



Faculty Of Engineering, University of Indonesia

Document Management System

Summary

Client: The Faculty of Engineering University of Indonesia (FTUI)

Subject: Document Management System

On the Web: www.eng.ui.ac.id

By Technology: Document Management System

By Industry: Education

Most organizations have a large number of documents they need to manage. Unfortunately the conventional method in handling documents results in document loss and of course high storage cost. These risks will most likely affect the business process in an organization especially against important documents.

The Faculty of Engineering, University of Indonesia, also experience those issues. They need a solution to minimize the risk in managing their documents. We acknowledge their call for help by providing an Electronic Document Management System to help The Faculty of Engineering in managing their documents.

Business Challenge

We were challenged to build a comprehensive and user-friendly Electronic Document Management System with minimum budget and a time constraint of 5 weeks. The real challenge comes in documenting the undefined document flows in The Faculty of Engineering. At the same time accommodating a demanding user interface requirements from the staff.

How We Helped

The process in finding the appropriate solution for The Faculty of Engineering starts from analyzing the business processes involved and defining the workflows of the documents. This is the major issue in developing a comprehensive Electronic Document Management System.

The development of the system were driven to fulfill the need to manage both softcopy and hardcopy documents. The system should support staffs of The Faculty of Engineering to store, search, and retrieve documents; softcopy and hardcopy. In this case, the hardcopy documents will be scanned before being stored in the system. The stored documents can later be shared, searched, viewed, and circulated through local area network in The Faculty of Engineering.

By implementing this system, The Faculty of Engineering saves more time and money with the use of document workflows to streamline business processes electronically throughout the organization easily, accurately, efficiently, and consistently.

Specific benefits for The Faculty of Engineering from implementing our Electronic Document Management System are as follow:

- Increased Response Time - Retrieve, update, store, and circulate document more quickly.
- Storage Space Efficiency - Dramatically reduces the size of storage space, replacing the warehouse with much smaller electronic storage media such as hard disk, CD, etc.
- Reduced Cost - Reduced Overhead Cost such as paper, photo-copy, file cabinet, etc.

- Reduced Damage - No document loss / damage.
- Document Sharing - Access to single document by multi users simultaneously.
- Secure - A mechanism to control document access rights of each user in organization

Technology Involved

Being used a set of technology to accomplish the project.

Software:

Alfresco 2.1, MySQL 4, FreeBSD 6, Java SDK 1.5, JBoss Application Server

Hardware:

No specific hardware is required for this solution.

