

## **NATIONAL FAIR WINNER, BEST INDIVIDUAL PROJECT – DELHI NATIONAL FAIR**

### **The Intelligent Document Management System (IDMS)**

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**Purpose:** The idea behind the Intelligent Document Management System (IDMS) software is to improve efficiency and prevent loss of information in a small-office environment by organizing documents in standard word processing software for easy accessibility, and better storage.

**Procedure for creation:** The software for the IDMS was created in Microsoft Visual basic programming language and is integrated with MS office in many ways.

**Observations/data/results:** The software is in the form of a desktop style interface, from which one can take Quick Notes, Create a New document, Open previously written documents, Manage contacts, Write e-mails, and also put Reminders. The software maintains a database of all documents, and stores all documents in a common location. Every document has a special document ID assigned to it and every letter can have a Letter ID to make reference easier. The Document Versioning system is for documents that are revised many times. For Archival and Backup, the software compresses document files selectively, and also breaks backup files to be conveniently written on CDs. The software has a unique feature called the 'Procrastinate Pad', which allows the user to enter deadlines for all the documents she/he has to work on, and then shoots periodic reminders to the user until the document it worked on. The software also has an interactive animated character that speaks humanly and guides the user. The software is also very secure as it uses encryption and password protection at different levels.

**Conclusion:** The software successfully solves the common problem of documents that are lost due to disorganized storage that is common to all word processing applications. The software makes sure that every document is safe, secure and quickly accessible.