



DFTS

USER MANUAL

Mizo Version

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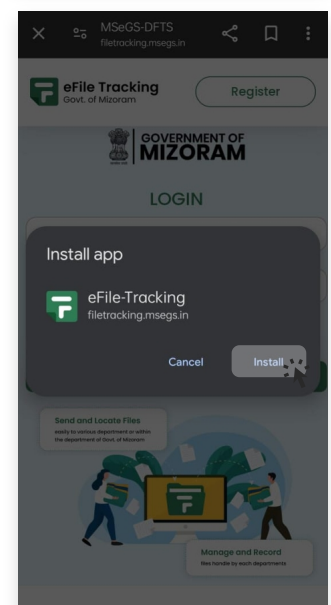
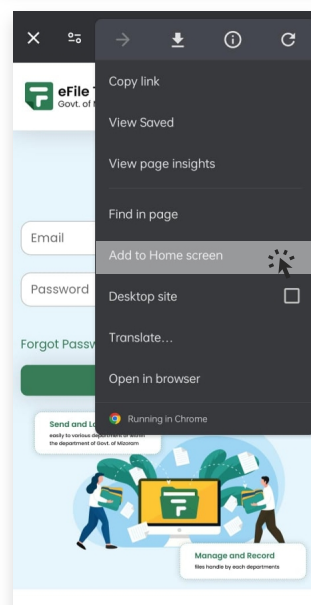
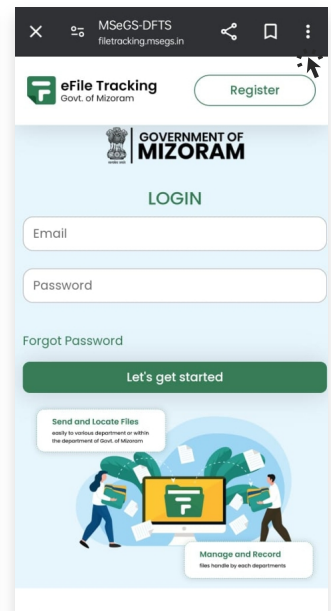
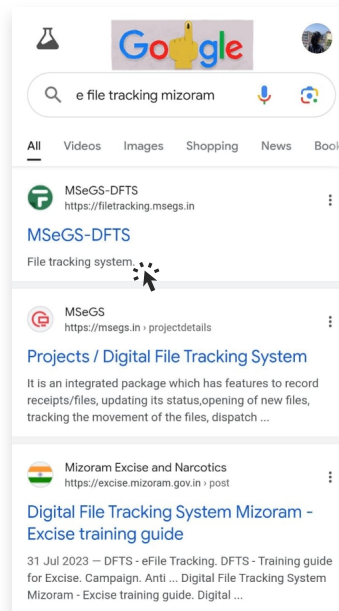


App Installation

1. eFile Tracking install tur chuan Internet Browser hawng la, address bar ah khan **eFile tracking Mizoram** chhu lut ang che.

2. MSeGS-DFTS ah khan hmet in, Dashboard veilam ah more icon ah click leh in, Add to Home Screen tih hmet ang che.

3. Install app tih a lo lang ang a, Install button hmeh hnuah, Home Screen ah a lo lang tawh mai dawn a ni.

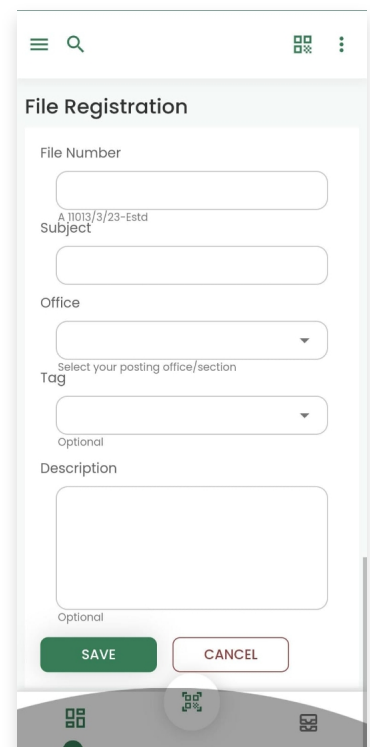
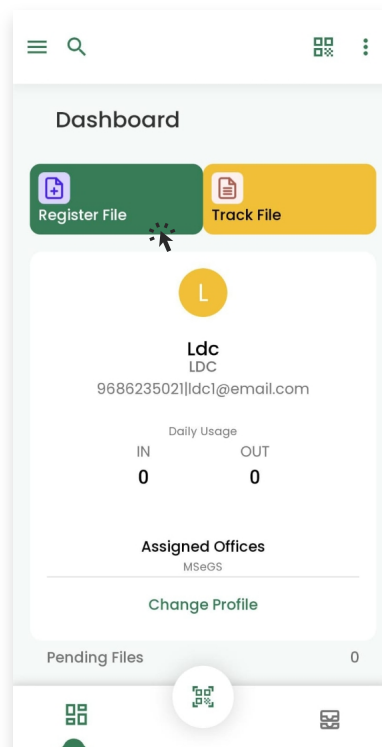




File Registration

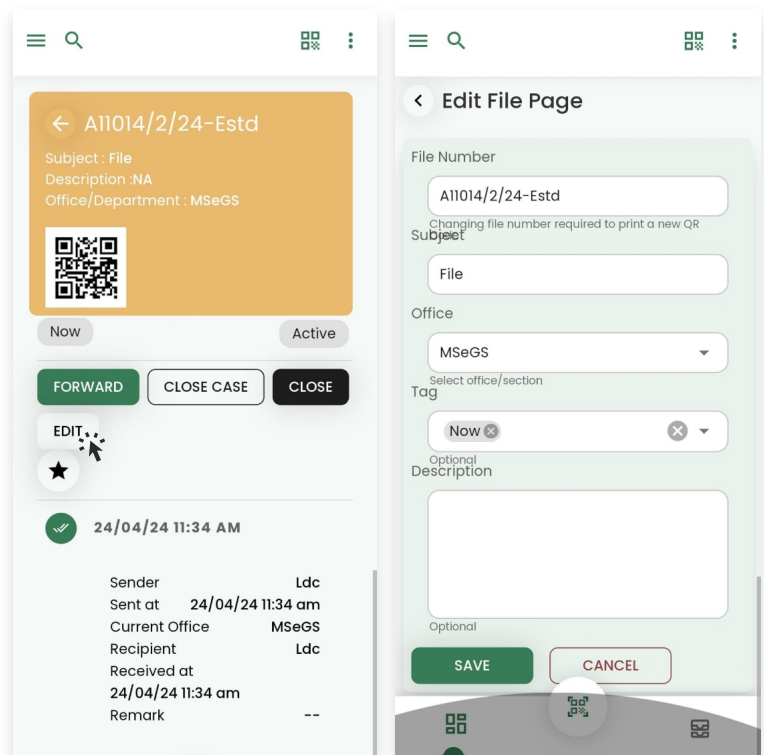
1. Register New File-

File register tur chuan eFile Tracking app kha hawng la, Dashboard-ah Register File tih hmet la. A chungah chuan file register atan tul leh pawimawh ang ang dahkhat in, Save kha i hmet dawn nia.



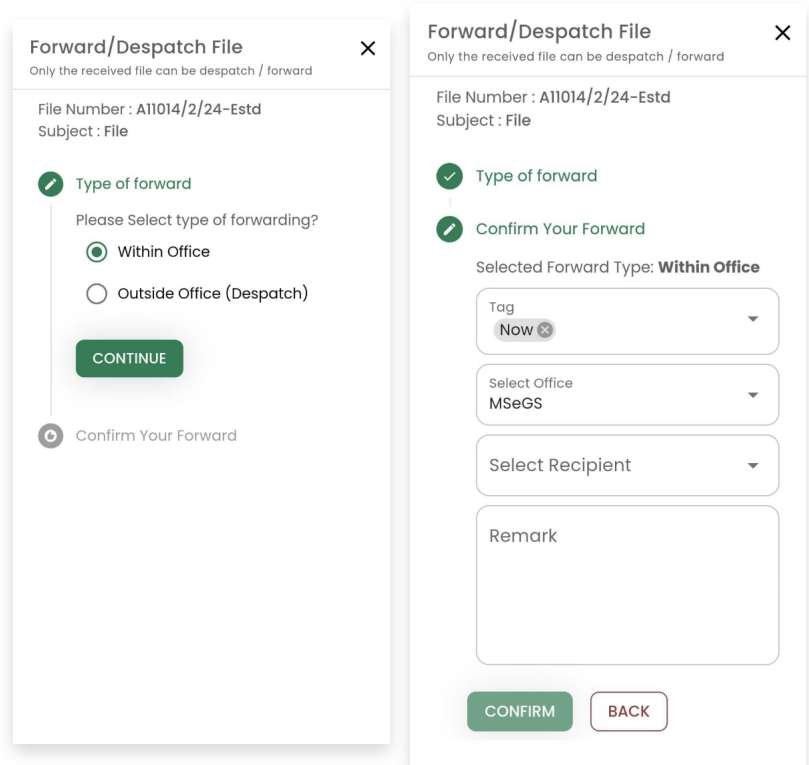
2. Edit File-

Edit file tur chuan Files a luh a, file in record tawh sa, kan edit duh kha hmeh a, edit tih button click mai tur a ni. Hetah hian siamthat ngai ang ang te siamthat anih hnu in, Save kha i hmet leh mai dawn nia.



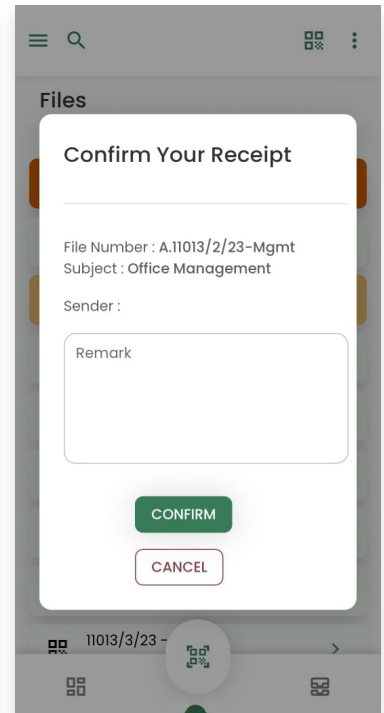
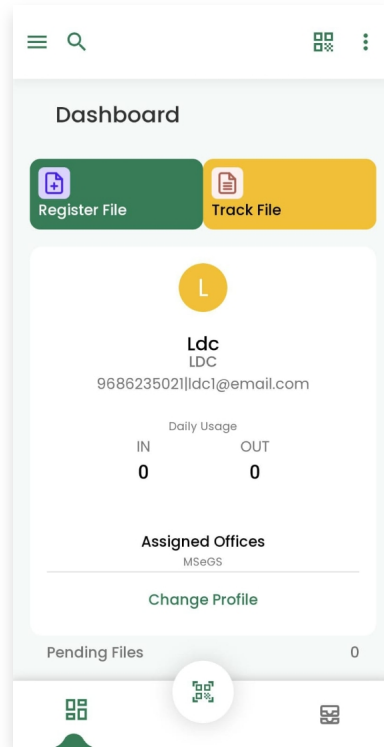
3. Forward File-

File Forward tur chuan file a luh a, file kan Save, lo in record ah khan hmeh a, Forward button kha click leh mai tur a ni. Hemi chhungah hian kan Forward-na tur type kha select a, kan forward-na tur recipient thlan a, confirm hmeh tur a ni.



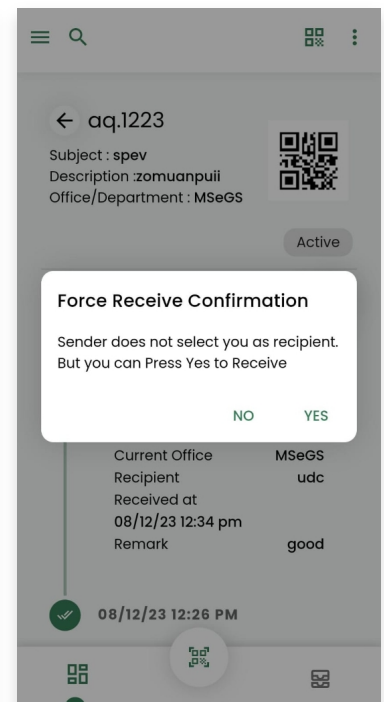
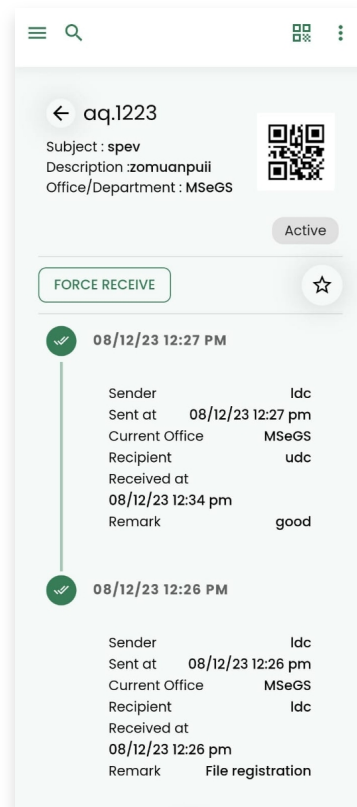
4. Receive File-

Receive file hi chu file user dang in a an lo thawn kan lo dawn ve na a ni.



5. Force Receive-

Force receive ve thung hi chu physical file kan dawn DFTS atanga an lo forward si loh lo receive nan

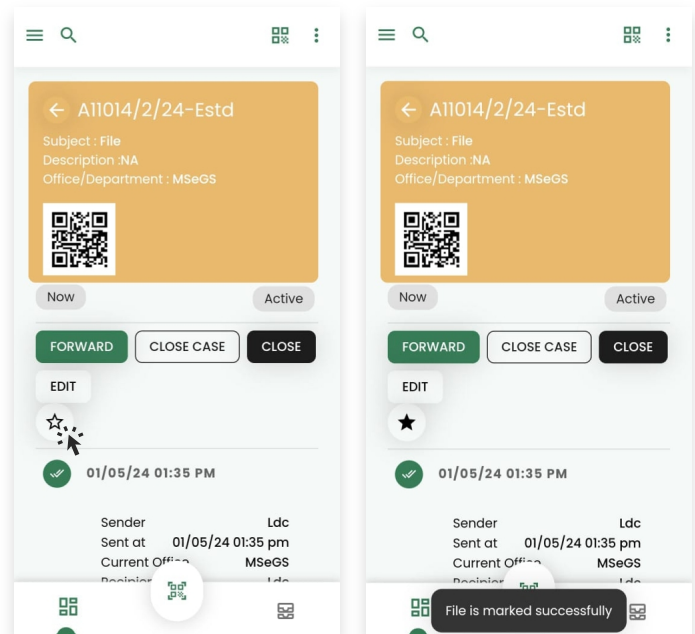




Listing/Filtering File

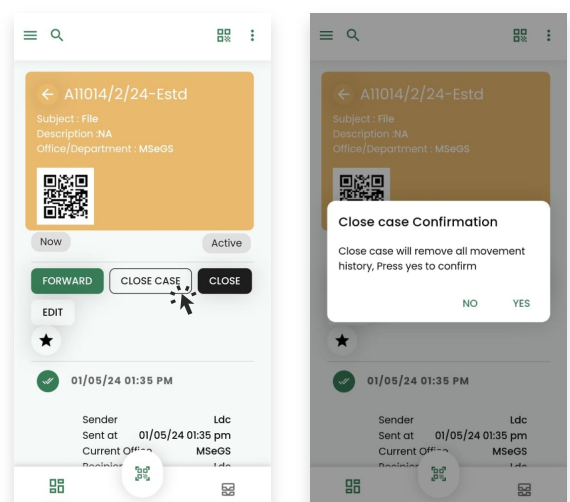
1. Mark File-

File mark tur chuan Files a luh a, file lo in record tawh kha thlan a, Edit button hnuai chiah a Star sign kha hmet in, file kha alo in Mark mai dawn a ni.



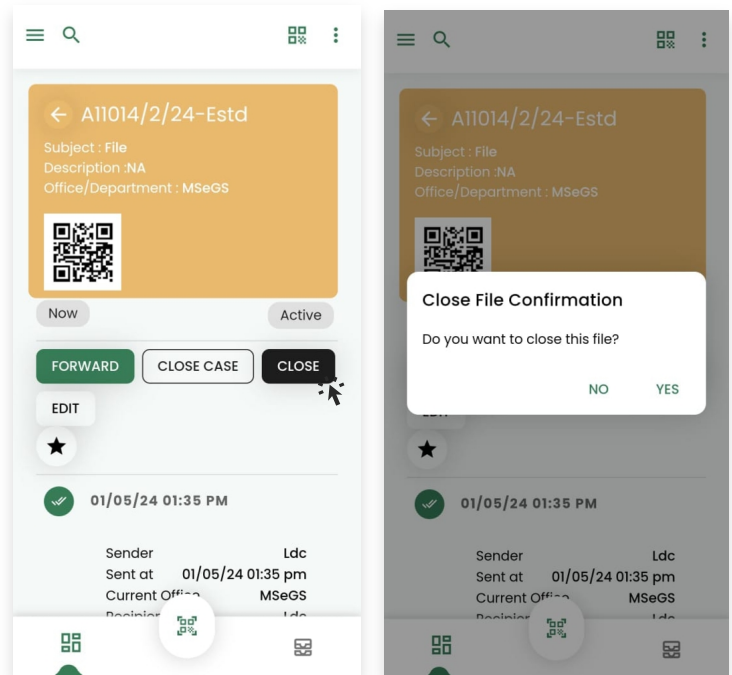
2. Close Case-

Close case tur chuan Files a luh a, file lo in record tawh kha thlan a, Close Case tih kha hmeah mai tur a ni. Close case ah hian file kan register tawh, lo kal dan zawng zawng te thai bo na a ni.



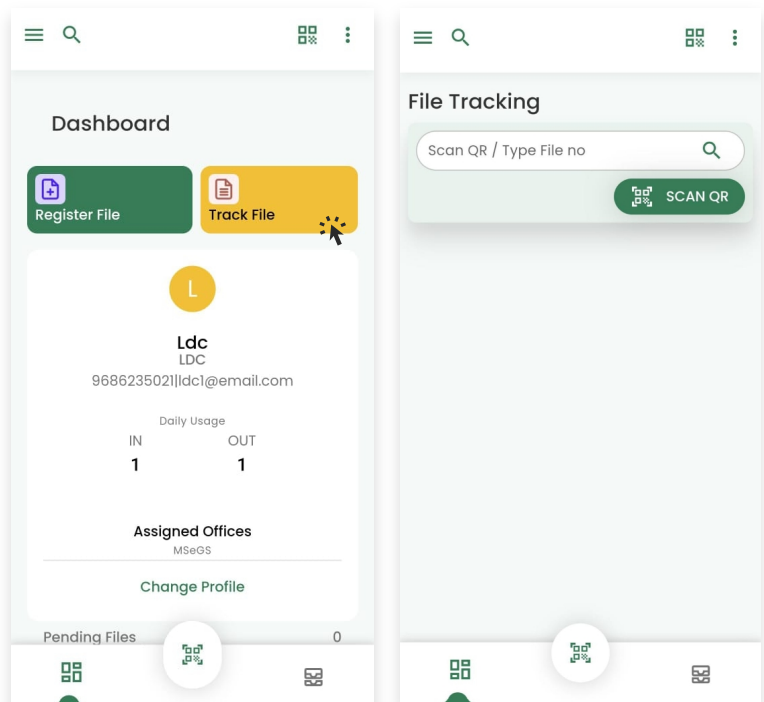
3. Close File-

Close File ve thung hi chu record belh tur emaw information dah luh belh tur awm tawh lo, complete a ni tih confirm na a ni.



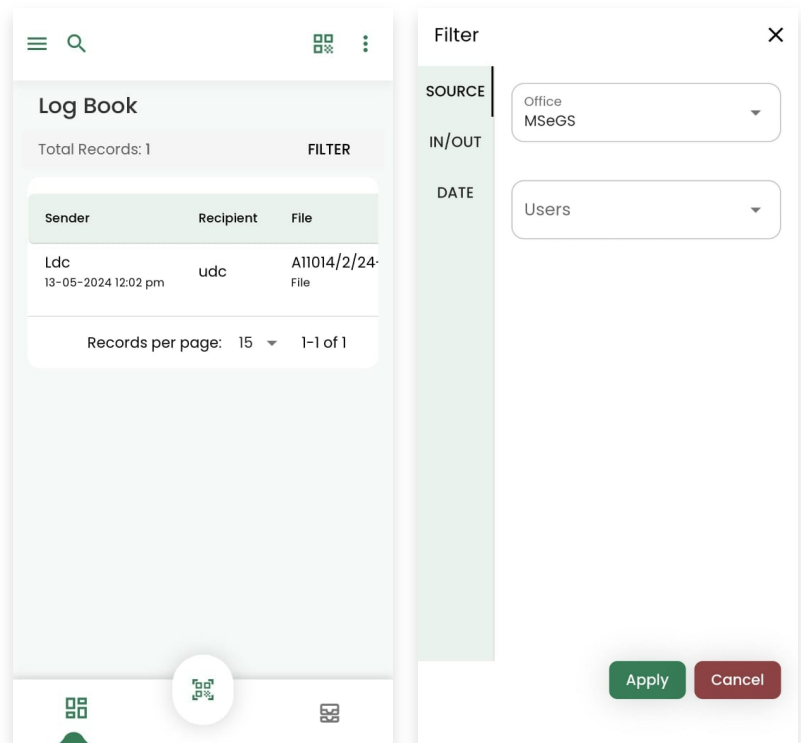
4. Tracking a File-

Dashboard-ah khan Track File tih hmeh a, file QR code scan in emaw File no. chhut luh in file kha a track mai theih a ni.



5. Log-

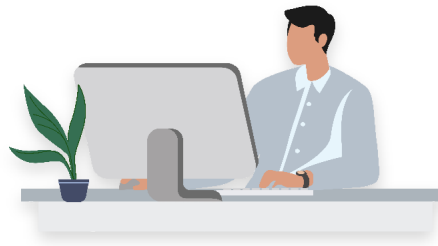
He section ah hi chuan File movement enlet na a ni a, date-wise leh user base a filter theih a ni.



The screenshot displays the 'Log Book' interface. The main area shows a table with the following data:

Sender	Recipient	File
Ldc 13-05-2024 12:02 pm	udc	A11014/2/24- File

Below the table, it indicates 'Total Records: 1' and 'Records per page: 15' (1-1 of 1). A 'Filter' panel is open on the right, showing options for 'SOURCE' (Office MSeGS) and 'DATE' (Users). The 'Apply' and 'Cancel' buttons are visible at the bottom of the filter panel.



IV

Department Admin

1. Register-

Menu-ah Register Button tih hmet la, information awm ang ang te dahkhah tur a ni. Heng hming, designation, email, phone number, department leh password hi dik taka dah a nih hnuah Submit button kha I hmet dawn nia.

eFile Tracking
Govt. of Mizoram

Register

GOVERNMENT OF MIZORAM

LOGIN

Email

Password

Forgot Password

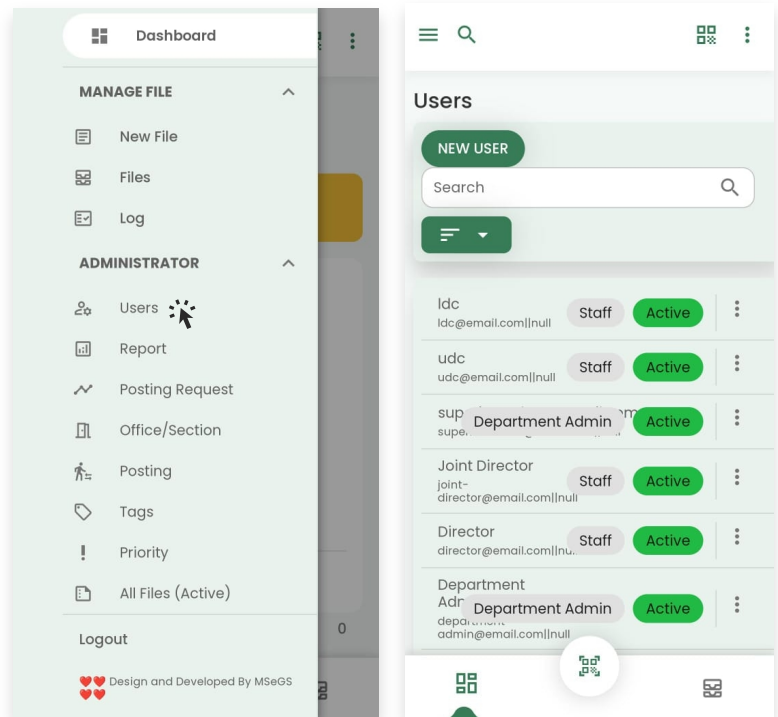
Let's get started

Send and Locate Files
easily to various department or within the department of Govt. of Mizoram

Manage and Record
files handle by each departments

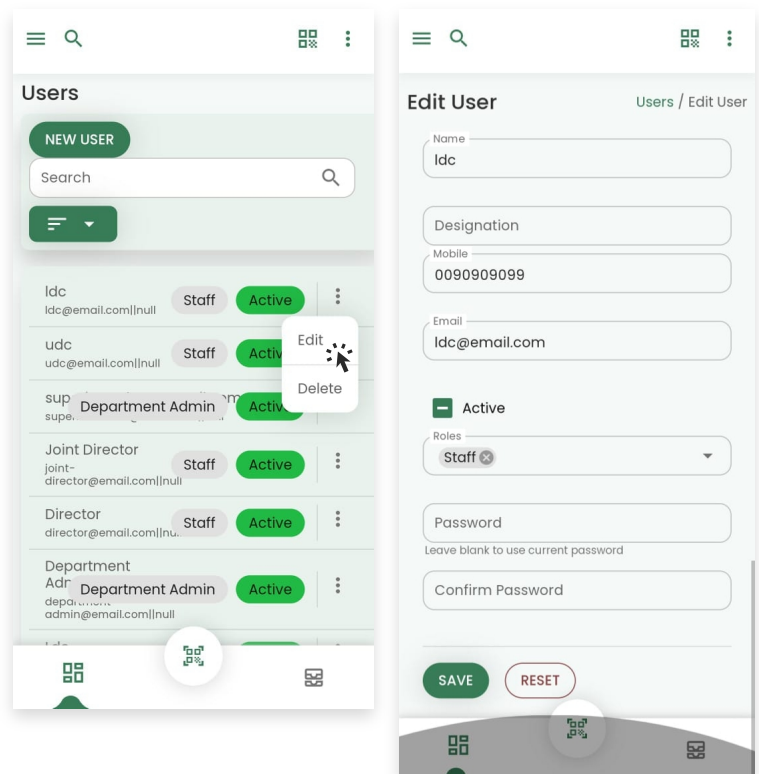
2. Approve User-

User in register thar te approve tur chuan Admin in Menu click a, Users tih awmna ah luh tur a ni. Hetah hian user in register thar te chu alo approve thei ang.



3. Edit User-

User edit tur chuan Users a luh in, users lo approve tawh te chu lang in, siamthat ngai awm chu Edit button hmeh a, a tul ang apiang siamthat a nih hnuah Save tih hmeh tur a ni.

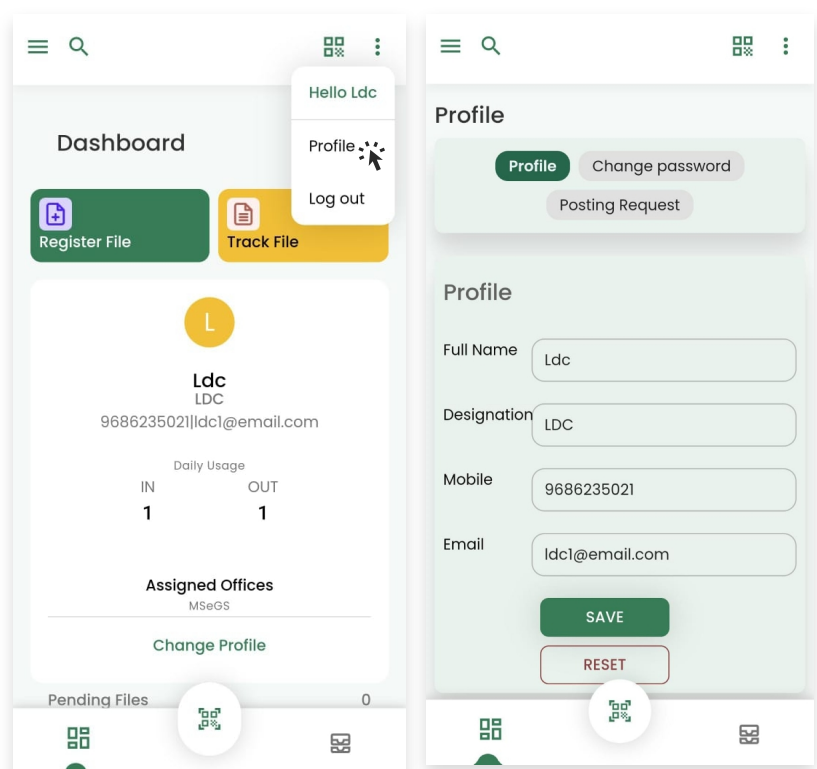




V Profile

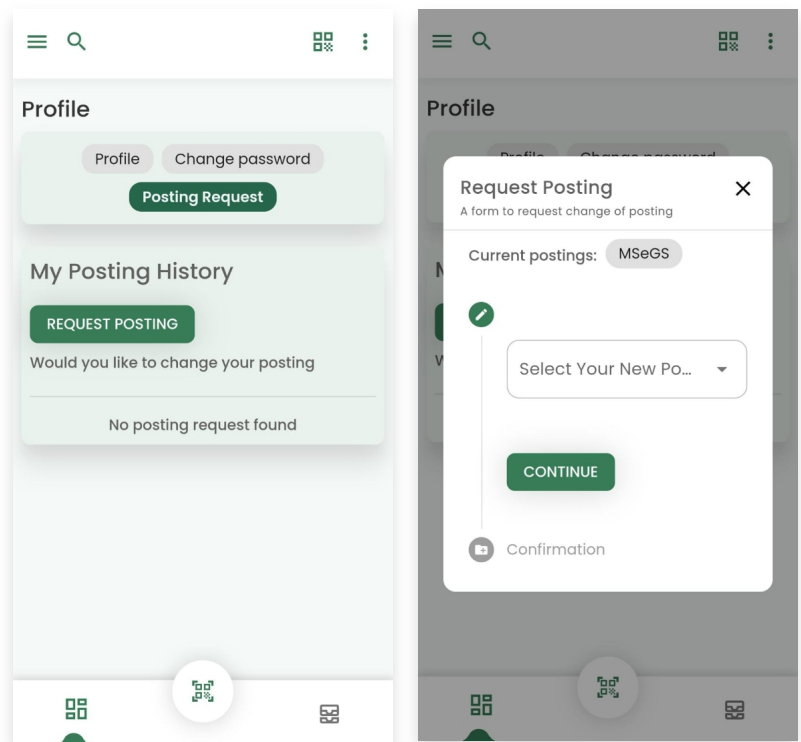
1. Change Profile-

Profile thlak tur chuan Dashboard a dinglam ah More icon click in, Profile ah luh mai tur a ni. Hetah hian siamthat ngai chu siamthat a, chumi zawhah Save hmeh leh mai tur a ni.



2. Change Office-

Posting vanga office awmna hi kan thlak duh anih chuan Profile chhung ah vek khan Posting Request tih hmeh a, kan Office awmna thar tur Select a, continue hmeh mai tur a ni.



3. Change Password-

Password thlak tur chuan Change password tih hmeh a, kan password hlui chhut luh hnuah, kan thlak duh na password thar kha chhut luh leh mai tur a ni. Chumi zawhah Save tih i hmet dawn nia.

