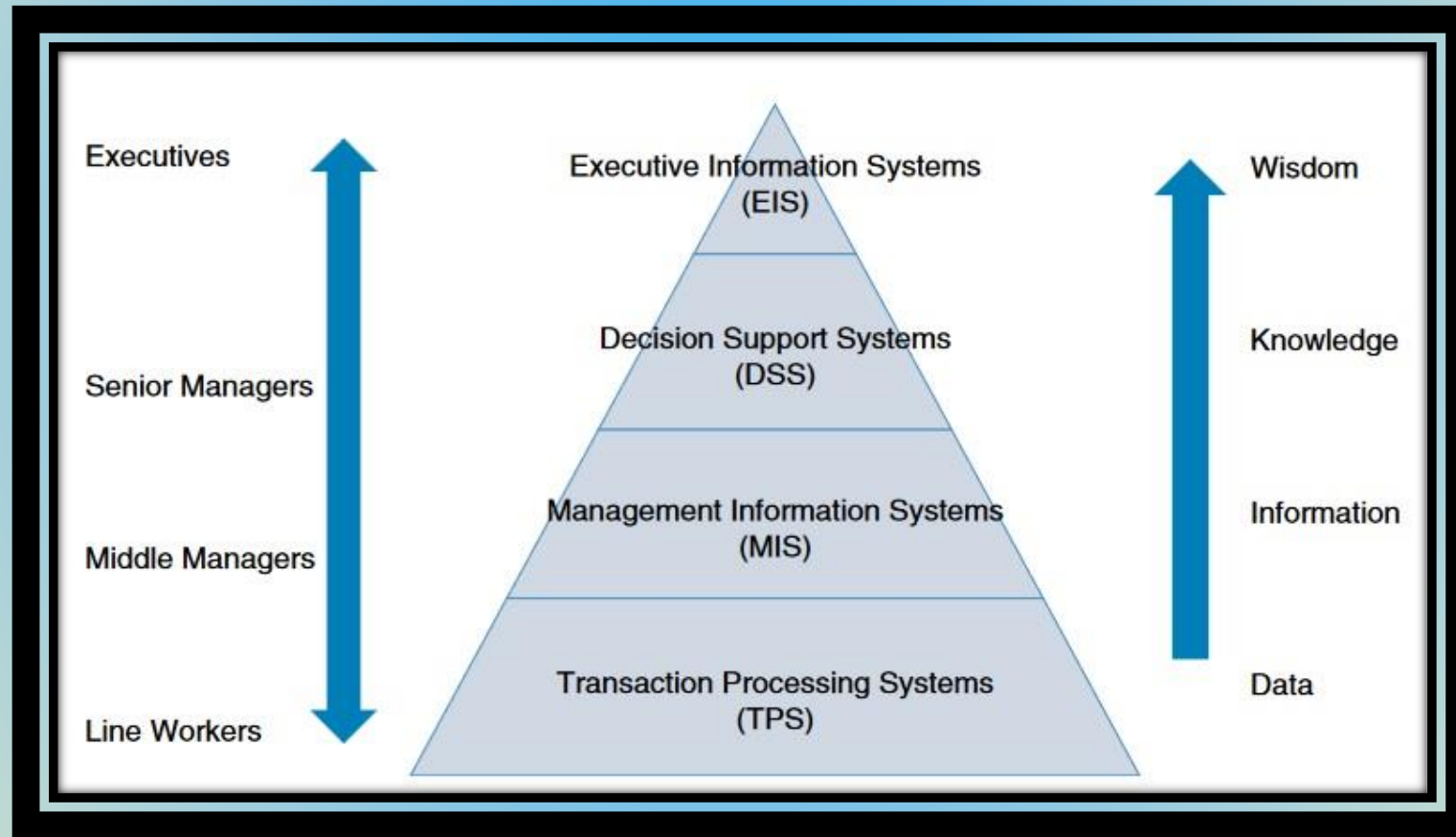# Topic 2: Data, Text & Document Management

Dr Adam Shukry Ali

Universiti Poly-Tech Malaysia, Kuala Lumpur

Data, Information & Knowledge

- Data – Products, Events, Activities & transactions.

- Information– Processed data that shows value

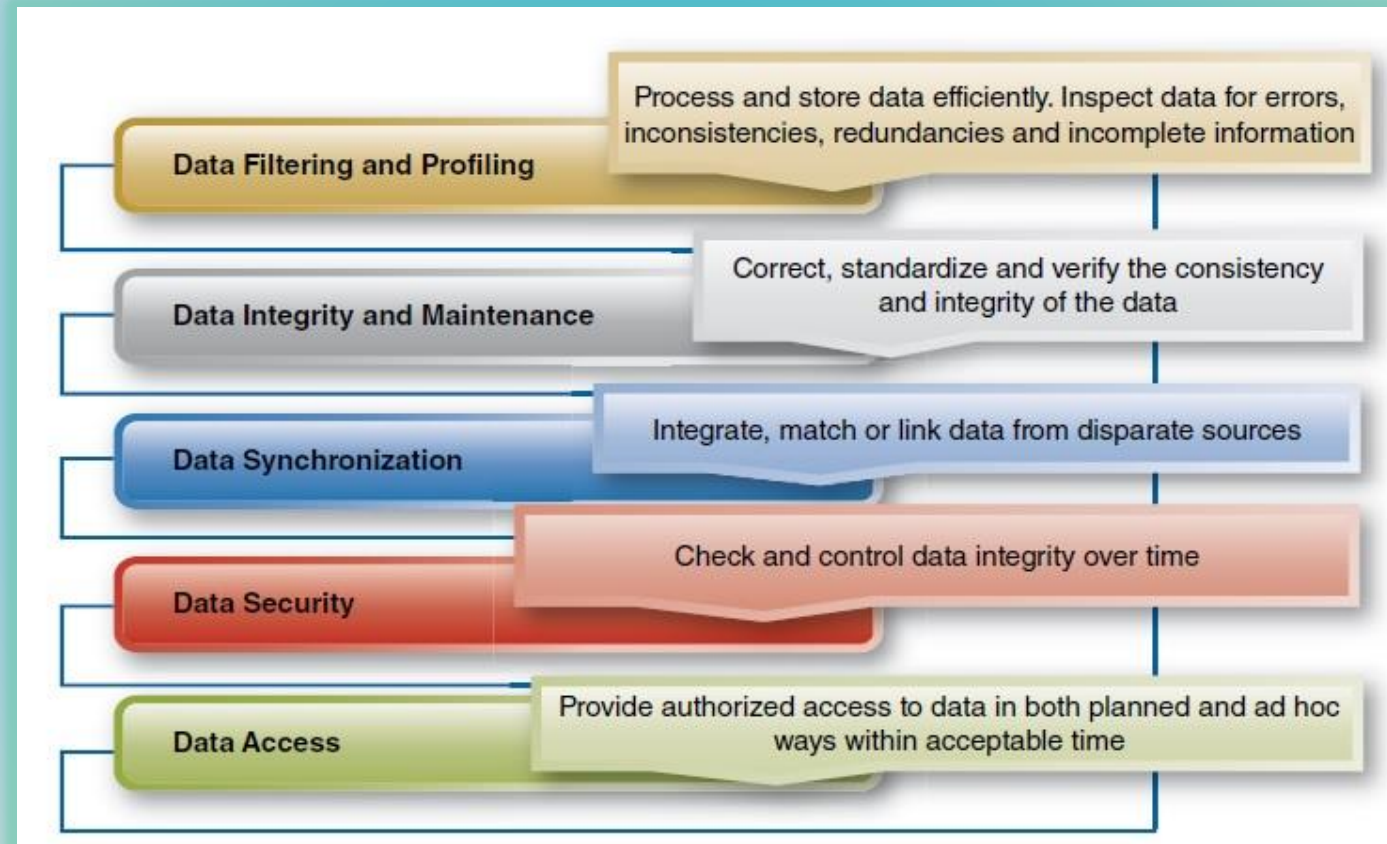- Knowledge – Adds understanding, experience & expertise

Data, Input and User Level

The Database Management System (DBMS)

- Accurate and consistent view of data is required.

- This is to make sure actionable and informed decision.

- Importantly, to support business strategy.

DBMS Functions

Data Filtering and Profiling — Process and store data efficiently. Inspect data for errors, inconsistencies, redundancies and incomplete information

Data Integrity and Maintenance — Correct, standardize and verify the consistency and integrity of the data

Data Synchronization — Integrate, match or link data from disparate sources

Data Security — Check and control data integrity over time

Data Access — Provide authorized access to data in both planned and ad hoc ways within acceptable time
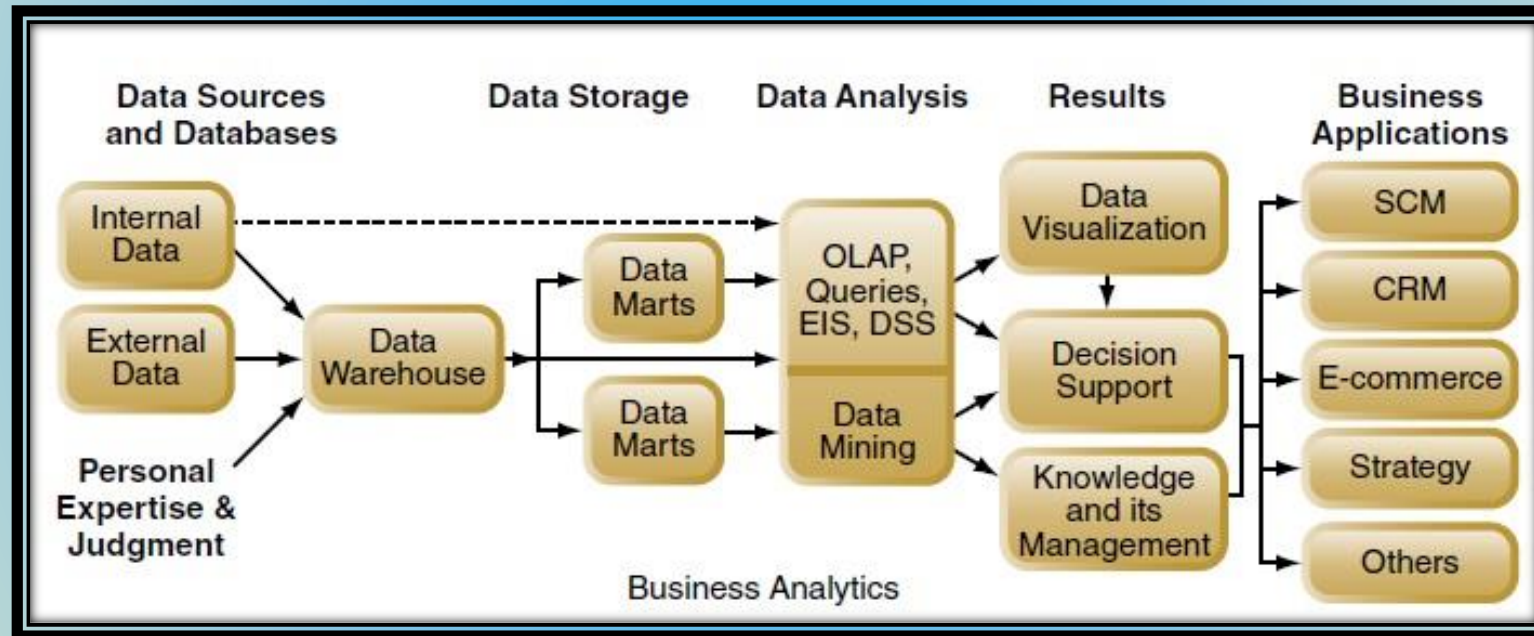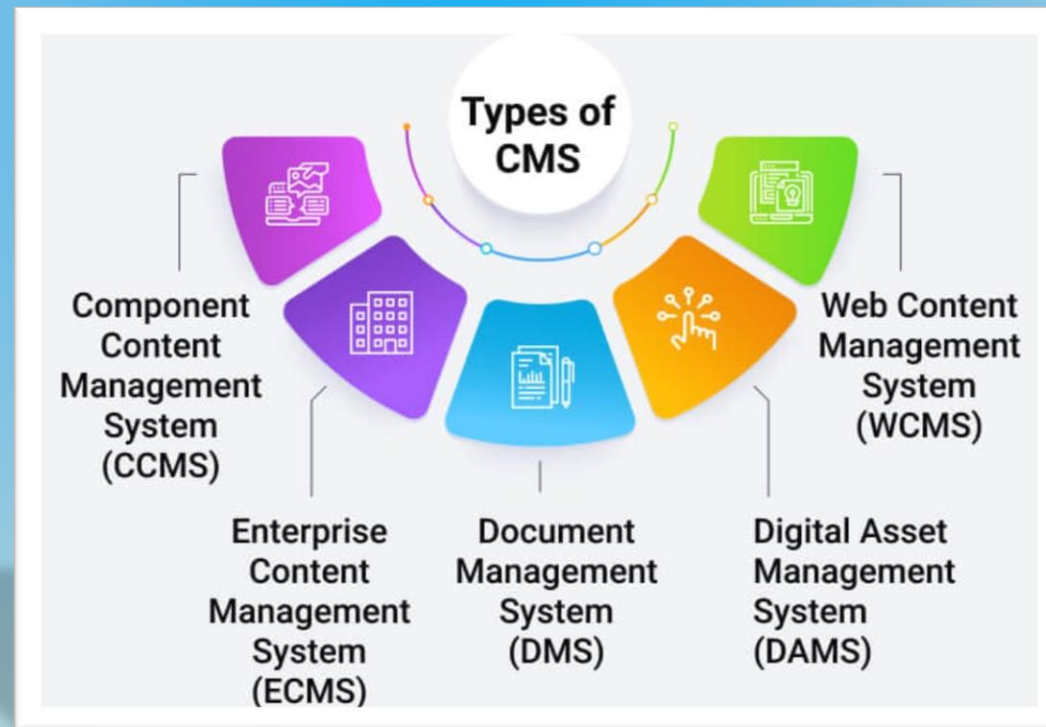
Data Warehouse, Data Mart & Data Center

- Data Warehouse – Primary source of cleansed data

- Data Mart – Lower cost, scaled version of data warehouse

- Data center – Assembling/Connecting the Entire IT system

How data are used in business?

Content Management Systems(CMS)

▶ Application used to managed, create or modify digital content.

Summary

- Data, Information & Knowledge
- Data, Input & User Level
- The DBMS
- Data warehouse, data mart & data center
- Content management system