# ELECTRONIC DOCUMENT TRACKING SYSTEM:

# A PROTOTYPE

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## ABSTRACT

With rapidly-changing technology and increasing emphasis in managing information properly, Electronic Document Tracking System (EDTS) has been developed as a solution system to improve the efficiency of retrieving the document online at anytime and tracking the movement of documents in and out of Faculty of Office Management and Technology (FOMT).

Documents are central to the functioning of an organization. Among other roles, they are critically important as a means of communication, as organizational memory, and in business processes. In addition, office workers spend as much as 60 percent of their time handling documents. For these reasons, FOMT have tried to improve document handling and use through the application of information technology. EDTS is an application developed to provide assistance in electronic document processing and tracking for users. It was developed within windows environment using Open Source tools such as PHP and MySQL. The application relies on TCP/IP and internet to support server and client communications.

The main benefit of the prototype system is the user can view the document at anytime and from anywhere. This system is enabling to save time and cost. The purposes of this study is to show the value of new technology for managing documents, to illustrate the variety of ways this value can be realized, to develop some structure for understanding this rapidly evolving field, and to suggest some actions the administrators can take now to prepare for this revolution in information management.

**CHAPTER ONE**

**INTRODUCTION**

This system has been developed to fulfill the requirements of the Dean of Faculty of Office Management and Technology and have won Bronze medal at 18th International Invention, Innovation, Industrial Design & Technology Exhibition (ITEX 2007) at Kuala Lumpur Convention Centre and Invention, Innovation and Design (IID) 2007 at UiTM.

This chapter gives an overview of organization, and further discussion about the current system, problem statement, requirements of the proposed system, objectives, significance of the project and project scope.

## 1.1 Overview Of Organization

Faculty of Office Management and Technology, Universiti Teknologi MARA (UiTM) Malaysia is located at main campus in Shah Alam, Selangor Darul Ehsan. The faculty, formerly known as the Faculty of Secretarial Science, offers specialized courses in office administration and management, and office technology.

Armed with expertise in the office management of an organization, the faculty restructures and introduces a range of programmes that correlate with the ever-changing concept in the management of a technology-driven office.

Learning will always be a challenging experience since the Faculty makes continuous efforts to ensure that all members are highly qualified and dedicated in their profession. Students