

# OFFICE MANAGEMENT SYSTEM

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## **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 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.