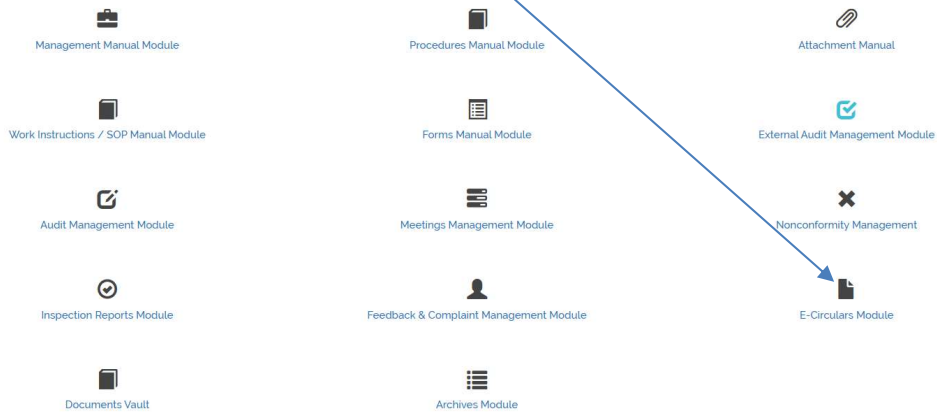


# E-Circulars Module


1. You can create and distribute all company circulars from E-Circulars module.
2. Click on the 'Module Overview' at the navigation bar.
3. Following page will open.
4. Click on 'E-Circulars Module'.



## Module Overview




# E-Circulars Module Dashboard

- 1. Upon clicking the 'E-Circulars Module dashboard' the dashboard will open displaying following information.
- 2. Click on  to start working on an e-circular module.
- 3. All inprocess forms show up here.
- 4. All completed forms show up here.
- 5. All condemned (trash) forms show up here.
- 6. All Archived Forms show here.



## E-Circulars Module

S. No.	New	Inprocess	Completed	Condemned	Archived
1		1	0	0	0

## E-Circulars Module New Form

1. Fill in all the relevant details.
2. Write the e-circular under 'Background' and 'Actionable'.
3. Use the excellent features of the online editor to make your content attractive.
4. You can upload any supporting document by clicking on 'Choose File' and choosing the PDF document.
  - Upload attachment (Pdf only / Max Size: 5 MB).

The screenshot displays the 'E-Circular' form interface. At the top left, there is a logo for 'Paperless Make Life Simple' and 'HeroFinCorp.'. The top right navigation bar includes links for 'Module Overview', 'Users', 'User Guide', 'Support', 'Settings', and 'Logout/TC/Sanjay Dewan'. A '<< Back' button is located in the top right corner of the form area.

The main form is titled 'E-Circular' and is divided into several sections:

- From:** A dropdown menu labeled 'Select department'.
- Circular No.:** A text input field labeled 'Enter circular number'.
- Circular title:** A text input field labeled 'Enter circular title'.
- Addressed to:** A text input field labeled 'Enter addressed to'.
- Copied to:** A text input field labeled 'Enter copied to'.
- Addressed by:** A text input field labeled 'Enter addressed by'.

Below the input fields are two rich text editors:

- Background:** Contains the text: 'Dear Sir, Good afternoon Reference our discussion regarding the telecollection management to the office. 1- Mark attendance 2- Login the system 3- Today agenda 4- How many follow up 5- How many calls 6- How many complaints will come today.'
- Actionable:** Currently empty.

At the bottom of the form, there is an 'Upload attachment (PDF only / Max. Size : 5MB)' section with a 'Choose File' button and the text 'No file chosen'.

5. Fill in the details under section 'Prepared by.'
6. Click 'Add Row' to add a new row in the 'Prepared By' section in case more than one persons have prepared the circular.
7. Click 'Delete Last Row' to delete the last row, as required. The row and contents will be deleted.
8. Click on 'Signature' button and sign on the screen by your finger or a digital pen then click ok.
9. Click to save the form.

The image shows a web form titled "Prepared by" with a table and several buttons. The table has columns for S.No., Name, Position, Date, and Signature. Below the table are buttons for "Add Row", "Delete Last Row", and "Save". A "Signature" button is located below the Signature column. A "Paperless Management System Signature Pad" dialog box is overlaid on the form, containing a large white area for signing and "OK" and "Cancel" buttons. Blue arrows point from the numbered instructions to the corresponding elements in the form.

S.No.	Name	Position	Date	Signature
1	Select user	Enter prepared by position	dd-mm-yyyy	Signature

Buttons: Add Row, Delete Last Row, Save, Signature

Signature Pad: Paperless Management System Signature Pad, OK, Cancel

## E-Circulars Module Mail Confirmation

1. Once you submit the added new form the 'Email Confirmation' page will open. Here you can send the document / form to any internal or external user.
2. Write any comment from sender here.
3. On the right panel you can send the document by email to any internal users or clients, as per your choice, by checking the box against their names.
4. On the left panel you can send the document by email to any of the external user by typing their email ids separated with commas.
5. Click on 'Send Mail' and the document will be delivered via email to all recipients with your comments.
6. An alert box will show up then click 'OK'.
7. Click on 'Go to Dashboard' button to go back to the main dashboard.
8. Click on 'Go to Inprocess Section' button to go back to the inprocess dashboard.

**E-Circulars has been saved successfully.**

Write comments from sender

Comments from sender

You can enter multiple email id's below, separated by comas, for sending this form to any receiver / third party

Please select users / clients for creating a working group who shall be involved in working and closure of this form.

<input type="checkbox"/> Abhishek Kumar	<input type="checkbox"/> Balaji Thakur	<input type="checkbox"/> Bhupendra Shankar Sutar	<input type="checkbox"/> Gautam Mitra
<input type="checkbox"/> Gopal Jhantani	<input type="checkbox"/> Harish Das	<input type="checkbox"/> Harish Parmar	<input type="checkbox"/> Manish Sharma
<input type="checkbox"/> Mohit Gupta	<input type="checkbox"/> Navin Siddarth	<input type="checkbox"/> Nihar Dagi	<input type="checkbox"/> Paritosh Das
<input type="checkbox"/> Prabuddh Agrawal	<input type="checkbox"/> Pramod Yadav	<input type="checkbox"/> Prashant Bhatti	<input type="checkbox"/> Puja Vachher
<input type="checkbox"/> Roshan Dayma	<input type="checkbox"/> Sanjay Dewan	<input type="checkbox"/> Shaik Krunal Devendrakumar	<input type="checkbox"/> Shibu Senthil Kumar
<input type="checkbox"/> Shruti Handa	<input type="checkbox"/> Sonu Chaurasia	<input type="checkbox"/> Satis Banerjee	<input type="checkbox"/> Sundeeep P Bhanshali
<input type="checkbox"/> Udit Chharia	<input type="checkbox"/> Vineet Agrawal		

Send Mail

Go to Dashboard





Go to Inprocess Section

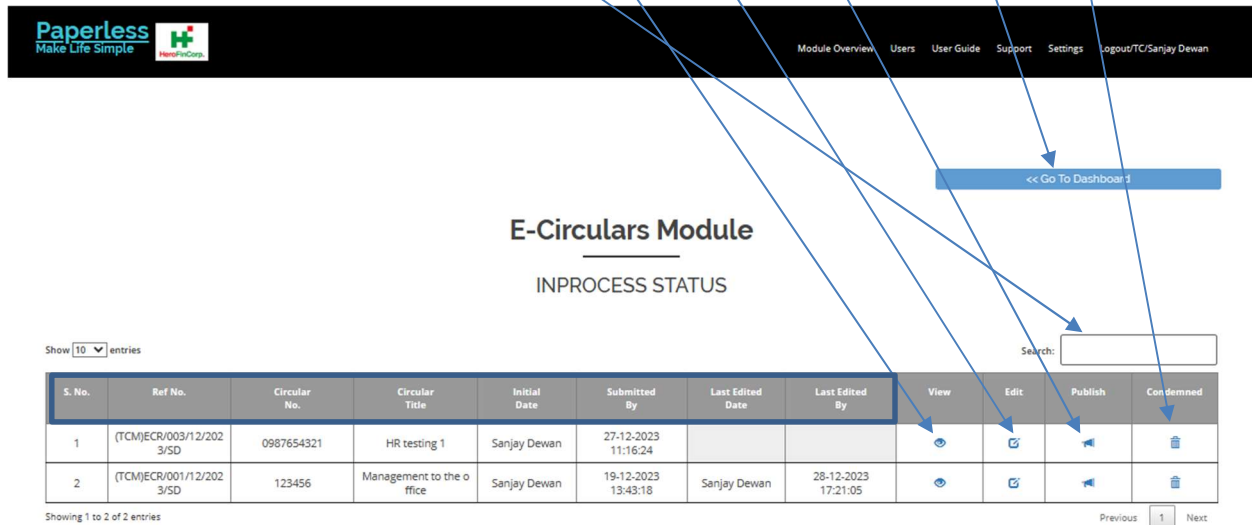
Paperless Management System states

Email has been sent to selected recipients.

OK

## Inprocess Status Dashboard

1. The 'Inprocess' dashboard allows the user to see and access all the required information.
2. You can view the e-circular by clicking on 
3. You can Edit the e-circular by clicking on 
4. You can Publish the e-circular by clicking on 
5. You can Condemned (Condemned: Unfit for use) the e-circular by clicking on 
6. By clicking on 'Go to Dashboard' button to go back to the e-circular dashboard.
7. You can search here for any e-circular.



Module Overview Users User Guide Support Settings Logout/TC/Sanjay Dewan









<< Go To Dashboard

### E-Circulars Module

#### INPROCESS STATUS

Show  entries


Search:


S. No.	Ref No.	Circular No.	Circular Title	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Condemned
1	(TCM)ECR/003/12/2023/SD	0987654321	HR testing 1	Sanjay Dewan	27-12-2023 11:16:24						
2	(TCM)ECR/001/12/2023/SD	123456	Management to the office	Sanjay Dewan	19-12-2023 13:43:18	Sanjay Dewan	28-12-2023 17:21:05				

Showing 1 to 2 of 2 entries

Previous  Next

## Viewing the E-Circular Module

1. Click on 'View  at the Inprocess status dashboard.
2. You can view the 'E-Circular Module' with signature.
3. By clicking on 'Back' button to go back to the previous page.
4. By clicking here you can see the attached pdf file also.











[Module Overview](#) | [Users](#) | [User Guide](#) | [Support](#) | [Settings](#) | [Logout/TC/Sanjay Dewan](#)

**E-Circulars Module**



INPROCESS STATUS

Show 10 entries
Search:


S. No.	Ref No.	Circular No.	Circular Title	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Condemned
1	(TCM)ECR/003/12/2023/SD	0987654321	HR testing 1	Sanjay Dewan	27-12-2023 11:16:24						
2	(TCM)ECR/001/12/2023/SD	123456	Management to the office	Sanjay Dewan	19-12-2023 13:43:18	Sanjay Dewan	28-12-2023 17:21:05				

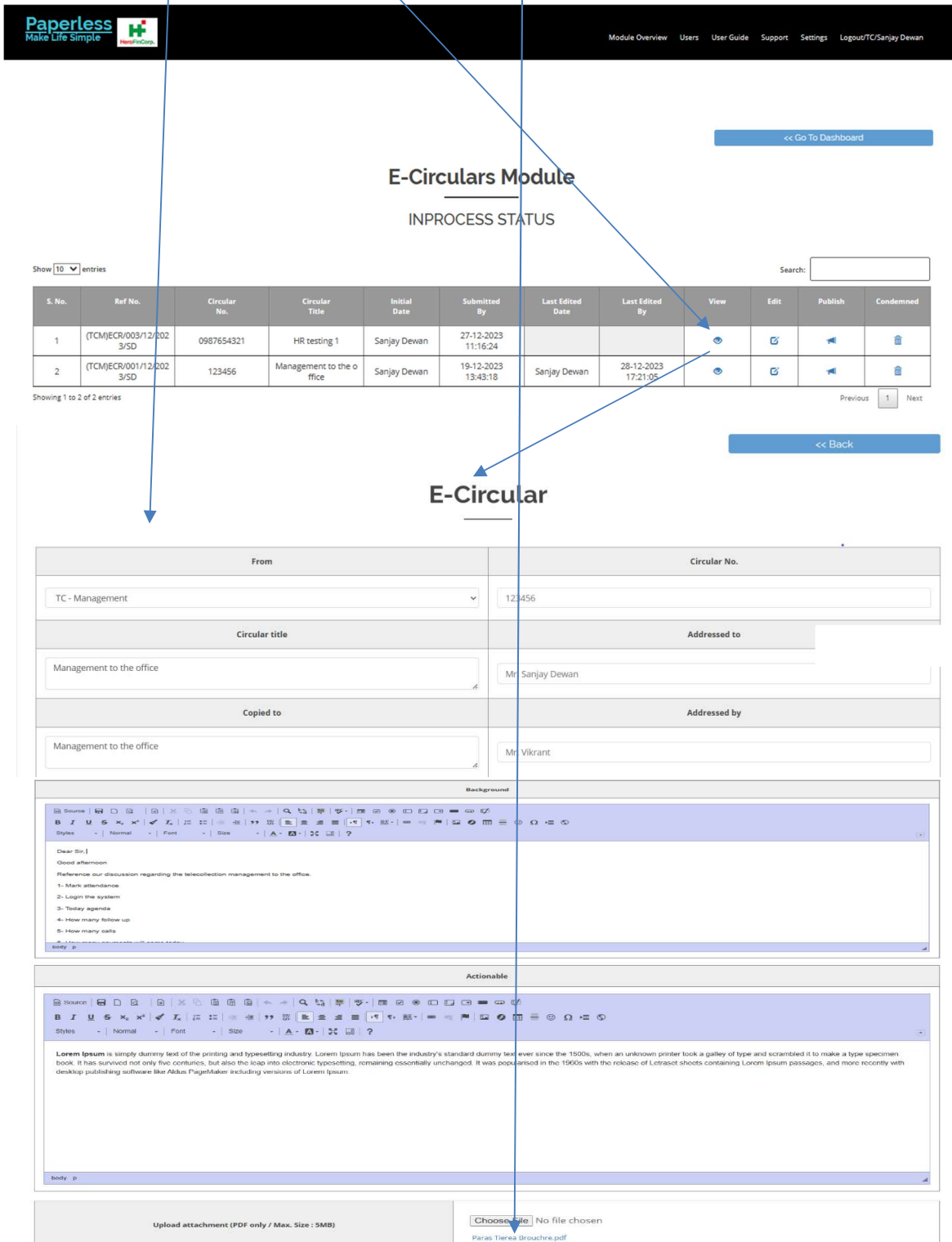
Showing 1 to 2 of 2 entries Previous 1 Next

**E-Circular**

<b>From</b>	<b>Circular No.</b>			
TC - Management	003			
<b>Circular title</b>	<b>Addressed to</b>			
Team Meeting	Delhi			
<b>Copied to</b>	<b>Addressed by</b>			
QHSE	Delhi			
<b>Date of issue</b>	<b>Effective date</b>			
11-01-2024	12-01-2024			
<b>Background</b>				
Team meeting				
<b>Actionable</b>				
Team meeting				
<b>Upload attachment</b>				
<b>Prepared by</b>				
S.No.	Name	Position	Date	Signature
1	Sonu Chaurasia	TC - Audit	11-01-2024	
<b>Approved by</b>				
S.No.	Name	Position	Date	Signature

## Editing E-Circular Module

1. Click on 'Edit 
2. The circular will open showing all the entries.
3. Edit the circular as necessary.
4. Update the relevant details and click 'Save.'
5. By clicking here you can view or upload new document (pdf file only).



The screenshot displays the 'E-Circulars Module' interface. At the top, there is a navigation bar with the 'Paperless Make Life Simple' logo and user information. Below this, a table titled 'E-Circulars Module INPROCESS STATUS' lists two entries. The first entry is selected, and its details are shown in the 'E-Circular' form below. The form includes fields for 'From', 'Circular No.', 'Circular title', 'Addressed to', 'Copied to', and 'Addressed by'. Below these fields are two rich text editors for 'Background' and 'Actionable' content. At the bottom, there is an 'Upload attachment' button and a file selection area.









Module Overview Users User Guide Support Settings Logout/TC/Sanjay Dewan

<< Go To Dashboard

### E-Circulars Module

INPROCESS STATUS

Show 10 entries Search:

S. No.	Ref No.	Circular No.	Circular Title	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Condemned
1	(TCM)ECR/003/12/2023/SD	0987654321	HR testing 1	Sanjay Dewan	27-12-2023 11:16:24						
2	(TCM)ECR/001/12/2023/SD	123456	Management to the office	Sanjay Dewan	19-12-2023 13:43:18	Sanjay Dewan	28-12-2023 17:21:05				

Showing 1 to 2 of 2 entries Previous 1 Next

<< Back

### E-Circular

From	Circular No.
TC - Management	123456
Circular title	Addressed to
Management to the office	Mr Sanjay Dewan
Copied to	Addressed by
Management to the office	Mr Vikrant


Background





Dear Sir,  
Good afternoon  
Reference our discussion regarding the telecollection management to the office.  
1- Mark attendance  
2- Login the system  
3- Today agenda  
4- How many follow up  
5- How many calls  
Best regards

Actionable



Upload attachment (PDF only / Max. Size : 5MB) Choose file No file chosen  
Paras Tierex Brochure.pdf



6. You can add an extra row in the 'Prepared by' and 'Approved by'.
7. By clicking on 'Signature' button the signature pad will open and you can sign the document on the screen.
8. By clicking on 'Clear' to remove old signature.
9. By clicking on 'Delete'  you can delete any prepared by and approved by.
10. Click on 'Save' for saving the e-circular details.
11. Click on 'Send email for signature approval' by email.

Prepared by						
S.No.	Name	Position	Date	Signature	Delete	
1	Prabuddh Agrawal (PA001)	TC - Human Resources	12/19/2023	 Signature Clear		
2	Vineet Agrawal (A003)	TC - Billing	12/19/2023	 Signature Clear		

Add Row

Approved by						
S.No.	Name	Position	Date	Signature	Delete	
1	Sanjay Dewan (SD)	TC - Collections Operations	12/19/2023	 Signature Clear		

Add Row

Save

Send email for signature approval

## Sending E-mail for Signature Approval

1. Here you can send the email for Signature approval as per your choice.
2. Select sender name from the drop-down menu.
3. Write your comment for approver here.
4. Select type of approver from the drop-down menu as required.
5. Select / checkbox the e-circular approvers here.
6. Click on 'OK' for sending the mail to selected approvers.
7. An alert box will show up then click 'OK'.
8. By clicking on 'Cancel' you can cancel the approval.

The screenshot displays the 'Paperless Management System states' interface. The main window shows a form for sending an email for signature approval. The 'Prepared by' field is set to 'Sanjay Dewan (SD)'. The 'Enter your comments for approver' field is empty. The 'Select type of approver' dropdown menu is open, showing a list of approvers with checkboxes. The 'OK' button is highlighted in blue. A secondary window below shows a confirmation message: 'Email has been sent to selected approvers.' with an 'OK' button.

Approved by			
<input type="checkbox"/> Abhishek Kumar	<input type="checkbox"/> Balaji Thakur	<input type="checkbox"/> Bhatani Shankar Sutar	<input type="checkbox"/> Gautam Mitra
<input type="checkbox"/> Gopal Jhamtani	<input type="checkbox"/> Harihar Das	<input type="checkbox"/> Harsn Parmar	<input type="checkbox"/> Manish Sharma
<input type="checkbox"/> Mohit Gupta	<input type="checkbox"/> Naveen Siddarth	<input type="checkbox"/> Nihal Dagli	<input type="checkbox"/> Paritush Das
<input type="checkbox"/> Prabuddh Agrawal	<input type="checkbox"/> Pramod Yadav	<input type="checkbox"/> Prashant Bhatt	<input type="checkbox"/> Puja Vachher
<input type="checkbox"/> Roshan Darma	<input type="checkbox"/> Sanjay Dewan	<input type="checkbox"/> Shah Krunal Devendrakumar	<input type="checkbox"/> Shiba Senthil Kumar
<input type="checkbox"/> Shruti Handa	<input type="checkbox"/> Sonu Chaurasia	<input type="checkbox"/> Sudip Banerjee	<input type="checkbox"/> Sundeep P Bhanshali
<input type="checkbox"/> Udit Chharla	<input type="checkbox"/> Vineet Agrawal		

# Request Approval for Signature E-mail

1. The approver will receive a new mail for approving the document online without logging in to the application.
2. Click on 'Give Approval' for approving the document.

**E-Circulars**

Request Approval / E-Circulars Ref No. - (TCM)ECR/003/12/2023/SD - E-Circulars Module

From: Paperless (220.164.143.132) to sub@herofin.com

Please Signature for approval testing 1  
To: Prabuddh Agrawal / From: Sanjay Dewan

Request No. (TCM)ECR/003/12/2023/SD

From	Circular No.			
TC - Human Resources	0987654321			
Circular title	Addressed to			
HR testing 1	Debi			
Copied to	Addressed by			
HR testing 1	Debi			
Date of issue	Effective date			
27-12-2023	27-12-2023			
Background				
HR testing 1				
Actionable				
HR testing1				
HR testing 1	Debi			
Copied to	Addressed by			
HR testing 1	Debi			
Date of issue	Effective date			
27-12-2023	27-12-2023			
Background				
HR testing 1				
Actionable				
HR testing1				
Prepared by				
S.No.	Name	Position	Date	Signature
1	Vineet Agrawal	TC - Billing	27-12-2023	HR testing1
Upload attachment				
Approved by				
S.No.	Name	Position	Date	Signature
1	Prabuddh Agrawal	TC - Human Resources		

**Give Approval**

Please login to work on it [Login](#)

For any clarifications please write to TC Communications at [tcops-communications@herofin.com](mailto:tcops-communications@herofin.com) or call at 9599949106 / 8929178024

Best Regards,  
Paperless Management System

This is an auto generated email. Please do not reply to this email message as no reply will be given.

[Reply](#) [Reply to all](#) [Forward](#)

## Getting Approval Form Signature

1. Upon clicking the 'Give Approval' button following page will open with the approvers name.
2. If you want to give approval then select the date.
3. Click on the 'Signature' button and sign the approval.
4. Sign here your signature then click ok button.
5. Click the 'Approved' button and the approval will be sent to the requestor.



### Give Approval

Name	Position	Date	Signature
Prabuddh Agrawal	TC - Human Resources	27-12-2023	<input type="text"/> Signature

Approved



### Give Approval

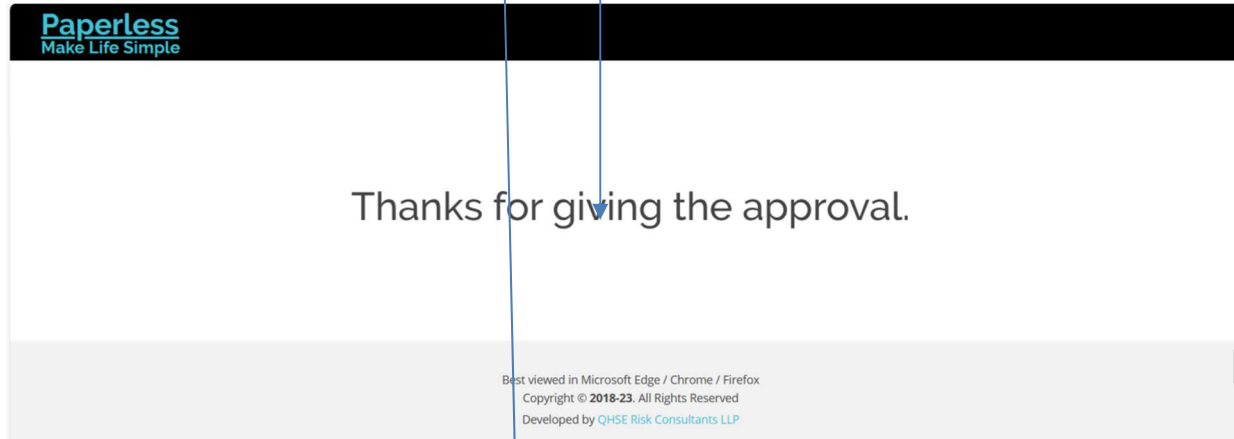
Name	Position	Date	Signature
Prabuddh Agrawal	TC - Human Resources	27-12-2023	 Signature Clear

Approved

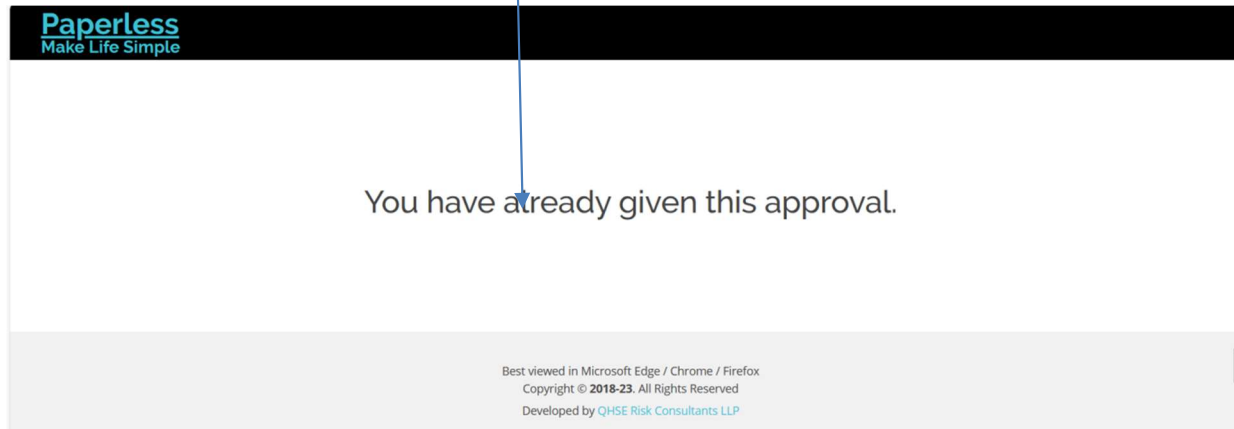
## Approval of E-Circular by Email

1. Once you give the approval the following page will open.
2. Here you can see 'Thanks for giving the approval' message.
3. If you try to approve the same e-circular again then following message will show up

First Image



Second Image



## E-Circular Approval Granted Email

1. The E-Circular approval email will be received by the requestor and all approver(s) indicating that the specific approver has approved the circular

The screenshot displays a Gmail interface with an email from Paperless. The email subject is "Approval Granted / E-Circulars Ref No. - (TCM)ECR/003/12/2023/SD - E-Circulars Module". The sender is identified as Paperless, with a contact email of [paperless@hero.com](mailto:paperless@hero.com). The email content is as follows:

**Paperless**  
Make Life Simple

**HeroFinCorp.**

**Approval Granted / E-Circulars Ref No. - (TCM)ECR/003/12/2023/SD - E-Circulars Module**

To: Sanjay Dewan / From: Prabuddh Agrawal  
Your approval request dated 27-12-2023 for approving the 'E-Circulars Ref No. (TCM)ECR/003/12/2023/SD - E-Circulars Module' has been granted and accordingly the subject document has been approved by Prabuddh Agrawal (approved by).

This is an auto generated email. Please do not reply to this email message as no reply will be given.  
Copyright © 2018-23 Paperless.net.in. All rights reserved.

Sign to access [Login](#)

For any clarifications please write to TC Communications at [tcops-communications@hero.com](mailto:tcops-communications@hero.com) or call at 0999491106 / 0820172054

Best Regards,  
Paperless Management System

**HeroFinCorp.**

This is an auto generated email. Please do not reply to this email message as no reply will be given.

## Publishing E-Circulars Module

1. Click on 'Publish (🔊)' at the dashboard to publish e-circular.
2. Please remember that once you publish the e-circular no amendments or changes can be done.
3. Click 'OK' in the alert box if you agree with the statement in the alert box.
4. Click 'OK' again if you finally agree to publish the e-circular.
5. By clicking on 'Cancel' you can cancel to publish e-circular.

The screenshot shows the Paperless Management System interface. At the top, there are logos for Paperless (Make Life Simple) and HeroFinCorp. The main header reads "Paperless Management System states" with links for Support, Settings, and Logout/TC/Sanjay Dewan. A central alert box asks: "Do you really want to publish the E-Circular, Ref No. (TCM)ECR/001/12/2023/SD as you would not be able to edit it after publishing?". Below the alert are "OK" and "Cancel" buttons, and a "<< Go To Dashboard" button. The main content area is titled "E-Circulars Module" and "INPROCESS STATUS". It features a "Show 10 entries" dropdown, a search bar, and a table with the following data:

S. No.	Ref No.	Circular No.	Circular Title	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Condemned
1	(TCM)ECR/001/12/2023/SD	123456	Management to the office	Sanjay Dewan	19-12-2023 13:43:18	Sanjay Dewan	19-12-2023 15:02:32				

Below the table, it says "Showing 1 to 1 of 1 entries" and "Previous 1 Next".

This screenshot is identical to the one above, showing the Paperless Management System interface. The central alert box now asks: "You agree to publish the E-Circular, Ref No. (TCM)ECR/001/12/2023/SD?". The "OK" and "Cancel" buttons are still present, along with the "<< Go To Dashboard" button. The table data remains the same as in the previous screenshot.

## Publishing Mail Confirmation

1. Once you submit the document / form for publishing a new page will open up. Here you can send the document / form to any internal or external user.
2. Write any comment from sender here.
3. Click on 'Send Email'.
4. On the right panel you can send the document by email to any internal users or clients, as per your choice, by checking the box against their names.
5. On the left panel you can send the document by email to any of the external user by typing their email ids separated with commas.
6. Click on 'Go to Dashboard' to go back to the main dashboard.
7. Click on 'Go to Completed Section' to go back to the completed module dashboard.
8. An alert box will show up then click 'OK'.

**E-Circulars has been published successfully.**

Comments from sender

Write comments from sender

You can enter multiple email id's below, separated by comma, for sending this form to any receiver / third party

Please select users / clients for creating a working group who shall be involved in working and closure of this form.

<input type="checkbox"/> Abhishek Kumar	<input type="checkbox"/> Balaji Thakur	<input type="checkbox"/> Bhabani Shankar Sutar	<input type="checkbox"/> Gautam Mitra
<input type="checkbox"/> Gopal Jhantani	<input type="checkbox"/> Harshar Das	<input type="checkbox"/> Harsh Parmar	<input type="checkbox"/> Manish Sharma
<input type="checkbox"/> Mohit Gupta	<input type="checkbox"/> Navleen Siddarth	<input type="checkbox"/> Nihar Dagli	<input type="checkbox"/> Paritosh Das
<input type="checkbox"/> Prabuddh Agrawal	<input type="checkbox"/> Pranshu Yadav	<input type="checkbox"/> Prashant Bhatt	<input type="checkbox"/> Puja Vachher
<input type="checkbox"/> Roshan Dayma	<input type="checkbox"/> Sanjay Dasan	<input type="checkbox"/> Shah Kunal Devendrakumar	<input type="checkbox"/> Shibu Senthil Kumar
<input type="checkbox"/> Shruti Handa	<input type="checkbox"/> Sonu Chaudharia	<input type="checkbox"/> Sudip Banerjee	<input type="checkbox"/> Sundeep P Bhanushali
<input type="checkbox"/> Udit Chharia	<input type="checkbox"/> Vineet Agrawal		

Send Mail

Go to DashboardGo to Completed Section


Paperless Management System states

Email has been sent to selected recipients.

OK





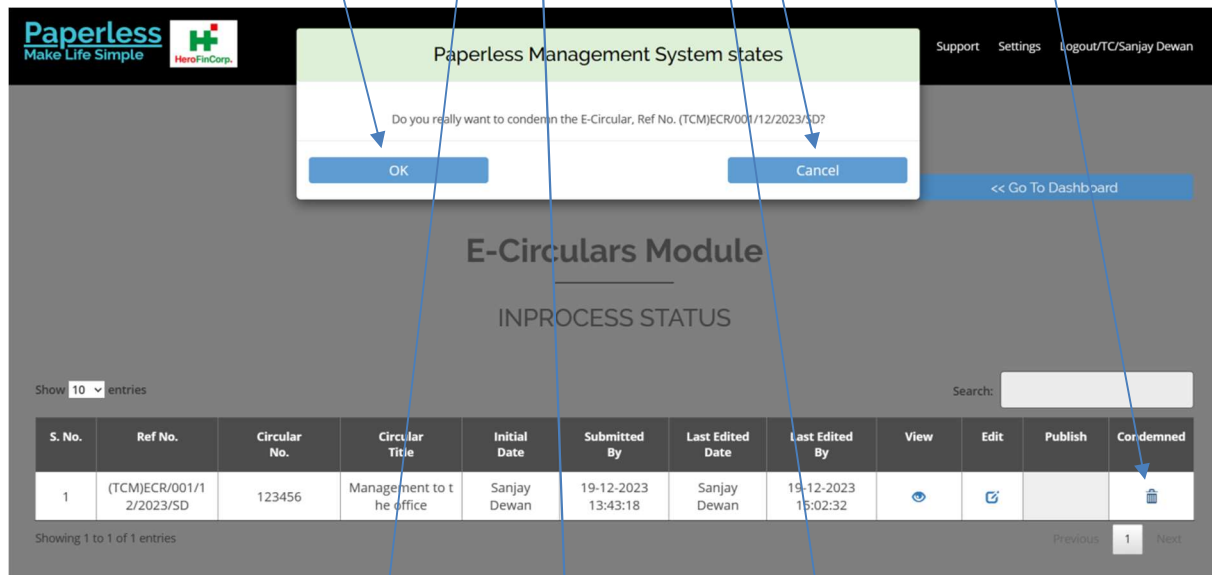
## Completed Dashboard

1. Here you can view all completed / distributed E-Circulars.
2. Click the number shown under 'Completed' and go to the completed status dashboard.
3. You can search here any completed status e-circular module.
4. You can archive any e-circular by clicking on .
5. Click 'OK' in the alert box if you agree with the statement in the alert box.
6. Click 'Cancel' in the alert box if you not agree with the statement in the alert box.
7. Click on 'Go to Dashboard' to go back to the dashboard.
8. Again you will see the alert box of 'Successfully Archived'.
9. Then you will see 'Go to Archived Section' and 'Go to Completed Section' button the alert box.
10. By clicking the button 'Go to Archived Section', you will directly go to the archived e-circular in the Archive Module.
11. By clicking the button 'Go to Completed Section', you will go to the completed section dashboard.

The screenshot displays the Paperless Management System interface. At the top, there is a navigation bar with the logo 'Paperless Make Life Simple' and 'Hindustan' on the left, and links for 'Module Overview', 'Users', 'User Guide', 'Support', 'Settings', and 'Logout/TC/Sanjay Dewan' on the right. The main content area is titled 'E-Circulars Module COMPLETED STATUS'. Below the title, there is a search bar and a table with columns: S. No., Ref No., Circular No., Circular Title, Initial Date, Submitted By, Last Edited Date, Last Edited By, Published Date, Published By, View, and Send To Archives. The table contains one entry with S. No. 1, Ref No. (TCM)ECR/001/12/2023/SD, Circular No. 123456, and Circular Title 'Management to the office'. Below the table, there are 'Previous' and 'Next' buttons. A blue button labeled '<< Go To Dashboard' is located at the top right of the main content area. An alert box titled 'Paperless Management System states' is overlaid on the table, asking 'Do you really want to archive the E-Circular, Ref No. (TCM)ECR/001/12/2023/SD?' with 'OK' and 'Cancel' buttons. A second alert box at the bottom, also titled 'Paperless Management System states', displays the message 'Form E-Circulars has been archived successfully.' and contains two buttons: 'Go to Archives Section' and 'Go to Completed Section'.

## Condemn (Trash) any E-Circular

1. Click on 'Condemn 
2. You can condemn the e-circular, as appropriate by clicking on 
3. Click 'OK' in the alert box if you agree with the statement in the alert box.
4. Click 'Cancel' if you want to cancel the action.
5. A message will show up with successfully condemned message.
6. Then you will see 'Go to Dashboard' and 'Go to Condemned Section' button the alert box.
7. By clicking the button 'Go to Dashboard, you will directly go to the Dashboard.
8. By clicking the button 'Go to Condemned Section', you will go to the condemned section dashboard.




The screenshot shows the 'Paperless Management System States' interface. At the top, there are logos for 'Paperless Make Life Simple' and 'HeroFinCorp', along with navigation links for 'Support', 'Settings', and 'Logout/TC/Sanjay Dewan'. A central alert box asks, 'Do you really want to condemn the E-Circular, Ref No. (TCM)ECCR/001/12/2023/SD?'. Below the alert box are 'OK' and 'Cancel' buttons. A blue button labeled '<< Go To Dashboard' is also visible. The main content area is titled 'E-Circulars Module' and 'INPROCESS STATUS'. It includes a search bar and a table with columns: S. No., Ref No., Circular No., Circular Title, Initial Date, Submitted By, Last Edited Date, Last Edited By, View, Edit, Publish, and Condemned. The table contains one entry with a trash icon in the 'Condemned' column. Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous' and 'Next' navigation buttons.



The screenshot shows the 'Paperless Management System States' interface. At the top, there are logos for 'Paperless Make Life Simple' and 'HeroFinCorp', along with navigation links for 'Module Overview', 'Users', 'User Guide', 'Support', 'Settings', and 'Logout/TC/Sanjay Dewan'. The main content area displays a success message: 'E-Circulars has been condemned successfully.'. Below the message are two blue buttons: 'Go to Dashboard' and 'Go to Condemned Section'.

## Condemned (Trash) Dashboard

1. Here you can view the all condemned E-Circulars.
2. Click the number shown under 'Condemned' and go to the condemned status dashboard.
3. You can search here any condemned E-circulars.
4. You can view any e-circular by clicking on .
5. Click on 'Go to Dashboard' to go back to the dashboard.
6. Click on 'Back' to go back to the previous page.

### E-Circulars Module

#### CONDEMNED STATUS

Show  entries

Search:

S. No.	Ref No.	Circular No.	Circular Title	Initial Date	Submitted By	Last Edited Date	Last Edited By	condemned Date	condemned By	View
1	(TCM)ECR/002/12/2023/SD	123456789	Circular testing	26-12-2023 18:17:04	Sanjay Dewan			27-12-2023 15:46:46	Sanjay Dewan	

Showing 1 to 1 of 1 entries


Previous  Next

[<< Back](#)

#### E-Circular


<b>From</b>	<b>Circular No.</b>
TC - Collections Operations	003
<b>Circular title</b>	<b>Addressed to</b>
QHSE	Delhi
<b>Copied to</b>	<b>Addressed by</b>
QHSE	Delhi
<b>Date of issue</b>	<b>Effective date</b>
10-01-2024	10-01-2024
<b>Background</b>	
meeting	

<b>Actionable</b>
meeting
<b>Upload attachment</b>


Prepared by				
S.No.	Name	Position	Date	Signature
1	Vineet Agrawal	TC - Billing	10-01-2024	

Approved by				
S.No.	Name	Position	Date	Signature

## Archived Dashboard

1. Here you can view the all archived E-circulars.
2. Click the number shown under 'Archived' and you will go to the archived dashboard.
3. You can search here any archived status e-circular module.
4. You can view any e-circular by clicking on .
5. Click on 'Back' to go back to the previous page.

Paperless


[Module Overview](#)
[Users](#)
[User Guide](#)
[Support](#)
[Settings](#)
[Logout/TCSanjay Dewan](#)

### E-Circulars Module

ARCHIVED STATUS

Show 10 entries



Search:

S. No.	Ref No.	Circular No.	Circular Title.	Initial Date	Submitted By	Last Edited Date	Last Edited By	Published Date	Published By	Archived Date	Archived By	View
1	(TCM)ECR/001/12/2023/SD	123456	Management to the office	Sanjay Dewan	19-12-2023 13:43:18	Sanjay Dewan	19-12-2023 15:02:32	Sanjay Dewan	26-12-2023 17:45:17	Sanjay Dewan	26-12-2023 17:46:35	

Showing 1 to 1 of 1 entries

Previous 1 Next

### E-Circular

<b>From</b>	<b>Circular No.</b>			
TC - Collections Operations	003			
<b>Circular title</b>	<b>Addressed to</b>			
QHSE	Delhi			
<b>Copied to</b>	<b>Addressed by</b>			
QHSE	Delhi			
<b>Date of issue</b>	<b>Effective date</b>			
10-01-2024	10-01-2024			
<b>Background</b>				
meeting				
<b>Actionable</b>				
meeting				
<b>Upload attachment</b>				
<b>Prepared by</b>				
S.No.	Name	Position	Date	Signature
1	Vineet Agrawal	TC - Billing	10-01-2024	
<b>Approved by</b>				
S.No.	Name	Position	Date	Signature