Receipt Inbox

The Receipt **Inbox** sub module displays list of all the incoming receipts that have been marked to the logged in user for further necessary action. The receipts in Inbox are in active state pending for necessary disposal.

To view list of receipts received, Click **Inbox** sub module of **Receipt** module or Click **Inbox** link of Receipt Quick Access menu bar. *(Figure 9):*
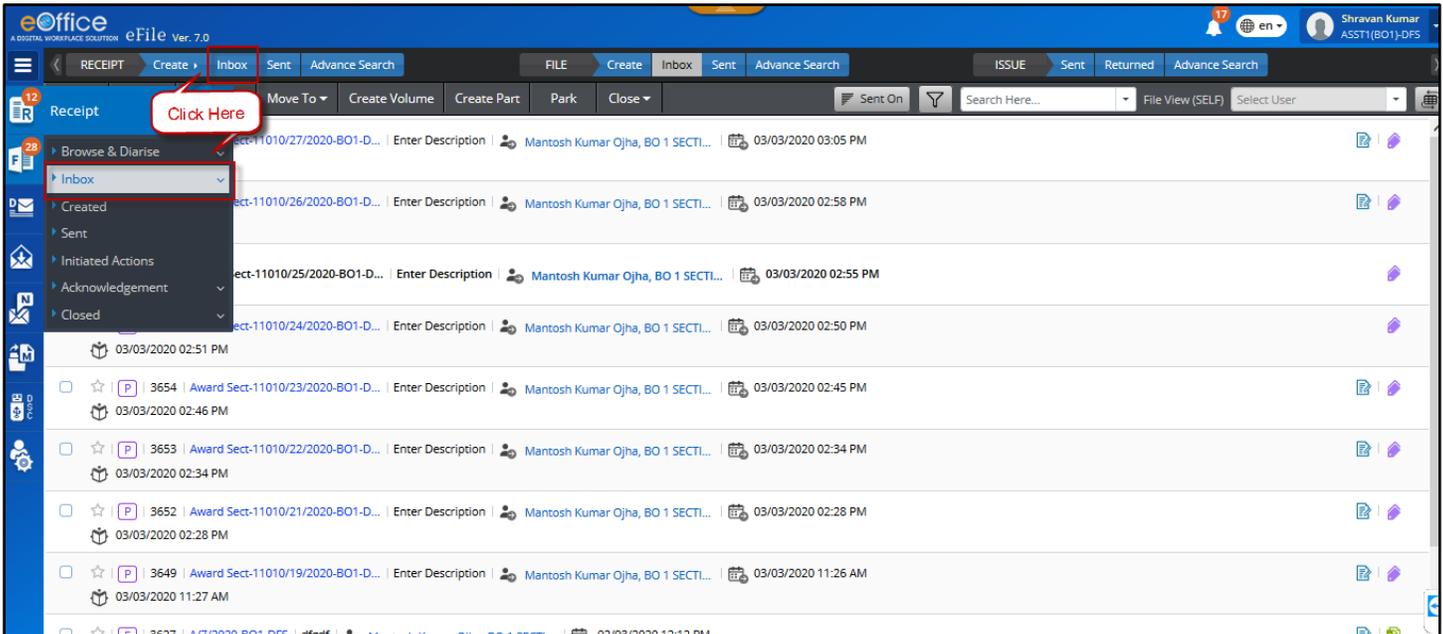

Figure 9

Description:

- The Inbox View can be switched from Advanced (Row based) to Normal (Column Based) and vice versa by clicking on switch icon. (*Figure 10*)
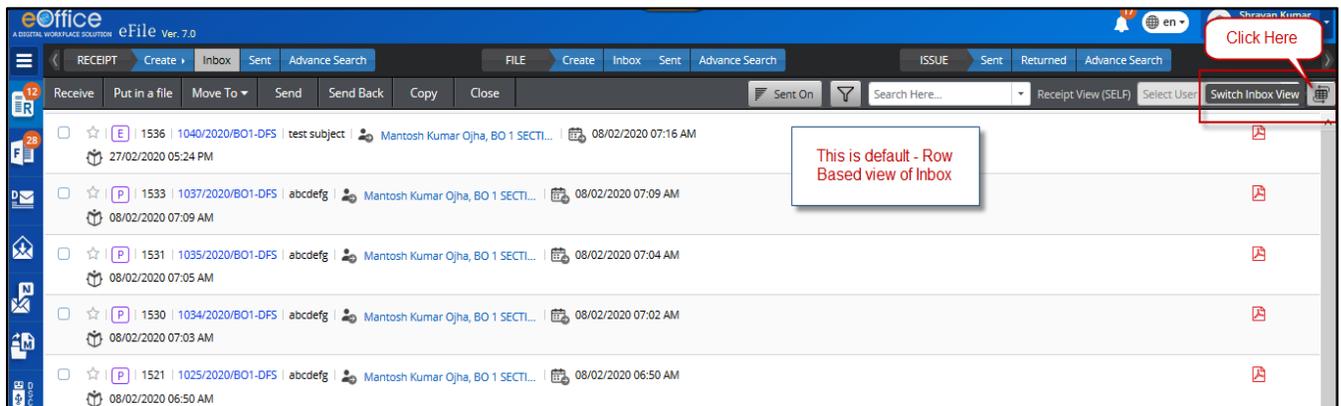

Figure 10

> **Note:**
> - To configure the default view for Inbox List Refer Preferences sub module of Setting Module.

- The **Inbox** list of receipts displays information such as, **Nature of Receipt** (E/P), **Computer No.**, **Receipt No.**, **Subject**, **Sent By**, **Sent on**, **Read On**, **Due On** and **Remarks** *(Figure 11)*.

Figure 11

- List of Receipts can be sorted based on **Computer No., Sent On, Due On** and **Read On**.

- **Legends** and **Color Code** are used to differentiate various receipts in list.*(Figure 11)*

- **Sent By** user details (Name, Designation, Marking Abbreviation, Post, Section, Department, Email and Instance) can be viewed by clicking on user's name.*(Figure 12)*

Figure 12

- The list of Receipts in the Inbox can be **filtered** by clicking on the Filter Icon in the menu bar on the basis of **Nature, Read/Unread, Priority, Subject Category, Reference (VIP), Sent Date** range, **Due Date** range and other Flags/Label such as Important, Due Date Elapsed and Action Initiated.*(Figure 13)*
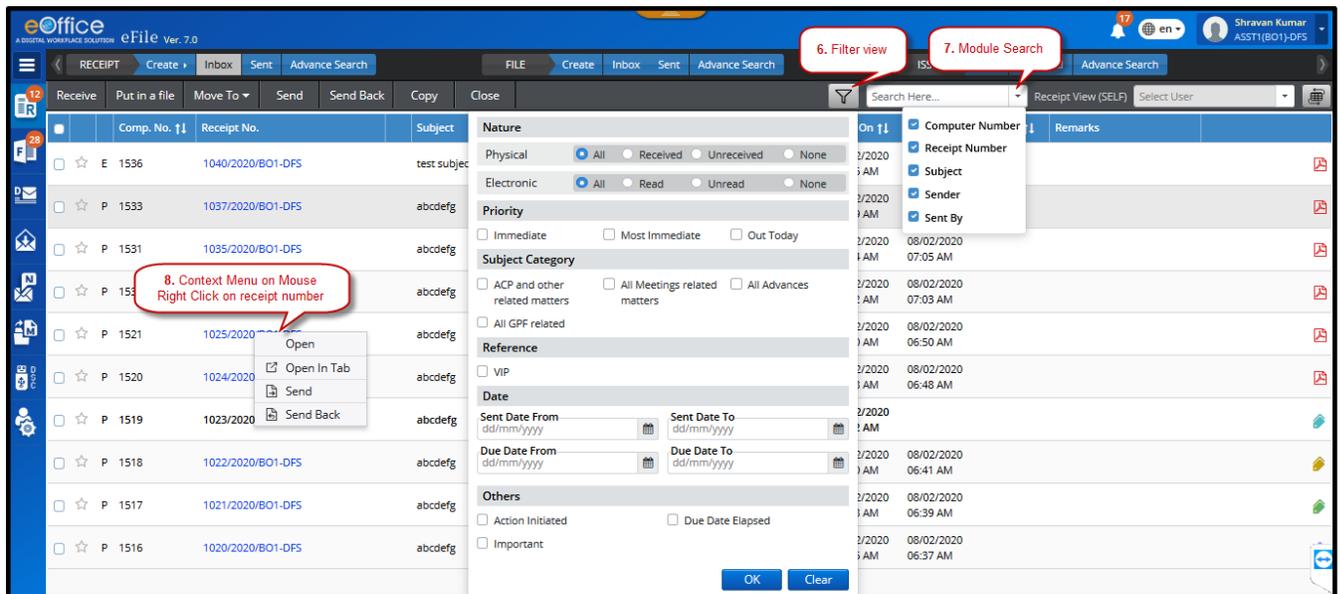
Figure 13

- Receipt can be searched using **Module Search** (Computer No., Receipt No., Subject, Sender and Sent By).*(Figure 13)*

- Using **Context menu** (on mouse right click) **receipts** in Inbox can be Received (Unreceived physical receipts only), **Opened in Same** or **Different Tab** of the browser and can be **Send** or **Send Back**.*(Figure 13)*

- List of receipts in Inbox of Self, Users in same Section/Office and Users under your individual post hierarchy can be viewed through Receipt view. *(Figure 14)*
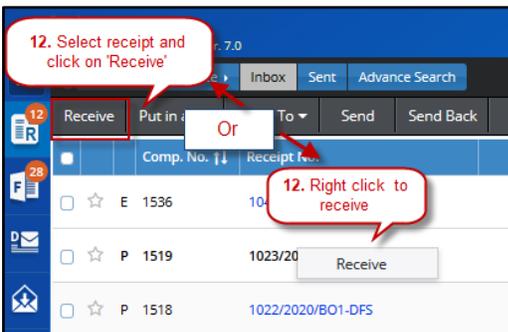

Figure 14

Note:
- Receipt View will display Inbox list of users in **Section** and **Hierarchy**, no action will be allowed on them except **'Pull up'**
- Receipt is to be pulled up, to view its inner page and take other actions.

- The Attachment Icon next to Receipt no. is visible in case File(s)/Receipt(s) are attached with it and further can be clicked to see attached details.*(Figure 15)*

Figure 15

- Details of receipt such as diarized letter and other information can be viewed on receipt inner page by clicking on the **Receipt No**.

- The un-received Physical receipt need to be received in order to take action on it (***Figure 16***).

Figure 16

- The following actions that can be performed on the list of INBOX receipts –

1. Receive (Applicable for un-received physical files only)
2. Put in a File
3. Move To (My Folders)
4. Send
5. Send Back
6. Copy
7. Close