File Tracking System

As per the direction of Executive Director, a new web based software named "File Tracking System" has been developed by the EDP Division for deploying within the offices of Rubber Board. The objective of the application is to trace the files moved between offices, to find the position of each file and pendency, if any. The records of this system are stored in a central database.

There are three type of user roles in the system

- *File Creator, File Operator, MIS user*

File Creator – File creator alone is given the permission to create new files. Each department has a file creator. This user can create new files in the system with file reference number, file title/ subject, section name, department name and attachment, if any.

File Operator – The files created in the system by the "File Creator" are operated by the user "File Operator". This user can login to the system using given user-id and password. "File Operator" can receive files, move files, track files and close files. File priority can be set as 'urgent or normal' while moving.

MIS user - Management user to monitor the file movement statistics and MIS reports.

Provisions / Actions / Permission of the user "File Operator"

Inbox – The container receives files from other sections.

- When a physical file is received, it can be marked as received from the list in the Inbox, then it can be forwarded against action or kept pending (*if needed*).
    - Possible actions
        - Receive File
        - View File details
        - Keep File Pending
        - Forward File

Outbox - The container to list sent files. Status of sent files *--Transit or date of receipt,* can be viewed.

- o Possible actions
    - ▪ View File details
    - ▪ Track File
    - ▪ File - Call Back (*in case "File Operator" at the receiving end is not available*)

Pending – The container to list files kept pending

- o Possible actions
    - ▪ Forward File
    - ▪ View File details

Open file – The container to list newly created files and closed files

- o Possible actions
    - ▪ A file from the list can be 'selected' through radio button and choose 'Submit'. Submit action will list the file under Inbox for inbox actions

Close file – The container to list action completed closed files

File list – The container to list Files initiated from the section

My register – *The container for inward/outward register*

- Incoming register - List incoming files to the section within any time interval (default - one month) – List can be printed if required.
- Outgoing register – List all files forwarded to other offices within any time interval (default - one month) – List can be printed if required.

Track file – To search and track the movement of files