

OFFICE DISPATCH MECHANISM

Prepared by: Chuah Hong Choon

ABSTRACT

Office Dispatch Mechanism is the process of integrating belt conveyor system, as to design a convenient and secured documents sorting mechanism. Dispatching job may be a time-consuming operation if it is not properly being executed. The misplaced and delayed documents and items may result in undesirable consequences. Thus, this prototype is aimed to deliver the documents to the correct department at the correct time safely. This prototype should be able to sort the documents according to their priority says: not urgent, important but not urgent, important and urgent, etc. An acknowledgement can be sent from the recipient to the sender as the proof of receiving the items.

This report identifies the implementation of an Office Dispatch Mechanism prototype that utilizes conveyor belt system as an approach. This paper discusses design prototype aided with PLC to solve practical process and machinery problems in industrial environment.

Basically, there are two main parts in the system,

- i. Hardware Development
 - Design prototype of the system, electronic circuits in standalone network.
- ii. Software Development
 - Relay ladder programming language, functional block diagram, and structured text.

The following are covered by the report:

- Investigation of the project background – Office Dispatch Mechanism.
- Explanation of the implementation of the Conveyor Belt System that uses PLC (Programmable Logic Controller) to provide instructions to the overall system.
- Project demonstration of a working system that uses PLC to operate.
- Integrating the functionality of conveyor belt system with PLC.