

Electronic Document Control System

Electronic Document Control System developed by Summit Computer to support electronic document flow processes. The system is built on the requirements and practices as follows.

- **Web-based application**
- **supports handling of official documents**
- **(adheres to The Office of Priminister's Regulations)**
- **registration upon receipt**
- **document routing (work assignment at organization or official level)**
- **document tracking (work status)**
- **document age and storage**
- **registration for dispatch**
- **role-based function access**
- **organization-based document access**

Benefits of Electronic Document Control System

- **rapid document sharing/distribution across organization via attached images/files**
- **better control over document routing (customized to organizational needs and structure)**
- **management oversight of work assignment (based on document distribution)**
- **reduce human errors in registering and distributing incoming and outgoing documents**
- **links incoming with outgoing documents (work completion status)**
- **statistical reports**
- **faster retrieval of documents for follow-ups**

Electronic Document Control System is an integrated official document flow solution with three main groups of applications; EDC addresses the operational functionalities of Document Flow, Document Archive and System Administration. All are provided as Web-based applications.

Document Flow Module.	Document Archive Module.	System Administration.
Document will be registered upon receipt and routed to different department or head of department for assignment or approvals. Any command or approval can be recorded for futher references. The status of document will be recorded for document flow process as well.	Paper document can be scanned directly and digital files in MS-Office format, Audio File, VDO Clips File can be attached together with registration data. They can be displayed immediately upon searching and retrieval. This module is designed to support interdepartment document circulation.	System administrator accesses this module via the internet. User access rights such as searching and retrieving or creating and modifying and routing or approving document will be defined with user-name and password according to his department code and user role.

Derived Benefits

- accountability
- measurability (assessment)
- workload distribution

Extra Features

- Electronic Document Archival
- Instant Messaging

Minimum Configuration:

Server - 2 CPU 1.5 GHz, Memory 2GB, Hard disk 73 GB Unix operating system, MS-Windows 2003

Workstation - PC Memory 512MB, Hard disk 40 GB, MS-Window 98, 2000 & Window XP, IE 5.5, 6.0

Database - Oracle, MS-SQL

Report Service - Crystal Clear