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
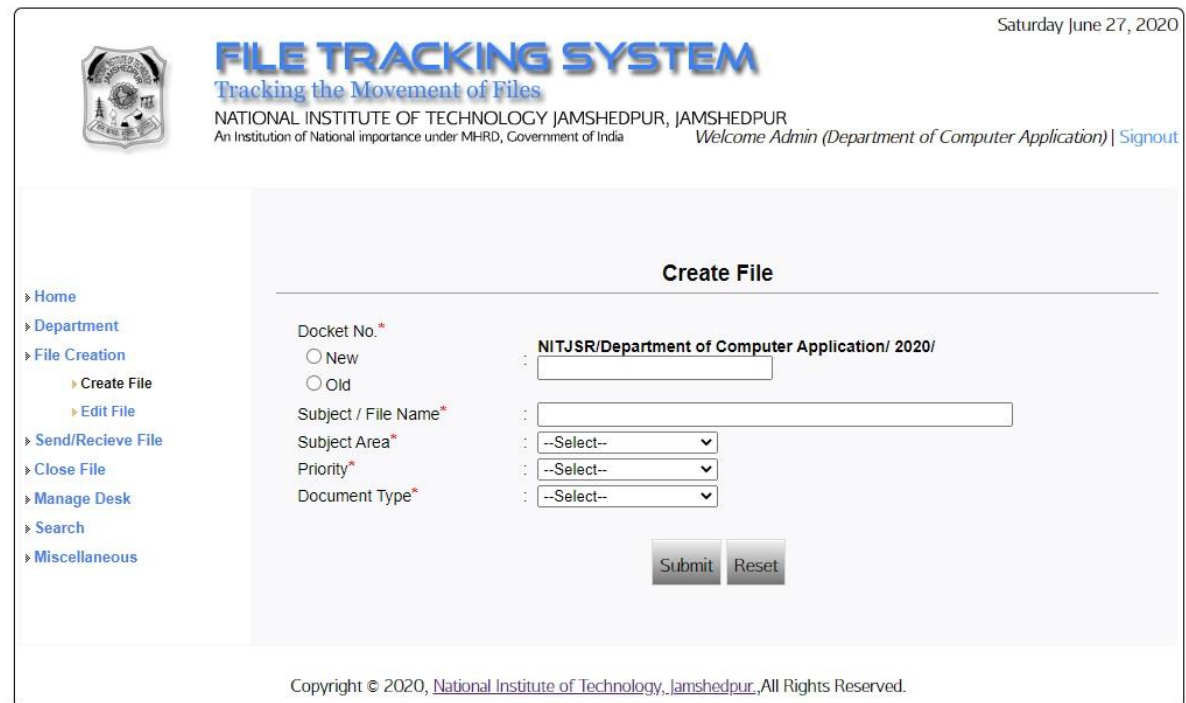➢ Find the status

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

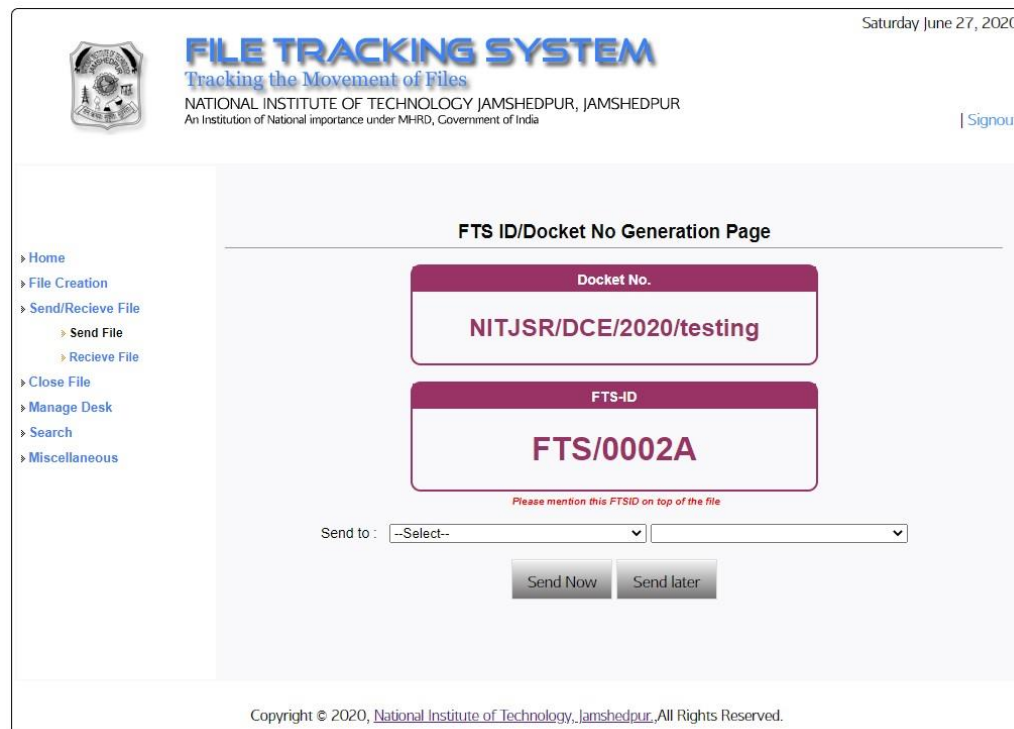In this module you can create a file by fill the given attributes:-
- Docket No.
- Subject / File Name
- Subject Area
- Priority
- Document Type

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.

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

* 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.

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.

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.

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.

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.

For closing any file you have to enter Closing Comments.

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.

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.

All details of that file will appear*.

*Please allow pop-up block.

Module 6 :- Miscellaneous

In this section you can change you password.

Thank You