

Open your browser & enter one of the following IP addresses in the URL

1. 192.168.1.118 (If you are accessing Internet from Office network)
2. 218.248.10.11 (If you are accessing Internet from anywhere)

Here the user has to enter **User ID & Password** details and click on **Login** button :

OHPC Office Automation

User Login Here Administrator Login Here

OHPC Office Automation User Login

User Id:

Password:

Login

Here Enter your User ID

Here Enter your Password

After successful login, click on **File Tracking System** which will navigate to **Add New Files** section

The screenshot shows the 'Office Automation' web application interface. At the top, there is a blue header with the 'OHPC' logo and a feather icon. The text 'Office Automation' is displayed below the logo. In the top right corner, the user is logged in as 'Trainer OHPC' with a blank designation field. Below the header is a navigation menu with the following items: Home, My Profile, Change Password, File Tracking System, Leave System, Reports, and Log Out. The main content area features a user profile box on the left with the following information: Welcome : **Trainer OHPC**, Designation: , Current Date: **01-12-2021**, and Your IP: **27.60.213.19**. To the right of the profile box are three large icons: a wooden file tray labeled 'File Tracking System', a stack of papers labeled 'Leave System', and a padlock labeled 'Change Password'. A red arrow points to the 'File Tracking System' icon, and a red box with the text 'Click Here' is positioned below it. At the bottom of the page, there is a grey footer containing the text 'Copyright 2011 Adityahosting.com, All rights reserved'.

Here user can create a new file by filling following details and click **Add Files** button

The screenshot displays the 'Office Automation' web application interface. At the top, there is a blue header with the logo 'OHPC Office Automation' and a feather icon. On the right side of the header, it says '[Logged in as Trainer OHPC Designation]'. Below the header is a navigation menu with items: Home, My Profile, Change Password, File Tracking System, Leave System, Reports, and Log Out.

The main content area is titled 'Add New Files'. On the left, there is a sidebar with links: Add New Files, Attended Files, UnAttended Files, Files to Reopen, and Search All Files. The 'Add New Files' form contains the following fields:

- File No. :
- Wing Name :
- Section Name :
- Subject :
- Remarks :
-

Below the form is a table with the following columns: File No., Wing Name, section Name, Subject, Date, Remarks, Send File, Edit, and Delete. A red arrow points from the 'Add Files' button to the 'Wing Name' column header. A red box with the text 'Fill the above information & click here to create a New File' is positioned below the table.

Copyright 2011 Adityahosting.com, All rights reserved

When the new file is created, it shows in the file list. Now to move the file click on **SEND** button.

OHPC
Office Automation

[Logged in as Trainer OHPC
Designation:]

Home | My Profile | Change Password | File Tracking System | Leave System | Reports | Log Out

Add New Files | **Add New Files** | Attended Files | UnAttended Files | Files to Reopen | Search All Files

File No. :
Wing Name : ---Select---
Section Name : --- Select ---
Subject :
Remarks :
Add Files

File No.	Wing Name	section Name	Subject	Date	Remarks	Send File	Edit	Delete
OHPC/HQ/IT/Training/01	Finance	IT & Communication	Manual for File Tracking System	01-12-2021 00:41:01	OHPC File Tracking System	SEND		

Copyright 2011 Adityahosting.com, All rights reserved

This is the file list created by the user

Click here to go to file movement section

After clicking on the **SEND** button, it goes to file movement page where the user can forward the file to another person. Fill the required fields and select the person to whom the user wants to forward the file. Now click on **Forward** button to send the file.

The screenshot displays the OHPC Office Automation interface. At the top, the logo and navigation menu are visible. The user is logged in as 'Trainer OHPC' with the designation 'Designation:'. The main content area shows file tracking details for 'File No.: OHPC/HQ/IT/Training/01', 'Subject: Manual for File Tracking System', and 'Remarks: OHPC File Tracking System'. Below this, there are sections for 'Create Notes', 'Create DFA', and 'Create Correspondence', each with a rich text editor and an 'Upload' button. A 'Forward To:' dropdown menu is present, with a red box and arrow pointing to it containing the text 'Here, select the employee name to whom you want to forward the file'. Below the dropdown is a 'Forward' button, with another red box and arrow pointing to it containing the text 'Click here to forward the file'. A sidebar on the left lists various file management actions like 'Add New Files', 'Print (PDF)', and 'Search All Files'.

After clicking on **Forward** button the file list can be viewed by clicking on **Attended Files** link present in the leftmost side of the page. To view the complete details of a file click on **VIEW** Button.

The screenshot shows the OHPC Office Automation web interface. At the top, there is a navigation menu with links: Home, My Profile, Change Password, File Tracking System, Leave System, Reports, and Log Out. The user is logged in as 'Trainer OHPC' with the designation 'Designation: '. On the left sidebar, 'Attended Files' is highlighted with a red box and an arrow. The main content area displays a table of file tracking entries. The table has columns: File No., Wing, Section, Subject, From, To, Date Time, Remarks, and View. A single entry is shown with the following details: File No. OHPC/HQ/IT/Training/01, Wing Finance, Section IT & Communication, Subject Manual for File Tracking System, From Trainer OHPC, To Pradeepta Mohan Singh, Date Time 01-12-2021 00:43:23, and Remarks OHPC File Tracking System. To the right of the entry are 'VIEW' and 'Recall' buttons. Below the table, there are pagination controls: First, Previous, 1, Next, Last. A copyright notice at the bottom reads 'Copyright 2011 Adityahosting.com, All rights reserved.'

Click here to view the files attended by user

Click here to view the complete details of the file

Click here to make a remind call if the sent file is not attended by the file recipient

If the file recipient does not attend the sent file then user can make a remind call to the file recipient by clicking the **Recall** button.

The screenshot displays the OHPC Office Automation web interface. At the top right, it indicates the user is logged in as 'Trainer OHPC' with a blank designation field. A navigation menu includes links for Home, My Profile, Change Password, File Tracking System, Leave System, Reports, and Log Out. On the left, there are links for Add New Files, Attended Files, UnAttended Files, Files to Reopen, and Search All Files. The main content area shows a table of file tracking entries with columns for File No., Wing, Section, Subject, From, To, DateTime, Remarks, and View. A single entry is visible, and the 'Recall' button in the View column is highlighted with a red box. Below the table, there are pagination controls: First, Previous, 1, Next, Last. The footer contains the text 'Copyright 2011 Adityahosting.com, All rights reserved'.

File No.	Wing	Section	Subject	From	To	DateTime	Remarks	View
OHPC/HQ/IT/Training/01	Finance	IT & Communication	Manual for File Tracking System	Trainer OHPC	Pradeepta Mohan Singh	01-12-2021 00:43:23	OHPC File Tracking System	VIEW Recall

After clicking on **Recall** button it goes to file movement section, where user can select the name of file recipient and click on **Forward** button to make a remind call.

The screenshot displays the OHPC Office Automation web application interface. At the top, the logo "OHPC Office Automation" is visible on the left, and the user's login information "[Logged in as Trainer OHPC Designation:]" is on the right. A navigation menu includes "Home", "My Profile", "Change Password", "File Tracking System", "Leave System", "Reports", and "Log Out".

The main content area shows file tracking details for a specific file:

- File No.:** OHPC/HQ/IT/Training/01
- Subject:** Manual for File Tracking System
- Remarks:** OHPC File Tracking System

Below this information, there are three sections for creating content:

- Create Notes:** Includes a text area with a rich text editor toolbar (Font Size, Bold, Italic, Underline, etc.) and an "Upload Notes:" button with the text "Add new Notes file".
- Create DFA:** Includes a text area with a rich text editor toolbar and an "Upload DFA:" button with the text "Add new DFA file".
- Create Corresspondence:** Includes a text area with a rich text editor toolbar and an "Upload Corresspondence:" button with the text "Add new Corresspondence file".

At the bottom, there is a "Forward To:" section with a dropdown menu labeled "-----Select Employee-----" and a "Forward" button. A red box highlights the dropdown menu, and a red arrow points to it with the text "Here, select the name of the file receipient".

To view the File details which are not attended, click on **Unattended Files** link on leftmost side of the page. In this page, user can view or send the received file by clicking on **VIEW/SEND** button.

The screenshot displays the 'Office Automation' web application interface. At the top right, it shows the user is logged in as 'Trainer OHPC' with the designation 'Asst.Manager(TT)'. The navigation menu includes 'Home', 'My Profile', 'Change Password', 'File Tracking System', 'Leave System', 'Reports', and 'Log Out'. On the left sidebar, there are links for 'Add New Files', 'Attended Files', 'UnAttended Files (1)', 'Files to Reopen', and 'Search All Files'. The 'UnAttended Files (1)' link is highlighted with a red box and an arrow pointing to a callout box. The main content area shows a table with columns: File No., Wing, Section, Subject, From, To, DateTime, and Send File. A single entry is listed: File No. OHPC/HQ/FIN/05, Wing Finance, Section Funds, Subject Pension disbursement, From Test OHPC, To Trainer OHPC, DateTime 01-12-2021 11:07:23. The 'Send File' column for this entry contains a 'VIEW / SEND' button, which is also highlighted with a red box. Below the table, it says 'Showing 1 to 1 of 1 entries' and provides navigation buttons: First, Previous, 1, Next, Last. The footer contains the text 'Copyright 2011 Adityahosting.com, All rights reserved'.

Click here to view the files not attended by you.

Here user can see the details of the file or forward the file to someone by clicking **Forward** button.

The screenshot displays the OHPC Office Automation web application. At the top, the logo and navigation menu are visible. The user is logged in as 'Trainer OHPC' with the designation 'Asst. Manager(IT)'. The main content area shows file details for 'File No.: OHPC/HQ/FIN/05', 'Subject: Pension disbursement', and 'Remarks: OHPC Pension Fund'. A table lists the file entry with columns for SL No., From, To, DateTime, and Remarks. Below the table, there are sections for Note, DFA, and Correspondence, each with an Attachments field. On the right, there are upload options for Notes, DFA, and Correspondence. At the bottom, there is a 'Forward To' dropdown menu and a 'Forward' button.

OHPC Office Automation

[Logged in as Trainer OHPC
Designation: Asst. Manager(IT)]

Home My Profile Change Password File Tracking System Leave System Reports Log Out

Add New Files
Attended Files
UnAttended Files
Print (PDF)
Print (WEB)
Files to Reopen
Search All Files

File No.: OHPC/HQ/FIN/05
Subject: Pension disbursement
Remarks: OHPC Pension Fund

SL No.	From	To	DateTime	Remarks
1	Test OHPC	Trainer OHPC Asst. Manager(IT)	01-12-2021 11:07:23	Details

Note: Attachments:
DFA: Attachments:
Correspondence: Attachments:

Create Notes: Upload Notes: Add new Notes file

Create DFA: Upload DFA: Add new DFA file

Create Correspondence: Upload Correspondence: Add new Correspondence file

Forward To: -----Select Employee----- **Forward**

In **Search All Files** option AGM/DGM/GM/SGM/CGM can view all file related to their wing.

Also, Director/MD/Chairman can view all file details irrespective of their wing and cadre by clicking on **Search All Files** option.