# "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.

SI. 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 Reenter the details	NO

## **File Creation**



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



	_			▲ STORE -Dy. Supdt. ◆Log out
		Cre	ate File	
♣ Fite Create			Date & Time of File C	reation : 10/11/2017 3:59:09 PM
File Transaction +	File Type*	:Select •	Department*	: STORE •
FReports +	BarCode*		Officer Name*	: STORE -Dy. Supdt. •
	File Number*		Outward To	:Select •
Change Password				
<b>Ů</b> Log out	File Subject*			
	Remarks			
		Sawe	ClearAll	
© Copy Right @2017 - Uranium Corporation of India Limited-Tummalapate, AP.  Design and Developed by: Frux Software Solutions Pvt. I				

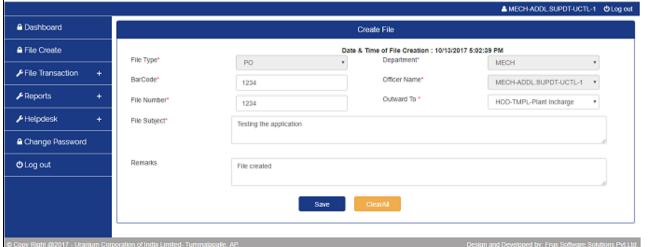
## **PO Generation:**



## **File Tracking System**

Uranium Corporation of India Limited- Tummalapalle, AP.





### Screen Description:

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

SI. 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

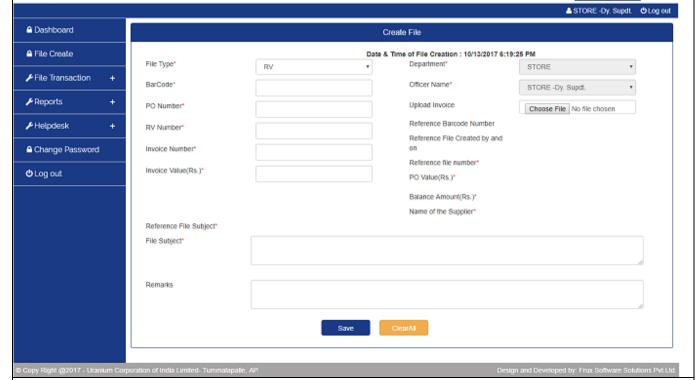
## **RV File Creation**



## File Tracking System







### **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

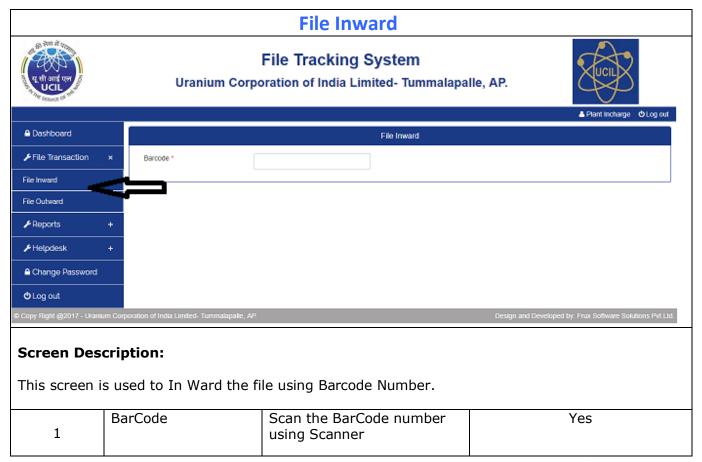
	Reference Barcode	Displayed Previous file	yes
10	Number	barcode Number which is	·
		linked to this RV number	
	Reference file created	Displayed Previous file	yes
11	by and on	barcode Number which is	
		linked to this RV number	
	Reference file	Displayed Previous file	yes
12	number PO value(Rs)	barcode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

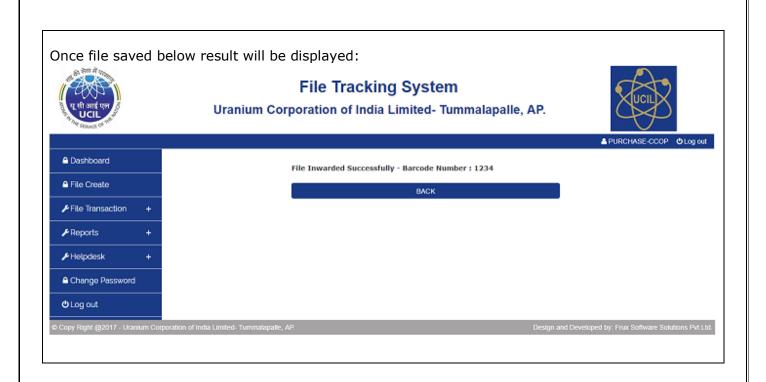
Once file saved below result will be displayed:

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.







#### **Screen Description:**

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

SI. 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:

