

## CHAPTER I

### INTRODUCTION

#### 1.1 Rationale of the Study

DOCUTRACKER is a Web-based document tracking system that offers Davao Oriental State University (DORSU) a seamless tracking solution. This system has the potential to reduce time and effort spent locating documents, provide awareness of the whereabouts of documents, and guarantee efficient and secure tracking. Implementing a document tracking system like DOCUTRACKER can lead to improved efficiency, enhanced security, reduced errors and misplaced documents, better collaboration of routes that documents need to go through, and reduced cost (Q. Techopedia, n.d. 2019).

Please do not discuss directly here about docutrackers. Discuss some national issues or national issues or problems that may have arisen before you discuss the docutrackers.

Improper words!

Here is a related global study about document tracking, Publuu Interactive Online Flipbook. Publuu is a cloud-based platform for modern companies that enables them to produce, organize, and monitor all of their business documents in one location through Flipbook PDFs. It is one of the document tracking systems in real-time and enables you to share multiple trackable links for each recipient or group you wish to track. This is one of the useful things that differentiates Publuu from other document-tracking technologies on the market. (MD. Carolina Monntoya, 2023)

The Department of Social Welfare and Development Field Office V is implementing a web-based electronic document tracking management system to streamline document transactions. The system, which includes identifying, classifying, storing, securing, retrieving, tracking, and preserving documents, is designed to improve communication between clients and staff, enhance document tracking, and make



#### 1.4 Significance of the Study

The DOCUTRACKER system, which aims to develop a web-based platform document information management system for easy access and processing of documents, that is significant for providing easy way of document process with these beneficiaries:

**Users.** The users will benefit in using the DOCUTRACKER system since it provides a secure, seamless, and organized way of tracking of documents and it also reduced their time in processing of documents with the help of web platform DOCUTRACKER system.

**Faculties.** Selected faculty departments in Davao Oriental State University will benefit in using the DOCUTRACKER system hence, the processing of documents is all the same within faculties and it also eliminates the risk of misplacing or losing documents which is the most common drawback in the absence of document tracking.

**Admin.** The admin which is the one who keeps the records and history of tracked documents can benefit in using the DOCUTRACKER system as it offers a range of features that is designed to enhance the document-related processes and improve the overall functionality and the admin also ensures the processing of document will be done in designated time.

**Future Researchers.** The data collected about the document tracking system in DORSU can help the future researchers to understand on what document tracking is all about and, the future researchers can use the data about this system if they are willing to enhance the system based on what ideas they have in the future.

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*Add here the terminologies discussed on your title!*

## 1.7 Definition of Terms

### **User Interface/UI:**

is a visual system that permits communication between people and machines, computers, or other digital devices. It has interactive elements such as menus, forms, buttons, icons, and displays that make input, feedback, and navigation easier.

### **User Requirement/Specification:**

The user requirement document or user requirement specification is a document usually used in software engineering that specifies what the user expects the software to be able to do.

### **Data Collection/Gathering:**

is the process of gathering and measuring information on targeted variables in an established system, which then enables one to answer relevant questions and evaluate outcomes.

### **MySQL:**

MySQL is a relational database management system (RDBMS) that



### 1.5.2 Limitation

- This system will be implemented only at Davao Oriental State University main campus.
- The system only tracks selected documents, (Faculty Loading, Requested Subject, Endorsement Form).
- Only the selected users can use DOCUTRACKER, (Program Head, Dean Office, Academic VP, OP, Secretary).
- The system needs internet connection in order to be accessible.

### 1.6 Conceptual Framework

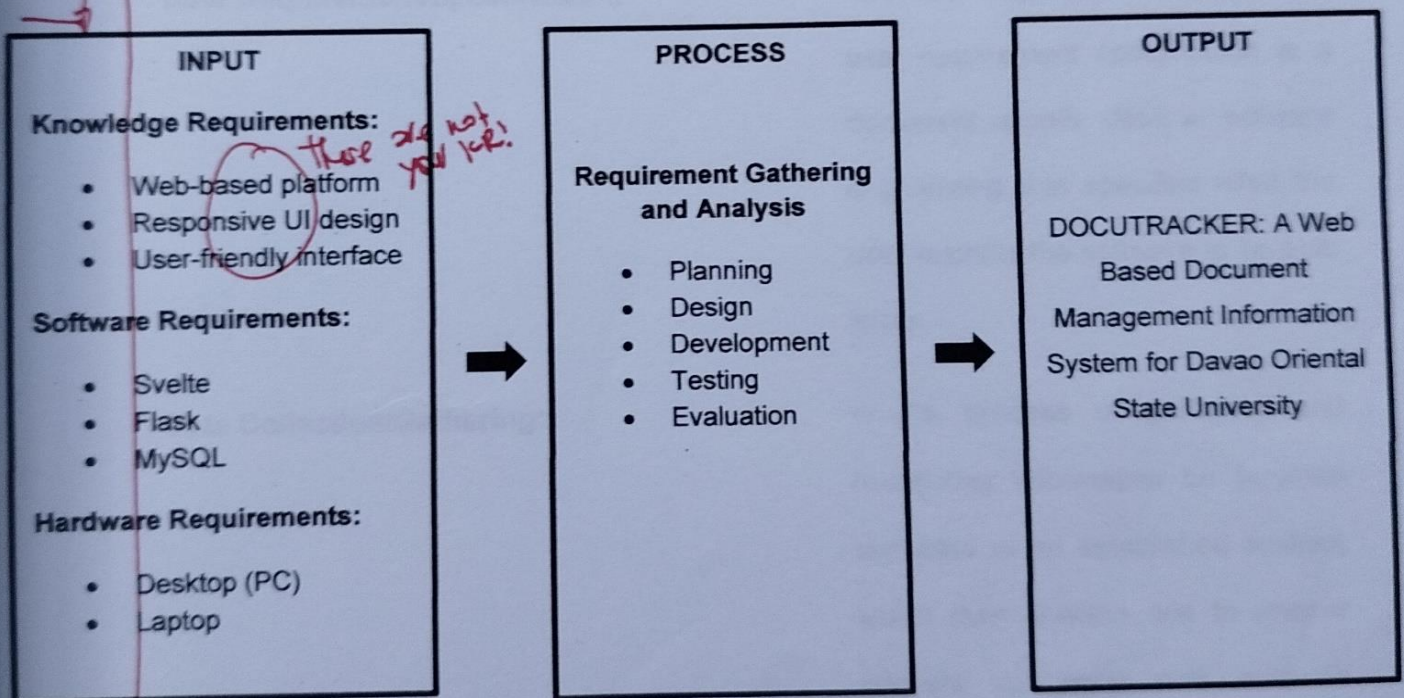


Figure 1.1: Conceptual Framework