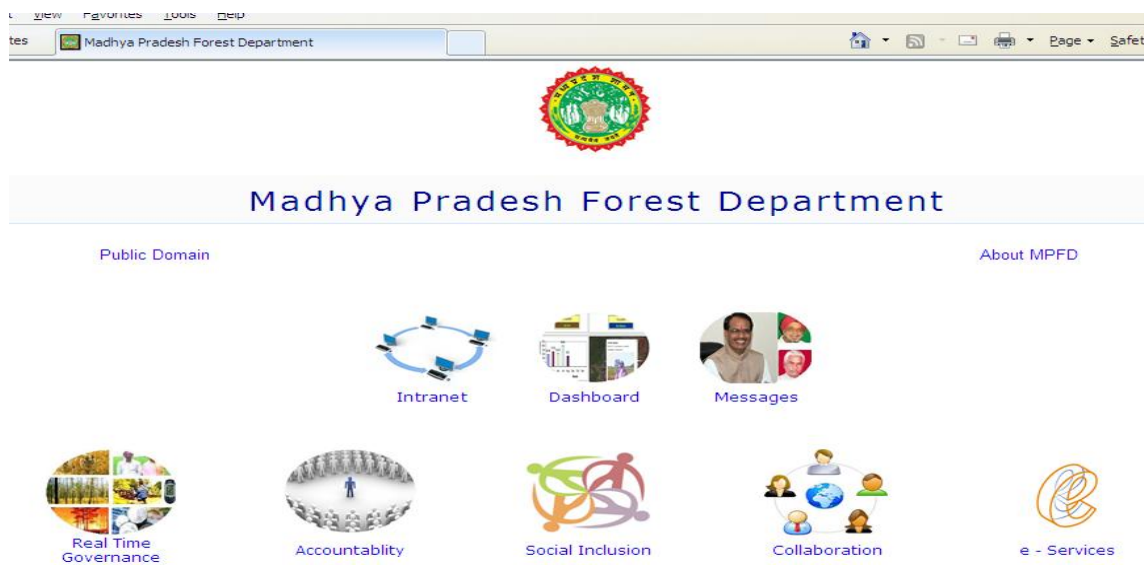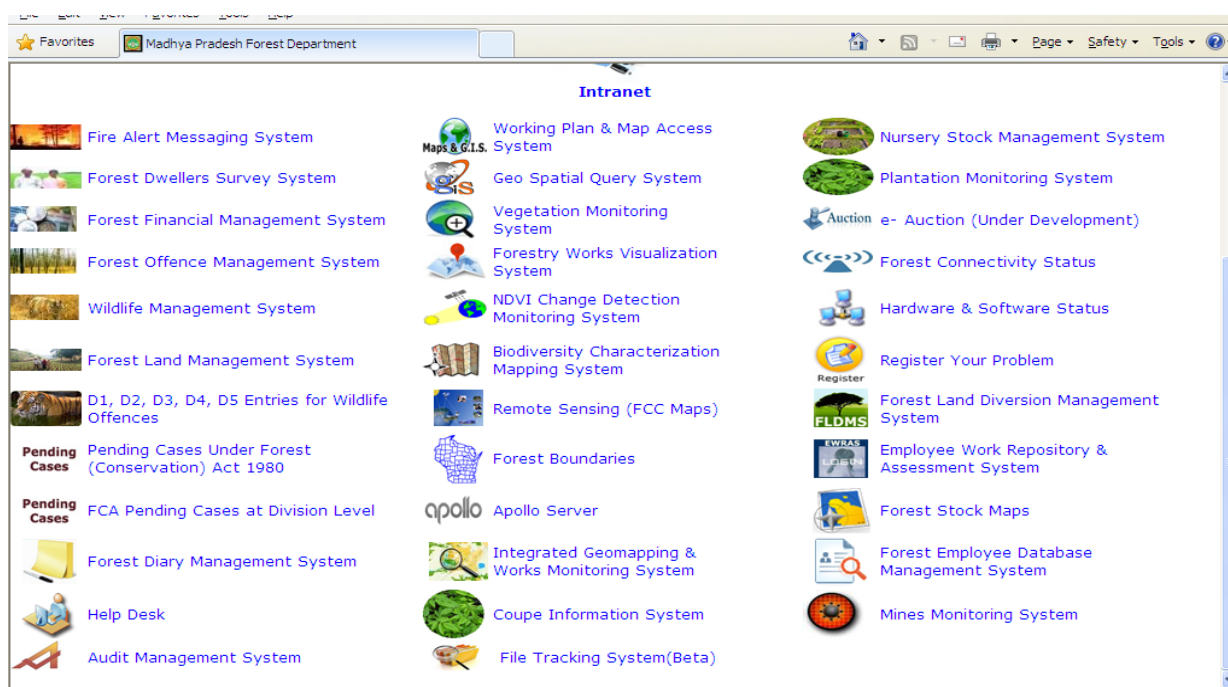# FILE TRACKING SYSTEM (FTS)

Help Manual
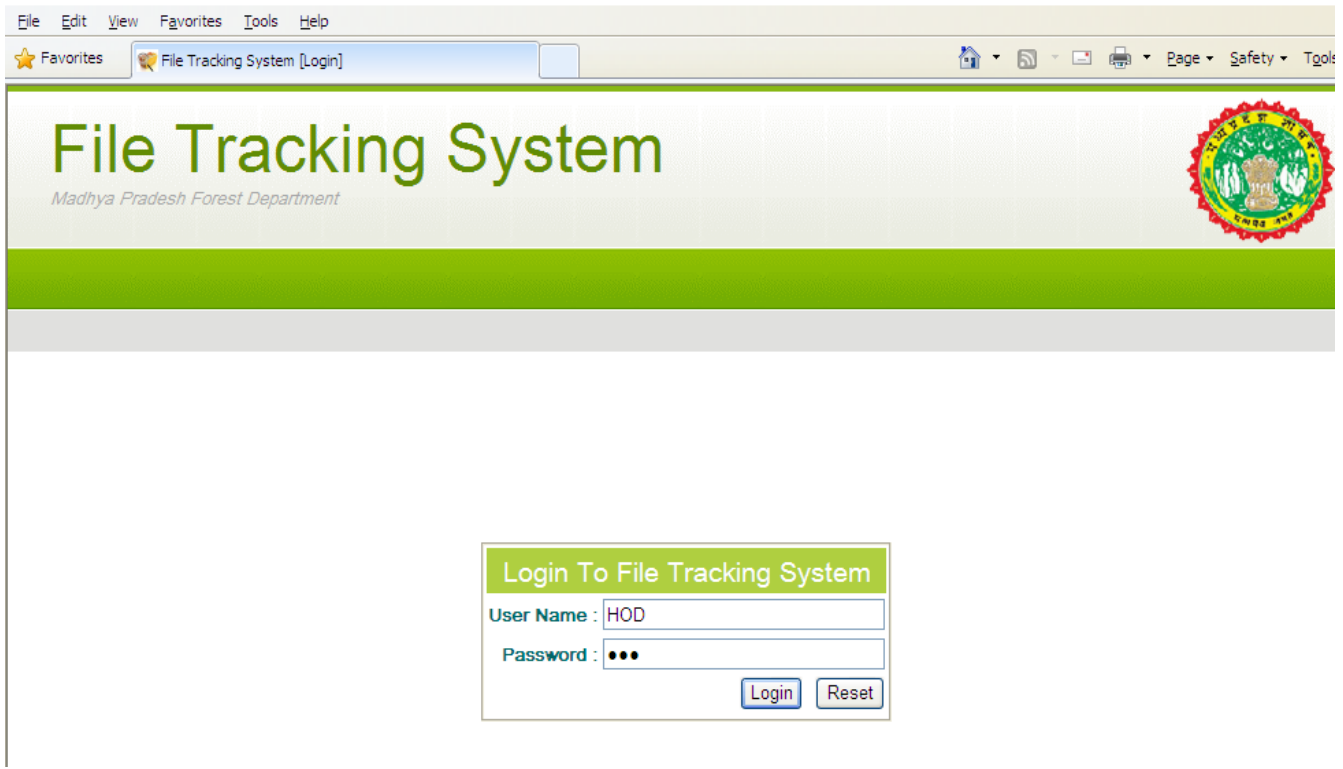
1. First go to www.mpforest.org and click on Intranet.

2. Scroll Down to the link File Tracking System(Beta)

You will get the following Login Screen :
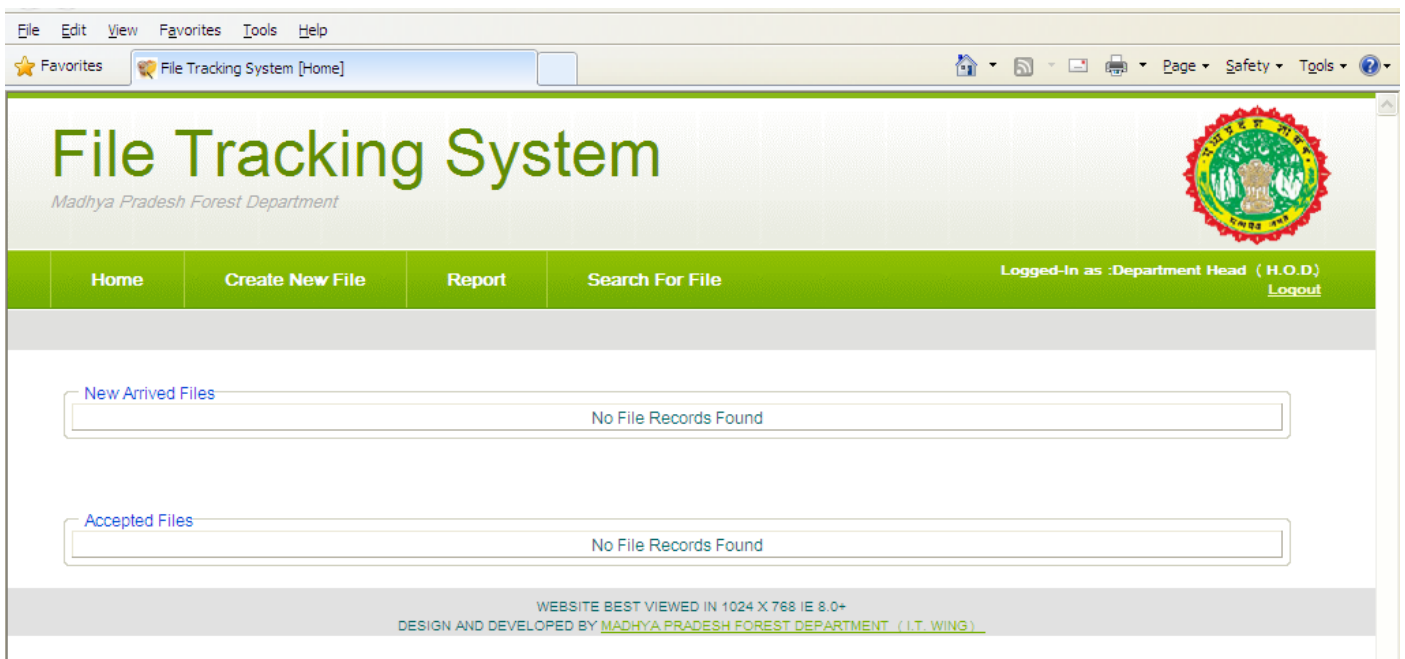
3. Enter The User Name and Password Provide to Login to the System you will get to the Home page of the User you logged-in as :

File Tracking System (Manual)

4. Here you will get 4 links i.e.:

   HOME, CREATE NEW FILE, REPORT and SEARCH FOR FILE

5. **HOME:** On this home page you will see two blocks named 1) New Arrived Files and 2) Accepted Files.

   1) New Arrived Files: This Section List those files which are marked to the person (or authority) by some other person (or authority) but is currently not accepted.

Here on this screen in New Arrived Files Section you will see details of arrived file from where it came with its subject, title and remark of the sender. Also you will see a button Accept Files, when one click this button the current file is marked as accepted and is shifted to the Accepted Files Section.

File Tracking System (Manual)

2) Accepted Files: This Section Lists those files which has been accepted by the concerned person (or authority) and is pending with him for some action to be taken.

Here on this screen in Accepted Files Section you will see details of accepted file, from where it came with its subject, title and remark of the sender. Also you will see a button i.e.,

a) Action, when one click this button the a popup window is shown with details of this files and *a list of person(or authority) to which this file can be marked or forwarded further, also there is a box to enter comments or remarks at the bottom and submit and cancel buttons.*

b)The File No in this section is marked with a underline and a link ,when you click on this a new popup window is shown with overall movement summary of this File ,where on top is the current location of the file.

File Tracking System (Manual)

8) **CREATE NEW FILE:** This section is for registering new files in the system.

9) **REPORT:** This Section provides the user with a report of files current position where files can be filtered based on District and the report can be exported to Excel and PDF.

10) **SEARCH FOR FILE:** This section lists all files which had been registered in this system.

Here on clicking on File No you can see details of movement of that particular file.

File Tracking System (Manual)