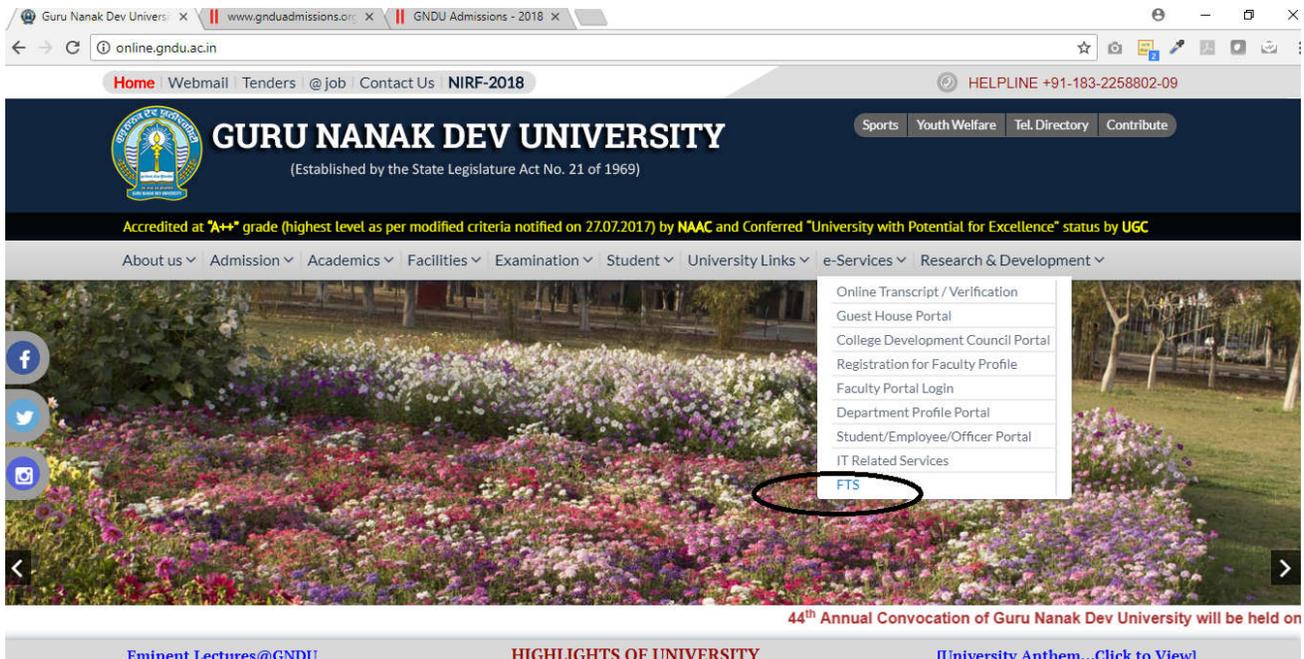


File Tracking System

(Step by Step Procedure)

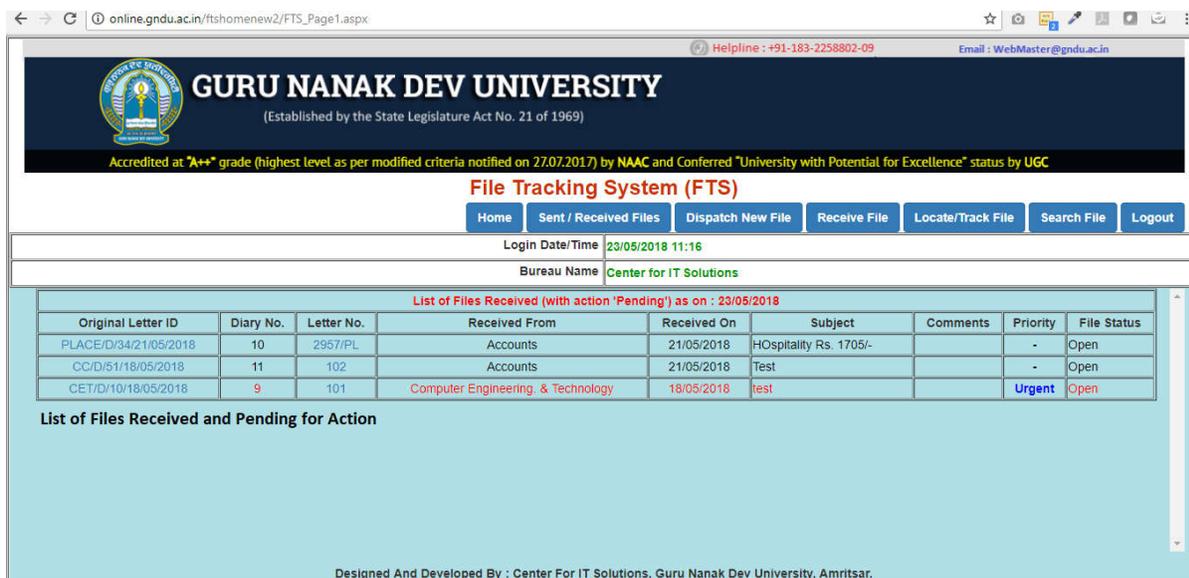
File Tracking System (FTS) is a web application developed by Center for IT Solutions of University. Its purpose is to bring transparency in the movement of files/letters being moved from one branch/department to another. It also brings convenience to the employees of the university to track the status and location of files only at the click of a button.

FTS can be accessed from “e-services” menu available at University website, gndu.ac.in. Login and password has been issued to various departments and branches during the training session. If any branch/department (bureau) has not obtained username/password to login, they can contact Center for IT solutions at Extn. 3182.



Home Page: After login, the options to Dispatch new file, Receive a file (sent by another bureau) Locate/Track and search a previous file will be displayed. You can also view the list of files received or sent by you till date. It is important to mention here that files/letters will actually be moved physically as already being done through traditional method.

For Example:



Dispatching a File: When a new file is dispatched, and its record has been entered by user, FTS will automatically assign a new FILE ID (composed of four parts viz. abbreviation of department/branch, subject of letter, a serial number and date of dispatch). This FILE ID will be recorded in diary dispatch register as well as on the file/letter actually being sent. Later on, at any point of time, file can be searched/tracked using this unique FILE ID.

For Example:

Helpline : +91-183-2258802-09 Email : WebMaster@gndu.ac.in



GURU NANAK DEV UNIVERSITY

(Established by the State Legislature Act No. 21 of 1969)

Accredited at "A++" grade (highest level as per modified criteria notified on 27.07.2017) by NAAC and Conferred "University with Potential for Excellence" status by UGC

File Tracking System (FTS)

Home
Sent / Received Files
Dispatch New File
Receive File
Locate/Track File
Search File
Logout

Login Date/Time: 23/05/2018 12:58
 Bureau Name: Center for IT Solutions

Dispatch Date*	23/05/2018
Dispatch Diary No.	53
Department Letter No. *	<input type="text"/>
File Subject Type	Select ▾
Subject*	<input type="text"/>
Additional Comments	<input type="text"/>
Priority	Ordinary ▾
Forward/Mark To (Bureau Name)*	Select Bureau ▾
City*	Amritsar
Dealing Clerk / Set (sending the file)	<input type="text"/>
Original Letter ID	<input type="text"/>

Submit
Cancel

Designed And Developed By : Center For IT Solutions, Guru Nanak Dev University, Amritsar.

Receiving a File: To receive a file/letter, user will simply select the bureau by which it has been sent and will enter letter number, the details will be shown by the system itself. User will receive the file by clicking at "Receive File" button and file will be shown as received. Once a file is received, its record will add up in the list of files pending for action.

Helpline : +91-183-2258802-09 Email : WebMaster@gndu.ac.in



GURU NANAK DEV UNIVERSITY

(Established by the State Legislature Act No. 21 of 1969)

Accredited at "A++" grade (highest level as per modified criteria notified on 27.07.2017) by NAAC and Conferred "University with Potential for Excellence" status by UGC

File Tracking System (FTS)

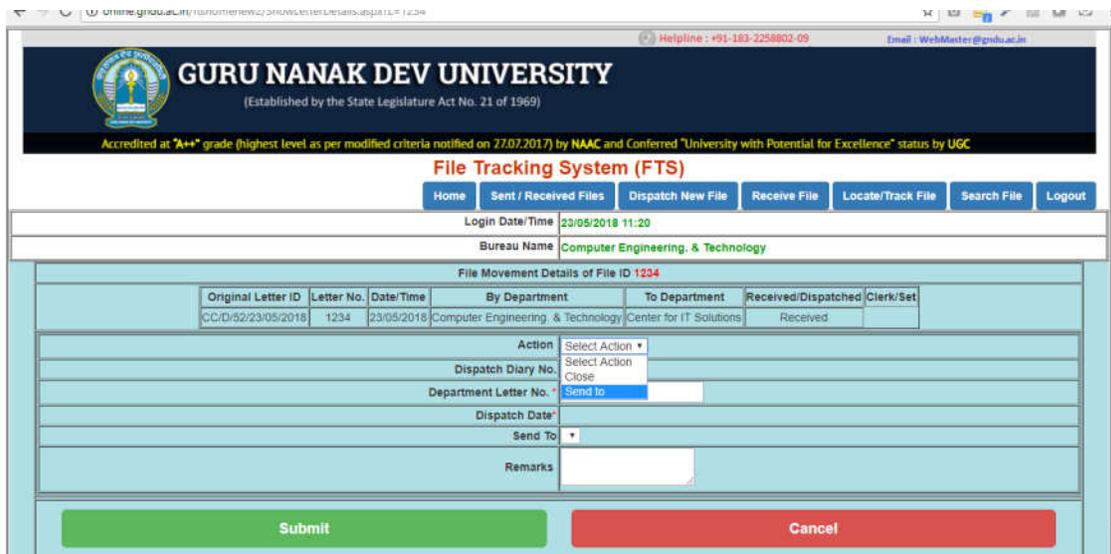
Home
Sent / Received Files
Dispatch New File
Receive File
Locate/Track File
Search File
Logout

Login Date/Time: 23/05/2018 12:58
 Bureau Name: Center for IT Solutions

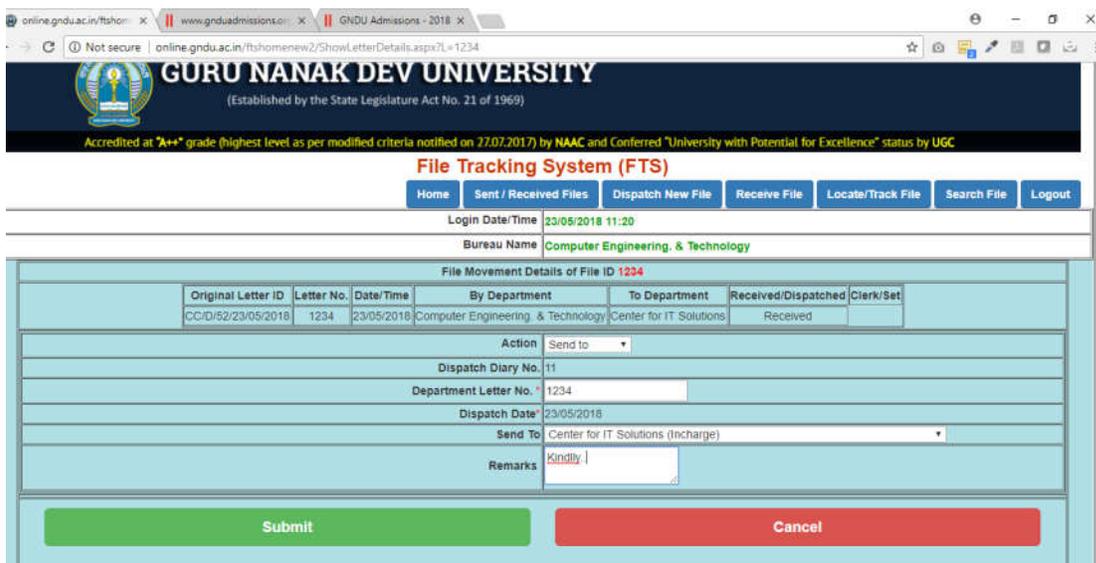
Receive File	
Received From	Computer Engineering. & Technology ▾
Letter No.	1234
Receive Diary No.	12
Original Letter ID	CC/D/52/23/05/2018
Received On	23/05/2018
Priority	-
City	-
Subject	Testing..
Marked to (Clerk / Set)	<input type="text"/>
Remarks	<input type="text"/>

Receive File
Cancel

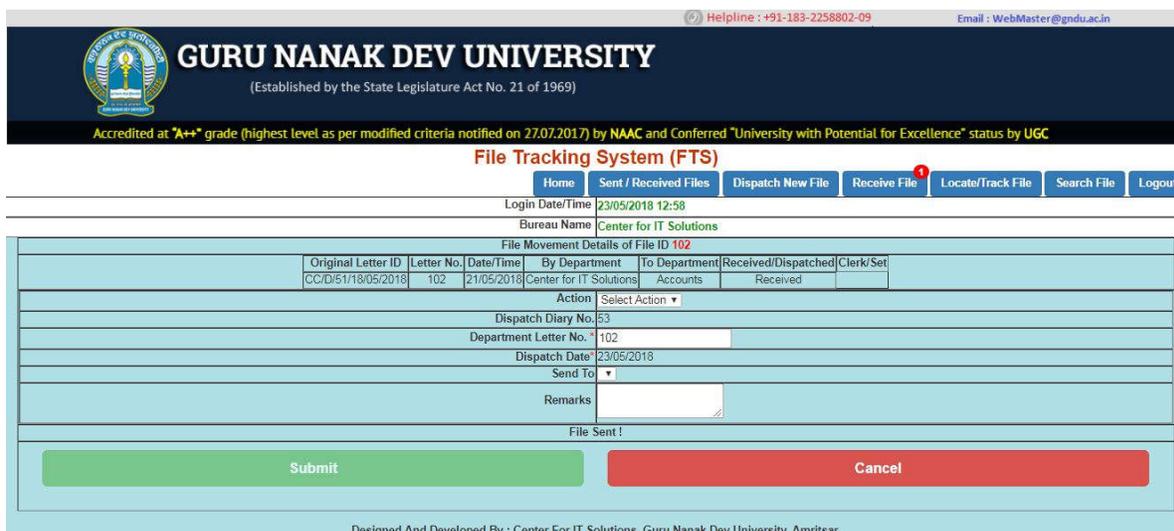
Forwarding a file: Once the file is processed by a bureau and is ready to be moved further, its record will again be entered in the FTS by clicking at corresponding letter number in home page and selecting the option “Send To” option under “Action” dropdown.



To forward a file, select “Send To” option under “Action” dropdown as shown above.



To forward a file, fill in the details and click at Submit Button as shown above.



After clicking at Submit button, file is sent and “File Sent” message is displayed. (As shown above)

Once a file is forward to another bureau, it automatically gets eliminated from the list of files pending for action. (as shown below)

The screenshot shows the File Tracking System (FTS) interface for Guru Nanak Dev University. The page title is "File Tracking System (FTS)". The user is logged in as "Computer Engineering. & Technology" on 23/05/2018 at 11:20. The interface displays a table titled "List of Files Received (with action 'Pending') as on : 23/05/2018". The table has columns for Original Letter ID, Diary No., Letter No., Received From, Received On, Subject, Comments, Priority, and File Status. The table is currently empty, showing "No File Pending!".

Closing a file: If a file is closed by the bureau head, it has to be marked "Closed" in FTS by selecting "Closed" option under "Action" dropdown.

The screenshot shows the "File Movement Details of File ID 101" form in the File Tracking System (FTS). The user is logged in as "Center for IT Solutions" on 23/05/2018 at 11:29. The form displays the following details:

Original Letter ID	Letter No.	Date/Time	By Department	To Department	Received/Dispatched	Clerk/Set
CET/D/10/18/05/2018	101	18/05/2018	Center for IT Solutions	Computer Engineering. & Technology	Received	

The "Action" dropdown menu is open, showing the following options: Close, Select Action, Close, and Send to. The "Submit" button is green, and the "Cancel" button is red.

After clicking at Submit button, File is closed, as shown below:

The screenshot shows the File Tracking System (FTS) interface. At the top, there is a navigation menu with buttons: Home, Sent / Received Files, Dispatch New File, Receive File (with a red notification badge), Locate/Track File, Search File, and Logout. Below the menu, the user's login information is displayed: Login Date/Time: 23/05/2018 11:29 and Bureau Name: Center for IT Solutions. The main section is titled 'File Movement Details of File ID 101'. It contains a table with the following data:

Original Letter ID	Letter No.	Date/Time	By Department	To Department	Received/Dispatched	Clerk/Set
CET/D/10/18/05/2018	101	18/05/2018	Center for IT Solutions	Computer Engineering. & Technology	Received	

Below the table, there is an 'Action' dropdown menu set to 'Select Action'. Other fields include 'Dispatch Diary No.', 'Department Letter No.' (101), 'Dispatch Date*', 'Send To' dropdown, and 'Remarks'. At the bottom, there is a 'File Closed!' message and two buttons: 'Submit' (green) and 'Cancel' (red).

View List of Sent/Received Files: To view old sent or received files, user can click at “Sent/Received Files” option. List of files shown (sent or received as selected by user), can be arranged by Priority, Bureau Name, Delivery Status etc. List of files can also be printed for your own record by clicking at printer icon shown at the bottom of this page.

The screenshot shows the File Tracking System (FTS) interface with the 'Sent / Received' list. The navigation menu is the same as in the previous screenshot. The user's login information is: Login Date/Time: 23/05/2018 12:58 and Bureau Name: Center for IT Solutions. Below the login information, there are radio buttons for 'Sent' (selected) and 'Received'. There are also dropdown menus for 'Select Date' (23 May 2018) and 'Sort Order' (Priority). The main section is titled 'Files Sent on 23/05/2018'. It contains a table with the following data:

S.No	Original LetterID	Diary No	Letter No	Dispatch Date	Priority	Sent To	From Set/Clerk	Comments	Delivery Status	DELETE
1	CC/D/52/23/05/2018	52	1234	23/05/2018	Urgent	Computer Engineering. & Technology	-	-	Delivered	
2	CC/D/51/18/05/2018	53	102	23/05/2018	-	Computer Engineering. & Technology	-	-	Pending	DELETE

At the bottom of the page, there is a printer icon.

For any technical assistance or query, users can contact any of the following:

Contact Person Name	Department	Extn.
Mr. Chetan Marwaha (System Manager)	Department of Computer Engineering	3187
Mr. Vinay Kumar (CCJDEO) or Mr. Sandeep Sood (Sr. Programmer)	Center for IT Solutions	3182