**LITERATURE**

Cloud computing technology has provided numerous benefits to all areas of the industry, and as a result of these benefits, the number of files has increased. Because of the benefits of cloud computing technology, this article investigates the development of a file management system to manage and secure files. A file management system is used for cloud storage to ensure that the files are safe, valid, and synthesize. Electronic files are stored using a file management system. The files are combined and secured in a file management system that provides secure and reliable file storage. This system helps the users to manage, edit, share, retrieve, and download files.

Han, J., Wang, C., Miao, J., Lu, M., Wang, Y., & Shi, J. (2021). Research on Electronic Document Management System Based on Cloud Computing. *Computers, Materials & Continua*, *66*(3), 2645–2654. <https://doi.org/10.32604/cmc.2021.014371>

<https://www.techscience.com/cmc/v66n3/41093>

One of the essential tools for managing electronic files is an electronic document management system (EDMS). The number of electronic files saved on servers has expanded. An organization needs to have a document management system for securing, storing, and managing its files. The purpose of this article was to create a document management system with features of managing, storing, securing, and searching files. Many researchers have assessed the user's performances while using traditional document management systems and electronic document management systems. Organizations have transferred from traditional to electronic document management systems because of their features. The electronic document management system enhances work performances through file management. According to prior research, an electronic document management system offers numerous benefits, including file management and security. Organizations must adopt an electronic document management system in order to manage the files effectively.

Ismael, A., & Okumus, I. (2017). Design and Implementation of an Electronic Document Management System. *Mehmet Akif Ersoy Üniversitesi Uygulamalı Bilimler Dergisi*, *1*(1), 9–17. <https://doi.org/10.31200/makuubd.321093>

<https://dergipark.org.tr/en/pub/makuubd/issue/28686/321093>

An electronic document management system (EDMS) is the process of organizing, storing, and searching electronic documents effectively. The productivity of the company's performance increases by locating and managing files and documents quickly with the use of document management. The document management system helps the company in managing and securing their files and documents. This system will help the company to search and retrieve documents quickly. Having this system is the best way to improve file management within the company.

Belleza, N. ., Adufina, C. ., Banaag, H. ., Patotoy, I. ., Revamonte, S. J. ., & Cacho, D. . (2020). Document Management System and Document Tracking System. *Ascendens Asia Singapore – Bestlink College of the Philippines Journal of Multidisciplinary Research*, *2*(1). Retrieved from <https://ojs.aaresearchindex.com/index.php/aasgbcpjmra/article/view/2419>

<https://ojs.aaresearchindex.com/index.php/aasgbcpjmra/article/view/2419>

An electronic document management system (DMS) is vital in achieving an organization's success and efficient work performance. Government agencies should have an organized and secure document management system to protect their files because most of their documents are confidential. It is also crucial for the companies to adopt a document management system because they are turning their document into electronic documents to reduce their operating costs and eliminate the large amounts of physical documents they need to keep.

Abidin, S. S. Z., & Husin, M. H. (2018). Improving accessibility and security on document management system: A Malaysian case study. *Applied Computing and Informatics*, *16*(1/2), 137–154. <https://doi.org/10.1016/j.aci.2018.04.002>

<https://www.emerald.com/insight/content/doi/10.1016/j.aci.2018.04.002/full/html>

The features, benefits, and capabilities of electronic document management system (EDMS) are keeping the documents organized, storing and searching files, and provide access and security. The increasing number of documents can be managed with the use of electronic document management systems that will help the company to manage and secured their files. This system allows the users to manage the documents effectively.

Abbasova, V. S. (2020). MAIN CONCEPTS OF THE DOCUMENT MANAGEMENT SYSTEM REQUIRED FOR ITS IMPLEMENTATION IN ENTERPRISES. *ScienceRise*, *1*, 32–37. <https://doi.org/10.21303/sr.v0i1.1149>

<http://journal.eu-jr.eu/sciencerise/article/view/1384>

Medical records are usually written using ink and paper. As time goes by, the ink will fade in the paper it can't be read and recovered anymore. Using Electronic Document Management System (EDMS), they can store and access the medical records of their patients efficiently, and also the productivity will increase due to the effective use of the system. The advantage of having EDMS is that the documents are secured from disasters like flood and fire because it is stored in a system. The records of the patients have a huge amount of space, and it requires a document management system to handle it.

Almacen, A. M. B., & Cabaluna, A. Y. (2021b). Electronic Document Management System (EDMS) Implementation: Implications for the Future of Digital Transformation in Philippine Healthcare. *Journal of Computer Science and Technology Studies*, *3*(2), 82–90. <https://doi.org/10.32996/jcsts.2021.3.2.8>

<https://al-kindipublisher.com/index.php/jcsts/article/download/2594/2260>

At this time, Universities tend to create files that can be accessed and shared easily and efficiently with other people depending on what documents they need. They are using document management to access files that can be used in learning, preparing, and planning. An Electronic Document Management system is used to efficiently access, store and organize the documents of the university (Mustafa & Erguzen, 2015).

<https://www.researchgate.net/publication/315798430_Electronic_Document_Management_System_for_Kirikkale_University>

There are many functions of Document Management like storing, organizing, controlling, and retrieving information and documents. Having an effective Document Management system will help companies to have efficient and successful work. It is also used by other companies to facilitate and access stored documents. It can also reduce the cost and improve the efficiency and quality of work.

Ahmad, H. S., Bazlamit, I. M., & Ayoush, M. D. (2017b). Investigation of Document Management Systems in Small Size Construction Companies in Jordan. *Procedia Engineering*, *182*, 3–9. <https://doi.org/10.1016/j.proeng.2017.03.101>

<https://www.sciencedirect.com/science/article/pii/S1877705817312377>

Systems for archiving document needs to be improved so that they can be used in the long term. It is also used for transferring data from one format to another. The functions of the system are to store, share, retrieve, and display documents to the users. The advantage of the Document Management System is to keep, create, and modify the documents of the user. Also, a digitization system can be used in companies, schools, and other paperwork. The reason why it is important is because of the ability to store information in the system. It can store books, pictures, paperwork, etc.

Kiplie, F. H., Yatin, S. F. M., Angutim, M., & Hamid, N. H. A. (2018). System Development for Document Management System. *International Journal of Academic Research in Business and Social Sciences*, *8*(9). <https://doi.org/10.6007/ijarbss/v8-i9/4652>

<https://hrmars.com/papers_submitted/4652/System_Development_for_Document_Management_System.pdf>

Electronic Document Management System can store and transfer files within the system. Storing a large number of files tend to have a longer procedure and waiting time to store. Using a QR code will increase the security for storing and verifying the information of the users. It is also to avoid other people to modify the program code of the system.

Poskonin, M. V., Kalinin, A. O., Kovalev, I. V., & Saramud, M. V. (2018b). Optimization of electronic document management systems by means of encoding and visualization of stored data in the integrated development environment. *MATEC Web of Conferences*, *226*, 04021. <https://doi.org/10.1051/matecconf/201822604021>

<https://www.matec-conferences.org/articles/matecconf/pdf/2018/85/matecconf_dts2018_04021.pdf>

**STUDIES**

**FOREIGN STUDIES**

This research discusses how file management and organization will improve with the use of fuzzy logic approach. Combining the fuzzy logic approach and file management will help the maintenance and organization of the files on the computer. This approach will allow the users to organize and manage the system effectively. The researchers discovered that applying the fuzzy logic approach in file management gives an intelligent way to perform file operations on a large number of files.

(HINDI MACITE)

<https://www.researchgate.net/publication/286192168_Fuzzy_File_Management>

This research investigated the effect of file management in University Libraries in South East Zone of Nigeria. It was suggested that librarians keep their file management up to date to be able to locate the files easily. File management is essential because files should be organized and stored properly and have backups. Having file management in the library will help the librarians to view, locate, and deliver the service effectively.

Nwokedi VC, Nwokedi GI, Amkpa SA, Ogugua J (2017). Effects of Computer File Management Competence and Use on Information Service Delivery by Librarians in University Libraries in SouthEast Zone of Nigeria. Inter. J. Acad. Lib. Info. Sci. 5(1): 1-7.

<https://www.academicresearchjournals.org/IJALIS/PDF/2017/January/Nwokedi%20et%20al.pdf>

Information technology has begun to have an impact on people's daily life in recent years. One of these technologies is electronic document management systems (EDMS). Electronic documents are stored in a document management system and has the ability to organize, locate, and secured documents. In Turkey, the implementation of an electronic document management system (EDMS) is not required in government agencies but, the government is still considering making this approach mandatory in order to save money and speed up document distribution. The findings and outcomes of this study contribute to the usability research of EDMS.

(HINDI MACITE)

<https://etd.lib.metu.edu.tr/upload/12616524/index.pdf>

Securing the validity of academic records is essential in any educational institution. It is important to have security measures to ensure the authenticity of the documents. In this case, a document management system is the best way to secure and manage the documents. This research examines the use of a document management system that enables the user to have private keys and certificates to store documents. A document management system with a digital signing feature was used to implement the system. The user's private keys and digital certificates were created and submitted to the system. To complete the process, the users must enter a password for the protection. This system was tested for functionality and usability in managing electronic files, and it shows that the system is recognized as valid to manage electronic files effectively.

Momanyi, S. B. (2018). A Secure electronic document management system using public key encryption: a case of Strathmore University. Retrieved from <https://su-plus.strathmore.edu/handle/11071/6002>

<https://su-plus.strathmore.edu/handle/11071/6002>

According to research, developing a change management tool is the best method to deal with employee opposition to the new system. This consists of numerous critical parts, including the performance management process, which ensures that the required talents are used. To ensure that the hurdle of resistance is overcome, it is also necessary to give enough training, as well as an efficient communication and positive reinforcement plan. Furthermore, today's requirements necessitate that database management system specialists completely comprehend the shift to a multi-application database platform. Database design and software development must be done in such a way that the work process runs smoothly.

(HINDI MACITE)

<https://uis.brage.unit.no/uis-xmlui/handle/11250/2460988>

(Magulo)

<https://royalsocietypublishing.org/doi/epdf/10.1098/rsos.210221>

(Maiksi)

<https://myfik.unisza.edu.my/www/fyp/fyp18sem2/report/43623.pdf>

In companies, document management is vital. According to recent studies, locating existing documents or information accounts for roughly 10% of the average worker's burden. Finding the most recent version of a document might take a long time and effort. Worse, several "last" copies of the same document may exist, and someone may assemble them into a single, genuinely last version of that document. This wastes precious resources, not to mention the fact that such documents are prone to errors.

(HINDI MACITE)

<https://www.theseus.fi/bitstream/handle/10024/127891/Thesis_Mika_Maaranen_Metropolia%20Masters%20in%20Industrial%20Management%20-%202016-2017.pdf?sequence=1&isAllowed=y>

**LOCAL STUDIES**

SPAMAST - Digos Campus developed an android-based file management system to integrate and manage electronic documents. This system is also utilized for communication. The users will be notified about the messages using the notification features. File management system is employed to organize, store, and locate recorded files in the system.

Albacite, G., Macua, D. R., Diolata, A. J., & Sobejana, N. (2018). Android-based File Management System. *SSRN Electronic Journal*. <https://doi.org/10.2139/ssrn.3780535>

<https://papers.ssrn.com/sol3/papers.cfm?abstract_id=3780535>

Electronic documents are stored, located, and recovered using the document management system. Users can save their documents in EDMS to make them easier to find. This system will help the users to organize their documents effectively. Security is also a feature of this system to ensure those valid users are only allowed to have access to their documents.

(HINDI MACITE)

<https://www.dlsu.edu.ph/wp-content/uploads/pdf/conferences/research-congress-proceedings/2016/HCT/HCT-II-01.pdf>

In most organizations, a document is essential. It is used as proof in transactions and as a record of written contracts. It exists to assure the proper execution of specified duties and procedures. File tracking, transfer, and monitoring are all part of these roles and procedures. It becomes a problem if the task is not adequately managed. Managing records, for example, necessitates concentration. To maintain records in order, important documents must be watched and verified. Retrieval of these papers is done repeatedly if they are lost or misplaced owing to an error in handling. These vital records must be closely checked, especially in large universities.

(HINDI MACITE)

<https://ijisrt.com/wp-content/uploads/2017/06/Electronic-Document-Management-System-for-Higher-Education-Institution-1.pdf>

A document can be authored, printed, or stored electronically. Information is represented graphically. It's been used by a variety of people. Various corporations, governments, institutions, hospitals, and other entities that require knowledge to advance. Documents are now available in a variety of formats, including text, image, video, and recordings, thanks to the advent of computer and other electronic technology. The use of a computer system and software to store, organize, and track electronic documents and electronic images of paper-based information collected via a document scanner is known as document management systems (DMS).

University of Santo Tomas Faculty of Medicine Document Management System (MDMS). (2017b). *Multi-Disciplinary Manila (Philippines) Conferences Jan. 23–24, 2017, Manila (Philippines)*. <https://doi.org/10.17758/uruae.ae0117510>

<http://uruae.org/siteadmin/upload/AE0117510.pdf>