

## Topics on eOffice Training (2 days)

Day -I	Description of the Topics	Speaker
10:00 am to 11: 00 am	Overview on eOffice	Mr. NSS Saibaba
Break	15 minutes	
11: 15 am to 1:15pm		Mr. D Siva Krishna & Guru Prathap
30 minutes	Creation of Receipts	
20 minutes	Creation of Receipts through Email Diarisation	
15 minutes	Creation of Acknowledgment	
10 miutes	How to send Receipts	
15 minutes	How to create file	
15 minutes	Significance of File Heads	
15 minutes	Adding Receipts to the File	
Break	45 minutes	
2:00 pm to 5:00 pm	Practise session	
Day -II	Description of the Topics	Speaker
10:00 am to 11:30 am		Mr. D Siva Krishna & Guru Prathap
15 minutes	Breif Explanation of yesterday's recap	
15 minutes	How to write notings in File	
15 minutes	Differences between Green note and Yellow note	
20 minutes	How to Create Draft to the File	
10 minutes	How to view draft in the file	
15 minutes	Approving Draft	
Break	15 minutes	
11:45 am to 1:15 pm		Mr. D Siva Krishna & Guru Prathap
10 minutes	Add more receiptents	
20 minutes	Dispatch by self, Dispatch by CRU (Files,Receipts)	
10 minutes	References	
10 minutes	Park files	
10 minutes	Close Files	
10 minutes	Create Part Files	
10 minutes	Reports	
10 minutes	Use of settings & notifications	
Break	45 minutes	

2:00 pm to 3:30 pm		Mr. D Siva Krishna & Guru Prathap
10 minutes	Advanced search	
5 minutes	DSC	
10 minutes	How install the DSC token drivers	
15 minutes	How to check the Serial number of the DSC	
15 minutes	How to Register DSC to the eOffice User	
15 minutes	How to Enable DSC Settings in eOffice	
15 minutes	How to do Digital Signature in notings and draft in eOffice s/	
5 minutes	How to deactivate the DSC	
Break		
3:45 pm to 5:00 pm	Discussion on feedbacks & issues	