# "Uranium Corporation Of India Limited-Thummalapalle,AP FILE TRACKING SYSTEM"

**USER MANUAL** 

Prepared by



FRUX Software Solutions Pvt. Ltd.,

50-81-24/21, 502 5th Floor GVK Plaza Seethampeta Main road Visakhapatnam - 530016

## **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







#### 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	Displayed automatically	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:





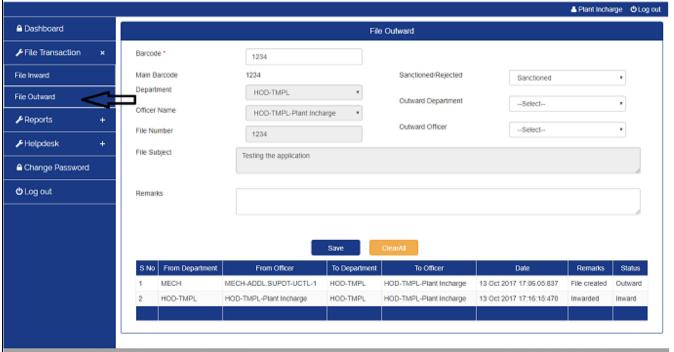
## **File Outward**



## File Tracking System

Uranium Corporation of India Limited- Tummalapalle, AP.





#### **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
nce file sav	ved below result	will be displayed:	
T this and use UCIL	Uran	File Tracking System ium Corporation of India Limited- Tummalapalle, AP	■ STORE-Dy, Supdl. ♥Log out
■ Dashboard		File Outwarded Successfully.Barcode Number: 1234	
♣ Fite Create		BACK	
	×	•	
File Inward			
File Outward			
<b>⊁</b> Reports	+		
<b>⊁</b> Helpdesk	+		
△ Change Password	d		
<b>Ů</b> Log out			

