

DOCUMENTATION MANAGEMENT SYSTEM

CONCEPT DESIGN



Prepared by:

David Livingstone Kabasa

+353 87 11 999 06,

david@frontlinetrends.com

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DOCUMENTATION MANAGEMENT SYSTEM

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EFFECTIVE COMMUNICATION IS EVERYTHING.....

- Without effective communication in your organisation, there is no other way to achieve the maximum capacity and productivity from your staff members; and maximum satisfaction from your Customers, Shareholders and Stakeholders.
- Effective communication can be achieved through proper process management for information flow within and outside your organisation; and that requires proper documentation management.
- Whether it is a start-up or larger organisation, it is imperative to have a DMS (Document Management System) that is designed to work for your information and communication management model.
- We offer you a trial period where we are ready to help you to configure DMS based on your organisational management model and how you would like to manage information flow in a cost effective manner, while at the same time gaining the maximum utilisation and productivity from your employees.
- As you try our DMS for 120 days free of charge, and with our help at no charge.; you will have the opportunity to create your own DMS. So don't wait and take the chance.

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CONVENIENT RETRIEVAL

- Retrieve Documents later whenever needed.
- The needs can be transactional, research, legal, or similar.
- Retrieving a particular document from the typically large volume of business documents can be difficult or even impossible unless a sound DMS is in place.
- Convenient and quick retrieval is a key objective of installing a DMS.

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IMPROVING WORKFLOW

(Documentation Manage being a major part of Process Management)

- Management and administration processes typically involve movement of documents from the company to third parties, from department to department inside the company, and from person to person in a department.
- Several persons with different roles (such as creation, review, approval, and dispatch) will have to reference the document before it completes its intended purpose.
- Well-planned and efficient movement of documents can significantly speed up business processes and enhance their quality.

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VERSION CONTROL

- Where different versions of a document need to be maintained (as in the case of product specifications) it's essential to clearly identify the latest version, including the sequence of all the different versions in existence.
- Eliminate the chaos that can otherwise result when attempting to locate a particular version.

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REGULATORY COMPLIANCE

- The benefit here is one of avoiding trouble, which can be serious enough to shut down the business.
- Government regulations require maintenance of different kinds of data and documents, and the requirements are often very complex.
- A good DMS will help ensure compliance with the rules, using such means as checklists, standard forms, and automatic organization.

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INFORMATION SECURITY

- Documents can contain business secrets and other confidential data, such as product formulas or employees' personal details. If unauthorized persons gain access to these documents, it can lead to business damage or legal damages. A DMS ensures that only authorized persons can access particular documents.
- Documents also need to be secured from disasters such as fires and floods.
- Our DMS can make it much easier to restore the documents in case of a disaster.

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COST REDUCTION & EFFECTIVENESS

- Managing the sizable volume of documents generated in the course of business is expensive. In a paper-based system, paper, ink, file folders, filing cabinets, filing staff, and other requirements cost money.
- Even in an electronic system, you need computers, storage media, and system-administration staff.
- DMS will help your company to reduce these costs by meeting all document-related requirements (outlined above) in a well-planned manner.

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ENHANCED COMPETITIVENESS

By improving business processes, reducing costs, and preventing serious losses, DMS will actively contribute to business competitiveness.

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Capture, Maintain And Retrieve

Speedy Access And Secure Storage

Remote Access From The Field

Search, Not Browse

Work With The Documents

Aligned Collaborative Work Environment

CAPTURE, MAINTAIN AND RETRIEVE

DMS enables users to capture, maintain and retrieve:

- Even data on paper documents can be captured through scanning and OCR (Optical Character Recognition). The image then becomes a digital document that can then be edited, searched by its content, and more.
- Documents created using your word processors, spreadsheets and other applications become part of the DMS document repository, facilitating retrieval, review, and editing.

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SPEEDY ACCESS AND SECURE STORAGE

DMS:

- Enables far speedier access to any document a user wants, from a single interface that can access the entire corporate information store. And
- Protects the corporate database from unauthorized access and malicious intrusions..

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REMOTE ACCESS FROM THE FIELD

DMS:

 Is web-browser based. That means a user can access company data from across the globe during a business trip, provided you enable Internet access.

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SEARCH, NOT BROWSE

- Instead of browsing through all the directories and folders, the user can simply search for documents by the unique words they contain, or by such key fields as name, invoice number, document type, or date range

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WORK WITH THE DOCUMENTS

- DMS user can print, e-mail, add, or change the documents, all from somewhere far from his/her physical office

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ALIGNED COLLABORATIVE WORK ENVIRONMENT

- DMS enables collaborative work on the same document is facilitated by Document Management Systems, which also protect data integrity by such features as Check Out and Check In.
- This means that if more than one person accesses the same document at the same time, only one of them can change the document.
- Until that person is finished, the others can only read the document.
- Otherwise, the changes made by one person can be lost when another person simultaneously makes other changes.

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DOCUMENT CREATION

Create documents:

- From manageable document Header Templates, unified with the business and organisational model of your company, and
- Reduce lost and misfiled documents
- Provide faster search and retrieval of documents
- Reduce the amount of physical space used to store documents, such as file cabinets, boxes and shelving

Document Creation

Collaboration

Documentation Storage

Access Rights

Spy Ware

Spam

Digital Signature

Archiving And Removal

Data Corruption

Virus Attacks

Hacker Attacks

Spam

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COLLABORATION

- ➔ Use check-out and check-in procedures to allow multiple users to work on a document without overwriting each other's data.
- ➔ DMS also allow documents to be forwarded to other users to meet workflow requirements

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DOCUMENTATION STORAGE

- ➔ Control the quantity and quality of records.
- ➔ Simplify the activities, systems, and processes of records maintenance and use.
- ➔ Identify what records exist by records inventory.
- ➔ Apply required retention periods to stored items.
- ➔ Develop and administer policies and procedures.
- ➔ Preserve records throughout their life cycle .
- ➔ Allow instant access to documents.

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ACCESS RIGHTS

➔ Different users are given different access rights, such as read permission, read and write permission, etc. and might be required to provide passwords to access specified documents.

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SPY WARE

- ➔ Whereas viruses seek to damage your data, spy ware seeks to steal it. They try to collect such sensitive data as your credit card & bank account numbers, passwords and confidential business information.
- ➔ A number of spy ware detection and removal programs have come into the market to protect you against these attacks.

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SPAM

- ➔ If you use e-mail, you know what spam is. It's become such a widespread menace that practically every Internet user is aware of it.
- ➔ Spam wastes your time, while anti-spam software can block even legitimate, friendly mail.
- ➔ As of yet, there is no real solution that prevents spam while letting in all legitimate mail.

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DIGITAL SIGNATURE

➔ Digital signatures can authenticate documents just like paper documents, eliminating the need to maintain a paper copy in addition to the electronic copy

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ARCHIVING AND REMOVAL

- ➔ Documents can be tagged with 'Archive by' and 'Remove by' dates, and the system programmed to alert users about these on due dates
- ➔ Better organize existing documents.
- ➔ Streamline information and workflow.

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DATA CORRUPTION

- ➔ Digital data can become corrupted and unreadable more easily than paper documents. System crashes, application malfunctions, erroneous operations, and malicious viruses are common causes for data corruption.
- ➔ Recovering corrupted data is a time consuming, unreliable, and costly process.
- ➔ We guard against this danger by backing up all data in a different location

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VIRUS ATTACKS

- ➔ Even before the spread of the Internet, standalone systems were open to virus attacks through removable media such as floppy disks. With Internet connectivity, the danger has become manifold.
- ➔ Computer viruses can be harmless irritations at best or extremely dangerous entities capable of destroying all your data.
- ➔ We guard against viruses by using anti virus software

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HACKER ATTACKS

- ➔ Even without knowing your passwords, expert computer professionals can 'hack' into your sensitive data and either steal or damage your data.
- ➔ Firewalls and other kinds of software seek to block such intruders into your system.

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User Id

Password

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