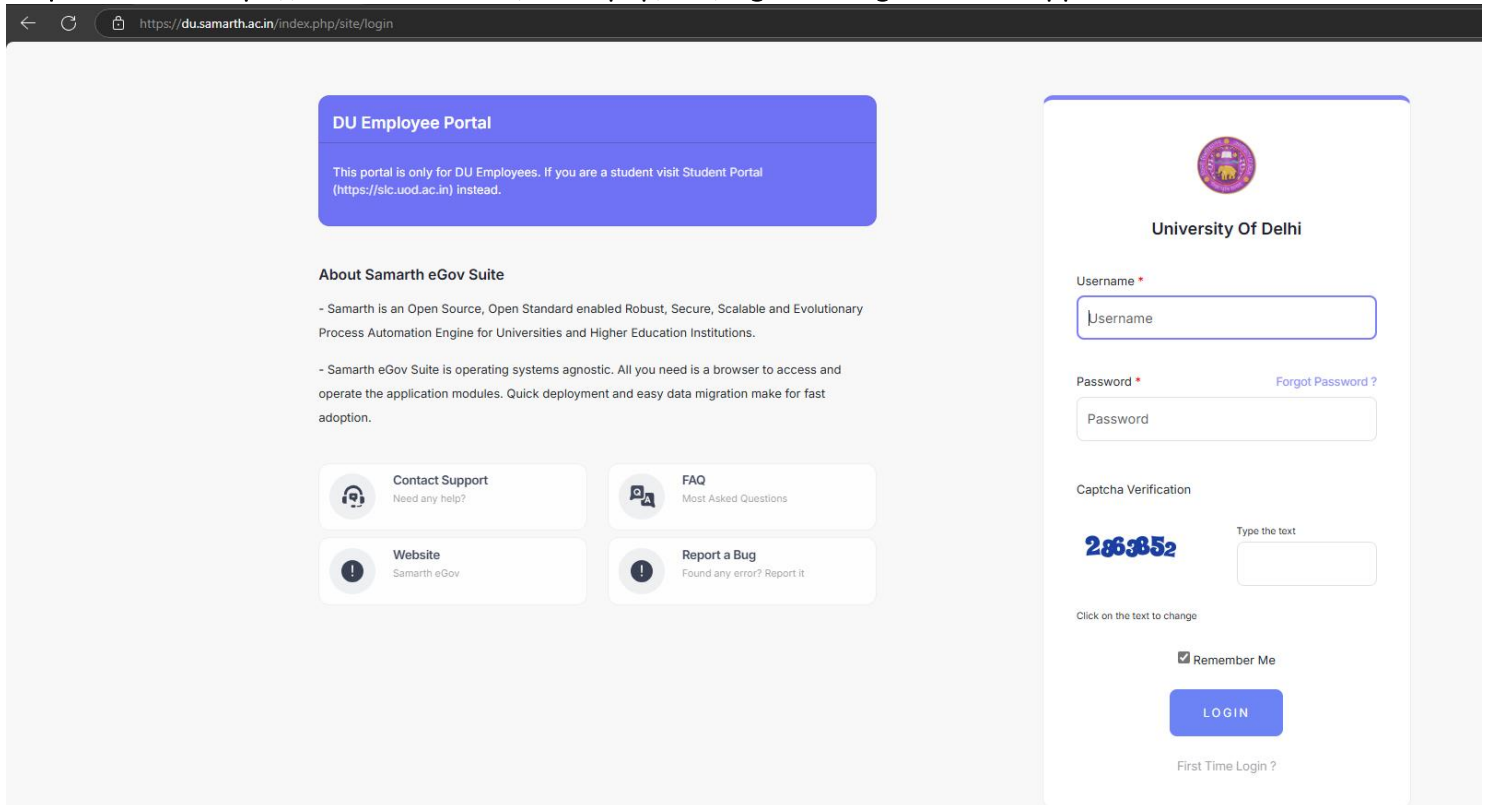


Steps for Adding File Tracking Management System

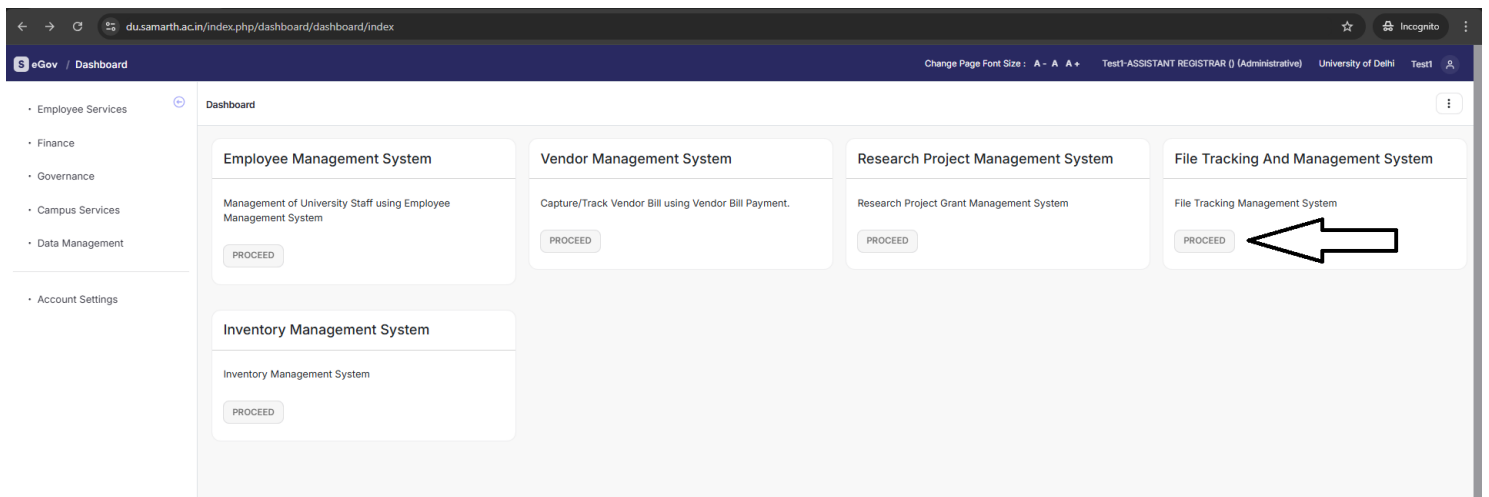
Steps for File Tracking Management System on Samarth

Step-1 Click on <https://du.samarth.ac.in/index.php/site/login> and login window appears on user screen.



The screenshot shows the login interface for the University of Delhi's Samarth eGov Suite. On the left, there is a blue box for the 'DU Employee Portal' with a note that it is only for employees and a link to the 'Student Portal' for students. Below this is the 'About Samarth eGov Suite' section, which describes the system as an open-source, robust, and scalable process automation engine. There are also four service buttons: 'Contact Support', 'FAQ', 'Website', and 'Report a Bug'. On the right, the login form includes the University of Delhi logo, fields for 'Username' and 'Password', a 'Forgot Password?' link, a 'Captcha Verification' section with the number '2863852' and a 'Type the text' input field, a 'Remember Me' checkbox, a blue 'LOGIN' button, and a 'First Time Login?' link.

Step 2: Click on File Tracking and Management System



The screenshot displays the dashboard of the Samarth eGov Suite. The top navigation bar shows 'eGov / Dashboard' and the user's role as 'Test-ASSISTANT REGISTRAR (Administrative)'. A left sidebar lists various service categories. The main dashboard area contains several system tiles, each with a 'PROCEED' button. The 'File Tracking And Management System' tile is highlighted with a large black arrow pointing to its 'PROCEED' button. Other visible tiles include 'Employee Management System', 'Vendor Management System', 'Research Project Management System', and 'Inventory Management System'.

Step 3: Click on My files for Managing and Creating new files.

The screenshot shows the FMTS Dashboard with a sidebar on the left. Under the 'APPLICATION' section, 'My Files' is highlighted with a white arrow pointing to it. The main content area shows 'MY FILES' with a message: 'You have not created any file.'

Step 4: Click on Add file for creating new file.

The screenshot shows the 'My Files' page. A white arrow points to the 'Add New File' button in the top right corner. Below the button is a table with columns: #, Actions, Reference No, OU / Department, File Type, File No., File Name / Received From, Diary No., Description / Subject, File Drafted On, and Status. The table is currently empty with a 'No results found.' message.

Step 5: Input All details mention fields

The screenshot shows the 'Add New File' form. A blue arrow points to the 'File Type' dropdown menu, which is currently set to 'Select'. To the right of the arrow, the text reads: 'Select the File type you want to create'. Other fields include 'File No.', 'File Title(Sent on Mail)', 'File Name / Received From', and 'Description / Subject' (with a rich text editor). An 'Upgrade' button is visible in the top right of the description field.

Allow the Receiver to forward the file *

Is the File Confidential or not *

Visible all response to all user or not ? *

Volume No

Year Of Creation

File Attached *

Upload File (Scanned Copy) [upto 5 MB]

Step 6: For managing incoming file click on incoming file.

eGov / FMTS Dashboard / Forwarded Files Change Page Font Size : A - A A+ Test1-ASSISTANT REGISTRAR () (Administrative) University of Delhi Test1

FMTS

HOME

- Dashboard

APPLICATION

- My Files
- Incoming Files

REPORTS

- Report
- Advance Search
- Export Data

Incoming Files

This page shows files forwarded to you.

View File Generate Diary Number

Showing 1-3 of 3 items.

#	Actions	File Reference Number	File Initiated By	Received On	Status	Part File Reference Number	File Number	File Name / Received From	Description / Subject
1	<input checked="" type="checkbox"/>		Select User using fullname		All				
2	<input type="radio"/>								
3	<input checked="" type="checkbox"/>								

Note: Click on right (✓) icon in Action tab for Open Incoming file and generate Diary number