New Features and Changes in eOffice after version upgrade to 7.3.9

Some of the new features and changes in portal and efile are listed below -

1. **Login** is through **Parichay** single sign on. Users need to register in https://parichay.nic.in (one time process) before logging in to eOffice. Complete email address, password and OTP to be provided for login.

   <u>Please note:</u>

   Browser Cache is to be cleared before proceeding to eOffice login

2. On successful login, a **new portal page** is displayed. Click the '**eFile'** option on the left menu for **File Management System.**

3. Links for CMO Portal, Employee Grievances Portal, CCIS, eFile Dashboard, eFile Additional Reports, Records Management System, eFile Global Search, RTI Portal, Hall Management System, Visitor Management System, MIS (eFile MIS Reports) etc. are provided under '**Other Services**' section.

4. A **new Dashboard** View feature is introduced in eFile where the user can get information related to Alerts/Notifications, Login details, currently assigned roles, Intra Office/Inter Office communications in Received Letters Folder, DSC Sign/eSign Transaction details etc.

5. Provision has been given to the users under **Settings** - **Preferences** for setting **default font-size and font-family**.

6. Provision for creation of **Preferred List** under **Settings**. In the Send To screen, user has a tab with the facility to choose the users from the created Preferred List for sending the files/receipts to the specific users added in the Preferred List.

7. Drafts are displayed in the **'Preview' mode after clicking on save icon** and so the **Preview option is not available** in the new version of eFile.

8. Provision for transferring the sub-folders under the File Inbox/Receipt Inbox after EMD transfer.

9. Feature for eSign Registration has been introduced in the application for the user to register user certificate in his/her own account for using eSign services. User will be alerted on user's data (Name, Date of Birth and Gender) mismatch (between PIMS and User Certificate details i.e., AADHAAR details with UIDAI) during registration. In the event of data mismatch, user must ensure that the details at both places must match or is only allowed to complete registration with mismatched data after submitting necessary acceptance to it within the application.

10. Feature to identify and prompt for data (Name) mismatch (between PIMS and User Certificate details) is introduced during registration for DSC. Existing registered user DSCs with eFile application will be de-registered in case of this data (User Name) mismatch and further alert for data mismatch during DSC registration will be prompted.

In the event of this data mismatch user must ensure details at both places must match or is only allowed to complete registration with mismatched data after submitting necessary acceptance to it within application. In addition to existing "tick" and "x" icons, a new icon, **'i' icon** in Note signature has been introduced denoting the **mismatch in PIMS vs Certificate user details**.

11. Provision of **Recycle Bin** in Intra/Inter **Received Letters** for deleted letters with option to Restore has been provided.
12. Provision of **Page break in Draft.**