# Project Description:

## Problem Statement:

Tracking of official files is important to track them where the file currently is and when it was sent to the concern person/department. This helps in assisting the progress made on the subject or task being achieved using that file. There is no such mechanism to track those files and to keep in record the movement of that file. This usually results in misplacement of files and there is no way to trace the file.

## Problem Solution:

The proposed system is fully automated software system which will help keep the record of movement of file and track the file at any instant. The proposed system will also save complete tracking record of the file and its movement through different people from different departments. The proposed system will be fully automated and can help search or filter the record on basis of different parameters.

## Advantages:

1. Record of all the sent files
2. Current location of file
3. Status of the file
4. Time and date of the file sent to concern department
5. The person currently possessing that file

## System Limitations/Constraint:

The file entries should be made manually by the person sending the file. Yet there is no mechanism to identify the file using any hardware the only identity of the file is being stored is it file number. There is no assurance that the file was received/sent to the specific person recorded in the system.