

## FLOW DTS



5 users ( Admin, Administrative Assistant, Director, Officer, Document Owner)

Admin: change the roles of users and update announcement

Administrative Assistant: add, track, view report, notification

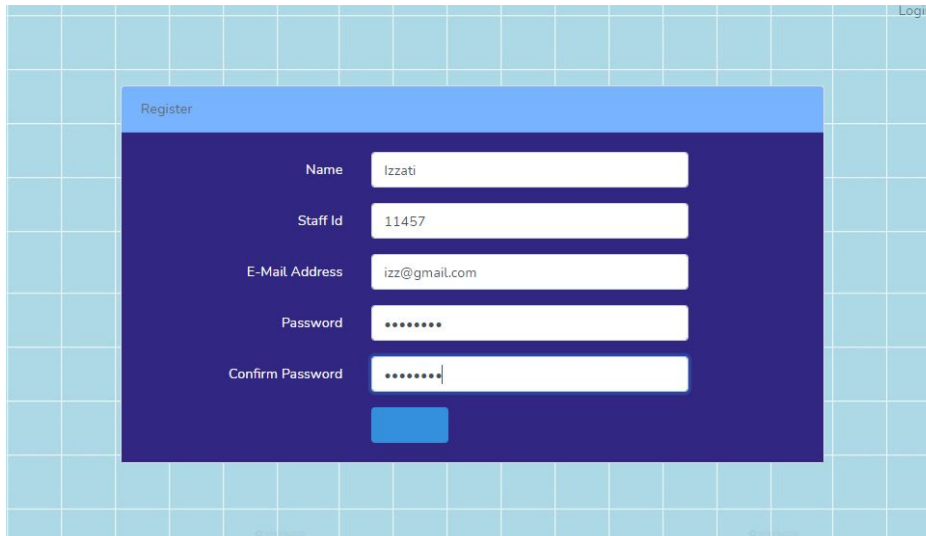
Director: action, track, view report, notification

Officer: action, track, view report, notification

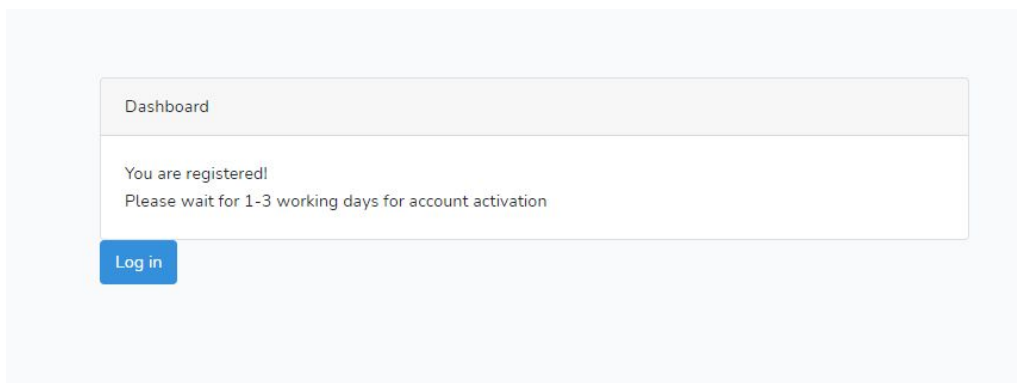
Document Owner: Track

## Function role update :

### 1. User register,

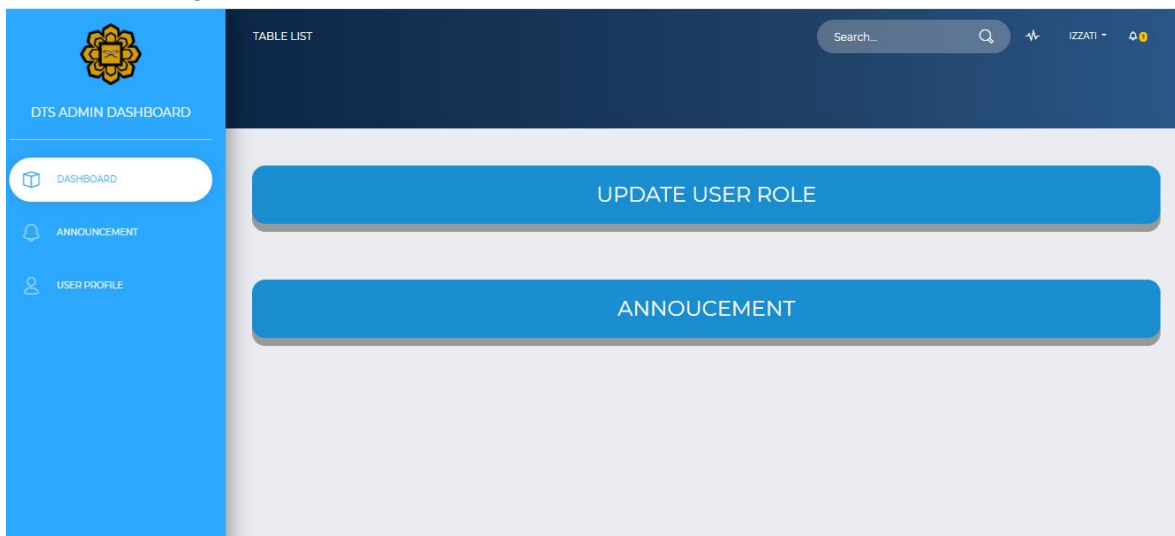


A registration form titled "Register" is displayed on a light blue grid background. The form has a dark blue header with the title "Register" in white. It contains five input fields: "Name" with the value "Izzati", "Staff Id" with the value "11457", "E-Mail Address" with the value "izz@gmail.com", "Password" with masked characters "\*\*\*\*\*", and "Confirm Password" with masked characters "\*\*\*\*\*". A blue "Register" button is located at the bottom of the form. A "Login" link is visible in the top right corner of the grid background.



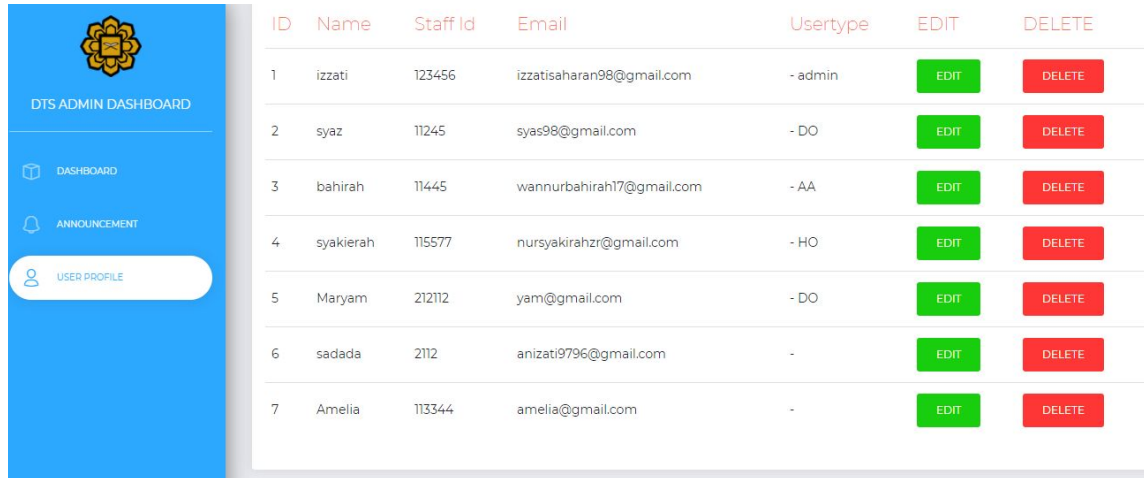
A confirmation message box titled "Dashboard" is shown. It contains the text "You are registered!" and "Please wait for 1-3 working days for account activation". A blue "Log in" button is located at the bottom left of the message box.

### 2. Admin gets a notification for new user to update the role



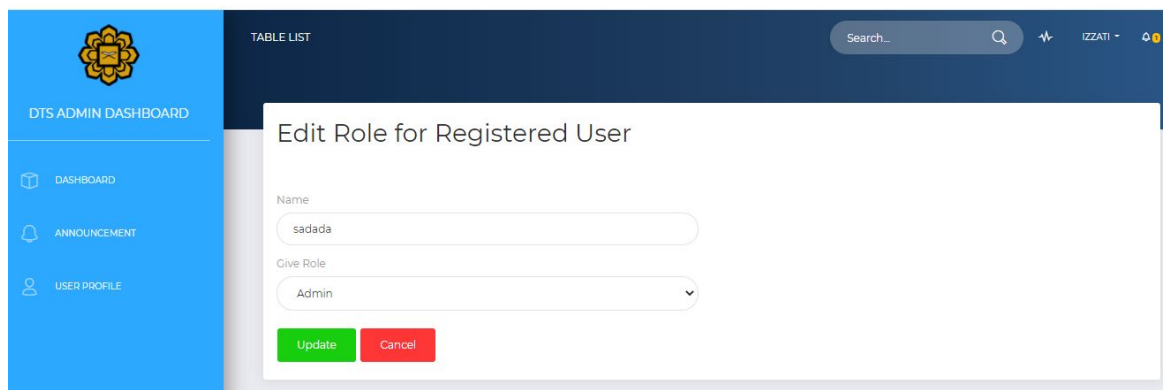
The Admin Dashboard is shown. It features a blue sidebar on the left with the title "DTS ADMIN DASHBOARD" and a logo. The sidebar contains three menu items: "DASHBOARD" (selected), "ANNOUNCEMENT", and "USER PROFILE". The main content area has a dark blue header with the title "TABLE LIST", a search bar, and a user profile "IZZATI". Below the header, there are two large blue buttons: "UPDATE USER ROLE" and "ANNOUNCEMENT".

### 3. Admin update role



The screenshot shows the 'DTS ADMIN DASHBOARD' with a sidebar containing 'DASHBOARD', 'ANNOUNCEMENT', and 'USER PROFILE'. The main content area displays a table of users with columns for ID, Name, Staff Id, Email, Usertype, EDIT, and DELETE. The table contains 7 rows of user data.

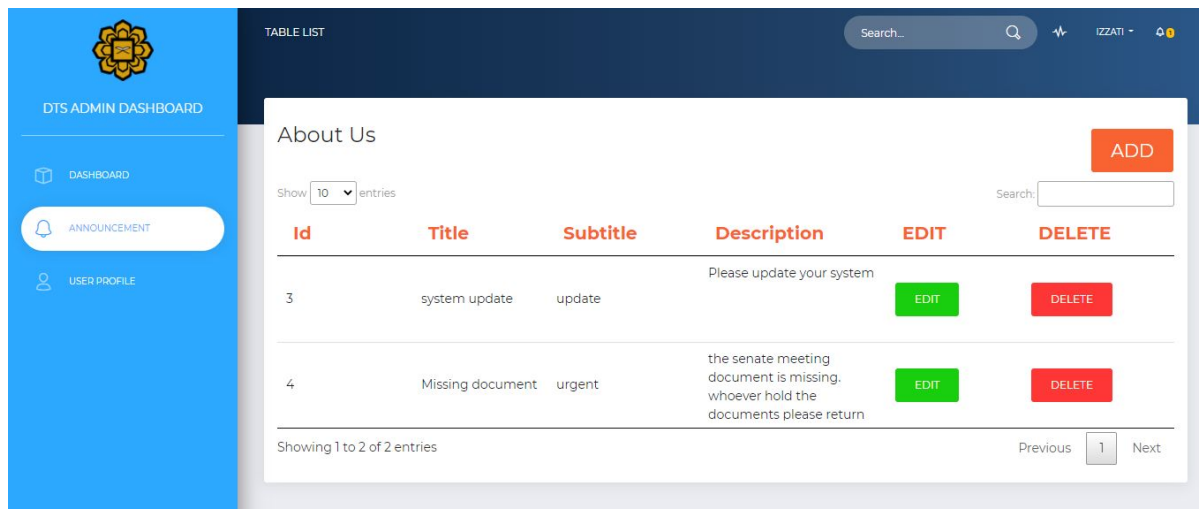
ID	Name	Staff Id	Email	Usertype	EDIT	DELETE
1	izzati	123456	izzatisaharan98@gmail.com	- admin	<button>EDIT</button>	<button>DELETE</button>
2	syaz	11245	syas98@gmail.com	- DO	<button>EDIT</button>	<button>DELETE</button>
3	bahirah	11445	wannurbahirah17@gmail.com	- AA	<button>EDIT</button>	<button>DELETE</button>
4	syakierah	115577	nursyakirahzr@gmail.com	- HO	<button>EDIT</button>	<button>DELETE</button>
5	Maryam	212112	yam@gmail.com	- DO	<button>EDIT</button>	<button>DELETE</button>
6	sadada	2112	anizati9796@gmail.com	-	<button>EDIT</button>	<button>DELETE</button>
7	Amelia	113344	amelia@gmail.com	-	<button>EDIT</button>	<button>DELETE</button>



The screenshot shows the 'Edit Role for Registered User' modal form. It has a sidebar with 'DTS ADMIN DASHBOARD' and 'ANNOUNCEMENT'. The form contains a 'Name' field with the value 'sadada', a 'Give Role' dropdown menu with 'Admin' selected, and 'Update' and 'Cancel' buttons.

### Function announcement :

#### 1. Admin update announcement,



The screenshot shows the 'About Us' announcement table in the 'DTS ADMIN DASHBOARD'. The table has columns for Id, Title, Subtitle, Description, EDIT, and DELETE. It contains 2 rows of announcement data. The sidebar shows 'ANNOUNCEMENT' as the active section.

Id	Title	Subtitle	Description	EDIT	DELETE
3	system update	update	Please update your system	<button>EDIT</button>	<button>DELETE</button>
4	Missing document	urgent	the senate meeting document is missing. whoever hold the documents please return	<button>EDIT</button>	<button>DELETE</button>

#### 2. All user gets announcement in their dashboard

## Function Add document into the database :

### 1. Administrative assistant update document details in the system

The 'Add Document' page displays a table with the following data:

Id	Sender	Document Name	Due Date	UPDATE	DELETE
1	Dr. Liyana Abdullah	Senate Meeting	2020-12-16	<button>UPDATE</button>	<button>DELETE</button>
2	Dr. Amelia	IIUM Job Fair Festival 2020	2020-12-30	<button>UPDATE</button>	<button>DELETE</button>
3	Dr. Azelia	Cocu Programme	2020-12-31	<button>UPDATE</button>	<button>DELETE</button>
4	Minister of Education	Job Festival Proposal	2020-12-17	<button>UPDATE</button>	<button>DELETE</button>
9	Maryamm	Job Fair Proposal	2020-12-30	<button>UPDATE</button>	<button>DELETE</button>

The 'Add Document' modal form contains the following fields:

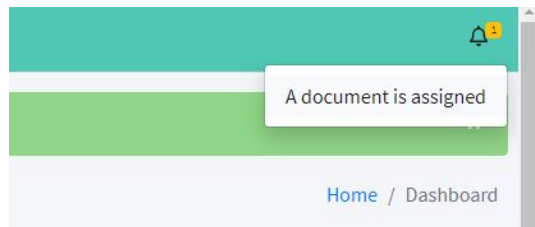
- Sender: Maryamm
- Responsibilities: Dr. Zulkefli
- Kuliyyah: KICT
- Division: Information Technology Division
- Office: Sultan Haji Ahmad Shah Mosque
- Document name: senate meeting

### 2. Director will get a notification that a new document needs to be assign

The 'Action' page displays a table with the following data:

Id	Name	Document Name	Forward to :	Status	Comment	Due Date
12345	Ms Farina	Senate Meeting	Dr. Zulkefli Muhammed Yusof	Pending	<button>Click Here</button>	14 Nov 2020

3. Director will assign the document to any officer
4. The officer that is assigned will get a notification that he has been assign and choose ( to accept and complete / reject/forward to another officer)



### Function track :

#### A. Administrative Assistant, Director, Officer

##### 1. Can track the document by filtering information

The filter section includes the following fields:

- Attention:** Radio buttons for ☐ Urgent, ☐ Not Urgent, ☐ Others
- Status:** Radio buttons for ☐ Complete, ☐ Not Complete
- Kuliyah:** Dropdown menu with 'KICT' selected
- Division:** Dropdown menu with 'Information Technology Division' selected
- Office:** Dropdown menu with 'Sultan Haji Ahmad Shah Mosque' selected
- Due date:** Text input field with placeholder 'mm/dd/yyyy' and a calendar icon
- Search:** Text input field
- Track:** Blue button

Id	Sender	Document Name	Due Date	TRACK
1	Mr Wong	Kajian pelajar	20/11/2020	<button>TRACK</button>
2	Dr Adamu	Networking Competition	1/12/2020	<button>TRACK</button>

Copyright © Document Tracking System. All rights reserved. DTS

The screenshot shows the DTS interface with a sidebar menu on the left containing options like Dashboard, Add, Track, Report, Notification, and USER. The main content area is titled 'Track Document' and contains a table with the following data:

Date	Name	Location	Document Name	Comment
20/11/2020	Academic Assitant	Front Desk	Kajian Pelajar	For Director to assigned
20/11/2020	Director	Front Desk	Kajian Pelajar	Forward to Dr zahari
21/11/2020	Dr Zahari	Dr Zahari Room	Kajian Pelajar	Forward to Dr Siti
22/11/2020	Dr Siti	Dr Siti Room	Kajian Pelajar	Document is Completed

Copyright © Document Tracking System. All rights reserved. DTS

## B. Document owner

1. Can only track his document

## Function report


1. Administrative Assistant, Director, Officer can see the report of the document
  - Report by Month: list of documents per month
  - Report by Staff List: for each staff
  - Report of pending document: list of documents that are still pending
  - Report by Non-IIUM: list of document that is sent by non-IIUM
  - Report by IIUM: list of document that is sent by IIUM


The screenshot shows the DTS interface with a sidebar menu on the left containing options like Dashboard, Track, Report, Action, Notification, and USER. The main content area is titled 'FILTER' and contains a form with the following fields and buttons:

Year :

Month :

Copyright © Document Tracking System. All rights reserved. DTS

DTS

syakierah

Dashboard

Track

Report

Action

Notification


USER

Edit Profile

Logout

HomeContact

Search



Document Report in April 2020

Convert into PDF

Id	Sender	Document Name	Status	Due Date
1	Dr. Liyana Abdullah	Senate Meeting	notcomplete	2020-12-16
2	Dr. Amelia	IIUM Job Fair Festival 2020	complete	2020-12-30
3	Dr. Azelia	Cocu Programme	notcomplete	2020-12-31
4	Minister of Education	Job Festival Proposal	notcomplete	2020-12-17
9	Maryamm	Job Fair Proposal	complete	2020-12-30

Total documents receive : 34 documents

Total completed documents : 21 documents

Total pending documents : 13 documents

Copyright © Document Tracking System. All rights reserved.

DTS

Document Report in April 2020

Id	Sender	Document Name	Status	Due Date
1	Dr. Liyana Abdullah	Senate Meeting	notcomplete	2020-12-16
2	Dr. Amelia	IIUM Job Fair Festival 2020	complete	2020-12-30
3	Dr. Azelia	Cocu Programme	notcomplete	2020-12-31
4	Minister of Education	Job Festival Proposal	notcomplete	2020-12-17
9	Maryamm	Job Fair Proposal	complete	2020-12-30

Total pending documents : 13 documents

Total completed documents : 21 documents

Total documents receive : 34 documents