

***A Report submitted in partial  
fulfillment of the regulations  
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***“Staff Appraisal, Claims and Leave  
Application an E-Organization  
System”***

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## **Abstract**

Electronic Organisation System or eOrg is fully designed and implemented using Lotus technology. It gives the project a very quick to learned and easy tools to be used with various level of complication. The eOrg is built for the usage of any organisation to cater for its internal form processing. Basically it is a change of environment from manual, paper form to automate, electronic form. It also provide a moderate security level for ease of use. The system uses a lot of automation process, from emailing notification to calculating years of service of a employee. The system will require a Lotus Notes Client and a Domino Server for it to run.