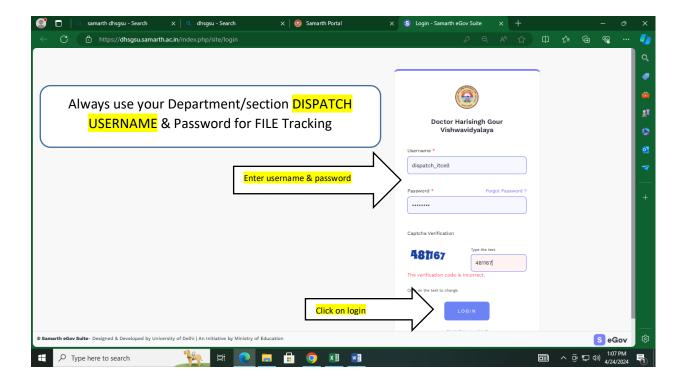
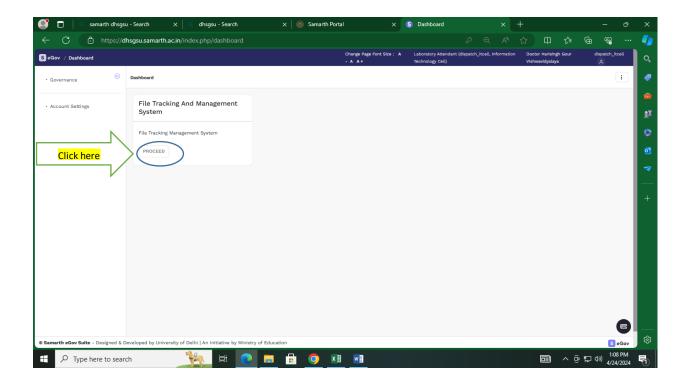
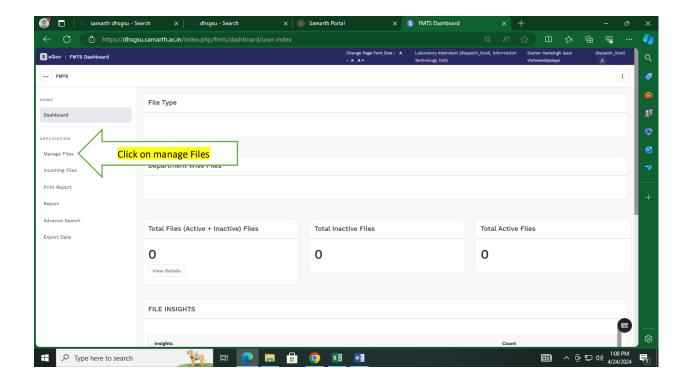
FILE MANAGEMENT & TRACKING SYSTEM

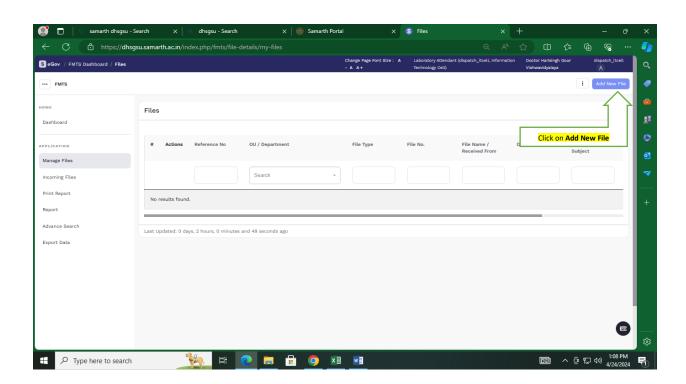
LOGIN LINK - https://dhsgsu.samarth.ac.in/index.php/site/login



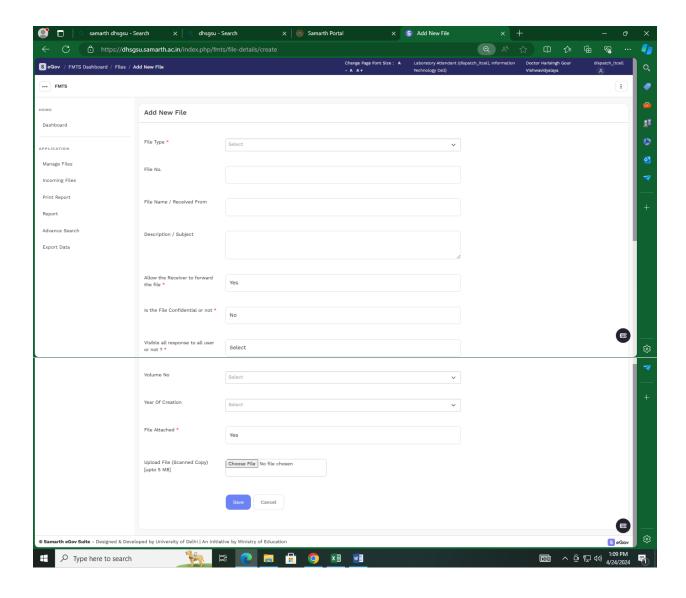
STEP 1- How to fill FILE details in Samarth Portal



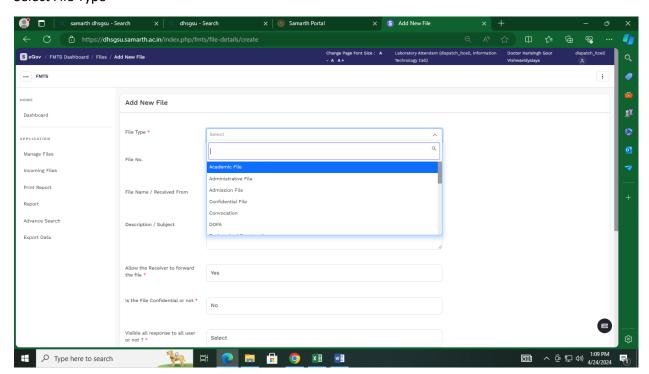




Fill all your file details in below form



Select File Type



To upload the scanned copy of your file Dashboard Yes APPLICATION Is the File Confidential or not * <u>•</u>1 Print Report YES Export Data Year Of Creation ×× Yes Upload File (Scanned Copy) To Select the PDF file [upto 5 MB] ■ へ @ 記 4) 1:25 PM 4/24/2024 **見** Type here to search ΧI S Add New File → ↑ ♣ > This PC > Downloads ✓ ♂ Search Downloads **■ • ■ ?** Organize ▼ New folder Туре → Quick access ∨ Today (12) Desktop 🔒 samarth kpi **Select the file** ♣ Downloads * admin export grid-export (1) 4/24/2024 12:23 PM Microsoft Ex Documents * 4/24/2024 12:22 PM Microsoft Ex <u>•</u>1 ■ Pictures # from the list A finance & account 4/24/2024 11:08 AM Adobe Acrob Aditya_Tiwari docs.samartha - Copy (3) 4/24/2024 11:03 AM Microsoft Wo BACKUP docs.samartha - Copy (4) 4/24/2024 11:03 AM Microsoft Wo MAYANK IT CELL docs.samartha - Copy (5) 4/24/2024 11:03 AM Microsoft Wo 4/24/2024 11:03 AM website table alli *PDF file Only docs.samartha - Copy (7) 4/24/2024 11:03 AM Microsoft Wo OneDrive docs.samartha - Copy ☐ This PC ✓ Compare the compa 4/24/2024 11·03 ΔM Microsoft Wr ∨ All files File name: Upload from mobile Open Cancel

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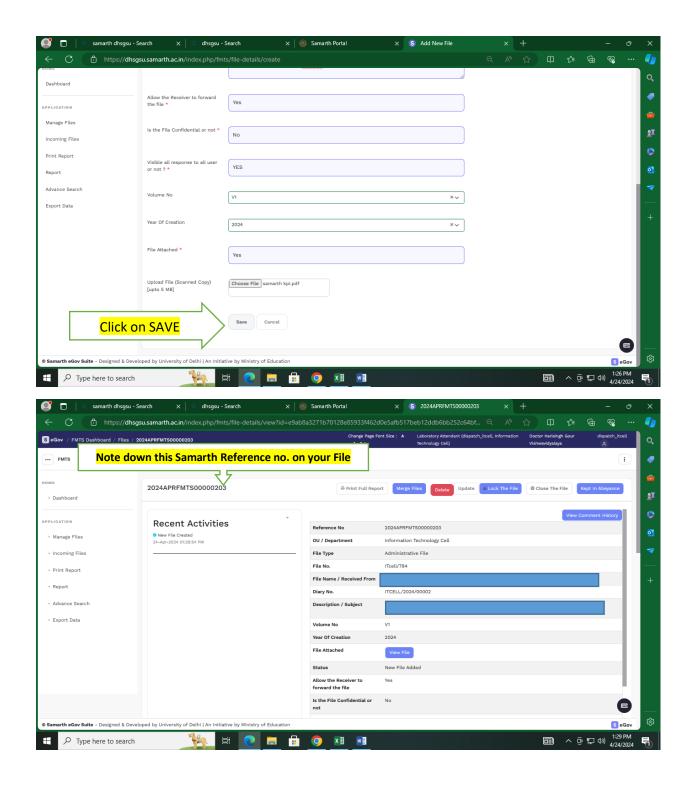
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STEP 2:- how to forward Your file to other SECTION / DEPARTMENT

