**1. DIGITAL OFFICE DOCUMENT MANAGEMENT SOLUTION**

**Development of a Custom Web-based Document Management Solution (WDMS) for the Ministry**

DMS is a digital office solution for managing and capturing, organizing and managing an organization's documents or organization's document information for ease entry, search, tracing and archiving services using a web browser in a computer or computers. WDMS allows a user (in most mail clerks) to key in records of incoming and outgoing mails with necessary information such as mail title, mail owner, date of entry, date of dispatch, dispatched to, status of mail at dispatch and who handled the mail. The process of the WDMS data capture conforms to the manual process of mails and document handling as it relates to mail entry and reception, mail handling and management in an office environment but this time digitized. WDMS will also enable the digitization of hardcopies of document into the manageable softcopies via a scanner. This is necessary for the archiving and recovery of documents especially in the case of any disaster. A short training of users will follow the deployment for effective utilization.
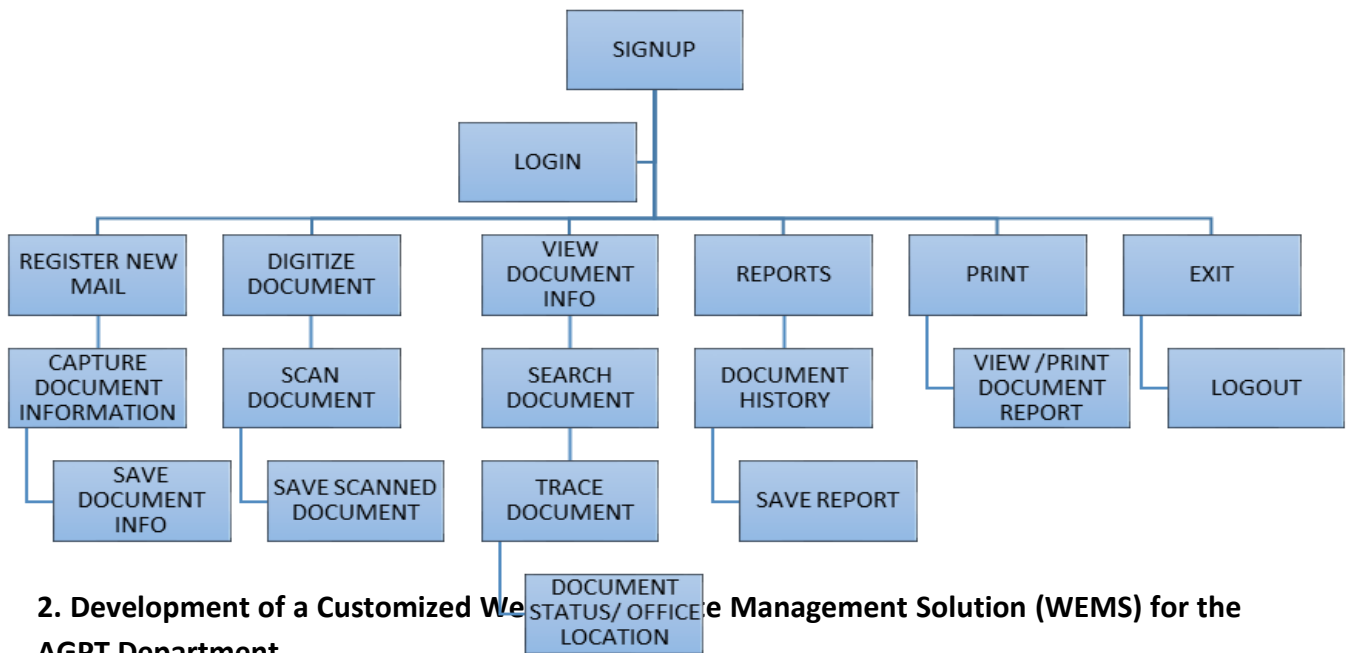
**WDMS Basic Features**

**The solution is Web-based, menu driven with a Dashboard and secure feature and detailed as follows:**

a. Document capture
    a. Document data capture include entry of document origin and details
    b. Document entry parameters- title, date of arrival, time of arrival, source, destination
    c. Automatic capture of Document handler (who entered the detail into the computer and who received the document in the case of outgoing documents
    d. Document priority and classification
    e. Document conversion from hard to softcopy (if necessary) by scanning
b. Documents Record Information search
    a. Document quick search
    b. Document trace
    c. Documents status
    d. Document's movement location (department or unit where document is at the moment)
    e. Document archiving
c. Document Report/ Print
    a. Document Dashboard
    b. View report
    c. Document Calender
    d. Print report
d. Exit

**Program model for the Web-based Document Management Solution**

**(** For security reasons, the solution will be offline but can be made to be online on demand)

SIGNUP

LOGIN

| REGISTER NEW MAIL | DIGITIZE DOCUMENT | VIEW DOCUMENT INFO | REPORTS | PRINT | EXIT |

CAPTURE DOCUMENT INFORMATION

SCAN DOCUMENT

SEARCH DOCUMENT

DOCUMENT HISTORY

VIEW /PRINT DOCUMENT REPORT

LOGOUT

SAVE DOCUMENT INFO

SAVE SCANNED DOCUMENT

TRACE DOCUMENT

SAVE REPORT

DOCUMENT STATUS/ OFFICE LOCATION

**2. Development of a Customized Web STATUS/ OFFICE Management Solution (WEMS) for the AGPT Department**

**WEMS Basic features**

a.  Menu driven and mobile friendly

b.  Data capture and entry of Deceased Estates owners

c.  Properties, Rents, Tenancy and Worker Data Collection

d.  Dashboard features

e.  Works offline via a local server and Online

f.  Accessible via Internet browser

g.  Quick information retrieval

h.  Rent management

i.  Reports processing, generation and printing

**Program model for the Web-based Document Management Solution**

(For security reasons, the solution will be offline but can be made to be online on demand)
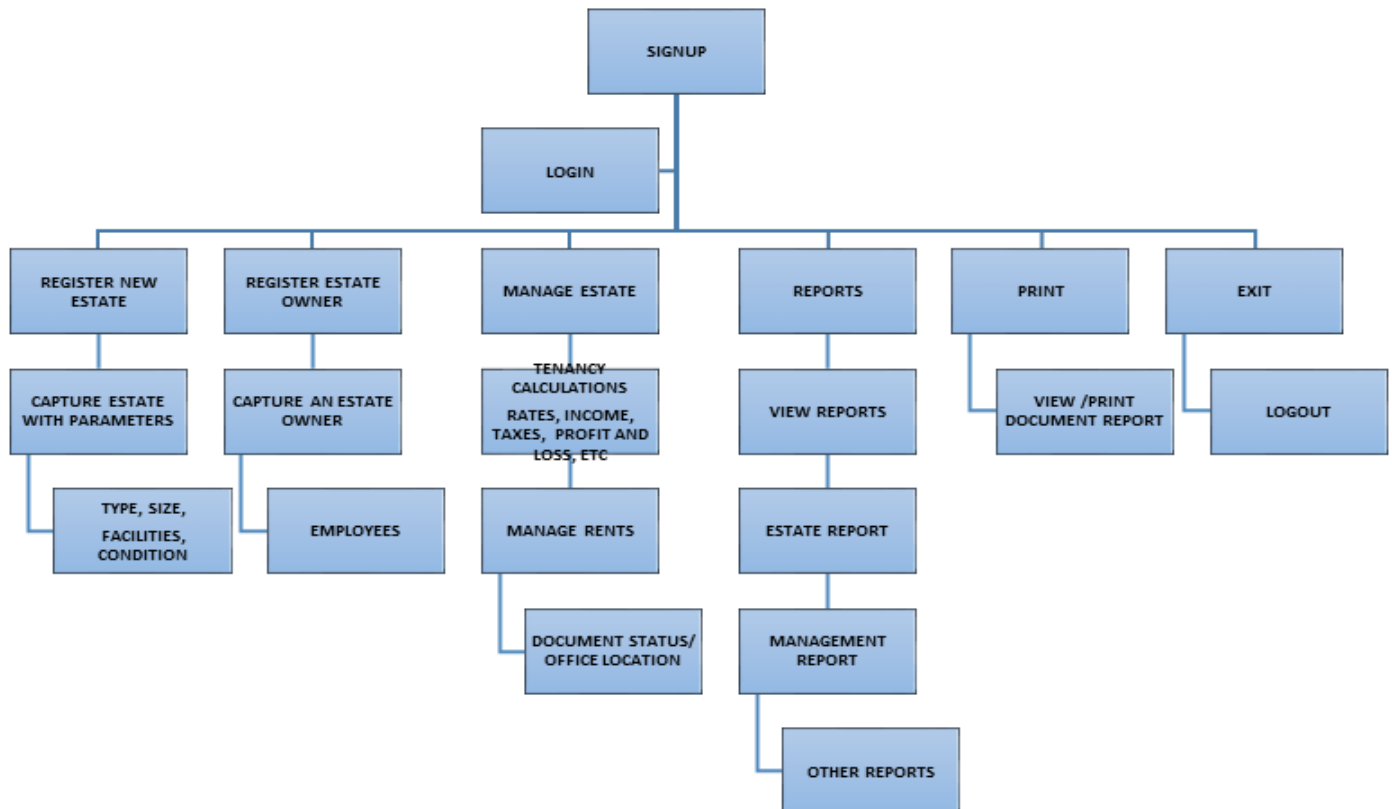


**3. Setup Requirements for both Solutions**

a. Setup of Local Server computer for hosting software to run offline

b. Provision of HP Desktop computers for the ministry's offices

c. Provision of local Power Backup Facility

d. Deployment of Wireless Local Area Network for the concerned departments in the ministry

e. Utility software - Antivirus

f. In-house training on ICT and the deployments