

## Conversion of Physical File to Electronic File

### Scanning guidelines for file conversion:

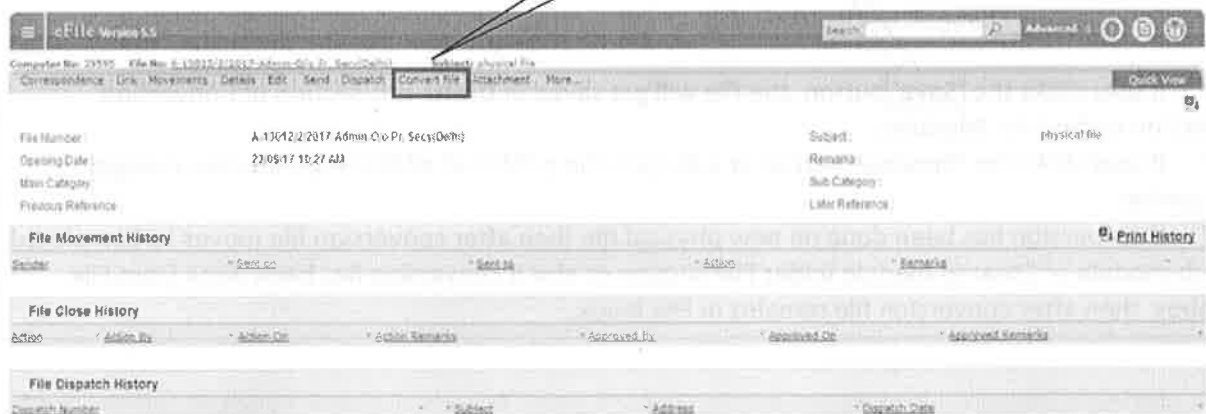
- Whole Noting portion will be a single PDF.
- Whole Correspondence portion will be a single PDF(pdf size should be max of 19 MB).
- Files will be scanned only in “.pdf” format.
- Scanning should be done in such a way that the oldest Note’s/Receipt’s page will be the first page of PDF and so on.
- PDF (Portable Document Format) must be searchable.
- Document will be scanned in greyscale and in 100 dpi specification (200 dpi in case of old or damaged papers). If not satisfied with the quality of the document then dpi can be increased.
- Once scanning is completed it is responsibility of the concerned division/section to check the scanned data (PDF file) irrespective of preciseness (no. of pages, accuracy of Note/CS).
- If any discrepancy found. It must be reported to the scanning team and get rescan the document before finalizing it for migration.

### Process 1: When physical file is already available in e-Office

When physical file is already been created in eOffice then convert File option can be used to convert the physical file to electronic.

To convert a physical file to electronic file, user has to perform following steps:

**Step 1:** Open the Physical File and click the **Convert File** option (Fig.eFile.1).



**Step 2:** As a result following screen appears. Upload the scanned PDF's of Correspondence(s) and Noting(s), (Fig.eFile.2).

**Step 3:** After uploading the scanned PDF's, click the **Save** button (Fig.eFile.2), as a result the file moves to the Drafts sub-module of Conversions module under Files section.

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Fig.eFile.2

**Step 4:** Click the **Convert** button (Fig.eFile.2), as a result the Nature of the File gets changed i.e. Physical File gets changed to Electronic File.

- ✓ If user clicks the 'Save' button, the file will get saved in **Drafts** sub-section of Conversion Section under Files Modules.
- ✓ If user clicks the 'Preview' button, it will open the pdf file of all Correspondences merged together.
- ✓ If conversion has been done on new physical file then after conversion file moves to Completed sub-module of Created module under File section or else if conversion has been done from File inbox, then after conversion file remains in File inbox.

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### Process 2: When physical file is not available in e-Office.

When physical file is not created in eOffice then user has to perform following steps:

**Step 1:** User has to first create an electronic file from create new option of file module.

**Step 2:** Diary the physical receipt by clicking on browse and diarize option under receipt module.

**Step 3:** After that an electronic file will gets opened in which left side there is an option of noting and on right hand side there is an option of correspondence (Fig.eFile.3).

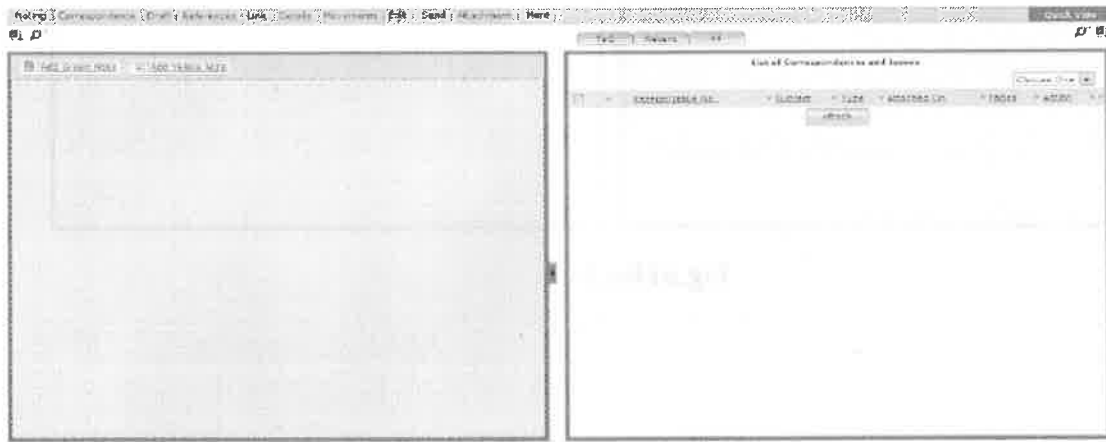


Fig.eFile.3

**Step 4:** On the left side the user can attach their scanned noting by clicking on attach button at the bottom of the noting portion (Fig.eFile.4). Further, if user wants to add their note then click on add green note/yellow note.

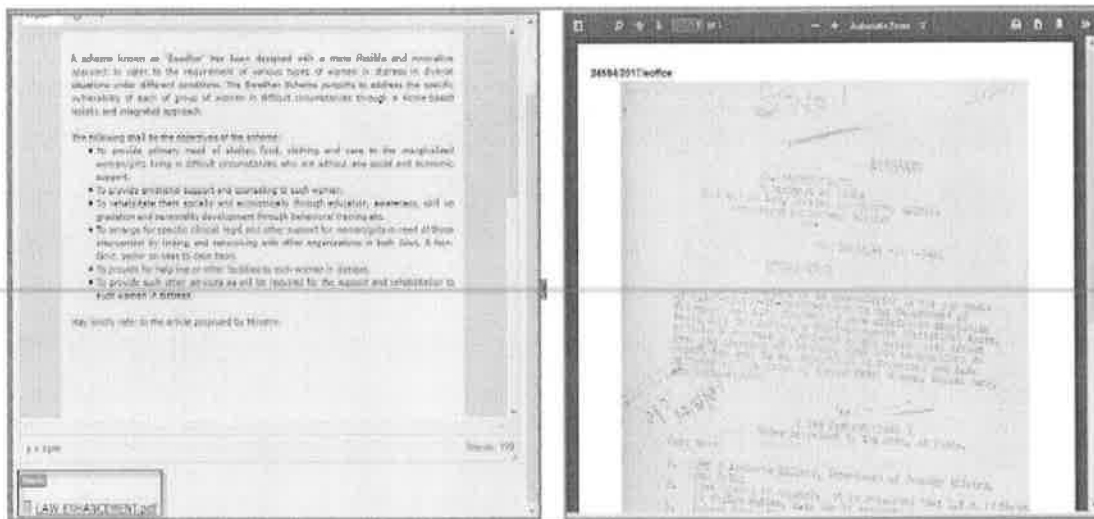
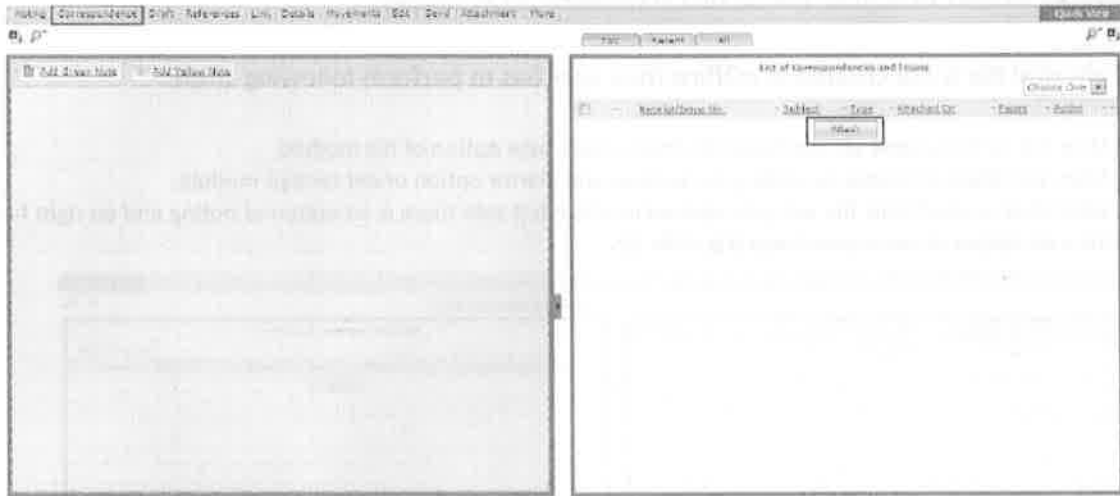


Fig.eFile.4

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**Step 5:** On the right hand side upload the diarized receipt by clicking on correspondence button and then click on attach button (Fig.eFile.5).



**Fig.eFile.5**