

**“Uranium Corporation Of India
Limited-Thummalapalle,AP
FILE TRACKING SYSTEM”**

USER MANUAL

Prepared by



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Login Screen:



Screen Description:

This screen is used to Authenticate and Authorize for accessing and using different features and functionalities in Uranium Corporation Of India Limited-Tummalapalle,AP File Tracking System. You can Login to the application by providing your User Credentials like User Name and Password.

Sl. No	Input Type	Description	Mandatory (Yes/No/NA)
1	User Name	Enter the User name	Yes
2	Password	Enter the Password	Yes
3	Login	Click on Login button to log into the Home Page	Yes
4	Reset	Click on Reset button Re-enter the details	NO

File Creation



File Tracking System Uranium Corporation of India Limited- Tummalapalle, AP.



STORE -Dy. Supdt. Log out

- Dashboard
- File Create
- File Transaction +
- Reports +
- Helpdesk +
- Change Password
- Log out

Create File

Date & Time of File Creation : 10/11/2017 3:59:09 PM

File Type* : <input type="text" value="--Select--"/>	Department* : <input type="text" value="STORE"/>
BarCode* : <input type="text"/>	Officer Name* : <input type="text" value="STORE -Dy. Supdt."/>
File Number* : <input type="text"/>	Outward To : <input type="text" value="--Select--"/>
File Subject* : <input type="text"/>	
Remarks : <input type="text"/>	

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PO Generation:



File Tracking System Uranium Corporation of India Limited- Tummalapalle, AP.



MECH-ADDL.SUPDT-UCTL-1 Log out

- Dashboard
- File Create
- File Transaction +
- Reports +
- Helpdesk +
- Change Password
- Log out

Create File

Date & Time of File Creation : 10/13/2017 5:02:39 PM

File Type* : <input type="text" value="PO"/>	Department* : <input type="text" value="MECH"/>
BarCode* : <input type="text" value="1234"/>	Officer Name* : <input type="text" value="MECH-ADDL SUPDT-UCTL-1"/>
File Number* : <input type="text" value="1234"/>	Outward To* : <input type="text" value="HOO-TMPL-Plant Incharge"/>
File Subject* : <input type="text" value="Testing the application"/>	
Remarks : <input type="text" value="File created"/>	

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Screen Description:

This screen is used to Create a new file using BarCode stickers.

Sl. No	Input Type	Description	Mandatory (Yes/No/NA)
1	File Type	Need to select the file type	Yes

2	BarCode	Scan the BarCode number using Scanner	Yes
3	File Number	Enter the File number	Yes
4	Department	Select the Department name from drop down	Yes
5	Officer Name	Select the officers from drop down	Yes
6	Outward to	Select the Outward officers from drop down	Yes
7	File Subject	Enter the File subject	Yes
8	Remarks	Enter the file remarks	No
9	Save	Click on save to save the file details and outward same to Conson HOD	Yes
10	Clear All	If you want to clear the entire details Click on Clear button	No

Once file saved below result will be displayed:

File Created Successfully - Barcode Number : 1234

BACK

RV File Creation



File Tracking System Uranium Corporation of India Limited- Tummalapalle, AP.



▲ STORE -Dy. Supdt. ☺ Log out

- Dashboard
- File Create
- File Transaction +
- Reports +
- Helpdesk +
- Change Password
- Log out

Date & Time of File Creation : 10/13/2017 6:19:26 PM

File Type*	<input type="text" value="RV"/>	Department*	<input type="text" value="STORE"/>
BarCode*	<input type="text"/>	Officer Name*	<input type="text" value="STORE -Dy. Supdt."/>
PO Number*	<input type="text"/>	Upload Invoice	<input type="button" value="Choose File"/> No file chosen
RV Number*	<input type="text"/>	Reference Barcode Number	
Invoice Number*	<input type="text"/>	Reference File Created by and on	
Invoice Value(Rs.)*	<input type="text"/>	Reference file number*	
		PO Value(Rs.)*	
		Balance Amount(Rs.)*	
		Name of the Supplier*	
Reference File Subject*	<input type="text"/>		
File Subject*	<input type="text"/>		
Remarks	<input type="text"/>		

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Screen Description:

This screen is used to Generate the RV number by using Barcode Number.

1	File Type	Need to be select the file type	Yes
2	BarCode	Scan the BarCode Number using Scanner	Yes
3	PO Number	Enter Previous PO Number which is linked to this RV number	yes
4	RV Number	Enter RV Number	yes
5	Invoice Number	Enter Invoice Number provided by the vender	yes
6	Invoice Value(Rs)	Enter the Invoice value(Rs)	yes
7	Department	Displayed automatically	yes
8	Officer Name	Displayed automatically	yes
9	Upload Invoice	Need to be upload the file	No

10	Reference Barcode Number	Displayed Previous file barcode Number which is linked to this RV number	yes
11	Reference file created by and on	Displayed Previous file barcode Number which is linked to this RV number	yes
12	Reference file number PO value(Rs)	Displayed Previous file barcode Number which is linked to this RV number	yes
13	Balance Amount	Displayed Previous file barcode Number which is linked to this RV number	yes
14	Name of the Supplier	Displayed Previous file barcode Number which is linked to this RV number	Yes


Once file saved below result will be displayed:

File Created Successfully - Barcode Number : 1234

BACK


Once file created for RV Process need to outward to the specific Intender who create the previous file which is linked to this file.

File Inward



File Tracking System

Uranium Corporation of India Limited- Tummalapalle, AP.



Plant Incharge Log out

- Dashboard
- File Transaction ×
- File Inward**
- File Outward
- Reports +
- Helpdesk +
- Change Password
- Log out

File Inward

Barcode *

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Screen Description:

This screen is used to In Ward the file using Barcode Number.

1	BarCode	Scan the BarCode number using Scanner	Yes
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Once file saved below result will be displayed:

The screenshot shows the 'File Tracking System' interface for Uranium Corporation of India Limited - Tummalapalle, AP. The page displays a success message: 'File Inwarded Successfully - Barcode Number : 1234'. A 'BACK' button is visible below the message. The left sidebar contains navigation options: Dashboard, File Create, File Transaction, Reports, Helpdesk, Change Password, and Log out. The top right corner shows 'PURCHASE-CCOP' and 'Log out'.

File Outward

The screenshot shows the 'File Outward' form in the 'File Tracking System'. The form includes fields for Barcode (1234), Main Barcode (1234), Department (HOD-TMPL), Officer Name (HOD-TMPL-Plant Incharge), File Number (1234), and File Subject (Testing the application). There are also dropdown menus for Sanctioned/Rejected (Sanctioned), Outward Department (--Select--), and Outward Officer (--Select--). A Remarks field is present at the bottom. Below the form are 'Save' and 'Clear All' buttons. A table at the bottom shows a list of transactions:

S No	From Department	From Officer	To Department	To Officer	Date	Remarks	Status
1	MECH	MECH-ADDL SUPDPT-UCTL-1	HOD-TMPL	HOD-TMPL-Plant Incharge	13 Oct 2017 17:05:05.837	File created	Outward
2	HOD-TMPL	HOD-TMPL-Plant Incharge	HOD-TMPL	HOD-TMPL-Plant Incharge	13 Oct 2017 17:16:15.470	Inwarded	Inward


Screen Description:

This screen is used to Out Ward the File with in the officers or another department officers for further process.

Sl. No	Input Type	Description	Mandatory (Yes/No/NA)
1	BarCode	Select the Unit Name	Yes


2	Department	Displayed Automatically	Yes
3	Officer Name	Displayed Automatically	Yes
4	File Number	Displayed Automatically	Yes
5	File Subject	Displayed Automatically	Yes
6	Sanctioned/Rejected	Need to select the file Sanctioned or Rejected	Yes
7	Outward Department	Select the out Ward officers	Yes
8	Outward Officer	Select the outward officer	Yes
9	Remarks	Enter the File remarks	No
10	Save	Click on save to save the details	Yes
11	Clear All	If you want to clear the entire details Click on Clear button	No

Once file saved below result will be displayed:



File Tracking System

Uranium Corporation of India Limited- Tummalapalle, AP.



STORE -Dy. Supdt. Log out

- Dashboard
- File Create
- File Transaction ×
- File Inward
- File Outward ←
- Reports +
- Helpdesk +
- Change Password
- Log out

File Outwarded Successfully.Barcode Number: 1234

BACK

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