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KERALA WATER AUTHORITY

Jalabhavan Thiruvananthapuram — 695033 Kerala - India

നമ്പർ I/23287/2023

തീയതി 27-03-2023

<u>സർക്കുലർ</u>

വിഷയം : കേരള വാട്ടർ അതോറിറ്റി - ഭരണ നിർവ്വഹണം - "ഇ-ഓഫീസ്" ഉപയോഗിച്ചുള്ള ഫയൽ മാനേജ്മെന്റ് സിസ്റ്റം നടപ്പിലാക്കുന്നതിനുള്ള - മാർഗ നിർദേശങ്ങൾ പുറപ്പെടുവിക്കുന്നു.

പരാമർശം : 1. സർക്കുലർ നമ്പർ : IT Cell-2/142/2021-ITD തീയതി. 28-10-2022

2. സംസ്ഥാന ചീഫ് സെക്രട്ടറിയുടെ പ്രതിമാസ അവലോകനയോഗത്തിലെ നിർദ്ദേശം.

3. മാനേജിംഗ് ഡയറക്ടറുടെ അധ്യക്ഷതയിൽ 11.08.22, 14.09.2022 എന്നീ തീയതികളിൽ നടന്ന അഡ്ബിനിസ്ട്രേറ്റീവ് വിംഗിന്റെ പ്രതിമാസ അവലോകന യോഗത്തിലെ തീരുമാനം.

പരാമർശം 1, 2 എന്നിവ പ്രകാരം കേരള വാട്ടർ അതോറിറ്റിയിൽ "ഇ-ഓഫീസ്" എന്ന വെബ് അധിഷ്ഠിത ഫയൽ മാനേജ്മെന്റ് സിസ്റ്റം നടപ്പിലാക്കുവാൻ നാഷണൽ ഇൻഫോർമാറ്റിക്സ് സെന്ററുമായി ചേർന്ന് വേണ്ട നടപടികൾ സ്വീകരിക്കുവാൻ നിർദേശിച്ചിരുന്നു.

പരാമർശം 3 പ്രകാരം, ആദ്യ ഘട്ടത്തിൽ കേരള വാട്ടർ അതോറിറ്റിയുടെ കേന്ദ്ര കാര്യാലയത്തിൽ നിലവിൽ ഉപയോഗിക്കുന്ന ഡിഡിഎഫ്എസ്(DDFS) ന് പകരം "ഇ-ഓഫീസ്' നടപ്പാക്കാൻ തീരുമാനിക്കുകയും, തുടർനടപടികളുടെ ഭാഗമായി കേന്ദ്ര കാര്യാലയത്തിലെ എല്ലാ ജീവനക്കാർക്കും ഇ-ഓഫീസ് (e-Office) ഉപയോഗിക്കുന്നതിനുള്ള പരിശീലനം നൽകുകയുണ്ടായി. "ഇ-ഓഫീസ്' ഫയൽ മാനേജ്മെന്റ് സിസ്റ്റം കേരള വാട്ടർ അതോറിറ്റിയിൽ നടപ്പിലാക്കുന്നതുമായി ബന്ധപ്പെട്ട് ചുവടെ ചേർക്കുന്ന നിർദേശങ്ങൾ / മാർഗനിർദേശങ്ങൾ പുറപ്പെടുവിക്കുന്നു.

- 01.04.2023 മുതൽ കേരള വാട്ടർ അതോറിറ്റിയുടെ കേന്ദ്ര കാര്യാലയത്തിൽ ലഭിക്കുന്ന തപാലുകൾ ഇ-ഓഫീസ് ഉപയോഗിച്ച് ഇലക്ട്രോണിക് നമ്പർ നൽകേണ്ടതും, ഇ-ഓഫീസിൽ ഫയൽ Create ചെയ്യേണ്ടതുമാണ്.
- നിലവിൽ ഇതിനായി ഉപയോഗിച്ചു വന്നിരുന്ന DDFS വെബ് അപ്ലിക്കേഷനിൽ കേരള വാട്ടർ അതോറിറ്റിയുടെ കേന്ദ്ര കാര്യാലയത്തിൽ പുതിയ ഫയലുകൾ തയ്യാറാക്കുന്നത് 01.05.2023 തീയതി പ്രാബല്യത്തിൽ പിൻവലിക്കുന്നതാണ്.
- നിലവിൽ DDFS ൽ തുടർന്ന് വരുന്ന ഫയലുകളുടെ തുടർ കറസ്പോണ്ടൻസ് പ്രോസസ്സ് ചെയ്യാനായി പ്രസ്തുത ഫയൽ PDF ഫോർമാറ്റിൽ DDFS ൽ നിന്ന് export ചെയ്ത ശേഷം ഇ-ഓഫീസിൽ പുതുതായി ഫയൽ create ചെയ്ത് തുടർ നടപടി സ്വീകരിക്കേണ്ടതാണ്.
- മറ്റു ഓഫീസുകളിൽ നിന്ന് DDFS ൽ ഇൻവേർഡ് ആയി വരുന്ന തപാലുകൾ മേൽ പറഞ്ഞ പ്രകാരം ഇ-

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ഓഫീസിലേക്ക് ഉൾപ്പെടുത്തി അനന്തര നടപടി സ്വീകരിക്കേണ്ടതാണ്. മറ്റു ഓഫീസുകളിൽ ഇ-ഓഫീസ് സംവിധാനം പ്രാബല്യത്തിൽ വരും വരെ തപാലുകൾ Head Office CRU (Central Registry Unit) ഇ മെയിൽ ഐ ഡി യിലേക്ക് അയക്കാനുള്ള നിർദ്ദേശം പ്രത്യേകം നൽകുന്നതാണ്. അതുവരെ ഈ നിർദ്ദേശം കർശനമായി പാലിക്കേണ്ടതാണ്.

ഞ്വേദ്യ ഘട്ടമായി 01.04.2023 മുതൽ കേന്ദ്രകാര്യാലയത്തിലും രണ്ടാം ഘട്ടത്തിൽ 01.06.2023 മുതൽ സർക്കിൾ ഓഫീസുകൾ വരെയും, മൂന്നാം ഘട്ടമായി 01.08.2023 മുതൽ ഡിവിഷൻ ഓഫീസുകൾ വരെയും ഇ-ഓഫീസ് സംവിധാനം പ്രാബല്യത്തിൽ വരുത്തുന്നതിനുള്ള നടപടികൾ ബന്ധപ്പെട്ട ഓഫീസിന്റെ മേധാവി സ്വീകരിക്കേണ്ടതാണ്. ഇതിനായി സ്റ്റേറ്റ് നോഡൽ ഓഫീസറായി ശ്രീ. ഹേമന്ത് ജി ആർ (G10287), യു ഡി ക്ലർക്ക്- നെയും, സ്റ്റേറ്റ് കോ-ഓർഡിനേറ്റർ ആയി ശ്രീമതി. അനു എ ജോസഫ് (G10316), ഹെഡ് ക്ലർക്ക് - നെയും ഇതിനാൽ ചുമതലപ്പെടുത്തുന്നു.

1. പൊതു നിർദ്ദേശങ്ങൾ

ഇ-ഓഫീസ് ഉപയോഗിക്കുന്നതിനായി https://sujalam.kerala.gov.in/ എന്ന വെബ് അഡ്രസ്സിൽ ഉദ്യോഗസ്ഥർക്ക് ഇതിനോടകം SMS ആയി രജിസ്റ്റേർഡ് മൊബൈൽ നമ്പറിൽ ലഭിച്ചിട്ടുള്ള ഐ ഡി ലോഗിൻ ചെയ്യുവാൻ ഉപയോഗിക്കേണ്ടതാണ്. KSWAN മുഖേന മാത്രമേ https://sujalam.kerala.gov.in/ എന്ന വെബ് അഡ്രസ് ഉപയോഗിക്കാൻ സാധിക്കുകയുള്ളൂ.

ഇന്റർനെറ്റ് മുഖേന നേരിട്ട് ഇ-ഓഫീസ് വെബ് ആപ്ലിക്കേഷൻ ലഭ്യമാകുകയില്ല. ഇന്റർനെറ്റ് മുഖേന ഏതെങ്കിലും ജീവനക്കാരനോ/ജീവനക്കാരിക്കോ ഇ-ഓഫീസ് ഉപയോഗിക്കണമെങ്കിൽ VPN അക്കൗണ്ട് ആവശ്യമാണ്. VPN അക്കൗണ്ട് ആവശ്യമുള്ള ജീവനക്കാരുടെ NAME, DESIGNATION, e-OFFICE LOGIN ID, OFFICIAL EMAIL ID, REGISTERED MOBILE NUMBER, PHYSICAL LOCATION/OFFICE NAME എന്നീ വിവരങ്ങൾ അതാത് Controlling Officer - മാർ e-Office നോഡൽ ഓഫീസറുടെ ഇമെയിൽ ഐ ഡി യിലേക്ക് (hemanth.10287@kerala.gov.in) അയക്കേണ്ടതാണ്. (VPN ഉപയോഗിക്കേണ്ട രീതി വിശദമാക്കുന്ന ഡോക്യുമെന്റ് ഇതോടൊപ്പം അനുബന്ധമായി ചേർത്തിട്ടുണ്ട്.)

SMS ഇതുവരെ ലഭിച്ചിട്ടില്ലാത്ത ജീവനക്കാർ അതോറിട്ടിയുടെ ഔദ്യോഗിക വെബ്സൈറ്റിൽ -----> സ്ഥാപനവുമായി ബന്ധപ്പെട്ടത് -----> അഡ്മിനിസ്ട്രേഷൻ വിരങ് -----> eoffice Implementation എന്ന ഭാഗത്ത് നൽകിയിട്ടുള്ള Details of KWA Staff for E office എന്ന ഗൂഗിൾ ഷീറ്റിലെ ഹെഡ് ഓഫീസ് എന്ന ടാബിൽ പേര് വിവരം ഉണ്ടോ എന്ന് പരിശോധിക്കേണ്ടതാണ്. പേര് ഇല്ലാത്ത പക്ഷം അത് സ്റ്റേറ്റ് കോ ഓർഡിനേറ്ററെ അറിയിക്കേണ്ടതാണ്.

- ഗൂഗിൾ ഷീറ്റിൽ പേര് ഉള്ളവർ ഏഴാമത്തെ കോളത്തിൽ ഉള്ള ഔദ്യോഗിക ഇമെയിൽ ഐഡി യിലെ "@kerala.gov.in" എന്നതിന് പകരം "-ker" എന്ന് ചേർത്ത് ഇ ഓഫീസ് യൂസർ ഐ ഡി ആയി ഉപയോഗിക്കാവുന്നതാണ്. (ഉദാഹരണത്തിന് ഔദ്യോഗിക ഇമെയിൽ ഐഡി abcd.10281@kerala.gov.in എന്നാണ് എങ്കിൽ ഇ ഓഫീസ് യൂസർ ഐ ഡി abcd.10281-ker എന്നായിരിക്കും).
- ഔദ്യോഗിക ഇ-മെയിൽ ഐഡി യുടെ പാസ് വേർഡ് ആണ് ഇ- ഓഫീസ് യൂസർ ഐ ഡി ലോഗിൻ ചെയ്യാനും ഉപയോഗിക്കേണ്ടത്.
- പാസ് വേർഡ് ഗൂഗിൾ ഷീറ്റിൽ പേര് ഉണ്ടായിട്ടും ലഭിച്ചിട്ടില്ലാത്ത ജീവനക്കാർക്ക് https://email.gov.in/ എന്ന വെബ്സൈറ്റിലെ Forget Password ഓപ്ഷൻ ഉപയോഗിച്ച് പാസ് വേർഡ് reset ചെയ്യാവുന്നതാണ്.

ഇ-മെയിൽ ഉപയോഗിക്കുമ്പോൾ ബന്ധപ്പെട്ട ഉദ്യോഗസ്ഥർ താഴെ പറഞ്ഞിട്ടുള്ള നിർദേശങ്ങൾ കർശനമായും പാലിക്കേണ്ടതാണ്.

- സുരക്ഷാ മുൻകരുതലിനായി Two Step വെരിഫിക്കേഷൻ നിർബന്ധമായതിനാൽ ഔദ്യോഗിക ഇമെയിൽ തുറക്കാനായി കവച് ആപ് ഉപയോഗിക്കേണ്ടതാണ്.
- ഒദ്യോഗിക ജോലി സംബന്ധമായ എല്ലാ ആവശ്യങ്ങൾക്കും പ്രസ്തുത ഇ-മെയിൽ ഉപയോഗിക്കാവുന്നതാണ്. ഇതിനായി https://email.gov.in/ എന്ന വെബ് അഡ്രസ്സിൽ ഇ-മെയിൽ ഐ.ഡി ഉപയോഗിച്ച് ലോഗിൻ ചെയ്യേണ്ടതാണ്.

- ഉപയോക്താക്കൾ തൊണ്ണൂറ് ദിവസത്തിലധികം ഇ-മെയിൽ അക്കണ്ട് ഉപയോഗിച്ചില്ലെങ്കിൽ അവ ഡി -അക്ലിവാകുകയും, അക്ലിവാക്കുന്നതിനുള്ള അപേക്ഷ ഒൻപത് മാസത്തിനുള്ളിൽ ലഭിച്ചില്ലെങ്കിൽ ഡിലിറ്റ് ചെയ്യപ്പെടുകയും ചെയ്യും.
- ഉപയോക്താക്കൾ അവർക്ക് ലഭിക്കുന്ന യുസർ ഐ. ഡി / പാസ്സ് വേർഡ് രഹസ്യമായി സൂക്ഷിക്കേണ്ടതാണ്.
- ഇ-മെയിൽ അക്കാണ്ട് ഹാക്ക് / ദുരുപയോഗം ചെയ്യപ്പെടാതിരിക്കുന്നതിനും പാസ്സ് വേർഡ് മൂന്നു മാസത്തിലൊരിക്കൽ മാറ്റേണ്ടതാണ്.
- ഉറവിടം നിശ്ചയമില്ലാത്ത ഇ-മെയിൽ അറ്റാച്ച് മെന്റുകൾ തുറക്കരുത്. ഇത്തരത്തിൽ ലഭിക്കുന്നവയിൽ ചിലപ്പോൾ കമ്പ്യൂട്ടർ വൈറസുകൾ ഉണ്ടായേക്കാം, അതിനാൽ ഇവ ഡിലിറ്റ് ചെയ്യേണ്ടതാണ്.
- ഉപയോക്താക്കൾ അവരുടെ കമ്പ്യൂട്ടറിന്റെയും / ഇ-മെയിലിന്റെയും സുരക്ഷിതത്തിനായി ഫയർ വാൾ, ആന്റി വൈറസ് സോഫ്റ്റ് വെയർ ഇൻസ്റ്റാൾ ചെയ്യേണ്ടതാണ്. ആന്റി വൈറസ് സോഫ്റ്റ് വെയർ അപ്ഡേറ്റാണ് എന്നും ഉറപ്പ് വരുത്തേണ്ടതാണ്.
- ആവശ്യമായി കരുതുന്ന ഇ-മെയിലുകൾ സൂക്ഷിക്കേണ്ടത് അതാത് ഉദ്യോഗസ്ഥരുടെ ഉത്തരാവിദത്തമാണ്.

ഇ-ഓഫീസ് സംവിധാനത്തിന്റെ നിർവ്വഹണത്തിനായി വിവിധ വിഭാഗങ്ങളുടെ ചുമതലകളും ഉത്തരവാദിത്വങ്ങളും.

25.03.2023 നു മുമ്പ് നിലവിലുണ്ടായിരുന്ന ഫയലുകളുമായി ബന്ധപ്പെട്ട് (DDFS വഴിയും മാനുവൽ ആയും ചെയ്തുവരുന്ന ഫയലുകൾ) വരുന്ന

തപാലുകൾ ഇ-ഓഫീസ് ഉപയോഗിച്ച് നമ്പർ ഇടുകയും തുടർന്ന് പ്രസ്സുത ഫയൽ : -

- i. DDFS ൽ കൈകാര്യംചെയ്തു വരുന്നവ ആണെങ്കിൽ ടി ഫയൽ പൂർണ്ണമായും pdf ആയി export ചെയ്യു തുടർ നടപടി ഇ ഓഫീസിൽ സ്വീകരിക്കേണ്ടതാണ്.
- ii. മാനുവൽ ആയി ചെയ്തു വരുന്നത് ആണ് എങ്കിൽ അത് pdf രൂപത്തിൽ സ്കാൻ ചെയ്തു (100 dpi, Searchable PDF) തുടർ നടപടി ഇ ഓഫീസിൽ സ്വീകരിക്കേണ്ടതാണ്.

ഇൻവേഡ് സെക്ഷൻ (Inward Section)

- i. ഭൗതികമായും ഇലക്ട്രോണിക് മാർഗ്ലേനേയും ഓഫീസിൽ ലഭിക്കുന്ന എല്ലാ തപാലുകളും ഇ-ഓഫീസിൽ ഡയറൈസ് ചെയേണ്ടതും അതിന് കൈപറ്റ് രസീത് നൽകുന്നുണ്ടെന്നും ഉറപ്പ് വരുത്തേണ്ടതുമാണ്.
- ii. നിലവിലുള്ള ഓഫീസ് ഓർഡറുകൾക്ക് അനുസ്തത്മായി തപാലുകൾ അതത് വിഷയങ്ങൾ കൈകാര്യം ചെയുന്ന സെക്ഷന് അയച്ചു കൊടുക്കേണ്ടതാണ്.
- iii. ഓഫീസിൽ ലഭിക്കുന്ന എല്ലാ തപാലുകളും സ്കാൻ ചെയ്ത് ഇ-ഓഫീസിലേക്ക് അപ്ലോഡ് ചെയ്യേണ്ടതാണ്. മാനുവൽ ഓഫ് ഓഫീസ് പ്രൊസീജിയറിൽ പാര 12-ൽ പ്രതിപാദിക്കും പ്രകാരം നൽകേണ്ട കൈപ്പറ്റ് രസീത് ഇ-ഓഫീസ് മുഖാന്തിരം ജനറേറ്റ് ചെയ്യേണ്ടതാണ്. ഇ-മെയിൽ ഐ.ഡി / മോബൈൽ ഫോൺ നമ്പർ നൽകിയിട്ടുള്ളവർക്ക് ഇ-മെയിൽ / എസ് എം എസ് Acknowledgement (Generate & Send) ഓപ്ഷൻ ഉപയോഗിച്ച് നിർബന്ധമായും അയച്ചു കൊടുക്കേണ്ടതാണ്.
- iv. തപാലുകൾ സ്കാൻ (100 dpi, Searchable PDF) ചെയ്യുവാനും ഡയറൈസ് ചെയ്ത് നമ്പർ ജെനറേറ്റ് ചെയ്യുവാനുമായി ജീവനക്കാരുടെ സേവനം എല്ലാ ദിവസവും ലഭ്യമാണെന്ന് ഫെയർ കോപ്പി സൂപ്രണ്ട് ഉറപ്പ് വരുത്തേണ്ടതാണ്. തപാൽ നമ്പർ ജനറേറ്റ് ചെയ്തതിനു ശേഷം സെക്ഷൻ ക്ലാർക്കിന്റെ ഇൻബോക്സിലേക്ക് ഫോർവേഡ് (Send) ചെയ്യേണ്ടതുമാണ്.
- v. തപാൽ വിതരണം മാനുവൽ ഓഫ് ഓഫീസ് പ്രൊസീജിയറിൽ 15-മത് ഖണ്ഡിക പ്രകാരം ചെയ്യേണ്ടതാണ്. തപാലുകൾ ഏറ്റവും കുറഞ്ഞ സമയത്തിനുള്ളിൽ തന്നെ പ്രസ്തുത വിഷയം കൈകാര്യം ചെയ്യുന്ന ക്ലാർക്കിനു അയ്ച്ച് കൊടുക്കേണ്ടതുമാണ്.
- vi. തെറ്റായി മാർക്ക് ചെയ്ത് തപാലുകളുണ്ടെങ്കിൽ സെക്ഷൻ ക്ലർക്ക് മാർ ഫെയർ കോപ്പി സുപ്രണ്ടിന് തിരികെ നൽകേണ്ടതാണ്.

- vii. തപാലുകൾ പൂർണ്ണമായി സ്കാൻ ചെയ്ത് നമ്പർ ജനറേറ്റ് ചെയ്യേണ്ടതാണ്.
- viii. സെൻട്രൽ റെജിസ്റ്ററി യൂണിറ്റ് (cru.kwa@kerala.gov.in)-ന്റെ ഇ-മെയിൽ ഐ ഡി -ൽ ലഭിക്കുന്ന എല്ലാ ഇ-മെയിലുകളും രജിസ്റ്റർ ചെയ്യേണ്ടതും കൈപ്പറ്റ് രസീത് നിർബന്ധമായും നൽകേണ്ടതുമാണ്.

സെക്ഷൻ മേധാവി

- i. അടിയന്തര ഘട്ടങ്ങളിൽ ക്ലാർക്കിൻ പക്കൽ നിന്നും ഫയൽ / തപാൽ പുൾ ചെയ്ത് എടുത്ത് തുടർ നടപടികൾ സ്വീകരിക്കേണ്ടതാണ്.
- ii. ക്ലാർക്ക്മാർ സമർപ്പിക്കുന്ന ഫയലുകളിൽ ആവശ്യമായ നോട്ട് ടൈപ്പ് ചെയ്യുകയും, കരട് ഉൾപ്പെടുത്തിയിട്ടുണ്ടെങ്കിൽ ആതിൽ ആവശ്യമായ തിരുത്തലുകൾ ആവശ്യാനുസരണം വരുത്തേണ്ടതുമാണ്. അതിനു ശേഷം പ്രസ്തുത ഫയൽ കൺട്രോളിങ്ങ് ഓഫീസർക്ക് ഉത്തരവിനായി അയക്കേണ്ടതാണ്.
- iii. ഇ-ഓഫീസ് സംബന്ധിച്ച് ജീവനക്കാരിൽ നിന്നും നിർദേശങ്ങളും പരാതികളും സ്വീകരിക്കേണ്ടതും നോഡൽ ഓഫീസറുമായി ചേർന്ന് അവ പരിഹരിക്കേണ്ടതുമാണ്.

സെക്ഷൻ കൈകാര്യം ചെയ്യുന്ന ജീവനക്കാർ

- i. എല്ലാ ദിവസവും നിശ്ചിത ഇടവേളകളിൽ തപാലുകൾ /ഫയലുകൾ വരുന്ന റെസീപ്റ്റ് ഫയൽ ഇൻബോക്സ് പരിശോധിക്കുകയും ആയതിൻ മേൽ തുടർ നടപടികൾ സ്വീകരിക്കേണ്ടതുമാണ്.
- ii. സർവ്വീസ് ബുക്ക്, ലാസ്റ്റ് പേ സർട്ടിഫിക്കറ്റ്, എഗ്രിമെന്റ്, പെൻഷൻ ബുക്ക്, കൗണ്ടർ സിന്നേച്ചർ ആവശ്യമുള്ള അപേക്ഷകൾ തുടങ്ങി, കയ്യൊപ്പ് ആവശ്യമായ തപാലുകൾ ഇ-ഓഫീസ് വഴി ഉത്തരവിന് സമർപ്പിച്ച് ശേഷം കയ്യൊപ്പ് ആവശ്യമായ സ്ഥലത്ത് മേലധികാരിയുടെ കയ്യൊപ്പ് വാങ്ങേണ്ടതാണ്.
- iii. മാനുവൽ ഓഫ് ഓഫീസ് പ്രൊസീജിയറിലെ ഖണ്ഡികകൾ 21 മുതൽ 31 വരെയും, 36 മുതൽ 47 വരെയും പ്രതിപാദിക്കൂന്ന നടപടി ക്രമങ്ങളും ഇ-ഓഫീസ് വഴി നിർവ്വഹിക്കാവുന്നതാണ്. നമ്പർ നല്ലൽ, വിവരണം നൽകൽ, ഫയലിൽ ചേർക്കൽ, ഫയൽ തുടങ്ങൽ എന്നിവയും ഇ-ഓഫീസ് വഴി ചെയ്യാവുന്നതാണ്. ഫയലുകൾ, തപാലുകൾ എന്നിവയുടെ നീക്കം, Reminder ഡയറി എന്നിവ സംബന്ധിച്ച റിപ്പോർട്ടുകളും ഇ-ഓഫീസിൽ ലഭിക്കും. കത്തിടപാടുകൾ കൂട്ടി ചേർക്കുക, ഫ്ലാഗ് ചെയ്യൽ, ഫയൽ ലിങ്ക് ചെയ്യൽ എന്നിവയും ജോലികളും ഇ-ഓഫീസ് വഴി ചെയ്യാവുന്നതാണ്.
- iv. ഡ്രാഫ്റ്റ് തയ്യാറാക്കുവാൻ ഡ്രാഫ്റ്റ് മെനു ഉപയോഗിക്കാവുന്നതാണ്. ഡ്രാഫ്റ്റ് തയാറാക്കുന്നതിനായി ഇ-ഓഫീസിൽ തന്നെയുള്ള Template - കൾ ഉപയോഗിക്കുകയോ / പുറമെ ചെയ്തവ അപ് ലോഡ് ചെയ്യുകയോ ആവാം. ആവശ്യമായ ടെംപ്ലേറ്റ് ലഭ്യമല്ലങ്കിൽ ഈ വിവരം നോഡൽ ഓഫീസറുടെ ത്രദ്ധയിൽപ്പെടുത്തേണ്ടതാണ്.
- v. മേൽ ഉദ്യോഗസ്ഥർ ഡിജിറ്റൽ സിഗ്നേച്ചർ ഉപയോഗിച്ച് അപ്രൂവ് ചെയ്ത ഡ്രാഫ്സുകൾ വാലിഡേറ്റ് ചെയ്യേണ്ടതും dispatch സെക്ഷനിലേക്ക് (സെൻട്രൽ രജിസ്റ്ററി യൂണിറ്റ് - Central Registry Unit -CRU) തുടർ നടപടികൾക്കായി അയക്കേണ്ടതുമാണ്.
- vi. മേൽ ഉദ്യോഗസ്ഥർ ഡ്രാഫ്റ്റ് അപ്രൂവ് ചെയ്തു കഴിഞ്ഞാൽ അത് ഫെയർ കോപ്പി ആക്കുകയും ഇ ഓഫീസ് ഉപയോഗിക്കുന്ന ഓഫീസുകളിലേക്ക് അത് തന്നെ ഇ-ഓഫീസ് ഉപയോഗിച്ച് ഡെസ്പാച്ച് ചെയ്യേണ്ടതും,. മറ്റു ഓഫീസുകളിലേക്ക് ഇ മെയിൽ മുഖേന ഡെസ്പാച്ച് ചെയ്യേണ്ടുതുമാണ്. ഫെയർ കോപ്പി പ്രിന്റ് എടുത്ത് ഡെസ്പാച്ച് ചെയ്യുന്നത് പരമാവധി ഒഴിവാക്കണം.

ഡെസ്പാച്ച് സെക്ഷൻ (Dispatch Section)

i. സെൻട്രൽ റെജിസ്റ്ററി യൂണിറ്റ് (CRU) ന്റെ ഇൻബോക്സിൽ (Dispatch) ഉദ്യോഗസ്ഥർ ഡിജിറ്റൽ സിഗ്നേച്ചറോട് കൂടി അയക്കുന്ന എല്ലാ ഫെയർ കോപ്പികളും പ്രിന്റ് ചെയ്ത് ഡെസ്പാച്ച് ചെയ്യേണ്ടതാണ്.

നോഡൽ ഓഫീസർ (Nodal Officer) , സ്റ്റേറ്റ് കോ ഓർഡിനേറ്റർ (State Co-Ordinator)

- i. ഇ-ഓഫീസ് പ്രൊജെക്ട് കേരള വാട്ടർ അതോറിറ്റിയിൽ സുഗമമായി നടപ്പിലാക്കുവാനുള്ള നടപടികൾ കേരള സ്റ്റേറ്റ് .ഐ.ടി.മിഷൻ , എൻ ഐ സി മുതലായ ഏജൻസികളുമായി ബന്ധപ്പെട്ട് സ്വീകരിക്കേണ്ടതാണ്.
- ii. അതോറിറ്റി ട്രെയിനിംഗ് സെന്റർ മുഖേന ജീവനക്കാർക്ക് ആവശ്യമായ ട്രെയിനിംഗ് നൽകേണ്ടതാണ്.
- iii. ഇ-ഓഫീസ് സുഗമമായി നടപ്പിലാക്കുന്നതിന് ബന്ധപ്പെട്ട ഉദ്യോഗസ്ഥരുടെ യോഗം നിശ്ചിത ഇടവേളകളിൽ വിളിക്കുകയും പ്രശ്നങ്ങൾക്ക് പരിഹാരം കാണേണ്ടതുമാണ്.

ഐ ടി വിഭാഗം

- എല്ലാ കംപ്യൂട്ടറുകളിലും മൊസില്ലാ ഫയർ ഫോക്സ്, അഡോബ് റീഡർ എന്നിവയുടെ ഏറ്റവും പുതിയ വേർഷൻ ഉണ്ട് എന്ന് ഉറപ്പ് വരുത്തേണ്ടതാണ്.
- ii. ഇ-ഓഫീസ് വെബ് അഡ്രസ്സ് www.sujalam.kerala.gov.in ബുക്ക് മാർക്കായി വെബ് ബ്രൗസറിൽ ബക്ക് മാർക്ക് ടൂൾ ബാറിൽ ഉണ്ട് എന്ന് ഉറപ്പ് വരുത്തേണ്ടതാണ് / ഹോം പേജായി സേവ് ചെയ്ത് നൽകേണ്ടതാണ്.
- iii. മലയാളം ടൈപ്പ് ചെയുന്നതിനായി സൗജന്യ കീബോർഡ് ഇൻപുട് ടൂൾസ് (Google Input tool / Mozhi etc) ഇൻസ്റ്റാൾ ചെയ്യു കൊടുക്കേണ്ടതാണ്.
- iv. ഇ-മെയിലിൽ നിന്നും തപാലുകൾ പി ഡി എഫ് ഫോർമാറ്റിലേക്ക് മാറ്റുന്നതിനായി PDF to Print Tool ഇൻസ്റ്റാൾ ചെയ്ത് കൊടുക്കേണ്ടതാണ്.
- v. ഇ-ഓഫീസിന്റെ സുഗമമായ പ്രവർത്തനത്തിന് Connectivity (BSNL / KSWAN)/ FTP Connectivity/ Desktop Computers / Document Scanners എന്നിവയുടെ വേഗത / പ്രവർത്തന ക്ഷമത എന്നിവ ഉറപ്പ് വരുത്തുക.
- vi. ഇ-ഓഫീസുമായി ബന്ധപ്പെട്ട എല്ലാ കാര്യങ്ങൾക്കും Nodal Officer ക്ക് ആവശ്യമായ സഹായം നൽകേണ്ടതാണ്.

ഇ-ഓഫീസ് മുഖേന ഫയൽ കൈകാര്യം ചെയ്യുന്നതിനും ഔദ്യോഗിക ഇ-മെയിൽ കൈകാര്യം ചെയ്യുന്നതിനും സഹായകമായ ഹാൻഡ് ബുക്ക് ഇതോടൊപ്പം അനുബന്ധമായി ചേർത്തിട്ടുണ്ട്. ഇ ഓഫീസ് നടപ്പാക്കുന്നതുമായി ബന്ധപ്പെട്ട് മേല്പറഞ്ഞ നിർദ്ദേശങ്ങൾ ജീവനക്കാർ കൃത്യമായി പാലിക്കേണ്ടതാണ്. ഇതുമായി ബന്ധപ്പെട്ട് കൂടുതൽ വിവരങ്ങൾ ആവശ്യാനുസരണം ഈ ഓഫീസിൽ നിന്ന് പുറപ്പെടുവിക്കുന്നതാണ്. Signed by

Signed by

Venkatesapathy S las VENKATESAPATHY S IAS Date: 27-03-2023 14:42:14 EXECUTIVE DIRECTOR

പകർപ്പ് :

- 1. കേന്ദ്ര കാര്യാലയത്തിലെ എല്ലാ ജീവനക്കാർക്കും
- 2. കേന്ദ്ര കാര്യാലയത്തിലെ എല്ലാ യുണിറ്റ് മേധാവികൾക്കും.
- 3. ഔദ്യോഗിക വെബ്സൈറ്റിൽ പ്രസിദ്ധീകരിക്കുന്നതിനായി



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1. Managing Your Email

a. View

19

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25

- i. You can view your email messages as single messages or as conversations and you can view messages with the Reading Pane off, displayed at the bottom, or displayed on the right.
- ii. To change how messages are grouped in your mailbox, on the toolbar click **View** and select whether to view by conversation or by message and where you want the Reading Pane to display.





@Gov.In

I. View Email Messages by Conversation

In the Conversation view your messages are grouped to make it easier to follow the thread of an email exchange. A conversation thread begins when you send or receive an email and then send or receive subsequent replies and forwards based on the original email. The subject displays only once in your Inbox and the number of email messages in the conversation is shown. **Conversations containing unread messages are shown in bold.**

Conversations can be in your Inbox another in your sent folder, and others in another folder. If you move a conversation from one folder to another, all messages within that conversation are also moved to that folder. Messages in the Sent folder and in the Trash folder are not moved.

To create a new conversation thread, you must create a new message, not reply to or forward an existing message.

II. View Email Messages by Message

Email messages in your mailbox can be organized by selecting the date a message is received and by Conversation.

- i. On the Mail tab toolbar, click the View drop-down menu.
- ii. Select either By Conversation or By Message.





b. Attachments

Add Attachments using drag and drop

You can easily add an attachment to an email message by dragging the file from a folder into your email.

- i. Select one or more files from your desktop and hold down the cursor on the file(s) to be attached.
- ii. Drag the files to the message header area and release the cursor. The file names are displayed in the header.

a. Removing an Attachment

i. To remove an attachment, click the **x** (cross) in the attachment bubble.

User can download/remove all attachments

You can download or remove all attachments individually as the per users choice by clicking on the file or you can also download all the attachments as a zip file by clicking on "**Download all attachment**" and remove all attachment by clicking on "**remove all attachments**".

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Close Reply to All Forward Archive Delete Spam <equation-block> 🖓 🕶 Actions</equation-block>		🔍 View 🔻
🛛 Test		1 message
From: ("zimtest4" < zimtest4@nic.in>) To: ("zimtest4" < zimtest4@nic.in>)	emove the attachment	March 21, 2017 11:49 AM
bgSlarge.jpg (449.6 KB) <u>Download Briefcase Remove</u> canstock10825250.jpg (6.8 KB) <u>Download Briefcase</u> Remove cm4VDMT.jpg (129.6 KB) <u>Download Briefcase Remove</u> Click here to download a single at Click here to download a single at	ttachment	
Test You can click here to download all attachments		

c. Set priority Mail

When you compose a new message you can set the priority of the new email. Click on options in the window and set the priority of the message to high, normal or low. If you want your message to be seen quickly and the reply should be given immediately you can set the priority to "HIGH". The sent message will have a high priority sign before the subject.



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Send Cancel Save Draft 🗾 Options 🔻	6
From: Primary Account (ZimTest <zimt) (zimtest="" <="" account="" as="" as<="" format="" html="" primary="" td="" zimt)=""><td></td></zimt)>	
To:	
Cc: Show BCC	
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Attach Tip: drag and drop files from your Low priority is message.	
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You can set the priority l	evel of the mail to be
sent	

d. Undo Send

In the mail folders go to the last folder named as Undo send (Inside Zimlets). Click on "**undo send**". You can enable and set the number of seconds after which your mail will be sent. Compose an email and it will show a timer i.e. the number of seconds after which the mail will be sent. You can click on **OK** to proceed further or **Cancel** the sending process. Please enable undo send before proceeding.





e. Dumpster

User can restore all the deleted mails from the trash folder within the defined number of days (i.e. within the timestamp of 90 days).

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- 65	-instart2	â	Rename Folde	er		Right click on the trash folder to recover th deleted items. It will prompt to which folder want to recover the email.											
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f. Add Personas (A role granted to the user)

Creating different personas allows you to use multiple email addresses from your mailbox.

For example, you could use your primary account persona **test<xyz@nic.in>** for your business email correspondence, and create a new persona for your personal email correspondence**test1<xyz@gov.in>**

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🔅 General Primary Account OK	zimtest4@nic.in	Primary				
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Add External Account Add Persona De	ete					
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Dut of Office Persona Settings						
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Contacts Use personas to for that role.	uickly change many settings when sending email messages. For example, if you sometimes send email in	a particular role at work, create a persona				
Calendar Persona Name: test1						
a Sharing						
A Notifications Settings for Sent Messages						
	ears in the "From" field of email messages					
S M T W T F S	zimtest4@nic.in ▼					
26 27 28 1 2 3 4 5 6 7 8 9 10 11 Reply-to:	zimtest4@gov.in.local					
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Mail Contacts Calendar Tasks Briefcase Preferences Compose 🔀	ບ	
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From: Primary Account (ZimTest <zimtest4@nic.in>)</zimtest4@nic.in>		
To: Primary Account (ZimTest <zimtest4@nic.in>) Tect (zimtest 4_cimtest4@nic.in>)</zimtest4@nic.in>		
Cc: test1 (zimtest4 <zimtest4@pic.in>)</zimtest4@pic.in>		
Subject:		
Attach Tip: drag and drop files from your desktop to add attachments to this message.		
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i. Go to the Preferences>>Accounts page.

Your default account and personal information is shown as the primary account.

- Click on Add Persona. The account name New Persona1 displays in the Account Name column. Now, in the Persona Settings>Persona Name text box(you can change the name of the persona accordingly)
- iii. In the Persona Name text box enter a descriptive word to identify the persona in the "From" list when you are composing an email. For eg: ABC (This is the from name of the persona). This name does not appear in the email message.
- iv. In the Settings for Sent Messages section, specify the "From" information for this persona.

In the "From" text box type the name that appears in the "From" field of your outgoing email messages. This is the name that is shown before your email address.

In the drop-down menu next to the text box, select the email address from which to send messages.

******If this field is not editable, you do not have additional external accounts identified.

v. To direct replies to email messages from this persona to a name and address different from that which you configured in From, check Reply-to>Set the "Reply-to" field of email messages to, and enter the name to use in the text box.



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🖂 Mail	Primary Account OK uninenti@minin	Primary	
Y Filters	New Persona 1 OK	Persona	
📝 Signatures	Add External Account Add Persona Delete		
💩 Out of Office	click here to add new persona		
🤣 Trusted Addresses		_	
Contacts	Persona Settings		
Calendar	Use personas to quickly change many settings when sending email messages. For example, if you sometimes send email in a particular role at w	ork, create a perso	na
🛓 Sharing	for that role.		
🛕 Notifications 🔻	Persona Name: New Persona 1		
	Settings for Sent Messages		
S M T W T F S	From: Choose what appears in the "From" field of email messages		
5 6 7 8 9 10 11	i@nicin ▼		
12 13 14 15 16 17 18 19 20 21 22 23 24 25	Reply-to: Ø	ess which	

vi. **(Optional)** To associate a signature with the persona, click Signature: Manage your signatures...

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S M T W T F S	Using Signatures		
26 27 28 1 2 3 4 5 6 7 8 9 10 11	New Messages Replies & Forwards		
12 13 14 15 16 17 18	Primary Account: No signature V No signature V		
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26 27 28 29 30 31 1			

- vii. To automatically **Use this persona** when replying to messages sent to a specific email address or when forwarding messages from that address, select when replying or forwarding messages sent to, and type the email address in the text box. If you are entering more than one email address, separate the addresses with either a comma or a semi-colon.
- viii. To automatically **Use this persona** when replying to messages in a specific folder or when forwarding messages from this folder, select **when composing**, replying to or forwarding messages in folder(s). Click the folder icon to select one or more folders or to create a new folder. ******If you are selecting more than one folder, separate the folder names with either a comma or a semi-colon.
- ix. Click Save.





2. Search

User can search in respective folder by clicking on search tab on the top right corner of the page.

Search can be performed using various attributes with a **colon (:)** symbol.



- a) You can use these attributes to search in all the folders or they can be combined with other attributes to search in a specific folder.
- b) In the search box type in:inbox from:test subject:Hello to:support cc:test, this will search in respective folder "Inbox" with from, subject, to and cc specified and if you search using from:test in the search box, without specifying any folder, this will search in all the folders for the user "test" from which the mail is received.)

Few examples are listed below:-

i. **from:** Specifies a **sender name** or **email address** that is in the From header. This can be a text, as in "**Aruna**", an email address such as <u>xyz@gov.in</u> or a **domain** such as **"@gov.in".**



ii. to: It specifies one of the people to whom the email was addressed in the To: header.



iii. cc: It specifies a recipient in the cc: header of the message.



iv. **subject:** It specifies text that must **appear in the subject** header of the message. An **example** might be **subject: new vacation policy.**







v. in: It specifies a folder in which search is to be performed. For example, in:sent would show all items in your 'Sent' folder. Similarly in:Inbox, in: Draft, in:Trash etc. will search in the respective folders.



vi. date: Use this keyword search messages for a specific date, using the format that is default for your browser's locale (format is MM/DD/YYYY). For example, date:2/1/2007 would find messages dated February 1, 2007. The greater than (>) or less than (<) symbols can be used instead of after or before.

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Please click here to view advance search keywords:-https://email.gov.in/public/docs/Advance-

Search.pdf



3. <u>Calendar</u>

A new calendar can be created by clicking on the Calendar tab. On the left hand side of the page there is a drop down available with the calendar function, click on the drop down and you can find the new calendar option.

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▼ Calendars	© 2017 Mon, Mar 20	Tue, Mar 21	Wed, Mar 22	Thu, Mar 23	Fri, Mar 24
Calendar	Manu Calandar (all)				
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You can change the color of your calendar by clicking on new calendar, a window of create new calendar appears. You can quick add the appointments by double clicking on the calendar screen.

QuickAdd Appointment								
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Location:	Location				_			
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Calendars 2017 Mon, Mar 20	QuickAdd Appointment	Thu, Mar 23	Fri, Mar 24
Calendar			
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✓	Location: Delhi		
V testing1 9 AM	Diralau Rusu - Markan Dublis -		
V T testing3	Display: Busy Wark as: Public •		
V Trash	Calendar: Tentative		
dsdsd 11 AM	Start Time: Busy @ 11:00 AM -		
Searches O	End Time: VIEW WITH VIEW V		
Tags 🔅			
Timlets 1 PM	Repeat: None		
V LINKO V	Reminder: 5 minutes before		
S M T W T F S	More Details OK Cancel		
5 6 7 8 9 10 11			
12 13 14 15 16 17 18 4 PM			
19 20 21 22 23 24 25			
26 27 28 29 30 31 1 5 PM			

Select the color to personalize your calendar and save it with a desired name.

					📰 👻 Search	9
Mail Contacts Calendar						
New Appointment		📇 🛛 🐨 🖶 Today		4 3/20 - 3/24	Day Work We	ek Week Month List
▼ Calendars	2017	Mon, Mar 20	Tue, Mar 21	Wed, Mar 22	Thu, Mar 23	Fri, Mar 24
Calendar						
🗆 🗊 Trash	8 AM					-
Searches Ö			Create New Calendar			
▶ Tags	9 AM					
▼ Zimlets	10 AM		Name: Test			
Archive			Color: Blue -			
Attachment Alert	11 AM		Ex Blue when re	porting free/busy times		
b UndoSend	Noon		Cyan			
			Purple			
	1 PM		Red Red			
	2 PM		Pink			
S M T W T F S	\rightarrow		Gray			
26 27 28 1 2 3 4	3 PM		Crange			
5 6 7 8 9 10 11	4.014		More Colors	-		
19 20 21 22 23 24 25	- 4 P3VI					
26 27 28 29 30 31 1 2 3 4 5 6 7 8	5 PM					

The calendar can also be shared with internal users or group, external users and public (view only, no password is required).

For Internal Users or groups

You can assign the following role:

- i. None- No rights
- ii. Viewer Only View right
- iii. Manager View, Edit, Add, Remove
- iv. Admin- View, Edit, Add, remove, Administer



		🗊 🔻 Search	9
Mail Contacts Calendar	Tasks Briefcase Preferences		U
📑 New Appointment	Delete 🗁 🛛 🖉 Today 🔷 3/20 - 3/24 🜩	Day Wo	rk Week Week Month List
▼ Calendars	2017 Mon, Mar 20 Tue, Mar 21 Wed, Mar 22	Thu, Mar 23	Fri, Mar 24
Calendar	New Colondar Int		
Trash	C Reload [r]		
Searches	Share Calendar		
▶ Tags	Move		
▼ Zimlets	Edit Properties		
Archive	Open in a separate window		
Attachment Alert	11 AM		
占 UndoSend	Noon		
	1 PM		
4 4 March 2017	2 PM		
S M T W T F S			
26 27 28 1 2 3 4	3 PM		
5 6 7 8 9 10 11 12 13 14 15 16 17 18	4.044		
19 20 21 22 23 24 25			
26 27 28 29 30 31 1	5 PM		

Share Prop	erties	
Name:	testCal	
Type:	Calendar	
Share with:	 Internal users or groups 	
	 External guests (view only) 	
	 Public (view only, no password required) 	
	Email:	Enter the email
Role		calendar will be
O Non	e None	shared
View	ver View	
🔵 Man	ager View, Edit, Add, Remove	
🔵 Adm	nin View, Edit, Add, Remove, Administer	
Allow u	iser(s) to see my private appointments.	
Message		1
Send	standard message 🔹	
Note: T shared informa	The standard message displays your name, the name of the item, permissions granted to the recipients, and sign in ation, if necessary.	
URL To allow of	thers to access this item. direct them to this URL:	

The internal user (receiver) can accept or decline the request received through mail. If he accpets the request a folder will be created under the calendar tab.

For external guests

- i. Enter the email address of the guest (outside domain eg: @gmail.com, @hotmail.com etc.) you wish to share your calendar. In this case the user only has the View, Edit, Remove and Add.
- ii. You can also allow guest to see your private appointments.



Share your Calendar externally

	Share Properties	🛅 👻 Search	9 (1999)
Mail Contacts Calendar Tasks Briefcase Preferences	Name: Calendar Type: Calendar	Day W	ork Week Week Month List
Calendars Calendar Calendar	Share with: Internal users or groups External guests (view only) Public (view only, no password required)	Thu, Mar 30	Fri, Mar 31
♥ ■ reter Right click on the drop down to share calendar ♥ ■ retrop 24M	Emait 19@gmai.com *	Share calenda	ar externally or
Image: setting 11111 3 AM Image: setting 3 3 AM Image: setting 3 4 AM	Send standard message Send standard message s your name, the name of the Add note to standard message the recipients, and sign in	internally	
Searches O Tags O Zimits 6AM	URL To allow others to access this item, direct them to this URL: ICS: https://email.gov.in/homeg3.nbq.di@nic.in/Calendar.ics temperature.intercent		
Addive Addive	Vext: nupp://email.gov.in/none_g3.nng-alieniLinixLaeroan.tml Outcol: webcals://email.gov.in/no_g3.nng-di@nic.in/Calendar OK Cancel		
S M T F 8 AM 26 27 28 1 2 3 4 5 6 7 8 9 D 11 121 13 14 15 16 17 18			
$\begin{array}{cccccccccccccccccccccccccccccccccccc$			

When the receiver accepts the external shared calendar, it will prompt him to enter a display name and the password he wish to keep.

	Enter the Display Name
Display Name: Password:	test
Confirm:	Register

This external email address will be registered to **email.gov.in**. For the next login, enter your external email address in the format (**eg:** username.gmail.com@nic.in)

This will redirect you to a page which will show the calendar shared.

a. Calendar sync

You can sync your calendar to and device in easy steps:



For Web

A new calendar can be created by clicking on the Calendar tab. On the left hand side of the page there is a drop down available with the calendar function, click on the drop down and you can find the new calendar

option. Go to calendar>Settings 🥯 button>Add external calendar.

				💽 👻 Search	9
Mail Contacts Calend	jar Tasks Briefcase Preferences				<u>ں</u>
📸 New Appointment 🔹	Delete 🐣 🔻 🖉 🖬 Today		4 3/20 - 3/24	Day	Vork Week Week Month List
▼ Calendars	Mar 20	Tue, Mar 21	Wed, Mar 22	Thu, Mar 23	Fri, Mar 24
Calendar	New Calendar [n] Add External Calendar [ne]				
🔽 🛅 testCal	Check All		***		A
🔻 🗌 🏢 Trash 🛛 🔀	Clear All				
🗸 🚞 dsdsd 🖂	Send Free & Busy Link As 🕨				
Searches 🔅 🗳	Find Shares				
Tags 🔅					
▼ Zimlets	11 AM				
Archive	Noon				
Attachment Alert					
b UndoSend	1 PM				
•	2.04				
March 2017 March 2017	2 PM				
26 27 28 1 2 3 4	3 PM				
5 6 7 8 9 10 11					
12 13 14 15 16 1/ 18 19 20 21 22 23 24 25	4 PM				
26 27 28 29 30 31 1	5 PM				
2 3 4 5 6 7 8					-

To add Yahoo calendar

Click on yahoo calendar and enter your yahoo email id and password to proceed.



Select from the drop down: iCal subscription or CalDAV account.



Yahoo! Calendar			
Type:	CalDAV Account 🔻		
Email Address:	xyz@yahoo.com		
Password:	•••••		
CalDAV Server:	www.example.com		
Back	Next	Cancel	

To add external calendar

Enter your external email id and password to proceed further. Enter the CalDAV server as cal.mail.gov.in

Add External Calendar (Other)				
Туре:	CalDAV Account 🔻			
Email Address:	rajput.neha241287@gmai			
Password:	•••••			
CalDAV Server:	cal.mail.gov.in			
Back	Next	Cancel		

Enter a folder name to distinguish your calendar folder and you can also change the color of the folder.



Add External Calendar	
Name: Test	
Color: 📃 Blue 🔻	
Exclude this calendar when report	ting free/busy times
Back	OK Cancel

Now, select iCal subscription from the drop down and enter the ICS URL.

Add External Calendar (Other)			
Туре:	iCAL Subscription 🔻		
ICS URL:	cal.mail.gov.in		
Back Next Cancel			

Enter a folder name to distinguish your calendar folder and you can also change the color of the folder.

Add External Calendar		
Name: testing1		
Color: Blue 🔻		
Exclude this calendar when r	reporting free/busy times	
Back	OK Cancel	

A folder will be created on the left hand side of the page showing your calendar.



					💼 👻 Search	Q Neha Bhatia
Mail Contacts Cal	endar T	asks Briefcase Preferences				و
📸 New Appointment	Delete	📇 🛛 🔻 🖶 Today		4 3/20 - 3/24	Day	Work Week Month List
▼ Calendars 🔅	2017	Mon, Mar 20	Tue, Mar 21	Wed, Mar 22	Thu, Mar 23	Fri, Mar 24
🗌 🛅 Calendar						
💌 🚞 testCal	8 AM	4				
🔽 🗖 Testing 🔹		-				
💌 🛅 testing1	9 AM					
💌 🛅 testing3	10.414					
🔻 🗌 🏢 Trash	10 AM					
dsdsd	11 AM					-
Searches 🔅	Noon	1				
Tags 🔅		-				
▼ Zimlets	↓ 1 Fix					
44 4 March 2017	2 PM					
S M T W T F S						
26 27 28 1 2 3 4	3 PM	1				
5 6 7 8 9 10 1 12 13 14 15 16 17 1	1 8 4 DM					
19 20 21 22 23 24 2	5					
26 27 28 29 30 31 3 2 3 4 5 6 7 8	5 PM	1				

For Devices

Sync with Phone

You can sync your calendar to your phone whenever required. All the data will automatically sync to your phone's calendar. There are two type of devices in which you can sync your calendar.

- a. Android
- b. Iphone(IOS)
- i. Steps to configure CalDav Sync in Android device -
 - Download application for CalDav sync (You can download Caldav Sync Adapter from Google play store). It is just an adapter which will sync your email calendar to your local android calendar
- URL to access application from Google play storehttps://play.google.com/store/apps/details?id=org.gege.caldavsyncadapter
- 1) Configure the CalDav account.
- a) Open play store in your android mobile, and download CalDav sync free beta.
- b) Click on settings and select account. Now, click on add accounts. Select CalDav sync adapter.
- c) A window will prompt which will ask for username and password.



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\leftarrow Caldav Sync Free Beta Q	
Gege	
Caldav Sync Free Beta needs access to	
🖬 Calendar 🗸 🗸	
Google Play	
account management	
READ MORE	
Add as a server Set a life Caldex Syrc Adaptation Set and the server of the life Caldex Syrc Adaptation Set and the server of the life Caldex Syrc Adaptation Set and the server of the life Concerners Set and the server of the life	
Google	
Jio4GVoice	
Messenger	
PHONE	
Personal (IMAP)	
SIM Card	
Cue Truecaller	
WhatsApp	
+ Add account	

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	▼⊿⊿ ■ 1:	2:43
Add an	account	
$\bigcirc 0$	CalDav Sync Adapter	
M	Exchange	
f	Facebook	
¥	Flipkart	
G	Google	
C	Jio4GVoice	
\sim	Messenger	
M	Personal (IMAP)	
M	Personal (POP3)	
<		
-	() 🛡 🖌 🗎 1	0:36
iği Sign	in	:
userna	me@nic.in	
•••••		
cal.mail.	gov.in	
<u>CalDav</u>	Account	_
	Sign in or register	
Note: The a	account name is also used as an email the organizer	

- d) Enter username, password and account name
- e) Server URL cal.mail.gov.in



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After successful sign in you will be redirected to sync page. You will have to select the button to sync calendar.





f) Select calendar sync and then open calendar from the menu and check for synced calendars -





ii. <u>Steps to sync calendar in iPhone device –</u>

- a) In your Iphone, go to settings and select calendar.
- b) Now select accounts in calendar

••••00 V	odafone IN 🗢 12:50 PM 🛞	ø	24%	
	Settings			
	iCloud rajput.neha241287@gmail.com			>
\bigcirc	iTunes & App Store			>
	Mail			>
1	Contacts			>
	Calendar			\geq
	Notes			>
	Reminders			>
S	Phone			>
	Messages			>
	FaceTime			>

●●●○ Vodafone IN ᅙ	12:50 PM	@ 🛛 24% 🔳
Settings	Calendar	
Accounts _{Gmail}		\rightarrow
Time Zone Ove	erride	Off >
Alternative Cal	endars	Off >
Week Numbers	5	\bigcirc
Show Invitee D	eclines	
Sync	Events 1	Month Ago >
Default Alert T	imes	>



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c) The next step would be to add accounts



d) It will prompt you to add CalDav account



g) Enter Username, password and Description

•••• Vodafone IN	ি হ 12:51 PM	@ Ø 23% 🕞
Cancel	CalDAV	Next
Server	cal.mail.gov.i	n
Username	username	@nic.in
Password	•••••	••
Description	cal.mail.gov.i	'n



h) Now, switch on the calendars and save the settings



i) Open Calendar in the menu of the phone to verify the synced appointments -

•••• Vo	dafone I	N 🗢 1	2:16 PI	м	70	63% 🔳 🔿
< Mar	ch			:=	Q	+
s	м	т	w	т	F	s
26	27	28	1	2	з	4
	٦	Thursday	2 M	arch 201	7	
D MINI						
10 AM	Test Ca	aldev				
11 AM						
Noon						
1 PM						
2 PM						
3 PM						
4 PM						
5 PM						
6 PM						
Today	,	Ca	lenda	ars		Inbox

b. To create a custom calendar event with the content of the mail

User gets a mini calendar on the left to view his/her calendar events/User can drag an email to the mini calendar to create a customer calendar event with the content of the mail.

		🔂 🕶 intinbox 🛛 🥱
Mail Contacts Calendar	Tasks Briefcase Preferences 🔲 Search 🛪 msgfe1 🛪	
🕞 New Message 👻	Reply Reply to All Forward Archive Delete Spam 🗁 🛷 Actions 🔻	Read More 🛛 🗬 View 👻
▼ Mail Folders	Sorted by Date $ abla$ 100+ conversations	
	GMAIL Test Account test This email has been dragged to the mini 4:12 PM calendar to create event P	To view a conversation click on it
Drafts (7)		TO VIEW & CONVENSION, CICK OF R.
Trash Activity Stream (1)	1	
test (1497) Testing2		
	1	
	- Territoria de la companya de la compan	
26 27 28 1 2 3 4 5 6 7 9 10 11		
12 13 14 15 16 17 18 19 20 GMAIL Test Account 26 27 8 test		

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	💼 💌 Search	9
Mail Contacts Calendar Tasks Briefcase Preferences 🗮 Search 🗙 🛛 🚺		U
Send Save Cancel 🖉 🖶 🛵 Options 🔻		
Subject test		
Attendees:		Show Optional
Suggest a time		
Location:		Show Equipment
Suggest a location		
Start: 3/21/2017 ▼ 4:30 PM ▼ □ All day	Repeat: None 👻	
End: 3/21/2017 • 5:00 PM •	Reminder: 5 minutes before	Configure
Display: Busy 🔹 📄 Calendar 💌 💷 Private		
Scheduler Show -		
Sans Serif + 12pt + Paragraph + Β Ι Ψ & Ι Α - Α - Α - Ε Ξ Ξ Ξ Ξ + Ε - 66 Ε Ξ Ξ Ξ Δ Φ Θ Ω - Π -	5 👌	

4. Contact Book/Address Book

a. Share Address Book

You can share any of your address book with internal and external users. Sharing your address book is useful for giving others access to contacts. You can choose to make the address book view-only or allow internal users to edit, add, and delete names.



You can share your contact folder with internal users or group, external users or with public.

They are given different rights. An internal can view, add, remove, edit or administer the address book whereas an external guest and public have the right to view the address book.



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	Share Properties	(in:contacts	9
Mail Contacts Calendar Tasks Briefcase Preferences	Name: Emailed Contacts		ى
👗 New Contact 🔹 Edit Delete 🗁 🗸 🖨	Type: Contacts Folder Share with: Toternal users or groups		1 contact
Contact Lists Contacts All 123	External guests (view only) Public (view only, no password required)	O P Q R S T U V W	X Y Z
Distribution Lists Script> prompt("XSS") , Emailed Contacts	Email:	pt>prompt("XSS")	Contac
☑ gdytrne ▼ ☑ thomorpr	Role One None		
Trash	Viewer View Manager View, Edit, Add, Remove Admin View, Edit, Add, Remove, Administer		Mobile IM Address
Fags	Message Send standard message		Home Birthday <script></script>

Share Properties	
Name: Emailed Contacts	
Type: Contacts Folder	
Share with: 🔘 Internal users or groups	
 External guests (view only) 	
Public (view only, no password	required)
Email:	
Send standard message 🔹	
Note: The standard message displays your shared item, permissions granted to the rec information, if necessary.	name, the name of the ipients, and sign in
URL	to this LIRL:
https://email.gov.in/homenic.in/Emailed%	620Contacts
	OK Cancel

b. How to create a new contact and Address book (Contact book)?

i. On the top left corner of the window click on "New Message" drop down. Then click on contact option to create a new contact. Fill the details in the form as displayed.



						🔂 🕶 in	"inbox/test"	
Mail Contacts	Calendar	Tasks Briefca	e Preferences Y	Your message to 🗙	Compose 🗙			U
🖂 New Message	-	Reply Reply to A	II Forward Archive	e Delete Spam	📥 🕶 🖉 💌 Actions 💌		Read More	🔍 View 👻
Contact Group Contacts Folder	© ▲	Sorted by Date ∇	No results fo	und.				
Intercose intercose <td< td=""><td>7 F S 2 3 4 9 10 11 16 17 18 23 24 25 03 31 1 6 7 8</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>	7 F S 2 3 4 9 10 11 16 17 18 23 24 25 03 31 1 6 7 8							

New Contact page:-

ii. Click on save after filling the details in the form.

			💽 🔻 Search	Q
Mail C	ontacts Calendar Tasks Briefcase Preferenc	es 🛛 Your message to 🔀	Compose 🗙 Contact 🔀	U
Save Car	ncel 📄 Delete 🛷 🔻			
	First Last »		Location: E Contacts	
	Job Title			
	Company			
Email:	Email Address	+		
Phone:	Phone Number	Mobile 🔻 💠	You can save a contact by clicking on	
IM:		хмрр 🔻 🕂	new messages>Contacts. Fill the details to save a new contact	
Address:	Street	Home 🔻 💠		
	City , State/Province Postal Code			
	Country/Region			
URL:	URL	Home 🔻 💠		
Other:	Date 🗖 🗸	Birthday 🝷 💠		
Notes:	Notes			
	L			

Contact group

- i. You can make a list of contact group by selecting the contact group option from the "New Message" drop down.
- ii. You can name the group and select the email id's from the global address book or you can also enter the email id's in the space provided using a comma separator.



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- iii. Click on **Add** or **Add all** button to add the contacts individually or in a group.
- The group made can be directly used while composing an email and entering the group name.
 All the email address present in the group will be added to the "TO" of the new message. You can edit the list by removing the email addresses as per your choice.

				Search	9 1000
Mail Contacts Calendar Tasks	Briefcase Preferences Your message to 🗙	Compose 🗙	test 🔀		U
Save Cancel 🖶 Delete 🛷 🕶					
test	 Add a contact group Search by email address the global address book. 	in 🔨			Location: 🖪 Contacts
Members:	2. If you know the email		Find: test	Search	
zimtest2 zimtest2@nic.in	address, enter the email id using comma seperator	s 🔺	in: Global Add	ress List 👻	
zimtest3 zimtest3@nic.in	:	×	Add	zimtest@mic.in zimtest@mic.in zimtest3@mic.in zimtest4@mic.in zimtest3@mic.in	
zimtest4 zimtest4@nic.in	:	×	Add All zimtest7	zimtest7@nic.in	
zimtest5 zimtest5@nic.in		×	Or enter addresses	; below (comma separated)	* *
			Add		

C. Automatically add contacts to emailed contact lists

You can automatically save the email addresses to which you send an email to, in your email contact list. Any time you respond to, or compose a message that includes an address that is not in your address books, it is added to your Emailed Contacts list. If you are using the auto-complete feature, maintaining an Emailed Contacts list helps you quickly find addresses that you have emailed to in the past. You can go to contacts>Emailed Contacts and the list will be displayed on the right hand side.





							<u> -</u>	in:"inbox/test"	9
Mail	Contacts Calendar Tasks Briefcase	Preferences	Your message to 🛛	Compose 🛛					J
Send	Cancel Save Draft								6
From	Primary Account (ZimTest <zimtest4@nic.in>)</zimtest4@nic.in>								
To:	a								
	省 "Abhay Kumar" <sio-jk@nic.in></sio-jk@nic.in>	A							
	省 "Abhijeet Singh" <abhijeets.nkn@nic.in></abhijeets.nkn@nic.in>								
Subject	省 "Ajay Chahal" <sio-hp@nic.in></sio-hp@nic.in>								
Attach 🔻	省 "Ajay Kumar" <ajay.mit@nic.in></ajay.mit@nic.in>	ents to this message							
	省 "Ajay Rampal" <ajay.rampal@nic.in></ajay.rampal@nic.in>								
Sans Seri	f 📲 "Ambreesh Kumar" <ambreesh@nic.in></ambreesh@nic.in>	<u>A - A</u> -		* 66 🚍 🗄		& 🙂 Ω	- = • •	e 🔿	
	📲 "Amit Mittal" <amit.mittal@nic.in></amit.mittal@nic.in>								
	省 "Amitav Deb" <deb.a@nic.in></deb.a@nic.in>								
	📲 "Anand Ladhe" <anand.ladhe@nic.in></anand.ladhe@nic.in>								
	"Anil anilksinha" <anilksinha@nic.in></anilksinha@nic.in>								
	省 "anil kumar" <anil.panwar@nic.in></anil.panwar@nic.in>		The auto o	omplete fe	ature search	h alohally	and		
	"APAO RHEZHU" <apaom@nic.in></apaom@nic.in>	suggest names alphabetically.							
	省 "Arvind Kumar" <a-kumar@nic.in></a-kumar@nic.in>								
	省 "ashish agarwal" <ashish@nic.in></ashish@nic.in>								
	省 "Ashwani Batra" <ashwani.batra69@nic.in></ashwani.batra69@nic.in>								
	省 "Ashwini Tiwari" <tiwari.ashwini@nic.in></tiwari.ashwini@nic.in>								
	省 "Avik Ray" <avik.ray@nic.in></avik.ray@nic.in>								
	省 "Ravi Vakkalanka" <ad.davp@nic.in></ad.davp@nic.in>								
	shahid ahmad" <sio-jhr@nic.in></sio-jhr@nic.in>	•							

5. Folders

a. How to share your folder?

Right click on the folder you want to share. There is an option to share folder. Click on it and a new window will open which will show "Share Properties".

You can share your folder with the following:

- 1. Internal users
- 2. External guests

An internal and external user can have the following roles:

- i. None-None
- ii. Viewer-View
- iii. Manager-View, Edit, Add, Remove
- iv. Admin- View, Edit, Add, Remove, Administrator

Once the folder is shared with the internal user (eg: xyz@nic.in), the receiver can then accept or decline the request from the email received.

If accepted by the receiver then he can change the color of the folder shared. Select an option from the drop down.



- Do not send mail about this share
- Send standard message
- Add note to standard message

Accept Share			
test4 has shared their Inbox folder with you.			
They have granted you the Admin role, which means:			
 You can View and Edit items in the folder. You can Add and Remove items to/from the folder. 			
 You can Accept and Decline workflow actions for the folder. You can Administer the folder as if it were your own (i.e. chare with another user) 			
Do you want to accept this share?			
Name: Test4's Inbox			
Color: 🔯 Blue 👻			
Do not send mail about this share 🔻			
Yes No			

The receiver can also decline the folder shared by the user.

Decline Share Are you sure you want to decline the Inb	ox share from test4?
Send standard message	·
Note: The standard message displays yo shared item, permissions granted to the information, if necessary.	our name, the name of the recipients, and sign in
	Yes No



In case of External guests

Select external guest from the list of share properties when you select to share your folder.

			🔯 🔻 insinbox 🛛 🤤	•
Mail Contacts Calendar Tasks Brie	efcase Preferences Share Properties			ŭ
Reply Reply	to All Forward Arc Name: Sent		Read Mo	ore 🛛 🔍 View 💌
▼ Mail Folders 🔅 📥 Sorted by Date 5	Type: Mail Folder			1 message
🔮 Inbox (2470) 👻 👘 GMAIL Test A	Account Share with: Internal users	or groups	Marci	h 21, 2017 3:08 PM
🔁 Sent test	External gues	ts (view only)		
Drafts (7)	Public (view c	nly, no password required)	n n>)	
E3 Junk	Email			
Trash	L'ITAIS	@gmail.com		
Activity Stream (7)	Message			
🛅 test (1500)	Add note to standard me	isage 🔹		
Testing2	Send standard message Add note to standard m	essage the recipients, and sign in		
🛄 zimtest1	Internation, in these adaptive		The recipient has view, o	edit, add
zimtest2	Helio, we are testing		and remove	
Fill simbact2				
Amarch 2017 March 2017 M S M T W T F S				
26 27 28 1 2 3 4		OK Cancel	You can also add note in the	standard
5 6 7 8 9 10 11	DONIC NICHQ		email which displays name	of the
12 13 14 15 10 17 18 19 20 21 22 23 24 25	5:52	AM	shared person and the right	s aiven
26 27 28 29 30 31 1		P		

When the receiver accepts the external shared folder, it will prompt him to enter a display name and the password he wish to keep.

	Enter the Display Name
Display Name:	test
Password:	
Confirm:	Register

This external email address will be registered to **email.gov.in**. For the next login, enter your external email address in the format (**eg:** username.gmail.com@nic.in)

This will redirect you to a page which will show the folder's shared.


Folder Properties

- I. Every folder has a property defined. Right click on any folder and click on edit properties. This will open a window which will prompt you to enter the name of the folder with the folder color.
- II. You can share your folder from here also. Just click on Add share and it will prompt to share to internal user or external guest.
- III. There is an option for retention of messages in a specific folder.
- IV. You can either enable message retention or enable message disposal. The difference is the message in the retention folder will ask for permission before deletion but the messages in the disposal folder will be automatically deleted/cleaned up after a certain period of time.

Folder Properties	
Properties Retention	
Name	
Type: Mail Folder	
Color: E Nana -	
In None •	
Messages: 1127	
Size: 837 MB	
\frown	
Add Share	OK Cancel
hare Properties	Share Properties
Name: Sent Type: Mail Folder	Name: Sent
hare with:	Type: Mail Folder
 External guests (view only) 	Share with: Internal users or groups
 Public (view only, no password required) 	Evternal quests (view only)
Email: xyz@nic.in	Public (view only, no password required)
Role	
None None	Email: abcd@gmail.com
Viewer View View View Edit. Add. Remove	Manage
Admin View, Edit, Add, Remove, Administer	message
Message	Send standard message
Send standard message	Note: The standard message displays your name, the name of the
Note: The standard message displays your name, the name of the shared item, permissions granted to the recipients, and sign in information, if necessary.	information, if necessary.
OK Cancel	OK Cancel



Folder Propert	ies				
Properties	Retention				
 Enable Mess Messages in confirmation Retention Enable Mess Messages in automated compared 	age Retention this folder whic before being d Range: Custon age Disposal this folder whic leanup and dele	h fall within the eleted. n ▼ h are older tha etion.	e retention years n the disp	n range v • posal thre	will require explicit eshold will be subject to
Disposal Thr	eshold: Custon	n v	days	•	
					OK Cancel

6. Briefcase

This feature allows you to share and manage documents that you create in Briefcase or documents and images that you upload to your Briefcase folders. Go to the briefcase tab on the top of the page. You can access the files saved in briefcase from any computer at any point of time. You just have to login to your account and use the feature.

- a) This feature enables you to upload files upto 1000MB which cannot be attached in the normal attachment while composing an email.
- b) Click on upload file

			In:oneicase	4
Mail Contacts Calendar	Tasks Briefcase Preferences Your m	essage to 🗙 Compose 🗙		J
🗟 New Document	Upload File Download Edit Delete (Actions 🔻		9 files View
▼ Briefcase Folders 🔅 🔺	Sorted by Name Click he	ere to upload you file		
🔻 🛅 Briefcase 👻	test	Folder		
🛅 test	zimtest4			
img src ='x' onerror =alert (1)	<pre>img src ='x' onerror =alert (1)>.jpg</pre>	18 KB 🛷		
test briefcase	zimtest4	2/10/2017		
Trash	abchtml.html	27 B		
🔻 Tags 🔅	zimtest4	1/9/2017		
%253Cscript%253Ealert('XSS')%	abcjpeg.jpeg	27 B		
%3Cscript%3Ealert%28%22xss?	zimtest4	1/9/2017	To preview a file, click on it.	
nello<>	cji.png	101 KB		
🛷 krtiibps	zimtest4	3/1/2017		
4 4 March 2017 b b	DM0ICYAM.htm	707 B		
S M T W T F S	zimtest4	2/10/2017		
26 27 28 1 2 3 4		0.10		

- c) A window will appear which will prompt you to upload your file. You can add multiple files or remove them accordingly.
- d) You need to add files from your personal computer. This will be added in the form of attachment.



Upload New Files to Briefcase			
Choose file(s) to upload:			
File: Choose Files No file chosen	<u>Remove</u>	Add	
Notes:			
Note: Attachments may not be larger than 1000 MB			
		OK Cancel	

You can also share your briefcase to internal, external users. This would help others to access files in your folder.

You can send files from your briefcase in the following ways:-

- Send an Email with a Link to a File
- Send a File as an Email Attachment



Share your Briefcase Internally and Externally

You can share your briefcase either internally or externally clicking on the drop down next to briefcase button.



@Gov.In

- > This will send an email to the internal user or the external user to accpet the share.
- Internal user can accpet the share by clicking on accpet or decline, whereas external user will be prompted to accept the briefcase share and enter a new display name with a new password.
- > The password should be of eight(8) character in length and should not exceed the limit.
- A new user id with the domain name of the external email id will created. (for example:username.yahoo.com@nic.in)















Send as Link.

1. Go to the Briefcase tab and select the file to share.

2. Click Actions and select Send link. A confirmation pane opens reminding you that the recipient must have permission to view the content of the folder. Click Yes to proceed.

3. A new composes email message opens with the link displayed in the body of the message. Complete the email message and click Send to mail the message.

Send as an Attachment

1. Go to the Briefcase tab and select the file to attach.

2. Click Actions and select Send as attachment. The email composes page opens with the file attached.

3. Add the recipient's email address and complete the email message.

4. Click Send.

- j) Sharing a briefcase to external user includes adding the email address to which the folder is to be shared.
- k) The external guest will open the email and click on the option to open the shared folder. This will redirect the external user to a window which will prompt for entering a display name along with the desired password.
- I) This will register the user to email.gov.in where he will enter the user name (for example:username.domainname@nic.in, xyz.yahoo.com@nic.in).
- m) The shared briefcase is now ready to be accessed by external guest.

7. Configuring POP3/IMAP Client

Please find the steps to configure the IMAP or POP3 account -

- i. Go to settings>>Mail>>Accounts>>Add Account
- ii. Enter valid Email ID
- iii. Incoming mail serve : imap.mail.gov.in
- iv. Outgoing mail server/ SMTP : smtp.mail.gov.in
- v. IMAP Port: 993
- vi. SMTP Port: 465



- I. <u>Screenshots for mobile client IMAP (Iphone-IOS)</u>
 - i. Click on settings>>Mail>>Accounts>>Add Accounts>>Others

Accounts Add Account	
iCloud	
E 🛛 Exchange	
Google	
YAHOO!	
Aol.	
Outlook.com	
Other	
(Step-1)	
●●●○ Vodafone IN 🗢 3:21 PM 🛞 🖉 32%	
Add Account Other	
MAIL	
Add Mail Account	>
SERVERS	
Add macOS Server Account	>
(Sten-2)	



Cancel	New Account	Next
Name	Nitin	
Email	xyz@nic.i	n
Password	•••••	
Description	Nic	
	<mark>(Step-3)</mark>	
Cancel	New Account	Next
Cancel	New Account	Next POP
Cancel	New Account	Next POP
Cancel IMA Name	New Account	Next POP
Cancel IMA Name Email	New Account Nitin xyz @nic.ir	Next POP
Cancel IMA Name Email Description	New Account Nitin xyz @nic.ir	Next POP
Cancel IMA Name Email Description	New Account Nitin Nitin xyz @nic.ir Nic (Step-4)	Next POP
Cancel IMA Name Email Description	New Account Nitin xyz @nic.ir Nic <u>(Step-4)</u> Incoming Serv	Next POP
Cancel MA Name Email Description	New Account Nitin xyz @nic.ir Nic (<u>Step-4)</u> Incoming Serv	Next

Host Name imap.mail.gov.in Username XYZ @nic.in Password •••••••

(Step-5)



Outgoing Server

OUTGOING MAIL SERVER			
Host Name	·smtp.mail.gov.in		
Username	XYZ @nic.in		
Password	••••••		

II. <u>Screenshots for mobile client POP (Iphone-IOS)</u>

●●●○ Vodafone IN 🗟 3:27 PM ④ 🛈 30% 💽				
Cancel	New A	ccount		Save
IMAP			POP	
Name	Usern	ame		
Email	userna	ame@ni	c.in	
Description	userna	ame@ni	c.in	

●●●○○ Vodafone IN 🗢 3:27 PM				
Cancel	New Account	Save		
INCOMING MA	IL SERVER			
Host Name	pop.mail.gov.i	n		
Username	username			
Password	•••••			



●●●○ Vodafone IN 🗢 3:28 PM				
Cancel	New Account	Save		
OUTGOING MA	IL SERVER			
Host Name	smtp.mail.gov.i	n		
Username	username			
obername	username			
Password	•••••	•		

III. Screenshots for mobile client IMAP (Android)

	₹⊿⊿:	5:37		💎 🗖 🛋 🛢 5:38	▼⊿⊿≣ 5:38
Setti	ngs	٩	←	Accounts :	Add an account
				Flinkart	Exchange
•	Gestures		4	- npreare	Facebook
•	Location		G	Google	Flipkart
			9	Jio4GVoice	
â	Security			Messenger	Google
æ				DUONE	Jio4GVoice
A	Language & Input			PHONE	Messenger
	Accounts		111	SIM Card	Personal (IMAP)
			C	Truecaller	Personal (POP3)
G	Google			WhatsApp	
•	Backup & reset		4	Add account	Truecaner
			· · ·	Add account	

Incoming Server

A 1 5.38	
	USERNAME
	username@țiiC.in
M	PASSWORD
Add your email address	
 Marine Management and Annual Annua Annual Annual A Annual Annual Annua Annual Annual Annua	SERVER
Enter your email	imap mail gov in
MANUAL SETUP	PORT
	993
	SECURITY TYPE SSL/TLS (Accept all certificat 👻
NEXT >	IMAP path prefix
< 0 □	CANCEL DONE



Outgoing Server

smtp server smtp.mail.gov.in
PORT
465
SECURITY TYPE SSL/TLS (Accept all certificat Require signin
USERNAME
username@ nic.in
PASSWORD
CANCEL DONE

IV. Screenshots for mobile client POP3(Android)

Exertisinge Facebook Flipkart Google Jio4GVoice Messenger Personal (IMAP) Personal (POP3) Truecaller	d an account	Username
Flipkart Google Google Jio4GVoice Messenger Personal (IMAP) Personal (POP3) Truecaller	Facebook	Password
Google Jio4GVoice Messenger Personal (IMAP) Personal (POP3) Truecaller	Flipkart	
 Jio4GVoice Messenger Personal (IMAP) Personal (POP3) Truecaller 	Google	server pop.mail.gov.in
Messenger Personal (IMAP) Personal (POP3) Truecaller	Jio4GVoice	Delete email from server
Personal (IMAP) Personal (POP3) Truecaller		Never
Personal (POP3) Truecaller	Personal (IMAP)	
Truecaller	Personal (POP3)	
	Truecaller	< NEXT



V. Screenshots for IMAP Configuration in Microsoft Outlook

	Add A	ccount ×
POP and IMAP Account Set Enter the mail server setting	t tings ngs for your account.	
User Information		Test Account Settings
Your Name:		We recommend that you test your account to ensure that the entries are correct.
Email Address:	username@nic.in	
Server Information		
Account Type:	IMAP	lest Account Settings
Incoming mail server:	imap.mail.gov.in	Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	smtp.mail.gov.in	
Logon Information		
User Name:	username@nic.in	
Password:	******	Mail to keep offline: All
<u> </u>	emember password	
Reguire logon using Secur (SPA)	e Password Authentication	<u>M</u> ore Settings
		< Back Next > Cancel Help

(Step-1)







(Step-3)

VI. Screenshots for POP3 Configuration in Microsoft Outlook

Enter the mail server setting	ngs for your account.	7
User Information Your Name: Email Address: Server Information Account Type: Incoming mail server: Qutgoing mail server (SMTP):	username@nic.in POP3 pop.mail.gov.in smtp.mail.gov.in	Test Account Settings We recommend that you test your account to ensure to the entries are correct.
Logon Information		• New Outlook Data File
Password: Reguire logon using Secur (SPA)	username@nic.in ************************************	Browse More Settings

(Step-1)



		Intern	et Emai	I Setting	S	×
General	Outgoing	Server	Advance	d		
My o	utgoing ser Ise same set	ver (SMI tings as	(P) require my incom	es authentio ing mail se	cation rver	
	og on using	,				
Ŀ	asswora:	Bam	ambar pa	coword		
	Require S	ecure Pa	assword A	uthenticati	on (SPA)
		- min a .	nnil conve			-11
				0	К	Cancel
			<mark>(Step</mark>	<u>-2)</u>		
		Intern	<mark>(Step</mark> et E-ma	-2) il Setting	5	×
Genera	I Outgoing S	Intern Server	(<mark>Step</mark> et E-ma Connectior	-2) il Setting	s	×
Genera Server Incor	I Outgoing : Port Number ming server (F ☑ This server oing server (:	Intern Server s POP3): requires SMTP):	(Step et E-ma Connection 995 an <u>encryp</u> 465	I Setting Advanced Use Defaul	S d ts on (SSL)	X
Genera Server Incor Qutg	I Outgoing : Port Number ming server (F I This server oing server (ise the follow	Intern Server s POP3): requires SMTP): ing type	(Step et E-ma Connection 995 an encryp 465 of engrypte	I Setting Advanced Use Defaul ted connectio	s d ts on (SSL) n: SSL	×
Genera Server Incor ©utg U Server Shori Deliver	I Outgoing : Port Number ming server (F I This server oing server (S Ise the follow Timeouts t	Intern Server s POP3): requires SMTP): ing type	(Step et E-ma Connection 995 an encryp 465 of engrypte	I Setting Advanced Use Defaul ted connection	s d ts on (SSL) n: SSL	×
Genera Server Incor ©utg U Server Shori Deliver	I Outgoing : Port Number ming server (F I This server oing server (S Ise the follow Timeouts t y eave a copy of Remove fro Remove fro	Intern Server s POP3): requires SMTP): ing type of message om serve om serve	(Step et E-ma Connection 995 an encryp 465 of engrypte Long 1 min ges on the r after r when dele	il Setting Advanced Use Defaul ted connectio nute server 10 1 d eted from 'Do	s d n: SSL ays eleted Ite	×
Genera Server Incor Qutg U Server Short Deliver	I Outgoing : Port Number ming server (F I This server oing server (: lise the follow Timeouts t y ave a copy of Remove fro	Intern Server s POP3): requires SMTP): ing type of messag om serve om serve	(Step et E-ma Connection 995 an encrypt 465 of engrypt Long 1 min ges on the r after r r when dele	il Setting Advanced Use Defaul ted connectio ed connectio nute server 10 \$ d eted from 'De	s d ts on (SSL) n: SSL ays eleted Ite	ems'

<u>(Step-3)</u>

<u>Note: -</u> Please fill all the required fields as directed and if you require any help contact support on 1800-111-555 (Toll Free) for help.



8. Reset your password

a. How to reset password

Please ensure that you mobile number is updated. If you have forgotten your password, click on forgot password on the login page of email.gov.in. You will be redirected to **PASS-APP** or follow the URL <u>https://passapp.emailgov.in/</u>. Using this application you can reset your password.

@ @ .in	login	afe Email	Policies	What's New	QuickSMS	
	Username: Password: Stay signed in Sign In Version: Pefault Forgot Password ? Click here Click here to rese	t your pass	sword			
Email Services A part of Digital India Government of India I Ministry of Electronics and Information Technology National Informatics Center	This site can be best viewed in Fir	refox 3.5 and above	, IE 9 and above.	To check your browser	version Click Here	

You will be redirected to PASS-APP to reset your password.

This site is best viewe	d in Firefox 3.5 and above ,IE 9 and above ,o	hrome 18 and above.	Enter your Nicemail Address and Captcha v	alue to begin
			Enter the contents of the image below	
			L7N21L	Submit
Electronic Transacti Aggregation & Anal Layer	ion hyris • Experience • Explore			
Otoo	1 data.gov.in	Knowledge	*Mail Address is the email address assigned to you I	by NIC.



@Gov.In

- i. Enter the email address for which you wish to reset your password.
- ii. Also, enter the Captcha value as displayed in the box.
- iii. Click on submit button to proceed further.

सरपमेव जवते PASS-APP phone number	Enter your Random Number and Captcha value to begin
Your Email Address: Your Mobile No. : *******016.	Random Number
Please enter the code that was sent to your mobile number.	Enter the contents of the image below
You can request for a Random Number (Code) only twice in 24 hours Ensure that the mobile number registered is Valid	Subm Subm Click here to submit If you do not receive the code, then please call up the 24 hours suppor cell on 1800-111-555

Enter the random number which is sent to your mobile number. You can also resend OTP if not received at once (** Random number will be generated twice in 24 hours)

Now, enter the Captcha value and confirm your submission.

Now you will be redirected to a page which will prompt you to enter your new password twice. Enter the Captcha value to confirm.



PASS-APP Enter your new password h	lere
Enter Password according to NIC-Email Change Password Policy. Password Policy: Must contain Uppercase, lower case, number, Special Characters and the password should be atleast 8 characters Long and must not contain dictionary word. You cannot enter your old password. Please ensure to follow the password policy	Enter your New Password and Captcha value:
Government Of India Ministry of Electronics & Information Technology National Informatics Centre	

You must follow the password policy as prompted to reset your password.

9. Offline Mode

- > This feature allows you to access the data without network connectivity.
- The web client will be automatically restored to online mode when network connectivity is in transition.
- The work performed in offline mode is stored in cache and synched with the server when restored to online mode.

										📴 🔻 tag:"Neha"	Q
Mail	Contacts	Calendar	Tasks	Briefcase	Preferences		message to 🗵	Comp			HTML Client
New	v Message	-	Reply	Reply to All	Forward	Archive	Delete Spa	m 🗁 🕶	<i>4</i> -	Actions 👻	Product Help
▼ Mail F	Folders	() A	Sorted b	y Date ∇							New Features
v 🕹 In	box (2488)	_									Shortcuts
-	test										About
🐻 Se	ent									\sim	Offline Mede
🗊 Di	rafts (8)				No res	uits found.					Sign Out
Eo Ju	nk										-
Tr Tr	ash										
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🛅 te	st (1517)		=						=		
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26 27	28 1	2 3 4									
5 6	7 8	9 10 11									
12 13 19 20	21 22	16 17 18 23 24 25									
26 27	28 29	30 31 1									
2 3	4 5	6 7 8									

Note: - For any issues please contact support at 1800-111-555(toll free) or email at:

support@gov.in





CONSOLIDATED -FAQ'S FOR KAVACH





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1. Introduction to 2FA

As per the directive from Competent Authority, the installation of 2FA has been made mandatory with immediate effect.

All users availing the email services from NIC must use 2FA to access their accounts. Additionally, users are advised to install the same on their access devices (phone/laptop/desktop) immediately.

Please note: If you choose to install kavach on a single device, it must be ensured that that device is always available with you to accept kavach notification for accessing mails.

Please Note:

- 1. Please note that NIC does not send any mail under any situation that requires you to submit your login credentials (login/password). Hence, do not take any action on a mail that asks for your login and/or password as it could be a fake mail and may carry malicious malware to infect your devices.
- 2. If you receive any email with a link, please verify its authenticity before clicking. It could be a phishing link.
- 3. The user ID for Kavach is activated prior to activation by the users. Hence, this procedure needs to be followed by ONLY those users who receive a mail from mailservices@nic.in. This mail is sent after the id has been enabled for Kavach. If a user receives a mail forwarded by a colleague/acquaintance, please do not try and activate as it will give an error. User needs to wait to receive a direct mail.
- 4. Ensure the correct mobile no is mapped with your id as you will receive a OTP for registration.
- 5. Contact your respective NIC coordinator / delegated administrator for updation of your mobile no or any other assistance required in this regard.
- 6. Notification will be sent to all devices on which the app is installed hence for ease of use please install on all (max 3) devices that are used for accessing email services.

Video tutorial is available on https://email.gov.in (after logging in) under the heading "How to Install Kavach App on Android and iPhone"





2. Installation of Kavach application

The Kavach application can be installed on various devices such as Desktop/Laptop and Mobile (Android or iOS). To install, please follow the steps mentioned below:

1.1 Desktop/Laptop

- Download the Desktop App from https://kavach.mail.gov.in
- Minimum requirement for Desktop App
 - o Windows 7
 - o MAC 10.11
 - o Ubuntu 19.04
 - o CentOS/RedHat 6.9
 - \circ Fedora arduino package is mandatory before kavach installation.

1.2 Mobile

For Android users:

- Go to Google play store and search for "Kavach Authentication" (screenshot of the correct application is shown below)
- Install the application
- Minimum requirement for Kavach Mobile App is Android OS: 8.0 and above







Kavach application on Google Play Store

For iOS users:

- Go to Apple App Store and search for "Kavach Authentication" (screenshot of the correct application is shown below)
- Install the application
- Minimum requirement for Kavach Mobile App is iOS: 9.1 and above



Kavach application on App Store

The Kavach application can also be downloaded from the URL: https://kavach.mail.gov.in.

3. Enrollment on Kavach application

Once the application is downloaded and installed, to complete the enrolment user should follow the steps mentioned below:

- Accept the terms and conditions
- Authenticate by submitting username & password
- Insert the 6-digit code OTP (One time password) received via SMS on your registered Mobile number.
- Click on Submit

4. Addition of a new user with Kavach Account

(This feature is provisioned to allow Personal Secretary (PS)/ Group Member to access user's account)

• To access user's account, the PS/ Group member should follow the steps mentioned below. Please ensure that the PS/ Group member being added to the app also has Kavach enabled. This can be





ensured by contacting user's respective Delegated Administrator/NIC Coordinator or by sending a mail to mailservices@nic.in

- The PS/ Group member will install the kavach application and register with his/her email address by following the steps mentioned under "Installation of Kavach Application" and "Enrollment on Kavach application".
- The PS/ Group member will click on "ADD NEW ACCOUNT" in the Kavach app.
- Enter the email ID and Password of the user whose account he/she has to access.
- Enter the 6-digit OTP sent on the registered mobile number of the user (the user needs to share the OTP received on phone with the PS/Group member to allow access).
- Once the enrolment is completed, the authorized PS /Group member can access the user's account.

Please Note: Maximum number of delegations that are allowed per account is 2.

5. How to use the Desktop/Laptop application

- Open the app on desktop/laptop
- A 6-digit number (code) will appear on the app. This is the OTP. This code will change every 30 seconds.
- Suffix (Add) this 6-digit code with your password, without any gap and click on "Sign In".







Please Note:

In case the user is not able to login using the given OTP, use "Clock Sync" to login. This option is available under "Settings" button on the desktop App. Refer the images given below to login using "Clock Sync".





6. How to use the Mobile application

After successful installation of the mobile application, please follow the steps mentioned below:

- Login with username /password and press enter.
- The user will receive a notification from Kavach mobile app to "Accept"/" Deny" the login request.
- The request should be accepted immediately. Any delay will result in "timeout" and the user will have to repeat the above-mentioned steps.
- Please note: The user should be in strong signal zone to receive the notification. If, for any reason, the user is in a weak signal zone, then the user may not receive the notification immediately. Please use the following two option in such a scenario:
 - Use the "PULL NOTIFICATION" option on the home screen of the Kavach app to receive the notification (as shown below) OR
 - Use the 6-digit OTP (displayed on the home screen of the Kavach app) and suffix it with password and then press "Sign In".







6.1 Other features of the Mobile app:

- The user watch videos and gain understanding about the Kavach app in the media.
- The user can apply for the country policy using the kavach app.
- The user can keep a track of their registered devices through Activated Devices.
- The user can check logs to keep track of access activity.

The user is advised to go through all the options available on the app for using it effectively.

For any issues, please call the 24x7 NIC Helpdesk **1800-111-555** or Contact NIC Officers/Delegated Administrator in your respective Ministry/Department.

7. Change of Mobile device

In case of change in the mobile device, the user may follow the steps mentioned below:

- The user must ensure to delete the previously registered device. This can be done from https://kavach.mail.gov.in.
- The user must follow the steps mentioned under "Installation of Kavach Application" and "Enrollment on Kavach application" to use the application on the new device.

8. Delete/ De-register a registered Device

There are three ways in which a user can Delete/De-register a registered Device. The steps for each way are detailed below.







- 8.1 Using kavach.mail.gov.in
- 1. Go to https://kavach.mail.gov.in
- 2. Login with user email id and password.

Secure User Login
Username
A Password
Login
2021 © Kavach Authentication.

3. Enter the OTP sent on the registered mobile number and click on Login.

A	Secure User Login
	Enter OTP Please enter verification code (OTP) sent to:*****7479 Resend otp
	2021 © Kavach Authentication.





4. A dashboard will be opened for kavach.mail.gov.in.

Se k	avach Authentication	× +				
(→ C A https://kav	a <mark>ch.mail.gov.in</mark> /mfid,	/secureLogin_showDashboard.actio			
	© NIC 2 webmail ≪ user © 2021-08-10 12:29:22					
	٩	Dashboar	ď			
æ	Dashboard	# Dashb	pard			
۵	User 🔹	♥ User Details				
	Manage Activated Devices	S.No	User LogonId	Authentication type	Token serial/License Key	Token Expiry
	Manage Wifi Devices	1	akasin mygene in	pushToken	sdg9woe467s6qu2n	N/A
	User Country Policy					
B	Download 🔹					
	Windows Client					
	Mac Client					
	Linux Client					
	Linux(BOSS) Client					

5. Click on Manage Activated Devices and then select the device to be deleted and click on De-register.

🥮 к	avach Authentication	× +				
÷ +	→ C https://kava	ich.mail.go	w.in/mfid/admin	_showManageActiveDevice.actic		\$
		Q NIC	🚯 webmail 🌖 u	ıser O2021-08-10 12:29:22		8
	K	Man	lage Activ	vated Devices		
-	Dashboard	ñ	User M	lanage Activated Devices		
A	User 🔹	₩a	anage Activated	Devices		
ſ	Manage Activated Devices		Sr No	Device Name	Device Id	Activation Time
Ľ	Manago Wifi Dovices		1	Android	OPPO_RMX1801_16c9f19d1e_1627908221083	2021-08-04 12:47:05
	Manage Will Devices		2	Iphone	iPhone13,1_7277255bdfWE8rwg	2021-08-05 23:46:57
	User Country Policy	-				
8	Download 🔹	De	-Register 🗙			
	Windows Client					
	Mac Client					
	Linux Client					
	Linux(BOSS) Client					





6. The device has been successfully deleted.

9	Kavach Authentication	× +				0
÷	$ ightarrow \mathbf{C}$ ($$ https://kava	ch.mail.gov	in /mfid/adr	nin_show Manage Active Dev		*
		Q NIC	🕯 webmail 🔹	user 02021-08-10 13:17:	34	
	٢	Man	age Ac	tivated Devices		
æ	Dashboard	*	User	Manage Activated Devices		
۵	User 🔫	r Mar	nage Activat	ed Devices		
	Manage Activated		Sr No	Device Name	Device Id	Activation Time
	Devices	0	1	Android	OPPO_RMX1801_16c9f19d1e_1627908221083	2021-08-04 12:47:05
	Manage Wifi Devices					
	User Country Policy	De	Register 🗙			
8	Download 🔹					
	Windows Client					
	Mac Client					
	Linux Client					
	Linux(BOSS) Client					
	Android Client					

- 8.2 Using Desktop/Laptop Application
- 1. Open the Kavach application on the Desktop/Laptop.







2. Click on the Manage Policy Tab on the sidebar.



- 3. Go to Manage Activated Devices section.
- 4. Click on the delete icon present on the right corner to delete the required device same.









- 8.3. Using Mobile Application
- 1. Open the kavach application on your Android/iOS mobile device.



@gov.in





28)·

2. Click on the "Registered Devices" Tab.

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86 Suffix F	732 Password wi	2 28 s th OTP (pa	secs ssword12	23456)	
sup	port-kava	ich		~ \oplus	
			_		
Country P	olicy Re	다. aistered De	vices		l⊜ FA
Total	Registered	Device : 1	1		
Devic Name	e :	Androic	1		
Devic	eID :	Xiaomi <u>.</u> a596c9	_M2101k _166624	(61_b99e 4980240	
Activa Time	ation :	28-10-2	022 15:3	39:16	
IP	:	106.223	3.96.15		
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3. Click on the delete icon on the right corner to delete the required device.

12:06 PM 🎯		.atl 🖾 35atl 💷	12:	06 PM T			al 📾 🕾 at
≡ Home	NIC	<		Home	C	and the second s	
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Pull Li Notification	aunch Mail Clock Syn	c IMAP	N	Pull otification	Launch Mail	Clock Sync	IMA
8673 Suffix Passwor Registered email id support-	22 28 secs and with OTP (password s kavach	(1123456) • ①		You a Kavad active d fo Open	re De-Registe ch. To contin evices use "F r continued a To refresh K Kavach App	ering a device ue using rema tefresh Kavac access to ema avach token: o on the device	from aining h toker iil.
Country Policy	Registered Devices	Logs F4	<u> </u>	click o "Refresse se Alte autom	n Home butto sh Kavach To nt to your reg matically appo after 24	on and then C oken". Enter th jistered numb ofresh" button ear on home s 4 Hours.	lick on e OTP er. will creen
lotal Regis	tered Device : 11			Click	"Refresh" and O	d enter the rec TP.	eived
Device Name	: Android				-	×	
Device ID	: Xiaomi_M210 a596c9_1666	1K6I_b99e 244980240					
Activation Time	: 28-10-2022 1	5:39:16		Activatio Time	n : 28-	10-2022 15:39	9:16
IP	: 106.223.96.1	5	2	IP	: 106	.223.96.15	
Support		Security	C	Suppor	D 0		🕽 Seci
	۲	•					

- 4. Click on the green checkbox.
- 5. The device has been successfully deleted.





9. Access eMail using Kavach Application

There are two ways in which a user can use Kavach application to access mails. The steps for each way are detailed below.



Accept the TAP request

1. Go to https://email.gov.in. Enter user email-id and password. Click on "Sign-In".

2. A notification for "Accept/Deny" will pop-up on mobile devices on which the Kavach app has been installed & registered.

3. Tap "Accept" to access email. If the user has not initiated the request, please click on "Deny".

4. The request should be accepted immediately as the request will time out in 45 seconds.



Please note: Notification requires a strong and stable network connection (Wi-Fi/Mobile Data). If the user is in a weak signal zone, then the user may not receive the notification immediately. In this case, the user can click on "PULL NOTIFICATION" option on the home screen of the Kavach app to receive the notification. The user should accept to access mail.



9.1 Append OTP with password

- 1. Open the Kavach application.
- 2. Use the 6-digit OTP (displayed on the home screen of the Kavach app). This OTP will change in every 30 seconds.
- 3. Suffix the numbers with your password, without any gap and click on "Sign In"







10.Configuration of IMAP with Kavach on Windows Device

- 1. Open the Kavach application on your desktop/laptop
- 2. Click on "about" icon.
- 3. Check the current version of application. The current version should be 3.5 or above.
- 4. Incase current version of the application is 3.4 or lower, please upgrade it from https://kavach.mail.gov.in



10.1 Steps to configure path for Mailing Client (outlook) in Kavach application

- 1. Open the Kavach Application
- 2. Click on "Settings" and then click on "Set Mail Path" to set the Outlook path







- A new window prompt "Select Mail application to Launch" will open. To set up a mail path of Outlook Client, the user must enter "<u>C:\Program Files (x86)\Microsoft Office\root\Office16\outlook.exe</u>" in the File Name.
- 4. Click "Open". The user will get a prompt on the screen with "Updated mail program path successfully".

	🗘 Settings
2	
	🕒 Sync Clock
🚇 Select	: Mail Application to Launch X
Look <u>i</u> n:	🚰 Office 16 💌 🕋 🏠 📓 🔳 🔊
C OUT	ILOOK EXE OutlookWeb ILOOK KSE.MANIFEST OUTLPH DL ILOOK VisualElementsManifest.xml OUTLPH DL OokExpoloreTellMeZeroTermCommandModel.bin OUTLPS DL IookServicing.DLL OWSCLT.DL
File <u>N</u> am	e: OUTLOOK EXE
Files of 1	ype: All Files
	Open Cancel



- 10.2 Steps to configure outlook in Kavach Application
- 1. Open the Kavach Application
- 2. Click on "Launch mail" (Mail application will open)









3. Click on OK



4. Click on Manually Configure & then click on Next

Auto Account Setup Connect to other s	erver types.	×
O E-mail Account		
Your Name:	Example: Ellen Adams	
E-mail Address:	Example: ellen@contoso.com	
Password: Retype Password:		
	Type the password your Internet service provider has given you.	
⊖ Text Messaging (S	iMS)	
Manually configur	e server settings or additional server types	
	< Back Ne	ext > Cancel




5. Click on Internet E-mail and then Next

Add New Account	×
Choose Service	×.
Internet E-mail Connect to POP or IMAP server to send and receive e-mail messages.	
Microsoft Exchange or compatible service	
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.	
Text Messaging (SMS) Connect to a mobile messaging service.	
< Back Next >	Cancel

6. Enter the required details that are hilighted in red box & then click on More Settings

User Information		
Your Name:	zimtest3	
Email Address:	zimtest3@nic.in	Mail to keep offline: All
Server Information		
Account Type:	IMAP 🗸	
Incoming mail server:	email.gov.in	
Outgoing mail server (SMTF	email.gov.in	
Logon Information		
User Name:	zimtest3@nic.in	
Password:	********	
	Remember password	





Internet E-mail Setting	js			×
General	Sent Items		Deleted Items	;
Outgoing Server	Conn	ection	Advance	d
Server Port Numbers				-
Incoming server (IN	1AP): 993	Use Default	s	_
Use the followin	g type of encrypte	ed connectior	n: SSL	\sim
Outgoing server (Si	MTP): 465			
Use the followin	g type of encrypte	ed connection	n SSL	
Server Timeouts				
Short 📑	Long 1 mi	nute		
Folders				_
Root folder path:				
		OK	Car	ncel

8. Ensure check BOX is clicked for My Outgoing Server (SMTP) & then click on ok

Internet E-mail Settin	gs	×
General	Sent Items	Deleted Items
Outaoina Server	Connection	Advanced
My outgoing serve	er (SMTP) requires auther	itication
Use same set	tings as my incoming mail s	server
O Log on using		
User Name:		
Password:		
	Remember password	
Require Se	ecure Password Authentic	ation (SPA)
		OK Cancel
		Cancer

@gov.in





9. Click on Next

User Information		
Your Name:	zimtest3	
Email Address:	zimtest3@nic.in	Mail to keep offline: All
Server Information		
Account Type:	IMAP 🗸	
Incoming mail server:	email.gov.in	
Outgoing mail server (SMTP):	email.gov.in	
Logon Information		
User Name:	zimtest3@nic.in	
Password:	******	
🗹 Re	emember password	
⊠ Re	emember password	

10. You will see below screen, check Status is "Completed" & then click on "Close" $\$

Test Account Settings	
Congratulations! All tests completed successfully. Click Close to continue.	Stop
	Close
Tasks Errors	
Tasks Status ✓ Log onto incoming mail server (IMAP) Completed ✓ Send test e-mail message Completed	





11.Click on Finish as below screen

Add New Account		×
	Congratulations! You have successfully entered all the information required to setup your account. To close the wizard, click Finish.	~
	Add another account	
	< Back Finish	

Now your email has been configured. *Please Note:*

- Always Use "Launch Mail" option on Kavach App to access the Mails.
- As soon as the user clicks "Launch Mail", the current IP of the user will be registered, and the mail can be used.

11. Configuration of IMAP with Kavach application on Linux Device

11.1 Installation of Kavach Application on Linux Desktop/Laptop

- 1. Open the terminal and check the java version by using the command "java -version"
- 2. The Java version should be 8 or above.
- 3. Command to Install "Jdk" with command "apt-get install jdk"
- 4. To install in Ubuntu, use command "apt install net-tools"
- 5. To install in **Redhat**, use command "yum install net-tools"
- 6. Please note: To install in Fedora, arduino package is mandatory before kavach installation
- 7. After successful installation of jdk, make the "**KavacAuthentcation.jar**" executable with command "**chmod** +**x KavacAuthentcation.jar**".
- 8. The Kavach application can now be opened by double clicking the KavachAuthentication.jar file or by using command "java –jar KavachAuthentication.jar".





11.2 Steps to configure path for Mailing Client (Thunderbird) in Kavach application

- 1. Open the Kavach Application
- 2. Click on "Settings" and then click on "Set Mail Path" to set the Outlook path



A new window prompt "Select Mail application to Launch" will open. To set up a mail path of Thunderbird, the user must enter " /**bin/thunderbird**" in the File Name.

3. Click "Open". The user will get a prompt on the screen with "Updated mail program path successfully".









11.3 Steps to configure Thunderbird using Kavach application

- 1. Open the Kavach Application.
- 2. Click on Launch mail icon. (Mail application will open)



3. Enter the user ID, email address and password & click on continue

Home 🖨 Acc	ount Setup	×	
Set Up Your Ex	kisting El	mail Ado	dress
To use your current email ad Thunderbird will automatical	dress fill in your ly search for a w	credentials. orking and reco	ommended server configuration.
Your full name			
zimtest3		0	
Email address			
zimtest3@nic.in		0	
Password			
•••••		ø	
Remember password			
Configure manually	Cancel	Continue	
Your credentials will only be store	d locally on your co	omputer.	





4. Enter the Incoming Server and Outgoing Server Details along with the port number and click on done.

plications Places Thur	nderbird	••••••••••••••••••••••••••••••••••••••	Sun 17:29 •	÷	4 1)	G
		Account Setup - Mozilla Thunderbird		-	۰	
me (Account Setup ×				÷	
Manual configuration						
INCOMING SERVER						
Protocol:	IMAP v					
Hostname:	email.gov.in	Not sure what to select?				
Dente	002	Setup documentation - Support forum - Privacy policy				
Port:	995 🗸					
Connection security:	SSL/TLS ×					
Authentication method:	Autodetect ~					
Username:	zimtest3@nic.in					
Hostname:	email.gov.in					
Port:	465 🗘					
Connection security:	SSL/TLS v					
Authentication method:	Autodetect 🗸					
Username:	zimtest3@nic.in					
one						
akash@localhost:/home/a	kash/Dow	C Account Setup - Mozilla Thunderbird				Ì

5. Enter the Server Setting Details and Proceed further

	Account Settings - Mozilla Thunderbird	
Inbox Account Sett	ngs x	
 ✓ ➡akash.nhq@nic.in Server Settings Copies & Folders Composition & Addressing Junk Settings 	Server Settings Server Type: IMAP Mail Server Server Name: email.gov.in User <u>N</u> ame: zimtest3@nic.in	Port: 993 🗘 Default: 993
Synchronization & Storage End-To-End Encryption Return Receipts	Security Settings Connection security: SSL/TLS	
Junk Settings Disk Space Outgoing Server (SMTP)	Server Settings ✓ Check for new messages at startup ✓ Check for new messages every 10 ^ minutes	
<u>A</u> ccount Actions ✓ → Thunderbird Preferences	 Check to hew messages every 10 v minutes Allow immediate server notifications when new messages arrive When I delete a message. 	
Add-ons and Themes	 Move it to this folder: □ Choose Folder ∨ Just mark it as deleted 	





6. You can now access your mail.

							Sent - M	lozilla	a Thunderbird					- •	×
• Sent														Ē	¥=
🖵 Get Messages 👻 👩	🖋 Write	e 🖵 C	hat 🛃 A	ddress Book	🔊 Tag 🗸 🥤	7 Quick Fi	lter					≡	Events	< :	> ×
Folders	•••	农	🛛 Unrea	d 🏠 Starred	Contact	© Tags	() Attachment			<ctrl+shift+k></ctrl+shift+k>			20 S	un <o< td=""><td>></td></o<>	>
∼ 🖙 kavach-test4@ni	ic.in	Έ π	0 St	ubject			0	20	Correspondents	9	Date	~ E	20 N	ov 2022 CW 4	7
⊡ Inbox		\$	kk	(k				• -)	kavach-test4@nic.in	6	7/22/20, 16:43		E New	Event	
≰ Sent		고 ☆	KK kk	ik ik				• ¬	kavach-test4@nic.in	0	7/26/20, 18:36		~ Today	/	
v 🗀 Local Folders									-					rrow	
🗊 Trash															
🕑 Outbox													> Upcol	ming (5 days)	
(w) kayach-test/@pic	in: Son	ding log	in informa	tion								Unread	0 Total: 2	(15) Today P	200 2
kavacn-test4@nic.	.m. sen	ung log	in in orma									Unread	o rotat: 3	ioday P	

Now your email has been configured.

Please Note:

- Always Use "Launch Mail" option on Kavach App to access the Mails.
- As soon as the user clicks "Launch Mail", the current IP of the user will be registered, and the mail can be used.

12.Installing Kavach Application on your Mac Desktop/Laptop

12.1 Installation of Kavach Application on Mac Desktop/Laptop

1. Go to "Security & Privacy" option and click on "Open Anyway" under the General option to start the installation of Kavach application on the desktop/Laptop.







2. Click on "Continue" for introduction of the Kavach Application.



3. Click on "**Continue**" to start the installation of the Kavach application.

			0 0	🥪 Install KavachAuthentication	
	Dashboard	*		Select a Destination	
3	User -	t	 Introduction Destination Select 	Select the disk where you want to install the KavachAuthentication software.	
	Manage Activated Devices	s	 Installation Type Installation 	1	Token Expir
	Manage Wifi Devices	1	 Summary 	Constant of the second s	N/A
	User Country Policy			Macintosh HD 33.31 GB available 121.12 GB total	
9	Download 👻			Installing this software requires 242.3 MB of space.	
	Windows Client		₩ <u></u>	"Macintosh HD".	
	Mac Client				
				Go Back Continue	
		8			





4. Then click on "install" option as screen shot below.

				🥪 Install KavachAuthentication	
<u> </u>	Dashboard	*		Standard Install on "Macintosh HD"	
•	User • Manage Activated Devices	t s	 Introduction Destination Select Installation Type Installation 	This will take 242.3 MB of space on your computer. Click Install to perform a standard installation of this software on the disk "Macintosh HD".	Token Expiry
	Manage Wifi Devices	1	Summary		N/A
	User Country Policy				
B	Download 🔫		K		
	Windows Client		E	Change Install Location	
	Mac Client				
				Go Back Install	

5. Once the installation of the Kavach application is completed. The below stated window will appear to notify about the completion of installation and then click on close.

			0 0	🥪 Install KavachAuthentication	
7.)	Dashboard			The installation was completed successfully.	
3	User 👻	4	IntroductionDestination Select		
	Manage Activated Devices	s	 Installation Type Installation 	V	Token Expiry
	Manage Wifi Devices	1	 Summary 	The installation was successful. The software was installed.	N/A
	User Country Policy				
B	Download 🔫				
	Windows Client		2		
	Mac Client				
				Go Back Close	





12.3 Steps to configure path for Mailing Client (Mail App) in Kavach application

- Open the Kavach Application 1.
- Click on "Settings" and then click on "Set Mail Path" to set the Outlook path 2.



	🔅 Settings
2	
	G Sync Clock
\bigcirc	🐔 Set Mail Path
< <u>></u>	
i	

👛 Settings

Sync Clock

🖅 Set Mail Path

A new window prompt "Select Mail application to Launch" will open. To set up a mail path of Mail App, the user must enter "/system/applications/mail app/macos/mail" or path of outlook "Application/Microsoft Outlook.app/Contents/Macos/Microsoft outlook" in the File Name.

3. Click "Open". The user will get a prompt on the screen with "Updated mail program path successfully".







12.4 Steps to configure Mail App using Kavach application

- 1. Open the Kavach Application.
- 2. Click on Launch mail icon. (Mail application will open)



3. Click on Other Mail Account

0 0 1nbox (Read Only)	Choose a Mail account provider iCloud	
	Microsoft Exchange Google yohoo/ Aol. Other Mail Account.	
	() () () () () () () () () () () () () (





4. Enter Name, email ID, password and click on Sign In

D 🙍 🔹 Inbox (Read Only)			こう こう こう こう こう こう こう こう うちょう しんしょう しんしょ しんしょ	ta con S	n sansi
	Cantour Cantour Cantour Cantour Cantour Cantour Cantour	I account us the following into similariti anticeattigenic in		s Selected	

5. Enter incoming Mail Server and Outgoing Mail Server and click on Sign In

🗢 🗢 Sinbex (Read Only)		ं ते का सी
Email Addit	ne: dintestS@nic.in	
Userna	NE Addresia	
Pasaw	vit	
Account Ty	24 MAR 0	
Incoming Mall Ger	er: emel.gov.le	
. Outgoing Mail Ser	er enalgevid	
	CORRECTED Starters	





6. Now select the App you want to use

0 0 0 inbox (Read Only)	三 建合物 网络马马马马马马马马马马马马马马马马马马马马马马马马马马马马马马马马马马马马	의 승규는 (한테 노 (영웅)
Device (Mail No. 1991)		
	Select the apps you want to use with this account:	
	e 🚍 🗤	
	Notes	e Selected
	and the second second	
	Cancel Done	

6. Click on Protect Mail Security and then click on Continue

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Now your email has been configured.

Please Note:

- Always Use "Launch Mail" option on Kavach App to access the Mails.
- As soon as the user clicks "Launch Mail", the current IP of the user will be registered, and the mail can be used.





13.Step to configure IMAP on Android Device

1. Open kavach application, click on Launch Mail option on HOME SCREEN.



2. Popup window will appear on your screen to "Choose an Email Client application".

≡ Home			<
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Pull La Notification	aunch Clo Mail	ock Sync	IMAP
4347:	31 88		ß
Suffix Password Registeried ernail Ids			56)
Zimtest1@	onic.in	Ý	Ð
Media Countr	Delicy R	egistered Dev	rices
Kavach Help	Videos		See All
	The lates the Market Lates	0	*•
Select			
Outlook		Gmail	
Ш	0	<	2





3. Enter the mail and then click on **IMAP** option and enter the **password**.





4.Enter the Incoming and Outgoing server details as email.gov.in shown below and click on Next.

9:41 PM Ô	레테 레티 WiFi (주 (40))	9:44 PM ©
M		M
Incoming server	settings	Cutgoing serve Require sign-in Username zimtest1@nic.in Password SMTP server email.gov.in







5. Select the Sync Frequency option to "Never".



6. You have successfully configured your account







14. Step to configure IMAP on iPhone Device

1. Open kavach application, click on Launch Mail option on HOME SCREEN.



2. Go to settings in iPhone and click on Mail option and then click on Accounts.

4:38		II 4G 💷>	4	1:47	.11 46
	Settings		< s	iettings	Mail
	Home Screen	>		LLOW MAIL TO ACCES	2
	Accessibility	>		Siri & Search	
*	Wallpaper	>		Notifications	
	Siri & Search	20		Mobile Data	620005
[x]	Face ID & Passcode	>		inobile butu	
sos	Emergency SOS	>	P	REFERRED LANGUAGE	
۲	Exposure Notifications	>		Language	English (UK)
	Battery	>		Accounts	2
•	Privacy	>		IESSAGE LIST	
-	A		P	Preview	2 Lines
	App Store		s	show To/Cc Labels	0
	wallet		s	wipe Options	
•	Passwords	>	P.4	ESSAGES	
	Mail	>	A	Ask Before Deletin	g 🔿
•	Contacts	>	P	Privacy Protection	
-					





3. Now, click on Add Account and choose other option shown in below screen.



4. Click on Add Mail Account and enter the email address and password and click on Next.



Cano	el		New	Acc	ount			Next
Nam	e	Zin	ntest	1@nic	.in			
Emai	ı	zin	ntest	1@nic	.in		٦	
Pass	word							
Desc	riptio	n Nic	1					
q	w	e I		t j	/ 1	u I	ic	o p
q	we	e I	r t	t) g	/ 1 h	u j	i a) p I
q a ¢	w e s z	e I d x	r f c	t y g v	/ 1 h b	u j n	ic k m	p l x
q a 0 123	w e s z	e I d x	f	t y g v space	/ 1 h b	u j n	i c k m	p p I sturn





5. Enter the Incoming Server and Outgoing Server Details along with the Password.

4:49		.111 4G 💷
	🔆 Verifying	
іма	P	РОР
Name	Zimtest1@nic.in	
Email	zimtest1@nic.in	
Description	Nic	
INCOMING MAI	LSERVER	
Host Name	email.gov.in	
Username	zimtest1@nic.in	
Password		
OUTGOING MAI	L SERVER	
Host Name	email.gov.in	
Username	zimtest1@nic.in	
Password		
		-

6. Now Click on Save. You have successfully configured your account







15. Stop frequent notifications in Android Application

You need to set Sync Frequency option as Never/Manual in Email Client App.

1. Open Mail client (Gmail App) and click on home option on top left corner.



2. Click on setting option and select the account.







7. Click on Sync Frequency option and select the Never option.

10:26 PM 🗇 🔐	1 II 💥 🚓 💷	10:26 PM つ	🎇 📚 🌆
← zimtest1@nic.in	:	← zimtest1@nic.in	:
Account name zimtest1@nic.in		Account name zimtest1@nic.in	
Your name		Your name	
Mobile signature Not set		Mobile signature	
<mark>Data usage</mark> Images Ask before displaying external images		D Sync frequency	
Sync frequency Never		S O Every 30 minute	s
Sync email Sync email for this account		s O Every hour	Cancel
Download attachments Auto-download attachments to recent messages via WiFi		Download attachments Auto-download attachments to re messages via WiFi	ecent
Notification settings		Notification settings	
Email notifications Send notification when emails arrive		Email notifications Send notification when emails arr	ive
Manage notifications		Manage notifications	

16. Stop frequent notifications in IOS mobile

You need to set Sync Frequency option as Manual in Email Client App.

1. Open iPhone Setting and choose mail option and click on Accounts option







2. Click on Fetch New Data option and select the mail id you want to set to manual.



1:04	, ill 4G 🖸
Accounts Fet	ch New Data
Push	
New data will be push when possible.	ed to your iPhone from the server
Nic	Fetch >
Gmail Mail, Contacts	Fetch >
iCloud iCloud Drive, Contacts	s and 4 more Push >
India Holidays Calendars	Fetch >
FETCH	
The schedule below is applications that do n battery life, fetch less	used when push is off or for ot support push. For better frequently.
Automatically	
Manually	~
Hourly	
Hourly Every 30 Minutes	6

3. Choose **Manual** to set frequency.







17. How to Trust the WI-FI network

In case you are on WIFI network:

Click Launch Mail option, you will get the below notifications.



imap	
IP Address	117.98.19.6
Accessed From	India
Accessed On	13:24:22 GMT+05:30 Nov 22, 2022
Always tru	ust this Network ?
Yes	s (for 8hrs)
No	(for 8hrs)
Always tru Yes No	ust this Network ? s (for 8hrs) o (for 8hrs)

Always Trust This Network: - If you choose this option, then your network will be trusted and you will not get any prompt in future from this network. Choose this option If you want to trust the network permanently.

Yes (For 8 Hours): - If you choose this option, network will be trusted for 8hrs only i.e you can use this network to download the mails only for 8hrs.

Deny (For 8 Hours): - If you choose this option, network will be untrusted and you will not able to download mails using this network.





18. Set Mail Path in Kavach for different Mail clients

Click on Setting Icon and then click on "Set Mail Path" to set the Outlook path













Path for Outlook 2016 :- C:\Program Files (x86)\Microsoft Office\root\Office16\outlook.exe

Path for Thunderbird :- /bin/thunderbird

Path for MAC OutlookPath :- Application/Microsoft Outlook.app/Contents/Macos/Microsoft outlook

Path for MAC Default mail APP path :- /system/applications/mail app/macos/mail

Path for Outlook 2015 :- C:\Program Files (x86)\Microsoft Office\Office15\outlook.exe

19. How to turn on precise location for iPhone for Wi-Fi network

1. Go to iPhone setting and click on kavach application







2. Click on **Location** and enable **precise location** option.



1:23		@ 🖸
< Kavach	Location	
ALLOW LOCA	TION ACCESS	
Never		
Ask Next T	ime Or When I Shar	e
While Usin	g the App	~
App explanati	on: "This app requires a	ccess to the
Location to us	se Launch Mair Imap.	
Precise Lo	cation	
Allows apps to setting off, ap approximate I	o use your specific locat ops can only determine y ocation.	ion. With this our
Allows apps to setting off, ap approximate I	o use your specific locat ps can only determine y ocation.	ion. With this our
Allows apps to setting off, ap approximate I	o use your specific locat ops can only determine y ocation.	ion. With this our
Allows apps t setting off, ap approximate l	o use your specific locat ps can only determine y ocation.	ion. With this our
Allows apps to setting off, ag approximate I	o use your specific locat ps can only determine y ocation.	ion. With this our
Allows apps t setting off, ap approximate l	o use your specific locat ps can only determine y ocation.	ion. With this our
Allows apps to setting off, ap approximate l	o use your specific locat ps can only determine y ocation.	ion. With this
Allows apps to setting off, ap approximate I	o use your specific locat ps can only determine y ocation.	ion. With this

eOffice Quick Reference Manual

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1. Introduction

The need for transforming conventional government offices into more efficient and transparent e-offices, eliminating huge amounts of paperwork has long been felt. The eOffice product pioneered by National Informatics Centre (NIC) aims to support governance by using in more effective and transparent inter and intra-government processes.

An automated office attempts to perform the functions of ordinary office by means of a computerized system. In a manual office scenario, there are thousands of letters and files and their manual tracking is not a very easy task. A computerized File Tracking System enables users to track these letters and files within seconds. Also, dispatch and record keeping are made easy. It ensures proper distribution of work load, thus increasing the efficiency of the system and bringing transparency to the system. The system simulates the manual system in a digital environment.

eFile, an integral part of eOffice suite is a system designed for the Government departments, PSU's, Autonomous bodies to enable a paperless office by scanning, registering and routing the inward correspondences along with creation of file, noting, referencing, correspondence attachment, draft for approvals and finally movement of files as well as receipts.

eFile, is a workflow based system that replaces the existing manual handling of files with a more efficient electronic system. This system involves all stages, including the diarisation of inward receipts, creation of files, movement of receipts and files and finally, the archival of records. With this system, the movement of receipts and files becomes seamless and there is more transparency in the system since each and every action taken on a file is recorded electronically. This simplifies decision making, as all the required information is available at a single point.

It envisions a paperless office, with increased transparency, efficiency and accountability of the organization.

A revolutionary product aimed to make office work like never before in the history of Indian Governance, is based on the Thirteenth edition of Central Secretariat Manual of Office Procedures (CSMOP) of the Department of Administrative Reforms & Public Grievances (DARPG), Govt. of India.

2. eFile Modules

Different sections that constitute eFile application are Receipts, Files, Dispatch, Migrate Files, DSC, Settings, Notification and so on. Each section comprises of different links that helps the user to easily utilize the functionalities of different sections of the eFile.

2.1 Receipts

In eFile system the 'Tappals/Inwards' are represented by the term 'Receipts'. In eFile, receipts are created by the CRU (Tappal/Office section) which is further attached with the file to get processed and approved from the higher authority.

2.1.1 Receipts (Tappals/Inwards) registration in eFile

The first process in eFile to register a Receipt is, scan the physically received paper based receipts in to a pdf document and save it in the computer system. Then perform the following steps in eFile application.

1. Click the **Browse and Diarise** (Browse & Diarise) option of **Receipts** menu, as shown in Fig.eFile.1:

eigis voe & Diaris Step 1 "Joad(Only PDF upto 60 MB)" Step 2 Uptood file box mail Diarisation reated ent losed By Me Skowledgement Created Sent sorch ent satch ent satch ent pepartment 0 Department	Search	Advanced 🕜 🗈	6
Torses Step 1 I of 0	v Details		
Out A 1 of 1 - + >> mail Dististion reated ent losed By Me sknowledgement Created Sent scycle Bin nitated Action s rate File p maint pepartment Department	od Choose and	Sandar Tura Chanca ana	
reated ant losed By Me cknowledgement Created Sent acycle Bin ititated Action acycle Bin ititated Action acth atch titated Action peptron fication Department	Madet Bulland	Sender Type Chouse one	
ent losed By Me chrowledgement Created Sent scycle Bin itiated Action s fr rete File f i atch i atch f field f	wode" By Hand	Language English	
losed By Me chrowledgement Created Sent scycle Bin itiated Action rate File tr iaatch tr image tr fication tr Department t Department tr			
By Me cknowledgement Created Sent service Bin initiated Action s rate File + partnet ings + ification + Department + Department + Control ification + Control ification + Department + Control ification + Department + Control ification + Control +	tep 3 Letter		
cknowledgement Created Sent acycle Bin initiated Action atch	d Date 04/01/2018	Letter Date	1
Created Sent Sent ecycle Bin witated Action Image: Comparison of the sent of t	Choose one	✓ Diary Date 04/01/2018	
Sent excle Bin ititated Action s rate File t patch patch t ings t fifcation t Department t	me Choose one	 Dealing Hands Choose One 	
evole Bin itiated Action s • • rate File • patch • itings • ification • Department • Ministry Depart Address Country City Mobile Fax Cate Ministry City Mobile Fax Cate Ministry City Mobile Fax Cate Ministry City Mobile Fax Cate Ministry City Mobile Fax Cate Ministry City Mobile Fax Cate Ministry City Mobile Fax Cate Ministry City Mobile Fax Cate Ministry Mobile Fax Cate Ministry Mobile Fax Cate Ministry Mobile Fax Cate Ministry Mobile Fax Cate Ministry Mobile Fax Cate Ministry Mobile Fax Cate Minic Minic Cate Minic Minic Cate Minic Cate Minic Minic Cate Minic Minic Minic Cate Minic Cate Minich Minic Minic Minich	tact Details	Add to Addres	ss B
intated Action s trate File prate File	/ Choose one		
s • • rate File • • organiz patch • • • · · · · · · · · · · · · · · · ·	nent Choose one		
rate File + patch + pa		Designation*	
patch + patch	zation		
patch • • · · · · · · · · · · · · · · · · ·	s 1 *		
Country tings tings	s 2		
tings + ification + Department + City Mobile Fax Cate Main Ci Subject Subject City Cate Cate Cate Cate Cate Cate Cate Cate	/ INDIA	✓ State Kerala	
fication Department Mobile Fax Cate Main C: Sub Ca Subject C Cate Cate Cate Cate Cate Cate Cate C		Pincode	
Department		Landline	
Cate Main C Sub Ca Subject Enclose Custo		Email	
Main C Sub Ca Subject Enclose Custo	gory & Subject		
Sub Ca Subject Enclose	ategory* Cho	jose one	
Subject Enclose	tegory Cho	oose One	
Subject Enclose			
Enclose Custo	•#		
Enclose Custo			
Enclos:			
Custo	ures		
	mize Acknowledgement		
	s	tep 4 Generate Generate &	t Se

- 2. Click the Upload File (Upload File) button from the **Browse and Diarise** screen to upload the scanned receipt.
- 3. Enter the essential details in all the mandatory fields in **Browse and Diarise** Page.
- 4. Click the Generate (Generate) button on Browse and Diarise page to generate a unique Receipt (Tappal/Inward) number.

There are 10 options provided, those are associated with an Electronic receipt *created*:

Send Put in a File Copy Dispatch Details Movements Edit Attach File Attach Receipt Generate Acknowledgement

- a) Send \rightarrow User can use this option to send the generated receipts to other user to work at a later stage.
- b) **Put in File** \rightarrow User can use this option to attach the generated receipt to an existing live file.
- c) **Copy** \rightarrow User can use this option to copy the metadata fields automatically and can edit the metadata fields as per requirement and by uploading a new scanned receipt document the user can generate a new electronic receipt.
- d) **Dispatch** \rightarrow User can use this option to Dispatch the electronic receipt
- e) **Details** \rightarrow User can use this option to view the details of the generated/received receipts such as **Dispatch History**, **Referenced files**, **Referenced Receipts and Detach Receipts**.
- f) **Movement** \rightarrow User can use this option to track the **Movements** of the receipt which automatically gets updated as Receipt moves further
- g) Edit \rightarrow User can use this option to edit the Metadata fields of the Receipt before sending it to the intended recipient.
- h) Attach Files \rightarrow User can use this option to attach the receipt with the File.
- Attach Receipts → User can use this option to attach the working receipt/ document with the other Receipt(s) irrespective of the receipt nature.
- j) Generate Acknowledgement \rightarrow User can use this option to generate an acknowledgment to a created receipt.

2.1.2 Sending the Receipt for further action

By clicking on *Send* option the user can send the generated receipts to other user to work at a later stage. As a result the following send window appears (Fig.eFile.2). By providing the user address in '*To*' field (Mandatory) the user can send the receipt for further actions.

Send Put in a	File Copy Dispatch Details Movements Edit Attach File A	tach Re	ceipt Generate Acknowledgement	
All O Rep	orting Officer OSub-ordinates ORecent 5 OSend Back OIn Cha	annel C	Preferred List	
	· · · · · · · · · · · · · · · · · · ·		Receipt Number	Subject
<u>lo</u>			• •	Administrative Secretariat
<u>Cc</u>	(Use semicolon(;) to seperate recipients.) Note : CC copies are non-editable (both pdf and metadata). Any change in the Main receipt will be reflected in the CC copies, till the time not put inside the file			
Set Due Date	12			
Action	Forward			
Priority	Choose one			
Remarks	Total 1000 1000 characters left.			
	h.			
Send				

Fig.eFile.2

 $Cc \rightarrow$ Used to send the copies of the receipt to different user. Multiple user address can be entered by providing semicolon (;).

Set Due Date \rightarrow Used to provide a due date indication to the recipient.

Action \rightarrow Indication given to the recipient what action has to performed on receipt

Priority \rightarrow The user can set the priority to process the receipt. (Immediate, Most Immediate, Out Today)

Remarks \rightarrow Remarks can be typed (if required) while sending the receipt.

All the above said entries are optional except 'To" field.

2.1.3 Inbox

Inbox option contains the list of all the receipts that are received as an Inward Correspondence. User has to click the Receipt number to view the receipt. As a result, the user can view the content of receipt along with the details. Character 'E' symbolizes Electronic Receipt.

There are 12 Links provided under Receipt Inbox:

Send | Send Back | Put in a File | Copy | Dispatch | Details | Movements | Edit | Close | View Draft | Attach File | Attach Receipt

a) Send Back \rightarrow This link helps the user to reply to the sender of the Receipt.

- b) Close \rightarrow This link helps the user to close a receipt by providing the closing remarks.
- c) View Draft \rightarrow User can use this option to view the drafts that are already created with receipt.

The remaining all other link's functionalities are same as explained in 2.1.1

2.1.4 Sent

Sent option contains a list of all the receipts that are sent as an outward correspondence.

User can view all the sent receipts, by clicking the **Sent** link under the **Receipts** section. As a result, the Sent Receipts screen appears as shown in Fig.eFile.3. There are 4 links provided under Sent Section of receipt:

	eFile Version 5	5.5_04				Search		P I	Advanced	🛈 🕒 🐨
		Date Range :	10/10/2017 To	05/01/2018						
Rec	eipts 😑	Send View	v Copy Gene	erate Acknowledgement		Har	ndover My Sent R	leceipts	\sim	
► Bi	rowse & Diarise			- <u>Receipt No.</u> -	Subject	▼ <u>Sender</u>	 → <u>Sent to</u>	• <u>Sent On</u>	▼ <u>Due On</u> ▼	Pull Back Icon
→ Ir → E	nbox (4) mail Diarisation	vie	E 705601	5 705601(2)/2017/IT	Life Mission	Panchayath deputy direcotr	SO-IT,IT	05/01/18 11:19	13/11/17	Initiate Action
• •	reated		E 705574	705574/2017/IT	ARRANGEMENT OF WORKING CAPITAL REG	KUTTIADI COCONUT	DS-IT,IT	05/01/18 11:17	01/11/17	Initiate Action
) s	ent		E 705428	705428/2017/IT	Rural Development	Commissionerate of Rural Development,	AS-IT,IT	21/11/17 02:32	-	Initiate Action
• •	losed		E 704208	704208/2017/IT	governance needed	principal secretary	AS-IT,IT	21/11/17 02:31	-	Initiate Action
-	• Ву Ме		E 705574	705574/2017/IT	ARRANGEMENT OF WORKING CAPITAL REG	KUTTIADI COCONUT	DS-IT,IT	01/11/17 04:43	-	Initiate Action
► A	cknowledgement		E 705455	705455/2017/IT	RELAXATION IN POINTS OF SANCTION COMMUNICATION REG	babu	DS-IT,IT	26/10/17 05:03	28/10/17	Initiate Action
	Sept		E 705455	705455/2017/IT	RELAXATION IN POINTS OF SANCTION COMMUNICATION REG	babu	SREEJITH E S,C DCKKD	26/10/17 04:41	-	Initiate Action
→ R	ecycle Bin		E 705438	705438/2017/IT	rural	Commissionerate of Rural Development,	CA-IT,IT	24/10/17 02:16	-	Initiate Action
► Ir	nitiated Action									
File	es 😐									

Fig.eFile.3

View \rightarrow User can use this option to list the Receipts depending upon its current state. i.e. (Electronic, VIP References, All)

User can also Pull back the sent receipt from the intended recipient even when the receipt is in the Inbox of the recipient, using the **Pull Back** () link. In case, the recipient has opened the receipt, then pullback option is inaccessible.

2.1.5 Closed

Closed option contains a list of all the receipts that are marked as closed as shown in Fig.eFile.4.

User can re-open the closed receipt anytime by clicking the Re-Open option.

To Re-open any Receipt user has to perform following steps:

Select the Closed receipt which needs to be Re-Open and click the Re-open option available, as shown in Fig.eFile.4. As a result, a confirm message to re-open the receipt will appear. The re-opened receipts will be moved to the inbox by clicking on the OK button of confirmation message.

≡ eFile Version 5	5.5_04			Search	Advanced	0 B
Receipts > Browse & Diarise > Inbox > Email Diarisation > Created > Sent > Closed + By Me > Acknowledgement + Created > Sent + By Me > Acknowledgement + Created + Sent > Recycle Bin > Initiated Action Files Migrate File	Re-open Computer No ✓ 705595 705597 ✓ 7055297 363790	 Receipt No. Z05595/2017/IT Z05297(1)/2017/IT 363790(1)/2016/IT TRAINING 	 File No Subject E-stamping of documents Study roport on climate study Climate change study report is . 	Closed On 05/01/18 11:38 09/10/17 12:19 reg:- 30/03/16 03:02	 Closing Remarks no action urgent jsg 	Action Carlos
	LEGEND Prior	rity 📕 Out Today 📕 Most Immedia	te 📕 Immediate 🗳 Action Initiated	VIP VIP References		

Fig.eFile.4

2.2 Files

A File is a collection of related records which comprises of Receipts, Noting, Drafts, References, and Linked Files.

2.2.1 Creating a new electronic file in eFile

Create New option under the *Files* section helps the user to create an Electronic File.

To create a New File user has to perform the following steps:

- 1. Click on **Create New** option from the Left navigation panel under the **File** section, as a result, File Cover Page screen appears. (Fig.eFile.5) Add File No.
- 2. Enter the necessary details on the File Cover Page. Subject Description is a Mandatory field along with File No
- 3. After filling the necessary details, click the Continue Working (Continue Working >) button to create a new file.

As a result, file gets created, along with a unique file number based on the selection of heads. (Fig.eFile.5.1)

Govt. of Kerala Kerala Step 1 ITD ITD
File No.* Cho v Cho v Cho v Cho v Subject Subject
Category Main Choose one
Classified Choose One
Previous Reference Later Reference Step 3

Fig.eFile.5



Fig.eFile.5.1
User can perform 11 different operations on a file, For instance:

Noting Correspondence Draft References Link Details Movements Edit Send Attachment More

- a) Noting → With the help of this feature user can view the existing notes in a file. There are three different view options (View by Name, View by Date and View All) available for the user.
- b) **Correspondence** \rightarrow With the help of this feature user can attach correspondence/ Receipt to the working File.
- c) **Draft** \rightarrow With the help of this feature user can create New Draft and View existing Drafts in the File.
- d) **Reference** \rightarrow With the help of this feature user can attach references corresponding to the working File.
- e) Link → With the help of this feature user can Link and delink other eFile(s) to the working file. It contains 2 sub links:

Internal Files: - This sub link helps the user to link/delink any other file from within the Organisation

Linked In Files: - This sub link helps the user to view other Files that are linked from some other Organisation with the working file.

- f) **Details** \rightarrow With the help of this feature user can view the details file and also can view the total number of part files created.
- g) Movements \rightarrow With the help of this feature user can have a track on the Running File and can view all the movements.
- h) Edit \rightarrow With the help of this feature user can make changes to the cover page of existing running file except the Basic and corresponding Heads.
- i) **Send** \rightarrow With the help of this feature user can send the File to the Recipient.
- j) Attachment \rightarrow With the help of this feature the user can attach other related Files or Receipts to the working file.

k) More \rightarrow With the help of this feature user can **Park** or **Close** the working file. **2.2.2 Sending the File for further actions**

By clicking on *Send* option the user can send the created file to other user to work at a later stage. As a result, the following send window appears (Fig.eFile.6). By providing the user address in '*To*' field (Mandatory) the user can send the file for further actions.

erne	2012 File New 75071 (10/2010, 170 - Guildianth Administration		Search	Advan	
loting Correst	pondence Draft References Link Details Movements Edit Send	Attachment More			Quick Vie
● All ○ Repo	rting Officer OSub-ordinates ORecent 5 OSend Back OIn Channel	O Preferred List			
Note: Name of t	he creator is highlighted in yellow colour.				
		File Number		Subject	Note(Chars)
10	Notify Through : Email SMS	🗹 🔅 🧀 TEST1/18/20	D18-ITD	Administration	0
Set Due Date	17	Note : Bulk signing maxir	mum allowed characters- 1000000	Total(F	ormatting included) :
Action	Forward				
Priority	Choose one				
	Total 1000 1000 characters left.				
Remarks					
			Fig eFile 6		

Set Due Date \rightarrow Used to provide a due date indication to the recipient.

Action \rightarrow Indication given to the recipient what action has to performed on File

Priority \rightarrow The user can set the priority to process the File. (Immediate, Most Immediate, Out Today)

Remarks \rightarrow Remarks can be typed (if required) while sending the File.

All the above said entries are optional except '**To**'' field. The user can also provide a notification alert through email/sms to the recipient.

2.2.3 Inbox

Inbox option contains the list of all the Files that are received by the user for further actions. User has to click the File No. to view the Content of the file (Notes/Correspondence/Draft etc.).

The following Fig.eFile.7 shows the File inbox listing Screen.

\equiv eFile Version 5	.5_04					Search		P	Advanced 🧿	6
Passints (+)	Date Range : 1 Receive : Ser	.0/10/2017 To 05/01/ nd Back - Send - Viev	2018 v I Move To I More I			Hierarchi	cal View My Files			
Receipts							iny mea		×	
Files 📃		Computer No	File Number	*	Subject	Sent By	▼ <u>Sent On</u>	The Due O	n • <u>Read On</u> •	Remarks 2
Inbox (5)		E 155637 2	TEST1/1254/2017-ITD		accountss	SO-IT,IT	05/01/18 12:3	8 -	-	G
Submitted Files for		E 156287	TEST1/14/2018-ITD		newfile	ASST-ITD,IT	04/01/18 02:37	-	04/01/18 02:40	
Closing Approval		E 156285	TEST1/13/2018-ITD		newfile1	ASST-ITD,IT	04/01/18 02:05	-	04/01/18 02:10	
Created		E 156277	TEST1/10/2018-ITD		New file	US-IT,IT	03/01/18 03:32	-	03/01/18 03:34	6
 Drafts 		E 156245	TEST1/1374/2017-ITD	Ø	IT Department	ASST-ITD,IT	27/12/17 03:14	-	27/12/17 03:20	
 Completed 		E 153954	TEST1/771/2017-ITD	3	common	SO-IT,IT	27/12/17 12:42	-	27/12/17 12:45	
Parked		E 156111	TEST1/1367/2017-ITD		abcd	SO-IT,IT	21/12/17 10:53	-	21/12/17 10:54	
 Approval Requests 		E 153964	TEST1/774/2017-ITD	50	general transfer	ASST-ITD,IT	18/12/17 02:54	-	18/12/17 02:55	
Closed		E 155954	TEST1/1361/2017-ITD	•-	dgbv	SO-IT,IT	15/12/17 03:5	1 -	-	
By Me		E 155952	TEST1/1359/2017-ITD		Test	CA-IT,IT	15/12/17 03:0	2 -	-	
Submitted Files for	□ ■1	E 155945	TEST1/1358/2017-ITD		rural development	CA-IT,IT	15/12/17 02:48	-	15/12/17 02:49	
Reopening Approval		E 155898	TEST1/1355/2017-ITD		Animal Husbandry Department	ASST-ITD,IT	13/12/17 02:03	-	13/12/17 02:05	
▶ RMS Inbox		P 155840	TEST1/1342/2017-ITD		fghfgvhgvj	SO-IT,IT	04/12/17 12:47	-	04/12/17 12:50	
▶ Sent		E 155824	TEST1/1335/2017-ITD		abcytuu y7	JS-IT,IT	29/11/17 10:40	-	29/11/17 01:54	
Conversions		E 155775	TEST1/1306/2017-ITD	Ø	report on climate change study	SO-IT,IT	25/11/17 05:05	-	25/11/17 05:05	
 Drafts 										
 Completed 										
Create New	LEGEND	Priority Out To	day 📕 Most Immediate	e 📕	Immediate Section Initiation	iated 🏛 Othe	r Department	🔓 File	s with Draft	
		📑 Draft Note	Yellow Note		External Files					

Fig.eFile.7

- 1. The Priority of the file (Blue Out Today, Red Most Immediate, Green Immediate)
- 2. The file with Yellow Note
- 3. 🖹 File with Draft
- 4. 🖪 File with Note in draft Stage
- 5. *File with attachment (Other Files/Receipts)*
- 6. **D** The Remarks provided by the sender while sending the file can be viewed by clicking on this icon.

User can perform 12 different operations on a file, which is opened form the inbox

Send | Send Back | Put in a File | Copy | Dispatch | Details | Movements | Edit | Close | View Draft | Attach File | Attach Receipt |

2.2.4 Various actions performed in an electronic file

The various operations that can be performed on electronic file which is opened from the Inbox are as follows (Fig.eFile.8).

\equiv eFile Version 5.5_04	Search	Advanced 🕐 🗈 😚
Computer No: 153981 File No: DIRECT/591/2017-C5-C Subject: Land Assignment		×
Noting Correspondence Draft References Link Details Movements Edit Send Back Send Att	achment More	(d) Quick View
₽, p ⁺	ToC Recent All Previous Notin	gs 🔎 📮
Add Green Note * Add Yellow Note * 14 of 4 Note(s) > >> (a) (b) ^ Note # 1 സമർപ്പണം മലുത്തരവിനായി ഫയൽ സമർപ്പിക്കുന്നു. 06/07/2017 11:40 AM C5-C-DIR (C5-C-DIR) Note # 2		Automatic Zoom ‡ >>> ວງອຣ ລວວງວຍເພວ, ຟາທີ - ຣາຍານ, ເອຣາ, <u>mail.com</u> ຫາໃໝຫ ² - 20.09.2017

Fig.eFile.8

(a) Writing Green Note

Commonly used method for writing notes in a file. Green Note cannot modify/delete/cancel after the file is forwarded for further actions.

The user can use 'Add Green Note' Button to write the green note in a file. User will be getting an editor with limited formatting tools; and can type the notes in English as well as in local language (Malayalam). The typed notes will be auto saved.

(b) Writing Yellow Note

Rarely used mechanism for writing note in a file. It is rough noting mechanism. The yellow note can be Edited/Discarded/Confirmed. Once the yellow note gets confirmed, noting gets finalized and saved to main Green sheet noting of File.

The user can use 'Add Yellow Note' Button to write the yellow note in a file. User will be getting an editor with limited formatting tools; and can type the notes in English as well as in local language (Malayalam). The typed notes will be auto saved.

At a time only one noting will be active, either yellow note or Main Green sheet note.

(c) Viewing the previous note

While typing the new note (green/yellow) in file the user can view the previous notes of the file by clicking on the '**Previous Notings'** Button.

(d) Quick view Button

By using this tool, the user can view the Correspondence/ Draft/Previous Notes of the file in separate window while typing the new note (green/Yellow). A convenient mechanism to view the file's Note, correspondence and Draft simultaneously.

(e) TOC/Recent/All

 $TOC \rightarrow$ Table of Content of Correspondence/Issues in the File. (List view) **Recent** \rightarrow This options shows the recently attached Correspondence/ Issues in the File.

All \rightarrow This option shows all the Correspondence/Issues in the File.

2.2.5 Creating a new Draft in a File

To create a new draft in a file first the user has to open the concerned file and chose the link $Draft \rightarrow Create \ new \ Draft$; as a result the following window with a word editor will be opened (Fig.eFile.9) then perform the following steps.

- 1. Provide the Meta data about the draft by entering the entire mandatory field in '*Draft details*' and '*Communication details*' category.
- 2. The user can prepare the draft by opting any one of the three methods available.
 - (i) Directly typing the draft content in editor itself
 - (ii) Choose the draft template from the '*Choose From Template*' option and add the draft content in it.

- (iii) Use the 'Upload File' option to upload the draft file prepared separately by using Microsoft Word / Open Office word processing applications
- 3. Click on 'Save' Button to save the draft. (Draft's are not auto saved like notes)

The user can use '*Quick View*' option to view the notes file/correspondence file/other drafts in file while preparing the draft.

To attach any other supporting document along with draft the user can use 'Attach File' option.

≡ eFile Version 5.5_04			Search	P I	udvanced 🕐 🚺	
Computer No: 153981 File No: DIRECT/591/2017-C5-C Subject: Land Assignment						×
Noting Correspondence Draft References Link Details Movements Edit Send Back	Send	Attachment More			Quid	k View
Method ²		e j				
New Draft Page Size A4 Choose from Template(s) or Upload	File	Draft Details				
B I U S I I Formats ▼ Line Height ▼ Paragraph ▼ Meth	od 3	Draft Type*	New/Fresh ~	Classified	Choose one	\sim
Verdana 🔹 14px 🔹		Draft Nature*	Choose One	Prefix	Choose One	\sim
三、三、三 Ξ 🤊 👌 🕁 🗶 🖻 👪 🗙 X² — Ω 🙂 Я ¶.		Language*	English			
<u>Ix ⊞ • A • A • ⊕ Is English • Ö • ₹</u>			Land Assignment			
Mathead 1 - Direct terring the dark content	^	Subject *				
Memod 1 : Direct typing the draft content		Communicatio	Total 1000 985 character	s left.		
		Ministry	Choose one			-
		Donatmont	Choose one			_
		Nama*	Choose one	Designation*		
		Organization		Designation		
		Address 1 *				
		Address 2				
		Country	INDIA	✓ State	Kerala	~
		City		Pincode		
		Mobile		Landline		
		Fax		Email		
					Add More Recipient(s)	Clear
		Attachments			Atta	ch File
<pre>c p » span Wor</pre>	* ds: 0	Note : Use #ApprovedBy# Use #ApprovedByD Use #ApprovedByD Use #ApprovedDate	For Approver Info. lame# For Approver Name lesignation# For Approver Desi cectionName# For Approver Se e# For Date of Approval.	gnation. ction Name.		
F	g.el	Use #DocumentNur	nber#For Document Number.			Save

2.2.6 Approving and dispatching the draft

To approve a draft in file the authorised user has to open the concerned file first. Then by using link '*Draft* \rightarrow *View draft*' the user can open the draft by clicking on the draft No. As a result the user can view the draft content and the Meta data about the draft in the following screen (Fig.eFile.10).

- The user can use '*Edit*' button to edit the draft content as well as the Meta data about the draft before approving if necessary. The user can use '*Quick View*' option to view the notes file/correspondence file/other drafts in file while editing the draft content. If the draft's get edited the user can use the "*Save*" Button save the draft.
- 2. By clicking on the '*Approve*' button the user can approve the draft. One the draft get approved no further change can be possible in the approved draft.



Fig.eFile.10

An approved draft can be dispatched. As result the user will be getting a dispatched window as follows (Fig.eFile.11).

Noting Correspondence Draft References Link Details Movements Edit Send Back	Send Attachment More	l.		q	uick View
praft No.: DFA/139948 - V 1.0 Draft Status : Approved	P]				
	Draft Details				
D P 1 of 1 - + Automatic Zoom +	>> Draft Type*	Reply	Classified	Choose one	
File No.DIRECT/591/2017-C5-C	 Draft Nature* 	Letter ~	Prefix	Choose one	
	Language*	English ~			
		Life Mission			
	Subject *				
a the second sec		Total 1000 988 characters	left.		
ಂತ್ರಜ್ಞನವಿತ್ GOVERNMENT OF KERALA	Receipt Number	705601(2)/2017/IT	Reply Type	Choose one	~
No:DIRECT/591/2017-C5-C Department	Communicatio	on Details			
Dated:05/01/2018	Ministry	Choose one			
From	Department	Choose one			~
Secretary to Government To	Name*	Panchayath deputy direcotr	Designation*		
Sir,	Organization				
Sub: Life Mission	Address 1 *	Thiruvanathapuram			
Ref:	Address 2				
LIFE mission of Government of Kerala is aimed at providing house to all houseless	Country	INDIA	 State 	Kerala	~
families in the state. The mission envisages award of financial assistance (3.5 lakhs for General, 4.0 lakhs for SC/Fishermen and actual cost for ST families) to those	City		Pincode		
houseless families who are in possession of land. For those who are landless (and houseless) mission will construct flats/ apartments and will handover keys to the	Mobile		Landline		
houses, but also envisages providing sustainable livelhood for the families by	Fax		Email		
providing skill craning.				Add More Recipient(s) Clear
Yours Faithfully, SO-IT					ttooh Filo
SECTION OFFICER	Attachments			<u>'</u>	ttach File
For Secretary to Government.					
Approved for 1550e,	Note :				
Section Officer.	Use #ApprovedBy#	ame# For Approver Name			
	Use #ApprovedByE	Designation# For Approver Desig SectionName# For Approver Sec	nation. tion Name.		
	Use #ApprovedDat	e# For Date of Approval.	2		
	ose #Documentivu	Diepstch By Salf	Diepstch By CRU		ustom Sign
		Dispatch Dy Sei	Dispaten Dy CKU		ustom olyn



- 1. **Dispatch by Self** \rightarrow The user can self Dispatch the approved draft
- 2. **Dispatch by CRU** \rightarrow The user can dispatch the approved draft through CRU. (Central Registry Unit/Dispatch section).

2.2.7 Closing the file

To close a file the user can use the close option from the More Link. More \rightarrow Close File \rightarrow Close.

As a result the following window (Fig.eFile.12) will appear. After providing the closing remarks the user can 'Close' button to close the file.

File Number		A2/161/2016-ITD	
		Subject	
Description	* my n	new file	
Category	Main	Choose one	
	Sub	Choose One	
Classified Previous R	Chi	Other Details	
Closing Remarks *			
		Close >	

Fig.eFile.12

2.2.8 Linking and Attaching of Files/Receipts

Link a File

In eOffice, a file can be linked to another file (may be AD file or the section file itself). While linking, a copy of the file is attached to the corresponding file and not the original file. The original file remains in the Inbox itself.

Open the file from inbox list by clicking on file No. which is to be processed by linking another file. Then perform the following steps.

- 1. Click on option 'Link'
- 2. Choose the first option "Internal files"



Fig.eFile.13

3. A new window (Link/Delink) appears on the right side. Click on "Attach"





- 4. Select the file which is to be linked from the list of files which are there in your 'inbox' or 'completed' folders displayed in the new window.
- 5. Then Click on "Attach" Button.

	eFile	Version 5.5_04				Search		Advanced	00
Compu	er No: 15	4339 File No: TEST:	1/910/2017-ITD 🔓 Subject: Pi	ng Report					×
				×	Attachment	More			Quick View
Sea	ch File F	or Attach			ToC	Recent All P	Previous Notings		2]
Ye	ar 2018	√ Sea	arch				Link/Dolink		
		Computer No	File Number	Subject			Link/ Delink		Choose One M
0	E	156290	TEST1/17/2018-ITD	ahsdyyuwqgbdwq					Choose one V
0	<u></u>	156289	TEST1/16/2018-ITD	rftyyw5yyyyyyyyyyyyyyyy4		* <u>File Number</u>		* <u>Subject</u>	• •
0	E	156287	TEST1/14/2018-ITD	newfile			Attach		
0	E	156285	TEST1/13/2018-ITD	newfile1					
0	E	156277	TEST1/10/2018-ITD	New file					
<< <	1 > >>		Attach		1				

Fig.eFile.15

6. The list of Linked files is shown in right hand side with file nos.

\equiv eFile Version 5.5_04	Search	Advanced 🕜 🕒 😚
Computer No: 154339 File No: TEST1/910/2017-ITD 🔓 Subject: Ping Report		×
Noting Correspondence Draft References Link Details Movements Edit Send Back Send	Attachment More	Quick View
Quick Noting - 📓 🗙	ToC Recent All Previous Notings	0]
Last Saved 05-01-2018 03:24:04 PM * For referencing correspondence, click on "All" tab. B I U S ■ T T Formats Line Height Paragraph	Link/Delink	Choose One V
\forall Verdana \downarrow 14px \checkmark \exists \bullet \bullet \exists \bullet \land \Box <t< td=""><td>E TESTI/14/2018-ITD</td><td>newfile</td></t<>	E TESTI/14/2018-ITD	newfile
Test - Linking File A		



7. The linked file can be viewed in read only mode in a new window by clicking on the file no.

Delink a File

Open the file from inbox list by clicking on file No. Then perform the following steps.

- 1. Click on option 'Link'
- 2. Choose the first option "Internal files"

- 3. Click the check box near the file number
- 4. From the "Choose one" option select 'Delink'
- 5. A confirmation message appears and click "OK" to delink the file.





Attach a File

Attach file mechanism can be used to process a transfer file from one section to other section or it can be used to process a reference file coming from another department. The original file will be attached to the routine file when the users do this process. The attached file should be detached to close the routine file.

1. After Opening the routine file, click on the option $Attachment \rightarrow File$

=	eFile Version 5.5_04 Search D Advan	ced 🕐 🕒 😚
Comp	puter No: 154339 File No: TEST1/910/2017-ITD 🔓 Subject: Ping Report	×
Not	ting Correspondence Draft References Link Details Movements Edit Send Back Send Attachment More	Quick View
Quick	k Noting v 🔄 X File All Previous Notings	₽⁺ 🎞 🖳
Las	st Saved 05-01-2018 03:37:23 PM * For referencing correspondence, click on "All" tab. 🔷 🔟 🔎 2 of 3 — + Automatic Zoom ÷	»
B	B I U S F F F F F F F F F F F F F F F F F F	102/3
s	sent 、 16px 、 E 、 E 、 E 、 E 、 E 、 E 、 M 小 谷 込 光 凸 治 語 X, X ² 一 Ω ⑤ パ 作. Z 田 、 A 、 A 、 例 砂 記 光 凸 论 で で Test - Linking Arimal Husbady Department - Stablehrment - Stab	BHAVAN,

Fig.eFile.18

2. Click on *Attach File*

=	eFile	Version 5.5_0	4							Search	P	Advanced	0) 🐨
Comp	uter No: 154339 File No: TEST1/910/2017-ITD 🔓 Subject: Ping Report													
Noti	ng Corres	pondence C	Oraft References	Link Details	Movements	Edit Send I	Back Send	Attachment	More				Quick	k View
File Nu Openin Main C Previo	umber : ng Date : Category : nus Reference	TEST1/ 29/07/17 e:	910/2017-ITD 10:38			Subject Remark Sub Cat Later Re	: :s : tegory : eference :	Ping Report						<u>e</u> j
Atta	ched /	Detache	d File(s)								Attach File		Detach File	
	- <u>CNo.</u>	File Number	✓ <u>Subject</u>	 Attached B 	y <u>Atta</u>	ached Date	→ <u>Attac</u>	hed Remarks	-	Detached By	 Detached Date 	- Detached R	emarks	• •
											ť			



3. Select the file to be attached from list and click on Attach button, give the remark and click 'OK'

\equiv eFile Version 5.5_04			Search	Advanced 🕜 🗎 😚
Computer No: 154339 File No: TEST1/910/2017-ITD Noting Correspondence Draft References Link File Number : TEST1/910/2017-ITD Opening Date : 29/07/17 10:38 Main Category : Previous Reference :	Subject: Ping Report	File attach alert	yject dyyuwqgbdwq	Quick View
Attached / Detached File(s)	○ E 15621 ○ E 15622 ○ E 15622 ● E 15627	OK Cancel	yw5yyyyyyyyyyyyyyy vfile vfile1 w file	Attach File Detach File

Fig.eFile.20

4. The attached file's details will listed as shown in (Fig.eFile.21) below. The file can be opened in separate window in read only mode by clicking on file no

	eFile v	ersion 5.5_04						Search	P	Advanced		6
Compute	iomputer No: 154339 File No: <u>TEST1/910/2017-ITD</u> 🔛 Subject: Ping Report											
Noting	Corresp	ondence Draft Reference	es Link De	tails Movements	Edit Send Back Se	nd Attachment	More				Quick	View
File Numb Opening I Main Cate Previous	ber : Date : egory : Reference	TEST1/910/2017-Π 29/07/17 10:38 :	D		Subject : Remarks : Sub Category : Later Reference :	Ping Report						e)
Attack	hed / [Detached File(s)							Attach File	De	tach File	
	• <u>CNo.</u>	▼ <u>File Number</u>	▼ Subject	Attached By	Attached Date	Attached Rem	<u>narks</u>	Tetached By	Detached Date	Detached Rer	narks	••
E	156277	TEST1/10/2018-ITD	New file	SO-IT	05/01/18 03:48	attach						
		<u>ک</u>										

Fig.eFile.21

Detach a File

1. After opening the file click on 'Attachment ->File', Select the file to be detached from list and click 'Detach File'.

\equiv eFile Version 5.5_04				Search	P	Advanced 🕜 🗈	@
Computer No: 154339 File No: TEST1/910/2017-ITD	Subject: Ping Report		₽				×
Noting Correspondence Draft References Link	Details Movements	Edit Send Back Send	Attachment More			Quick V	'iew
File Number : TEST1/910/2017-TTD Opening Date : 29/07/17 10:38 Main Category : Previous Reference :		Subject : Remarks : Sub Category : Later Reference :	File Receipt			Ĥ	0 1
Attached / Detached File(s) CNo. File Number Sul E 156277 TEST1/10/2018-TTD New	o <u>iect </u>	 <u>Attached Date</u> 05/01/18 03:48 	 <u>Attached Remarks</u> attach 	▼ <u>Detached By</u>	Attach File <u>Detached Date</u>	Detach File	••

Fig.eFile.22

2. Give the remarks and click 'OK'. The detached file be stored back to inbox

≡ eFile v	ersion 5.5_04					Search	Q	Advanced		6
Computer No: 1543 Noting Corresp	39 File No: <u>TEST1/91</u> ondence Draft Ref	o/2017-ITD 🍃 Sub	ject: Ping Report ails Movements	File d	etach alert]			Quick	Xiew
File Number : Opening Date : Main Category : Previous Reference	TEST1/910/201 29/07/17 10:38	L7-ITD		Are you sure	to detach the file					
Attached / [etached File(s)		с ок	Cancel		Attach File	D	tach File	
□ ▼ <u>CNo.</u>	* File Number		Attached By	Attached Date	Attached Kemarks	 Detached By 	Detached Date	Detached Rep	<u>narks</u>	**
M L 1562//	1.311/10/2010-110	. New me	30-11	05/01/10 05:48	attaun					



2.3 File Migration

File Migration is the process of converting the old physical files in to electronic files which can be processed in eOffice application. To Migrate file the user can perform the following steps.

Follow Step1 if doing file migration first time else follow step2.

 Click on "*Folder Permission*" under "*Migrate File*" option in the eOffice main menu to set folder permission to the user in Document server of the eFile application to access the concerned old physical files which are scanned and stored in the server. Click on "*Save*" Button after choosing the department, section, name and file folder from the drop down list (Fig.eFile.24). After setting the folder permission (one time process) perform the following steps.

≡	eFile Version 5	.5_04			Search	Advanced	00
		Permission for section to	the user for migration				
Rec	ceipts 🛨	Department	IT DEPARTMENT	~			
File	es 🛨	Section	IT-TRAINING1	v			
Mig C	rrate File 📄	To 🔍	ACS-IT ACS-IT	v			
) (Created	Folders					
_	• Draft	🗌 🖕 😋 GOK		^			
_	Completed	Admin					
۶ P	older Permissions	□ → MD □ → asst-trg1					
Dis	patch 🛨						
Dis	patch 🛨	🗹 🚽 🖂 S1					
DS	c 🛨	E11					
Set	tings 🛨						
Not	tification 🛨			Y			
Ext	Department 🛨	Save Clear					
		-					

Fig.eFile.24

2. Select "*Create New*" option in "*Migrate File*" menu. Choose your seat number in the "File Number" option.

\equiv eFile Version 5.5_04	Search 🛛 🔎 Advanced 👩 🛅 🕤
Receipts +	₹
Migrate File	Kerala ITD
 Created 	File No." Cho V Cho V Cho V 2018 ITD V
	Choose One Browse
Folder Permissions	BW-E1-Fin. BW-E1
Dispatch +	ADMN-A1-Fin. Admn-A1
Dispatch +	ADMINA2-THIL ADMINA2 ADMIN-A3-Fin. Admin-A3
Settings (+)	ADMI-A4-Fin. Admn-A4
Notification (+)	ADMN-82-Fin. Admn-82
Ext Department +	ADMN-B3-Fin. Admn-B3 ADMN-B4-Fin. Admn-B4
	Classifie ADMN-C1-Fin. Admn-C1
	ADMN-C2-Fin. Admn-C2 Remark ADMN-C3-Fin. Admn-C3
	EXP-A1-Fin, Exp-A1



3. Click the "*Browse*" button to select the file for migration. Select the file from the list which is to be migrated. You can use the file search facility to search the file by providing the Physical file number in the "*Search*" box. Then click the "*Import*" button.

				received the child child child	2015 65005
Draft					and the second division of the second divisio
+ Completed				Physical File No.*	Browse
Folder Permission	15			Suntert	-
Dispatch	•	•			×
Dispatch	۲		Search File		
ner	(1)		Search	75	
Ealtheas	æ		Sections	File Number	
ettings	8		Finance-Estt-C4		
Ext Department	Ð			75484(ESTT-C4)2010/Fin 39757(Estt-C4)2013/Fin 60775(Estt-C4)2012/Fin	
				 43875)EstrC412014/Fin 19756(EstrC412013)/FIN 55750-EstrC412013/Fin 39756)EstrC412013/Fin 87573/EstrC412012/Fin 	
				0 19756\Estt-C4\2013\Fin	
					Working >
				Import	



A new panel will appear on the left side showing 'source' on the upper side and 'Destination' on the lower side. Now we've to transfer the scanned documents from the source (Server) side to the Destination (efile) side. (Fig.eFile.27).

\equiv eFile Version	5.5_04		Search 🖉 🖉 Advanced 🕐 🖹 😚
Receipts + Files + Migrate File - > Create New - > Create New - > Create New - > Create New - > Completed - > Folder Permissions - Dispatch + Dispatch +	Source	Files Select All C9-Notes-2016-45840-6.pdf	Kerela ITD File No.* ts2- ✓ Cho ✓ Cho ✓ Cho ✓ 2018 ITD ✓ Physical File No.* C9-45840-16 Browse Subject
DSC + Settings + Notification +	Destination	1 Files	Category *Main Choose One V Sub Choose One V
Ext Department (+)	Issue Note Recept Reference		Other Details Classified Choose One Choose
	Verify Details		

Fig.eFile.27

- 4. Click on the Notes folder in the Source Side and select all the scanned files. Click the 'Notes' folder in Destination side and click the Down arrow Symbol in the middle. Continue these steps for all the 'Receipts', 'Issues' and 'References' if any. Now enter the details of the file like 'Description', 'Category' and 'Opening Date'. Then click the 'Continue Working' button. As a result the following window appears.
- 5. Enter the metadata for the receipt and issues (Mandatory Fields should be filled) by clicking the 'Edit' icon corresponding to it as shown (Fig.eFile.28).

Receipts	(±)	Noting	is cor	respondence	Refere	encies	edit	Finalu	te Migratic	1	-			_	_	_	_	_	
Files	(†)		1 4	L 1	of 12 -					»			Migrated 1	able of C	ontent				
Migrate File	Ξ				-	1-				5 2	SI No	Correspondence No	Subject	Туре	Sent By	Acti	ions		
Create New			- • *	lo 75484/5	st callofan	~	R	in Cast	C) Dept		1	1.pdf	N/A	Receipt	N/A	×	K	-	
Created					N	lotes.			in the second second		- minuted	n Constantination and an an an		Suma.		1.11112	13		
- Draft								-F	- C1 1		A DOWN						E	dit	1 %
 Completed 					0401	WP(C) a	29268	201	D Release	2	-	Save Sequence	10				150	Sil	
Folder Permissio	ns					SH.P.J.	Baby	ebelina	Verador										
Dispatch	(+)	•				License	10 50	C.N.	Damodar	11									
Dispatch	+				no k	irchi see	the	6 ten	Sectional										
DSC	۲			for A	he Rugistra	er of h	high o	Tourt of	turala										
Settings	+			Frnek	lem . 17	is infim	med a	e WPC	on the										
Notification	Ŧ			Caption and J	ed subject	had been	ier fil	led by	S P78	44									
Ext Department	Œ			by Ad	L PT Met	teres in	preser	steel in	the cou	+									
				Piname	Dept in	the first	t Art	unde t	any in	IOMT									
				15 800	antial and	ten hef	> +	in creat	Patience	<i>y</i> e									
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					(7) 0		1	en acer	3										
				20000		n me a	POLAE D	AT GLIMIS	HAVELE'S LAN										

Fig.eFile.28

6. After filling the Meta data, click the '*Generate*' button (Fig.eFile.29). After generating the receipts and issues click the '*Finalize migration*' option.

eFile Mestre	nic file	yatam		Seath		(P	Advanced	1980
Receipts	۲	New Pie No: <u>Standard red amerikal</u> Old Pie No: <u>TEXENTET CARDON Res</u> Nellings Garragenderices References Edit Privilias Higheston						
riles	۲	Upload(Only PDF upto 60 MB)-	Diary Deta	115				
Migrate File	0	□ + + 1 dB - + »	Classified	Choose one	-	Language	English	2
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• Created		IN THE ISSN COUNT OF AUDICATIVE, OF THE MATE OF REBALS	Mode				R	
· Draft		• ***** 34C CY	Number	1		File Number	75484/ESTT-0	4/2010/
+ competied	in the second se	13.7 Aubr Star	Type*	Letter	-	Letter Date	1	12
· Focer Permit	COTTA .	Petrone	Received		100	Direct Date		
Dispatch	1	experience (1) and the tester	Date	L	1021	Diary Date	05/05/2015	
Dispatch	(*)	1 St. Land	VIP	Choose one	-	Dealing	Choose One	
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Settings	۲	77/17	Contact D	otalls			dd to Addro	er Bee
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			Sub Category	/	Choose	One		-1
					WP(C)	29268 of 2010		
			(Denet)					
					-			
			Enclosures					
			_		h		-	-
							Ger	erate

Fig.eFile.29

7. Click the "OK" button in the Confirmation box that appears. Migrated file is created and the Migrated Notes will be shown as a link in the Noting side and the receipts will be shown in the correspondence side.





2.4 Other useful features available in eFile

There many other useful feature available with eFile. Few are explained bellow.

2.4.1 Searching and Tracking of Files/Receipts/Dispatch

By using "*Advanced*" search option the user can search all the files/Receipts/Dispatch which are all processed in eFile.

\equiv eFile Version 5.5_04				Search		Advanced	0 🛛 🖓
File Receipt Dispatch							
Creation Year 2018	Origin Internal	~					
Nature All v	Physical Scope Section	~		Electronic Scope	Section	~	
Basic Parameters Advance Parameters							
Computer No	File No				Subject		
Output Fields: □ All ☑ Computer No ☑ File No Day(s) □ Status □ Closing Remarks	Subject Location	Opening Date	Currently With	Section	Department	Forward Remark	Pending
	Search Files						

Fig.eFile.31

The user can search the Files, Receipts, and Dispatch by using the tabs 'File', 'Receipt' and 'Dispatch' respectively.

By providing the 'basic parameters' like Computer No./File No./Receipt No./Dispatch No. or Subject the user can track the records.

User can also use 'Advanced Parameter' to search and track the records more precisely and effectively.

\equiv eFile Version 5.5_04	Search P Advanced 🚺 🛅 😚
File Receipt Dispatch	
Creation Year 2018 Origin Internal Vite All Vite All Vite Scope Section Vite Scope	Electronic Scope Section
Basic Parameters Advance Parameters	
Computer No File No	Subject
Category Select Main Category 💌 Sub Category Select Sub Category	▼ Classified Choose one
Previous Reference	Creation Date
Old Phy File No	
File Heads Select Basic Head Select Primary Head Select Secondar	ry Head V Select Tertiary Head V
Select Department Select Section	✓ Select User
Received From O Sent To Date Date Date Date	Action Choose one
Output Fields: Image: All Subject No Computer No File No Subject Dependence Opening Date Currently With Utility Day(s) Image: Status Image: Closing Remarks Image: Closing Remarks <t< td=""><td>☑ Section</td></t<>	☑ Section
Search Files Fig.eFile.32	

2.4.2 Parking

The user can park the file using the park feature of eFile system. Parked link contains a list of all the Files that are temporary closed and work will be done later stage. Pendency of file will be removed if any file is parked. Parked files can be made active at any point of time.

The files received in 'Inbox' can be parked by performing the following steps.

- 1. Open the file form the 'Inbox' by clicking on file number.
- 2. Click on the '*Park File*' option in the 'More' link, as a result a parking confirmation window appears
- 3. Provide the *Parking due date* and *Parking Remarks* and Click 'OK' Button.

The parked file will be listed in 'Parked' folder of the Main menu 'Files'.

	eFile Version 5	.5_04				s	earch Advanced	🕑 🕒 🐨
Compu Notir	ter No: 154339 Fil g Correspondence	e No: <u>TEST1/910/2017-ITD</u>	Subject: Ping Report k Details Movements Edit	Send Back Sen	d Attachment	More		Ouick View
Notir Quick N Last B Ve	g Correspondence Parking Confirm. Do you want to p: Computer No 154339 Parking Due Parking Ren	ark the following file(s)? File No. TEST1/910/2017-ITD Date* harks*	k Details Movements Edit Subject Ping Report	Send Back Sen	OK	More Close File Park File Park File History ar Merge Details PROCEEDINGS OF THE Animal Husbandry Dep verted as Assistant Field Off G.AMD/1126/2017-42 Read - 1. G.O(P)No.1 2. Letter No.C1 . This effice. 4. G.O(P)No.1 5. Order No.K Animal Husbandry, Thi 6. Letter No.C1 Investigation Office.		Quick View

Fig.eFile.33

The Parked files can be un parked

	Parked Files				
Receipts 🛨	Status Due As On	Unparking Confirmation		All	~
Files 😑					
Inbox (6)					
→ abcd	Unpark	Remarks *			
Submitted Files for Closing Approval	Computer File	OK Count		ng arks	• •
Created	☑ 148759 E <u>A2/1</u>	UN Cancer			Edit Due-Date
Orafts Completed	□ 149141 E <u>A2/1</u>	03/2016-ITD starting new akshaya 30/07/2016 center	gff	F	<u>Edit Due-Date</u>
▶ Parked					
Annroval Requests					

Fig.eFile.34

2.4.3 Pull Up

The pull up operation can be performed on both the Files and Receipts of other user's (in same section/in just one hierarchy down).

In case of **Files** this action can be performed on files which are there in other user's *inbox/parked/personal folder created under inbox*.

In case of **Receipts** this action can be performed on receipts which are there in other user's *inbox/ personal folder created under inbox*.

In order to pull up a file/receipt, a user needs to select a source user from the *Hierarchical View*. By clicking on the hierarchical View list, the user can select the name of concerned employee from whom the file/receipt is to be pulled up and also to see the list of files to be pulled up.

Once the file (which is being pulled up) has been located, by using the *Pull up link/icon (pull)* the user can Pull Up the file by providing Pull up reason in the remarks window. (Fig.eFile.35).

	Distanti	: 13/06/2016 To	08/09/2016					
Receipts 😐	Pull up	View			Pull-Up Confirmation	Hierarchical View ASST-ITD,ASST-IT	~	
Files 📃			▼ <u>File Number</u>	* <u>Subject</u>	Pull this file will move to your inbox	▼ <u>Sent On</u> ▼ <u>Due On</u>	▼ <u>Read On</u> ▼	Remarks 🗅
Inbox (6) abcd		E 149437	CS-AD1/1/2016-ITD	🖉 exam den	Pull up	27/06/16 02:10	03/09/16 02:43	
Submitted Files for		E 150421	A2/362/2016-17D 🖪	SVSVSVS	Remarks *	28/06/16 12:58	28/06/16 01:00	
Crosted		E 149644	A2/206/2016-1TD 🗟	salary issu		28/06/16	28/06/16 04:55	
+ Drafts		E 149961	ACCTS-B4/1/2016- ITD-Part(1)	pending sa	OK Cancel	07/07/16 -	07/07/16	
 Completed 	•	P 150525	A2/389/2016-ITD	itd	SO-1T, IT	13/07/16 11:30	30/07/16 10:08	
Parked		E 150543	A1/267/2016-JTD 🗎	sdummy	SO-IT.IT	13/07/16 03:33	13/07/16 03:49	
Approval Requests		E 149029	ADMN-C4/1/2016-1TD 🗍	Case again	st Tomin Thachakary SO-1T,1T	14/07/16 11:15	14/07/16 •	



As a result the pulled up file/receipt will be available now in file's/receipt's inbox of the user.

2.5 DSC (Digital Signature Certificate)

A Digital Signature Certificate that has the same legal recognition and validity as handwritten signatures which implies a process of demonstrating the authenticity of a digital message or document.

eOffice user has to get a digital signature (optional) in USB token from any of the certifying authorities like Sify SafeScrypt, e-Mudhra, or (n)Code. For using the DSC token the user has to register the DSC (one time process) using the option *DSC Registration* under DSC section. To register a new DSC '*Signing Certificate*' link is used. The registered DSC information will be listed as shown in (Fig.eFile.36).

National Informatics Centre (NIC)

								Signing Certificate
Receipts 🛨	Certif	icate Information						Δ
Files +	SI.No.	Certificate	Туре	Validity	En roll Date	User Name	DeActivation Date	U
Migrate File 🛨	1	Preetha V S's e-Mudhra Sub CA for Class 2 Individual 2014 ID	Signing	01/12/18 02:40	02/12/16 12:27	DD-JT	D9/D3/17 D3:D5	Attivate
Dispatch +	2	Preetha V S's e-Mudhra Sub CA for Class 2 Individual 2014 ID	Signing	01/12/18 02:40	09/03/17 03:05	DD-JT	•	<u>Deactivate</u>
Dispateir .								
+ DSC Registration								
Settings 🛨								
Notification 🛨								
Ext Department \pm								

Fig.eFile.36

Note: User has to properly install drivers and the Java Packages for the DSC USB Token in the system before registration.

3. Validating Digital Signature

If the Digital Signature is showing as a question mark with unknown validity, right click the signature and Select "Validate Signature" and perform the following steps.



Fig.eFile.37

1. Click on "legal notice" from the new window



2. Select "Signer legal notice



3. Select The tab "Trust"

Fig.eFile.39



Fig.eFile.40

4. Click "Add to Trusted Identities" and press OK



Fig.eFile.41

2. Select " Verify Signature"



Fig.eFile.42

3. Now this signature is Valid



4. Clearing of Java Cache

Clearing of Java Cache will enable the user to put digital signature without any time delay.

Linux/Ubundu System

Open the terminal window by pressing alt+Control+T keys together on keyboard then Type the command "jcontrol". As result the java control panel window appears. Now click on Settings.



Fig.eFile.44

1. Click "Delete Files"

Java Control Panel	00
General Java Security Advanced	
About	
Temporary Files Settings	
Keep temporary files on my computer.	
Location	
/home/user/.java/deployment/cache	Change
Disk Space	
Select the compression level for JAR files:	None
Set the amount of disk space for storing to	emporary files:
· · · · · · · · · · · · · · · · · · ·	32768 - MB
Delete Files	Restore Defaults
Delet	e temporary Java files
	OK Cancel Apply

Fig.eFile.45

2. Click OK

			For	assistan
Java Control	Panel			88
General Java	Security	Advanced		
About				
Temporary Fil	ac Sattin		in the second	
remporary ru	es secci	iga.		
Keep temp	orary files	s on my computer.		
Location				
/hon	lete File	s and Applications	s 🧟	ange
Disk Spa		Delete the follow	ing files?	
Selec		race and Log Files	s and Applets	-
Set t		stalled Applicatio	ns and Applets	es:
			Gancel	÷ MB
		Delete File	Restor	re Defaults
			OF	Cancel
			Or	Cancel
			OK Car	Apply

Fig.eFile.46

Windows System

Open Java from the Control Panel Window by performing following steps.

Select *run* from the start menu or press *Windows key*+R on the keyboard. Type "control" command and click OK.

1. Click on settings



Fig.eFile.47

2. Click on Delete files

🛃 Java Control Panel 🔤 🔤 🔀
General Java Security Advanced
About View version information about Java Control Panel.
Temporary Files Settings
Keep temporary files on my computer.
Location Select the location where temporary files are kept:
\Local Settings\Application Data\Sun\Java\Deployment\cache Change
Select the compression level for JAR files: None Set the amount of disk space for storing temporary files:
32768 MB
Delete Files Restore Defaults Delete temporary Java files OK I Cancel
OK Cancel Apply

Fig.eFile.48

3. Now press OK

🏂 Java	Cont	rol Pane	l								
General	Java	Security	Advanced								
	Java porat keep t ocation Sele \Lo Visk Spa Sele Set	security of formation y Files S emporary ot the I cal Sett ce ct the am the am	Advanced about Java ettings files on my c elete Files	Control Pa omputer, s and Ap Delet V Trace Cache Install	anel. plications the following of the fo	ons owing fi iles ions an ations a	les? d Applet Cancel	:s ets	Change.	······ MB aults :ancel	
-51											
							ок		Cancel) (Ap	ply

Fig.eFile.49

5. eFile MIS Report

eFile MIS Report is a new module added in eOffice application; can be used to generate various kinds of reports for decision making. This module include MIS reports like Personal Register (PR) of an employee, Monthly business statements, pendency report, GO registers, Dispatch registers etc.

This module can be accessed by clicking on the link 'eFile MIS Report' in the home page of the eOffice application.



Fig.eFile.50



ഇ ഓഫീസ് ലഭിക്കുന്നതിന് താഴെ പറയുന്നവിധം നിങ്ങളുടെ ഡസ്ക്ടോപ്പിൽ മാറ്റം വരുത്തേണ്ടതാണ്

IT UNIT

1. Install , Mozilla Firefox (Latest version) URL: https://www.mozilla.org/en-US/firefox/windows/



Download Mozilla Firefox for Windows

Download Now

Firefox Privacy Notice

Download a different platform or language

2. Open Firefox Browser



Setup KSWAN proxy

Open Firefox. Its app icon resembles a blue globe with an orange fox wrapped around it.





2.Click \equiv **.** This icon is in the top-right corner of the Firefox window. A drop-down menu will appear. Click settings at the bottom

				\bigtriangledown	ථ	
		Sync and save data			Sign I	n
		New tab			Ct	r +]
		New window			Ctr	+1
		New private window		Ct	rl+Shif	t+F
		Bookmarks				>
		History				>
		Downloads			Ct	rl+.
		Passwords				
		Add-ons and themes		Ct	rl+Shif	t+ /
		Print			Ctr	· +
		Save page as			Ct	1+9
etapp.kwa.kerala	103.1	Find in page			Ct	r +
		Zoom	Ξ	<mark>100%</mark>	+	2
		Settings				
		More tools				>
		Help				>
		Exit		Ct	1+Shift	+0

3. In the General panel, go to the **Network Settings** section.



Click Settings.... This button is on the lower-right side of the page.

Doing so will open the Proxy Settings window.

Connection S	ettings	Х
Configure Proxy Access to the Internet		^
OAuto-detect proxy settings for this network		
 <u>U</u>se system proxy settings <u>M</u>anual proxy configuration 		
HTTP Proxy	<u>P</u> ort 0	
Also use this proxy for HTTPS		
HTTPS Proxy	P <u>o</u> rt 0	-
SO <u>C</u> KS Host	Por <u>t</u> 0	
◯ SOC <u>K</u> S v4 <mark>◯</mark> SOCKS <u>v</u> 5		
O <u>A</u> utomatic proxy configuration URL		
	R <u>e</u> load	201
	OK Cance	Ĭ

Check the "Manual proxy configuration" box.

Connection Settings		×
Configure Proxy Access to the Internet No proxy Auto-detect proxy settings for this network Use system proxy settings 		Î
OManual proxy configuration		
HTTP Proxy	Port	0
Also use this proxy for HTTPS		
HTTPS Proxy	Port	0
SO <u>C</u> KS Host	Port	0
SOC <u>K</u> S v4 O SOCKS <u>v</u> 5		
	R	eload
	ок	Cancel

Enter your proxy information. You'll need to fill out the following fields:

HTTP Proxy - Your proxy server's IP address goes here. 10.1.6.16
Port - The server's port number goes here. 3128

	Connection Settings		×	č,
Configure Prox No proxy Auto-detect p <u>U</u> se system pr	cy Access to the Internet proxy settings for this net <u>w</u> ork roxy settings		^	
Manual proxy	configuration			
HTTP Pro <u>x</u> y	10.1.6.16	Port	3128	
	Also use this proxy for HTTPS			
<u>H</u> TTPS Proxy	10.1.6.16	P <u>o</u> rt	3128	1
SO <u>C</u> KS Host) SOC <u>K</u> S v4 O SOCKS <u>v</u> 5	Por <u>t</u>	0	
O <u>A</u> utomatic pro	oxy configuration URL			
		R	eload	
		ОК	Cancel	1

Check the "Also use this proxy for HTTPS" box. It's directly below the "HTTP Proxy" field.

2	Connection Settings		2	×
Configure Prox No prox <u>y</u> Auto-detect p <u>U</u> se system provide	xy Access to the Internet proxy settings for this net <u>w</u> ork roxy settings			^
OManual proxy	configuration			
HTTP Pro <u>x</u> y	10.1.6.16	Port	3128	
	Also use this proxy for HTTPS			
<u>H</u> TTPS Proxy	10.1.6.16	P <u>o</u> rt	3128	1
SO <u>C</u> KS Host		Port	0	
Automatic pr	\bigcirc SOCKS V4 \bigcirc SOCKS <u>v</u> 5			
		R	<u>e</u> load	~
		ок	Cancel	

Click OK. It's at the bottom of the window. Doing so will save your settings.

─ SOC <u>K</u> S v4		
O Automatic proxy configuration URL		
	R	eload
	_	~
	ОК	Cancel
		1

Open new tab



sujalam.kerala.gov.in
Open eoffice



Enter your login details and open

thank

KWA IT UNIT

NOTICE

The present VPN solution faces lot of performance related issues, which necessitated the need for a new VPN solution. Hence, Government identified and implemented a new VPN solution named 'Accops' with better performance which satisfies the requirements of Government officials, who are accessing electronic files, remotely. The new VPN solution supports all Operating Systems viz; Windows, Ubuntu, Android, Mac, IOS and Linux. Hence, all VPN account holders in Secretariat are requested to use the Accops VPN solution for processing electronic files, remotely. A user manual for the purpose is also attached.

Section Officer E & IT (IT Cell) Department

Steps for Accops HySecure VPN installation on client Devices

Operating System	Pages
Windows	2 - 3
Мас	4 - 6
Ubuntu	7 - 9
Android	10 - 13

Accops HySecure Installation for User login on Windows OS

1) To download HySecure client for Windows OS, open any browser and type the URL <u>https://evpn.kerala.gov.in</u> in the address bar. Then click on the below option to download HySecure client for windows.

Virtual Workspace Portal	Sign-in
Access your corporate applications from anywhere, anytime. Access Intranet, EMail, Web Applications, Microsoft Remote Desktop Application. Get connected to your personal desktop and files.	Usemame Password
Login into corporate VPN using selected authentication mechanisms. Unauthorized access is prohibited. All access is logged on HySecure Gateway.	Sign-in
Click here to download HyWorks Client.	
Click here to download Ubuntu Client.	

2) Open file explorer and go to downloads folder. Right click on VPNClientSetup.exe and select "Run as Administrator" and install the HySecure client.

▶ ▶ ▶ ▶ Downloads File Home Share ← → ★ ↓	View			
A Quick access	Name	Date modified	Туре	Size
Desktop 🖈	VPNClientSetup	21-12-2021 13:23	Application	12,569 KB

-> - + +	> Th	is PC > Download	is				
Quick access		Name ~ Today (4)		Date mo	dified	Туре	Size
Desktop Downloads	A A	G VPNCIi	Open	34.43.30	21 13:23	Application	12,569 KB
Documents	\$	Whats	Run as administrator		21 12:49	JPEG File	1,343 KB 24 KB
Pictures Music	A	Whats	Share with Skype Troubleshoot compatibility		21 11:38	JPEG File	35 KB
Videos		Uncont	Pin to Start		1 15:28	CRDOWNLOAD File	7,69,208 KB
OneDrive		rhel-8.!	Move to OneDrive		1 14:42	Disc Image File	80,40,450

3) Now to login using HySecure client go to desktop and click on the icon Accops HySecure client.



4) Enter HySecure Server address as 'evpn.kerala.gov.in' and enter your VPN user name and password to login.

Accops HySecure CI	ient X
Action	
	A STATE IT MISSION
HySecure Server	evpn.kerala.gov.in
Please login using con	figured authentication method.
	Login with a digital certificate
Username	
Password	
	Remember Me Remember Password

5) Minimize the Accops HySecure client application and open the Mozilla Firefox browser. Then type the URL <u>https://esarkar.kerala.gov.in</u> in the address bar. You will get the login screen of e-Office as shown below:



Accops HySecure Installation for User login on Mac OS

1) To download HySecure client for Mac OS, open any browser and type the URL <u>https://evpn.kerala.gov.in</u> in the address bar. Then click on below option to download HySecure client for Mac OS.

Virtual Workspace Portal	Sign-in
Access your corporate applications from anywhere, anytime. Access Intranet, EMail, Web Applications, Microsoft Remote Desktop Application. Get connected to your personal desktop and files.	Username Password
Login into corporate VPN using selected authentication mechanisms. Unauthorized access is prohibited. All access is logged on HySecure Gateway.	Sign-in
Click here to download HySecure Client.	
Click here to download HyWorks Client.	
Click here to download Mac Client.	
Click here to download Ubuntu Client.	

2) After downloading, click on the packager to install.

HySecure+mac+Client+vb.1.4.4.pkg		
	Attraction Attraction Attraction A	

3) Give Security permissions to install HySecure, Go to System Preferences → Security → Allow HySecure to install.

🐮 Installer File Edit Window Help		1월 146 중 Q 12 4 Tue 22 Feb 4
0.0.0 Home III accops link (6).docx O	© © © < 3 III Security & Privacy Q, Security	
		a).
$\begin{array}{c c c c c c c c c c c c c c c c c c c $	A login password has been set for this user Change Password	Art - Prind and Select - Settings -
Sign in to continue using for free and enjoy more services.	So S	
	 Introduction Destination State Installation Summary Destination The installation was successful. The software was installed. 	

4) After installing Accops HySecure for Mac, click the 'Go' menu on the top left of the screen →Applications → Accops HySecure Client. Open the Accops HySecure Client Application and enter the Server address 'evpn.kerala.gov.in' and VPN User name and password as shown below;



	o demo		All applications	
50	All applications	S	3	S
		<u>\$</u>	S	Se antes
•	Turbo Active About	S	<u>S</u>	S
	Settings Leanch RDP	3	3	3

5) Click on login, following console will be shown.

6) Minimize the Accops HySecure client application and open the Mozilla Firefox browser. Then type the URL https://esarkar.kerala.gov.in in the address bar. You will get the login screen of e-Office as shown below:



Accops HySecure Installation for User login on Ubuntu

1) To download HySecure client for Ubuntu OS (versions 16.04 / 18.04 / 20.04), open any browser and type HySecure server URL <u>https://evpn.kerala.gov.in</u> in the address bar. Then click on the below option to download HySecure client for Ubuntu OS

Virtual Workspace Portal	Sign-in
Access your corporate applications from anywhere, anytime.	Username
Application. Get connected to your personal desktop and files.	Password
Login into corporate VPN using selected authentication mechanisms.	Sign-in
Unauthorized access is prohibited. All access is logged on HySecure Gateway.	
Click here to download HySecure Client.	
Click here to download HyWorks Client.	
Click here to download Mac Client.	
Click here to download Ubuntu Client.	
Click here to download Ubuntu Client.	

2) The packager will be downloaded as shown below;

→ C	O & https://propalmsnetwork-my.share	epoint.com/personal/support_accops_com/_layouts/15/onedrive.aspx?id=	0	0
Download		Hysecure_Client_5.1.4.16.deb Im Ss left S.1 of 72.8 MB (373 KB/sec) Show all downloads		×
	ji himmi booke k	HySecure_Client_5.1.4.16.deb		
	i Hmm looks li	HySecure_Client_5.1.4.16.deb ke this file doesn't have a preview we can show you.		
	Hmm looks li	HySecure_Client_5.1.4.16.deb kee this file doesn't have a preview we can show you.		

3) The packager will be downloaded in the "Downloads" folder.



4) Double click the installer package for installing Accops HySecure client. After installation, to view the Accops HySecure icon, go to Applications menu in the Home Screen.



5) Now, search Accops HySecure client, then double click on Accops HySecure icon.

	Accops HySec LibreOffice Calc Files Calendar
🧭 Settings	 Universal Access Make it easier to see, hear, type, point and click Online Accounts Connect to your online accounts and decide what to use them for

6) Enter the Server address as "evpn.kerala.gov.in" and VPN user name and password as shown below;

			0
	Server address :	Enter server address	
	Usemame :	Enter username	
	Pasaword :	Enter password	
		LOGIN	
@2021 Accop	s Systems Pvt Ltd. All rights re	served.	

7) Open Mozilla Firefox browser and enter the URL <u>https://esarkar.kerala.gov.in</u> in the address bar. Then you will get the login screen of e-Office as show below:

Wed May 25 10 47 12 187 3022	
 Government of Kerala	
Login D Persword	
All compliant drigenises und all to eCORes should be registreed through our 2 AP MC Denvis beak Website High Dissensederal action for the TEDE 111 dols - Company C 2000112. The state designed, therefore and tested by MC	

ACCOPS HyClient Installation for ANDROID

1) To Access Accops HyClient for android, install Accops HyClient app from Play Store as shown below.



2) After installation, the below shown icon will appear on Home screen of the Android Mobile/Tab.



3) After installing Accops HySecure for Android , Open the above app and enter the Server address as 'evpn.kerala.gov.in' as shown below.

3	Create Profile
Ente	r Server Address
Enter	the server address of your secure access gateway.
Ð	evpn.kerala.gov.in
	CONTINUE
	C. C. Constanting and a statistical statist Statistical statistical statist

4) After clicking on continue, enter the VPN username.



5) Click continue and enter the password which is optional.

Create Profile	
Enter Password (Optional)	
∂ ••••••••	0
Save P	assword 🗌
CONTINUE	

6) A VPN profile will be created after clicking save button.



7) Once a profile is created, click on the profile and enter the VPN Password and click on continue.



8) After clicking continue, user will get the following console.



9) When the user click on esarkar app, the following login page of e-Office will be displayed.

