Barcode no. (M)

if the prefix is F then its file, if D then original document and without prefix then it’s for PDC and other; second part suffix contains Loan no.

Through scan the barcode loan no. will auto fetched

Loan no. (M)

according to prefix of barcode the doc type will select file/property docs /PDC &other

Doc Type (M)

For first entry of the file inward date required

Inward Date (M)

Location of file for storage for first time

Location (M)

Enter your remarks

Remarks-Inward

**# If file is retrieved by some person from the inventory**

File Out Date

Out Date (M)

Request by user (CSD/Collections/Credit/Sales/Customer/Legal/Internal purpose)

Requested by (M)

Retrieval options Temporary/Permanent

Retrieval type (M)

Free Text Field

Approved by (M)

Free Text Field

Remarks-Outward (M)

File Out Date

Re Inward Date (M)

**## If further file is taken out**

**# The file is again kept in the inventory at certain location**.

Location of file for storage

Location (M)

Free text field

Remarks-re inward

**\*M = Mandatory data filling**

Problem Statement

Physical files are required to be managed and kept for future references. A barcode inventory managing system is required through which every document will be tracked and be able to see the actual status in the system.

Goals

1. All mandatory data needs to be filled properly and correctly
2. Tracking every document
3. See the actual status in the system

Deliverables

Obtaining the following data as and when required

1. Track the document of loan
2. Track the files
3. To do inward and outward process of document

Milestones

This new barcode inventory managing system will be able to keep track of the process pending and process done in very less time. Through data filters, accumulating files will be made very easy.

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