

Design and Implementation of Computerized Office Management System [OMS]

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Submitted in partial fulfillment of the requirements for the degree of Bachelor of Science in
Computer Science and Engineering



**DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING
SONARGAON UNIVERSITY (SU)**

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APPROVAL

The project titled “**Design and Implementation of Computerized Office Management System [OMS]**” submitted by K.M. Abdullah Al Mahmud (CSE1902017051), Md. Tawfiq Hasan (CSE1902017074), Md. Mofizur Rahman (CSE1902017072) and Nusrat Jahan (CSE1801013059) and Md. Jamsadu Zaman (CSE1902017068) to the Department of Computer Science and Engineering, Sonargaon University (SU), has been accepted as satisfactory for the partial fulfillment of the requirements for the degree of Bachelor of Science in Computer Science and Engineering and approved as to its style and contents.

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DECLARATION

We, hereby, declare that the work presented in this report is the outcome of the investigation performed by us under the supervision of **Sabrina Tasnim**, Assistant Professor, Department of Computer Science and Engineering, Sonargaon University, Dhaka, Bangladesh. We reaffirm that no part of this Project has been or is being submitted elsewhere for the award of any degree or diploma.

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ABSTRACT

Everything is becoming much easier with the touch of technology. In most cases, the use of smartphones, tablets, laptops and computers is increasing day by day. From personal life to education, medical and office courts, online and computer usage is increasing. Many people use various electronic devices to solve various problems of employees in different organizations and to register attendance. However, these electronic devices are relatively expensive and cannot be accessed from outside the office or through online. So, we have come up with Employee Management System to keep pace with technology. Our service is completely web based. From this web application of ours, you can know about all the problems of your office employees and what kind of measures have been taken for those problems. Not only that, you can collect information about various types of events including daily attendance, salary, leave of employees. In one word, you can manage your office very easily through our system. By using it you will not need any other type of attendance device or any separate software for salary calculation.

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We would like to express our gratitude to all our teachers. Their motivation and encouragement in addition to the education they provided meant a lot to us.

LIST OF ABBREVIATIONS

APACHE	Apache HTTP Server
API	Application Programming Interface
CRUD	Create, Read, Update and Delete
CSRF	Cross-Site Request Forgery
CSS	Cascading Style Sheets
DBMS	Database Management System
HTML	HyperText Markup Language
HTTP	HyperText Transfer Protocol
JSON	JavaScript Object Notation
MVC	Model, View, and Control
MySQL	My Structured Query Language
ORM	Object Relational Mapper
PHP	Hypertext Preprocessor
SQL	Structured Query Language
UI	User Interface
URL	Uniform Resource Locator
WAMP	Windows, Apache, MySQL, and PHP
XML	Extensible Markup Language

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CHAPTER 1

INTRODUCTION TO OFFICE MANAGEMENT SYSTEM

1.1 PROJECT OVERVIEW:

Initially, Office Management was a manual system of maintaining hard copy paper records of Information and documents. But with time, this conventional method got replaced with a software system that maintains a library for all office-related documents and helps in paperless and convenient office management. This software is known as an Office Management System.

Office management is the technique of planning, organizing, coordinating and controlling office activities with a view to achieve business objectives and is concerned with efficient and effective performance of the office work. The success of a business depends upon the efficiency of its office. The volume of paper work in offices has increased manifold in these days due to industrialization, population explosion, government control and application of various tax and labor laws to any business enterprise. Efficiency and effectiveness which are key words in management are achieved only through proper planning and control of activities, reduction of office costs and coordination of all activities of business.

Office record is very important for managing office smoothly and it has many benefits also. Benefits of Records Management include more effective management of your current records (both paper and electronic); a reduced / eliminated level of record-keeping redundancies; reduced costs for records storage equipment and supplies; and increased usable office space through the elimination of unnecessary file storage. In addition, Records Management provides institutional accountability and timely access to information.

1.2 PROJECT PURPOSE:

Office management helps in increasing office efficiency, smooth flow of work, maintaining public relations, minimization of cost, managing change and accepting the new challenges which help in achievement of goals of the organization. It helps to achieving organization goals, achieving individual goals, creating a dynamic environment, developing society, and improving efficiency.

1.3 OBJECTIVES:

Office management helps to maintain a close relationship between the different departments and people. It regularly supplies order, command, and instruction to different people. It performs various functions like planning, organizing, controlling, staffing, supervising, motivating and effective leadership.

The main aim is to streamline the various functions of an office manager, such as planning, organizing, coordinating, controlling, staffing, and supervising. Ensuring effective office operations is essential for achieving your overall business goals.

The purpose of this online management system is to manage all the records, employee profile, leaves, attendance, notifications, notice boards, events, travel requests and loan requests. Administration can track all the records and information in a glance.

User also can use the

1.4 FEATURE EXTRACTION:

Office Management is the vital part of an organization which means to get things done through others. Management is creative and innovative force which aims to attain maximum results through the available resources like money, men and material. The word management has been defined differently by different authors.

Features of this online management system:

- Maintain and control company profile.
- Notice management create/edit/update/delete.
- Event management create/edit/update/delete.
- Ticket management create/edit/update/delete and assign the tickets problems.
- Leave management system with approval and rejection.
- Notification management system
- Managing user controls and management.
- Attendance management system.
- Profile management with edit and updates.
- Travel and transport management system

1.5 WHY OFFICE MANAGEMENT SYSTEM?

The success of a business depends upon the efficiency of its office. The volume of paper work in offices has increased due to industrialization, population explosion, government control and application of various tax and labor laws. Efficiency and effectiveness, which are keywords in management are achieved only through proper planning and control of activities, reduction of office costs and coordination of all activities of business.

An office without organization is unthinkable. Office management is needed in all organizations. It manages support services of various departments in the organization. No organization can run effectively without efficient office management. Office management is needed at all levels of management.

CHAPTER 2

OFFICE MANAGEMENT SYSTEM

2.1 INTRODUCTION:

Office management is managing and improving the logistics within an office in order to support all the employees within that organization. It also can be call Business Management System. As an Admin, it can be expected to do more than most in the office. You're the scheduler, financial advisor, overseer, office shopper, and so much more. Business Management System.

In simple words, office management can be defined as “a distinct process of planning, organizing, staffing, directing, coordinating and controlling office in order to facilitate achievement of objectives of any business enterprise’ the definition shows managerial functions of an administrative manager. Following diagram indicates various elements or functions in the process of office management.

Admin can track all the information and updates of stuffs. Admin can manage records of attendance, leave, notifications, travel request, employee benefits etc. On the other hand, employee can use the system for any kind of improvement and applications.

2.2 IMPORTANCE:

The success of a business depends upon the efficiency of its office. The volume of paper work in offices has increased due to industrialization, population explosion, government control and application of various tax and labor laws. Efficiency and effectiveness, which are keywords in management are achieved only through proper planning and control of activities, reduction of office costs and coordination of all activities of business.

Office management is the art of guiding the personnel of the office in the use of means appropriate to its environment in order to achieve its specific purpose. Office management is that branch of management which is concerned with efficient performance of office work. An office is set up with certain aims and well-defined objective. The office activities are directed for the attainment of this objective. The primary objective of an office is to provide service through clerical operation.

A software for Office management is needed in all organizations. It manages support services of various departments in the organization. No organization can run effectively without efficient office management. Office management is needed at all levels of management.

2.3 STAKEHOLDER:

The international standard providing guidance on social responsibility, called ISO 26000, defines a stakeholder as an individual or group that has an interest in any decision or activity of an organization.

A stakeholder is a party that has an interest in a company and can either affect or be affected by the business. The primary stakeholders in a typical corporation are its investors, employees, customers and suppliers. However, the modern theory of the idea goes beyond this original notion to include additional stakeholders such as a community, government or trade association.

Stakeholders can be internal or external. Internal stakeholders are people whose interest in a company comes through a direct relationship, such as employment, ownership or investment. External stakeholders are those people who do not directly work with a company but are affected in some way by the actions and outcomes of said business. Suppliers, creditors and public groups are all considered external stakeholders.

There are two types of stakeholders in nearly all projects:

Internal stakeholders: An internal stakeholder is a person or group linked directly to the company conducting the project.

External stakeholders. An external stakeholder is an entity that is not directly associated with the company involved in the project but is still impacted in some way by its outcome.

Our management's project holders are:

- Project manager.
- Team members.
- Managers.
- Resource managers.
- Executives.
- Senior management.
- Company owners.
- Investors.

2.4 SCOPE:

Office management is an integral part of general management. It refers to the process of planning, organizing, guiding, communicating, directing, coordinating and controlling the activities of a group of people who are working to achieve business objectives efficiently and economically.

Office management helps in increasing office efficiency, smooth flow of work, maintaining public relations, minimization of cost, managing change and accepting the new challenges which help in achievement of goals of the organization.

There are three processes of Project Scope Management:

- Planning. The planning process is when an attempt is made to capture and define the work that needs to be done.
- Controlling.
- Closing.

This software has all these scopes and development.

2.5 LIMITATIONS:

A technical limitation of a software usually refers to what the defined system is unable to do as of its present state. The technical limitation of software usually serves as recommendations for improvements on upcoming systems.

Some of the limitations are its complexity, costs, learning process, and secured control. Project managers will need to become familiar with the program's main functions and make sure that their team members are trained on the features that are pertinent to the jobs they must complete.

Office management have some limitation. We have lacking of cost management, experienced developer, some short of knowledge's in some sector. But we can overcome it by time.

CHAPTER 3

SOFTWARE DEVELOPMENT LIFE CYCLE

3.1 SDLC:

3.1.1: INTRODUCTION:

The Software Development Life Cycle (SDLC) is a **structured process that enables the production of high-quality, low-cost software, in the shortest possible production time**. The goal of the SDLC is to produce superior software that meets and exceeds all customer expectations and demands. There are 6 phase in Software Development Life Cycle. They are given below:

Requirements gathering and Analysis

1. Design
2. Implementation
3. Testing
4. Deployment
5. Maintenance

3.1.2 REQUIREMENTS GATHERING AND ANALYSIS:

In this phase business requirements are gathers. This phase is main focus of the project manager and stakeholders. Frequent meeting users, managers are held in order to determine the requirement such as who are the users of the system, what data should be input to the system and what is output of the system all question asked in this phase. Then it goes to analysis phase if all requirements are valid then it goes to next step otherwise these requirements remove.

DESIGN:

System design helps in identify hardware and system requirement and also helps in defining overall system architecture. In this phase UX designer create a pattern how to look this software then designer can design this properly. When complete design section then goes to next step.

3.2 FLOWCHART:

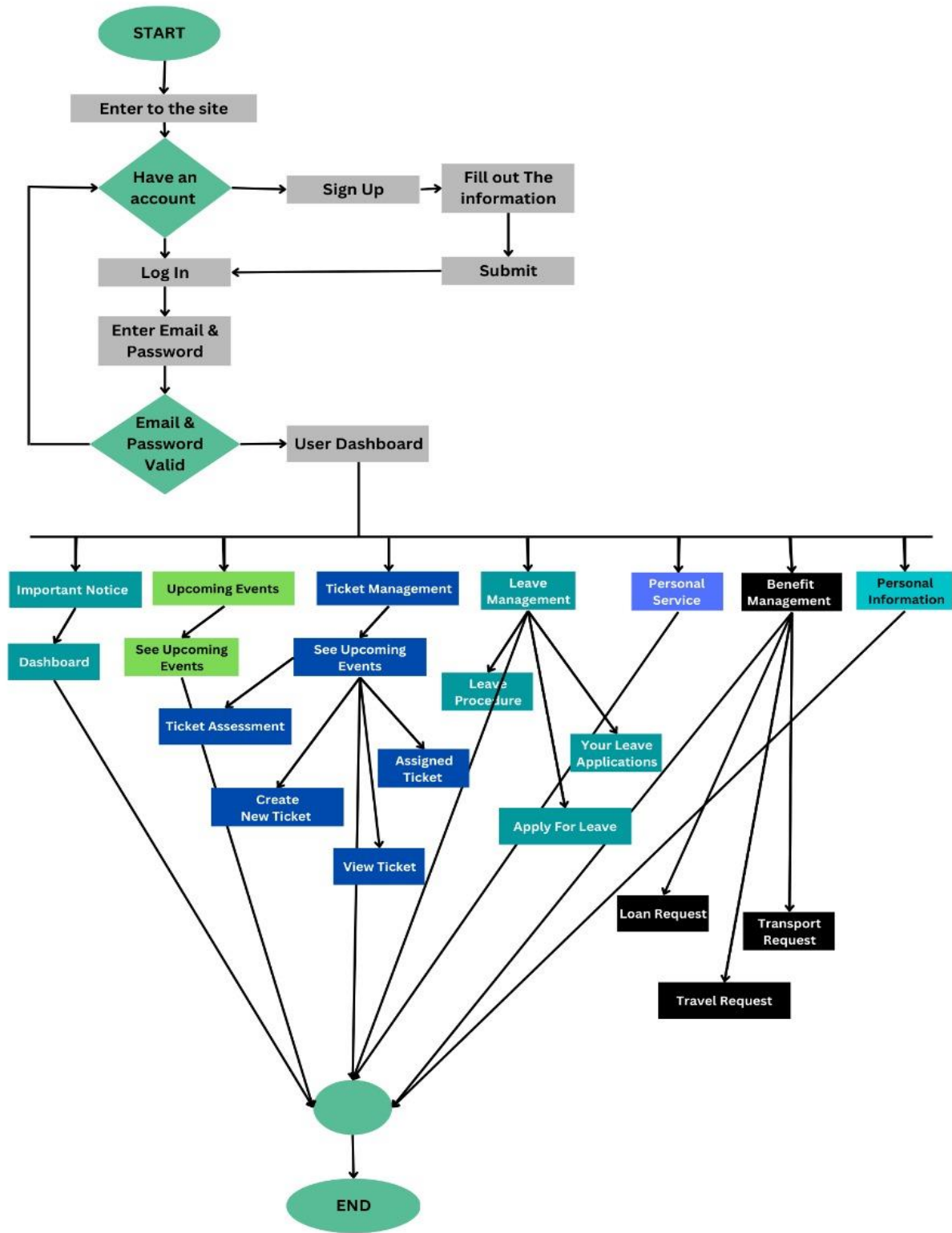


Fig: 3.2 Flowchart

IMPLEMENTATION:

In this phase the work is divided into units and coding is started. In this phase the code is produced so it is the main focus for software developers. This is the phase of software development life cycle.

TESTING:

When complete implementation code then it comes to testing. In this phase all functional and nonfunctional requirements are tested as like as integration testing, system testing, acceptance testing is done.

DEPLOYMENT:

When successfully complete the testing phase then software prepares for shipping, then its use for customers. If any problem to use this software, then they contact them.

MAINTENANCE:

Once the customer start using the software and the actual problem comes up and solved time to time. The process where care is taken for developed product maintenance. This phase is last step according term with client.

3.3 DATABASE DIAGRAM:

3.3.1 INTRODUCTION:

Database diagrams graphically show the structure of the database. Using database diagrams you can create and modify tables, columns, relationships, and keys. Additionally, you can modify indexes and constraints. To create relations between database objects, consider using primary and foreign keys.

3.3.3 DB DIAGRAM ARCHITECTURE:

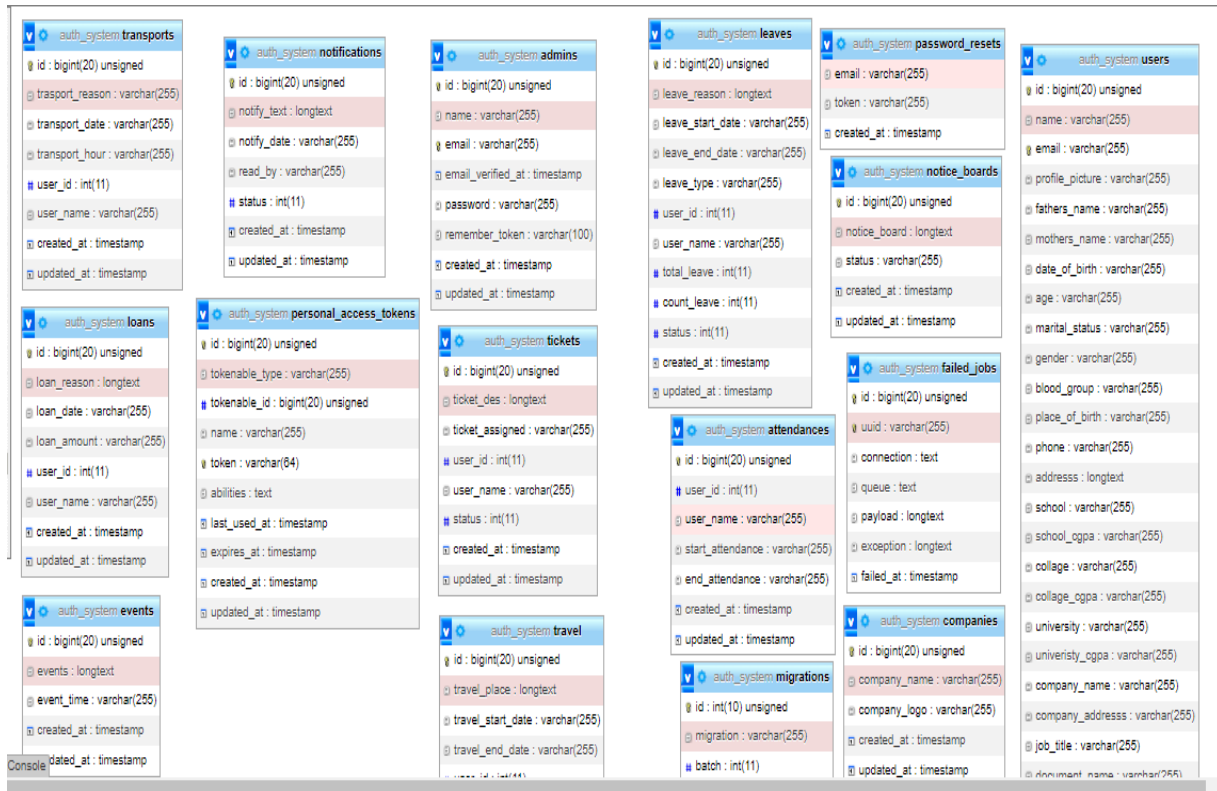


Fig: 3.3.3 DB Diagram

CHAPTER 4

SYSTEM ANALYSIS

4.1 INTRODUCTION:

System analysis is a procedure or approach that serves to determine the system's performance for a given (known) structure of this system. An example may be a typical student project with a given input data which should be made for a defined system structure. The resulting calculation data characterize system outputs.

System analysis is used in every field where something is developed. Analysis can also be a series of components that perform organic functions together, such as system engineering. System engineering is an interdisciplinary field of engineering that focuses on how complex engineering projects should be designed and managed

4.2 USE CASE:

4.2.1 ADMIN USE CASE:

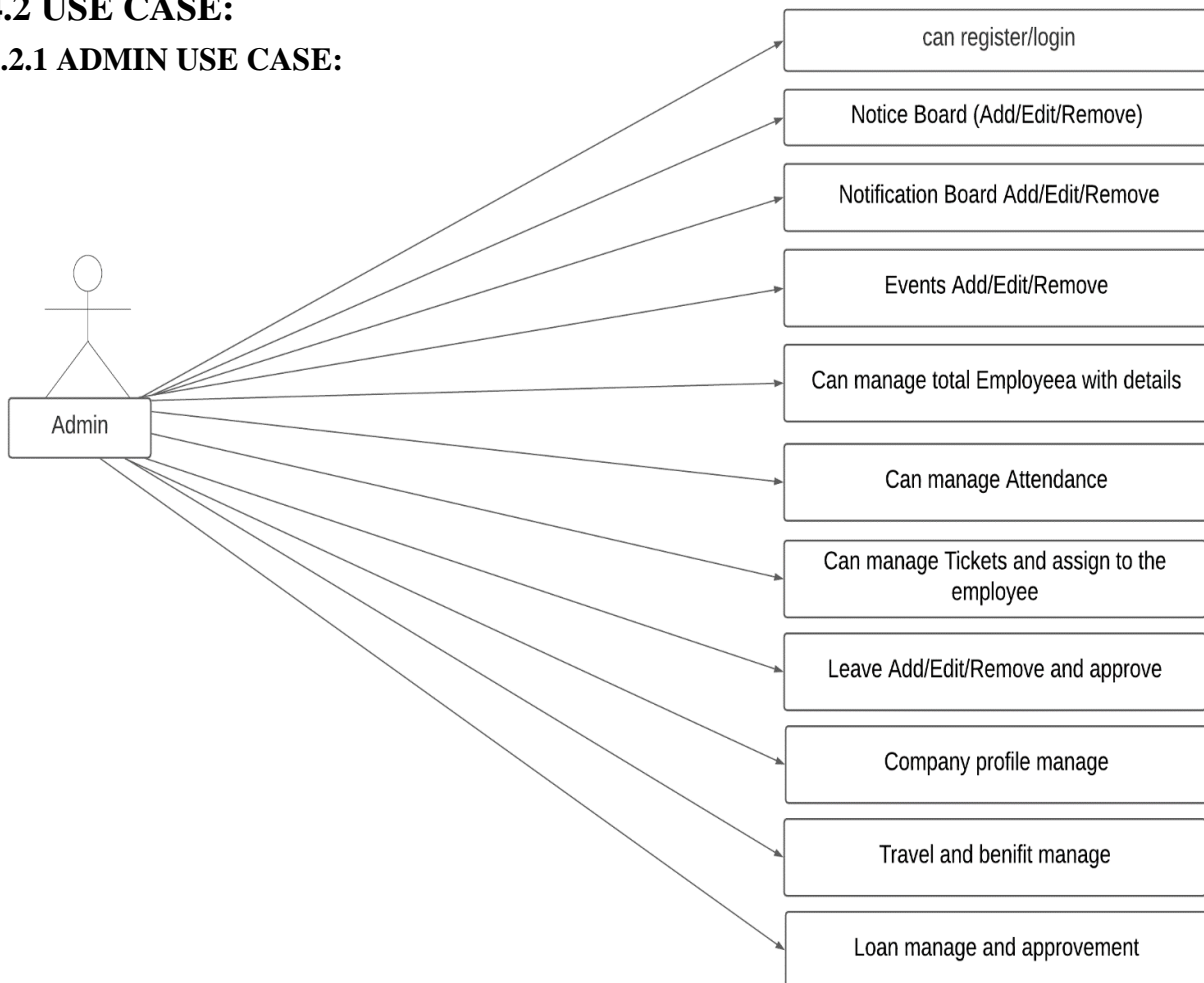


Fig: 4.2.1 Admin Use Case

4.2.2 EMPLOYEE USE CASE:

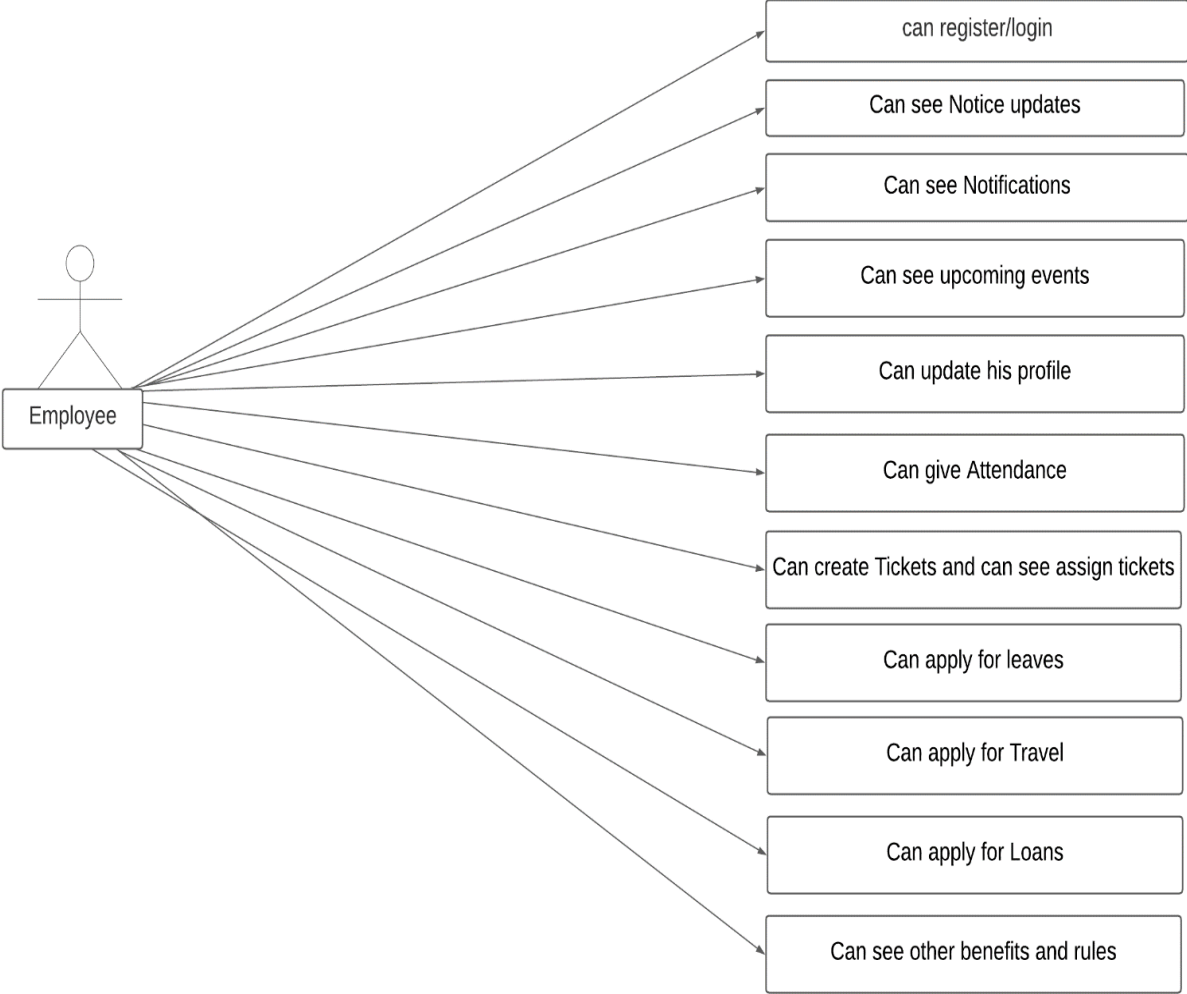


Fig: 4.2.2 Employee Use Case

4.3 GANTT CHART:

Gantt charts are most commonly used for tracking project schedules. For this it is useful to be able to show additional information about the various tasks or phases of the project, for example how the tasks relate to each other, how far each task has progressed, what resources are being used for each task and so on.

Originally Gantt charts were prepared laboriously by hand; each time a project changed it was necessary to amend or redraw the chart and this limited their usefulness, continual change being a feature of most projects. Nowadays, however, with the advent of computers and project management software, Gantt charts can be created, updated and printed easily.

This is describing the time duration to develop this project.

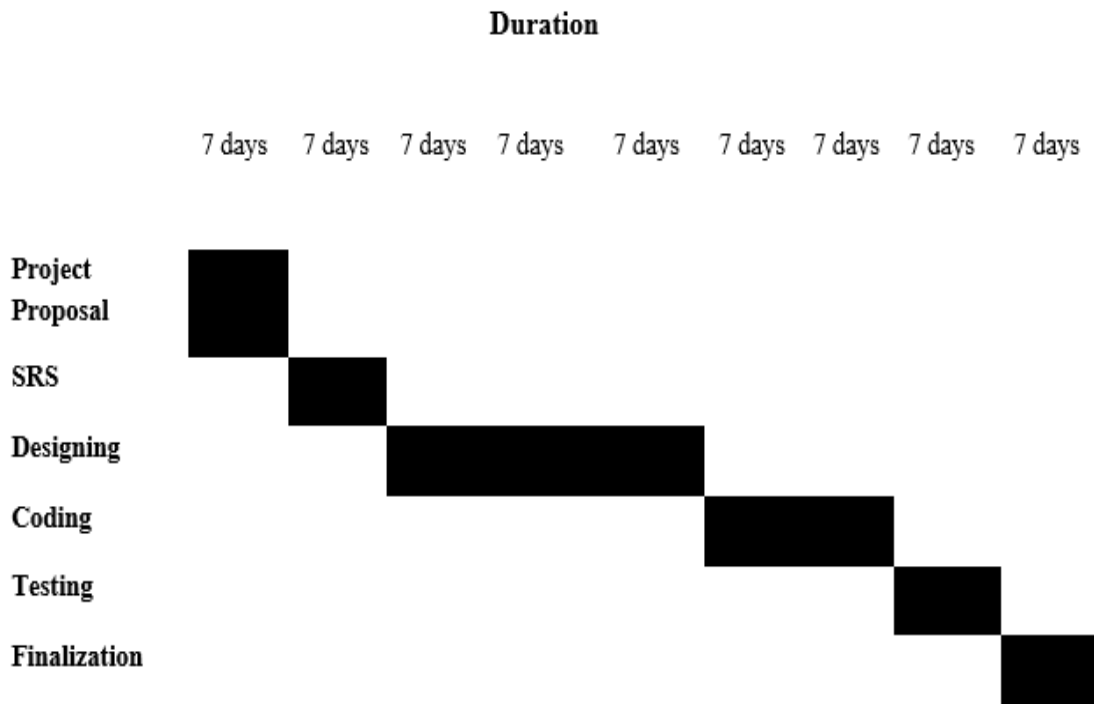


Fig: 4.3 Gantt chart

4.4 FUNCTIONAL REQUIREMENT:

Functional requirements are product features or functions that developers must implement to enable users to accomplish their tasks. So, it's important to make them clear both for the development team and the stakeholders. Generally, functional requirements describe system behavior under specific conditions. The functional requirement of this project are:

ID	Name	Description	Functional / Non functional	Priority
FRQ-01	Request access for password	User can request for pass with fill-up your email-id	Functional	High
FRQ-02	Login	User can login with their valid email id and pass.	Functional	High
FRQ-03	Assign Tickets	Admin can assign tickets to employees.	Functional	High
FRQ-04	Verify leaves	After leave application admin have to approve or rejects the leaves	Functional	High

Table: 4.4 Functional Requirement

4.5 NON-FUNCTIONAL REQUIREMENT:

Nonfunctional Requirements (NFRs) define system attributes such as security, reliability, performance, maintainability, scalability, and usability. They serve as constraints or restrictions on the design of the system across the different backlogs.

Nonfunctional requirements describe the general properties of a system. In systems engineering and requirements engineering, a non-functional requirement (NFR) is a requirement that specifies criteria that can be used to judge the operation of a system, rather than specific behaviors. They are contrasted with functional requirements that define specific behavior or functions. The plan for implementing functional requirements is detailed in the system design.

ID	Name	Description	Functional / Non functional	Priority
NFR-01	Security	Using token-based authentication, session, validation 2FA it will be secure from unauthorized access.	Non-Functiona	High
NFR-02	Availability	The system should work 24/7 as user can get access and service.	Non-Functional	High
NFR-03	Accuracy	Data or process requirement concerned with defining the precision which the solution will record or produce data.	Non-Functional	High
NFR-04	Maintenance	It's way how easy to support, change and enhance the system.	Non-Functional	High

Table: 4.5 Non- Functional Requirement

4.6 PERFORMANCE REQUIREMENTS:

4.6.1 SPEED AND LATENCY REQUIREMENTS

- Dataset would be inserted in MySQL Databases using php artisan Make (Command).
- UI design-build on the user fulfills table data set and show. The Database we have to use php artisan migrate this command.

4.6.2 PRECISIONS OR ACCURACY REQUIREMENTS:

- All user capable to show accurate page where he or she can show detail of proposal, proposal status. And Project thesis committee can check all student list and teacher list.
- Project thesis committee can update student proposal.
- Admin can update student information.

4.6.3 CAPACITY REQUIREMENTS:

- At time multiple users can use this system.
- Admin can add supervisor at a time one supervisor for one student.

4.7 DEPENDABILITY REQUIREMENTS:

4.7.1 MAINTENANCE REQUIREMENTS:

- Web application did not modify or change.
- If we need to data need to recover or update then need to using command line.
- We are need to maintainers all security and others works.

4.7.2 SUPPORTABILITY REQUIREMENTS:

- When the system did not work perfectly then need to check database and others
- Work.
- Update security patch and others system.

4.7.3 ADAPTABILITY REQUIREMENTS:

- This is very important software.
- This web application can help to all student and faculty member then they can
- Get all services easily.

4.7.4 SCALABILITY OR EXTENSIBILITY REQUIREMENTS

- This project proposal web application is very good supported software application
- Web application is good for help.
- Every student can easily check his or her all proposal status.

4.8 SECURITY REQUIREMENTS:

4.8.1 ACCESS REQUIREMENTS:

- Only for registered user can access this system.
- Guest cannot allow this system.
- Any student can submit his or her proposal then need to activate his or her portal account

4.8.2 INTEGRITY REQUIREMENTS:

- This web application cannot access another user like guest user.

4.8.3 PRIVACY REQUIREMENTS:

- Here we are using activate account system.
- All teacher account portal can activate admin (Project/thesis committee)

CHAPTER 5

EXPERIENCE AND ACHIEVEMENTS

5.1 TECHNICAL ENHANCEMENT:

Software Enhancements means modifications or improvements made to the Software relating to Products which improve performance, capabilities or capacity of the Software revision level with which it is associated or which provide additional functions to the Software.

Technological enhancement and sustainability can be defined as ‘improving the results of higher education through the use of information and communication technologies in a sustainable way’.

- MS SQL
- HTML
- CSS
- Bootstrap
- PHP
- JavaScript
- Laravel
- Moodle

5.2 NON-TECHNICAL ENHANCEMENT:

Non-technical skills are skills you have that do not relate to your specific job. Also called soft skills, these skills relate more to your personal qualities and habits than your technical abilities. These skills affect how you interact with others and how you complete your work. Non-technical skills may help you be more productive and foster a positive, well-functioning work environment.

- Internal Communication
- Responsibilities
- Team Work
- Self Confidence
- Take Challenges

5.3 ACHIEVEMENTS:

To overcome now difficulties. The positive work mentality of the office gives me both hope and better experience that. Before and encourage my work activity to make more challenging work. Working with such a team it will help me to contribute more and gain co-operation along with it help me to know about team work.

There have been major software engineering contributions in many application domains, from air traffic control systems to genomic research, from automobile systems to healthcare. These achievements required that various deep software engineering issues were addressed and implemented. We are interested in identifying the core and enduring technical problems overcome, and in illustrations of their utility.

5.4 DEVELOPMENT TOOLS AND TECHNOLOGY:

There are certain factors to be considered while selecting the corresponding development tool, based on the type of the project. A few common examples of strategic planning tools include: SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis. OKR (Objectives and Key Results) PEST (political, economic, socio-cultural, and technological) analysis. We uses many advance technology & tools & frameworks, that's are:

5.5 TECHNOLOGIES:

- MS SQL
- HTML
- CSS
- Bootstrap
- PHP
- JavaScript
- Laravel
- Moodle

5.6 TOOLS:

- Visual Studio Code
- Git Bash

MOBILE APPLICATION PLATFORM:

- Android
- IOS

DATABASE:

- phpMyAdmin
- MYSQL

CHATER 6

APPENDIX

6.1 APPENDIX:

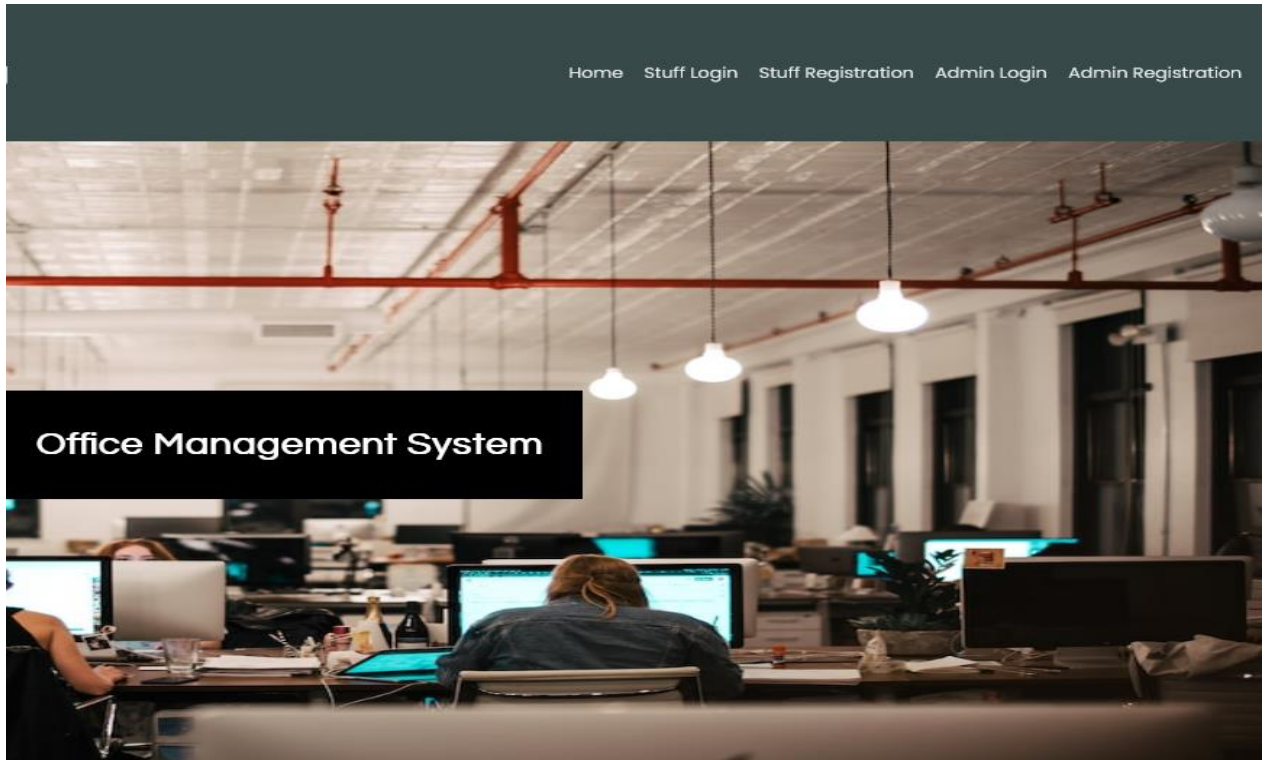


Fig: 6.1.1 Home Page

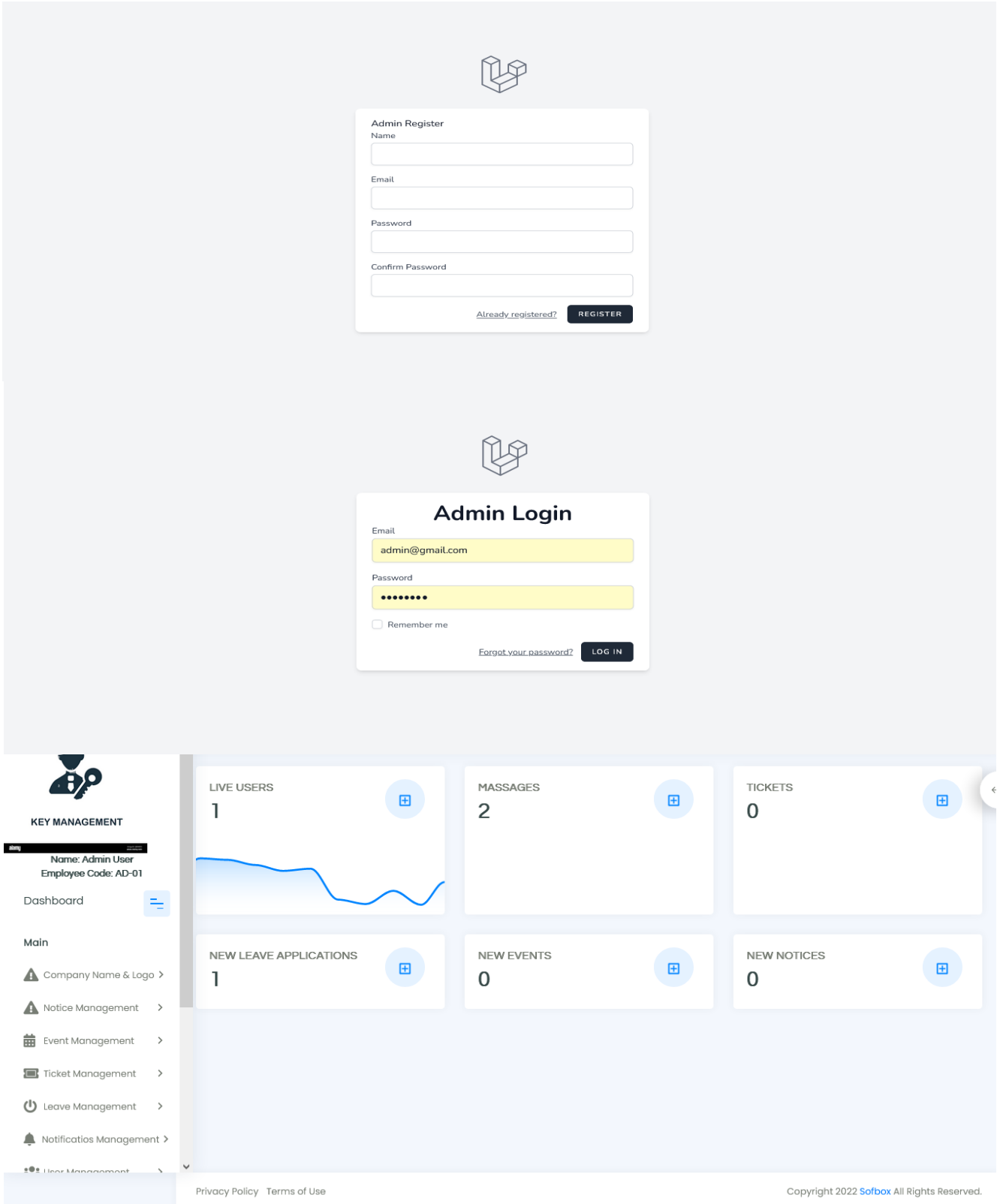


Fig: 6.1.2 Admin Register & login Dashboard

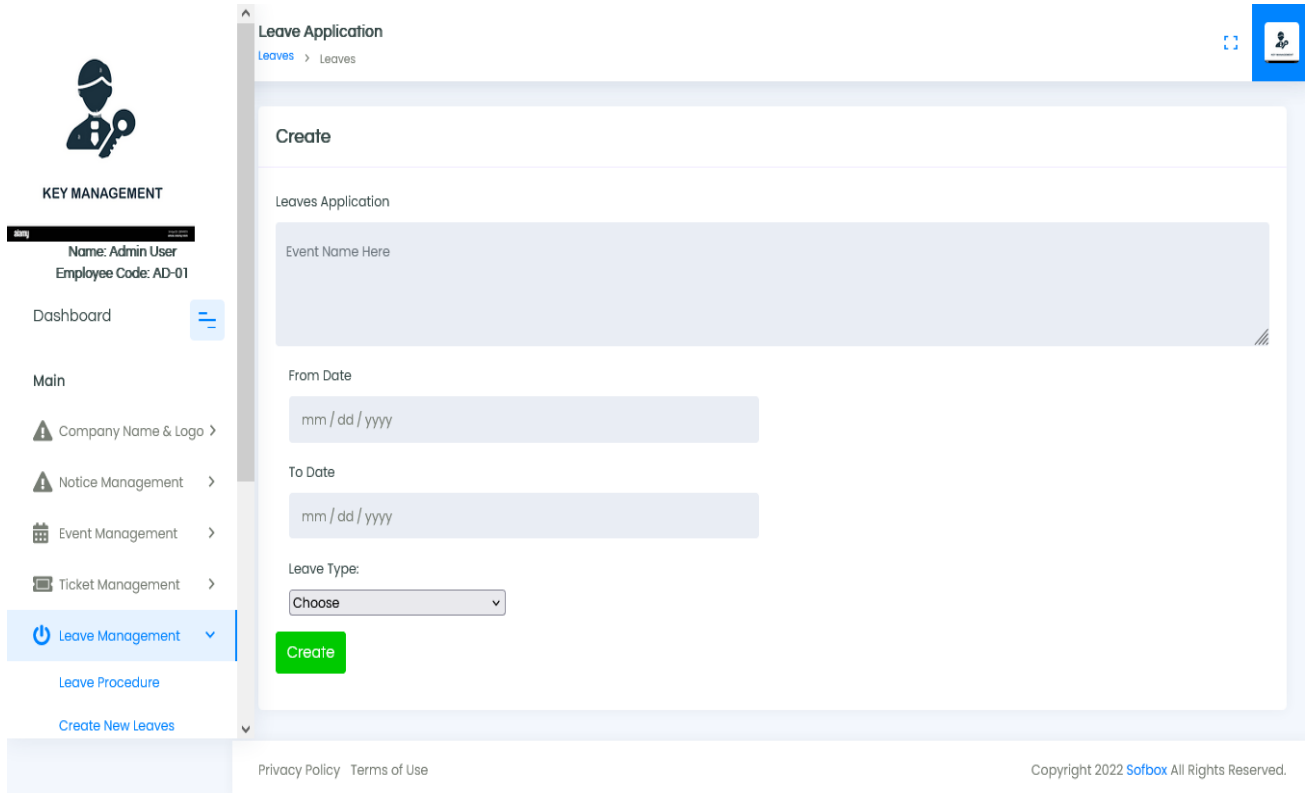


Fig: 6.1.3 Leave management

Leave Management System (LMS) basically works in related leave functionality like fill application form, cancellation of leave, view leave details etc. Web-based leave application has main modules as given below:

Leave Module

- Leave Request
- Manual Request module
- Manual Leave Status
- Manual Approval
- View Approval
- Rejected Manual

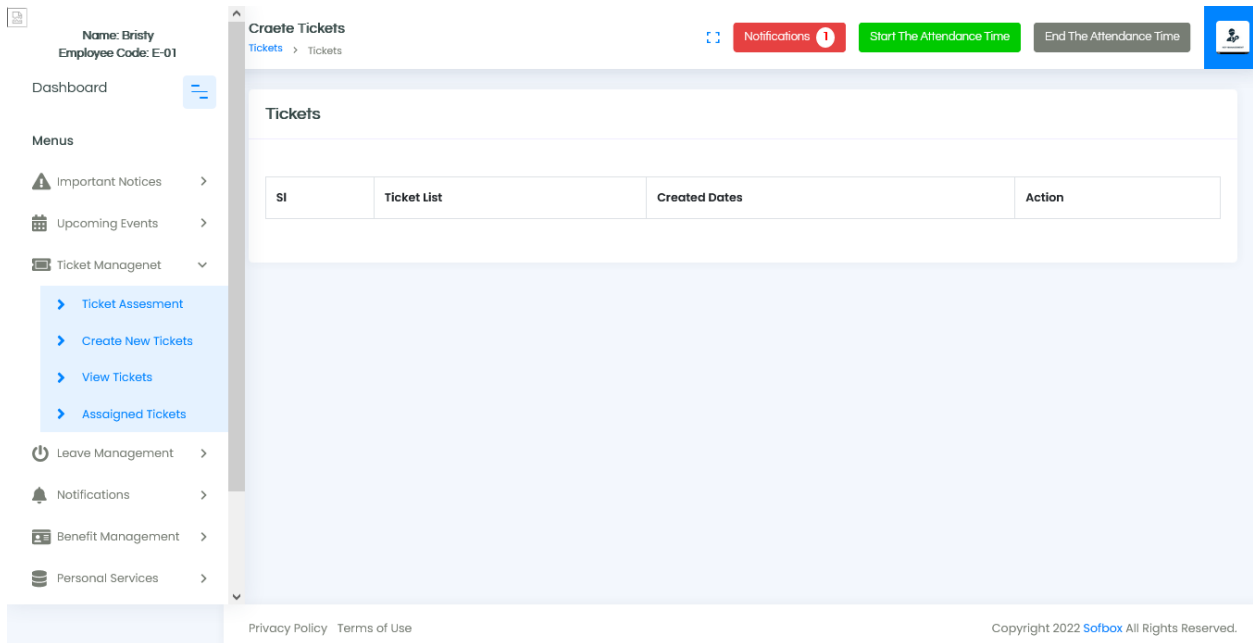


Fig: 6.1.4 Ticket System

Ticketing Systems:

Use ticket system to follow each case, including internal communication between technicians.

Each case is assigned a case number

Each case goes through a similar life cycle:

- New
- Open
- Resolved
- Closed

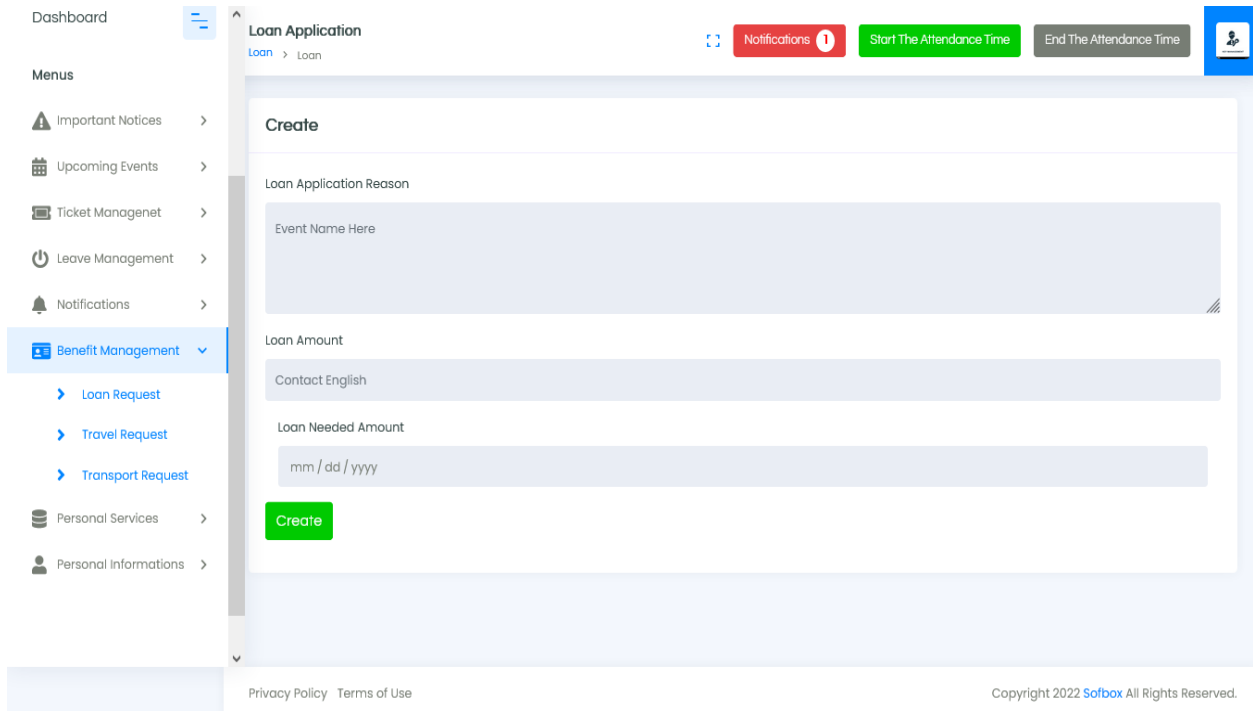


Fig: 6.1.5 Benefit Management

Benefits management involves identifying, planning, measuring and tracking benefits from the start of the programmer or project investment until realization of the last projected benefit. It aims to make sure that the desired benefits are specific, measurable, agreed, and realistic and time bounded.

The screenshot displays a web application interface for a 'Notice BOARD'. At the top left, the user's name is 'Bristy' and their employee code is 'E-01'. The navigation menu on the left includes sections for 'Dashboard', 'Menus', 'Important Notices', 'Upcoming Events', 'Ticket Management', 'Leave Management', 'Notifications', 'Benefit Management', 'Personal Services', and 'Personal Informations'. The main content area is titled 'Notice Rules' and contains a letter from Kathy Leonard to Bristy, stating her resignation from Acme Corp. effective August 21. The letter expresses gratitude for the support and opportunities provided over the last six years and offers assistance with the transition. The footer contains links for 'Privacy Policy' and 'Terms of Use', and a copyright notice for Sofbox 2022.

Name: Bristy
Employee Code: E-01

Dashboard

Menus

- Important Notices
 - Notice Rules
 - See New Notices
- Upcoming Events
- Ticket Management
- Leave Management
- Notifications
- Benefit Management
- Personal Services
- Personal Informations

NOTICE BOARD

Notifications Start The Attendance Time End The Attendance Time

Notice Board > Notice Board

Notice Rules

Notice Rules

Dear Bristy,

Please accept this letter as notice that I will be resigning from my job here at Acme Corp. two weeks from today's date. My final day of work will be August 21.

Thank you for the support and the opportunities you have provided me over the course of the last six years. You and our team have created a climate that makes it a pleasure to come to work each morning, and I will miss you all. If I can do anything to help with your transition in finding and training my replacement, please let me know. Sincerely, Kathy Leonard (signature hard copy letter) Kathy Leonard

Privacy Policy Terms of Use

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Fig: 6.1.6 Notice Board

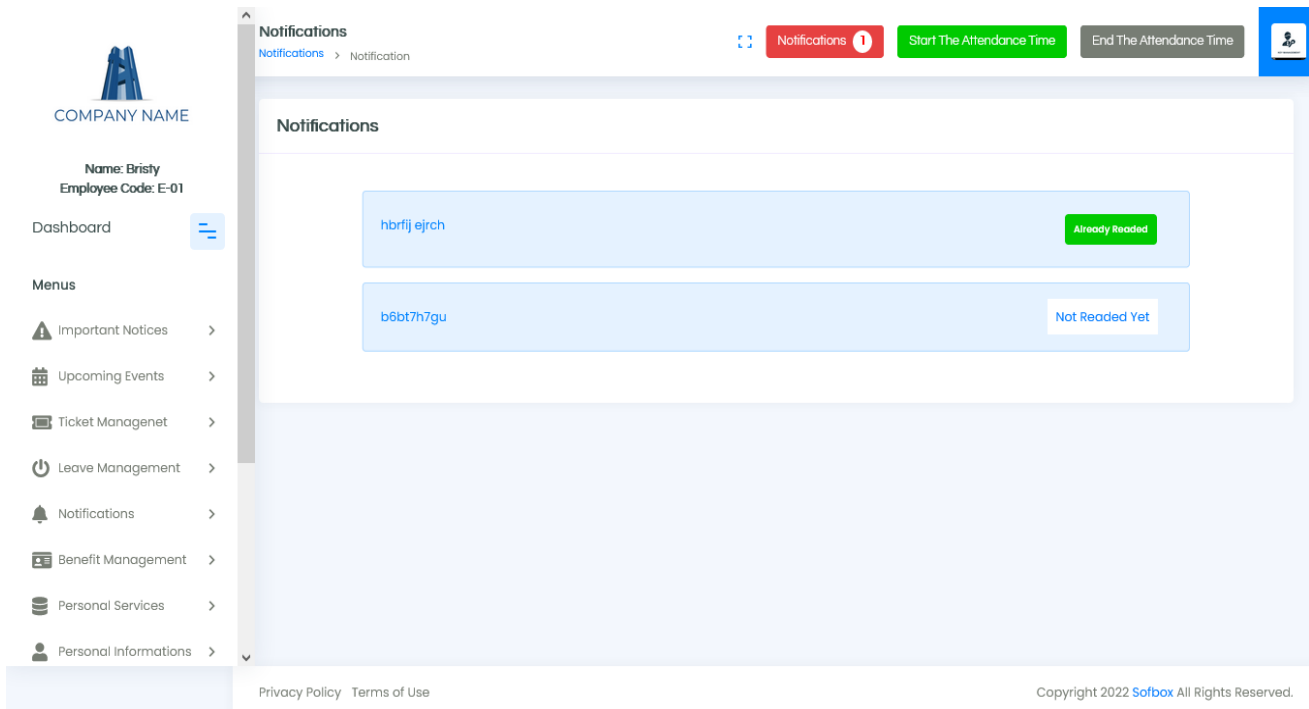


Fig: 6.1.7 Event management & Notification

Event management system is used to manage all the activity related to event. It is also important for event organizer that he has all the contacts details of these service providers so that he can contact them any time to plan an event at given time. To manage all these activities, we have developed this software. To get success in the event management business, user should have strong network contacts of service provider.

These contacts are essentially providers of specific services who can be mobilized quickly to participate in any given eve

Coding and Implementing a Relational Database using MySQL:

In social networking websites like Facebook, Instagram, etc., the username and profile picture of the user that has logged in gets displayed in the header of the website, and that header remains constant, irrespective of the webpage the user has opened. Such functionality can be created by using the session variables.

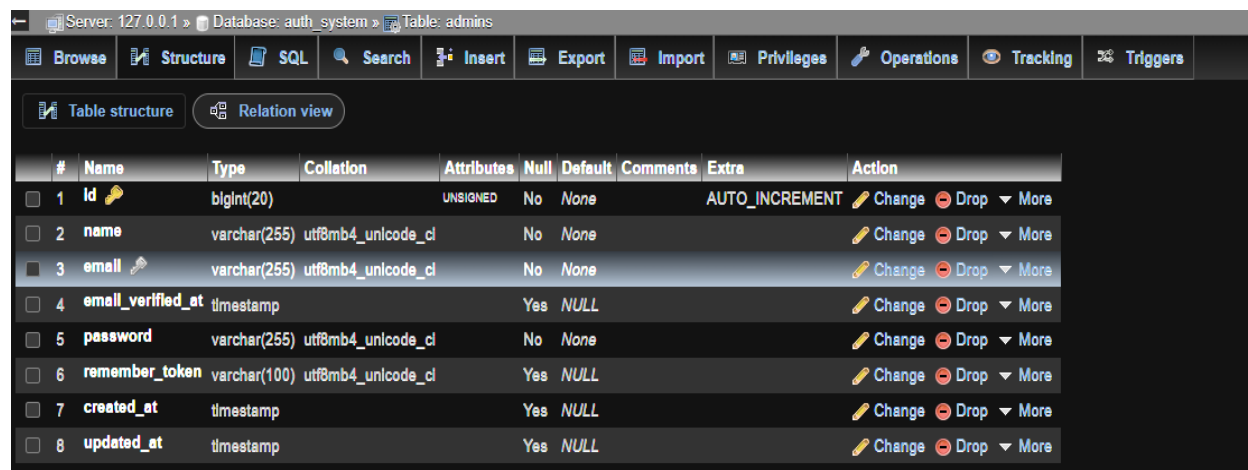
Session variables exist only while the user's session is active. After the session is complete, the session variables get destroyed. These are unique for each visitor and are generally used to store user-specific information such as the username, profile picture etc., once the user logs in. The session variables are used to display logged in user information in PHP. Project Explanation and Code:

This is a simple registration system. The register page asks for the desired username, email, and password of the user, and then sends the entered data into the database, once the submit button is clicked. After this, the user is redirected to the index page where a welcome message and the username of the logged-in user is displayed. The first step is to create a database, and then a table inside it. The database is named 'registration', and the table is named 'users. The 'users' table will contain 4 fields.

1. id – primary key – auto increment
2. username – varchar (100)
3. email – varchar (100)
4. password – varchar (100)

The 'id' will be the primary key, it means that it will be unique for every registered user. It will also auto-increment for every new registration. The data type for username, email and password will be varchar. The size can be adjusted as per the requirement however, 100 is sufficient.

SQL code for the table:



The screenshot shows the MySQL Table Structure for the 'admins' table. The table has 8 columns: id, name, email, email_verified_at, password, remember_token, created_at, and updated_at. The 'id' column is the primary key and is auto-incrementing. The 'name', 'email', and 'password' columns are of type varchar(255). The 'email_verified_at', 'created_at', and 'updated_at' columns are of type timestamp. The 'remember_token' column is of type varchar(100).

#	Name	Type	Collation	Attributes	Null	Default	Comments	Extra	Action
1	id	bigint(20)		UNSIGNED	No	None		AUTO_INCREMENT	Change Drop More
2	name	varchar(255)	utf8mb4_unicode_ci		No	None			Change Drop More
3	email	varchar(255)	utf8mb4_unicode_ci		No	None			Change Drop More
4	email_verified_at	timestamp			Yes	NULL			Change Drop More
5	password	varchar(255)	utf8mb4_unicode_ci		No	None			Change Drop More
6	remember_token	varchar(100)	utf8mb4_unicode_ci		Yes	NULL			Change Drop More
7	created_at	timestamp			Yes	NULL			Change Drop More
8	updated_at	timestamp			Yes	NULL			Change Drop More

Fig: 6.1.8 Registered User Database

The Attendance Management System in Laravel is a simple PHP Laravel/MySQL Database project that will assist instructors in keeping track of their employee attendance records for each class and subject inside a school. The system saves the relevant data or information required to create class attendance as well as the data required to organize the pupils. This system allows professors to save their employee' attendance records for each subject, and by simply selecting a class per subject to check attendance, a list of students in that class will be displayed automatically, along with checkboxes to indicate whether the student is present, late, or absent on the selected date of the class. A monthly report on class student attendance is also generated by the system.

The HTML, PHP/MySQL, CSS, JavaScript, and Bootstrap frameworks were used to create the designs for the employee Attendance Management System. The admin user has access to all of the system's data and can utilize all of the system's functionality. Only managing users are restricted to the teacher user, who is a semi-admin. Only the attendance of his or her students is under the faculty's control.

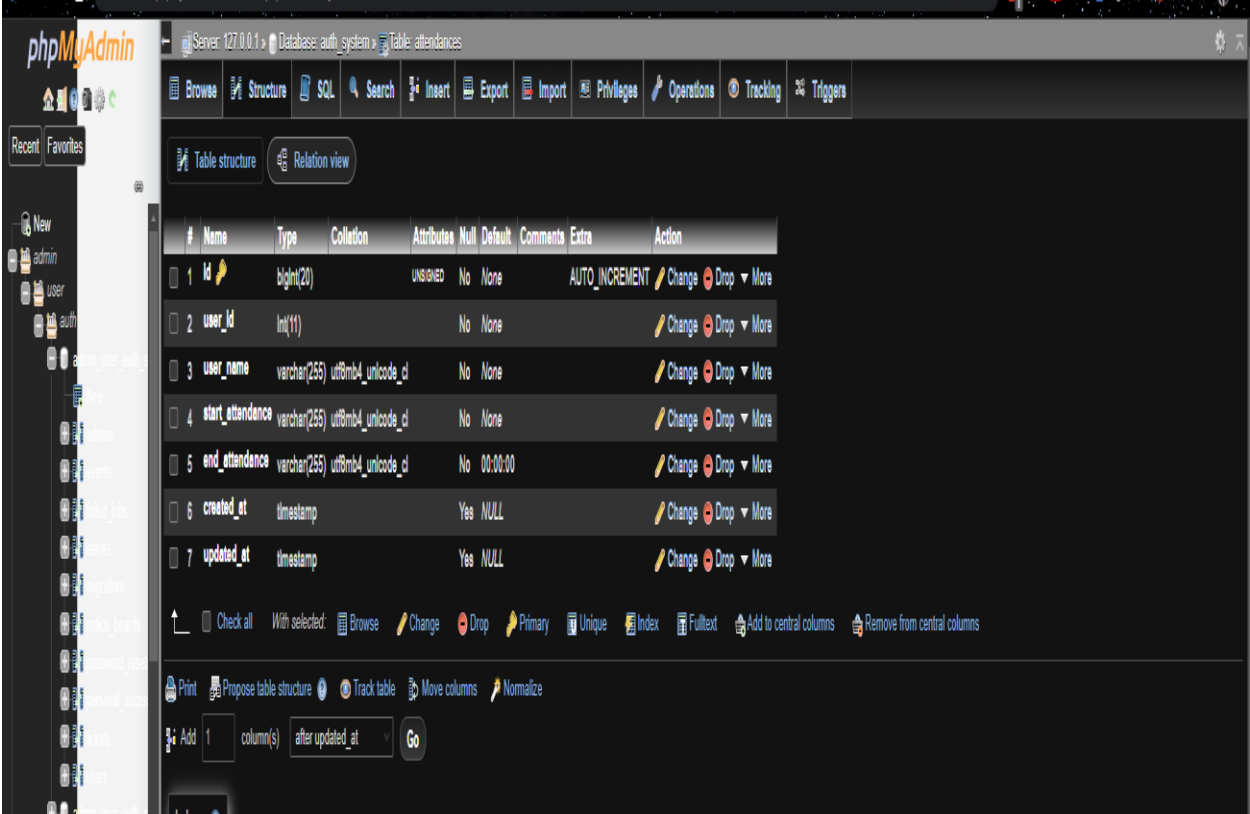


Fig: 6.1.9 Attence Database

What I need is employee leaves record on the basis of leave types and half day full day. from left to right employee name then annual count on the basis of half day = 1 in db and leave type = annual so on and in the last show some of all columns in total column and half day annual, exam and unpaid multiply with 0.5.

#	Name	Type	Collation	Attributes	Null	Default	Comments	Extra	Action
1	id	bigint(20)		UNSIGNED	No	None		AUTO_INCREMENT	Change Drop More
2	leave_reason	longtext	utf8mb4_unicode_ci		No	None			Change Drop More
3	leave_start_date	varchar(255)	utf8mb4_unicode_ci		No	None			Change Drop More
4	leave_end_date	varchar(255)	utf8mb4_unicode_ci		No	None			Change Drop More
5	leave_type	varchar(255)	utf8mb4_unicode_ci		No	None			Change Drop More
6	user_id	int(11)			No	None			Change Drop More
7	user_name	varchar(255)	utf8mb4_unicode_ci		No	None			Change Drop More
8	total_leave	int(11)			No	30			Change Drop More
9	count_leave	int(11)			No	0			Change Drop More
10	status	int(11)			No	0			Change Drop More
11	created_at	timestamp			Yes	NULL			Change Drop More
12	updated_at	timestamp			Yes	NULL			Change Drop More

Action	Keyname	Type	Unique	Packed	Column	Cardinality	Collation	Null	Comment
Edit Drop	PRIMARY	BTREE	Yes	No	id	0	A	No	

Fig: 6.1.10 Employee leave Database

CHAPTER 7

CONCLUSION & FUTURE SCOPE

7.1 CONCLUSION:

Having proper management is necessary for all divisions of the business. In this regard, office management is one of those elements that one cannot pass up. We hope in this piece; you got a fair idea of how you can get the best results in this management concept. Working here we have figured out how to function in an expert programming organization, how to act officially, how different engineers fill in collectively and how to propel myself more to get familiar with each day. With the experience that we had over the most recent half-year, we figure it will assist for us.

Management is creative problem solving. This creative problem solving is accomplished through four functions of management: planning, organizing, leading and controlling. But when it can be managed smoothly with a digital platform, managing become so easier. The intended result is the use of an organization's resources in a way that accomplishes its mission and objectives.

7.2 FUTURE SCOPE:

Modern office management is a crucial element in managing day-to-day activities like financial planning, maintenance of employee and company records. The management of the modern office is responsible for obtaining and administrative accomplishments with strategy. The office management functions are concerned with designing, evaluating, implementing the work processes carried out in offices and the traditional office environments. It is a part of the business management function because office management is crucial towards activities like planning, control and organization. Its efficiency is quite crucial for the success of business management activities. This software will be helpful for both administration and employees.

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