Online Meeting & Document Management System

The main objective of this System is to provide an Online Web-based solution to the employees for **Managing and keeping a track of Committees, Meetings and their relevant Documents.**

This system incorporates various innovative features, including few new functionalities which have been implemented for the first time at BHEL Bhopal:

- **Document Storage on server**
  To facilitate storing of Documents/files in central server, for all committees and meetings, which can easily be accessible by committee / meeting members

- **Auto search Feature**
  To facilitate addition of members/invitees to committee/meeting this feature searches the name of employees from employee records in database as soon as the user starts to key in the name of an employee.

- **Meeting / Committee Management Comprehensive Dashboard**
  To provide all the details of meetings / Committees on a single screen, where all the relevant Actions can be performed on a single click.

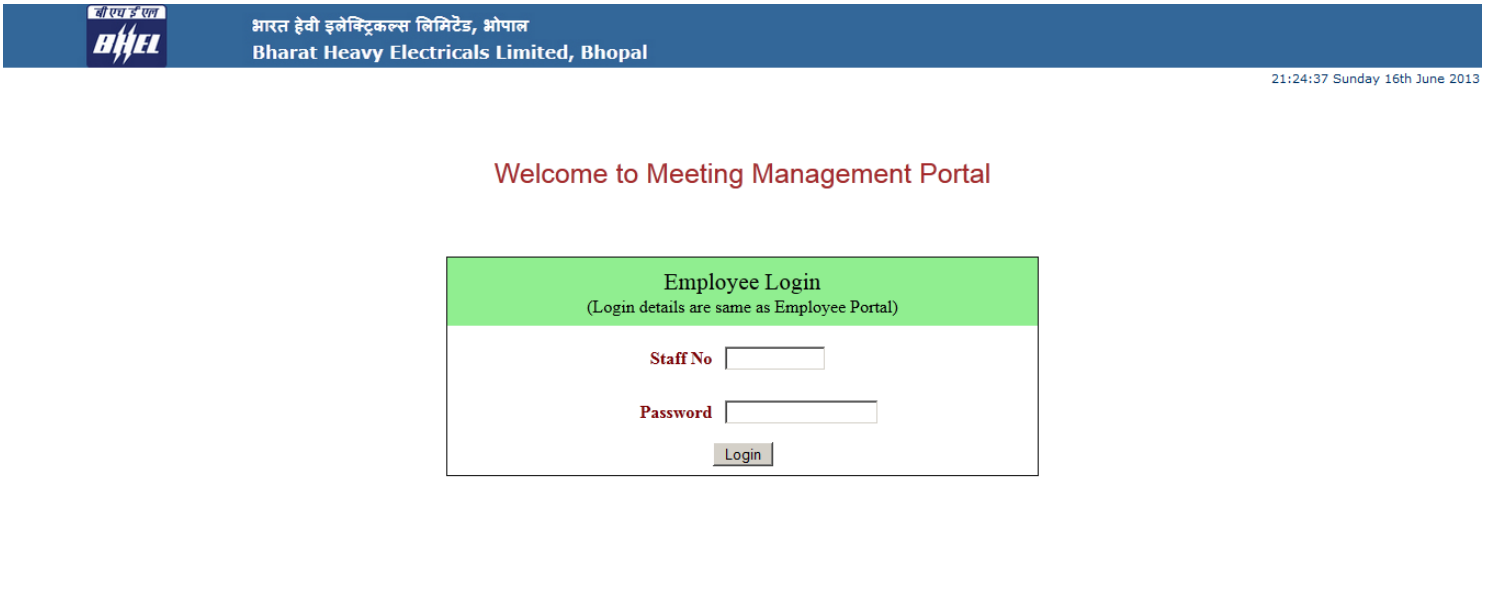
- **Email updates**
  Regular email notifications to committee / meeting members in case of any action taken on Committees / Meetings.

- **Linking of Committees , Meetings and Documents**
  This system links all Meetings / Documents to their respective Committees, which facilitates easy Management and sequential Tracking.

System Details

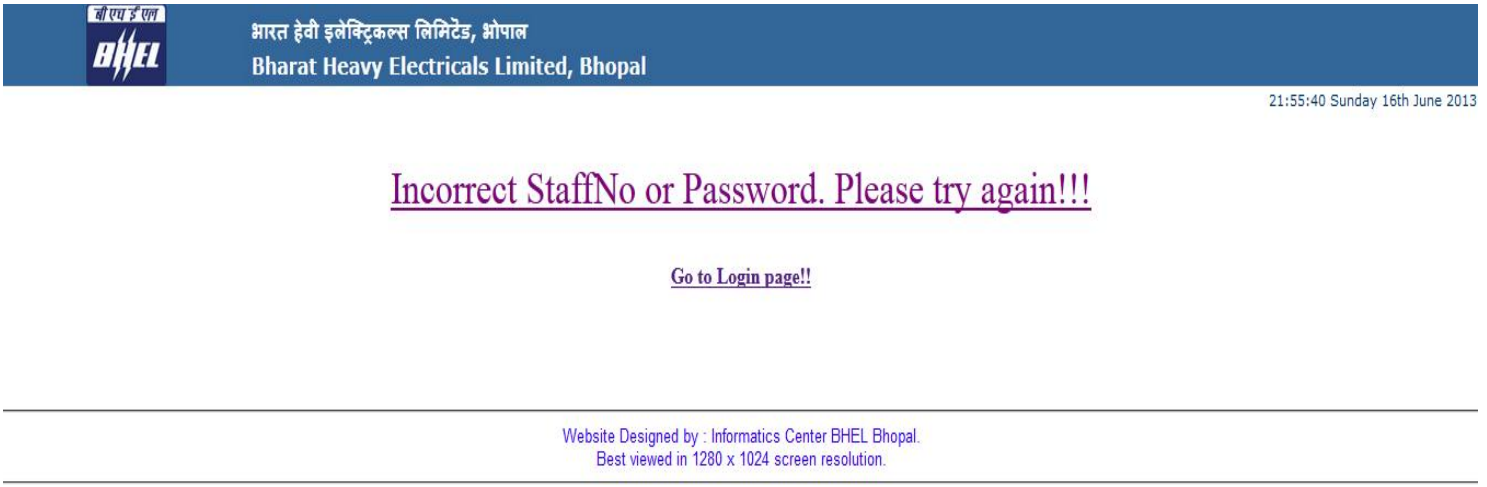
Login Page

This page takes in the username (staffno of employee) & the password and grant access of the system if the credentials match with the database. For the ease of use, login credentials have been kept same as those for the employee portal.

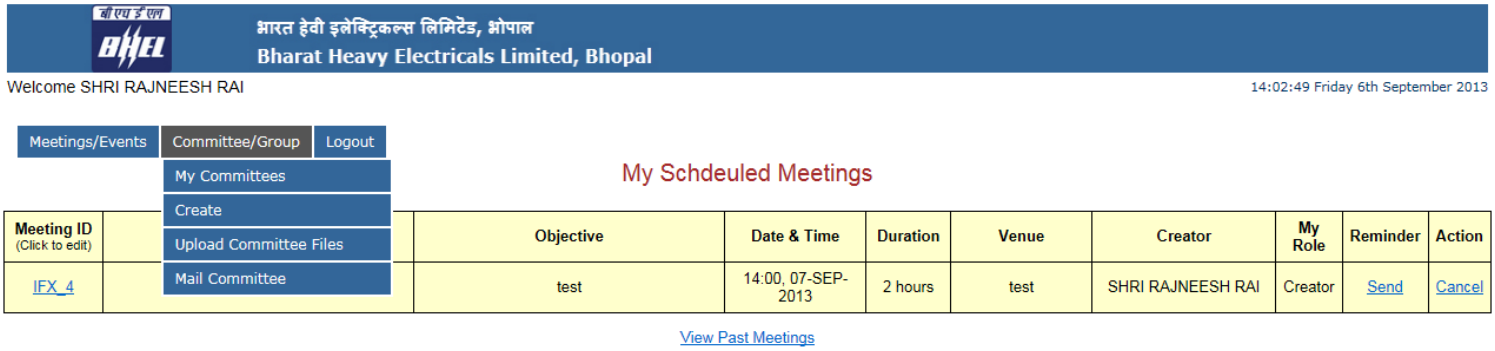


Login Error Page

In case a person tries to use the system without proper login credentials this error page displays on the screen prompting the person to go to login page and enter valid login details.

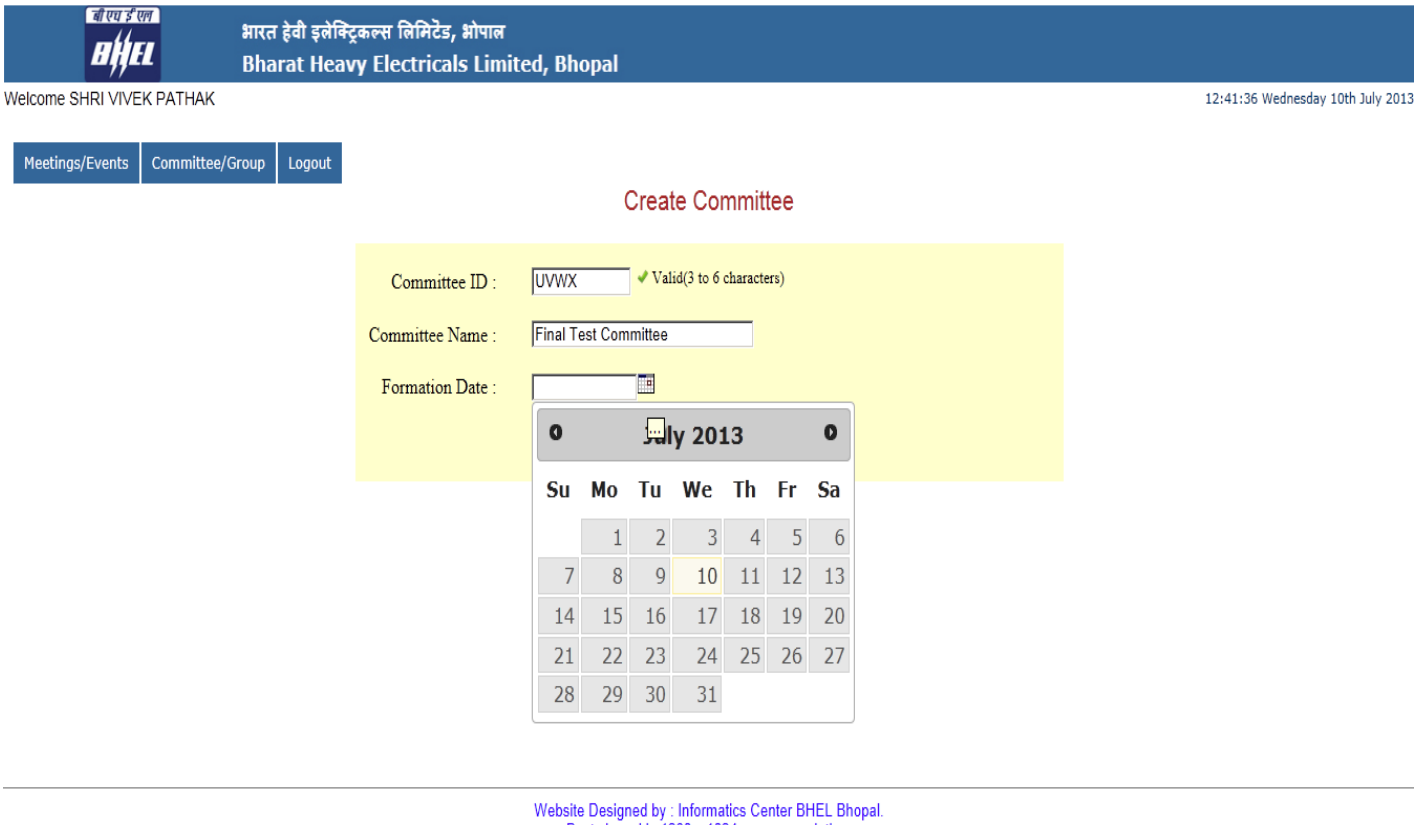


Committee / Groups Management



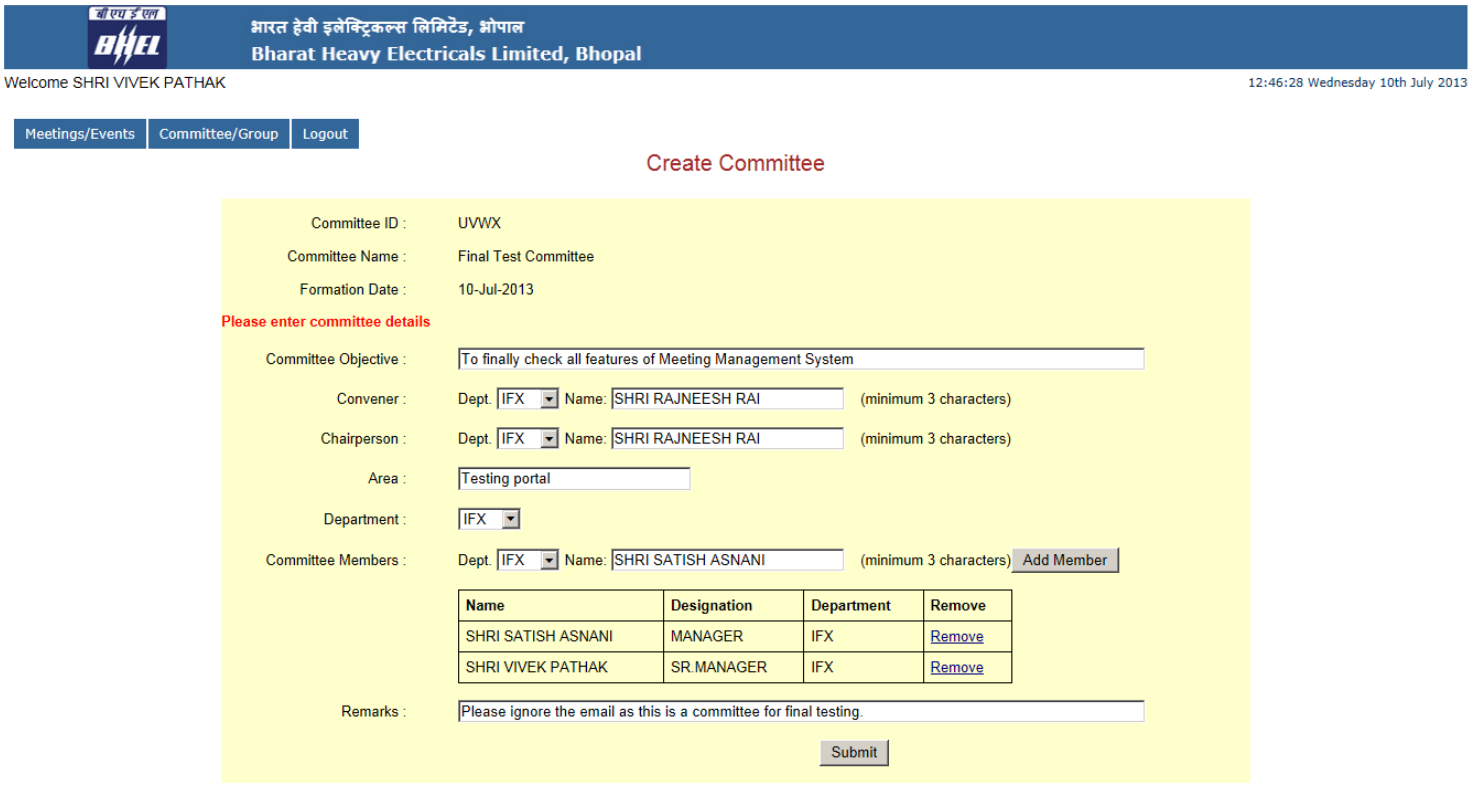
Create Committee

This option is available **under the Committee / Group tab**, where a user can enter primary committee details to create a new committee. This page **instantly checks the database for availability of a valid committee id and notifies the user** about the same at runtime.



Committee Creation Details Page

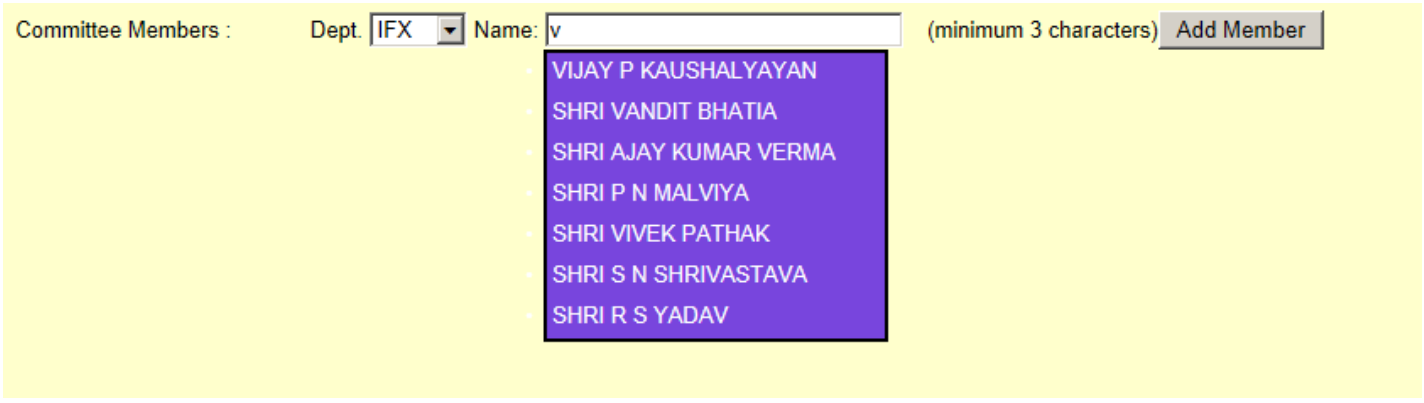
This is the next page which shows up after the user creates the committee and fills up the details of the committee such as objective, convener, chairperson, members, department etc.



Autosuggest feature

This feature automatically **searches employee names** as the user types them into the text field so that correct persons from the huge database of employees can be added to the meeting/committee details without any hassles to the end user and with latest updated details obtained from the database.

This has been used extensively on Committee/Meeting creation pages and Committee/Meeting updation pages to add names convener, chairperson and members/invitees.

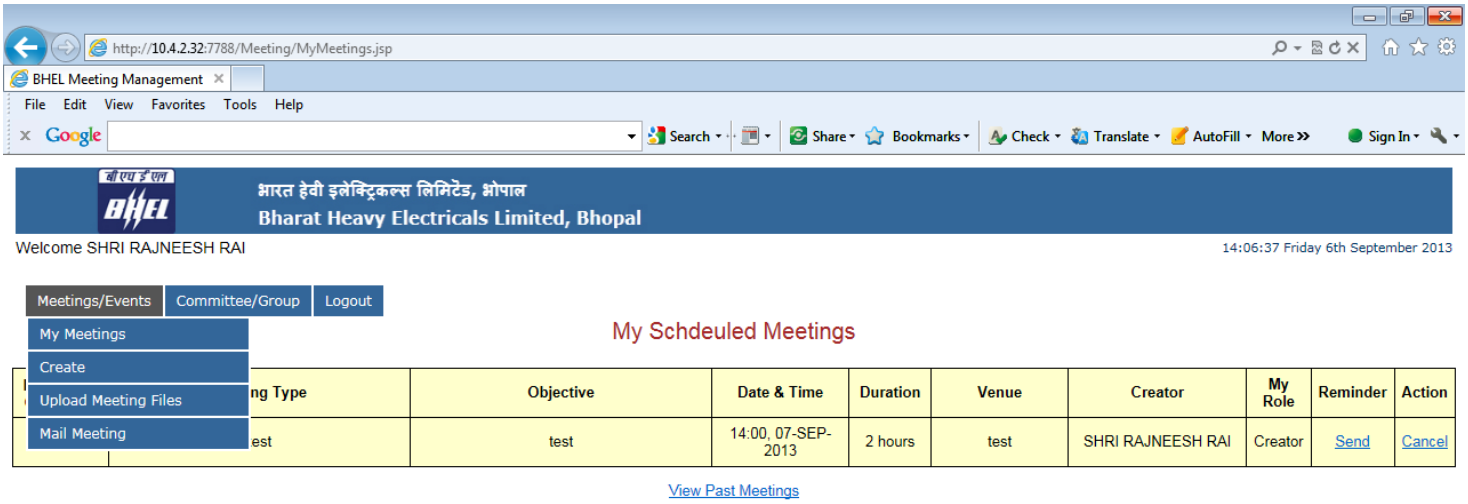


Committee Creation Confirmation Page

Once all the committee details have been successfully entered into the database a confirmation message is displayed to the user with an instant file upload option to upload a file for that committee, such as Approval notes and others.

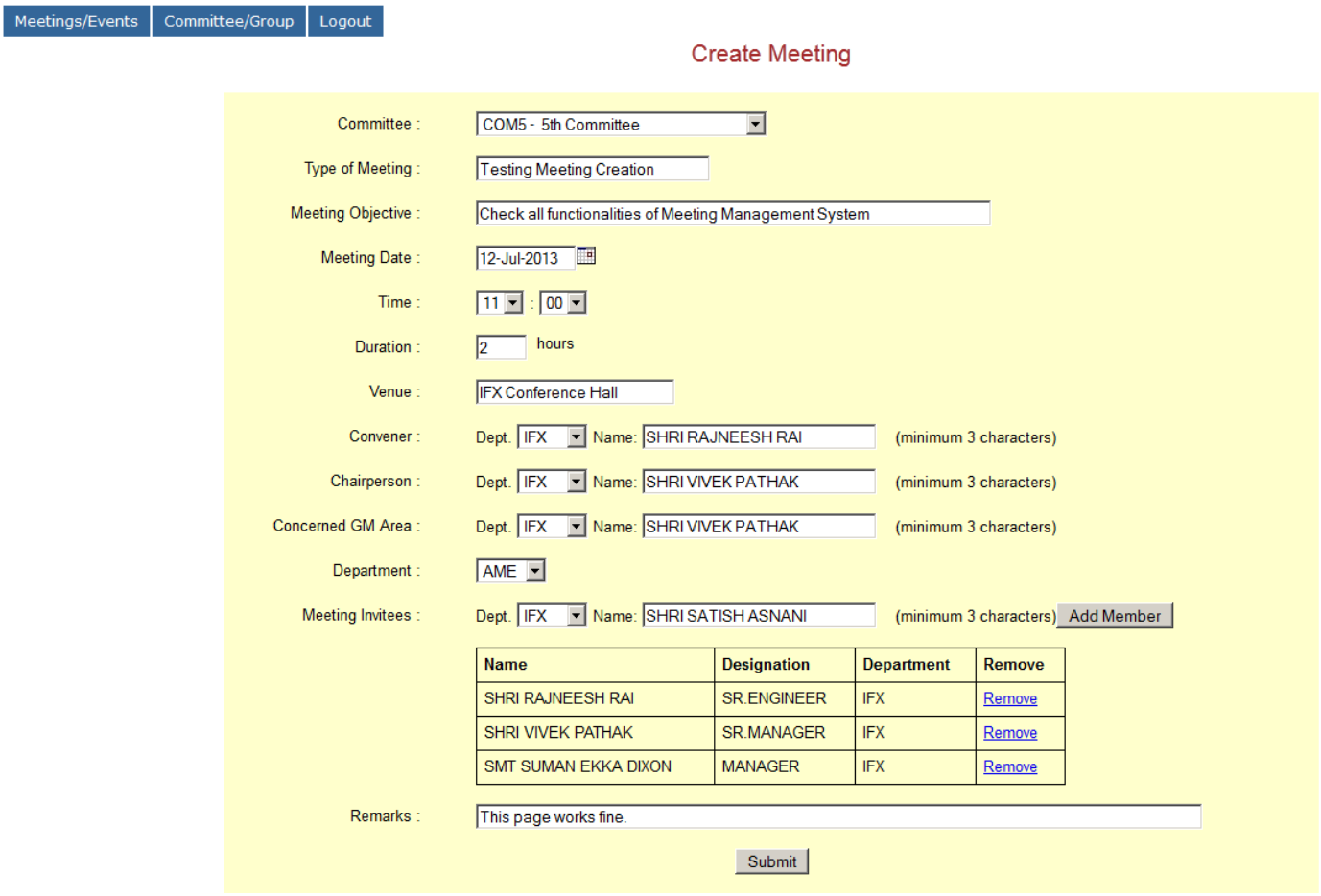
This is also **notified to all the committee members via automated emails with committee details** sent to their email accounts.

Meeting/Events Management



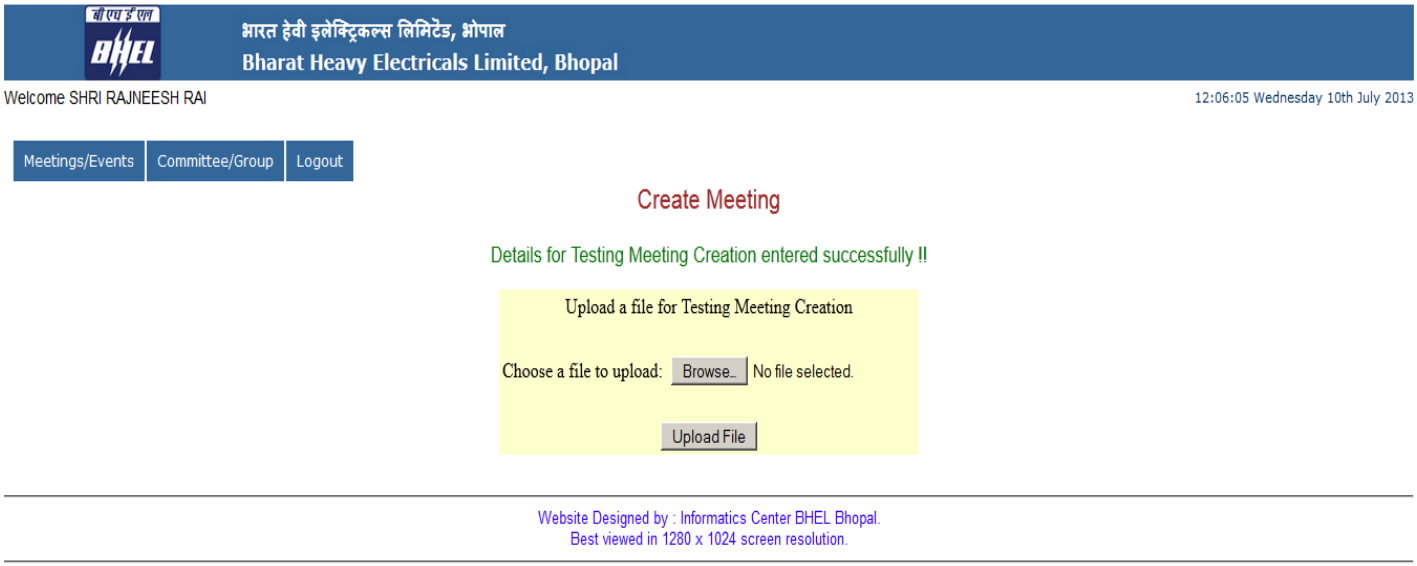
Create Meeting

This page **under the Meetings / Events tab** gives the user options to create meetings of the committees of which he is a member. Various details related to the meeting has to be added. A feature has been given to add special invitees to the meetings and also to exclude existing committee members from a meeting.



Meeting Creation Confirmation Page

Once all the meeting details have been successfully entered into the database a confirmation message is displayed to the user with an instant file upload option to upload a file for that meeting.

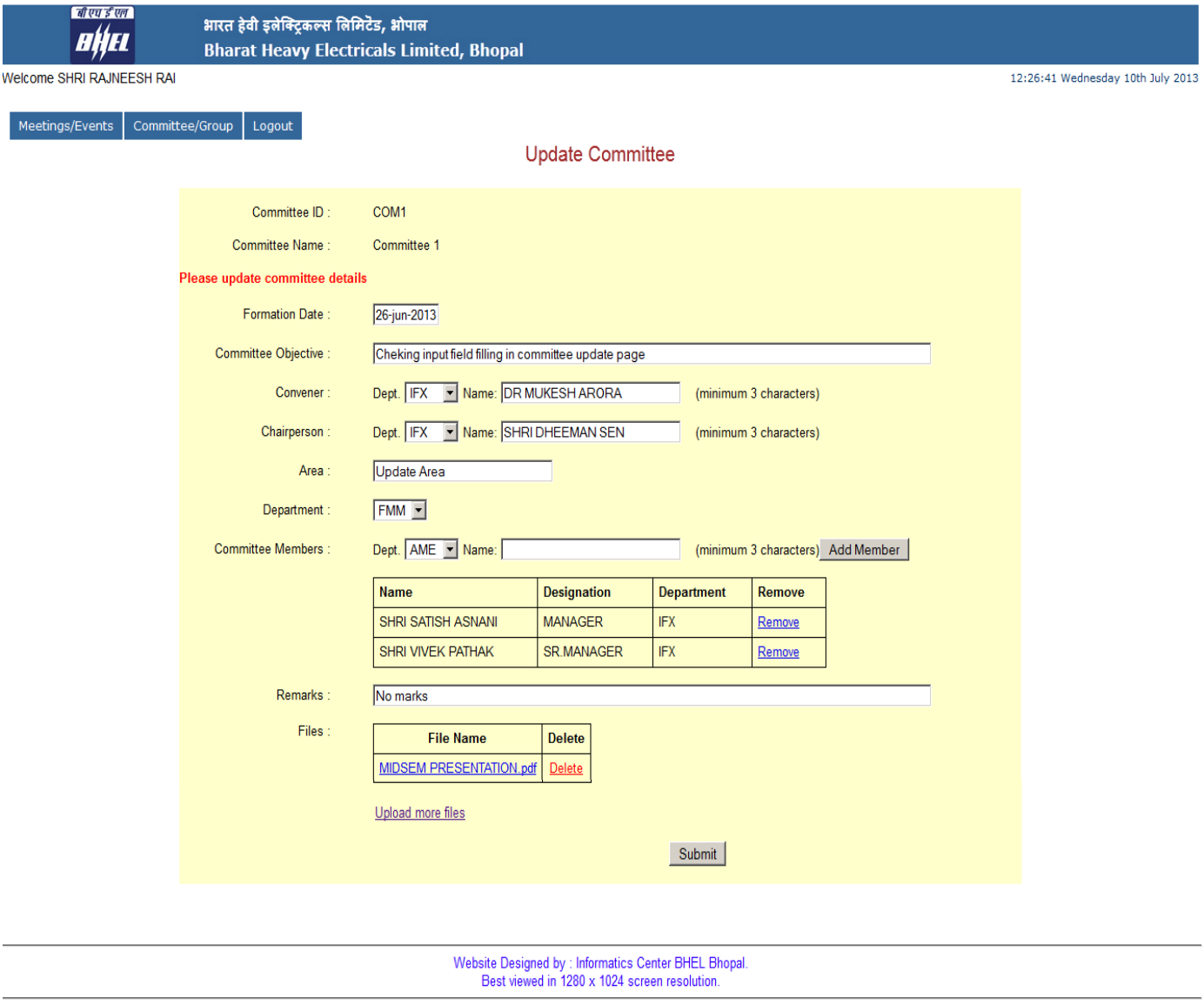


Once the meeting has been created successfully a **mail regarding the same is sent to all the meeting invitees from Meeting and Document Management System notifying about their new meeting and it's details.**

Update Committee

This option is available to convener/chairperson/creator of a committee, in order to modify details of the committee, to add or remove members and also to add documents.

The committee members can also view the list of files uploaded to the committee.

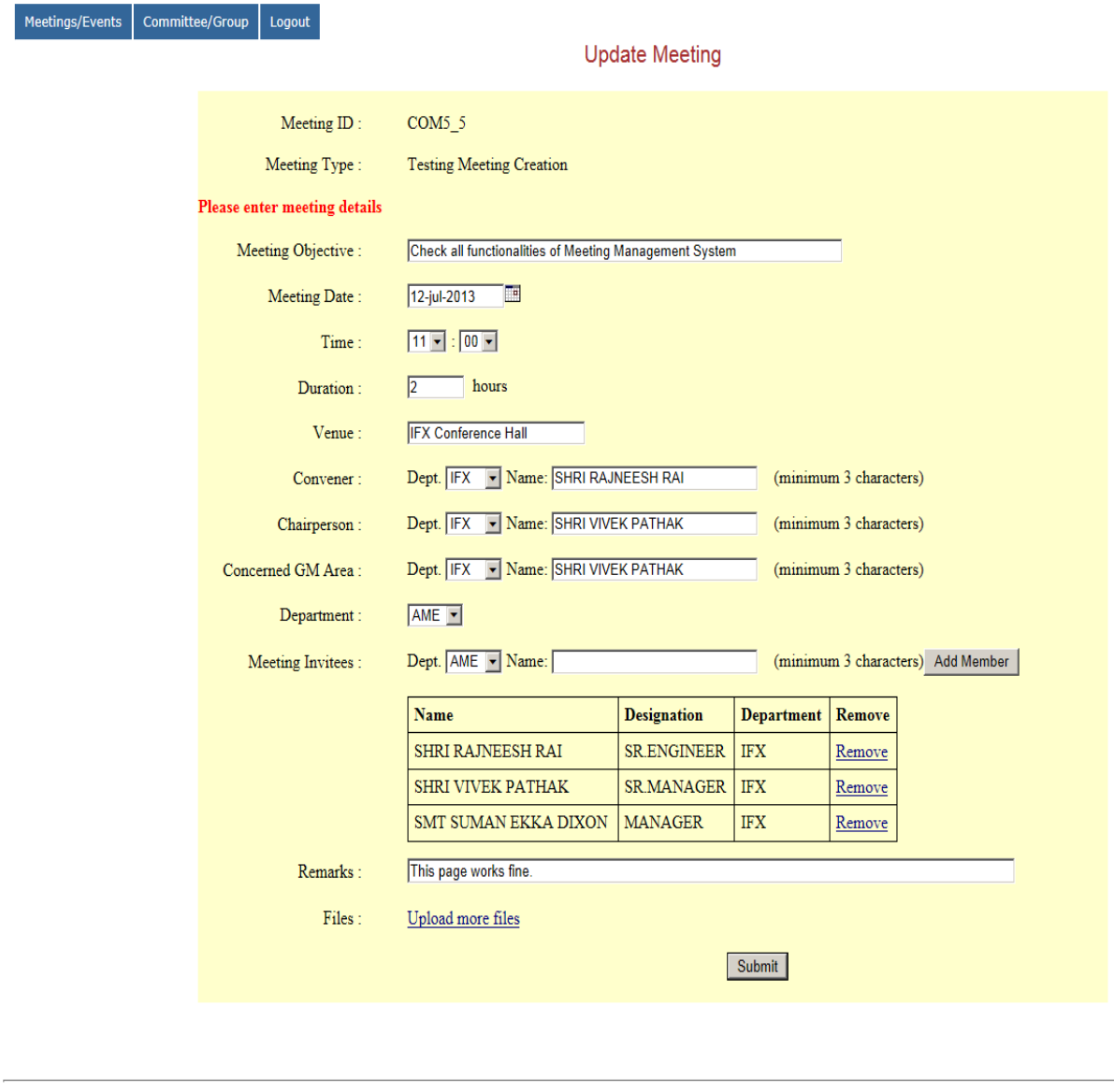


After the convener/chairperson/creator updates the details in the fields if required and submits the page it gives a confirmation message stating the successful updation of committee and **immediately informs the same to all committee members through email**.

Update Meeting

This option is available to convener/chairperson/creator of a meeting, so as to update details of the meeting and to add or invitees as per the requirements, only for upcoming meetings.

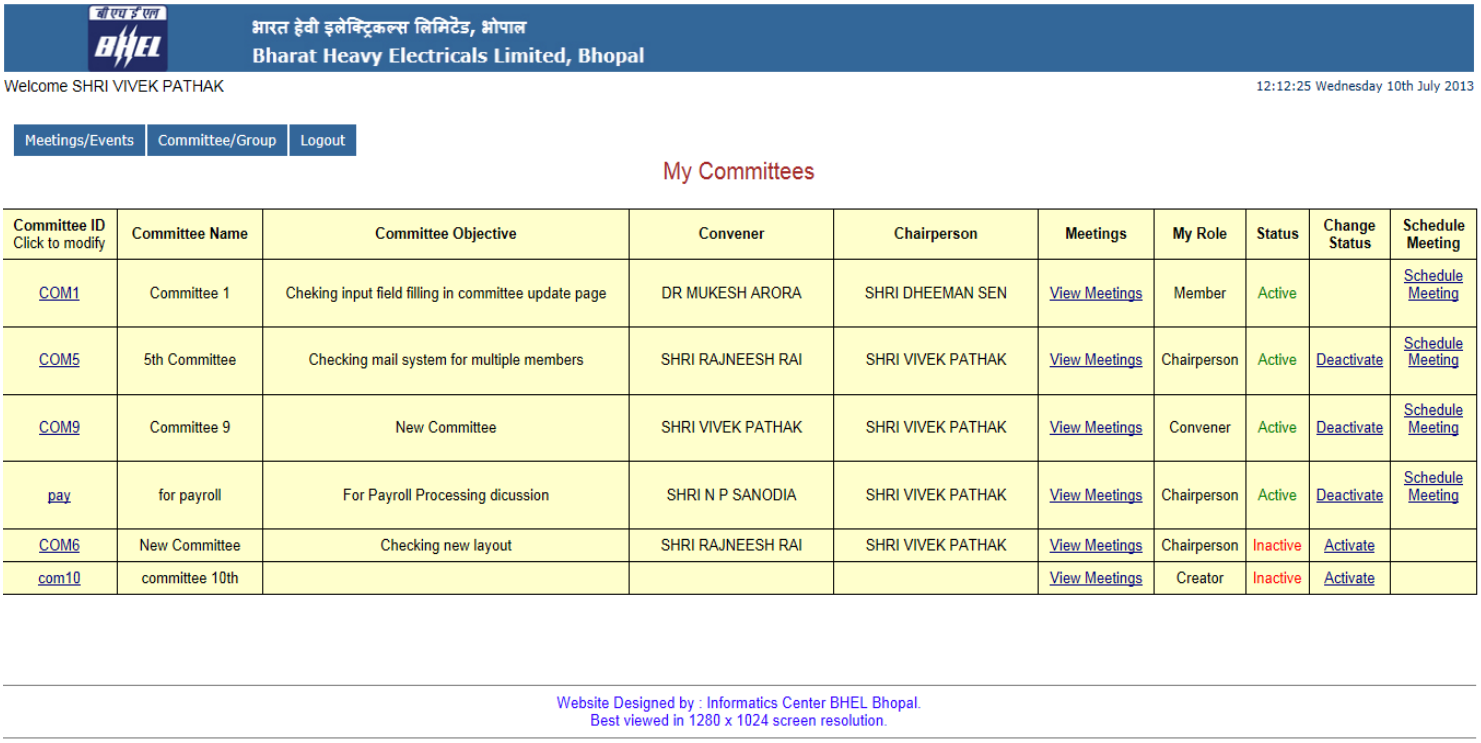
The meeting members can also view the list of files in a tabulated view, uploaded for the meeting



This page works exactly similar to the page for updating committee details i.e. after the records are updated successfully all the invitees are informed about the same in their mailbox.

My Committees

On the **My Committees** page, user gets list of his committees with various functionalities/options as the image shown below.



Committee ID Click to modify	Committee Name	Committee Objective	Convener	Chairperson	Meetings	My Role	Status	Change Status	Schedule Meeting
COM1	Committee 1	Cheking input field filling in committee update page	DR MUKESH ARORA	SHRI DHEEMAN SEN	View Meetings	Member	Active		Schedule Meeting
COM5	5th Committee	Checking mail system for multiple members	SHRI RAJNEESH RAI	SHRI VIVEK PATHAK	View Meetings	Chairperson	Active	Deactivate	Schedule Meeting
COM9	Committee 9	New Committee	SHRI VIVEK PATHAK	SHRI VIVEK PATHAK	View Meetings	Convener	Active	Deactivate	Schedule Meeting
pay	for payroll	For Payroll Processing dicussion	SHRI N P SANODIA	SHRI VIVEK PATHAK	View Meetings	Chairperson	Active	Deactivate	Schedule Meeting
COM6	New Committee	Checking new layout	SHRI RAJNEESH RAI	SHRI VIVEK PATHAK	View Meetings	Chairperson	Inactive	Activate	
com10	committee 10th				View Meetings	Creator	Inactive	Activate	

Functionalities of My Committee Page

- There are columns like Committee ID, **Committee Name**, **Committee Objective**, **Convener** (name), **Chairperson** (name), **My Role** (Role of user in the committee), **Status** (Active/Inactive) etc. with their functions.

- **Committee ID** column has hyperlink which redirects to the Update Committee page (described above) against the committees for which the user is a convener, chairperson or creator where they can modify committee details/files and for the rest of the members it redirects them to the **View Committee** page (described later in this report) where they can view the committee details.

- **View Meetings** column has redirects to the page where the user can view his/her meetings, thus giving him the complete detail and track of meetings on a single page in order of date and time. (Described later)

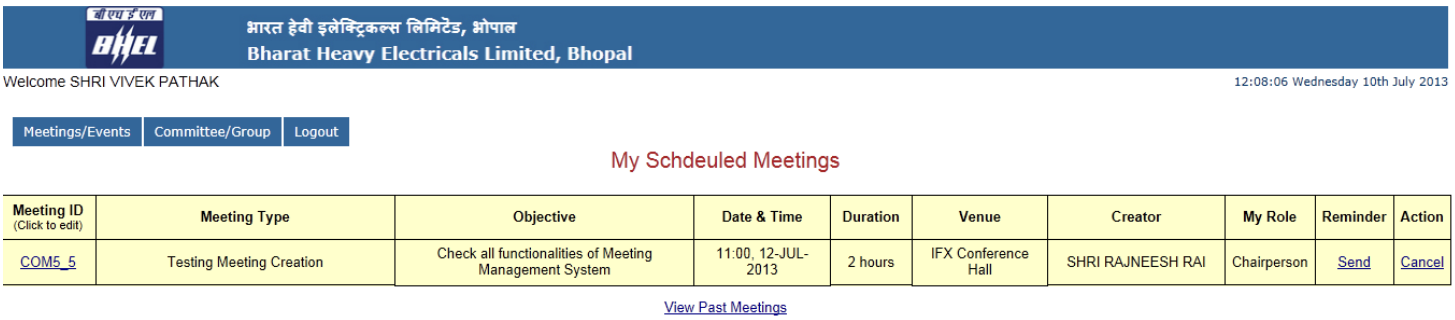
- **Status** column shows the present status of a committee of the user. Active (in green) committees are shown at the the top of the page and Inactive (in red) at the bottom which are further sorted in the order of formation dates (latest to oldest).

  Change Status is to activate/deactivate a committee as the case may be. The user clicks on the link and after taking the confirmation input from the user the committee status is changed accordingly (to active or inactive). The same gets updated on the page immediately and all the **committee members are notified via email**.

- **Schedule Meeting** column is to the Create Meeting & available to all members against their active committees where they can create a new meeting for that committee.

My Meetings

This option acts as the homepage for the user after logging in the Meeting and Document Management System, enlisting the **upcoming** meetings of the users with important details for immediate reference.



Functionalities of My Meetings Page

- **Meeting ID** column has unique meeting ID for each meeting, which starts with the committee id followed by the meeting number for that committee. The hyperlinks redirect users to update meeting page if he/she is a convener/chairperson/creator and the normal invitees to the View Meeting page (described later) where he can check the meeting details and uploaded files for that meeting.

- **Meeting Type** refers to the type of meeting as entered by the creator.

- **Objective** column gives the complete description of meeting objective.

- **Date & Time** column displays the scheduled date and time of meeting.

- **Duration** column shows the planned duration of meeting in hours.

- **Venue** refers to the venue of meeting.

- **Creator** column displays the name of the person who has called meeting.

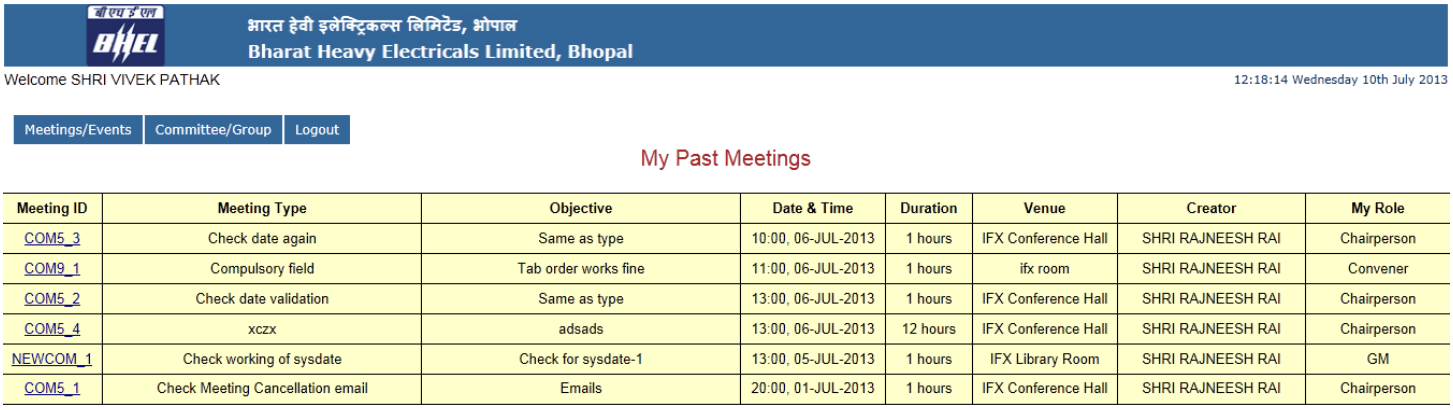
- **My Role** column describes the role of the the user as Convener/Chairperson/GM and invitee (as applicable).

- **Send Reminder** allows the meeting creator to send reminder/s for the meeting on a single click to all meeting invitees.

- **Action** has the **hyperlink to cancel the meeting** (available only to meeting moderators) which cancels the meeting after a confirmation pop-up message and **notifies the same to invitees in an email sent to them**.

Past Meetings

This option lists the past meetings of the user (scheduled till the previous day) order by date (latest to oldest) and has all the columns similar to those of My Meetings page. The user can view the details of past meetings if he/she wishes to by clicking on the meeting id, however **it gives no functionalities** like updating meeting info / sending reminders / cancellation of a meeting.



Meeting ID	Meeting Type	Objective	Date & Time	Duration	Venue	Creator	My Role
COM5_3	Check date again	Same as type	10:00, 06-JUL-2013	1 hours	IFX Conference Hall	SHRI RAJNEESH RAI	Chairperson
COM9_1	Compulsory field	Tab order works fine	11:00, 06-JUL-2013	1 hours	ifx room	SHRI RAJNEESH RAI	Convener
COM5_2	Check date validation	Same as type	13:00, 06-JUL-2013	1 hours	IFX Conference Hall	SHRI RAJNEESH RAI	Chairperson
COM5_4	xczx	adsads	13:00, 06-JUL-2013	12 hours	IFX Conference Hall	SHRI RAJNEESH RAI	Chairperson
NEWCOM_1	Check working of sysdate	Check for sysdate-1	13:00, 05-JUL-2013	1 hours	IFX Library Room	SHRI RAJNEESH RAI	GM
COM5_1	Check Meeting Cancellation email	Emails	20:00, 01-JUL-2013	1 hours	IFX Conference Hall	SHRI RAJNEESH RAI	Chairperson

My Committee Meetings

This option can be accessed by the user by clicking on **View Meetings** link on **My Committees** page which redirects him to this page listing the meetings (those in which he has been invited) of the related committee (of which he/she is a member) in a time lined manner from latest to oldest meetings.

It provides all the functionalities to the user which he can access, same as on the My Meetings page.

Meeting ID (Click to edit)	Meeting Type	Objective	Date & Time	Duration	Venue	Creator	My Role	Reminder	Action
COM5_5	Testing Meeting Creation	Check all functionalities of Meeting Management System	11:00, 12-JUL-2013	2 hours	IFX Conference Hall	SHRI RAJNEESH RAI	Convener	Send	Cancel
COM5_3	Check date again	Same as type	10:00, 06-JUL-2013	1 hours	IFX Conference Hall	SHRI RAJNEESH RAI	Convener		
COM5_2	Check date validation	Same as type	13:00, 06-JUL-2013	1 hours	IFX Conference Hall	SHRI RAJNEESH RAI	Convener		
COM5_4	xczx	adsads	13:00, 06-JUL-2013	12 hours	IFX Conference Hall	SHRI RAJNEESH RAI	Convener		
COM5_1	Check Meeting Cancellation email	Emails	20:00, 01-JUL-2013	1 hours	IFX Conference Hall	SHRI RAJNEESH RAI	Convener		

View Committee

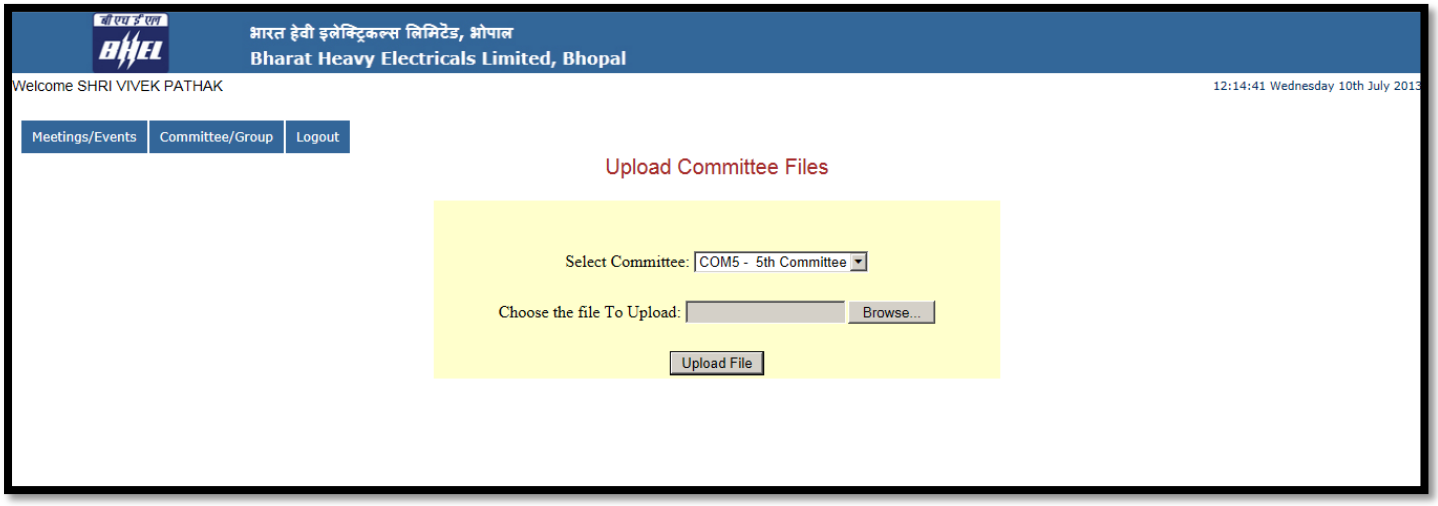
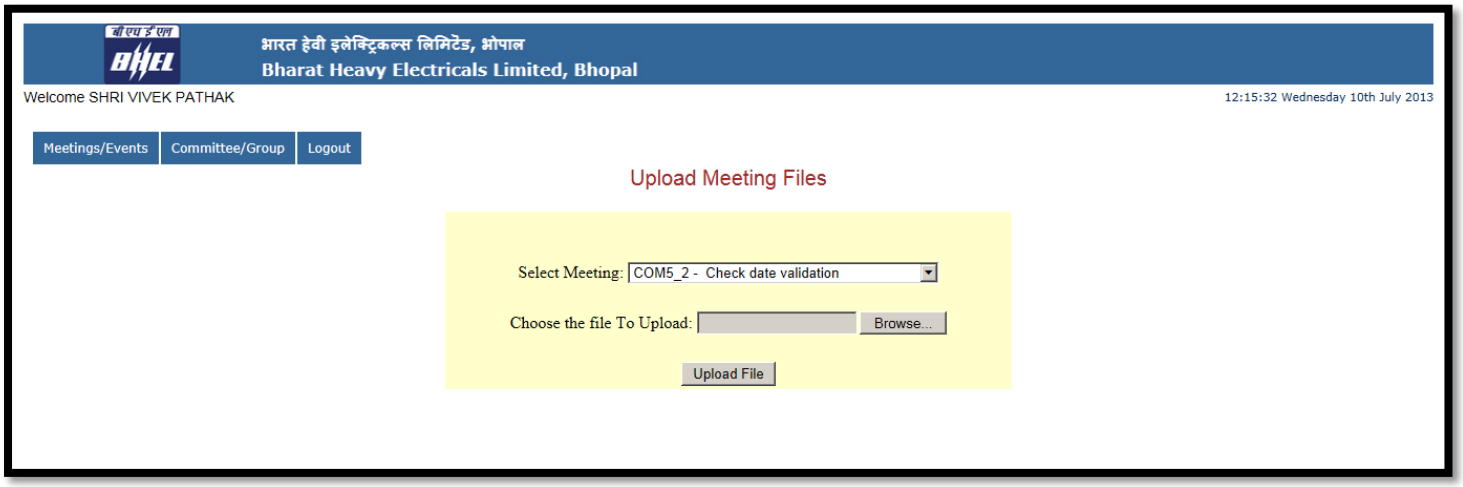
This displays the information of a committee in a non-editable view to those committee members who are not a moderator for the committee or if the committee status has been set to inactive by a moderator.

View Meeting

Similar to the View Committee page this page displays meeting information to the user for the desired meeting in a non-editable form.

File Uploading

Currently in this Online Meeting and Document Management System, file uploads have been enabled **only for the convener, chairperson and creator** of a committee or meeting which **they can do by directly clicking on the Upload Meeting Files or Upload Committee Files or from the respective updation pages**.

However the uploaded files will be available for viewing to all committee members and meeting invitees.

To upload files for a committee / meeting, user selects the desired committee/meeting from the dropdown menu and then on the browse button to select files from their PC and on submitting the page it is uploaded to the server.