E-FOAS

USER MANUAL

PUNJAB INFORMATION TECHNOLOGY BOARD (PITB)

e-Filing & Office Automation System (e-FOAS)

MINES & MINERALS DEPARTMENT
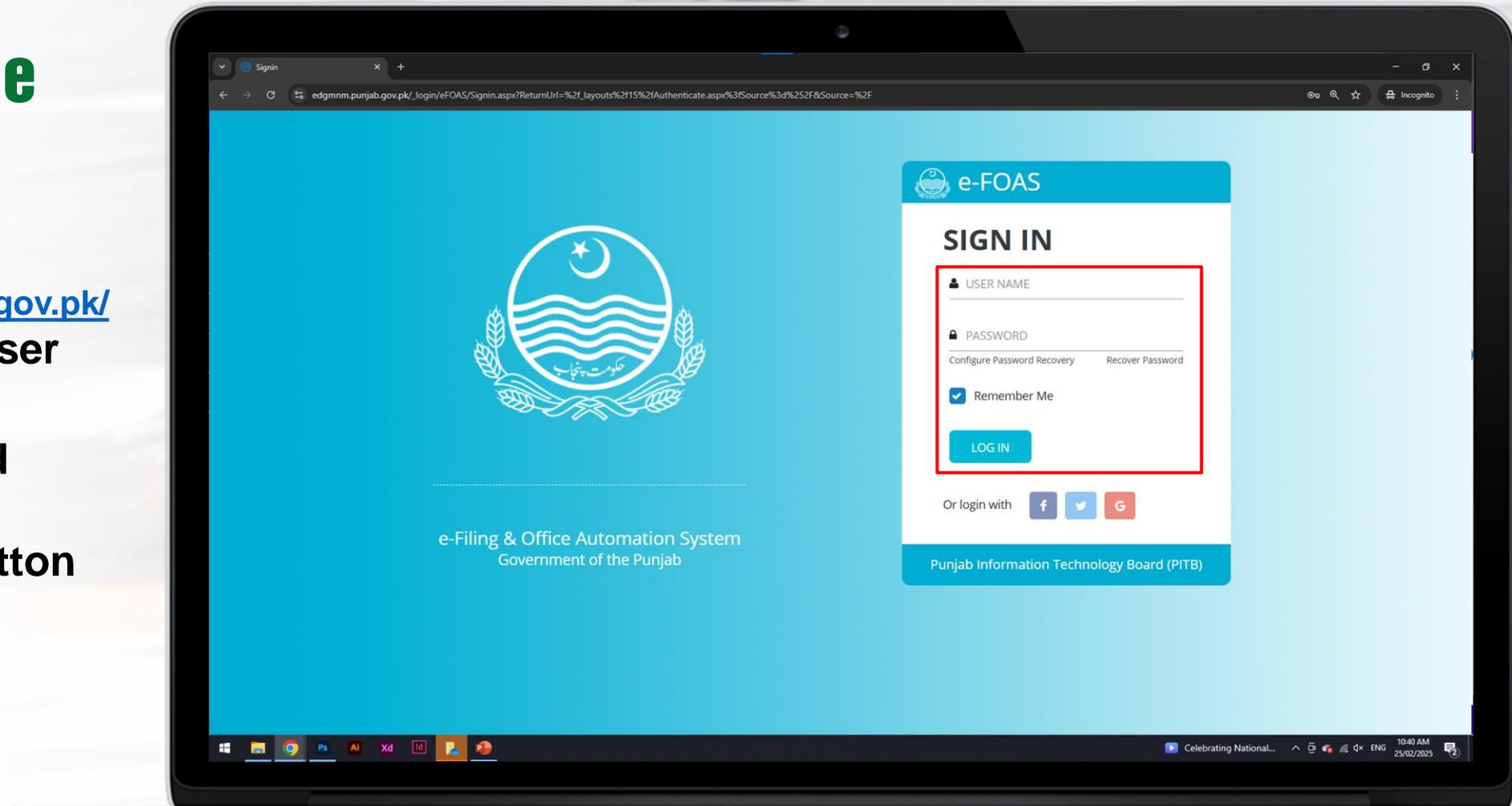GOVERNMENT OF THE PUNJAB

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How to Login The EFOAS Portal ?

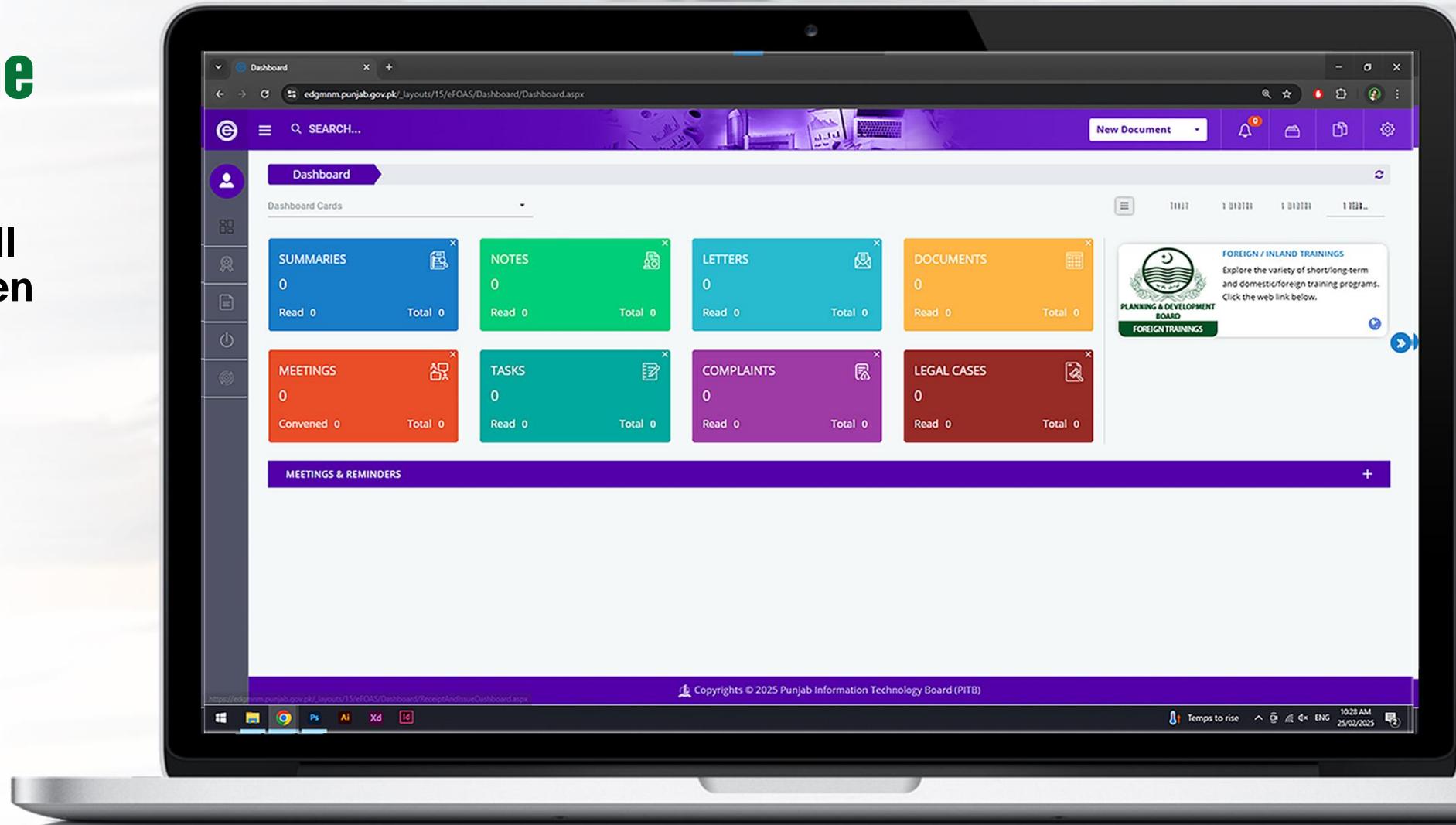- **Open the link https://edgmnm.punjab.gov.pk/ one your web browser**

- **Type Username and Password**
- **Press on Log In Button**

1

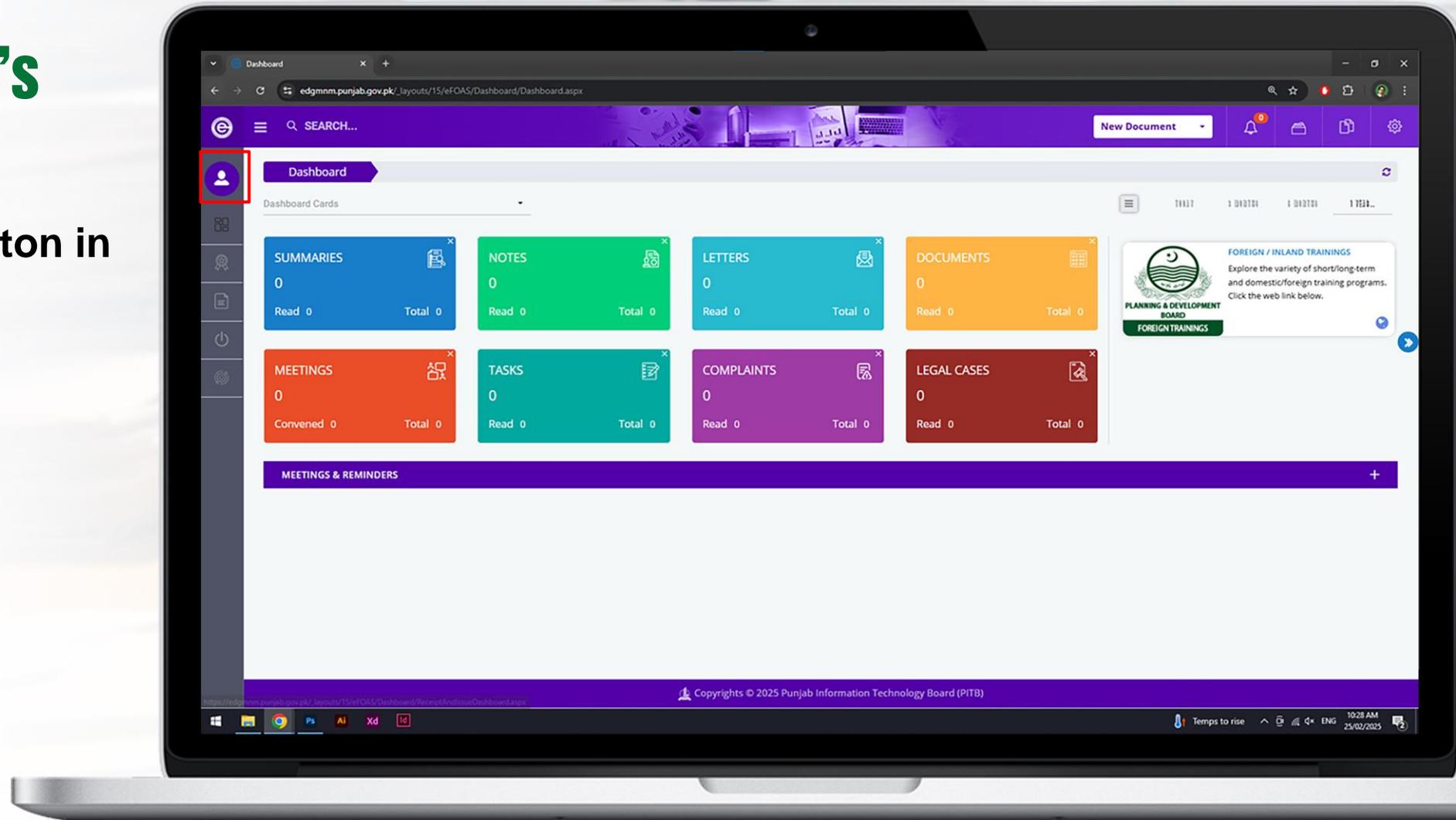# How to Login The EFOAS Portal ?

- **User Dashboard will appear on the screen**

2

Setting-Up User's Profile

- **Click on Profile Button in the left pane**

2

Setting-Up User's Profile

- **Fill the following boxes**
  - **Employee Name** *
  - **Designation** *
  - **Email Address** *
  - **Department / Wing** *
  - **Display Name**
  - **Gender** *
  - **CNIC**
  - **Mobile No.** *
  - **Notification Buttons**
  - **Picture** *
  - **Signature** *

2
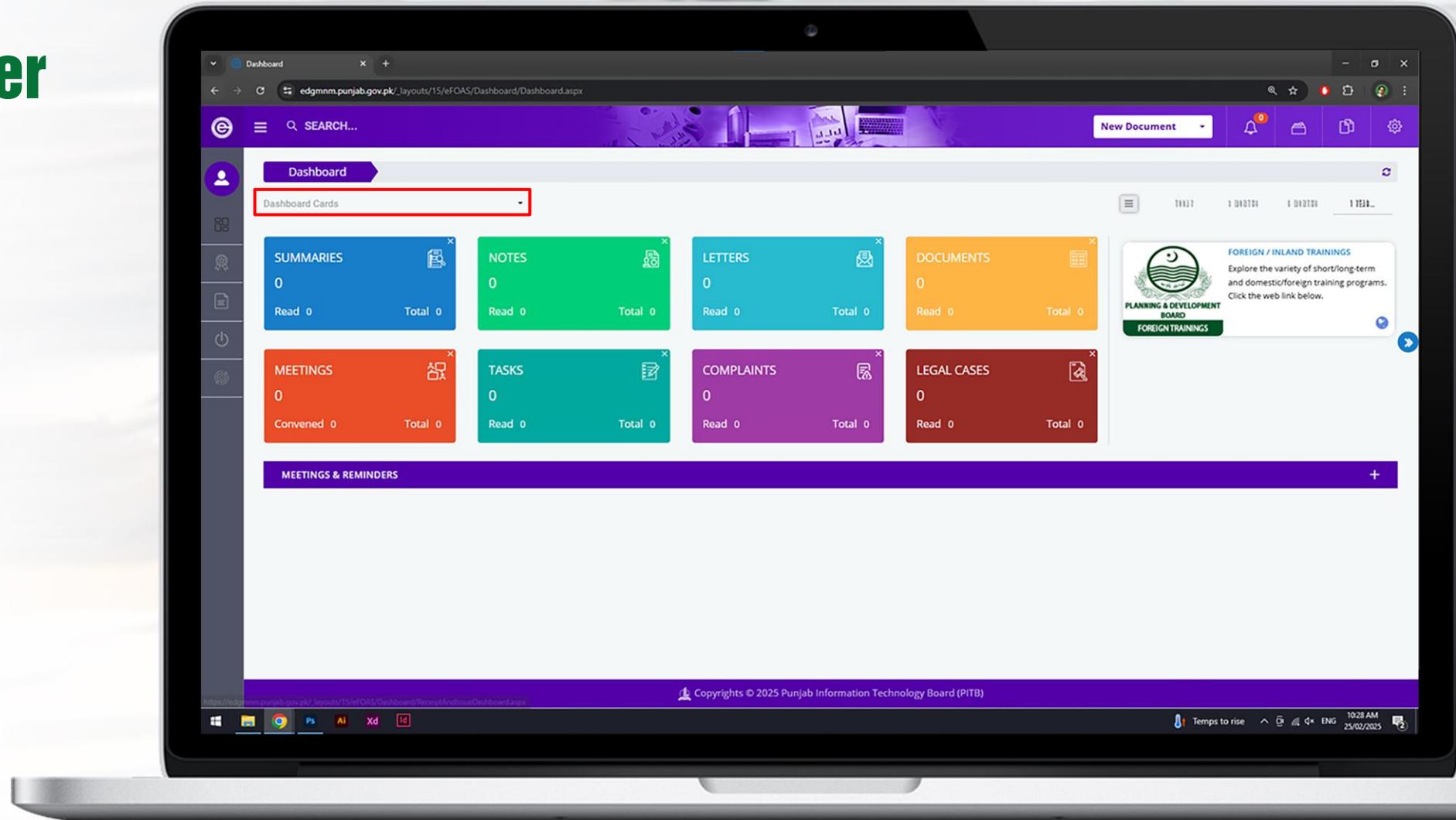# Setting-Up User's Profile

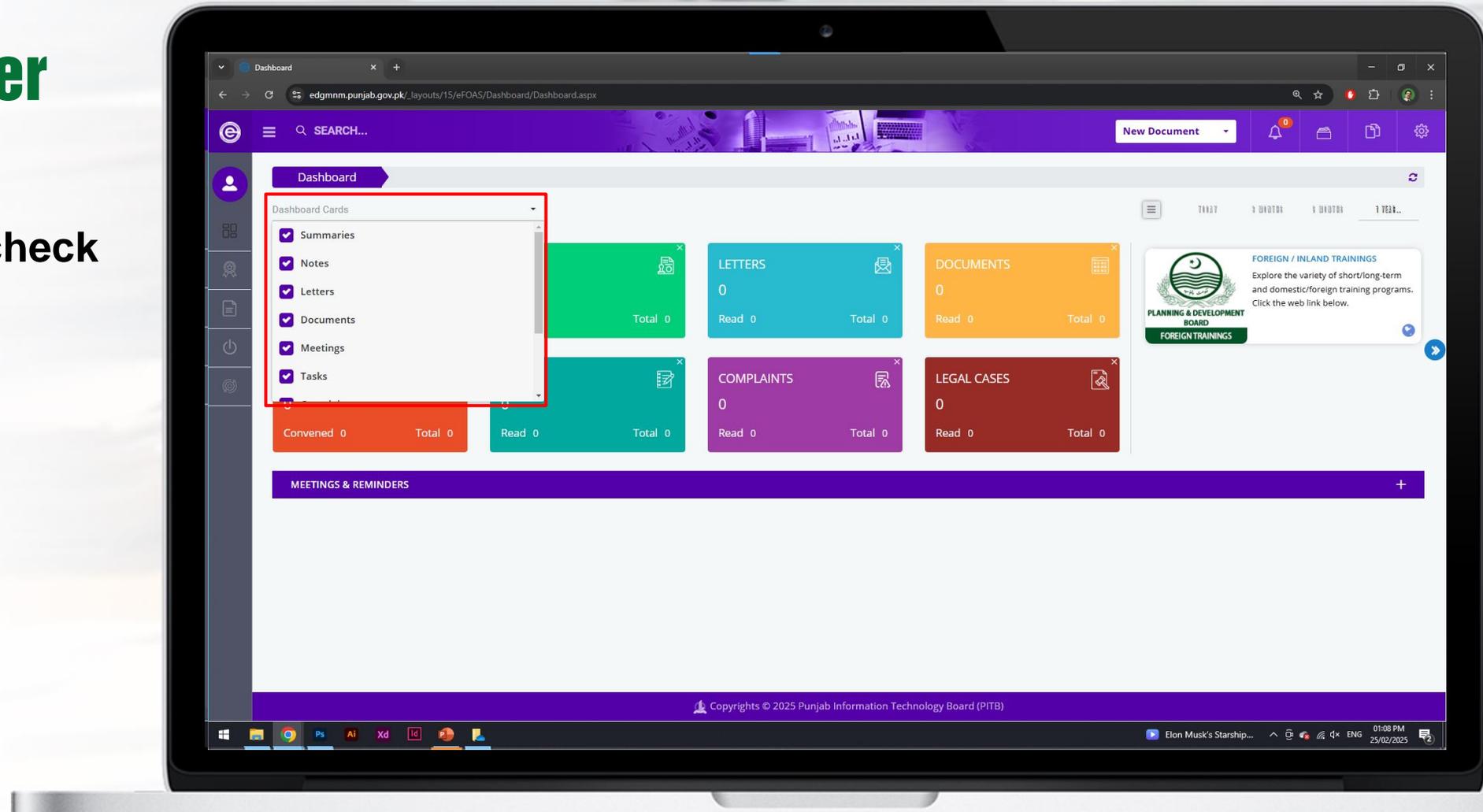- **Press Save Button**
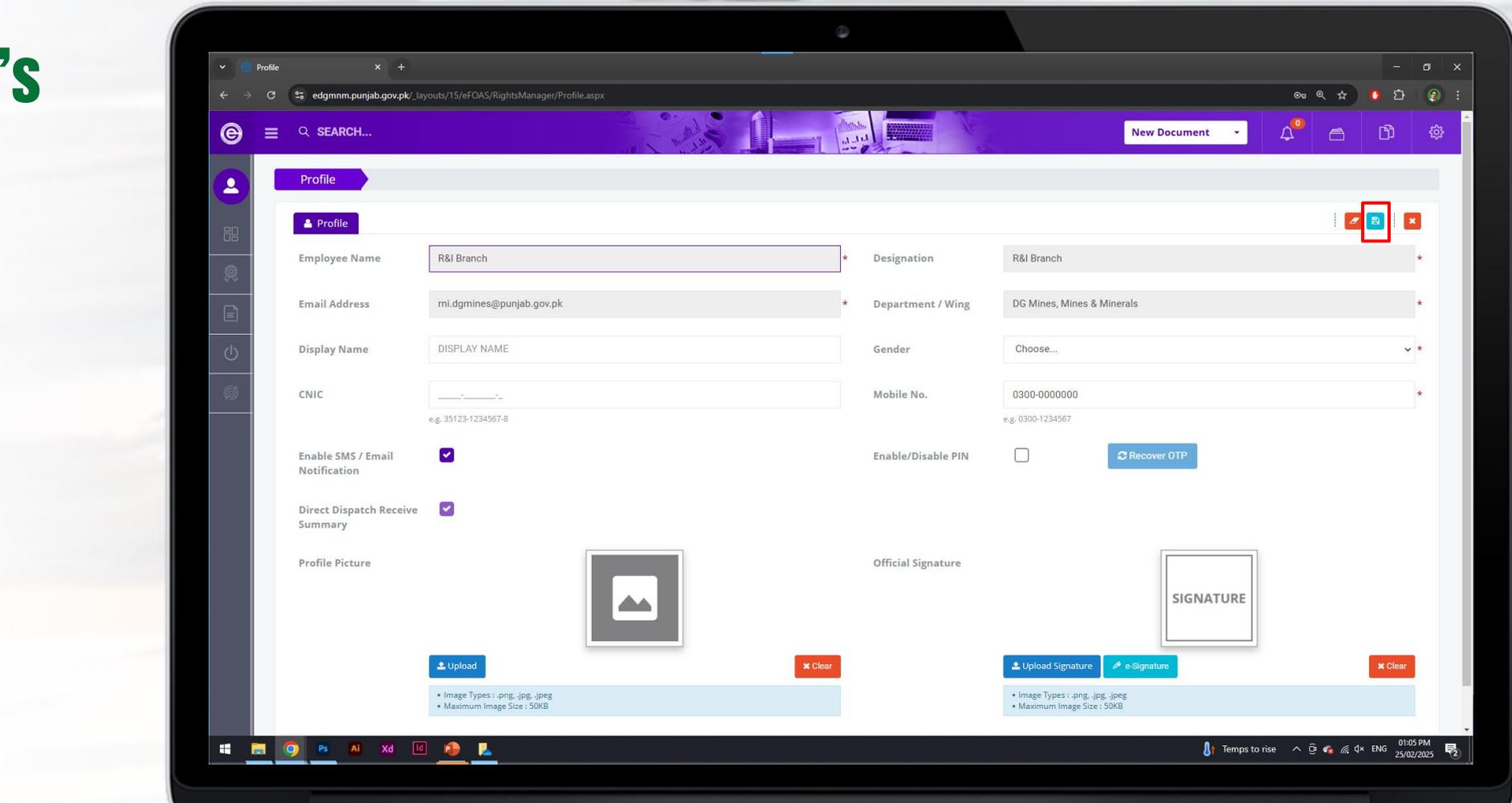
3
Customizing User Dashboard

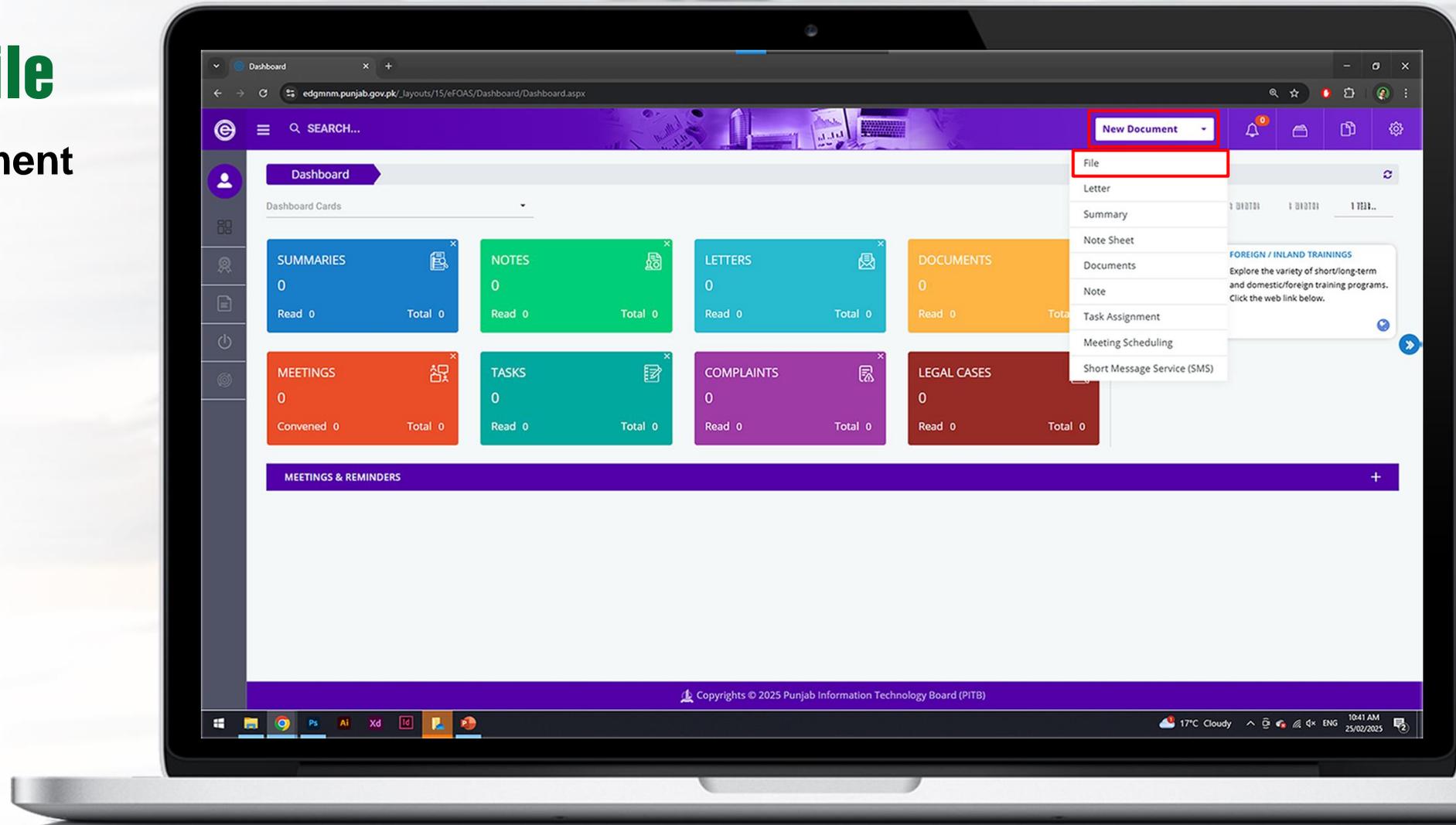- **Click on Dashboard Cards Button**

3

Customizing User Dashboard

- **Select the relevant check boxes**

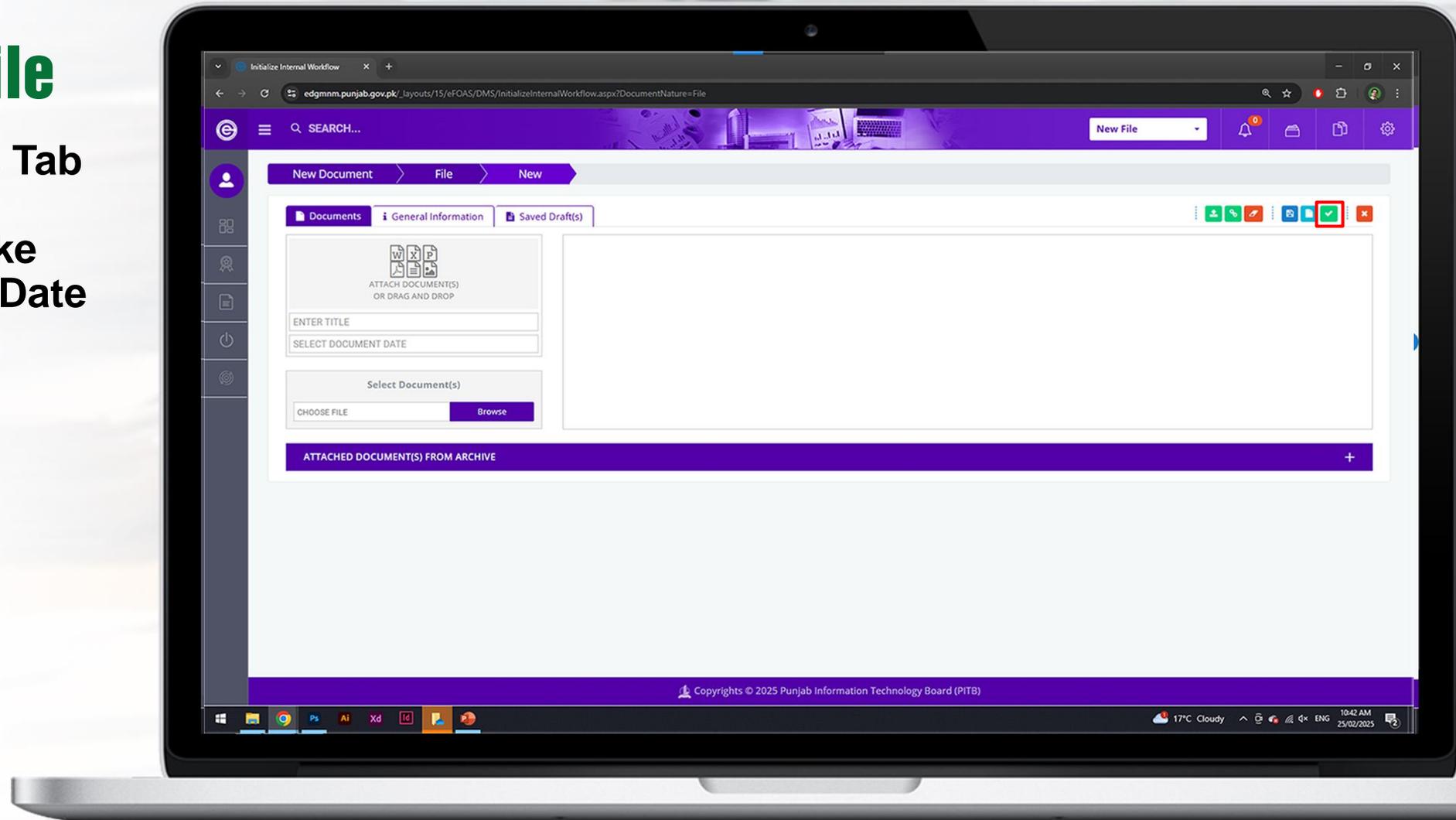# 4

Creating New File

- **Click on New Document Button**
- **Select File Option**

4

Creating New File

- **Click on Documents Tab**
- **Upload Relevant file**
- **Enter Desired text like Title and Document Date**
- **Click on Tick Icon**

4

Creating New File

- **Click on General Information tab**
- **Enter Desired text like Title, Remarks, etc**
- **Click on Tick Icon**

4
Creating New File

- **Click on Saved Draft(s) tab to view the Drafts that has been saved earlier**

5

Creating New Letter

- **Click on New Document Button**
- **Select Letter Option**

5

Creating New Letter

- **Enter the desired text in the required fields**
- **Click on Tick button to Save the Document**
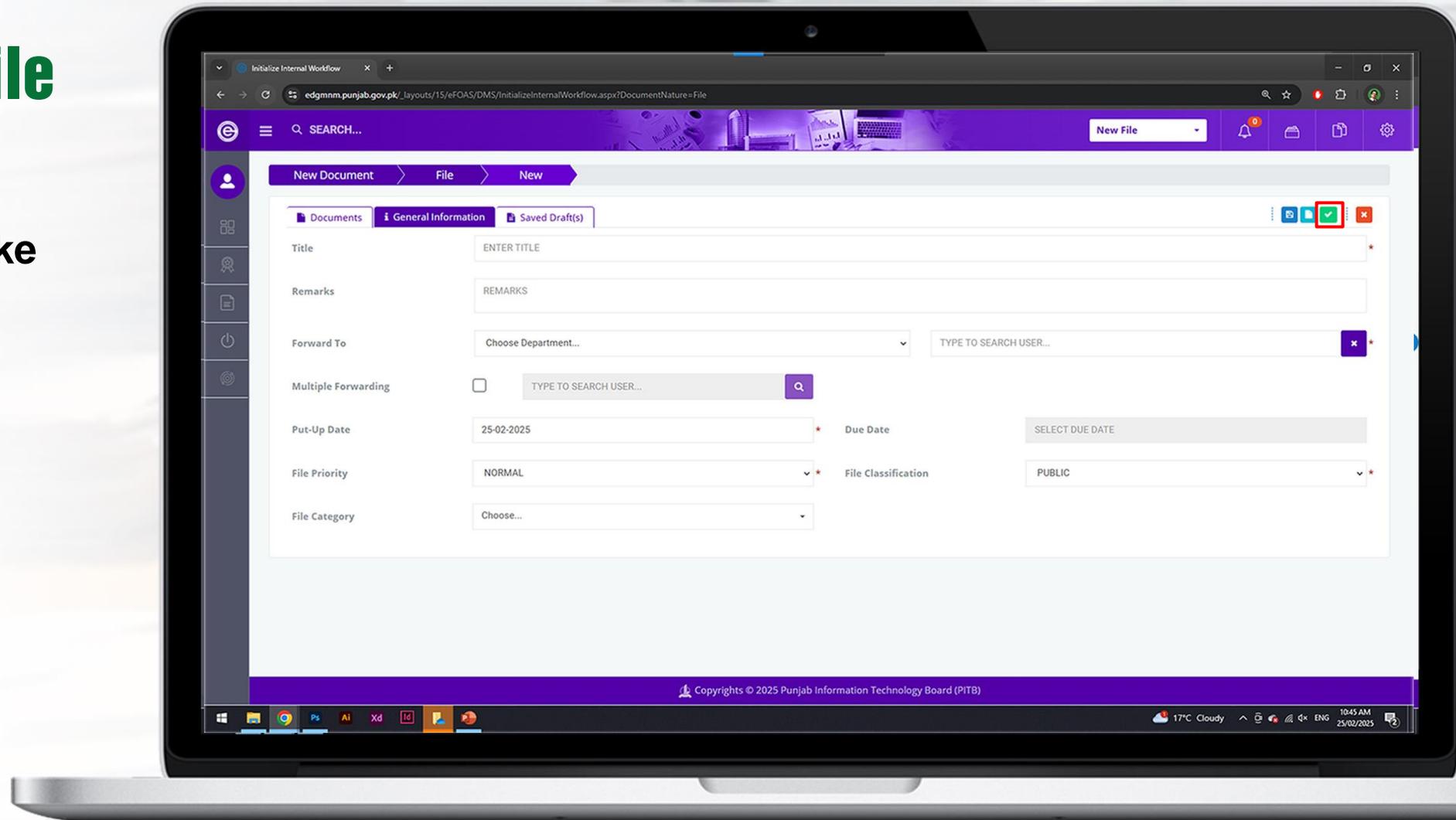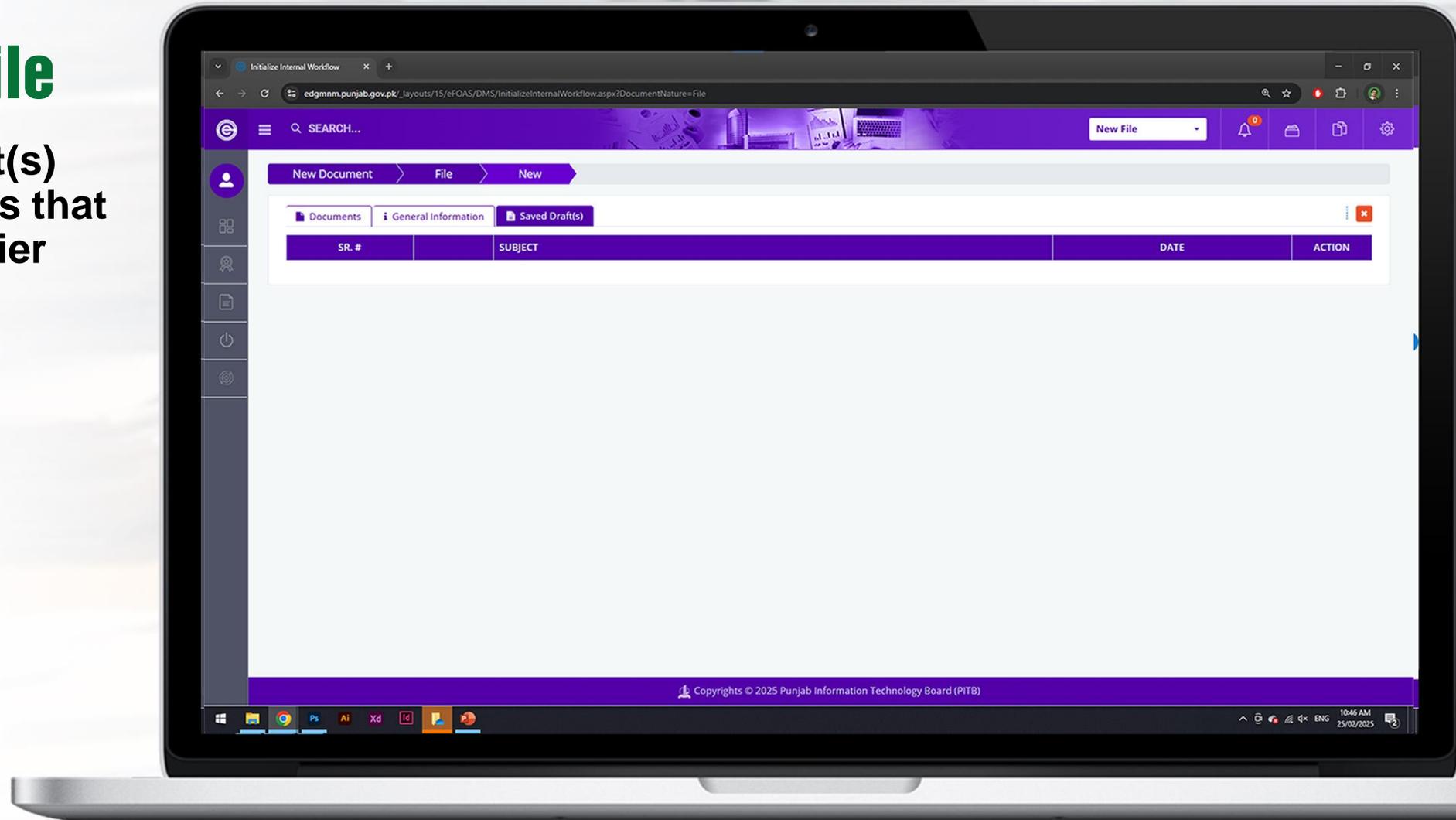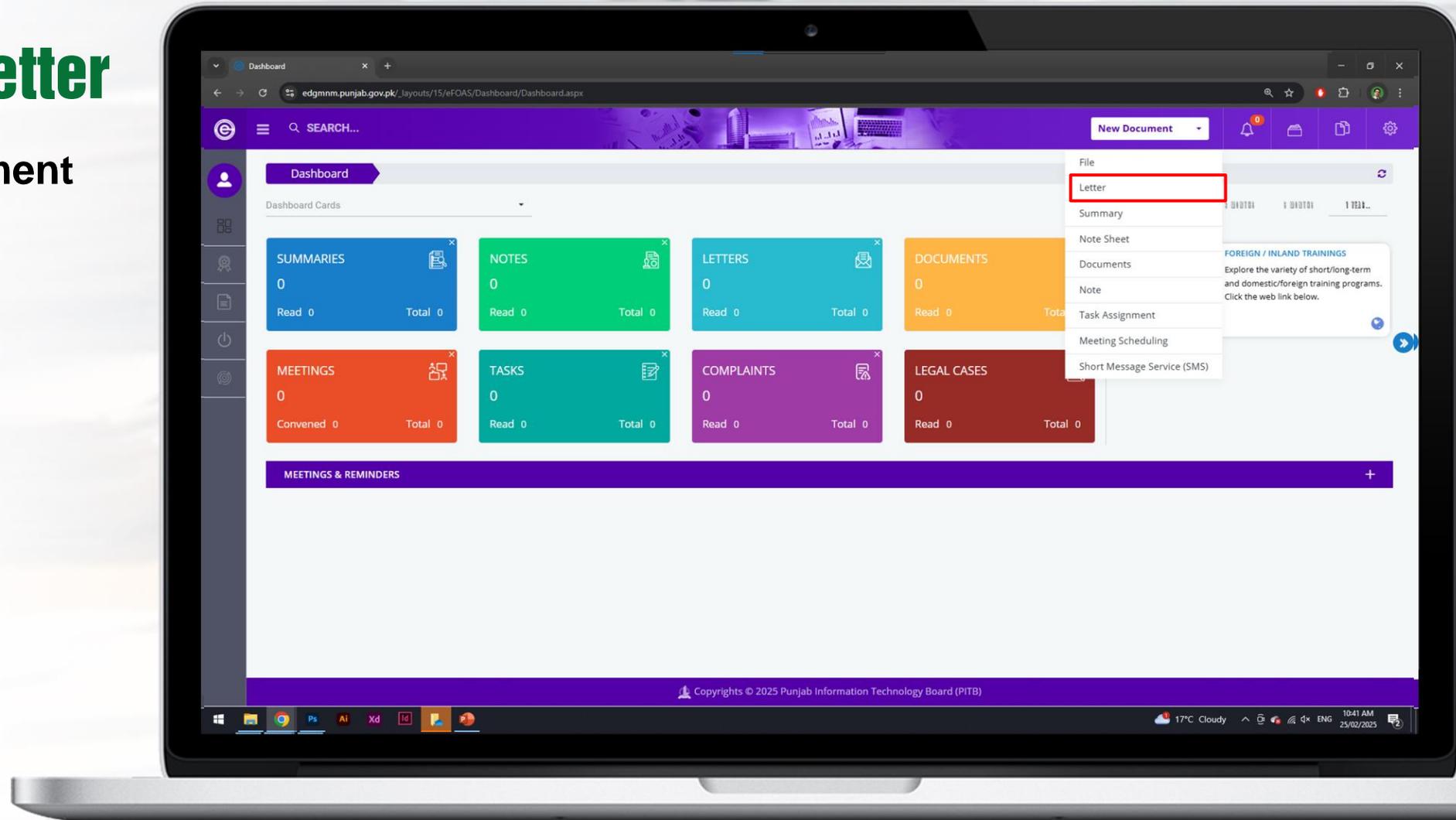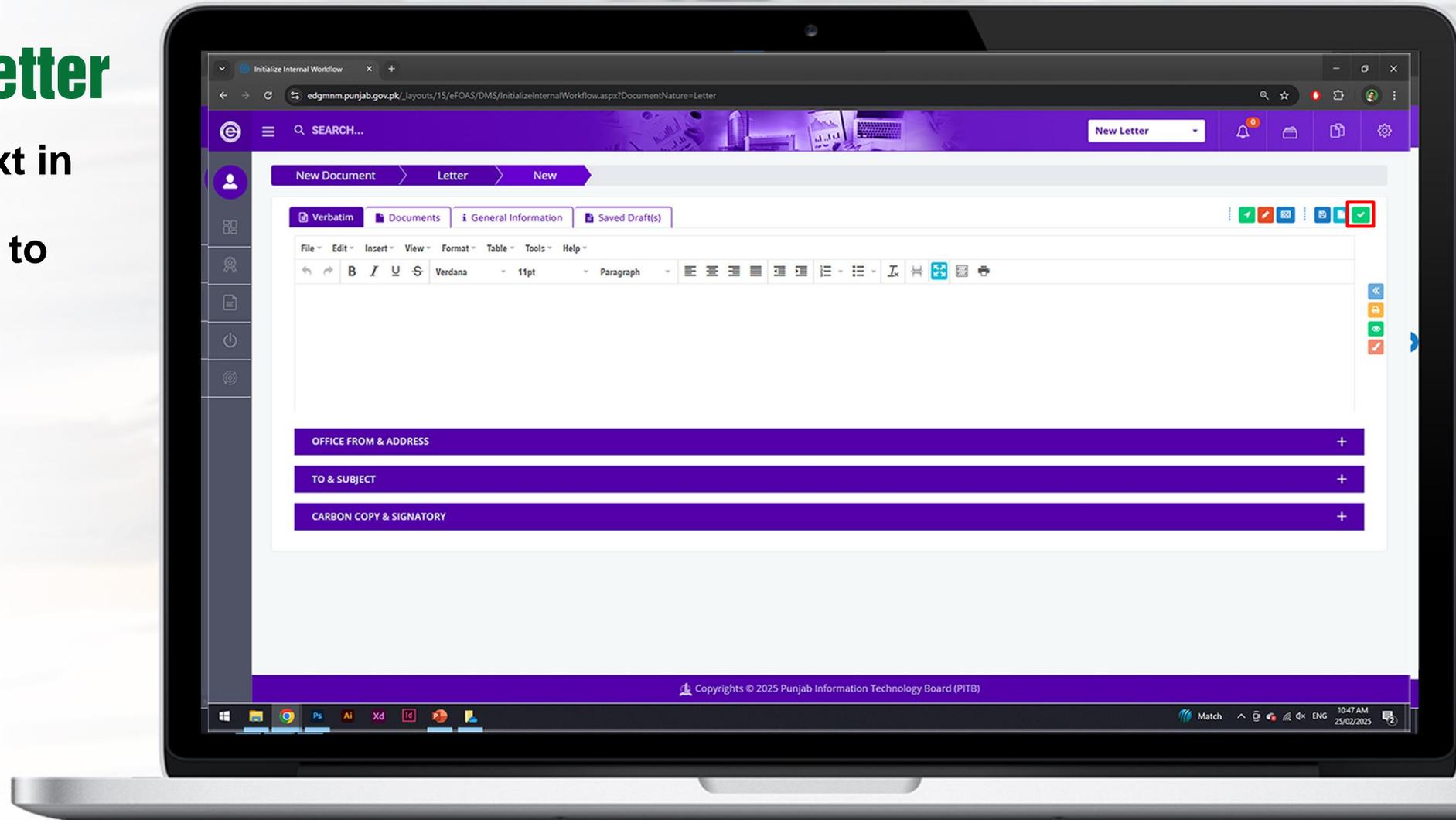
5

Creating New Letter

- **Click on Documents Tab**
- **Upload Relevant file**
- **Enter Desired text like Title and Document Date**
- **Click on Tick Icon**

5

Creating New Letter

- **Click on General Information tab**
- **Enter Desired text like Title, Remarks, etc**
- **Click on Tick Icon**

5

Creating New Letter

- **Click on Saved Draft(s) tab to view the Drafts that has been saved earlier**

6

Creating New Summary

- **Click on New Document Button**
- **Select Summary Option**

6

Creating New Summary

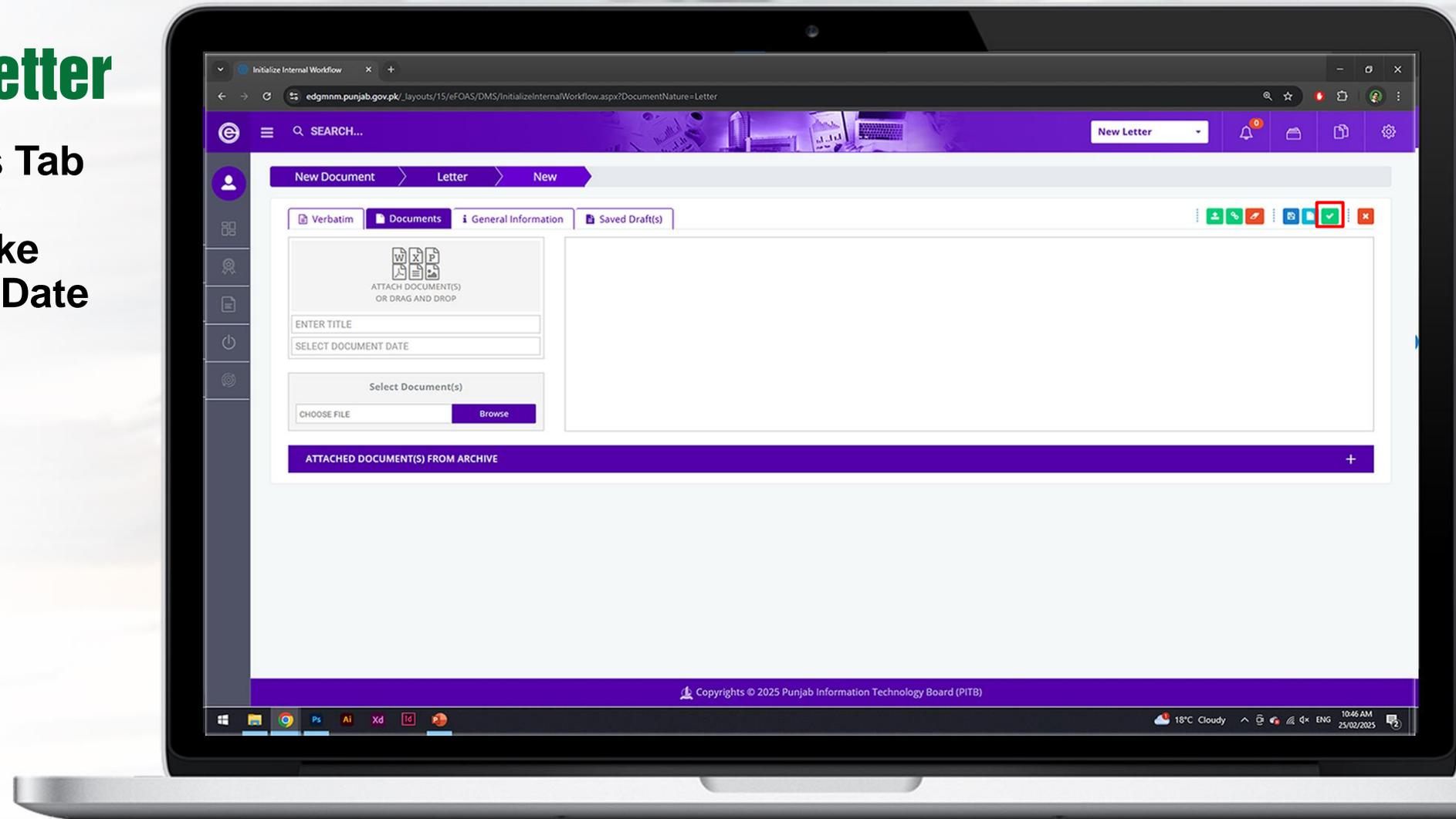- **Enter the desired text in the required fields**
- **Click on Tick button to Save the Document**
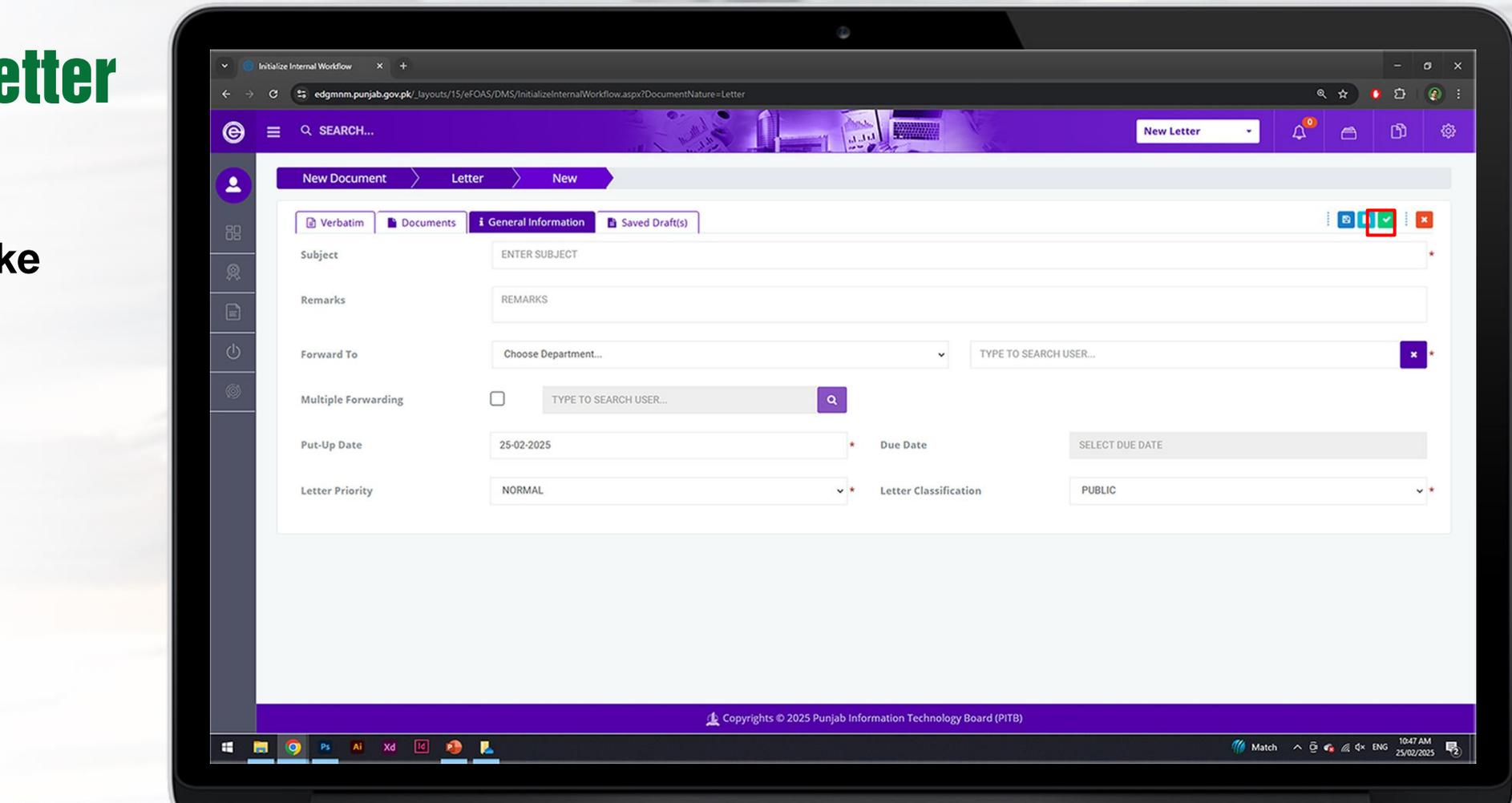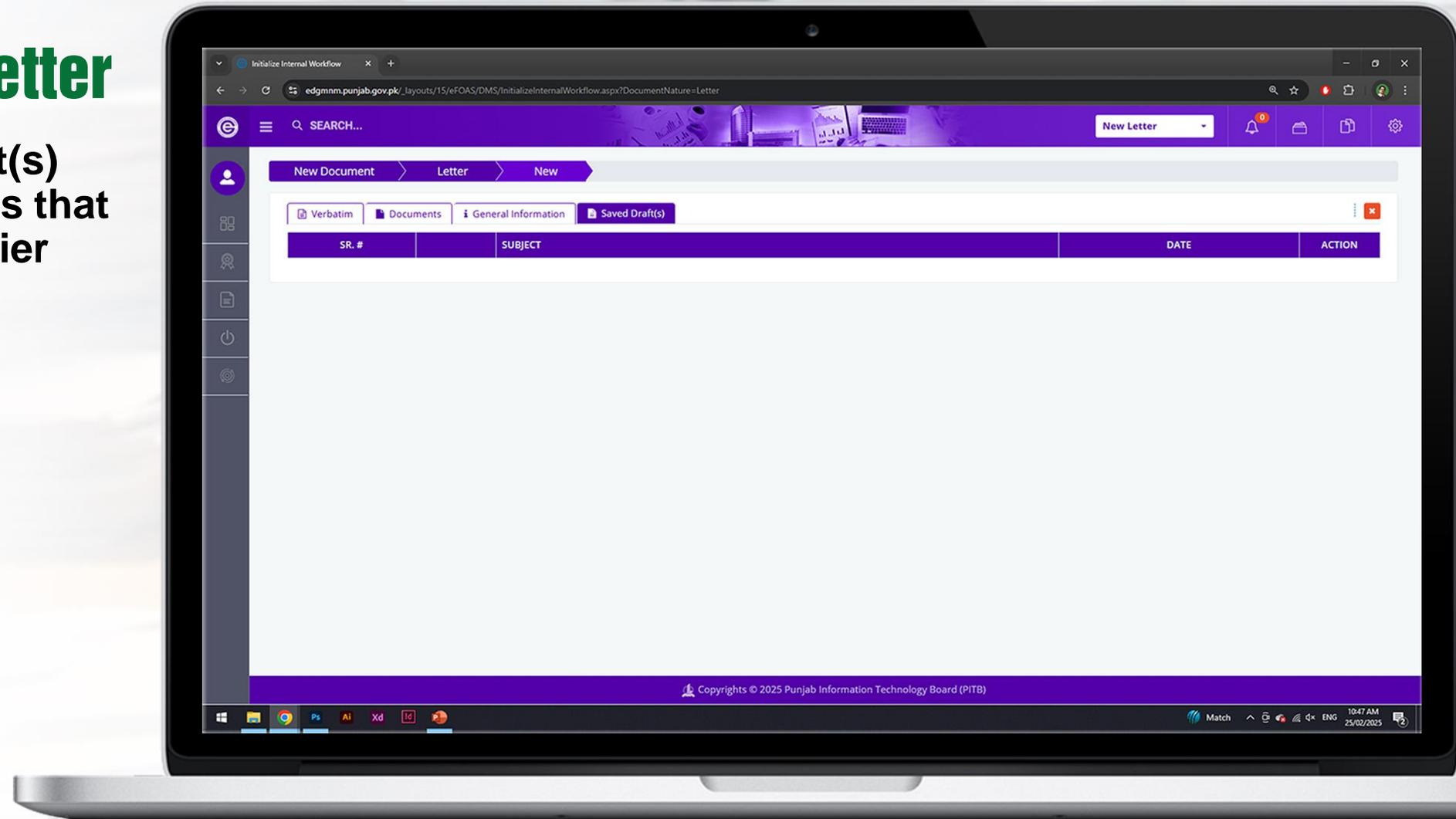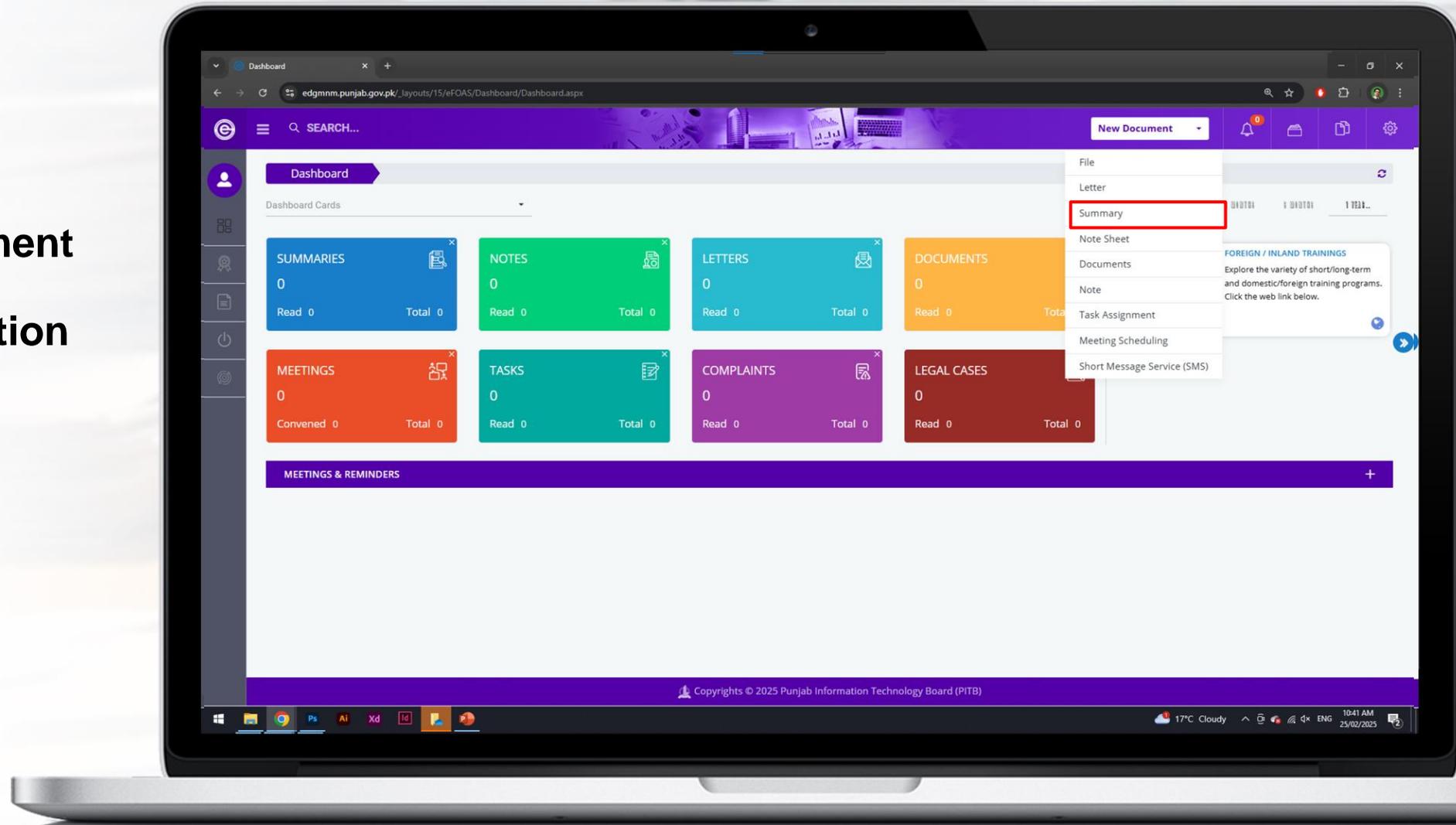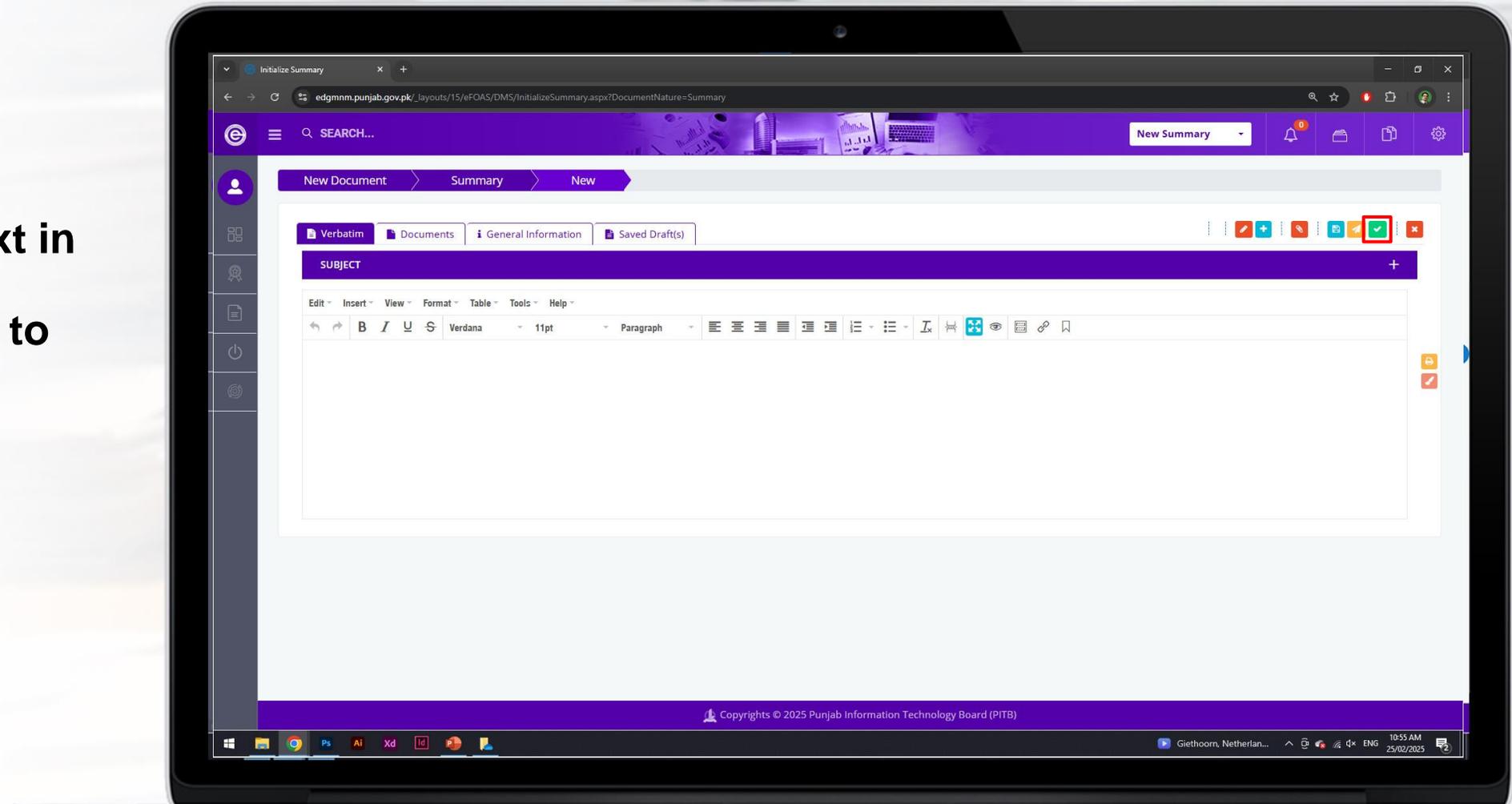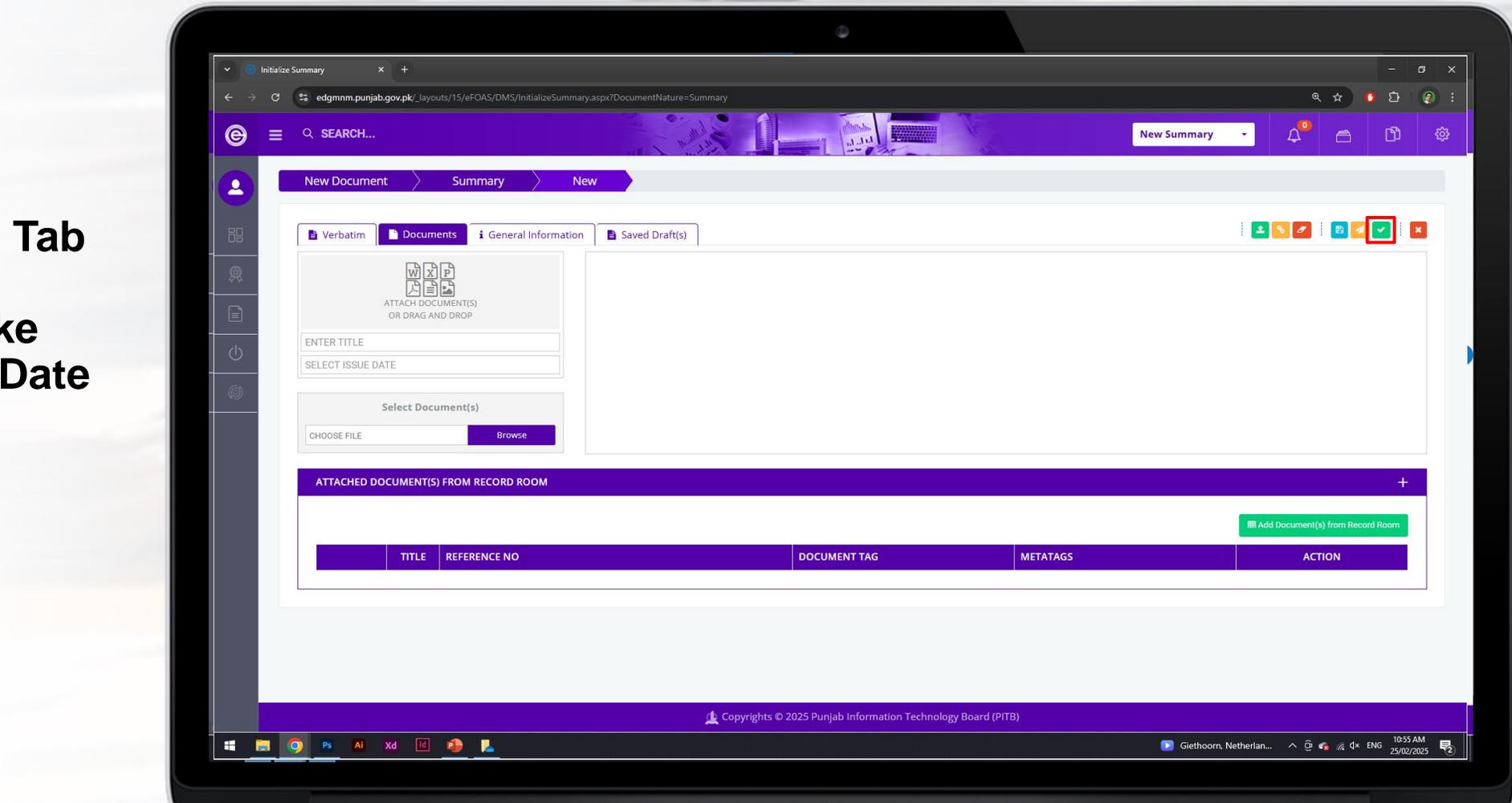
6

Creating New Summary

- **Click on Documents Tab**
- **Upload Relevant file**
- **Enter Desired text like Title and Document Date**
- **Click on Tick Icon**

6

Creating New Summary

- **Click on General Information tab**
- **Enter Desired text like Title, Remarks, etc**
- **Click on Tick Icon**

7

Creating New Note Sheet

- **Click on New Document Button**
- **Select Note Sheet Option**

7

Creating New Note Sheet

- **Enter the desired text in the required fields**
- **Click on Tick button to Save the Document**
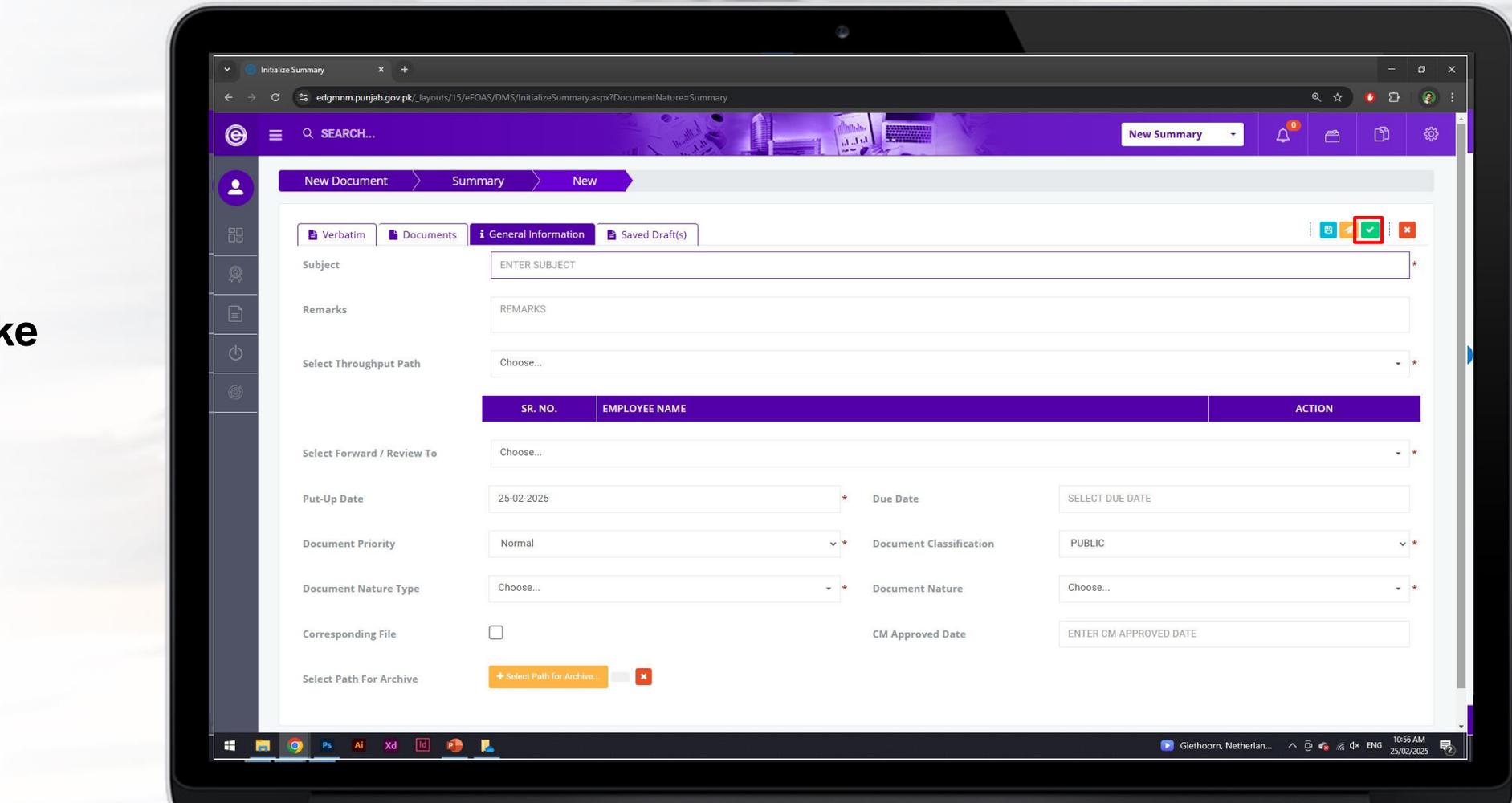
7

Creating New Note Sheet

- **Click on Documents Tab**
- **Upload Relevant file**
- **Enter Desired text like Title and Document Date**
- **Click on Tick Icon**
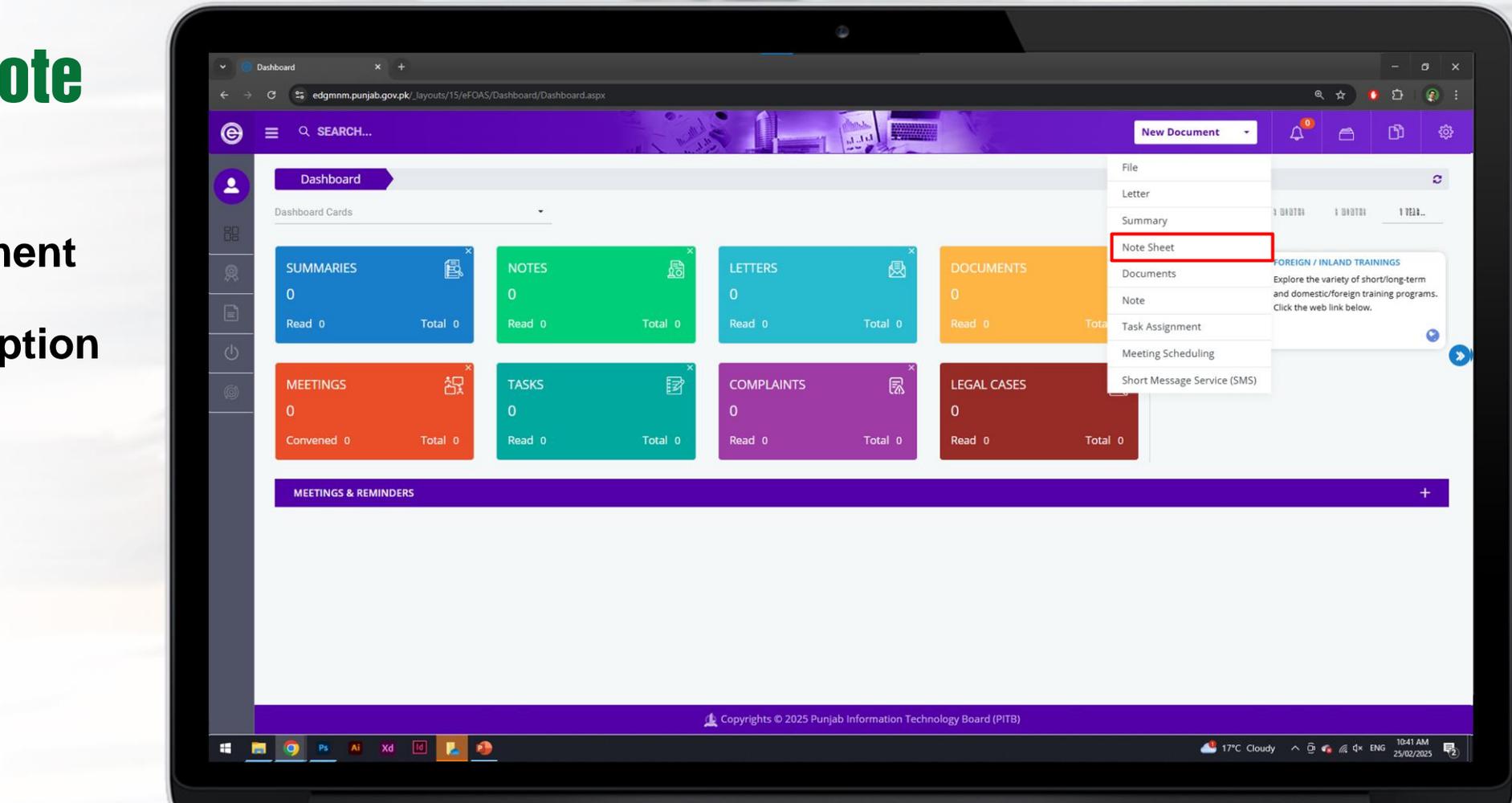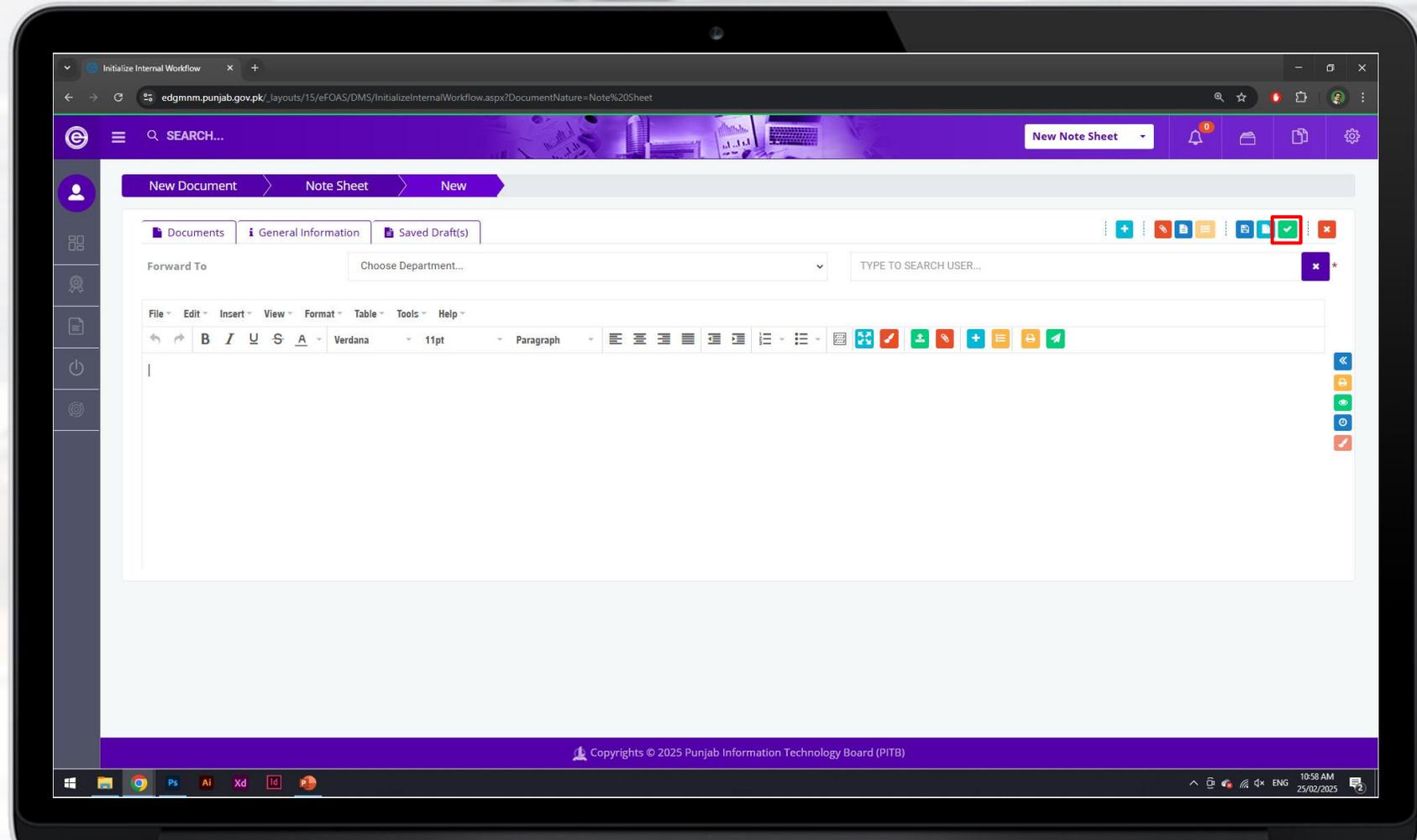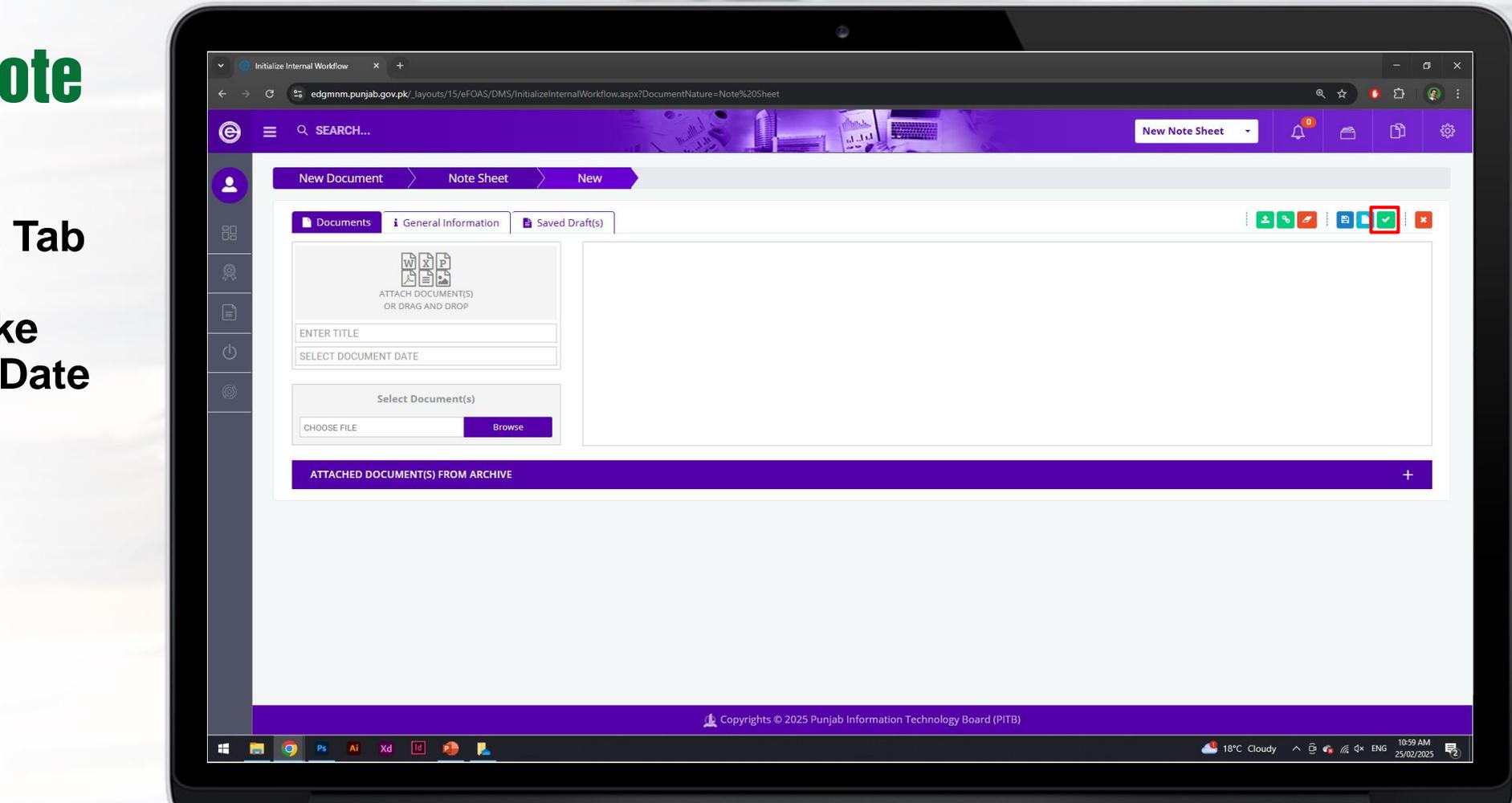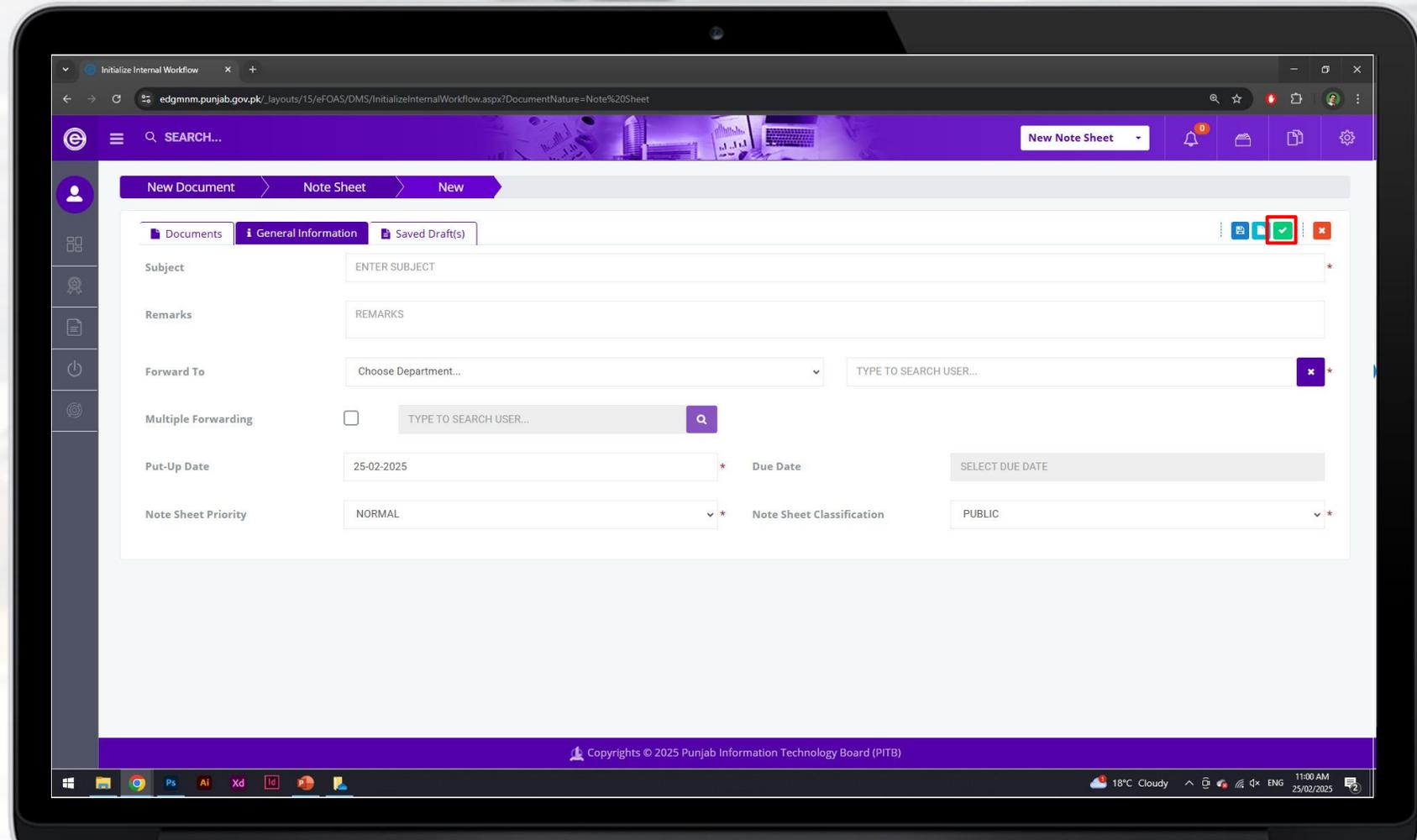
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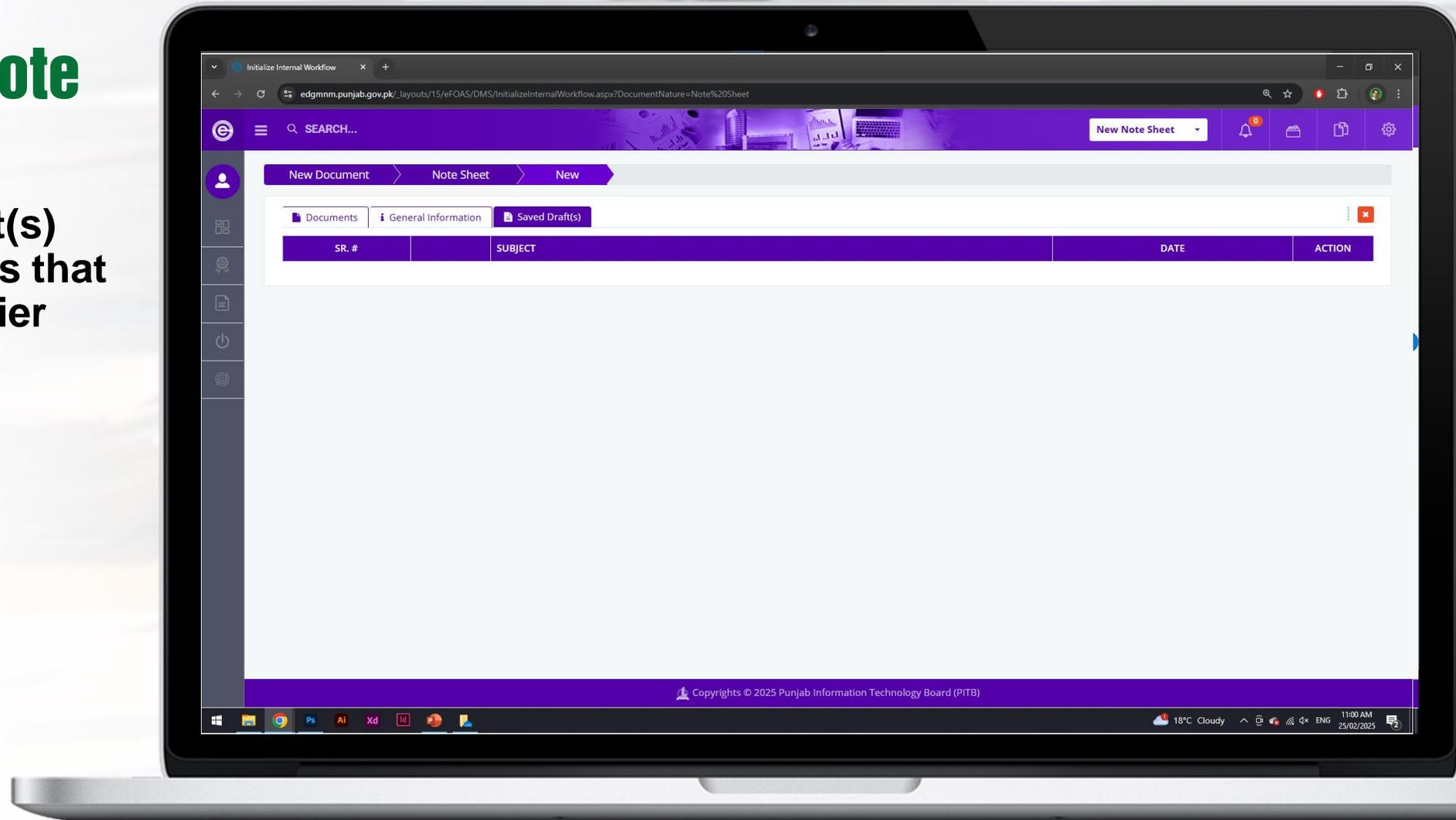# Creating New Note Sheet

- **Click on General Information tab**
- **Enter Desired text like Title, Remarks, etc**
- **Click on Tick Icon**

7
Creating New Note Sheet

- **Click on Saved Draft(s) tab to view the Drafts that has been saved earlier**

8

Creating New Document

- **Click on New Document Button**
- **Select Documents Option**

8

Creating New Document

- **Enter the desired text in the required fields**
- **Click on Tick button to Save the Document**

8

Creating New Document

- **Click on General Information tab**
- **Enter Desired text like Title, Remarks, etc**
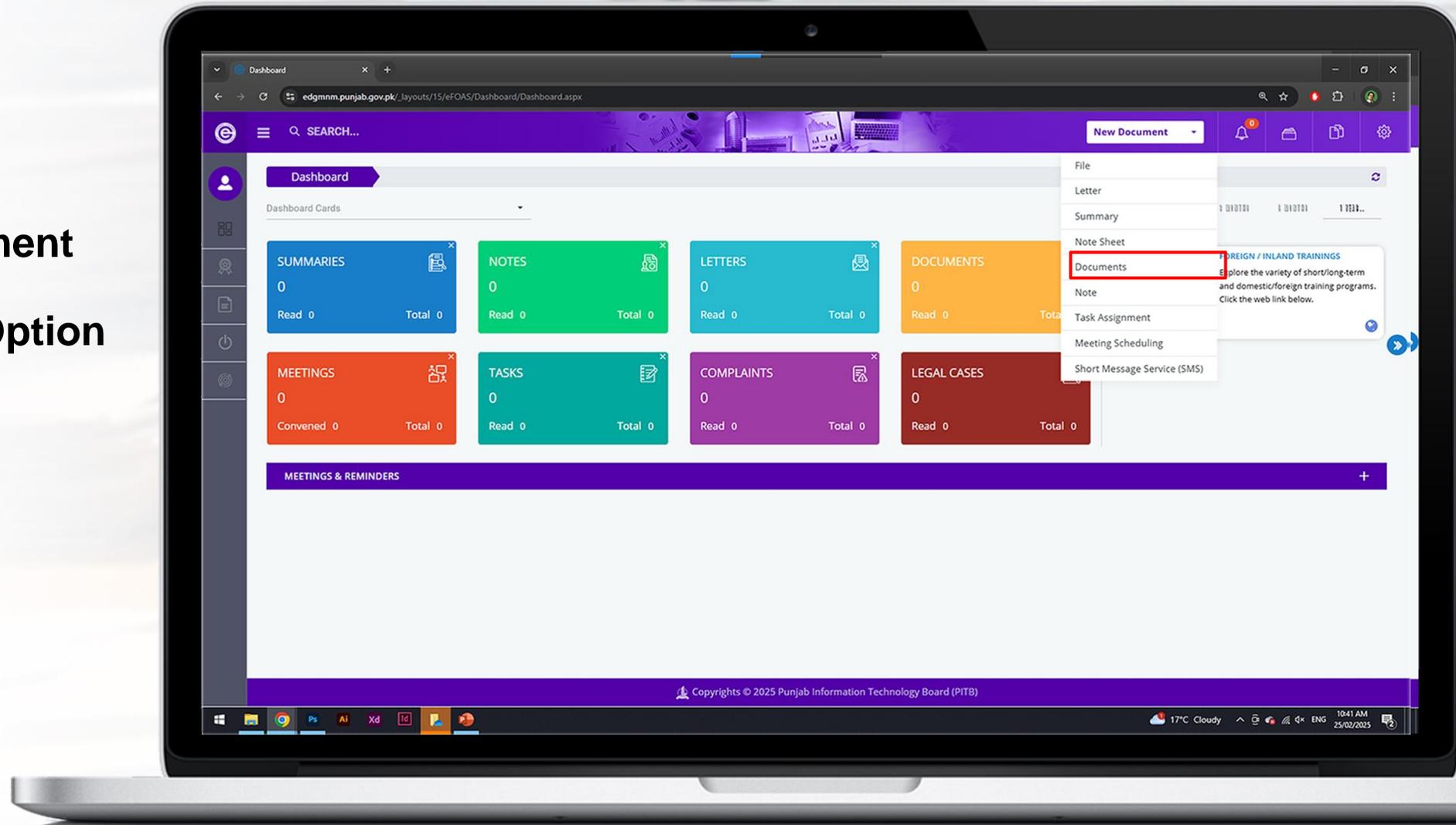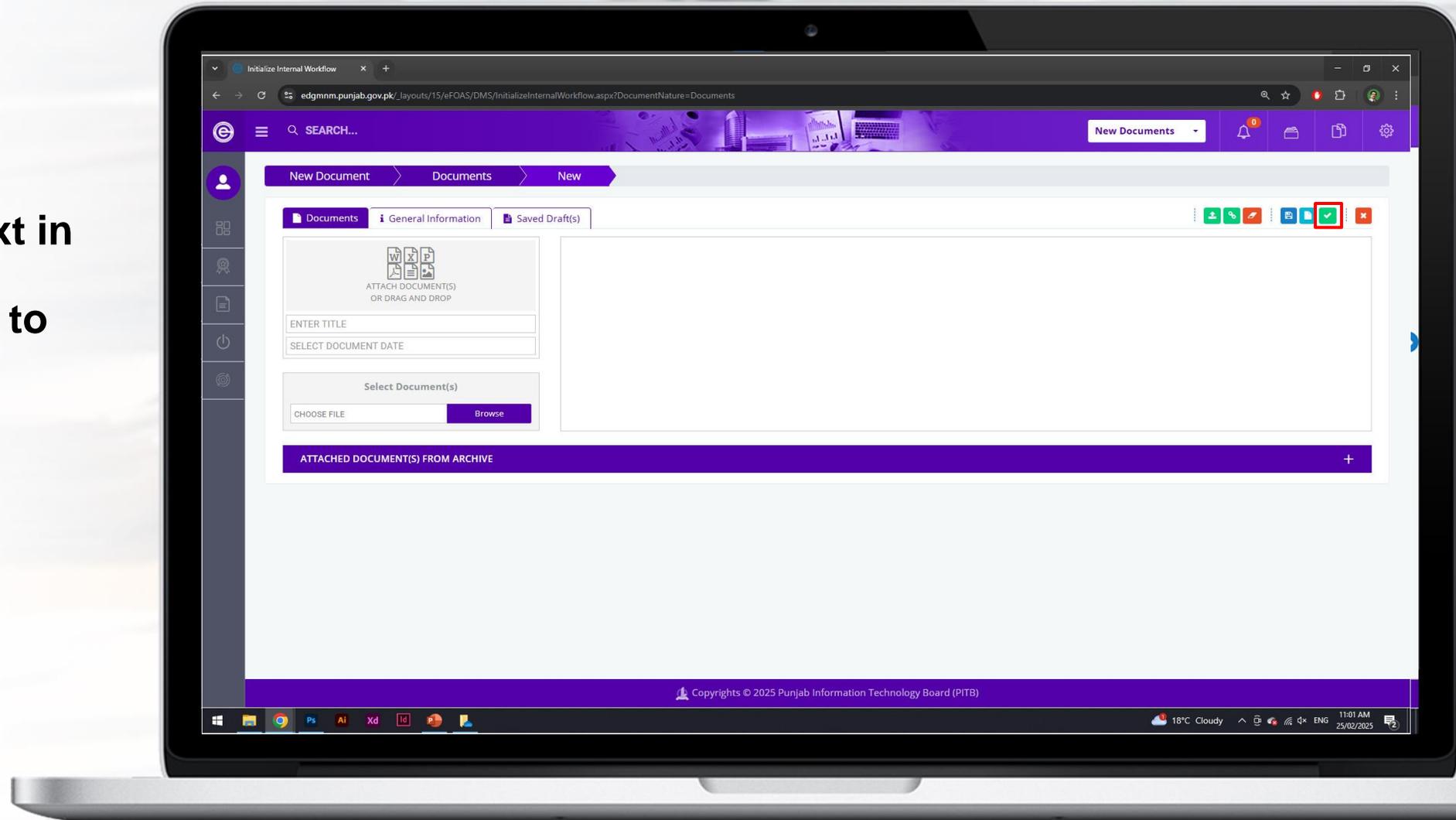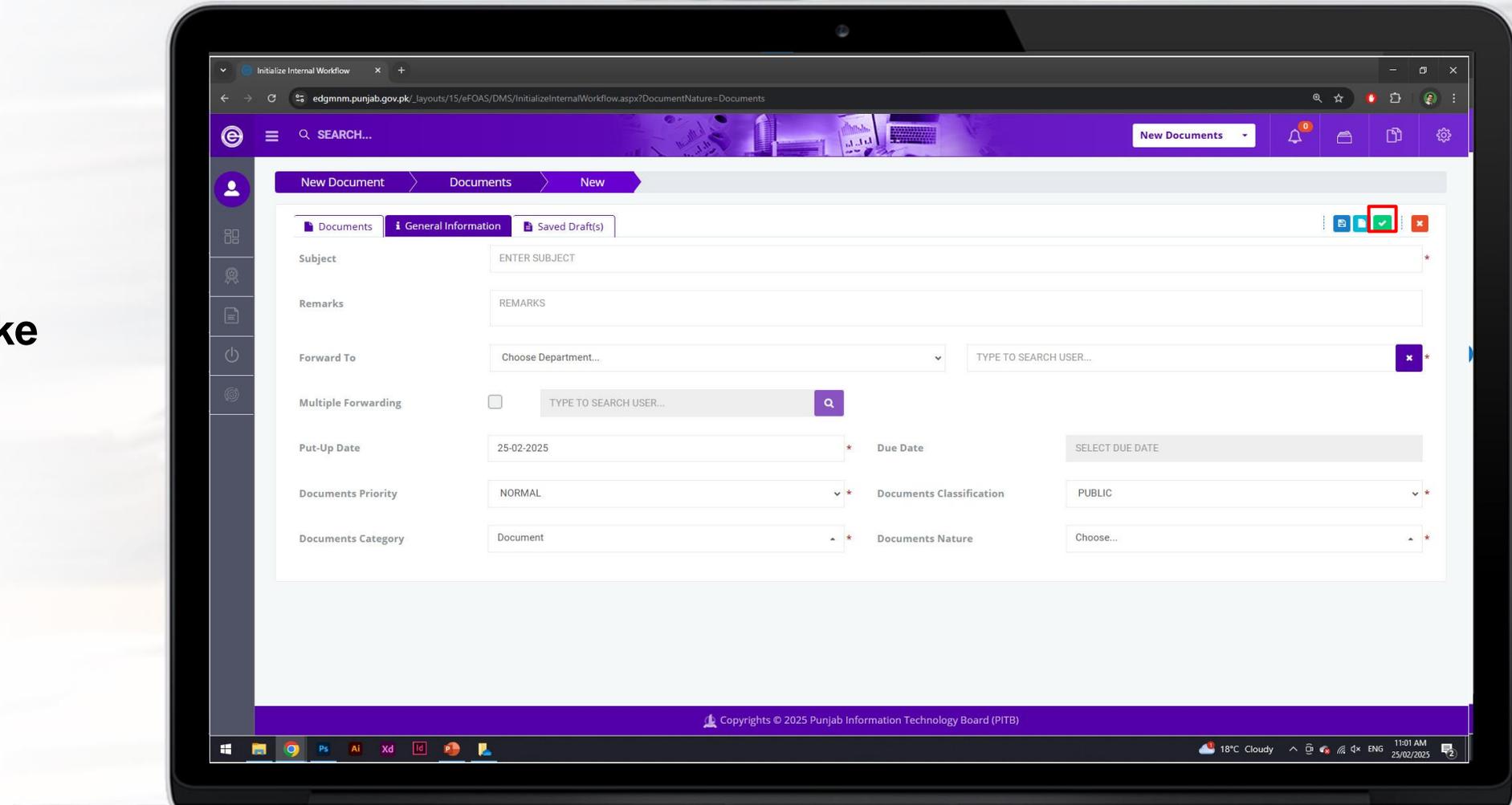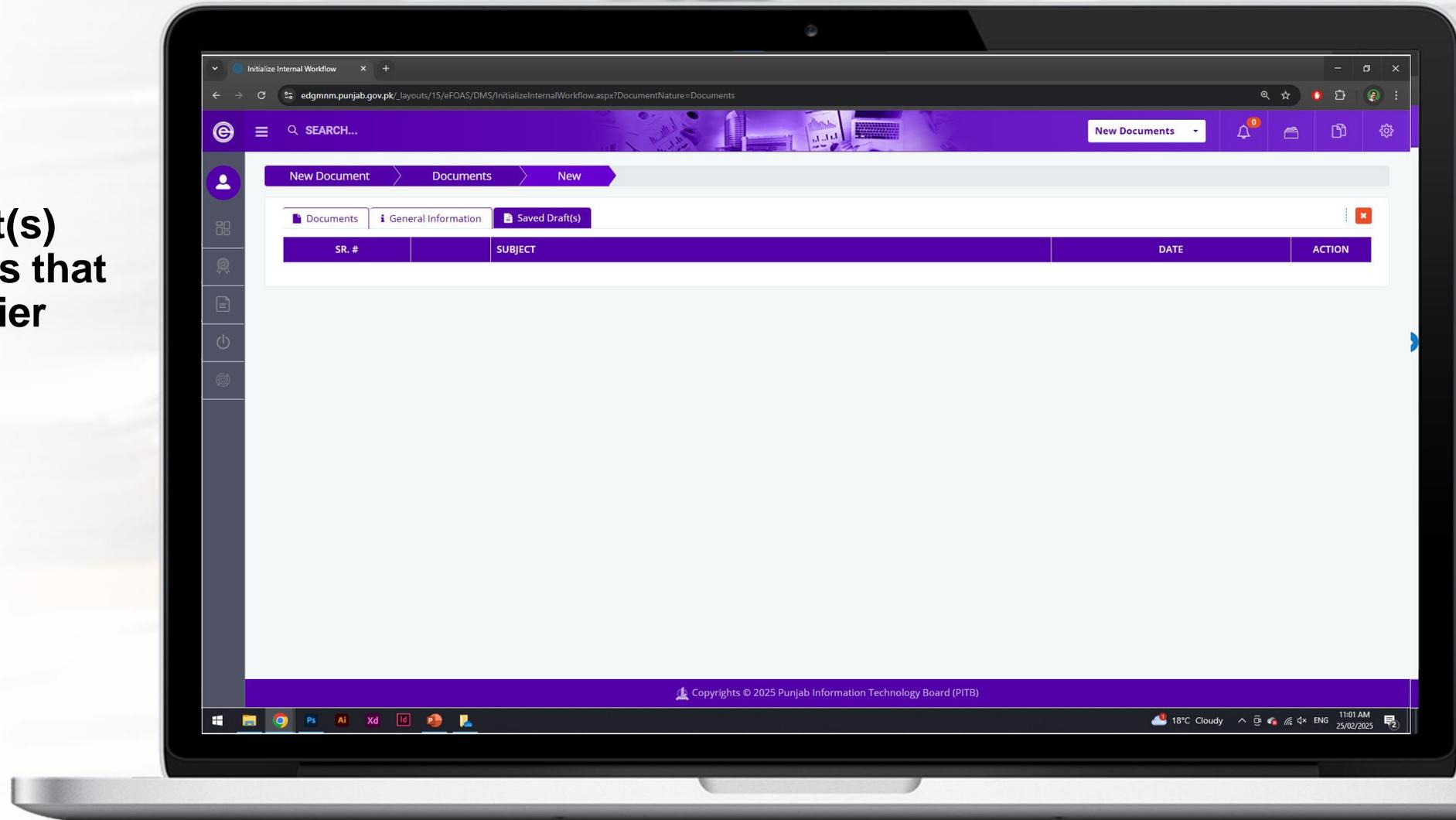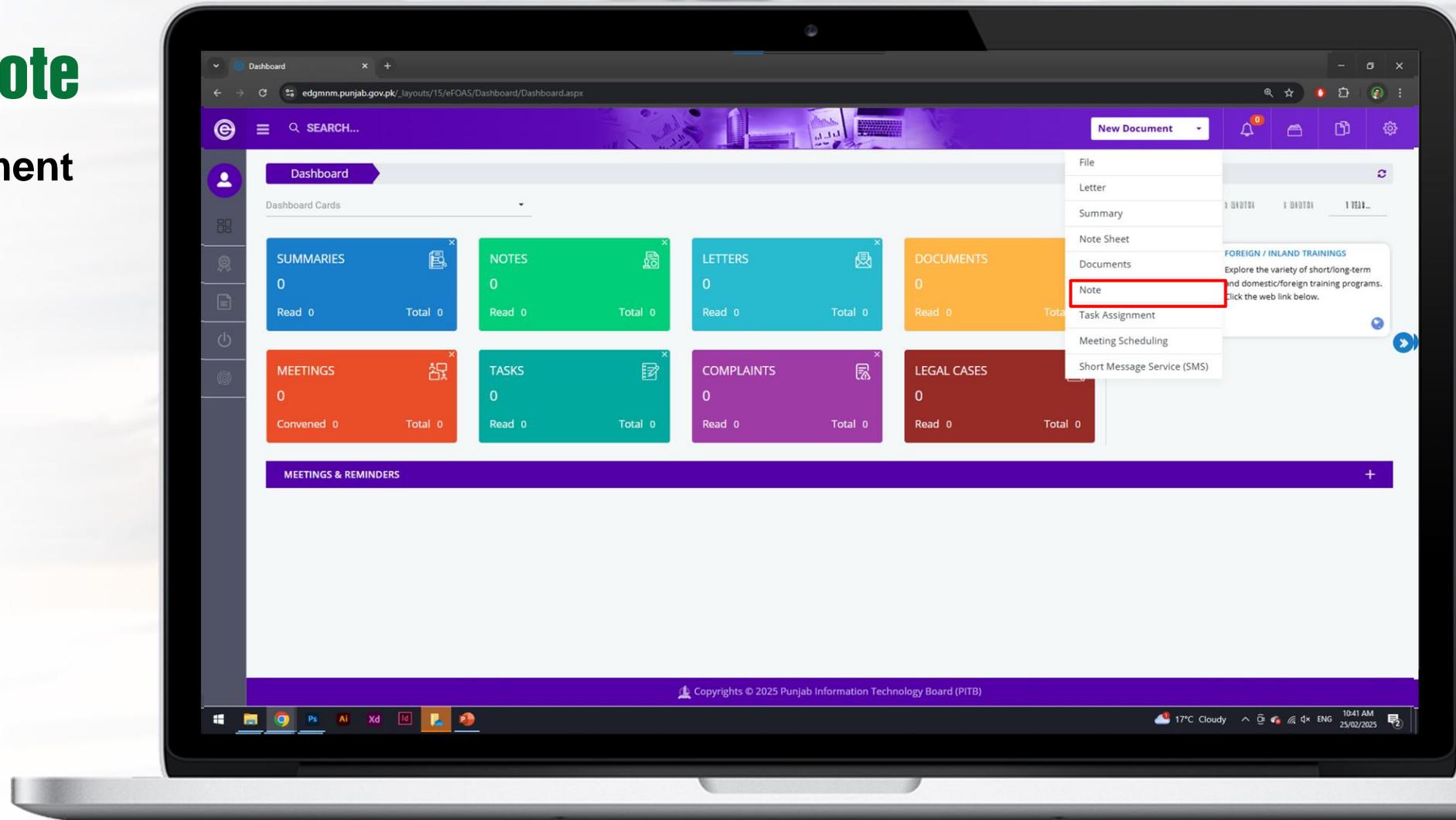- **Click on Tick Icon**

8

Creating New Document

- **Click on Saved Draft(s) tab to view the Drafts that has been saved earlier**
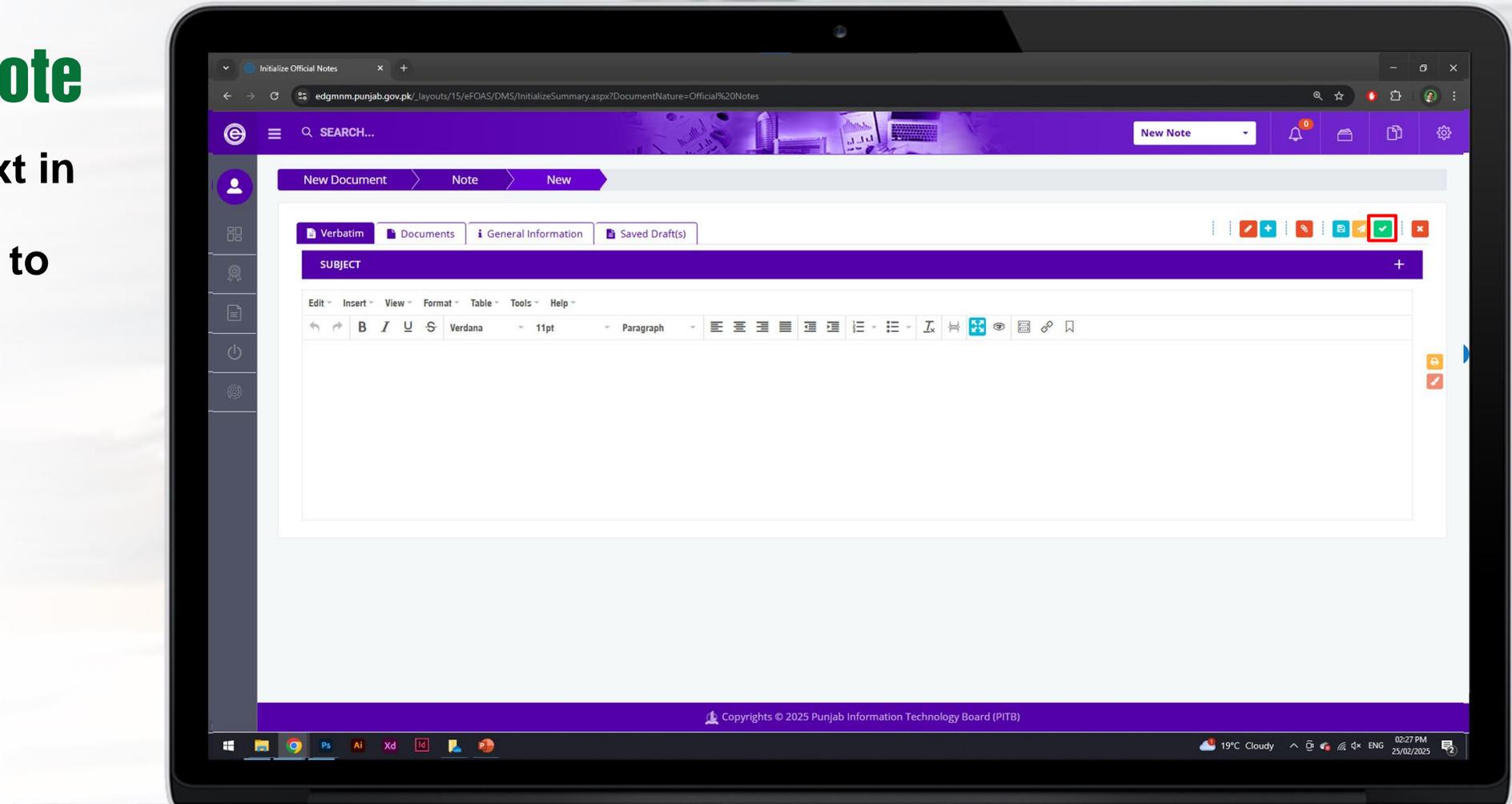
9

Creating New Note

- **Click on New Document Button**
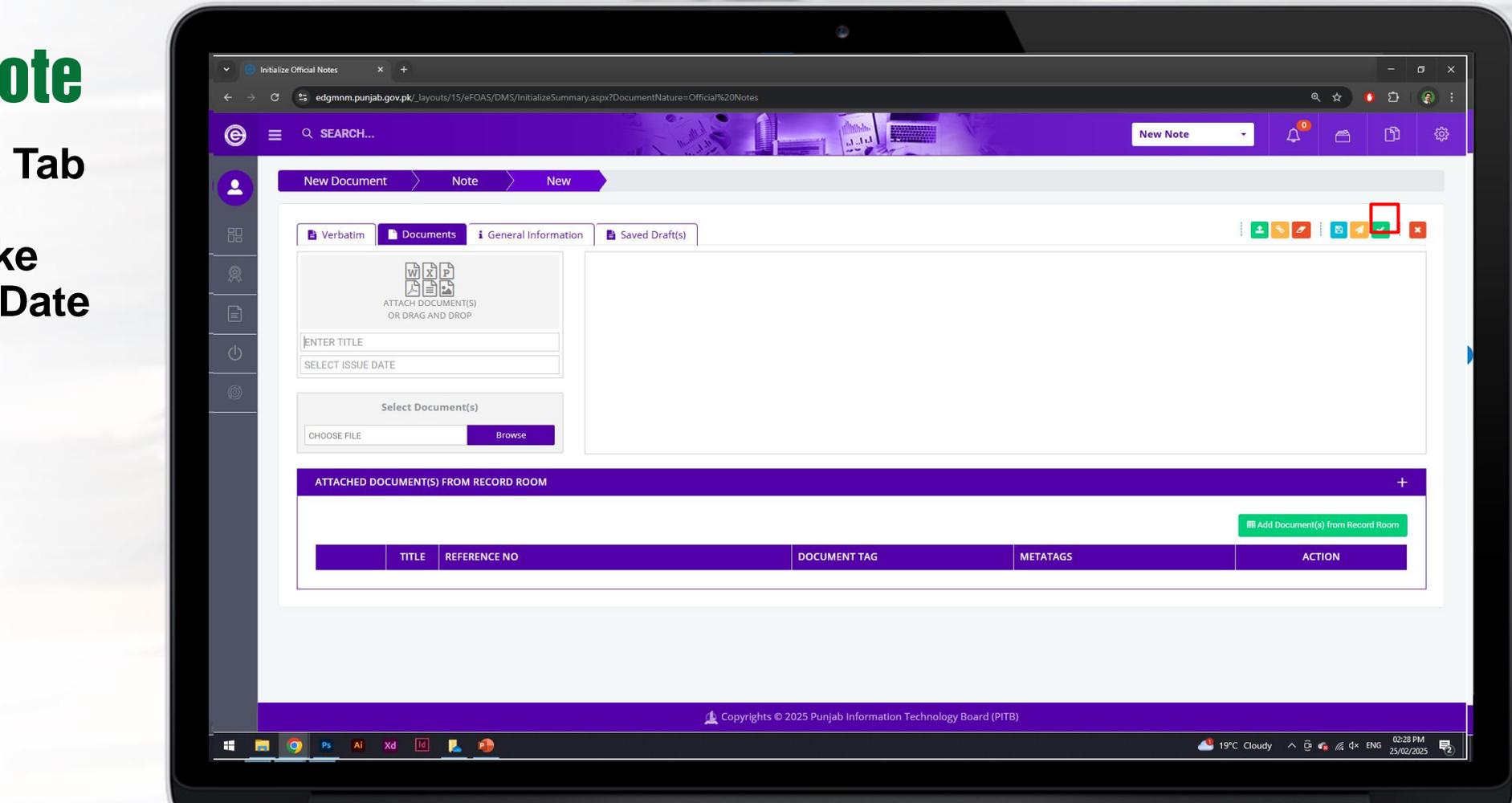- **Select Note Option**

9

Creating New Note

- **Enter the desired text in the required fields**
- **Click on Tick button to Save the Document**
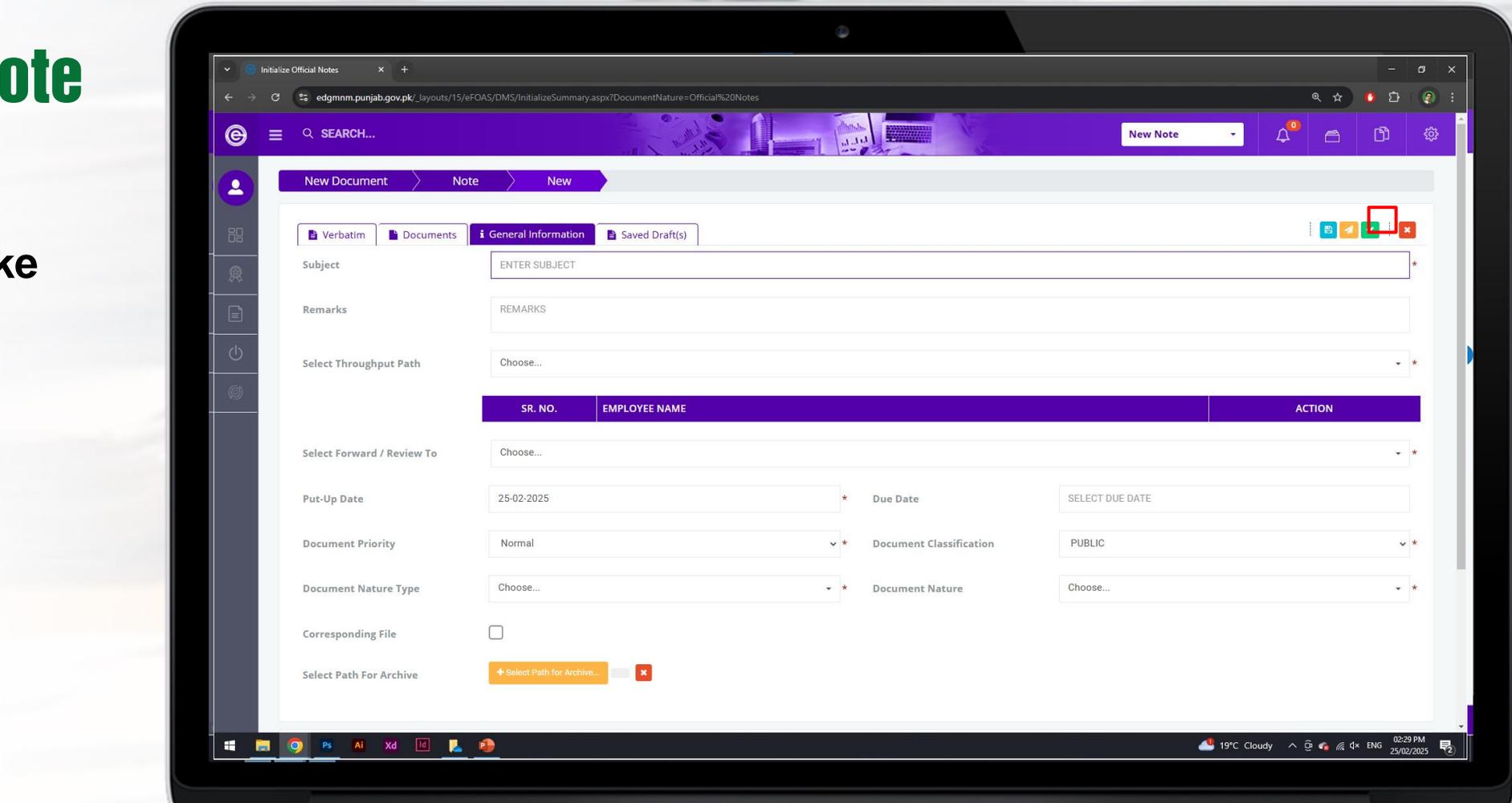
9

Creating New Note

- **Click on Documents Tab**
- **Upload Relevant file**
- **Enter Desired text like Title and Document Date**
- **Click on Tick Icon**
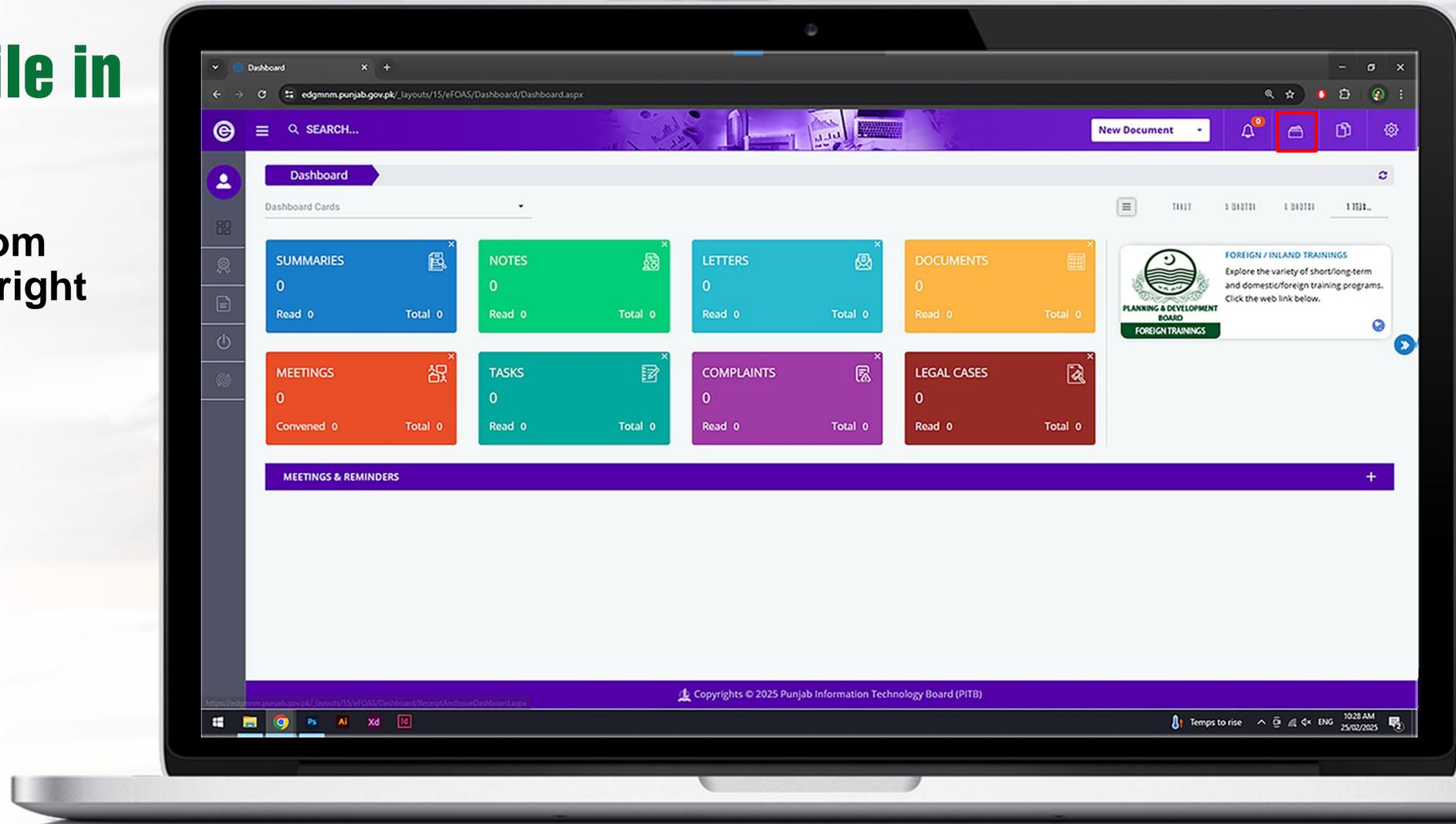
9

Creating New Note

- **Click on General Information tab**
- **Enter Desired text like Title, Remarks, etc**
- **Click on Tick Icon**

10
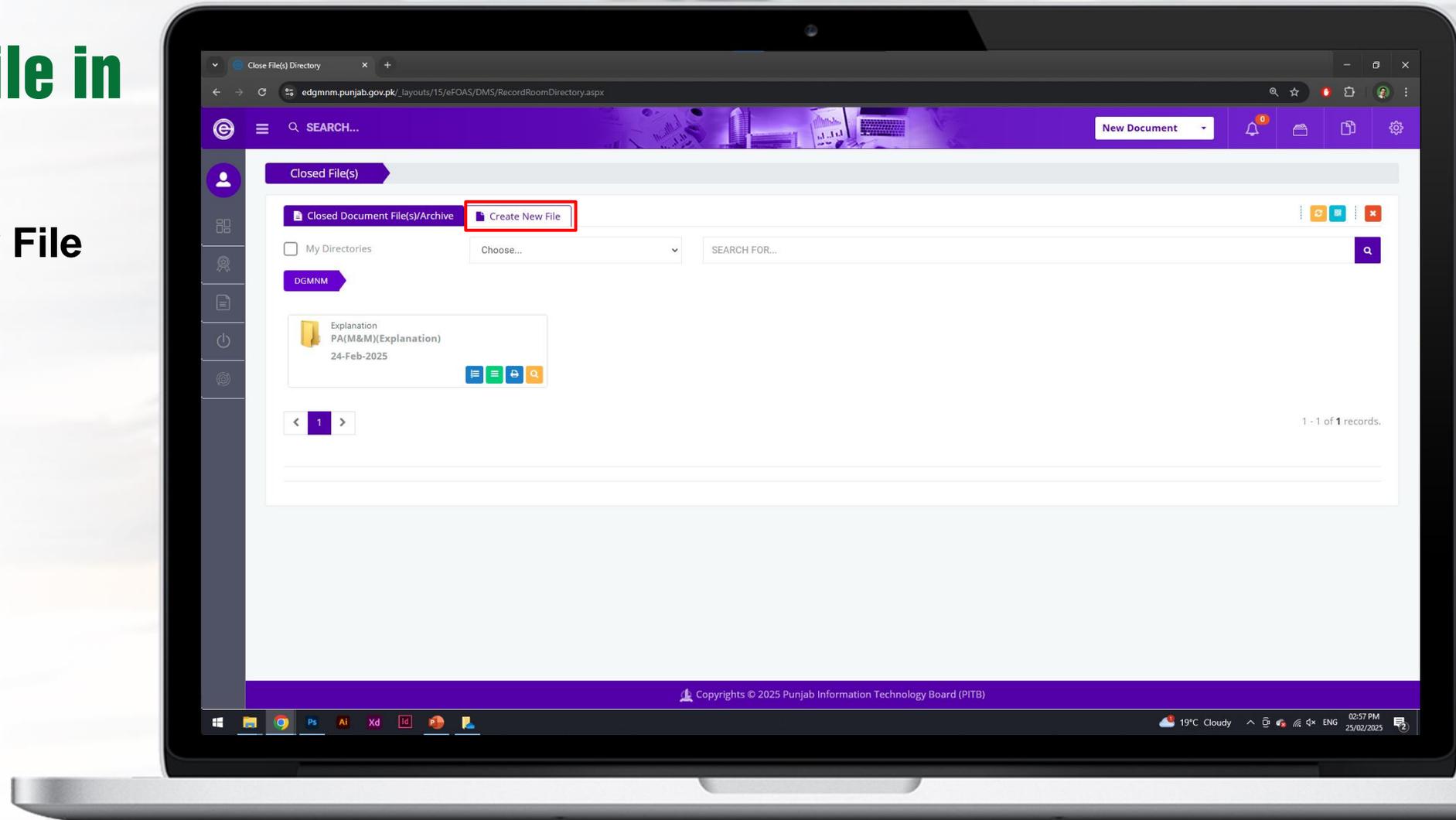# Creating New File in Record Room

- **Click on Record Room Button in the upper right corner**

10
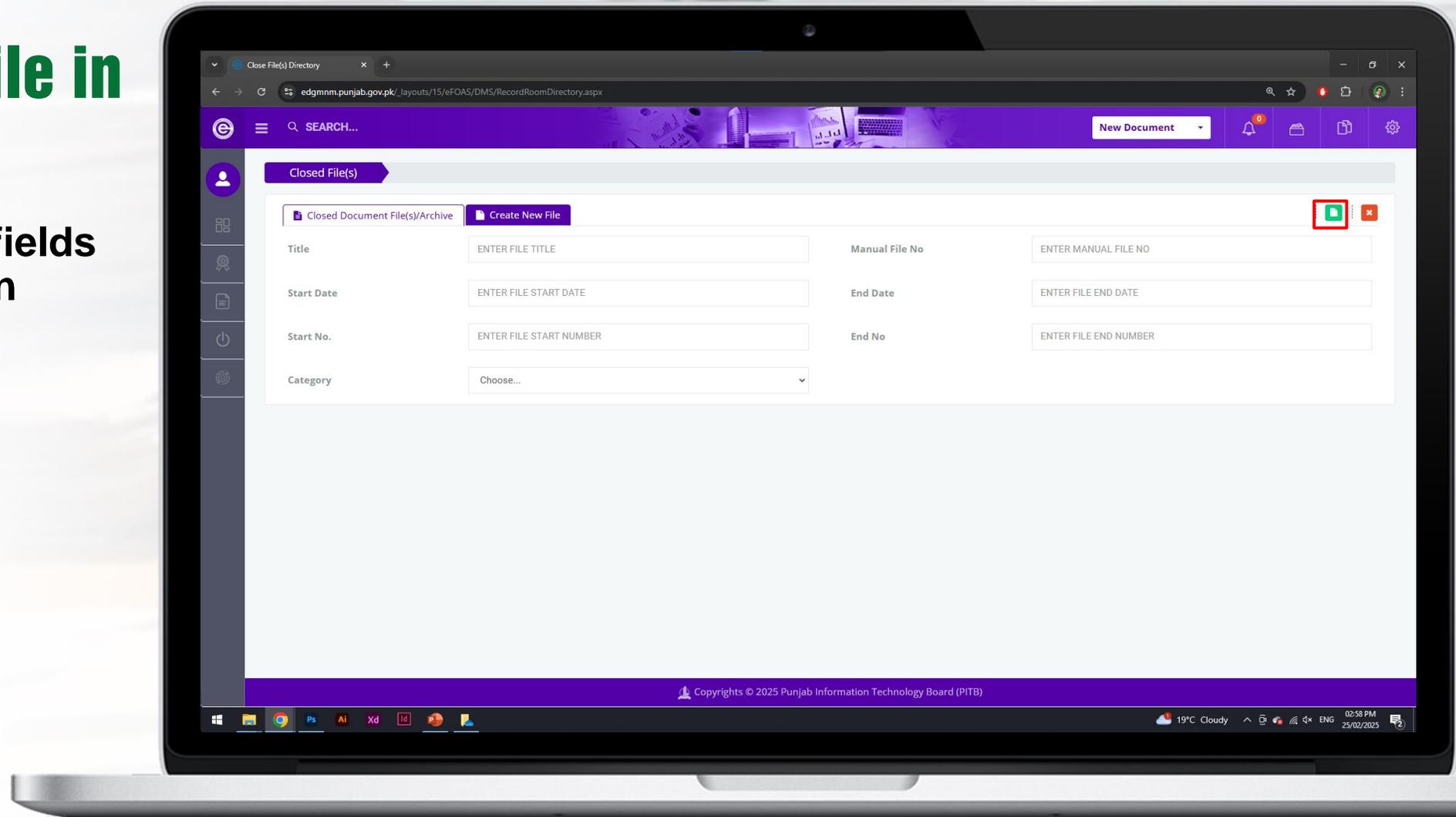# Creating New File in Record Room

- **Click on Create New File Button**

10

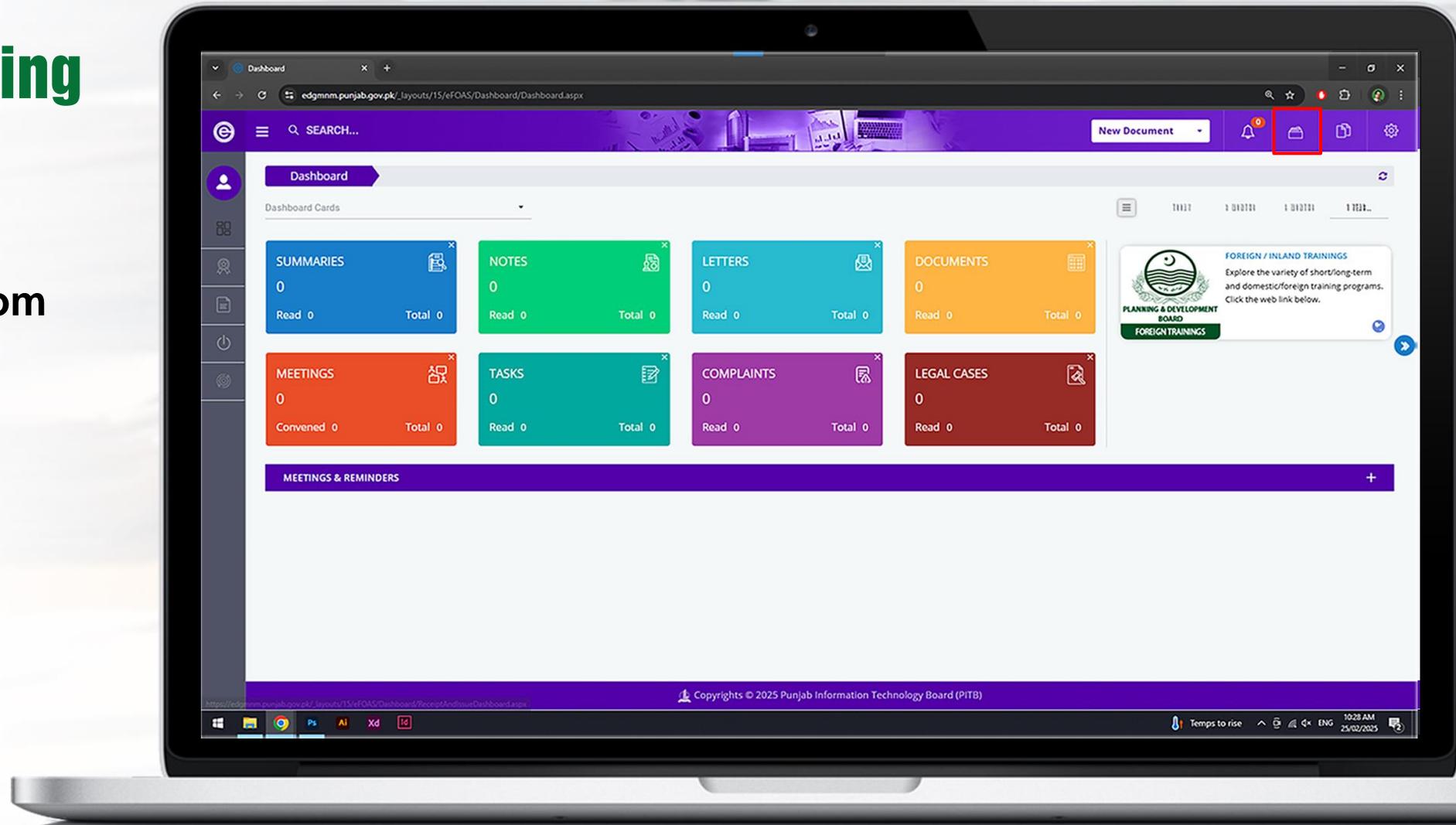# Creating New File in Record Room

- **Fill-up the required fields**
- **Click on Save Button**

11
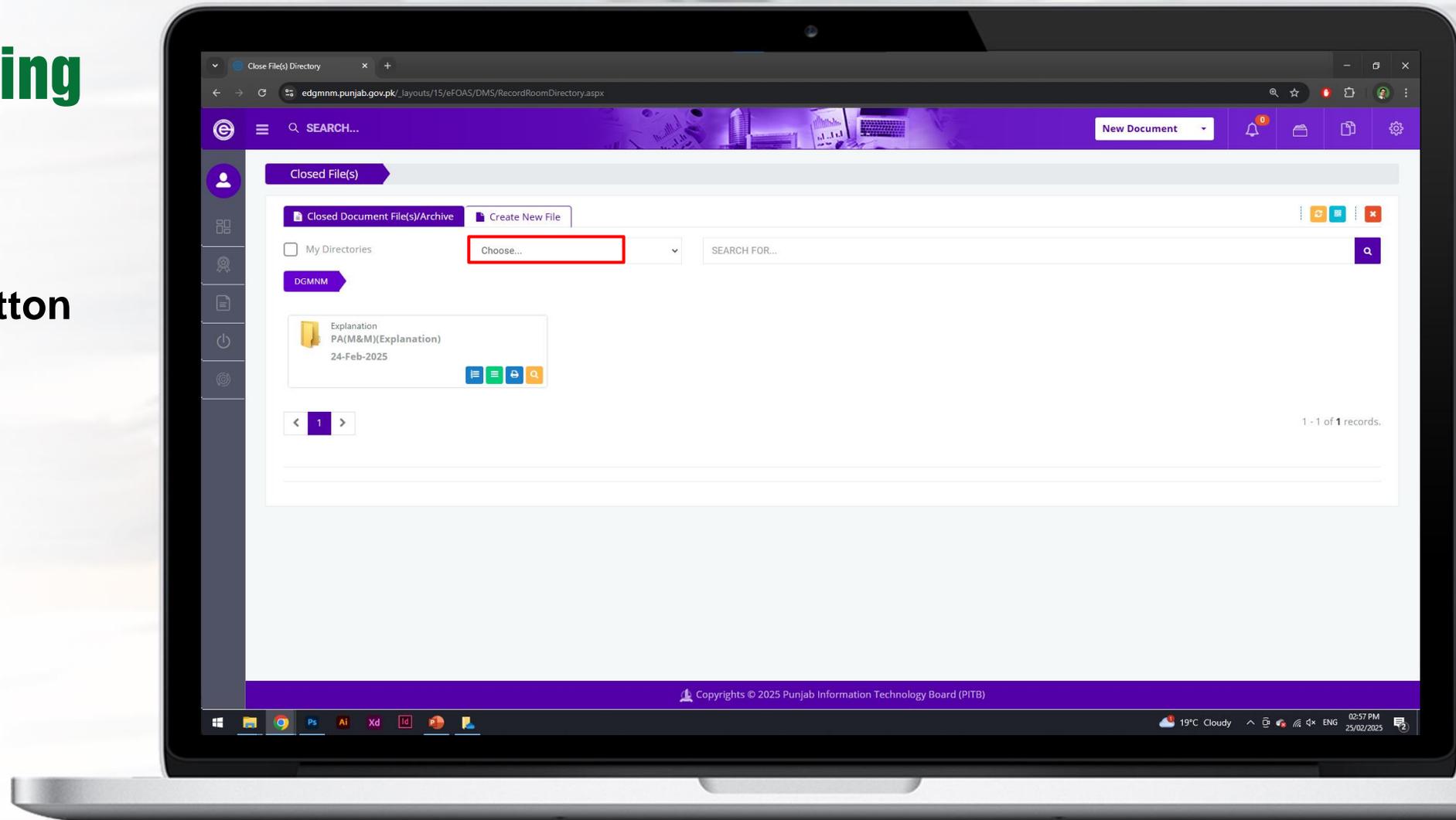## Searching Existing File in Record Room

- **Click on Record Room Button**

11

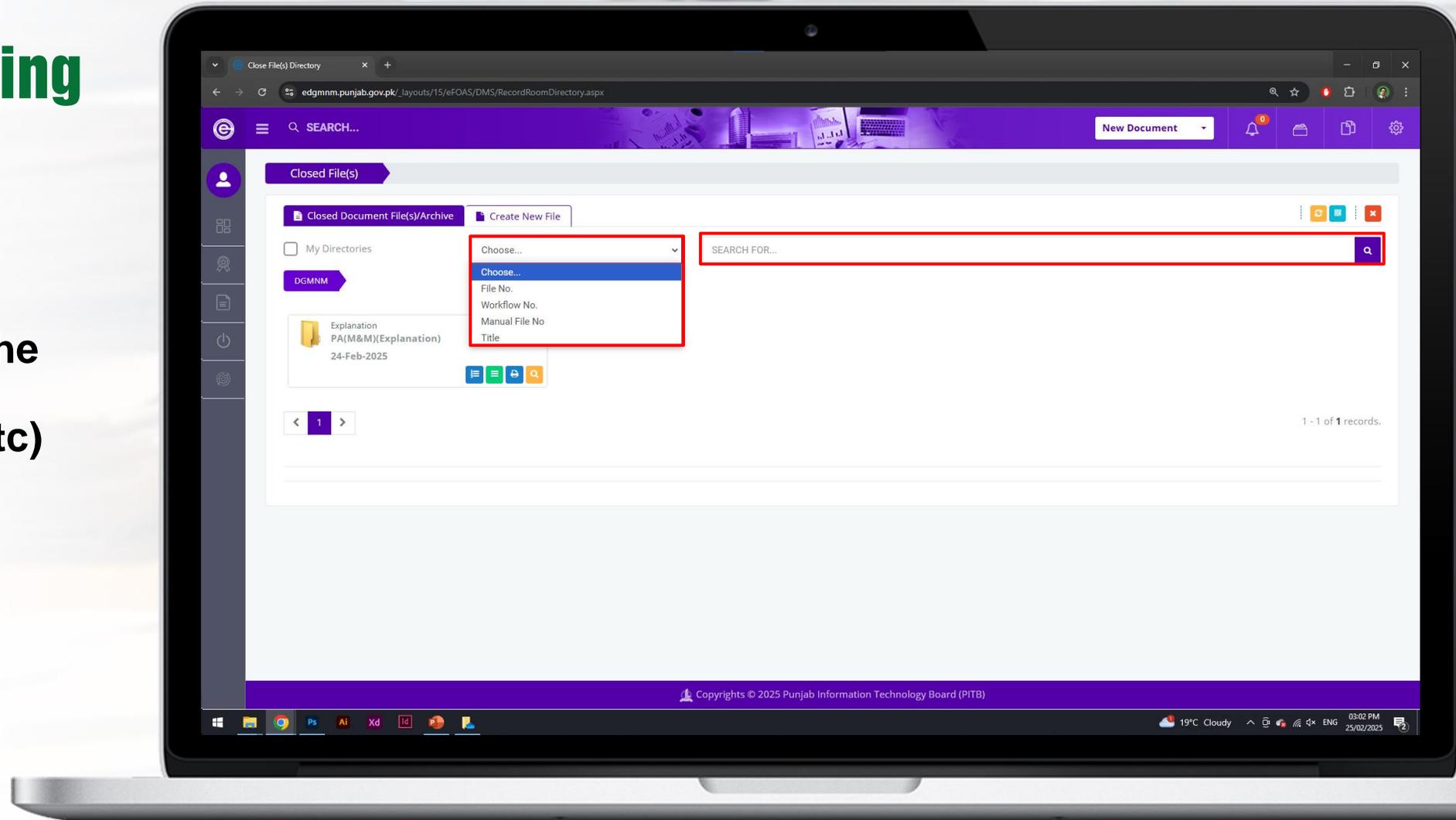# Searching Existing File in Record Room

- **Click on Choose Button**

11

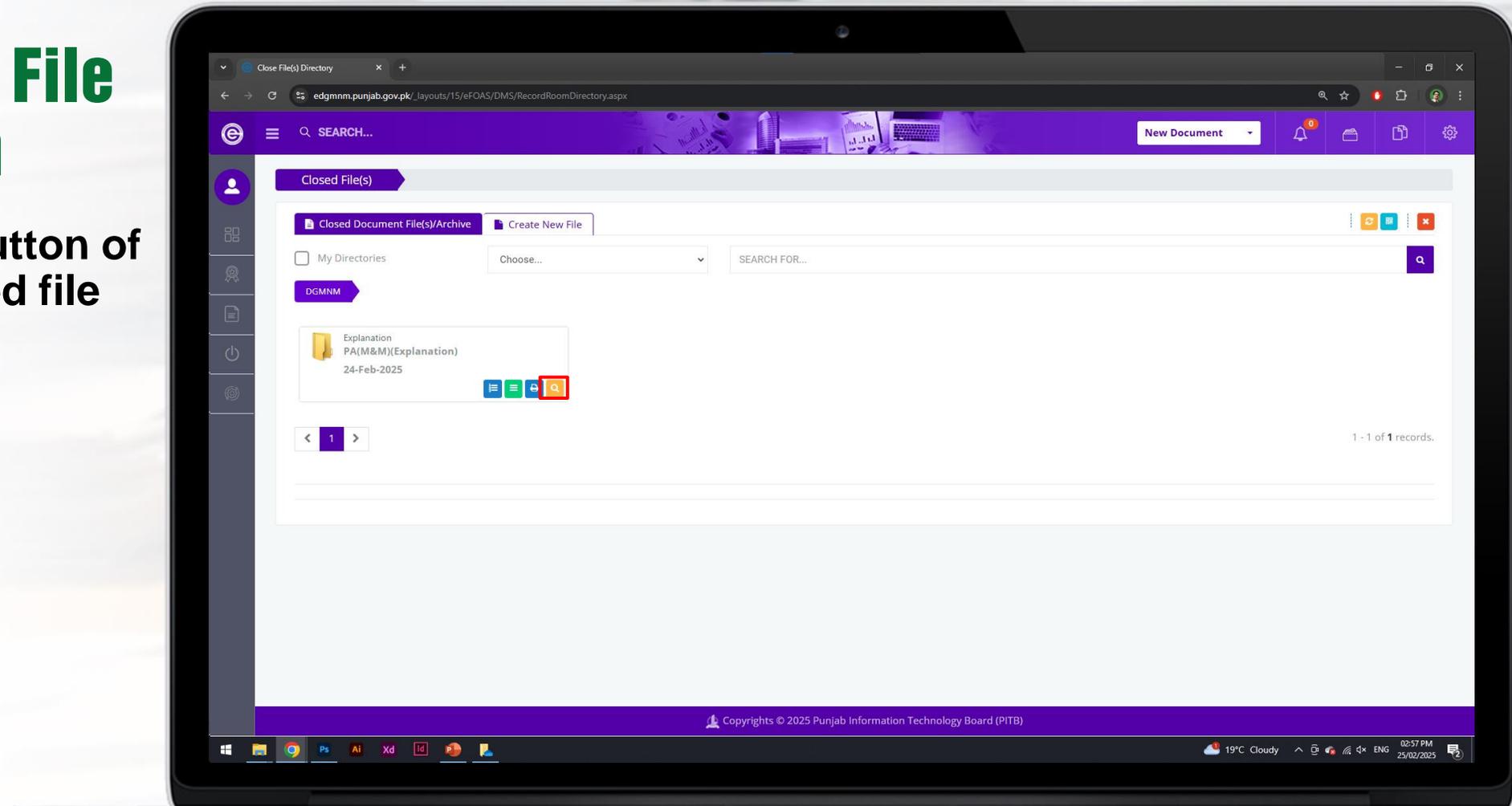# Searching Existing File in Record Room

- **Select the desired category and Type the File Attribute (File Number, File Title, etc)**

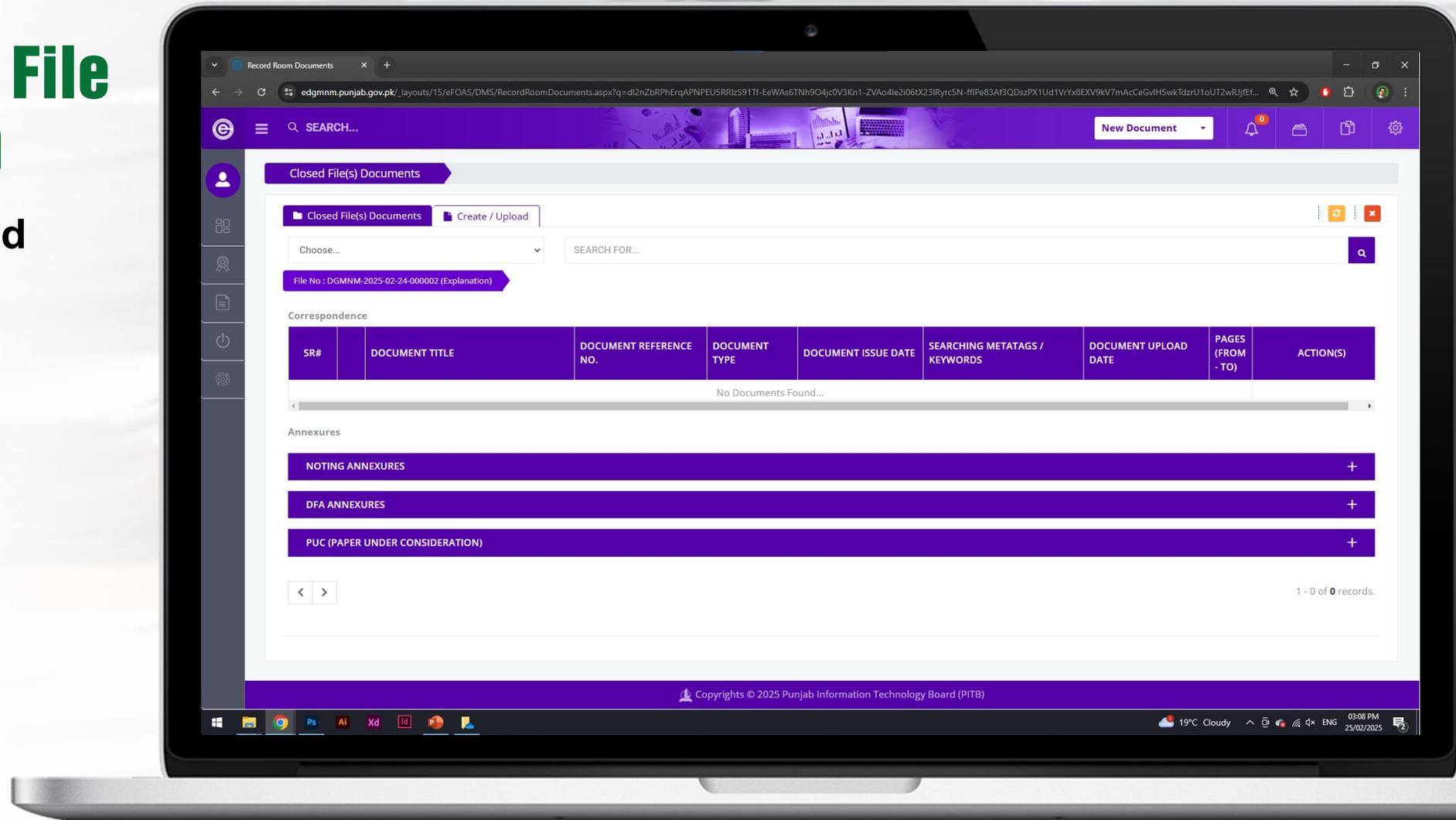# 12

Editing Existing File in Record Room

- **Click on the View Button of the existing/searched file**

12

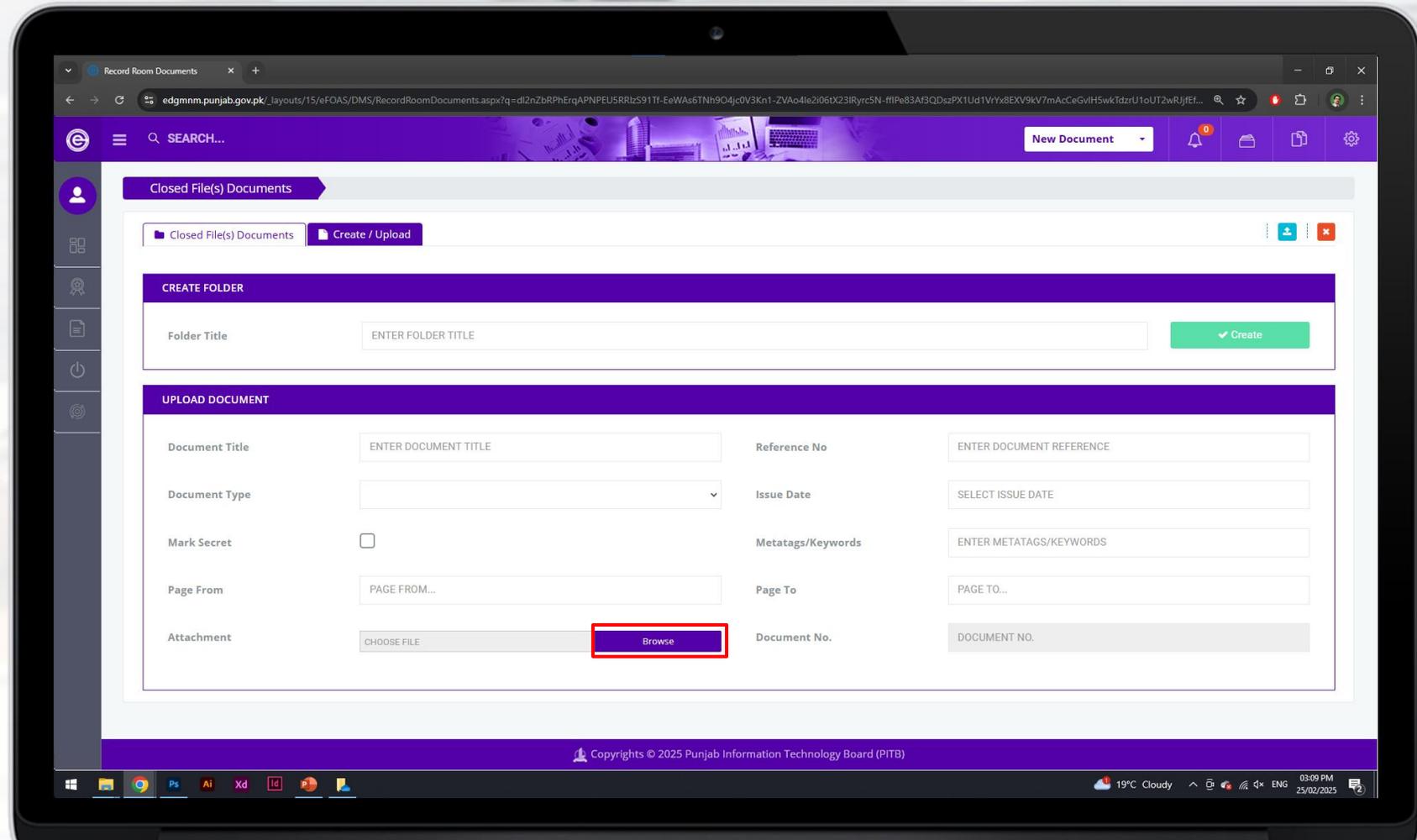# Editing Existing File in Record Room

- **Click on Click/Upload button**

12

Editing Existing File in Record Room

- **Fill-up the required fields**
- **Click on Browse button**
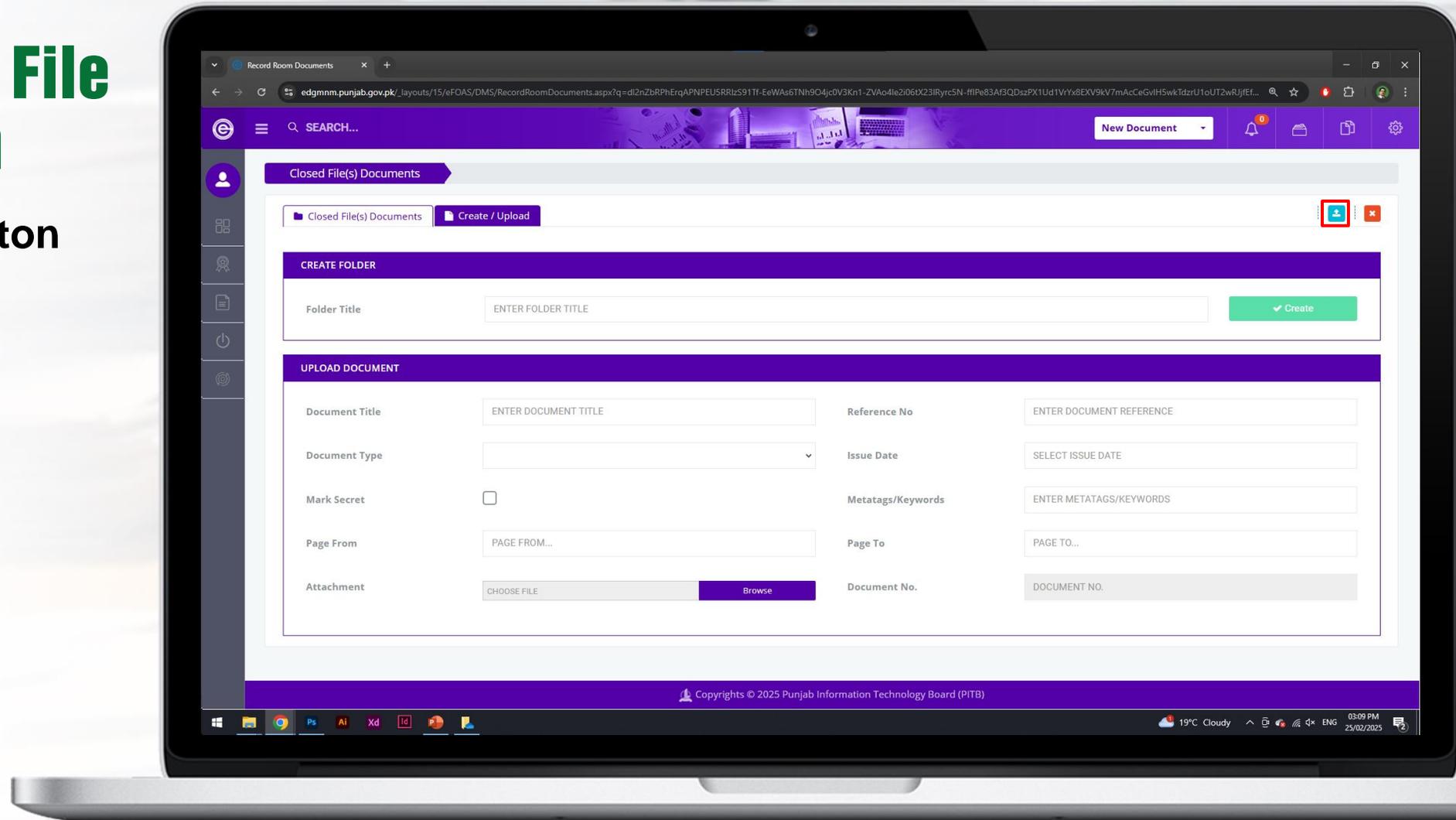- **Select the file from your computer**

Note:
- Files must be renamed according to their actual types, i.e., Noting, Corresponding Document, etc.
- File must be under 20 MB in size
- In case of larger files, divide the file into multiple files

12

Editing Existing File in Record Room

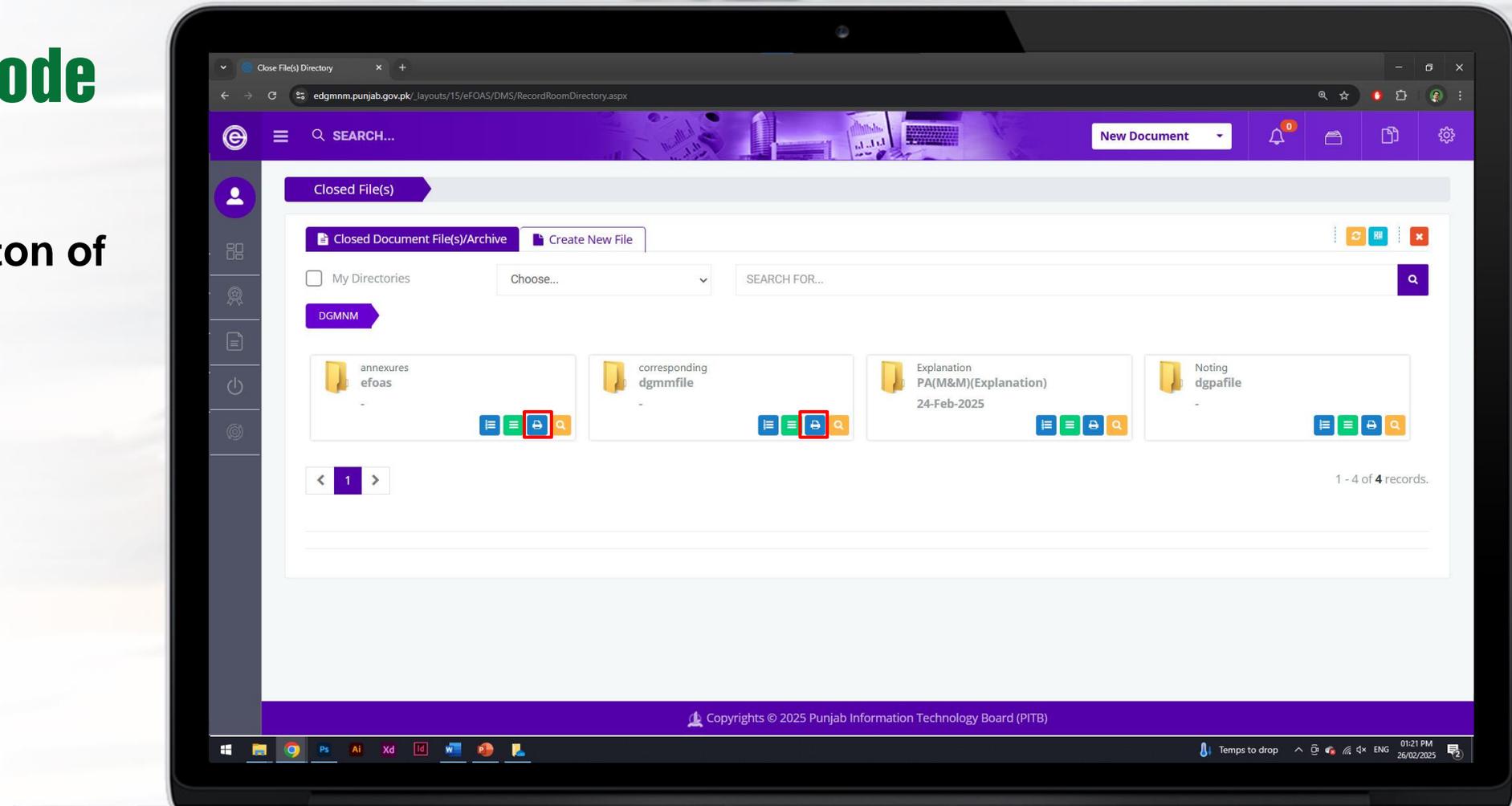- **Click on Upload Button**

13

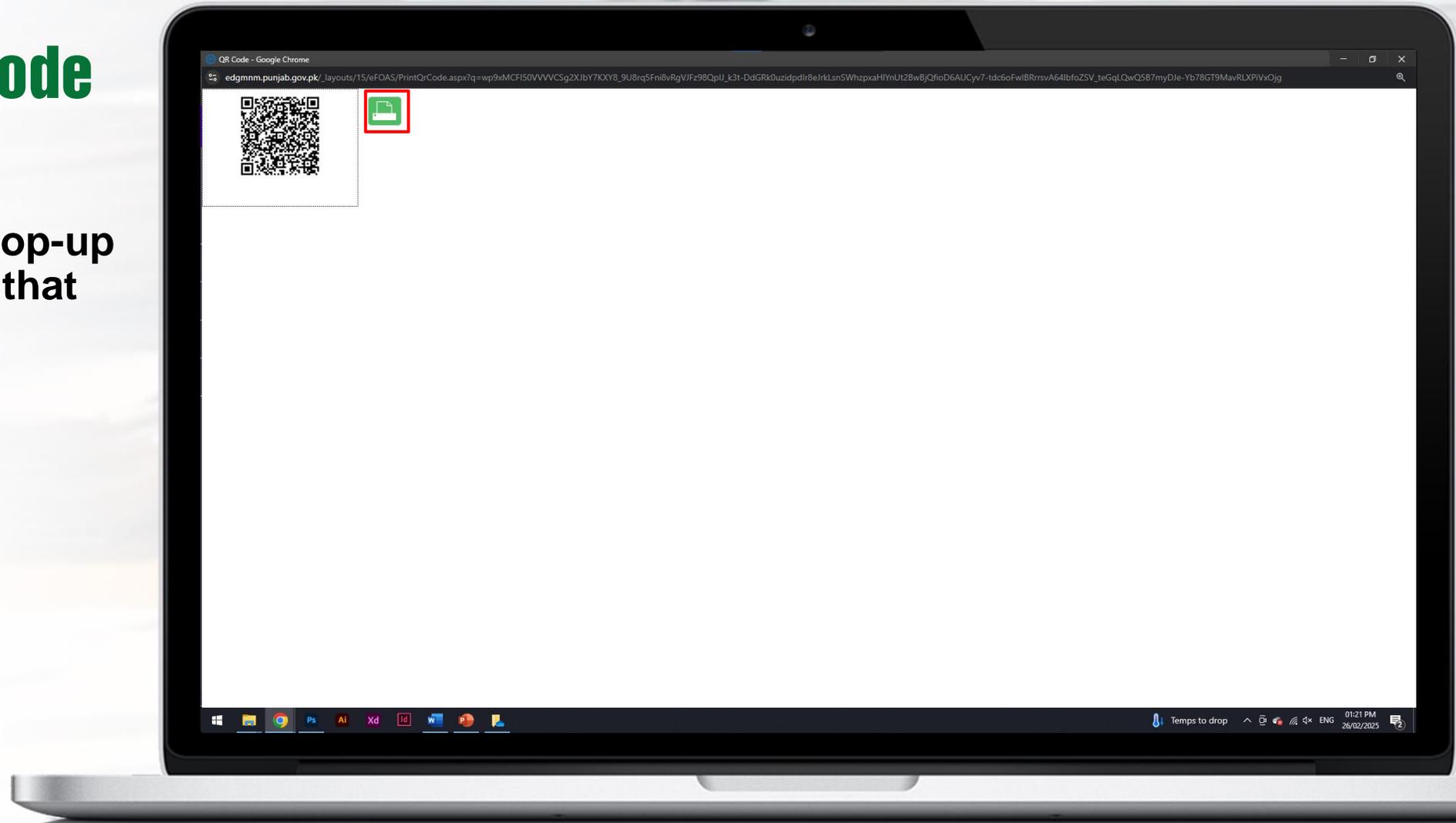# View/Print QR Code of the File

- **Click on Printer Button of your desired file**

13

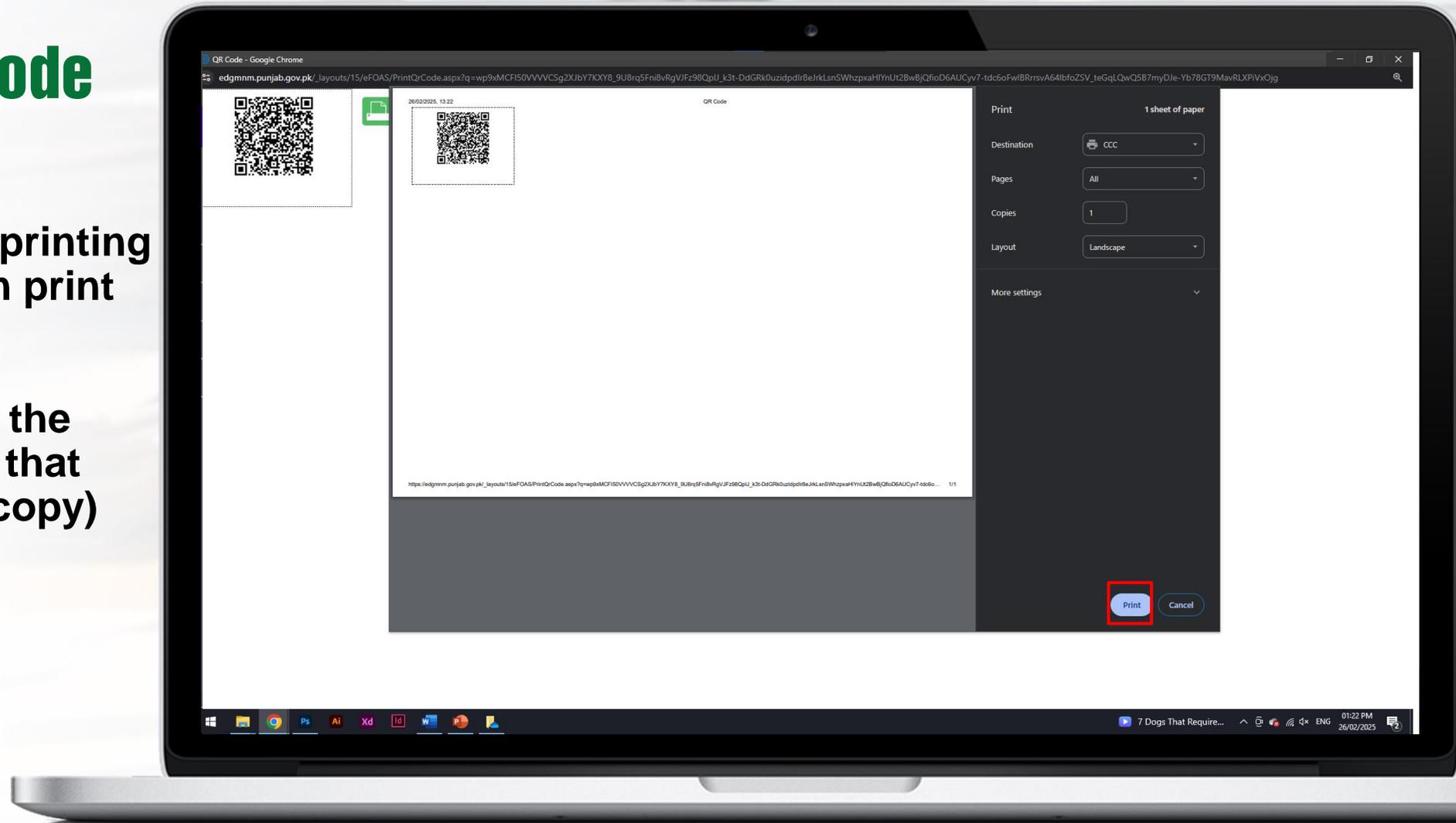## View/Print QR Code of the File

- **A new window will pop-up with the QR code of that particular file**
- **Click on Print Icon**
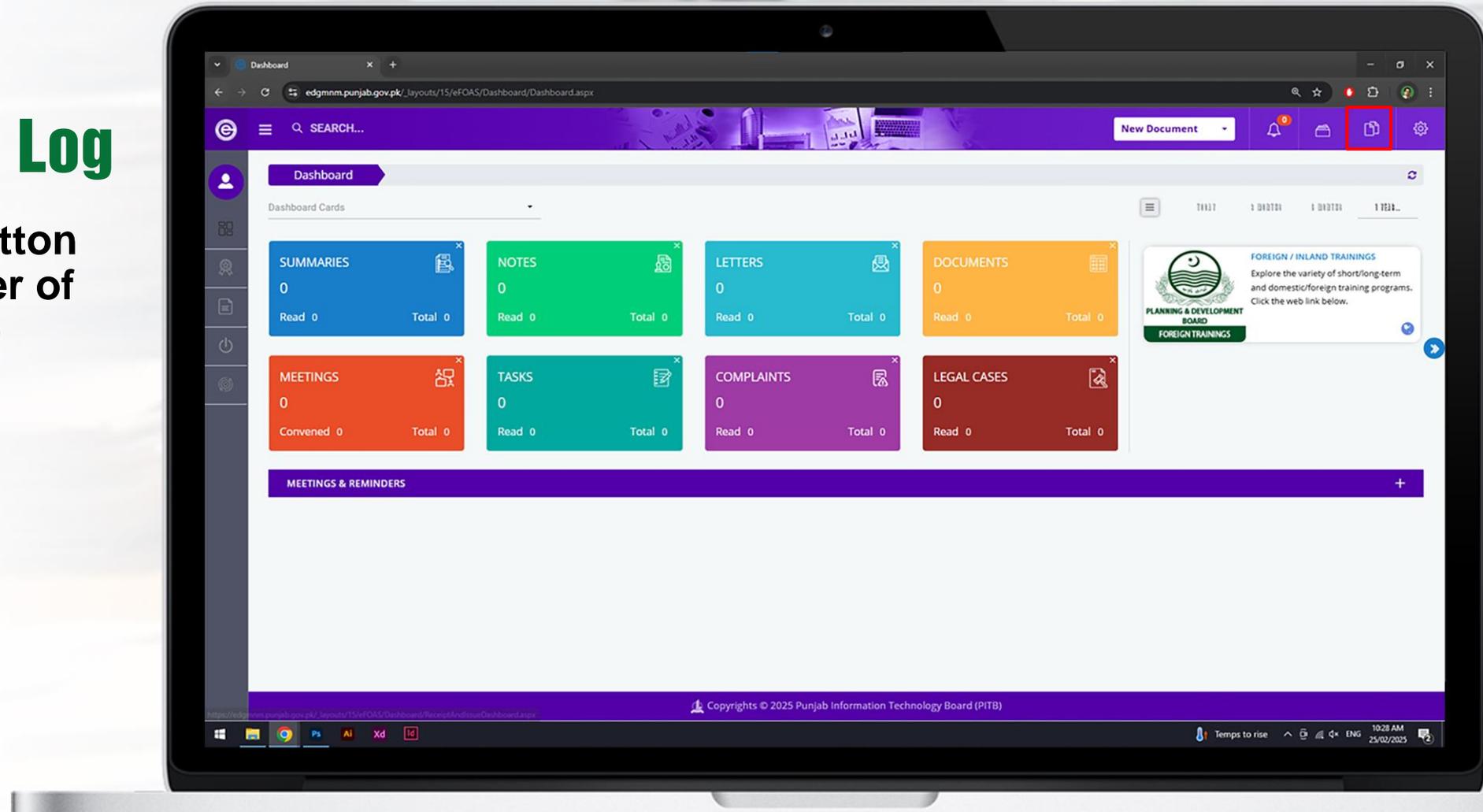
13

View/Print QR Code of the File

- Choose the desired printing settings and click on print button

- After Printing, paste the printed QR Code on that particular file (hard copy)
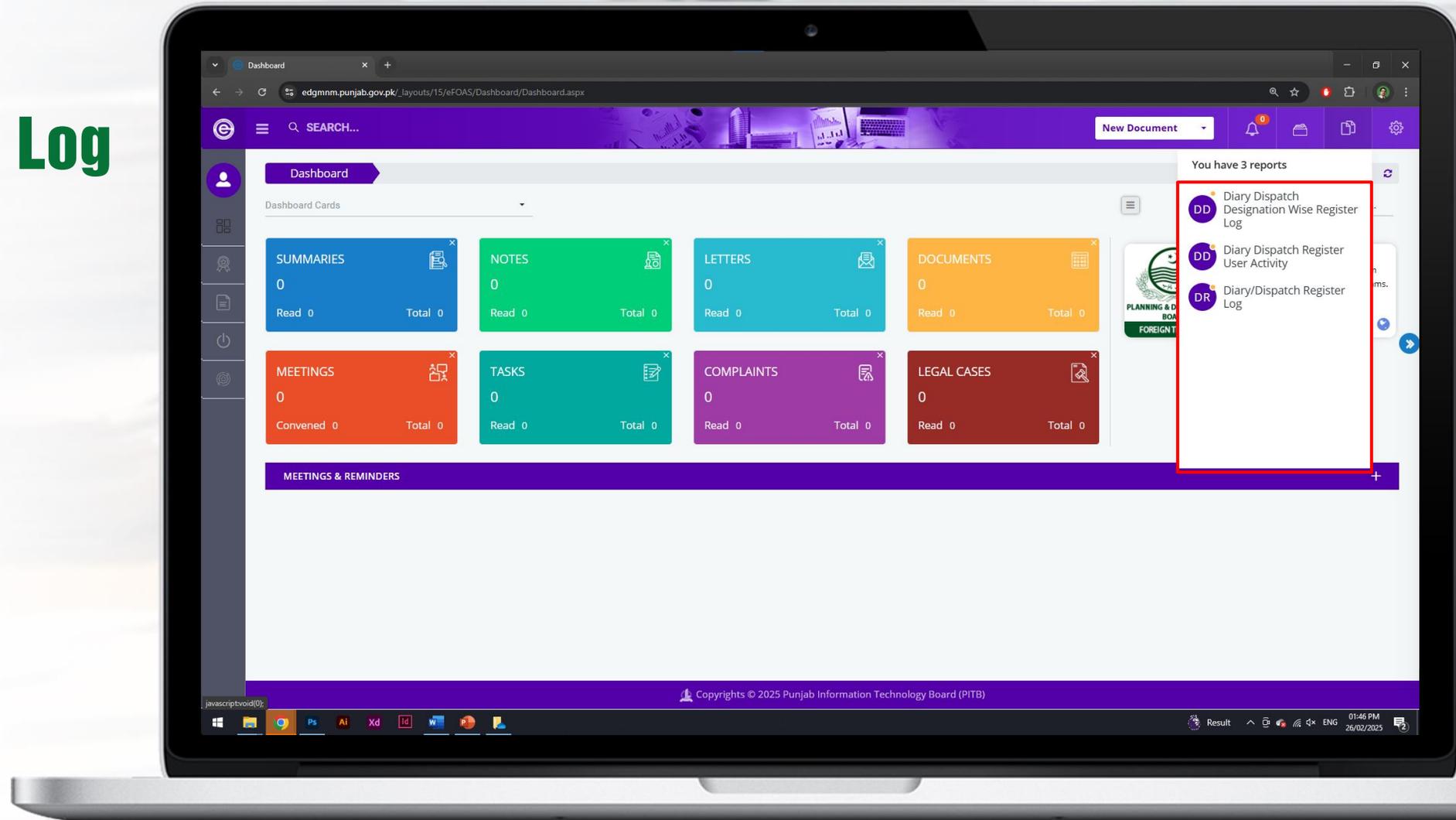
14

Generating Reports/Activity Log

- **Click on Reports Button on right upper corner of the Dashboard page**
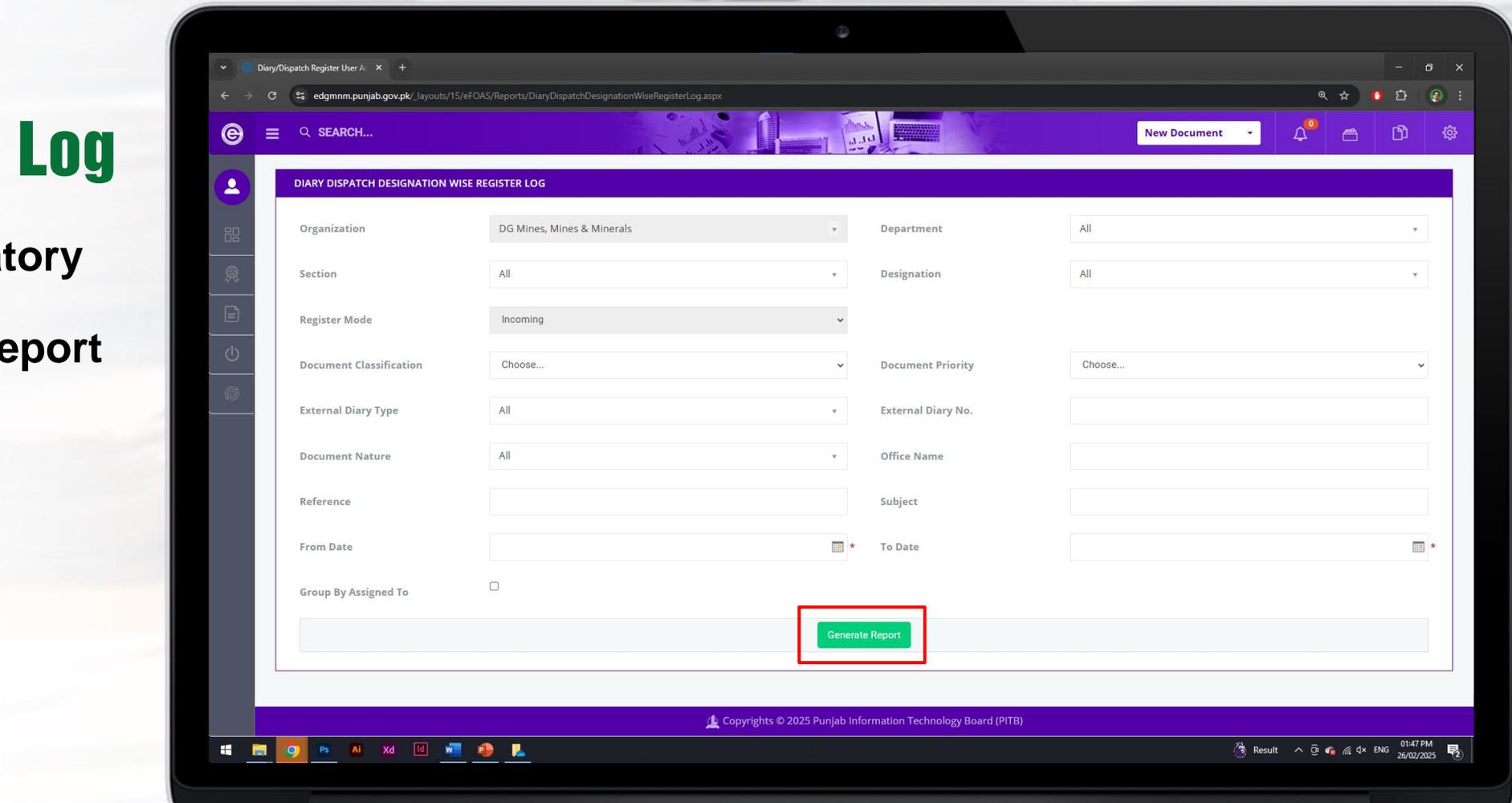
14
Generating Reports/Activity Log

- **Click on the Desired Report**

14
Generating Reports/Activity Log

- **Fill-up all the mendatory fields**
- **Click on Generate Report Button**

For Further Queries

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Mines & Minerals Department
Government of the Punjab