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Event Planner and Report Management System

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ABSTRACT:

Event planner and report management system involves the development of two software solutions.

The first automates the formatting of unformatted Word documents by applying predefined formatting criteria, such as resizing images, adjusting fonts, and standardizing table dimensions. This ensures consistency in reports, streamlining the creation of committee books and reducing manual effort, thereby improving productivity and accuracy.

The second system manages and tracks events, facilitating timely communication with faculty members. It includes features such as automated reminders for upcoming events, report submission prompts after events, and automatic rescheduling for postponed events. This system ensures efficient event management and seamless communication with faculty members.

The third solution focuses on merging multiple files into a single document. It allows users to select multiple files and merge them into one, facilitating the organization and preparation of comprehensive documents like committee books or event summaries. This feature simplifies document handling and improves workflow efficiency.

Introduction:

The Event Planner and Management System is developed to manage and organize college events more efficiently. It keeps a record of all upcoming events. A key feature of the system is that it automatically removes events from the planner once the event date has passed, keeping everything updated without any manual work.

One of the important functions is the reminder system, which sends notifications to faculty members 2 days before their assigned event. This ensures that they are prepared for the event. If there is a need to reschedule, the system offers a postpone button next to the event. When clicked, it opens a calendar that allows the admin to select a new date for the event, and the event will then be shown on the updated date.

After an event is completed, the faculty must submit a report within 1 week. The system sends reminder emails to ensure that the reports are submitted on time. Faculty members email their reports, which the admin then downloads to their PC or laptop.

The system includes a report formatting tool to make sure all reports follow the same format. The admin can specify things like box size, image size, and font size. Once the report is uploaded, the tool formats it according to these instructions, so all reports look uniform.

Lastly, the system can merge all event reports into a single document called the “Committee Book.” This feature makes it simple to combine all reports into one file for easy review and storage, creating a complete record of all events[1].

System Architecture:

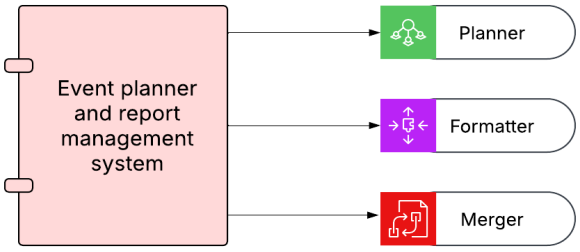


Fig. System Architecture

The diagram below represents the system architecture of the Event Planner and Report Management System. It illustrates how various components of the system interact to ensure seamless functionality.

Admin Interface:

- The admin interface serves as the primary control panel where the admin can add, update, and delete events, manage reports, and send reminders.

Reminder System:

- Automatically sends notifications and reminders to faculty for event preparation, postponements, or pending report uploads.

Database Server:

- The central repository stores all event details.
- Ensures data integrity and supports the retrieval of historical records when needed.

Report Formatting Module:

- Accepts uploaded reports, applies standardized formatting (e.g., font, table dimensions, and image sizes), and saves the formatted reports.

Report Merging Module:

- Combines all formatted reports into a single file ("Committee Book") for administrative purposes.

Data Flow:

- The data flows between the admin, faculty and the database server to ensure real-time updates for events, reminders, and reports.

Methodology:

A software development methodology provides the framework for planning, structuring, and managing the development process of a software system. It ensures that the end product is user-friendly, efficient, and tailored to the needs of its users.

The methodology for the Event Planner and Report Management System focuses on the following key processes, as represented in the system architecture:

Event Scheduling:

- Allows admins to schedule and manage events efficiently, including assigning faculty to events and setting reminders.

Reminder Notifications:

- Automated notifications and reminders are sent to faculty and admins for event preparation and report deadlines, ensuring timely action.

Report Management:

- Faculty can send event reports, which are formatted and stored. Late submissions are flagged for admin review.

Standardized Report Formatting:

- A formatting module applies consistent styles to all submitted reports, ensuring uniformity and professionalism.

Committee Book Creation:

- All event reports are consolidated into a comprehensive "Committee Book" for institutional records and administrative analysis.

By following this methodology, the system ensures smooth operation, seamless communication between components, and accurate data management [2].

Literature Review:

There have been numerous studies and developments in the domain of event management and report formatting systems. Below are some significant contributions and their findings, which are referenced to understand the evolution of such systems:

Event Management: A Technology-Driven Approach, K. Douglas and J. Fields, 2003 [3]

This study highlighted the importance of technology in modernizing event management. It proposed a framework for digitizing event scheduling, tracking attendance, and generating reports. The research emphasized that automation could significantly reduce human error and improve the efficiency of event workflows.

Automated Reminder Systems in Educational Institutions, R. Blackwell and M. Saunders, 2007 [4]

The study focused on the implementation of automated reminder systems for schools and universities. Using SMS and email notifications, the system ensured timely communication among stakeholders. It reduced the reliance on manual follow-ups, improving event preparedness and engagement.

Unified Scheduling and Notification Tools for Academic Institutions, L. Simmons and P. Harper, 2010 [5]

This research developed an event scheduling and notification system integrated with existing calendar tools like Google Calendar and Microsoft Outlook. While the approach improved coordination, it lacked customized features for academic institutions, leaving room for future innovations.

A Study on Document Formatting and Automation, S. Gupta and T. Rao, 2012 [6]

The research explored early automation tools for document formatting. The study analyzed the inefficiency of manual processes in formatting reports and proposed a standardized system for resizing images, tables, and fonts. However, the tools required significant technical expertise, which limited their widespread adoption.

Advancing Event Management Through Mobile Applications, P. Kumar and A. Mishra, 2015 [7]

This study developed a mobile-based event management application to facilitate seamless interaction between organizers and attendees. Features like push notifications, reminders, and real-time updates were implemented, addressing the growing need for mobile-first solutions in event management.

Automated Report Compilation for Academic Use, R. Johnson and A. Patel, 2017 [8]

The study introduced a system to automate the compilation of academic reports, emphasizing uniformity and efficiency. The automation process included predefined formatting rules, merging multiple documents, and generating consolidated outputs, such as committee reports.

A Framework for Rescheduling Events Using AI, S. Lee and M. Huang, 2019 [9]

This research developed a dynamic rescheduling system using artificial intelligence. The system could recommend alternate dates based on resource availability, event conflicts, and user preferences, significantly improving the adaptability of event planners.

Integrated Event and Report Management Platforms, A. Sharma and J. Verma, 2020 [10]

This paper proposed a unified platform for managing events and their associated documentation. The solution integrated event scheduling, report uploading, and automatic formatting into a single interface, addressing common inefficiencies in separate systems.

Real-Time Notification Systems for Event Coordination, L. Brown and D. Green, 2021 [11]

This study explored the application of real-time notification systems in event management, focusing on academic and corporate environments. The system ensured that stakeholders were informed promptly about event updates, deadlines, and critical tasks, reducing communication delays.

Standardized Formatting Tools for Academic Reports, R. Mehta and S. Das, 2022 [12]

The research highlighted the challenges of maintaining uniformity in academic reports. The proposed system introduced advanced formatting tools capable of automatically resizing images, adjusting font sizes, and aligning tables according to predefined templates.

Objective:

The primary objective of the *Event Planner and Report Management System* is to streamline the planning, execution, and reporting of events within an institution. The system is designed to enhance efficiency, automate repetitive tasks, and maintain accurate records.

Efficient Event Management*:*

- To provide a platform for scheduling, tracking, and updating events while ensuring smooth coordination between faculty and administrators.

Automated Notifications*:*

- To automate reminders and notifications for upcoming events and report deadlines, reducing manual intervention.

Centralized Report Handling*:*

- To allow faculty to upload event reports, standardize their format, and maintain a centralized repository for easy access and management.

Data Accuracy and Consistency*:*

- To ensure accurate and consistent data flow across modules like event scheduling, inventory updates, and report generation.

Enhanced Administrative Efficiency*:*

- To generate comprehensive reports, including the consolidated "Committee Book," for administrative analysis and future reference[13].

Advantages:

Bettered Event Organization

- Tracks all council events in one system, reducing confusion and missed events.
- Automatic junking of once events ensures a clutter-free and over- to- date event list.

Automated announcements

- Faculty and admins admit monuments for forthcoming events and pending reports.
- Enhances responsibility and minimizes last- nanosecond medications or cancellations.

Streamlined Report Management

- Facilitates timely report uploads with memorial announcements.
- Flags late cessions for better shadowing and review.

Formalized Report Formatting

- Ensures harmonious formatting for all reports using an automated tool, saving time reduce homemade trouble.

Simplified Event Cataloguing

- A timetable- grounded holdback point enables easy event date adaptations.

Centralized Data Management

- Provides a single depository for all event and report data, icing quick access and effective operation [14]

Disadvantages:

Scalability Challenges*:*

- For institutions with a high volume of events or large-scale campuses, the system might require additional resources or scaling, increasing complexity.

Conclusion:

The event planner system is designed to streamline the management of college events by automating key tasks such as event scheduling, reminders, postponements, and report handling. The dynamic event table ensures that completed events are removed automatically, keeping the planner organized and up-to-date. Faculty members receive timely reminders both before events and for report submissions. The system's postponement feature, with a built-in calendar, provides flexibility to adjust event dates effortlessly.

The integrated report management system ensures standardized formatting through an automated converter, making reports consistent with the specifications set by the admin. The option to download formatted reports and merge them into a single committee book simplifies documentation and ensures all events are captured systematically. Overall, this planner offers a robust and efficient solution for managing college events, better communication, organization, and documentation within the institution[15].

Output:

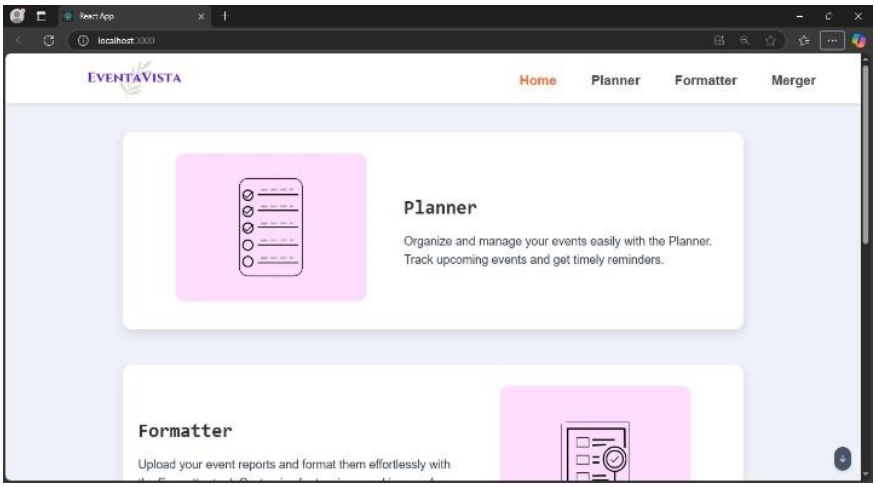


Fig. 1 Homepage A

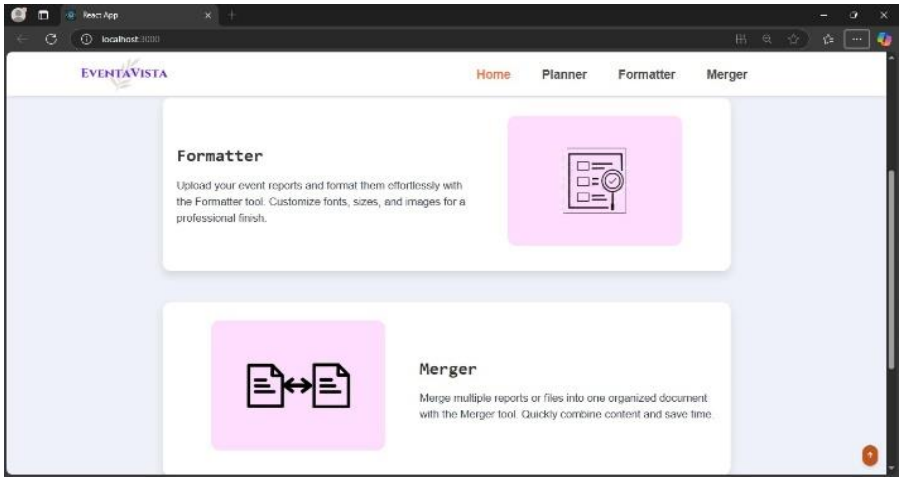


Fig. 1 Homepage B

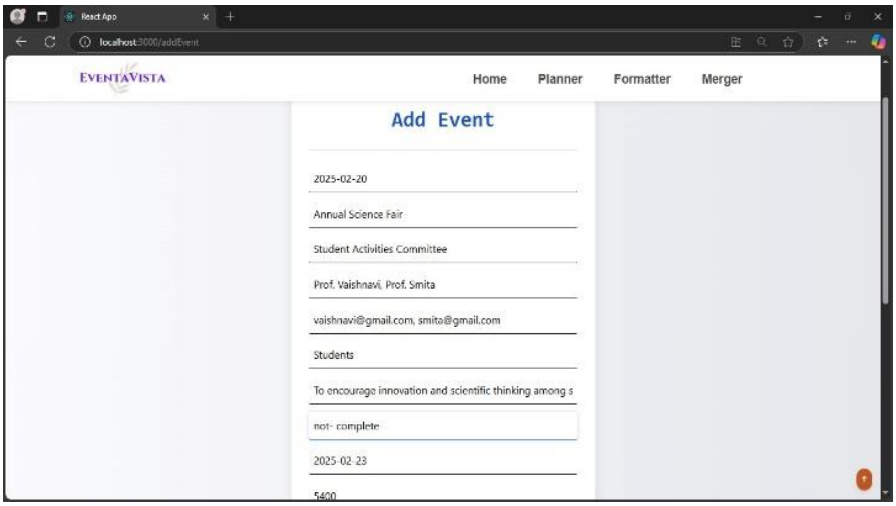


Fig. 2 Add Event Page A

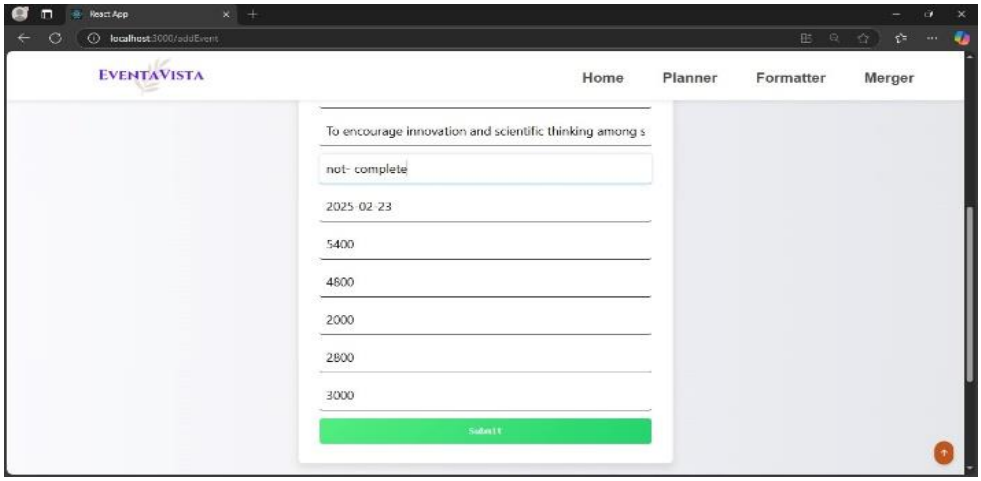


Fig. 2 Add Event Page B

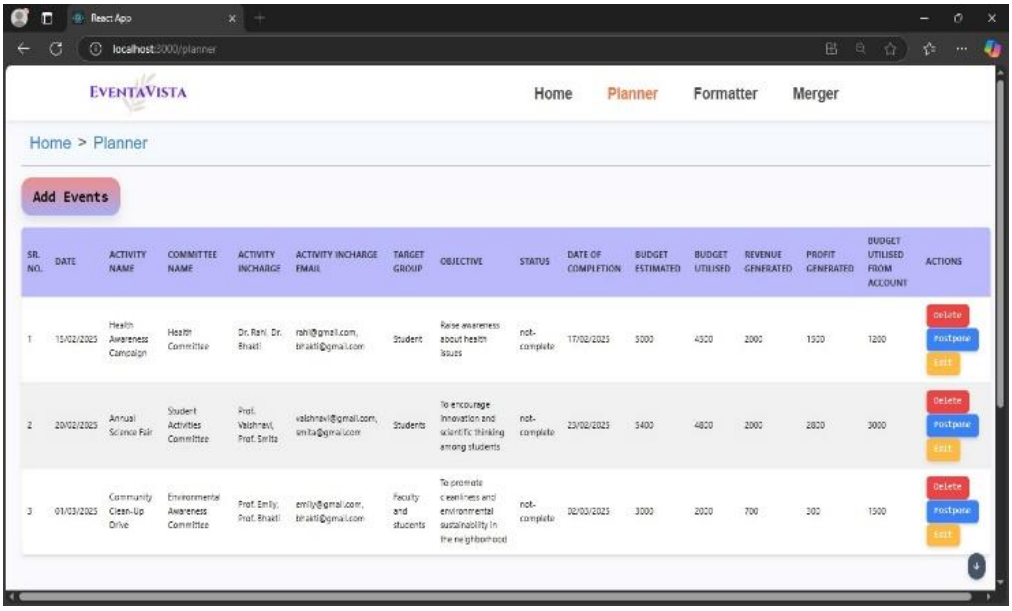


Fig. 2 Planner Page A

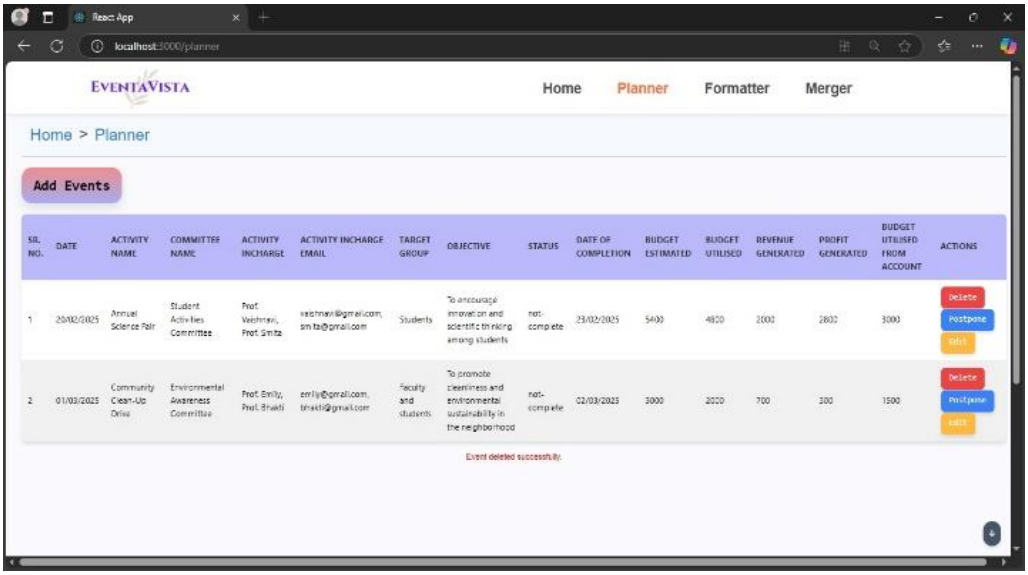


Fig. 2 Planner Page B

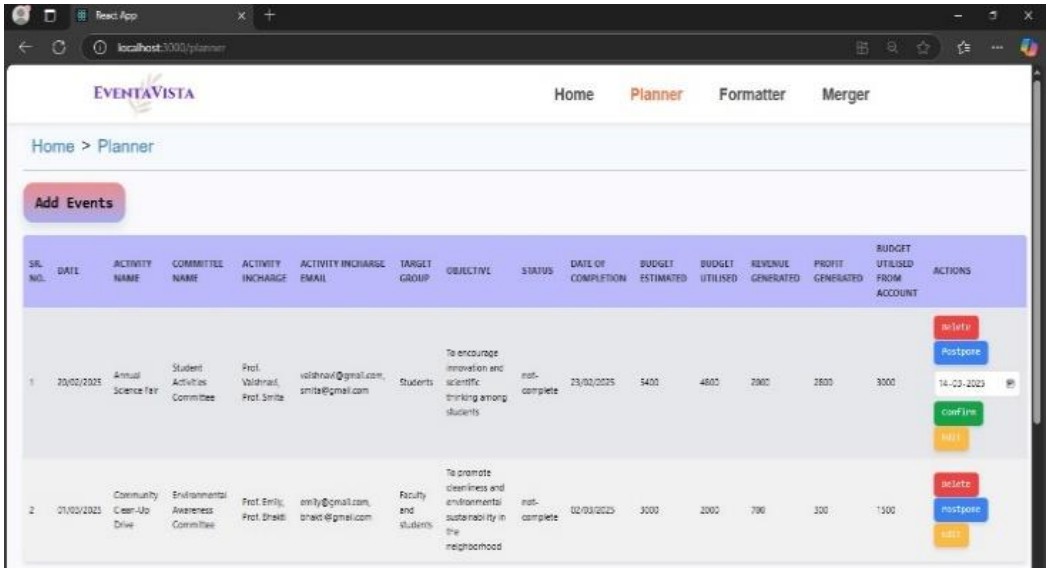


Fig. 2 Planner Page C

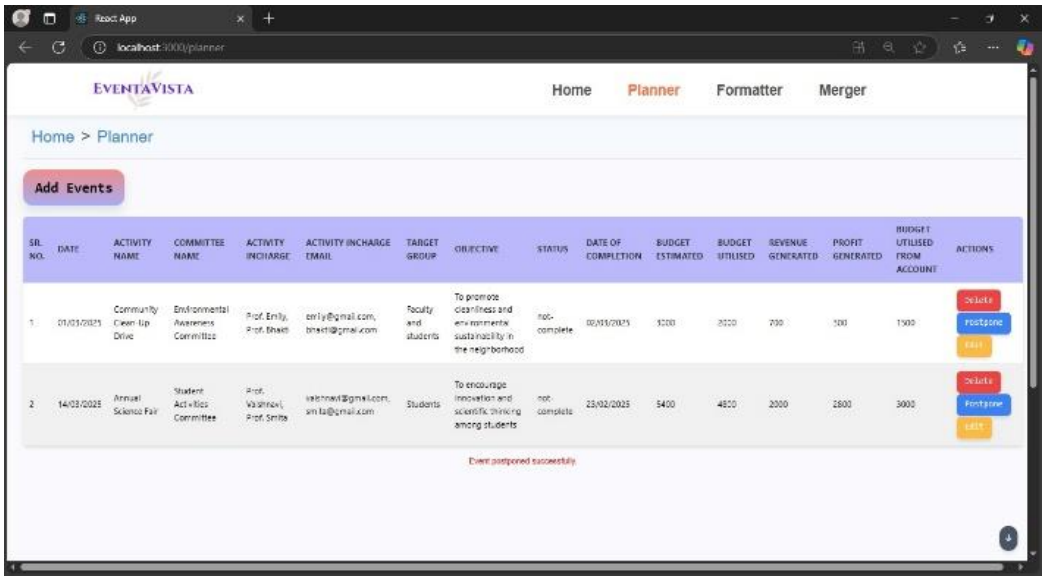


Fig. 2 Planner Page D

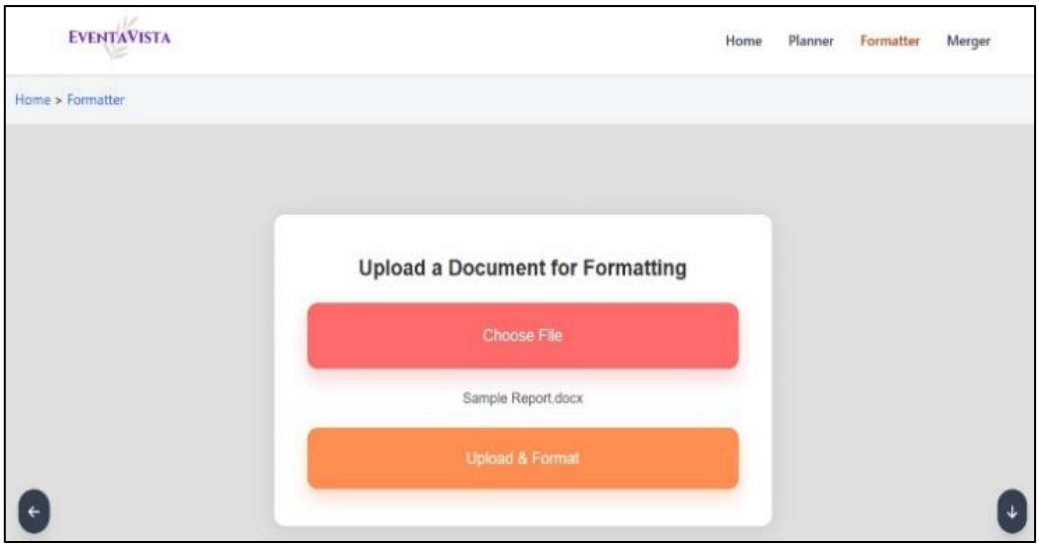


Fig. 2 Formatter Page A

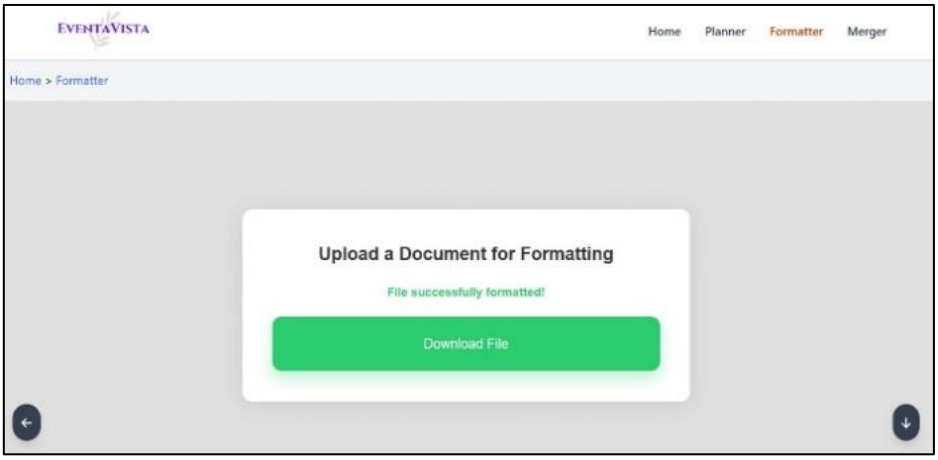
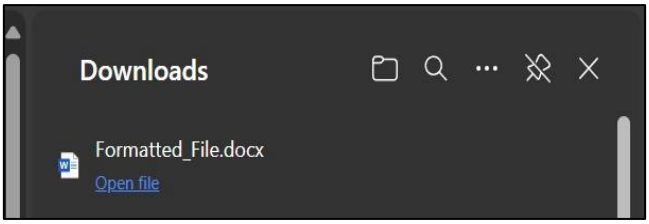


Fig. 2 Formatter Page B



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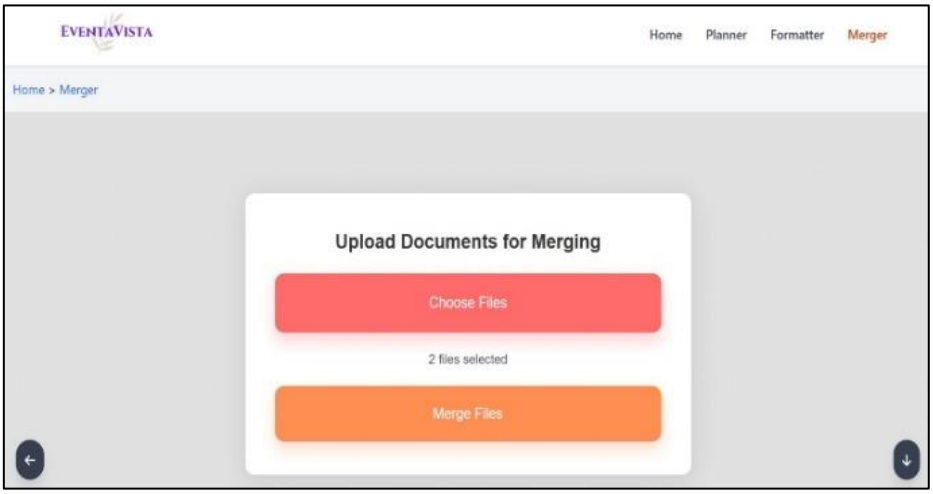

Fig. 2 Merger Page A

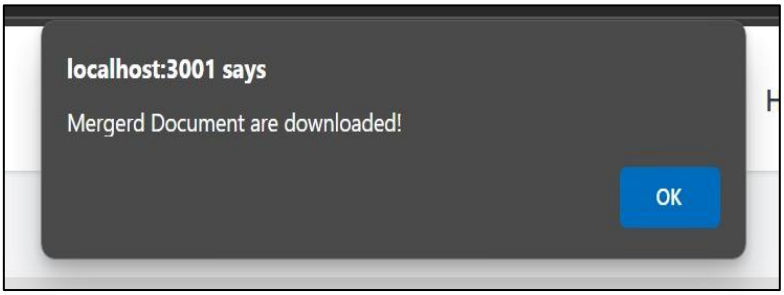

Fig. 2 Merger Page B

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