

## Regarding use of FTS (File Tracking System)

Like to thanks to all the Staff members for using FTS (File Tracking System).

To improve the working some tips/ suggestions are give below:

1. Now use LAN version of FTS through <http://192.168.0.16/filetracking>
2. Please mention the **FTS No...../ Year** on the Top Right Corner of the page (e.g. FTS: 512/2019).
3. Please don't generate new FTS number on a file already having FTS No.
4. Send your problem / feedback in the "My Suggestion" option, (it will be attended by authorised concerned person).
5. Please change your password. If you forget your password, use "Forgot Password" option, your password will be sent to login e-mail.
6. Please don't leave application without it's receiving in the concerned section (except in exceptional condition), specially in this initial phase of implementation & use of this facility.
7. If there is no access to computer or if you have problem in your computer, use someone else's computer and you are always welcome in Computer Section.
8. In Project related Papers, please mention "In-House Project" or "Sponsored Project"
9. Now user can delete test files (which are not forwarded/ Received by other Department). For deleting other files, write in "My suggestion", file will be deleted after verification.
10. If you are holding many positions, please use separate e-mail login for different positions. e.g. Dr. Binita Phartiyal is Scientist –E as well as holding the positions Co-ordinator of Project-4, so she will use following login –ids & so on...

Personal	binita_phartiyal@bsip.res.in		
Project 4	project4@bsip.res.in		

11. All these login-id's are already there in the login page as well as under the "Useful information" option.
12. Please understand that the System is in initial phase of implementation, some problems are accepted to come, please bear with us. Write your problem in "my suggestion" option, and contact Computer Section.