

E-OFFICE 7.X MANUAL

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1) What are the Hardware and Software requirements to open the E-Office?

- Minimum 2GB RAM (4GB RAM is recommendable) required.
- Scanner is required to scan the DAK or Letter or File.
- Windows 7 and above Operating System required.
- Any browser is compatible.
- Java Runtime environment for the Purpose of Digital Signature.
- Adobe Acrobat Reader DC for the purpose of reading the PDF documents which contains the Digital Signature.
- Digital Signer Service 7.0.2 software for the recognition of Digital Signature Certificate Token.
- Email Id, Password and OTP (received to mobile) is required to open the E-Office Application.
- Digital Signature Certificate Token is required for Digital Signature purpose.

2) What is Digital Signature Certificate Token?

- Digital Signature Certificate Token is used to sign on the file or proceeding letter electronically. The Digital Signature Certificate Token looks like as below.



- This DSC Token has the Password security to Login.

3) How to install Software?**DSC Key Software:**

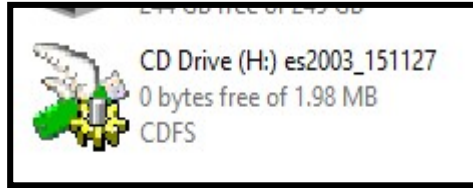
- A Digital Signature Token or USB Token is a password-protected physical device used to establish personal identity. Three types of DSC Keys are available (ePass2003, Proxy and M token). All are having same functionality and same installation process.

ePass 2003 Installation:

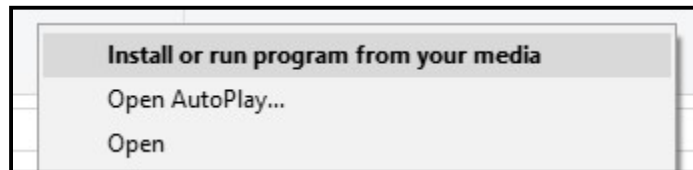
- Insert DSC Token to the System and open the My Computer/This PC folder on the Desktop.



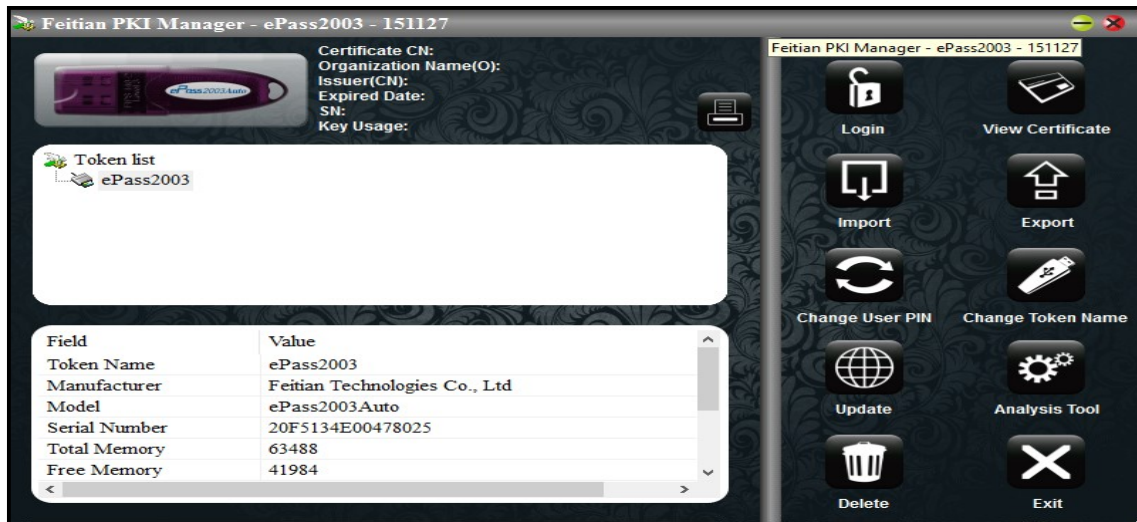
ePass2003 Software drive will be displayed as below.



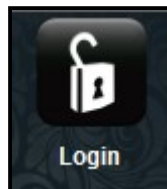
Right click on the ePass2003 drive and click on the “Install or run program from your media”.



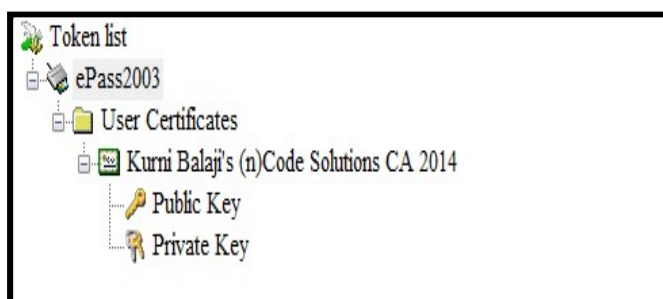
Proceed further by clicking on the next button till the software installation completed. After installation completed, a DSC Key icon will be displayed on the Task bar. Double click on the key, ePass 2003 software window will be opened as shown below.



To Check DSC key signature of concerned person. Click on the ePass2003 and click on the Login Button available in the Right side of the window.



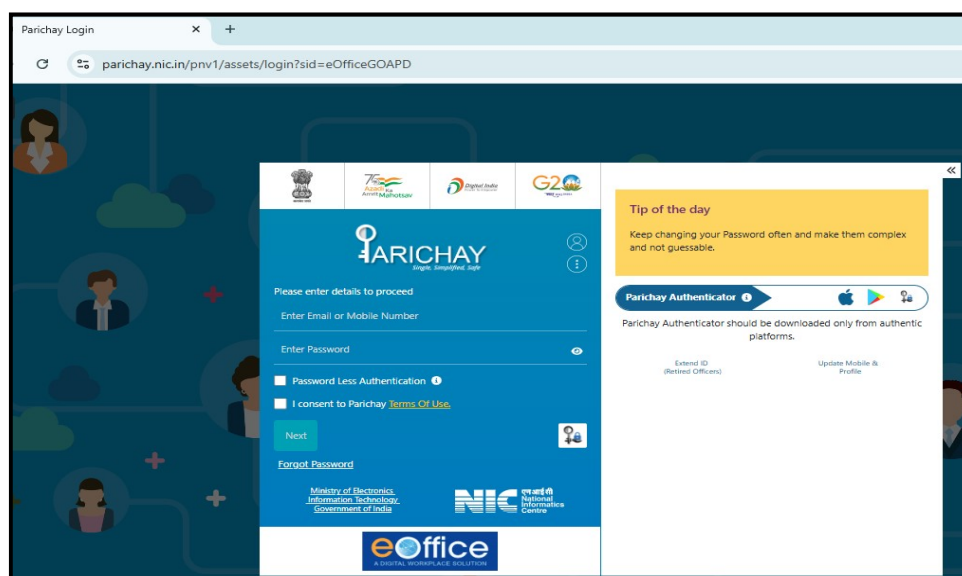
The Password is “12345678”. Please don’t change the password of the DSC Token. It will show the concerned person’s name to who’s the DSC Token belongs to as shown below.



ePass 2003 Software Process was completed. Please don't enter the password wrong. It will be blocked after ten times wrong entry.

4) How to Open the E-Office Application?

- Double Click on any Browser which is installed in system and icon available in the Desktop.
- We need to remember the website “<https://eoffice.ap.gov.in>”.
- As per the message received from the “NICSMS” which contains Email-ID and Password for the E-Office purpose.
- Ex: Email Address:srinivasarao-apsrtc@ap.gov.in
Password: *****
- Now login to the website. Type the above-mentioned URL “<https://eoffice.ap.gov.in>” in the address bar. It will be redirected to new page i.e., “Parichay Page”. It will be shown as below.

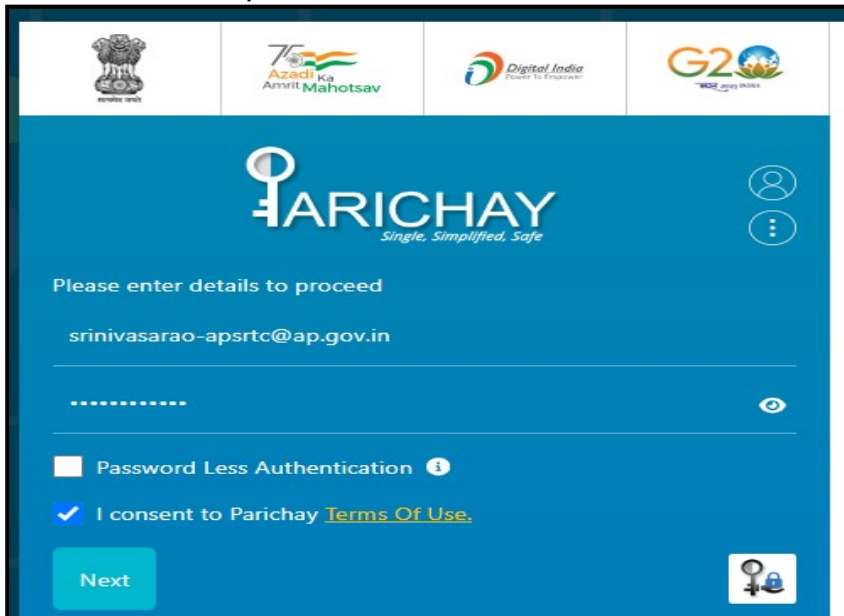


Two types of logins:

Can use any method of these two types of logins.

1) Password Authentication: Login with password

Enter Email address and password. Put tick mark in the check box provided beside “I consent to Parichay”.



2) Password Less Authentication: Login without password

Enter Email address. No need to enter password. Instead put tick mark in the check box provided beside “Password Less Authentication”.



Press the “Next” button and it will be directed to the OTP page.

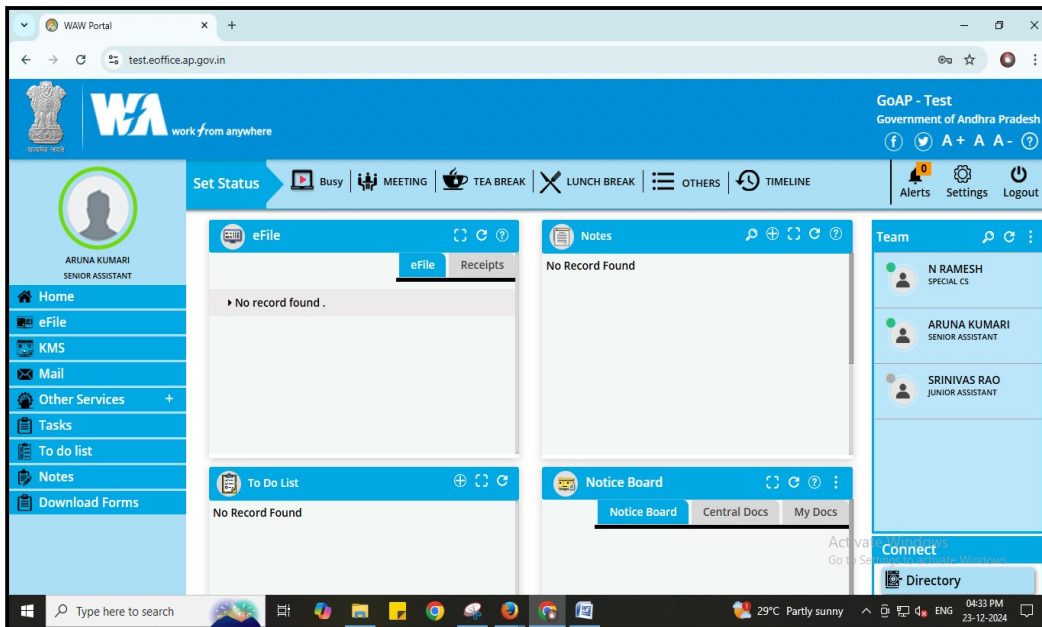
Note: In this OTP page, if we put tick mark near “Don’t ask me again on this Device”, it will not ask OTP every time to login in this PC.



Enter **OTP** and click on “Next”. It will be redirected to home page.

(NOTE: If your mobile number was updated/changed, change your password and then login into e-office after 30 minutes)

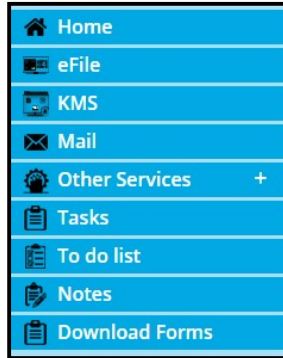
All the unit employees will be appear with names in the right side of home page.



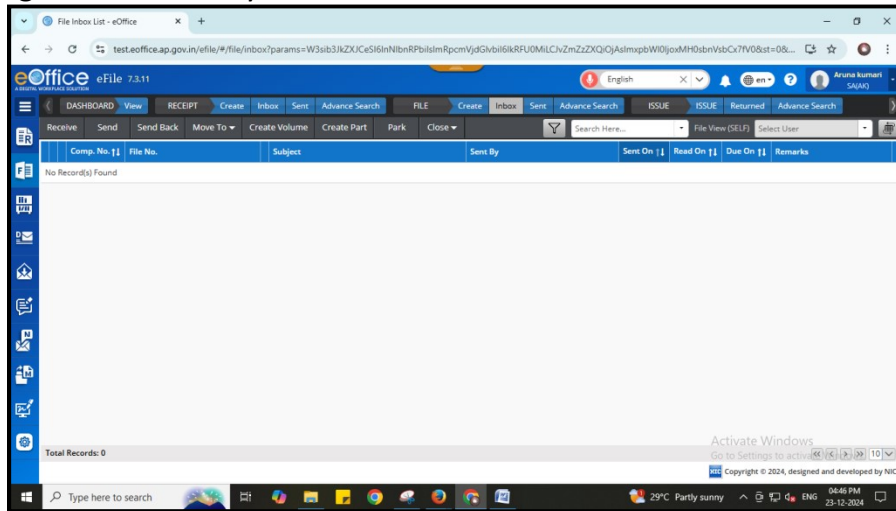
We can also set status on the home page like busy, meeting etc.



Click on the “eFile” for File Management System.

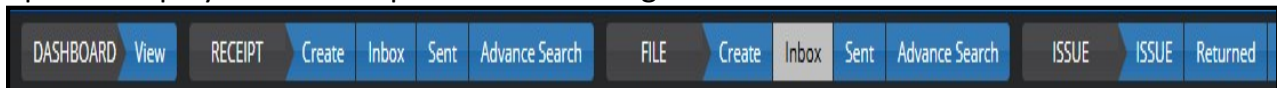


The Home page of the eFile, by default, shows the inbox files.

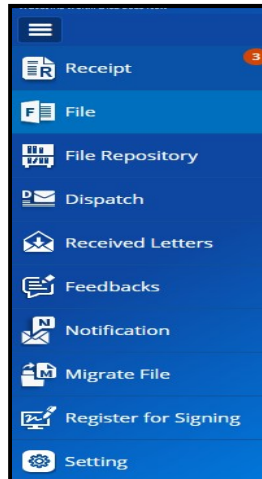


5) What are the Menus in E-Office?

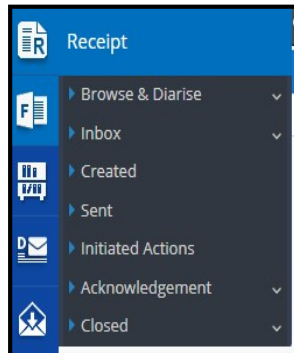
Short cut Menu: Newly introduced shortcut menu in the e-Office with regularly using options displayed on the top of the HOME Page.



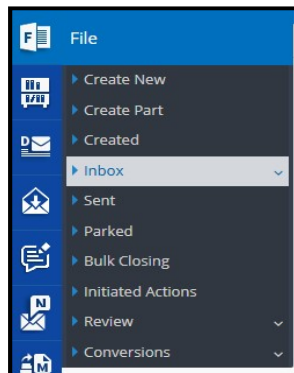
Menu:



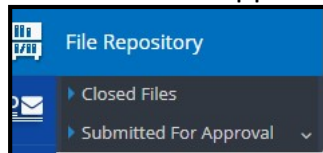
Receipts means the DAK or any Letter received from others. Based on the receipts received, we can decide whether to open the Note file or not. These receipts are the folios we attach at the right side of the Note File.



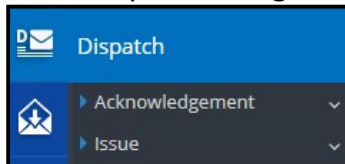
Files mean Note files which we use in the office in daily proceedings.



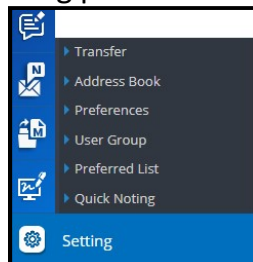
File Repository contains closed files and file for approval.



Dispatch contains the dispatch of all the proceedings.

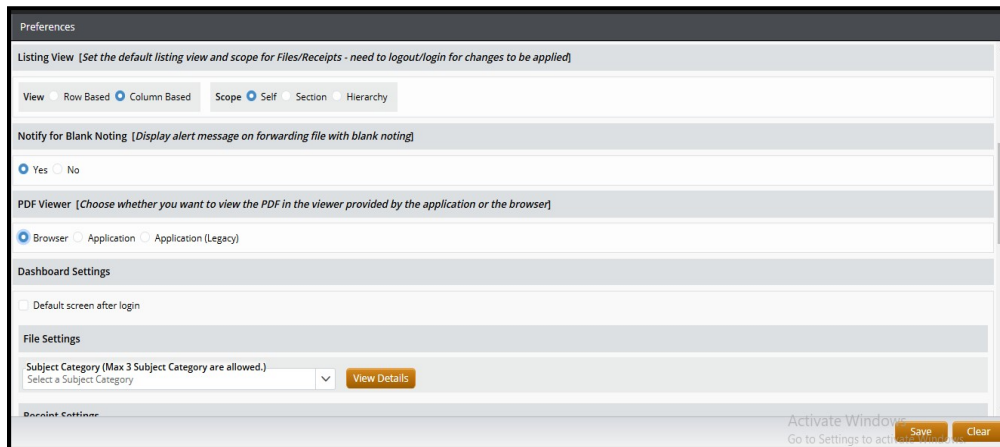


Setting contains the settings like adding preferred list, preferences, quick noting etc.,



Preferences

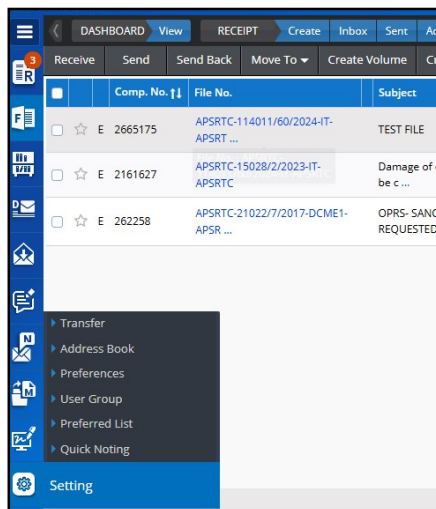
- Go to Setting → Preferences
- Select “Browser” under “PDF Viewer”. Then click on “Save” button.



Preferred List

Adding users in the preferred list as follows:

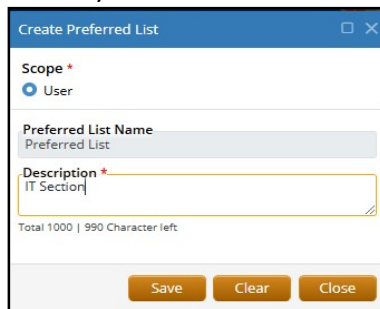
- Go to Setting → Preferred List



- Click on “Create Preferred List”, which is at right-bottom of the page.



- Give Description (Group name). Click on “Save” button.



- IT section group was created as follows.

| Name | Description | Level | Action |
|----------------|-------------|-------|--------|
| Preferred List | IT Section | User | |

- Click on Preferred List. It will displays the preferred list.

Preferred List

→

| Group Name Preferred List Group Description: IT Section | | | | | | |
|---|----------------------|---------|------------|----------|--------|--|
| Users | Marking Abbreviation | Section | Department | Email Id | Action | |
| No Record(s) Found | | | | | | |

- Click on “Add User”, which is at right-bottom of the page.



- Enter name under “Users” (to ease access, give surname or designation) and click on “Search” button.

Add Users

Search Users

Users *
yenikapati

| Department | Section | Users | Marking Abbreviation | Email Id |
|---|--------------------------------------|-------------------|----------------------|-----------------------------|
| <input type="checkbox"/> ITC01-Information Technology, Electronics and Communications | MINISTER-INFORMATION TECHNOLOGY,RTG | NARA LOKESH | MINISTER(NL) | lnara@ap.gov.in |
| <input type="checkbox"/> ESE01-Human Resources (School Education) | MINISTER-HUMAN RESOURCES DEVELOPMENT | NARA LOKESH | MINISTER (NL) | lnara@ap.gov.in |
| <input type="checkbox"/> Insurance Medical Services | BUDGET SECTION-DIMS | A KRUPAKANTH | OS(AKK)-BUDGT | krupakantha@ap.gov.in |
| <input type="checkbox"/> Insurance Medical Services | INFRASTRUCTURE-LAE18 | A KRUPAKANTH | OS(AKK)-INFRA | krupakantha@ap.gov.in |
| <input type="checkbox"/> Tirumala Tirupati Devasthanam | O/o EXECUTIVE ENGINEER-XV-TTD | MANOHARAM BADDELI | EE-XV(MB) | manoharam.baddeli@ap.gov.in |
| <input type="checkbox"/> Tirumala Tirupati Devasthanam | O/o SUPERINTENDING ENGINEER I-TTD | MANOHARAM BADDELI | SE-I (I/C) | manoharam.baddeli@ap.gov.in |
| <input type="checkbox"/> Animal Husbandry | YSR CHEYUTHA-AHF02 | ESTERU SUNCHU | VAS(ES)-YSR CHYT | dresteru.s@gov.in |

- Put tick mark beside the name and click on “Add User” button.

Add Users

Search Users

Users *
yenikapati

| Department | Section | Users | Marking Abbreviation | Email Id |
|--|-------------------|--------------------------|----------------------|-------------------------------|
| <input checked="" type="checkbox"/> AP State Road Transport Corporation (APSRTC) | IT SECTION-APSRTC | SRINIVASA RAO YENIKAPATI | DYCEIT(YSR) | srinivasarao-apsrtc@ap.gov.in |

- User will be added to the preferred list as follows.

| Group Name Preferred List Group Description: IT Section | | | | | | |
|---|----------------------|-------------------|--|-------------------------------|--------|--|
| Users | Marking Abbreviation | Section | Department | Email Id | Action | |
| <input type="checkbox"/> SRINIVASA RAO YENIKAPATI | DYCEIT(YSR) | IT SECTION-APSRTC | AP State Road Transport Corporation (APSRTC) | srinivasarao-apsrtc@ap.gov.in | | |

- Repeat the same process to add other users.

Quick Noting

- Go to Setting → Quick Noting
- Click on “Add Quick Noting”.



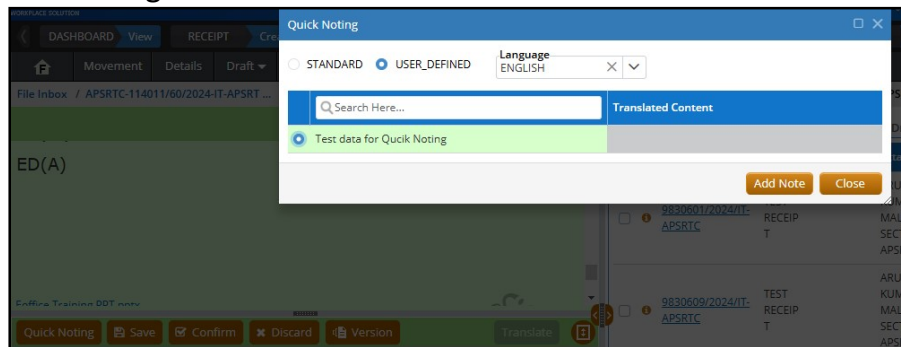
- Choose language and enter desired text in “Content” text box. Then click on “Submit” button.

 A dialog box titled "Add/Edit Quick Noting". It contains a "Language" dropdown menu set to "English", a "Content" text box with "Test data for Quick Noting" entered, and a character count "Total 1000 | 974 Character left". There is an unchecked checkbox for "Add Translated Content" and "Submit" and "Cancel" buttons at the bottom.

- Quick note was added as follows.

| Content | Translated Content | Actions |
|----------------------------|--------------------|---------|
| Test data for Quick Noting | | |

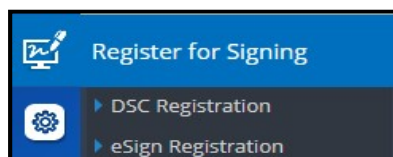
- These quick notes are saved under “USER_DEFINED”. These can be used in files using “Quick Noting” as follows.



6) Register for signing:

- **DSC Registration** is used to register DSC Token to our E-Office mail address. Mapping will be done in this menu.
- **eSign Registration** is used to map mail address with Aadhaar number. Only first time we enter 12-digit Aadhaar number while registering.

After the completion of the registration, only the entry of the last 03 digits of the Aadhaar is sufficient for doing the e-Sign.



NOTE: After logging into the E-Office first time, we have to do the DSC Registration, eSign Registration and Settings.

Digital Signer Service 7.0.2 Installation:

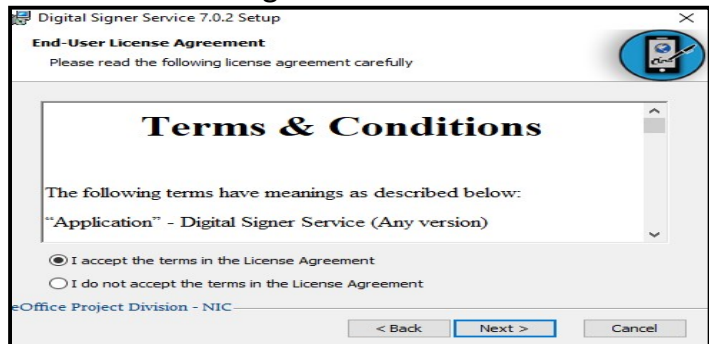
For DSC Registration, Digital Signer Service 7.0.2 should be installed. This software is placed in RTCWAN.

RTCWAN Path: /eoffice/eoffice 7x.

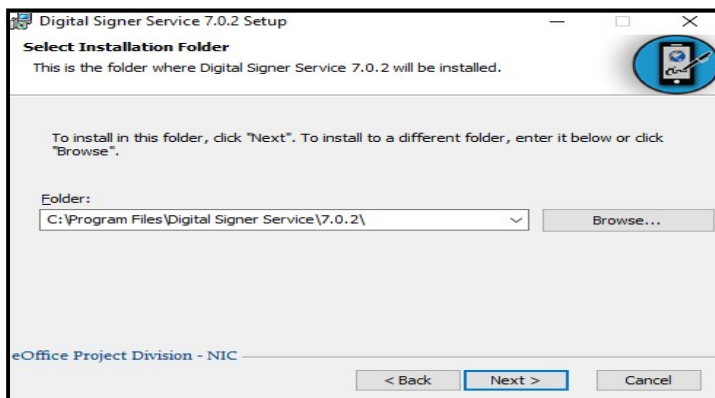
Download this software and give double click on the software. Click on “Next” button



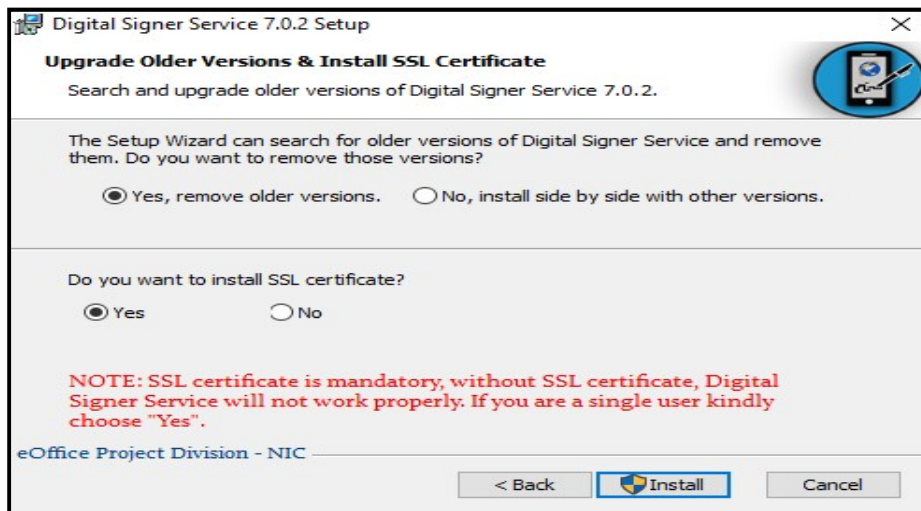
Select “I accept the terms in the license agreement”.



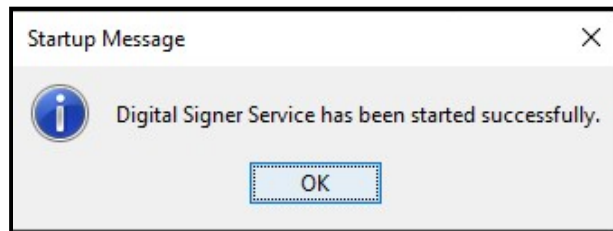
Click on “Yes”. Then click on “Next”



Select “Yes” Radio button near “Yes remove older version”.
 Select “Yes” under “Do you want to install SSL Certificate” and click “Install”.

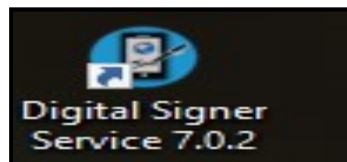


Click on Yes → Yes → Finish. Software installed successfully.



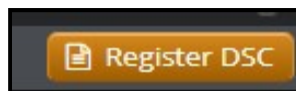
Click on “Hide Service” button. Don’t use “Stop Service”. This service should always running for DSC Signing.

After installation, the below icon will be on desktop.

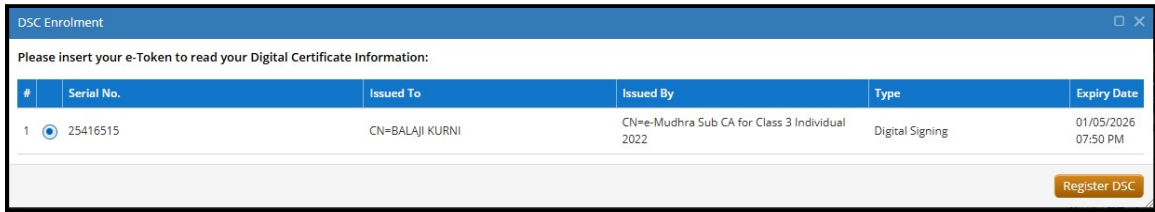


DSC Registration

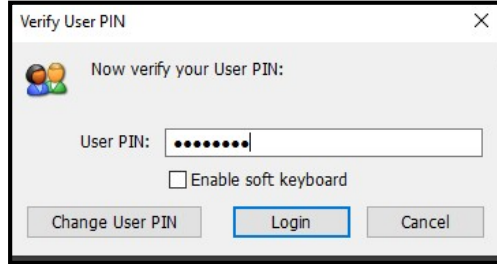
- Go to the “Register for Signing” Menu and Click on the “DSC Registration” option and click on the “Register DSC” tab in the Page available on the top right corner. Before clicking on the Register DSC insert the DSC Token to the System.



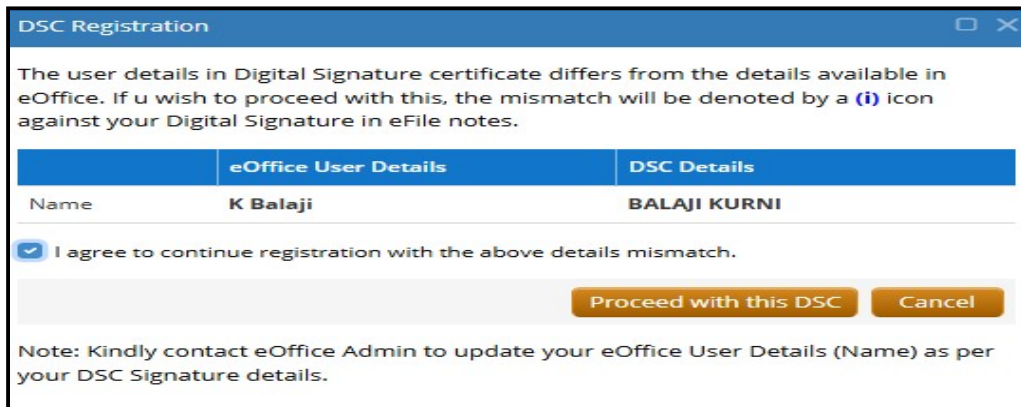
Select the radio button as follows. Then click on “Register DSC”.



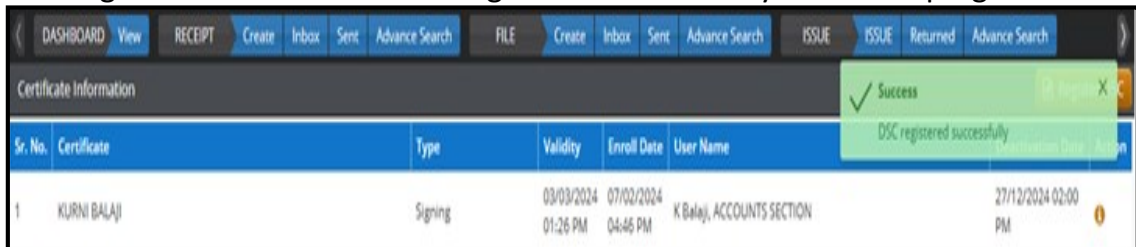
It will ask for PIN. Enter default PIN, 12345678. Click on “Login”.



Put a tick mark near “I agree to continue registration with the above details mismatch”. Click on “Proceed with this DSC”.



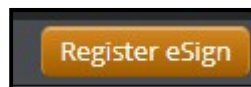
Success message will be shown as “DSC registered successfully” on the top right corner.



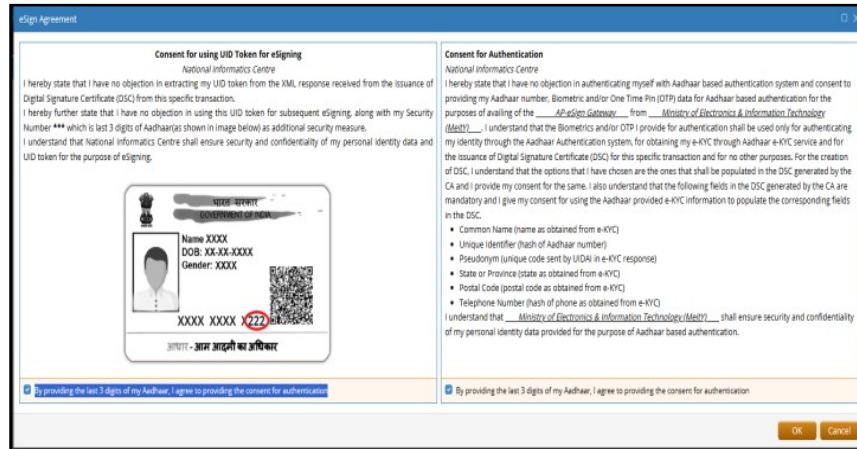
eSign Registration

Go to Register for Signing → eSign Registration.

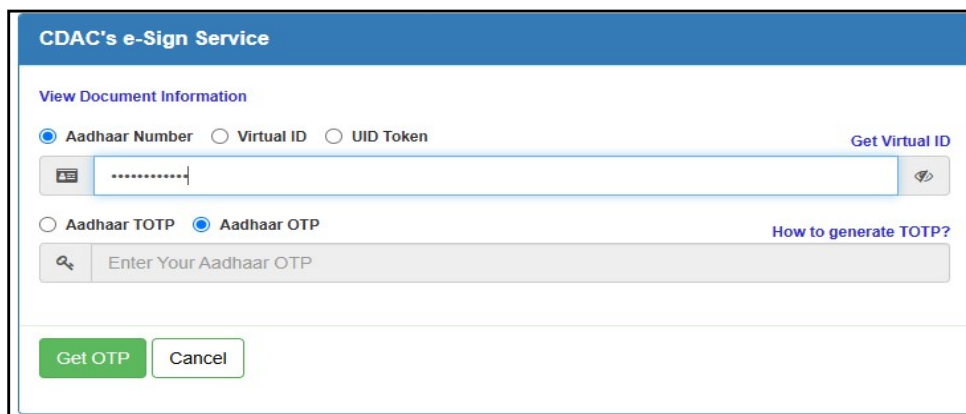
Click on “Register eSign”, which is at top right of the screen.



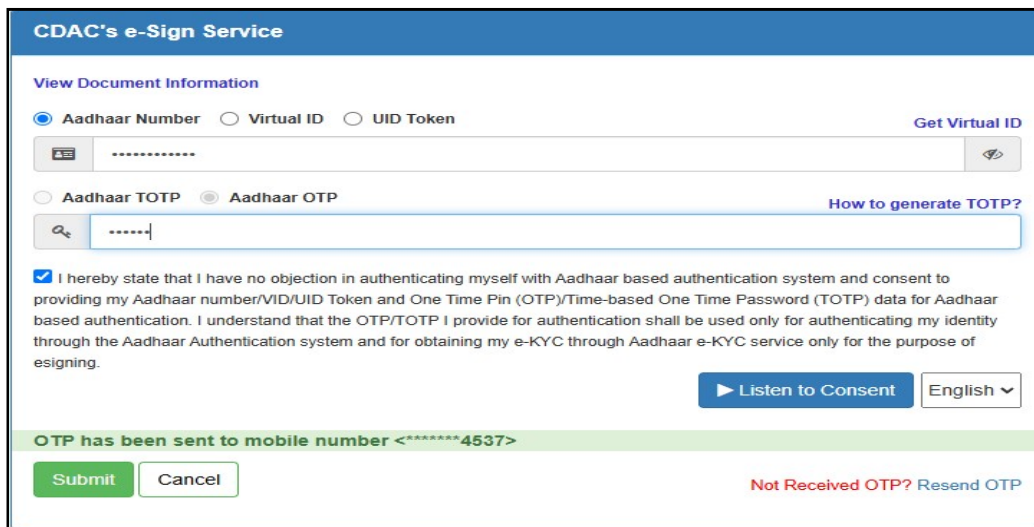
Put tick marks in the check boxes provided near “By providing the last 3 digits of my Aadhaar, I agree to providing the consent for authentication”. Click on “OK”.



Enter Aadhar number and click on “Get OTP”.



Enter OTP and click on “Submit”.



Put a tick mark in the provided check box and click on “Proceed”.

The user details in eSign certificate differs from the details available in eOffice. If u wish to proceed with this, the mismatch will be denoted by a (i) icon against your eSign in eFile notes.

| | eOffice User Details | eSign Details |
|---------------|----------------------|----------------------|
| Name | Aruna kumari | MALLELA ARUNA KUMARI |
| Year of Birth | 1999 | 1989 |
| Gender | F | F |

I agree to continue registration with the above details mismatch.

Proceed Cancel

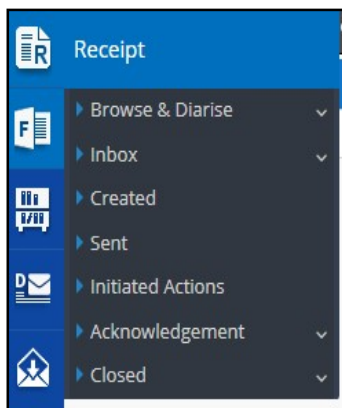
Note: Kindly contact eOffice Admin to update your eOffice User Details (Name, Year of Birth or Gender) as per your eSign details .In case user wants to make changes in his/her Aadhaar details kindly visit Uidai website(<https://uidai.gov.in>).

eSign Registration completed.

| Sr. No. | Year of Birth | User Name | Registered By | Registered On | Action |
|---------|---------------|----------------------|------------------------|---------------------|--------|
| 1 | 1989 | MALLELA ARUNA KUMARI | Aruna kumari,ADMIN-LAW | 25/12/2024 09:49 PM | |

7) How to create a receipt?

Click on the Receipts and it display options shown below.

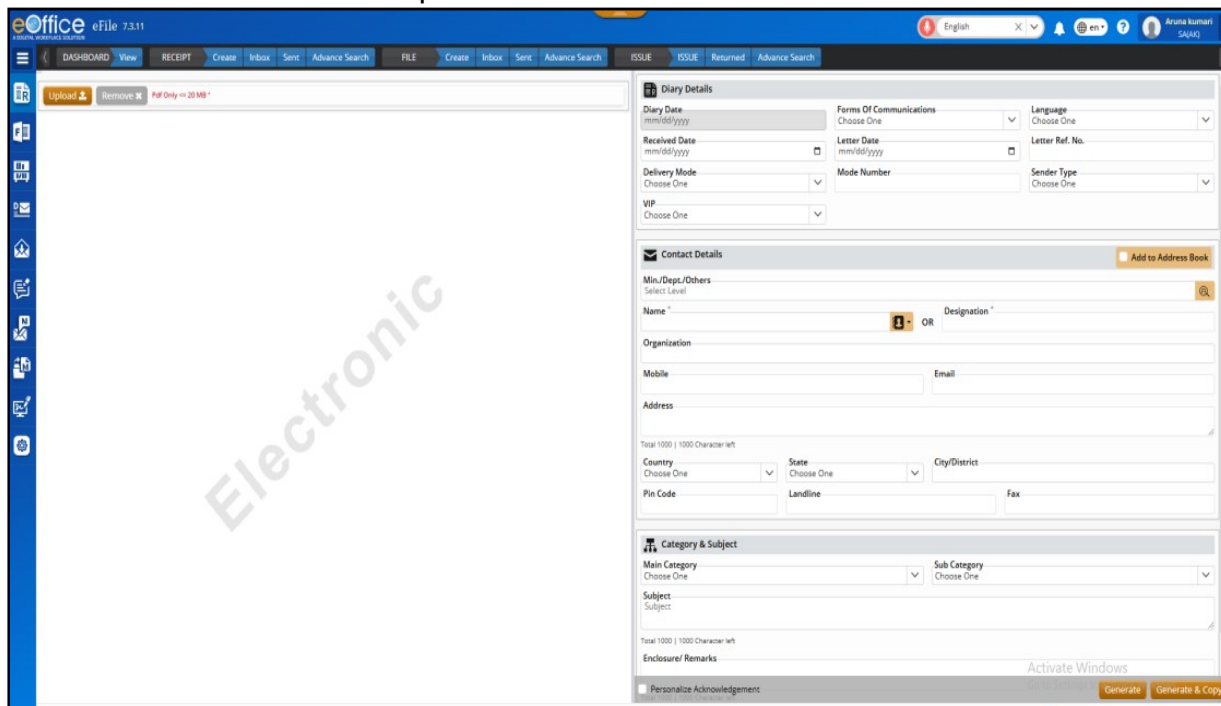


The Options which mostly used are

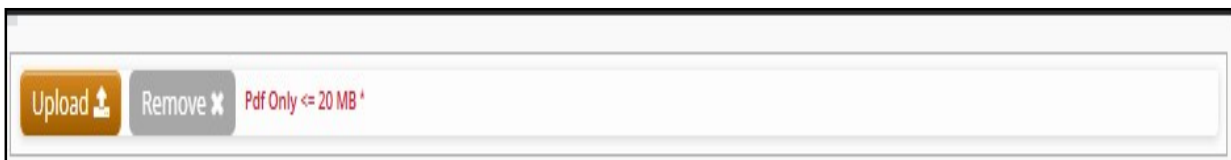
- **Browse & Diarise(Electronic)** which is used to create the Receipt.
- **Inbox** will contain the receipts sent by the others to our account.

- **Created** contains the receipts created by ourselves.
- **Sent** contains the details of the files/receipts sent to others.
- **Acknowledgement** contains the acknowledgments of sent receipts.
- **Closed** contains the closed receipts in “With me” tab.

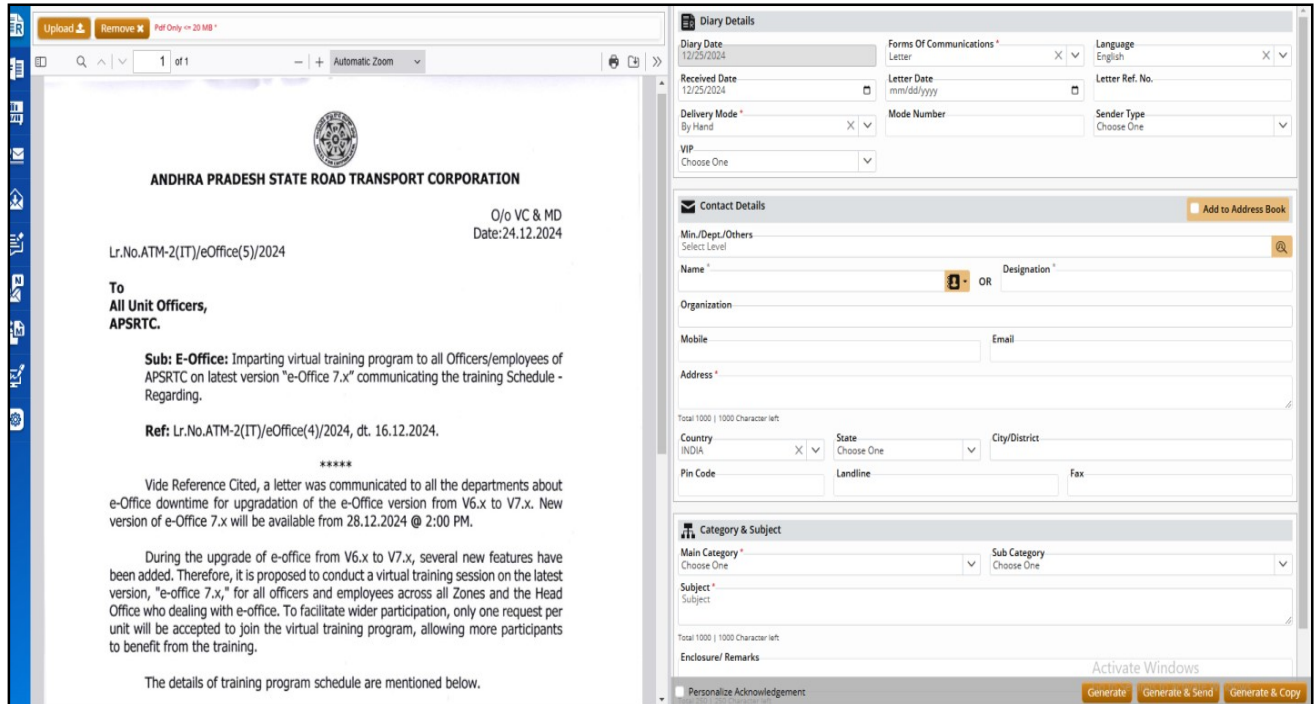
Go to Browse & Diarise - Electronic option which will display as follows or click on “Create” button beside “Receipt” in short cut menu.



The above page at the left side of the showing the “ Electronic” like water mark will be used to create the receipt to upload the pdf file. The DAK or the Letter wereceivewill be used at the time of making notefile. The uploading DAK or Letter should be in the PDF format. and should be less than 20 MB size(Please Scan the Document or Letter or DAK in the black and white only. If required scan the document in the color but should be less than 20 MB Size). Upload the file using the “Upload” option. By clicking on the “Upload” button it will open the Open dialog box of the system. We can select the Document or Letter or DAK in the PDF format. If selected wrong document, click on “Remove” button.



On Uploading the file which shows the preview of the uploaded document and on the right-side corner we can see the **Diary Details**, **Contact Details** and **Category & Subject** options.



Diary details mean the Delivery Mode, Type and which Language of the Document received. Fill the Mandatory fields(*) which are in the red color.

Diary Details

| | | |
|-----------------------------|-------------------------------------|---------------------------|
| Diary Date 12/25/2024 | Forms Of Communications * Letter | Language English |
| Received Date 12/25/2024 | Letter Date mm/dd/yyyy | Letter Ref. No. |
| Delivery Mode * By Hand | Mode Number | Sender Type Choose One |
| VIP Choose One | | |

Contact Details means from which person and from where it was received.

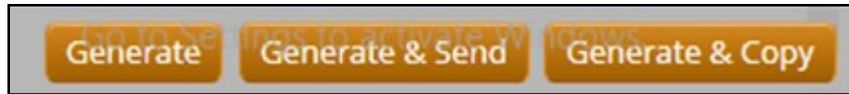
Category and Subject, select the Category to which the received document belongs to and Type the Subject of the Document.

Generate means the generated receipt will be present in the Created tab.

Generate and Send means receipt generated and can directly send. A Dialog box will be opened to which person the receipts to send and which will be available in the sent tab after sending the receipt.

Generate & Copy means the receipt generated by clicking on this button. If we want another copy, then we have to click on the same button again. We can click any number of times for the copies of the same receipt. (Now two times clicked on the button “Generate & Copy”. These two copies stored in created tab under Receipts.

After filling the details Click on the “Generate& Copy” Button



These generated receipts can be seen by clicking on the created tab.

| Comp. No. ↓ | Receipt No. | Subject | Subject Main Category | Sender | Created On ↓ | Remarks |
|--------------------------------|--------------------|---|-----------------------|------------|------------------------|---------|
| <input type="checkbox"/> E 439 | 439/2024/ADMIN-LAW | Training program on new version eoffice 7.x | Establishment | Ravi Varma | 25/12/2024 01:12 PM | |
| <input type="checkbox"/> E 438 | 438/2024/ADMIN-LAW | Training program on new version eoffice 7.x | Establishment | Ravi Varma | 25/12/2024 01:10 PM | |

8) How to send a receipt?

- By clicking on the created tab in the Receipts menu, it will show the created receipts. Check (select) the check box of the sending receipt and click on the “send” button.

| Send | Put in a File | Copy | Generate Acknowledgement | Close |
|---|--------------------|---|--------------------------|-------|
| Comp. No. ↓ | Receipt No. | Subject | | |
| <input checked="" type="checkbox"/> E 439 | 439/2024/ADMIN-LAW | Training program on new version eoffice 7.x | | |
| <input type="checkbox"/> E 438 | 438/2024/ADMIN-LAW | Training program on new version eoffice 7.x | | |

Which will open the “Send” Dialog Box as shown below.

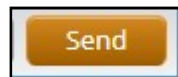
To: Select Organization, sub units and then type receiptant name in “To” box or select from “Preferred List”.

For the first time no list will be present in the preferred list, manually we need to add the persons into the preferred list.

Remarks: We can write remarks if any.

Add Set Due Date, Action and priority. These are not mandatory fields.

Click on the Send button to send.



If we sent the receipt wrongly to another Officer/Supervisor/Staff, we can pull back the receipt till receiver reads it.

9) How can we pull back receipt?

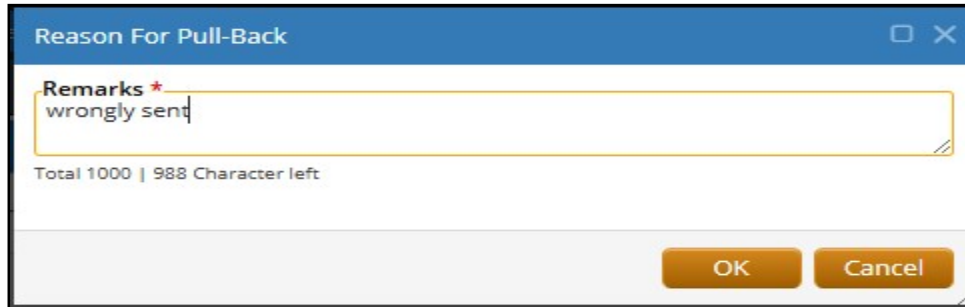
- Go to the sent tab in the receipts menu and we can see the all sent receipts and on the right side corner of the row we can see the pull back option.

| Comp. No. Receipt No. | Subject | Sender | Sent To | Sent On Due On | Remarks | Actions |
|----------------------------|---|------------|-------------------------|----------------------------------|---------|---|
| E-439 439/2024/ADMIN-LAW | Training program on new version eoffice 7.x | Ravi Varma | Srinivas Rao, ADMIN-LAW | 25/12/2024 02:05 PM 25/12/2024 | |   |



- By Clicking the pull back option it will open the remarks window to type the pull back remarks and press “Ok” button.

NOTE: The receipt will come back to our Receipts “Created” tab.



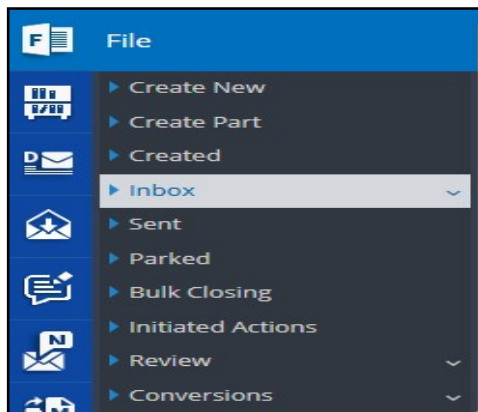
Click on the Receipts “Created” tab, it shows the same receipt in inbox which we have pulled back.

| Comp. No. | Receipt No. | Subject | Subject Main Category | Sender | Created On | Remarks |
|-----------|--------------------|---|-----------------------|------------|------------------------|---------|
| E 439 | 439/2024/ADMIN-LAW | Training program on new version eoffice 7.x | Establishment | Ravi Varma | 25/12/2024 01:12 PM | |
| E 438 | 438/2024/ADMIN-LAW | Training program on new version eoffice 7.x | Establishment | Ravi Varma | 25/12/2024 01:10 PM | |

10) How to Create a File?

Click on the “File” menu and it will show the options like Create New, Created, Inbox, Sent, Parked, Bulk Closing, Initiated Actions, etc.

- **Create new**, a file whose number will be automatically generated by the E-Office Application itself. We have to select only the heads of the filing.
- **Created** contains all the created files.
- **Inbox** which contains all the received files and submitted files for closing approved.
- **Sent** contains files sent by us.
- **Parked** contains the files which are parked by us.



Go to the File menu, create a new file by clicking on “Create New”. It will open a window which asks to select the file heads and Subject. The window is shown below.

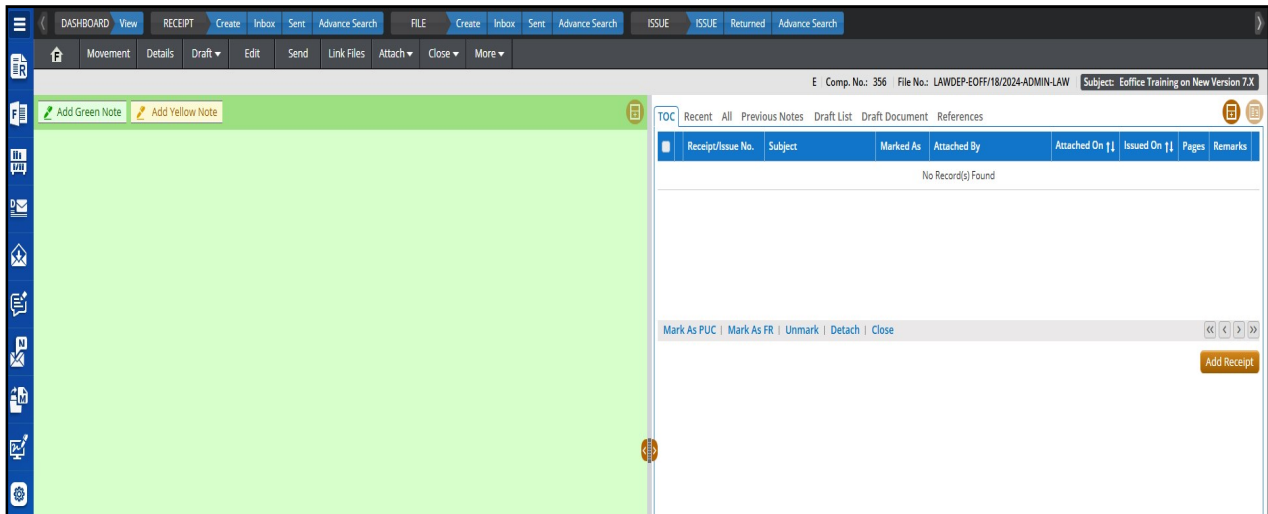
NOTE: In e-Office new version 7.x, only electronic files and can create files only in Non SFS method.

In the File number we select the options that are available as the file heads. E-Office application will generate the file number automatically. First Select Box is our organization, second select box is the department in the Head Office and Unit name for the other units. Third select box is the Subject Head for the Head Office and Department names for the other units. Fourth option is the Sub Subject for the Head Office and Subject Head for the other units. Other options are automatically filled by the E-Office Application itself.

Fill the details which are mandatory to create the file and click on the “Continue Working” and which will ask to proceed. Click on “Proceed” button.



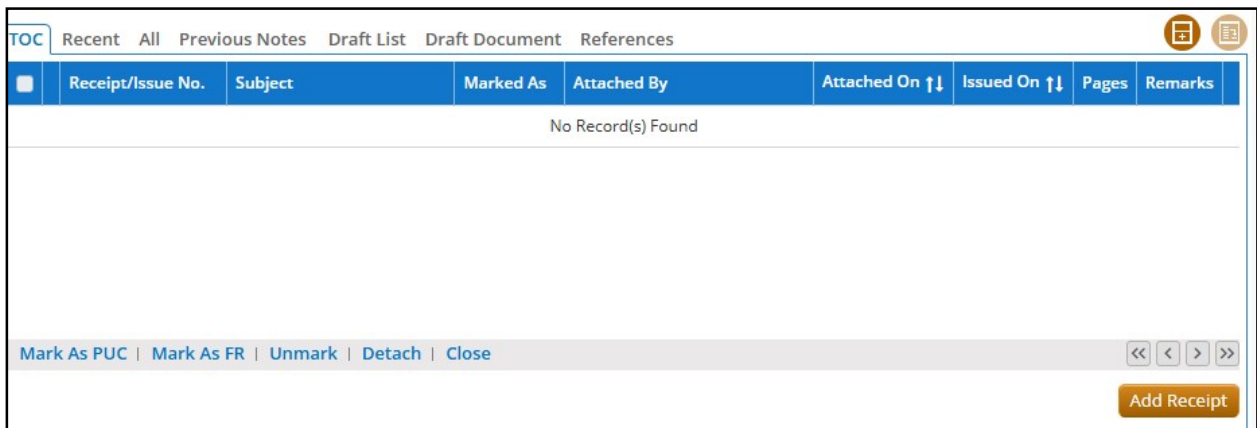
After confirming, this will open the file by giving the file no automatically as shown below.



On the left side we can create note file. On the right side of the window, we will attach the receipts created by us which are available in the receipts inbox, like the folios in the physical file.

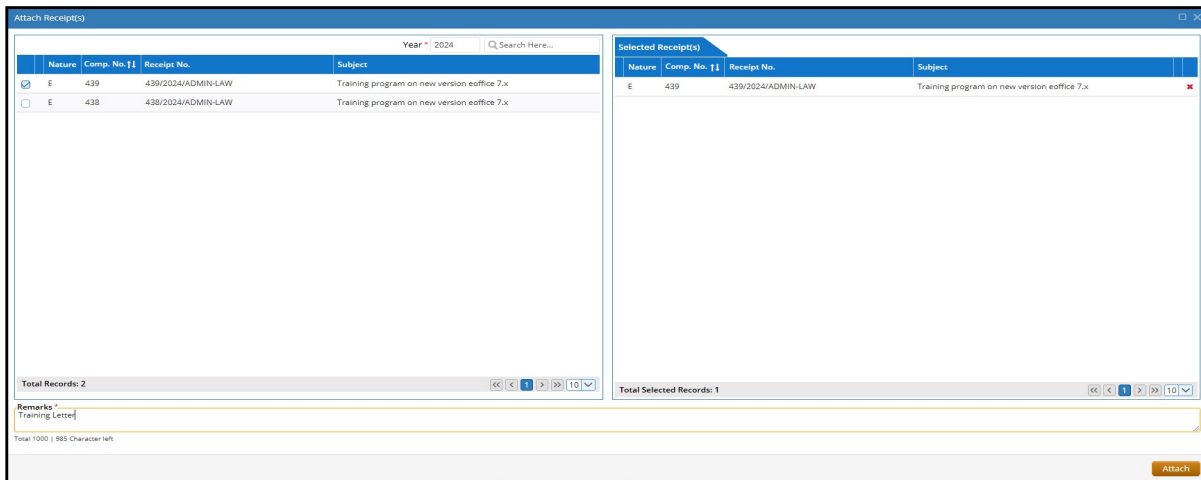
Adding Receipt to a File:

Now we will attach the receipt to this file by using “Add Receipt” tab which is in “ToC” at the left side of window.

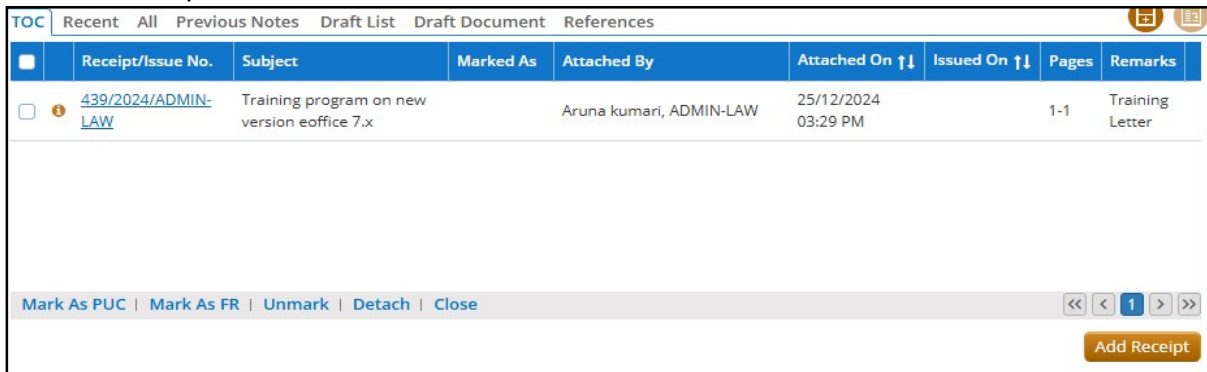


Click on the “Add Receipt” button which inturn opens the Receipts dialog box to select all the available in receipts inbox, both received and created. By selecting the one of the receipts and press the attach button the respective receipt will be attached at the right side of the window as shown below.

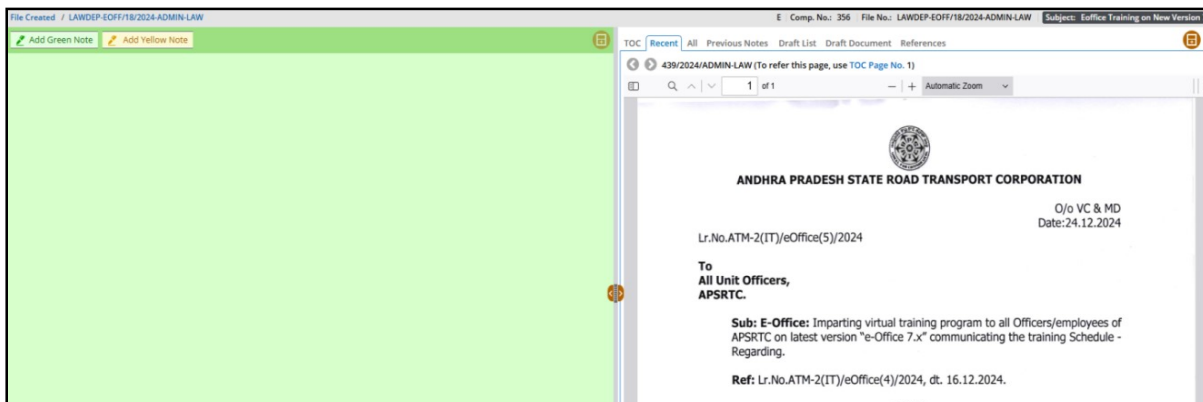
Note: While attaching, “Remarks” are mandatory.



Now the receipt is added in “ToC” as shown below.

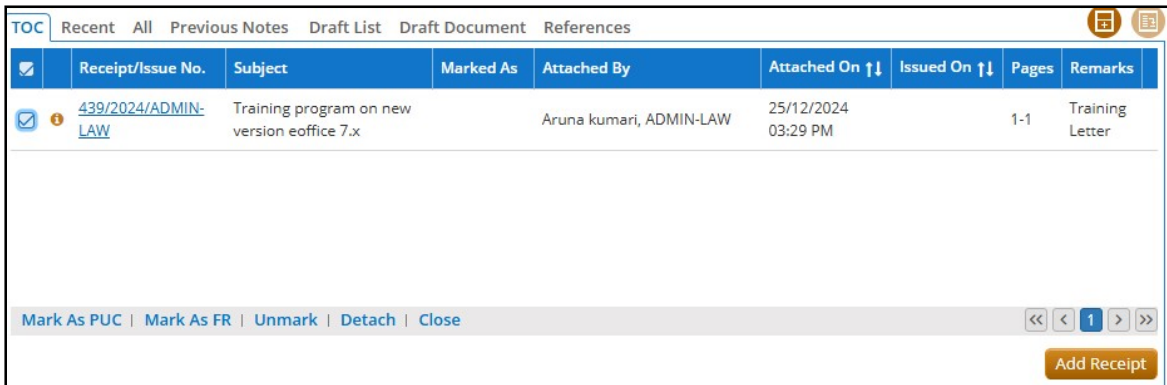


By clicking on the Receipt/Issue No, receipt will be displayed in the right side of the window.



Detaching receipt to a File:

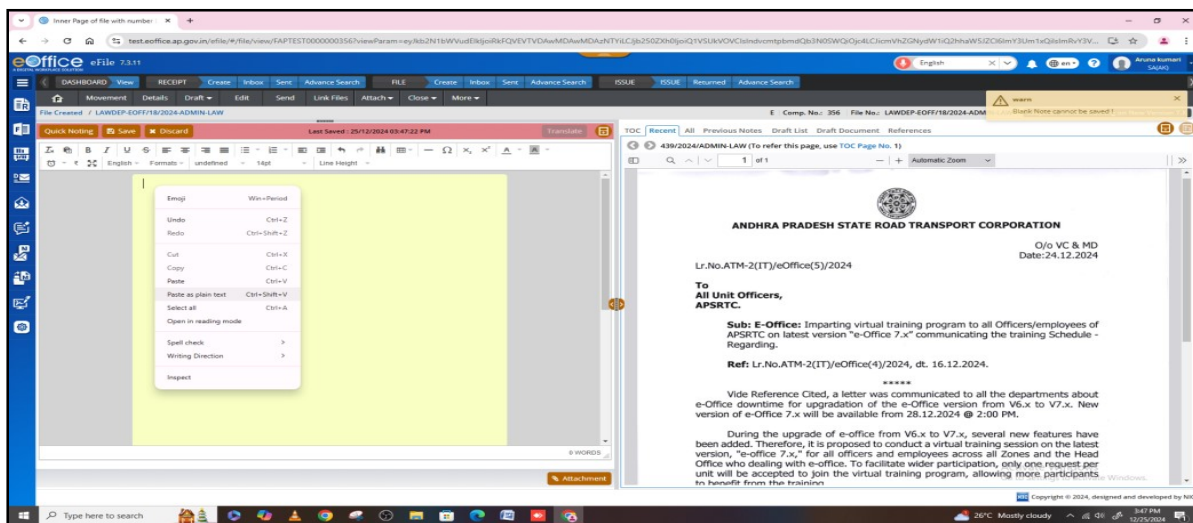
Check whether the correct Receipt attached or not. If not correct we can detach the receipt by clicking on the ToC (Table of Contents) tab, check(select) on the check box of receipt added and select “Detach” button below. The selected Receipt will be detached.



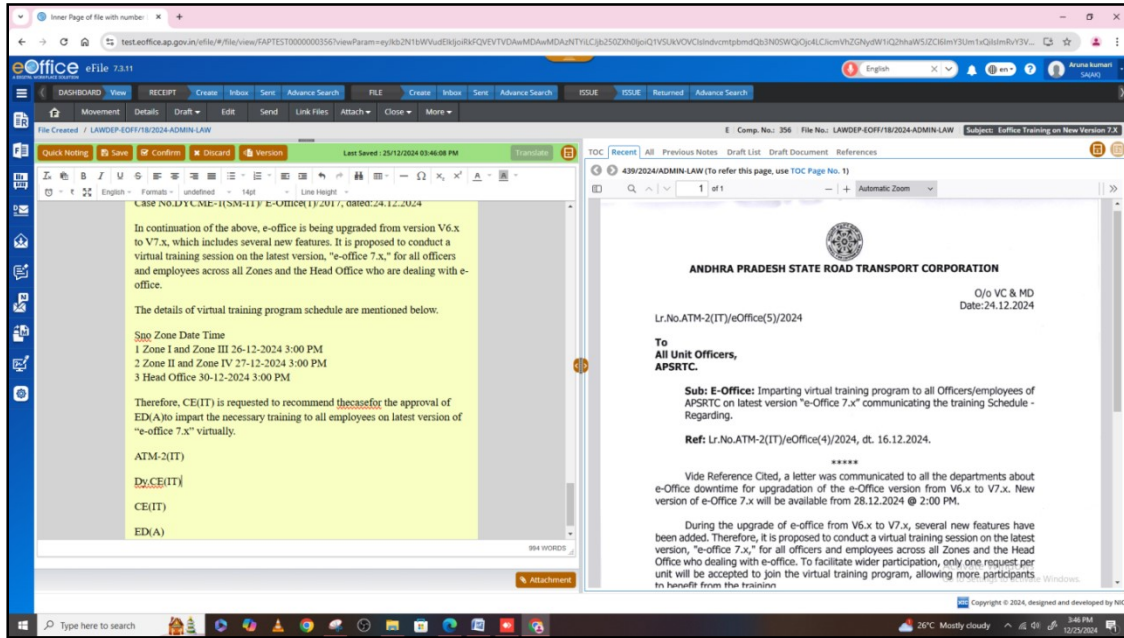
Adding Yellow Note or Green Note:

We can write the note file on the left side of the window. There are two options which are available in the left window are “Add Green Note” and “Add Yellow Note”. Green note means if we create the note in the green and forward to another Officer/Supervisor/Staff, they cannot edit the note which we have written. Yellow note means received Officer/Supervisor/Staff can edit the note file and the versions are saved. Now we will proceed with the “Add Yellow Note” which is editable window on the left side. Here we can type the note file or can copy the already written note file from the MS Word.

NOTE:To paste the note file, give right click, then paste using “Paste as Plain Text” to paste data in alignment.



Click on “Paste as plain text”.The note file is shown below.

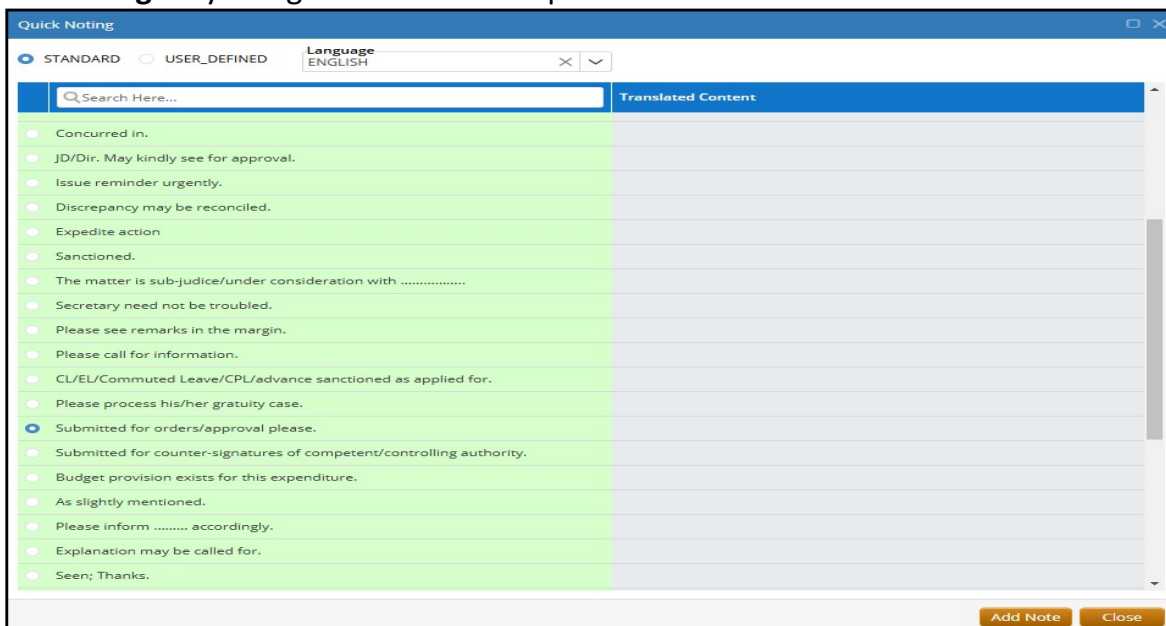


Every time we edit, the note was saved automatically. If we want to save note file manually, click on “Save” which on top of the note file.

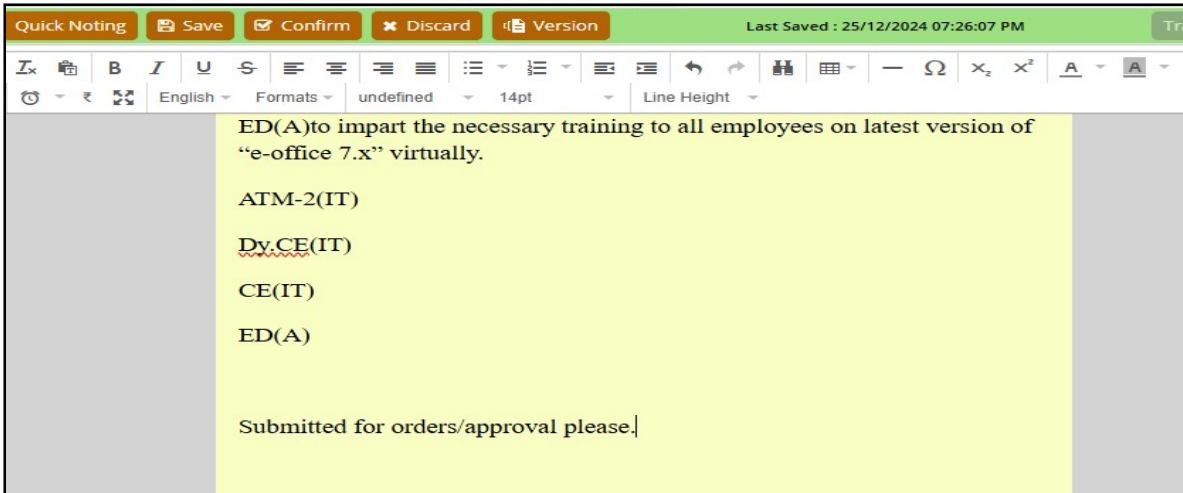


Along with Save button there are other buttons “Quick Noting”, “Confirm”, “Discard” and “Version”.

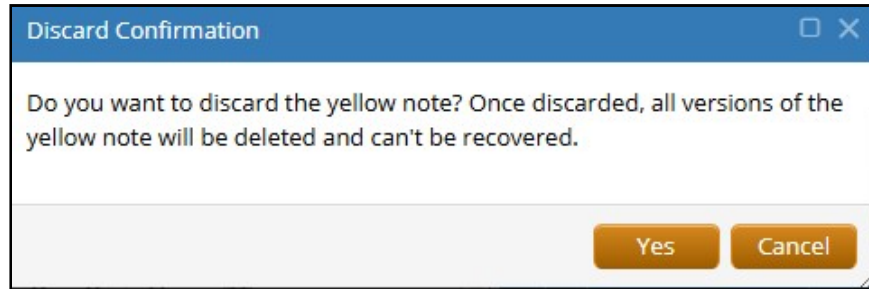
Quick Noting – By using this we can add quick notes to the file.



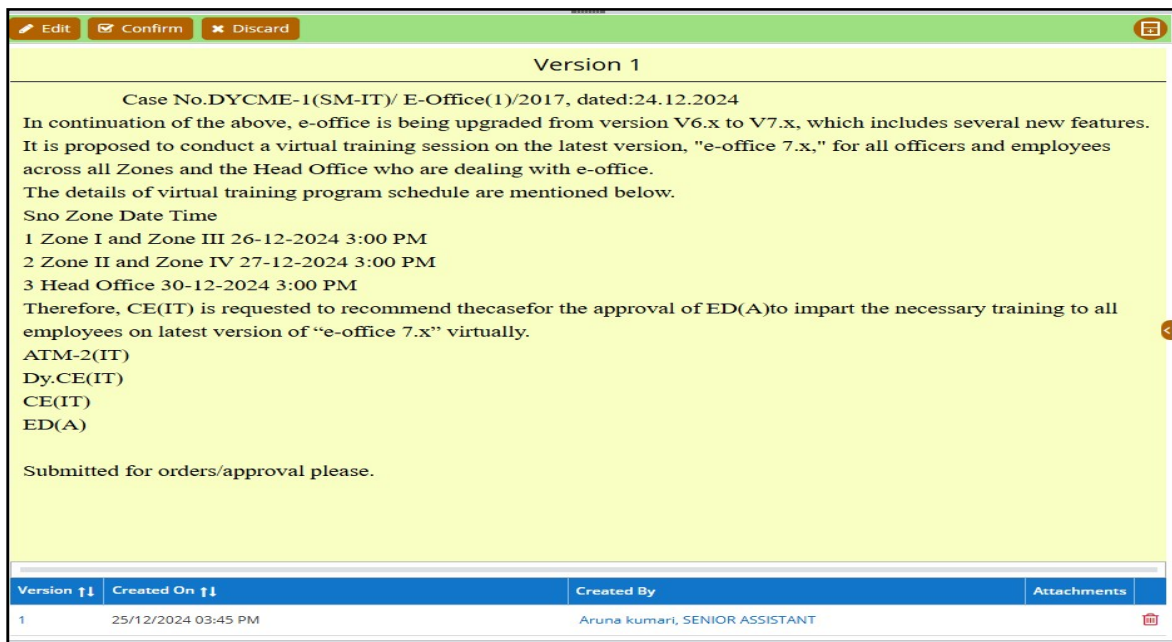
Adding “Submitted for orders/approval please.” Quick Note by clicking on “Add Note” button. The Quick Note will be added to the note file as shown below.



Discard – To Discard all the versions we use this button.



Version – By clicking this button, all the versions will be at bottom of the note file. We can also delete the versions.



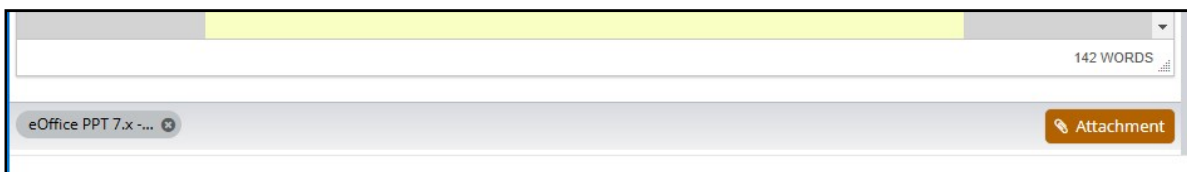
Edit – By clicking on the Edit option we can edit the note file.



Attachment – We can attach any document like doc, pdf, xlsx, ppt etc by click on “Attachment “button on bottom of the notefile.

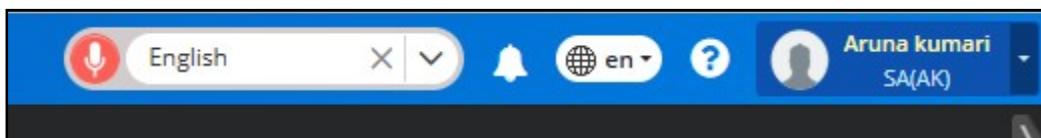


The attached files will be visible on the same bar. “e-office PPT” is attached as follows.



Speech to text – We can also use speech to text converter which is available on the top of the screen (besides login name).

We can also change languages. The converted text will be in selected language.



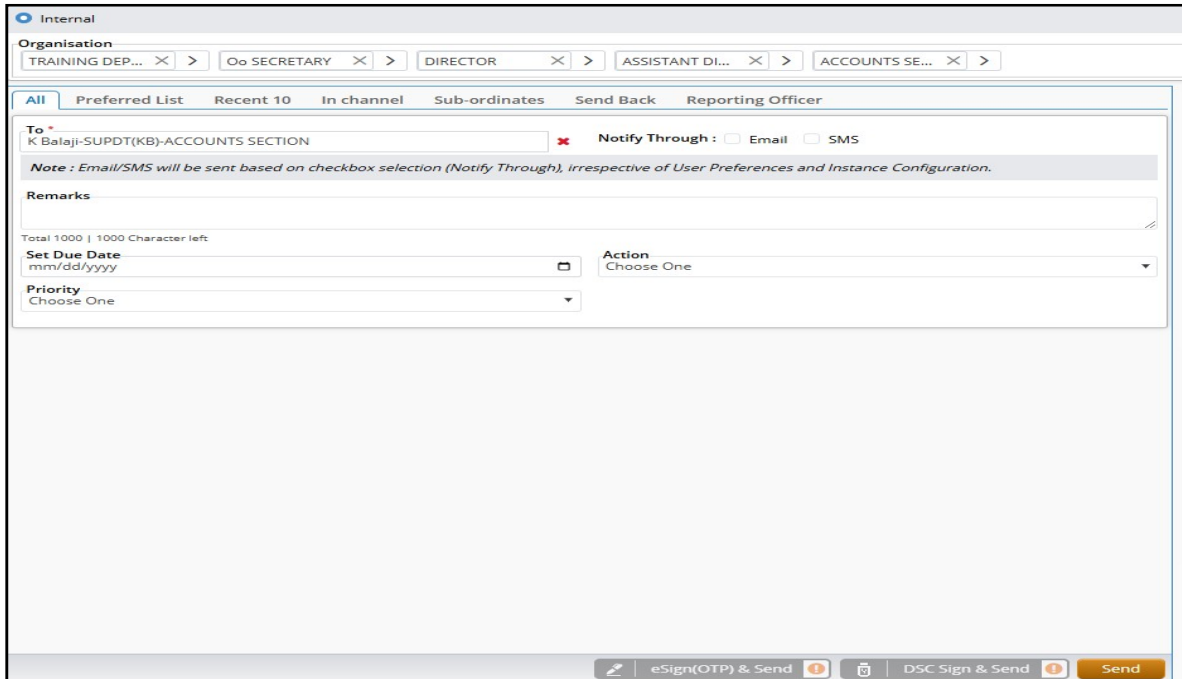
Confirm – The “Yellow note” will be converted into the “Green note” by clicking on “confirm”.

11) How to send the file?

- After creating the note file, the note file will be under the “Created” tab of File. By Clicking the Created tab note files list will be shown.

| Send | | | | Create Volume | Create Part | Close |
|--------------------------|-------------|-------------------------------|-------------------------------------|---------------|-------------|-------|
| | Comp. No. ↓ | File No. | Subject | | | |
| <input type="checkbox"/> | E 356 | LAWDEP-EOFF/18/2024-ADMIN-LAW | Eoffice Training on New Version 7.X | | | |

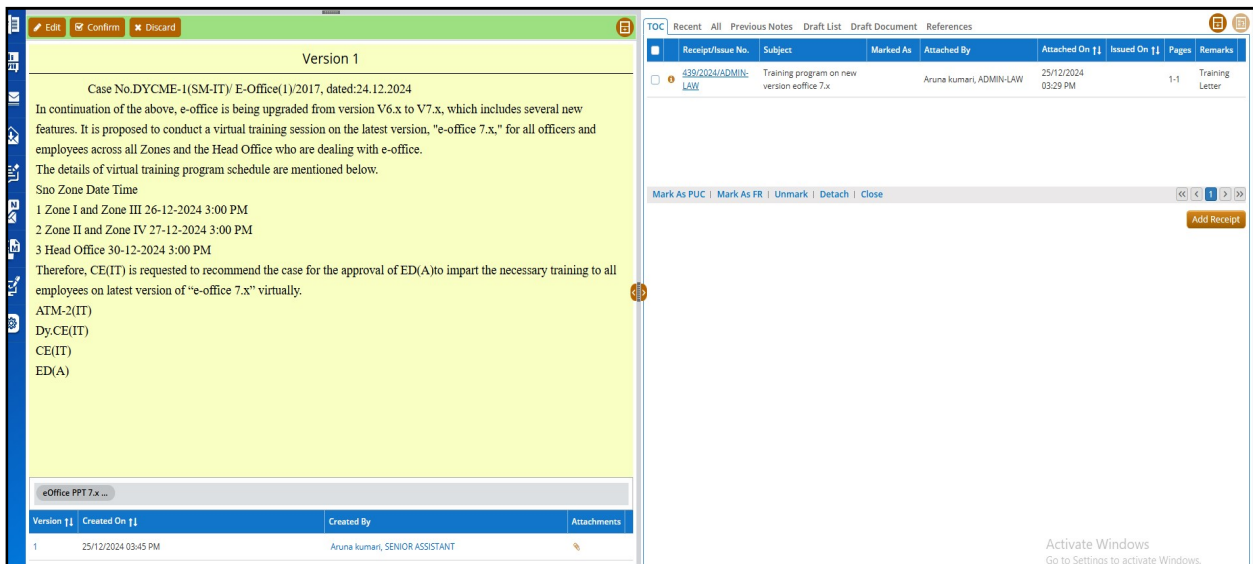
- Sending the file is same as the sending of receipts. By selecting the details of the Officer/Supervisor/Staff and click on the “Send” button. The Note file will be sent, and the details can be seen in the sent tab. The Pull back option is available to the Note files also.



- In the above send dialog box we are able to see only “Send” option because it is the Yellow note file. We can see the “DSC Sign and Send” option also while sending the Green note. The Yellow Note file sent to the Officer for the corrections. The Officer will receive this file in Inbox as follows.

| Comp. No. ↑↓ | File No. | Subject | Sent By | Sent On ↑↓ | Read On ↑↓ | Due On ↑↓ | Remarks |
|--------------|-------------------------------|-------------------------------------|--------------------------------|------------------------|------------------------|-----------|---------|
| E 356 | LAWDEP-EOFF/18/2024-ADMIN-LAW | Eoffice Training on New Version 7.X | Aruna kumari, ADMIN-LAW | 8:43 PM | | | |
| E 129 | TRG01-ACCT0GEN/2/2024-ACCT | Test Subject | Kumara Swamy, ACCOUNTS SECTION | 30/01/2024 03:05 PM | 30/01/2024 03:06 PM | | |

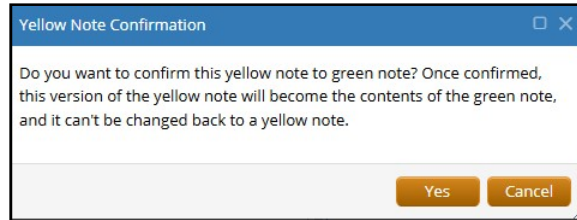
Then click on the note file number.



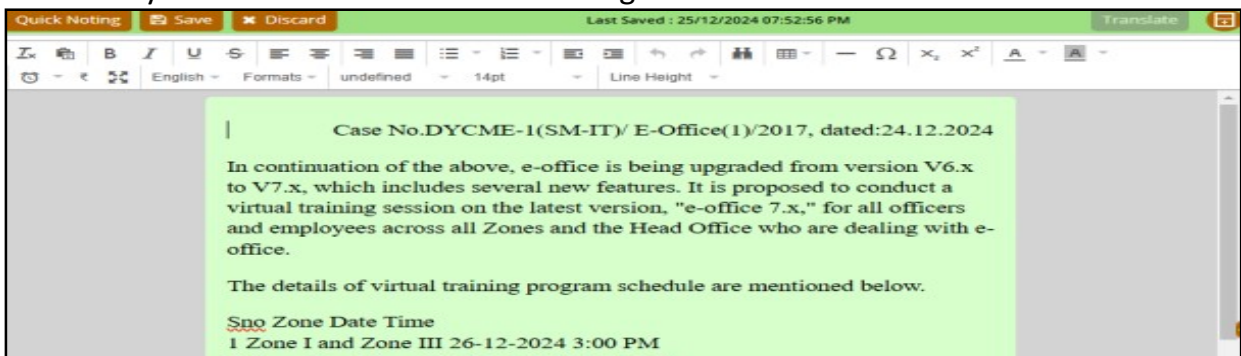
If there are corrections, edit by clicking “Edit” option.

12) How to Convert the Yellow Note File to Green Note File?

- The “Yellow note” will be converted into the “Green note” by clicking on “confirm”. A PoP up window will appear as follows.

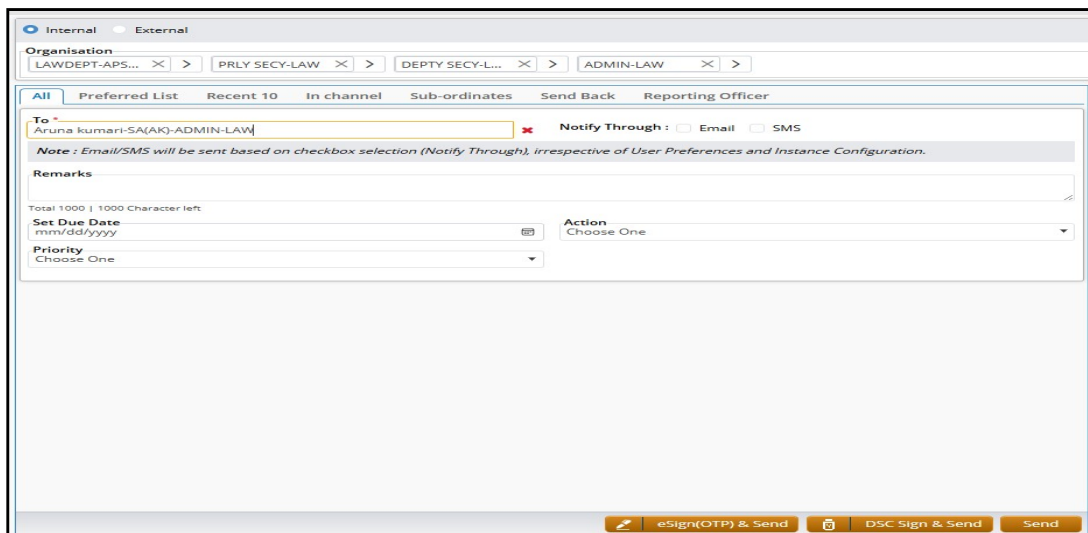


- Whenever there are no corrections have to do, the Officer/Supervisor/Staff can Confirm this note. It turns into green color (Non-Editable). Click “Yes” to confirm. The yellow note file was converted to green note file as follows.

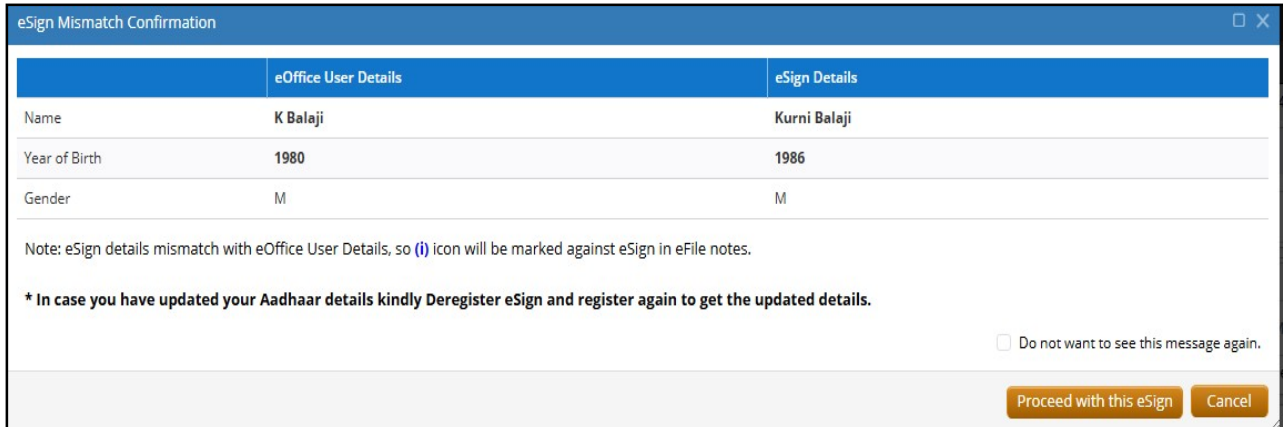


13) How to Sign Digitally in the Note File?

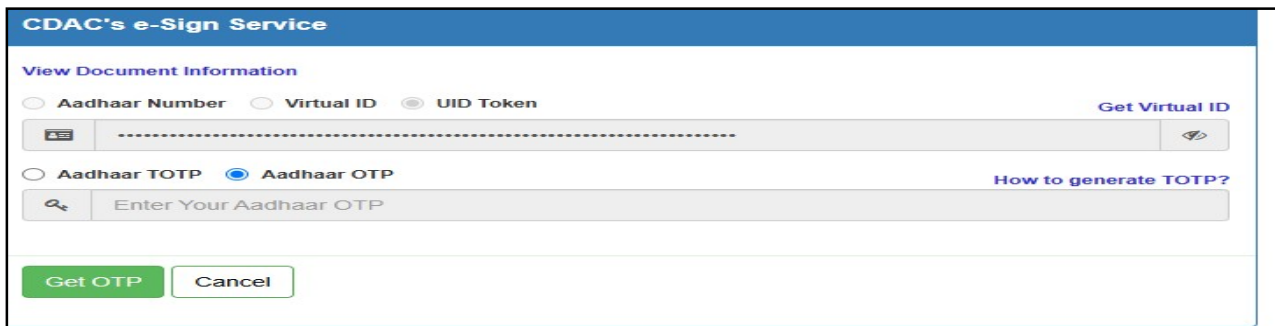
- By sending the Green note and send dialog box will be opened which contains the “eSign and Send”, “DSC Sign & Send” and “Send” option and which is shown below.



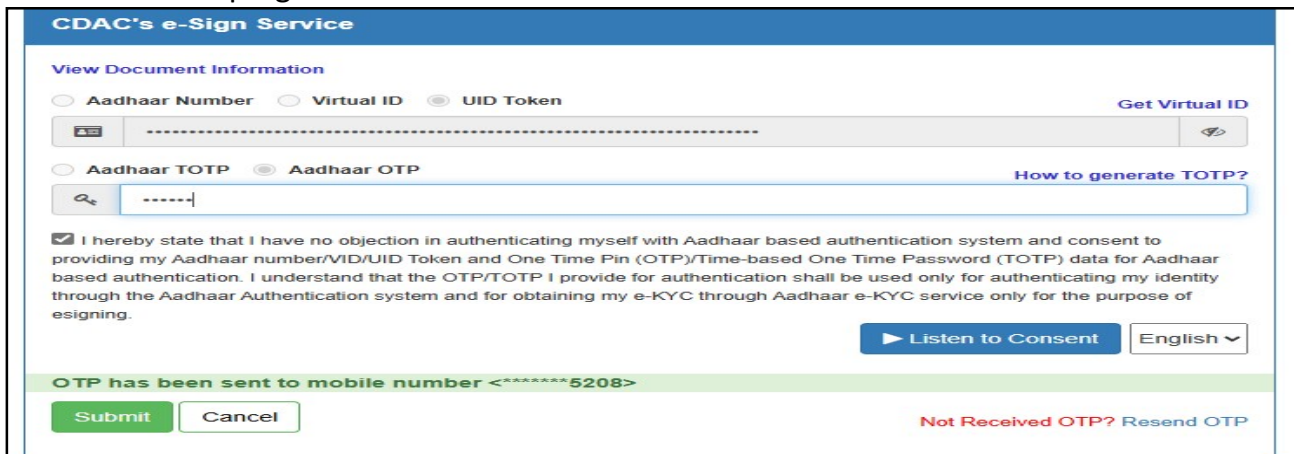
- Click on the DSC Sign and Send button which will load the java and ask to run the java which was already seen while DSC Registration. Enter the Login Pin of the DSC Token and click on the “Login” button. The Green note will be sent. The Digital Signature will be seen in the “Sent” tab by clicking on the sent file.
- We can also send through “eSign and Send”. Click on “Proceed with this eSign”.



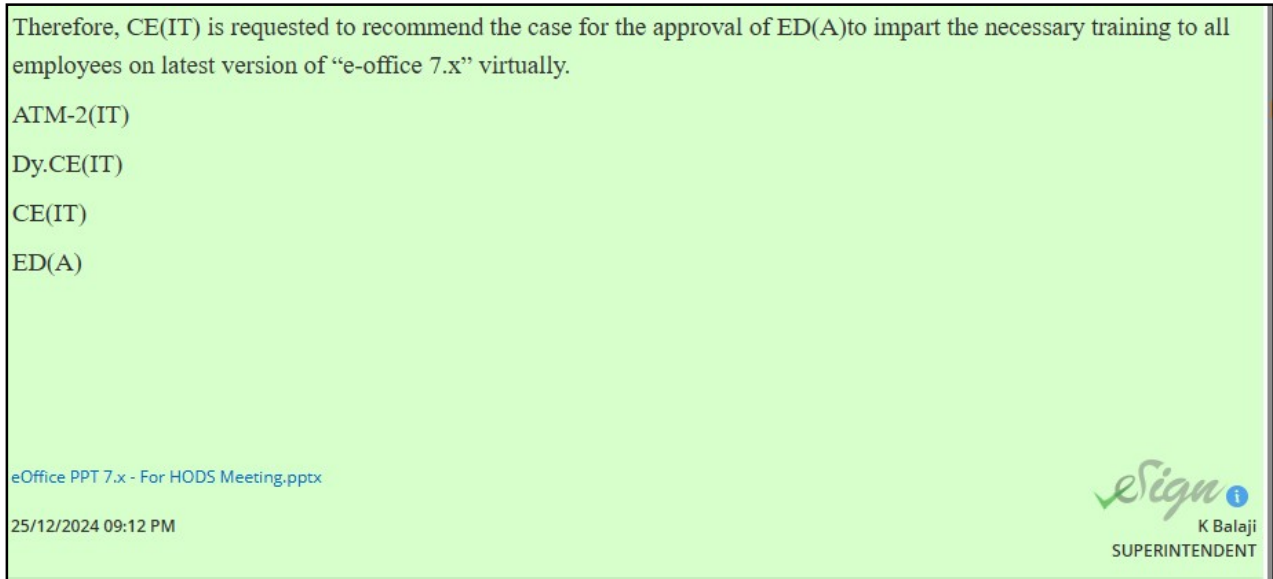
- Select “Aadhar OTP” and click on “Get OTP”. OTP will be sent to the registered mobile number



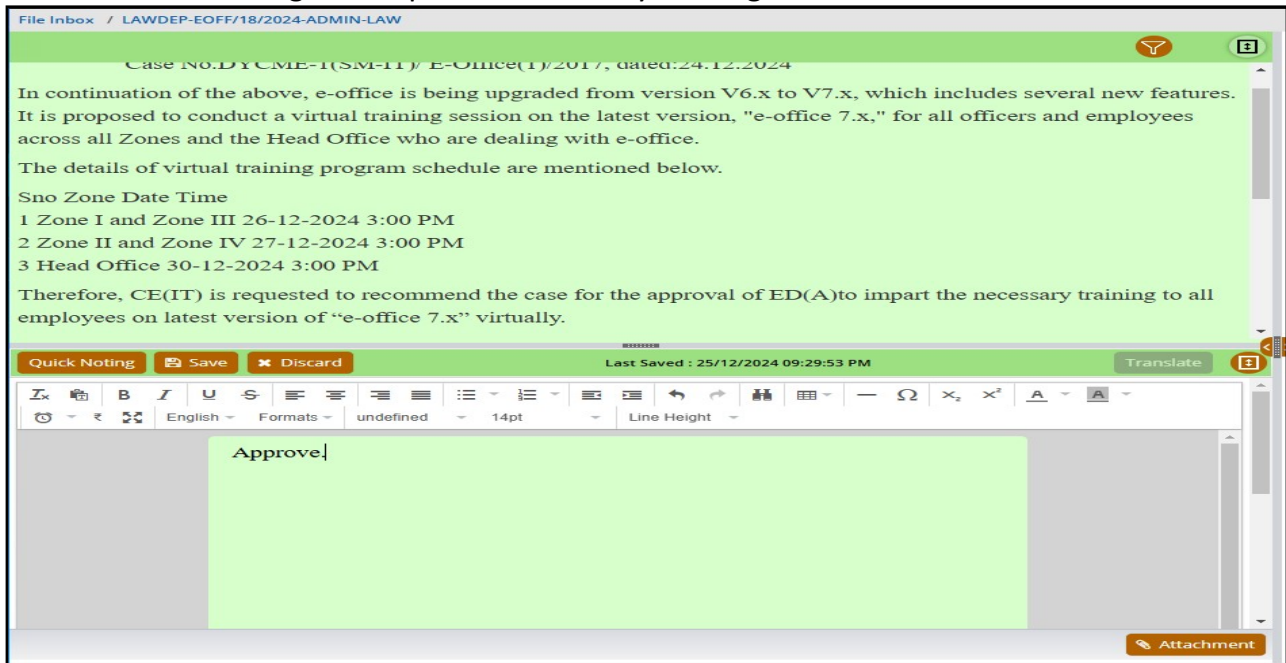
- Enter the OTP and click on Submit. A message “Sent Successfully” will be visible on the top right side.



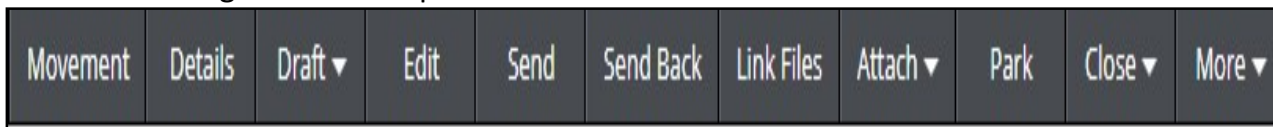
- The sent files are in File → Sent folder. Click on the file number to verify the eSign.



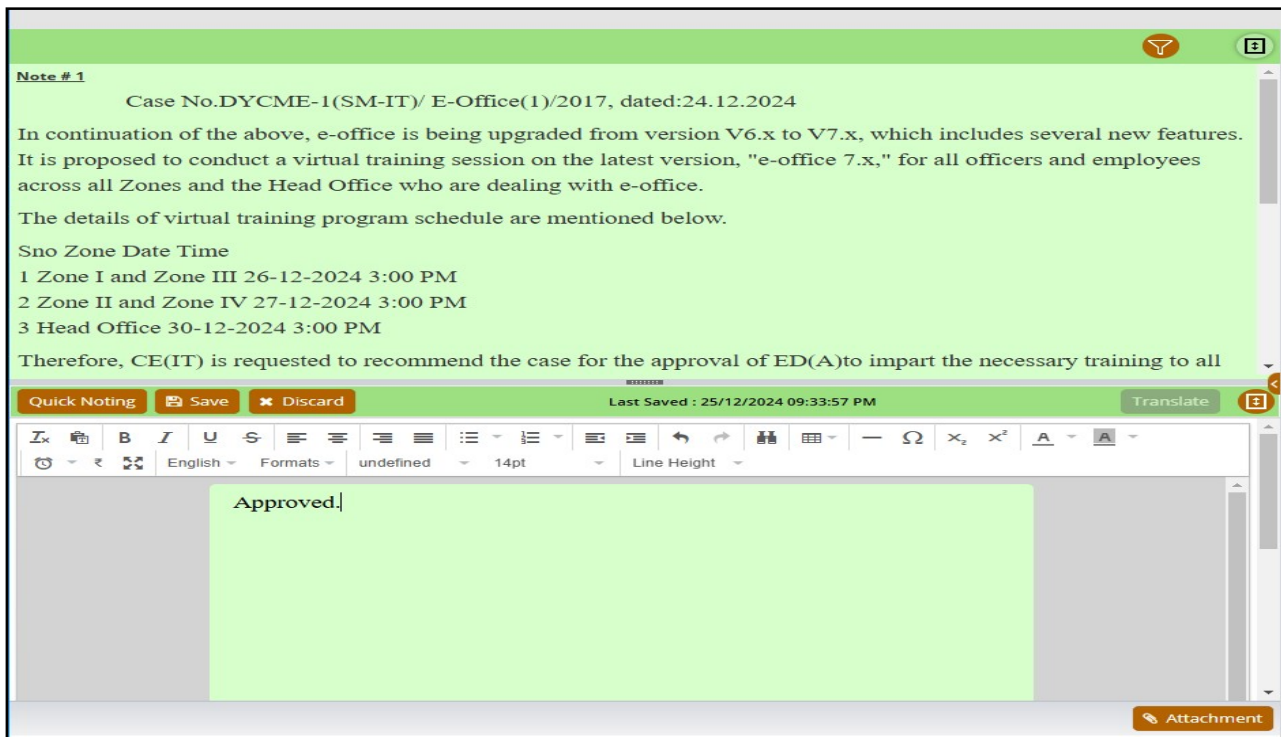
- The file is forwarded to the next higher/respective Officer. Now Officeropens the file in “Inbox” and can give their notings by click on “Add Green Note”. Then send to the next higher/respective officer by clicking on “send”.



- The officer approved and send note file for Draft letter. We can send back option if sending to the same person from where the file received.



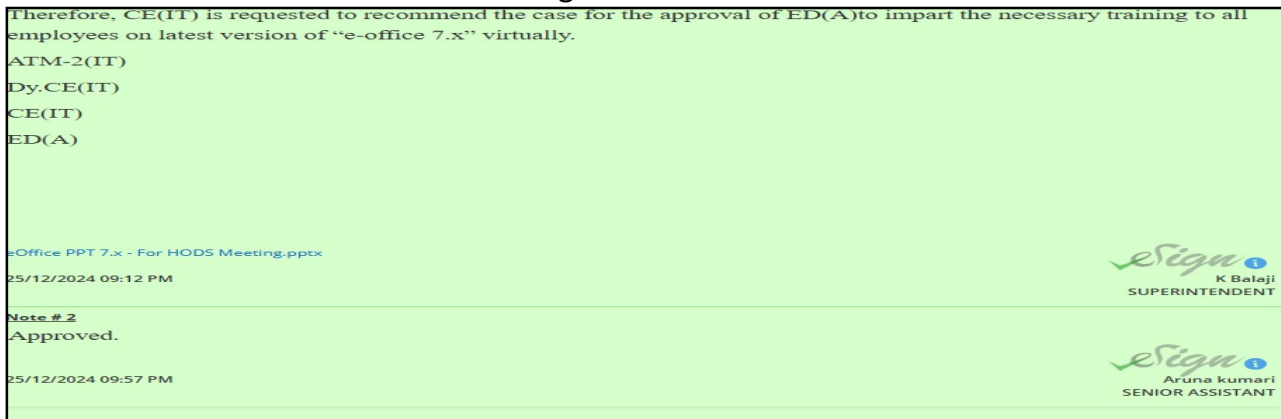
- We can also edit the note file sending. Click on “Edit” on the right side and then send.



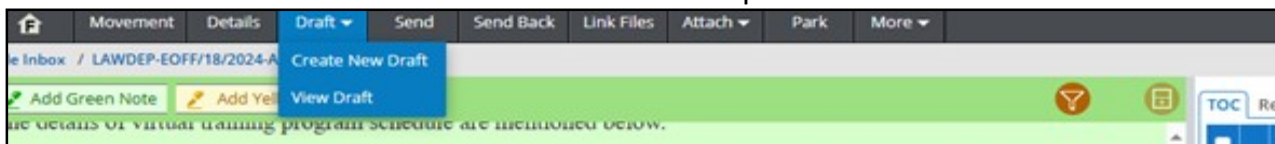
- Then again click on “Send Back” option. Click on “eSign and Send”. The file will be sent to the concerned officer’s Inbox.

14) How to create the Proceeding Letter (Final Order)?

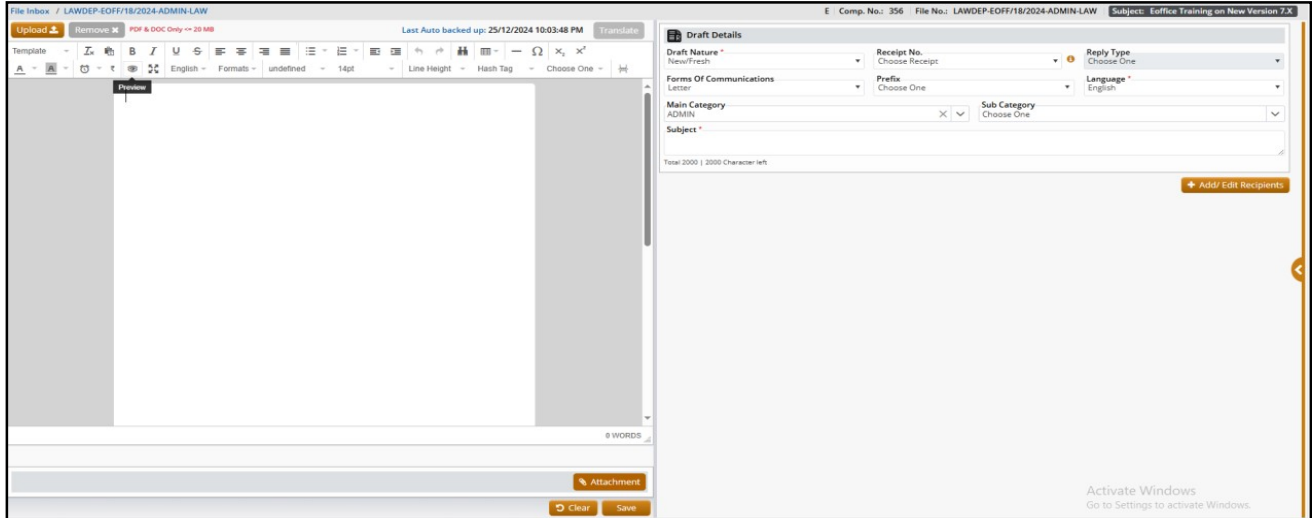
- The sanctioned note file with eSign as follows.



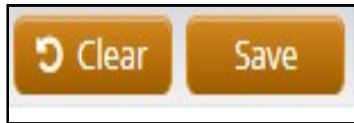
- After getting the sanction of the note file, a proceeding letter (Final order) will be communicated to all. The Final Order will be created as click on the “Draft” Button and Click on the “Create New Draft” Option.



- It will open the Draft creation window.



- Here we can upload the MS word/PDF file or we can type the Proceeding letter. After Uploading or typing or pasting the letter, need to fill the Draft details and communication Details as shown in the above right-side window. Fill only the Mandatory fields. Save the Draft by click on “Save” button.

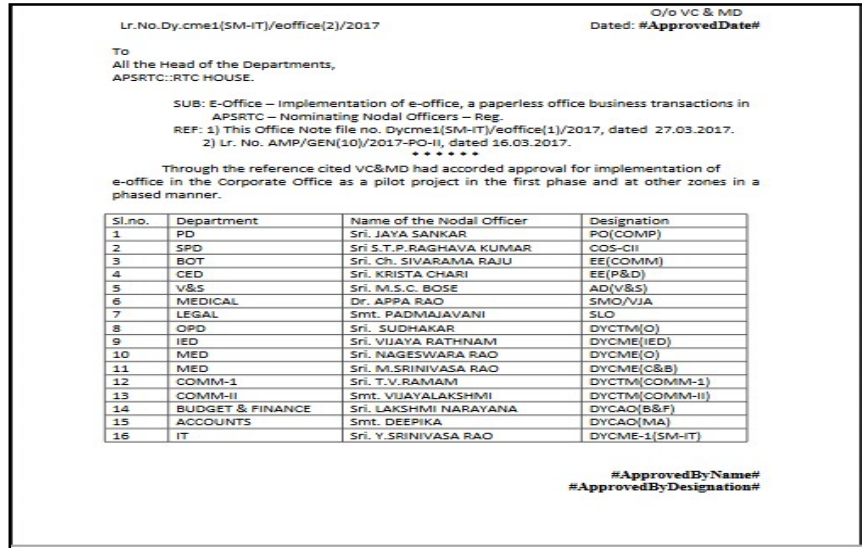
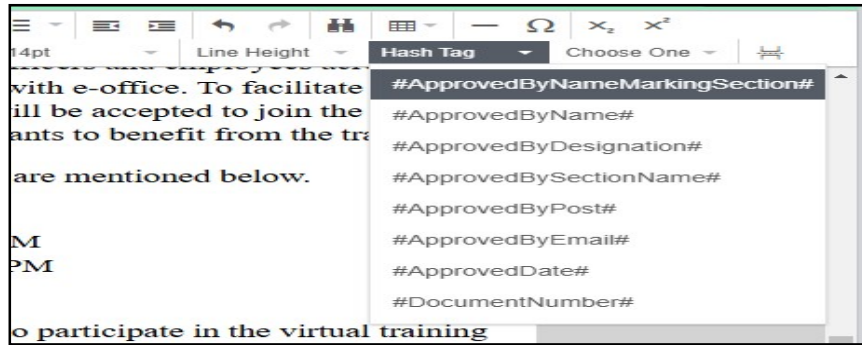


15) How to Sign on the Proceeding Letter (Final Order)?

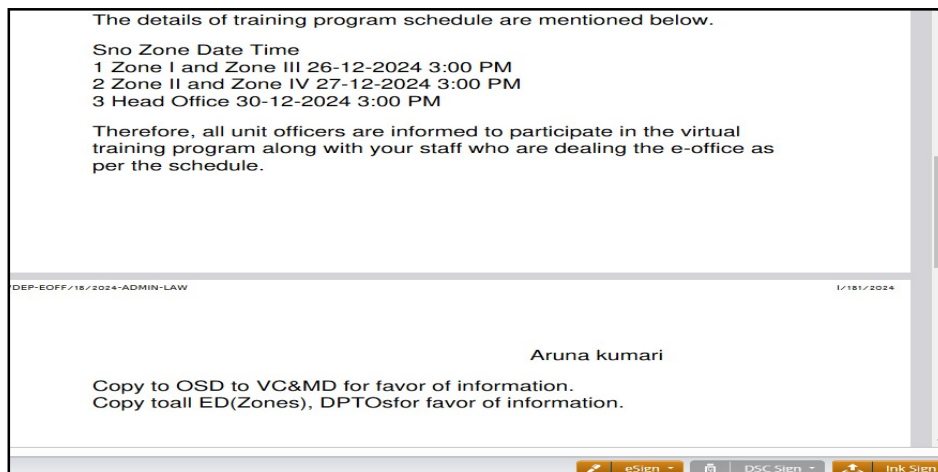
- After sending the note file with the final order or proceeding letter we can see the Final order by clicking on the “Draft” button and click on the “View Drafts” option which will open the View Draft Dialog Box as shown below.

| TOC Recent All Previous Notes Draft List Draft Document References | | | | | | |
|---|---------------------|----------------------------|-------------|---------------------|--------|--|
| Draft No. | Subject | Status | Approved By | Last Updated On | Action | |
| DFA/227 | Training Letter | DFA | | 25/12/2024 10:15 PM | | |
| | | | | | | |
| Version | Created On | Created By | Status | Action | | |
| 1 | 25/12/2024 10:15 PM | K Balaji, ACCOUNTS SECTION | DFA | | | |
| | | | | | | |

- We can see the final order or proceeding letter by clicking on the “Draft No” which is given by the E-Office Application Automatically. We can see the version of the Final Order, if the received Officer/Supervisor/Staff edits, the version of the Final order will be changed to 1.1 same as in the Yellow Note File. We can use the Hash tag Short cut annotations in the Final Order, by copying the “#ApprovedByName#” etc in the Final Order.



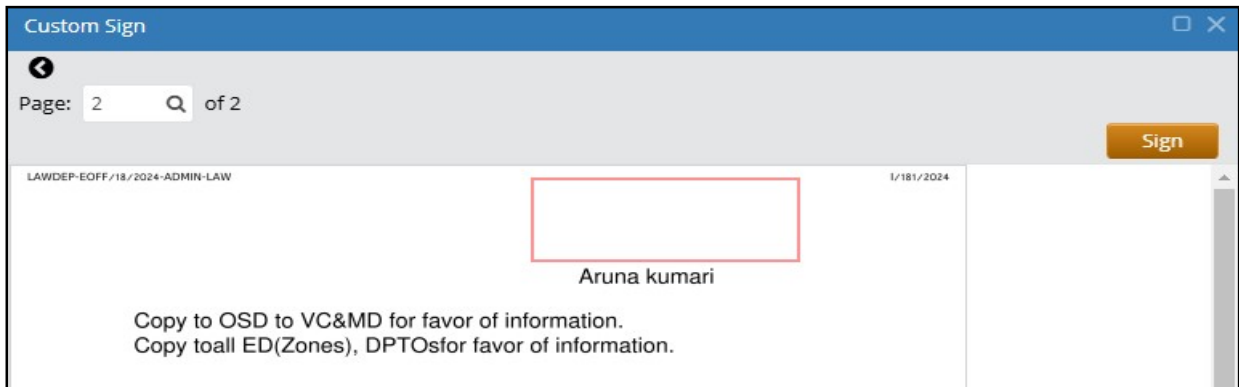
- After making corrections, click on “Update” button to update the changes. Then click on the “Approve” Button to approve the Final order. After gets approved the Short cut annotations will be changed and displays the approver details. The Draft status will be changed to Approved.



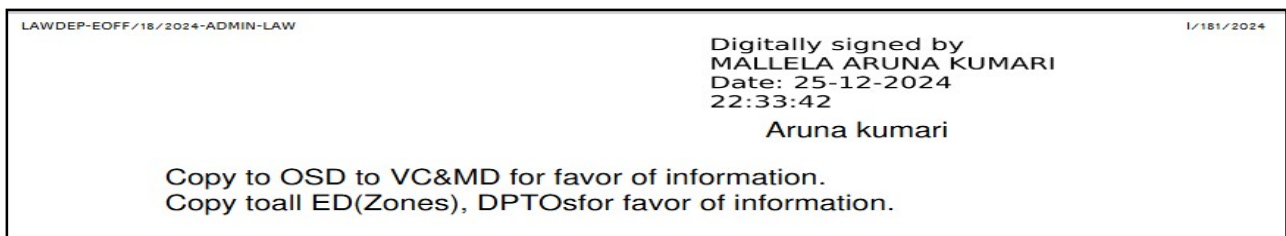
- After getting the approval, the DSC Sign/eSign will be done. eSign and Custom Sign are the two options which are used to sign on the Final Order. If we use the eSign option by default the Sign will be displayed at the left bottom of the Final Order. If we use the Custom Sign option (with OTP) we can select the area where the signature is required.



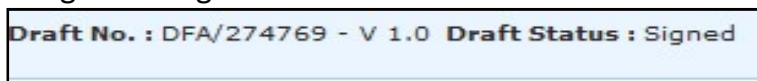
- On Clicking on the Custom Sign button, a custom Sign dialog box will be opened for the Signing purpose. Drag the area where Custom sign need to be displayed.



- Click on the “Sign” button which will be available on the Top of the Custom Sign window.



The draft status changed to “Signed”.



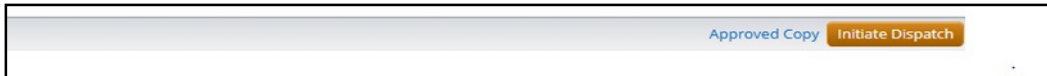
- After Final Order gets signed can be downloaded by clicking on the “Save” button.



- Final order will be downloaded and open the Document to view the DSC Sign on the Final Order. We can take the print out of the Final Order (If required).

16) How to Dispatch the Final Order or Proceeding letter?

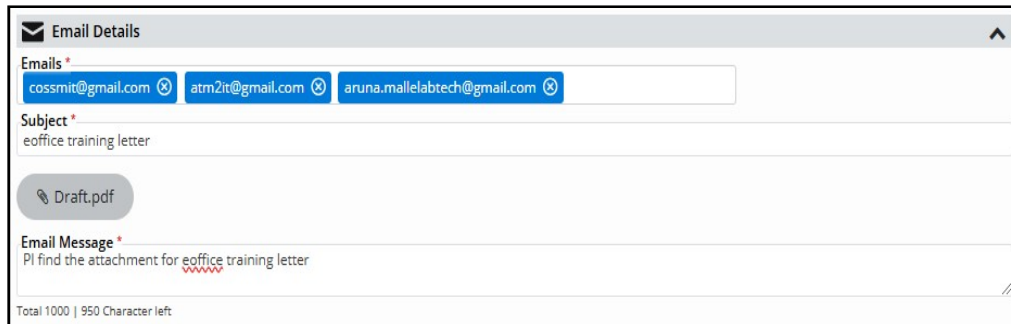
- After Final Order gets signed, click on “Initiate Dispatch”.



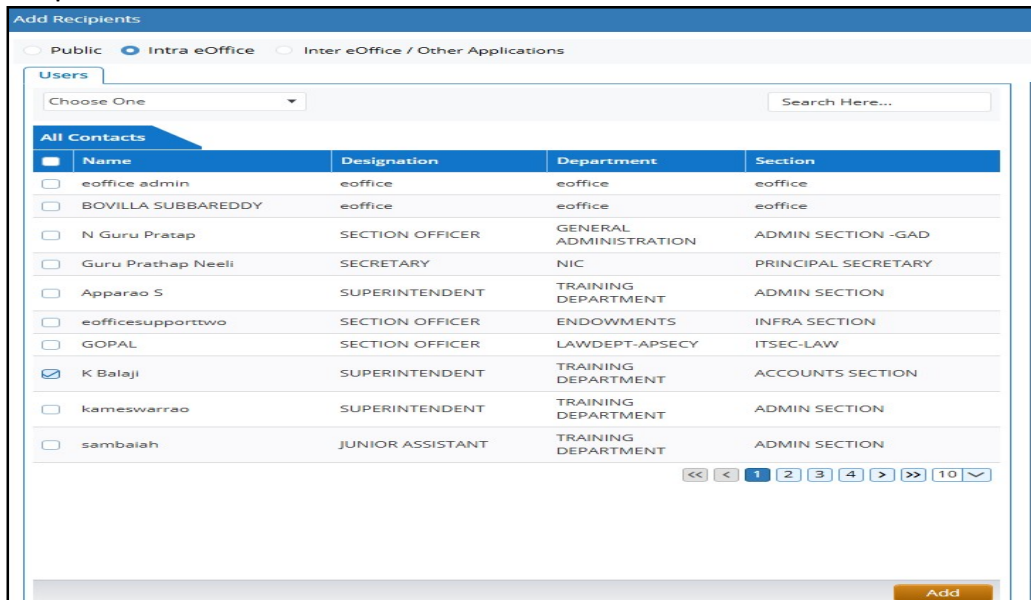
- It shows the Dispatch options dialog box. Select the “Send without follow-up” option.



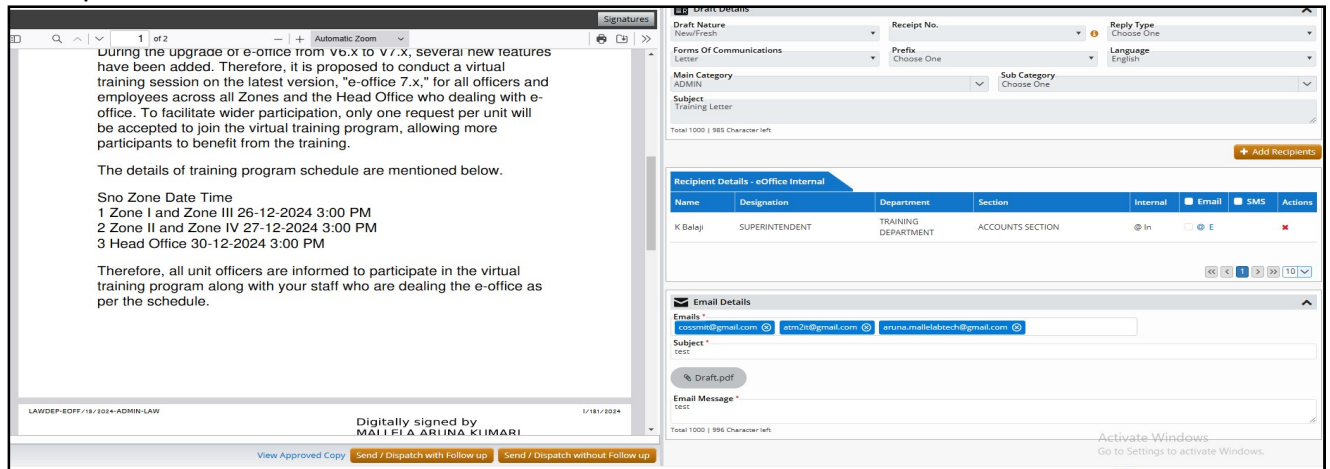
- Select the Email details and give the Email address to whom the final order need to be sent.



- Select the receiptants by clicking on “Add Receiptants”. Put tick mark in the check box provided. Then click on “Add”.



Receiptant added



Click on the “Send/Dispatch without followup”. Draft sent successfully.

- The Details of the final order will be stored in the Dispatch → Issue → Sent/Dispatched.

| Issue No. | Subject | Issued On | Type | Issued Against | Currently In (File No.) |
|----------------------------|-----------------|------------------------|-------|----------------|-------------------------------|
| I/181/2024 | Training Letter | 25/12/2024 10:34 PM | ISSUE | | LAWDEP-EOFF/18/2024-ADMIN-LAW |

If we click on Issue No, the Issue details of dispatched Final Orders will be shown.

| Issue Details | | | |
|---------------------------|-------------------------------|-------------------------|-------------------------|
| Issue No. | I/181/2024 | Issued By | Aruna kumari, ADMIN-LAW |
| Issued On | 25/12/2024 10:34 PM | Type | Issue |
| File No. | LAWDEP-EOFF/18/2024-ADMIN-LAW | Receipt No. | |
| Linked File No.(External) | | | |
| Subject | Training Letter | | |
| Draft Nature | New | Reply Type | |
| Language | English | Forms Of Communications | Letter |
| Prefix | | Main Category | ADMIN |
| Sub Category | | | |

17) How to Park and Unpark the File?

- We can park the files which are present in our inbox. If action for a particular file is delayed, such file could be parked. Select the File by checking on the Check box in the Inbox files, Click on “Park” Option. It will ask for the Parking Due Date(Till What time the action is delayed), Parking remarks are to be filled up and Click on the Ok button.

| Send | Send Back | Move To | Create Part | Park | Close | Comp. No. | File No. | Subject |
|-------------------------------------|-----------|---------|-------------|------|-------|-----------|-------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | | | | | | E 356 | LAWDEP-EOFF/18/2024-ADMIN-LAW | Eoffice Training on New Version 7.X |

- It will ask for the Parking Due Date(Till What time the action is delayed), Parking remarks are to be filled up and Click on the Ok button.

The Parked files will be available under the File → Parkedtab.

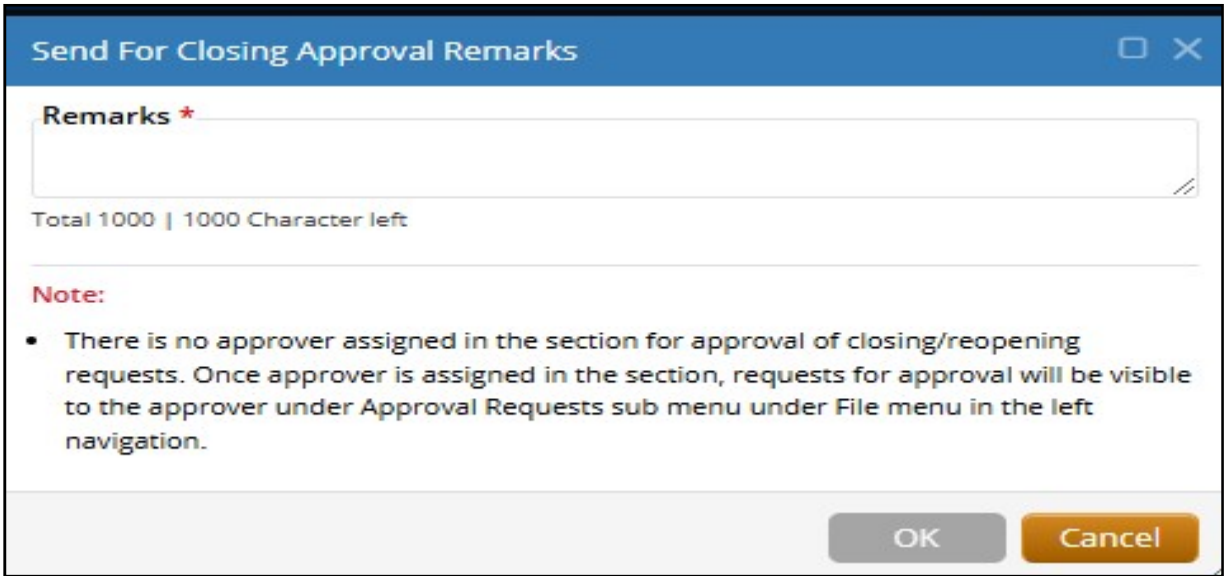
| Comp. No. | File No. | Subject | Parked By | Parked On | Parking Due Date | Parking Remark | Action |
|-----------|-------------------------------|-------------------------------------|------------------------|------------------------|------------------|----------------|--------|
| E 356 | LAWDEP-EOFF/18/2024-ADMIN-LAW | Eoffice Training on New Version 7.X | Aruna kumar, ADMIN-LAW | 25/12/2024 11:05 PM | 27/12/2024 | Parking test | |

- Select the Check box on the file to “Unpark” and Click on the “Unpark” option and write the unpark remarks in the unpark confirmation box and will be sent to Files inbox.

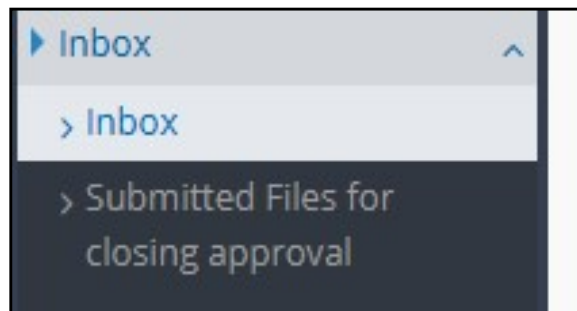
18) How to close and reopen the File?

- Go to File inbox and put tick mark for that file. Click on Close → Send for Approval option. It will ask for the “Send for Closing Approval Remarks” to enter. Then click on “ok”.

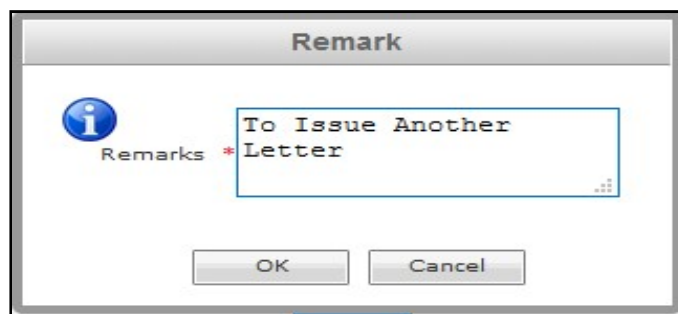
| Send | Send Back | Move To | Create Part | Park | Close |
|---|-------------------------------|-------------------------------------|-------------|------|-------|
| Comp. No. | File No. | Subject | | | |
| <input checked="" type="checkbox"/> ☆ E 356 | LAWDEP-EOFF/18/2024-ADMIN-LAW | Eoffice Training on New Version 7.X | | | |



The file sent for closing Approval.



- The files sent for closing approval are available under the “Submitted File for closing approval” Option in the “Inbox”. Approver has to close the file by clicking on “Close” button.
- We can reopen the File by clicking on the “Reopen” hyperlink available to every row of the file. If we click on the Reopen hyperlink, it will ask to enter the Reopen Remarks and press “ok”. It will be moved from Closed Files to File Inbox.



19) How to view the Movements of the File?

- Go to the File Inbox, open the file by clicking on the File no. On the top of the row will see the “Movements” button. Click on the Movements button, it will show the file movement history. By viewing the movements, we can know the exact location of the File.

| 🏠 Movement Details Initiated Actions | | | |
|--|------------------------|----------------------------|--------|
| File Closing Approval List / LAWDEP-EOFF/18/2024-ADMIN-LAW | | | |
| Movement History | | | |
| Sent By | Sent On ↓ | Sent To | Action |
| K Balaji, ACCOUNTS SECTION | 25/12/2024 10:15 PM | Aruna kumari, ADMIN-LAW | |
| Aruna kumari, ADMIN-LAW | 25/12/2024 09:57 PM | K Balaji, ACCOUNTS SECTION | |
| K Balaji, ACCOUNTS SECTION | 25/12/2024 09:12 PM | Aruna kumari, ADMIN-LAW | |
| Aruna kumari, ADMIN-LAW 📄 | 25/12/2024 08:43 PM | K Balaji, ACCOUNTS SECTION | |

END