DOCUMENT MANAGEMENT AND STORAGE PORTAL

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Abstract — The DOCUMENT MANAGEMENT AND STORAGE PORTAL project is used to store all documents on web server to maintain all documents on college portal. It is very useful for college administration as well as student to check documents online. In this project we are using php for development and html, Bootstrap for designing. In this project we have two modules i.e., admin and students, both have individual credentials to log in. All data uploaded by students are visible for admin, and student can only see data of our self Student further can upload any useful documents or mark sheets. Admin can see all users data as per their name and have authority to add or remove user and manage all documents

Keywords— Documents management, storage portal, students documents, college portal

I. INTRODUCTION

Document management and Storage Portal is a web portal that is used to reduce paper, track, manage and store data or electronic documents as well as images of paper based information captured through the use of a document scanner .It also refers as Document Management System. A document recorded information or object which treats as a unit, according to ISO 12651-2.Might sound to be slightly complicated, but merely it is what you have been using for years to create and distribute.

The Document Management and Storage Portal is a multilingual Web Portal, built from scratch using third - party tools and technologies like PHP , HTML , BOOTSTRAP, CSS , AJAX , JAVASCRIPT. This portal develops as a platform for document management and processing. Consisting of many features like the sign in using smart I'd the portal has many essential modules like Front-page , documents , case management , tasks , finances , calendar(scheduler) , projects , e-mails , archive , configuration , admin and setting panel.

In this project we are using following languages:

PHP:. PHP is a server scripting language, and a powerful tool for making dynamic and interactive Web pages.
PHP is a widely-used, free, and efficient alternative to competitors such as Microsoft's ASP.

Hypertext Pre-processor
PHP (recursive acronym for PHP: Hypertext Pre-processor) is a widely-used open source general-purpose scripting language that is especially suited for web development and can be embedded into HTML.

HTML: HTML (Hypertext Mark-up Language) is the code that is used to structure a web page and its content. For example, content could be structured within a set of paragraphs, a list of bulleted points, or using images and data tables.

BOOTSTRAP: Bootstrap is a free and open-source CSS framework directed at responsive, mobile-first front-end web development. It contains CSS- and JavaScript-based design templates for typography, forms, buttons, navigation, and other interface components.

CSS: CSS is the language we use to style an HTML document. CSS describes how HTML elements should be displayed.

AJAX: Ajax is a set of web development techniques using many web technologies on the client-side to create asynchronous web applications. With Ajax, web applications can send and retrieve data from a server asynchronously without interfering with the display and behaviour of the existing page.

JavaScript: JavaScript is a text-based programming language used both on the client-side and server-side that allows you to make web pages interactive. Where HTML and CSS are languages that give structure and style to web pages, JavaScript gives web pages interactive elements that engage a user.

What is document and document management?
In simple words document usually means a container of information (usually on paper) containing written or drawn information for particular purpose in a structured way.
"The word document mean an information carrier (usually on paper) containing written or drawn information for a particular purpose" (Lownertz1998).
The document is no longer the place where are put on a page, but rather a collection of elements or objects related to a particular topic, brought together. Therefore, a new definition of a document in electronic age emerges.
"As electronic document in an information container in electronic form, which gathers together information from a variety of sources, in a number of formats, around a specific topic to meet the needs of a particular individual" (Bijork2001).
The current situation in the construction industry is that a mixture of different generation needs is used for managing documents (Bjork 2001). Hardly any documents are today produced by hand, but a lot are still transferred by printing them out and sending them to the other parties by mail or couriers, often using copying as companies intermediaries. A slightly more sophisticated method is that documents are

both produced digitally and transferred digitally as e-mail attachments. Thus speeds up the documents transfer, but is terms of document managements, this hardly offers any improvement over the current situation since finding a document in another person's personal computers may be even more difficult than his/her shelves.

Retrieving a document may often, as a last resort, require asking a person to deliver it. The most sophisticated method currently applied is to use Document Management System (DMS). Where the documents are stored centrally on a server and users interact with this central repository through interfaces implemented using standard web browsers.[1]

DOCUMENT STORAGE

Electronic document management systems are a set of technologies linked to accomplish a target. The following technologies are, usually, embedded in an EDM (Joia1998):Imaging, that deals with the need of transforming documents on paper into digital ones, by using scanners; Full-Text-Retrieval, that retrieves documents searching for words within them; Workflow, that allows the innovation of productive processes by reengineering them, making it possible to control a document route within a company; and Multimedia, the last developed EDM technology that allows the storage and retrieval of frames of animation, sounds, etc.

The EDM is usually based in two main systems: Document Management, that manage the dynamic documents, like a file of the word processor, and Document Imaging, that deals with static documents, like images of documents obtained by the use of the scanner. The system can also include databases to help the organizing of paper documents. EDM is a toll for the storage and retrieval information. These can include faxes, scanned images or documents, drawings, word processed documents, spreadsheets, database reports, letters, specifications, and, in fact, any kind of document (Vidogah and Ndekugri1998).[3]

Life cycle of the document

In digital language, a document is defined as a text file containing fonts, colours, formatting, and other elements. The document also has a life cycle that begins when it is created and ends with its deletion/preservation. A typical document lifecycle consists of the following steps [4]:

– Creation is the beginning of the document lifecycle.

– Management/storage. Once documents have been created, they are stored in data stores, archives, and other storage systems.

– Access. In this process, documents that were previously saved are searched using search tools.

– Extraction. In the life cycle of a document, retrieval refers to the task of viewing search results in various ways.

– Administration. Administration refers to the management of documents by users who have access to them.

– Reassignment. If any changes are made to the previous version of the document, a new document is created, which differs from the previous version, and thus the versioning process takes place.

– Collaboration. Collaboration and sharing of documents with other objects is called sharing in the document lifecycle [5].

– Distribution. The transfer of documents in a secure manner is called distribution.

– Saving involves saving past data for a certain period of time.

– Utilization. Documents should be securely destroyed upon expiration of their storage period.

– Storage. Some documents that are valuable and require use for a longer period of time require storage [4].

The main elements of the document lifecycle in the electronic document management systems are listed above. Besides them there are also several auxiliary stages [6]:

– Document scanning creates an image of the document in a format that it is possible to view online.

– Document indexing is the process of linking or marking documents with different search terms. The thing of indexing is the path to documents.

– Document storage is the process of storing documents as electronic files. Online storage solutions have several obvious advantages over physical paper storage. First of all, online document storage systems allow to retrieve documents immediately.

– Safety of documents. Anyone can pick up a document from the table. But without permissions, no one can access a system that has confidential documents [6].

Document protection goes far beyond who can access the system. With the online document repository, users can be given access to certain documents. So it is possible to protect the most important documents for specific individuals who need access to this information. It is possible to go even further by giving only some users access to all these documents, and others only part of the document [7].

2. LITERATURE SURVEY

- The document is the container of information in systematic manner and gathered information of those document in a such way that in single click the required information will available is called document management . Electronic document management systems are a set of technologies linked to accomplish a target. The need of EDMS is considered according to the ease in work and for long lasting storage of information and secure .This will provide a streamline workflow. And the different professionals enter the their information and that will get separated by rules and procedure . The EDM is usually based in two main systems: Document Management, that manage the dynamic documents, like a file of the word processor, and Document Imaging, that deals with static documents, like images of documents obtained by the use of the scanner. The system can also include databases to help the organizing of paper documents. The Inconsistency in design information and Mismatch between connected parts and Component malfunction will lay down problem in design process of DMS. But that should over come after complete analysis of process.

ADVANTAGES

- **REDUCE THE SHARE OF NON-VALUE-ADDING ACTIVITY**
- **REDUCE CYCLE TIME**
- **REDUCE VARIABILITY**
- **SIMPLIFY BY MINIMISING THE NUMBER OF STEPS AND PARTS**
- **INCREASE OUTPUT FLEXIBILITY**
- **INCREASE PROCESS TRANSPARENCY**
- **BALANCE FLOW IMPROVEMENT WITH CONVERSION IMPROVEMENT**

- In EDMS user can create there electronic document on there personal computer without creating a paper document. Electronic document can identified, or store in electronic manner. The advantage of electronic document is that user can use from any media . EDMS is use in various company to have control on the numbers of documents , drawings . EDMS is useful for the company as well as there clients or other participants of the project via internet. EDMS also centralizes data in an easily accessible environment, allows user to store the data, access the data, and modify the data easily and quickly . EDMS is necessary to organize business or project information in whatever company and whatever project. EDMS is the tool where employees of the same company or partners of a project they can exchange the data or communicate with each other. The EDMS is based in two main system first Document management that manage the dynamic document like file of word processor and second one is document image that manage the static document like the document which we have to scan .The system can also include database to help to organizing the paper document.[2]

- Electronic document management system is the rapidly developing technology and it consider as a Organization of managing the information document management not a technology but a combination of elements . the technologies that make up EDMS can be divided into six function that is repository , conversion, indexing and searching , creation , workflow, and distribution. In EDMS when a document goes from the conception to consumption a process has to be in place to ensure that everything is going according to our plans or not. In EDMS there is a search option by which user can easily search for there files or documents without delay. The main goal of document management is a single electronic system combing paper and digital information . As per the industry or company needs the technology get upgrade . the most important part is spending time to find the file or document EDMS is the easy way to keep the file.

- **Benefits of EDMS:**
- **- Faster document creation and update processes.**
- **- Enhanced document control and security.**
- **- Quick and easy access. [1]**

- Cloud based document management system has benefit like reduced costs , off site backup And better accessibility . By electronic document system help us to save lots of costs that were not possible while using the paper filling system. By using the cloud based document management system user get the best security of files or documents. Most of the data is like password, Cloud based document management system has benefit like reduced costs , off site backup And better accessibility . By electronic document system help us to save lots of costs that were not possible while using the paper filling system. By using the cloud based document management system user get the best security of files or documents. Most of the data is like password,

  important data, images and other digital data get security . EDMS help user to deal with huge volumes of paperwork. The document management system is a very useful tool in managing document of larger organization . EDMS is more secure because of the use of cloud in the system the cloud also provides distribution system through which data can be accessed from anywhere.
  Cloud based document management system have the benefits like:
- **- Provides anytime, anywhere , flexible access to files using web server.**
- **- Insure level of the security of file.**
- **- The file owner retain the ability to manage the access level for each user.[8]**

3. **Implementation**

    In this paper we have described the document management storage for college students. Where they can save there documents on this portal so, they can take there documents anytime without wasting there time or waiting or asking to college staff for there needed document.

    College will provide ID to there college students only during admission process. And after student done their registration in this portal ,then admin will check if the given ID and name of the student mentioned in registration form is provided by there respective college or not. And if the student is from their college only, they will accept registration form and send password to students by message or email. Then students will login to their account and then they have to scan and upload there document in this portal. So it is easier for students to save there mobile storage.

  Document management and storage portal includes 2 modules:-
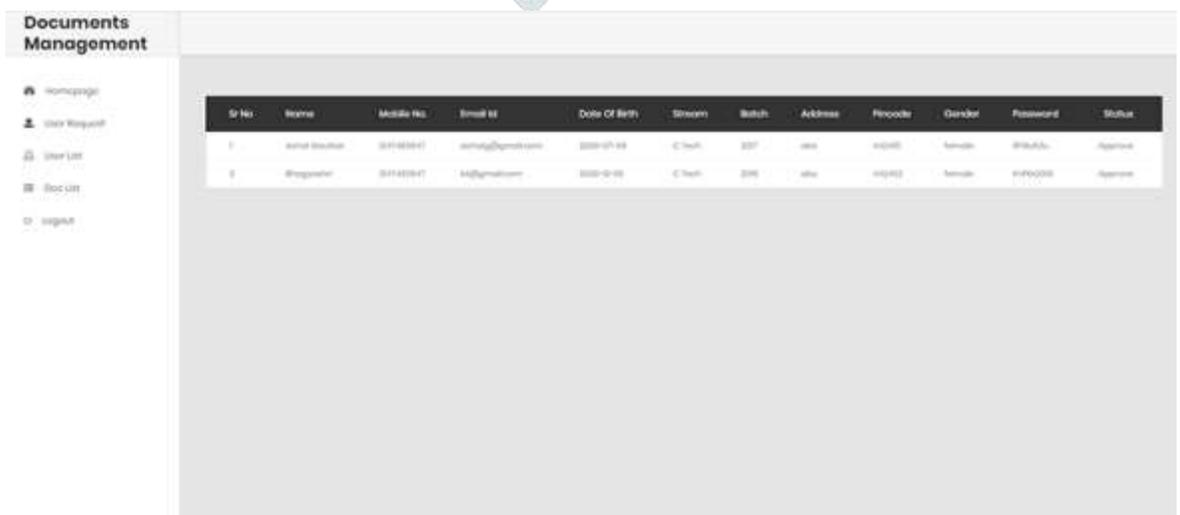
Admin

This model will have identification systems for students are from there college or not . And managing students data.
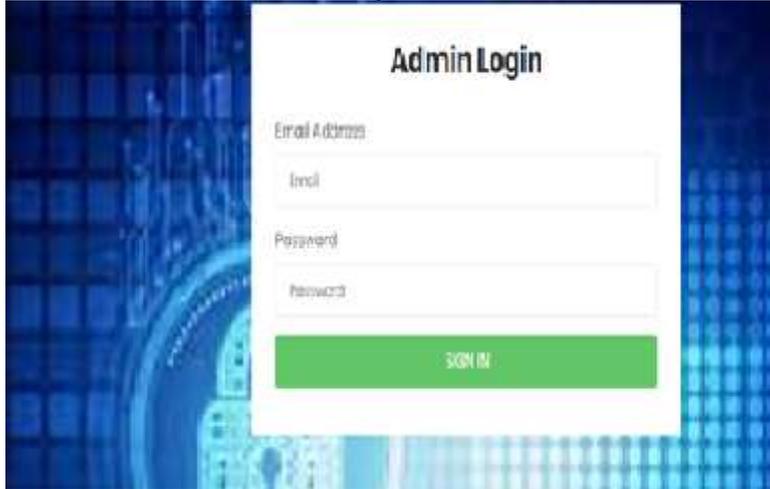
Admin login page . Admin will login from here to manage students data.

Admin will accept student registration form. This admin login page, here admin can Handel everything related students documents.

Students list.

User

This model is for students, they have to do registration process first. And after they will get their respective password. They can easily upload or manage their documents.

Students registration page , students have to fill there proper information.

Students login page ,after verification done by admin they provide password to students. And then students can login there I'd.
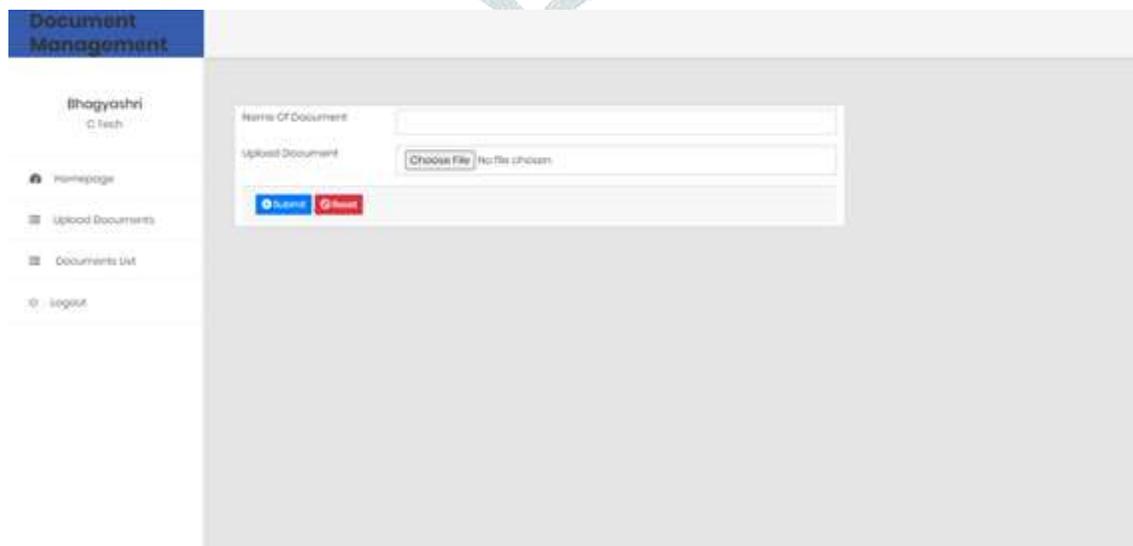
After login, students have to upload their documents.

Student document storage

This paper described the multiple process for documents management is done in 3 steps:- user registration, confirmation, document upload.

User registration:- Student will fill their information in registration form. And then registration request will send in admin login.

Confirmation:- Admin will do verification for students and after checking students detail.If student is verified from there college then admin will accept the request and send password to their given mobile number.

Document upload :-

When students login there I'd password they have to upload there all documents which required for admission and others marksheets.

4. METHOD

We can create our own database in which students entered there data is stored in table form.students don't have permission to edit tables database after submission. Only admin can access there data because admins work is to verify data.

In this project we are using MYSQL as a database i.,e for data storage.

 We are using 7th version of MYSQL First we have install Xampp which includes both apache and MYSQL, apache for php and MYSQL for database. We create doc_management database in LOCALHOST/phy mysql . In our database their are 3 tables viz, admin_list, user_list and doc_list.

In admin_list, admin details are mentioned that is admin's login credential like username or mailed and password.

In user_list, all students information are mention as shown in above screen shot, only password and status of approval or rejection will update after admin's approval. User can upload our documents and it will store in doc_list table. In documentation list all documents will be store according to students parent key. And admin can also find documents of individual student.

5. CONCLUSION

The paper presented the use of DOCUMENT MANAGEMENT AND STORAGE PORTAL.

It is used to store all documents on web server and maintain all college documents of students.

Avoids the manual work and the problems concern with it .it is easy way to obtain the information.

This system effectively with in an organisation ensure that data and knowledge is safe accurate, accessible.

It is an easy way to keep our important document in one place with security. Control system of documents and also document management system.

Portal also saves the time and work of students they can take there documents any time for importance works.

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