**Digital Archive**

* **What is digital Archive**

Digital Archive is a web based software with automatic storage of physical document, it allows the digitalization of physical storage to digital archive.

* **Data entry**

The data entry is done by scanning the document and entering information regarding that document (metadata), thereafter the system will link the information scanned to the document scanned when saved in the system.

* **Benefit of Digital Archive**

Easy access to data and metadata using electronic search

* **Security Issues**

1. In order to protect data for leakage, there was established a separate network that connects only server to computers dedicated to this job.
2. The server and other computers connected to it should never be connected to internet
3. No outside flash disk or any other storage device must be connected to one of these machines.

Further inputs and modifications to improve it are still going on according to challenges encountered and observations made by its users.

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