User Manual

For

Letter file tracking

Version 1.0

Bundelkhand University, Jhansi

Submitted By :   **Designed & Developed By:**

Table of Contents

1.   Login Page

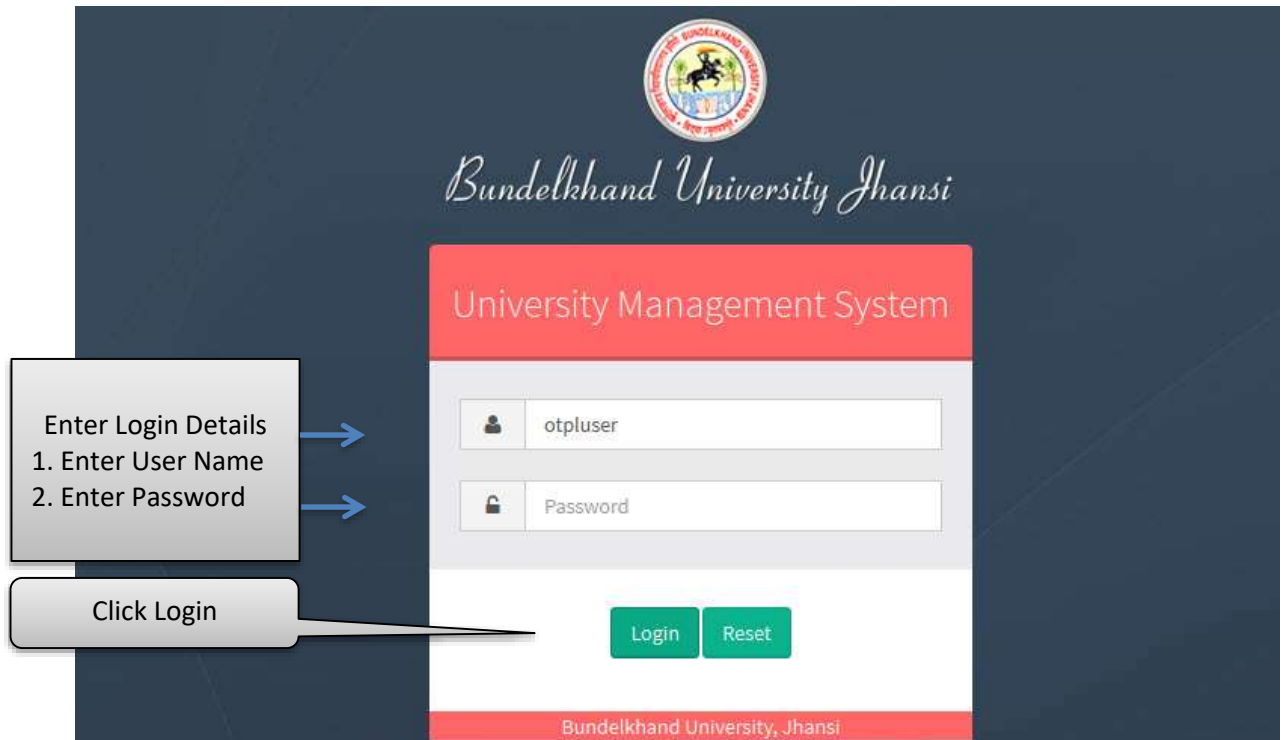- Follow instruction as mentioned in the image :

Image: Login Page

2.   Home Page

- Follow instruction as mentioned in the image :

Image: Home Page

3.   Dashboard

- Follow instruction as mentioned in the image :

Image: Dashboard

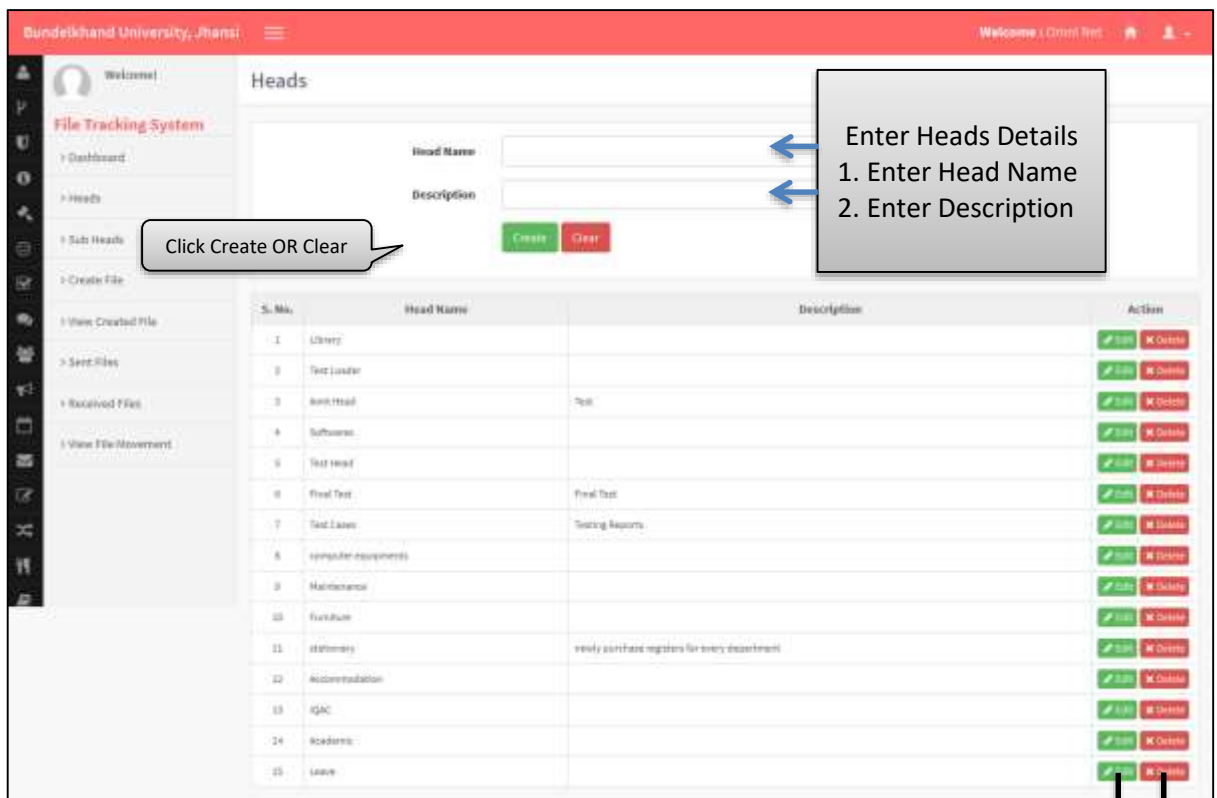# 4.   Add Heads

- Follow instruction as mentioned in the image :

Image: Heads

5.   Edit Heads

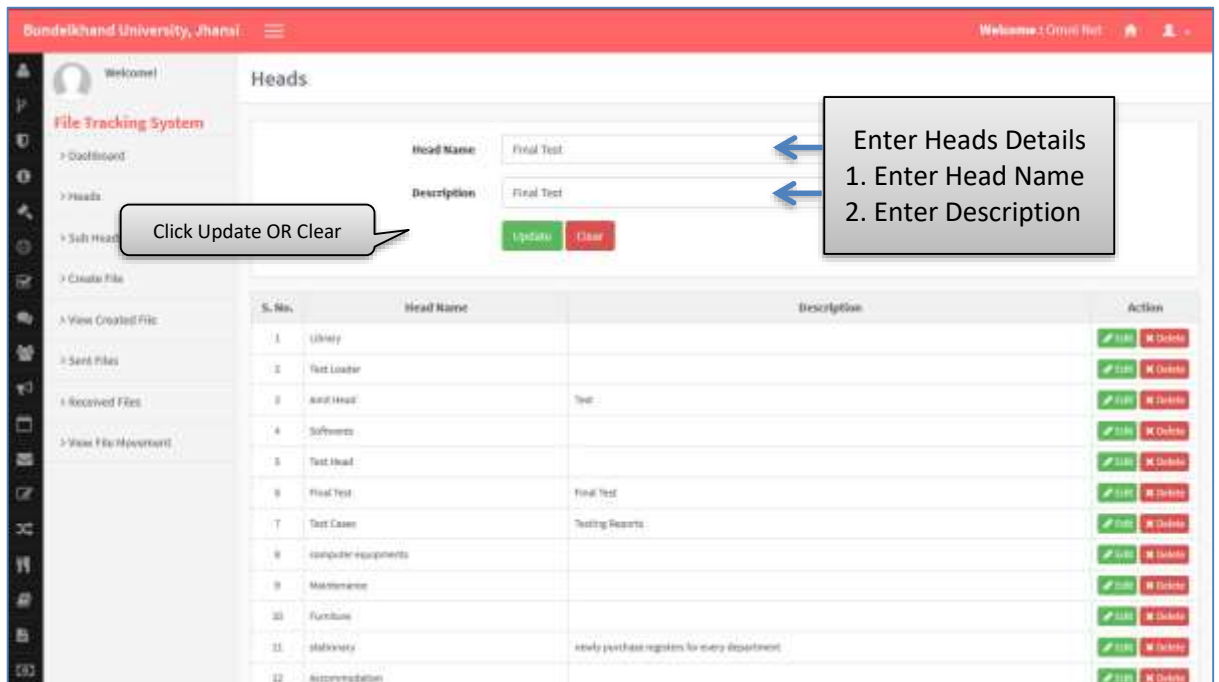- Follow instruction as mentioned in the image :

Image: Heads

6.   Delete Heads

- Follow instruction as mentioned in the image :
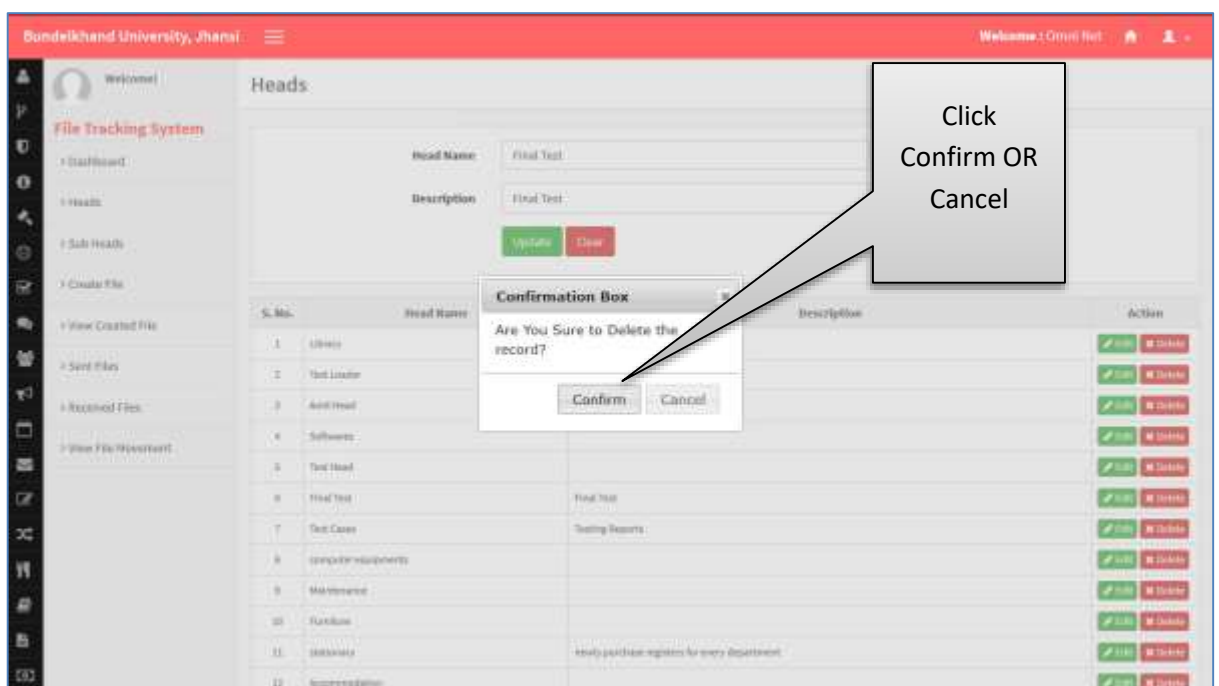

Image: Heads

7.   Add Sub Head

- Follow instruction as mentioned in the image :

Image: Sub Heads

7.1   Edit Sub Head

- Follow instruction as mentioned in the image :

Image: Sub Heads

7.2   Delete Sub Head

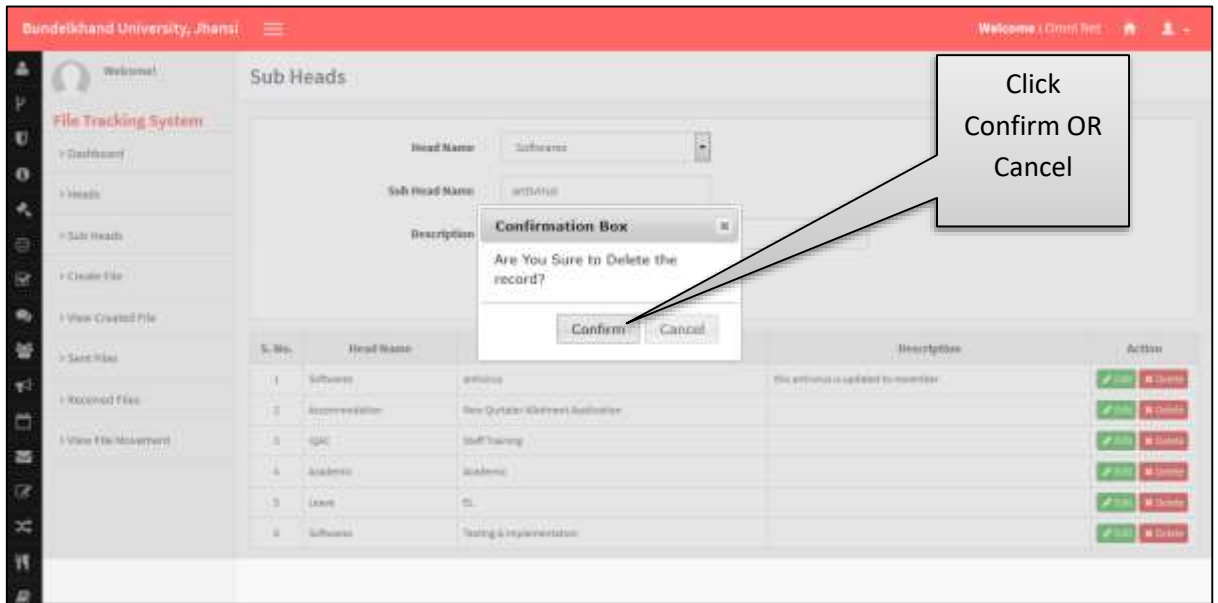- Follow instruction as mentioned in the image :

Image: Delete Sub Heads

8.   View Created File
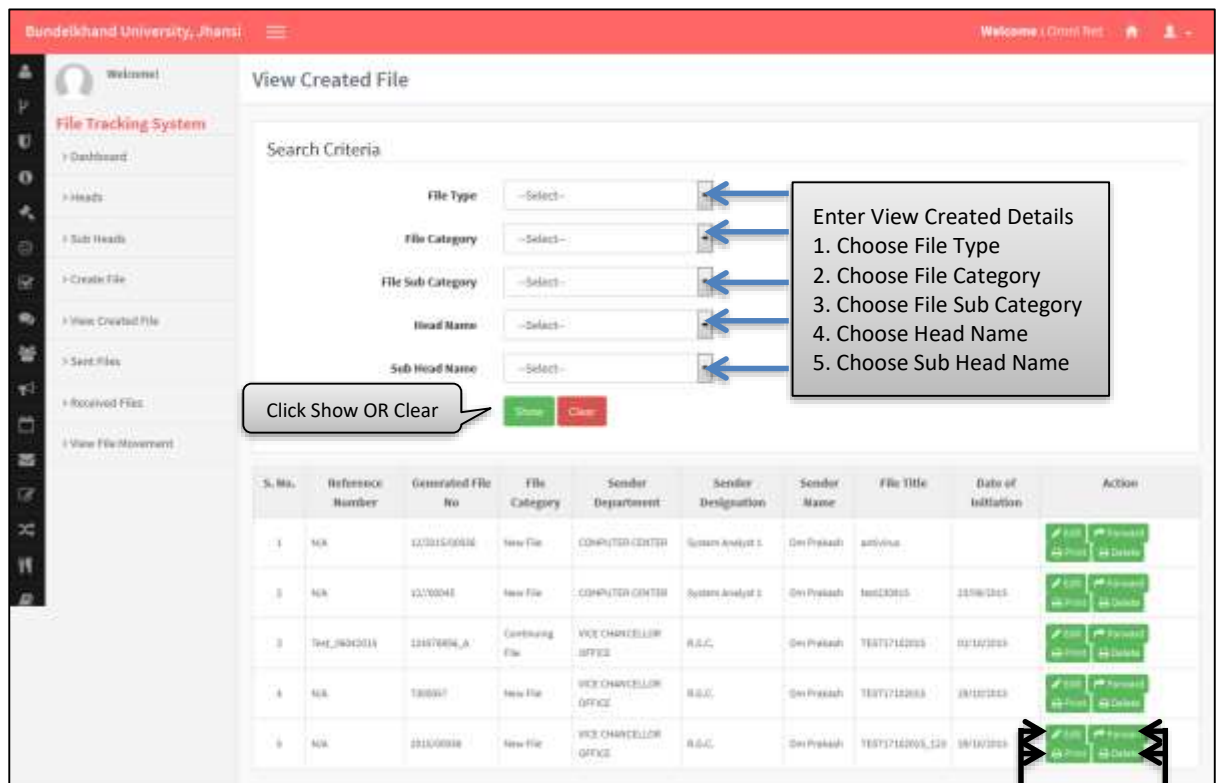
- Follow instruction as mentioned in the image :

Image: View Created File

9.   Update Files

- Follow instruction as mentioned in the image :

Image: Update Files

10. Sender Details

- Follow instruction as mentioned in the image :

Image: Sender Details

11.   Edit Send File

- Follow instruction as mentioned in the image :

Image: Sender Details

12. View Sent File

- Follow instruction as mentioned in the image :

Image: View Sent File

13. Received Files

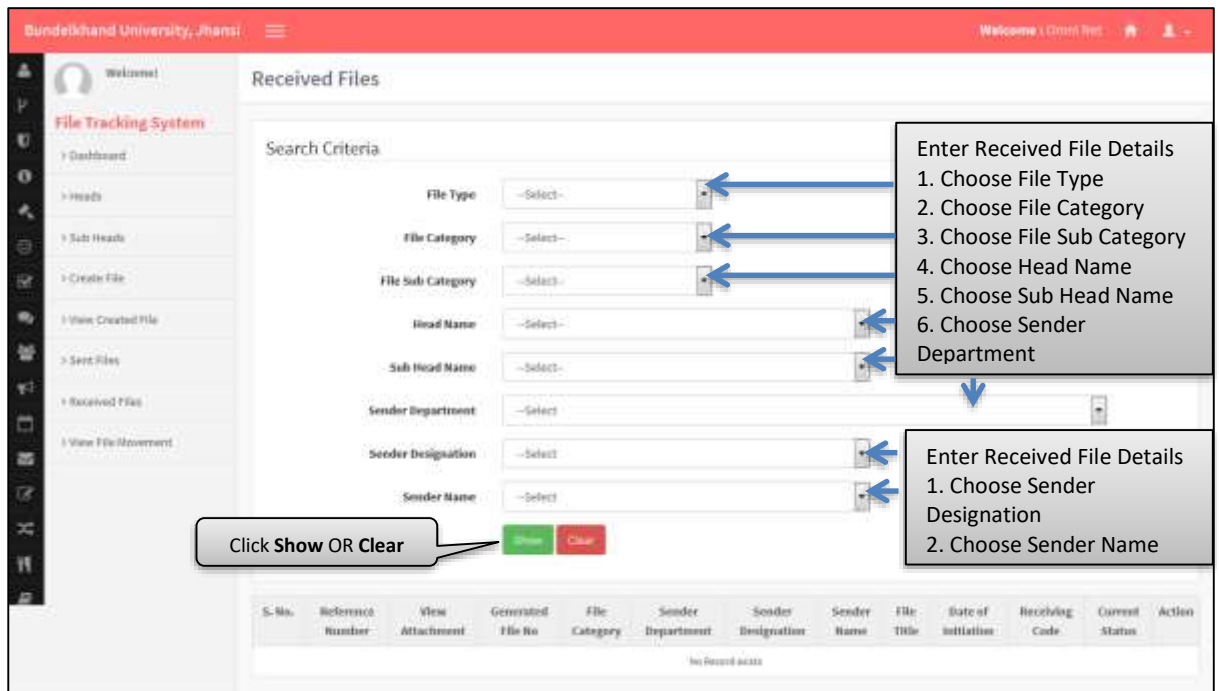- Follow instruction as mentioned in the image :

Image: Received Files

14. View File Movements

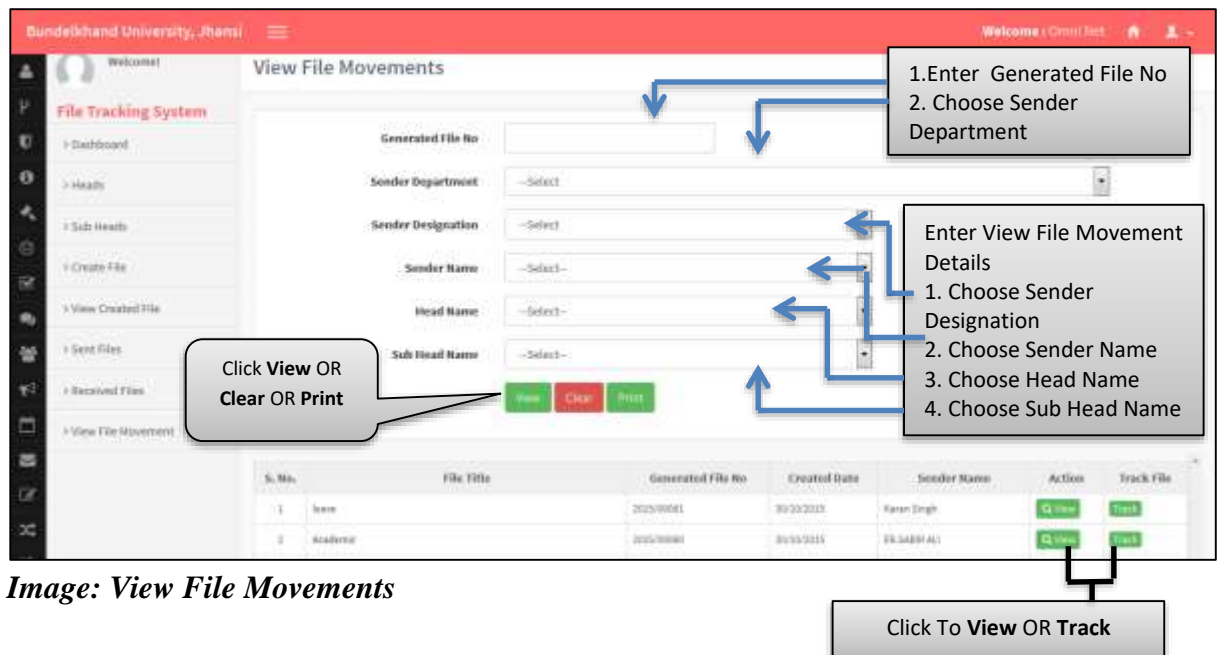- Follow instruction as mentioned in the image :

Image: View File Movements

15.   Track File

- Follow instruction as mentioned in the image :

Image: Track File