

Document Processing (A web based project)

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1 Motivation

As the university authority has to send various kinds of letters or documents to any other teacher or department, different types of formats of the letters and the documents are needed. Currently, the formats either save on a local machine or have to write a new letter every time. It is very inconvenient.

Sometimes, multiple departments or faculty might have to write the same format of the letter which is redundant work.

An online-based document processing system can collect all of the letters in a centralized place from where any of the users can see and the letter format and also can create a new one.

2 Description

In online document processing system there will be two type of user.

1. Admin
2. Teacher or Faculty

2.1 Admin

The email address provided by the JU authority is the same for both students and the teachers. So, there is no way to differentiate between them. That's why JU authority will set the credential to access the system. JU authority will provide the credential to the faculty.

2.1.1 Teacher Or Faculty

The teacher Or any other faculty member will receive their credentials (username, email, password) from JU authority. Later they can change their password using the system.

- A teacher can add a receiver which can be seen only by the teacher who created the receiver of the document.
- A teacher can create a new format of a document that will be visible to all of the users of the system so that any other user can use this format.
- A teacher can download the pdf format of the document to send the document by post office.
- A mail can be directly sent from the system.