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## OFFICE PURCHASE ORDER SYSTEM

This project is about the office purchase order system (OPO) website. This Website has 4 users-Student, Staff, Purchasing manager, IT admin. This website lets the students to raise a request to place an order for office purpose. The student user can check the status of order. The staff user can add, view, edit, delete the requests raised and approve move forward to purchase manager approval. Also, the staff user can view student order history, track orders placed. Purchasing manager can approve/ disapprove as per funds available, number of purchases made. Also, purchasing manager can contact the 3<sup>rd</sup> party shipping partner regarding the order delivery. There is a message communication system through which Student, staff and purchase manager can communicate through message system. IT admin can add/delete/edit users of the website.

Technologies and languages:

- HTML5
- CSS3
- JavaScript
- PHP
- XAMPP
- MySQL
- LARAVEL

This website has several pages/sections as mentioned below.

- Home page
- Registration/login page
- Purchase an order page
- Orders page
- Order history page
- Funds/Transactions page
- Order tracking page
- Message page
- Queries page
- Users page
- Contact us page

All the pages consist of a common header and footer. The header has Logo on the left top corner and Top navigation section that redirects to various pages of the websites. The Footer will have hyperlinks to social media accounts of the website disclaimer, privacy policy.

<u>Home page:</u> The Home page will have a description of the Website, Social media links. The page will have the eye-catching visuals and images related to Departments to which we are providing services, shipping/tracking partners, funding partners. The page will have a form to login to the website or New user/ register button. In the bottom a form to raise a query if the website is not working or to raise any query regarding website.

<u>Registration/login page:</u> This page allows the user to register for the website depending on his/her role. Depending on the role a user will be able to browse the website. If the user already exists, the page will prompt error saying user already exist and suggests to login.

<u>Purchase an order page:</u> This page allows the students to view the orders and raise a request to purchase an order. Also, the staff user can add request to purchase an order.

<u>Orders page:</u> This page consists of list of orders raised by the student and staff. This page allows the student to view and check the status of the orders requested. The staff user can view the orders and edit or delete or approve the requests in this page. The purchase manager can check orders and approve/disapprove in this page. Staff user and purchase manager can check the order history of specific user or specific product by entering input into text box.

<u>Order history page:</u> This page consists of history of orders of a particular student. This page is navigated from the orders page. This page can be accessed by purchase manager and staff.

<u>Funds/Transactions/Dashboard page:</u> Funds available and statistics of the funds utilised is present in this page. This statistical view of the funds is represented in the form of pie charts and bar graphs. This page can be accessed by the staff user and the purchase manager. All the transactions made are present in this page. The dashboard details of orders are shown.

<u>Order tracking page:</u> The current location of order placed, shipping partner, delivery date and delivery status are viewed in this page. This page can be accessed by staff user and delivery manager.

<u>Message page:</u> After logging in to the website depending on the role of user, the user has access to message to another user in this page. The use can search for another user using email id, user id and initiate a conversation. This page can be accessed through hyper link present in every page after login.

<u>Form page:</u> Queries raised by users in the login page regarding website can be seen and resolved in this page. Also, users can post blogs through this page. Staff and purchase manager can view the blogs and approve/disapprove for posting blog.

<u>Users page:</u> List of all the users registered to this website are displayed in this page. This page is accessed by IT admin. IT admin can run CRUD operations on these records.

<u>Contact us page:</u> The section consists of icons with hyperlinks to the various social media accounts of the company, like Instagram profile and Twitter profile. It also consists of icons which hold the telephone information and the email of the company. The next section consists of a form which contain various input fields to enter your number, your email and text area to add your comments. In the end there is a submit button to submit all the information that was entered. There will also be provision to validate the fields while submitting. At the bottom there will be an image with a quote followed by links to the social media.