



TANGEDCO & TANTRANSSCO

e-office

User Manual

Introduction

In SAP ERP, e-office is named as File Life Cycle management (FLM).

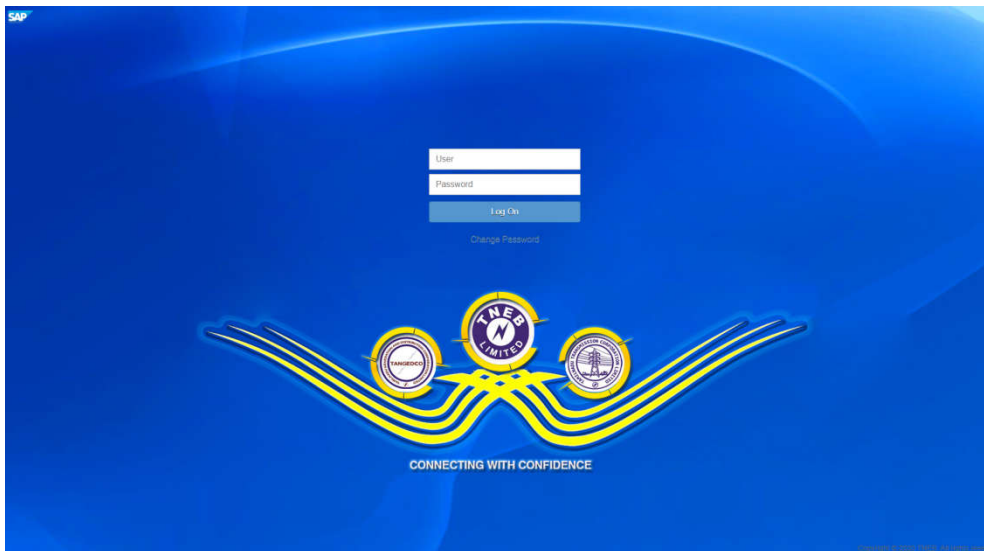
e-office features:

SAP e-office aims at providing a simple and digitized solution for the movement of files, documents and correspondences in an organization. TANGEDCO / TANTRANSCO officials execute projects after seeking reviews and approvals from various Directors / HOD's. The officials seek these reviews and approvals by opening a file for an activity and circulating the file amongst a select list of people, authorized to review and approve the file.

These manually created files need tracking as they move from one stage to the next and one approver to another. In a scenario involving innumerable projects and files, this is often a laborious process.

The ***SAP File Lifecycle Management*** solution addresses this need to create and track a file as it goes through its lifecycle. The solution does so using the workflow and document management strengths of SAP Netweaver.

Login Screen



The portal can be accessed through

<https://192.168.190.61:44300> (Intranet)

<https://eoffice.tnebnet.org:44300> (Internet)

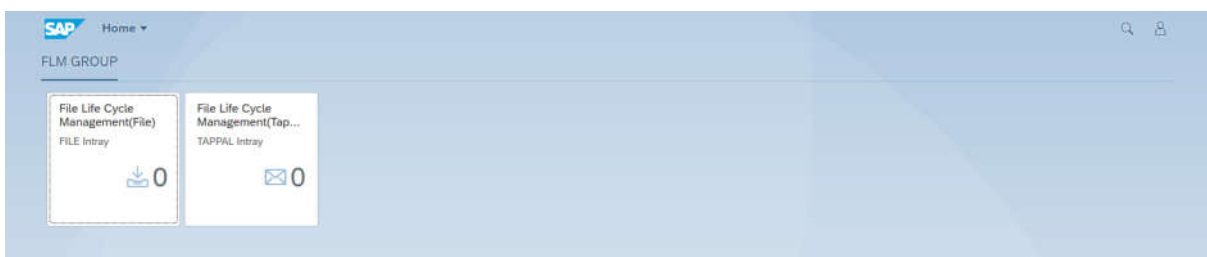
The username & password will be shared to the users through e-mail.

The users shall change the password immediately on first login.

Enter User ID, Password and click Log On

To change password, click Change Password

Screen on Login

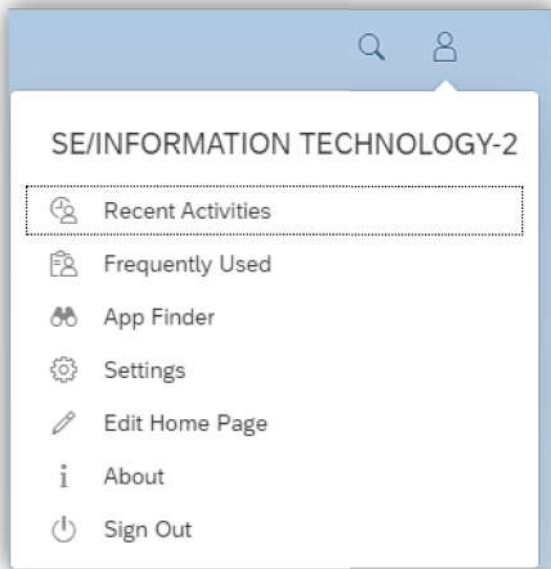


Two nos Trays viz., File & Tappal trays will appear

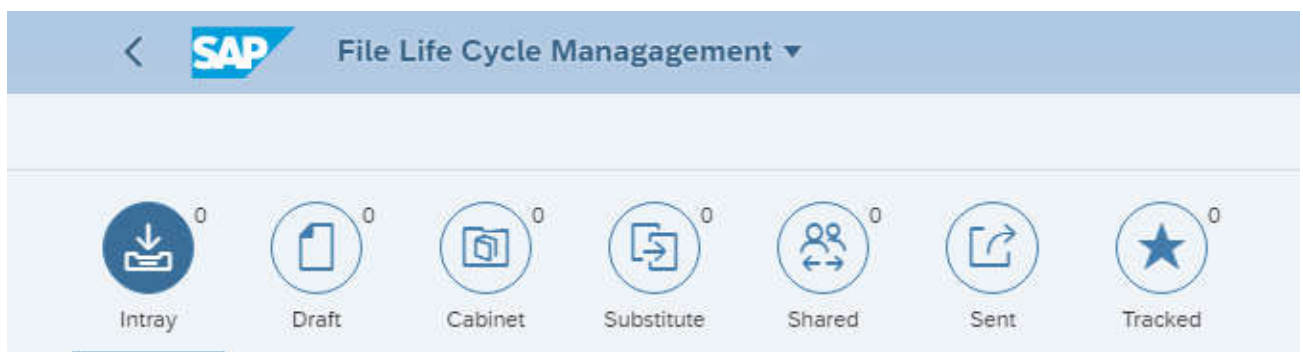
Click File Tray to process viz., create / view Note, Letter & Memo etc

Click Tappal Tray to process viz., create / view tappals

User Setting



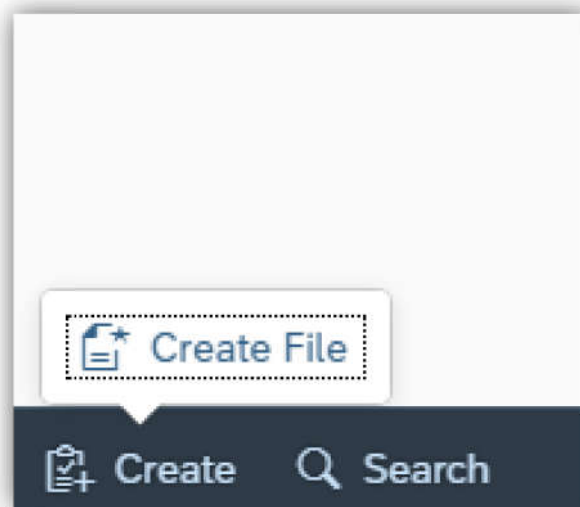
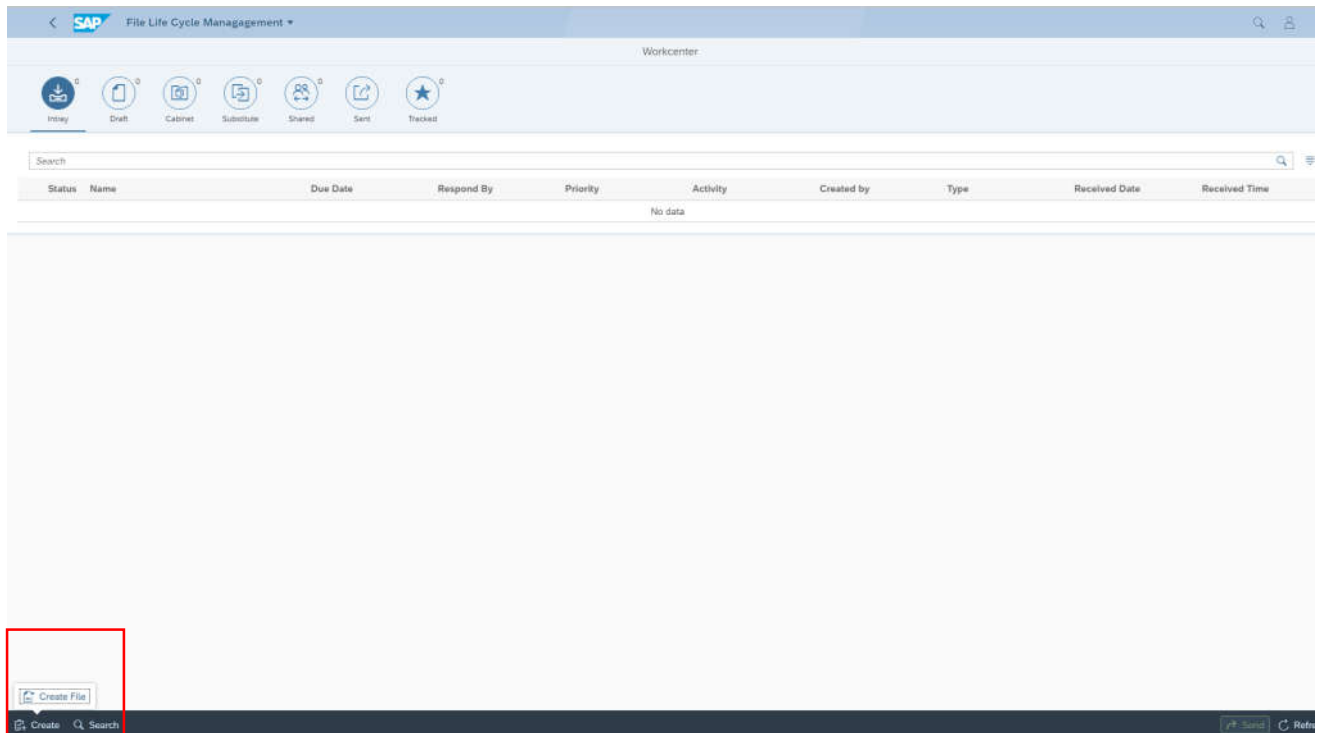
Inside the tray



- Intray** - All Incoming Note, Letter & Memo will appear here.
- Draft** - Saved Note, Letter & memo are available here
- Cabinet** - Files can be stored here for a specific period and can be moved to Intray automatically
- Substitute** - Files will be received here if the user is assigned as substitute.
- Shared** - All shared files will appear here.
- Sent** - Sent data can be viewed here
- Tracked** - File status can be viewed here.

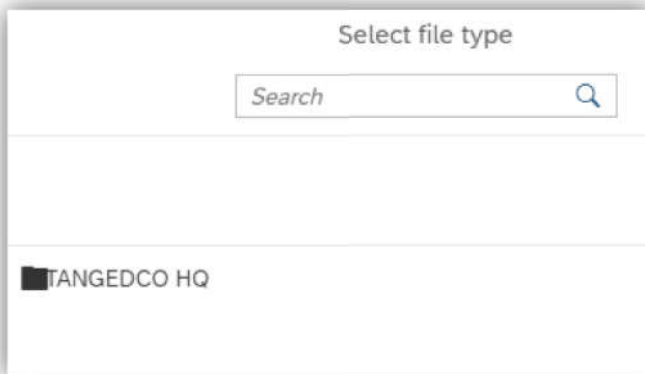
Creating a File

Step 1:

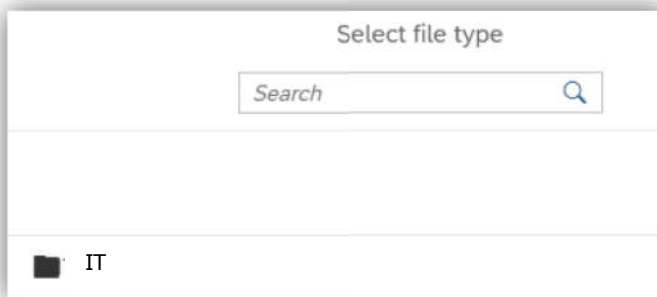


Click Create & Click Create File

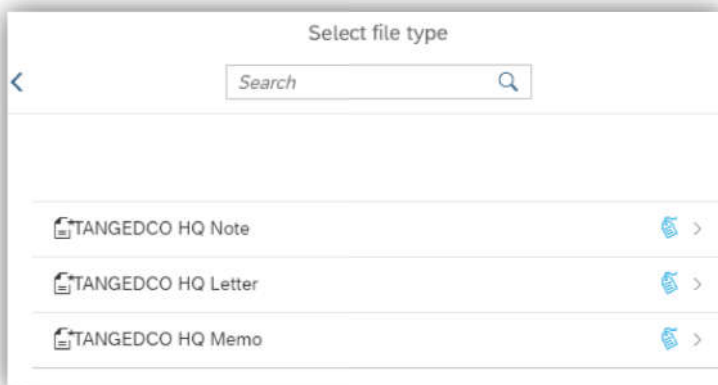
Step 2:



Select File Type



Select Office



Click appropriate file type you like to create.

Step 3:

SAP File Life Cycle Management - Create File

*File No.	File Type	File Notation	File No	Year
	NOTE (APPRAISAL) ▾	:	/	2020

File notations (Tottenham System) will appear automatically

Select the file type from drop down list

File Type

- NOTE (APPROVAL) ▾
- NOTE (APPROVAL)
- NOTE (ADMIN APPROVAL)
- NOTE (APPRAISAL)

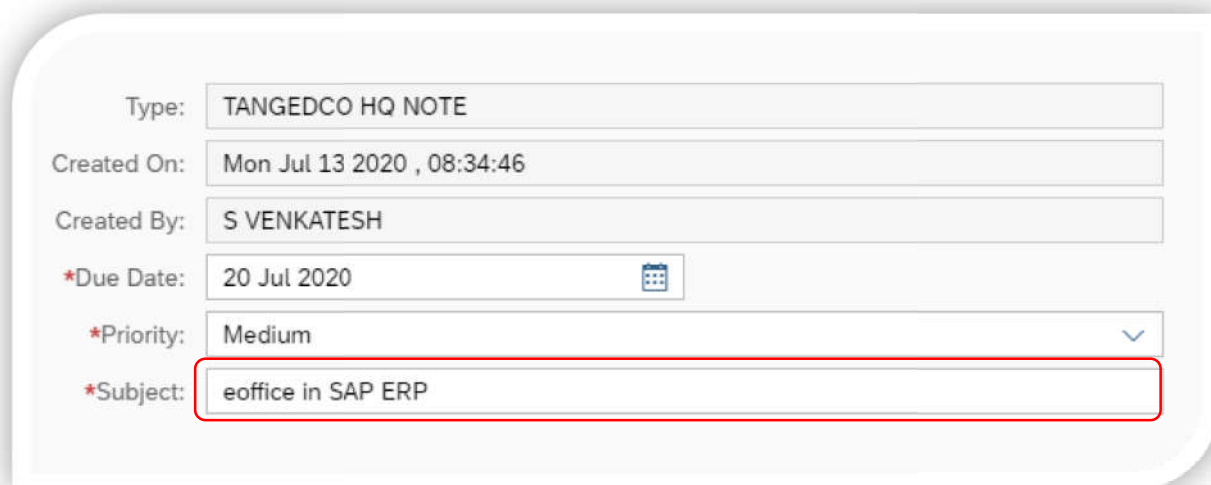
File Type

- LETTER (CONFIDEN...) ▾
- LETTER (CONFIDENTIAL)
- LETTER
- LETTER (DO)
- LETTER (UO)

File Type

- Memo

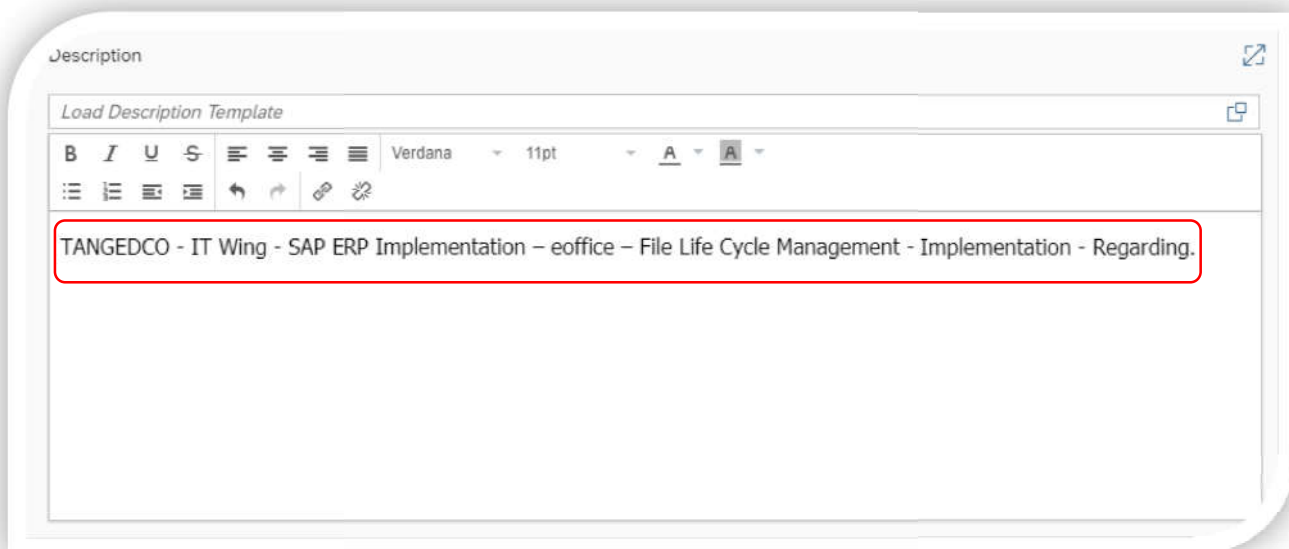
Step 4:



Type: TANGEDCO HQ NOTE
Created On: Mon Jul 13 2020 , 08:34:46
Created By: S VENKATESH
*Due Date: 20 Jul 2020
*Priority: Medium
*Subject: eoffice in SAP ERP

Enter the subject. Using this subject this file can be searched easily.

Step 5:



Description

Load Description Template

B I U S Verdana 11pt A A

TANGEDCO - IT Wing - SAP ERP Implementation – eoffice – File Life Cycle Management - Implementation - Regarding.

Enter the Description about the file. Options like Bold, Italic, Underline, Font, etc are available.

& Save the File

SAP File Life Cycle Management - Create File

*File No. File Type File Notation File No. Year

NOTE (APPROVAL) / / 2020

Overview

Type: TANGEDCO HQ NOTE
Created On: Mon Jul 13 2020 , 08:34:46
Created By: S VENKATESH
*Due Date: 20 Jul 2020
*Priority: Medium
*Subject: eoffice in SAP ERP

Description

Load Description Template

TANGEDCO - IT Wing - SAP ERP Implementation – eoffice – File Life Cycle Management - Implementation - Regarding.

File Attributes

Process: NO

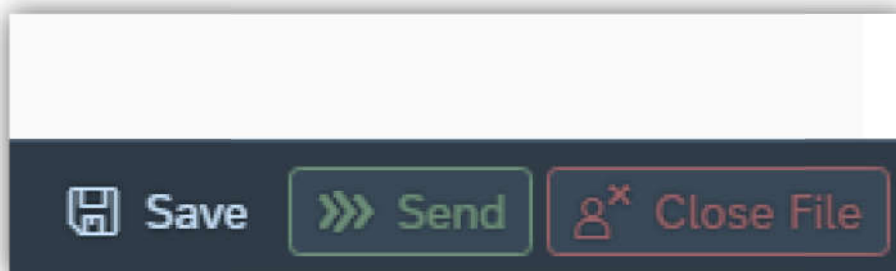
Notes

No data

Documents

References (0)
Current (0)

Save Send Close File




File number will be generated automatically


File Number: **NOTE (APPROVAL):I/9/2020**

Type: TANGEDCO HQ NOTE


Created On: Mon Jul 13 2020 , 08:34:46

Created By: S VENKATESH

*Due Date: 20 Jul 2020 

*Priority: Medium 

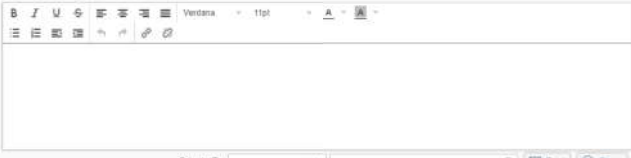
*Subject: eoffice in SAP ERP

Track: **ON** 


Step 6: Attaching Reference and Note / Letter


Process: NO



Notes

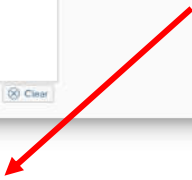


Documents

References (0) 


Current (0) 


Private To: Enter Name  




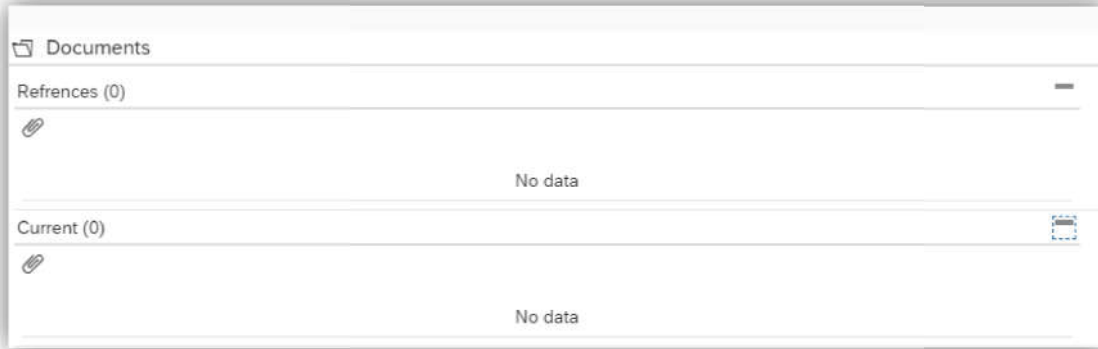
Click Expand Icon

Documents

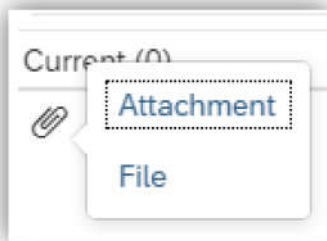
References (0) 

Current (0) 





File to be approved can be attached to Current in any format. Preferably PDF so as to make approver to open without saving the document to the local system. Reference documents to be uploaded in the References attachment.



Click Attachment to attach the documents.
File is used when an action is taken is to be taken on the already approved file available in the system.

Add Attachment

***Document number:**

***Document Type:**

***Attachment:**

Keyword 1:

Keyword 2:

Keyword 3:

Keyword 4:

Keyword 5:

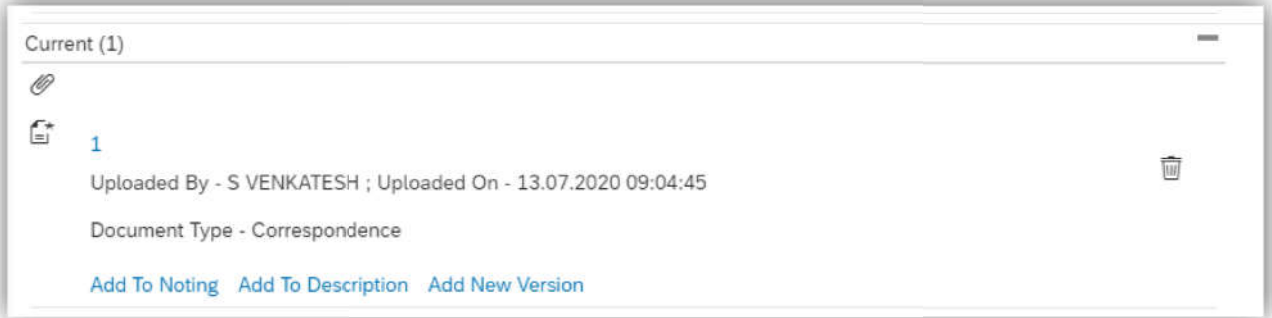
OK **Cancel**

Enter Document number. Same number cannot be used if more documents are available to be attached and no spaces are allowed.

Reference numbering can be made with REF1, REF2, etc.

& Click OK to attach.

Keywords can be entered to search the attached documents.

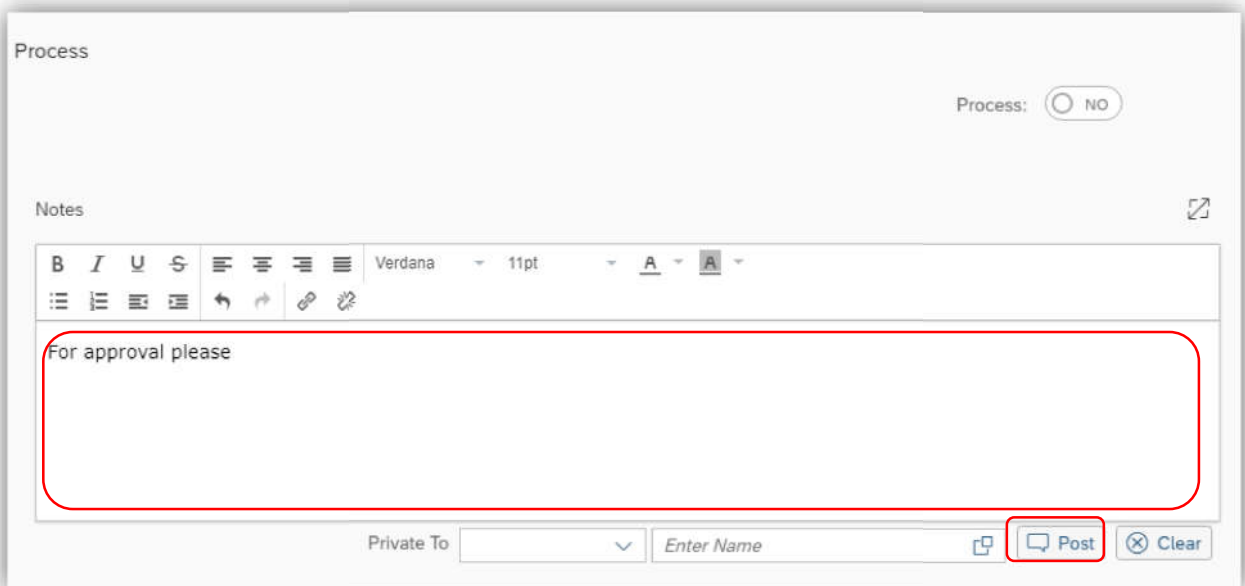


Date and Time of attachment is displayed here.

Attached document can be deleted by clicking delete Icon.

New version can be added in addition to the old version by clicking Add New Version.

Step 7:



Noting to be entered here.

Examples:

For approval please, for appraisal, for information, Approved, Not Approved, Discuss, etc.

Noting is mandatory to send or close the file.

& Post the noting

Private noting can be done by choosing "Private to" tab and send to desired persons

& if done, it will appear only to the person tagged.

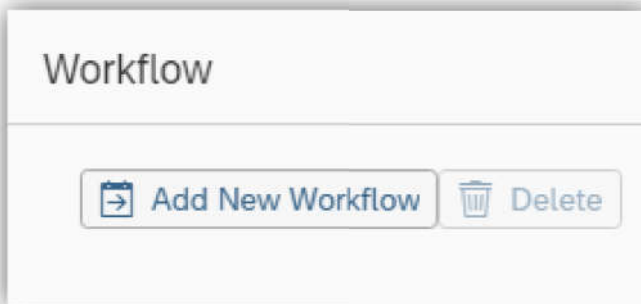


Date & Time of noting will appear.

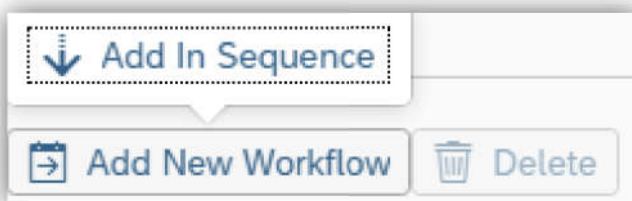
Noting can be changed by clicking the pen icon.

Noting will not be changed after sending the file for approval.

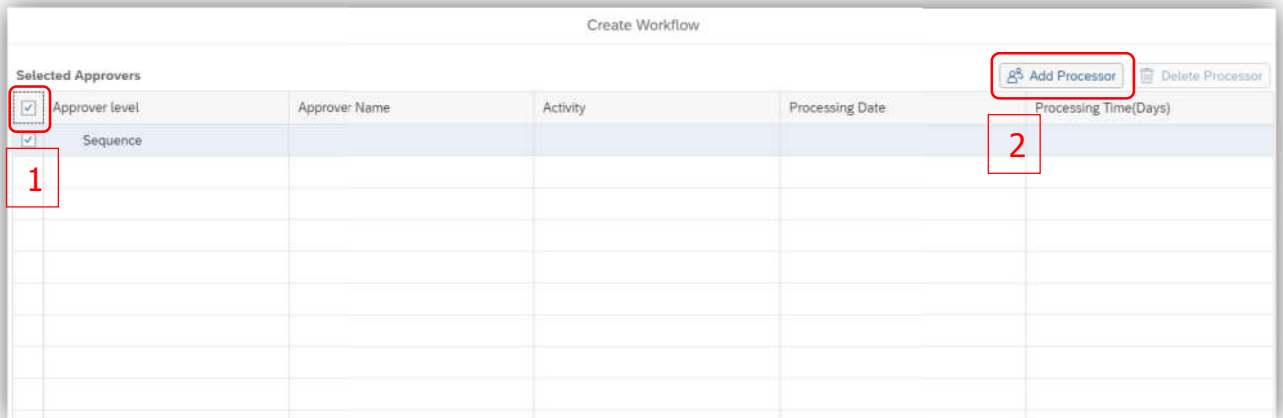
Step 8: Adding Workflow process



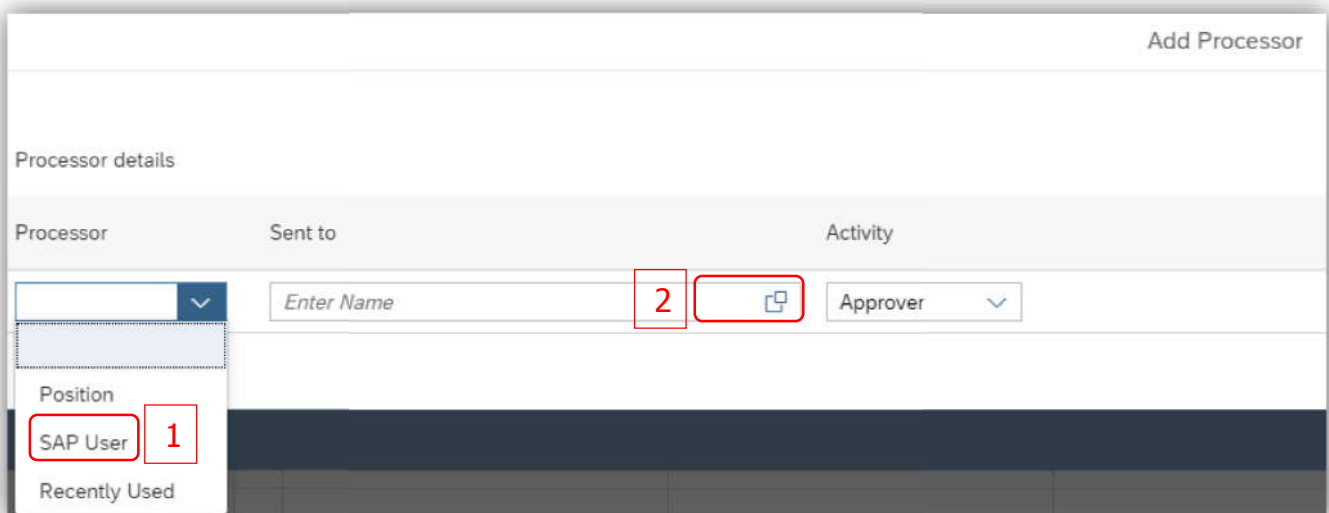
Click Add New Workflow icon to add the next level of officers to whom the file will be send for approval.



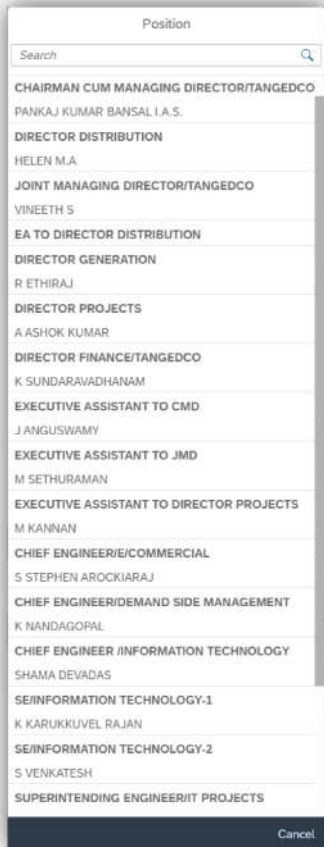
Click Add In Sequence.



1. Click Tick mark in Approver level.
2. Click Add Processor to add the approvers.

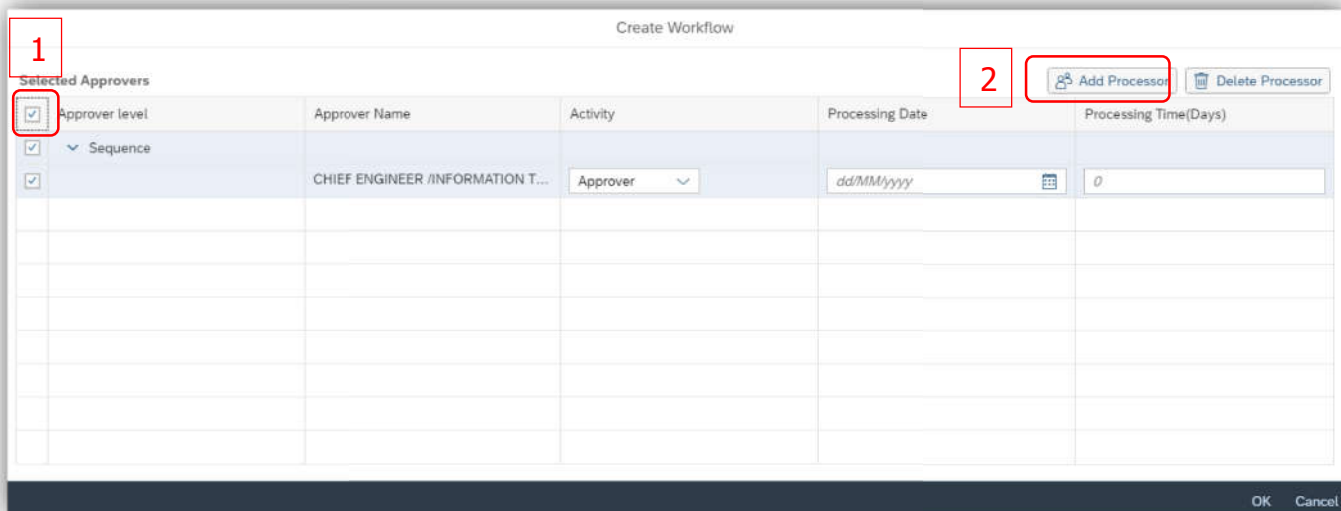


1. Click Processor Drop down and chose SAP User
Recently Used can also be used if the approvers are tagged already here.
2. Click the Search Icon in Sent to tab and chose the approver list.



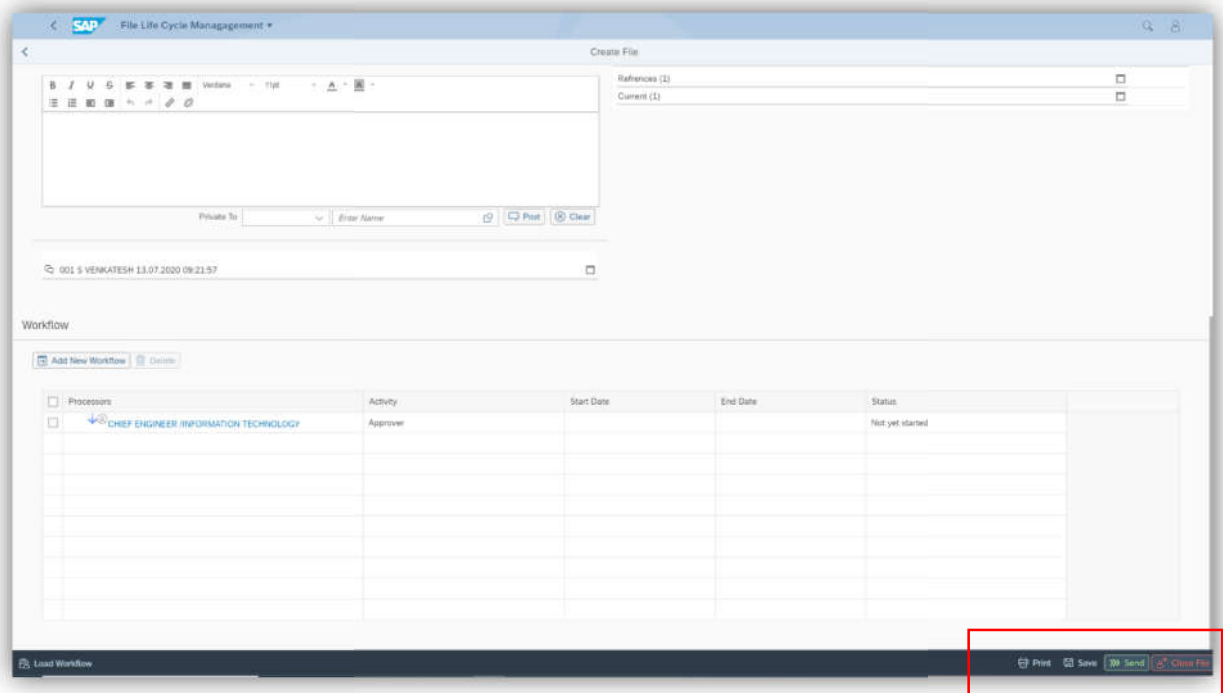
Choose the approver from the list.
Can search and add also

& Click ok Icon to add



Similar procedure to be followed to add approver by making tick mark in Approver Level and proceed....

Step9:



Print - File can be saved in pdf format and print can be taken if necessary

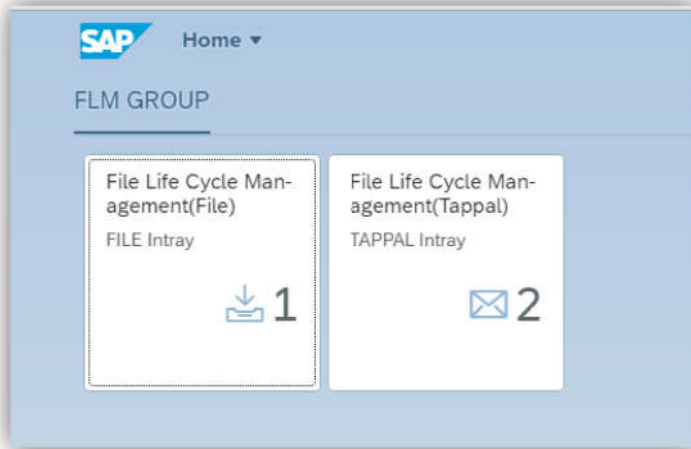
Save - Ensure the workflow & Save the file

Send - Click and send the file to next level.

Close File - File can be closed and process will be closed.

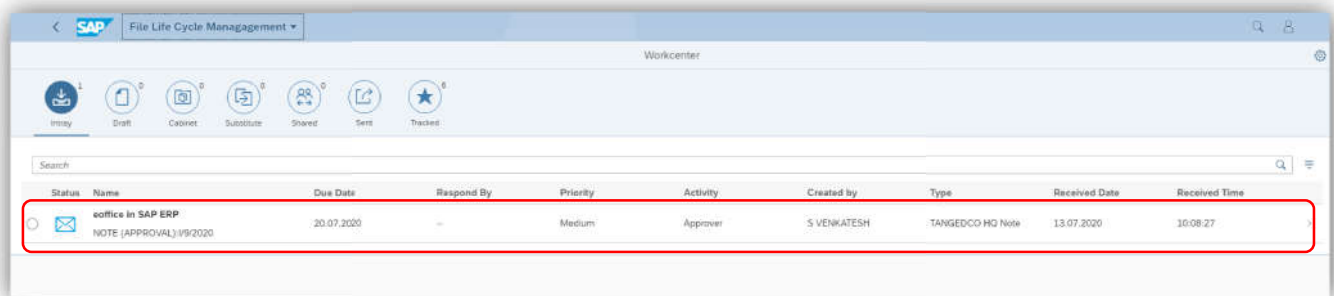
Approval of File:

Step 1:



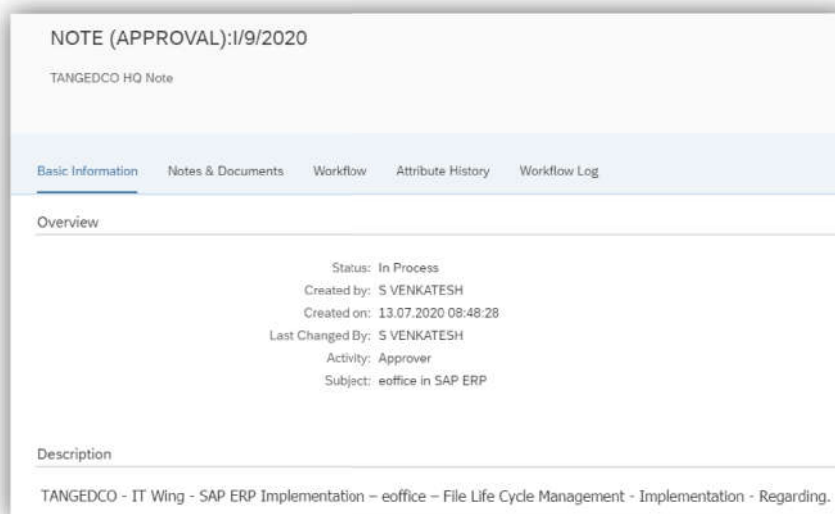
Click the File Intray

Step 2:



Click the File you want to proceed

Step 3:

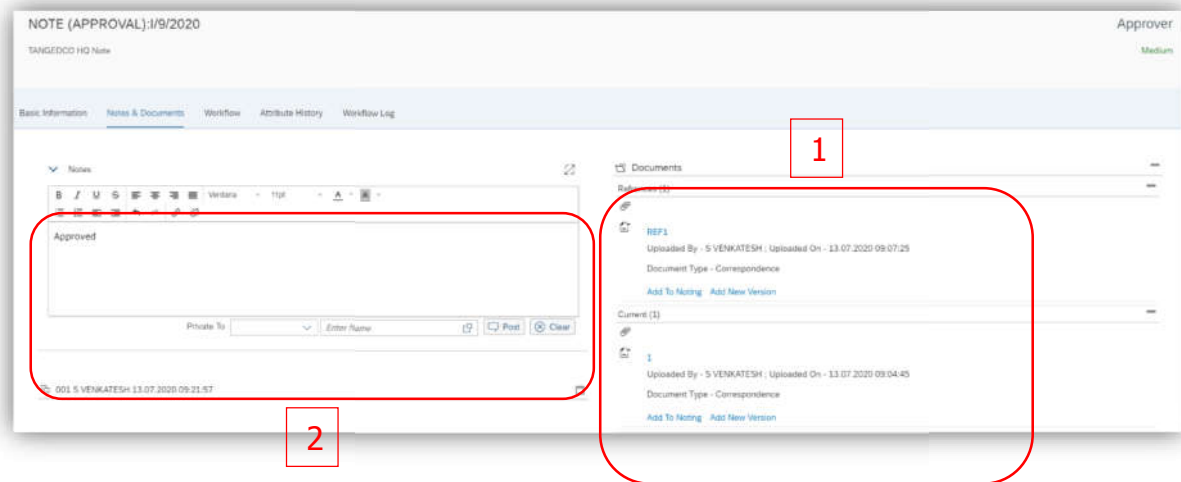


Basic Information - Information about the file will appear

Notes & Documents - Documents attached and noting will be available.

Workflow - Approval workflow will be available

Click Notes & Documents tab



1. File & Reference documents are available here

New version may be added if required

If new version is added, add to noting to be clicked to enable users to know which version is approved.

2. Noting can be made and posted.

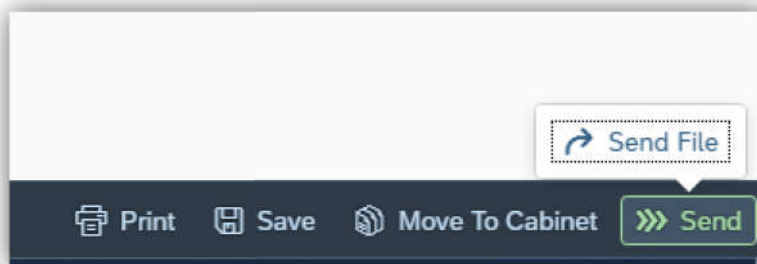
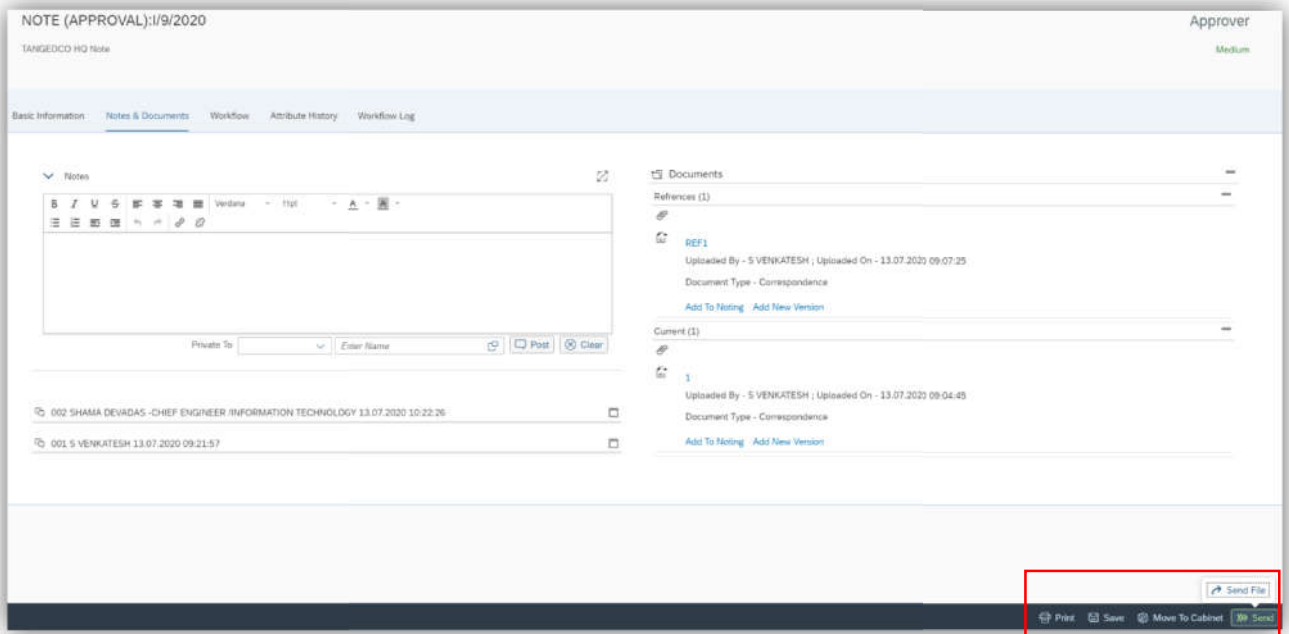
Examples:

For approval please, for appraisal, for information, Approved, Not Approved, Discuss, etc.

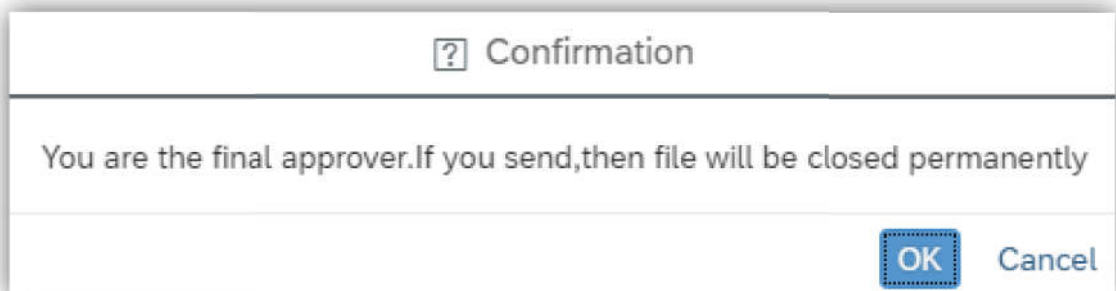
Noting is mandatory to send or close the file.

& Post the noting

Step 4:



Click Send File

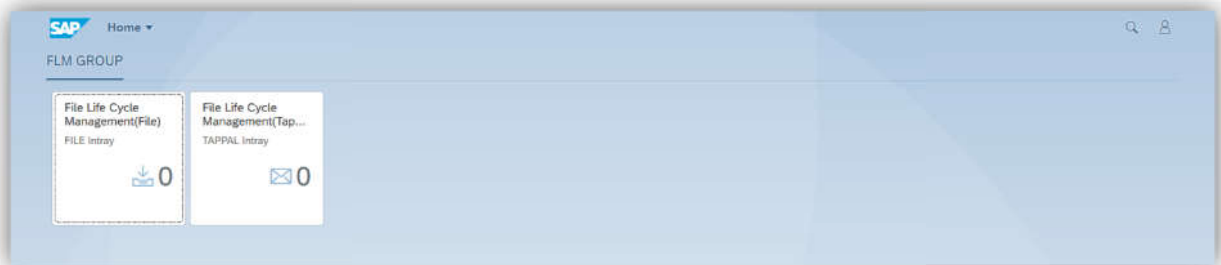


Click Ok icon to confirm.

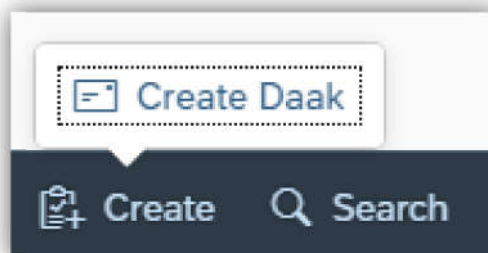
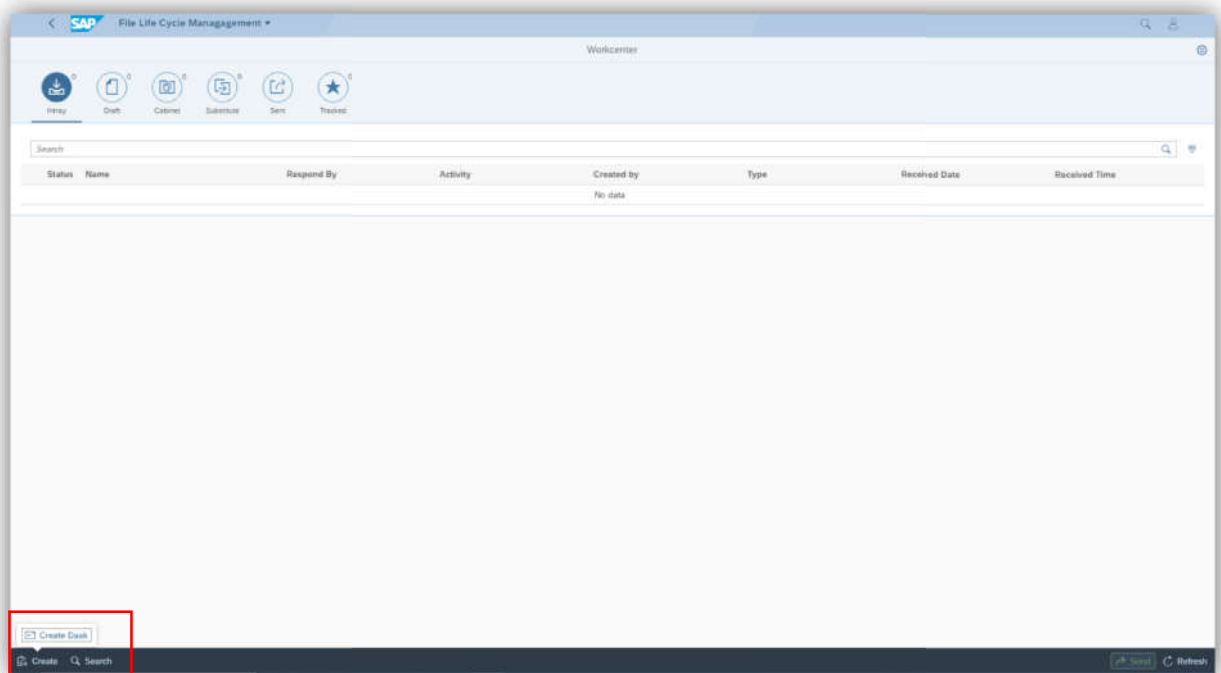
TAPPAL

I. Creation of tappal

Step 1:

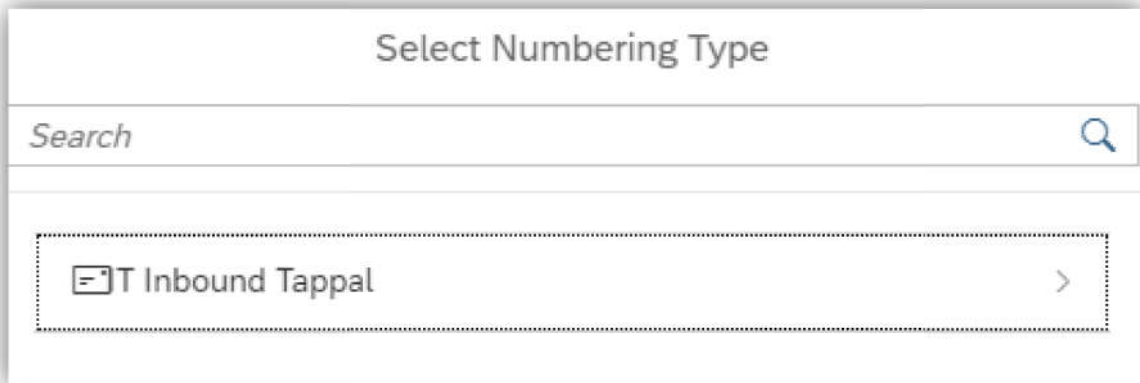


Click Tappal Intray

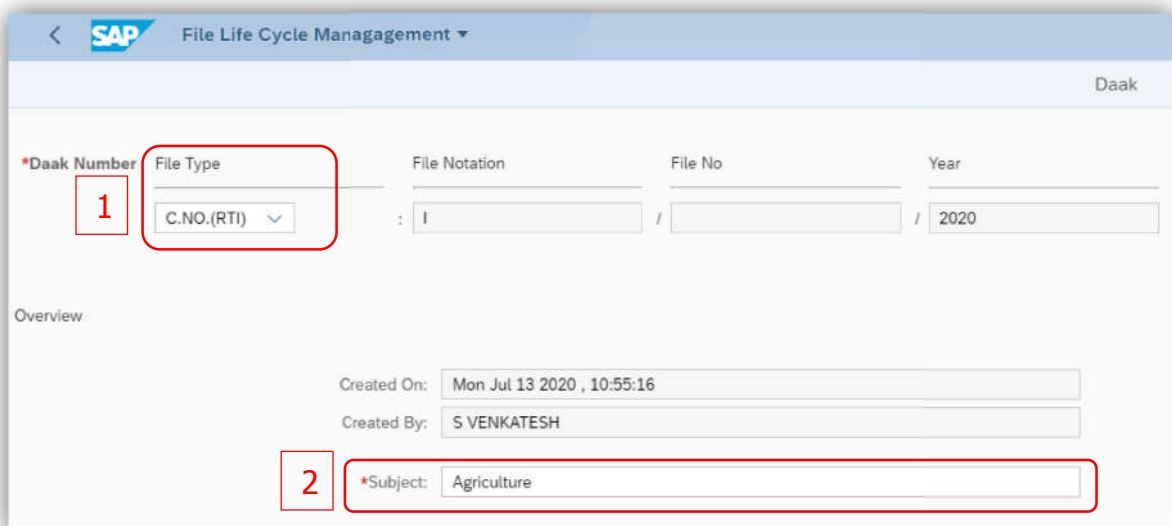


Click Create & Click Daak to create tappal

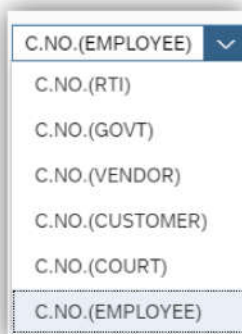
Step 2:



Click Inbound Tappal & Proceed







1. Select Tappal Type



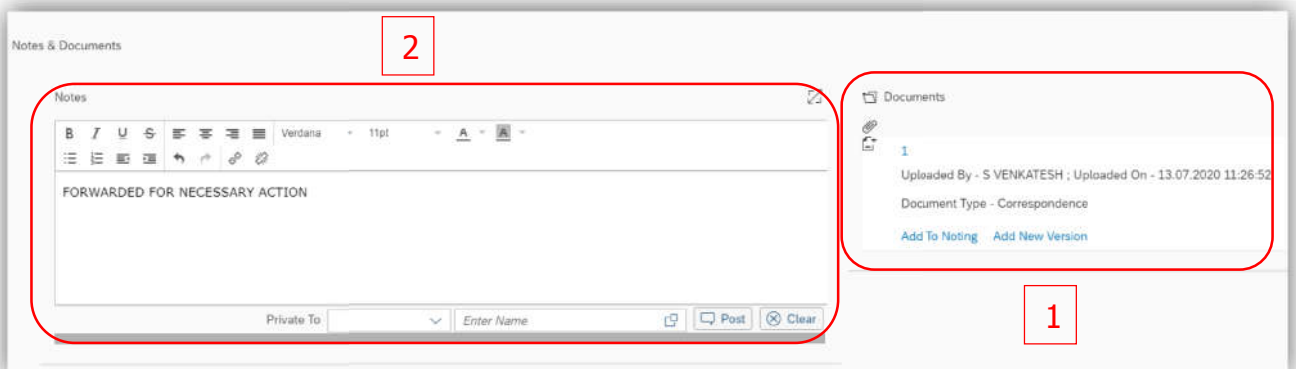
2. Type the subject of the tappal

Step 3:

Received Date:	13/07/2020	 
Letter Date:	10/07/2020	 
Reference Number:	Agriculture - Required for Pump Set - regarding	
Received Mode:	Register Post	
Originally Addressed To:	CE/IT	

Enter received date, letter date, reference number, received mode & Originally Addressed To...

Step 4:



Notes & Documents

Notes

FORWARDED FOR NECESSARY ACTION

Documents

1

Uploaded By - S VENKATESH ; Uploaded On - 13.07.2020 11:26:52

Document Type - Correspondence

[Add To Noting](#) [Add New Version](#)

Private To: Enter Name

1. Tappal documents are to be attached here. If Hard copy, it may be scanned and attached.

New version may be added if required

If new version is added, add to noting to be clicked to enable users to know which version is approved.

2. Noting can be made and posted.

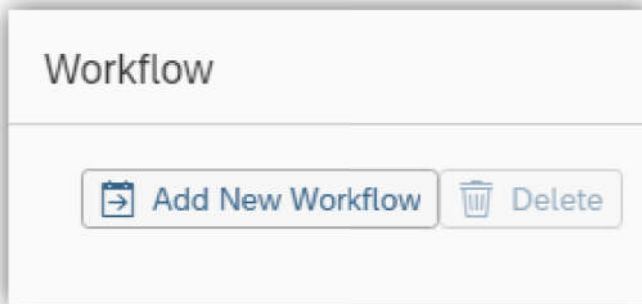
Examples:

Forwarded for necessary action, For approval please, for appraisal, for information, Approved, Not Approved, Discuss, etc.

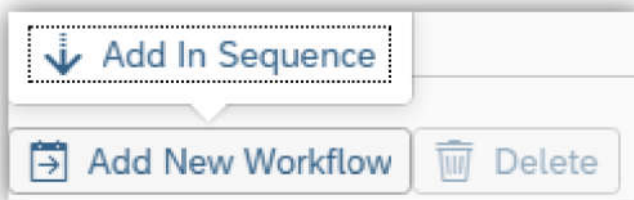
Noting is mandatory to send or close the file.

& Post the noting

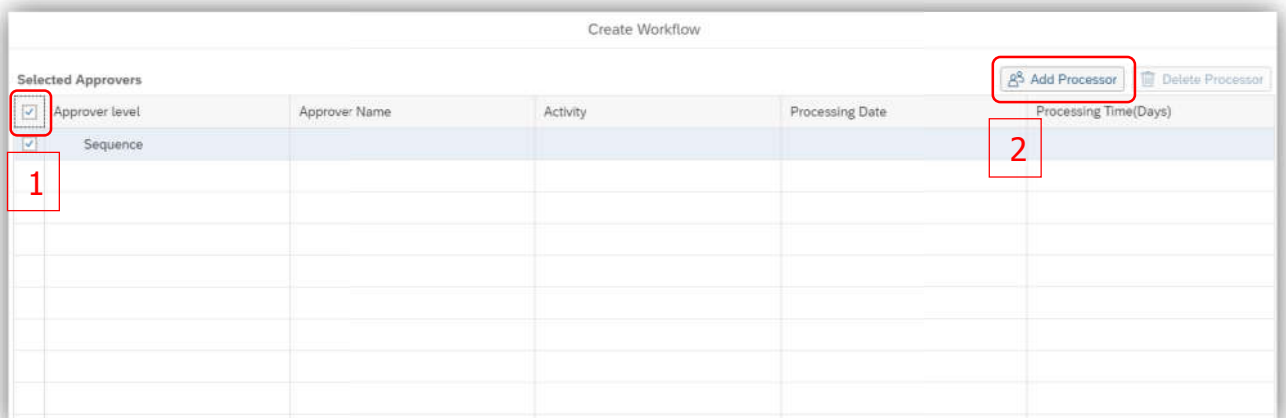
Step 5:



Click Add New Workflow icon to add the next level of officers to whom the file will be send for approval.



Click Add In Sequence.



The screenshot shows a 'Create Workflow' table with the following structure:

Create Workflow						
Selected Approvers						
	Approver level	Approver Name	Activity	Processing Date	Processing Time(Days)	
<input checked="" type="checkbox"/>	Approver level					<input type="button" value="Add Processor"/>
<input checked="" type="checkbox"/>	Sequence					<input type="button" value="Delete Processor"/>

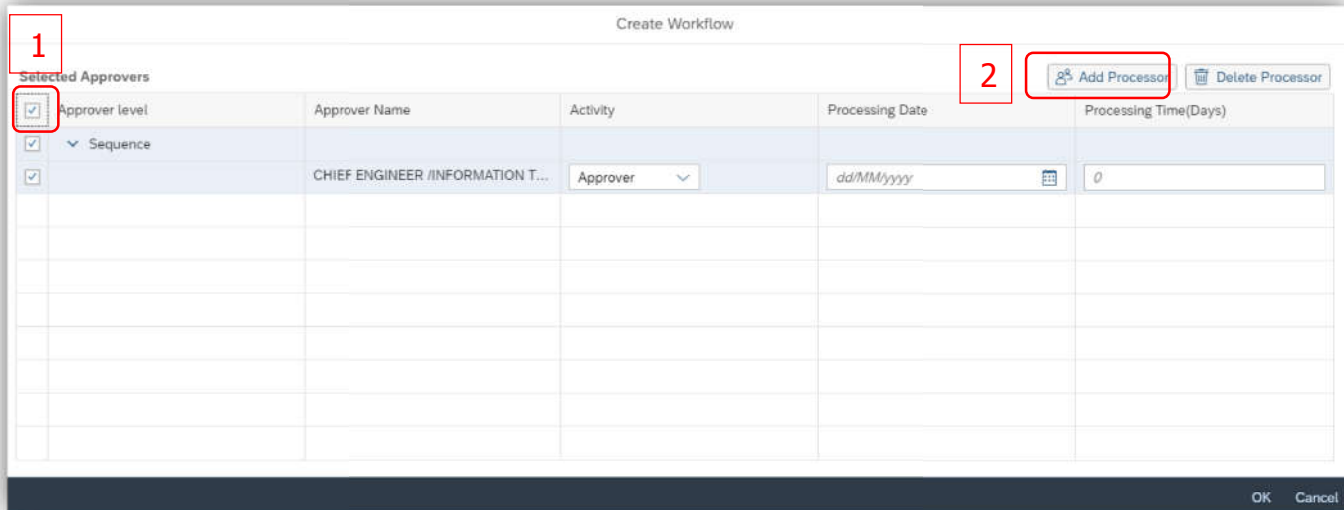
Annotations in the image: A red box labeled '1' is around the first checkbox in the 'Selected Approvers' section. A red box labeled '2' is around the 'Add Processor' button in the first row of the table.

1. Click Tick mark in Approver level.
2. Click Add Processor to add the approvers.

1. Click Processor Drop down and chose Position
Recently Used can also be used if the approvers are tagged already here.
2. Click the Search Icon in Sent to tab and chose the approver list.

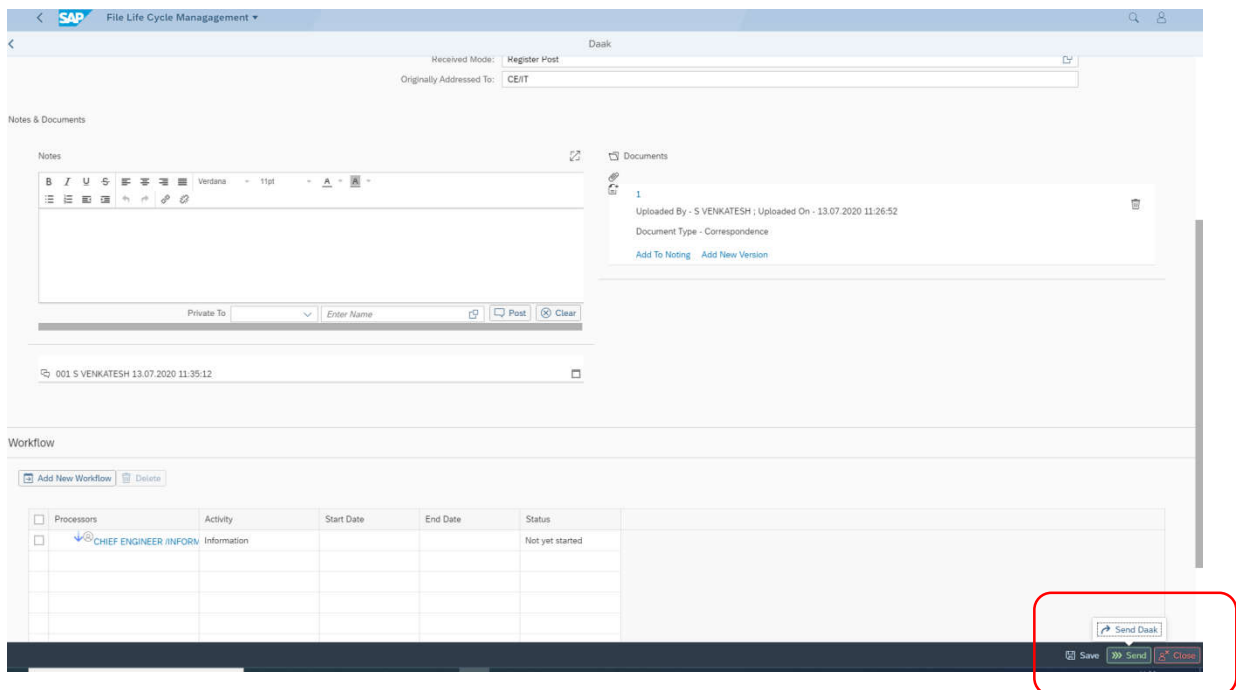
Choose the approver from the list.
Can search and add also

& Click ok Icon to add



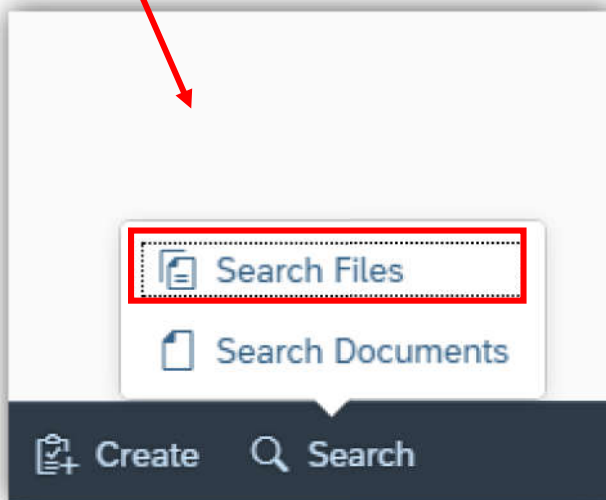
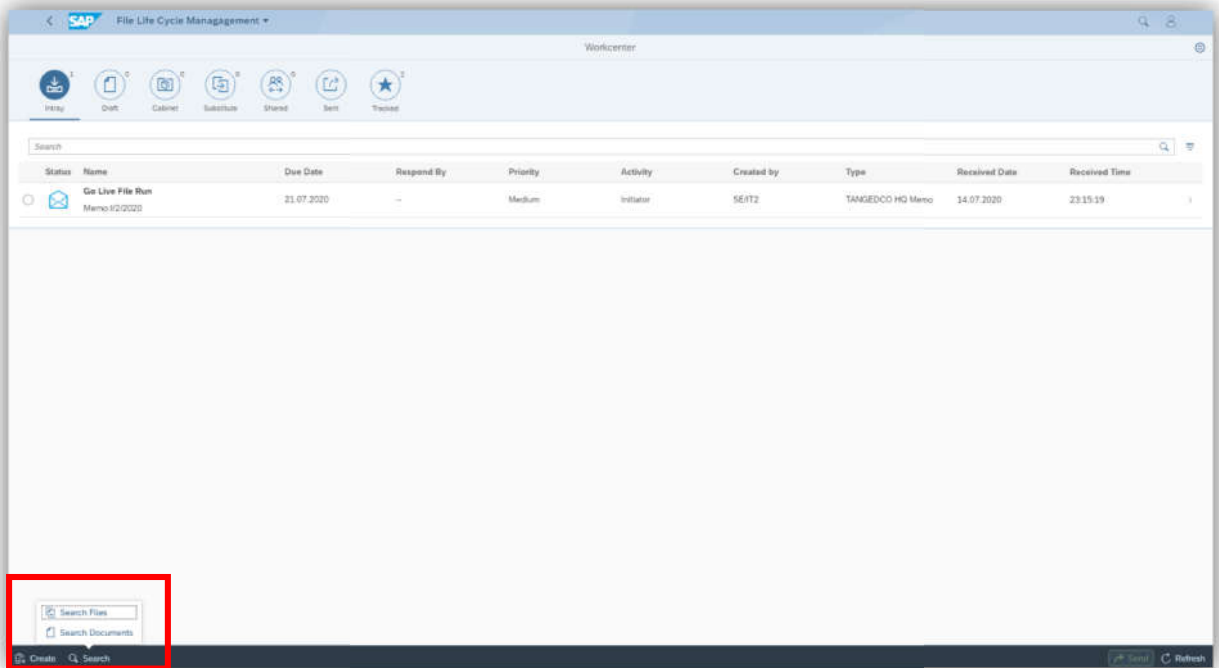
Similar procedure to be followed to add approver by making tick mark in Approver Level and proceed....

Step 6:



Click Save, Send & Send Daak

Searching Option in File



Click search Files to search the files

Click Search Documents to search the attached Documents

Search Options in File

Subject

Is

Is
Contains
Starts with



File Number

Is

Created by

Is

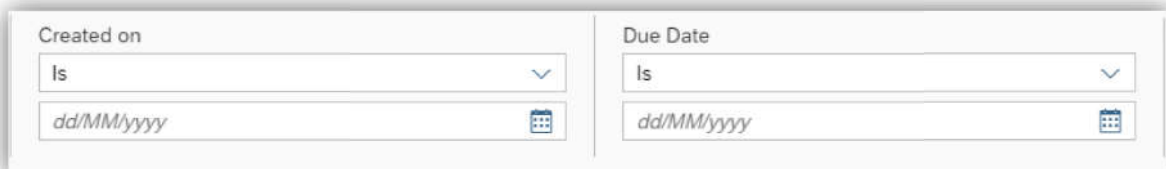
Last Changed by

Is

Closed by User

Is

Created on	Due Date
Is	Is
dd/MM/yyyy	dd/MM/yyyy



Read from Archive <input type="text" value="Is"/> <input type="radio"/> NO	Status <input type="text" value="Is"/> <input type="text"/>
---	--

Priority <input type="text" value="Is"/> <input type="text"/>	File Type <input type="text" value="Is"/> <input type="text"/>
--	---

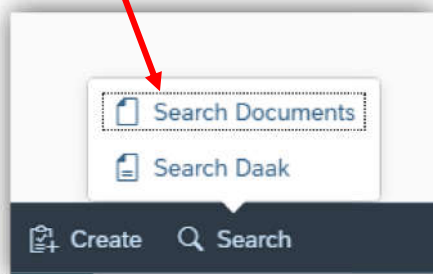
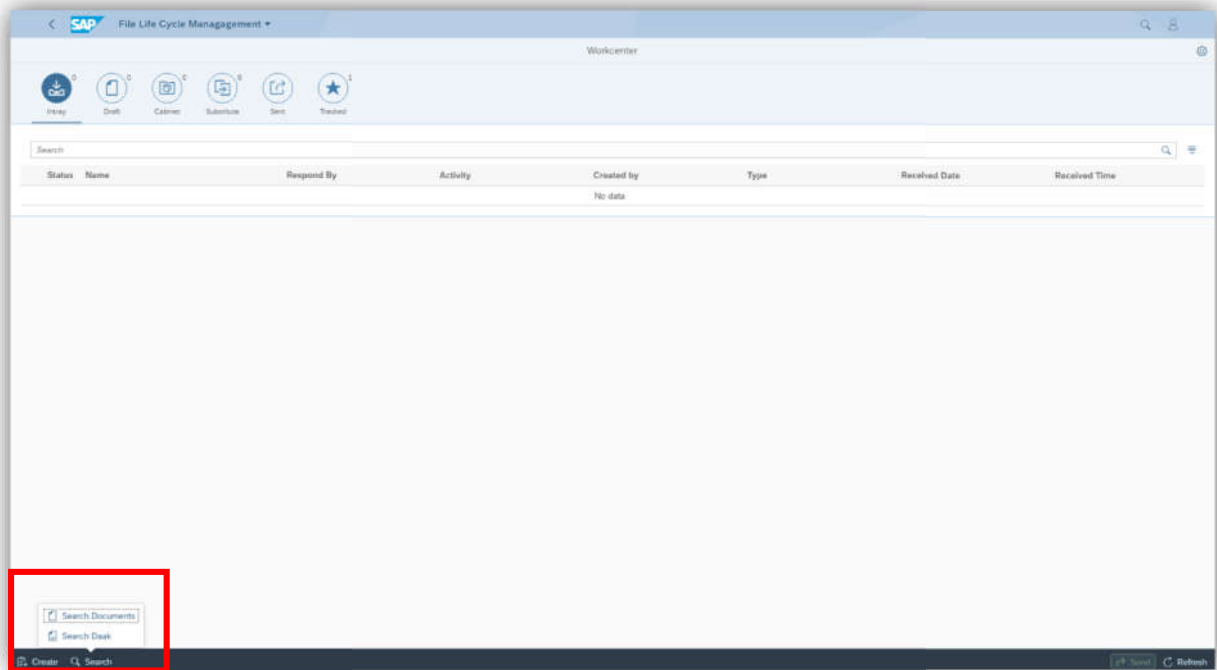
Subject

Search

Name	Subject
Memo:l/2/2020	<u>Go</u> Live File Run
Memo:l/1/2020	<u>Golive</u> File Run

Type any word and search

Searching Option in Tappal



Click Search Daak (Daak – Tappal)

Subject Is	Daak Type Is
----------------------	------------------------

Reference Number Is	Created by Is
-------------------------------	-------------------------

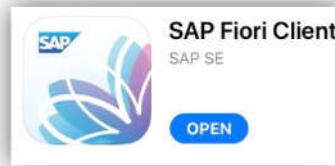
Created on Is dd/MM/yyyy	Daak Number Is
---------------------------------------	--------------------------

Received Date Is dd/MM/yyyy	Letter Date Is dd/MM/yyyy
--	--

Received Mode Is	Originally Addressed To Is
----------------------------	--------------------------------------

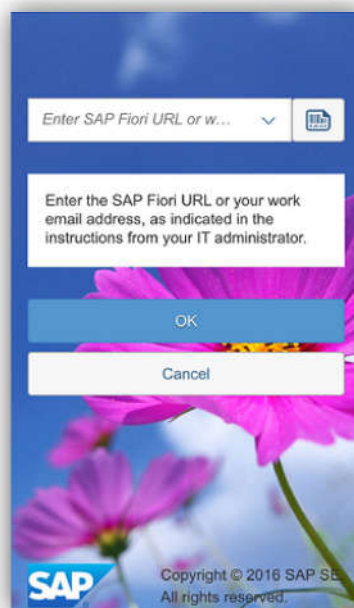
Type any word and search.

MOBILE APP



SAP Fiori Client is available in IOS & Android app stores.
It can be installed and FLM can be accessed through online mode.

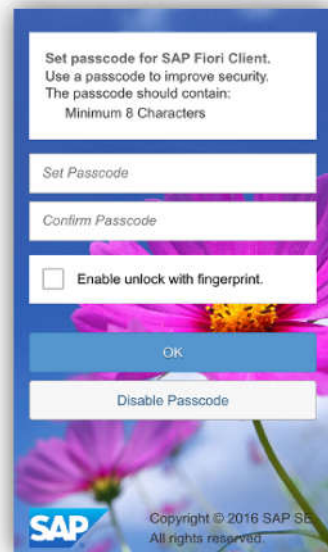
SAP Fiori URL



Enter the *SAP Fiori URL* <https://eoffice.tnebnet.org:44300> or tap the QR code scanner icon and scan the QR code provided below.



Passcode Screen



The Set Passcode screen allows you to set an application passcode to protect the application from unauthorized access.

The application uses the following default passcode settings:

- Accepts upper and lower case alphanumeric characters
- Passcode can be disabled by the user (on first use only)
- A minimum length of 8 characters
- A passcode lockout period of 5 minutes
- (Android and iOS) In addition to setting a passcode, for Android devices equipped with fingerprint recognition, and Apple devices with Touch ID, you can select *Enable unlock with fingerprint*. You can set a passcode and enable fingerprint authentication before tapping *OK*, or you can just set a passcode and then enable fingerprint authentication another time. You can't use fingerprint authentication on its own. You must always first set a passcode.
- This feature is visible only when connecting via SAP Mobile Platform Server or SAP Cloud Platform mobile service for development and operations. To use fingerprint authentication, the Android device must support fingerprint recognition and be running Android 6 or later, and your iOS device must support Touch ID and be running iOS 9 or later.
- When fingerprint authentication is enabled, to unlock SAP Fiori Client, you're prompted to scan the fingerprint you confirmed when first enabling the

feature. If fingerprint authentication fails, you are prompted to enter your passcode. To disable fingerprint authentication, uncheck the *Enable unlock with fingerprint* check-box.

For further clarification on Fiori Client visit

<https://help.sap.com/doc/d55f83e12e4b40779158fbaf08fe0f14/1.9/en-US/index.html>