Data Protection in Electronic Document Management System

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Annotation: In this article, the opinions and thoughts on the electronic document system are discussed.

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Today, most companies are moving from paperwork to electronics. This saves the organization both time and money. Electronic document flow reduces paperwork. Information can be shared 24 hours a day from the office or elsewhere. It is enough to have an electronic signature and a computer connected to the Internet. In addition, the electronic document management system allows you to monitor the workflow in real time.

Simply put, an electronic document flow is the exchange of electronic documents through local documents, the Internet, or other channels. Electronic document management can take place both within the organization and between companies. Electronic document management is the sum of the processes of sending and receiving electronic documents through an information system.

Electronic document management can be used to conclude transactions (including contracts), settlements, formal and informal correspondence, and other information. Functions of electronic document management system

The electronic document management system performs the following functions:

➢ registration of documents;

➢ control over the execution of documents;

➢ creation of catalogs;

➢ manage the movement of paper and electronic documents while maintaining the history of working with documents;

➢ create and edit details of documents;

➢ formation of reports on the company's document flow;

➢ import documents from the file system and the Internet;

➢ create a document directly from the system using a template;

➢ work with document versions, complex multicomponent and multi-format documents, attachments;

➢ electronic distribution of documents;

➢ work with documents in folders;

➢ receipt of documents by scanning and recognition;

➢ reduce data access and document processing costs.

There are two ways to set up an electronic document management system. First, it is possible to enter into an electronic document management agreement with contractors and exchange documents signed with an electronic signature via email.

Second, you can set up an EDI through a private operator. In this case, you need to join the regulation of electronic document exchange. After that, there will be an exchange of official documents and informal documents with counterparties.

Electronic document management is a complete information system that includes specialized software, email, Internet, local area network and more.

An electronic document flow looks more attractive than a paper one.

We will now mention the primary advantages of EDI:

➢ simple - reduce paperwork costs;

➢ saves time - employees spend less time finding a paper document;

➢ increased transparency of the company's internal affairs - electronic document management system allows you to monitor the status of the document;

➢ personal history of each file and related documents is stored - at any time you can open all the necessary documents, including requirements related to various types of relationships between the company and external persons;

➢ organizational reports are prepared quickly;

➢ improve data security.

Among existing disadvantages, it may be concluded that dominant ones include the high cost of software and the cost of staff training and digitization of all available documents.

To introduce electronic document management, it is necessary to develop and approve the procedure for electronic document management; identification of those responsible for its conduct; organizes an electronic archive of received and sent documents; establishing rules for the creation, receipt and storage of electronic documents in accounting policy; appoints a person responsible for the formation and signing of electronic documents. All employees authorized to sign documents must have an electronic signature.

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