

ABSTRACT

Digitization of Student Credentials of Registrar's Office in Gov. Alfonso D. Tan College is a process creating a user friendly system that is design in storing a paper based documents into the systems database. The goal of the researchers is to address the problem brought about by the practiced traditional way of storing data. Documents are stored in the cabinets of the office with no backup system to use in case of possible data loss. Further, the respondents stated that they encounter problems in accessing the documents, especially those documents that were stored decades ago. The proposed system is design to store and retrieve records of the students, by digitizing the paper documents and storing it in an organized manner. With this system managing the student credentials is now easier, faster, and more effective. The methods that the researchers use are the unified modelling language and the data flow diagram. The researchers also use the waterfall model. It includes series of steps in storing data which are the requirements analysis, design, implementation, verification and maintenance. This methods has a great contribution in the realization of the study. The researchers concluded that digitizing the important documents is very beneficial to Registrar's Office of Gov. Alfonso D. Tan College.

Keywords: digitization, archiving, record management, GUI (Graphical User Interface), EDMS (Electronic Document Management System), RIMS (Record Information Management System)

ACKNOWLEDGEMENT

The study would not be possible without the guidance and help of several individuals who contributed and extended their valuable effort in the preparation and completion of this study. First and foremost, the researchers would like to thank;

To the research instructor, Mr. Jade Mark C. Abapo for presenting insights about the study and challenging us to continue this study.

To the Institute of Computer Studies Dean, Ms. Genevieve B. Hilot, for giving us necessary updates and relevant instructions which significantly helped in putting this paper to good shape.

To the research adviser, Mr. Mark Jae M. Verzosa, for the professional guidance throughout this study;

To the panel members, Genevieve B. Hilot, Jenieffer T. Tia, Fritzie Ann D. Florida and Jade Ann E. Floriza, for exerting their effort, providing helpful comments, suggestions and modifications which are beneficial in finishing this study.

To the editor, Ms. Elvira S. Mangontra, for the helpful corrections and points for the improvement of this study.

To the beloved parents, Mr. Eduardo R. Subiza, Mrs. Estrella J. Subiza, Mr. Alfredo L. Lotarion Sr., Mrs. Leonila M. Lotarion, Mr. Danilo Lanterna, Mrs. Fausta Anora Lanterna, Mr. Agapeto R. Fernandez, and Mrs. Alfreda M. Fernandez, for the undying support and love throughout the conduct of the study;

Above all, to the Father in Heaven the Divine Being, who continually makes the impossible things possible, without Him, this paper would not be realized and be put into completion. To God be the Glory.

The Researchers

DEDICATION

This Research is lovingly, dedicated to our beloved parents:

Mr. Eduardo R. Subiza and Mrs. Estrella J. Subiza

Mr. Danilo Lanterna and Mrs. Fausta Anora Lanterna

Mr. Alfredo L. Lotarion Sr. and Mrs. Leonila M. Lotarion

Mr. Agapeto R. Fernandez and Mrs. Alfreda M. Fernandez

**And above all, to our ALMIGHTY GOD, the creator and provider of all for
inspiring us to accomplish this study.**

TABLE OF CONTENTS

TITLE PAGE	i
APPROVAL SHEET	ii
ABSTRACT	iii
ACKNOWLEDGEMENT	iv
DEDICATION	vi
TABLE OF CONTENTS	vii
LIST OF FIGURES	ix
LIST OF TABLES	xi
LIST OF APPENDICES	xiii

Chapter

1 INTRODUCTION

Project Content	1
Purpose and Description.....		3
Objectives of the Study.....		3
Scope and Limitation		4

2 REVIEW OF RELATED LITERATURES AND STUDIES

Related Literature	5
Related Studies	7

3	DESIGN AND METHODOLOGY	
	Methodology	10
	Use Case	13
	Use Case Diagram	15
	Use Scenario	17
	Narrative and Data Flow Diagram (Existing)	44
	Narrative and Data Flow Diagram (Proposed).....	45
	Database Structure	58
	Entity Relationship Diagram (ERD)	61
	Hierarchical Input Process Output (HIPO)	62
	Technical Background	67
4	RESULTS AND DISCUSSIONS	
	Results	68
	Discussions	69
5	CONCLUSIONS AND RECOMMENDATIONS	
	Conclusions	70
	Recommendations	70
	APPENDICES	71
	BIBLIOGRAPHY	212
	CURRICULUM VITAE	213

LIST OF FIGURES

Figures	Page
1 PCSchool Document Management System	7
2 Document Management Module	8
3 LogicalDOC	9
4 Waterfall Model	12
5 Actors	13
6 Use Case	14
7 Use Case Diagram (Administrator)	15
8 Use Case Diagram (Staff)	16
9 Submission of Credentials	44
10 Storing and Retrieving of Credentials	44
11 Log in (Proposed)	45
12 Manage User Account (Proposed)	46
13 Manage Credentials (Proposed)	47
14 Manage Institute (Proposed)	48
15 Manage Program (Proposed)	49
16 Manage High School (Proposed)	50
17 Manage Student Information (Proposed)	51
18 Manage Student Credentials (Proposed)	52
19 Manage Borrowed Credentials (Proposed)	53
20 Print Student Credential Monitoring Sheet (Proposed).....	54
21 Print List of Students with Lacking Credentials (Proposed).....	55

22	Print Request Letter for Form 137 (Proposed)	56
23	Print Student Dismissal Form (Proposed)	56
24	Log Reports (Proposed)	57
25	users	58
26	credential	58
27	credential_setup	58
28	institute	58
29	programs	59
30	student	59
31	hs_address	59
32	logo	60
33	loghistory	60
34	Entity Relationship Diagram	61
35	HIPO (Administrator)	62
36	HIPO (Administrator)	63
37	HIPO (Administrator)	64
38	HIPO (Staff)	65
39	HIPO (Staff)	66
40	Log in	71
41	Administrator Main Form	71
42	Staff Main Form	72
43	Credential Setup	73
44	Manage Institute Form	74

45	Manage Program Form	75
46	Manage School Form	76
47	Manage Account Form	77
48	Student Information Form	78
49	Student High School Background Form	79
50	Student Records Form	80
51	Print Dismissal Form	80
52	Print Student Credential Monitoring Sheet	81
53	Submit Credential Form	82
54	View Credential Form	83
55	Scan Document	84
56	Borrow Credential Form	85
57	Print_ListLackingCred Form	86
58	Print List	87
59	Print_RequestForm	88
60	Print Letter	89
61	View Log Reports (Administrator Only)	90
62	Log out	90
63	Log in (GUI)	91
64	Home Screen (Admin)	91
65	Home Screen (Staff)	92
66	Manage Account (Admin)	92
67	Credential Setup (Admin)	93

68	Manage Institute (Admin)	93
69	Manage Programs (Admin)	94
70	Manage High School Background (Admin)	94
71	Student Entry	95
72	Student Records	95
73	Print Student Credential Monitoring Sheet	96
74	Manage Student Dismissal	96
75	Submission of Student Credentials	97
76	Scan and Saving of Student Credentials	97
77	Barrowing/Returning of Student Credentials	98
78	Manage Request Letter for Form 137	98
79	Print Request Letter	99
80	Manage List of Students with Lacking Credentials	99
81	Print List	100
82	Log out	100

LIST OF TABLES

Tables		Page
1	Log in	17
2	Create Staff Account	17
3	Edit User Account	18
4	Delete Staff Account	19
5	Add Credentials	20
6	Edit Credentials	21
7	Delete Credentials	22
8	Add Institute	23
9	Edit Institute	24
10	Delete Institute	25
11	Add Program	26
12	Edit Program	27
13	Delete Program	28
14	Add High School	29
15	Edit High School	30
16	Delete High School	31
17	Add Student Information	32
18	Edit Student Information	33
19	Delete Student Information	34
20	Submit Student Credentials	35
21	Scan Student Credentials	36

22	View Credentials	37
23	Print Credentials	38
24	Barrow Credentials	38
25	Return Credentials	39
26	Print Student Credential Monitoring Sheet.....	40
27	Print Student Dismissal	40
28	Print List of Students with Lacking Credentials	41
29	Print Request Letter for Form 137	42
30	Backup	42
31	View Log Reports	43
32	Log out	43

LIST OF APPENDICES

A. User's Manual	71
B. GUI (Graphical User Interface)	91
C. Source Code	101
D. Letter for Interview	214
E. Written Conversation of the Interview	215