

AN INTRODUCTION TO IFMS



INTERNAL FILE MONITORING SYSTEM
FINANCE DEPARTMENT, CONCURRENCE BRANCH
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Our Inspiration:

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Due to huge amount of data as well as the complex manual working procedure in the offices it is quite difficult to locate a file as well as enough time is wasted by the officials to find out the current status of the file such as " *to whom the file is marked, whether it is marked or not, whether it has been physically dispatched to another office or not and so on*".

A Software named "*INTERNAL FILE MONITORING SYSTEM (IFMS)*" has been developed for "D" Concurrence Branch of Finance Department, to overcome the above mentioned difficulties to make the working IT enabled. This software will facilitate the monitoring of files and shall give transparency to the process of file movements.

This is a comprehensive software which gives various facilities to the user viz. finding out the current status of file, location of file, designation of officer to whom the file is marked, whether the file has been physically dispatched etc. This user manual will make it amply clear that this software is completely user friendly and quite easy to learn and operate

TECHNICAL SPECIFICATIONS

System Requirements

The IFMS can run on a local machine as a stand-alone application, or it can be used on a network. At minimum, the following is needed:

Operating system: Windows 9X/Me/XP/Vista

LAN connection: All the nodes that will be using the system must be in a local area network (INTRANET).

The working of the software is divided into two modules:

- a) **Data Entry module:** Here, various information about a file's movement / status is captured.
- b) **Monitoring module:** Here a file's movement/status can be monitored by concerned officials.

User Status

Users have different levels of access to the system. The users with Administrator role will be able to view various kinds of reports. And users with the Dealing Asst. role will be able to capture data related to file movement.

Technology Used:

One of the most popular programming languages MS-Visual Basic 6.0 has been used to develop the Data Entry Module. And for developing the Monitoring Module, Active Server Pages 3.0 technology (Microsoft) has been used. The backend database is an RDBMS. The system is running on MS-Internet Information Services (IIS) web server.

The system is secured using various security mechanisms, like log in based authorization, sessions, etc.