Paperless Office

V. Balu
Assistant Professor, Department of CSE, SCSVMV, Kanchipuram, Tamilnadu, India

Raga Lahari Tiruveedhula,
4th year BE [CSE], Department Of CSE, SCSVMV, Kanchipuram, Tamilnadu, India

Akhilesh Panchapakesan Shastri,
4th year BE[CSE], Department Of CSE, SCSVMV, Kanchipuram, Tamilnadu, India

ABSTRACT

Paperless Office software has basically been designed with an objective to reduce the usage of hard copy papers within an organization. This paper aims to explain the easiest way of movement of files or documents without any manual labour. The software is based on open technologies and web-based, which is user-friendly and easy to use. This web based Tool was developed using HTML, CSS, BOOTSTRAP, PHP with Apache and SQL Server. eFile changes the way we distribute documents and traditional tasks with a modern solution: It enables a paperless office by registering, uploading of documents, updating the documents, movement of correspondences and files, status of the uploaded and forwarded files is always maintained, approval or rejection of file can be done by the recipient, drafts and finally movement and tracking of files. This facilitates easier deployment over Local Area Network. The complete system works with a back-end database to store the necessary structured information, given by the user.

Keywords:eFile, Local Area Network, documents, Tracking

I. INTRODUCTION

The main objective of the project is the need to reduce the movement of hard copy papers within an organization. The physical movement of files or documents takes a lot of time and requires continuous monitoring. Rather, this facilitates easier deployment over Local Area Network. eFile changes the way we distribute documents and traditional tasks with a modern solution of uploading and updating the documents via Local Area Network. This makes filesharing easier and saves plenty of space. Since this process takes place through the Local Area Network, Internet access is not necessary. The goal of eFile is to give users most of the benefits of a computer network that helps the users to have a modern, efficient working style.

II. EXISTING SYSTEM

eOffice is a digital workplace solution in Government Offices. It is established as a single product for reuse in the Government. It was initiated in 2009.Developed and Implemented by National Informatics Centre (NIC). eOffice aimed at transforming the Government functioning, the work culture and work ethics. The product has a set of modules to working with files, documents, records, HR, RTI, electronically, which automates the functioning within and across Government offices. Before eOffice, departments developed their own office automation software applications for their functions. These applications were developed as independent systems, each having its own data sets and processes, making it difficult to establish proper integration with one another. To overcome this eOffice brings together the previously independent functions and systems under a single framework. All the modules that were independent have been integrated at the back end.

III. PROPOSED SYSTEM

PAPERLESS OFFICE is a workflow based system that replaces the existing manual handling of files with a more efficient electronic system. This system involves all stages, including uploading of files, movement of correspondences and files, status of the uploaded and forwarded file is always maintained, approval or rejection of file can be done by the recipient and status of the file can be viewed by the sender. Since this process takes place through the Local Area Network, Internet access is not necessary. Each user can track the status of the uploaded files.

There are a great many benefits of paperless office:

- Enhanced Security
- Time Savings
- Easy Accessibility
- Better Communication
- Environmentally Friendly
- Efficient Audits
- Status Tracking
- Over Local Area Network

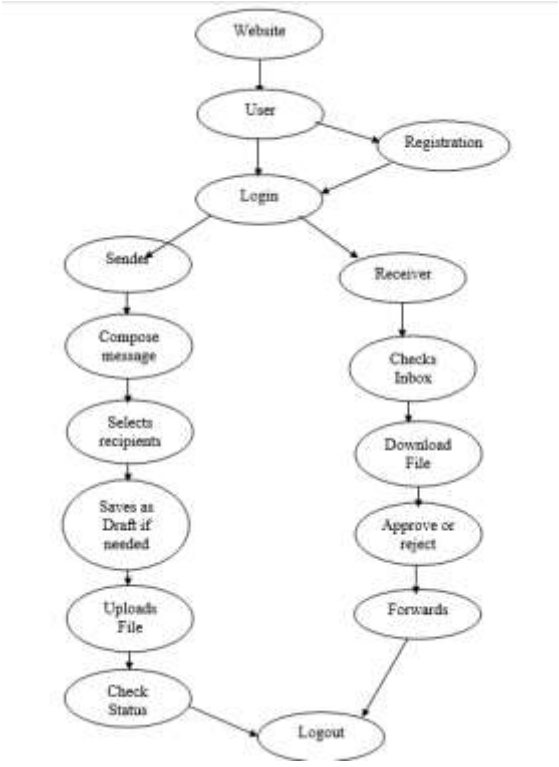

Figure 1: System Architecture

IV. SYSTEM IMPLEMENTATION

Paperless office is a system that is used for the transfer of files. The sender can send the files to any recipient and that recipient can view these files and perform actions like approval, rejection or forwarding. The status of these files can be tracked by the sender.

The modules that are present in this system are:

1. Login/Signup
2. Compose/send
3. Receive/Perform action
4. Tracking

1 Login/Signup:

Users can use the signup interface to provide data used for registration, which is then stored in the database (Mysql). This data can further be used for authentication during login. This data is useful for the senders to transfer files to the appropriate recipients.

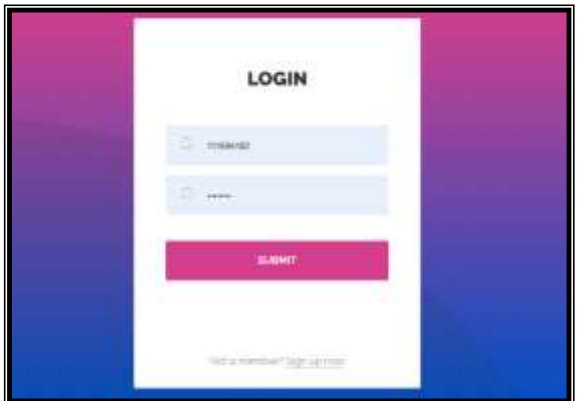

Figure 2: Login/Signup

Figure 3: Database design

2 Compose/Send:

The compose module can be used to send files. The sender has to select a recipient, then has to specify the subject and then finally upload the file. On clicking the send button the file will be successfully sent to the recipient. If the sender is unsure of sending the file then the sender can save it as draft and send it later.

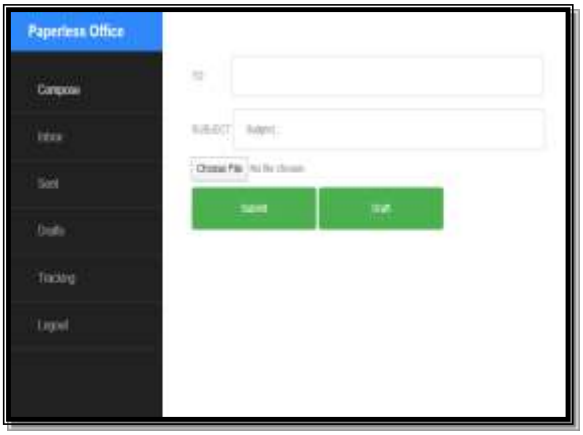

Figure 4: Compose

3 Receive/Perform action:

The receive module is mainly used to view the files that have been sent. The received files can be viewed in the inbox, we can perform 3 actions on them i.e.

a) Approve
b) Reject
c) Forward

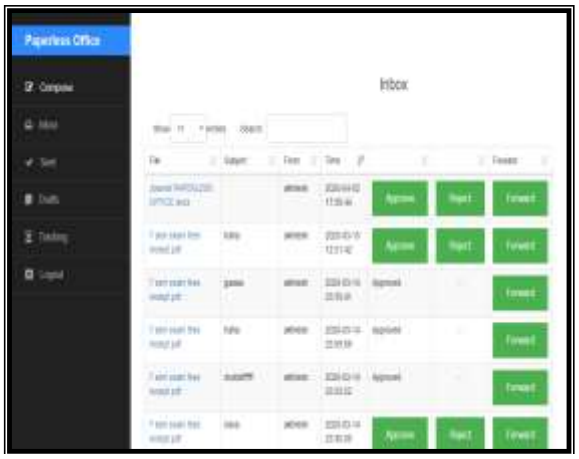

Figure 5: Inbox

4 Tracking:

The status of all the files sent and forwarded is all stored in the database and can be viewed in this module. Each user can track the status of the file that they have sent.

They can also see if it has been approved or rejected.

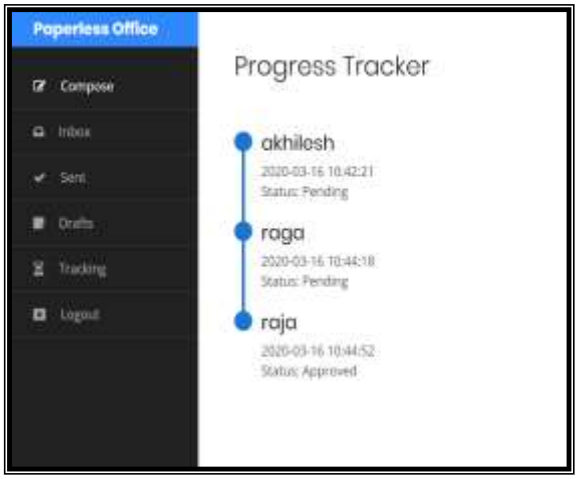

Figure 6: Tracking

V. CONCLUSION

The need for transforming conventional workspaces into more efficient and transparent e-offices, eliminating huge amount of paperwork has been felt. This system enables a paperless office by registering, uploading of documents, movement of correspondences and files, status of the uploaded and forwarded files is always maintained, approval or rejection of file can be done by the recipient, drafts and finally movement and tracking of files. This will enable to reduce the manual work and saves more time.

VI. REFERENCES

1. R. Shetterly and A. Chmura, "Creating the paperless office," in IEEE Software, vol. 13, no. 2, pp. 124-126, March 1996.

2. Madden, N. (2009). "Sustainability Software, Part 2: Cutting the Paper Chase". TechNewsWorld.

3. Walker, R. (2009), "Achieving The Paperless Office" (PDF), Efficient Technology Inc

4. Workflow (2009), “Paperless environment” retrieved from http://www.workflowpro.net/about-us/paperless-environments.

5. Existing system retrieved fromhttp://cwc.gov.in/sites/default/files/admin/005-eOffice-Handbook.pdf