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SRS Document On

E-Office Management System

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1 Introduction

1.1 Purpose

The purpose of this document is to define the software requirements for the e-Office Management System (eOMS). The system aims to digitalize government office processes, including file tracking, document approvals, employee attendance, and task management.

1.2 Scope

The e-Office Management System will serve as an integrated platform for government administrative offices to efficiently handle internal operations. The system will include:

- **Digital File Management**: Storing, tracking, and processing office files digitally.
- **Approval System**: Workflow-based approvals for files and documents.
- **Employee Attendance Tracking**: Biometric or web-based attendance monitoring.
- **Task Assignment and Tracking**: Assigning, updating, and monitoring tasks assigned to employees.

This system will help reduce paperwork, streamline operations, and enhance transparency within government offices.

1.3 Product Perspective

The eOMS is a web-based application designed to be accessed by office staff and administrators. The system will support role-based access for different users, ensuring secure and efficient document management. It will integrate with government databases for employee records and use cloud storage for document handling.

1.4 Product Functions

The key functionalities of the system are:

- User Authentication & Role-Based Access Control

- Digital File Management
- Approval System for Documents
- Employee Attendance Tracking
- Task Assignment and Monitoring
- Report Generation

1.5 User Characteristics

The system will have the following user roles:

- **Administrator**: Manages users, files, approvals, and overall system settings.
- **Department Head**: Approves files and assigns tasks.
- **Employee**: Accesses assigned tasks, updates progress, and submits files.
- **HR/Admin Staff**: Manages attendance records and generates reports.

1.6 Limitations

- Requires internet connectivity for real-time access.
- Limited to government office employees with authorized access.
- Mobile support will be added in future versions.

1.7 Assumptions and Dependencies

- The system will be hosted on secure servers with access control.
- Users should have basic knowledge of computers to use the system effectively.
- Compliance with government security policies for data storage and document access.

1.8 Definitions and Acronyms

- **eOMS**: e-Office Management System
- **DBMS**: Database Management System
- **HR**: Human Resources

2 Requirements

2.1 External Interfaces

- **User Interface**: Web-based UI for administrators, employees, and HR staff.
- **Database Interface**: Relational database (SQL-based) for storing data.
- **Hardware Interface**: Standard desktop and laptop computers with internet access.

2.2 Functions

- User Management: Add, edit, or remove users with different roles.
- File Tracking System: Upload, update, approve, or reject official documents.
- Approval System: Workflow-based approvals for official documents and files.
- Attendance Management: Mark attendance through a biometric device or web-based login.
- Task Assignment: Assign and monitor progress on government tasks.
- Report Generation: Generate office activity, attendance, and task completion reports.

2.3 Performance and Security Requirements

- Should handle simultaneous access by 1000+ employees without lag.
- Response time for queries should be within 2 seconds.
- Must follow ISO/IEC 27001 standards for data security.

3 Architectural Goals and Constraints

The architecture of the e-Office Management System (eOMS) is designed to ensure scalability, security, and efficiency in government office processes. The system follows a modular approach to enhance maintainability and integration with existing databases. Key goals and constraints are:

- **Scalability:** The system should handle a growing number of users and transactions without significant performance degradation.
- **Security:** Compliance with ISO/IEC 27001 standards to protect sensitive office data.
- **Modularity:** Each module (eReceipt, eFile, Approval Workflow) should function independently while integrating seamlessly.
- **Interoperability:** The system must support integration with other government systems, biometric attendance devices, and email servers.
- **User Accessibility:** Web-based UI with role-based access control to ensure that users interact only with the necessary components.

The following diagram provides a visual representation of the e-Office workflow, showcasing the movement of files, approvals, and digital signatures.

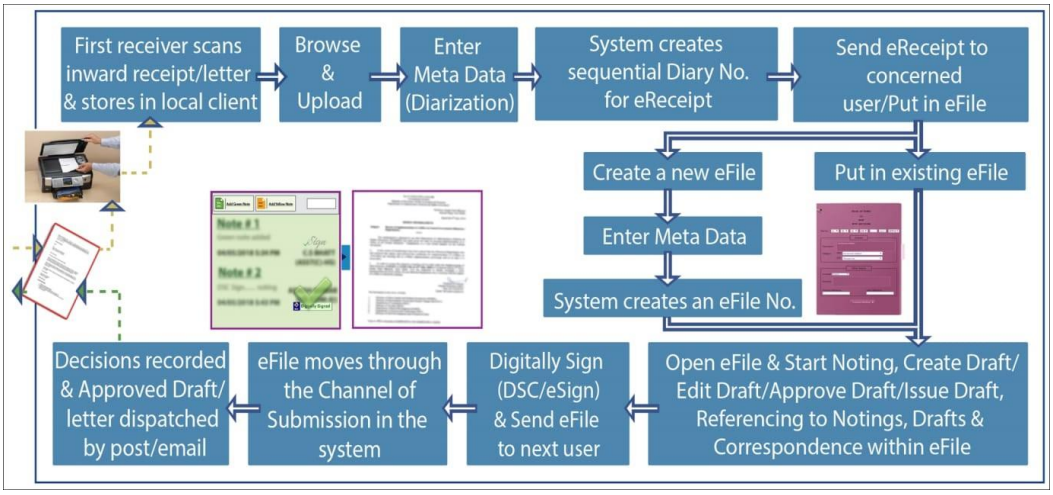

Figure 1: e-Office Management System Workflow

4 Verification

The system will undergo:

- Functional Testing: Ensuring all features work as expected.
- Performance Testing: Checking for system load and speed.
- Security Testing: Evaluating access control and data protection.

5 Supporting Information

Additional diagrams such as ER Diagrams, Workflow Models, and System Architecture will be provided to illustrate system functionality.

6 References

- ISO/IEC 27001: Information Security Management Standards
- Government E-Office Guidelines
- MySQL Documentation

7 Timeline

Phase	Task Description	Start Date	End Date
Phase 1	Requirement gathering & initial research	15/02/2025	20/02/2025
Phase 2	UI/UX design, database schema creation	25/02/2025	10/03/2025
Phase 3	System coding and integration	11/04/2025	15/04/2025
Phase 4	Functional, performance & security testing	20/04/2025	22/04/2025
Phase 5	System deployment and initial run	23/04/2025	24/04/2025
Phase 6	Bug fixes and improvements	Ongoing	Ongoing