

OFFICE AUTOMATION

Abstract: Office automation is need for future we will convert all the paper work into software where you can manage the employee's information and important file and access anywhere just login your account and access the dashboard. We will give office automation as a service where you register an account and use a service.

Website: Content and description of all the services and you can register an account. Login/ Signup

After the Login/Sign up you will go to the dashboard where you can see and access all the office automation services

Dashboard:

1. Employee's Management
2. File Management
3. Meeting scheduler

1. Employee Information Management: This module provides a consolidated database for application tracking, employee demographics, compensation and benefit options, time tracking, and more. It's also the central location for all of your personnel data, including the most up-to-date statistics on your organization's hiring and retention patterns.

Employee Management Operations:

1. Create new employee
2. Information of employees
3. Hire employee
4. Delete, Update the employee's info:
5. Print all the info:
6. Search by CNIC num of employee's

2. File Management:

- File management system consists of system utility programs that run as privileged applications
- Input to applications is by means of a file
- Output is saved in a file for long-term storage

File Operations:

- Delete
- Read
- Download
- Search by file name

3. Meeting Scheduler:

Scheduling a meeting that involves diverse commitments and people from different background and with different preferences is a difficult task. A tool for scheduling a meeting provides a mechanism for better time planning and utilization. Applications of such a tool may adapt with the environment it is used in ex: a board meeting, business lunch, conference call, family reunion, movie night, group event, etc. SynergySoft Inc. aims to develop a meeting scheduling system that provides featured product to schedule and maintain meetings. The product primarily targets an enterprise as its market. The meeting scheduling system lets employees of an enterprise to schedule a meeting with other employees. The product is intended to ease the process of scheduling a meeting for increasing effectiveness of collaborative activities. Such a scheduling system is purported to increase awareness of relevant information of a meeting among concerned persons.

Meeting Scheduler Operations:

- Add meeting title
- Set location
- Set date and time
- Set Day
- Add description
- Edit the meeting
- Cancel the meeting