

A
Handbook on
e-Communication

e-Communication

Three major parts of e-Communication

1. Sending Messages
2. View Sent Messages
3. View Received Messages

First Login to the Himachal Pradesh, Excise and Taxation Department website:

Go to the Himachal Pradesh Excise and Taxation Web Portal i.e. <https://hptax.gov.in/HPPortal/>



Screen-1

Please enter the details as below:-

Description of Labels:

Sr. No	Label	Data Type	Action to be performed
1.	Login Id	Numeric	Enter your TIN.
2.	Password	Alphanumeric	Enter the password
3.	Arithmetic Calculation	Numeric	Enter the result of the calculation
4.	Login	Button	Click on this button to enter the web portal

After Login in the following screen appears:

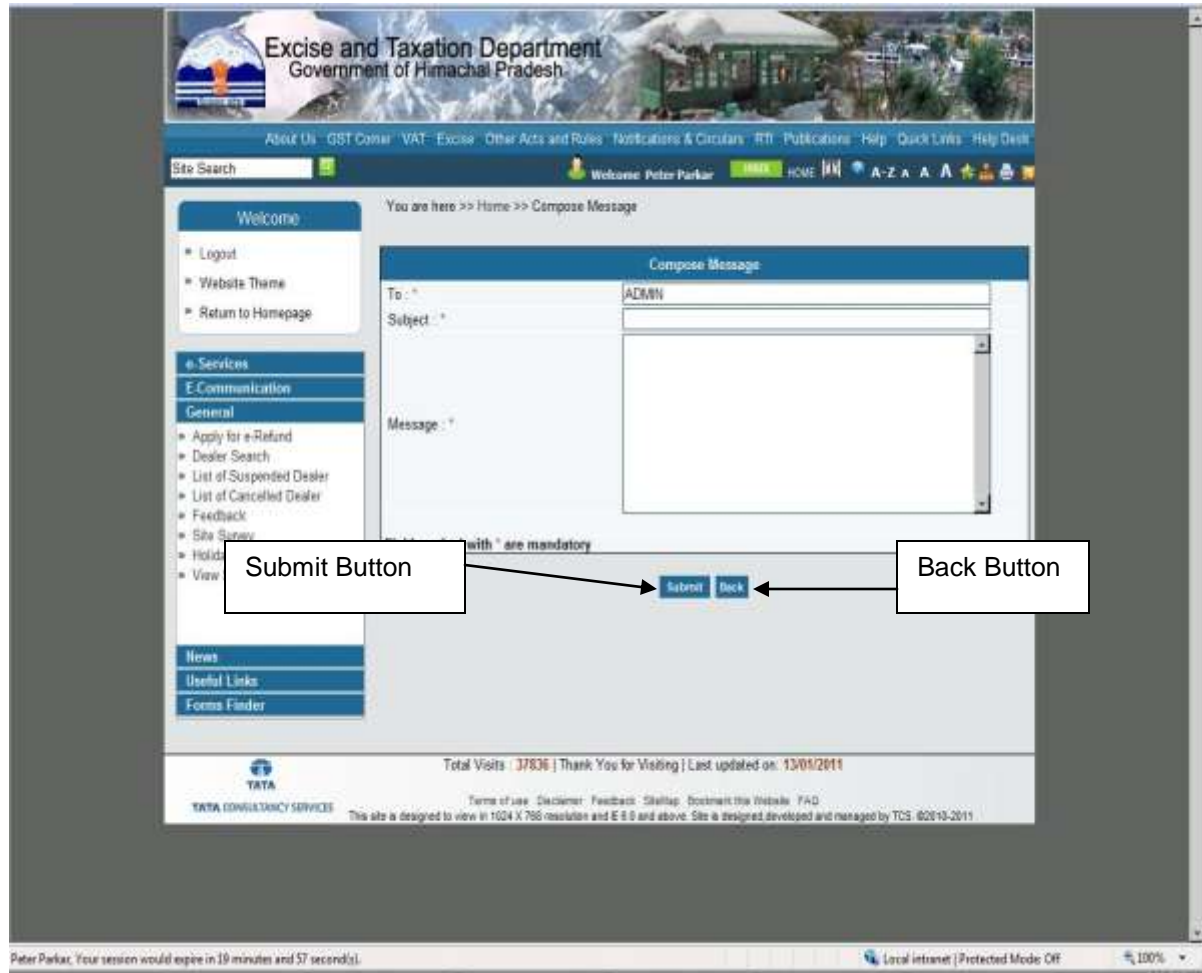
Screen-2

Sending Messages:

When you click on Send Message link as shown (Screen-3), you get the page as shown in Screen-4. You can send messages through this page.



Screen-3



Screen-4

Fill the details as mentioned here:

Description of Labels:

Sr. No.	Label	Action To be Performed
1.	To	Recipient of the message, which is by default ADMIN
2.	Subject	Subject of message
3.	Message	Message for All User or Selected User

Description of Buttons:

Sr. No.	Button	Description
1.	Submit	Send the message
2.	Back	Back from current page

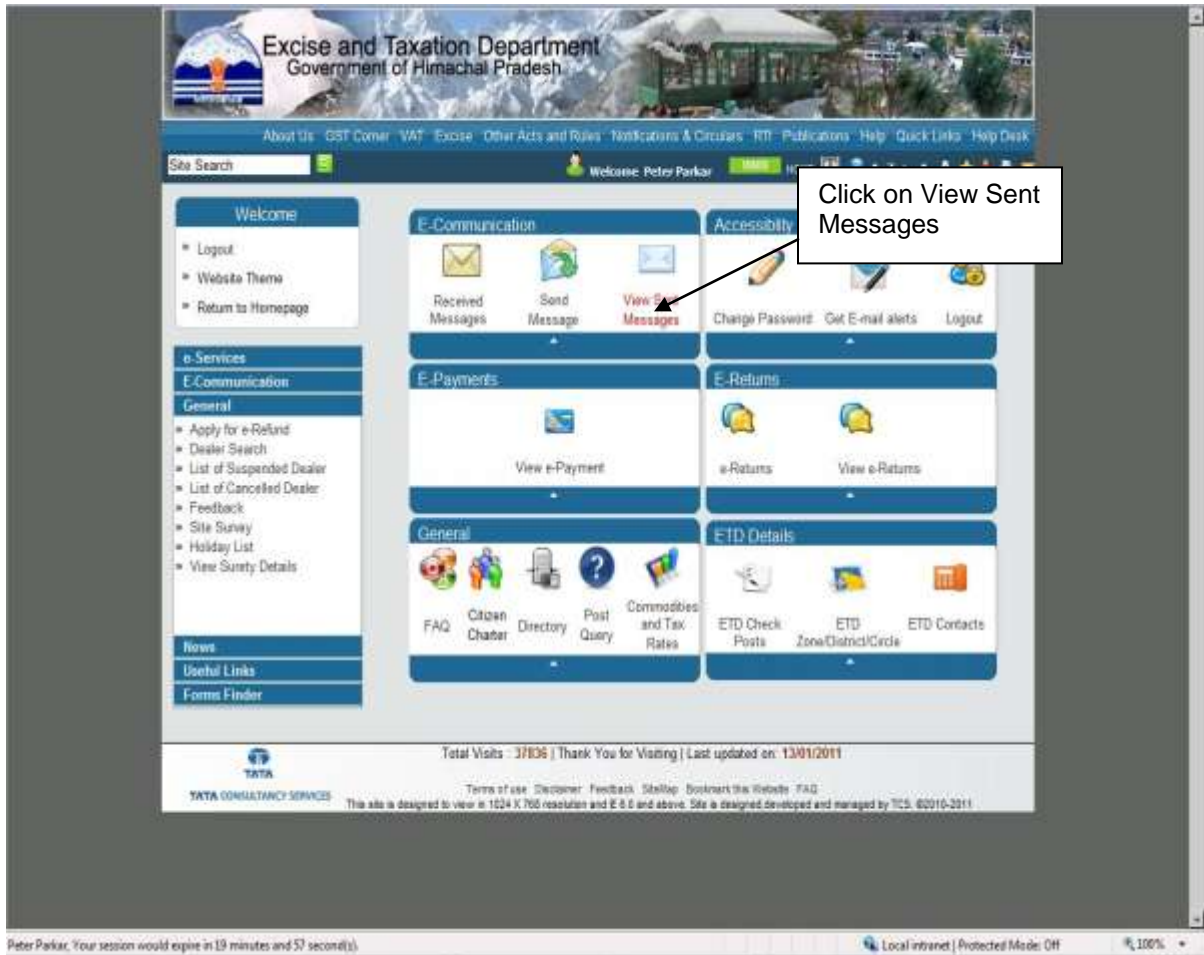
After clicking submit button you get following page showing the "Operation Successful" message.



Screen-5

View Sent Messages:

After Login, when you click on View Sent Messages link (Screen-6), you get the page as Shown in Screen-7.



Screen-6

You can view sent messages through this page.

The screenshot shows the 'Sent Messages' page of the Excise and Taxation Department website. The page header includes the department name and navigation links. The main content area shows a table of sent messages with the following data:

Sr. No.	Subject	To	Date
1	hello	ADMN	17/01/2011
2	Re:testing	ADMN	17/01/2011
3	Testing	ADMN	17/01/2011

Below the table, there are three buttons: 'Archive', 'Delete', and 'Back'. Callout boxes with arrows point to these buttons, labeling them as 'Archive Button', 'Delete Button', and 'Back Button'.

Screen-7

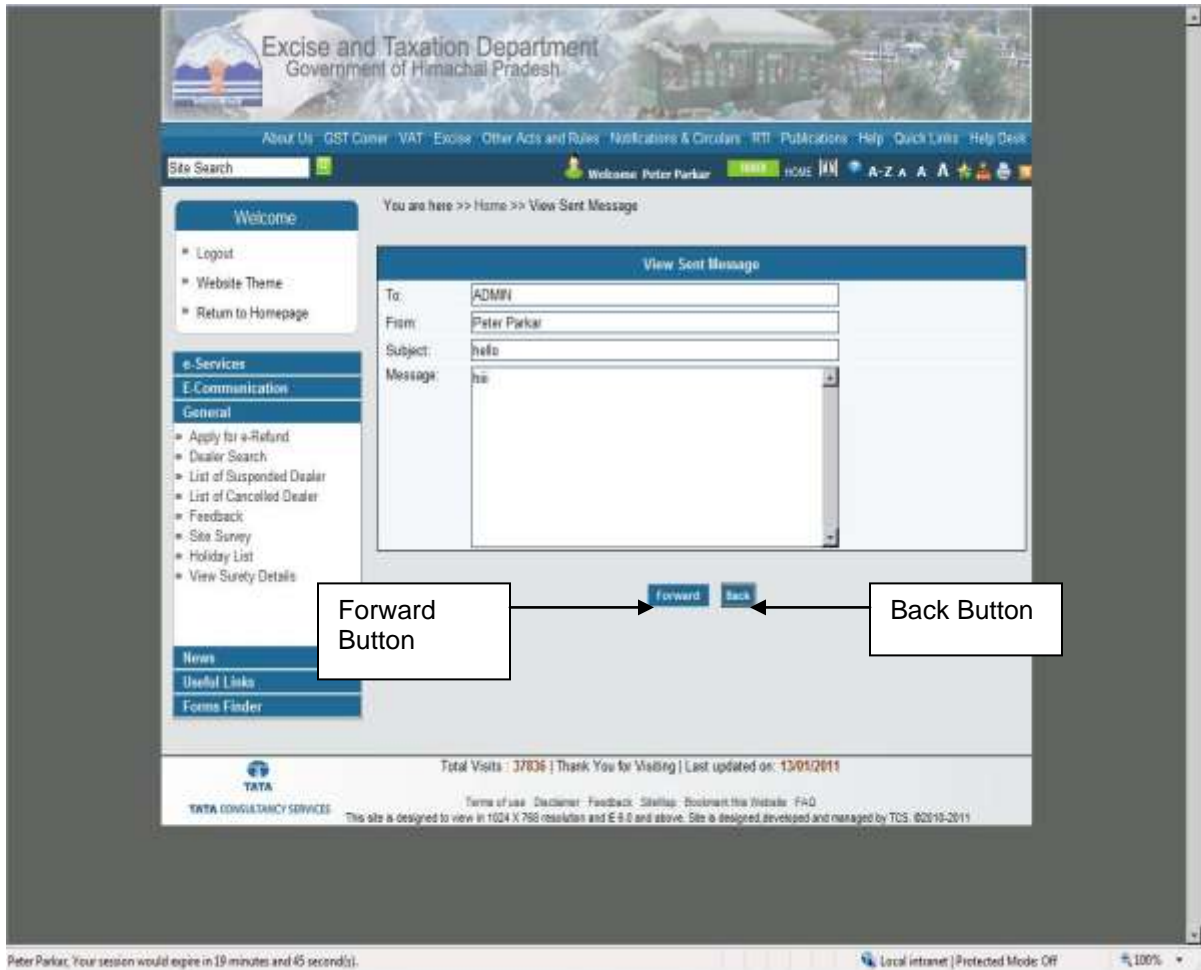
Description of Labels:

Sr. No.	Label	Action To be Performed
1.	Subject	Subject link to view the sent message
2.	To	Recipient of the Message
3	Date	Message sending date

Description of Buttons:

Sr.	Button	Description
1.	Archive	To store the junk messages
2.	Delete	Delete the message.
3.	Back	Back from current page

Clicking on the Subject will open the message. Once the message is opened, the details can be seen.



Screen-8

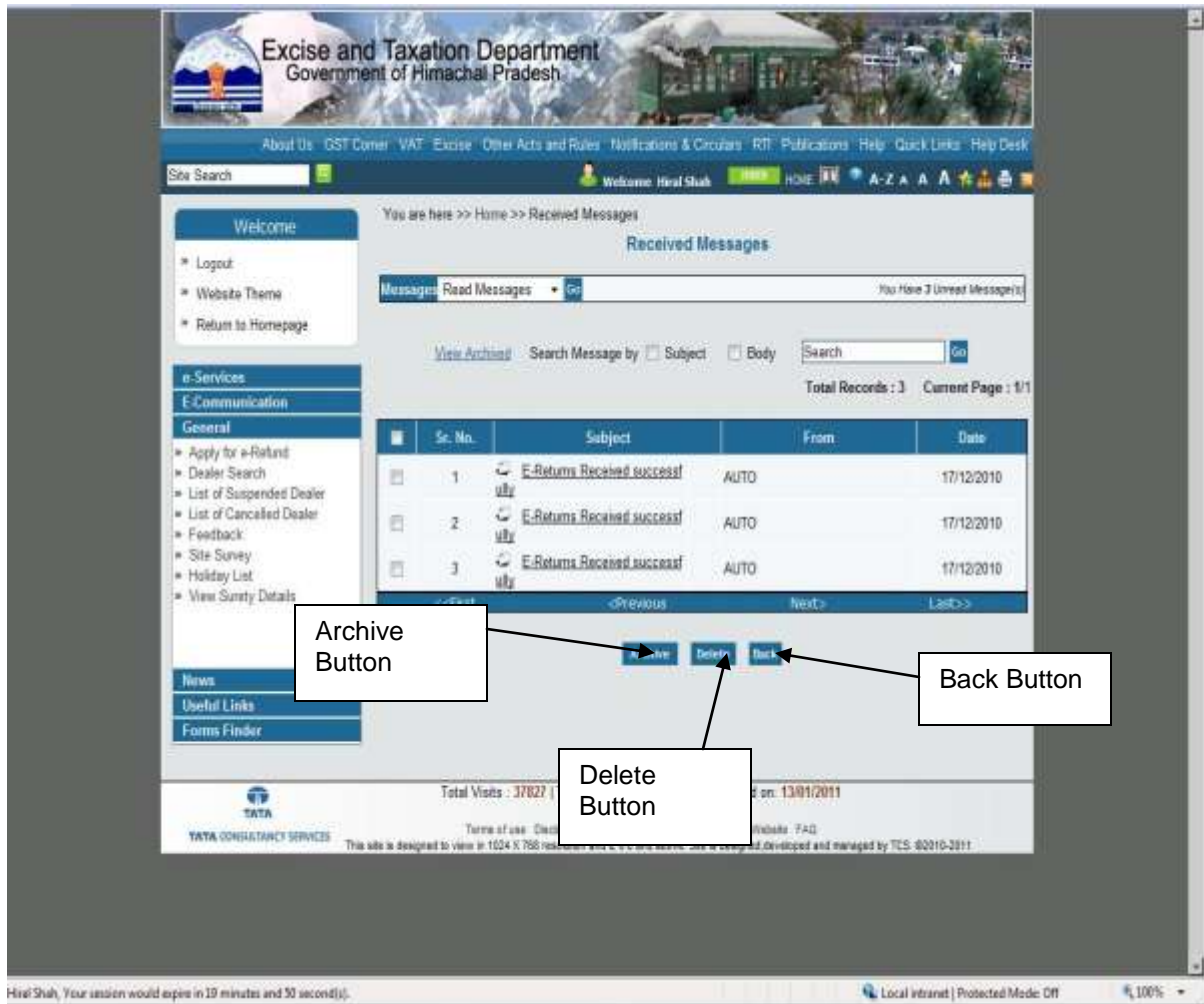
Description of Buttons:

Sr. No.	Button	Description
1.	Forward	Forward the message to ETD again if required
2.	Back	Back from current page

View Received Messages:

After Login, when you click on Received Messages link (Screen-9), you get the page as shown in Screen-10. You can view Received Messages through this page.

**Screen-9**

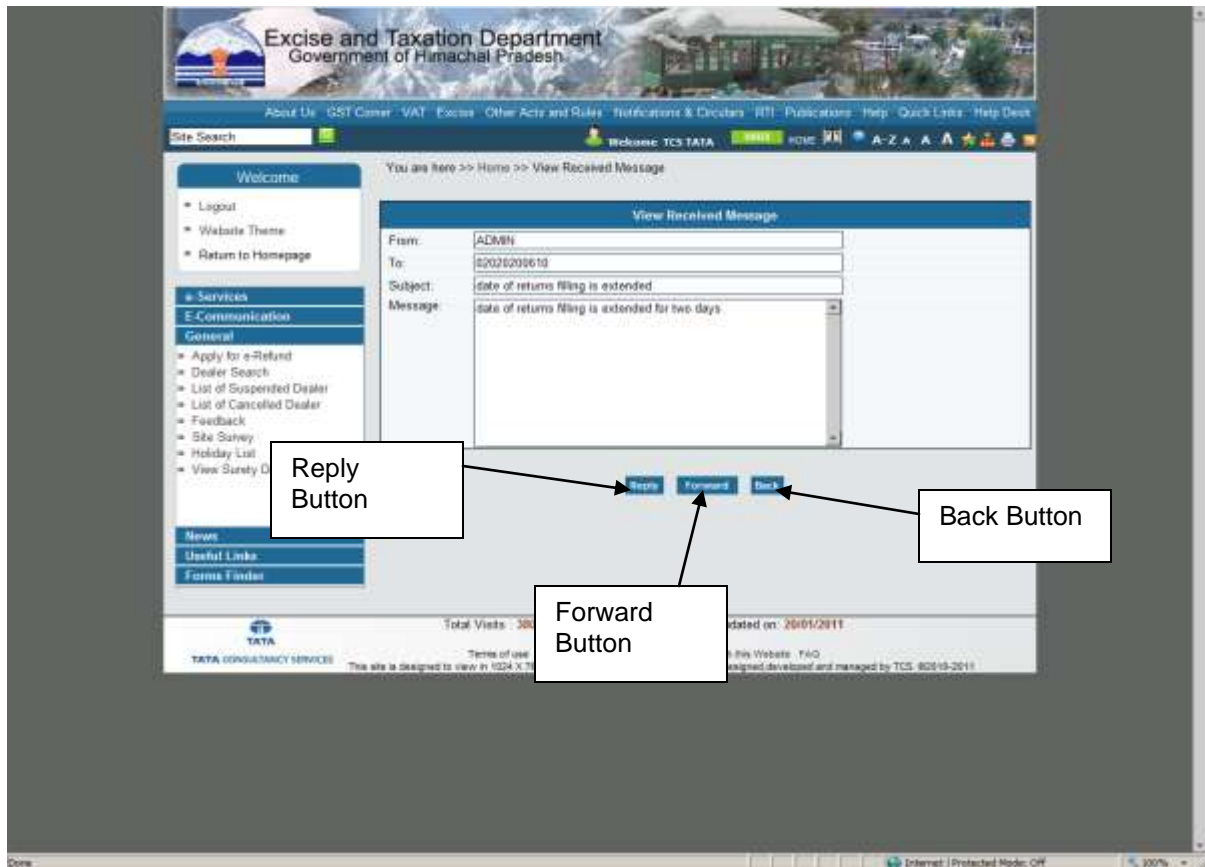


Screen-10

Description of Labels:

Sr. No.	Label	Action To be Performed
1.	Subject	Subject link to view the received message
2.	From	Rc. No. of user who send this message
3.	Date	Message receiving date

When you click on subject link, you get the following page. Here the label Message shows the actual Message Received.

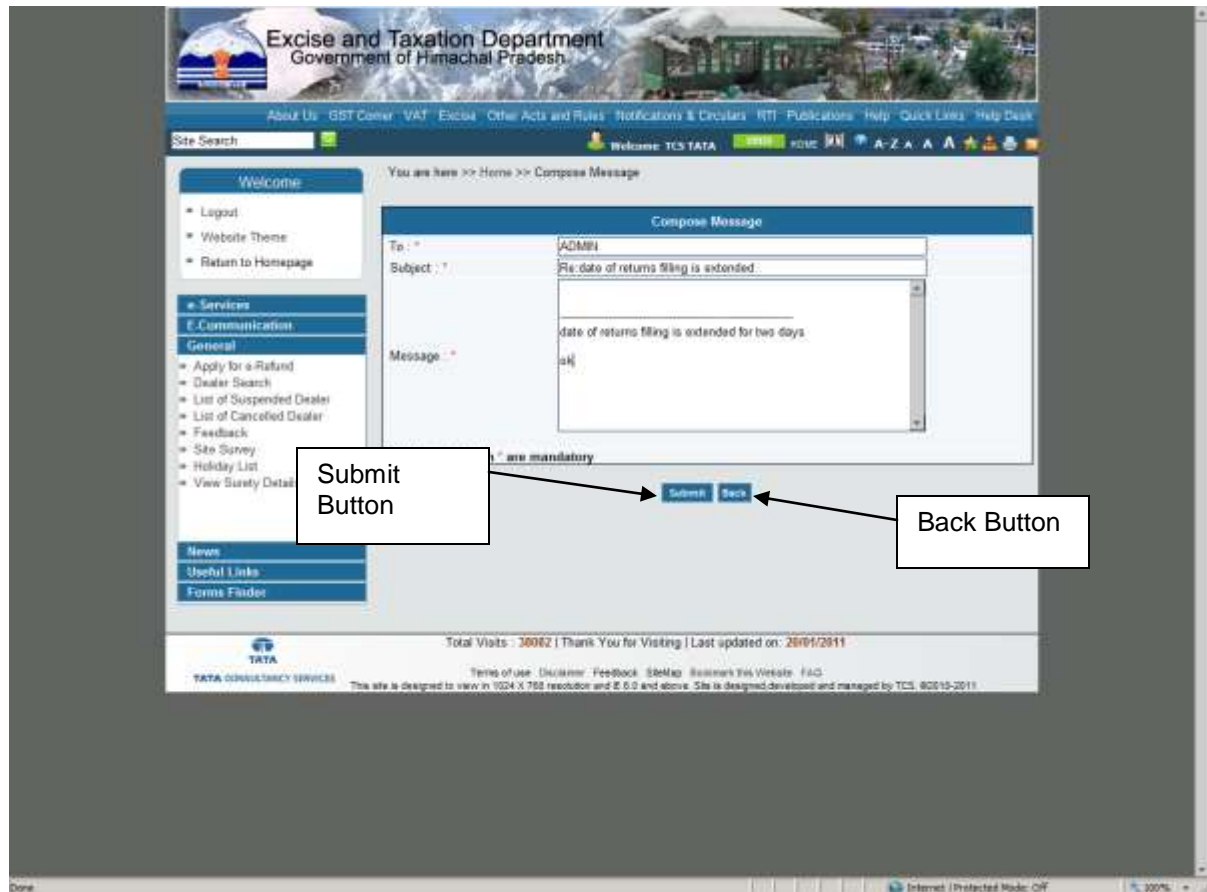


Screen-11

Description of Buttons:

Sr. No.	Button	Description
1.	Reply	You can give reply to same user by Default or select more user
2.	Back	Back from current page
3.	Forward	Forward the message.

After clicking reply button you get the following page:



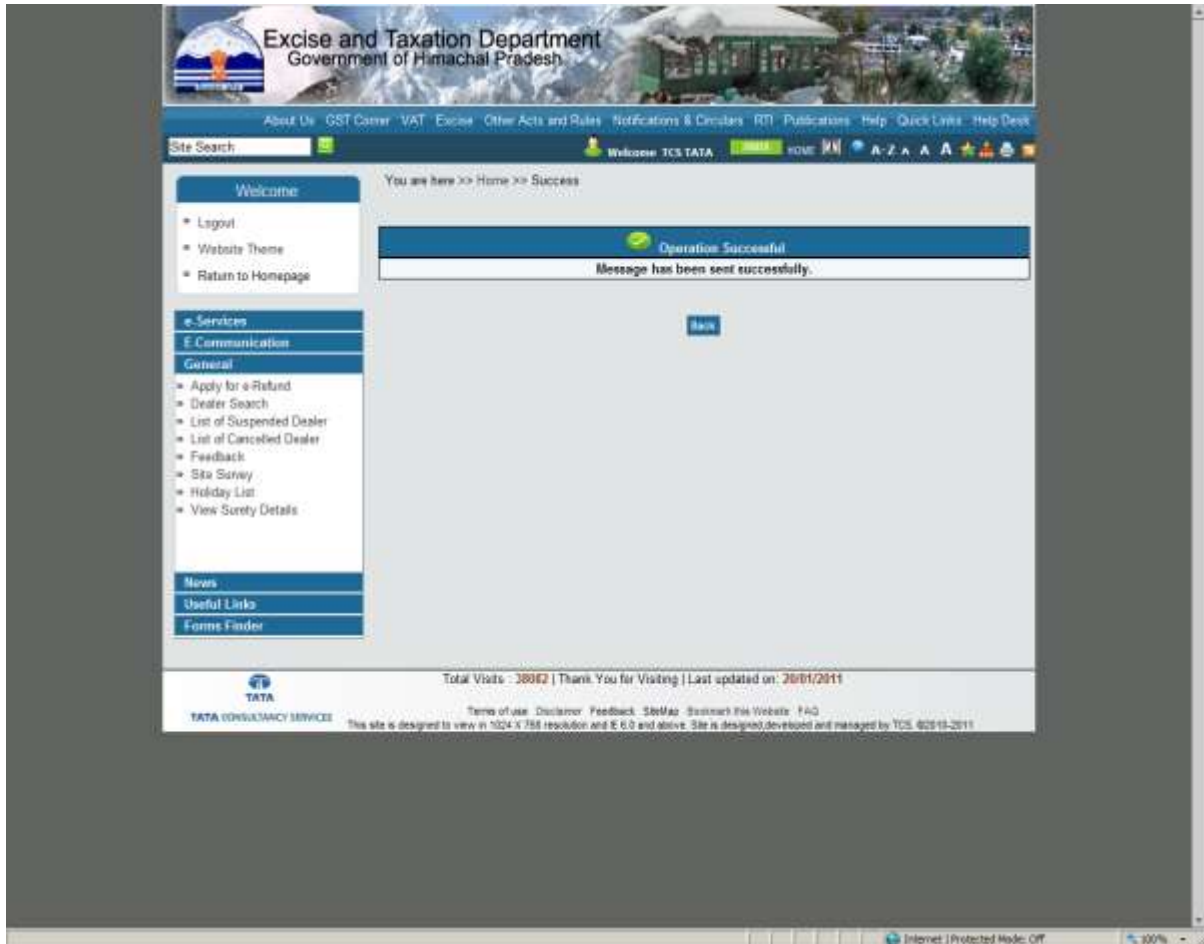
Screen-12

Description of Buttons:

Sr. No.	Button	Description
1.	Submit	Send the message.
2.	Back	Back from current page.

1. Click on Submit to send the message.
2. If don't want to send message and want to go at previous screen then click on Back.

When you click on submit and the message is sent, you will get the following “Operation Successful” message.



Screen-13