**Document Tracking Information System**

> used to **track**, manage and store **documents** and reduce paper.

> To do this, a number of forms available were employed to staff accessible locations throughout the Faculty of Office Management and Technology, UiTM. This project is becoming more crucial as the university steps up the utilization of paperless society to help staff especially delivering, maintaining and managing all documents efficiently towards excellence service quality. The current condition for document management is managed manually by administrative staff of Faculty of Office Management and Technology, UiTM. This project explores the scope and importance of EDTS in detail and illustrates how it expands our view of information management. It is designed to help structure the field by approaching it from three perspectives: technologies that are making EDTS possible, the application areas in which business value is being realized, and the roles and responsibilities of several personnel that will be involved in maintaining EDTS. The project suggests what administrators can do now to begin preparing for this major advancement in information management.

Roles:

The roles of the EDTS are: Each document can be logically registered, preserved, retrieved and renewed at high speed while tracing the required documents or files. Thus, efficiently performing an office work, reducing a volume of consumed paper and minimizing a work space in an office. Improvement of functions and operations in the electronic document filing systems are been required with the spread of the system in many offices to assist the university community in the use of information technology.

Significance/Benefit of the Project

In general, the significant or benefit of this project is to manage the documents in Faculty of Office Management and Technology, UiTM through web-based application which enable the users ease in retrieving the documents. Table 1. Substantial benefits the FOMT can expect to reap form the use of EDTS Problem/Issue EDTS Impact Missing or lost files/documents. Electronic files, if indexed and backed-up properly, will not get lost. Take long time to retrieve required documents (lost documents). The documents will be linked to cases as soon as they are scanned and indexed. Available to users immediately. File available to only one user at a time. Electronic files are available to multiple users at the same time. Documents are copied to circulate. The need for extra copies will be eliminated.

**File and Document Tracking is used for:**

* **Storing and retrieving files whenever required:** Physical and digital documents can be stored and retrieved at any time. Advanced search can be used to retrieve files with user defined queries.
* **Enables storing of physical documents as scanned copies or digital images:** Digital images can be stored and retrieved in the same process. Details about the issue of the document to a particular user or department, receipt of the document can be stored with date and alerts can be sent to authorized user in case of any update with respect to the document.
* **Overdue reporting for a particular file:** Reports overdue date and time for a particular file issued.
* **Complete audit trial:** Complete audit trial of each and every document is possible to check for any irregularities in access, issue and so on.
* **Automated retrieval and return of files:** The process of file retrieval and return is automated to facilitate self-check-out and self-check-in system.