

# eOffice STEPS

1. Open Mozilla FIREFOX (version 45 and above) browser or Internet Explorer.

2. Enter website address for eOffice:

<https://nalgonda.eoffice.telangana.gov.in>

1. Login with name-based email-id (eg: if your email is satya.m@telangana.gov.in, only use satya.m as user-id to LOGIN)

1. Click FILE MANAGEMENT SYSTEM

1. How to BROWSE & DIARISE ( Tappals / Receipts)

RECEIPTS->BROWSE & DIARISE ->UPLOAD your tappal/receipt -> fillup diary information – enter all

mandatory fields (any one of DESIGNATION and NAME) -> GENERATE ( or GENERATE & SEND to send to concerned officer)

Eg: RECEIPT NO: 25092/2017/IT SECTION

a. HOW TO GENERATE ACKNOWLEDGEMENT?

Select above RECEIPT -> GENERATE ACK.-> CONTINUE or SEND LATER

Eg ACK NO: 10000/2017-ACK

b. Where can we get GENERATED RECEIPTS?

See in folder -> CREATED

c. Where can we get SENT RECEIPTS?

See in folder -&gt; SENT

d. Which folders we have to check for RECEIPTS / FILEs regularly?

RECEIPTS -&gt; INBOX & RECEPTS-&gt; CREATED for RECEIPTS

FILES -&gt; INBOX & FILES -&gt; CREATED for FILEs

1. How to CREATE FILE?

FILE -&gt; CREATE NEW (or ELECTRONIC FILE-&gt; CREATE NEW (NON-SFS)) -&gt; select FILE NO -&gt; enter

DESC etc details -&gt; CONTINUE WORKING -&gt; OK

Eg: FILE NO: A-11011/69/2017-IT created & computer NUMBER ( eg: 11011 ) will be generated.

a. How ATTACH RECEIPT to FILE?

-&gt; ATTACH -&gt; SELECT RECEIPT -&gt; ATTACH

b. How to ADD YELLOW NOTE or GREEN NOTE?

-&gt; ADD GREEN NOTE ( or YELLOW NOTE )-&gt; insert from word -&gt; insert (copy from word & paste in

dialog box, font 12 )-&gt; SAVE ( click ATTACH for old NOTE attachments)

How to SEND or DIGITALLY SIGN NOTE FILE and SEND?

Click SEND or SEND & DIGITALLY SIGN -&gt; SEND (enter details of officers to whom sent)

now this FILE will be available in FILEs-&gt; SENT folder .. gone to addressee/officer concerned and available in FILEs-&gt;INBOX of receiver

c. How to CREATE PART FILE? ( create PART for SENT files only )

CREATE PART -&gt; BROWSE FILE -&gt; SELECT FILE -&gt; CREATE PART ( THEN NOTING etc can be done)

Eg: PART FILE CREATED: A-11011/69/2017-IT-Part(1)

d. How to CLOSE FILE / PART FILE?

Select MORE-&gt; CLOSE FILE ( OR PART FILE)

1. How to CREATE NEW DRAFT, DIGITALLY SIGN & SEND ?

INBOX -&gt; OPEN FILE -&gt; DRAFT -&gt; CREATE NEW DRAFT

DRAFT can be INSERTed as in case of NOTE FILE after that we can use following TAGs

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Use #ApprovedBy# For Approver Info.

Use #ApprovedByName# For Approver Name

Use #ApprovedByDesignation# For Approver Designation.

Use #ApprovedBySectionName# For Approver Section Name.

Use #ApprovedDate# For Date of Approval.

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-&gt;ATTACH FILE if u have any one -&gt;SAVE

Eg: Draft No. : DFA/13821 - V 1.0 Draft Status : DFA

Select SEND (enter details required) -&gt; SEND or SEND with DSC ( NOW this FILE is in SENT folder of current user , FILE-&gt;INBOX of RECEIVER ) - In draft we can INSERT DIGITAL SIGNATURE

wherever required by drawing BOX.

1. HOW TO DISPATCH ?

Open FILES-&gt; INBOX -&gt; select FILE that contains DRAFT -&gt; DRAFT-&gt; VIEW DRAFT -&gt; open the DRAFT -

&gt; DISPATCH BY SELF or DISPATCH BY CRU -&gt; enter EMAIL DETAILS or

POSTAL OR OUT STATION DETAILS -&gt; SEND WITH FOLLOWUP or SEND WITHOUT FOLLOWUP

1. How to register DSC Key (onetime only) ?

Insert DSC token into usb port

Login with user id - check name and designation - click on FILE MANAGEMENT SYSTEM – click on

DSC – click on DSC Registration – Click on signing certificate – select the name of the user -

click on register - enter pin no (12345678 default) –

Go To SETTINGS - Preferences - Auto Save Duration(In Sec) : 3 -

Alert Settings – select BOTH – enter Email (Designation eMail) - Enter Mobile Number

DSC Settings – Select Signing and SAVE

1. How to get HELP / eOffice Manuals?

Click HELP -&gt; USER MANUAL (eFile+User+Manual.pdf) / QUICK START

(eFile+Quick+Start+Guide.pdf) /HTML Help / FAQ on eOffice Modules

11. Demo eoffice Site

<https://demo.eoffice.telangana.gov.in/>

uesr ID :

test.46eoff user f

test.47eoff user g Approve role

test.48eoff user h

test.49eoff user i

test.50eoff user j Approve role

Pass word : Eoff@234#