

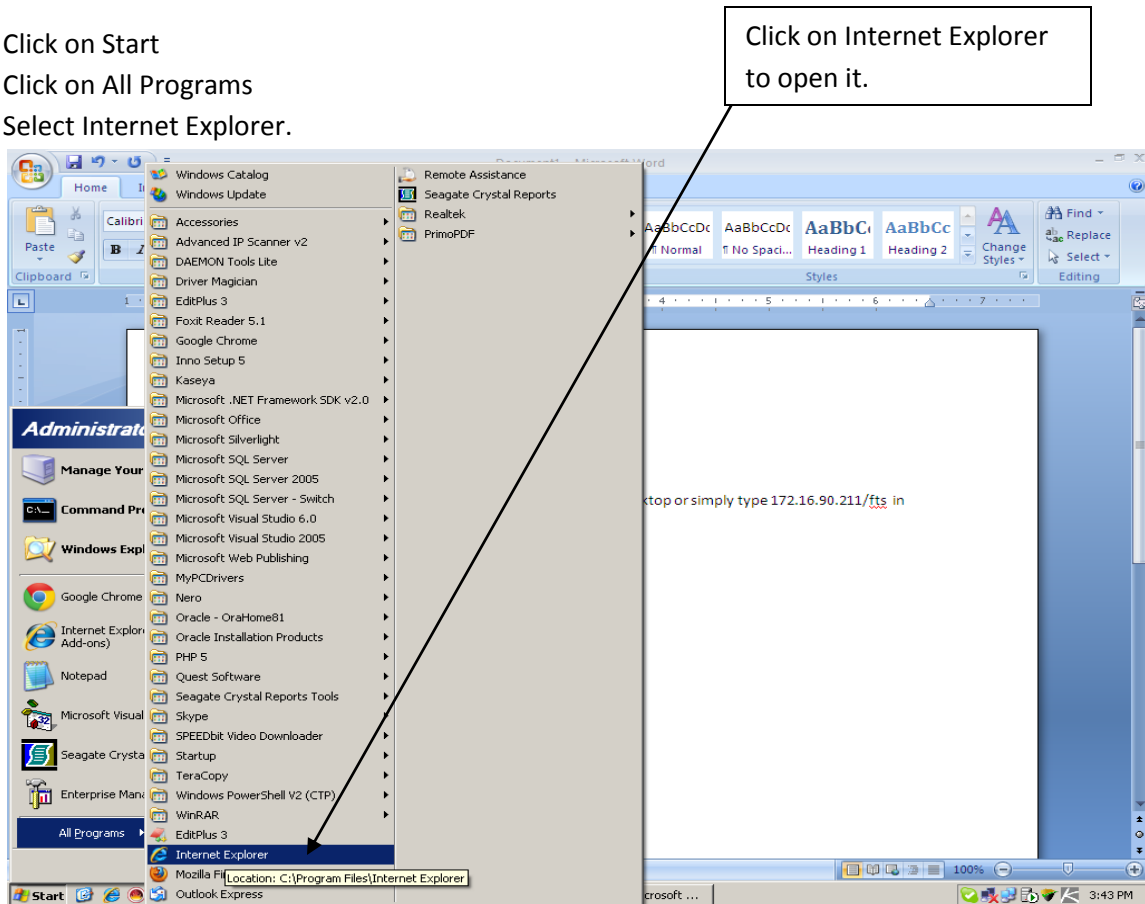
## User Manual for Diary/Letter Menu

### Step 1.

Open the File Tracking System Shortcut available on your desktop or simply type **172.16.90.211/fts** in Internet Explorer Browser.

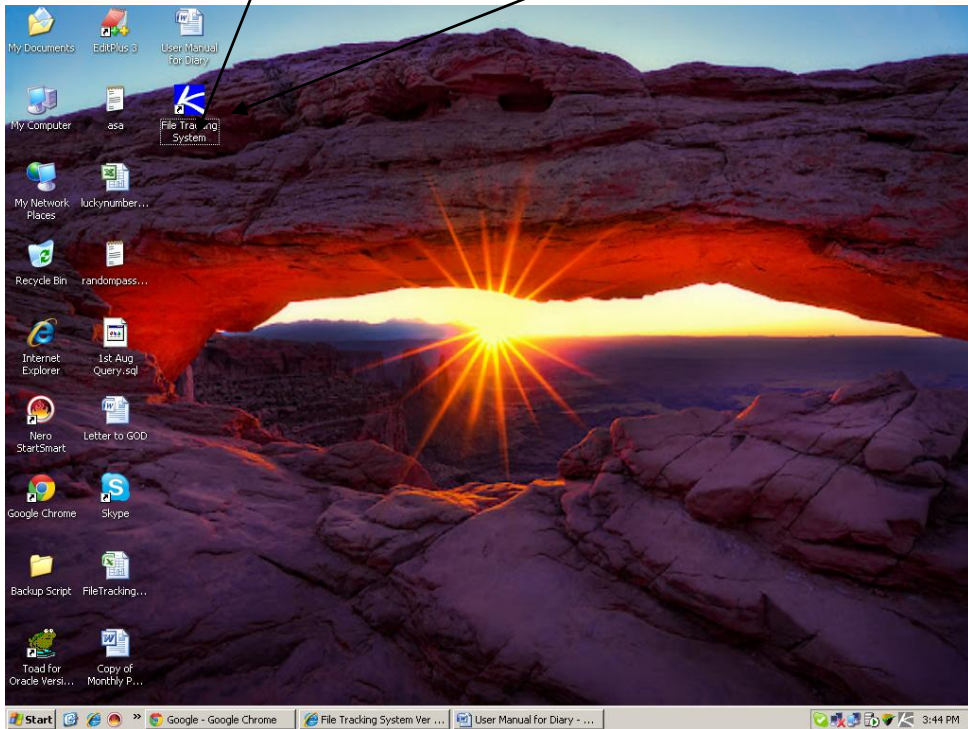
Internet Explorer can be accessed using these steps:

- 1.1 Click on Start
- 1.2 Click on All Programs
- 1.3 Select Internet Explorer.



Click to open it.

File Tracking System shortcut on your desktop



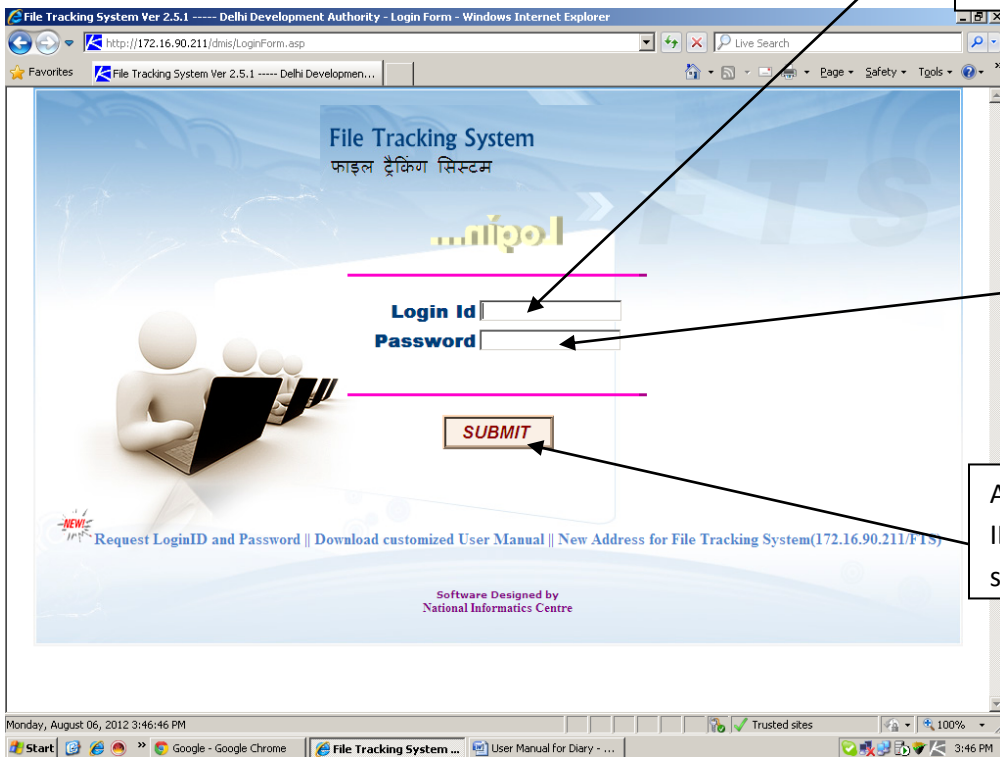
After following the above steps, you will get following screen.

**Step 2:**

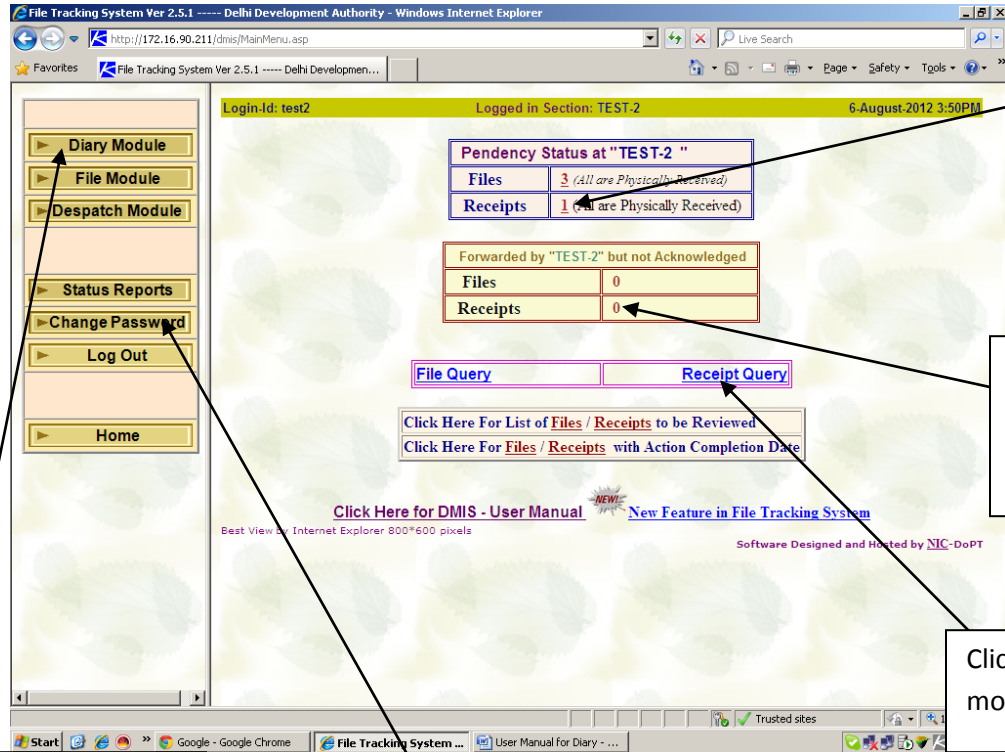
Enter your Login ID provide by System Department

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.



Click on Diary Module for creating new letter.

Click on change password to change your password.

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.

## 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**

Diary Year: 2012      Diary Date: 6/8/2012

Receipt Type: Letter      Receipt Category: General

Receipt Language: English      Dak Received Date: 6/8/2012

Sender's Name \*

Address

State: -Select State-

Subject \*

Remarks

Dealing Hand: -Select-      Enclosure Details

Review Date      Action Completion Date      Action: -Select-

**Submit**      **Cancel**

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).

Login-Id: test2      Logged in Section: TEST-2      6-August-2012 4:03PM

**Pendency Status at "TEST-2"**

Files	3 (All are Physically Reviewed)
Receipts	1 (All are Physically Received)

Forwarded by "TEST-2" but not Acknowledged

Files	0
Receipts	0

[File Query](#)      [Receipt Query](#)

[Click Here For List of Files / Receipts to be Reviewed](#)  
[Click Here For Files / Receipts with Action Completion Date](#)

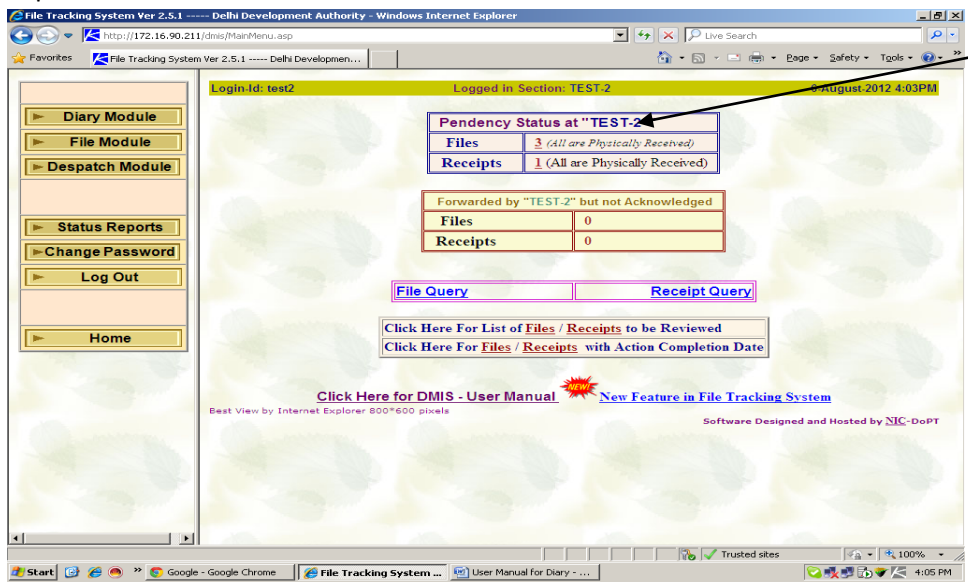
[Click Here for DMIS - User Manual](#)      **New Feature in File Tracking System**

Best View by Internet Explorer 800\*600 pixels      Software Designed and Hosted by NIC-DoPT

Click here to view newly create diary.

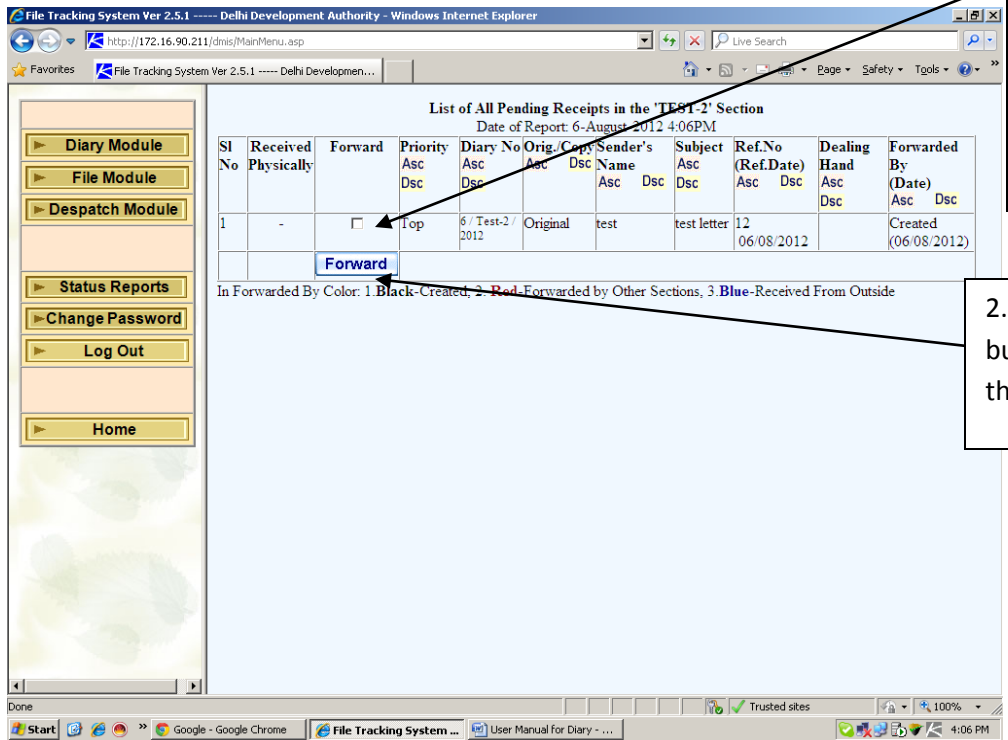
3. How to Forward Letters to other sections.

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.

File Tracking System Ver 2.5.1 ----- Delhi Development Authority - Windows Internet Explorer

http://172.16.90.211/dmis/MainMenu.asp

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.