply Online](#)

Events
 Computer Awareness & Application Softwares Hands-on-training for selected employees of Patna High Court for the period 26.08.2011 to 08.09.2011. (Phase III-1st Batch)

[more...](#)

Personnel Corner

- Birthday Wishes
- Superannuations
- Joined Today
- Bonding NICians

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Fig.eFile. 78

- Click the **eFile** Link to move into eFile Application (Fig.eFile.78), as a result, eFile application opens as shown in Fig.eFile.79

Last Login : Mon Jul 25 09:38:31 IST 2011 PANKAJ KUMAR KHETWAL [Signout](#)

eFile electronic file system

Email Inbox

Subject	Sent By	Sent Date	Sender Email
Resigning from the post of Programm...	samir kumar	02-06-2011	samirkumaram@gmail.com
API Document for SMS Integration in...	sumit patni	31-03-2011	sumitpatni.nic@gmail.com
[Programmer-delhi] ICT News Clips H...	Rajni	01-04-2011	rajnim@nic.in
Re: Systems to be moved to the new ..	Kapil	02-09-2011	kapilk@nic.in

Follow Up

Number

Powered by National Informatics Centre Site is best viewed in 1024x768 pixels resolution Copyright © 2011, NIC.

Fig.eFile. 79

- Click the **Email Diarisation** link and then click the moved receipt from the **NIC eMail** Section to diarise it (Fig.eFile.79).

As a result, **Diarisation** page appears, as shown in Fig.eFile.80

The screenshot shows the eOffice electronic file system interface. On the left, there is a sidebar with various menu options: Receipts, Scan & Diarise, Browse & Diarise, Email Diarisation, Inbox, Created, Sent, Acknowledgement, Files, Dispatch, DSC, Reports, Migrate File, User Setting, Follow Up, and Number. The main area displays a scanned document titled "No. N-12020/PW/2011-12". The document is a letter from the Ministry of Home Affairs, Government of India, addressed to Sardar Patel Bhawan, Sansad Marg, New Delhi-110001, dated 1.9.1980. It discusses the transfer of Smt. Ram Rattan from the Ministry of Law, Justice & Company Affairs to the Department of Personnel & Administrative Reforms. The letter specifies a deputation period of 1.7.1980 to 30.6.1983, with a salary of Rs. 15,600-20-700. It also mentions the pay of Smt. Ram Rattan as an Investigator on deputation basis, which is fixed at Rs. 515/- per month. The document is signed by Smt. Ram Rattan and has a stamp from the Under Secretary to the Govt. of India, dated 1.6.1981.

To the right of the document, there is a "Create Receipt" form with fields for Inward Correspondence, Delivery Mode (Email), Language (English), Type (Letter), Letter Date (02/09/2011), Received Date (02/09/2011), Diary Date (02/09/2011), Number (VIP), and File Number. Below this is a "Sender Details" section with fields for Name (KAPIL KUMAR SHARM), Address (D-122 PVH), Country (INDIA), State (DELHI), Ministry (Choose One), and Department (Choose One). There is also a "Subject Matter" section with Main Category (Choose One) and Sub Category (Choose One), containing the subject "Re: Systems to be moved to the new location/S/W stack". At the bottom right of the form is a red-bordered "Generate Receipt" button.

Fig.eFile. 80

- Diarise moved Receipt and click the **Generate Receipt** () button (Fig.eFile.80).

As a result, **Sent to** Page appears as shown in Fig.eFile.81.

	<u>Number</u>	<u>Subject</u>	<u>Sent To</u>	<u>Sent on</u>	<u>Due On</u>
	P C/243/2012-LF	trimming	JAGMOHAN SINGH	13/07/12 03:38	-
	E B/240/2012-PRT	Gs Sharma -15	GEETA SHARMA	13/07/12 03:29	-
	P A-11011/236/2012-LIB	File 7878	GEETA SHARMA	13/07/12 03:15	-
	E A-11011/239/2012-LIB	Haryana Roadways	GEETA SHARMA	13/07/12 03:15	-
	E A/146/2012-LF	file0555	DINESH CHANDRA LOHANI	13/07/12 03:08	-
	E B/237/2012-E&C	test	DINESH CHANDRA LOHANI	13/07/12 03:08	-
	P C/207/2012-LF	test	RAMESH KUMAR	13/07/12 10:53	-
	P D/129/2012-PRT	11	RAMESH KUMAR	13/07/12 10:53	-
	P C/234/2012-LF	pull back	RAMESH KUMAR	13/07/12 10:53	-
	E A/23/2012-LF	Sandy Test 21	JAGMOHAN SINGH	12/07/12 05:11	-
	E C/232/2012-LF	asdf	JAGMOHAN SINGH	12/07/12 05:11	-
	P C/234/2012-LF	pull back	DINESH CHANDRA LOHANI	12/07/12 05:02	-
	E PANDITJI	Pandit ji	DINESH CHANDRA LOHANI	12/07/12 02:57	-
	P C/207/2012-LF	test	DINESH CHANDRA LOHANI	12/07/12 02:45	13/07/12 12:00

Fig.eFile. 81

Created:

Created option contains a list of all the receipts that has been diarised by the user but not being marked/sent. User can view all the created receipts, by clicking on '**Created**' link under the Receipts section. As a result the, **Create Receipts** screen appears, as shown in Fig.eFile.82:

The screenshot shows the eFile electronic file system interface. On the left, there's a sidebar with a 'Receipt' menu containing links like 'Browse & Diarise', 'Inbox', 'Created' (which is highlighted with a red box), 'Sent', 'Closed', 'Acknowledgement', 'Recycle Bin', and several file-related buttons ('Files', 'Migrate File', etc.). Below this is a 'Report' and 'Settings' section. The main content area has a 'Data Range' set to '17/12/2011 To 17/02/2012'. It features a toolbar with 'Forward', 'Put in a File', 'View', 'Copy', and 'Dispatch' buttons, and dropdowns for 'Hierarchical View' and 'My Receipts'. A table lists receipts, with one entry highlighted: 'E 8130/2012/CC' (Subject: 'Training of IAS', Subject Category: 'Departmental Security...', Created On: '17/02/12 05:02'). At the bottom, there's a legend for 'LEGEND' with four categories: 'Out Today' (orange), 'Most Immediate' (red), 'Immediate' (green), and 'Ordinary' (yellow).

	Receipt No.	Subject	Subject Category	Created On
<input type="checkbox"/>	E 8130/2012/CC	Training of IAS	Departmental Security...	17/02/12 05:02

Fig.eFile. 82

There are **5** links provided under **Created** Section of receipt:

- a) **Forward:** User can use this option to **forward** the receipt to the intended recipient.
- b) **Put in a File:** User can use this option to attach the generated receipt under the concerned file.

To attach a Receipt/s under a file, user has to perform following steps:

- Select receipt/s from the **Created** section which needs to be merge under a file, and click the '**Put in a File**' link, as shown in Fig.eFile.83:

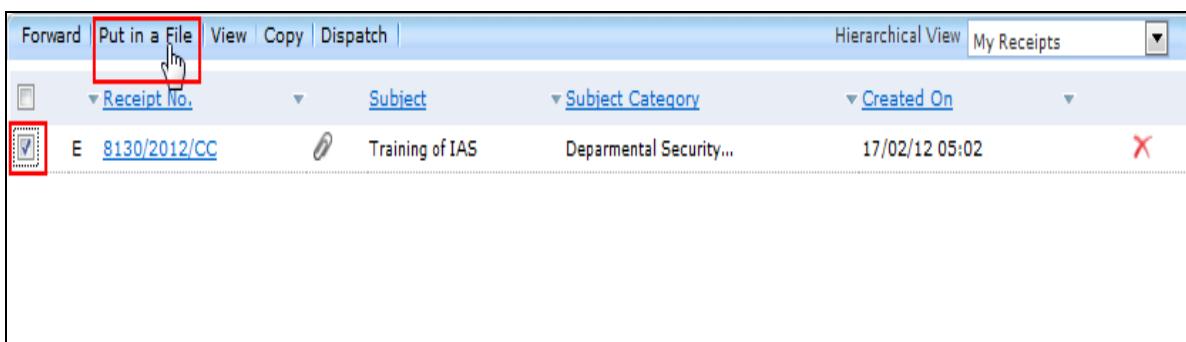


Fig.eFile. 83

- Click the **Put in a File** link, as a result list of files will appear, as shown in Fig.eFile.84:

The list contains files which are present in ‘Created’ or ‘Inbox’ section of File.

Search File For Attach		
File Number	Subject	
(E) S-11011/11/17/2011-ADM	Functional to attend...	
(E) S-11011/11/15/2011-ADM	To attend the worksh...	
(E) S-11011/11/14/2011-ADM	Functional test	
(E) S/1/2011-ADM	test	
(E) S-11011/11/13/2011-ADM	tyesting	
(E) S-11011/11/12/2011-ADM	For testing the at t...	
(E) S-11014/11/1/2011-ADM	test	
(E) S-12011/1/2011-ADM	medical bill file	

Fig.eFile. 84

- Select a file in which the receipt needs to be attached, as shown in Fig.eFile.85:

Search File For Attach

Search	<input type="text"/>
File Number	Subject
<input checked="" type="radio"/> P S-12012/1/2011-ADM	Test DESC
<input type="radio"/> P S-11012/12/4/2011-DM	TEst BDFs
<input type="radio"/> P S-12011/4/2011-DM	Test DESC
<input type="radio"/> E S-11011/11/17/2011-ADM	Functional to attend...
<input type="radio"/> E S-11011/11/15/2011-ADM	To attend the worksh...
<input type="radio"/> E S-11011/11/14/2011-ADM	Functional test
<input type="radio"/> E S/1/2011-ADM	test
<input type="radio"/> E S-11011/11/13/2011-ADM	tyesting
<input type="radio"/> E S-11011/11/12/2011-ADM	For testing the at t...
<input type="radio"/> E S-11014/11/1/2011-ADM	test
<input type="radio"/> F S-11014/11/1/2011-ADM	-----

« < 1 >

Fig.eFile. 85

Click the **Attach** () button (Fig.eFile.85), as a result the receipt gets attached to the selected file.

c) View: User can use this option to list the receipts depending upon its current state. i.e. (Physical, Electronic, All)

To use this option, user has to perform following steps:

- Move the cursor on **View** link, a drop down menu will appear with the following options as shown in Fig.eFile.86:

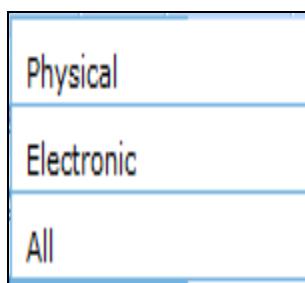


Fig.eFile. 86

- Physical**-Click the **Physical** from the dropdown menu to view the Physical nature receipts,

as shown in Fig.eFile.87:

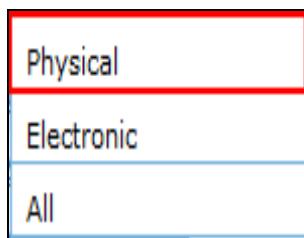


Fig.eFile. 87

- ii. **Electronic**-Click the **Electronic** from the dropdown menu to view the Electronic nature receipts, as shown in Fig.eFile.88:

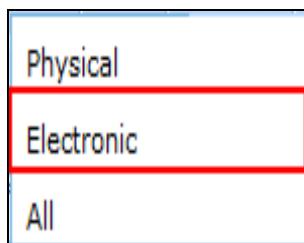


Fig.eFile. 88

- iii. **ALL**-Click the **ALL** from the dropdown menu to view the all the receipts altogether, as shown in Fig.eFile.89:

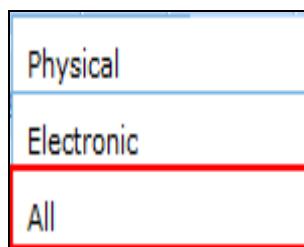


Fig.eFile. 89

d) Copy: User can use this option to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt no. will be allocated to the copied receipt.

e) Dispatch: User can use this option to **Dispatch** a receipt.

If user wants to dispatch a receipt from the Created section then the receipt will first move to inbox of that user and then from there it can be dispatched.

For Dispatch Process refer to the Receipt Inbox.

There are 10 links provided when opening up a Created receipt: (Physical and Electronic)

- a) **Send To Draft:** User can use this option if wants to work on the created receipt later on.
- b) **Movement:** User can use this option to track the **Movements'** of the receipt which automatically gets updated as Receipt moves further.
- c) **Details:** User can use this option to view the details of the generated receipts such as Dispatch History, Referenced files and Referenced Receipts, as shown in Fig.eFile.90:

The screenshot shows the 'Details' tab selected in the top navigation bar. Below it, there's a table of metadata fields with their values. At the bottom, three sections are displayed: 'Dispatch History', 'Referenced Files', and 'Referenced Receipts'. Each section has a table with columns for Dispatch Number, Subject, Sent Through, and Dispatch Mode (with a red 'X' icon). The 'Referenced Receipts' section also includes columns for Receipt No., Subject, and Attached by.

Receipt No :	9495/2012/LF
Subject :	Training to the IAS ...
From :	ravi verma
Designation :	DOPT
Address :	Training related matters
Main Category :	
Sub Category :	
Sent Date :	-
Opening Date :	-
Letter Reference No :	
Letter Date :	

Dispatch History			
Dispatch Number	Subject	Dispatch Date	Sent Through

Referenced Files			
File Number	Subject	Attached by	
E A-11011/128/2012-LF	fdsafsd	ALKA A KULKARNI	X

Referenced Receipts			
Receipt No.	Subject	Attached by	
P 8890/2012/LF	asd	ALKA A KULKARNI	X

Fig.eFile. 90

- d) **Edit:** User can use this option to edit the Metadata fields of the Receipt.

Click the **Edit** link (), as a result the Metadata fields get active.

Editing of the metadata is possible after every movement of the receipt, except, Received Date, Diarised Date, Letter Date and Delivery Mode.

After making required changes in Metadata fields, click the **Save** button to save Metadata.

- e) **Forward:** User can use this option to **forward** the created receipt to the intended recipient.

- f) **Put in a File:** User can use this option to attach the created receipt under the concerned file.

To attach or put a Receipt/s in a file, user has to perform following steps:

Click the Put in a File link, as a result list of files will appear, as shown in Fig.eFile.91:

The list contains files which are present in ‘Created’ or ‘Inbox’ section of File.

Search File For Attach		
Search		
	File Number	Subject
<input type="radio"/>	E S-11011/11/17/2011-ADM	Functional to attend...
<input type="radio"/>	E S-11011/11/15/2011-ADM	To attend the worksh...
<input type="radio"/>	E S-11011/11/14/2011-ADM	Functional test
<input type="radio"/>	E S/1/2011-ADM	test
<input type="radio"/>	E S-11011/11/13/2011-ADM	tyesting
<input type="radio"/>	E S-11011/11/12/2011-ADM	For testing the att...
<input type="radio"/>	E S-11014/11/1/2011-ADM	test
<input type="radio"/>	E S-12011/1/2011-ADM	medical bill file

Fig.eFile. 91

- Select a file in which the created receipt needs to be attached, as shown in Fig.eFile.92:

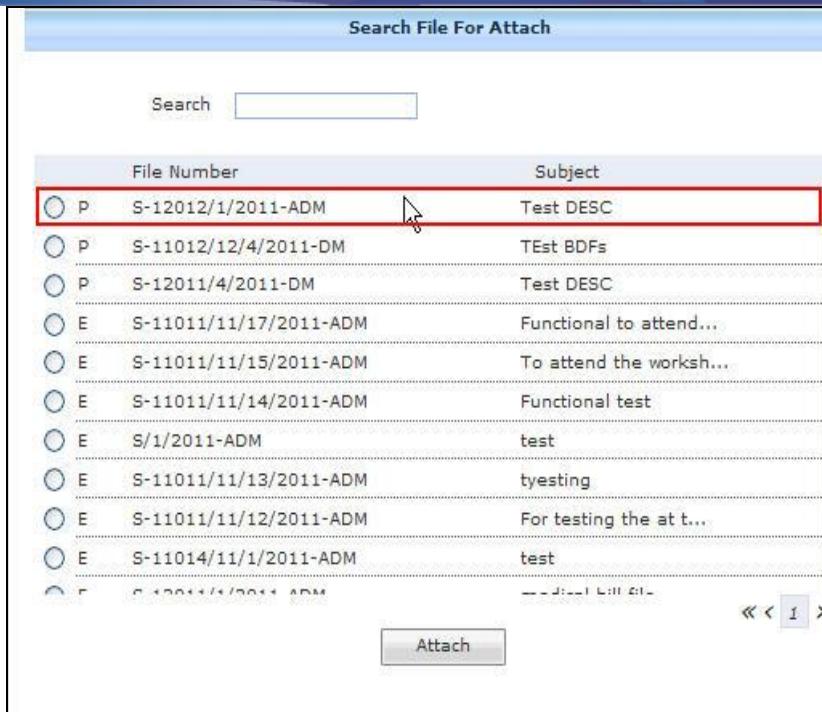


Fig.eFile. 92

Click the **Attach** () button (Fig.eFile.88), as a result the created receipt gets attached to the selected file.

- g) **Copy:** User can use this option to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt no. will be allocated to the copied receipt.
- h) **Dispatch:** Refer to Dispatch option in Receipt Inbox.
- i) **Attach File:** User can use this option to attach the receipt with the File.

To attach a receipt with a file, user has to perform the following steps:

Click the **Attach File**() link, as a result list of files will appear, as shown in Fig.eFile.93:

The list contains files which are present in ‘Created’ or ‘Inbox’ section of File.

	<u>File Number</u>	<u>Subject</u>
<input type="checkbox"/>	P FL-00456	FL-00456
<input type="checkbox"/>	P F-13011/1/2012-CC	this is my file
<input type="checkbox"/>	E confusion	confusion
<input type="checkbox"/>	E pull-check-Volume(1)	pull-check

Fig.eFile. 93

- Select a file in which the receipt needs to be attached and click the **Attach File** () button (Fig.eFile.93), as shown in Fig.eFile.94:

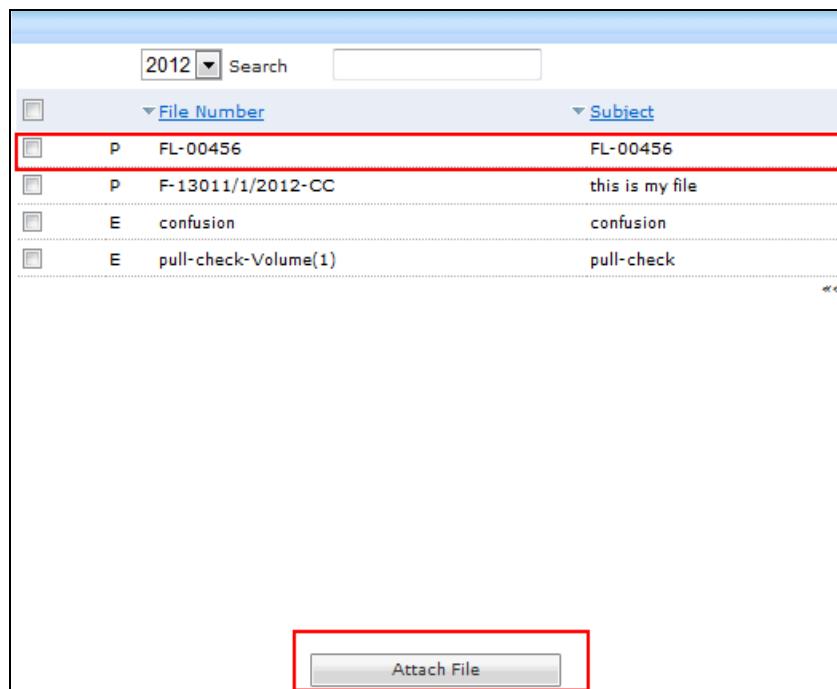


Fig.eFile. 94

As a result the attached file reflects under '**Referenced Files**' section of that Receipt, as shown in Fig.eFile.95:

Receipt Number	:	8131/2012/CC																
File No.	:																	
Subject	:	dsfd																
From	:	dsfd																
Sent Date	:	2012-02-17 17:09:36.385																
Sent By ▾ Sent On ▾ Sent To ▾ Action ▾ Remarks ▾																		
ALOK PANDEY 17/02/12 ALOK PANDEY -																		
Dispatch History																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th><u>Dispatch Number.</u></th> <th><u>Subject</u></th> <th><u>Dispatch Date</u></th> <th><u>Sent Through</u></th> <th><u>Dispatch Mode</u></th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>			<u>Dispatch Number.</u>	<u>Subject</u>	<u>Dispatch Date</u>	<u>Sent Through</u>	<u>Dispatch Mode</u>						
<u>Dispatch Number.</u>	<u>Subject</u>	<u>Dispatch Date</u>	<u>Sent Through</u>	<u>Dispatch Mode</u>														
.....														
Referenced Files <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th><u>File Number</u></th> <th><u>Subject</u></th> <th><u>Attached by</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>P FL-00456</td> <td>FL-00456</td> <td>ALOK PANDEY</td> <td>X</td> </tr> <tr> <td>E D-25014/3/2012-CC</td> <td>PMO001</td> <td>ALOK PANDEY</td> <td>X</td> </tr> <tr> <td>P F-13011/1/2012-CC</td> <td>this is my file</td> <td>ALOK PANDEY</td> <td>X</td> </tr> </tbody> </table>			<u>File Number</u>	<u>Subject</u>	<u>Attached by</u>		P FL-00456	FL-00456	ALOK PANDEY	X	E D-25014/3/2012-CC	PMO001	ALOK PANDEY	X	P F-13011/1/2012-CC	this is my file	ALOK PANDEY	X
<u>File Number</u>	<u>Subject</u>	<u>Attached by</u>																
P FL-00456	FL-00456	ALOK PANDEY	X															
E D-25014/3/2012-CC	PMO001	ALOK PANDEY	X															
P F-13011/1/2012-CC	this is my file	ALOK PANDEY	X															

Fig.eFile. 95

- j) **Attach Receipt:** User can use this option to attach the working receipt/document with the other receipt(s)/Document(s) irrespective of the receipt nature. This link is visible when user opens the receipt from Receipt Inbox/Created.

Physical Receipt/Document can be attached with in an Electronic Receipt and Vice-Versa.

Also, the receipt attached with other receipts can be send to only one user at a time.

For process of Attaching Receipts refer to “*Attach Receipts option under Receipt Inbox*”.

Quick Actions: - There are one useful link given under **Created** Section of receipt:

- ❖ **Delete (X)**- Deletes the selected receipts, as a result deleted receipt moves to **Recycle Bin** section of Receipts.

Sent:

Sent option contains a list of all the receipts that are sent as an **outward correspondence**. User can view all the sent receipts, by clicking the **Sent** link under the Receipts section. As a result the, **Sent Receipts** screen appears as shown in Fig.eFile.96:

The screenshot shows the eFile electronic file system interface. On the left, there is a sidebar with various options: Receipt (selected), Browse & Diarise, Physical, Electronic, Inbox, Created, Sent (selected), Closed, Acknowledgement, Recycle Bin, Files, Migrate File, Officer Dispatch, DND Dispatch, DSC, Report, and Settings. The main area displays a table of sent receipts with columns: Receipt No., Subject, Sender, Sent to, Sent On, and Due On. A legend at the bottom indicates four levels of urgency: Out Today (orange), Most Immediate (red), Immediate (green), and Ordinary (yellow). The table contains 14 rows of data.

Receipt No.	Subject	Sender	Sent to	Sent On	Due On
E 8134/2012/CC	sdf	dsf	ALOK PANDEY	17/02/12 05:33	-
E 8126/2012/CC	121	21	ALOK PANDEY	17/02/12 05:24	-
E 8128/2012/CC	Hi	21	ALOK PANDEY	17/02/12 05:01	-
E 8126/2012/CC	121	21	ALOK PANDEY	17/02/12 04:58	-
P 8125/2012/CC	11	11	ALKA A KULKARNI	17/02/12 04:53	-
E 8123(1)/2012/CC	acr related	ram mohan	AJAY KUMAR	17/02/12 01:16	17/02/12 12:00
E 8123/2012/CC	acr related	ram mohan	BIKRAM SINGH	17/02/12 01:16	17/02/12 12:00
E 8122(1)/2012/CC	acr related	ram mohan	BIKRAM SINGH	17/02/12 01:09	17/02/12 12:00
E 8122(1)/2012/CC	acr related	ram mohan	BIKRAM SINGH	17/02/12 01:09	17/02/12 12:00
E 8122/2012/CC	acr related	ram mohan	ALKA A KULKARNI	17/02/12 01:09	17/02/12 12:00
E 8117/2012/CC	sda	dssd	GARIMA YADAV	17/02/12 12:54	-
P 8118/2012/CC	sdds	sds	AJAY KUMAR DHIMAN	17/02/12 12:54	-
E 8119/2012/CC	training of the Empl...	Raj Kanwar	ALKA A KULKARNI	17/02/12 12:51	24/02/12 12:00

LEGEND: Out Today (Orange), Most Immediate (Red), Immediate (Green), Ordinary (Yellow)

Fig.eFile. 96

There are 4 links provided under Sent Section of receipt:

- a) **Forward:** User can use this option to **forward** the receipt to the intended recipient.
- b) **Mark As:** User can use this option to create a **New Follow Up** which keeps a track of a receipt, by alert mode, follow up action and specifying time to receive follow up on any corresponding receipt.

To create a new follow up on a receipt user has to perform the following steps:

Select the receipt on which follow up need to be created and click the **New Follow Up** option under '**Mark As**' Link, as shown in Fig.eFile.97:

		Forward	Mark As	View	Copy	
		Subject	Sender	Sent to	Sent On	Due On
<input type="checkbox"/>	<input type="checkbox"/>	New Followup				
<input type="checkbox"/>	<input type="checkbox"/>	Remove Followup				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	E 8124/2012/CC	sdf	dsf	ALOK PANDEY	17/02/12 05:33 -
<input type="checkbox"/>	<input checked="" type="checkbox"/>	E 8126/2012/CC	121	21	ALOK PANDEY	17/02/12 05:24 -
<input type="checkbox"/>	<input checked="" type="checkbox"/>	E 8128/2012/CC	Hi	21	ALOK PANDEY	17/02/12 05:01 -
<input type="checkbox"/>	<input checked="" type="checkbox"/>	E 8126/2012/CC	121	21	ALOK PANDEY	17/02/12 04:58 -
<input type="checkbox"/>	<input checked="" type="checkbox"/>	P 8125/2012/CC	11	11	ALKA A KULKARNI	17/02/12 04:53 -
<input type="checkbox"/>	<input checked="" type="checkbox"/>	E 8123(1)/2012/CC	acr related	ram mohan	AJAY KUMAR	17/02/12 01:16 17/02/12 12:00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	E 8123/2012/CC	acr related	ram mohan	BIKRAM SINGH	17/02/12 01:16 17/02/12 12:00
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	E 8122(1)/2012/CC	acr related	ram mohan	BIKRAM SINGH	17/02/12 01:09 17/02/12 12:00
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	E 8122(1)/2012/CC	acr related	ram mohan	BIKRAM SINGH	17/02/12 01:09 17/02/12 12:00
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	E 8122/2012/CC	acr related	ram mohan	ALKA A KULKARNI	17/02/12 01:09 17/02/12 12:00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	E 8117/2012/CC	sda	dssd	GARIMA YADAV	17/02/12 12:54 -
<input type="checkbox"/>	<input checked="" type="checkbox"/>	P 8118/2012/CC	sdds	sds	AJAY KUMAR DHIMAN	17/02/12 12:54 -
<input type="checkbox"/>	<input checked="" type="checkbox"/>	P 8119/2012/CC	training of the Empl...	Raj Kanwar	ALKA A KULKARNI	17/02/12 12:51 24/02/12 12:00

Fig.eFile. 97

As a result **Follow up** screen will appear as shown in Fig.eFile.98:

Followup

Followup Severity
 Urgent
 Normal

Enter a Follow Up action

Alert Mode
 Email
 SMS
 Both
 None

When to Follow Up
 16/02/2012 5 : 57 PM 17

Fig.eFile. 98

- Select the **Follow up Severity** and fill in the other essential details as shown in Fig.eFile.99:

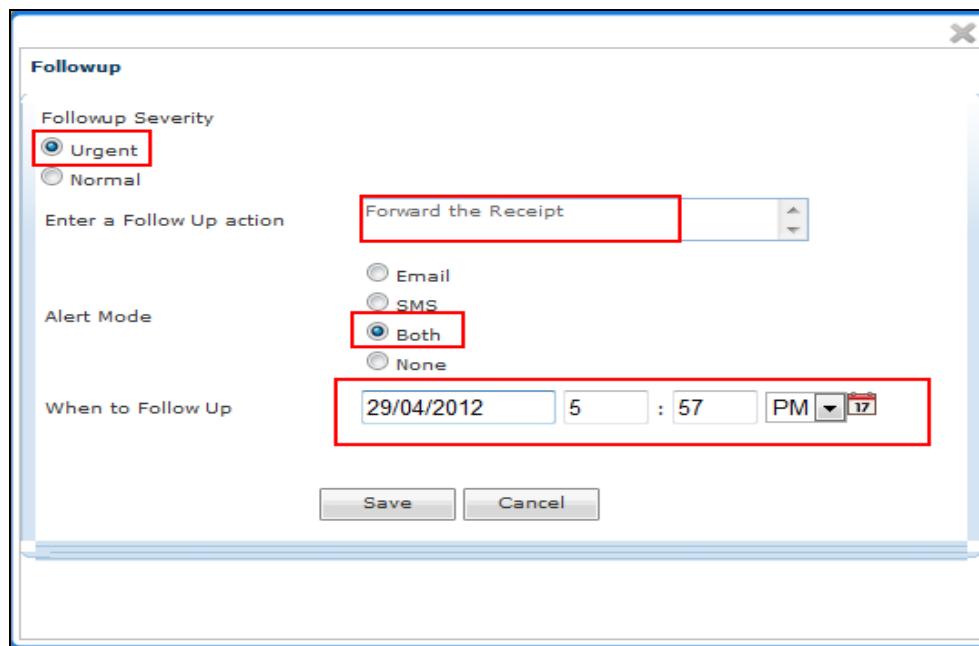


Fig.eFile. 99

Click the **Save** (button (Fig.eFile.99) as a result **follow up** will be created.

- c) **View:** User can use this option to list the Files depending upon its current state. i.e. (Physical, Electronic, Followed Up, All)

To use this option, user has to perform following steps:

- Move the cursor on **View** link, a drop down menu will appear with the following options as shown in Fig.eFile.100:

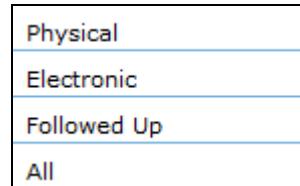


Fig.eFile. 100

- i. **Physical-** Click the **Physical** from the dropdown menu to view **Physical Receipts** as shown in Fig.eFile.101:

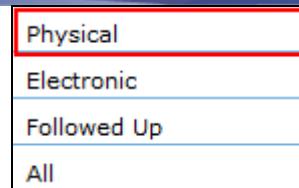


Fig.eFile. 101

Electronic-Click the **Electronic** from the dropdown menu to view **read Receipts** as shown in Fig.eFile.102:

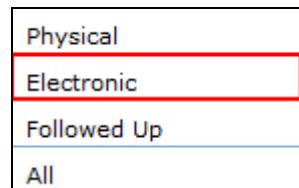


Fig.eFile. 102

ii. **Followed Up**-Click the **Followed Up** from the dropdown menu to view the Receipts on which the user has marked a follow up, as shown in Fig.eFile.103:

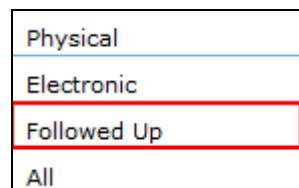


Fig.eFile. 103

iii. **ALL**-Click the **ALL** from the dropdown menu to view all the Receipts altogether, as shown in Fig.eFile.104:

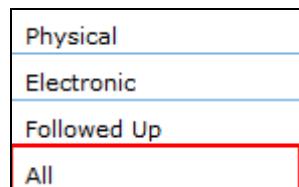


Fig.eFile. 104

d) **Copy**: User can use this option to **copy** the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt number will be allocated to the copied receipt.

There are **3** links provided when opening up a Sent receipt: (**Physical-without attachment**)

a) **Movement**: User can use this option to track the '**Details & Movement**' of the receipt which automatically gets updated as Receipt moves further.

- b) **Details:** User can use this option to view the details of the sent receipt such as Dispatch History, Referenced files and Referenced Receipts, as shown in Fig.eFile.105:

Movements	Details	Copy		
Receipt No :	9521/2012/LIB			
Subject :	Ramesh 012			
From :	Ramesh 012			
Designation :	Ramesh 012			
Address :	Ramesh 012			
Main Category :	All RTI matters			
Sub Category :				
Sent Date :	13/06/12 03:16			
Opening Date :	13/06/12 01:54			
Letter Reference No :				
Letter Date :				
Dispatch History				
Dispatch Number,	▼ Subject	▼ Dispatch Date	▼ Sent Through	▼ Dispatch Mode
I/648/2012	Ramesh 012	13/6/12 1:59 PM	PROF(HINDI) (Self)	
Referenced Files			▼ Attached by	
▼ File Number	▼ Subject	▼ Attached by		
Referenced Receipts				
▼ Receipt No.	▼ Subject	▼ Attached by		

Fig.eFile. 105

- e) **Copy:** User can use this option to **copy** the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt number will be allocated to the copied receipt.

There are **3** links provided when opening up a Sent receipt: (**Physical-with attachment**)

- a) **Movement:** User can use this option to track the '**Details & Movement**' of the receipt which automatically gets updated as Receipt moves further.
- b) **Details:** User can use this option to view the details of the sent receipt such as Dispatch History, Referenced files and Referenced Receipts, as shown in Fig.eFile.106:

Movements	Details	Copy		
Receipt No :	9521/2012/LIB			
Subject :	Ramesh 012			
From :	Ramesh 012			
Designation :				
Address :	Ramesh 012			
Main Category :	All RTI matters			
Sub Category :				
Sent Date :	13/06/12 03:16			
Opening Date :	13/06/12 01:54			
Letter Reference No :				
Letter Date :				
Dispatch History				
Dispatch Number.	▼ Subject	▼ Dispatch Date	▼ Sent Through	▼ Dispatch Mode
I/648/2012	Ramesh 012	13/6/12 1:59 PM	PROF(HINDI) (Self)	
Referenced Files				
▼ File Number	▼ Subject	▼ Attached by		
Referenced Receipts				
▼ Receipt No.	▼ Subject	▼ Attached by		

Fig.eFile. 106

- c) **Copy:** User can use this option to **copy** the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt number will be allocated to the copied receipt.

There are **3** links provided when opening up a Sent receipt: **(Electronic)**

- a) **Movements:** User can use this option to track the '**Movement**' of the receipt which automatically gets updated as Receipt moves further.
- b) **Details:** User can use this option to view the details of the sent receipt such as Dispatch History, Referenced files and Referenced Receipts, as shown in Fig.eFile.107:

Receipt No : 10683/2012/LF
 Subject : test
 From : ram prakash
 Designation : n/w engg
 Address : jaipur
 Main Category : Departmental Security Instructions including Access Control System
 Sub Category :
 Sent Date : 17/09/12 11:24
 Opening Date : 17/09/12 11:23
 Letter Reference No :
 Letter Date :
Dispatch History
 Dispatch Number, Subject, Dispatch Date, Sent Through, Dispatch Node
Referenced Files
 File Number, Subject, Attached by
Referenced Receipts
 Receipt No., Subject, Attached by, Attached Date
Detach Receipts
 Receipt No., Subject, Detached by, Detached Date

Fig.eFile. 107

- c) **Copy:** User can use this option to **copy** the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt number will be allocated to the copied receipt.

Closed

Closed option contains a list of all the receipts that are marked as closed as shown in Fig.eFile.108:

Re-open				
	<u>Receipt No.</u>	<u>File No.</u>	<u>Subject</u>	<u>Closed On</u>
	8117/2012/CC	sda	17/02/12 01:02	s

Fig.eFile. 108

User can re-open the closed receipt anytime by clicking the Re-Open option.

To Re-open any Receipt (Physical or Electronic), user has to perform following steps:

- Select the Closed receipt which needs to be Re-Open and click the Re-open option available, as shown in Fig.eFile.109:

Receipt No.	File No.	Subject	Closed On	Closing Remarks
8126/2012/CC	121		17/02/12 06:03	s
8134/2012/CC	sdf		17/02/12 06:03	d
8117/2012/CC	sda		17/02/12 01:02	s

Fig.eFile. 109

As a result, confirm message to re-open the receipt will appear, as shown in Fig.eFile.110:

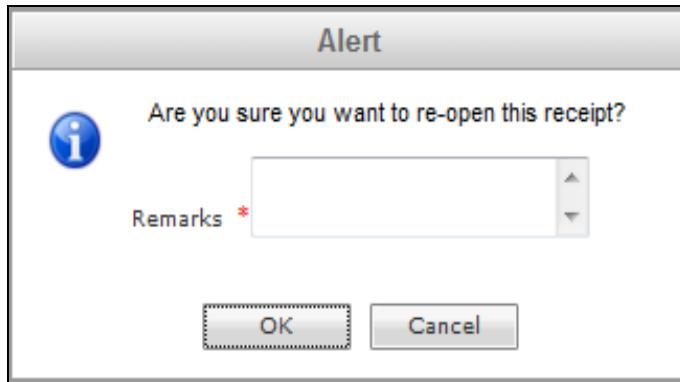


Fig.eFile. 110

- Enter the remarks and click the 'OK' button (Fig.eFile.110) to finally Re-open the closed receipt and so the receipt moves to the Receipt Inbox of the user.

Acknowledgement:

Acknowledgement option contains all the receipts that are diarized by the user for which an acknowledgement can be generated, as shown in Fig.eFile.111:

ByPost	Receipt No.	Subject	Subject Category
<input type="checkbox"/>	8135/2012/CC	dsf	Creation and Continu...
<input type="checkbox"/>	8134/2012/CC	sdf	Deparmental Security...
<input type="checkbox"/>	8131/2012/CC	dsfd	ACP and other relate...
<input type="checkbox"/>	8128/2012/CC	Hi	Computer Security
<input type="checkbox"/>	8126/2012/CC	121	Computer Security
<input type="checkbox"/>	8125/2012/CC	11	Conduct Rules, Intim...
<input type="checkbox"/>	8123/2012/CC	acr related	ACR related matters
<input type="checkbox"/>	8122/2012/CC	acr related	ACR related matters
<input type="checkbox"/>	8119/2012/CC	training of the Empl...	Conduct Rules, Intim...
<input type="checkbox"/>	8118/2012/CC	sdds	Court Cases
<input type="checkbox"/>	8117/2012/CC	sda	AMC & Demand

Fig.eFile. 111

There is 1 link provided under Acknowledgement Section of receipt:

a) **ByPost:** This link helps the user to generate an acknowledgment for the selected receipt

To generate an acknowledgement user has to perform the following steps:

- Select the receipt for which the acknowledgement is to be generated and click the **ByPost** ( link, as shown in Fig.eFile.112:

Receipt No.	Subject	Subject Category
8135/2012/CC	dsf	Creation and Continu...
8134/2012/CC	sdf	Deparmental Security...
8131/2012/CC	dsfd	ACP and other relate...
<input checked="" type="checkbox"/> 8128/2012/CC	Hi	Computer Security
<input type="checkbox"/> 8126/2012/CC	121	Computer Security
<input type="checkbox"/> 8125/2012/CC	11	Conduct Rules, Intim...
<input type="checkbox"/> 8123/2012/CC	acr related	ACR related matters
<input type="checkbox"/> 8122/2012/CC	acr related	ACR related matters
<input type="checkbox"/> 8119/2012/CC	training of the Empl...	Conduct Rules, Intim...
<input type="checkbox"/> 8118/2012/CC	sdds	Court Cases
<input type="checkbox"/> 8117/2012/CC	sda	AMC & Demand

Fig.eFile. 112

As a result, File Download dialog box appears, as shown in Fig.eFile.113:



Fig.eFile. 113

This dialog box contains three buttons, **Open**, **Save** and **Cancel**. User can use any option to view the report.

To save the acknowledgement click the **Save** () button (Fig.eFile.113).

As a result, the **Acknowledgement** is saved at the specified location in Pdf format. Now, Now user can open it and make necessary amendment and can revert back as acknowledgement.

Recycle Bin:

Recycle Bin option contains list of all the receipts which are deleted from the “Created” section of receipts.

There are 2 links provided under Recycle Bin Section of receipt:

- a) **Delete ()**: Permanently deletes the selected Receipt.

- b) **Restore (✉)**: The receipts which are deleted from the **Created** section are restored back.

Receipt No.	Subject	Subject Category
P 10388/2012/LF	'lk'	Creation and Continu...

Fig.eFile. 114

Files

A File is a collection of related records which comprises of Receipts, Notings, Drafts, References, and Linked Files

There are various links available under Files section which is mentioned below:

1. Inbox
2. Created
3. Parked
4. Closed
5. Sent
6. Physical File
7. Electronic File
8. Create Part
9. Create Volume
10. Recycle Bin

Let's have an introduction about these Links one by one:

Inbox:

Inbox link contains the list of all the eFiles that are received/ marked by any other eOffice user, as shown in Fig.eFile.115:

The screenshot shows the eOffice inbox interface. On the left, there is a sidebar with various navigation links: Receipts, Files (with 'Inbox (22)' highlighted), Created, Drafts, Completed, Parked, Closed, Sent, Physical File, Electronic File, Create Part, Create Volume, Recycle Bin, Migrate File, Dispatch, DSC, Reports, and Settings. The main area displays a table of received files with columns: Number, Subject, Sender, Sent on, Due On, Read On, and Quick Action. The table contains the following data:

Number	Subject	Sender	Sent on	Due On	Read On	Quick Action
E A-11011/272/2012-CC	sadasd	JAGMOHAN SINGH	03/09/12 04:16	-	04/09/12 09:02	
E A-11011/273/2012-CC	dafdsf	JAGMOHAN SINGH	03/09/12 04:10	-	14/09/12 11:38	
E A-11011/274/2012-CC	dgsdfg	ALOK PANDEY	03/09/12 04:10	-	14/09/12 11:31	
P B/255/2012-LF	Gs Sharma Created	GEETA SHARMA	03/09/12 03:45	-	03/09/12 03:45	
E B/258/2012-LF	asd	GEETA SHARMA	03/09/12 03:45	-	-	
E A-14011/3/2012-LF	wrdwerwrw	GEETA SHARMA	03/09/12 03:45	-	-	

At the bottom, there is a legend: Out Today (blue square), Most Immediate (red square), Immediate (green square), and Ordinary (orange square).

Fig.eFile. 115

User has to click the File number to view the File. As a result, the user can view the content of File along with the details. The convention E and P is used to discriminate between Electronic and physical File respectively.

There are 8 links provided under Inbox Section of Files:

Receive:

Helps the user to receive the Physical file.

To receive a Physical file user has to perform following steps:

- Select a file from the Inbox which has to be received, as shown in Fig.eFile.116:

Hierarchical View My Files							
	▼ Number	▼ Subject	▼ Sender	▼ Sent on	▼ Due On	▼ Read On	▼ Quick Action
	E A-11011/141/2012-LF	gfsdgfdg	DINESH CHANDRA LOHANI	19/06/12 02:46	-	19/06/12 02:51	
	P B-13011/5/2012-DDS(AK)	phydiytesting	ALOK KUMAR	18/06/12 03:46	-	18/06/12 04:02	
	E A-11011/140/2012-LF	fdsfdsfds dsfdsfsd	JAGMOHAN SINGH	14/06/12 02:00	-	14/06/12 02:00	
	P E-12/1/2012-PRT	pppppppppppp	ALK A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	
	P A/105/2012-LF	test	ALK A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	
	P C/29/2012-CC	high jump	ALK A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	
	P TESTREPLYLINK2	TestReplyLink2	ALK A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	
	P TESTREPLYLINK	TestReplyLink	ALK A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	
	P C/79/2012-CC	test	ALK A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	
	P ALKATESTDISPATCH	Alka Test Dispatch	ALK A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	
	P B-11012/9/2012-LF	vbjuhbj	ALK A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	
	P B-11/8/2012-CC	test	ALK A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	
	P C-12012/2/2012-PRT	DD 1	ALK A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	
	P B/143/2012-E&C-Volume[2]	sss	ALK A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	

Fig.eFile. 116

Click the **Receive** link, as a result the alert message comes to confirm the receiving action of file, as shown in Fig.eFile.117:

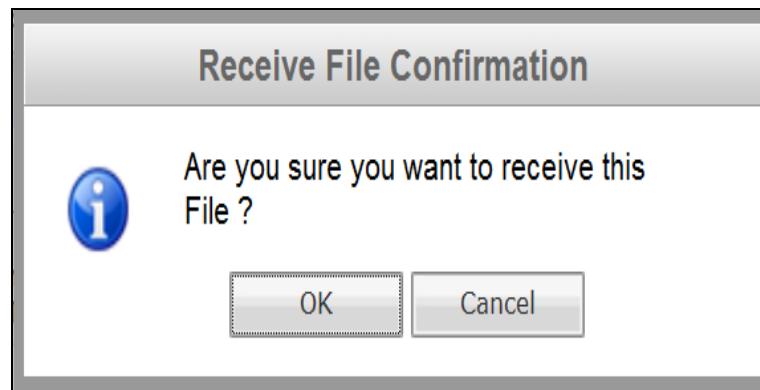


Fig.eFile. 117

- Click the **OK** button (Fig.eFile.117), as a result the file gets received and then it can be opened as the file link gets activated, as shown in Fig.eFile.118:

The screenshot shows the eOffice eFile electronic file system interface. At the top, there is a navigation bar with links for 'Receive', 'Forward', 'View', 'Move To', 'Mark As', 'More Action', 'Create Volume', 'Search' (with a dropdown), 'Help', and 'Dashboard'. The main area displays an inbox list with the following data:

	Number	Subject	Sender	Last Seen By	Sent on	Due On	Read On	Quick Action
<input type="checkbox"/>	P T-15012/1/2012-CC	Training in DOPT.	ALOK PANDEY	ALOK PANDEY	17/02/12 02:40	-	17/02/12 02:54	
<input type="checkbox"/>	E check-up-files	check-up-files	ALOK PANDEY	ALOK PANDEY	17/02/12 01:16	-	17/02/12 01:16	
<input type="checkbox"/>	E pull-check-Part(1)	pull-check	ALOK PANDEY	ALOK PANDEY	17/02/12 01:14	-	17/02/12 01:14	
<input type="checkbox"/>	E pull-check	pull-check	ALOK PANDEY	ALOK PANDEY	17/02/12 12:57	-	17/02/12 12:57	

Below the inbox list is a legend:

- Out Today (Orange square)
- Most Immediate (Red square)
- Immediate (Green square)
- Ordinary (Yellow square)

The sidebar on the left contains the following menu items:

- Receipt (+)
- Files (-)
 - Inbox
 - Created
 - Drafts
 - Completed
 - Parked
 - Closed
 - Sent
 - Physical File
 - Create New(Non SFS)
 - Create New(SFS)
 - Electronic File
 - Create New(Non SFS)
 - Create New(SFS)
 - Create Part
 - Create Volume
 - Recycle Bin
 - Meta Manager
- Migrate File (+)
- Dispatch Officer (+)
- DAK Dispatch (+)
- DSC (+)
- Report (+)
- Settings (+)

Fig.eFile. 118

Reply:

Helps the user to reply to the sender of the file.

- To send a reply on file user has to perform the following steps:
- Select a file from the Inbox for which reply has to be send, as shown in Fig.eFile.119:

Hierarchical View My Files							
	Number	Subject	Sender	Sent On	Due On	Read On	Quick Action
	E A-11011/141/2012-LF	gfsgdfg	DINESH CHANDRA LOHANI	19/06/12 02:46	-	19/06/12 02:51	✉ ↗
	P B-13011/5/2012-ODS(AK)	phydlytesting	ALOK KUMAR	18/06/12 03:46	-	18/06/12 04:02	✉ ↗
	E A-11011/140/2012-LF	fdsfdsf dsdfsdf	JAGMOHAN SINGH	14/06/12 02:00	-	14/06/12 02:00	✉ ↗
	P E-12/1/2012-PRT	pppppppppppp	ALK A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	✉ ↗
	P A/105/2012-LF	test	ALK A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	✉ ↗
	P C/29/2012-CC	high jump	ALK A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	✉ ↗
	P TESTREPLYLINK2	TestReplyLink2	ALK A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	✉ ↗
	P TESTREPLYLINK	TestReplyLink	ALK A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	✉ ↗
	P C/79/2012-CC	test	ALK A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	✉ ↗
	P ALKATESTDISPATCH	Alka Test Dispatch	ALK A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	✉ ↗
	P B-11012/9/2012-LF	vbjuhuj	ALK A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	✉ ↗
	P B-11/8/2012-CC	test	ALK A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	✉ ↗
	P C-12012/2/2012-PRT	DD 1	ALK A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	✉ ↗
	P B/143/2012-EMC-Volume[2]	sss	ALK A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	✉ ↗

Fig.eFile. 119

- Click the **Reply** link, as a result the recipient gets automatically selected from the send to list, as shown in Fig.eFile.120:

Send

File Number : **A/5/2012-JS(AR)**

Subject : **Description**

To : Prabhas Kumar Jha--JS(AR)--ARC

Set Due Date : **17**

Action : **Forward**

Priority : **Ordinary**

Total 1000 |
1000 character left

Remarks

Send

Fig.eFile. 120

Sign and Send

Sign and Send process is having slight differentiation from normal sending of the Files. In this case, user will digitally sign the file and then send it.

Let us discuss in detail how to implemet Sign and Send process.

- Enter the input required details to which file to be sent on as shown in Fig.eFile.121:

The screenshot shows the 'Send' dialog box with the following fields filled:

- File Number : A-12012/1/2012-LIB-LBSNAA
- Subject : Sign & Send
- To : RAMESH KUMAR--SLIO(RK)--LIBRARY
- Set Due Date : 17
- Action : Forward
- Priority : Ordinary
- Remarks : Sign and Send
- Total 1000 | 987 characters left
- Send as sticky note : Unchecked
- Buttons : Sign and Send, Send

Fig.eFile. 121

DSC should have been Plugged in and in Dected mode then will display Sign and Send button for the file else only Send button is visible.

- Click on Sign and Send button as shown in Fig.eFile.122:

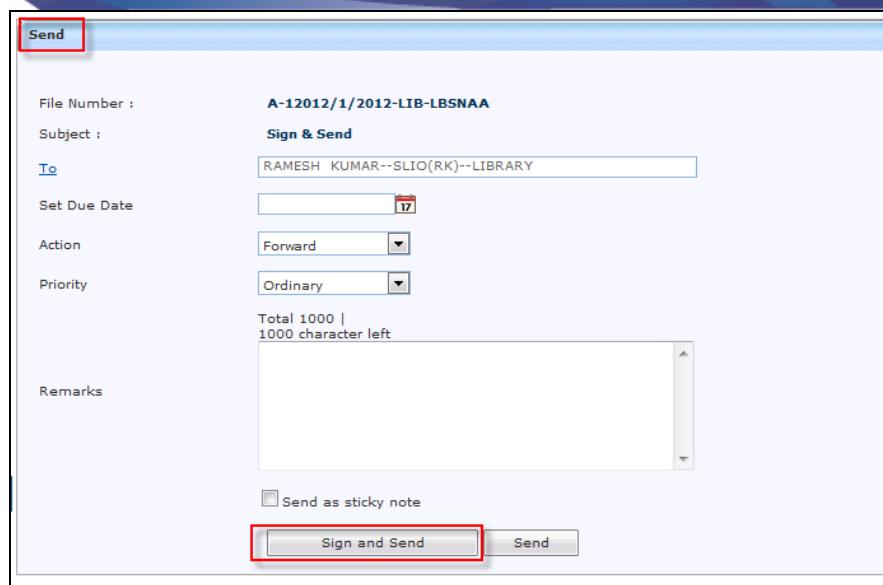


Fig.eFile. 122

- Pop windows appears for signing the document and click on Run button as shown in Fig.eFile.123:

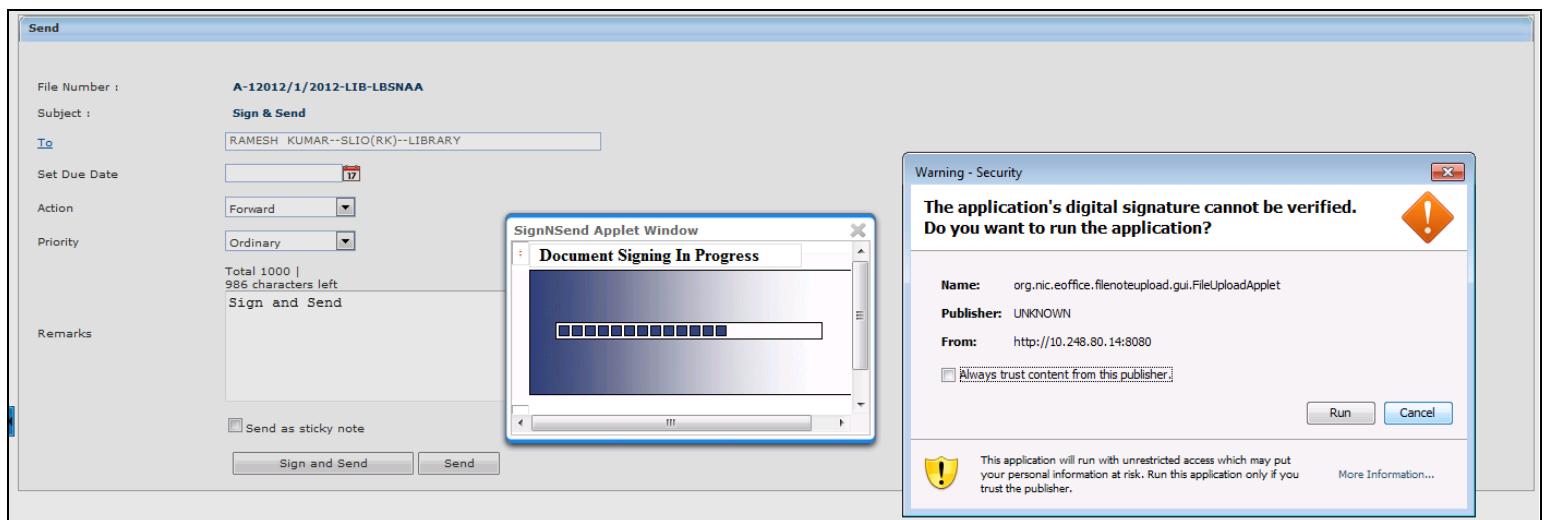


Fig.eFile. 123

- A pop window appears displaying File is signed as shown in Fig.eFile.124:



Fig.eFile. 124

- When received user opens the Inbox and click on the received file is displayed as shown in Fig.eFile.125:

Fig.eFile. 125

Red colored box indicates the newly added signature of authority.

- Provide the **Due date** (if required) for the File using the **calendar** ([17](#)) link adjacent to the Due Date text box.
- Select the **Action** which has been taken on the File from the dropdown menu as shown in Fig.eFile.126:

Send

File Number : **A/5/2012-JS(AR)**

Subject : **Description**

To

Set Due Date

Action

Priority

Total 1000 |
1000 character left

Remarks

Fig.eFile. 126

- Select the **Priority** (if required) of the File from the dropdown menu.
- Type the **remarks** (if required) in the Remarks text box, as shown in Fig.eFile.127:

Send

File Number : **A/5/2012-JS(AR)**

Subject : **Description**

To

Set Due Date 

Action

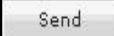
Priority

Total 1000 |
994 characters left

URGENT

Remarks

Fig.eFile. 127

Click the Send () button (Fig.eFile.117). As a result, the File is sent to the intended recipient. Then, the user will be redirected to the Sent Files page, displaying the list of all the sent Files along with the newly sent File, as shown in Fig.eFile.128:

	<u>Number</u>	<u>Subject</u>	<u>Sent To</u>	<u>Sent on</u>	<u>Due On</u>
	P C/243/2012-LF	trimming	JAGMOHAN SINGH	13/07/12 03:38	-
	E B/240/2012-PRT	Gs Sharma -15	GEETA SHARMA	13/07/12 03:29	-
	P A-11011/236/2012-LIB	File 7878	GEETA SHARMA	13/07/12 03:15	-
	E A-11011/239/2012-LIB	Haryana Roadways	GEETA SHARMA	13/07/12 03:15	-
	E A/146/2012-LF	file0555	DINESH CHANDRA LOHANI	13/07/12 03:08	-
	E B/237/2012-E&C	test	DINESH CHANDRA LOHANI	13/07/12 03:08	-
	P C/207/2012-LF	test	RAMESH KUMAR	13/07/12 10:53	-
	P D/129/2012-PRT	11	RAMESH KUMAR	13/07/12 10:53	-
	P C/234/2012-LF	pull back	RAMESH KUMAR	13/07/12 10:53	-
	E A/23/2012-LE	Sandy Test 21	JAGMOHAN SINGH	12/07/12 05:11	-
	E C/232/2012-LF	asdf	JAGMOHAN SINGH	12/07/12 05:11	-
	P C/234/2012-LF	pull back	DINESH CHANDRA LOHANI	12/07/12 05:02	-
	E PANDITJI	Panditji	DINESH CHANDRA LOHANI	12/07/12 02:57	-
	P C/207/2012-LF	test	DINESH CHANDRA LOHANI	12/07/12 02:45	13/07/12 12:00

Fig.eFile.128

User can also Pull back the Sent File from the intended recipient even when the File is in the Inbox of the recipient, using the Pull Back ( link. In case, the recipient has opened the File, then it is not possible to pull back the File.

Forward:

Helps the user to forward a particular File/s to the recipient.

To Forward a File/s, user has to perform following steps:

- Select File/s from the File Inbox which needs to be forwarded, as shown in Fig.eFile.129:

Hierarchical View My Files							
	▼ Number	▼ Subject	▼ Sender	▼ Sent on	▼ Due On	▼ Read On	▼ Quick Action
	E A-11011/141/2012-LF	gfsdgfdg	DINESH CHANDRA LOHANI	19/06/12 02:46	-	19/06/12 02:51	
	P B-13011/5/2012-DDS(AK)	phydlytesting	ALOK KUMAR	18/06/12 03:46	-	18/06/12 04:02	
	E A-11011/140/2012-LF	fdsfdsfs dsdfsdf	JAGMOHAN SINGH	14/06/12 02:00	-	14/06/12 02:00	
	P E-12/1/2012-PRT	pppppppppppp	ALK A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	
	P A/105/2012-LF	test	ALK A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	
	P C/29/2012-CC	high jump	ALK A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	
	P TESTREPLYLINK2	TestReplyLink2	ALK A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	
	P TESTREPLYLINK	TestReplyLink	ALK A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	
	P C/79/2012-CC	test	ALK A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	
	P ALKATESTDISPATCH	Alka Test Dispatch	ALK A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	
	P B-11012/9/2012-LF	vbjuhujuj	ALK A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	
	P B-11/8/2012-CC	test	ALK A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	
	P C-12012/2/2012-PRT	DD 1	ALK A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	
	P B/143/2012-E&C-Volume[2]	sss	ALK A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	

Fig.eFile. 12729

- Click the **Forward** link, as a result the 'Send to' Page will appear, as shown in Fig.eFile.130:

Send

File Number :	check-up-files
Subject :	check-up-files
To	<input type="text"/>
Set Due Date	<input type="text"/> 17
Action	Forward
Priority	Ordinary
Remarks	Total 1000 1000 character left
<input type="button" value="Send"/>	

Fig.eFile. 1280

- Either directly enter the name in the ‘To’ option or Click the ‘To’ link to select the marking abbreviation of the recipient (Fig.eFile.130).
- Provide the **Due date** (if required) for the File using the **calendar** () link adjacent to the Due Date text box (Fig.eFile.130).
- Select the **Action** which has been taken on the File from the dropdown menu as shown in (Fig.eFile.130).
- Select the **Priority** (if required) of the File from the dropdown menu (Fig.eFile.130).
- Type the **remarks** (if required) in the Remarks text box (Fig.eFile.130).

After entering all the Meta data the page appears as shown in Fig.eFile.131:

The screenshot displays the 'Send' dialog box. The 'File Number' field contains 'check-up-files'. The 'Subject' field also contains 'check-up-files'. The 'To' field is populated with 'ALK A KULKARNI--LI(AAK)--LANGUAGE FACULTY'. The 'Set Due Date' field shows '22/02/2012' with a calendar icon. The 'Action' dropdown is set to 'Forward'. The 'Priority' dropdown is set to 'Most Immediate'. In the 'Remarks' section, there is a text area with the placeholder 'Total 1000 | 994 characters left' and the word 'URGENT'. At the bottom of the dialog is a 'Send' button.

Fig.eFile. 1291

- Click the **Send** () button (Fig.eFile.121). As a result, created File is sent to the intended recipient. Then, the user will be redirected to the **Sent Files** page, displaying the list of all the sent Files along with the newly sent File.

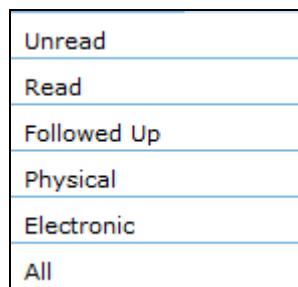
View:

Helps the user to list the Files depending upon its current state. i.e. (Unread, Read, Followed Up,

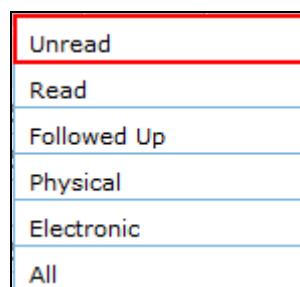
Physical, Electronic, All)

To use this option, user has to perform following steps:

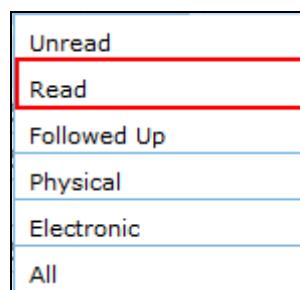
- Move the cursor on **View** link, a drop down menu will appear with the following options as shown in Fig.eFile.132:

**Fig.eFile. 1302**

- Unread**- Click the **Unread** from the dropdown menu to view **unread Files** as shown in Fig.eFile.133:

**Fig.eFile. 1313**

Read-Click the **Read** from the dropdown menu to view **read Files** as shown in Fig.eFile.134:

**Fig.eFile. 1324**

- Followed Up**-Click the **Followed Up** from the dropdown menu to view the Files on which the user has marked a follow up, as shown in Fig.eFile.135:

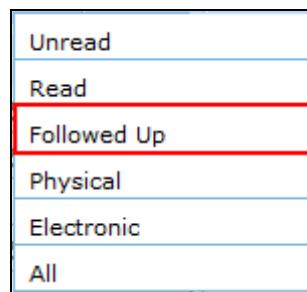


Fig.eFile. 1335

- iii. **Physical**-Click the **Physical** from the dropdown menu to view the **Physical** Files as shown in Fig.eFile.136:

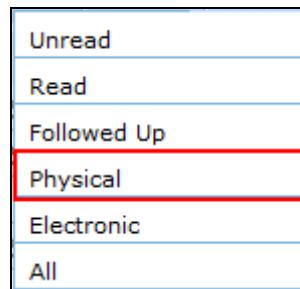


Fig.eFile. 1346

- iv. **Electronic**-Click the **Electronic** from the dropdown menu to view the **Electronic** Files as shown in Fig.eFile.137:

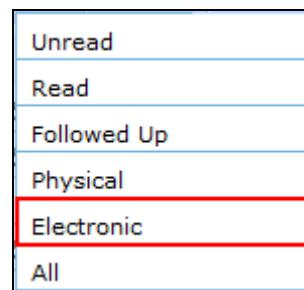


Fig.eFile. 13537

- v. **ALL**-Click the **ALL** from the dropdown menu to view the All receipts altogether, as shown in Fig.eFile.138:

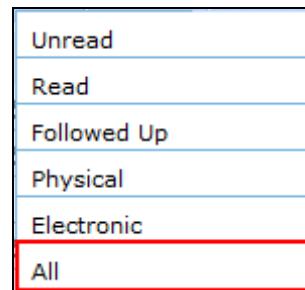


Fig.eFile. 13638

Move To:

Helps the user to create New Folders and manage Existing Folders.

To create New Folder or to manage existing ones, user has to perform following steps:

- Select a File from the File Inbox which needs to be moved to new Folder, as shown in Fig.eFile.139:

Receive Reply Forward View Move To Mark As More Action Create Volume Merge							Hierarchical View	My Files
	▼ Number	▼ Subject	▼ Sender	▼ Sent on	▼ Due On	▼ Read On	▼	Quick Action
	E A-11011/141/2012-LF	gfsdgdg	DINESH CHANDRA LOHANI	19/06/12 02:46	-	19/06/12 02:51		
	P B-13011/5/2012-DDS/AK	phydhytesting	ALOK KUMAR	18/06/12 03:46	-	18/06/12 04:02		
	E A-11011/140/2012-LF	fdsfdfsds dfdfsd	JAGMOHAN SINGH	14/06/12 02:00	-	14/06/12 02:00		
	P E-12/1/2012-PRT	pppppppppppp	ALK A KULKARNI	14/06/12 11:12	-	14/06/12 11:13		
	P A/105/2012-LF	test	ALK A KULKARNI	14/06/12 11:12	-	14/06/12 11:13		
	P C/29/2012-CC	high jump	ALK A KULKARNI	14/06/12 11:12	-	14/06/12 11:13		
	P TESTREPLYLINK2	TestReplyLink2	ALK A KULKARNI	14/06/12 11:12	-	14/06/12 11:13		
	P TESTREPLYLINK	TestReplyLink	ALK A KULKARNI	14/06/12 11:12	-	14/06/12 11:13		
	P C/79/2012-CC	test	ALK A KULKARNI	14/06/12 11:12	-	14/06/12 11:13		
	P ALKATESTDISPATCH	Alka Test Dispatch	ALK A KULKARNI	14/06/12 11:12	-	14/06/12 11:13		
	P B-11012/9/2012-LF	vbjuhbjuj	ALK A KULKARNI	14/06/12 11:11	-	14/06/12 11:13		
	P B-11/8/2012-CC	test	ALK A KULKARNI	14/06/12 11:11	-	14/06/12 11:13		
	P C-12012/2/2012-PRT	DD 1	ALK A KULKARNI	14/06/12 11:11	-	14/06/12 11:13		
	P B/143/2012-E&C-Volume[2]	sss	ALK A KULKARNI	14/06/12 11:11	-	14/06/12 11:13		

LEGEND Out Today Most Immediate Immediate Ordinary

Fig.eFile. 13739

- Move the cursor on **Move To** link, a drop down menu will appear with the following options i.e. (**My Folders**, **Manage folders** and **Create New folder**) as shown in Fig.eFile.140:



Fig.eFile. 1380

- My Folders**- Click the **My Folders** link from the dropdown menu to view the File inbox and its subfolders.
 - Manage Folders**- Click the **Manage Folders** link from the dropdown menu to **Delete** or **Edit** the folders created under File Inbox.
 - Create New Folder**- Click the **Create New Folder** link from the dropdown menu to create a new folder under File inbox.
- Click the **Create New Folder** option, as shown in Fig.eFile.141:



Fig.eFile. 1391

As a result following screen appears, as shown in Fig.eFile.142:

Folder Name*

Created in* Choose One

Fig.eFile. 1402

- Enter the **New Folder name** and select the Folder in which new folder is creating and click the **Save** button, as shown in Fig.eFile.143:

Folder Name* Training

Created in* File Inbox

Fig.eFile. 1413

As a result new Folder is created in specified Folder.

Mark As:

Helps the user to create a **New Follow Up** which keeps a track of a File, by alert mode, follow up action and specifying time to receive follow up on any corresponding File.

To create a follow up on a File user has to perform the following steps:

- Select the File on which follow up need to be created and click the **New Follow up** option under '**Mark As**' Link, as shown in Fig.eFile.144:

The screenshot shows the eOffice eFile interface. On the left, there's a sidebar with options like Receipt, Files, Inbox (with sub-options like Drafts, Completed, Parked, Closed, Sent), Physical File, Electronic File, Migrate File, Dispatch Officer, DAK Dispatch, DSC, Report, and Settings. The main area displays a list of files with columns for Number, Subject, Sender, Last Seen By, Sent on, Due or Read On, and Quick Action. A legend at the bottom indicates file types: Out Today (orange square), Most Immediate (red square), Immediate (green square), and Ordinary (yellow square). Some specific file entries are highlighted with red boxes.

Number	Subject	Sender	Last Seen By	Sent on	Due or Read On	Quick Action
P T-15012/1/2012-CC	Training in DOPT.	ALOK PANDEY	ALOK PANDEY	17/02/12 02:40	-	17/02/12 02:54
E check-up-files	check-up-files	ALOK PANDEY	ALOK PANDEY	17/02/12 01:16	-	17/02/12 01:16
E pull-check-Part(1)	pull-check	ALOK PANDEY	ALOK PANDEY	17/02/12 01:14	-	17/02/12 01:14
E pull-check	pull-check	ALOK PANDEY	ALOK PANDEY	17/02/12 12:57	-	17/02/12 12:57

Fig.eFile. 1424

As a result **Follow up** screen will appear as shown in Fig.eFile.145:

The screenshot shows the Followup dialog box. It includes fields for Followup Severity (radio buttons for Urgent and Normal, with Normal selected), an input field for Enter a Follow Up action, Alert Mode (radio buttons for Email, SMS, Both, and None, with None selected), and a date/time picker for When to Follow Up set to 29/08/2011 11:34 AM. At the bottom are Save and Remove buttons.

Fig.eFile. 1435

- Select the **Follow up Severity** and fill in the other essential details as shown in Fig.eFile.146:

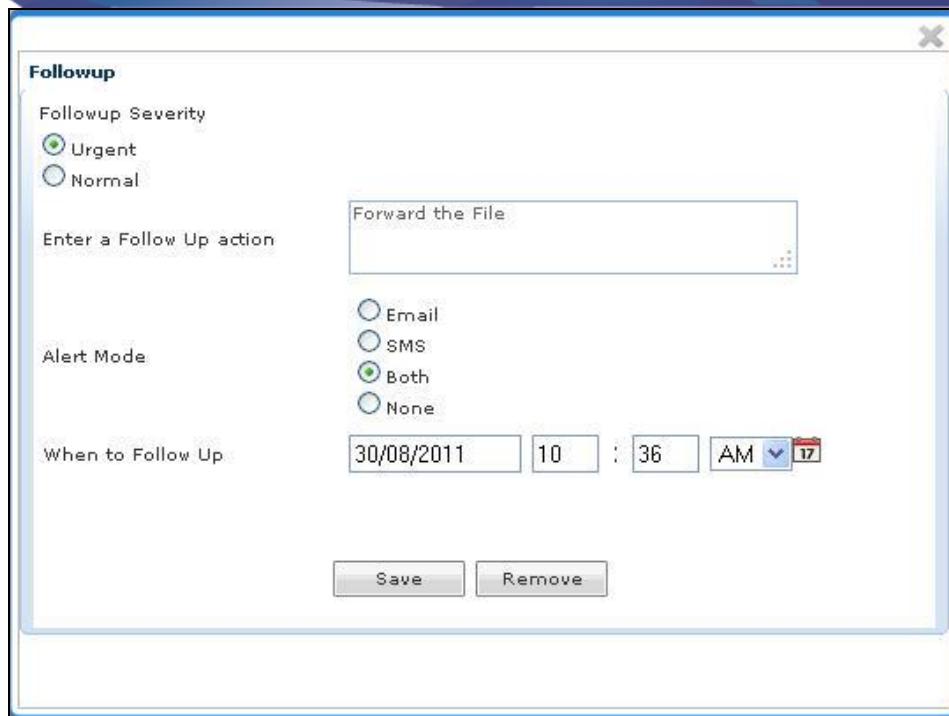


Fig.eFile. 1446

- Click the **Save** (Save) button (Fig.eFile.140), as a result **follow up** for the selected will be created.

More Action:

Helps the user to **close** or **park** the active file.

To Park a particular File user has to perform the following steps:

- After selecting the File which needs to park, move the cursor over **More Action Link** and click the **Park File** option, as shown in Fig.eFile.147:

Hierarchical View My Files					
	▼ Number	Park File	▼ Sender	▼ Sent on	▼ Due On
	E A-11011/141/2012-LF	Close File	DINESH CHANDRA LOHANI	19/06/12 02:46	-
	P B-13011/5/2012-DDS(AK)	phydlytesting	ALOK KUMAR	18/06/12 03:46	-
	E A-11011/140/2012-LF	fdsfdsfds dsdfsdsd	JAGMOHAN SINGH	14/06/12 02:00	-
	P E-12/1/2012-PRT	pppppppppppp	ALKA A KULKARNI	14/06/12 11:12	-
	P A/105/2012-LF	test	ALKA A KULKARNI	14/06/12 11:12	-
	P C/29/2012-CC	high jump	ALKA A KULKARNI	14/06/12 11:12	-
	P TESTREPLYLINK2	TestReplyLink2	ALKA A KULKARNI	14/06/12 11:12	-
	P TESTREPLYLINK	TestReplyLink	ALKA A KULKARNI	14/06/12 11:12	-
	P C/79/2012-CC	test	ALKA A KULKARNI	14/06/12 11:12	-
	P ALKATESTDISPATCH	Alka Test Dispatch	ALKA A KULKARNI	14/06/12 11:12	-
	P B-11012/9/2012-LF	vbjuhbjuj	ALKA A KULKARNI	14/06/12 11:11	-
	P B-11/8/2012-CC	test	ALKA A KULKARNI	14/06/12 11:11	-
	P C-12012/2/2012-PRT	DD 1	ALKA A KULKARNI	14/06/12 11:11	-
	P B/143/2012-E&C-Volume[2]	sss	ALKA A KULKARNI	14/06/12 11:11	-

Fig.eFile. 14547

As a result, Parking Confirmation Dialogue box will appear, as shown in Fig.eFile.148:



Fig.eFile. 14648

- Enter the **Remarks** and **Reminder Date** as per requirement and click the **OK** () button, as shown in

Fig.eFile.149:



Fig.eFile. 14749

As a result the selected file will be sent to Parked section of Files.

To close a particular File user has to perform the following steps:

- After selecting the File which needs to be closed, move the cursor over **More Action Link** and click the **Close File** option, as shown in Fig.eFile.150:

Receive Reply Forward View Move To Mark As More Action Create Volume Merge Hierarchical View My Files						
	▼ Number	Park File	▼ Sender	▼ Sent on	▼ Due On	▼ Read On
	E A-11011/141/2012-LF	Close File	DINESH CHANDRA LOHANI	19/06/12 02:46	-	19/06/12 02:51
	P B-13011/5/2012-DDS(AK)	phydiytesting	ALOK KUMAR	18/06/12 03:46	-	18/06/12 04:02
	E A-11011/140/2012-LF	fdsfdsfds dsfdsfsd	JAGMOHAN SINGH	14/06/12 02:00	-	14/06/12 02:00
	P E-12/1/2012-PRT	pppppppppppp	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13
	P A/105/2012-LF	test	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13
	P C/29/2012-CC	high jump	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13
	P TESTREPLYLINK2	TestReplyLink2	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13
	P TESTREPLYLINK	TestReplyLink	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13
	P C/79/2012-CC	test	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13
	P ALKATESTDISPATCH	Alka Test Dispatch	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13
	P B-11012/9/2012-LF	vbjuhbuj	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13
	P B-11/8/2012-CC	test	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13
	P C-12012/2/2012-PRT	DD 1	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13
	P B/143/2012-E&C-Volume[2]	sss	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13

Fig.eFile. 1480

As a result, Cover page of File will appear, as shown in Fig.eFile.151:

भारत सरकार
GOVERNMENT OF INDIA

NIC

LF

File No.* T - Trai 15 - Ph 12 - Ph Choose 1 2012 LF ▾

Subject

Description* Training in DOPT.

Category Main Choose One

Sub Choose One

Other Details

Classified Choose One ▾

Previous Reference Later Reference

Closing Remarks *

Close ➤

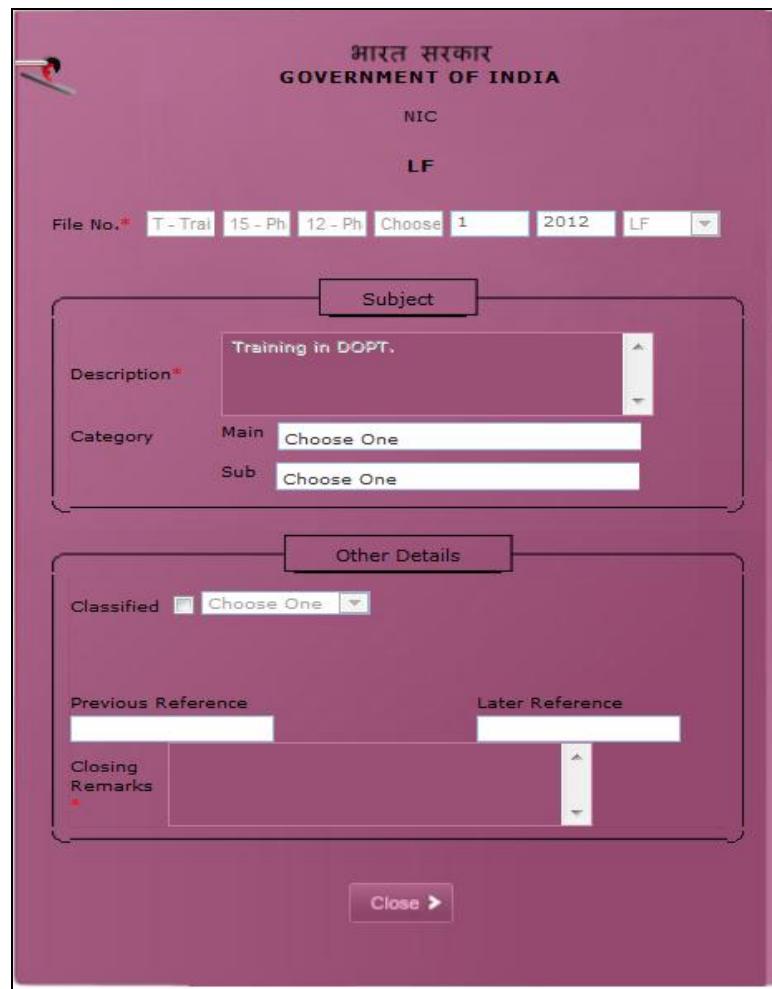


Fig.eFile. 1491

- Enter the **Closing Remarks** as per requirement, as shown in Fig.eFile.152:

The screenshot shows a modal dialog box from the eOffice software. At the top, it displays the text "भारत सरकार" and "GOVERNMENT OF INDIA". Below this, there are fields for "NIC" and "LF". A toolbar below these fields includes buttons for "File No.", "T-Trai", "15 - Ph", "12 - Ph", "Choose", "1", "2012", "LF", and a dropdown arrow. The main content area is divided into two sections: "Subject" and "Other Details". The "Subject" section contains a "Description" field with the value "Training in DOPT." and "Category" fields for "Main" and "Sub", both set to "Choose One". The "Other Details" section contains a "Classified" field with "Choose One" selected. Below these sections is a "Previous Reference" field and a "Later Reference" field, both currently empty. A red rectangular box highlights the "Closing Remarks" field, which contains the value "Work Completed". At the bottom right of the dialog is a "Close" button.

Fig.eFile. 1502

- Click the **Close** () button (Fig.eFile.147) to finally close the file, as a result the selected file will be sent to closed section of Files.

Only creator of the File can close the file, no other person has access to close files.

Create Volume:

Helps the user to create a new Volume of an existing file.

- To create a Volume user has to perform following steps:
- After selecting the File for which new Volume has to be created, click the **Create Volume** Link, as shown in Fig.eFile.153:

Hierarchical View My Files							
	▼ Number	▼ Subject	▼ Sender	▼ Sent On	▼ Due On	▼ Read On	Quick Action
	E A-11011/141/2012-LF	gfsdgfdg	DINESH CHANDRA LOHANI	19/06/12 02:46	-	19/06/12 02:51	 
	P B-13011/5/2012-DDS(AK)	phydiytesting	ALOK KUMAR	18/06/12 03:46	-	18/06/12 04:02	 
	E A-11011/140/2012-LF	fdsfdsfds dsfdsfsd	JAGMOHAN SINGH	14/06/12 02:00	-	14/06/12 02:00	 
	P E-12/1/2012-PRT	pppppppppppp	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	 
	P A/105/2012-LF	test	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	 
	P C/29/2012-CC	high jump	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	 
	P TESTREPLYLINK2	TestReplyLink2	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	 
	P TESTREPLYLINK	TestReplyLink	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	 
	P C/79/2012-CC	test	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	 
	P ALKATESTDISPATCH	Alka Test Dispatch	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	 
	P B-11012/9/2012-LF	vbjuhbuj	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	 
	P B-11/8/2012-CC	test	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	 
	P C-12012/2/2012-PRT	DD 1	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	 
	P B/143/2012-E&C-Volume(2)	sss	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	 

Fig.eFile. 1513

As a result, the following page will appear, as shown in Fig.eFile.154:

भारत सरकार
GOVERNMENT OF INDIA

NIC

File Number: T-15012/1/2012-CC

Subject: Training in DOPT.

Description: Training in DOPT.

Category: Main: Choose One, Sub: Choose One

Other Details:

Classified: Choose One

Remarks:

Previous Reference: [Redacted]

Later Reference: [Redacted]

Create Volume >

Fig.eFile. 1524

- Click the **Create Volume** () button (Fig.eFile.149) to create volume, as a result the following page appears, as shown in Fig.eFile.155:

File No: E-12/1/2012-PRT-VOLUME(2)

Correspondence | Link and DeLink | Movements | Details | Edit | Send | Dispatch | More Action | Create Volume | Convert File | More Details | Merge

File Number :	E-12/1/2012-PRT-VOLUME(2)	Subject :	Training matter
Opening Date :	19/06/12 03:42	Remarks :	Training of IAS offi...
Main Category :		Sub Category :	
Previous Reference :		Later Reference :	

File Movement History

Sender	▼ Sent on	▼ Sent to	▼ Action	▼ Remarks
--------	-----------	-----------	----------	-----------

Fig.eFile. 1535

Here volume file is created with the Volume number suffixed adjacent to the file number.

Note: You will learn the about different options under the volume file in detail in **Section 9**.

Quick Actions: - There are some useful links given in inbox for Quick Actions such as:

- ❖ **Remarks** () - Shows latest Noting that has been done on that particular File.
- ❖ **Reply** () - It facilitates the user to reply to the sender of the File.
- ❖ **Forward** () - Forward a particular File to the recipient.

Created:

Created link contains a list of all the Files whose File number has been generated but not being marked/sent to any other eOffice user as well as the files whose numbers are not generated. User can view all the created Files, by clicking on '**Created**' link under the Files section.

Created Link Contains 2 options:

- i. **Drafts:** This option contains the Files whose number has not been generated and kept as draft to Work Later on.

The Files in the Draft option can be deleted and sent to Recycle Bin using Delete () link.

- ii. **Completed:** This option contains the Files whose number has been generated and kept in Created section to Work later on.

There are 3 sub links provided under Completed link of Created File Section:

a) **Forward:** Helps the user to forward a particular File/s to the recipient.

- To forward a file user has to perform the following steps:
- Select the File/s from the **Completed** option of **Created File** Link which needs to be forwarded, as shown in Fig.eFile.156:

	Number	Subject	Subject Category	Created On	Remarks	Quick Action
P	B/175/2012-LF	test	AMC & Demand	14/06/12 12:36	test	↻
P	C/139/2012-LF	testing description	-	14/06/12 10:54	testing description	↻
P	A/135/2012-LF	testing description	-	14/06/12 10:52	testing description	↻
P	C/138/2012-LF	testing description	-	14/06/12 10:51	testing description	↻
P	C/137/2012-LF	testing description	-	14/06/12 10:50	testing description	↻
E	A-11011/135/2012-LF	dfdsfdsfsdf	-	14/06/12 10:14	-	↻
P	C-12/5/2012-LF	new physical file	ACR related matters	14/06/12 10:07	testing remark	↻
P	E/19/2012-LF	sumit's file	-	13/06/12 02:39	sumit's file	↻
E	GOLP234	dsfdf	-	12/06/12 03:26	-	↻
E	A-11011/126/2012-LF	saddasasd	-	12/06/12 03:18	-	↻
E	LPKO907	dsfsdfs	-	12/06/12 02:02	-	↻
E	A-11011/121/2012-LF	ewqewqewqe	-	12/06/12 12:13	-	↻
E	A-11011/120/2012-LF	dsfsdfsafaf	-	12/06/12 12:08	-	↻
E	A-11011/119/2012-LF	sadsadsa	-	12/06/12 11:53	-	↻

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 1546

- Click the **Forward** link, as a result the '**Send to**' Page will appear, as shown in Fig.eFile.1557:

Send

File Number : **A-11011/1/2011-ADM**

Subject : **cell one INFO**

To :

Set Due Date :

Action : **Forward**

Priority : **Out Today**

Total 1000 | 1000 character left

Remarks :

Send

Fig.eFile. 1557

- Either directly enter the name in the ‘To’ option or Click the ‘To’ link to select the marking abbreviation of the recipient from the list box, as shown in Fig.eFile.158:

The screenshot shows the 'Send' window with the following details:

- File Number : A-11011/1/2011-ADM
- Subject : cell one INFO
- To : A dropdown menu is open, showing a list of recipients:
 - Rathindra Nath Mukherjee PA (DM) Confidential Section of DM
 - Debprosad Dey UDA(DPR) Confidential Section of DM
 - Swapan Kumar UDA(SKN) Confidential
- Action : Set Due Date (with a calendar icon), Action (dropdown menu), Priority, Remarks.
- Bottom status bar: Total 1000 | 1000 character left.
- Send button at the bottom.

Fig.eFile. 15658

- Provide the Due date (if required) for the File using the calendar () link adjacent to the Due Date text box.
- Select the **Action** which has been taken on the File from the dropdown menu as shown in Fig.eFile.159:

Send

File Number : **A-11011/1/2011-ADM**

Subject : **cell one INFO**

To : Rathindra Nath Mukherjee--PA (DM)--Confidential Section c

Set Due Date : **31/08/2011**

Action : **Forward** 

Priority : **Forward** 
Approved
For Approval
For Information
Seen
Put Up again
Please Discuss
For Payment

Remarks :

Send

Fig.eFile. 15759

- Select the **Priority** (if required) of the File from the dropdown menu (Fig.eFile.159).
- Type the **remarks** (if required) in the Remarks text box, as shown in Fig.eFile.160:

Send

File Number :	A-11011/1/2011-ADM
Subject :	cell one INFO
To	Rathindra Nath Mukherjee--PA (DM)--Confidential Section (1)
Set Due Date	31/08/2011 <input type="button" value="17"/>
Action	Forward <input type="button" value="▼"/>
Priority	Most Immediate <input type="button" value="▼"/>
Total 1000 994 characters left	
URGENT	
Remarks	<input type="text"/>
<input type="button" value="Send"/>	

Fig.eFile. 15860

- Click the **Send** () button (Fig.eFile.160). As a result, the created File is sent to the intended recipient.

User can also Pull back the Sent File from the intended recipient even when the File is in the Inbox of the recipient, using the Pull Back ( link. In case, the recipient has opened the File, then it is not possible to pull back the File.

- b) View:** Helps the user to list the Files depending upon its current state. i.e. (Physical, Electronic, All)

To use this option, user has to perform following steps:

- Physical**-Click the **Physical** from the dropdown menu to view the **Physical** Files as shown in Fig.eFile.161:

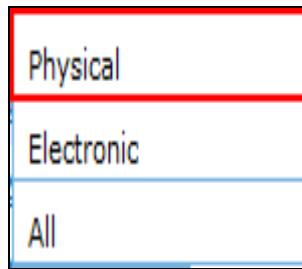


Fig.eFile. 1591

- ii. **Electronic**-Click the **Electronic** from the dropdown menu to view the **Electronic** Files as shown in Fig.eFile.162:

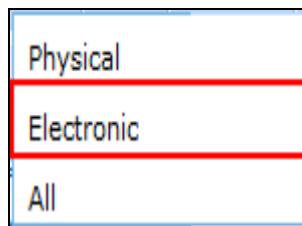


Fig.eFile. 1602

- i. **ALL**-Click the **ALL** from the dropdown menu to view all the Files as shown in Fig.eFile.163:

Fig.eFile. 1613

c) Create Volume:

Helps the user to create a new Volume of an existing file.

To create a Volume user has to perform following steps:

After selecting the File for which new Volume has to be created, move the cursor over **Create Volume** Link and click it, as shown in Fig.eFile.164:

	Number	Subject	Subject Category	Created On	Remarks	Quick Action
P	B/175/2012-LF	test	AMC & Demand	14/06/12 12:36	test	↑
P	C/139/2012-LF	testing description	-	14/06/12 10:54	testing description	↑
P	A/135/2012-LF	testing description	-	14/06/12 10:52	testing description	↑
P	C/138/2012-LF	testing description	-	14/06/12 10:51	testing description	↑
P	C/137/2012-LF	testing description	-	14/06/12 10:50	testing description	↑
E	A-11011/135/2012-LF	dfdsfdsfsdfsdf	-	14/06/12 10:14	-	↑
P	C-12/5/2012-LF	new physical file	ACR related matters	14/06/12 10:07	testing remark	↑
P	E/19/2012-LF	sumit's file	-	13/06/12 02:39	sumit's file	↑
E	GOLP234	dsfdfs	-	12/06/12 03:26	-	↑
E	A-11011/126/2012-LF	saddasdasd	-	12/06/12 03:18	-	↑
E	LPKO907	dsfsdfs	-	12/06/12 02:02	-	↑
E	A-11011/121/2012-LF	ewqewqewqe	-	12/06/12 12:13	-	↑
E	A-11011/120/2012-LF	dsfsdfsfsafaf	-	12/06/12 12:08	-	↑
E	A-11011/119/2012-LF	sadsadsa	-	12/06/12 11:53	-	↑

Fig.eFile. 1624

As a result, the following page will appear, as shown in Fig.eFile.165:

भारत सरकार
GOVERNMENT OF INDIA

NIC

File Number: T-15012/1/2012-CC

Subject: Training in DOPT.

Description*: Training in DOPT.

Category:

Main: Choose One

Sub: Choose One

Other Details

Classified: Choose One

Remarks

Previous Reference

Later Reference

Create Volume ➤

Fig.eFile. 16366

- Click the **Create Volume** () button (Fig.eFile.166) to create volume, as a result the following page appears, as shown in Fig.eFile.167:

File No: NEWPULLBACK-Volume(2)

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send | More Action | More Details | Correspondence

Add Green Note Add Yellow Note

There is no correspondence attached with this file.

Fig.eFile. 1647

Note: You will learn the process of volume creation in detail in Section 9.-where is section 9

Quick Actions: - There are some useful links given in inbox for Quick Actions such as:

- ❖ **Forward** (✉) - Forward a particular File to the recipient.

Parked:

Parked link contains a list of all the Files that are temporary closed and work will be done later on. Pendency of File will be removed if any file is parked. Parked files can be made active at any point of time.

To make Parked File an Active File, user has to perform the following steps:

- Select the File/s from the **Parked link** of Files which needs to be Parked, as shown in Fig.eFile.168:

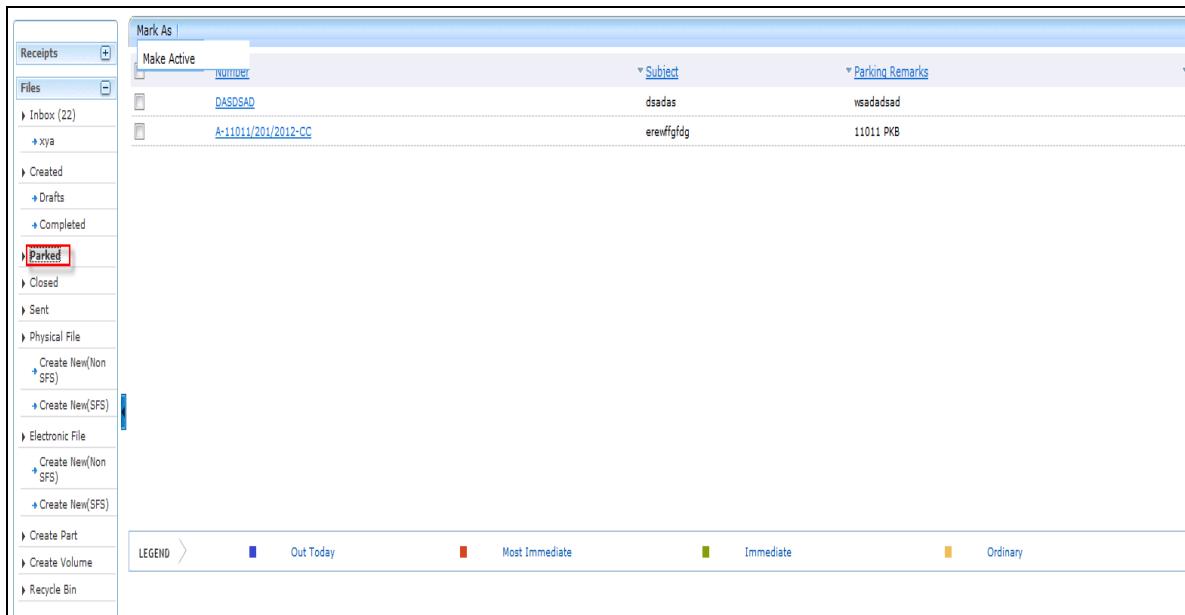


Fig.eFile. 16568

- Scroll mouse over '**Mark As**' Link and click the Make Active option under it, as shown in Fig.eFile.169:

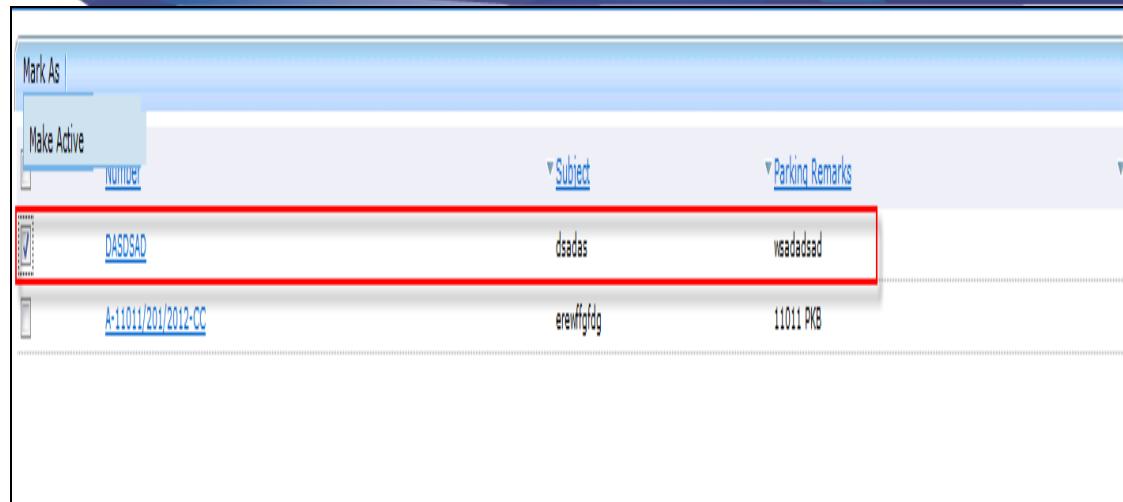


Fig.eFile. 16669

As a result, the Files become active and move to the File Inbox.

Closed:

Closed link contains a list of Files that are closed as complete work has been done on it already. Closed Files can be made active at any point of time.

To make Closed File an Active File, user has to perform the following steps:

- Select the File/s from the **Closed link** of Files which needs to be Closed, as shown in Fig.eFile.170:

Subject	Closed on	Closing Remarks
etherher	18/09/12 11:04	close
vivi	16/08/12 11:07	sdf
imported	17/07/12 01:01	close it
testing description o...	02/07/12 10:05	close it
test	27/06/12 02:19	xyz

Fig.eFile. 16770

Only creator of the File can close the file, no other person has access to close files.

- Scroll mouse over **Mark As** Link and click the **Make Active** option under it, as shown in Fig.eFile.171:

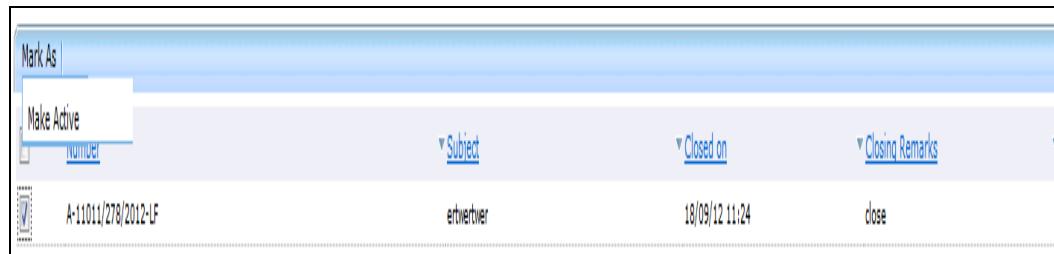


Fig.eFile. 1681

As a result, the Files become active and move to the File Inbox.

Sent:

Sent option contains a list of all the Files that are sent as an **outward correspondence**. User can view all the sent Files, by clicking the **Sent** link under the Files section. As a result the, **Sent Files** screen appears as shown in Fig.eFile.172:

		Number	Subject	Sent To	Sent on	Due On
<input type="checkbox"/>	P	C/145/2012-LF	test	DINESH CHANDRA LOHANI	14/06/12 12:42	-
<input type="checkbox"/>	E	D-13013/1/2012-PRT	Tendulkar Phy File 1	DINESH CHANDRA LOHANI	14/06/12 12:37	-
<input type="checkbox"/>	E	A-11011/139/2012-LF	sdsadfadfs	ALOK KUMAR	14/06/12 12:24	-
<input type="checkbox"/>	E	A-11011/139/2012-LF	sdsadfadfs	JAGMOHAN SINGH	14/06/12 12:17	-
<input type="checkbox"/>	E	A-11011/138/2012-LF	safsaaf	JAGMOHAN SINGH	14/06/12 12:13	-
<input type="checkbox"/>	P	E-12/1/2012-PRT	pppppppppppppp	ALK A KULKARNI	14/06/12 11:12	-
<input type="checkbox"/>	E	A/105/2012-LF	test	ALK A KULKARNI	14/06/12 11:12	-
<input type="checkbox"/>	P	C/29/2012-CC	high jump	ALK A KULKARNI	14/06/12 11:12	-
<input type="checkbox"/>	P	TESTREPLYLINK2	TestReplyLink2	ALK A KULKARNI	14/06/12 11:12	-
<input type="checkbox"/>	P	A-12012/2/2012-LF	Daily saj Tak	ALK A KULKARNI	14/06/12 11:12	-
<input type="checkbox"/>	P	TESTREPLYLINK	TestReplyLink	ALK A KULKARNI	14/06/12 11:12	-
<input type="checkbox"/>	P	C/79/2012-CC	test	ALK A KULKARNI	14/06/12 11:12	-
<input type="checkbox"/>	P	ALKATESTDISPATCH	Alka Test Dispatch	ALK A KULKARNI	14/06/12 11:12	-
<input type="checkbox"/>	P	B-11012/9/2012-LF	vbjuhbj	ALK A KULKARNI	14/06/12 11:11	-

Fig.eFile. 1692

There are 3 links provided under Sent Section of File:

a) **View:** Helps the user to list the Files depending upon its current state (Physical, Electronic, Follow Up, All).

To use this option, user has to perform following steps:

- Move the cursor on **View** link, a drop down menu will appear with the following options as shown in Fig.eFile.173.

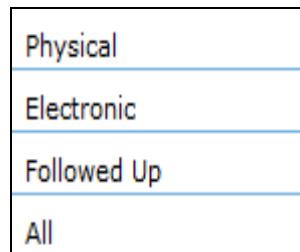


Fig.eFile. 1703

i) **Followed Up-**Click the **Followed Up** from the dropdown menu to view the Files on which the user has marked a follow up, as shown in Fig.eFile.174:

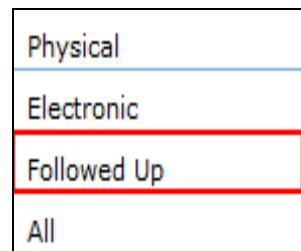


Fig.eFile. 1714

ii) **Physical-**Click the **Physical** from the dropdown menu to view the **Physical** Files as shown in Fig.eFile.175:

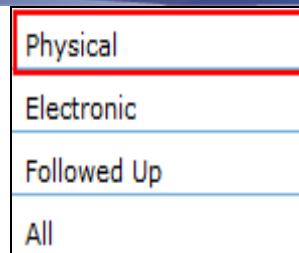


Fig.eFile. 1725

- iii) **Electronic**-Click the **Electronic** from the dropdown menu to view the **Electronic** Files as shown in Fig.eFile.176:

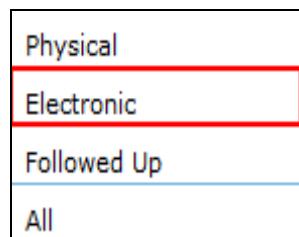


Fig.eFile. 1736

- iv) **ALL** - Click the **ALL** from the dropdown menu to view all the Files as shown in Fig.eFile.177:

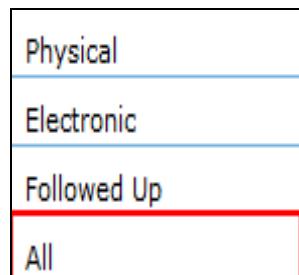


Fig.eFile. 1747

- b) **Mark As:** User can use this option to create a **New Follow Up** which keeps a track of a File, by alert mode, follow up action and specifying time to receive follow up on any corresponding File.

To create a follow up on a File user has to perform the following steps:

- Select the File on which follow up need to be created and click the **New Follow up** option under '**Mark As**' Link, as shown in Fig.eFile.178:

		▼ Number	▼ Subject	▼ Sent To	▼ Sent.on	▼ Due On	▼
		P C/145/2012-LF	test	DINESH CHANDRA LOHANI	14/06/12 12:42	-	
		E D-13013/1/2012-PRT	Tendulkar Phy File 1	DINESH CHANDRA LOHANI	14/06/12 12:37	-	
		E A-11011/139/2012-LF	sdsadfafdf	ALOK KUMAR	14/06/12 12:24	-	⊕
		E A-11011/139/2012-LF	sdsadfafdf	JAGMOHAN SINGH	14/06/12 12:17	-	
		E A-11011/138/2012-LF	safsaef	JAGMOHAN SINGH	14/06/12 12:13	-	
		P E-12/1/2012-PRT	ppppppppppppp	ALKA A KULKARNI	14/06/12 11:12	-	
		P A/105/2012-LF	test	ALKA A KULKARNI	14/06/12 11:12	-	
		P C/29/2012-CC	high jump	ALKA A KULKARNI	14/06/12 11:12	-	
		P TESTREPLYLINK2	TestReplyLink2	ALKA A KULKARNI	14/06/12 11:12	-	
		P A-12012/2/2012-LF	Daily aaj Tak	ALKA A KULKARNI	14/06/12 11:12	-	
		P TESTREPLYLINK	TestReplyLink	ALKA A KULKARNI	14/06/12 11:12	-	
		P C/79/2012-CC	test	ALKA A KULKARNI	14/06/12 11:12	-	
		P ALKATESTDISPATCH	Alka Test Dispatch	ALKA A KULKARNI	14/06/12 11:12	-	
		P B-11012/9/2012-LF	vbjuhbj	ALKA A KULKARNI	14/06/12 11:11	-	

Fig.eFile. 17578

As a result **follow up** screen will appear as shown in Fig.eFile.179:

The dialog box is titled "Followup". It contains the following fields:

- Followup Severity:** Radio buttons for "Urgent" (unselected) and "Normal" (selected).
- Enter a Follow Up action:** A text input field containing "[]".
- Alert Mode:** Radio buttons for "Email" (unselected), "SMS" (unselected), "Both" (unselected), and "None" (selected).
- When to Follow Up:** A date and time picker set to "29/08/2011 11 : 34 AM".
- Buttons:** "Save" and "Remove".

Fig.eFile. 17679

- Select the **Follow up Severity** and fill in the other essential details as shown in Fig.eFile.180:

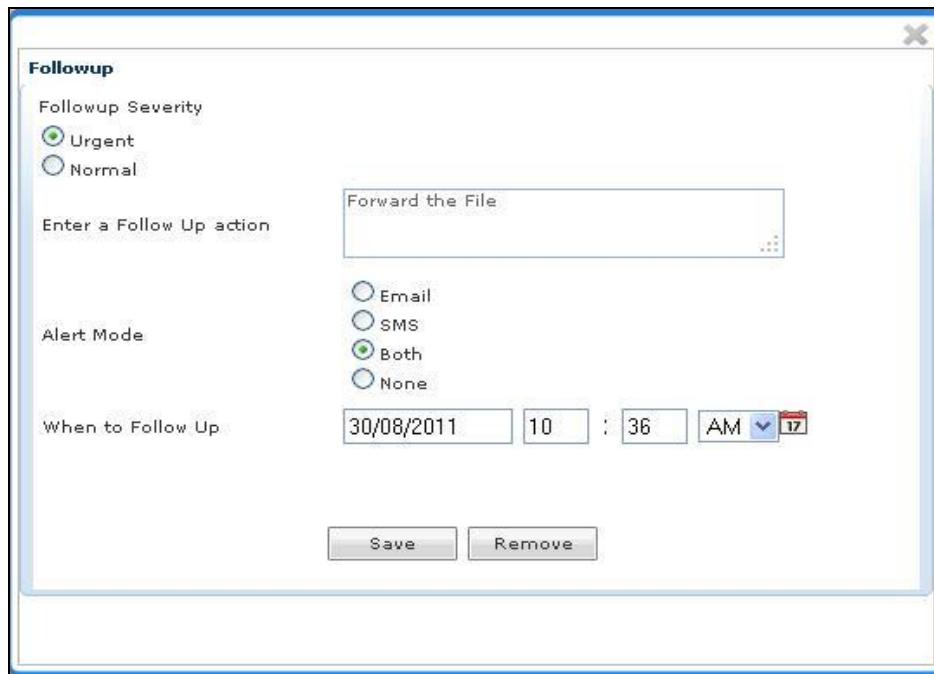


Fig.eFile. 1770

- Click the **Save** () button (Fig.eFile.180), as a result **Follow up** will be created.

User can also Pull back the File from the intended recipient even when the File is in the Inbox of the recipient, using the Pull Back () link. In case, the recipient has opened the File, then it is not possible to pull back the File.

- c) Create Part:** User can use this option to create a **Part file** of the existing file which is under submission.

Part Files cannot be created if the file is already in File inbox.

To create a Part file of the existing file, user has to perform the following steps:

- Select the File for which part file needs to be created and click the '**Create Part**' option, as shown in Fig.eFile.181:

	View	Mark As	Create Part		
	Number	Subject	Sent To	Sent on	Due On
<input type="checkbox"/>	E A-11011/141/2012-LF	gfsdgfdg	DINESH CHANDRA LOHANI	19/06/12 02:46	-
<input type="checkbox"/>	E A-11011/139/2012-LF	Training matter	DINESH CHANDRA LOHANI	19/06/12 02:46	-
<input type="checkbox"/>	E D/53/2012-E&C	sds	BIKRAM SINGH	19/06/12 12:22	-
<input type="checkbox"/>	P D/58/2012-LF	rwer	JAGMOHAN SINGH	18/06/12 02:47	19/06/12 12:00
<input type="checkbox"/>	P C/137/2012-LF	testing description	RAMESH KUMAR	15/06/12 11:34	-
<input type="checkbox"/>	E A-11011/141/2012-LF-Volume(2)	Training schedule	BIKRAM SINGH	15/06/12 11:29	-
<input type="checkbox"/>	E A-12012/6/2012-CC	saaas	BIKRAM SINGH	15/06/12 11:17	-
<input type="checkbox"/>	P A-12012/2/2012-LF	Daily aaj Takssaa	ALOK PANDEY	14/06/12 04:38	-
<input type="checkbox"/>	E A/136/2012-LF	test	JAGMOHAN SINGH	14/06/12 03:52	22/06/12 12:00
<input type="checkbox"/>	P C-11/2/2012-LF	123	A NALLASAMY	14/06/12 03:47	-
<input type="checkbox"/>	E A-11011/128/2012-LF	fdsafsd	A NALLASAMY	14/06/12 03:47	-
<input type="checkbox"/>	E A-11011/141/2012-LF	gfsdgfdg	ALKA A KULKARNI	14/06/12 02:11	-
<input type="checkbox"/>	E A-11011/140/2012-LF	fdsfdsf dsfdsfsd	JAGMOHAN SINGH	14/06/12 01:58	-
<input type="checkbox"/>	P C/145/2012-LF	test	DINESH CHANDRA LOHANI	14/06/12 12:42	-

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 1781

As a result, Cover page of file appears asking to create a Part file, as shown in Fig.eFile.182:

आरत सरकार
GOVERNMENT OF INDIA

NIC

File Number	A-11011/139/2012-LF	Subject
Description*	Training matter	
Category	Main	Choose One
	Sub	Choose One
Other Details		
Classified	Choose One	
Remarks		
Previous Reference	Later Reference	

Create Part ➤

Fig.eFile. 1792

User can change Subject/Description and Remarks (if required) on the file cover except the File no.

- Enter the Description and other fields (if required) and click the '**Create Part**' button, as shown in Fig.eFile.183:

The screenshot shows a software interface for creating a new part file. At the top, it displays 'भारत सरकार' (Government of India) and 'NIC'. Below this, the 'File Number' is listed as 'A-11011/139/2012-LF'. The 'Subject' field contains the text 'Training matter - new part matter'. The 'Description*' field is labeled 'Description*' and contains 'Training matter - new part matter'. The 'Category' section includes 'Main' and 'Sub' dropdown menus, both set to 'Choose One'. The 'Other Details' section includes 'Classified' and 'Remarks' fields. The 'Remarks' field contains the text 'In reference to the previous part of this File'. At the bottom, there are 'Previous Reference' and 'Later Reference' fields, and a prominent 'Create Part' button, which is highlighted with a red box.

Fig.eFile. 1803

As a result, new part file is created with the File no at the top of File as shown in Fig.eFile.184:

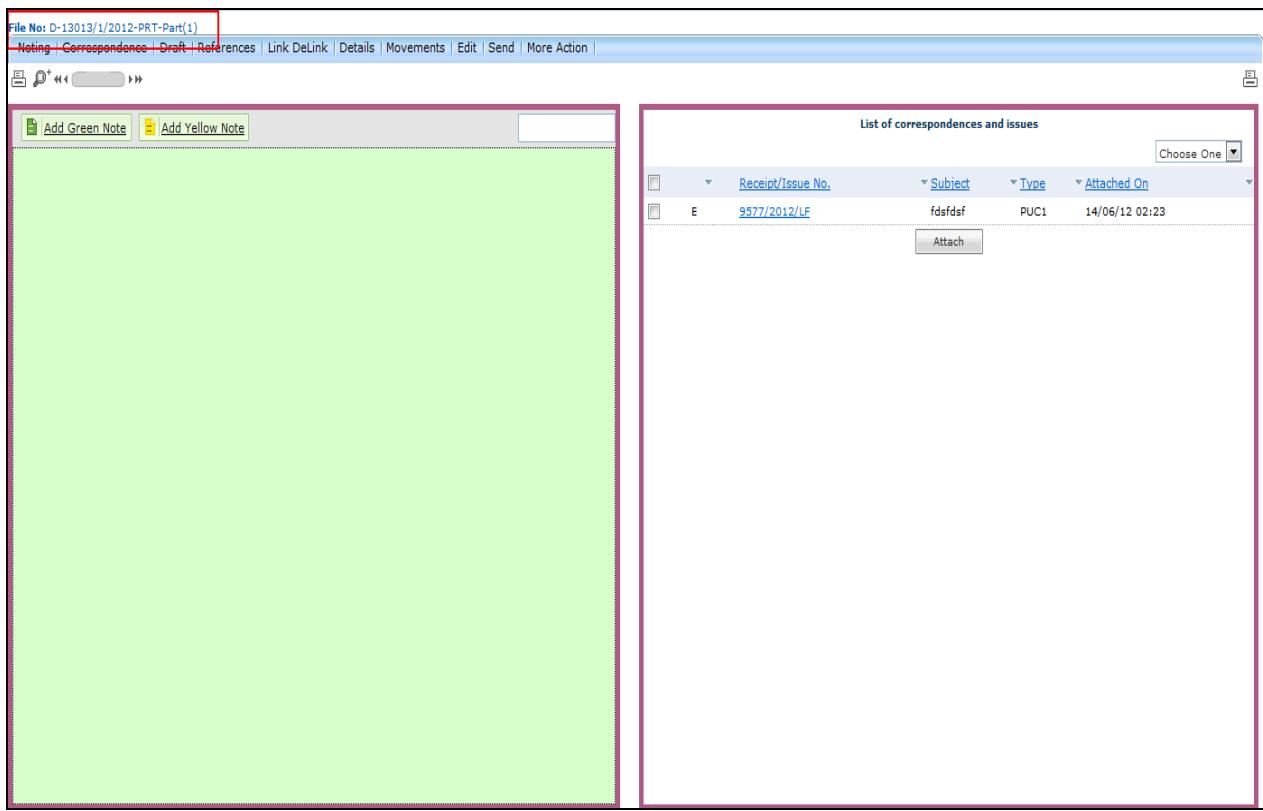


Fig.eFile. 1814

Physical File:

Physical File option under the Files section helps the user to create a new **Physical File**.

Physical File Link Contains 2 options:

- i. **Create New (Non-SFS):** This option creates a physical file with Non-SFS standard i.e. the user has to select the available heads for the nomenclature of File.
- Click on the **Create New(Non-SFS)** option under Physical File, as shown in Fig.eFile.185:

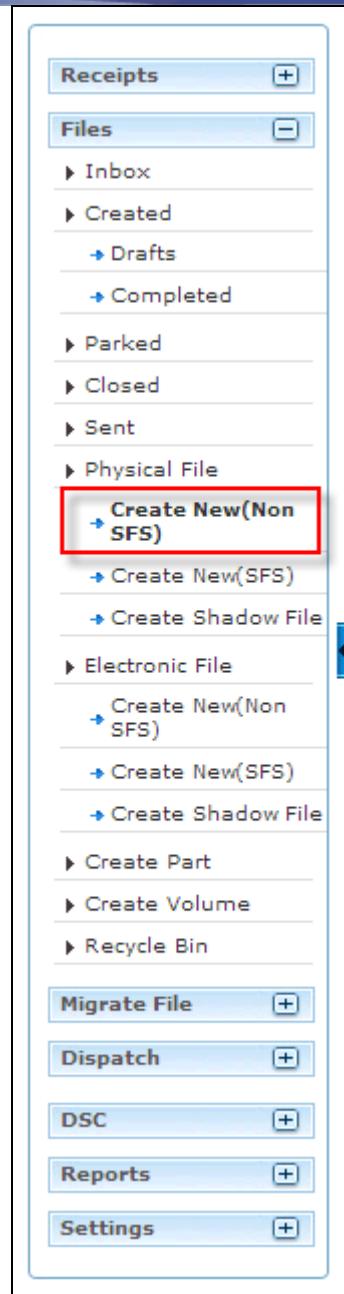


Fig.eFile. 1825

As a result, File Cover Page screen appears as shown in Fig.eFile.186:

भारत सरकार
GOVERNMENT OF INDIA

NIC
ADM

File No.* Choose Choose Choose Choose 2011 ADM ▾

Subject

Description*

Category Main Choose One
Sub Choose One

Other Details

Classified Choose One ▾

Remarks

Previous Reference Later Reference

Work On File Later ➤ Continue Working ➤

Fig.eFile. 1836

- Enter the necessary details on the File Cover Page. **File Basic Head** and **Subject Description** are the Mandatory fields, as shown in Fig.eFile.187:

भारत सरकार
GOVERNMENT OF INDIA

NIC

LF

File No. * A-Esta 14 - Sc 11 - Re Choose 2012 LF

Subject

Description* Judiciary Matter

Category Main Appointments
Sub Choose One

Other Details

Classified Choose One

Remarks

Previous Reference Later Reference

Work On File Later > Continue Working >

Fig.eFile. 1847

- After filling the necessary details, click the **Continue Working** (Continue Working >) button (Fig.eFile.180) to create a new file. As a result, file gets created, along with a unique file number based on the selection of heads as shown in Fig.eFile.188:

File No:	T-11011/1/2012-LF	Correspondence Link and DeLink Movements Details Edit Send Dispatch More Action Create Volume Convert File More Details Merge											
File Number :	T-11011/1/2012-LF	Subject :	Training on Foundati...										
Opening Date :	14/06/12 02:29	Remarks :											
Main Category :	Training related matters	Sub Category :											
Previous Reference :	Later Reference :												
File Movement History <table border="1"> <thead> <tr> <th>Sender</th> <th>Sent on</th> <th>Sent to</th> <th>Action</th> <th>Remarks</th> </tr> </thead> <tbody> <tr><td colspan="5"> </td></tr> </tbody> </table>				Sender	Sent on	Sent to	Action	Remarks					
Sender	Sent on	Sent to	Action	Remarks									

Fig.eFile. 18588

User can also click the Work on File Later () button if want to work on File later on. And so the file moves to Draft section of Created File link. In this case the unique number of file is not generated.

User can perform 11 different operations on a file, For instance:

a) Correspondence:

With the help of this feature user can attach physical correspondence/Receipt to the working File.

To attach Correspondence user has to perform following steps:

- Click the **Correspondence** () Link (Fig.eFile.188), as a result **List of Correspondences and Issues** page appears on right side of Notings page, as shown in Fig.eFile.189:

File No: T-11011/1/2012-LF

[Correspondence](#) | [Link and DeLink](#) | [Movements](#) | [Details](#) | [Edit](#) | [Send](#) | [Dispatch](#) | [More Action](#) | [Create Volume](#) | [Convert File](#) | [More Details](#) | [Merge](#) |

The screenshot shows a software interface for 'eOffice'. At the top, there's a navigation bar with links like Correspondence, Link and DeLink, Movements, Details, Edit, Send, Dispatch, More Action, Create Volume, Convert File, More Details, and Merge. Below the navigation bar, there's a large green rectangular area with the word 'Physical' printed diagonally across it. To the right of this green area is a smaller window titled 'List of correspondences and issues'. This window has a header with columns for 'Receipt/Issue No.', 'Subject', 'Type', and 'Attached On'. It includes a dropdown menu labeled 'Choose One' and a button labeled 'Attach'.

Fig.eFile. 18689

- Click the **Attach** (**Attach**) Button (Fig.eFile.189), as a result, the **Receipt Search window** appears, as shown in Fig.eFile.190:

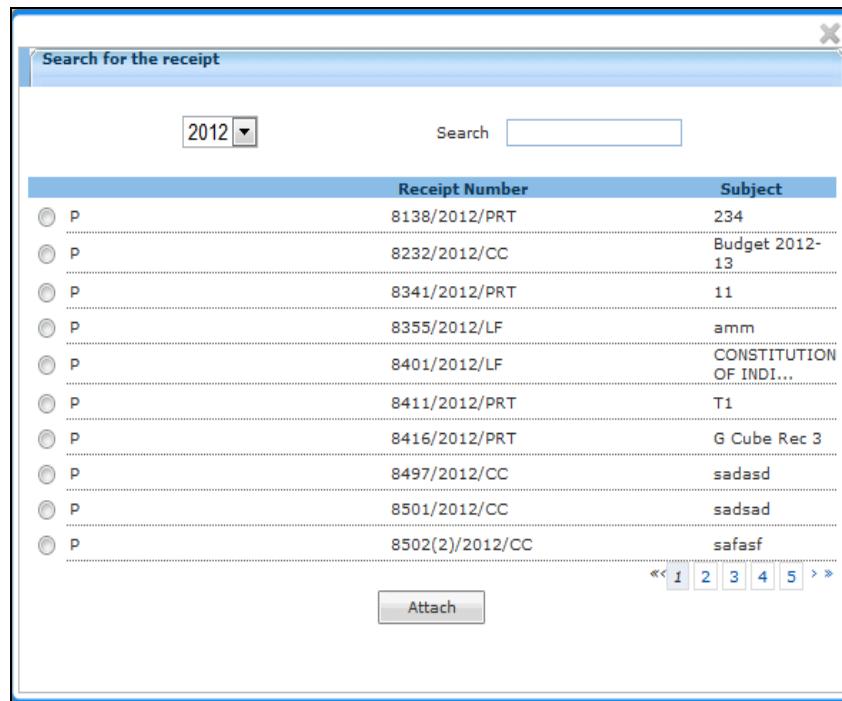


Fig.eFile. 1870

- Select the receipt from the **Receipt Search window** to attach with the file (Fig.eFile.190).
- After selecting the receipt, click the Attach () button (Fig.eFile.190). As a result, the receipt gets attached to the file, as shown in Fig.eFile.191:

Receipt should not have referencing, it should be dereferenced.

	Receipt Number	Subject
(P)	8138/2012/PRT	234
(P)	8232/2012/CC	Budget 2012-13
(P)	8341/2012/PRT	11
(P)	8355/2012/LF	amm
(P)	8401/2012/LF	CONSTITUTION OF INDI...
(P)	8411/2012/PRT	T1
(P)	8416/2012/PRT	G Cube Rec 3
(P)	8497/2012/CC	sadasd
(P)	8501/2012/CC	sadsad
(P)	8502(2)/2012/CC	safasf

«< 1 2 3 4 5 >»

Attach

Fig.eFile. 1881

Type of the receipt can be changed from the dropdown menu available at the top of **List of Correspondences and Issues** page:

i. **Mark As PUC:**

Helps the user to **mark** the receipt as **Paper Under Consideration (PUC)**.

To mark a receipt as Paper under Consideration (PUC) user has to perform following steps:

- Select the receipt from the **List of Correspondences and issues** which needs to be marked as PUC, as shown in Fig.eFile.192:

By default the first receipt attached to a file is marked as PUC1 (Paper under Consideration).

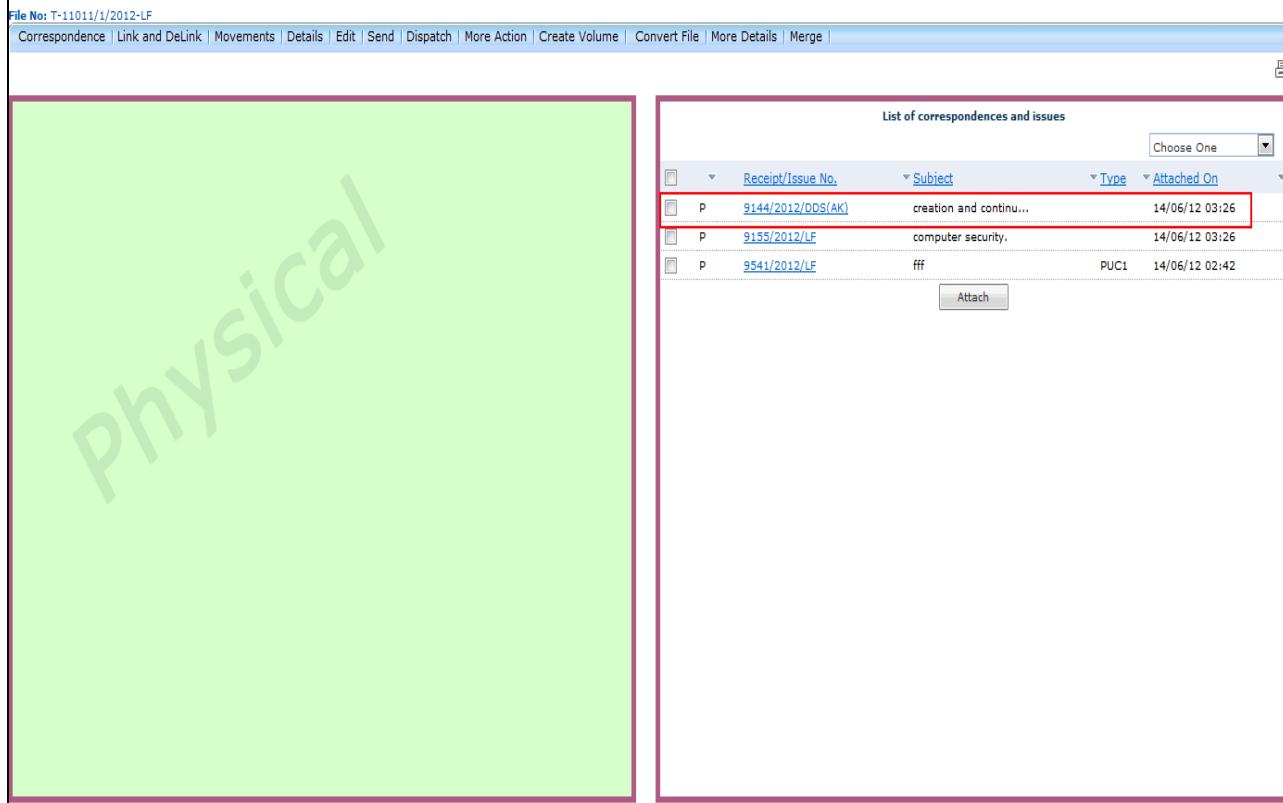


Fig.eFile. 1892

- Select the type as **PUC** from the dropdown menu, as shown in Fig.eFile.193:

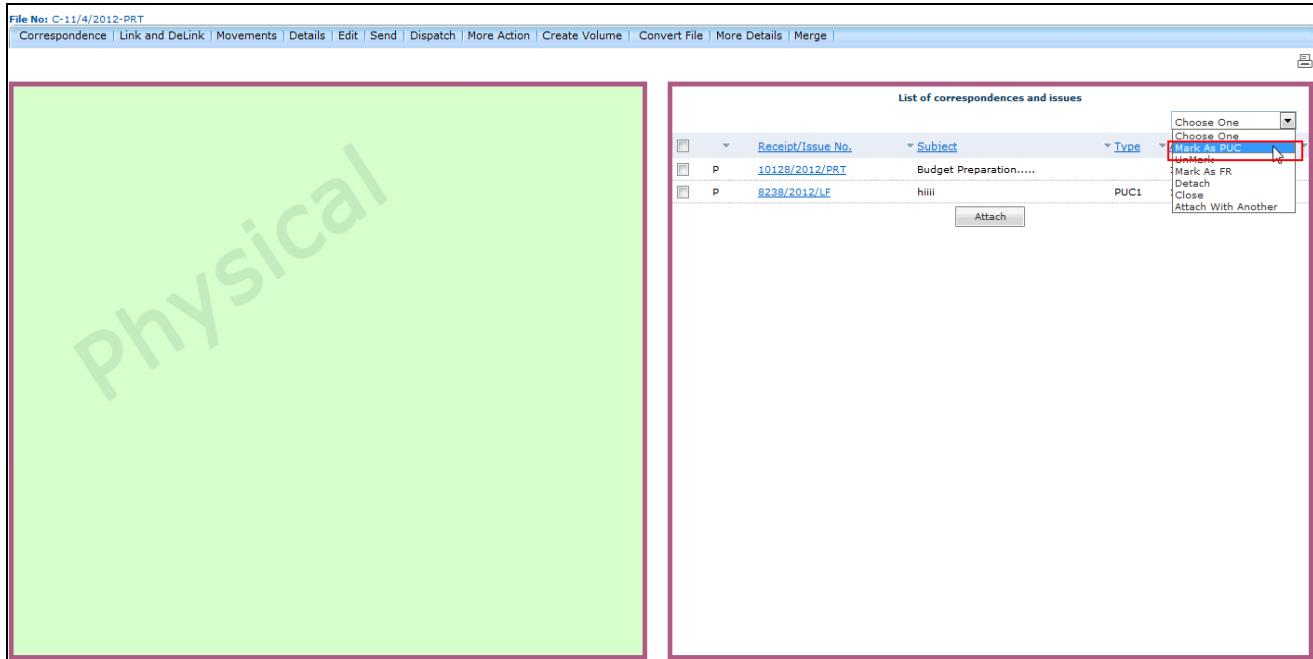


Fig.eFile. 1903

ii. Unmark:

Helps the user to **unmark** the receipt, if it is marked as PUC or FR.

To unmark an already marked receipt user has to perform following steps:

Select the receipt from the **List of Correspondences and Issues** which needs to be Unmarked.
Select the type as **Unmark** from the dropdown menu.

iii. Mark As FR:

Helps the user to mark the receipt as **Fresh Receipt (FR)**.

To mark a receipt as Fresh Receipt (FR) user has to perform following steps:

- Select the receipt from the **List of Correspondences and issues** which needs to be marked as FR, as shown in Fig.eFile.194:

List of correspondences and issues				
	Receipt/Issue No.	Subject	Type	Attached On
P	10128/2012/PRT	Budget Preparation.....		16/07/12 09:37
P	8238/2012/LF	hiiii	PUC1	16/07/12 09:37

Fig.eFile. 1914

- Select the type as **FR** from the dropdown menu, as shown in Fig.eFile.195:

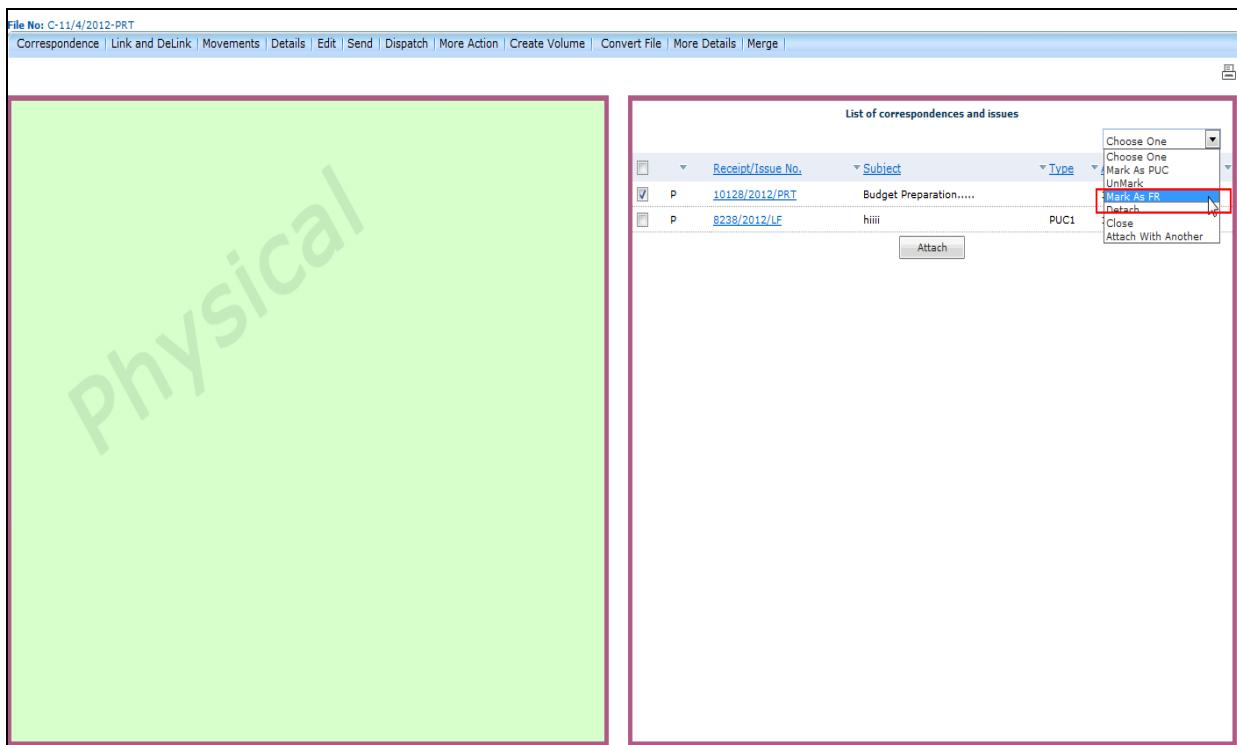


Fig.eFile. 1925

- Then, select the PUC Number from the dropdown menu as shown in Fig.eFile.196:

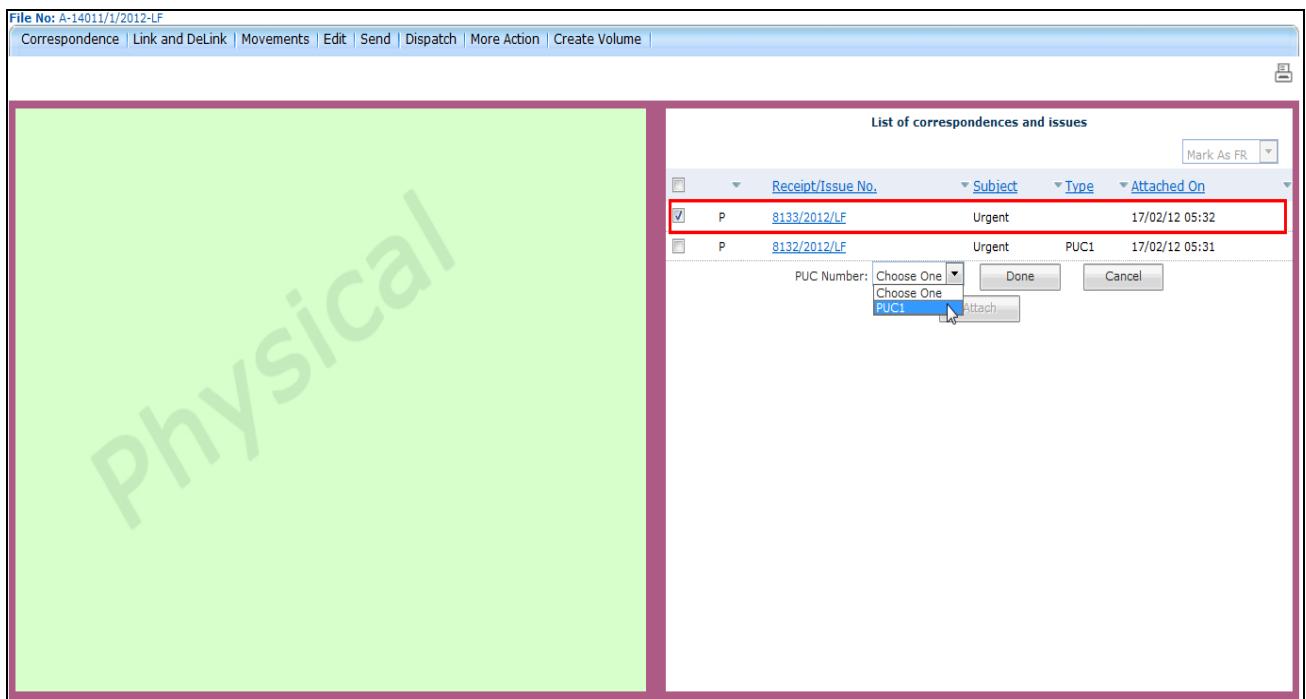


Fig.eFile. 1936

- Click the 'Done' () button (Fig.eFile.196), as a result the receipt gets marked as FR, as shown in Fig.eFile.197:

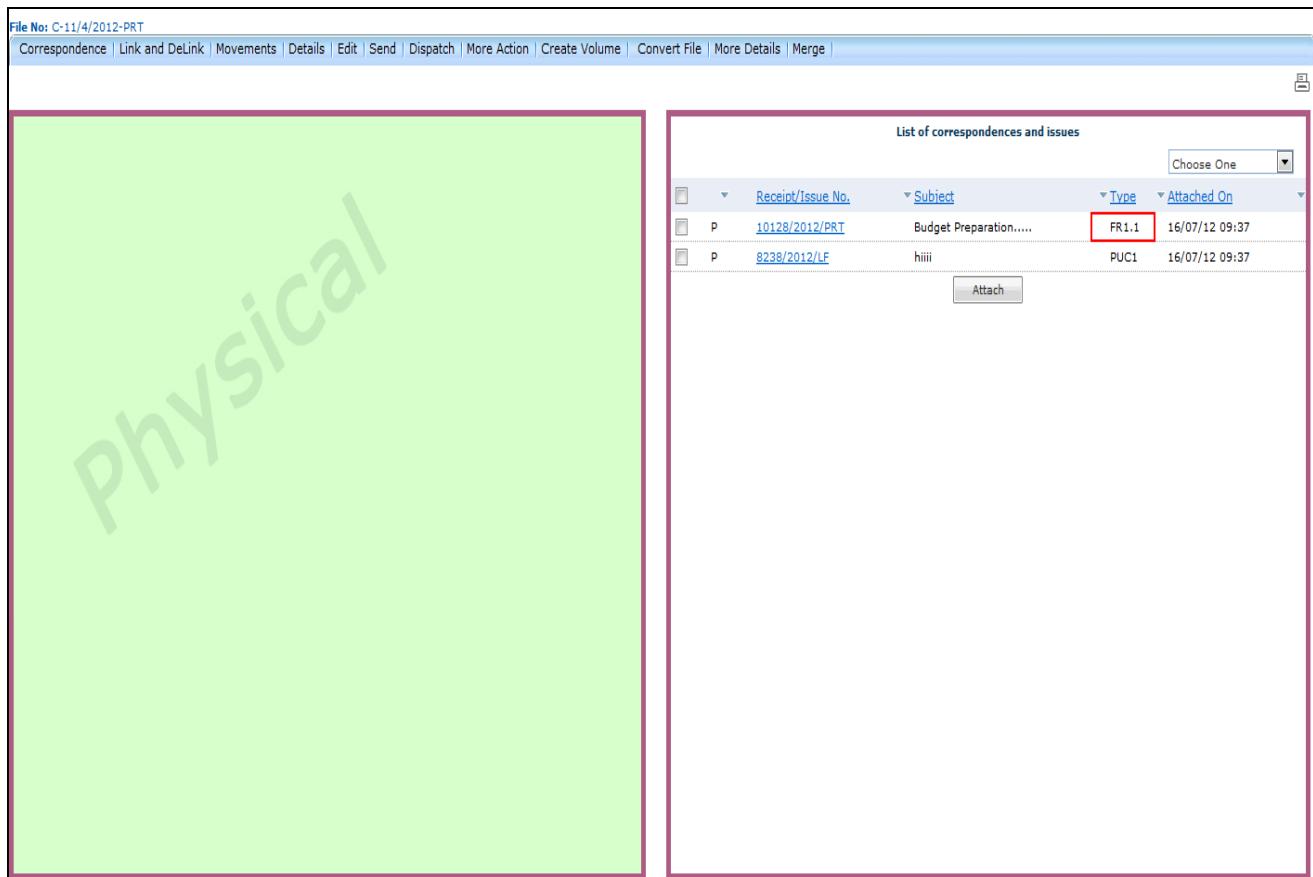


Fig.eFile. 1947

iv. Detach:

Helps the user to Delete/Detach the attached receipt from **List of Correspondences and issues**.

If the user detaches a receipt which is marked as PUC then its related FR's will be unmarked. (Only the initiator of the file can detach the receipts).

To detach a receipt, user has to perform following steps:

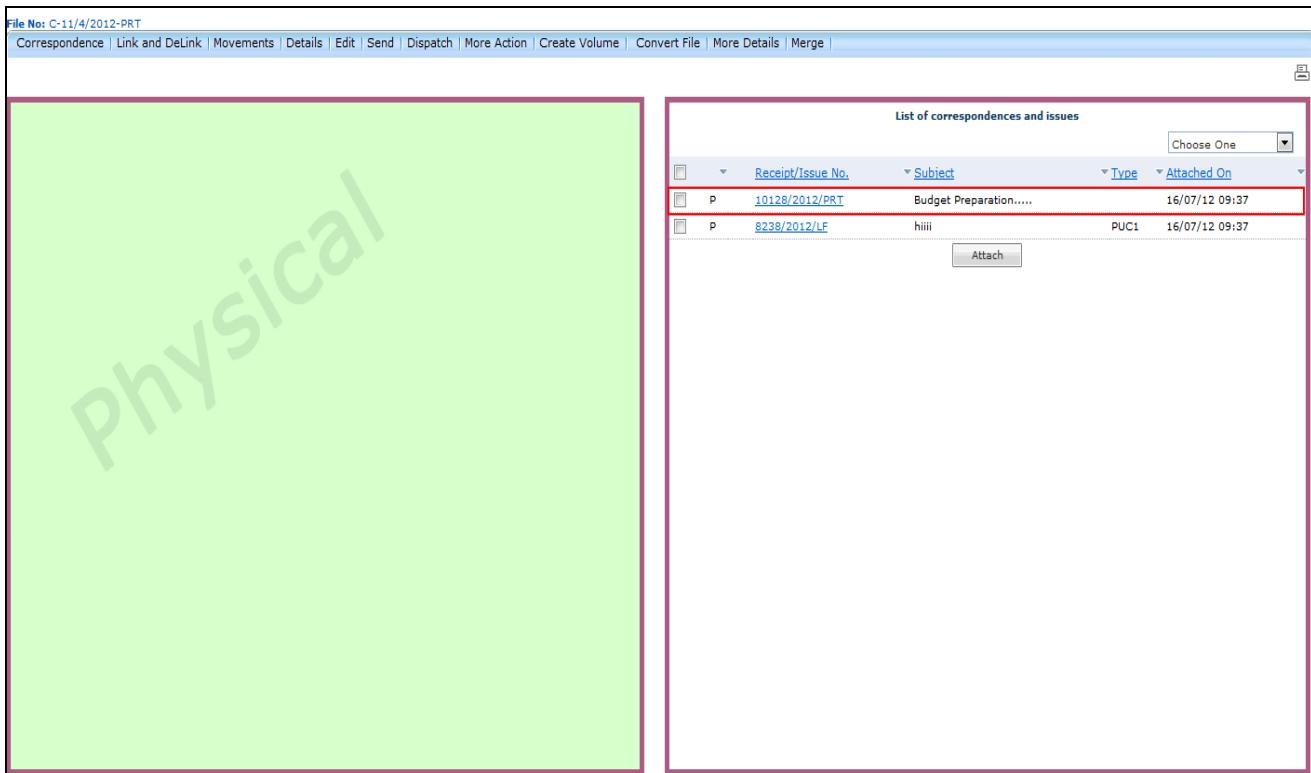
Select the receipt from the **TOC of Correspondences** which needs to be detached.
Select the type as **Detach** from the dropdown menu.

v. Close:

Helps the user to **Close** the attached receipt from **TOC of Correspondences**.

To close a receipt, user has to perform following steps:

- Select the receipt from the **TOC of Correspondences** which needs to be closed, as shown in Fig.eFile.198:

**Fig.eFile. 198**

- Select the type as **Close** from the dropdown menu, as shown in Fig.eFile.199:

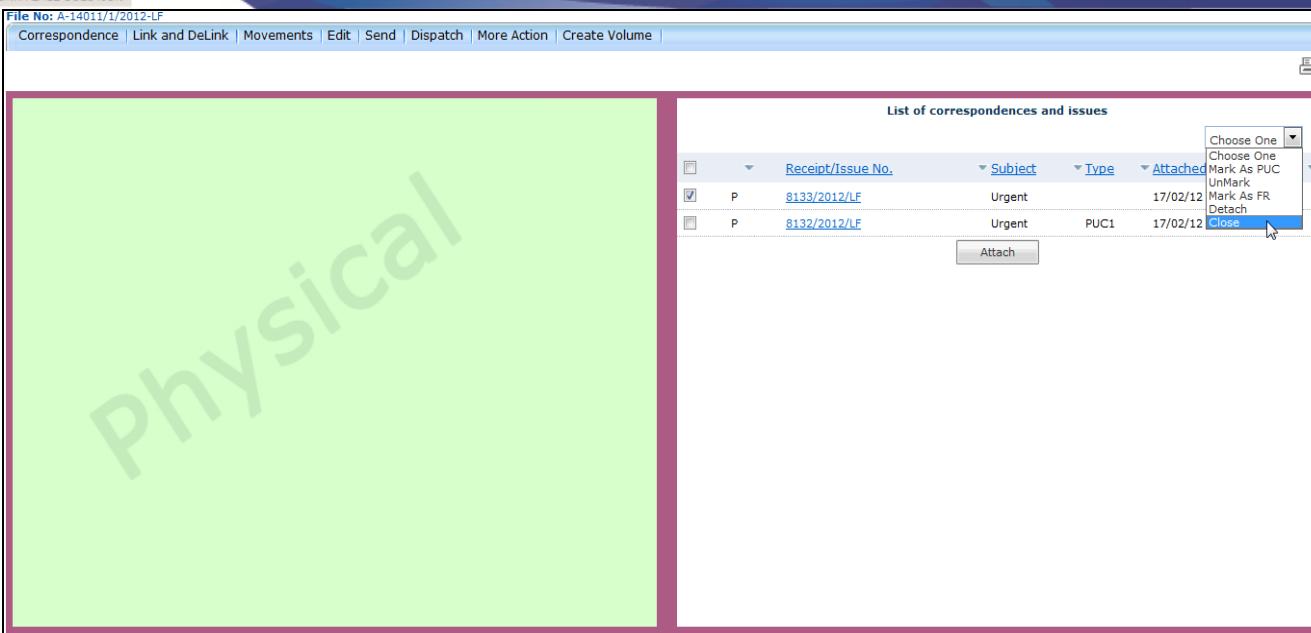


Fig.eFile. 199

As a result, **Close confirmation Box** appears as shown in Fig.eFile.200:



Fig.eFile. 200

- Enter the Remarks and click the **OK** () button, as shown in Fig.eFile.201:

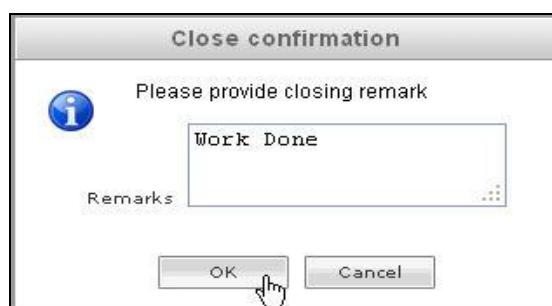


Fig.eFile. 1951

As a result, the selected receipt gets closed and so moves to **Closed** Link of Receipts section of the creator of the receipt.

vi. Attach with another:

Helps the user to attach the already merged receipt to another File.

To attach the receipt with another File, user has to perform following steps:

- Select the receipt which needs to be put in another File and select the '**Attach With Another**' option from the dropdown as shown in Fig.eFile.202:

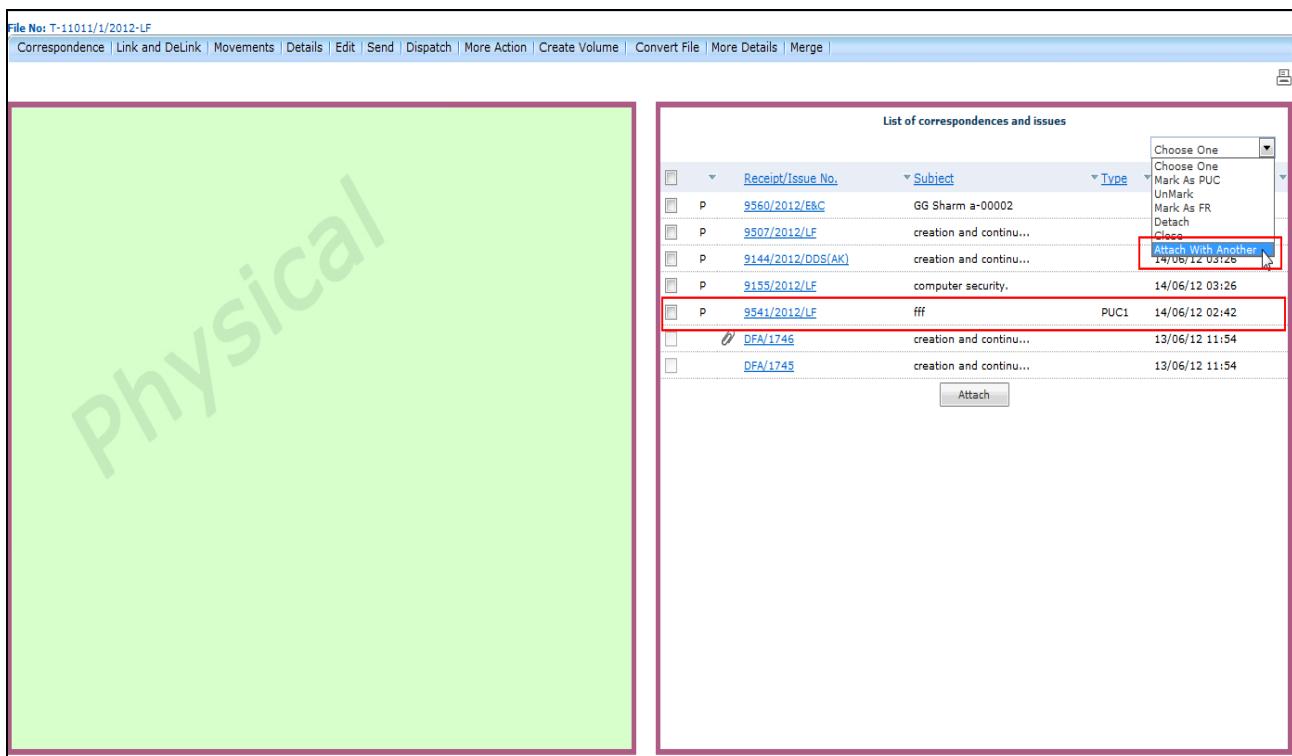


Fig.eFile. 1962

As a result list of Files will appears, as shown in Fig.eFile.203:

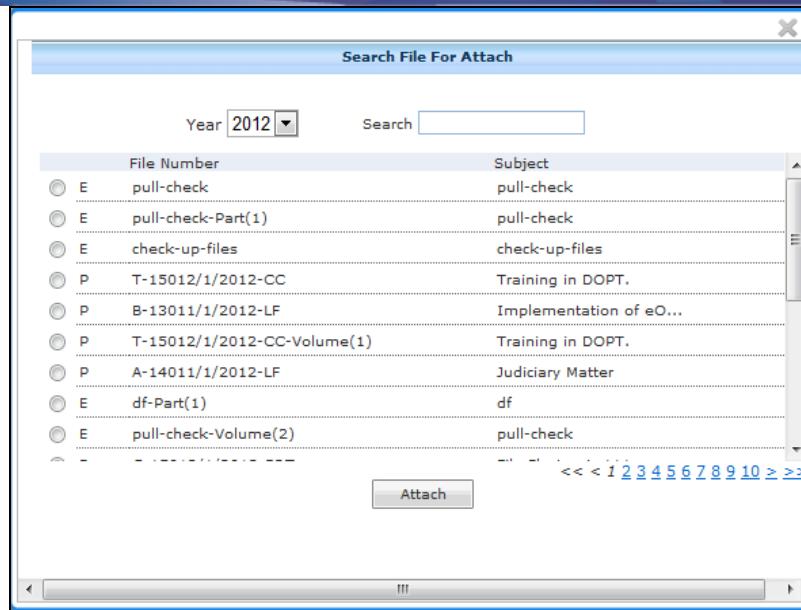


Fig.eFile. 1973

- Select the file in which receipt needs to get attached and click the 'Attach' button, as shown in Fig.eFile.204:

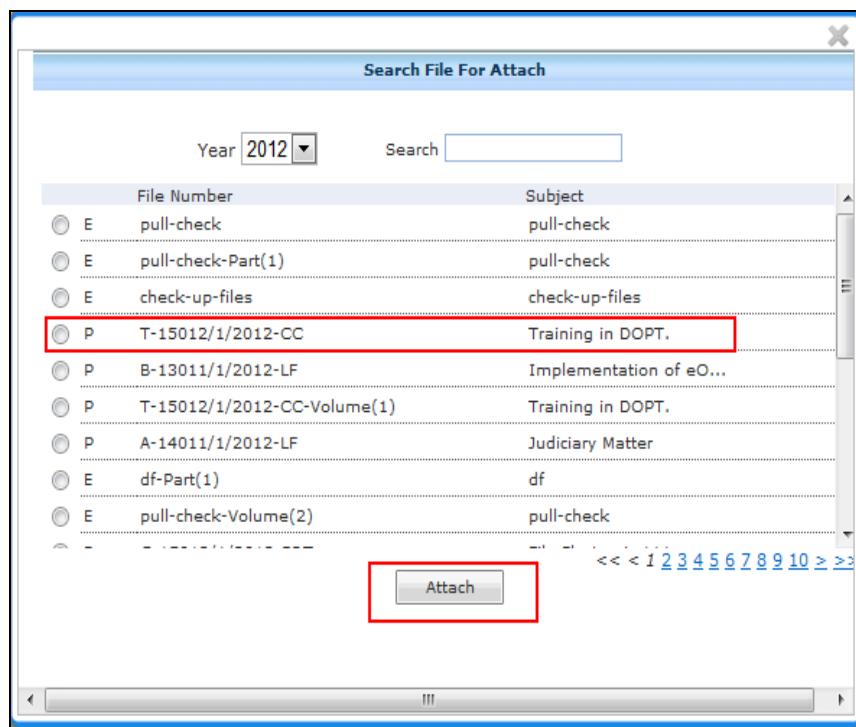


Fig.eFile. 1984

As a result the receipt will get detached from the current file and get attached to the selected File.

b) Link and De-Link:

With the help of this feature user can Link or De-Link a File to the new created or existing file.

To Link and De-Link user has to perform following steps:

- Click the **Link and De-Link** () Link, as a result **Link/Delink** page appears on right side of Notings page, as shown in Fig.eFile.205:

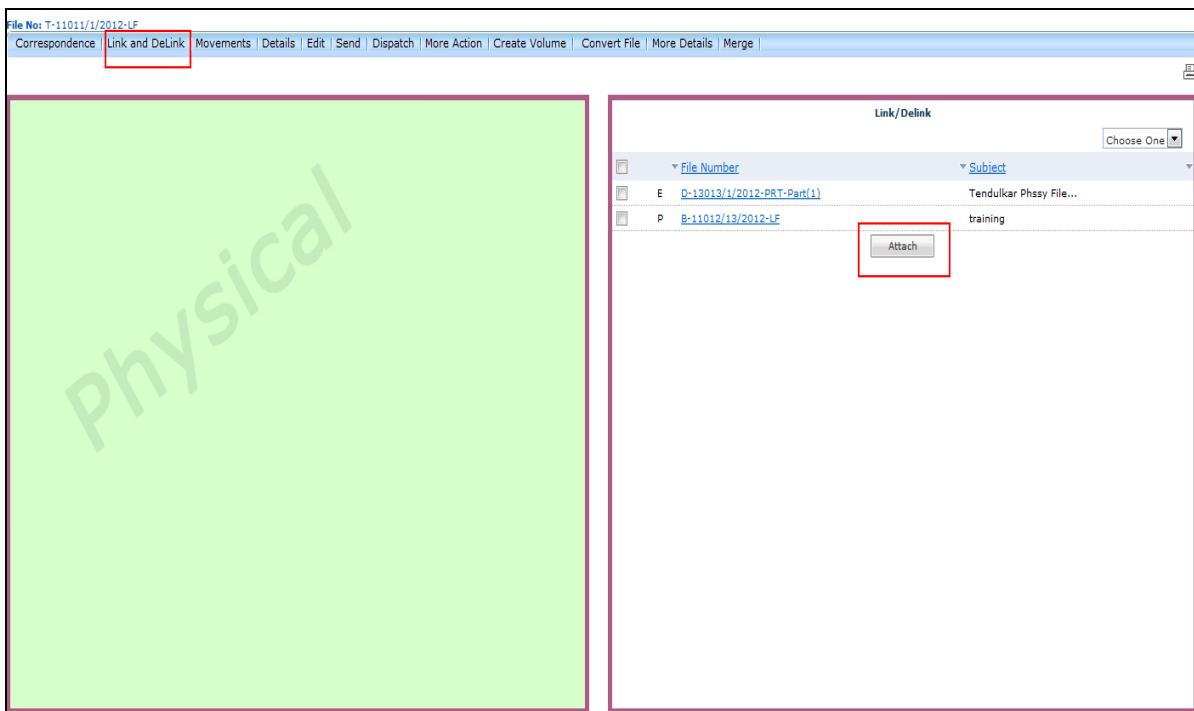


Fig.eFile. 1995

- Click the **Attach** () Button (Fig.eFile.199), as a result, the **File Search Window** appears, as shown in Fig.eFile.206:

Search File For Attach

	File Number	Subject
<input type="radio"/> E	hj	hj
<input type="radio"/> E	F-12/1/2012-LF	type0012
<input type="radio"/> P	A-32013/1/2012-CC	Implementation of eO...
<input type="radio"/> P	T-15012/1/2012-CC-Volume(1)	Training in DOPT.
<input type="radio"/> P	B-13011/1/2012-LF	Implementation of eO...
<input type="radio"/> P	T-15012/1/2012-CC	Training in DOPT.
<input type="radio"/> E	check-up-files	check-up-files
<input type="radio"/> E	pull-check-Part(1)	pull-check
<input type="radio"/> E	pull-check	pull-check

<< < 1 > >>

Fig.eFile. 2006

- Select the file from the **File Search window** to attach with the file.
- After selecting the file, click the **Attach** () button (Fig.eFile.206). As a result, the file gets attached to the file, as shown in Fig.eFile.207:

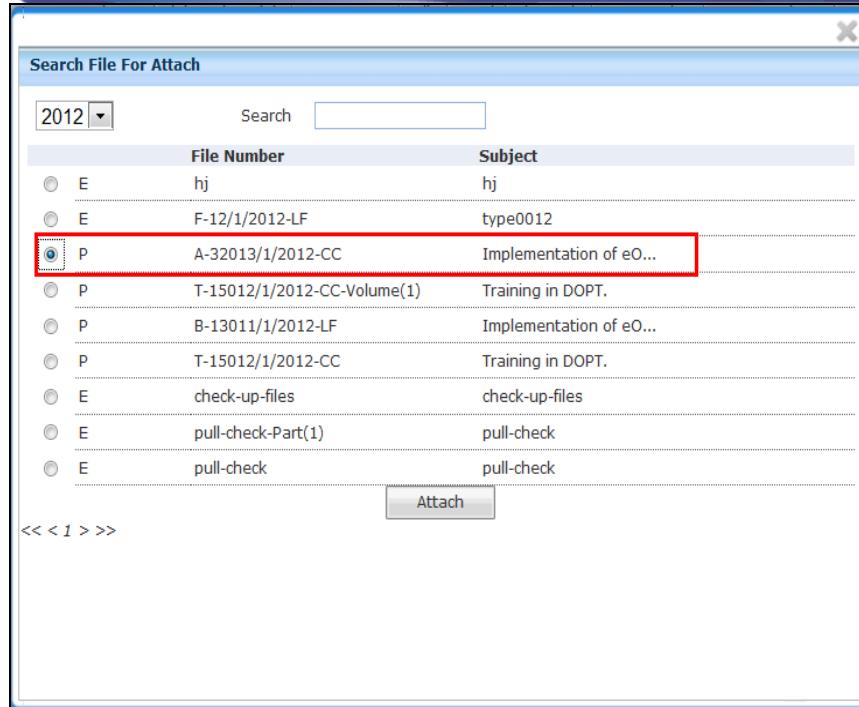


Fig.eFile. 2017

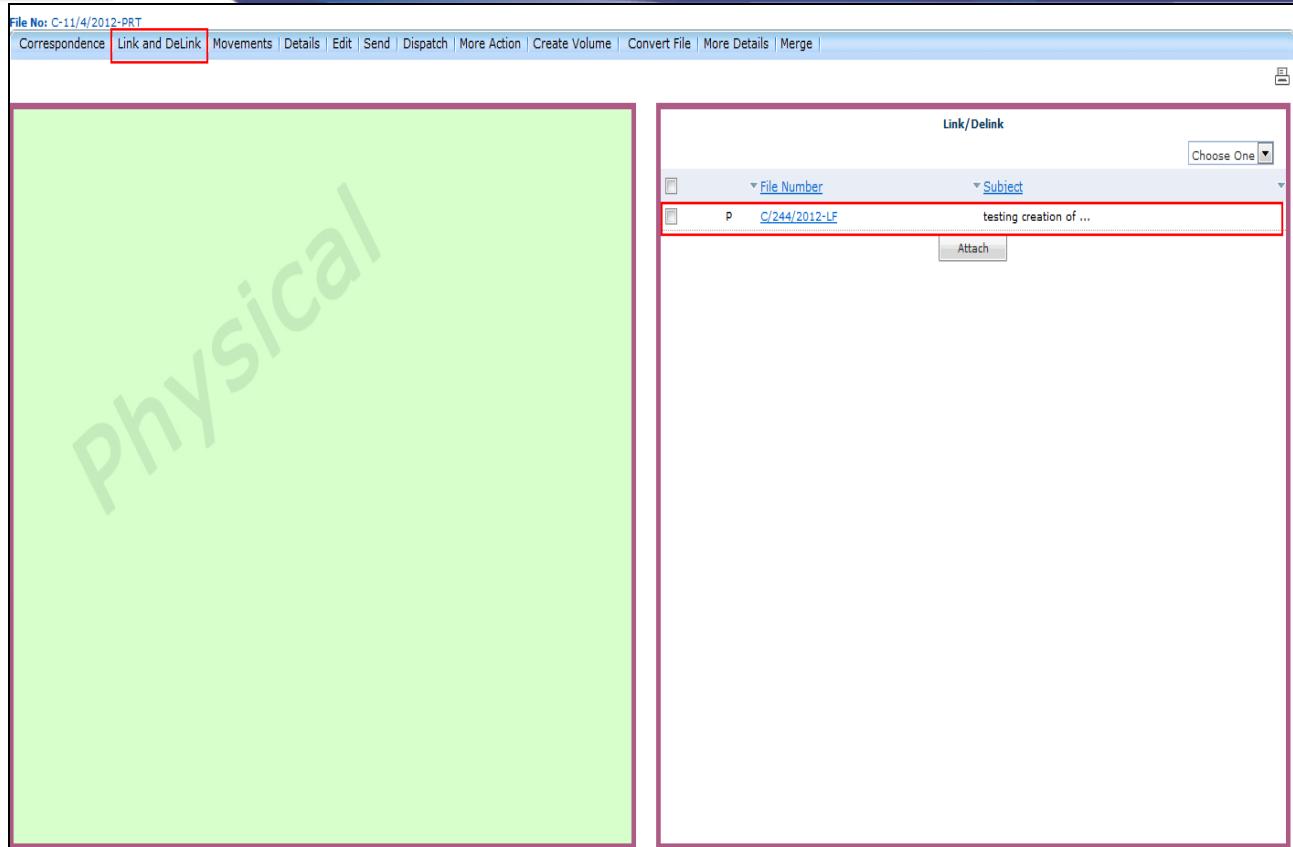
The File can be Delink from the dropdown menu available at the top of **Link/Delink** page.

i. Delink:

Helps the user to Delink the File from the attached file.

To Delink a File, user has to perform following steps:

- Select the File from the **Link/Delink** which needs to be delinked, as shown in Fig.eFile.208:

**Fig.eFile. 2028**

- Select the Delink from the dropdown menu, as shown in Fig.eFile.209:

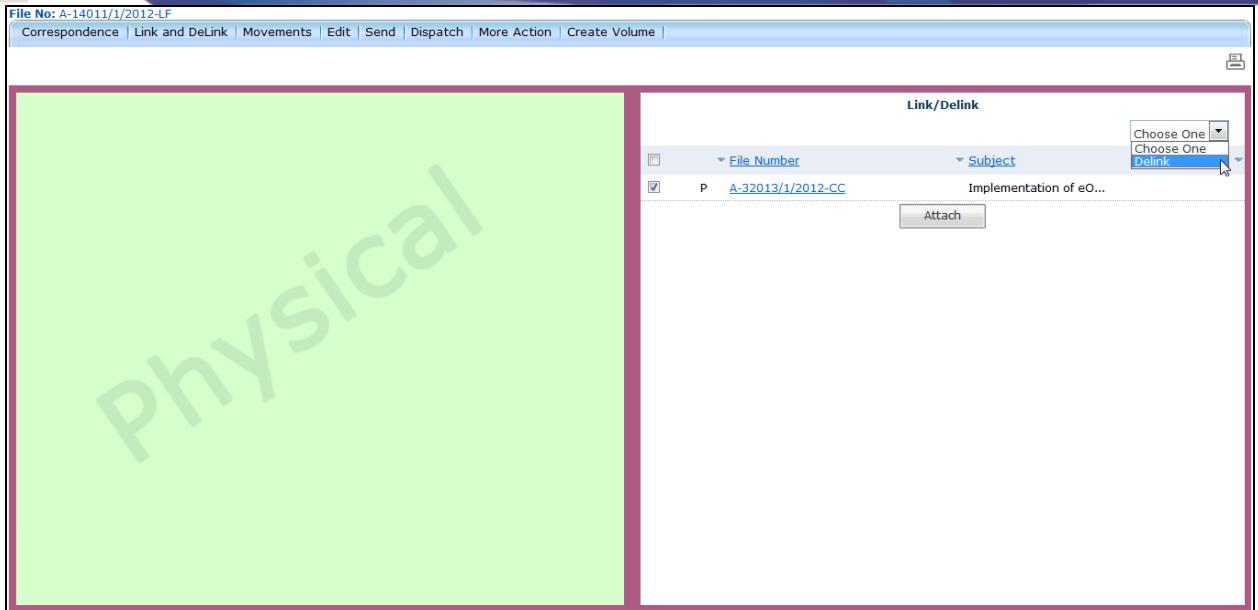


Fig.eFile. 2039

As a Result the file is delinked.

- c) **Movements:** With the help of this feature user can see the movement of a File. i.e. the details of all the users who has worked on it.

To see the movement of a file user has to perform following steps:

- Click the **Movements** (Movements) Link, as a result **Movement** page appears, as shown in Fig.eFile.210:

File No: A-12012/2/2012-LF

Correspondence | Link and DeLink | **Movements** | Details | Edit | Send | Dispatch | More Action | Create Volume | Convert File | More Details | Merge |

File Number : **A-12012/2/2012-LF** Subject : Daily aaJ Tak
 Opening Date : 27/04/12 04:25 Remarks : Daily aaJ Tak
 Main Category : Sub Category :
 Previous Reference : Later Reference :

File Movement History

Sender	Sent on	Sent to	Action	Remarks
ALKA A KULKARNI	14/06/12 11:12	ALKA A KULKARNI	Forward	Merge Testing again....
Zulfe	27/04/12 04:26	ALKA A KULKARNI	Forward	
ALKA A KULKARNI	27/04/12 04:25	Zulfe	Forward	

Fig.eFile. 20410

The page shows all the details of File Movement History.

- d) **Details:** With the help of this feature user can see the details of a File i.e. total no. of part Files created, TOC receipt, Dispatch Movement History and Linked Files, a shown in Fig.eFile.211:

File No: A-12012/2/2012-LF

Correspondence | Link and DeLink | Movements **Details** | Edit | Send | Dispatch | More Action | Create Volume | Convert File | More Details | Merge |

File Number :	A-12012/2/2012-LF	Subject :	Daily aaJ Tak
Opening Date :	27/04/12 04:25	Remarks :	Daily aaJ Tak
Main Category :		Sub Category :	
Previous Reference :	Later Reference :		

Part Files Created

Part No	Created On	Remarks

TOC Receipt

Receipt/Issue No.	Subject	Type	Timestamp
DFA/1421	fgfg		27/4/12 5:34 PM
9147/2012/CC	ad	PUC1	11/5/12 4:53 PM
9548/2012/PRT	SX4 CAR		13/6/12 3:57 PM
9561/2012/R&C	GG Sharma -003		14/6/12 10:22 AM

Dispatch Movement History

Dispatch Number	Subject	Sent to	Dispatch Date	Sent By	Dispatch Mode	Remarks

Linked Files

	File Number	Subject
E	D-13013/1/2012-PRT-Part(1)	Tendulkar Phsyy File...
P	T-11011/1/2012-LF	Training on Foundati...
P	B/175/2012-LF	test

Fig.eFile. 2051

- e) **Edit:** With the help of this feature user can make changes to the cover page of existing running file except the Basic and corresponding Heads.

To edit the cover page of eFile user has to perform following steps:

- Click the **Edit** (**Edit**) link, as a result **Cover Page** of that working file appears, as shown in Fig.eFile.212:

भारत सरकार
GOVERNMENT OF INDIA

NIC
ADM

File No.* J - JM Choose Choose Choose 2 2011 ADM

Subject: Training Matter

Description*: Main Category: Choose One

Sub: Choose One

Other Details

Classified: Choose One

Remarks: URGENT

Previous Reference Later Reference

Done ►

Fig.eFile. 2062

- Make Necessary changes and click the 'Done' () button (Fig.eFile.212), as a result, changes on cover page of file get saved.

f) Send:

With the help of this feature user can send the File to the Recipient.

To send the eFile user has to perform following steps:

- Click the **Send** () link, as a result **Send File** page appears, as shown in Fig.eFile.213:

Send

File Number : **S-11011/2/2011-ADM**

Subject : **Description**

To :

Set Due Date : **17**

Action : **Forward**

Priority : **Out Today**

Total 1000 |
1000 character left

Remarks :

Fig.eFile. 2073

- Either directly enter the name in the ‘To’ option or Click the ‘To’ link to select the marking abbreviation of the recipient from the list box, as shown in Fig.eFile.214:

Send

File Number : **S-11011/2/2011-ADM**

Subject : **Description**

To

Set Due Date	Rathindra Nath Mukherjee	PA (DM)	Confidential Section of DM
Action	Debprasad Dey	UDA(DPR)	Confidential Section of DM
Priority	Swapan Kumar	UDA(SKN)	Confidential

Total 1000 | 1000 character left

Remarks

Send

Fig.eFile. 2084

- Provide the **Due date** (if required) for the File using the **Calendar** () link adjacent to the Due Date text box.
- Select the **Action** which has been taken on the File from the dropdown menu as shown in Fig.eFile.215:

Send

File Number : A-11011/1/2011-ADM
Subject : cell one INFO

To : Rathindra Nath Mukherjee--PA (DM)--Confidential Section (

Set Due Date : 31/08/2011

Action : Forward

Priority : Approved
Approved
Forward
For Approval
For Information
Seen
Put Up again
Please Discuss
For Payment

Remarks :

Fig.eFile. 2095

- Select the **Priority** (if required) of the File from the dropdown menu.
- Type the **remarks** (if required) in the Remarks text box, as shown in Fig.eFile.216:

Send

File Number :	A-11011/1/2011-ADM
Subject :	cell one INFO
To	Rathindra Nath Mukherjee--PA (DM)--Confidential Section (
Set Due Date	31/08/2011 <input type="button" value="17"/>
Action	Approved <input type="button" value="▼"/>
Priority	Most Immediate <input type="button" value="▼"/>
Total 1000 994 characters left	
URGENT	
Remarks	<input type="text"/>
<input type="button" value="Send"/>	

Fig.eFile. 2106

- Click the **Send** () button (Fig.eFile.216). As a result, the File is sent to the intended recipient.

g) Dispatch:

With the help of this feature user can Dispatch the receipt to the Recipient of different Ministries or Office.

To Dispatch user has to perform following steps:

- Click the **Dispatch** () link, as a result **Dispatch** page appears, as shown in Fig.eFile.217:

Dispatch

Postal Details			
Postal Mode	Choose One	Postal Charge	0
Medium	Choose One	Weight	0
Out Register Details			
Peon Book No	<input type="text"/>	Out Date	<input type="text"/> 17
Peon Name	Choose One	Out Time	<input type="text"/>
Peon Code	Choose One	Delivery Status	No
		Delivery Date	<input type="text"/> 17
		Delivery Time	<input type="text"/>
Receipt Details			
<input checked="" type="radio"/> Reply <input type="radio"/> New/Fresh			
Subject* (Maximum of 250 Characters) <input type="text"/>			
Communication Details			
Ministry	Choose One		
Department	Choose One		
Name*	<input type="text"/>		
Designation	<input type="text"/>		
Address 1 *	<input type="text"/>		
Address 2	<input type="text"/>		
Email	<input type="text"/>		
Organization	Choose One		
Country	Choose One		
State	Choose One		
Pincode	<input type="text"/>		
Telephone	<input type="text"/>		
Fax	<input type="text"/>		
<input type="button" value="Clear Fields"/>			
Language of draft	Choose One		
Attachment	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>		
<input type="button" value="Dispatch By Self"/> <input type="button" value="Dispatch By CRU"/>			

Fig.eFile. 2117

- Select the 'Reply Type', 'Nature of Reply' and other required fields, as shown in Fig.eFile.218:

Dispatch

Postal Details

Postal Mode	Choose One	Postal Charge	0
Medium	Choose One	Weight	0

Out Register Details

Peon Book No	Choose One	Out Date	Choose One
Peon Name	Choose One	Out Time	Choose One
Peon Code	Choose One	Delivery Status	No
		Delivery Date	Choose One
		Delivery Time	Choose One

Receipt Details

Reply New/Fresh

Subject* (Maximum of 250 Characters)

Communication Details

Ministry	Choose One
Department	Choose One
Name*	Choose One
Designation	Choose One
Address 1*	Choose One
Address 2	Choose One
Email	Choose One
Organization	Choose One
Country	Choose One
State	Choose One
Pincode	Choose One
Telephone	Choose One
Fax	Choose One

Clear Fields [+ Add More Recipients](#)

Language of
draft Choose One

Fig.eFile. 2128

- Now the user has 2 options after filling the required metadata fields which are '**Dispatch By Self**' and '**Dispatch By CRU**'.
 - If user selects '**Dispatch By Self**' option, then the physical receipt will be dispatched that same moment and also the receipts gets closed and moves to '**Closed**' section of receipt.
 - If user selects '**Dispatch By CRU**' option, a popup appears. Popup contains the list of all the users mapped with CRU CRU section (if any), **Delivery Mode** and **Remarks**, as shown in Fig.eFile.219:

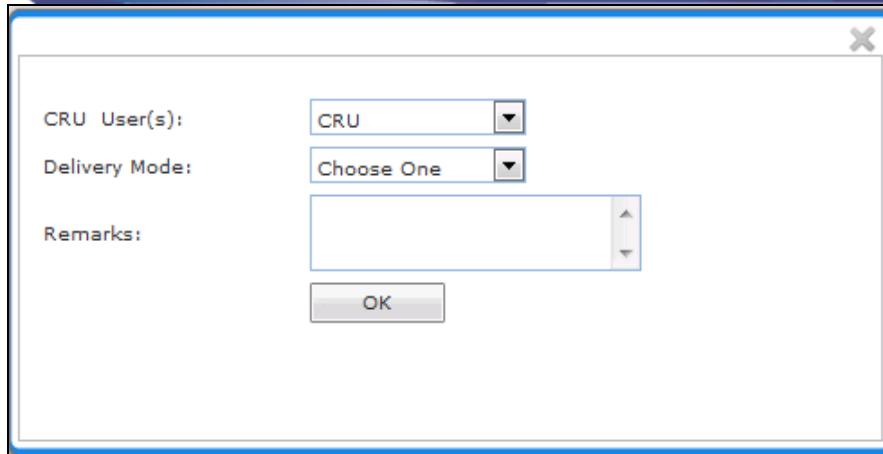


Fig.eFile. 2139

In this case no user is mapped with CRU CRU section. All issues will be sent directly to SO (CRU). Once issue is sent to CRU section, user can Copy the dispatch data with the help of '**Copy Dispatch Data**' option available and send to other concerned Organization (if required), as shown in Fig.eFile.220:

The screenshot shows a communication form with various input fields for Peon Book No, Peon Name, Peon Code, Out Date, Out Time, Delivery Status, Delivery Date, and Delivery Time. Below these are sections for Receipt Details (Reply, New/Fresh) and Communication Details (Ministry, Department, Name*, Designation, Address 1, Address 2, Email, Organization, Country, State, Pincode, Telephone, Fax). A central message box displays the text "Dispatched successfully with no. : I/935/2012". At the bottom, there are buttons for Clear Fields, Add More Recipients, Language of draft (set to 'draft'), Attachment (with Browse and Upload buttons), and a 'Copy Dispatch Data' button.

Fig.eFile. 21420

In case no user is mapped the dispatch is directly sent to the SO (CRU).

As a result the receipt is dispatched to the selected CRU/CRU user (if any) and status of the dispatch record can be viewed from **Sent** sub module under the **Dispatch** module. The dispatched record is seen in the inbox of the CRU/CRU section under the Dispatch module and the record is dispatched outside physically and metadata details are entered in the application (Refer **CRU/CRU Dispatch**).

h) More Action:

With the help of this feature user can Park or Close the working file.

To Park a particular File user has to perform the following steps:

- Move the cursor over **More Action** (**More Action**) Link and click the **Park File** option, as shown in Fig.eFile.221:

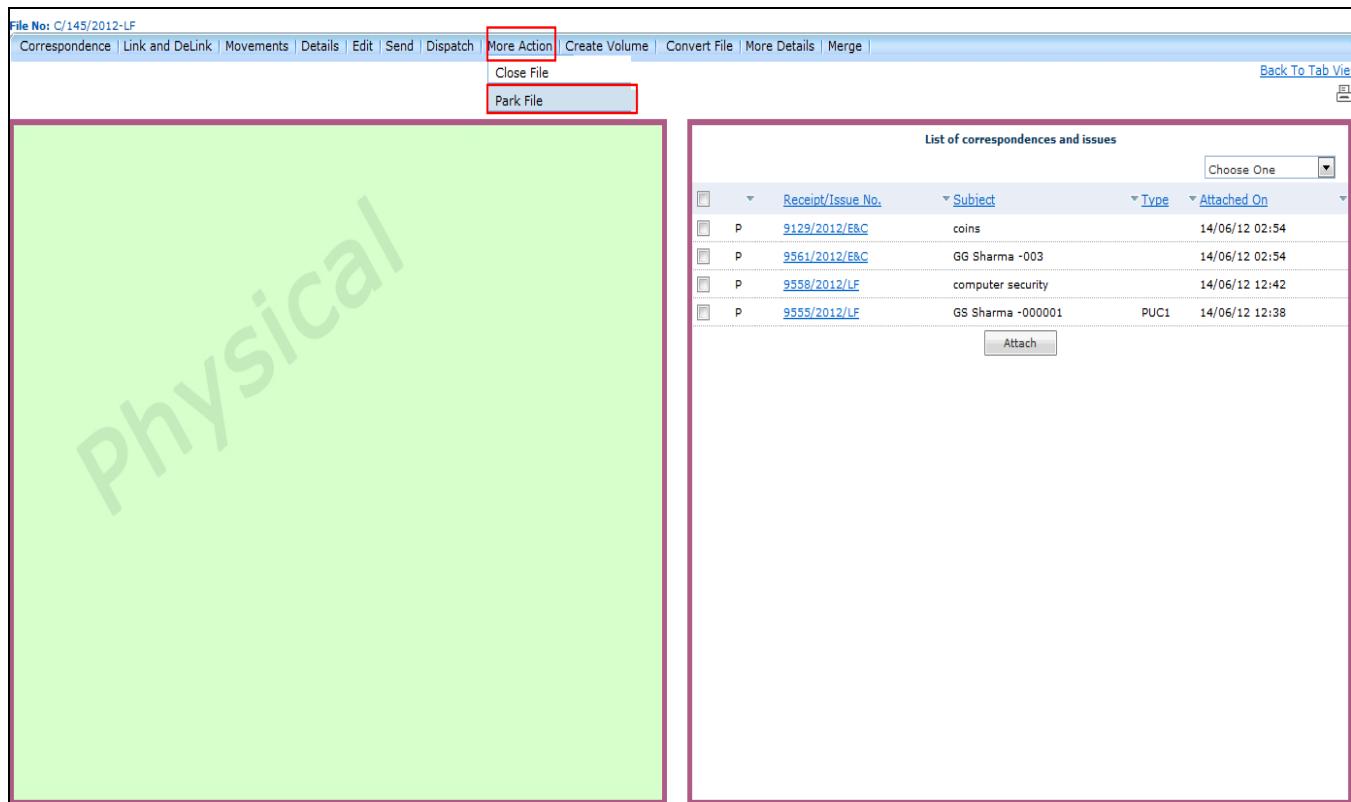


Fig.eFile. 2151

As a result, **Parking Confirmation** Dialogue box will appear, as shown in Fig.eFile.222:



Fig.eFile. 2162

- Enter the **Remarks** and **Reminder Date** as per requirement and click the **OK** (OK) button, as shown in Fig.eFile.223:



Fig.eFile. 2173

As a result the working file will be sent to Parked section of Files.

To Close a particular File user has to perform the following steps:

- Move the cursor over **More Action** ([More Action](#)) Link and click the **Close File** option, as shown in Fig.eFile.224:

File No: C/145/2012-LF

Correspondence | Link and DeLink | Movements | Details | Edit | Send | Dispatch | More Action | Create Volume | Convert File | More Details | Merge | [Close File](#) Close File [Park File](#)

[Back To Tab View](#) [Print](#)

List of correspondences and issues

Choose One

	Receipt/Issue No.	Subject	Type	Attached On
<input type="checkbox"/>	P 9129/2012/E&C	coins		14/06/12 02:54
<input type="checkbox"/>	P 9561/2012/E&C	GG Sharma -003		14/06/12 02:54
<input type="checkbox"/>	P 9558/2012/LF	computer security		14/06/12 12:42
<input type="checkbox"/>	P 9555/2012/LF	GS Sharma -000001	PUC1	14/06/12 12:38

[Attach](#)

Fig.eFile. 2184

As a result, Cover page of File will appear, as shown in Fig.eFile.225:

The screenshot shows the eOffice software interface. On the left, there is a vertical sidebar menu with the following items:

- Receipts
- Files
- Inbox
- Created
 - Drafts
 - Completed
- Parked
- Closed
- Sent
- Physical File
 - Create New(Non-SFS)
 - Create New(SFS)
 - Create Shadow File
- Electronic File
 - Create New(Non-SFS)
 - Create New(SFS)
 - Create Shadow File
- Create Part
- Create Volume
- Recycle Bin
- Migrate File
- Dispatch
- DSC
- Reports
- Settings

On the right, a modal dialog box is open, titled "गारत सरकार GOVERNMENT OF INDIA". It contains the following fields:

- File No.: A-ES | 11-C | 11-C | Choose | 2012 | LF | ↴
- Subject: Testing of draft
- Description*: [Text area]
- Category: Main: ACR related matters
Sub: Choose One
- Other Details: Classified: Choose One
- Previous Reference and Later Reference: [Text areas]
- Closing Remarks: [Text area]
- Close ➤ button

Fig.eFile. 2195

- Enter the **Closing Remarks** as per requirement, and click the **Close** (Close ➤) button, as shown in Fig.eFile.226:

NIC
ADM

File No. # S - SSI 11 - Pri 34 - Ce 11 - He 1 2011 ADM

Subject	
Description*	Training Budget
Category	Main: Training related matters Sub: Choose One
Other Details	
Classified	<input type="checkbox"/> Choose One
Previous Reference Later Reference	
Closing Remarks*	Work Done
<input type="button" value="Close >"/>	

Fig.eFile. 2206

As a result the closed file will be sent to closed section of Files.

Only creator of the File can close the file, no other person has access to close files.

i) **Create Volume:**

Helps the user to create a new Volume of an existing file.

- To create a Volume user has to perform following steps:
-
- Click the **Create Volume** Link, as a result, the following page will appear, as shown in Fig.eFile.227:

भारत सरकार
GOVERNMENT OF INDIA

NIC

File Number T-15012/1/2012-CC

Subject Training in DOPT.

Description** Training in DOPT.

Category Main Choose One

Sub Choose One

Other Details

Classified Choose One

Remarks

Previous Reference Later Reference

Create Volume ➤

Fig.eFile. 2217

- Click the **Create Volume** () button (Fig.eFile.227) to create volume, as a result the following page appears, as shown in Fig.eFile.228:

File No: A-11011/141/2012-LF-Volume(2)

Noting | Correspondence | Draft | References | Link DeLink | Details | Movements | Edit | Send | More Action |

Add Green Note Add Yellow Note

List of correspondences and issues

Receipt/Issue No.	Subject	Type	Attached On
			Choose One
			Attach

Fig.eFile. 2228

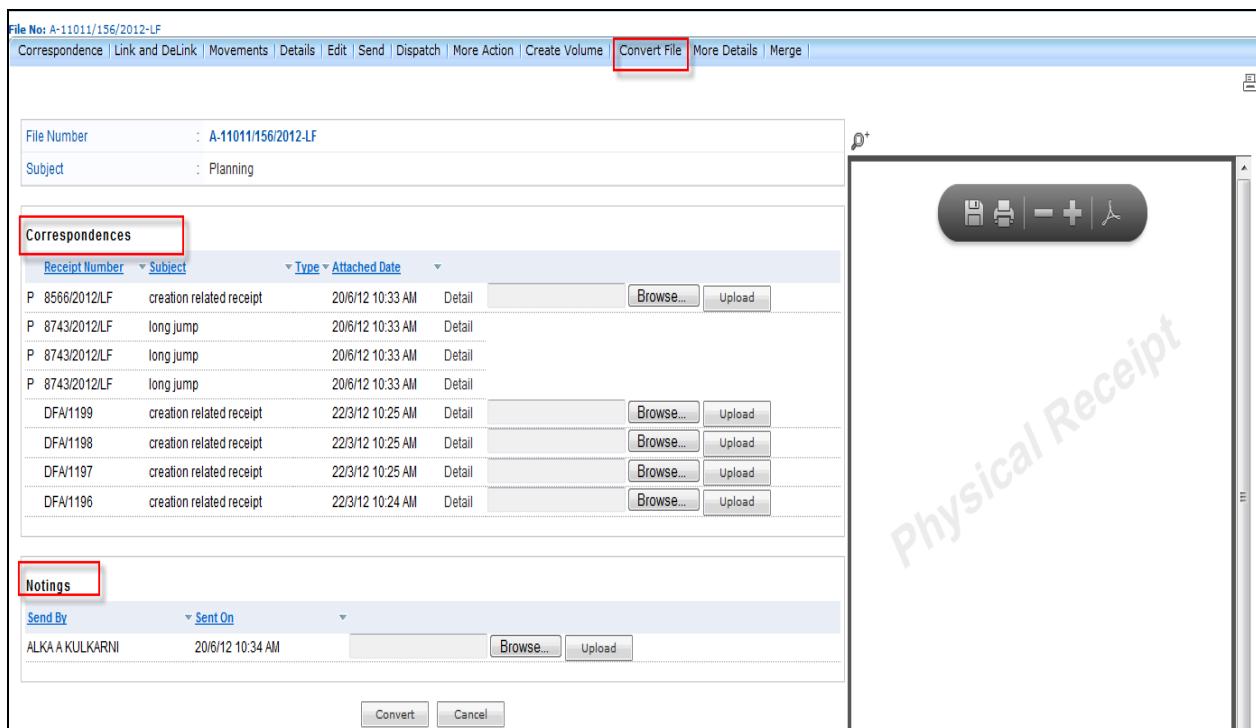
Note: You will learn the process of volume creation in detail in **Section 9**.

j) **Convert File:**

Helps the user to convert the Physical File to Electronic File only irrespective of the File location, whether it is attached with a receipt or from the File inbox/Created Section.

To convert a physical file to electronic file from within the file, user has to perform following steps:

- Click the '**Convert File**' () option, as a result, following screen appears, as shown in Fig.eFile.229:



File No: A-11011/156/2012-LF

Correspondence | Link and DeLink | Movements | Details | Edit | Send | Dispatch | More Action | Create Volume | **Convert File** | More Details | Merge |

File Number : A-11011/156/2012-LF
Subject : Planning

Correspondences

Receipt Number	Subject	Type	Attached Date	Detail	Browse...	Upload
P 8566/2012/LF	creation related receipt	20/6/12 10:33 AM	Detail	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	
P 8743/2012/LF	long jump	20/6/12 10:33 AM	Detail	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	
P 8743/2012/LF	long jump	20/6/12 10:33 AM	Detail	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	
P 8743/2012/LF	long jump	20/6/12 10:33 AM	Detail	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	
DFA/1199	creation related receipt	22/3/12 10:25 AM	Detail	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	
DFA/1198	creation related receipt	22/3/12 10:25 AM	Detail	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	
DFA/1197	creation related receipt	22/3/12 10:25 AM	Detail	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	
DFA/1196	creation related receipt	22/3/12 10:24 AM	Detail	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	

Notings

Send By	Sent On
ALKAA KULKARNI	20/6/12 10:34 AM

Fig.eFile. 2239

- Upload the scanned PDF's of Correspondence(s), DFA's and Noting(s) (if any), as shown in Fig.eFile.230:

File No: A-11011/156/2012-LF

Correspondence | Link and DeLink | Movements | Details | Edit | Send | Dispatch | More Action | Create Volume | Convert File | More Details | Merge |

File Number	:	A-11011/156/2012-LF
Subject	:	Planning

Correspondences

Receipt Number	Subject	Type	Attached Date	Detail	C:\Users\HCL\Desktop\Hil	Browse...	Upload
P 8566/2012/LF	creation related receipt		20/6/12 10:33 AM	Detail	C:\Users\HCL\Desktop\Hil	Browse...	Upload
P 8743/2012/LF	long jump		20/6/12 10:33 AM	Detail	C:\Users\HCL\Desktop\Hil	Browse...	Upload
P 8743/2012/LF	long jump		20/6/12 10:33 AM	Detail	C:\Users\HCL\Desktop\Hil	Browse...	Upload
P 8743/2012/LF	long jump		20/6/12 10:33 AM	Detail	C:\Users\HCL\Desktop\Hil	Browse...	Upload
DFA/1199	creation related receipt		22/3/12 10:25 AM	Detail	C:\Users\HCL\Desktop\Hil	Browse...	Upload
DFA/1198	creation related receipt		22/3/12 10:25 AM	Detail	C:\Users\HCL\Desktop\Hil	Browse...	Upload
DFA/1197	creation related receipt		22/3/12 10:25 AM	Detail	C:\Users\HCL\Desktop\Hil	Browse...	Upload
DFA/1196	creation related receipt		22/3/12 10:24 AM	Detail	C:\Users\HCL\Desktop\Hil	Browse...	Upload

Notings

Send By	Sent On	C:\Users\HCL\Desktop\Hil	Browse...	Upload
ALKAA KULKARNI	20/6/12 10:34 AM	C:\Users\HCL\Desktop\Hil	Browse...	Upload

Convert **Cancel**

Fig.eFile. 22430

- After uploading the scanned PDF's, click the '**Convert**' () button (Fig.eFile.230), as a result the Nature of the File gets changed i.e. Physical File gets changed to Electronic File.

k) More Details:

Helps the user to view the details of all the merged File(s).

In '**Merged Files**' option '**More Details**' user can view all merged files (if any), as shown in Fig.eFile.231:

File No: A-11011/156/2012-LF

Correspondence | Link and DeLink | Movements | Details | Edit | Send | Dispatch | More Action | Create Volume | Convert File | More Details | Merge |

File Number :	A-11011/156/2012-LF	Subject :	Planning
Opening Date :	19/06/12 02:42	Remarks :	Planning
Main Category :		Sub Category :	
Previous Reference :		Later Reference :	
Merged Files			
S.No	Number	Subject	
1	C/29/2012-CC	high jump	
2	D/72/2012-LF	test	
3	E-12/1/2012-PRT-VOLUME[2]	Training matter	
4	SFSPFILEG-001	SFS P File G-001	

Fig.eFile. 22531

Merged Files can be open by clicking the File number and that is in read Only mode.

I) Merge:

Helps the user to merge some other File with the working file.

Files having Physical nature only can be merged with one another. Electronic files cannot be merged.

To merge another File with the working File, user has to perform following steps:

- Click the '**Merge**' () link from within the working file, as a result, **Merge Files** screen appears as shown in Fig.eFile.232:

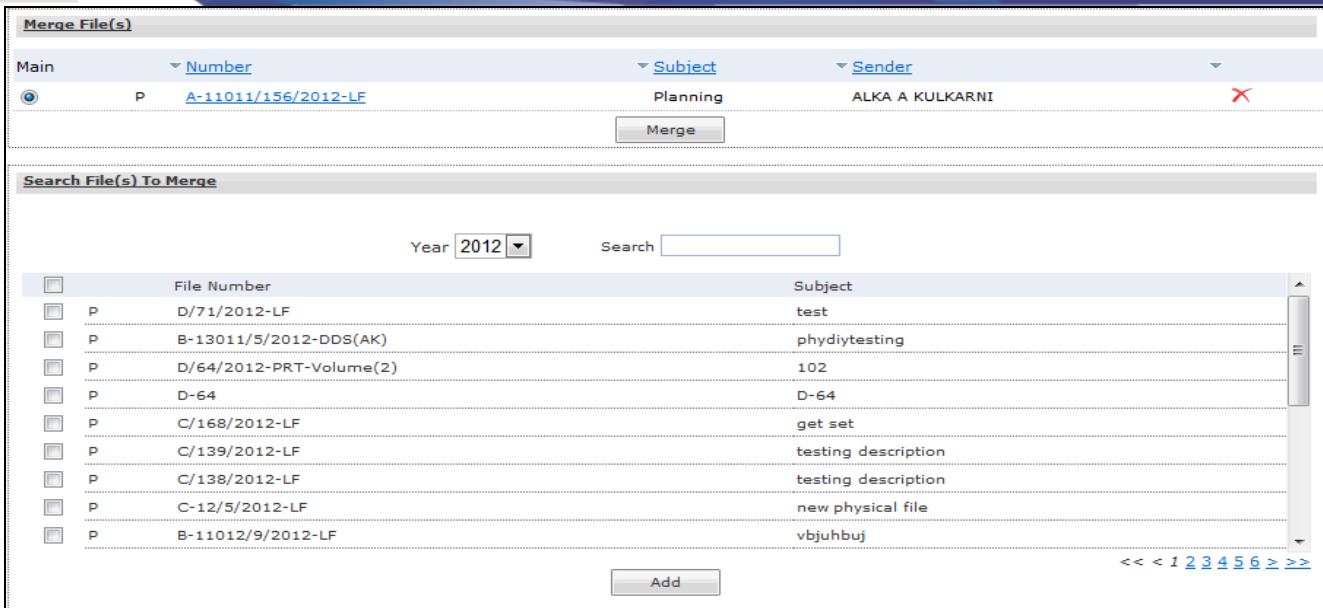


Fig.eFile. 22632

- Select the Files from 'Search File(s) to merge' window and click the 'Add' button, as shown in Fig.eFile.233:

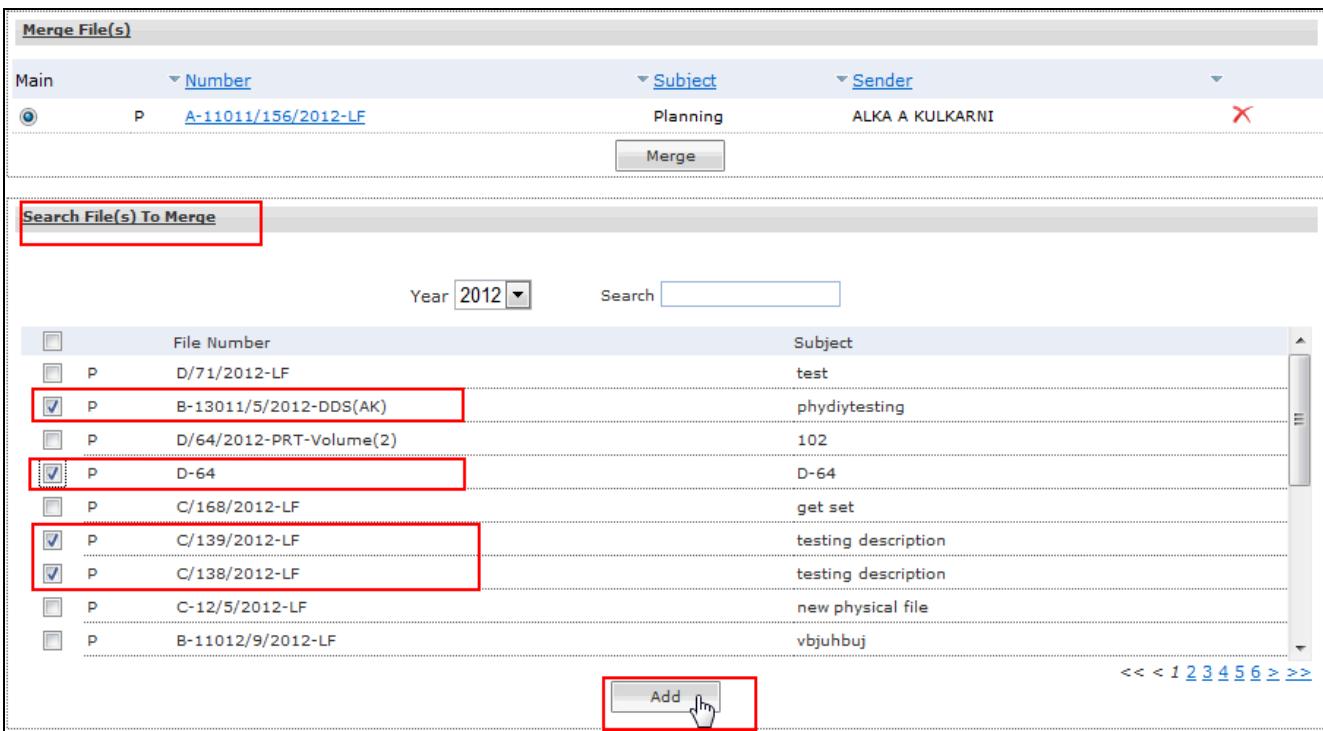


Fig.eFile. 22733

As a result, the selected file(s) appears in the Merge File(s) window, as shown in Fig.eFile.234:

The screenshot shows the 'Merge File(s)' interface. At the top, there's a header bar with tabs for 'Main', 'Number', 'Subject', and 'Sender'. Below this is a table listing several files, each with a checkbox, a file number, a subject, and a sender name. A red box highlights the first five rows of the table. At the bottom of the table is a 'Merge' button.

Below the table is a section titled 'Search File(s) To Merge' with a 'Year' dropdown set to '2012' and a 'Search' input field. This section contains a list of files with checkboxes, file numbers, subjects, and senders, similar to the main table but without the red box. At the bottom of this section is an 'Add' button and a page navigation area with links 1 through 6.

Fig.eFile. 22834

- Click the 'Merge' (Merge) button (Fig.eFile.234), as a result the files will get merged with the main working file, as shown in Fig.eFile.235:

The screenshot shows the main working file details for 'File No: A-11011/156/2012-LF'. Below the details is a 'Merged Files' section with a red box around it. This section has a header 'S.No' and 'Number' with a 'Subject' column. It lists eight merged files with their respective numbers, subjects, and descriptions.

S.No	Number	Subject
1	C/29/2012-CC	high jump
2	C/138/2012-LF	testing description
3	C/139/2012-LF	testing description
4	D-64	D-64
5	B-13011/5/2012-DDS(AK)	phydlytesting
6	D/72/2012-LF	test
7	E-12/1/2012-PRT-VOLUME(2)	Training matter
8	SFSFILEG-001	SFS P File G-001

Fig.eFile. 2295

Physical

Create New (SFS): This option creates a physical file with SFS standard i.e. the user can enter File No. without any restriction or standards.

- Click on the **Create New (SFS)** option under **Physical File** under the left navigation.

As a result, File Cover Page screen appears as shown in Fig.eFile.236:

The screenshot shows the 'File Cover Page' interface. At the top, it displays the Government of India logo and 'NIC'. Below that, there are sections for 'File No.' (mandatory), 'Subject' (mandatory), and 'Description' (mandatory). The 'Category' section includes 'Main' and 'Sub' dropdown menus, both currently set to 'Choose One'. Under 'Other Details', there is a 'Classified' dropdown and a large 'Remarks' text area. At the bottom, there are fields for 'Previous Reference' and 'Later Reference', and a 'Continue Working' button.

Fig.eFile. 2306

- Enter the necessary details on the File Cover Page. **File No.** and **Subject Description** are the Mandatory fields, as shown in Fig.eFile.237:

The screenshot shows the 'eFile Implementation' section under 'Subject'. The 'Description*' field contains 'eFile Implementation'. Under 'Category', 'Main' is set to 'Appointments' and 'Sub' is set to 'Choose One'. In the 'Other Details' section, 'Classified' is set to 'Choose One'. There are fields for 'Remarks', 'Previous Reference', and 'Later Reference'. A 'Continue Working >' button is at the bottom.

Fig.eFile. 2317

After filling the necessary details, click the **Continue Working** () button (Fig.eFile.237) to create a new physical file. As a result, file gets created, as shown in Fig.eFile.238:

The screenshot shows a file record with the following details:
File No: EFILE/110112/2012-IMP
File Number: EFILE/110112/2012-IMP
Opening Date: 14/06/12 04:50
Main Category:
Previous Reference:
File Movement History: (This field is highlighted with a red box)
Subject: eFile Training sched...
Remarks:
Sub Category:
Later Reference:
Sender:
Sent on:
Sent to:
Action:
Remarks:
A 'Continue Working >' button is visible at the top right of the page.

Fig.eFile. 2328

- User can perform same operations on a file as explained in **Create Non-SFS** file.

Electronic File:

Electronic File option under the Files section helps the user to create an Electronic File.

Electronic File Link Contains 2 options:

- i) **Create New (Non-SFS):** This option creates an Electronic file with Non-SFS standard i.e. the user has to select the available heads for the nomenclature of File.

To create a New File user has to perform the following steps:

- Click the **Create New (Non-SFS)** option from the Left navigation panel under the **Electronic File** section.

As a result, File Cover Page screen appears as shown in Fig.eFile.239:

Fig.eFile. 2339

- Enter the necessary details on the File Cover Page. **File Basic Head** and **Subject Description** are the Mandatory fields, as shown in Fig.eFile.240:

भारत सरकार
GOVERNMENT OF INDIA

NIC
ADM

File No.* J - JM | 11 - Hu | 11 - NH | 11 - Cu | 2011 | ADM ✓

Subject: Judiciary Matter

Description*:

Category: Main: Appointments
Sub: Choose One

Other Details:

Classified: Choose One

Remarks: Urgent Matter

Previous Reference: [Empty]

Later Reference: [Empty]

Work On File Later ➤ Continue Working ➤

Fig.eFile. 234

- After filling the necessary details, click the **Continue Working** (Continue Working ➤) button (Fig.eFile.240) to create a new file. As a result, file gets created, along with a unique file number based on the selection of heads as shown in Fig.eFile.241:

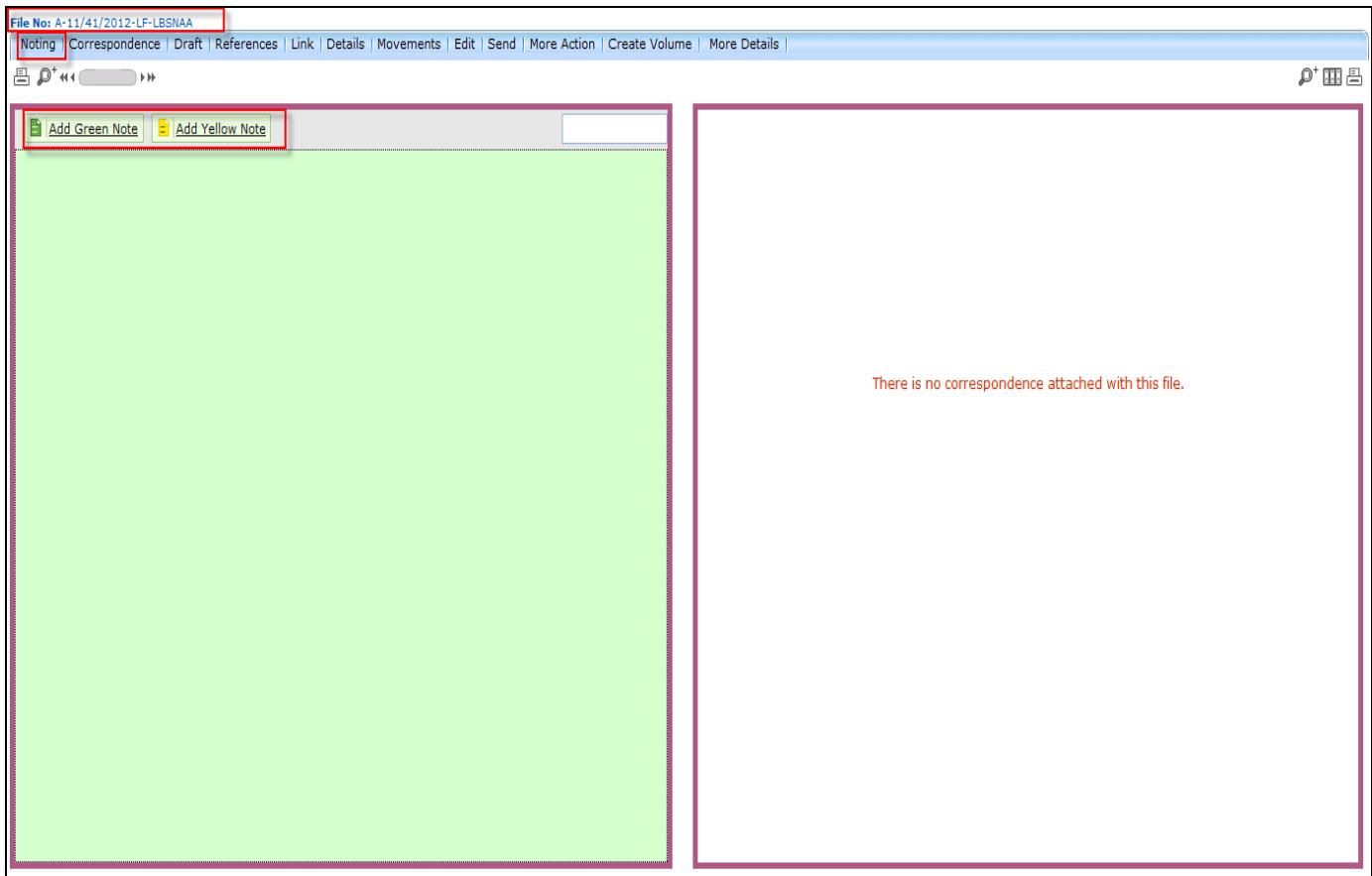


Fig.eFile. 23541

User can also click the Work on File Later (button if want to work on File later on. And so the file moves to Draft section of Created File link. In this case the unique number of file is not generated.

User can perform different operations on a file, For instance:

- a) **Add note:** With the help of this feature user can add a **green note** or a **yellow note** onto the newly created file or existing File.

To add a Green Note user has to perform following steps:

- Click the **Add Green Note** link, as shown in Fig.eFile.242:

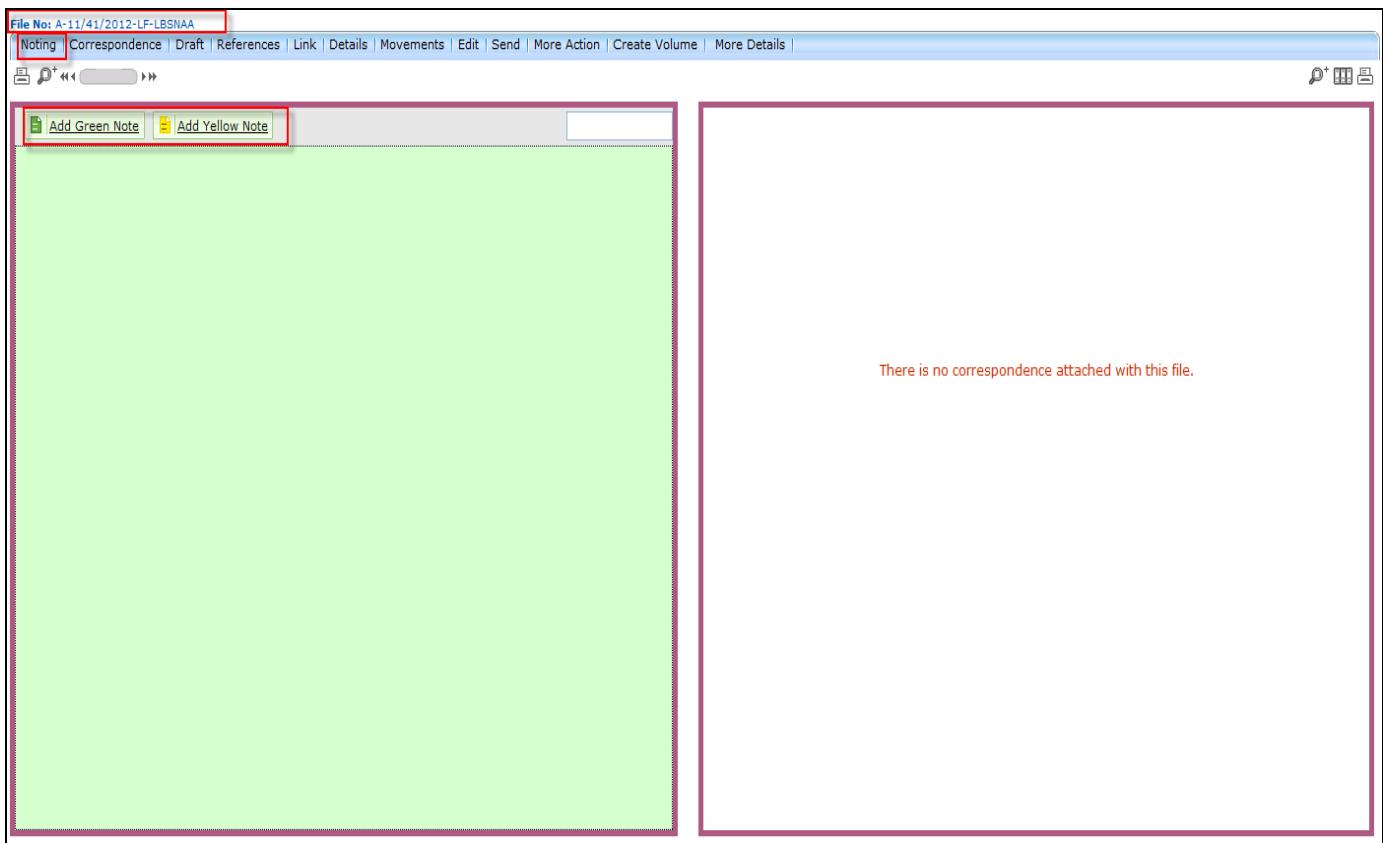


Fig.eFile. 23642

As a result, noting becomes active and user can add note.

- After making a note, user has to click the **Save** (Save icon) Button to save the noting, as a result noting is prepared and saved.
- The User can also attach a document (**Pdf Format** only) by clicking the **Attach File** (Attach File icon) button at the bottom of the noting portion.

To add a Yellow Note user has to perform following steps:

- Click the **Add Yellow Note**, as shown in Fig.eFile.243:

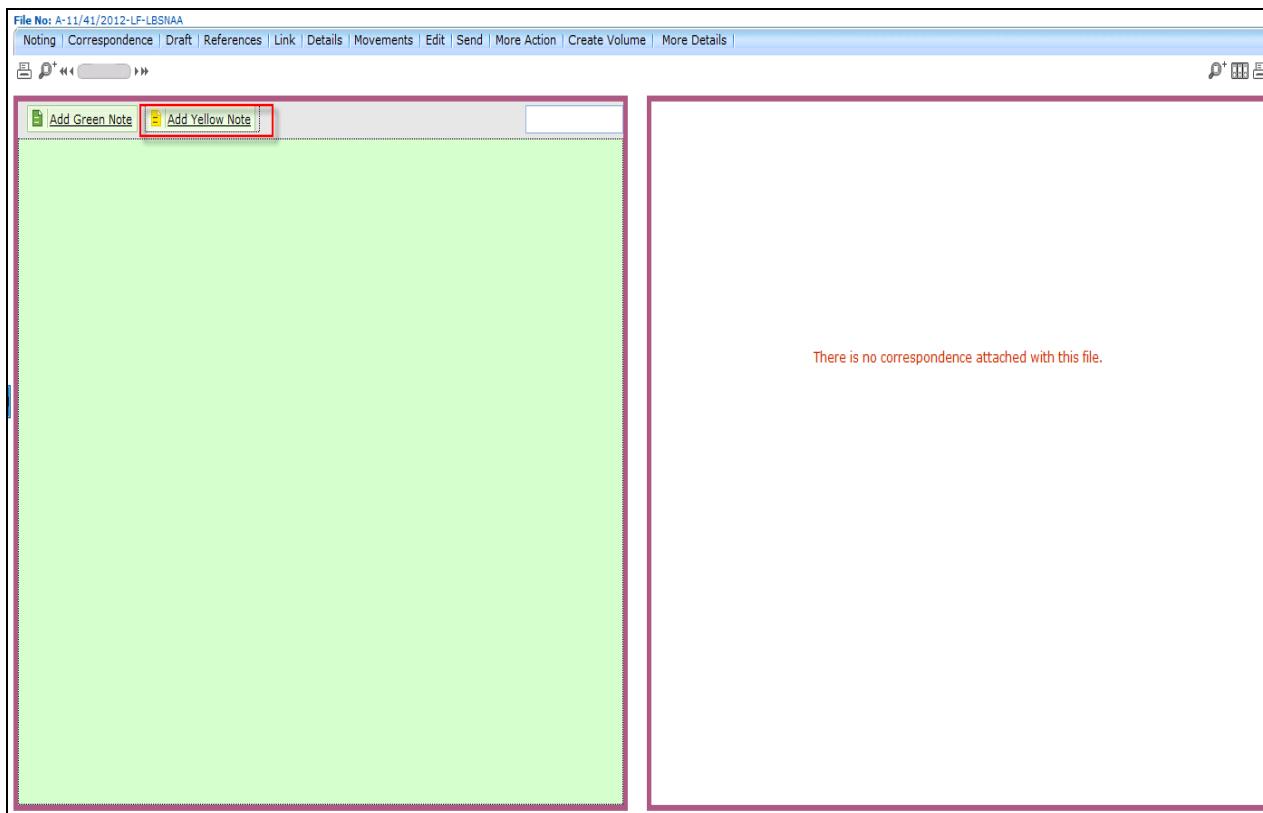


Fig.eFile. 23743

As a result **Yellow Note sheet page appears** on Notings portion, as shown in Fig.eFile.244:

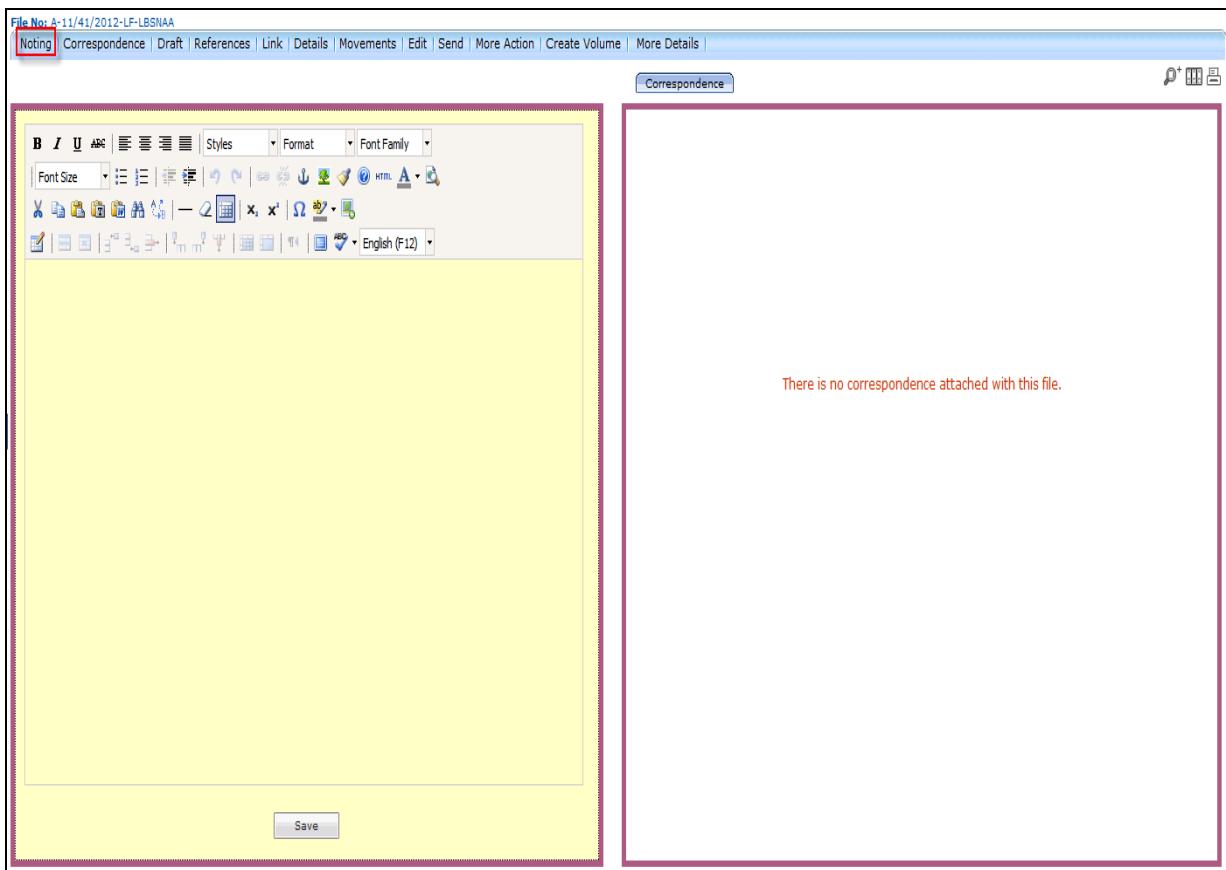


Fig.eFile. 23844

- After making a note on yellow sheet, click the **Save** () Button, shown in Fig.eFile.245:

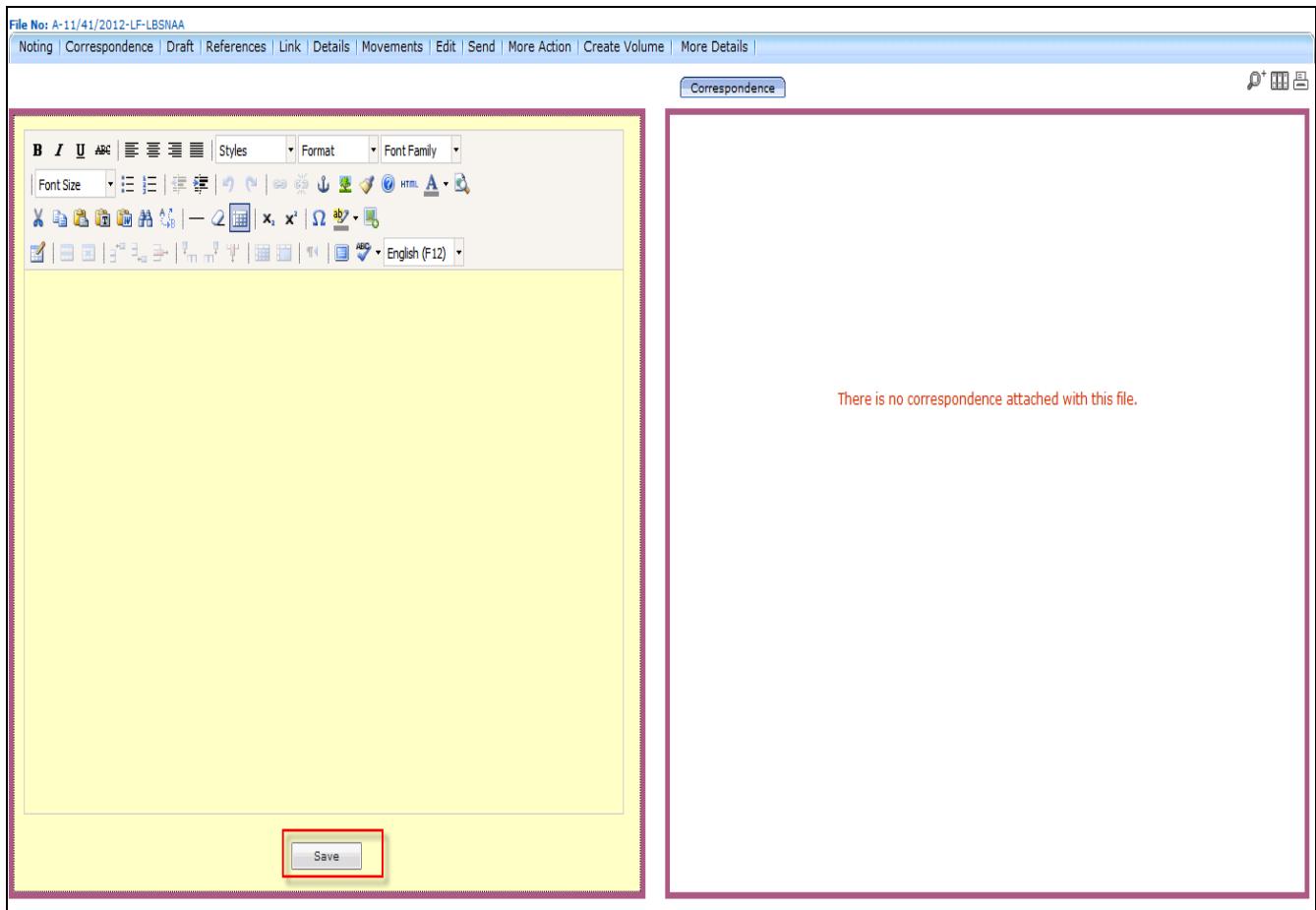


Fig.eFile. 2395

As a result, yellow note get saved.

- After clicking the **save** (button), user has 3 options:
 - **Edit** () : Refers to **Edit** the Yellow Note
 - **Discard** () : Refers to **Discard** the Yellow Note
 - **Confirm** () : Refers to **Confirm** the Yellow note.

User can perform any options as per authorization.

Once the yellow note gets confirmed, noting gets finalized and saved to main Green sheet Noting of File. At a time only one noting is active, either yellow note or Main Green sheet note.

b) Correspondence:

With the help of this feature user can attach correspondence/Receipt to the working File.

To attach Correspondence user has to perform following steps:

- Perform All Steps of creating a new file.
- Click the **Correspondence** () Link (Fig.eFile.245), as a result **List of Correspondences and issues** page appears on right side of Noting page, as shown in Fig.eFile.246:

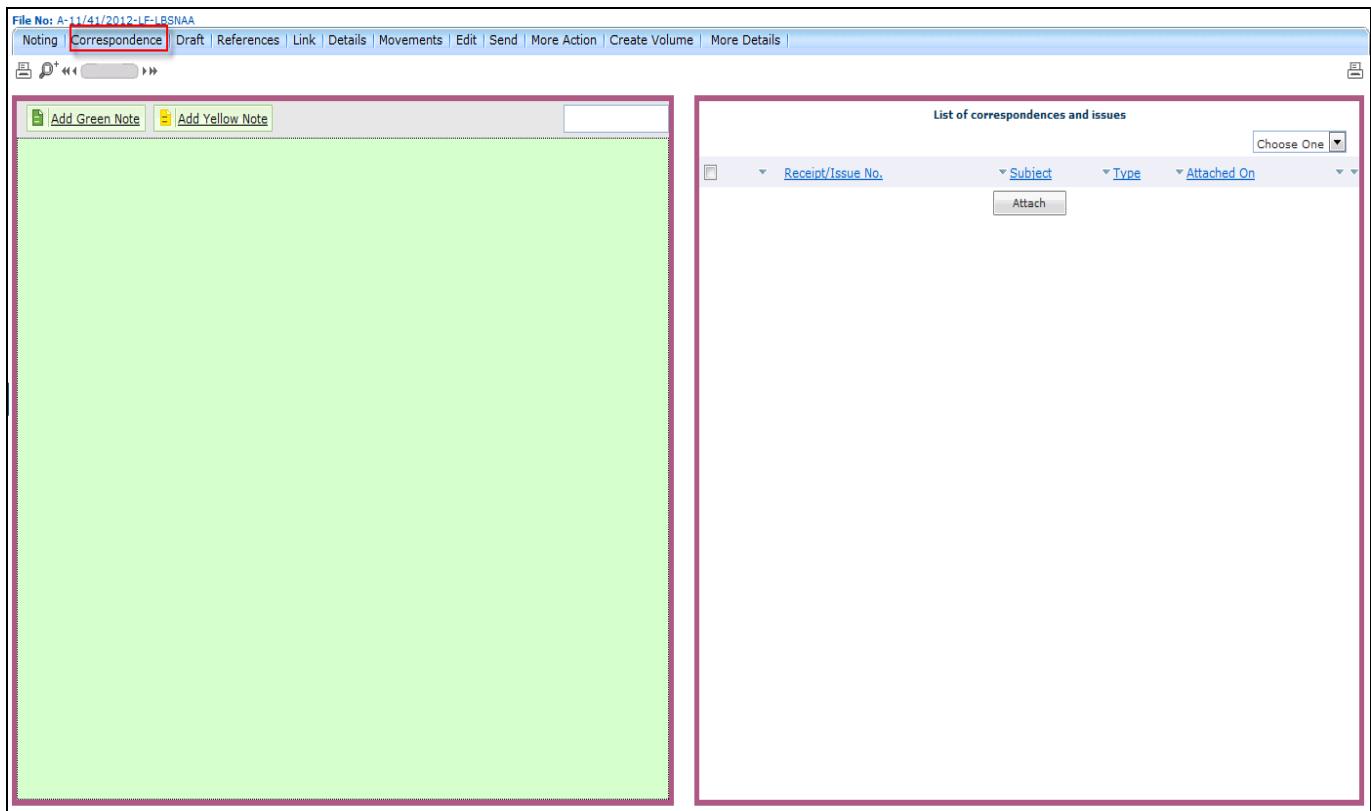


Fig.eFile. 2406

- Click the **Attach** () Button (Fig.eFile.246), as a result, the **Receipt Search window** appears, as shown in Fig.eFile.247:

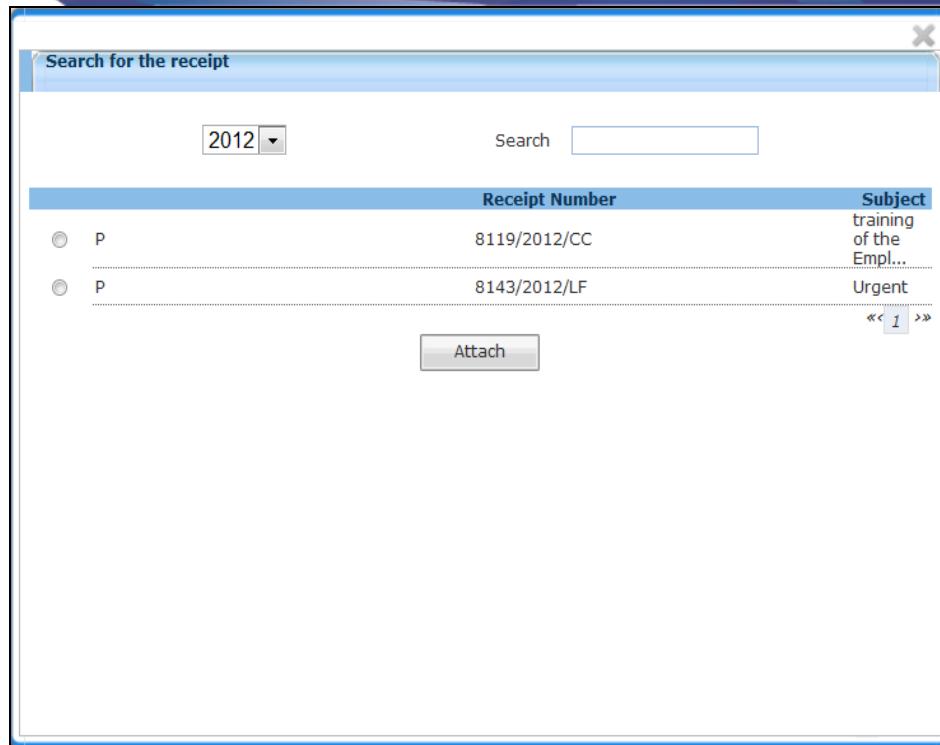


Fig.eFile. 2417

- Select the receipt from the **Receipt Search window** to attach with the file.
- After selecting the receipt, click the **Attach** () button (Fig.eFile.247). As a result, the receipt gets attached to the file, as shown in Fig.eFile.248:

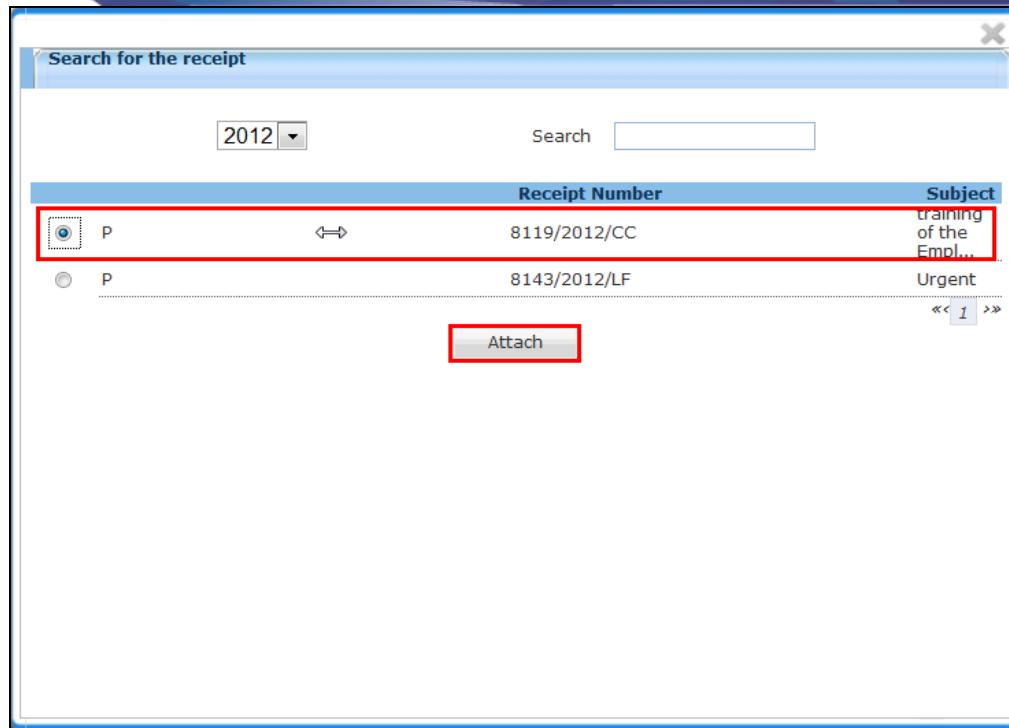


Fig.eFile. 2428

Type of the receipt can be changed from the dropdown menu available at the top of **TOC of correspondences** page:

i) **Mark As PUC:**

Helps the user to **mark** the receipt as **Paper Under Consideration (PUC)**.

To mark a receipt as Paper under Consideration (PUC) user has to perform following steps:

- Select the receipt from the **TOC of Correspondences** which needs to be marked as PUC, as shown in Fig.eFile.249:

By default the first receipt attached to a file is marked as PUC1 (Paper under Consideration).

File No: A-11/41/2012-LF-LBSNAA

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send | More Action | Create Volume | More Details |

Print Back Forward

Add Green Note | Add Yellow Note

List of correspondences and issues				
	Receipt/Issue No.	Subject	Type	Attached On
P	10627/2012/LIB	GS Sharma -001	PUC1	19/09/12 12:46

Choose One

Attach

Fig.eFile. 2439

- Select the type as **PUC** from the dropdown menu, as shown in Fig.eFile.250:

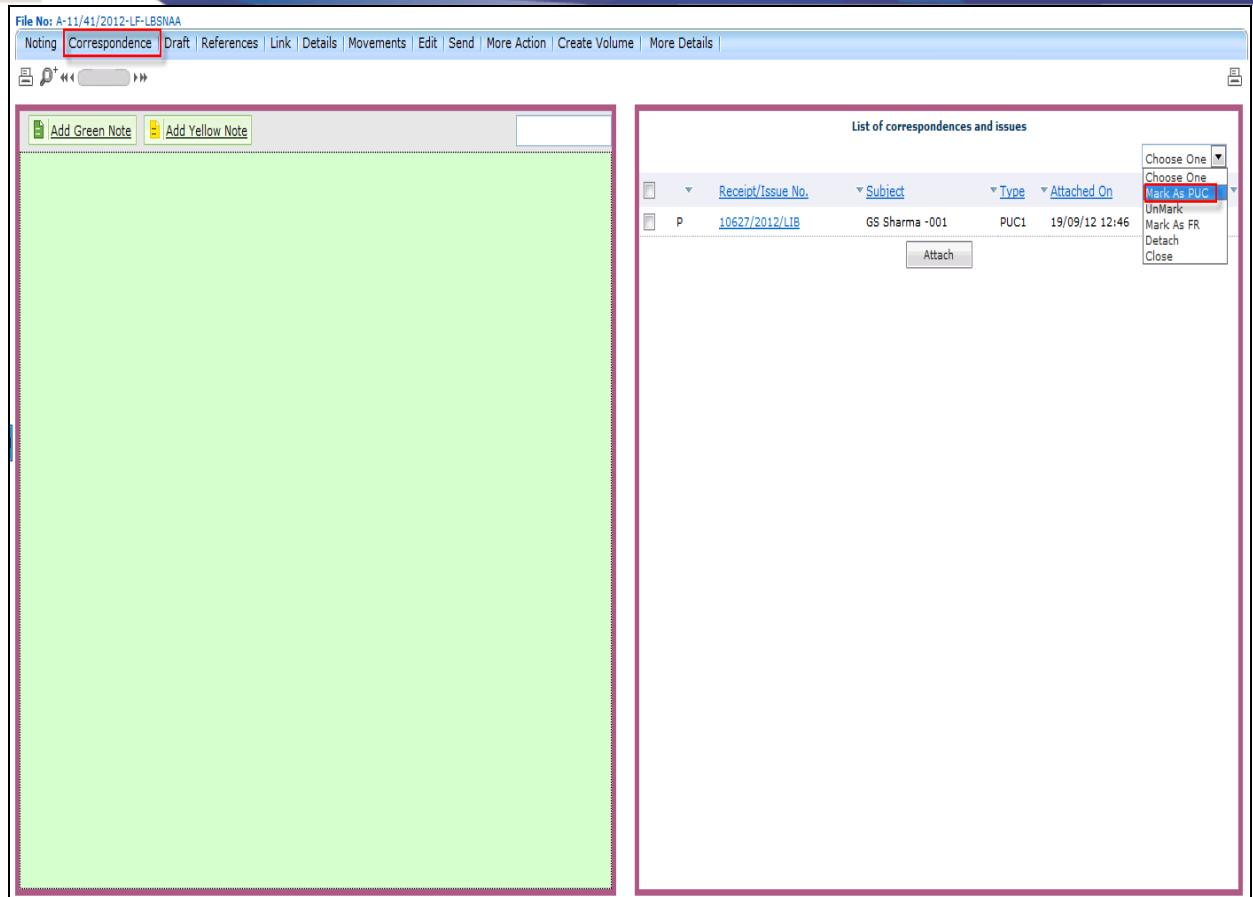


Fig.eFile. 24450

ii) **Unmark:** Helps the user to **unmark** the receipt, if it is marked as PUC or FR.

To unmark an already marked receipt user has to perform following steps:

- Select the receipt from the **TOC of Correspondences** which needs to be Unmarked.
- Select the type as **Unmark** from the dropdown menu.

iii) **Mark As FR:** Helps the user to mark the receipt as **Fresh Receipt (FR)**.

To mark a receipt as Fresh Receipt (FR) user has to perform following steps:

- Select the receipt from the **TOC of Correspondences** which needs to be marked as FR, as shown in Fig.eFile.251.

The screenshot shows the eOffice digital workspace. On the left, there is a large green rectangular area labeled "Add Green Note". Above this area are two buttons: "Add Green Note" (with a green icon) and "Add Yellow Note" (with a yellow icon). At the top of the screen, there is a navigation bar with the following links: Noting, Correspondence, Draft, References, Link, Details, Movements, Edit, Send, More Action, Create Volume, and More Details. Below the navigation bar, there is a toolbar with icons for file operations like Open, Save, Print, and Copy/Paste.

On the right side of the screen, there is a table titled "List of correspondences and issues". The table has columns: Receipt/Issue No., Subject, Type, and Attached On. There is one visible row:

	Receipt/Issue No.	Subject	Type	Attached On
<input checked="" type="checkbox"/>	P 10627/2012/LIB	GS Sharma -001	PUC1	19/09/12 12:46

Below the table is a button labeled "Attach". To the right of the table, there is a context menu with the following options: Choose One, Choose One, Mark As PUC, UnMark, **Mark As FR** (which is highlighted in red), Detach, and Close.

Fig.eFile. 24551

- Select the type as **FR** from the dropdown menu, as shown in Fig.eFile.252:

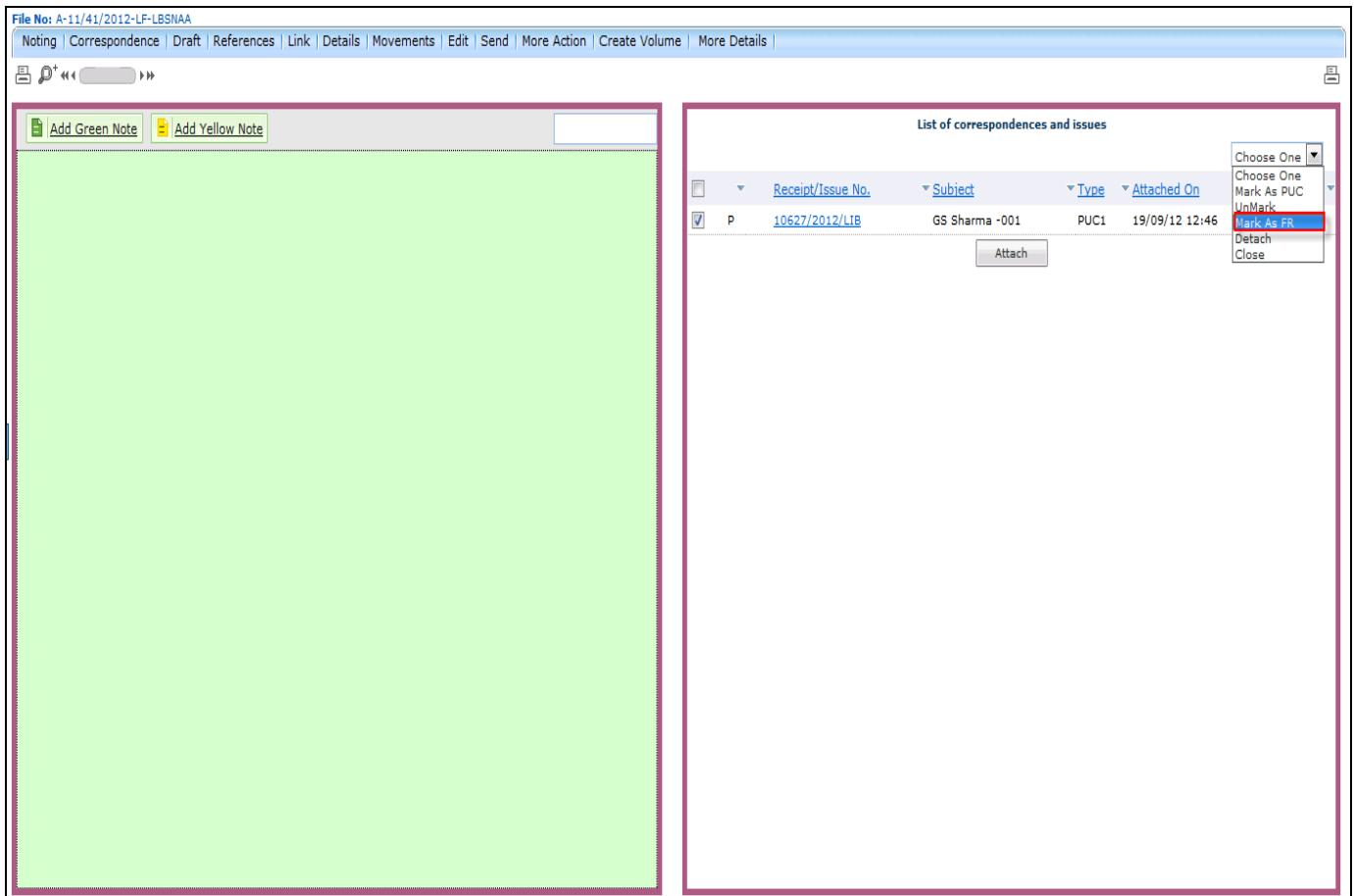


Fig.eFile. 24652

- Then, select the PUC Number from the dropdown menu as shown in Fig.eFile.253:

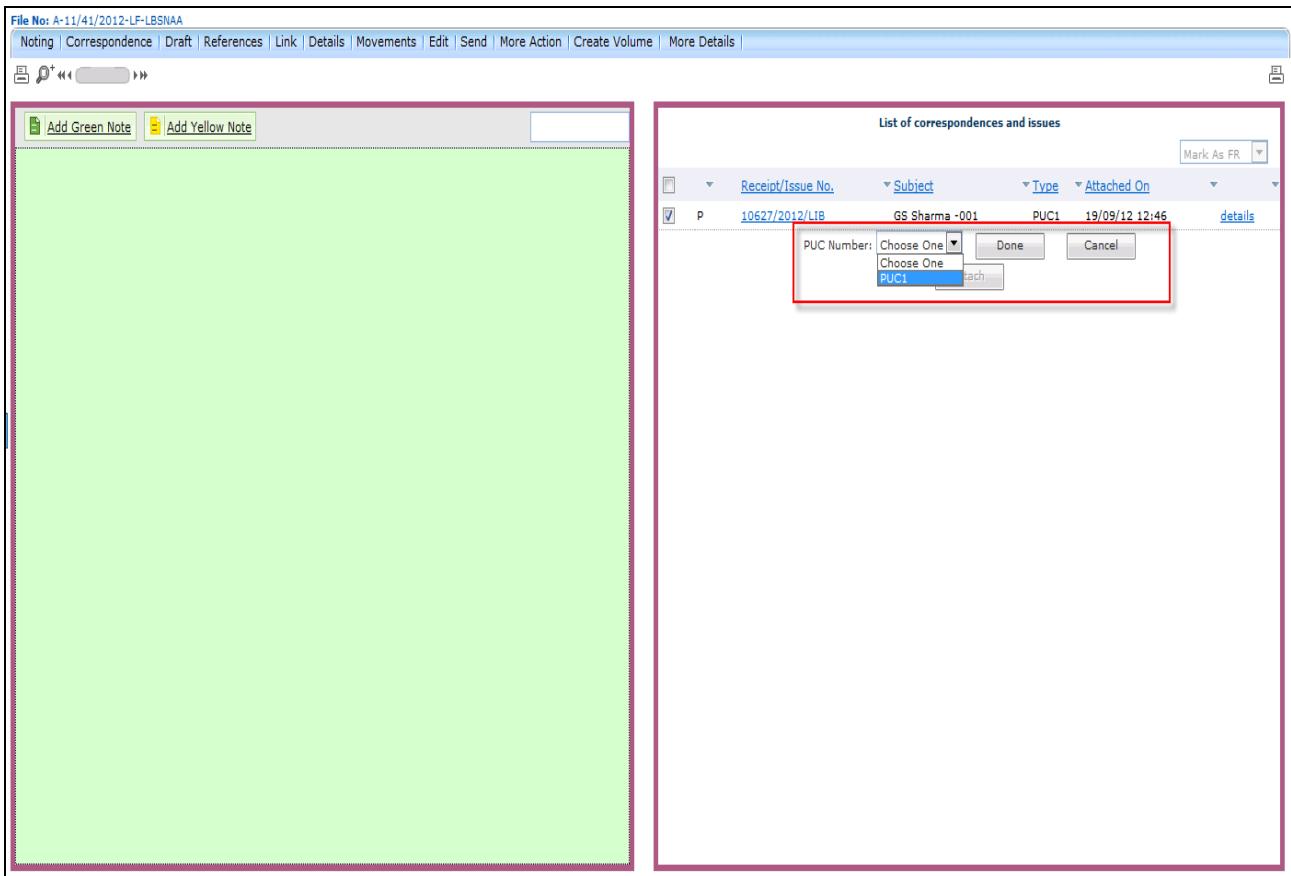


Fig.eFile. 24753

- Click the 'Done' () button (Fig.eFile.248), as a result the receipt gets marked as FR.

iv) **Detach:**

Helps the user to **Delete/Detach** the attached receipt from **TOC of Correspondences**.

If the user detaches a receipt which is marked as PUC then its related FR's will be unmarked. (Only the initiator of the file can detach the receipts).

To detach a receipt, user has to perform following steps:

- Select the receipt from the **TOC of Correspondences** which needs to be detached:
- Select the type as **Detach** from the dropdown menu, as shown in Fig.eFile.254:

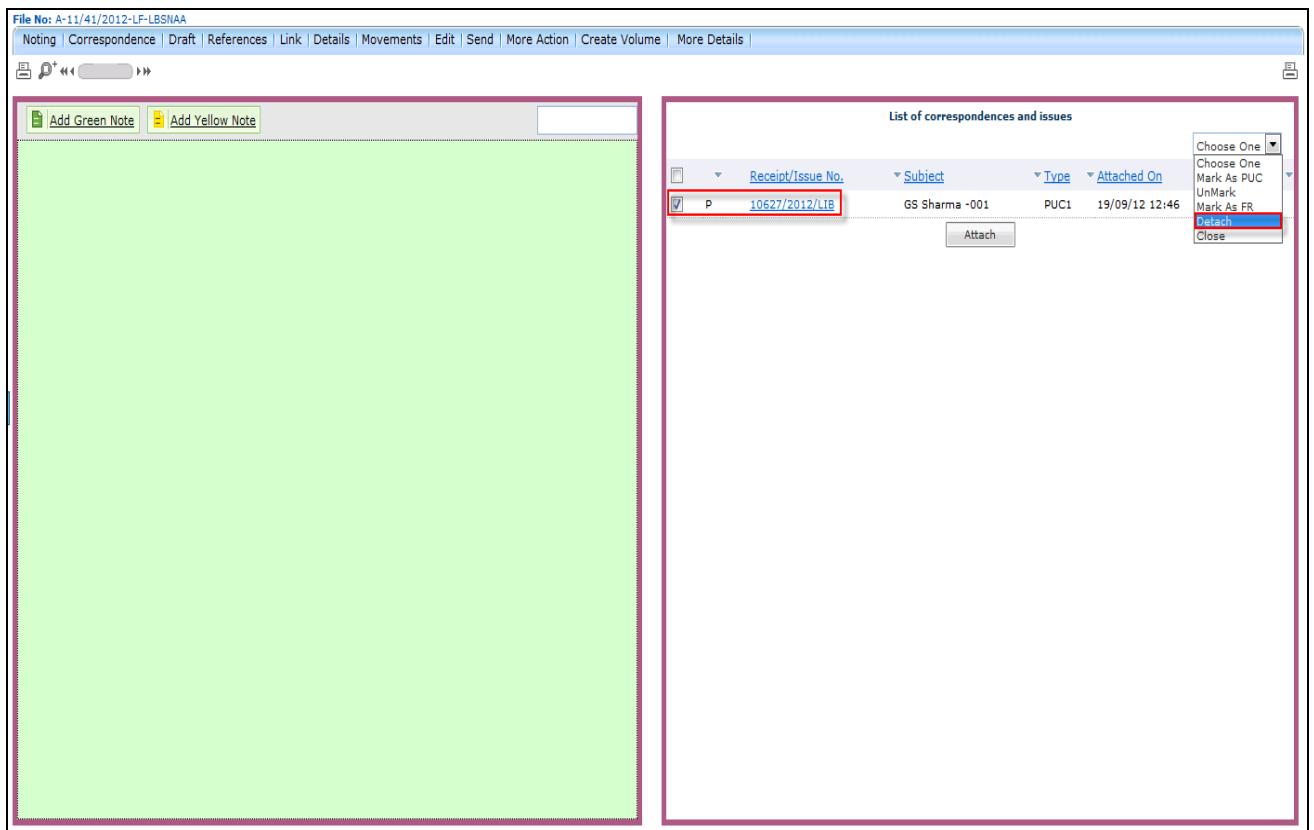


Fig.eFile. 24854

v) **Close:**

Helps the user to **close** the attached receipt from **TOC of Correspondences**.

To close a receipt, user has to perform following steps:

- Select the receipt from the **TOC of Correspondences** which needs to be closed, as shown in Fig.eFile.255:

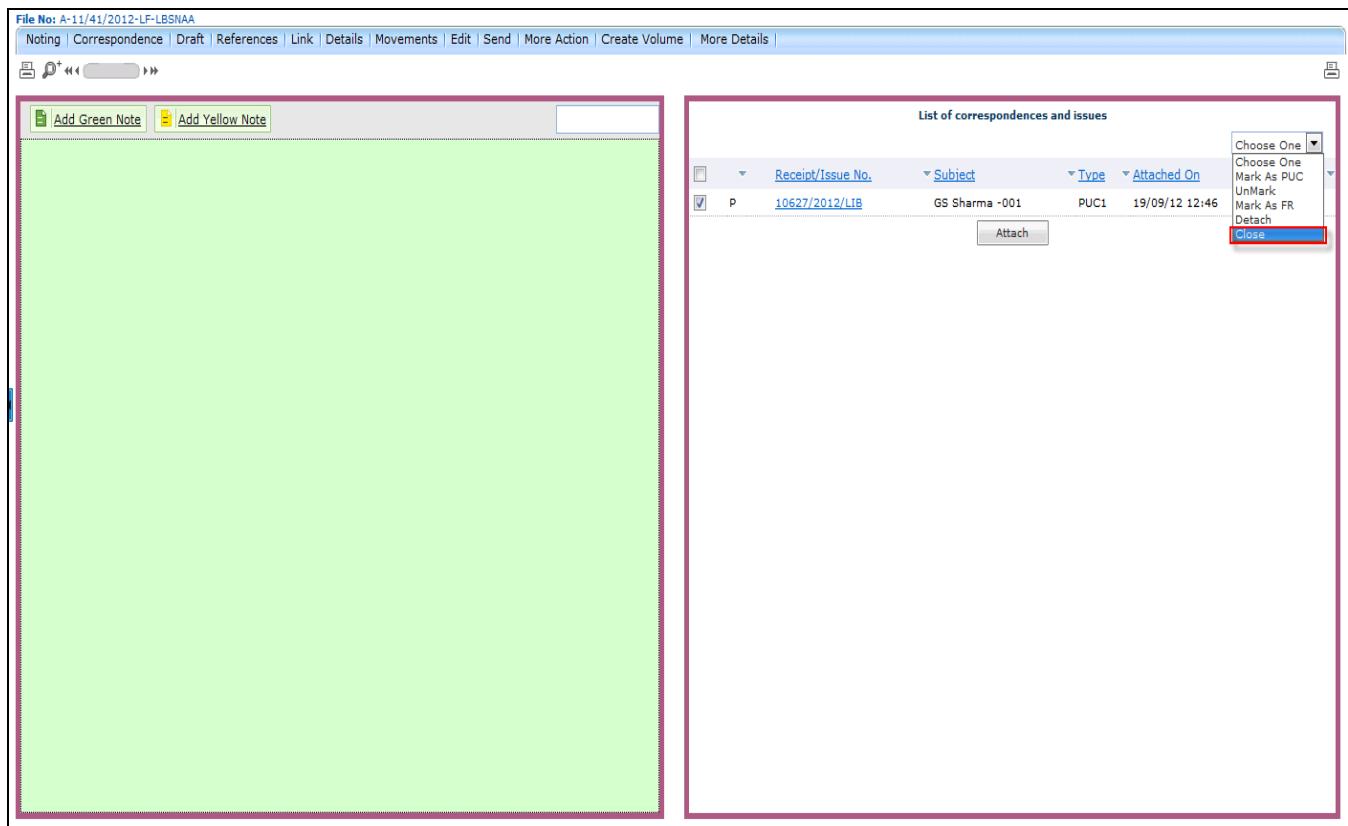


Fig.eFile. 2495

- Select the type as **Close** from the dropdown menu, as shown in Fig.eFile.256.

The screenshot shows the eOffice software interface. On the left, there is a note editor window titled "Add Green Note" with a large green text area. Above the note editor are buttons for "Add Green Note" and "Add Yellow Note". At the top of the screen, there is a navigation bar with links: Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send | More Action | Create Volume | More Details | Print | Refresh | Back | Forward | Home.

On the right, there is a list titled "List of correspondences and issues". The list contains one item:

Receipt/Issue No.	Subject	Type	Attached On
P 10627/2012/LIB	GS Sharma -001	PUC1	19/09/12 12:46

Below the list are buttons: "Attach", "Close" (which is highlighted with a red box), and "Delete".

Fig.eFile. 2506

As a result, **Close confirmation Box** appears as shown in Fig.eFile.257:



Fig.eFile. 2517

- Enter the Remarks and click the **OK** (highlighted with a red box) button, as shown in Fig.eFile.258:



Fig.eFile. 2528

As a result, the selected receipt gets closed and so moves to **Closed** Link of Receipts section of the creator of the receipt.

c) **Draft:** With the help of this feature user can **create New Draft** and **View existing Drafts** in the File.

To create New Draft user has to perform following steps:

- Perform All Steps of creating a new file.
- Scroll mouse over **Draft** (**Draft**) link and click the **Create New Draft** option under it, as shown in Fig.eFile.259:

File No: A-11/41/2012-LF-LBSNAA

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send | More Action | Create Volume | More Details | [Create New Draft](#)

[View Draft](#)

Receipt Details

Reply New/Fresh Financial Senciton

Is Classified Yes No

Language of draft

Subject* (Maximum of 250 Characters)

Communication Details

Ministry

Department

Name*

Designation

Organization

Address 1 *

Address 2

Email

Country

State

City

Pincode

Telephone

Fax

[+ Add More Recipients](#)

[Clear Fields](#)

Attachment [Browse...](#) [Upload](#)

Basic View

Untitled Document
Government of West Bengal
Office of the State Registrar
State Election Commission
No. _____ Date : 03.08.2012

Print :
Copy No:

ADMG1 [ADMG LETTER HEAD](#)

Add: District Magistrate (General)
Additional Collector
District & Pargana
Revenue Actmrs - 100124

Ramdhir Kumar, IAS

Fig.eFile. 2539

As a result **Create New Draft** page appears, as shown in Fig.eFile.260:

File No: A-11/41/2012-LF-LBSNAA

Noting Correspondence Draft References Link Details Movements Edit Send More Action Create Volume More Details

Create New Draft **View Draft**

Receipt Details

Reply New/Fresh

Financial Senciton

Is Classified Yes No

Language of draft Choose One

Subject* (Maximum of 250 Characters)

Communication Details

Ministry Choose One

Department Choose One

Name*

Designation

Organization

Address 1 *

Address 2

Email

Country Choose One

State Choose One

City

Pincode

Telephone

Fax

[+ Add More Recipients](#)

Attachment

Basic View

Untitled Document

Government of West Bengal
Office of the State Registrar
With due respect
to yourself

Date : 03.08.2012

No _____/Gen/B

Ramkrishna Dasgupta

Add. District Registrar
(General)
Additional Collector
North 24 Parganas
Boron Taluk - PO/BN

Ramkrishna Dasgupta

Yours faithfully,

Copy No:

ADMG1

ADMG LETTER HEAD

Fig.eFile. 25460

- Enter the mandatory fields like **Subject**, **Name** and **Address** and other necessary details (Fig.eFile.260).
 - Either directly type the draft manually or choose the **predefined template** and click the **View** () Button, as shown in Fig.eFile.261:

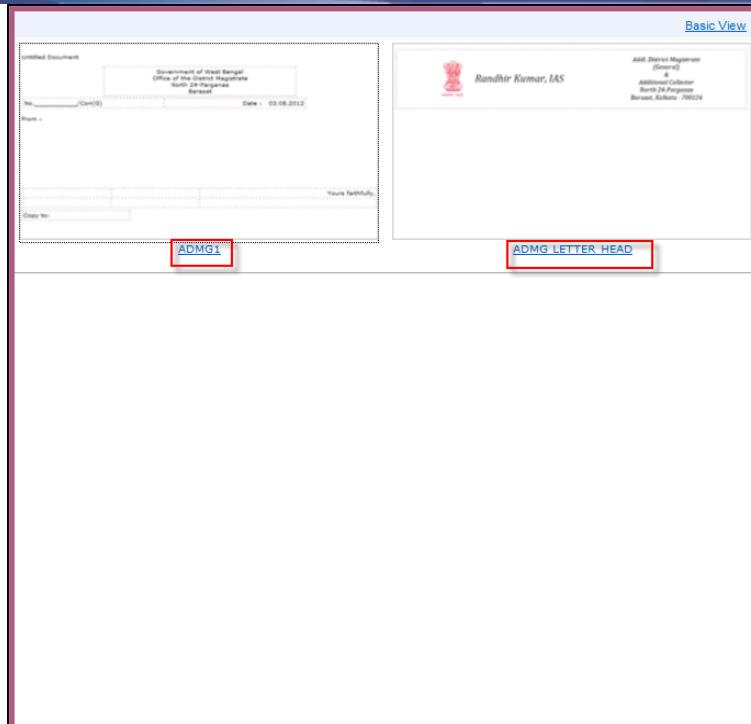


Fig.eFile. 25561

- Select the Template (if required) and click Ok to modify the word document and then **Save** () button as shown in Fig.eFile.262:

Fig.eFile. 25662

- As a result the Word document appears. User can make the changes in the content of the word document and after making the necessary changes user can save the documents as shown in Fig.eFile.263:

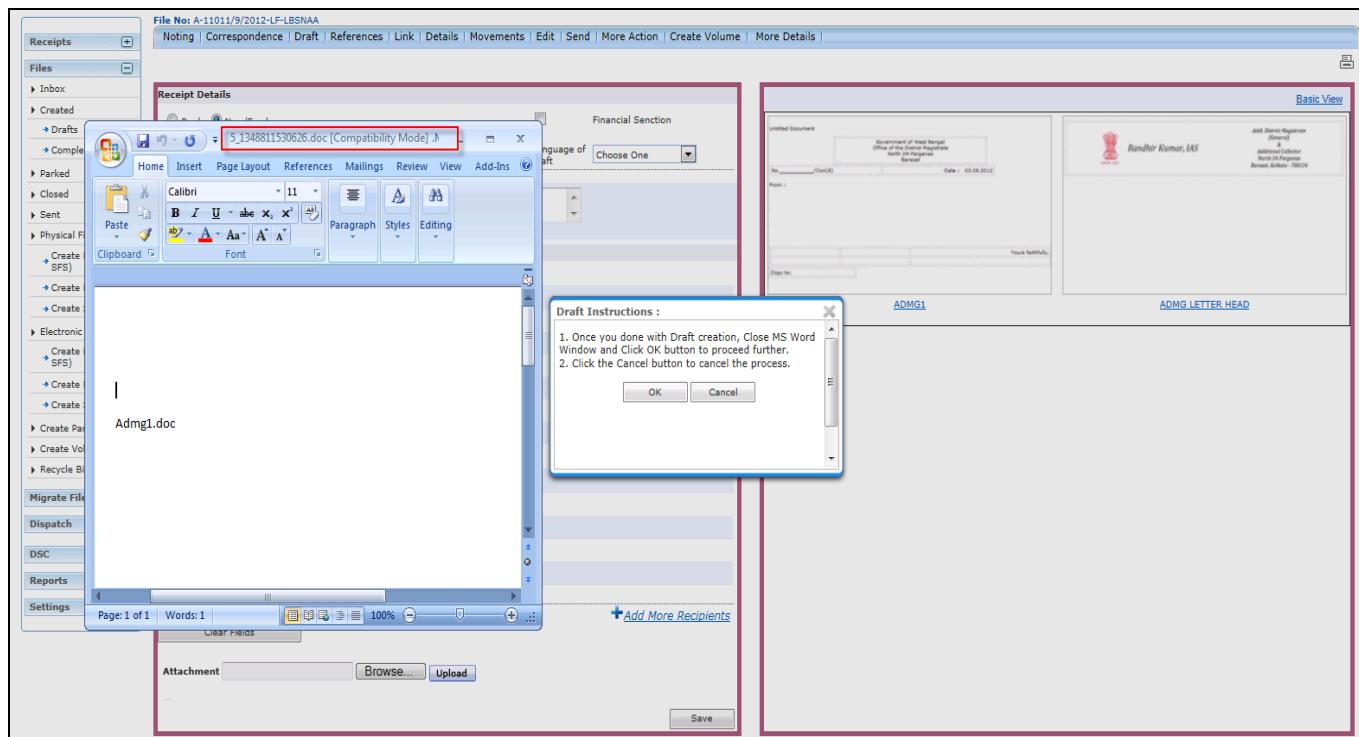


Fig.eFile. 25763

Now user can click the OK button in the Draft Instructions Pop Up to complete the Draft creation process

To avoid the word document User can click on Cancel button to move to next step.

As a result new Draft is created.

- To Edit Created DFA, Click on Edit button as shown in Fig.eFile.264:

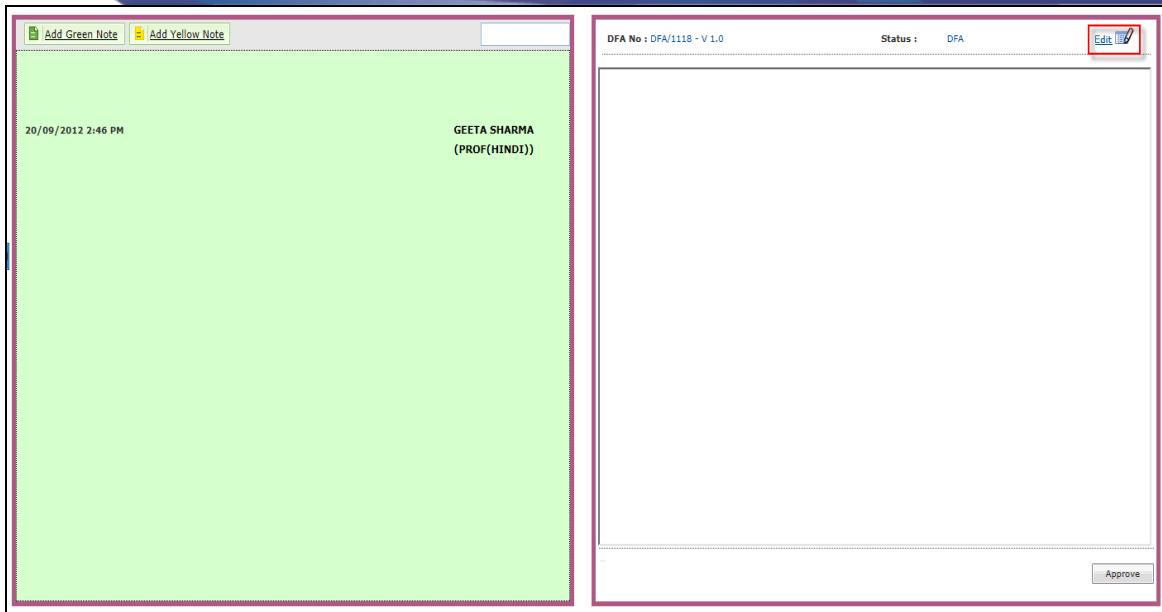


Fig.eFile. 25864

Digital Signing on DFA:

Create the DFA and Approve the DFA as per the Process.

Let us discuss in detail about the process of implementing the digital Signature on DFA.

- Sign and Approve button appears after DFA is created as shown in Fig.eFile.265:

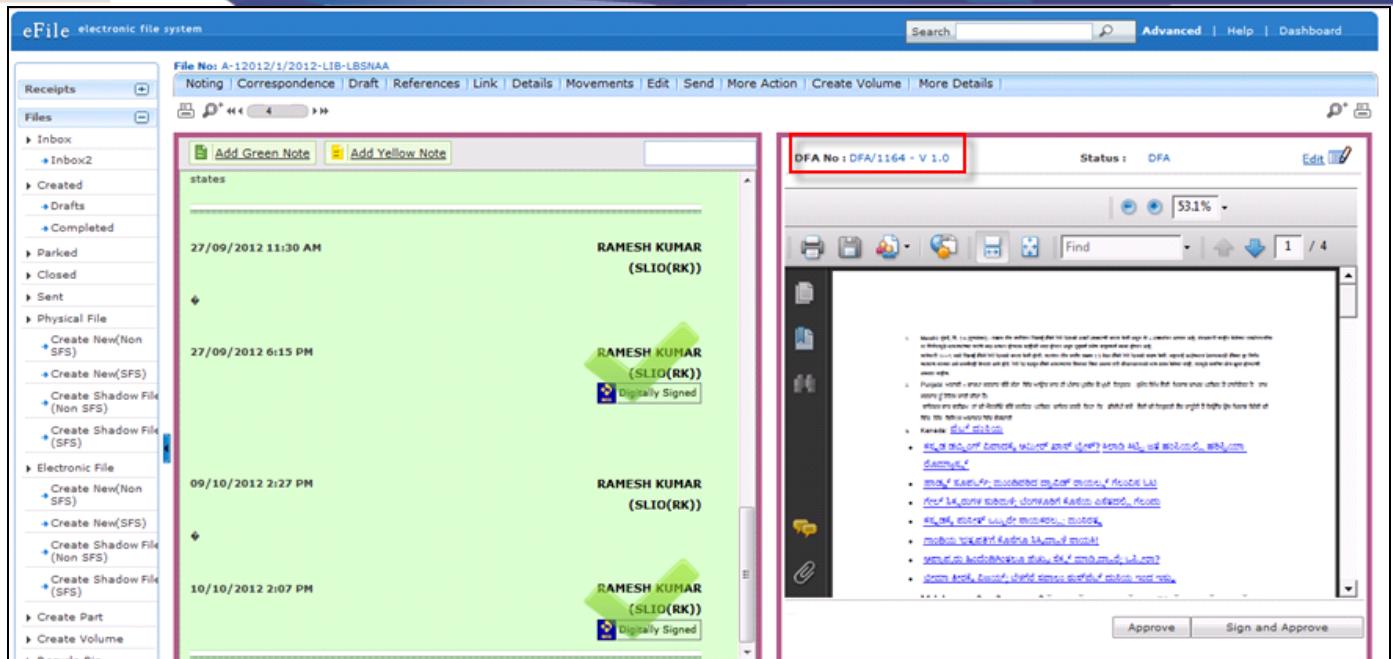


Fig.eFile. 25965

**DSC Should be plugged in and in detected mode then it will display Sign and Approve button for DFA.
For approve click on Approve else Sign and Approve.**

- Click on Signed and approved DFA and enter the PIN for signature click Ok button a shown in Fig.eFile.266:

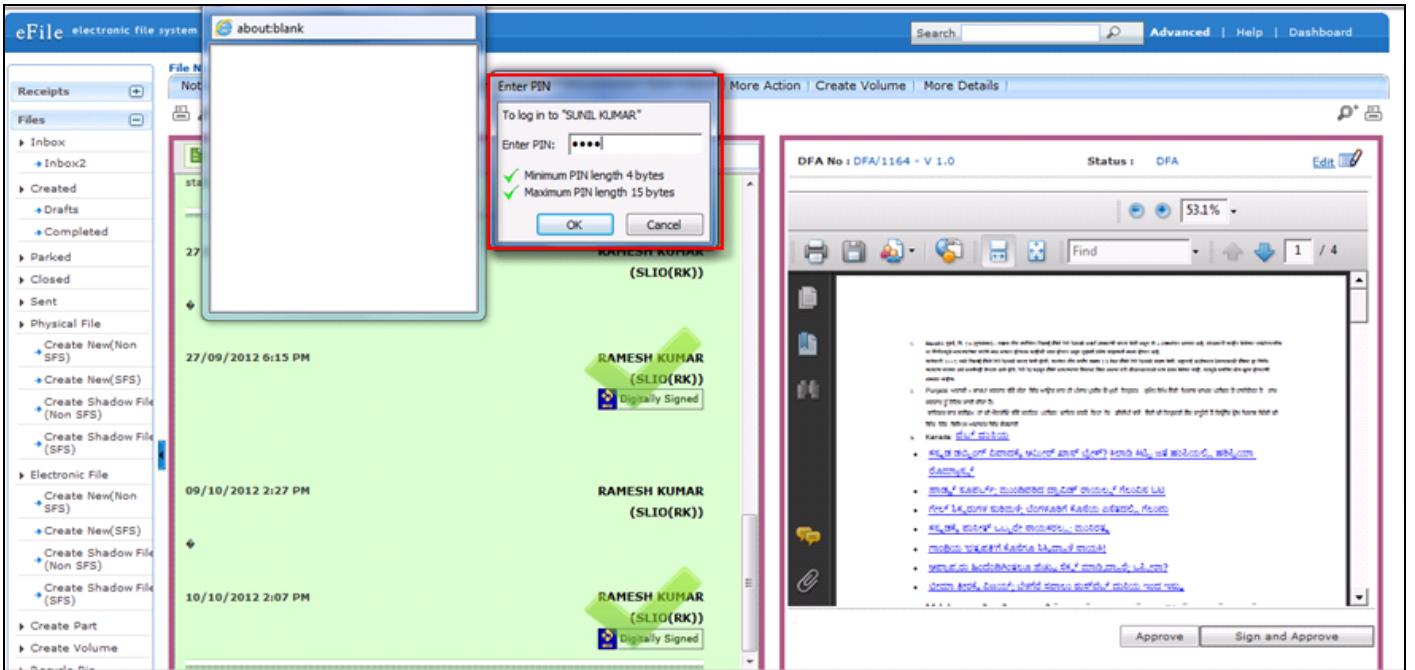


Fig.eFile. 2606

- As a result DFA with Signature is displayed as shown in Fig.eFile.267:

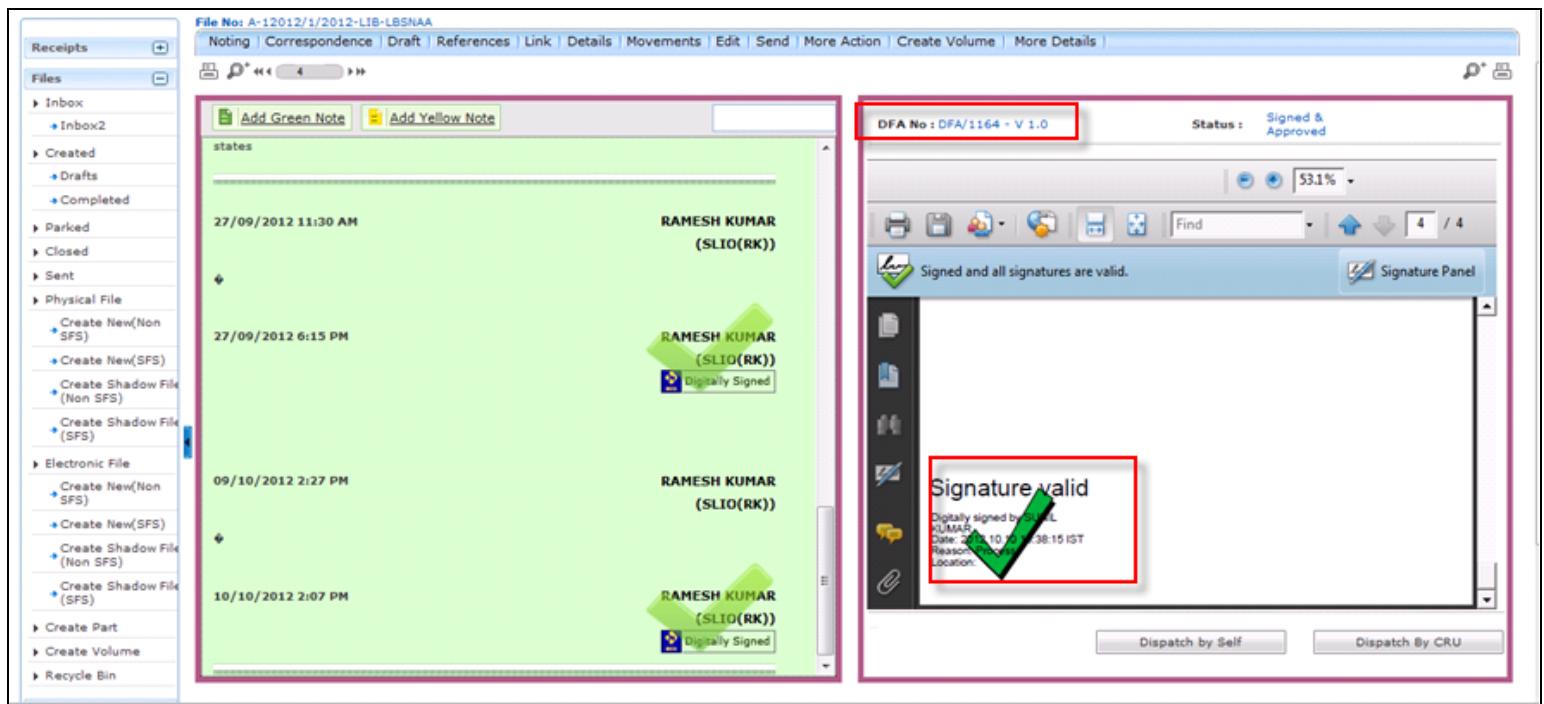


Fig.eFile. 2617

Dispatch By Self and Dispatch by CRU remains similar for signed and approved DFA .

Signature Verification in Noting

To verify the signature is valid in the document, proceed for further process as discussed below.

Let us discuss in detail the verification process of Signature in Notings of a file.

- Click on the Signature of signed noting as shown in Fig.eFile.268:

The screenshot shows a digital workspace interface. On the left, there's a note section with 'Add Green Note' and 'Add Yellow Note' buttons. A yellow note contains historical text about the British East India Company's annexations. On the right, a document view shows a header with DFA No.: DFA/1159 - V 1.0, Status: Approved, and an Edit button. The document body includes a digital signature from RAMESH KUMAR (SLIO(RK)) with a timestamp of 27/09/2012 6:15 PM. The signature is highlighted with a red box. Below the signature, there are other timestamps: 27/09/2012 11:30 AM and 09/10/2012 2:27 PM. At the bottom right of the document view are 'Approve' and 'Sign and Approve' buttons.

Fig.eFile. 2628

DSC should have been in detected mode and active in system.

- A pop up window appears DSC Certificate Details as shown in Fig.eFile.269:

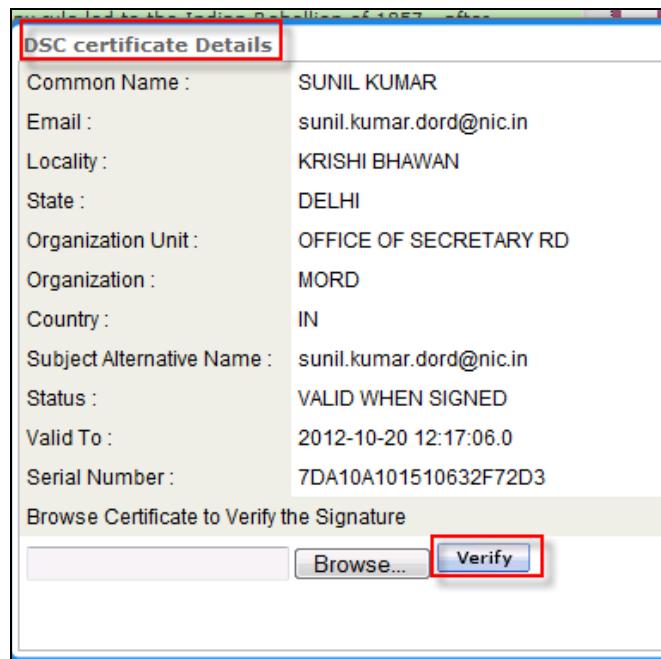


Fig.eFile. 2639

To browse the certificate for DSC follow the steps mentioned below:

- Open the link nicca.nic.in go to repository link as shown in Fig.eFile.270:

The screenshot shows the homepage of the NIC Certifying Authority. At the top, there is a navigation bar with links: Home, Resources, Support, **Repository**, and Contact Us. The 'Repository' link is highlighted with a red box. Below the navigation bar, there is a banner with the text 'Pls read carefully Encryption Key Backup Procedure'. Underneath the banner, there are three links: View DSC Fee Structure, Download DSC Request Form, and Download Smart Card/USB eToken Driver. A yellow box contains a notice about the implementation of interoperability guidelines for DSCs issued under the Information Technology Act, 2000. It states that NICCA will start issuing DSCs with SHA256/2048 bits as per new certificate profile. It also mentions that existing DSC cards with SHA1 will not work for DSC issuance. Application vendors are requested to test their applications with new certificates. A link to 'SHA256 with 2048 Trust Chain' is provided. Another yellow box contains a 'NOTICE' regarding the requirement for CA/RA Administrators/Officers to get issued fresh DSCs with SHA256/2048 bits for their ROLE CARDS. It specifies that existing DSC cards with SHA1 will not work for DSC issuance. Requests should be sent immediately to NICCA Delhi. A link to 'Download JRF 6 (32 bit)' is provided. A third yellow box contains 'FAQs for DLL to select RAA & CAO card/token' and 'Prerequisites for Token Installation'. At the bottom of the page, there is a 'Login' section with 'Member Login' and 'Administrator Login' options, along with a 'More' link. A green box at the very bottom provides instructions for digital certificate enrollment, stating that digital certificate enrollment & key generation on eToken/ smart card supports only Windows XP/2000/Vista/7.0 with browser IE6/7/8.

Fig.eFile. 26470

- Click on Certificate Search Through Repository search of DSC could be done as shown in Fig.eFile.271:

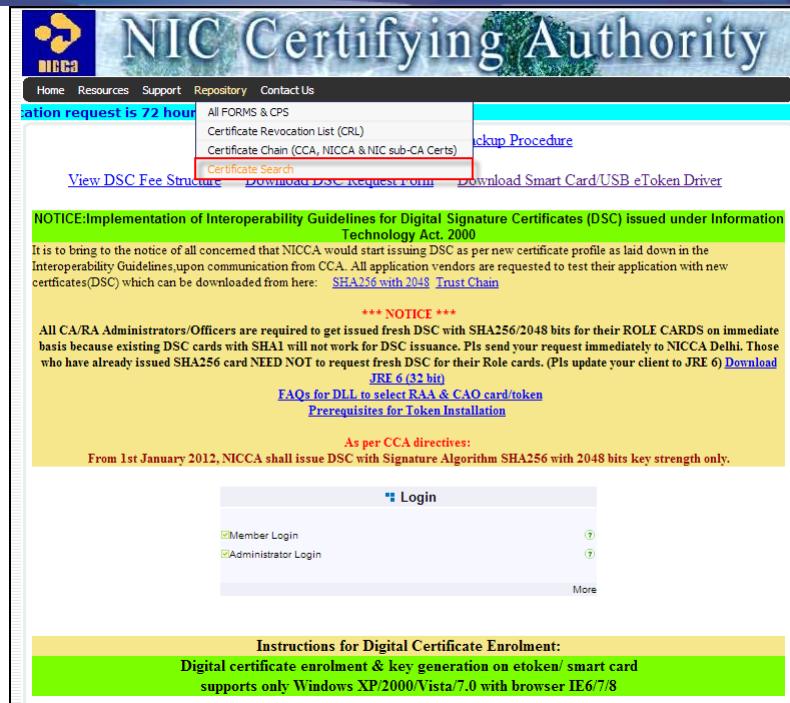


Fig.eFile. 26571

- Certificate Search window appears as shown in Fig.eFile.272:

The screenshot shows the "Certificate Search" window. At the top, there is a header with the NIC Certifying Authority logo and the title "Certificate Search". Below the header, there is a section titled "Instructions" with two bullet points: "Issued to / Common Name is a mandatory field" and "Value entered in the Search criteria field should be an exact match". The main form has three input fields: "OU Name" (with a dropdown menu showing "All"), "Issued to / Common Name" (with a red border around it), and "E-mail Id / Domain Name / Subject Alternative Name". There is also a "Submit" button. The background of the window is white, and the overall interface is clean and modern.

Fig.eFile. 26672

- Input the required details and click on submit button as shown in Fig.eFile.273:

The screenshot shows the NIC Certifying Authority website's certificate search interface. At the top, there is a logo for NICCA (National Institute of Communications and Information Technology) and a navigation bar with links for Home, Resources, Support, Repository, and Contact Us. Below the navigation bar is a search form titled "Certificate Search". The search form has three input fields: "OU Name" (set to "All"), "Issued to / Common Name" (containing "sunil kumar"), and "E-mail Id / Domain Name / Subject Alternative Name" (containing "sunil.kumar.dord@nic.in"). A red box highlights the "Issued to / Common Name" field. A "Submit" button is located at the bottom right of the search form.

Fig.eFile. 26773

- Click on the found link which is searched as shown in Fig.eFile.274:

The screenshot displays the "Certificate Search Results" page. It features a table with three columns: "Common Name", "EMail ID", and "Domain Name/Subject Alternative Name". The first row of the table contains the values "SUNIL KUMAR", "sunil.kumar.dord@nic.in", and an empty cell for the domain name. A red box highlights the "Common Name" and "EMail ID" cells. Below the table, there are navigation links: "Search Again", "Page - 1/1", and "First < Previous Next > Last >>".

Fig.eFile. 26874

- Certificate Details window opens up with searched certificates and select and download certificate as shown in Fig.eFile.275:

Certificate Details	
Common Name	SUNIL KUMAR
Email	sunil.kumar.dord@nic.in
Locality	KRISHI BHAWAN
State	DELHI
Organization Unit	SECRETARY RD
Organization	MORD
Country	IN
Subject Alternative Name	sunil.kumar.dord@nic.in
Status	VALID CERTIFICATE
Valid From	Tue Oct 12 14:44:35 IST 2010
Valid To	Thu Oct 11 14:44:35 IST 2012
Serial Number	7DA10A10C1093E24331
Search Again	DOWNLOAD

Common Name	SUNIL KUMAR
Email	sunil.kumar.dord@nic.in
Locality	KRISHI BHAWAN
State	DELHI
Organization Unit	OFFICE OF SECRETARY RD
Organization	MORD
Country	IN
Subject Alternative Name	sunil.kumar.dord@nic.in
Status	VALID CERTIFICATE
Valid From	Thu Oct 21 12:17:06 IST 2010
Valid To	Sat Oct 20 12:17:06 IST 2012
Serial Number	7DA10A101510632F72D3
Search Again	DOWNLOAD

Fig.eFile. 2695

- On download of DSC Certificate a window appears as shown in Fig.eFile.276:

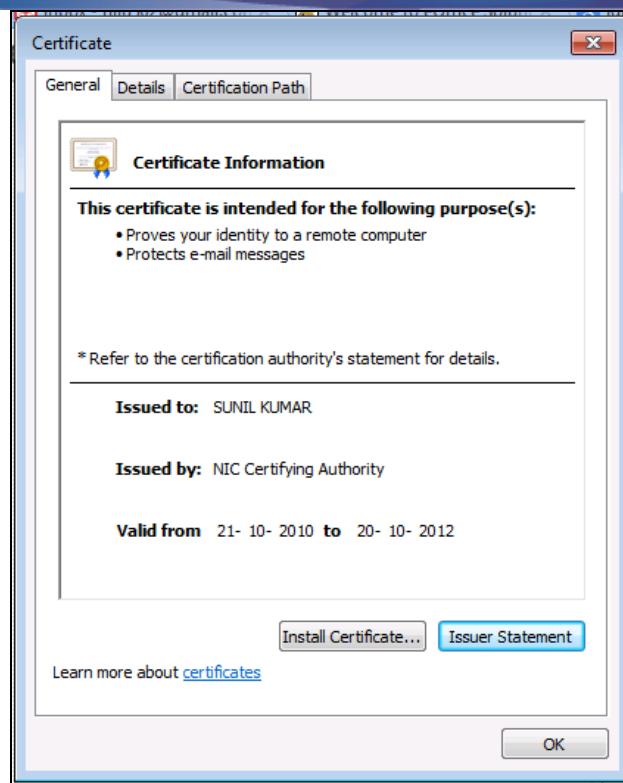


Fig.eFile. 2706

- Verify the Serial Number of downloaded certificate through Browse Button as shown in Fig.eFile.277:

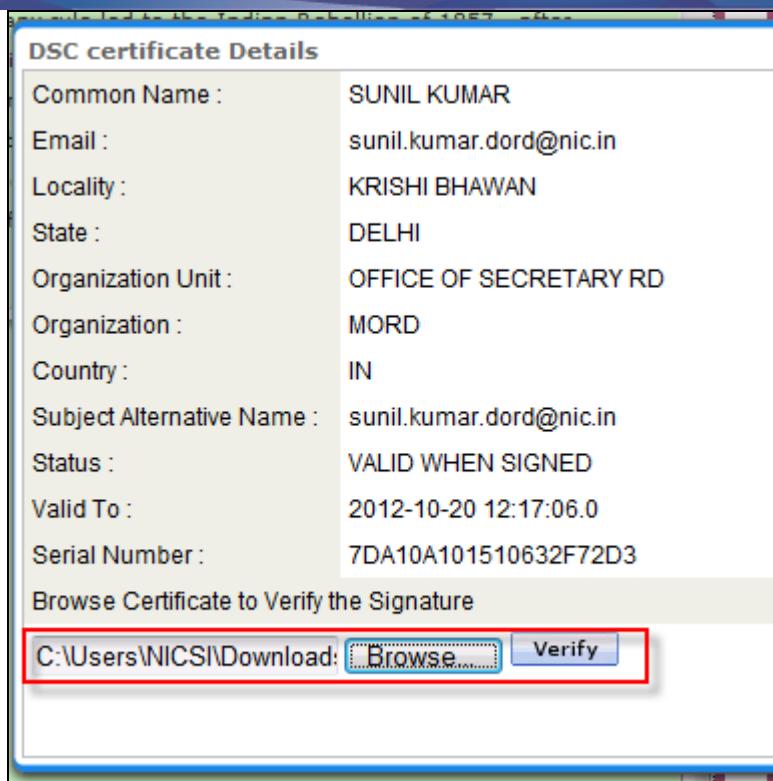


Fig.eFile. 2717

- Click on Verify Button to have Signature Verification as shown in Fig.eFile.278:

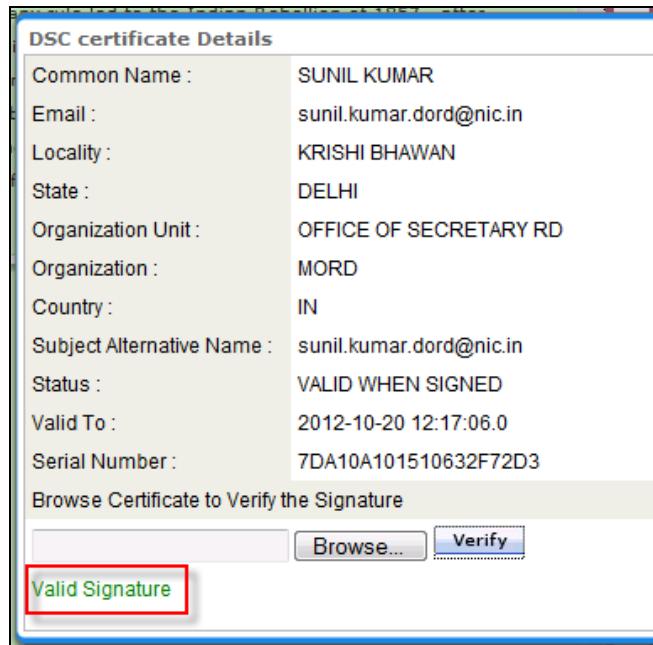


Fig.eFile. 2728

For verified signature a message will display as Valid Signature else Signature does not match with the given certificate.

- To Approve New DFA click on Approve button and Dispatch as shown in Fig.eFile.279:

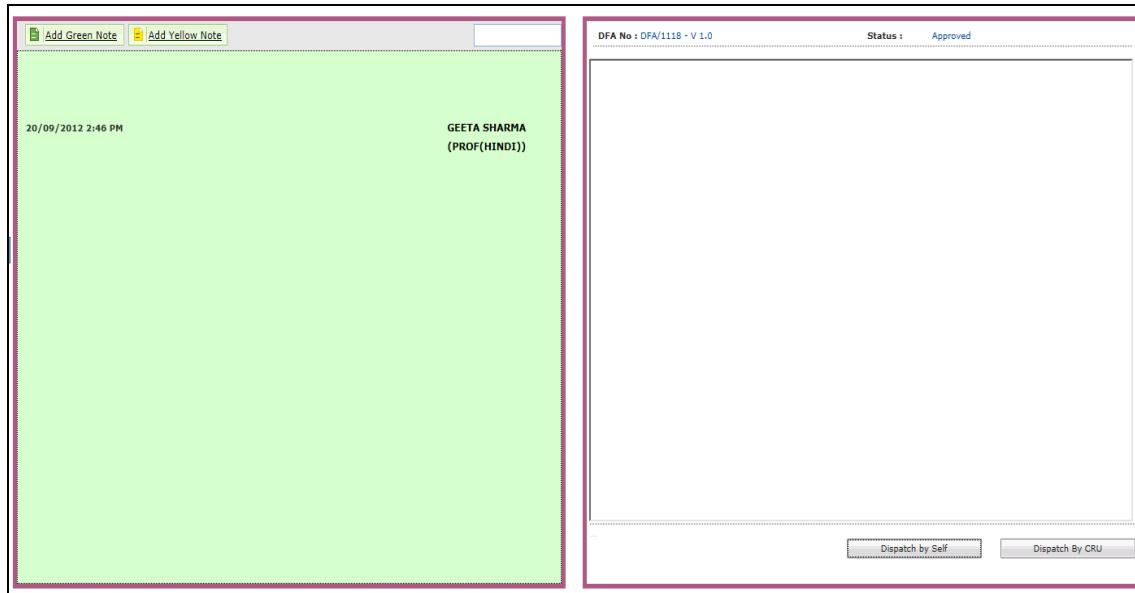


Fig.eFile. 2739

User cannot attach any document with DFA (draft for approval), which may be sent when the letter is to be issued.

For that:

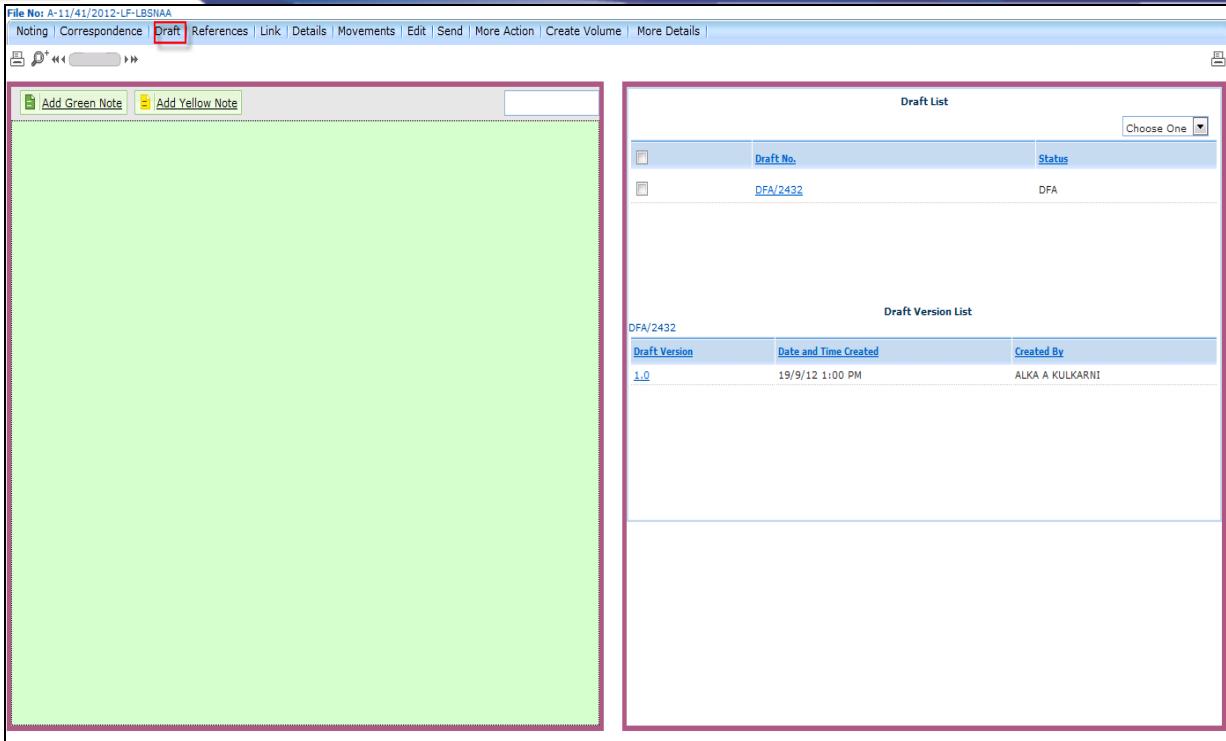
To Understand Dispatch by Self and Dispatch By CRU refer

[Dispatch By Self](#)

[Dispatch By CRU](#)

To view already created/existing Draft, user has to perform following steps:

- Open any existing File by clicking the File number.
- Scroll mouse over **Draft** (Draft) link and click the **View Draft** option under it, as shown in Fig.eFile.280:


Fig.eFile. 27480

As a result **TOC of Drafts** page appears, as shown in Fig.eFile.280:

Now, after the Draft is created and saved, the Dealing Assistant sent it to the section officer for review.

To do so, he performs the following steps:

Perform All Steps of creating a new file.

Perform All Steps of creating a new Draft.

- Click the **Send** () button from the toolbar, as shown in Fig.eFile.281:

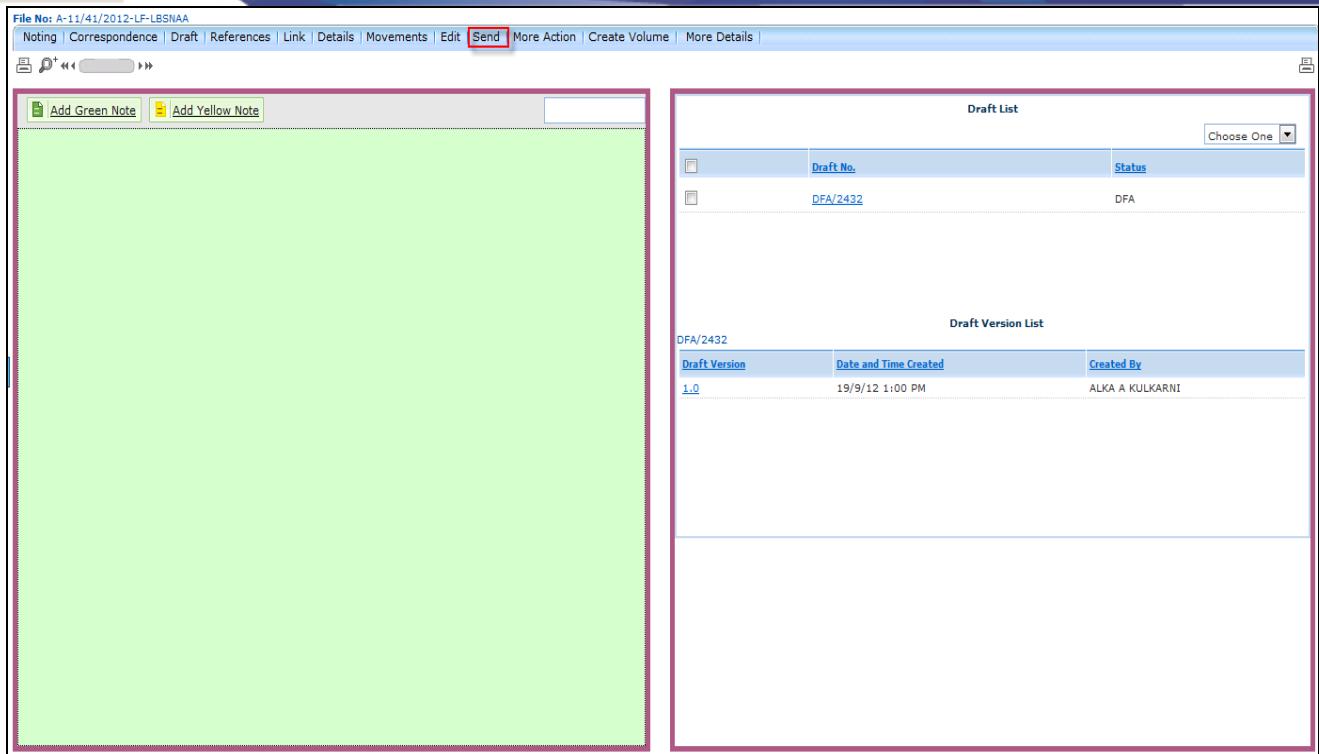


Fig.eFile. 27581

- As a result, **Send** File Page appears, as shown in Fig.eFile.282:

File Number :	df
Subject :	df
To :	<input type="text"/>
Set Due Date	17
Action	Forward
Priority	Ordinary
Total 1000 1000 character left	
Remarks	
Send	

Fig.eFile. 27682

Either directly enter the name in the '**To**' option or Click the '**To**' link to select the marking abbreviation of the

recipient from the list box.

Provide the **Due date** (if required) for the File using the **calendar** (17) link adjacent to the Due Date text box.

Select the **Action** which has been taken on the File from the dropdown menu.

Select the **Priority** (if required) of the File from the dropdown menu.

Type the **remarks** (if required) in the Remarks text box, as shown in Fig.eFile.283:

The screenshot shows the 'Send' dialog box with the following details:

- File Number : df
- Subject : df
- To: ALOK KUMAR--DDS(AK)--O/o DEPUTY DIRECTOR Sr (AK)
- Set Due Date: (with a calendar icon)
- Action: Forward
- Priority: Ordinary
- Remarks:
Total 1000 |
985 characters left
On Urgent basis.
- Send button (highlighted with a red box)

Fig.eFile. 27783

- Click the **Send** (Send) button (Fig.eFile.283). As a result, the File is sent to the intended recipient. In our case the recipient is Alok Kumar.

Alok Kumar logs into its account, the file is available in its **File Inbox**, as shown in Fig.eFile.284:

Hierarchical View							My Files	
	Number	Subject	Sender	Last Seen By	Sent on	Due On	Read On	Quick Action
<input type="checkbox"/>	E df	df	ALOK PANDEY	ALOK PANDEY	17/02/12 08:06	-	17/02/12 08:06	
<input type="checkbox"/>	P B-12013/1/2012-CC	Training	A NALLASAMY	A NALLASAMY	17/02/12 07:51	-	17/02/12 07:51	
<input type="checkbox"/>	E hum	hum	ALKA A KULKARNI	ALKA A KULKARNI	17/02/12 07:35	-	17/02/12 07:35	
<input type="checkbox"/>	E ramlila	ramlila	ALKA A KULKARNI	ALKA A KULKARNI	17/02/12 07:04	-	17/02/12 07:04	
<input type="checkbox"/>	E confusion	confusion	ALKA A KULKARNI	ALKA A KULKARNI	17/02/12 01:12	-	17/02/12 01:12	
<input type="checkbox"/>	E pull-check-Volume(1)	pull-check	ALKA A KULKARNI	ALKA A KULKARNI	17/02/12 01:08	-	17/02/12 01:08	
<input type="checkbox"/>	E file-latest	file-latest	ALKA A KULKARNI	ALKA A KULKARNI	17/02/12 12:44	-	17/02/12 12:44	

Fig.eFile. 2784

Role of Approving Authority in DFA:

- Officer opens the File and reviews the DFA.
- Office can edit the draft (**if required**) by clicking the **Edit** () button.
- If the draft is edited, it results in **version creation of the draft as shown in the figure Fig.eFile.285.**

File No: A-11/41/2012-LF-LBSNAA

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send | More Action | Create Volume | More Details | [Edit](#)

Receipt Details

(Reply New/Fresh) Financial Sention

Is Classified (Yes No) Language of draft: Choose One

Subject* (Maximum of 250 Characters): qfhfg

Communication Details

Ministry: Choose One
Department: Choose One
Name*: fghfgh
Designation:
Organization:
Address 1 *: fghfgh
Address 2:
Email:
Country: Choose One
State: Choose One
City:
Pincode:
Telephone:
Fax:

+ Add More Recipients

[Clear Fields](#)

Attachment: Browse...

[Save](#)

[Edit](#)

Fig.eFile. 285

- After reviewing the DFA, approving authority clicks the **Approve** () button, as shown in Fig.eFile.286:
- After approving the DFA, approving authority sends the approved DFA to concerned dealing assistant for issue.

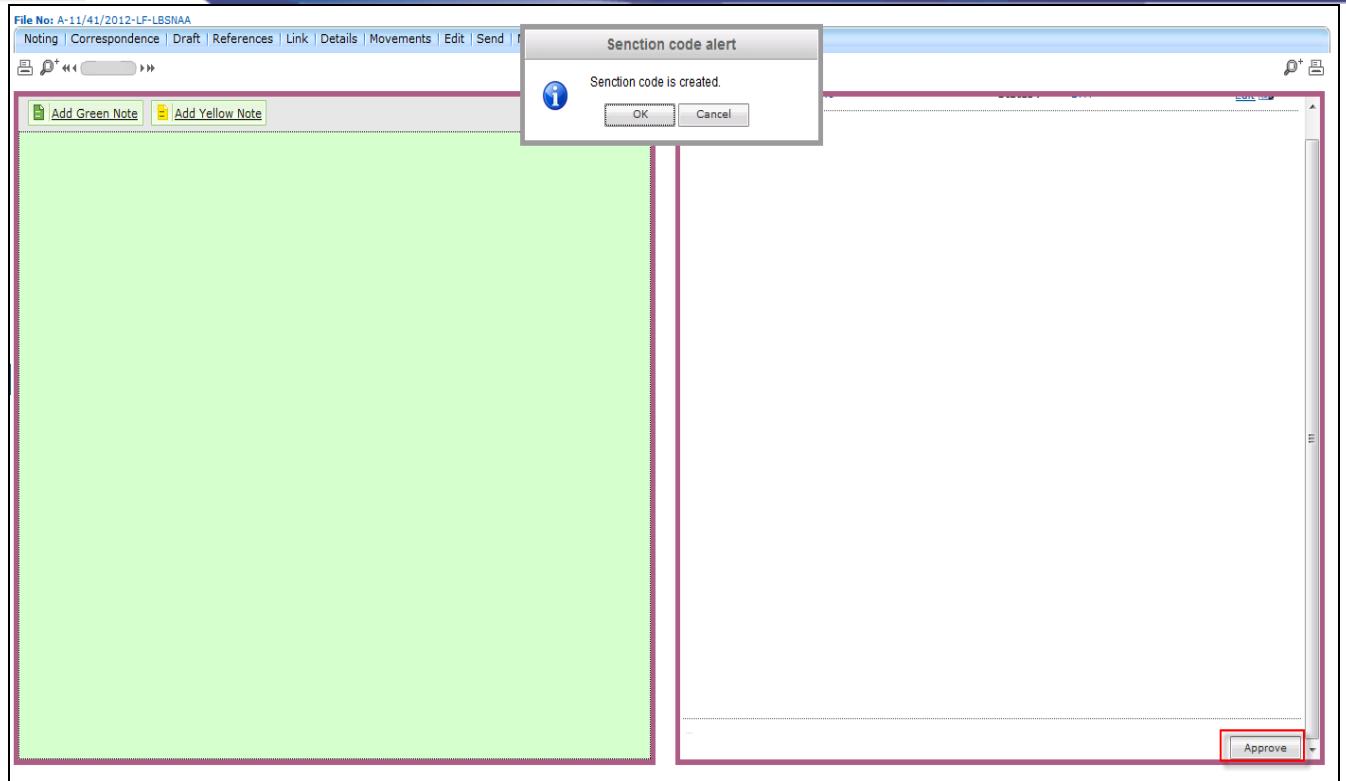


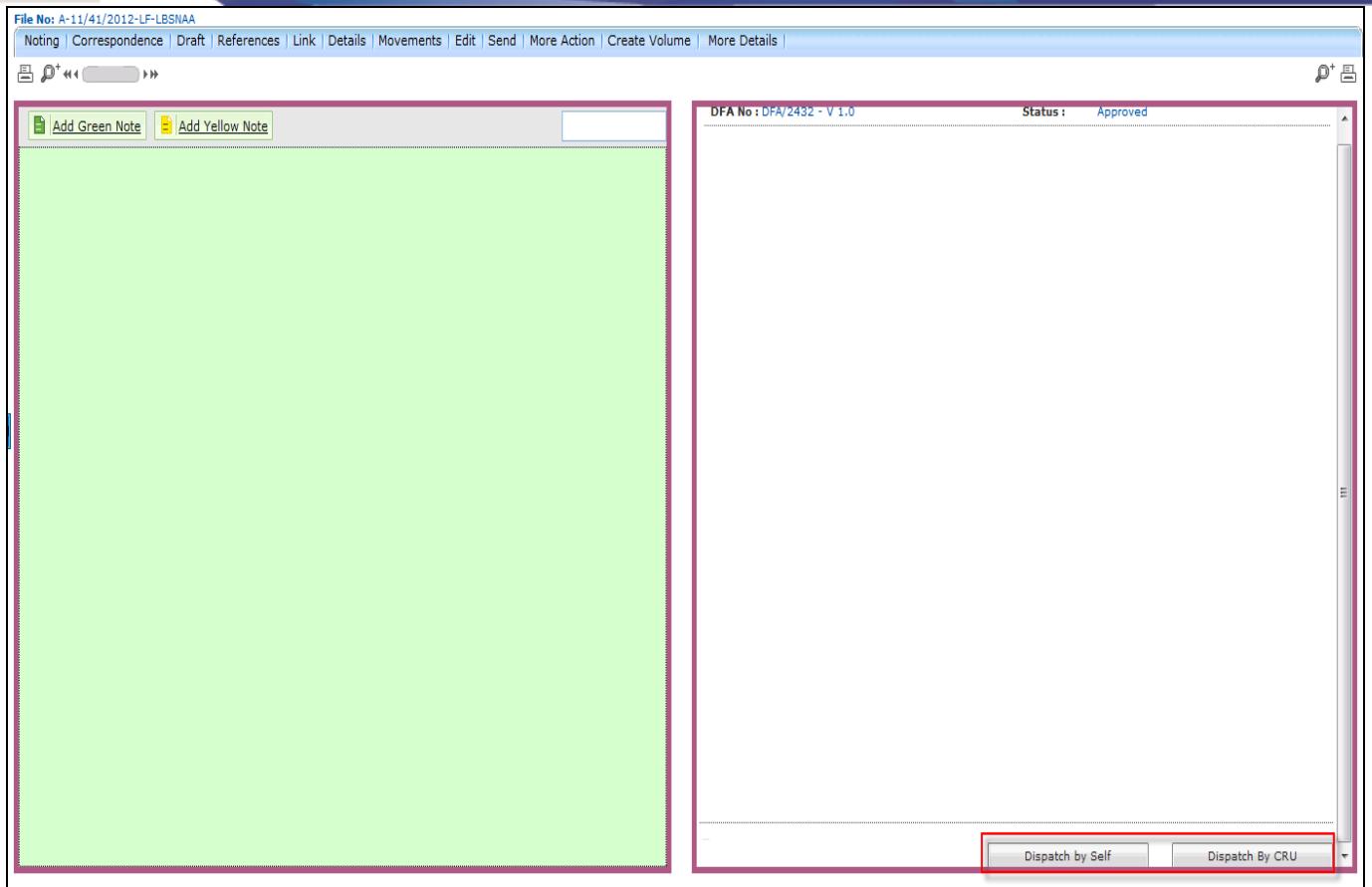
Fig.eFile. 2796

Now, Senction code is created for the Issue.

when the **Dealing assistant** logs into his account, the file is available in its **File Inbox**.

Role of Dealing Assistant in Issuing the DFA:

- Opens the File and reviews the DFA by clicking the **DFA number**.
- User now has 2 options, as shown in Fig.eFile.286 :
 - **Dispatch by Self:** Refers to issue the approved DFA by self (Dealing Assistant)
 - **Dispatch by CRU:** Refers to send the approved DFA to CRU to finally dispatch by them.

**Fig.eFile. 2806****Dispatch by Self:**

- Click the **Dispatch by Self** (Dispatch by Self) button (Fig.eFile.286), as a result, **Dispatch Screen** appears, as shown in Fig.eFile.287:

<p>Dispatch</p> <p><input type="checkbox"/> By Mail</p> <p><input checked="" type="checkbox"/> By Post</p> <p>Postal Details</p> <p>Postal Mode: Choose One Postal Charge: 0</p> <p>Medium: Choose One Weight: 0</p> <p>Out Register Details</p> <p>Peon Book No: [Input Field] Out Date: [Input Field]</p> <p>Peon Name: Choose One Out Time: [Input Field]</p> <p>Peon Code: Choose One Delivery Status: No</p> <p>Delivery Date: [Input Field]</p> <p>Delivery Time: [Input Field]</p> <p>Receipt Details</p> <p><input type="radio"/> Reply <input type="radio"/> New/Fresh</p> <p>Subject* (Maximum of 250 Characters): hello</p> <p>Communication Details</p> <p>Ministry: Choose One</p> <p>Department: Choose One</p> <p>Name*: Sushil</p> <p>Designation: [Input Field]</p> <p>Address 1*: Delhi</p> <p>Address 2: [Input Field]</p> <p>Email: [Input Field]</p> <p>Organization: Choose One</p> <p>Country: Choose One</p> <p>State: Choose One</p> <p>Pincode: [Input Field]</p> <p>Telephone: [Input Field]</p> <p>Fax: [Input Field]</p> <p>Language of draft: English</p>	<p>DFA No : DFA/2113 - V 1.0 Status : Approved</p> <p>Untitled Document</p> <p>Not to be published or broadcast before a.m./p.m. on day, the2002</p> <p>PRESS COMMUNIQUE/NOTE</p> <p>In response to public demand, the Government of India have appointed a commission to go into the problem of and make suitable recommendations to the Government.</p> <p>2. The Commission will consist of Shri as Chairman and the following members:</p> <p>(a) (b) (c)</p> <p>3. In making its recommendations, the Commission is expected to give consideration to the following matters:</p> <p>(a) (b) (c)</p> <p>4. The Commission is expected to submit its report to the Government by</p> <p>Department of (.....Vibhag)</p> <p>New Delhi, 18.09.2012</p> <p>No. Forwarded to the Principal Information Officer, Press Information Bureau, Government of India, New Delhi, for issuing the communique and giving it wide publicity.</p> <p>Tele. No.</p> <p style="text-align: right;">Send</p>
---	---

Fig.eFile. 2817

- Provide the necessary information for dispatching the approved draft, and click the **Send** () button, as shown in Fig.eFile.288:

The screenshot shows the 'Dispatch' section of the eOffice interface. On the left, there's a sidebar with 'By Mail' and 'By Post' options. The main area is titled 'Out Register Details' and contains fields for Peon Book No, Peon Name, Peon Code, Out Date, Out Time, Delivery Status, Delivery Date, and Delivery Time. Below this is the 'Receipt Details' section with 'Is Classified' (Yes/No) and 'Subject' (Maximum of 250 Characters). The 'Communication Details' section includes fields for Ministry, Department, Name, Designation, Organization, Address 1, Address 2, Email, Country, State, City, Pincode, and Telephone. On the right, the status is shown as 'Approved' with a DFA number. A 'Send' button is highlighted with a red box.

Fig.eFile. 2828

As a result, the draft gets dispatched to the intended recipient and **dispatched DFA** reflects into the **Sent** Section of **Officer's Dispatch** Link.

Dispatch by CRU/CRU:

- Click the **Dispatch by CRU/CRU** (button (Fig.eFile.288), as a result, **Dispatch by CRU** screen appears, as shown in Fig.eFile.289:

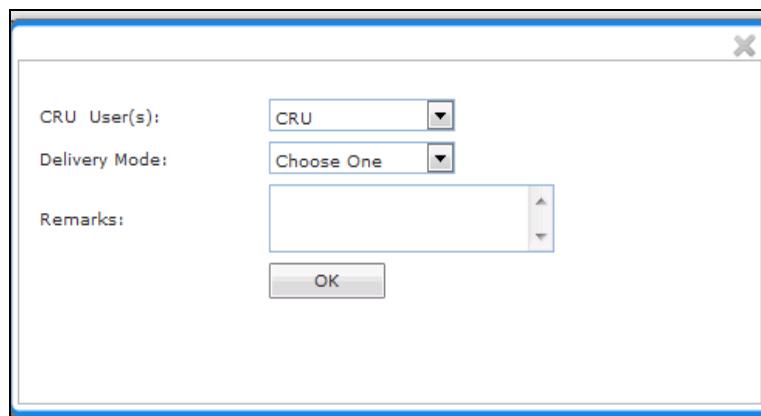


Fig.eFile. 289

- Provide the necessary details like Delivery mode and fill the remarks (if required), and click the **OK** () button, as shown in Fig.eFile.290:

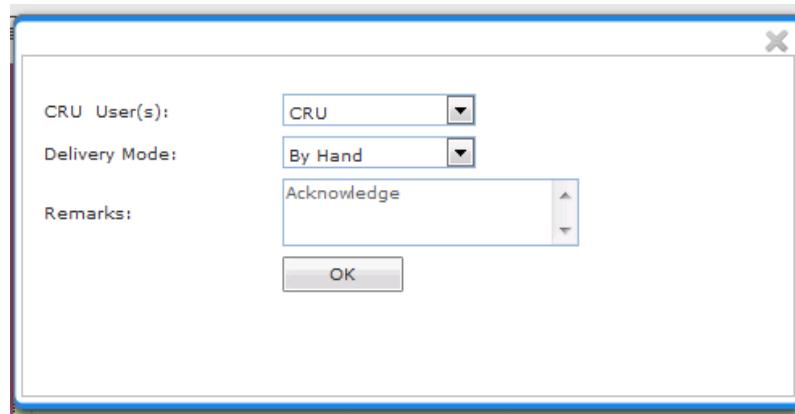


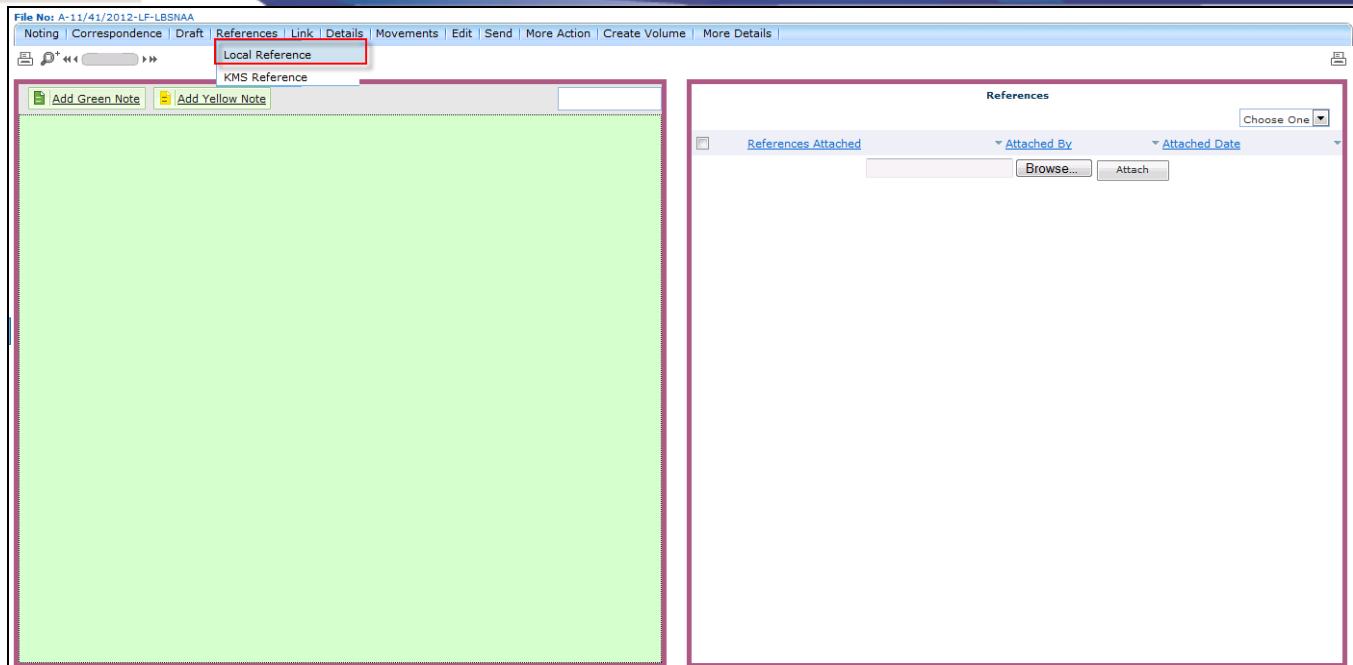
Fig.eFile. 28390

As a result, DFA sent to CRU for further dispatch.

- **d) Attaching Reference:** With the help of this feature user can attach references corresponding to the working File.

To attach Reference user has to perform following steps:

- Perform all **steps of creating a new file**.
- Scroll mouse over **References** link and click the **Local Reference** option under it, as shown in Fig.eFile.291:

**Fig.eFile. 28491**

As a result **References** page appears on right side of Noting page, as shown in Fig.eFile.292:

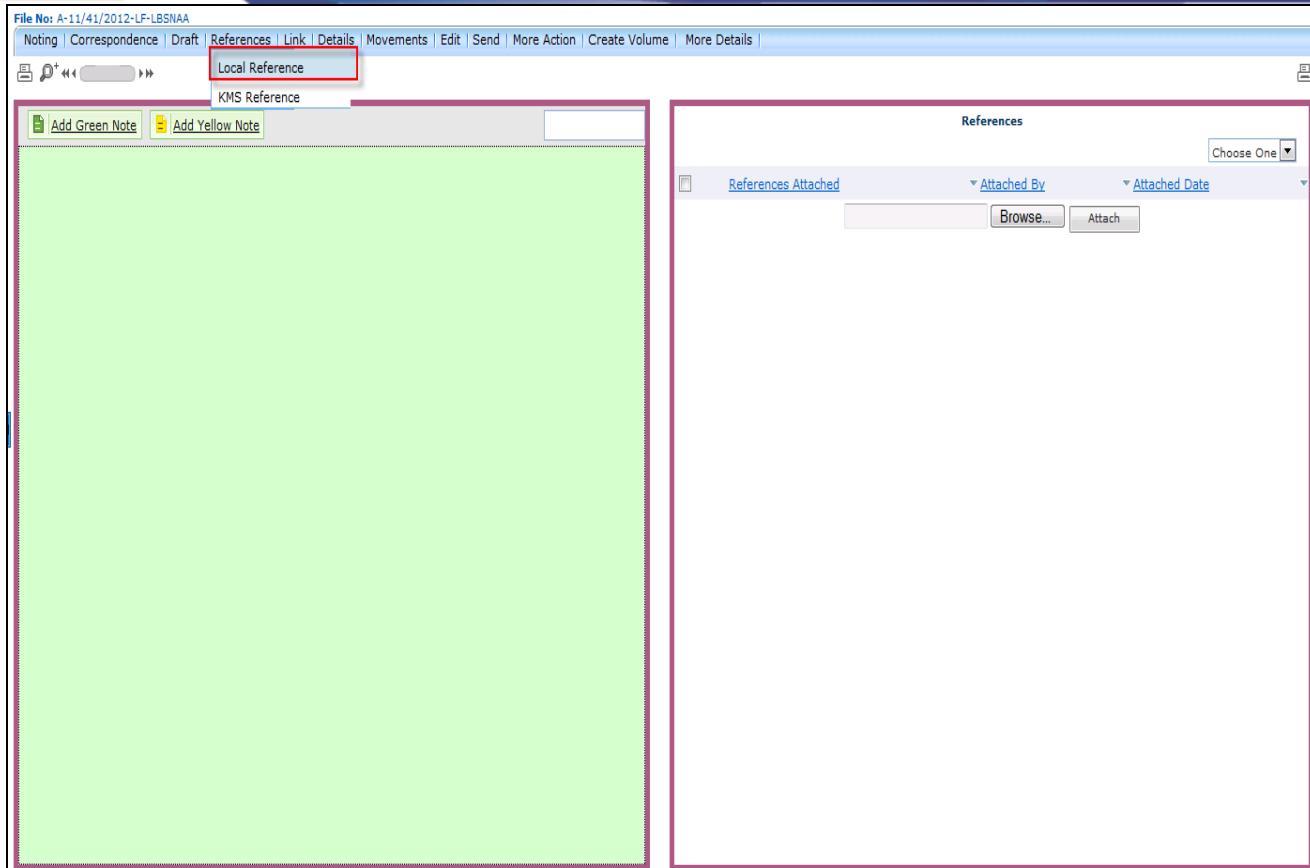


Fig.eFile. 28592

- Browse the reference document from the Local system and click the **Attach** () button, as shown in Fig.eFile.293:

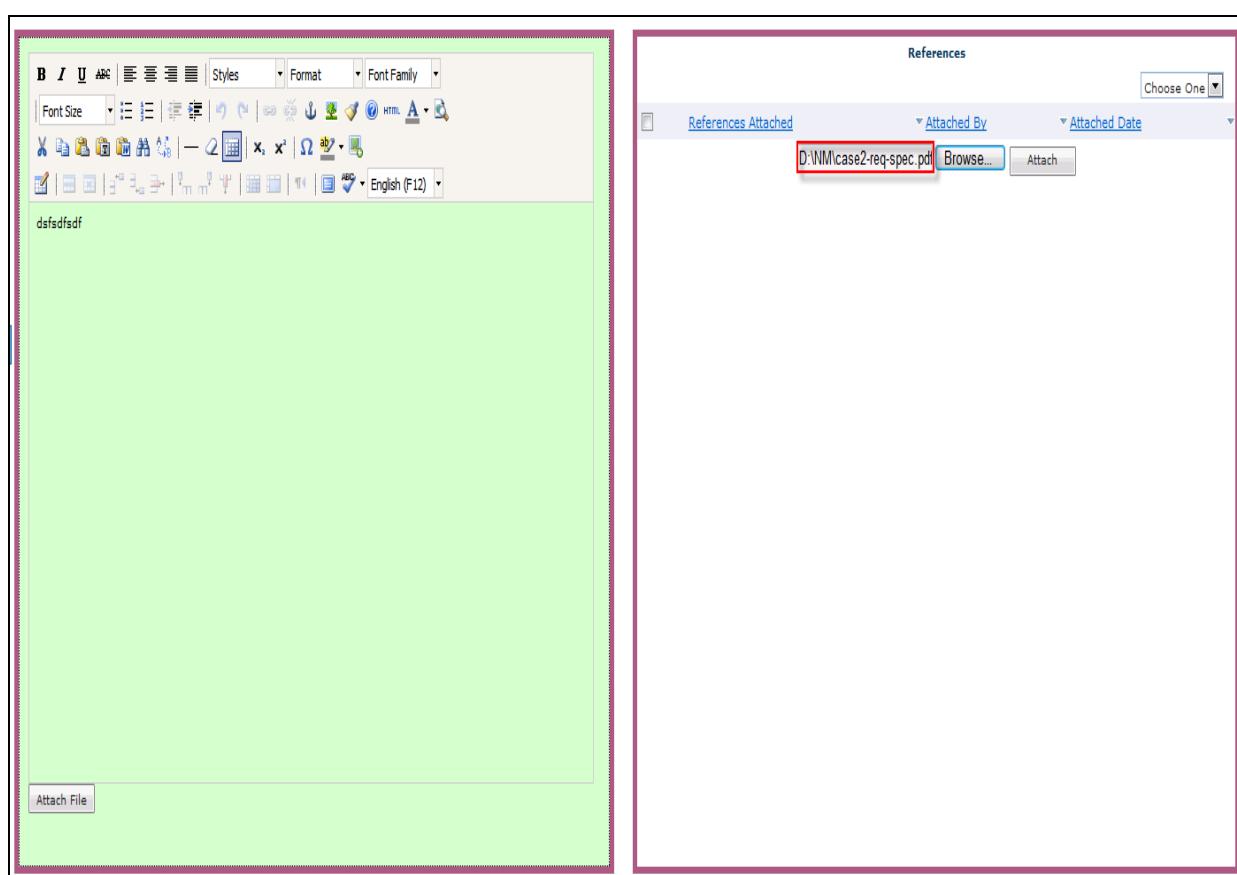


Fig.eFile. 28693

As a result the attached reference document gets attached to the working File, as shown in Fig.eFile.294:

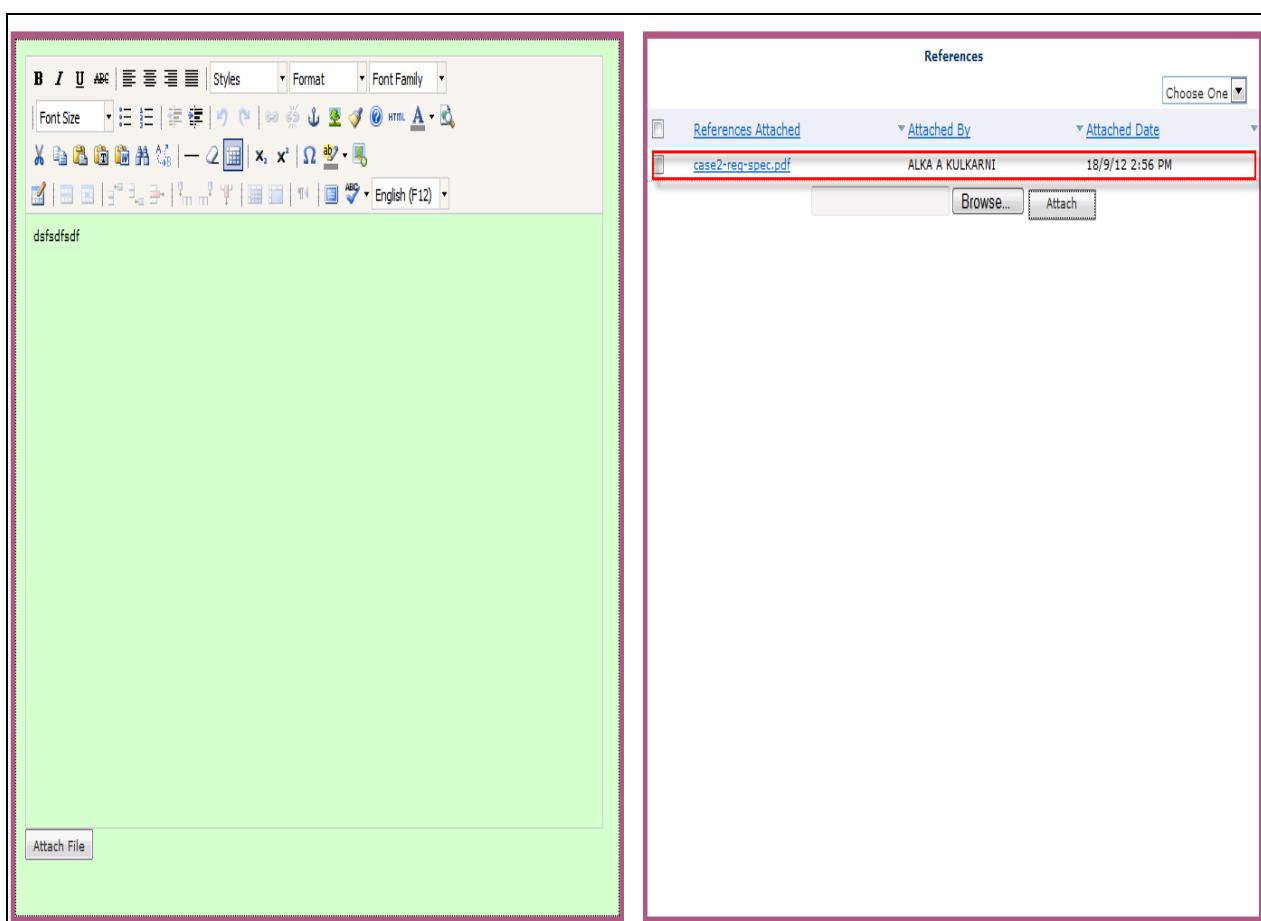
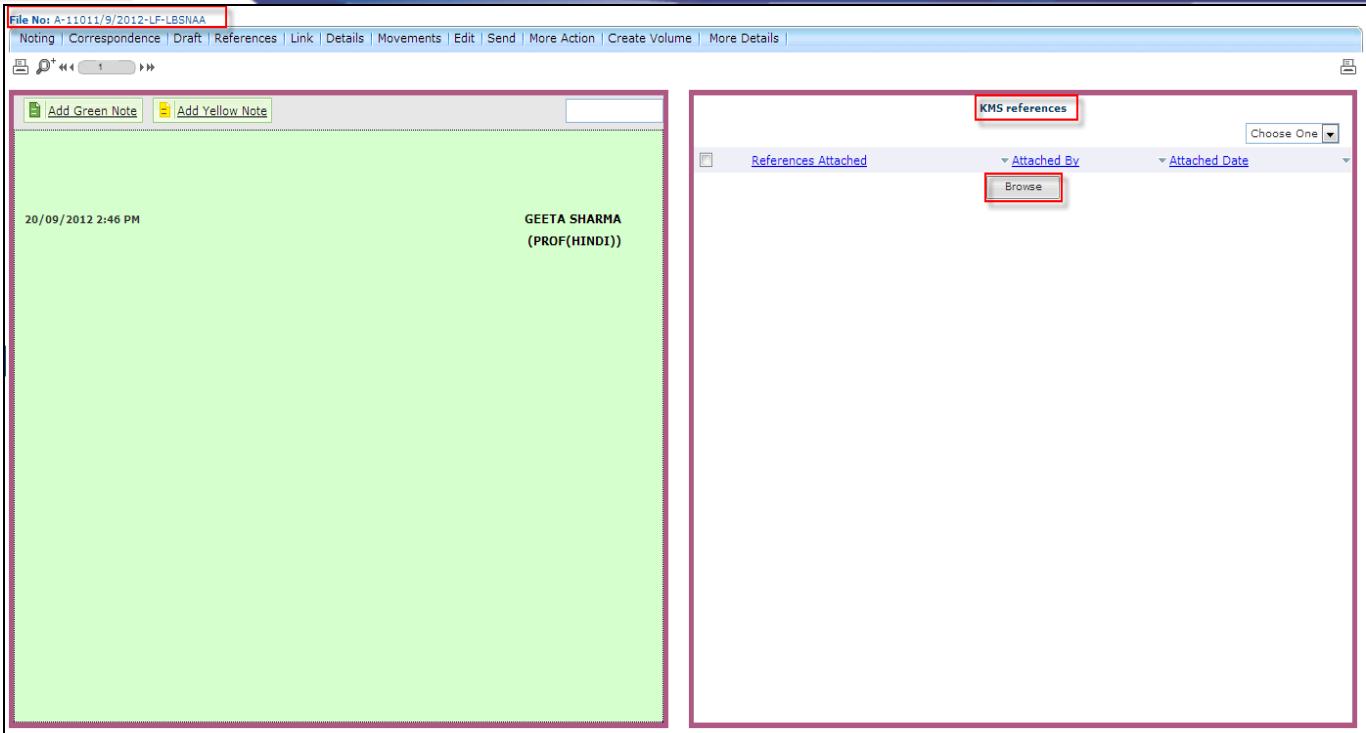


Fig.eFile. 2874

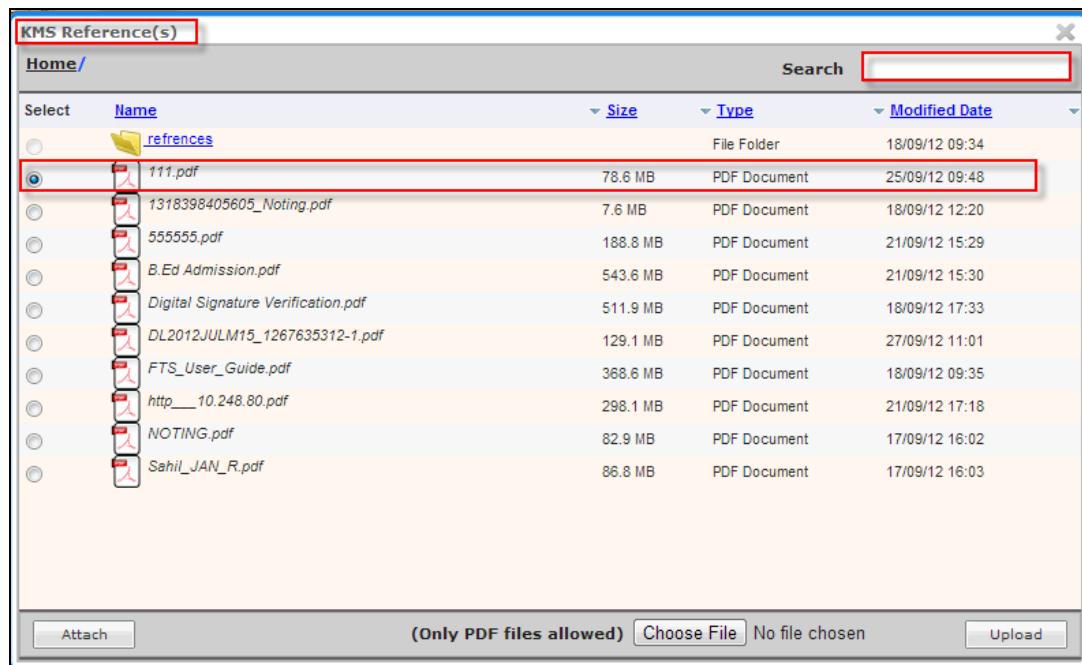
- e) **Attaching KMS Reference:** With the help of this feature user can attach KMS references corresponding to the working File.

To attach KMS Reference user has to perform following steps:

- Perform all **steps of creating a new file**.
- Scroll mouse over **References** link and click the **KMS Reference** option under it, as shown in Fig.eFile.295:


Fig.eFile. 2885

- As a result **KMS References** page appears on Noting page, as shown in Fig.eFile.296.


Fig.eFile. 2896

User cannot browse Folder ,only PDF files are accessible.

- To select any PDF files **Browse** a file and **Upload** to attach as shown in Fig.eFile.297:

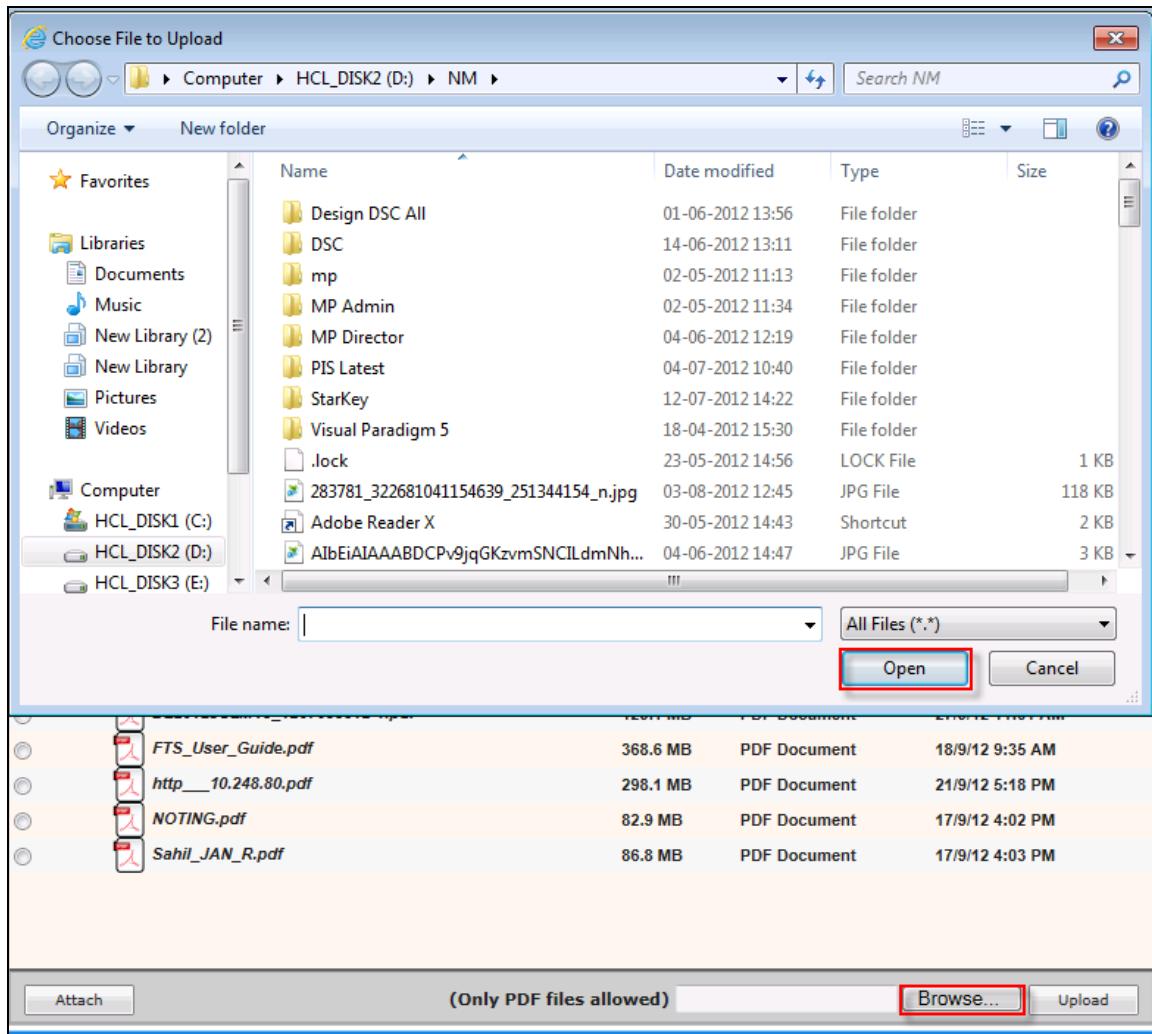


Fig.eFile. 2907

- When browsed file is attached a message is displayed as successfully uploaded as shown in Fig.eFile.298:

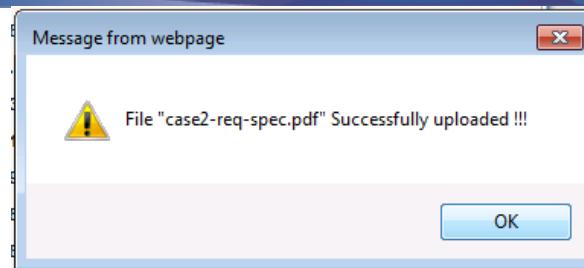


Fig.eFile. 2918

- As a result KMS reference is attached and can also be deleted by selecting Delete from dropdown as shown in Fig.eFile.299:

References Attached	Attached By	Attached Date
advt-02-2012.pdf	ALK A KULKARNI	28/9/12 11:14 AM

Fig.eFile. 2929

f) Link Delink Files:

With the help of this feature user can Link and delink other eFile(s) to the working file.

It has 3 links To Link any other eFile user has to perform following steps:

Perform All Steps of creating a new file.

- Click the **Link DeLink** (link), as a result **Link/delink** page appears on right side of Noting page, as shown in Fig.eFile.300:

- Internal Files are displayed as shown in Fig.eFile.280

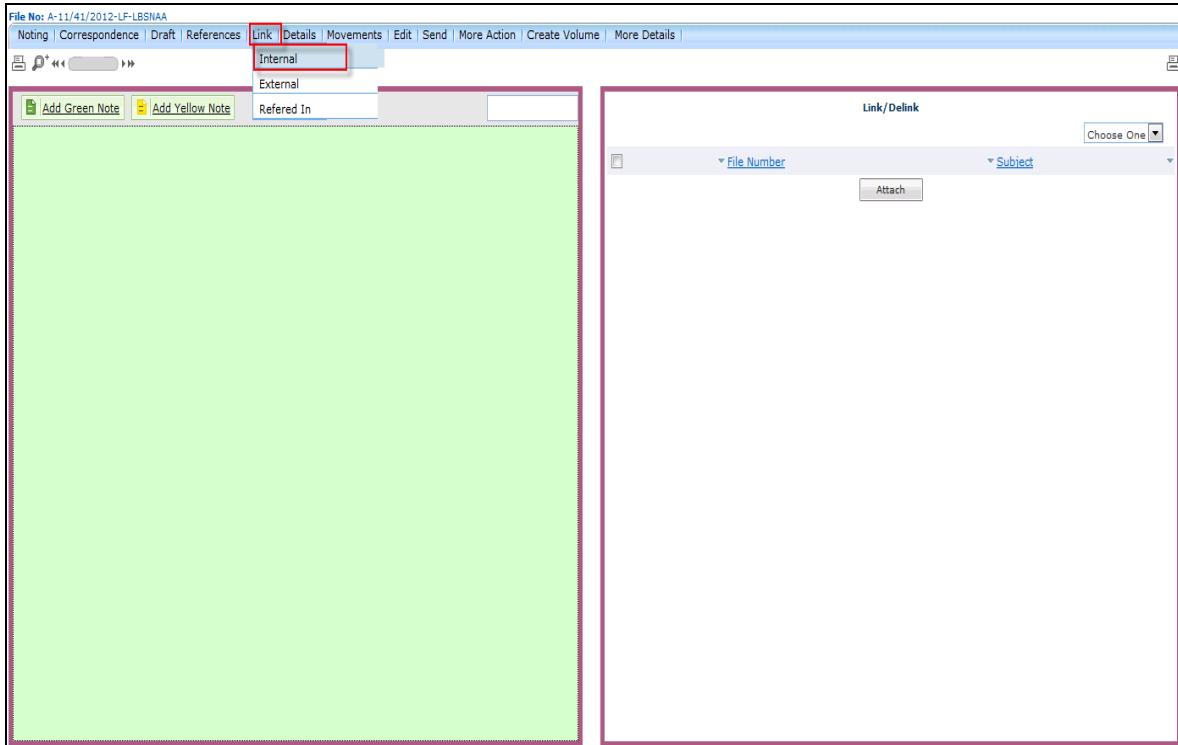


Fig.eFile. 300

- Click the **Attach** (link, as a result list of other files will appear, as shown in Fig.eFile.301:

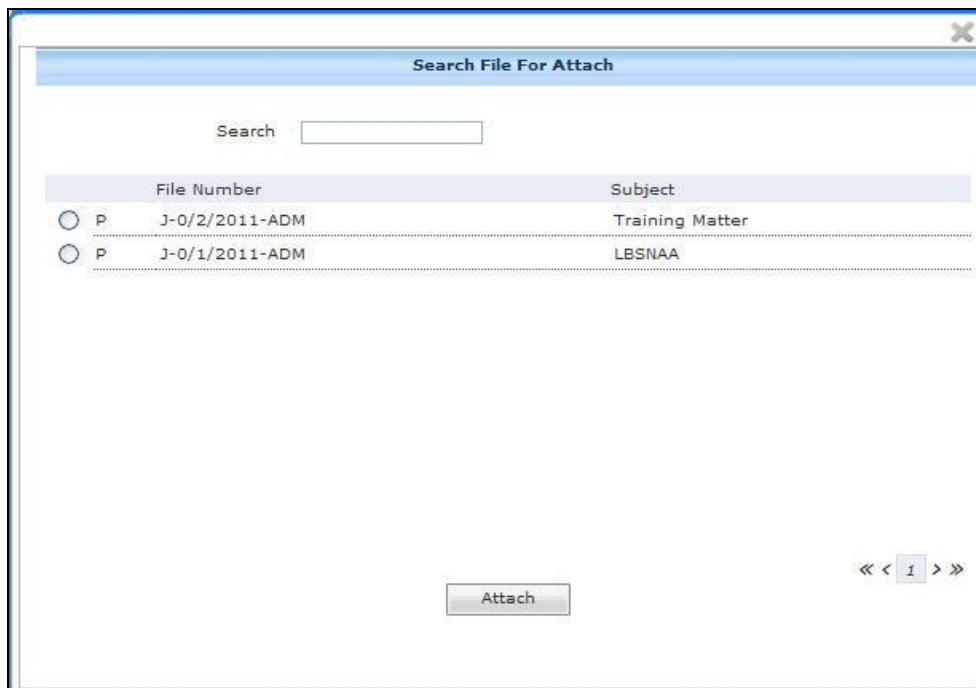


Fig.eFile. 301

- Select a file which needs to be linked with the working file and click the **Attach** () button as shown in Fig.eFile.302:

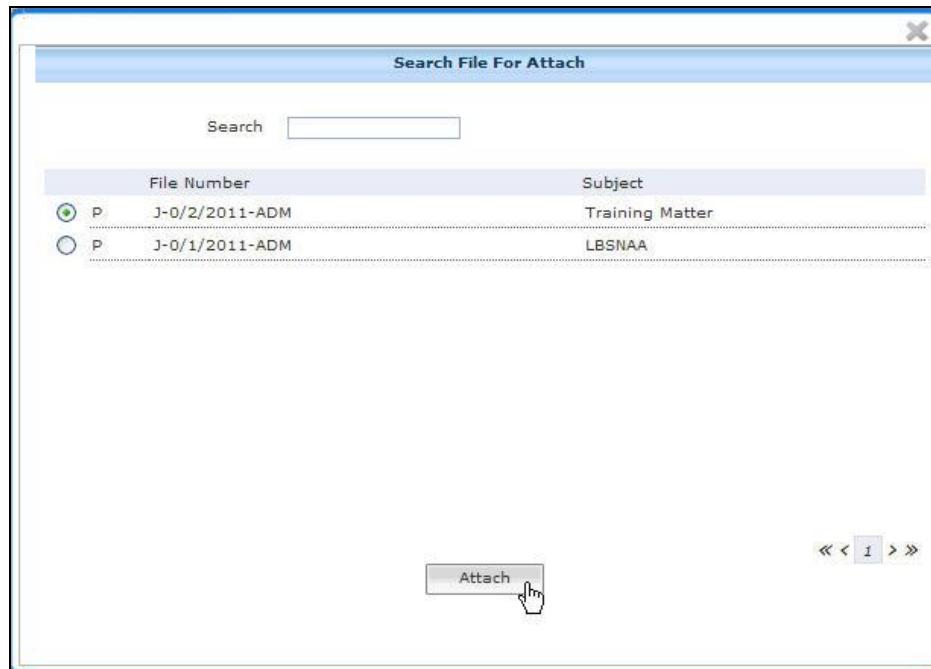


Fig.eFile. 302

As a result the selected file gets attached to the working file.

- External files are displayed in the window as shown in the figure Fig.eFile.303:

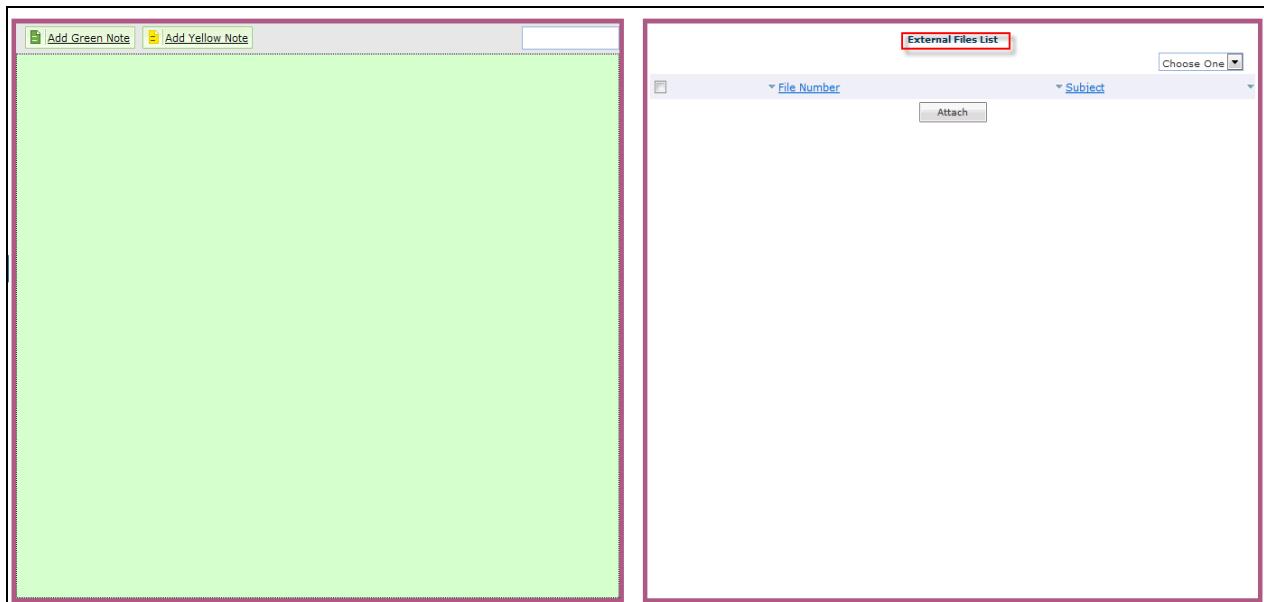


Fig.eFile. 303

- Referred In files are displayed as shown in figure Fig.eFile.304 :

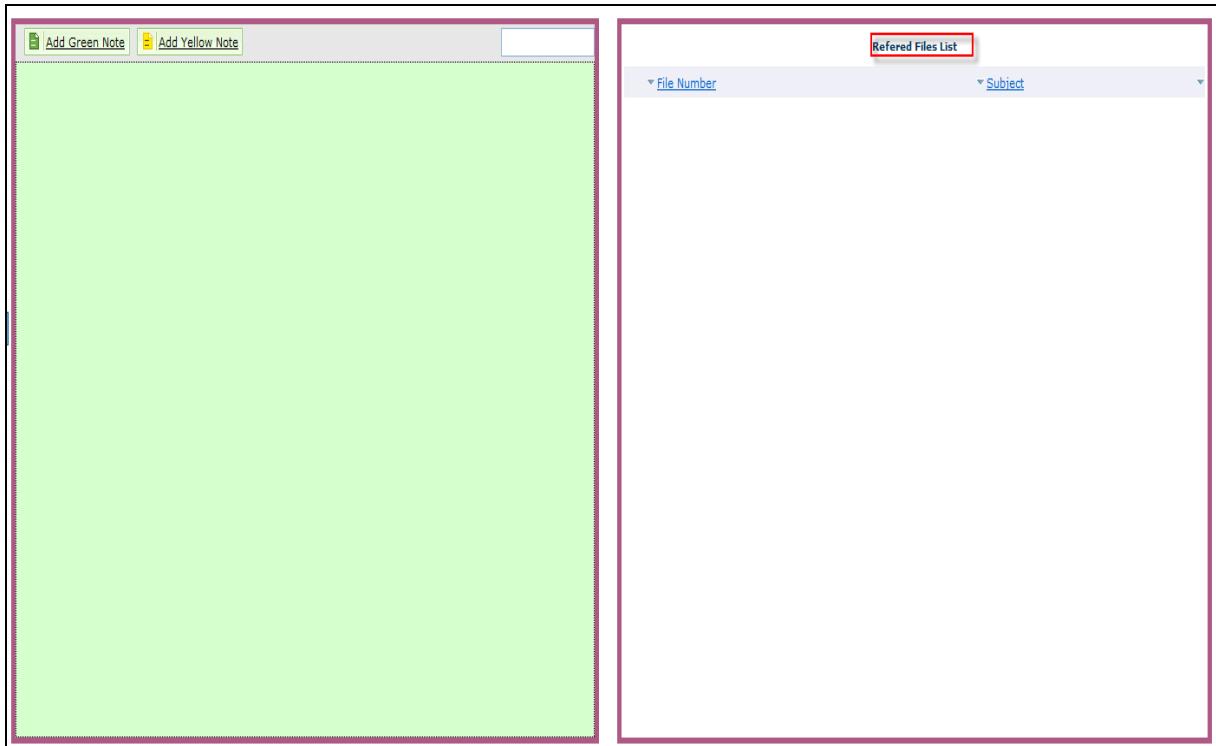


Fig.eFile. 304

g) Details:

With the help of this feature user can view the total no. of part files created.

To view the Details of File user has to perform following steps:

Perform All Steps of creating a new file.

- Click the **Details** (link, as a result **Details page** of that working file appears, as shown in Fig.eFile.305:

File No: A-11/41/2012-LF-LBSNAA

Noting | Correspondence | Draft | References | Link | **Details** | Movements | Edit | Send | More Action | Create Volume | More Details |

File Number :	A-11/41/2012-LF-LBSNAA	Subject :	gvnfhgh
Opening Date :	19/09/12 12:39	Remarks :	
Main Category :		Sub Category :	
Previous Reference :		Later Reference :	

Part Files Created

Part No	Created On	Remarks
---------	------------	---------

Fig.eFile. 305

h) Movements:

With the help of this feature user can have a track on the Running File and can view all the movements.

To view the Movements of File user has to perform following steps:

Perform All Steps of creating a new file.

- Click the **Movements** (**Movements**) link, as a result **File Movement History** page of that working file appears, as shown in Fig.eFile.306:

File No: A-11/41/2012-LF-LBSNAA

Noting | Correspondence | Draft | References | Link | Details | **Movements** | Edit | Send | More Action | Create Volume | More Details |

File Number :	A-11/41/2012-LF-LBSNAA	Subject :	gvnfhgh
Opening Date :	19/09/12 12:39	Remarks :	
Main Category :		Sub Category :	
Previous Reference :		Later Reference :	

File Movement History

Sender	Sent on	Sent to	Action	Remarks
--------	---------	---------	--------	---------

Fig.eFile. 306

i) Edit:

With the help of this feature user can make changes to the cover page of existing running file except the Basic and corresponding Heads.

Only the creator of the file has access to ‘Edit’ the Cover page of file. No other eOffice user has access to it.

To edit the cover page of eFile user has to perform following steps:

Perform All Steps of creating a new file.

- Click the **Edit** ([Edit](#)) link, as a result **Cover Page** of that working file appears, as shown in Fig.eFile.307:

The screenshot shows the 'Cover Page' creation interface. At the top, it displays 'भारत सरकार' and 'GOVERNMENT OF INDIA' in English. Below that are 'NIC' and 'ADM' labels. The 'File No.' field contains 'J - JM' with a dropdown menu showing 'Choose', 'Choose', 'Choose', '2', '2011', and 'ADM'. The 'Subject' field is set to 'Training Matter'. The 'Description*' field is highlighted with a red asterisk. The 'Category' section has 'Main' and 'Sub' dropdown menus both set to 'Choose One'. The 'Other Details' section includes a 'Classified' checkbox and a dropdown menu, and a 'Remarks' field containing 'URGENT'. There are also 'Previous Reference' and 'Later Reference' input fields. A 'Done >' button is located at the bottom right.

Fig.eFile. 307

- Make Necessary changes and click the 'Done' ([Done >](#)) button (Fig.eFile.307), as a result, changes on cover page of file get saved.

j) Send:

With the help of this feature user can send the File to the Recipient.

To send the eFile user has to perform following steps:

Perform All Steps of creating a new file.

- Click the **Send** ([Send](#)) link, as a result **Send File** page appears, as shown in Fig.eFile.308:

Send

File Number : **S-11011/2/2011-ADM**

Subject : **Description**

To :

Set Due Date : 

Action : **Forward** 

Priority : **Out Today** 

Total 1000 |
1000 character left

Remarks :

Send

Fig.eFile. 308

- Either directly enter the name in the ‘To’ option or Click the ‘To’ link to select the marking abbreviation of the recipient from the list box, as shown in Fig.eFile.309:

Send

File Number : **S-11011/2/2011-ADM**

Subject : **Description**

To : 

Set Due Date

Action

Priority

Rathindra Nath Mukherjee	PA (DM)	Confidential SeCtion of DM
Debprosad Dey	UDA(DPR)	Confidential SeCtion of DM
Swapan Kumar	UDA(SKN)	Confidential

Total 1000 |
1000 character left

Remarks :

Send

Fig.eFile. 2939

- Provide the **Due date** (if required) for the File using the **Calendar** () link adjacent to the Due Date text box.

- Select the **Action** which has been taken on the File from the dropdown menu as shown in Fig.eFile.310:

Send

File Number :	A-11011/1/2011-ADM
Subject :	cell one INFO
To :	Rathindra Nath Mukherjee--PA (DM)--Confidential Section (D)
Set Due Date :	31/08/2011 <input type="button" value="17"/>
Action :	Forward <input type="button" value="▼"/>
Priority :	Approved <input checked="" type="checkbox"/> <input type="checkbox"/> For Approval <input type="checkbox"/> For Information <input type="checkbox"/> Seen <input type="checkbox"/> Put Up again <input type="checkbox"/> Please Discuss <input type="checkbox"/> For Payment
Remarks :	
<input type="button" value="Send"/>	

Fig.eFile. 2940

- Select the **Priority** (if required) of the File from the dropdown menu.
- Type the **remarks** (if required) in the Remarks text box, as shown in Fig.eFile.311:

The screenshot shows the 'Send' interface of the eOffice system. The file number is A-11011/1/2011-ADM and the subject is 'cell one INFO'. The recipient is Rathindra Nath Mukherjee--PA (DM)--Confidential Section c. The set due date is 31/08/2011. The action is set to 'Approved' and priority to 'Most Immediate'. A note indicates 'Total 1000 | 994 characters left' and 'URGENT'. The remarks field is empty. At the bottom is a 'Send' button.

Fig.eFile. 29511

- Click the **Send** (button (Fig.eFile.311). As a result, the File is sent to the intended recipient.

k) More Action:

With the help of this feature user can **Park** or **Close** the working file.

To Park a particular File user has to perform the following steps:

- Move the cursor over **More Action** (Link and click the **Park File** option, as shown in Fig.eFile.312:

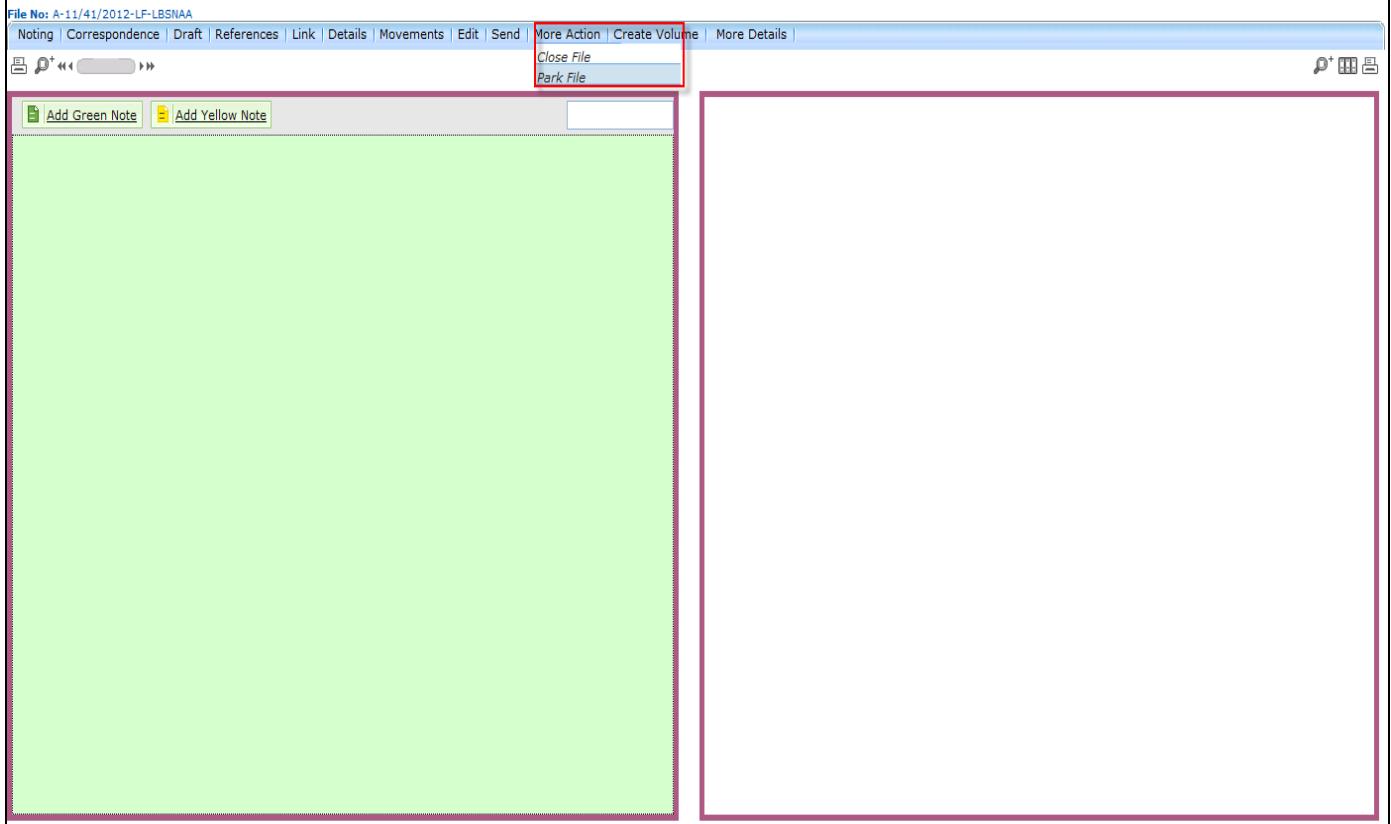


Fig.eFile. 29612

As a result, **Parking Confirmation** Dialogue box will appear, as shown in Fig.eFile.313:



Fig.eFile. 29713

Enter the **Remarks** and **Reminder Date** as per requirement and click the **OK** () button, as shown in Fig.eFile.314:



Fig.eFile. 29814

As a result the working file will be sent to Parked section of Files.

To Close a particular File user has to perform the following steps:

- Move the cursor over **More Action** ([More Action](#)) Link and click the **Close File** option, as shown in Fig.eFile.315:

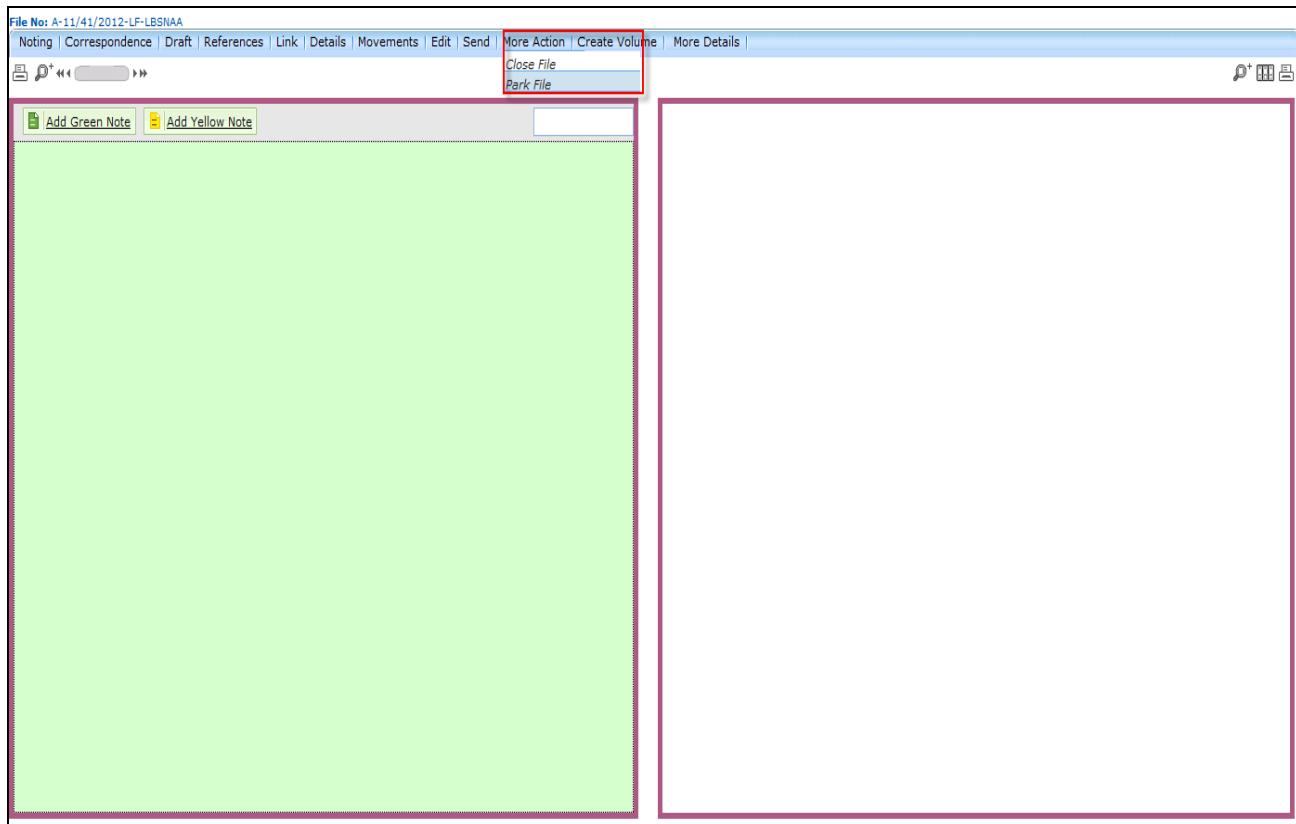


Fig.eFile. 29915

- As a result, Cover page of File will appear, enter the **Closing Remarks** as per requirement, and click the **Close** () button, as shown in Fig.eFile.316:

NIC
ADM

File No.* S - SSI 11 - Pri 34 - Ce 11 - He 1 2011 ADM ▾

Subject		
Training Budget		
Description*	<input type="text"/>	
Category	Main	Training related matters
	Sub	Choose One
Other Details		
Classified	<input type="checkbox"/> Choose One ▾	
Previous Reference	<input type="text"/>	
Later Reference	<input type="text"/>	
Closing Remarks*	Work Done	
Close ➤		

Fig.eFile. 30016

As a result the working file will be sent to closed section of Files.

I) **Create Volume:**

Helps the user to create a new Volume of an existing file.

- To create a Volume user has to perform following steps:
-
- Click the **Create Volume** Link, as a result, the following page will appear, as shown in Fig.eFile.317:

भारत सरकार
GOVERNMENT OF INDIA

NIC

File Number A-11011/2/2012-LF

Subject

Description*: Implementation of eTour

Category Main Choose One

Sub Choose One

Other Details

Classified Choose One

Remarks

Previous Reference Later Reference

Create Volume >

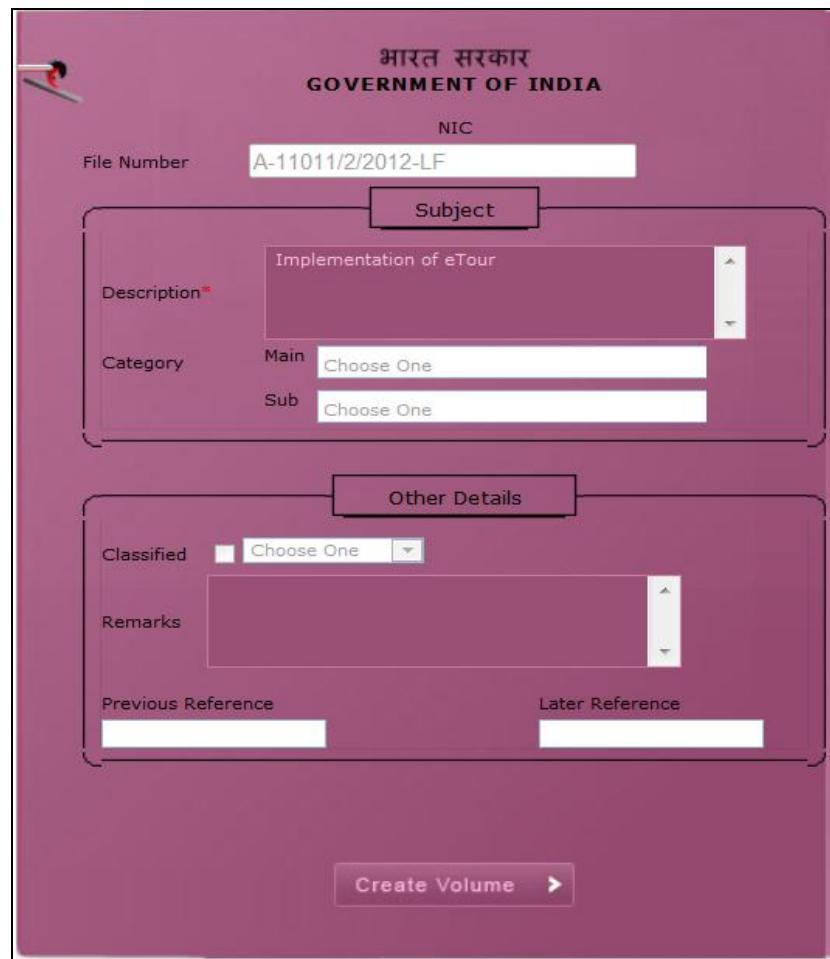


Fig.eFile. 30117

- Click the **Create Volume** () button (Fig.eFile.317) to create volume, as a result the Volume of the existing file gets generated as a new file. As a result following page appears, as shown in Fig.eFile.318:

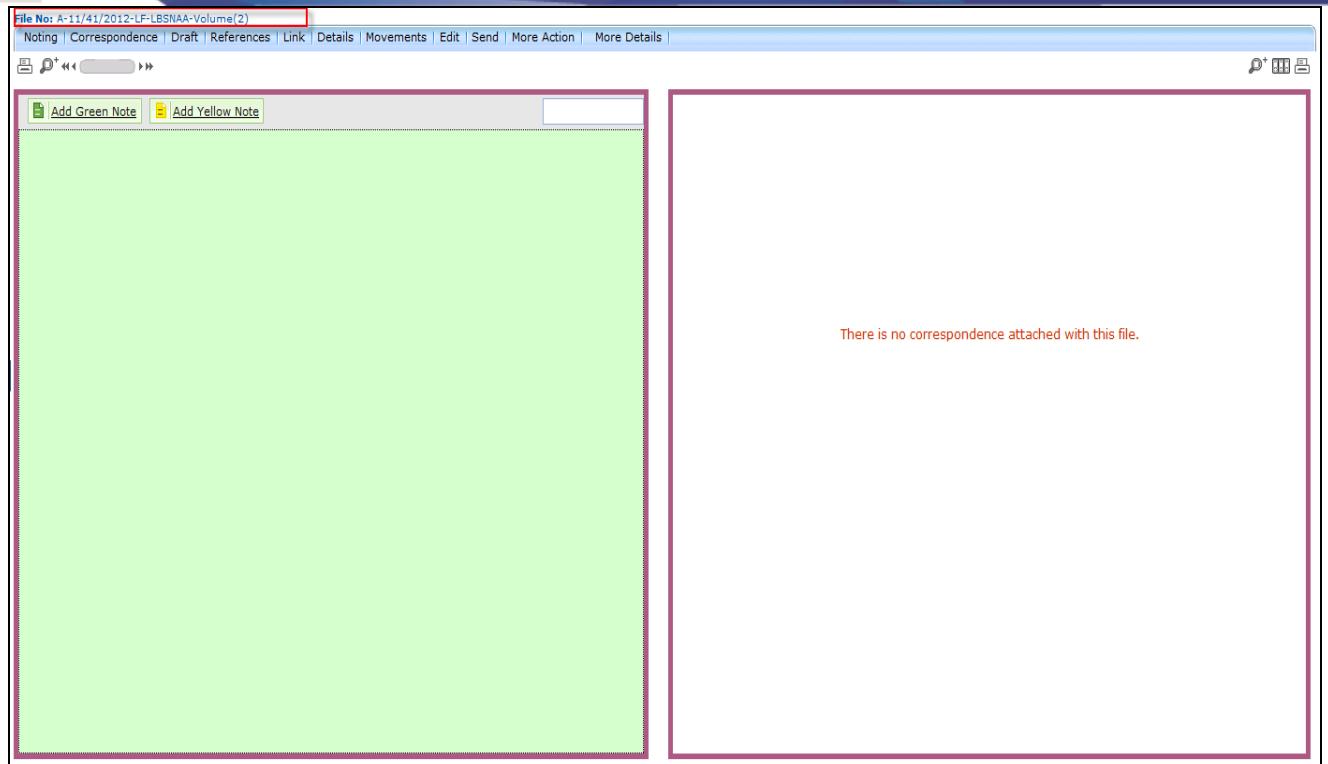


Fig.eFile. 30218

- **More Details:** Merged Files are shown in the More Details tab as shown in Fig.eFile.319:

S.No	Number	Subject

Fig.eFile. 3039

Note: You will learn the process of volume creation in detail in **Section 9**.

- ii) **Create New (SFS):** This option creates an Electronic file with SFS standard i.e. the user can enter File No. without any restriction or standards.

Click the Create New (SFS) option under Electronic File. As a result, File Cover Page screen appears as shown in Fig.eFile.320:

The screenshot displays the 'File Cover Page' interface. At the top center, it features the text 'भारत सरकार' (Government of India) and 'GOVERNMENT OF INDIA'. Below this, 'NIC' and 'LF' are displayed. The main form area contains several input fields:

- File No.***: A text input field.
- Subject**: A text input field.
- Description***: A text input field.
- Category**:
 - Main**: A dropdown menu showing 'Choose One'.
 - Sub**: A dropdown menu showing 'Choose One'.
- Other Details**:
 - Classified**: A checkbox labeled 'Choose One'.
 - Remarks**: A text input field.
- Previous Reference** and **Later Reference**: Two text input fields.

At the bottom right of the form is a button labeled 'Continue Working >'

Fig.eFile. 30420

- Enter the necessary details on the File Cover Page. **File No.** and **Subject Description** are the Mandatory fields, as shown in Fig.eFile.321:

The screenshot shows a form titled "भारत सरकार GOVERNMENT OF INDIA" with "NIC" and "LF" branding. At the top, there is a file number "File No. 11011/eFile/Nlc-imp". The form is divided into two main sections: "Subject" and "Other Details".

Subject Section:

- Description:** A dropdown menu set to "eFile Implementation".
- Category:** A "Main" dropdown set to "Choose One" and a "Sub" dropdown set to "Choose One".

Other Details Section:

- Classified:** A dropdown menu set to "Choose One".
- Remarks:** A large text area.
- Previous Reference:** A text input field.
- Later Reference:** A text input field.

A "Continue Working" button is located at the bottom right of the form.

Fig.eFile. 3051

- After filling the necessary details, click the **Continue Working** () button (Fig.eFile.321) to create a new Electronic file. As a result, file gets created, as shown in Fig.eFile.322:

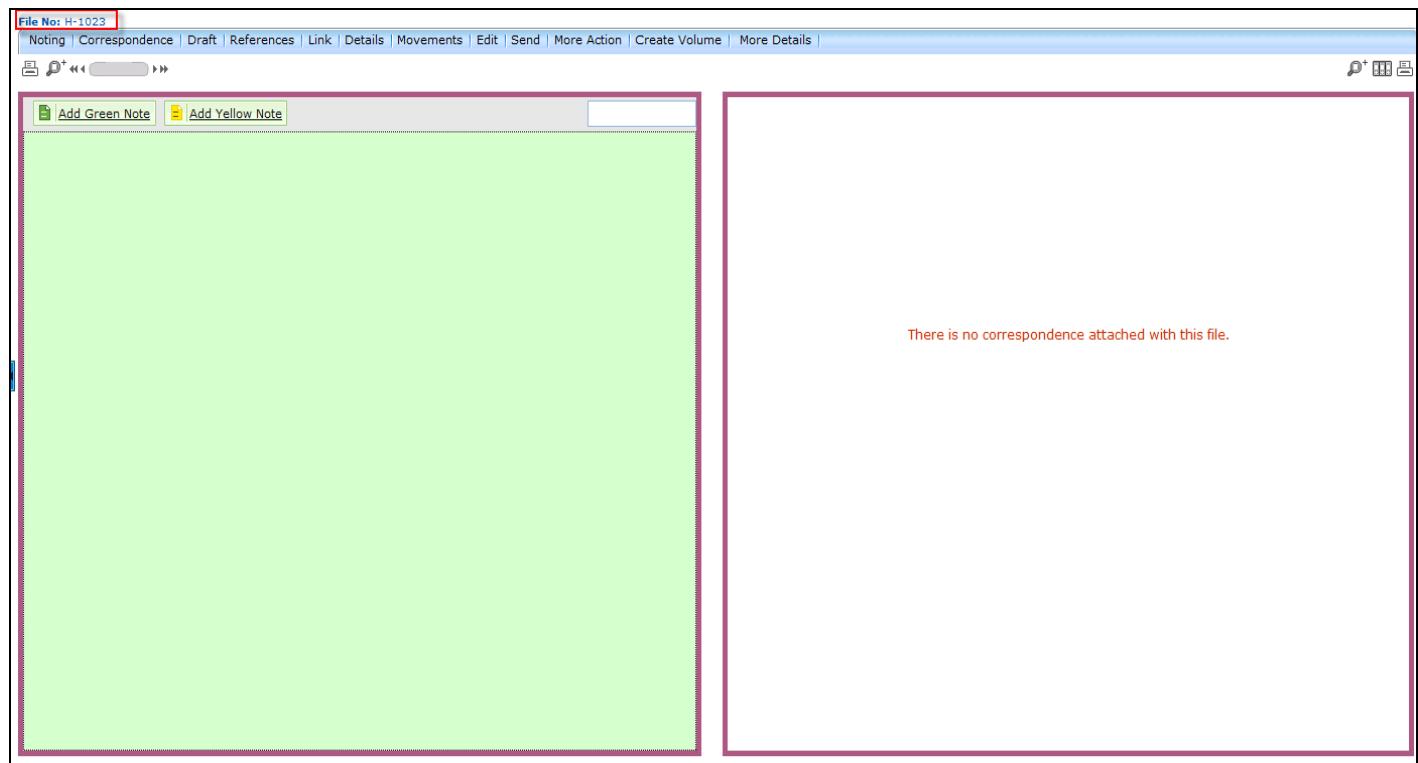


Fig.eFile. 30622

Note: User can perform same operations on a file as explained in **Create Non-SFS** file of the Electronic File Section.

Create Part:

The Create Part file option allows the user to create a part file against the file in submission i.e. not residing with the working user.

To create a part file the user has to perform the following steps:

- Click the **Create Part** under the File Section, as shown in Fig.eFile.323:

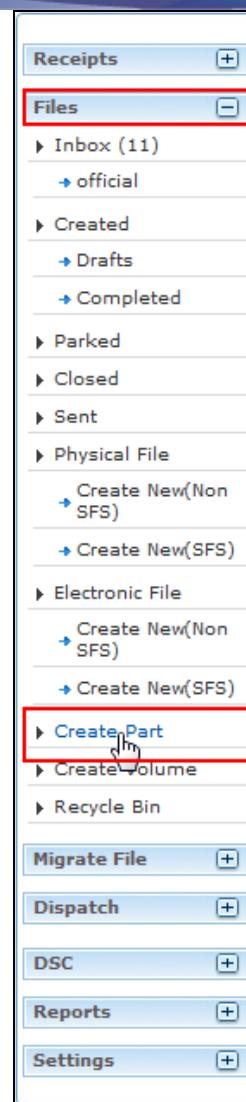


Fig.eFile. 30723

As a result the following page appears as shown in Fig.eFile.324:

**भारत सरकार
GOVERNMENT OF INDIA**

NIC

File Number [Browse File](#)

Subject

Description*

Category Main Sub

Other Details

Classified

Remarks

Previous Reference Later Reference

[Create Part >](#)

Fig.eFile. 30824

- To create a File no., click the **Browse File** ([Browse File](#)) Link, which shows all the files sent by you , as shown in Fig.eFile.325:

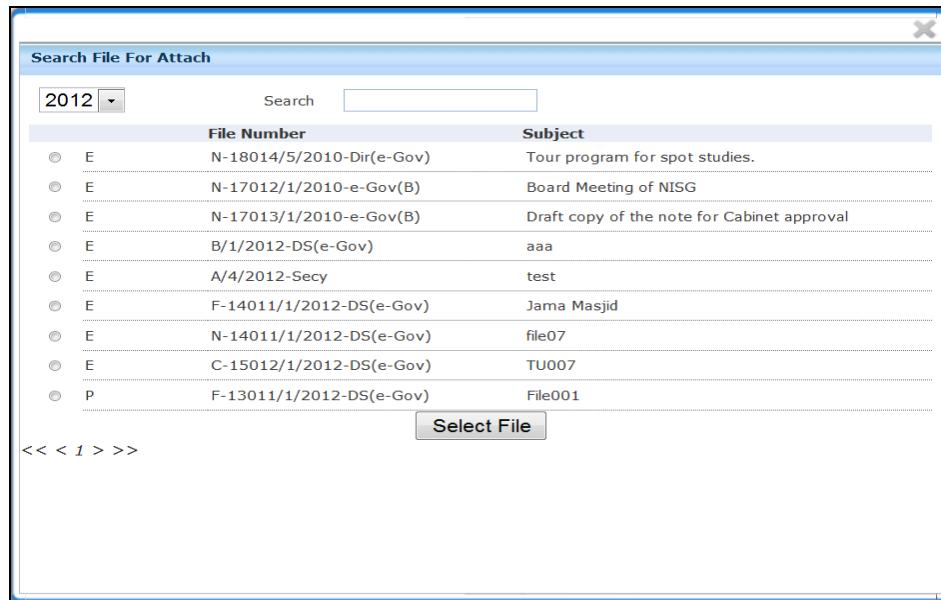


Fig.eFile. 30925

- Click on the radio button to select a particular file for which a part file has to be created and click on button Select File ()as shown in Fig.326:

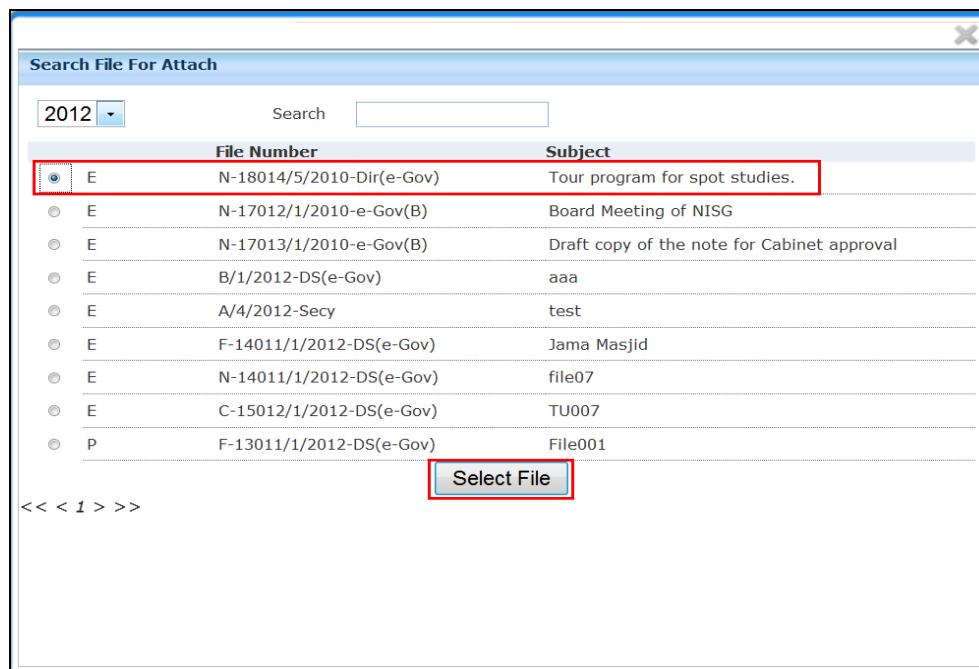


Fig.eFile. 31026

As a result the following page appears after selecting the file, as shown in Fig.eFile.327:

भारत सरकार
GOVERNMENT OF INDIA

NIC

File Number	N-18014/5/2010-Dir(e-Gov)
Subject	
Description*	Tour program for spot studies.
Category	Main: e-Gov Sub: Studies
Other Details	
Classified	<input type="checkbox"/> Choose One
Remarks	
Previous Reference	Later Reference

Create Part ➤

Fig.eFile. 31127

- Click on the **Create Part** () Link to create a part file, as a result the part file has been created as shown in Fig.eFile.328:

File No: F/32/2012-LF-LBSNAA-Part(1)

Correspondence | Link | Movements | Details | Edit | Send | Dispatch | More Action | More Details | Merge

File Number :	F/32/2012-LF-LBSNAA-Part(1)	Subject :	physical file
Opening Date :	19/09/12 01:57	Remarks :	physical file
Main Category :		Sub Category :	
Previous Reference :		Later Reference :	
File Movement History			
Sender	▼ Sent on	▼ Action	▼ Remarks

Fig.eFile. 31228

- As a result part file is created the part file can be created for both physical and electronic file.

Create Volume:

The Create Volume option allows the user to create a new volume of an existing file which is residing with him/her in the Draft or Inbox.

To create a Volume of a file the user has to perform the following steps:

- Click the **Create Volume** under the File Section, as shown in Fig.eFile.329:

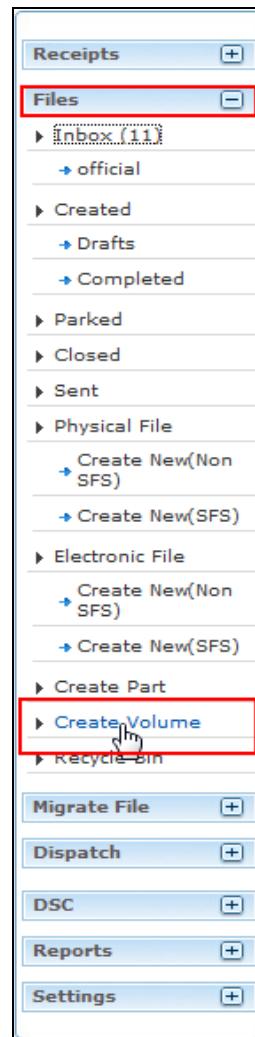


Fig.eFile. 3139

As a result the following page appears as shown in Fig.eFile.330:

भारत सरकार
GOVERNMENT OF INDIA

NIC

File Number Browse File

Subject

Description*

Category Main Choose One

Sub Choose One

Other Details

Classified Choose One

Remarks

Previous Reference

Later Reference

Create Volume ➤

Fig.eFile. 31430

- To create a File no. Click on the **Browse File** () Link, which shows all the files residing in your inbox and drafts , as shown in Fig.eFile.331:

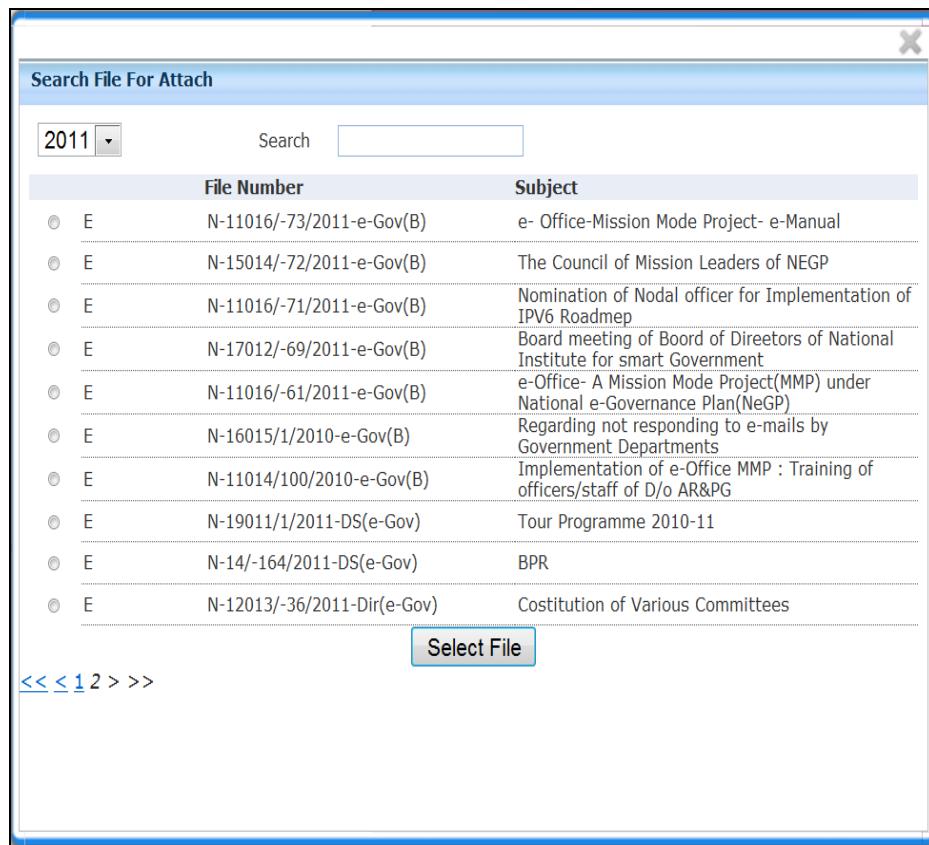


Fig.eFile. 31531

- Click on the radio button to select a particular file for which a new volume has to be created and click on button Select File (**Select File**) as shown in Fig.332:

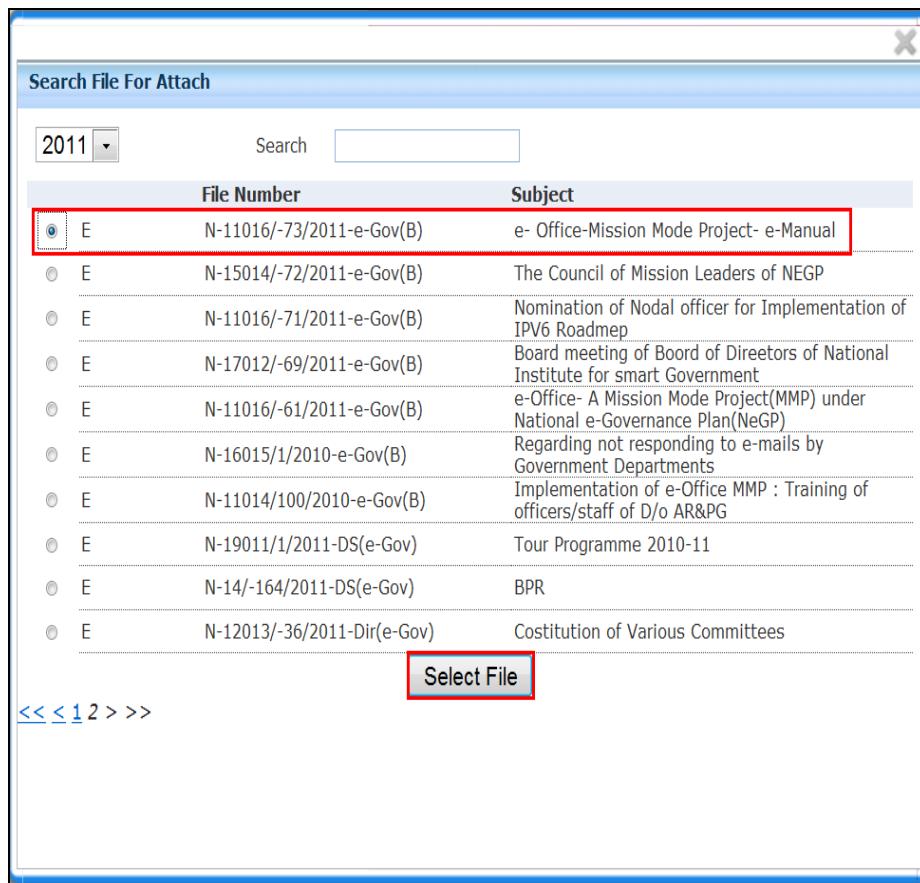


Fig.eFile. 3162

- Click on the **Create Volume** (Link to create a Volume, as a result the new Volume of a file has been created as shown in Fig.eFile.333:

File No: D/171/2012-LF-LBSNAA-Volume(2)

Correspondence | Link | Movements | Details | Edit | Send | Dispatch | More Action | More Details | Merge |

File Number :	D/171/2012-LF-LBSNAA-Volume(2)	Subject :	go
Opening Date :	19/09/12 01:37	Remarks :	go
Main Category :		Sub Category :	
Previous Reference :		Later Reference :	

File Movement History

Sender	Sent on	Action	Remarks

Fig.eFile. 31733

- As a result volume of a file is created (the volume of a file can be created for both physical and electronic file).

Recycle Bin:

Recycle Bin option contains list of all the Files which are deleted from the “**Created**” section of Files.
There are 2 links provided under Recycle Bin Section of File:

- Delete (X):** Permanently deletes the selected File.
- Restore (F):** The File which are deleted from the Created section are restored back.

Migrate File

Create New

With the help of Migrate file user can migrate files to any folder.

- Migrate file is created as shown in the figure Fig.eFile.334:

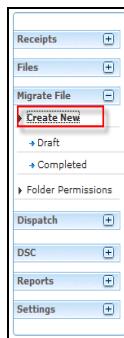
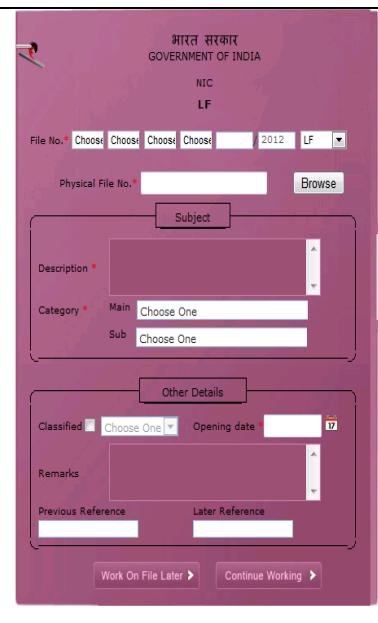



Fig.eFile. 31834

- Fill all the mandatory fields on the current page of Create Migrate File as shown in the figure Fig.eFile.335:
To select a file click Browse and Import the selected file from the folder as shown in the figure Fig.eFile.335:

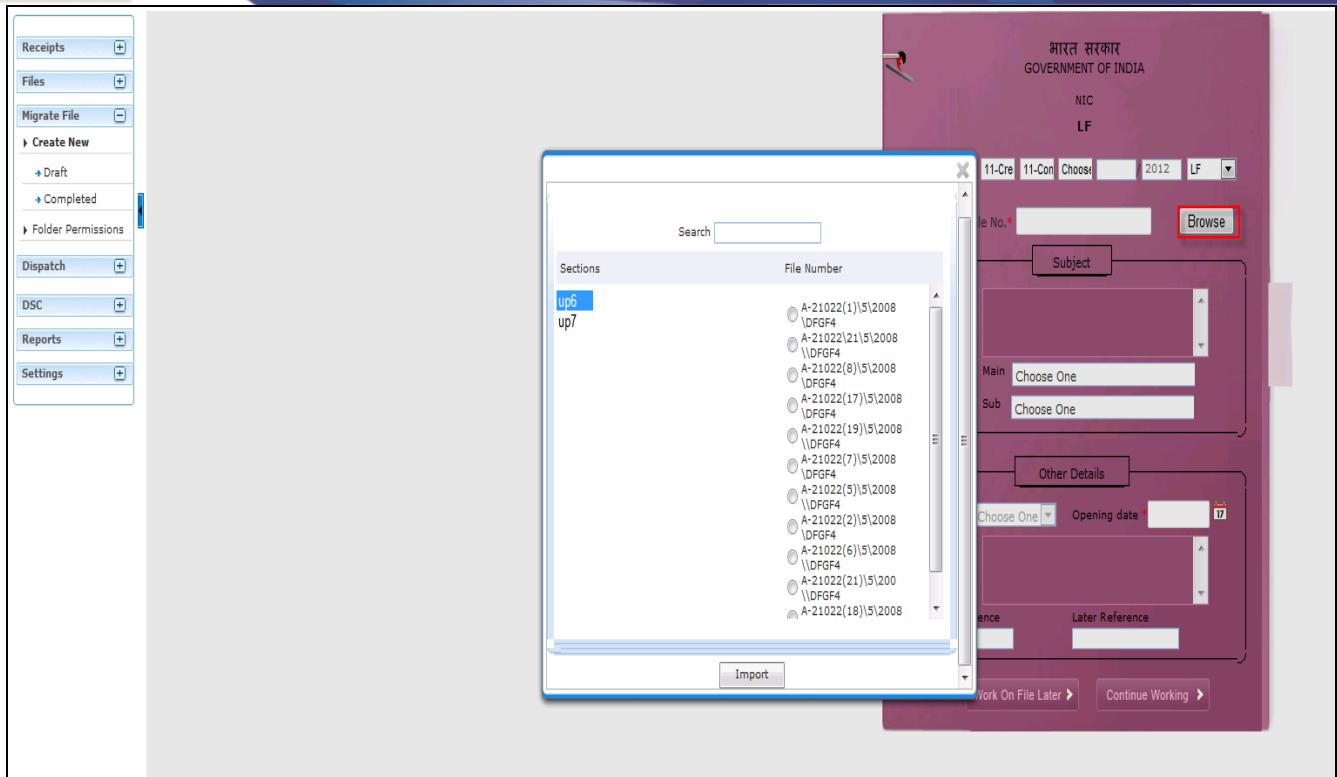


Fig.eFile. 31935

- Select a file, a window appears wherein user need to select the Source and destination files as shown in the Fig.eFile.336:

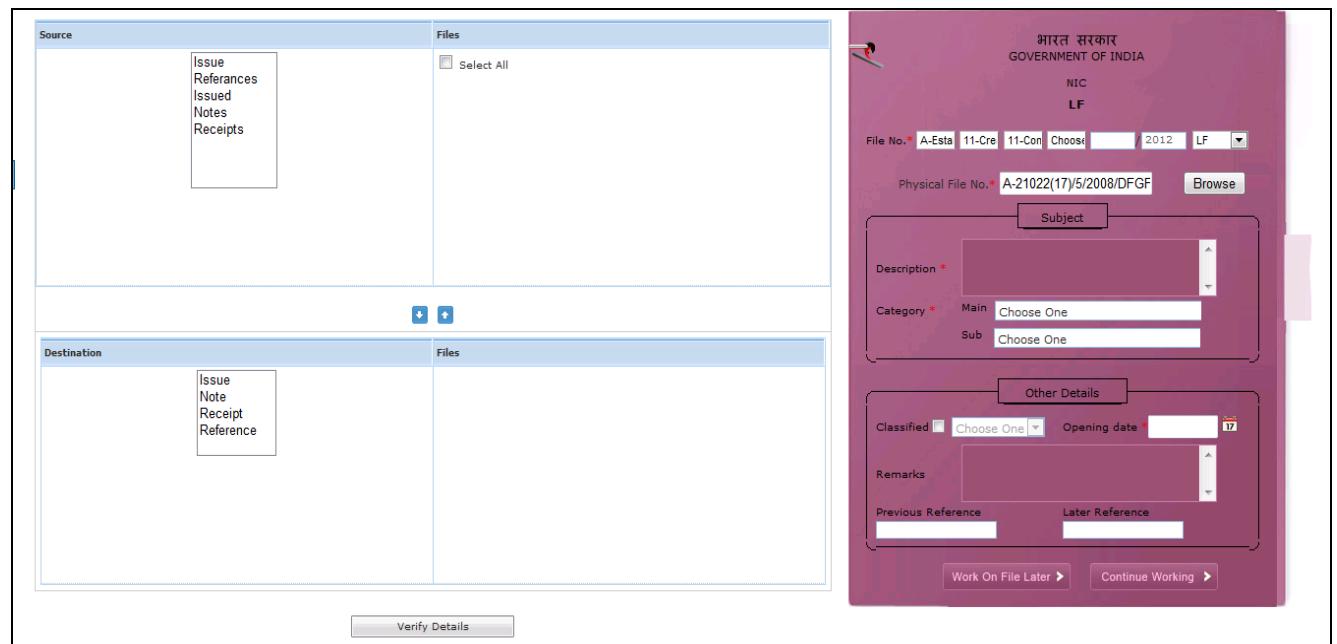


Fig.eFile. 32036

Now verify details as shown in the figure Fig.eFile.337:

The screenshot shows the eOffice digital workspace interface. On the left, there are two panels: 'Source' and 'Destination'. Both panels have a sidebar with options like 'Issue', 'References', 'Issued', 'Notes', 'Receipts', and 'Note', with 'Issue' highlighted in blue. The 'Source' panel also has a 'Verify Details' button at the bottom. In the center, there is a 'Files' section showing three PDF files: 'localhost - 1 (3).pdf', 'localhost - 1 (2).pdf', and 'localhost - 1 (1).pdf'. To the right, a large red box highlights a detailed file verification dialog. This dialog includes fields for 'Subject' (containing 'hello'), 'Description' (containing 'dsfsfdsd'), 'Category' (Main: Choose One, Sub: Choose One), 'Other Details' (Classified: Choose One, Opening date: 18/09/2012), and 'Remarks' (containing 'dsfsfdsd'). At the bottom of the dialog are buttons for 'Work On File Later' and 'Continue Working'.

Fig.eFile. 32137

- Go to the button Continue Working(**Continue Working >**) to generate new file no as shown in the Fig.eFile.338:

The screenshot shows the eOffice interface with two main panels: 'Source' and 'Destination'.
Source Panel: Contains a sidebar with 'Issue', 'References', 'Issued', 'Notes', and 'Receipts'. Below it is a 'Files' section listing three PDF files: 'localhost - 1 (3).pdf', 'localhost - 1 (2).pdf', and 'localhost - 1 (1).pdf'.
Destination Panel: Contains a sidebar with 'Issue', 'Note', 'Receipt', and 'Reference'. Below it is a 'Files' section showing one file: 'localhost.pdf'.
At the bottom center is a 'Verify Details' button.

Right Panel (Details): Shows the migrated file details:
- **File No.:** A-Esta 11-Cre 11-Con Choose / 2012 LF
- **Physical File No.:** A-21022(17)/5/2008/DFGF
- **Subject:** hello
- **Description:** Main AMC & Demand
- **Category:** Sub Choose One
- **Other Details:** Classified Choose One, Opening date: 18/09/2012
- **Remarks:** dssfsd
- **Buttons:** Work On File Later ▶, Continue Working ▶

Fig.eFile. 32238

- New file number is generated along with Old file no as shown in the Fig.eFile.339:

The screenshot shows the eOffice interface with a 'Migrated Table of Content' table on the right side.
The table has columns: SI No, Correspondence No, Subject, Type, Sent By, and Actions.
1 row is present: SI No 1, Correspondence No localhost.pdf, Subject N/A, Type Issue, Sent By N/A, Actions (Delete, Edit, Add, Print, etc.).
Below the table is a 'Save Sequence' button.

Fig.eFile. 3239

Create New of Migrate has 2 links to perform operation on it:

Draft:

Number is not generated as shown in the figure Fig.eFile.340:

Number	Subject	Subject Category	Created On	Remarks	Physical File Number
Number not generated	hgugyj		2012-09-18 15:35:22,349		A-21022(8)/5/2008/DFGF4

Fig.eFile. 324

Completed:

To generate a number click on **Continue Working ➤** to generate number

We have 5 links under completed tab to perform operations.

- Migrated file page shows the table of contents as shown in the figure Fig.eFile.341:

New File No: A-11011/19/2012-LF Old File No: A-21022(17)/5/2008/DFGF4

Notings | Correspondences | References | Edit | Finalize Migration

Migrated Table of Content					
Sl No	Correspondence No	Subject	Type	Sent By	Actions
1	localhost.pdf	N/A	Issue	N/A	X

Save Sequence

Fig.eFile. 32541

Notings: It is used to see the notings of the migrated file as shown in the figure Fig.eFile.342:

New File No: A-11011/19/2012-LF Old File No: A-21022(17)/5/2008/DFGF4

Notings | Correspondences | References | Edit | Finalize Migration

Noting TOC	

Fig.eFile. 32642

Note: Notings, Correspondence and References depend on the destination file which displays in the table of content.

Correspondence:

- Correspondence is as shown in the figure Fig.eFile.343:

The screenshot shows the eOffice application interface. At the top, there is a header bar with the text "New File No: A-11011/19/2012-LE Old File No: A-21022(17)/5/2008/DFGF4". Below the header, there is a navigation bar with tabs: "Notings", "Correspondences" (which is highlighted with a red border), "References", "Edit", and "Finalize Migration". The main content area is titled "Migrated Table of Content". It contains a table with one row, showing the following data:

Sl No	Correspondence No	Subject	Type	Sent By	Actions
1	localhost.pdf	N/A	Issue	N/A	X

Below the table, there is a button labeled "Save Sequence".

Fig.eFile. 32743

References:

References is shown in the figure Fig.eFile.344:

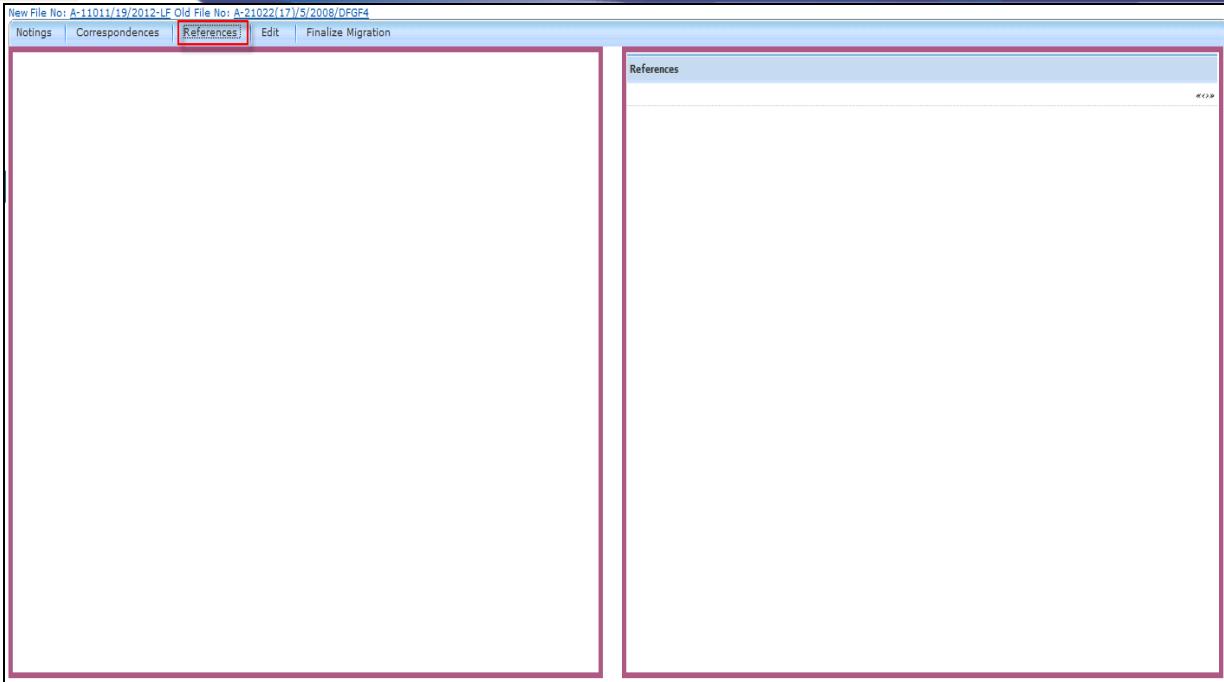


Fig.eFile. 32844

Edit:

- All the fields can be modified and saved as shown in the Fig.eFile.345 & Fig.eFile.346:

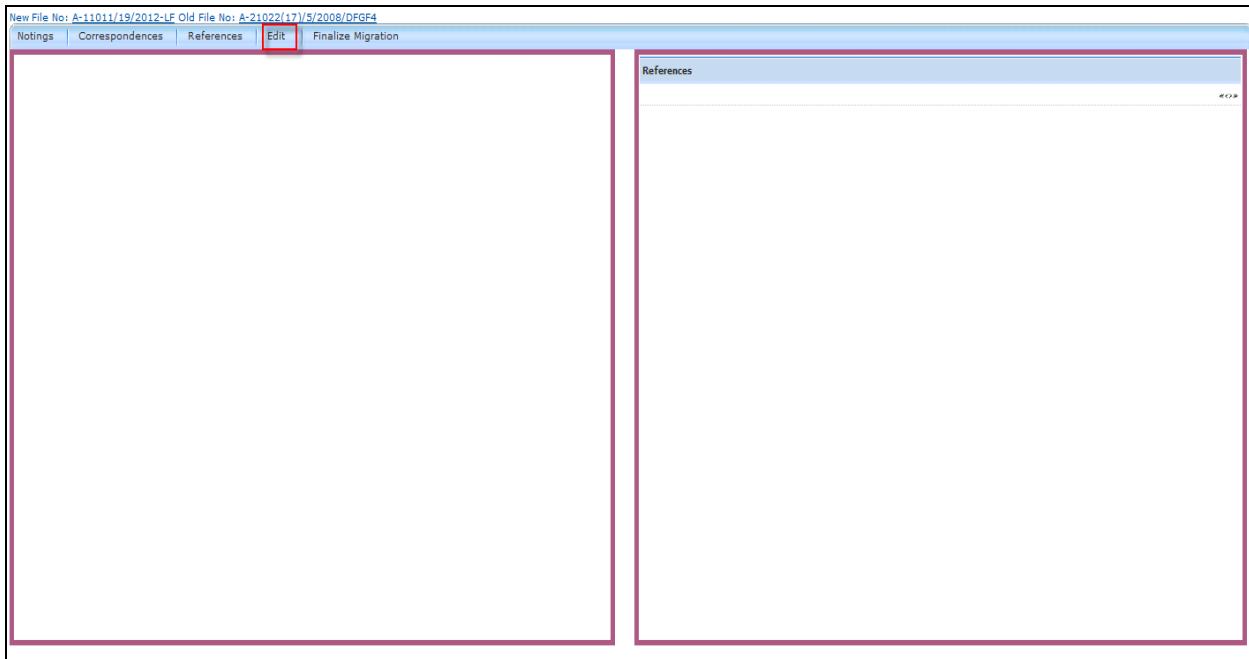


Fig.eFile. 329

The screenshot shows the eOffice interface with two main sections: 'Source' and 'Destination'. In the 'Source' section, there are four categories: 'Issue', 'References', 'Issued', 'Notes', and 'Receipts'. In the 'Destination' section, there are four categories: 'Issue', 'Note', 'Receipt', and 'Reference'. A central 'Files' area contains a checkbox labeled 'Select All'. To the right, a detailed view of a file record is shown, including fields for 'File No.', 'Physical File No.', 'Subject', 'Description', 'Category', 'Sub', 'Other Details', 'Remarks', and 'Classification'. Buttons for 'Verify Details' and 'Continue Working' are at the bottom.

Fig.eFile. 33046

Finalize Migration:

- It requires all the metadata should be completed before finalizing as shown in the figure Fig.eFile.347:

The screenshot shows the 'Finalize Migration' step. At the top, it displays 'New File No: A-11011/19/2012-LF Old File No: A-21022(17)/5/2008/DFG4'. Below this, there are tabs for 'Notings', 'Correspondences', 'References', 'Edit', and 'Finalize Migration', with 'Finalize Migration' highlighted. The main area contains several groups of fields: 'Dispatch' (Postal Details, Out Register Details), 'Receipt Details' (Reply options, Subject field), and 'Communication Details' (Ministry, Department, Name*, Designation, Address 1, Address 2).

Fig.eFile. 331

- Fill all the required data to make it as DFA as shown in the Fig.eFile.348:

New File No: A-11011/19/2012-LF Old File No: A-21022/17/5/2008/DFGF4

Notings Correspondences References Edit Finalize Migration

Delivery Date Delivery Time

Reply @ New/Fresh

Receipt Details

Subject* (Maximum of 250 Characters) hello

Communication Details

Ministry Choose One
Department Choose One
Name* sdsds
Designation
Address 1* sadsadas
Address 2
Email
Organization Choose One
Country Choose One
State Choose One
Pincode
Telephone
Fax

Language of draft English

Fig.eFile. 33248

Now as a result a new DFA is created as shown in the figure Fig.eFile.349:

New File No: A-11011/19/2012-LF Old File No: A-21022/17/5/2008/DFGF4

Notings Correspondences References Edit Finalize Migration

Migrated Table of Content

Sl No	Correspondence No	Subject	Type	Sent By	Actions
1	DFA/2114	hello	ISSUE	N/A	<input type="button" value="X"/> <input type="button" value="E"/> <input type="button" value="U"/> <input type="button" value="D"/>

Save Sequence

Fig.eFile. 3339

Folder Permission:

With the help of folder permissions user can provide an access to other user

To provide folder permission as shown in the figure Fig.eFile.350:

Permission for section to the user for migration

To

3 items selected	Remove all		Add all
up6	-	up1	+
up7	-	up3	+
up	-	up2	+

Fig.eFile. 33450

- Permission should be provided to section officer for migration as shown in the figure Fig.eFile.351:

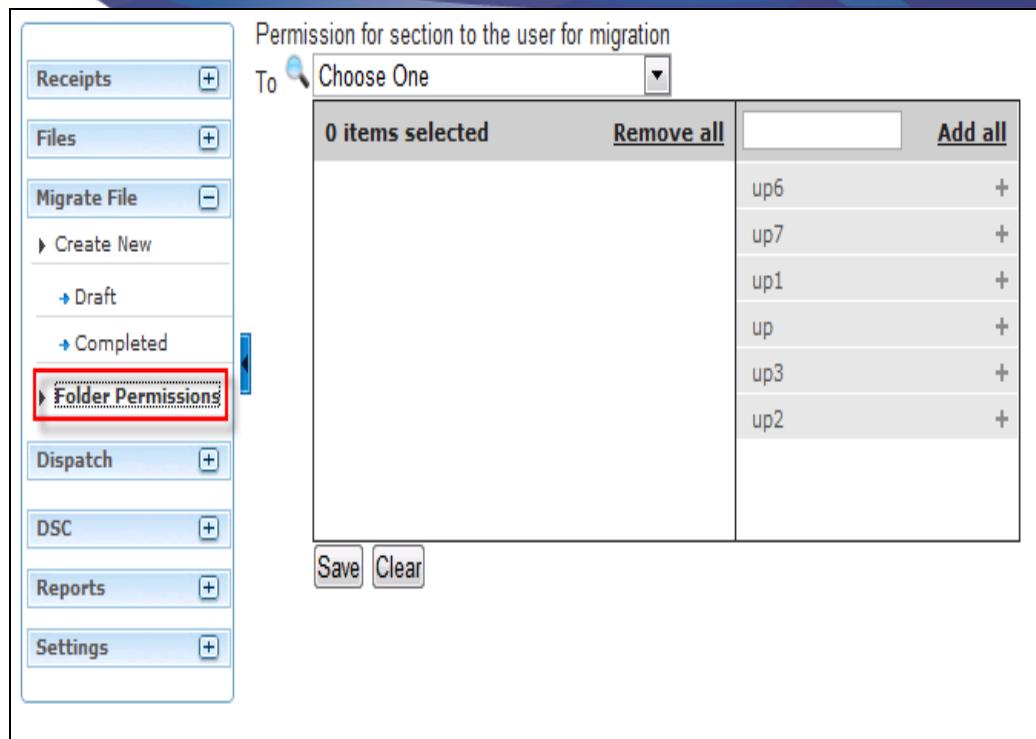


Fig.eFile. 33551

Dispatch

Dispatch section helps the user to view the issues that has been dispatched by them to the concerned recipient.

There are two links available under Dispatch Section which is mentioned below:

- 1) Sent
- 2) Returned

Let's have an introduction about these Links:

1. Sent: This module helps the CRU user to view the Sent Issues/Drafts.

If the status of the Issue or sent draft is:

Issued and Sent: Refers to when the DFA has been sent by the CRU section but not dispatched finally by the CRU section

Issued and Dispatched: Refers to when the DFA that has been sent to CRU section has been finally dispatched.

Issued and Returned: Refers to when the sent DFA has been returned back to the CRU section.

Final Dispatch can be done only after receiving the Draft/Letter.

There is 1 link provided under sent of Dispatch:

- a) **Print Envelope:** Helps the user to Print the envelope required for final Physical dispatch.

b) Returned: Contains the list of correspondence(s)/issues that are returned by the CRU/CRU section.

There are 2 links provided under Returned section of Dispatch:

- a) Receive
- b) Resend

Let's have an introduction about this Link:

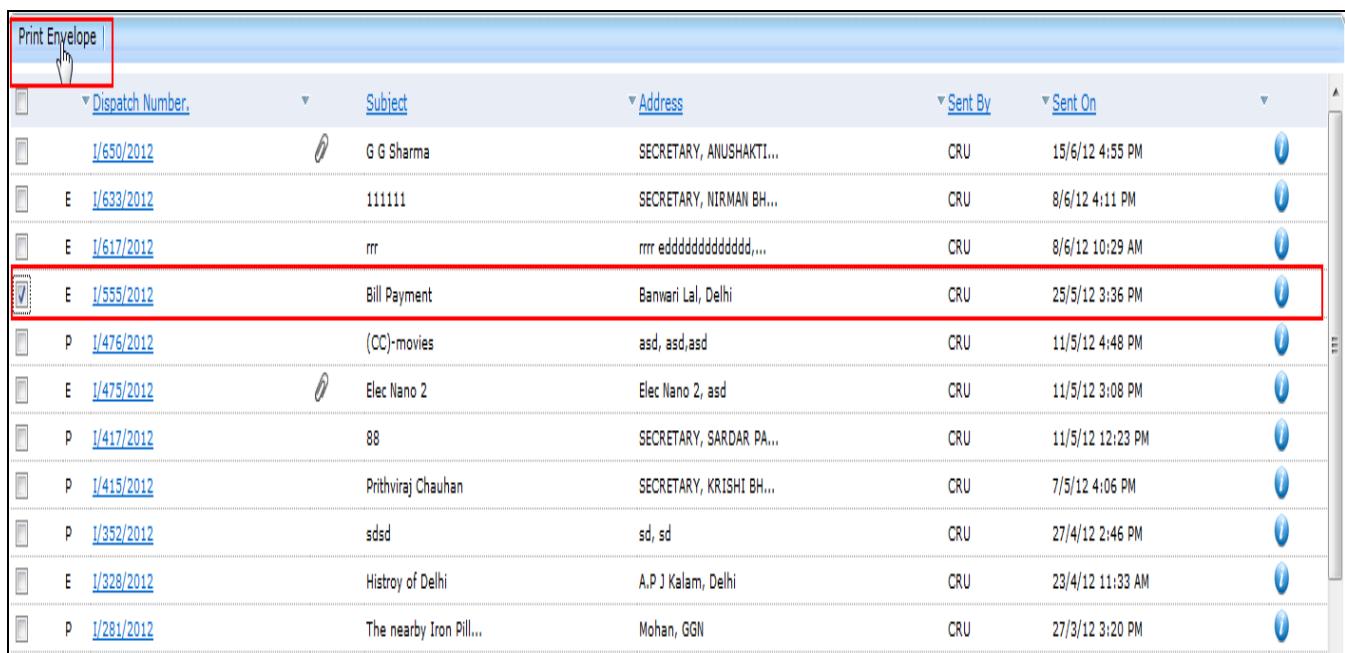
- a) Receive:** Helps the user to receive the returned Issue/Correspondence only after which user can edit the received Document.
- b) Resend:** Helps the user to resend the returned Issue/Correspondence after required changes (if required) to the CRU/CRU Section.

Quick Actions: - There is one useful link given under Dispatch as:

- ❖ **Action Detail** () – It facilitates the user to view the actions done at that moment on the Letter/Correspondence received.

- Select the Sent Issue needs to be printed/dispatched physically.

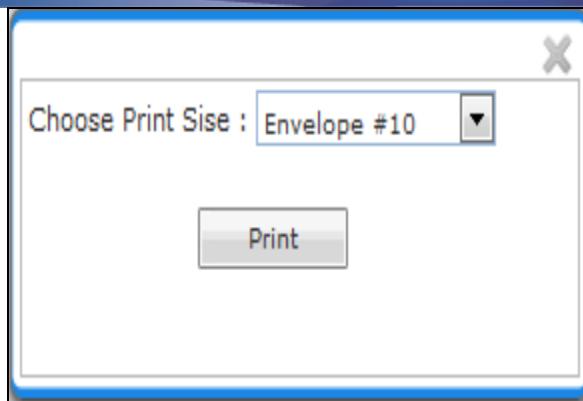
Click the '**Print Envelope**' link, as shown in Fig.eFile.352:



Print Envelope					
	Dispatch Number	Subject	Address	Sent By	Sent On
	I/650/2012	G G Sharma	SECRETARY, ANUSHAKTI...	CRU	15/6/12 4:55 PM
	E I/633/2012	111111	SECRETARY, NIRMAN BH...	CRU	8/6/12 4:11 PM
	E I/617/2012	rrr	rrr edddddddddd,...	CRU	8/6/12 10:29 AM
	E I/555/2012	Bill Payment	Banvari Lal, Delhi	CRU	25/5/12 3:36 PM
	P I/476/2012	(CC)-movies	asd, asd,asd	CRU	11/5/12 4:48 PM
	E I/475/2012	Elec Nano 2	Elec Nano 2, asd	CRU	11/5/12 3:08 PM
	P I/417/2012	88	SECRETARY, SARDAR PA...	CRU	11/5/12 12:23 PM
	P I/415/2012	Prithviraj Chauhan	SECRETARY, KRISHI BH...	CRU	7/5/12 4:06 PM
	P I/352/2012	sdsd	sd, sd	CRU	27/4/12 2:46 PM
	E I/328/2012	Histrov of Delhi	A.P J Kalam, Delhi	CRU	23/4/12 11:33 AM
	P I/281/2012	The nearby Iron Pill...	Mohan, GGN	CRU	27/3/12 3:20 PM

Fig.eFile. 33652

As a result new window appears asking for Print Size, as shown in Fig.eFile.353:

**Fig.eFile. 33753**

- Select the Print Size and click the 'Print' (Print) button (Fig.eFile.353), as a result the issue gets printed.

Return Link in Quick Actions gets active only when the CRU user receives the Letter.

DSC (Digital Signature Certificate)

It is a Digital Signature Certificate used for e-office that has the same legal recognition and validity as handwritten signatures which implies a process of demonstrating the authenticity of a digital message or document.

There is one link available under DSC section which is mentioned below:

- 1) DSC Registration

Let's have an introduction about this Link:

DSC Registration:

DSC Registration implies Digital Signature Certificate Registration. eOffice users obtain a Signing Certificate to go through DSC registration. DSC registration option facilitates the eOffice users for registration using an e-token issued to them by certificate issuing authorities like Tata Consultancy Services (TCS), National Informatics Centre (NIC), IDRBT Certifying Authority, SafeScrypt CA Services, Sify Communications, (n) Code

eOffice USER ID and DSC LOGIN ID are different. Both are required to authenticate the LOG IN process, if the eOffice user has registered for DSC.

DSC registration can be done either using a DSC card or e-token. User can visit the website <http://nicca.nic.in>, for basic information of how to obtain the DSC certificate or e-token, how to obtain the software for DSC certificate or e-token, how to install them, and finally how to initialize the DSC certificate or e-token.

User has to properly installed drivers for the DSC Smart card and USB Token in the system before

using the DSC authentication or e-token authentication.

Fee structure for the different certificates and the hardware devices involved can be easily obtained by accessing, <http://nicca.nic.in>. Under this site, user can easily obtain the detailed information regarding the Certificate's Fee Structures, under the Support Link.

Token involves only a single pen drive device.

After the user has properly enrolled for the DSC certificate or e-token, user has two level of authentication for accessing the eOffice application. User has to perform series of steps to log into the eOffice application, using e-Token or DSC card.

For e-Token Enrollment:

- Type the URL of the eOffice application in the address bar of the web browser.
- Press **Enter** from the keyboard.

A window appears, displaying the login page for eOffice, as shown in Fig.eFile.354:

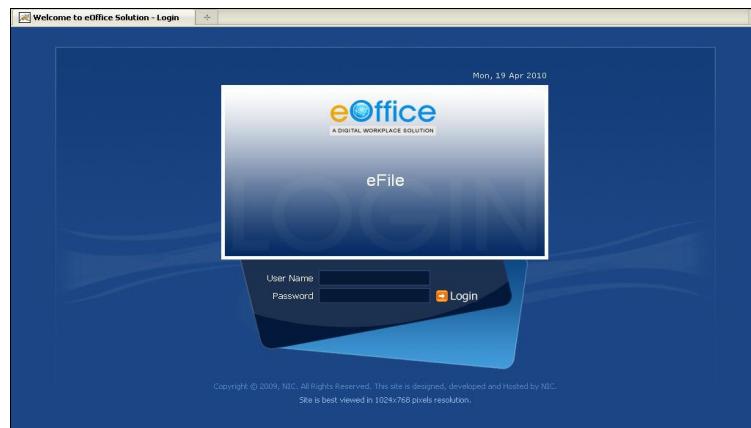


Fig.eFile. 33854

- Type the User id in the User Name text box.
- Type the password in the Password text box.
- Click the **Login** button, as shown in Fig.eFile.355:



Fig.eFile. 33955

As a result, the user gets successfully log into the eOffice application, as shown in Fig.eFile.356:



Fig.eFile. 34056

Plug-In the e-token in your machine/system.

- Click the **DSC Registration** link under the DSC section (Fig.eFile.356). As a result, the DSC Enrollment Screen appears, as shown in Fig.eFile.357:

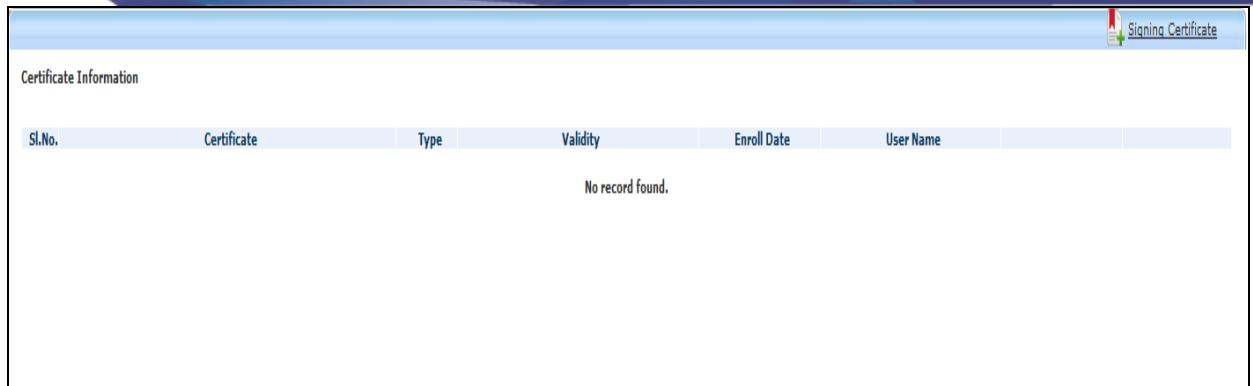


Fig.eFile. 341

- Click the **Signing Certificate** link in the DSC Enrollment Screen (Fig.eFile.357) As a result, the DSC Enrollment screen appears, a shown in Fig.eFile.358:

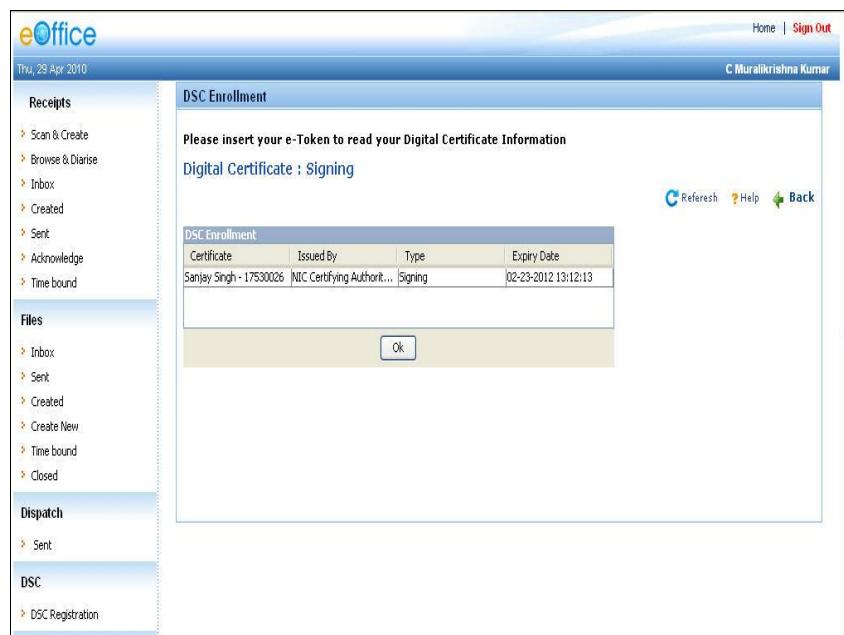


Fig.eFile. 34258

- Select the certificate for enrollment and click the **OK** button, as shown in Fig.eFile.359:

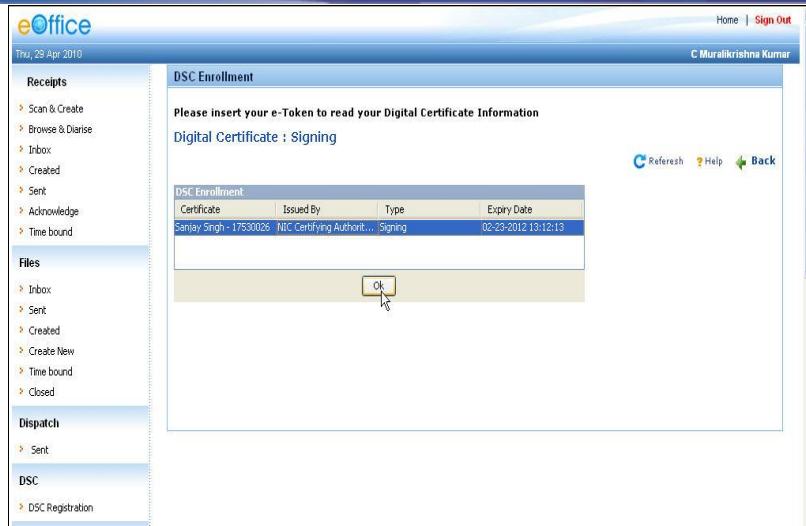


Fig.eFile. 3439

The Message box appears, displaying the message for successful enrollment of the eOffice user, a shown in Fig.eFile.360:



Fig.eFile. 34460

- Click the **OK** button to complete the process of DSC enrollment, as shown in Fig.eFile.361:

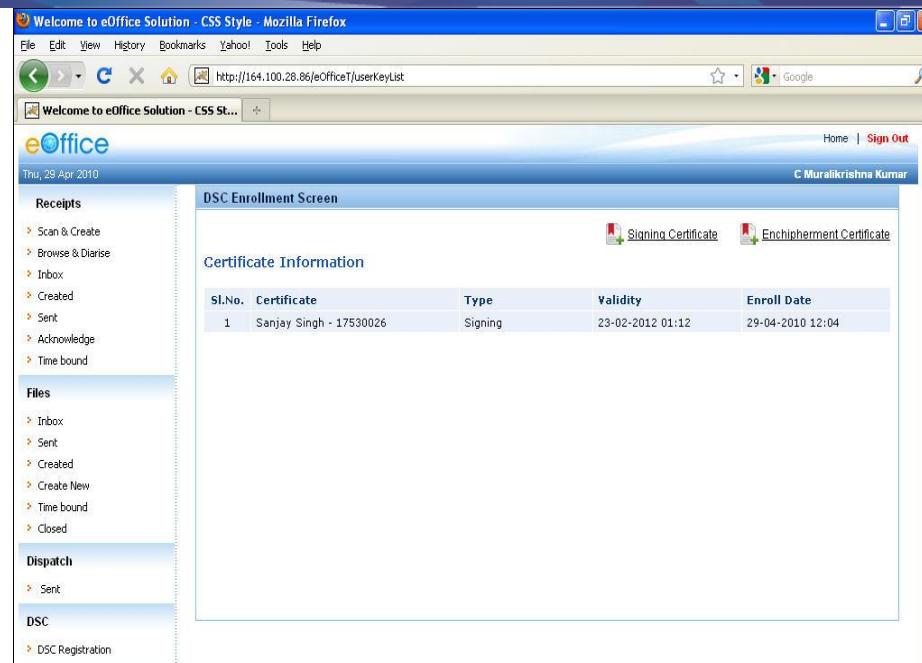


Fig.eFile. 34561

For e-Token Authentication:

- Plug in the e-token device in your system.
- Type the URL of the eOffice application in the address bar of the web browser.
- Press Enter from the keyboard.

A window appears, displaying the login page for eOffice, as shown in Fig.eFile.362:

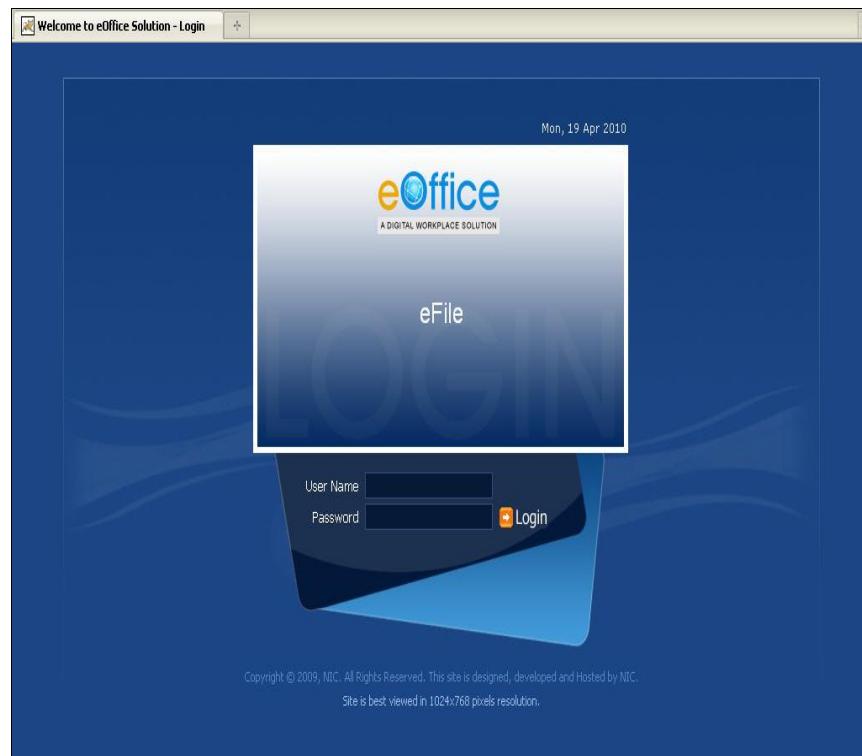


Fig.eFile. 34662

- Type the User id in the User Name text box.
- Type the password in the Password text box.
- Click the **Login** button, as shown in Fig.eFile.363:



Fig.eFile. 34763

As a result, the Log On dialog box appears, prompting for password above the DSC Authentication screen, as shown in Fig.eFile.364:

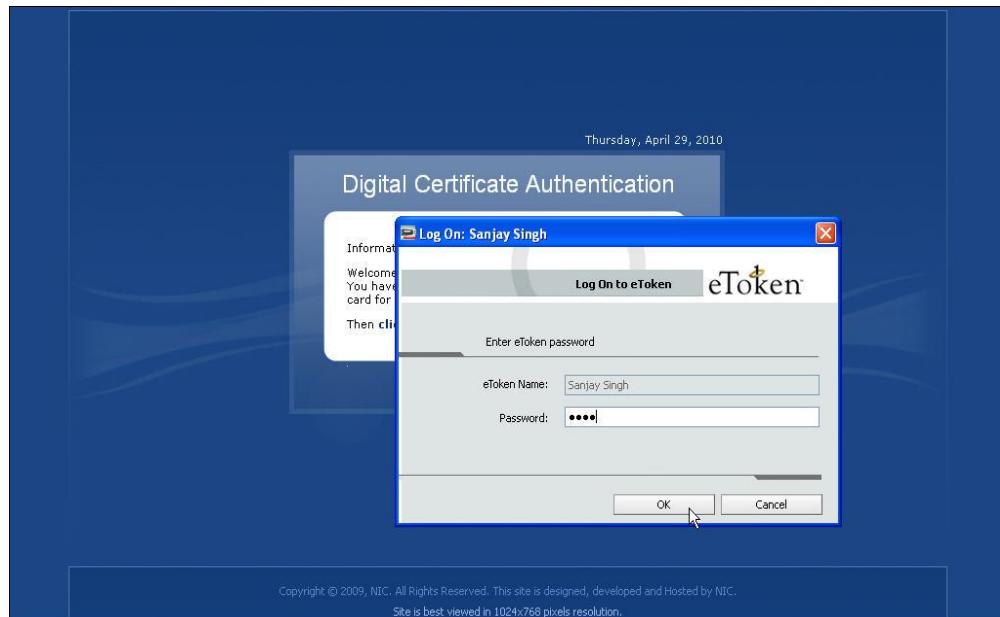


Fig.eFile. 34864

- Type the password in the Password field in the Log On screen. (Fig.eFile.364)

User can enter the wrong password only 10 times. Thereafter if the wrong password is entered, the user gets blocked.

- Click the **OK** button (Fig.eFile.364). As a result, the user gets log into the eOffice application, as shown in Fig.eFile.365:

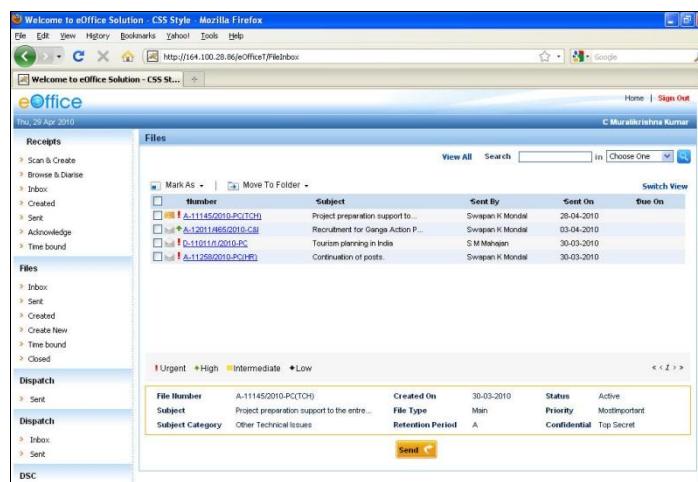


Fig.eFile. 34965

For DSC Card Enrollment:

- Type the URL of the eOffice application in the address bar of the web browser.

- Press Enter from the keyboard.

A window appears, displaying the login page for eOffice, as shown in Fig.eFile.366:

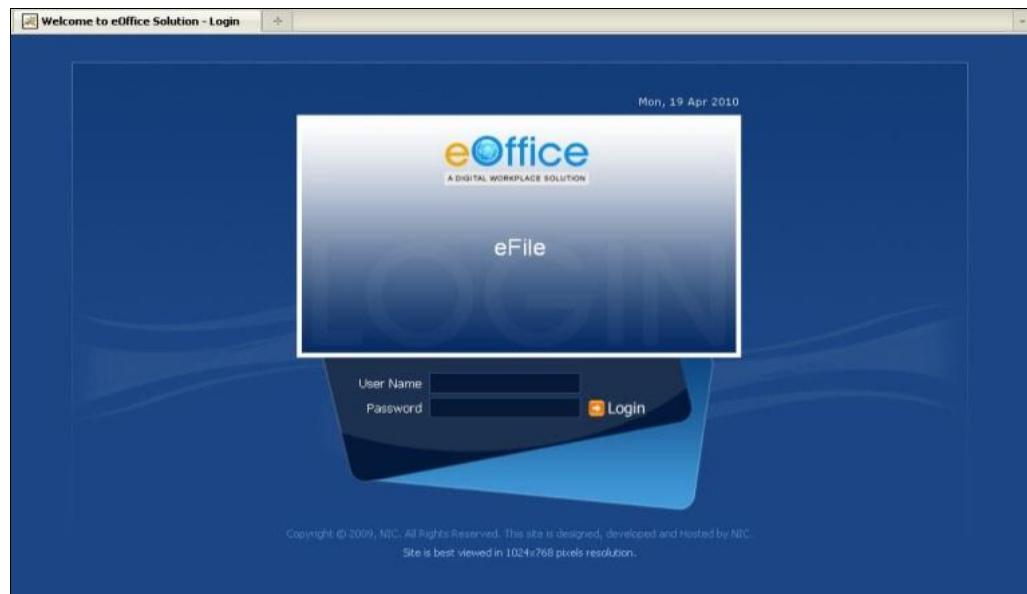


Fig.eFile. 35066

- Type the User id in the User Name text box.
- Type the password in the Password text box.
- Click the **Login** button, as shown in Fig.eFile.367:



Fig.eFile. 35167

- Plug-In the e-token in your machine/system.

As a result, the user gets successfully log into the eOffice application, as shown in Fig.eFile.368:

File Number	Created On	Status
G-112/2010-PC	30-03-2010	Active

Fig.eFile. 352

- Click the DSC Registration link under the DSC section (Fig.eFile.368). As a result, the DSC Enrollment Screen appears, as shown in Fig.eFile.369:

Fig.eFile. 3539

- Click the Signing Certificate link in the DSC Enrollment Screen (Fig.eFile.369). As a result, Enter Pin dialog box appears, as shown in Fig.eFile.370:



Fig.eFile. 35470

- Enter the pin in the Enter Pin text box in the Enter PIN dialog box (Fig.eFile.370).
- Click the **OK** button. The DSC Enrollment screen appears, as shown in Fig.eFile.371:

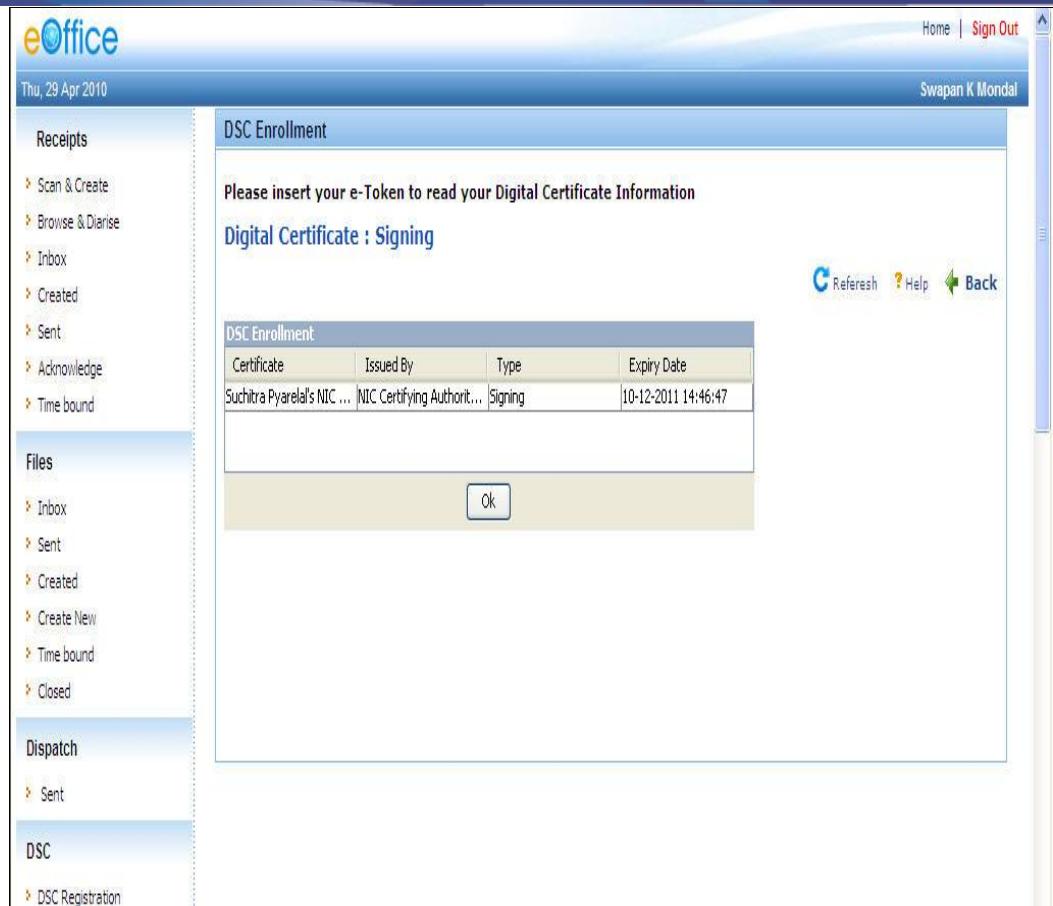


Fig.eFile. 35571

- Select the certificate for enrollment and click the **OK** button, as shown in Fig.eFile.372:

Certificate	Issued By	Type	Expiry Date
Suchitra Pyarelal's NIC ...	NIC Certifying Author...	Signing	10-12-2011 14:46:47

Fig.eFile. 35672

The message box appears, displaying the message for successful enrollment of the eOffice user, as shown in Fig.eFile.373:



Fig.eFile. 35773

- Click the **OK** button to complete the process of DSC enrollment, as shown in Fig.eFile.374

Sl.No.	Certificate	Type	Validity	Enroll Date
1	Suchitra Pyarelal's NIC Certifying Authority ID - 20598703	Signing	12-10-2011 02:46	29-04-2010 12:48

Fig.eFile. 35874

For DSC Card Authentication:

- Plug in the DSC card in your system.
- Type the URL of the eOffice application in the address bar of the web browser.
- Press Enter from the keyboard.

A window appears, displaying the login page for eOffice, as shown in Fig.eFile.375:



Fig.eFile. 359

- Type the User id in the User Name text box.
- Type the password in the Password text box.
- Click the **Login** button, as shown in Fig.eFile.376:



Fig.eFile. 36076

As a result, the Enter PIN dialog box appears, as shown in Fig.eFile.377:

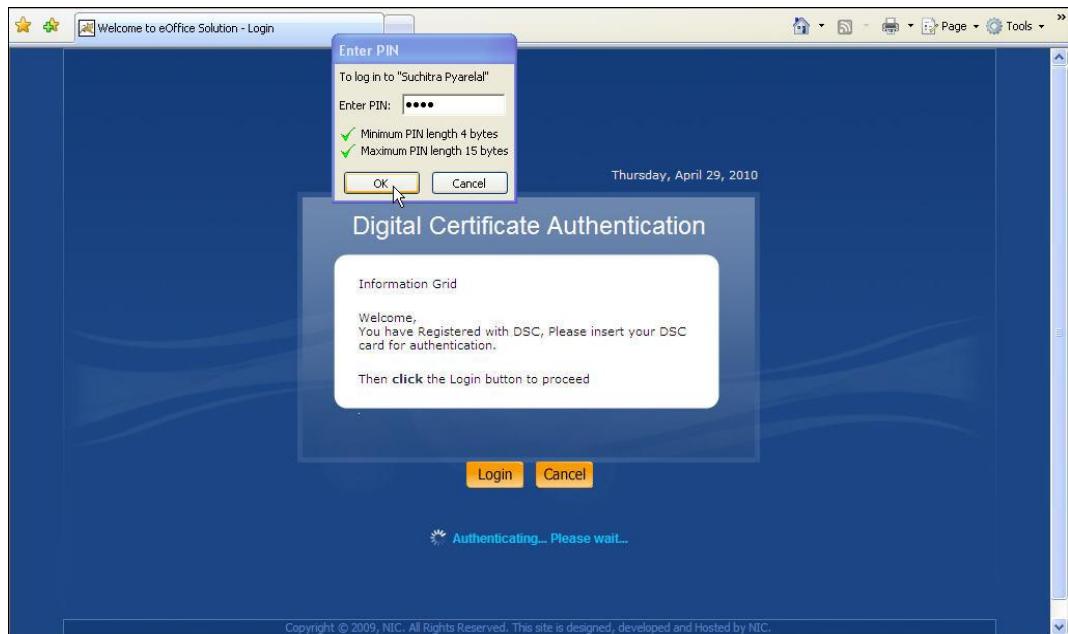


Fig.eFile. 36177

- Type the **password** in the Enter **PIN** dialog box (Fig.eFile.377).
- Click the **OK** button (Fig.eFile.377). As a result, the user gets log into the eOffice application, as shown in Fig.eFile.378:

The screenshot shows the eOffice application interface. The left sidebar includes sections for Receipts (Scan & Create, Browse & Diarise, Inbox, Created, Sent, Acknowledge, Time bound), Files (Inbox, Sent, Created, Create New, Time bound, Closed), Dispatch (Sent), and Dispatch (Inbox, Sent). The main area is titled 'Files' and displays a list of files. One file, 'G-112/2010-PC', is selected and shown in detail below the list. The detail view includes fields for File Number (G-112/2010-PC), Subject (An all-pervasive government role may hav...), Created On (30-03-2010), Status (Active), Subject Category (Workshops on Performance management), File Type (Main), Priority (Immediate), Retention Period (A), and Confidentiality (Confidential). A 'Send' button is located at the bottom right of the detail view.

File Number	G-112/2010-PC	Created On	30-03-2010	Status	Active
Subject	An all-pervasive government role may hav...	File Type	Main	Priority	Immediate
Subject Category	Workshops on Performance management	Retention Period	A	Confidential	Confidential

Fig.eFile. 36278

Reports

Reports are the documents that display the results of some search/experiment based on certain predefined parameters and filters.

It has following 18 options:

- 1) File Register
- 2) File Register (Section wise)
- 3) Diary Register
- 4) Diary Register(Section wise)
- 5) File movement
- 6) Receipt movement
- 7) Dispatch
- 8) Received Files
- 9) Received Receipts
- 10) Parked Files
- 11) Closed Files
- 12) Closed Receipts
- 13) Files forwarded by time duration
- 14) Receipts forwarded by duration
- 15) Files attended for more than 24 Hrs.
- 16) File(s) not attended by recipient for 24 Hrs
- 17) Revenue Report
- 18) VIP Details

Let's learn about these options one by one.

File Register

This selection generates a **PDF Report** filtered on the basis of certain parameters that contains a list of all the efiles that are created between two specified dates on the basis of Basic head and other Sub heads.

To generate the File Register report, user has to perform the following steps:

Click the **File Register** link under the **Report** section, as shown in Fig.eFile.379:

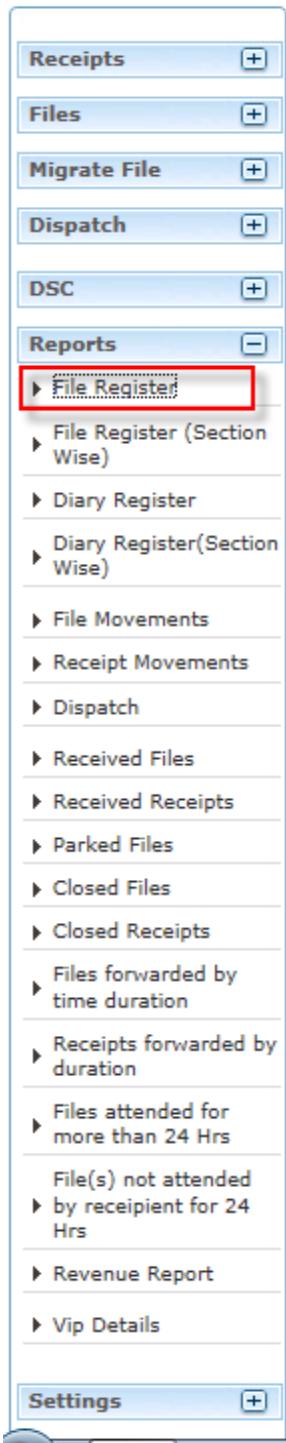


Fig.eFile. 3639

As a result, **File Register Report** Screen appears, as shown in Fig.eFile.380:

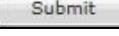
File Register Report

① FileRegister Report ② Comparative Report of Organization Unit

From*	<input type="text" value="17"/>	To*	<input type="text" value="17"/>
Basic Head	Choose One ▾	Primary Head	Choose One ▾
Secondary Head	Choose One ▾	Tertiary Head	Choose One ▾

Submit

Fig.eFile. 36480

Provide the information for the necessary filter and fields like '**From**, **To**, **Basic/Functional Head**, **Activity/Primary Head** and so on', and click the **Submit** () button, as shown in Fig.eFile.381:

File Register Report

① FileRegister Report ② Comparative Report of Organization Unit

From*	<input type="text" value="02/02/2011"/> 17	To*	<input type="text" value="20/09/2011"/> 17
Basic Head	A-Establishment ▾	Primary Head	Recruitment ▾
Secondary Head	Choose One ▾	Tertiary Head	Choose One ▾

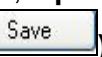
Submit

Fig.eFile. 36581

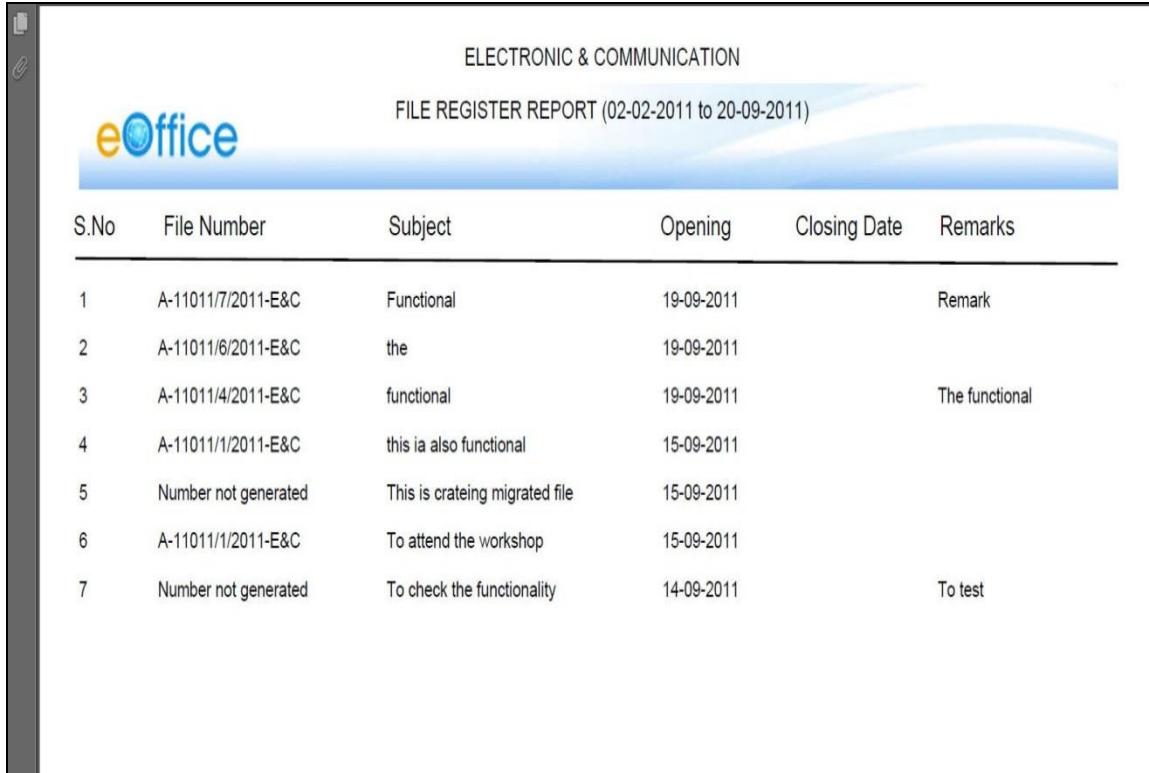
As a result, the **File Download** dialog box appears, as shown in Fig.eFile.382:



Fig.eFile. 36682

- This dialog box contains three buttons, **Open**, **Save** and **Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.382).

As a result, the **File Register** report is saved at the specified location in Pdf format. Now, when the user opens the report, a detail of all the files that are generated between the two specified dates and specified parameters as shown in Fig.eFile.383:



S.No	File Number	Subject	Opening	Closing Date	Remarks
1	A-11011/7/2011-E&C	Functional	19-09-2011		Remark
2	A-11011/6/2011-E&C	the	19-09-2011		
3	A-11011/4/2011-E&C	functional	19-09-2011		The functional
4	A-11011/1/2011-E&C	this ia also functional	15-09-2011		
5	Number not generated	This is crateing migrated file	15-09-2011		
6	A-11011/1/2011-E&C	To attend the workshop	15-09-2011		
7	Number not generated	To check the functionality	14-09-2011		To test

Fig.eFile. 36783

File Register (Section Wise)

This selection generates a **Section Wise PDF Report** filtered on the basis of certain parameters that contains a list of all the efiles that are created between two specified dates on the basis of Basic head and other Sub heads.

To generate the File Register Section Wise report, user has to perform the following steps:

Click the **File Register Section Wise** link under the **Report** section, as shown in Fig.eFile.384:

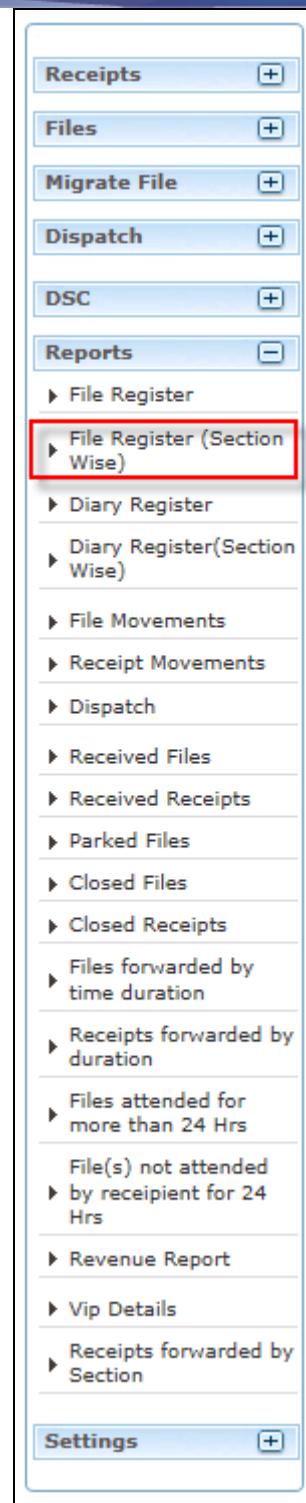


Fig.eFile. 36884

See the operational level of file register .

Diary Register:

This selection generates a **PDF** Report filtered on the basis of certain parameters that contains a list of all the Receipts that are created between two specified dates on the basis of Delivery mode, type of correspondence, language etc.

To generate the Diary Register report, perform the following steps:

- Click the Diary Register link under the Report section, as shown in Fig.eFile.385:



Fig.eFile. 36985

As a Result, the **Diary Register** Report screen appears, as shown in Fig.eFile.386:

Diary Register Report

(DiaryRegister Report) (Comparative Report of Organization Unit)

From*	<input type="text"/>	To*	<input type="text"/>
Delivery Mode*	Choose One	Language:	Choose One
CorrespondenceType:	Choose One	VIP:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both
Country	Choose One	State	Choose One
Ministry	Choose One	Department	Choose One
MainCategory	Choose One	Classified	<input type="radio"/> Yes <input checked="" type="radio"/> No
Section	MGNREGA		
<input type="button" value="Submit"/>			

Fig.eFile. 37086

Provide the information for the necessary filter and fields like '**From, To, Delivery Type** and other necessary

Details, and click the Submit () button, as shown in Fig.eFile.387:

Diary Register Report

<input checked="" type="radio"/> DiaryRegister Report	<input type="radio"/> Comparative Report of Organization Unit		
From*	03/02/2011 <input type="button" value="17"/>	To*	02/09/2011 <input type="button" value="17"/>
Delivery Mode*	By Hand <input type="button"/>	Language:	Choose One <input type="button"/>
CorrespondenceType:	Choose One <input type="button"/>	VIP:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both
Country	Choose One <input type="button"/>	State	Choose One <input type="button"/>
Ministry	Choose One <input type="button"/>	Department	Choose One <input type="button"/>
MainCategory	Choose One <input type="button"/>	Classified	<input type="radio"/> Yes <input checked="" type="radio"/> No
Section	MGNREGA		
<input type="button" value="Submit"/> <input type="button" value="Im"/>			

Fig.eFile. 371

As a result, File Download dialog box appears, as shown in Fig.eFile.388:



Fig.eFile. 37288

- This dialog box contains three buttons, **Open**, **Save and Cancel**. User can use any option to view the report.
To save the report click the **Save** () button (Fig.eFile.388).

As a result, the **Diary Register** report is saved at the specified location in Pdf format, now, when the user opens the report, detail of all the Receipts that are generated between the two specified dates and specified parameters as shown in Fig.eFile.389:

ELECTRONIC & COMMUNICATION				
Diary Register Report				
(01-01-2011 to 22-09-2011)				
S.No	File Number	Subject	Sender Name	Letter Date
1	2804/2011/E&C	Reg. telephone cables for malakoff	KB MUSSOORIE	2011-05-12 00:00:00
2	4078/2011/E&C	BUDGET FILE	EandC Section	2011-07-01 00:00:00
3	4338/2011/E&C	BSNL TELEPHONE BILL	account section	2011-07-11 00:00:00
4	806/2011/E&C	BSNL TELEPHONE BILLS	EANDC SECTION	2011-04-21 00:00:00
5	5638/2011/E&C	EPABX TELEPHONE BILLS	eandc section	2011-08-10 00:00:00
6	6638/2011/E&C	Proposal Letter for the AMC of Sharp AR-160 photocopies	Diginet Corporation	2011-08-10 00:00:00
7	4225/2011/E&C	franking Machine Ink cartiadge demand	Dispatch Section	2011-07-07 00:00:00
8	140/2011	Purchase of Multimedia Projectors	E&C	2010-06-16 00:00:00
9	262/2011/E&C	List of BSNL landline phones	E and c Section	2011-04-05 00:00:00

Fig.eFile. 3739

Diary Register Section Wise:

This selection generates a **Section Wise PDF Report** filtered on the basis of certain parameters that contains a list of all the efiles that are created between two specified dates on the basis of Basic head and other Sub heads.

To generate the Diary Register Section Wise report, user has to perform the following steps:

Click the **Diary Register Section Wise** link under the **Report** section

See the operational level of Diary Register.

File Movements:

This selection generates a PDF report that contains a list of all the files in movement between two specified dates.

To generate the File Movement report, user has to perform the following steps:

Click the File movement link under the Reports section, as shown in fig: The File movement Report screen appears, as shown in Fig.eFile.390:

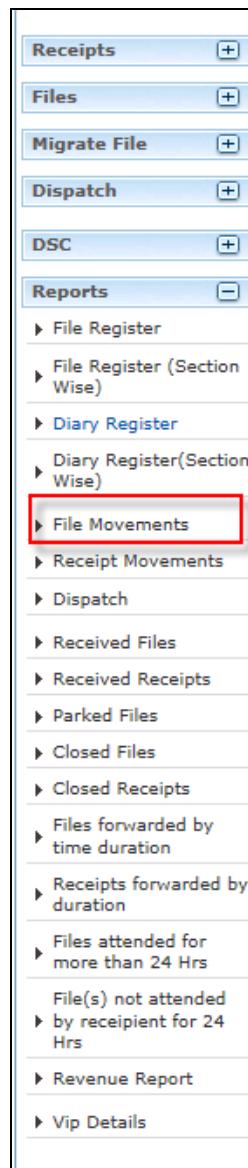
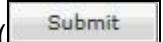
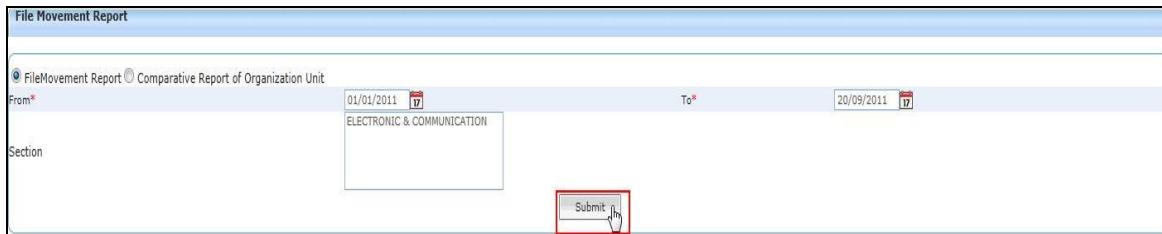


Fig.eFile. 37490

Provide the information for the necessary filter and fields like 'From and To' and click the **Submit** () button, as shown in Fig.eFile.391:



The screenshot shows a web-based application titled "File Movement Report". It includes a header with two radio button options: "FileMovement Report" and "Comparative Report of Organization Unit". Below the header, there are search parameters: "From*" set to "01/01/2011" and "To*" set to "20/09/2011". A dropdown menu under "Section" is set to "ELECTRONIC & COMMUNICATION". At the bottom right of the form is a "Submit" button, which is highlighted with a red rectangular border.

Fig.eFile. 37591

As a result, Download File dialog box appears, as shown in Fig.eFile.392:

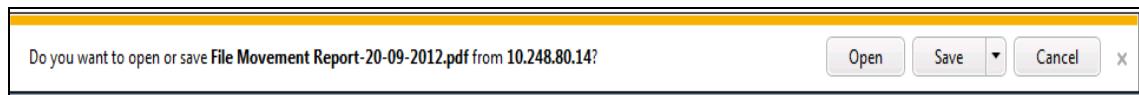
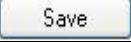


Fig.eFile. 37692

This dialog box contains three buttons, **Open**, **Save** and **Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.392).

As a result, the **File Movement report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the Files in movement are generated between the two specified dates and parameters as shown in Fig.eFile.393:

ELECTRONIC & COMMUNICATION						
File Movement Report						
(01-01-2011 to 20-09-2011)						
S.No	File Number	Subject	Sender	Receiver	Sent Date	Receiving
1	D-21011/1/2011-E&C		JAGMOHAN SINGH	SATYABIR SINGH	17-08-2011	17-08-2011
			JAGMOHAN SINGH	SATYABIR SINGH	17-08-2011	17-08-2011
			PRAVEEN KUMARJAGMOHAN GUPTA	SINGH	17-08-2011	17-08-2011
			PRAVEEN KUMARJAGMOHAN GUPTA	SINGH	17-08-2011	17-08-2011
			JAGMOHAN SINGH	PRAVEEN KUMAR GUPTA	07-04-2011	07-04-2011
			JAGMOHAN SINGH	PRAVEEN KUMAR GUPTA	07-04-2011	07-04-2011
			JAGMOHAN SINGH	SATYABIR SINGH	18-03-2011	18-03-2011
			JAGMOHAN SINGH	SATYABIR SINGH	18-03-2011	18-03-2011
2	D-21013/1/2011-E&C	Purchase of Multimedia Projectors For Lecture Halls	JAGMOHAN SINGH	SATYABIR SINGH	01-09-2011	01-09-2011
			JAGMOHAN SINGH	SATYABIR SINGH	01-09-2011	01-09-2011
			JAGMOHAN SINGH	ALOK PANDEY	02-08-2011	02-08-2011
			JAGMOHAN SINGH	ALOK PANDEY	02-08-2011	02-08-2011
			JAGMOHAN SINGH	SATYABIR SINGH	18-03-2011	18-03-2011
			JAGMOHAN SINGH	SATYABIR SINGH	18-03-2011	18-03-2011

Fig.eFile. 37793

Receipts Movement:

This selection generates a PDF report that contains a list of all the receipts in movement between two specified dates.

To generate the Receipt Movement report, user has to perform the following steps:

Click the Receipt Movement link under the Reports section. The Receipt Movement Report screen appears, as shown in Fig.eFile.394:

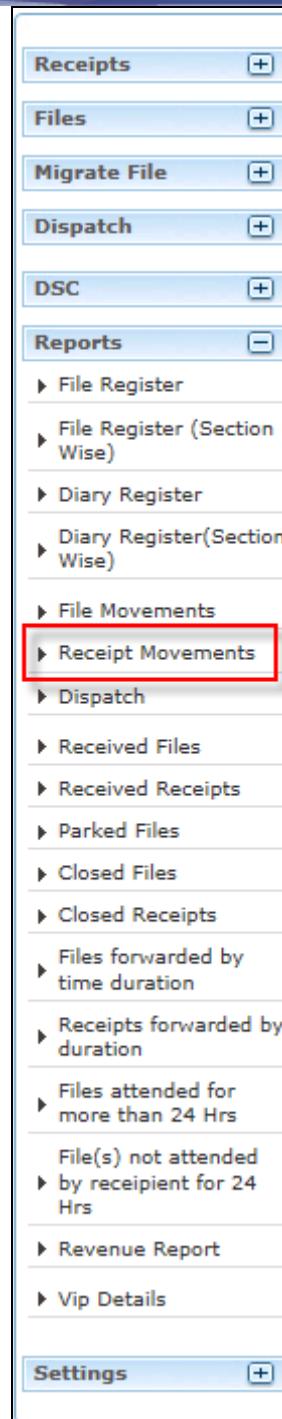


Fig.eFile. 37894

Provide the information for the necessary filter and fields like 'From and To' and click the **Submit** () button, as shown in Fig.eFile.395:

The screenshot shows a web-based application titled "Receipt Movement Report". At the top, there are two radio button options: "ReceiptMovement Report" (selected) and "Comparative Report of Organization Unit". Below these are fields for "From*" (date: 01/01/2011, section: ELECTRONIC & COMMUNICATION), "To*" (date: 20/09/2011), and "Section" (ELECTRONIC & COMMUNICATION). A "Submit" button is located at the bottom right of the form area, with a red box highlighting it.

Fig.eFile. 37995

As a result, Download File dialog box appears, as shown in Fig.eFile.396:

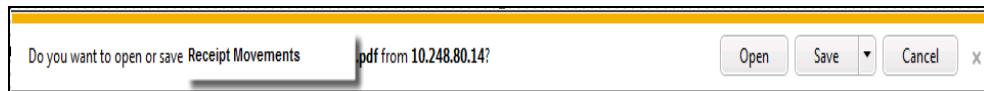


Fig.eFile. 38096

This dialog box contains three buttons, **Open**, **Save** and **Cancel**. User can use any option to view the report. To save the report click the **Save** (highlighted) button (Fig.eFile.396).

As a result, the **Receipt Movement report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the Receipts in movement are generated between the two specified dates and parameters as shown in Fig.eFile.397:

ELECTRONIC & COMMUNICATION						
Receipt Movement Report						
(01-01-2011 to 20-09-2011)						
S.No	File Number	Subject	Sender	Receiver	Sent Date	Receiver Date
1	6762/2011/CC	test12	JAGMOHAN SINGH ALOK PANDEY		19-09-2011	
2	6759/2011/E&C	This			19-09-2011	
3	6758/2011/E&C	To attend the workshop			19-09-2011	
4	6757/2011/CC	test	JAGMOHAN SINGH ALOK PANDEY		19-09-2011	
5	6756/2011/E&C	workshop[19-09-2011	
6	6752/2011/E&C	this is functional			19-09-2011	
7	6753/2011/E&C	Functional			19-09-2011	
8	6754/2011/E&C	Functional			19-09-2011	
9	6748/2011/E&C	To hire manpower			15-09-2011	
10	6739/2011/E&C	vipin kumar gupta			14-09-2011	
11	3746/2011/E&C	Regarding the E and C Section in Gyanshila building	JAGMOHAN SINGH ALOK PANDEY		14-09-2011	
12	6592/2011/CRU	Nonpayment of telephone bills	JAGMOHAN SINGH ALOK PANDEY		14-09-2011	

Fig.eFile. 38197

Dispatch:

This selection generates a PDF report that contains a list of all the Letters which has been dispatched by the user between two specified dates.

To generate the Dispatch report, user has to perform the following steps:

Click the Dispatch link under the Reports section. The Dispatch Report screen appears, as shown in Fig.eFile.398:

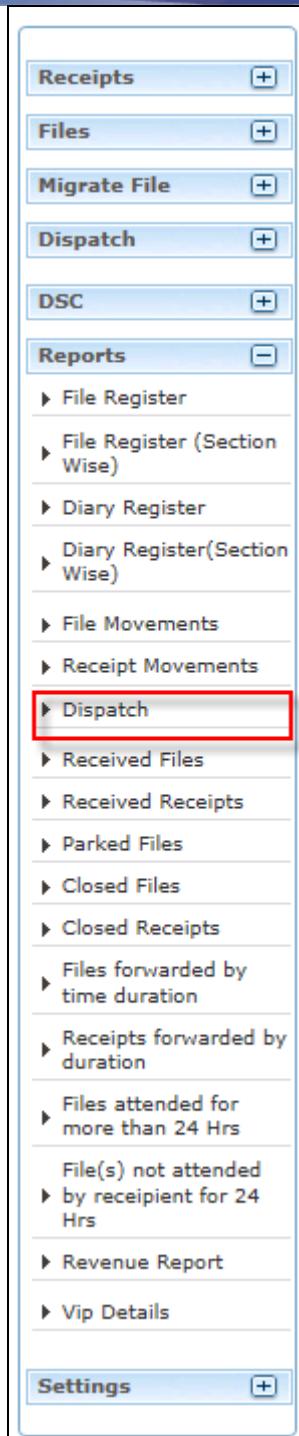


Fig.eFile. 38298

Provide the information for the necessary filter and fields like 'From, To and Category' and click the Submit () button, as shown in Fig.eFile.399:

Dispatch Report

From	01/01/2011 <input type="button" value="..."/>	To	20/09/2011 <input type="button" value="..."/>
Category	By Hand-By Ho <input type="button" value="▼"/>		
<input style="border: 2px solid red;" type="button" value="Submit"/>			

Fig.eFile. 3839

As a result, Download File dialog box appears, as shown in Fig.eFile.400:

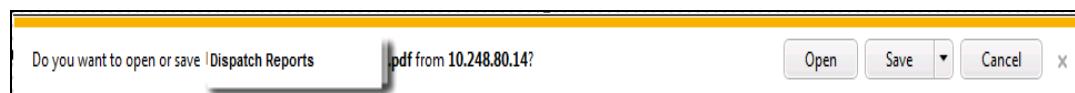


Fig.eFile. 400

This dialog box contains three buttons, **Open**, **Save** and **Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.400).

As a result, the **Dispatch report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the letters dispatched are generated between the two specified dates and parameters as shown in Fig.eFile.401:

S.No	Dispatch	File Number	Remarks	Address	Sender	Sent Date
1	1/16/2011	A-41011/1/2011-CC		JAGMOHAN SINGH		19-09-2011

Fig.eFile. 401

Received Files:

This selection generates a PDF report that contains a list of all the Files which has been received by the user between two specified dates.

To generate the received Files report, user has to perform the following steps:

Click the Received Files link under the Reports section. The File Received report screen appears, as shown in Fig.eFile.402:

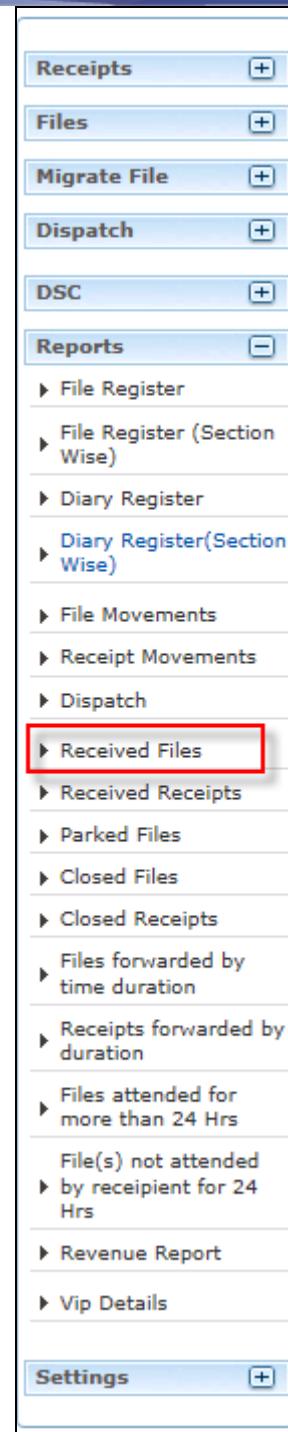
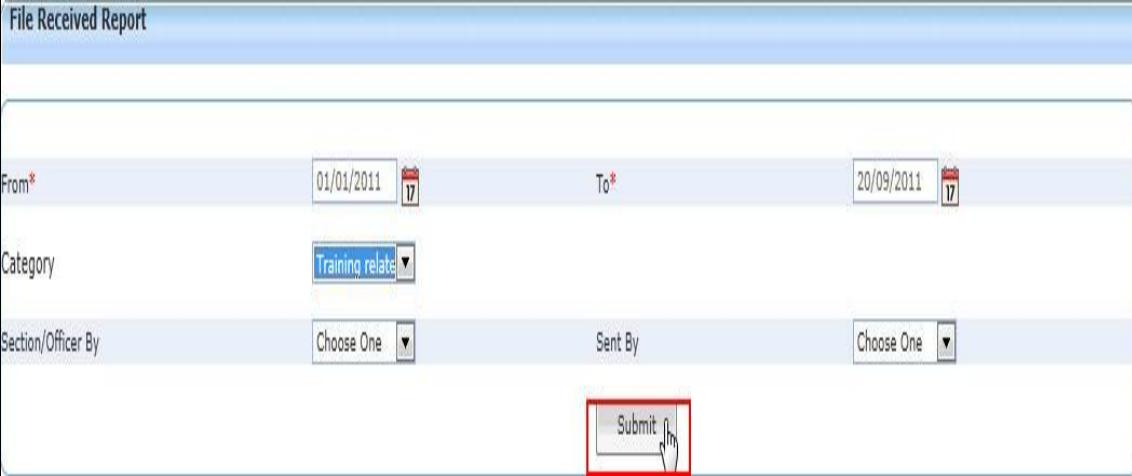


Fig.eFile. 402

Provide the information for the necessary filter and fields like 'From, To, Category etc. and click the Submit () button, as shown in Fig.eFile.403:



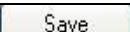
The screenshot shows a web-based application titled "File Received Report". It has several input fields: "From*" with a date of "01/01/2011" and a calendar icon; "To*" with a date of "20/09/2011" and a calendar icon; "Category" with a dropdown menu showing "Training related"; "Section/Officer By" and "Sent By", both with dropdown menus labeled "Choose One"; and a "Submit" button at the bottom which is highlighted with a red box.

Fig.eFile. 403

As a result, Download File box appears, as shown in Fig.eFile.404:



Fig.eFile. 404

This dialog box contains three buttons, **Open**, **Save** and **Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.404).

As a result, the **Received Files report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the Received Files are generated between the two specified dates and parameters as shown in Fig.eFile.405:

ELECTRONIC & COMMUNICATION

File Received Report
(01-01-2011 to 20-09-2011)

S No.	File No	Subject	Sender Name	Receive Date
1	B/11/2011-LF	test	ALKA A KULKARNI	9/19/11 5:23 PM
2	A-41011/1/2011-CC	rrrrrr	ALKA A KULKARNI	9/19/11 4:15 PM

Fig.eFile. 405**Received Receipts:**

This selection generates a PDF report that contains a list of all the Receipts which has been received by the user between two specified dates.

To generate the received Receipts report, user has to perform the following steps:

Click the Received Receipts link under the Reports section. The Received Receipt report screen appears, as shown in Fig.eFile.406:



Fig.eFile. 406

Provide the information for the necessary filter and fields like 'From, To, Category etc. and click the Submit () button, as shown in Fig.eFile.407:

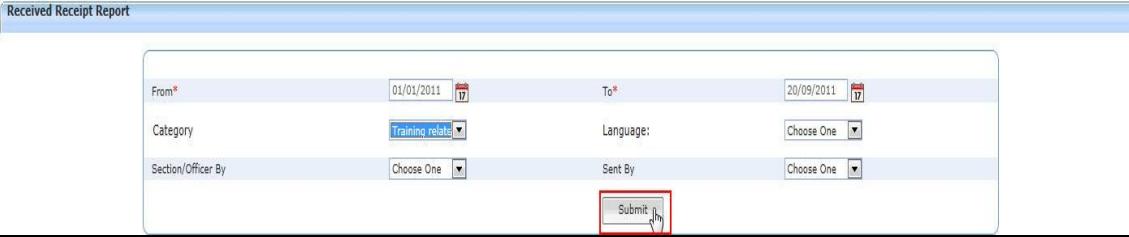


Fig.eFile. 407

As a result, **Download File** box appears, as shown in Fig.eFile.408:

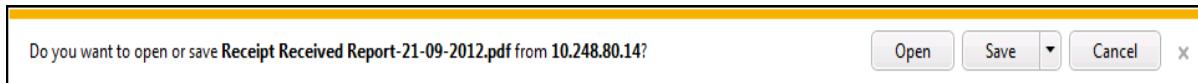


Fig.eFile. 408

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.408).

As a result, the **Receipt Received report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the Received Receipts are generated between the two specified dates and parameters as shown in Fig.eFile.409:

ELECTRONIC & COMMUNICATION				
Receipt Received Report				
(01-01-2011 to 20-09-2011)				
S No.	Receipt No.	Subject	Senders Name	Received Date
1	6762/2011/CC	test12	ALOK PANDEY	9/19/11 12:00 AM
2	6757/2011/CC	test	ALOK PANDEY	9/19/11 12:00 AM
3	6592/2011/CRU	Nonpayment of telephone bills	SURENDRA KUMAR THAPLIYAL	9/7/11 12:00 AM

Fig.eFile. 3849

Parked Files:

This selection generates a PDF report that contains a list of all the Files that has been Parked by the user.

To generate the Parked Files report, user has to perform the following steps:

Click the Parked Files link under the Reports section. The Closed Files report screen appears, as shown in Fig.eFile.410:



Fig.eFile. 38510

As a result, Files Parked Reports Page appears, as shown in Fig.eFile.411:

Files Parked Report Page		
File Number	Subject	Remarks
B/107/2012-DDS(AK)	test	park this file for sometime
H-11012/3/2012-CC	कुर्ता व बिट्याविहर...	दिने सांगिनेक. मी रुक्कीची पत्ती असल्याचे माहित झाल्यास माझे जगणे अवघड होइल. यासाठी मी तोड उघडत नसल्याचे औनुकाते सांगिनेक. हिंदुस्थानाने
C/65/2012-JD (SC)	s	
PHYSICALFILE-2012	Physical File -2012	
SWTRETY1323424	nljiji:po	park this file
C-14012/6/2012-LF-VOLUME(2)	test the code	park this file

Fig.eFile. 38611

To generate the Pdf Report, click the **PDF** icon at the top left corner of report, as shown in Fig.eFile.412:

Files Parked Report Page		
File Number	Subject	Remarks
B/107/2012-DDS(AK)	test	park this file for sometime
H-11012/3/2012-CC	कुर्ता व बिट्याविहर...	दिने सांगिनेक. मी रुक्कीची पत्ती असल्याचे माहित झाल्यास माझे जगणे अवघड होइल. यासाठी मी तोड उघडत नसल्याचे औनुकाते सांगिनेक. हिंदुस्थानाने
C/65/2012-JD (SC)	s	
PHYSICALFILE-2012	Physical File -2012	
SWTRETY1323424	nljiji:po	park this file
C-14012/6/2012-LF-VOLUME(2)	test the code	park this file

Fig.eFile. 38712

Closed Files:

This selection generates a PDF report that contains a list of all the Files that has been Closed by the user between two specified dates.

To generate the Closed Files report, user has to perform the following steps:

Click the Closed Files link under the Reports section. The Closed Files report screen appears, as shown in Fig.eFile.413:

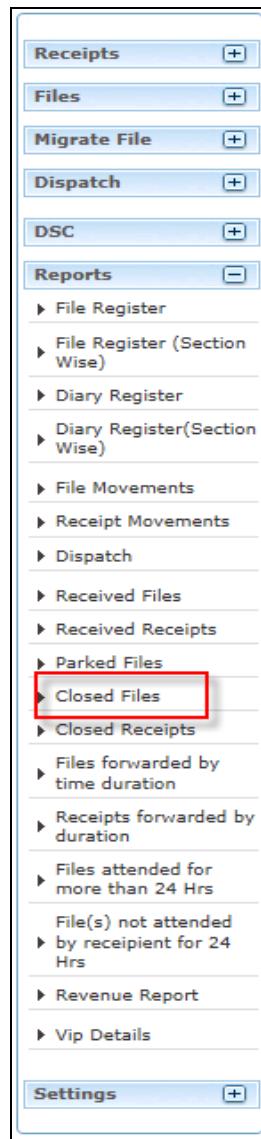


Fig.eFile. 38813

Provide the information for the necessary filter and fields like 'From and To and click the Submit () button, as shown in Fig.eFile.414:

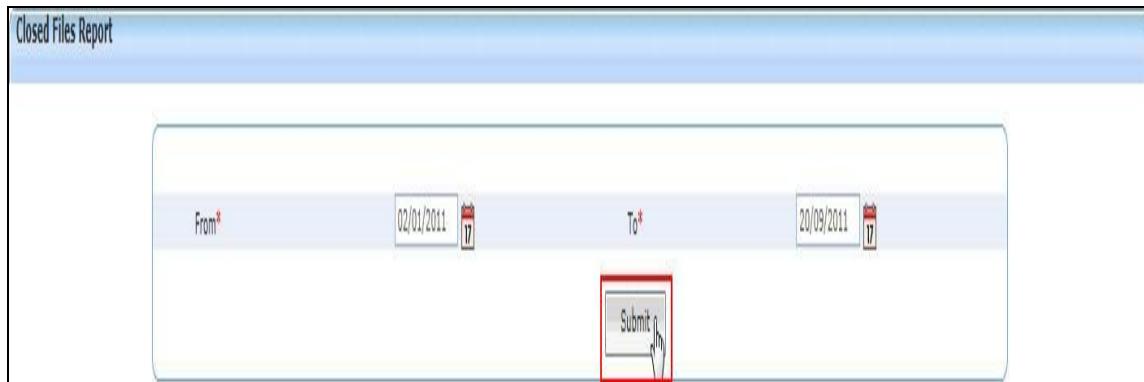


Fig.eFile. 38914

As a result, Download File box appears, as shown in Fig.eFile.415:



Fig.eFile. 39015

This dialog box contains three buttons, **Open**, **Save** and **Cancel**. User can use any option to view the report. To save the report click the **Save** () (Fig.eFile.415).

As a result, the **Closed Files report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the Closed Files are generated between the two specified dates as shown in Fig.eFile.416:

ELECTRONIC & COMMUNICATION FILE CLOSED REPORT (01-09-2011 to 20-09-2011)			
S No.	File No.	Subject	Closed On
1	A-11011/4/2011-E&C	functional	9/20/11 12:48 PM
2	A-11011/4/2011-E&C	unctional	9/20/11 12:48 PM
3	A-11011/1/2011-E&C	To attend the workshop	9/20/11 12:49 PM

Fig.eFile. 39116**Closed Receipts:**

This selection generates a PDF report that contains a list of all the Receipts that has been Closed from the File by the user between two specified dates.

To generate the Closed Receipts report, user has to perform the following steps:

Click the Closed Receipts link under the Reports section. The Closed Receipt report screen appears, as shown in Fig.eFile.417:



Fig.eFile. 39217

Provide the information for the necessary filter and fields like '**From and To**' and click the **Submit**

() button, as shown in Fig.eFile.418:

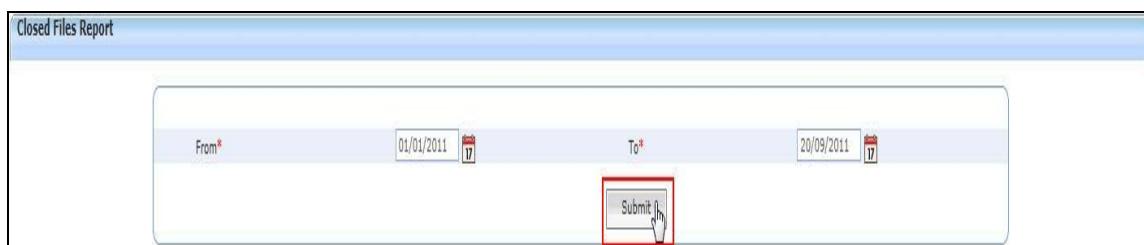


Fig.eFile. 39318

As a result, Download File box appears, as shown in Fig.eFile.419:

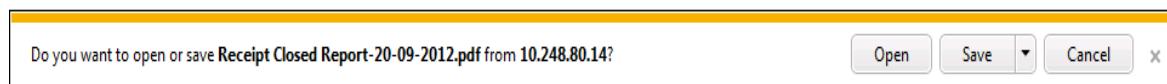


Fig.eFile. 3949

This dialog box contains three buttons, **Open**, **Save** and **Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.419).

As a result, the **Closed Receipt report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the closed receipts are generated between the two specified dates as shown in Fig.eFile.420:

ELECTRONIC & COMMUNICATION			
Receipt Closed Report			
(01-09-2011 to 20-09-2011)			
S No	Receipt No.	Subject	Closed On
1	6753/2011/E&C	Functional	9/20/11 12:48 PM
2	6752/2011/E&C	this is functional	9/20/11 12:48 PM
3	6763/2011/CC	test	9/20/11 12:54 PM
4	6754/2011/E&C	Functional	9/20/11 12:48 PM
5	6751/2011/CC	test 15 sept	9/20/11 12:49 PM
6	2795/2011/E&C	dISTRIBUTION OF WORKS	9/20/11 12:54 PM
7	2787/2011	Allocation of Work amongst employees from 27.03.1998 to 29.04.2011	9/20/11 12:55 PM

Fig.eFile. 39520

Files forwarded by time duration:

This selection generates a PDF report that contains a list of all the Files that has been Forwarded within a particular Time Duration.

To generate this report, user has to perform the following steps:

Click the Files Forwarded by Time Duration link under the Reports section. The Files Forwarded by Time Duration report screen appears, as shown in Fig.eFile.421:



Fig.eFile. 39621

Provide the information for the necessary filter and fields like 'Sent Date, Time 'From and To', Category, etc. and click the Report () button, as shown in Fig.eFile.422:

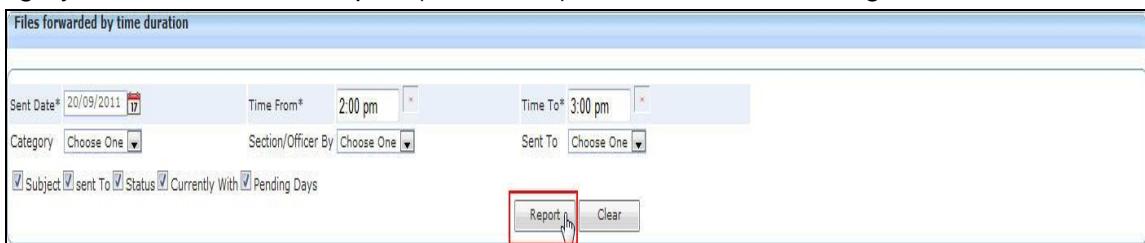


Fig.eFile. 39722

As a result, Download File box appears, as shown in Fig.eFile.423:

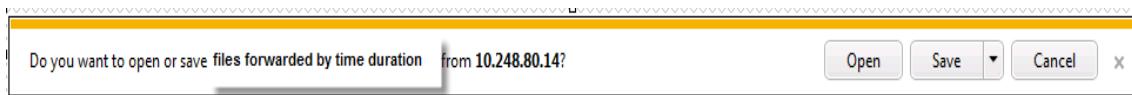


Fig.eFile. 39823

This dialog box contains three buttons, **Open**, **Save** and **Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.423).

As a result, the **Files Forwarded by Time Duration report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the forwarded files within particular time duration are generated, as shown in Fig.eFile.424:

ELECTRONIC & COMMUNICATION FILE_STATUS_REPORT			
S.No	File Number	Subject	Sent Date
1	A/18/2011-E&C	Parliament issues	20-09-2011
2	A-11011/7/2011-E&C	Functional	20-09-2011
3	B-12012/2/2011-E&C	Functional	20-09-2011

Fig.eFile. 39924**Receipts forwarded by duration:**

This selection generates a PDF report that contains a list of all the Receipts that has been Forwarded within a particular Time Duration.

To generate this report, user has to perform the following steps:

Click the Receipts Forwarded by Time Duration link under the Reports section. The Receipts Forwarded by Time Duration report screen appears, as shown in Fig.eFile.425:

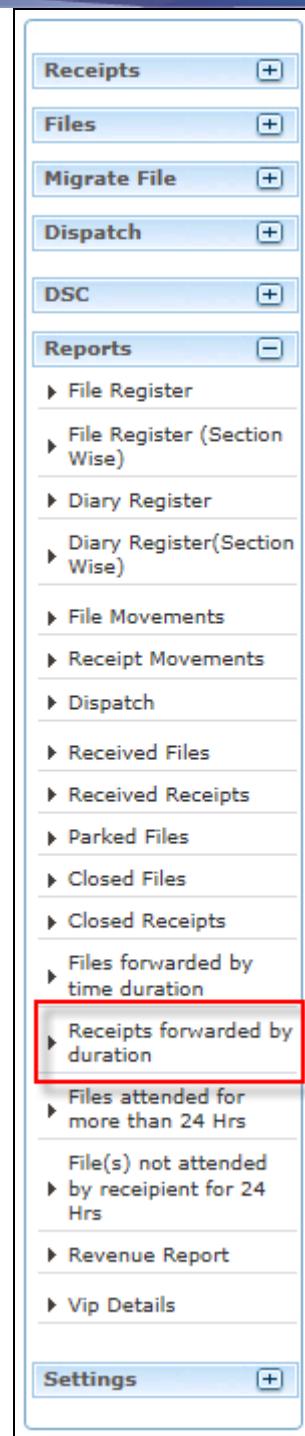


Fig.eFile. 40025

Provide the information for the necessary filter and fields like 'Sent Date, Time 'From and To', Category, etc. and click the Report button, as shown in Fig.eFile.426:

The screenshot shows a search form titled 'Receipts forwarded by duration'. It includes fields for 'Sent Date*', 'Time From*', 'Time To*', 'Category' (with dropdowns for 'Choose One'), 'Section/Officer To' (with dropdowns for 'Choose One'), 'Sent To' (with dropdowns for 'Choose One'), and buttons for 'Report' and 'Clear'.

Fig.eFile. 40126

As a result, Download File box appears, as shown in Fig.eFile.427:

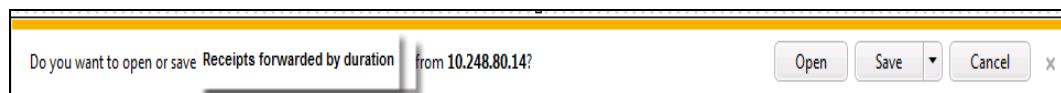


Fig.eFile. 427

This dialog box contains three buttons, **Open**, **Save** and **Cancel**. User can use any option to view the report. To save the report click the **Save** button (Fig.eFile.427).

As a result, the **Receipt Forwarded by Time Duration report** is saved at the specified location in PDF format. Now, when the user opens the report, details of all the forwarded Receipts within particular time duration are generated, as shown in Fig.eFile.428:

The PDF header reads 'Confidential Section of ADM(G)' and 'RECEIPT STATUS REPORT'. The eOffice logo is present. The table below lists a single receipt entry:

S No.	Correspondence Number	Subject	Sent Date
1	1562/2011/ADMCON	Related to planning commission	20-09-2011

Fig.eFile. 40228

Files attended for more than 24 Hrs:

This selection generates a PDF report that contains a list of all the Files that has been Attended/Received for more than 24 Hrs.

To generate this report, user has to perform the following steps:

Click the Files attended for more than 24 Hrs. link under the Reports section, as shown in Fig.eFile.429:

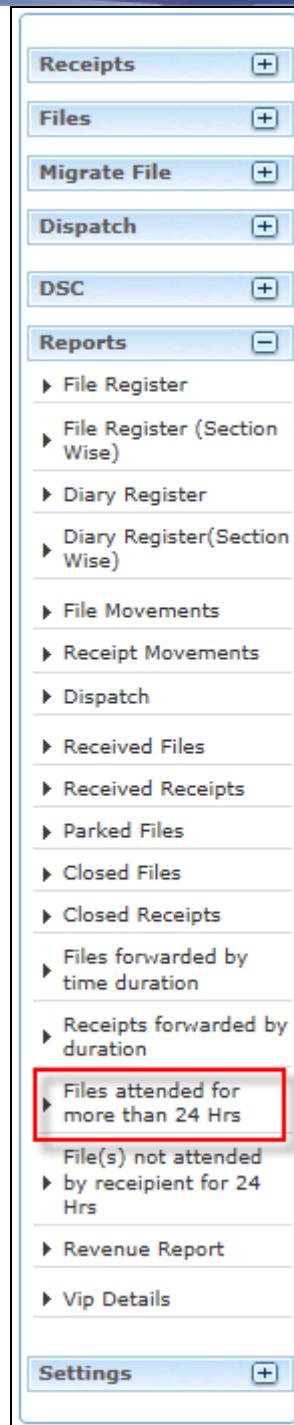


Fig.eFile. 4039

As a result, the **Files attended for more than 24 Hrs** .report opens in Pdf format, as shown in Fig.eFile.430:

eFile electronic file system

Last Login : Tue, 20 Sep 2011 03:23 PM Randhir Kumar Signout

Search | Back | Dashboard

Files attended for more than 24 Hrs

Files Pending For more than 24 Hrs

File Number	Subject	Sent By	Send Date	Day(s)Pending
I-0/2/2011-PURCHASE		ADM(G)	02-09-2011	18
R-0/6/2011-ADM(G)	vhedvdsdf	PM(W)	05-09-2011	14
S-11034/1/2011-ADM(G)	test 6th	ADM(G)	06-09-2011	14
A-1101/1/2011-ADM(G)	test electronic 2nd	ADM(G)	19-09-2011	0
S-0/3/2011-ADM(G)	for aaj ki test	ADM(G)	13-09-2011	6
R-0/5/2011-ADM(G)	fr	ADM(G)	14-09-2011	6
R-0/4/2011-ADM(G)	for creat	ADM(G)	06-09-2011	13
R-0/7/2011-ADM(G)	dd	ADM(G)	16-09-2011	9
R-140/1/2011-ADM(G)		ADM(G)	16-09-2011	5

Receipt Files Migrate File Dispatch Officer CRU Dispatch DSC Report File Register Diary Register Consolidated File Pending File Pending Receipt File Movement Receipt Movements File Review Dispatch Received Files Received Receipts Closed Files Closed Receipts Files forwarded by time duration Receipts forwarded by duration Files attended for more than 24 Hrs

Fig.eFile. 40430

File(s) not attended by recipient for 24 Hrs:

This selection generates a PDF report that contains a list of all the Files that has not been Attended/Received for more than 24 Hrs.

To generate this report, user has to perform the following steps:

Click the File(s) not attended by recipient for 24 Hrs link under the Reports section, as shown in Fig.eFile.431:

- [Receipts](#) [+]
- [Files](#) [+]
- [Migrate File](#) [+]
- [Dispatch](#) [+]
- [DSC](#) [+]
- [Reports](#) [-]
 - ▶ [File Register](#)
 - ▶ [File Register \(Section Wise\)](#)
 - ▶ [Diary Register](#)
 - ▶ [Diary Register\(Section Wise\)](#)
 - ▶ [File Movements](#)
 - ▶ [Receipt Movements](#)
 - ▶ [Dispatch](#)
 - ▶ [Received Files](#)
 - ▶ [Received Receipts](#)
 - ▶ [Parked Files](#)
 - ▶ [Closed Files](#)
 - ▶ [Closed Receipts](#)
 - ▶ [Files forwarded by time duration](#)
 - ▶ [Receipts forwarded by duration](#)
 - ▶ [Files attended for more than 24 Hrs](#)
 - ▶ [File\(s\) not attended by recipient for 24 Hrs](#)**
 - ▶ [Revenue Report](#)
 - ▶ [Vip Details](#)
- [Settings](#) [+]

Fig.eFile. 40531

As a result, the **File(s) not attended by recipient for 24 Hrs** report screen appears, as shown in Fig.eFile.432:

The screenshot shows a search interface titled "File(s) not attended by recipient for 24 Hrs". It includes fields for "From" (date range), "To", "Category" (dropdown), "Section/Officer" (dropdown), "Sent To" (dropdown), and buttons for "Report" and "Clear".

Fig.eFile. 40632

Provide the information for the necessary filter and fields like 'From, To, Category, sent to etc. and click the Report () button, as shown in Fig.eFile.433:

The screenshot shows the same search interface as Fig.eFile.40632, but with specific filters applied: "From" set to 01/01/2011, "To" set to 20/09/2011, "Category" set to "Training relate", "Section/Officer By" dropdown open, and "Report" button highlighted with a red box.

Fig.eFile. 40733

As a result, Download File box appears, as shown in Fig.eFile.434:



Fig.eFile. 40834

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** () (Fig.eFile.434).

As a result, the **File(s) not attended by recipient for 24 Hrs report** is saved at the specified location

in Pdf format. Now, when the user opens the report, details of all the File(s) which are not attended by recipient for more than 24 Hrs within particular time duration are generated, as shown in Fig.eFile.435:

S.No	File Number	Subject	Sent Date	Pending Days	Sent By
1	A-50/24/2011-E&C	Allocation and Distribution of Work amongst officials - E&C related	21-06-2011	91	
2	D-25015/2/2011-E&C	REIMBURESHMENT OF MOBILE BILLS	11-04-2011	161	
3	D-25016/1/2011-E&C	EPABX TELEPHONE BILLS	17-08-2011	34	
4	D-30025/1/2011-CC	SMS Gateway and services for Training	01-06-2011	111	
5	D-25015/1/2011-E&C	REIMBURESHMENT OF MOBILE BILLS	21-07-2011	60	

Fig.eFile. 40935

Revenue Report:

This selection generates a PDF report that contains a list of the revenue that has been spent in the section(s) for dispatch.

To generate this report, user has to perform the following steps:

Click the Revenue Report under the Reports section, as shown in Fig.eFile.436:



Fig.eFile. 41036

As a result, the Revenue Report screen appears, as shown in Fig.eFile.437:

The screenshot shows the 'Revenue Report' interface. At the top, there are 'From' and 'To' date fields set to '07/12/2011' and '07/02/2012' respectively. Below these are dropdown menus for 'Section(s)' containing options like 'O/o DEPUTY DIRECTOR & (SHK)', 'O/o DEPUTY DIRECTOR (H&S)', 'SECURITY', 'MEDICAL CENTRE', and 'O/o ASSISTANT DIRECTOR (SY)'. A 'Submit' button is located at the bottom right of the form area.

Fig.eFile. 41137

Provide the information for the necessary filter and fields like 'From, To, Section(s) and click the Submit button (Fig.eFile.437). As a result, Download File box appears, as shown in Fig.eFile.438:



Fig.eFile. 412

This dialog box contains three buttons, **Open**, **Save** and **Cancel**. User can use any option to view the report. To save the report click the **Save** () (Fig.eFile.429).

As a result, the **Revenue report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all section(s) revenue spent for dispatch are displayed, as shown in Fig.eFile.430:

SI No.	Organization Name	Total Expenditure
1	LBSNAA	0.0
2	LANGUAGE FACULTY	0.0
3	TRDC	0.0
4	SOCIETY CELL	0.0
5	OFFICER'S MESS	0.0
6	O/o DEPUTY DIRECTOR Sr (JS)	0.0
7	O/o DEPUTY DIRECTOR Sr (RS)	0.0
8	STORES & SUPPLY	0.0

Fig.eFile. 413**VIP Details**

This selection generates a PDF report that contains a list of the VIP Details.

To generate this report, user has to perform the following steps:

Click the VIP Details under the Reports section, as shown in Fig.eFile.431:

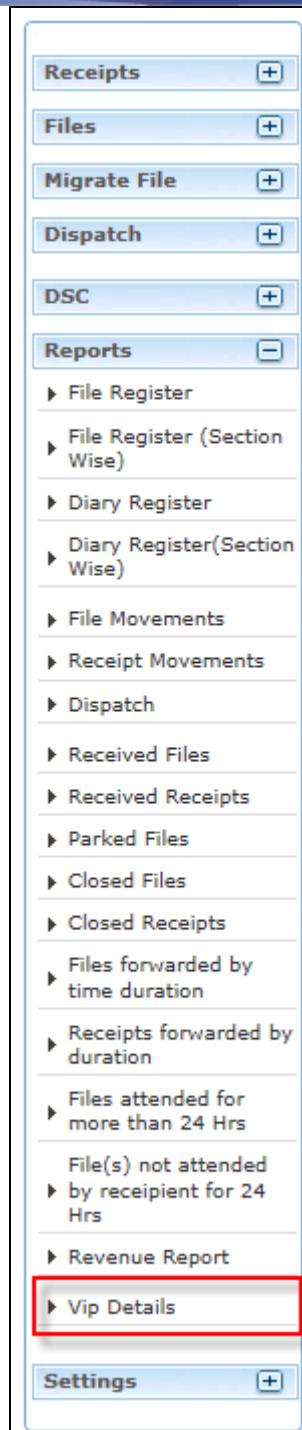


Fig.eFile. 414

As a result, the VIP Details Report screen appears, as shown in Fig.eFile.432:

VIP Details Status Report

From*	<input type="text"/>	To*	<input type="text"/>
Name of VIP	<input type="text"/>		
Designation	<input type="text"/>		
State	Choose One	Vip Type	Choose One
Section(s)	<input type="text"/> LANGUAGE FACULTY		
<input type="button" value="Submit"/>			

Fig.eFile. 415

Provide the information for the necessary filter and fields like 'From, To, Section(s) and click the Submit button (Fig.eFile.422). As a result, Download File box appears, as shown in Fig.eFile.433:

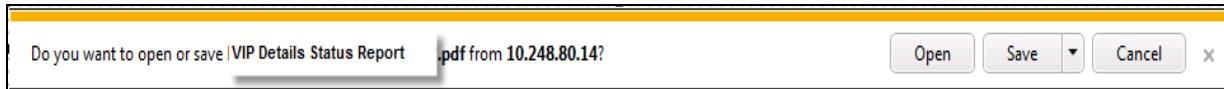


Fig.eFile. 416

Settings:

This section helps the user to change the preferences/settings in eFile. The Setting section incorporates 3 modules:

- a) Preferences
- b) Address Book
- c) User Groups
- d) Deactivate DSC

Let's have an introduction about these modules one by one:

a) Preferences: This module facilitates the user to change the user requirement general preferences and customize as per requirement. Preferences module is partitioned among different sections like:

i. **General Settings** : It helps the user to modify the General Settings like:

- **Max # of records/page:** Refers to numbers of records that listed in a page

- **Template:** Refers to color theme of eFile Application.
 - **Auto Save Duration:** Refers to set mode into Auto save while making any note in eFile Application
 - **Flash Animations:** Refers to if users prefers Flash animation in eFile application or not.
- ii. **Alert Settings:** It helps the user to set alerts on Mobile, Email or both.
 - iii. **Dashboard Settings:** It helps the user to set alert for any particular Sender, Category, Priority or multiple Categories.
 - iv. **List View Settings:** It helps the user to change the default view mode of Files/Receipts. User can set it to Electronic view, physical view or Default view which comprises of both.
 - v. **DSC Settings:** It helps the user to view the current status of DSC installed to his/her account (if any).
 - vi. **Customise your settings:** It helps the user to customize the DSC setting as per requirement. User can set it to Authentication mode, signing mode or both which comprises of Authentication and signing of DSC.

To change the settings, user has to perform the following steps:

- Click the **Preferences** Link under **Settings** section, as shown in Fig.eFile.434:

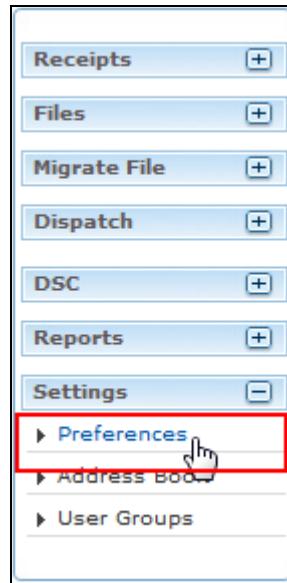
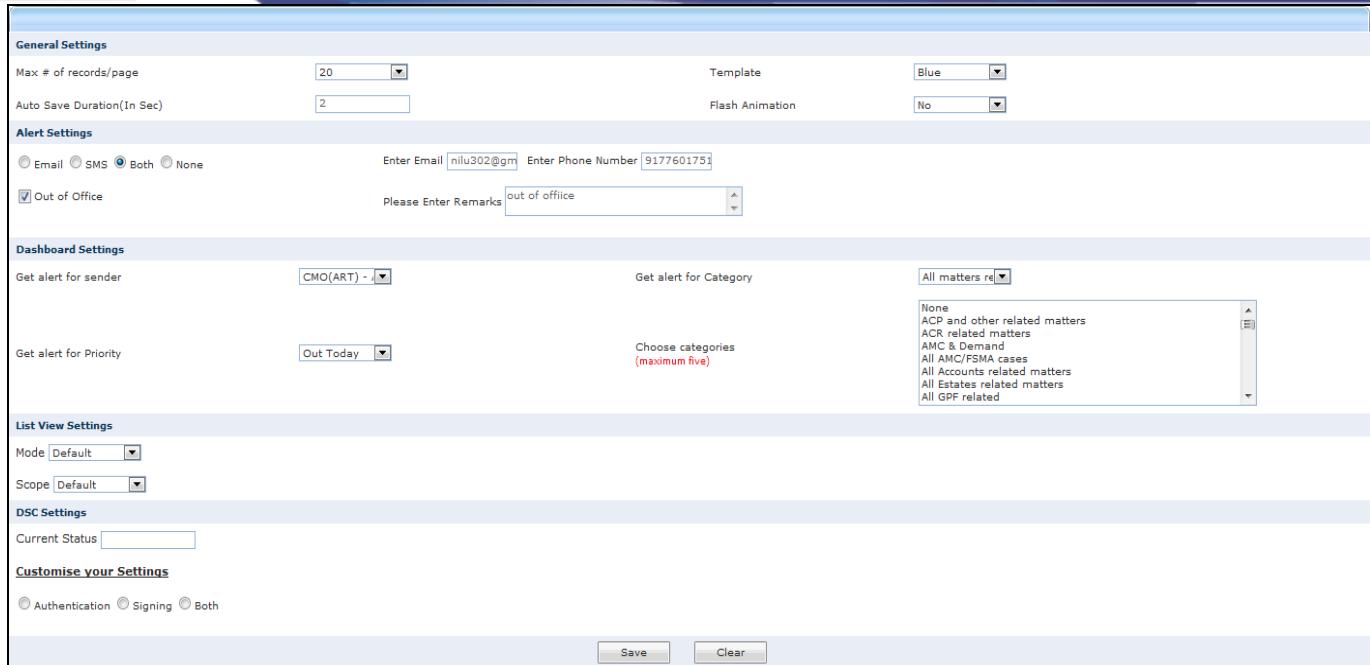


Fig.eFile. 417

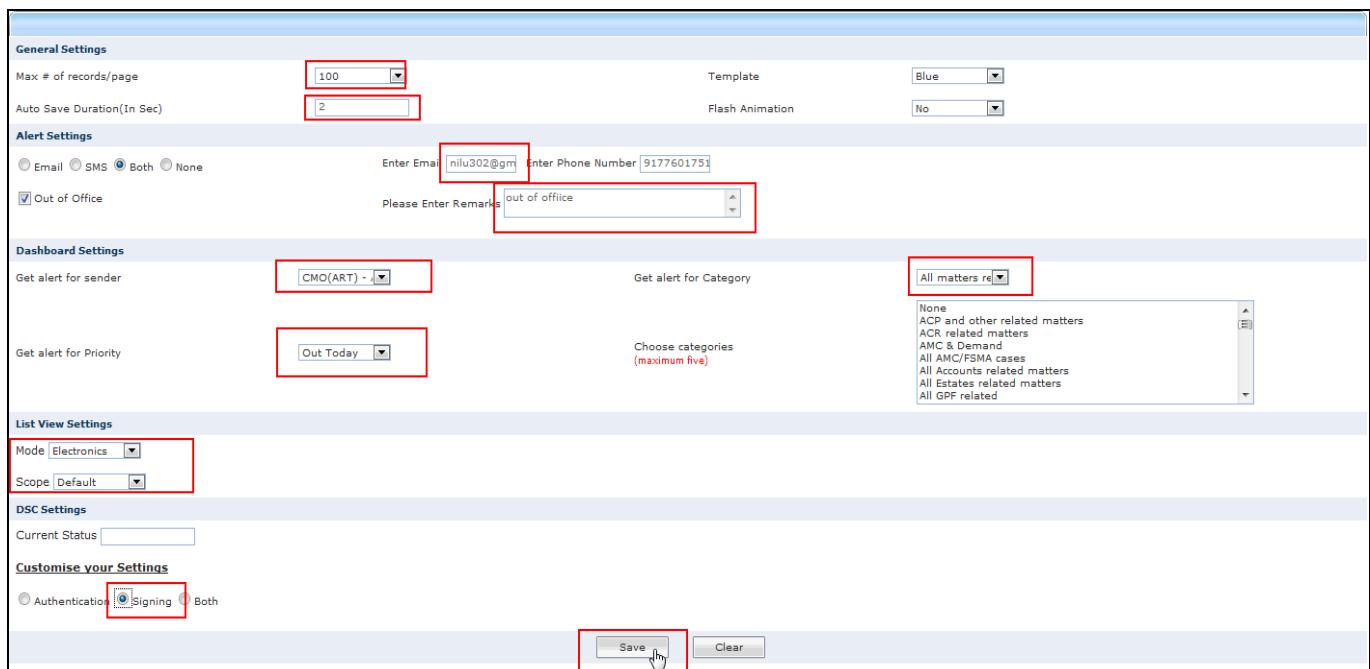
As a result, **Preferences page** appear, as shown in Fig.eFile.435:



This screenshot shows the 'General Settings' page in the eOffice application. It includes sections for General Settings, Alert Settings, Dashboard Settings, List View Settings, and DSC Settings. The 'Alert Settings' section has several fields highlighted with red boxes: 'Max # of records/page' (set to 20), 'Auto Save Duration (In Sec)' (set to 2), 'Enter Email' (nilu302@gm), 'Enter Phone Number' (9177601751), 'Out of Office' (checked), and 'Please Enter Remarks' (out of office). The 'Dashboard Settings' section also has some fields highlighted: 'Get alert for sender' (CMO(ART)), 'Get alert for Category' (All matters re), 'Get alert for Priority' (Out Today), and a dropdown menu for 'Choose categories (maximum five)' containing items like 'None', 'ACP and other related matters', etc. The 'List View Settings' section shows 'Mode' set to 'Default' and 'Scope' set to 'Default'. The 'DSC Settings' section has a 'Current Status' field. The 'Customise your Settings' section has radio buttons for 'Authentication', 'Signing', and 'Both', with 'Both' being selected. At the bottom are 'Save' and 'Clear' buttons.

Fig.eFile. 418

- User can change the General Settings, Alert settings or Dashboard settings as per requirement, as shown in Fig.eFile.436:



This screenshot shows the same 'General Settings' page as Fig.eFile.418, but with several fields highlighted with red boxes to indicate changes: 'Max # of records/page' (set to 100), 'Auto Save Duration (In Sec)' (set to 2), 'Enter Email' (nilu302@gm), 'Enter Phone Number' (9177601751), 'Out of Office' (checked), and 'Please Enter Remarks' (out of office). The 'Dashboard Settings' section also has some fields highlighted: 'Get alert for sender' (CMO(ART)), 'Get alert for Category' (All matters re), 'Get alert for Priority' (Out Today), and the 'Choose categories (maximum five)' dropdown menu. The 'List View Settings' section shows 'Mode' set to 'Electronics' and 'Scope' set to 'Default'. The 'DSC Settings' section has a 'Current Status' field. The 'Customise your Settings' section has radio buttons for 'Authentication', 'Signing', and 'Both', with 'Both' being selected. The 'Save' button at the bottom is also highlighted with a red box.

Fig.eFile. 419

- After required changes, Click the Save (Save) Button (Fig.eFile.436) to save the altered changes.

- b) Address Book:** This module facilitates the user to create the group and add new contact/user into that group which helps the user while diarizing of a correspondence.

To create Group and add users to the group, user has to perform the following steps:

- Click the **Address Book** Link under **Settings** section, as shown in Fig.eFile.437:

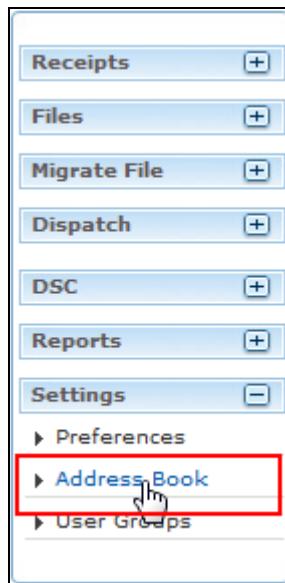


Fig.eFile. 420

- As a result, new window appears as shown in Fig.eFile.438:

The screenshot shows the 'All Contacts' page. On the left, there is a sidebar with a 'Groups' section containing 'Training', 'test group', and 'Section officer'. At the top right, there are buttons for 'Add New Contact', 'Delete Contact', 'Add to : Choose One', and a 'Search :' field. The main area displays a list of contacts with columns for 'Email-ID' and 'Group'. The contacts listed are: ALL CMs, ALL GOVERNORS, ALL LGs, Amit (Email: 22@33.com), Amit (Email: asd@asd.com), Amit Saini (Email: 11@22.com), anonymous, CHAIRMAN, CHAIRMAN, and CHANDA KOCHHAR. Navigation links at the bottom include '<< < 1 2 3 4 5 6 7 8 9 10 > >>'.

Fig.eFile. 421

- Click the **Add New Group** ([Add New Group](#)) button, as a result new window appears, as shown in Fig.eFile.439:

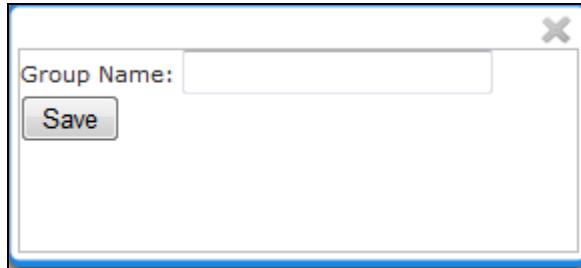


Fig.eFile. 422

- Enter the **Group name** and click the **Save** button, as shown in Fig.eFile.440:

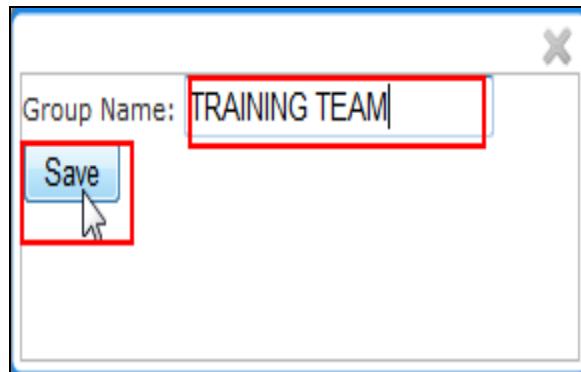


Fig.eFile. 423

As a result, a new group is created

Now to add users to the created group:

- Click the Group in which user is required to be added up, as shown in Fig.eFile.441:



Fig.eFile. 424

- Click the **Add New Contact** (**Add New Contact**) button, as a result, user info page appears, shown in Fig.eFile.442:

Name *	<input type="text"/>
Designation	<input type="text"/>
Email	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
Country	INDIA <input type="button" value="▼"/>
State	Choose one <input type="button" value="▼"/>
Pin Code	<input type="text"/>
Mobile	<input type="text"/>
Ministry	Choose one <input type="button" value="▼"/>
Department	Choose one <input type="button" value="▼"/>
Organization	Choose one <input type="button" value="▼"/>
Telephone	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Fig.eFile. 425

- Fill the required metadata and Click the **Save** button, as shown in Fig.eFile.443:

Name *	Rakesh Yadav
Designation	Section Officer
Email	rakesh@nic.in
Address 1	Nirmaan bhawan
Address 2	Delki
Country	INDIA
State	Delhi
Pin Code	
Mobile	9911112211
Ministry	M/O FINANCE
Department	Choose one
Organization	GPL
Telephone	
Save	Cancel

Fig.eFile. 426

As a result, the user gets added up in the selected group.

- c) **User Groups:** This module facilitates the user to create a group and add user list to that created group which helps the user while sending a Receipt/File to list of selected users or to a group which comprises of contained user list.

To create User Group and add users to the group, user has to perform the following steps:

- Click the **User Groups** Link under **Settings** section, as shown in Fig.eFile.444:

Create Group

Receipts	<input type="button" value="New"/>	<input type="button" value="Edit"/>
Files	<input type="button" value="New"/>	<input type="button" value="Edit"/>
Migrate File	<input type="button" value="New"/>	<input type="button" value="Edit"/>
Dispatch	<input type="button" value="New"/>	<input type="button" value="Edit"/>
DSC	<input type="button" value="New"/>	<input type="button" value="Edit"/>
Reports	<input type="button" value="New"/>	<input type="button" value="Edit"/>
Settings	<input type="button" value="New"/>	<input type="button" value="Edit"/>
▶ Preferences		
▶ Address Book		
User Groups	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>
▶ Deactivate DSC		

Group Name **Description**

TRAINING TEAM

DSC

Reports

Fig.eFile. 427

As a result, Create Group page appears, as shown in Fig.eFile.445:

Group Name	Description
55	\$
test group - user group	testtttttttt
TDs	

Fig.eFile. 428

- Click the **Create Group** button (Fig.eFile.426), as a result new window appears, as shown in Fig.eFile.446:

Name	Marking Abbr	Org Unit
SUDIP CHATTERJEE	DA(SC)	ADMINISTRATION
JAGDISH PRASAD BARMOLA	DA(JPB)CAN	CANTEEN
MOHAMMAD ASLAM	DPA(MA)	COMPUTER CENTRE
POONAM SINHA	DPA(PS)	COMPUTER CENTRE
BHAWANA ABHAY PORWAL	HI(BAP)	LANGUAGE FACULTY
BINAY SHANKAR KALA	CMO(BSK)	MEDICAL CENTRE
SAVITRI JHILDIYAL	DA(SJ)	CONTROLLER OF EXAM
SUSHILA RAJORI	EPABXOP(SR)	ELECTRONIC & COMMUNICATION
VINOD PRASAD UNIYAL	EPABXOP(VPU)	ELECTRONIC & COMMUNICATION
MALKIT SINGH	ALIO(MS)	LIBRARY

Fig.eFile. 429

- Enter the **Group name** and description(if any), click the **Create** button, as shown in Fig.eFile.447:

The screenshot shows the 'Create User Group' page. The 'Group Name' field contains 'TRAINING TEAM' and the 'Description' field contains 'for eOffice modules'. A red box highlights the 'Create' button. Below the form is a table listing users with their names, marking abbreviations, and organizational units. The table includes columns for Name, Marking Abbr, and Org Unit. At the bottom right of the table is a pagination control with buttons for '1', '2', '3', '4', '5', and '> >'.

Name	Marking Abbr	Org Unit
SUDIP CHATTERJEE	DA(SC)	ADMINISTRATION
JAGDISH PRASAD BARMOLA	DA(JPB)CAN	CANTEEN
MOHAMMAD ASLAM	DPA(MA)	COMPUTER CENTRE
POONAM SINHA	DPA(PS)	COMPUTER CENTRE
BHAWANA ABHAY PORWAL	HI(BAP)	LANGUAGE FACULTY
BINAY SHANKAR KALA	CMO(BSK)	MEDICAL CENTRE
SAVITRI JHLDIYAL	DA(SI)	CONTROLLER OF EXAM
SUSHILA RAJORI	EPABXOP(SR)	ELECTRONIC & COMMUNICATION
VINOD PRASAD UNIYAL	EPABXOP(VPU)	ELECTRONIC & COMMUNICATION
MALKIT SINGH	ALIO(MS)	LIBRARY

Fig.eFile. 430

As a result, a new group is created

Now to add users to the created group:

Click the Group in which user is required to be added up, as shown in Fig.eFile.448:

The screenshot shows the 'Create Group' page. The 'Group Name' field is highlighted with a red box and contains 'TRAINING TEAM'. The 'Description' field contains 'for eOffice modules'. Below the form, there is a list of groups: 'test group - user group' and 'TDs'. The 'test group - user group' entry has 'testtttttttt' written next to it.

Fig.eFile. 431

- Select the users from the list which needs to be added up in the selected group and click the **Save** button, shown in Fig.eFile.449:

Name	Marking Abbr	Org Unit
SUDIP CHATTERJEE	DA(SC)	ADMINISTRATION
JAGDISH PRASAD BARMOLA	DA(JPB)CAN	CANTEEN
MOHAMMAD ASLAM	DPA(MA)	COMPUTER CENTRE
POONAM SINHA	DPA(PS)	COMPUTER CENTRE
BHAWANA ABHAY PORWAL	H1(BAP)	LANGUAGE FACULTY
BINAY SHANKAR KALA	CMO(BSK)	MEDICAL CENTRE
SAVITRI JHLDIYAL	DA(SJ)	CONTROLLER OF EXAM
SUSHILA RAJORI	EPABXOP(SR)	ELECTRONIC & COMMUNICATION
VINOD PRASAD UNIYAL	EPABXOP(VPU)	ELECTRONIC & COMMUNICATION
MALKIT SINGH	ALIO(MS)	LIBRARY

Fig.eFile. 432

As a result, the user gets added up in the selected group.

Deactivate DSC: User can delete the DSC enrollment through Delete link and for Activation link Activate can be used as shown in the Fig.eFile.450:

Certificate Information						
Sl.No.	Certificate	Type	Validity	Enroll Date	User Name	DeActivation Date
1	SUNIL KUMAR's NIC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	20-07-2012 10:57	RAMESH KUMAR	20-07-2012 12:36
2	SUNIL KUMAR's NIC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	23-07-2012 03:09	RAMESH KUMAR	23-07-2012 03:09
3	SUNIL KUMAR's NIC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	23-07-2012 03:11	RAMESH KUMAR	24-07-2012 02:27
4	SUNIL KUMAR's NIC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	24-07-2012 02:27	RAMESH KUMAR	24-07-2012 02:41
5	SUNIL KUMAR's NIC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	24-07-2012 02:31	RAMESH KUMAR	24-07-2012 04:24
6	SUNIL KUMAR's NIC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	24-07-2012 04:24	RAMESH KUMAR	30-07-2012 01:57
7	SUNIL KUMAR's NIC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	30-07-2012 01:58	RAMESH KUMAR	30-07-2012 02:01
8	SUNIL KUMAR's NIC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	30-07-2012 02:01	RAMESH KUMAR	30-07-2012 02:02
9	SUNIL KUMAR's NIC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	30-07-2012 02:03	RAMESH KUMAR	30-07-2012 02:37
10	SUNIL KUMAR's NIC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	30-07-2012 02:37	RAMESH KUMAR	30-07-2012 02:38
11	SUNIL KUMAR's NIC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	30-07-2012 02:38	RAMESH KUMAR	30-07-2012 02:49
12	SUNIL KUMAR's NIC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	30-07-2012 03:11	RAMESH KUMAR	01-08-2012 09:36
13	SUNIL KUMAR's NIC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	22-08-2012 12:08	RAMESH KUMAR	Deactivate

Fig.eFile. 433

Search:

It has 2 links to perform search operations with respect to active tabs

- **Search**
- **Advanced**

Multiple Actions can be performed on selection of multiple receipts/files/dispatches respectively.

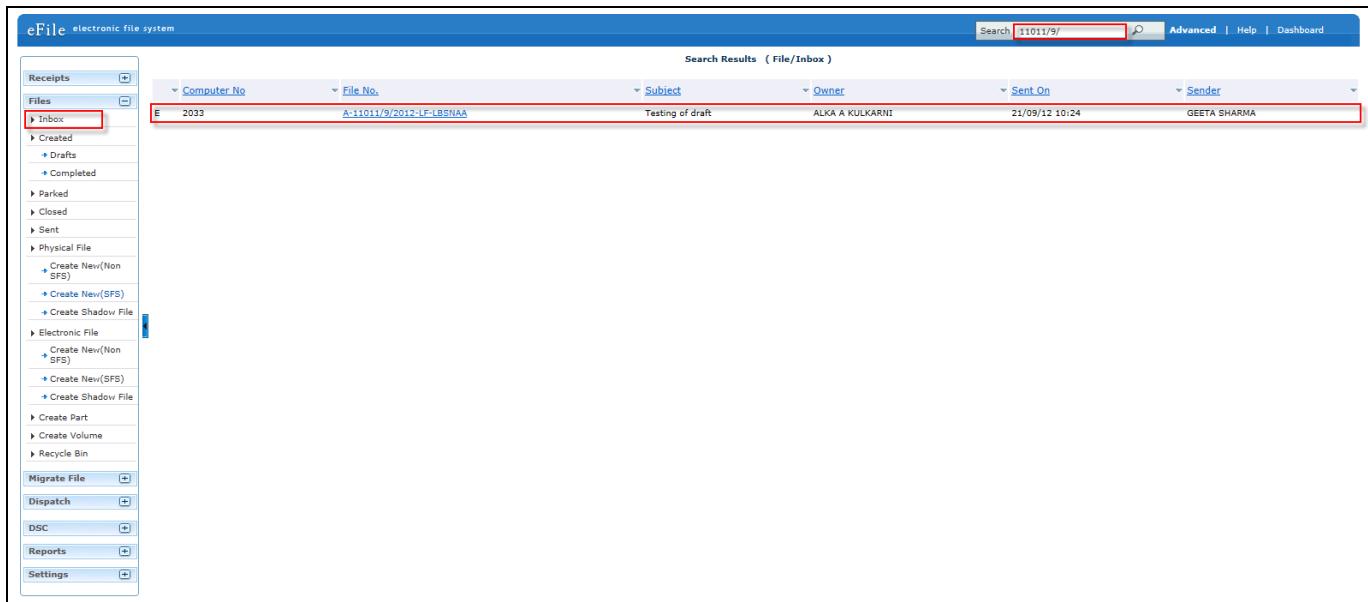
Search:

In Search user can perform the findings of the records with respect to active folders
has to be searched receipt number should be mentioned in the search field and search is done with

respect to receipts only in such ways it is with other tabs also as shown in the figures.

Search is performed with respect to active user's modules only not section wise.

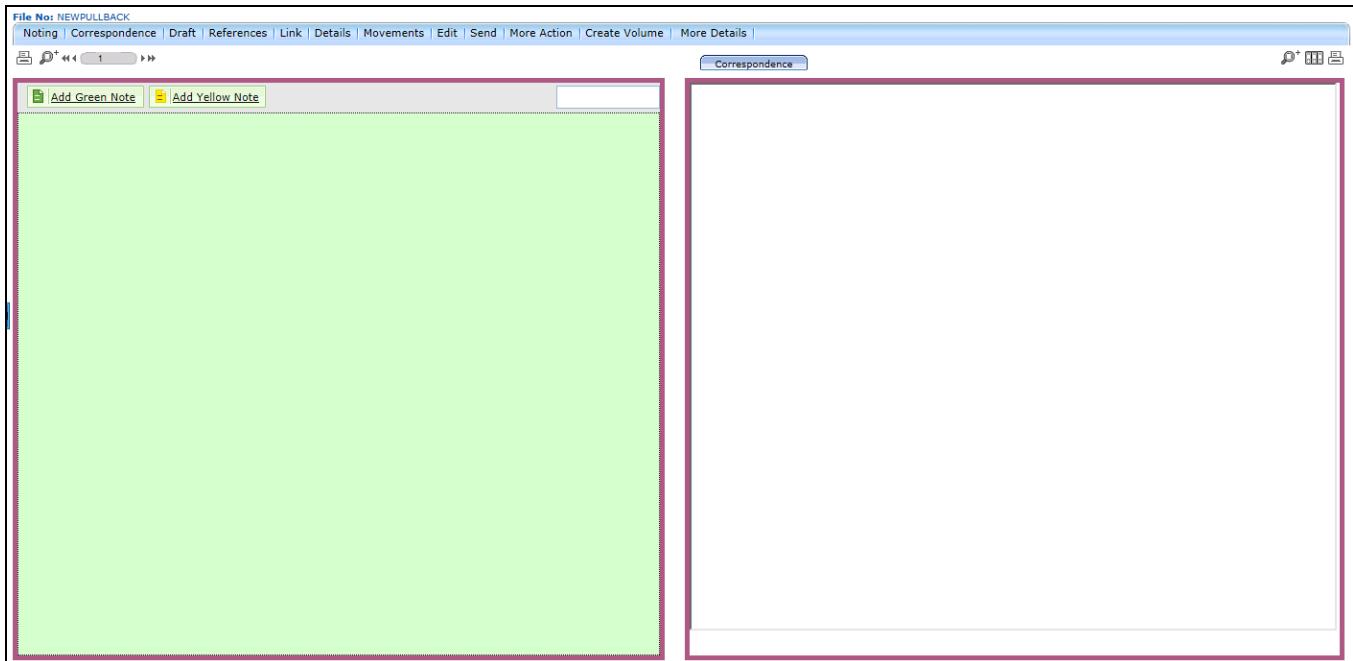
- Type the file number to search from File Inbox and the resultant file can also be opened as shown in the figure Fig.eFile.451:



The screenshot shows the eFile electronic file system interface. On the left, there is a navigation sidebar with various modules: Receipts, Files (with 'Inbox' selected), Created, Parked, Closed, Sent, Physical File, Electronic File, Create Part, Create Volume, Recycle Bin, Migrate File, Dispatch, DSC, Reports, and Settings. The main area is titled 'Search Results (File/Inbox)'. It displays a table with columns: Computer No, File No., Subject, Owner, Sent On, and Sender. A single row is highlighted with a red border, showing 'E 2033' under Computer No, 'A:11011/9/2012-LF-LBSNAA' under File No., 'Testing of draft' under Subject, 'ALK A KULKARNI' under Owner, '21/09/12 10:24' under Sent On, and 'GEETA SHARMA' under Sender. The search bar at the top contains 'Search 11011/9/'.

Fig.eFile. 434

- As a result page is opened through View action as shown in Fig.eFile.452:



The screenshot shows the detailed view of a file. At the top, there is a header with 'File No: NEWPULLBACK' and links for Noting, Correspondence, Draft, References, Link, Details, Movements, Edit, Send, More Action, Create Volume, and More Details. Below the header, there are two main sections. The left section is titled 'Correspondence' and contains a large green area with 'Add Green Note' and 'Add Yellow Note' buttons. The right section is also titled 'Correspondence' and is currently empty.

Fig.eFile. 435

Advanced:

Search is categorized into individually and it has 3 links to perform operations for Advanced:

Advanced Search is performed Globally, Section wise and Hierarchy wise. By default, search scope is global. In the configuration settings, scope of the Search can changes as and when required.

Let us see in detail Receipts, Files and Dispatch.

- **Receipt:** Search a receipt depending on any factors as shown in the figure Fig.eFile.453:

Fig.eFile. 436

- As a result the receipt which can be under actions of Send, Receive, Pull Up and Reopen as shown in the Fig.eFile.454:

Fig.eFile. 437

- On right click of record ,it displays the actions which can be performed instantly for record as shown in Fig.eFile.455:

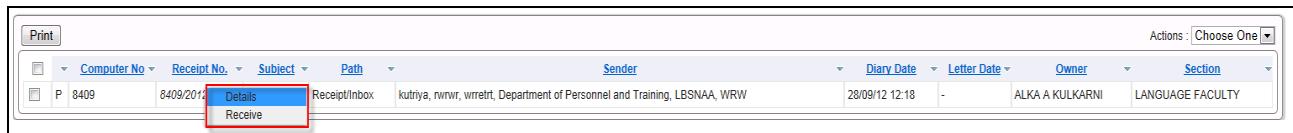


Fig.eFile. 438

- Click on Details link to display Details as shown in Fig.eFile.456:

Sent By	Sent On	Sent To	Action	Remarks
ALKA A KULKARNI	28/09/12 12:19	ALKA A KULKARNI	Forward	-

Fig.eFile. 439

To perform any action Receipt should be in Received Mode.

- Send: To perform Send operation receipt should have been in Received mode as shown in the Fig.eFile.457:

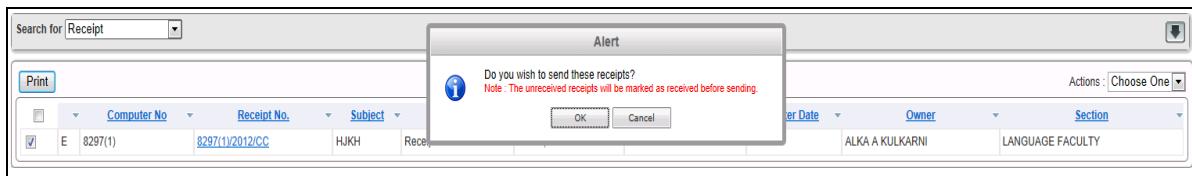


Fig.eFile. 440

Refer Send process in Receipt Send/File Send (as shown in Fig.eFile.457):

- For the respective receipt Send window appears as shown in Fig.eFile.458:

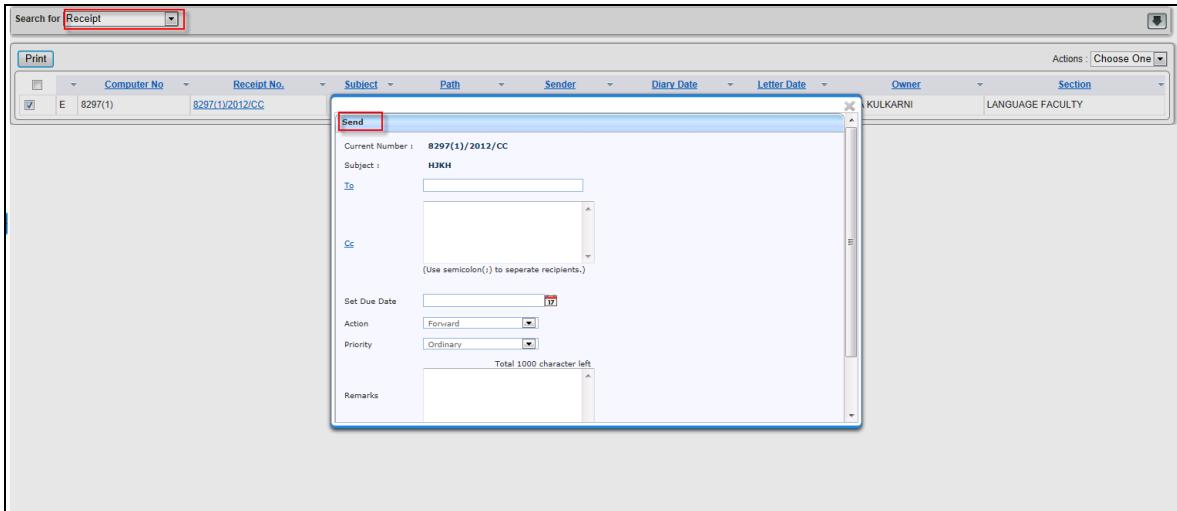


Fig.eFile. 441

- Receive: If searched receipt is unreceived it can be received from receive action as shown in the Fig.eFile.459:

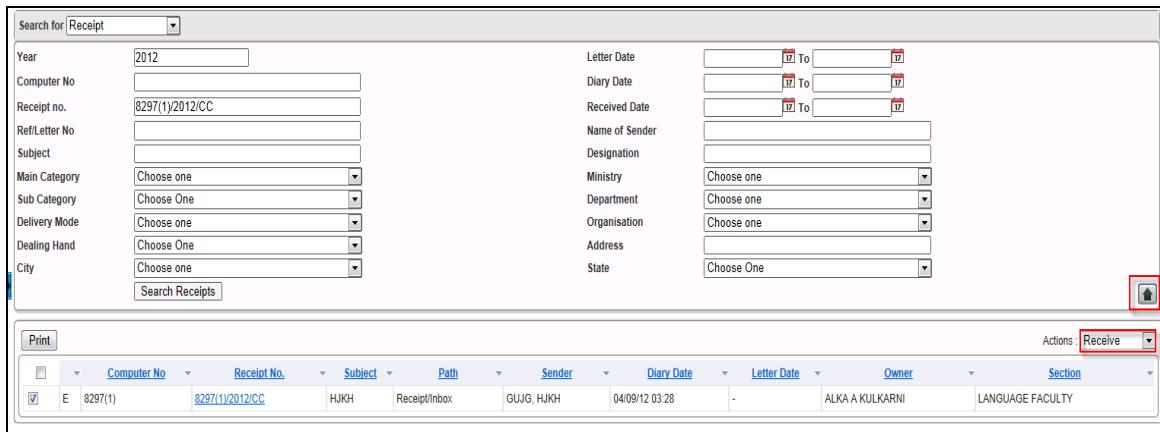


Fig.eFile. 442

- Pull Up: The receipt will be pull up and redirected to Receipt Inbox as shown in the Fig.eFile.460:

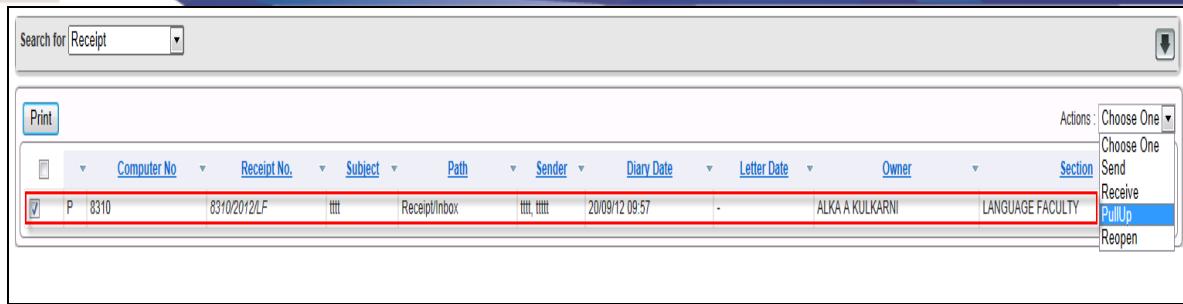


Fig.eFile. 443

- Reopen: Reopen action is performed on closed receipt with remarks as shown in the Fig.eFile.461:

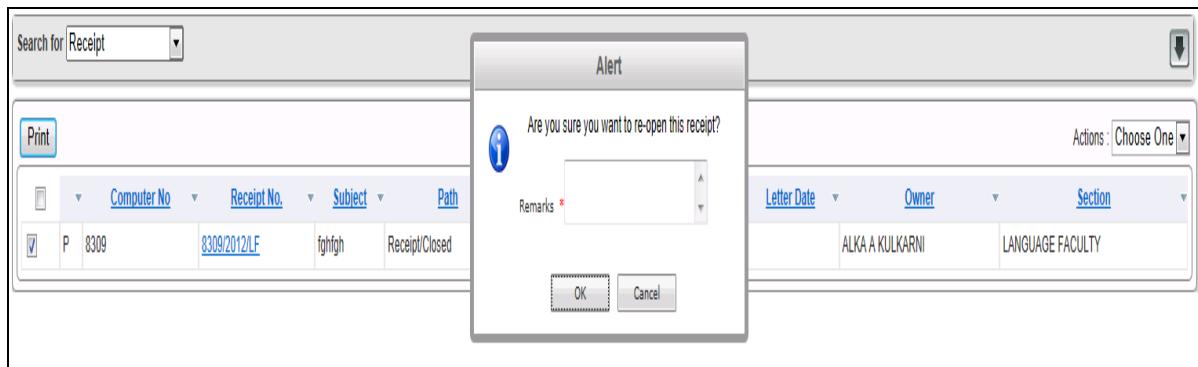


Fig.eFile. 444

- Reopened receipt is redirected to the Receipt Inbox as shown in the Fig.eFile.462:

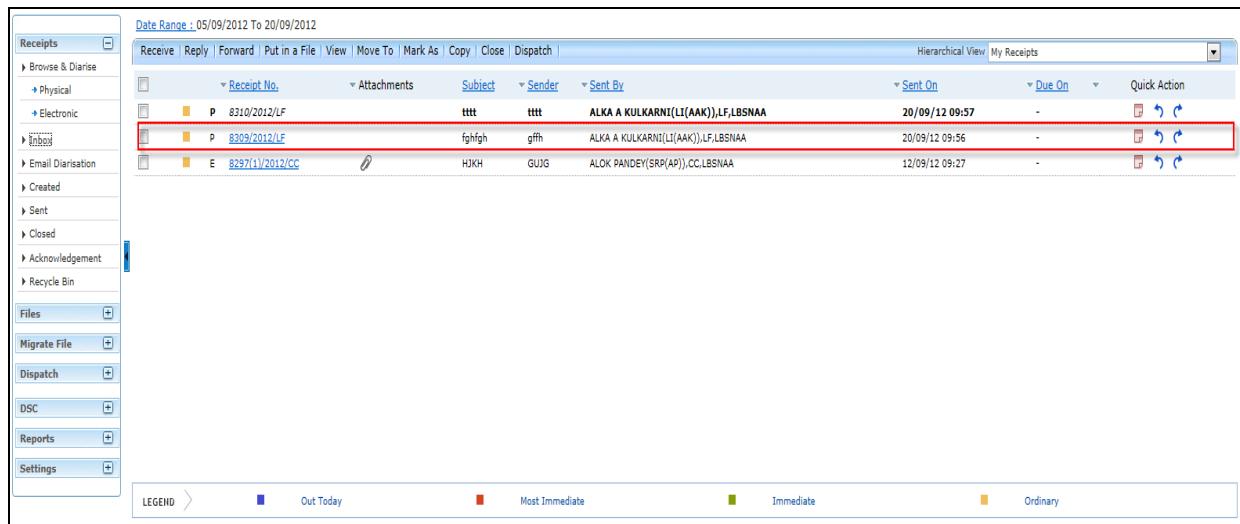


Fig.eFile. 445

Send : Send is performed for received receipts

Receive: Receipt should be in receive mode.

Pull Up: This action is performed from Inbox of person in respective section.

Reopen: Closed receipt can be opened with Reopen action

All the above mentioned actions can be performed,if any of these actions are required to respective receipt.

File:

- File can be searched with any referenced categories as shown in the Fig.eFile.463:

Computer No	File No.	Subject	Path	Opening Date	Owner	Section
P 2036	A-11011/10/2012-LF-LBSNA	scfsada	File\Inbox	20/09/12 09:37	ALKA A KULKARNI	LANGUAGE FACULTY

Fig.eFile. 446

- To perform instant actions on searched file User can View ,Details and Send as shown in Fig.eFile.464:

Computer No	File No.	Subject	Path	Opening Date	Owner	Section
E 2104	C/7/2012-LF-LBSNA	sad	File\Created	28/09/12 11:24	ALKA A KULKARNI	LANGUAGE FACULTY

Fig.eFile. 447

- To view the file click on View action as shown in Fig.eFile.465:

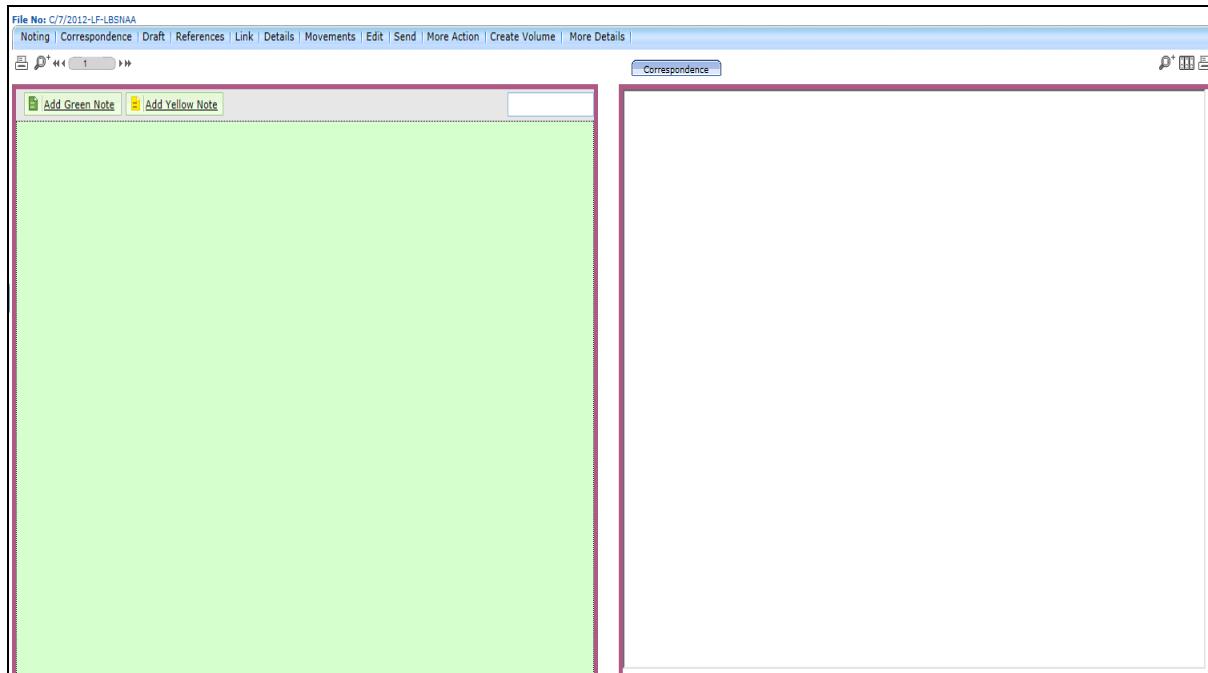


Fig.eFile. 448

- Click on Details action as shown in Fig.eFile.466:

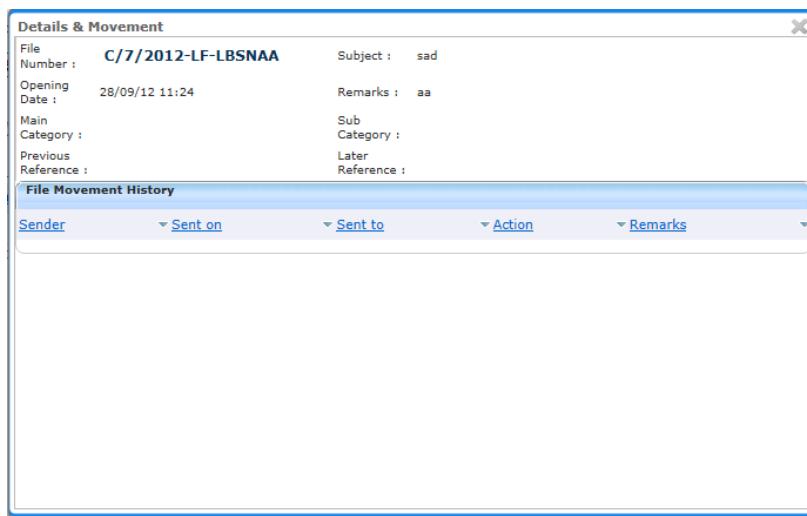


Fig.eFile. 449

Send: Send action is performed to send file.

Receive: Receive the physical file to perform other actions

Pull Up: User can Pull Up the file either from active user or section wise.

Make Active: Closed files can be made active by Make Active action.

All the above mentioned actions could be performed for the respective selected records based on permissions available to user.

Make as Active:

- Closed file can be made active with Make as Active action as shown in the Fig.eFile.467:

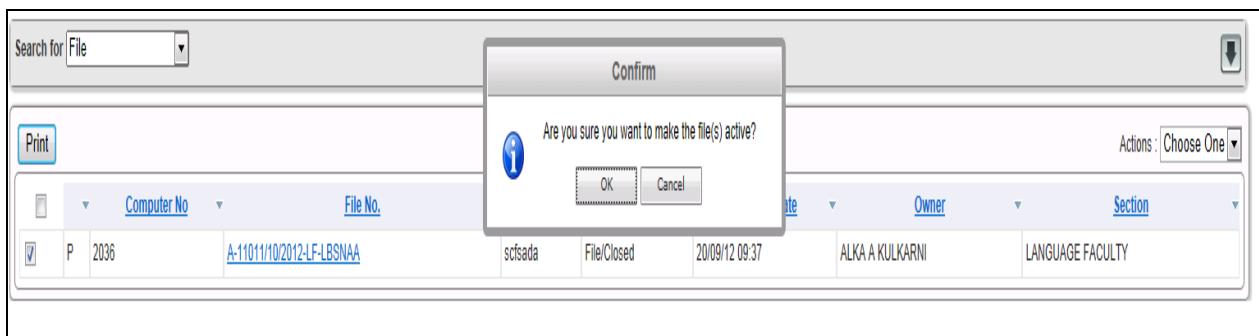


Fig.eFile. 450

- Activated file is redirected to the File Inbox as shown in the Fig.eFile.468.

The screenshot shows the eOffice File Inbox interface. On the left, there is a navigation sidebar with various options like Receipts, Files, and Reports. The main area displays a list of files with columns for Number, Subject, Sender, Sent on, Due On, Read On, and Quick Action. One file entry is highlighted with a red box: "P A-11011/10/2012-LF-LBSNAA" sent by "scfsada" to "ALKA A KULKARNI(L(AAK))LF,LBSNAA" on "20/09/12 09:37". Below the list is a legend for file status: Out Today (blue), Most Immediate (red), Immediate (green), and Ordinary (yellow).

Fig.eFile. 451

Dispatch:

Receive :This action is performed by CRU or permission available to user

Resend:This action is performed by CRU or User if required.

- Dispatch can be searched through dispatch number as shown in the Fig.eFile.469:

The screenshot shows the eOffice Dispatch search interface. At the top, there is a search bar with "Search for Dispatch" and a dropdown menu. Below it, there are fields for Year (2012), Dispatch no. (1/105/2012), Subject, File Number, Receipt Number, Dispatch Date, and Address. To the right, there are dropdowns for Name of Sender, Designation, Ministry, Department, Organization, City, and State. At the bottom, there is a "Print" button and a table showing the search results for the dispatch number 1/105/2012. The table columns include Dispatch No., File No., Receipt No., Subject, Addressee, Sender, Section, Dispatch By, and Status. The status for the row is listed as "Issued & Dispatched".

Fig.eFile. 452

- Dispatch has 2 actions Receive and Resend as shown in the Fig.eFile.470:

On the right click of the Draft user can perform Details and View action only.

The screenshot shows a software interface for managing dispatches. At the top, there is a search bar with the text 'Search for Dispatch'. Below the search bar is a toolbar with a 'Print' button. The main area displays a table with the following data:

Dispatch No.	File No.	Receipt No.	Subject	Addressee	Sender	Section	Dispatch By	Issued & Dispatched
V105/2012	A-11011/10/2012-LF-LBSNAA	xxxx	xxoofgfg.xxoofgfdg	ALKA A KULKARNI	LANGUAGE FACULTY	ALKA A KULKARNI		

To the right of the table, there is a 'Actions' dropdown menu with the option 'Choose One' selected. A red box highlights the 'Choose One' dropdown and the 'Receive' and 'Resend' options underneath it.

Fig.eFile. 453

Hierarchy Search

Hierarchy search is basically reporting level Search(File(s)/Receipt(s)/Dispatch(s) as follows:

Level	Top Level	Middle Level	Lower Level
Top	Can View All	Can View All	Can View All
Middle	No privileges	Only when sent /received with each other	Can View All
Lower	No privileges	No privileges	Only when sent /received with each other

Let us see in detail the process of Searching on Hierarchy-wise.

Top level authority can view and perform all sorts of operations for the File/Receipt/Dispatches created by Next level reporting.

Example Padamvir singh is the Top Level Management authorised to view and operate the created File/Receipts/Dispatches of Alokp who is reporting to Padamvirsingh as shown in Fig.eFile.471:

eFile electronic file system

Search for **Receipt**

Year	2012	Letter Date	[17] To [17]
Computer No		Diary Date	[17] To [17]
Receipt no.	8499/2012/DIR	Received Date	[17] To [17]
Ref/Letter No		Name of Sender	
Subject		Designation	
Main Category	Choose one	Ministry	Choose one
Sub Category	Choose One	Department	Choose one
Delivery Mode	Choose one	Organisation	
Dealing Hand	Choose One	Address	
State	Choose One	City	
Search Receipts			

Fig.eFile.471

- Enter the Receipt to Search(Created by Alok) and select Pull Up action as shown in Fig.eFile.472:

eFile electronic file system

Search for **Receipt**

Year	2012	Letter Date	[17] To [17]
Computer No		Diary Date	[17] To [17]
Receipt no.	8499/2012/DIR	Received Date	[17] To [17]
Ref/Letter No		Name of Sender	
Subject		Designation	
Main Category	Choose one	Ministry	Choose one
Sub Category	Choose One	Department	Choose one
Delivery Mode	Choose one	Organisation	
Dealing Hand	Choose One	Address	
State	Choose One	City	
Search Receipts			

Print										Actions	Choose One
	Computer No	Receipt No.	Subject	Path	Sender	Diary Date	Letter Date	Owner	Section		
<input checked="" type="checkbox"/>	P	8499	8499/2012/DIR	www 1	Receipt/Inbox	w, w, w, w	11/10/12 10:48	-	ALOK PANDEY	COMPUTER CENTRE	PullUp

Fig.eFile.472

- A pop window appears as Pull Up Alert and Click Ok button as shown in Fig.eFile.473:

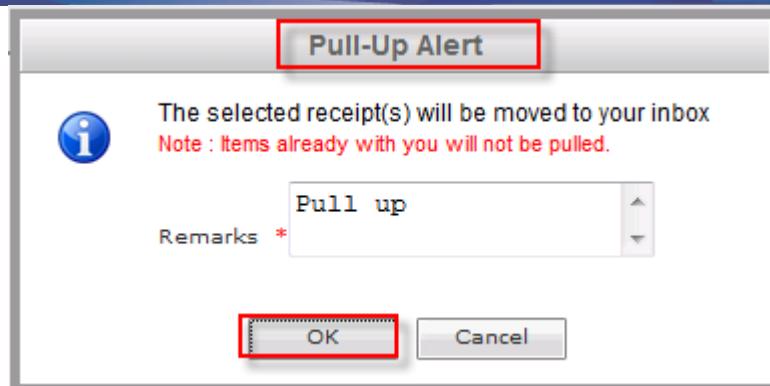


Fig.eFile.473

- Pulled Up receipt is shown in Normal font (earlier Italic font) and click on receipt as shown in Fig.eFile.474:

Actions : Choose One										
	Print	Computer No	Receipt No.	Subject	Path	Sender	Diary Date	Letter Date	Owner	Section
<input type="checkbox"/>	<input type="checkbox"/>	P 8499	8499/2012/DIR	www 1	Receipt/Inbox	w, w, w, w	11/10/12 10:48	-	PADAMVIR SINGH	O/o of DIRECTOR

Fig.eFile.474

- As a result Receipt(Searched) is opened to perform any operations on it by Top Level as shown in Fig.eFile.475:

eOffice
A DIGITAL WORK PLACE SOLUTION

PADAMVIR SINGH DIR ▾

eFile electronic file system

Search Advanced Help Dashboard

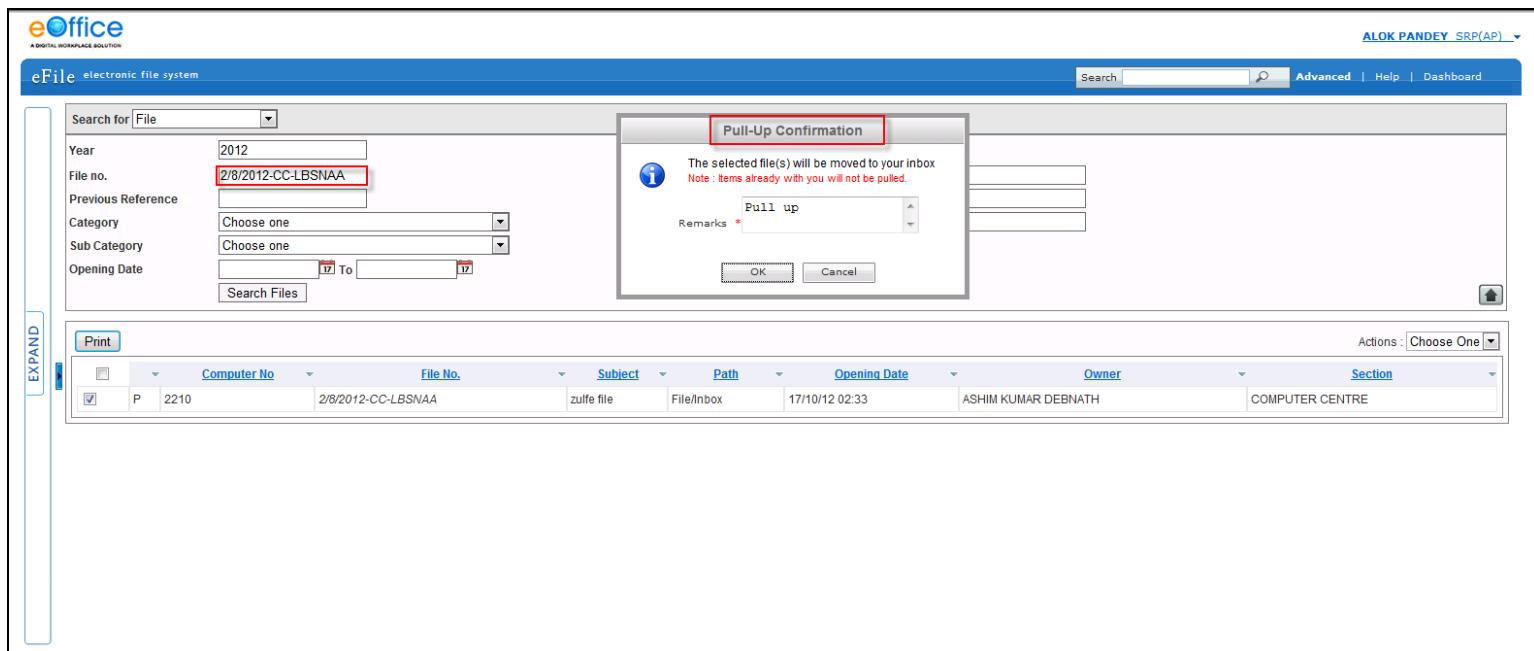
Movements | Details | Edit | Forward | Put in a File | Copy | Close | Dispatch | Attach File | Attach Receipt | EXPAND

Receipt No :	8499/2012/DIR			
Subject :	www 1			
From :	w			
Designation :	w			
Address :	w			
Main Category :	Court Cases			
Sub Category :	-			
Sent Date :	-			
Opening Date :	-			
Letter Reference No :	-			
Letter Date :	-			
Dispatch History				
Dispatch Number:	Subject	Dispatch Date	Sent Through	Dispatch Mode
E A-11/5/2012-CC	sqqqq	ALOK PANDEY	a	X
Referenced Files				
File Number	Subject	Attached by	remarks	
E A-11/5/2012-CC	sqqqq	ALOK PANDEY	a X	
Referenced Receipts				
Receipt No.	Subject	Attached by	Attached Date	remarks
Detach Receipts				
Receipt No.	Subject	Attached by	Detached Date	Detached Date

Fig.eFile.475

Middle Level Management

- Middle Level has searched a File of Lower Level and Pull Up the file to perform operations as shown in Fig.eFile.476:



The screenshot shows the eOffice eFile system interface. On the left, there is a search bar and filter options for Year (2012), File no. (2/8/2012-CC-LBSNAA), Previous Reference, Category, Sub Category, and Opening Date. A 'Print' button is also visible. In the center, a 'Pull-Up Confirmation' dialog box is displayed, stating: 'The selected file(s) will be moved to your inbox' and 'Note: Items already with you will not be pulled.' It contains a 'Remarks' field with the value 'Pull up', an 'OK' button, and a 'Cancel' button. Below the dialog, a table lists a single file entry: Computer No (P 2210), File No. (2/8/2012-CC-LBSNAA), Subject (zulfe file), Path (File/inbox), Opening Date (17/10/12 02:33), Owner (ASHIM KUMAR DEBNATH), and Section (COMPUTER CENTRE). The 'File No.' field is highlighted with a red border.

Fig.eFile.476

- Searched File is Pulled Up in the Inbox of Middle Level and click on File No as shown in Fig.eFile.477:



The screenshot shows the eOffice eFile system interface. A table displays a single file entry: Computer No (P 2210), File No. (2/8/2012-CC-LBSNAA), Subject (zulfe file), Path (File/inbox), Opening Date (17/10/12 02:33), Owner (ALOK PANDEY), and Section (COMPUTER CENTRE). The 'File No.' field is highlighted with a red border.

Fig.eFile.477

- As a result File opens up to perform any operations as shown in Fig.eFile.478:

eOffice A DIGITAL WORKPLACE SOLUTION

eFile electronic file system

File No: 2/8/2012-CC-LBSNAA

Correspondence | Link | Movements | Details | Edit | Send | Dispatch | More Action | Create Volume | Convert File | **ALOK PANDEY SRP(AP)**

File Number : **2/8/2012-CC-LBSNAA** Subject : zulfe file
 Opening Date : 17/10/12 02:33 Remarks : zulfe file
 Main Category : Sub Category :
 Previous Reference : Later Reference :

Part Files Created

Part No	Created On	Remarks

TOC Receipt

Receipt/Issue No.	Subject	Type	Timestamp

Dispatch Movement History

Dispatch Number	Subject	Sent to	Dispatch Date	Sent By	Dispatch Mode	Remarks

Linked Files

	File Number	Subject

Fig.eFile.478

- Lower Level Can View the Searched File(Middle Level but not Top Level) whereas cannot Pull Up the File as shown in Fig.eFile.479:

Its only Top Level having authority to perform operations on File/Receipt/Dispatch created by Middle Level and Lower Level.

eOffice A DIGITAL WORKPLACE SOLUTION

eFile electronic file system

Search for: File **Year:** 2012 **File no.:** **2/6/2012-CC-LBSNAA** **Previous Reference:** **Category:** Choose one **Sub Category:** Choose one **Opening Date:** **Actions:** **Pull Up**

Alert
Action not allowed for selected item(s)
OK

Print

Computer No.	File No.	Subject	Path	Opening Date	Owner	Section
P 2151	2/6/2012-CC-LBSNAA	sfd	File/Sent	09/10/12 10:28	ASHIM KUMAR DEBNATH	COMPUTER CENTRE

Fig.eFile.479

Middle Level an immediate reporting to Top Level can view but cannot perform any operations on created File(s)/Receipt(s)/Dispatche(s).

Lower Level Management

Example Alokp(Middle) is reporting to Padamvirsingh(Top) and Ashim(Lower) is reporting to Alokp.

- Alokp is authorised to view the work of Ashim whereas Ashim can view but cannot perform any operations on any of the work of Alokp as shown in Fig.eFile.480:.

The screenshot shows the eFile electronic file system interface. At the top, there is a header bar with the eOffice logo, a search bar, and navigation links for 'Advanced', 'Help', and 'Dashboard'. On the right side of the header, the user 'ASHIM KUMAR DEBNATH DEO(AKD)' is logged in. The main area is titled 'eFile electronic file system'. It features a search bar with the placeholder 'Search for File' and dropdown menus for 'Year' (2012), 'File no.' (2/6/2012-CC-LBSNAA), 'Previous Reference' (empty), 'Category' (Choose one), 'Sub Category' (Choose one), 'Opening Date' (from 17/01/2012 to 17/01/2012), and a 'Search Files' button. To the left of the search form is a vertical sidebar with a blue border and a 'EXPAND' button. On the right side of the search form, there are fields for 'Computer No', 'Later Reference', and 'Subject', each with a corresponding empty input box. A small house icon is located in the bottom right corner of the main search area.

Fig.eFile.480

- Searched File is found hence cannot Pull up in Inbox of Lower Level User as shown in Fig.eFile.481:

eFile electronic file system

Search for File ▾

Action not allowed for selected item(s)

Alert

OK

Print

Computer No	File No.	Subject	Path	Opening Date	Owner	Section
P 2210	2/8/2012-CC-LBSNAA	zulfi file	File/Sent	17/10/12 02:33	ASHIM KUMAR DEBNATH	COMPUTER CENTRE

Actions Pull Up ▾

EXPAND

Fig.eFile.481

Same Level Hierarchy

Same Level User can view the File(s)/Receipt(s)/Dispatch(s) only when sent and received to each other.

Example Alka and AlokP are reporting to Padamvirsing so Alka is at same level with AlokP .

- Alka cannot view any item searched as shown in Fig.eFile.482:

ALKA A KULKARNI_LDC(KB) ▾

eFile electronic file system

Search for File ▾

Year 2012

File no. 2/8/2012-CC-LBSNAA

Previous Reference

Category Choose one

Sub Category Choose one

Opening Date [] To []

Computer No

Later Reference

Subject

Actions : Choose One ▾

Print

Computer No	File No.	Subject	Path	Opening Date	Owner	Section
-------------	----------	---------	------	--------------	-------	---------

Search Files

Fig.eFile.482

- Alka can view the searched file when it is received in Inbox from AlokP as shown in Fig.eFile.483:

The screenshot shows the eOffice electronic file system interface. At the top right, the user 'ALK A KULKARNI L(AAK)' is logged in. The main area displays a search results table with the following data:

Computer No.	File No.	Subject	Path	Opening Date	Owner	Section
P 2210	2/8/2012-CC-LBSNAA	zulfe file	File\Inbox	17/10/12 02:33	ALK A KULKARNI	LANGUAGE FACULTY

On the left, there is a vertical sidebar with a 'EXPAND' button. At the bottom right of the interface, there is a 'Print' button and an 'Actions : Choose One' dropdown.

Fig.eFile.483

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