Real Time Tracking Office Management System

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Abstract - The purpose of Office Management System is to automate the existing manual system by using computerized equipments so that the valuable information will be stored for long period of time with easy access and manipulation of the same. The software and hardware are easily available so the work easily. Office Management System, as described above, can lead to error free, secure reliable and fast management system .It can assist to user to concentrate on their other activities rather to concentrate on the record keeping. Thus it will help organization in better utilization of resource. If the information is not relevant no one will get distract, while checking the information. Basically the project describes how the manage for good performance and better services for the clients.

Keyword: Cipher text, Encryption, Multimedia, Virtual Machine, random Key generation

1. INTRODUCTION

The Real Time Tracking on Office Management System has been developed to override the problem prevailing in the practicing manual system. This software is to eliminate and reduce the hardships faced by this existing system .Moreover this system is designed for need of the company so that operations will be performed smoothly and efficiently. The application is reduced as much as possible to avoid errors while entering the data it also provide error message while entering invalid data. To use this system no formal knowledge is needed. Thus it proves that the system is user-friendly .Office management system lead the user to use error free, secure reliable and fast management system .It can assist the user to concentrate on their other activities rather to concentrate on the keeping record at every minute .Thus it will help organization in better utilization of the time. Every organization, whether big or small, has challenges to overcome and managing the information of Employee, offices, tasks, Time Entries, attendance. Every company's office management system is different, therefore we design employee management systems according to every company's need. This is designed to assist in strategic planning, and will help you ensure that your organization is equipped with the right level of information and detail for your future goals. For busy executives our system will allow you to manage your workforce anytime and at any place .This system will ultimately allow you to better manage resources.

2. LITERATURE SURVEY

2.1 Existing Methodologies

The Real Time Tracking of Office Management System require lots of paper work   which is time consuming.

1.Accessibility:

The survey of task management is usually administrated at the end of the month. The availability of the survey instruments online provides employees with a greater opportunity to complete the survey at their convenience. All of the employees have equal access to improve their skills .

2.Time Spend for Add employees details and task management:
Employees does not need to give more time to management.

2.2 Proposed System:

Control Panel Admin has all the rights. He can able to see and do all the operations. Administration, Department, Employees ,Project, Timesheets Administration This page contains administrator details. (ex: CEO, Dept Head, etc.). This administration page is available for only admin, Ceo, dept head. They can view and change their details. Repeat user role is not possible to add, user role is unique, It means, only one CEO and only one dept head for every department. Department All the departments will be show here. This page also available for only administrator role. Employees HR only creating the employees. CEO or who are they administrators they can able to view the employee details. Dept head can able to update the employee details. Employee also they can update their details. Projects Dept heads are creating the projects. This page can accessible by only dept head and higher authorities. Timesheets In this project, this timesheets is one of the

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main features. Here there are three sections. Project with employee Timesheets entry Summary Project with employee Dept heads are allocating the projects for employees. Project allocated with employees and history available here. Here we can find the employee projects by Employee id. This page is available for the entire administrator and employee role. But allocation things can do by only the administrator (dept head). Timesheet entry Department head and employee also can able to create the task. Sub task is compulsory for every main task. When creating the sub task after that only able to start the timer. Otherwise can't be able to start the task. When creating the task, it will be assigned as open task state. Task start time, last used time and every modification (time tracking) will be stored in database. Any time we can see all the details. This page is showing the task start and last used time and total working duration of the individual sub task. This page is helpful for analyze how much duration worked for the task. Department heads are see all their employee work status. Employee can also able to create the task. If employee session they can view others task details who are they allocated for this same project. Once the project or task has completed, employee can submit for approval. It will be changed into submitted category. Dept head can review this project details and approve or reject. If approved, after that employee can't able to do any changes. If it's rejected then do the modifications and resubmit.

3. SYSTEM ANALYSIS:

System analysis is a process of gathering and interpreting facts, diagnosing problem and the information about the Office Management System to recommend improvement on the

system. It is s problem solving activity that required intensive communication between the system user and system developer, system analysis or study is on important phase of any system development process . The output from the organization are traced to the various processes . System analysis is concerned with becoming aware of the problem . A detail study of the process must be made by various technique like interviews , questionnaires etc. the data collected by these source must be scrutinized to arrive.

3.1 Existing System of Office Management System :

In the exiting system the exams are done only manually but in proposed system we have to computerized the exams using this application. Lack of security of data, More man power , Time consuming, Consumes large volume of pare work., Needs manual calculations .No direct role for the higher officials.

4. METHODOLOGYIMPLEMENTATIONS

Implementation includes all those activities that take place to convert from the old system to the new. The old system consists of manual operations, which is operated in a very different manner from the proposed new system. A proper implementation is essential to provide a reliable system to meet the requirements of the organizations. An improper installation may affect the success of the computerized system.

5. CONCLUSION

Within the limits of current technologies it would appear that practical ambient collaborative workplace environments are still some way from achievement. There is a need for much more research, for example to enable distinctions to be made between the various needs and modes of work of different workers as individuals and in collaboration. There is a need for better data more effectively using new technologies for automated observation and detection. If actions are able to be recorded adequately there still remains the issue of how to recognise adequate or effective performance, followed by how to enhance performance by identifying and removing constraints and positively facilitating the actors. When an automated system emerges to detect sets of actions and compare them to an optimal standard, it would appear to follow that that system should both appropriately enhance the environment and provide persuasive feedback to encourage operation at that level of performance. The showcases to date are in the offices of professionals dedicated to efficient facilities management. Careful presentation of the issues has convinced them of the benefits. Therefore the showcase implementations of RTLS implemented by Johnson Controls have already proved of value in identifying poorly used space, and have motivated staff to positively accept beneficial changes in their workplace.

6. REFERENCES

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