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Survey on Office Automation System

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ABSTRACT

Office automation refers to the varied computer machinery and software used to digitally create, collect, store, manipulate, and relay office information needed for accomplishing basic tasks which helps in optimizing or automating existing office procedures.

It provides advanced facilities to different organizations and institutions. It Reduce the paper work and to modify into online system and comprise raw data storage, electronic transfer, and the management of electronic business for office work.

Keywords: Office Automation, Raw data Storage, ERP System.

I. INTRODUCTION

A smart office is something that ensures effective and optimal utilization of IT resources and physical infrastructure. In today's generation of information technology, offices are automated. Office automation among other things facilitates real time communication and easy documentation.

It is necessary to provide tools that can do the administrative process fast and correctly, using of office automation system as a novel method of direction accelerates the process. On the other hand, gathering data collections of organization activities and their classification provides an appropriate bed to accelerate every tasks.

The overall goal is to improve manager's decision making process to achieve the goal, to provide appropriate information such as validity, accuracy, timeliness and economical, offering solutions to improve automation system.

A. Goals or Objectives:

- ✓ To reduce work load by minimizing human efforts.
- ✓ To get Office Automation many tasks accomplish faster.
- ✓ To make it sustainable in office environment.
- ✓ To allow manipulation and storage of data.
- ✓ To get many people simultaneously update data so as to improve multitasking.

II. LITERATURE SURVEY

“Enterprise office automation system design and implementation” - This is a website which deals with JSP and Framework STRUTS and how it is used to manage internal management requirements.

“The Research and Application of Office Automation Notice Analysis Expert System” - This research paper is for For notice analysis expert system such as inference engine, knowledge acquisition is being used.

“Research the office automation system software based on workflow technology” - It is a research paper which explains that Digital office environment is given by Internet/Intranet used by SQL server 2003 database.

“Design and implementation of Office Automation System based on J2EE Architecture” - This presents the design and implementation of Office Automation System based on J2EE.The paper provides the design of data program.

“Office Automation: A challenge Better tools simplify some office tasks, but serious problems block the integrated office of the future” - This research paper highlights the use of Office Automation in simplifying office tasks and possible problems that can occur in future.

III. PROPOSED WORK

The Office Automation is an ERP based software system. The complete flow of the system and the functional modules of the system are as follows:

A. Flow of the system

There is a separate login section for student , admin ,employee, Administrator , accountant and HR. Each section verifies the user and checks whether the user is authenticate or not. The every new user need to register first and then only can use the system. After login each user can jump to their respective profiles where they have various tabs of their responsibilities.

The administrator is responsible for doing enquiry, granting admission to the institute, conducting exams , analysing student performance and maintaining faculty details belonging to institute. The person can also organize events and provide his feedback.

After performing their tasks the users had to logout from the system for the security of the system.

The flow of the system is as follows:

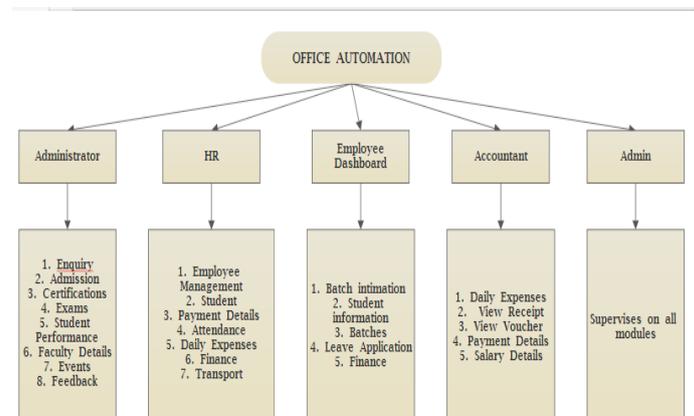


Figure 1. Flow Diagram for Office Automation System

B. Functional Modules:

The whole system is divided into five modules: Administrator module, HR module , Employee Dashboard, Accountant module, Admin module.

1) Administrator Module:

The administrator is responsible for doing enquiry, granting admission to the institute, conducting exams, analysing student performance and maintaining faculty details belonging to institute. The person can also organize events and provide his feedback.

2) HR Module:

The HR module is responsible for Employee Management, managing students, maintaining payment details, attendance, and handling daily expenses. It also handles finance and transport.

3) Employee Dashboard:

Employee Dashboard is responsible for maintaining batches of various courses i.e. Batch Intimation. It also maintains student information, batches and it can leave application. It is also responsible for finance.

4) Accountant:

The accountant maintains daily expenses of the institute, it can view receipt, view voucher, maintain payment details and salary details of the employees.

5) Admin:

The admin is the highest level authority of the system. It supervises on all the module and it has total control over the system and its respective modules.

facilitates on how multitasking can be achieved and human efforts can be reduced. It focuses on providing advanced facilities to different organizations and institutions. It shows how to reduce the paper work and to modify into online system and Comprise Raw data storage, electronic transfer, and the management of electronic business for office work.

IV. CONCLUSION

This survey helps in building the system for Office Automation. It aims on reducing the manual efforts to most extent by converting them to automated. It reflects that Automation of the Office is today's need. It shows how different modules within the office can collaborate with each other and maintains the system to work smoothly. It also