

Table of Contents

Objective of the Application	4
Introduction	5
Need of eFile	6
eFile Modules:	7
Receipts	7
Browse & Diarise:.....	8
Browse and Diarise Process of Physical File:.....	26
Inbox:.....	26
Email Diarisation.....	56
Created:.....	64
Sent:.....	74
Closed.....	81
Acknowledgement:.....	83
Recycle Bin:.....	84
Files	85
Inbox:.....	86
Sign and Send	90
Created:.....	112
Parked:.....	120
Closed:.....	121
Sent:.....	122
Physical File:.....	129
Electronic File:.....	173
Digital Signing on DFA:.....	196
Signature Verification in Noting.....	198
Create Part:	240
Create Volume:	245
Recycle Bin:.....	249
Migrate File	249
Create New	249
Folder Permission:.....	259