

Enterprise Document Management System (EDMS)



Introduction

EDMS (Enterprise Document Management system) is a collaboration tool for managing electronic documents (digital / scanned / images) at enterprise level. The application is aimed to reduce paperwork in an organization by empowering its users to organize, share and manage documents digitally.

Background

Treasury, Ministry of Finance and Custom is the government agency of St. Kitts and Nevis. The agency employs the EDMS application, a Windows based software package for their daily operations like filing, searching, managing of documents etc. The EDMS was first implemented at St Kitts in 2011 and later adapted at Nevis in the same year. EDMS is built on Microsoft .Net Framework 4.0 and Database is supported by Microsoft SQL server 2008.

Stakeholders

Treasury, Ministry of Finance and Custom
Department St Kitts & Nevis

Software Components

EDMS SERVER

- Keeps a central repository where the documents are stored.
- Manages file system and database interactions.

EDMS MANAGEMENT TOOL

- Client component that runs on each workstation.
- All the user related functions are available with this tool such as file upload, meta tagging with each file, search, admin work, etc.
- User can send many documents via e-mail.
- Functionality to upload multiple documents at once.

Current Challenges

Old Technology :

Before this tool there no other tool available for managing documents.

Maintenance :

Higher maintenance cost due to lack of document management system

Management :

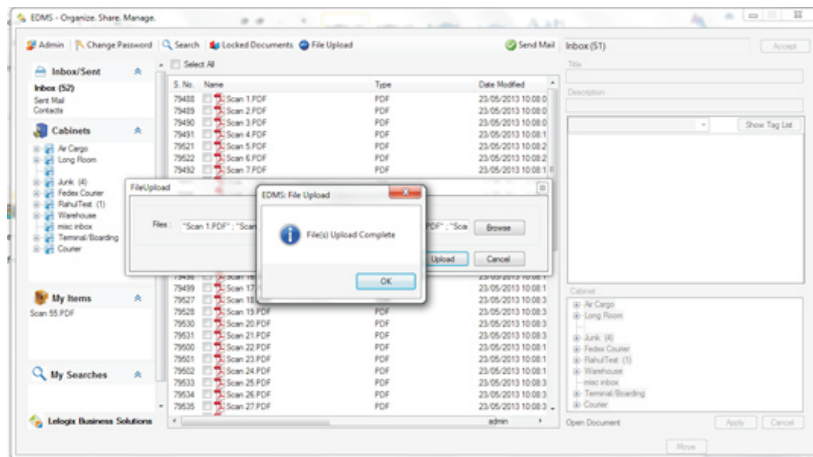
Problem in managing documents due to independent system

Searching

Document searching had lots of challenges.

Sharing

Sharing of documents between different departments could not be done electronically.



Solutions of Underline Challenges

Software Used :

Use EDMS tool.

Lower Maintenance Cost

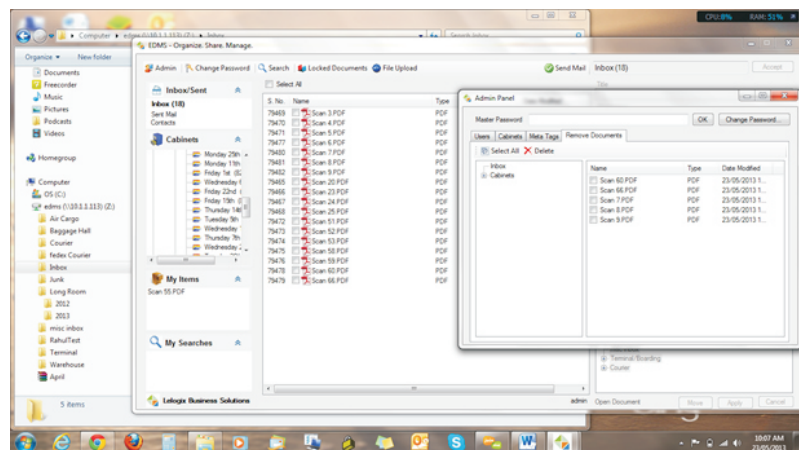
EDMS server tool works as central repository for storing documents

Better Management

EDMS management tool is used for managing documents at client end.

Sharing flexibility

Departments can easily share required documents with each other electronically.

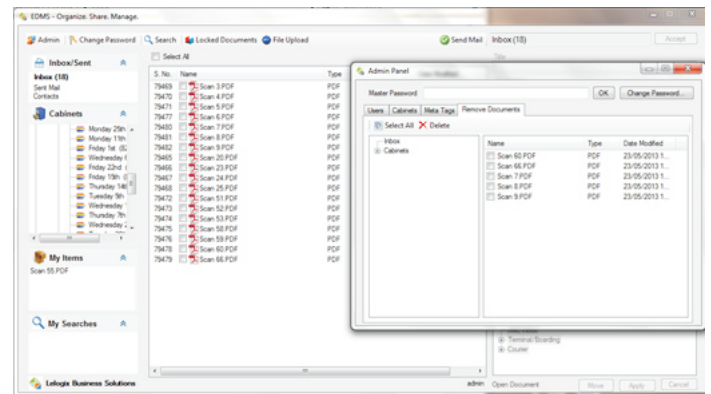


Achievements & Benefits

- Documents are store in central repository on server
- Email facility integrated
- More user friendly
- Client-Server based application
- Performance improvements
- Documents are categorized in cabinets using metatags
- Low maintenance cost
- Data Access : Clients are not allowed to access centralized documents physically.

Scope & Major Work Involved

- Central Repository for digital and scanned documents
- Ability to classify documents in cabinets / folders
- Meta Tags describing documents and help in searching
- Documents preserved in digital format – easy to handle, cost-effective to store
- Simplified search options on LAN
- Sends documents easily by e-mail.
- No Paperwork to manage
- Security: Access based on User location
- Enhancements/ Production Support



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