Steps for Adding File Tracking Management System
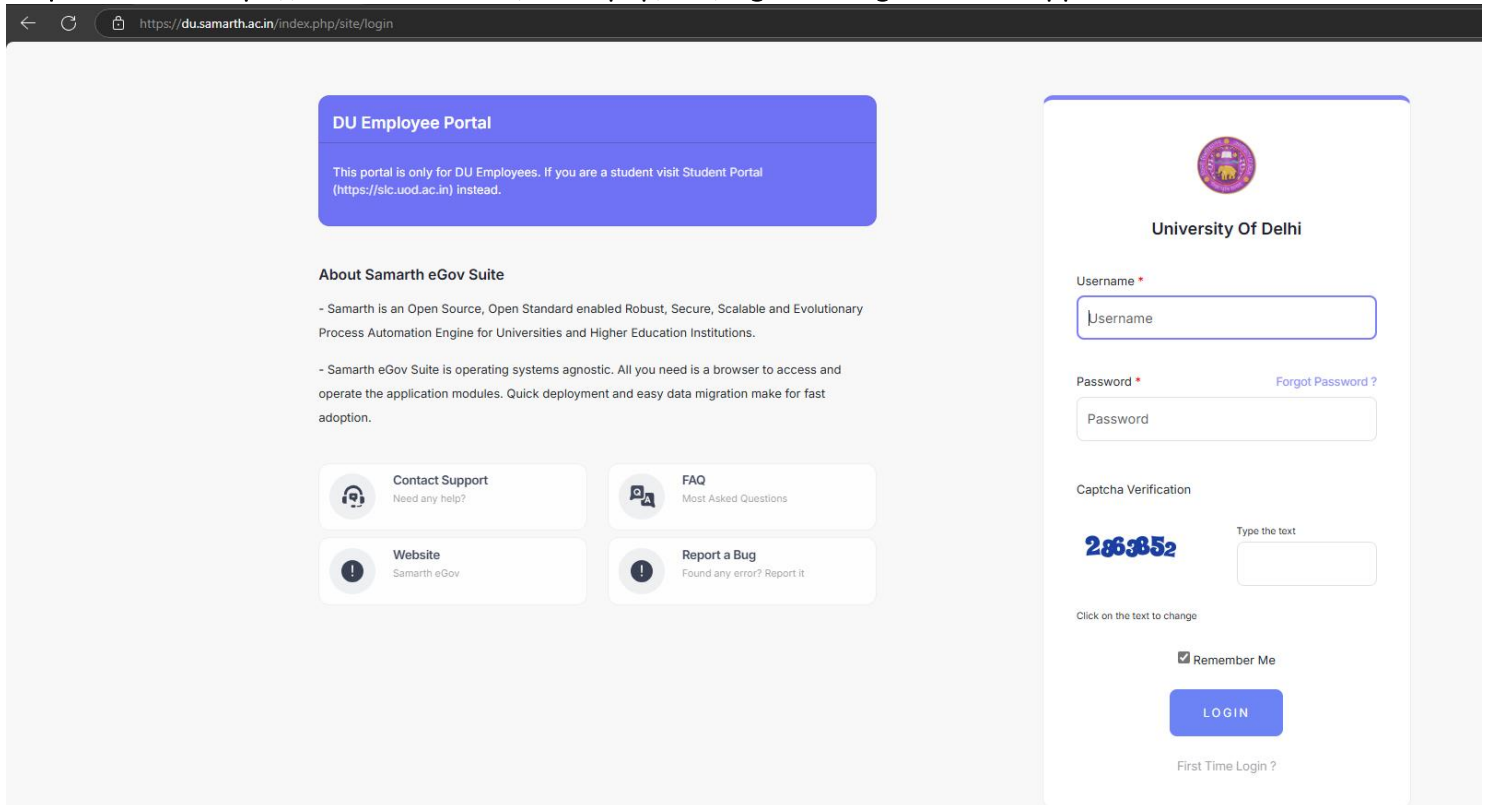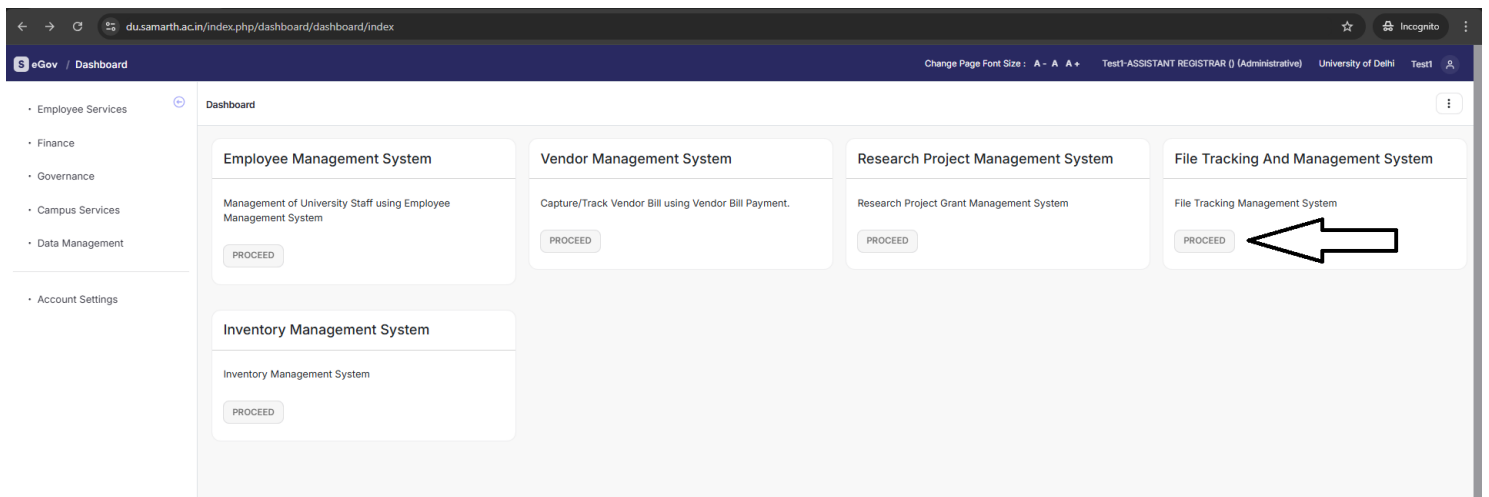
Steps for File Tracking Management System on Samarth

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

Step 2: Click on File Tracking and Management System

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

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

Step 5: Input All details mention fields

Select the File type you want to create

Allow the Receiver to forward the file *	Yes

Is the File Confidential or not *	No

Visible all response to all user or not ? *	Select

Volume No	Select ⌄

Year Of Creation	Select ⌄

File Attached *	Yes

Upload File (Scanned Copy) [upto 5 MB]	Choose file No file chosen

Save   Cancel

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

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
			Select User using fullname ⌄		All				
1	✓								
2	👁								
3	✓								

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