eOffice User Manual

Part-2

How to Create File

1.Go to the eOffice portal, provide the credentials.
2.Upon login, open File management System.
3. Click on files.

We can view the Files menu as below.

→If subject is new –we will create a new file In manual system with file number and index the file cover page. Later currents will be kept in that file & submit to next officer with some noting.

→If subject file already with the section - In manual system currents will be kept in that file & submit to next officer with some noting.

How to convert the receipt in to file- if you want to generate new file

Click on "Create file" icon it will popup "Non SFS" then click on that

- Open the receipt, click on put in a file, then click on create file and then Non-SFS.

→Provide the details of the respective department.
→First field related to Org(select TRANSC-TSTRANSCO)
→Second box related to wing (ex: IT, Telecom)
→3rd and 4th fields related to divisions and sub divisions.

How to convert the receipt in to file- if its old file

Open the receipt, click on put in a file, on the right bottom corner, it will display the exiting files. Select the file where you want to put that receipt and click on attach.

If any receipt is attached to the file, then it won't be visible in the receipt inbox.

How do I check that receipt converted file or not- click receipt – inbox

Earlier there were two files

Now there is only one file left in your Receipt – inbox - means receipt/Tappal converted in to

For file where I need to search?

Receipts [+]

Files [+]

Migrate File [+]

Dispatch [+]

DSC [+]

Settings [+]

Notification [+]

Ext Department [+]

Audit [+]

Files [−]

▸ **Inbox** (2)

↱ Submitted Files for Closing Approval

▸ Created

↱ Drafts

↱ Completed

▸ Parked

▸ Approval Requests

▸ Bulk Closing

▸ Closed

↱ By Me

↱ By Others (All)

↱ Submitted Files for Reopening Approval

▸ Sent

▸ Create New

Click on **"Inbox"**

OR

Click on Created – **"Completed"**

Give the file number and search

EOFFICER T DIRECTOR(U20)-TS ▼

Search 2783 🔍 Advanced | Dashboard | ⦿ ⓑ ⊕

Hierarchical View My Files ▼

→Click on the respective file number to open that particular file.

Green Note: Permanent. Yellow note: Rough paper

Now you can write note in file

How to add draft letter to file?

To add Draft letter Click on **"Drafts"**, then it will populate "**Create new draft**" & "**View draft**"- now you would like add new darft then you need click on "**Create new daraft**"

Now you can write draft letter/Circular/Memo...to add file

This is the place you can write drafts or copy past from word file

This side you need to fill the mandatory fields that to whom you want to send this letter

How to attach annexures to my draft letter and save the draft ?

Attachment tagged

Use the tags before sending draft to next level Officer

Then Click the **"Save"** button

Note:

For every file transfer from lower to higher cadre or vice versa, note is mandatory. By default, Green note will be created, which may create some confusion when draft letters, UOs etc., are submitted for approval. To avoid this, while circulating drafts, use Yellow note which can be discarded as and when needed.

How to check the existing Drafts corresponding to the file:

Sending the file to the next level Officer for the approval.

Click the hyperlink To, and select the reporting officer mail id.

How to confirm that my file is gone to next level officer?

→To know the status of the file, please go to the sent items and check the Currently pending status.

Save Paper.
Save Trees.
Save the World.

THANK YOU...