

FILE TRACKING SYSTEM

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ABSTRACT

Locating files is one of the biggest problems in universities nowadays. Time is wasted in searching files, energy is wasted chasing misspelled files, deadlines are missed. Due to this , I decided to make a system for file tracking that will solve all problems in the best way. File Tracking System is a internet application that manages all the file movement from one desk to another one and helps them in managing flow of files effectively and efficiently. All the files such as: reports, decisions, requests, reminders, and others can be processed and can also tracked by the system at any time. The system helps in online tracking or locating information and pendency monitoring more effectively by providing a plethora of data at a glance. It has large facilities for managing classification of all files. The system follows a steps of file unique numbering and enables file management, file status monitoring, etc. It also has a very powerful search form to locate a file and analyze the history of movement of that file. It also has a very powerful search form to locate a file/data and analyse the history of movement of that file. Other than this, the system will allow the administrator to create faculties of that university and assign to them all the departments . Each department must have a user who will be responsible for that department. In the other hand.

Keyword: - Model-View_Controller , File Tracking System, Petition, Open-Database Connectivity, Frequency Identification Device.

1. INFORMATION

Trail can make a world of difference when it comes to your daily operations.” Nowadays Universities use a physical standard way for making decisions, requests or any reports. Other than this when the archiving of files is needed, they archive them in physical standard way. In most of the cases the archiving have to be done in alphabetical or numbering order. This causes an energy and time wasting, misplacing of files, sometimes even loss of them. Imagine if a university wants to make a decision or a report, how much time and energy is wasted. A university Rector has to make the report print it in many copies for sending it to the academic board and other persons responsible for decision making situations for their suggestions, and if accepted, email to all departments and administrative board to inform them for a new decision made. As you can see not only time and energy is wasted, but it has also a paper cost for printing copies of that file. Another situation is archiving files. Suppose that a university made a decision in a specific topic and after the decision is made they want to archive that decision file in archiving room. Other than going to the archive room, they have also to find the proper place for archiving .

In the other way, after a while, if they want to put a hand on the file that is archived they will consume time to go to the archive room and find the proper file. All of these actions will consume too much time and waste energy. The seldom situation is file lost. To secure a file.. Furthermore a corruption of file can happen. When I say a corruption, I mean not authorized person can make a modification to a file, tear it or burn it. As you can see, all of these situations can cause serious problems. Seeing these problems, I decided to make a system for file tracking that will solve all of these problems in the best proper way.

• **What is FTS?**

File Tracking System is a web application that manages all the files movement at any time from one desk/room to another one and help in managing the flow of files efficiently. Any desk/room can receive and send request and decisions at any time. The system follows a procedure of file unique numbering and enables file management, file status monitoring, file movement tracking, etc. It also has a very powerful search form to locate a file and analyses the history of movement of that file. Other than this, the system will allow the administrator (Rector of a university) to create faculties of that university and assign to them all the departments, depending on the hierarchy of that university. Each department must have a user (chief of department) who will be responsible for that department. In the other hand, the administrator will also have the ability to add a user (Administrative Staff) whose will play the role of the Secretariat of university.

All of them will have the ability to create a custom file (ex: request or decision) and send them to the ones responsible for confirmation. When the file is sent to the responsible person, they will have a section of new arrived files and an action to accept or reject the file. If a file is rejected, it will require writing a reason of rejection and it will automatically return back the one who sent it. If the files accepted it will move to the accepted files section and will have a “forward”, “send for archiving”, “print”, “download” and “edit” actions. When the “forward” button is pressed it will open a window where you will have your possible forwarding’s. If the file is finished, the send for archiving button should be pressed and the file will go to the administrator for archiving. Other than these the file is available for download and print. Notice also that file can be edited only if it was accepted. Only administrator will have the ability to see the movement history of a file archive a file in the database (Archive Room).

Benefits of FTS

- o Solution for effective and efficient management of files
- o Easy File Tracking
- o Online fast and secure file management
- o Staff improvement
- o Organizational efficiency improvement
- o Paper cost reduce
- o Less energy used
- o Time spent reduce
- o Eliminates duplication of file

2. LITERATURE SURVEY

[July 11, 2012](#) by [Jo Anne\[3\]](#) presented to an effective and smooth running office environment, there are certain elements that must be implemented, despite the industry you are in. First and foremost, your files are the key to your operation and learning how to properly maintain a sufficient paper trail can make a world of difference when it comes to your daily operations. Here are the top 5 reasons to implement an effective file tracking system in your office! FILETACTICS provides an innovative and effective way to increase the production of your office, while making it run consistently. We do this by offering a state of the art file tracking software that allows users to manage, maintain and track their files through a centralized database system. More importantly, we offer virtual training to help you ease into the transition!

T. Mikonen and A. Taivalsaari[5] introduced that nowadays web applications have an extraordinary rising worldwide. Even desktop applications and mobile applications has evolved in different directions. On personal computers, the most popular application for accessing any content and any applications on the web, is the web

browser. In mobile devices, the majority of web content is consumed via custom built native web apps. The world wide web has evolved from a document sharing systems to a massively popular general purpose applications or in the other words the most powerful information distribution environment in the history of humankind.

M. Richards [6] presented that in comparing web application with desktop application you can see a lot of differences. Desktop applications have many drawbacks. They have to be downloaded and installed before their use, have to be developed for multiple platforms, cannot be accessed online, maintenance or administration its harder, requires more work and have more cost other than the web applications which requires less development, no need to be installed or manually upgraded, supported in multiple platforms, are cost effective and can be deployed and accessed instantly worldwide with no middlemen or distributors. D.G. Bakshi, "KERALA GOVT NOD FOR ONLINE FILETRACKING," Alphabet Media, 22 August 2011[7] introduced that Even when we speak about security issues, a web application is the one who stays in top. When both of the applications, web and desktop, are in a computer with access to the internet, the danger for both its kind of same. However, when the desktop applications are world wide web has evolved from a document sharing systems to a massively popular general purpose applications or in the other words in self-storage, they are much more exposed than the web applications in data Storages

3. PROPOSED SYSTEM

The proposed file-tracking system will not disturb any file which existed as a file movement system. Electronic records for existing files (Long Term files) as well as new files will be created to track their movement. University community as well as external users will be able to get all information related about the position of their file. The proposed file tracking-system will involves all entities of the existing system except dispatch registers, which will be replaced by electronic File Database. Each type of user will be assigned specific roles to maintain the system. involved in the design and development of the system will have no control on the functioning of the system. The system will be exclusively controlled by Super Administrators. However, there will be scope of improvement and future improvement. File creation will be done by the University employees including office in-charges of various offices as in the previous system. However, before dispatching the file for processing an electronic record of the same will be created and maintained. In case the submitter is a University employee, the electronic record can be created and maintained by the submitter. File records will be available online for viewing by file submitters who can generate different types of reports depending upon their roles in the system and department of any type.

4. Software Analysis and Design

System Analysis

This File Tracking System will be developed to be implemented in paper-based work offices, especially universities, colleges and any educational institutions who deal with a huge amount of files. Everything will be programmed in such a way that will make the usability as easy as possible. It is going to be a web platform which will be reliable, secure and easy to be used. Any report, request, decision or anything that deals with papers now will be solved easily and without any cost. Since offices nowadays spend too much time in organizing (archiving, finding) their files in a systematic way, without forgetting also the cost of papers, this web application will solve all of these problems by saving time and money. No need to go to the archive room and lose your day looking for a file, instead use the search form of this web app and finish the job in seconds.

Take also in consideration if a file is not filled in a proper way. What will you do? Lose your time by judging all the staff responsible for files and create a new proper file? Unfortunately till today universities use this way. But fortunately now we have this web application that will solve all of these problems. This means that every file will have its own history (log). When I say history, I mean this web app will hold (save) the exact time, date and the name of the person who created, forwarded or even putted a hand to the file.

Here are some of the main features of this file tracking system:

- o The system tracks the file if it's in working mode, or has been archived to storage

- o When in working mode to which user is assigned and to whom it is currently
- o In any possible deadline the user to whom the required file is currently can be warned
- o Files can be sent or forwarded between all users
- o Files can be emailed between all users
- o Files can be emailed outside to a specific email
- o Messages can be send between users of the system
- o Manage files
- o Manage Departments and Users
- o General configurations
- o File track/log report
- o Pending file report
- o Rejected file report
- o Database backup
- o Database restore

5. UML Diagrams

Use Case Diagrams

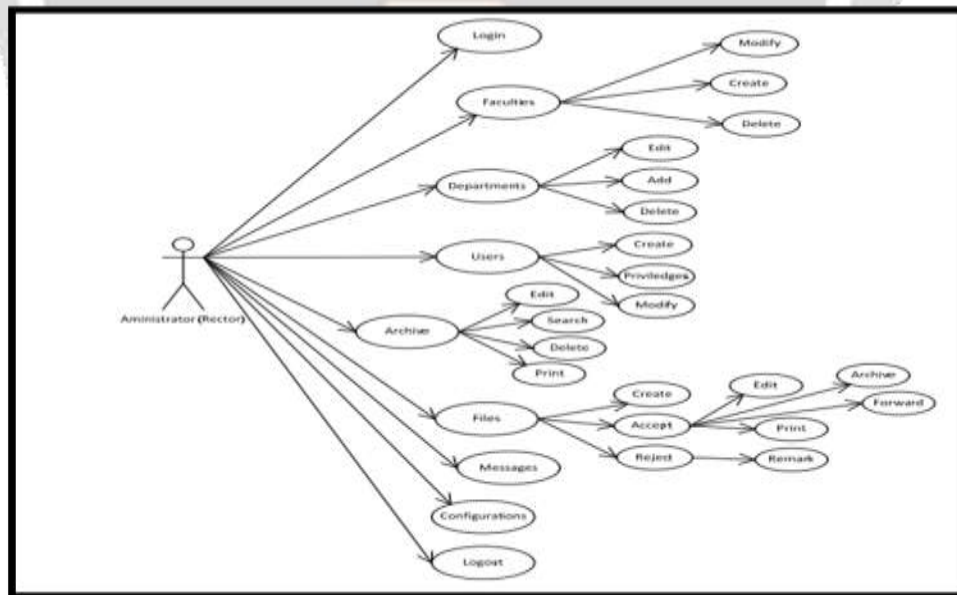


Figure 3.1 - A use case diagram of the Administrator (Super-Administrator)

This module allows the Administrator to create, modify and delete faculties and departments. Also allows the managing of users, files and all other configurations. As you can see from the figure above the actor of this case is the administrator and in order to do any action, a user must be logged in as Administrator.

Component Diagram :

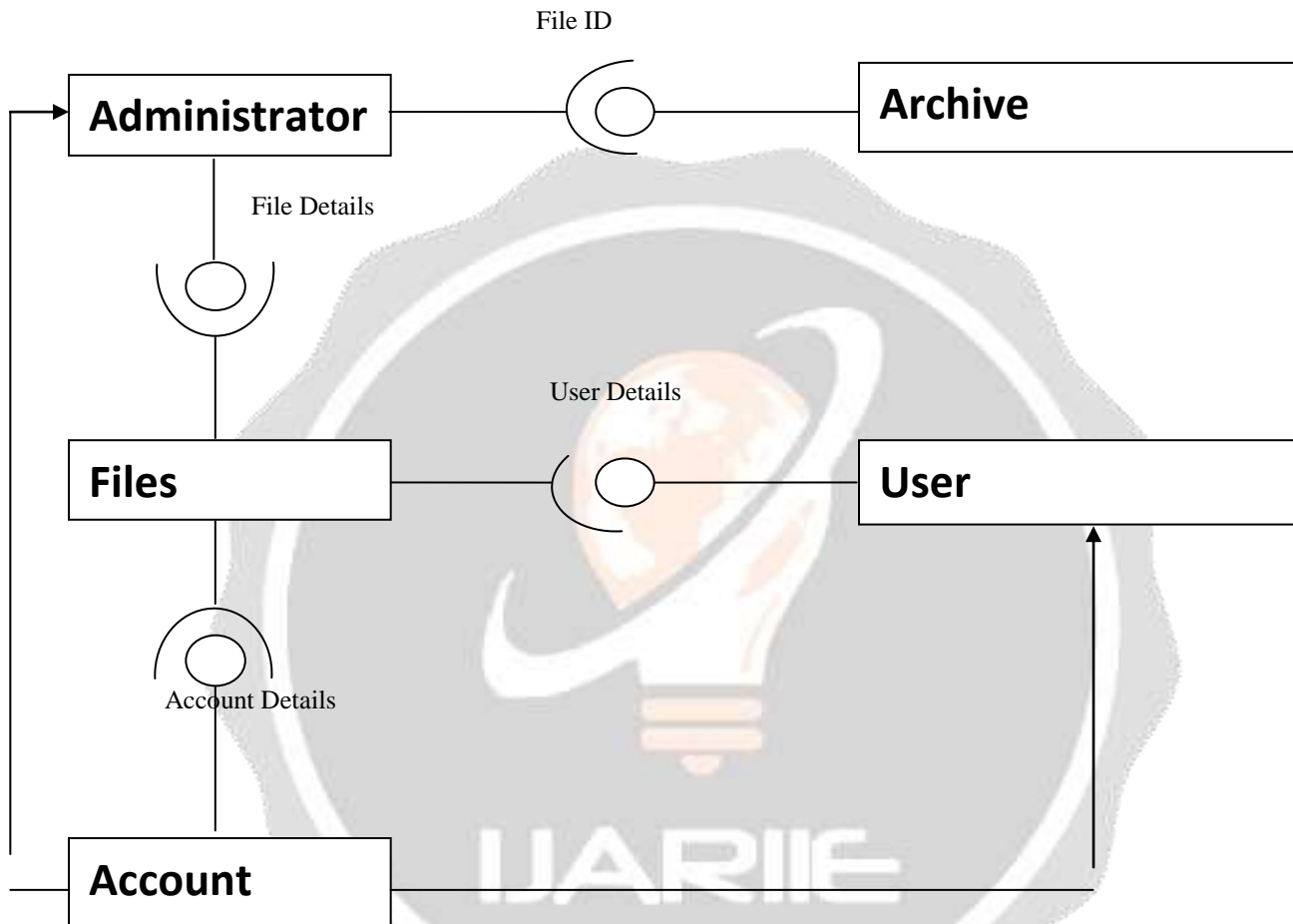


Fig. 3.8 – Component Diagram of User Messages

6. Hardware and Software requirements

Hardware:-

Pentium based computer with a minimum of P4

RAM Memory:-

Computer should have minimum of 256 MB of

RAM memory

Software:-

Backend :MySQL

Frontend :.Net, C Sharp

7. Conclusion and Future Work

This paper has discussed about a Web Application which aims to serve offices that has to do with paper work, especially universities, in the best way possible. The goal of this web application is to improve file management, increase staff efficiency, save staff energy and time, reduce cost and improve the work efficiency by using the latest and fastest technologies. The one important thing that needs to be mentioned in this conclusion is that from the research I have done on file tracking systems, there is no file tracking system developed or implemented for universities at all. There are some file tracking systems used for some other purposes (ex: governmental purpose) implemented in few countries, however they are also some simple ones who tracks only receipts. Hence, I took this condition as a favors and hope that the project I am developing will have a massive usage worldwide in the near future.

Other than this, I am planning to improve this web application with new and powerful functions in the future works. One of the improvements in the future will be a cross platform where I will develop a mobile application of this version so the users could access their files also from their smart phones. Another implementation that I am planning to do is also to make this file tracking available not only for universities but also for hospitals, police stations and for all other companies that have a lot of paper work. So as much as this web application improves, that much paper work time and energy will be reduced and automatically trees will also be saved.

8. REFERENCES

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