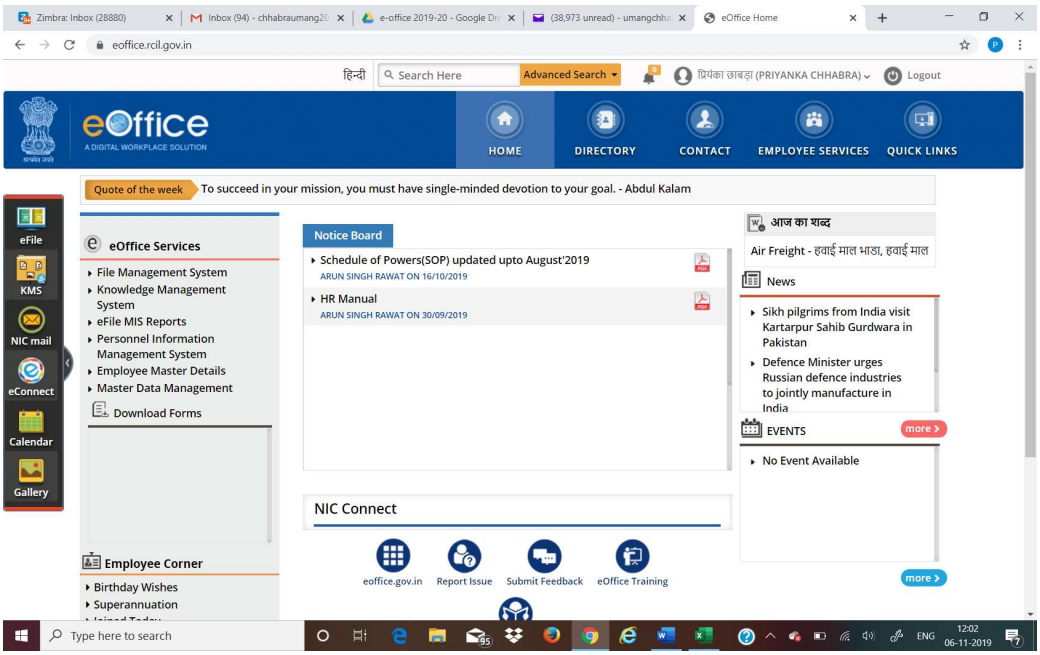
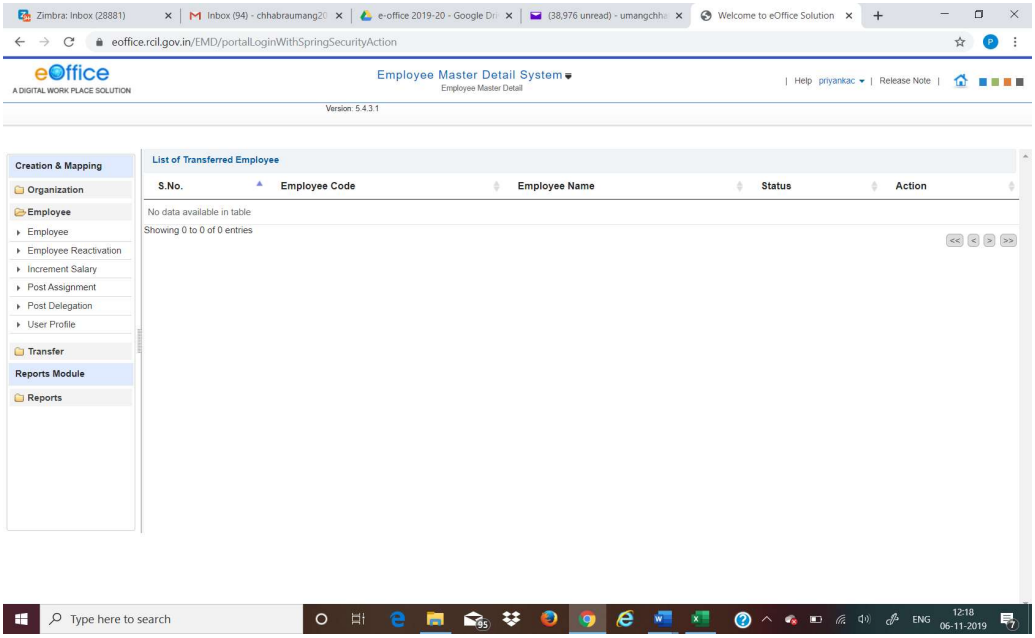
PROCEDURE FOR SETTING REPORTING OFFICER AND HIERARCHY IN E-OFFICE

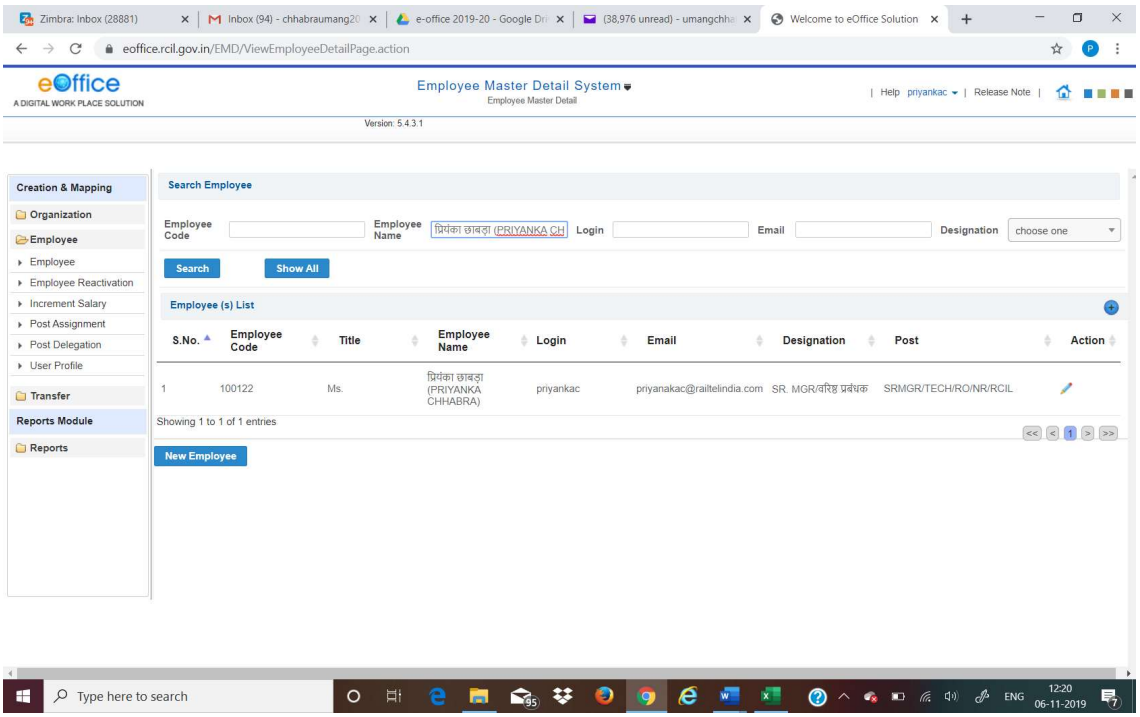
STEP 1 : Login to eoffice portal



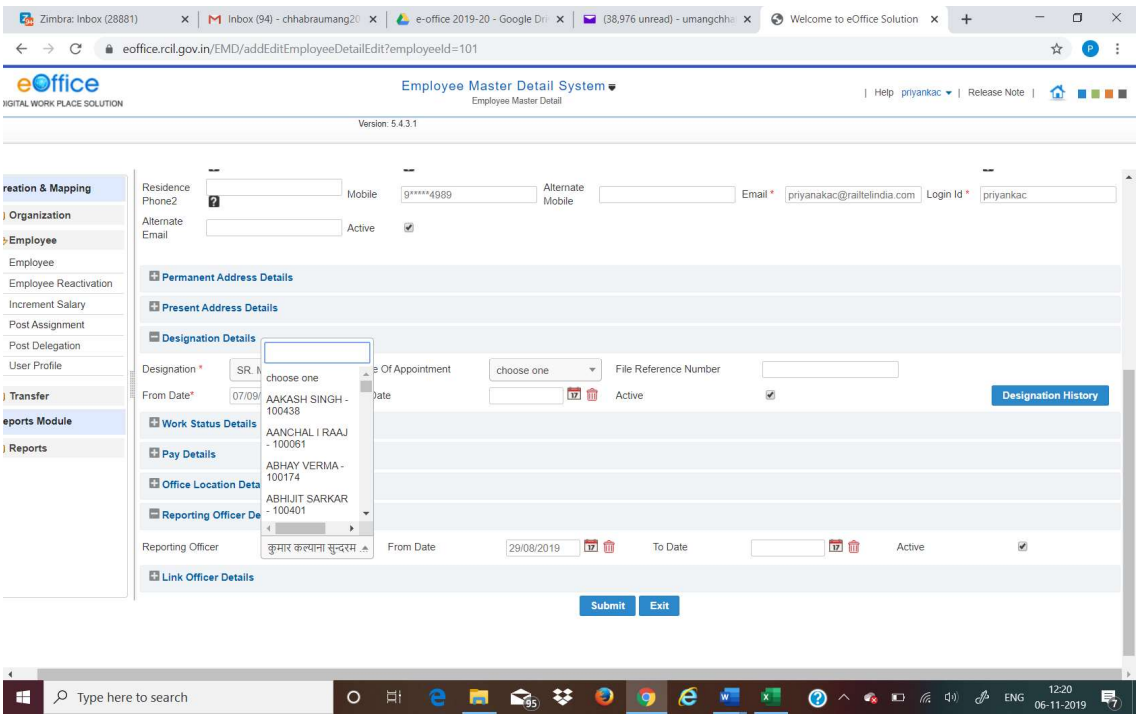
STEP 2: Go to Employee Master Details



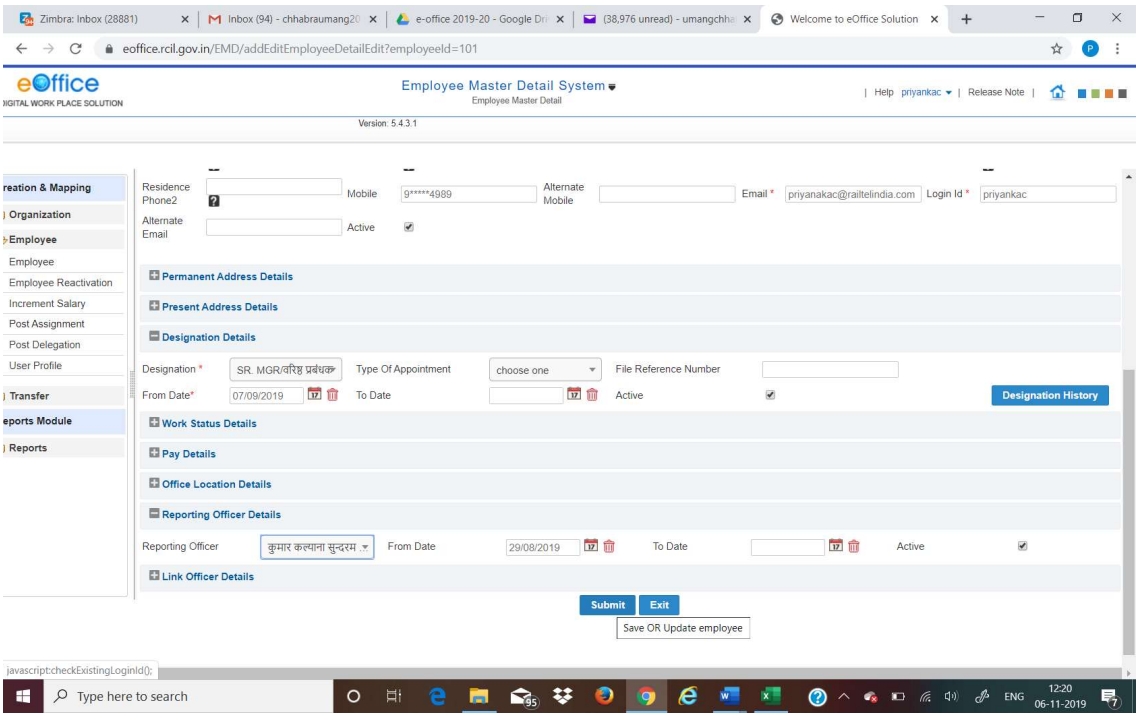
STEP 3: Search the Employee name and click on Action *(for editing)*



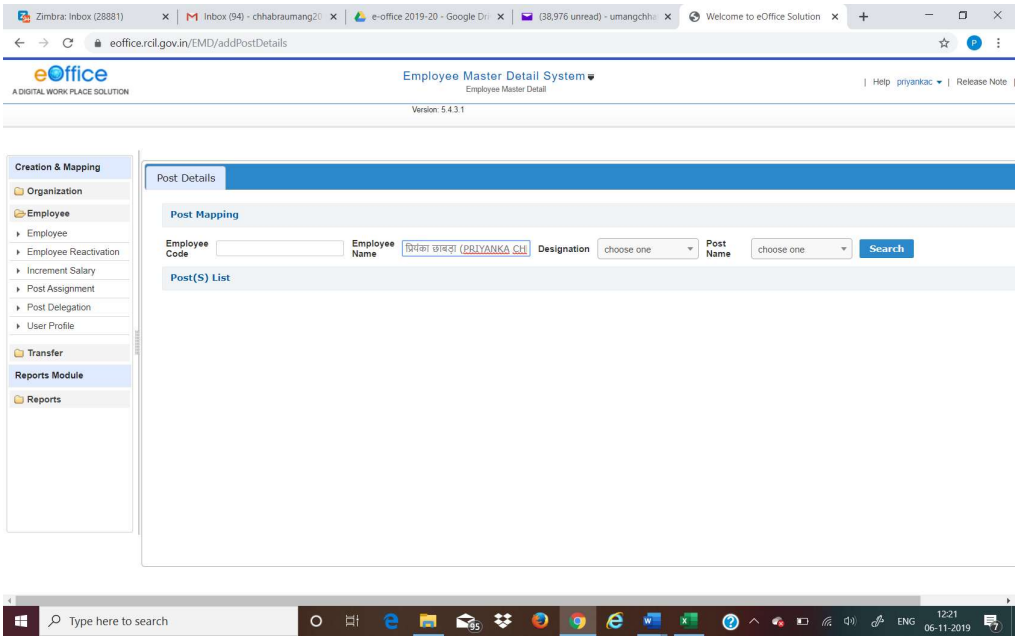
STEP 4 : Go to Reporting Officer Details Tab



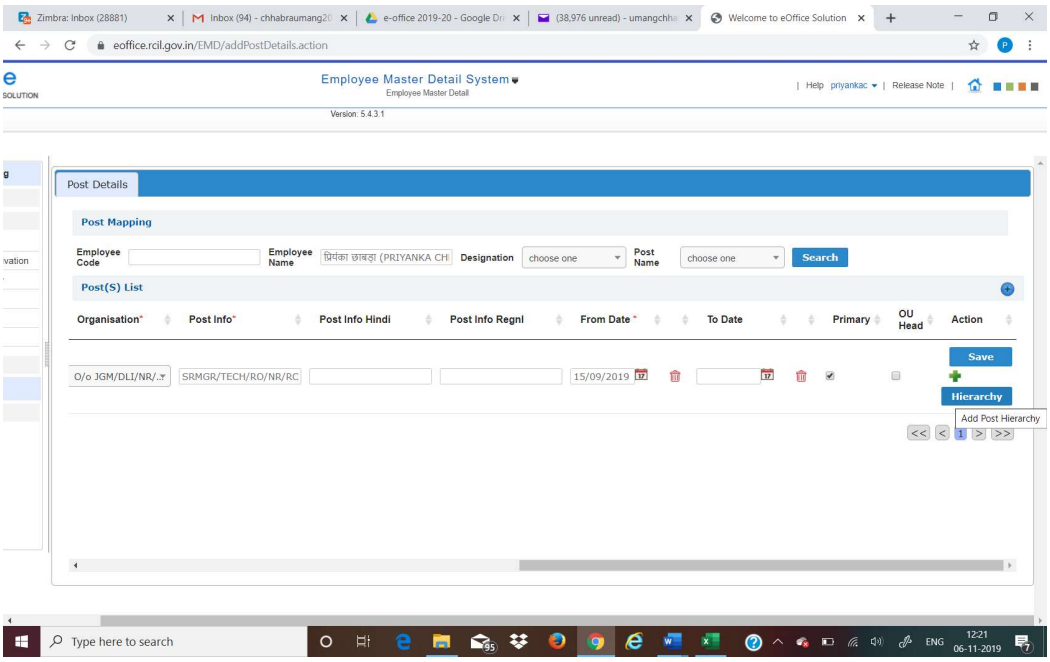
STEP 5: Select the name of the Reporting Officer from the list of values and click on Submit button.



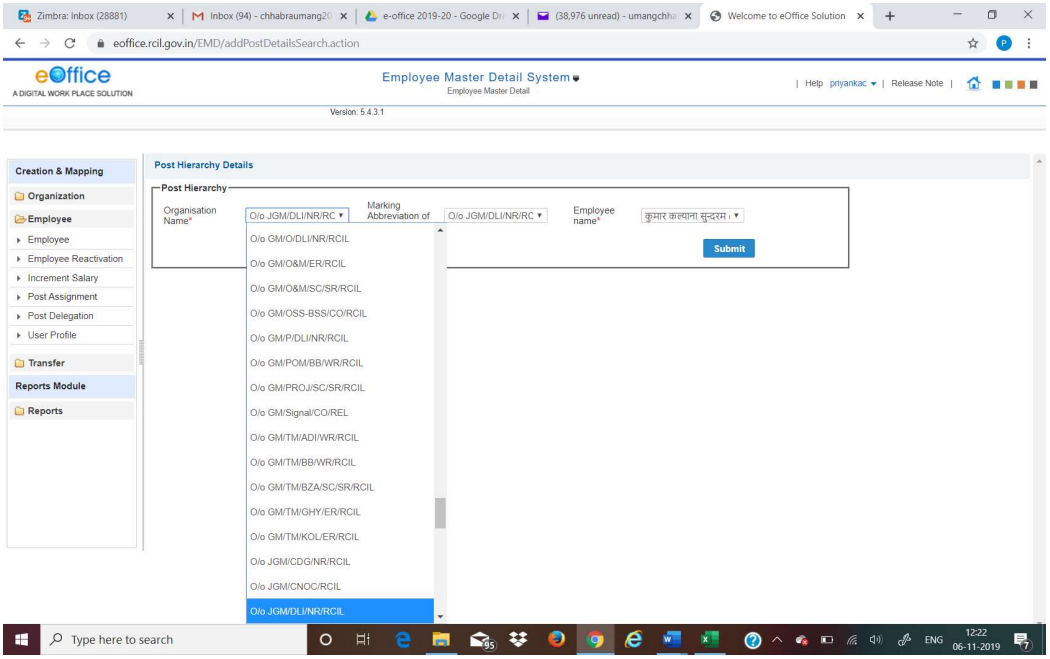
STEP 6: Go to Post Assignment and select the name of the Employee for which hierarchy needs to be defined



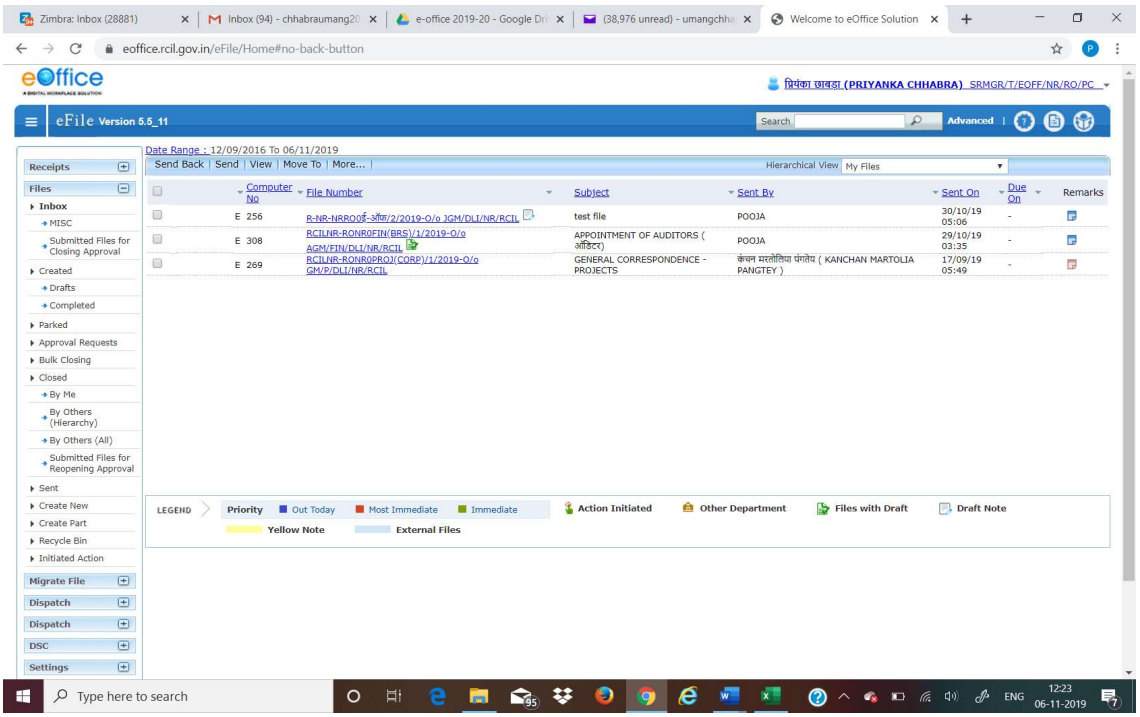
STEP 7: Select the name of the Employee for which hierarchy needs to be defined and Add post hierarchy by clicking on Hierarchy button

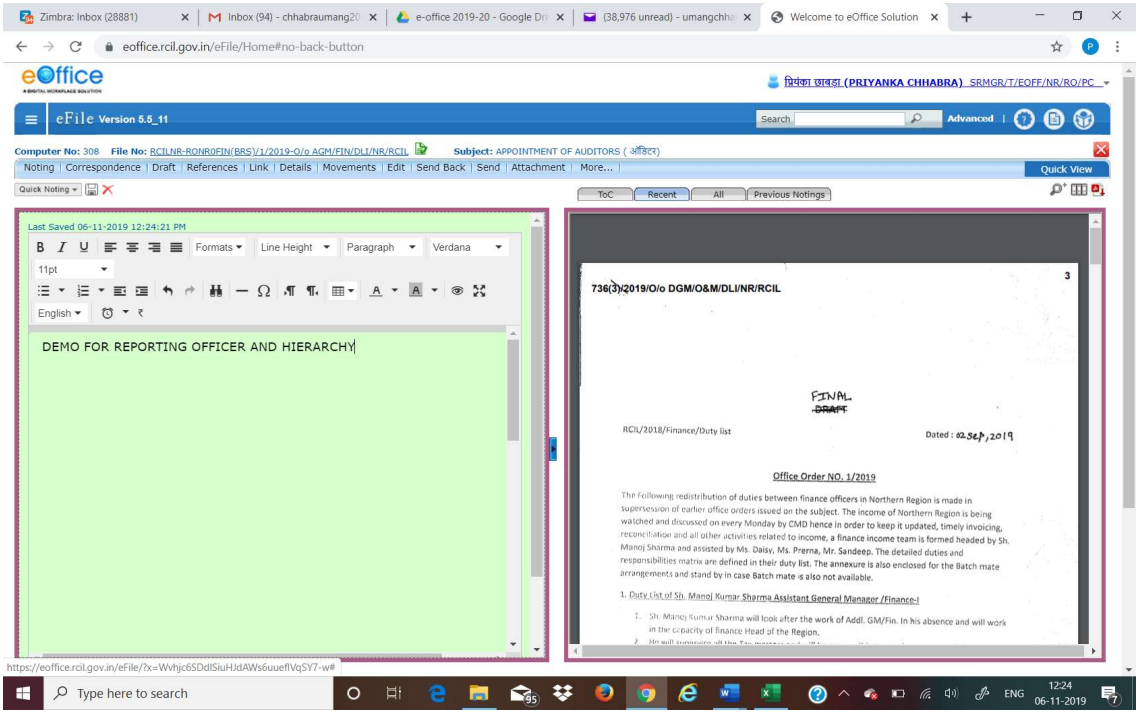


STEP 8: Select the Organisation Unit of Reporting Office in first tab, choose the Marking abbreviation of Reporting officer in second and Choose the Name of the Officer in third tab.



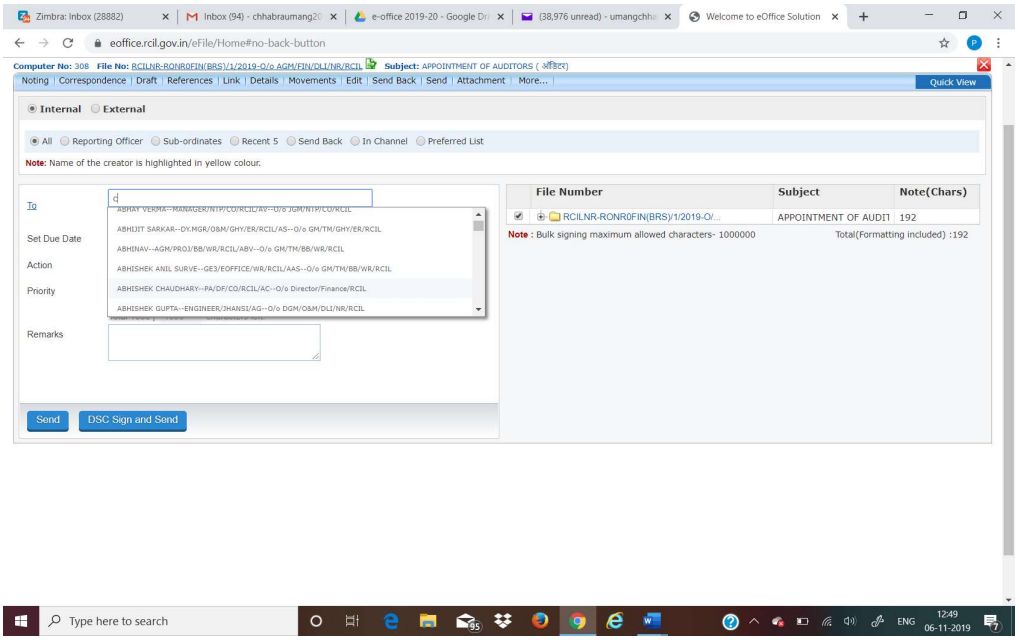
STEP 9: Go the File Management System and choose the file which needs to be sent forward.



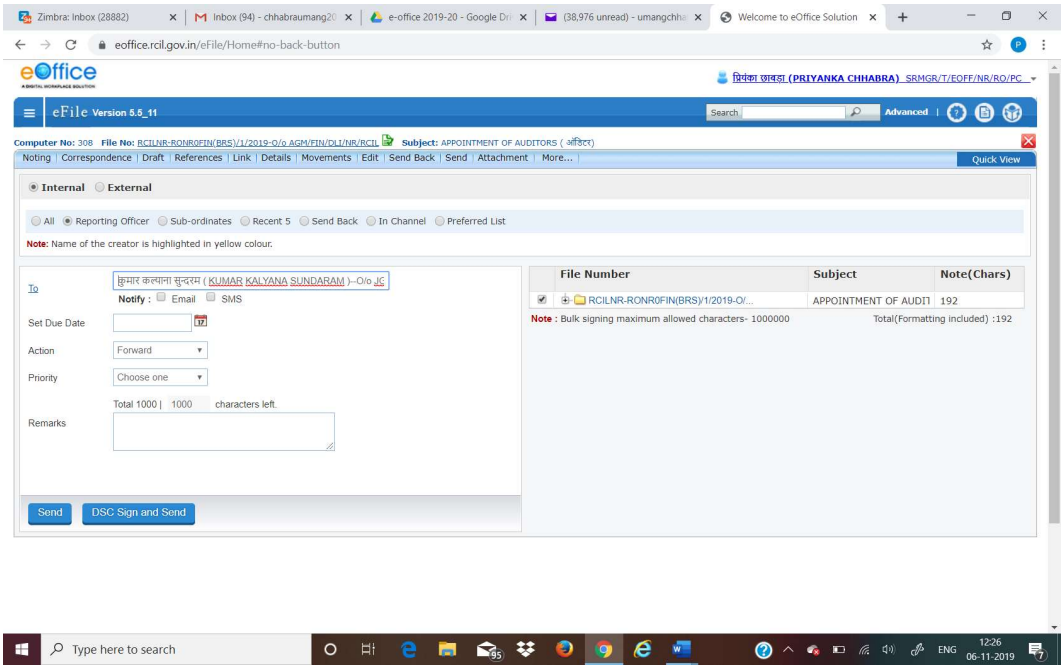


STEP 10: While sending the file, following tabs are available ,

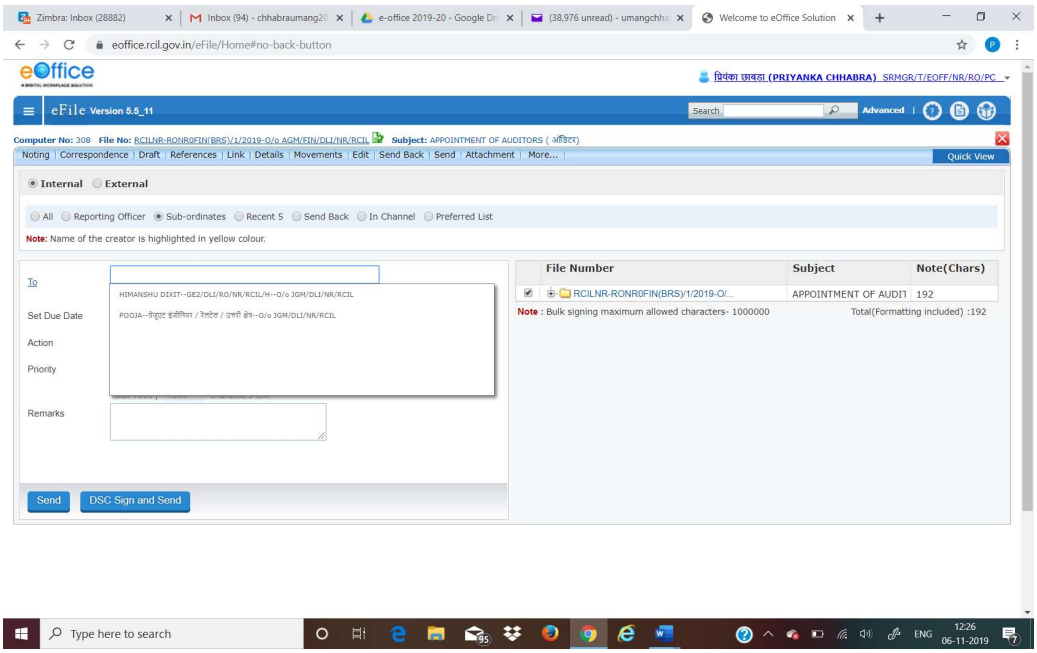
a) All tab will show all the users mapped onto e-office.



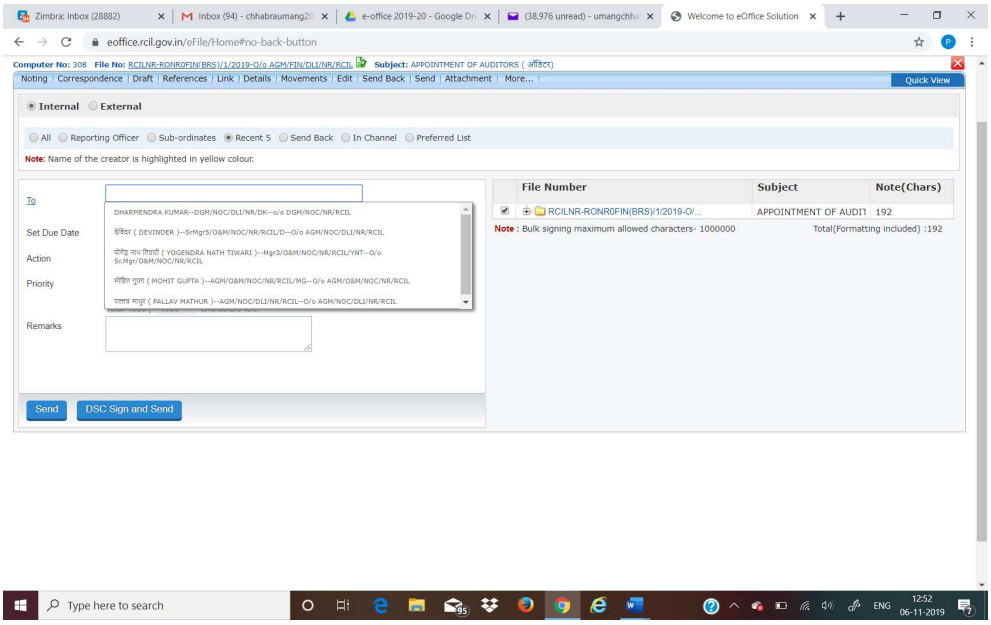
b) Reporting Officer tab for sending to the Officer (name appears automatically as shown below)



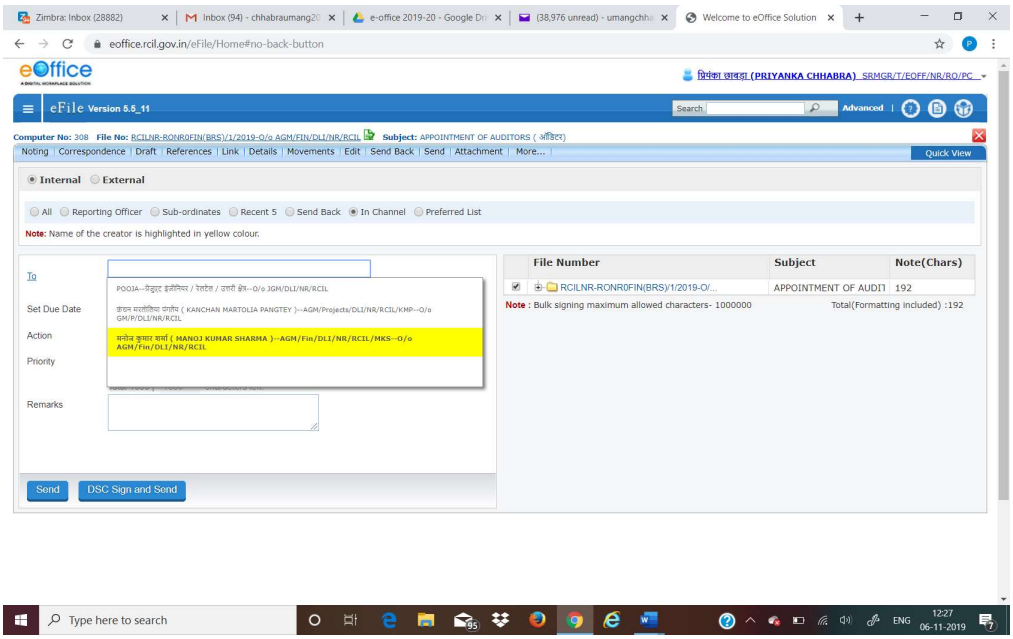
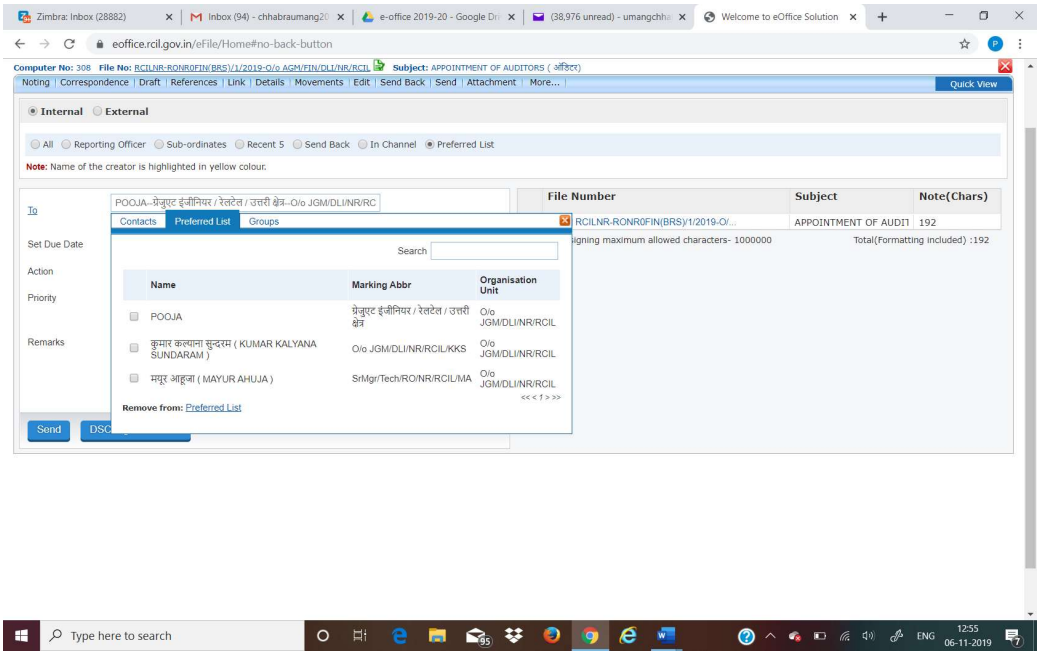
c) Choose Sub Ordinates for sending to any of the employees working under you.



d) Recent 5 will show last 5 users with whom the file movement has been done.



e) *In-channel will show the list of users who are already been involved in that particular file movement*



f) *Preferred List will show you the list of those users which have been added by you in the preferred list*