

## How to close and reopen an eFile

**STEP 1:** Go to File inbox and open the file by clicking on the File no. On the top of the window we can see the “**More**” tab.

**STEP 2:** Click on the more tab and place the cursor on the “**Close**” option and Click on the “**Close File**”. It will ask for the Closing remarks to enter and Click on the “Close”. It will ask the confirmation to close then press “ok”.

The Closed files are available under the “**Closed (By me)**” Option in the File menu. Click on the Closed (By Me) Option, all the closed files will be displayed.

Search for Closed Files (By Me)

Department  Section

Computer No  File No

Subject  Closing Date

File Heads:

Computer No	File Number	Subject	Closed on	Closing Remarks	
54	E <a href="#">RCILCO-COOPROJ(EOFF)/2/2019-O/o ASST.GM/IT/CO/RCIL</a>	Testing	25/06/19 03:48 PM	part file need to be created	<a href="#">Re-open</a>
127	E <a href="#">RCILCO-COOPROJ(EOFF)/14/2019-O/o ASST.GM/IT/CO/RCIL</a>	Demo for eOffice	19/06/19 04:22 PM	by mistake	<a href="#">Re-open</a>

**STEP 3:** We can reopen the File by clicking on the “**Reopen**” hyperlink available to the every row of the file. If we click on the Reopen hyperlink, it will ask to enter the Reopen Remarks and press “ok”. It will be moved from Closed Files to **File Inbox**.



