**Inward and Outward Process**

Overview:

To Track the Document and files is to required a Inward or Outward Process, for able to tracked and see the actual status of the every document.

A unique bar code required as well as other options for maintaining the inventory and abe to check future status of the the document.

The Inward, outward and re-inward process cycle are as follows:-

**Inward Outward Process Cycle**

Statement of Work with Problems:

To manage the inventory is to require all the employees of the organisation are to fulfill all the details which are important for checking the status of the files and the documents.

There are some fields to maintain the documents are as follows:

For Inward-

1. Barcode no

2. Loan No. 3. Doc Type

4. Inward Date

5. Location

6. Remarks - Inward

7. Out date

For outward/Retrieved

1. Requested by

2. Retrieval type

3. Approved by

4. Remarks – Outward

For Re-inward

1. Re-inward date

2. Location

3. Remarks Re-inward

Goals:

When all the data is maintain in an according manner so the working manner is one step further and achieve desirable goals.

Deliverables:

To achieve and maintain the data for future used, to evaluate data for reporting or making Management Information system MIS, last but not least update the system as according to future used, also delivered the correct and accurate files or documents.

Milestones:

As all the works need to work in an according manner or in process.

We should work all the works as taking in a grateful opportunity. We work for organisations to making the efficacy which meets the desire needs.

Thank You

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