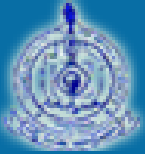


# Click Path Manual for FTS Module

## NIMS

(Financial Management System)



e-Sushrut *9-5*

*An Advanced Hospital Management Information System*

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## **Click Path of FTS Module**

**In this module we will manage two processes**

**1) Letter/File Creation → Dispatch/Forward**

**2) Letter/File Receiving/Diary → Forward**

## 1. Inbox

FTS→Services→Inbox

Note All fields marked as\*\*are mandatory



Create New Letter/File

- **Click on Create Letter/File**
- Select Type of Letter/File from drop down box.
- Select Classification from drop down box.
- Click on Additional Details
- Write No. of Enclosure
- Upload a File/Image
- Hide Remarks from others Yes/No
- Write Total No. of pages
- Write Remarks if any
- **Click On Dispatch/Forwarding Details**
- Select Sent Physically Yes/No
- Select User
- Add To
- Add CC
- Select Priority
- Select Mode of Receiving
- Choose between Save/Save & Dispatch

- Save → it will save the Letter/File and Dispatch Later.
- Save & Dispatch → it will save the Letter/File and Dispatch Immediately.

## Save

- Click on Save
- Record save successfully message will appear with CID No.
- Click on Go To Inbox
- The letter will appear in Inbox
- Select letter from Inbox
- It has five options
  - ✓ View/Modify Letter/File
  - ✓ Forward Letter/File
  - ✓ View Document History
  - ✓ Track Letter/File
  - ✓ Delete Letter/File
- Select Forward Letter.
- Letter/File Forward successfully, message will appear.

## Save & Dispatch→

- Click on Save & Dispatch
- Letter/File Forwarded successfully, message will appear.

### Save – Clear – Save & Dispatch→Go To Inbox buttons

- Save → By clicking the button data will be save
- Clear → It will clear all the fields of the search form.
- Save & Dispatch→ It will save the letter and dispatch immediately.
- Go To Inbox→By clicking this button, user will go back to Inbox.

## 2. Document Tracker

### FTS→Services→Document Tracker

Note All fields marked as\*\*are mandatory

- Select Document Type from the drop down menu.
- Enter CID Number in the space provided.
- If CID Number is not known, then use search window to input the CID Number.
- **Click On Generate Button.**
- Vertical and Horizontal Graph Document Tracker is available in the application.