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**TABORA-CAMPUS**

**THE PROJECT TITLE**

**ELECTRONIC FILE MANAGEMENT SYSTEM**

**A PROJECT REPORT PROPOSE IN FULFILLLMENT OF REQUIREMENT FOR THE A WARD OF THE DIPLOMA OF INFORMATION TECHNOLOGY**

**DEPARTMENT FOR FULFILMENT REQUIREMENT DIPLOMA IN INFORMATION TECHNOLOGY**

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# DECLARATION

I, **ELENEUS K SWITBERT** declared that this project report is my own original work and that it has not been presented and will not be presented to any other College for similar or any other award. No part of this project may be reproduced, stored in any retrieved system, or transmitted in any form or by means without prior written permission of the Author or Tabora Public Service College.

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**Date**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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LIST OF ABBREVIATION

DIT - Diploma in Information Technology.

TPS - Tanzania Public Service College.

ICT - Information Communication Technology.

PC - Personal Computer.

DBMS - Database Management System

URL - Uniform Resource Locator.

RAM - Random Access Memory.

HPP - Hyper Text Transfer Protocol

SQL - Structure query language.

HTML - Hyper Text Makeup Language

CSS - Cascading Style Sheet

**ABSTRACT**

The use of electronic file management system is a large growing system in development countries; the manual use of file management system is presently very tough and also consumes a lot of time by having to stay on a long queue. For this reason, an efficient system is to be proposed in this paper to ease the issue of file management amongst indigenes within the organization. Electronic file management system is designed to automate the online file transfer through an easy online file management system. Electronic file management system allows employees to manage content, search for data internally and collaborate. The file system also enables the electronic movement and the tracking of files, and the archival and retrieval of data. The system is planned to be secure and confidential, automating routine tasks, capable on handling the required workload, with the facility of monitoring work and auto-escalation when there are delays. Electronic file management system was developed using Hypertext Markup Language (HTML), PHP Hypertext Preprocessor (PHP), Structure Query Language (SQL), Cascading Style Sheet (CSS), and JavaScript.

CHAPTER ONE

1. INTRODUCTION

Electronic file management system is the system that automates Office Registry Business Process of the organization. The Government through President’s Office Public Service Management and Good Governance initiated the development of this system (starting with e- File Management Module) that was piloted on President’s Office Public Service Management and Good Governance with her co-institutions from December 2016. This was followed by software enhancement (additional modules) and procurement of hardware (scanners, desktops etc) which were essential for the system to be scaled-up and used by all Public Institutions. This initiative has been made possible after all Public Institutions across the Government successfully implemented “Key Word and File Series System” (Modern paper-based registry system).