

VIRTUAL OFFICE



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Project Brief

Project Name: Virtual Office

Created By: Raza Saghir Barlas

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Starting Date: 29/10/2012

Operating System: Windows 7

**Source Software: Adobe Dreamweaver CS5
WampServer**

System Used: 512 MB RAM

Abstract

All the transactions made in everyday life, time, speed and reliability is important for me. At the beginning I got nervous while working on the project but now I feel very comfortable and no longer fear while working on the project. I have learned so much and I got experience. The entrance of a large company, employees and similar methods taught at each entrance and exit of the card use is inevitable. As I chose the project of Virtual office, it is very important to know the office features and environment.

Dedication

I have dedicate my work to my teacher's, family and friends who guide me in the up and down of life and also in the project. I have learned the internship in which Mr. Rizwan has taught me well in php and mysql. I have improved a lot in logic of programming and I understand all the concepts and I started to enjoy working in web designing.

Acknowledgements

By the Grace of Almighty Allah, I have been able to complete my project successfully. I express sincere appreciation to my supervisor Mr. Mirza Mubasher Baig for his guidance and insight throughout the research and people who participated in my project experiments are gratefully acknowledged. This project is based on the Virtual office which consists of few features such as user/group management system, document management system, email, chatting, discussion forum and meetings and reminders.

I would say special thanks to my family members my elder brother who provided me with all the help and facilities needed to complete this project. Their support was a constant source of encouragement and enabled me to finish this project in time.

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Chapter 01

INTRODUCTION TO VIRTUAL OFFICE

Introduction:

Virtual Office:

This idea was suggested by Mr. Imran Zahid and gave some guidance of this topic. A Virtual Office is a set of interconnected tools to centralize organizational, communication and collaboration data, accessible through different channels at any time. It easily manages your data such as emails, contacts, meetings, documents, tasks etc. It consists of the number of features in which I am going to perform in this project. These are User management, Document management system, chat, discussion forum, meetings and reminders. These are the features, which the staff members and the Head of Department of Computer Science suggested me.

Features of Virtual Office:

The features of Virtual Office in which the staffs of Computer Science department suggested me and I am going to perform them are:

User/Group Management:

User management is a process in my project in which can add or remove a user in a friend list. Once the user adds the other user, he will either accept or rejects.

Group Management is a process in my project in which the user can create, edit, and delete the group. User can also add a user in a group and then the other user accepts or reject. The user can remove a user in a group if there is no longer needed.

Document Management System:

A document management system (DMS) is a computer system (or set of computer programs) used to track and store electronic documents and/or images of paper documents. It is usually also capable of keeping track of the different versions modified by different users. It stores all types of documents online such as docs, pdfs, ppts etc. It shares your documents and access shared documents. The user can email the document to the other user. The user will be able to search a document by typing file name. The user enters the text in the field.

The user will be able to keep the information about the file by the following information such as: File name, File contents, File types (pdf,doc,ppt etc), category, applicant, creator, date of creation etc. The user will be able to rate the files as closed or open. The user will also print the files and its parts.

Online Chat:

Online chat may refer to any kind of communication over the Internet. Chat is thus only possible within a group and with the members who are present simultaneously on the chat. The Chat tool is a simple tool to use and therefore has no advanced functions such as creating public rooms, ejecting participants, etc.

The user will be able to access the group chat in which he can select the chat tool in a home page and then the user will click on the chat with members under the desired group name. The chat window has three main zones: writing messages, people connected and text line. When the user wants to chat, he clicks on the white line under the chat to activate it. The user will then enter his message and then press the “Enter” key.

Discussion Forum:

An Internet forum, or message board, is an online discussion site where people can hold conversations in the form of posted messages. They differ from chat rooms in that messages are at least temporarily archived. It has some features, which are given below:

- Access to the forums
- Reading the messages
- Answering the messages
- Posting or adding the messages.

The user will be able to create a new forum by clicking on the new forum icon and then it shows “properties” option, which includes the number of fields such as message title and its description. After that the user will click on the save and add forum to the right column otherwise click on the cancel in the left column if you want to cancel the forum. The user will delete the forum by click on the delete button.

Meetings and Reminders:

A meeting is a particular event, which allows you to invite participants and to do the follow-up online. The users will be the member of an event, if he accepts it. There are some features in which is required for meetings such as accepting or declining the meetings, create meeting, Invitation follow-up, Edit a meeting, sending the event and canceling the meeting.

To accept the meeting, click on Accept else click on the decline button, if you want to refuse the meetings.

In the Reminder, it consists of number features that are given below:

1. Creating an email reminder, which decides at what time the reminder, should be sent.
2. Edit the schedule and the channel such as email.
3. Canceling the reminder.

For creating an email reminder, the user displays the event details and then he will click on the Reminders tab. The user will tick the e-mail checkbox and select the time. The reminder is sent to your default e-mail address.