OFFICE MANAGEMENT SYSTEM

A PROJECT REPORT

Submitted by

MOHIT GUPTA(RA1911033010065)

Under the guidance of
Mrs.Sasi Rekha Sankar
(Assistant Professor, Department of Computer Science &

Engineering) *in partial fulfillment for the award of the*

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BONAFIDE CERTIFICATE

This project report titled "OFFICE MANAGEMENT SYSTEM" is the bonafide work of "MOHIT GUPTA[RA1911033010065]", who carried out the project work under my supervision. Certified further, that to the best of my knowledge the work reported herein does not form any other project report or dissertation on the basis of which a degree or award was conferred on an earlier occasion on this or any other candidate.

SIGNATURE

Mrs. Sasi Rekha Shankar
Assistant Professor
Dept. of Computer Science &
Engineering

SIGNATURE
Dr. B. AMUTHA
HEAD OF THE DEPARTMENT
Dept. of Computer Science &
Engineering

Signature of the Internal Examiner

Signature of the External Examiner

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CHAPTER 1

INTRODUCTION ABOUT THE PLATFORMS WORKED

1.1 MySQL

MySQL is a fast, easy-to-use RDBMS being used for many small and big

businesses. MySQL is developed, marketed and supported by MySQL AB, which is a Swedish company. MySQL is becoming so popular because of many good reasons:

- MySQL is released under an open-source license. So you have nothing to pay to use it.

- MySQL is a very powerful program in its own right. It handles a large subset of the functionality of the most expensive and powerful database packages.

- MySQL uses a standard form of the well-known SQL data language.

- MySQL works on many operating systems and with many languages including PHP, PERL, C, C++, JAVA, etc.

- MySQL works very quickly and works well even with large data sets.

- MySQL supports large databases, up to 50 million rows or more in a table. The default file size limit for a table is 4GB, but you can increase this (if your operating system can handle it) to a theoretical limit of 8 million terabytes (TB).

- MySQL is very friendly to PHP, the most appreciated language for web development.

- MySQL is customizable. The open-source GPL license allows programmers to modify the MySQL software to fit their own specific environments.

1.2 PHP

PHP started out as a small open source project that evolved as more and more people found out how useful it was. Rasmus Lerdorf unleashed the first version of PHP way back in 1994.

- PHP is a recursive acronym for "PHP: Hypertext Preprocessor".
- PHP is a server side scripting language that is embedded in HTML. It is used to manage dynamic content, databases, session tracking, even build entire e-commerce sites.

- It is integrated with a number of popular databases, including MySQL, PostgreSQL, Oracle, Sybase, Informix, and Microsoft SQL Server.

- PHP is pleasingly zippy in its execution, especially when compiled as an Apache module on the Unix side. The MySQL server, once started, executes even very complex queries with huge result sets in record-setting time.

- PHP supports a large number of major protocols such as POP3, IMAP, and LDAP. PHP4 added support for Java and distributed object architectures (COM and CORBA), making n-tier development a possibility for the first time.

- PHP is forgiving: PHP language tries to be as forgiving as possible.

PHP Syntax is C-Like.

1.3 HTML

- HTML = HyperText Markup Language.

- HTML's primary function is to define the structure of a document using a tagging system; it allows web browsers to present web pages using a standardized language.

- Originally used to create content and apply style information to web pages: defines which parts of a document are headings, paragraphs, tables etc; and can be used to define how each section is presented.

- Latest iteration is HTML5, which introduced tags for multimedia content to be displayed natively in HTML.

1.4 CSS

- Cascading Style Sheets – define the look and formatting of web documents.

- Designed to separate document content from presentation. of the web, helps to create visually engaging web pages, improves accessibility and allows for adaptive webpages for mobile platforms.

- HTML is for defining structural elements of a webpage – CSS is for defining the style – good practice to separate the two.

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CHAPTER 2

TOOLS USED

2.1 XAMPP

- Apache : (Application Server) The Apache Software Foundation developed Apache, also known as Server, which is an open source Java Servlet Container.

- MySQL Server : It is significantly quicker than previous methods of handling big databases. It comprises a multi-threaded SQL server that supports a variety of back ends, as well as a variety of client applications and libraries, administrative tools, and application programming interfaces (APIs). MySQL Server is well-suited for accessing databases via the Internet due to its connection, speed, and security.

2.2 Visual Studio Code

Visual Studio Code is a code editor in layman's terms. Visual Studio Code is "a free-editor that helps the programmer write code, helps in debugging and corrects the code using the intelli sense method ". In normal terms, it facilitates users to write the code in an easy manner.

2.3 Web Browsers

Any web browser will suffice.

2.4 GitHub

GitHub Inc. is a Git-based version control web hosting service. It's primarily used in computer programming. It has all of Git's distributed version control and source code management features, as well as those of its own.

ABSTRACT

The purpose of the Office Management Systems program is to provide a mechanism that handles the office operations The app preserves all relevant data like a manual file-keeping method in a database.

The program to be developed is on the Office Automation System. There are mainly 2 users here, i.e. The supervisor and the employee. When the Admin signs up, the welcome page is new and the welcome page is different for staff. Admin gives the employee the username and password from which they can log

in and access the device. The Manager also records full employee information in

the folder. Admin has an authentication code when logging in for security reasons

that would only be revealed to the Admin.

Admin can delegate duties to the employee via a network-based framework. Notifications or assignments delegated may be interpreted by the individual employee to whom the task has been allocated when the task is signed. Any a complaint by the employee can be referred to the Admin. Admin also has the right to determine the net wage for each employee based on attendance and the

basic salary and the payslip. Employees may also apply for leave for the method.

There are only a small number of leaves in a month. Notification of leave will be

submitted to the Admin. The Admin has a special function of displaying periodic

reports such as the number of tasks assigned, the number of tasks accomplished, the compensation report, etc

CHAPTER 3

INTRODUCTION

Nowadays, there is a need for a database management system that maintains the daily records of employees in large organizations .The Office Management System provides a database management system for organizations to track daily records of their employees , assign them new tasks and have details of all employees and to for managers to approve and disapprove their leave requests.

3.1 PROBLEM STATEMENT

In the daily workday of companies there are a large number of employees assigned to different tasks and with different deadline.It becomes difficult to keep track of all the employees and their daily work status for the manager.A office database management system makes it easier for the manager and employees to manage their daily work .

3.2 PROPOSED SOLUTION

Create a web-based system that allows employees and managers to register and manage the daily tasks .Managers can keep track of daily work of employee give them necessary feedbacks ,on the other hand employees can give details about their daily work done and ask for leaves

This project covers a wide range of topics, from business concepts to computer science, and it necessitates the completion of numerous studies in order to meet the project's objectives.

3.3 OBJECTIVE

The project's goal is to have an office management system so that it becomes easy

for a office manager to assign tasks ,check the status of each task , to approve or disapprove leaves .For employees they can modify their information give details about their assigned tasks whether they are complete or not and ask for leaves if required
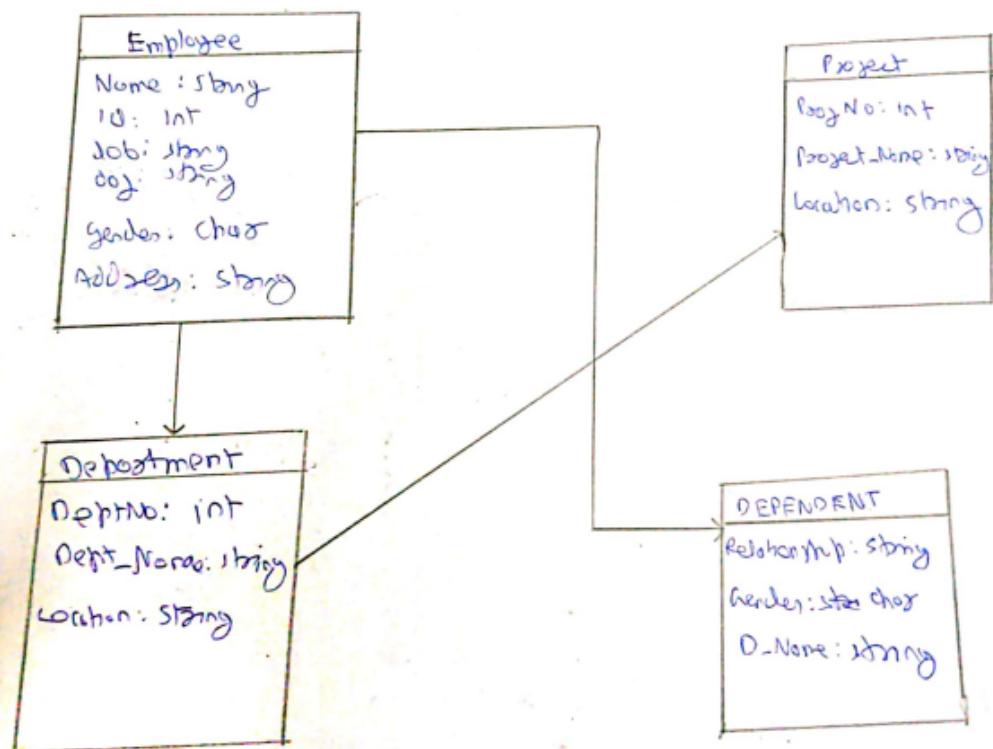
3.4 METHODOLOGY

The database was designed on PHPMYADMIN, the back end was developed in simple PHP, and we utilized the same basic PHP codes for the frontend. Software methods are concerned with the process of developing software, not so much with the technical elements as with the organizational ones. Since the dawn of information technology, a variety of software development methodologies have been employed.

CHAPTER 4

DESIGN

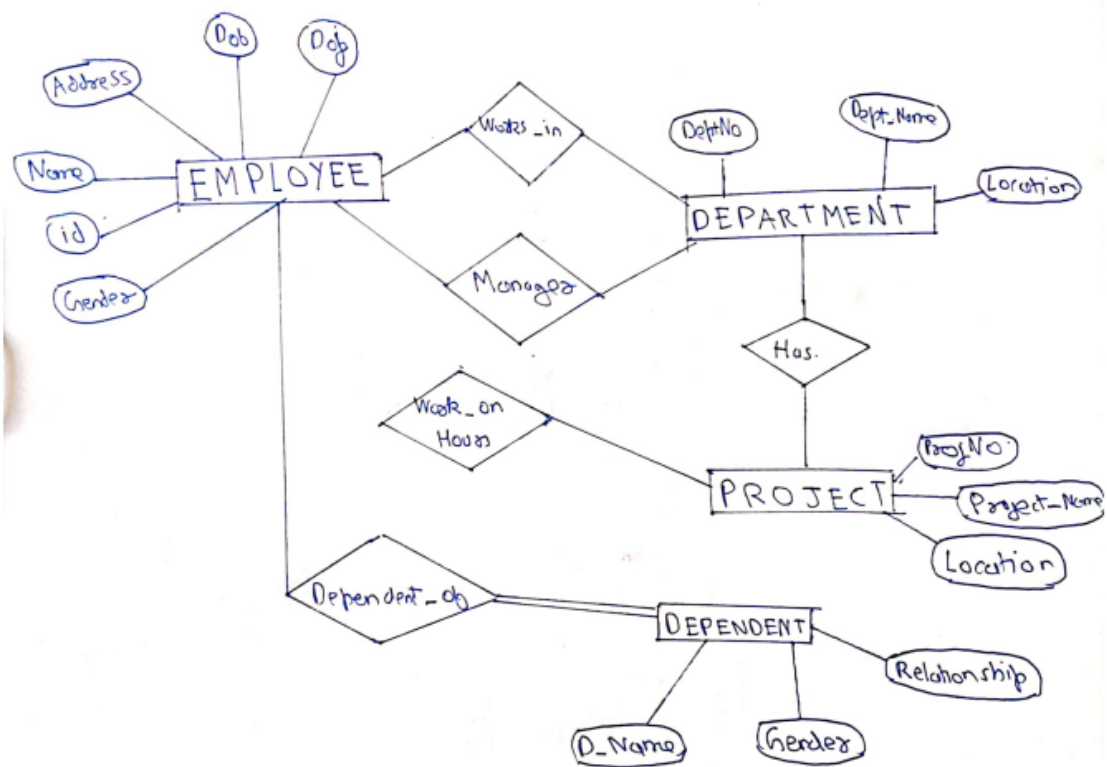## 4.1 SCHEMA DIAGRAM

Figure 4.1

Schema Diagram

4.2 ENTITY RELATIONSHIP DIAGRAM

Figure 4.2
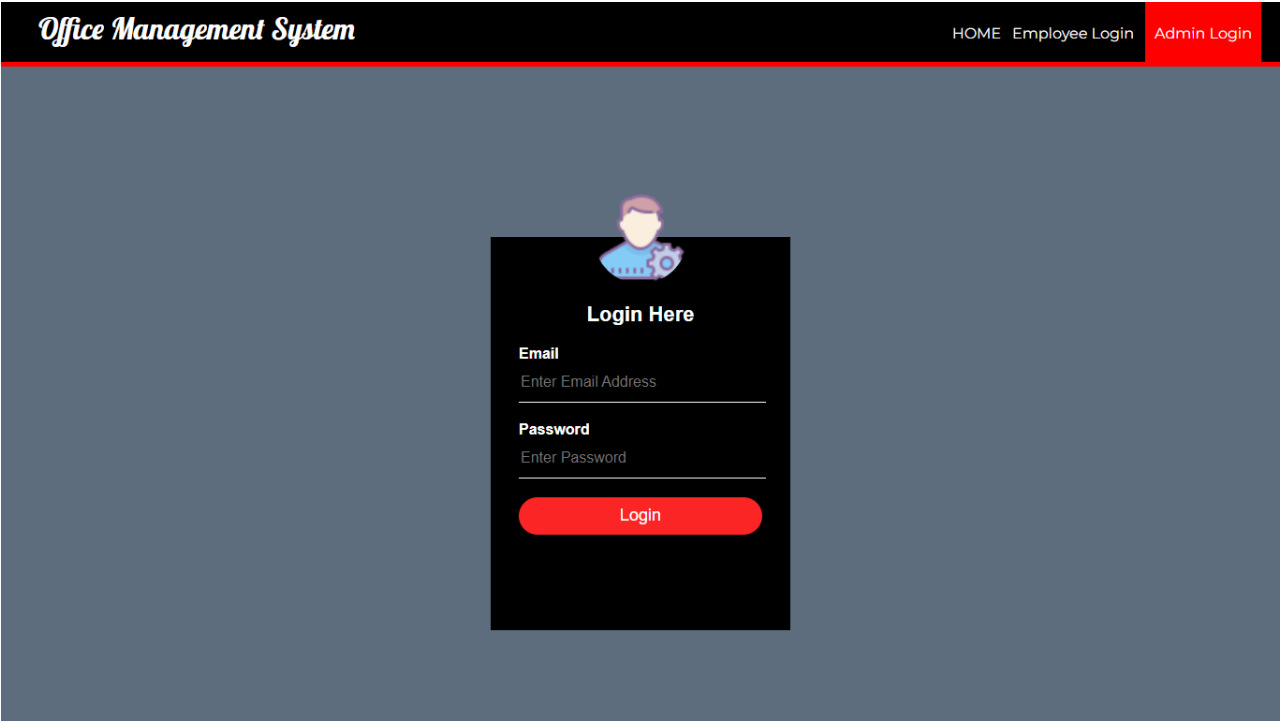
ER Diagram of Office Management System

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CHAPTER 5

IMPLEMENTATION

Sign In Page

Admin

Login Here

Email

Enter Email Address

Password

Enter Password

Login

Employee

HOME Employee Login Admin Login

Login Here

Email

Enter Email Address

Password

Enter Password

Login

Home page

Employee

Employee Management System

HOME My Profile My Projects Apply Leave Log Out

Empolyee Leaderboard

Seq.	Emp. ID	Name	Points
1	7	Galaxy Roy	0
2	6	test test	0
3	2	John Smith	0

Due Projects

Project Name	Due Date

Salary Status

Base Salary	Bonus	Total Salary
500	0 %	500

Leave Satus

Start Date	End Date	Total Days	Reason	Status
2020-09-03	2020-09-05	2	COVID-19	Cancelled
2020-09-10	2020-09-12	2	May Lagnat	Approved

Admin

HOME   Add Employee   View Employee   Assign Project   Project Status   Salary Table   Employee Leave   Log Out

Empolyee Details

Seq.	Emp. ID	Name	Points
1	7	Galaxy Roy	0
2	6	test test	0
3	2	John Smith	0

Reset Points

Employee Profile Page

Employee Management System

HOME   My Profile   My Projects   Apply Leave   Log Out

My Info

First Name
John

Last Name
Smith

Email
john@gmail.com

Date of Birth
2020-09-01

Gender
Male

Contact Number

Employee Project

Project ID	Project Name	Due Date	Sub Date	Mark	Status	Option
1	Junkyard	2020-09-26	2020-09-04	1	Submitted	Submit

Employee Management System   HOME My Profile My Projects Apply Leave Log Out

Employee Apply For Leave

Employee Management System   HOME My Profile My Projects Apply Leave Log Out

Apply Leave Form

Reason

Start Date   End Date

mm/dd/yyyy   mm/dd/yyyy

Submit

Emp. ID	Name	Start Date	End Date	Total Days	Reason	Status
2	John Smith	2020-09-03	2020-09-05	2	COVID-19	Cancelled
2	John Smith	2020-09-10	2020-09-12	2	May Lagnat	Approved

Admin Add Employee Page

Admin View Employees

Emp. ID	Picture	Name	Email	Birthday	Gender	Contact	NID	Address	Department	Degree	Point	Options
2		John Smith	john@gmail.com	2020-09-01	Male	0999999999	1	New York	IT	Waterboy	0	Edit | Delete
6		test test	test@gmail.com	2020-09-06	Male	09998383737	4	test	test	test	0	Edit | Delete
7		Galaxy Roy	roygalaxy69@gmail.com	2000-12-14	Female	6447647575	2	xyz abc street	Technology	Btech	0	Edit | Delete

Admin Assign Project Page

Assign Project

OMS   HOME Add Employee View Employee **Assign Project** Project Status Salary Table Employee Leave Log Out

Assign Project

Employee ID

Project Name

mm/dd/yyyy

Assign

Admin Project Status Page

OMS   HOME Add Employee View Employee Assign Project **Project Status** Salary Table Employee Leave Log Out

Project ID	Emp. ID	Project Name	Due Date	Submission Date	Mark	Status	Option
1	2	Junkyard	2020-09-26	2020-09-04	1	Submitted	Mark
8	7	Techno	2022-04-10	0000-00-00	0	Due	Mark

Admin Employee Salary Page

OMS

HOME Add Employee View Employee Assign Project Project Status Salary Table Employee Leave Log Out

Emp. ID	Name	Base Salary	Bonus	TotalSalary
2	John Smith	500	0 %	500
6	test test	1000	0 %	1000
7	Galaxy Roy	120000	0 %	120000

Admin Employee Leave Approve Page

OMS

HOME Add Employee View Employee Assign Project Project Status Salary Table Employee Leave Log Out

Emp. ID	Token	Name	Start Date	End Date	Total Days	Reason	Status	Options
2	1	John Smith	2020-09-03	2020-09-05	2	COVID-19	Cancelled	Approve | Cancel
2	3	John Smith	2020-09-10	2020-09-12	2	May Lagnat	Approved	Approve | Cancel

CHAPTER 6

CONCLUSION

A project to prepare an office management system has been implemented successfully and this is a way in which the daily activities of an employee, leaves and new tasks assigned ,tasks completed etc can be monitored.

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