Information Network Security Agency

(INSA)

Project Title: Photocopy Management System

Proposal

CHAPTER 1

Introduction

- Today, different organizations employ various management techniques to carry out the efficient functioning of their departments. Photocopy Management is one such form of management, where it acquired in processes involved in the planning and coordination of delivering persons or goods from one place to another.
- Photocopy Management System is part of an Enterprise JavaBeans (**EJB**) system.
- Photocopy Management System is a software that is aimed at helping business and organizations to effectively manage its logistics supply chain, it helps organizing and manages the movements of the products, tracking employee's needs Photocopy systems.
- Photocopy Management System can also be used as an effective photocopy routing software which helps you in the effective utilization of photocopy used for your paperwork purposes.
- For small companies which have a remarkable small manually do they paperwork operation the use of such a tool is not recommended, as they have small amount of printable works paperwork's. But for big company like INSA with large number of manually paperwork's, it is a better idea to implement such photocopy management software, as it will ease their management activities and help them to save a lot of time & energy.

Problem Statement

- ✓ Photocopy Management System (PMS) has design to manage the booking and manage of photocopy services and to record the destination of the service.
- ✓ Problem occurs when one employee has no time to go photocopy room to copy the document.
- ✓ The current system has manually served by human resources to take the paper and photocopies to the employee.
- ✓ Information lost is common by using manual system. The efficient planning and management of an organization's transport system is the key to providing a proficient transport network.

- ✓ Additionally, it encourages patterns of growth and economic activity by providing access to INSA communities. Hopefully this system improves employees service and satisfaction.

Objectives of the Project

General Objective:

- ✓ To develop an attractive and interactive web-based Photocopy Management System for INSA.

Specific objective:

- the project has the following specific objectives.
  - ✓ To assist INSA's Employee to efficiently manage their orders paper for photocopy purpose.
  - ✓ To create a well-designed, and graphically attractive user interface
  - ✓ To provide contents arranged with user convenience in mind
  - ✓ Implement a database-driven, easily scalable dynamic Photocopy Management System website
  - ✓ Develop Transport Management System website that similar look and access from different major platforms and browsers.

Significance

The new Photocopy management system is highly reliable, easy, fast and consistent and will play a crucial role for reliable service for Employees. The significance of the system includes:

- Minimizing time and efforts needed to perform tasks
- Making tasks simple and efficient in every aspect.

- Providing a well-organized and guaranteed record keeping system with minimum space and effort need.

Scope and Limitation of Project

My project is to automate Photocopy (Document) Management System, specifically for Information Network Security Agency (INSA). In our system, the following are included:

- New employee registration.
- Employee management such as: Search, update car detail information
- Employee details place such as Room, buildings, block, branch and departments.
- View service request and reply approved
- View the information of employee
- Request Photocopies.
- Report the problem or send feedback

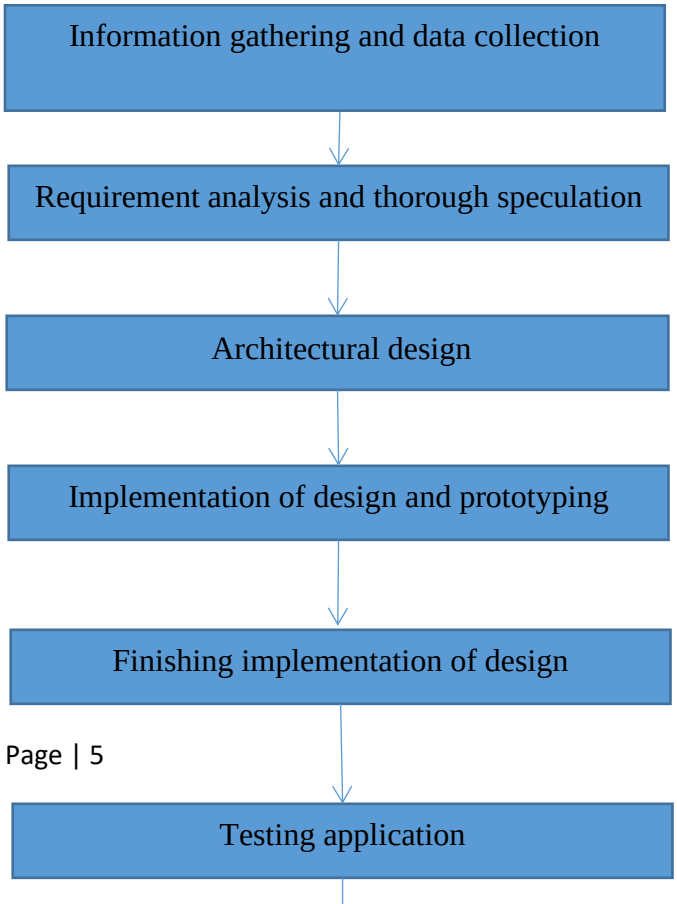
This project is not including the following functionality:

- ✓ Payment for photocopy.
- ✓ Rejection of request.

Workflow

In this section, then there are different subdivided sections like architectural team, requirement analysis team, testing team, assurance team, data collecting and analyzing team and within these teams there are again sub sections with their set of tasks that constitute to their sections and when everything done is integrated it gives us a wholly functional application. From the software department, we chose the architectural and development team because we wanted to work on developing functional software.

- The work flow here in our section is as of the following:
  1. Information gathering and data collection
  2. Requirement analysis and thorough speculation
  3. Architectural design- what the software is going to look like
  4. Implementation of design and prototyping
  5. Finishing implementation of design
- 6. Testing application on security basis and from customer angle
  7. Launching and on-going maintenance.



CHAPTER 2

Methodology

This project can be done by developing appropriate webpage, database to store data and creating connection between webpage and database by using appropriate languages like JAVA. It also includes using preexisting web servers like Glassfish to host our website and to store web pages. Server-side scripting language JAVA will interpret web page to the client on the basis of request of client by taking value in database.

Requirement

Software requirement

User Interfaces

The user interface is a key to application usability. The application should include content presentation, application navigation, and user assistance. In the proposed system the following user interface requirements shall be considered:

- All screens shall be operable via a keyboard or mouse.
- All buttons and text boxes shall be disabled unless intended action is permissible. Every page should have its own page title.
- The navigation between pages shall be easily managed.
- If selectable list boxes or text boxes contain more information than is permissible in the allotted panel space, scroll bars shall be activated.
- User interface shall be expressed English language as the user needed.
- The user interfaces of the system are going to be achieved through a web browser. Thus, it will use web technologies such as HTML, CSS, AJAX and JAVA

Hardware interface

Server Side

The web application will be hosted on one or more web servers of the company and each server will be connected with Database Servers.

Client Side

The system is a web-based application and also it is an intranet system that is only used by the employee of the company. The user must be connected with the network in order to access the system and to use application

Software Interfaces

Database

- ✓ The software will access the MySQL database for the following features.
  - Import/Export Update Requests
  - Adding new Information
  - Updating previous Information
  - Viewing

Communications Interfaces

- The HTTP protocol will be used to facilitate communications between the client and server.

Nonfunctional Requirements

Performance Requirements

- The system shall be sufficiently load-balanced to be able to handle 700 concurrent users.

- The system shall be sufficiently configured that a simple reboot of the main application servers can solve issues of memory leaks and page file issues without the need for technical intervention or reconfigurations.
- The system shall respond within 6 second in average for basic operations like inserting, updating, deleting and retrieving data. Its response time for data processing and reporting should complete with in maximum of 30 seconds.

Safety Requirements

- Clients have connected to one central server, so there would be appropriate control of all shared Data between Users. Also, in case of a potential loss of connection between the client and the server any anticipated changes on a Data or Dataset so far is lost, and only when the User completes his/her work and clicks on either save, update, or delete button then the complete information will be sent to the server and be saved to the central DBMS permanently.
- The system shall ensure the atomicity of all transactions; failure of one part of a transaction must result in the previous steps being rolled back in order to preserve data integrity.
- The updating and the deletion process of data shall be accompanied by the warning messages.
- The system is capable of taking backup according to schedule provided.

Security Requirements

The System should only be accessed by authenticated Users and moreover each authenticated User should only be able to perform tasks that he/she is authorized to do so. Therefore, to ensure the safety of the System and its operational data the following security provisions will be in place:

- Employee should have a user name and Password which will identify him/her uniquely, but other user hasn't required a user account to use the system.
- Activity that will affect the System's Data will be logged with the attributes that indicates who made the changes on which date to which information, so that it could

be consulted latter incase the changes brought up undesirable effect to either the System or its Operational Data.

- Secured connection is used for the communication between the client machine and the Server.
- The system shall ensure that all users are correctly authenticated and authorized to access the system functionality.
- The system shall enforce the user to enter strong passwords.
- Stored passwords and some confidential records shall be encrypted.
- Basic Security features can be included asper the INSA security policy needs.

Other Requirements

Data Conversion / Migration Requirements

- Existing current business data will be migrated to the new system without loss of the data.

Platforms and Installation Requirements

- A deployment guide and an installation guide as well as a set of automated scripts where necessary to ensure that the system deployment is as easy to achieve as possible will provided.

Localization and Internationalization Requirements

- The system shall operate in English language.

CHAPTER 3

Expected Outcome

Targeted Audience

This Project is targeted to be used by:

1. Users (Employee):

a) To fill their Personal information
b) Send request to Photocopy room
c) Edit their own profile

2. Photocopy Control Team

a) approve request
b) Download requested file and make it happen (Photocopy)

Function of System

a) To digitalize manual file system
b) Locate or inform the photocopy team about Employees.
c) Employee can request a photocopy
d) Employee can view their information
e) Have easy file management system
f) Simplify the work of the Employee. Easy for monitoring.

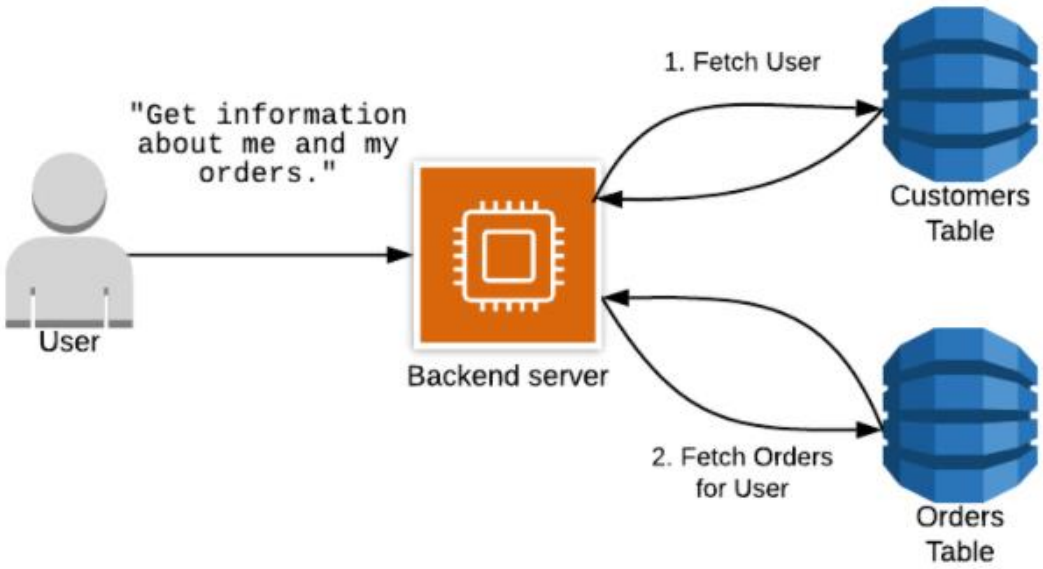
Implementation

- ✓ **User (Guest) page**
    - Can be access by any Employee which is currently working at INSA
    - Users Should have Local Area Network
    - Has a capability to show the location of the specific employee.
    - Has Employee document requesting Form
    - Has Login area for Employees.

- ✓ **Photocopy Manager**
    - View request
    - Approve and send response

Implementation Diagram

(Work Flow)



CHAPTER-4

Time Schedule

We scheduled to finish the project with in seven weeks.

SN	**Activity/time(weeks)**	1	2	3	4	5	6	7
1	Submission of proposal							
2	Web page design							
3	Implementation							
4	Testing							
5	Report preparation and presentation							

Conclusion

Generally, as conclusion the project which we want to develop is a system that help Photocopy management office of INSA by creating attractive web-based application, and also include different function just like registering new Employee, updating employee information, searching employee, generating report and so on… Additionally PMS is a web-based application which has high integrity to change the current problems and manual file handling system. It's going to be the need and optimum option for comfortable Photocopy management experience in future.