FEU INSTITUTE OF TECHNOLOGY

INTERNSHIP PROJECT REPORT (IPR)

For the Period (May 06,2024- July 26,2024)

DOCUMENT MASTERLIST AND MONITORING APPLICATION
FEU INSTITUTE OF TECHNOLOGY

Submitted by:

Daniel Joseph M. Alvarez
Internship 2
BSCSSE,
201510020
23-24, 3rd Term

Total Number of Workdays	:	45
Total Number of Days Present	:	45
Total Number of Days Absent	:	0

I. Company Background

The Information Technology Services Office (ITSO) of Far Eastern University Institute of Technology (FEU TECH) boasts a rich history rooted in the institution's commitment to technological innovation and advancement. It was established to provide comprehensive IT support and services to the academic community.

FEU TECH - ITSO encompasses a wide array of services, including network administration, software development, cybersecurity, and technical support. By leveraging a team of skilled professionals and staying abreast of the latest industry trends, the Office continues to uphold its mission of fostering a technology-driven environment conducive to learning and innovation within the institution.

Under ITSO, the Management Information Systems is the unit responsible for creating and developing systems and applications based on the business processes and operations requirements of the Institute's academic and administrative offices.

II. Detailed Description of Project

A. 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 master list 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.

B. Requirement

To successfully develop the document management system for ITSO, the following logistics and skill sets are required:
Expertise in CodeIgniter 3, PHP, HTML, CSS, and JavaScript is crucial for effectively integrating the backend and frontend components to ensure the web application runs smoothly. Mockup designs and prototypes have been created to facilitate the development process. Additionally, a thorough

understanding of database management systems like MySQL is essential for efficient data storage and retrieval, making knowledge of these technologies vital for the project's success.

C.   Project Timeline:

TASKS	MAY					JUNE				JULY			
	1st wk	2nd wk	3rd wk	4th wk	5th wk	6th wk	7th wk	9th wk	10th wk	11th wk	12th wk	13th wk
DOCUMENT MASTERLIST & MONITORING APPLICATION													
Modules													
1. Login										Changed login from email to employee no. & pw			
2. Setup					Included document owner, type, and status from documents in setup	Inserted add and delete in database							
3. Encoding of Files (Add & Edit)						Added options from database	Edited required fields; Removed update button			Sorted alphabetically and selected from database			
4. Encoding of Documents (Add & Edit)		Included document owner, type, and status from documents in setup			Edited required fields; Removed update button					Sorted alphabetically and selected from database			
5. Barcode Generator													
6. Report - Quality Records Masterlist (Files)			Added this new option						Added Download to Excel				
7. Report - Document Masterlist (Documents)			Added this new option						Added Download to Excel				
8. Audit Trails													

D.   Tasks:

My responsibilities in this project involve developing a document management system for the Information Technology Service Office (ITSO), encompassing a variety of crucial tasks for its effective operation. Primarily, the system will act as the central master list and monitoring tool for all documents processed by ITSO, ensuring streamlined document organization and tracking. The system will support various storage methods, such as folders, archfiles, envelopes, and boxes, to accommodate different document formats.

Key features of the system include a Setup module that allows users to configure parameters for forms, types, users, filing systems, storage equipment, locations, frequency of use, terms, school years, trimester coverage, dispositions, and document types. This extensive setup capability ensures the system can be customized to meet the specific needs and workflow of the ITSO.

III. 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 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 efficient

data storage and retrieval. These skills were essential to the successful completion of the project.

IV. Skills Learned

Throughout the development of the document masterlist and monitoring application project, I gained valuable expertise and insight into web application development. This experience familiarized me with the complexities of these systems, teaching me how to design and implement features that enhance both user experience and functionality. The project provided a hands-on learning opportunity, honing my skills in PHP, HTML, CSS, and JavaScript. Additionally, I acquired knowledge in database administration, particularly in utilizing MySQL for efficient data management. Overall, this endeavor deepened my understanding of web application development and equipped me with essential skills for future projects.

V. Describe your Internship Experience

During my internship, I immersed myself in a professional environment where I could apply the theoretical knowledge from my academic studies to real-world situations. By working closely with experienced professionals, I gained valuable industry insights and developed practical skills that complemented my theoretical background. This hands-on experience enabled me to tackle challenges, thereby improving my problem-solving abilities and communication skills. Additionally, the internship exposed me to various aspects of the field, from daily operations to long-term strategic planning, providing me with a comprehensive understanding of the industry. Overall, my internship was instrumental in shaping my career path and preparing me for future endeavors in the field.

My Project in FEU TECH-(ITSO)

Login Page

Register Page

Dashboard page

Setup Page

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

Encoding of Documents Page

Report Page

≡ **FEU TECH**   **DOCUMENT MASTERLIST & MONITORING APPLICATION**   Logout

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					

≡ **FEU TECH**   **DOCUMENT MASTERLIST & MONITORING APPLICATION**   Logout

QUALITY MASTERLIST DOCUMENT RECORD   [EXPORT TO EXCEL] [BACK]

Control Number	Description	Document Code	Document Owner	Types	Date Created	Number Copy	Status
993	Gatepass Form Printer - 1 Epson L565	3	AO	BID TABULATION	2024-07-23	164	COMPLETED
992	Gatepass	1113	AERO	BID TABULATION	2024-07-31	16	COMPLETED
991	Gatepass	445	AQ	BID TABULATION	2024-08-06	16	
990	Gatepass Form Printer - 1 Epson L565fdfd	555	AERO	BID TABULATION	2024-08-06	344	COMPLETED
989	Gatepass Form Printer - 1 Epson L565	13213	AO	BID TABULATION	2024-07-23	3	COMPLETED
988	Gatepass Form Printer - 1 Epson L565fdfd	10023	ACCOUNTING	FATF	2018-03-07	2	COMPLETED
987	danieljosh	11134	AERO	BID TABULATION	2024-08-07	3	CANCELLED
986	Gatepass Form Printer - 1	13213	ACCOUNTING	FATF	2024-07-23	3	COMPLETED
985	Gatepass	4	AO	FATF	2024-07-30	3	
984	Gatepass Form Printer - 1 Epson L565	13213	AQ	FATF	2024-08-07	344	CANCELLED
983	Gatepass Form Printer - 1 Epson L565	13213	AQ	BID TABULATION	2024-08-05	34	CANCELLED
982	Pauleen	13213	AQ	CRF	2024-07-23	147	CANCELLED
981	Gatepass Form Printer - 1 Epson L565fdfd	13213	ACCOUNTING	BID TABULATION	2024-07-23	3	CANCELLED
974	Gatepass Form Printer - 1 Epson L565	0	AERO	BID TABULATION	2024-07-30	1	CANCELLED
973	Gatepass Form Printer - 1	13213	AERO	BID TABULATION	2024-07-30	3	COMPLETED

Working Onsite
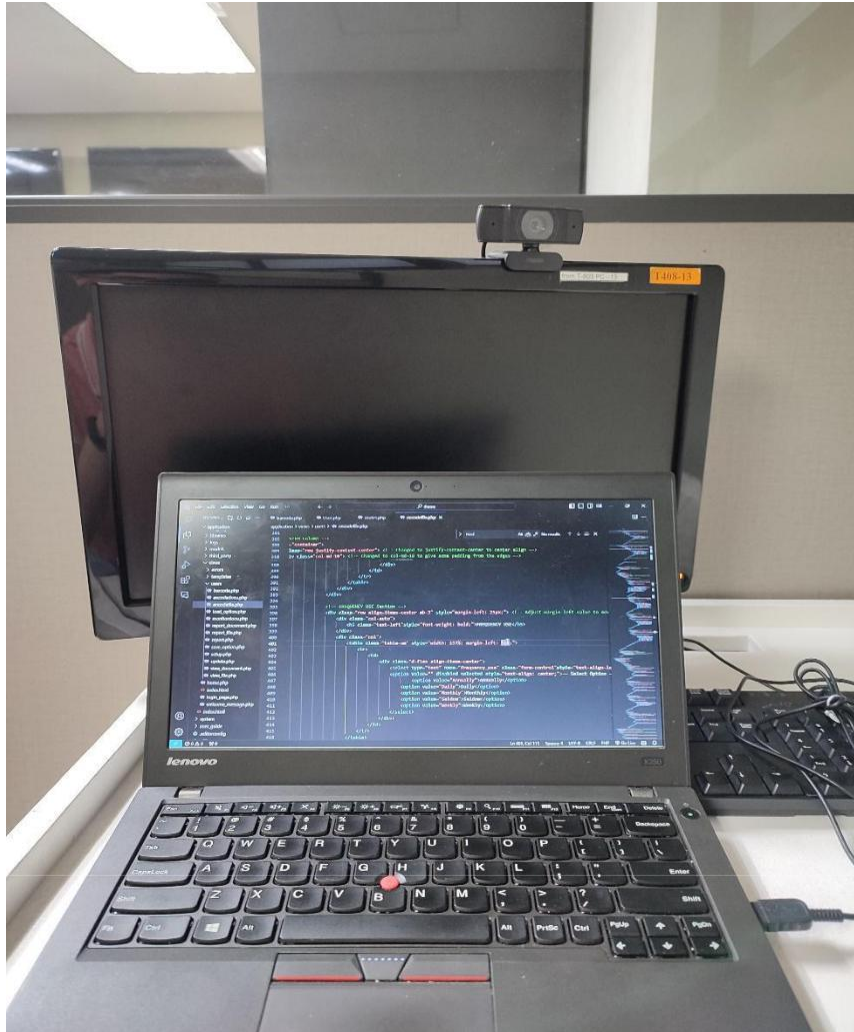
VI. Conclusion, Comments, and Suggestions

E.   Conclusion

My internship journey at FEU TECH ITSO has been a significant period of personal and professional growth. It offered an environment that fostered adaptation and development, enabling me to gain valuable expertise in web application development and project management. I am grateful for the chance to contribute to impactful projects within the department. This internship not only enhanced my technical skills but also highlighted the importance of resilience, flexibility, and effective communication. I look forward to applying these newfound skills and experiences in my future endeavors, confident that the insights gained from this internship will be crucial to my career path.

F.   Comments

My internship at FEU TECH ITSO has been a period of remarkable personal and professional growth. It provided an environment that encouraged adaptation and development, allowing me to gain valuable expertise in web application development and project management. I am thankful for the opportunity to contribute to impactful projects within the department. This experience not only improved my technical skills but also emphasized the importance of resilience, flexibility, and effective communication. I am eager to apply these newfound skills and experiences in my future endeavors, confident that the insights from this internship will be pivotal in my career journey.

G.   Suggestions

Based on the new trends I observed during my internship, I recommend updating the school's curriculum to include emerging technologies and practices that are becoming relevant in the workplace. For example, the rise of remote work and hybrid work environments underscores the need for strong digital literacy and proficiency with virtual collaboration tools. Adding coursework or workshops on remote work best practices and communication platforms such as Slack or Microsoft Teams would better equip students for the changing work environment.

Daniel Joseph M. Alvarez	
Intern's Name & Signature	Date

Ana Liza G. Velasquez	
Supervisor's Name & Signature	Date