Concept of Electronic Document Management System (EDMS) as an Efficient Tool for Storing Document

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Abstract — In multiple formats for managing the use, storage and creation of documents that are made all through an association a framework of tools is consider as electronic document management system (EDMS). For managing and capturing the both images and digital files of scanned documents the document management generally consider as a centralized software system. With enterprise content management (ECM) system the Electronic document management systems share numerous comparable features, be that as it may, the software system of document management center around the optimization of structured and active documents and utilization of data, like emails and other defined formats, PDF files, PowerPoint, Word documents, Excel spreadsheets, though ECM frameworks additionally oversee rich media formats and manage unstructured content.

Keywords- electronic document management system; managing; software system; formats.

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INTRODUCTION

For storing and organizing various types of documents a software system is consider as an electronic document management system (EDMS). This sort of framework is an increasingly specific sort of document management system, a progressively broad kind of storage system that encourages clients to arrange and store paper or computerized reports. EDMS alludes all the more explicitly to a product framework that handles digital documents, as opposed to paper records, in spite of the fact that in certain examples, these frameworks may likewise deal with computerized examined variants of original documents on paper.

An electronic document management gives an approach to halfway store a huge volume of advanced records. Huge numbers of these frameworks likewise incorporate highlights for proficient documents recovery.

Nonetheless, electronic document management is considerably more than just examining and sparing; it is a thorough framework that empowers information laborers to effectively arrange and disperse records over the association for better, coordinated use inside day by day tasks.

EDMS has tools for the following purpose:

a. In standardized file format and structures centrally organizing documents
b. For increasingly effective use accessing and Storing information
c. Into digital assets converting paper documents and creating digital files
d. As per rules of standardized compliance securing documents
e. With the right knowledge workers easily offering digital documents

Figure1 : EDMS
By bringing together data utilize and get to, document management is the center on which more extensive data the board techniques like

One ought to consistently search for an EDMS that gives:

a. Version Control: The EDMS ought to enable clients to add reports to the framework and assign an document as an official record. It ought to likewise consequently allot the right form assignment.

b. Metadata Capture: The EDMS ought to permit catching and utilizing the metadata proper for the office.

c. Security control: his capacity controls which clients approach which data. Any framework that utilization must have the option to secure not-open records as characterized by the MGDPA.

**EDMS COMMON FEATURES**

To system integration and comprehensive document automation the Electronic document management systems has some tools from storage and basic paper digitization.

- **Classification and Indexing of Hierarchical File**
  Digital documents are sorted out into a focal store based on envelope structures that keep reports consequently composed by office, creation date or other data administration parameters.

- **Integration according to System-Wide**
  Document management programming pulls data from frameworks of record like CRM, ERP and HR databases to naturally catch, track or connection to data made over the venture.

- **Retrieval and Federated Search**
  EDMS empowers approved representatives to find records from crosswise over archive envelopes and storehouses, with looking through abilities typically including document name, metadata, report substance and more.

- **Audit Trails and Security**
  Record gets to design by representative job or division places data in the correct hands. Audit trails consequently track precisely how data is being gotten to for progressing administrative consistence.

**Information Capture automatically**

EDMS changes paper archives into digital records through high-volume filtering and OCR and can catch and store advanced documents at the purpose of creation from organize envelopes and drives, Microsoft Office and other incorporated frameworks, cell phones and digital cameras. Information catch instruments consequently include setting and improvements around imported documents, for example, picture cleanup, metadata section and record arrangement.

**ECM, business process and records management automation can be associated and sent.**

**Metadata of document**

EDMS provides basic setting around report use with metadata that tracks everything from creation dates, audit and endorsement statuses, last date of adjustment and other adaptable information fields.

**Tools of Collaboration**

EDMS contains the capacity to change reports for streamlined collaboration. Comments, redaction alternatives for delicate data, feature apparatuses, stamps, content boxes and other markup instruments give accessible setting and choice focuses around the substance contained in documents.

**BASIC PROCESS FOR SELECTING AN EDMS**

The accompanying fundamental procedure for choosing, executing, and dealing with an EDMS should fill in as a standard to build up a progressively explicit procedure for the organization. The fundamental procedure incorporates:

a. **Assessment Requirement.** The principal organize is to work with interior partners and comprehend the legitimate commitments to decide remarkable needs. In the event that it wishes to utilize the EDMS for records the executives, be certain that it distinguishes dependability, fulfillment, availability, legitimate acceptability, and sturdiness as requirements. Make certain to consider the prompt needs, yet in addition the long-term necessities.

b. **Selection of vendor.** It should cautiously choose an EDMS vendor. It might need to give a solicitation for recommendations that presents the legitimate prerequisites and merchant determination criteria. It might likewise contact other Minnesota government organizations with comparable frameworks. To put it plainly, it will need to accumulate as a lot of data as it can about potential EDMSs as they are utilized in government offices.

c. **Plan of implementation.** It should work with the merchant and interior partners to build up a far reaching execution plan.

d. **Deployment.** As point by point in the usage plan, it should introduce the framework, and allude clients.

e. **Management.** As it utilizes the framework, it should proceed to oversee and refine the utilization of the framework.

**ELECTRONIC DOCUMENT MANAGEMENT SYSTEMS EXAMPLES**

1. **Microsoft SharePoint Online**

Microsoft SharePoint is an incredible choice when it needs to effortlessly share business documents. It enables clients to manufacture group sites, and there is no confinement to the quantity of applications it can utilize.

![Figure 2: Microsoft SharePoint Online](image)

**Advantage:**

- **Compartir** Comparte ideas, y reinventar la forma de trabajar juntos.

- **Construir** Crea aplicaciones y nuevas experiencias web usando herramientas familiares y estándares de internet.

- **Gestionar** Gestionar eficazmente tu infraestructura para reducir los costos, riesgos y tiempo.

- **Descubrir** Encuentra respuestas, descubre ideas y conecta con expertos.
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a) To make the process if sharing much easier it can use multiple add apps and team sites.  
b) Online document editing allowed

**Disadvantage:**
The process of initial set-up overwhelming, as it come with many features

2. M-Files DMS

On the off chance that they are searching for a basic yet powerful approach to deal with the electronic reports, M-Files is likely the most ideally equipped device for the activity. It motivizes the greater part of the electronic archive the board frameworks to spare time and increment business profitability. It likewise get the special capacity to follow what documents are at present being taken a shot at, and even track each change as it is made to a specific record.

![M-Files DMS](image)

**Advantage:**
a. In real time the changes that made to file allow to user  
b. From any device that is internet enabled like tables and Smartphone it allow to access the documents

**Disadvantage:**
a. It lacks the convenience of a system of documents management system as it require download to use it

3. Logical Doc

This software will enable any association to oversee its electronic archive the board forms. The attention is on content recovery and business process mechanization. Utilizing this electronic archive the executives instrument causes you male, facilitate, and co-creator any report inside the association. The efficiency will inconceivably improve because of the simple to-utilize web interface and combination with Outlook and Office.

![Logical Doc](image)

**Advantage:**
a. Support team is excellent  
b. Complete information management is very good  
c. It has a user friendly interface that is very easy to understand for the beginners

**Disadvantage:**
a. There need to buy many additional purchase to pile up so it is very costly  
b. In the repository with a local directory some user need sync to client  
c. It has only email customer support, no phone support

Evernote Business

It is safe to say that it are searching for an electronic record the executives framework that is additionally helpful for meetings to generate new ideas? Evernote Business has secured. A great many people consider Evernote a basic note taking programming, however it has as of late extended to incorporate record sharing and joint effort apparatuses that adversary the best in the business. It can utilize it to catch meetings to generate new ideas from numerous points of view, including implanted reports, sound, pictures thus significantly more. Evernote has numerous incredible apparatuses for independent companies that need to have the option to share musings in any event, when not in the workplace. It accompanies iOS and Android applications that make remote coordinated effort substantially more advantageous.
Advantage:

a. It has mobile app and it offer full mobile access and online support
b. There is no limitation of number of user at a time

Disadvantage:

a. Via desktop app it is possible to done the editing of documents

5. Zoho Docs

First up is Zoho Docs, an electronic record the executives arrangement that will help deal with the go. A focal record vault for all archives, Zoho permits to effectively share documents and photographs on the web. It can begin utilizing it on a preliminary variant for up to 25 clients with a 5GB cutoff for every client. What’s more, if like it, it can pursue the exceptional rendition. The should simply give name, email address, and secret word.

Advantage:

a. Add free and Hassle-free integration of Google apps
b. For editing documents online it is an excellent tools
c. User-friendly and Intuitive interface

Disadvantage:

a. For some user per user space is not enough
b. For monthly use price is add up

6. Ascensio System OnlyOffice

On the off chance that it is searching for an electronic report the executives framework that is likewise an undertaking chief, Ascensio System OnlyOffice might be the correct decision for you. From the outset, it appears to be like Google Drive, yet offers considerably more than simply record sharing and online archive and cooperation highlights. It additionally makes it exceptionally simple for you to oversee whole activities by permitting the incorporation of messages and schedules and even a custom URL for the record. Indeed, even with these incredible highlights, it is as yet straightforward and simple to utilize, and much simpler to set up.
Advantage:

a. For all requirement of document management storage it comes with a feature of task management that make it one stop shop.

b. For sharing, many cloud services and making storage it is very easy

Disadvantage:

a. As compare with other similar tools it has very small space for cloud storage

CONCLUSION

In multiple formats for managing the use, storage and creation of documents that are made all through an association a framework of tools is consider as electronic document management system (EDMS). For managing and capturing the both images and digital files of scanned documents the document management generally consider as an electronic document management system (EDMS). Nonetheless, electronic document management is considerably more than just examining and storing. It is a thorough framework that empowers information laborers to effectively arrange and disperse records over the association for better, coordinated use inside day by day tasks.

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