User Manual for Diary/Letter Menu
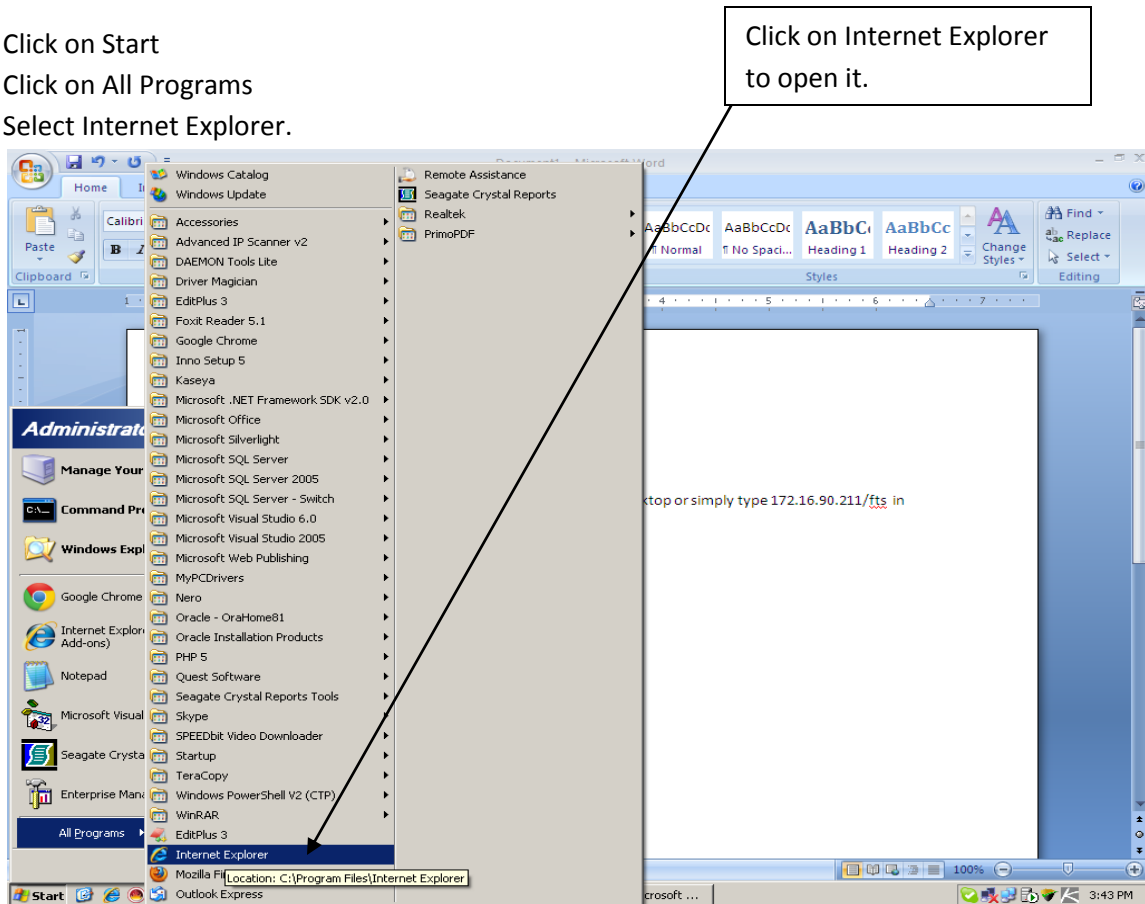
Step 1.

Open the File Tracking System Shortcut available on your desktop or simply type **172.16.90.211/fts** in Internet Explorer Browser.
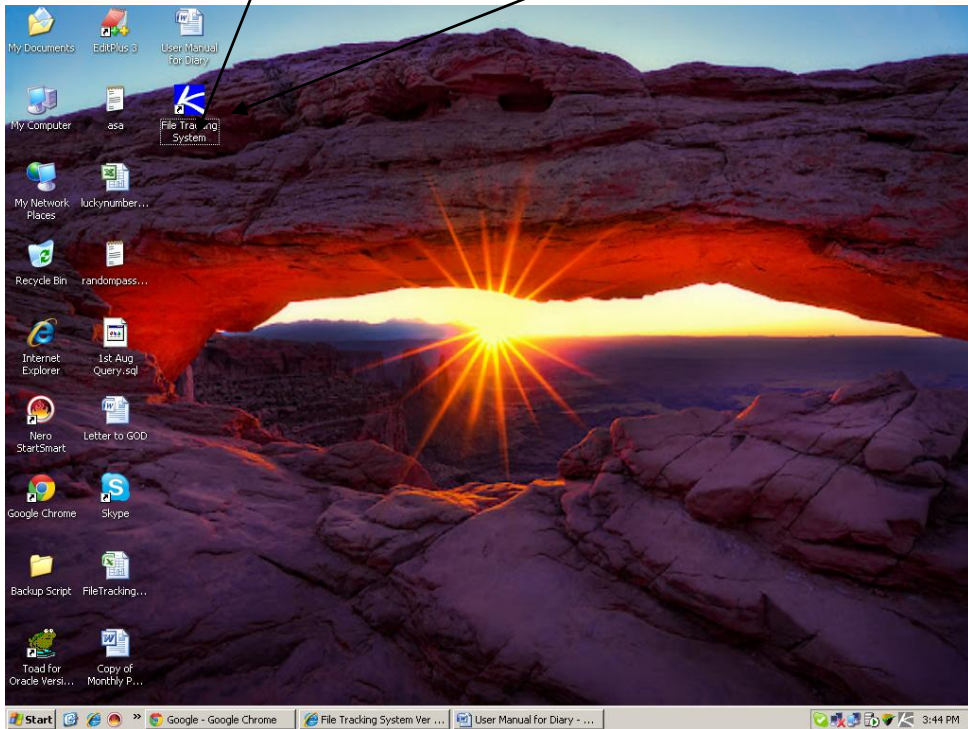
Internet Explorer can be accessed using these steps:

1.1 Click on Start

1.2 Click on All Programs

1.3 Select Internet Explorer.

Click on Internet Explorer to open it.

Click to open it.

File Tracking System
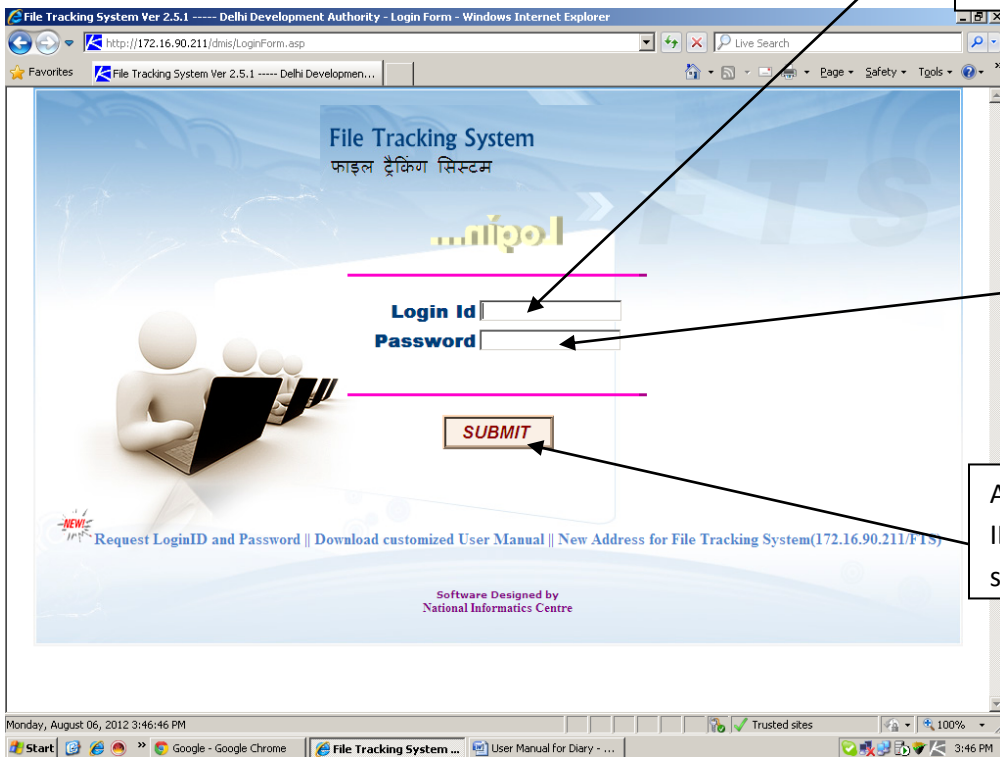shortcut on your desktop

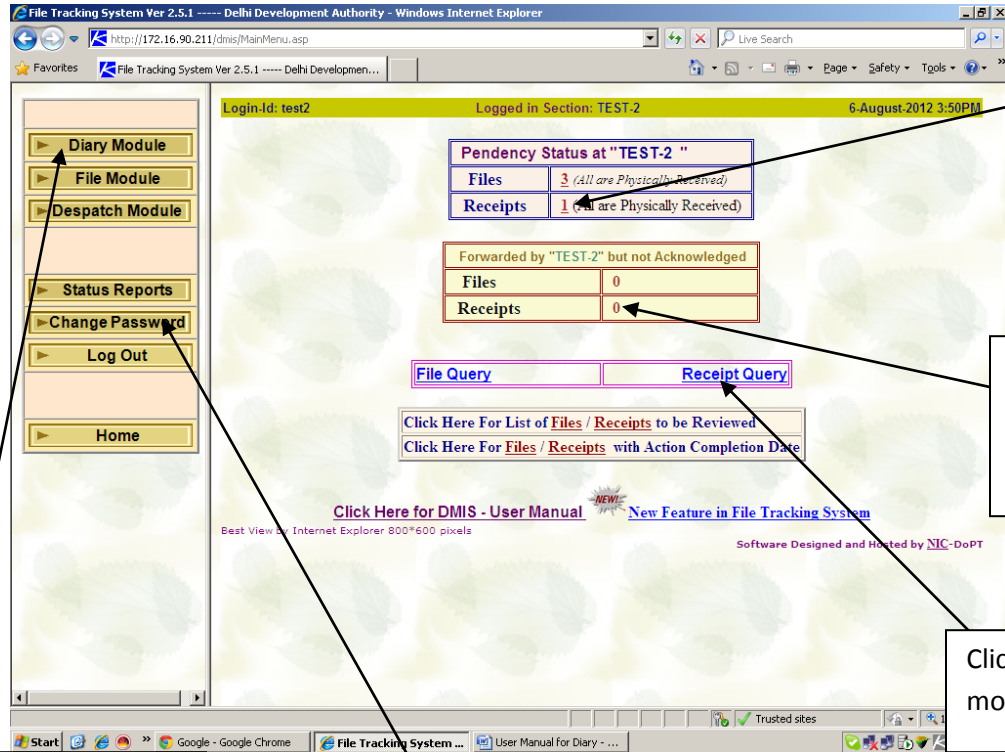After following the above steps, you will get following screen.

Step 2:

Enter your Login ID
provide by System
Department

Enter your password.
Don't disclose your
password to anyone.

After entering login-
ID/password, click on
submit button.

After Successful login you will get the following screen.

Letters pending your section will be showed here. Click on red colored number to view details.

Number of letters sent by not received in concerned section. Click to view details.

Click here to Track movement of letters.

Click on Diary Module for creating new letter.

Click on change password to change your password.

How to Do Section?

1. **How to create new letter?**
    1.1 Click on Diary Module.
    1.2 In Diary Menu, select Create Receipt.

ADD NEW RECEIPT SCREEN

1. Click on Create Receipt to create new diary

2. Enter sender's Name.

3. Enter sender's Address.

4. Enter subject of letter.

5. Enter Enclosure

6. Click on Submit to create new diary.

2. Where to Find newly created Diary(Letter/Receipt etc).

Click here to view newly create diary.

3. How to Forward Letters to other sections.

Step 1.
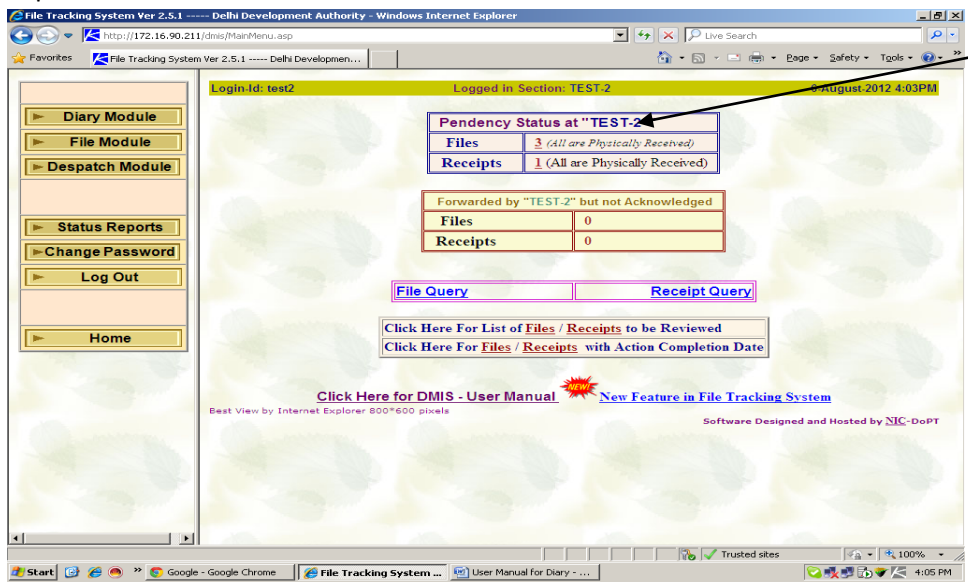
Click to view all letters.

After that you will get the following screen.
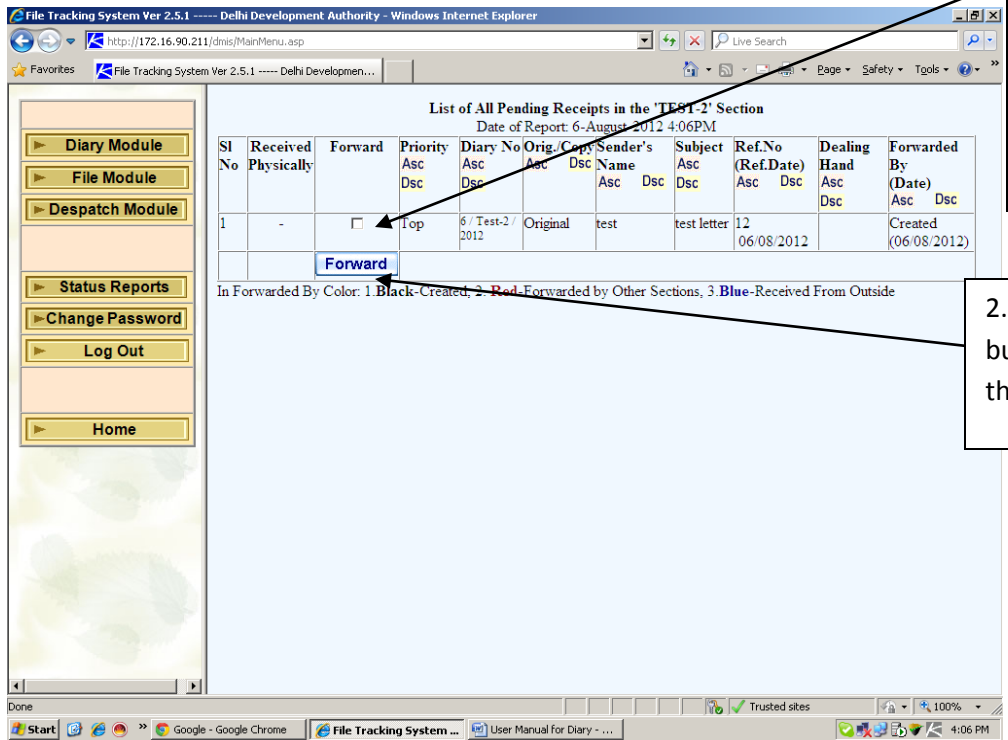

1.Click on the square to select it for forwarding.

You can as many letters you want.

2. Click on forward button to forward the selected letters.

After clicking on forward button, you will get the following screen.

Following Receipt(s) will be forwarded

SlNo	Diary No	Orig./Copy	Diary Date	Sender's Name	Subject	Dealing Assistant
1	6/Test-2/2012	Original	06/08/2012	test	test letter	

Priority [Top ▼] Remarks [ ] Action Taken [Forward to Section ▼]

Ministry	Ministry of urban development ▼
Department	DDA ▼
Division/Officer	-Select the Division/Officer- ▼
Section/Officer	-Select the Section/Officer- ▼

[Forward] [Cancel]

[Click here to Search a Section (To Forward)]

3. Select Division/Department from the list.

2. Select the concerned section from the list.

1. Click on forward button to forward the selected letters.