



File & Letter Tracking and Movement System



| INDEX | | |
|---------|---|----------|
| SR. NO. | PARTICULARS | PAGE NO. |
| | Admin Window | |
| 1 | Admin Login | 3 |
| 2 | In-Ward and Out-Ward policy configuration. | 4 |
| 3 | Internal communication (File movements within department) | 5 |
| 4 | Approval or checking by the department authority | 7 |
| 5 | Report | 8 |



Topic: Admin Login

Prerequisite:

1. Admin should be registered into JUNO Campus.
2. User should have Head admin role.

Roles: Head admin

Path: <http://erp.himtu.ac.in> Enter Username and Password then click on Login Button.

login screen:

हिमाचल प्रदेश तकनीकी विश्वविद्यालय
Himachal Pradesh Technical University
कर्मणि व्यञ्ज्यते प्रज्ञा

HIMACHAL PRADESH TECHNICAL UNIVERSITY
Gandhi Chowk, Hamirpur, Himachal Pradesh 177001

University Automation System

Welcome! Please login to continue.

Username Enter Username

Password Enter Password

Click to login Login

[Forgot password?](#)



Topic: In-ward and Out-ward policy configuration.

Prerequisite: Head Admin Role to user

Roles: Head Admin

Path: Post >> Policy configuration

Functionality:

1. Able to configure In-ward & Out-ward configuration
2. Able to set authorities.

Policy Details

| | |
|----------------------------------|--|
| Policy : | School of Basic and Applied Sciences P |
| Inward / Outward Counter Start : | January ▼ |

| | | | | | | | |
|--------------------|------------------------------|---------------------------|-----------------------|-------------------|--------------------|--------------------|-----------------|
| Policy Association | Leave Policy | Memorandum | Transfer Policy | Retirement Policy | Resignation Policy | Termination Policy | Student No Dues |
| PSI Policy | Inward/Outward Configuration | Visiting Faculty Tax Slab | TC Fees Configuration | HOD Configuration | | | |

| | |
|------------|---|
| Institutes | School of Basic and Applied Sciences ▼ |
|------------|---|

| | Prefix | Date Format | Starts With | Authorities |
|----------|--------|--|-------------|--|
| Inward: | IN | dd/MM/YYYY (02/08/2019) ▼ | 1 | <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block; font-size: x-small;">Click here to select Authority</div> Jitender Paul Sharma <input type="button" value="Select employees"/> |
| Outward: | OUT | dd/MM/YYYY (02/08/2019) ▼ | 1 | Jitender Paul Sharma <input type="button" value="Select employees"/> |

Click here to save



Topic: Internal communication (File movements within department)

Prerequisite: 1. Head Admin Role to User
2. Inward/outward no configuration should be done

Roles: Head Admin

Path: Requisition » Internal communication

Functionality:

1. Able to inward the external document.
2. Able to send(outward) the document to different institutes, department.
3. Able to check pending inwards.
4. Able to check accepted inwards.
5. Able to check rejected inwards.

EMPLOYEE » INTERNAL COMMUNICATION MAR 17, 2020 6:43:53 PM

Policy Name: HPTU Renewal Policy HPTU

INWARD/OUTWARD Filter | Refresh | Compose

Inward/Outward not Configured for this policy!
Please configure Inward/Outward Configuration in Policy Configuration!

Click to add new inward/out

Click to add

10 records per page

| Inward No | Outward No | Date | From | Reference | Subject | Draft | Delete | Action |
|----------------------------|------------|------|------|-----------|---------|-------|--------|--------|
| No data available in table | | | | | | | | |

Showing 0 to 0 of 0 entries

← Previous Next →



Inward | **Outward** ⚙️ ✖️

Institute: School of Basic and Applied Sciences

Outward No./Date: PSPL-02/3/03/2020

Received From: PSPL PVT. Ltd.

Remark: about information Fill the information

Reference: ERP

Subject: ERP

Date: Mar 13,2020

Received By: **Couriers** | **Post** | **Hand Over By Person**

Click here to save Click here to upload attachment

Save **Save as Draft** **Upload File** **Reset** **Close**



Topic: Approval or checking by the department authority

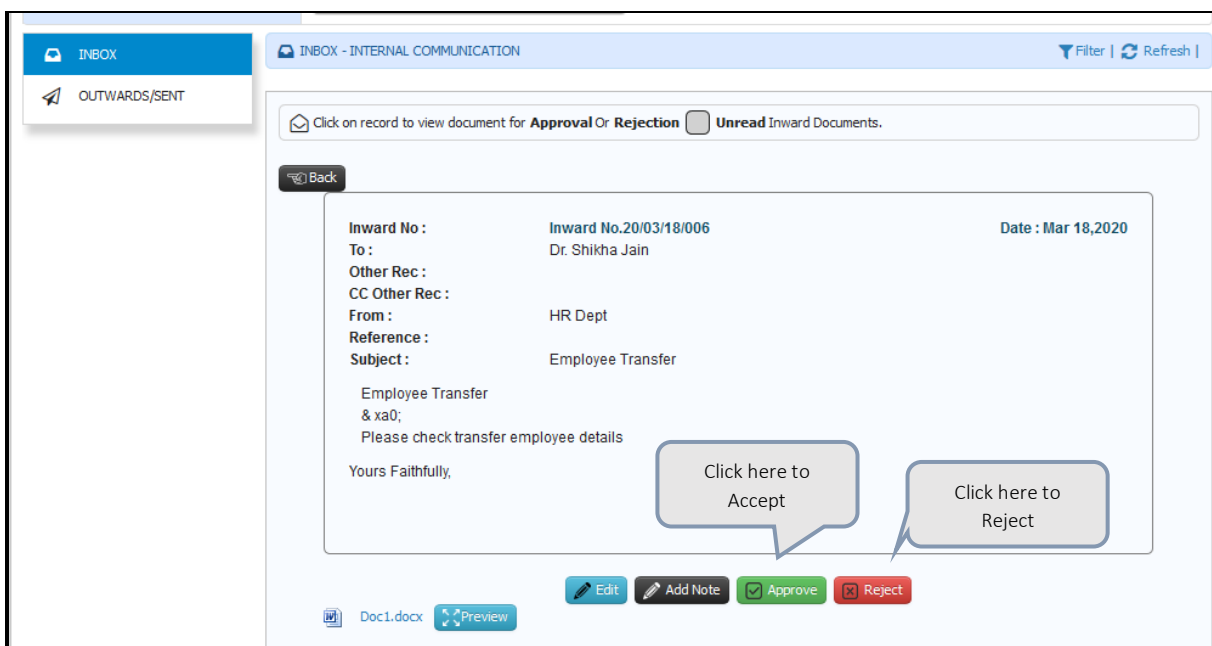
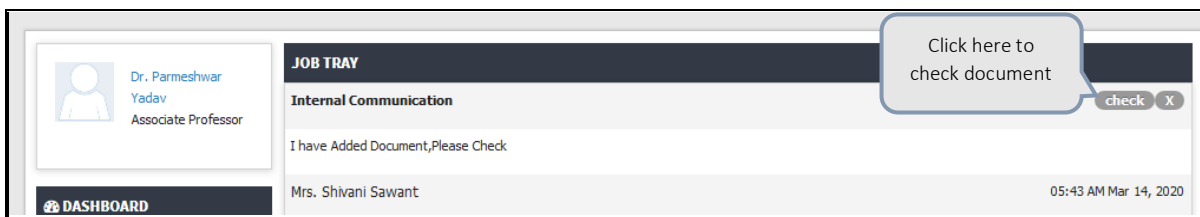
Prerequisite: 1. Faculty/Staff Role to User
2. Outward should be raised

Roles: Faculty/Staff

Path: Job tray » Internal communication

Functionality:

1. Able to accept or reject external document





Back
Forward Reply Print

Inward No : IN14/03/2020/006 **Date :** Mar 14,2020

To : Dr. Yogesh Shrikant Daudkhane

Other Rec :

CC Other Rec :

From : PQR Pvt Ltd.

Reference : erp

Subject : erp

----- Forwarded message -----

information

Yours Faithfully,

Notes by Authentication Authority : noted the above document

Original content was lastly edited by **Dr. Yogesh Shrikant Daudkhane** at **Mar 14, 2020 11:23 PM**
[Click Here](#) to see all edited versions

Dr. Yogesh Shrikant Daudkhane have Approved communication

Preview

Report

a. Departmental communication

- INBOX
- OUTWARDS/SENT
- DRAFT
- INWARD/OUTWARD
- SEND FOR APPROVALS
- PENDING INWARDS
- ACCEPTED INWARDS
- REJECTED INWARDS
- DEPARTMENTAL COMM..

DEPARTMENTAL COMMUNICATION
Filter | Refresh | Compose

Print excel sheet

10 records per page
Search:

| Inward No | Outward No | Date | From | Subject | Reference | Action | Send To Authority |
|-------------------------|--------------------------|-------------|-------------|-------------------|-----------|--------|-------------------|
| Inward No.20/03 /17/004 | Outward No.20/03 /17/001 | Mar 17,2020 | Shikha jain | Employee Transfer | | | |
| Inward No.20/03 /18/005 | Outward No.20/03 /17/002 | Mar 18,2020 | HR Dept | Employee transfer | | | |