



# WEB BASED OFFICE DOCUMENT MANAGEMENT SYSTEM

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**Abstract:** computerization. A great deal of research and development has been done on facilities for editing, formatting, filing, retrieving and mailing documents in office systems. However, there has been a lack of attention to the integration of such facilities. In this paper, we discuss our view of what a document management system should be, and what facilities it should provide. An integrated document management system, Office aid, is used as an example, throughout the paper, to illustrate our approach.

A document management system is a computer-based system used to store, manage, and track electronic documents and/or images of paper-based information captured through the use of a document scanner. The goal of a document management system is to provide quick and easy access to information, increase productivity and efficiency, and improve information security.

The document management system typically includes functions such as document scanning, indexing, searching, retrieving, and storing. It may also include document workflow, version control, and collaboration tools. In addition, many document management systems offer security features such as user authentication, access controls, and audit trails to ensure that sensitive information is protected.

As organizations generate increasing amounts of information, document management systems are becoming increasingly important to help manage this information. With the growth of electronic documents and the need to meet regulatory requirements, many organizations are turning to document management systems to improve information management processes.

## Keywords:

- ☐ System Resource
- ☐ Document Type
- ☐ Multimedia Document
- ☐ Document Management
- ☐ File cabinet

## I. INTRODUCTION

Document management, often referred to as Document Management Systems (DMS), is the use of a computer system and software to store, manage and track electronic documents and electronic images of paper-based information captured through the use of a document scanner. Office Document Management Systems (ODMS) are software systems that manage and store electronic documents and images of paper-based information captured through the use of a document scanner. ODMSs aim to streamline the document management process by digitizing, organizing, and storing documents in a central repository, making them easily searchable and accessible. They typically include features such as version control, document search, access control, and audit trails. ODMSs can improve efficiency and productivity by reducing the time spent searching for paper-based documents and allowing for collaboration on electronic documents in real-time. An Office Document Management System (ODMS) is a software solution designed to help organizations manage their paper-based and digital documents. The main goal of an ODMS is to improve document organization, security, accessibility and collaboration. Key features of an ODMS include: Document storage and retrieval Version control and revision tracking Access controls and permissions Metadata and indexing Search and discovery Workflow management Audit trails and reporting Integration with other systems and applications. An ODMS can benefit organizations by reducing manual labor and errors, improving document security and accessibility, and streamlining work processes



## LITERATURE SURVEY

A literature survey of office document management system typically includes the following topics:

**Definition and Overview:** Explanation of what an office document management system is and its purpose.

**Types of systems:** Description of different types of document management systems such as standalone, web-based, and cloud-based.

**Key Features:** Analysis of common features of office document management systems such as version control, search functionality, and collaboration tools.

**Security and Compliance:** Discussion of security and compliance measures implemented in document management systems, including data encryption, access control, and audit trails.

**Evaluation Criteria:** Overview of key evaluation criteria for choosing a document management system such as scalability, cost, and ease of use.

**Market Overview:** Analysis of the current market landscape for document management systems, including major players and market trends.

**Case Studies:** Presentation of real-world examples of organizations that have successfully implemented document management systems.

## PROBLEM STATEMENT

Web-Based solution to track the status of document/file going through approval process in any department. All the Institutes/ Departments under the Ministry are using some common file/document movement and approval procedures

### I. OBJECTIVE

Formulation of a common file/document movement procedure, which can be customized to suit the systems in different departments/sections and Institutions. Development of a web-based integrated platform for creation, forwarding, rejection/ approval of documents/ files in electronic format with facilities for making sketches, attaching external reference files etc.. Note sheets for obtaining approvals, leave applications, interoffice notes, Circulars, P&A Office orders etc. The web-based platform should provide a user-friendly environment similar to popular email platforms enabling us to manage emails under various categories like primary, social, promotional, updates, spam, sent, outbox, inbox etc. Generation of reports based on files/ documents/information as per requirement. Centralized server with sufficient backbone connectivity, storage space and security

### II. METHODOLOGY

The methodology for implementing office document management systems typically includes the following steps:

**Requirements gathering:** Identifying the specific needs and requirements of the organization for document management, such as document types, access control, and compliance requirements.

**System selection:** Evaluating and selecting a document management system that meets the organization's requirements and budget.

**Implementation:** Installing and configuring the document management system, including setting up users, permissions, and workflows.

**Data migration:** Importing existing documents into the new system, either manually or through automated data migration tools.

**Training:** Providing training to all users on how to use the new system, including features, functionalities, and best practices.

**Testing:** Conducting thorough testing of the system to ensure that it is working correctly and meets the organization's requirements.

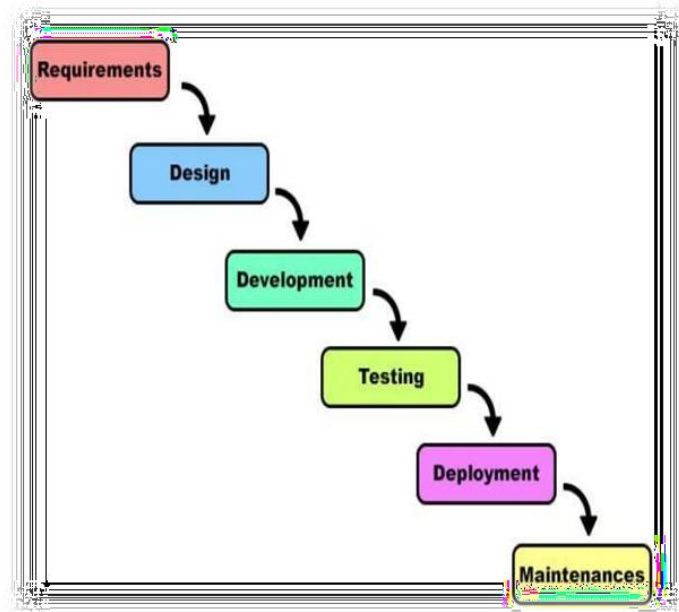
**Deployment:** Launching the document management system and rolling it out to the organization.

**Maintenance and Support:** Providing ongoing maintenance and support for the system, including regular software updates, backups, and security monitoring.



**User Adoption:** Encouraging and facilitating user adoption of the new system by promoting its benefits and ensuring that it is easy and intuitive to use.

**Evaluation:** Periodically evaluating the system's performance and effectiveness, making adjustments as needed to ensure that it continues to meet the organization's needs.



### III. SOFTWARE IMPLEMENTATION

The software implementation of office document management systems typically involves the following steps:

**Platform selection:** Choose a suitable platform for the document management system, such as cloud-based, onpremise, or hybrid.

**System architecture:** Design the system architecture, including the database, user interface, and data storage, to meet the organization's requirements.

**Software development:** Develop the document management system software, incorporating features such as document classification, indexing, retrieval, access control, version control, and collaboration.

**User interface design:** Design a user-friendly interface that is easy to use and intuitive, ensuring that all users can effectively manage documents.

**Integration with existing systems:** Integrate the document management system with other existing systems, such as enterprise resource planning (ERP), customer relationship management (CRM), and workflow management systems.

**Testing:** Test the system to ensure that it is working correctly, meeting performance requirements, and delivering expected results.

**Deployment:** Deploy the document management system to the organization, either on-premise or in the cloud, and configure it for use.

**User training:** Provide training to all users on how to use the system, including document creation, management, and retrieval.

**Maintenance and support:** Provide ongoing maintenance and support, including software updates, bug fixing, and security monitoring, to ensure the system remains operational

### COMPARATIVE ANALYSIS

After investigating many research papers, the proposed system performs effectively and has got some superior features than some prevailing method

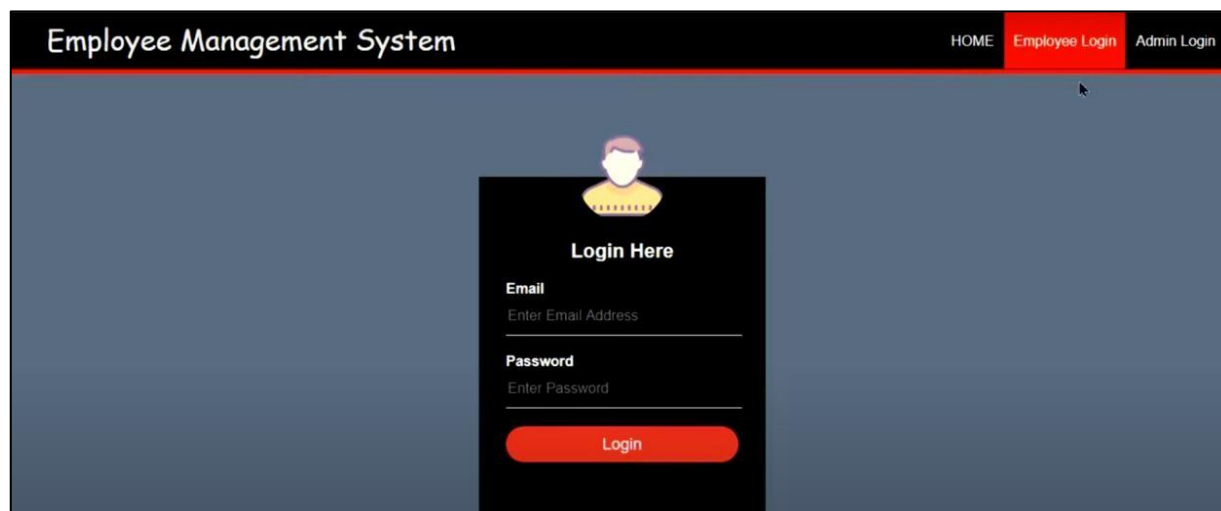
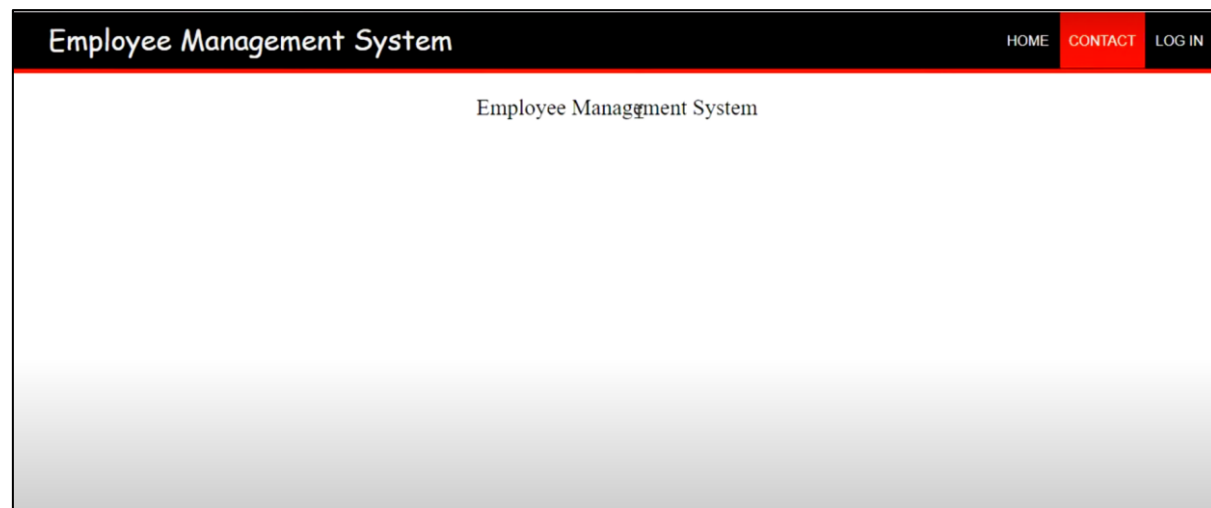


A corporate analysis for office document management systems typically includes the following elements:

1. Market analysis: Assessing the document management system market, including market size, growth rate, key players, and market trends.
2. Competitor analysis: Analyzing the competition in the market, including their strengths and weaknesses, and identifying opportunities for differentiation.
3. Customer analysis: Understanding the needs and preferences of the organization's target customers, and assessing the organization's ability to meet those needs.
4. Internal analysis: Assessing the organization's internal strengths and weaknesses, including its resources, capabilities, and culture.
5. SWOT analysis: Conducting a SWOT analysis (Strengths, Weaknesses, Opportunities, Threats) to identify the key factors that will impact the success of the document management system.
6. Financial analysis: Analyzing the financial viability of the document management system, including the expected costs, benefits, and return on investment (ROI).
7. Risk analysis: Identifying and assessing the potential risks associated with the implementation of the document management system, including technical, operational, and financial risks.
8. Market positioning: Determining the most effective position in the market for the document management system, based on the market analysis, competitor analysis, and internal analysis.
9. Business strategy: Developing a business strategy that takes into account the market analysis, competitor analysis, internal analysis, and financial analysis.
10. Implementation plan: Developing a detailed implementation plan that outlines the steps involved in implementing the document management system, including project timelines, budgets, and key performance indicators (KPIs).

#### **IV. RESULTS**

Following the implementation of the mentioned technologies, the platform results turned out to be secure, having great performance and various range of things to do. It also comprises of honest user evaluations and a very user-friendly interface. The platform passed all of the planned test scenarios, which considered a wide variety of variables. The result of implementing a Document Management System (DMS) can be: Streamlined document organization and storage Improved document search and retrieval time Enhanced document security and control Increased collaboration and teamwork Reduced paper waste and storage costs Improved compliance with regulations and standards Enhanced decision-making with easier access to information Increased productivity and efficiency in document-related tasks.





Employee Management System

HOME Employee Login Admin Login

**Login Here**

Email  
admin@gmail.com

Password  
\*\*\*\*\*

Login

EMS

HOME Add Employee View Employee Assign Project Project Status Salary Table Employee Leave Log Out

Seq.	Emp. ID	Name	Points
1	2	John Smith	0

Reset Points

EMS

HOME Add Employee View Employee Assign Project Project Status Salary Table Employee Leave Log Out

Registration Info

First Name

Last Name

Email

Birthday

mm/dd/yyyy

GENDER

Contact Number



EMS												
HOME Add Employee <b>View Employee</b> Assign Project Project Status Salary Table Employee Leave Log Out												
Emp. ID	Picture	Name	Email	Birthday	Gender	Contact	NID	Address	Department	Degree	Point	Options
2		John Smith	john@gmail.com	2020-09-01	Male	0999999999	1	New York	IT	Waterboy	0	<a href="#">Edit</a>   <a href="#">Delete</a>

EMS												
HOME Add Employee View Employee <b>Assign Project</b> Project Status Salary Table Employee Leave Log Out												
Assign Project												
Employee ID <input type="text"/>												
Project Name <input type="text"/>												
mm/dd/yyyy <input type="text"/>												
<input type="button" value="Assign"/>												

EMS												
HOME Add Employee View Employee Assign Project <b>Project Status</b> <b>Salary Table</b> Employee Leave Log Out												
Project ID	Emp. ID	Project Name	Due Date	Submission Date	Mark	Status	Option					
1	2	Junkyard	2020-09-26	2020-09-04	1	Submitted	<a href="#">Mark</a>					







EMS				
HOME Add Employee View Employee Assign Project Project Status Salary Table Employee Leave Log Out				
Emp. ID	Name	Base Salary	Bonus	Total Salary
2	John Smith	500	0 %	500

EMS								
HOME Add Employee View Employee Assign Project Project Status Salary Table Employee Leave Log Out								
Emp. ID	Token	Name	Start Date	End Date	Total Days	Reason	Status	Options
2	1	John Smith	2020-09-03	2020-09-05	2	COVID-19	Approved	<a href="#">Approve</a>   <a href="#">Cancel</a>

EMS

HOMEAdd EmployeeView EmployeeAssign ProjectProject StatusSalary TableEmployee LeaveLog Out

Emp. ID	Picture	Name	Email	Birthday	Gender	Contact	NID	Address	Department	Degree	Point	Options
2		John Smith	john@gmail.com	2020-09-01	Male	0999999999	1	New York	IT	Waterboy	0	<a href="#">Edit</a>   <a href="#">Delete</a>
6		test test	test@gmail.com	2020-09-06	Male	09998383737	4	test	test	test	0	<a href="#">Edit</a>   <a href="#">Delete</a>





phpMyAdmin

Recent Favorites

Type to filter these. Enter to search all

emp\_record  
ems  
  New  
  alotin  
  employee  
  employee\_leave  
  project  
  rank  
  salary  
  exam  
  finaldb  
  foodorder  
  foodsys  
  fosdb  
  gostock  
  ems\_db

Server: 127.0.0.1 » Database: ems » Table: employee

Showing rows 0 - 1 (2 total, Query took 0.0026 seconds)

SELECT \* FROM "employee"

Profiling [Edit inline] [Edit] [Explain SQL] [Create PHP code] [Refresh]

Show all Number of rows: 25 Filter rows: Search this table Sort by key: None

Options

	id	firstName	lastName	email	password	birthday	gender	contact	nid	address	dept	degree	pic
<input type="checkbox"/> Edit <input type="checkbox"/> Copy <input type="checkbox"/> Delete	2	John	Smith	john@gmail.com	1234	2020-09-01	Male	0999999999	1	New York	IT	Waterboy	images/default.jpg
<input type="checkbox"/> Edit <input type="checkbox"/> Copy <input type="checkbox"/> Delete	6	test	test	test@gmail.com	1234	2020-09-06	Male	09998383737	4	test	test	test	images/default.jpg

Check all With selected: ☐ Edit ☐ Copy ☐ Delete ☐ Export

Show all Number of rows: 25 Filter rows: Search this table Sort by key: None

phpMyAdmin

Recent Favorites

Type to filter these. Enter to search all

emp\_record  
ems  
  New  
  alotin  
  employee  
  employee\_leave  
  project  
  rank  
  salary  
  exam  
  finaldb  
  foodorder  
  foodsys  
  fosdb  
  gostock  
  ems\_db

Server: 127.0.0.1 » Database: ems » Table: employee\_leave

Showing rows 0 - 0 (1 total, Query took 0.0017 seconds)

SELECT \* FROM "employee\_leave"

Profiling [Edit inline] [Edit] [Explain SQL] [Create PHP code] [Refresh]

Show all Number of rows: 25 Filter rows: Search this table

Options

	id	token	start	end	reason	status
<input type="checkbox"/> Edit <input type="checkbox"/> Copy <input type="checkbox"/> Delete	2	1	2020-09-03	2020-09-05	COVID-19	Approved

Check all With selected: ☐ Edit ☐ Copy ☐ Delete ☐ Export

Show all Number of rows: 25 Filter rows: Search this table

phpMyAdmin

Recent Favorites

Type to filter these. Enter to search all

emp\_record  
ems  
  New  
  alotin  
  employee  
  employee\_leave  
  project  
  rank  
  salary  
  exam  
  finaldb  
  foodorder  
  foodsys  
  fosdb  
  gostock  
  ems\_db

Server: 127.0.0.1 » Database: ems » Table: alotin

Showing rows 0 - 0 (1 total, Query took 0.0015 seconds)

SELECT \* FROM "alotin"

Profiling [Edit inline] [Edit] [Explain SQL] [Create PHP code] [Refresh]

Show all Number of rows: 25 Filter rows: Search this table Loading...

Options

	id	email	password
<input type="checkbox"/> Edit <input type="checkbox"/> Copy <input type="checkbox"/> Delete	1	admin@gmail.com	admin

Check all With selected: ☐ Edit ☐ Copy ☐ Delete ☐ Export

Show all Number of rows: 25 Filter rows: Search this table



Employee Management System

HOMEMy ProfileMy ProjectsApply LeaveLog Out

Employee Leaderboard

Seq.	Emp. ID	Name	Points
1	2	John Smith	0
2	6	test test	0

Due Projects


Project Name	Due Date
--------------	----------

Salary Status

Base Salary	Bonus	Total Salary
500	0 %	500

Leave Satus

Start Date	End Date	Total Days	Reason	Status
------------	----------	------------	--------	--------

Employee Management System	
HOME	My Profile My Projects Apply Leave Log Out
My Info	
	
First Name	Last Name
John	Smith
Email	

Employee Management System						
		HOME	My Profile	My Projects	Apply Leave	Log Out
Project ID	Project Name	Due Date	Sub Date	Mark	Status	Option
1	Junkyard	2020-09-26	2020-09-04	1	Submitted	<a href="#">Submit</a>



Employee Management System

HOME My Profile My Projects **Apply Leave** Log Out

### Apply Leave Form

Reason

Start Date

End Date

Seq.	Emp. ID	Name	Points
1	2	John Smith	0
2	6	test test	0

Due Projects

Project Name	Due Date

Salary Status

Base Salary	Bonus	Total Salary
500	0 %	500

Leave Satus

Start Date	End Date	Total Days	Reason	Status
2020-09-03	2020-09-05	2	COVID-19	Approved
2020-09-10	2020-09-12	2	May Lagnat	Pending

## I. CONCLUSION AND FUTURE DIRECTION OF WORK

In conclusion, office document management systems are an essential tool for organizations of all sizes, providing a centralized, secure, and efficient way to manage and access documents. With the increasing volume of digital documents and the need for improved collaboration and access control, document management systems have become a critical component of modern workplaces. The implementation of a document management system requires careful planning and analysis, including a market analysis, competitor analysis, customer analysis, internal analysis, and financial analysis. A well-designed and implemented document management system can deliver significant benefits, including improved document security, enhanced collaboration, improved document retrieval, reduced paper usage, and increased efficiency.

## II. ACKNOWLEDGEMENT

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