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1. Logon to ERP Launchpad
2. **Click on FLM file**

![Click on FLM Files Tiles](image)

3. **Create new file**

![Click on create file](image)
4. **Click on file hierarchy**

5. **Select required file type {Letter}**
6. **Choose attribute values**

- **Choose required attribute for each dropdown**
- **Input the today date & YEAR**
- **This indicates the file approval by this**
- **Select Priority**
- **Enter short subject**
- **This is an area where main text will be entered**
7. **Enter main text (content)**

This indicates the file approval by this due date

**Type:** LETTER

**Created On:** Thu, Jun 29, 2016, 21:57:52

**Created By:** YASH FLM

**Due Date:** 29 Jun 2016

**Priority:** Very High

**Subject:** Approval for the

In this drop-down, you can choose the required description template

Click this button to expand description area

This is an area where main text will be entered

you are requested to kindly depute Sri Atul Kumar Vishwakarma at Nizam Nagar Ranchi immediately without any further delay.

* Detailed terms & conditions will be communicated later on.

Yours faithfully,

Executive

Engineer (IT)

Nizam Hav. JBNL

Copy the already existing matter
8. **Choose Purpose attributes**

Select the Process related to File type from drop down.

Select the Purpose from Drop down.
9. **Enter other details.**

This is an area where the file processing should enter their remarks/comments and post into FLM.

When you click this attachment icon, the system opens a pop-up through which an external document (Attachment), Another FLM file.

Click on this icon to expand for attachments.

Click this button to post the notes into FLM file.

Save the file.
10. Comments View and Attachments

Click on attachment

Expand this to see posted comments
11. **Document attachment.**
12. **Another FLM file attachment.**

If you know the file number, directly you can enter or paste here.

Or you can search the file through advanced search.
13. **Advance search file option**

![Image of search file interface]

- **Search file by using Created by**
- **Choose required file**
- **Click on search button**

*Example search results:*

- **File Name:** TEST1
  - Created Date: 31.05.2018
  - Created by: YASH FLM
  - Priority: High

- **File Name:** TEST
  - Created Date: 31.05.2018
  - Created by: YASH FLM
  - Priority: Very High
14. **All attachments picture:**

Click on OK button.

Save.

Open the attachment by clicking the attachment name.
## 15. Workflow hierarchy (Sample)

After selecting Workflow, save the file and click on send

Click on selection workflow and add processors in sequence

This are called workflow activities and are generally used.

<table>
<thead>
<tr>
<th>Processors</th>
<th>Activity</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>YASH:LM4</td>
<td>Information</td>
<td>26.06.2016 13:10:00</td>
<td></td>
</tr>
</tbody>
</table>
16. **Logon into second user for first level approval.**
17. **Choose the file**

Choose the file by clicking on the FLM file tile.

![Click on FLM file tile](image)

18. **Choose file from In-Tray**

Choose file from In-Tray by clicking on the incoming file.

![Click on incoming file](image)
19. **See basic description**

<table>
<thead>
<tr>
<th>Letter No: 10/IT-01/26.06.2018</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overview</strong></td>
<td><strong>Description</strong></td>
</tr>
</tbody>
</table>

- Status: In Process
- Created by: YASH-FLM
- Created on: 26.06.2018 12:10:23
- Last Changed By: YASH-FLM
- Activity: --
- Subject: Letter for approval of Document required for NIT

- Track: ON
- Confidential: OFF
- *Priority: Very High
- Due Date: 26.06.2018

Scroll down to see base information details
20. **Notes & Documents area**

In this area, you have to enter your remarks and can check reference attachments. Scroll down to see reference attachments.

21. **Click on workflow area to see workflow participants.**

If any user wants to keep the file as layover for some time, click on this button.
22. **File processed by all user and sending to file user.**

![Image of file processing log]

This colour indicates that the file is already processed by that user.

If any user wants to send file back to previous user, then choose this option.

![Image of send button]

Click this button to send the file to final approver.

23. **Attributes History**

![Image of attribute history table]

Here, you can see attributes history and its log.
24. **Send file to final user.**

25. **Print Preview of a file**
## 26. Features of FLM FILE

<table>
<thead>
<tr>
<th>Status</th>
<th>Name</th>
<th>Due Date</th>
<th>Respond By</th>
<th>Priority</th>
<th>Activity</th>
<th>Created by</th>
<th>Type</th>
<th>Received Date</th>
<th>Received Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑️</td>
<td>Techno Commercial part of NIT</td>
<td>13.05.2016</td>
<td>–</td>
<td>Very High</td>
<td>Information</td>
<td>YASH FLM</td>
<td>First Tech</td>
<td>11.06.2016</td>
<td>15:54:32</td>
</tr>
</tbody>
</table>
27. Features of FLM

Shared: If any user sends a file to you through shared mode, then system updates in ‘Shared’ section.

Sent: If you send a file to next file processor, then system updates in ‘Sent’ section.

Tracked: If you enabled a track on functionality, then system updates in ‘Tracked’ section.
28. **Choose the file DAAK:**

![Click on DAAK file Tile]
29. **Features of FLM DAAK:**

- **In Tray**: If any user sends a file to you, then system updates in 'In Tray' section.
- **Draft**: You create a file, but not yet send to anyone, then system updates in 'Draft' section.
- **Cabinet**: If user wants to keep the file in abeyance, then system updates in 'Cabinet' section.
- **Sent**: If you send a file to next file processor, then system updates in 'Sent' section.
- **Tracked**: If you enabled a track on functionality, then system updates in 'Tracked' section.

Click on create Daak
30. Select required DAAK type.

Click on Inward DAAK
31. **Input the Required field manually:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Dash Number</td>
<td>DAAK</td>
</tr>
<tr>
<td>Running No</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>IT</td>
</tr>
<tr>
<td>Year</td>
<td>2018</td>
</tr>
<tr>
<td><em>Subject</em></td>
<td>Approved letter sent to CE O&amp;B</td>
</tr>
<tr>
<td><em>Received Date</em></td>
<td>24/07/2016</td>
</tr>
<tr>
<td><em>Letter Date</em></td>
<td>24/07/2016</td>
</tr>
<tr>
<td>Reference Number</td>
<td>01/2018</td>
</tr>
<tr>
<td><em>Received Mode</em></td>
<td>SAP</td>
</tr>
<tr>
<td>* Originally Addressed To</td>
<td>CEO(S&amp;I),CEO(MM),CEO(SALES)</td>
</tr>
</tbody>
</table>
32. Input the Required Notes and Add Workflow:
33. Please check the Daak in Next approver In-tray:

<table>
<thead>
<tr>
<th>Status</th>
<th>Name</th>
<th>Respond By</th>
<th>Activity</th>
<th>Created by</th>
<th>Type</th>
<th>Received Date</th>
<th>Received Time</th>
</tr>
</thead>
</table>

Select the Required Daak
34. Select the respond by date:

- Expand the nothings
- Check the attachments
35. **check the Workflow**:

![Workflow Table]

<table>
<thead>
<tr>
<th>Processors</th>
<th>Activity</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>Note</th>
</tr>
</thead>
</table>
| YASHFLM    | Initiator| 24.07.2018 10... | 24.07.2018 10... | Completed | Dear Sir,  
Please find the attached letter for reference.  
Obtain for reference.  
Read more... |
| YASHFLM    | Information | 24.07.2018 10... | In Process | |
| YASHFLM    | Information | Not yet st... | |

**Check the Workflow ids**  
**Click on send Daak**
36. **check the Daak in Next approver In-tray:**

Select the Required Daak

<table>
<thead>
<tr>
<th>Status</th>
<th>Name</th>
<th>Respond By</th>
<th>Activity</th>
<th>Created by</th>
<th>Type</th>
<th>Received Date</th>
<th>Received Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Approved letter Sent to CE C&amp;P</td>
<td>24.07.2016</td>
<td>Information</td>
<td>YASHFLM</td>
<td>INWARD DAAT</td>
<td>24.07.2018</td>
<td>07:10:52</td>
</tr>
<tr>
<td></td>
<td>Daak for spc letter</td>
<td>--</td>
<td>Information</td>
<td>YASHFLM</td>
<td>INWARD DAAT</td>
<td>09.07.2018</td>
<td>09:01:25</td>
</tr>
</tbody>
</table>
37. **check the Nothings and Attachments**:

- **Expand the nothings**
- **Attachments**
38. check the Final Approver:

Check the DAAK