



# 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. 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 endusers. This application allows employees to announce their leaves. Management is the most important aspect of any sector today, this project demonstrates the design and implementation of working module of office. It makes it easy to manage the groups and also provides reliability 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 our projects by using an office-manager system. A properly managed group can bring significant benefits to our projects. As a result, you can ensure that your projects and work is efficiently managed and profitable in the long term.

## INTRODUCTION

The main goal is to overcome the traditional technique of maintaining Excel-sheets, details which is quite difficult to handle. Management of offices is very crucial for the sustainable growth of any organization. That's why this project sets out to provide an efficient inventory system to handle 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 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 projects in a smart 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 web-based 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 have a leave management application in the form of sheets. 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. Its 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.

Navigating the leave management minefield without a leave management system is a tricky challenge. When you're equipped only with conventional tools like paper forms, emails, and excel sheets, your chances of survival are pretty low. Even small missteps can cause disasters like resource crunch, payroll processing errors, and legal complications.

Despite the high impact on productivity and employee engagement, organizations are not ready to revamp their awkward manual process of handling leave requests. At several companies, the employees are still running behind their managers with leave forms to get a signature. Whereas, the managers are scurrying around excel sheets to figure out leave balances. You can neither gather insight nor pinpoint problems from this cluttered mess without manual sorting. Even then, the accuracy is questionable. To stay clear of the administrative arsenic, legal landmines, and payroll pitfalls you need a robust leave management system.



### METHODOLOGY

Office Manager Application has an Authentication page or Login page where there is an employee login and an admin login. Employees can login with their respective credentials (i.e. empId, password), if employees detail is correct, he/she will navigate to our main page i.e. our home page where they will be able to see their leave status, salary status, due projects, apply for leaves etc. In another scenario where employees credential are wrong, a message will be displayed 'authentication failed' and the employee will have to fill the field again with correct credentials. Another important characteristic in the "Office Planner" is the user's module. It restrict 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 login, the admin can view employee, add employee, assign project, project status, salary table and manage employee leaves.

### SCOPE OF 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 and other aspects.

- Simple enough for users and customers to understand.
- Easily maintainable
- Good reliability
- This application is effective for data management. The data will be more secure and safe from any unwanted malicious attacks and viruses.
- Easy to operate.
- Have a good user interface.
- Be expandable.
- Eliminates paperwork
- Removes manual interventions
- Improves communication
- Offers real-time visibility of data
- Ensures legal compliance
- Reflects your organization's value
- Enhanced productivity and efficiency.
- An integrated approach to project and group management.
- Office Manager Application will allow you to do multiple tasks like assign projects, view employees, leave management etc. in a single system.

### PROJECT ANALYSIS

- Web-Based, Online
- The System deals 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 office manager application helps them to manage their projects, provide a proper deadline to their customer have a consolidate view to view their teammates leaves.
- Leave management software is a tool that helps organizations streamline their leave approval workflow efficiently. It makes it easy for employees to submit their leave request and for managers to approve or decline it - all while adhering to the company's leave policy.
- A Leave Management System automates the leave request process, making it hassle-free for both the management and the employees. The solution of your choice should be robust enough to seamlessly handle all the stages involved in a leave management process: application, approval/rejection, filing leaves, managing leave balance, and analysis.



### 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.

It's time to find a leave management system that lets you hover over the minefield instead of tripping through it. Take charge of your leave management process and automate it, save management time, reduce payroll errors, remove manual dependencies, eliminate paperwork, and adopt a straightforward approach to handle leave requests.

### CONCLUSION

Office Manager Application fulfilled the needs of project coordinators, it helps them to manage their projects, provide a proper deadline to their customers, have a consolidated view of a leave to view their teammates leaves, mark some absent for their unplanned leave, assign projects, view employees etc. 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 application. Employee can create their own team and later modify their team or delete their team. Admin can login in the application to assign projects, salary table, view employees, cancel or approve employees leaves etc. The Office Manager Application is developed using MEAN stack and for continuous deployment we use gitab.

### REFERENCES

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