

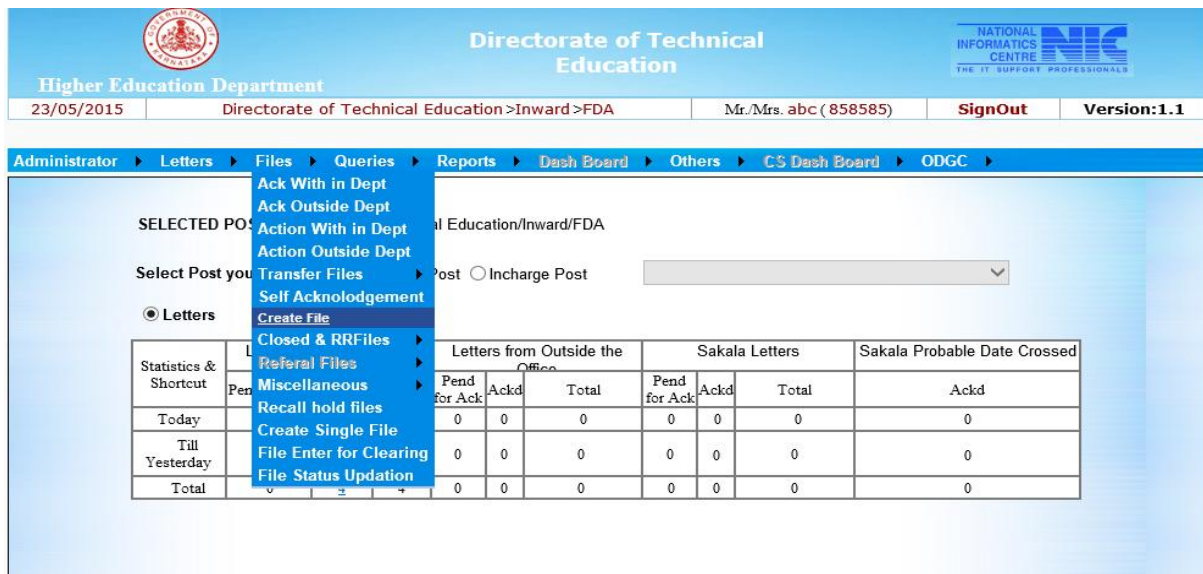
ODGC Module

Enter your respective **Login id** and **Password** and Click on Login to enter into your home Page as shown in fig(1)



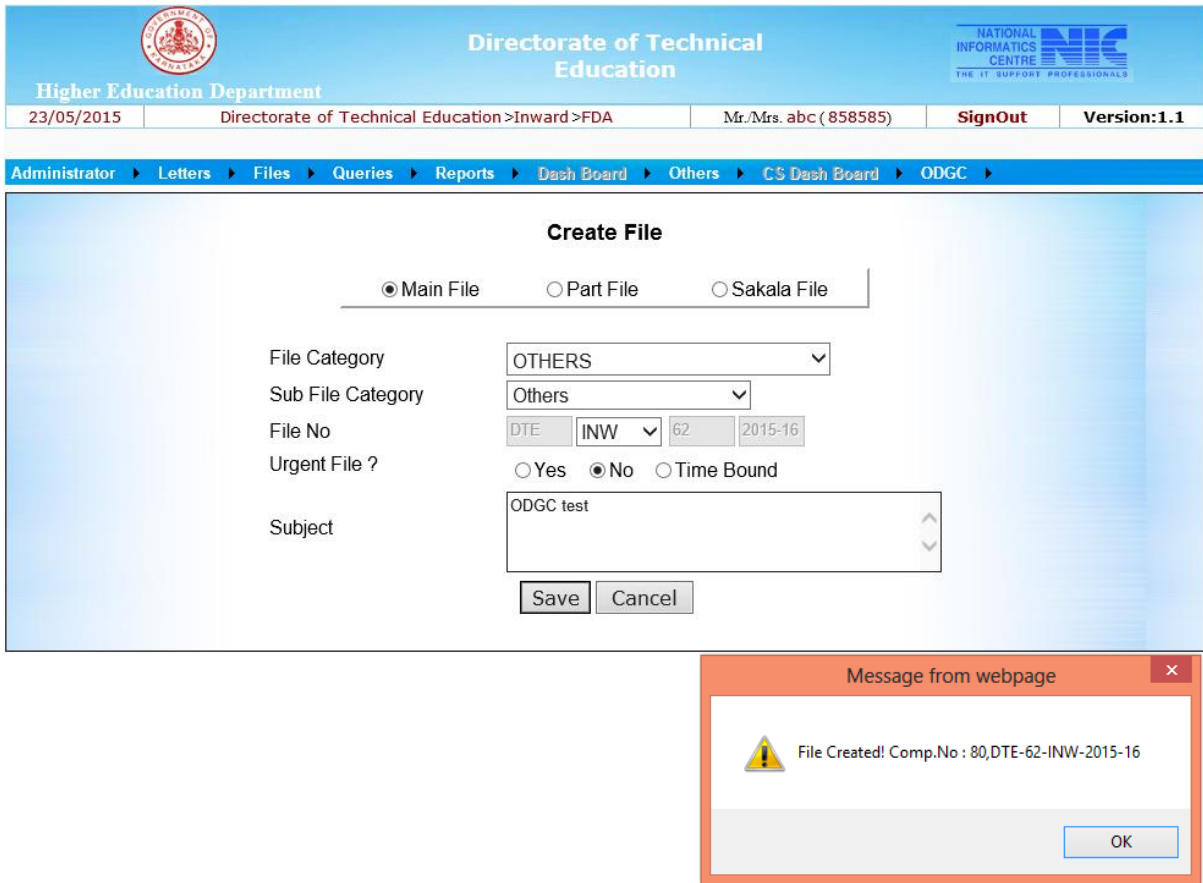
fig(1)

To create a file, Go to **Files** , Select **Create File** Option from the drop down listas shown in fig(2).



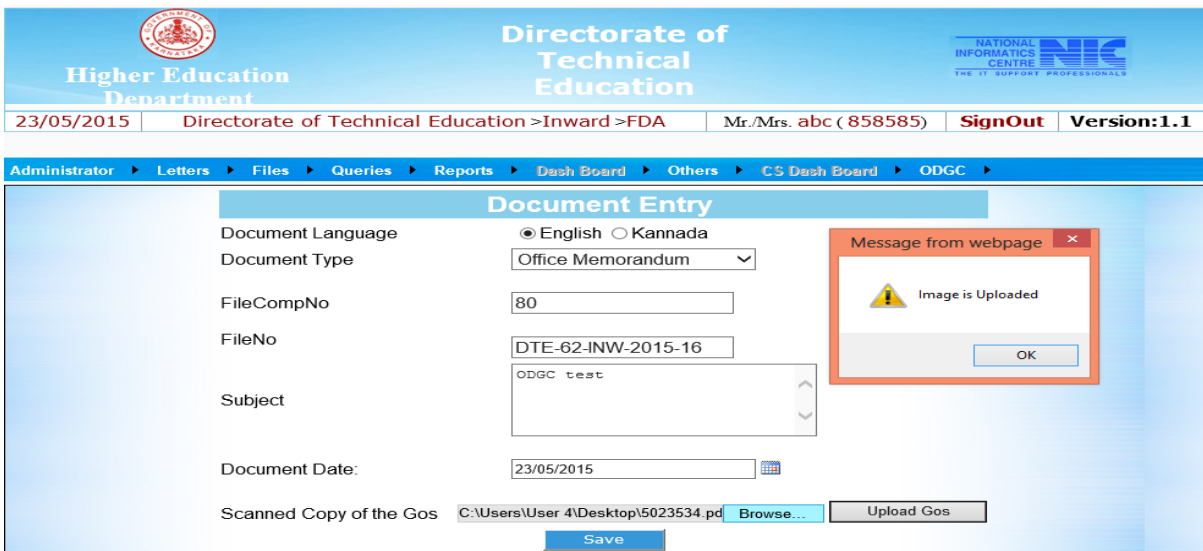
fig(2)

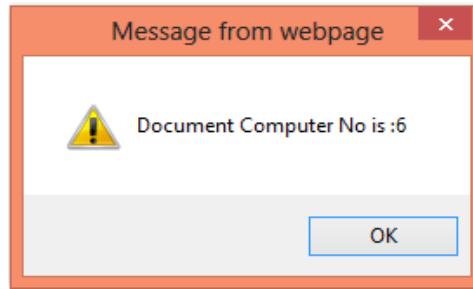
Create file page appears select the required **File Tri-letter Index**, **File Category** and **Sub File Category** and enter/type the **Subject** and Click on **Save**. As you click on **Save** button, **File Computer No.** and **File No.** is generated as shown in fig(3)



fig(3)

To Upload scanned Copy of GO's Goto **ODGC** menu Click on **Document Entry** the following page appears as shown below Click on **Document Language**, Choose **Document Type** from dropdown list, enter the **Computer no** and Click on Browse to choose the scanned image of the **GO** and Click on **Upload GO's** button to upload the document. Once you upload the scanned copy of GO a message is pop upped that image is uploaded and click on **Save**, a Document Computer no is generated as shown below in fig(4)





fig(4)