e-Office

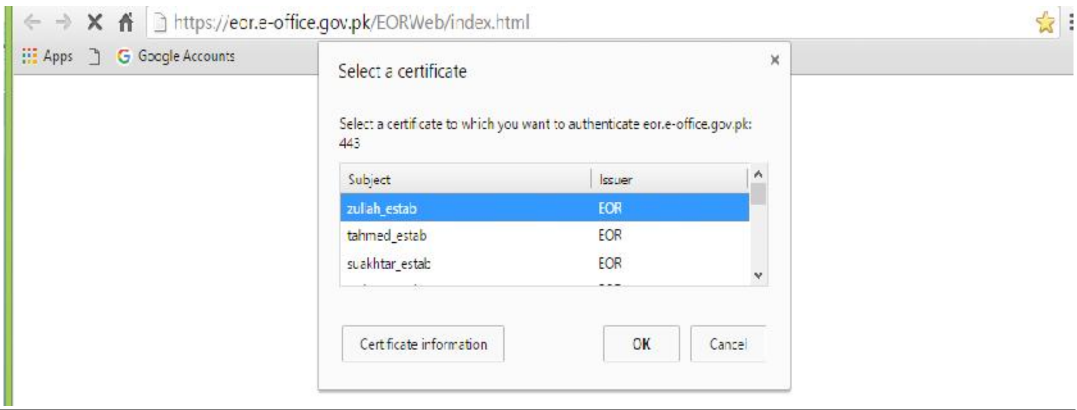
FAQs

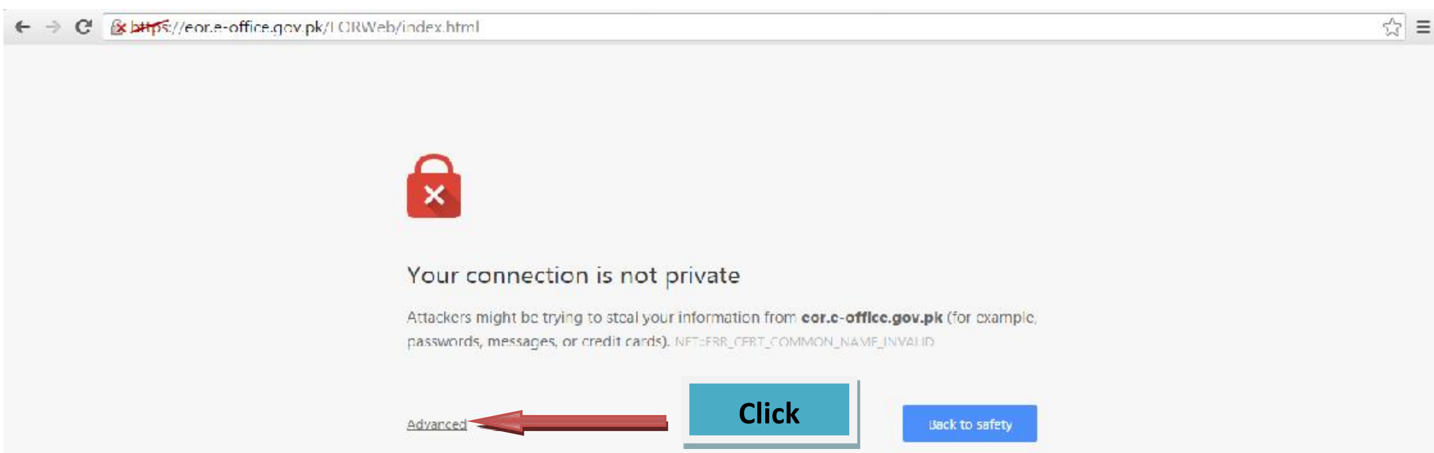
Recommended Browser for e-Office application is internet explorer V.10 or chrome Browser

Using Chrome Browser for e-Office Application:-

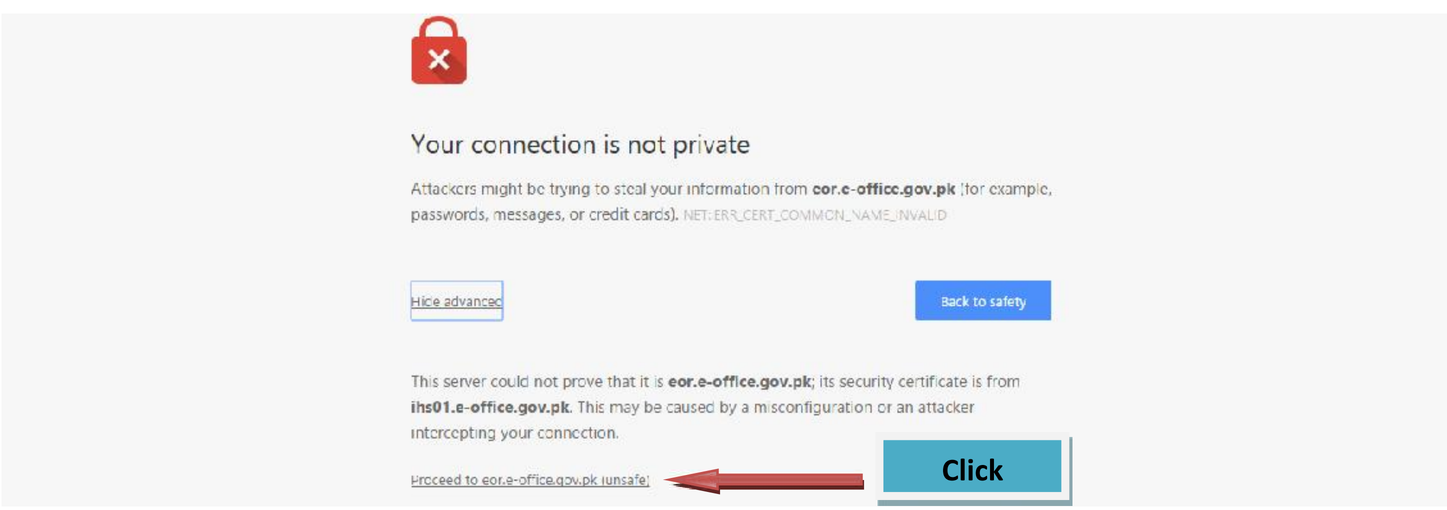
1-Click Chrome Browser → Type the URL for e-Office

2-(https://eor.e-office.gov.pk/EORWeb/index.html) → Click OK → Click on Advanced





Click on Proceed to eor.e-office.gov.pk(unsafe)

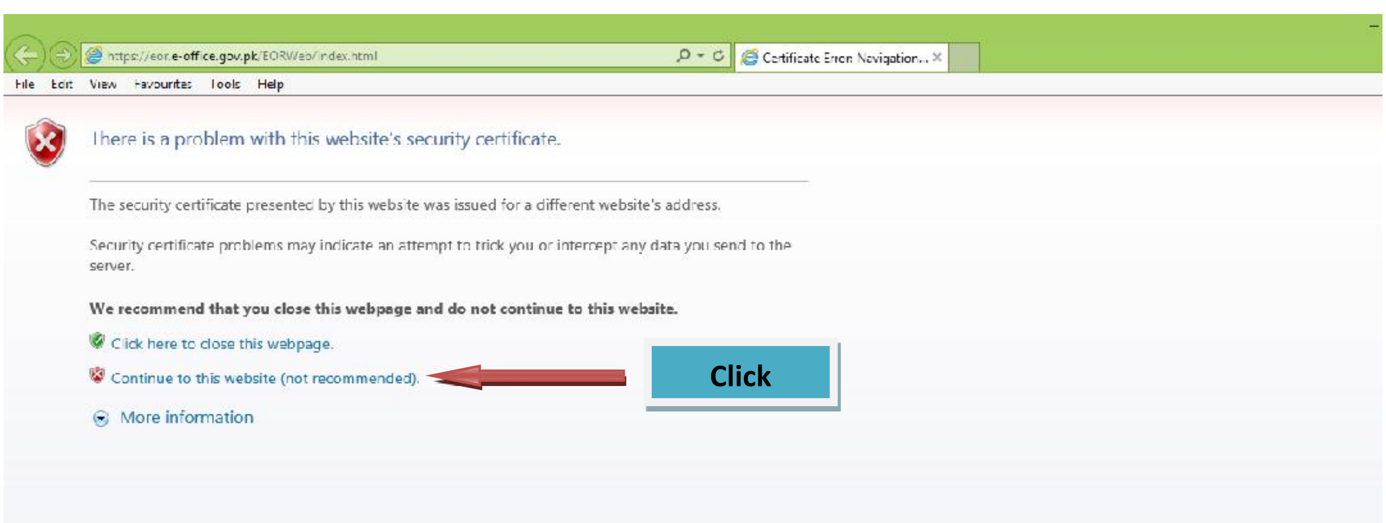


3-Type your password (As already given by IT Team)

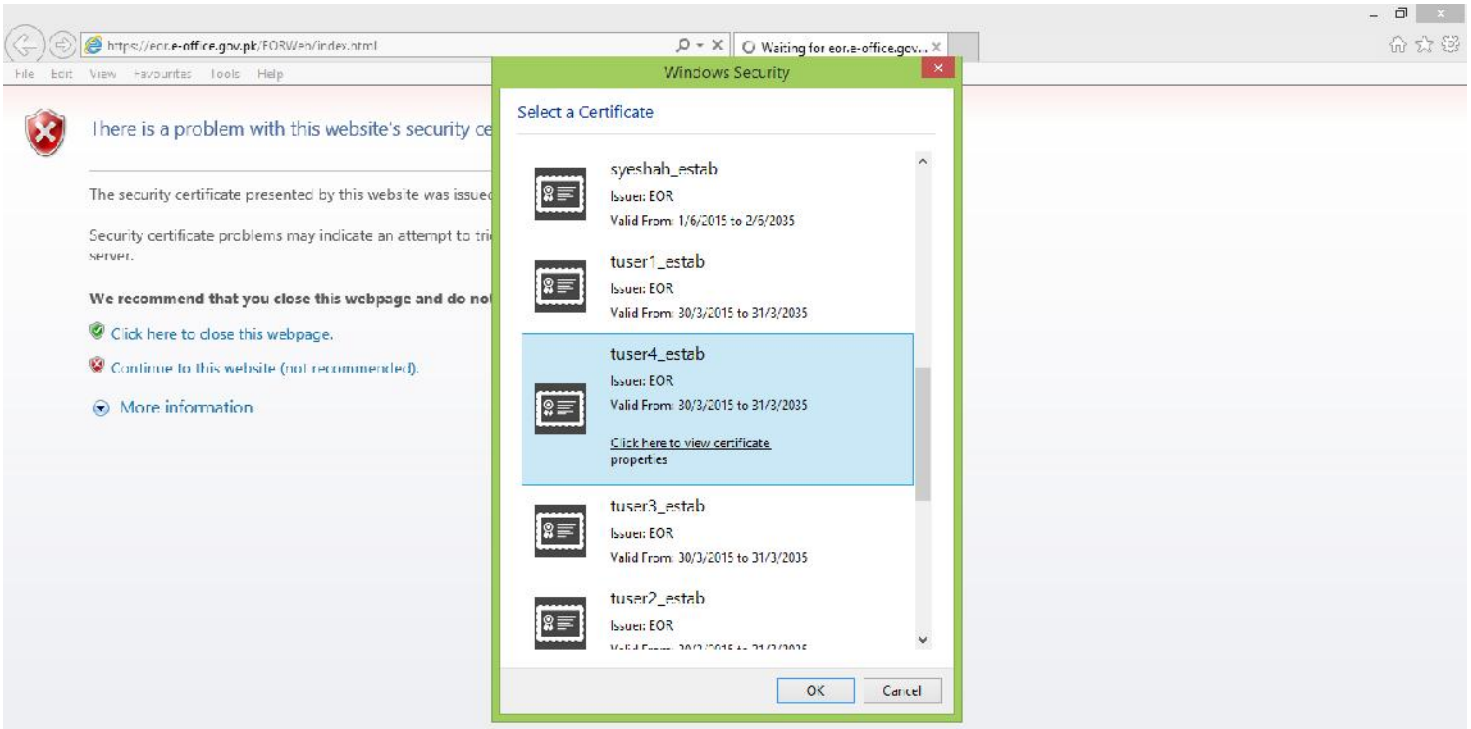
Using Internet Explorer Browser for e-Office Application:-

1-Click Internet Explorer Browser → Type the URL for e-Office

2-(https://eor.e-office.gov.pk/EORWeb/index.html) → Click(Continue to this Website (not recommended)



3- Select Digital Certificate again and Click OK



4-Type your password

- **Document Creation from Add document Function and From File Correspondence Menu.**

- **Document Creation from Add Document Function:-**
  - Go to **File Menu → Add Document→** A page will open give necessary information e.g. Reference No, Subject.etc
  - In Document information Tab Copy paste or write a letter(Something) in the Body of the e-office application and Select the Template (letter, memorandum, blank template)
  - Click on **Document Attachments** Tab if needs to attached some documents(s)
  - Click on **Document Recipients** Tag (if needs to send to more than one person e.g. circular, Minutes of the Meetings.) →Then Click on **Add from Contact List** select Persons you wish to send the copy or Click on **Add New Recipients** if Person not available in Contact List.
  - Click **Save** Button.
  - The document will be now available at your Home Screen.

- **Document Creation From File Correspondence Menu(New Enhancement):-**
  - **Click on the File in which Documents will be add.**
  - **Go to Correspondence portion of the file**
  - Click on **→ Add Document→** A page will open, give necessary information e.g. Reference No, Subject.etc
  - In Document information Tab Copy paste or write a letter(Something) in the Body of the e-office application and Select the Template (letter, memorandum, blank template etc.)
  - Click on **Document Attachments** Tab if needs to attached some documents(s)
  - Click **Save** Button.
  - The document will be now available at your **Correspondence** portion of the file.

- **Forwarding Document by Noting.**
  - Open Document → Click on **Noting→Add Noting→** a Page will open for Noting→ Type your Noting→ Select Person to whom you wish to send the Document From the given below Users list → Click **Forward** → a confirmation message will display click on **Go to Home Page.**

- **Accepting Document from R & I or Redirect.**
  - Go to **H**ome **P**age → Click on Document(s) under the Section: **"DOCUMENTS PENDING FOR ACCEPTANCE"**

- Document will open Click on **Accept Document. or Redirect** to R & I or to the concern User**.**

- **Creating File Headings.**
  - Go to **File Management** Menu → Click on **View Section File Headings** → Click on **Add**→ Heading Name, Heading Number, Heading Year→ Click on **Save** button.
- **Creating File**
  - Go to **File Management** Menu→ click on **Create New File**→ Provide the Following information, Main Heading, File Type(not mandatory), Subject, Initial Noting Para No, File Reference No, etc.
  - Brief Description and also the **Key word** against the file for searching purpose.
  - Click on **Save** Button
  - Click on **Go to file Information page** for more operation on newly created file.
  - one can edit the file subject and reference number on clicking **File Information** Tab .

- **Attaching Documents to File.**
  - Open File → Click on **Correspondence** Tag→ then Click on **Attach Document**→ List of available documents (Document at your desk) will be displayed→ Click check box of each document you want to attach to file→ Click **Attach** button given below. The documents will be placed in correspondence portion.

- **Forwarding File**
  - Open File → Type Noting → for more than one Para press **save and add** option.
  - Last Para you can **Save Para** and directly mark to other user
  - → Select Person to whom you wish to send the File from the List Given Below
  - → Press **Forward** button
  - Confirmation Message will be displayed

- **Forwarding File with Hyper link**
  - Open File → Type Noting → If required references (File, Para, Document and attachment reference)
  - →Click on **File Reference** →Select a Section and the all the section files will be appear in the window
  - → Select the desired file and click on **add reference** a hyper link will be create.
  - →Click on **Para Reference** → Select the desired Para number and from the window and →click on **add reference** a hyper link will be create.

- →Select the **Document Reference**→we will use this option when we are using the e-Office editor to write something in the body of e-Office editor →in the window we will select the document and →click on **add Reference** a hyper link will be create.
- →Click on **Attachment Reference**→ we will use this option when we attached some documents and attachments window will be open and → we will select the required documents and →click on **Add Reference** and hyper link will be create.
- for more than one Para press **save and add** option.
- Last Para you can **Save Para** and directly mark to other user.
- → Select Person to whom you wish to send the File from the List Given Below → Press **Forward** button Confirmation Message will be displayed

➢ **Preparing DFA/Mark as Flag/Creating DFA versions**

- Open desired File
- Click on **Correspondence Tab** → from there Click on **Add DFA**
- A DFA Preparation Screen will be Displayed
- Provide required Information e.g. Subject, Section etc.
- Type body of the DFA in the e-Office editor given below
- Apply Desired Template from Drop Down menu or use **blank template** .
- Click on **Document Attachments** Tab if some documents needs to be attached ,i.e. Ms-word ,excel or pdf documents with DFA or some other application.
- Browse for particular document → Click **Add Attachment Button**
- Click on **Document Recipients** tab if DFA copy needs to be sent/circulated to more than one person. (Explained at Document Creation step above)
- Click on Save button
- DFA is now Created
- Click on **Correspondence** Tab of the file→ then Click on **Prepare Case**
- List of Document attached to file will be displayed below
- Check box will be given to each file select check box of file you want to Flag
- Select Desired Flag(DFA will be automatically Flag with DFA) from Drop Down Menu given in right side of each file
- Press **Prepare Case Button**
- Case is now Prepare; Forward it to concerned person by following steps given at Forwarding File explained above.

- **Creating DFA versions and Track Changing Record.**
  - After Adding DFA to a file, and is submitted for approval, the approving authority may want to made some amendments or Instruct the concerned officer to made the amendments in that case a new version needs to be created of the same DFA with track changing record at every stage and will show at right hand side of the editor with designation.
- **Creating DFA versions Attachment**
  - To create a new version of DFA. Click on **Correspondence** Tab of the file
  - Click on DFA whose new version needs to be created → Document Information Page will open→ from there Click on **View Document Details** → **Edit DFA Document**→**Document attachment** →Open the DFA document and save on the system→amend the DFA and then **Choose file** →click on the amended DFA and **Add attachment**(with version 2 in subject)
  - Press **Save** button→ new version is now created .
- **Issuing Document**
  - To issue a document created at above step (Document Creation Step)
  - Open document →**Document Information** page will be displayed→ (also edit the document before sending) Click on **Issue Document**→ **Issue Request** page will be open Provide **Action Required days**→ Press **launch Request** button.
  - Copy of Document will be sent to each recipient provided at Document Recipient stage (Explained above).
- **Case Preparation & Flagging Documents**
  - Open File upon which you want to create Case→ Add required Document to the file by following step given at "Attaching Document to File" explained above.
  - Click on **Correspondence** Tag → then Click on **Prepare Case**
  - Select Work flow/Open work flow, Set **Priority**→ give response time
  - Choose **Approving Authority** from the drop down menu
  - List of Document attached to file will be displayed below
  - Check box will be given to each file select check box of file you want to Flag
  - Select Desired Flag from Drop Down Menu given in right side of each file
  - Press **Prepare Case** Button
  - Case is now Prepare; Forward it to concerned person by following steps given at **Forwarding File** explained above.
- **Approving a Case**
  - Go to **H**ome **P**age → Click on File under the Section: **"CASES AT YOUR DESK".** File opens, Noting page will be displayed.

- Click on **Correspondence** Tab→ then Click on DFA Draft (Working Paper)
- Open attachment, if OK
- Click **Go to File Correspondence** Link → Click **Mark Documents** Link → Click **Approve/Disapprove Case** link
- Select **Approve/Disapprove** from **"Status combo"** Box
- Click **Save** Button

➢ **Closing Case/Closing File**

- Open File upon which case is open and needs to close the case
- Click on **Marked Document** Tag → Click on **Close Case**
- Confirmation message will be displayed press **OK**
- Case is now close
- To Close a file Click on **File Information** Tag → then click on **Close File**
- Press **Close** button→ Confirmation message will be displayed → Press **OK.**
- File is now closed.

➢ **Part File and Merging the File:-**

➢ **Part File Creation:-**

- we can create part file when the Main file is not at your desk (owner desk).
- For part file Search the Original (Main File) →for this purpose use the **File Search Option**
- →Click on the desired main file→ In **file information** tab → Click on **Open Part file** Option
- →You can also add keyword and description and → Press **Save** button
- →Now the file is created with the same reference no and subject with addition starting and ending with a **%** sign
- →Now you can use the Part file like a main file.

➢ **Merging the File :-**

- You can merge the files when the main file and part file both at your own desk (owner desk)
- For merging the file Search the Original (Main File) →for this purpose use the **File Search Option**
- →Click on the desired main file →in **file information** tab→ click on Part files option
- →click the check box of the part file and →Press the **Merge** Button
- The file has been merged and automatically update the Para number and Correspondence Documents.

- **Disposing Document**
  - Open Document under **Document Information** Tag Click **Dispose** Give Reason and Press **Dispose** Button.

- **Searching File**
  - Go to **File Management Menu** → Click on **Search**→ then **Search File**
  - Search Screen will be displayed with five options. i.e. File Reference No, Creation Date Between, file movement data, Brief Subject, Keywords(Keywords is provided at file Creation stage).
  - Chose suitable option (one or more) and press **Search** Button
  - List of all files will be displayed that meats your search criteria.

- **Searching Document**
  - Go to **File Management Menu** → Click on **Search**→ then Search Document
  - Search Screen will be displayed with five options. i.e. Document No, Creation Date Between, Brief Subject, Created by, Document Type.
  - Type in relevant option box and press **Search** button.
  - List of all document will be displayed that meats your search criteria.

- **Creating Workflow**
  - Go to File Management Menu→ from there Click on **Workflow** → then Click on **Define Workflow**
  - Define workflow page will open, provide Workflow Name, Section Name, Choose users from left side list box and click arrow button to make them workflow Participants.
  - Click **Save** button
  - Go to File Management Menu → then **Manage Workflow** → Click on **Pending workflow** list of all pending workflow will be displayed, Click on workflow you want to Accept, Details of workflow will be displayed→ Click on **Save** button
  - Now workflow is ready for use.
- **Contacts**
  - To Add Contact at your Personal Contact Diary
  - Go to **Home Menu** Tag→ from there select **Personal Contact Diary**
  - To add new Contact Click on **Add Contact** provide Name, Designation etc and press **Save** button.

- To edit already saved contact click on the Check box given in start of each contact and Press **Edit Contact,** made required changes and Press **Save** button.

- **Reports**

  - Go to **File Management** Menu → then **Reports** → from there Select **Document** for Documents related reports e.g. **Document Movement, Documents Pending Report**, **Wing Wise Correspondence Document Report** → from there give date from and date to report, Select Document of whom you want to generate report→ Press **View Report** button.
  - To Generate File based report repeat above step but this time Select Files instead of Documents.

Thanks

Shabir Ali Shah

Manager Implementation

Establishment Division

Feel Free to ask any question on extension 415