



FEU INSTITUTE OF TECHNOLOGY

DOCUMENT MASTERLIST AND MONITORING APPLICATION FEU INSTITUTE OF TECHNOLOGY

I. Objective:

The project seeks to create an all-encompassing document management system for the Information Technology Service Office (ITSO). This system will function as the masterlist and monitoring tool for all documents handled by the department, covering student records, institutional files, and more. The goal is to enhance the organization, storage, retrieval, and tracking of documents, thereby boosting efficiency and accuracy in managing and accessing records as required.

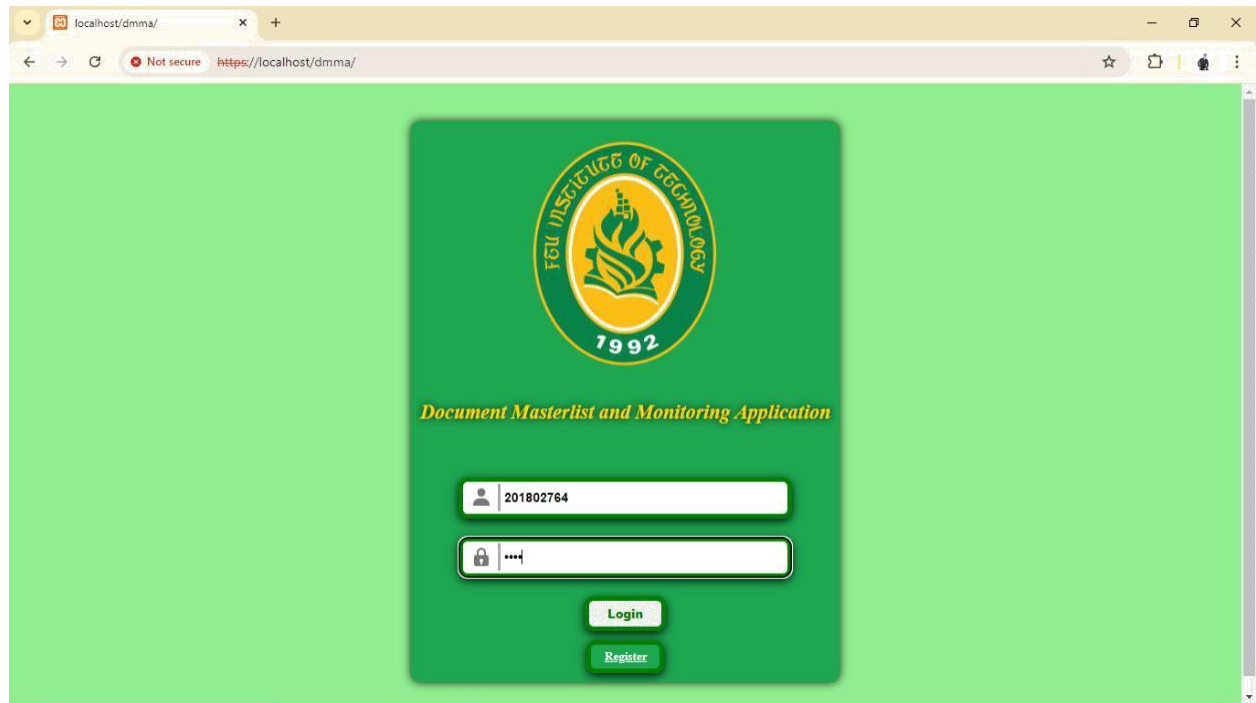
II. Skills Use

During the development of the Document Masterlist and Monitoring Application project, I utilized a broad range of technical skills and expertise. My proficiency in Code Igniter 3, PHP, HTML, CSS, and JavaScript was crucial in seamlessly integrating backend and frontend components, ensuring the application functioned efficiently and its user interface met the desired standards.

Creating mockup designs and prototypes greatly facilitated the development process, providing clear visualization and implementation of the system's features. Additionally, my role included database management tasks, demonstrating my expertise in systems like MySQL for efficiency.

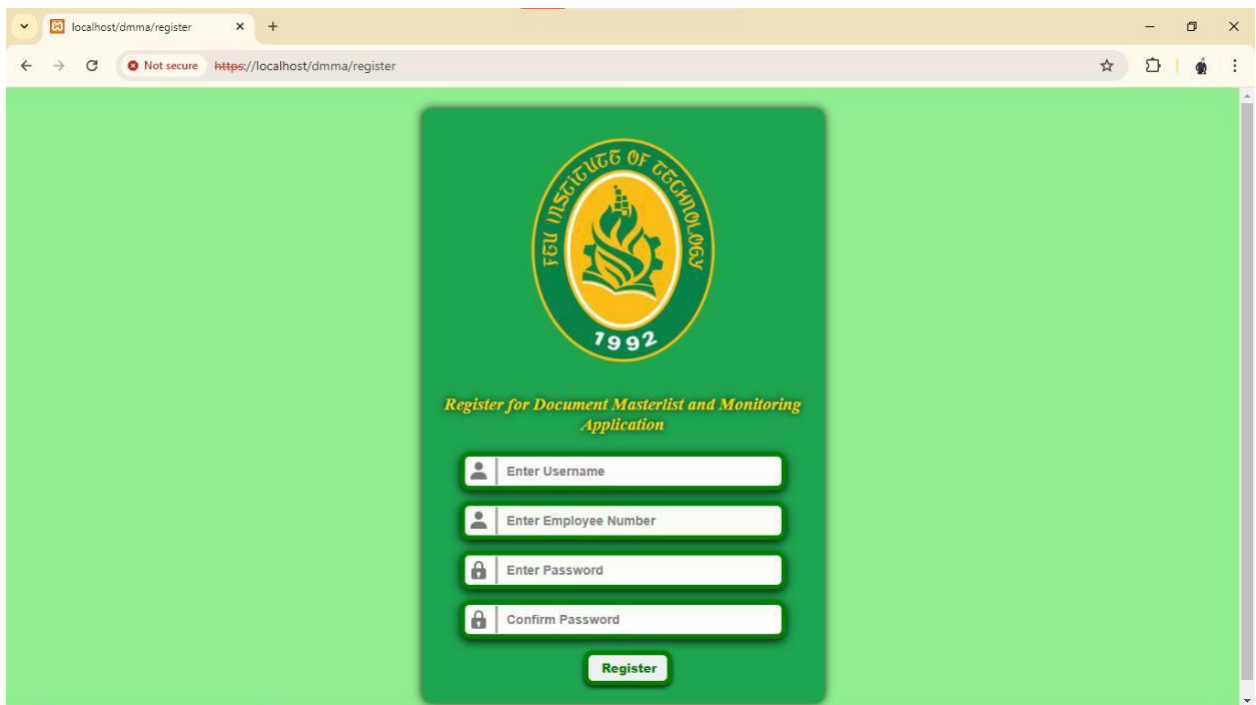
My Project in FEU TECH-(ITSO)

Login Page



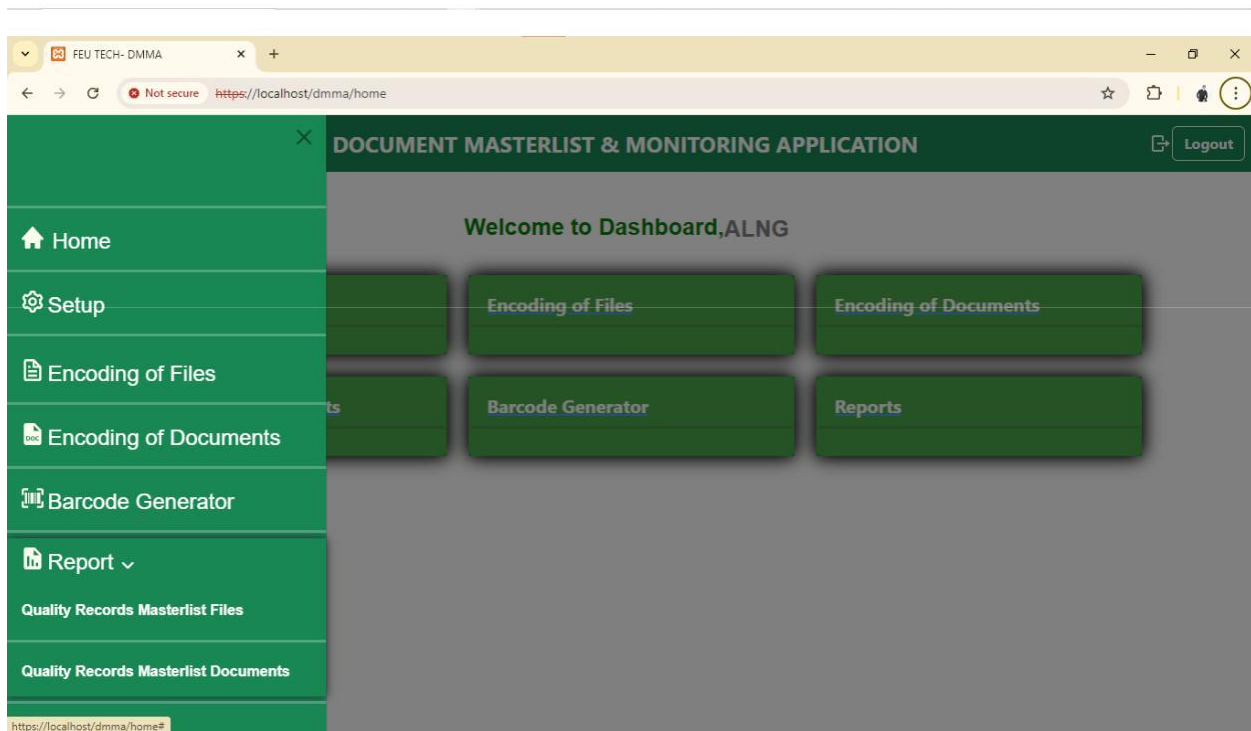
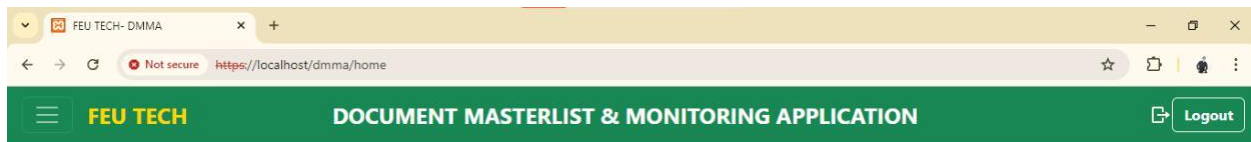
The screenshot shows a web browser window with the address bar displaying "localhost/dmma/". The page has a light green background. In the center, there is a dark green rectangular box containing the FEU Institute of Technology logo (a yellow circle with a green flame and gear, and the text "FEU INSTITUTE OF TECHNOLOGY" and "1992"). Below the logo, the text "Document Masterlist and Monitoring Application" is written in yellow. There are two input fields: the first is for a username with the value "201802764" and a user icon; the second is for a password with masked characters "..." and a lock icon. Below these fields are two buttons: "Login" (white with green border) and "Register" (green with white border).

Register Page



The screenshot shows a web browser window with the address bar displaying "localhost/dmma/register". The page has a light green background. In the center, there is a dark green rectangular box containing the FEU Institute of Technology logo (a yellow circle with a green flame and gear, and the text "FEU INSTITUTE OF TECHNOLOGY" and "1992"). Below the logo, the text "Register for Document Masterlist and Monitoring Application" is written in yellow. There are four input fields: "Enter Username" (with a user icon), "Enter Employee Number" (with a user icon), "Enter Password" (with a lock icon), and "Confirm Password" (with a lock icon). Below these fields is a "Register" button (green with white border).

Dashboard page



Setup Page

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FEU TECH

DOCUMENT MASTERLIST & MONITORING APPLICATION

Logout

SETUP ENCODING OF FILE

FORM

Add New Option

Add

-- Select Option --

Delete

TYPE

Add New Option

Add

-- Select Option --

Delete

USER

Add New Option

Add

-- Select Option --

Delete

FILING SYSTEM

Add New Option

Add

-- Select Option --

Delete

STORAGE EQUIPMENT

Add New Option

Add

-- Select Option --

Delete

LOCATION

Add New Option

Add

-- Select Option --

Delete

FREQUENCY USE

Add New Option

Add

-- Select Option --

Delete

TYPE OF DISPOSITION

Add New Option

Add

-- Select Option --

Delete

SETUP ENCODING OF DOCUMENTS

DOCUMENT OWNER

Add New Option

Add

-- Select Option --

Delete

TYPES

Add New Option

Add

-- Select Option --

Delete

STATUS

Add New Option

Add

-- Select Option --

Delete

Encoding of Files Page

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FEU TECH DOCUMENT MASTERLIST & MONITORING APPLICATION Logout

GENERAL INFORMATION

| | |
|--|--|
| RECORD TITLE * <input type="text" value="Enter Title Record"/> | FORM * <input type="text" value="-- Select Option --"/> TYPE * <input type="text" value="-- Select Option --"/> USER * <input type="text" value="-- Select Option --"/> |
|--|--|

FILING INFORMATION

| | |
|---|---|
| FILING SYSTEM * <input type="text" value="-- Select Option --"/> | LOCATION * <input type="text" value="-- Select Option --"/> |
| STORAGE EQUIPMENT * <input type="text" value="-- Select Option --"/> | FREQUENCY USE * <input type="text" value="-- Select Option --"/> |

RECORDS RETENTION SCHEDULE

| | |
|---|--|
| ACTIVE DATE * <input type="text" value="MM-DD-YYYY"/> <input type="calendar"/> | ARCHIVING DATE <input type="text" value="MM-DD-YYYY"/> <input type="calendar"/> |
| INACTIVE DATE <input type="text" value="MM-DD-YYYY"/> <input type="calendar"/> | DISPOSAL DATE <input type="text" value="MM-DD-YYYY"/> <input type="calendar"/> |
| TYPE OF DISPOSITION <input type="text" value="-- Select Option --"/> | RESPONSIBLE <input type="text" value="Enter Responsible"/> |

Encoding of Documents Page

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FEU TECH DOCUMENT MASTERLIST & MONITORING APPLICATION Logout

ENCODING OF DOCUMENTS

| | |
|--|--|
| CONTROL NUMBER * <input type="text" value="0000994"/> | TYPES * <input type="text" value="-- Select Option --"/> |
| DESCRIPTION * <input type="text" value="Enter Description"/> | DATE CREATED * <input type="text" value="MM-DD-YYYY"/> <input type="calendar"/> |
| DOCUMENT CODE * <input type="text" value="Enter Document Code"/> | NUMBER OF COPY * <input type="text" value="Enter Number of Copy"/> |
| DOCUMENT OWNER * <input type="text" value="-- Select Option --"/> | STATUS * <input type="text" value="-- Select Option --"/> |

Report Page

localhost/dmma/report/view/file

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FEU TECHDOCUMENT MASTERLIST & MONITORING APPLICATIONLogout

| QUALITY MASTERLIST FILE | | | | | | | | | | | | | | EXPORT TO EXCEL | BACK |
|-------------------------|--------------|-------------|------------|---------------|----------------|-------------------|-------------------|---------------|-------------|---------------|----------------|---------------|---------------------|-----------------------|------|
| ID | Record Title | Form | Type | User | Filing System | Storage Equipment | Location | Frequency Use | Active Date | Inactive Date | Archiving Date | Disposal Date | Type of Disposition | Responsible | |
| 878 | Document | Set of File | Electronic | ITSO Director | Alphanumerical | File Cabinet | Directors Cabinet | Daily | 2024-08-28 | | | | Deletion | Daniel Joseph Alvarez | |
| 877 | daniel | | | ITSO Director | Alphabetical | Cabinet | Directors Cabinet | Annually | 2024-08-19 | | | | | | |
| 876 | Daniel | | Electronic | ITSO Director | Alphanumerical | Cabinet | | Daily | 2024-08-27 | | 2024-08-18 | | | | |
| 875 | Daniel | | Electronic | Faculty | Alphanumerical | | | Annually | 2024-08-20 | | | | | | |
| 874 | | File | | | | | | | | | | | | | |
| 873 | Files | | | Staff | Alphabetical | | | Daily | 2024-08-27 | | | | | | |
| 872 | 21321312 | | | Faculty | Alphanumerical | | Office | Monthly | 2024-08-21 | | 2024-09-04 | | | | |
| 871 | Daniel | | | Faculty | Alphabetical | Cabinet | | Daily | 2024-08-13 | | 2024-08-12 | | | | |
| 870 | Document | | | Staff | Alphabetical | | | Annually | 2024-08-20 | | | | | | |
| 869 | Files | | | | Alphabetical | | Office | Daily | 1970-01-01 | | | | | | |
| 868 | Files | | Electronic | Faculty | Alphabetical | Drawer | Office Area | Annually | 2024-07-17 | 2024-07-03 | 2024-08-01 | 2024-08-10 | Disposal | Daniel Alvarez | |
| 867 | Daniel | | | Faculty | Chronological | | | Annually | 2024-07-31 | | | | | | |

localhost/dmma/report/view/document

Not securehttps://localhost/dmma/report/view/document

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