

eOffice Web Application Address: [vzm.eoffice.ap.gov.in](http://vzm.eoffice.ap.gov.in)

**Step1:** login Id: (Each employee was provided a loginID & Password for eOffice)

**Step2:** Password:

**Step3:** file management system

**Step4:** Receipts and files

Steps for receipts	Steps for Files
1. <b>Browse and diarise</b>	1.click <b>Files</b> option → <b>create new</b>
2. <b>upload</b> scanned tappal in pdf format	2: <b>File number</b> → 1.select your dept. 2.section .3.subject .4 .sub subject
3. Enter <b>Dairy Details</b>	3: Enter <b>Description</b> : Subject Of the File
4. <b>Generate or Generate and Send</b>	4: <b>Continue Working</b> And select <b>Ok</b> Option
5. To: <b>contacts</b> → search → Preferred list	5: Click <b>correspondence</b> option for attaching Receipts or other correspondences.
6. <b>Send</b>	6: Click <b>Green Note(not editable)</b> Or <b>Yellow Note (editable without digital sign)</b> for notes and other Remarks .
	7: <b>Create Draft</b> : create new draft
	8: Type or copy from word By finding <b>W</b> option Copy in the pop up box and insert.
	9:fill the mandatory fields of Draft Receiver
	10: <b>Save</b>
	11: <b>Send</b> : To: contacts: search: Preferred List
	12: <b>Action</b> : For Approval
	13: <b>Send</b> or <b>sign and send (by using etoken)</b> or <b>esign and send (by using aadhar authentication)</b>

Step5 : **Sign Out**

Step6: **Files** → **inbox**

Step 7: Open Approved File

Step8: if draft is signed - → **dispatch by self** (through mail sending)

Step9: **More** → **close** (For closing the file and every completed file should be closed otherwise it is shown in pending and Hence pendency of files will increase. Hence every completed file should be closed)

Step10: **Remarks** (File Closing Remarks to be entered)

Step11: close by clicking **ok**.

The following two points are one time process only.

Digital Signature Registration Process	Password updating or forget password
1. Open DSC option	1. go to <a href="https://mail.gov.in">https://mail.gov.in</a> → enter your mail id including @ap.gov.in
2. click on signing certificates	2. Forget Password → Passapp
3. Select User Certificate → Register	3. Enter random number
4. Open Settings → preferences → dsc settings → click on signing only → save and logout.	4. Update your password for example: Abcd@1234. Note: Don't use dictionary words