

ABSTRACT

The System Development Project was developed to create the facilities for all colleagues in order to improve the document management system. The existing system is the manual based which lack of the automatical management procedure. This project emphasized on computerized system for collecting data in both formats of image file and electronic file. The searching features are using document type, predefine keyword and user-define keyword.

The project consists of three majors parts which are analysis, design and implementation of the whole system for both scanning and searching sections.

The first part begins with analysis the existing problems for the old system and parallel with survey user's requirement. The second, designing part use tools as data flow diagram, database design technique and concern on suitable network architecture.

The expectations of the new system are increasing efficiency, reducing times for information searching and also can be solve other management problems.