



eOffice @ Indian Railways



# Email Dairization





# Email Dairization @ eOffice



- Go to Portal page and the click NIC Mail Tab/Icon as shown below

The screenshot displays the eOffice portal interface. At the top, there is a blue navigation bar with the eOffice logo and the tagline "A DIGITAL WORKPLACE SOLUTION". Below the logo, there are icons for HOME, DIRECTORY, CONTACT, EMPLOYEE SERVICES, and QUICK LINKS. A quote of the week is displayed: "If you can't explain it simply you don't understand it well enough. - Albert Einstein".

On the left side, there is a vertical sidebar with icons for eFile, eConnect, Calendar, and Gallery. The NIC mail icon is highlighted with a red box. The main content area is divided into several sections:

- eOffice Services:** A list of services including File Management System, Knowledge Management System, eFile MIS Reports, Personnel Information Management System, Employee Master Details, and Master Data Management. There is also a "Download Forms" button.
- Notice Board:** A section containing two notices: "eOffice Support Contacts - Indian Railways" and "DSC Signer Service Ver.4.1 - UserGuidelines".
- NIC Connect:** A section with icons for eoffice.gov.in, Report Issue, Submit Feedback, eOffice Training, and Learning Resources.
- Employee Corner:** A section with links for Birthday Wishes, Superannuation, and Joined Today.
- Right Sidebar:** Contains sections for "आज का शब्द" (Today's Word) with "Alphabetical Indexing - वर्णानुसार सूचीयन", "News" with a list of news items, and "EVENTS" with "No Event Available".





# Email Dairization @ eOffice



- Login Page appears. enter the credentials and click "Sign In" button as shown below

eoffice NIC Mail 2.3.1  
A DIGITAL WORKPLACE SOLUTION

Enter the password associated with following  
NIC Mail login ID

j.sreenivasarao61@gov.in

.....

email.gov.in

Sign In

- Select "email.gov.in"





# Email Dairization @ eOffice



- Inbox Screen appears, open the mail required for the diarization and "Move to eFile" button as shown.

The screenshot shows the eOffice interface for NIC Mail 2.3.1. The user is Mr. J. SREENIVASARAO. The mailbox view shows a list of folders on the left and an inbox of emails on the right. The first email in the inbox is highlighted with a red box.

	S.No.	Sender Name	Subject	Submitted Date	Moved eFile Status
<input type="checkbox"/>	1	Thanneeru Ramesh BABU	eMail Diarisation Testing Hi, Testing...	15:39 PM	
<input type="checkbox"/>	2	MyGov	Let's fight Corona with Aarogya Setu! Download Now!	May 01 2020	
<input type="checkbox"/>	3	Thanneeru Ramesh BABU		Apr 29 2020	
<input type="checkbox"/>	4	MyGov	Setu is the Bodyguard of 70 million citizens. Download now	Apr 25 2020	
<input type="checkbox"/>	5	Prime Minister's Office	Join Live: Mann Ki Baat on 26th April	Apr 24 2020	





# Email Dairization @ eOffice



- Inbox Screen appears, open the mail required for the diarization and "Move to eFile" button as shown.

Read Mail Home > INBOX

Compose

Folders

- Drafts
- INBOX**
- Junk
- Sent
- SMS
- Trash

Read Mail

eMail Diarisation Testing May 06 2020


From: Thanneeru Ramesh BABU (rameshbabu.thanneeru@gov.in)  
TO: j.sreenivasarao61@gov.in

Hi,  
Testing...

No.	RCIL/SR/SC/Mktg/19-20 email diarisation
To.	
	O/o Senior Divisional Signal and Telecommunication Engineer, Irwin Road, Mysore. PIN-570001

Date: 10.02.2020

15 YEARS OF CELEBRATING THE MAHATMA  
"Cleanliness is next to Godliness"

  
98-email Diarisation.docx  
40 KB

[Move To eFile](#)

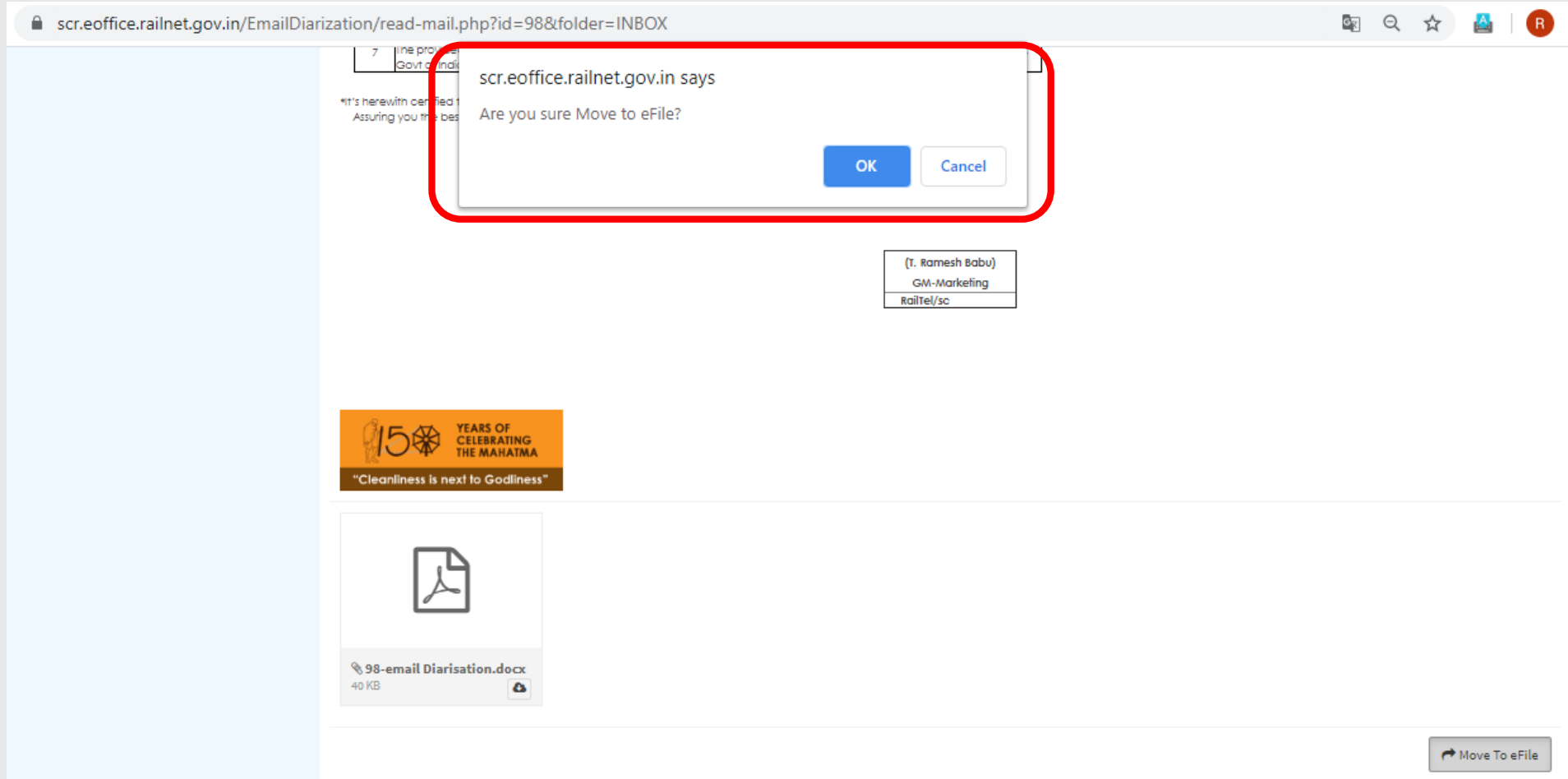




# Email Dairization @ eOffice



- A confirmation Window appears as shown



- Click "OK" button, a message is displayed "Successfully moved to eFile" as shown below





# Email Dairization @ eOffice



- After Click "OK" button, a message is displayed "Successfully moved to eFile" as shown below

The screenshot shows the eOffice interface with a blue header bar. The header contains the eOffice logo, a menu icon, the text "NIC Mail 2.3.1", and the user name "Mr. J SREENIVASARAO". On the left, there is a "Mailbox" sidebar with folders: Drafts, INBOX, Junk, Sent, SMS, and Trash. The main area displays an "INBOX" table with a green success message overlay. The success message states: "File has been moved successfully!" and "If you want to diarize this mail, please click [here](#) to be redirected to eFile Application." The table below has columns for S.No., Sender Name, Subject, Submitted Date, and Moved eFile Status. The first row shows a message from Thanneeru Ramesh BABU with a status of "✓".

S.No.	Sender Name	Subject	Submitted Date	Moved eFile Status
1	Thanneeru Ramesh BABU	eMail Diarisation Testing Hi, Testing...	15:39 PM	✓
2	MyGov	Let's fight Corona with Aarogya Setu! Download Now!	May 01 2020	
3	Thanneeru Ramesh BABU		Apr 29 2020	✓
4	MyGov	Setu is the Bodyguard of 70 million citizens. Download now	Apr 25 2020	





# Email Dairization @ eOffice



- Now go to File Management System ( click user name → Home button → File Management link) and click Email Dairization link under Receipt Module, As shown.

The screenshot shows the eOffice interface. The top navigation bar includes the eOffice logo, a user profile for J SREENIVASARAO, and a search bar. The main content area displays a table of email entries under the 'Receipts' module. The 'Email Dairisation' link in the left-hand menu is highlighted with a red box. The table below shows three entries, with the 'eMail Dairisation Testing' subject lines also highlighted with red boxes.

Subject	Send By	Sent Date	Sender Email	
No Subject	Thanneeru Ramesh BABU <rameshbabu.thanneeru@gov.in>	06/05/20	rameshbabu.thanneeru@gov.in	X
eMail Dairisation Testing	Thanneeru Ramesh BABU <rameshbabu.thanneeru@gov.in>	06/05/20	rameshbabu.thanneeru@gov.in	X
eMail Dairisation Testing	Thanneeru Ramesh BABU <rameshbabu.thanneeru@gov.in>	06/05/20	rameshbabu.thanneeru@gov.in	X







# Email Dairization @ eOffice



- Now click Subject link of the mail as shown

The screenshot shows the eOffice interface. At the top left is the eOffice logo. At the top right, the user name 'J SREENIVASARAO TI/PLG/SCR/JSR' is displayed. Below the header is a navigation bar with 'eFile Version 5.5\_09', a search box, and an 'Advanced' button. On the left side, there is a sidebar menu with options: Receipts, Browse & Diarise, Inbox (5), test, Optg, **Email Diarisation** (highlighted with a red box), Created, and Sent. The main area displays a table of emails with columns: Subject, Send By, Sent Date, and Sender Email. The 'Subject' column contains three entries: 'No Subject', 'eMail Diarisation Testing' (highlighted with a red box), and 'eMail Diarisation Testing'. The 'Send By' column for all entries is 'Thanneeru Ramesh BABU <rameshbabu.thanneeru@gov.in>'. The 'Sent Date' column shows '06/05/20' for all entries. The 'Sender Email' column shows 'rameshbabu.thanneeru@gov.in' for all entries. A red 'X' icon is visible at the end of each row.

<a href="#">Subject</a>	<a href="#">Send By</a>	<a href="#">Sent Date</a>	<a href="#">Sender Email</a>	
<a href="#">No Subject</a>	Thanneeru Ramesh BABU <rameshbabu.thanneeru@gov.in>	06/05/20	rameshbabu.thanneeru@gov.in	X
<a href="#">eMail Diarisation Testing</a>	Thanneeru Ramesh BABU <rameshbabu.thanneeru@gov.in>	06/05/20	rameshbabu.thanneeru@gov.in	X
<a href="#">eMail Diarisation Testing</a>	Thanneeru Ramesh BABU <rameshbabu.thanneeru@gov.in>	06/05/20	rameshbabu.thanneeru@gov.in	X





# Email Dairization @ eOffice



- The Mapping page appears, select the mail body of and attachment from the Mail Body & Attachments window and move it towards Select Attachments to Merge window and click "Dairy" button as shown

The screenshot displays the eOffice interface for email dairization. On the left, a sidebar lists various navigation options including 'Receipts', 'Inbox (5)', 'Email Dairisation', and 'Files'. The main workspace is divided into two panes. The left pane, titled 'Mail Body & Attachments', contains a list of files: '/536/INBOX\_841/mailbody.pdf' and '/536/INBOX\_841/attachment-1441447873.pdf'. A red rectangular box highlights this list. The right pane, titled 'Select Attachments to Merge', is currently empty. A red rectangular box highlights a right-pointing arrow button located between the two panes, indicating the action to move selected items. At the bottom right of the main workspace, there are 'Preview' and 'Diary' buttons. The top navigation bar shows the user 'J SREENIVASARAO' and the application version 'eFile Version 5.5\_09'.





# Email Dairization @ eOffice



- The Mapping page appears, select the mail body of and attachment from the Mail Body & Attachments window and move it towards Select Attachments to Merge window and click "Diary" button as shown

The screenshot displays the eOffice interface with the following elements:

- Header:** eOffice logo, user profile 'J SREENIVASARAO TI/PLG/SCR/JSR', and navigation icons.
- Navigation Panel (Left):** Includes 'Receipts', 'Browse & Diarise', 'Inbox (5)', 'Email Diarisation', and various filters like 'Created', 'Sent', 'Closed', 'By Me', 'By Others (Hierarchy)', 'By others(All)', 'Acknowledgement', 'Created', 'Sent', 'Recycle Bin', and 'Initiated Action'.
- Main Area:** Divided into two panes:
  - Mail Body & Attachments:** An empty list box.
  - Select Attachments to Merge:** A list box containing two items: '/536/INBOX\_841/mailbody.pdf' and '/536/INBOX\_841/attachment-1441447873.pdf'. This list box is highlighted with a red border.
- Buttons:** Between the panes are right and left arrow buttons. On the right side of the 'Select Attachments to Merge' pane are up and down arrow buttons. At the bottom right, there are 'Preview' and 'Diary' buttons, with the 'Diary' button highlighted by a red border.





# Email Dairization @ eOffice



- The Dairy Screen will appear with pre-filled scanned document and subject, as shown

The screenshot shows the 'Email Dairization' form in the eOffice system. The form is titled 'Testing Email Dairization' and is pre-filled with data. A red circle highlights the 'Diary Details', 'Contact Details', and 'Category & Subject' sections. The 'Generate' button is also highlighted with a red box.

**Diary Details**

Sender Type	Choose one	Dealing Hands	Choose One
Delivery Mode*	By Hand	Language	English
Mode Number		Letter Ref. No	
Type*	Letter	File Number	
Received Date		Letter Date	
VIP	Choose one	Diary Date	08/05/2020
VIP Name	Choose one		

**Contact Details**

Ministry: Choose one  
Department: Choose one  
Name:  Designation:   
Organization:   
Address 1:   
Address 2:   
Country: INDIA State: Choose one  
City:  Pincode:   
Mobile:  Landline:   
Fax:  Email:

**Category & Subject**

Main Category: Choose one  
Sub Category: Choose One  
Subject: Email Dairization  
Enclosures:

Customize Acknowledgement

- Dairise the Moved NIC mail and Click the "Generate" button or "Generate & Send"
- The receipt get generated



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