

## How to use File Monitoring System

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S.No.	Section	Details
1.	Home	Home page
2.	File Transaction	-
3.	<b>Incoming Files</b>	List of file Marked to your department for Receiving purpose.  <u>To Received the Incoming File:-</u>  <ol style="list-style-type: none"><li>1. Check on the selected files that are received by you from Sender's Department and click on <b>Received Physically</b></li><li>2. On clicking <b>Received Physically</b>, the entry will display in <b>In Tray Section</b>.</li></ol>
4.	<b>In Tray</b>	List of file that are available in the Department  <u>To Dispatch/ Send file to other Department:-</u>  <ol style="list-style-type: none"><li>1. Select on <b>Computer No.</b> in list to Forward / Dispatch a file</li><li>2. Enter / select relevant details such as remarks, department and Officer and click on <b>submit</b></li><li>3. On clicking on <b>submit</b>, the entry will display in <b>Peon Book</b> until the dispatched file is received by concerned department.</li></ol>
5.	Out Tray	-
6.	<b>New File Entry</b>	To create New File for sending to other departments.  <u>To create New File Entry:-</u>  <ol style="list-style-type: none"><li>1) Enter / select relevant details such as File No, Sender Date, department and From Officer, Subject etc and click on <b>submit</b></li><li>2) On clicking <b>submit</b>, new File created and Entry will display in <b>In Tray section</b></li></ol>
7.	Search	To search about Files by different option available

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8.	Revert	To revert the dispatched file which are dispatched by mistake  <u>To Revert the Dispatched File:-</u> <ol style="list-style-type: none"><li>1. Select the particular file</li><li>2. Click on <b>Revert Files to In-Tray</b></li><li>3. Entry will display in <b>In Tray section</b></li></ol>
9.	Restore Temporary Closed Files	To Restore the Temporary Closed File  <u>To Restore the Temporary Closed File:-</u> <ol style="list-style-type: none"><li>1. Select the particular file</li><li>2. Click on <b>Restore</b></li><li>3. Entry will display in <b>In Tray section</b></li></ol>
10.	Generate Bar Code	-
11.	Pendency Summary	To view Pending Files of Department or Pending Files Received from Other Departments in specified date
12.	Diary Register	List of Files Received or Dispatched
13.	Dispatch Register	List of Dispatched Files
14.	Pendency on Specific Date	List of Pendency Files on Specific Date
15.	Peon Book	List of File at Peon to deliver to respective Branches
16.	Log Out	Logout the User's Session