Oncinue

A Web-based Application for Tracking Circulated Files

# **MUST HAVES**

This will be in Academic setup.

* Employee/Staff (under a department)
  + View the workflow of the document (all those who are involved in the workflow)
  + Sign and/or view the document
  + Can edit document template
  + Can create document from scratch (can be done also by department head)
  + Search document (can be done also by department head)
* Head per department
  + - Can have multiple admins
  + Creates a document template
    - Type of document (Change grade)
  + Create roles and assign user per role
  + Create or use existing workflow for a certain type of document
    - Follow the organizational structure or can identify specific persons or department to which the document goes
      * Click-based User Interface
    - Sequential or in any order (parallel)
    - Saves the workflow
  + Actions to be done after creating the document
    - Can’t be edited once the document is sent (on transit)
    - Archive, once approved/done
    - Sign
    - View
  + Document tracking / trail
    - Logs – movement/actions taken in the document
      * Sender / sendee
      * With Date and time
      * Seen/unseen/read
* Master admin
  + Creates an organizational structure
    - Creates a department
      * Registrar, SAO, Athletics, IMS, SDPC, Accounting, EDP, PAO, HRMO, all Colleges, Clinic
        + Ask all their forms to create workflows
        + Org structure per department
      * Creates and assigns role per user (admin/service creator/staff)
  + Can override the workflow of the document

# **NICE TO HAVE**

* Richard = Skyblue
* Trina = Green
* Dexter = Gray

# **TO ACCOMPLISH ASAP**

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