**Scientific Communication – Assignment 02**

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**Original Introduction**

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

The intention of designing the system is to provide efficient and effective solutions for the issues related to organizing, sharing and storage of documents of the 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 allow 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 gets 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 is compatible for android as well as IOS.

**Rewritten Introduction**

The proposed system is providing an efficient and effective solution for the problems related to the manual method of managing documentations which use large number of papers and stationaries with the difficulties of handling, organizing, sharing and storage of documents of the company by replacing an automated documentation system.

In this project we basically address the issues which are related to the managing and handling of large amount of data of an organization by introducing the paper-less solution and giving a chance to handle those data in a virtual environment by saving time, cost and the effort of the workers of the organization. Organizations have problems not only about the managing of the data, but also the problems regarding the security and the privacy of the data and information. The possibility of causing physical damages to this data is high and it is necessary to have at least a backup of the data with the facility of use them in the online platform for the customers or service providers. By studying the above mentioned problems it is essential to replace an automated documentation system to overcome those issues by introducing a green concept as well. Providing access only to the authorized people and protect the data and information by using high security features such as Firewalls, Password and Username are helpful to increase the protection of the data by keeping the privacy into a high level.

The main 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. The main objectives of the proposed solution is to provide measures to maintain restricted access to confidential documents using user access control, provide documents workflow management and user collaboration, provide faster search and retrieval of documents and to provide audit trails of the documents.

The system able to manage document workflow and user collaboration by going out of the physical boundaries. So we can effectively manage documents between users and company. For that we use Mongo DB to 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. Company need document security, and then we encrypt confidential data and maintain it more secure. So, Angular, node JS basic are the main web development tools and Mongo DB is used to develop this automated document management system.