TimeCapsule

Unlock the Past, Ace the Future

📘 PROJECT DOCUMENTATION

TimeCapsule – Unlock the Past, Ace the Future

1️⃣ Abstract

TimeCapsule is an academic knowledge-sharing platform designed to preserve valuable study materials from senior students and make them accessible to junior students. The system ensures structured document storage, automated approval workflows, and controlled access using Microsoft tools such as SharePoint, Power Automate, Outlook, and Forms.

The project creates a seamless bridge between batches, reducing duplication of effort and improving academic preparation through smart automation and organized knowledge transfer.

2️⃣ Introduction

In educational institutions, seniors accumulate valuable study materials such as notes, assignments, lab manuals, and previous year question papers. However, these resources are often lost or not systematically shared with juniors.

TimeCapsule addresses this problem by:

- Providing a structured upload system for seniors
- Automating approval workflows
- Organizing documents subject-wise
- Allowing juniors controlled access to materials
- Tracking all activities for transparency

The system ensures efficient academic resource management using modern workflow automation tools.

3️⃣ Problem Statement

There is no centralized and structured system for preserving and sharing academic materials between senior and junior batches. This leads to:

- Loss of valuable academic resources
- Repetition of effort
- Lack of organized documentation
- No tracking or monitoring mechanism

TimeCapsule solves these issues through automation and structured document management.

4 Objectives

- To create a centralized academic resource repository
- To automate document approval workflow
- To ensure subject-wise organized storage
- To provide controlled access for juniors
- To track and log all activities
- To promote collaborative learning

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5 Tools & Technologies Used

- **Microsoft Forms** – For document upload & access requests
- **Power Automate** – For automated workflow routing & approval
- **Outlook** – For sending approval/rejection notifications
- **SharePoint** – For secure subject-wise document storage
- **SharePoint Lists** – For activity tracking and logging

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6 System Architecture / Workflow

Step 1: Senior Upload

Seniors submit documents via Microsoft Forms.

Step 2: Automated Routing

Power Automate triggers workflow for approval.

Step 3: Email Notification

Outlook sends approval/rejection notification.

Step 4: SharePoint Storage

Approved documents are stored in subject-wise folders.

Step 5: Junior Access

Juniors request access via form and receive folder link.

Step 6: Activity Tracking

All uploads, approvals, and requests are logged in SharePoint lists.

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7 Features

✓ Automated Approval System
✓ Email Notifications
✓ Secure Subject-wise Storage
✓ Controlled Access
✓ Activity Logging & Monitoring
✓ Feedback Collection

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8 Team 20 – Roles & Responsibilities

- **Karri Karthik Raju** – Senior Flow Development
- **Kodamanchili Sri Satya Lokesh** – Junior Flow Development
- **Kankatala Madhurima** – SharePoint Management
- **Billakurthi Varshitha** – Forms Creation
- **Malla Charmi** – Senior Testing & Validation
- **Narla Veera Venkata Suryanarayana** – Junior Testing & Validation

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9 Advantages of the System

- Prevents loss of academic materials
- Saves preparation time
- Reduces repeated effort
- Ensures organized document storage
- Improves academic collaboration
- Provides transparency through tracking

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10 Limitations

- Depends on Microsoft ecosystem
- Requires internet connectivity
- Manual approval still required

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11 Future Enhancements

- Role-based login authentication

- Search functionality within documents
- Dashboard analytics
- Integration with cloud storage services
- Mobile-friendly interface

1️⃣2️⃣ Conclusion

TimeCapsule successfully bridges the gap between seniors and juniors through structured knowledge preservation and automation. By leveraging Microsoft tools and workflow automation, the system ensures organized storage, controlled access, and transparent tracking of academic resources.

The project demonstrates practical implementation of real-world automation systems and collaborative learning strategies, making it a scalable and impactful solution for academic institutions.

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