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Subject:

Title of the Project: Manual and Electronic Filling Systems

Name of Teacher:

Year of Examination:

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Title

Manual and Electronic Filing Systems.

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Definition Of Manual And Electronic Filing System

Manual storage systems involve storing documents by hand in a filing cabinet. The most widely used manual system is the Vertical Filing System, like the one opposite. Files are kept in drawers and are stored in filing pockets one behind the other.



Electronic filing is a computer-based system for the storage, cataloguing and retrieval of documents. It replaces tangible, hard-copy paper documents with electronic files, which can be stored on individual computers or in larger databases.



Benefits And Challenges Of Manual And Electronic Filing Systems

Research has indicated some benefits and drawbacks to manual and electronic filings systems, which are used in organizations (Hamel, 2018)¹. Some of these include the following:

Benefits include:

- 1. Data Security** – An electronic filing system means that files can be stored in multiple locations, reducing the chance of permanent loss of data.
- 2. Editing and communication** – With the use of electronic filing systems, organizations would be able to store information using databases. This would create the opportunity for information to be edited directly on the computer, which would be able to be transmitted easier and faster. Using an electronic filing system means that there would be no need to photocopy, fax or scan and email documents, which would also help in reducing the time spent sorting through the files.
- 3. Order of data** – With the implementation of an electronic filing system, the opportunity would be created for background check on whether or information is already imputed in

¹ Small businesses accumulate various types of data

the system. This would help to reduce the chance of having redundant files and loss of data.

- 4. Complexity** – A manual filing system is easy to use, especially for individuals who are not computer savvy. Its reduced complexity allows for simplicity in training personnel to record and store information. Additionally, staff would be able to easily retrieve files, which are generally stored alphabetically.
- 5. Access time** – Information stored electronically can be accessed easily and faster. This would lead to increased productivity in organizations as managers, accountants, and analysts would have easy access to information.

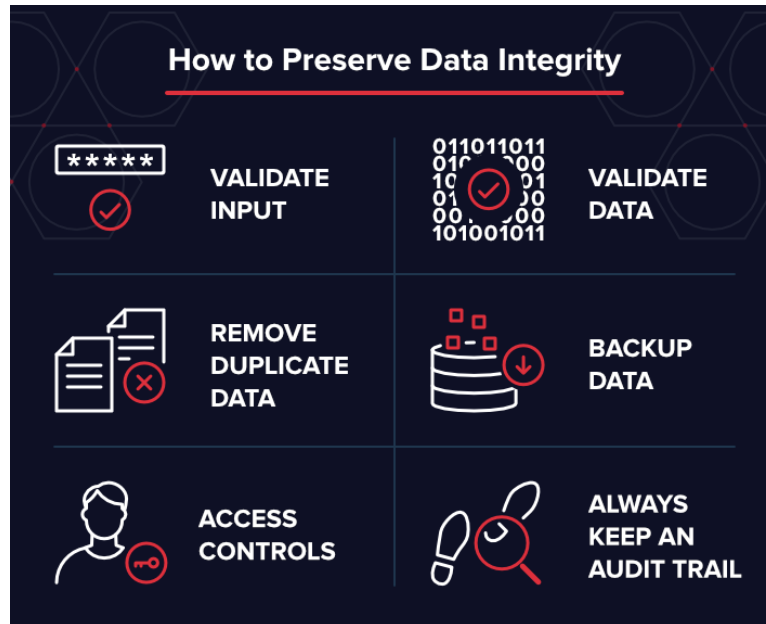
Drawbacks

- 1. Data Security** – Using manual filing systems can lead to loss of information as a result of fires and floods. Furthermore, electronic filing systems are, in most cases stored on a network, making accessible to numerous individuals. As such, the files could be accessed by unauthorized personnel and hackers putting the information of organizations into the wrong hands. Files stored electronically can be damaged by problems with software security, through computer viruses.
- 2. Editing and communication** – With the use of a manual filing system, organizations will have a bulk of documents to sort through. One disadvantage is that files would not be able to be edited easily and information sharing would be difficult as the documents would have to be faxed or scanned and emailed to recipients.
- 3. Order of data** – Information stored manually can be misplaced and get out of order. Files can be placed in the wrong cabinet personnel can forget to return it to the Registrar. This can cause data to be lost or duplicated.
- 4. Complexity** – Electronic filing systems are more complex than manual filing systems, making it difficult to train staff to access and manipulate the data. Additionally, database in an electronic filing system is more difficult to manipulate and would require staff to have technical training. Errors by users of the system can lead to unplanned alterations or loss of data.

5. Access time – Accessing information in the manual filing system is time consuming as personnel would have to sort through the documents before retrieving the information. Using the manual system would be time consuming as it could take hours to find certain information. In some cases, information would have to be retrieved from ‘closed files’.

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METHODS OF PROTECTING INTEGRITY OF FILES



There are different ways of protecting the integrity of files. According to Platsis (2018), the integrity of files can be protected by doing the following:

- 1. Backups:** This is one of the easiest ways of keeping a clean copy of data. A backup is a copy of data from your database that can be used to reconstruct that data. Backups can be divided into physical backups and logical backups. Physical backups are backup of the physical files used in storing and recovering your database, such as data files, control files, and archived redo logs.

- 2. Maintenance:** It is always a good idea to ensure your storage media is acting as it should as it helps to ensure that your computer is running smoothly. A computer which is left untreated can accumulate dust and debris, which may result in slow performance.
- 3. Audit:** This helps to form an opinion on the information in the financial report taken as a whole, and not to identify all possible irregularities. The evaluation of obtained evidence determines if the information systems are safeguarding assets, maintaining data integrity, and operating effectively to achieve the organization's goals or objectives.
- 4. Time stamping:** This refers to the use of an electronic timestamps to provide a temporal order among a set of events. Time stamping techniques are used in a variety of computing fields, from network management and computer security to concurrency control.
- 5. Limit Access:** Yes, it's ridiculously simple. If users can't access it, they can't monkey with it. This includes limiting physical access. It could be because of your computer, the Internet Service Provider (ISP) or other network issues. This problem can occur either in wired or wireless connections.
- 6. Digital Signatures:** It helps with verifying the authenticity of digital messages or documents and work by proving that a digital message or document was not modified—intentionally or unintentionally—from the time it was signed.

7. **Cyclic Redundancy Checks:** This is a technique used to detect errors in digital data. As a type of checksum, the CRC produces a fixed-length data set based on the build of a file or larger data set.
8. **Salting:** This is a form of password encryption that involves appending a password to a given username and then hashing the new string of characters.
9. **Block chain:** This is most simply defined as a decentralized, distributed ledger that records the provenance of a digital asset.

METHODS OF FILE SECURITY



This is a feature of your file system which controls which users can access which files, and places limitations on what users can do to various files in your computer. Different ways to keep files safe involves: regularly backup of files; use of an external hard drive, storing files in the cloud; having control access to files and encrypting the hard drive. It is very important for us to keep our files safe because there are also effects of insecurity. Computers users and experts often consider loss of data permanently destroyed with no hope of recovery. This is why we as users must always try our best to secure our files and use the proper methods.

BIBLIOGRAPHY

Hamel, G. (2018). *Advantages and disadvantages of traditional file organization*. <https://small-business.chron.com/advantages-disadvantages-traditional-file-organization-41400.html>

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APPENDIX

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