

# **Final Year Project Report**

## **Electronic document management system**



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**Session2012-2016**

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## **Dedication**

First of all we dedicate our work to none other than our parents who solely encourage and believe in us. Their affection and prays of days and nights have made us able to get success in this regard. In this we would also like to extend our dedication to our teachers who taught their best to accomplish this level and supported in every matter of studies.

## Final Approval

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## **Acknowledgement**

In the name of ALLAH the most beneficent, the most merciful and the most gracious. Without his blessings we cannot be able to get success in our life and project.

We'd like to pay our gratitude and are grateful to our project Supervisor Ms. Tahreem Yasir. This project cannot be completed without her effort and for helping us to get all resources and essential details to complete our project in time. We are thankful for her support and guidance. This project would have not been possible without her encouragement.

In the last but not the least, we would also like to thank to all those who support and helped us either directly or indirectly for completion of our project.

## Project Title

### Electronic Document Management System

#### Objective

The project covers the replacement of physical filing system of office into electronic document management system (EDMS) to develop a paperless environment. Electronic papers will be further managed through classification metadata helping to perform search and retrieval at any later stage. Along with capturing of physical papers and converting them to electronic formats, the system will be able to capture any unstructured file format such as Microsoft Office Word, Excel, PDF's, audios and videos etc.

Electronic images of papers will be available to apply with different annotations like highlight, sticky notes, stamps or blackouts electronically just as users may work on any physical piece of paper.

Purpose of the system is to drastically reduce the cost of papers and filing equipment by capturing contents from scanners, email, forms and desktop applications. Instantly finding information when needed and work files in one easy way to navigate repository keeping in mind the security and compliance to meet regulatory standards and control all system use.

**Undertaken by** Ali Rathore, Salman Rathor, Muhammad Atif

**Supervised by** Ms. Tahreem Yasir

**Starting Date** Sept, 2015

**Completion Date** August, 2016

**Tools Used** Microsoft .Net Framework 2.0, 3.5, Visual Basic .Net

Database: Microsoft SQL server 2005/2012, Asp.net web services.

## ABSTRACT

The discussion of utilizing term paper documents in spite of electronic/computer documents have been a huge matter of concern, a lot of research has been done on this matter. Many experiments have been made to assess the proceeding of people operating in computers v/s working manually environments. Nevertheless, we cannot reject the amount of time used in manually working environments. In any organization on daily basis, latest policies assist the client/user recognize the guiding principles and working measures or procedures that everybody needs to pursue while in employment by an organization or a company. Maintaining track of these credentials or documents plus handing over duties to specific users for reviewing these are the tasks that are long and burdensome. The software discussed in this report will assist an organization keeping and maintaining records/documents, lessening needless tasks and saving time.

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# 1. INTRODUCTION

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## **Project Overview**

In cost-effectiveness, the electronic Document Management System is an investment of an IT which give payback for a company in a very short duration and then in the long term. The arrangement of and search for documents is time taking for humans not for the computer. When papers and information arranged in huge numbers and need to be obtainable quickly when needed then Electronic Document Management system is very useful. From slight to no paper-based work will have an important change on your base line by reduced paper, storage, and faxing charges. The removal of paper quantity finishes the requirement for the entire surplus issues linked to costly remote document storage.