USER GUIDE

# Tracking of Physical Files in eOffice

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Movement of Physical Files can easily be tracked in eFile module of eOffice. This can be done by creating a new file of type "Physical".

In this way, only a new file needs to be created and there is no need for any "Notings". However, if required, "Correspondences" can be attached, otherwise, that physical file can be sent to other users for the record of movements without attaching anything at all.

Below are the steps that need to be taken to track movement of a physical file: -

1. Create a New File under File section and select "Physical" as option.
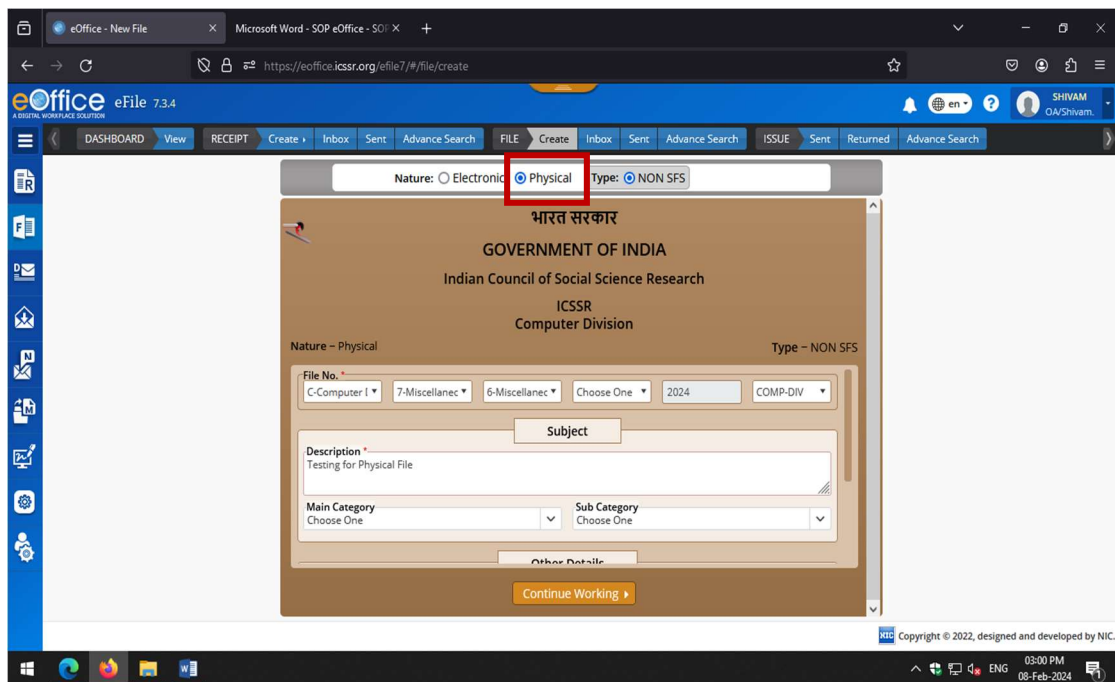
2. After creation of physical file, one can see that only correspondence part is shown. If required, one can attach receipts in it, otherwise it is not mandatory.
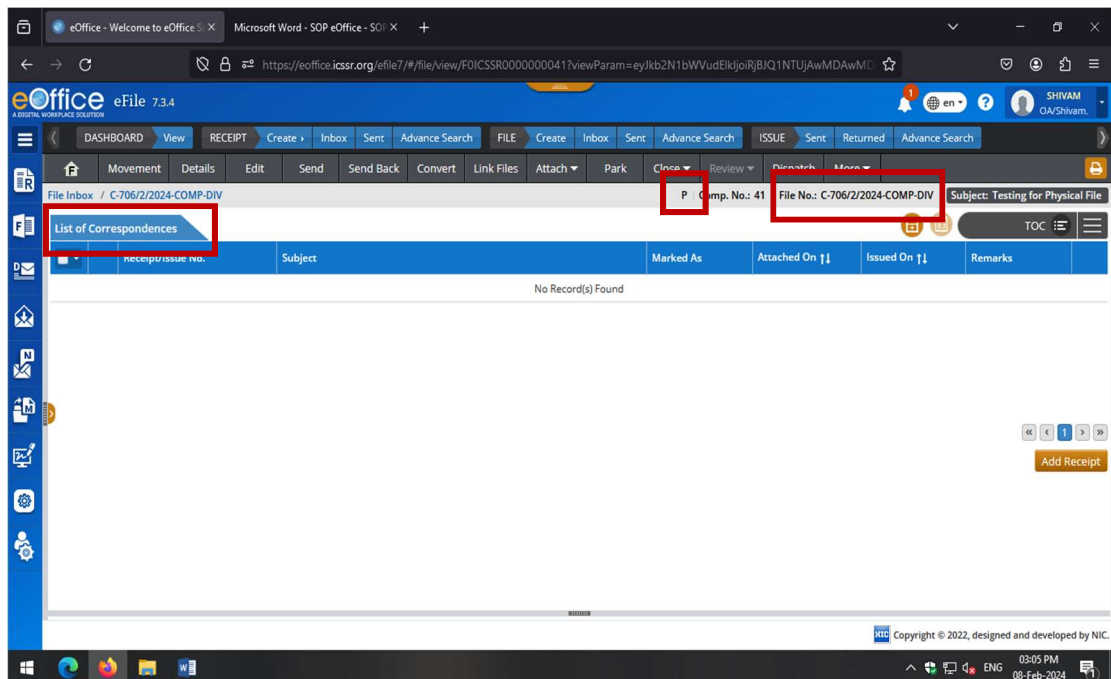

A file number is also generated. For best practice, put a sticker on real physical file with electronically generated file number on it. "P" symbol shows that it is a physical file.

3. When file moves physically division-to-division or intra-division, it is compulsory to update its movement in eOffice so as to keep track of the file electronically.
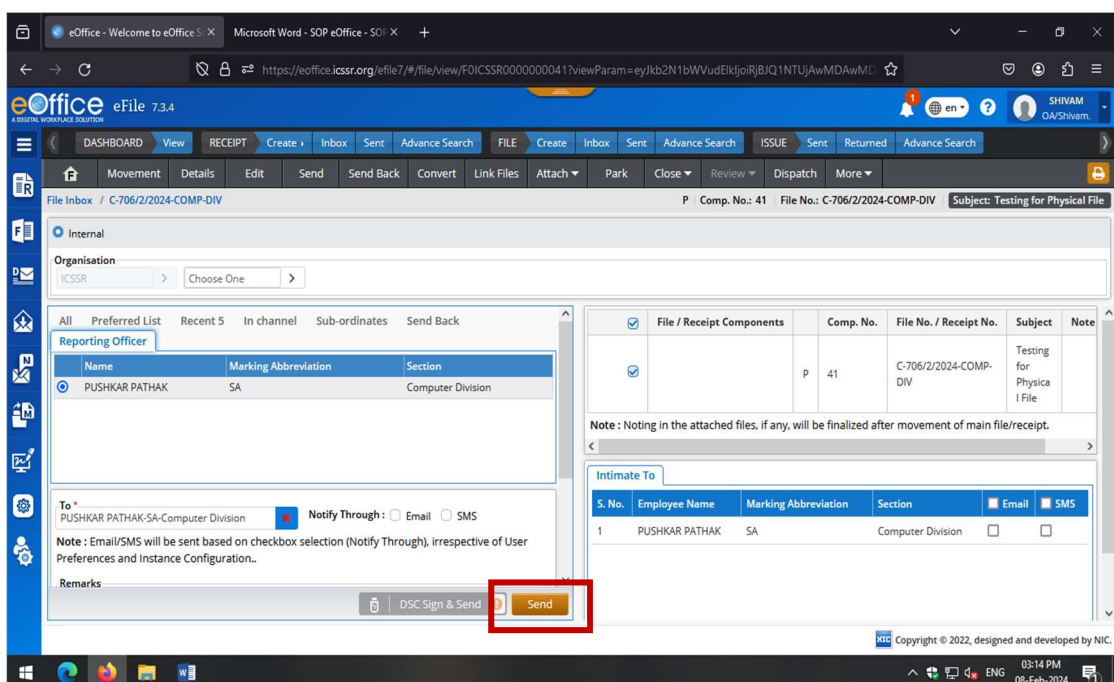
4. One needs to "Receive" the file in eOffice before it can be opened just like physically, one takes receiving before actually receiving it.
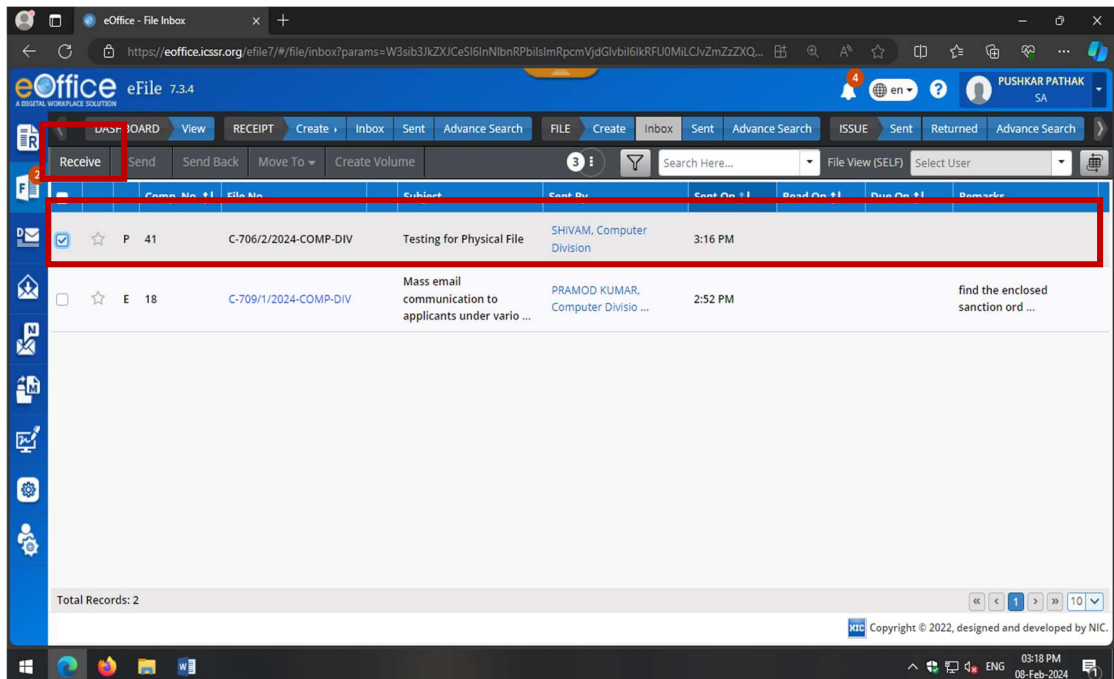
5. After "Receiving", file can be opened as usual. After that we can watch its movement electronically as the file moves physically and subsequent movement will be recorded.