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KEY WORDS : SYSTEM ANALYSIS / SYSTEM DESIGN / INFORMATION SYSTEM / DOCUMENT DATABASE / DOCUMENT MANAGEMENT

ANAN ANANTAPHRUTI: DEVELOPMENT OF A DOCUMENT MANAGEMENT SYSTEM FOR OFFICE USE. CASE STUDY: OFFICE OF PROFESSOR EMERITUS DR. NATTH BHAMARAPRAVATI, CENTER FOR VACCINE DEVELOPMENT, MAHIDOL UNIVERSITY, SALAYA CAMPUS. THESIS ADVISORS: SILVIO L. EMERY, Ph.D. MONTHREE CHULASAMAYA, M.D.,Ph.D. SUTATIP BHAMARAPRAVATI, Ph.D. 88 p. ISBN 974-662-972-7

The office of Prof. Natth at the Center for Vaccine Development, Mahidol University, Salaya campus, needs a solution for how to efficiently store and retrieve essential documents. Manual methods of document storage and retrieval are slow, error prone, and labor intensive. Information technology can provide tools to create a more efficient and economical system to solve these problems.

This study uses the software development life cycle, including system analysis, system design, system development, implementation and evaluation for the office of Prof. Natth. The approach is to combine characteristics of databases with the variable forms of documents. Microsoft Access 7.0 Thai edition was selected as the relational database management system to store, manipulate and retrieve document information. The database was designed at 3NF level. Microsoft Visual Basic 5.0 was used to create the DM application software.

The DM application is used to enhance the performance of the document management system. This system helps the users retrieve documents faster, requires 1/26<sup>th</sup> the storage space of the manual system, and has a lower operating cost than the manual system; the cost of investing in the new system would be recovered within 2 years. The user evaluation indicated 97% satisfaction with the capability of this system.