



e-Office 7.X Training

A Digital Workplace Solution : Work from Anywhere

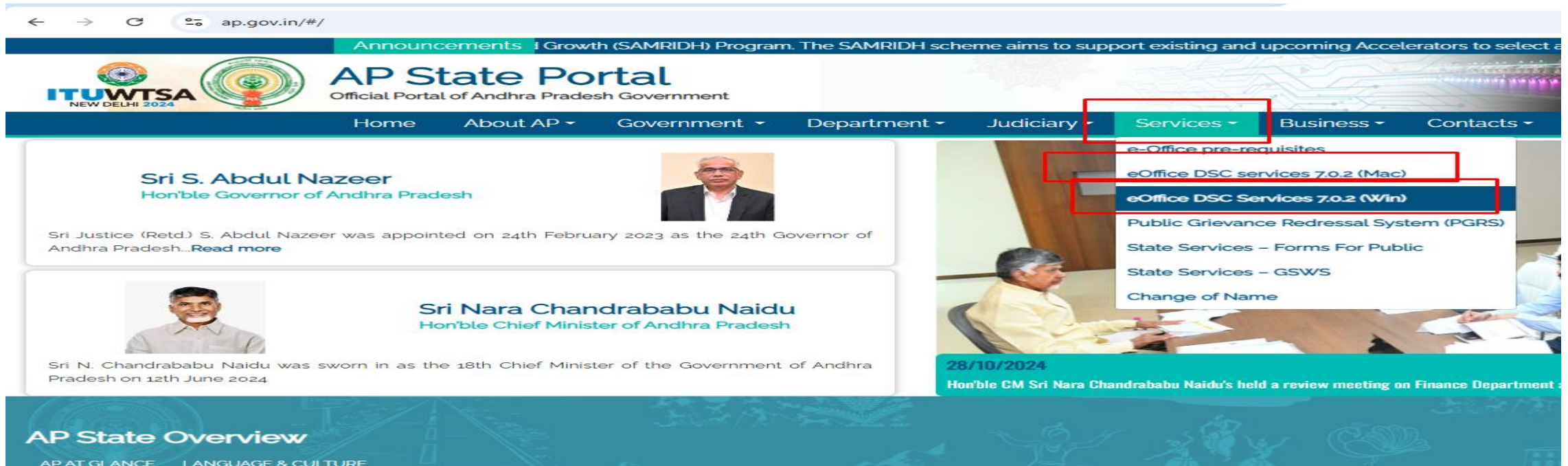
Information Technology, Electronics & Communications Department

Before Migration : pre-requisite(s) to log-in eOffice latest version 7.x.

1. Government email account should be in Active(ap.gov.in, gov.in, nic.in, govcontractor.in etc.,) & mobile number must be registered/linked with their Government email account to get the OTP & to validate PARICHAY authentication.

Email : apparao.sampangi@aptransco.co.in, praveen091@aptransco.co.in , Ph No: 9440912154.

2. Installation of Digital signer service 7.0.2 & DSC Token Drivers: (Latest Version of Digital signer service 7.0.2. which is available in <https://www.ap.gov.in/> → Services → eOffice DSC Service 7.0.2).



The screenshot shows the AP State Portal website. The browser address bar displays "ap.gov.in/#/". The page header includes the ITUWISA logo and the text "AP State Portal Official Portal of Andhra Pradesh Government". The navigation menu includes "Home", "About AP", "Government", "Department", "Judiciary", "Services", "Business", and "Contacts". The "Services" menu is open, showing a list of options: "e-Office pre-requisites", "eOffice DSC services 7.0.2 (Mac)", "eOffice DSC Services 7.0.2 (Win)", "Public Grievance Redressal System (PGRS)", "State Services – Forms For Public", "State Services – GSWS", and "Change of Name". The "eOffice DSC services 7.0.2 (Mac)" and "eOffice DSC Services 7.0.2 (Win)" options are highlighted with red boxes. Below the navigation menu, there are news items for Sri S. Abdul Nazeer and Sri Nara Chandrababu Naidu. At the bottom, there is a section for "AP State Overview" with sub-sections "AP AT GLANCE" and "LANGUAGE & CULTURE".

After Migration : pre-requisite(s) to log-in eOffice latest version7.x.

1. Login with Parichay Authentication (Must be active in email id & Mobile number).
2. Register DSC Token same like older version (eFile→Register for Signing→select DSC Registration)

The screenshot shows the eOffice eFile 7.3.11 interface. The left sidebar contains the following menu items: Receipt, File (with a red circle '2'), File Repository, Dispatch, Received Letters (with a red circle '37'), Feedbacks, Notification, Migrate File, Register for Signing (highlighted with a red box and arrow), DSC Registration (highlighted with a red box and arrow), Bulk DSC Deactivation, eSign Registration, Setting, and Admin. The main content area displays a table with columns for 'Comp. No.' and 'File No.'. The table contains 6 records, with the first row being 'LAWDEP-EOFF/4/2023-DEPTYSECY-L ...' and the last row being 'B/4/2023-SECY-GAD'. The total number of records is 6.

Comp. No. ↑↓	File No.
E 309	LAWDEP-EOFF/4/2023-DEPTYSECY-L ...
E 266	P-11026/1/2024-ADM
E 125	C-18012/1/2024-ADM
E 137	B-11013/1/2024-ADM
E 87	A-11/2/2023-NIC
E 69	B/4/2023-SECY-GAD

The screenshot shows the eOffice eFile 7.3.11 interface. The top navigation bar includes the following buttons: 'ISSUE', 'Returned', and 'Advance Search'. The 'Register DSC' button is highlighted with a red box and arrow. The user profile 'N Guru Pratap SO(NGP)' is visible in the top right corner. The interface also shows a search bar and a table with columns for 'Deactivation Date' and 'Action'.

After Migration : pre-requisite(s) to log-in eOffice latest version7.x.

3. eSign Registration same like older version (eFile→Register for Signing→select eSign Registration).

The user will not have to enter the complete Aadhaar number / Virtual ID, but only the last three digits of it with each signature being made. To make it possible, a mandatory eSign registration process is introduced for the users as a one-time activity.

The screenshot shows the eOffice 7.3.11 interface. The left sidebar contains a menu with the following items: Receipt, File, File Repository, Dispatch, Received Letters, Feedbacks, Notification, Migrate File, Register for Signing, DSC Registration, Bulk DSC Deactivation, eSign Registration, Setting, and Admin. The 'Register for Signing' item is highlighted with a red box, and a red arrow points to it from the right. The main content area displays a table of records with columns: Comp. No., File No., Subject, Sent By, Sent On, Read On, Due On, and Remarks. The table contains 6 records. The bottom of the page shows 'Total Records: 6' and a copyright notice: 'Copyright © 2024, designed and developed by NIC.'

The screenshot shows the eOffice 7.3.11 interface for the 'Register eSign' process. The top right corner features a 'Register eSign' button highlighted with a red box and a red arrow pointing to it from the left. The main content area displays a table with columns: Sr. No., Year of Birth, User Name, Registered By, Registered On, and Action. The table is currently empty, showing 'No Record(s) Found'. The bottom of the page shows a copyright notice: 'Copyright © 2024, designed and developed by NIC.'

After Migration : pre-requisite(s) to log-in eOffice latest version7.x

3.eSign Registration.

The screenshot shows the eOffice 7.3.11 interface with an "eSign Agreement" dialog box open. The dialog is titled "Consent for using UID Token for eSigning" and "Consent for Authentication". It contains two columns of text explaining the terms of service. Below the text is a sample Aadhaar card image with the last three digits of the UID masked as "222". At the bottom, there are two checkboxes, both of which are checked and highlighted with red boxes. The first checkbox is "By providing the last 3 digits of my Aadhaar, I agree to providing the consent for authentication". The second checkbox is "By providing the last 3 digits of my Aadhaar, I agree to providing the consent for authentication". There are "OK" and "Cancel" buttons at the bottom right of the dialog.

The screenshot shows the CDAC's e-Sign Service registration page. The page header includes the Government of India logo, the Digital India logo, and the CDAC logo. Below the header, there is a message: "You are currently using C-DAC eSign Service and have been redirected from null". The main content area is titled "CDAC's e-Sign Service" and contains a "View Document Information" section. This section has three radio buttons: "Aadhaar Number", "Virtual ID", and "UID Token". The "Aadhaar Number" option is selected. Below this, there is a text input field for the Aadhaar number. There are also radio buttons for "Aadhaar TOTP" and "Aadhaar OTP", with "Aadhaar OTP" selected. Below this, there is a text input field for the Aadhaar OTP. A checkbox is checked, indicating consent to the terms of service. At the bottom, there are "Listen to Consent" and "English" buttons. A green banner at the bottom of the page states "OTP has been sent to mobile number <*****0114>". There are "Submit" and "Cancel" buttons, and a "Not Received OTP? Resend OTP" link. A footer at the bottom of the page reads "© 2022 C-DAC. All rights reserved | Website owned and maintained by: Centre for Development of Advanced Computing (C-DAC)".

After Migration : pre-requisite(s) to log-in eOffice latest version7.x

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

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

	eOffice User Details	eSign Details
Name	N Guru Pratap	Neeli Guruprathap
Year of Birth	1990	1991
Gender	M	M

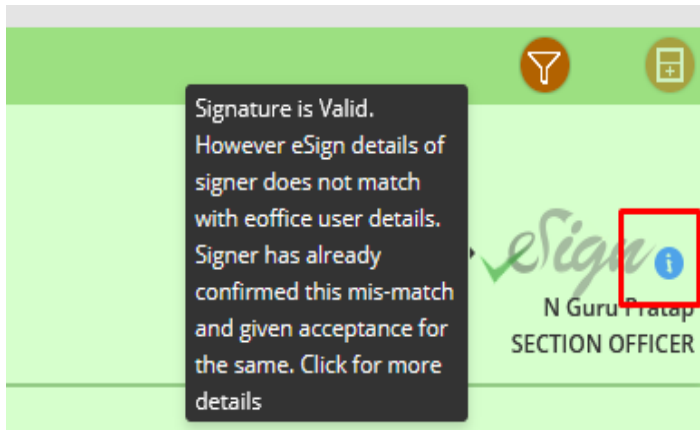
I agree to continue registration with the above details mismatch.

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

various marks on digital signature :



Green Tick - Denotes the signature is valid and the user details from the signing certificate used (eSign/DSC) matches with user details in eOffice-PIMS.



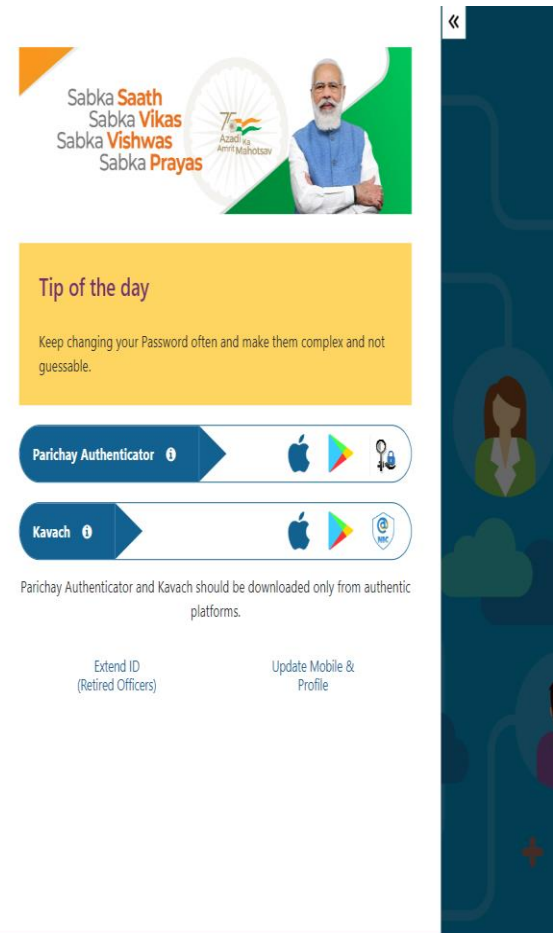
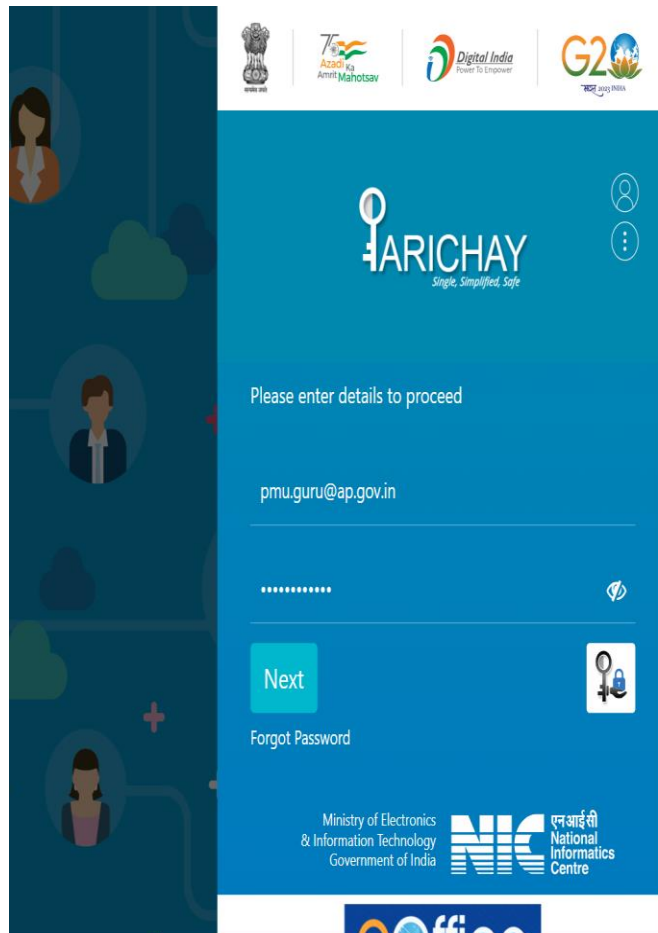
Yellow Exclamation - Denotes that the signature is valid however the user details from the signing certificate used (eSign/DSC) do not match with user details in eOffice-PIMS.



Red Cross - The digital signature is invalid.

eOffice Version 7.X - Additional / New Features

1. Parichay Authentication: It's a seamless and secure two-step authentication for applications.



Due to a recent update in Chrome, users may experience UI rendering issues. Rest assured, we are working on resolving this promptly. Thank you for your patience!

Due to a recent update in Chrome, users may experience UI rendering issues. Rest assured, we are working on resolving this promptly. Thank you for your patience!

2. User Interface (UI) : Just like regular upgrade eOffice version 7.X comes new User Interface (UI) features.

The screenshot displays the eOffice user interface for N RAMESH, ASSISTENT SECRETARY. The interface is organized into several sections:

- Header:** Includes the Government of Andhra Pradesh logo, the 'WA work from anywhere' logo, and the user's name and title. It also features social media icons, font size controls (A+, A, A-), and utility icons for Alerts, Settings, and Logout.
- Set Status:** A horizontal bar with status options: Busy, MEETING, TEA BREAK, LUNCH BREAK, OTHERS, and TIMELINE.
- Left Navigation Panel:** A vertical list of menu items: Home, eFile, KMS, Mail, Other Services (+), Tasks, To do list, Notes, and Download Forms.
- Main Content Area:** A grid of four panels:
 - eFile:** Shows a 'No record found' message. It has tabs for 'eFile' and 'Receipts'.
 - Notes:** Displays a single note titled 'test' dated 'on 11th Jul 2023 10:45 AM'.
 - To Do List:** Shows 'No Record Found'.
 - Notice Board:** Has tabs for 'Notice Board', 'Central Docs', and 'My Docs'.
- Right Panel:** Contains a 'Team' section with the user's profile and a 'Connect' section with buttons for Directory, VC Room, and Quick Connect.

3.Generate & Copy :Generates the Receipt Number and redirects the user to diary screen retaining the content (PDF) and metadata (Copy of the pdf document is also a configurable feature) of the receipt. (refer to doc page no. 11)

The screenshot shows the eOffice web application interface. The top navigation bar includes 'RECEIPT', 'FILE', and 'ISSUE' sections. The main content area displays a document in Hindi and English. The Hindi text discusses the monsoon season and the Army headquarters in Delhi. The English text reports on the coronavirus case count in India and a press conference by Finance Minister Nirmala Sitharaman. A sidebar on the right shows 'Basic Details' for the receipt, including fields like Comp. No., Nature, Main Category, From, Forms of Communications, Sender Type, Letter Date, Diary Date, Subject, Enclosure/ Remarks, and Address. The 'Receipt No.' field is highlighted with a red box.

Basic Details	
Comp. No. :	5057132
Nature :	Electronic
Main Category :	Common Office Services
From :	Gopal Gaur Testing
Forms of Communications :	Letter
Sender Type :	
Letter Date :	
Diary Date :	12/06/2020
Subject :	gopal testing. g
Enclosure/ Remarks :	gg gg
Address :	Loadhi Road,JLN New Delhi
Receipt No. :	6461/2020/EOFFICE
File No. :	
Sub Category :	
Designation :	testing engg.
Delivery Mode :	By Hand
Letter Ref. No. :	
Received Date :	12/06/2020
Diarised By :	Saroja Kumar Patro, eOffice MMP Division

4. Address book: (Refer doc page No.317)

There are four levels/scopes of address book available which define its creation and availability under that domain only. These four scopes are :

- **Self** – Add and available to user who added only.
- **Section** – Added by a user and available to the user’s section/office users also.
- **Department** – Added by user and available to the user’s department users also.
- **Instance** – Added by user and available to all of the users in the entire organization.

The screenshot displays the eOffice 7.3.4 interface. The main window shows a document titled "GOVERNMENT OF ANDHRA PRADESH ABSTRACT" with details about eProcurement guidelines. On the right, there are two panels: "Diary Details" and "Contact Details".

Diary Details:

- Diary Date: 04/10/2023
- Received Date: 04/10/2023
- Delivery Mode: By Hand
- VIP: Choose One
- Forms Of Communications: Letter
- Letter Date: dd/mm/yyyy
- Mode Number: [Empty]
- Language: English
- Letter Ref. No.: [Empty]
- Sender Type: Choose One

Contact Details:

- Min./Dept./Others: Select Level
- Name: guru
- Designation: [Empty]
- Mobile: [Empty]
- Email: [Empty]
- Address: [Empty]
- Personalize Acknowledgement:

A dropdown menu is open over the "Name" field, showing four options: Self, Section, Department, and Instance. The "Instance" option is currently selected.

Buttons at the bottom right include "Generate", "Generate & Send", and "Generate & Copy".

5.Acknowledgement :creating an acknowledgement against an inward correspondence after generated receipt.(Refer doc page no:108 to 114)

The screenshot displays the eOffice 7.3.4 interface for creating an acknowledgement. The main window shows a receipt for 'A/1/2023-NIC' signed by N Guru Pratap on 04-04-2023 at 11:04:48. The 'Basic Details' panel on the right provides the following information:

Comp. No.:	54	Receipt No.:	54/2023/ADMIN-GAD
Nature:	Electronic	File No.:	
Main Category:	Establishment	Sub Category:	Establishment
From:	guru	Designation:	TION-GAD
Forms of Communications:	Letter	Delivery Mode:	By Hand
Sender Type:		Letter Ref. No.:	
Letter Date:		Received Date:	29/09/2023
Diary Date:	29/09/2023	Diarised By:	N Guru Pratap, ADMIN SEC TION-GAD
Subject:	test		
Enclosure/Remarks:			
Address:	ap		

The 'Dispatch History' table at the bottom shows no records found.

The right sidebar contains the following details:

Receipt Details

Nature:	E	Comp. No.:	54
Receipt No.:	54/2023/ADMIN-GAD	Main Category:	Establishment
Sub Category:		Letter Ref. No.:	
Letter Date:		Delivery Mode:	By Hand
Sender Type:			
Subject:	test		
Enclosure/Remarks:			

Sender Details

Min./Dept./Others:		Address:	ap
Name:	guru	Designation:	
Organisation:		Email:	
Country:	INDIA	State:	
City/District:		Pin Code:	
Mobile:		LandLine:	
Fax:			

6. Localization : eOffice 7.X shall be available in two regional languages i.e. English and Hindi.

Language: en

Comp. No.	File No.	Subject	Sent By	Sent On	Read On	Due On	Remarks
E 7	A-11013/1/2023-AS-GAD	test file efile version 7.1	N Guru Pratap, ADMIN SECTION - ...	24/08/2023 03:34 PM	26/09/2023 01:30 PM		
E 16	M-11012/1/2023-AS-GAD	test file	N Guru Pratap, ADMIN SECTION - ...	24/08/2023 01:05 PM	26/09/2023 02:33 PM		
E 4	A/1/2023-NIC	TEST	N Guru Pratap, ADMIN SECTION - ...	20/07/2023 01:02 PM	20/07/2023 01:02 PM		
E 10	P-12011/1/2023-AS-GAD	test file	N Guru Pratap, ADMIN SECTION - ...	19/07/2023 12:49 PM	19/07/2023 12:49 PM		
E 2	A-11012/1/2023-Oo_DIREDP	test	N Guru Pratap, ADMIN SECTION - ...	10/07/2023 04:09 PM	10/07/2023 04:10 PM		

Total Records: 5

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Language: hi

कंप्यूटर सं.	फाइल सं.	विषय	के द्वारा भेजी गयी	पर भेजी गयी	पर पढ़ी/प्राप्त की गयी	नियत तारीख	अभ्युक्ति
E 7	A-11013/1/2023-AS-GAD	test file efile version 7.1	N Guru Pratap, ADMIN SECTION - ...	24/08/2023 03:34 PM	26/09/2023 01:30 PM		
E 16	M-11012/1/2023-AS-GAD	test file	N Guru Pratap, ADMIN SECTION - ...	24/08/2023 01:05 PM	26/09/2023 02:33 PM		
E 4	A/1/2023-NIC	TEST	N Guru Pratap, ADMIN SECTION - ...	20/07/2023 01:02 PM	20/07/2023 01:02 PM		
E 10	P-12011/1/2023-AS-GAD	test file	N Guru Pratap, ADMIN SECTION - ...	19/07/2023 12:49 PM	19/07/2023 12:49 PM		
E 2	A-11012/1/2023-Oo_DIREDP	test	N Guru Pratap, ADMIN SECTION - ...	10/07/2023 04:09 PM	10/07/2023 04:10 PM		

कुल रिकॉर्ड्स: 5

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7. One single link of "Create" New File (refer doc page no 128)

The screenshot displays the eOffice 7.3.4 interface. The top navigation bar includes 'ESIGN Registration', 'DASHBOARD View', 'RECEIPT Create', 'Inbox Sent Advance Search', 'FILE Create', 'Inbox Sent Advance Search', and 'ISSUE Sent Returned Advance Search'. The user profile 'N Guru Pratap SO(NGP)' is visible in the top right corner.

The main content area shows a form for creating a new file. At the top, the 'Nature' is set to 'Electronic' and the 'Type' is 'NON SFS'. The form is titled 'भारत सरकार' (Government of India) and 'GOVERNMENT OF ANDHRA PRADESH'. Below this, it specifies 'Aptest', 'GAD01', and 'ADMIN SECTION -GAD'. The 'Nature' is 'Electronic' and the 'Type' is 'NON SFS'.

The 'File No.' field is marked with an asterisk and contains four 'Choose One' dropdown menus, a '2023' text input, and an 'ADMIN-GAD' dropdown menu. Below this is a 'Subject' field. The 'Description' field is also marked with an asterisk and contains the text 'Description'. Below the description field are 'Main Category' and 'Sub Category' dropdown menus, both set to 'Choose One'. At the bottom of the form is an 'Other Details' section and a 'Continue Working' button.

भारत सरकार
GOVERNMENT OF ANDHRA PRADESH
Aptest
GAD01
ADMIN SECTION -GAD

Nature – Electronic Type – NON SFS

File No. *
Choose One Choose One Choose One Choose One 2023 ADMIN-GAD

Subject

Description *
Description

Main Category Choose One Sub Category Choose One

Other Details

Continue Working ▶

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8. Multiple Signing on Draft : (refer doc page 195 to 197)

- A draft (e.g. Minutes of Minutes (MoM)) can be signed multiple times by multiple users.
- Check/Uncheck "Enable Multi Sign" checkbox. (If draft is required to be signed by multiple signing authority) .

The screenshot shows the eOffice interface for a draft document. The document title is "M-11012/1/2023-AS-GAD" with subject "test file". The draft state is "SIGNED" and the version is 1, signed on 26/07/2023 at 03:30 PM. The draft details panel on the right shows fields for Draft Nature (New/Fresh), Receipt No., Reply Type (Choose One), Forms Of Communications (Letter), Prefix (Choose One), Language (English), Main Category (Choose One), and Sub Category (Choose One). The subject is "test file". At the bottom left, the "Enable Multi Sign" checkbox is highlighted with a red box. Other buttons at the bottom include "Approved Copy", "Preview", and "Initiate Dispatch".

The screenshot shows the eOffice interface with a "Sign Details" dialog box open. The dialog box displays the draft number "DFA/10" and subject "test file efile version 7.1". It contains a table with the following data:

Sr.No.	Signed By	Signed On ↑↓	Sign Type
1	N Ramesh, ASSISTANT SECRETARY -GAD	04/04/2023 11:59 AM	ESIGN
2	N Guru Pratap, ADMIN SECTION - GAD	04/04/2023 02:35 PM	DSC

The dialog box also has a "Close" button. In the background, the draft details are visible, showing the draft is signed by N Ramesh, ASSISTANT SECRETARY -GAD on 04/04/2023 at 11:59 AM. A red arrow points to the "SIGNED" status in the background interface.

9. Note checking in sent page :

- Before sending the file, provision to check the correctness of the Green Note. In case any changes to be made, click Edit button.
- Once the file is sent, Green note cannot be modified.

The screenshot shows the eOffice 7.3.4 interface. The top navigation bar includes 'ESIGN', 'Registration', 'DASHBOARD', 'View', 'RECEIPT', 'Create', 'Inbox', 'Sent', 'Advance Search', 'FILE', 'Create', 'Inbox', 'Sent', 'Advance Search', 'ISSUE', 'Sent', 'Returned', and 'Advance Search'. The main content area is divided into several sections. On the left, there is a table with columns 'Name', 'Marking Abbreviation', and 'Section'. The 'Current Note' field is highlighted with a red box, and an 'Edit' button is visible next to it. Below the note field, there is a 'Note' section with a warning icon and text: 'Note : Before forwarding the file, kindly check the correctness of the Green Note, given above. Once the file is sent, the note cannot be modified. In case any changes needed, please click Edit button.'

Name	Marking Abbreviation	Section
eoicesupport	DS(VSR)	Deputy Secretary-GAD
Srinivas kumar	SECY(SK)	Secretary-GAD
N Ramesh	AS(NR)	ASSISTANT SECRETARY -GAD
B Subba Reddy	SECY(BSR)	eoifice

File / Receipt Components	Comp. No.	File No. / Receipt No.	Subject	Note Type
<input checked="" type="checkbox"/>	E 3	B-11011/1/2023-ADMIN-GAD	test	GREEN

Current Note Intimate To

test green note before sent to file

Note : Before forwarding the file, kindly check the correctness of the Green Note, given above. Once the file is sent, the note cannot be modified. In case any changes needed, please click Edit button.

The screenshot shows the eOffice 7.3.4 interface. The top navigation bar is the same as in the previous screenshot. The main content area is divided into several sections. On the left, there is a table with columns 'S. No.', 'Employee Name', 'Marking Abbreviation', 'Section', 'Email', and 'SMS'. The 'Current Note' field is highlighted with a red box, and an 'Edit' button is visible next to it. Below the note field, there is a 'Note' section with a warning icon and text: 'Note : Before forwarding the file, kindly check the correctness of the Green Note, given above. Once the file is sent, the note cannot be modified. In case any changes needed, please click Edit button.'

S. No.	Employee Name	Marking Abbreviation	Section	Email	SMS
1	B Subba Reddy	SECY(BSR)	eoifice	<input type="checkbox"/>	<input type="checkbox"/>
2	eoifice admin	eoifice admin	eoifice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	eoicesupport	DS(VSR)	Deputy Secretary-GAD	<input type="checkbox"/>	<input type="checkbox"/>

File / Receipt Components	Comp. No.	File No. / Receipt No.	Subject	Note Type
<input checked="" type="checkbox"/>	E 3	B-11011/1/2023-ADMIN-GAD	test	GREEN

Current Note Intimate To

test green note before sent to file

Note : Before forwarding the file, kindly check the correctness of the Green Note, given above. Once the file is sent, the note cannot be modified. In case any changes needed, please click Edit button.

10. Seamless Viewing of multiple documents : In the Left portion of the window, the top view will be "Previous note" bottom view will be "add note" (Green/yellow)". On the right portion of the window, screen can be adjust with Hamburger menu" like correspondence, previous note, drafts and referral documents.

List of Correspondences

	Receipt/Issue No.	Subject	Marked As	Attached On	Issued On	Pages	Remarks
<input type="checkbox"/>	1/4/2023	gg			28/03/2023 04:52 PM	6-6	
<input type="checkbox"/>	6/2023/ADMIN-GAD	gg		28/03/2023 04:44 PM		5-5	hh
<input type="checkbox"/>	4/2023/ADMIN-GAD	test		28/03/2023 04:32 PM		1-4	test

Previous Notes

Note # 1
this is a test file
27/03/2023 10:58 AM
N Ramesh
ASSISTANT SECRETARY

11. Multiple Receipt(s) selection: Multiple receipts can be added by selecting multiple receipts from Inbox/Inbox Folder and Created list page . (Refer doc page no 141 to 143)

Attach Receipt(s)

Year * 2023

	Nature	Comp. No. ↑↓	Receipt No.	Subject
<input checked="" type="checkbox"/>	E	31	31/2023/ADMIN-GAD	test20-07-2023
<input checked="" type="checkbox"/>	E	33	33/2023/ADMIN-GAD	test
<input checked="" type="checkbox"/>	E	35	35/2023/ADMIN-GAD	test file in eoffice
<input type="checkbox"/>	E	36	36/2023/ADMIN-GAD	yryr
<input type="checkbox"/>	E	39	39/2023/ADMIN-GAD	test file in eoffice ap
<input type="checkbox"/>	E	40	40/2023/ADMIN-GAD	test file
<input type="checkbox"/>	E	42	42/2023/ADMIN-GAD	test
<input type="checkbox"/>	E	45	45/2023/ADMIN-GAD	We hereby state that in Work Order No: M2106187, P ...
<input type="checkbox"/>	E	52	52/2023/ADMIN-GAD	test
<input type="checkbox"/>	E	53	53/2023/ADMIN-GAD	twesyt

Total Records: 10

Selected Receipt(s)

Nature	Comp. No. ↑↓	Receipt No.	Subject
E	31	31/2023/ADMIN-GAD	test20-07-2023
E	35	35/2023/ADMIN-GAD	test file in eoffice
E	33	33/2023/ADMIN-GAD	test

Total Selected Records: 3

Remarks *

Total 1000 | 1000 Character left

Attach

12. Inbox elegantly organized (Flagging of important files etc.) : Important files can be flagged (*) for future reference purpose as shown in Fig 2.

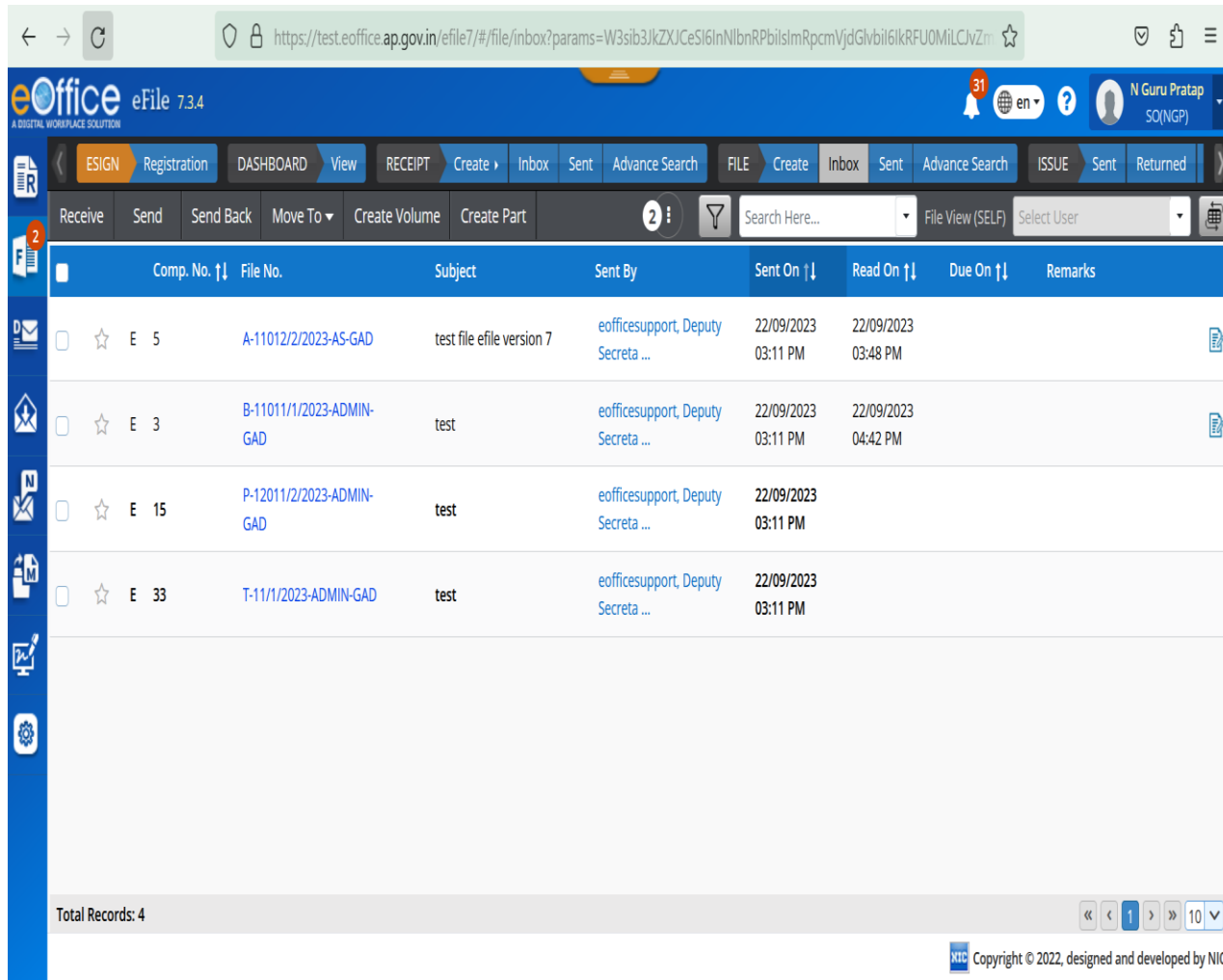


Fig: 1

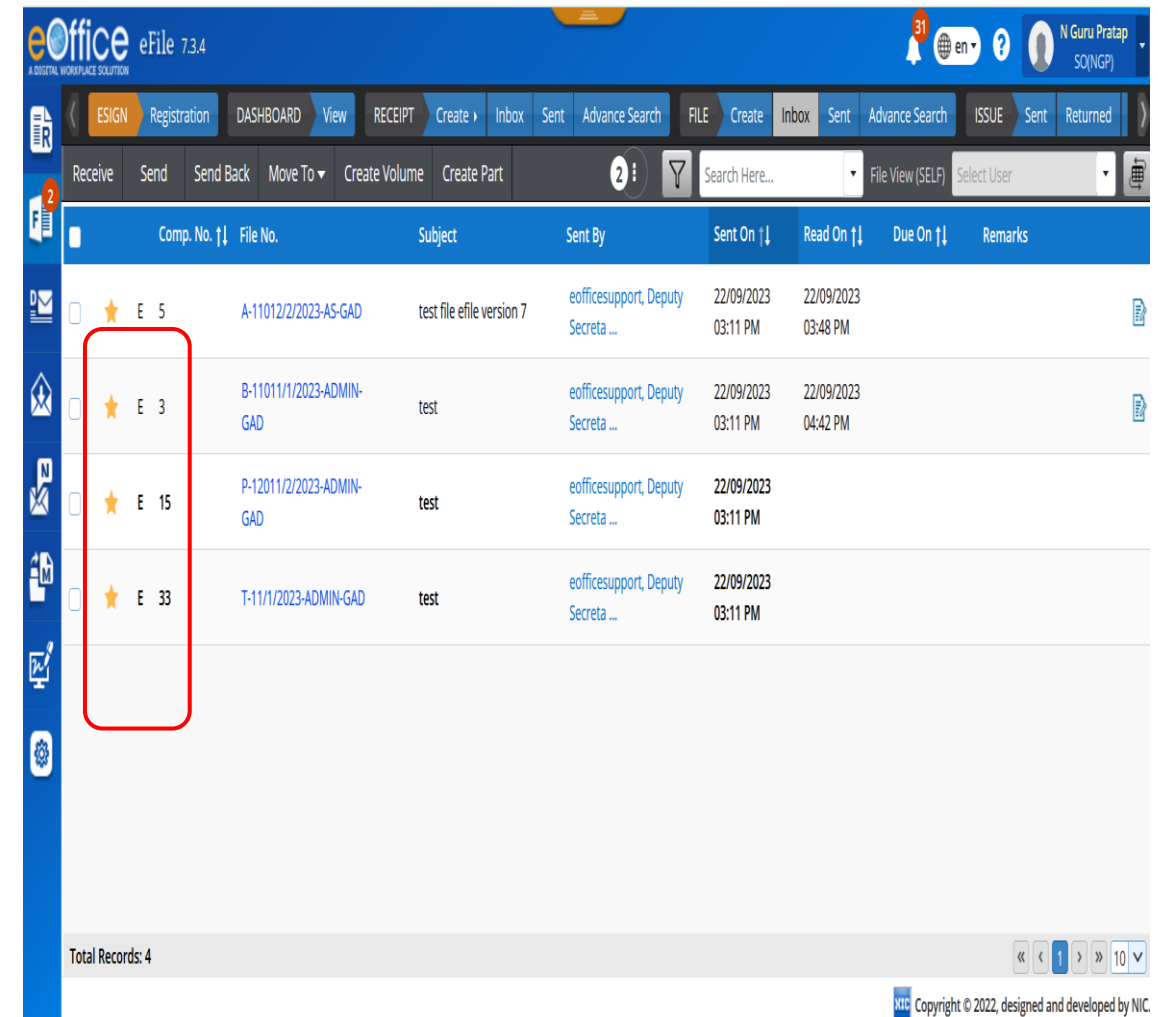


Fig: 2

13. More area for read/write operations: A Hamburger menu with three stacked lines that indicate a hidden menu to adjust the work area.

The screenshot shows the eOffice 7.3.4 interface. A red box highlights the hamburger menu icon (three stacked lines) in the top left corner. The interface includes a navigation bar with tabs like 'ESIGN', 'Registration', 'DASHBOARD', 'View', 'RECEIPT', 'Create', 'Inbox', 'Sent', 'Advance Search', 'FILE', 'Create', 'Inbox', 'Sent', 'Advance Search', 'ISSUE', 'Sent', 'Returned', 'Advance Search'. Below the navigation bar is a toolbar with icons for 'Movement', 'Details', 'Draft', 'Edit', 'Send', 'Send Back', 'Link Files', 'Attach', 'Park', 'Close', 'Review', and 'More'. The main content area displays a 'List of Drafts' table with columns: Draft No., Subject, Status, Approved By, Last Updated On, and Action. The table contains four rows of draft entries. A red box highlights the hamburger menu icon in the top right corner of the 'List of Drafts' table. Below the table is a 'Version List of DFAJ58' table with columns: Version, Created On, Created By, Status, and Action. The interface also includes a 'Note #1' section with the text 'this is a test file' and a 'Quick Noting' section with 'Save' and 'Discard' buttons. The footer shows 'Copyright © 2022, designed and developed by NIC.'

The screenshot shows the eOffice 7.3.4 interface with a hamburger menu open. The menu options are: Receipt, File, Dispatch, Received Letters, Notification, Migrate File, Register for Signing, and Setting. A red box highlights the hamburger menu icon in the top left corner and the menu options. The interface includes a navigation bar with tabs like 'ESIGN', 'Registration', 'DASHBOARD', 'View', 'RECEIPT', 'Create', 'Inbox', 'Sent', 'Advance Search', 'FILE', 'Create', 'Inbox', 'Sent', 'Advance Search', 'ISSUE', 'Sent', 'Returned'. Below the navigation bar is a toolbar with icons for 'Movement', 'Details', 'Draft', 'Edit', 'Send', 'Send Back', 'Link Files', 'Attach', 'Park', 'Close', 'Review', and 'More'. The main content area displays a 'List of Correspondences' table with columns: Receipt/Issue No., Subject, Marked As, Attached On, Issued On, Pages, and Remarks. The table contains three rows of correspondence entries. The interface also includes a 'Note #1' section with the text 'this is a test file' and a 'Note #2' section with the text 'this is a test file'. The footer shows 'Copyright © 2022, designed and developed by NIC.'

14. Paragraph Referencing: (Refer doc page no 158)

- Clicking in Reference menu icon will display list of all attached local References.
- References are available for Green note and Yellow note.
- Para wise references are available.

The screenshot shows the eOffice interface with a document open. The document content includes a note dated 'MPR April 2023-04-28' with the subject 'test file efile version 7.1'. The note text describes the AeBAS: PRISM Number: 15336 and lists several bullet points regarding Aadhaar facial demo, employee management, and autonomous bodies. A 'Referencing' icon is highlighted with a red box in the top right corner of the document area. The interface also shows a 'Quick Noting' bar with 'Save' and 'Discard' buttons, and a 'Last Saved' timestamp of '27/09/2023 11:43:25 AM'.

The screenshot shows the eOffice interface with a 'Note Reference' dialog box open. The dialog box has a 'Noting' radio button selected and a 'Note Number' dropdown menu set to 'Note # 1'. Below this, there is a 'Paragraphs' dropdown menu set to 'All'. The dialog box also displays the text 'Para# 1: this is a test file.' and has 'OK' and 'Cancel' buttons at the bottom right. The background shows the same document content as the previous screenshot, but it is dimmed.

15. "All" link to enable common inbox view for Multiple posts: It's a consolidated inbox view that displays all files marked to users of multiple posts in a single Inbox list. (Refer doc page no 253)

The screenshot displays the eOffice eFile Ver. 7.0 interface. At the top, there are navigation tabs for 'RECEIPT', 'FILE', and 'ISSUE', each with sub-options for 'Create', 'Inbox', 'Sent', and 'Advance Search'. Below these are action buttons: 'Receive', 'Send', 'Send Back', 'Move To', 'Create Volume', 'Create Part', 'Park', and 'Close'. A search bar is located on the right side of the action bar.

The main area contains a table with the following columns: 'Comp. No.', 'File No.', 'Subject', 'Sent By', 'Sent On', and 'Read On'. The table lists several records, including one for 'Hiring of Taxi services for NIC Karnataka State Un...'. A red box highlights the 'All' link in the user profile dropdown menu on the right side of the screen.

Comp. No.	File No.	Subject	Sent By	Sent On	Read On
E 3092227	P-12011(11)/22/2019-EOFFICE	Hiring of Taxi services for NIC Karnataka State Un...	Saroja Kumar Patro,eOffice MMP...	31/03/2020 05:41 PM	31/03/2020 07:02 PM
E 3105879	P-12011(11)/16/2020-EOFFICE	Approval for implementation of eOffice in various ...	Saroja Kumar Patro,eOffice MMP...	30/03/2020 09:16 AM	30/03/2020 10:21 AM
E 3105297	P-12011(11)/13/2020-EOFFICE	Approval for implementation of eOffice (SPARROW) i...	Nirvesh Kumar,eOffice MMP Divi...	24/03/2020 09:41 AM	24/03/2020 09:41 AM
E 3105600	P-12011(11)/15/2020-EOFFICE	Approval for implementation of eOffice in various ...	Saroja Kumar Patro,eOffice MMP...	20/03/2020 12:12 PM	24/03/2020 09:38 AM
E 3105272	P-12011(11)/12/2020-EOFFICE	Approval for implementation of eOffice in various ...	Saroja Kumar Patro,eOffice MMP...	17/03/2020 01:16 PM	17/03/2020 01:16 PM

The user profile dropdown menu on the right shows the user 'PA-EOFFICE' (PA-DDG(Rachna Srivastava)) with a list of recent files. The 'All' link is highlighted in a red box.

16. Inbox switch View : By Default provides Column View. We can switch it to "Row View" as well. (Refer doc page no 132)

The screenshot shows the eOffice eFile 7.3.4 interface. The top navigation bar includes tabs for ESIGN, Registration, DASHBOARD, View, RECEIPT, Create, Inbox, Sent, Advance Search, FILE, Create, Inbox, Sent, Advance Search, ISSUE, Sent, Returned, and Advance Search. Below the navigation bar is a toolbar with buttons for Receive, Send, Send Back, Move To, Create Volume, Create Part, Park, and Close. A search bar and a 'File View (SELF)' dropdown menu are also present. The dropdown menu is currently set to 'Column View'. A red box highlights the dropdown menu, and a red arrow points to the right-pointing arrow icon next to it, indicating the switch to Row View.

Comp. No. ↓	File No.	Subject	Sent By	Sent On ↓	Read On ↓	Due On ↓	Remarks
E 5	A-11012/2/2023-AS-GAD	test file efile version 7	N Guru Pratap, ADMIN SECTION - ...	1:10 PM	22/09/2023 01:10 PM		
E 33	T-11/1/2023-ADMIN-GAD	test	N Guru Pratap, ADMIN SECTION - ...	27/07/2023 04:33 PM	22/09/2023 12:28 PM		
E 3	B-11011/1/2023-ADMIN-GAD	test	N Guru Pratap, ADMIN SECTION - ...	19/07/2023 03:57 PM	19/07/2023 03:57 PM		
E 15	P-12011/2/2023-ADMIN-GAD	test	N Guru Pratap, ADMIN SECTION - ...	19/07/2023 03:04 PM	19/07/2023 03:05 PM		

The screenshot shows the eOffice eFile 7.3.4 interface. The top navigation bar includes tabs for ESIGN, Registration, DASHBOARD, View, RECEIPT, Create, Inbox, Sent, Advance Search, FILE, Create, Inbox, Sent, Advance Search, ISSUE, Sent, Returned, and Advance Search. Below the navigation bar is a toolbar with buttons for Receive, Send, Send Back, Move To, Create Volume, Create Part, Park, and Close. A search bar and a 'File View (SELF)' dropdown menu are also present. The dropdown menu is now set to 'Row View'. A red box highlights the dropdown menu, and a red arrow points to the right-pointing arrow icon next to it, indicating the switch to Row View.

E 5	A-11012/2/2023-AS-GAD	test file efile version 7	N Guru Pratap, ADMIN SECTION - ...	1:10 PM	22/09/2023 01:10 PM		
E 33	T-11/1/2023-ADMIN-GAD	test	N Guru Pratap, ADMIN SECTION - ...	27/07/2023 04:33 PM	22/09/2023 12:28 PM		
E 3	B-11011/1/2023-ADMIN-GAD	test	N Guru Pratap, ADMIN SECTION - ...	19/07/2023 03:57 PM	19/07/2023 03:57 PM		
E 15	P-12011/2/2023-ADMIN-GAD	test	N Guru Pratap, ADMIN SECTION - ...	19/07/2023 03:04 PM	19/07/2023 03:05 PM		

17. When " **right click**" against any file, a contextual menu will appear with a few options like " **Open**", " **Open in New Tab**", " **Send**", and " **Send Back**". (Refer doc page no 6 & 130)

The screenshot displays the eOffice 7.3.4 interface. The top navigation bar includes tabs for ESIGN, Registration, DASHBOARD, View, RECEIPT, Create, Inbox, Sent, Advance Search, FILE, Create, Inbox, Sent, Advance Search, ISSUE, Sent, Returned, and Advance Search. Below this is a secondary navigation bar with buttons for Receive, Send, Send Back, Move To, Create Volume, Create Part, Park, and Close. A search bar and 'File View (SELF)' dropdown are also present.

The main content area is a table with the following columns: Comp. No., File No., Subject, Sent By, Sent On, Read On, Due On, and Remarks. The table contains four records. The first record is highlighted with a red box, and a context menu is open over it, showing the following options: Open, Open In Tab, Send, Send Back, and View File Inbox FAQ.

Comp. No.	File No.	Subject	Sent By	Sent On	Read On	Due On	Remarks
E 5	A11012/2/2023-ADMIN-GAD	test file efile version 7	N Guru Pratap, ADMIN SECTION - ...	1:10 PM	22/09/2023 01:10 PM		
E 33	T11/1/2	test	N Guru Pratap, ADMIN SECTION - ...	27/07/2023 04:33 PM	22/09/2023 12:28 PM		
E 3	E11011	test	N Guru Pratap, ADMIN SECTION - ...	19/07/2023 03:57 PM	19/07/2023 03:57 PM		
E 15	P12011/2/2023-ADMIN-GAD	test	N Guru Pratap, ADMIN SECTION - ...	19/07/2023 03:04 PM	19/07/2023 03:05 PM		

Total Records: 4

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18. Filters can be applied with many parameters. (Refer to doc page no 11 to 13): The files displayed in the inbox can be categorized as per the user requirement like "nature of the file", "Subject category", "Date wise" and "VIP category" etc.

The screenshot displays the eOffice interface with a filter dialog box open. The dialog box is titled "Filter Here..." and contains the following sections:

- Nature:** Radio buttons for Both, Physical, and Electronic.
- Subject Category:** Checkboxes for Hindi, Public Relations, and Finance, Budget, Cash and Accounts.
- Parliament
- Date:** Fields for **Sent Date From** and **Sent Date To** (format dd/mm/yyyy), and **Due Date From** and **Due Date To** (format dd/mm/yyyy).
- Buttons for **OK** and **Clear**.

The background shows a list of files with columns: **Comp. No.**, **File No.**, **Subject**, **Sent On**, **Currently With**, **Due On**, and **Actions**. The list includes entries such as "Test", "Draft", "Request", and "ddss".

19. In the "Sent By column" on clicking the username, it will give complete details of the user.

The screenshot displays the eOffice 7.3.4 web application interface. The top navigation bar includes tabs for ESIGN, Registration, DASHBOARD, View, RECEIPT, Create, Inbox, Sent, Advance Search, FILE, Create, Inbox, Sent, Advance Search, ISSUE, Sent, Returned, and Advance Search. The main content area shows a file management screen for 'File A-11012/2/2023-AS-GAD'. The 'Sent By' dropdown menu is open, showing a list of users, with 'N Guru Pratap-SO(NGP)-ADMIN SECTION -GAD' selected. The 'To' field contains 'guru'. The 'Notify Through' options are Email and SMS. The 'Remarks' field is empty. The 'Set Due Date' field is set to 'dd/mm/yyyy' and the 'Action' field is set to 'Choose One'. The 'Priority' field is set to 'Choose One'. The 'Send' button is visible at the bottom right of the form.

Organisation: GAD01

File / Receipt Components

File / Receipt Components	Comp. No.	File No. / Receipt No.	Subject	Note Type
<input checked="" type="checkbox"/>	E	5	A-11012/2/2023-AS-GAD	test file efile version 7

Note : Noting in the attached files, if any, will be finalized after movement of main file/receipt.

Current Note: Intimate To

Note : Before forwarding the file, kindly check the correctness of the Green Note, given above. Once the file is sent, the note cannot be modified. In case any changes needed, please click Edit button.

20. Close Receipt: Provision to close the receipts even if the receipts are under the "created" section.
(Refer doc page no 101 to 103)

The screenshot displays the eOffice eFile 7.3.4 interface. The main content area shows an **Electronic Reservation Slip (ERS)** for a Normal User. The slip includes the following details:

- Booked from:** VIJAYAWADA JN (BZA), Start Date* 18-Jul-2023
- Boarding At:** VIJAYAWADA JN (BZA), Departure* 19:45 18-Jul-2023
- To:** GUNTAKAL JN (GTL), Arrival* 05:20 19-Jul-2023
- PNR:** 4151666867
- Train No./Name:** 17225/AMARAVATHI EXP
- Class:** SLEEPER CLASS (SL)
- Quota:** GENERAL (GN)
- Distance:** 434 KM
- Booking Date:** 16-Jul-2023 20:49:09 HRS

Passenger Details:

#	Name	Age	Gender	Booking Status	Current Status
1.	NEKHILESH	18	M	RAC/39	RAC/38

Payment Details:

Item	Amount (₹)
Ticket Fare	265.00
IRCTC Convenience Fee (Incl. of GST)	11.80
Travel Insurance Premium (Incl. of GST)	0.35
Total Fare (all inclusive)	277.15

Transaction ID: 100004309950072

IR recovers only 57% of cost of travel on an average.

QR Code: A QR code is provided for the reservation slip.

Dispatch History: The history shows no records found.

Closing Remarks Dialog: A dialog box titled "Closing Remarks" is open, allowing the user to enter remarks. The text "close" is entered in the "Remarks" field. The dialog also shows "Total 1000 | 995 Character left" and "OK" and "Cancel" buttons.

21. Close Files: Provision to close the Files even if the files are under the “created” section..
(Refer doc page no 224 to 225)

The screenshot displays the eOffice eFile 7.3.4 interface. A modal dialog box titled "Closing Remarks" is open, featuring a text input field with the text "close file without movement" and a character count of "Total 1000 | 973 Character left". The dialog includes "OK" and "Cancel" buttons. The background interface shows a file management dashboard with a table of files. The table has columns for "Subject", "Marked As", "Attached On", "Issued On", "Pages", and "Remarks". One file entry is visible with the subject "46/2023/ADMIN-GAD" and "test file".

Subject	Marked As	Attached On	Issued On	Pages	Remarks
46/2023/ADMIN-GAD		22/08/2023 11:03 AM		1-1	

22. Part Files: Create a part file even if the file is in " Created" or "Inbox".
(Refer doc page no 216)

The screenshot displays the eOffice 7.3.4 interface. The top navigation bar includes tabs for ESIGN, REGISTRATION, DASHBOARD, RECEIPT, FILE, and ISSUE. The 'FILE' tab is active, showing sub-tabs for Create, Inbox, Sent, and Advance Search. The user is logged in as N Guru Pratap SO(NGP). The main content area shows a form for creating a part file, titled 'भारत सरकार' (Government of India) and 'GOVERNMENT OF ANDHRA PRADESH'. The document is categorized as 'Aptest' and 'GAD01 ADMIN SECTION -GAD'. The form includes fields for 'File No.' (D-11011/1/2023-ADMIN-GAD), 'Subject' (Description: Now user can create part file even if file is in " Created" or "Inbox"), 'Main Category' and 'Sub Category' (both set to 'Choose One'), 'Remarks', 'Previous References', 'Later References', and 'Language' (English). A 'Create Part' button is at the bottom.

भारत सरकार
GOVERNMENT OF ANDHRA PRADESH
Aptest
GAD01
ADMIN SECTION -GAD

Nature – Electronic Type – NON SFS

File No. *
D-11011/1/2023-ADMIN-GAD Choose File

Subject

Description *
Now user can create part file even if file is in " Created" or "Inbox".

Main Category Choose One **Sub Category** Choose One

Other Details

Remarks
Remarks

Previous References **Later References**

Language
English

Create Part

23. While creating a new Noting, previous notings will appear on top of the notings.

The screenshot displays the eOffice 7.3.4 interface. The top navigation bar includes 'ESIGN', 'Registration', 'DASHBOARD', 'View', 'RECEIPT', 'Create', 'Inbox', 'Sent', 'Advance Search', 'FILE', 'Create', 'Inbox', 'Sent', 'Advance Search', 'ISSUE', 'Sent', 'Returned', and 'Advance Search'. The main content area is divided into two panes. The left pane, titled 'File Inbox / A-11012/2/2023-AS-GAD', contains a 'Quick Noting' window with two notes: 'Note # 1' (dated 27/03/2023 10:58 AM, by N Ramesh, ASSISTENT SECRETARY) and 'Note # 2' (dated 22/09/2023 01:10 PM, by N Guru Pratap, ADMIN SECTION -GAD (SECTION OFFICER)). The right pane, titled 'List of Correspondences', shows a table of correspondence records.

	Receipt/Issue No.	Subject	Marked As	Attached On ↑↓	Issued On ↑↓	Pages	Remarks
<input type="checkbox"/>	1/4/2023	gg			28/03/2023 04:52 PM	6-6	
<input type="checkbox"/>	6/2023/ADMIN-GAD	gg		28/03/2023 04:44 PM		5-5	hh
<input type="checkbox"/>	4/2023/ADMIN-GAD	test		28/03/2023 04:32 PM		1-4	test

The 'Quick Noting' window includes a toolbar with options like 'Quick Noting', 'Save', and 'Discard', and a text area containing the text: 'Earlier when we created new Noting, previous notings get reflected in right pane but now when user create new note previous notings are visible just above it.'

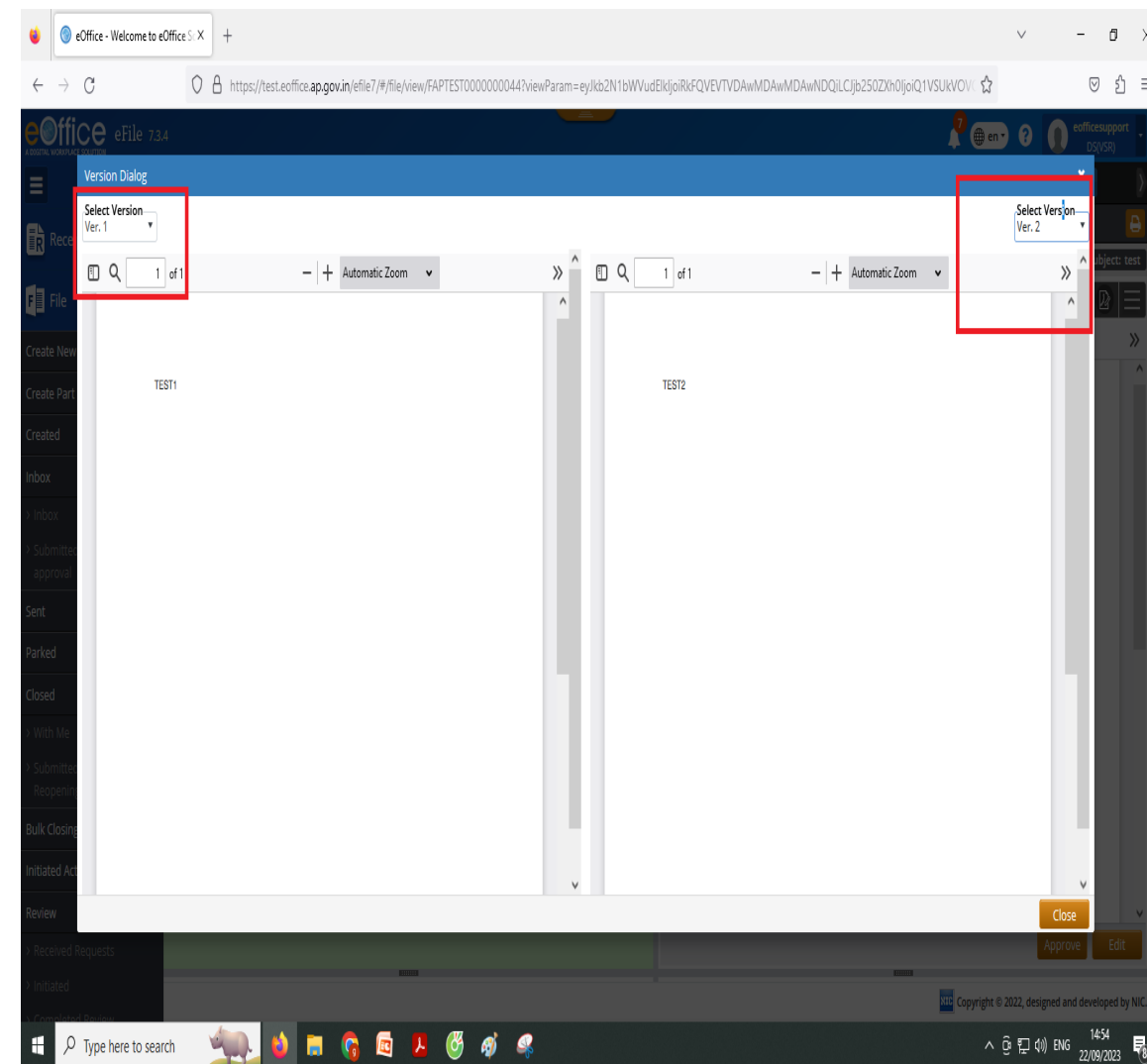
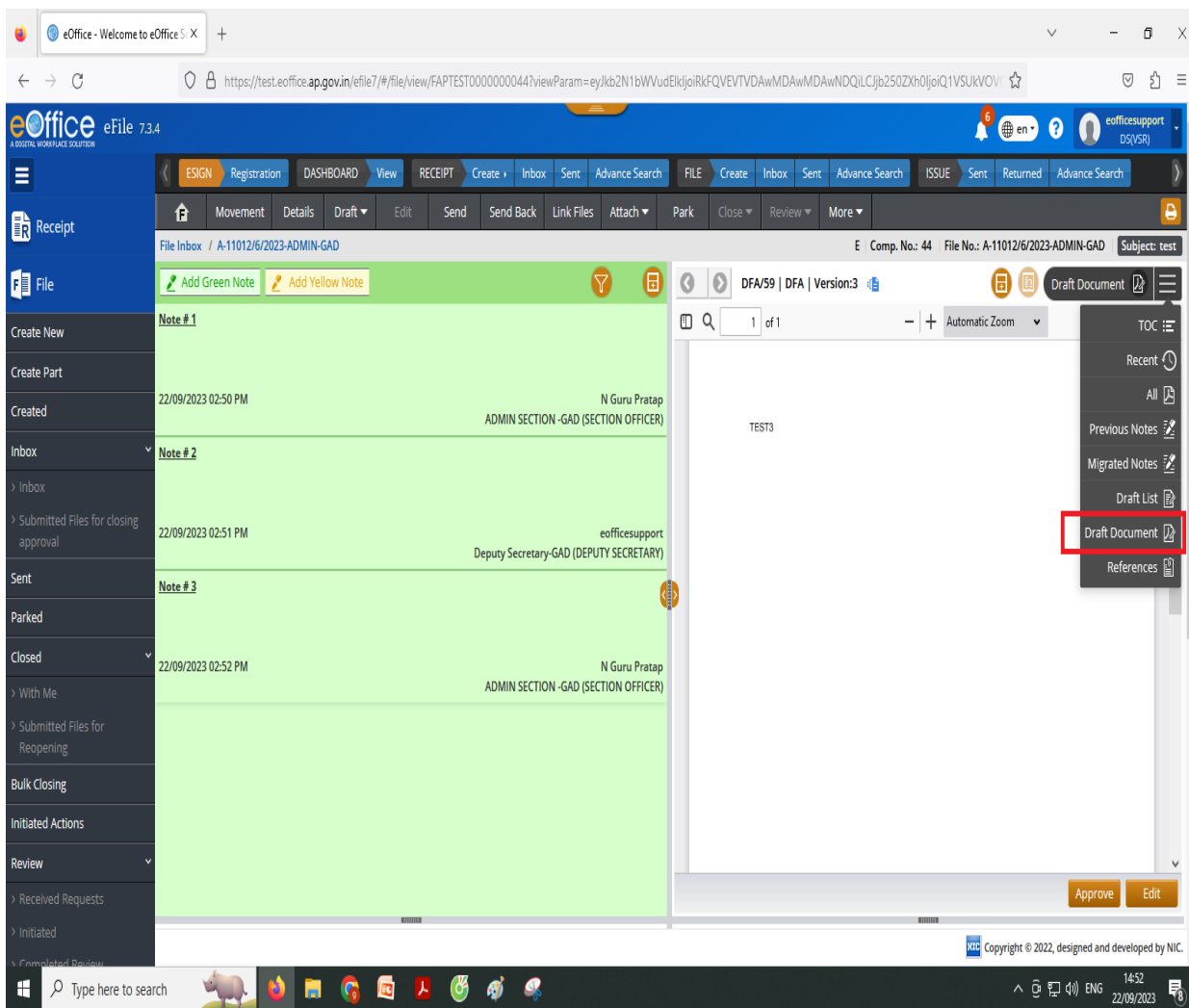
24. New Note Typing window size is adjustable(Toggle Button).

The screenshot displays the eOffice 7.3.4 interface. The top navigation bar includes tabs for ESIGN, REGISTRATION, DASHBOARD, VIEW, RECEIPT, FILE, and ISSUE. The main content area is split into two panes. The left pane shows a note titled "Note # 1" with the text "this is a test file" and a timestamp of "27/03/2023 10:58 AM". Below the note is a "Quick Noting" section with "Save" and "Discard" buttons, and a rich text editor with various formatting options. The right pane shows a "List of Drafts" table with columns for Draft No., Subject, Status, Approved By, Last Updated On, and Action. A "Draft List" button with a menu icon is highlighted in red. Below the draft list is a "Version List of DFA/58" table with columns for Version, Created On, Created By, Status, and Action.

Draft No.	Subject	Status	Approved By	Last Updated On	Action
DFA/58	test file efile version 7	APPROVED	N Guru Pratap, ADMIN SECTION - ...	22/09/2023 12:33 PM	
DFA/57	test file efile version 7	APPROVED	N Guru Pratap, ADMIN SECTION - ...	22/09/2023 11:44 AM	
DFA/53	test file efile version 7	APPROVED	N Guru Pratap, ADMIN SECTION - ...	16/08/2023 12:27 PM	
DFA/4	test	SIGNED	N Guru Pratap, ADMIN SECTION - ...	28/03/2023 04:41 PM	

Version	Created On	Created By	Status	Action
1	22/09/2023 12:33 PM	N Guru Pratap, ADMIN SECTION - ...	APPROVED	

25. Draft Document: The “**Draft Document**” link opens the Draft document immediately. If there are multiple draft versions then the next and previous button will be enabled automatically.



26. Yellow Note Reference: Referencing can be done in yellow note as same as in Green Note. (Refer doc page no 157)

The screenshot displays the eOffice 7.3.4 interface. The top navigation bar includes tabs for ESIGN, Registration, DASHBOARD, View, RECEIPT, FILE, and ISSUE. The left sidebar contains a navigation menu with options like Receipt, File, Create New, Create Part, Created, Inbox, Sent, Parked, Closed, Bulk Closing, Initiated Actions, and Review. The main workspace is divided into two panes. The left pane shows a list of notes with details such as 'Note # 1' (22/09/2023 02:50 PM) by 'N Guru Pratap' and 'Note # 2' (22/09/2023 02:51 PM) by 'eofficesupport'. The right pane shows a detailed view of a note with three entries: 'Note # 1' (22/09/2023 02:50 PM) by 'N Guru Pratap', 'Note # 2' (22/09/2023 02:51 PM) by 'eofficesupport', and 'Note # 3' (22/09/2023 02:52 PM) by 'N Guru Pratap'. At the bottom of the left pane, a yellow note editor is visible, containing the text 'refer note 1' with a blue hyperlink. The editor includes a toolbar with various text formatting options and a status bar showing 'Last Saved : 22/09/2023 03:07:03 PM'. The top right corner of the interface shows the user profile 'eofficesupport DS(VSR)' and a notification bell icon with the number 7.

27. Details tab : It provides complete history of file like Parked/Unparked, Audit, Closed, Part etc. (Refer doc page no 187 to 188)

The screenshot displays the eOffice web application interface. The top navigation bar includes tabs for 'ESIGN', 'Registration', 'DASHBOARD', 'View', 'RECEIPT', 'Create', 'Inbox', 'Sent', 'Advance Search', 'FILE', 'Create', 'Inbox', 'Sent', 'Advance Search', 'ISSUE', 'Sent', 'Returned', and 'Advance Search'. The 'Details' tab is highlighted with a red box. The main content area shows 'File Details' for a file with the following information:

Computer No. :	44	File No. :	A-11012/6/2023-ADMIN-GAD
Main Category :		Sub Category :	
Previous Reference :		Later Reference :	
Opening Date :	28/08/2023 04:16 PM	Read On :	22/09/2023 02:52 PM
Subject :	test		
Remarks :			
Review Date :			
Review Remarks :			

Below the 'File Details' section is the 'History' section, which includes a table with the following columns: Attached/Detached, Linked/Delinked, Referred, Part, Volume, Dispatch, Merged/Demerged, Parked/Unparked, Closed, and Audit. The 'Attached/Detached' tab is selected, and the table shows 'No Record(s) Found'.

The bottom of the screenshot shows the Windows taskbar with the search bar and system tray icons. The system tray displays the date and time as 15:08 on 22/09/2023.

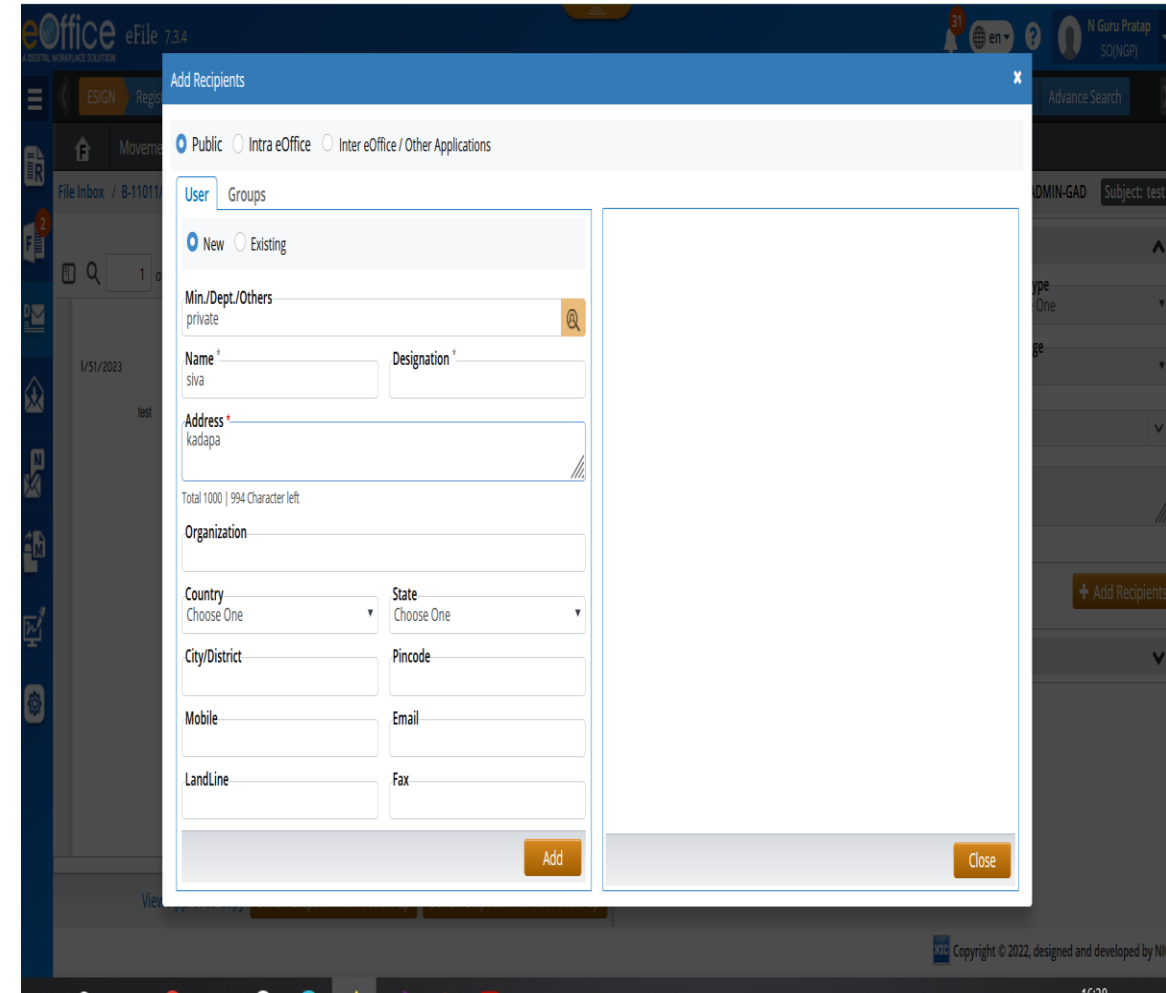
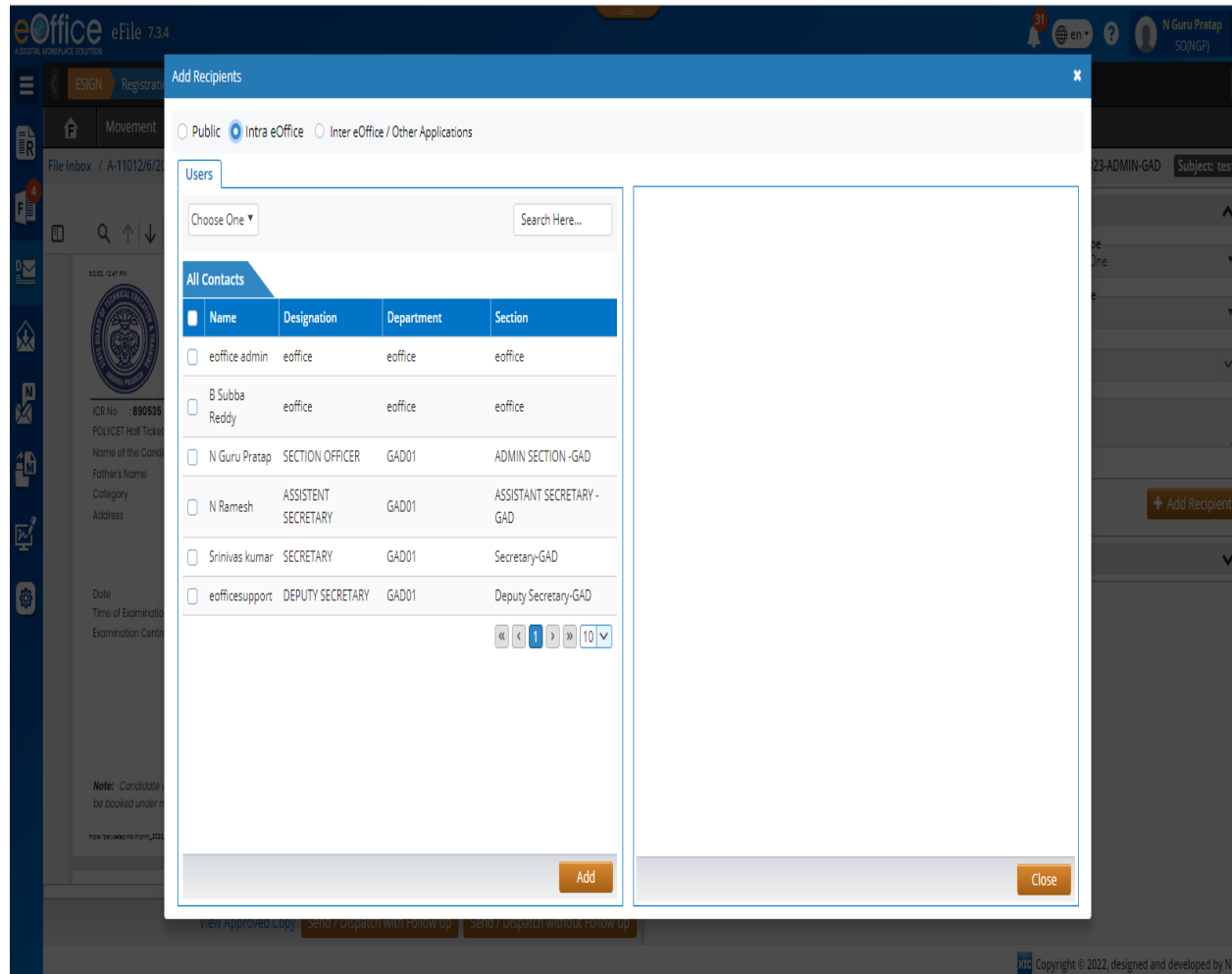
28. Draft Commutation details: while creating a Draft, recipients details are not mandatory to fill. it is optional. But it is mandatory to fill in the recipient's details while dispatching.

The screenshot displays the eOffice eFile 7.3.4 interface. The top navigation bar includes 'ESIGN', 'Registration', 'DASHBOARD', 'View', 'RECEIPT', 'Create', 'Inbox', 'Sent', 'Advance Search', 'FILE', 'Create', 'Inbox', 'Sent', 'Advance Search', 'ISSUE', 'Sent', 'Returned', and 'Advance Search'. The main content area shows a draft titled 'B-11011/1/2023-ADMIN-GAD' with 'Issue No.: I/49/2023', 'Draft State: APPROVED', and 'Version: 1'. The draft content includes the subject 'B-11011/1/2023-ADMIN-GAD', the date 'I/49/2023', and the date '22-09-2023'. A red box highlights the 'Draft Details' form on the right, which contains the following fields:

- Draft Nature ***: New/Fresh
- Receipt No.**: [Empty]
- Reply Type**: Choose One
- Forms Of Communications**: Letter
- Prefix**: Choose One
- Language ***: English
- Main Category**: Choose One
- Sub Category**: Choose One
- Subject ***: test

At the bottom of the interface, there are buttons for 'Enable Multi Sign', 'Preview', 'eSign', 'DSC Sign', and 'Ink Sign'.

29. Dispatch: Drafts can be dispatched to "Public", "Intra eOffice" and "Inter eOffice".
(Refer doc page no 57 to 60)



30. Email and SMS option will be visible in dispatch only when both mobile and email added when adding recipient details (Refer doc page no 57 to 60)

The screenshot displays the eOffice eFile 7.3.4 interface. The main content area shows a PDF document with the text: "This is a test PDF document. If you can read this, you have Adobe Acrobat Reader installed on your computer." The right-hand sidebar contains the 'Draft Details' and 'Recipient Details - Public' sections.

Draft Details:

- Draft Nature: New/Fresh
- Receipt No.: [Choose One]
- Reply Type: Choose One
- Forms Of Communications: Letter
- Prefix: Choose One
- Language: English
- Main Category: Choose One
- Sub Category: Choose One
- Subject: test

Recipient Details - Public:

Name	Designation	Address	Min./Dept./Others	Sent Through	Postal	Email	SMS	Actions
prathap		Guntur		<input checked="" type="radio"/> SELF <input type="radio"/> CRU	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Email Details:

At the bottom of the interface, there are buttons for "View Approved Copy", "Send / Dispatch with Follow up", and "Send / Dispatch without Follow up".

31. Advanced Search Viewing area is customizable

The screenshot shows the eOffice 7.3.4 interface with the 'Advanced Search' tab selected. The search form includes fields for 'Comp. No.', 'File No.', 'Subject', and 'Origin' (set to 'Internal'). There is an 'Include closed' checkbox which is currently unchecked. Below the search fields are 'Search File' and 'Clear' buttons. The interface also shows a table with columns: 'Actions', 'Comp. No. ↑↓', 'File No.', 'Subject', 'Location', 'Section', 'Sent On ↑↓', 'Forwarding Remark', and 'Currently With'. The table content shows 'No Record(s) Found'. The top navigation bar includes 'ESIGN', 'Registration', 'DASHBOARD', 'View', 'RECEIPT', 'Create', 'Inbox', 'Sent', 'Advance Search', 'FILE', 'Create', 'Inbox', 'Sent', 'Advance Search', 'ISSUE', 'Sent', and 'Returned'. The user profile 'N Guru Pratap SO(NGP)' is visible in the top right.

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This screenshot shows the same eOffice 7.3.4 interface but with the search form customized to include advanced filters. In addition to the basic search fields, there are sections for 'From' (with 'Received' and 'Sent' radio buttons), 'File Heads', 'Creation Details', and 'References'. The 'From' section includes 'Select Department', 'Select Section', 'Select User', and 'Remarks'. The 'Sent' section includes 'From Date', 'To Date', 'Forwarding Action', 'Initiation Action Remarks', and 'Initiation Action Type'. The 'File Heads' section includes 'File Basic Head', 'File Primary Head', 'File Secondary Head', 'File Tertiary Head', 'Category', and 'Sub Category'. The 'Creation Details' section includes 'Select Department', 'Select Section', 'Select User', 'From Date', 'To Date', and 'Creation Remarks'. The 'References' section includes 'Previous', 'Later', 'Language', and 'Old Physical File No'. The 'Include closed' checkbox is now checked. The table below the search form now includes 'Active', 'Created', 'Parked', 'Closed', and 'Clear All' buttons. The rest of the interface, including the top navigation and user profile, remains the same.

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32. Advanced Search: Searching parameters can be customized.

(Refer doc page no 124 & 258)

The screenshot displays the eOffice 7.3.4 interface. The top navigation bar includes 'ESIGN', 'Registration', 'DASHBOARD', 'View', 'RECEIPT', 'Create', 'Inbox', 'Sent', 'Advance Search', 'FILE', 'Create', 'Inbox', 'Sent', 'Advance Search', 'ISSUE', 'Sent', 'Returned', and 'Advance Search'. The user profile 'N Guru Pratap SO(NGP)' is visible in the top right corner.

The search form is highlighted with a red box and contains the following fields:

- Comp. No.:** 44
- File No.:** (empty)
- Subject:** (empty)
- Origin:** Internal
- Include closed:**
- From:** Select Department, Select Section, Select User
- Received:**
- Sent:**
- From Date:** dd/mm/yyyy
- To Date:** dd/mm/yyyy
- Forwarding Action:** Choose One
- Initiation Action Remarks:** (empty)
- Initiation Action Type:** Choose One
- File Heads:** File Basic Head, File Primary Head, File Secondary Head, File Tertiary Head
- Subject:** Category, Sub Category

Buttons for 'Search File' and 'Clear' are located below the search form.

Below the search form, there are action buttons: 'Send', 'Reopen', 'Receive', 'Pull Up', 'Pull Back', 'Unpark', 'Active', 'Created', 'Parked', 'Clear All', 'Download', and 'Add/Remove Output Fields'.

The search results table is highlighted with a red box and contains the following data:

Actions	Comp. No. ↑↓	File No.	Subject	Location	Section	Sent On ↑↓	Forwarding Remark	Currently With
Send Details	E 44	A-11012/6/2023-ADMIN-GAD	test	File/Inbox	ADMIN SECTION -GAD	22/09/2023 03:11 PM		N Guru Pratap,ADMIN SECTION -G ...

33. Re Dispatch option available.

(Refer doc page no 291)









The screenshot displays the eOffice 7.3.4 interface. The top navigation bar includes tabs for ESIGN, Registration, DASHBOARD, View, RECEIPT, Create, Inbox, Sent, Advance Search, FILE, Create, Inbox, Sent, Advance Search, ISSUE, Sent, Returned, and Advance Search. The left sidebar contains menu items: Receipt, File, Dispatch, Acknowledgement, Issue, Received Letters, Notification, Migrate File, Register for Signing, and Setting. The main content area shows a document dated 28-03-2023 with the following text:

To,
ww
Sub:- Acknowledgement of your letter no - dated
Dear guru,
Your letter has been received. For future communication please refer to the correspondence computer no. 5
Regards,
N Guru Pratap
SO(NGP)

The right sidebar displays document details:

Issued On	28/03/2023 04:45 PM	Type	Issue
File No.	A-11012/2/2023-AS-GAD	Receipt No.	6/2023/ADMIN-GAD
Subject	gg		
Draft Nature	Reply	Reply Type	
Language	English	Forms Of Communications	Letter
Prefix		Main Category	General
Sub Category			

Below the details is a 'Recipients List' table:

Recipient Type	Dispatch No.	Addressee	Sent Through	Status	Action
Public	DIS/1/2023	gg.gg	SELF	DISPATCHED	
Public	DIS/2/2023	gg.gg	SELF	DISPATCHED	 
Internal	DIS/3/2023	N Guru Pratap,SECTION OFFICER	SELF	DISPATCHED	
Internal	DIS/4/2023	N Guru Pratap,SECTION OFFICER	SELF	DISPATCHED	
Email	DIS/5/2023	pmu.guru@ap.gov.in	SELF	DISPATCHED	
Internal	DIS/6/2023	N Guru Pratap,SECTION OFFICER	SELF	DISPATCHED	
Internal	DIS/7/2023	N Guru Pratap,SECTION OFFICER	SELF	DISPATCHED	

A red box highlights the 'Re Dispatch' icon (envelope with arrow) in the 'Action' column of the Recipients List table for the first three rows.

34. eSign Registration :

eSign Registration has been introduced wherein the user has to register before using eSign services.

The screenshot shows the eOffice eFile 7.3.4 interface. The top navigation bar includes 'ESIGN', 'Registration', 'DASHBOARD', 'View', 'RECEIPT', 'Create', 'Inbox', 'Sent', 'Advance Search', 'FILE', 'Create', 'Inbox', 'Sent', 'Advance Search', 'ISSUE', 'Sent', 'Returned', and 'Advance Search'. The left sidebar contains 'Receipt', 'File', 'Dispatch', 'Received Letters', 'Notification', 'Migrate File', 'Register for Signing', 'DSC Registration', 'eSign Registration', and 'Setting'. The main content area displays a table titled 'Registered eSign' with the following data:

Sr. No.	Year of Birth	User Name	Registered By	Registered On	Action
1	1991	Neeli Guruprathap	N Guru Pratap, ADMIN SECTION -GAD	24/08/2023 01:02 PM	

The screenshot shows the eOffice eFile 7.3.4 interface. The top navigation bar includes 'ESIGN', 'Registration', 'DASHBOARD', 'View', 'RECEIPT', 'Create', 'Inbox', 'Sent', 'Advance Search', 'FILE', 'Create', 'Inbox', 'Sent', 'Advance Search', 'ISSUE', 'Sent', 'Returned', and 'Advance Search'. The left sidebar contains 'Receipt', 'File', 'Dispatch', 'Received Letters', 'Notification', 'Migrate File', 'Register for Signing', 'DSC Registration', 'eSign Registration', and 'Setting'. The main content area displays a table titled 'Registered eSign' with the following data:

Sr. No.	Year of Birth	User Name	Registered By	Registered On	Action
1	1991	Neeli Guruprathap	N Guru Pratap, ADMIN SECTION -GAD	24/08/2023 01:02 PM	

35. Attach multiple docs in Noting like pdf,docx,xls,ppt etc.

The screenshot displays the eOffice 7.3.4 web application interface. The browser address bar shows the URL: <https://test.eoffice.ap.gov.in/efile7/#/file/view/FAPDEMONEW0000000005?viewParam=eyJkb2N1bWVudElkijo>. The user is logged in as N Guru Pratap, SO(NGP).

The interface includes a navigation menu with options like ESIGN, Registration, DASHBOARD, View, RECEIPT, Create, Inbox, Sent, Advance Search, FILE, Create, Inbox, Sent, Advance Search, ISSUE, Sent, Returned, and Advance Search. The current document is titled "A-11012/2/2023-AS-GAD" with the subject "test file efile version 7".

The main content area shows a "Note # 3" with a "Quick Noting" bar at the bottom. The "Attachment" button is highlighted with a red box, and a tooltip is visible, listing supported file formats: PDF, DOCX, DOC, ODT, OPENDOC, XLS, XLSX, PPT, PPTX, PPSX Only.

The "List of Drafts" table is also visible, showing the following data:

Draft No.	Subject	Status	Approved By	Last Updated On	Action
DFA/58	test file efile version 7	APPROVED	N Guru Pratap, ADMIN SECTION - ...	22/09/2023 12:33 PM	
DFA/57	test file efile version 7	APPROVED	N Guru Pratap, ADMIN SECTION - ...	22/09/2023 11:44 AM	
DFA/53	test file efile version 7	APPROVED	N Guru Pratap, ADMIN SECTION - ...	16/08/2023 12:27 PM	

The "Version List of DFA/58" table shows the following data:

Version	Created On	Created By	Status	Action
1	22/09/2023 12:33 PM	N Guru Pratap, ADMIN SECTION - ...	APPROVED	

The system tray at the bottom shows the time as 16:53 on 26-09-2023, and the copyright notice: Copyright © 2022, designed and developed by NIC.

36. Dashboard View: It displays information on File details, User log details, Alerts, DSC info etc.

eoffice eFile 7.3.4
A DIGITAL WORKPLACE SOLUTION

Navigation: ESIGN Registration **DASHBOARD View** RECEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned

User: N Guru Pratap SO(NGP)

File Details

Bar Chart: File Count vs. Category (Physical, Electronic)

Category	Physical	Electronic
Unread	1	1
Total	5	5

Alerts & Notifications

FILE	RECEIPT
• Subject Category: Data Not Available	• Subject Category: Data Not Available
• Priority Files 0	• Priority Receipts 0
• Parked Due Today 0	• VIP Receipts 0
• Parked Due Date Elapsed 0	• Action Initiated Receipts 0
• External Files Pending 0	
• Action Initiated Files 0	
• Closing/ Reopening Approval Request Pending 0	
• Files Requested By Auditor 0	

User & Login Details

Name	N Guru Pratap
Designation	SECTION OFFICER
Post	ADMIN SECTION -GAD (SECTION OFFICER)
Last Login Date & Time	04/10/2023 10:45 AM
IP Address	10.252.101.1

Active Delegation(s)

Work Delegated Of	Work Delegated To	Delegation Type	Delegation Duration
No Record(s) Found			

Receipt Details

Data Not Available

Digital Signing Activity

DSC Sign Transaction

Last successful sign on:	04/04/2023 02:35 PM
IP Address:	164.100.214.26

[Click to view recent DSC Transaction »](#)

eSign Transaction

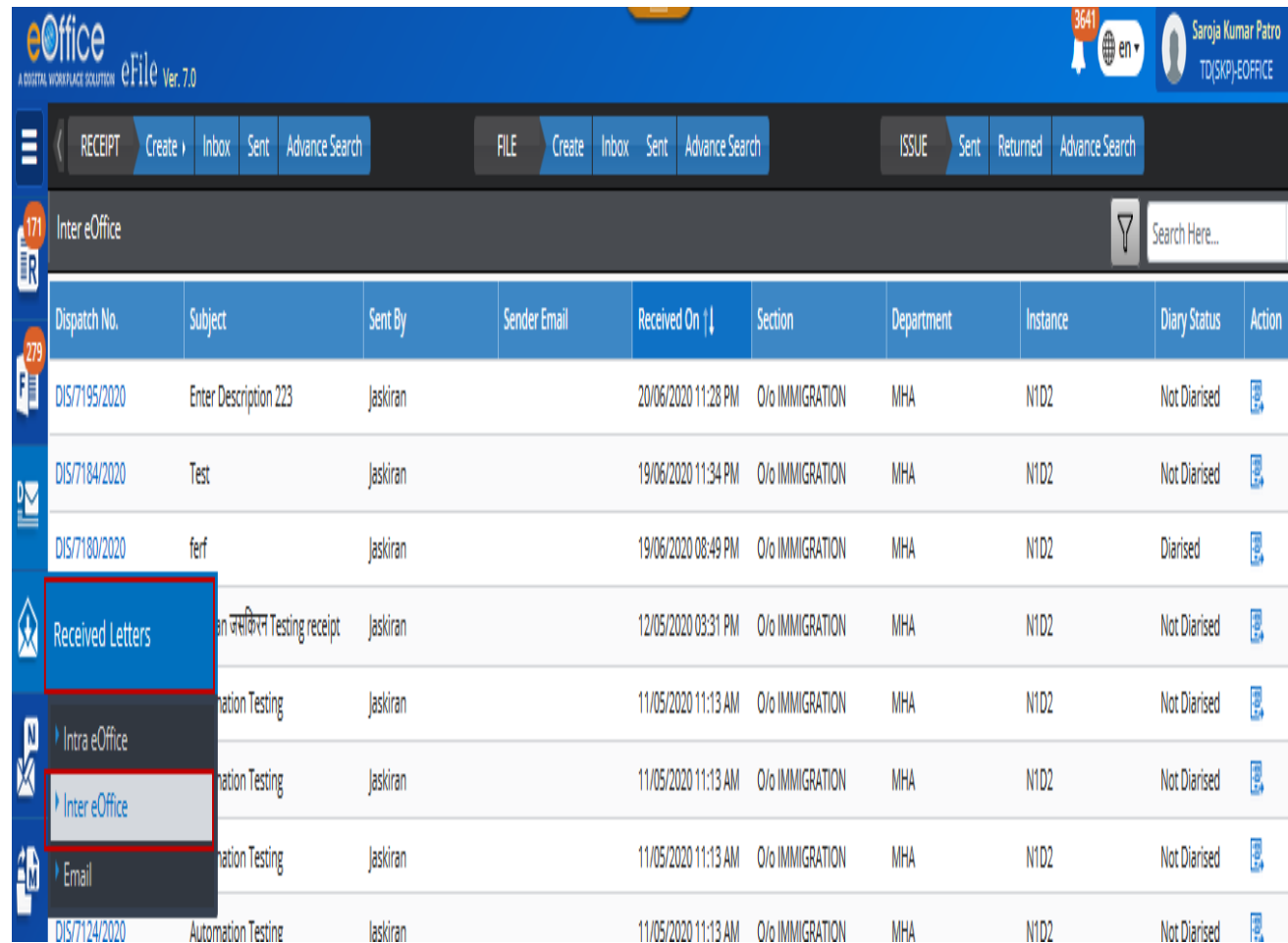
Last successful sign on:	29/09/2023 02:40 PM
IP Address:	164.100.214.26

Delegation History »

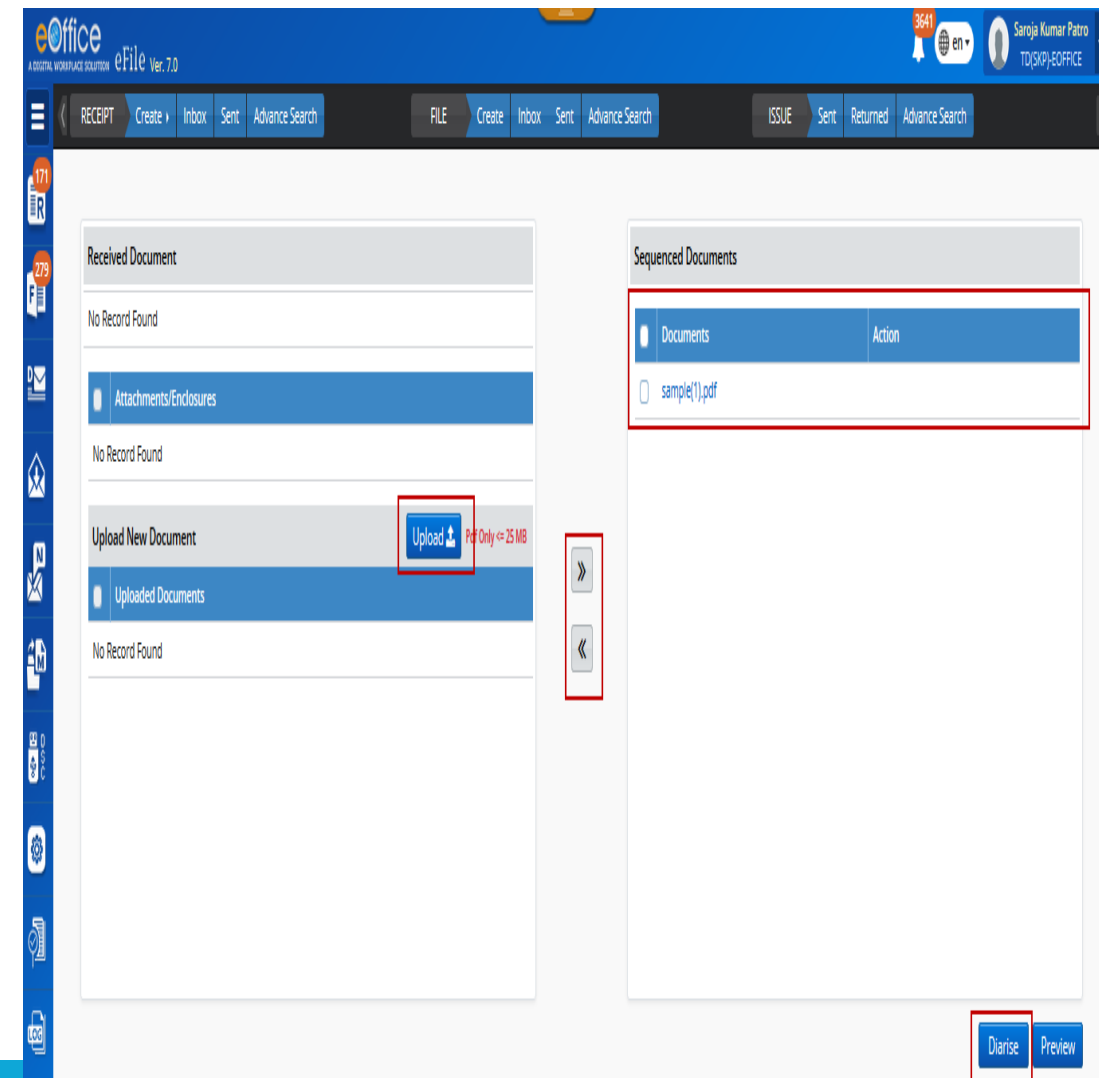
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37. Received Letters:

Inter eOffice & Intra eOffice: allows user to view and diaries letters received from Inter/intra eOffice as a Receipt in eFile Module. (Refer doc page no 271 to 275)



Dispatch No.	Subject	Sent By	Sender Email	Received On	Section	Department	Instance	Diary Status	Action
DIS/7195/2020	Enter Description 223	Jaskiran		20/06/2020 11:28 PM	O/o IMMIGRATION	MHA	N1D2	Not Diarised	
DIS/7184/2020	Test	Jaskiran		19/06/2020 11:34 PM	O/o IMMIGRATION	MHA	N1D2	Not Diarised	
DIS/7180/2020	ferf	Jaskiran		19/06/2020 08:49 PM	O/o IMMIGRATION	MHA	N1D2	Diarised	
	an जसकिरन Testing receipt	Jaskiran		12/05/2020 03:31 PM	O/o IMMIGRATION	MHA	N1D2	Not Diarised	
	ation Testing	Jaskiran		11/05/2020 11:13 AM	O/o IMMIGRATION	MHA	N1D2	Not Diarised	
	ation Testing	Jaskiran		11/05/2020 11:13 AM	O/o IMMIGRATION	MHA	N1D2	Not Diarised	
	ation Testing	Jaskiran		11/05/2020 11:13 AM	O/o IMMIGRATION	MHA	N1D2	Not Diarised	
DIS/7124/2020	Automation Testine	laskiran		11/05/2020 11:13 AM	O/o IMMIGRATION	MHA	N1D2	Not Diarised	



The screenshot shows the 'Received Document' section with a 'No Record Found' message. Below it is an 'Attachments/Enclosures' section, also with 'No Record Found'. The 'Upload New Document' section features an 'Upload' button (highlighted with a red box) and a note 'Pdf Only <= 25 MB'. Below this is an 'Uploaded Documents' section, also with 'No Record Found'. To the right, the 'Sequenced Documents' section shows a list of documents, including 'Documents' and 'sample(1).pdf', with an 'Action' column. At the bottom right, there are 'Diarise' and 'Preview' buttons (both highlighted with red boxes).



THANK YOU



Any Questions?