



सत्यमेव जयते

eoffice

A DIGITAL WORK PLACE SOLUTION

eOffice

Work from Anywhere Portal

Quick Start

NIC-EOF-PRT-QS-001



Prepared by

National Informatics Centre

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Table of Contents

Introduction.....	4
Overview of NIC WAW Portal.....	5
What users can do on the Portal	6
Login	6
NIC Work from Anywhere (WAW) Portal Home Page.....	8
Left Menu Bar.....	8
Bottom Left Menu Bar (Departmental Apps).....	17
Status Bar.....	21
Home Screen Widgets.....	23
Right Menu Bar (Team)	27
Bottom Right Menu Bar (Connect).....	28
Customization Options.....	31

Introduction

The WAW (Work from Anywhere) portal provides a realistic imitation of an office to an official and is thus beneficial towards the smooth transition, from working from office to working from home. Further, all the applications which are Parichay (SSO) enabled or the applications for which APIs/Web-services are available can also be easily integrated with WAW Portal, thereby facilitating unhindered work to the Government officials."

"Work from Anywhere" has become the new mantra in the public as well as the private sector. During COVID-19 pandemic, the functioning of Government and organizations disrupted like never before. It became a necessity for the Government to achieve the business continuity by achieving "working from anywhere" paradigm. NIC has developed "Work from Anywhere (WAW) Portal" which provides the seamless accessibility of key applications in a single interface. This portal will facilitate unhindered work and secure access to the applications running in the organization.

Overview of NIC WAW Portal

Work from Anywhere portal enables quick transition to remote workplace environment, while maintaining secured access to departmental applications.

The Platform provides following features:

1. Integration of commonly used applications such as Calendar, VC, eMail, eOffice, KMS, APAR, Leave and tools like Notes, Tasks, To Do List, etc.
2. Capability to integrate departmental applications based on APIs or Web-services.
3. Seamless access to SSO enabled applications
4. Facilitates unhindered work, seamless and secured access to the applications in an organization over WebVPN Services.
5. Realistic emulation of an office, resulting in smooth transition, from working from office, to working from anywhere.

What users can do on the Portal

Users can perform following activities on the portal:

1. Manage contacts, connect with them through instant messaging and email, and collaborate with other users.
2. Create and manage documents, collaborate with others on documents, and publish content.
3. Use tools and services to notify when things change, track activities, and monitor To -Do tasks and stay informed with latest social media updates.
4. Use tools and services to manage schedule and work environment through calendars, notes, links, tags, and bookmarks.
5. Work with system widgets and customize them as per personal preferences.

Login

- Enter URL (as per department) in browser; the login screen of the application gets displayed.
- Enter the username and password, the username and password for signing in to the work from Anywhere is the official NIC/GOV email id (xxx@nic.in or xxx@gov.in)



Fig.1: User Login

Note:

The Single Sign-On (SSO) Parichay based service is used to login to WAW Portal.

- A One Time Password (OTP) will be sent to user's registered mobile number, which needs to be entered in the next window as shown below:

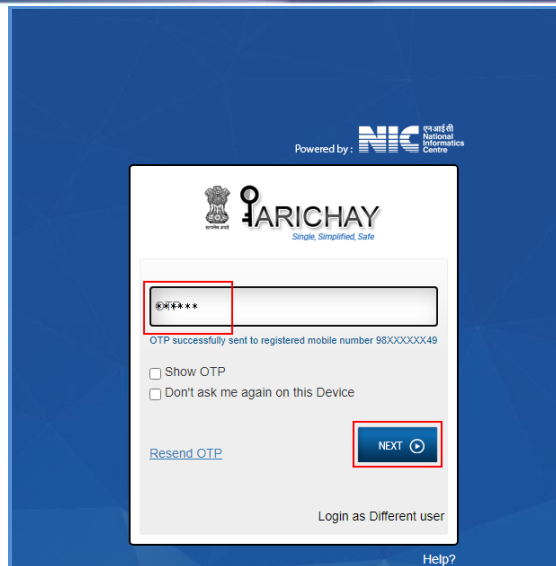


Fig2: OTP

- 1) User can click the **“Show OTP”** to see if the OTP entered is correct.
- 2) If user selects **“Don’t ask me again on this Device”** option on the OTP screen, user will not be asked for OTP in subsequent logins.

- Click **“Next”** to sign in to NIC WFH Home Page.

NIC Work from Anywhere (WAW) Portal Home Page

Once the User logs in, the Dashboard page appears as shown in **Fig.3**. The Homepage is divided into following sections:

Left Menu Bar

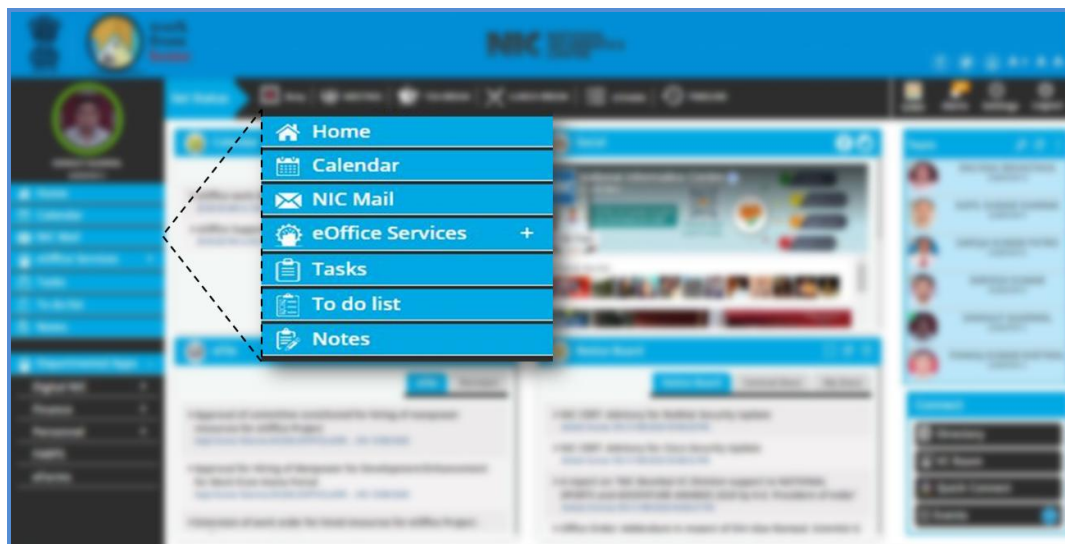


Fig3: Left Menu Bar

- a) **Home:** It returns the user to the home page.
- b) **Calendar:** This displays all the activities scheduled for the selected date. Also, the meetings scheduled for the calendar shared by other recipients can be viewed.
- c) **NIC Mail:** This displays the NIC mail Inbox page of logged-in user.
- d) **eOffice Services:** This feature redirects to eOffice Services such as eFile, KMS, eLeave, eTour, Sparrow, PIMS, eMail Diarisation, MIS Report, MDM
- e) **Tasks:** This feature displays all tasks been assigned to/by the employee along with history of tasks assigned, status update of each task assigned, alerts through Email & SMS.
- f) **To- Do list:** This feature displays To-Do List similar to sticky notes, strike-through on completion etc.
- g) **Notes:** The user can add important notes using this tab which can be referred to later.

Let's study about them in detail:

1. Home:

By clicking the **Home** button, the user can return to the Home Page from any page on the portal.

2. Calendar:

This feature is for schedule appointments, meetings, events, video meetings etc. It can be shared with NIC staff and other officials. The Calendar feature is synced with email and alerts/reminders.

- For using the Calendar feature from Top left menu bar, the user needs to login again using NIC Official email ID credentials to into the calendar through the Calendar widgets screen, and then by clicking Calendar, the user will be able to view the following screen:

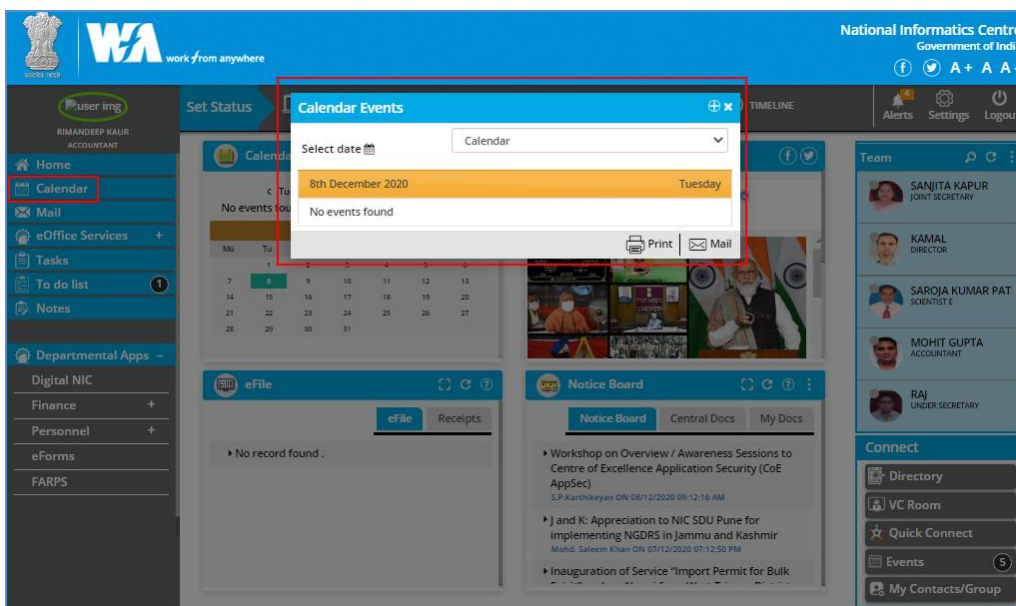


Fig.4: Calendar

- For self:** Click (+) icon, New Event screen appears, enter the mandatory data and click **Create Event** (Create Event) button.
- For other:** Select the Calendar name of user's from calendar dropdown, and then enter the mandatory data and click **Create Event** (Create Event) button:

Note:

Share Calendar: The recipient need to first share calendar from his/her NIC/Gov account with the subordinate (For complete refer to **Share Calendar** video available at **Calendar Help** (?)).

Fig.5: New Event

- Message prompts “Event Created”, shown below:

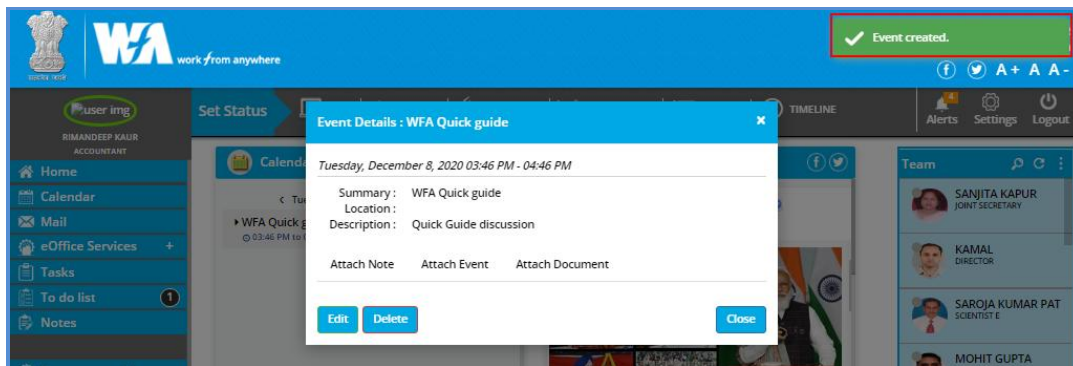


Fig.6

- Following actions can be taken on created event:
 - a) **Attach Note/Event/Document:** to attach Note/Event/document click the respective link as shown in above Fig.6.
 - b) **Edit:** to modify the event details
 - c) **Delete:** to delete the created event

3. Mail:

User can access Official NIC email account using the credentials.

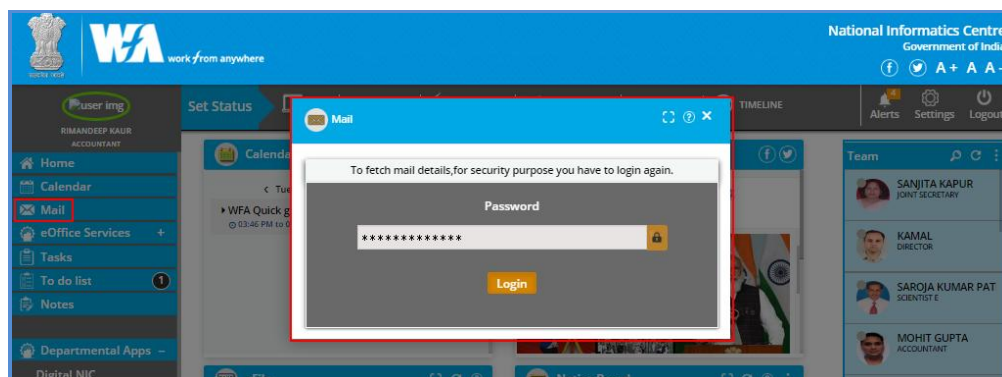


Fig.7: Mail

- The NIC mail Inbox screen appears:

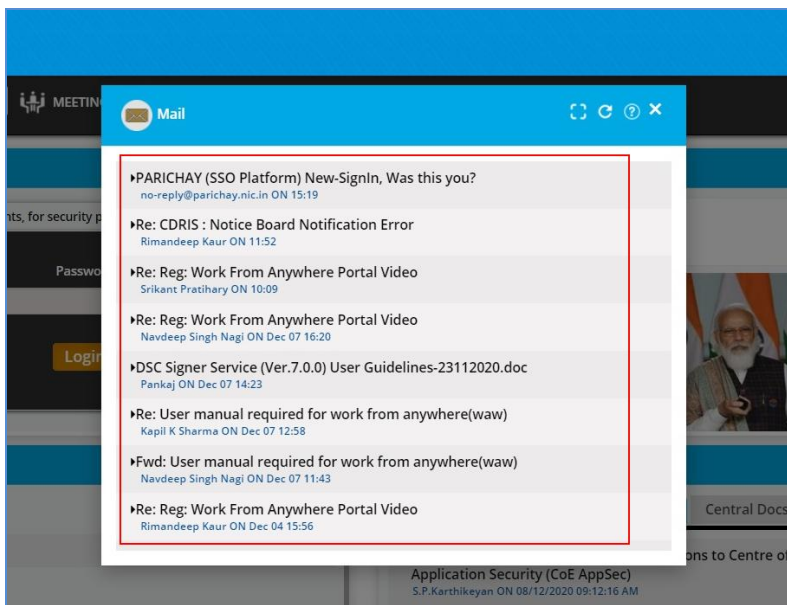


Fig.8

- a) **Maximize** (🔳): On clicking Maximize, user will be redirected to NIC Email Account web link - <https://email.gov.in/> as shown below:

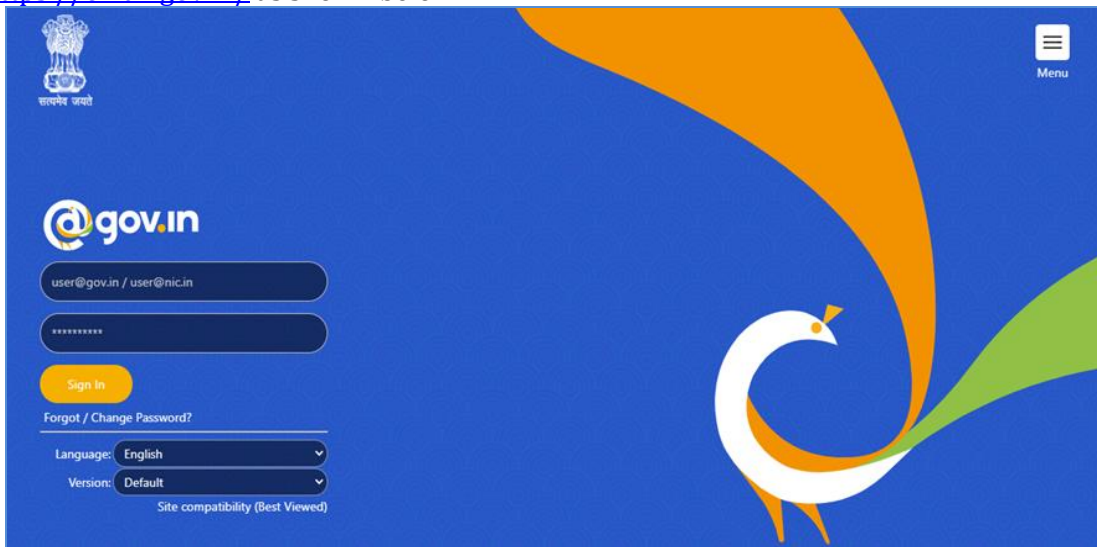


Fig.9

- b) **Refresh** (🔄): to refresh the mail Inbox.
 c) **Help** (❓): to get guidance document on using eMail.

4. eOffice Services:

By clicking the service (eFile, KMS, eLeave, eTour, Sparrow, PIMS, eMail Diarisation, MIS Report, MDM) link the user will redirect at the web page of respective application.

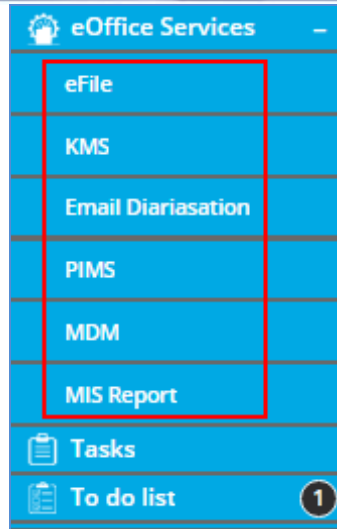


Fig.10

5. Tasks:

It is used for assigning tasks to subordinates along with due date, history of tasks assigned, status update of each task assigned, alerts through Email & SMS.

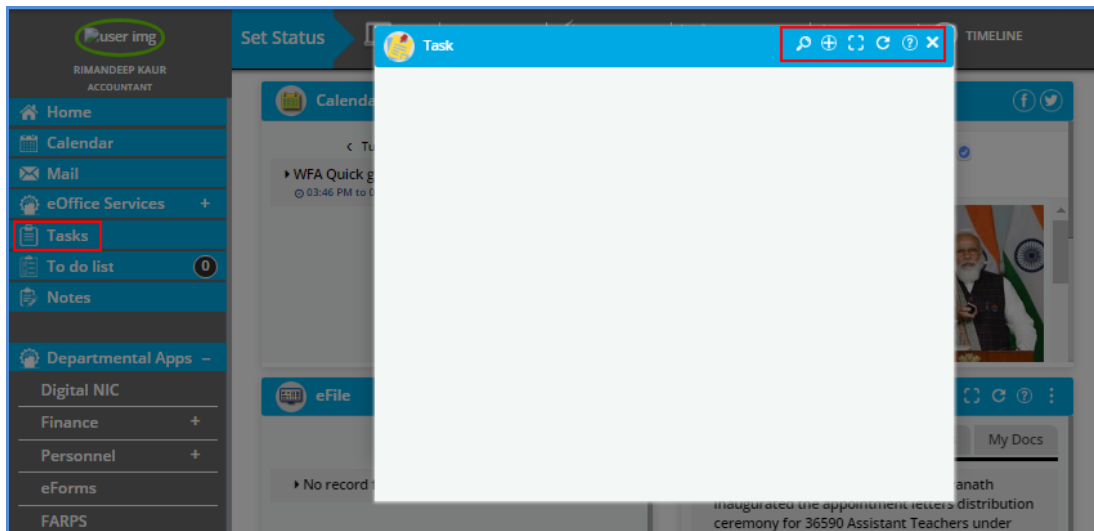


Fig.11

- a) **Search** (🔍): to search the task.
- b) **Add/Assign** (+): to assign a task to subordinates.
 - Click (+) icon, **Assign a task** screen appears, enter the mandatory details.
 - **Save & Close** (Save & Close): Task is created and appears in task window.
 - **Save & Add Next** (Save & Add Next): Task is created and subsequently new task window appears to create another task.
 - When the task is successfully created, User gets following message (Task created.) on the Home Page.
 - Once a task is created it will appear in the task window of both the users (sender and receiver).

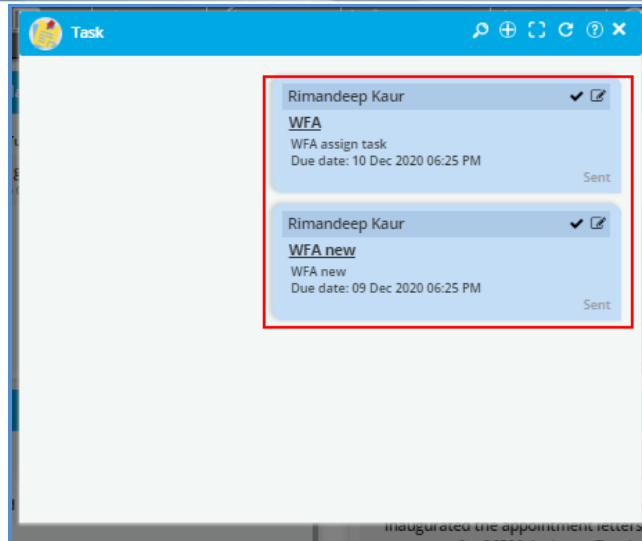


Fig.12

- **Tick Mark** (✓): Click the small **Tick mark** icon to mark the task as complete.
- **Edit** (✎): Click the **Edit** icon to update the task details.
- Once, a task is created, user gets timely reminders to complete the particular task.

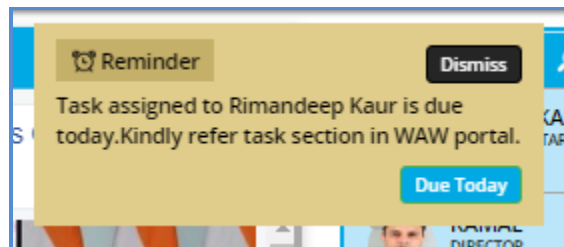


Fig.13

- c) **Maximize** (☰): to open the task report, the task report consist of two tabs:
- **Sent**: to view the tasks assigned to other users
 - **Received**: to view the task assigned to self

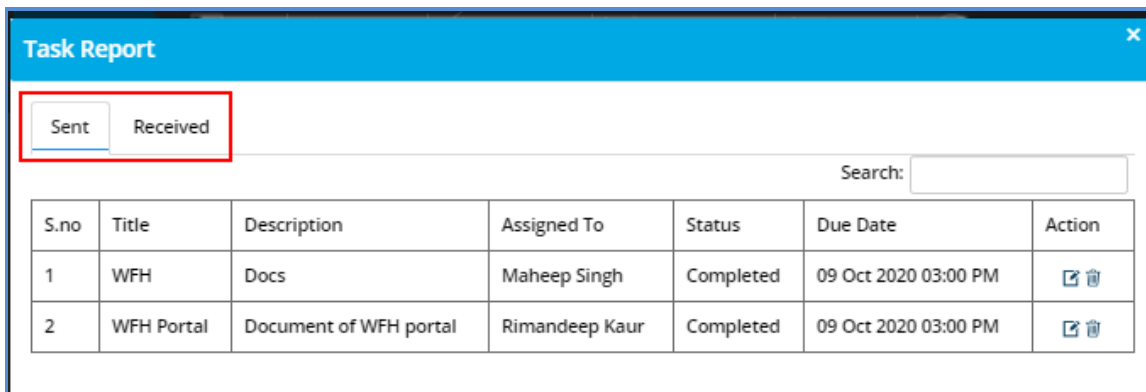


Fig.14

- d) **Refresh** (↻): to refresh the task list.
- e) **Help** (❓): to get guidance document on using eMail.

6. To do list:

Similar to Sticky Notes in Windows operating system, To-Do list can be used to list down To-Do activities of the day, edit them and strike through when complete. It is task list for everyday use. This list helps the user in keeping track of all the important activities that need to be completed.

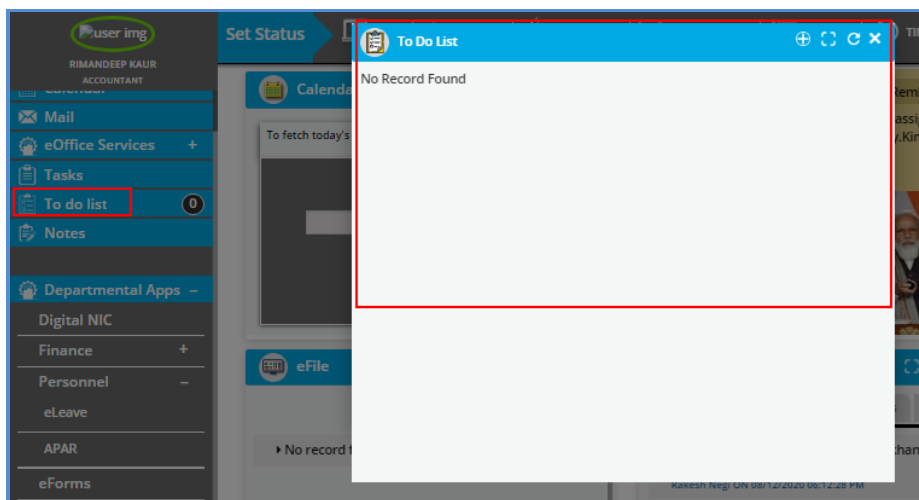


Fig.15

a) **Add To-Do list** (+): to add an activity.

- Click (+) icon, Add To-Do screen appears, add the description of activity and click **Save** (Save) button:

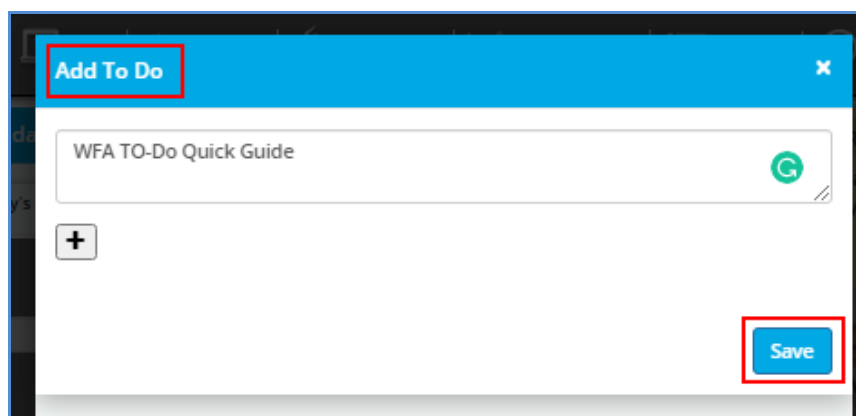


Fig.16

- Add** (+): to add more than one To-Do activity at a time.
- Remove** (Remove): to delete the activity field.
- The activity is created on the To Do List window:

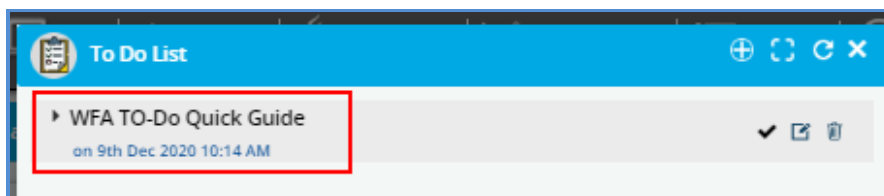


Fig.17

- Tick Mark** (✓): Click the small **Tick mark** icon to mark the task as complete.
- Edit** (✎): Click the **Edit** icon to update the task details.

- **Delete** (🗑️): Click the **Delete** icon to remove the activity from To Do List
- b) **Maximize** (🔍): to open To-Do list in expanded view.

Description	Creation date	Action
To add	9th Dec 2020	✓ 📄 🗑️
New feature	9th Dec 2020	✓ 📄 🗑️
WFA TO-Do Quick Guide	9th Dec 2020	✓ 📄 🗑️

Fig.18

- c) **Refresh** (🔄): to refresh the To-Do List.

7. Notes:

Users can create important notes which can refer to later. User can share created notes with other users via NIC email, GIMS (Message service) or add it to a specific event in the calendar.

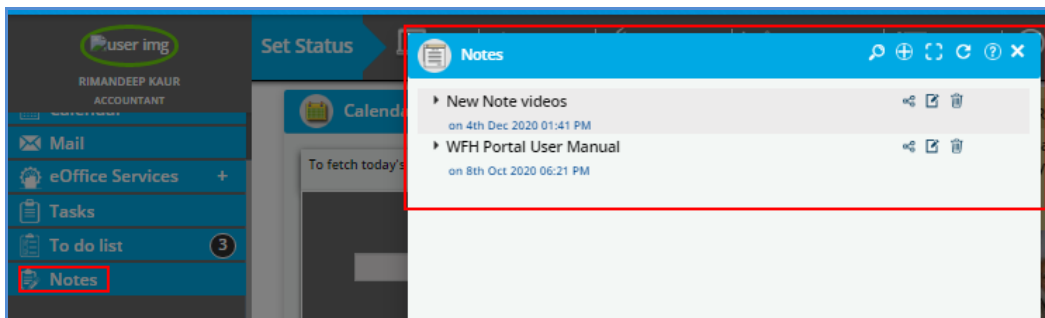


Fig.19

- a) **Search** (🔍): to search a specific note(s).
- b) **Add New Note** (+): to add a note.
 - Click (+) icon, Add Note screen appears, add the title and description of note and click **Save** (Save) button:

Fig.20

- The note is created on the Notes window:

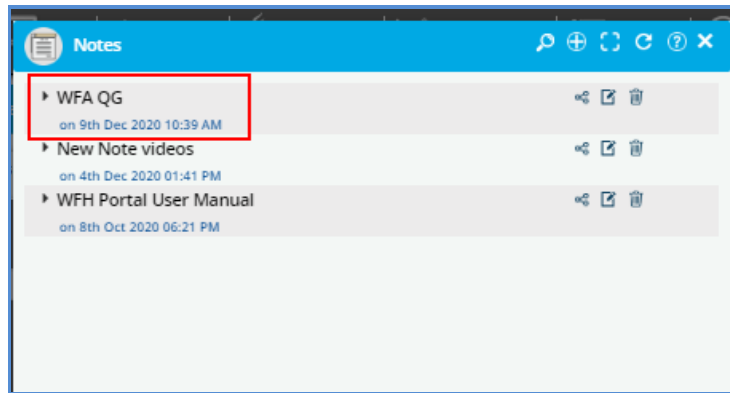



Fig.21

- **Share** (): Click the **Share** icon to share the note with other users.
 - Notes can be shared via:
 - **Email**
 - **SMS**: The portal is integrated with GIMS and can be used to send SMS to mobile numbers
 - **Calendar**: Added to a specific Event via Calendar.

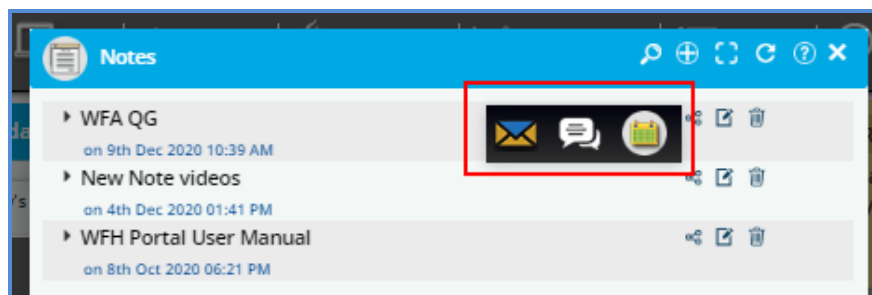




Fig.22

- **Edit** (): Click the **Edit** icon to update the note details.
- **Delete** (): Click the **Delete** icon to remove the note.

c) **Maximize** (): to open Notes in expanded view.












Notes			
			Search: <input type="text"/>
Title	Description	Creation date	Action
WFA QG	WFA Quick Guide details	9th Dec 2020	  
New Note videos	New Note videos	4th Dec 2020	  
WFH Portal User Manual	Regarding documentation	8th Oct 2020	  

Fig.23

- d) **Refresh** (): to refresh the notes list.
- e) **Help** (): to get guidance document on using Notes.

Bottom Left Menu Bar (Departmental Apps)

All department Apps such as Digital NIC, Finance, Personnel, FARPS, eForms etc. is accessible from the Bottom Left Menu bar as shown in Fig.5. By clicking each of the links, user will be directed to the respective websites.

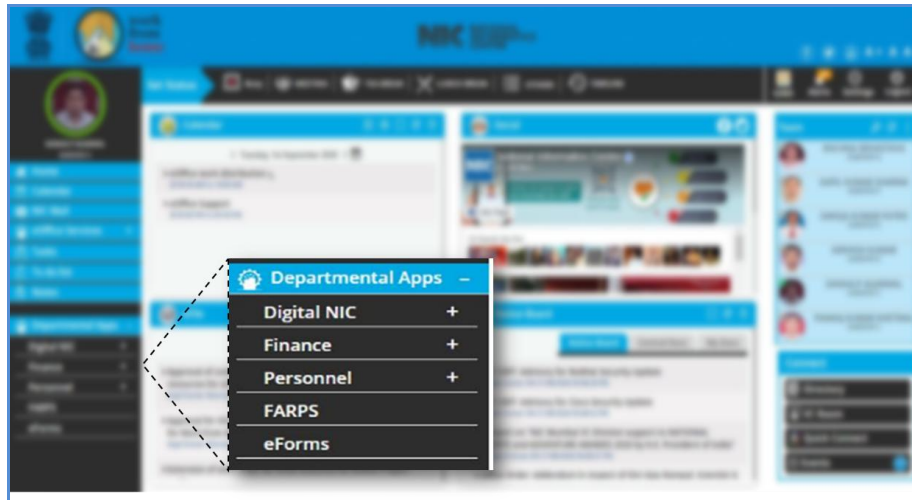


Fig.24: Departmental Apps


1. Digital NIC:

Digital NIC under Departmental Application consist of various applications to access the Digital NIC Applications clicking “Digital NIC” option, user will be redirected to external link of Application at <https://digital.nic.in/>

2. Finance:

It allows the user to view month wise Payslip, Income Tax for current and previous financial years and GPF Statement.

a) Payslip:

- Click Payslip under Finance tab, fill the mandatory fields **Month, Year and Bill Type** (as per the requirement) and click **Submit** () button:

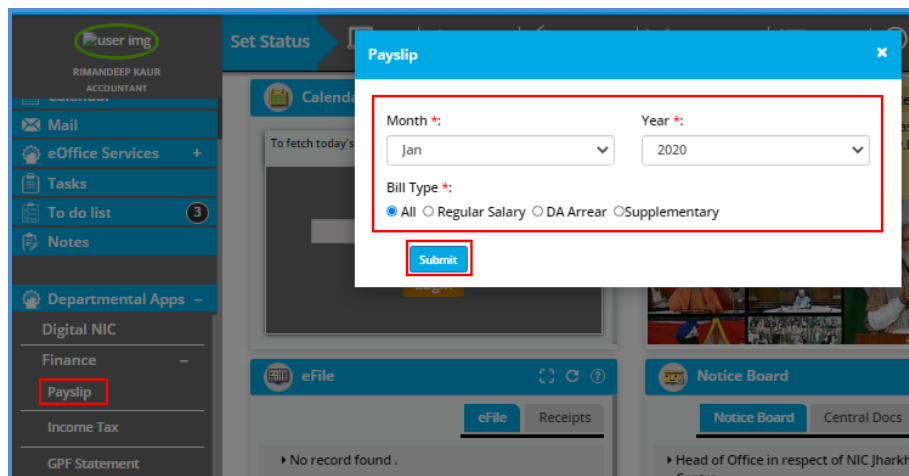


Fig.25

- When the details are successfully submitted, user gets the Payslip.

b) **Income Tax:**

- Click Income Tax under Finance tab, select the Financial Year from the drop-down menu and click

Submit () button:

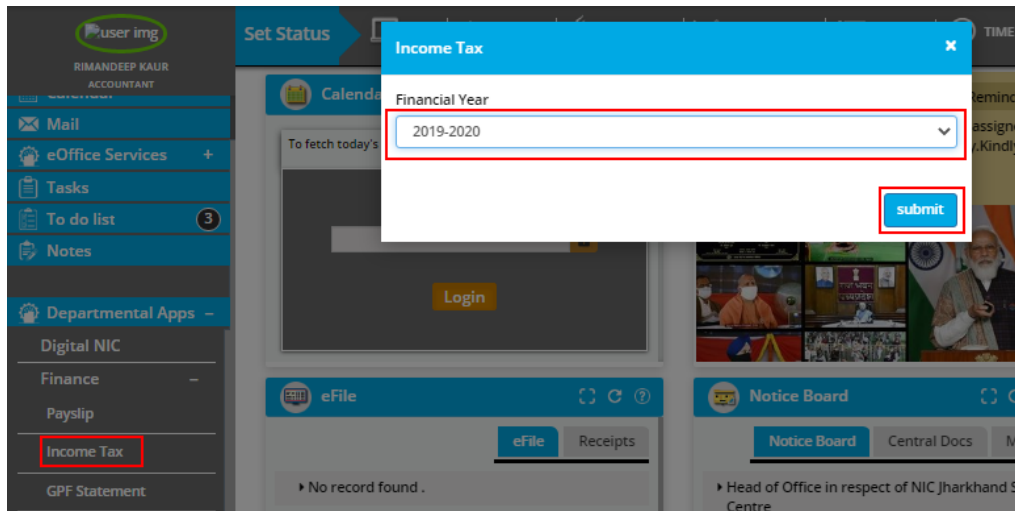


Fig.26

- Income Tax details for the selected Financial Year will appear in new tab:

Emoluments	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar Oth	Total
Basic	28400	28400	28400	28400	29300	29300	29300	29300	29300	29300	29300	29300	0	348000
Dearness Allowance	2556	3408	3408	3408	3516	3516	4981	4981	4981	4981	4981	4981	0	48233
Dress Allowance	0	0	0	0	5000	0	0	0	0	0	0	0	0	5000
Transport Allowance	3924	4032	4032	4032	4032	4032	4212	4212	4212	4212	4212	4212	0	49176
Dearness Allowance (Arrear)	0	2556	0	0	0	0	0	4395	0	0	0	0	0	6951
Transport Allowance (Arrear)	0	324	0	0	0	0	0	540	0	0	0	0	0	864
Bonus (Other)	0	0	0	0	0	0	0	6908	0	0	0	0	0	6908
Honorarium (Other)	0	0	0	0	0	0	0	0	0	0	0	0	5000	5000
Total	34880	38720	35840	35840	41848	36848	36848	50336	38493	38493	38493	38493	5000	470132

Deductions	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar Oth	Total
CGEGIS	30	30	30	30	30	30	30	30	30	30	30	30	0	360
CGHS	250	250	250	250	250	250	250	250	250	250	250	250	0	3000
Health and Education Cess	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Income Tax	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Licence Fee/HRR	310	310	310	310	310	310	310	310	310	310	310	310	0	3720
NPS Deduction(Emp Tier 1)	3096	3181	3181	3181	3282	3282	3282	3428	3428	3428	3428	3428	0	39625

Fig.27

c) **GPF Statement:**

- Click GPF Statement under Finance tab, select the Financial Year from the drop-down menu and

click **Submit** () button:

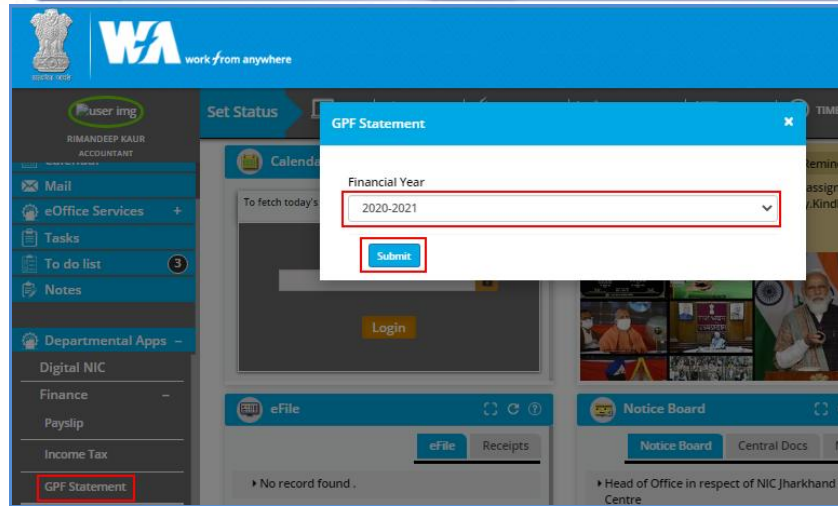


Fig.28

- When the details are successfully submitted, user gets the GPF details for the selected Year:

3. Personnel:

It consists of two applications, eLeave and APAR

a) **eLeave (Leave Management System):** Leave status window appears:

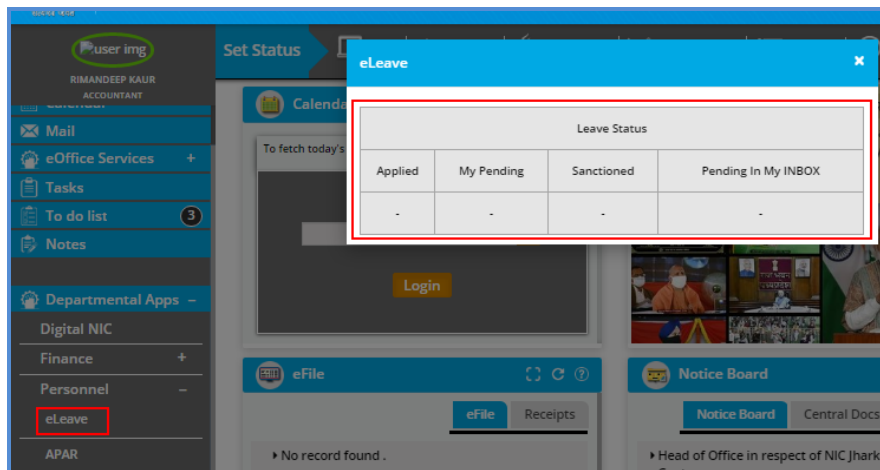


Fig.29

b) **APAR (Annual Performance and Appraisal Report):** APAR status window appears:

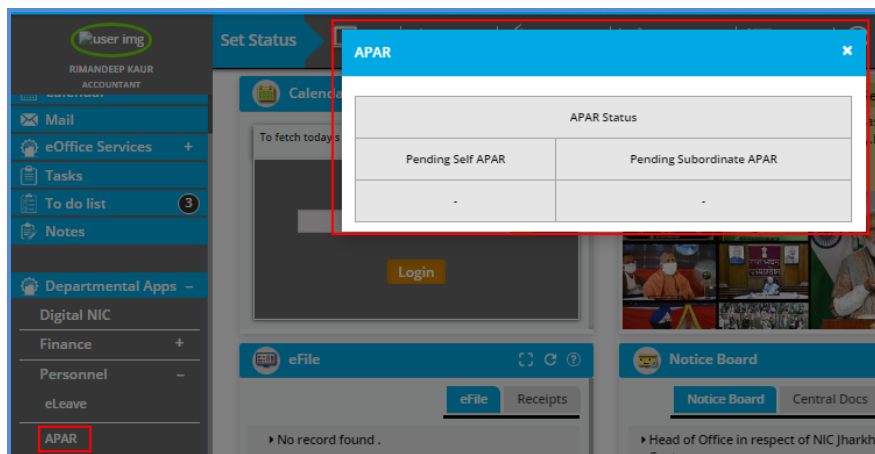


Fig.30

4. eForms:

eForms is application which helps NIC Officials to fill various forms online.

On Clicking “eForms” option, user will be redirected to the link <https://eforms.nic.in/>

5. FARPS:

Firewall Access Rule Processing System (FARPS) is application which provides a mechanism to NIC employees to apply for Firewall access for various NIC services.

On Clicking “FARPS” option, user will be redirected to external link of FARPS Application at <https://farps.nic.in/>

Status Bar

The status bar indicates the current work status of the user such as Busy, Meeting, Tea Break, Lunch Break etc. All these status over the day are captured and can be used to generate the employee timeline for the entire day.

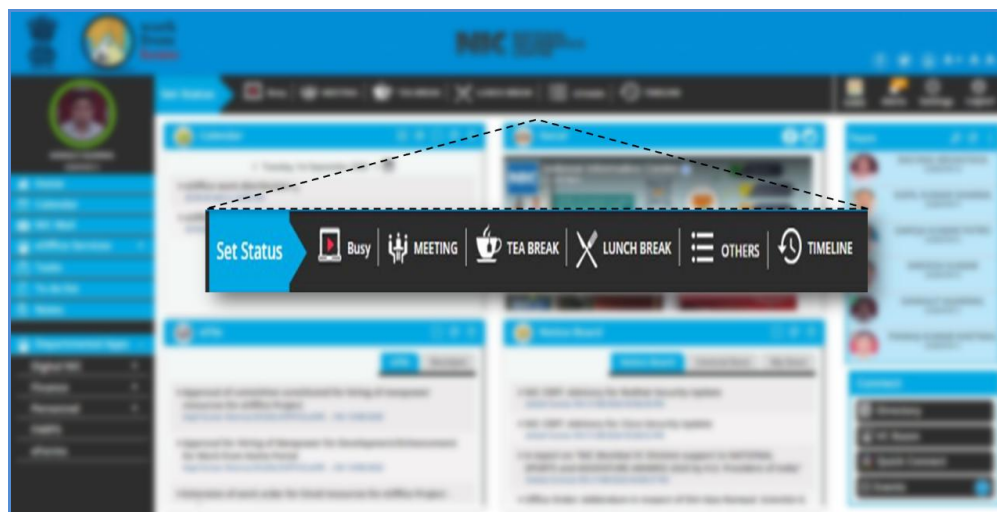







Fig.31: Status Bar

1. **Available** ()/**Busy** (): Click this icon () when user is busy with an important task and wants no communication from other users, the status gets update with () icon and vice versa to mark the status as available.

2. **Meeting:**

- Click the ( MEETING) icon when user is in meeting
- Enter the duration (in minutes) for which the meeting break is required and click on **Take Break**

():

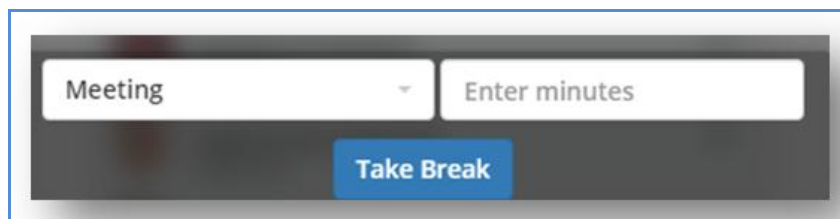


Fig.32

- The Status of user is updated on the homepage and a timer reflecting the remaining time begins on the Home Page

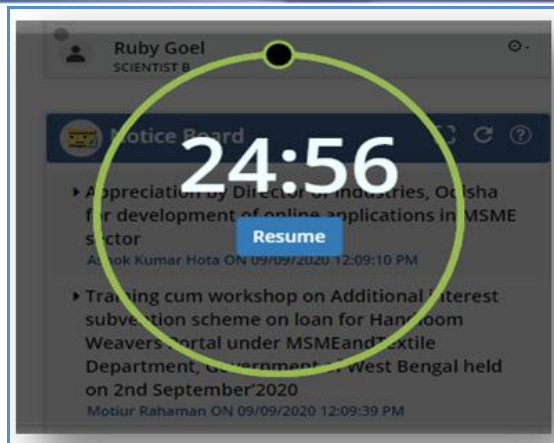


Fig.33

- Click on Resume button to end the break.
3. **Tea Break/Lunch Break/Others:** steps for availing Tea Break/Lunch Break/other breaks are similar as steps for Meeting Break.
 4. **Timeline:** It displays the timeline of the logged-in user for the entire day from login to breaks to log out. It also displays the duration for the breaks have been availed and the time at which user logged in and logged out of the system.



Fig.34

Home Screen Widgets

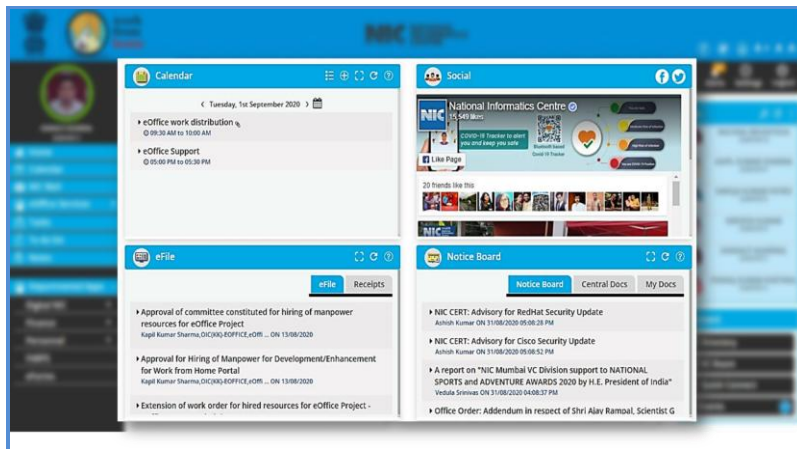


Fig.35: Home Screen Widgets

1. **Calendar:** This functionality helps in scheduling of events. The Calendars can be shared with personal staff and other officials. The Calendar feature is synced with email and alerts/reminder is sent via email and SMS.
 - Re-enter the Password in Calendar for verification purpose.

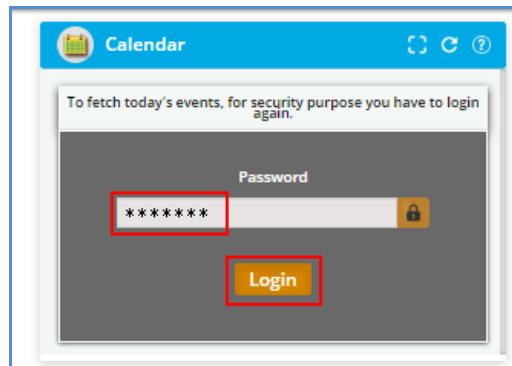
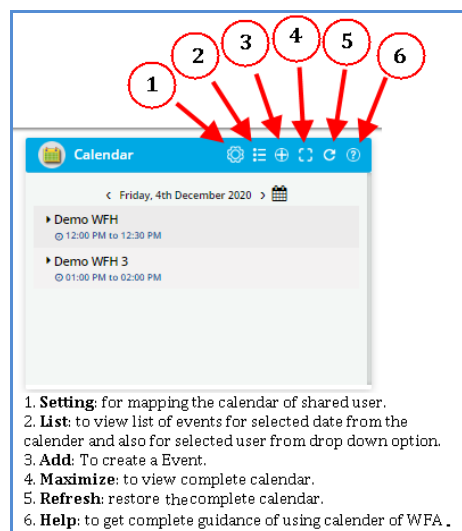



Fig.36



1. **Setting:** for mapping the calendar of shared user.
2. **List:** to view list of events for selected date from the calendar and also for selected user from drop down option.
3. **Add:** To create a Event.
4. **Maximize:** to view complete calendar.
5. **Refresh:** restore the complete calendar.
6. **Help:** to get complete guidance of using calendar of WFA .

Fig.37

- **Setting:** To map Other user Calendar, select the user name from drop down and click **Map** () button:

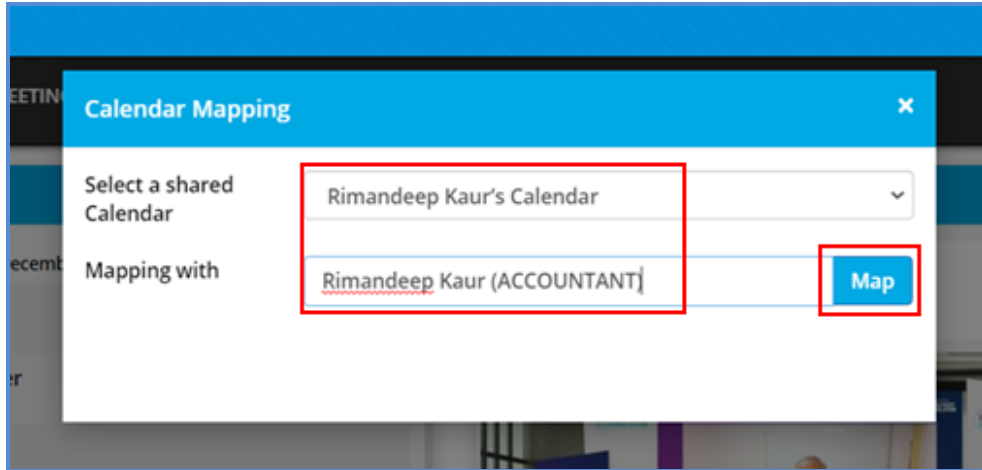


Fig.38

- **Add:** Create a New Event Refer to [Calendar \(Top Left menu bar\)](#).
2. **Social:** The widget displays the social media information about NIC Projects and is integrated with Facebook and Twitter:

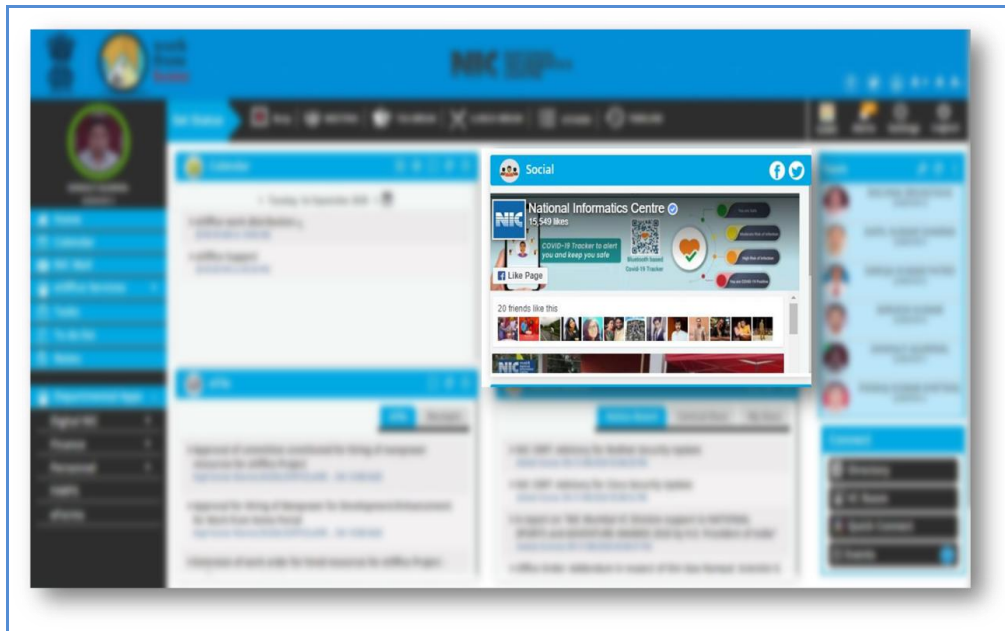


Fig.39: Social Widget

a) **Facebook** ():

By clicking the Facebook icon, user will be redirected to NIC Facebook Page

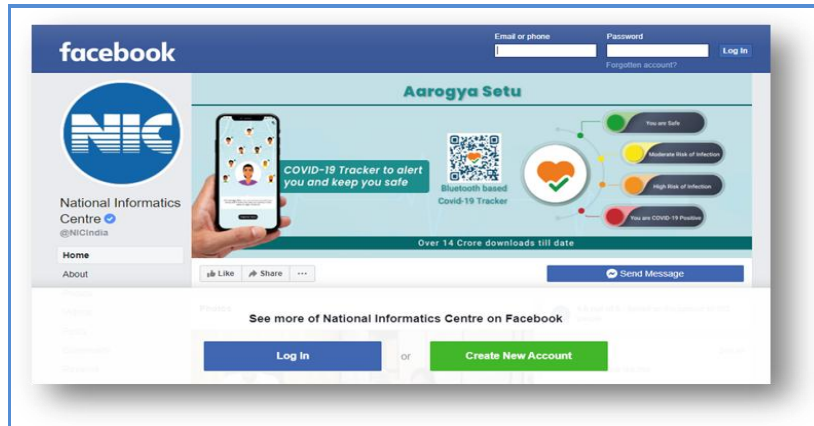


Fig.40: NIC Facebook Page

b) **Twitter** ():

By clicking Twitter icon, user will be redirected to Twitter Page:



Fig.41: NIC Twitter Page

3. **eFile**: It shows the Summary of latest files and receipts including details such as Received from, Subject and Date.

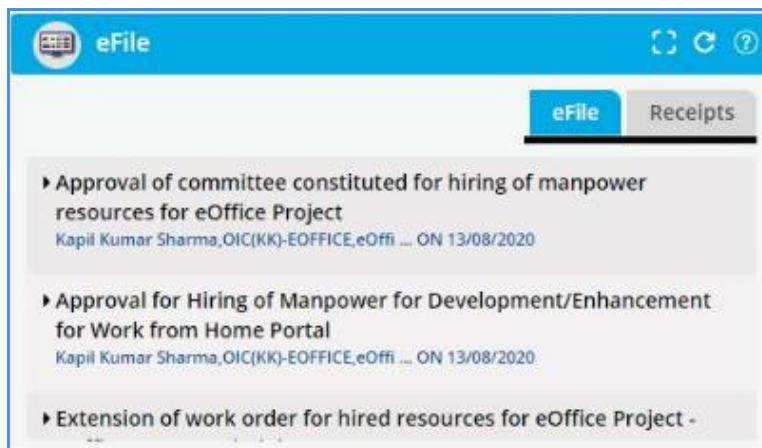


Fig.42

- a) **Maximize** (☰): user will be redirected to eFile module of eOffice application at <https://nic.eoffice.gov.in/efile> where user will be required to enter the login credentials.
- b) **Refresh** (🔄): to refresh the Files/receipts list.
- c) **Help** (❓): to get guidance document on using eFile.

4. **Notice Board:** The Notice Board displays all the notices published in organization’s Notice Board along with Central Docs, My Docs. The ‘Central Docs’ feature help with quick access and searching of folders and documents created in Central Docs. The ‘My Docs’ feature help with quick access, creation and searching of folders and documents in My Docs’.

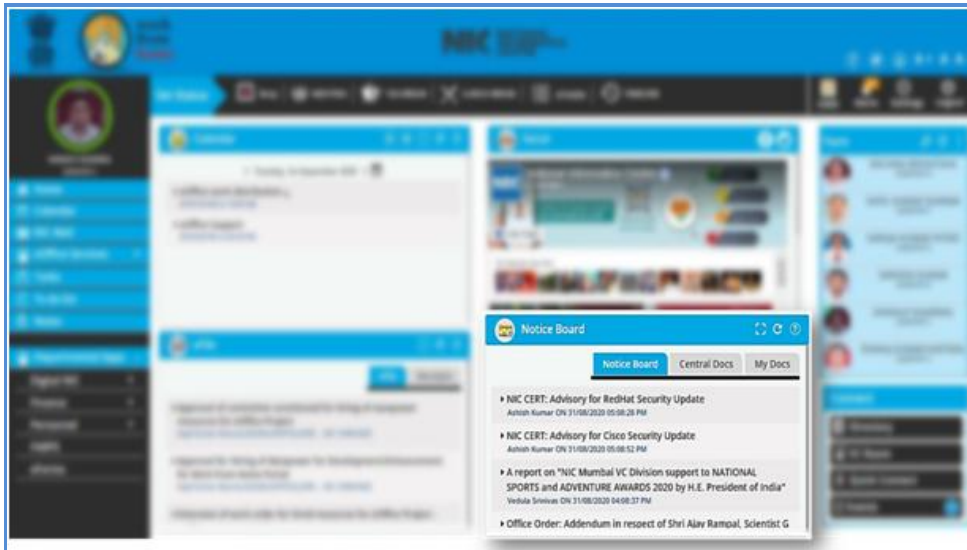


Fig.43: Notice Board

- a) **Central Docs** (Central Docs): This tab within Notice Board contains a repository of all the Central Government documents such as Acts and Regulations, Budgets, Divisions, documents related to AINOA etc
 - **Search** (🔍): to search the central documents using basic and advance search
 - **Maximize** (☰): The Maximize icon can be used to open the Central Docs in NIC KMS Portal at <https://nic.eoffice.gov.in/kms-nkn/>
 - **Refresh** (🔄): to refresh the Documents list.
 - **Help** (❓): to get guidance document on using Central Docs
- b) **My Docs** (My Docs): This tab is used to create folders and save important documents.
 - **Add Document/Folder** (+):

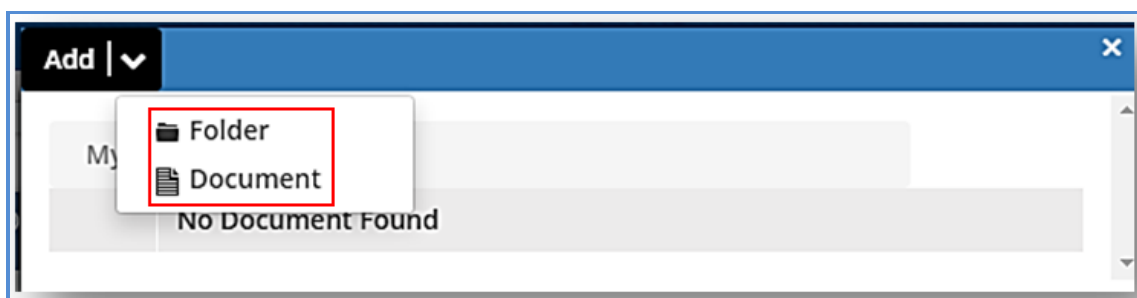


Fig.44

Right Menu Bar (Team)

The Team bar displays the hierarchical view of officials in the organization unit. Team feature also helps in conducting Video calls between team members. The feature can also be used for sending emails and SMS to team member. There is also a feature to assign work to subordinates.

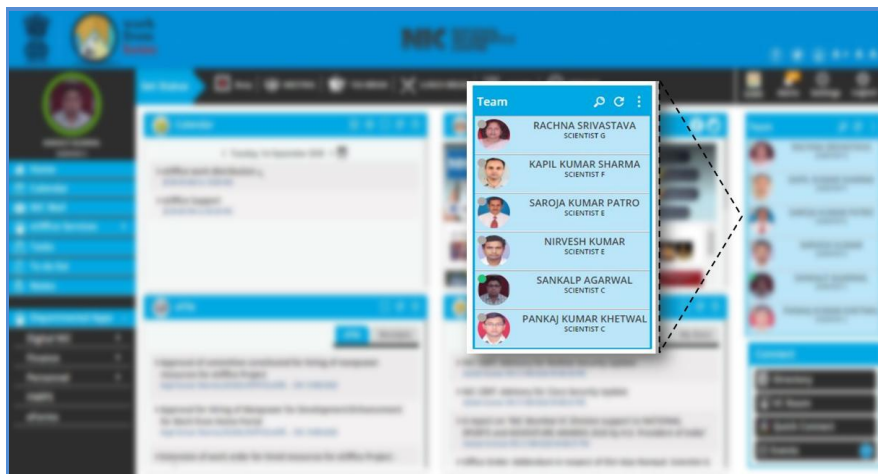


Fig.45: Team

- Click on any user profile to get a floating widget bar with all the available connectivity options:

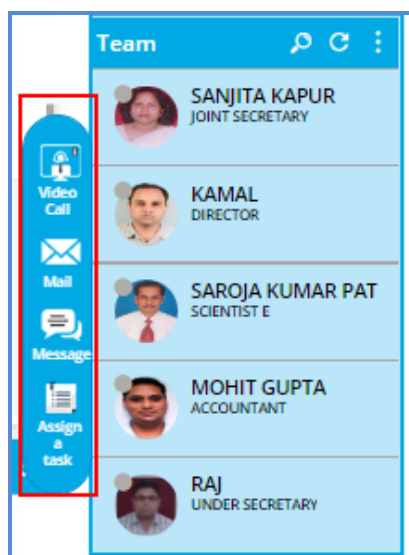






Fig.46

- Video call** (): to connect with user over video call
- Mail** (): to send email to a user
- Message** (): to send SMS to a user
- Assign Task** (): to assign a task to user(s) (Refer [Task](#) for complete steps)

Bottom Right Menu Bar (Connect)

The Connect functionality is integrated with NIC Directory, VC Room, Quick Connect & Events etc. By clicking on NIC Directory, employee can search detail for selected designation, department, contact number etc. Using VC Room, the employee can book VC for meeting by selecting various types such as Webex, NIC Video, Microsoft Teams, Zoom Meetings, Google Meet etc. and creating Meeting ID and Password.

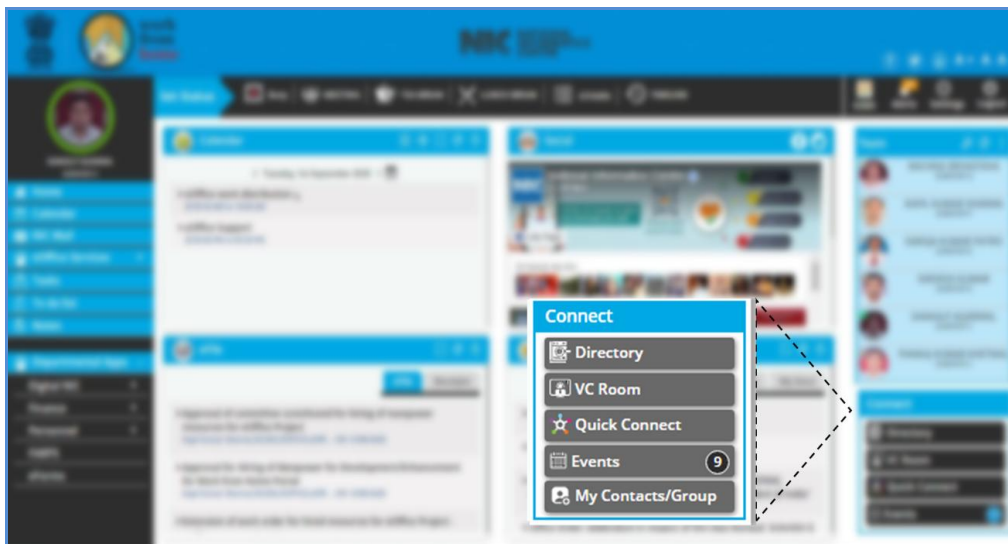


Fig.47: Connect

1. Directory:

- User can click on Directory for searching the Official(s)/User(s) using various filter options such as Basic Search, Browse by Index, Advance Search, Search by Contact No. as shown below:

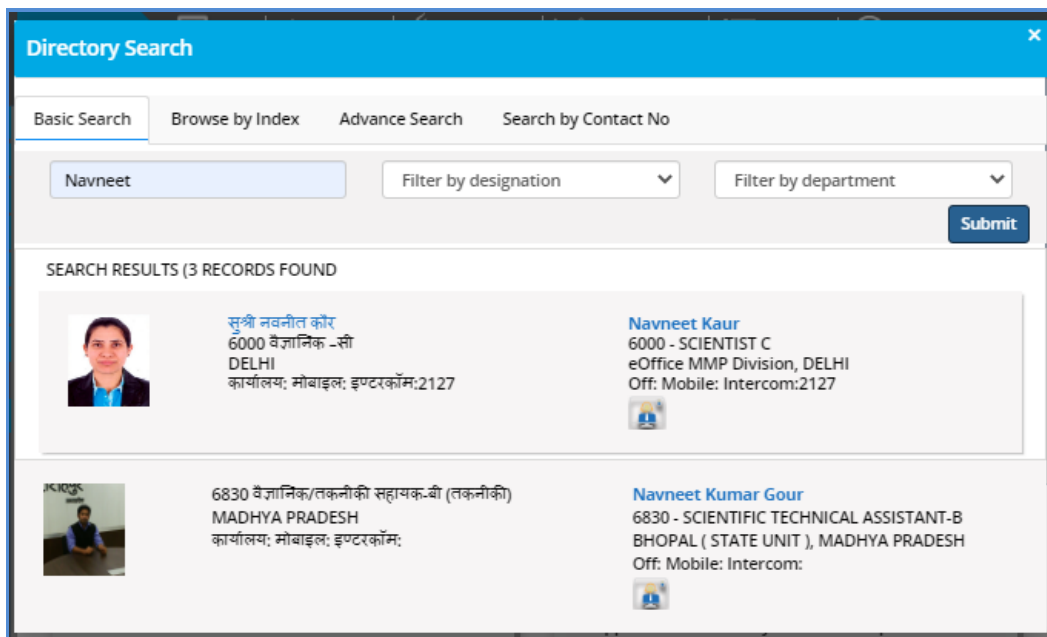




Fig.48

- Further click on the Meeting Invite () icon

- Contact (): To Add User from contact list.
- Add meeting (): To create meeting and sent meeting invite.

2. VC Room:

VC Room helps user to check the availability of meeting room and book the available meeting room.

a) **My VC Room:** Click the VC Room link, My VC Room window appears, enter the details and click **Save**

() button:

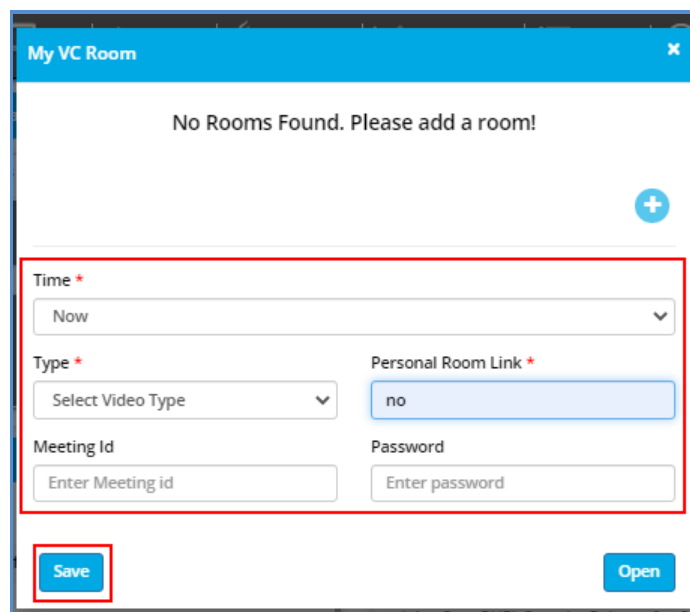



Fig.49

b) **Delete** (): Click the checkbox highlighted and click **Delete** () button.

3. Quick Connect:

Quick Connect option lets the user to connect with other users through email SMS, VC just 1 click

- Click Quick Connect link, select the desired tab for Email/SMS/VC to connect with user and then enter the required field and click **Send** () button:

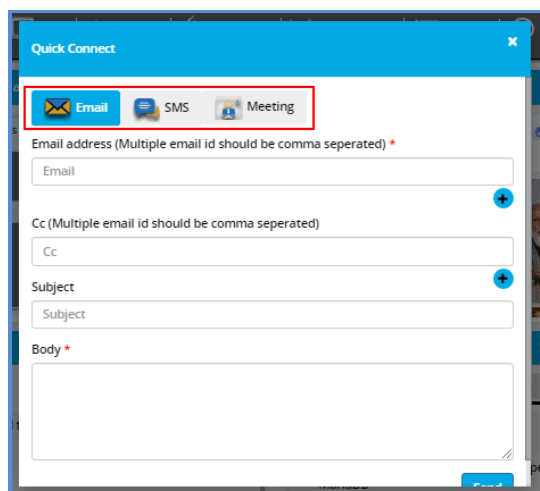


Fig.50

4. Events:

It consists of Birthday, Superannuation and Joining Anniversaries of users in the Department.

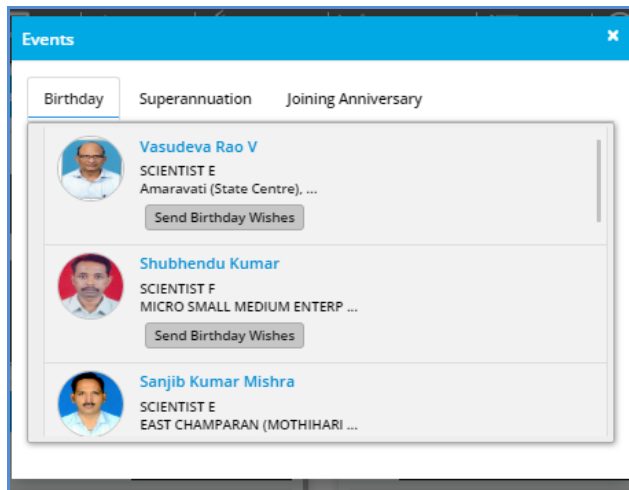
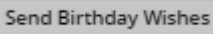
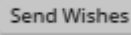


Fig.51

- a) **Send Birthday Wishes** (): to send Birthday wishes to colleagues.
- b) **Send Wishes** (): to send Joining Anniversary wishes to colleagues.

5. My Contact/Group

To add new user contact details.

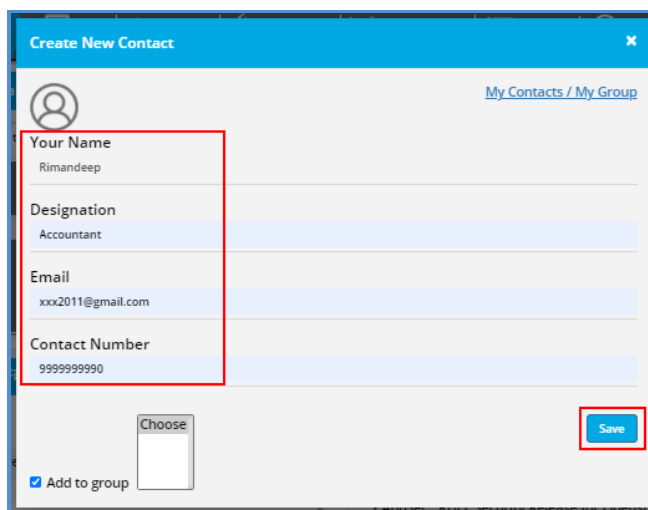


Fig.52

- a) **My Contact/My Group** ([My Contacts / My Group](#)): to create new group to add contact.
- b) **Add to Group** (): select the check box to add contact to add group

Customization Options

The WFH Portal has various customization options which can be used to customize the portal as per user's requirement.

1. Font:

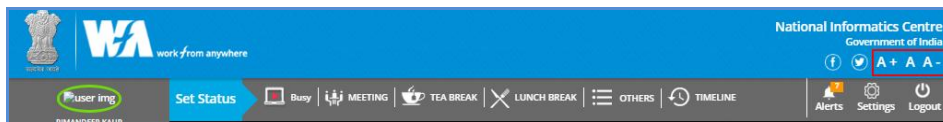


Fig.53

- Click on -A to reduce the font size
- Click on A to normalize to original font size
- Click on +A to increase the font size

2. Alerts: Click on the Alert link icon on the top right corner to view all alerts regarding task assigned, VC meeting due etc.

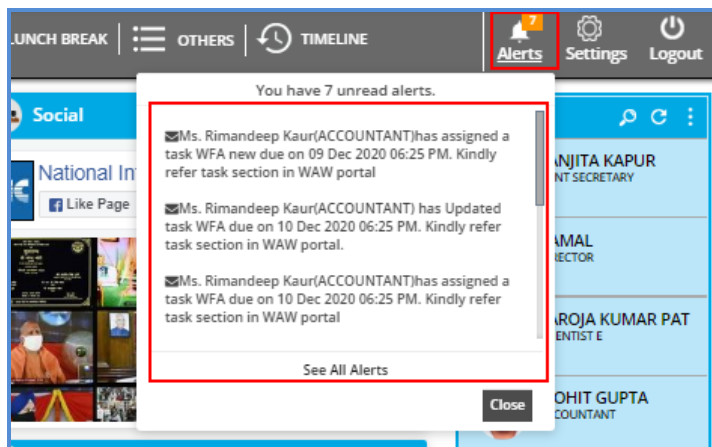


Fig.54

3. Settings: Click on settings icon to choose and save a desired theme of the portal.

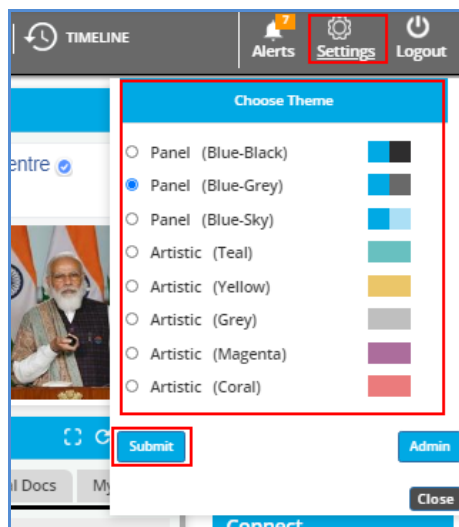


Fig.55

- The page layout gets updated:

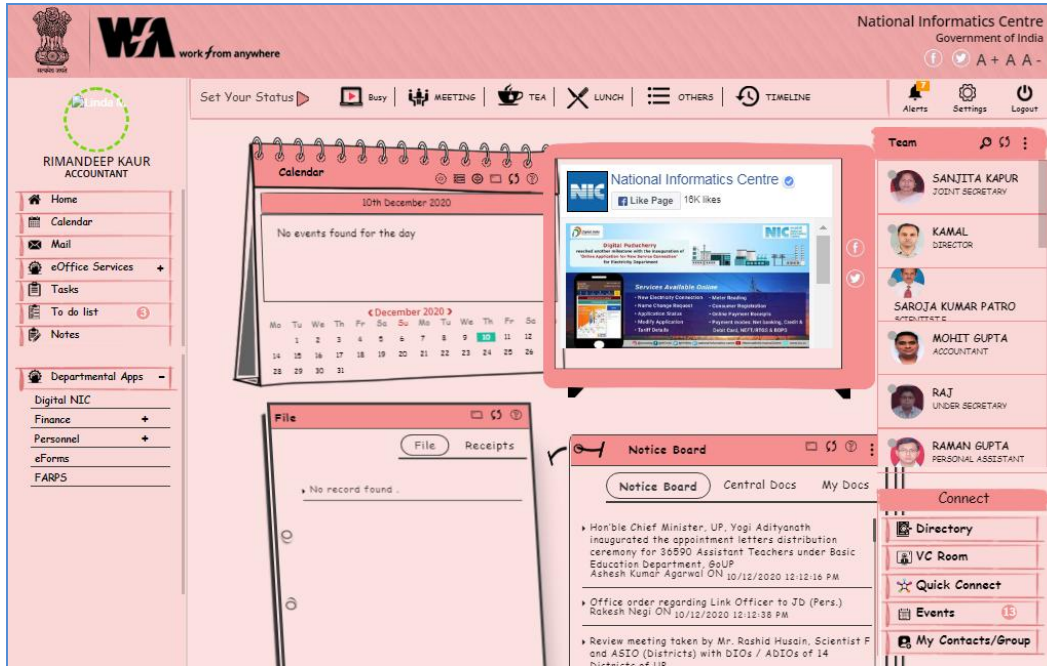


Fig.56

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