# APPROVAL SHEET

This capstone project proposal titled: **Document Tracking System with Sent Messages (SMS) Notification** prepared and submitted by **Nurullajie S. Abdullah**, **Zarah Mae G. Bagundang**, **Sitty Nor-Shaina D. Daud**, and **Nicole Haylynn G. Mancao**, in partial fulfillment of the requirements for the degree of Bachelor of Science in Information Technology, has been examined and is recommended for acceptance and approval.

**Mr. Junaidin Kamid**

Capstone Project Adviser

Accepted and approved by the Capstone Project Review Panel

in partial fulfillment of the requirements for the degree of

Bachelor of Science in Information Technology

|  |  |
| --- | --- |
| <Panelists' Given Name MI. Family Name> | <Panelists' Given Name MI. Family Name> |
| **Panel Member** | **Panel Member** |

<Panelists' Given Name MI. Family Name>

**Lead Panelist**

**Noted:**

|  |  |
| --- | --- |
| Norhamin K. Salim | Noria A. Ali, MIT |
| **Capstone Project Coordinator** | **Program Head** |

October 28, 2021

**STI COLLEGE COTABATO**

**A. Dorotheo St., Cotabato City**

**Consultation / Progress Report**

**(With Adviser)**

Name of Student: Program: **BSIT**

1. Abdullah, Nurullajie S.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Bagundang, Zarahh Mae G.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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4. Mancao, Nicole Haylynn G.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Adviser: Junaidin A. Kamid\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date/Time: June 20, 2021/2:00-3:00 PM

Project Title: Document Tracking System with SMS Notification

Presentation / Documentation

* System checking

Revisions on the System

* Remove the option for *remember me* in login form
* Must have an inbox for notification
* All files opened by the user must be visible in recent documents or activity history
* Recent document must have a remove option
* Remove the create tags
* Must have an archiving to hide the document

Follow Up Consultation on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adviser’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**A. Dorotheo St., Cotabato City**

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4. Mancao, Nicole Haylynn G.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Adviser: Junaidin A. Kamid\_\_\_\_\_\_\_\_ Date/Time: August 16, 2021 / 11:30-1:00 PM

Project Title: Document Tracking System with SMS Notification

Presentation / Documentation

* System checking

Revisions on the System

* Login form - there must have three tries or countdown, change the email into username. Validation (weak or strong password) is required, and the appropriate system message is "Incorrect username and/or password”.
* Registration - must have file management, proper phone number format, and, if registered, message alerts are required.
* Dashboard **- t**he uploading of files have the capacity based on the database connection.
* Admin - must show the recent modified documents and add new button to add user; and admin should have new module for active status of an employees.
* Add a new document (label for special characters that allowed to be used), Date and time (must be automatic).
* Department (remove department, it must be automatic), Type of document (must have file management).

1. **Batch upload** (add new module of batch uploading for list of employees, and add new button for request approval).

Follow Up Consultation on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adviser’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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4. Mancao, Nicole Haylynn G.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Adviser: Junaidin A. Kamid\_\_\_\_\_\_\_\_\_\_\_\_ Date/Time: August 21, 2021 / 2:30-3:00 PM

Project Title: Document Tracking System with SMS Notification

Presentation / Documentation

* System evaluation

Revisions on the System

* Employee **-** file management to add new select department.
* Registration form (create a validation for password and confirm password, username, and phone number it must be 11 digits only, and when a form is incorrectly filled out, the other correct fill out should not be deleted.
* Dashboard - the user’s full name should be displayed in the user profile.
* Add new document - file management for type of document, validation for file name, and a message box for confirmation (such as “your file is saved as draft”) are all available in save as drafts.
* Admin- don’t put a hint in the login form after three attempts.
* Dashboard - put all modules required for a guide.
* Work on file management, validation, and proper setup.

Follow Up Consultation on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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4. Mancao, Nicole Haylynn G.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Adviser: Junaidin A. Kamid\_\_\_\_\_\_\_\_ Date/Time: August 25, 2021 / 10:00-11:00AM

Project Title: Document Tracking System with SMS Notification

Presentation / Documentation

* System checking

Revisions on the System

* In the login form, always use the appropriate message “Invalid username and/or password,” and after three attempts, the login button will automatically enable.
* In forgot password, if a user forgets their password, other than their phone number, they should have an alternative account for password retrieval.
* Employee’s registration (adjust the background, password validation, message box “successfully registered,” and connect the registration form in database. Employee can modify their own account).
* Admin (in user module, change the deletion action into status or active and inactive user).
* Admin can modify all employees.
* Add new document (In filename, when there is an existing file, the filename should not be duplicated).
* Create a new document subfield for drafts.
* Work on admin and employee’s modification account, validation, and operation/account setup.

Follow Up Consultation on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adviser’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STI COLLEGE COTABATO**

**A. Dorotheo St., Cotabato City**

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**(With Adviser)**

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4. Mancao, Nicole Haylynn G.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Adviser: Junaidin A. Kamid\_\_\_\_\_\_\_\_ Date/Time: August 29, 2021 / 9:30-10:00AM

Project Title: Document Tracking System with SMS Notification

Presentation / Documentation

* System checking

Revisions on the System

* Login form - username and password validation.
* Add new document - preview of the attached file is required.
* Drafts - In order to delete a file, the message button must be set to “Yes or No.” Change the upload file button to the sent button.
* Work on drafts and upload file.

Follow Up Consultation on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adviser’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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4. Mancao, Nicole Haylynn G.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Adviser: Junaidin A. Kamid\_\_\_\_\_\_\_\_ Date/Time: September 04, 2021 / 1:30-2:00PM

Project Title: Document Tracking System with SMS Notification

Presentation / Documentation

* System checking

Revisions on the System

**Admin**

* The administrator has the ability to create departments and user accounts (head department and employees).
* Head department can create or add users to their department and assign people or users such as the releasing officer.
* The releasing officer is in charge of releasing and receiving documents and can provide the information such as tracking numbers, receiver names and departments, and dates received.

**Employee**

* Employees are not permitted to send documents directly to other departments unless authorized by the releasing officer.
* Employees submit their documents to the releasing officer.
* Can create, save, and send documents but with restriction.

Follow Up Consultation on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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4. Mancao, Nicole Haylynn G.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Adviser: Junaidin A. Kamid\_\_\_\_\_\_\_\_ Date/Time: September 19, 2021 / 1:00-1:30PM

Project Title: Document Tracking System with SMS Notification

Presentation / Documentation

* System checking

Revisions on the System

* The batch upload must be in the user profile.
* The filter department, adding a new department, and creating a new user should all be separate forms.
* Create a new inquiry module for filter department.
* File management for add new department. Creation of new user that belongs to the specific department.
* In user setup, the admin will assign the department head then the department head will assign or add an employee to their respective department.

Follow Up Consultation on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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4. Mancao, Nicole Haylynn G.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Adviser: Junaidin A. Kamid\_\_\_\_\_\_\_\_ Date/Time: October 10, 2021/1:00-1:30PM

Project Title: Document Tracking System with SMS Notification

Presentation / Documentation

* System checking

Revisions on the System

**Department Head**

* The department head cannot create employee user if the user is not listed/found in batch upload or in user profile.
* There must be a search filter where department head can directly search the employee.
* Department head users must add its own document type.

Follow Up Consultation on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adviser’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_