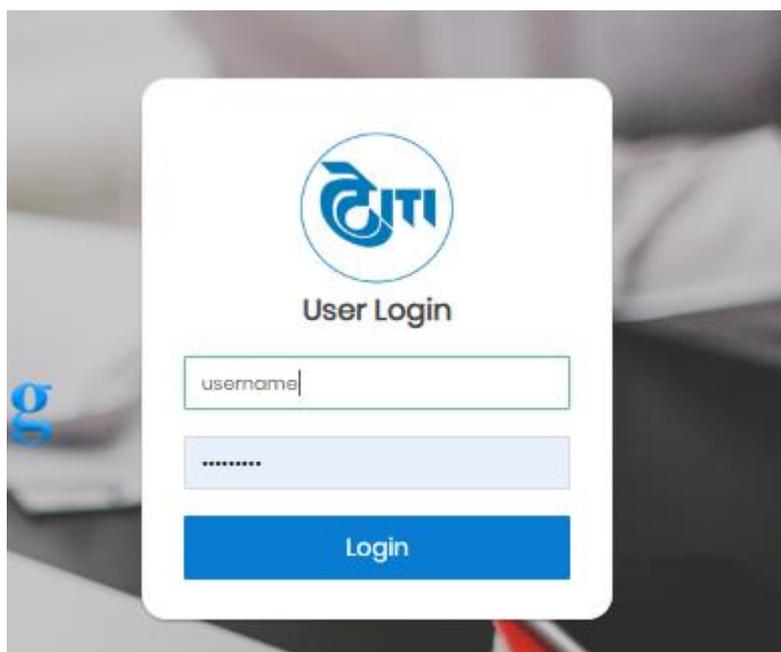


File Tracking System- User Manual. Ver 1.0 dtd 26-3-2019

File Tracking System is designed to provide tractability of various files/ documents / DOT letters in the organisation. This is a easy to use web based system that helps departments to manage the records of their files and also find it's present location.

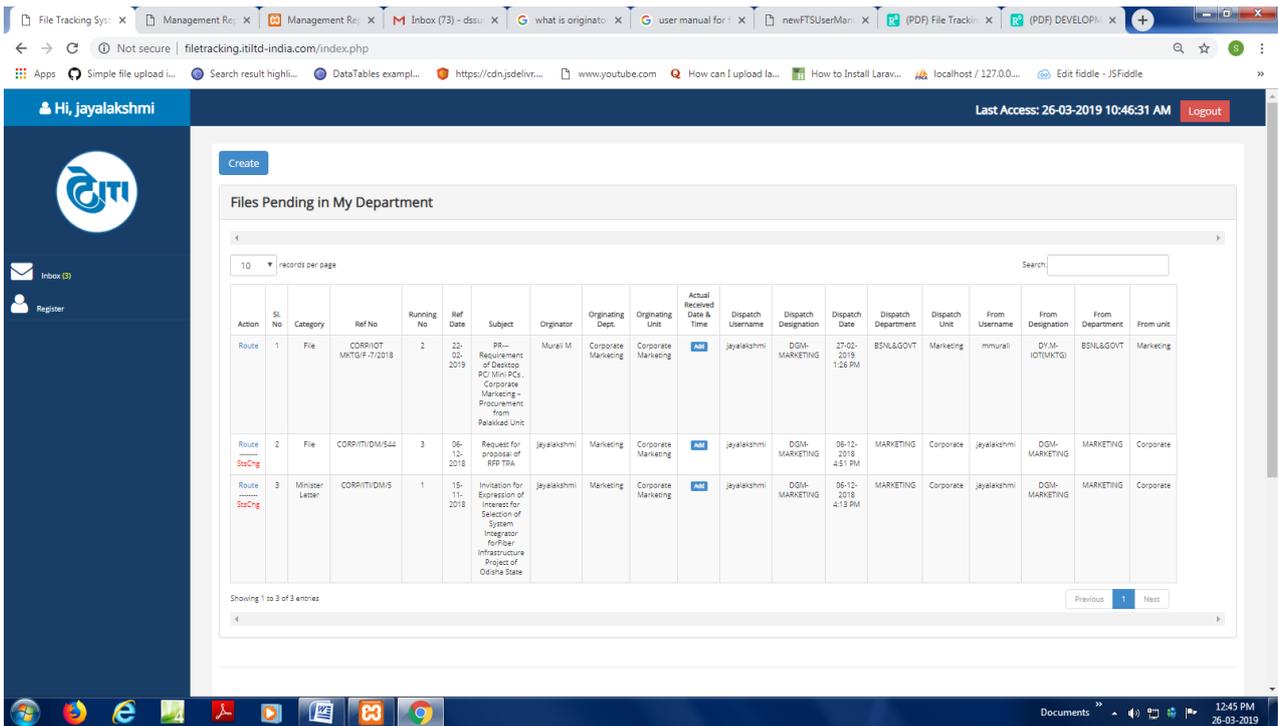
The URL is <https://filetracking.itilttd.in/>.The user will get a Login Screen as shown in the diagram shown below (Screen 1.1).

Log-in Screen



Screen 1.1

Once the valid Login Id and Password are entered, the user will get the Main Menu of File Tracking System as shown next (Screen 1.2).

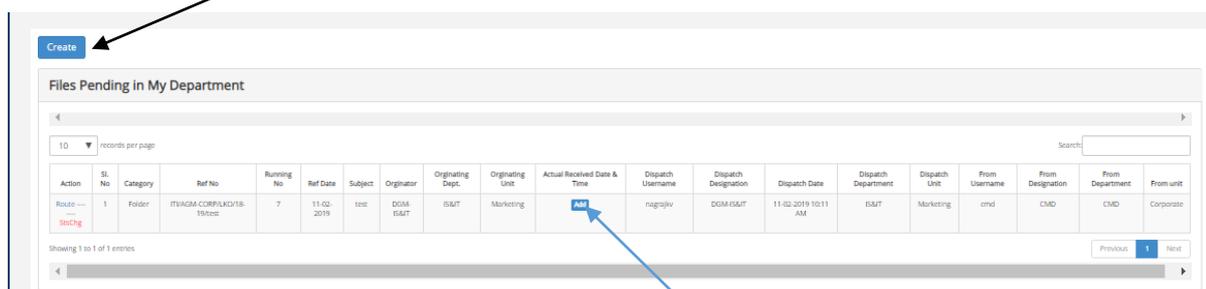


Screen 1.2

The above is the Screen that is displayed after logging in. This shows the records of the files pending in your department which might have been routed by other department.

If the record is not created by other department - may be from Govt / DOT or any other unit / or ITI departments which might not have implemented the system yet, you yourself can create a new record by clicking on the button 'create'. Also if the file is originating from your own department, you will have to create the new record.

Create a New Record



Enter actual date of receipt

Screen 1.3

If the record of file shows the received date as a different date than you have actually received, then you can enter the actual date of receipt of the file by clicking on the button 'new'.

Create a New Record

On Clicking Create Receipt, the User will get the screen as shown in Screen 1.4 and you need to enter data in to the fields. Whichever r Fields are mentioned as * are mandatory.

The screenshot shows a web form titled "File Register". The form contains the following fields:

- Category ***: A dropdown menu with "Select Option" and a downward arrow.
- Other Category**: A text input field with the placeholder "Enter other category".
- Status ***: A dropdown menu with "Running" and a downward arrow.
- Ref No ***: A text input field with the placeholder "Enter Ref No".
- Running No ***: A text input field with the value "3".
- Ref Date ***: A text input field with the placeholder "Enter Reference Date".
- Subject ***: A text input field with the placeholder "Enter subject".
- Originator Name**: A text input field with the placeholder "Enter Originator".
- Originating Department**: A text input field with the placeholder "Enter Originating Department".
- Originating Unit**: A text input field with the placeholder "Enter Originating Unit".
- Date Recd. in this Dept. from Originator**: A text input field with the placeholder "Enter Recieved date".
- Time Recd. in this Dept. from Originator (HH:MM)**: A text input field with the placeholder "Enter Recd. Time".

At the bottom left of the form is a blue "Submit" button.

Screen 1.4

If the file is received from other department who has not created the record and therefore you are creating the record for the same then there are 3 fields that you need to mention the originating source viz. **Originator Name, Originator Dept & Originating Unit.** Though the fileds are in the same screen these 3 fileds are shown below (screen 1.5) again for clarity purpose.(But if the file is originating from your own department then you can write your own details here as the originator.)

Time and date recd can also be recorded (shown in picture screen 1.6)

Originator Details

Originator Name

Enter Originator

Originating Department

Enter Originating Department

Originating Unit

Enter Originating Unit

Screen 1.5

Record Date and Time from Originator

Date Recd. in this Dept. from Originator

Enter Received date

Time Recd. in this Dept. from Originator (HH:MM)

Enter Recd. Time

Submit

Screen 1.6

After the submit button is clicked the user will get the output as shown in Screen 1.7 . you can see that the new record you created is appearing at the top. Now it is ready for getting 'routed'(explained in the next step)

Files Pending in My Department

10 records per page

Action	Sl. No	Category	Ref No	Running No	Ref Date	Subject	Originator	Originating Dept.	Originating Unit	Actual Received Date & Time	Dispatch Username	Dispatch Designation	Dispatch Date	Dispatch Department
Route	1	File	CORP/IDT MKTG/F-7/2018	2	22-02-2019	PR--Requirement of Desktop PC/ Mini PCs . Corporate Marketing - Procurement from Palakkad Unit	Murali M	Corporate Marketing	Corporate Marketing	Add	jayalakshmi	DGM-MARKETING	27-02-2019 1:26 PM	BSNL&GOVT
Route StsChg	2	File	CORP/ITI/DM/S44	3	06-12-2018	Request for proposal of RFP TPA	Jayalakshmi	Marketing	Corporate Marketing	Add	jayalakshmi	DGM-MARKETING	06-12-2018 4:51 PM	MARKETING
Route StsChg	3	Minister Letter	CORP/ITI/DM/5	1	15-11-2018	Invitation for Expression of Interest for Selection of System Integrator for Fiber Infrastructure Project of Odisha State	Jayalakshmi	Marketing	Corporate Marketing	Add	jayalakshmi	DGM-MARKETING	06-12-2018 4:13 PM	MARKETING

Showing 1 to 3 of 3 entries

Screen 1.7

Routing to another Department

Click on the icon 'Route'

Routing icon.

Action	Sl. No	Category	Ref No	Running No	Ref Date	Subject	Originator	Originating Dept.	Originating Unit	Received Date & Time	Dispatch Username	Dispatch Designation	Dispatch Date	Dispatch Department	Dispatch Unit	From Username	From Designation	From Department	From unit
	1	File	CORP/IOT MKTG/F-7/2018	2	22-02-2019	PR--- Requirement of Desktop PC/ Mini PCs , Corporate Marketing - Procurement from Palakkad Unit	Murali M	Corporate Marketing	Corporate Marketing		jeyalakshmi	DGM-MARKETING	27-02-2019 1:26 PM	BSNL&GOVT	Marketing	mmurali	DY.M-IOT(MKTG)	BSNL&GOVT	Marketing

Screen 1.8

Routing screen is shown below. Enter details of the unit, department and designation where the file has been routed. These are selectable through a dropdown menu.

Routing

Ref No *

CORP/IOT MKTG/F -7/2018

Running No *

2

Ref Date *

2019-02-22

Subject *

PR---Requirement of Desktop PC/ Mini PCs , Corporate Marketing - Procurement from Palakkad Unit

Date & Time Sent to the Dept. *

2019-02-22

Dispatch to *

- Select Unit -

- Select Unit first -

- Select Department first -

Dispatch Date *

2019-03-26

Dispatch Time (HH:MM) (24 hrs. format) *

15:59

Remarks *

Submit

Screen 1.9

Status Change: After the file process has been completed / approved /or cancelled etc the status of the record can be changed accordingly by the originator by clicking on ' StsChg' as shown below.

Enter the Status

Route ----- StsChg	2	File	CORP/ITI/DM/544	3	06-12-2018	Request for proposal of RFP TPA	Jayalakshmi	Marketing	Corporate Marketing	Add	Jayalakshmi
Route ----- StsChg	3	Minister Letter	CORP/ITI/DM/5	1	15-11-2018	Invitation for Expression of Interest for Selection of System Integrator forFiber Infrastructure Project of Odisha State	Jayalakshmi	Marketing	Corporate Marketing	Add	Jayalakshmi

Screen 1.10

Once you click on ' StsChg' (pls see screen 1.11 below) we can change the status of the file, to show whether the file is closed, cancelled or Pending. The pre-defined status is available as drop down list.

Status Change

Ref No *
CORP/ITI/DM/5

Running No *
1

Ref Date *
2018-11-15

Subject *
Invitation for Expression of Interest for Selection of System Integrator forFiber Infrastructure Project of Odisha State

Date & Time Sent to the Dept. *
2018-12-06 15:15

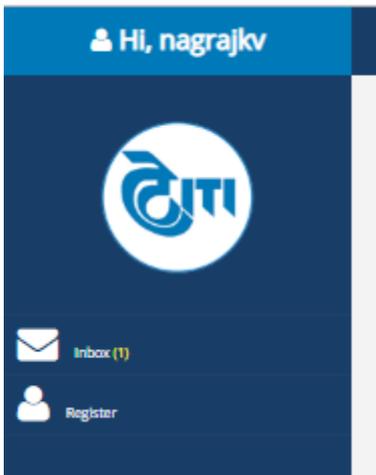
Status *
Select Option ▼

[Update](#)

Screen 1.11

After selecting suitable status, to save the update you can click on Update button.

The default screen shown when user logs in is the Inbox where all pending records are seen. But once you 'route' a file, the record is not available in this screen. You can view all the records by clicking on the icon "Register" in the left menu bar.



Screen 1.12

In the register you can see all the files that you have handled and their routings with comments- shown in the diagram (Screen 1.13) we can download the data in an excel sheet.

Download Excel File

File Register Details																																														
Sl. No	Category	Status	Ref No	Running No	Ref Date	Subject	Date Time sent to this Dept.	Originator	Originating Department	Originating Unit	Routing Details																																			
<div style="text-align: right;"> Download </div>																																														
From Date: 2018-10-01 To Date: 2019-03-26 Search Search here...																																														
1	Folder	Running	CorpES&T7Gen	1	15-03-2019	Procurement of Cartridges for Corporate office Printers	15-03-2019	Anareddy	ES&T	Marketing	<table border="1"> <thead> <tr> <th>From User</th> <th>To User</th> <th>Dispatch Des.</th> <th>Dispatch Dep.</th> <th>Dispatch unit.</th> <th>Dispatch Date</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>nagrajkv</td> <td>jyoree</td> <td>GM-MARKETING</td> <td>GM-M</td> <td>Marketing</td> <td>15-03-2019 10:33 AM</td> <td>Signed</td> </tr> <tr> <td>anareddy</td> <td>nagrajkv</td> <td>DGM-ES&T</td> <td>ES&T</td> <td>Marketing</td> <td>15-03-2019 10:31 AM</td> <td>Put-up for Approval</td> </tr> <tr> <td>anareddy</td> <td>anareddy</td> <td>AM-ES&T</td> <td>ES&T</td> <td>Marketing</td> <td>15-03-2019 10:29 AM</td> <td></td> </tr> </tbody> </table>	From User	To User	Dispatch Des.	Dispatch Dep.	Dispatch unit.	Dispatch Date	Remarks	nagrajkv	jyoree	GM-MARKETING	GM-M	Marketing	15-03-2019 10:33 AM	Signed	anareddy	nagrajkv	DGM-ES&T	ES&T	Marketing	15-03-2019 10:31 AM	Put-up for Approval	anareddy	anareddy	AM-ES&T	ES&T	Marketing	15-03-2019 10:29 AM								
From User	To User	Dispatch Des.	Dispatch Dep.	Dispatch unit.	Dispatch Date	Remarks																																								
nagrajkv	jyoree	GM-MARKETING	GM-M	Marketing	15-03-2019 10:33 AM	Signed																																								
anareddy	nagrajkv	DGM-ES&T	ES&T	Marketing	15-03-2019 10:31 AM	Put-up for Approval																																								
anareddy	anareddy	AM-ES&T	ES&T	Marketing	15-03-2019 10:29 AM																																									
<div style="text-align: center;">12-03-2019</div>																																														
1	Folder	Running	CRPES&T7dignisation	11	18-02-2019	Dignisation enhancement	26-03-2019	Nagraj K V	ES&T	Marketing	<table border="1"> <thead> <tr> <th>From User</th> <th>To User</th> <th>Dispatch Des.</th> <th>Dispatch Dep.</th> <th>Dispatch unit.</th> <th>Dispatch Date</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>malathy</td> <td>cmd</td> <td>CMD</td> <td>CMD</td> <td>Corporate</td> <td>12-03-2019 4:40 PM</td> <td>No</td> </tr> <tr> <td>sharmasuryas</td> <td>malathy</td> <td>AGM-CF</td> <td>FINANCE</td> <td>Corporate</td> <td>12-03-2019 11:55 AM</td> <td>For Approval</td> </tr> <tr> <td>nagrajkv</td> <td>sharmasuryas</td> <td>COMP-SECY</td> <td>CS OFFICE</td> <td>Corporate</td> <td>18-02-2019 12:55 PM</td> <td>FORWARDED</td> </tr> <tr> <td>nagrajkv</td> <td>nagrajkv</td> <td>DGM-ES&T</td> <td>ES&T</td> <td>Marketing</td> <td>18-02-2019 11:42 AM</td> <td></td> </tr> </tbody> </table>	From User	To User	Dispatch Des.	Dispatch Dep.	Dispatch unit.	Dispatch Date	Remarks	malathy	cmd	CMD	CMD	Corporate	12-03-2019 4:40 PM	No	sharmasuryas	malathy	AGM-CF	FINANCE	Corporate	12-03-2019 11:55 AM	For Approval	nagrajkv	sharmasuryas	COMP-SECY	CS OFFICE	Corporate	18-02-2019 12:55 PM	FORWARDED	nagrajkv	nagrajkv	DGM-ES&T	ES&T	Marketing	18-02-2019 11:42 AM	
From User	To User	Dispatch Des.	Dispatch Dep.	Dispatch unit.	Dispatch Date	Remarks																																								
malathy	cmd	CMD	CMD	Corporate	12-03-2019 4:40 PM	No																																								
sharmasuryas	malathy	AGM-CF	FINANCE	Corporate	12-03-2019 11:55 AM	For Approval																																								
nagrajkv	sharmasuryas	COMP-SECY	CS OFFICE	Corporate	18-02-2019 12:55 PM	FORWARDED																																								
nagrajkv	nagrajkv	DGM-ES&T	ES&T	Marketing	18-02-2019 11:42 AM																																									
2	Folder	Running	CorpES&T7gen	12	04-03-2019	Vision 2022 Uploading data to DRISHTI portal of CPSE	26-03-2019	DGM-ES&T	ES&T	Marketing	<table border="1"> <thead> <tr> <th>From User</th> <th>To User</th> <th>Dispatch Des.</th> <th>Dispatch Dep.</th> <th>Dispatch unit.</th> <th>Dispatch Date</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>cmd</td> <td>agorwalrm</td> <td>DIRECTOR-MARKETING</td> <td>DM</td> <td>Corporate</td> <td>12-03-2019 12:30 PM</td> <td>signed</td> </tr> </tbody> </table>	From User	To User	Dispatch Des.	Dispatch Dep.	Dispatch unit.	Dispatch Date	Remarks	cmd	agorwalrm	DIRECTOR-MARKETING	DM	Corporate	12-03-2019 12:30 PM	signed																					
From User	To User	Dispatch Des.	Dispatch Dep.	Dispatch unit.	Dispatch Date	Remarks																																								
cmd	agorwalrm	DIRECTOR-MARKETING	DM	Corporate	12-03-2019 12:30 PM	signed																																								

Screen 1.13