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## **E-DOCUMENT MANAGEMENT SYSTEM**

**NURULBAHIYYAH BINTI BAHROM**

This report is submitted in partial fulfillment of the requirement for the  
Bachelor of Computer Science (Database Management)

**FACULTY OF INFORMATION AND COMMUNICATION TECHNOLOGY  
KOLEJ UNIVERSITI TEKNIKAL KEBANGSAAN MALAYSIA  
2006**

## DECLARATION

I hereby declare that this project report entitled

### **E-DOCUMENT MANAGEMENT SYSTEM**

is written by me and is my own effort and that no part has been plagiarized  
without citations.

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## **DEDICATION**

*Many thank goes out to my most beloved parents*  
*Also to my wonderful sisters, who shared my difficulties*  
*For all my friend, thanks for your help and support*

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First, I forward my greatest praise to The Most Gracious and The Most Merciful, Allah the Al-Mighty for giving me the strength to complete my project successfully.

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Finally yet importantly, I would like to express my sincerest thank my friends who have directly and indirectly contributed to the successful completion of this project.

May Allah Bless Us.

## **ABSTRACT**

The E-DMS is a system proposed for managing Master List Document in CESB . Currently the received documents by Document Controller Staff are processed and control manually. The manual processes of managing documents consume large area of time and it is inefficient method to be used now days. Therefore, E-DMS developed to improve time management and help in managing document efficiently by automatically sorting the received documents to its own folder while at the same time capturing, documents details such as document name and document new location address captured into database. The system will alert staff through email if there is a new received document. There are four main modules in the system, which are Login module Maintain Master List, Document Sorting and Converting, Document Deletion, and Email Module. The project adopts the System Development Life Cycle and Database Life Cycle throughout the development and it developed using Microsoft Visual Studio 2005(Visual Basic .Net Language) and Microsoft SQL Server 2005 as the database.



## ABSTRAK

E-DMS merupakan sistem yang dibangunkan untuk mengurus senarai utama dokumen di syarikat CESB. Buat masa ini dokumen yang diterima oleh Document Control Staff di proses and dikawal secara manual. Proses mengurus dokumen tersebut mengambil masa yang lama dan tidak efisien untuk di gunakan pada masa ini. Oleh itu,E-DMS dibangunkan untuk meningkatkan mutu pengurusan masa dan membantu dalam menguruskan dokumen yang diterima secara efisien. E-DMS akan menguruskan dokumen dengan menyusun setiap dokumen ke folder yang sepatutnya. Dokumen di susun berdasarkan kepada nama dokumen. Semasa menyusun, nama dan lokasi dokumen disimpan ke dalam pangkalan data. Kemudian sistem akan menghantar alert kepada semua staff di CESB berkaitan dokumen tersebut. Sistem ini mengandungi empat modul utama iaitu Login module Maintain Master List, Document Sorting and Converting, Document Deletion, dan Email Module. Sistem ini mengadaptasi konsep Kitaran Pangkalan Data dan Kitaran Pembangunan Sistem sepanjang proses pembangunan dan ia dibangunkan menggunakan Microsoft Visual Studio 2005(Visual Basic.Net Language) dan Microsoft SQL Server 2005 sebagai pangkalan data

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## LIST OF ABBREVIATIONS

E-DMS	E-Document Management System
DBMS	Database management System
DBLC	Database Development Life-Cycle
CESB	Cubic Electronic Sdn. Bhd.
DFD	Data Flow Diagram
ANS	Alert Notification System
SDLC	System Development Lifecycle
ANS	Alert Notification System

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## **CHAPTER I**

### **INTRODUCTION**

#### **1.1 Project Background**

The system is developed for CESB, located at Melaka's Premier Integrated Industrial Park. It will be used by Document Controller Department. The company is well known for its digital entertainment product known as Creative Technology Ltd (NASDAQ:CREAF). Creative has more than 30 subsidiaries around the world and their world wide head quarters locate in Singapore. CESB has been operated since 1994. Some of the products produced by the company are sound card, blasters and digital audio players. More than 70 percent of PC audio systems worldwide were built on Creative's Sound Blaster technology.

The entire are products produced base on company guidelines provides. These are document with instruction from internal and external sources. Document that needs to be released must to be controlled by Document Controller to avoid staff from using wrong document as their references. Documents from external source are those from Singapore Headquarters (through ftp), while internal documents are email from their own staff. Received documents are normally in .PDF, and .doc formats. They are stored in server and local hard disk at Document Control Department. Staff which needs to use the document has to request through Document Control Department before it can be released. The number of documents increases day by day making it difficult to manage and time consuming process. Since there are a lot

of documents, document management and maintenances becomes more complex and difficult to manage.

## 1.2 Problem Statement

Currently, CESB use both manual and computerized system to manage received documents. Some of the problems faced by the staff while managing the document are as follows.

The Increased number of documents makes it harder for staff to maintain the documents. New documents are received from headquarters and cubic personnel. Received documents have to be manually sorted into folder in server. Sources for documents are from ftp and email. The problem will occurs when the responsible staff takes their leaves, and only this particular staff is familiar with the sorting process.

Every received document has to be sorted out and the details have to be recorded in the master list sheet and new document list. After documents details have been recorded, they will be sorted according to their respective folders. For new document list details such as part number, description and revision number have to be recorded by staff. While for master list, details such as part number, description, revision and departmental allocation need is be record. This is a tedious process and consumes large hours since there are two lists to be updated daily on both of the lists.

After downloading and updating master list process, staff will create alert email. Alert emails consist of new documents list hyperlink that can be browsed by staff through network. Based on the master list, appropriate staff will be informed manually by email. This will be done by Document Control Staff who will check manually for the staff who previously has own high release documents. These processes take times and are inefficient since Document Control Staff has to check from the master list record every time new document alert needs to be emailed.

Based on the workflow of document control, it is clear that manual technique is not the best way of managing the master list and alerting process since received documents are frequent and numerous. Managing document manually consumes times and only particular staffs are familiar with the process.

### 1.3 Objective

From the problem statement stated before, the E-DMS shall be developed with the following objectives.

i. To save more time on sorting out the received document

With the system, all received documents from external source (Singapore headquarters) and internal source (through email) will be sorted out automatically to the hard disk in server.

ii. To be able to search document fast and accurately

Through system, users do not have to browse each folder to find document needed. System will directly open selected document. User also can view file location in the server.

iii. To be able to alert and update staff

System will alert related staff about new release documents and lower release document. For lower release document, system will alert the staffs who have the upper version documents through email to return the upper version.

iv. To be able to save hard disk space

System will convert word to adobe acrobat format. File in PDF format are smaller and are able to be compressed to smaller size.



## 1.4 Scopes

Scopes define the limitation of a system that will be developed. Project scopes for E-DMS are as the following.

- i. System will email staff to alert them of new release documents
- ii. System will be able to convert .doc file to .PDF file.
- iii. System will update master list automatically once document is sorted to its fixed folder.
- iv. System will be used by Document Controller Staff to maintain system.
- v. System will be able to assign received documents to folder.

## 1.5 Project Significance

E-DMS is specially developed for CESB. The system main functions are to automatically handle and maintain received documents.

Using the system, all received documents will be easier to manage. Staff does not need to sort document to each folder. Using current manual system, only this particular experience staff familiar on how and where the document need to be sorted out and stored. This can help the company to improve their profit since number of staff hired can be reduced by E-DMS.

Email alert about new release document by system can help to improve time quality since new release document are emailed fast, accurate and at frequent intervals. When staff received alert email about new release, they can take action immediately to request the documents.

## **1.6 Conclusion**

For conclusion, E-DMS is design for CESB. Problem and weaknesses from the current system are identified. The objectives of developing this system are identified from the problem statements of the current manual system. The significance of developing this system is to identify the importance of upgrading the current system.

Literature Review and Project Methodology will be continued in Chapter II.



## **CHAPTER II**

### **LITERATURE REVIEW AND PROJECT METHODOLOGY**

#### **2.1 Introduction**

This chapter consist literature reviews relates to system that is developed. Literature reviews conducted are for guiding concept of research objective, and argumentative thesis. The researches are done to convey knowledge and ideas that have been established on a topic, and identify the strengths and weaknesses. Researches are based on articles, journals, white papers, and existing system related to project.

Research on project methodology, will be guidelines on approaches utilized to develop project. Based on articles and other internet sources, suitable approach for developing project is adopted to complete this project.

#### **2.2 Fact and Finding**

For facts and finding, many articles such as white papers, websites and system had been reviewed. Related knowledge and ideas from sources gathered are taken as guideline for project development. Knowledge and idea from different author are compared to identify their strengths and weaknesses. From the comparison made, ideas and knowledge that is relevant and suitable to the project are applied in