

DOCUMENT MANAGEMENT SYSTEM

Abstract

The entire project has been divided into three modules namely

1. User module
2. Document module
3. Security module

User Module

User management includes adding/removing users, setting/modifying the access rights of users, setting the properties of the document management system etc. The system may also provide a guest user account. The administrator may define Groups of users, which may have a common set of privileges. The Administrator must be able to add/remove, setting/modifying the access rights of such groups. He should also be able to remove users from the system.

Document Module

Document management includes adding new document categories, removing existing document categories, modifying access and other settings of existing document categories, download and upload of documents for read update operations etc. The system must be able to categorize the documents in an organized manner. All the documents should be stored in a centralized database and must be accessible from various locations.

The system must ensure that when an authorized user is modifying a particular file, it should not be accessible to any others until it is completely updated and saved. The system should provide for searching of documents based on keyword, documents names, category etc.. The system should provide a tree view listing of document categories. Each user can view only those document categories that are accessible to him. The system should maintain logs that keep track of the history of the files