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Branch: Cyber Security

Enrollment Number: CS35

Project Definition

Problem ID: PID428

Challenge Title: Develop and maintain Inward and Outward Registry by software

Name of the Department: DDO Office Patan

Description with context:

Every business organization needs to maintain a material inward and outward register. These registers are mandatory to run a successful business. These registers will be kept with security guards, they record the data whenever the inward and outward transaction happens in the company premises.

These registers should be thoroughly checked each day by the respective authorities. Not only for materials but they should be maintained for couriers and documents inward and outward.

The Inward Outward Register System which is designed to work for various branch offices which are sending &

receiving daily courier/ post physical mail. This application can take care of Inward & outward flow and also the reporting part.

What is Material Inward Register?

Whenever a new material enters into the company's premises then the data of that material will be recorded in the material inward register.

What is Material Outward Register?

Whenever the material/stock/products of the company leave the company's premises then that data will be

recorded in the material outward register.

Information to be Recorded in Material Inward & Outward Registers

Material Inward Register	Material Outward Register
Inward No. (Serial No.)	Outward No. (Serial No.)
Date	Date
Intime	Out Time
Bill (or) Challan No.	Bill (or) Challan No.
Supplier Name	Name & Address of the Party
Material Particulars	Material Particulars
Quantity	Quantity
Vehicle Number	Vehicle Number
Driver's Name	Driver's Name

Security Signature	Driver's Signature
Remarks	Security Signature
	Remarks

Users: Business Organization, Start-up, etc.

Impact: This will help them to keep the record of any product.

Listing the challenges:

Various branch offices need to track courier/post physical mail which are sending and receiving on daily basis. The main objective of developing the web-based System is to provide automated system to track the courier/post physical mail on daily basis.

Tips to Maintain Material Inward & Outward Registers

1. Train the security guards on how to fill these registers.

2. Hire the security guards, who have the enough qualification to maintain these registers.

3. Keep sufficient printouts of the sheets (or) registers.

4. Check the data every day.

5. Don't change security guards regularly.

6. Make it mandatory to record each entry of inward and outward materials, don't tolerate any negligence.

7. Signature of the security guard is must on inward and outward

register, whereas driver's signature is must on outward register.

Flowchart:

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Start → Initiator creates material outward request → The request goes through outward approval workflow → Vendor takes the material to security gate → Security validates the outward
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End ← Initiator confirms material inward receipt ← The request goes through inward approval workflow ← Security validates the inward ← Vendor brings back returnable outward
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