



BASICS OF DOCUMENT MANAGEMENT SYSTEMS

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OUTLINE OF DISCUSSION

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- **DEFINATION OF DMS**
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- DOCUMENTS**
- **IMPORTANCE OF DMS**
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DEFINATION OF DMS

- **Oxford English Dictionary**, defines a document as a piece of written, printed, or electronic matter that provides information or evidence or that serves as an official record, used as a proof.
- a computer file that contains text that have been generated

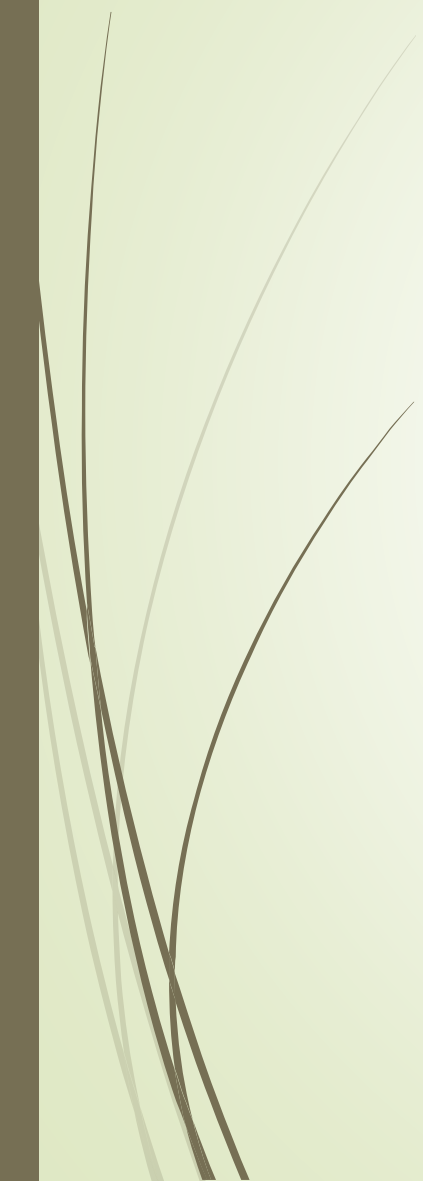


DMS

- ▶ A document management system is a system used to track, manage and store documents and reduce paper.
- ▶ *Is the MMIS an a example of a DMS?*



Importance of DMS

- It is also defined as the use of computer system and software to store, manage and track documents and electronic images of paper based information captured through the use of a document scanner.
 - Most are capable of keeping a record of the various versions created and modified by different users (history tracking)
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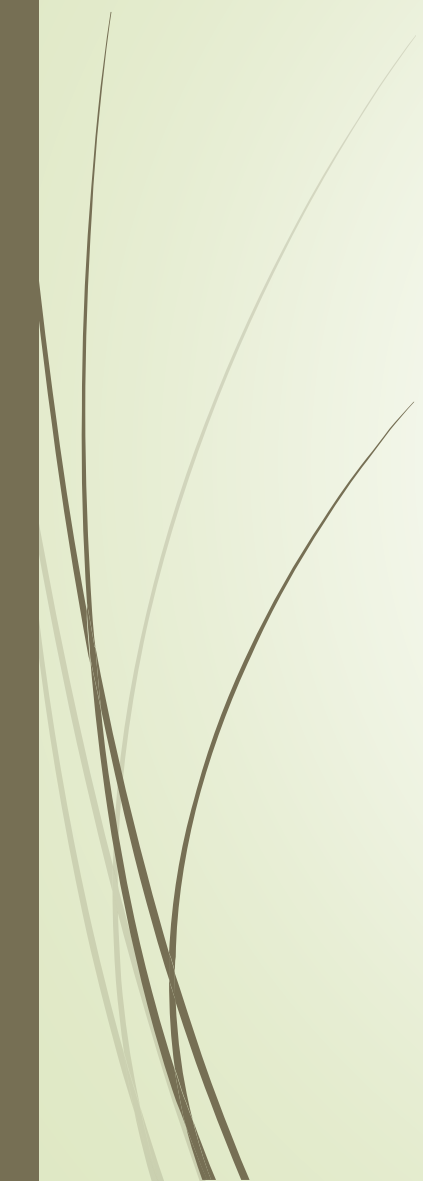


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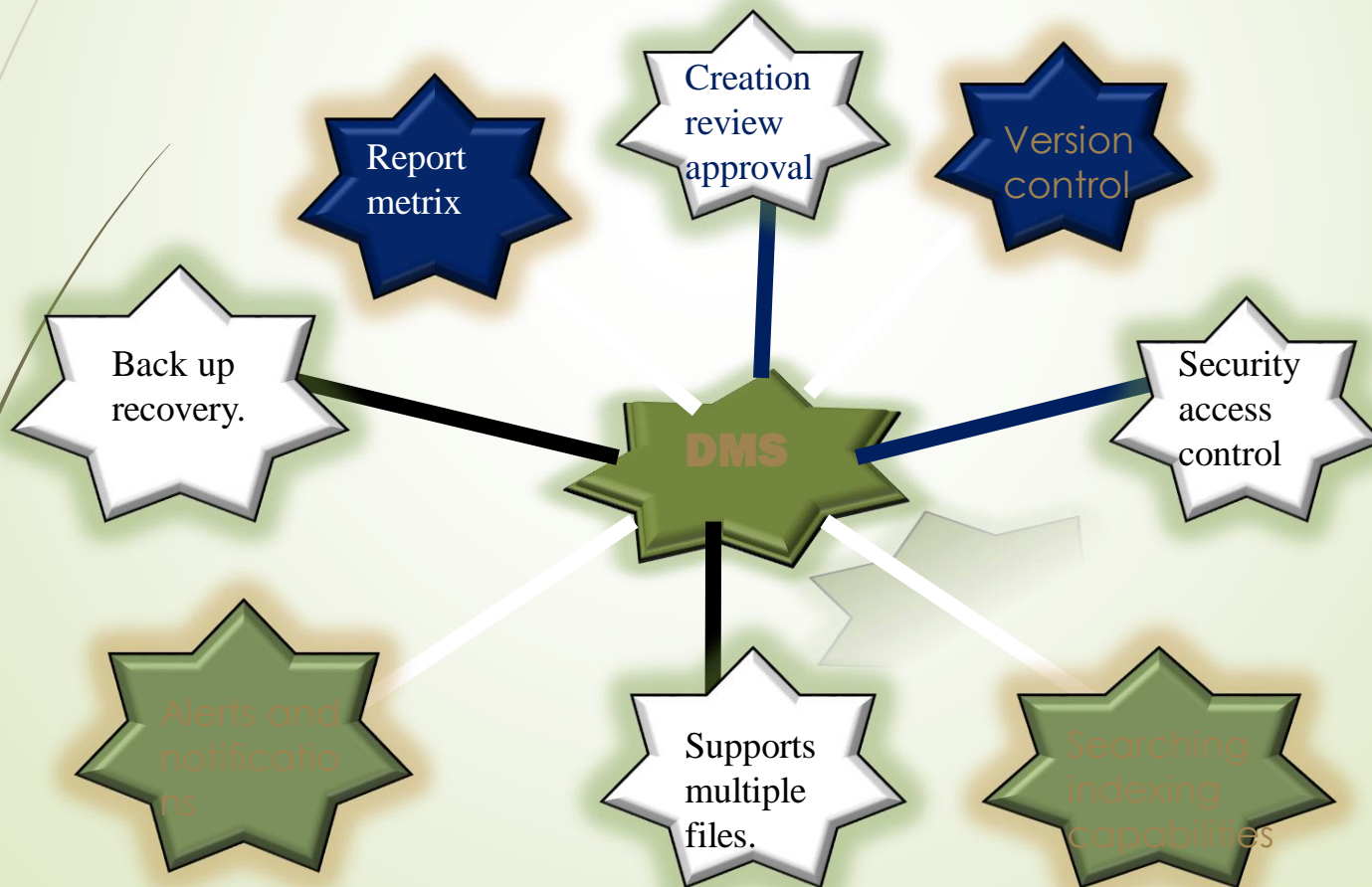
- Is the coordination and control of the flow (storage, retrieval processing, printing, routing and distribution of electronic and paper based documents in a secure and efficient manner that are accessible to authorized personnel and when required




IMPORTANCES OF DMS

- Key focuses primarily on the storage and retrieval of self-contained electronic data resources in document form.
 - help organizations to manage the creation and flow of documents through the provision of a centralized repository. *E.g?*
 - Provides an efficient way to track, analyze data and give a report.
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FLOW OF DMS





1. Creation Review and Approval

➤ **Creation, Review and approval-** entails

the document review process defined by a workflow performed in sequential order.

After all of the reviewers' comments and suggestions are approved or rejected, the document is then updated with the changes.



2. Version control

- Version Control is the **management** of multiple forms of the same document
- enables us to tell one **version** of a **document** from another.
- is important when documents are being created, and for any records that undergo a lot of review, revisions and redrafting.



3. Security Access Control

- ▶ The goal of **access control** is to minimize the risk of unauthorized access to physical and logical systems. **Access control** is a key component of compliance programs that ensures that security technology and access **control** policies are in place to protect confidential information, such as customer data



4. Searching/indexing capabilities

- An **index** functions as a tool to enable easy retrieval of documents. Without retrieval capabilities, the content would merely take up space. Think of the time it takes to locate a paper document that is missing.
- Searching for an image can be even more time-consuming thereby the DMS tool saves this.



5. Supports multiple files

- Open the document tab, select task
- If required select the create new folder button and add a new subfolder, where files can are shared
- Upload your files



6. Back up and Recovery

- **Backup** and **recovery** refers to the process of **backing up data** in case of a loss and setting up systems that allow that **data recovery** due to **data** loss. ... **Data backup** is a form of **disaster recovery** and should be part of any **disaster recovery** plan.



7. Report Metadata

- **Metrics**(a standard for measurement) represent the values that you're measuring. For example, you can measure your account performance by looking at your earnings, number of clicks, number of page views, and so on. **Metrics** are displayed in an interactive scorecard across the top of your **report** graph



Current situations

- In government there is GHRIS, IFMIS, IPPD
- E,g NEMIS,TIMS,NHIF, KRA
- Lately the National Identity and Information management system (NIIMS)
- Similar to National Security Number in the USA



Conclusion

- A DMS is an important component in any given organization. It eases the work of records manager in view it is important that records managers take seriously.
- In my view it is important that an organization adopts a functional DMS