GENERAL DESCRIPTION

A SMART Records Management System has been meticulously designed to assist the records officer and the organization itself and its clients as a whole for fast record tracking and to provide fast and efficient service. It is an application for digital archiving, indexing, and systematic classification of documents, streamlining the entire records management process. These records are vital in the organization and have a corresponding retention period where the documents could be disposed of as stipulated in the National Archives Policy of the Philippines.

HOW IT WORKS

1 Import
Digital Document Files (Image/PDF/Doc Files)

2 Extract
Text Recognition and Extract (OCR)

3 Classify
N-Grams based Linear Classification

4 Index / Archive
Expert Assisted Archiving and Index

5 Export
View / Print Digital Copy

System Features

- Authentication and Authorization
- Scan Documents
- Upload Documents
- Extract Text of the Uploaded / Scanned Documents
- AI - Enabled Classified
- Search Facility
- Manage Entries (Edit/Update/Delete)
- Quick Response (QR) Code
- Watermark
- Export Documents (PDF, CSV, EXCEL, Print)
- Generate Reports
- Generate Statistics
- Transaction Logs
- User-Friendly GUI
- Application Programming Interface (API)
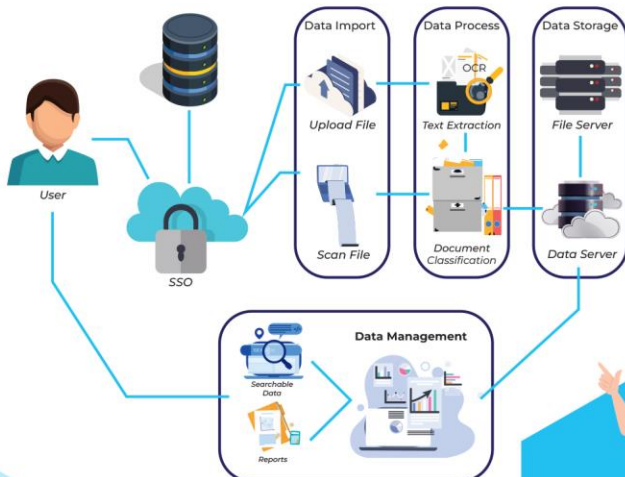 - Get Records
  - Put Records

Implementing Agencies

Center for Human Computer Interaction

CARAGA STATE UNIVERSITY PHILIPPINES
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"If it is not Documented it doesn't Exist"

As long as information is retained in someone's head, it is vulnerable to loss.

-LOUISE FRIED

Get in touch

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SMART RECORDS MANAGEMENT SYSTEM