

# MIGRATION PROCESS

(In eOffice)

# Introduction

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The Physical/manual files can be converted into electronic files by using **MIGRATION PROCESS**. There are 3 cases of files:

## a) Current Files:

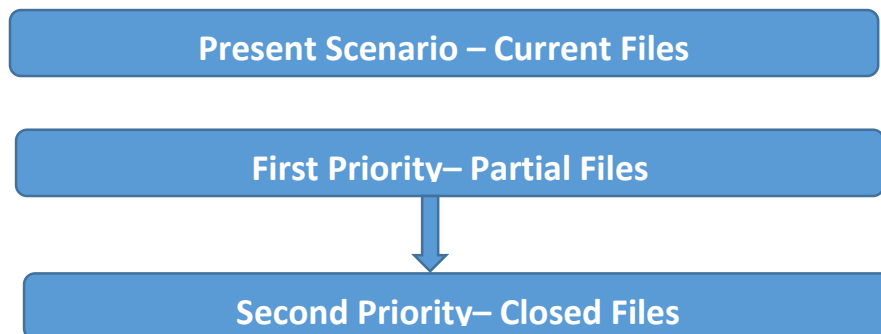
Current files are the fresh files which is going to be created as electronic files in eOffice. i.e. Electronic file is created for new PUC. In this case, no manual files is need to be created.

## b) Partial Files:

Current PUC's are entertain in electronic files in eoffice & their Manual (Physical/Old) files is maintained for Old Record. In this case, migrate the Old File to eFile and link it with already created electronic file.

## c) Closed Files:

Files which are closed or no further action has to be taken are known as Closed Files. User can also migrate the closed files in eoffice.



To migrate old files user has to follow some steps at initial stage:

**Step 1: Identification of files:** Identify the files branch wise so that selected files can be migrated on eoffice.

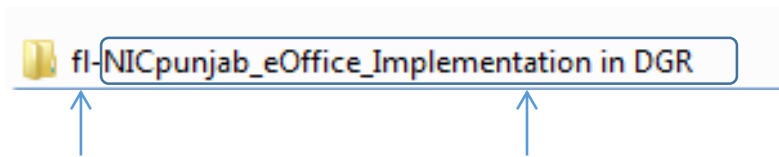
**Step 2: Scanning guidelines:** When manual files are identified then next step is to scan the noting and receipts of files. Following are some scanning guidelines:

- ✚ Pages are uploaded according to the quality of paper i.e dots per inch (dpi) so adjust the scale resolution as 150 or 200dpi

- ✚ Scan each PUC separately by renaming it, but can scan single noting PDF.
- ✚ Unnecessary increase of paper dpi is not good and leads to large image.
- ✚ Choose Grayscale option.
- ✚ Choose option **Searchable PDF** while scanning process. In Searchable PDF, user is able to copy the content of pdf.

### Step 3: Scanning Process and Folder Structure

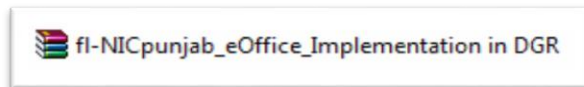
- ✚ Create a **1<sup>st</sup>** Folder on Desktop i.e eoffice (any)
- ✚ Create **2<sup>nd</sup>** folder inside the eoffice folder. Rename the 2<sup>nd</sup> folder in below mentioned format:



**Note: Folder name must start with fl-then Manual File Number.**

**NOTE:** This is the Manual File Number (it should be separated by underscores not in slashes). Also don't use spaces, can use hyphen (-) in place of

- + Create **two folders inside 2<sup>nd</sup>** folder and name as :  
    **a) note    b) receipt**
- + Create **single PDF of Noting side & scanning of PUC (Correspondence side)** separately and put these noting & PUC's pdf's in the above mentioned respective folders.
- + It is necessary to rename & add noting keyword NP & CP after subject name so that user come to know which is noting pdf and receipt pdf. So rename these two pdf's.
- + For example, Rename the noting pdf as : **Implementation project in DGR – NP**  
For example, Rename the each receipt PDF as: **Implementation project in DGR – CP and so on**
- + Back to **2<sup>nd</sup>** folder and make its **compressed file (not WINRAR files)**

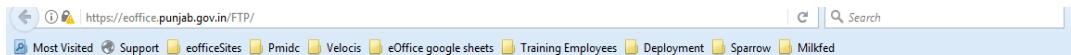


**Note:** User can follow the same structure to all manual files which is going to be migrate on eoffice. User can again create folder fl-second\_file\_DGR as mentioned above format & put single pdf of noting and single pdf of receipts in the inside folders.

## Step 4: FTP Access and Uploading of scanned PDF's

After creating folder structure and scanning process, login to FTP by using url [eoffice.punjab.gov.in/FTP/](https://eoffice.punjab.gov.in/FTP/). The credentials of FTP is:

- + UserID is **ftp-user**
- + Password is **Admin@123**
- + Press **Login** to FTP



NIC Intra FTP

Username:  
eoffice

Password:  
••••••••

Login

☐ Lock session to IP

☒ Advanced interface

☐ Save login details

**eoffice**  
A DIGITAL WORK PLACE SOLUTION

Refresh Cut Copy Paste Rename Delete Logout

	Name	Size	Date	Time	User	Group	Permissions
	pmidc		29/06	06:23	1001	1001	drwxr-xr-x
	test		29/06	06:30	1001	1001	drwxrwxrwx

Rename a folder if you want .  
So test to eFile right click  
select rename

New Folder New File Upload Files

Host: 10.43.29.40 User: ftp-user Upload Limit: 128MB

Refresh Cut Copy Paste Rename Delete Logout

	Name	Size	Date	Time	User	Group	Permissions
	eFile		29/06	06:30	1001	1001	drwxrwxrwx

**Rename Files**

eFile

OK Cancel

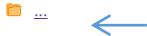
New Folder New File Upload Files

Host: 10.43.29.40 User: ftp-user Upload Limit: 128MB

Press **Ok** . Now we have to open the compressed file which is placed in our system.

Click on FTP folder we have created just now i.e eFile

**eFile**->Click **Upload Files**-> select compressed file from system



**Step 1:** There is nothing inside eFile folder so press **Upload Files** Button shown below

User must upload the files to their respective district folder only. Don't upload files in the other folder. If you are not able to access any folder then super admin will give you folder access permission.

**NOTE:** Folder Permission must be given by super admin by logging in eoffice account.

#### Step 4: Super Admin give Folder Permission:

**Super admin** can login and go to **Migration Module** and follow the below mentioned steps:

**Migration->Folder Permissions-> select Department ->select folder i.e eFile**

Now, permissions for folder **eFile** has been given by super admin and user can start migration process i.e migrating old files to electronic files.]

## Step 5: Migrating Old files into eOffice account

Login to user account in eoffice and go to **Migration File -> Create new**

➔ Choose file heads to create new file

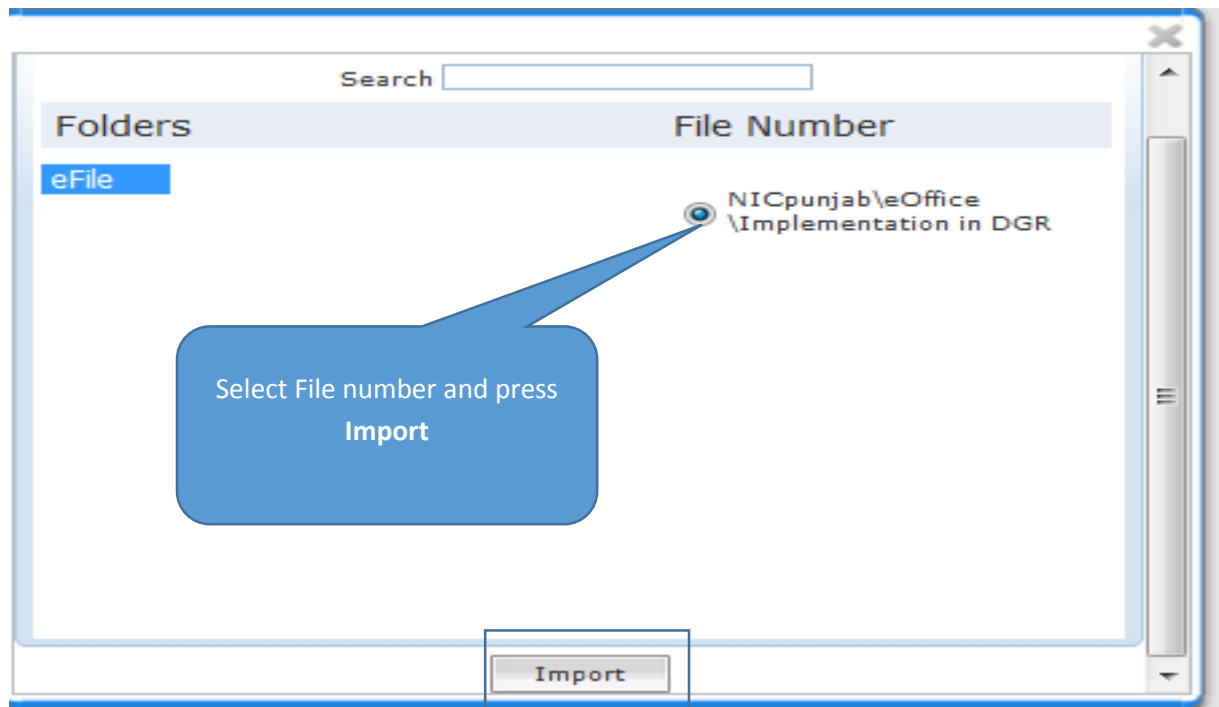
**Step 1: Click Create new**

**Step 2: Select File Heads**

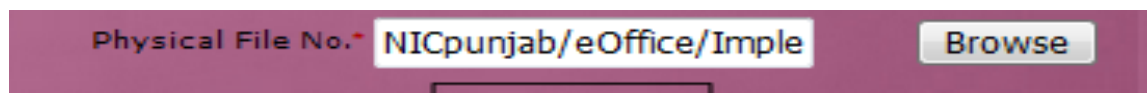
**Step 3: Click Browse**

After pressing Browse option , list will open showing folders with file numbers, select file number and press **Import** button.

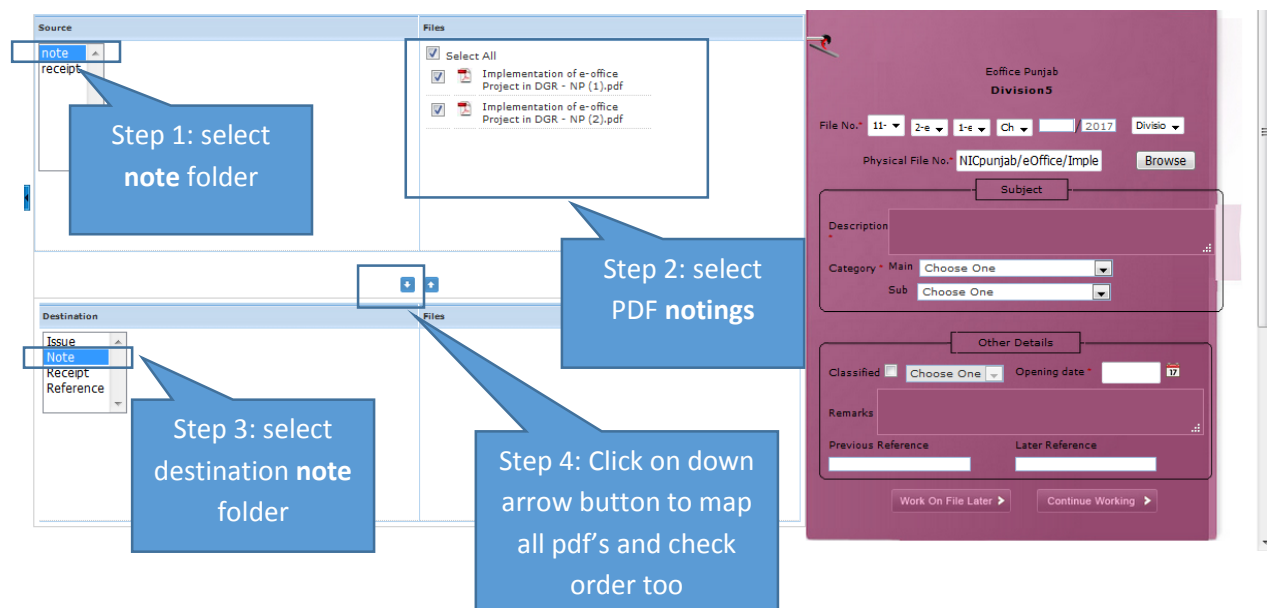
**List of folders i.e eFile from FTP with file names we already mentioned , choose folder with file name**



After clicking import button Physical file number will be shown as below:



Next step is to select note and receipts and map with the arrow button highlighted below:





Same is to do with receipts mapping:

The screenshot shows the eFile interface with the following steps highlighted:

- Step 1: select receipt folder** - Points to the 'note' folder in the Source pane.
- Step 2: select PDF receipts** - Points to the list of PDF files in the Files pane.
- Step 3: select destination receipt folder** - Points to the 'Receipt' folder in the Destination pane.
- Step 4: Click on down arrow button to map all receipt pdf's and check order too** - Points to the down arrow button between the Source and Destination panes.

Other visible elements include a 'Verify Details' button at the bottom left and a sidebar on the right with various filters and a search bar.

**NOTE:** User can also check **Verify Details** button to ensure noting and receipts placed on correct destinations. If user found that sequence is not correct then user can send back pdf to correct source folder whether it is receipt or note by using **up arrow map** button

Old File Number :- fl-NICpunjab/eOffice/Implementation in DGR

Notes	Receipts	Issues	References
Implementation of e-office Project in DGR - NP (1).pdf	Implementation of e-office Project in DGR- CP (1).pdf		
Implementation of e-office Project in DGR - NP (2).pdf	Implementation of e-office Project in DGR- CP (2).pdf		
	Implementation of e-office Project in DGR- CP (3).pdf		
	Implementation of e-office Project in DGR- CP (4).pdf		
	Implementation of e-office Project in DGR- CP (5).pdf		
	Implementation of e-office Project in DGR- CP (6).pdf		
	Implementation of e-office Project in DGR- CP (7).pdf		
	Implementation of e-office Project in DGR- CP (8).pdf		
	Implementation of e-office Project in DGR- CP (9).pdf		
	Implementation of e-office Project in DGR- CP (10).pdf		

After verifying pdfs and its sequence orders , click on cross button placed on left corner and come back to file cover screen. **Add opening Date, Description on file cover** . Cross check all

the details on file cover and press **Continue Working** to create file. User can choose whether it is confidential file by clicking on classified check box

Now file look likes as shown below:

Choose File Heads, Section Code, Description, Opening Date, Classified if confidential file

File No: 11 24 14 2017 Divis

Physical File No: NICPunjab/eOffice/Imple Browse

Subject

Description: eoffice Implementation in DGR

Category: Main eOffice

Sub: Choose One

Other Details

Classified: Choose One

Opening date: 01/05/2017

Remarks

Previous Reference

Later Reference

Work On File Later Continue Working

Press **Continue Working** if details are confirmed otherwise press **work on later** When user click on Continue button following screen will open up.

Click on Notings : shows below

New File No Number not generated Old File No: NICPunjab/eOffice/Implementation in DGR

Notings Correspondences References Edit Finalize Migration

1 of 1 Automatic Zoom

File No: DGR-01000442017-SSM(K)-DGR-DEPTT 72

Receipt No: 40250/2017/SSM(K)

7. In view of position explained above it is proposed that approval may be accorded to the activities as mentioned in Point No.5 and proposed committee of the concerned officials in Point No. 6

Submitted for approval Please

SSM [Signature] 5.5.17

DGR

Plan approved.

Committee - approved. Let SSM(SS) be also a part of the committee.

Revised meeting - 11.5.17 3:30 PM.

Noting TOC

1 Implementation of e-office Project in DGR - NP (1).pdf

2 Implementation of e-office Project in DGR - NP (2).pdf

PDF link of notings

Click on Correspondences:

eFile electronic file system

Search [ ] Advanced | Help

New File No: Number not generated Old File No: NICPunjab/eOffice/Implementation in DGR

Notings Correspondences References Edit Finalize Migration

1 of 1 Automatic Zoom

File No.DGR-010004/H2017-SSM(K)-DGR-DEPTT  
Receipt No : 40280/2017/SSM(K)

7. In view of position explained above it is proposed that approval may be accorded to the activities as mentioned in Point No.5 and proposed committee of the concerned officials in Point No. 6

Submitted for approval Please

SSM [Signature] 5.5.17  
DGR

Plan approved.  
Committee - approved, let SSM(S) be also a part of the committee.  
Review meeting - 11.5.17 3:30 PM.

Migrated Table of Content

Sl No	Correspondence No	Subject	Type	Sent By	Actions
1	Implementation of e-office Project in DGR- CP (1).pdf	N/A	Receipt	N/A	[X] [ ] [ ] [ ] [ ] [ ]
2	Implementation of e-office Project in DGR- CP (2).pdf	N/A	Receipt	N/A	[X] [ ] [ ] [ ] [ ] [ ]
3	Implementation of e-office Project in DGR- CP (3).pdf	N/A	Receipt	N/A	[X] [ ] [ ] [ ] [ ] [ ]
4	Implementation of e-office Project in DGR- CP (4).pdf	N/A	Receipt	N/A	[X] [ ] [ ] [ ] [ ] [ ]
5	Implementation of e-office Project in DGR- CP (5).pdf	N/A	Receipt	N/A	[X] [ ] [ ] [ ] [ ] [ ]
6	Implementation of e-office Project in DGR- CP (6).pdf	N/A	Receipt	N/A	[X] [ ] [ ] [ ] [ ] [ ]
7	Implementation of e-office Project in DGR- CP (7).pdf	N/A	Receipt	N/A	[X] [ ] [ ] [ ] [ ] [ ]
8	Implementation of e-office Project in DGR- CP (8).pdf	N/A	Receipt	N/A	[X] [ ] [ ] [ ] [ ] [ ]
9	Implementation of e-office Project in DGR- CP (9).pdf	N/A	Receipt	N/A	[X] [ ] [ ] [ ] [ ] [ ]
10	Implementation of e-office Project in DGR- CP (10).pdf	N/A	Receipt	N/A	[X] [ ] [ ] [ ] [ ] [ ]

Save Sequence

**Correspondences** attached on the right side with options **delete**, **edit** and **set sequence order** buttons. User have to edit each correspondence receipt so that meta data can be filled.

**NOTE: You have to first fill metadata for all receipts before doing finalization migration.**

Open each receipt one by one ,fill metadata add details and press **GENERATE** button:

New File No: Number not generated Old File No: NICPunjab/eOffice/Implementation in DGR

Notings Correspondences References Edit Finalize Migration

Upload(Only PDF upto 20 MB) Upload File

File No.DGR-010001/1/2017-SSM(K)-DGR-DEPTT  
Receipt No : 40244/2017/SSM(K)

Diary Details

Classified Choose one Sender Type Choose one  
Delivery Mode\* Self Generated Language English  
Mode Number Letter Ref. No  
Type\* Letter File Number I-NICPunjab/eOffice/Implementat  
Received Date 17 Letter Date 17  
VIP Choose one Diary Date 29/06/2017  
VIP Name Choose one Dealing Hands Choose One

Contact Details Add to Address Book

Ministry Choose one  
Department Choose one  
Name\* sgr Designation\* dgr  
Organization  
Address 1\* chandigarh  
Address 2  
Country INDIA State Choose one  
City Pincode  
Mobile Landline  
Fax Email

Category & Subject

https://eoffice.punjab.gov.in/eFile/?x=Zoj8y9VWl0lcq3b1wOd7\*889IS56ggX#

File Number automatically added  
in this receipts field.

Now receipt number will change automatically as shown below:

The screenshot shows the eOffice interface with a document viewer on the left and a 'Migrated Table of Content' on the right. The document viewer displays a receipt with the number 40250/2017/SSM(K). The table of content lists 10 items, each with a correspondence number, subject, type, and sent by status.

Sl No	Correspondence No	Subject	Type	Sent By	Actions
1	46809/2017/Division5	eoffice Implementati...	Receipt	N/A	[X] [PDF] [Up] [Down]
2	Implementation of e-office Project in DGR-CP (30).pdf	N/A	Receipt	N/A	[X] [PDF] [Up] [Down]
3	Implementation of e-office Project in DGR-CP (31).pdf	N/A	N/A	Receipt	[X] [PDF] [Up] [Down]
4	Implementation of e-office Project in DGR-CP (32).pdf	N/A	Receipt	N/A	[X] [PDF] [Up] [Down]
5	Implementation of e-office Project in DGR-CP (1).pdf	N/A	Receipt	N/A	[X] [PDF] [Up] [Down]
6	Implementation of e-office Project in DGR-CP (2).pdf	N/A	Receipt	N/A	[X] [PDF] [Up] [Down]
7	Implementation of e-office Project in DGR-CP (3).pdf	N/A	Receipt	N/A	[X] [PDF] [Up] [Down]
8	Implementation of e-office Project in DGR-CP (4).pdf	N/A	Receipt	N/A	[X] [PDF] [Up] [Down]
9	Implementation of e-office Project in DGR-CP (5).pdf	N/A	Receipt	N/A	[X] [PDF] [Up] [Down]
10	Implementation of e-office Project in DGR-CP (6).pdf	N/A	Receipt	N/A	[X] [PDF] [Up] [Down]

As soon as all the correspondence receipts meta data is filled, user can press **FINALIZE MIGRATION**. When you press finalize migration below screen appears so press **OK**.

The screenshot shows the eFile interface with a document viewer on the left and a 'Migrated Table of Content' on the right. A dialog box is displayed in the center, stating: 'Finalize is not allowed until metadata is not filled for all the Receipts and Issues'. The document viewer shows a receipt with handwritten notes and a signature.

Sl No	Correspondence No	Subject	Type	Sent By	Actions
1	Implementation of e-office Project in DGR-CP (29).pdf	N/A	Receipt	N/A	[X] [PDF] [Up] [Down]
2	Implementation of e-office Project in DGR-CP (30).pdf	N/A	Receipt	N/A	[X] [PDF] [Up] [Down]
3	Implementation of e-office Project in DGR-CP (31).pdf	N/A	Receipt	N/A	[X] [PDF] [Up] [Down]
4	Implementation of e-office Project in DGR-CP (32).pdf	N/A	Receipt	N/A	[X] [PDF] [Up] [Down]
5	Implementation of e-office Project in DGR-CP (1).pdf	N/A	Receipt	N/A	[X] [PDF] [Up] [Down]
6	Implementation of e-office Project in DGR-CP (2).pdf	N/A	Receipt	N/A	[X] [PDF] [Up] [Down]
7	Implementation of e-office Project in DGR-CP (3).pdf	N/A	Receipt	N/A	[X] [PDF] [Up] [Down]
8	Implementation of e-office Project in DGR-CP (4).pdf	N/A	Receipt	N/A	[X] [PDF] [Up] [Down]
9	Implementation of e-office Project in DGR-CP (5).pdf	N/A	Receipt	N/A	[X] [PDF] [Up] [Down]
10	Implementation of e-office Project in DGR-CP (6).pdf	N/A	Receipt	N/A	[X] [PDF] [Up] [Down]

The following screen will open up after doing **finalize migration**. Top row shows **Old file number and new electronic file number**.

The screenshot displays the eoffice application interface. On the left, there is a sidebar with various menu items like Receipts, Files, Migrate File, etc. The main window shows a 'List of Correspondences and Issues' table. The table has the following columns: Receipt/Issue No., Subject, Type, Attached On, Pages, and Action. The top row of the table shows a migration from an old file number to a new electronic file number.

Receipt/Issue No.	Subject	Type	Attached On	Pages	Action
46934/2017/Division5	office Implementation in dgr		29/06/17 04:22	70-70	Reopen
46933/2017/Division5	office Implementation in dgr		29/06/17 04:22	69-69	Reopen
46931/2017/Division5	office Implementation in dgr		29/06/17 04:22	68-68	Reopen
46930/2017/Division5	office Implementation in dgr		29/06/17 04:21	67-67	Reopen
46929/2017/Division5	office Implementation in dgr		29/06/17 04:21	66-66	Reopen
46927/2017/Division5	office Implementation in dgr		29/06/17 04:21	65-65	Reopen
46926/2017/Division5	office Implementation in dgr		29/06/17 04:21	64-64	Reopen
46925/2017/Division5	office Implementation in dgr		29/06/17 04:20	63-63	Reopen
46923/2017/Division5	office Implementation in dgr		29/06/17 04:20	62-62	Reopen
46922/2017/Division5	office Implementation in dgr		29/06/17 04:19	61-61	Reopen
46920/2017/Division5	office Implementation in dgr		29/06/17 04:19	60-60	Reopen
46918/2017/Division5	office Implementation in dgr		29/06/17 04:19	59-59	Reopen
46917/2017/Division5	office Implementation in dgr		29/06/17 04:19	58-58	Reopen
46916/2017/Division5	office Implementation in dgr		29/06/17 04:18	57-57	Reopen
46915/2017/Division5	office Implementation in dgr		29/06/17 04:18	56-56	Reopen