

Now for the problem statement, many organizations struggle with document tracking and management due to several key issues which includes the following: First, the absence of a centralized and comprehensive platform or Document Tracking System, the reliance on time-consuming paper-based processes, difficulty in tracking of document flow and status, undefined departmental workflows, errors in documentation and manual data entries, and limited data analytics and report generation capabilities.

All these factors contribute to the main problem that is the: Difficulty in Tracking and Management of Documents derived from the fishbone diagram. To overcome these challenges, organizations need a comprehensive Document Tracking System that centralizes information, automates workflows, and enhances accuracy and reporting for a streamlined document tracking process, reduced errors, improved document visibility, and enhanced insights through advanced data analytics and reporting capabilities.

So, for the system interfaces, we'll walk you through the document procedures and flow in prototype format.

Ofcourse, the process starts with users signing up and logging into the system. [2]

The process begins with the Admin Officer, who is responsible for creating all records in the system using the New Record Module. [1]

Once the necessary information is filled in and confirmed, a pop-up will display the generated QR code for the record, offering options to either print the QR code or save a copy. [2]

After this, the new record is automatically added to the Records Module table.

For the action, viewing a record directs the user to the Document Details page, where they can see logs and other pertinent information about the document.

At this stage, the record is automatically tagged with the status "For Director Approval."

4. Document Approval by Director

The Director has two ways to approve the document: Directly through the Records Module under the "For Approval" panel. By scanning the dynamic QR code, which brings up a pop-up for selecting the document action, such as "Approve Document" or "Track Document." - Once the document is approved, a new activity is logged in the Document Details, and the status is instantly updated.

5. Document Routing by Admin Officer

After approval, the document is now ready for routing. This task also falls under the responsibility of the Admin Officer. The document can be routed in two ways: Directly through the Records Module under the "For Routing" panel. By scanning the QR code to access the Select Document Action pop-up, which includes options like "Route Document" or "Track Document." The routing process is automated based on the specific document type, with predefined departments receiving the document accordingly. A new activity will also be logged in the Document Details.