**Level 2 Software Project - Document Management System**

* **Original Introduction**

**1.1 Introduction**

* The intention of designing this system is to provide efficient and effective solutions for the issues related to organizing, sharing and storage of documents of a company. So, we are providing a solution by replacing the manual method of managing documentations to an automated method which calls paper less solution. We are designing the system with security features which allows permission to access only for the authorized users of the system and try to give more flexible solution to refer documentation online (web-based solution). Also, it’s a green solution.

**1.2 Background and Motivation**

Background and Motivation as a list, here are the major importance of creating this platform.

* Reduce the time wastage.
* Reduced Storage Space.
* Enhanced Security.
* Improved Regulatory Compliance.
* Easier Retrieval.
* Better Collaboration.
* Better Backup and Disaster Recovery.

Paper-based document control is incredibly tedious, requiring employees to chase down signatures, check off boxes, and recheck each step of the way. A misfiled paper might never be seen again — small losses that can quickly spiral into a major problem when an auditor is breathing down your neck. Inefficient document control is hard to defend during an audit, and it ends up creating even more work for an organization's quality team. These professionals want to do work that improves quality, not chase down lost papers or fetch signatures.

There are many benefits of electronic document management systems. Electronic DMS systems offer dramatically improved visibility and tools such as OCR etc. Also, the system automatically marks each step’s due date, ensuring that documents are routed to the right people at the right time. In addition, Document workflow management dashboard keeps track of where each document is in the review process. With digital document management, users can collect the necessary information and perform the Proper actions with fewer clicks, and the document will automatically go where it needs to get approval based on the contents. When it comes to compliance and conformity, automation ensures that mistakes are much less likely to happen.

**1.3 Problem in Brief**

So, this automated system can reduce many numbers of mistakes that they faced in manual document system. It will be more efficient and effective. There are

* Documents can be missing or damaged
* Want to more space for storing
* Editing documentation is very difficult
* Time consuming
* Transferring papers to another place get some difficulties
* Not secure
* Cost are going high

So, we decided to transmit manual system into automated documentation management system.

Then we are supposed to develop a web-based system to give facilities to users of the company log in to system and view the documents they have. This web application compatible for android as well as IOS.

**1.4 Aim and Objectives**

### 1.4.1. Aim

The aim of this project is to develop a system for addressing issues of manual document management. Using web application that it gives facilities to store electronic documents, history tracking and document management with security features.

We designed this software (web application) to get the documents in the database, store, retrieve, delete documents etc. using computerized methods rather than finding all the documents/details manually by using human resource.

**1.4.2 Objectives**

* To provide measures to maintain restricted access to confidential document and using good encryption method.
* To provide document workflow management and user collaboration.
* To provide faster search and retrieval of document
* To provide audit trails of the documents

**1.5 Proposed Solution**

The system is designed to carry out the automated document management system instead of an ordinary document management system with an efficient and effective performance. It will be more secure & flexible than the ordinary document management systems by improving the user satisfaction.

One of the main features of the system is, the documents get automatically encrypted while it is uploading to the system. Not only that, but also it has provided facilities to send and receive messages from their users. And also, system admin can view audit trails of documents.

The system able to manage document workflow and user collaboration by going out of the physical boundaries. So, can effectively manage documents between users and company. Then we use Mongo DB store all details of documents and other details.

Using angular, we can give Responsive web design compatible for IOS and Android. It is more helpful to access with mobile.

Also, this web application. So, we use web development tools to develop these features. Company need document security, and then we encrypt confidential data and maintain it more secure. So, Angular, node.js, Asp net basic web development tools and Mongo DB used to develop this automated document management system.

**1.6 Structure of the Report**

In this report, chapter 2 consists of the results arrived after performing the literature survey on similar systems. Next chapter, chapter3 contains details about how the identified problem will be addressed by the team and the approach to it. Chapter 4 is about the analysis and design phase in developing the Document Management System. The final chapter, chapter 5 takes information on implementation which has been completed up to the interim stage.

**1.7 Summary**

A brief introduction about the Document Management System is provided in this chapter. This includes the background and motivation for proposing our solution and the problems we are going to address in this system. Furthermore, aim and objectives of the proposed system are also included in this chapter.

Further information about the proposed solution will be provided in the upcoming chapter.

* **Re-written Introduction**

The intention of designing automated document management system is to supply efficient and effective solutions for the problems associated withorganizing, sharing, and storage of documents. So, we are providing a solution by replacing the paper-based method of managing documentation with an automatic method. We are designing the system with security measures that allowpermission to access only for the authorized users of the system and give a more flexible solution to ask for documentation online (web-based solution). Also, it’s a green solution.

As the background for this project, paper-based document control is incredibly tedious, requiring employees to chase down signatures, check boxes, and recheck each step. Inefficient document control increase workload in the company. These professionals want to improve quality, not chase down lost papers or fetch signatures.

Also, using a paper-based system requires a large amount of storage space and minimal security, as the cost increases and it takes time to edit, as well as problems with the destruction or loss of these documents. So, this automated system can reduce mistakes that they faced in the manual method.

Because there are many benefits to automated systems. These systems offer improved visibility and tools such as OCR etc. Also, the system automatically ensuring that documents are routed to the right people at the right time. Additionally, workflow management keeps track of where each document is within the review process and the document can automatically get approval based on the contents. Thus, automation reduces any number of mistakes.

So, the aim of this project is to develop a system for addressing issues of manual document management system. We are developing it with facilities to store documents, history tracking, and document management with security. To accomplish it, we try to achieve measures to maintain restricted access to confidential documents with document workflow management and user collaboration.

As the scope, using web applications that it gives facilitates the automated management of documents, storing, retrieving, hiding details, and communications with the help of a web application and security features.

In conclusion, this report consists of the background and motivation for proposed solution and the issues. Furthermore, the aim and objectives and the scope of the proposed system also are included.