



Cloud based File and Letter Management System (FiLMS)

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Abstract — *The Real Time Cloud based FiLMS can handle all the details about the State Small Scale Industries Corporation. File and Letter Management System (FiLMS) is a web application that manages all the letters and files movement from one department to another within the corporation on the cloud and helps them in monitoring the flow of files, letters and proposals effectively and efficiently. All the letters and files can be processed and tracked by the system in real time. The system helps in online tracking of location and other information associated with it, while monitoring dependencies more accurately by providing a brief of information at a glance. It has extensive facilities for managing classification of all files and letters. The system follows a procedure of unique numbering which enables File status monitoring, File management and File movement tracking. It also has a search engine which utilizes cloud APIs to locate a file or a letter and analyze the history of the movement of document.*

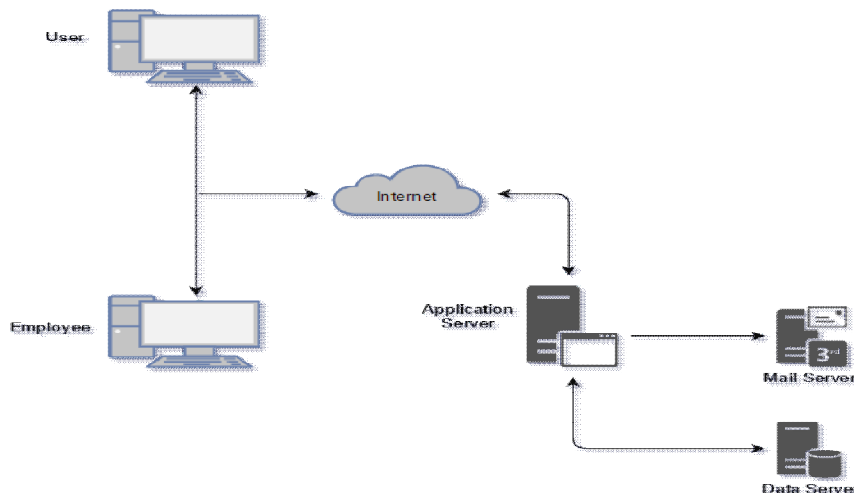
Keywords — *FiLMS, Files, letters, File tracking, File monitoring*

I. INTRODUCTION

When it comes to a smooth running office environment, there are certain things that must be implemented. Nowadays the offices use a physical standard way to make decisions, requests or any reports. Other than this when the archiving of files/letters is needed, they archive them in physical standard way. In most of the cases these have to be done in numbering order or alphabetical order. This causes wastage of time and energy, misplacing of files/letters or even losing them. The seldom situation is file lost. To secure a file it costs too much. Furthermore a corruption of file can happen, meaning an unauthorized person can make modification to a file, tear it or burn it. Hence, all of these situations can cause serious problems. Seeing these problems, we decided to make a system for file/letter monitoring that will solve all of these problems in the best proper way.

II. WHAT IS FILMS?

FiLMS is a web app that manages all the letters and files movement at any time from one desk/room to another and help in managing the flow of letters and files efficiently. Any desk/room can receive and send request and decisions at any time. The system provides file unique numbering and provides services like file/letter management, file/letter status monitoring, file/letter movement tracking. It also has a search form to locate a file/letter and analyse the history of the file. Other than this, the system will allow the administrator to create employees of that department and assign to them all the sections, depending on the hierarchy of that department. Each section must have a user (chief of section) who will be responsible for that section. In the other hand, the administrator will have the credentials to add a user whose will play the role of the Secretariat of department. All of them will have the ability to create a custom file (ex: request or decision) and send them to the ones responsible for confirmation. When the file is sent to the responsible person, they will have a part of newly arrived files and an action to accept or reject the file. On rejection of Letter a reason of rejection is sent to the user. If the letter is accepted it will move to the accepted files/letter section and will have a “forward”, “print”, “download”, “send for archiving” and “edit” actions. When the “forward” button is pressed it will open a window where you will have your possible forwarding’s. On getting finished the file is sent to admin by clicking send for archiving button. Other than these the file/letters are available for download and print. The file can be edited only if it was accepted. Only administrator will have the ability to see the movement history of a file archive a file in the database.



.Fig 1: Depiction of System Architecture for Real-Time Cloud based FiLMS

III. LITERATURE SURVEY

In today's computerized world, administrative offices also tend to become paperless offices. FiLMS is an objective which aims for paperless office.

A. IDEAS

1. The solution is a simulation of physical files/letters into the electronic form. This enables fast retrieval and makes the movement and the tracking of these files/letters easy. This also solves material loss.
2. It has a built-in dynamic workflow management system that is capable of handling any organization's hierarchy.
3. FiLMS also capture and document the attached files/letters. It also allows the users to put noting on the file. Complete history of the file movement and action taken on the file is maintained.
4. It deals with creating of files/letters to completing of files/letters through the embedded softcopy of files. The authority can obtain status of any file/letter at any time

B. RFID FILE TRACKING SYSTEM(FTS)

There are several software's about FTS using RFID Technology. The main idea was to make existing files more secure. Every file, in the file storage receives a RFID file tag label, depending on the file type. This tag contains unique file number, name and other related information. The file storage door is implemented with an RFID security gate (sensor). So whenever someone takes a file from the file room and leaves the room with that file, an alert/alarm is generated and security guards interfere immediately. Therefore, this system is very powerful for securing files but it cannot be used for arranging or searching files. This RFID system is also expensive..

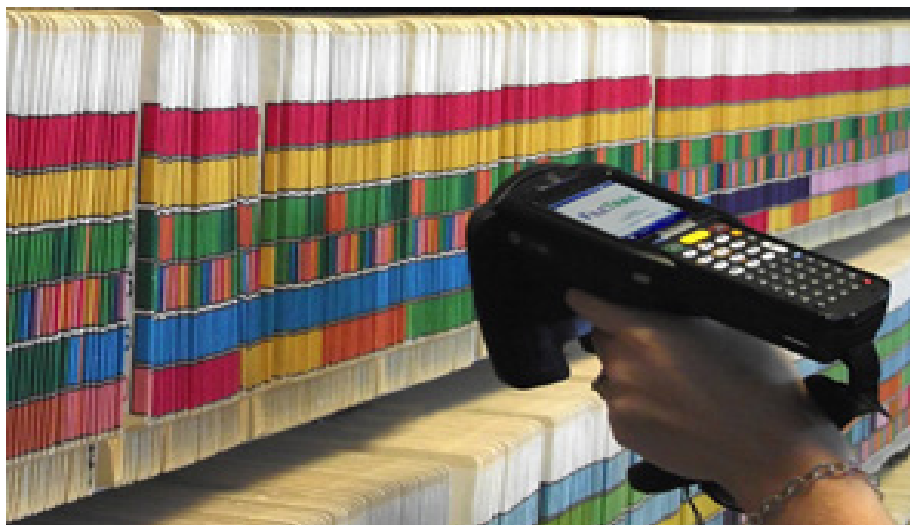


Fig 2: RFID Tracking

Hence comparing with FiLMS, which has no cost at all, it kind of stays behind. One of the main reasons is that if a search of a file is required. Finding is easier with FiLMS because all the files are archived in a database and can be accessed online in any time while with physical search in file room is required and it cannot be accessed at any time. In terms of security, RFID system has physical security guards while FiLMS have a virtual security guard which is powerful authentication check where no one who is not authenticated can enter the files archive deposit

IV. BENEFITS OF FILMS

- 1. Both onsite and offsite files and letters can be tracked*
- 2. Access to the files/letters can be limited to authorised personnel only*
- 3. Files/letters are secured using data encryption, digital signatures and certificates.*
- 4. Eliminates duplication of files/letters*
- 5. Reduces possibility of mistakes.*

V. CONCLUSION

The Cloud based FiLMS is a web application the manages the movement of the files/letters and also tracks their location. The FiLMS deals with virtual interface as compared to RFID Tracking which deals with physical interface. The Cloud API's located and analyse the history of files/letters.

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