


# FILE TRACKING SYSTEM

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File tracking system is a web based application to monitor the movement of receipts and files and assist in their easy tracking. It is an integrated package which has features right detecting of receipts/files, updating its status, opening of new files, tracking the movement of the files, dispatch of letters/files and finally records management.

Its features are:-

- Easy Handle
- Find the exact location
- Find the status



## In this project there are Six Modules:-

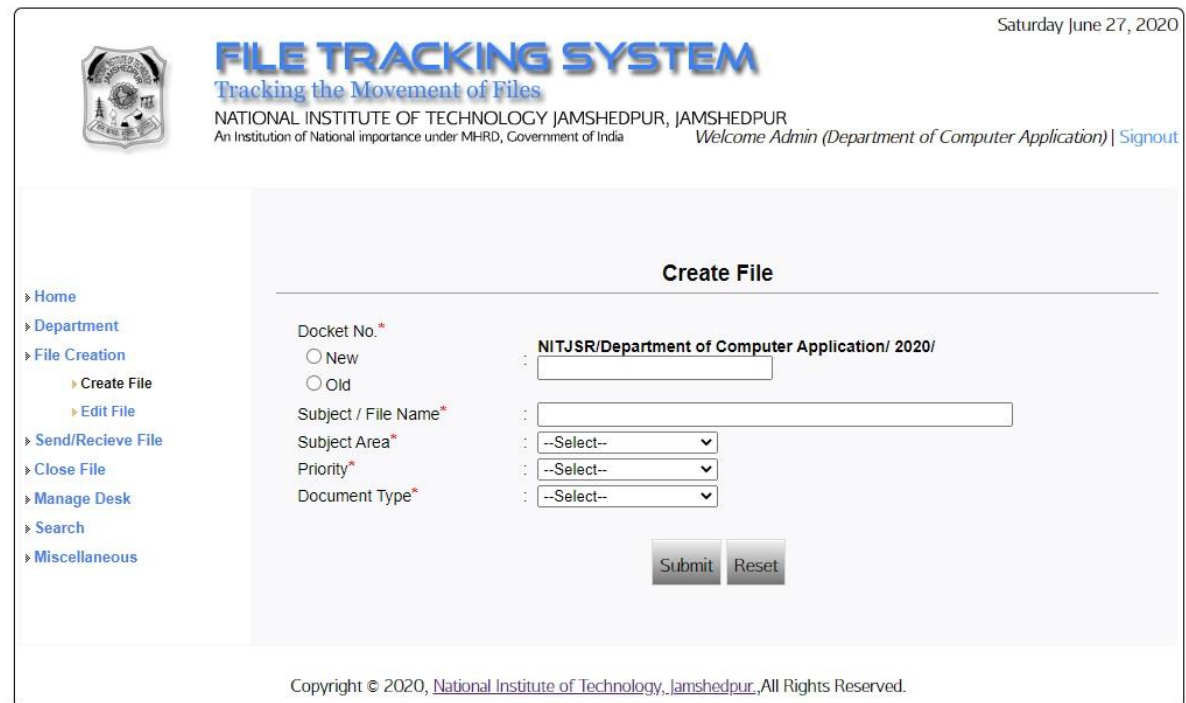
- I. Module 1 (File Creation)
- II. Module 2 (Send/Receive File)
- III. Module 3 (Close File)
- IV. Module 4 (Manage Desk)
- V. Module 5 (Search)
- VI. Module 6 (Miscellaneous)

# Module 1:- File Creation

## Section 1:- Create File

In this module you can create a file by fill the given attributes:-

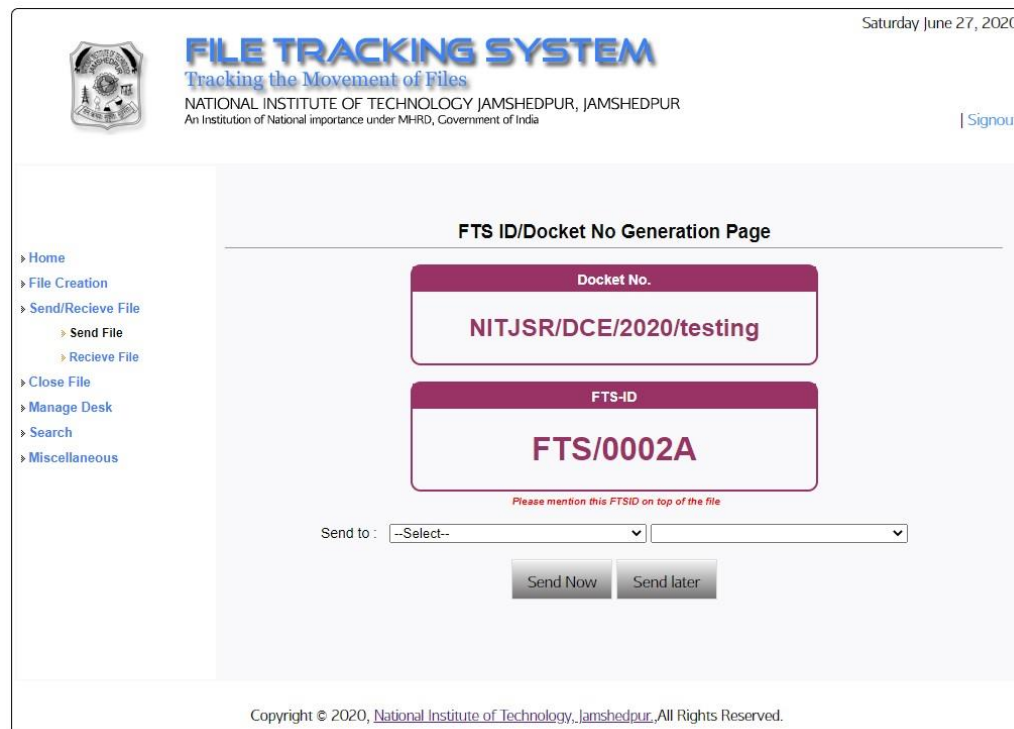
- Docket No.
- Subject / File Name
- Subject Area
- Priority
- Document Type



The screenshot displays the 'FILE TRACKING SYSTEM' web interface. The header includes the system logo, the title 'FILE TRACKING SYSTEM', the tagline 'Tracking the Movement of Files', and the organization's name: 'NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR, JAMSHEDPUR'. It also features a date 'Saturday June 27, 2020' and a user greeting 'Welcome Admin (Department of Computer Application) | Signout'. The main content area is titled 'Create File' and contains a form with the following fields: 'Docket No.\*' (with a radio button for 'New' and a text input containing 'NITJSR/Department of Computer Application/ 2020/'), 'Subject / File Name\*' (with a text input), 'Subject Area\*' (with a dropdown menu showing '--Select--'), 'Priority\*' (with a dropdown menu showing '--Select--'), and 'Document Type\*' (with a dropdown menu showing '--Select--'). Below the form are 'Submit' and 'Reset' buttons. A left sidebar contains a navigation menu with items like Home, Department, File Creation, Send/Receive File, Close File, Manage Desk, Search, and Miscellaneous. The footer contains the copyright notice: 'Copyright © 2020, National Institute of Technology, Jamshedpur, All Rights Reserved.'

When you will fill the form then click on submit button then system will generates a file id and will record a full details about that file.

It will also ask for sender details in this page. You can send it to concerned person after selecting that person. You can also sent it later. The created file will be visible in Send File Section.



The screenshot displays the 'FILE TRACKING SYSTEM' web application interface. The header includes the system logo, the title 'FILE TRACKING SYSTEM', the tagline 'Tracking the Movement of Files', and the institution name 'NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR, JAMSHEDPUR'. The date 'Saturday June 27, 2020' is shown in the top right corner, along with a 'Signout' link.

The main content area is titled 'FTS ID/Docket No Generation Page'. It features two prominent purple boxes: the top one is labeled 'Docket No.' and contains the text 'NITJSR/DCE/2020/testing'; the bottom one is labeled 'FTS-ID' and contains the text 'FTS/0002A'. Below these boxes, a red note states 'Please mention this FTSID on top of the file'. A 'Send to:' field with a dropdown menu (currently showing '--Select--') is present, followed by two buttons: 'Send Now' and 'Send later'.

A left sidebar contains a navigation menu with the following items: Home, File Creation, Send/Recieve File (with sub-items 'Send File' and 'Recieve File'), Close File, Manage Desk, Search, and Miscellaneous.

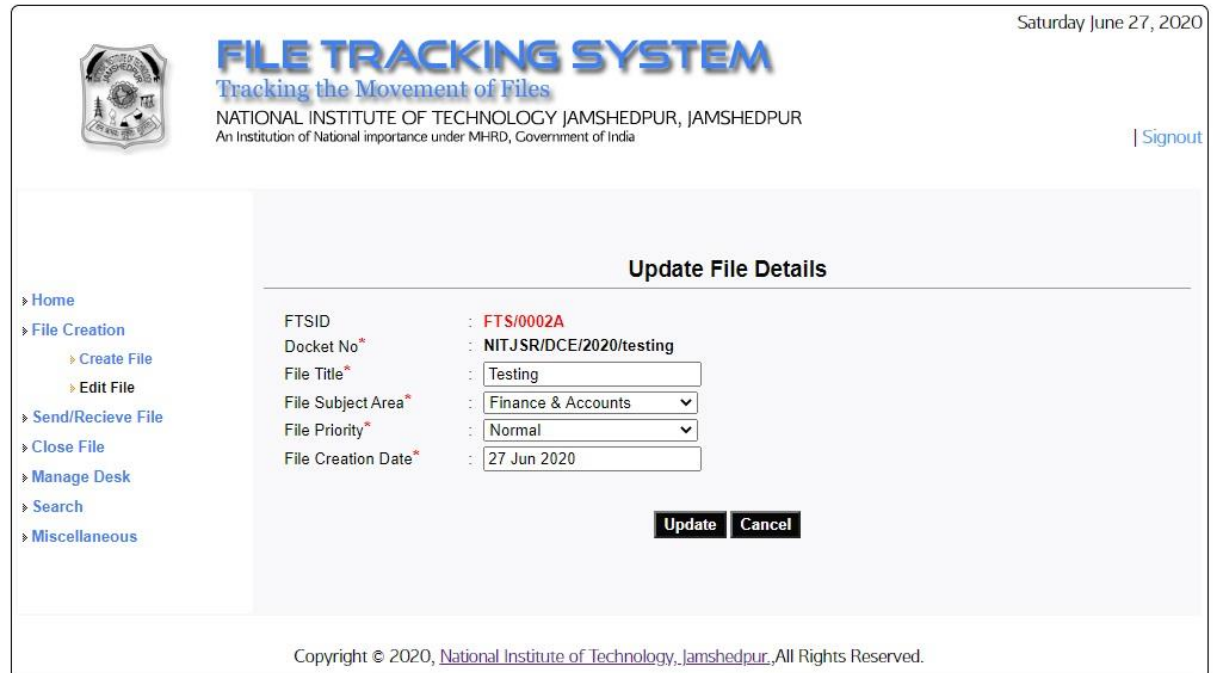
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# Module 1:- File Creation

## Section 2:- Edit File

In this section you can update some limited field, only if you are creator of that file, which are \*:-

- File Title
- File Subject Area
- File Priority
- File Creation Date



The screenshot displays the 'FILE TRACKING SYSTEM' interface. At the top right, the date 'Saturday June 27, 2020' is shown. The system logo and name are prominently displayed, along with the text 'Tracking the Movement of Files' and 'NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR, JAMSHEDPUR'. A 'Signout' link is visible on the right. On the left, a navigation menu includes 'Home', 'File Creation' (with sub-items 'Create File' and 'Edit File'), 'Send/Recieve File', 'Close File', 'Manage Desk', 'Search', and 'Miscellaneous'. The main content area is titled 'Update File Details' and contains a form with the following fields:

FTSID	:	FTS/0002A
Docket No*	:	NITJSR/DCE/2020/testing
File Title*	:	<input type="text" value="Testing"/>
File Subject Area*	:	<input type="text" value="Finance &amp; Accounts"/>
File Priority*	:	<input type="text" value="Normal"/>
File Creation Date*	:	<input type="text" value="27 Jun 2020"/>

At the bottom of the form, there are 'Update' and 'Cancel' buttons. The footer of the page reads: 'Copyright © 2020, National Institute of Technology, Jamshedpur, All Rights Reserved.'


\* You can edit those file which has not been sent. You can also edit those file which has been sent but not received by that concerned person.

# Module 2:- Send/Receive File

## Section 1:- Send File

In this section you can view list of files which are created by you and has not been sent till now. You can also find those files which are received by you.

Saturday June 27, 2020



### FILE TRACKING SYSTEM

Tracking the Movement of Files

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### Send File


Send File  Bulk Sending

S#	FTSID	File No	File Title	Priority	Sent To	Send
1	FTS/0002A	NITJSR/DCE/2020/testing	Testing	Normal		<input type="button" value="▶"/>

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The file which you want to send just click on corresponding send button. After clicking, a page will come and it will ask to select that concerned person where you want to send that file. You can also write comments which are written by you in physical file note sheet.

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**Send**

File Details	
<b>FTS ID</b>	FTS/0003A
<b>File No.</b>	NITJSR/DCE/2020/Testin2
<b>File Title</b>	Testing2
<b>File Type</b>	Finance & Accounts
<b>File Priority</b>	Normal

Send to :

Comments (Optional) :

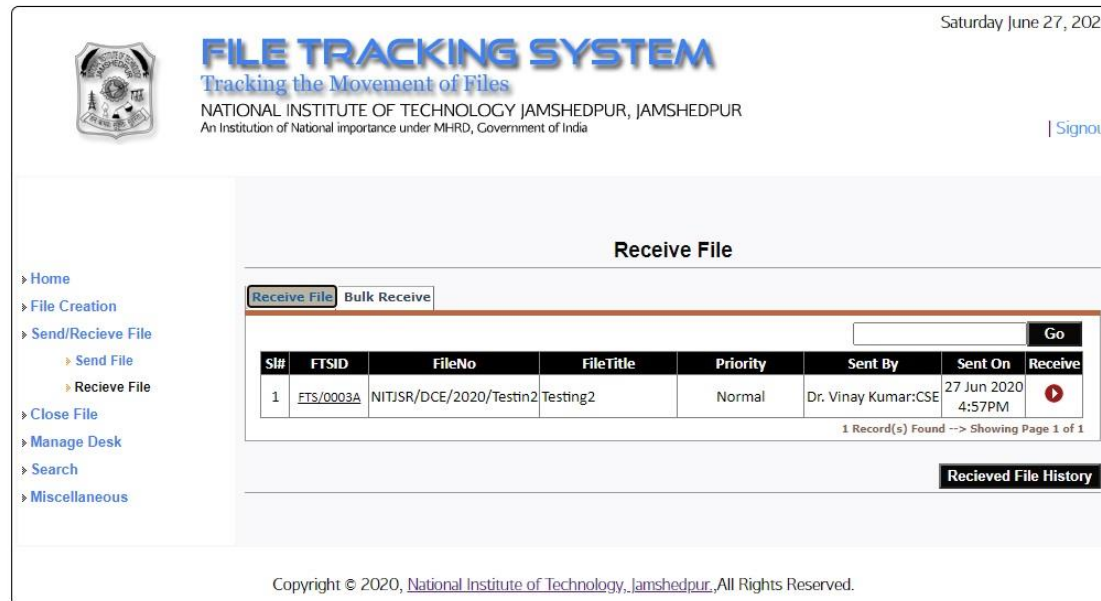
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# Module 2 :- Send/Receive File

## Section 2:- Receive File

In this section you can view list of files which are sent by other person to you.




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Receive File

Receive File Bulk Receive

S#	FTSID	FileNo	FileTitle	Priority	Sent By	Sent On	Receive
1	FTS/0003A	NITJSR/DCE/2020/Testin2	Testing2	Normal	Dr. Vinay Kumar:CSE	27 Jun 2020 4:57PM	

1 Record(s) Found --> Showing Page 1 of 1

Received File History

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The file which you want to receive just click on corresponding receive button. After clicking, a page will come and it will ask to select that concerned person where you want to send that file. You can also write comments which are written by you in physical file note sheet.

The file which you want to receive just click on corresponding receive button. After clicking, a page will come and it will ask to select Assign to Desk. After selecting desk, file will be received by you and assigned to that selected person.

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Home  
File Creation  
Send/Recieve File  
    Send File  
    Recieve File  
Close File  
Manage Desk  
Search  
Miscellaneous

**Receive**

File Details	
FTS ID	FTS/0003A
File No.	NITJSR/DCE/2020/Testin2
File Title	Testing2
File Type	Finance & Accounts
File Priority	Normal
Previous Sent By	Dr. Vinay Kumar

Assigned to Desk : --


Receive Back

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# Module 3:- Close File

In this section you can get a list of files which are received by you. You can close any file among them with complete and proper reason.

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Welcome Dr. AKL. Srivastava (DCE) | [Signout](#)

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- › Home
- › File Creation
- › Send/Recieve File
- › Close File
  - › Close File
- › Manage Desk
- › Search
- › Miscellaneous

### Close File

Sl.No.	FTS ID	File Title	File Type	Creation Department	Close
1	<a href="#">FTS/0003A</a>	Testing2	Finance & Accounts	Department of Civil Engineering	<input type="button" value="✖"/>

1 Record(s) Found --> Showing Page 1 of 1

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For closing any file you have to enter Closing Comments.

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Sl.No.	FTS ID	File Title	File Type	Creation Department	Close
1	FTS/0003A	Testine2	Finance &	Department of Civil Engineering	<input type="checkbox"/>

A modal dialog box titled 'Close File' is overlaid on the table, containing a 'Closing Comment' text input field and 'Close' and 'Cancel' buttons. The background table also shows a '1 Record(s) Found -> Showing Page 1 of 1' status and a 'Copyright' notice at the bottom left.

# Module 4 :- Manage Desk

In this section you can add office-staff/clerk etc. which are working under you or your department. The added person should be directly proportional to your department who handles your departmental files.

Saturday June 27, 2020



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| [Logout](#)

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- › Home
- › File Creation
- › Send/Recieve File
- › Close File
- › Manage Desk
  - › Create Desk
  - › Assign Desk
- › Search
- › Miscellaneous

### Create Desk

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Add New Desk

Sl.No.	Desk Name	Edit
1	Self	✎
2	Sandip Desk	✎


2 Record(s) Found --> Showing Page 1 of 1

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# Module 5 :- Search file

In this section you can view the movement of that file which are created by you. For this you have to click on corresponding FTS-Id.



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Saturday June 27, 2020

[Signout](#)

- Home
- File Creation
- Send/Recieve File
- Close File
- Manage Desk
- Search
  - Search File Status
  - File History
- Miscellaneous

Sl#	FTS-ID	File No.	File Title
1	<a href="#">FTS/0003A</a>	NITJSR/DCE/2020/Testin2	Testing2
2	<a href="#">FTS/0002A</a>	NITJSR/DCE/2020/testing	Testing

2 Record(s) Found --> Showing Page 1 of 1

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All details of that file will appear\*.

The screenshot displays a web application titled "FILE TRACKING SYSTEM" with a header for "JAMSHEDPUR, JAMSHEDPUR" and a user welcome message "Welcome Dr. AKL Srivastava (DCE) | Signout". The main content is divided into two sections:

**File Details**

FTSID	: FTS/0003A	FileNo	: NITJSR/DCE/2020/Testin2
File Title	: Testing2		
Short File Name	: NA		
File Type	: Finance & Accounts	File Priority	: Normal
Created By	: Dr. AKL Srivastava (DCE)	Created On	: 27 Jun 2020
File Status	: Operational	Closing	: NA
Unique MovementId	: FTS/0003A/CSE/DCE		

**File Movement History**

SI No.	Sent On	Sent By	Sent To	Recived On	Recived By	Marks To
1	27 Jun 2020 2:27PM	Dr. AKL Srivastava (DCE)	Dr. Vinay Kumar (CSE)	27 Jun 2020 2:51PM	Dr. Vinay Kumar (CSE)	Self
<b>Remarks</b>						
SI No.	Sent On	Sent By	Sent To	Recived On	Recived By	Marks To
2	27 Jun 2020 4:57PM	Dr. Vinay Kumar (CSE)	Dr. AKL Srivastava (DCE)	27 Jun 2020 5:09PM	Dr. AKL Srivastava (DCE)	Self
<b>Remarks</b> Testing						


2 Record(s) Found --> Showing Page 1 of 1

\*Please allow pop-up block.

# Module 6 :- Miscellaneous

In this section you can change your password.

Saturday June 27, 2020



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- › [Home](#)
- › [File Creation](#)
- › [Send/Receive File](#)
- › [Close File](#)
- › [Manage Desk](#)
- › [Search](#)
- › [Miscellaneous](#)
  - › [Password Change](#)

Old Password

New Password  (Maximum Eight(8) alphanumeric keys)

Confirm Password

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Thank You