

## Abstract

**“Office Automation System for Documents Management of DOI”** is a web-based database software through which the employee of Directorate of Instrumentation, DRDL, can create, manage outgoing documents and keep the details of all the incoming documents. It will also use to store the corresponding incoming document in the respective directory. Using this it is possible to keep track of all information related to sending and receiving of documents such as Notes, Faxes, Letters and Office Orders etc. which are maintained in database for future use.

It is required to develop a simple, user friendly and efficient online automation system which can be installed in standard IBM compatible machines. The application should be web based and has to be developed using open source technologies as given bellow:

1. PHP scripting.
2. MySQL database.
3. Apache webserver.
4. JavaScript etc.

Following are the primary objectives:

1. It will provide a facility for user creating and managing the various outgoing documents and store all the important information of documents into database.
2. Keep the details of all the incoming documents and store the corresponding file in respective directory.
3. Keep track of all the information related to sending and receiving of documents such as Notes, Faxes, Letters and Office Orders etc.
4. Generation of different report for decision making purposes.
5. Viewing details of documents.