

# Received Letters

This module will display letters received from Intra eOffice, Inter eOffice and Mail moved from Email for Diarisation as a Receipt in eFile Module.

## Intra eOffice

This feature allows user to view and diaries letters received from Intra eOffice (*Department within same eFile Instance*) as a Receipt in eFile Module.

### STEPS TO FOLLOW:

1. Click Intra eOffice link under ‘**Received Letters**’ module.

Dispatch No.	Subject	Sent By	Sender Email	Received On	Section	Department	Diary Status	Action
DIS/12650/2020	csdscsdscsdscsdsc	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	22/06/2020 08:37 PM	eOffice MMP Division	NIC	Not Diarised	[Icon]
DIS/11102/2020	csdscsdscsdscsdsc	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	22/06/2020 08:17 PM	eOffice MMP Division	NIC	Not Diarised	[Icon]
DIS/11073/2020	edte	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	21/06/2020 09:07 PM	eOffice MMP Division	NIC	Diarised	[Icon]
	bjct	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	21/06/2020 07:39 PM	eOffice MMP Division	NIC	Not Diarised	[Icon]
	ter Description 223Testing	R.R. Pillay		20/06/2020 06:46 PM	GANDHI NAGAR (STATE UNIT)	NIC	Not Diarised	[Icon]
	ter Description	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	20/06/2020 02:27 PM	eOffice MMP Division	NIC	Not Diarised	[Icon]
	f	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	19/06/2020 08:55 PM	eOffice MMP Division	NIC	Not Diarised	[Icon]
DIS/10827/2020	wedwedwed	Saroja Kumar Patro	sumit7rawat.nic@gmail.com	19/06/2020 11:26 AM	eOffice MMP Division	NIC	Not Diarised	[Icon]

Figure 372

## List of Received Letters from Intra eOffice:

- Received letter can be viewed in a popup window (PDF format) by clicking on **Dispatch No.**

The screenshot shows a PDF viewer window titled 'sample(1).pdf' overlaid on the 'Received Letters' table. The PDF content is as follows:

A Simple PDF File

This is a small demonstration .pdf file -

just for use in the Virtual Mechanics tutorials. More text. And more text. And more text. And more text. And more text.

And more text. And more text. And more text. And more text. And more text. And more text. Boring, zzzzz. And more text. And more text.

And more text. And more text. And more text. And more text. And more text. And more text. And more text. And more text. Even more. Continued on page 2 ...

Figure 373

- List of Received Letters can be **Sorted** based on Sent On date.

- Received Letters available in list can be **Searched** using module search (Dispatch No., Sender Email, Sent By, Subject, Section and Department).

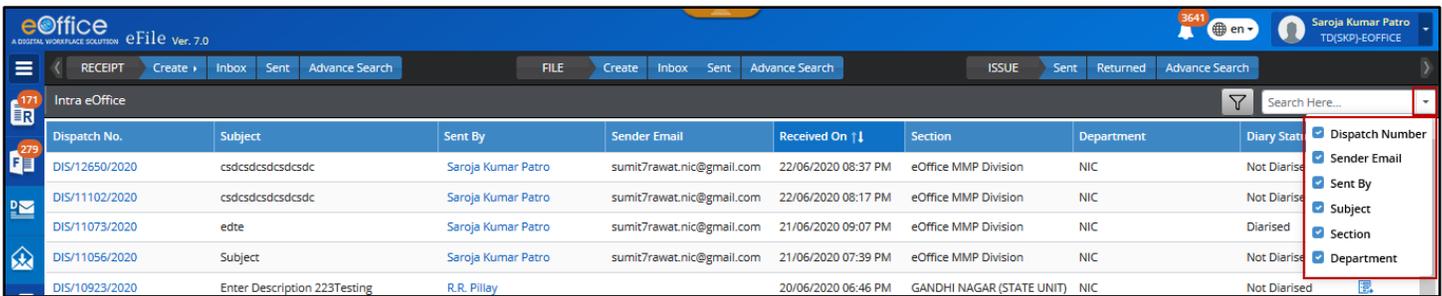


Figure 374

- Received Letters available in list can be **Filtered** depending **Sent on Date** and **Status** (Diarised/ Not Diarised/ Both)

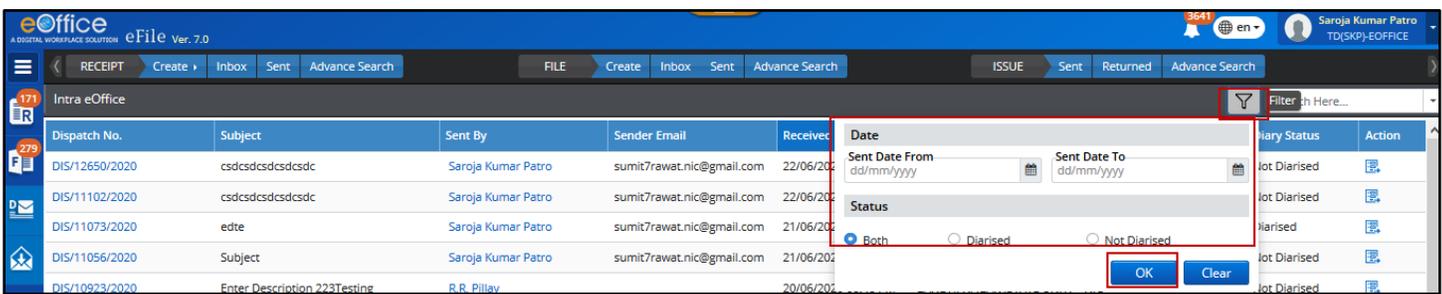


Figure 375

## Diarise Received Letter

### STEPS TO FOLLOW:

- Click **Diarise** Icon for dispatch in the Intra eOffice Received Letters list.

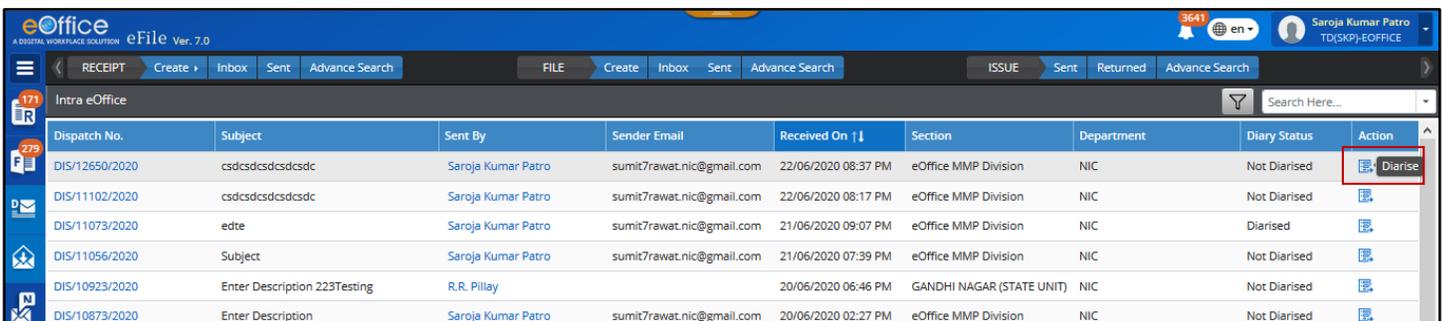


Figure 376

- Click **Upload** action button to select PDF files from local system. (If Required)

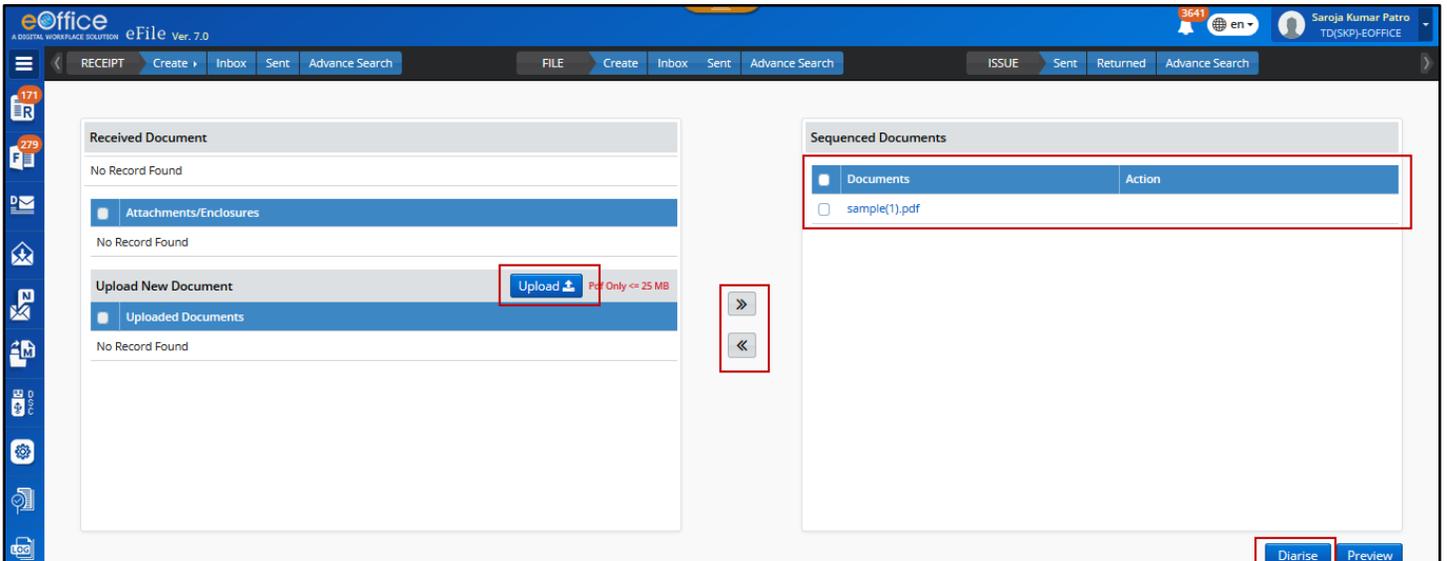


Figure 377

3. **Move** dispatch content, PDF attachment and Uploaded document for merging into a single document (PDF) required for receipt Diarisation.
4. Click **Preview** to view and verify the merged PDF.
5. Click **Diarise** to open electronic receipt Diarisation page. *(PDF will be auto populated)*
6. Follow the diary process as mentioned in [Electronic Receipt Diarisation](#) to create electronic receipt.

**Note:**

- **Diary Status** column in Intra eOffice Received Letter list will be updated to **Diarised** for records that are already Diarised
- Newly created receipt should be displayed in Created folder in Receipt Module.