

Document Tracking System

By Group: MumMumKokKok

Name List

1. 6631502009 Thanyaporn Subna
2. 6631502012 Pottharut Ajchariyapradit
3. 6631502015 Natticha Sukhawat
4. 6631502023 Arkar Pyae Phyo
5. 6631502028 Swan Htet
6. 6631502034 Patteera Muntawee
7. 6631502044 Wachiraya Sitthikasemkit
8. 6631502055 Aung Myint Myat

Secretary Part

Prototype: <https://www.figma.com/proto/bHzDcgfHD5u5jOTJuEDFvJ/Tracking-Project?node-id=515-10560&t=DJwymHPXKfObTJeF-1&scaling=scale-down-width&content-scaling=fixed&page-id=0%3A1&starting-point-node-id=329%3A7200>

Image 1: Sign-in for Mae Fah Luang University's Document Tracking System.

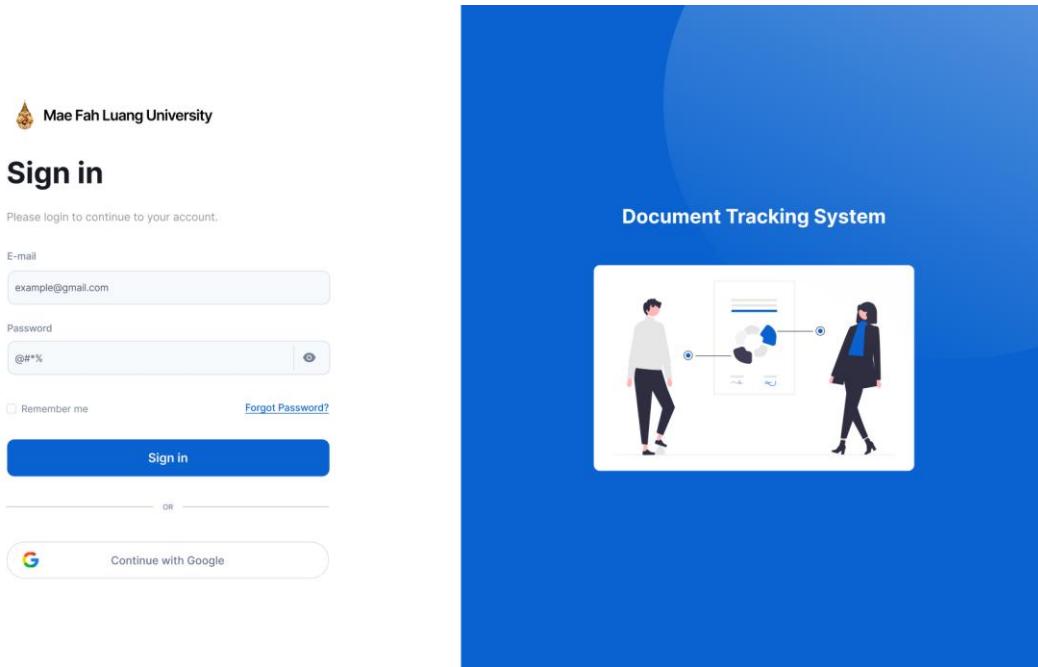


Image 2: Project Management Overview - Displays all project statuses.

The screenshot shows the Project Management Overview page for user Leslie Alexander. The left sidebar includes links for Overview, Project, Messages, Report, Document, and Settings. The main area has a search bar and a 'Find project' input field. A navigation bar at the top allows filtering by All, Pending, Ongoing, In review, Completed, and Overdue. The main content displays a table of projects, each with a progress indicator (Pending, Ongoing, Completed, In review, Overdue) and the project owner (Floyd Miles). On the right side, there is a 'Notifications' section listing recent activity and a 'Contacts' section listing user profiles.

Project	Progress	Project Owner
Cybersecurity Awareness for High School Students	Pending	Floyd Miles
Cybersecurity Awareness for High School Students	Ongoing	Floyd Miles
Cybersecurity Awareness for High School Students	Ongoing	Floyd Miles
Cybersecurity Awareness for High School Students	Ongoing	Floyd Miles
Cybersecurity Awareness for High School Students	Ongoing	Floyd Miles
Cybersecurity Awareness for High School Students	Completed	Floyd Miles
Cybersecurity Awareness for High School Students	Ongoing	Floyd Miles
Cybersecurity Awareness for High School Students	Ongoing	Floyd Miles
Cybersecurity Awareness for High School Students	Ongoing	Floyd Miles
Cybersecurity Awareness for High School Students	Ongoing	Floyd Miles
Cybersecurity Awareness for High School Students	Overdue	Floyd Miles
Cybersecurity Awareness for High School Students	Completed	Floyd Miles
Cybersecurity Awareness for High School Students	Ongoing	Floyd Miles
Cybersecurity Awareness for High School Students	In review	Floyd Miles
Cybersecurity Awareness for High School Students	Ongoing	Floyd Miles
Cybersecurity Awareness for High School Students	Completed	Floyd Miles

Image 3: Project Overview - Filtered to show Pending projects.

The screenshot shows the Project Overview page for user Leslie Alexander, specifically filtered to show Pending projects. The left sidebar and main interface are identical to Image 2. The navigation bar at the top shows the 'Pending' filter is selected. The main content displays a table of projects, all of which are currently Pending. The right side features a 'Notifications' section and a 'Contacts' section.

Project	Progress	Urgency	Project Owner
Cybersecurity Awareness for High School Students	Pending	Urgent	Floyd Miles
Cybersecurity Awareness for High School Students	Pending	Minor	Floyd Miles
Cybersecurity Awareness for High School Students	Pending	Minor	Floyd Miles
Cybersecurity Awareness for High School Students	Pending	Urgent	Floyd Miles

Image 4: Project Overview - Filtered to show Ongoing projects.

The screenshot shows a project management interface with a sidebar on the left containing navigation links: Overview, Project, Messages, Report, Document, and Settings. The main area is titled 'Overview' and features a search bar labeled 'Find project'. Below the search bar is a filter bar with buttons for All, Pending, Ongoing (which is highlighted in blue), In review, Completed, and Overdue. A table lists five projects under the heading 'Projects'. Each project row includes a thumbnail, the project name ('Cybersecurity Awareness for High School Students'), a progress indicator (blue circle with a dot), the status ('Ongoing'), urgency ('Urgent'), and the project owner ('Floyd Miles'). To the right of the table is a 'Notifications' section listing recent activity: 'You approved a project. Just now', 'New project registered. 59 minutes ago', 'You approved a project. 12 hours ago', and 'New project registered. Today, 11:59 AM'. Below the notifications is a 'Contacts' section with a list of names and profile icons: Natali Craig, Drew Cano, Andi Lane, Koray Okumus, Kate Morrison, and Melody Macy. At the bottom left is a red 'Log Out' button.

Image 5: Project Overview - Filtered to show projects In review.

This screenshot is identical to Image 4, except the 'In review' filter is selected in the filter bar instead of 'Ongoing'. The table now displays only one project: 'Cybersecurity Awareness for High School Students' (Status: In review, Urgency: Urgent, Owner: Floyd Miles). The rest of the interface, including the sidebar, notifications, and contacts list, remains the same.

Image 6: Project Overview - Filtered to show Completed projects.

The screenshot shows the Project Overview page with the following interface elements:

- User Profile:** Leslie Alexander, Syncing up
- Search Bar:** Find project
- Overview Filter:** All, Pending, Ongoing, In review, Completed (selected), Overdue
- Projects Table:**

Project	Progress	Project Owner
Cybersecurity Awareness for High School Students (2)	Completed	Floyd Miles
Cybersecurity Awareness for High School Students (2)	Completed	Floyd Miles
Cybersecurity Awareness for High School Students (2)	Completed	Floyd Miles
- Sort by:** Sort by (dropdown)
- Notifications:**
 - You approved a project. Just now
 - New project registered. 59 minutes ago
 - You approved a project. 12 hours ago
 - New project registered. Today, 11:59 AM
- Contacts:**
 - Natali Craig
 - Drew Cano
 - Andi Lane
 - Koray Okumus
 - Kate Morrison
 - Melody Macy
- Log Out:** Red button at the bottom left

Image 7: Project Overview - Filtered to show Overdue projects.

The screenshot shows the Project Overview page with the following interface elements:

- User Profile:** Leslie Alexander, Syncing up
- Search Bar:** Find project
- Overview Filter:** All, Pending, Ongoing, In review, Completed, Overdue (selected, 1)
- Projects Table:**

Project	Progress	Project Owner
Cybersecurity Awareness for High School Students (2)	Overdue	Floyd Miles
- Sort by:** Sort by (dropdown)
- Notifications:**
 - You approved a project. Just now
 - New project registered. 59 minutes ago
 - You approved a project. 12 hours ago
 - New project registered. Today, 11:59 AM
- Contacts:**
 - Natali Craig
 - Drew Cano
 - Andi Lane
 - Koray Okumus
 - Kate Morrison
 - Melody Macy
- Log Out:** Red button at the bottom left

Image 8: Direct messages: allows discussing documents, approvals, revisions, or any other project-related information directly.

The screenshot shows the 'Messages' section of a software application. On the left, a sidebar menu includes 'Overview', 'Project', 'Messages' (which is selected and highlighted in grey), 'Report', 'Document', and 'Settings'. Below the sidebar is a red 'Log Out' button. The main area is titled 'Messages' and features a search bar labeled 'Search Name'. A list of messages from 'Ronald Richards' (Instructor) is shown, all timestamped '1 m Ago'. The messages contain placeholder text: 'Lorem ipsum dolor sit amet consectetur adipiscing elit.', 'Lorem ipsum dolor sit amet consectetur adipiscing elit. Ut et massa mi. Aliquam in hendrerit urna.', and 'Lorem ipsum dolor sit amet consectetur adipiscing elit Ut et.'. On the right side of the message list, there are two blue message bubbles containing placeholder text: 'Lorem ipsum dolor sit amet consectetur adipiscing elit Ut et massa mi.' and 'Lorem ipsum dolor sit amet consectetur adipiscing elit Ut et.'. Above the message list, a status bar indicates 'Ronald Richards' is online. At the bottom right of the message area are icons for a camera and a phone.

Image 9: Report - Lists projects requiring revision.

The screenshot shows the 'Report' section of the application. The left sidebar includes 'Overview', 'Project', 'Messages', 'Report' (selected and highlighted in grey), 'Document', and 'Settings', with a red 'Log Out' button at the bottom. The main content area has a search bar labeled 'Find project' and a 'Sort by' dropdown set to 'All'. A table lists three projects under the 'Report' section, each with a progress indicator (a circle divided into two halves) and a 'Request Revision' button. The columns are 'Projects', 'Progress', 'Duration', and 'Project Owner'. To the right of the table, a 'Notifications' sidebar shows recent activity: 'You approved a project. Just now', 'New project registered. 59 minutes ago', 'You approved a project. 12 hours ago', and 'New project registered. Today, 11:59 AM'. Below the notifications is a 'Contacts' sidebar listing users: Natali Craig, Drew Cano, Andi Lane, Koray Okumus, Kate Morrison, and Melody Macy, each with a small profile icon.

Projects	Progress	Duration	Project Owner	
Cybersecurity Awareness for High School Students	○ 2	Request Revision	1 day	Floyd Miles
Cybersecurity Awareness for High School Students	○ 2	Request Revision	1 day	Floyd Miles
Cybersecurity Awareness for High School Students	○ 2	Request Revision	1 day	Floyd Miles

Image 10: Document Management - Shows project-related files.

The screenshot shows a user interface for document management. At the top, there's a navigation bar with a search bar labeled "Find project" and a "Search" button. On the left, a sidebar menu includes "Overview", "Project", "Messages", "Report", "Document" (which is selected and highlighted in grey), and "Settings". A status message "Syncing up" is displayed above the sidebar. The main content area has a header "Overview" with filters "All 15" and "Unread". Below this is a table titled "Documents" with columns "Documents", "Word Version", and "Convert". The table lists three items:

Documents	Word Version	Convert
3D Game Development (3)	2013 Word	Microsoft 365
Cybersecurity Awareness (2)	2016 Word	Microsoft 365
Computer Base Control (6)	2019 Word	Microsoft 365

To the right of the table is a "Sort by" dropdown. On the far right, there's a "Notifications" section listing recent activity:

- You approved a project. Just now
- New project registered. 59 minutes ago
- You approved a project. 12 hours ago
- New project registered. Today, 11:59 AM

Below the notifications is a "Contacts" section listing several users with their names and profile icons:

- Natali Craig
- Drew Cano
- Andi Lane
- Koray Okumus
- Kate Morrison
- Melody Macy

At the bottom left is a red "Log Out" button.

Image 11: User Settings - Manages personal account information.

The screenshot shows a user settings page. At the top, there's a navigation bar with a search bar labeled "Setting" and a "Search" button. On the left, a sidebar menu includes "Overview", "Project", "Messages", "Report", "Document", and "Settings" (which is selected and highlighted in grey). A status message "Syncing up" is displayed above the sidebar. The main content area has a header "Setting" with a "Share" button and a "Edit" icon.

The main area displays personal information for a user named "Leslie Alexander" with the email "elementary221b@gmail.com". It includes fields for "Full Name" (Leslie Alexander), "Email Address" (elementary221b@gmail.com), "Phone Number" (+44 (123) 456-9878), and "Account Type" (Secretary).

Below this is a "Change Avatar" section with a placeholder image of Leslie Alexander and a file upload area:

Click Here to upload your file or drag.
Supported Format: SVG, JPG, PNG (10mb each)

At the bottom, there are sections for "Notifications" (with a note about receiving reports) and "Reports" (with a checkbox for "Enable reports notifications").

At the very bottom left is a red "Log Out" button.

Image 12: Project Information: Basic details of the project.

The screenshot shows the 'Project Information' section for the 'Cybersecurity Awareness for High School Students' project. The project is listed as 'Approved'. The basic details include:

- Data Entry Date:** 2023-01-28
- Project Name:** Cybersecurity Awareness for High School Students
- Implementation Status:** Completed
- Implementation Month (Plan):** March
- Actual Start / End Date:** 2023-01-28 - 2023-02-10
- Number of Actual Implementation Days:** 14
- Project Type:** Revenue Generated
- Sub-Activities:** Round 1
- Revenue (if any):** -
- Expenses (if any):** -
- Satisfaction:** 4
- Service Field:** Education
- Attach Document (if cancel):** No File Attached

Image 13: Committee: Details of the project team and attached files.

The screenshot shows the 'Committee Information' section for the same project. The committee details include:

- Name:** Jacob Jones
- Employee ID:** FA10022
- Academic Position:** Associate Professor
- Role:** Project Lead
- Conducted By:**
 - Self-Implemented
 - External Organization
- Working Hours:** 5 hours
- Implementing Agency:** School of Applied Digital Technology
- External Organization Name:** National AI Ethics Council
- Attach Invitation Letter with Schedule:** Document.jpg (Yesterday • 80 KB of 120 KB)

Image 14: Participants: Number and types of people involved.

The screenshot shows a user interface for managing projects. On the left, a sidebar for 'Leslie Alexander' displays navigation options: Overview, Project (selected), Messages, Report, Document, and Settings. Below this is a 'Log Out' button. The main area is titled 'All Projects' and lists several projects under 'Cybersecurity Awareness for High School Students' by Brooklyn Simmons. The projects include:

- Community Health Awareness: Nutrition & Exercise (Pending 1)
- Cybersecurity Awareness for High School Students (Ongoing 9)
- Keyword Research Revolution
- International SEO Strategy
- YouTube SEO Campaign
- SEO Content Strategy
- Mobile SEO Strategy
- High-quality Link Building
- Local SEO Campaign

On the right, the 'Participant Information' tab is selected for the 'Cybersecurity Awareness for High School Students' project. It shows the following details:

Participants Information

Total Participants	Online	Onsite	Hybrid
25	5	7	

Below the table, dropdown menus allow filtering participants by role: Student, Teacher, Government Officers, Professionals, and General Public.

Image 14: Example Image Overlay: Official announcement.

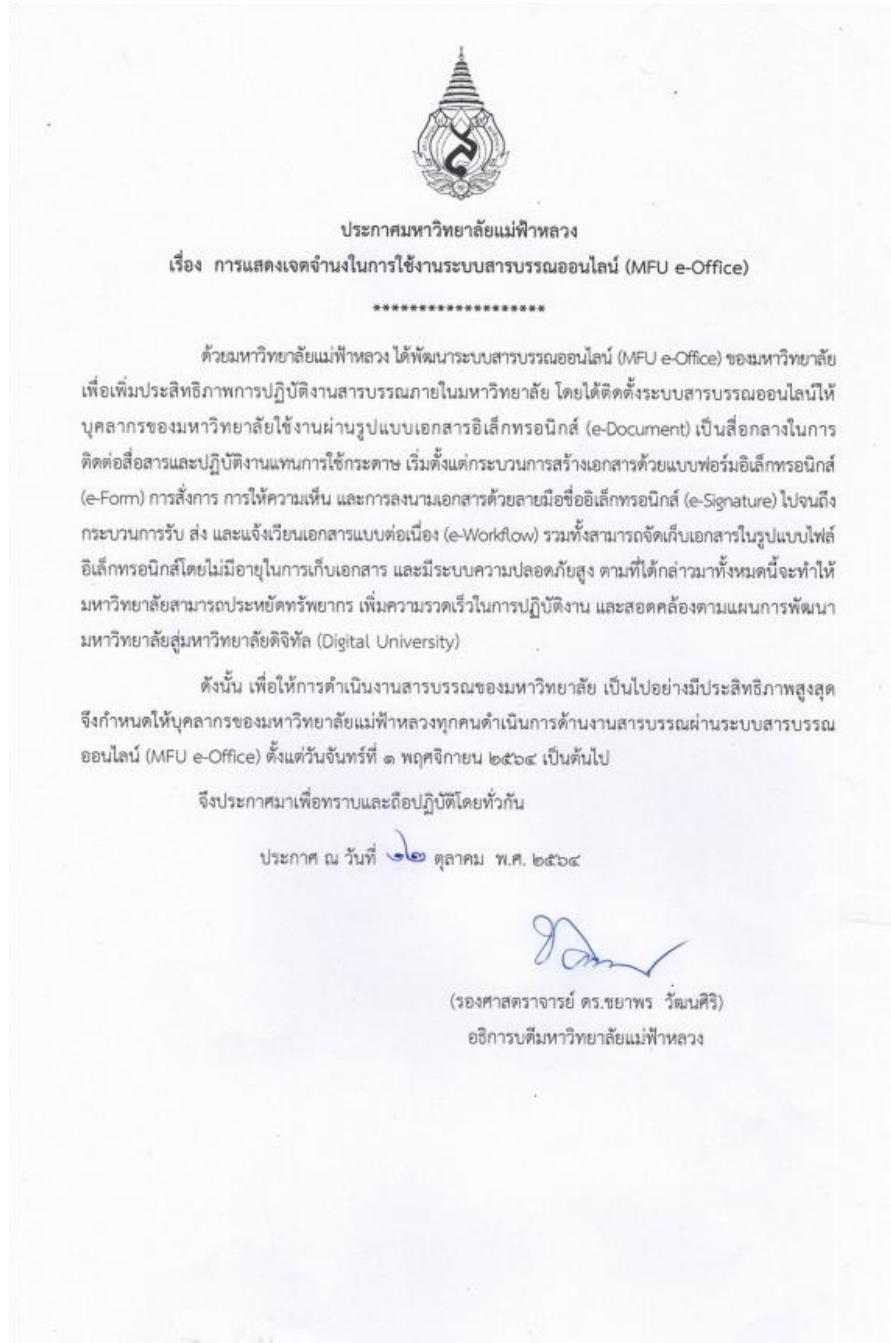


Image 15: Confirm Conversion: Asks to confirm the conversion of project data.

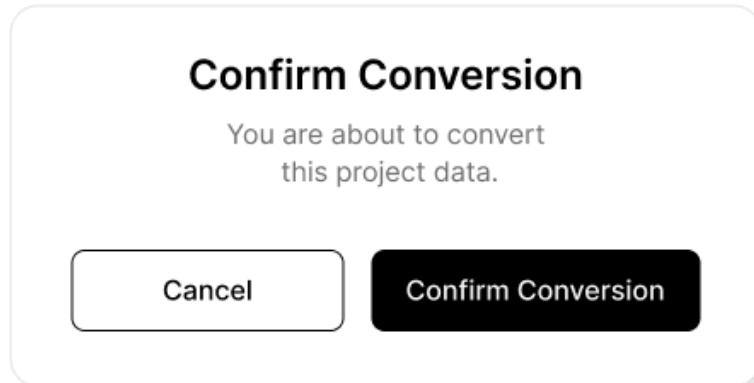


Image 16: Confirm Approval: Asks to confirm the approval of a submission.

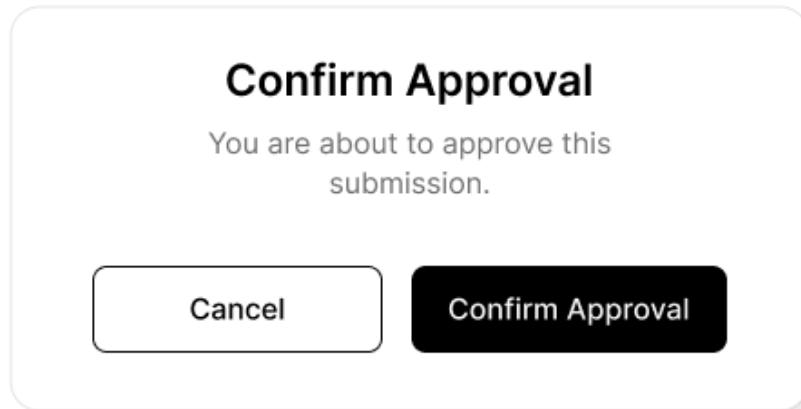
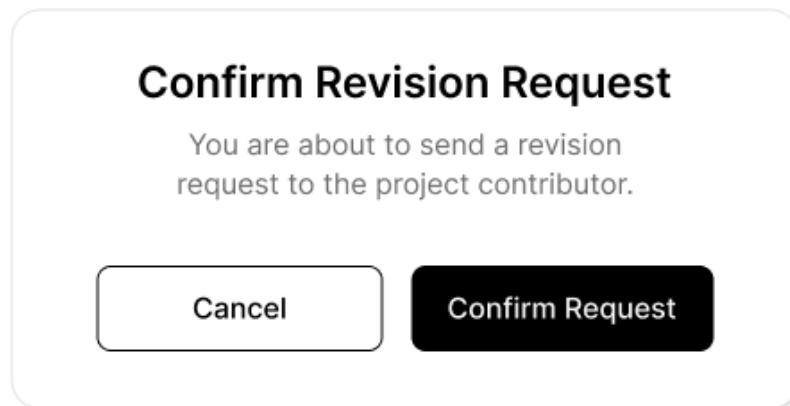


Image 17: Confirm Revision Request: Asks to confirm sending a revision request.



Instructor Part

Prototype: <https://www.figma.com/proto/bHzDcgfHD5u5jOTJuEDFvJ/Tracking-Project?node-id=111-1321&p=f&t=rEaFR8V96h8xdeZO-1&scaling=scale-down-width&content-scaling=fixed&page-id=6%3A3005&starting-point-node-id=357%3A5994>

Image 1: Sign in: Login page for Mae Fah Luang University's Document Tracking System

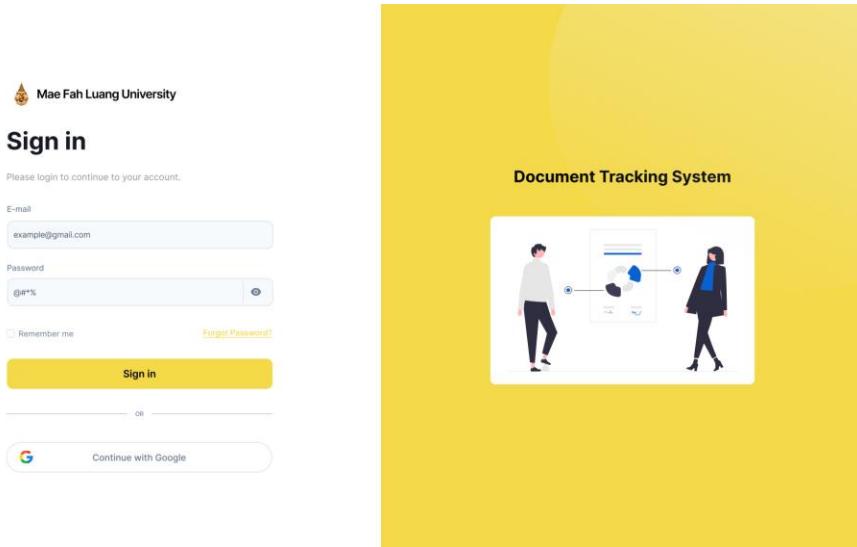


Image 2: Dashboard: Dashboard showing project statistics, progress overview, and today's activity schedule.

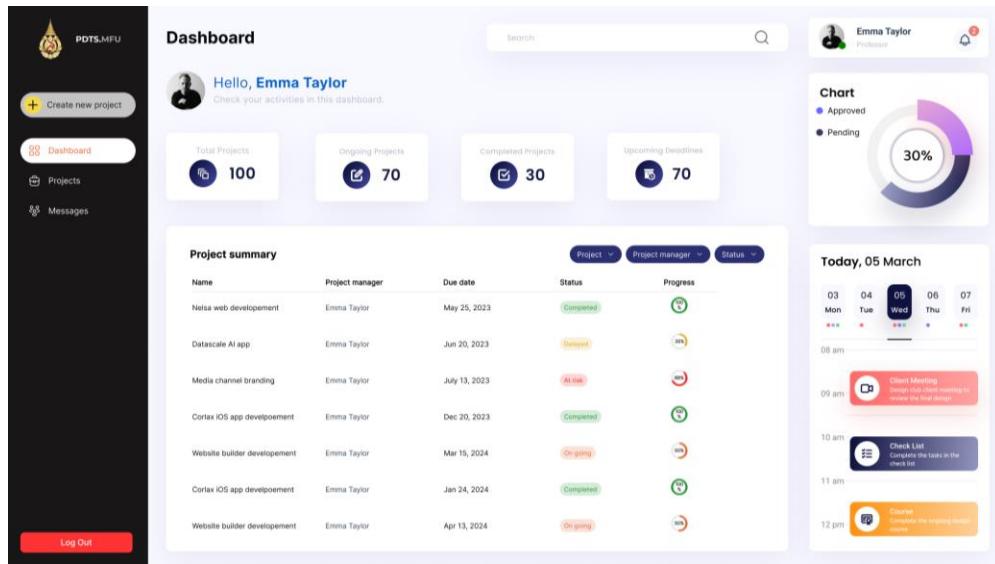
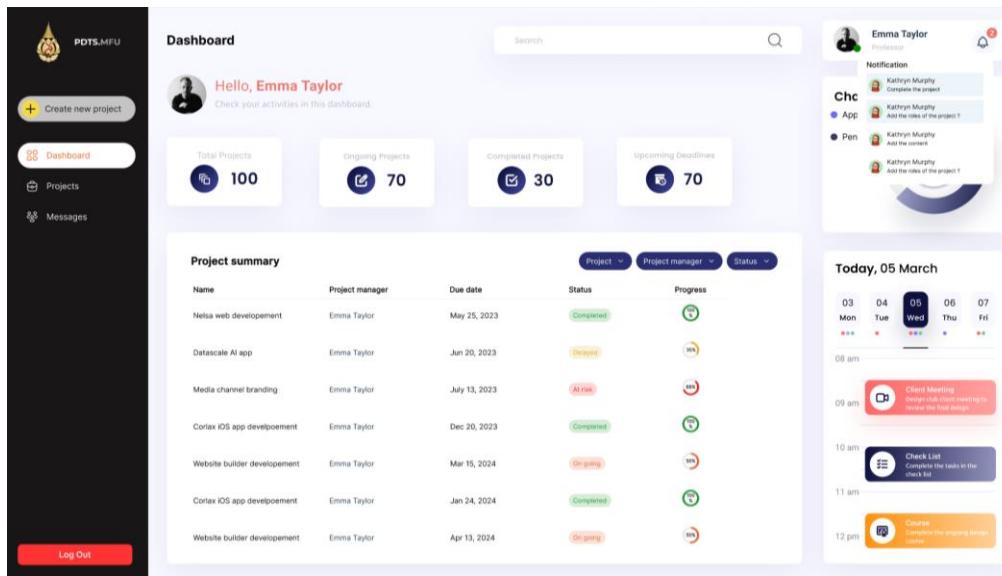


Image 3: Notification Pop up: Shows a drop-down notification where Kathryn Murphy, Secretary, reminds users to complete projects and update roles and content.





Notification

-  Kathryn Murphy
Complete the project
-  Kathryn Murphy
Add the roles of the project ?
-  Kathryn Murphy
Add the content
-  Kathryn Murphy
Add the roles of the project ?

Image 4: Project: Page listing all projects with statuses such as Completed, Ongoing, and At Risk.

The screenshot shows the 'All Projects' page of a software application. The top navigation bar includes a logo, the text 'POTS.MFU', and a 'Create new project' button. On the left, a sidebar lists 'Dashboard', 'Projects' (which is currently selected and highlighted in orange), and 'Messages'. The main content area has a header 'All Projects' with sub-links 'List Project', 'Revision', and 'Draft'. Below this is a search bar labeled 'Search'. A table titled 'List Project' displays eight rows of project data. The columns are: Name, Project manager, Due date, Status, Progress, and Actions. The 'Actions' column contains icons for each row. The 'Status' column uses color-coded circles to indicate project status: green for 'Completed', yellow for 'Delayed', red for 'At risk', and orange for 'On going'. The 'Progress' column shows a progress bar with a percentage value. At the bottom of the table, there is a note '02 sociétés' and a page navigation bar with numbers 1 through 10.

Name	Project manager	Due date	Status	Progress	Actions
Nelsa web developement	Emma Taylor	May 25, 2023	Completed	100%	
DataScale AI app	Emma Taylor	Jun 20, 2023	Delayed	95%	
Media channel branding	Emma Taylor	July 13, 2023	At risk	80%	
Corlax iOS app development	Emma Taylor	Dec 20, 2023	Completed	100%	
Website builder development	Emma Taylor	Mar 15, 2024	On going	70%	
Corlax iOS app development	Emma Taylor	Apr 13, 2024	On going	60%	
Corlax iOS app development	Emma Taylor	May 10, 2024	Completed	100%	

Image 5: Project information: Form to enter new project details

The screenshot shows the 'Add New Project' interface. On the left sidebar, there are links for 'Dashboard', 'Projects' (which is highlighted in red), and 'Messages'. The main content area has a header 'Add New Project' and tabs for 'Project information', 'Committee information', and 'Participants information'. The 'Project information' tab is active. It contains fields for 'Data Entry Date' (set to 2023-01-28), 'Project Name' (Health Literacy), 'Implementation Status' (Response), 'Project Type' (Response), 'Sub-Activities' (Response), 'Attach Document (if cancel)' (Upload Files), 'Timeline' (Implementation Month (Plan) set to Response), 'Actual Start / End Date' (2023-01-28 - 2023-02-10), 'Number of Actual Implementation Days' (14), 'Finance' (Revenue (if any) and Expenses (if any) both empty), 'Satisfaction' (Response), and 'Service Field' (Response). A 'Log Out' button is at the bottom left.

Image 6: Committee information: Form to fill in committee details

The screenshot shows the 'Add New Project' interface with the 'Committee information' tab selected. The left sidebar remains the same. The main content area has tabs for 'Project Information', 'Committee information' (which is active and highlighted in red), and 'Participants information'. The 'Committee information' tab contains fields for 'Name' (empty), 'Employee ID' (empty), 'Academic Position' (Response), 'Role' (Response), 'Conducted By' (radio buttons for 'Self-implemented' and 'External Organization'), 'Implementing Agency' (Choose Response), 'Working Hours' (5 hours), 'External Organization Name' (empty), and 'Attach Invitation Letter with Schedule' (Upload Files). At the bottom are 'Save as Draft' and 'Next' buttons. A 'Log Out' button is at the bottom left.

Image 7: Participants information: Form for specifying participant types and total numbers by Online, Onsite, and Hybrid modes.

The screenshot shows the 'Add New Project' interface. At the top, there are tabs for 'Project information', 'Committee information', and 'Participants information'. The 'Participants information' tab is active. Below it, there's a section titled 'Participants Information' with dropdown menus for 'Student', 'Teacher', 'Government Officers', 'Professionals', and 'General Public'. To the right, a table titled 'Total Participants' shows the breakdown: 25 Online, 5 Onsite, and 7 Hybrid. At the bottom are 'Save as Draft' and 'Save' buttons.

Image 8: Revision: Page showing a list of projects marked for revision.

The screenshot shows the 'All Projects' page. The 'Revision' tab is selected. A table lists projects with their names, project managers, due dates, and status (all marked as 'Revision'). The table includes columns for Name, Project manager, Due date, Status, and Action. The 'Action' column contains icons for each project. At the bottom, there's a search bar, a page number indicator (Showing 1 of 10), and navigation arrows.

Name	Project manager	Due date	Status	Action
EduSync	Emma Taylor	May 25, 2023	Revision	
UniSmart	Emma Taylor	Jun 20, 2023	Revision	
NextGen Campus	Emma Taylor	July 13, 2023	Revision	
Project ACADEMIA	Emma Taylor	Dec 20, 2023	Revision	
LearnLink	Emma Taylor	Mar 15, 2024	Revision	
Campus Core	Emma Taylor	Apr 13, 2024	Revision	
GreenVersity	Emma Taylor	May 10, 2024	Revision	

Image 9: Draft: Page showing a list of projects saved as drafts.

The screenshot shows a web application interface titled 'All Projects'. At the top, there's a navigation bar with 'All Projects > Draft'. Below it, there are tabs: 'List Project', 'Revision', and 'Draft', with 'Draft' being the active tab. A search bar labeled 'Search' is positioned above a table. The table has columns: 'Name', 'Project manager', 'Due date', 'Status', and 'Action'. There are seven rows of data, each representing a project named EduSync, UniSmart, NextGen Campus, Project ACADEMIA, LearnLink, Campus Core, and GreenVersity, all managed by Emma Taylor. The 'Status' column for all projects shows 'Draft'. The 'Action' column contains icons for edit and delete. At the bottom of the table, there's a pagination control showing 'Showing 1 - 10 of 10' and a set of numbered buttons from 1 to 10.

Image 10: Edit Project information: Page for editing existing project details.

The screenshot shows a web application interface titled 'Edit Project'. At the top, there's a navigation bar with 'Project > Edit Project'. Below it, there are three tabs: 'Project information', 'Committee information', and 'Participants information', with 'Project information' being the active tab. The main area is divided into several sections: 'Project information' (Data Entry Date: 2023-01-28, Project Name: Health Literacy, Implementation Status: Response), 'Timeline' (Implementation Month (Plan): Response, Actual Start / End Date: 2023-01-28 - 2023-02-10, Number of Actual Implementation Days: 14), 'Project Type' (Response), 'Sub-Activities' (Response), 'Attach Document (if cancel)' (Upload Files), 'Finance' (Revenue (if any): -, Expenses (if any): -), 'Satisfaction' (Response), and 'Service Field' (Response). A red 'Log Out' button is located at the bottom left of the sidebar.

Image 11: Edit Committee information: Page for editing committee information of an existing project.

The screenshot shows the 'Edit Project' interface. On the left is a dark sidebar with icons for Dashboard, Projects (highlighted in orange), and Messages. The main area has a header 'Project > Edit Project' and tabs for 'Project information', 'Committee information' (which is active and highlighted in blue), and 'Participants information'. The 'Committee information' section contains fields for Name, Employee ID, Academic Position, Role, Conducted By (radio buttons for 'Self-implemented' and 'External Organization'), Implementing Agency, Working Hours, External Organization Name, and an 'Attach Invitation Letter with Schedule' section with an 'Upload Files' button. At the bottom are 'Save as Draft' and 'Next' buttons.

Image 12: Edit Participants information: Page for editing participant types and total counts for a project.

The screenshot shows the 'Edit Project' interface with the 'Participants information' tab selected. The sidebar and header are identical to Image 11. The 'Participants Information' section includes dropdown menus for Student, Teacher, Government Officers, Professionals, and General Public. To the right is a 'Total Participants' summary table with columns for Online, Onsite, and Hybrid counts. The table shows values: Online (25), Onsite (5), and Hybrid (7). At the bottom are 'Save as Draft' and a large blue 'Save' button.

Total Participants		
Online	Onsite	Hybrid
25	5	7

Image 13: Message: Messaging screen showing a conversation between the professor and secretary regarding incomplete participant data.

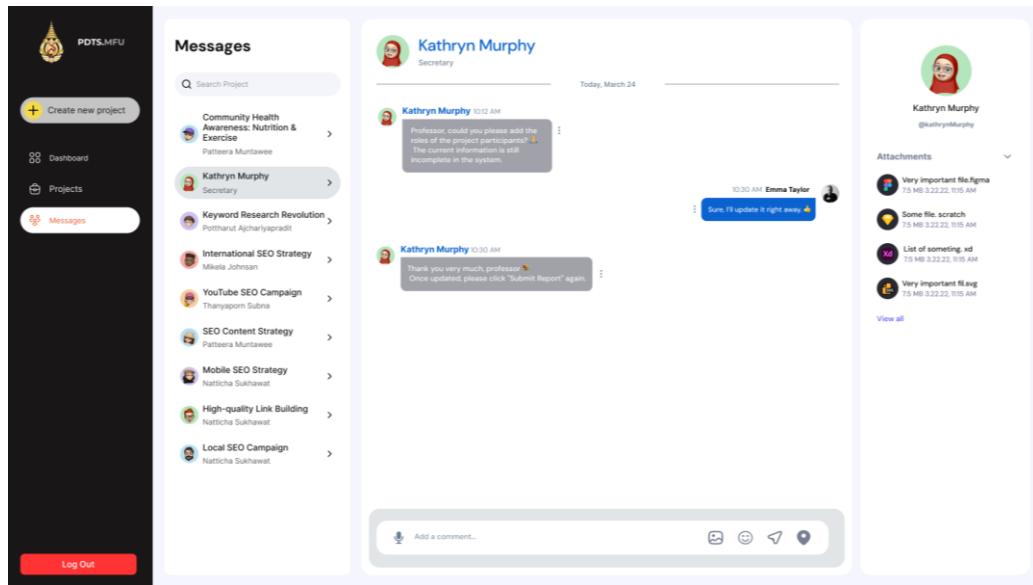


Image 14: Upload files: Page for uploading files and Displaying files after successful upload.

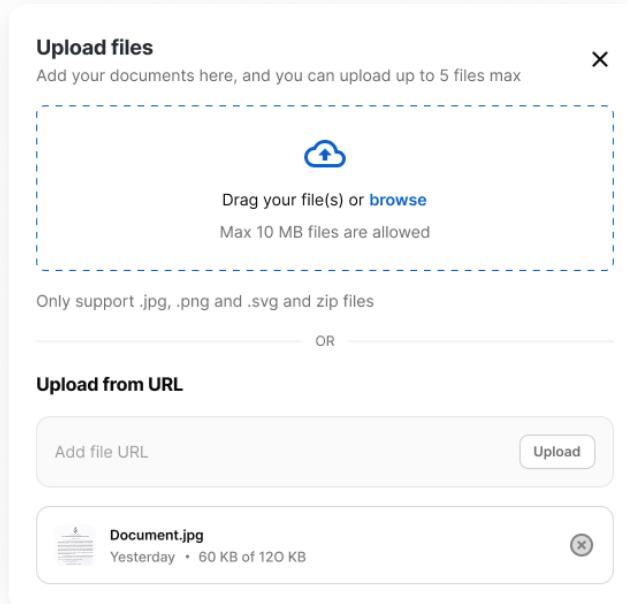


Image 15: Save Pop up: Confirmation popup for saving the project information.

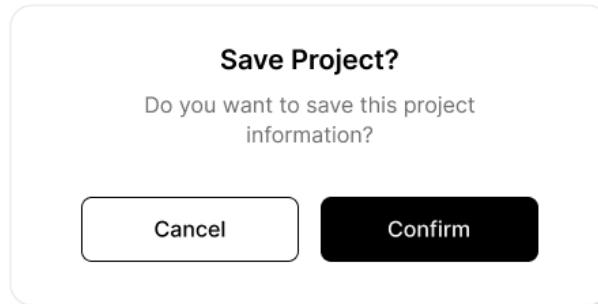


Image 16: Edit Pop up: Confirmation popup for updating existing project information.

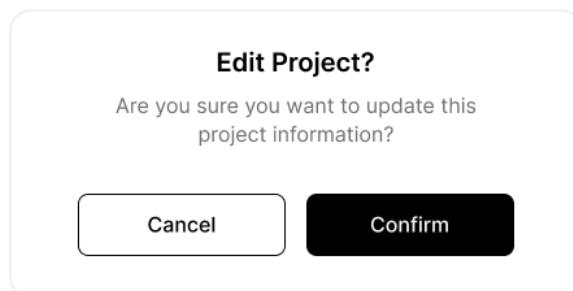


Image 17: Delete Pop up: Confirmation popup for deleting a project.

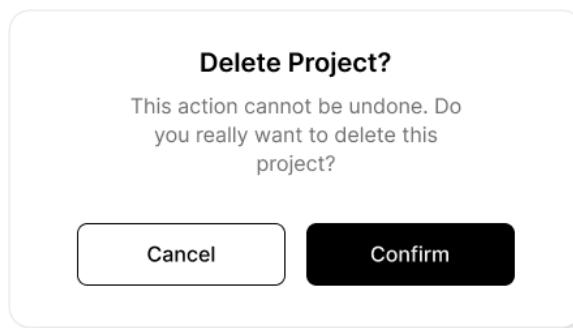


Image 18: Draft Pop up: Confirmation popup for saving a project as a draft.

