



E-Office User Guide

our Guide to Smarter Work at UVAS Swat



E-Office Portal Guide

The University of Veterinary & Animals Sciences Swat



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Welcome to the E-Office Portal Guide

We warmly welcome you to the E-Office Portal Guide of UVAS Swat. This platform has been designed to modernize our administrative processes, enhance efficiency, and provide a user-friendly digital environment for staff and stakeholders.

The portal reflects our commitment to transparency, accessibility, and institutional excellence. By embracing digital solutions, we aim to empower our community and streamline day-to-day operations.



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Introduction

The E office Portal is a modern digital platform created to make administrative work much faster and simpler at the University of Veterinary and Animal Sciences (UVAS), Swat. Its main goal is to move away from old-fashioned paper files and replace them with a quick, online system where everything is done on a computer. By using this portal, staff and faculty members can create official documents, send files to different departments, and get approvals with just a few clicks instead of walking from office to office. It makes the university's work more organized because you can easily track exactly where a file is and who is working on it at any time. Overall, this system helps UVAS Swat operate as a professional, paperless, and "smart" university, ensuring that all records are kept safe, secure, and easy to find whenever they are needed.

About UVAS E-Office

The E-office is a comprehensive digital workplace solution designed to replace the traditional, slow-moving paper filing system with a fast and secure electronic environment. At an institution like UVAS Swat, it functions as a central hub where all administrative tasks such as writing official notes, sending letters, and granting approvals are handled through a computer network. Instead of physical folders being carried from one office to another, "Electronic Files" move instantly between departments, ensuring that work never stops due to distance or lost paperwork. This system brings total transparency to the university, as every action is recorded and can be tracked in real-time to see exactly who is handling a file. Ultimately, E office transforms the university into a "Smart Campus" by saving costs on paper, protecting data with secure backups, and allowing the administration to make quicker, more informed decisions for the benefit of both students and staff.

Scope of E-Office

The scope of E-Office at the University of Veterinary and Animal Sciences (UVAS), Swat, covers the complete digitalization of the university's daily administrative and academic operations. It extends across all departments, from the Registrar's office and Finance department to individual faculty offices, creating a unified network where every official document is handled electronically. The scope includes the entire lifecycle of a file starting from the creation of a digital note, through its movement across various levels of authority for comments, and ending with a secure digital signature and permanent electronic archiving. By bringing all internal communications, leave management, and record-keeping into one secure platform, the E office system removes geographical barriers within the campus, ensuring that the university functions as a modern, paperless institution where information is always accessible and never lost.



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Getting Started with UVAS SWAT E-Office:

How to Access the E office Portal

There are two main ways to access the portal. You do not need to install heavy software for basic access a web browser is enough.

Direct Link: Open your browser (Chrome or Edge) and go to: <https://eofficeuvasswat.com/>

Via University Website: Go to the main UVAS Swat website, navigate to the Directorate of IT, and click on the e-Office link.

Login Details: Use the official Username and Password provided by the Directorate of IT.

Training and support may also be provided by the **Directorate of IT**.

Important Rules for Using E office

To keep the university's digital system safe and professional, all staff members should follow these rules:

Official Use Only

Only use the E office system for university work. Never use it for personal files or messages.

Follow the Steps

Always follow the official steps (SOPs) when moving files or sending documents to other departments.

Protect Your Login

Keep your password a secret. Change it often and never share it with anyone else.

Security First

Only log in from safe computers and trusted Wi-Fi. Make sure your computer has anti-virus software to prevent hacking.

Know the System

Learn how to use all the features, like file sharing and saving documents. If there is a training session, make sure to attend!

Keep It Clean

Use clear names for your files (like "Monthly_Report_Jan2026") so they are easy to find later. Also, make sure files aren't too large before uploading.

Report Problems

If the system crashes or something looks wrong, tell the IT department immediately.

Software Safety

Do not install strange or unauthorized apps on the office computer, as they could hurt the E office system.

Backups

Always keep a copy of your most important documents in a safe place, just in case of a system error.

Stay Updated

Always use the latest version of the E office app to make sure it works fast and stays secure.



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Step-by-Step Guide: How to Sign In

Open the Official Website

Open your web browser (Google Chrome or Microsoft Edge are recommended) and type the following address in the URL bar: <https://eofficeuvasswat.com/>

Enter Your Credentials

Once the login page loads, you will see two main boxes:

Username

Password

Security Verification (If required)

Some systems may ask you to enter a Captcha (a code of letters or numbers shown in a small image). Type those characters exactly as you see them into the box provided.

Click "Login"

Press the Login or Sign In button. If your details are correct, you will be taken to your personal Dashboard where you can see your Inbox and Files.

Forgot Password

If you cannot log in, do not try too many times or your account may be locked. Click on the "Forgot Password" link or contact the Directorate of IT at UVAS Swat.

Case Sensitivity

Make sure your **Caps Lock** is off. Passwords are case-sensitive (e.g., "Uvas123" is different from "uvas123").

First Time Users

You will usually be asked to change your password immediately after your first login for security reasons.

E-OFFICE
UVAS SWAT
The University Of Veterinary & Animal Sciences (UVAS) Swat

Welcome to the E-Office portal of the University of Veterinary and Animal Sciences, Swat. We are proud to introduce this digital solution to streamline our administration and improve efficiency across our campus.

SIGN IN

Email Address
Password
☒ Remember Me [Reset Password](#)

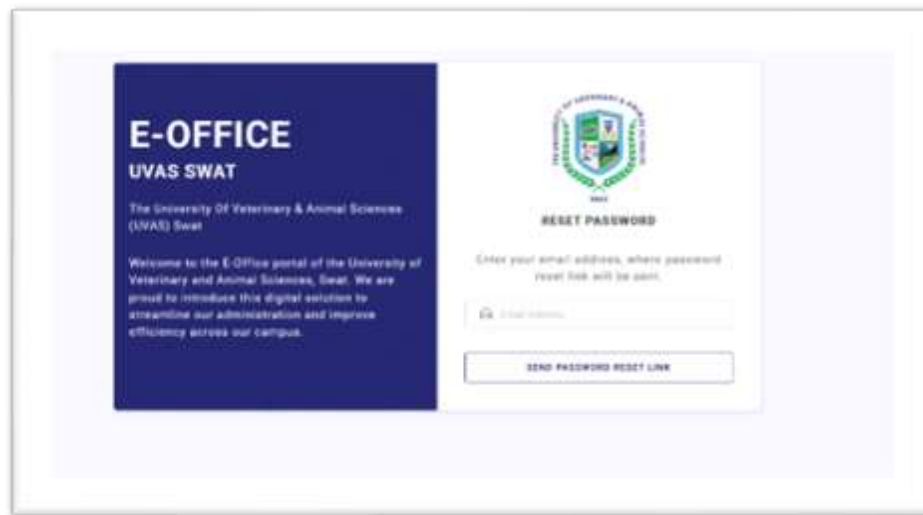
SIGN IN

[Do not have an account? Contact Administrator](#)



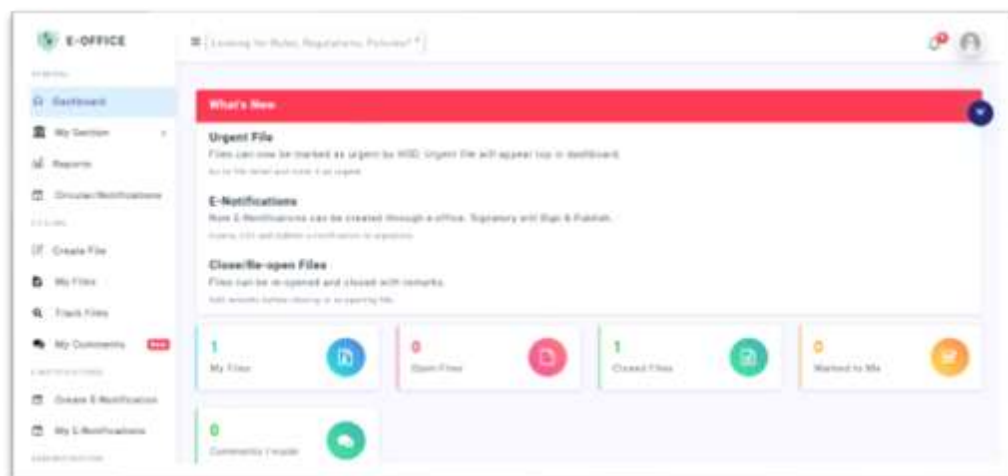
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E-Office Dashboard Note

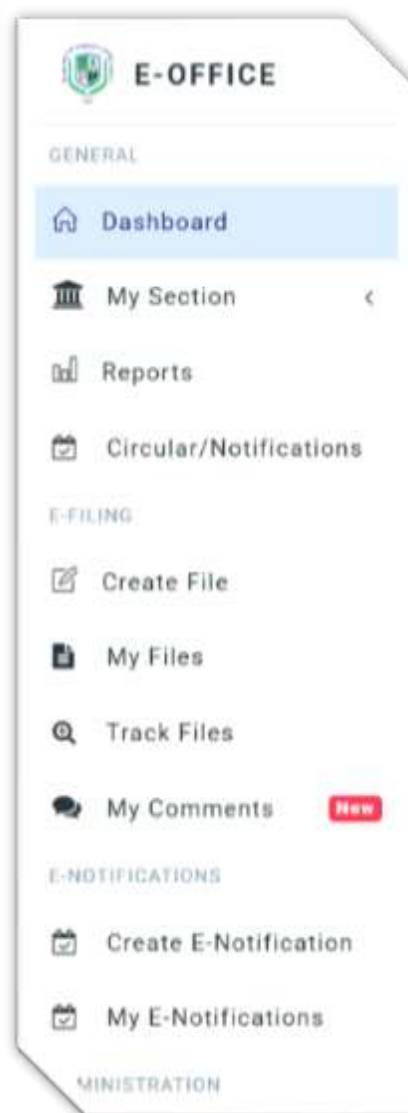
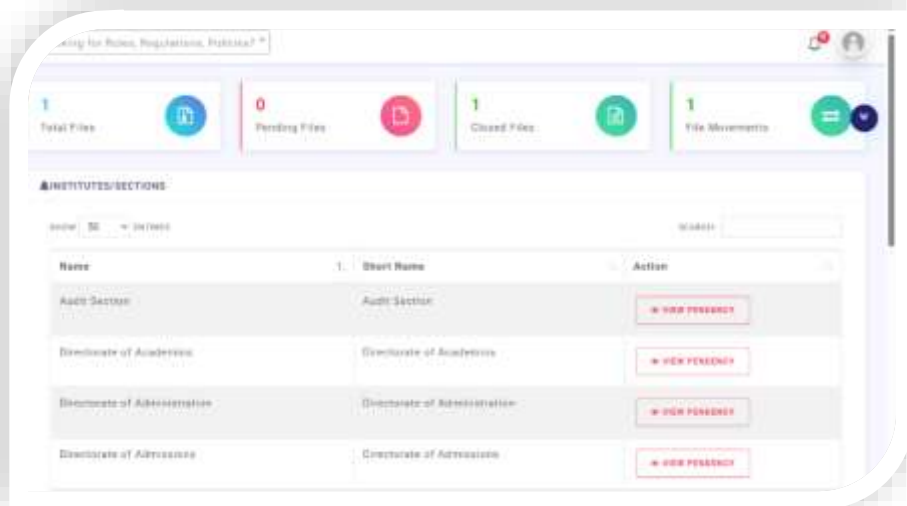
The E Office Dashboard at UVAS Swat is a centralized digital platform designed to modernize administrative processes by streamlining file management, notifications, and departmental communication. It provides staff and administrators with a clear overview of their tasks through features such as urgent file marking, where Heads of Departments can prioritize critical matters that automatically appear at the top of the dashboard. The system also enables the creation, editing, and publication of official e notifications, allowing signatories to digitally review and approve them. Additionally, files can be closed or re-opened with remarks, ensuring transparency and accountability in decision making. The dashboard's statistics section offers a quick snapshot of personal files, open and closed cases, comments, and files marked for the user, helping staff stay organized and responsive. By consolidating these functions into one accessible interface, the E Office Dashboard enhances efficiency, reduces delays, and promotes a paperless environment, reflecting UVAS Swat's commitment to digital transformation and institutional excellence.





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How to Create a File in E Office

Go to “Create File”

From the left sidebar, click on **E-Filing** → **Create File**.

Enter File Subject

Type the subject of your file (for example: *Web Hosting for UVAS Website*).
Keep it short and clear.

Write File Content

In the content box, write the details of your file.
You can format text using bold, italic, alignment, bullet points, or tables.

Mark File To Section/Designation

Use the dropdown menus on the right side to select:

Section/Institute (where the file should go).

Designation (who should receive it).

Add Attachments (if needed)

Click **Add Attachment** to upload supporting documents.

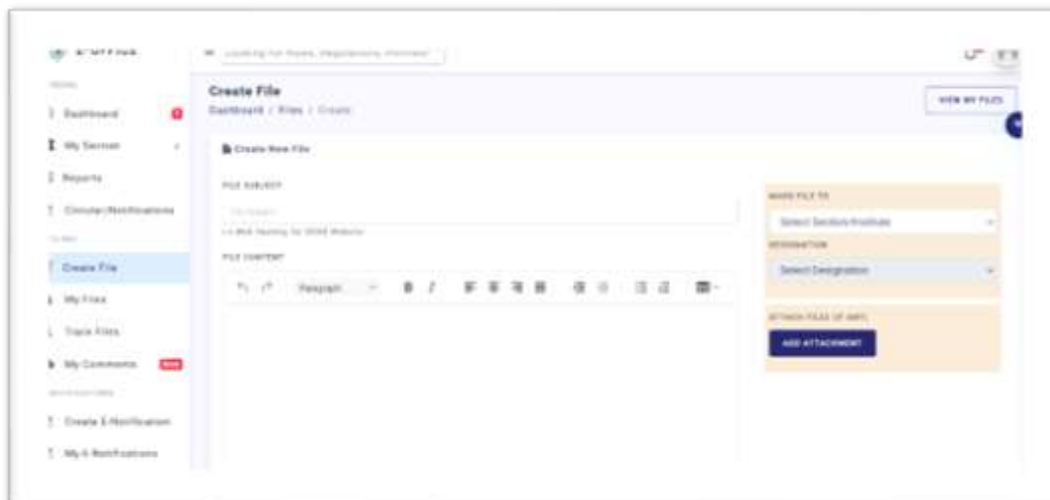
Enter PIN Code

Type your **4-digit PIN code** for security.
If you don't remember it, generate a new PIN.

Click “Create File”

Finally, press the **Create File** button.

Your file will be saved and sent to the selected section/designation.





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My Section in E Office

If you are a Head of Department (HOD) or Section Head, the “My Section” panel in E Office gives you an easy way to view and manage all reports and files related to your section. From this area, you can filter files by type (such as those marked to you), check their status (open or closed), and even track which subordinate they are assigned to. The system allows you to generate reports, view statistics, and monitor circulars or notifications issued within your section. By using the filter options and the “My Section Files” table, you can quickly locate important documents, track progress, and ensure accountability. This feature makes it simple for section heads to stay updated on departmental activities, review pending work, and maintain oversight of their team’s performance all from one centralized dashboard.

My Section Files

Dashboard / View

CREATE NEW FILE

Q Search Files

FILE TYPE: Marked To | FILE STATUS: Open Files | SUBORDINATE: Choose Subordinate

FILTER FILES

My Section Files

SHOW: 50 ENTRIES | SEARCH

File No	Subject	Marked To	Marked on	Action
Use filters above to search for files				
File No	Subject	Marked To	Marked on	Action

My Section Files

SHOW: 50 ENTRIES | SEARCH

File No	Subject	Marked To	Marked on	Action
Use filters above to search for files				
File No	Subject	Marked To	Marked on	Action



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Track Files in E Office

The Track Files option in E-Office allows staff and administrators to easily monitor the movement and status of any file within the system. By entering details such as the File Number, File Subject, and selecting a date range, users can quickly locate and review the history of a file. This feature shows when the file was created, who it was marked to, and its current status (open, closed, or in progress). With the Track File button, the system generates a complete trail of the file's journey, ensuring transparency and accountability at every step. For Heads of Departments and Section Heads, this tool is especially useful to oversee pending work, confirm timely actions, and maintain proper record-keeping. In short, Track Files makes it simple to follow up on important documents, avoid delays, and keep the administrative process organized and efficient.

The screenshot shows the E-Office interface. On the left is a sidebar with navigation options: Dashboard, My Section, Reports, Circular/Notifications, Create File, My Files, Track Files (highlighted), My Comments, Create E Notification, and My E Notifications. The main area is titled 'Track Files' and contains a form with the following fields: FILE NO. (with a date range from 14/02/2023 to 14/02/2023), FILE SUBJECT (with a dropdown menu showing 'Web Meeting for UVAS Website'), DATE FROM (14/02/2023), and DATE TO (14/02/2023). A 'TRACK FILE' button is at the bottom of the form.

This is a close-up of the Track Files form. It includes the following fields: FILE NO. (with a date range from 14/02/2023 to 14/02/2023), FILE SUBJECT (with a dropdown menu showing 'Web Meeting for UVAS Website'), DATE FROM (14/02/2023), and DATE TO (14/02/2023). A 'TRACK FILE' button is at the bottom of the form.



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How to Create an E Notification

Go to “Create E-Notification”

From the left sidebar, click on **E-Notifications** → **Create E-Notification**.

Enter Notification Subject

Type a clear subject for your notification (e.g., *Meeting Notice*).

Write Notification Content

In the content box, write the details of your notification.
Use formatting options like bold, italic, bullet points, or tables if needed.

Select Signatory

Choose the **Signatory** (the person who will approve and publish the notification) from the dropdown menu.

Copy To

Use the **Copy To** option to send copies of the notification to other sections or staff.

Save & Preview

Click **Save & Preview** to check your draft before submission.

Save & Submit

Once finalized, click **Save & Submit**.
The notification will be sent to the selected signatory for approval and publishing.

The screenshot shows the 'Create E-Notification' form in the E-Office system. The form includes a 'Subject' field, a 'Content' area with a rich text editor (bold, italic, bullet points, etc.), a 'Signatory' dropdown menu, and a 'Copy To' section. At the bottom, there are buttons for 'Save & Preview' and 'Save & Submit'.



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How to Use Account Settings

Change Password

Select this option if you want to update your login password.
Enter your current password, then set a new one.

Change PIN

Use this option to change your 4-digit PIN code.
The PIN is required for file creation and security actions.

Notifications

Manage how you receive alerts from the system.
You can enable or disable notifications based on your preference.

Logout

Click here to safely exit your account.
Always log out after finishing your work to keep your account secure.

ACCOUNT SETTINGS

- Change Password
- Change PIN
- Notifications
- Logout

Dashboard / Change Password

Change Password

OLD PASSWORD

NEW PASSWORD

CONFIRM NEW PASSWORD

[CHANGE PASSWORD](#)

Change PIN

Dashboard / Change PIN

[Change PIN](#)

[REQUEST NEW PIN](#) Click to generate pin code

Notification Settings

Dashboard / Notification Settings

Notify me when

File marked notification
Email me when file is marked to me



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Help Desk & Director IT Team – E Office Support

The E-Office system at UVAS Swat has a **Help Desk and IT team** to assist you. If you face any problem, you can contact them for quick guidance.

When you call or email, always explain your problem clearly so they can help faster. The Director IT and his team also make sure the system runs smoothly and stays secure for everyone.

Name	Designation	Email
Engr. Maaz Ali Mumtaz	Assistant Director IT	maaz021@uvasswat.edu.pk
Directorate of IT	IT TEAM	directorit@uvasswat.edu.pk
E office Support	IT TEAM	eoffice@uvasswat.edu.pk

E-Office FAQs

What is E-Office?

E-Office is a digital system to manage files, notifications, and office work online.

How do I log in?

Use your username and password given by the IT team.

What if I forget my PIN?

You can generate a new 4-digit PIN from the account settings.

How do I create a new file?

Go to **E-Filing** → **Create File**, write the subject and content, select section/designation, add PIN, and click **Create File**.

Can I attach documents to a file?

Yes, use the **Add Attachment** option when creating a file.

How do I mark a file urgent?

HODs can mark files as urgent, and they will appear at the top of the dashboard.

How do I track a file?

Go to **Track Files**, enter the file number or subject, and click **Track File**.

How do I create a notification?

Go to **E-Notifications** → **Create E-Notification**, write subject and content, select signatory, and submit.

How do I see my section's reports?

HODs/Section Heads can use **My Section** to view files, reports, and statistics.



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Thank You

We sincerely thank all faculty, staff, and administrators for adopting the E-Office system at UVAS Swat. Your cooperation and commitment to using this digital platform make our university more efficient, transparent, and modern. Together, we are building a paperless environment that saves time, ensures accountability, and strengthens our institutional excellence.

Thank you for your support and dedication to digital transformation at UVAS Swat.

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