Add Correspondence in File

User can add correspondences in both Electronic and Physical File Inner page opened from File Inbox/Inbox Folder/Created/Parked Folder and take various actions on attached correspondence.

Add Correspondence in Electronic File

User can attach eReceipt diarized in eOffice to an eFile opened from Inbox/ Inbox Folder/ Created/ Parked through following process.

STEPS TO FOLLOW:

1. Click **ToC** menu from Action Menu Dropdown list in the right panel of file inner page. (Configurable using user preference setting to view correspondence list by default).
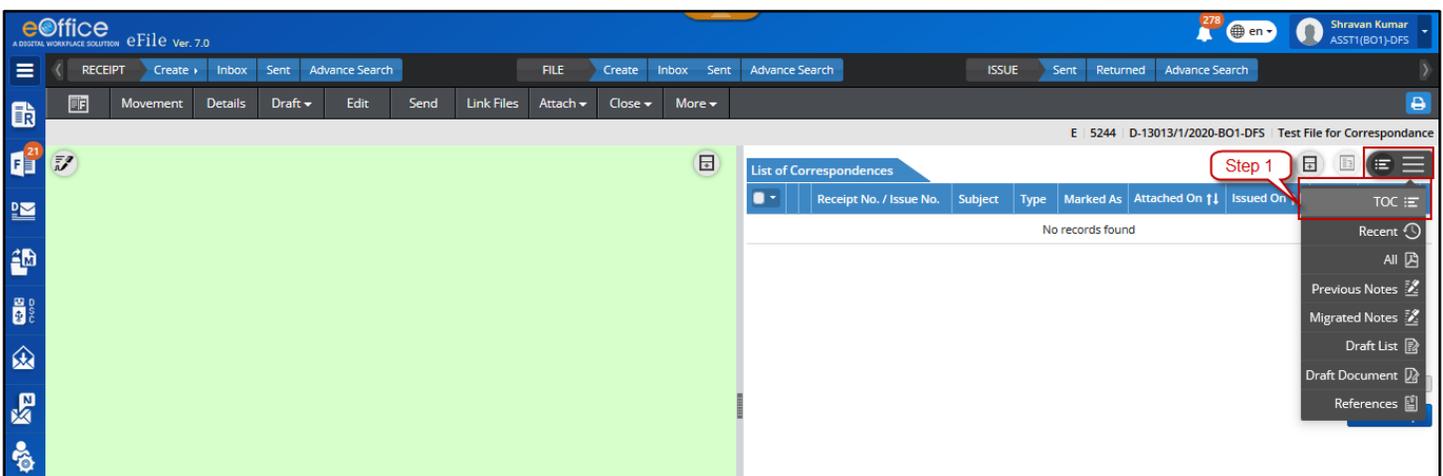

Figure 195

2. Click **Add Receipt** action button.

Figure 196

3. Select receipt from year wise sorted list of Electronic Receipt.

4. Provide mandatory **Remark**.

5. Click **Attach** to attach selected receipt in File.

List of all the attached correspondences (Issues and eReceipt) will be displayed in ToC.

> **Note:**
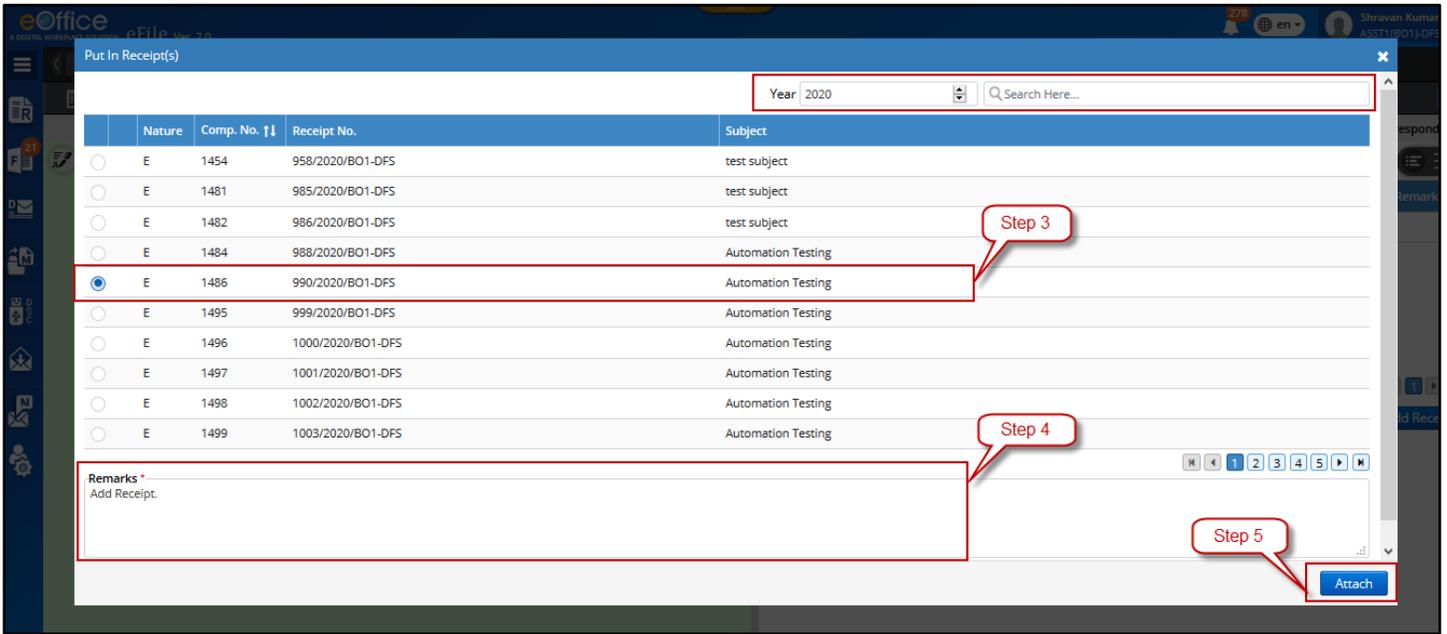> ▪ Latest correspondences (receipt/issue) will be displayed on top the list
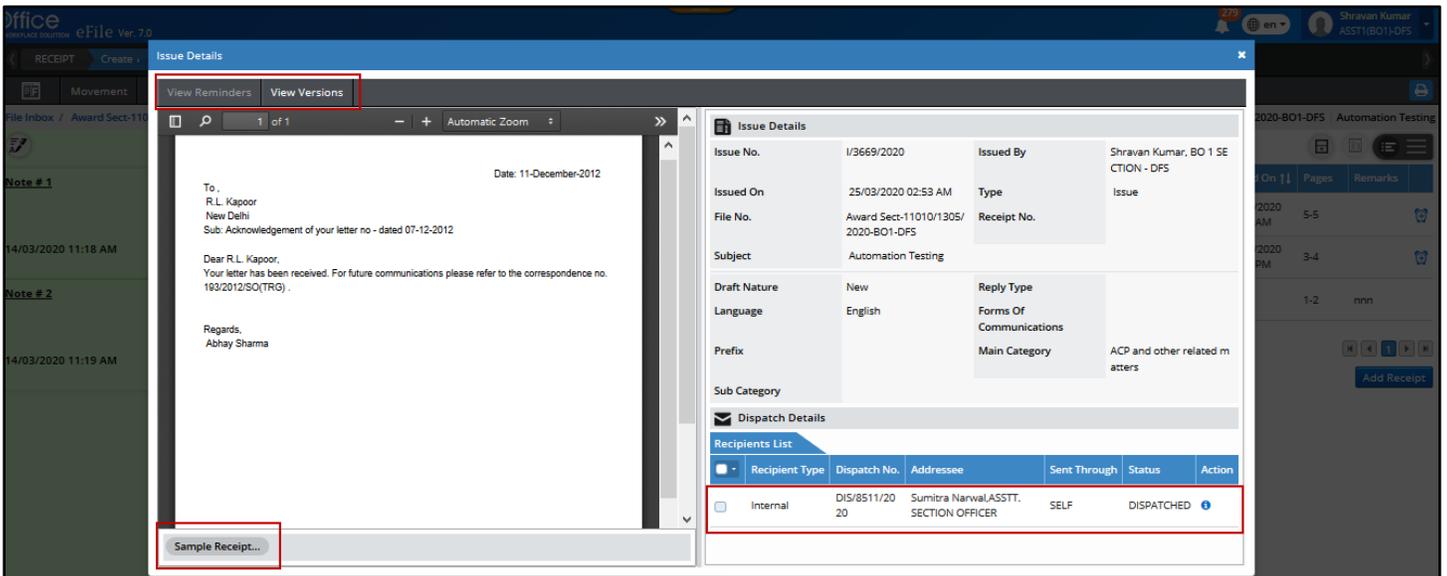
Figure 197

Action on ToC List

- Issue details, Dispatch Details (with option to View Remainders, View Versions of Issue, Download Issue Attachments, Print envelope and View details of specific dispatch), Dispatched Document (PDF) along with Attachment in respective Issue can be viewed by clicking on information icon adjacent to attached Issue.

- Basic details, Dispatch History and movement of the receipts can be viewed by clicking on information icon adjacent to attached receipt.
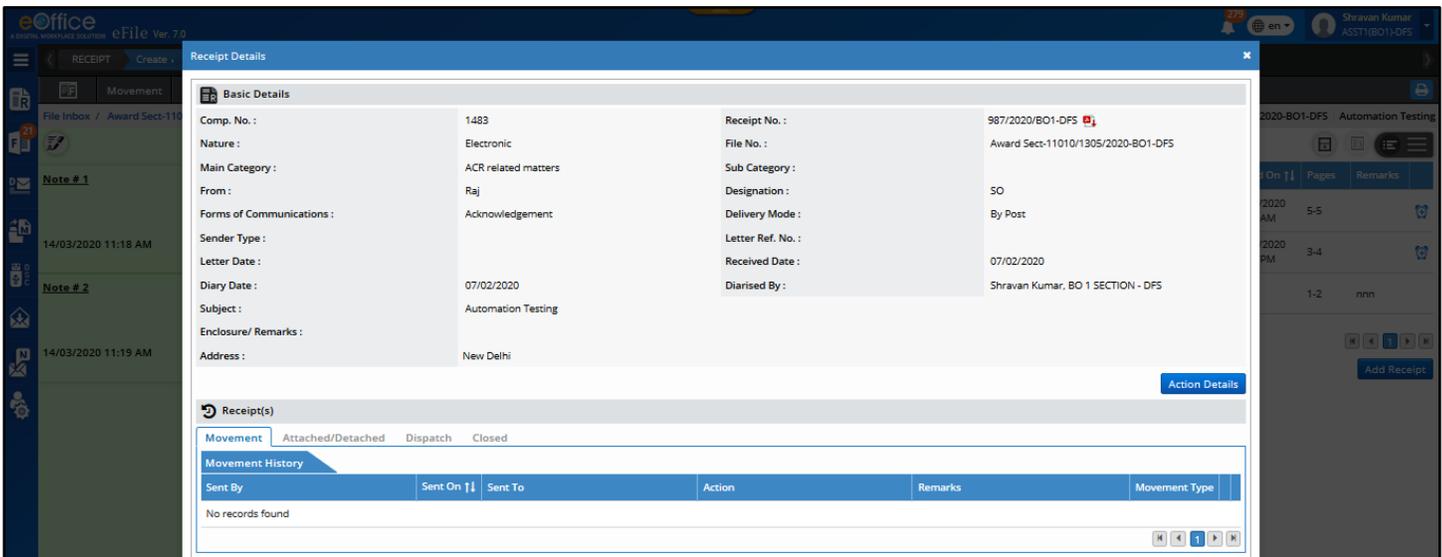
- Content of the receipts can be viewed by clicking on Receipt No. link.

- Action on receipts like (Detach, Close, Mark (as PUC, FR), Unmark, Reopen etc.) can be taken from correspondence list view.
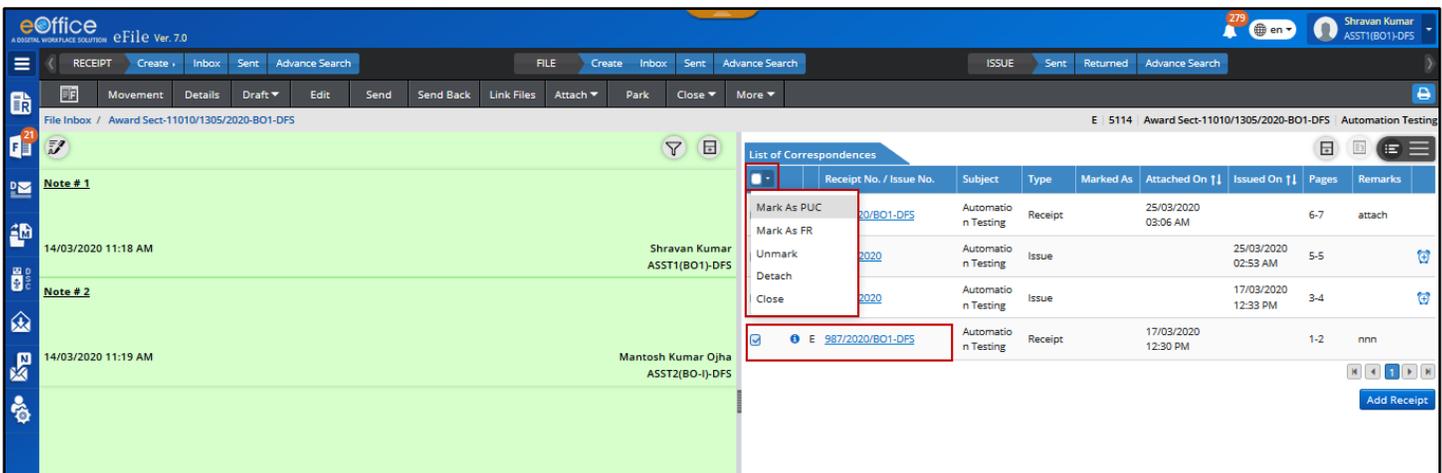
o **Close:** Selecting a receipt from Correspondence list using check box and clicking Close from action menu drop down, displays closing confirmation pop up. Giving closing confirmation and clicking on OK, closes the receipt.

> **Note:**
> - Reopen link becomes active once a receipt is closed in Correspondence list.
> - Not applicable for Issues.

o **Detach:** Selecting a receipt from Correspondence list using check box and clicking Detach from action menu drop down, displays detach confirmation pop up (when there is no movement of file after the selected receipt was put in). Clicking OK will detach the receipt.

> **Note:**
> - Detach receipt will be removed from Correspondence list along with its Issues (if any).
> - Receipt will only be detached if there is no movement of File after the receipt was put in.

▪ Not applicable for Issues.

o **Mark as PUC:** Selecting an unmarked receipt in Correspondence list using check box and clicking **Mark as PUC**, the receipt is marked as PUC.

> **Note:**
> ▪ Not applicable for Issues and closed receipt.

o **Mark as FR:** Selecting an unmarked receipt in Correspondence list using check box and clicking Mark as FR, provision of FR mapping with PUC is displayed. User can select PUC No. from the list of PUCs from dropdown list and click **Mark** action button to mark the receipt as FR.

> **Note:**
> ▪ Not applicable for Issues and closed receipt.

o **Unmark:** Selecting a marked (FR/PUC) receipt in Correspondence list using check box and clicking **Unmark**, the receipt is unmarked.

> **Note:**
> ▪ Not applicable for Issues.

o **Reopen:** Click **Reopen** link/Icon, displays the receipt reopen confirmation pop up. Entering reopening remark and clicking OK, reopens the receipt.

> **Note:**
> ▪ Once receipt is reopened, Selection check box is made active and Reopen Icon is made inactive.

- Action on issues like Create Reminders can be taken from correspondence list view.

  o **Create Reminder:** Click **Reminder** link/Icon for Issue, displays the View Reminder window with the Issue Details and Reminder list and details,

> **Note:**
> ▪ Applicable only for Issues.

- Further receipt can be attached in correspondence list using Add Receipt feature.