



सत्यमेव जयते

eoffice

A DIGITAL WORK PLACE SOLUTION

eFile

File Management System

Guidelines for Migration

NIC-EOF-EFILE-GDL-001



Prepared by

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Amendment History

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Guidelines for Migration Process

Pre-requisites for Migration Process: **FTP module** should be setup.

Step 1. Create main folder with the name of the “Folder” same as that of the “Physical File” in the local system along with prefix **fl**.

Step 2. Create sub folders inside the main folder for Notes, Receipts, Issues, and References (Fig.Mig.1.1).

Step 2.1. User can also create standalone sub folders outside the main folder if required.

Step 3. All files (Active/Closed/Legacy) are scanned along with their respective Notes, Receipts, Issues, References and stored in separate folder/sub folders (Fig.Mig.1.1).

Folder structure for storing the scanned notes, receipts, issues, and references is depicted in Fig.Mig.1.1, as follows:

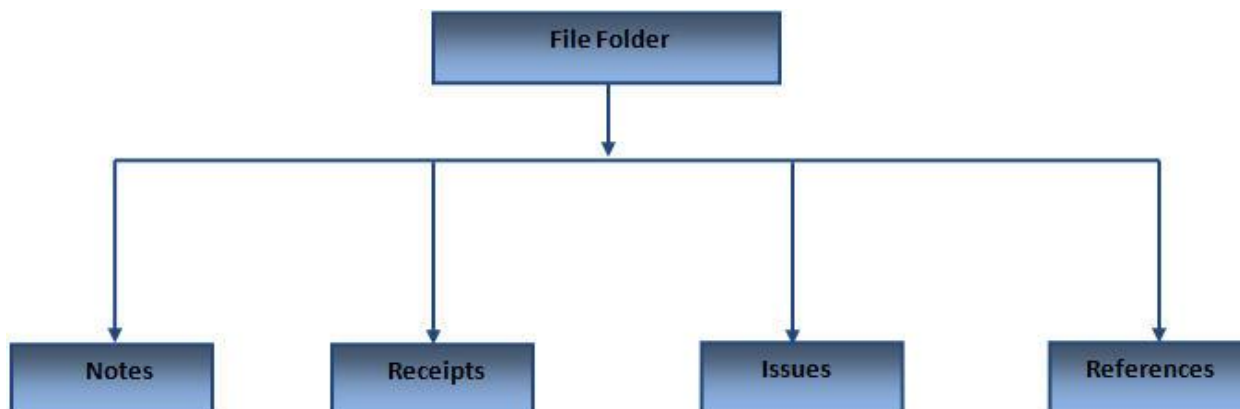


Fig.Mig.1.1

Example: If the Physical file number is **A-21001(3)/5/2008/DFG**, then user has to create the main folder along with their respective sub folders as depicted in the **Table 1**:

Main Folder Name	Sub Folder Names
fl-A-21001(3)_5_2008_DFG (Name of the folder should be same as that of the Physical file number with prefix fl , following certain conventions).(For Conventions, Refer, Table 2)	For notes, Notes For receipts, Receipts For issues, Issues For references, References

Table 1

For migration, user has to take care of certain set of **Conventions, Assumptions**, and **Special Conditions** as enlisted in the **Table 2**:

Conventions	Assumptions	Special Conditions
<p>If any “/” (Backslash) is present in the physical file number, user will replace it by “_” (Underscore) in the folder name.</p> <div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0;"> <p>As a standard procedure, following characters are not allowed in naming of the folder:</p> <ul style="list-style-type: none"> ○ / ○ \ ○ * ○ : ○ ” ○ ○ < ○ > ○ ? </div>	<p>Physical File number contains the following characters:</p> <ul style="list-style-type: none"> ○ a-z ○ A-Z ○ 0-9 ○ () ○ - (hyphen) 	<p>File can be migrated only if all the DFAs in the file are issued.</p>

Table 2

Step 4: Scanning Process:

All Notes, Correspondences (Receipts/Issues), References are scanned and saved in pdf format in local client end.

- a. All Notes are scanned into a single pdf, if possible. Otherwise notes can be scanned one by one.
- b. All the correspondences (Receipts/Issues) should be scanned, one at a time, as a single pdf.
- c. All the References should be scanned one at a time, as a single pdf.
- d. All the Issues should be scanned one at a time, as a single pdf.

Note: eOffice Administrator Responsibilities:

Admin will create the directory structure in the FTP module where the uploader has to upload the scanned files from the folder of the local client system.

Admin performs the mapping of the users and directories/section in the FTP module to maintain access restriction as per the privileges assigned.

Admin provides the necessary privileges to the uploader to upload the files in the assigned directory.

Step 5: Uploading scanned files from Client to the Server:

User has to use the FTP module to upload the files from local system (client) in to the server.

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