

IC Module

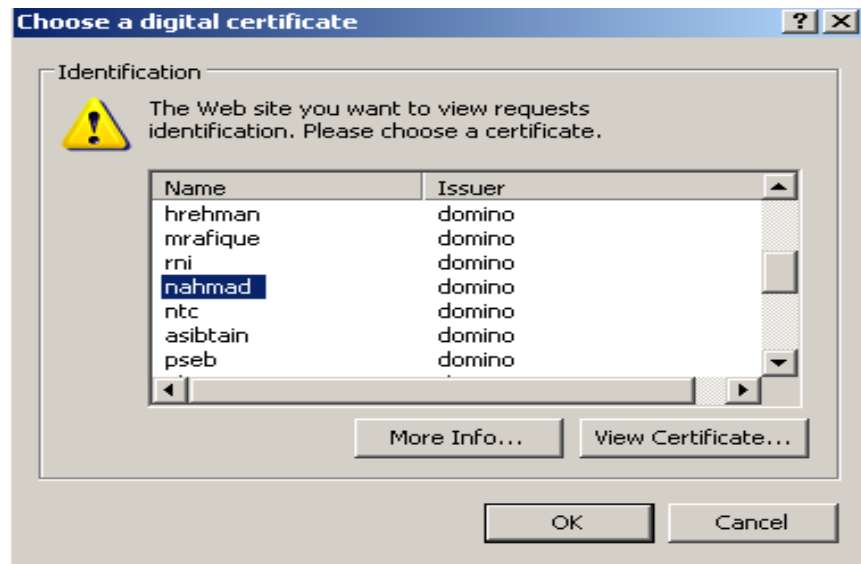
The Internal Communication module can only be accessed by registered users. These users are created and registered by the application administrator. To access the Internal Communication module a user is required to provide a valid digital certificate for authentication purposes. After the digital certificate has been successfully authenticated, the user can log on to the Internal Communication module by using assigned credentials.

Launching The Application

- Double Click Internet Explorer
- Write down or copy/paste the URL in the Address Bar



- Select your username from the Identification list and click OK to proceed.



- Click Yes to proceed

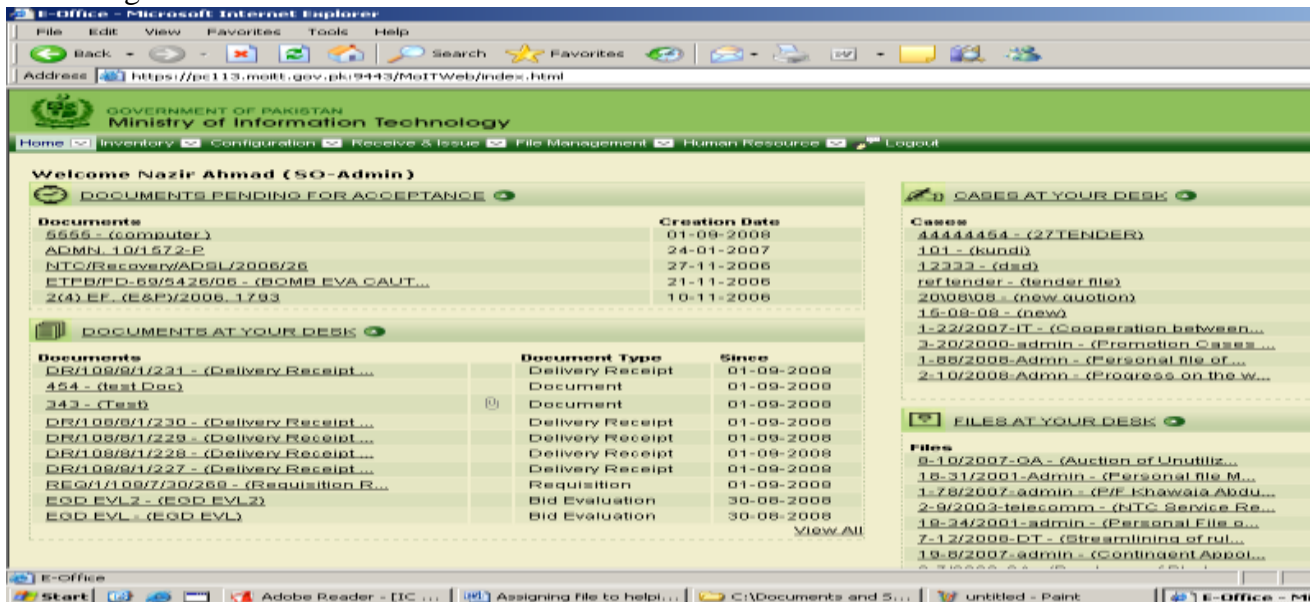


- Enter Password and Click Login Button.



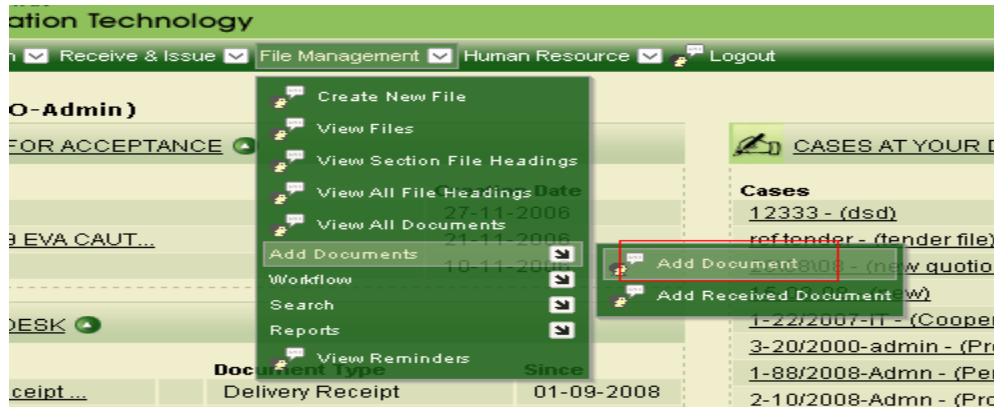
- The home page is divided into five sections
 - Document Pending for Acceptance.
 - Document at your Desk.
 - Cases at your Desk
 - Files at your

Home Page / Desk

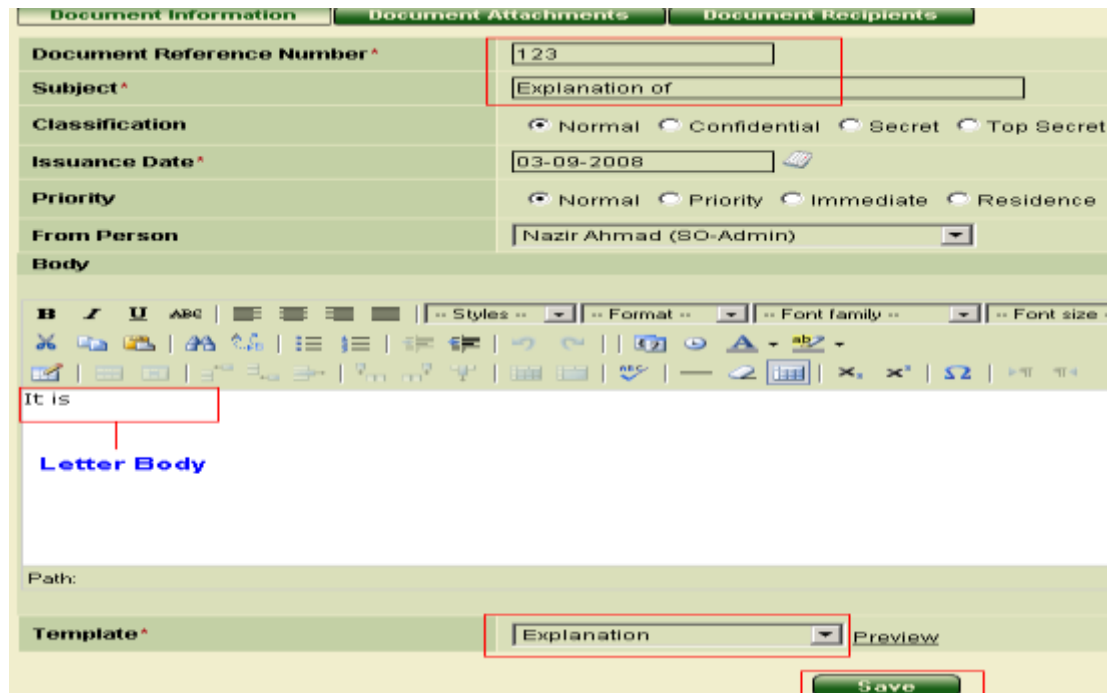


Creating a Document

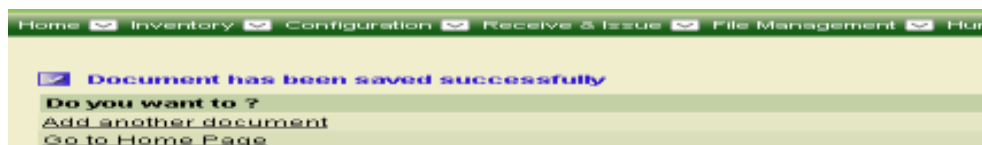
- Click File Management Menu → Add Documents → Add Document



- Write the Doc Reference No, Subject and Body of letter
- Select Letter Type (Template)
- Click “Save” Button



- Message will be displayed, and Document will be saved in “DOCUMENT AT YOUR DESK” Section of home page.



Accepting a Document

- On the home page view “DOCUMENT PENDING FOR ACCEPTANCE” Open a document to be accepted by clicking the Document.

Welcome Nazir Ahmad (SO-Admin)

DOCUMENTS PENDING FOR ACCEPTANCE

Documents	Creation Date
5555 - (computer)	01-09-2008
ADMN. 10/1577 P	24-01-2007
NTC/Recovery/ADSD/2006/26	27-11-2006
ETPB/PD-69/5426/06 - (BOMB EVA CAUT...	21-11-2006
2(4) EF. (E&P)/2006.1793	10-11-2006

- Click Accept Button. Document will be accepted and moved to “DOCUMENT AT YOUR DESK” Section for further processing/Action.

Reference Number *	<input type="text" value="5555"/>
Classification	<input checked="" type="radio"/> Normal <input type="radio"/> Confidential <input type="radio"/> Secret <input type="radio"/> Top Secret
Priority	<input checked="" type="radio"/> Normal <input type="radio"/> Priority <input type="radio"/> Immediate <input type="radio"/> Residence
Subject *	<input type="text" value="computer"/>
Brief Description	<input type="text"/>
Received Date (dd-mm-yyyy)(hh:mm:ss am/pm)	01-09-2008 01:09:53 PM
From Division/Department/Ministry	<input type="text" value="III"/>
From Designation	<input type="text"/>
From Name	<input type="text"/>
Received Medium/Dispatcher *	<input type="text" value="by doc"/>
Attachment(s)	
Attachment	<input type="text" value="43941-letter1.doc"/> <input type="button" value="Browse..."/> <input type="button" value="Add"/>
<input type="button" value="Accept"/> <input type="button" value="Redirect"/>	

Forwarding a Document via noting

- Open the Document by Clicking.
- Click “Noting” tab
- Click “Add Noting” link.

(Requisition Raised By)

<input type="button" value="Document Information"/>	<input type="button" value="Send/Receive Details"/>	<input type="button" value="Document References"/>	<input type="button" value="Notings"/>
<input type="button" value="Add Noting"/>	<input type="button" value="View Notings"/>		
Diary Number	Diary Date	By Designation	

Noting Tab

- Write down noting
- Select the recipient
- Click “Forward” Button.

Current Para # 1

Put up for

Notings

Path:

Add | Remove | Insert | Quick Text

FILE REFERENCE

PARA REFERENCE

Mark To: **Recipient**

Dalam Hussain (DG-Admin)
 Shahzad Iqbal (JS-Admin)
 Tauqir Ahmad (JS-Admin)
Abdul Raziq Khan (CM Std Cmte)
 Ali Muhammad (MTBF Cell)

Forward Cancel

Creating File Heading

- Click File Management Manu → View Section File Heading
- Click “Add” link

SECTION FILE HEADINGS

Add | Edit | Delete

Select	Heading No.	Heading Name
<input type="checkbox"/>	49	IT SECTION
<input type="checkbox"/>	48	Matters relating to Stationery

- Select Section, write Heading Name, Year
- Click “Save” Button

ADD/EDIT FILE HEADING

Section: Administration

Heading Name*: Misc Matters

Would you like to give preferred Heading No.?

Heading Year*: 2008

Description: Misc Matters of

Save Cancel

Creating File

- Click File Management Menu → Create New File
- Select Main Heading; write File Type, Subject, noting Para, and File reference etc into respective fields.
- Click “Save” Button

CREATE FILE

Main Heading*	Misc Matters (2008)
File Type	Training
Subject*	Training Of Staff
Initial noting para number*	1
File Reference Number*	2-9/2008-Admin
Priority	<input checked="" type="radio"/> Normal <input type="radio"/> Priority <input type="radio"/> Immediate <input type="radio"/> Residence
Classification	<input checked="" type="radio"/> Normal <input type="radio"/> Confidential <input type="radio"/> Secret <input type="radio"/> Top Secret
Brief Description	Training Of Staff
Keywords [Comma Separated]	

- Message displayed

File has been saved successfully with Reference Number = 2-9/2008-Admin
Do you want to ?

Attaching Documents to File

- Open File.
- Go to “Correspondence” Tab and click “Attach Document” Link

TAB (NTC Service Regulations) 2-9/2008-Admin

Select	Subject	Reference No	Attachment Date	Type
<input type="checkbox"/>	NTC Service Regulations	Staff 19-1/2003	05-09-2006	Docu

[Total records : 1]

- Select Documents to be attached.
- Click “Attach” Button.

<input type="checkbox"/>	Requisition Raised By Nazir Ahmad	REQ/1/108/7/27/266	Requisition
<input checked="" type="checkbox"/>	resign	5012	Severance Ap
<input checked="" type="checkbox"/>	explanation	12345	Complaint
<input type="checkbox"/>	medical reimburfment of shahid		Medical Reim Application
<input type="checkbox"/>	retirement		Retirement R
<input type="checkbox"/>	it		Training Appli
<input type="checkbox"/>	27dD	27dD	Delivery Chall

2 3 4 5 > > [Total pages : 11] [Total records : 204]

- Message displayed.

FILE DETAILS

2 - document(s) attached successfully.

(NTC Service Regulations)

[Attach Document](#) | [Prepare Case](#) | [Add DFA](#) |

Select	Subject		Reference No	Attachment Date
<input type="checkbox"/>	explanation		12345	03-09-2008
<input type="checkbox"/>	resign		5012	03-09-2008

Forwarding a File

- Open File.
- Go to “Correspondence” Tab and Attach Document
- Go to “Mark Documents” Tab and click “Add Noting” Link

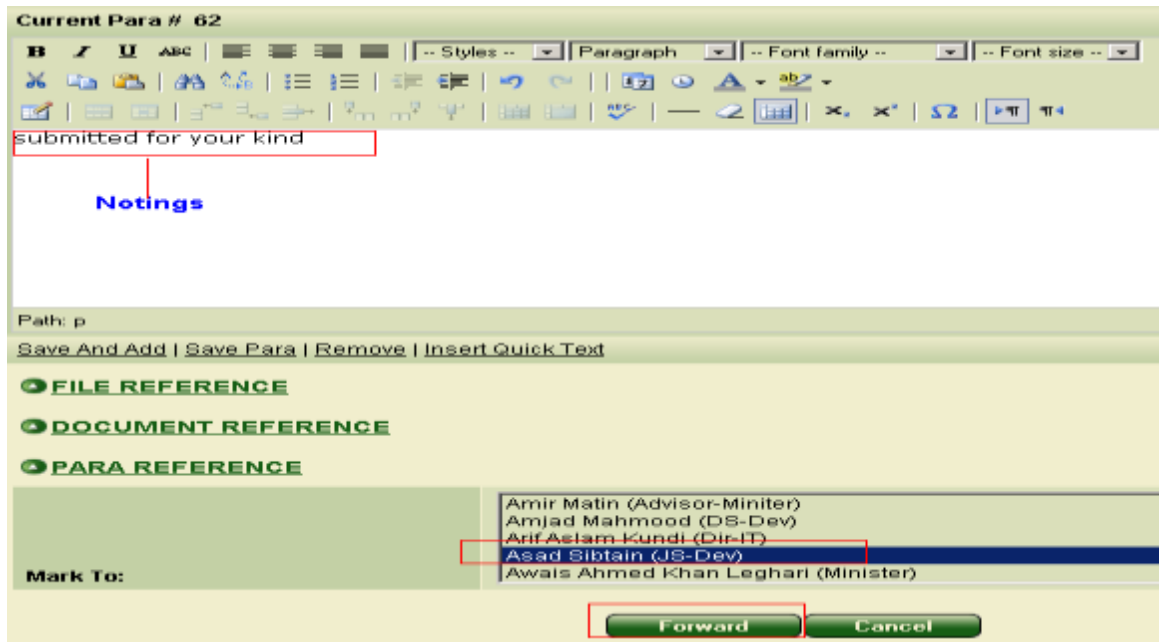
FILE DETAILS

(NTC Service Regulations) 2.9/2003-telecomm

| [View Notings](#) | [View Draft Noting](#) |

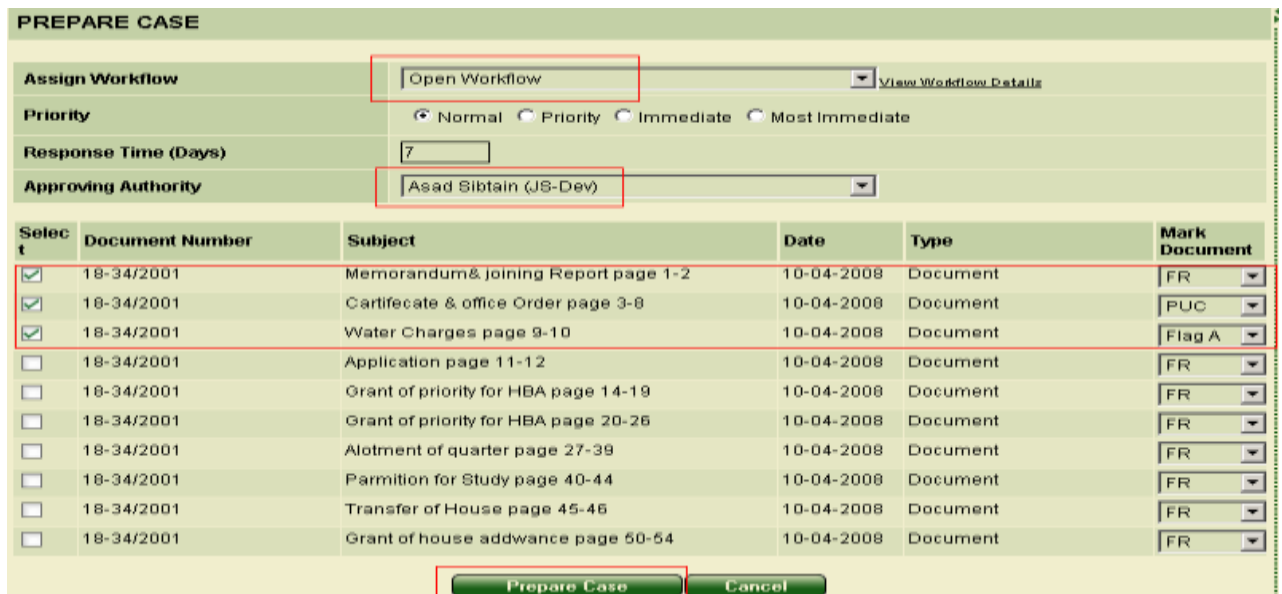
Case Priority	
Response Time(in days)	
Approving Authority	

- Write down noting and select the person to whom file is going to be forward
- Click “Forward” Button.



Case Preparation & Flagging document

- Open the file “files at your desk”.
- Go to “Correspondence” Tab and click ‘Prepare Case” Link
- Select Workflow, Priority and approving authority
- Select the documents and assign tags to them e.g FR, Flag A etc
- Click “Prepare Case” Button



- Write down noting and forward the file to approving authority.

Preparing DFA

- Open the file “files at your desk”.
- Go to “Correspondence” Tab and click ‘Add DFA’ Link

FILE DETAILS

(Purchase of Photocopier Machine) 3

File Information **Correspondence** Marked Documents Notings Transfer

Attach Document | Prepare Case | **Add DFA** | Transfer Document |

Select	Subject	Reference No	Attachment Date	Type
[Total records : 0]				

- Write Subject, Select Priority, classification and other fields. Write the body of DFA. Select Template (Letter Type).
- Click “Save” Button

Note: We can also attached a document as a DFA from “Document Attach” tab.

Document Information **Document Attachments** Document Recipients

Document Reference Number* 20-1/2008-GA

Subject* **Approving Funds**

Classification Normal Confidential Secret Top Secret

Issuance Date* 04-09-2008

Priority Normal Priority Immediate Residence

From Person Nazir Ahmad (SO-Admin)

Body

B **I** **U** ABC | [List Icons] | -- Styles -- | -- Format -- | -- Font family -- | -- Font size --

It is submitted that

Path:

Template **Sanction Letter** Preview

Save Cancel

Creating DFA Versions

- After preparing DFA, Case is prepared on it and noting is added and file is marked to higher authority, authority review the DFA, he thinks some changes are needed, he

marks back DFA for editing. SO make changes into DFA and the newly created DFA is the 2nd version.

- Open the file having DFA.
- Go to “Correspondence” Tab and open the DFA document
- Click View “Document Detail” Link
- Click View “Create New Version” Link

VIEW DOCUMENT DETAILS

[Create New Version](#) | [View Versions](#) |

Document Reference Number	5-7/2005-GA
Subject	Approval Purchase
Classification	Normal
Action Required Days	
Issuance Date	04-09-2008
Priority	Normal
From Person	Nazir Ahmad (SO-Admin)
Body	it is stated that
Template	Letter Preview

[Cancel](#)

- Edit the body of DFA and Click “Save” Button.

Subject *	Approval Purchase
Classification	<input checked="" type="radio"/> Normal <input type="radio"/> Confidential <input type="radio"/> Secret <input type="radio"/> Top Secret
Issuance Date *	04-09-2008
Priority	<input checked="" type="radio"/> Normal <input type="radio"/> Priority <input type="radio"/> Immediate <input type="radio"/> Residence
From Person	Nazir Ahmad (SO-Admin)
Body	<p>B I U ABC [Icons] -- Styles -- -- Format -- -- Font family -- -- Font size --</p> <p>it is stated that... the draft for approval is</p>
Path:	
Template	Letter Preview

[Save](#) [Cancel](#)

New Version is created and to view it follow these instructions

- Go to “Correspondence” Tab and open the DFA document
- Click View “Document Detail” Link → “View Versions” Link OR by clicking “View Document Versions” link, OR “Go to DFA Versions” Link.

Document Information		Send/Receive Details		Document References	
View Document Details		View Document Version		Define Workflow Reminder Define Action Re	
Reference No	5-7/2005-GA				
Subject	Approval Purchase				
Document Type	Document				
Priority	Normal				
Classification	Normal				
Created By	Nazir Ahmad (SO-Admin)				
Attached to File	5-7/2005-GA				
	Go to File Correspondence				
	Go to DFA Versions				
Attachments					

- Displaying of DFA Version.

DFA VERSIONS				
Version	Document No.	Subject	Created By	Date
2.0	5-7/2005-GA	Approval Purchase	Nazir Ahmad	04-09-2008
1.0	5-7/2005-GA	Approval Purchase	Nazir Ahmad	04-09-2008

[Cancel](#)

Approving a Case / DFA

After preparing DFA, Case is prepared on it, noting is added and file is marked to higher authority, authority review the DFA and approve it.

- After saving DFA “Correspondence” Tab is displayed
- Select the DFA/Document
- Click “Prepare Case” Link

FILE DETAILS					
(Hiring of House No- ZB-316/4, Dhoke Hussu, Rawalpindi.) 9-6/2005-admin					
File Information		Correspondence		Marked Documents	
Notings		Transfer History			
Attach Document		Prepare Case		Add DFA Transfer Document	
Select	Subject	Reference No	Attachment Date	Type	
<input checked="" type="checkbox"/>	Hiring of House	9-6/2005-admin	04-09-2008	Document	
<input type="checkbox"/>	Affidavit	9-6/2005-admin	15-01-2007	Document	
<input type="checkbox"/>	Permiss on for Hiring of House(pae-1)	J(1024)/2001-BII(R)	15-01-2007	Document	
<input type="checkbox"/>	3Request for Hiring of	9-6/2005-admin	15-01-2007	Document	

- Select Workflow, Priority and approving authority
- Select the documents i-e DFA
- Click “Prepare Case” Button. Add noting and forward to higher authority for approval

PREPARE CASE

Assign Workflow [View Workflow Details](#)

Priority Normal Priority Immediate Most Immediate

Response Time (Days)

Approving Authority

Select	Document Number	Subject	Date	Type	Mark Document
<input checked="" type="checkbox"/>	9-6/2005-admin	Hiring of House	04-09-2008	Document	DFA
<input type="checkbox"/>	9-6/2005-admin	Affidavit	15-01-2007	Document	FR
<input type="checkbox"/>	J(1024)/2001-BII(R)	Permiss on for Hiring of House(pae-1)	15-01-2007	Document	FR

Logging in by authority.

- Open file
- Go to “Mark Document” tab, open the document/DFA and review.
- Go to “Mark Document” tab
- Click “Approve/Disapprove Case” Link

(Hiring of House No- 2B-316/4, Dhoke Hussu, Kawaipindi.) 9-6/2005-admin

File Information **Correspondence** **Marked Documents** **Notings** **Transfer History**

[Add Noting](#) | [View Notings](#) | [Approve/Disapprove Case](#) | [Add To Case](#) | [Remove From Case](#) | [Edit Case](#) |

Case Priority Normal

Response Time(in days) 7

Approving Authority Asad Sibtain

Creation Date 04-09-2008

Created By Nazir Ahmad

Workflow Open *Click for opening file*

Subject	Reference No	Creation Date	Type	Marked
Hiring of House	9-6/2005-admin	04-09-2008	Document	DFA

- Select “Approve” from Status Field
- Click “Save” Button

APPROVE/DISAPPROVE CASE * = Mandatory Field

Document No.	Subject	Creation Date	Type	Status
9-6/2005-admin	Hiring of House	04-09-2008	Document	Approve

- Approve Status displays “Approved”.

Subject	Reference No	Creation Date	Type	Marked	Approve Status
Hiring of House	9-8/2005-admin	04-09-2008	Document	DFA	Approved

Closing a Case

- Open the file “files at your desk”.
- Go to “Mark Documents” Tab and click ‘Close Case” Link




File Information | Correspondence | **Marked Documents** | Notings | (ten)

Add Noting | View Notings | **Close Case** |

Case Priority Normal
Response Time(in days) 7
Approving Authority Nazir Ahmad
Creation Date 21-08-2008
Created By Nazir Ahmad
Workflow Open

Subject	Reference No	Creation Date	Type
999	999	21-08-2008	Tender

- Message displayed “Case has been closed successfully”



FILE DETAILS

Case has been closed successfully!

File Information | Correspondence | **Marked Documents** | Notings | (te)

Add Noting | View Notings |

Closing a File

- For closing the file must be on creator’s desk
- Open the file to be closed
- Go to “File Information” Tab and click ‘Close File” Link



(Contingent Appointments) 19-8/2007-admin

File Information | Correspondence | Marked Documents | Notings | Transfer History

Edit File | Merged File(S) | Assign File | **Close File** | Suspend File | Transfer File | Define Workflow Reminder |

Subject Contingent Appointments
Section Administration
File Reference No 19-8/2007-admin
Main Heading Contingent Staff
File Type
Priority Normal
Classification Normal
Status Open
Owner Nazir Ahmad (SO-Admin)
Creation Date 10-10-2007
Current Status On desk of Nazir Ahmad (SO-Admin) from 17-06-2008

- Click “Close” Button

CLOSE FILE	
Main Heading	Contingent Staff
File Reference No.	19-8/2007-admin
Subject	Contingent Appointments
Priority	Normal
Classification	Normal
Brief Description	Contingent Appointments
Keywords: [Comma Separated]	Contingent Appointments

- Message displayed “File has been closed successfully”

Assign File to helping staff

Officer (Assigning file)

- Open the File from “FILES AT YOUR DESK” which you want to assign to your helping staff.

FILES AT YOUR DESK	
Files	Since
2-48/2004-F&A - (Audit Report on th...	29-02-2008
2-14/2006-admin - (Airport Security...	28-02-2008
10-3/2007-GA - (Book Enter in Libra...	28-02-2008
1-154/2007-Legal - (Recruitment of ...	27-02-2008
11-3/2007-GA - (Bill Printing Corpo...	27-02-2008
7-16/2007-GA - (Repair of Vehicle-N...	25-02-2008
1-58/2004-admin - (Mr. Mushtaq Ahme...	20-02-2008
18-59/2001-Admin - (Personal File o...	19-02-2008
1-82/2007-admin - (Personal file of...	19-02-2008
10-40/2005-DT - (ITU Telecom World...	16-02-2008

[View All](#)

- In “File Information” Tab, click Link of “Assign File”.

FILE DETAILS						
(Airport Security Entry Pass) 2-14/2006-admin						
<input type="button" value="File Information"/>	<input type="button" value="Correspondence"/>	<input type="button" value="Marked Documents"/>	<input type="button" value="Notings"/>	<input type="button" value="Transfer History"/>	<input type="button" value="Similar Files"/>	
Edit File	Merged File(S)	<input type="button" value="Assign File"/>	Close File	Suspend File	Transfer File	Define Workflow Reminder Define Action Reminder

- Select Helping Staff from the List of “Assign To” and Click “Assign” button.

The screenshot shows the 'ASSIGN FILE' interface. At the top, there is a navigation bar with links: Home, Inventory, Configuration, Receive & Issue, File Management, Human Resource, Project Management, and Logout. Below this, the 'ASSIGN FILE' section contains a table with the following details:

Main Heading	Admn/Establishment Matter
File Reference No	2-14/2006-admin
Subject	Airport Security Entry Pass
Priority	Normal
Classification	Normal
Brief Description	Airport Security Entry Pass
Keywords	Airport Security Entry Pass
Assign To	<div style="border: 1px solid black; padding: 2px;"> <p>Aziz Ahmed (PMO)</p> <p>Farrukh Altaf Usmani (UDC Admin)</p> <p>Hanif Rehman (DR3)</p> <p>Muhammad Akram (Asst - General)</p> <p>RAJA Zeb (DR2)</p> <p>Nadeem Arif (Farash)</p> <p>Noor Muhammad (LDC-Admin)</p> <p>Rukhsana Jabeen (UDC)</p> <p>Shahida Kamal (Librarian)</p> <p>Syed Rashid Hussain Shah (Asst-Admin)</p> <p>Zafar Abbas (Asst-R&I1)</p> </div>

At the bottom right of the form, there are two buttons: 'Assign' and 'Cancel'.

- Message will be appeared “**The file has been assigned successfully** “, on the top of the page.

The screenshot shows the 'ASSIGN FILE' interface after a successful assignment. At the top, there is a navigation bar with links: Home, Inventory, Configuration, Receive & Issue, File Management, Human Resource, Project Management, and Logout. Below this, a success message is displayed: **The file has been assigned successfully.** Below the message, there are two navigation options: [Go to File Information page?](#) and [Go to Home Page](#).

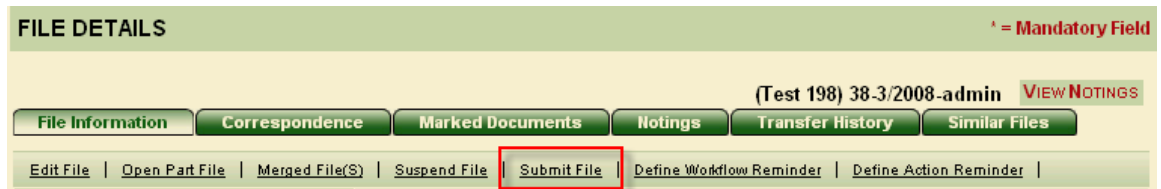
Helping Staff

- Login from Helping Staff to use IC.
- On the home page view “ASSIGNED FILE” and in which file assigned to helping staff will be visible, if not self assigned.

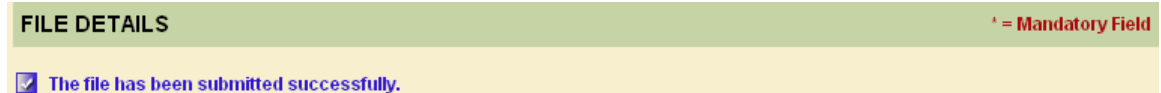
The screenshot shows the 'ASSIGNED FILE' table. The table has two columns: 'Files' and 'Assignment Date'. The data is as follows:

Files	Assignment Date
38-3/2008-admin - (Test 198)	06-03-2008
1-131/2008-admin - (tesing)	05-03-2008
9-22/2007-admin - (Hiring of Reside...	29-02-2008
9-2/2007-GA - (Entertainment)	28-02-2008

- Go back to “File Information” Tab and to submit file to your supervisor click link “Submit”.



- File successfully submitted.

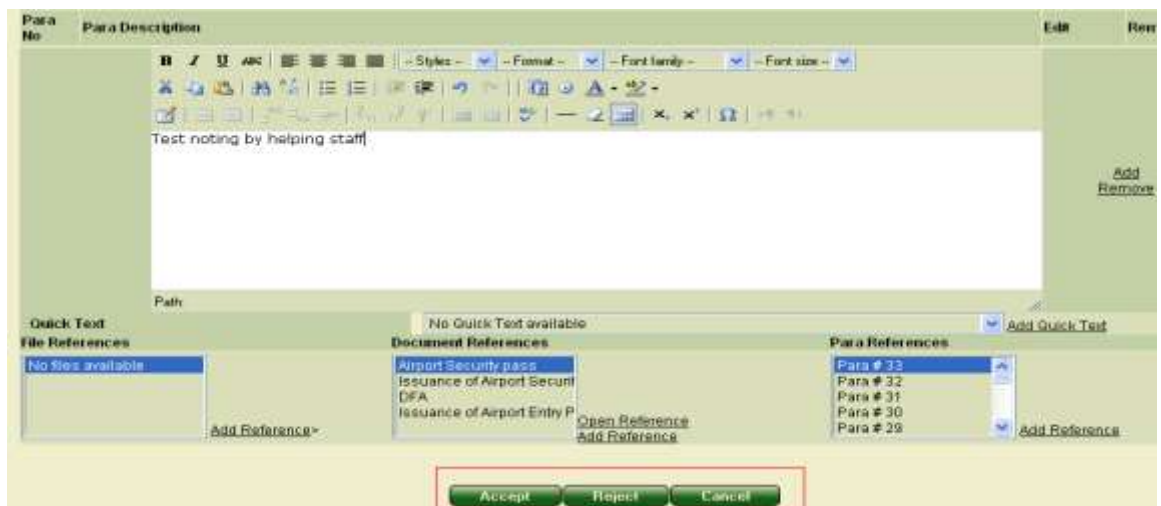


Officer

- Open the file “files at your desk”, that you previously assigned to helping staff to work on.
- Go to “correspondence” to view document/DFA.
- To view draft noting from helping staff, go to “Marked Documents” tab and click Link “View Draft Noting”.



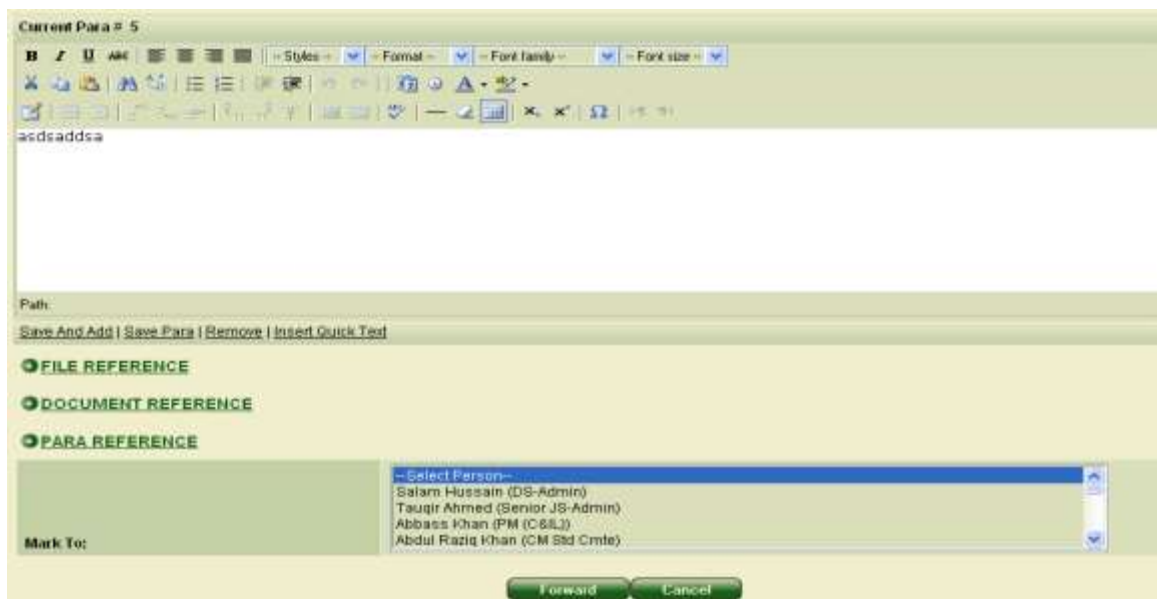
- Noting will be appeared with options of “EDIT” and “REMOVE”, you can also add further noting.
- After completing, “ACCEPT” and “REJECT” buttons are visible to move forward.



- After accepting, message will be displayed. “The notings have been approved successfully.”



- To view the accepted noting, drafted by helping staff. Go to “ADD NOTING”.
- Forward the file to concerned person.



Note: In case of rejection from supervisor, the noting drafted by helping staff will be discarded.

Miscellaneous Operations with Files

These operations are Edit File, Suspend File , disposing a document etc

File Editing

- Open File, in the “File Information” tab click “Edit File” Link.

(Residential Hiring Accommodation for Mr. Irfan Khurs)	
File Information	Correspondence Marked Documents Notings
Edit File	Merged File(S) Assign File Close File Suspend File Transfer File De
Subject	Residential Hiring Accommodation for Mr. I
Section	Administration
File Reference No	9-19/2006-admin
Main Heading	Accomodation

- Edit the required information e.g File Type, Priority etc
- Click “Save” Button

EDIT FILE	
Main Heading*	Accomodation (2006)
File Type	Personal File
Subject*	Residential Hiring Accommodation for Mr. Irfan Khurshid
Starting noting para number	1
File Reference Number*	9-12/2006-admin
Priority	<input type="radio"/> Normal <input checked="" type="radio"/> Priority <input type="radio"/> Immediate <input type="radio"/> Residence
Classification	<input checked="" type="radio"/> Normal <input type="radio"/> Confidential <input type="radio"/> Secret <input type="radio"/> Top Secret
Brief Description	Residential Hiring Accommodation for Mr. Irfan Khurshid
Keywords [Comma Separated]	Residential,Hiring
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

- Message displayed “ File information has been updated successfully”

<input checked="" type="checkbox"/> File information has been updated successfully
Do you want to ?
Go to file information page
Go to Home Page

Suspend File

- Open File, in the “File Information” tab click “Suspend File” Link.

(Residential Hiring Accommodation for Mr. Irfan Khurshid) 9-12/2006-admin	
File Information	Correspondence
	Marked Documents
	Notings
	Transfer History
Edit File Merged File(S) Assign File Close File Suspend File Transfer File Define Workflow Reminder	
Subject	Residential Hiring Accommodation for Mr. Irfan Khurshid
Section	Administration
File Reference No	9-12/2006-admin
Main Heading	Accommodation
File Type	Personal File

- Click “Suspend” Button

SUSPEND FILE	
Main Heading*	Accommodation
File Reference No.	9-12/2006-admin
Subject	Residential Hiring Accommodation for Mr. Irfan Khurshid
Priority	Priority
Classification	Normal
Brief Description	Residential Hiring Accommodation for Mr. Irfan Khurshid
Keywords: [Comma Separated]	Residential,Hiring
Suspend Cancel	

- Message displayed “ File has been suspended successfully”

<input checked="" type="checkbox"/> File has been suspended successfully
Do you want to ?
Go to File Information
Go to Home Page

Disposing a Document

- Open the Document to be disposed by Clicking.
- Click “Dispose” link. (Document can not dispose if it is processed)

Document Information	Send/Receive Details	Document Reference
Dispose Define Workflow Reminder Define Action Reminder Publish To Portal		
Reference No	5555	
Subject	computer	
Document Type	Document	
Priority	Normal	
Classification	Normal	
Created By	Muhammad Naseem (SPM 2)	
On Desk Of	On desk of Nazir Ahmad (SO-Admin) from 02-09-2008	
Attachments		
43941-letter1.doc		

- Click “Dispose” Button.

DISPOSE DOCUMENT

Subject	computer
Reference No.	5555
Reason To dispose	

File & Document Search

- Click File Management Menu → Search → Search File
- Enter the search criteria e.g File Reference No. (Search can be done by File No, Creation Dates, Brief Subject and Keywords).
- Click “Search” Button

FILE SEARCH

File Reference Number	<input type="text" value="2-9/2008-admin"/>		
Creation Date Between: <i>[dd-mm-yyyy]</i>	<input type="text"/>	To	<input type="text"/>
Brief Subject	<input type="text"/>		
Keywords: <i>[Comma Separated]</i>	<input type="text"/>		

- Search Result will be displayed as following

FILE SEARCH RESULTS

File Reference Number	Subject	Status	Creation Date
2-9/2008-Admin	Training Of Staff	Open	03-09-08
[Total records : 1]			

- Click File Management Menu → Search → Search Document
- Enter the search criteria e.g Document No. (Search can be done by Document No, Creation Dates, Brief Subject , Created By and Document Type).
- Click “Search” Button
- Search Result will be displayed as following

DOCUMENT SEARCH RESULTS							* = Mandatory Field
Reference Number	Subject	Created By	Type	Date	View Details	Attachment	
1616563	imran	Nazir Ahmad	Document	03-09-2008	View Details		
1-125/2008-admin	aaaaaa test 1	Nazir Ahmad	Document	03-09-2008	View Details		
343	Power Shut Down	Nazir Ahmad	Document	03-09-2008	View Details		
123	Explanation of	Nazir Ahmad	Document	03-09-2008	View Details		

[Total records : 4]

[Back](#)

- Search Result will be displayed as following

DOCUMENT SEARCH RESULTS							* = Mandatory Field
Reference Number	Subject	Created By	Type	Date	View Details	Attachment	
1616563	imran	Nazir Ahmad	Document	03-09-2008	View Details		
1-125/2008-admin	aaaaaa test 1	Nazir Ahmad	Document	03-09-2008	View Details		
343	Power Shut Down	Nazir Ahmad	Document	03-09-2008	View Details		
123	Explanation of	Nazir Ahmad	Document	03-09-2008	View Details		

[Total records : 4]

[Back](#)

Creating and using workflow

- Click File Management Menu → Workflow → Define Workflow
- Write down the name of workflow, select section, select the workflow participants.
- Click “Save” Button

DEFINE WORKFLOW		* = Manda
Name*	<input type="text" value="Promotion Workflow"/>	
Section*	<input type="text" value="Administration"/>	
Description	<input type="text" value="Work flow for the promotion of employee"/>	
MolT Users <input type="text" value="Abdul Raziq Khan(CM Std Cmte)"/> Ali Muhammad(MTBF Cell) Amir Matin(Advisor-Miniter) Amjad Mahmood(DS-Dev) Awais Ahmed Khan Leghari(Mir Ehsan Ul Haq(SO-F&A) Faraz Ahmed(SPM 6) Haleem Asghar(Director PR) Hamid Ullah(SO-IT) Ishaq Khan Khakwani(MOS)	<input type="button" value=">"/> <input type="button" value="<"/>	Workflow Participants * <input type="text" value="Nazir Ahmad(SO-Admin)"/> <input type="text" value="Arif Aslam Kundi(Dir-IT)"/> <input type="text" value="Asad Sibtain(JS-Dev)"/> <input type="text" value="Farrakh Qayyum(Secy-IT)"/>
		<input type="button" value="Up"/> <input type="button" value="Down"/>
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

- Message displayed “ Workflow defined successfully”

Workflow defined successfully.

Do you want to ?

[Define another Workflow](#)

[Go to Home Page](#)

- Created workflow can be viewed by the Clicking File Management Menu → Workflow → View Pending Workflows
- Workflow must be approved by App Admin for using
- Approved workflow can be viewed by the Clicking File Management Menu → Workflow → View Approved Workflows

Using Workflows

- On the “Prepare Case” Screen, Select Workflow e.g. Promotion

PREPARE CASE

Assign Workflow [View Workflow Detail](#)

Priority Normal Priority Immediate Most Immediate

Response Time (Days)

Approving Authority

Select	Document Number	Subject	Date
<input checked="" type="checkbox"/>	9-6/2005-admin	Hiring of House	04-09-2008

Contacts

- Click Home → Personal Contact Diary, Menu
- Select Contact from list and click “Edit Contact” Link and edit the required information. Click “Save” Button
- Select Contact from list and click “Delete Contact” Link. Click “OK” Button

Adding Contact

- Click “Add Contact” Link

PERSONAL CONTACT DIARY

ABCDEFGHIJKLMNOPQRSTUVWXYZ [All](#)

[Add Contact](#) | [Edit Contact](#) | [Delete Contact](#)

Select	Name	Designation	Address	Email
<input type="checkbox"/>	test doc			

[Total records : 1]

- Enter the required information into fields
- Click “Save” Link

PERSONAL DIARY

First Name *	<input type="text" value="Yasir"/>
Last Name *	<input type="text" value="Khokhar"/>
Designation	<input type="text" value="ETO"/>
Office Address	<input type="text" value="Evacuee Trust"/>
Email	<input type="text" value="yas@hotmail.com"/>
Phone No.	<input type="text" value="051-9201546"/>
Mobile No.	<input type="text"/>
Fax No.	<input type="text"/>

Reports

Document Related Reports

Three types of document reports could be displayed

1. Document Movement Report
2. Document Pending Report
3. Wing Wise Correspondence Document Report

- Click File Management → Reports → Documents → Document Movement Report OR other required Report, Menu
- Provide criteria i-e time duration. Select Document and recipients
- Click “View Report” Button

DOCUMENTS MOVEMENT REPORT * = Manda

From Date	<input type="text" value="01-09-2008"/>	To Date	<input type="text" value="10-09-2008"/>
Document *	<ul style="list-style-type: none"> 24-07-2008-Asad Sibtain-BPS-16 26th Aug PM Group... ABC... Access to Statutory and Case Laws for Su Application for Hiring of House Rent2 	Recipient Person	<ul style="list-style-type: none"> - All - Abdul Raziq Khan (C/M Std Cmte) Agha Sheraz Hanif (AO) Ali Muhammad (MTBF Cell) Amir Matin (Advisor-Miniter)

- Report is displayed

Crystal Reports Viewer - Microsoft Internet Explorer

1 / 1 Main Report 100%

Government of Pakistan

MoIT

September 10, 2008 **Documents Movement Report**

Document Subject: Application for Hiring of House Rent2

Recipient Person: - All -

From Date: 09/01/2008 **To Date:** 09/10/2008

S.No.	Sent Date/Time	From	To
1	10-09-2008 10:47:21AM	Syed Rashid Qadri (SO-Telecom)	Asad Sibtain (JS-Dev)
2	10-09-2008 10:45:30AM	Asad Sibtain (JS-Dev)	Syed Rashid Qadri (SO-Telecom)
3	10-09-2008 10:40:00AM	Nazir Ahmad (SO-Admin)	Asad Sibtain (JS-Dev)

File Related Reports

There many types of file related reports which could be view. E.g. File Movement , All Files, Part Files Report etc

- Click File Management → Reports → Files → File Movement Report OR other required Report, Menu
- Provide criteria i-e time duration. Select File and recipients
- Click “View Report” Button

FILE MOVEMENT REPORT

From Date 01-09-2008 **To Date** 10-09-2008

File*

- Purchase of Furniture for Committee Room (4-1/2006-GA)
- Purchase of Furniture/ Fixture (24-10/2007-DT)
- Purchase of Gift for the Year 2007-2008 (9-11/2007-GA)
- Purchase of Gift Items (5-7/2005-GA)**
- Purchase of Gift Items (12-2/2007-GA)

Recipient Person*

- All -**
- Abdul Raziq Khan (CM Std Cmte)
- Agha Sheraz Hanif (AO)
- Ali Muhammad (MTBF Cell)
- Amir Matin (Advisor-Miniter)


Via Person Via Designation

View Report

- Report is displayed

Crystal Reports Viewer - Microsoft Internet Explorer

1 / 1 Main Report 100%



Government of Pakistan

MoIT

File Movement Report

September 10, 2008

File Subject: Purchase of Gift Items

File Reference: 5-7/2005-GA

From Date: 09/01/2008 **To Date:** 09/10/2008

Recipient Person: - All -

S.No.	Sent Date/Time	Sent By Person	Sent To Person
1	10-09-2008 12:31:47PM	Asad Sibtain (JS-Dev)	Nazir Ahmad (SO-Admin)
2	04-09-2008 3:11:41PM	Nazir Ahmad (SO-Admin)	Asad Sibtain (JS-Dev)
3	04-09-2008 1:58:20PM	Asad Sibtain (JS-Dev)	Nazir Ahmad (SO-Admin)
4	04-09-2008 1:56:00PM	Nazir Ahmad (SO-Admin)	Asad Sibtain (JS-Dev)