

*Welcome*

*To*

*A HandsOn Training Program on*

*Secretariat Less Paper Office (SLPO)*

*(an integral part of Assam Online Portal)*

*By:*

*CMC Ltd in Association with AMTRON*



Powered by: CMC Limited in Association  
with AMTRON



# *Exercise-1*

## *Login & Dashboard*

*Duration: 10 mins*

- *Login with your Username and Password (Test@123)*
- *Overview of Dashboard (your personal work area)*
  - *Your Name, Designation & Department visible on top right*
  - *Identification of Icons, Inbox and MIS*



# *Exercise-2*

## *Dak Entry*

*Duration: 10 mins*

- *Click on 'Quick Dak' icon*
- *Enter the metadata of Dak*
- *Browse a scanned document in pdf format*
- *Submit*



# *Exercise-3*

## *Dak View and Noting*

*Duration: 20 mins*

- Go to Dashboard and click on 'Pending Dak(s)'*
- View the list of Daks*
- Select a Dak and click on 'Noting on Dak'*
- View PUC details on the right side*
- Make a note "File it" and send to yourself*
- You can now view list of your note on 'Notes on Dak'*



# *Exercise-4*

## *Dak Filing*

*Duration: 5 mins*

- *Go to Dashboard and click on 'Pending Dak(s)'*
- *View the list of Daks*
- *Select a Dak and click on 'File Dak'*
- *Create a new File with File Name and Subject*
- *You can see the Created File in Pending Files*



# *Exercise-5*

## *File View and Noting*

*Duration: 20 mins*

- *Go to Dashboard and click on 'Pending File(s)'*
- *View the list of Files*
- *Select a File and View File*
- *View the list of PUC(s) on right side*
- *Make a note on the File and send it to yourself*

# Exercise-6

## Document Creation

*Duration: 10 mins*

- *Go to Dashboard and click on 'Pending Files(s)'*
- *View the list of Files*
- *Select a File and view File*
- *Click 'Actionable' and select action 'Create\_Letter' with a noting*
- *Send it to yourself*

# *Exercise-7*

## *Document Drafting*

*Duration: 15 mins*

- *Go to Dashboard and click on 'Pending Files(s)'*
- *View the list of Files*
- *Select the File and view File*
- *Click on 'Create\_Letter' on 'Notes On File'*
- *Enter the metadata*
- *Send it to yourself*





# *Exercise-8*

## *Part File Creation*

*Duration: 10 mins*

- Go to Dashboard and click on 'Pending Dak(s)'*
- Select a Dak from the list and click on 'File Dak'*
- Click on 'Search for Existing File'*
- Select an appropriate file and Click on 'Create a Part File'*



# *Exercise-9*

## *Dak/PuC Search*

*Duration: 5 mins*

- *Go to Dashboard and click on 'Search Dak / PuC'*
- *Enter Dak ID on 'Search Dak by ID' Text Box*
- *Click on 'Search' button*

# *Exercise -10*

## *File Search*

*Duration: 10 mins*

- *Go to Dashboard and click on 'Search File'*
- *List of File of the department will be populated*
- *Click on 'Create an Empty File' button to create an empty file*

# *Exercise -11*

## *Form Creation*

*Duration: 15 mins*

- *Go to Dashboard and click on Form icon on menu bar*
- *Select a Form Type*
- *Enter the metadata*
- *Submit Form*



Thank You