

E-WORK FLOW MANAGEMENT SYSTEM (FRONT END)



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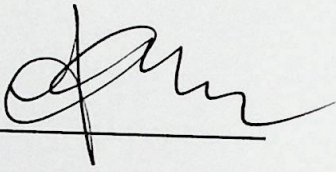
A report is submitted to the Department of Computer Science, Bahria Institute of Management and Computer Sciences, Islamabad in partial fulfillment of Requirement for the degree of BCS

Department of Computer Sciences
Bahria Institute of Management and Computer Sciences, Islamabad
Bahria University
2000-2003

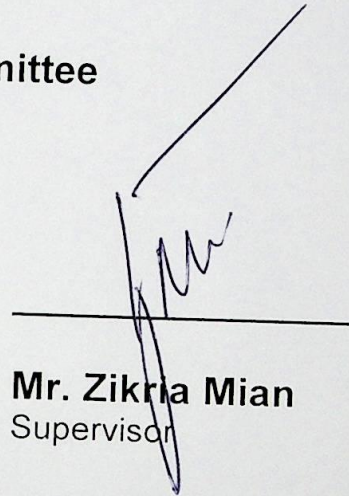
FINAL APPROVAL

It is certified that we accept the work contained in this report as a confirming to the required standard for partial fulfillment of degree of BCS. The project titled **e-Work Flow Management System** meets the requirement of the Department and Institute

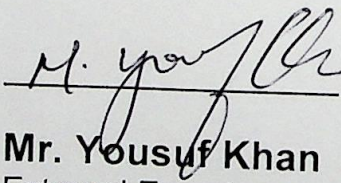
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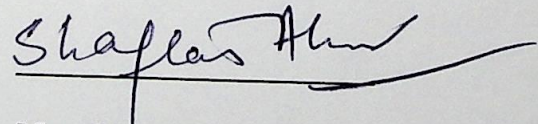
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DEDICATION

To all those who helped me give this software application a physical existence through their generous help, encouragement and support and especially to my parents who have always been a source of inspiration for me.

ACKNOWLEDGEMENT

I am indebted to a large number of people who have helped me in my work. I am extremely grateful to Mr. Umair Sadiq (Executive Director) Levington Technology, Ms. Amna Amjad my Project Manager and Waseem Ahmad. They all supported me and always helped me and assisted me in the hour of need. I would like to thank them for their kind support and attention and personal help in many ways. This project would not have been possible for me without the co-operation, assistance, hard work and advice of my supervisor Mr. Zikiria Mian and my respected teachers for their wisdom, advice and teaching me how to practice and implement what I have learned.

DECLARATION

We hereby declare that this software neither as a whole nor as a part has been copied from any source. It is further declared that this software and this report based on the software is developed entirely through our own personal efforts, under the sincere guidance of my supervisor Mr. Zikria Mian. If any part of this system is proved to be copied from any source or found out to be reproduction of any person's work, we shall stand by the consequences.

ABSTRACT

The project of ours is an intranet application introduced for the purpose of **Office Automation**. The project is fully implemented in **ASP (Active Server Pages)** along with the database at backend i.e. Ms. Access. The application is a combination of web along with the powerful and secure database at the backend providing the system with much more security.

With the introduction of this new intranet application, the concept of office automation would spread widely through the nation since it provides a large amount of valuable services, which at present is all done manual. The intranet application is a new concept but fully function able and would be implemented and deployed in a couple of big organizations for their office automation mechanism.

EXECUTIVE SUMMARY

Our project is an intranet application introduced for the purpose of **Office Automation**. The project is fully implemented in **ASP (Active Server Pages)** along with the **Ms. Access** database at backend. The application is a combination of web along with the powerful and secure database at the backend providing the system with much more security.

The intranet application has brought a new concept of Office Automation through the web sited at a single central location. All the employees and the staff of any particular organization will have the privilege to access the application at any time they intend. All the manual activities and tasks preformed earlier would now be a part of the online system, having enormous advantage over the previous manual system.

The application has several modules which are integrated with each other in some manner. The main modules are as follows:

- Administration
- Projects
- Tasks
- Email Delivery System
- HR (Human Resource)

Administration:

This module is one of the most important modules in the application. The role of the administrator is most critical and sensitive for the whole application. Administrator is the only person who assigns the tasks, projects to different employees. He is the one who has the highest privilege. He can add, view, edit and delete any information / data from any module. He is the person who actually adds each and every employees record in the application and also update's the employees profile when required. Administrator is always monitoring the current situation and is always up to date in the information handling.

Projects:

The project module having the sub systems add Project, view project, assign project, payment schedule. If an employee has logged in with his specific privileges, he can just view any projects details, or assign some project to himself only since he wont be having any further rights which the admin have.

Tasks:

This module is again like the previous one; a normal user has the privilege to assign any particular task to him, fill daily task sheet and he can view others tasks either by searching through project or by employee. The administrator on the other hand, has the full rights to assign tasks to any employee and can also change, update the task information.

Email Delivery System:

The email delivery system is one of the interesting modules of this application.

This module is considered to be very important whenever communication is required either at regular basis or non-regular. The email system is local to this application only, and is meant for this purpose i.e. internal office email. It has been made fully function able i.e. sending to multiple addresses, mails forward, and reply, sending attachments etc.

HR (Human Resource)

The HR module has all the same functions as of the manual HR system. It contains all the day-to-day activities that have to be performed, i.e. recording everybody's attendance, calculating number of hours worked and doing evaluation. All the applications are submitted and processed here in HR from leave application, requisition forms, reimbursement applications, compensation and travel forms etc. The activities that need to be accepted by the top executive level or the managerial level, are sent to them manually so that the case is made transparent to the managerial level in order take proper action.

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INTRODUCTION TO ASP