eOffice KMS is a **SIMPLE** and **EASY To USE**, document management system. It transforms both physical (paper) and electronic document to a knowledge asset. These can be easily used by the organizations. eOffice KMS is a one stop platform to access all organization documents at one place.

### Why to use KMS?

Government has to manage large volume of documents of various categories. Such as:

- Policies
- Forms
- Acts & Regulations
- Circulars
- Guidelines and Standards
- Manuals

All these can be maintained in a **Central Repository**, where all the departments/ministry users can easily access the latest documents/information's Online. Users can easily access all these documents/ Information's from anywhere by using internet.

- It helps in reducing the administrative overload, and leads to a better management of such documents. By using this, user needs not to put extra effort to search manual documents or paper work from the records.
- eOffice enables user to create and manage electronic documents which can be easily searched, viewed and shared with others.
- It also keeps the track of different versions of documents uploaded by different users. By this a user can keep updating the knowledge by subscribing their interests of knowledge.
PICTORIAL VIEW OF KMS STRUCTURE

KMS
(Knowledge Management System)

- DOCUMENTS
- ONLINE DOCUMENTS
- FOLDERS
- LINKS
INTRODUCTION TO KMS SCREEN

This is the screen where you can

- CREATE Documents, Online Documents, Folders and Links.
- View your Documents in INBOX.
- View CENTRAL DOCUMENTS published by the other Departmental/Ministerial Users.
- View all your documents and Folders in MY DOCS.
- Add and view your contacts in CONTACT BOOK.
CREATE

This section helps the user to create a Document, Quick upload of file, Online Documents, Link and Folder. A document/Link can be created by clicking on Create button.

- Document
- Online Document
- Folder
- Link

This is Create Button where you can create Documents, Online Documents, Folders and Links
INBOX

The Inbox Section contains the latest incoming documents. Different modules available under Inbox are shown below:

This is Inbox where you can view all the latest Documents/Online Documents
There are Different Modules in INBOX
Let’s learn these modules one by one

- **All Recent**: In this module, user can easily find any Document, Online Document, Files in Folders and Links that are created and all other documents which are published.

  **NOTE**: *Under this section, user can’t view created folder, User can only view & access files in a folder.*

- **Shared**: This module facilitates the user to view all the Documents/Online Documents/ Folder or Links that are shared with the user.

- **Pending**: This module facilitates the user to view all the Documents/Online Documents or Links that are pending in status i.e. the documents which are not published by the admin so far.

- **Subscribed**: This module facilitates the user to view all the Documents / Online Documents / Folders or Links that are subscribed to keep a track of all changes.

- **Manage Subscription**: This module facilitates a user to unsubscribe the subscribed documents. A user can provoke rights from any user with whom the file/document has been shared.

- **Published**: This module facilitates the user to view all the Documents or Links that are published by the admin already.

- **Email**: This module facilitates the user to view NIC mails and move their NIC email and attachments (if any) to ‘My Doc’ Section and Inbox.
CENTRAL DOCS

Central Docs helps all the users to view the Documents/Folders or Links that are centrally shared to all the users. This document could be created and published by admin or centrally shared by any user with the approval of KMS Admin. It is a central place for keeping organizational files and folders. This thing is very helpful to minimize the redundancy in keeping documents.

This section is the common for all the users and they use it on the basis of the access rights given to them.

NOTE: Only Admin can or allow creating Document/Folder/Link in Central Docs.
In the **My Docs** module it contains all documents and folder created by the user itself. So My Docs will be separate for each user.

This module varies from user to user as it contains documents created by user himself through their personal Login.

Click **My Docs** to see all the documents/ Online Documents/ Folders/ Links

All these Documents /Folders shown are created by the user itself.
CONTACT BOOK

Contact Book allows the user to create new contact list and groups that helps the user while sharing any document/file. It makes easier for the user to share a document/file with a list of users.
CONTACTS

Contact is basically the user detail to whom you periodically shares files/documents.

Steps to create a Contact

Step 1: Click contact.

Step 2: Search for the name of the person in the search bar.

Step 3: Click on the user and click Add user.

Step 4: your contact will be shown under Users in my contact list.
GROUP

Group is a collection of Contacts like if you want to or do share a document with people of same designations or department then instead of selecting person one by one you may create groups on the basis of designation or department. After that you are ready to share a document with multiple users with a single click.

To view groups

1) Click on CONTACT BOOK.
2) Click GROUPS.
Steps to create a Group and Add/Delete a contact from group

Step 1: Enter the Name of the group.

Step 2: Click Add New Group.
Step 3: Select the name of the group above.

Step 4: Search the Name of the contact you want to add in a group.

Step 5: Select the contact

Step 6: Click Add User to Selected Group.
A message will Display that Member has been added to selected group

Step 7: Click OK to continue

*Repeat this process to add as many contacts as you want to add in a group.*
Click on your group under **My Groups** and you will see the list of contacts under **Contacts in Group**.
Here Document stands for any file from your system which you want to share with the other users. You just have to browse and upload the file from the local system & thereafter complete the required information.

By Creating a Document, a user uploads the local system file. This file has to be in the given formats below:-

<table>
<thead>
<tr>
<th>Extension Type</th>
<th>Logo</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>.txt</td>
<td>![Logo]</td>
<td>file-name.txt</td>
</tr>
<tr>
<td>.docx or .doc</td>
<td>![Logo]</td>
<td>file-name.docx or file-name.doc</td>
</tr>
<tr>
<td>.pdf</td>
<td>![Logo]</td>
<td>file-name.pdf</td>
</tr>
<tr>
<td>.jpeg</td>
<td>![Logo]</td>
<td>file-name.jpeg or file-name.jpg</td>
</tr>
<tr>
<td>.gif</td>
<td>![Logo]</td>
<td>file-name.gif</td>
</tr>
<tr>
<td>.xls</td>
<td>![Logo]</td>
<td>file-name.xls</td>
</tr>
<tr>
<td>.xlsx</td>
<td>![Logo]</td>
<td>file-name.xlsx</td>
</tr>
<tr>
<td>.ppt</td>
<td>![Logo]</td>
<td>file-name.ppt</td>
</tr>
<tr>
<td>.zip</td>
<td>![Logo]</td>
<td>file.zip</td>
</tr>
</tbody>
</table>

No other extension will be supported to upload in KMS application.
Let's take an example of a clerk, who wants to share document to other users or just want to publish the document to the notice board. So how a clerk can create that document from his account. Let's do the same step by step:-

Step 1: Enter the URL i.e https://164.100.146.166 on the web browser (Chrome, Mozilla Firefox or Internet Explorer) Address Bar as shown in the given picture.

It will redirect to eOffice Application.
This is our eOffice Application screen.

Now Enter the Login and Password

**Login ID:** If your email id is nitinpal09@nic.in then your Login Id is: nitinpal09

**Password:** It is allocated to you. Password need not to be shared with others for security reasons.
Login using your **Login ID** and **Password**

**Step 1:** Enter your LOGIN ID.

**Step 2:** Enter your PASSWORD.

**Step 3:** Click on LOGIN button.

After entering your Login ID and Password click Login to enter your Account.
This is your eOffice Portal Home Page

On the Left side menu you will see the option Knowledge Management System. Click on it to create a document.

**Step 4:** To create a new document click on KNOWLEDGE MANAGEMENT SYSTEM.
Knowledge Management System Screen

This section helps the user to create a Document (Uploading from Own System), Online Documents (Using KMS Advanced Editor), and Folder. A document can be created by clicking on Create button.

Now Follow the Steps to create a Document.

**Step 5:** Click on CREATE Button.
Step 6: Click on DOCUMENT option to create a Document.
Now just complete the form with the asked details as guided below:-

Mandatory Fields to create a document are:

- Title
- Description
- Choose File
Now fill these required fields and create a document

**Step 7:** Enter the TITLE of the document.

**Step 8:** Enter the DESCRIPTION of the document.

**Step 9:** Click on CHOOSE FILE button to upload the file from local computer.
Click on **CHOOSE FILE** and upload the files with supported extensions.

10. Select the File to upload for example I am selecting Demo Document

11. After Selecting click **open** to upload the document
Document is uploaded in the eOffice KMS Application.

12. Now Select the Type of the Document

Here you see your document is uploaded

Select the type of Document from the list

- Fax
- Letter
- Circular
- Other
- Notices
- Documents
- Office Order
Select the suitable TYPE of the Document which you uploaded for example I select **Circular**.

13. Enter Keywords which helps other user to search the document online.

Enter the KEYWORDS which are best suit for the document.

Keywords can be from:

- Title
- Description
- Type

For example I entered circular, Demo, Document etc as shown above.
In the same way select the CATEGORY of the document from the list of category:-

- Public Grievances
- VIP/MP
- RTI
- General etc.

14. Select the category of the document
Enter the name of document's AUTHOR (if any).
Select the AUDIENCE to whom this document can be viewed.

16. Select the Audience with whom this document you want to share
Enter the REFERENCE NUMBER as shown on the document.

17. Enter the Reference Number of the document as shown on the document.
Select the LANGUAGE of the document.
After providing all the necessary information click SAVE to save the document. You can click cancel in case you don't want to save the document right now.

18. Click **Save** to save the document

Click **Cancel** if you don't want to save the document right now
After Clicking save Button this screen comes where it asks you to change the viewing rights of the uploaded document.

There are two states

- **No Change**: This means that the document will be in the same state as it is in present state. By clicking this it won't get published but you can view it in your inbox and publish it later on. It is not visible to other User.
- **Submit for publication**: If you select this, it will submit your document to the Concerned Officer who Approve/Disapprove this document. It will be published if it will be approved by the Concerned Officer only. If Published, it will be visible to all those which you select from the list of Audience.
For Example, I select **NO CHANGE** and click on save button then this document will be saved in my inbox.

Select NO Change if you don't want to publish this document right now

Click Save and it's Done
Here you can see the document which you created.
If you select **SUBMIT FOR PUBLICATION** then it will be send to the Concerned Officer.

You can see this document in your inbox also.

Select **Submit for publication** if you want to publish the document.

Click **Save** and it's Done.
Here you can see the Document which you created

This is the Document which I created
To view the document, click on the document Title.
ONLINE DOCUMENT

It allows the user to create an Online Document i.e. user can create a document within the KMS using an Advanced Text Editor of it. Here a user can set Font Styles, color, type etc.

*Let's take an example of how to create an Online Document.*

**Step 1:** Click on CREATE Button.

**Step 2:** Click ONLINE DOCUMENT.

![Image showing the process of creating an Online Document](image-url)
Step 3: Enter the details in TITLE, DESCRIPTION, and CONTENT of the document.

Step 4: Click SAVE button.
There are other details too which user can provide like:-

- **Type**: Type of the document
- **Keywords**: Keywords from the Title, Description etc of the document.
- **Category**: Category of the document.
- **Author**: Name of the Author of the Document.
- **Audience**: To whom this document you want to make visible.
- **Reference No**: Reference No of the document
- **Language**: Language of the document.
- **Reference Attachment**: Upload reference document if any

1. Click **Other Details** and fill these details
2. Select and Fill these Fields
3. Select Choose File to upload document
4. Click Save to Save the Document
After clicking **SAVE** button it will ask you for the privileges assigned to document.

The privileges or viewing rights are as below:

- **No Change**: The document will remain in **Default state** or **Private state** and can be viewed by the Admin and the owner who has created the document.
  
  a) By Default, a Document/Link is in the ‘Private State’ or ‘No Change’ state unless and until a User will assign different privileges to the document.
  
  b) A User and Admin both have privilege to view and access to ‘No Change’ state.

![Image of eOffice Knowledge Management System](image-url)
Submit for Publication/ Making Visible:
The document will be visible to all users as well as viewed on the Notice Board as Admin has published the document.

In User Login, A user can view only have rights to access 'Submit for Publication' state but Admin have rights to view 'Submit for Publication/ Making Visible' state.

Click Save
User can view itself saved document in the inbox.

All your saved documents will be shown in Inbox.

The Online document can be easily identified with logo.
Let's take an example, how to create a **Folder**

**Step 1:** Click CREATE button.

**Step 2:** Click on FOLDER to create a Folder.

1. Click on Create Button
2. Click on Folder to create a folder.
Step 3: Enter the TITLE of the Folder for ex: My Document.

Step 4: Enter the DESCRIPTION of the Folder.

Step 5: Click SAVE to save the Folder.
How to view Folder

➢ TO view Folder click on **MY DOCS** in the Left Sidebar.
➢ In the list you can see your Folder.

Click My Docs

This is the Folder we have created