ETS GIA Project

During my training in DHL Express i did project for specific department, this PHP script was developed to automate the sorting, validation, renaming, and organizing of files within the ETS GIA department. The goal of the system is to streamline the handling of uploaded documents by staff, reducing the need for manual file checking and improving accuracy and efficiency.

How It Works:

1. Directory Setup:

The script manages multiple folders:

• ETS Shared folder: Source directory where users drop their files.

• Work: Temporary holding folder for valid files.

• Bad: Stores invalid or duplicate files.

• GIA: Destination folder for accepted and processed files.

• Proc: Keeps a permanent copy of every file that was successfully sent to GIA.

• log.txt: A log file used to track operations, especially duplicates or processed files.

1. File Validation & Renaming:

• The script scans the ETS Shared folder for any files.

• It checks if each file matches a specific naming pattern:

• File names should start with either DHAR followed by 9 digits or D followed by 8 digits, and should be either .pdf or .jpeg.

• Valid files are renamed by appending the current timestamp (in the format ddmmyyyyhhmmss) to the original name.

• The renamed valid files are moved to the Work folder.

• Any files that do not match the pattern are moved to the Bad folder.

1. Duplicate Check:

• The script scans files in the Work folder to check if a file with the same first 14 characters (assumed to be a unique identifier) already exists in the Proc folder.

• If a duplicate is found, the file is moved to the Bad folder, and a message is logged in log.txt indicating it’s a duplicate.

1. Final Processing:

• Remaining files in the Work folder (i.e., valid and non-duplicate files) are moved to the GIA folder.

• A copy of each sent file is also saved in the Proc folder for record-keeping.

• Each successful operation is logged in the log.txt file for auditing purposes.

• Once all files are processed, the script prints DONE.

Benefits of the System:

• Eliminates manual sorting of files by staff.

• Prevents duplicates from being reprocessed or sent again.

• Ensures standard naming conventions are followed.

• Creates traceable logs for each file movement.

• Improves operational efficiency in the ETS GIA document management workflow.