

**Trade Document Information System
(TDIS)
A Workflow and Document Imaging
Implementation**

by

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ACKNOWLEDGEMENT

Thanks God, at last I managed to complete my Independent Study entitled Trade Document Information System (TDIS) – A Workflow and Document Imaging Implementation. Obviously, TDIS is an information system to assist large document and data handling. Information system has become more and more important in daily business processes. Almost every aspect in the data handling system, now could be electronically automated. Therefore, Information Technology becomes more and more important.

In completing this assignment, I have selected several articles from various references such as books, magazines, journals, articles, and the Internet. At the same token, it was a great opportunities that I was exposed to this new banking system indirectly. Nobody can deny that the Internet plays an important role as a resource of information.

Finally, I would like to express my appreciation and thanks to my supervisor Assoc. Prof. Dr. Laili Hj. Hashim, friends and my family for helping and guiding me to complete this assignment. Without their generosity and patience, it would of course be very difficult and impossible for me to proceed to completion.

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Abstract

Today's information managers are tasked with the ever increasing burden of storing and managing vast warehouses of computer-based information in a variety of formats. The availability of new options for mass storage on optical media, increased speed and reliability of transmission, powerful desktop computing, and sophisticated retrieval software have accelerated the pace at which paper-based information is being converted to electronic formats, as well as the reliance on electronic document management system.

Traditional methodologies for handing this information, such as field-oriented databases and keyed record lookup, are ineffective for documents which are rich in information content and difficult to categorize. As a result, a new generation of software and hardware systems are evolving that emphasize the storage and retrieval of information captured in its original format. Imaging, Text Retrieval, Hypertext, Multimedia, Workflow and Electronic Document Management are each component technologies intended to address the growing need for unstructured information management. A comprehensive information management strategy ultimately requires all of these for long term success.

The functional requirement documents of the Trade Document Information System (TDIS) will provide the framework for successful implementation of an information system to provide the document management service and workflow service for the trade finance operation of AFFINBANK. The document management service will include the management of customer profile information folder, bills transaction folder, transaction related output files from the Bank Flexcube and Finware system and the incoming and outgoing message. The workflow service will facilitate and consolidate the transaction process by systemizing the flow and approval of the transaction documents, through handling the document scan and index, generated forms for transaction process and distribute documents to related processing teams for processing.

It is hope that upon successful TDIS implementation it will develop awareness of how these new technologies can help an organization attain competitive advantage or regain competitive parity.

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1. INTRODUCTION

“Any new technology creates a new human environment.”

- Marshall McLuhan

1.1 Background

Workflows can be described as an abstraction of business processes. A business process is a series of actions, changes or functions that aim to achieve a goal. Workflow Management is the efficient management of the flow of information and control within and among business processes. Order processing, purchasing, annual leave requests, expense reports, production procedures, customer support issues, are some examples of business processes. Workflow Management Systems (WFMSs) provide the supporting technology for specifying and executing workflows.

Workflow technology aims to help organizations to streamline, decrease cost through automation and speed-up, and as a result deliver faster service to the customer. WFMSs have been widely deployed in banking, accounting, manufacturing, university administration, insurance, healthcare, government departments, telecommunications, e-commerce applications and customer service. Because of this diversity of use, a broad spectrum of systems is commercially available. It is more than ten years since the first workflow product was introduced and currently there are several dozen product available in the market with different capabilities. Examples are IBM *MQseries Workflow*, *InConcert*, *Expeditor* of Digital Equipment Corporation, *METEOR Enterprise Application Suite (EAppS)*, *Action*