

## eOffice STEPS

1. **Open Any Browser (ensure DSC signer service running in your Computer for DSC Signing)**
2. **Enter website address for eOffice**
3. **URL: <https://badradri.eoffice.telangana.gov.in/>**
4. **Login with name-based email-id (eg: if your email is [satya.m@telangana.gov.in](mailto:satya.m@telangana.gov.in), only use [satya.m](mailto:satya.m) as user-id to LOGIN)**
5. **Click FILE MANAGEMENT SYSTEM**
6. **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 -> SENT

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

RECEIPTS -> INBOX & RECEIPTS-> CREATED for RECEIPTS

FILES -> INBOX & FILES -> CREATED for FILEs

## 7. **How to CREATE FILE?**

FILE -> CREATE NEW (or ELECTRONIC FILE-> CREATE NEW (NON-SFS)) -> select FILE NO -> enter DESC etc details -> CONTINUE WORKING -> OK

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

a) **How ATTACH RECEIPT to FILE?**

-> ATTACH -> SELECT RECEIPT -> ATTACH

b) **How to ADD YELLOW NOTE or GREEN NOTE?**

-> ADD GREEN NOTE ( or YELLOW NOTE )-> insert from word -> insert (copy from word & paste in dialog box, font 12 )-> SAVE ( click ATTACH for old NOTE attachments)

How to SEND or DIGITALLY SIGN NOTE FILE and SEND?

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

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

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

**CREATE PART -> BROWSE FILE -> SELECT FILE -> 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-> CLOSE FILE ( OR PART FILE)

## 8. **How to CREATE NEW DRAFT, DIGITALLY SIGN & SEND ?**

INBOX -> OPEN FILE -> DRAFT -> CREATE NEW DRAFT

Following Tags can be inserted in DRAFT/DFA to be replaced with relevant information after Approval of DFA/DRAFT.

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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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->ATTACH FILE if u have any one ->SAVE

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

Select SEND (enter details required) -> SEND or SEND with DSC ( NOW this FILE is in SENT folder of current user , FILE->INBOX of RECEIVER ) - In DRAFT we can INSERT DIGITAL SIGNATURE wherever required by drawing BOX (CUSTOM SIGN - feature)

## 9. HOW TO DISPATCH ?

Open FILES-> INBOX -> select FILE that contains DRAFT -> DRAFT-> VIEW DRAFT -> open the DRAFT -> DISPATCH BY SELF or

DISPATCH BY CRU -> enter EMAIL DETAILS or

POSTAL OR OUT STATION DETAILS -> SEND WITH FOLLOWUP or SEND WITHOUT FOLLOWUP

## 10. How to register DSC Key (one time 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

## 11. How to get HELP / eOffice Manuals?

Click **HELP** -> USER MANUAL (eFile+User+Manual.pdf) / QUICK START (eFile+Quick+Start+Guide.pdf) /HTML Help / FAQ on eOffice Modules

(or) Refer <https://eoffice.gov.in> website for latest information.

## 12. [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#