TIME MANAGEMENT BY DIGITALIZATION OF DOCUMENTS

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Abstract—*In the construction projects lots of time is wasted in various form and muster filling and there was need of properly keeping of this record.*

In this project I create a website for all the form and muster and various tables in which we are given individual login to the engineer and by using this login the engineer at site can fill the form and sheet. And we also link backup of our website with mobile phone so all the information about forms and sheet or muster are made available at any place and time. In this project we provide free access to all engineers and companies so there was a cost saving and effective tool available for engineer and various companies and department. So in this way lots of time in form and muster filling are saved and there is no need of carefully carrying and storing the entire paperwork.

Keywords— Website, Forms and Muster.

1. INTRODUCTION

Now a day construction projects takes up very large section and there are millions of job opportunities are available in the construction and the infrastructure development is one of the large source of country development but as the construction industries grows the is need of effective and speedy construction work. And there is also need of effective construction management. So for gaining that speed of construction work we need to do some changes in conventional methods of construction management. In this project we created a website for all the record and bills. By using that website there is no need of keeping and carrying any of the papers. We can provide individual logins to everyone so no one can access your documents. And we also provide a backup system by using mobile phones so your data is keep secure ant any condition. By using that secure logins the engineer can access his records and reports. In this website there is Varity of forms and charts depends on the engineer and site requirement the engineer can use such forms.

1.1. PROBLEM STATEMENT

1. There are chances of loss of Documents.
2. Problem for finding documents.
3. We require to merge the document manually.
4. Sometimes unable to find right document at right place.
5. Employ annoyance.
6. The document can only be retrieve in office and in store room.

1.2 . OBJECTIVES

1. To find the forms in Easy way.
2. To fill the forms and muster easily.
3. To save the filled documents and form digitally.
4. To save the time for storing and keeping the documents.

1.3 . SCOPE OF PROJECT WORK

1. Shorten lost and misfiled files
2. Provide easy search and retrieval of files
3. Better sort existing files

4. Elegant information and work process

5. Allow immediate access to files

6. Control the quantity and quality of records

7. Identify what files exist by records register

8. Apply required preservation time to stored items

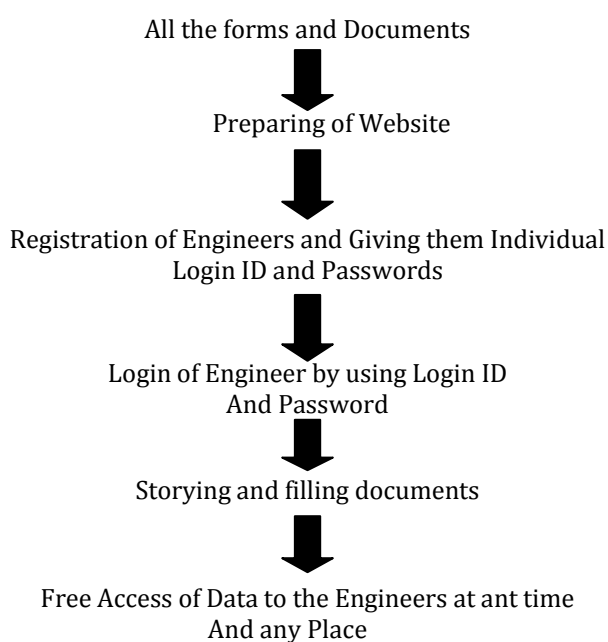9. Stores records throughout their life cycle

1.4. LIMITATION OF STUDY

1. Website development cost is much greater.

2. Technical person required to maintain website.

3. Training required for employees to handle website.

4. Security is the major issue.

1.5. EXPECTED OUTCOMES

1. Improve Securities

2. Reduce requirement of physical storage

3. Easy Finding of Documents.

4. Better Organization of Documents.

5. Retrieval of documents at any place and at any time.

6. Automatic collaboration of documents.

7. Work productivity can be improved.

8. Cost Saving.

9. Time Saving.

2. METHODOLOGY

All the forms and Documents

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Preparing of Website

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Registration of Engineers and Giving them Individual Login ID and Passwords

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Login of Engineer by using Login ID And Password

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Storying and filling documents

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Free Access of Data to the Engineers at ant time And any Place

Methodology of this project is quit simple in this project we are creating a website for storying filling documents . which are used at construction site this web site is free for all in which there is no limit on data storing . each and every engineer are required to register himself for using that website and then every engineer given a login Id and password. By using this login Id and password the engineer can access the documents. The document are saved in the server which is accessible to any time and any place and also there was provision of backup on mobile phones so no risk of data loss at any case.

3. CONCLUSION

1. Saving and keeping the files are made easy with this project.

2. The engineer at site can easily fill and retrieve all the documents.

3. Chances of file loss can be completely eliminated.

4. The required document can search more easily and rapidly.

5. The files can be organizing properly.

6. If any document is required it can be easily retrieve.

7. It controls the document storage quality.

8. Due to this website data combination can be easily made.

9. If the password is Leck then your document can be opened by other persons.

10. IT persons are required to handle the website.

11. Lots of time can be saved in document handling and work productivity can be improved.

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