

LOST & FOUND ITEM REPORTING AND MATCHING SYSTEM FOR NORSU

Introduction

Every year, countless students, faculty, and staff lose personal belongings within school premises. From cellphones and wallets to ID cards and books, the loss of these items often results in inconvenience, frustration, and even financial setbacks. At Negros Oriental State University (NORSU), the absence of an organized and efficient system for reporting, monitoring, and retrieving lost and found items frequently leads to unclaimed belongings or prolonged waiting times before owners can recover them. Traditional methods such as word-of-mouth reporting, bulletin postings, or manual logging are often unreliable and time-consuming. With the advancement of technology, there is now an opportunity to develop a digitalized solution that will address this persistent issue.

Currently, NORSU lacks a centralized and systematic platform that can efficiently connect finders and owners of lost items. Students and staff often struggle to locate their belongings due to fragmented communication and manual processes. This situation underscores the need to design and implement an innovative solution that will streamline lost and found operations, making it easier for individuals to report, track, and claim items with greater transparency and accountability.

The main objective of this project is to design and develop a Lost & Found Item Reporting and Matching System for NORSU. Specifically, it aims to:

1. Develop a user-friendly platform that will enable students and staff to report and record lost or found items.
2. Implement an automated matching feature that will analyze item descriptions and identify potential owners.
3. Establish a secure database that will organize, manage, and store all lost and found records for easy access and retrieval.
4. Reduce the time and effort required for both claimants and administrators by streamlining the reporting and claiming process.
5. Promote accountability and transparency by integrating validation and monitoring features that will ensure rightful claiming of belongings

The scope of this project covers the reporting, recording, and matching of lost and found items within the NORSU community. It will allow users to submit item details, upload descriptions or photos, and receive notifications about potential matches. The system will also include an administrative panel that will enable NORSU staff to verify, validate, and manage reports and claims, as well as generate records of transactions. However, the project is limited to digital reporting and database management; the actual turnover or claiming of items will still require in-person verification to ensure authenticity and security.

In conclusion, the Lost & Found Item Reporting and Matching System for NORSU seeks to address the inefficiencies of traditional lost and found practices by providing a

centralized, accessible, and reliable digital platform. By integrating reporting, matching, and management features into a single system, the project aims to enhance efficiency, strengthen accountability, and improve convenience in handling lost and found cases at NORSU, ultimately ensuring that valuable belongings are returned to their rightful owners more effectively.

Statement of the problem

At Negros Oriental State University (NORSU), students, faculty, and staff often misplace or lose personal belongings within the campus premises. The current process of reporting and recovering lost items is mostly manual and informal, which results in delays, miscommunication, and in many cases, items never being returned to their rightful owners. There is no centralized and reliable system that records lost items, verifies ownership, or provides real-time updates on recovered belongings.

To address this issue, the present undertaking proposes the development of a **Lost & Found Item Reporting and Matching System** that will streamline the process of reporting, recording, and recovering lost items within the university. Specifically, this study seeks to answer the following questions:

1. How effective is the proposed system in improving the process of reporting and recording lost and found items?
2. What are the specific requirements needed for the development of the proposed system?
3. What technical features must be included in the system to ensure accurate and efficient matching of lost and found items?
4. How beneficial is the system to students, faculty, and staff in terms of accessibility, efficiency, and user satisfaction?

Objectives

General Objective:

To design, develop, and implement a Lost & Found Item Reporting and Matching System that improves the efficiency, transparency, and reliability of handling lost and found cases within Negros Oriental State University (NORSU). The system aims to minimize inconvenience caused by misplaced belongings and provide a centralized, accessible, and secure platform for reporting, tracking, and recovering items.

Specific Objectives:

Specifically, this project aims to:

1. Specific: Develop a user-friendly web-based platform that allows students, faculty, and staff to report and register lost or found items within the NORSU community.
2. Measurable: Implement an automated matching feature that identifies potential owners of lost items based on item descriptions, keywords, and uploaded images.

3. Achievable: Establish a secure and reliable database to store, manage, and retrieve lost and found records efficiently.
4. Relevant: Provide an admin panel for NORSU staff to validate reports, oversee claim transactions, and generate reports for accountability and transparency.
5. Time-bound: Complete the system development and initial deployment within one academic semester (4–5 months), allowing immediate testing and evaluation by NORSU stakeholders.

Significance of the study

The development of the Lost & Found Item Reporting and Matching System for Negros Oriental State University (NORSU) will provide a digital solution to improve the management of misplaced belongings within the campus. This study will benefit the following:

To the Users (Students, Faculty, and Staff). The system will make it easier for NORSUnians to report, search, and claim lost items. It will help reduce waiting times, increase efficiency, and provide a more reliable way of recovering belongings compared to traditional methods.

To the NORSU Administration. The system will support the university in managing lost and found cases more effectively. With a secure database, administrators can validate reports, track claims, and ensure accountability and transparency in returning items.

Scope and Limitations

Scope

The Lost & Found Item Reporting and Matching System is designed for the NORSU community. It will allow students, faculty, and staff to report lost or found belongings, upload details or photos, and receive notifications of possible matches. NORSU administrators will also have access to an admin panel to validate reports, manage records, and generate summaries for proper documentation.

Limitations

The system is limited to use within NORSU only. Actual claiming or handover of items will still require in-person verification at designated offices. Its effectiveness will depend on the accuracy of item descriptions provided by users, and it also requires stable internet access to function properly.