**TEZPUR UNIVERSITY,NPAAM-ASSAM**



***PROJECT SUMMARY REPORT ON***

***ONLINE DOCUMENT(OFFICIAL DOCUMENT) MAINTAINANCE SYSTEM***

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**Abstract**

In an information intensive project, the document maintenance and project maintenance are closely connected together. The project result is usually a number of documents describing the product to be developed, re-engineered or delivered. When the organization can define the output documents and necessary documents in different intermediate steps, the progress of the project can be tracked using the document maintenance system.

Specific tools and techniques for manipulating and communicating information on building projects have been developed, which are the core of this chapter. In the debate on the principles of document maintenance systems the concept of information handling will be explored.

**Problem definition**

**Introduction:**

Online document maintenance system is a process used to capture, track and store electronic documents such as PDFs, word processing files and digital images of paper-based content. It incorporates document and content capture, workflow, document repositories, output systems and information retrieval systems. Also, the processes used to track, store and control documents.

**Problem:**

The main problem with our physical document maintenance system is that we did not find the required file or lose the file if a file is required. Physical document maintenance system where documents reside when the user has finished with them. Most users ignore the organizational rules about filing documents with the records centre file rooms. Once users have obtained the documents important to their activity, they tend to hoard the information. At most, they will wrap up all the records associated with a project at the conclusion of the activity. There is no value added in request, receipts, and disposition systems for documents in the file folders that are not accessible. Moreover the physical document maintenance system is paper-based, with the consequent non traceability, possible loss and not accessibility of the information.

**Solution:**

In online documents maintenance systems, all the information shared in an organization is expressed in documents. Most of the newly created documents are in digital format and in many cases older documents are being digitalized. Document usage that is the distribution, manipulation and storage of documents, is almost completely based on computers and networks. Document usages via electronic medium is traceable, which can be exploited in measurement and analysis to improve in an enterprise. With the help of an online document maintenance system we will solve the problem of the physical document maintenance system.

**Purpose Scope and objectives**

**Purpose :**

The purpose of this document is to build a web based application for university so as to maintain a common platform for sharing official document reports .

The system should be designed to address the issue of document maintenance in a manner that protects the document from being lost. It should be accessible at any moment when the user wants. The process also should be completely paper-free and user-friendly. There should be no loss and non-traceability of any documents.

The project should be very easy to use enabling even a novice person to use it.

**Scope:**

The name of the application is Online Document Maintenance System.

The application will be headed by a single admin who intends to be the head of institution officials for the very sector. The admin will be able to create sub sectors under him. The sub sectors will be again headed by different admins who will be in incharge of the given sectors respectively. The admins will be able to post notifications demanding reports to their various sector and able to share their reports in given specified places.

Also with this I will have to incorporate the file selection feature which can help to share important materials so that it can stay on the server for a long period of time.

**Objective :**

Product Perspective:

This application would be created with the motivation to simplify the task of institution officials to interact at a common platform to share reports and notifications. The application will be led by a single administrator who will be in charge of all school. The administrator is in a position to build sub-sectors under him. Once again, the sub-sectors are headed by various managers, each responsible for the sectors.. Additionally increase the feedback feature for university officials.

Product Features :

These are the features of our application :

● Upload files easily

● Set notifications

● Login features

● Send feedback

● Maintain documents

● Create sectors such as official document

● Create sector admins

Initially I am working on these following features. If time permits then we will focus on the following features such as public and private communication between universities and government officials and also some required features according to the need of the future.

Target Audience:

This app is intended for institution representatives are the main target audience for this project.

This document is to be read by the development team and all other stakeholders of this web-app.

**Deliverables:**

The end product will be a full stack web page with all the essential features that can be accommodated in it. This application would be developed with the goal of making it easier for universities to interact on a single platform to share reports and notifications. The application will be led by a single administrator who will oversee all government officials working in the sector. The administrator has the authority to create sub-sectors. Again, the sub-sectors are led by different managers, each of whom is in charge of a specific sector. Administrators can send notifications to each school requesting reports, and institution can share their reports in specific locations in response to these notifications. Additionally increase the feedback feature for university government officials.

**Schedule :**

SRS Document preparation: (1-10) March.

● Revision of SRS Preparation of SE

● SRS Document creation

Database designing: (11-30) March.

● Revision of DB designing.

● Database design and diagrams design.

Design Document: (1-10) April.

● Design document preparation.

Frontend Coding: (11- 30) April

● Front end designing.

● Front end Coding

● Front end testing.

Backend Coding: (1-30) May

● Backend designing.

● Backend coding

● Connecting with the front end.

Testing and Submission: (1-10) June

● Testing

● Preparing for submission

● Submission.

**Operating Environment:**

The web-app operates on any system irrelevant of the underlying operating system. The only requirement is a web-browser and internet connectivity.

**Constraints:**

The system must be connected to the internet. Users must have a valid email id and an internet browser.

**Project Model:**

The project will be carried out by using an iterative waterfall model. The iterative waterfall model provides feedback paths from every phase to its preceding phases The iterative waterfall model is a particular implementation of a software development life cycle (SDLC) that focuses on an initial, simplified implementation, which then progressively gains more complexity and a broader feature set until the final system is complete.

**Tech Stack Requirements:**

I plan to use the following technologies in my project :

1. HTML/CSS/JS

The HyperText Markup Language, or HTML is the standard markup language for documents designed to be displayed in a web browser. Cascading Style Sheets is a style sheet language used for describing the presentation of a document written in a markup language such as HTML. CSS is a cornerstone technology of the World Wide Web, alongside HTML and JavaScript. JavaScript, often abbreviated as JS, is a programming language that conforms to the ECMAScript specification. JavaScript is high-level, often just-in-time compiled, and multi-paradigm. It has curly-bracket syntax, dynamic typing, prototype-based object-orientation, and first-class functions. I intend to use it for the frontend purpose.

2. Bootstrap

Bootstrap is a free and open-source CSS framework directed at responsive, mobile-first front-end web development. It contains CSS- and JavaScript-based design templates for typography, forms, buttons, 8 navigation, and other interface components. User Interface interacts with the smart contracts through bootstrap.

3. SQL

SQL stands for Structured Query Language. It is designed for managing data in a relational database management system (RDBMS). It is pronounced as S-Q-L or sometimes See-Qwell. SQL is a database language, it is used for database creation, deletion, fetching rows, and modifying rows, etc. Details and other files would be stored in the database.

4.PHP

PHP is a server scripting language, and a powerful tool for making dynamic and interactive Web pages. PHP is a widely-used, free, and efficient alternative to competitors such as Microsoft's ASP. PHP 7 is the latest stable release. I intend to use PHP for my API calls.