

## Email Diarization

- Go to **portal page** and then click **NIC mail** link as shown in **Fig.62**:

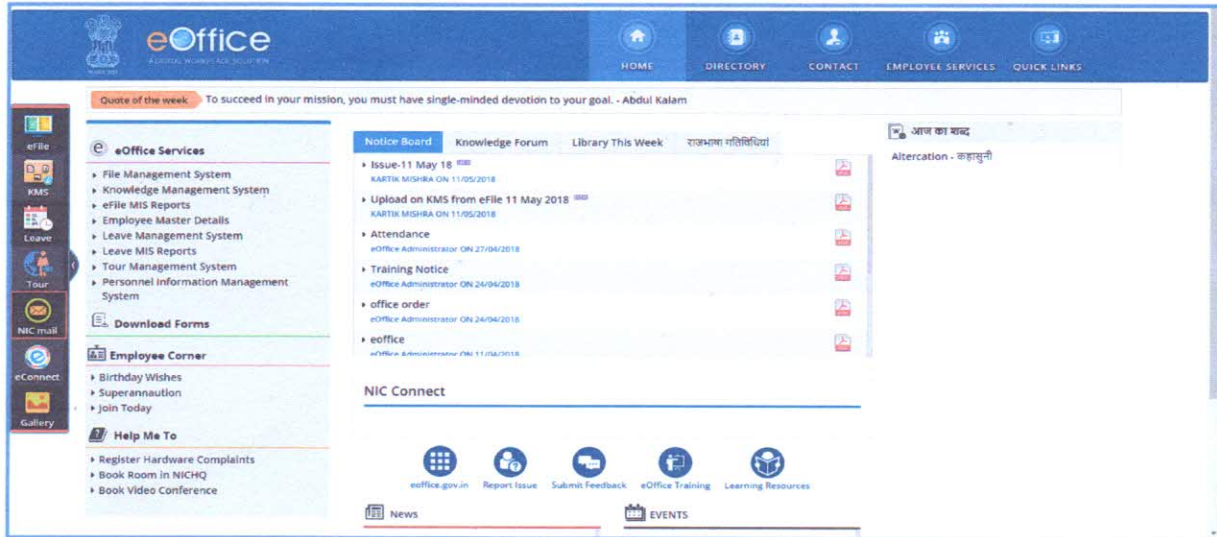


Fig.62

- The login page appears. enter the credentials and click **Sign In** button as shown in **Fig.63**:

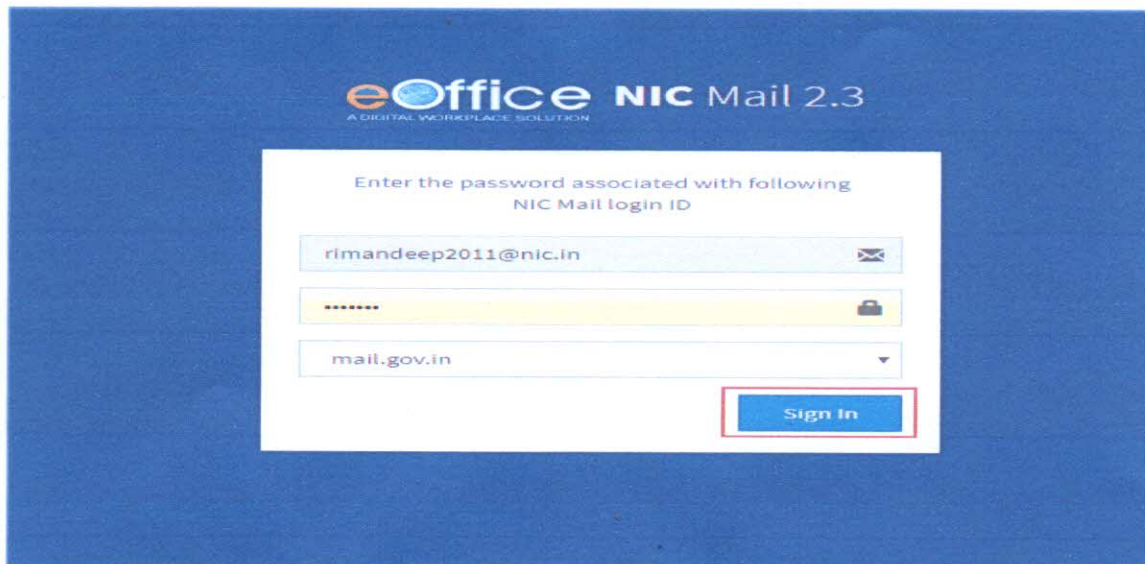



Fig.63

Note:

To use this feature the NIC Mail/ Official eMail id of user should be configured with eoffice.

- Inbox screen appears, open the mail required for the diarisation and click  button as shown in Fig.64:

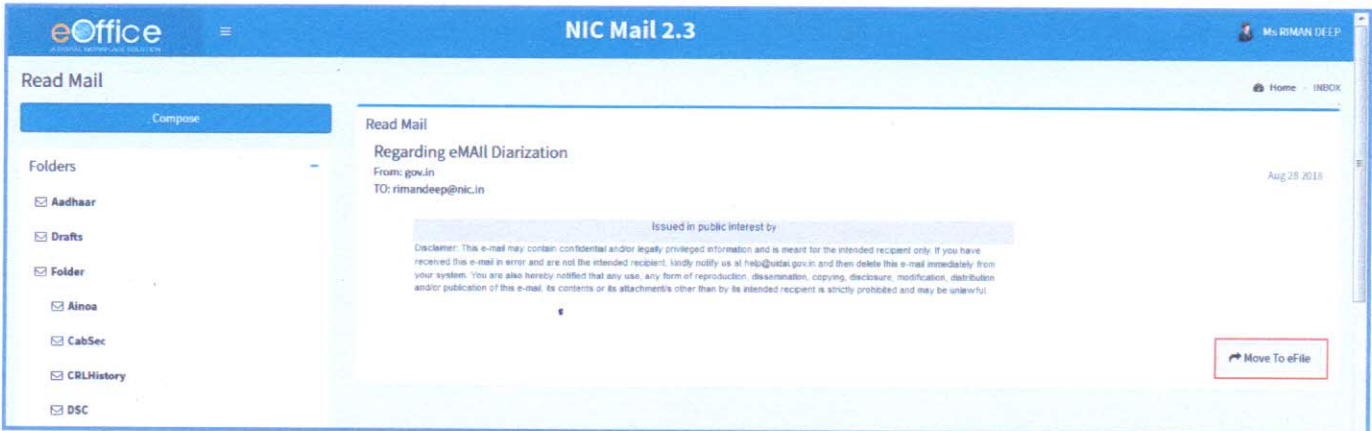


Fig.64

Note:

Only one mail can be moved to eFile at a time.

- A confirmation popup window appears as shown in Fig.65:

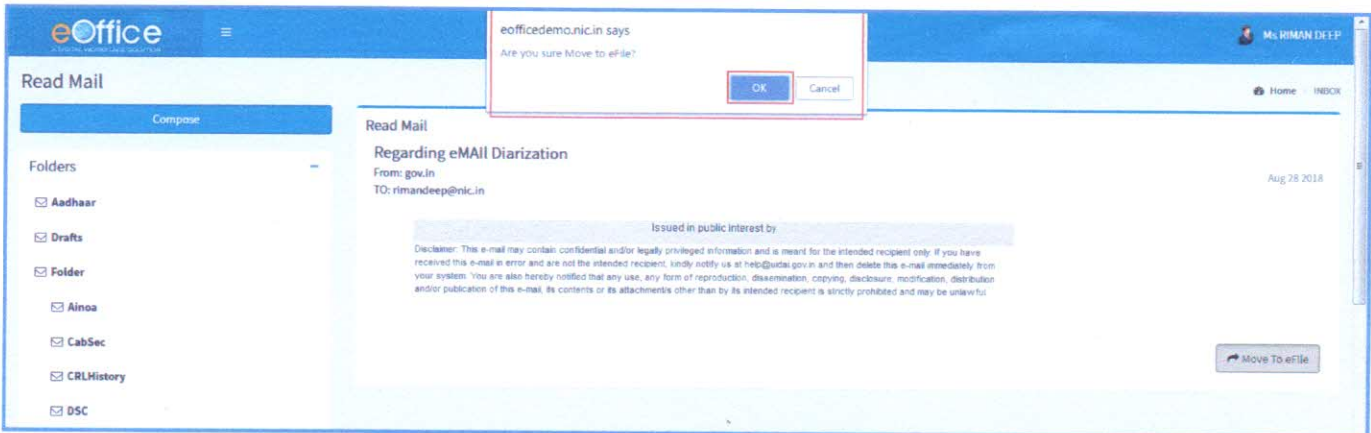


Fig.65

- Clicks  button, a message is displayed "Successfully Moved To eFile" as shown in Fig.66:

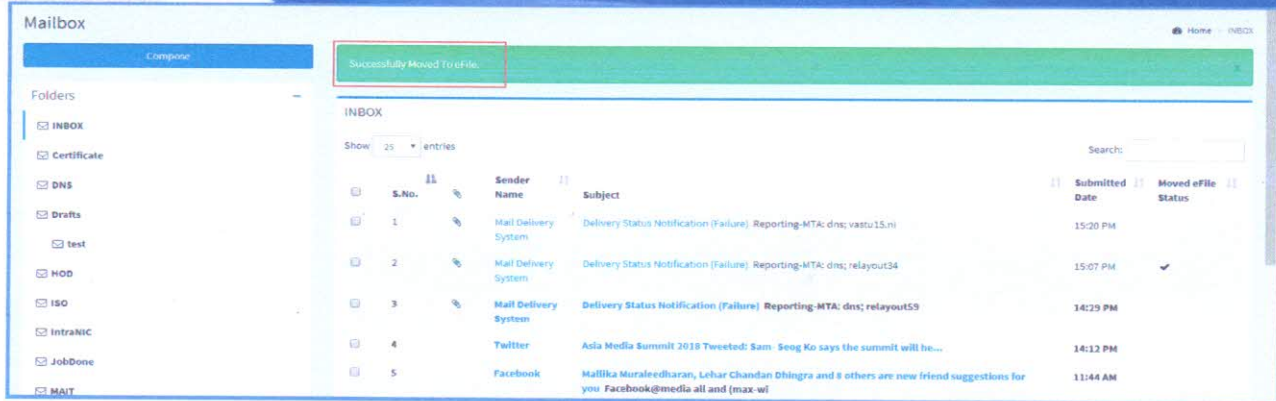


Fig.66

- Now go to **File Management System** (click User name→Home button→File Management System Link) and click **Email Diarisation** link under Receipt module, as shown in Fig.67:

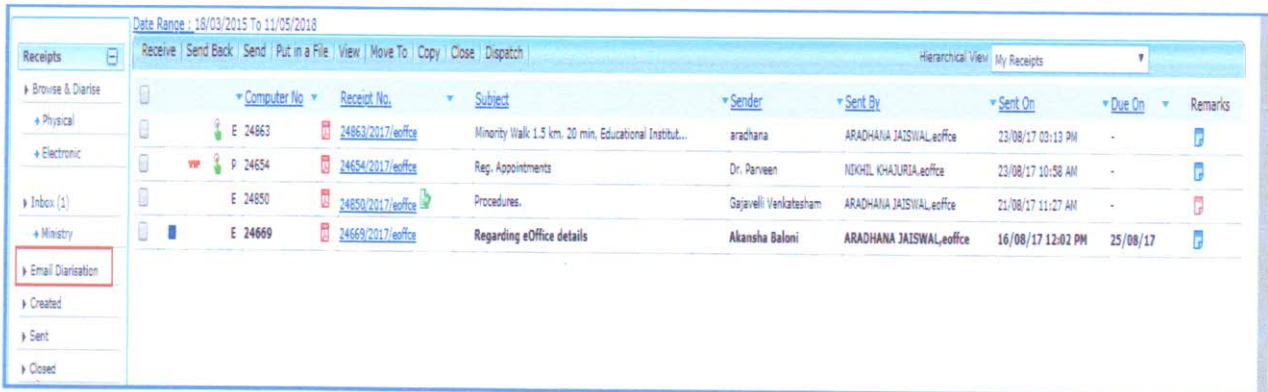


Fig.67

- Click **Subject** link of the mail, as shown in Fig.68:

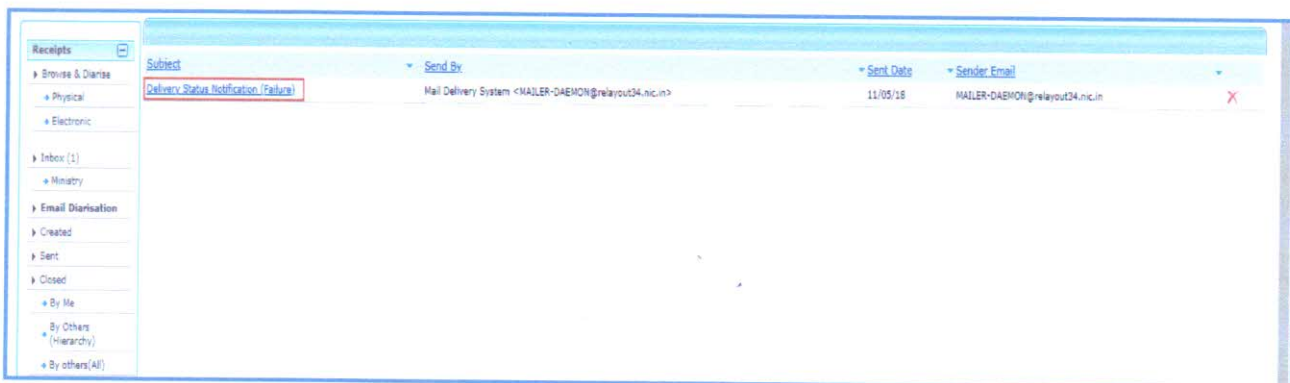


Fig.68

- The mapping page appears, select the mail body and attachment from the **Mail Body & Attachments** window and move it towards **Select Attachments to Merge** window and click **Diary** button as shown in Fig.69:

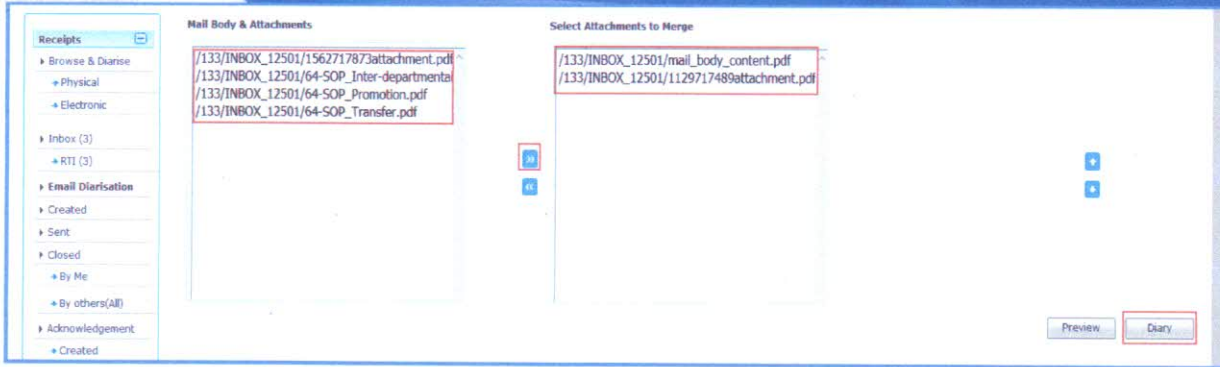


Fig.69

- The diary screen will appear with pre-filled scanned document and subject, as shown in Fig.70:

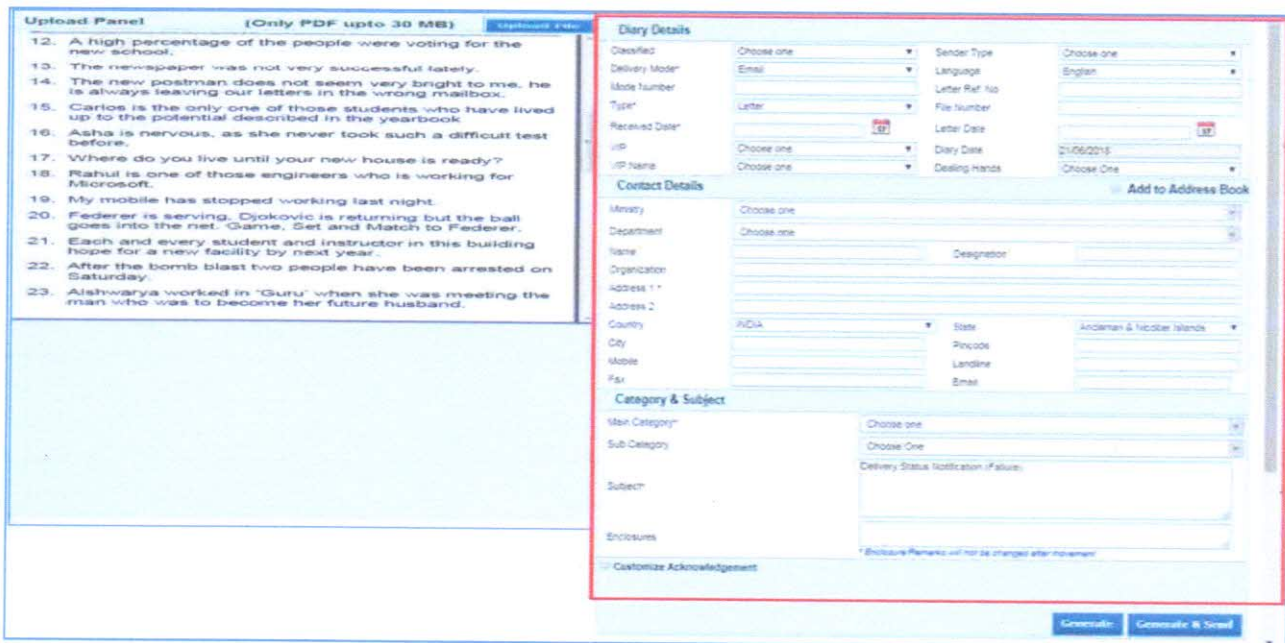


Fig.70

- Diarise the moved NIC mail and click the **Generate** button or **Generate & Send** (Fig. 70).
- The receipt gets generated.