



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

TAGUIG BRANCH

General Santos Avenue, Bicutan Taguig City

REGISTRAR'S ONLINE DOCUMENT REQUEST AND APPROVAL SYSTEM

An Undergraduate Thesis
presented to the Faculty of
Polytechnic University of the Philippines – Taguig Branch

In Partial Fulfillment of the Requirements
for the Diploma in Information Communication Technology

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Chapter 1

PROJECT DEFINITION

1.1 Introduction

A document is a paper that is written, printed, or electronically saved that includes information on a certain matter. This is served as a proof of identification that a person or a subject holds accountability with. Documents are crucial requirements in any transactions made by a person to have an official record. It is an information carrier that contains written or drawn information for a particular purpose (Lownerts 1998). One example here are school documents. These are issued by a public or private school from primary to college that may have personal information of the student that includes their signature, grades, and certification of records they have inside the school.

When applying for some opportunities, certified documents are one of the requirements needed. And to be able to obtain a certified true copy of documents, requesting of it from the affiliated organization or institution is necessary. In Polytechnic University of the Philippines - Taguig Branch (PUP – Taguig Branch), manual requests of documents are observed. However, in this way of processing requested documents may take a lot of time to process and may result to inaccuracy of reports.

To be able to address and give solutions to the problem, the researchers proposed a system that will be able to give more efficient and effective ways of requesting documents to the university.



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1.2 Project Assumption

Project Name:

Registrar's Document Request and Approval System

Project Definition:

A web application which provides requesting of scholarly documents to students and alumni of PUP – Taguig Branch, manage the approval of requests made, monitor the accuracy of records, and generating of reports.

1.3 Background of the Organization

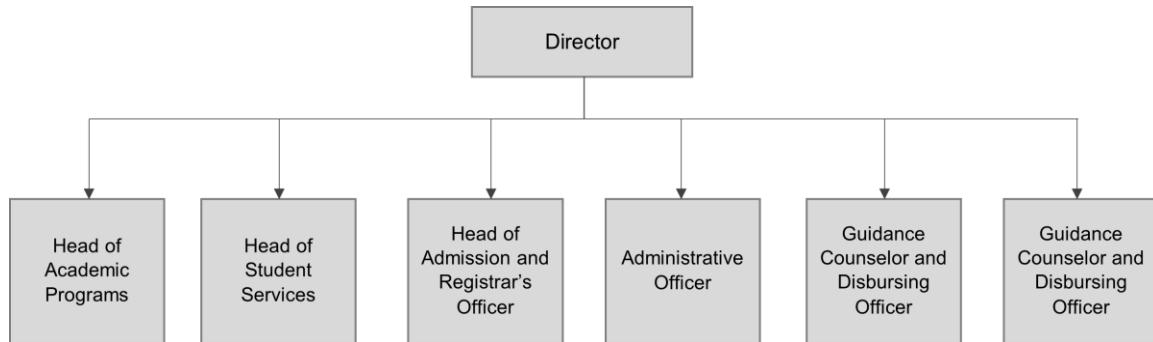


Figure 1. Organizational Structure

1.4 Project Overview

1.4.1 Objectives

PUP – Taguig Branch is currently using a manual process of requesting of documents, approving of requests, managing of records, and in generating of reports. With this project, every transaction will be made easier and results to accurate reports for the admin and for the students.



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Goals and Objectives:

General Objective:

To help the Registrar's Office to manage requests made by the students and alumni and to keep the transactions more efficient, effective, and less time consuming.

Specific Objective:

The process of requesting of documents, approving of requests, and managing of reports in PUP - Taguig Branch is done manually. The reports are very inaccurate that results to ineffectiveness and inefficiency of their reports generated. And now, automation processes make manual work effective and efficient. The following are the causes why the proposed system should be automated:

- Reduce time for manually requesting of document.
- Reduces human errors.
- Increase efficiency in generating reports.
- Increase accuracy in data information.
- Increase accuracy in office approval for the requested documents.
- Saves time for logging the requests made by the user.
- Automatically creates back-up for request records.
- Generate specific reports that is needed in the Office.
- Monitor pending requests, on process requests, and claimed requests.



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1.4.2 Scope and Limitations of the Study

Scope

This research study only focuses on what are the necessary fields involved in managing a document request system such as requesting of scholarly documents, approving of the requested documents from different offices, and generating of reports of the requested documents. This research study will only be in the vicinity of PUP-Taguig Branch and will not participate in any matters or transactions outside.

The administrator (Registrar's Office) is the only user who can control the system in all access. The Registrar may generate reports for daily, monthly, and annually requests. Requests made by the users (Students and Alumni) are validated by the Registrar if the user had pending sanctions. The admin may also print a requested document particularly Certificate of Good Moral from the system.

The Offices (PUP Taguig Offices) are the only user who can approve/disapprove a request.

The Students and Alumni of PUP- Taguig Branch are the only one who can login on the system and can request documents. They are also able to set up their information.

The Super Administrator (IT Personnel) are the only user who maintains the system and can add multiple student information by uploading excel file.

Limitations

- Payment of fees for the requested documents are not involved in the proposed system.



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- Printing of documents is not applicable to all requested documents except for Certificate of Good Moral.
- Only the proposed system is shouldered by the researchers.

1.4.3 Significance of the Study

The proposed system will impact greatly to the following:

Administrator (Registrar) - This study will benefit its employees who manage the files and information of the students and alumni of PUP – Taguig Branch for it will make easier and efficient transactions in requesting documents and in generating of reports with better accuracy.

Offices (PUP Taguig Offices) – This study will benefit the offices who handles the sanctions of students to have accurate approval and disapproval of requests made.

Students and Alumni - The study will benefit its students and alumni for they will not need to personally go to the registrar office to request documents.

Future Researchers - This study will serve as a reference for their research and capstone projects as their guide in creating effective projects. It will help them improve their research and ideas.



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Chapter 2

FUNCTIONAL SPECIFICATION REPORT

2.1 Current IT Environment/Infrastructure

The PUP Taguig Registrar's Office is not using any system platform for the requesting of documents. The requestor needed to go to school and manually request to the registrar and that results to inaccurate reports.

2.1.1 Hardware Specifications

These are the hardware specification that the Registrar's Office is using:

Table 1. Specification

OS	PROCESSOR	RAM	HARD DISK	PRINTER
Windows 10	Intel Pentium IV	4 GB	512 GB	Canon imageCLASSMF241d.

2.1.2 Software Specifications

There is no software specification available since they do not have any system platform at the present time.

2.1.3 Network Specifications

There is a network connection in the Registrar's Office.

2.1.4 Manpower

All transactions are handled by the registrar. From printing the requested documents up to generating reports.

End-User

The end-user/s will be the registrar administrator.



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2.1.5 Back-up and Recovery

The Logbook is needed to have a record from the requestor. All the reports that have been generated are kept in the storage room and will use it for future references.

2.2 Data Requirements

This part illustrates the forms and reports that have been gathered in the school registrar.

2.2.1 Forms

2.2.1.1 List of Form

Table 2. List of Forms

LIST OF FORMS				
FIGURE	NAME OF FORM	DESCRIPTION	SOURCE	USER
	RECEIPT	This form contains the amount and the list of documents that has been requested.	Cashier	Client



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2.2.1.2 Layout of Forms

ACCESSIONABLE FORM No. 51-C		
Revised January, 1992		(ORIGINAL)
	Official Receipt of the Republic of the Philippines No. 0364229	
Fund	Date:	8/06/2019
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Payor		
Nature of Collection	Account Code	Amount
Certificate of Good Moral Character Certificate of Grades		150.00 150.00
TOTAL		300.00
Amount in Words	Three hundred pesos only.	
<input type="checkbox"/> Cash	Drawee Bank	Number
<input type="checkbox"/> Check		
<input type="checkbox"/> Money Order		
Received the amount stated above. * * *		
Collecting Officer		
NOTE: Write the number and date of this receipt on the back of check money order received.		
"THE COUNTRY'S 1ST POLYTECHNIC U"		



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2.2.2 Reports

2.2.2.1 List of Reports

Table 3. List of Reports

LIST OF REPORTS				
FIGURE	NAME OF FORM	DESCRIPTION	SOURCE	USER
	RECEIPT	contains the amount and the list of documents that has been requested.	Cashier	Client
	LOGBOOK	Contains the name of the requestor.	Registrar	Client

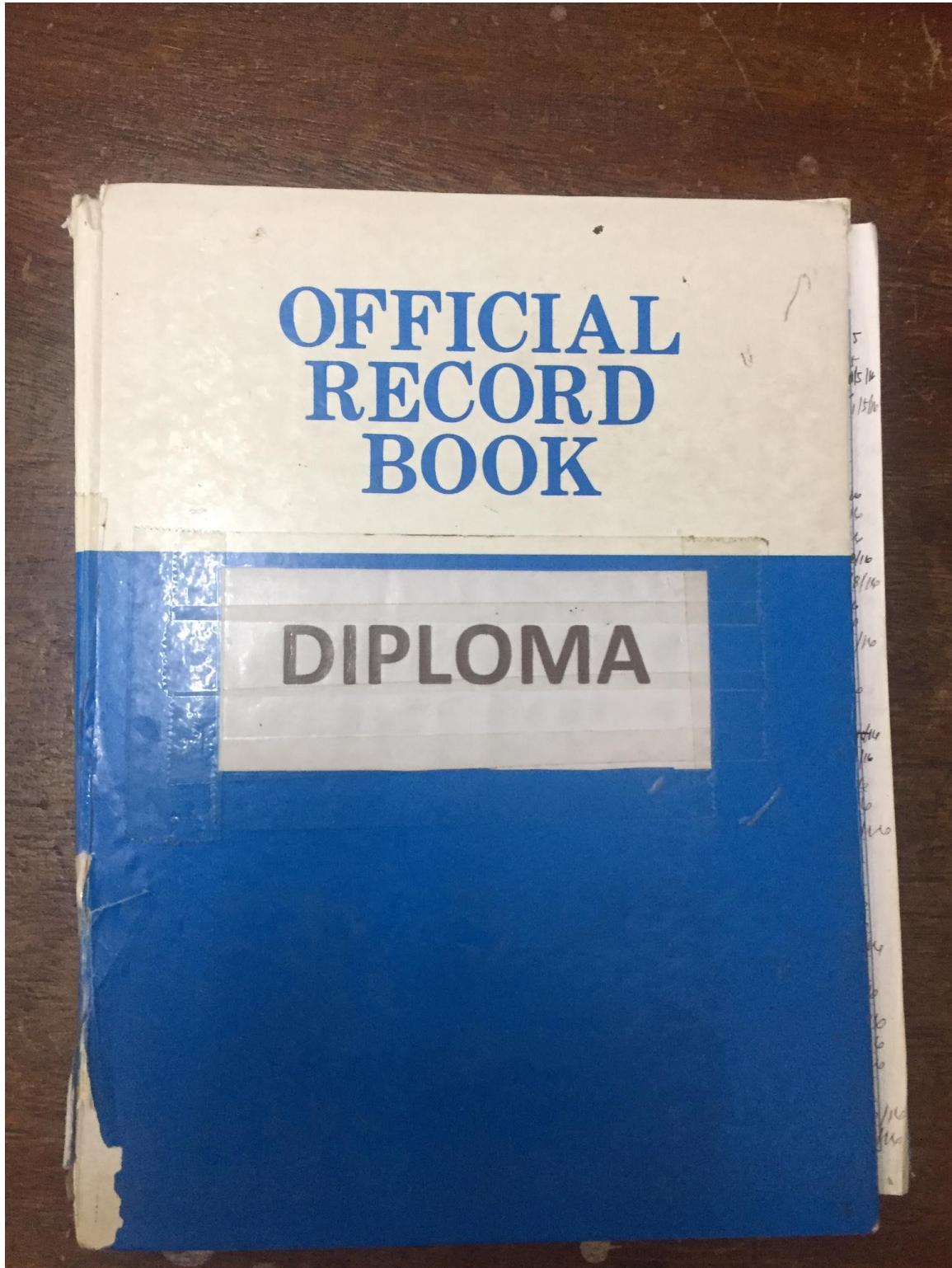


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2.2.2.2 Layout of Reports





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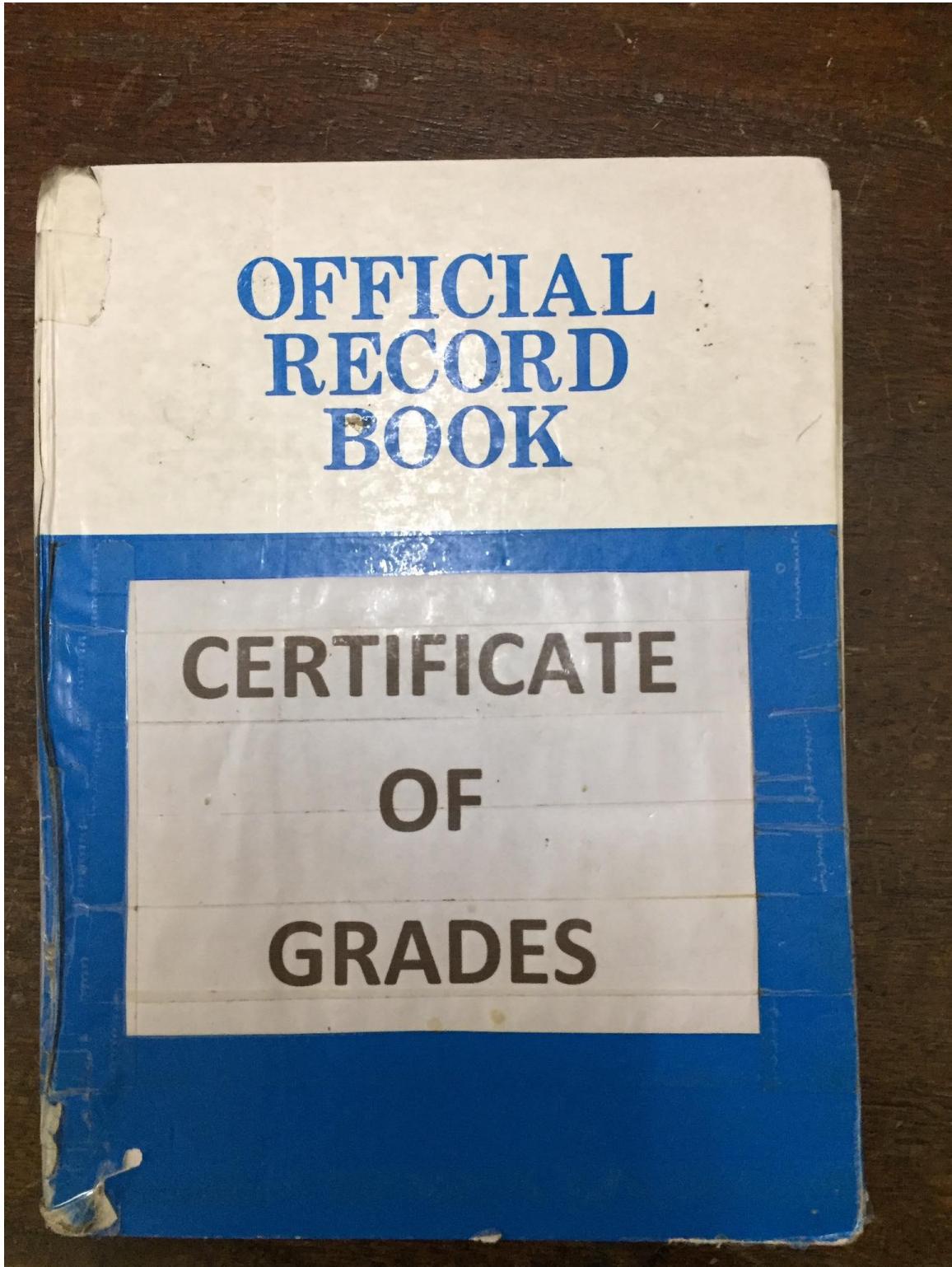
Date	Name	Course	Signature
1/5/16	1. Cumaran, Victoria T.	BSED	1/5/16
1/6/16	2. Isabela, Alfred H.	HRDM	1/6/16
1/6/16	3. Abogado, Edna Angel S.	BICMT	1/6/16
1/6/16	4. TRAVIÑA, JESSICA MARIA S.	BSAM	1/6/16
1/7/16	5. Pineda, Huanne Grace S.	BSBA - HRDM	1/7/16
1/8/16	6. LALAY, JOMARZ JOSENA	DOALT	1/8/16
1/8/16	7. BROTON, KENNETH B.	BSEM	1/8/16
1/8/16	8. Joy A. TICARANDA	DAUT	1/8/16
1/12/16	9. Rashed P. OSA	BSED-SS	1/12/16
1/12/16	10. Sison, M. Rosalie G.	BSIT	1/12/16
1/12/16	11. Contreras, Angeli S.	BSIT	1/12/16
1/13/16	12. BANCALAN, LESTER A.	BSCT	1/13/16
1/13/16	13. Cordero, Jomel C.	BSBA - HRDM	1/13/16
1/13/16	14. Buncio, Diana	BSEM	1/13/16
1/14/16	15. Lyngguan, Maricris D. MARINDA	BSIT	1/14/16
1/14/16	16. Lea Lopez, B. Malibog	BSIT	1/14/16
1/14/16	17. Matias, Rose M.	BSIT	1/14/16
1/14/16	18.	BSIT	1/14/16
1/14/16	19. Diaz, Melinda V.	BSIT-SS	1/14/16
1/15/16	20. Calabuig, Nicanor	BOA	1/15/16
1/15/16	21. Shanna Syra B. Celestado	DOMT	1/15/16
1/15/16	22. Umar, Faridah	BSEM	1/15/16
1/15/16	23. Dela Cruz, Arlene	BSIT	1/15/16
1/16/16	24. BATSA, LINHILANGAY L.	BSBA - MM	1/16/16
1/16/16	25. James, Leslie P. G.	BSED - ENG	1/16/16
1/16/16	26. Bilon, Jackie Mae A.	BSIT	1/16/16
1/16/16	27. Ocampo, Mark E.	BSIT	1/16/16
1/16/16	28. Bernardo, Arnold O.	BDA	1/16/16
1/18/16	29. Gladio, Regis Franklin	BSBPE	1/18/16
1/18/16	30.	BSIT	1/18/16
1/18/16	31. Zarate, Ma. Loretha P.	DOMT - LOM	1/18/16
1/18/16	32. Sotillo, Ma. Elizabeth	BBA	1/18/16
1/19/16	33. DIAZ, JAHN-ELENE A.	BSED	1/19/16
1/19/16	34. LIMHILANGAY	PTME	1/19/16
1/20/16	35. OCHOA, CARMEL ROYAL C.	BSIT	1/20/16



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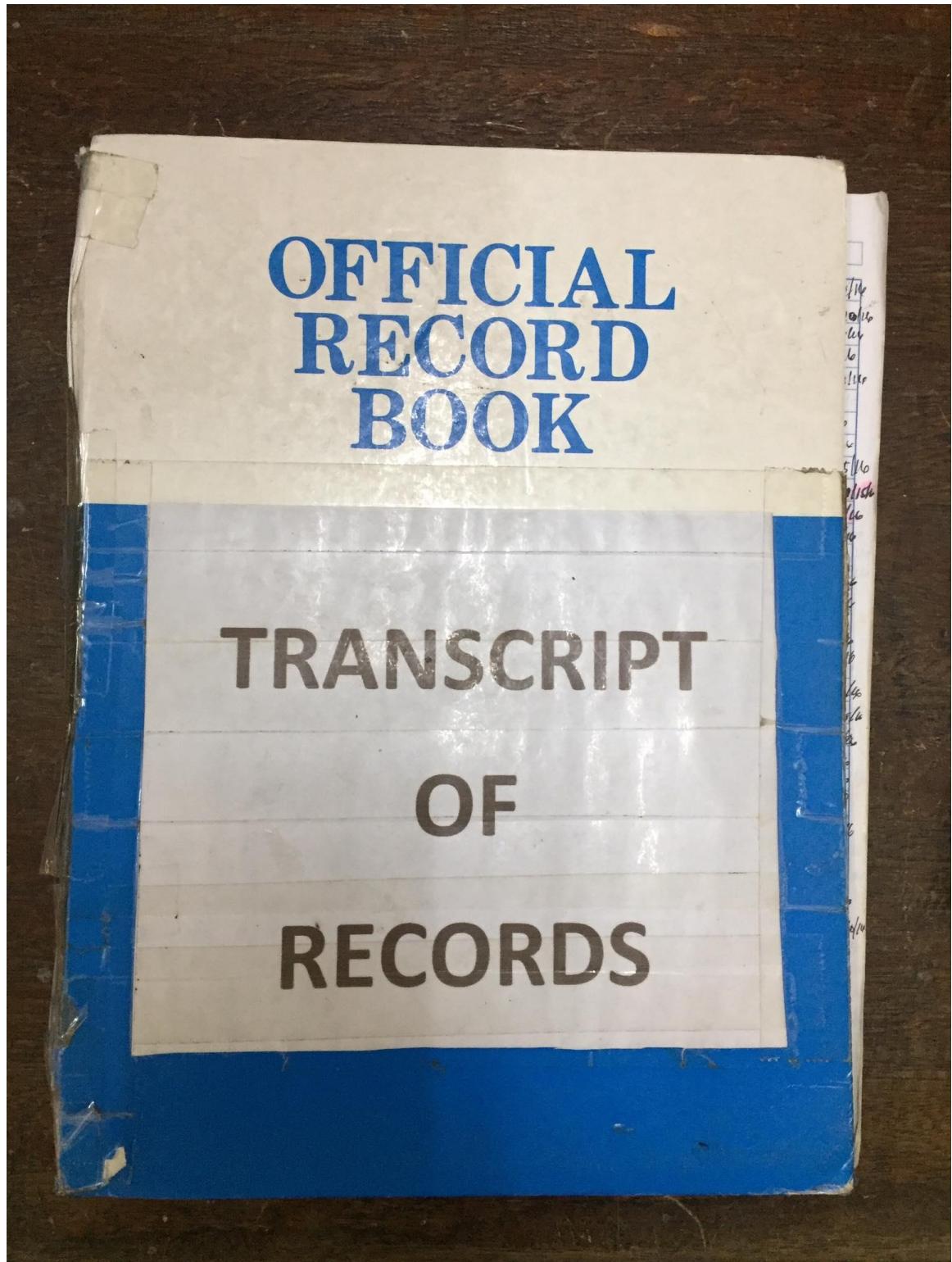
		3
January 11, 2016	Diligenes, Ancelle Joyce A.	BMA 1-1
January 11, 2016	W. Buckley, William M.	BMA 1-2
January 11, 2016	M. Alvaro, Patricia Dominguez M.	BMA 1-3
January 11, 2016	B. O'Fallon, Jennifer S.	BMA 1-4
January 11, 2016	S. Gudarosa, Esther Jones S.	BMA 1-5
January 11, 2016	E. Domingo, Mike W.	BMA 1-6
January 11, 2016	S. Gunes, Nicolle Ann C.	BMA 1-7
January 11, 2016	R. Am. Sison, Ruthieck Ann S.	BMA 1-8
Jan. 11, 2016	W. Gaskin, John	BMA 1-9
Jan. 11, 2016	S. Mullen, Eric Rose T.	BMA 1-10
Jan. 11, 2016	S. Ansel, Jocelyn Mae S.	BMA 1-11
Jan. 11, 2016	S. Barrameda, Jayneen Marie S.	BMA 1-12
Jan. 11, 2016	M. McGuire, Joanne Petrich L.	BMA 1-13
Jan. 11, 2016	S. G. CRIBBS, DARE C.	BMA 1-14
Jan. 11, 2016	S. Trindad, K. Mar. L.	BMA 1-15
Jan. 11, 2016	S. Sison, Vicki S.	BMA 1-16
Jan. 11, 2016	S. V. Dugay, Esteban Euseb. N.	BMA 1-17
Jan. 11, 2016	S. J. Jumper, Diana T.	BMA 1-18
Jan. 11, 2016	S. Almario, Kenneth S.	BMA 1-19
Jan. 11, 2016	S. P. Perez, Juan P.	BMA 1-20
Jan. 11, 2016	S. P. Perez, Michaela Paul P.	BMA 1-21
January 11, 2016	S. Quilang, Odette Joseph S.	BMA 1-22
Jan. 11, 2016	S. I. Smith, David Brian T.	BMA 1-23
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Jan. 11, 2016	S. V. Hernandez, Kristel L.	BMA 1-25
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Jan. 12, 2016	106 D. P. D. G. M. L. S.	BMA 1-27
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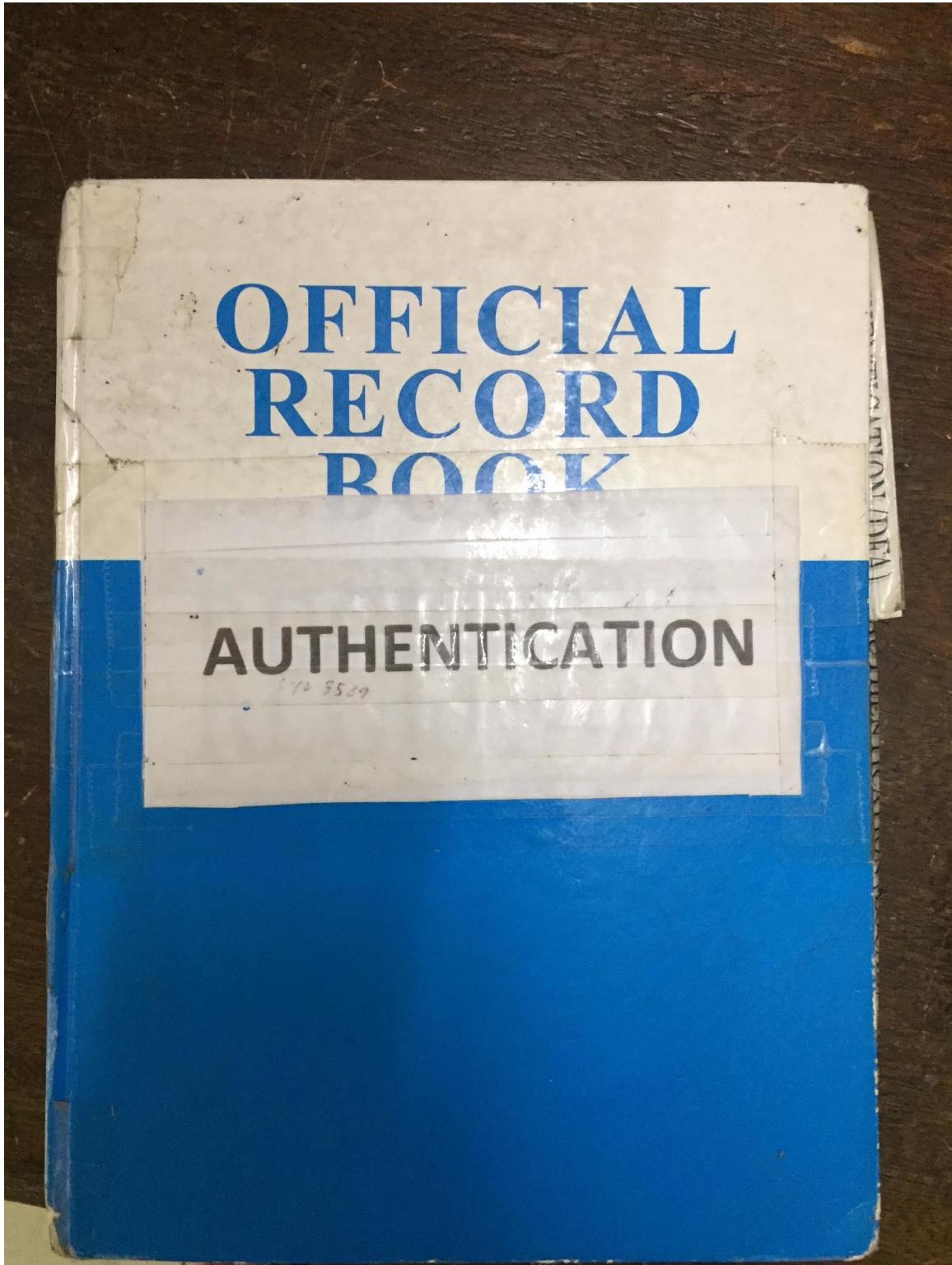
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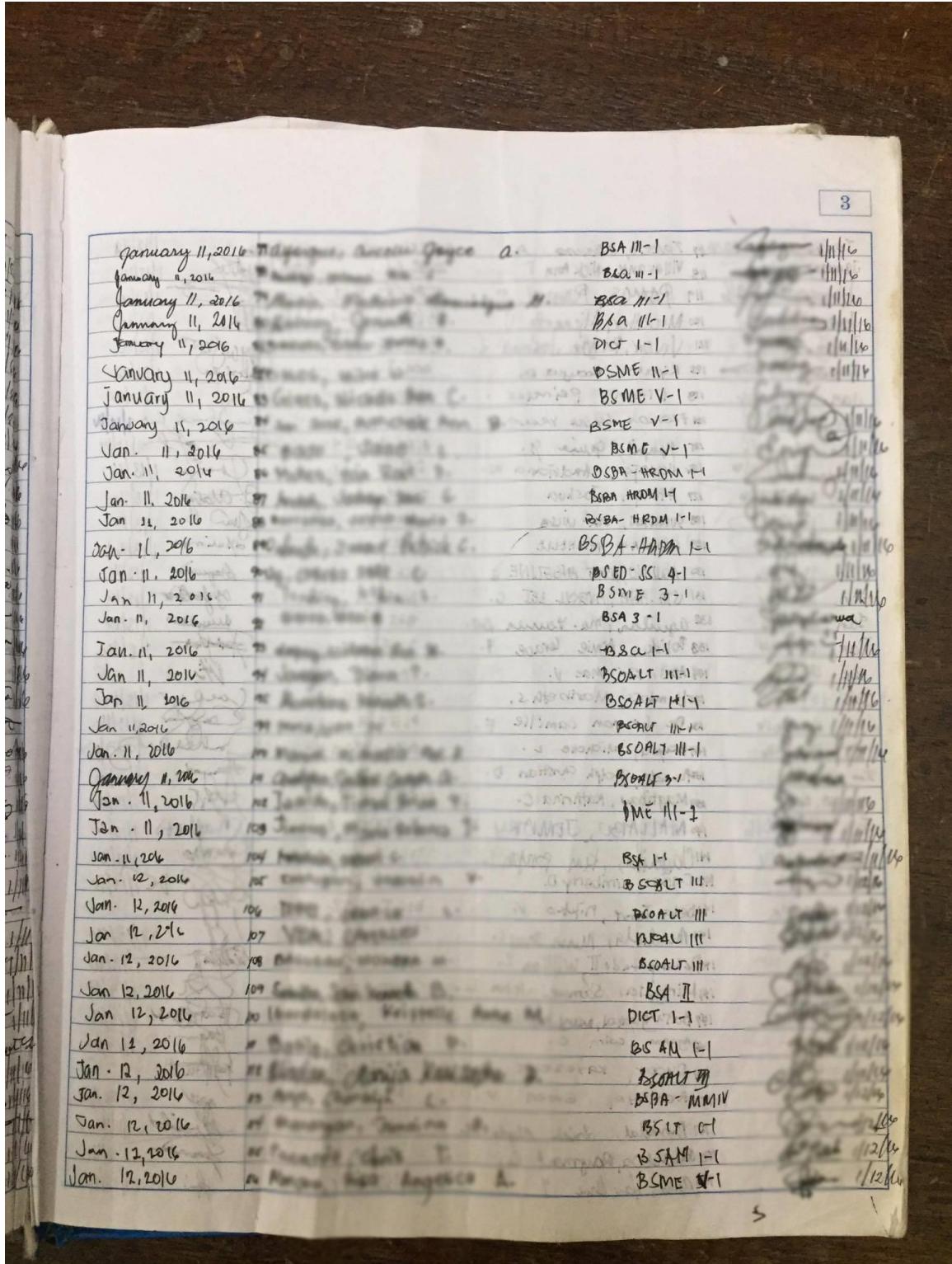




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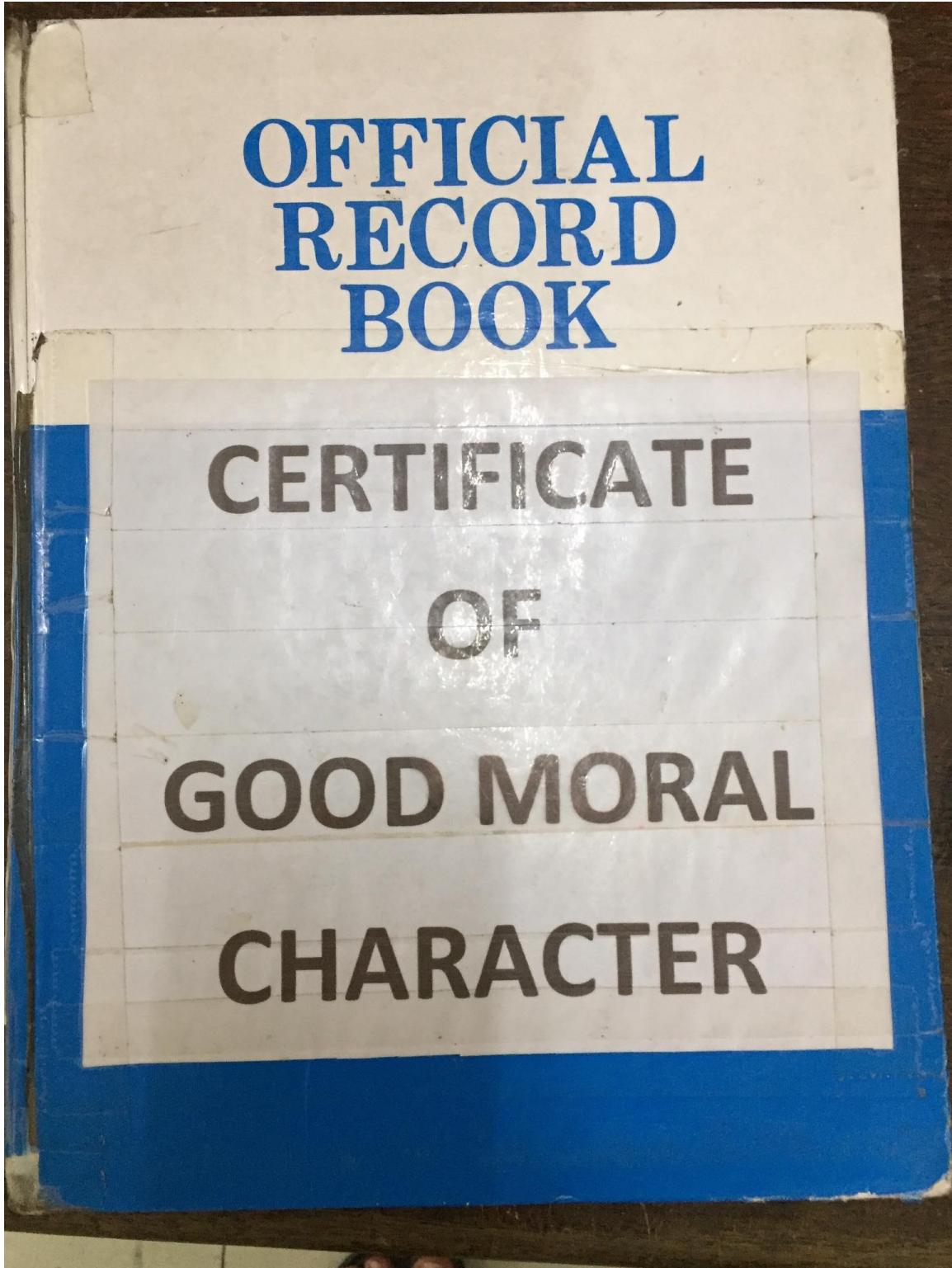




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5

01-14-16	Mr. Soriano, Victor Roque E.	DICT 1-2	1/14/16
01-14-16	Ms. Ampo, Genepith B.	BSED-EN 1-1	1/14/16
01-14-16	Ms. Nelledo, Kristine Pearl M.	BSED-BN 1-1	1/14/16
01-14-16	Ms. Camila, Francisca Roach P.	BSED-EN 1-1	1/14/16
01-14-16	Ms. Culver, Alessandra M.	BSME 1-1	1/14/16
01-14-16	Ms. Dumaluan, Rosalie Rina B.	BSME I-1	1/14/16
01-14-16	Ms. Fajardo, Marivic M.	BSAM 1-1	1/14/16
01-14-16	Ms. Domingo, Bernadette	HR 2-1	1/14/16
01-14-16	Ms. Guinto, Carmelita	BSED-E 1-1	1/14/16
01-14-16	Ms. Jatibon, Edna Jean I.	BCBA-MM 3-1	1/14/16
01-14-16	Ms. Uyanga, Carlito B.	DICT 1-1	1/14/16
01-14-16	Ms. Allamugan, Vicente R.	DICT 1-1	1/14/16
01-14-16	Mr. Basco, John Flom L.	DICT 1-1	1/14/16
01-14-16	Ms. Delos, Nestor Tisha N.	BSCE 3-1	1/14/16
01-14-16	Ms. Flores, Lila Mae A.	BSIT 2-1	1/14/16
01-14-16	Ms. Lanza, Arnold	MM 1-1	1/14/16
1/15/16	Ms. Magat, Leah	MM 1-1	1/15/16
1/15/16	Ms. Dimalig, Leanne	MM 1-1	1/15/16
1/15/16	Ms. Lanza, Arnold	BSFD-E 1-1	1/15/16
1/15/16	Ms. Zarichales, Adriana E.	BSED-E 1-1	1/15/16
1/15/16	Ms. Orlina, Bernadette S.	BSECE 3-1	1/15/16
1/15/16	Ms. Ceballos, Pauline A.	BSCE 3-1	1/15/16
1/15/16	Mr. Dela Torre, Luis Michael O.	BSAM 1-1	1/15/16
1/15/16	Ms. Basilio, Agnes	BSPM 1-1	1/15/16
1/15/16	Ms. Espejel, Annabelle L.	BSED-E 4-1	1/15/16
1/15/16	Ms. Macabato, April Anne V.	BSA 1-1	1/15/16
1/15/16	Ms. Belen, Jason D.	BSIT 1-1	1/15/16
1/15/16	Ms. Riviera, Raymund G.	BSIT 1-1	1/15/16
1/15/16	Mr. De Leon, Carl Mario M.	BSFD-English 1-1	1/15/16
1/15/2016	Mr. Tolosa, Luis Christopher T.	BSIT 1-1	1/15/16
1/15/2016	Ms. Estrella, Diana Tessa	DICT II-1	1/15/16
01/15/2016	Ms. Dela Cruz, Ruthie G.	DMET 2-1	1/15/16
01/15/2016	Ms. Mapa, Rosario Rose B.	BSAM 1-1	1/15/16
01/15/2016	Ms. Valdez, Anne Ruth B.	BSAM 1-1	1/15/16
01/15/2016	Ms. Tadiwa, Trina Joy C.	DICT 1-2	1/15/16
01/15/2016	Ms. Villar, Raven	DMET 1-1	1/15/16
01/15/2016	Ms. Galang, Kheona Beth T.	DMET 3-1	1/15/16



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ACCESSIONABLE FORM No. 51-C			
Revised January, 1992		(ORIGINAL)	
Official Receipt of the Republic of the Philippines		POLYTECHNIC UNIVERSITY OF THE PHILIPPINES TAGUIG 1992	
Fund	Date:	8/06/2019	
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES			
Payor			
Nature of Collection	Account Code	Amount	
Certificate of Good Moral Character Certificate of Grades		150.00 150.00	
TOTAL		300.00	
Amount in Words		Three hundred pesos only.	
<input type="checkbox"/> Cash	Drawee Bank	Number	Date
<input type="checkbox"/> Check			
<input type="checkbox"/> Money Order			
Received the amount stated above. * * *			
Collecting Officer			
NOTE: Write the number and date of this receipt on the back of check money order received.			
"THE COUNTRY'S 1ST POLYTECHNIC U"			



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2.2.3 Logical Data Structure

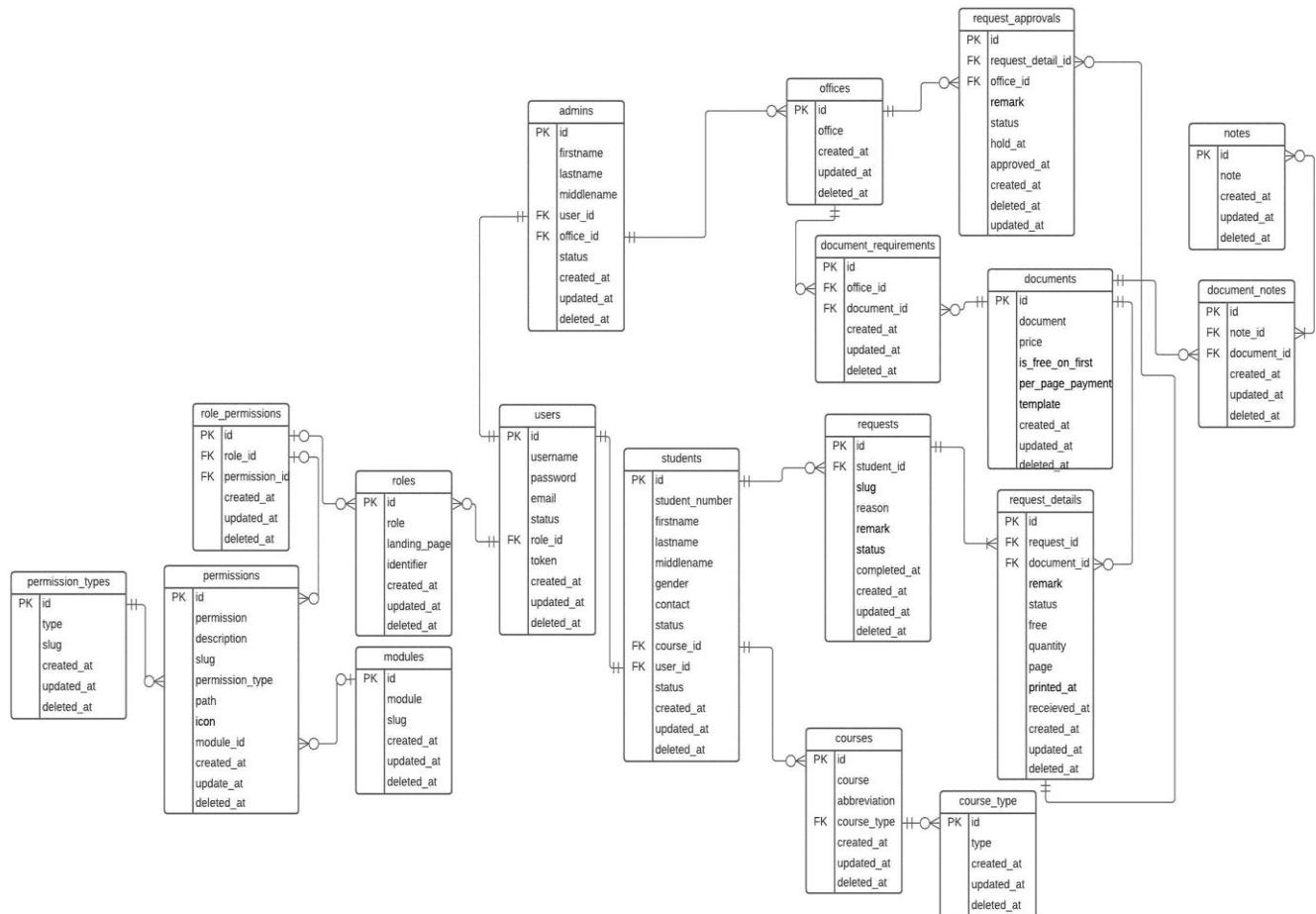


Figure 2. Entity Relationship Diagram



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2.3 Policies and Procedures

The organization's policies and practices are listed in this section. The Context Diagram, Data Flow Diagram (DFD), and Process Flow Diagram are examples of these diagrams.

2.3.1 Procedures

2.3.1.1 Context Diagram

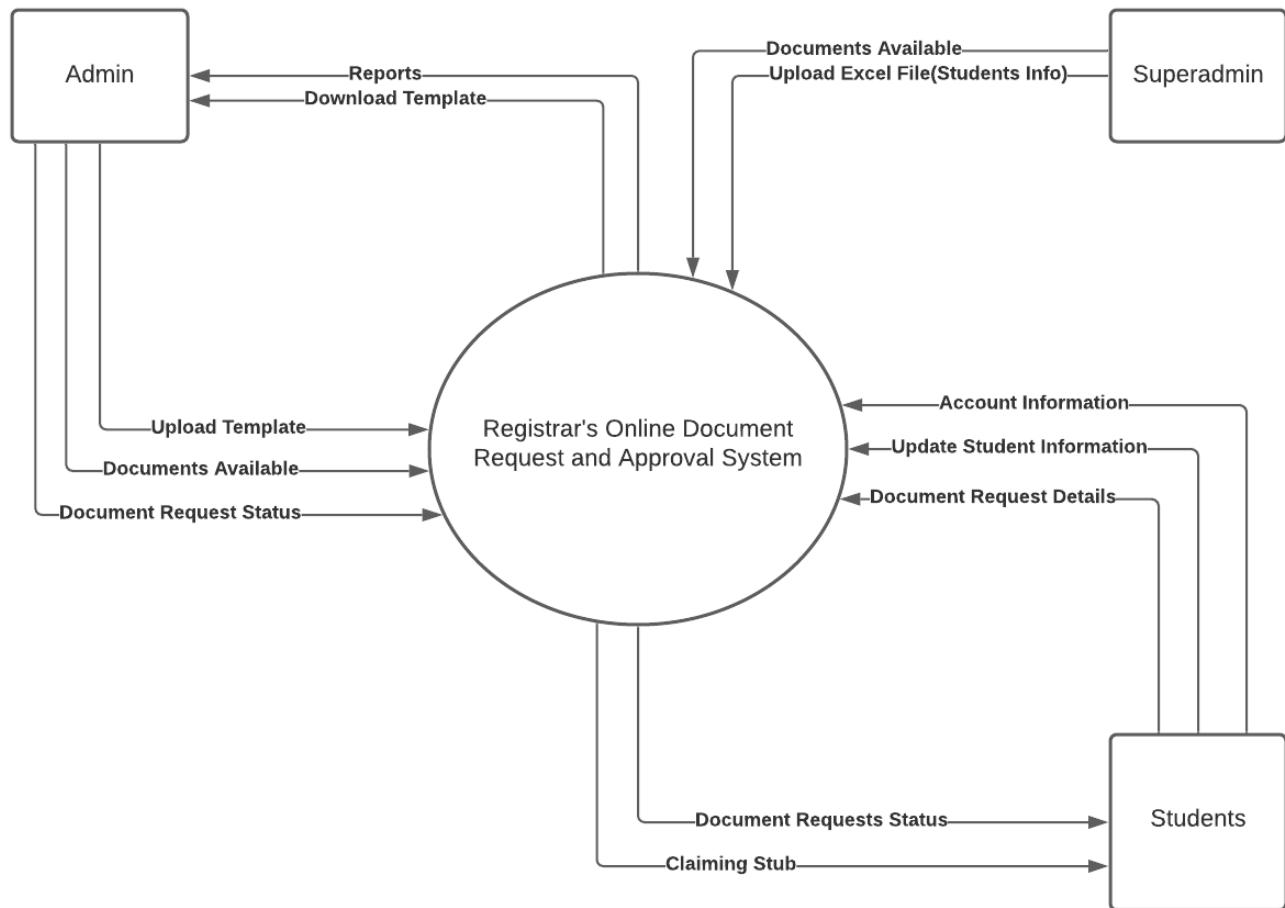


Figure 3. Context Diagram



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2.3.1.2 Data Flow Diagram

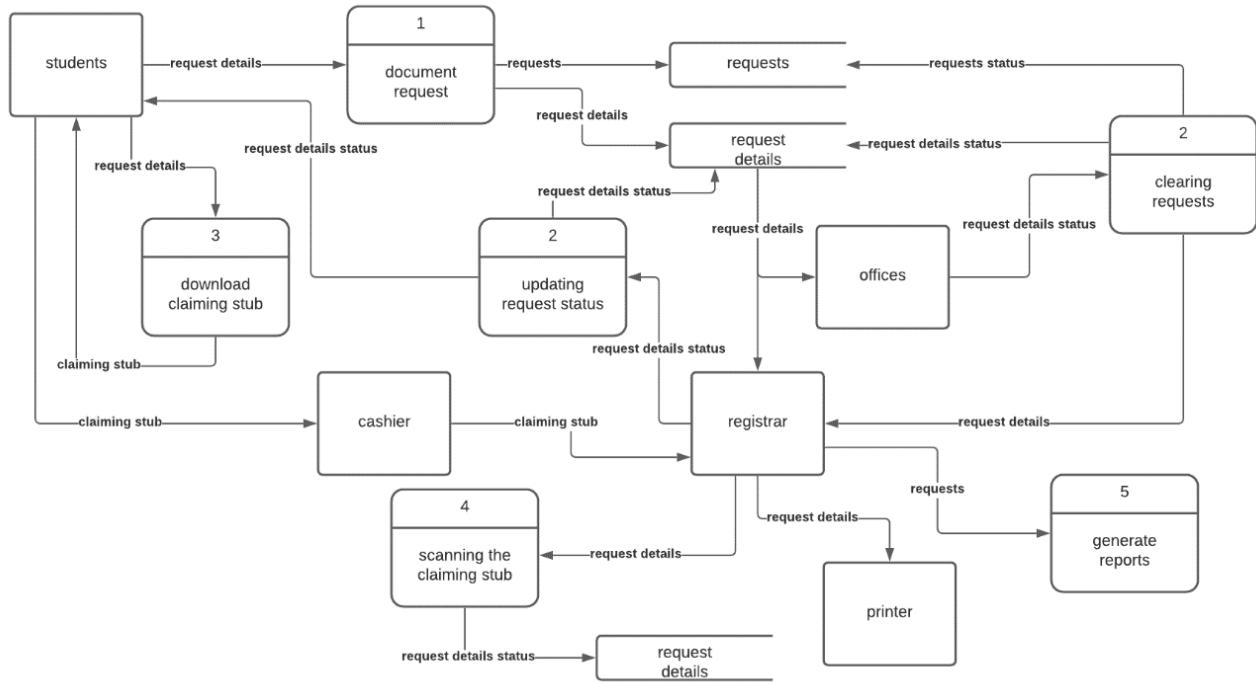


Figure 4. Data Flow Diagram



2.3.1.3 Process Flow Diagram

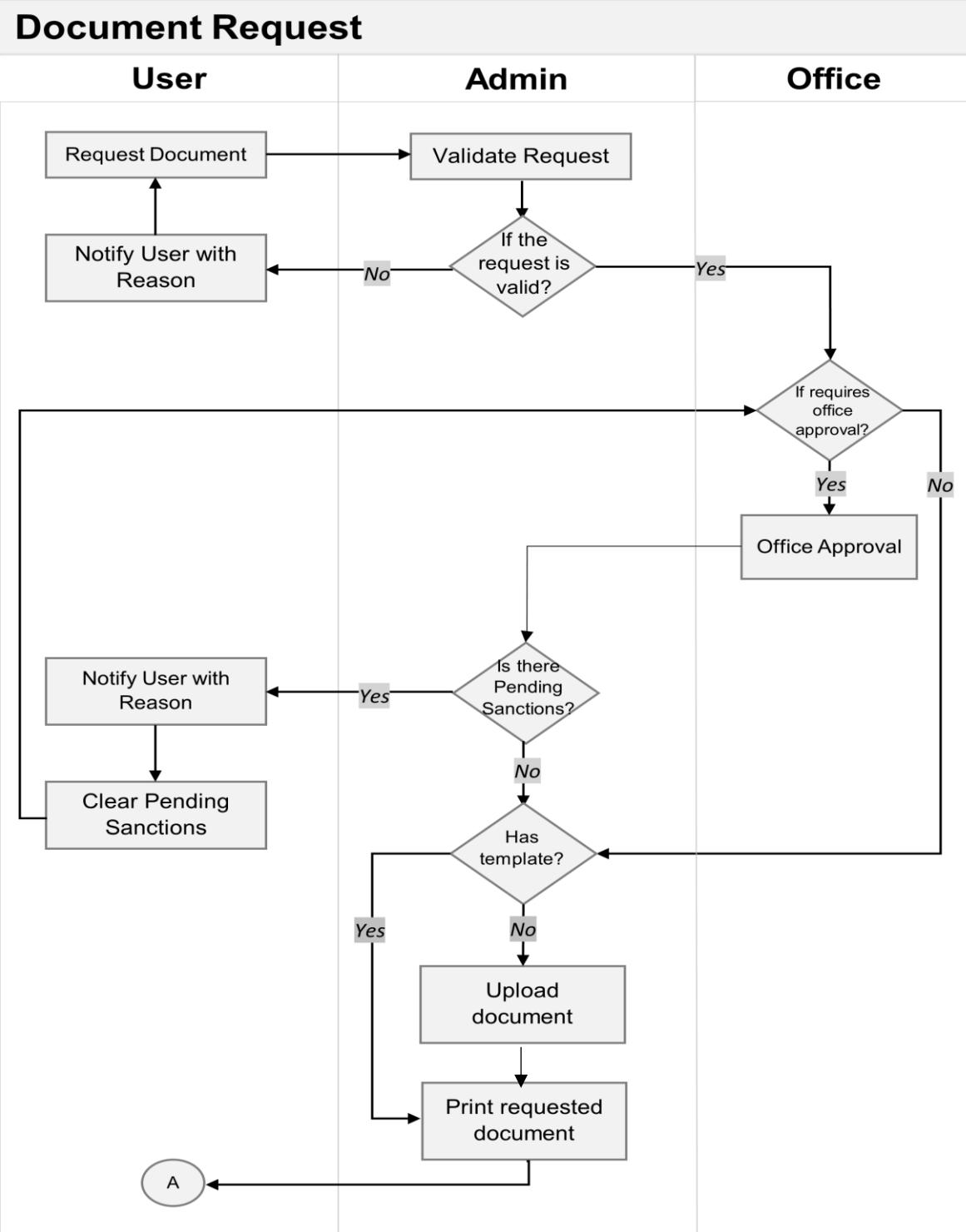


Figure 5. Process Flow Diagram

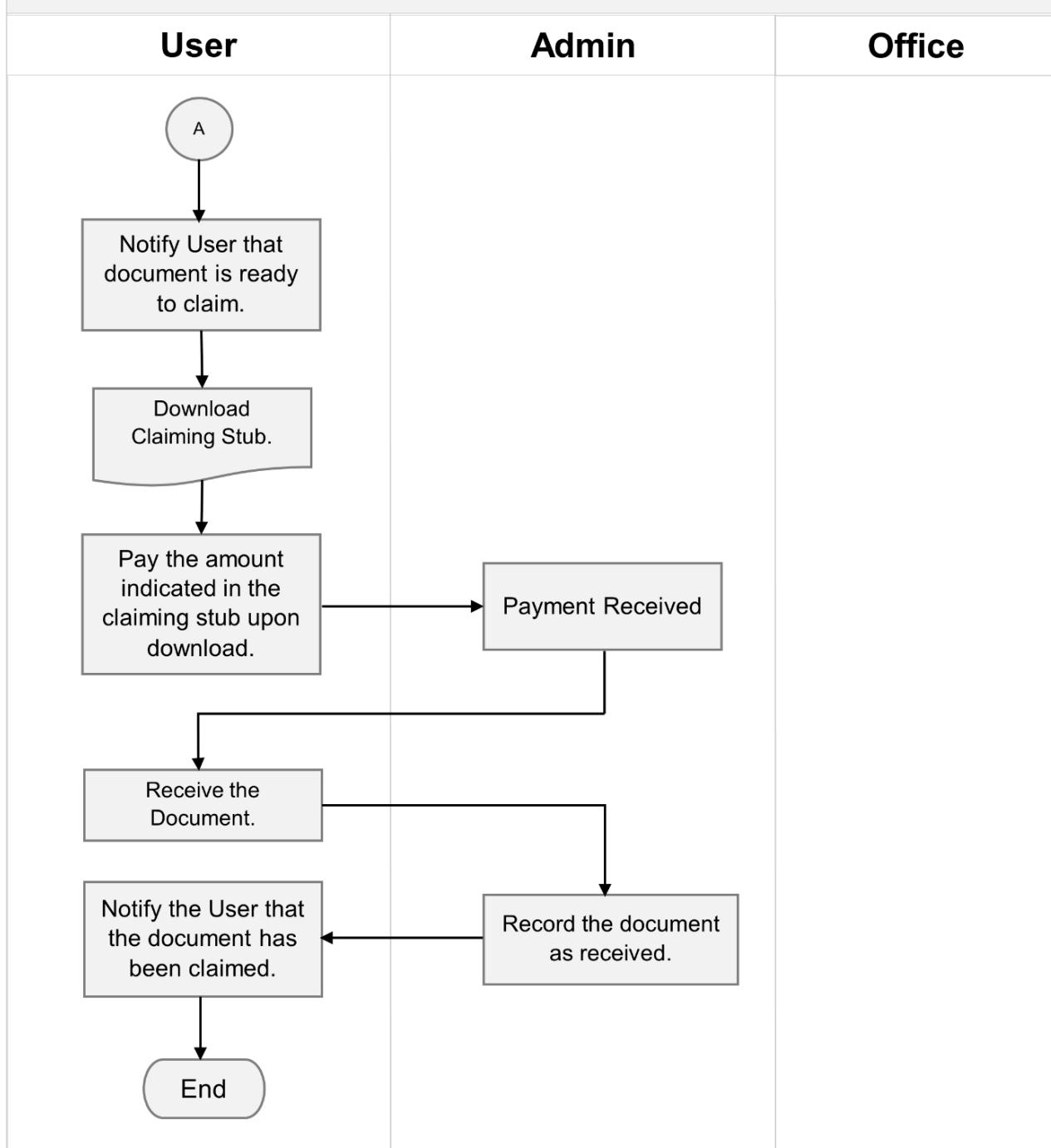


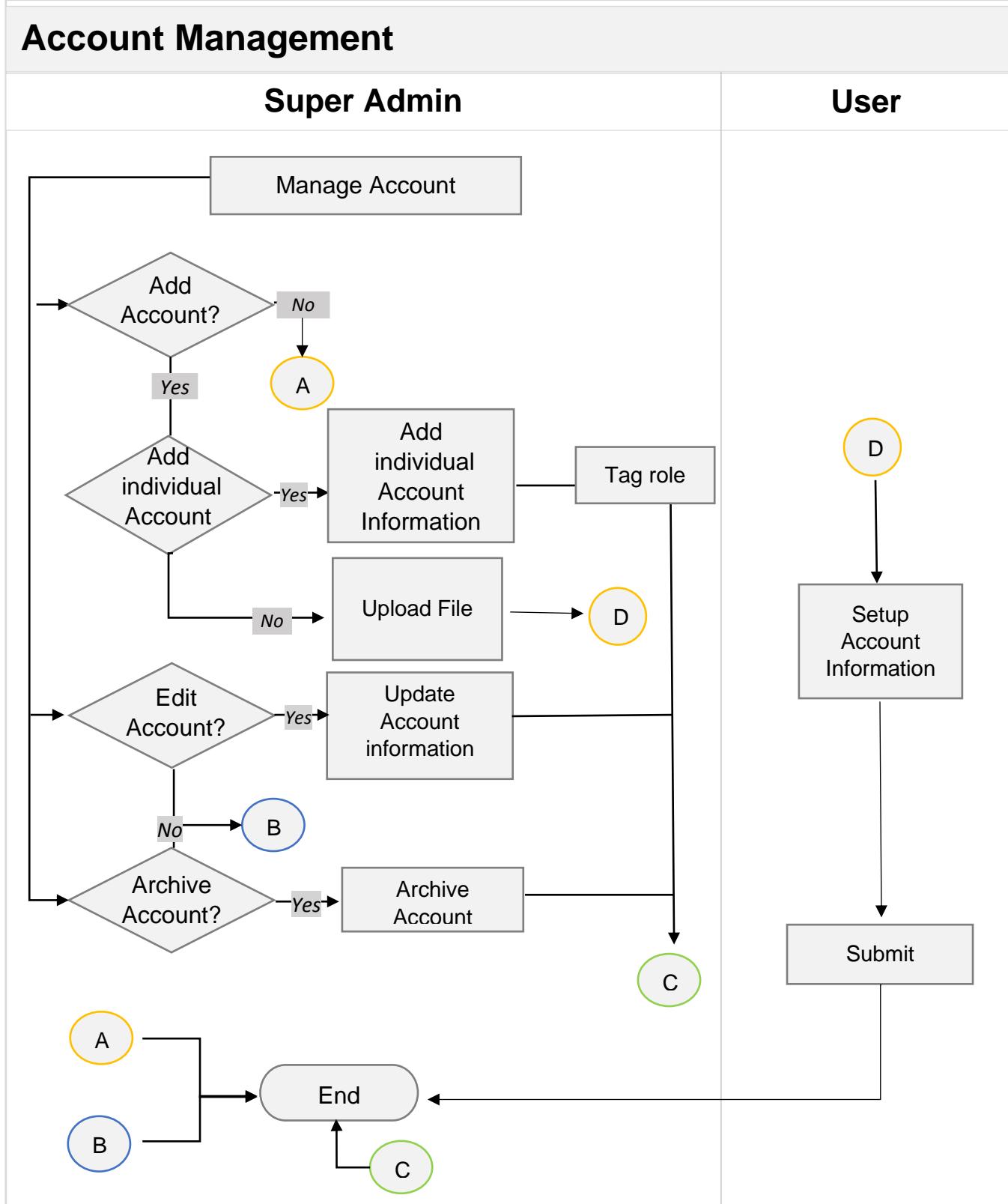
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Document Request

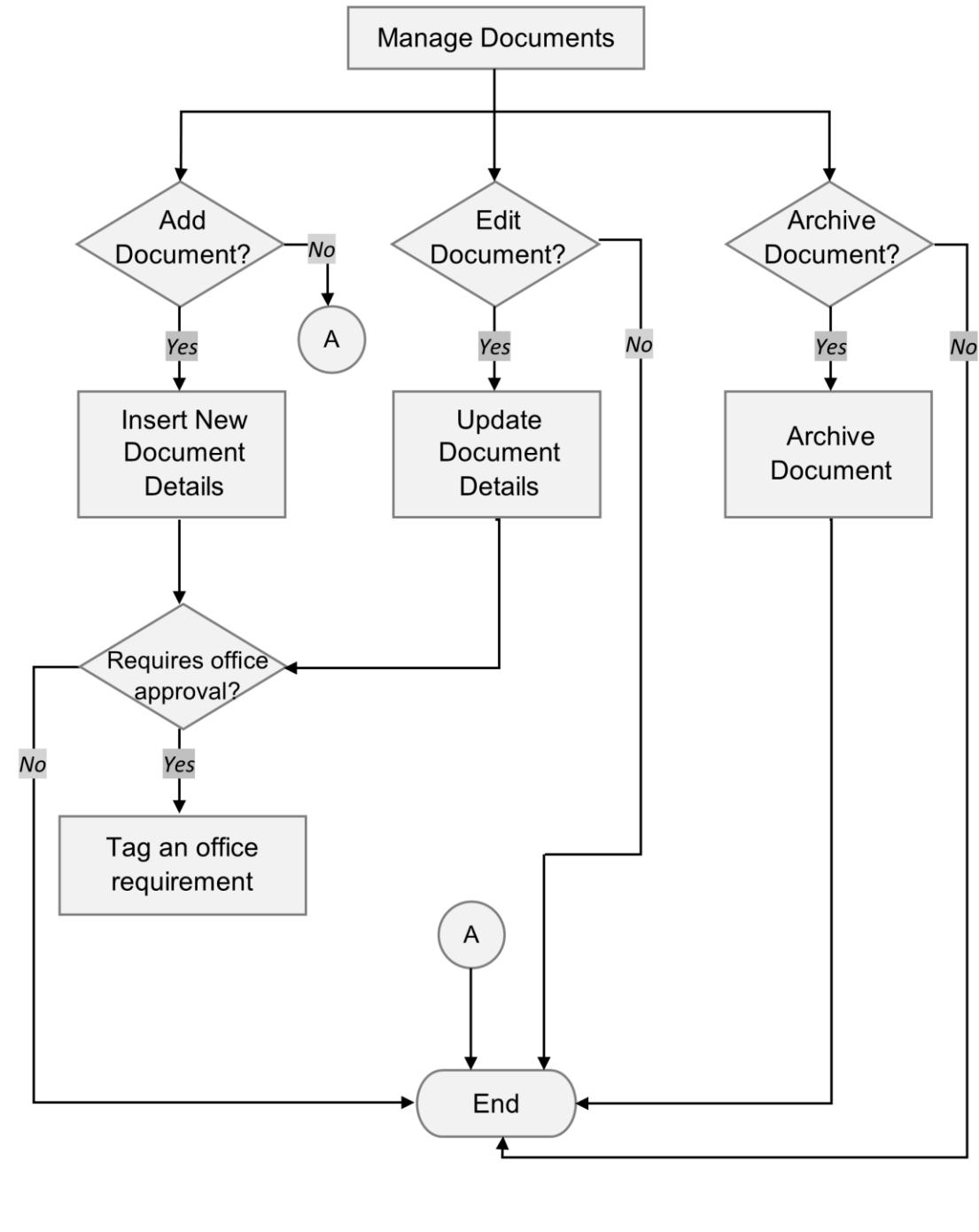






Document Management

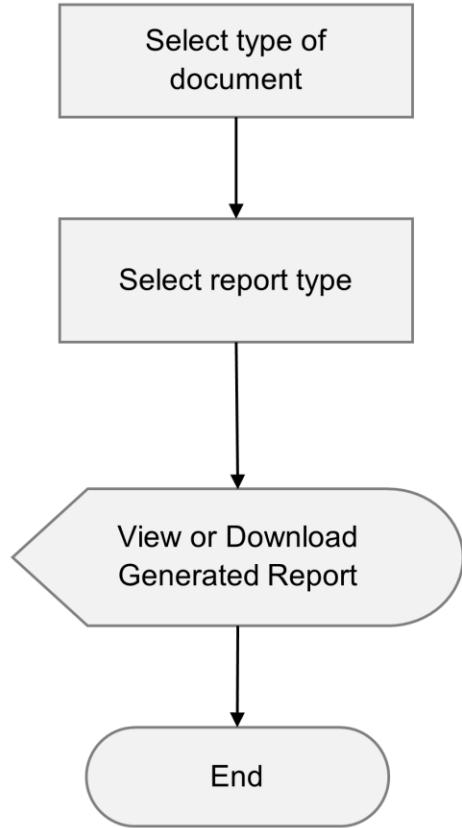
Super Admin





Generate Report

Admin





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2.3.2 Policies

REQUEST MONITORING

2.3.2.1 Always make sure that the requestor logs at the right logbook.

2.3.2.2 Payments of the requested document should be paid first before claiming the document.

2.3.2.3 Make sure to bring the needed requirements before claiming the requested document. For example, documentary stamp, ID, 2x2 picture, etc.

GENERATING OF REPORTS

2.3.2.4 Count and check all the entries made by the requestors in the logbook.

2.3.2.5 Transfer to excel file all the entries of the requestors in the Logbook.

2.4 Problem Analysis

This segment identifies the issues that arise within the organization. This frequently describes the key issues' root causes. This section is divided into four (4) parts to help you understand the problem: Fishbone Diagram, Problem Requirements, Requirements-Feature Matrix, and Conclusion and Recommendation.



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2.4.1 Fishbone Diagram

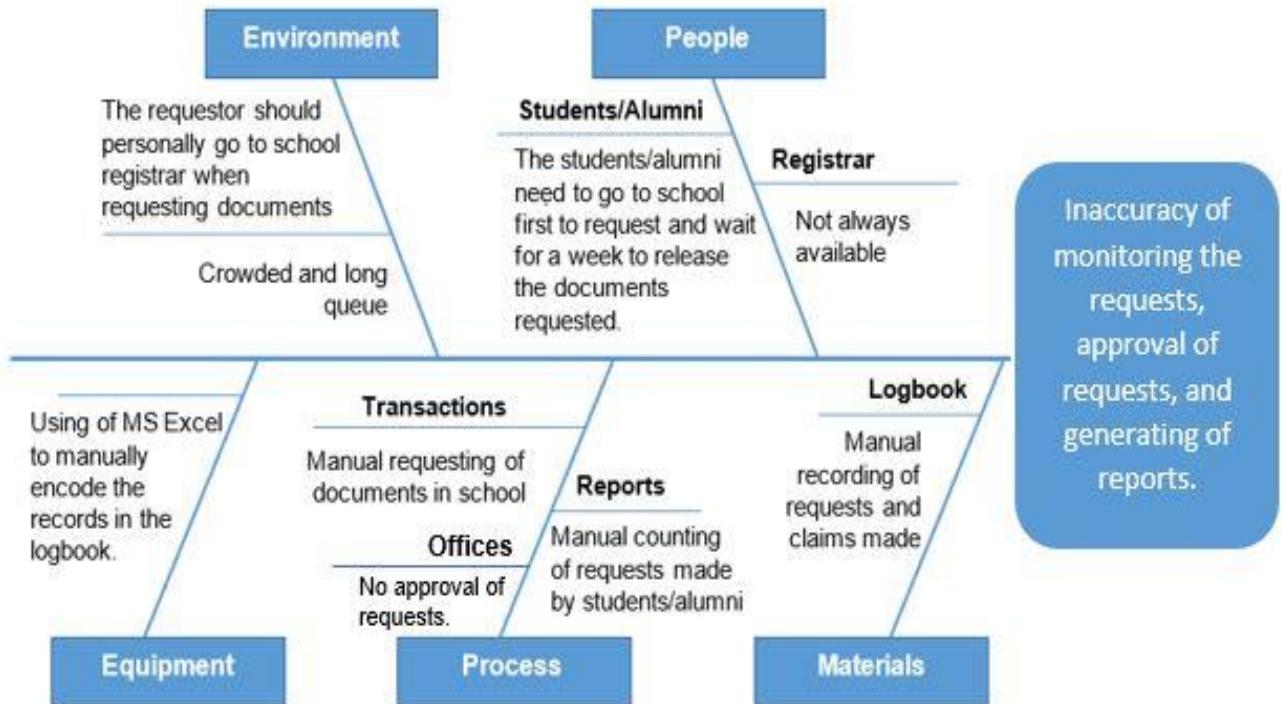


Figure 6. Fishbone Diagram

2.4.2 Problem Requirements

PROBLEM	REQUIREMENTS
Inaccurate records of transactions	Generate accurate report. <ul style="list-style-type: none">Report summary if daily, weekly, monthly, quarterly, and annually.
No notification for unclaimed request	The system will notify the requestor that he/she have the unclaimed request
Lost Record	Records should be in soft copy for easy duplication and storing.
Paper Works	Each paper works should be digitalized.
Unmonitored requests that need office approval	Monitor the requests made by the requestors by having a digitalized way of approving the requests



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Mistakes in counting of pages	Upload document for automatic counting of pages for less human errors
Manual typing of name of requestor for the document to be printed (e.g., Certificate of Good Moral)	Automatic display of names in the document to be printed

Table 4. Problem Requirements

2.4.3 Requirements – Feature Matrix

Table 5. Requirements – Feature Matrix

Requirement Features	The system must be able to notify the User's request current progress	The system must be able to generate report.	The system must be able to get the requests of the users.	The system must be able to recognize the requirement of each document.	The system must be able to tag the request if "On Process, Ready to claim, Claimed"
Request Document			✓		
Generate Report		✓			
Notification of office transactions to User's request	✓				
Office Approval				✓	
Document Request Tagging					✓



2.4.4 Conclusion and Recommendation

2.4.4.1. Conclusion

Currently, the PUP – Taguig Branch lacks an automated system for requesting documents, approval of requests, and generating reports which causes a variety of issues that obstruct the flow of business processes and make it difficult to react rapidly to student demands.

Most of the PUP – Taguig employees are having difficulty recording voluminous records for their business processes since they only used manual work operations in requesting documents, approval of requests, and generating reports. Often, this usually results in data errors resulting to more inaccurate reports and data.

The Registrar needs to have a new structured approach in requesting of students and alumni's academic documents, more efficient and effective way of approval of requested document and generating reports.

2.4.4.2. Recommendation

According to the Functional Specifications Report submitted by the team, the PUP Taguig Branch requires a Registrar's Online Document Request and Approval System to respond quickly to students' demands.

This automated system will be developed to help the PUP Taguig Branch's Offices to fulfill its business needs by delivering accurate and consistent transactions. Since the university lacks an electronic infrastructure, this proposed system will have a manageable way to manage a document request, approve requests, and generate reports.



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The suggested system performs tasks to reduce the time it takes for a request to be completed between the requestor and the PUP Taguig Branch Registrar.



Chapter 3

PROPOSED SYSTEM DEFINITION

3.1 Functional Specifications

In this part, the system boundaries of the proposed system have been identified. It is illustrated through the Use Case Diagram, Detailed Use Case Diagram, and the Activity Diagram.

3.1.1 System Boundaries

After gathering the requirements of the system from the client, the system will be using the Registrar's Online Document Request and Approval System. The system will handle all the Request Documents up to generating reports made by the students and alumni of PUP Taguig Branch. The Use Case Diagram has a big contribution for the developer to know the requirements.

The system composes a two Information System: The Registrar Online Document request and the Approval System. The RODR handles all the request made by the student and alumni. The Approval system will be in the admin side whether the requestor request will be approved or disapproved. In every process the requestor will be notified with the status of the request made.



3.1.1.1 System Use Case Diagram

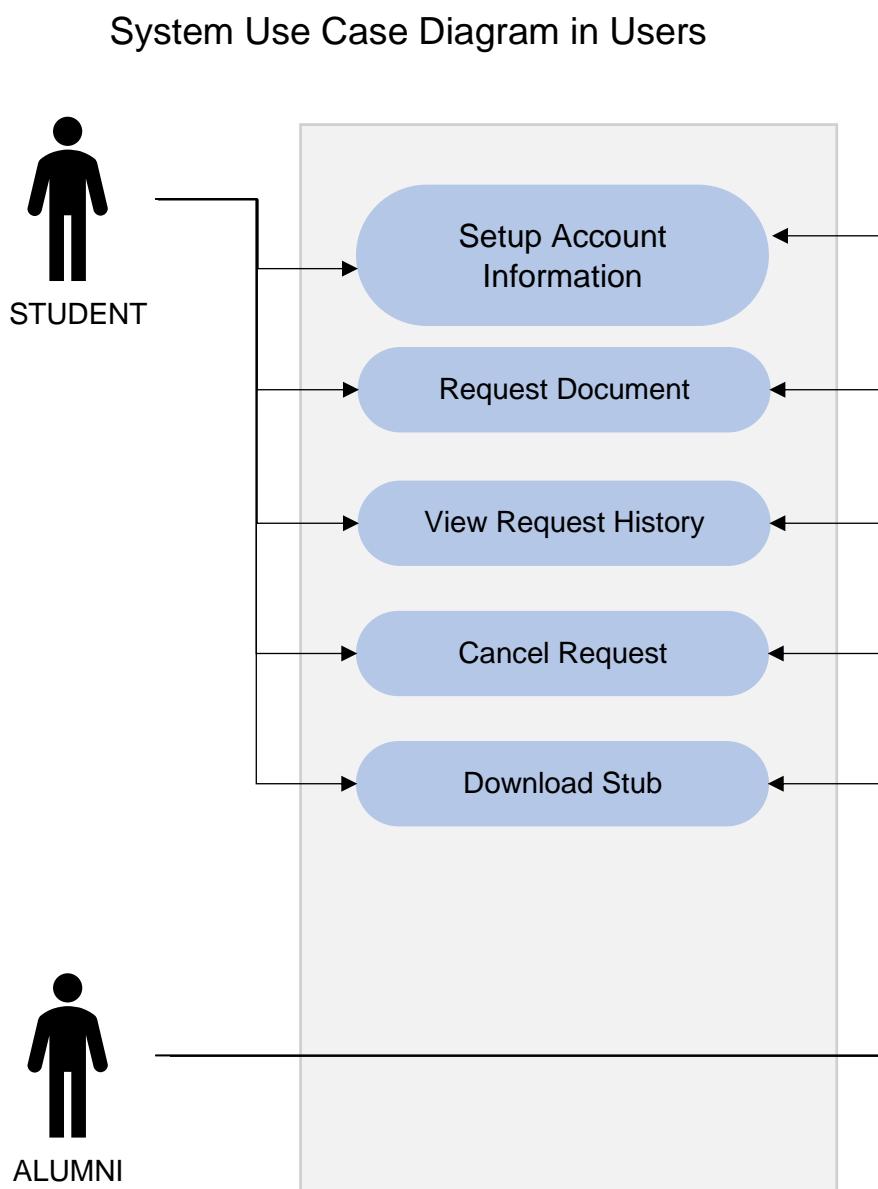


Figure 7. Use Case Diagram

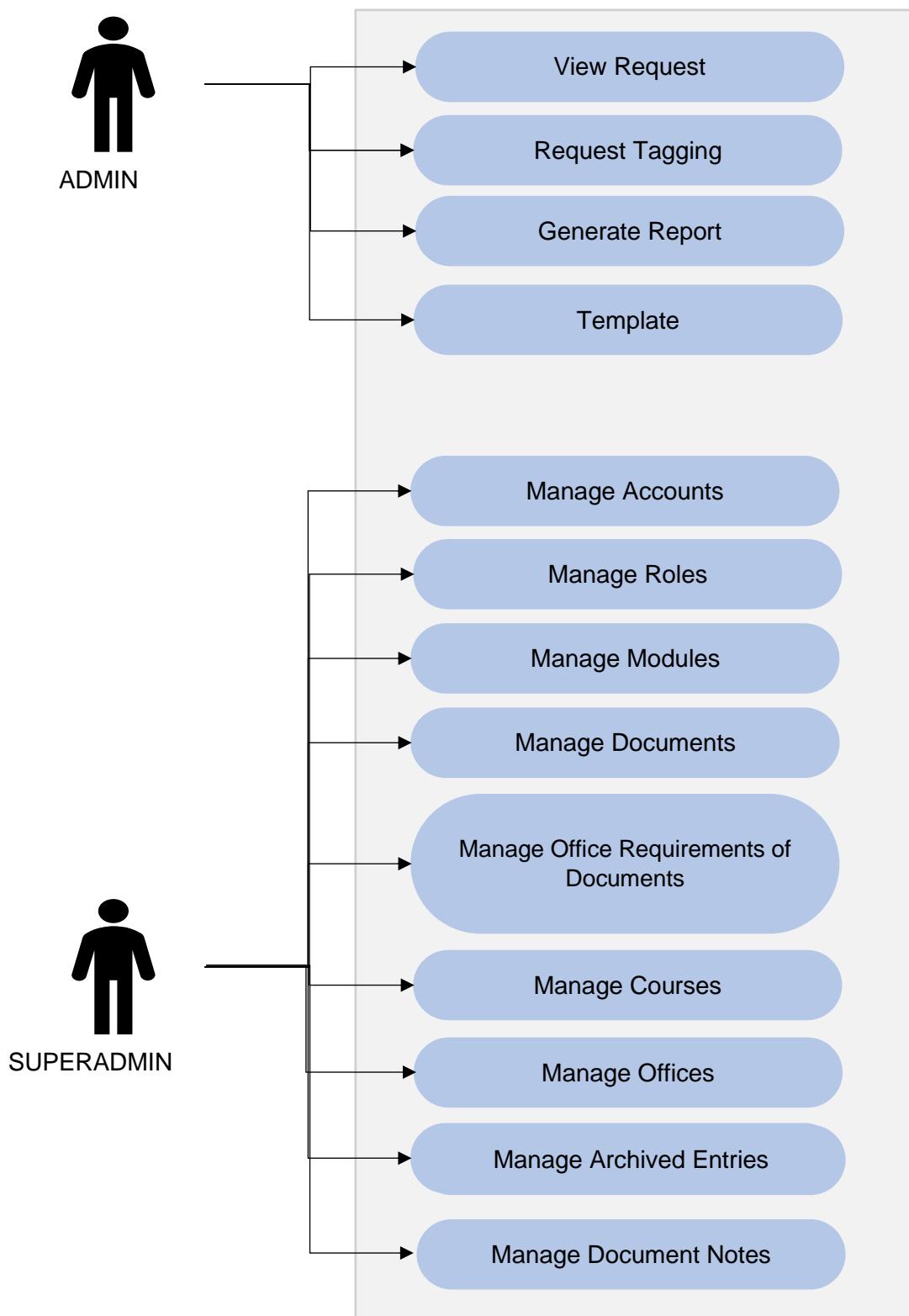


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System Use Case Diagram in Admin and Super Admin



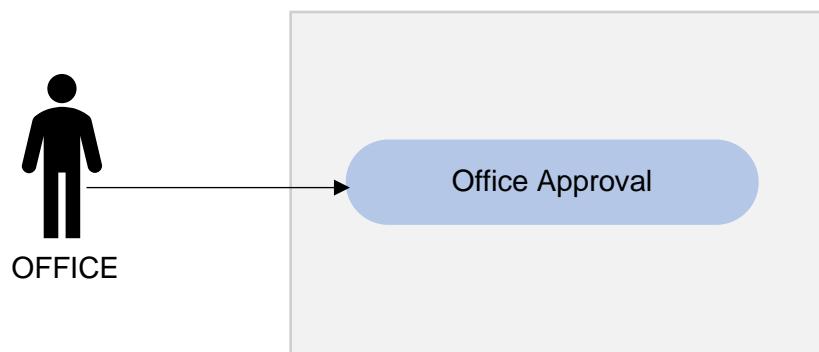


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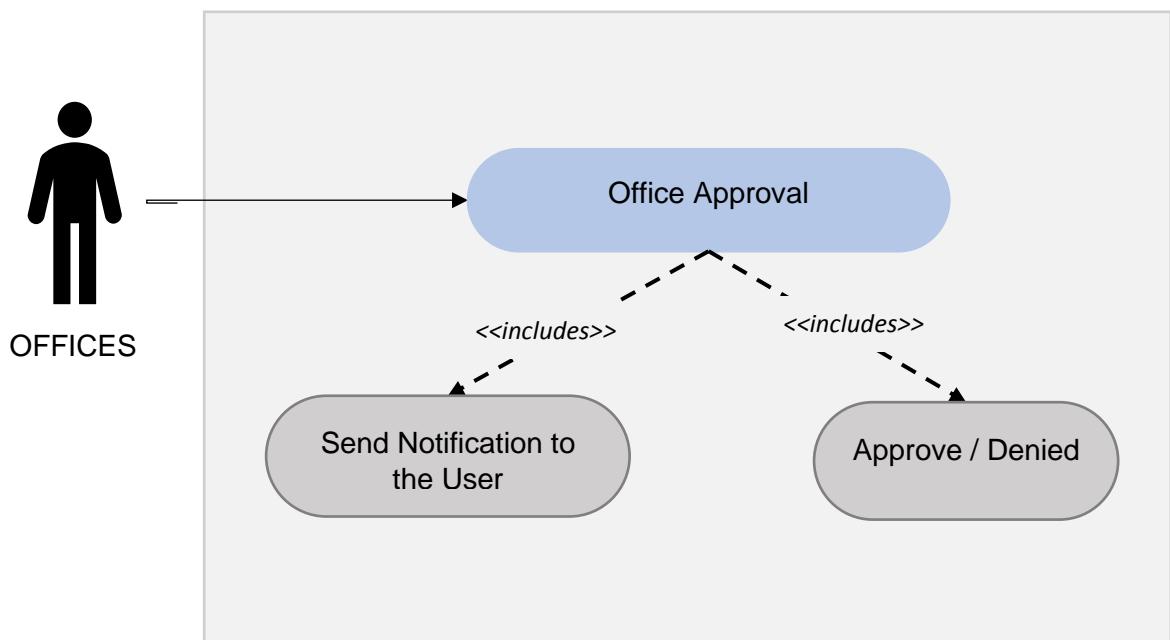
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System Use Case Diagram in Office/s

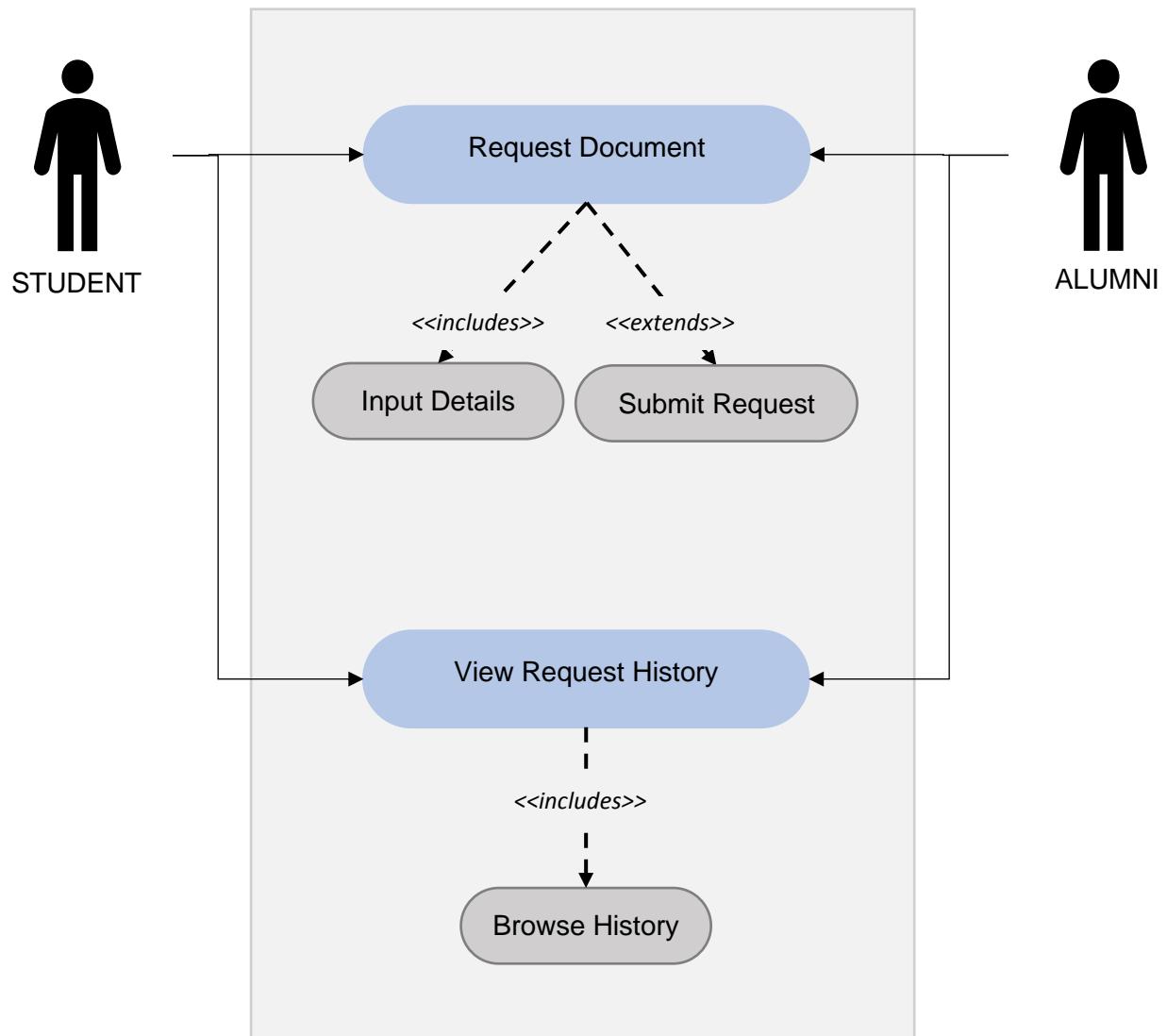


Detailed Use Case Diagram under Office



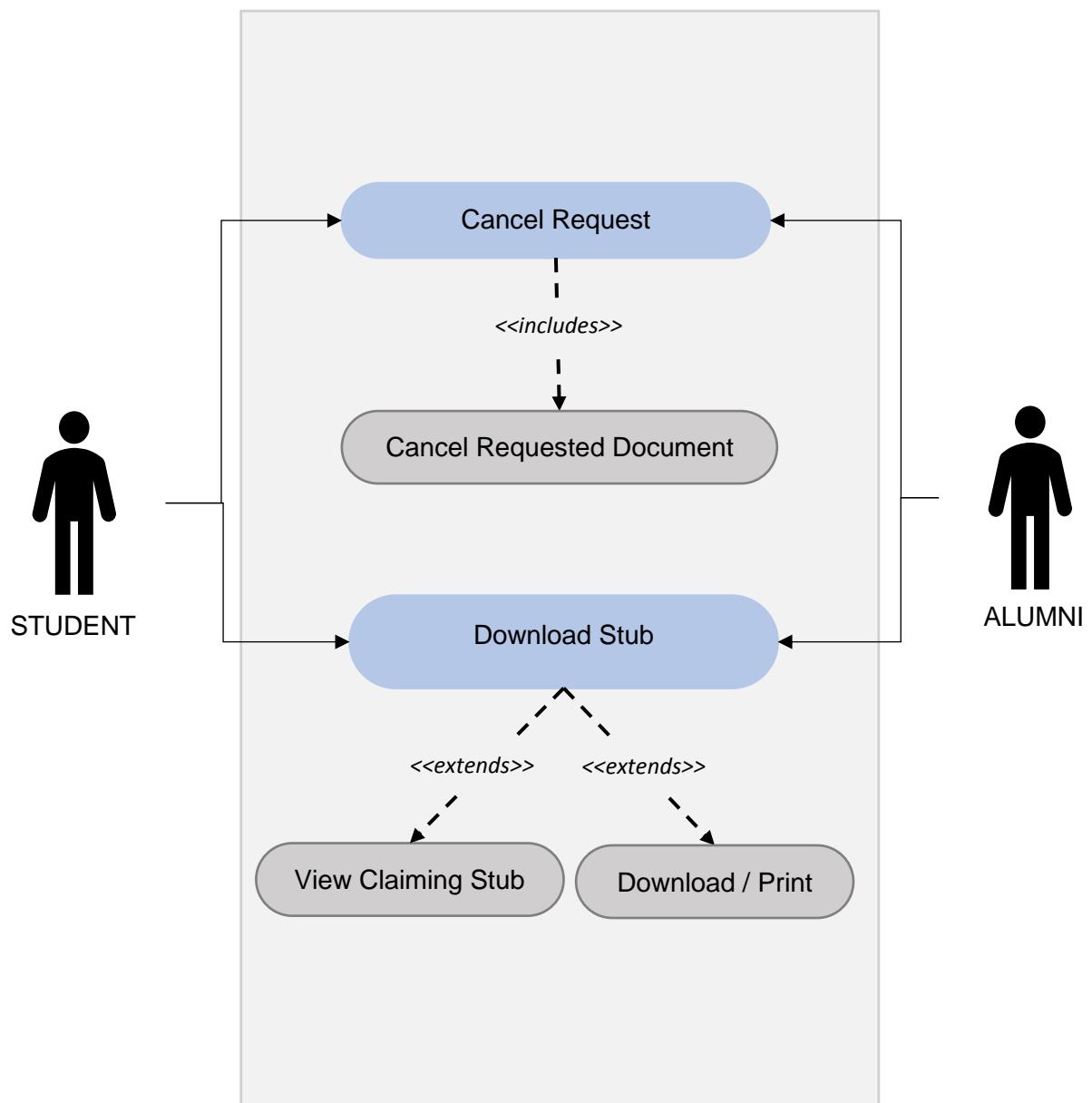


Detailed Use Case Diagram under Users





Detailed Use Case Diagram under Users



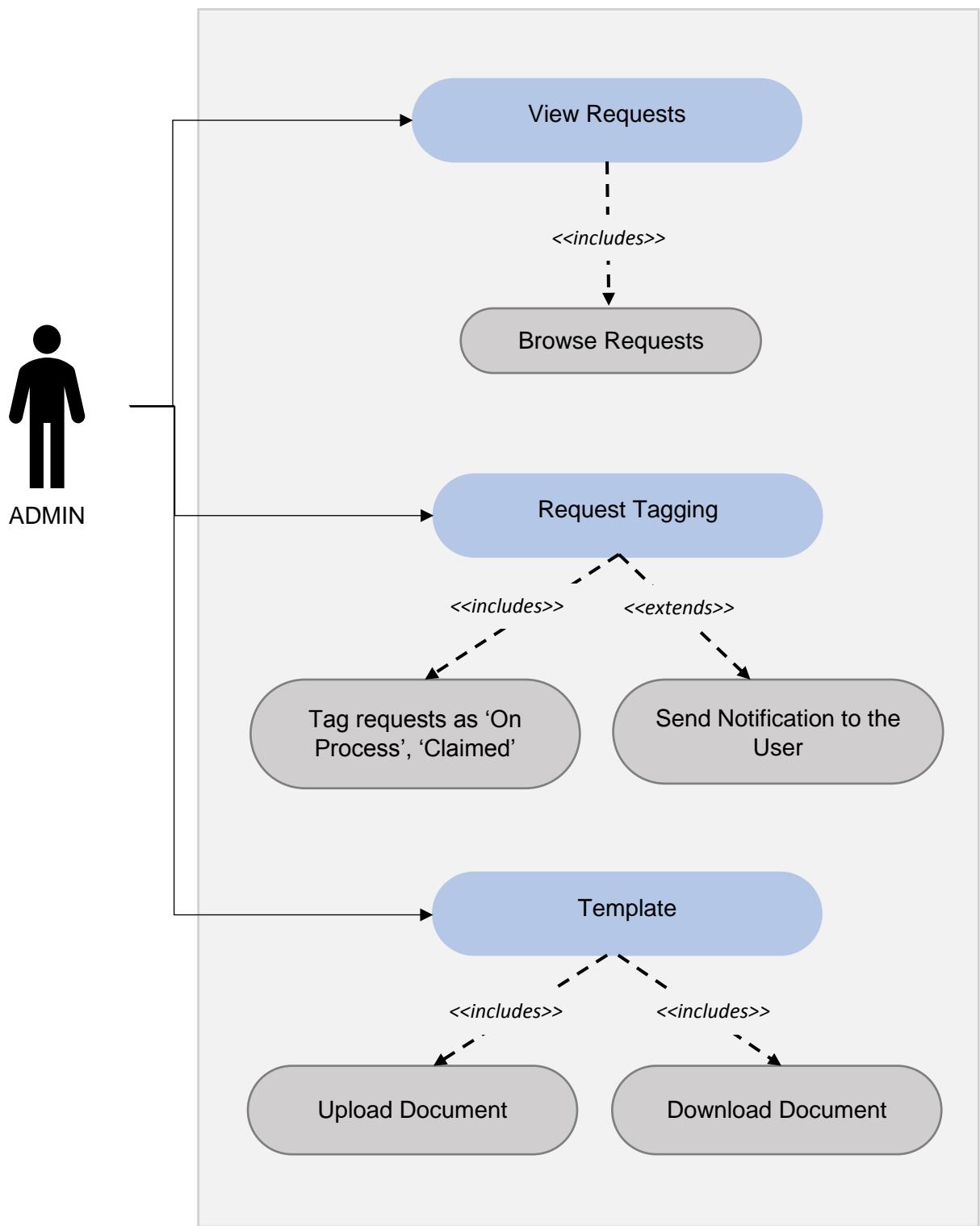


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Detailed Use Case Diagram under Admin



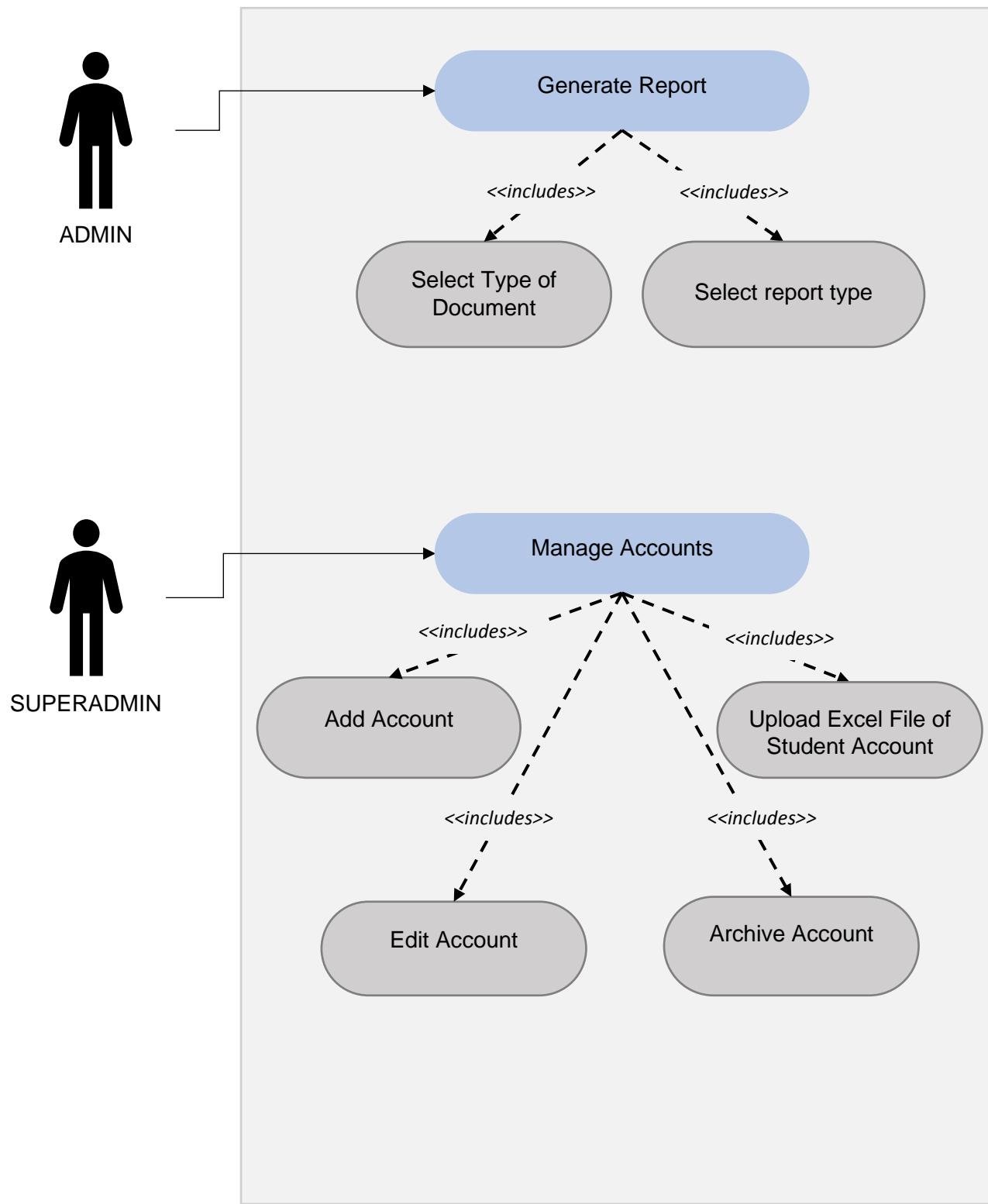


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Detailed Use Case Diagram under Admin and Super Admin



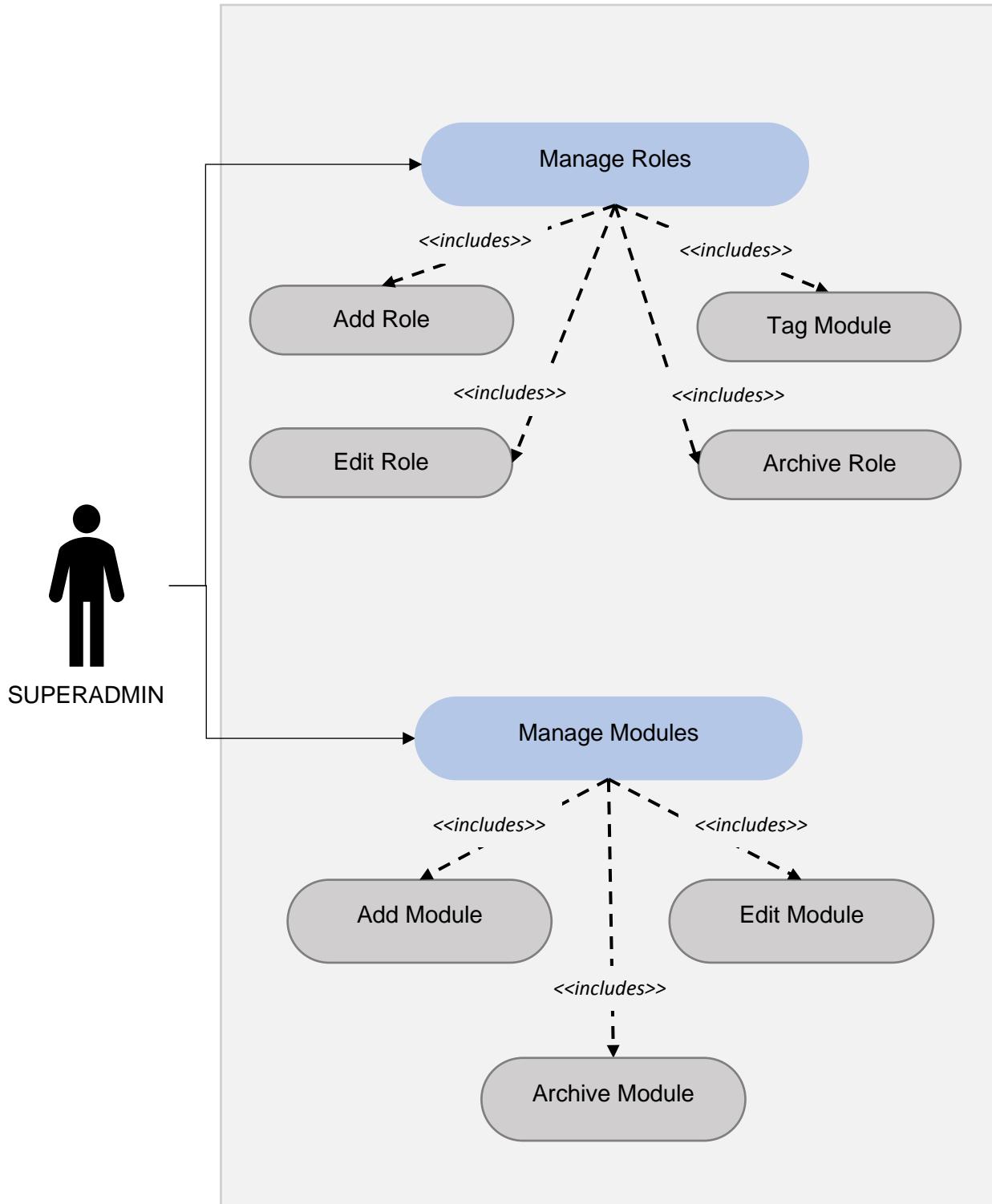


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Detailed Use Case Diagram under Super Admin



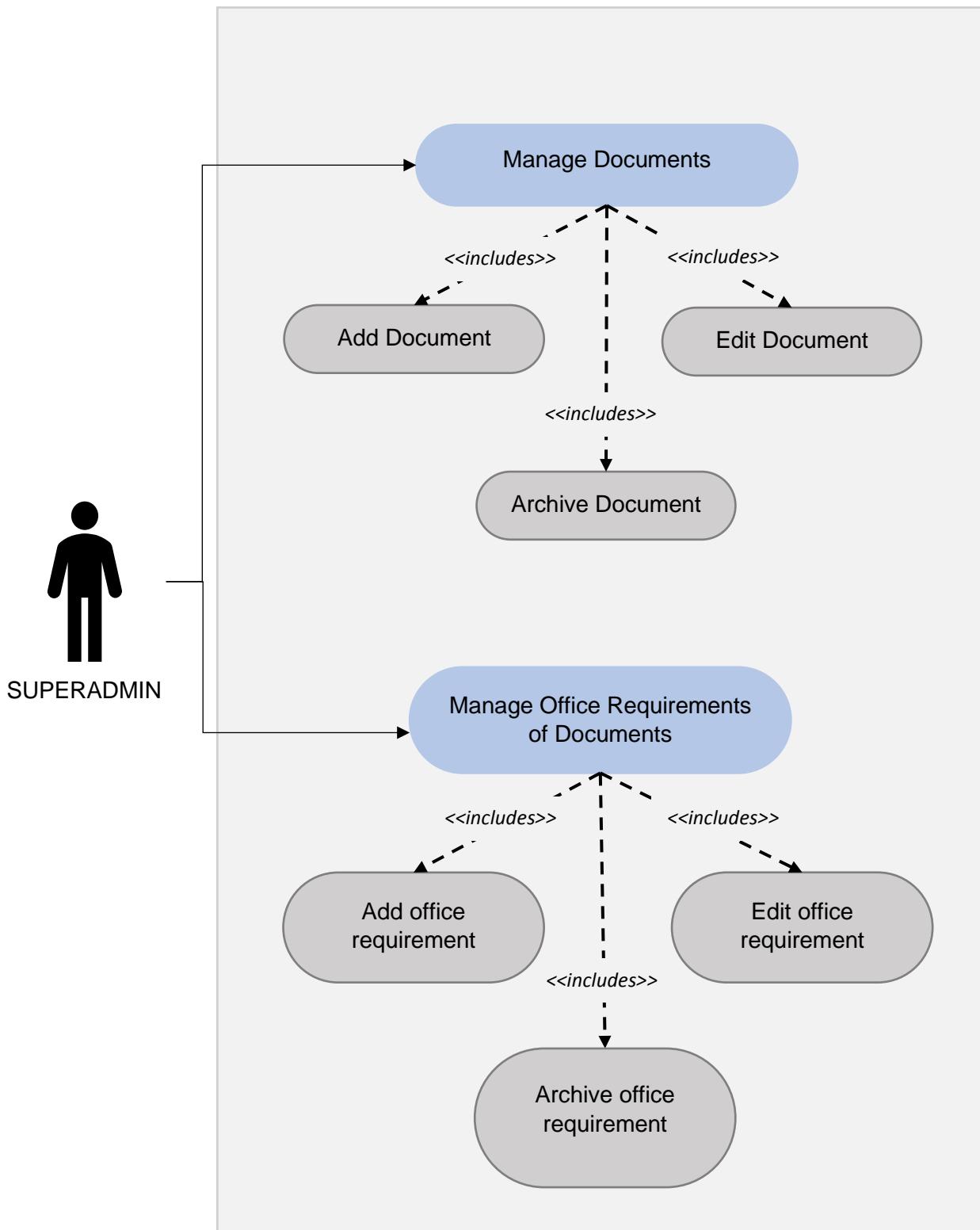


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TAGUIG BRANCH

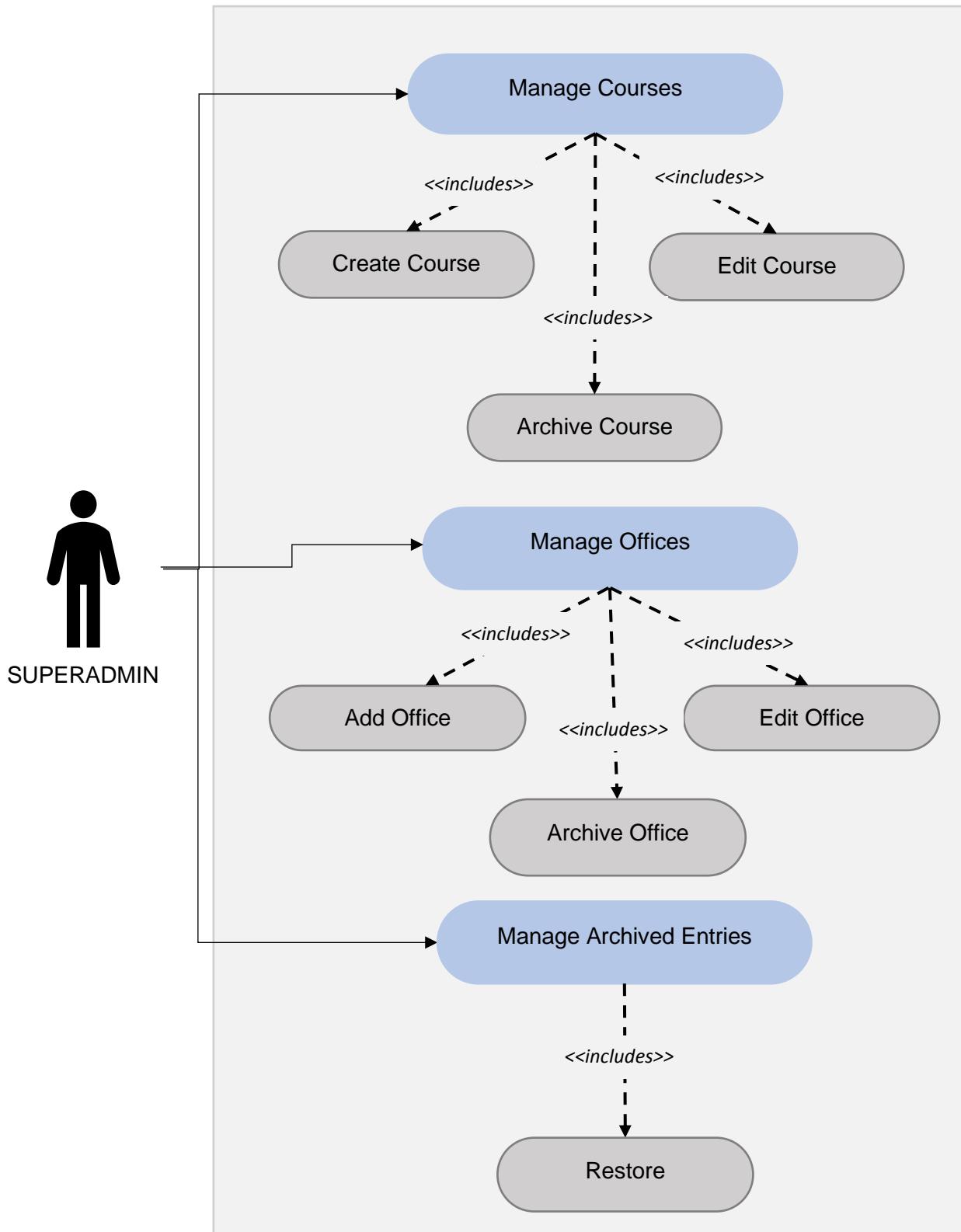
General Santos Avenue, Bicutan Taguig City

Detailed Use Case Diagram under Super Admin





Detailed Use Case Diagram under Super Admin



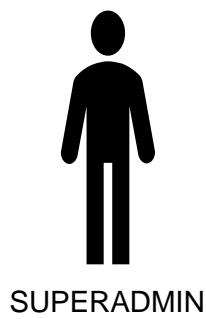


POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

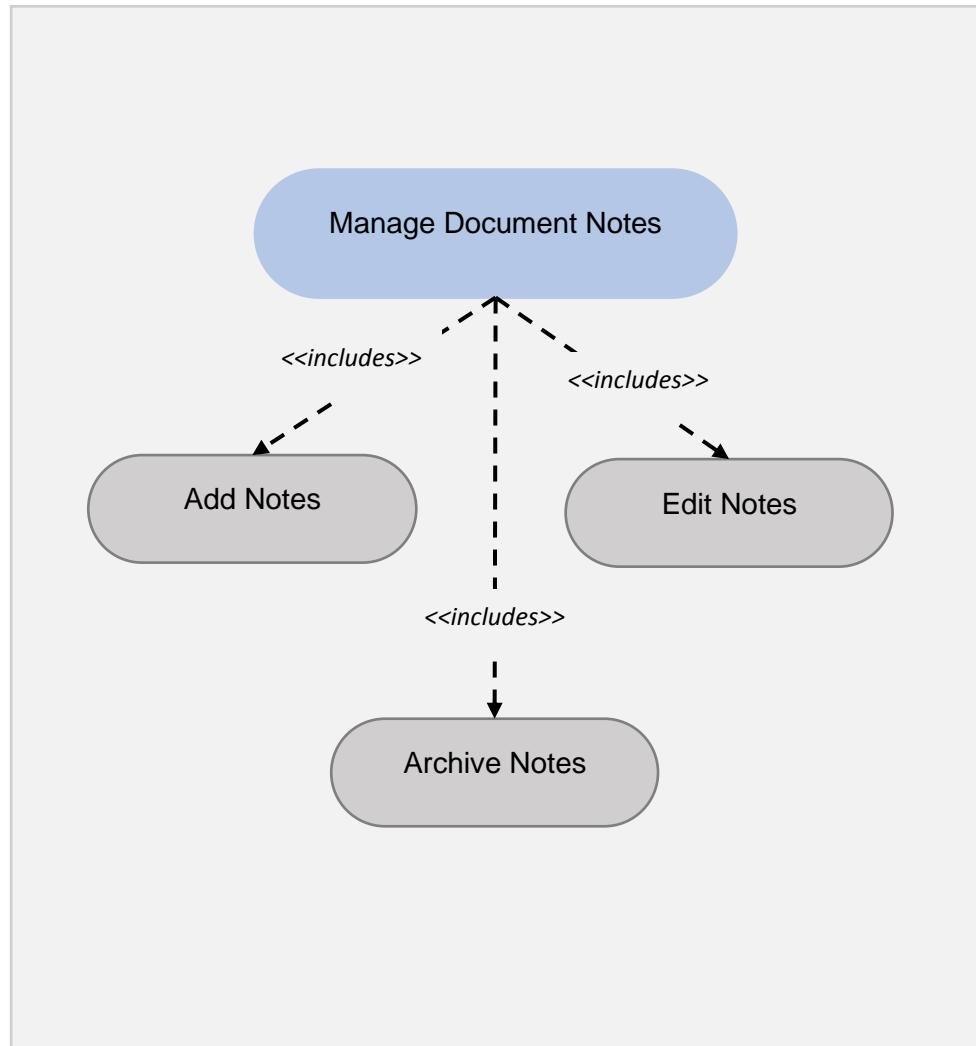
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Detailed Use Case Diagram under Super Admin



SUPERADMIN





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General Santos Avenue, Bicutan Taguig City

3.1.1.2 System Flow Diagram

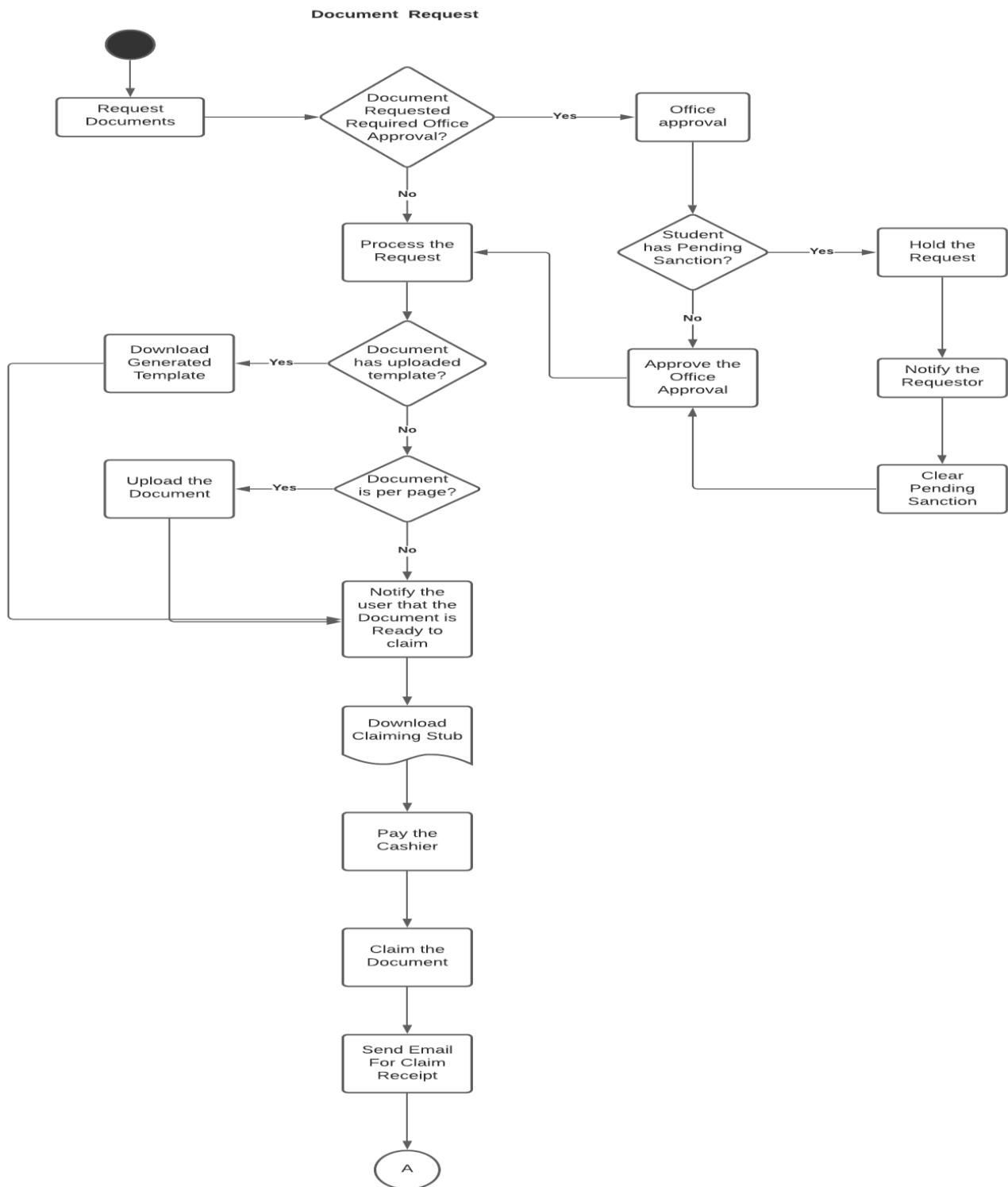
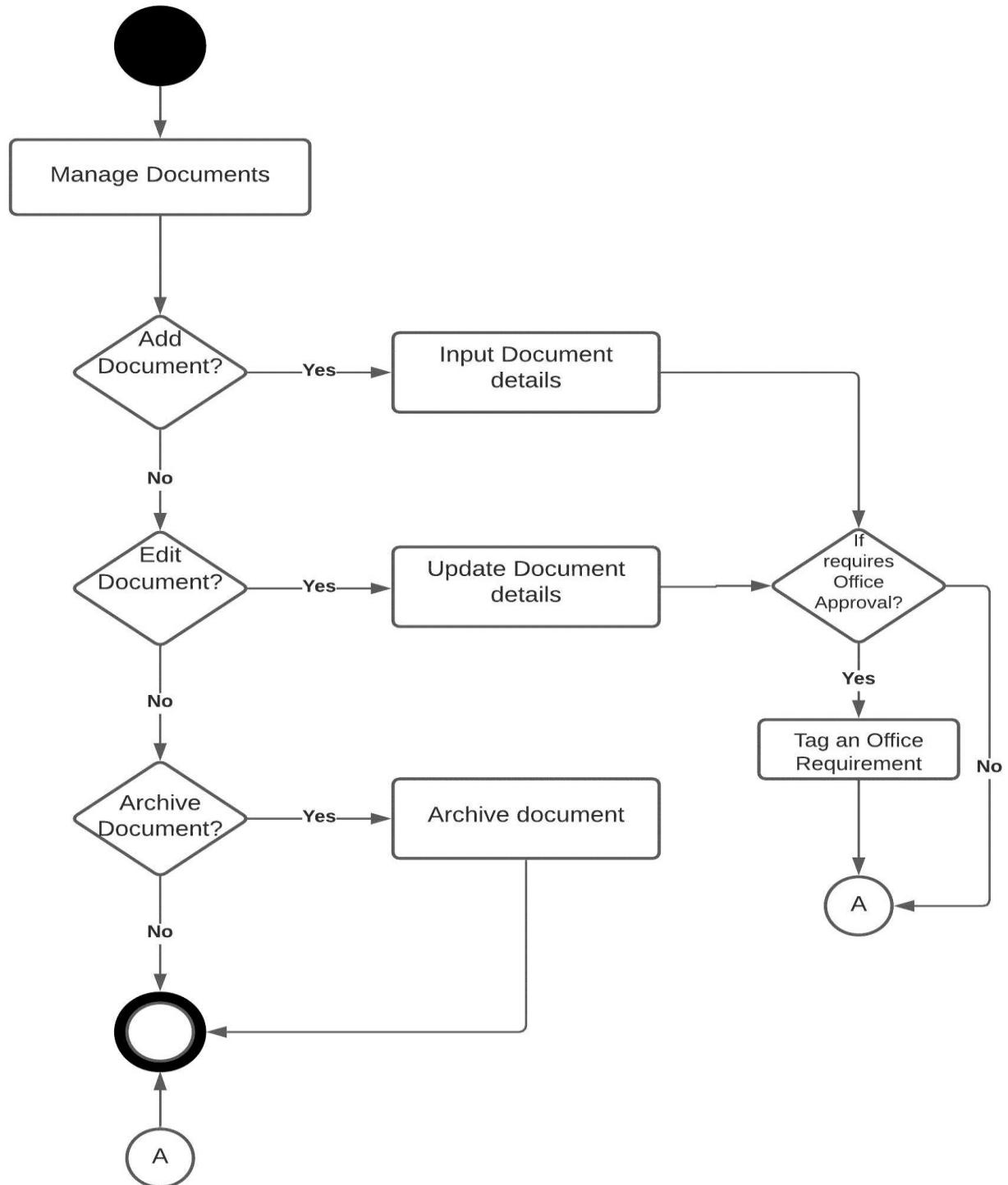


Figure 8. System Flow Diagram



Managing Documents



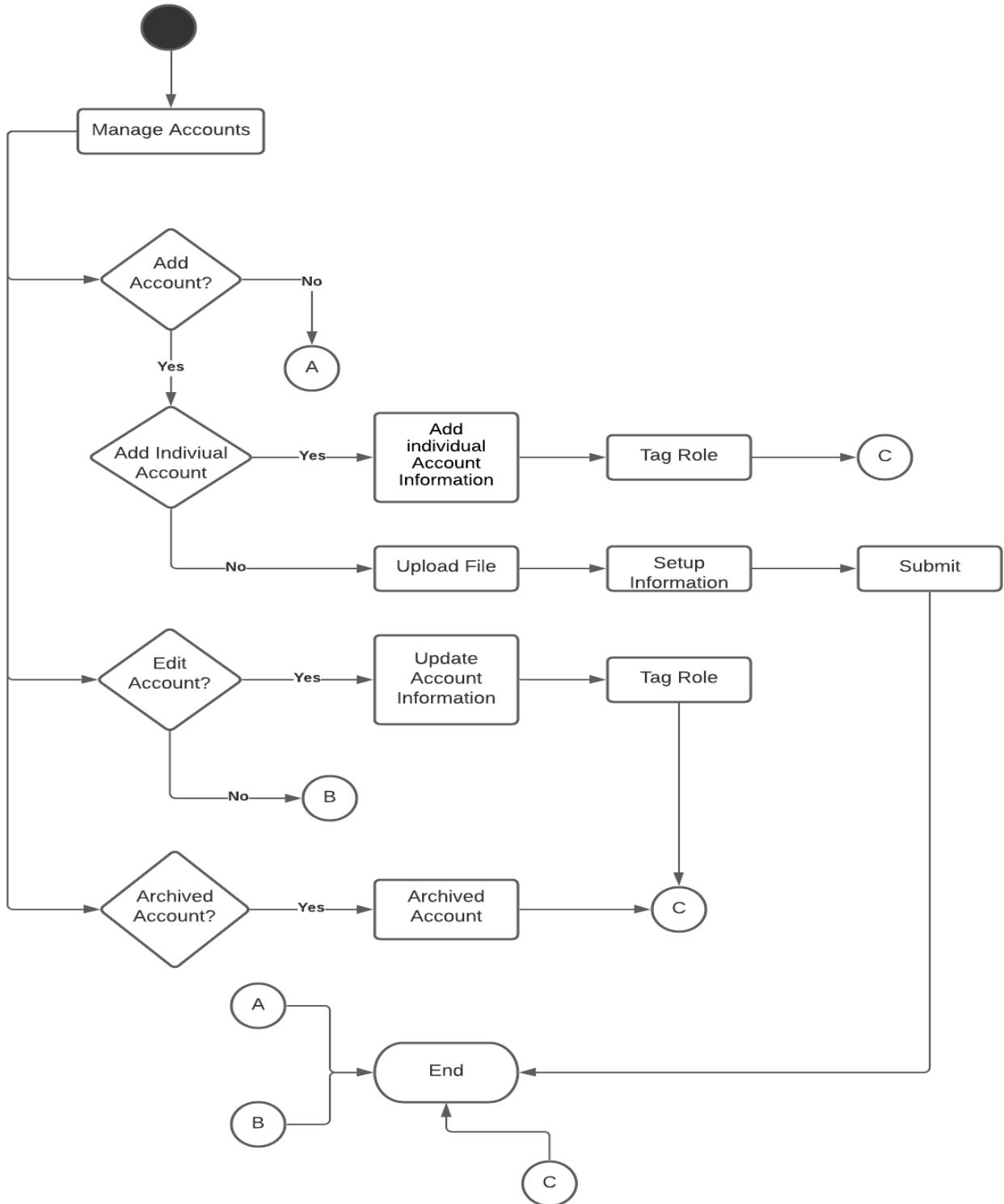


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Manage Accounts



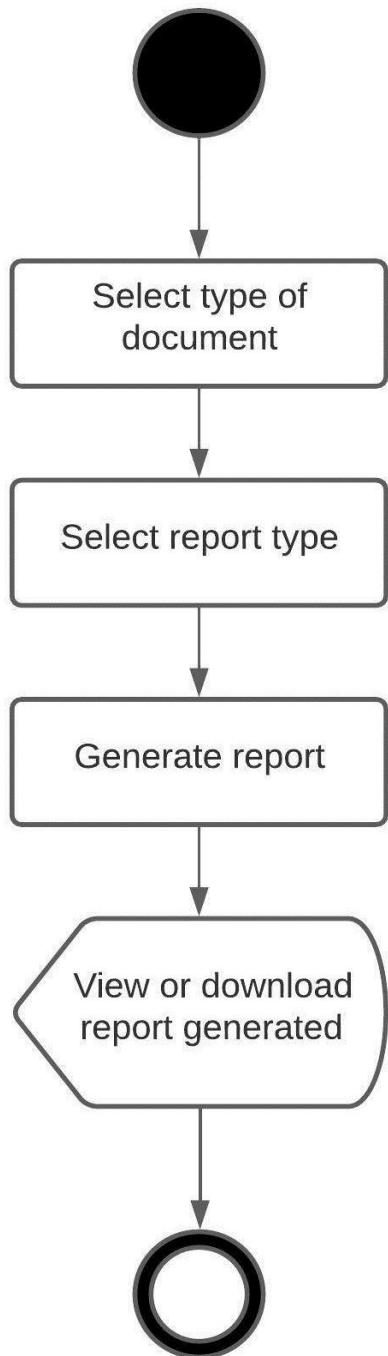


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Generating Reports





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3.1.2 System Prototype

3.1.2.1 Student Side

A screenshot of a web-based document request system. At the top, there's a dark header bar with the university's logo, the text "PUP Taguig | Online Document Request", "My Requests", "Request History", and a timestamp "© 2018-00293-TG-0". Below the header is a main content area with a light gray background. On the left, there's a sidebar with a yellow button labeled "+ Request document here" and a note: "Request for a copy of your academic related documents." The main content area has three tabs at the top: "My Requests" (which is active and highlighted in white), "On Process Document/s", and "Document/s to be Released". Under "My Requests", it says "My Requested Documents" and shows a table with columns "Document", "Date Requested", and "Action". A message "You don't have active request" is displayed. At the bottom of the page, there's a footer with the text "© 2021 made by - Mitsu Tech" and a small shield logo.

Name: My Request

Description: Requestor will see the request they've made.

A screenshot of the same web-based document request system. The interface is identical to the previous screenshot, but the "On Process Document/s" tab is now active (highlighted in white). In the main content area, it says "On Process Documents" and shows a table with columns "Document" and "Date Requested". A message "You have no on process document request" is displayed. The footer remains the same, with the text "© 2021 made by - Mitsu Tech" and a small shield logo.

Name: On Process Documents

Description: These are the requests that are being processed.



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PUP Taguig | Online Document Request My Requests Request History © 2018-00293-TG-0 ▾

Request Document

User Profile

Student Number : 2018-00293-TG-0
Name : Jerome B. Jalandoon
Course : DICT
Email : email@email.com

Documents

<input type="checkbox"/> Certificate of Good Moral	1
<input type="checkbox"/> Certificate of Grades	1
<input type="checkbox"/> Transcript of Record	1

Reason

e.g (Scholarship, Job)

Submit

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Name: Request Document

Description: This form allows the user to request a document

PUP Taguig | Online Document Request My Requests Request History © 2018-00293-TG-0 ▾

+ Request document here

Request for a copy of your academic related documents.

My Requests On Process Document/s Document/s to be Released

Documents For Claiming

Document	Date Finished	Price
You have no to be release document request		

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Name: My Request: Documents to be released

Description: These are the requested documents that will be released



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A screenshot of a web browser window titled "Claiming Stub". The URL is "localhost:8080/student/stub/12". The page displays a "Claiming Stub" document for Jerome B. Jalandoon, Student Number 2018-00293-TG-0, requested on April 05, 2021, at 01:52 PM. The document lists two items: "Certificate of Grades" and "Certificate of Good Moral". Both items require a stamp for each document. The total price is P 400. A barcode is also present.

Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
TAGUIG CITY BRANCH
Office of the Registrar

Claiming Stub

Name: Jerome B. Jalandoon **Student Number:** 2018-00293-TG-0
Date Requested: April 05, 2021 01:52 PM

Document/s Requested:

Qty	Document	Notes	Clearance	Price
1	Certificate of Grades	• bring document stamp for each document	N/A	P 200
1	Certificate of Good Moral	• bring document stamp for each document	Student Services: Pending	P 200
				Total price: P 400

R Q T b W L J h F a A u

Name: Claiming Stub

Description: This is the claiming stub for student's request.



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3.8.3.2 Super Admin Side (Maintenance)

#	Module	Slug	Action
#	Module Management	module-management	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
#	User Management	user-management	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
#	Document Management	document-management	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
#	Student Management	student-management	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
#	System Settings	system-settings	<input type="button" value="Delete"/> <input type="button" value="Edit"/>

Name: Modules

Description: This page allows the super admin to view the modules of the system.

Module Name:

Module Unique Identifier (Slug):

Name: Adding Modules



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Description: This form allows the super admin to add a module.

The screenshot shows a table titled "Permission Types" with four columns: "#", "Permission Type", "Slug", and "Action". The data rows are:

#	Permission Type	Slug	Action
#	Add	add	#
#	View	view	#
#	Delete	delete	#
#	Edit	edit	#

Below the table are navigation buttons: "Previous" (disabled), "1", and "Next".

Name: Permission Types

Description: This page allows the super admin to view the types of permissions of the system.

The screenshot shows a form titled "Adding Permission Types" with two input fields: "Permission Type" and "Module Type Unique Identifier (Slug)". A "Submit" button is located to the right of the "Slug" field.

Name: Adding permissions Types



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Description: This form allows the super admin to add a permission type.

#	Permission	Module	Icon	Path	Permission Type	Slug	Description	Action
#	Add Module	Module Management	plus	modules	Add	add-module	Add module	#
#	Add Roles	User Management	plus	roles	Add	add-roles	Add User Roles	#
#	Add Users	User Management	plus		Add	add-users	Add users	#
#	Add Notes	Document Management		notes	Add	add-notes	Add Notes	#
#	Add Document	Document Management	plus	documents	Add	add-document	Add Documents	#
#	Add Course Types	System Settings	plus	course-types	Add	add-course-types	Add Course Types	#
#	Add Courses	System Settings	plus	courses	Add	add-courses	Add Courses	#
#	Add Academic Status	System Settings	plus	academic-status	Add	add-academic-status	Add Academic Status	#
#	Modules	Module Management		modules	View	modules	View list of modules	#

Name: Permissions

Description: This page allows the super admin to view the Permissions of the system.

Adding Permissions

Permission Name:

Permission Unique Identifier (Slug):

Icon (Font Awesome):

Path:

Description:

Name: Adding Permissions

Description: This form allows the super administrator to add permissions.



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TAGUIG BRANCH

General Santos Avenue, Bicutan Taguig City

Registrar's Online Document Request and Approval System Jerome Jalandoon ▾

SUPERADMIN

Module Management

- Modules
- Permissions Type
- Permissions

User Management

- Roles
- Users
- Role Permissions

Document Management

- Notes
- Documents

Student Management

- Students

Roles

#	Role	Description	Action
#	Superadmin	IT User for maintanances	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
#	Admin	Registrar	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
#	Students	Student Role	<input type="button" value="Delete"/> <input type="button" value="Edit"/>

Search:

Add

Previous 1 Next

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Name: Roles

Description: This page allows the super admin to view the roles of users of the system.

Registrar's Online Document Request and Approval System Jerome Jalandoon ▾

SUPERADMIN

Module Management

- Modules
- Permissions Type
- Permissions

User Management

- Roles
- Users
- Role Permissions

Document Management

- Notes
- Documents

Student Management

- Students

Adding Role

Role Name

Description

Submit

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Name: Adding Roles

Description: This form allows the super admin to create roles.



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SUPERADMIN

Registrar's Online Document Request and Approval System

Jerome Jalandoon ▾

Users

Add

Search:

#	Name	Role	Email	Actions
#	Jerome Jalandoon	Superadmin	Jerome.jalandoon@gmail.com	Edit

Previous [1](#) Next

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This screenshot shows the 'Users' page of the system. The left sidebar is titled 'SUPERADMIN' and contains links for Module Management (Modules, Permissions Type, Permissions), User Management (Roles, Users, Role Permissions), Document Management (Notes, Documents), and Student Management (Students). The main content area is titled 'Users' and shows a table with one user entry: Jerome Jalandoon, Superadmin, with the email Jerome.jalandoon@gmail.com. There are 'Add', 'Search', and navigation buttons ('Previous', '1', 'Next') at the top of the table. A copyright notice for 'Mitsu Tech' is at the bottom.

Name: Users

Description: This page allows the super admin to view the users of the system

SUPERADMIN

Registrar's Online Document Request and Approval System

Jerome Jalandoon ▾

Adding User

First Name Last Name Middle Name

Username Password Confirm Password

Email Contact Roles

Submit

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This screenshot shows the 'Adding User' page. The left sidebar is identical to the previous one. The main content area is titled 'Adding User' and contains fields for First Name, Last Name, Middle Name, Username, Password, Confirm Password, Email, Contact, and Roles (a dropdown menu showing 'Superadmin'). A 'Submit' button is at the bottom right. A copyright notice for 'Mitsu Tech' is at the bottom.

Name: Adding User



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General Santos Avenue, Bicutan Taguig City

Description: This form allows the super admin to add new user.

The screenshot shows a user interface for a document request and approval system. The top navigation bar includes the university's name, branch, and a dropdown for Jerome Jalandoon. On the left, a sidebar menu for 'SUPERADMIN' lists 'Module Management', 'User Management', and 'Student Management' sections, with 'Role Permissions' currently selected. The main content area is titled 'Role Permissions' and displays a table with columns for '#', 'Role', 'Description', and 'Permissions'. A single row is shown for 'Superadmin' with the description 'IT User for maintanances'. The 'Permissions' column contains a detailed list of module management tasks like 'Add', 'Delete', 'Edit', and 'View' for 'Modules', 'Permissions Type', and 'Permissions' respectively. There are also links for 'User Management' and 'Document Management'. An 'Edit' button is visible at the bottom right of the table row.

Name: Role Permissions

Description: This page allows the super admin to view the role permissions.

The screenshot shows a user interface for a document request and approval system. The top navigation bar includes the university's name, branch, and a dropdown for Jerome Jalandoon. On the left, a sidebar menu for 'SUPERADMIN' lists 'Module Management', 'User Management', and 'Student Management' sections, with 'Document Management' currently selected. The main content area is titled 'Document Notes' and displays a table with columns for '#', 'Notes', and 'Action'. Four rows are listed: 'Bring Document Stamp', 'Bring 2x2 Picture', 'Sample Note', and 'Other'. Each row has an 'Edit' button in the 'Action' column. At the bottom right, there are 'Previous' and 'Next' navigation buttons. A copyright notice for '© 2021 made by - Mitsu Tech' is at the bottom center.

Name: Document Notes

Description: This page allows the user to view the notes of documents.



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General Santos Avenue, Bicutan Taguig City

Registrar's Online Document Request and Approval System

Jerome Jalandoon ▾

SUPERADMIN

Module Management

- Modules
- Permissions Type
- Permissions

User Management

- Roles
- Users
- Role Permissions

Document Management

- Notes
- Documents

Student Management

- Students

Adding Notes

Note

Submit

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Name: Adding Notes

Description: This form allows the super admin to add notes.

Registrar's Online Document Request and Approval System

Jerome Jalandoon ▾

SUPERADMIN

Module Management

- Modules
- Permissions Type
- Permissions

User Management

- Roles
- Users
- Role Permissions

Document Management

- Notes
- Documents

Student Management

- Students

Adding Document

Document

Price

Document Notes

Document Office Requirements

Free on first Request

Yes No

Submit

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Name: Document

Description: This form allows the super admin to add document.



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SUPERADMIN

Registrar's Online Document Request and Approval System

Jerome Jalandoon ▾

Documents

#	Document	Price	Free on first Request	Notes	Office Requirements	Actions
#	Certificate Of Good Moral	P 150	Yes	<ul style="list-style-type: none">Bring Document StampBring 2x2 Picture	<ul style="list-style-type: none">Student Services	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
#	Certificate Of Grades	P 150	No	<ul style="list-style-type: none">Bring Document StampBring 2x2 PictureSample NoteOther	<ul style="list-style-type: none">Student Services	<input type="button" value="Delete"/> <input type="button" value="Edit"/>

Search:

Add

Previous Next

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Name: Documents

Description: This page allows the super admin to view the documents in the system.

SUPERADMIN

Registrar's Online Document Request and Approval System

Jerome Jalandoon ▾

Students

#	Name	Courses	Academic Status	Level	Year Graduated	Action
No data available in table						

Choose File No file chosen

Search:

Add

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Previous Next

Name: Students

Description: This page allows the super admin to view the list of students



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Registrar's Online Document Request and Approval System

Jerome Jalandoon ▾

SUPERADMIN

Module Management

- Modules
- Permissions Type
- Permissions

User Management

- Roles
- Users
- Role Permissions

Document Management

- Notes
- Documents

Student Management

- Students

Adding Student

Student Number

First Name Last Name Middle Name

Submit

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Name: Adding Student

Description: This form allows the super admin to add new student.

Registrar's Online Document Request and Approval System

Jerome Jalandoon ▾

SUPERADMIN

Courses

#	Course	Abbreviation	Course Type	Action
#	Diploma In Information Communication Technology	DICT	Undergraduate	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
#	Bachelor Of Science In Information Technology	BSIT	Undergraduate	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
#	Bachelor Of Science In Accountancy	BSA	Undergraduate	<input type="button" value="Delete"/> <input type="button" value="Edit"/>

Search:

Previous Next

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Name: Courses

Description: This page allows the super admin to view the courses in the system.



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Registrar's Online Document Request and Approval System

Jerome Jalandoon ▾

SUPERADMIN

Module Management

- Modules
- Permissions Type
- Permissions

User Management

- Roles
- Users
- Role Permissions

Document Management

- Notes
- Documents

Student Management

- Students

Adding Courses

Course

Abbreviation

Course Type

Submit

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Name: Adding Courses

Description: This form allows the super admin to add new courses.

Registrar's Online Document Request and Approval System

Jerome Jalandoon ▾

SUPERADMIN

Roles

Users

Role Permissions

Document Management

- Notes
- Documents

Student Management

- Students

System Settings

- Courses
- Course Types
- Academic Status
- Offices

Course Types

Add

Search:

#	Course Type	Action
#	Undergraduate	

Previous 1 Next

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Name: Course Types

Description: This page allows the super admin to view the type of courses.



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Registrar's Online Document Request and Approval System

Jerome Jalandoon ▾

SUPERADMIN

Module Management

- Modules
- Permissions Type
- Permissions

User Management

- Roles
- Users
- Role Permissions

Document Management

- Notes
- Documents

Student Management

- Students

Adding Academic Status

Academic Status

Submit

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Name: Adding Academic Status

Description: This form allows the super admin to add new academic status.

Registrar's Online Document Request and Approval System

Jerome Jalandoon ▾

SUPERADMIN

Roles

Users

Role Permissions

Document Management

- Notes
- Documents

Student Management

- Students

System Settings

- Courses
- Course Types
- Academic Status
- Offices

localhost:8080/academic-status

Academic Status

Add

Search:

#	↑	Academic Status	↑	Action	↑
#		Enrolled		<input type="button" value="Delete"/> <input type="button" value="Edit"/>	

Previous 1 Next

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Name: Academic Status



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Description: This page allows the super admin to view the academic status.

A screenshot of a web-based administrative system. The header reads "Registrar's Online Document Request and Approval System" and "Jerome Jalandoon". The left sidebar, titled "SUPERADMIN", contains links for Roles, Users, Role Permissions, Document Management (Notes, Documents), Student Management (Students), System Settings (Courses, Course Types, Academic Status), and Offices. The "Offices" link is highlighted. The main content area is titled "Offices" and shows a table with one row. The table has columns for "#", "Office", and "Action". The single entry is "Student Services". The "Action" column contains "Delete" and "Edit" buttons. Navigation buttons for "Previous" and "Next" are also present. A copyright notice at the bottom says "© 2021 made by - Mitsu Tech".

#	Office	Action
#	Student Services	<input type="button" value="Delete"/> <input type="button" value="Edit"/>

Name: Offices

Description: This page allows the super admin to view the list of offices.



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3.8.3.3 Administrator Side

Online Document Request Pending Requests Office Approval On Process Requests Processed Requests Claimed Requests Admin

Pending Requests

Search Search

Student Number	Name	Course	Reason	Documents	Date Requested
2019-00293-TG-0	Jerome Jalandoon	DICT	Scholarship	<ul style="list-style-type: none">Certificate of Good MoralCertificate of Grades	May 05, 2021 - 12:12 PM
2019-00219-TG-0	Juan Dela Cruz	BSIT	Employment	<ul style="list-style-type: none">Certificate of Good Moral	May 10, 2021 - 02:12 PM

Confirm

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Name: Pending Requests

Description: This page serves as the homepage and allows the administrator to view the pending requests made by the users

Online Document Request Pending Requests **Office Approval** On Process Requests Processed Requests Claimed Requests Admin

Office Approval

Search Search

Student Number	Name	Course	Office	Documents	Date Requested
2019-00293-TG-0	Jerome Jalandoon	DICT	Student Services	<ul style="list-style-type: none">Certificate of Good Moral	May 05, 2021 - 12:12 PM
2019-00219-TG-0	Juan Dela Cruz	BSIT	Student Services	<ul style="list-style-type: none">Certificate of Good Moral	May 10, 2021 - 02:12 PM

Approve

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Name: Office Approval

Description: This page allows the administrator to view the list of requests with office approval



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Online Document Request Pending Requests Office Approval On Process Requests Processed Requests Claimed Requests Admin

On Process Requests

On Process Requests

Student Number	Name	Course	Documents	Date Requested
No on process request				

Process Complete

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Name: On Process Requests

Description: This page allows the administrator to view the list of on process requests.

Online Document Request Pending Requests Office Approval On Process Requests Processed Requests Claimed Requests Admin

Processed Requests

Documents to be Claimed

Barcode Scan Here
1ah12h4j

Student Number	Name	Course	Documents	Date Requested
No on process request				

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Name: Documents to be Claimed

Description: This page allows the user to view the list of documents to be claimed.



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Online Document Request Pending Requests Office Approval On Process Requests Processed Requests Claimed Requests Admin

Claimed Requests

Type of Document

Student Number	Name	Course	Documents	Date Requested
No on process request				

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Name: Claimed Requests

Description: This page allows the user to view the claimed requests, and to generate reports.



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3.2 Technical Specifications

3.2.1 Domain Object Modeling

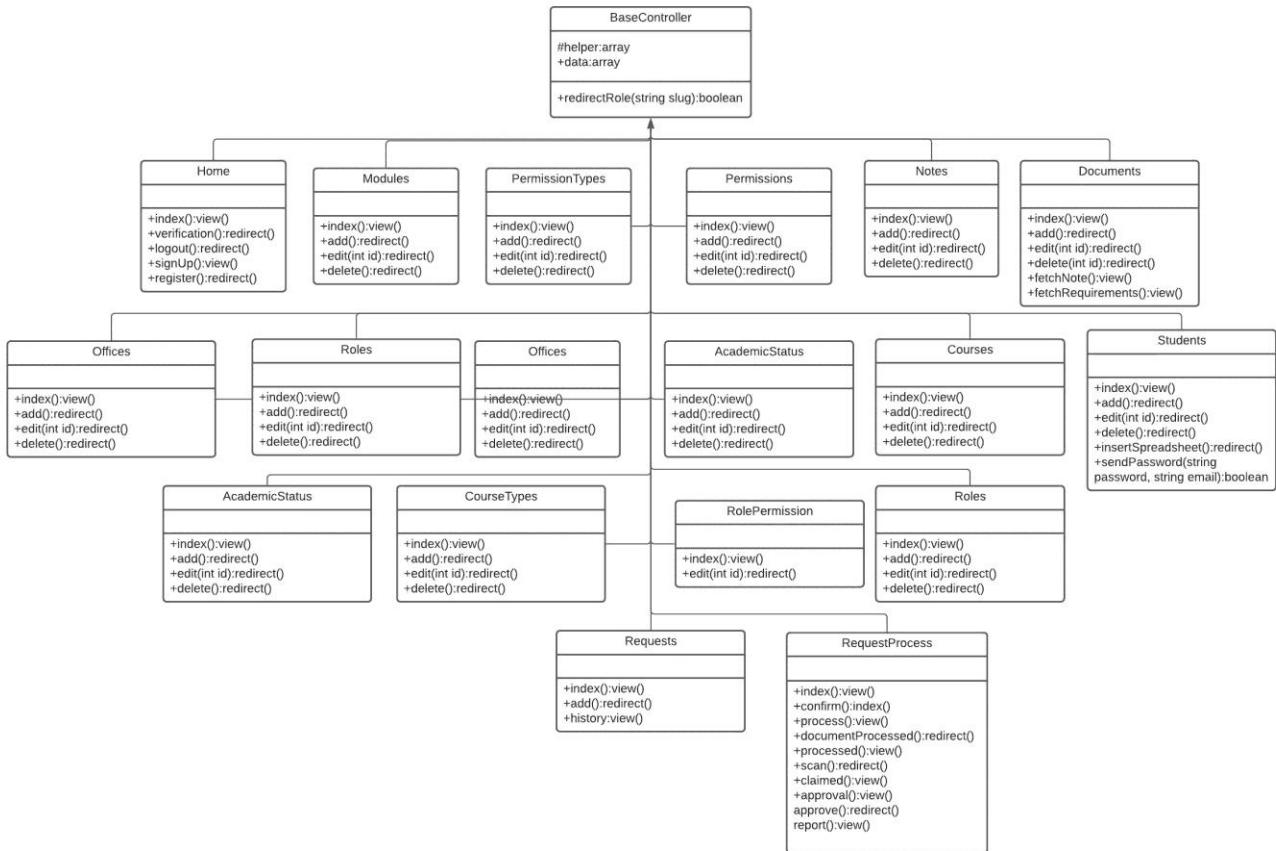


Figure 9. Domain Object Modeling

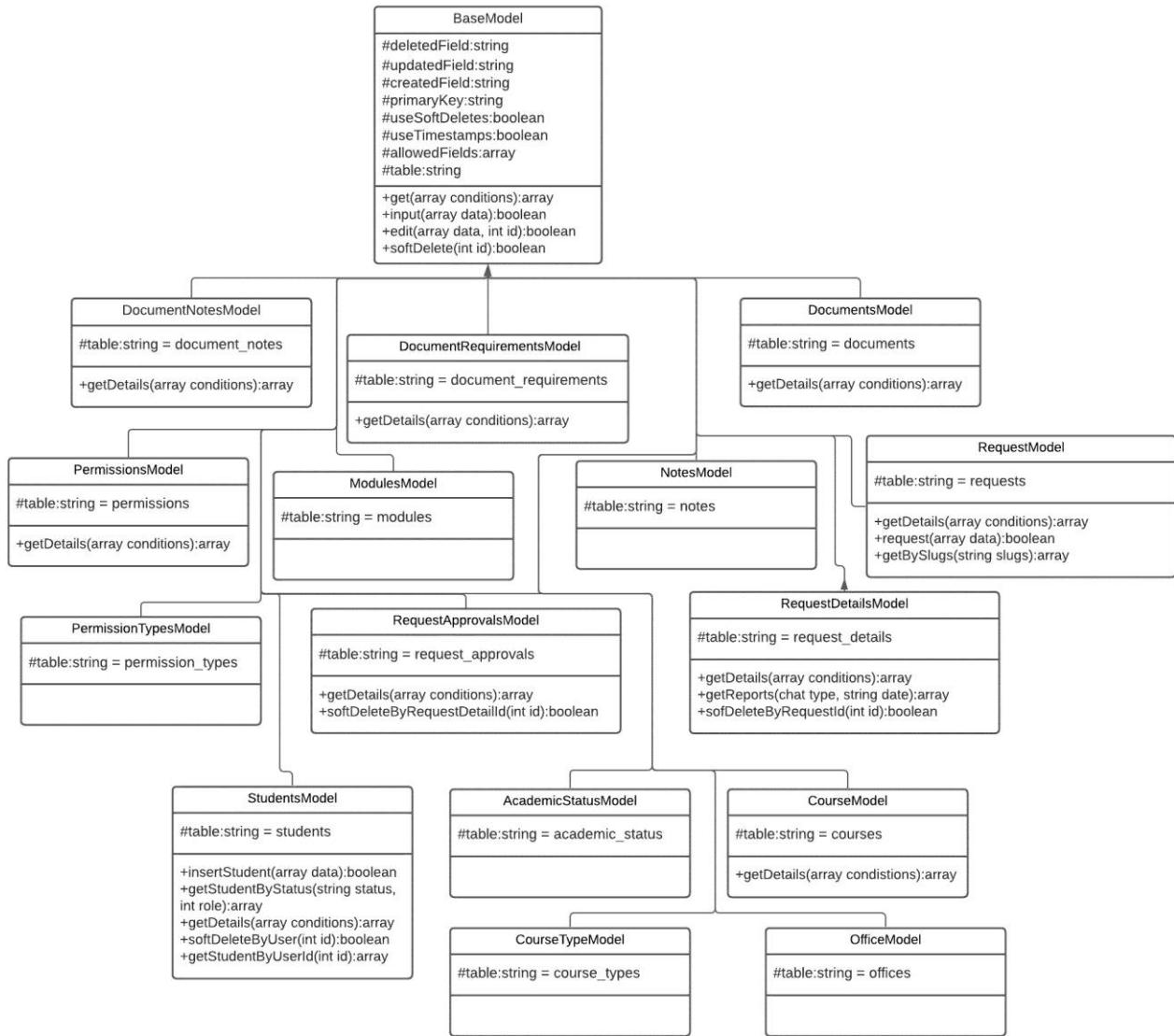


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3.2.1 Domain Object Modeling (continuation)





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General Santos Avenue, Bicutan Taguig City

3.2.2 Database Design

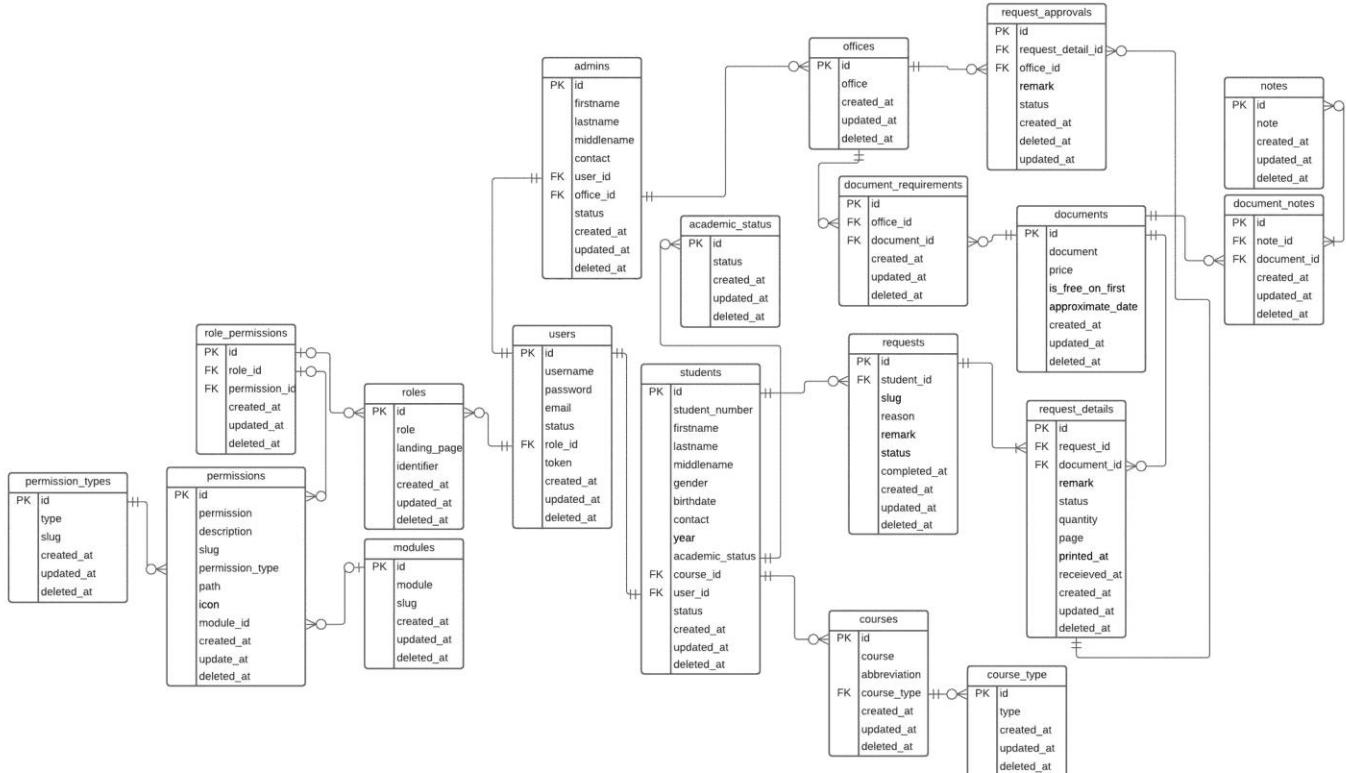


Figure 9. Process Flow Diagram



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General Santos Avenue, Bicutan Taguig City

3.2.2.1 Database Dictionary

ADMINS				
DATA ELEMENT	DESCRIPTION	DATA TYPE	LENGTH	SAMPLE DATA
firstname	admin first name	varchar	50	Jerome
lastname	admin last name	varchar	50	Jalandoon
middlename	admin middle name	varchar	50	Bermudez
contact	admin contact number	varchar	15	09474784309
user_id	Admin user ID	Int	11	1
office_id	Admin office ID	Int	11	1
created_at	Date created	date time		05/09/2021
updated_at	Date updated	date time		05/11/2021
deleted_at	Date deleted	date time		05/13/2021

ACADEMIC_STATUS				
DATA ELEMENT	DESCRIPTION	DATA TYPE	LENGTH	SAMPLE DATA
status	Academic status of students	varchar	30	Enrolled
created_at	Date created	date time		05/09/2021
updated_at	Date updated	date time		05/11/2021
deleted_at	Date deleted	date time		05/13/2021

COURSES				
DATA ELEMENT	DESCRIPTION	DATA TYPE	LENGTH	SAMPLE DATA
Course	Student Course	varchar	50	Diploma in Information Communication Technology
course_type	Type of Course	int	11	1
Abbreviation	Course abbreviation	varchar	20	DICT
Created_at	Date created	date time		05/09/2021
Updated_at	Date updated	date time		05/11/2021
Deleted_at	Date deleted	date time		05/13/2021



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COURSES_TYPES

DATA ELEMENTS	DESCRIPTION	DATA TYPE	LENGTH	SAMPLE DATA
type	Course Type	varchar	30	Graduate
created_at	Date created	date time		05/09/2021
updated_at	Date updated	date time		05/11/2021
deleted_at	Date deleted	date time		05/13/2021

DOCUMENTS

DATA ELEMENT	DESCRIPTION	DATA TYPE	LENGTH	SAMPLE DATA
document	Client documents	varchar	100	Certificate of Good Moral
price	Price of documents	float		150
is_free_on_first	If free on first request	tinyint	1	1
template	Template for document	varchar	50	
per page payment	Per page payment of document	Int	1	
created_at	Date created	date time		05/09/2021
updated_at	Date updated	date time		05/11/2021
deleted_at	Date deleted	date time		05/13/2021

DOCUMENTS_NOTES

DATA ELEMENT	DESCRIPTION	DATA TYPE	LENGTH	SAMPLE DATA
note_id	Notes	int	11	1
document_id	Documents	int	11	1
created_at	Date created	date time		05/09/2021
updated_at	Date updated	date time		05/11/2021
deleted_at	Date deleted	date time		05/13/2021



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DOCUMENTS_REQUIREMENTS

DATA ELEMENT	DESCRIPTION	DATA TYPE	LENGTH	SAMPLE DATA
office_id	Office	Int	11	1
document_id	Documents	Int	11	1
created_at	Date created	date time		05/09/2021
updated_at	Date updated	date time		05/11/2021
deleted_at	Date deleted	date time		05/13/2021

MODULES

DATA ELEMENT	DESCRIPTION	DATA TYPE	LENGTH	SAMPLE DATA
slug	Unique Identifier	varchar	50	Document Management
module	Module Name	varchar	50	Document-management
created_at	Date created	date time		05/09/2021
updated_at	Date updated	date time		05/11/2021
deleted_at	Date deleted	date time		05/13/2021

NOTES

DATA ELEMENT	DESCRIPTION	DATA TYPE	LENGTH	SAMPLE DATA
note	Note Name	varchar	100	Bring 2x2 Picture
created_at	Date created	date time		05/09/2021
updated_at	Date updated	date time		05/11/2021
deleted_at	Date deleted	date time		05/13/2021

OFFICES

DATA ELEMENT	DESCRIPTION	DATA TYPE	LENGTH	SAMPLE DATA
office	Office Name	varchar	100	Student Service
created_at	Date created	date time		05/09/2021
updated_at	Date updated	date time		05/11/2021
deleted_at	Date deleted	date time		05/13/2021



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PERMISSIONS

DATA ELEMENT	DESCRIPTION	DATA TYPE	LENGTH	SAMPLE DATA
permission	Permission Name	varchar	50	Add Users
path	Path for url	varchar	20	users
icon	Fontawesome icon	varchar	20	plus
slug	Unique identifier	varchar	50	add-users
description	description	varchar	100	Adding User
permission_type	Type of permission	int	11	1
module_id	Module under	int	11	1
created_at	Date created	date time		05/09/2021
updated_at	Date updated	date time		05/11/2021
deleted_at	Date deleted	date time		05/13/2021

PERMISSION_TYPES

DATA ELEMENT	DESCRIPTION	DATA TYPE	LENGTH	SAMPLE DATA
type	Permission type	varchar	50	add
slug	Unique identifier	varchar	50	add
created_at	Date created	date time		05/09/2021
updated_at	Date updated	date time		05/11/2021
deleted_at	Date deleted	date time		05/13/2021

REQUEST

DATA ELEMENT	DESCRIPTION	DATA TYPE	LENGTH	SAMPLE DATA
slugs	Unique identifier	varchar	12	DcEfbTvXs
student_id	Student Requestor	bigint	20	1
reason	Reason for request	text		For scholarship
remarks	Remarks on Actions	varchar	100	Rejected Unreasonable Quantity



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status	Status of request	char	1	
approved_at	Date approved	Date time		05/15/2021
disapproved_at	Date disapproved	Date time		05/15/2021
completed_at	Date completed	date time		05/15/2021
created_at	Date created	date time		05/09/2021
updated_at	Date updated	date time		05/11/2021
deleted_at	Date deleted	date time		05/13/2021

REQUEST_APPROVALS

DATA ELEMENTS	DESCRIPTION	DATA TYPE	LENGTH	SAMPLE DATA
request_detail_id	Details of request	bigint	20	1
office_id	Office	bigint	20	1
remark	Remarks for action	varchar	100	Have Pending Sacntions
status	Status of Request	char	1	p
hold_at	Date holded	Date time		05/15/2021
approved_at	Date approved	Date time		05/15/2021
created_at	Dated created	date time		05/09/2021
updated_at	Date updated	date time		05/11/2021
deleted_at	Date deleted	date time		05/13/2021

REQUEST_DETAILS

DATA ELEMENT	DESCRIPTION	DATA TYPE	LENGTH	SAMPLE DATA
Request_id	request	bigint	20	1
Document_id	Document requested	bigint	20	1



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remarks	Remark for each action	varchar	100	printed
Status	Status of request	char	1	c
Quantity	Quantity of request	int	100	2
Page	page	int	100	2
Printed_at	Date printed	date time		05/15/2021
Received_at	Date received	date time		05/17/2021
Created_at	Date created	date time		05/09/2021
Updated_at	Date updated	date time		05/11/2021
Deleted_at	Date deleted	date time		05/13/2021

ROLES

DATA ELEMENT	DESCRIPTION	DATA TYPE	LENGTH	SAMPLE DATA
role	Role name	varchar	50	admin
landing_page	Page when user logged in	varchar	25	home
identifier	Unique identifier	varchar	50	Admin
description	Description of role	varchar	100	Admin User
Created_at		date time		05/09/2021
Updated_at		date time		05/11/2021
Deleted_at		date time		05/13/2021

ROLE_PERMISSIONS

DATA ELEMENT	DESCRIPTION	DATA TYPE	LENGTH	SAMPLE DATA
role_id	Role	int	11	1
permission_id	Permission	int	11	1
created_at	Date created	date time		05/09/2021
updated_at	Date updated	date time		05/11/2021
deleted_at	Date deleted	date time		05/13/2021



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STUDENTS				
DATA ELEMENT	DESCRIPTION	DATA TYPE	LENGTH	SAMPLE DATA
student_number	Clients' student number	varchar	20	2018-00328-TG-0
firstname	Clients first name	varchar	50	Jamrei
lastname	Clients last name	varchar	50	Manalo
middlename	Clients middle name	varchar	50	Marcelo
gender	Client's gender	char	1	M
birthdate	Clients' birthdate	date		10/06/2000
contact	Clients contact number	varchar	15	09474784309
level	Student's level	int	11	3rd year
academic_status	Academic status of clients	int	1	1
course_id	Course	bigint	20	1
user_id	User Login Credentials	bigint	20	1
Created_at	Date created	date time		05/09/2021
updated_at	Date updated	date time		05/11/2021
deleted_at	Date deleted	date time		05/13/2021

Table 6. Database Dictionary



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3.3 System Requirements

3.3.1 Hardware / Software/ Peopleware

Minimum Hardware / Software Requirements

User Side			
Device Software	Operating System	Memory	Disk Space
Desktop Browser (Google Chrome)	Windows XP SP3/Windows 7	2GB DDR2	350 GB
Phone Browser (Any phone browser)	Any (Iphone, Samsung, etc)	4GB	16GB

Admin / Super Admin / Office Side			
Device Software	Operating System	RAM	Disk Space
Desktop Browser (Google Chrome)	Windows XP SP3/Windows 7	2GB DDR2	350 GB

Table 7. Minimum Hardware / Software Requirements

Peopleware

- User (Student/Alumni)
- Administrator (Registrar)
- Office (PUP Taguig Branch Offices)
- Super Admin (IT Personnel that maintains the system)



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3.3.2 Security

- Policies and restriction to client computers by the server
- Encrypted password of database.
- Encrypted password of prototype/system.
- Log-in session in system use/execution



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