Office Manager Application

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Abstract: The project aims to provide the facility to the small scale organization who has the leave management application in the form of ESS it does not help the project coordinators that much, they need to manage their own time sheet to track the leaves of the teammates in order to provide the deadline to the customer.This application allow team member to announce their leave Management is the most important aspect of a any sector today, so this project demonstrates the design and implementation of working module of office. It makes it easy to manage the groups and also provides sophistication to the user. It enriched the management of the office. The dividing of group and allocating the roles, dividing work, is done through office-work management software that is accessible on smartphones. We need to consider a useful method to effectively manage your projects by using an office-manager system. A properly managed group can bring significant benefits to your projects. As a result, you can ensure that your projects and office is efficiently managed and profitable in the long term.

INTRODUCTION

The main goal is to overcome the traditional technique of maintaining Excel-sheet, details which is very difficult to handle. Management of office is very crucial for the sustainable growth of any organization. That's why this project sets out to provide an efficient inventory system toandle all the details. Disregarding the necessity of inventory in any organization can lead to its shutting down, especially if the variables of productivity are poorly managed in progression to meet customers' needs or desires. Controlling the hierarchy of working on a projects.This is a process of overseeing, managing, understanding, and understanding the flow of working on projects and units/resources used by a company in the preparation of projects Although offices over decades have moved from manual systems to automated systems, the efficiency and effectiveness of the system in cases where more than one project exit cannot be guaranteed, therefore there is a need to provide coordination and monitoring of all these projects in an intelligent manner that will increase project quality.

The focus of this paper is to develop an office management system for organization to manage the resources/members, this is implemented in a mobile-based application environment.

We are using Agile scrum methodology which basically provides a project management system that relies on incremental development. Each iteration consists of two-week sprint, where each sprint's goal is to build the most important features first and come out with a potentially deliverable product. In every sprint, we basically plan and discuss the task, develop and then test.

PROBLEM

Generally, the companies has a leave management application in the form of ESS it does not help the project coordinators that much as they need to manage their own sheets and they have to go through a lot of paperwork. As a time-consuming task, to track the leaves of the teammates in order to provide the deadlines to the customer. Moreover, the project scalability itself will increase the risk so is the processing time hence can make us lose control when there is a lot of revision, like drop and insert, that is being made. Since this is the first time we create this kind of system, there are so many requirements that might not be defined properly.

METHODOLOGY

Office Planner Application has an Authentication page or Login page where employees of gslab can login with their gslab credential (i.e. empId, ad-password), if employees detail is correct he/she will be navigate to our main page i.e our home page where they can either manage their team or manage their leaves.In another scenario where employees credential were wrong a message will be displayed 'AD authentication failed' and employee have to filled those field again with correct Credentials. Another important characteristic in the "Office Planner" is the user's module. It restricts

access across different user groups. The purpose behind implementing this module is that features can be reserved for users and no effort management.

The authentication can be used in different conditions. In the case of the admin user, the user can manage the list of employees,projects, and other tasks.

Furthermore, in the case of admin authentication users, the user should manage . The method which is used to create this system is descriptive so that users can understand the application without understanding its backgrounds like programming and technology. It also maintains several things at a time.

SCOPE OF THE PROJECT

An inventory system may be able to serve many purposes in the future, including measuring the value of products invention with the control and wisdom of spending your resources wisely. To be more prepared, you should be aware of sales attributes such as size, color, material, scent, and other aspects.

● In an organization, having a big team and maintaining their leave track would be time consuming for project coordinator to keep track of their teammates leave manually and provide deadline to customer.

● Simple enough for users and operators to understand.

● This application is more effective for data management, the data will be more secure and also can be accessed more easily than other systems.

● Be easy to operate.

● Have a good user interface.

● Be expandable.

● Enhanced productivity and efficiency.

● An integrated approach to project and group management.

● Office Manager Application will allow you to create a team , update team , delete team , declare or modify your leave , mark the absentees upon an unplanned leave and view it in a consolidated manner.

PROJECT ANALYSIS

● Web-Based Online

● When using an online .

● .The System dealt with personal information and leave management system , implemented only for use inside the intranet of the administrative branch of the university to ensure restricted users access. The system expects to get output and process leaves.

● The online leave manager application it help them to manage their projects, provide a proper deadline to their customer have a consolidate view of a leave calendar to view their teammates leaves.

LITERATURE REVIEW

In the existing Leave Record Management application, every college/department follows manual procedure in which faculty enters information in a record book. At the end of each month/session, Administration Department calculate leave/s of every member which is a time taking process and there are chances of losing data or errors in the records. The Project Leave Management application includes employee login, admin login. Employee login enables employees to view their attendance details and also their leave status. They can also apply for leave.

CONCLUSION

Leave Planner Application fulfilled the needs of project coordinator, it help them to manage their projects, provide a proper deadline to their customers, have a consolidated view of a leave calendar to view their teammates leaves, mark some absent for their unplanned leave, transfer their team to other employee of the company in case he/she is leaving the company. This application fulfilled the drawback of maintaining excel sheets and manually updating that sheet. It also saves the effort and time of the project coordinator to maintain that excel sheet. Employees have to inform their leaves in this application after applying leave in ESS application.Employee can create their own team and later modify their team or delete their team. Admin can login in the application to upload the company holiday calendar. The Leave Planner Application is developed using MEAN stack and for continuous deployment we use gitlab and jenkins. We have done both manual and automated testing and use selenium grid for end to end test coverage report.

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