

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

السلام عليكم ورحمة الله وبركاته



thanks

At first we want to Thanks and welcome to doctors who supervise us in this project, and we hope that holds your impression .

This project fruit of your game with us over four years in this college.

Special thanks to Dr. Mahmoud Saleh , he Comments and guidance us in this project.

Thanks to him and his efforts with us and his advice to us.

Thanks you for the success of this project, Thank you, Dr. Mohamed Saleh.

Electronic Archive System

Under supervision of
Dr. Mohamed Saleh

Project staff:

- **Hanaa Mohamed Saber El_gabery.**
- **Heba Galal Hanafy Mahmoud.**
- **Walaa El_sayed Mohamed Abd El_bar.**

Electronic Archive System

Software used in this project

- Oracle 10g.
- Microsoft Visual Studio 2008.
- Microsoft Office 2007.
- also, using scanner.



Electronic Archive System

Time



No More Lose

DOCCHIVE
[HTTP://WWW.DOCCHIVE.COM](http://www.docchive.com)

Electronic Archive System

Introduction

- Now a days there are much concern to the implementation of the information technology in the governmental organizations .
- So we began to focus our attention to achieve this goal. But we found the governmental organizations face some problems in Archiving.
- So we decide the idea of our project is to solve this problems by doing “**Electronic Archive**”.

Electronic Archive System

Introduction (cont.)

- **Electronic Archive** is the Ideal solution to help government agencies and companies to save incoming and outgoing documents and management quickly and effectively with the full support for multiple languages and the ability of the system to work with various databases as we select(Oracle 10g).

Electronic Archive System

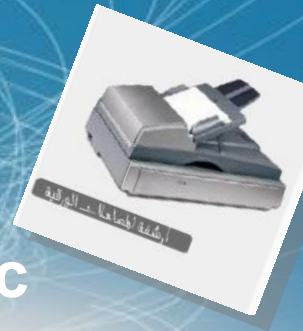
Introduction (cont.)

- Archive used in many systems such as:
- related departments of government, hospitals, clinics, schools, law firms,..etc
- We take our example about the holding company for drinking water and sanitation in sharkia government.

Electronic Archive System

How Electronic Archive work

- The archive process from taking an electronic version of any type of document, whether by scanner or by the same program and converted to a picture or any file or electronic documents available on your computer, and then store the document and are defined through the information (such as Subject - History - sender - the content in full or keywords of the document content).
- It also , provides several levels of search and retrieval of the document to facilitate access to the file quickly and easily.



Electronic Archive System

Project Objectives

- Reduce the cost of printing and storage and time-saving access and search.
- Easier to deal with incoming and outgoing paperwork and archiving electronic.
- Adjustments made to maintain the files through the multiplicity problem fixed feature.
- Maintain confidentiality and privacy of transactions over the full documentation of the operations.
- Incoming and outgoing protection from damage and loss .

Electronic Archive System

Advantages of our project

- - Participation
 - Time saving
 - Flexibility
 - Conservation and storage
 - Accessibility
 - security and privacy
 - Cost

Electronic Archive System

Study Plane

- **Analysis (data gathering).**
- **Design (Logical database design"ERD,
Physical database design"SQL)**
- **Forms.**
- **Implementation.**
- **Testing.**
- **Documentation**

Electronic Archive System

Study Plane (cont.)

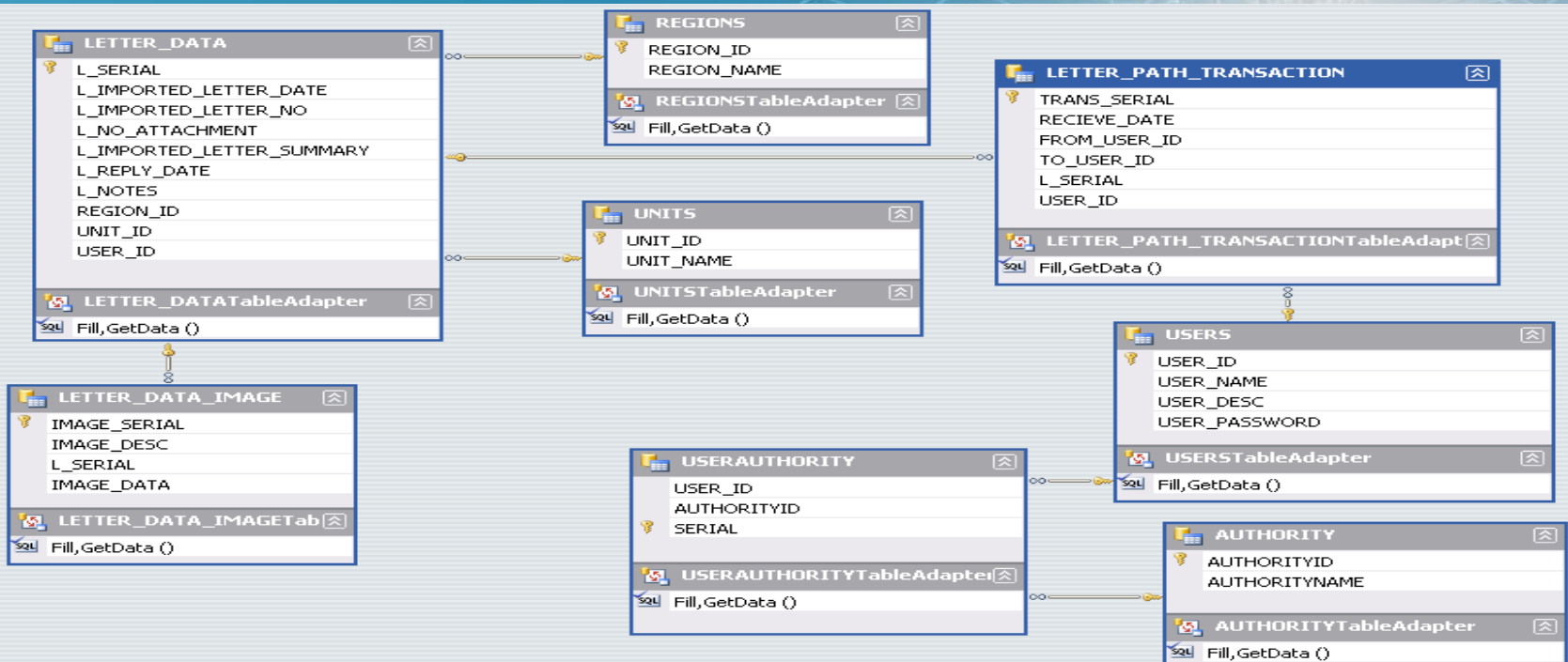
Analysis (data gathering).

- **Sampling of existing documents, forms, and databases.**
- **Research and visits sites.**
- **Interview**

Electronic Archive System

Study Plane (cont.)

Logical database design"ERD.



Electronic Archive System

Study Plane (cont.)

Physical database design"SQL.

- ```
CREATE TABLE letter_data
(I_serial NUMBER NOT NULL ,
I_imported_letter_date DATE ,
I_imported_letter_no NUMBER ,
I_no_attachment NUMBER ,
I_imported_letter_summary VARCHAR2 (100) ,
I_reply_date DATE ,
I_notes VARCHAR2 (20) ,
region_id NUMBER NOT NULL ,
unit_id NUMBER NOT NULL ,
user_id NUMBER NOT NULL);
ALTER TABLE letter_data
ADD CONSTRAINT letter_data_PK PRIMARY KEY (I_serial) ;
```

```
CREATE TABLE letter_data_image (
image_serial NUMBER NOT NULL ,
image_desc VARCHAR2 (30) ,
I_serial NUMBER NOT NULL ,
Image_data BLOB);
ALTER TABLE letter_data_image
ADD CONSTRAINT letter_data_image_PK PRIMARY KEY (image_serial) ;
```

# Electronic Archive System

## Forms



شاشة الدخول

اسم الدخول: محمد سلطان

كلمة السر: \*\*\*\*\*

الغاء الأمر      دخول

- Through this form user can enter his name and his password.
- if user name or password is incorrect, the main menu will not be opened,
- the alert message ask the user to enter correct user name and password.

# Electronic Archive System

## Forms (cont.)



- the user can use the menu to interact with the application.
- this screen enable the user to display the screens of the project: main form, transactions, reports, user registrations, and privillages.



# Electronic Archive System

## Forms (cont.)



- this form shows the main data which consists of:  
regions and units.

# Electronic Archive System

## Forms (cont.)

The screenshot displays a software window titled 'المناطق' (Regions). The window has a menu bar with the following options: 'أضافة جهة' (Add Region), 'تعديل الجهة' (Edit Region), 'حذف الجهة' (Delete Region), 'عرض الجهات' (Display Regions), 'مسح البيانات' (Clear Data), and 'المناطق' (Regions). Below the menu bar, there are two input fields: 'رقم الجهة' (Region Number) with the value '1' and 'اسم الجهة' (Region Name) with the value 'الزقازيق'. Below these fields is a table with two columns: 'رقم الجهة' (Region Number) and 'اسم الجهة' (Region Name). The table contains three rows: '١' (1) for 'الزقازيق' (Zaqaziq), '٢' (2) for 'شبية' (Shabiya), and '٣' (3) for 'النكارية' (Nakariya). The first row is highlighted. At the bottom of the window, there is a status bar with the text 'المناطق' (Regions) and 'الشركة القابضة لمياه الشرب والصرف الصحي' (The Holding Company for Drinking Water and Sewerage).

| رقم الجهة | اسم الجهة |
|-----------|-----------|
| ١         | الزقازيق  |
| ٢         | شبية      |
| ٣         | النكارية  |

➤ through this screen user enters region number and region name , and can add,delete,modify and also display regions.

# Electronic Archive System

## Forms (cont.)

The screenshot displays a software window titled "الإدارات" (Units). The menu bar includes options: "أضافة ادارة" (Add Unit), "تعديل ادارة" (Modify Unit), "حذف ادارة" (Delete Unit), "تحديث الإدارات" (Update Units), and "مسح البيانات" (Clear Data). The form contains two input fields: "رقم الادارة" (Unit Number) with the value "1" and "اسم الادارة" (Unit Name) with the value "الإدارة العامة لتكنولوجيا نظم المعلومات". Below these is a table listing existing units.

| رقم الادارة | اسم الادارة                             |
|-------------|-----------------------------------------|
| ١           | الإدارة العامة لتكنولوجيا نظم المعلومات |
| ٢           | الإدارة العامة للدعم الفني لمياة الشرب  |

The bottom status bar shows "الشركة القابضة لمياة الشرب والصرف الصحي" (The Holding Company for Water Supply and Sewerage).

➤ through this screen user enters unit number and unit name , and can add,delete,modify and also display units.



# Electronic Archive System

## Forms (cont.)



- this screen shows all data about letter data and it's transaction.
- it consists of:
  - letter data and transactions of letter data.

# Electronic Archive System

## Forms (cont.)

The screenshot displays the 'الخطابات الواردة' (Incoming Letters) window. The form contains the following fields:

- رقم القيد (Record Number): 1
- رقم الخطاب الوارد (Incoming Letter Number): 1
- ملخص الخطاب الوارد (Incoming Letter Summary): طلب إدخال مائة إلى منزل رقم ٧٠٧ بشيية
- ملاحظات (Remarks): عدم تأخير الطلب
- عدد المرفقات (Number of Attachments): 4
- تاريخ الخطاب الوارد (Incoming Letter Date): 01 يوليو 2010
- تاريخ الرد (Response Date): 01 يوليو 2010
- المناطق (Regions): شيية
- الاقسام (Departments): إدارة العامة للدعم الفني لمياة الشرب
- المستخدمين (Users): م. محمد غنايم

Below the form is a table listing existing letters:

| رقم القيد | تاريخ الخطاب الوارد | رقم الخطاب الوارد | عدد المرفقات | ملخص الخطاب الوارد | تاريخ الرد | ملاحظات       | رقم الجهة |
|-----------|---------------------|-------------------|--------------|--------------------|------------|---------------|-----------|
| 1         | 01/07/2010          | 1                 | 4            | طلب إدخال مائة ... | 01/07/2010 | عدم تأخير ... | 2         |
| 2         | 01/07/2010          | 2                 | 3            | شكوى بخصوص ...     | 01/07/2010 | لا يوجد       | 10        |
| 3         | 01/07/2010          | 1                 | 13           | الموافقة على ...   | 01/07/2010 | لا يوجد       | 1         |

At the bottom, there is a 'scanning letter image' button and a footer indicating the system is for 'الشركة القابضة لمياة الشرب والصرف الصحي' (The Holding Company for Water Supply and Sewerage).

➤ this screen shows all data about letter(document) , through it user fill these data.

# Electronic Archive System

## Forms (cont.)

The screenshot displays a software window titled "صورة الخطاب الوارد" (Incoming Letter Image). The window contains a menu bar with options: "إضافة صورة خطاب" (Add Letter Image), "حذف" (Delete), "تعديل" (Edit), "استرجاع" (Retrieve), and "مسح البيانات" (Clear Data). Below the menu bar, there are three input fields: "رقم الصورة" (Image Number), "رقم القيد" (Record Number), and "وصف الصورة" (Image Description). Underneath these fields, there are two buttons: "استرجاع الصورة" (Retrieve Image) and "تخزين الصورة" (Store Image). At the bottom, there is a table with four columns: "رقم الصورة" (Image Number), "وصف الصورة" (Image Description), "رقم القيد" (Record Number), and "بيانات الصورة" (Image Data). The table has one row with a red 'X' in the "بيانات الصورة" column. Below the table is a button labeled "image scanning". The status bar at the bottom right shows "صورة الخطاب الوارد" and "الشركة القابضة لحياء الشرب والصرف الصحي".

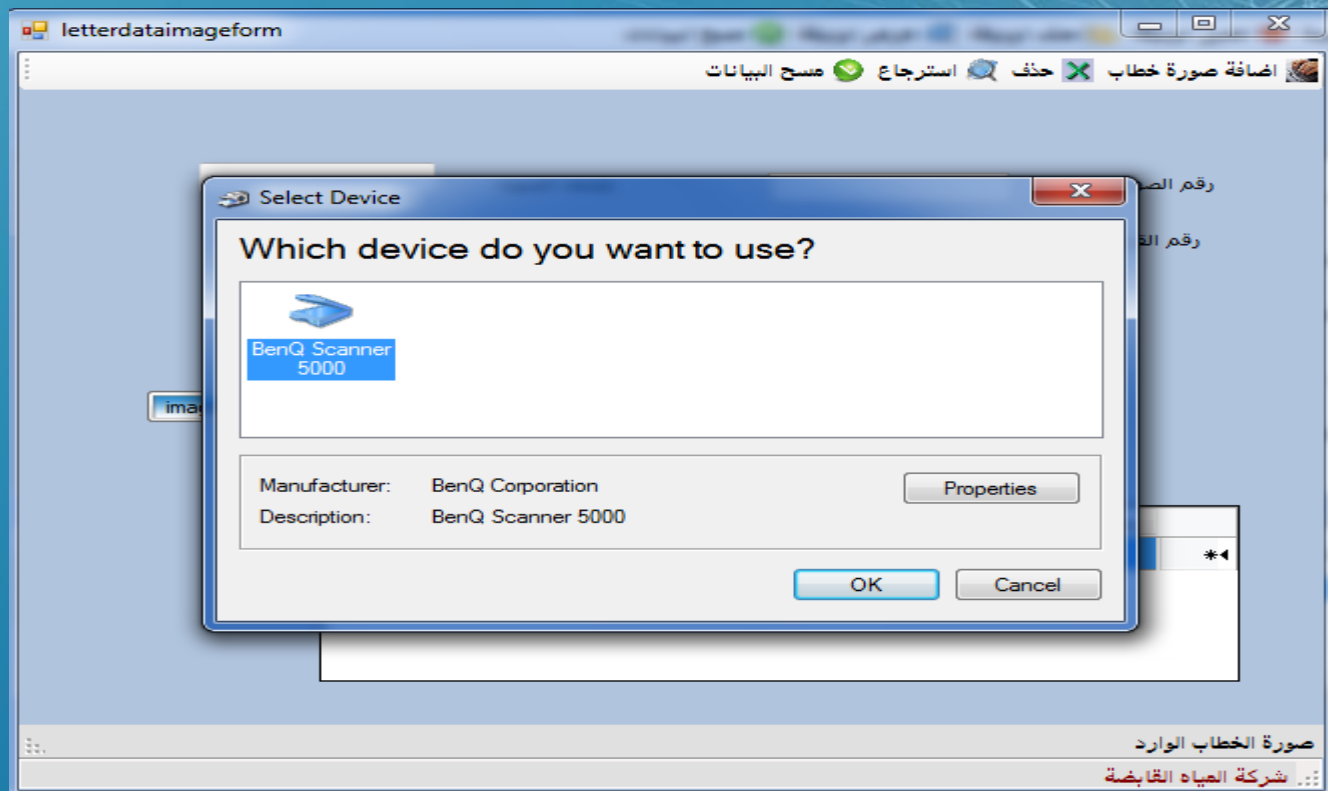
| رقم الصورة | وصف الصورة | رقم القيد | بيانات الصورة |
|------------|------------|-----------|---------------|
|            |            |           | X             |

- this screen shows the image of letter data by using scanner, these images store in data base and retrieve at any time.



# Electronic Archive System

## Forms (cont.)



Scanning image

# Electronic Archive System

## Forms (cont.)

New Scan

Scanner: BenQ Scanner 5000 Change...

Profile: Photo (Default)

Source: Flatbed

Paper size:

Color format: Color

File type: JPG (JPEG image)

Resolution (DPI): 300

Brightness: 0

Contrast: 0

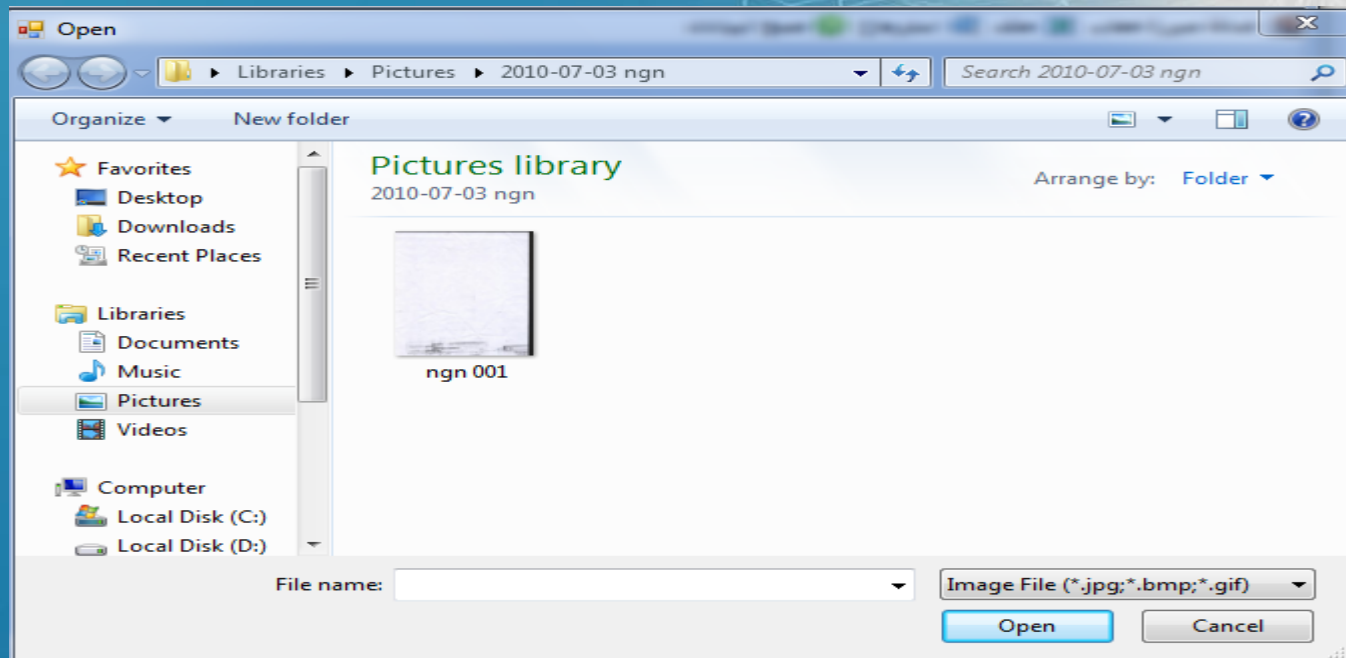
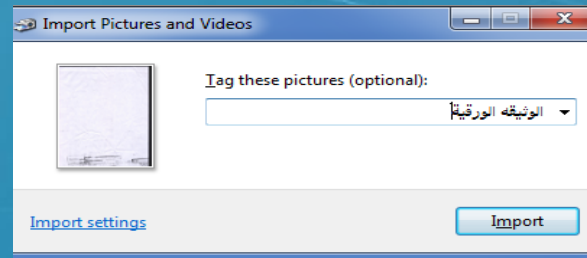
☐ Preview or scan images as separate files

Scanning Page: 1

Preview Scan Cancel

# Electronic Archive System

## Forms (cont.)





# Electronic Archive System

## Forms (cont.)

The screenshot displays the 'إجراءات الخطابات الواردة' (Incoming Letters Procedures) window. The form contains the following fields:

- رقم الخطاب المتنقل (Mobile Letter Number): 1
- تاريخ الاستلام (Receipt Date): 01 يوليو 2010
- من المستخدم (From User): م. محمد غنايم
- إلى المستخدم (To User): د. محمد سلطان
- الخطاب الوارد (Incoming Letter): طلب إدخال مائة إلى منزل رقم ٧٠٧ بشيعة

Below the form is a table showing the transaction history:

| رقم الخطاب المتنقل | تاريخ الاستلام     | من المستخدم   | إلى المستخدم  | المستخدمين | الخطاب الوارد |
|--------------------|--------------------|---------------|---------------|------------|---------------|
| ١                  | ١٠/٧/٢٠١٠ ١:٢٠ ... | م. محمد غنايم | د. محمد غنايم | ١          | ١             |
| ٢                  | ١٠/٧/٢٠١٠ ١:٢٠ ... | م. محمد غنايم | د. محمد غنايم | ٢          | ١             |

The footer of the window reads: 'الشركة القابضة لمياه الشرب والصرف الصحي' (The Holding Company for Drinking Water and Sewerage).

➤ this screen shows the path transaction that made on letter data , through it manager can follow measures of letter data.

# Electronic Archive System

## Forms (cont.)



We can view the reports through this form

# Electronic Archive System

## Forms (cont.)

letterunits

Main Report

06/07/2010

التقارير الخاصة بكل إدارة

المنوعة القبطية  
أسماء القبطية لصور القبطية

| اسم الوحدة           | رقم الخطاب الوارد | ملخص الخطاب الوارد               | تاريخ الخطاب الوارد | تاريخ الرد |
|----------------------|-------------------|----------------------------------|---------------------|------------|
| إدارة نظم المعلومات  | 23.000            | الموافقة على شراء أجهزة حاس إلى  | 07/01/2010          | 07/04/2010 |
| إدارة الدعم الفني    | 13.000            | طلب إدخال مبة الى منزل ٧٠٧ بشيبة | 06/26/2010          | 06/28/2010 |
| إدارة المعمل المركزي | 14.000            | شكوى بخصوص اعمل نعيم الميلة      | 06/29/2010          | 07/03/2010 |

Current Page No.: 1      Total Page No.: 1      Zoom Factor: 100%



# Electronic Archive System

## Forms (cont.)

تقارير المستند

Main Report

06/07/2010

التقارير الخاصة بكل مستخدم

المنظمة القومية  
لحماية التراث الوطني

| تاريخ الرد | تاريخ الخطاب الوارد | ملخص الخطاب الوارد               | رقم الخطاب الوارد | وظيفة المستخدم         | اسم المستخدم  |
|------------|---------------------|----------------------------------|-------------------|------------------------|---------------|
| 07/04/2010 | 07/01/2010          | الموافقة على شراء أجهزة حاس الى  | 23.000            | رئيس قسم نظم المعلومات | د. جمال بركات |
| 06/28/2010 | 06/26/2010          | طلب إدخال ملة الى منزل ٧٠٧ بشيخة | 13.000            | رئيس مجلس الإدارة      | د. محمد سلطان |
| 07/03/2010 | 06/29/2010          | شكوى بخصوص اعمال تعقيم الملة     | 14.000            | رئيس الارشيف           | ا. محمد الخشن |

Current Page No.: 1

Total Page No.: 1

Zoom Factor: 100%

# Electronic Archive System

## Forms (cont.)

ansletters

Main Report

06/07/2010

التقارير الخاصة بإجراءات الخطاب الوارد

المنسوخة القديمة  
للماء القديم العهد

| رقم الخطاب الوارد | تاريخ الخطاب الوارد | تاريخ الرد | تاريخ الاستلام | ملخص الخطاب الوارد                            | من المستخدم   | الى المستخدم  |
|-------------------|---------------------|------------|----------------|-----------------------------------------------|---------------|---------------|
| 23.000            | 07/01/2010          | 07/04/2010 | 07/02/2010     | الموافقة على شراء أجهزة حلس الى               | د. جمال بركات | د. محمد سلطان |
| 13.000            | 06/26/2010          | 06/28/2010 | 07/08/2010     | ا. محمد الحسن طلب إدخال ملة الى منزل ٧٠٧ بشية | د. محمد غنيم  | د. محمد غنيم  |
| 13.000            | 06/26/2010          | 06/28/2010 | 07/08/2010     | ا. محمد الحسن طلب إدخال ملة الى منزل ٧٠٧ بشية | د. محمد غنيم  | د. محمد غنيم  |

Current Page No.: 1

Total Page No.: 1

Zoom Factor: 100%

# Electronic Archive System

## Forms (cont.)

The screenshot displays a software window titled "صلاحيات المستخدم" (User Privileges). The window contains a form for user registration and a table of user privileges.

**User Registration Form:**

- رقم المستخدم (User ID): 21
- اسم المستخدم (User Name): محمد سلطان
- وظيفة المستخدم (User Job): رئيس الشركة
- كلمة سر المستخدم (User Password): 123

**User Privileges Table:**

| رقم القيد | أسم الصلاحية      | رقم الصلاحية | رقم المستخدم |
|-----------|-------------------|--------------|--------------|
| 1         | خال بيانات خطاب   | 21           | 21           |
|           | ادخال بيانات خطاب |              |              |
|           | حذف ادارة         |              |              |

- Throuh this screen registering the data of users this screen show each user with it's privillages.



# Electronic Archive System

## Forms (cont.)

الصلاحيات

2 رقم الصلاحية

البيانات الاساسية أسم الصلاحية

| أسم الصلاحية      | رقم الصلاحية |
|-------------------|--------------|
| البيانات الاساسية | ٢            |
| مناطق             | ٢١           |
| اقسام             | ٢٢           |

➤ Through this screen entering authorityid and authorityname , this screen allow user to enter privillages.

# *Electronic Archive System*



**finally**

**We spent a lot of time with the assistance of professors in the preparation of the program, including the development and understanding of the mechanisms that the client needs to build any archiving software. We also believe that the rapid access of information to assist any authority to make decisions fast and accurate, not only for its accuracy to provide all that is needed at the same time without the need to spend a lot of time searching among the papers and folders stacked.**

*Thank you*