

Fulfillment an E-Archiving System for MENA Countries

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Abstract

Recently, the streaming of adopting the electronic copies of the conventional system has been increased. This is to increase the accuracy of dealing with the important data and information. In addition these systems can reduce the needs for human resources, human skills, costs and administration lifecycle time. In this paper, an E-Archive system based on web applications has been proposed to tackles the incoming and outgoing official books as well as tracking and transferring them to other divisions.

The obtained results show the superior performance of the proposed system in terms of efficiency and accuracy for all divisions included. In addition, the security and authorization levels have been proved in the achieved results.

Keywords: Conventional System, E-Archive system, Web Applications.

1. INTRODUCTION

Initially the administration systems depended significantly on paper. Data were usually kept on mainframe computers [1]. The obtained report system was quite primitive and there is a shortage in accuracy of information besides a notable squandering in time and papers to complete a specific transaction [2].

In the next stage, there was a transformation from paper-based systems to Personal Computers (PCs). The subsequent phase starts with the evolution of relational

database ways which means each part of data can be kept not only in one file but more than file [3]. The database produced more complicated reports that merged various data. For instance a report can be created from various databases which contain age, name and different information.

During this period, the use of Internet services has increased dramatically, making managers in all companies and institutions looking at how to benefit from this service. At this point, the administration systems transformed to

electronic systems using the Internet and its services [4].

The emergence of Web-Based Technology with database and administration systems has been adopted. Many companies have started to embrace of automation methodology in the daily work to save more money and reducing the waste. Web-Based Technology consists of several elements such as web browser that allows users to display web pages. With this move toward electronic development, administration systems become more robust and efficient [5].

2. Algorithm of Archive System

The Archive system consists of two major processes as indicated in the Fig. 1.

These processes are:

- ❖ Sadr (Outgoing): This process is used to add, update, delete and search for a specific outgoing managerial book, for instance the algorithm of adding new managerial book as shown in Fig. 2.
- ❖ Ward (Incoming): This process is used to add, update, delete and search for a specific incoming managerial book, for instance the algorithm of updating managerial book information as shown in Fig. 3.
- ❖ There is also essential process depends on the incoming and outgoing books which stored in Archive System called

the books movement via which the books are transferred to the managers concerned as shown in Fig. 4.

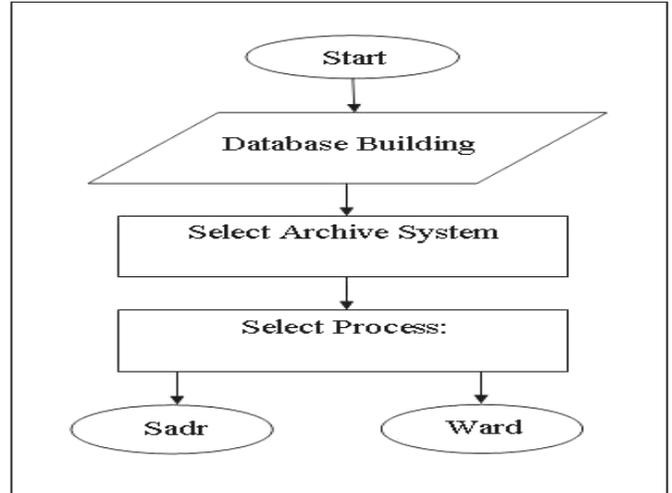


Fig. 1 Archive System

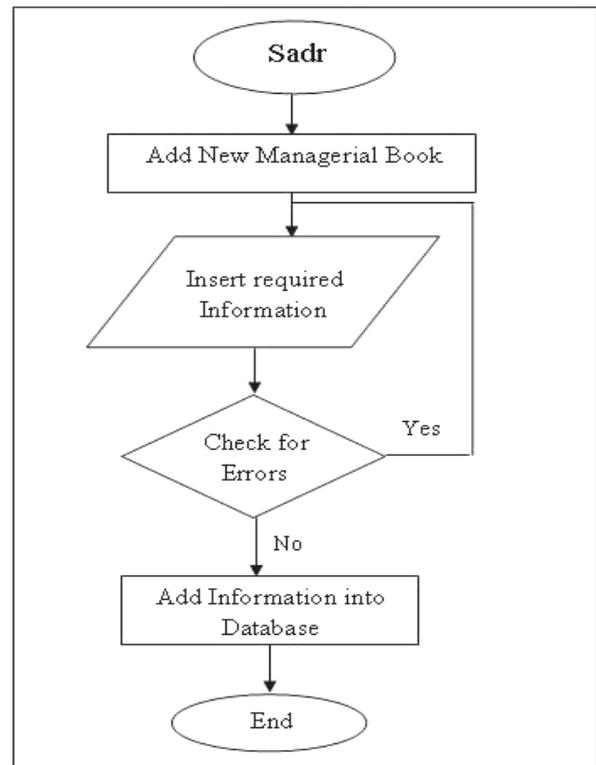
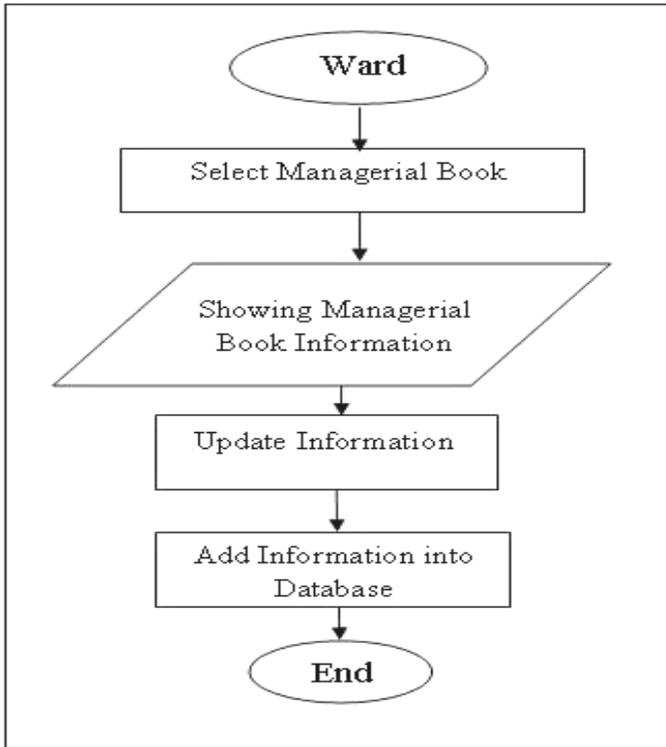


Fig. 2 Adding new outgoing managerial book

Fig. 4 Books Movement



3. RESULTS

The Archive system is tested by adding new managerial book for each outgoing books. The procedure of adding new book can be summarized as: when the user clicks on **Add New Record** button as shown in Fig. 5. Adding a new record is performed by inserting the required data as indicated in Fig. 6. When the user clicks on **Save Data** button these information is stored in the database.

Fig. 3 Updating incoming managerial book information

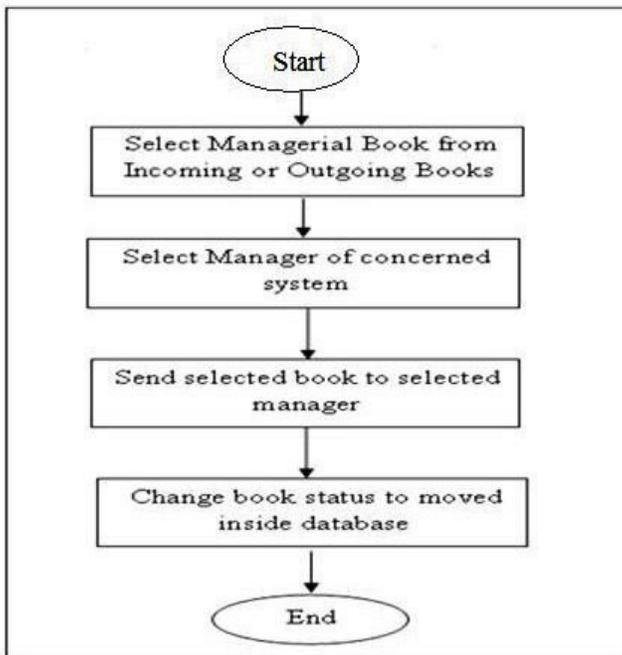


Fig. 5 Main page of outgoing books

The screenshot shows a web form titled "MySQL Insert Data" on a blue background. It contains several input fields: "BookNumber" (empty), "BookDate" (05/12/2017), "BookSubject" (empty), "Department Name" (dropdown menu), and "Send to" (dropdown menu). Below the form is a button labeled "Click to select file" and a larger button labeled "Save Data".

Fig. 6 Adding new outgoing record page

Finally the Archive system is tested by tackling the books movement process. The procedure of books movement can be summarized as follows: the user clicks on **Books Movement** button, shown in Fig. 7. Books movement procedure is began by selecting the administrative book either from incoming or outgoing custom list. Then the information about required book is inserted. Consequently, the user is sending the book to concerned managers and then pressed **Save Data**. Eventually change book status inside database as shown in Fig. 8.

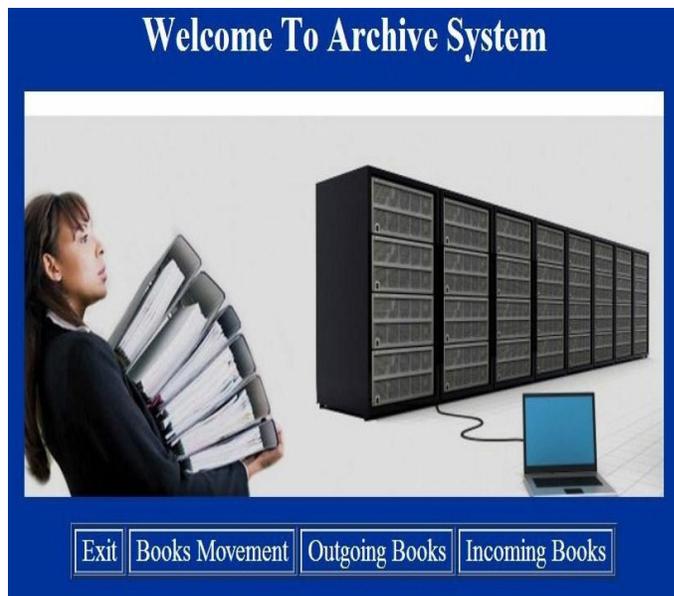


Fig. 7 Process of Books Movement

The screenshot shows a "Procedure of Books Movement" interface. It has a header with "Outgoing Books" and "Incoming Books" dropdown menus. Below is a form with fields for "BookNo", "BookDate" (05/17/2017), and "Destination" (General Director, HR System Manager, Warehouse System Manager). A "Save Data" button is located at the bottom of the form.

Fig. 8 Procedure of Books Movement

4. CONCLUSIONS

1. Electronic management depends on the use of information and communication technology to accomplish administrative transactions electronically. This can lead to reducing costs and speed of completion

of transactions and simplify procedures and access to accurate and correct information and reduce the human effort significantly.`

2. The employment of electronic management in institutions and companies can efficiently reduce the need for human, technical, administrative, and financial.

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