

Problem Statement: Paperless Office

PS Number: DS171

Category: Software

Domain Bucket: Sustainable Environment

Organization: Dr. B R Ambedkar Institute of Technology

PROBLEM STATEMENT

DESCRIPTION

- Making the official activities to go paperless - like **sending official communications through e-media**, automating procedures for protecting the environment.
- Design a customisable workflow management system to handle the **submission of documents and approval** workflow with the facility to **sign the document** with approval seal.
- This system should have the ability to intimate the concerned party by **email** and also be manageable by email.

ABSTRACT

- We aim at designing a **COMPLETE, INTEGRATED PAPERLESS OFFICE DISTRIBUTED WEB PORTAL** for efficient document management where the users can upload their official documents as well as authenticate/verify them using their personal electronic signatures.
- The portal aims at nullifying all paperwork at the same time providing security at all levels along with a user-friendly interface.

PAPERLESS AND MORE

DIGIDOCs

Read Paper Documents using OCR: Make all scanned files editable and fully searchable.

Circulate notices and create custom fillable Forms: Electronic forms containing all of the elements of a paper form.

Electronic Sign and Approval Seal: Online signing for approval of documents.

Document Management System: Offer file organization, scanning, search etc in an intuitive interface.



**UPLOAD &
SIGNING**

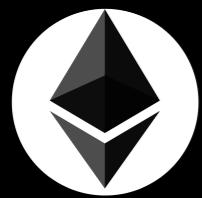


**DIGIDOCES
PORTAL**

**APPROVAL
FLOW
HIERARCHY**



**DIGIDOCES
DMS**



ethereum



Flask



OPENCV



TESSERACT



FIREBASE



ANDROID STUDIO

BITWISE



WORKFLOW

USER FUNCTIONALITIES:

A user can create an account by providing necessary details along with his **email** to join a specific institute, in that case Institute Admin will validate him and give him the required institute seals.

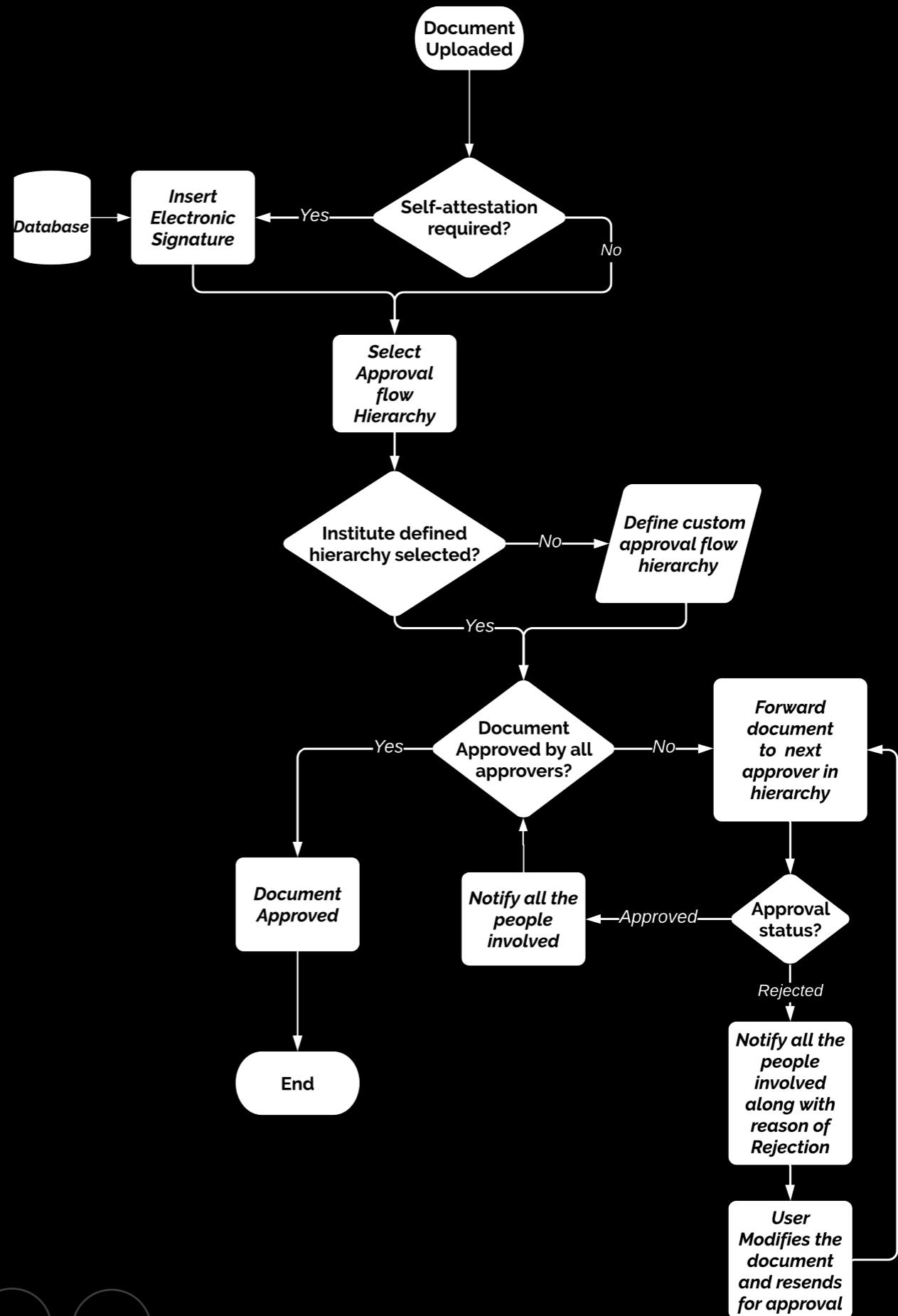
The user would also provide us with his electronic signature which we will store in encrypted format in our database. User can be an approver or a sender of documents.

INSTITUTE(ADMIN) FUNCTIONALITIES:

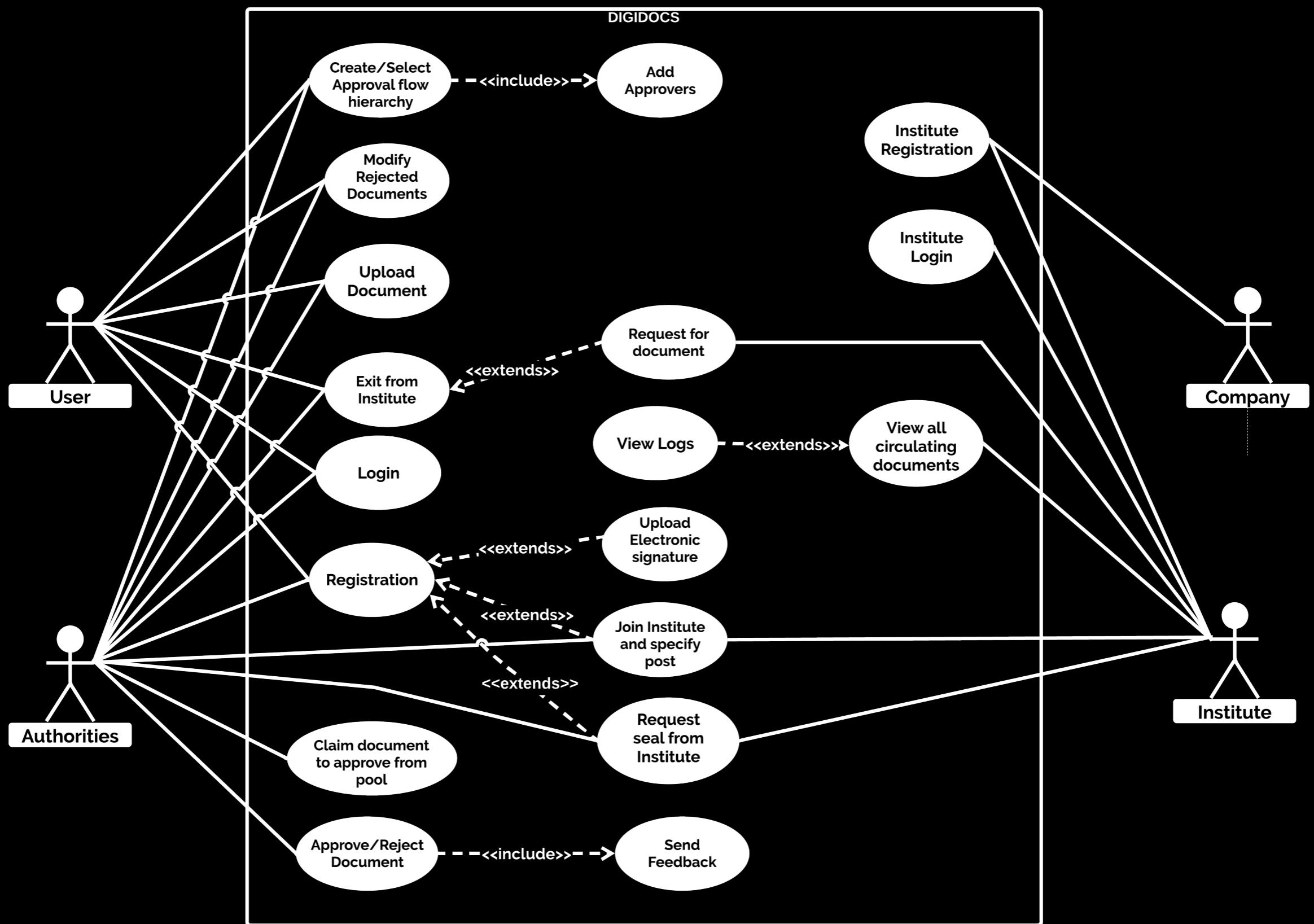
An admin can create his account as well as register his institute on our platform. He/She will then validate the users signing up as a part of his institute and give them the institute seals if required.

He/She will thus have access to all documents and activities of the members of the institute.

He may choose to approve/reject the users request for keeping document related to the institute when they leave the institute.



USE CASE



WHY USE OUR PLATFORM?

SECURE:

- We are ensuring the security using digital signature for **authentication, integrity** and **non-repudiation**.
- Our system will encrypt the documents thus providing confidentiality, integrity and availability of the document.
- **BlockChain** would be implemented as an additional security feature on the transaction logs.

ENHANCED DOCUMENT MANAGEMENT:

The platform will use a familiar “Cabinet/Drawer/Folder” design that mimics a traditional physical filing system. Also the user friendly interface will enable him to view the pending approvals ,approve the document, view approvers and add approvers for any document.

VERSION CONTROL:

Version control feature to track any changes made to the stored documents.

MOBILE APP:

DigiDocs mobile app lets you access all the features on your handheld device.

THE PLATFORM

Select a Template

Step 2 of 2: Choose a category and template that fits your needs.

Filter by category

- All (42)**
- Education (5)**
- HR (10)**
- IT (3)**
- Other (2)**
- Lead Gen (4)**
- Sales (3)**
- Non-Profit (3)**
- Finance (2)**
- Personal (4)**
- Healthcare (6)**

Search through All templates

- Alumni Survey**
- Award Nomination
- Bug Report
- Conference Room Reservation
- Contact Form
- Contest Form
- Course Evaluation
- Credit Card Form
- Customer Satisfaction Survey
- Donation Form

Template Preview

Which category best describes your current employer?*

- Local government
- State government
- Federal government
- Private company/business
- Nonprofit
- Self-employed
- Retired
- Unemployed/not working
- Other:

Which general category best describes your current position (or last professional position)?*

- Staff level
- Managerial level
- Administrative level
- Executive director/Owner/Self-employed

Mentoring and Information (Optional)

If you would like to receive the Alumni newsletter and an Alumni Awards Event invitation, please enter your name and address below:

Please indicate if you are interested in connecting with current University students in any of the following ways (check all that apply).

- Email mentor (available for occasional advice and questions)
- Informational interviews with students
- Hiring students as interns
- Participating in an alumni career panel
- Giving guest lectures

Submit Form

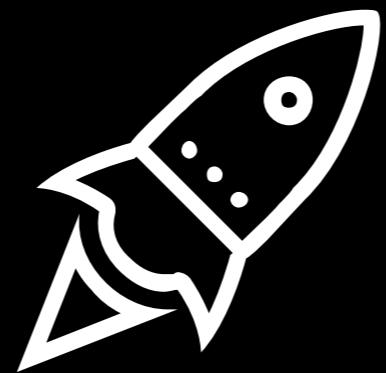
Go back

Enter the Builder

THE PLATFORM

The image shows a tablet displaying a user interface for a platform. The interface is divided into several sections:

- Top Left Section:** "My Most Recent Documents" for user Ayush Singh. It shows 0 TOTAL and 0 NEW SUBMISSIONS. A message says, "You're off to a great start in creating your first form. Keep it up!" with a "Create Document/Form" button.
- Bottom Left Section:** "Approvals" section showing 5 AVAILABLE and 1 PENDING items. It also shows 0 USERS CREATED. A "Open Log" button is present.
- Top Right Section:** A table view of documents under "sites / Sales". The table includes columns for Name, Modified By, Modification Date, Created By, Creation Date, and Locked By. Three files are listed: client-prices.xlsx, partner-prices.xlsx, and world-oem.doc.
- Bottom Right Section:** A file upload area with a "Upload a File" button, a "Choose Template" button, and a "Drag file here or use the icons below to upload" field. Below this are three icons: a monitor, a cloud, and a gear.
- Bottom Center Section:** "User Help and Support" section with links to "Quick User Guide" (book icon), "Knowledge Base" (brain icon), "FAQs" (question mark icon), and "Advance Functionality" (person icon).



THANK YOU

QUESTIONS?