HIGHER TECHNICAL INSTITUTE

ELECTRONIC DOCUMENT MANAGEMENT
(DOCUSTORE APPLICATION)

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1.1 Introduction

We are living in a world that everything in our life has become electronic, or further more, everything has become computerized. From a small personal note, to a professional medical program, and then to a sophisticated satellite tracking machine, everything is controlled by a different level of computers, depending on the significance of its application!

One of the major abilities of the human being is the tremendous ability to communicate with other humans beings. In nowadays, even this tremendous communication between us has also become electronic – computerized. And this is done, not through a large intelligence machine, but through a personal computer on the desk in our office, home, or any other places we like.

Since the 1980's, where the phrase "Personal Computer" began to born, a great increase of technology was observed. The first company who introduced the personal computers was IBM. This new idea causes an enthusiasm to the rest of the world, and so the competition between the companies all over the world was started.

The first personal computers had limitation to their functionality, speed, size and, of course, price. For example, a great personal computer of those days could be of more than 4 square meters area, weighting more that 10kg, having a black and white monitor, and be able to work a long time to perform an action!

Through the years, personal computers have developed their own technology and philosophy, which actually gave them the power to be everywhere in the world, controlling our lives. They can perform million of functions *simultaneously*, and they can give any desirable result in no time. People saw these revolutionary improvements and so, the implementation of them though our life was not taken a long time. In a very short time, the spreading of computers was so dramatic that, we can say there are computers in almost every place in every building, all over the world.

Internet, the biggest computer network in our world, gives the ability of computers through out our world to be interconnected, and to exchange information between them. Internet was born a couple of decades ago, and it

was a network, designed to support military research in United States. As Internet was growing up, more and more universities, companies, and others were joined and we have now what we call today Internet.

The great increase of the speed of personal computers, gave them the ability to work with large amount of information quickly. Also, with the rapid development of the Internet, people saw its capabilities and decided to use it as a source of information that is very fast and especially almost cost-free.

A personal computer in our days can perform a lot of actions, which some of them can not be made easily. Also computers support *multitasking*. Using a PC you can do your work, whatever it is, in every category, communicate with anyone in our world, be entertained by listening to music, watching movies, playing games, and so much more!

1.2 Problem Definition

Some years ago, John Naisbett's, famous phrase about data was: "We are drowning in information, but starving for knowledge". This takes on more truth with each passing day in our daily life.

Most of the people using their personal computers, have years of data on documents, spreadsheets, etc. saved not only in their computers, but also their houses, offices, or anywhere else, and the location of them can sometimes be extremely difficult! So ironically, as more and more piles up around us, we can say that "the more data there is, the *less* information we have"! Let's give an example of this.

We all have been in front of a computer, creating a document or even a set of documents for our business, school, or even sometimes a personal note. As we are creating more and more documents, or better saying, having more and more information stored, we finally discover that all our information, not only documents but spreadsheets, pictures, video, music, etc, is placed almost *everywhere* within our computer storage device, resulting in difficult to locate them, sometimes.

A very fast and inexpensive solution of this, is to save all this information on removable disks and place them as near of the computer as we can. In a very

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