



FAQ-Frequently Asked Questions

Q1- How to Dispatch a signed letter?

Step 1: As mentioned in figure-1, first you have to click on Initiate Dispatch.

ile Inbox	/ 123-T	CHNONAZR/1/2024-support12							E	1301 123-TCHN0NAZ	2/1/2024-support12	Training IN MORADABAD ,
		Issu	e No.: I/695/2024 Draft State: :	SIGNED Version: 1 Signed	I On: 11/02/20	025 10:53 AM	Draft Details					
	Q	1 of 3	— + Automati	c Zoom 📫	6.7 K 9	tì ≫	Draft Nature *	٣	Receipt No.	• O	Reply Type Choose One	*
	Gove	ernment Of Uttar Pradesh		U.P. State Dat	a Centre	- 11	Forms Of Communications	٣	Prefix Choose One	٣	Language • English	٣
			(als.)			- 8	Main Category Choose One			Sub Category Choose One		•
		E-office VPN Cre	eation Service Requ	est Form V1.0			Subject * Training IN MORADABAD					
	1	Requester Name					Total 2000 1976 Character left					le
	2	Organization Name / Department									Edit	+ Add/ Edit Recipients
	3	Designation										
	4	Mail-id (@gov.in/@nic.in/@ac.in)										
	5	Mobile No.										
	7	Purpose of VPN Service										
	8	Permission for VPN	-Total User Count:	(Pls. attach	User List)							
			-Destination IP Address	:								
			-Port No.:		_							
] Enable	Multi Sig	gn		Approved Copy Pre	viev. Initi	ate Dispatch						

Figure-1

ox / 123-TCHN0NAZR/1/2024-support12 E 1301 123-TCHN0NAZR/1/2024-support12 Training IN MORADABAD Issue No. : I/695/2024 Status : SIGNED Signed On : 11/02/2025 10:53 AM Draft Details + Automatic Zoom + 21 B >> Draft Nature Receipt No. Reply Type
 Choose One • Forms of Communication Letter Prefix
 Choose One Language
 English Government Of Uttar Pradesh U.P. State Data Centre P Category Choose On Sub Category Choose One Subject Training IN MORADABAD .. E-office VPN Creation Service Request Form V1.0 1 Requester Name Total 1000 | 976 Character left Organization Name Department 2 3 Designation Email Details Mail-id 4 (@gov.in/@nic.in/@ac.in) 5 Mobile No. 7 Purpose of VPN Service 8 Permission for VPN (Pls. attach User List) -Total User Count: -Destination IP Address: -Port No.: View Approved Copy Send / Disp vup Si end / Di

Step 2: As mentioned in figure-2, click on Add Recipients button to add recipients.

Figure-2





Step 3: As mentioned in figure-3, for Intra dispatch (within the same Instance) select intra office button and add all the recipients to whom you need to dispatch and click on Add button.

) Di	ublic 🔿 Intra oOffico			
) PI				
AZ I	Use				
1	UP	PLCUP CH	noose One 🔻		Search Here
	All	Contacts			
		Name	Designation	Department	Section
ent		Sudeep Srivastava	TRAINER	UPLCUP	O/o Directorate
		AMRENDRA PRATAP SINGH	POLICE	UPLCUP	o/o police
		Ravi Kant Mishra	TRAINER	UPLCUP	O/o Directorate
lues		RAJENDRA KUMAR	TRAINER	UPLCUP	O/o Districts
ani		ANKIT MISHRA	POLICE	UPLCUP	o/o police
sign		DESH RAJ	POLICE	UPLCUP	o/o police
il-id		Rishabh Singh chouhan	TRAINER	UPLCUP	O/o Directorate
ov.i		SUBHASH CHANDRA	POLICE	UPLCUP	o/o police
		RAM PRIYA TRIPATHI	POLICE	UPLCUP	o/o police
pos		Saurabh Tiwari	TRAINER	UPLCUP	O/o Directorate
rmis					
				K I 2	345
					Add

Figure-3

Step 4: As mentioned in figure-4, click on close button for further process.

Add	Recipients								×
0	Public 🧿 Intra eOffice								
ſ	sers								
ſ		hoose One 🔹		Search Here	Recipient Details - e	Office Internal			
					Name	Designation	Department	Section	Actions
A	Il Contacts				Sudeep Srivastava	TRAINER	UPLCUP	O/o Directorate	×
	Name	Designation	Department	Section	AMRENDRA PRATAP	POLICE	UPLCUP	o/o police	×
	Sudeep Srivastava	TRAINER	UPLCUP	O/o Directorate	Davi Kapt Michra	TRAINER		O/a Diractorata	-
6	AMRENDRA PRATAP SINGH	POLICE	UPLCUP	o/o police	Ravi Kant Mishra	TRAINER	UPLCUP	0/o Directorate	-
6	Ravi Kant Mishra	TRAINER	UPLCUP	O/o Directorate					
C	RAJENDRA KUMAR	TRAINER	UPLCUP	O/o Districts					
C	ANKIT MISHRA	POLICE	UPLCUP	o/o police					
C	DESH RAJ	POLICE	UPLCUP	o/o police					
C	Rishabh Singh chouhan	TRAINER	UPLCUP	O/o Directorate					
C	SUBHASH CHANDRA	POLICE	UPLCUP	o/o police					
C	RAM PRIYA TRIPATHI	POLICE	UPLCUP	o/o police					
C	Saurabh Tiwari	TRAINER	UPLCUP	O/o Directorate					
			H (1 2	345 • • 10 •				(Close
				Add					Close





Step 5: As mentioned in figure-5, click on *@*E to add the subject of the letter

File Inbox	/ 123-T	CHNONAZR/1/2024-support12						E	1301 123-TCHNONAZ	R/1/2024-su	pport12 Tra	aining IN MC	ORADABAD ,
			Issue No. : I/695/2024 St	atus : SIGNED Signed On : 11/02/2	2025 10:53 AM	B Draft Details							^
	م	1 of 3	– + Automatic Zoom	: 8	₿ »	Draft Nature New/Fresh	¥	Receipt No.	· (Reply Ty Choose (pe Dne		•
	Gov	ernment Of Littar Pradesh		U.P. State Data Centre		Forms of Communica Letter	tion 🔹	Prefix Choose One	•	Languag English	e		٣
	001		. Ala.	our state but cente		Category Choose One		•	Sub Category Choose One				•
		E-office VPN Crea	tion Service Request Fo	orm V1.0		Subject Training IN MORADAE	3AD						
	1	Requester Name				Total 1000 976 Character	left						lı
	2	Organization Name / Department										+ Add	Recipients
	3	Designation				Desiring Details	Office Internal						
	4	Mail-id (@gov.in/@nic.in/@ac.in)				Recipient Details - e	Designation	Department	Section	Internal	🗖 Email	SMS	Actions
	5	Mobile No.										_ 0	
	7	Purpose of VPN Service				Sudeep Srivastava	TRAINER	UPLCUP	O/o Directorate	@ In	0 @ E	SMS	×
	8	Permission for VPN	-Total User Count:	(Pls. attach User List)		AMRENDRA PRATAP SINGH	POLICE	UPLCUP	o/o police	@ In	🗌 🖗 E		×
			-Destination IP Address:			Ravi Kant Mishra	TRAINER	UPLCUP	O/o Directorate	@ In	🗌 🕲 E	□ [©] SMS	×
			-Port No.:		•	Email Details							~
		View Approv	ed Copy Send / Dispatch with Follo	w up Send / Dispatch withou	t Follow up								

Figure-5

Step 6: As mentioned in figure-6, click on OK button to proceed

F	Email Details X	
d Send Back Link Files	Emails * sudeep.pnn@eoffice.uplc.in	
Issue No. : I/695/2024 Status : S	Subject * Test	
+ Automatic Zoom +	No Draft.pdf	
U.P	Email Message * Test	
vice Request Form V	Total 1000 996 Character left	
	Copy To All OK Cancel	

Figure-6





Step 7: As mentioned in figure-7, now click on send/Dispatch without follow up

File Inbox	/ 123-T	CHN0NAZR/1/2024-support12								E 130	123-TCHNONAZE	R/1/2024-sup	port12 Tra	aining IN MC	DRAD
			Issue No. : I/695/2024 S	tatus : SIGNED Signed On : 11	/02/2025 1	0:53 AM	Draft Details								
	Q	1 of 3	 + Automatic Zoom 	+	8 6	≫ ▲	Draft Nature New/Fresh		Receipt No.		× 6	Reply Typ Choose C	e Ine		
	Gov	ernment Of Uttar Pradesh	$\langle \mathbf{S} \rangle$	U.P. State Data Centre			Forms of Communica Letter	tion	Prefix Choose One		•	Language English			
			.als.				Category Choose One			•	Sub Category Choose One				
		E-office VPN Crea	tion Service Request F	orm V1.0			Subject Training IN MORADAE	AD							
	1	Requester Name					Total 1000 976 Character	left							
	2	Organization Name / Department												+ Add	Recip
	3	Designation					Desiries Details	office lateral							
	4	Mail-id (@gov.in/@nic.in/@ac.in)					Name	Designation	Department		Section	Internal	Email	SMS	Act
	5	Mobile No.					Culue Charten	70.0050	10.010		0 / 0 ·			- 2	
	7	Purpose of VPN Service					Sudeep Srivastava	TRAINER	UPLCUP		0/0 Directorate	(@ IN	e e e	SMS	
	8	Permission for VPN	-Total User Count:	(Pls. attach User Lis	st)		AMRENDRA PRATAP SINGH	POLICE	UPLCUP	(o/o police	@ In	🛛 @ E		×
			-Destination IP Address:				Ravi Kant Mishra	TRAINER	UPLCUP	(D/o Directorate	@ In	🛛 🛈 E		×
			-Port No.:			·	Email Details								
		View Approve	ed Copy Send / Dispatch with Follo	ow up Send / Dispatch wi	thout Follo	ow up)								

Figure-7





Q2- How to link a file for reference?

Step 1- Select a file from inbox where referencing to be done

	offi	C€	e	eFile	7.2.0												290 🌐 er	• ?	Cor	SUDHIR YADAV hsultant(SY)-eoffi	.e 🔹
	۲.	RECE	EIPT	Cre	ate 🛌 I	nbox Sent	Adva	nce Searc	:h	FILE	Create	Inbox	Sent	Advance Sea	arch	ISSUE	Sent Retu	ned A	dvance Searc	:h	⊳
	Rec	eive		Send	Send I	Back Move	То 🔻	Create	Volume	Create Part	Park	Clos	se 🔻	Y Se	arch Here	~	File View (SE	.F) Selec	t User	•	重
F				Comp.	No. †↓	File No.			Subject		Sent By			Sent On †↓	Read On †↓	Due On †↓	Remarks				Â
	0	☆	E	1301		123- TCHN0NAZR/1 support12	1/2024-		Training I MORADA	N BAD ,	SUDHIR	YADAV,		07/02/2025 01:07 PM	11/02/2025 10:51 AM						R
		Å	E	1803		123- ESTB0TRF(1)/2 Suppor	2/2025	i-	Training		SUDHIR	YADAV,		07/02/2025 12:26 PM	07/02/2025 12:26 PM						
×		슈	E	1794		123- 123405678/91 Support1	/2025-		Training i Welfare	n Minority	SUDHIR UPLCUP	YADAV,		06/02/2025 02:01 PM	06/02/2025 02:02 PM						
∎ de		☆	E	1774		123- TCHN0NAZR/1 support1	17/202	5-	promotio	n	SUDHIR	YADAV,		04/02/2025 02:14 PM	04/02/2025 02:14 PM						
 		습	E	1773		123- TCHN0NAZR/1 support1	16/202	j.	Regradin; Appointn	g nent	SUDHIR	YADAV,		04/02/2025 01:42 PM	04/02/2025 01:42 PM						
\$		☆	E	1768		123-ESTBOTRF Support1	/6/202	5-	Office or	der	SUDHIR	YADAV,		03/02/2025 04:58 PM	03/02/2025 04:58 PM						Ŧ
	Tota	l Rec	ords	: 40														H	12	34 • •	10 🔻
																	xic Cop	yright © 2	020, designed	and developed l	by NIC.

Figure-1

Step 2- Click on link file as mentioned in the figure 2

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3	Ê	N	lovement	Details	Draft	- Edit	Send	Send Back	Link Files	Attach ·	-	Park C	lose v	More	-			e
	File Inbo	ox / 1	23-TCHN0N	AZR/1/2024	-support1	2			\smile				E	1301 13	23-TCHN0NA	ZR/1/2024-suppor	t12 Training	N MORADABAD ,
₽ <u></u>	🤰 G	reen N	ote 🤰	Yellow No	e				7 🖬	List	of Co	respondenc	:es			88		тос 🖃 📃
~								2 D	igitally Signed			Receipt/Iss	ue No.	Subject	Marked As	Attached On †	Issued On †↓	Pages Re
↔ ₽ <u>%</u>	<u>Note # (</u> कृपया अ	<u>66</u> भनुमोदन	ार्थ प्रस्तुत। <u>n</u>	ote no.6						•	0	<u>l/695/2024</u>		Trainin g IN MORA DABAD			11/02/2025 11:02 AM	26-28
	07/02/20	025 12: 67	44 PM				O/o Sup	oportEoffice (C	JDHIR YADAV ONSULTANT) igitally Signed		0	<u>I/817/2025</u>		 Trainin g IN MORA DABAD			31/01/2025 01:09 PM	25-25
@ ~	07/02/2	025 01:	07 PM					UPLCUP (C	JDHIR YADAV ONSULTANT)					Trainin g IN			30/01/2025	*
									grant stilling							H	23	Add Receipt
																Copyright © 20	020, designed and	developed by NIC.

Figure-2





Step 3- Click on Link as mentioned in figure 3

e C			eFile 7	2.0								_					290	en 🕶	?		SUDHIR Y Consultant(S	'ADAV Y)-eoffice	
	<	RECEIF	T Creat	e → Inbox	Sent	Advance S	Search		FILE	Create	Inbox	Sent	Advance Se	arch		ISSUE	Sent	Returned	l Adv	ance Sea	arch	D	
3	1	Ê	Movement	Details	Draft	- Ed	lit	Send	Send Bac	k Link	Files	Attach 👻	Park	Close	т M	ore 🔻						-	
	File Ir	nbox /	123-TCHN0	NAZR/1/202	4-support	12									E 1301	123-T	CHNONAZ	R/1/2024-s	upport1	12 Trai	ining IN MO	ORADABAD ,	
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Figure-3

Step 4- By clicking on link button as mentioned in the figure 3, it will redirect to below screen. Select a file by selecting the tick box, write remark and click on link button.

e©)ff	ice	e eFi	ile 7.2.0			SUDHIR YADAV
	<	Selec	t File(s) I	to Link			×
			E	1630	123-TCHN0NAZR/5/2025-support12	Training in sachis	Â
	Fil		E	1663	123-ESTB0TRF(1)/10/2025-Support1	Training	ADABAD ,
		•		1695	123-TCHN0NAZR/7/2025-support12	Courte cases related	Action
			E	1700	123-ESTB0TRF/2/2025-Support1	Training	
200 200			E	1701	123-TCHN0NAZR/8/2025-support12	salary	Link
		Rema	arks *	~			
		For F	Reference				
-		Total 1	000 986	Character left			® U
•							Link
							Copyright © 2020, designed and developed by NIC.

Figure-4





Step 5- File will be linked as shown in the figure-5



Figure-5





Q3- How to add Quick Noting?

Step 1- Click on Add green note \rightarrow Quick noting \rightarrow Select Language English/Hind \rightarrow Select template as mentioned in Figure-1

	eFile 7.2.0						290 @ en - ?	SUD Consult	HIR YADAV ant(SY)-eoffice
	RECEIPT Create Inbox Sent Advance Search FILE	Create Inb	юх	Sent	Advance Search	n ISSU	E Sent Returned A	dvance Search	∢
3	te Movement Details Draft	Back Link Files	s A	ttach 🔫	Park	Close 👻 More 🕯	-		e
	File Inbox / 123-TCHN0NAZR/1/2024-support12					E 1301 12	23-TCHN0NAZR/1/2024-suppor	rt12 Training	N MORADABAD,
₽₩	Quick Noting - 🖺 Save 🗶 Discard	(8	List of	Corresponder	nces	60		тос 🗉 📃
		5 e H			Receipt/I	ssue No. Subject	Marked As Attached On †	Issued On †↓	Pages Re
	USER DEFINED + HINDI - कृपया अनुमादिनाथ प्रस्तुत। Verdana - 13px - Line Heig यथा प्रस्तावित। में उज्जपर से सहमत हूँ।	5 -			1/695/202	Trainin g IN <u>4</u> MORA DABAD 		11/02/2025 11:02 AM	26-28
	कृपया चर्चा करें। इसे मुत्तबी /स्थगित रखा जाए। अगली रिपोर्ट की प्रतीक्षा करें।				1/817/202	Trainin g IN 5 MORA DABAD		31/01/2025 01:09 PM	25-25
۲			I			Trainin g IN		30/01/2025	Ţ
ŵ		-		-			K	123	► H 10 -
		NWODDS Attachme	nt					1	Add Receipt
							XIC Copyright © 20	020, designed and	developed by NIC.

Figure-1

Step 2- After selecting the template below selected noting will be displayed as mentioned in figure 2

	MARINE BUTTER EFile 7.2.0		_			290 @ en • ?	Consult	HIR YADAV tant(SY)-eoffice
R	RECEIPT Create Inbox Sent Advance Search FILE Create	Inbox	Sent	Advance Search	ISSUE	Sent Returned Ad	vance Search	∢
3	Image: Movement Details Draft ▼ Edit Send Send Back Link	Files	Attach 🛨	Park Close -	More 🗸			B
F	File Inbox / 123-TCHN0NAZR/1/2024-support12			E	1301 123-TC	CHN0NAZR/1/2024-support	t12 Training	IN MORADABAD ,
≌	Quick Noting - 🔹 Save 🗶 Discard Last Saved : 11/02/2025 06:02:15 PM	8	List of	Correspondences				тос 🗉 📃
٨		Î		Receipt/Issue No.	Subject Ma	rked As Attached On †↓	Issued On †↓	Pages Re
N E	Image: model Image: model M × M × M N M N	â	•	1/695/2024	Trainin g IN MORA DABAD		11/02/2025 11:02 AM	26-28
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		nment	L					vidu necespe 🗸
						NIC Copyright © 20	20, designed and	d developed by NIC.

Figure-2







Uttar Pradesh Electronics Corporation Limited A U.P. Govt. Undertaking

Step1- Click on references as mentioned in figure-1



Step 2-After clicking on references as mentioned in figure-1, it will redirect to the next page as mentioned in figure-2. Click on attach reference to attach the file



Figure-2



Figure-3





Q5- How to park/Unpark a file?

Parking of file: -

Step 1- Select the file which is to file by selection tick box as mentioned in figure-1

~	0) e	Offic	e - New I	Receip	ot(E)	,	< ()	eOffice	- File Inbo	x	×		(20) V	WhatsAp	р		× +									-	0	×
÷	1	÷	G	ଜ	0	Not s	ecure	https://	eoffice	training.	upsdc.g	ov.in/efi	ile/#/1	file/inbc	ox?para	ms=W3	sib3JkZX	JCeSI6InN	NIbnRPb	ilsImRp	cmVjdG	lvbil6lkR	RFUOMi	Q	☆	Ð	₹	3	:
e	Dff	iC	e	File 7.2.	þ											_	9								Po	en • ?	0	vishnu mi AM(VM	ohan O)
		REC	EIPT	Create	• Ink	box S	ent Ad	vance Search				FILE	a (reate Int	box Ser	it Advano	e Search				ISSUE	Sent Re	turned	Advance Se	arch				
R	Re	celve	s	iend S	end Ba	ack M	love To -	• Create V	olume	Create Pa	t Park	Close	e-							2	Search	n Here		- File Vi	ew (SELF)	Select User			- je
	-			Comp. No.	11 FI	ile No.				Subject	(Sent By			S	ent On †1	Read On	11 Due C	Dn †L	Remarks					
E	0	J	E	1372	1	23-ESTB	OTRF(1)/14	46/2024-dist		PMAYG						RAJENDRA	KUMAR. O/	Districts	1: 04	11/2024 24 PM	06/12/20 02:57 PM	24 I							
2	0		E	667	1	23-1234	05678/19	/2024-Suppo	t1	ई-आफिर	प्रशिक्षण के र	म्बन्ध में।				shailendra	singh, O/o	SupportE	21	8/06/2024 8:49 PM	28/06/20 03:50 PM	24							
愈	(C)	☆	E	637	1	23-ESTB	OTRF(1)/4	1/2024-Supp	or	Training	in BOR					shailendra	singh, O/o	SupportE	2	7/06/2024 1:29 PM	16/07/20 10:02 AM	24							
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۲																													
-																													
	Tot	al Ree	ords:	6																								1 .	10 -

Figure-1

Click on park button as mentioned in figure-2

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e) f	fic	e el	File 7.2.0											en 🗸	8	vishnu AM	(VMO)
E		RE	EIPT	Create 🔸	Inbox Sent Ad	vance Search		FILE Create	Inbox Sent Ad	dvance Search		ISSUE Se	nt Returned	Advance Search				
	R	eceive	Se	end Sen	nd Back Move To 🗸	Create Volume	e Create Part Park	Close 👻				Search He	ere	▼ File View (S	ELF) Select	t User		• ē
			0	Comp. No. †1	File No.		Subject		Sent	Ву	Sent On	Read On 1	Due On †↓	Remarks				
F		☆	E 1	372	123-ESTB0TRF(1)/14	46/2024-dist	PMAYG		RAJE	NDRA KUMAR, O/o Distric	ts 13/11/202 04:24 PM	06/12/2024 02:57 PM						
2		☆	E 6	67	123-123405678/19/	/2024-Support1	ई-आफिस प्रशिक्षण के सम्ब	त्य में।	shail	endra singh, O/o Support	E 28/06/202 03:49 PM	28/06/2024 03:50 PM						
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Figure-2





After clicking the park button below box will be opened. Fill the date, parking remark and then click on **OK** buttopn to park the file as mentioned in figure-3

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Unparking of file: Go to parked folder then select the file need to unpark as figure-4 below

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Figure-4

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Figure-5

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Figure-6





Q6- How to Close/Open a receipt?

Step 1- Closing of Receipts: Go to receipt inbox and select the receipt that needs to be closed as mentioned in figure- 1

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Figure-1

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Select the file and click on close as mentioned below

Figure-2

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Figure-3

Step 2- Reopening of Receipts: Go to closed folder under receipts section and select the receipt need to be re-open (Figure-4)

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Figure-4

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Figure-5

Write the remark and click on \mathbf{OK} button as mentioned in figure-6

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Figure-6





Q7- How to Close/Open a file ?

Step 1- Closing of Files: Go to inbox in file section and select the file which needs to be closed then click on send for approval as mentioned in figure-1

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-			Comp.	No. †↓ File No.	Subject	Sent By	Sent On †↓ Read On †↓ D	ue On †↓ Remarks		
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Figure-1

Write the remark and click on OK button as mentioned in figure-2

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Figure-2





After clicking on OK button, file is sent for approval, when file is approved by approver, closed button is enabled at the user end as mentioned in figure-3

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Figure-3

Write a remark and click on **OK** button as mentioned in figure-4 to close the file.

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Figure-4





Step 2- Reopening of files: Go to closed folder under file section and select the file that needs to be reopened and click on send button for approval. Click on reopen button as shown in figure-5

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Figure-5

After the approval reopen button is enabled. Write remark and click on OK button to reopen the file as mentioned in figure-6









Q8- How to check file movement history?

Step 1- File movement history: Go to file inbox→Select the file and open as mentioned in figure-1

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F	0	☆	E 18	53	123-12	34/23/2025-	Support1	Regardin	g E-office			SUDHIR YADAV, UPLCUP	P	5:35 PM	13/02/2025 05:35 PM						P
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∞	0	☆	E 18	03	123-ES	TBOTRF(1)/2	2/2025-Suppor	Training				SUDHIR YADAV, UPLCUP	Р	07/02/2025 12:26 PM	07/02/2025 12:26 PM						
2	0	☆	E 17	74	123-TC	HN0NAZR/1	7/2025-support1	promotio	n			SUDHIR YADAV, UPLCUP	Р	04/02/2025 02:14 PM	04/02/2025 02:14 PM						
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0 00 40	0	☆	E 17	58	123-ES	TBOTRF/6/20	25-Support1	Office or	der			SUDHIR YADAV, UPLCUP	P	03/02/2025 04:58 PM	03/02/2025 04:58 PM						
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Figure-1

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Step 2- Click on **movement** button as shown in figure-2

Figure-2





After clicking on **movement** button, the history of the file movement will be shown as mentioned in figure-3



Figure-3





Q9- How to advance search?

Step 1- Click on Advance Search button as shown in figure-1

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Figure-1

Multiple search tabs are displayed after clicking on advance search button as shown in figure-2

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40	0	Details	E	1542	123-ESTB0TRF(1)/167/2024- Support1	eoffice	File/Inbox	UPLCUP	10/01/2025 05:00 PM		SUDHIR YADAV, UPLCUP	·	
00 C	0	Send Details	E	1541	123-TCHN0NAZR/11/2024- support12	Eoffice training	File/Inbox	O/o SupportEoffice	10/12/2024 01:12 PM		SUDHIR YADAV,O/o SupportEoffice	. 1	
8		Pull Back Details	Ε	1386	123-STR0PUR/43/2024- support3-Part(1)	Introduction to eoffice	File/Inbox	UPLCUP	14/11/2024 03:11 PM		SUDHIR YADAV.UPLCUP		
	0	Pull Back Details	E	1385	123-STROPUR/43/2024- support3	Introduction to eoffice	File/Inbox	UPLCUP	14/11/2024 03:09 PM	pls check	SUDHIR YADAV, UPLCUP	·	
φ	0	Pull Back Details	E	1375	123-123405678/306/2024- Support1	essay on eoffice	File/Inbox	UPLCUP	13/11/2024 06:00 PM		SUDHIR YADAV, UPLCUP		
		Send Details	E	1353	123-123405678/295/2024- dir-test	eOffice (eFile) Test Comp Cell UPAVP	File/Inbox	O/o SupportEoffice	05/11/2024 01:33 PM	forward	SUDHIR YADAV,O/o SupportEoffice		
		Details	E	1166	123-ESTB0TRF(1)/126/2024- Support1	Training eoffice	File/Inbox	UPLCUP	15/10/2024 12:22 PM		SUDHIR YADAV, UPLCUP		
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Figure-2





Q10- How to create draft?

Step 1- Creation of draft: Go to draft section click on create new draft shown in figure-1

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Figure-1

Step 2- Draft the message as shown in figure-2

Figure-2



Figure-3

Click on approve button



Figure-4



Figure-4

Step4- After the approval, signing authority can sign the draft by clicking on DSC sign -> custom as shown in figure-5



Figure-5



Figure-6

Enter the DSC PIN and click on **OK** button



Figure-7



Figure-8