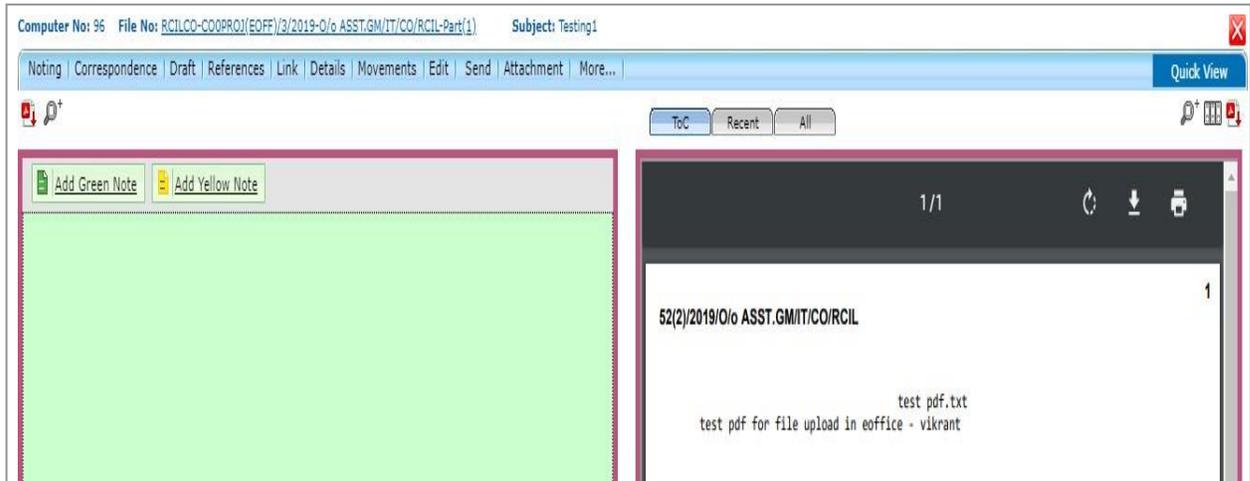


How to Create a Noting on eFile

We can write the Noting on the left side of the window.

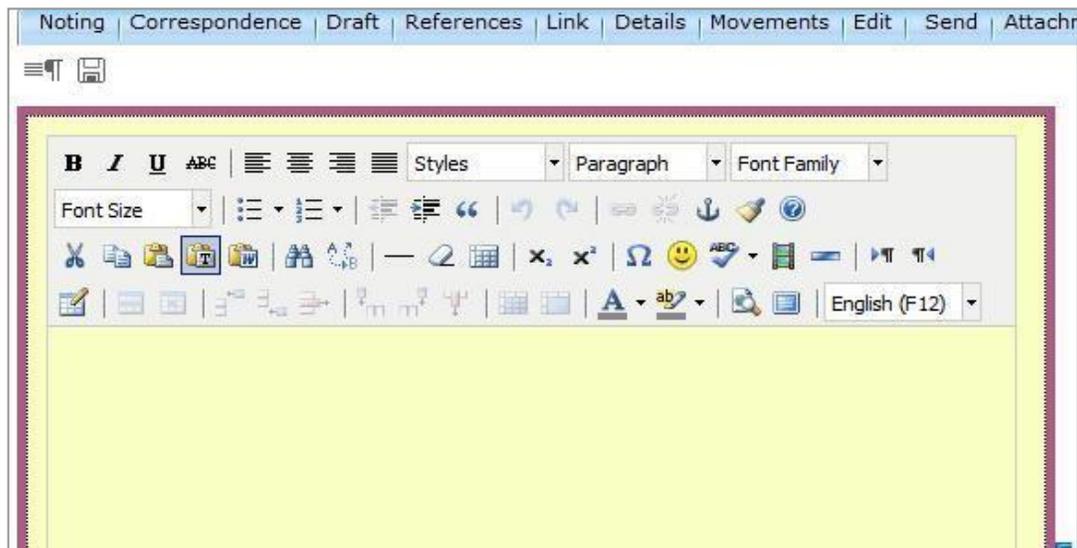
There are two options which are available in the left window are “Add Green Note” and “Add Yellow Note”.



Green Note means the normal noting that we do on green note sheets on usual files and are forwarded to another Officer/Supervisor/Staff. No one can edit a green note, which has been written by a user.

Yellow Note means a note akin to a yellow slip that is generally used by Private Secretaries or OSDs to assist an Officer in understanding summary of a file. This can be edited, deleted or confirmed by the next officer. Now we will proceed with a comparison -

Green Note	Yellow Note
<p>Once the Green Note is sent in a file, it Can't be changed, overwritten or deleted. It will be Published on Noting side with Sender's details.</p> <p>It is always AutoSaved.</p> <p>If Pulled Back by Sender, Green Note is then editable (only if not digitally signed).</p>	<p>It is a draft noting, which is not publ Until confirmed.</p> <p>After Writing the Yellow Note we ha the three options:-</p> <ul style="list-style-type: none"> ➤ Edit: - Edit the Yellow Note. ➤ Discard: - Discard the Yellow Not ➤ Confirm - Confirm the Yellow Not <p>Once the yellow note gets confirme noting is finalized and saved to mai Green Noting.</p> <p>Need to save, before sending.</p>



Here one can type the Draft Noting as in MS Word. After saving the eFile, version of file is displayed along with the “**Edit**” “**Discard**” and “**Confirm**” Options is as shown below.

Edit – By clicking on the Edit option, we can edit the eFile.

Discard - The changes will be discarded.

Confirm - The “Yellow note” will be converted into the “Green note”.



Version	Created On	CreatedBy
1.0	7/1/19 12:17 PM	ANISH SINGH GUSAIN

Note: Ensure to add Noting (Green or Yellow) before sending any eFile as by default eOffice Platform will publish a Blank Green Note by Sender.

In addition, at a time only one noting is active, either yellow note or MainGreen sheet note.