
User Manual

For

Letter file tracking

Version 1.0

Bundelkhand University, Jhansi

Submitted By :

The logo for updesco, featuring the word 'updesco' in a stylized font. The 'u' and 'd' are blue, while the 'p', 'e', 's', and 'c' are red. The 'o' is a red circle with a white dot in the center.

Designed & Developed By:

The logo for omni-NET TECHNOLOGIES (P) LIMITED. It features the word 'omni-NET' in a stylized font, with 'omni' in red and 'NET' in blue. Below this, the text 'TECHNOLOGIES (P) LIMITED' and 'ISO 9001:2008 Certified' is written in a smaller font, separated by horizontal lines.

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1. Login Page

- Follow instruction as mentioned in the image :

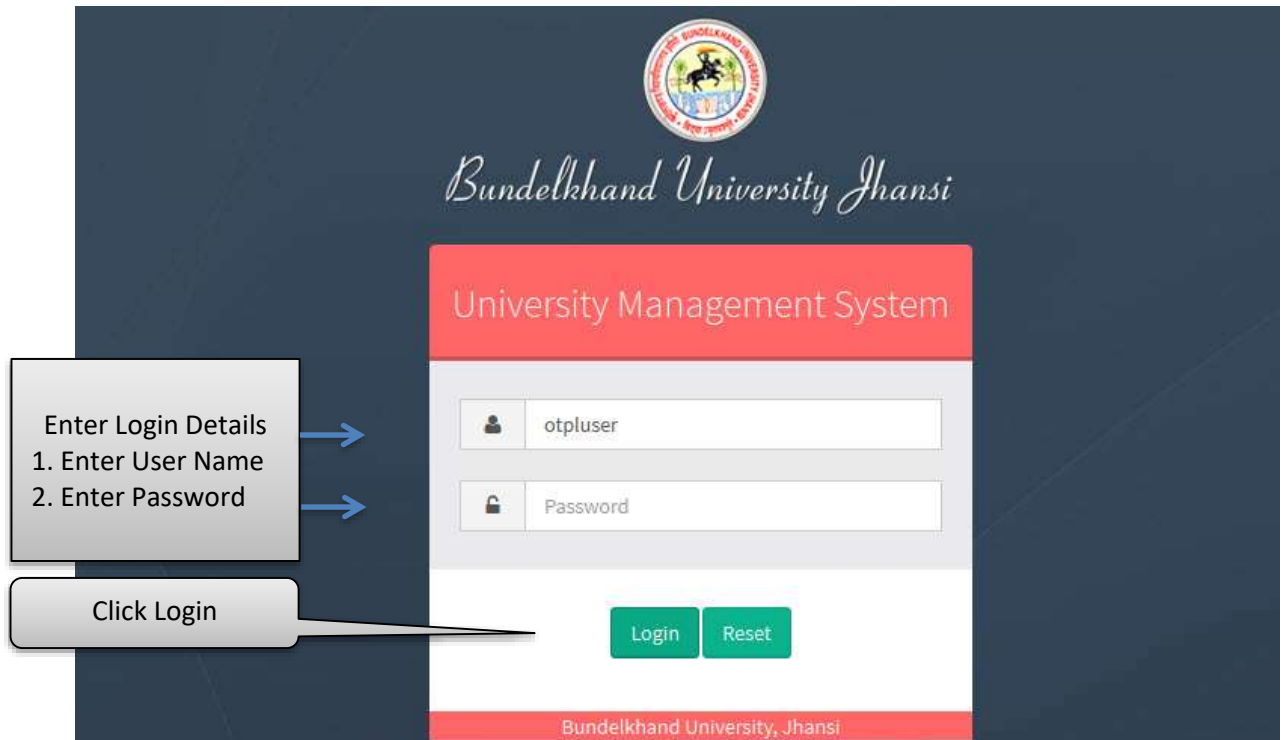


Image: Login Page

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 :

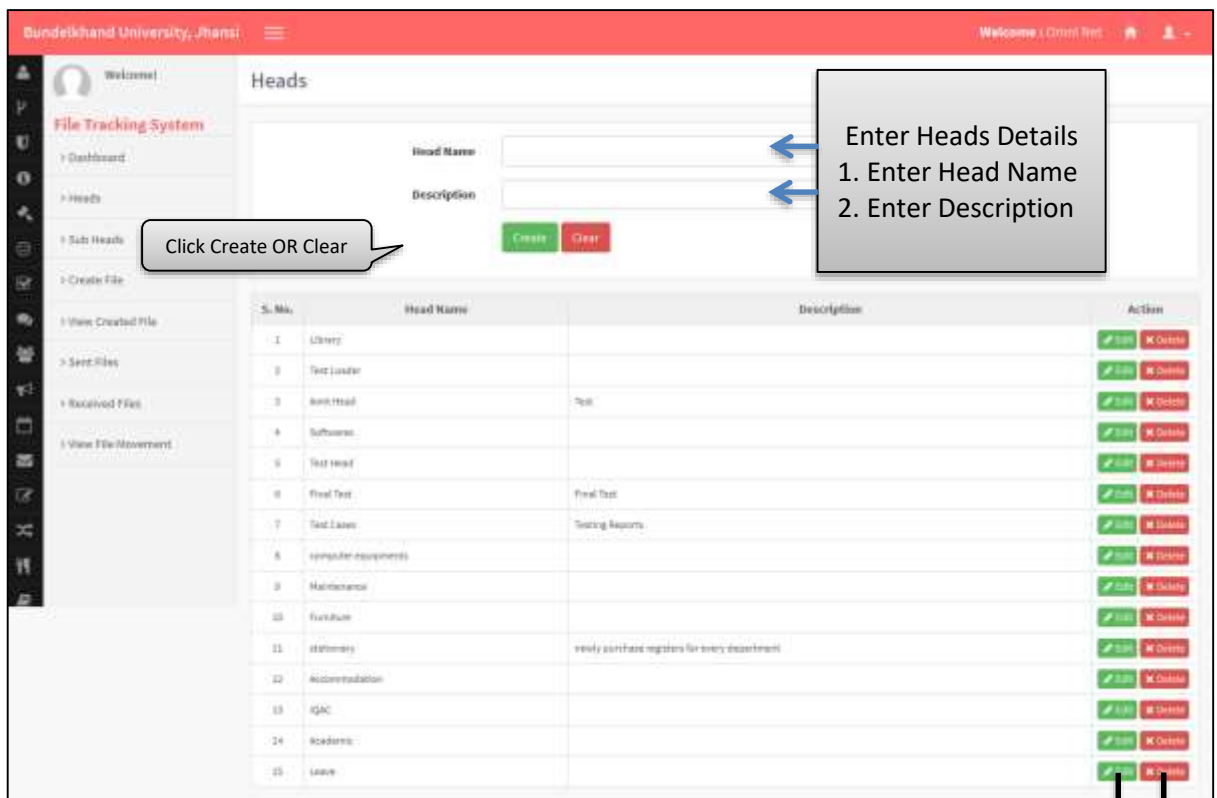


Image: Heads

Click To EDIT OR DELETE

5. Edit Heads

- Follow instruction as mentioned in the image :

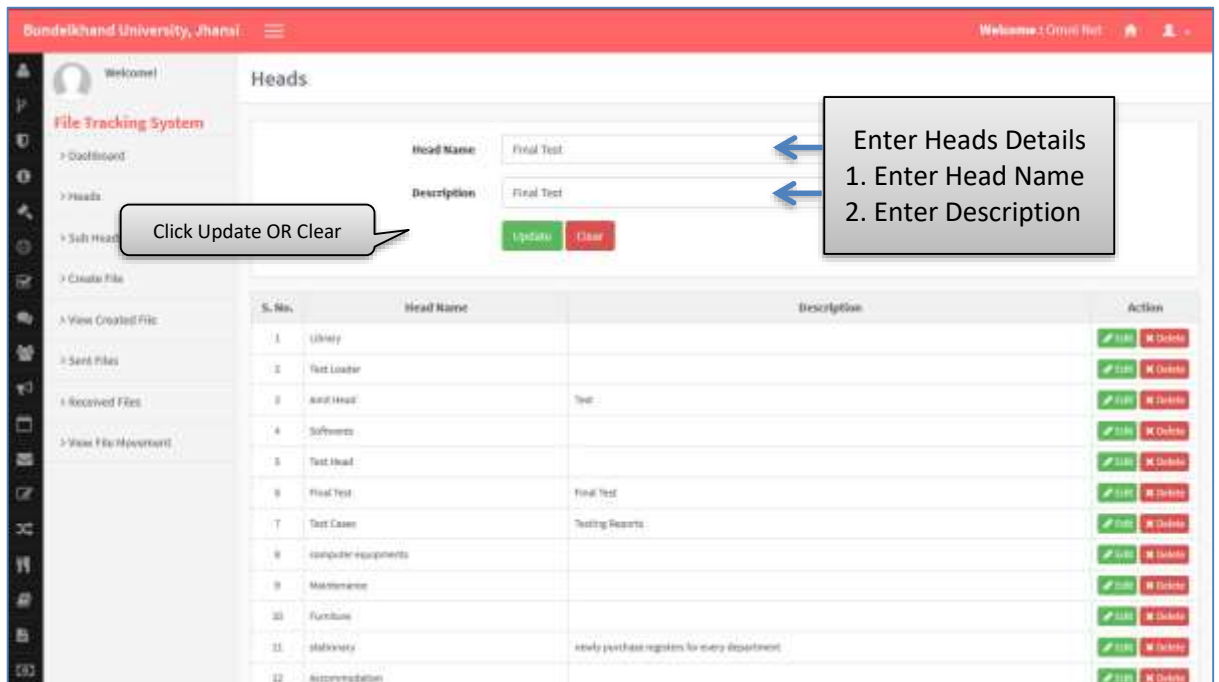


Image: Heads

6. Delete Heads

- Follow instruction as mentioned in the image :

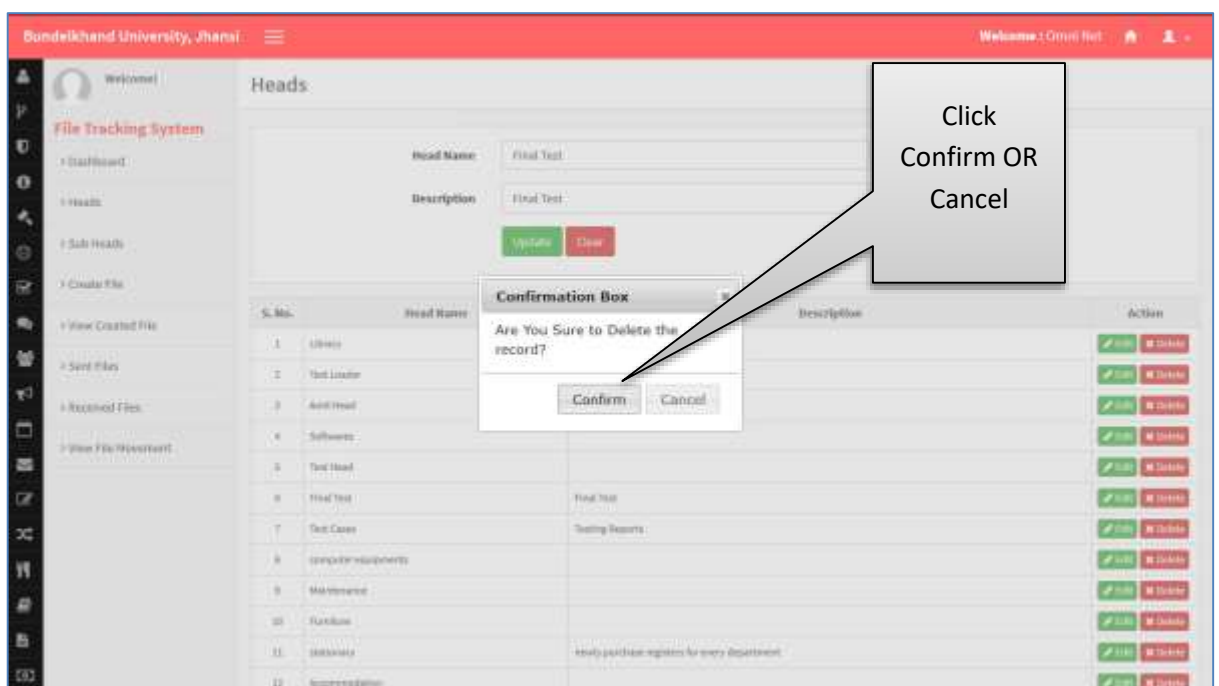


Image: Heads

7. Add Sub Head

- Follow instruction as mentioned in the image :

Enter Sub Heads Details
1. Enter Head Name
2. Enter Sub Head Name
3. Enter Description

Click Create OR Clear

S. No.	Head Name	Sub Head Name	Description	Action
1	Software	antivirus	This antivirus is updated to november	<input type="checkbox"/> Edit <input type="checkbox"/> Delete
2	accommodation	New Quarter 304street Application		<input type="checkbox"/> Edit <input type="checkbox"/> Delete
3	IQAC	Staff Training		<input type="checkbox"/> Edit <input type="checkbox"/> Delete
4	Academics	Academics		<input type="checkbox"/> Edit <input type="checkbox"/> Delete
5	Univ	IL		<input type="checkbox"/> Edit <input type="checkbox"/> Delete
6	Software	Testing & Implementation		<input type="checkbox"/> Edit <input type="checkbox"/> Delete

Image: Sub Heads

Click To EDIT OR DELETE

7.1 Edit Sub Head

- Follow instruction as mentioned in the image :

Enter Sub Heads Details
1. Enter Head Name
2. Enter Sub Head Name
3. Enter Description

Click Update OR Clear

S. No.	Head Name	Sub Head Name	Description	Action
1	Software	antivirus	This antivirus is updated to november	<input type="checkbox"/> Edit <input type="checkbox"/> Delete
2	accommodation	New Quarter 304street Application		<input type="checkbox"/> Edit <input type="checkbox"/> Delete
3	IQAC	Staff Training		<input type="checkbox"/> Edit <input type="checkbox"/> Delete
4	Academics	Academics		<input type="checkbox"/> Edit <input type="checkbox"/> Delete
5	Univ	IL		<input type="checkbox"/> Edit <input type="checkbox"/> Delete
6	Software	Testing & Implementation		<input type="checkbox"/> Edit <input type="checkbox"/> Delete

Image: Sub Heads

Click To EDIT OR DELETE

7.2 Delete Sub Head

- Follow instruction as mentioned in the image :

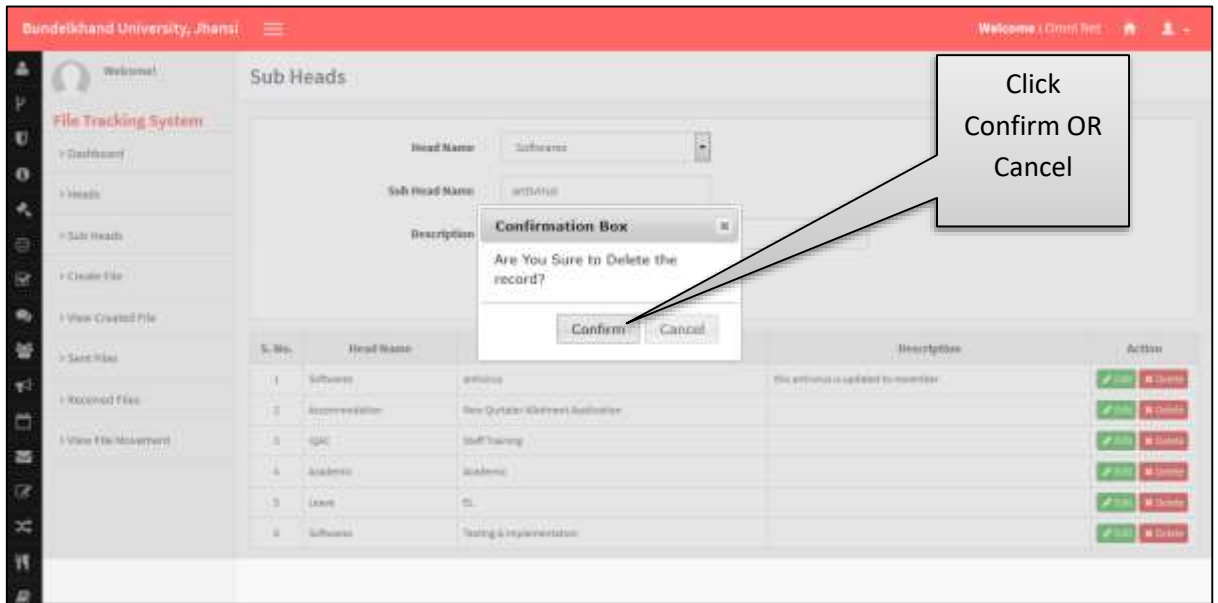


Image: Delete Sub Heads

8. View Created File

- Follow instruction as mentioned in the image :

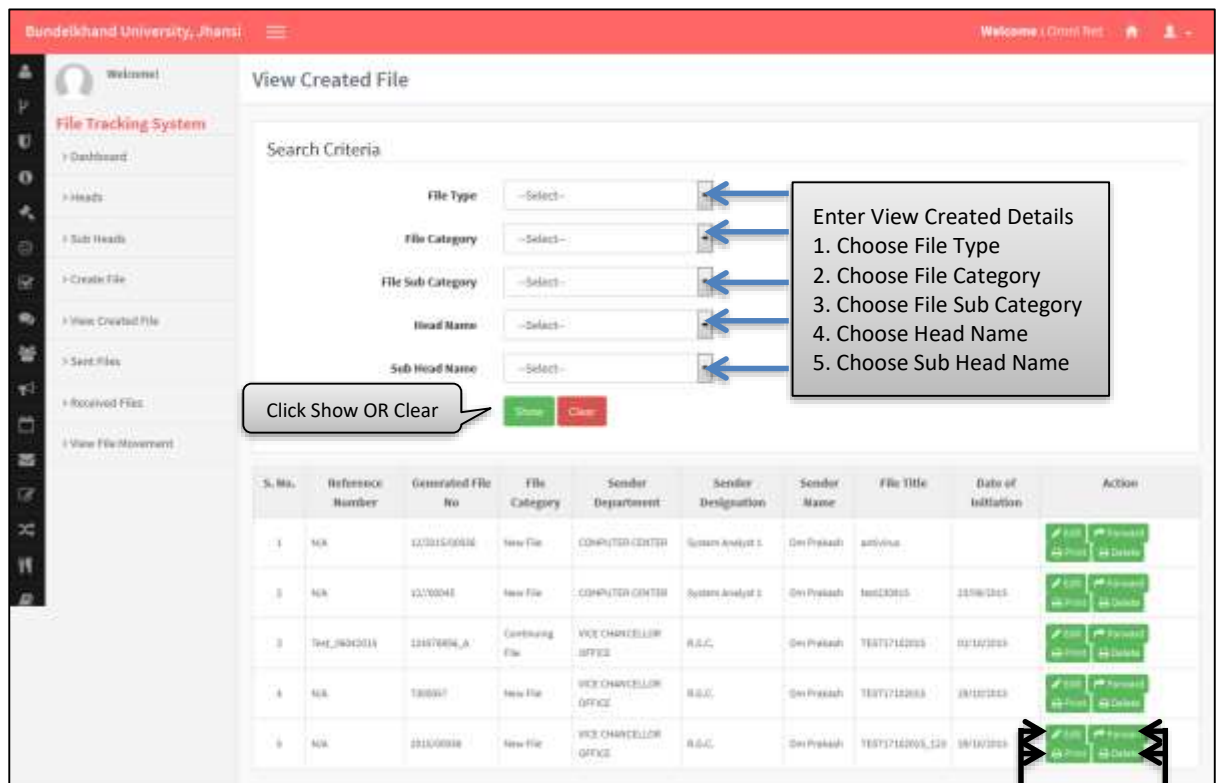


Image: View Created File

Click To EDIT OR PRINT OR FORWARD OR DELETE

9. Update Files

- Follow instruction as mentioned in the image :

File Details

File Type * Personal

File Category * New File

File Sub-Category * Confidential

Sender Details

Sender Department * VICE CHANCELLOR OFFICE

Sender Designation * R.G.C.

Sender Name * -Select-

File Title * artivirus

Head Name * Accommodation

Sub Head Name * New Quarter Altimore Application

File Summary * artivirus for the departmental computers

Upload Files

Upload (PDF File Only)

View File

Update Clear

Enter Update File Details

1. Choose File Type
2. Choose File Category
3. Choose File Sub Category

Enter Update File Details

1. Choose Sender Departments
2. Choose Sender Designation
3. Enter File Type
4. Choose Head Name
5. Choose Sub Head Name
6. Enter File Summary
7. Upload File

Click Update OR Clear

Image: Update Files

10. Sender Details

- Follow instruction as mentioned in the image :

File Details	
File Type	Personal
File Category	New File
Generated File No	12/2015/9000E
Sender Department	COMPUTER CENTER
Sender Designation	System Analyst 1
Sender Name	Dr. Prakash
Previous File No.	N/A
Reference Number	N/A
File Title	arxivius
File Summary	arxivius for the departmental computers
File Year	2015

Recipient Details	
Recipient Department	ACADEMIC SECTION
Recipient Designation	Gulfan
Recipient Name	Jagdish Saha
Sender Comments	

Click Send

Enter Sender Details

1. Choose Recipient Department
2. Choose Recipient Designation
3. Choose Recipient Name
4. Enter Sender Comments

Image: Sender Details

11. Edit Send File

- Follow instruction as mentioned in the image :

Sender Details

File Details

File Type	Personal
File Category	New File
Generated File No	12/2015/90000
Sender Department	COMPUTER CENTER
Sender Designation	System Analyst 1
Sender Name	Dr. Prakash
Previous File No.	N/A
Reference Number	N/A
File Title	testfile00
Date of Initiation	08/06/2015
File Summary	summary test
File Year	2015

Recipient Details

Recipient Department	ACCOUNTS SECTION
Recipient Designation	Assistant Accountant
Recipient Name	--Select--
Sender Comments	test

Click Send

Send

Enter Sender Details

1. Choose Recipient Department
2. Choose Recipient Designation
3. Choose Recipient Name
4. Enter Sender Comments

Image: Sender Details

12. View Sent File

- Follow instruction as mentioned in the image :

Enter Sender Details

1. Choose File Type
2. Choose File Category
3. Choose File Sub Category
4. Choose Head Name
5. Choose Sub Head Name
6. Recipient Department
7. Recipient Designation
8. Recipient name

Click Show OR Clear

S.No.	Reference Number	Generated File No.	File Category	Sender Department	Sender Designation	Sender Name	Recipient Department	Recipient Designation	Recipient Name	File Title	Date of Initiation	Current Status	Action
1	NA	121013/0402	New File	COMPUTER CENTER	System Analyst I	Dr. Prakash	ACCOUNTS SECTION	Assistant accountant	SHWETA KUMAR	letter	06/06/2018	Completed	EDIT OR VIEW
2	NA	121013/0407	New File	COMPUTER CENTER	System Analyst I	Dr. Prakash	ACCOUNTS SECTION	Junior Account	Jyoti Jan	letter		Completed	EDIT OR VIEW
3	NA	190001	New File	VICE CHANCELLOR OFFICE	R.G.C.	Dr. Prakash	INSTITUTE OF ECONOMICS AND FINANCE	Associate Professor	Dr. Neelam Sharma	TRIP LETTER	08/08/2018	Completed	EDIT OR VIEW
4	NA	121013/0403	New File	COMPUTER CENTER	System Analyst I	Dr. Prakash	ADMINISTRATION SECTION	Assistant Professor	Dr. Dhanraj	letter	25/06/2018	Completed	EDIT OR VIEW

Click To EDIT OR View

Image: View Sent File

13. Received Files

- Follow instruction as mentioned in the image :

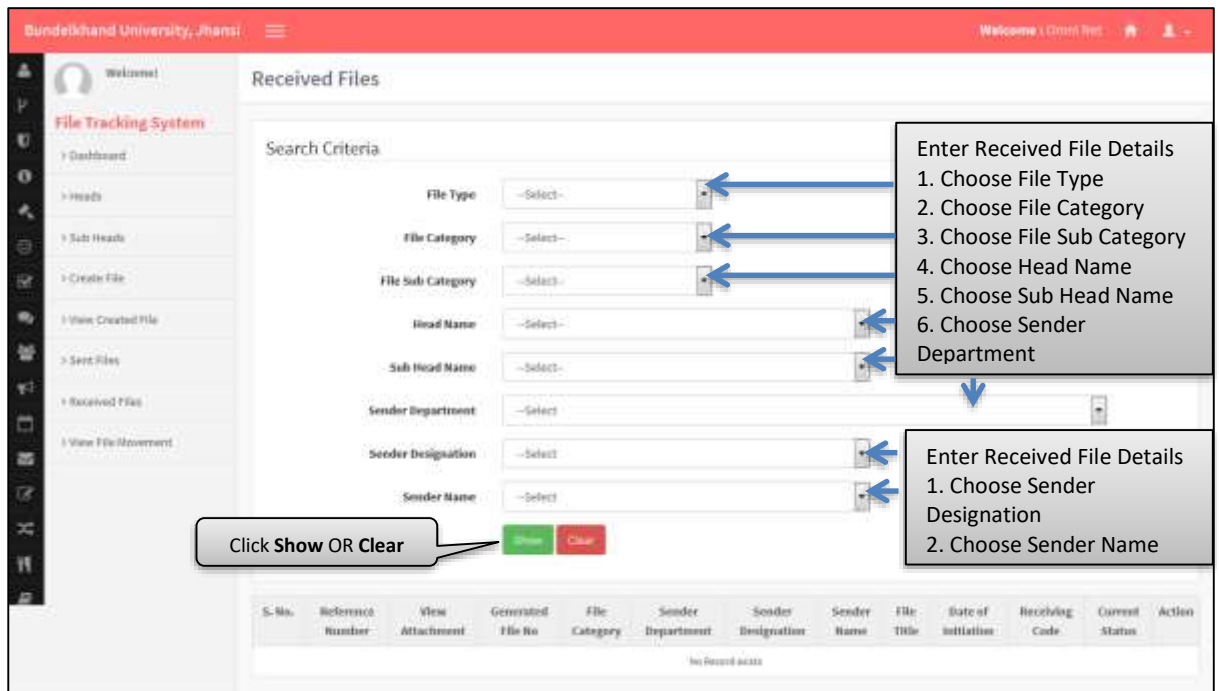


Image: Received Files

14. View File Movements

- Follow instruction as mentioned in the image :

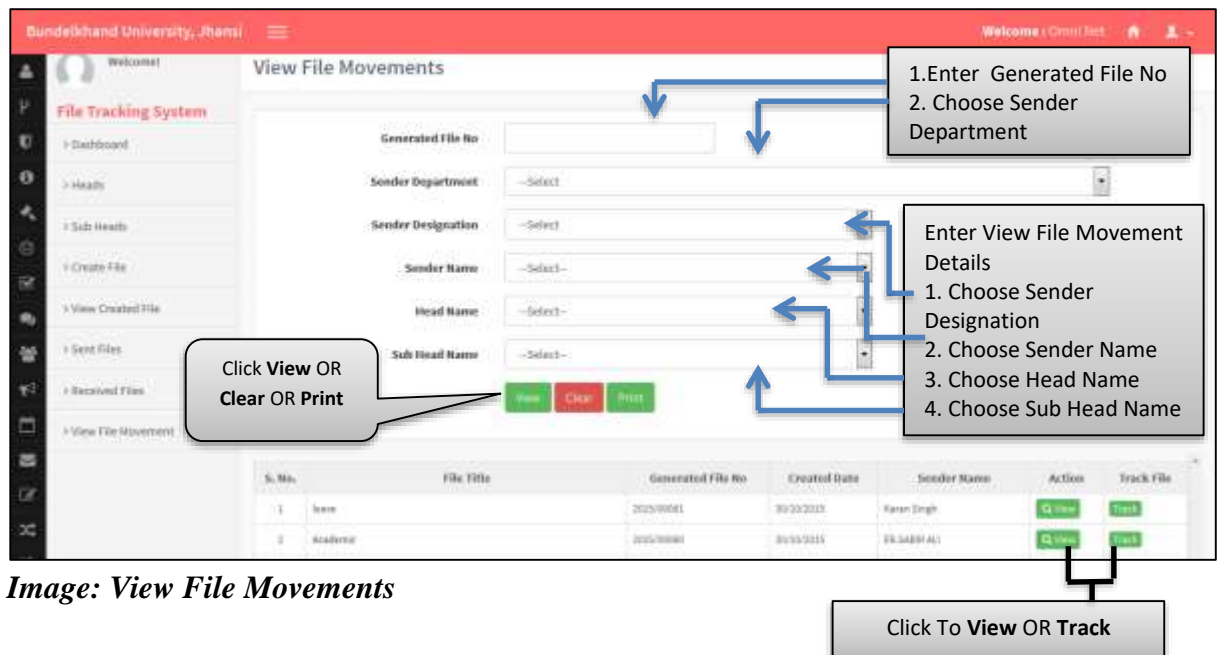


Image: View File Movements

15. Track File

- Follow instruction as mentioned in the image :

The screenshot displays the 'Track File' page within the 'File Tracking System' interface. The page header includes 'Bundelkhand University, Raigarh' and a user profile 'Welcome | Omprakash'. The sidebar on the left lists navigation options: Dashboard, Home, Sub Home, Create File, View Created File, Sent Files, Received Files, and View File Movement. The main content area shows the following file details:

- File Title: TEST17100015
- File No.: 2/00048
- File Category: New File
- File Sub Category: Confidential
- Created By: Dr. Yasodhara Sharma
- Created Dept: ADMINISTRATION SECTION
- Created Designation: Assistant Engineer (Civil)
- Created Date: 17/10/2015 12:04:16

Below the details is a table showing the forwarding history:

Forwarded To	Forwarded By	Forwarded To Department	Forwarded By Department	Forwarded To Designation	Forwarded By Designation	File Status	Date From	Date To
Dr. Rakesh Singh Sengar	Dr. Yasodhara Sharma	INSTITUTE OF ECONOMICS AND FINANCE	ADMINISTRATION SECTION	Technical Assistant	Assistant Engineer (Civil)	Received	17/10/2015 12:04:16	17/10/2015 00:00:00
Dr. Yasodhara Sharma	Dr. Rakesh Singh Sengar	INSTITUTE OF ECONOMICS AND FINANCE	INSTITUTE OF ECONOMICS AND FINANCE	Associate Professor	Technical Assistant	Received	18/10/2015 06:00:00	18/10/2015 00:00:00

A 'Click Print' callout points to a green 'Print' button in the top right corner.

Image: Track File