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

**Original 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.

Using automated document management system can get lot of advantages to this company than the manual system.

* Can reduce many mistakes. Because manual method can be more mistakes. But this automated system can reduce these manual mistakes such as missing details, duplicating data
* Save valuable time: using manual method it is handling documents slowly. But automated system can it very speedy as well as can reduce mistakes. So, can save user time. Also, it is more efficient.
* Save money: Because been automated, numbers of workers reduce then salary is reduced.
* Also, all documents can refer using online at any time at any place. It is more efficient
* Secure all details of system. Because can secure from burning, theft and all nature diseases. Also, every person cannot log in this system.
* Automated workflow management.
* Encrypt confidential data and maintains.
* Using good data compression methods can save storage capacity, speed up file transfer, and decrease costs for storage hardware and network bandwidth

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

**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 is tough to defend during an audit, and it finishes up creating even more work for an organization's quality team. These professionals want to try to work that improves quality. These professionals want to try to work that improves 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 any number of mistakes that they faced in the manual document system. It will be more efficient and effective.

Because there are many benefits to automated systems. These systems offer dramatically 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, the Document workflow management dashboard keeps track of where each document is within the review process. With digital document management, the document will automatically go where it needs to get approval based on the contents. When it comes to conformity, automation ensures that mistakes are much less likely to happen.

So, the aim of this project is to develop a system for addressing issues of manual document management. We are developing a web application that gives facilities to store electronic documents, history tracking, and document management with security features. To accomplish it, we try to achieve measures to maintain restricted access to confidential documents and using good encryption methods 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, we discussed the background and motivation for proposing our solution and the problems we are getting to discuss during this system. Furthermore, the aim and objectives and therefore the scope of the proposed system also are included.