



FINAL MANUSCRIPT APPROVAL (ROUTING SLIP)

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Capstone Project Title : Docutracker: A Web Based Document Management Information System for
Davao Oriental State University
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Comments/Suggestions	Action Taken (With Page Number)	Other Remarks
1. Re-design the system process flow in document tracking	Tracking process has been re-designed (See Chapter IV, Figure 4.2, Page 51)	
2. Include other person involved in document processing not only the secretary of the institute/office/unit.	Routes are now not only focusing to secretaries (See in Route Section at Chapter III, Table 3.10, Page 43 and Figure 3.11, Page 46)	
3. Demonstrate at least three document types that is being forwarded from & to (ex. Dean/VPAA/ OP)	Route Details are now added in the document details (See Chapter III, Figure 3.11, Page 46)	
4. There should be a mechanism to approved what user type/role should the user/s belongs.	Actions are now implemented where admin can choose a role for the user (See Chapter III, Figure 3.12, Page 47)	
5. If the program head is the uploader, it should be approved by itself	If the sender is first route, the document will automatically proceeds to the second route (See Approved Routes and User Profile at Chapter III, Figure 3.11, Page 46)	
6. Include a faculty account	Faculty is added in the signup page (See Chapter III, Table 3.10, Page 43)	
7. Include who is the Sender of the document in the document Registration Page	Sender's Designation and Name is now visible (See Chapter IV, Figure 4.1, Page 50)	

Republic of the Philippines

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