

Automation of Archive Services and Workflows

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Abstract:

Archive Management (Document Management) is one of the most important parts of an organization which functions as a coordinator or a reference between other organizations in order to do some organizational operations and document executions. But unfortunately all of these relations are established through paper based system that has lots of problems such as; lack of good management, time wasting, not having quick access for the documents of the clients, and safety aspects. Considering the above mentioned issues, an electronic archive system is the best solution for this problem. Therefore this system is designed to replace the classic system of paper based.

Keywords — Archive, DBMS, DB, Web Server

I. INTRODUCTION

A document regardless of form or medium created, received, maintained and used by an organization (public or private) or an individual in pursuance of legal obligations or in the transaction of business, of which it forms a part or provides evidence ^[1].

Archives are those records that are valuable of permanent retention as a result of their enduring value as evidence or for research ^[5].

Using a paper-based document system has many constraints and limitations compared to digital system as it is associated with wasting or expense of (more) time, requires more personnel, and the service quality is much lower than that provided through the electronic system. Having such archive management system equipped with a digital can facilitate and make it easier the Tracking and archiving of documents, employers and offices that track their documents. For example, the university office send a document to computer science faculty and this faculty will respond to the document then it will be refereed to university office.

In the case of achieving the goal, it is essential to take the first step, thus, in this paper a plan to kick-start the shift from a paper-based document system

to digital has been detailed and the various implementation steps have been outlined, bearing in mind that expanding the access to documents is pivotal to any effort to improve the usage of digital archive management system.

Digital Archive management system are systems that save documents digitally so by using this method or system accessing to the data became easier besides that it can prevent time vestiges.

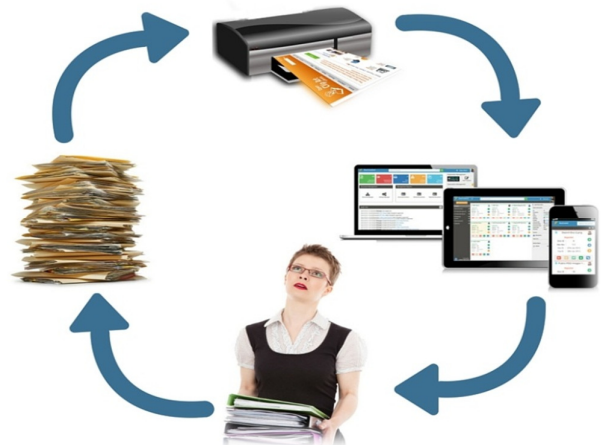


Fig. 1 Example of an archive system with workflow of archiving documents in digital form.

II. MOTIVATION

While I was studying computer science faculty, I saw lots of offices which have many problems with their Tracking Systems. Due to this, I decided to do a deeply research upon digital archive systems as well. I have deeply been motivated by this great idea to create an archive management system.

III. GOALS

The main goal behind this paper is to find out a solution for this problem by creating a digital archive management system with a high quality. However, the paper-based system cannot completely be removed but the usage of paper-based system can be decreased by usage of digital archive management system to obtain the goals. I have studied the application domain, whether or not such system can be used; analysis the requirements and interview by responsible of Archive Manager of Herat university (Said Ahmad Saleey) and Assistant President of Herat university (Ferdous Sharyar); after getting enough information, I could implement a digital archive management system for creating and comfort to their daily activity in tracking documents and it was a good experiment for me, so I could get something new from this research.



Fig. 2 Example of paper based documents.

IV. PROBLEMS IN PAPER-BASED SYSTEM

A. It takes much time to be sent and received:

Sending and receiving a document using a paper-based system is slow. In situations where a document is required immediately to response to a customer's request, the delay may cause customer displeasure.

B. Loss of documents:

Usually a document being tracked for administration it passes some steps in offices for being completed, but often it can't be completed successfully and it is very difficult or even impossible to know where and in which state the document is and here is that the document is being lost. After a lot of time wastage it should be created again for passing all those steps.

C. Delay for the execution of documents:

There are many types of documents and the sorting papers need lots of time. In addition, re-filing paper documents wastes time and may result in misplacement of the files, So the documents being in delay.

V. GOALS NEEDED FOR DIGITAL ARCHIVE MANAGEMENT SYSTEM

The advantages of establishing and persistently constructing an electronic archive management system for an association are various. Electronic archive management system unlock information that was beforehand hard to access in paper form, empower more powerful sharing of data, and add to knowledge flows. With electronic archive management system, data can be made accessible to anybody in the association by giving access privileges ^[4].

Also, digital archive management systems can add to broad cost saving inside of an association. The cost associated with keeping up paper-based documents can be incredible, and digital archives can help to fundamentally decrease this expense, for example all documents stored in different offices' depository and in each depository there is an employee who is responsible for that depository

so he is familiar with all archived document environment, if this employee isn't present so there is no one to be familiar with the archived document. Most organizations are using document archiving to help them safely store and recover critical documents effortlessly, yet why have they chose to change over from manual documenting to electronic recording? A report documenting arrangement has various advantages that can enhance the way a business keeps running, and additionally saving time and money.



Fig. 3 Example of Archive's server and clients.

VI. OTHER KEY ADVANTAGES OF A DIGITAL ARCHIVING MANAGEMENT SYSTEM

No necessity to keep paper duplicates of reports – electronically archiving documents will lessen the danger of losing imperative papers, whilst additionally saving money on space and money.

Moment access to corporate data – having electronic archives permits you to get to records in a split second, so you won't have to waste time looking in file organizers. All archives are immediately accessible by means of the line of business systems, the Internet or desktop.

Speedier reaction to questions – with quick access to archives, organizations can react to inquiries quicker, which will help to build better relationships with suppliers.

Print or email duplicate reports on interest – with access to electronic records you will have the capacity to send or print archives as and when

required.

Introducing a document archive management system into an organization can enhance the profitability and proficiency of departments, and enhancing business associations with suppliers and purchasers. So in the event that you haven't contemplated electronically archiving your documents yet, then consider what the above advantages could accomplish for you and your business now and in the future ^[1].

VII. PROPOSED SYSTEM

- Ability to send and receive documents for an office ^[2].
- Archiving and retrieving documents easily.
- Search documents.
- Truck documents between offices.
- Every office could give ideas in a document.
- Managing office Contractions.
- Chatting between offices.
- Offices registration.
- Users' registration.
- Edit documents.
- Delete documents.
- Report document trucks to PDF.

VIII. CONCLUSION

The general aim of this paper is to argue the current situation and problems that are existed in organizations. In addition, the challenge is that they have with the current paper-based system, so I want to try to illustrate an electronic archive management system instead of the current paper-based system to solve these problems.

I wish this electronic system could solve some of their problems that they are facing with.

The system, which I have created, can solve some of the problems of the organization and that it send and receive documents between their offices, beside that it can prevent from stocking paper-based document that take a lot of spaces.

This system can bring some facilities such as tracking a document in which situation is it? Where is it? Have the all steps been done? After all processes of a document have been done by

different offices then it will be saved in the database of central archive system automatically ^[3].

This document tracking management system is a very useful and convenient tool for one organization faculties so as to manage documents.

Flexibility and convenience in managing documents, powerful search engine which is used to prevent from duplication, user friendly interface and ease of use are the key features that make it a desirable tool for offices that can be used on the Internet or Ethernet.

Due to this, this application will make ease for archive manager, tuition managers and other users. It became possible to search and use easily from the documents ^[6].

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