

**WEB BASED MODEL OF A DIGITAL FAX  
DOCUMENT MANAGEMENT SYSTEM**

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**WEB BASED MODEL OF A DIGITAL FAX  
DOCUMENT MANAGEMENT SYSTEM**

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requirements for the degree  
Master of Science (Information Technology)  
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**MAY 2009**



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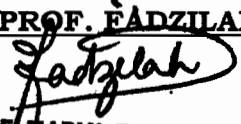
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## **ABSTRACT**

The Government of Malaysia has encouraged the use of Information Technology application among the public and private sector to enable both sectors to compete and provide better facilities. Most brick and mortar or physically located organizations also seek alternatives for handling the document management. Nowadays, most of the information in the organization is stored in unstructured manner that require certain technique to be applied in order to retrieve the important and relevant information from a large scale of collected data. A digital document management system takes advantage of advanced document analysis and management techniques. In this study, a document from the fax machine that is a structured data is used in the system to digitalize the fax documents into the document management system.

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## **CHAPTER ONE**

### **INTRODUCTION**

The information technology (IT) revolution has empowered organizations and every individual as a whole. However, the critical difference of leading-edge organizations that want to stay ahead in the new economy will be the ability to manage their content. Information is now spruced all over the organization in faxes, brochures, tenders, drawings, e-files and single greatest task is to keep all this data systematically organized and available at any time. When information is freed from the physical limitations of paper and converted into an electronic format, it becomes a valuable strategic resource.

Instead of stashing business-critical documents in file cabinets, voluminous physical and electronic data into information databases could be easily retrieved. It will making easily retrievable by users throughout the enterprise and also make them available instantly if such information could be stored digitally. It save hundreds of staff's man hours a month, searching for critical documents and eliminate vital information from damage, pilferage, theft, misplacement or loss. This helps users focus on getting their jobs done, rather than spending precious time looking for files and information.

Loosing of paper documents in folders or binders was the factors to create digital file. Low information density and lacks of computational power put paper as a poor storage device. It is not easy to distribute or back up bulky and heavy documents. Therefore, digitize paper documents and make the documents searchable will manage the digital version of documents with database and local search engine (Suzuki & Wobook, 2009).

The contents of  
the thesis is for  
internal user  
only

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