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**STATEMENT OF WORK**

**Problem statement-**

With increasing number of files in the database, it is becoming tedious to keep a track of the file statuses. We need a way that automatically fetches the status of a file and helps us submit, retrieve or track documents. Manual tracking is not possible, hence, we need a seamless algorithm with all uses cases and error handling.

**Goals-**

1. Develop an algorithm to keep a track of the files.
2. Store the statuses in a database
3. Develop a method for input/output of files and extracting data

**Deliverables-**

1. App to retrieve and submit files with the click of a few buttons
2. Filters available in the app to export file statuses

**Milestones-**

1. The algorithm handles exception and errors like wrong barcode, unauthorized user, etc.
2. Server based storage of file status ensures easy access and verification

Click export

Select format and destination

Filter based on different parameters

Show error message

If file already inward or permanently out

Re-inwarded

No

Yes

Match barcode with database

Enter location, date, remarks

Enter barcode number

Show error message

File already out

File outwarded

File already out

Show error message

File already out

No

Yes

Verified user?

Enter date, requested by, retrieval type, approved by, remarks.

No

Yes

Match barcode with database

If file already out

Enter barcode number

Show error message:

File already exists

File inwarded

Yes

No

If file already exists

Match barcode with database

Enter barcode no, inward date, location, remarks.

Export

Outward

Re-inward

Inward

Select option:

(Inward, Outward, Re-inward, Enquiry, Export)

LOGIN