File Management System

1)Purpose :

The purpose of this application are as follows:

The software is for automation and maintenance of huge file systems that are used on day to day basis among different departments of an Information Technology Industry . It provides following facilities to:

Employee:

Can access , search and find different files related to there tasks as well as files related to knowledge management that will help them to boost there skills .

Manager :

Can access , maintain and modify and modify reports of employees to track performance on day to day basis . Also can access the attendance file of employees as well as personal details of employees, coming projects details

Human Resource Department :

Can access personal details of employees and Manager, skillset as well as projects on which they are working currently , Leave details as well as billing details .

Financial Department :

Can access the billing rate of each employee and employer as well as number of days they are present .

2) Scope :

The different areas where we can use this application are any Information Technology industry that are having employees working under manager , human resource department and financial department .

3)Technology Used :

Core Java .

4) Assumptions :

This application is used to convert the manual application to the software application to provide better accessability and reusability.

Employees cannot modify personal details file , Performance Report of employees, Attendance file , coming Projects File , Leave details and billing file .

5) Overview :

Project is related to File management system of an Information Technology Industry . The main purpose of this project is to manage different files used by different department on day to day basis . It should be noted that few files are restricted to few types of users only and every body does not have access to view or modify all types of files . depending on the job role different departments can view different files and modify them . This software helps to keep a track of different files and manage them in a very efficient manner in an industry .

6) Functionality :

Type Of User	Access to Files	Don't have access to files
Employee	Tasks.txt, Knowledge_Management.txt	Performance_Report.txt, Attendance_Report.txt, Personal_Details.txt, Project_Details.txt, Leave_Details.txt, Billing_Details, Skillset.txt, Personal_Details.txt, Project_Details.txt
Manager	Performance_Report.txt, Attendance_Report.txt, Personal_Details.txt, Project_Details.txt, Tasks.txt, Knowledge_Management.txt	Billing_Details.txt
Human Resoource Department	Leave_Details.txt, Billing_Details, Skillset.txt, Personal_Details.txt, Performance_Report.txt, Project_Details.txt, Knowledge_Management.txt Policies.txt	Tasks.txt,
Financial Department	Leave_Details.txt, Billing_Details.txt	Tasks.txt, Knowledge_Management.txt, Performance_Report.txt, Attendance_Report.txt, Personal_Details.txt, Project_Details.txt,

Userid and Password :

Type Of User	User id	Password
Employee	**E1000**	**E1000**
Manager	**M2000**	**M2000**
Human Resource	**HR3000**	**HR3000**
Financial Department	**FR4000**	**FR4000**

Format of files :

All files are csv files .

S.no	File Name	Columns
1	Tasks.txt	s.no, date, employee name, task , hours spent, status
2	Knowledge_Management.txt	s.no, skill, issue came, project name, date on which issue came
3	Performance_Report.txt	S.no, employee name, Progress, Task completion , skill set .
4	Attendance_Report.txt	S.no, Day, Date , Present/NotPresent
5	Personal_Details.txt	S.no, Name, Age, Skill, Email, Address, Past_Experience, Contact_Number
6	Project_Details.txt	S.no, Name_Project, Number_Of_Employees, Percent_Complete, Start_Date, End Date
7	Leave_Details.txt	S.no, Name_Of_Employee, Number_Of_Leaves, Days_Of_Leaves
8	Billing_Details.txt	S.no, Name_Of_Employee, Project_Worked_On , Hours_Spent, Total_Billing_Amount
9	Policies	S.no, Name_Of_Policy, Applicable_Policy, Start_Date

Sceen Details :

Screen 1 :

Welcome to File Management System

Please enter your user name :

Please Enter Password

Press 9 to Exit

Screen 2 :

Welcome Employee in File Management System

Please enter option number to access the following files :

Press 1 to enter Tasks File

Press 2 to enter Knowledge Management File

Press 3 to Log Out

Screen 3 :

Welcome Manager in File Management System

Please enter option number to access the following files :

Press 1 to enter Performance Report File

Press 2 to enter Attendance Report File

Press 3 to enter Personal Details File

Press 4 to enter Project Details File

Press 5 to enter Tasks File

Press 6 to enter Knowledge Management File

Press 7 to Log Out

Screen 4 :

Welcome Human Resource in File Management System

Please enter option number to access the following files :

Press 1 to enter Performance Report File

Press 2 to enter Leave Details File

Press 3 to enter Personal Details File

Press 4 to enter Project Details File

Press 5 to enter Billing Details File

Press 6 to enter Knowledge Management File

Press 7 to Log Out

Screen 5 :

Welcome Financial Employee in File Management System

Please enter option number to access the following files :

Press 1 to enter Leave Details File

Press 2 to enter Billing Details File

Press 3 to Log Out