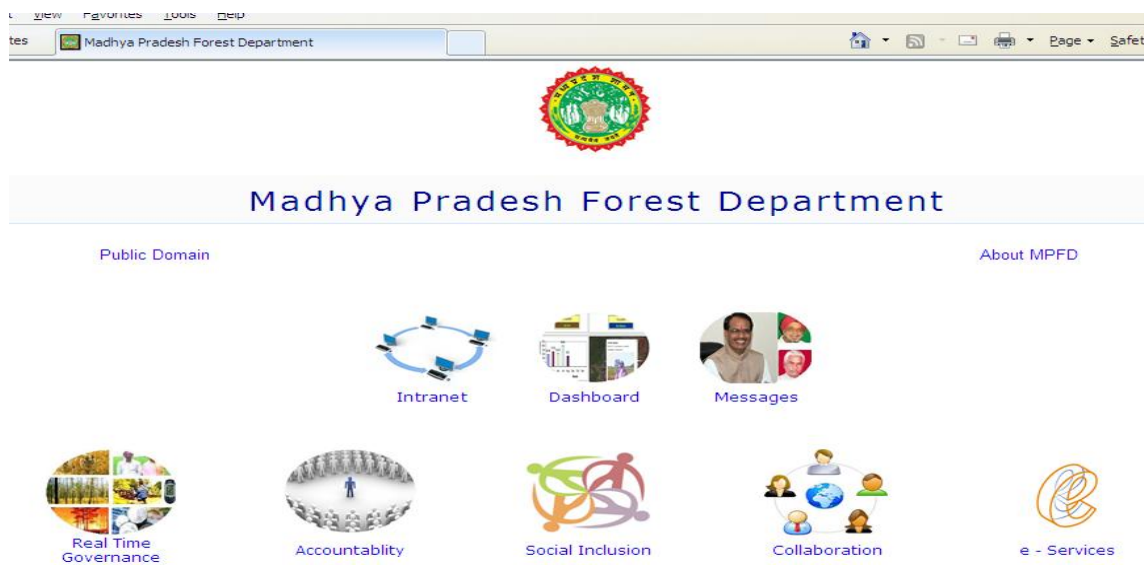


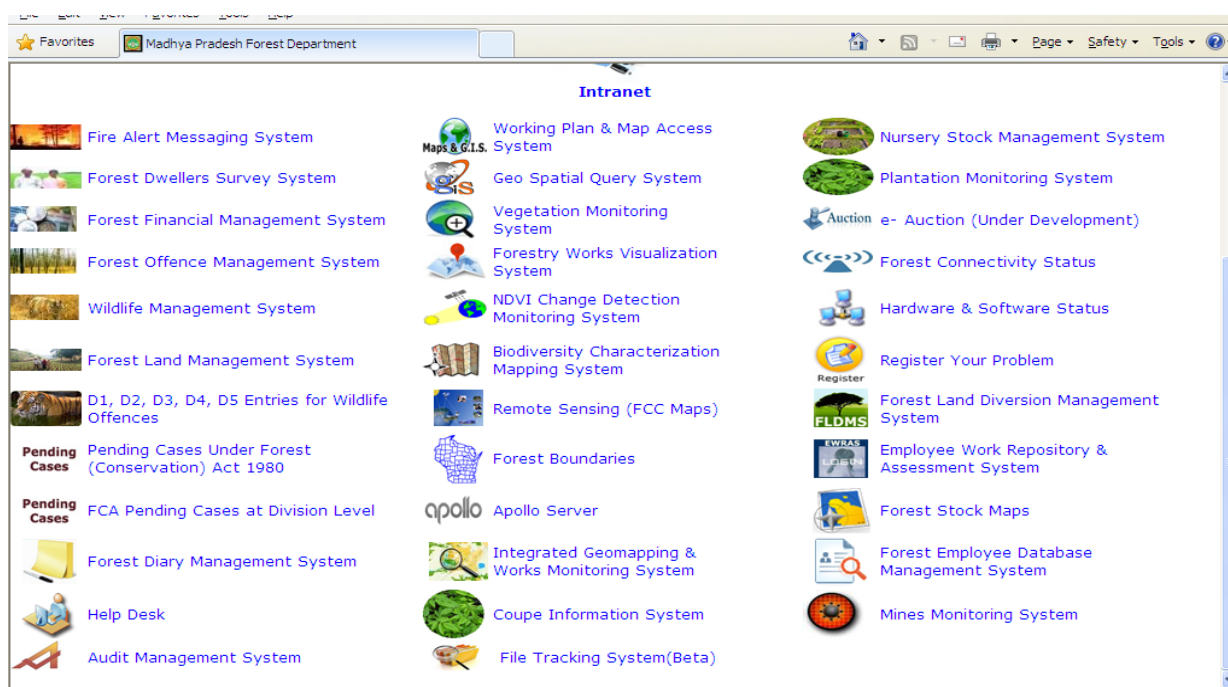
# FILE TRACKING SYSTEM (FTS)

## Help Manual

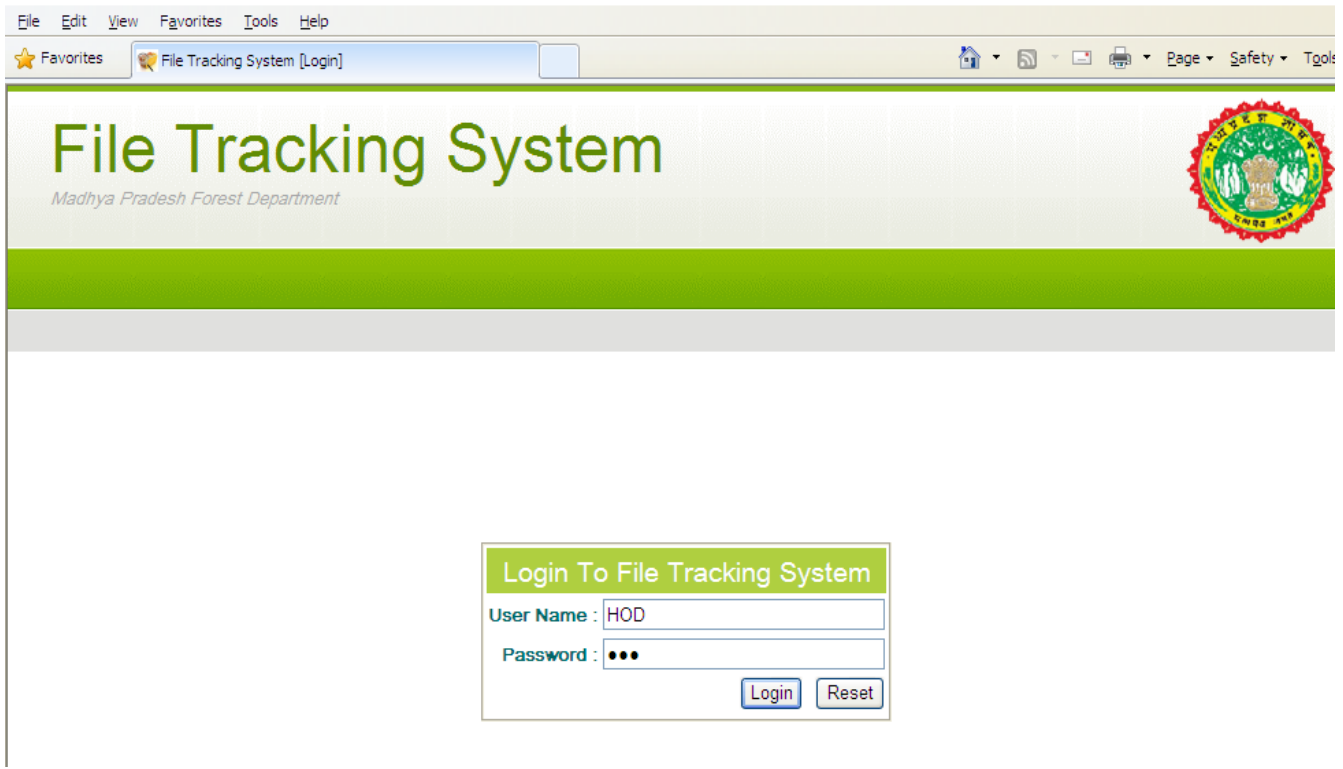
1. First go to [www.mpforest.org](http://www.mpforest.org) and click on Intranet.



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



You will get the following Login Screen :



The screenshot shows a web browser window with the address bar displaying 'File Tracking System [Login]'. The page has a green header with the title 'File Tracking System' and the subtitle 'Madhya Pradesh Forest Department'. A circular logo of the Madhya Pradesh Forest Department is on the right. The main content area is white and contains a login form titled 'Login To File Tracking System'. The form has two input fields: 'User Name' with the value 'HOD' and 'Password' with three dots. Below the fields are 'Login' and 'Reset' buttons.

File Tracking System  
Madhya Pradesh Forest Department

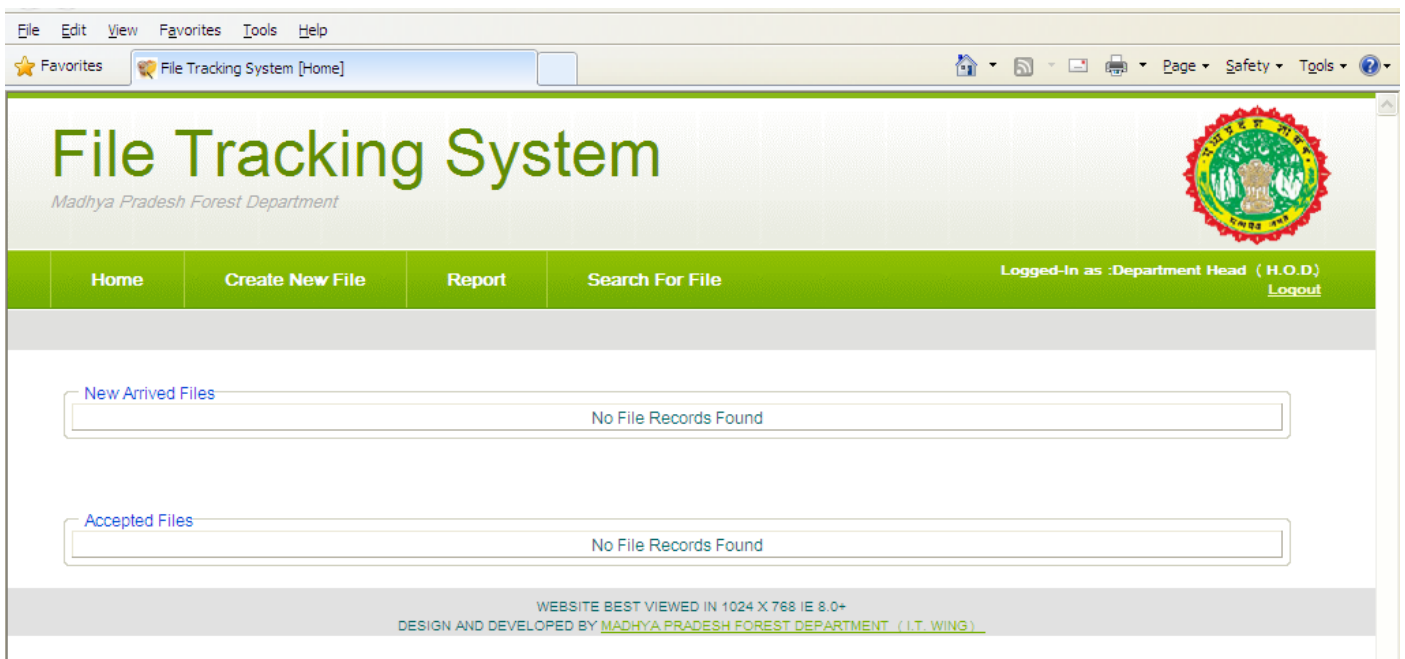
Login To File Tracking System

User Name : HOD

Password : ●●●

Login Reset

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 :



The screenshot shows the home page of the File Tracking System. The header is green with the title 'File Tracking System' and the subtitle 'Madhya Pradesh Forest Department'. A circular logo is on the right. Below the header is a green navigation bar with links: 'Home', 'Create New File', 'Report', and 'Search For File'. On the right of the navigation bar, it says 'Logged-In as :Department Head ( H.O.D.)' and 'Logout'. The main content area is white and contains two sections: 'New Arrived Files' and 'Accepted Files'. Each section has a table with the message 'No File Records Found'. At the bottom, there is a footer with the text 'WEBSITE BEST VIEWED IN 1024 X 768 IE 8.0+' and 'DESIGN AND DEVELOPED BY MADHYA PRADESH FOREST DEPARTMENT ( I.T. WING )'.

File Tracking System  
Madhya Pradesh Forest Department

Home Create New File Report Search For File

Logged-In as :Department Head ( H.O.D.)  
Logout

New Arrived Files

No File Records Found
-----------------------

Accepted Files

No File Records Found
-----------------------

WEBSITE BEST VIEWED IN 1024 X 768 IE 8.0+  
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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.

The screenshot shows the 'File Tracking System' web application. The browser address bar shows 'File Tracking System [Home]'. The page has a green header with the title 'File Tracking System' and the subtitle 'Madhya Pradesh Forest Department'. A navigation bar contains links: 'Home', 'Create New File', 'Report', and 'Search For File'. On the right, it says 'Logged-In as :Under Secretary ( U.S.)' with a 'Logout' link. Below the navigation bar, there are two sections: 'New Arrived Files' and 'Accepted Files'. The 'New Arrived Files' section contains a table with one record. The 'Accepted Files' section shows 'No File Records Found'. At the bottom, there is a footer with the text: 'WEBSITE BEST VIEWED IN 1024 X 768 IE 8.0+ DESIGN AND DEVELOPED BY MADHYA PRADESH FOREST DEPARTMENT (I.T. WING)'.

	Sno.	File No	File Date	File Ref. No	Received From	District	File Title	File Subject	File Remark
<a href="#">Accept File</a>	1	F-2012/12545/10-6	20/01/2012	-	Chief Secretary(C.S.)	-NA-	sd	sdsds	sdsdsd

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.

- 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.

File Tracking System  
Madhya Pradesh Forest Department

Home Create New File Report Search For File

Logged-In as :Under Secretary (U.S.) Logout

New Arrived Files

No File Records Found

Accepted Files

Sno	File No	File Date	File Ref. No	File Received Date	Received From	District	File Title	File Subject	File Remark
1	<u>F-2012/12545/10-6</u>	20/01/2012	-	23/01/2012	Chief Secretary(C.S.)	-NA-	sd	sdsds	sdsdsd

WEBSITE BEST VIEWED IN 1024 X 768 IE 8.0+  
DESIGN AND DEVELOPED BY MADHYA PRADESH FOREST DEPARTMENT (I.T. WING)

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 Movement Details Of File No : F-15/2012/10-3					
Details shown here are in descending order where current position is on top of list.					
Sno.	Forwarded Date	Forwarded From	Received Date	Received By	Comment
1	19/01/2012	Secretary (Sec.)	19/01/2012	Deputy Secretary (D.S.)	Tests Data mdasjdklasjdllaskdl;kl;askdl;kasl;dkl;aksd;lk kal;sdka;skd;laksd l;aksd;askd;laksd;lakdka kal;sdka;kd;l;akl;dka;sdcl;asd kal;sdcl;aksd;laksd;laksd
2	19/01/2012	Chief Secretary (C.S.)	19/01/2012	Secretary (Sec.)	Testing Data For FTS

Cancel

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

Home

Create New File

Report

Search For File

Logged-In as :Under Secretary ( U.S.)  
[Logout](#)

Register New File

File No. :

File Date :

File Reference Number ( If Any) :

Select District : -Select-

File Title :

File Subject :

File Received From : -Select-

Remarks ( If Any) :

File Marked / Forwarded To : -Select-

Save

Reset

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.

File Tracking System [Case Review Report]

File Tracking System  
 Madhya Pradesh Forest Department

Home
 Create New File
 Report
 Search For File
 Logged-In as :Chief Secretary ( C.S.)  
[Logout](#)

Case Review Report							
Details Of Files For District : Bhopal							
Select District : Bhopal				Generate Report	Reset		
Sno	District	File No	File Subject	File Received From	File Presently With	From Date	Remark
1	Bhopal	F-5-1111/2011/10-3	आपके कार्यालय के वर्ष .....की अवधि के लेखाओं का आन्तरिक लेखा परीक्षण करने हेतु इस कार्यालय सेआन्तरिक लेखा परीक्षण दल भेजा जा रहा है, दल को पूर्ण अभिलेख एवं सहयोग प्रदान करें, साथ ही दल के ठहरने की व्यवस्था रैस्ट हाउस में करें।	Department Head (H.O.D.)	Chief Secretary (C.S.)	17/01/2012	Action Taken at ACS level and File forwarded to CS with information.
Export to Excel				Export to PDF			

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

List Of All Files							
Sno	File No	Date	Ref. No	File Title	File Subject	File Received From	Remark
1	<a href="#">F-5-1111/2011/10-3</a>	16/01/2012	F-5-1111/2011/10-3	आन्तरिक लेखा परीक्षण कार्यक्रम माह सितम्बर - 2011	आपके कार्यालय के वर्ष ..... की अवधि के लेखाओं का आन्तरिक लेखा परीक्षण करने हेतु इस कार्यालय से आन्तरिक लेखा परीक्षण दल भेजा जा रहा है, दल को पूर्ण अभिलेख एवं सहयोग प्रदान करें, साथ ही दल के उद्देश्य की व्यवस्था रैस्ट हाउस में करें।	Department Head (H.O.D.)	Initiated
2	<a href="#">F-15/2012/10-3</a>	19/01/2012	F-15/2012/10-3-A	Testing Data For FTS	Testing Data For FTS	Chief Secretary (C.S.)	Testing Data For FTS
3	<a href="#">F-2012/12545/10-6</a>	20/01/2012	-	sd	sdsds	Chief Secretary (C.S.)	sdsdsd

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