

University of Engineering & Technology
Peshawar

E-Office Guide

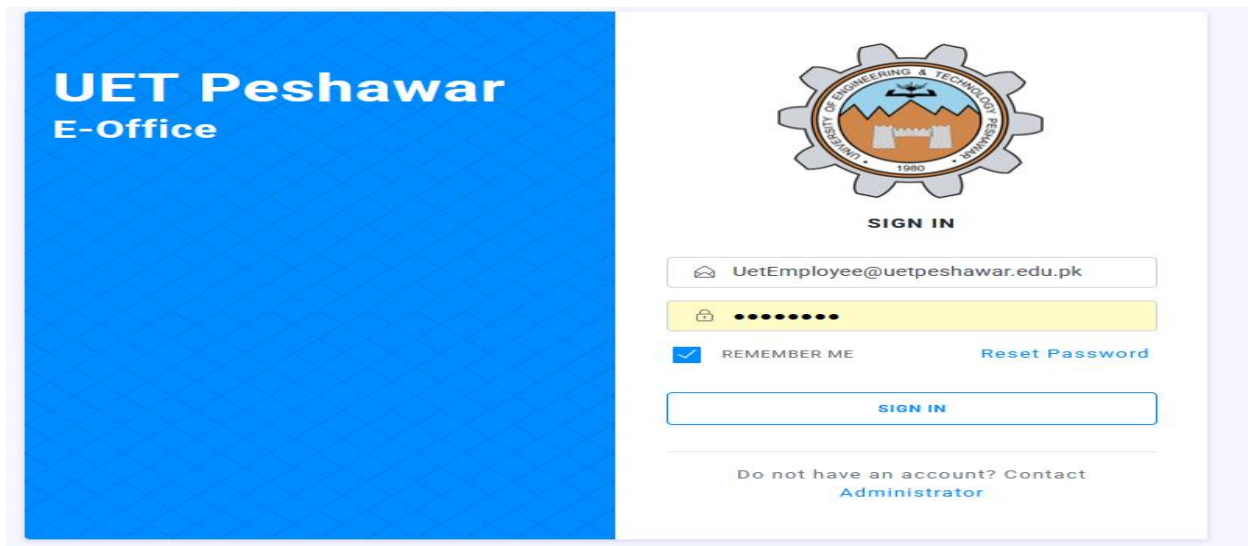
By

IT Center

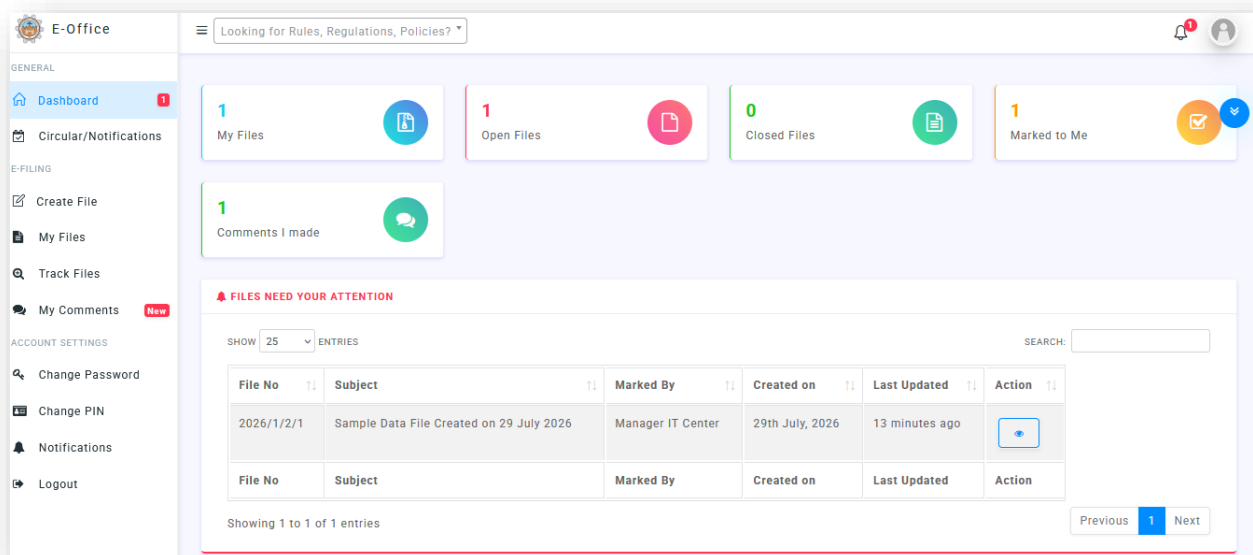
Step 1

UET E-OFFICE WELCOME SCREEN

- Click On Link : <https://eoffice.uetpeshawar.edu.pk/login>
- Screen will appear.



- Enter Your Email address and Password as provided.
- After Successfully Dashboard of Uet E-Office will appear



- **Dashboard:** The dashboard provides a comprehensive overview of all files, including My Files, Open Files, Closed Files, and Marked to Me. It also displays key details for each file, such as File Number, Subject, Marked By, Created On and Last Updated, enabling users to monitor and manage files efficiently.

Step 2

CREATE FILE

1. Click Create File.
2. Enter the Subject of the file.
3. Enter the required details in the File Content section.

MARK THE FILE

1. Go to the Mark To section.
2. Open the Department list and select the relevant department.
3. Select the Designation/Employee to whom the file should be marked.
4. Add Attachments if any and enter caption for your attachment

E-Office

Looking for Rules, Regulations, Policies? *

VIEW MY FILES

Dashboard / Files / Create

Create New File

FILE SUBJECT

Implementation of the New UET E-Office System

i.e Web Hosting for ICP Website

FILE CONTENT

Heading 3

All Employees

As per the directions of the Vice Chancellor, UET Peshawar is transitioning to the new E-Office System to improve efficiency, transparency, and digital file management across the University.

MARK FILE TO

Department of CS & IT Peshawar

DESIGNATION

Chairman ,Deptt of CS & IT Peshawar - Dr. S

ATTACH FILES (IF ANY)

ADD ATTACHMENT

CREATE FILE

5. Click on Create file button.
6. Enter the **PIN** sent to your registered email address. If you do not remember the PIN or it has expired, click **Regenerate** to receive a new one.
7. Screen will be appear

My Files

Success! File created successfully!

SHOW 50 ENTRIES SEARCH:

File No	Subject	Status	Created on	Last Updated	Currently Marked To	Action
2026/1/2/2	Implementation of the New UET E-Office System	Open	29th July, 2026	1 second ago	Manager IT Center	 
2026/1/2/1	Sample Data File Created on 29 July 2026	Open	29th July, 2026	54 minutes ago	IT Coordination Officer (DA)	 
File No	Subject	Status	Created on	Last Updated	Currently Marked To	Action

Showing 1 to 2 of 2 entries

Previous 1 Next

8. File number will be auto generated.

TRACK FILE

1. Click on Track Files

Track Files
[Dashboard](#) / [Files](#) / [Track](#)

Track Files

FILE NO.

i-e 2023/1/1/1

FILE SUBJECT

i-e Web Hosting for ICP Website

DATE FROM

i-e 2023-05-15

DATE TO

i-e 2023-05-15

TRACK FILE

2. Enter File No or File Subject and click on Track File

TRACK FILE

Total 1 file in Search Result

SHOW 10 ENTRIES

SEARCH:

File No	Subject	Dates	Currently Marked To	Action
2026/1/2/2	Implementation of the New UET E-Office System	Created On: 29th July, 2026 Created By: ICO(DA) Updated: 15 minutes ago	MITC	VIEW FLOW
File No	Subject	Dates	Currently Marked To	Action

Showing 1 to 1 of 1 entries

Previous

1

Next

- **View Flow** : IT will describe the file track

File Flow

test File

File No. # 2026/1/1/1

Status Open

S.No	From	To	Date
1	MITC	ICO(DA)	Mon, Jun 29, 2026 9:46 AM
2	ICO(DA)	MITC	Mon, Jun 29, 2026 10:55 AM
S.No	From	To	Date

CLOSE

MY FILES

1. Click on My files to view your files

My Files
[Dashboard](#) / [View](#)

CREATE NEW FILE

My Files

SHOW 50 ENTRIES

SEARCH:

File No ↑↓	Subject ↑↓	Status ↑↓	Created on ↑↓	Last Updated ↑↓	Currently Marked To ↑↓	Action ↑↓
2026/1/2/2	Implementation of the New UET E-Office System	Open	29th July, 2026	19 minutes ago	Manager IT Center	
2026/1/2/1	Sample Data File Created on 29 July 2026	Open	29th July, 2026	1 hour ago	IT Coordination Officer (DA)	
File No	Subject	Status	Created on	Last Updated	Currently Marked To	Action

Showing 1 to 2 of 2 entries

Previous 1 Next

2. Select the desired action, such as **Close/Reopen** or **Forward** to the next user.