

# **eGov Office 11.2**

## **Reference Manual**



**Newgen Software Technologies**

A-6, Satsang Vihar Marg, Qutab Institutional Area

New Delhi - 110067, INDIA

Tel: 91-11-40770100, 26964733, 26963571

Fax: +91-11-26856936

E-mail: [helpdesk@newgen.co.in](mailto:helpdesk@newgen.co.in)

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## **Preface**

e-Gov Office is a comprehensive solution for government organizations to function efficiently and effectively by ensuring that all the document and communication centric functions are managed smartly while fully complying with Standard Operating Procedures (SOP).

SOPs are defined for government organizations and PSUs to carry out day-to-day operations. All government agencies strictly follow these procedures with some modification as per their need. Some of these critical procedures and activities include:

- Critical Communication (DAK) Movement and Tracking
- File Movement and Tracking
- Archival and Retrieval of Files / Documents
- Office Note Approval Process

e-Gov Office automates all these critical activities and ensures complete integrity and security of documents. It is built over Newgen's another flagship product, OmniDocs which is an Enterprise Document Management platform for creating, capturing, managing, delivering and archiving large volume of documents. OmniDocs provides highly scalable, unified repository for securely storing and managing enterprise documents. The very basic operation of the system is accessing the documents / files from the remote site and working on them, without archival and retrieval hassles. Further, this it can be accessed from any part of the world, through e-Gov Office web interface.

The important features of e-Gov Office are as following:

**1. DAK Movement & Tracking**

e-Gov Office provides end-to-end solution for managing all types of correspondence (DAK) and also gives real time status of each subject

- Consolidated screen for initiating / filing /forwarding DAK
- DAK Registration
- Inbuilt Inbox for receiving of DAK
- Forwarding DAK to single & multiple User/Departments
- Real Time Centralized tracking
- In-place response creation for DAK
- Electronic Profile support and Pre-created DAK profile

**2. File Movement & Tracking**

e-Gov Office completely automates File movement from creation to archival of files. All decisions can be captured in the file itself and remain intact throughout the lifetime of the file.

- Based on Whitehall concept
- Special file-viewer to create a similar electronic view of physical file with Notes & Decision sheet on left and Image on Right side
- Options to initiate/forward a file in a flow even without scanning document
- List documents of the file and displays green notes of main file
- Note-Sheet view with support for paragraph and alignment and other formatting facilities
- Facility of linking notes with a document
- Captures user details & time-stamp along with every note, Printing note sheet etc

- Real time tracking of file in flow
- Complete Audit trail

### **3. Archival of Administrative Files**

e-Gov Office offers efficient way of managing all types of file and documents by providing simple & easy, yet powerful interfaces to search files. Files are categorized in following types:

#### **a. Subject Files**

- Subject Files are general administrative files which may have documents of several types
- Facility to open / create new file
- Easy & Fast searching of Subject files through File Number & File Subject
- Filing System is defined based on the existing physical filing Methodology
- Easy File browsing through the file, using indexes on document inside the file

### **4. Office Note Creation & Approval**

eGov Office has an inbuilt web based editor to create Office Notes and send in a workflow for approval. All Noting / Commenting / Decisions are captured in the Note itself and are available in non-editable form for the Audit purpose.

- Create New Office Note document and save in a draft folder
- Route Note for approval
- Online Editing
- Support for writing & editing office note in Hindi
- Revision History Tracking
- Printing office note with track sheet

## 5. General Features

- Designed as per Standard Operating Procedures of Governments Offices
- Alarms & Reminders
- Alert through email whenever File / DAK is received in user's inbox
- Documents can be sent as mail Attachments to anybody
- Image Documents can be viewed using the Opall viewer, which also supports Document annotation, printing the current page, and defining sharing over annotations
- Password configurability is also possible

## 1. Prerequisite

### 1.1. Organization of Manual

The e-Gov Office Reference Manual includes the following chapters.

Chapters	Description
Preface	
Chapter 1	Pre-requisite
Chapter 2	Working with eGov Office Desktop
Chapter 3	Workdesk
Chapter 4	DAK movement & tracking
Chapter 5	File Movement & Tracking
Chapter 6	Office Note Approval Process

### 1.2. Conventions

General conventions used in the software and this manual. These include the typographical conventions for documentation and mouse conventions for the usage.



### 1.3. Mouse Conventions

- ✓ **Point** means to position the mouse cursor until the tip of the cursor is on the screen item being referred to.
- ✓ **Click** means to press and then immediately release the mouse button without moving the mouse.
- ✓ **Double-click** means to press the button twice in quick succession and release immediately without moving the mouse.
- ✓ **Drag and Drop** means selecting an item, then moving it to the required location keeping the mouse button pressed and then releasing the button at the required location.

### 1.4. Typographical Conventions

The eGov Office Reference Manual follows a fixed format for making your reference swifter as you go through them.

A reference is made to the hot and short keys (termed as alternate invocation) and the icons wherever the explanation for the corresponding action occurs. You will find the corresponding icon in the left margin of the explanation. This provides you with the relevant information at the point where you need it. The symbols used in the documentation are:

#### Symbols



**Warnings:** This symbol occurs where you need to take caution as the action may have some unwanted and possibly irrevocable impact.



**You will find helpful Hints/ Tips opposite this symbol.**



**Extra information:** This symbol occurs where some Notes appear related to the corresponding description. The text for the notes opposite this symbol appears.

## 1.5. Product Support

We provide you with an extensive documentation on every subject to enable a smooth working with eGov Office. You will definitely be at ease with the system if you go through the manuals before commencing your work with the system. In addition, to that effect, we would be glad to process your queries to your need and convenience. If you are unable to find the answer to your query in the documentation or the on-line help, you are always welcome to contact the Newgen Product Support. You may use phone, fax, e-mail, or postal address.

	<b>Address</b>
	Newgen Software Technologies Limited A-6, Satsang Vihar Marg, Qutab Institutional Area New Delhi - 110 067. INDIA Tel: +91-11-268154671-79 Fax: +91-11-268154672 E-mail: <a href="mailto:helpdesk@newgen.co.in">helpdesk@newgen.co.in</a>

Whether you call or write, please provide the following information:

1. The sequence of actions you performed.
2. The exact words of any message that appeared on the screen.
3. System generated logs to resolve the problem.
4. The name of the contact person, organization name, location, version of the product, database version and other working environment details.

All suggestions, comments, and ideas for improvement of the product is appreciated and invited from you to make later versions of the products more efficient and reliable for use.

## 1.6. System Requirements

The Minimum hardware and software requirements for eGov Office are as following:

	Hardware Requirements	Software Requirements
eGov Office	<b>Client:</b> Minimum - Core i3 2.5GHz with 4 GB RAM, 500 GB HDD <b>Server:</b> Server Grade Machine, 4 core, 32 GB RAM, 300 GB HDD	<b>Client:</b> OS: Windows 7 or above, IE 10/11, Chrome 40 - 48, Firefox 35 - 44 <b>Server:</b> OmniDocs 9.1 iBPS 3.0 Postgre 9.3 Windows 2010 & above

## 2. Working with eGov Office Desktop

eGov Office provides an easy to use graphical user interface at the front end that supports frequently used operations carried out in doing administrative works in Government / PSE's. It also supports file / document management and workflow operations from receiving a DAK, forwarding a DAK, searching / tracking a DAK, creating / opening new files, searching file, creating office notes, forwarding Office Note, forwarding & tracking files etc. It also provides the tab view of the Newgen's DMS platform i.e. OmniDocs which includes document acquisition, exhaustive document and folder searches, easy document viewing, annotation support, and image editing operations. It also provides information management, online form processing, seamless content management, automatic data capture, version control etc.

### 2.1. eGov Login Screen

Type the name of the path where the eGov Office site is working in the Address bar of the browser. The **Login** screen of the eGov appears.

- Enter User Name, Password and Cabinet. A Cabinet is the root entity in the OmniDocs Document Management System, which contains the entire repository, including folders, sub-folders and documents. It also has the users/groups, access permissions, privileges etc.
- Select the shared cabinet that you need to access from the drop down list in the Cabinet box. Select the option, Remember my User Name and Cabinet to log on directly to the shared cabinet later.

Once the **Remember my User Name and Cabinet** is selected, the Login dialog box when invoked next time has the username and password filled in the **User Name** and

---

Password textboxes respectively.

---

- Click the Login command button to proceed.
- A message box is invoked if the user with the same Username as entered in the Username text box is already logged on to some other computer.
- Click the OK button to disconnect the specified user and log you with the same username and password.
- Click the Cancel button to invoke the Login screen again, where you can login using a new username and password.
- If you do not type correct login information, which consists of your user name and password then you receive an error message : “ Invalid Password”
- If you fail to provide correct logon information within the remaining attempts to logon to an OmniDocs user account, then the user account is locked. The OmniDocs Administrator, Supervisor, or a member of the Supervisor Group, can unlock such locked user account.

## 2.2. Dashboard of eGov Office

After successful login, following screen appears

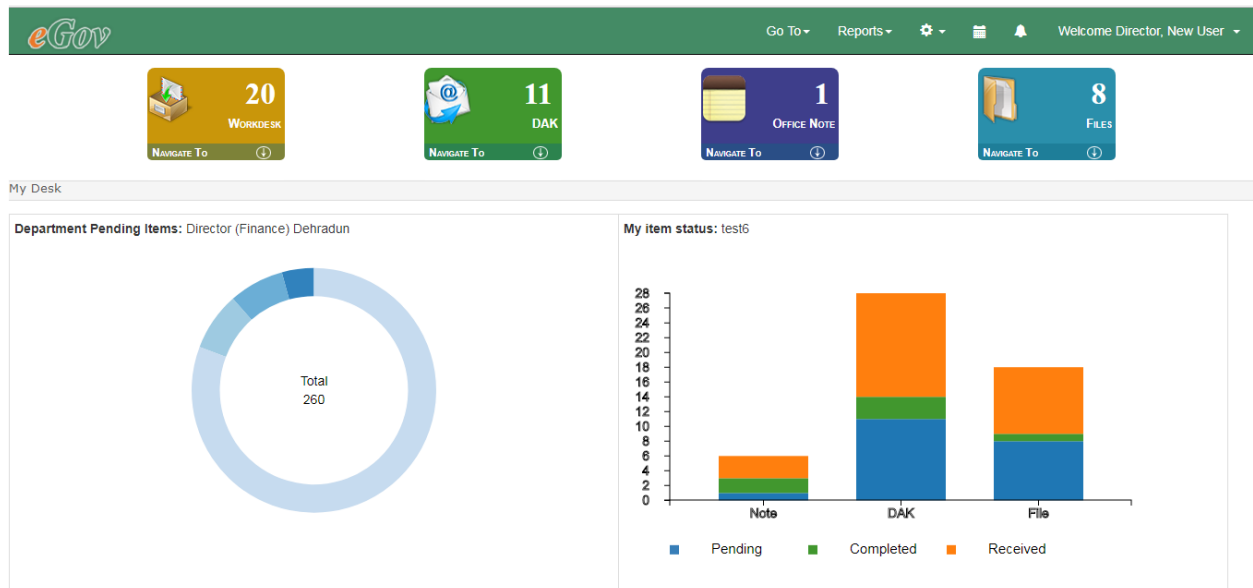


Figure - Home Screen

This is the home screen of eGov Office comes with an interface on the concept of dashboard where user can have current information / status on files initiated by him/her or is of his/her importance. User should have visibility in the tasks lined up for the day in the interface. User can view dashboard again afterwards by clicking on “eGov” home link present on top.

- **My Desk:** It consists of links of frequently used operations such as:
  1. **Inbox:** It is used to receive DAK, File and Office Note sent by the other user in the workflow. Items can be viewed, forwarded or completed from Inbox.
  2. **Sent Items:** Similar to emails, when a user forward any Item (DAK, File, Note ) to other user, after forwarding it remains in the sent item unless it is completed. This also used for tracking the Item ( DAK or File or Note ) as it contain 'With User' and 'With Department' column which always display the name of the users holding that DAK, File or Note (i.e pending item can be tracked through 'User's sent Item).
  3. **CC:** It is used to receive CC or BCC DAK's and Office Note sent by the other user in the workflow. Items can only be viewed from CC.
  4. **Dispatch Register:** The user can manage the dispatch request raised by himself.
  5. **Dispatch Inbox:** The dispatcher would receive the letters to be dispatched via different modes outside organization.
  6. **Unfiled DAK:** It is used to attend new DAK that has come either after scanning or added from Hard disk (received through email, downloaded to hard disk then added from there)
  7. **Register DAK:** It is used to register a new DAK.
  8. **Office Note - Create New:** It is used to create a new Office Note.
  9. **Drafts:** It is a draft folder; use to save the draft version of Office Note before forwarding the note to other user.
  10. **Create File:** This used to open / create a new file in the system.
  11. **File Register:** File Index is nothing but the File Register. It displays the list of all general subject files present in the system. Only those files are displayed on which logged in user has access rights.
  12. **Search File:** This is used to search all general subject file with the File number and file subject.
  13. **My File Mark:** List of all file created by the user in his office.
  14. **Search Document:** This is used to search all general documents with the dataclass on the document.
  15. **File Register:** List of all files which are managed in the office.
  16. **Other Options:** There are several other options like
    - **Reports:** This is used to generate reports of different kinds. Reports generated under this option are All Reports, Pending Report, Complete Report, Section wise report, Dept wise, Number of people on leave, Pending files, frequently used files etc.
    - **Logout:** This is used to end session of current user.

Dashboard of eGov has two sections:-

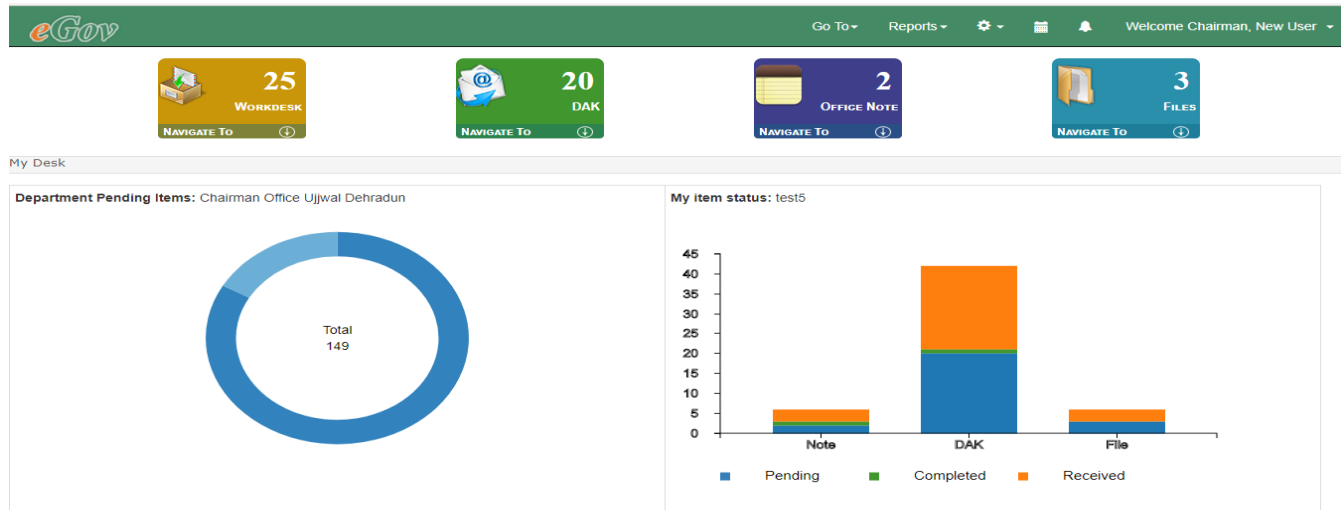
- Department Pending Items
- My Item Status

### Department Pending Items

This is a pie-chart report of pending items of all users in the same department as logged in user. Different users have different colors so that they can be easily identified. We can select or deselect specific users as per choice to have a specific pie-chart comparison.

## My Item Status

This is a Bar-chart report of DAK, Note and File that are Pending, Completed or Received with the logged in user. Pending items are in Red color while Completed and Received items are in Green and Blue color respectively. User can hover the mouse on bars to see the exact number of items. Additionally, user can select or deselect statuses for all three categories for a customized view.

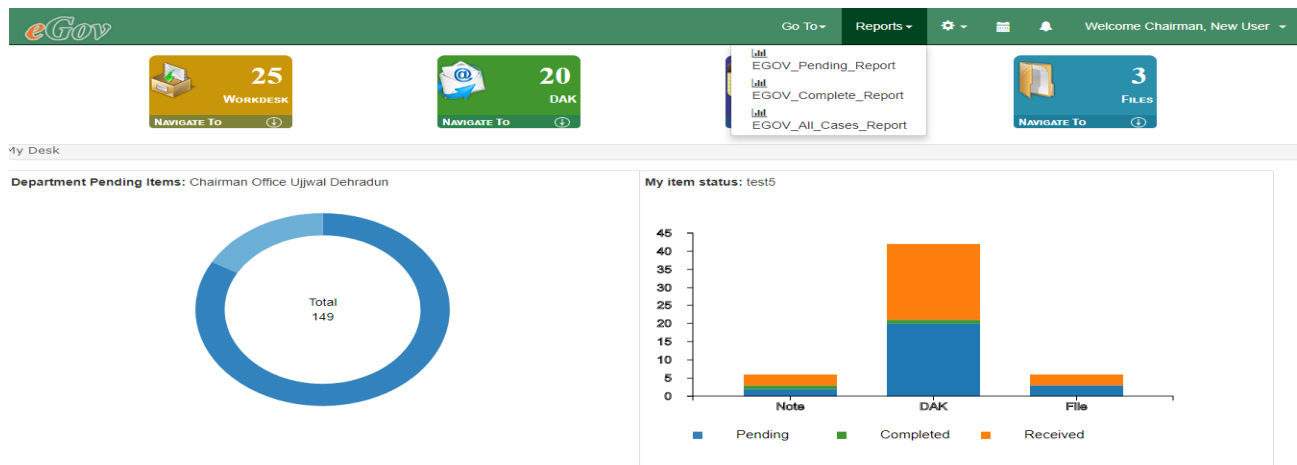


## 2.3. eGov BAM Reports

By clicking on the “Reports” option on the top of screen, BAM Reports options open. eGov BAM Reports are of three types:

- Pending Report
- Complete Report
- All Cases Report

Out of the box only these three reports are provided. More reports can be customized as per user requirement. Reports addition is configurable in eGov.



## 1. Pending Report

This report is used to get information for all workitems which are in pending stage.

- Click on 'Pending Report' link from Report >> Pending Report.
- Enter the value for the following fields to generate the report.
- Assigned User (optional)
- Initiated By (optional)
- Subject (optional)
- Initiated From Date
- Initiated To Date
- With Department (optional)
- Initiated From Department (optional)

The screenshot shows the eGov dashboard with the 'Report Designer' window open. The window title is 'Report Designer - Google Chrome'. The URL bar shows '192.168.52.74:8080/bam/generation/generatereport.faces?b-uid=c9b886e8-ee7c-40a6-9eba-a99f7c10afd6&Report...'. The main heading is 'EGOV\_Pending\_Report [Report Input]'. Below the heading, it says 'Enter the value for the following fields to generate the report.' The form contains the following fields: 'assignedUser' (text input), 'initiatedBy' (text input), 'subject' (text input), 'Initiated FromDate' (date input, value: 30/Apr/2018), 'Initiated ToDate' (date input, value: 30/Apr/2018), 'WithDepartment' (text input), and 'Initiated FromDepartment' (text input). A 'Generate' button is located at the bottom right of the form.

Now Click on "Generate" Button to generate the corresponding report.



S.No	Type	Initiated By	Initiated On	Subject	Status	With User	With Department	Elapsed Time(In Day)
1	DAK	test5	27/Apr/2018 15:03:11	DAK Test 27	InProcess	test5	Chairman Office Ujjwal Dehradun	
2	File	test5	27/Apr/2018 14:23:03	FileNo : /Chairman-O/FM1:	InProcess	test5	Chairman Office Ujjwal Dehradun	
3	File	test5	26/Apr/2018 16:17:11	FileNo : /Chairman-O/123:	InProcess	test5	Chairman Office Ujjwal Dehradun	
4	File	test4	26/Apr/2018 12:41:53	FileNo : MD Office/MD-Olcicsta:	InProcess	test2	Director (Finance) Dehradun	
5	File	test4	24/Apr/2018 10:26:23	FileNo : MD Office/MD-Oldfdfdfdf:	InProcess	test4	Managing Director Office Ujjwal Dehradun	
6	File	test4	24/Apr/2018 10:20:53	FileNo : MD Office/MD-Olukukuk:	InProcess	test4	Managing Director Office Ujjwal Dehradun	
7	DAK	test2	24/Apr/2018 10:10:38	testingcompleteDAK1	InProcess	test4	Managing Director Office Ujjwal Dehradun	

## 2. Complete Report

This report gives the information for all workflows which are in completed stage.

- Click on 'Complete Report' link from Report >> Complete Report
- Enter the value for the following fields to generate the report.
- Completed By (optional)
- Initiated by (optional)
- Subject (optional)
- Completed From Date
- Completed To Date
- Initiated From Date
- Initiated To Date
- Initiated From Department (optional)
- Initiated To Department (optional)

Enter the value for the following fields to generate the report.

completedBy	<input type="text"/>	...
initiatedBy	<input type="text"/>	...
subject	<input type="text"/>	
Completed ToDate	<input type="text" value="30/Apr/2018"/>	...
Completed FromDate	<input type="text" value="01/Apr/2018"/>	...
Initiated From Department	<input type="text"/>	
Initiated To Department	<input type="text"/>	
Initiated From Date	<input type="text" value="01/Apr/2018"/>	...
Initiated To Date	<input type="text" value="30/Apr/2018"/>	...

Now Click on "Generate" Button to generate the corresponding report.

S.No.	Type	Initiated By	Completed By	Subject	Status	Initiated On	Completed On	Total Time
1	DAK	test5	test4	image	Complete	18/Apr/2018 16:25:16	18/Apr/2018 16:27:27	
2	DAK	test1	test2	ujnl	Complete	10/Apr/2018 15:11:40	18/Apr/2018 15:32:06	
3	DAK	test4	test4	testingcompleteDAK1	Complete	18/Apr/2018 17:15:23	18/Apr/2018 17:16:22	
4	DAK	test4	test2	ujnl	Complete	10/Apr/2018 12:43:04	20/Apr/2018 16:54:28	
5	File	test3	test3	FileNo : Director HR and subordinate offices/D(HR)/TE Term	Complete	12/Apr/2018 11:01:33	12/Apr/2018 11:01:45	
6	DAK	test1	test1	dddd	Complete	10/Apr/2018 15:20:49	16/Apr/2018 12:21:47	
7	DAK	test3	test1	inio6	Complete	02/Apr/2018 17:26:00	03/Apr/2018 15:45:12	
8	Note	test2	test2	eeeeeeeeeeeeeeeeeeeeeeeeeeeeeeee	Complete	03/Apr/2018 14:56:14	03/Apr/2018 14:56:46	

### 3. All Cases Report

This report gives the information of all type of workflow (Files, Dak & Office Note) which are in any stage (processing or completed stage).

- Click on 'All Cases Report' link from Report >> All Cases Report
- Enter the value for the following fields to generate the report.
- Assigned User (optional)
- Initiated By (optional)
- Subject (optional)
- Initiated From
- Initiated To
- Initiated From Department (optional)
- Initiated To Department (optional)

Enter the value for the following fields to generate the report.

assignedUser	<input type="text"/>	...
initiatedBy	<input type="text"/>	...
subject	<input type="text"/>	
Initiated From	<input type="text" value="1/Apr/2018"/>	...
Initiated To	<input type="text" value="30/Apr/2018"/>	...
Initiated FromDepartment	<input type="text"/>	
Initiated ToDepartment	<input type="text"/>	

Generate

Now Click on "Generate" Button to generate the corresponding report.

S.No.	Type	Initiated By	Completed By	Subject	Status	Initiated On	Completed On	With User	With I
1	DAK	test4		UJVL	InProcess	10/Apr/2018 12:22:22		test4	Mana
2	DAK	test4		UJL	InProcess	10/Apr/2018 12:25:05		test3	Office
3	File	test4		FileNo : MD Office/MD- O/test4:	InProcess	10/Apr/2018 12:41:52		test4	Dehrz
4	DAK	test4		testingcompleteDAK1	InProcess	18/Apr/2018 17:15:23		test1	Chain
5	DAK	test5	test4	image	Complete	18/Apr/2018 16:25:16	18/Apr/2018 16:27:27		Ujjwal
6	DAK	test1		dddd	InProcess	10/Apr/2018 15:14:19		test3	Mana
7	File	test3		FileNo : Director HR and subordinate	InProcess	02/Apr/2018 10:38:27		test1	Office

## 2.4. Change Password

A user except supervisor user can change the password by clicking on change password option.

User has to follow the below steps to do this:-

1. Clicks on Change Password option in header bar.

2. After this below window opens.

Change Password

Use this option to change your login password. Please specify your old password and the new password.  
 Tip: We recommend that you change your password frequently. Also, make sure that you do not keep easy to guess passwords. For better security, we recommend that you have a judicious mix of alphabets and numbers in your password.

Logged in User : test5

Old Password :

New Password :

Confirm Password :

Remember: Your password is private to you only. Please do not share it with anybody.

Ok Cancel

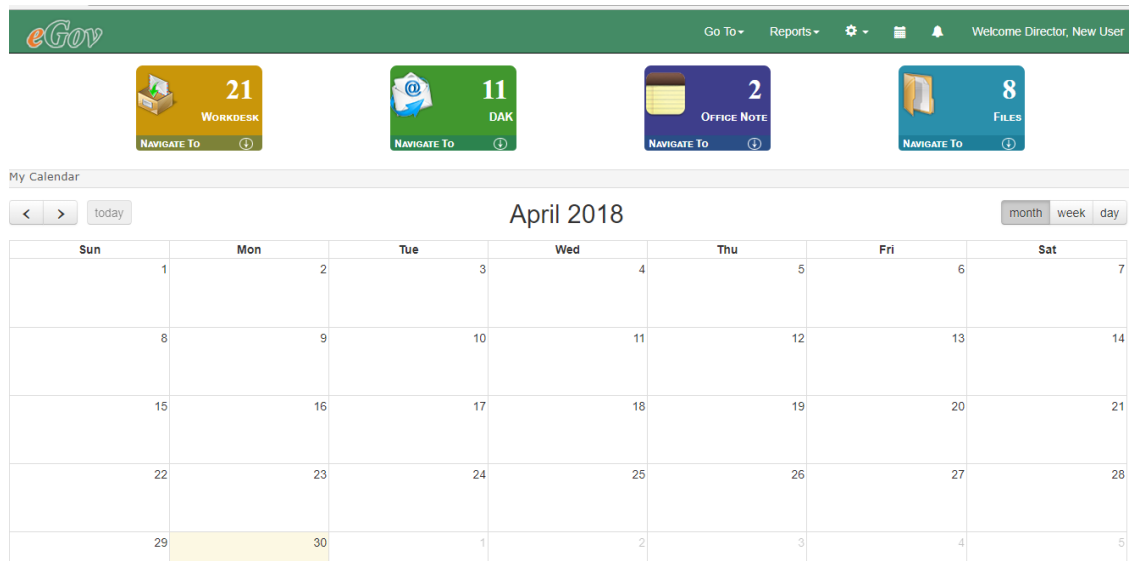
3. In this window, user can fill the old and new password, to successfully change the password. Old and new password should be different and new password and confirm password values must be same.

## 2.5. Calendar

By clicking on the “Calendar” icon located on the top 'My Calendar' opens with three options Month, Week and Day. There are three categories of events:

- Meeting Reminder
- Call Reminder
- Task Reminder

### 1. Month View



By clicking on the date “Add New Event” pop-up opens.

- Enter Title
  - Select Scheduled Start Date
  - Select Scheduled End Date
  - Enter Description
  - Select Event Category
- User has two options:
- “Save Event” is used to add new event along with details.
  - “Cancel” is used to cancel the open window.

After Successful addition of new event below screen will open:

**Add new event**

Event title

☐ All

Scheduled Start Date

Scheduled End Date

Description

Event Category

**April 2018**

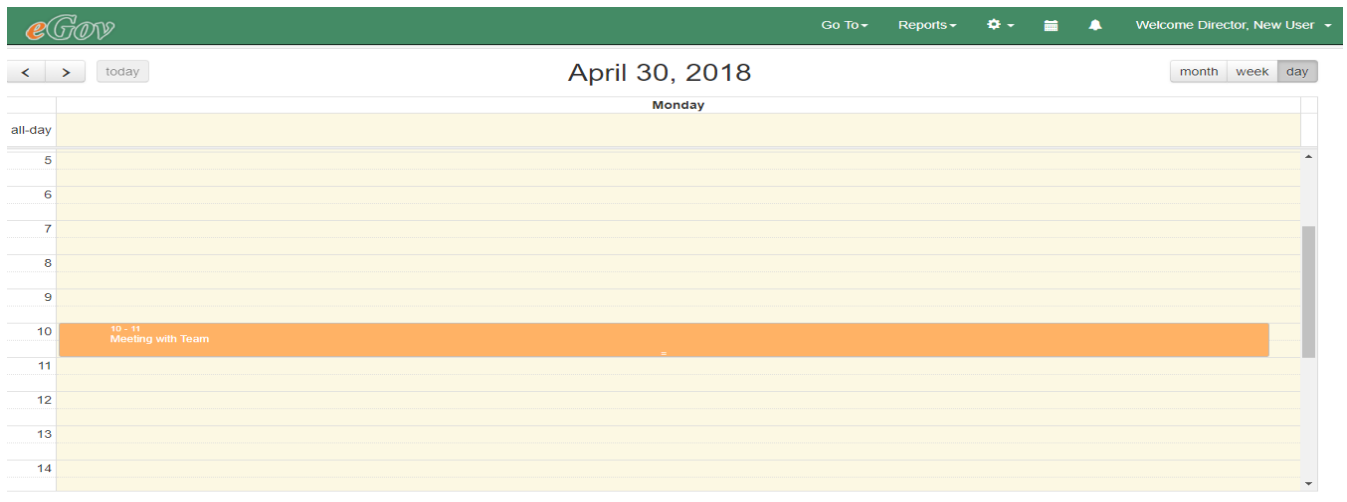
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 11 Meeting	1	2	3	4	5
6	7	8	9	10	11	12

## 2. Week View

**April 2018**

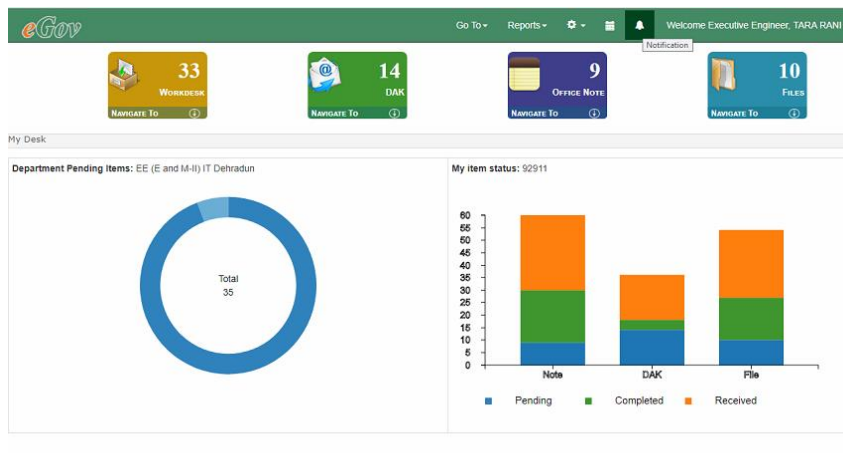
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 11 Meeting	1	2	3	4	5
6	7	8	9	10	11	12

### 3. Day View



## 2.6. Notification Center

Notification Center is used to notify user that some item (DAK, NOTE, FILE etc.) has arrived in the Inbox.



## 3. WorkDesk:

Workdesk present on home screen contains the list of work items in user's Inbox, Sent items of the logged in user, cc users info, bcc users info and dispatch register.

### 3.1. Inbox:

- Inbox is used to represent the list of all the files/ DAK/Note that are received and sent by the logged in user to other users.
- To open the inbox of the logged in user click on the Inbox link from Home Screen >> Workdesk >> Inbox.
- List of the all the work items present in the user's inbox will be displayed as shown below in screen.

Screenshot of the Inbox list screen:

Attachment	Subject	Viewed On	From User	CC User Name	Action	From Department	Received On	Submitted On
	Letter to all process owners	2018-04-26	test6		Initiate	Director (Finance) Dehradun	2018-04-20 18:09:21.179	2018-04-20 18:09:21.109
	testpickup1	2018-04-10 15:45:30.971	test1	test4,test5,test6,	Forward	Chairman Office Ujjwal Dehradun	2018-04-10 15:45:30.971	2018-04-05 11:34:41.088
	img2	2018-04-10 15:32:31.459	test1			Chairman Office Ujjwal Dehradun	2018-04-10 15:32:31.459	2018-04-10 15:32:31.409
	img2	2018-04-10 15:31:29.978	test1			Chairman Office Ujjwal Dehradun	2018-04-10 15:31:29.978	2018-04-10 15:31:29.947
	img2	2018-04-10 15:29:55.761	test1			Chairman Office Ujjwal Dehradun	2018-04-10 15:29:55.761	2018-04-10 15:29:55.691
	image	2018-04-04 15:30:38.142	test4	test1,test2,test3,	Forward	Managing Director Office Ujjwal Dehradun	2018-04-04 15:30:38.142	2018-04-04 15:30:06.401
	abc123	2018-04-03 18:14:37.913	test4		Forward	Managing Director Office Ujjwal Dehradun	2018-04-03 18:14:37.913	2018-04-03 18:14:16.709
	ini8	2018-04-03 17:39:14.603	test4			Managing Director Office Ujjwal Dehradun	2018-04-03 17:39:14.603	2018-04-03 17:39:14.533
	bc	2018-04-03 15:11:49.025	test1			Chairman Office Ujjwal Dehradun	2018-04-03 15:11:49.025	2018-04-03 15:11:48.978
	debug123	2018-04-03 14:31:25.516	test1			Chairman Office Ujjwal Dehradun	2018-04-03 14:31:25.516	2018-04-03 14:31:25.377

Following options are provided in Inbox screen:

#### 3.1.1. Search Inbox:

- Inbox search is used to search the DAK/files/Notes present in the inbox of the user based on the filter criteria.
- Click on 'search Inbox' link from Home Screen >> WorkDesk >> Inbox >> Search Inbox.
- A new window pop-up will get open named Inbox search containing searching fields.
- Enter value in the fields to filter the inbox items and click on search.
- List of items based on the filter criteria applied are displayed on the screen.

Screenshot for the search Inbox option on home screen.

The screenshot displays the eGov home screen. At the top, there is a green navigation bar with the eGov logo, 'Go To', 'Reports', and a user welcome message 'Welcome Chairman, New User'. Below this, there are four widgets: '21 WORKDESK', '19 DAK', '2 OFFICE NOTE', and '0 FILES'. The main content area shows the 'Inbox' section with a table of messages. The table has columns for Attachment, Subject, Viewed On, From User, CC User Name, Action, From Department, and Received On. The 'Search Inbox' button is visible in the top right corner of the inbox section.

Attachment	Subject	Viewed On	From User	CC User Name	Action	From Department	Received On
Letter to all process owners		2018-04-26	test6		Initiate	Director (Finance) Dehradun	2018-04-20 18:09:21.179
testpickup1		2018-04-10 15:45:30.971	test1	test4,test5,test6,	Forward	Chairman Office Ujjwal Dehradun	2018-04-05 11:34:41.088
img2		2018-04-10 15:32:31.459	test1			Chairman Office Ujjwal Dehradun	2018-04-10 15:32:31.409
img2		2018-04-10 15:31:29.978	test1			Chairman Office Ujjwal Dehradun	2018-04-10 15:31:29.947
img2		2018-04-10 15:29:55.761	test1			Chairman Office Ujjwal Dehradun	2018-04-10 15:29:55.691
image		2018-04-04 15:30:38.142	test4	test1,test2,test3,	Forward	Managing Director Office Ujjwal Dehradun	2018-04-04 15:30:06.401
abc123		2018-04-03 18:14:37.913	test4		Forward	Managing Director Office Ujjwal Dehradun	2018-04-03 18:14:16.709
ini8		2018-04-03 17:39:14.603	test4			Managing Director Office Ujjwal Dehradun	2018-04-03 17:39:14.533
bc		2018-04-03 15:11:49.025	test1			Chairman Office Ujjwal Dehradun	2018-04-03 15:11:48.978
debug123		2018-04-03 14:31:25.516	test1			Chairman Office Ujjwal Dehradun	2018-04-03 14:31:25.377

Screenshot for the search Inbox window popup:

The screenshot displays the eGov home screen with the 'Inbox Search' window popup open. The popup is titled 'Inbox Search' and contains the following fields: 'Type' (dropdown menu), 'Viewed On' (text input), 'From Department' (dropdown menu), 'Subject' (text input), 'From User' (text input), 'Introduction' (text input), and 'Date' (text input). There are 'Close' and 'Search' buttons at the bottom right of the popup. The background shows the same inbox table as the previous screenshot.


### 3.1.2. Hold:


Hold option present on inbox screen is used to hold the selected file present in user's inbox. The file that is hold by the user can only be opened in read only mode.

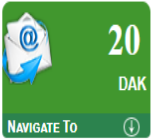
- Select the files present in the inbox that are to be put on hold.
- Click on Hold button, the window with submit button is opened.
- Click on submit and the file will be in hold state represented by the red icon of hold.

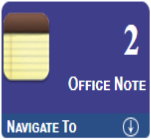


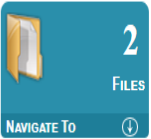
Screenshot of the Hold option while selecting file:


Go To ▾ Reports ▾ ⚙️ 📅 🔔 Welcome Chairman, New User ▾




24  
WORKDESK  
NAVIGATE TO ⌵


20  
DAK  
NAVIGATE TO ⌵



2  
OFFICE NOTE  
NAVIGATE TO ⌵



2  
FILES  
NAVIGATE TO ⌵

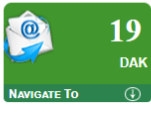
Inbox Search Inbox File ▾ Hold Set Priority

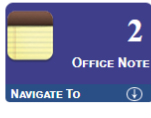
<input type="checkbox"/>	Attachment	!	Subject	Viewed On	From User	CC User Name	Action	From Department	Received On	Submitted On	Click here to Hold File
<input checked="" type="checkbox"/>		↓	FileNo : /Chairman-O/FM1:	2018-04-27	test5		Initiate	Chairman Office Ujjwal Dehradun	2018-04-27 14:23:03.702	2018-04-27 14:23:03.656	
<input type="checkbox"/>		↓	FileNo : /Chairman-O/123:	2018-04-27	test5		Initiate	Chairman Office Ujjwal Dehradun	2018-04-26 16:17:11.783	2018-04-26 16:17:11.743	

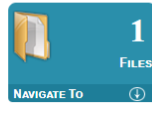
< Prev
Next >


Go To ▾ Reports ▾ ⚙️ 📅 🔔 Welcome Chairman, New User ▾











22  
WORKDESK  
NAVIGATE TO ⌵


19  
DAK  
NAVIGATE TO ⌵


2  
OFFICE NOTE  
NAVIGATE TO ⌵


1  
FILES  
NAVIGATE TO ⌵

Inbox Search Inbox All ▾ Hold Set Priority

<input type="checkbox"/>	Attachment	!	Subject	Viewed On	From User	CC User Name	Action	From Department	Received On	Submitted On	
<input checked="" type="checkbox"/>		↓	FileNo : /Chairman-O/ 123:	2018-04-26 16:17:11.783	test5		Initiate	Chairman Office Ujjwal Dehradun	2018-04-26 16:17:11.783		743
<input type="checkbox"/>		↓	Letter to all process owners	2018-04-26	test6		Initiate	Director (Finance) Dehradun	2018-04-20 18:09:21.179		109
<input type="checkbox"/>		↓	testpickup1	2018-04-10 15:45:30.971	test1	test4,test5,test6,	Forward	Chairman Office Ujjwal Dehradun	2018-04-10 15:45:30.971	2018-04-05 11:34:41.088	
<input type="checkbox"/>		↓	img2	2018-04-10 15:32:31.459	test1			Chairman Office Ujjwal Dehradun	2018-04-10 15:32:31.459	2018-04-10 15:32:31.409	
<input type="checkbox"/>		↓	img2	2018-04-10 15:31:29.978	test1			Chairman Office Ujjwal Dehradun	2018-04-10 15:31:29.978	2018-04-10 15:31:29.947	
<input type="checkbox"/>		↓	img2	2018-04-10 15:29:55.761	test1			Chairman Office Ujjwal Dehradun	2018-04-10 15:29:55.761	2018-04-10 15:29:55.691	
<input type="checkbox"/>		↓	image	2018-04-04 15:30:38.142	test4	test1,test2,test3,	Forward	Managing Director Office Ujjwal Dehradun	2018-04-04 15:30:38.142	2018-04-04 15:30:06.401	
<input type="checkbox"/>		↓	abc123	2018-04-03 18:14:37.913	test4		Forward	Managing Director Office Ujjwal Dehradun	2018-04-03 18:14:37.913	2018-04-03 18:14:16.709	
<input type="checkbox"/>		↓	ini8	2018-04-03 17:39:14.603	test4			Managing Director Office Ujjwal Dehradun	2018-04-03 17:39:14.603	2018-04-03 17:39:14.533	

Submit
Close

## Screenshot of the list of file after hold

**eGov** Go To Reports Settings Calendar Notifications Welcome Chairman, New User

**24 WORKDESK** NAVIGATE TO

**20 DAK** NAVIGATE TO

**2 OFFICE NOTE** NAVIGATE TO

**2 FILES** NAVIGATE TO

Inbox Search Inbox File Hold Set Priority

	Attachment	Subject	Viewed On	From User	CC User Name	Action	From Department	Received On	Submitted On
<input type="checkbox"/>		FileNo : /Chairman-O/FM1:	2018-04-27	test5		Initiate	Chairman Office Ujjwal Dehradun	2018-04-27 14:23:03.702	2018-04-27 14:23:03.656
<input type="checkbox"/>		FileNo : /Chairman-O/123:	2018-04-27	test5		Initiate	Chairman Office Ujjwal Dehradun	2018-04-26 16:17:11.783	2018-04-26 16:17:11.743

< Prev Next >

### 3.1.3. Set Priority:

Set Priority option present on Inbox screen is used to set the priority of the workitem present in Inbox of the logged in user.

- Select the work item to set the priority.
- Click the Set Priority link.
- Choose the one from the following options i.e. very high, high, medium and low.
- Icon of the work Item will be changed according to the priority set.

**eGov** Go To Reports Settings Calendar Notifications Welcome Chairman, New User

**22 WORKDESK** NAVIGATE TO

**19 DAK** NAVIGATE TO

**2 OFFICE NOTE** NAVIGATE TO

**1 FILES** NAVIGATE TO

Inbox Search Inbox All Hold

	Attachment	Subject	Viewed On	From User	CC User Name	Action	From Department	Received On	Submitted On
<input checked="" type="checkbox"/>		FileNo : /Chairman-O/123:	2018-04-26 16:17:11.783	test5		Initiate	Chairman Office Ujjwal Dehradun	2018-04-26 16:17:11.783	2018-04-26 16:17:11.743
<input type="checkbox"/>		Letter to all process owners	2018-04-26	test6		Initiate	Director (Finance) Dehradun	2018-04-20 18:09:21.179	2018-04-20 18:09:21.109
<input type="checkbox"/>		testpickup1	2018-04-10 15:45:30.971	test1	test4,test5,test6,	Forward	Chairman Office Ujjwal Dehradun	2018-04-10 15:45:30.971	2018-04-05 11:34:41.088
<input type="checkbox"/>		img2	2018-04-10 15:32:31.459	test1			Chairman Office Ujjwal Dehradun	2018-04-10 15:32:31.459	2018-04-10 15:32:31.409
<input type="checkbox"/>		img2	2018-04-10 15:31:29.978	test1			Chairman Office Ujjwal Dehradun	2018-04-10 15:31:29.978	2018-04-10 15:31:29.947
<input type="checkbox"/>		img2	2018-04-10 15:29:55.761	test1			Chairman Office Ujjwal Dehradun	2018-04-10 15:29:55.761	2018-04-10 15:29:55.691
<input type="checkbox"/>		image	2018-04-04 15:30:38.142	test4	test1,test2,test3,	Forward	Managing Director Office Ujjwal Dehradun	2018-04-04 15:30:38.142	2018-04-04 15:30:06.401
<input type="checkbox"/>		abc123	2018-04-03 18:14:37.913	test4		Forward	Managing Director Office Ujjwal Dehradun	2018-04-03 18:14:37.913	2018-04-03 18:14:16.709
<input type="checkbox"/>		ini8	2018-04-03 17:39:14.603	test4			Managing Director Office Ujjwal Dehradun	2018-04-03 17:39:14.603	2018-04-03 17:39:14.533

Very High  
High  
Medium  
Low

## 3.2. Sent Items

When a user forwards any Item (DAK, File and Note) to other user, after forwarding it remains in the sent item unless it is completed. This also used for tracking the Item ( DAK or File or Note ) as it contain 'With User' and With Department' column which always display the name of the users holding that DAK, File or Note (i.e pending item can be tracked through 'User's sent Item).

Screenshot of Sent Items screen is shown in next page:

eGov

Go To ▾Reports ▾⚙ ▾📁🔔Welcome Chairman, New User ▾

25

WORKDESK

NAVIGATE TO

20

DAK

NAVIGATE TO

2

OFFICE NOTE

NAVIGATE TO

3

FILES

NAVIGATE TO


Sent Items

Search Sent Items

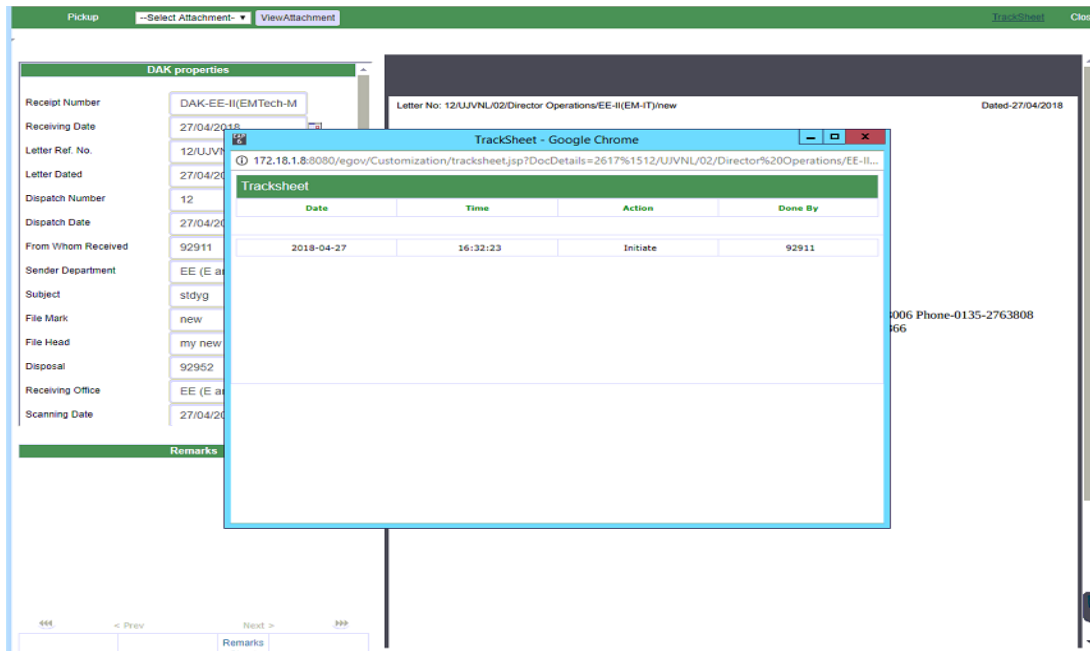
All ▾

Attachment	Subject	Sent On	With User	With Department	From Department	Initiated By	Initiated On	Action	
	DAK_UJVNL123	2018-05-01 11:05:37	test1	Chairman Office Ujjwal Dehradun	Chairman Office Ujjwal Dehradun	test5	2018-05-01 11:05:37	Initiate	Kus
	DAK For Dispatch	2018-04-30 18:02:01	test3,	Director (HR) Dehradun	Director (HR) Dehradun	test5	2018-04-30 18:02:01	Initiate	
	Letter:2/UJVNL/Error/Error/Chairman-O/FM1/Letter	2018-04-30 17:46:02	test1	Chairman Office Ujjwal Dehradun	Chairman Office Ujjwal Dehradun	test5	2018-04-30 17:46:02	Initiate	
	ok	2018-04-30 11:00:19	test6	Director (Finance) Dehradun	Chairman Office Ujjwal Dehradun	test5	2018-04-30 11:00:19	Initiate	
	DAK Test 27	2018-04-27 15:03:53	test5	Chairman Office Ujjwal Dehradun	Chairman Office Ujjwal Dehradun	test5	2018-04-27 15:03:53	Initiate	
	FileNo : /Chairman-O/FM1:	2018-04-27 14:23:44	test5	Chairman Office Ujjwal Dehradun	Chairman Office Ujjwal Dehradun	test5	2018-04-27 14:23:44	Initiate	
	test1	2018-04-27 12:59:47	test5	Chairman Office Ujjwal Dehradun	Chairman Office Ujjwal Dehradun	test5	2018-04-27 12:59:47	Initiate	
	FileNo : /Chairman-O/123:	2018-04-26 16:17:48	test5	Chairman Office Ujjwal Dehradun	Chairman Office Ujjwal Dehradun	test5	2018-04-26 16:17:48	Initiate	
	image	2018-04-18 16:25:16	testissue	Managing Director Office Ujjwal Dehradun	Chairman Office Ujjwal Dehradun	test4	2018-04-18 16:22:45	Forward	
	swe	2018-04-04 15:37:23	test2	Director (Finance) Dehradun	Chairman Office Ujjwal Dehradun	test4	2018-04-04 15:33:15	Forward	t6,

Pickup: User gets an option to pickup in case the DAK is unseen.

Pickup: <input type="button" value="Select Attachment"/> <input type="button" value="View Attachment"/> <input type="button" value="TrackSheet"/> <input type="button" value="Close"/>	
<b>DAK properties</b> Receipt Number: DAK-EE-2018-043 Receiving Date: 01/05/2018 Letter Ref. No: MCR/2018/18 Letter Dated: 30/04/2018 Dispatch Number: Dispatch Date: From Whom Received: Mr. prabhu Sender Department: MCR Subject: Upcoming Training File Mark: m12 File Head: h12 Disposal: Mr. mange ram Receiving Office: EE (E and M-II) IT De Scanning Date: 02/05/2018	<div>  <b>यूजेवीएन लिमिटेड</b>  <b>UJVNL LIMITED</b>  <small>(A Govt. of Uttarakhand Enterprise)</small>  <small>By: General Manager (IT), "Ujjwal", Maharam Bagh, G.M.S. Road, Dehradun-248006 (Uttarakhand) Phone: 0135-2763808, Fax: 0135-2763508            CTS No.48/011/RE2001/SCGC/25866            ISO 9001:2008 Certified</small> </div> <p>No.: /UJVNL/02/D(O)/DGM(IT)/DMS Date: /12/2017</p> <p><b>Sub: ERP Implementation at UJVNL – Project "SUGAMYA"</b></p> <p><b>To,</b> All Nodal Officers/Process Owners ERP Implementation</p> <p>Sir,</p> <p>The development of ERP solution for implementation in UJVNL is in last phase. The File and Dak management data related to different department has to be uploaded to system for starting the operation i.e. Go-live stage.</p> <p>A team on behalf of M/s Accenture has arrived for this work. This team has scheduled a workshop on DMS according to the schedule at Annexure-1. The team will be giving a presentation covering following points:</p> <ol style="list-style-type: none"> <li>1. Receipt &amp; Dispatch management</li> <li>2. Dak management</li> <li>3. File management</li> </ol> <p>This team will also discuss the following points:</p> <ol style="list-style-type: none"> <li>1. Physical File (File cover, Noting, Correspondence)</li> <li>2. Filing structure ( Office wise, Section wise)</li> <li>3. Letter no. / Order no.</li> <li>4. Scanning of a relevant file and its correspondence</li> </ol> <p>The following point will also be discussed for which a copy of the same is required to be brought:</p> <ol style="list-style-type: none"> <li>1. File name/ number list/File Mark</li> </ol>
Remarks 92911 wrote on 02/05/2018 11:43 Upcoming Training: Please make necessary arrangement. Please book the training hall.	
444 < Prev Secure Next > 999 Remarks	

**Tracksheet:** The system maintains the movement history (track sheet) of the DAK which is displayed to the user.



### 3.3. CC & BCC

- Mouse hover on work desk button, for the CC option.
- Click on CC, to open the CC screen.
- User can track the CC and BCC DAK sent (as shown in Fig. CC screen)
- User can open the CC to file the DAK or delete the DAK notification (as shown in Fig. CC)

eGov					Go To Reports Settings Calendar Welcome Chairman, New User				
<div> <div>25 WORKDESK</div> <div>NAVIGATE TO</div> </div> <div> <div>20 DAK</div> <div>NAVIGATE TO</div> </div> <div> <div>2 OFFICE NOTE</div> <div>NAVIGATE TO</div> </div> <div> <div>3 FILES</div> <div>NAVIGATE TO</div> </div>									
CC									
Subject	Received On	Received From	Vertical		BCC				
ujnl	2018-04-19 18:56:13	test1	Chairman Office Ujjwal Dehradun		Y				
testpickup1	2018-04-05 18:16:00	test3	Director (HR) Dehradun						
fdsdfs	2018-04-05 18:10:36	test3	Director (HR) Dehradun						
img123	2018-04-05 15:41:52	test4	Managing Director Office Ujjwal Dehradun		Y				
img	2018-04-05 14:56:35	test4	Managing Director Office Ujjwal Dehradun		Y				
img	2018-04-05 12:39:44	test1	Chairman Office Ujjwal Dehradun						
d122	2018-04-05 12:28:32	test4	Managing Director Office Ujjwal Dehradun						
img	2018-04-04 18:15:33	test1	Chairman Office Ujjwal Dehradun						
swe	2018-04-04 15:42:14	test1	Chairman Office Ujjwal Dehradun						
d12	2018-04-04 13:49:16	test3	Director (HR) Dehradun						
Kushagra	2018-04-04 13:15:40	test4	Managing Director Office Ujjwal Dehradun						
spwe	2018-04-04 13:04:04	test4	Managing Director Office Ujjwal Dehradun						

**Fig. CC Screen**

### 3.3.1. Move to File Mark

On selecting a DAK, user gets a link “Move to File Mark”.

The screenshot shows a web application interface. On the left is a 'DAK properties' form with fields for Receipt Number (DAK-D(HR)-2018-043), Subject (Test DAK), Receiving Date (03/05/2018), Letter Dated, Dispatch Number, Dispatch Date, From Whom Received, Sender Department, Disposal, and Receiving Office (Director (HR) Dehradun). Below the form is a 'Remarks' section. On the right is a preview of a document titled 'UJVN Limited' (यूजेवीएन लिमिटेड), which is a Government of Uttarakhand Enterprise. The document includes a logo, a photograph of a dam, and text in Hindi and English. The English text mentions 'CIN No.: U40101UR2001SGC025866'. The document is displayed in a viewer window with a menu bar (File, Edit, Zoom, Transform, Annotate) and a toolbar.

When user clicks on Move to File Mark link, Search File screen appears. On search the results will appear as shown below. User can select a file which is in his/her queue and move the CCed item to the selected file.

### 3.3.2. Delete:

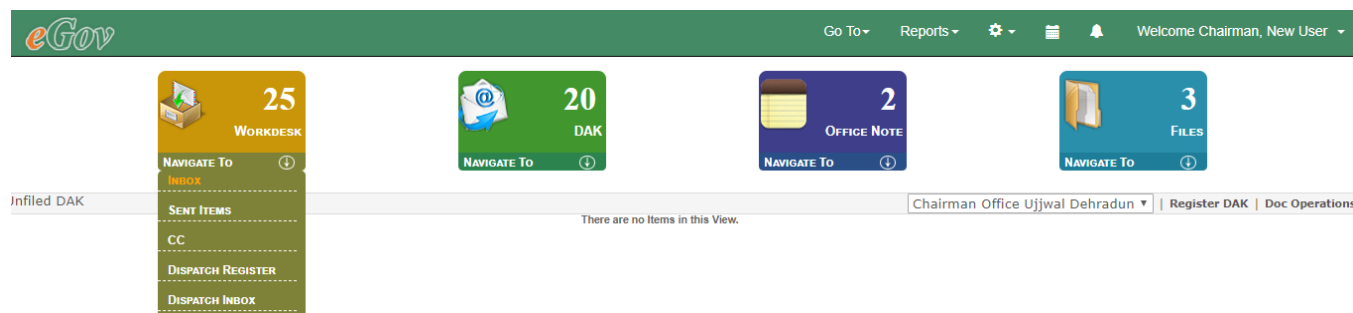
User can delete the notification by clicking radio button and click on the Delete link

The screenshot shows a web application interface for searching files. At the top is a header bar with a dropdown menu (Select Attachment), a button (ViewAttachment), and links (Move to File Mark, Delete, TrackSheet, Close). Below the header is a search bar with the text 'Search File - Google Chrome'. The search results are displayed in a table with the following columns: File Number, File Head, DateOfCreation, and Owner. The table contains 10 rows of data, each with a radio button in the first column and a folder icon in the second column.

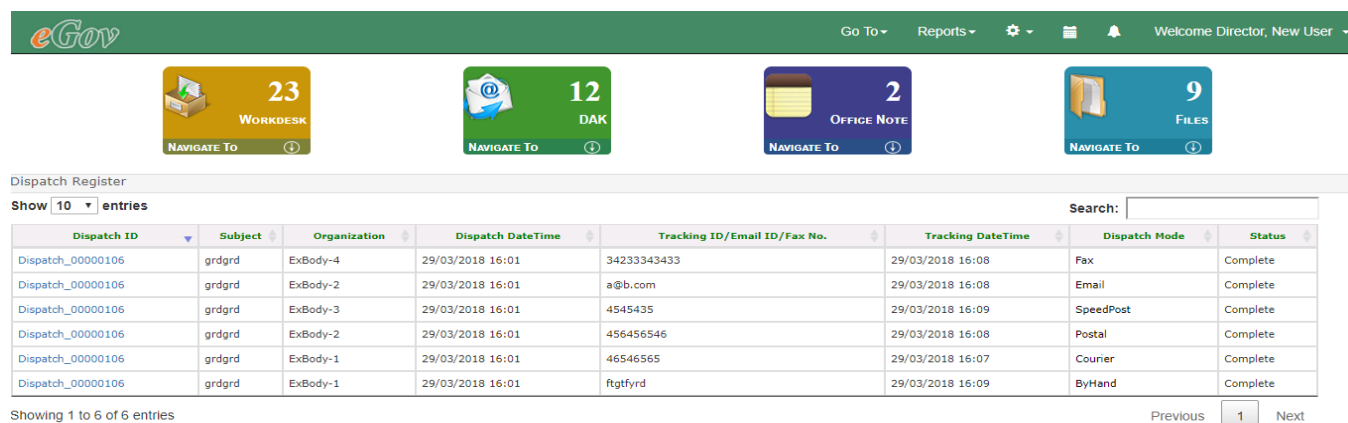
		File Number	File Head	DateOfCreation	Owner
<input type="radio"/>		/Chairman-O/123	FileHead1	26/04/2018 04:16PM	test5
<input type="radio"/>		/Chairman-O/1233	13	30/04/2018 06:04PM	test5
<input type="radio"/>		/Chairman-O/123333333333	123	01/05/2018 04:57PM	test5
<input type="radio"/>		/Chairman-O/8888888888	8888888888	03/04/2018 05:25PM	test1
<input type="radio"/>		/Chairman-O/a	b	30/04/2018 06:02PM	test5
<input type="radio"/>		/Chairman-O/abc	abc	19/02/2018 010:39PM	test1
<input type="radio"/>		/Chairman-O/FileM1	FileH1	01/05/2018 10:50AM	test5
<input type="radio"/>		/Chairman-O/FM1	FH1	27/04/2018 02:19PM	test5
<input type="radio"/>		/Chairman-O/FM6	FH6	02/04/2018 12:44AM	test1
<input type="radio"/>		/Chairman-O/qe	qew	30/04/2018 06:05PM	test5

### 3.4. Dispatch Register

It has details of all the dispatch registered ever by the user of non-dispatch department or dispatch department.



When user clicks on Dispatch Register link below screen opens :



### 4. DAK Movement & Tracking

DAK can be received either in physical form through normal mail service or in electronic form through Email as an attachment. System has the functionalities to handle all type of DAK's. When DAK is received in physical form, it will be scanned and exported in eGov Office directly from the scanning software.

Name	Modified Date	Receipt Number	Subject	Receiving Date	Letter Ref. No.	Letter Dated	Dispatch Number	Dispatch Date	From Whom Received	Sender Department	File
7- Continents	2018-04-03 10:28:19	DAK-EE-2018-019	qww	2018-03-15							test
Personal file of Tara	2018-03-15 11:29:39	DAK-EE-2018-018	Personal file of Ms. Tara	2018-03-15							Tara
A&C Document	2018-02-27 18:39:46	DAK-EE-2018-017	asd	2018-02-27							d-i

Ref. No.	Letter Dated	Dispatch Number	Dispatch Date	From Whom Received	Sender Department	File Mark	File Head	Disposal	Receiving Office	Scanning Date	Scanning Operator-Regist
						testfile2	testfile2 head		EE (E and M-II) IT Dehradun	2018-03-15 00:00:00.0	92911
						Tara-1	Tara	ram	EE (E and M-II) IT Dehradun	2018-03-15 00:00:00.0	92911
						d-i	design	asd	EE (E and M-II) IT Dehradun	2018-02-27 00:00:00.0	92911

In eGov Office, these scanned DAK can be found by clicking ‘Un-filed DAK’ link located on the ‘home screen’.

## 4.1. Un-filed DAK

Un-filed DAK shows list of all new DAKs which are neither filed nor forwarded to other user for action. DAK will be displayed along with the following fields, captured during scanning / indexing.

- Receipt Number
- Subject
- Letter Reference Number
- Receiving Date
- Letter Dated
- Dispatch Number
- Dispatch Date
- From Whom Received
- Sender Department
- Disposal
- Receiving Office
- Scanning Date

- Scanning Operator - Registering User
- File Mark
- File Head

There is a checkbox provided with every DAK. We can select a particular DAK and perform operations. These operations are listed in Doc Operations link.

- **Delete:** User can delete the document.
- **Download:** User can download the document.

#### 4.1.1. Register DAK

##### 4.1.1.1. Browse file

Clicking on Register DAK will open the window where user have an option to attach a document from your Hard Disk by browse file option and add to user's Unfiled DAK folder. Also user has to enter relevant values in dataclass fields. This DAK dataclass will be automatically get attach to DAK document.

Once the DAK is registered then a unique reference number is auto generated based on the office. This number is auto increase and reset to zero after every calendar year. Below is the DAK reference number where, it represents the 19<sup>th</sup> DAK of 2018<sup>th</sup> calendar year in Director Finance's Office which represents the office code as D(F).



#### 4.1.1.2. Paper profile:

There is a provision to register the DAK by selecting the **Paper profile** option which is used when the user is not sure which document is needed to be uploaded to unfiled DAKs. This can be used to address the confidential DAK's or closed DAK's (marked to a specific user).

Register DAK - Google Chrome

127.0.0.1:8080/egov/Customization/ufdaks/hddattachment/dakRegister.jsp?D...

Register DAK

Browse file : Choose File No file chosen

Create Paper Profile

Document Name : Paper Profile Document

Data/Class Fields

Receipt Number \* (Text) DAK-EE-REG-IT-2018-003

Receiving Date (DD/MM/YYYY) 03/04/2018

Letter Ref. No. (Text)

Letter Dated (DD/MM/YYYY)

Dispatch Number (Text)

Dispatch Date (DD/MM/YYYY)

From Whom Received (Text)

Add Cancel

After paper profile document is created:

- Select the document created and click on Doc operations.
- Click on 'Upload To PP' link to upload paper profile document.

eGov

Go To Reports Settings Home Welcome Director, test3

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19 DAK NAVIGATE TO

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1 FILES NAVIGATE TO

Unfiled DAK Department1 Register DAK

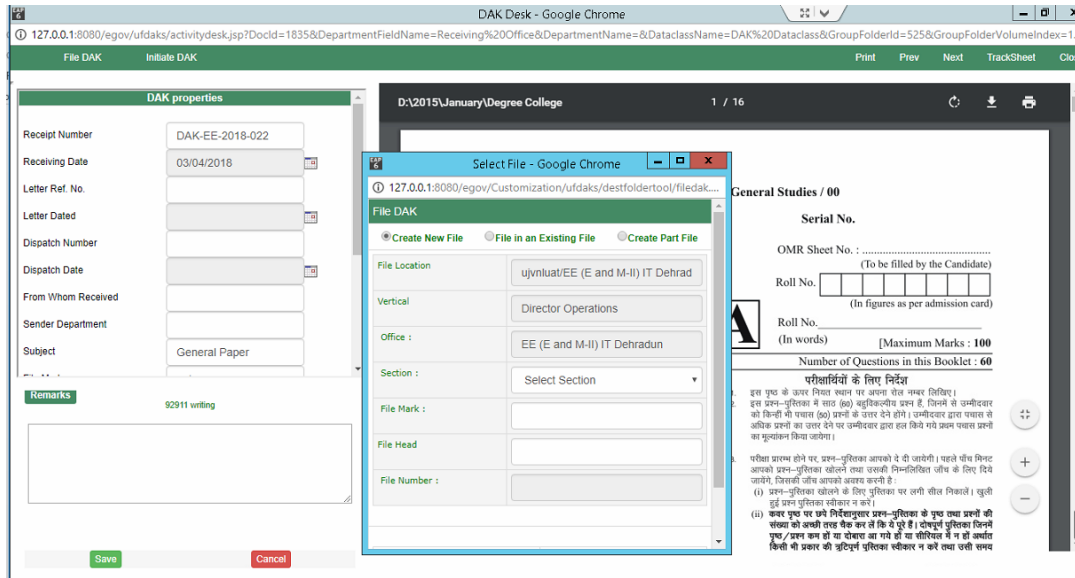
Ref. No.	Letter Dated	Dispatch Number	Dispatch Date	From Whom Received	Sender Department	File Mark	File Head	Disposal	Receiving Office	Scanning Date	Scanning Operator-Registering User
						test1	test1		Director (HR) Dehradun	2018-03-20 00:00:00.0	test3
						test1	test1		Director (HR) Dehradun	2018-03-06 00:00:00.0	test3
2018-02-16	ghjghj		2018-02-22 00:00:00.0	hgg	ghju	ghjh	hgjjg	uiyi	Department1	2018-02-14 00:00:00.0	hgjg

Delete Download Upload To PP

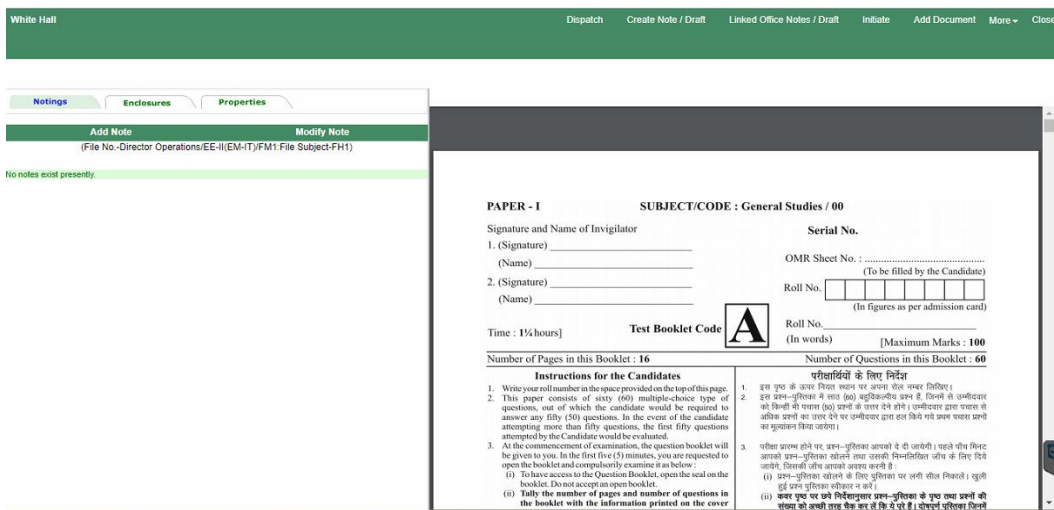
#### 4.1.2. File DAK

- It means filing or saving the DAK in some file in the eGov Office.
- When user clicks on File DAK link a screen is displayed which asks user to select a file in which he wants to file this particular DAK. It can be done in following ways :-

1. Create New File
2. File in as Existing File
3. Create Part File



- After selection of same, DAK gets filed.
- After successful filing, dialog box appears on screen asking user if he wants to view DAK in Whitehall.
- Following screen appears in white hall view



### 4.1.3. Initiate DAK

- User then clicks on initiate to start workflow of this filed DAK

Sir,

The development of ERP solution for implementation in UJVNL is in last phase. The File

- Select DAK movement route on which you want to initiate the DAK.
- Click on “To” field and type the desired name or Id. The detail will be auto-populate to click otherwise click on button next to “To” to search the desired user based on Name, Department, Designation etc.
- Double-click on users on left side search list to add the user in the ‘final list’ of user.
- To select more user again perform same above steps
- Click “Done” when all the users have been selected.

- In the Initiate DAK screen User has the option to send the DAK to the Group containing the multiple users by assigning the name of group in the 'To groups' field

as shown in the screen. Similarly, the user can send the DAK as notification as CC or BB, if required.

- User can change the Subject, change the priority to High, Medium or Low and can add additional attachments from HDD, System Doc or Draft and initiate

## 4.1.4 DAK View

Clicking on the DAK will open it in a DAK View where it can be viewed, filed in a file or forwarded to other user for some action as shown in below figure. Until filing or forward, DAK remains in the Un-Filed folder.

The screenshot displays the 'DAK View' interface. On the left, a 'DAK properties' panel contains fields for Receipt Number (DAK-EE-2018-022), Receiving Date (03/04/2018), Letter Ref. No., Letter Dated, Dispatch Number, Dispatch Date, From Whom Received, Sender Department, and Subject (General Paper). Below this is a 'Remarks' section with a 'New' button. The main area shows a sample 'PAPER - I' for 'General Studies / 00'. It includes fields for Signature and Name of Invigilator, Serial No., OMR Sheet No., Roll No., and Test Booklet Code. It also specifies 'Time : 1½ hours', 'Number of Pages in this Booklet : 16', and 'Number of Questions in this Booklet : 60'. Instructions for candidates are provided in both English and Hindi.

- DAK information can be checked for the correctness
- Annotation can be applied on the image using the tool bar on image viewer
- Some Remarks/ comment can be associated with the DAK.
- To add DAK remarks click on 'New' button, the remarks area will become editable. Option to secure the note is also available.

## 4.2. DAK Register

DAK can be tracked through 'DAK Register' link from Home Screen >> DAK>>DAK Register.

- If a user has the rights on DAK Folder and is able to create & Initiate DAK then that user can check the status of the DAK which was initiated by user earlier.
- Click on the “DAK Register” link located on home Screen.
- DAK Register view will get opened
- “Action” filed shows the action performed by user on DAK i.e. whether it is initiated, forwarded or completed by user.
- “To User” field always show the name of the user to whom DAK is initiated or forwarded by user

eGov
Go To ▾ Reports ▾ ⚙ ▢ 🔔 Welcome Chairman, New User ▾

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**WORKDESK**  
NAVIGATE TO

19  
**DAK**  
NAVIGATE TO

2  
**OFFICE NOTE**  
NAVIGATE TO

0  
**FILES**  
NAVIGATE TO

DAK Register
Search DAK

Track DAK	Receipt Number	Subject	Receiving Date	Letter Ref. No.	Letter Dated	Dispatch Number	Dispatch Date	From Whom Received	Sender Department	File Mark	File Head	Disposal	Receiving
1	DAK-D(HR)-2018-...	ded	2018-02-16 00:00:...							dew	dewd		Director (HF
2	DAK-D(HR)-2018-...	group1	2018-02-16 00:00:...							rer	rer		Director (HF
3	DAK-MD-2018-100	swe	2018-04-04 00:00:...							d	d		Managing D
4	DAK-MD-2018-100	swe	2018-04-04 00:00:...							d	d		Managing D
5	DAK-MD-2018-121	image	2018-04-18 00:00:...							test5	test5		Managing D
6	DAK-MD-2018-121	image	2018-04-18 00:00:...							test5	test5		Managing D

### 4.3. DAK Movement

- It means initiating a workflow with the DAK. Clicking on file containing DAK from inbox will open up a screen which has option to forward the same to some other user.

Clarify Revert Refer DAK Forward DAK Complete DAK --Select Attachment-- View Attachment Print Prev Next TrackSheet

DAK properties

Receipt Number	DAK-D(F)-2018-019
Subject	Letter to all process own
Receiving Date	20/04/2018
Letter Dated	
Dispatch Number	
Dispatch Date	
From Whom Received	
Sender Department	
Disposal	
Receiving Office	Director (Finance) Dehr

Remarks

## यूजेवीएन लिमिटेड

(उत्तराखण्ड सरकार का उपक्रम)

### UJVNL LIMITED

(A Govt. of Uttarakhand Enterprise)

कार्यालय उत्तराखण्ड (यूजेवीएन लिमिटेड), "उज्जवल", महारानी बाग, भीमचन्द्रका रोड, देहरादून-248006 (उत्तराखण्ड), दूरभाष 0135-2763808, फैक्स 0135-2763508  
Dy. General Manager (IT), "Ujjwal", Maharani Bagh, G.M.S. Road, Dehradun-248006 (Uttarakhand) Phone: 0135-2763808, Fax: 0135-2763508  
CIN No.40101UR2001SGC025866  
ISO 9001:2008 Certified

No.: /UJVNL/02/D(O)/DGM(IT)/DMS Date: /12/2017

**Sub: ERP Implementation at UJVNL – Project "SUGAMYA"**

**To,**  
All Nodal Officers/Process Owners  
ERP Implementation

Sir,

The development of ERP solution for implementation in UJVNL is in last phase. The File and Dak management data related to different department has to be uploaded to system for starting the operation i.e. Go-live stage.

A team on behalf of M/s Accenture has arrived for this work. This team has scheduled a workshop on DMS according to the schedule at Annexure-1. The team will be giving a presentation covering following points:

- There are several options that can be performed. These are explained below :

### 4.3.1. Add New Remarks and View Old Remarks

User can associate remarks to each DAK. To add DAK remarks click on 'New' button, the remarks area will become editable. After writing remarks click on 'Save' button to save the entered remarks.

The screenshot displays the UJVNL DAK system interface. On the left, a form contains fields for 'Receiving Date' (20/04/2018), 'Letter Dated', 'Dispatch Number', 'Dispatch Date', 'From Whom Received', 'Sender Department', 'Disposal', 'Receiving Office' (Director (Finance) Dehr), 'Scanning Date' (20/04/2018), and 'Scanning Operator-Registering User' (test6). Below these fields is a 'Remarks' section with a text area containing 'test5 wrote on 01/05/2018 16:30' and 'ok'. At the bottom of the form are buttons for 'New', 'Secure', 'Edit', 'Remarks Sheet', and 'Delete'. The main content area on the right shows a document header for 'यूजेवीएन लिमिटेड' (UJVNL LIMITED), a logo, and contact information. The document title is 'Sub: ERP Implementation at UJVNL – Project “SUGAMYA”'. The 'To' field lists 'All Nodal Officers/Process Owners' and 'ERP Implementation'. The 'Date' is '/12/2017'. The body text states: 'Sir, The development of ERP solution for implementation in UJVNL is in last phase. The File and Dak management data related to different department has to be uploaded to system for starting the operation i.e. Go-live stage. A team on behalf of M/s Accenture has arrived for this work. This team has scheduled a'.

Old remarks can be viewed by clicking on “Remarks Sheet”,

The screenshot displays the UJVNL DAK system interface with the 'Remarks Sheet' window open. The window title is 'Remarks Sheet'. It contains a 'Document Name' field with the value 'DMS\_Letter\_to\_all\_process\_owner'. Below this is a 'View Remarks of user(s):' section with a dropdown menu set to '<All Users>' and a 'Go' button. The 'Remarks' section lists two entries: 'test5 wrote on 01/05/2018 16:30' with the remark 'ok', and 'test5 wrote on 01/05/2018 16:35' with the remark 'approved'. At the bottom of the window is a 'Print' button. The background shows the same document as the previous screenshot, but the 'Remarks' section is now empty, and the 'Remarks Sheet' button in the bottom navigation bar is highlighted.

### 4.3.2. Clarify, Revert, Refer, Forward and Complete DAK

A filed DAK can be Referred, Reverted, Clarified or Completed.

**Clarify:** A DAK can be sent for clarification to a user. The user can be searched and added. Screenshot is shown below.

The screenshot shows a web application interface for managing DAKs. The top navigation bar includes buttons for 'Clarify', 'Revert', 'Refer DAK', 'Forward DAK', 'Complete DAK', and a dropdown for '--Select Attachment--'. The main content area is divided into several sections:

- Form Fields:** Includes 'Receiving Date' (20/04/2018), 'Letter Dated', 'Dispatch Number', 'Dispatch Date', 'From Whom Received', 'Sender Department', 'Disposal', 'Receiving Office' (Director (Finan)), 'Scanning Date' (20/04/2018), and 'Scanning Operator-Registering User' (test6).
- Remarks:** A text area containing 'test5 wrote on 01/05/2018 16:35' and 'approved'.
- DAK Movement:** A section with 'To:' (empty), 'Subject:' (Letter to all process owners), and 'Attachments'.
- Tracksheet:** A table with columns 'Date', 'Time', 'Action', and 'Done By'. It contains one record: '2018-04-20', '18:09:27', 'Initiate', 'test6'.

The bottom of the window shows a status bar with buttons for 'New', 'Secure', 'Edit', 'Remarks Sheet', and 'Delete'. A footer message states: 'A team on behalf of M/s Accenture has arrived for this work. This team has scheduled a'.

**Revert:** A received DAK can be sent back to the user who has sent it. The sending user name will be shown by default in "To:" field. Screenshot is shown below.

This screenshot is similar to the one above but shows the 'Revert' process. The 'To:' field in the 'DAK Movement' section is now populated with 'test6'. The 'Subject' remains 'Letter to all process owners'. The 'Tracksheet' table is identical, showing the 'Initiate' action by 'test6' on '2018-04-20' at '18:09:27'. The rest of the interface, including the form fields, remarks, and navigation bar, is the same as in the previous screenshot.

**Refer:** A DAK can be sent to a user for his/her reference. The user can be searched and added. Screenshot is shown below.

The screenshot shows the 'Refer DAK' interface. On the left, there is a form with fields: Receiving Date (20/04/2018), Letter Dated, Dispatch Number, Dispatch Date, From Whom Received, Sender Department, Disposal, Receiving Office (Director (Finan), Scanning Date (20/04/2018), and Scanning Operator-Registering User (test6). Below this is a 'Remarks' section with a text area containing 'test5 wrote on 01/05/2018 16:35' and 'approved'. At the bottom are buttons: New, Secure, Edit, Remarks Sheet, and Delete.

The 'View Action Item' window is open, showing a 'DAK Movement' form. The 'To:' field is empty, and the 'Subject:' is 'Letter to all process owners'. Below the form is a 'Tracksheet' table:

Date	Time	Action	Done By
2018-04-20	18:09:27	Initiate	test6

On the right side of the window, there is a 'Date:' field with the value '/12/2017' and a text area containing 'in last phase. The File uploaded to system for'. At the bottom of the window, there is a button 'Print' and a text area containing 'A team on behalf of M/s Accenture has arrived for this work. This team has scheduled a'.

**Forward:** A DAK can be forwarded to a user to work upon it. The user can be searched and added. Screenshot is shown below.

The screenshot shows the 'Forward DAK' interface. On the left, there is a form with fields: Receiving Date (20/04/2018), Letter Dated, Dispatch Number, Dispatch Date, From Whom Received, Sender Department, Disposal, Receiving Office (Director (Finan), Scanning Date (20/04/2018), and Scanning Operator-Registering User (test6). Below this is a 'Remarks' section with a text area containing 'test5 wrote on 01/05/2018 16:35' and 'approved'. At the bottom are buttons: New, Secure, Edit, Remarks Sheet, and Delete.

The 'View Action Item' window is open, showing a 'DAK Movement' form. The 'To:' field is empty, and the 'Subject:' is 'Letter to all process owners'. Below the form is a 'Tracksheet' table:

Date	Time	Action	Done By
2018-04-20	18:09:27	Initiate	test5

On the right side of the window, there is a 'Date:' field with the value '/12/2017' and a text area containing 'in last phase. The File uploaded to system for'. At the bottom of the window, there is a button 'Print' and a text area containing 'A team on behalf of M/s Accenture has arrived for this work. This team has scheduled a'.



**Complete:** To complete a DAK, it has to be filed in a file. The below screen appears when user clicks on Complete DAK link.

View Action Item - Google Chrome

192.168.52.74:8080/egov/Customization/actionitemview.jsp?egovID=-8815833029680707959&From=Inbox&Action...

DAK Movement

Send Options Exit

File DAK

Select File

Tracksheet

Date	Time	Action	Done By
2018-04-20	18:09:27	Initiate	test6

Print

New Secure Edit Remarks Sheet Delete

A team on behalf of M/s Accenture has arrived for this work. This team has scheduled a

User has to click on Select file link. On click the below screen appears:

View Action Item - Google Chrome

192.168.52.74:8080/egov/Customization/ufdaks/destfoldertool/fil...

File DAK

Create New File File in an Existing File Create Part File

File Location: ujvnlegovone/Chairman Office Ujjw

Vertical

Office: Chairman Office Ujjwal Dehradun

Section: Select Section

File Mark:

File Head:

File Number:

The DAK can be filed in a new file, or in an existing file or in a part file. After filling all the mandatory fields the DAK can be marked as completed.

## 4.4 View Attachments

If there is any attachment attached it can be viewed by selecting it and clicking on **View Attachment** button.

The screenshot displays the 'View Attachment' window. On the left, the 'DAK properties' panel lists various fields: Receipt Number (DAK-EE-2018-027), Receiving Date (19/04/2018), Letter Ref. No., Letter Dated, Dispatch Number, Dispatch Date, From Whom Received, Sender Department, Subject (Narendra Modi), File Mark (Pritam), File Head (Scanning), Disposal, Receiving Office (EE (E and M-II) IT De), and Scanning Date (19/04/2018). Below this is a 'Remarks' section. The main area on the right, titled 'getdocstream', shows the content of the selected attachment: 'Letter No: 13/UJ/VNL/02/Director Operations/EE-II(EM-IT)/A3' dated '02/04/2018', with the text 'test note file mark1' and 'edited 1111'. The interface includes a top navigation bar with buttons like 'Clarify', 'Revert', 'Refer DAK', 'Forward DAK', 'Complete DAK', 'View Attachment', 'Print', 'Prev', 'Next', 'TrackSheet', and 'Close'. A bottom navigation bar shows page indicators and a 'Now' button.

## 4.5 Tracksheet

- User can click on Track sheet to see the actions performed on the DAK
- In the Forward DAK screen User has the option to send the DAK to the users as well as to the Group containing the multiple users by assigning the name of group in the 'To groups' field as shown in the screen
- When DAK is forwarded to a user, it is received in the inbox by the recipient
- If the DAK in Action Item is not needed to be forwarded to the next user then the workflow has to be completed and DAK is filed in a file.
- To complete the Action Item, Open the Action Item from the Inbox
- Click on “Complete”

Clarify
Revert
Refer DAK
Forward DAK
Complete DAK
--Select Attachment--
ViewAttachment
Print
Prev
Next
TrackSheet
Close

DAK properties

Receipt Number
Subject
Receiving Date
Letter Dated
Dispatch Number
Dispatch Date
From Whom Received
Sender Department
Disposal
Receiving Office

DAK-D(F)-20
Letter to all p
20/04/2018
Director (Fin

Remarks

TrackSheet - Google Chrome
192.168.52.74:8080/egov/Customization/tracksheet.jsp?DocDetails=3052%15DMS\_Letter\_to\_all\_process\_owner%151...

Tracksheet

Date	Time	Action	Done By
2018-04-20	18:09:27	Initiate	test6

Print

0135-2763808, 0135-2763508
0135-2763808, Fax: 0135-2763508

Date: /12/2017

in last phase. The File  
uploaded to system for

A team on behalf of M/S Accenture has arrived for this work. This team has scheduled a workshop on DMS according to the schedule at Annexure-1. The team will be giving a presentation covering following points:

## 5. File Movement and Tracking

eGov Office completely automates the operations related to physical files such as creation of file in the system, adding comment / notes, moving file, searching etc.


This chapter discusses the following aspect of file archival:

- File Creation
- File Register


### 5.1 Create Main File and Part File

Enter the values in below fields to create main file:

- Select the Section, if applicable
- Enter the File mark
- Enter the File Head
- The other details like Vertical, Office, File Number and File path would be auto-generated
- There is restriction on using certain special characters while creating File.
- User will get alert message if any of the restricted character is used and the user has to remove that character and re-create the file.



Go To ▾ Reports ▾ ⚙ ▾ 📅 🔔 Welcome Chairman, New User ▾




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WORKDESK

NAVIGATE TO

⬇




19

DAK

NAVIGATE TO

⬇




2

OFFICE NOTE

NAVIGATE TO

⬇



1

FILES

NAVIGATE TO

⬇

Create File

☒ Create Main File

☐ Create Part File

Vertical :		Office :	Chairman Office Ujjwal Dehradun
Section :	Select Section ▾	File Mark :	
File Head :		FileNumber :	/Chairman-O
File Path	ujvnlegovone/Chairman Office Ujjwal Dehradun		Create

40 | Page

## Enter the values in below fields to create part file:

- Click on “Search Main File” to search the desired file from list of files
- Click on radio button to select the main file
- Enter the mandatory values in “Part file subject”
- Click on “Create” command button to create the part file

**eGov** Go To Reports Settings Calendar Welcome Chairman, New User

**22** WORKDESK NAVIGATE TO

**19** DAK NAVIGATE TO

**2** OFFICE NOTE NAVIGATE TO

**1** FILES NAVIGATE TO

Create File

☐ Create Main File ☒ Create Part File

File Number :  File Head :

Vertical :  Office :

Part File Subject :  File Mark :

[Search Main File](#) [Create](#)

**eGov** Go To Reports Settings Calendar Welcome Director, test3

**76** WORKDESK NAVIGATE TO

**3** FILES NAVIGATE TO

Create File

☐ Create Main File ☒ Create Part File

File Number :  File Head :

Vertical :  Office :

Part File Subject :  File Mark :

[Search Main File](#) [Create](#)

Search File - Google Chrome

192.168.52.74:8080/egov/Customization/searchfile.jsp?FileType=part&FileType=part&egovID=-32804010403457185...

Search File

File Number :  File Head :

	File Number	File Head	Date
<input type="radio"/>	Director HR and subordinate offices/D(HR)/A-1	Border Pay and other Spl. Pay / Pay Commissions	11/04
<input type="radio"/>	Director HR and subordinate offices/D(HR)/G1	ertes	08/05
<input checked="" type="radio"/>	Director HR and subordinate offices/D(HR)/partFilemerging11	partFilemerging11	04/05
<input type="radio"/>	Director HR and subordinate offices/D(HR)/partfilemergenoting6	partfilemergenoting6	02/05
<input type="radio"/>	Director HR and subordinate offices/D(HR)/partfilemergenoting4	partfilemergenoting4	02/05
<input type="radio"/>	Director HR and subordinate offices/D(HR)/FileMark1	FileHead1	30/03
<input type="radio"/>	Director HR and subordinate offices/D(HR)/12	12	02/04
<input type="radio"/>	Director HR and subordinate offices/D(HR)/FileMark2	FileHead1	30/03
<input type="radio"/>	Director HR and subordinate offices/D(HR)/FM	FH	02/04
<input type="radio"/>	Director HR and subordinate offices/D(HR)/AP1	Filehead1	29/03

Go To
Reports
Welcome Director, test3

76 WORKDESK

NAVIGATE TO

52 DAK

NAVIGATE TO

21 OFFICE NOTE

NAVIGATE TO

3 FILES

NAVIGATE TO

Create File

Create Main File

Create Part File

File Number :

Vertical :

Part File Subject :

Search Main File

Director HR and subordinate offices

Director HR and subordinate offices/D(HR)/partFilemerging11

File Head :

Office :

File Mark :

Create

partFilemerging11

Director (HR) Dehradun

partFilemerging11

File created successfully,Do you want to open it in WhiteHall

OK

Cancel

76 WORKDESK

NAVIGATE TO

52 DAK

NAVIGATE TO

21 OFFICE NOTE

NAVIGATE TO

3 FILES

NAVIGATE TO

Create File

Create Main File

Create Part File

File Number :

Vertical :

Part File Subject :

Search Main File

Director HR and subordinate offices

Director HR and subordinate offices/D(HR)/partFilemerging11

File Head :

Office :

File Mark :

Create

partFilemerging11

Director (HR) Dehradun

partFilemerging11

White Hall view of a file is shown below:

Folder : Director Operations/EE-It(EM-IT)/FM1 - Google Chrome

White Hall

Select Attachment

View Attachments

Refer

Clarify

Forward

Complete

Dispatch

Create Note / Draft

Linked Office Notes / Draft

Add Document

More

Close

Notings

Enclosures

Properties

Add Note

Modify Note

(File No-Director Operations/EE-It(EM-IT)/FM1 File Subject FHT)

Test Note

Note 1 Secure

TSARA 92011 Executive Engineer EE (E and M&IT) Dehradun 03-Apr-2018 15:52:21

Links of Note 1

Name

Path

No Links to the current Note.

Note Link

Delete Link

PAPER - I

SUBJECT/CODE : General Studies / 00

Signature and Name of Investigator

1. (Signature)

(Name)

2. (Signature)

(Name)

Time : 1½ hours

Test Booklet Code

Number of Pages in this Booklet : 16

Instructions for the Candidates

Serial No.

OMR Sheet No. :

(To be filled by the Candidate)

Roll No.

(In figures as per admission card)

Roll No.

(In words)

Maximum Marks : 100

Number of Questions in this Booklet : 60

परीक्षार्थी के लिए निर्देश

### 5.1.1. Clarify, Revert, Refer, Forward and Complete DAK

A file can be Referred, Clarified, Reverted or Forwarded.

**Clarify:** A file can be sent for clarification to a user. The user can be searched and added. Screenshot is shown below.

The screenshot shows a web application interface with a green header bar containing navigation links: White Hall, -Select Attachment-, View Attachments, Refer, Clarify, Revert, Forward, Dispatch, Create Letter / OM, Linked Letter / OM(1), Add Document, Merge, More, and Close. Below the header, there are tabs for Notings, Enclosures, and Properties. The main content area displays a 'File Movement' dialog box titled 'View Action Item - Google Chrome'. The dialog box has a URL bar showing '192.168.52.74:8080/egov/Customization/actionitemview.jsp?From=Inbox&Action=Clarification&WorkitemId=1&Pro...'. The 'File Movement' section includes a 'To:' field with a dropdown menu, a 'Subject:' field with the text 'FileNo : Director HR and subordinate offices/D(HR)/parttest1\_Part-1:', and an 'Attachments' link. Below this is a 'Tracksheet' table with columns: Date, Time, Action, and Done By. The table contains one row with the following data: Date: 2018-03-22, Time: 15:24:47, Action: Initiate, Done By: test3. The dialog box also has 'Send', 'Options', and 'Exit' buttons. In the background, a 'SOLD TO: Financial Service Commission' label is visible.

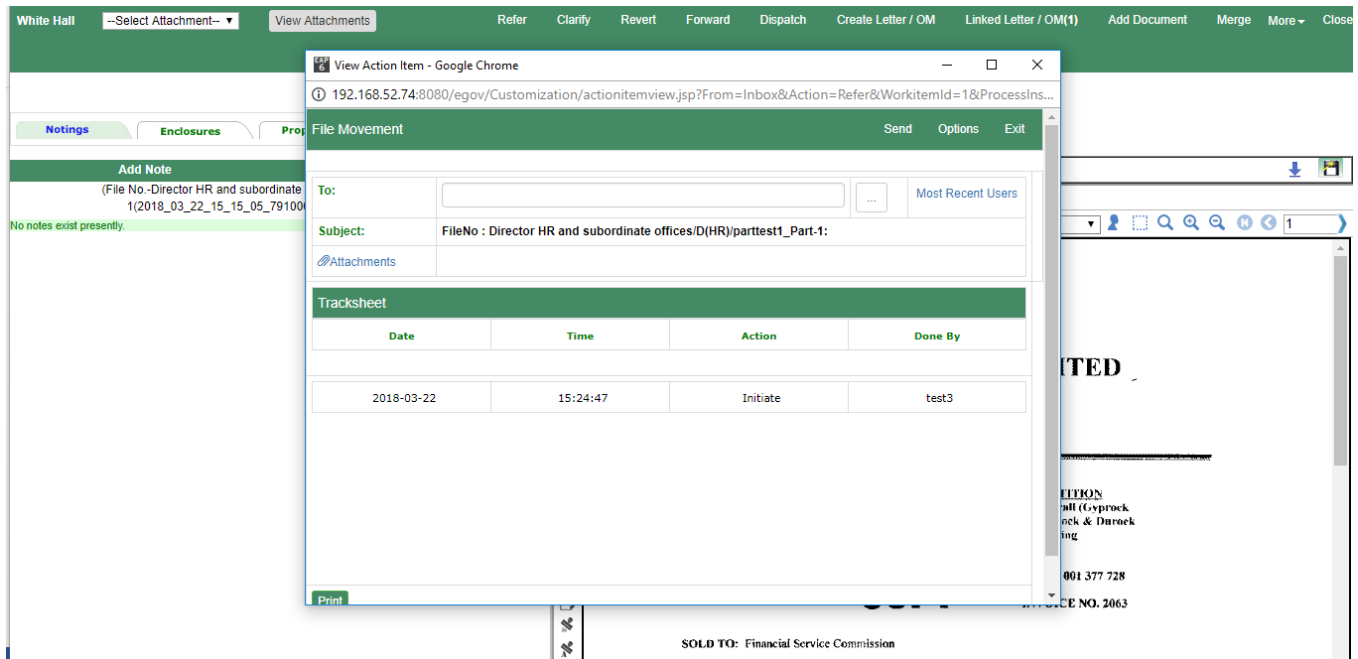
Date	Time	Action	Done By
2018-03-22	15:24:47	Initiate	test3

**Revert:** A received file can be sent back to the user who has sent it. The sending user name will be shown by default in “To:” field. Screenshot is shown below.

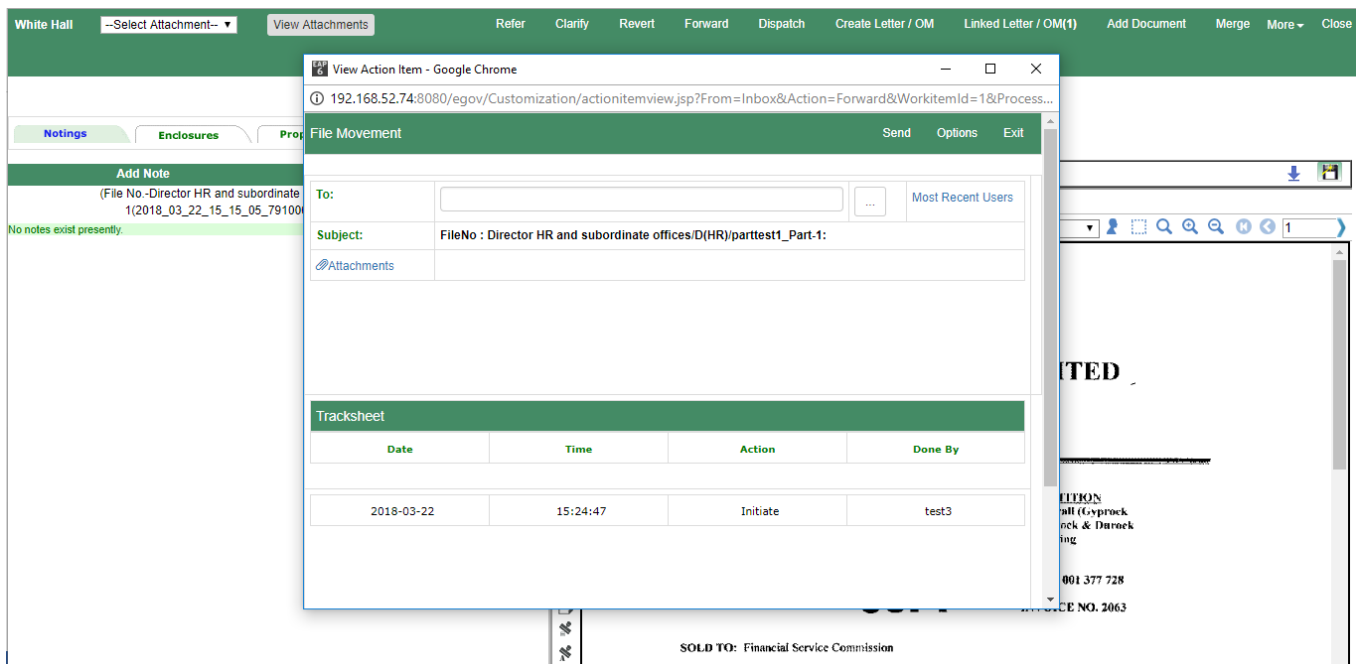
The screenshot shows the same web application interface as the previous one, but with the 'Revert' action selected. The 'View Action Item' dialog box is still open, and the 'To:' field now displays 'test3,'. The 'Subject:' field remains 'FileNo : Director HR and subordinate offices/D(HR)/parttest1\_Part-1:'. The 'Tracksheet' table is identical to the previous screenshot, showing the same data: Date: 2018-03-22, Time: 15:24:47, Action: Initiate, Done By: test3. The dialog box also has 'Send', 'Options', and 'Exit' buttons. In the background, a 'SOLD TO: Financial Service Commission' label is visible.

Date	Time	Action	Done By
2018-03-22	15:24:47	Initiate	test3

**Refer:** A DAK can be sent to a user for his/her reference. The user can be searched and added. Screenshot is shown below.



**Forward:** A DAK can be forwarded to a user to work upon it. The user can be searched and added. Screenshot is shown below.

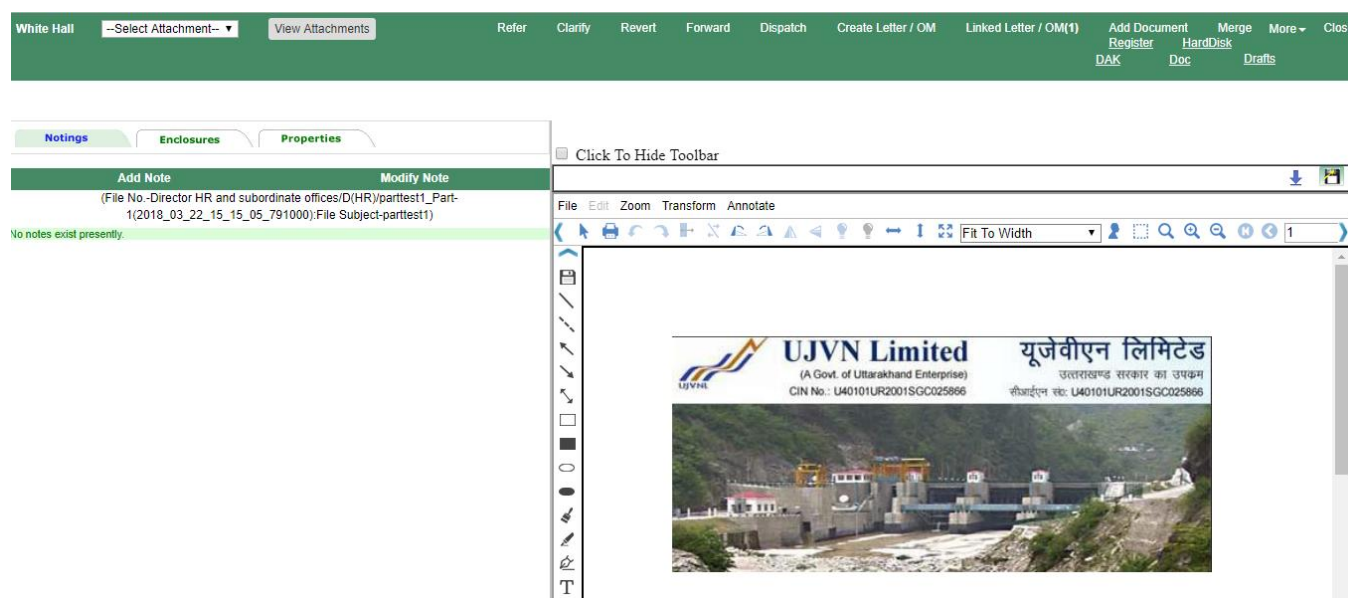




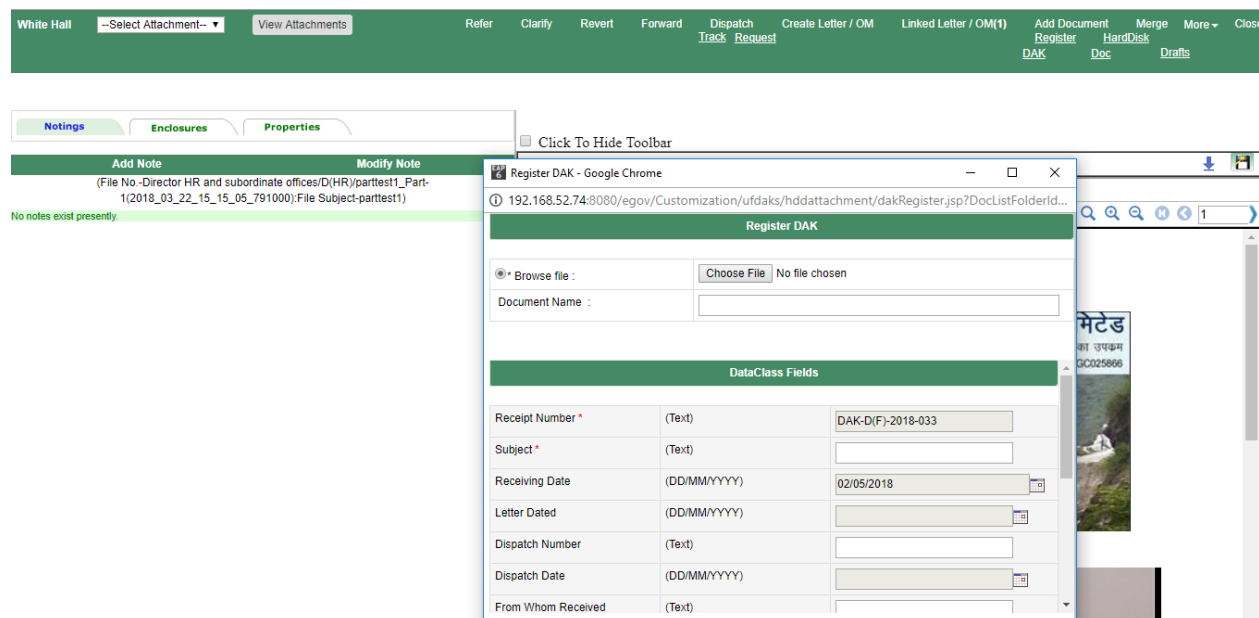
### 5.1.2. Add Document

To add a document in the file click on the “Add document” from the top toolbar of the Whitehall. On mouse hover over the Add Document link the user will get below options:

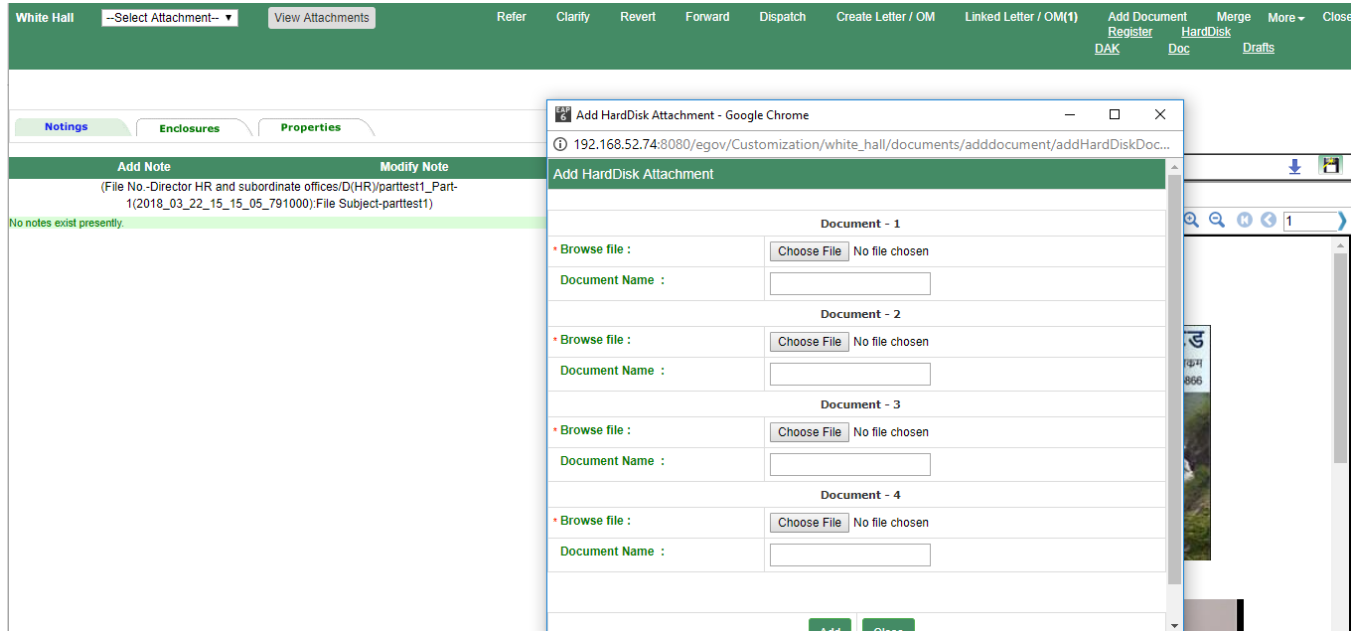
1. Register DAK
2. HardDisk Doc
3. Drafts



**Register DAK:** A new DAK can be added by clicking this link.



**HardDisk Doc:** This option is used to add documents from user's system.



**Drafts:** Any drafted office note are available here and can be added.

Drafts					
	Subject	Creation Date	Modified Date	Size	Author
<input type="checkbox"/>	Draft letter	02/05/2018 10:48AM	02/05/2018 10:48AM	2 KB	test6
<input type="checkbox"/>	1234	02/05/2018 10:46AM	02/05/2018 10:46AM	2 KB	test6

< PrevNext >

Add

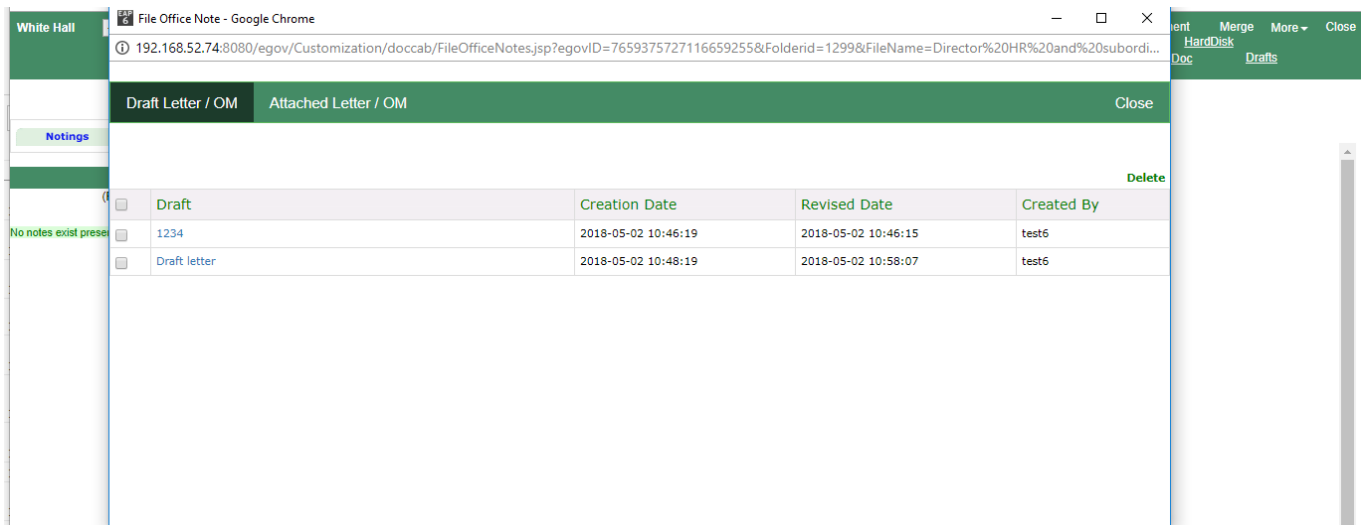
### 5.1.3. Create Letter, Linked Letter

#### Create Letter

On clicking the Create Letter link, the below screen will open. The user can select office templates if available.

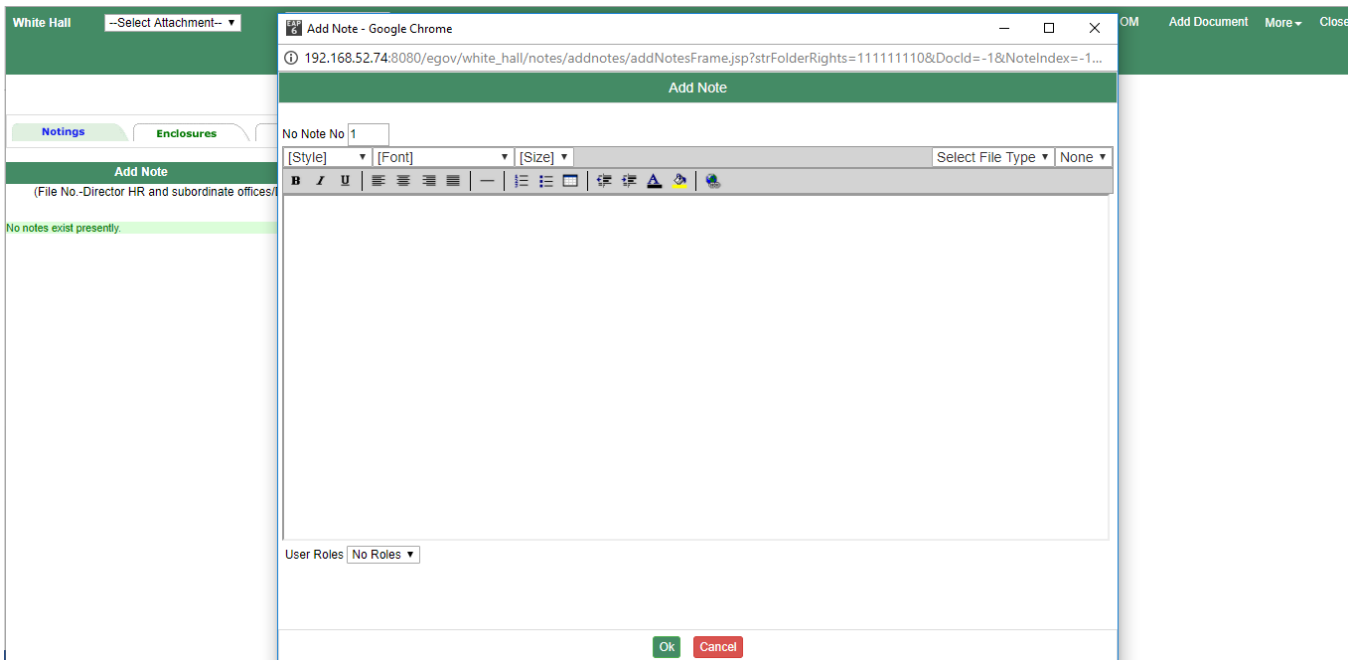


The drafted letters will be available under Draft Letter/OM screen. The screenshot is as shown:



#### 5.1.4. Add & Modify Green Notes

To add comment or put a note with the file click on “Noting” then Add note”. Note editor will get opened, type the note and click on “OK”. Note will appear on the left hand side with the username and timestamp.



White Hall --Select Attachment-- View Attachments Refer Clarify Revert Forward Dispatch Track Request Create Letter / OM Linked Letter / OM Add Document More Closes

Notings Enclosures Properties

Add Note Modify Note  
(File No-Director HR and subordinate offices/D(HR)/FileMark123:File Subject-FileHead123)

Note 1 Secure

sample note

New User  
test6  
Director  
Director (Finance) Dehradun  
02-May-2018 12:10:22

Link(s) of Note 1

Name	Path
No Links to the current Note.	

- User can also link this note to any Page No of current selected document.
- User can link this note with last Note created in list of notes.
- User can also add this note as further addition/paragraph to last created note.
- User can also link a note with the specific document / page number of the document by clicking “Add link”.

To **Modify Note**, user can click on Modify Note link and make changes to the previously added note.

### 5.1.5. Copy to File Mark and Document Search

#### Copy to File Mark

- This option is available under the Enclosures tab in White Hall view.

White Hall --Select Attachment-- View Attachments Refer Clarify Revert Forward Complete Dispatch Create Letter / OM Linked Letter / OM Add Document More Closes

Notings Enclosures Properties

Copy to File Mark Document Search

Name	Version	Created on
No document to show		
< Prev		
Next >		

No Note(s) to show.

- On clicking "Copy to File Mark" link below screen will appear

White Hall Dispatch Create Letter / OM Linked Letter / OM Initiate Add Document Merge More Close

Notings **Enclosures** Properties

Copy to File Mark Document Search

Search File - Google Chrome

192.168.52.74:8080/egov/searchfileDocCopy.jsp?FileType=part&SelfIndex=1743&doc=&file=file&egovID=4515939676330842578

Search File

File Number :  File Head :  Search

- On searching, the results will appear as shown below:

White Hall Dispatch Create Letter / OM Linked Letter / OM Initiate Add Document Merge More Close

Search File - Google Chrome

192.168.52.74:8080/egov/searchfileDocCopy.jsp?FileType=part&SelfIndex=1743&doc=&file=file&egovID=4515939676330842578

Search File

File Number :  File Head :  Search

		File Number	File Head	DateOfCreation	Owner
<input type="radio"/>		Director Finance and subordinate offices/D(F)/2wsx	2wsx	26/03/2018 10:36AM	test2
<input type="radio"/>		Director Finance and subordinate offices/D(F)/3	3	03/04/2018 03:18PM	test9
<input type="radio"/>		Director Finance and subordinate offices/D(F)/67	67	28/03/2018 01:13PM	test2
<input type="radio"/>		Director Finance and subordinate offices/D(F)/7878	7878	28/03/2018 01:16PM	test2
<input type="radio"/>		Director Finance and subordinate offices/D(F)/8989	8989	28/03/2018 01:28PM	test2
<input type="radio"/>		Director Finance and subordinate offices/D(F)/aabbaabb	aabbaabb	15/02/2018 01:58AM	test2
<input type="radio"/>		Director Finance and subordinate offices/D(F)/abcd	abcd	15/02/2018 01:53PM	test2
<input type="radio"/>		Director Finance and subordinate offices/D(F)/abcd0000	abcd0000	18/02/2018 01:01:15PM	test9
<input type="radio"/>		Director Finance and subordinate offices/D(F)/acv	acv	28/03/2018 12:29AM	test2
<input type="radio"/>		Director Finance and subordinate offices/D(F)/Added	Added	18/02/2018 01:04:1PM	test2

- User then needs to select the file and click on "Select" button and the file will be enclosed successfully.

## Document Search

- This option is available under the Enclosures tab in White Hall view.

White Hall    --Select Attachment--    View Attachments    Refer    Clarify    Revert    Forward    Complete    Dispatch    Create Letter / OM    Linked Letter / OM    Add Document    More ▾    Close

Notings    **Enclosures**    Properties

« Copy to File Mark    » Document Search

Name	Version	Created on
No document to show		

< Prev    Next >

No Note(s) to show.

- On clicking "Document Search" link below screen will appear

White Hall    Dispatch    Create Letter / OM    Linked Letter / OM    Initiate    Add Document    Merge    More ▾    Close

Notings    **Enclosures**    Properties

« Back to Document List

Document Name

Creation Date  :     Uploaded By

- On searching, the documents will appear as shown below:

White Hall    Dispatch    Create Letter / OM    Linked Letter / OM    Initiate    Add Document    Merge    More ▾    Close

Register    HardDisk    DAK    Doc    Drafts

Notings    **Enclosures**    Properties

« Back to Document List

Document Name

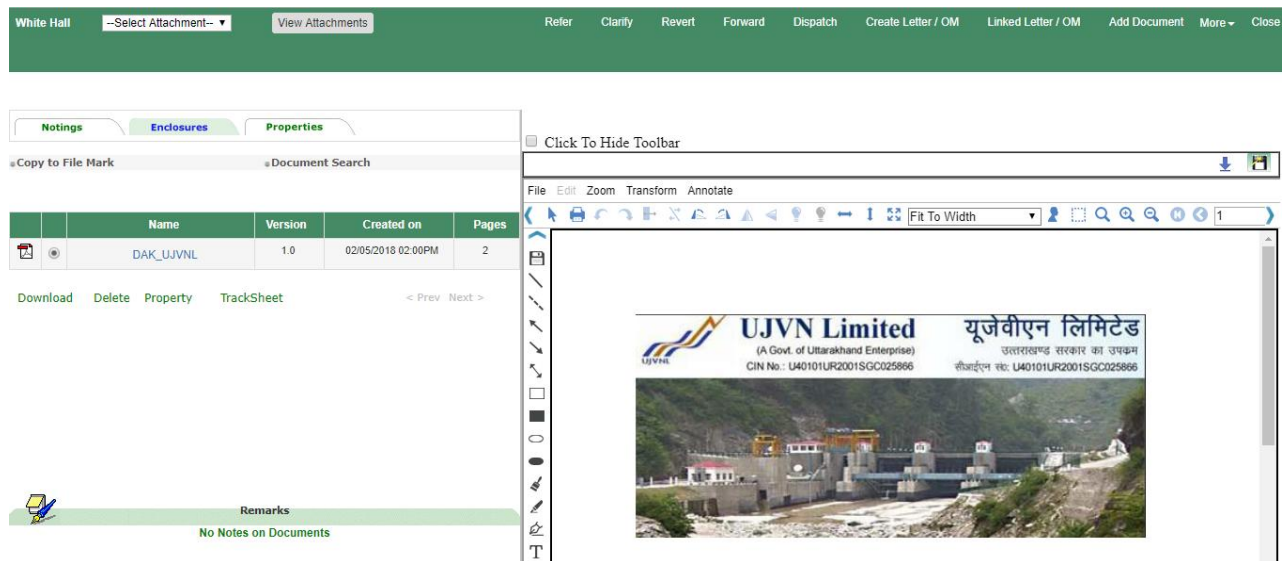
Creation Date  :     Uploaded By

	Document Name	Creation Date	Uploaded By
<input type="radio"/>	NoteSheet	2018-04-19 14:56:37	test2

### 5.1.6. Download, Delete, Track sheet (DAK)

- **Delete:** User can delete the document.
- **Download:** User can download the document.
- **Track sheet:** User can also view Track sheet of the document.



### 5.1.7. Dispatch

#### 5.1.7.1. Introduction

Outward means all documents which are to be dispatched outside UJVNL like ministry, vendors, companies, clients etc.

In order to Dispatch a particular document, it is a pre - requisite for the document to be filed in an e-Gov file in the system (e-Gov Suite).

There are two types of users in Dispatch module.

- a) Normal Users - They can only generate or revoke the dispatch requests.
- b) Dispatch Users - They can disburse the dispatch request.



### 5.1.7.2. User Types

#### a) Normal Users (Non-Dispatch User)

A normal user can generate a request for dispatch in two ways:-

##### 1. From File.

#### 1) From File

White Hall

--Select Attachment--

View Attachments

Refer

Clarify

Revert

Forward

Complete

Dispatch

Create Letter / OM

Linked Letter / OM(3)

Add Document

More

Close

Notings

Enclosures

Properties

Copy to File Mark

Document Search

	Name	Version	Created on	Pages
	DAK_UJVNL	1.0	27/04/2018 02:17PM	2
	Draft1	1.0	27/04/2018 11:51AM	1

Download

Delete

Property

TrackSheet

< Prev

Next >

Remarks

test5 wrote on 27/04/2018 11:50

Notes Added By :test5 / New User / at Fri Apr 27 11:51:06 IST 2018

यूजेवीएन लिमिटेड

उत्तराखण्ड सरकार का उपक्रम

**UJVN Limited**

(A Govt. of Uttarakhand Enterprise)

Chairman Office, Ujjwal, Maharani Bagh, GMS Road, Dehradun

CIN No.4010UR2001SGC025866

- User needs to select the Office Note (html) document.
- User can hover the mouse pointer over Documents link and s/he will get two options ie, Dispatch Track and Dispatch Request. By clicking on Dispatch Request link to generate a dispatch request. After clicking on it, below screen opens where user gets option to dispatch it internally or externally. The Letter Number generation is a mandatory step and auto-incremental based on the last number used by the office. The user can attach additional documents from file by clicking on the attachments link.

White Hall --Select Attachment--

Dispatch

Internal External

Text (Optional):  Generate Letter No.

Letter Number:

Internal Dispatch External Dispatch Clear Cancel

Document Name	Creation Date Time
Draft1	27/04/2018 11:51
DAK_UJVNL	27/04/2018 14:17

Download Delete Property Track

test5 wrote on 27/04/2018 15:05  
Notes Checked By: test5 / New User / at Fri /

- When user selects Internal Dispatch, user has to fill To and Subject.

White Hall --Select Attachment-- View Attachments Refer Clarify Revert Forward Complete Dispatch Track Request Create Letter / OM Linked Letter / OM(3) Add Document More Close

Letter Dispatch Form

Selected Document: 123

Letter Number: 2/UJVNL/Error/Error/Chairman-O/FM1/Letter

To:

Subject:

Sender Department: Chairman Office Ujjwal Dehradun

Addressee's Name: New User

Submit Close

test5 wrote on 27/04/2018 15:05  
Notes Checked By: test5 / New User / at Fri /

- When user selects External Dispatch, normal user has to fill below fields :
  - Dispatch ID - Auto generated based on some logic
  - Subject
  - Dispatch Mode - (Courier / Postal / By Hand/E-mail/FAX)

- Organization
- Recipient's Name
- Recipient's Address
- Recipient email id if dispatch mode is email
- Recipient Fax no if the dispatch mode is FAX

192.168.52.74:8080/egov/Customization/custom/dispatchView.jsp?egovID=-6639605816781487333&egovID=-6639605816781487333&egovID=-6639605816781487333&serial\_no=2&serial\_no=2&fileofLetter=%2FChair... — □ ×

192.168.52.74:8080/egov/Customization/custom/dispatchView.jsp?egovID=-6639605816781487333&egovID=-6639605816781487333&egovID=-6639605816781487333&serial\_no=2&serial\_no=2&fileofL...

Letter Dispatch Form

Selected Document:	123	Recipient's Name*	
Dispatch ID*	Dispatch_00000115	Recipient's Address*	
Subject*		Recipient Email ID:	
Dispatch Mode*	--Select--	Recipient Fax No:	
Organization*	--Select--	Addressee's Name*	test5
Letter Number	2/UJVNU/Error/Error/Chairman-O/FM1/der	Dispatch Group*	chairman office ujwal dehradun_dispatch

Add Modify Delete Submit Close

- After filling all these details, user clicks on Add and then submits the dispatch request having a Unique Dispatch Id like **Dispatch\_00000008** will be registered.
- Multi-mode and multi recipient option is available
- A normal user can only see Dispatch Register. Refer below screen shot for more reference.

eGov Go To Reports Settings Calendar Welcome Chairman, New User

25 WORKDESK NAVIGATE TO

20 DAK NAVIGATE TO

2 OFFICE NOTE NAVIGATE TO

3 FILES NAVIGATE TO

Dispatch Register

Show 10 entries Search:

Dispatch ID	Subject	Organization	Dispatch DateTime	Tracking ID/Email ID/Fax No.	Tracking DateTime	Dispatch Mode	Status
Dispatch_00000115	Imp: DAK #123	ExBody-1	30/04/2018 17:52			Courier	Pending

Showing 1 to 1 of 1 entries Previous 1 Next

- All the dispatch requests moves to a Dispatch Register of a particular user who generated the request for dispatch.

Go To ▾ Reports ▾ ⚙️ 📅 🔔 Welcome Chairman, New User ▾

25  
WORKDESK

NAVIGATE TO ⬇️

20  
DAK

NAVIGATE TO ⬇️

2  
OFFICE NOTE

NAVIGATE TO ⬇️

3  
FILES

NAVIGATE TO ⬇️

Dispatch Register
 

Show 10 ▾ entries
 

Search:

Dispatch ID ▾	Subject ▾	Organization ▾	Dispatch DateTime ▾	Tracking ID/Email ID/Fax No. ▾	Tracking DateTime ▾	Dispatch Mode ▾	Status ▾
Dispatch_00000115	Imp: DAK #123	ExBody-1	30/04/2018 17:52			Courier	Pending

Showing 1 to 1 of 1 entries
 

Previous
 1
 Next

- A Normal User can cancel the dispatch request, if required.

Dispatch Details ×

Documents

Sender Info

Dispatch ID	Dispatch_00000115
Dispatch Mode	Courier
Organization	ExBody-1
Dispatch DateTime	2018-04-30 17:52:10
Addressee's Name	test5
Recipient Name	User XYZ
Recipient's Address	Address user XYZ
Subject	Imp: DAK #123
Courier No.	
Courier Date	
Cost(₹)	

Canceled Dispatch request don't appear in Dispatch Register.

## b) Dispatch User

A dispatch user can do all the functions a normal user can do but his primary work is to operate on dispatch requests and changes their status from Pending/Initiate to Acknowledged and So on.

Dispatch user can access Dispatch Register and Dispatch Inbox both.

Go To ▾ Reports ▾ ⚙️ 📅 🔔 Welcome Chairman, New User ▾

25  
WORKDESK

NAVIGATE TO ⬇️

INBOX

SENT ITEMS

CC

DISPATCH REGISTER

DISPATCH INBOX

20  
DAK

NAVIGATE TO ⬇️

2  
OFFICE NOTE

NAVIGATE TO ⬇️

3  
FILES

NAVIGATE TO ⬇️

Infiled DAK
 

There are no Items in this View.

Chairman Office Ujjwal Dehradun ▾
 | Register DAK
 | Doc Operations

## Dispatch Register

It has details of all the dispatch registered ever by the user of non-dispatch department or dispatch department.

## Dispatch Inbox

Receives all the dispatch request from various users and one of the user in dispatch department updates its status and acknowledgment is sent to the requested user.

- If Dispatch user clicks on Dispatch Inbox, below screen appears where user can update status of requested dispatch.
- One of the user in Dispatch group fills all the relevant details as per the dispatch mode and updates its status timely.

Dispatch Inbox

Go To Reports Settings Calendar Welcome Chairman, New User

25 WORKDESK NAVIGATE TO

20 DAK NAVIGATE TO

2 OFFICE NOTE NAVIGATE TO

3 FILES NAVIGATE TO

Dispatch ID Subject Organization Dispatch DateTime Tracking ID/Email ID/Fax No. Tracking DateTime Dispatch Mode Status

Dispatch_00000115	Imp: DAK #123	ExBody-1	30/04/2018 17:52			Courier	Pending
Dispatch_00000107	Office Note Test	ExBody-1	02/04/2018 12:52	123444	02/04/2018 12:53	Courier	Dispatched

Showing 1 to 2 of 2 entries

Previous 1 Next

- Dispatch user can see all the dispatch request generated by all the users.
- After clicking on Dispatch Id below screen appears. Under Documents tab, it has name of documents.

Dispatch Details

Documents Sender Info

Document Name(s)

123

Close

- Dispatch user can go to the document can take print out of the document(Hard Copy) and places **Unique Dispatch ID** on it and can send it to its destination by Postal/Courier/By Hand Mode and then updates its status in below screen.

First its status is Pending, the dispatch user acknowledges it.

Dispatch Details ×

Documents

Sender Info

Dispatch ID	Dispatch_00000115
Dispatch Mode	Courier
Organization	ExBody-1
Dispatch DateTime	2018-04-30 17:52:10
Addressee's Name	test5
Recipient Name	User XYZ
Recipient's Address	Address user XYZ
Subject	Imp: DAK #123
Courier No.	
Courier Date	
Status	<div>Acknowledge</div>

Close

- And after acknowledging it, dispatch user can update its status

Dispatch Details ×

Documents

Sender Info

Dispatch ID	Dispatch_00000115
Dispatch Mode	Courier
Organization	ExBody-1
Recipient Name	User XYZ
Dispatch DateTime	2018-04-30 17:52:10
Addressee's Name	test5
Recipient's Address	Address user XYZ
Subject	Imp: DAK #123
Courier No.	
Courier Date	<div></div>
Cost(₹)	
Status	Acknowledged
	<div>Submit</div>

Close

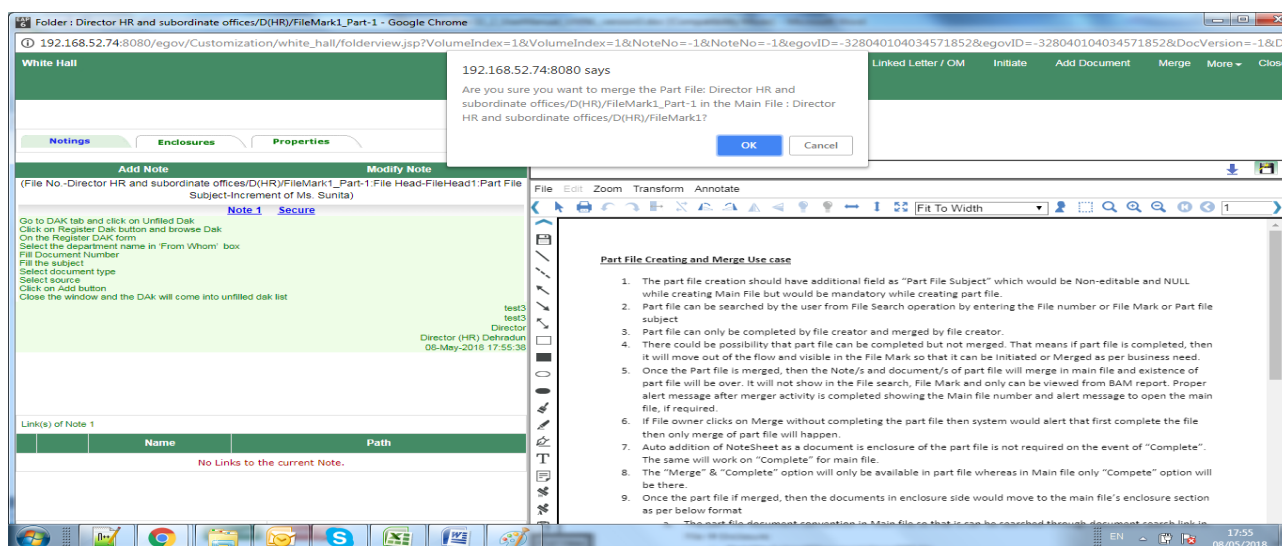
- Dispatch User will fill the necessary details as per Dispatch request and keeps regularly updating as per the tracking of the dispatched document. A notification will be sent to the User who requested the dispatch of the documents on each change of status of the Dispatch request.

### 5.1.8. Copy, Move, Link, Track sheet (File) & Print notes

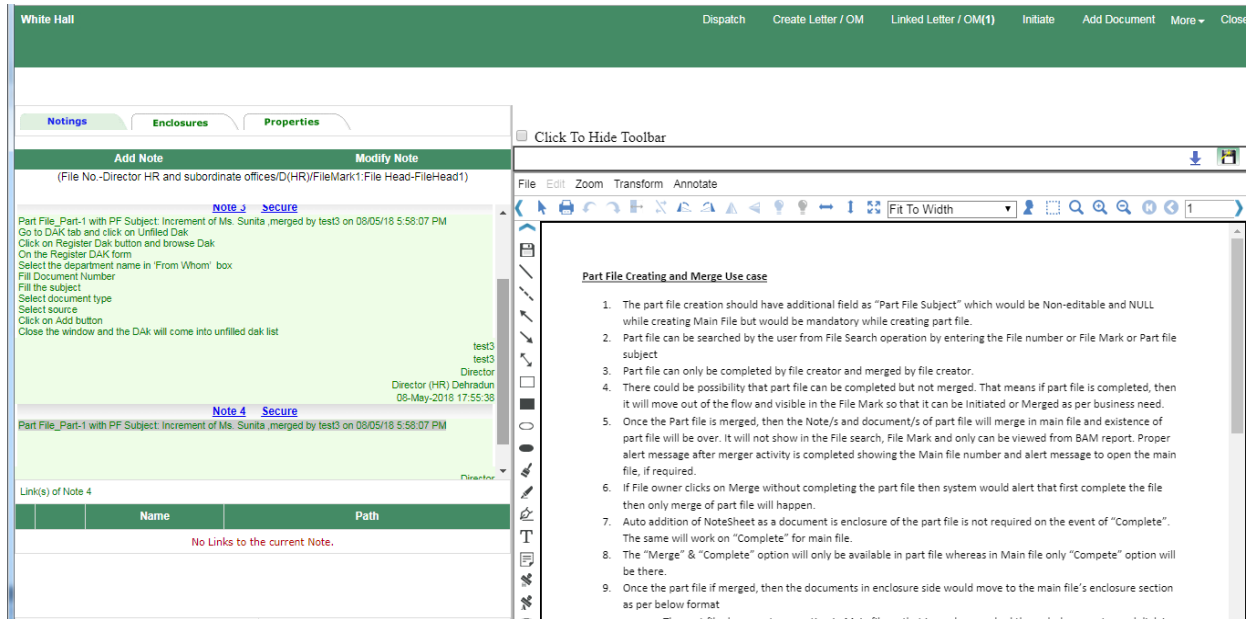
- “Copy” option is used to copy this currently opened document to some the folder.
- “Move” option is used to copy this currently opened document to some the folder.
- “Link” option present in toolbar is used to link this current opened document to other documents present in your e-gov system directory. This allow user to club similar documents.
- “Track sheet” is used to track the actions taken on a file.
- “Print Notes” option is used to print the notes present in this opened file.

### 5.1.9. Merge Part File

- The owner of the main file can merge part file with main file
- Both main file and part file should be available with file owner who is performing the merge operation
- If the part file is having any pending OM/Letter (Office Note), then system will alert in doing so. The user has to approve the same to proceed with “Merge” operation. The same will work for Main file if “Complete” operation is done.
- The part file would not merge, if the Main file is in flow and is not available with file creator. System will alert if such operation is performed.
- While merging the system will ask to merge the Part file into main file



- If OK, then system will ask to merge the Green Note in “Enclosure” section or “Noting” section of main file
- If Noting side, then system will merge the part file green note/s in main file’s noting side



- Also, the part file enclosures would merge in main file’s enclosure side as Part File Subject\$Document Name\$PF-No
- An auto remarks should be added for each part file document in the Notes section of the Main File as Part File-<PF number> with PF Subject: <Part File Subject> merged by < User Name> on <Date>
- If Enclosure side, then system will merge the part file green note/s along with enclosures in main file’s enclosures as NoteList\$Part File Subject\$PF-No
- An auto remarks will be added for Note List in the Notes section of the Main File as Part File-<PF number> with PF Subject: <Part File Subject> merged by <User Id+User Name> on <Date>

## 5.2. Search File:

eGov Office has an interface for file search. To search a file follow the below steps:

- Click on ‘Search File’ link from Home Screen >> Files >> Search Files
- File Number, File Head, File Mark appear on the screen.
- Either enter any one of the fields value or enter both to search a file and click on ‘search’ button
- There is also filter provided to enhance user search .This filter can have only 3 types of



values which are :

1. All Files: - No filter is applied.
2. Files Under Submission: - Only those fields will be searched which are initiated by user.
3. Files not Under Submission: - Only those fields will be searched which are not yet initiated by user.

The screenshot shows the eGov application interface. At the top, there is a green header bar with the eGov logo on the left and navigation links (Go To, Reports, settings, calendar, bell) and a user greeting (Welcome Chairman, New User) on the right. Below the header, there are four colored tiles: a yellow 'WORKDESK' tile with '22' and a 'NAVIGATE TO' button; a green 'DAK' tile with '19' and a 'NAVIGATE TO' button; a blue 'OFFICE NOTE' tile with '2' and a 'NAVIGATE TO' button; and a light blue 'FILES' tile with '1' and a 'NAVIGATE TO' button. Below these tiles is a 'Search File' section with a form. The form has two columns. The left column contains 'File Number' (with a dropdown arrow), 'Filter' (set to 'All Files'), 'File Mark' (with a text input), and a green 'Search' button. The right column contains 'File Head' (with a dropdown arrow), 'Vertical' (set to 'Select Department Type'), and 'Part File Subject' (with a text input).

- Vertical :- Select Department type

File satisfying the input criteria is displayed on the screen as shown

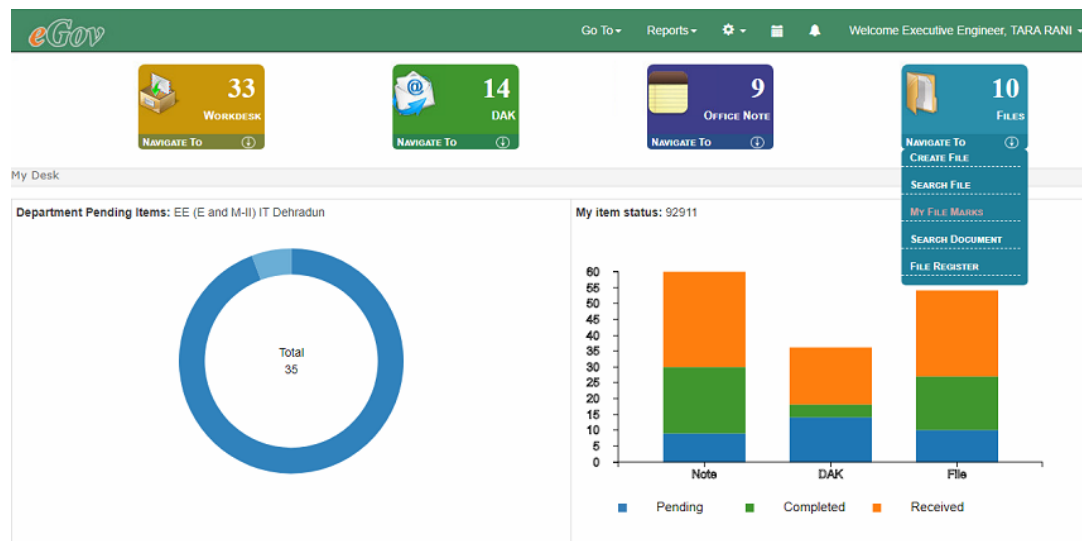
The screenshot shows the eGov application interface with the search results table displayed. The header bar and navigation tiles are the same as in the previous screenshot. Below the tiles, the 'Search File' section now shows a table of results. The table has columns: File Number, File Mark, File Head, Vertical, Office, Creation Date, Owner, and With Whom. A single row of data is shown. Below the table, there are '< Prev' and 'Next >' buttons.

File Number	File Mark	File Head	Vertical	Office	Creation Date	Owner	With Whom
/Chairman-O/123	123	FileHead1	Chairman Office...	Chairman Office...	26/04/2018 04:1...	test5	test5

- Click on a file to search or view all the document of the file
- Following document search screen gets opened as shown.
- Document inside the file can fetched either by browsing the document list. Document Dataclass selected as 'All' or by selecting the particular dataclass from drop down list and searching a document with the displayed fields such as document subject, document date range etc.
- Click the document to view the document in the document viewer

### 5.3. My File Marks

File Mark are maintained at office level. If a new file is created then user needs to create a new file mark and file head, if it doesn't exist.



My File Marks

Back | Fill

Show 10 entries

File Number	File Mark	File Head	Vertical	Office	Creation Date	Owner	With Wt
Director Operations/EE-II(EH-IT)/U/VN 11	U/VN 11	U/VN 11	Director Operat...	EE (E and M-II)...	12/04/2018 11:3...	92911	
Director Operations/EE-II(EH-IT)/tok1	tok1	tok1	Director Operat...	EE (E and M-II)...	18/04/2018 02:5...	92911	
Director Operations/EE-II(EH-IT)/testfilenew3	testfilenew3	testfilenew3	Director Operat...	EE (E and M-II)...	23/03/2018 01:3...	930317	
Director Operations/EE-II(EH-IT)/testfile2	testfile2	testfile2 head	Director Operat...	EE (E and M-II)...	21/02/2018 09:2...	92911	
Director Operations/EE-II(EH-IT)/testfile	testfile	testfile head	Managing Direct...	EE (E and M-II)...	21/02/2018 09:2...	92911	test4
Director Operations/EE-II(EH-IT)/Tara-1	Tara-1	Tara	EE (E and M-II)...	EE (E and M-II)...	23/02/2018 09:2...	92911	
Director Operations/EE-II(EH-IT)/t-1	t-1	tara	EE (E and M-II)...	EE (E and M-II)...	26/02/2018 10:5...	92911	92952
Director Operations/EE-II(EH-IT)/t-5	t-5	green note	EE (E and M-II)...	EE (E and M-II)...	27/04/2018 12:1...	92911	
Director Operations/EE-II(EH-IT)/Shourya2	Shourya2	Shourya2	Director (Opera...	EE (E and M-II)...	26/02/2018 07:0...	92911	test2
Director Operations/EE-II(EH-IT)/Shourya1	Shourya1	Shourya	EE (E and M-II)...	EE (E and M-II)...	26/02/2018 06:5...	92911	

Showing 1 to 10 of 31 entries

Previous 1 2 3 4

## 5.4. Search Document

User can also search document by selecting the dataclass from the options. Screen is as shown below:

Name	Receipt Number	Subject	Receiving Date	Letter Dated	Dispatch Number	Dispatch Date	From Whom Received	Sender Department
1/UJVNL/05/Director HR and subordinate offices/Director (HR) Dehradun/F1 Dated-08/02/2018								
1/UJVNL/Error/Error/Chairman Office Ujjwal Dehradun/testFM123 Dated-12/02/2018								
10/UJVNL/04/Director Finance and subordinate offices/Director (Finance) Dehradun/FM25...								

- User can search on basis of “Data class” applied on document. If user selects “All” in drop down, all documents irrespective of “Dataclass” are shown. We can select a document and perform doc operations. Doc operations are as follows :
- **Properties:** Properties of DAK are displayed. Properties include Dataclass properties, Index properties and General Properties.
- **Delete:** User can delete the document.
- **Download:** User can download the document.

## 5.5. File Register

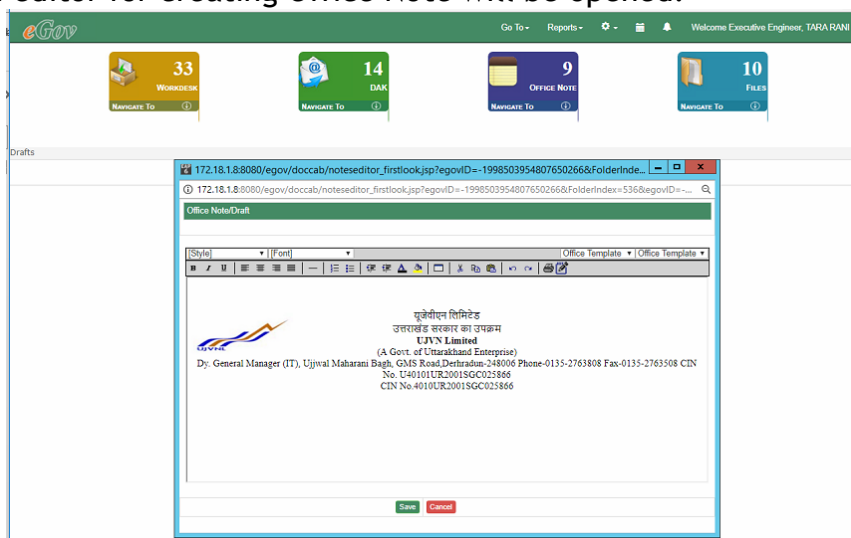
- To get the list of all files in the system, Click on the “File Register” located in the home screen >> Files >> File Register
- File list will be displayed to the users as per the access rights
- This list can be printed for the reference

<div> <div>eGov</div> <div>Go To Reports Settings Home Notifications Welcome Chairman, New User</div> </div> <div> <div>13 WORKDESK</div> <div>11 DAK</div> <div>2 OFFICE NOTE</div> <div>0 FILES</div> </div>						
File Register						
	File Number	File Mark	File Head	Folder Path	Creation Date	Owner
	/Chairman-O/abc	abc	abc	/Chairman Office Ujjwal Dehradun //Chairman-O/abc	19/02/2018 010:39PM	test1
	/Chairman-O/FM6	FM6	FH6	/Chairman Office Ujjwal Dehradun //Chairman-O/FM6	02/04/2018 12:44AM	test1
	/Chairman-O/sas	sas	asdasd	/Chairman Office Ujjwal Dehradun //Chairman-O/sas	21/03/2018 04:40PM	test1
	/Chairman-O/sms	sms	sms	/Chairman Office Ujjwal Dehradun //Chairman-O/sms	21/03/2018 04:41PM	test1
	/Chairman-O/test	test	resr	/Chairman Office Ujjwal Dehradun //Chairman-O/test	16/02/2018 01:21AM	test5
	/Chairman-O/test	test	test	/Chairman Office Ujjwal Dehradun //Chairman-O/test(2018_03_05_03_13_25_179000)	05/03/2018 03:13AM	test1
	/Chairman Office Ujjwal Dehradun/F11	F11	FH	/Chairman Office Ujjwal Dehradun //Chairman Office Ujjwal Dehradun/F11	17/01/2018 010:23PM	test1
	/Chairman Office Ujjwal Dehradun/F11-Part-1	F11	FH	/Chairman Office Ujjwal Dehradun //Chairman Office Ujjwal Dehradun/F11-Part-1	17/01/2018 010:25PM	test1
	/Chairman Office Ujjwal Dehradun/F12	F12	FH	/Chairman Office Ujjwal Dehradun //Chairman Office Ujjwal Dehradun/F12	17/01/2018 011:00PM	test1
	/Chairman Office Ujjwal Dehradun/F12-Part-1	F12	FH	/Chairman Office Ujjwal Dehradun //Chairman Office Ujjwal Dehradun/F12-Part-1	17/01/2018 011:01PM	test1

## 6. Office Note approval process

### 6.1. Create New Office Note

- To create a new Office Note click on “Create New” link located in Home Screen >> Office Note.
- Web based editor for creating Office Note will be opened.



- This editor comes with basic formatting functionalities required to prepare simple letter
- Type the content and click on save.
- When user clicks on save there are two options either directly initiate the note or add the note in drafts.

- If user click on Add button Note will get saved in the Note draft.
- Until user forwards the Note for approval to other user, Note remains in the draft folder.
- From draft folder, user can do as many changes in the Note before forwarding.
- Note Reference Number for each note is generated while adding notes in draft folder.

The screenshot shows the eGov dashboard with a green header bar containing the logo and navigation links. Below the header, there are four widgets: WORKDESK (22), DAK (19), OFFICE NOTE (2), and FILES (1). Below these widgets is a 'Drafts' section with a table of draft notes.

Subject	Creation Date	Modified Date	Size	Author	Note Reference Number
Draft1	2018-04-27 11:51:05	2018-04-27 11:50:25	2 KB	test5	Note/2018/Chairman Office Ujjwal Dehradun/010

Below the table are navigation buttons: < Prev, Next >.

- User can also select the Kruti Dev font as shown below.

The screenshot shows the eGov note editor interface. A dropdown menu for font selection is open, showing options: Arial, Courier New, Times New Roman, Verdana, and Kruti Dev. The 'Kruti Dev' font is highlighted. The editor also shows a 'Drafts' section on the left with a list of draft notes and a 'Note Reference Number' section on the right with a list of note reference numbers.

Font Selection Options:

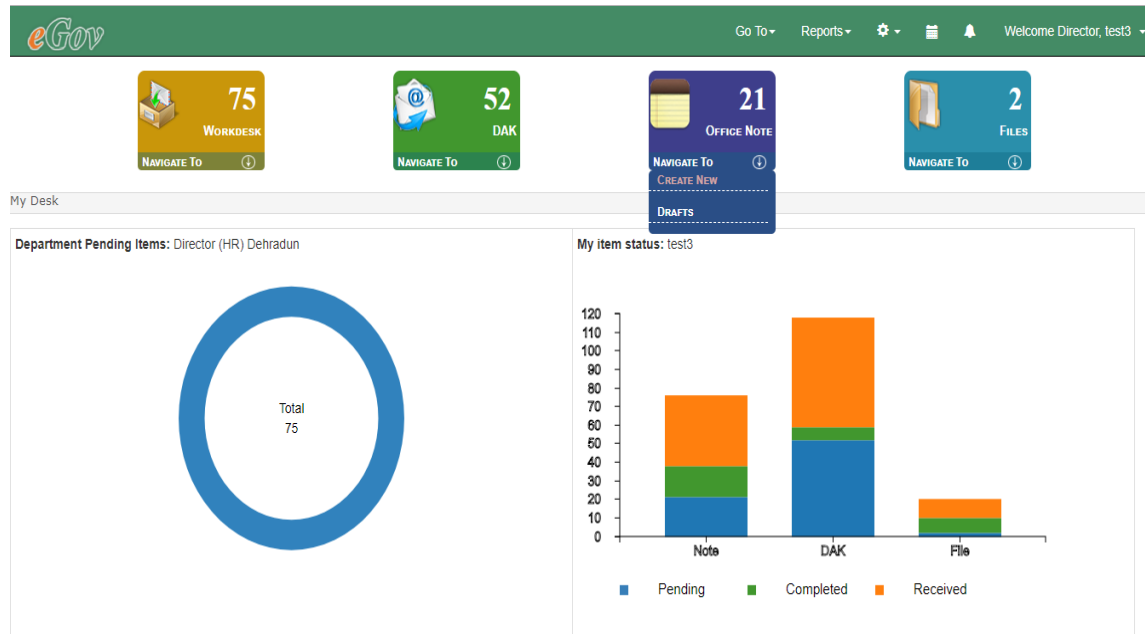
- Arial
- Courier New
- Times New Roman
- Verdana
- Kruti Dev

Note Reference Numbers:

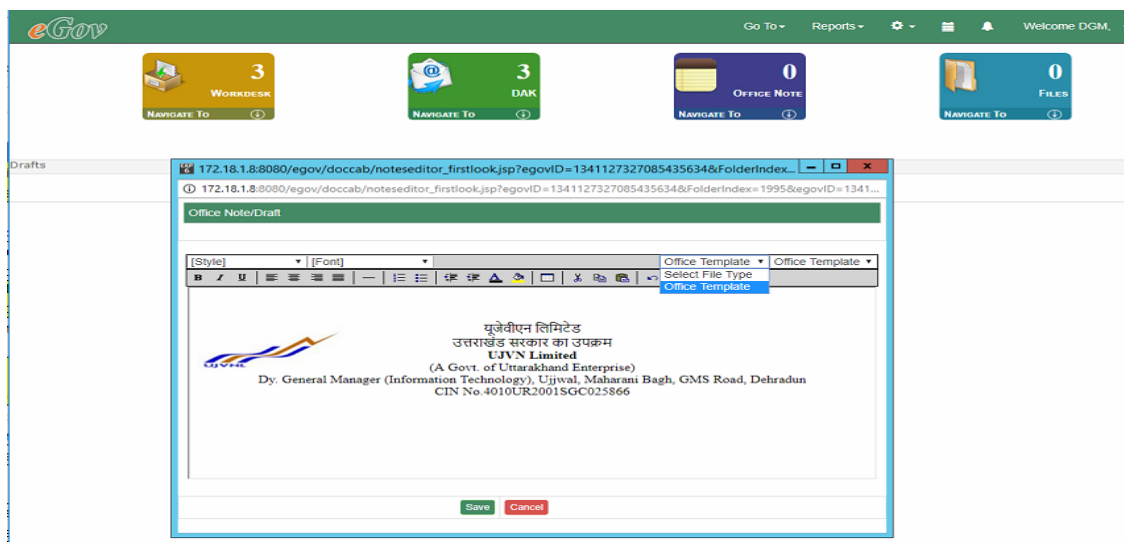
- /Director (HR) Dehradun/024
- /Director (HR) Dehradun/011
- /Director (HR) Dehradun/014
- /Director (HR) Dehradun/010
- /Director (HR) Dehradun/009
- /Director (HR) Dehradun/012
- /Director (HR) Dehradun/017
- /Director (HR) Dehradun/006
- /Director (HR) Dehradun/018

## 6.2 Pre-configured Templates

Pre-defined office templates are configured in the system. User needs to click on Create New link and select the office template.

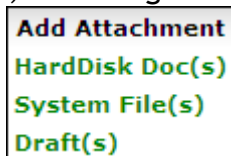


User can select the template as shown in the screenshot below:

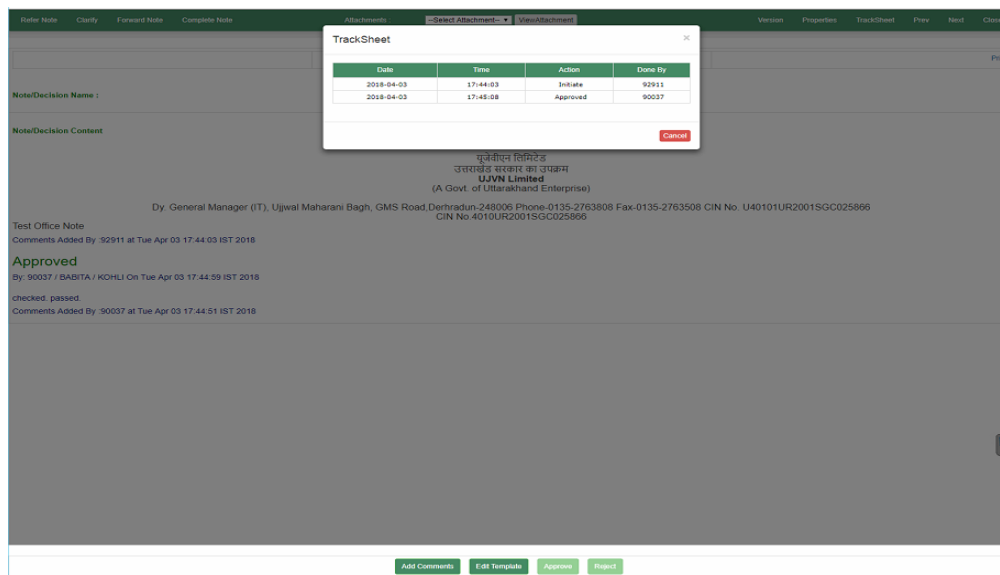


## 6.2. Initiate and Save Office Note

- To start the note approval process, Click on “Initiate” link on the toolbar of the Home Screen
- Action Item initiation screen will be opened, on hovering the mouse over the attachment icon, following menu will appear.

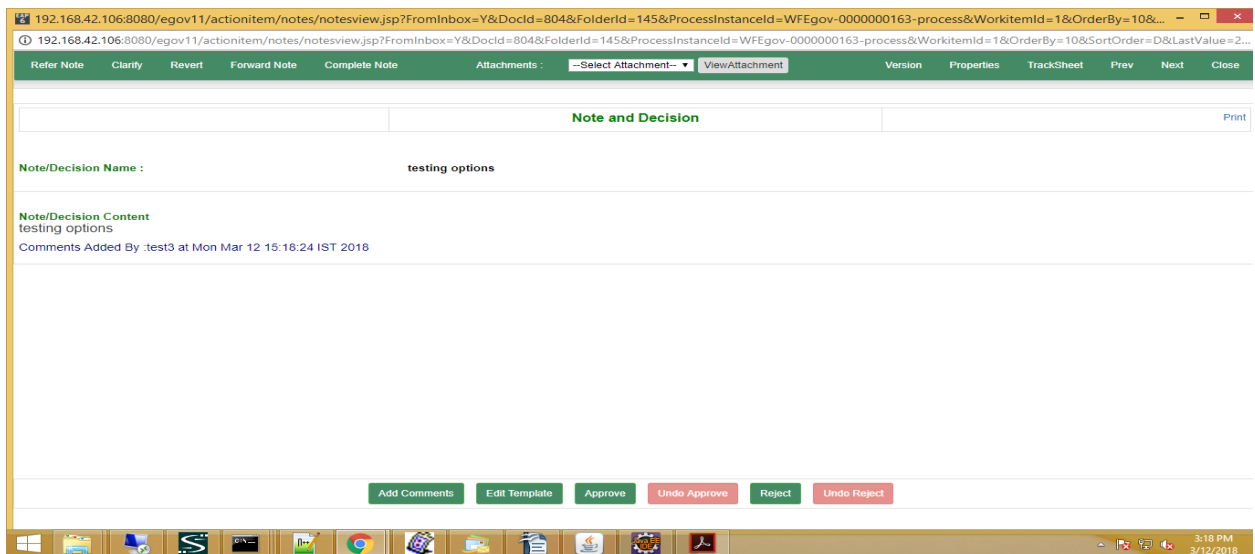


- Click on the drafts
- Note Drafts appears in the pop-up
- Select the Note and click on “Attach drafts”
- Note will get attached with the Action Item.
- Follow the steps as explained in the DAK / File forwarding section to forward the Office Note to other user for approval.
- Recipient receives the Office Note in the Inbox (attached with the Action Item)
- Note will be opened with the “Revision History”, Note Content and some buttons as shown below
- Revision History have the information of the users, who have worked on the Note with the time stamp such as Note created by user1 on date: time, Note checked by user2 on date: time etc
- Click “Add Comment” to write comment. Note Editor will be opened.
- Type comment and click on “Save”.
- Comment will be appended with the comment written by the previous users and “Add comment” will become “Edit Comment”.
- After comments have been added, user can change his comment before forwarding by clicking “Edit Comment”.
- User can also view Track sheet of this note.



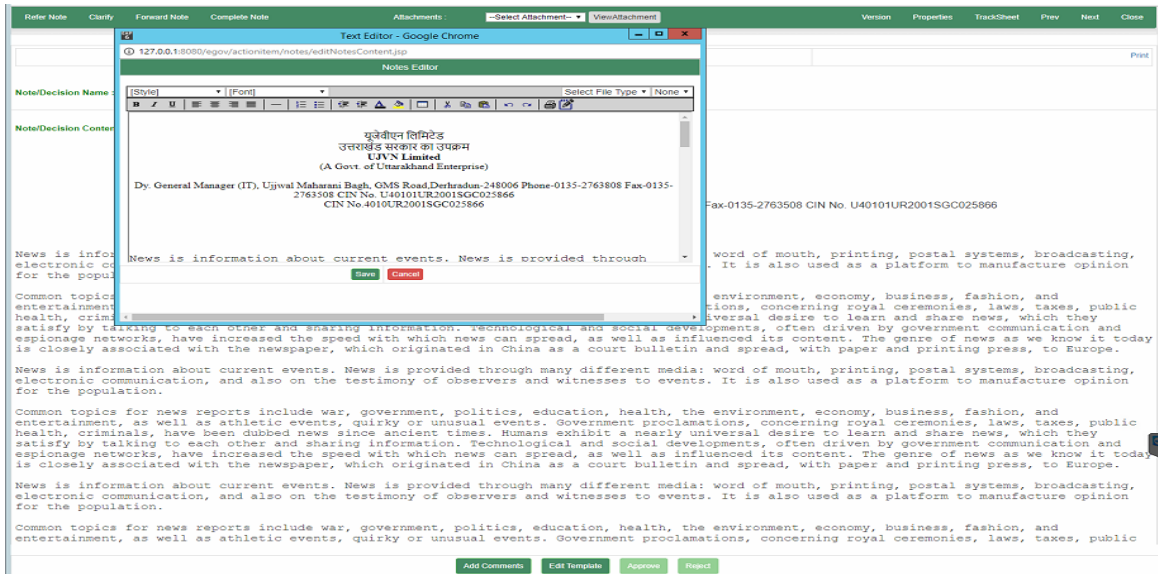
- If a user has right to approve a note then “Approve” button will be enabled to him. On clicking “Approve”, Note will be closed and automatically go back to the initiator inbox who completes the Note workflow by completing the Action Item of a Note and filing the note in the file.
- If a user has right to reject a note then “Reject” button will be enabled to him. On clicking “Reject”, Note will be closed and automatically go back to the initiator inbox who completes the Note workflow by completing the Action Item of a Note and filing the note in the file.

Screenshot of notes viewer screen having the following options:

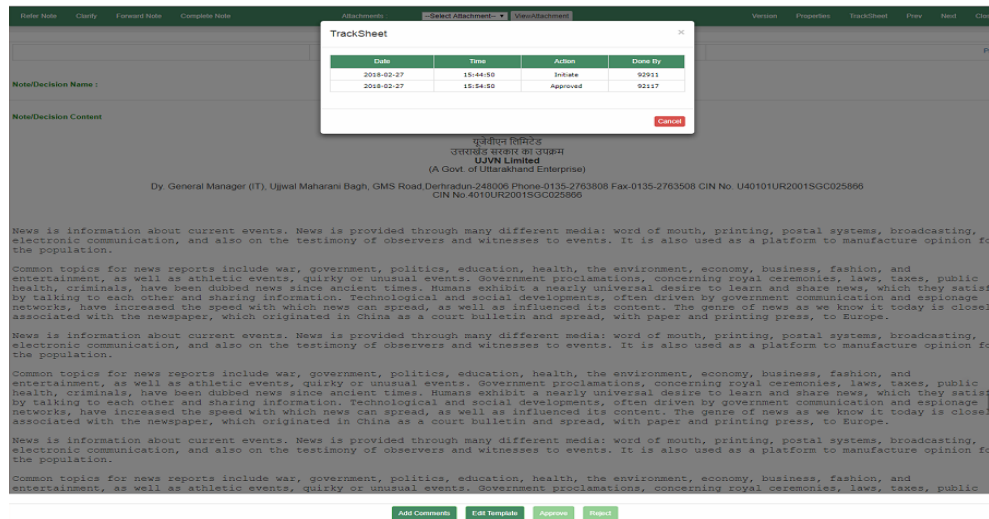


In case the template is added in the notes, then user can edit the template by click on 'Edit Template' button on notes viewer screen. Note Editor will be opened.





## 6.3. Tracking Office Notes

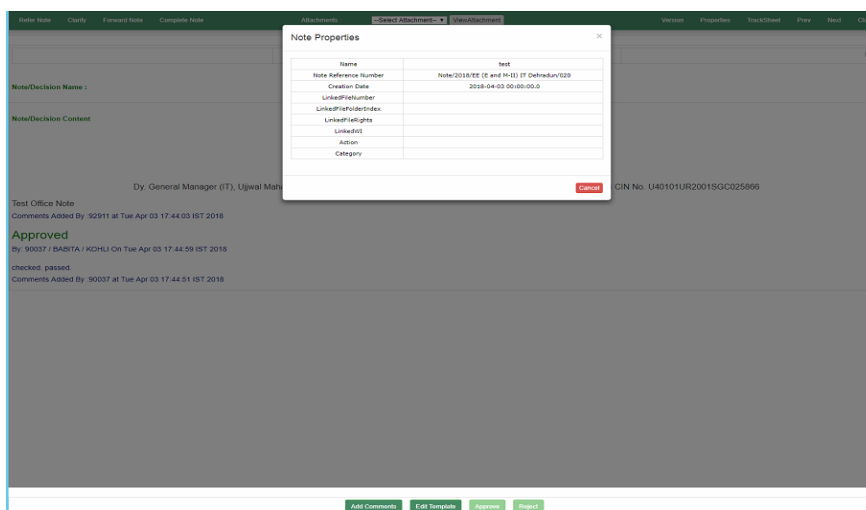


As explained above, all the movement in the system takes place through Action Item whether it's a file or a DAK or an Office Note. So tracking mechanism is also same for the Office note i.e. either through "Sent Item" or through Action Item "Search"

Office note is also tracked in the same way as the Action Item is tracked. Please refer to the Action Item tracking section for detail.

## 6.4. Note Properties

- Properties of the note contains the information of the Name, Note Reference Number, Category and Creation Date.
- Properties of the note created can be viewed from Notes viewer Screen.
- Click on Properties link present on header of the screen.
- A Window will get open describing the note properties.



## 6.5. Filing Office Notes

Filing of Action Item is also same as that of the DAK.

When a user receives the Office Note attached with the Action Item, user completes the Note workflow by completing the Action Item of a Note and filing the note in the file. Filing process is same as that of DAK filing which is explained in detail in the “DAK Filing” section.

