



Document Management System

(Guj Info Private Limited – GIPL, Gujarat)

Industry: Government

Platform: Web based, PC/Laptop

Tech Stack:

- DotNet, MsSQL

Project Overview:

The client is taking care of IT related requirements of various department/companies of Govt. of Gujarat. Their client GSPL is a Gujarat government-owned group of oil and gas exploration, production and distribution companies. This project helps the client to centrally manage documents from all the department along with the search and filter functionality using various parameters. System also helps them to keep history of the document updates by means of version management.

Challenges / Problem Statement:

GSPL, was facing a challenge in terms of managing the document. Each of their project requires a huge amount of documentation which is used by various departments and employees. As the documents were saved locally by employees, it always became a challenging task to find relevant documents when management required to look into documents related to a specific project. Also, this increased dependency of individual employees as only they would know the pattern or structure in which they have saved the documents on their system. Human error or discrepancy while naming the project folders were adding further challenge.

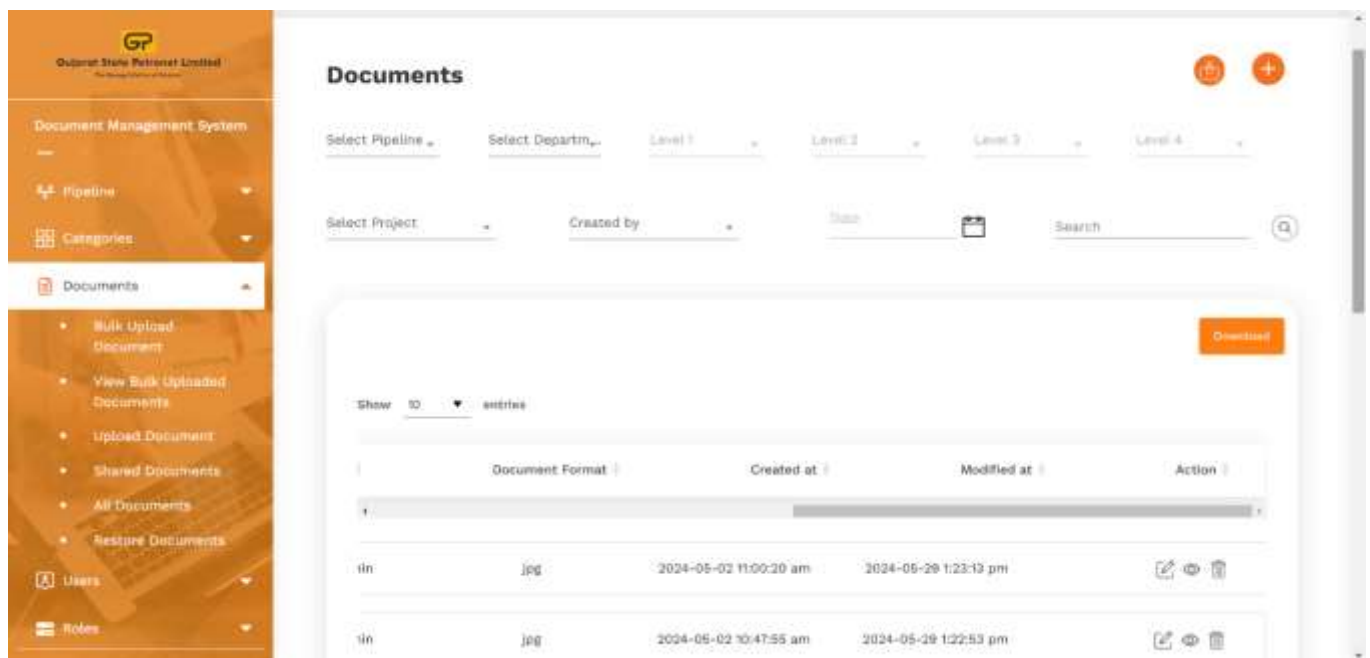
Solution:

We built a Document Management System which allows the client to upload and manage the documents centrally. In addition, access for creating the field values like Project, Pipeline, Categories, etc. is given to specific users only which avoids the human error in naming convention. System is integrated with the client's existing AD login system which enhances the security and allows the user to login to the system using their existing AD user login.



Upload and Manage Documents:

- User can login using their already existing AD user login for the security purpose.
- User can upload document and assign various useful parameters like Project, Pipeline, Category, Location, Dates, Title, Description, Tags etc.
- If multiple documents require same parameters to be assigned, user can use “Add More” option while uploading file. This will create records for those documents with same parameters.
- User can search and filter the document using different parameters like Project, Pipeline, Category, Location, Dates, Title, Description, Tags etc.



- User can view/download the popular document types like Doc, PDF, Image, Excel.
- By default, the document is visible to all other users of the same department. This allows users of the same department to search and filter the document easily as and when required.
- User can share/un-share the document with users of other departments.
- Dashboard shows the recently updated documents along with the ease of search for any document in a specific department.

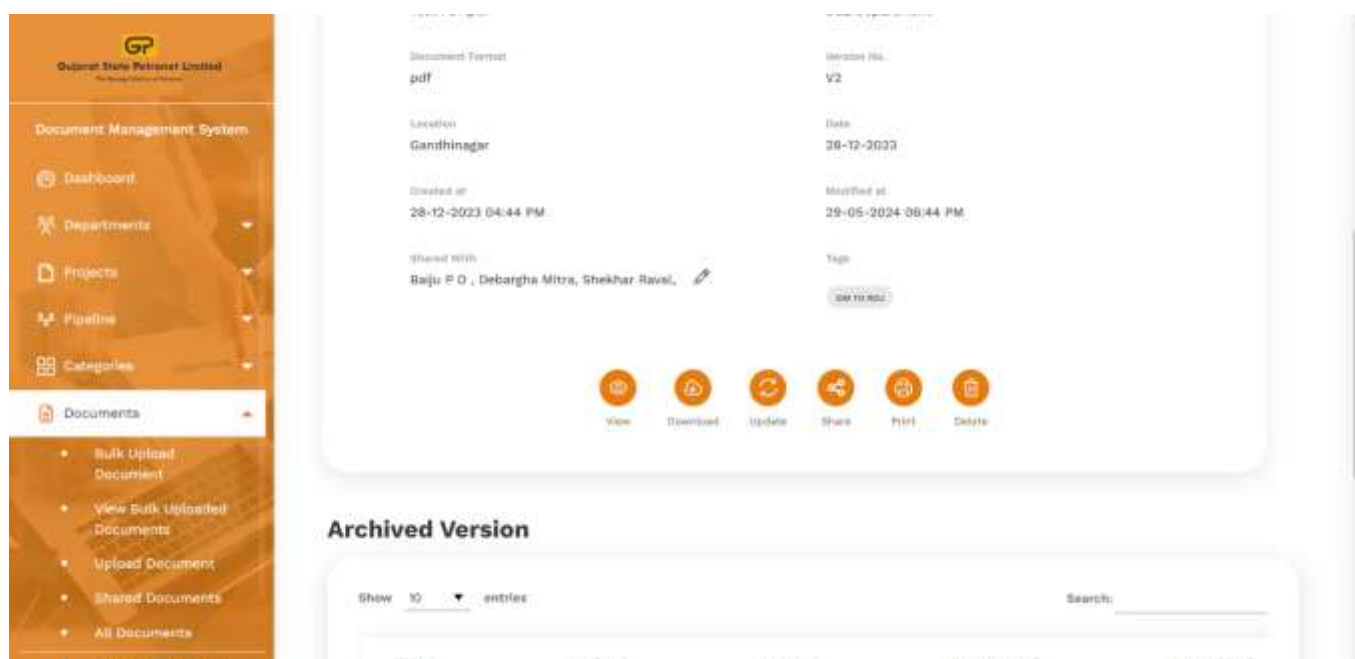
Bulk Upload:

- System also allowed to quick upload of multiple files together with minimum parameter assignment.
- This enabled the users to upload the files at once and assign remaining parameters later on.



Version Management:

- User can upload new version of the document which will automatically archive the current version of the document.
- Archived versions of the document are available along with the time and date stamp of modification.
- System will automatically use the current version of the document by default when user tries to view, but user will be able to view the archived version of the document as well.



Features for Admin:

- Central management of documents.
- Uniformity in key document parameters like Project, Pipeline, Categories etc. as access for updating the same is with limited users.
- Configurable Role Module allows the admin to create the different roles with various access level.
- Dashboard shows the recently updated documents along with the ease of search for any document in a specific department.
- Dashboard also works as a quick report presenting number of documents uploaded based on various parameters.

Case Study

Document Management System



Add Role

Role Name *

Status *

MODULE NAME	<input type="checkbox"/> VIEW	<input type="checkbox"/> ADD	<input type="checkbox"/> EDIT	<input type="checkbox"/> DELETE	<input type="checkbox"/> SHARE	<input type="checkbox"/> DOWNLOAD	<input type="checkbox"/> PRINT	<input type="checkbox"/> RESTORE
Projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Departments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Categories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Roles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Pipeline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Activity	<input type="checkbox"/>							

- Restore Document functionality allows the Admin to restore the deleted document in case the document was deleted by mistake.

