



FAQ-Frequently Asked Questions

Q1- How to Dispatch a signed letter ?

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

ile Inbox	/ 123-T	CHNONAZR/1/2024-support12						E 1301 123-TCHN0N	AZR/1/2024-support12	Training IN MORADABAD ,
		Issue	No.: I/695/2024 Draft State: SIGNED	Version: 1 Signed On: 11/02/20	025 10:53 AM	B Draft Details				
	. م	t 🖡 1 of 3	- + Automatic Zoom	: 55	Ei ≫	Draft Nature * New/Fresh	Receipt No.	*	Choose One	Ŧ
	Gove	ernment Of Uttar Pradesh	8	U.P. State Data Centre	- 11	Forms Of Communications	Prefix Choose One		Language • English	٣
			ale		- 83	Main Category Choose One		 Sub Category Choose One 		•
		E-office VPN Crea	ation Service Request Fo	rm 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.:		v					
Enable	Multi Sig	şn	Арр	roved Copy Preview Initi	ate Dispatch)				

Figure-1

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Inbox	/ 123-T	CHN0NAZR/1/2024-support12						E 13	801 123-TCHNONAZR/	1/2024-support12	Training IN MORADABAD ,
			Issue No. : 1/695/2024 Statu	is : SIGNED Signed On : 11/02/2025	10:53 AM	Draft Details					^
]	Q	1 of 3	- + Automatic Zoom =	2 6	>>>	Draft Nature New/Fresh	Ŧ	Receipt No.	* 0	Reply Type Choose One	×
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			. Alter			Category Choose One		•	Sub Category Choose One		•
		E-office VPN Crea	tion Service Request For	m V1.0		Subject Training IN MORADABAD					
	1	Requester Name				Total 1000 976 Character left					le
	2	Organization Name / Department									+ Add Recipients
	3	Designation				Turvil Dataila					
	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.:								
		View Approve	ed Copy Send / Dispatch with Follow u	up Send / Dispatch without Fo	ollow up						

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.

hent	C) Pub	olic 💿 Intra eOffice			
HNONAZ	ſ	User	s			
		UPLO	CUP V Ch	noose One		Search Here
2 2			ontacts			
			Name	Designation	Department	Section
rnment	ľ		Sudeep Srivastava	TRAINER	UPLCUP	O/o Directorate
			AMRENDRA PRATAP SINGH	POLICE	UPLCUP	o/o police
		v 1	Ravi Kant Mishra	TRAINER	UPLCUP	O/o Directorate
Reques			RAJENDRA KUMAR	TRAINER	UPLCUP	O/o Districts
Organi			ANKIT MISHRA	POLICE	UPLCUP	o/o police
Design			DESH RAJ	POLICE	UPLCUP	o/o police
Mail-id			Rishabh Singh chouhan	TRAINER	UPLCUP	O/o Directorate
@gov.: Mobile			SUBHASH CHANDRA	POLICE	UPLCUP	o/o police
moone			RAM PRIYA TRIPATHI	POLICE	UPLCUP	o/o police
Purpos			Saurabh Tiwari	TRAINER	UPLCUP	O/o Directorate
Permis						
					1 2	345
						Add

Figure-3

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

Designation TRAINER	Department	Section	Name Sudeep Srivastava	Designation TRAINER	Department	Section	Actio
Designation TRAINER	Department	Section	Sudeep Srivastava	TRAINER			
Designation TRAINER	Department	Section			UPLCUP	O/o Directorate	×
TRAINER	UPLCUP		AMRENDRA PRATAP	POLICE	UPLCUP	o/o police	×
		O/o Directorate	SINGH				
POLICE	UPLCUP	o/o police	Ravi Kant Mishra	TRAINER	UPLCUP	O/o Directorate	×
TRAINER	UPLCUP	O/o Directorate					
TRAINER	UPLCUP	O/o Districts					
POLICE	UPLCUP	o/o police					
POLICE	UPLCUP	o/o police					
TRAINER	UPLCUP	O/o Directorate					
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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	Êi ≫	Draft Nature New/Fresh	¥	Receipt No.	· (Reply Ty Choose (pe Dne		•
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	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	





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		
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			.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 Internal							
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	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)								



चित्र–1

चरण 2 : प्राप्तकर्ताओं को जोड़ने के लिए Add Recipients बटन को क्लिक करें, जैसा कि चित्र–2 में प्रदर्शित है।

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]	þ	1 of 3	- +	Automatic Zoom	•	53	Ľi ≫	Dra	ft Nature		Receipt No.				Reply Type		
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	4	Mail-id (@gov.in/@nic.in/@ac.in)															•
	5	Mobile No.															
	7	Purpose of VPN Service															
	8	Permission for VPN	-Total User Co	unt:	(Pls. attach User I	List)											
			-Destination IF	Address:			1										
			-Port No.:														
		View Approve	ed Copy Send / D	Dispatch with Follow	v up Send / Dispatch	without	t Follow up										

चित्र–2



hent	Public O Intra eOffice			
HNONAZ	Users			
1 1	UPLCUP V	Choose One 🔻		Search Here
	All Contacts			
	Name	Designation	Department	Section
ment	Sudeep Srivastava	TRAINER	UPLCUP	O/o Directorate
	AMRENDRA PRATAP SINGH	POLICE	UPLCUP	o/o police
	😡 Ravi Kant Mishra	TRAINER	UPLCUP	O/o Directorate
eque	RAJENDRA KUMAR	TRAINER	UPLCUP	O/o Districts
rgani	ANKIT MISHRA	POLICE	UPLCUP	o/o police
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uil-id	 Rishabh Singh chouhan 	TRAINER	UPLCUP	O/o Directorate
gov.i	SUBHASH CHANDRA	POLICE	UPLCUP	o/o police
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urpos	 Saurabh Tiwari 	TRAINER	UPLCUP	O/o Directorate
Permis				
			H 4 1	2345 110
				Add

चित्र–3

चरण 4 : जैसा कि चित्र–4 में प्रदर्शित है, अग्रेतर प्रक्रिया के लिए close बटन क्लिक करें।

			Search Here	Recipient Details - e	Office Internal			
OFLCOP ·	choose one .		Search Here	Name	Designation	Department	Section	
All 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	SINGH				
AMRENDRA PRATAP SINGH	POLICE	UPLCUP	o/o police	Ravi Kant Mishra	TRAINER	UPLCUP	O/o Directorate	
🗹 Ravi Kant Mishra	TRAINER	UPLCUP	O/o Directorate					
RAJENDRA KUMAR	TRAINER	UPLCUP	O/o Districts					
ANKIT MISHRA	POLICE	UPLCUP	o/o police					
DESH RAJ	POLICE	UPLCUP	o/o police					
 Rishabh Singh chouha 	TRAINER	UPLCUP	O/o Directorate					
SUBHASH CHANDRA	POLICE	UPLCUP	o/o police					
RAM PRIYA TRIPATHI	POLICE	UPLCUP	o/o police					
Saurabh Tiwari	TRAINER	UPLCUP	O/o Directorate					

चित्र–4

File Inbox / 12	23-TCHN0NAZR/1/2024-support12					E	1301 123-TCHN0NA	ZR/1/2024-su	pport12 Trai	ning IN MOR	RADAB/
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		(A)		Category Choose One			Sub Category Choose One				
	E-office VPN Cre	ation Service Request 1	Form V1.0	Training IN MORADA	AD						
	Organization Name /			Total 1000 976 Character	left					_	
	Department									+ Add F	lecipier
3	Mail-id			Recipient Details - e	Office Internal						
4	(@gov.in/@nic.in/@ac.in)			Name	Designation	Department	Section	Internal	🗌 Email	SMS	Action
5	5 Mobile No.			Sudeep Srivastava	TRAINER	UPICUP	Q/o Directorate	@ In	∏ @ F	P	×
									000	SMS	
7	Purpose of VPN Service										

चित्र—5

चरण 6 : जैसाकि चित्र–6 में प्रदर्शित है, आगे बढ़ने के लिए OK बटन पर क्लिक करें।

IF.

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 *	1
vice Request Form V	Total 1000 996 Character left	
	Copy To All	

चित्र–6



चित्र–7





Q2- How to link a file for reference?

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

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_3	Red	eive		Send	Send	Back	Move T	`o •	Create	e Volume	Create Part	Park	Clo	ose 🔻	Se Se	arch Here		File Vie	w (SELF)	Select U	Jser		•	P
F				Comp.	No. †‡	File N	ło.			Subject		Sent By			Sent On †↓	Read On †↓	Due On †	l Rem	arks					Â
	0	☆	E	1301		123- TCHN supp	NONAZR/1 ort12	/2024		Training MORADA	IN IBAD ,	SUDHIR	YADAV,		07/02/2025 01:07 PM	11/02/2025 10:51 AM							P	l
		☆ E 1803 ESTBOTRF(1)/22/2025- Suppor 123- 123-				5-	Training		SUDHIR	YADAV,		07/02/2025 12:26 PM	07/02/2025 12:26 PM											
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@ _		☆	E	1773		123- TCHM supp	NONAZR/1	6/202	5-	Regradin Appointr	g nent	SUDHIR	YADAV,		04/02/2025 01:42 PM	04/02/2025 01:42 PM								
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	Tota	al Rec	ords	: 40																	12	34)	H 10	•
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Step 2- Click on link file as mentioned in the figure 2

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P	File Inbox / 123-TCHN0NAZR/1/2024-support12			E	1301 12	3-TCHN0NA2	R/1/2024-suppor	t12 Training	IN MORADABAD ,
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₹	Note # 66 कृपया अनुमोदनार्थ प्रस्तुत। note no.6	0	0	1/695/2024	Trainin g IN MORA DABAD			11/02/2025 11:02 AM	26-28
	07/02/2025 12:44 PM SUDHIR YADAV O/o SupportEoffice (CONSULTANT) Digitally Signed		0	1/817/2025	 Trainin g IN MORA			31/01/2025	25-25
20 00	<u>Note # 67</u>				DABAD			01:09 PM	
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									Add Receipt
							Copyright © 20	020, designed and	d developed by NIC.

Figure-2



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.

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			1695	123-TCHN0NAZR/7/2025-support12	Courte cases related		Action
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Figure-4





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

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	Ê	Movement	Details	Draft 🕶	Edit Send	Send Back	Link Files	Attach 🗸	Park	Close 🔻	More 🕶				B
	File Inbo	x / 123-TCHN0	NAZR/1/2024-	support12						E	1301 123-T	CHN0NAZR/1	/2024-suppo	rt12 Training IN	MORADABAD ,
		Comp. No. †	File No.		Subject		Linked	Ву		Lin	ked On		Re	marks	Action
∞		1695	123-TCHN0 support12	ONAZR/7/2025-	Courte cases rela	ited	SUDHIF	R YADAV, C	0/o SupportEol	ffi 11/	02/2025 05:35	PM	For	r Reference	12
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Figure-5



प्रश्न 2 – सन्दर्भ हेतु किसी पत्रावली को कैसे लिंक करें?

चरण 1 : inbox से पत्रावली चुनें, जहाँ सन्दर्भित किया जाना है।

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R	<[REC	EIPT	Cre	ate 🕨	Inbox	Sent	Advar	nce Searc	:h	FILE	Create	Inbox	Sent	Advance Se	arch	ISSUE	Sent	Returne	ed Adv	ance Sear	ch	
	Re	ceive		Send	Send	Back	Move 1	ю –	Create	Volume	Create Pai	rt Park	Ck	ose 🕶	Y Se	earch Here		File \	/iew (SELF)	Select	User		•
F				Comp	. No. †↓	File N	No.			Subject		Sent By			Sent On †↓	Read On †↓	Due On 🏌	l Re	marks				i
	0	4	E	1301		123- TCHI supp	NONAZR/1 oort12	/2024-		Training MORADA	IN IBAD ,	SUDHIR UPLCUP	YADAV,		07/02/2025 01:07 PM	11/02/2025 10:51 AM							Ð
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चित्र–1

चरण 2 : जैसाकि चित्र—2 में प्रदर्शित है, link file बटन पर क्लिक करें।

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चित्र–2





चरण 4 : जैसाकि चित्र—4 में प्रदर्शित है, link बटन क्लिक करने पर, यह नीचे दी गई स्क्रीन पर रि—डायरेक्टर करेगा। टिक बॉक्स का चयन करके एक पत्रावली चुनें, टिप्पणी लिखें और link बटन पर क्लिक करें।

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चित्र–4



चित्र—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

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Figure-1

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

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Figure-2





प्रश्न 3 – Quick Noting कैसे जोड़ें?

चरण 1 : Green note जोड़ें → Quick noting → English/Hindi भाषा चुनें →

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चित्र–1

चरण 2 : टेम्पलेट चुनने पर, चयनित टिप्पणी प्रदर्शित होगी, जैसाकि चित्र—2 में प्रदर्शित है।

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चित्र–2





Q4- How to upload local reference?

Step1- Click on references as mentioned in figure-1

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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

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Figure-2



Figure-3

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चित्र–1

चरण 2 : सन्दर्भों (references) पर क्लिक करने पर जैसाकि चित्र—1 में दर्शाया गया है, यह एक नये पृष्ठ पर रि—डायरेक्ट कर देगा, जैसाकि चित्र—2 में प्रदर्शित है। पत्रावली को सम्बद्ध करने के लिए attach reference पर क्लिक करें।

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चित्र–2



चित्र–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

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Figure-1

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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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Figure-3

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

Write the remark and click on **OK** button to unpark the file

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Figure-6



प्रश्न 5 – किसी पत्रावली को Park/Unpark कैसे करें ?

पत्रावली की पार्किंग

चरण 1 : जैसाकि चित्र–1 में दर्शाया गया है, टिक बॉक्स चयन के द्वारा पत्रावली को चुनें।

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

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चित्र–1

जैसाकि चित्र–2 में दर्शाया गया है, park बटन पर क्लिक करें।

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चित्र–2



चित्र–3

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चित्र—5

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चित्र–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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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-5

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

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चित्र–3

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चित्र–5

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चित्र–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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Figure-1

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

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

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Figure-6



प्रश्न 7- किसी पत्रावली को कैसे खोलें/बन्द करें ?

चरण 1 : पत्रावली को बन्द करना : File सेक्शन में inbox पर जायें और जैसाकि चित्र—1 में दर्शाया गया है, जिस पत्रावली को बन्द किया जाना है, उसका चयन करें और send for approval पर क्लिक करें, जैसाकि चित्र—1 में प्रदर्शित किया गया है। है।

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चित्र–1

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चित्र–2



OK बटन पर क्लिक करने पर पत्रावली अनुमोदन के लिए भेज दी जाती है, जब अनुमोदक द्वारा पत्रावली अनुमोदित हो जाती है तो उपयोगकर्ता के स्तर पर closed बटन सक्षम हो जाता है, जैसाकि चित्र–3 में दर्शाया गया है।

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चित्र–3

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 • Office - File

टिप्पणी अंकित करें और पत्रावली को बन्द करने के लिए OK बटन क्लिक करें, जैसाकि चित्र-4 में दर्शाया गया है।

चित्र—4

चरण 2 : पत्रावली को पुनः खोलना : File सेक्शन में Closed फोल्डर पर जायें और जिस पत्रावली को पुनः खोला जाना है, उसका चयन करें और send बटन <mark>for approval</mark> पर क्लिक करें। Reopen बटन पर क्लिक करें जैसाकि चित्र—5 में प्रदर्शित है।

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

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चित्र–5

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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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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



प्रश्न 8- किसी पत्रावली के संचरण के इतिहास की जॉच कैसे करें ?

चरण 1 : पत्रावली संचरण का इतिहास : पत्रावली के inbox पर जायें, पत्रावली चुनें और उसे खोलें जैसाकि चित्र–1 में प्रदर्शित है।

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चित्र–1

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चरण 2 : Movement बटन क्लिक करें जैसाकि चित्र—2 में दर्शाया गया है।

चित्र–2

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चित्र–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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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

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प्रश्न 9—	Advance Search	कैसे करें ?			
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चित्र–1

जैसाकि चित्र—2 में प्रदर्शित है, Advance Search बटन क्लिक करने पर अनेक search tabs खुल जाती हैं।

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80 D	0	Send Details	1	E 1541	123-TCHNONAZR/11/2024- support12	Eoffice training	File/Inbox	O/o SupportEoffice	10/12/2024 01:12 PM		SUDHIR YADAV,O/o SupportEoffice	
8	0	Pull Back Detail	<u>is</u> 1	E 1386	123-STROPUR/43/2024- support3-Part(1)	Introduction to eoffice	File/Inbox	UPLCUP	14/11/2024 03:11 PM		SUDHIR YADAV, UPLCUP	
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ψ	0) Pull Back Detail	2	E 1375	123-123405678/306/2024- Support1	essay on eoffice	File/Inbox	UPLCUP	13/11/2024 06:00 PM		SUDHIR YADAV.UPLCUP	
		Send Details	1	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	
	0	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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चित्र–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

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Figure-2



Figure-3

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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

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Figure-7



Figure-8



चित्र–1

चरण 2 : जैसाकि चित्र–2 में प्रदर्शित है, प्रेषित किए जाने वाले सन्देश का आलेख बनायें।

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चित्र–2



Approve बटन पर क्लिक करें।

Enable Multi Sign

महोदय, कुमया उपरोक्त विषयक नगर विकास अनुमाग-8 उठ प्रठ शासन



चित्र—3

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चित्र–4



चित्र—4

चरण 4 : अनुमोदन के पश्चात, जैसाकि चित्र–5 में दर्शाया गया है, हस्ताक्षरकर्ता प्राधिकारी द्वारा DSC sign -> custom आलेख पर क्लिक कर आलेख हस्ताक्षरित किया जा सकता है।

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चित्र–5



चित्र-6

DSC PIN की प्रविष्टि करें और OK बटन पर क्लिक करें।



चित्र–7



चित्र–8