KENYATTA UNIVERSITY

NAME: CHEPKEMOI AGNES   **REG.NO: J17S/7109/2010**

EMAIL: chepkemoiagnes@gmail.com   **TEL: 0711 656 990**

UNIT: SCO400   **TITLE: CONCEPT PAPER**

TOPIC: DIGITAL RECORDS UNIT SYSTEM

This project will involve storage, transfer and tracking different types of files in a records unit department within an organization. There are different categories of registers namely; Incoming, Outgoing and File-indexing (having sub-categories in itself). An administrator will be able to track all the files and check who is having a particular file. Users will only view their own site, go through file specification and sign where necessary then return it to the records unit officer.

PROBLEMS WITH THE CURRENT MANUAL SYSTEMS USED IN KEEPING FILES

Manual systems cannot be easily searched, modified, accessed remotely, maintained and updated since it is time-consuming. Additionally, these systems consumes a lot of space because data and papers are stored in filling cabinets hence the more the data and paper added, the more the space is consumed.

Another problem is the fact that retrieval of data is very slow since information about customers and details are stored in different places. There can be some errors while one is entering data to the system and it is later discovered one will be prompted to repeat the whole procedure of entering data.

Cabinets used to store files are open to everyone. Therefore if information falls into wrong hands, details can be changed and can also be used against the company and customers, and can blackmail them.

It is very difficult and time-consuming to summarize data and write report. Suppose the administrator needs only details of certain specific period, then going through all files will be so tiresome.

PROPOSED SOLUTIONS:

1. To create an automated system of entering all details and store them in a database for easy retrieval.
2. The system will be able to keep track of the files from one person to the other, department to department and that an administrator will be able to checking who is holding a file at a particular time.
3. Users will be able to sign where necessary electronically. Hence all staff in an organization should be registered in the system first.

TOOLS TO BE USED:

Since the system to create is web-based, I will incorporate PHP, Javascript, css, html and mysql for database reasons. All these will enable me come up with a good graphical user interface and a storage area for easy retrieval of data.