

Notary Management System Documentation

1. Introduction

The **Notary Management System** is a software application designed to help notary offices manage documents, clients, staff salaries, and managers efficiently. It keeps records of all notarized documents, tracks client details, manages payments, and automates salary processing. This system helps notary professionals save time, reduce paperwork, and improve service efficiency.

2. How It Works

The system allows notary offices to:

- Store and manage documents that require notarization.
- Keep records of clients who need notary services.
- Process payments and track outstanding fees.
- Manage staff salaries and ensure timely payments.
- Store manager details and assign responsibilities.
- Generate reports for better decision-making.

3. Features

3.1 Document Management

- Add new documents that need notarization.
- Store document details such as type, date, and client information.
- Track the status of each document (Pending, Approved, Completed).

3.2 Client Management

- Add and update client details such as name, contact number, and address.
- View the history of documents submitted by each client.
- Track client payments for notarization services.

3.3 Salary Management

- Manage salaries for employees working in the notary office.
- Store salary details such as amount, payment date, and employee ID.
- Generate salary reports for record-keeping.

3.4 Manager Management

- Store details of managers handling the notary office.
- Assign different roles and responsibilities to managers.
- Track manager activities and reports.

3.5 Payment Management

- Record payments made by clients for notary services.
- Track pending and completed payments.
- Generate payment receipts for clients.

4. System Requirements

4.1 Software Requirements

- Windows 10 or later
- Microsoft SQL Server
- Visual Studio (C# .NET Framework/.NET Core)

4.2 Hardware Requirements

- Minimum 4GB RAM
- 500GB HDD
- Intel Core i3 or higher processor

5. Database Schema (SQL Server)

5.1 Tables

Document Table

```
CREATE TABLE Document (  
    DocumentID INT PRIMARY KEY IDENTITY(1,1),  
    ClientID INT FOREIGN KEY REFERENCES Clients(ClientID),  
    DocumentType VARCHAR(100),  
    SubmissionDate DATE,  
    Status VARCHAR(50)  
);
```

Clients Table

```
CREATE TABLE Clients (  
    ClientID INT PRIMARY KEY IDENTITY(1,1),  
    Name VARCHAR(100),  
    Contact VARCHAR(15),  
    Address TEXT
```

);

Salary Table

```
CREATE TABLE Salary (  
    SalaryID INT PRIMARY KEY IDENTITY(1,1),  
    EmployeeID INT,  
    Amount DECIMAL(10,2),  
    PaymentDate DATE  
);
```

Manager Table

```
CREATE TABLE Manager (  
    ManagerID INT PRIMARY KEY IDENTITY(1,1),  
    Name VARCHAR(100),  
    Role VARCHAR(100),  
    Contact VARCHAR(15)  
);
```

Payment Table

```
CREATE TABLE Payment (  
    PaymentID INT PRIMARY KEY IDENTITY(1,1),  
    ClientID INT FOREIGN KEY REFERENCES Clients(ClientID),  
    Amount DECIMAL(10,2),  
    PaymentDate DATE  
);
```

6. Application Modules

6.1 User Interface (C# Windows Forms/WPF)

- Login screen
- Dashboard for managing documents, clients, salaries, and payments
- Forms for adding and updating records

6.2 Business Logic Layer

- Ensures data validation and security
- Handles salary and payment processing

6.3 Data Access Layer (SQL)

- Connects the application to the database
- Performs CRUD (Create, Read, Update, Delete) operations

7. Installation & Setup

1. Install SQL Server and create a database.
2. Run the provided SQL script to create tables.
3. Open the C# project in Visual Studio.
4. Configure the database connection in `app.config`.
5. Run the application.

8. Future Enhancements

- Add an online appointment system for clients.
- Implement digital document storage for easy access.
- Develop a mobile app for remote access.

9. Conclusion

The **Notary Management System** is a user-friendly application that helps notary offices efficiently manage their operations. It improves record-keeping, speeds up processes, and enhances customer satisfaction by reducing paperwork and automating key tasks.