DOCUMENT MANAGEMENT SYSTEM

COMDOC + WFE (WORKFLOW ENGINE)

DMS

COMING
COMPUTER ENGINEERING
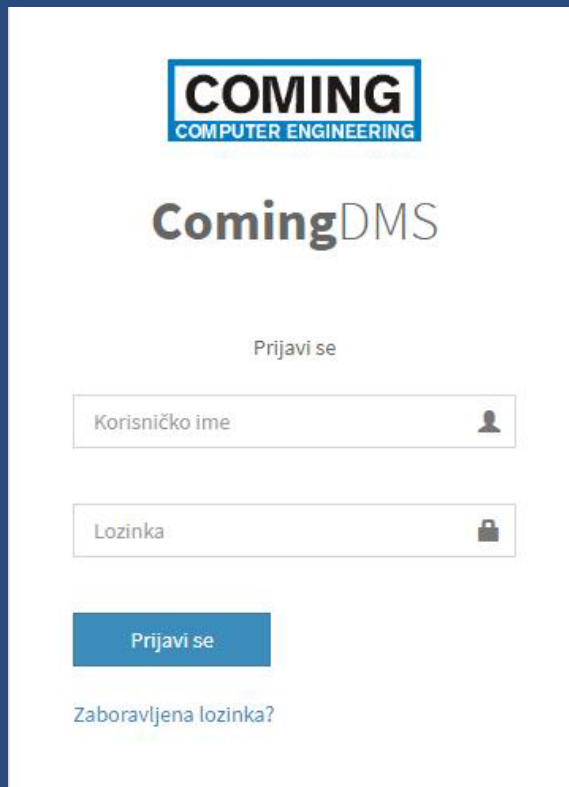
ComDoC
DOCUMENT MANAGEMENT SYSTEM

COMDOC

THE SOLUTION FOR DIGITAL ARCHIVING AND DOCUMENT MANIPULATION

COMING'S COMDOC SOLUTION

was implemented as a response of growing needs of the domestic market for one complete, simple and functional solution for archiving and manipulation of documents, permanent preservation by all safety standards and tracking the history of one document.
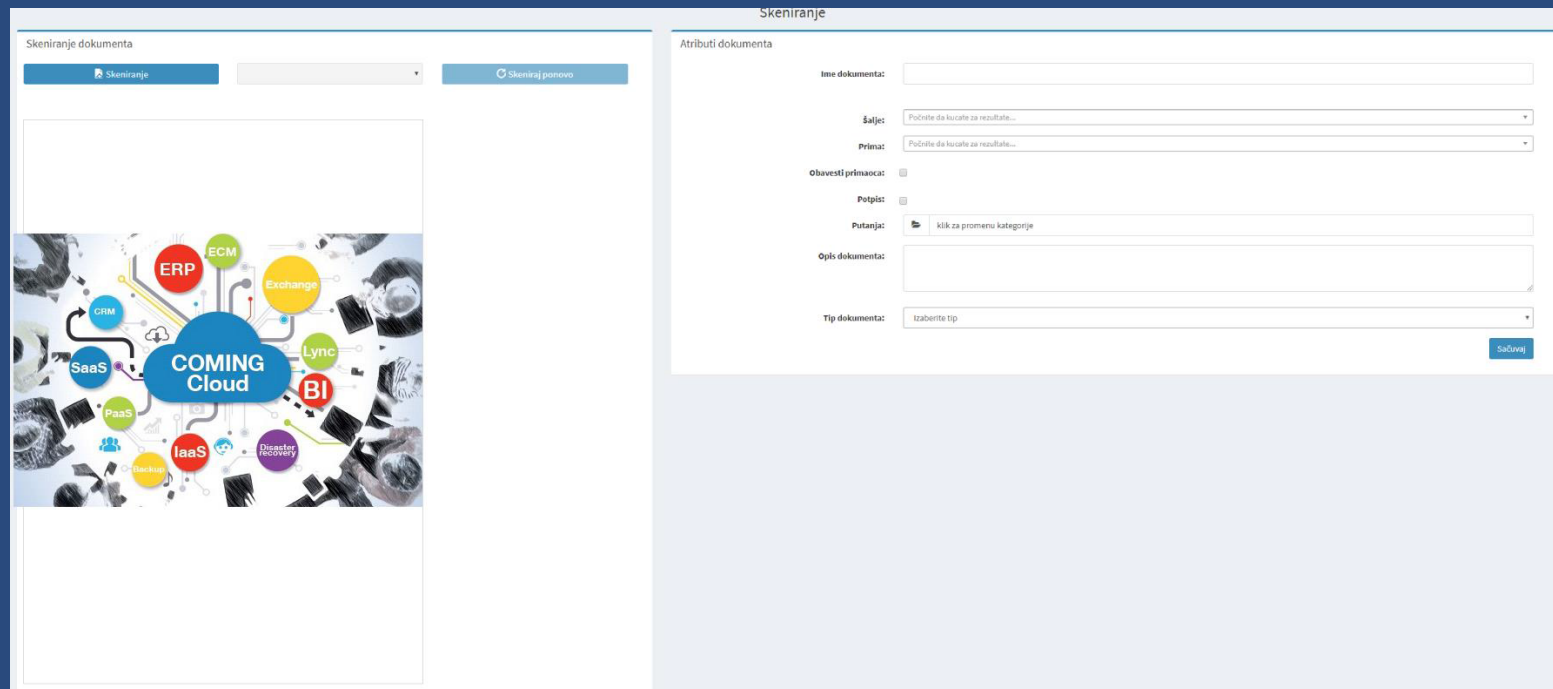

FUNCTIONAL SOLUTIONS

The functionality of this solution can be achieved through the following units:

- Entering (scanning and loading) documents
- Cases
- Administration of folders, types and attributes
- Quick search archive
- Save document history
- Conductor guidance
- Digital signature
- Forward a document by e-mail
- Security through the application

SCANNING OF DOCUMENTS

The scanning of documents is a good way to get documents that are in paper form and as such permanently preserved in digital archives. The app offers the possibility of scanning the documents from any device located on the network, simply choosing a source, it is possible to manipulate the document, using the options that we're going to have to scan someone document (rotation, scanning black and white images or colour, etc.), add descriptive attributes that will later facilitate the search, sign document, and if desired forward it to someone by e-mail.

Loading documents has a similar function to scanning, the difference is that the loaded documents are already in digital form. Up to 10 documents can be loaded with an easy swipe in the form, or by selecting from the file system. Further manipulation of the document is carried out in the same way as the code scanning of the document.

CASES

DMS – enables classification and storage of documents by case. In this section, you can see
the identification number, the name of the case, the description, as well as the status of whether the
case is open or closed.
Also, an administrator can define the types and attributes on which to describe the case.
By clicking on the preview, you can see all the documents contained in a single subject.

ADMINISTRATION OF TREES, TYPES AND ATTRIBUTES

Within a company, a user who has the privilege to create a category and subcategory tree, it has the ability to make a structure similar to the one on the file system that everyone is used to it, i.e. folders and subfolders. It also defines the types of documents, and creates additional attributes that are associated with those types. Another option is to assign the privileges of their employees at the individual level to read, edit, signing and delete documents. The same restrictions can be created for all categories and subcategories.

QUICK SEARCH ARCHIVE

The advantage of this solution is the easy and fast availability of information at all times. It is well known that in more detailed it is described it is easier to find. This service gives the ability to search by all parameters related to a single document, which means that we can search for it by all basic and additional attributes, whether it is signed or not, by type, belonging to a category, etc.

Pretraga

🔍 Pretraga —

Pretraga po imenu i opisu		Šalje	Počnite da kucate za rezultate... ▼	Napredna pretraga ▼
Pretraga po delovodnom broju	Potpis: Svi ▼	Prima	Počnite da kucate za rezultate... ▼	
Tip: Izaberite tip ▼	Datum kreiranja: 01.01.2017 - 06.08.2019 📅			

🔄 Poništi filtere   🔍 Pretraga

— Coming
+ Finansije
+ Aplikativni sistemi
+ Prodaja
+ Nabavka
+ Pravna sluzba
+ Tenderska dokumentacija

📄 Rezultati Pretrage   Nevalidni

Ime	Opis	Potpis	Tip	Datum kreiranja			
Kupovina kablova.pdf		Dokument nije potpisan		06.08.2019 16:32:07	⬇	✖	📁
Ulazni obracun.pdf		Dokument nije potpisan		06.08.2019 16:30:13	⬇	✖	📁
dozvola za prodaju	1234	Dokument nije potpisan		06.08.2019 12:01:06	⬇	✖	📁
Test dokument1		Dokument nije potpisan		06.08.2019 11:02:52	⬇	✖	📁
Test dokument2		Dokument nije potpisan		06.08.2019 08:59:30	⬇	✖	
Test dokument3		Dokument nije potpisan	Ugovor	05.08.2019 15:14:40	⬇	✖	📁
Test dokument4	b12	Dokument nije potpisan		25.07.2019 14:16:39	⬇	✖	📁
Test dokument5	44	Dokument nije potpisan		22.07.2019 14:12:23	⬇	✖	📁
Test dokument6	44	Dokument nije potpisan		22.07.2019 14:12:23	⬇	✖	📁
Test dokument7	4	Dokument je potpisan		22.07.2019 13:48:59	⬇	✖	📁

Broj dokumenata: 539

<< 1 2 3 4 5 >>

Zauzeće: 967.4 MB

SAVE DOCUMENT HISTORY

An important feature of this solution is that the complete history of a document is preserved. Every change in the document, whether it's just changing the value of an attribute, changing content, adding or changing a signature, it is stored as a new version of the document, which gives the ability to remember the entire history of changes which achieves a high level of security, and the availability of all the information that was present from the moment of initial archiving of the document.

CONDUCTOR GUIDANCE

The solution allows you to run an electronic operator. The method of generating an active number is configurable, and can consist of a category code, a separator, a year, and a number of series. All the combinations of the number are possible, but if it is included in the working number the code must be defined at the tree administration code.

Polja šablona:

Šifre kategorija	Primer delovodnika na osnovu šablona:
-	KAT-2017/00001
yyyy	
/	
[00000-99999]	

Nemoguće je vršiti izmenu formata delovodnika jer imate snimljene dokumente!

DIGITAL SIGNATURE

Digital signature is a vital function of this service and that's what makes it different from other document archiving systems. A digital signature confirms the authenticity of the contents of the message and guarantees identity of the signatory of the document and it is issued by the authorized institution.
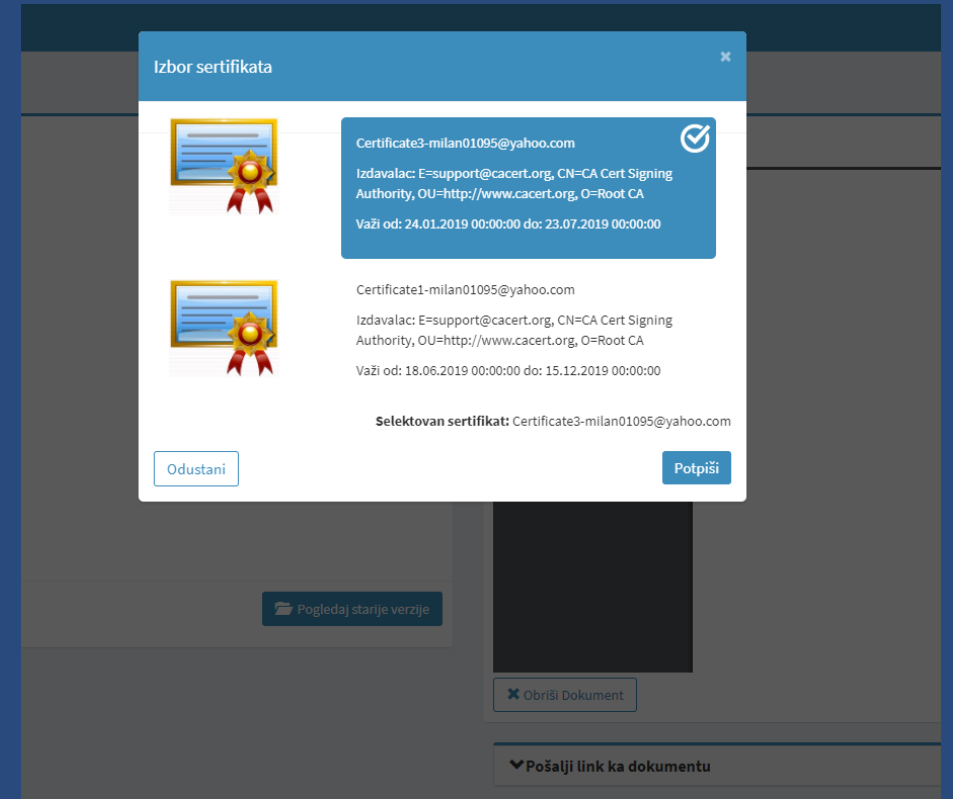
FORWARD A DOCUMENT BY E-MAIL

After archiving the document, it is possible to forward the document to the application user or to a third party. If it is a user's application, the user will receive a notification and a link to the page where the user can view the contents of the document, and the descriptive attributes that are assigned, and can make changes if it has the appropriate privileges. If the person who has received the e-mail is not the user of the application, they will receive a notification and the document itself, which they can be download and view.

SECURITY THROUGH THE APPLICATION

Additional data security is enabled through account roles on the system. Within a company, an order is assigned to an administrator who can assign accounts to employees in the environment, as well as impose restrictions on them in terms of search, alteration and archiving of data. The user who has this role on the system is the only one who has the ability to delete documents, as well as creating a folder/category structure and defining new attribute types. Users to whom belong other roles can only perform basic operations on documents.

- Saving user actions
- View previous versions of documents
- Security through account roles on the system
- Different approaches

BENEFITS OF THE SOLUTION

REPOSITORY OF DOCUMENTS – AVAILABLE ALWAYS AND EVERYWHERE

- Centralized system
- System supports the entire life of a single document
- Predefined document flow
- Better document organization
- Faster and easier work process
- High degree of protection
- Secure File Sharing

As DMS encloses whole lifetime of a document and that various activities are performed on the document, where a document content can be very delicate , we have increased data protection on even higher level. A system that implies 13 different types of privileges on the level of categories per single user has been already implemented in the archive. This software represents excellent document repository that is organized as web application with possibility of hosting in a cloud, and owing to this documents are available anytime anywhere in real time. You only need Internet connection and you do not need any special hardware or infrastructure.

ADVANTAGES FOR EMPLOYEES

- View documents
- Division of jobs
- Facilitate work and handling of documents

ADVANTAGES FOR MANAGEMENT

- Insight into the flow of data
- Insight into the status of the case
- The ability to improve process

WFE - WORKFLOW ENGINE

The basis of the DMS is the definition of the configuration of the document flow (hereinafter referred to as the Procedure) according to which documents will be, i.e. a group of documents move from the moment of starting the procedure, until all steps are followed, and the procedure is over. The procedure is defined in advance and it is determined by the user group responsible for each step from the procedure. In addition to the basic information about the step (name, description...), the duration of the step is defined, whether the in this step, it is possible to change the documents that enter the procedure, whether it is possible to add new ones in this step and whether this step can be the final step of the procedure. In addition, a step can be defined by questions about the text format, as well as whether they are mandatory. The closing of the step, i.e. the transition to the next, it's not possible until all the necessary questions are answered.

Any predefined procedure requires the following steps. It is necessary to select a set of documents that will initially enter the procedure. It is necessary to define the visibility of each of the documents from the set, at the level of each step. Each step has its own status that can have the following values: Open, Unstarted, In progress and closed. Switching between two steps of the procedure involves the user writing a comment about the result of the work on the current step, selecting the next step from the list of possible followers and select specific users for the next step which forwards further work, and who are selected from the offered group of users assigned to the step in its configuration. Only selected users can work on a concrete step. In addition, since there is an opportunity for more users to assign one step to work, it is possible for users in a specific step to check for the option to work on that step, which will allow all other users to know exactly who of their group is working on a specific task, in order to avoid unwanted parallel work. A detailed history of documents is remembered, which implies that it is possible to track information about it, in what procedure, at exactly what step, at what time and which user made a change to the documents or added new ones.

CONCLUSION

In an era in which every segment of a business can be improved by use of information technologies that rely on cloud resources, there is a need for more efficient and more secure way to save documents. Digitalization is the key to successful operation of a company. Full digitalization also means complete automation of business processes, with the aim of achieving a business model
they are in step with the times and demands of the market. The digital library makes easier the
the realization of all future ideas by simply upgrading and developing already the existing system.

REFERENCES