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CAMS Modules

1) Appointment
   - Calendar Appointments
     ▪ Create New
     ▪ View Reports
   - View/Share Calendar
     ▪ Request User
     ▪ Accept User
     ▪ View Calendar of

2) Instant Messaging Service (IMS)
   - Inbox
   - Sent Box
   - Manage Folder
   - Create New Message
   - Trash

3) eTalk
   - Add user
   - Accept user
   - Remove User
Introduction to Appointment

An Appointment specifies scheduling of appointments. It helps in performing various activities like scheduling appointments, meetings, events, convention etc.

The product provides with features of sharing the appointment, sharing of the files of a particular appointment, updating users about the appointment by way of email, SMS and sending remainder to them, in addition to these it provides support for Importing and exporting of the appointments and Generating Reports for the Appointment.
Calendar Appointments

Create New

Create New helps the user to create a new event/Appointment with respect to Day/Week/Month.

Step 1: Click on Create New option under the Calendar Appointments. As a result, Add New Event/Appointment page appears.

Step 2: Enter the data corresponding to the mentioned fields as shown in Fig: CAMS.1a.

Step 3: Click on Add button to create an Event/Appointment.

Fields with * sign are the mandatory fields which should not be left blank.

In addition to creation, there is also an added feature for scheduling Recurrence of an Appointment (daily, weekly, monthly and yearly basis). Only one Recurrence can be scheduled with one appointment.
Edit Event/Appointment

Edit an Appointment specifies modification required on Event/Appointments that has already been created.

The steps to Edit a New Edit/Appointment are as under:

Step 1: Go to event, click **Edit** button.

Step 2: Edit the required fields. The edited fields are highlighted as shown in Fig: CAMS.1b.

Step 3: Click on **save** button to save the editable updated message.

*In case of editing an Event/Appointment, Reminders edited before an Event/Appointment will be deleted. An Alert will be sent to all shared users.*

*In case of Edit an appointment, Mail/SMS is sent to all users with whom Event/appointment is shared.*
View Reports

View Reports helps a user to **Search** for Events/Appointments and **Generate Report** on the basis of search criteria.

![Fig: CAMS.2](image)

**To View a Report of an Event / Appointment, user has to perform following steps:**

**Step 1:** Click on **View Reports** option under the Calendar Appointments, As a result **Search Calendar Report** page appears as shown in Fig: CAMS.2.

**Step 2:** Enter the value in the mentioned fields in order to fulfil the Search criteria or Generating Report (Refer Fig: CAMS.2).

*By Clicking of *From* option it is required to provide two fields Start Date and End Date.*

*By Clicking of Weekly option it is required to provide fields Starting from Today, Starting From Next Monday, Next Seven Days From.*

**Step 3:** Click on **Search** button to search an Event/Appointment or Click on **Generate Report** button to **Generate Report in HTML** or **Generate PDF**.
Added Features for an Event/Appointment

Reminder
Reminder facilitates the user to allow setting a memento (remembrance) for an Appointment/Event. Reminder can be set in two ways:
- SMS
- E-mail

Export
Export feature helps the admin to export the already created appointment to their other mail id’s in iCal and vCal formats.

Exporting the appointment allows two formats only: iCal and vCal. No other format is supported.

Import
Import features enable the user to import the appointments from the system. It should be in iCal format only.

Attachment
Attachment facilitates the user to enclose or attach files required for particular Appointment/Event. Attachment comprises of three links as follows:
- Attach File
- Show List
- Hide List

Comment
Comments feature helps the Admin/User to view or express an opinion or reaction on an already created Event/appointment. Comments comprises of following links:
- Enter Comments
- View Comments
- Hide Comments

Share
Share feature helps the admin to share the appointment with other eOffice users and to provide the access rights accordingly. Share comprises of following links:
- To View
- To Edit
- Show List
- Hide List
Show All features enable the user to view different types of appointments like Meetings, conventions, General etc. Day wise, Week wise & Month wise.
View/Share Calendar

This module facilitates the user:
- To Share his own calendar with other users
- To View calendar of other users

It consists of three sub modules:
1) Request User
2) Accept Request
3) View Calendar of
Request User

Request User helps the user to send the request to other user to share his/her calendar.

1. Go to View/Share Calendar, click Request User option.
2. As a result, Request User to share his calendar page appears. Enter the value in the mentioned fields and click on Search Users button as shown in Fig: CAMS.3b.
3. Click on Save Button to save the details (Fig:CAMS.3b).
   As a result, the appointment is shared with the selected user.
Accept Request

Accept Request helps the user to accept the request from another user to show/share their calendar.

To Accept Request, User has to perform following steps:

1. Go to View/Share Calendar, click Accept Request option as shown in Fig: CAMS.4a.

   ![Fig: CAMS.4a](image)

   In Accept Request link, NEW keyword specifies pending Request which needs to be accepted by the User to View or Share Calendar.

2. Choose the Requested User field and Read/Write permission and click on Accept button, as shown in Fig: CAMS.4b.

   ![Fig: CAMS.4b](image)

3. As a result, the calendar is shared with the user with Read/Write permissions.

To delete shared calendar Event/Appointment, click on Delete button. A user can update the Read/Write Permissions as per the requirement.
**View Calendar Of**

View Calendar of helps the user to view the calendar of self and all the shared users.

The below mentioned steps needs to be followed to View Calendar:

1. Go to View/Share Calendar, click View Calendar Of option (Refer CAMS.5a).

   ![Fig: CAMS.5a](image)

2. Click on the Arrow symbol to list the entire shared User name as shown in Fig.CAMS.5a.

   ![Fig: CAMS.5b](image)

3. Select a username from the List of Shared users to View Calendar of that User (Fig:CAMS.5b).

---

Only self and shared calendars will be visible.

This symbol list the names of the users whose calendar will be shared.
Introduction to Instant Messaging Service (IMS)

Instant Messaging Services (IMS) application is designed to provide users a functionality through which they can exchange messages over the eOffice portal in real time.

With the help of this application, eOffice portal users will get intra department communication by which they can communicate through messages with other users.
Instant Message Service Features

1) Inbox
2) Sent Box
3) Manage Folder
4) Create New Message
5) Trash
Inbox

Inbox is the main folder where incoming Mail/Messages from the other users gets stored.

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Subject</th>
<th>Time &amp; Date</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>enoffice</td>
<td>user3</td>
<td>Meeting</td>
<td>01-03-2013 16:09:24</td>
<td>View Delete Yellow Note</td>
</tr>
<tr>
<td>enoffice</td>
<td>user3</td>
<td>Meeting</td>
<td>20-02-2013 13:42:14</td>
<td>View Delete Yellow Note</td>
</tr>
</tbody>
</table>

Fig: IMS.1

Inbox perform following Actions:-

1. View
2. Delete
3. Forward
4. Reply
5. Move to Folder

User can also use the Cancel button to cancel the process of sending the message.
User can attach or detach any document while sending a message as well.
While replying, user cannot add himself.

*Yellow Note* is a kind of a draft note used in electronic files which can be further edit, discard or confirmed. It facilitates a user to write a note which lies in File Category with a particular File No. for approval.
Sent Box

This option contains a list of all the instant messages that has already been sent.

<table>
<thead>
<tr>
<th>To</th>
<th>Subject</th>
<th>Time &amp; Date</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>user3</td>
<td>Meeting</td>
<td>20-02-2013 15:48:22</td>
<td>View, Delete, Yellow Note</td>
</tr>
<tr>
<td>user3</td>
<td>Meeting</td>
<td>20-02-2013 16:42:34</td>
<td>View, Delete, Yellow Note</td>
</tr>
<tr>
<td>user3</td>
<td>Eoffice meeting</td>
<td>30-01-2013 10:48:12</td>
<td>View, Delete, Yellow Note</td>
</tr>
</tbody>
</table>

Fig: IMS.2

Sent Box performs following Actions:-

1. View
2. Delete
3. Forward
4. Move to Folder
Manage Folder

This option facilitates the user to manage the existing folders and also to Create and Delete folder.

To Manage Folder, user has to perform following steps:

Create Folders: A user can create new folder for specific mails.

![Fig: IMS.3](image)

To create a new folder, user has to perform following steps:

1. Click the Manage Folders option under Internal Messages, as a result Manage Folders page appears, as shown in Fig.IMS.3.

2. Enter the Folder name and click the Create button, as shown in Fig.IMS.3.
   As a result, the new folder is created.

Delete Folders: A user can delete the existing folders.

To delete the existing folder, user has to perform following steps:

![Fig: IMS.4.a](image)

1. Click the Manage Folders option under Internal Messages, as a result Manage Folders page appears, as shown in Fig.IMS.4.a

![Fig: IMS.4.b](image)
2. Select the Folder(s) which need to be removed by clicking on checkbox [ ] image.
3. Click the Delete [Delete] button as shown in Fig.IMS.4.b. As a result the existing Folder gets deleted.
Create New Message

This option facilitates the user to create new message and send it to the intended recipient.

To Create New Message, User has to perform following steps:

1. Click the Create New Message option under Instant Messages, as a result Send New Message page appears as shown in Fig.IMS.5.

2. Select the Recipient and enter the value in necessary fields as shown in Fig.IMS.5.

3. Click the Send Button (Fig. IMS.5), as a result the Message is sent to the intended recipient.

User can Attach or Remove any attached document while sending a message.
Trash

Trash folder contains the list of all deleted messages from the Inbox and Sent Box.

To delete the message from Trash, user has to perform following steps:

1. Go to the Trash option under Instant Messages, as a result Trash page appears, as shown in Fig.IMS.6

2. Select the message by clicking to the Checkbox image.
3. Click the Delete Button. As a result, the selected message gets deleted.

User can permanently delete the message from the Trash folder by selecting the message and clicking the Delete button or Delete link.
Introduction to eTalk

eTalk is an effective communication on the usage of words, speed of delivery of words, media used, place and time of communication. Users need to be updated about transactions or modification from the departmental applications. By providing application update to the users, interest to use the application is generated within the users.

The issue is to facilitate action oriented team to work together over a geographical distance and let internal users, systems and departments to communicate.
eTalk Features

1. Add user
2. Accept user
3. Remove User
Add User

Add user facilitates the feature of adding a user in your preferred chat List in eTalk web Based application.

To Add a new user, the steps need to be performed are as under:

1. Click on Add user to search and add users to be shown in your and added user's Active Users list as shown in Fig.eTalk.1:

   ![Fig.eTalk.1](image)

   On click of Arrow button status list will be displayed. Based on the status List, user can select to show his/her status in eTalk.

2. Enter the User Id to whom request (To Add to eTalk chat List) has to be sent and Click on Search Button.

   ![Fig.eTalk.2](image)

3. A new child window appears, Click on Request User Button to request the user (user4 as shown in Fig.eTalk.2.)

   ![Fig.eTalk.2](image)

   A user can request more than one user by enter the Userid and click on Request User Button as shown in Fig.eTalk.2

4. Click on Close Link to close the child window.
Accept User
Accept facilitates the feature of accepting the number of pending request.

To Accept a new user, the steps need to be performed are as under:

1. User logs into eOffice application, a Pending Request would be shown as Accept (1) as shown in Fig.eTalk.3. Click on Accept (1) user, as a result a child window appears as shown in Fig.eTalk.4:

In Case, there is no pending request to Accept then it will be shown as Accept (0) as shown in Fig.eTalk.3

A user can request more than one user by enter the User id and click on Request User button as shown in Fig.eTalk.2

2. Click on Accept User button to accept the request sent as shown in Fig.eTalk.4:

- By Clicking on an arrow (eTalk.3), a status List will be displayed from where a user can display or update his status.
- In case User is logged into application his/her status would be available in the eTalk List.
- In case User has not logged in application he would not be in available list.

3. Click on Close button to close the window.
Remove User

Remove facilitates user to deactivate any user from the eTalk chat list.

![Fig.eTalk.5](image)

To remove a user from eTalk List, following steps need to be performed:

1. Click on **Remove** user to remove the user added in the List as shown in Fig.eTalk.5. As a result a child window appears as shown in Fig.eTalk.6.

![Fig.eTalk.6](image)

2. A list of users who are in the chat list will be displayed in the child window as shown in Fig.eTalk.6.

3. Click on **Remove User** button to remove the user from the eTalk List. As a result removed user is now not available in list.

4. Click on **Close** Link to close the child window.