**Encoder OM / (Office Management)**

**Introduction:** Encoder OM is a comprehensive Office Management web application designed to streamline project management and enhance team productivity within organizations. By offering a range of powerful tools and features, Encoder OM empowers teams to efficiently manage projects, track progress, and evaluate team performance.

**Key Features:**

1. **Project Management:** Encoder OM provides robust project management capabilities, allowing teams to create, organize, and prioritize projects effortlessly. With intuitive project dashboards and task-tracking functionalities, teams can stay on top of project deadlines and milestones.
2. **Employee Tracking:** With Encoder OM, organizations can effectively monitor and evaluate employee performance within specific teams. The platform offers detailed insights into individual contributions, task completion rates, and overall productivity levels, enabling managers to make data-driven decisions regarding team members.
3. **Task Assignment and Allocation:** Encoder OM simplifies task assignment and allocation processes, allowing managers to distribute tasks efficiently among team members. Through customizable task assignment workflows and real-time notifications, teams can collaborate seamlessly and ensure timely task completion.
4. **Performance Evaluation:** The performance evaluation module in Encoder OM facilitates fair and objective assessments of team members' performance. Managers can set performance criteria, conduct regular evaluations, and provide constructive feedback to foster continuous improvement and professional development.
5. **Analytics and Reporting:** Encoder OM offers advanced analytics and reporting tools that enable organizations to gain valuable insights into project performance, employee productivity, and resource utilization. With customizable reports and visualizations, stakeholders can make informed decisions and optimize workflows for enhanced efficiency.

**Benefits:**

1. **Increased Efficiency:** By centralizing project management and employee tracking processes, Encoder OM streamlines workflow management and improves overall efficiency within teams and organizations.
2. **Enhanced Collaboration:** Encoder OM promotes collaboration and communication among team members through shared project dashboards, task assignments, and real-time updates, fostering a culture of teamwork and accountability.
3. **Data-driven Decision Making:** With comprehensive analytics and reporting functionalities, Encoder OM empowers organizations to make data-driven decisions, identify areas for improvement, and drive strategic initiatives for long-term success.
4. **Improved Performance Management:** The performance evaluation features in Encoder OM enable managers to evaluate individual and team performance objectively, recognize top performers, and address performance gaps effectively, leading to a more motivated and engaged workforce.

**App Workflow**:

1. **Accessing the Web App**

* Users are provided with login credentials by the system administrator.
* Access the web app through the designated URL using a compatible web browser.

1. **Dashboard Navigation**

* Upon login, users are directed to the dashboard displaying:
  + Overview of active projects
  + Task lists
  + Project lists
  + Calendar view
  + Notifications/alerts

1. **Creating Projects**

* Navigate to the "Projects" section.
* Click on "New Project".
* Fill in project details:
  + Project name
  + Description
  + Start and end dates
  + Assigned team members
  + Project milestones
* Save the project.

1. **Managing Tasks**

* Within each project, create tasks:
  + Click on the project name.
  + Select "Add Task".
  + Enter task details:
    - Task name
    - Description
    - Assigned team member(s)
    - Due date
    - Task priority
  + Save the task.

1. **Monitoring Progress**

* Regularly update task statuses:
  + Mark tasks as "In Progress", "Completed", or "Delayed".
  + Update task progress percentage if applicable.
  + Comment on tasks for updates or discussions.

1. **Collaboration Features**

* Utilize collaboration tools:
  + Comment threads on tasks for team discussions.
  + File attachments for document sharing.
  + Real-time messaging/chat functionality for team communication.

1. **Calendar Integration**

* Ensure all project deadlines and milestones are synchronized with the calendar.
* Set reminders for upcoming tasks and events.

1. **Reporting**

* Generate project reports:
  + Progress reports
  + Task completion reports
  + Resource utilization reports
* Export reports in various formats (PDF, Excel) for sharing and analysis.

**API Documentation:**

[**https://documenter.getpostman.com/view/11587399/2sA2xjyqui**](https://documenter.getpostman.com/view/11587399/2sA2xjyqui)

**Database Diagram:**

[**https://drive.google.com/file/d/10SKqpOsKWLb12uwTknT4D1p56CH9d3D6/view?usp=sharing**](https://drive.google.com/file/d/10SKqpOsKWLb12uwTknT4D1p56CH9d3D6/view?usp=sharing)

**Conclusion:** Encoder OM is more than just a project management tool – it's a comprehensive Office Management solution designed to optimize productivity, streamline operations, and drive organizational success. With its powerful features and user-friendly interface, Encoder OM is the ultimate solution for modern teams looking to achieve their goals efficiently and effectively.