

Dispatch File System ALL User Manual



Indian Association for the
Cultivation of Science

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1. DFS Overview

The Dispatch File System or DFS is the IACS's User computer-based application, which the IACS's uses to process all files filings and most non-docketed filings. The system allows the user to search for, view, request and forward their documents.

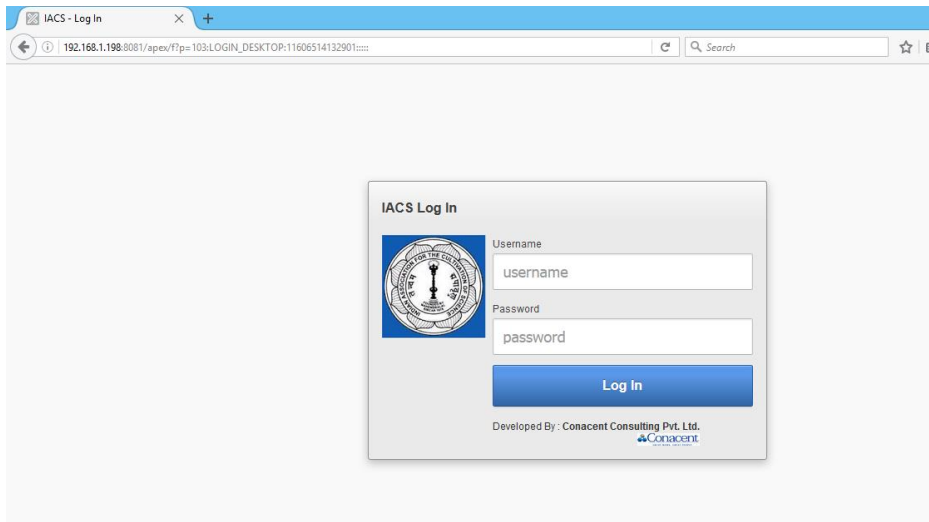
1.1 DFS Website

The DFS website can be accessed through the following

URL: http://apex.iacs.res.in:8080/apex/f?p=103:LOGIN_DESKTOP

1.2 DFS Login Page

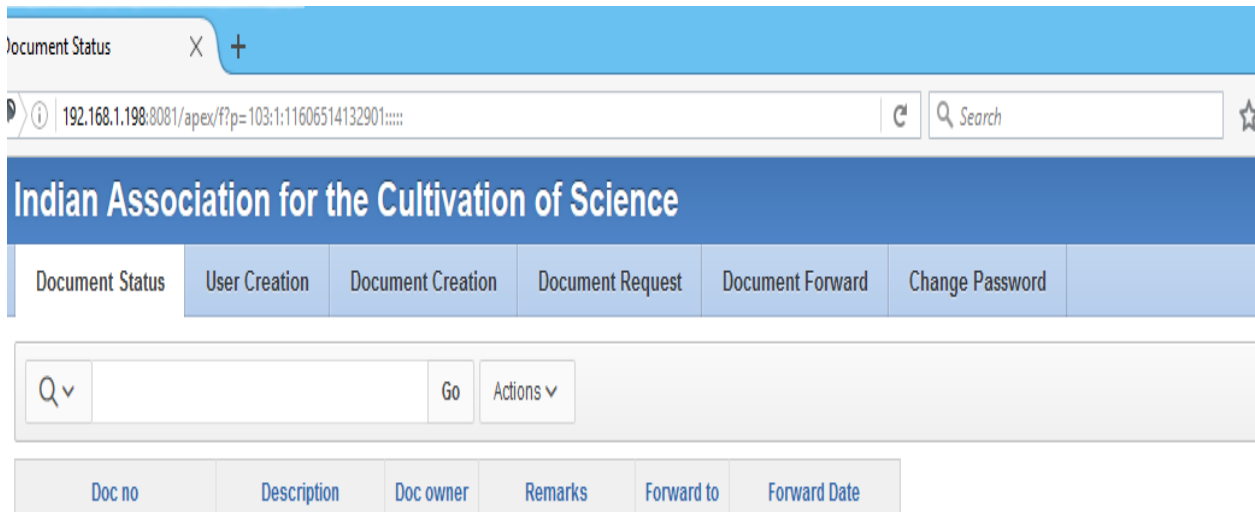
Below is a screen shot of the DFS login page. The Login page contains User name and password. to all of the features available to the public for monitoring and researching Commission dockets.



2. DFS Navigation

2.1 Menu Bar

The blue menu bar (circled below) appears on all DFS web pages (except reports) and can be used to quickly return to the DFS Document status Page and access the IACS's Page. Document Status page will be refresh after 30 seconds.



- **Document Status:** This link will take you to the Forwarded Document Status website. Page will be refreshing after 30 seconds.
- **User Creation:** this link will take you to the homepage of the Division of Consumer Advocacy's website.
- **Document Request:** This link will take you to the request to the Document to
- **Document Forward:** This link will take you forward document to other's user.
- **Change Password:** This link will take you to change your current password.

3. Document Status

The Quick Navigator, located on the left-hand side of every DFS webpage (circled below), allows you to show all forwarded document status. By clicking Document number you can see all forwarded status with respect to this document number. Document Status page will be refresh automatically after thirty seconds. If

Doc no	Description	Doc owner	Remarks	Forward to	Forward Date
03052016COMARUP00001	IT Document	ARUP	IT testing	TEST	06-MAY-2016 16:11:26
16IACS0001	TESTING DOCUMENT	ARUP	TESTING PURPOSE	TEST	29-APR-2016 14:46:18
16IACS0006	Public Document	ARUP	Test	ADMIN	02-MAY-2016 16:16:11
16IACS0007	testing 1	SARBANI	test	ARUP	02-MAY-2016 18:03:14

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3.1 Forward Document Status

DFS allows you to perform a number of different types of searches for specific documents.

Document Status

Indian Association for the Cultivation of Science

Document Status | User Creation | Document Creation | Document Request | Document F

Q Go Actions

Doc no	Description	Doc owner	Remarks	Forward to	Forward
03052016COMARUP00001	IT Document	ARUP	IT testing	TEST	06-MAY-20
16IACS0001	TESTING DOCUMENT	ARUP	TESTING PURPOSE	TEST	29-APR-20
16IACS0006	Public Document	ARUP	Test	ADMIN	02-MAY-20
16IACS0007	testing 1	SARBANI	test	ARUP	02-MAY-20

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3.2 Forward Document Status Details

By clicking Document number you can see all forwarded status with respect to this document number. Document Status page will be refresh automatically after thirty seconds.

Document Status

Indian Association for the Cultivation of Science

Document Status | User Creation | Document Creation | Document Request | Document Forward | Change Password

Q Search

Doc no

03052016COMARUP00001

[16IACS0001](#)

[16IACS0006](#)

[16IACS0007](#)

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Forward Document Status

Forward Document Status

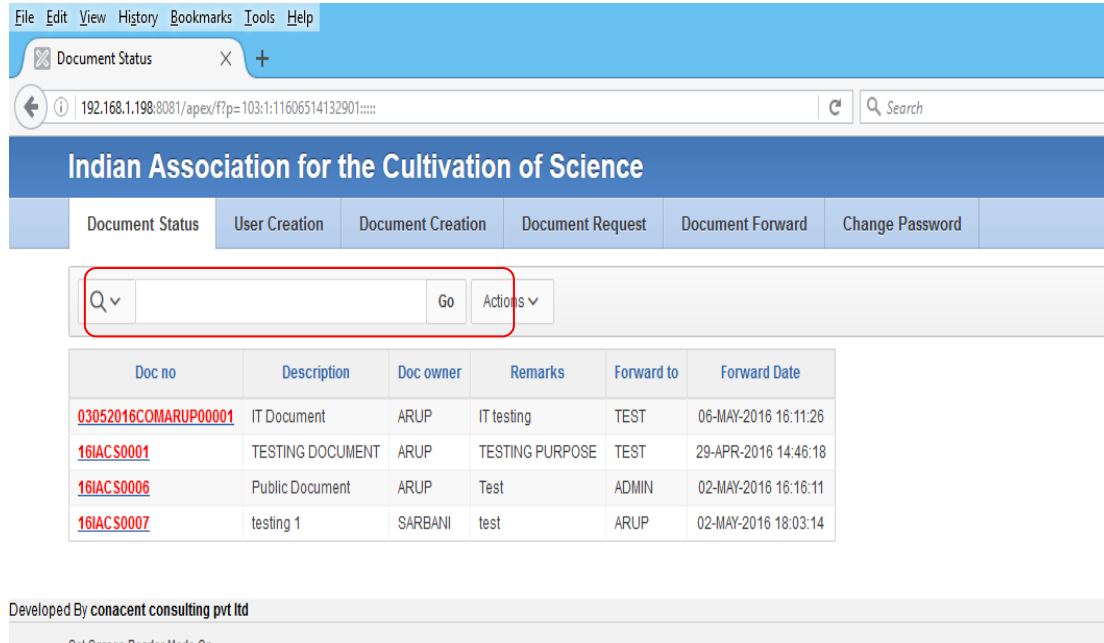
Doc No	Forward By	Forward To	Forward date	Doc Owner	Doc status	Department
03052016COMARUP00001	ADMIN	TEST	06-MAY-2016 16:11:26	ARUP	Open	COM
03052016COMARUP00001	ADMIN	CONACENT	06-MAY-2016 15:27:19	ARUP	Open	COM
03052016COMARUP00001	ADMIN	TEST	06-MAY-2016 15:25:01	ARUP	Open	COM
03052016COMARUP00001	ADMIN	TEST	06-MAY-2016 15:20:52	ARUP	Open	COM
03052016COMARUP00001	ADMIN	TEST	06-MAY-2016 15:18:26	ARUP	Open	COM
03052016COMARUP00001	ADMIN	TEST	06-MAY-2016 15:16:52	ARUP	Open	COM
03052016COMARUP00001	ARUP	UTPAL	03-MAY-2016 13:04:57	ARUP	Open	COM

Return To Main Page

1 - 7

3.3 Advanced Search

This search allows you to search for a single Document or a series of document number. You may search by the document number, doc owner, Forward to and forward date. You may use as many of the search fields as needed. You are NOT required to fill in more than one of the search fields.



File Edit View History Bookmarks Tools Help

Document Status x +

192.168.1.198:8081/apex/f?p=103:1:11606514132901::::: Search

Indian Association for the Cultivation of Science

Document Status User Creation Document Creation Document Request Document Forward Change Password

Q Go Actions

Doc no	Description	Doc owner	Remarks	Forward to	Forward Date
03052016COMARUP00001	IT Document	ARUP	IT testing	TEST	06-MAY-2016 16:11:26
16IACS0001	TESTING DOCUMENT	ARUP	TESTING PURPOSE	TEST	29-APR-2016 14:46:18
16IACS0006	Public Document	ARUP	Test	ADMIN	02-MAY-2016 16:16:11
16IACS0007	testing 1	SARBANI	test	ARUP	02-MAY-2016 18:03:14

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4. User Creation Form (Admin User Only)

User Creation Form allows to create new user. This link will available for admin user only.

File Edit View History Bookmarks Tools Help

User Creation

192.168.1.198:8081/apex/f?p=103:2:11606514132901:.... Search

Indian Association for the Cultivation of Science

Document Status User Creation Document Creation Document Request Document Forward Change Password

User Creation

Select User *

User Name

Password *

Emp Name

Email

Start Date 17-MAY-2016 16:40:42

Department *

Creation Date 17-MAY-2016 16:40:42

Cancel Create

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5. Document Creation Page

Under the Create New Document button on the blow of the page, you have an option to create new document number. Clicking this option to appear in a separate page and allows you to crate your document. If needed you can modify this document under modified link. Forward and request document cannot be modified. All Created document appears in this screen also Search allows for a single Document or a series of document number

The screenshot displays the 'Document Creation' page of the Indian Association for the Cultivation of Science. The page features a navigation menu with options: Document Status, User Creation, Document Creation (selected), Document Request, Document Forward, and Change Password. Below the menu is a search bar with a 'Go' button and an 'Actions' dropdown. A table lists the following documents:

Doc no	Doc date	Doc type	Doc status	Description	Doc owner	Department	Remarks	Creation date	Modified Link
03052016COMARUP00001	03-MAY-2016 13:03:42	PUBLIC	Created	IT Document	ARUP	COM	IT testing	03-MAY-2016 13:03:42	
16IACS0001	26-APR-2016 17:39:00	PUBLIC	Created	TESTING DOCUMENT	ARUP	Computer Centre	TESTING PURPOSE	26-APR-2016 17:39:00	
16IACS0002	29-APR-2016 17:09:34	INVOICE	Created	Invoice Document2	ARUP	Computer Centre	Testing Invoice Document	29-APR-2016 17:09:34	
16IACS0003	02-MAY-2016 12:50:33	LETTER	Created	Letter	ARUP	Computer Centre	Testing	02-MAY-2016 12:50:33	
16IACS0004	02-MAY-2016 13:38:24	INVOICE	Created	Invoice Document1	ARUP	Computer Centre	test	02-MAY-2016 13:38:24	
16IACS0005	02-MAY-2016 13:39:39	LETTER	Created	Letter	ARUP	Computer Centre	test	02-MAY-2016 13:39:39	
16IACS0006	02-MAY-2016 16:15:34	PUBLIC	Created	Public Document	ARUP	Computer Centre	Test	02-MAY-2016 16:15:34	
16IACS0007	02-MAY-2016 18:00:37	INVOICE	Created	testing 1	SARBANI	Director's Research Unit	test	02-MAY-2016 18:00:37	

At the bottom of the page, there is a 'Create New Document' button, which is highlighted with a red box. The page footer includes the text 'Developed By conacent consulting pvt ltd' and the page number '1 - 8'.

5.1 Document Creation Form

Document Creation Form

Doc No 17052016ADMIN00001

Doc Date 17-MAY-2016 16:52:15

Doc Type *

Doc Status Created

Description *

Doc Owner ADMIN

Department

Remarks

Creation Date 17-MAY-2016 16:52:15

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6. Document Request Status

This search allows you to see all request document number and also under Request For New Document button on the below of the page you can request for document number dockets to a others.

The screenshot displays the IACS Document Request Status page. The browser address bar shows the URL: 192.168.1.198:8081/apex/f?p=103:5:11606514132901::: The page title is 'Indian Association for the Cultivation of Science'. The navigation menu includes: Document Status, User Creation, Document Creation, Document Request (selected), Document Forward, and Change Password. Below the menu is a search bar with a 'Q' icon, a 'Go' button, and an 'Actions' dropdown. The main content area contains a table with the following data:

Request id	Request number	Request date	Request by	Doc no	Doc date	Doc status	Request to	Creation date
1	16IREQ0001	26-APR-2016 17:56:17	ADMIN	16IACS0001	26-APR-2016 17:39:00	Created	ARUP	26-APR-2016 17:56:17
2	16IREQ0002	02-MAY-2016 18:07:51	SARBANI	16IACS0002	29-APR-2016 17:09:34	Created	ARUP	02-MAY-2016 18:07:51

At the bottom of the page, there are two buttons: 'Request For New Document' and 'Request For Document'. A red box highlights these buttons. The footer of the page includes the Conacent logo and the text 'ped By conacent consulting pvt ltd'.

6.1 Document Request

File Edit View History Bookmarks Tools Help

New Document Request

192.168.1.198:8081/apex/f?p=103:6:11606514132901::NO:RP::&cs=33y5lBsqHYDcVG7GKD00UO6foD2E

Indian Association for the Cultivation of Science

Document Status User Creation Document Creation Document Request Document Forward Change Password

New Document Request

Request Number 16IREQ0003

Request Date 17-MAY-2016 17:17:22

Request By ADMIN

Doc No *

Doc Date

Doc Status

Request To

Request Status Open

Creation Date 17-MAY-2016 17:17:22

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7. Document Forward View

The Quick Navigator, located of the DFS webpage (circled below), allows you to show all forwarded document status.

Document Forward

Doc No	Doc Date	Forward By	Forward To	Doc Owner	Doc Status	Cmpl Date	Creation Date
03052016COMARUP00001	03-MAY-2016 13:03:42	ARUP	UTPAL	ARUP	Open	03-MAY-2016 13:04:57	03-MAY-2016 13:04:57
03052016COMARUP00001	03-MAY-2016 13:03:42	ADMIN	TEST	ARUP	Open	06-MAY-2016 15:16:52	06-MAY-2016 15:16:52
03052016COMARUP00001	03-MAY-2016 13:03:42	ADMIN	TEST	ARUP	Open	06-MAY-2016 15:18:26	06-MAY-2016 15:18:26
03052016COMARUP00001	03-MAY-2016 13:03:42	ADMIN	TEST	ARUP	Open	06-MAY-2016 15:20:52	06-MAY-2016 15:20:52
03052016COMARUP00001	03-MAY-2016 13:03:42	ADMIN	TEST	ARUP	Open	06-MAY-2016 15:25:01	06-MAY-2016 15:25:01
03052016COMARUP00001	03-MAY-2016 13:03:42	ADMIN	CONACENT	ARUP	Open	06-MAY-2016 15:27:19	06-MAY-2016 15:27:19
03052016COMARUP00001	03-MAY-2016 13:03:42	ADMIN	TEST	ARUP	Open	06-MAY-2016 16:11:26	06-MAY-2016 16:11:26
16IACS0001	26-APR-2016 17:39:00	ARUP	ADMIN	ARUP	Open	26-APR-2016 18:12:10	26-APR-2016 18:12:10
16IACS0001	26-APR-2016 17:39:00	ADMIN	TEST	ARUP	Open	29-APR-2016 14:46:18	29-APR-2016 14:46:18
16IACS0002	29-APR-2016 17:09:34	ARUP	AMIT	ARUP	Open	02-MAY-2016 16:51:22	02-MAY-2016 16:51:22

row(s) 1 - 10 of 12 Next

[Document Forward](#) Click Here to Document Forward

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7.1 Documents Forward Form

Document Creation Form allows you to forward your document under forward button.

Document Forward Form

Doc No

Doc Date

Doc Owner

Forward By ADMIN

Forward To

Doc Status Open

Forward Date 17-MAY-2016 17:26:25

Creation Date 17-MAY-2016 17:26:25

Cancel Forward

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8. Change Password.

Under Change Menu of the page you can change your password.

