



E-FILE MANAGEMENT SYSTEM



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SDRZ TECHNOLOGY

Core Features

1. User Registration

- All users register by admin.
- User registration details as Username, Name, Mobile Number, Email Id, Address, City, State, Designation, Region Name.
- Added users menu item rights provided by the Admin who have registered users.

2. Login

- By using Username*, Password*, Captcha*
- Using these credentials employee can login and go to his dashboard.

3. Forget Password

- Password can reset by Admin.

4. Change Password: User can update his password from change password.

5. User Management: Managed by Admin.

6. Menu Authorization: Managed by Admin.

7. News & Announcements: Managed by Admin which floated on home page in marquee.

8. Role: Admin, HOD, User.

➤ Dashboard

- **Incoming Files:** Show incoming file from other users which is listed as pending while not accepting.
- **Incoming Daks:** Show incoming daks which is added in system and shared by user which is listed as pending while not accepting.
- **Incoming Messages:** Show incoming messages which is sent by user which is listed as pending while not viewed.

➤ e-File Management

- **File Master:** Creating new files and attach documents like pdf files, Excel, Word, Audio, Video and Images, Writing Noting's in Hindi and English, Sending files to other users.
- **Incoming Files:** Listing incoming files.
- **Forwarded Files:** Listing sent files.
- File and Dak Tracking
- Track dak to File.
- **Documents Statistics:** Show e-File summary details.
- **File handing Over:** File handing over to other users.
- **Pending Files:** Show currently pending files.
- **File With:** Show currently having files.

9. Dak Management

- **Dak Register:** Add new dak file and shared to concern user.

- **Dispatch Register:** Add new dispatch dak file and shared to concern user.
- **Incoming Dak:** Show incoming dak which is sent by other user.
- **Outgoing Dak:** Show sent dak list.

10. Message: Sharing of documents internally.

- Compose Message
- Inbox
- Sent Message
- Trash Message
- **Group Creation:** To share multiple users at a time.

11. Report

- **Dak & File Movement Register**
 - Incoming DAK Register
 - Outgoing DAK Register
 - Incoming File Register
 - Outgoing File Register
 - Dak Receipt register
 - Dak Dispatch Register
 - Count Hindi Receipt Dak
 - Count English Receipt Dak
 - Count Hindi Dispatch Dak
 - Count English Dispatch Dak

12. Developer: Developer Support involves assisting application sometimes customers in troubleshooting, maintaining, and optimizing software applications, APIs, databases, and related infrastructure. The role bridges development and support, ensuring smooth delivery and stability of applications.

Education & Background

- Bachelor's/ Master's degree in Computer Science, Information Technology, or related field (preferred).
- Equivalent practical experience in software development and support.

Technical Skills

- Strong knowledge of at least one backend language (C#, Python, Node.js, etc.).
- Experience with frontend frameworks (CSS, HTML, Bootstrap, JavaScript etc.).
- Familiarity with databases (SQL Server, MySQL, PostgreSQL, MongoDB).
- Good understanding of REST APIs, microservices, and integration.
- Experience with debugging tools, log monitoring, and version control (Git).