**PROJECT DESCRIPTION**

* **PROBLEM DEFINATION:-**

**There are the following arising due to the manual system:-**

1. **When the owner checks in all the details are entered in the register and in case there is a mistake made by the secretary. Then the entire register has to be scanned to correct the mistake.**
2. **The extra charges are to be calculated but when done manually there are chances that person can make mistakes which may cause a loss to the owner of the flat.**

**3. Very often entries are made in wrong registers, causing the duplication of work and leads to confusion.**

**4. Also there is a problem of maintaining and updating the records, wastage of papers, time and money in manual system.**

* **NEED OF SYSTEM:-**

1. **Manual system generates a large volume of paper work.**
2. **Manual system generates a huge amount of data that cannot be managed efficiently and with accuracy.**
3. **Human errors occur while manipulation and totaling.**
4. **Wastage of stationary can be avoided.**
5. **Customers don’t get efficient services because manual system is very slow.**
6. **Weekely, Monthly, Yearly reports cannot be**

**Generated by manual system easily. It takes a lot of time and is very time consuming.**

1. **A large amount of space is required in case of manual system.**
2. **Very often entries are made in wrong registers, causing duplication of work and confusion.**
3. **Required reports have to be typed out this is not only laborious and time consuming but there are a number of errors found.**
4. **This is user friendly system and easy to use.**