



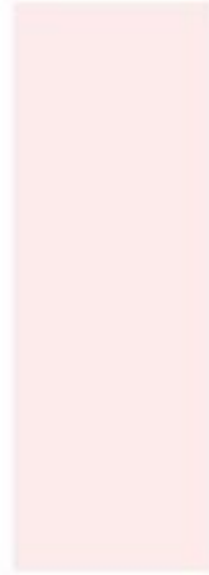
How to Digitize your data for online learning

By

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Direct Problems With Hard Copies

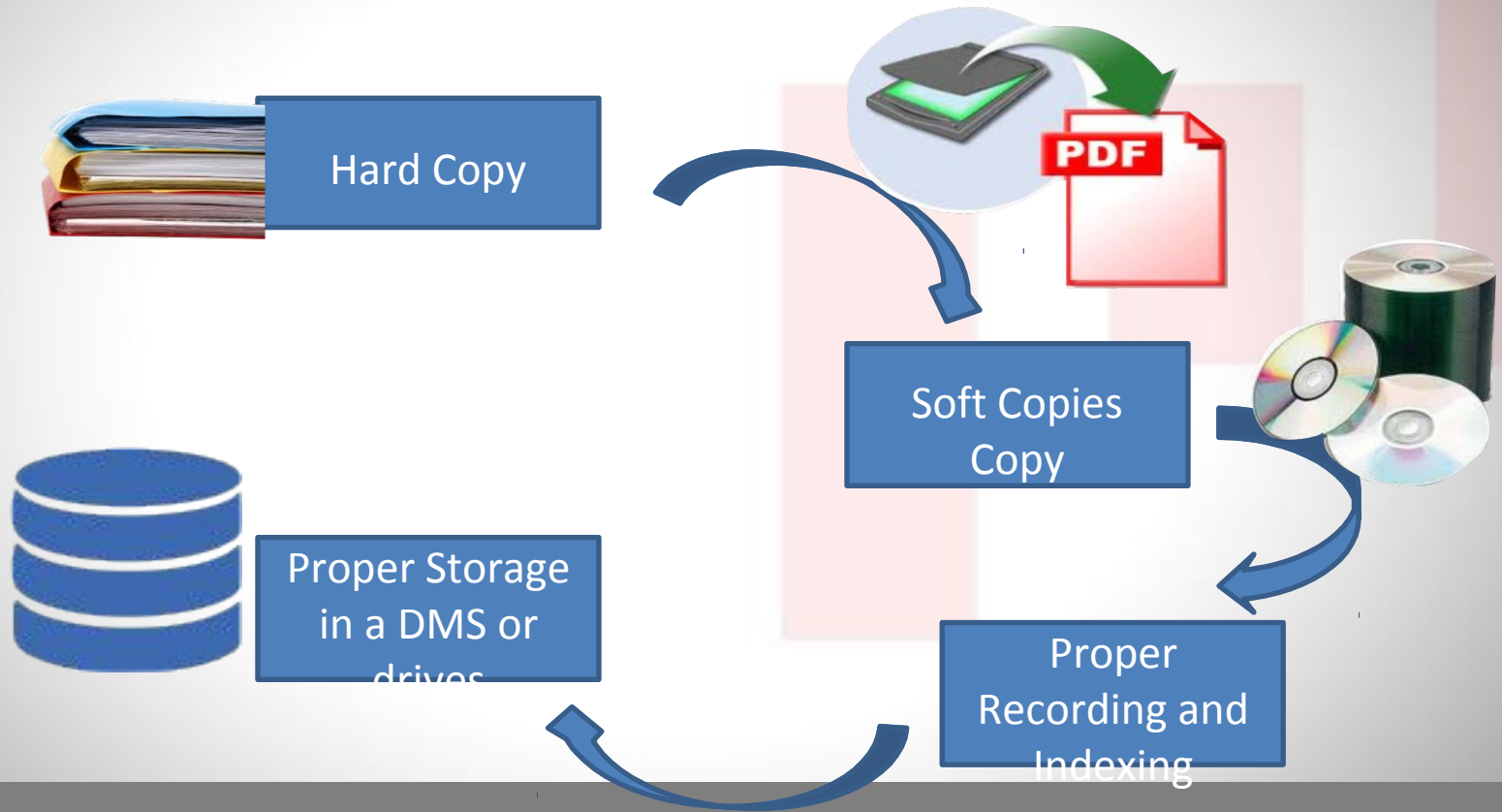
- Misplacement
- Disarrangement
- Searching
- Segregation
- Sharing
- Collaboration



Allied Problems With Hard Copies

- Poor quality of papers
- Delivery and postal problems
- No scope of concurrent/ simultaneous usage
- Access cannot be restricted
- Document security problems

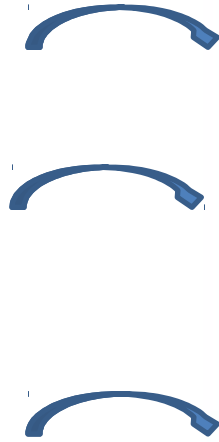
Solutions??



Digitization and DMS

SCANNING OF....

Government Data
Note Sheet
Files
Receipts
Business Cards
Proposals
Invoices



STORAGE IN A DMS.....

Better Search
Better Indexing
Document Collaboration
Concurrent Usage
Fast electronic Mailing
Access Control

Digitization Benefits



Problems (Pre-Digitization)

Disorganized Documents

Hard Copy System

Manual Document Sorting

Time consuming Search

Solutions (Post Digitization)

Organized Documents

Paperless Office

Automatic Indexing

Fast Retrieval

Benefits of DMS

- Facilitates e-governance
- Document handling
- Collaboration amongst various branches
- Tight security
- Document linking and mailing
- All documents in one repository

Benefits of *idoc*

- Facilitates automation of document workflow
- Web based and accessible from all device, platform and location
- Collaboration amongst various departments
- Role based access control
- faster sharing through linking and mailing



Thank You!

Questions