

# File Management & Tracking System

## Introduction

The File Management and Tracking System(FMTS) is used to manage and track the processing of files that are in circulation within the University.



Dashboard	Accessibility	Description
<b>Admin Dashboard</b>	Configure Settings, Manage Files Print Report and See logs	Any employee with FMTS admin role can configure the settings, manage the files and can print the historical data for a particular file.
<b>Employee Dashboard</b>	Manage Files, Incoming Files Forward Files	When an employee, who is not an admin, logs into the system, then only Manage Files will be visible using from which they can only <b>view</b> and <b>manage files</b> created by them and can view and take appropriate action like accepting the hard copy or closing the file or can forwarded the file.

## Settings

In this section, the admin can configure the settings. Following settings are available in the settings part and these settings will reflect through out the module.

## File Type

- **Title:** File Type will be entered here. Example Notice, Office Order, Diary, MOM, etc.
- **Short Code:** A short code for file type.
- **Description:** Brief explanation of the file type.
- **Status:** Mark Active for reflecting it in the FMTS or Inactive otherwise.

## Diary No Generation

In this section, admin will configure the settings needed for diary no. generation at the time of file creation, file forwarding etc.

For this purpose, the admin has to decide whether they want to generate a diary number automatically or manually.

If admin choose that they want to generate diary number automatically, then they have to set up a global template.

Admin has to fill the following fields to set up global template:

- OU Code
- User Defined Variable 1
- User Defined Variable 2
- User Defined Variable 3
- Which Separator do you want to use?
- Do you want to include a year?
- Do you want to include a month ?

Admin can update the global template by clicking the **Update Global Template Button**.

Now Admin has to decide whether they want to generate diary numbers globally or OU-wise.

Admin has to fill the following fields to set up OU-wise template:

- Organization Unit\Department
- OU Code
- User Defined Variable 1
- User Defined Variable 2
- User Defined Variable 3
- Which Separator do you want to use?
- Do you want to include a year?
- Do you want to include a month ?

Admin can **View** the OU-wise template record by clicking on **eye** icon.

Admin can update the OU-wise template record by clicking on **pencil** icon.

Admin can change the status of OU-wise template record by clicking on **tick** icon.

## Manage Files

In this section, User can see list of all the files initiated by the logged-in user. User can view their files, add a new file, update them, forward them, lock them or delete them as and when required. The initiator can add a new file through the **Add new file** button present at the top right of the page.

**Lock the file:** This feature disables the receiver from responding, and the file permission changes to **view-only**. Users/initiators can forward the file to either an employee or to the administrative department. After that, it will be visible only to the initiator and the one to whom he/she has forwarded the file.

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## Part File

The part file means any additional part of a file that is important or asked by the receiver of the file. This feature can be used to add some other information that is related to the original file. For example, if a receiver wants more information from the file's creator, the creator can use this feature to provide additional information.

## Merge files

Merge Files gives the admin or user the ability to merge one file into another by clicking on the **Merge File button** located inside the view icon of the file.

On clicking the Merge File button, a window will appear which will ask which file do you want to merge the file with.

After clicking on **Save** button, merge file details will appear on the screen.

## Kept In Abeyance Status

The term **Kept in Abeyance** is used for the files whose usage is suspended/halted temporarily. This option appears after creating a new file from **Add New File** under **Manage File Option** or by clicking on **View** icon under **Manage File Option**.

The admin can set this status by clicking on the **Kept In Abeyance** button located inside the view icon of the file under Manage File Section.

On clicking the Kept In Abeyance button , a window will appear which will ask whether you want to set the status or not.

On clicking Save button , the status will be changed for that file.

## Confidential File Option

When we create a file , there is a field having label **Is the File Confidential or not**(Yes/No).

By selecting this option at the time of file creation, we can mark the files as Confidential or Non-Confidential.

This status is also visible in view of every file.

This section contains files that are shared/forwarded. Suppose a file is forwarded to the section officer, then he/she can see three subsections under the file management section:

- Dashboard
- Incoming files(files forwarded/shared by others)
- Manage files(initiated by them).

Users who are authorized to take action on that particular file can open the file and have the options to perform the following three steps:

- Accept the hard copy
- Close the file(if no other action needs to be performed), and
- Forward it to the other person(if that permission was given by the initiator before). Once this user closes the files, he/she can not forward this file.

## File History

This section contains the Logs of every file. We can check every action on file by entering the **file reference number**. In the **view-only** section, we can see the reference no. of any file.

In front of every file, following details appear:

- Action Completed By
- Action Completed On

## Print Files

Admin can take a printout of the files users have created or the files forwarded to him/her at any time in the system by entering details like reference number or file number. But an employee who is not an

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## Reports

The admin or the user can generate a report of the files received,forwarded having diary no as the primary key based on the following filters namely:

- File Reference Number
- File Number
- Organization Unit
- File Type
- Diary Number
- Priority
- File Status
- File Forward Status
- File Confidential Status
- Created Date/Forward Date

We can generate the report by clicking on **Fetch Detail button**.

We can export the report in the form of CSV by clicking on **CSV button**.

We can copy the report data by clicking on **Copy button**.

We can download the pdf of the report by clicking on **PDF button**.

## Annexure

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Role Name	Description
<b><i>file_management_admin</i></b>	User with role can perform all the activities present in File Management System.
<b><i>file_management_department</i></b>	User with this role can manage files created by them.
<b><i>file_management_admin_view</i></b>	This role has view-only rights to view all the files shared.
<b><i>**file_receiver_**</i></b>	Users with the role will enter the diary number of the files forwarded to that department or employee.

## Workflow Diagrams

### FMTS Activity Diagram



### FMTS Use Case Diagram



## External Resources

 [Module Training Video ↗](#)

 [Edit this page](#)

[← Evaluation & Grading \(for evaluator\)](#)

[Getting Started →](#)

Getting started

Module Breakup and Prerequisites

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## **ACADEMICS**

Academics

Alumni Portal

Evaluation & Grading

Evaluation & Grading (for evaluator)

Hostel Management

Programme Management System

Student Feedback Management

Training and Placement

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## **ACCOUNTS & FINANCE**

Bill Tracking System

Budget & Accounts

Endowment

Payroll Management System

Research Project & Management System

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## **ADMISSIONS**

CU Admission Userguide

CUCET Administrative Portal - CUSB

CUCET User Guide for Registration 2021

DU Admission - PG

DU Admission - UG

DU Admission Backend

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## **BASE MODULES**

University Profile - Organizational Unit & Organigram

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## DATA MANAGEMENT

Content Federation System System  
Minutes Resolutions Archive Retrieval System  
University Web Portal - Technical Document

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## EMPLOYEE SERVICES

Career Advancement Scheme  
Employee Management - Admin  
Employee Management - Non Teaching  
Employee Management - Teaching  
Knowledge  
Leave Management System  
ToT Management

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## GOVERNANCE

Affiliation Management  
Estate Management System  
[File Management & Tracking System](#)  
Inventory Management System  
IT Service Desk  
Legal Case Management System  
Residence Allocation (E-housing)  
RTI Management System

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## RECRUITMENT

Recruitment Management (Candidate Portal) - Non-Teaching  
Recruitment Management (Candidate Portal) - Teaching  
  
Screening Process of Non-Teaching Recruitment  
Screening Process of Teaching Recruitment  
Screening Process of Teaching Recruitment- University of Delhi

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## UNIVERSITY FACILITY

Core Communication System

Essential Services

Grievance Management

Health Management System

Security Management System

Sports Management System

Transport Management System