

**DEVELOPMENT OF AN ENHANCED WEB-BASED
DOCUMENT MANAGEMENT SYSTEM
FOR CTU-TUBURAN CAMPUS**

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TUBURAN, CEBU**

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APPROVAL SHEET

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DEVELOPMENT OF AN ENHANCED WEB-BASED DOCUMENT MANAGEMENT SYSTEM FOR CTU-TUBURAN CAMPUS

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ABSTRACT

Keywords: document management system, file system;

This project is presented to the Bachelor of Science in Information Technology Department. The project focuses on the development of an Enhanced Web-Based Document Management System for the CTU-Tuburan Campus. The document management system is a software system developed to manage documents online. In the meantime, the university manages its documents manually, storing them in cabinets, boxes, and folders. As a result, the university faces fundamental obstacles such as retrieving documents, important documents being lost during manual transactions, documents taking up a lot of space and being damaged by natural disasters, and searching, accessing, and managing these documents will take time. To overcome these manual document operation difficulties, designing a web-based document management system is essential in which the system will help users to fulfill their requirements and needs to manage documents securely and more easily. To build the web application, the proponents of the system used Php, Html, Css, Ajax, Bootstrap, Javascript, And Mysql, which is also used as database management. The Development of an Enhanced Web-Based Document Management System for CTU-Tuburan Campus enables users to upload, download, view, delete, share, submit and assign documents. This system will enhance the managing documents, the productivity of users, and reduce the time in searching documents.

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CHAPTER 1

THE PROBLEM AND ITS SCOPE

INTRODUCTION

Rationale of the Study

Given that computers have become an integral part of modern life, it is apparent that the majority of the country's institutions have yet to integrate high technology. Having up-to-date, thorough, and correct information has become a need in an increasingly competitive environment. Computers and technology have aided education in a variety of ways, including providing organized, simple, and quick access to information Stein (2018).

A document management system is a file system for organizing and tracking files. Users do not need to store documents in cabinets, boxes, or shelves; instead, they are offered fast results and a system that allows them to access their data at any time and from any location over the internet. It is a step in the direction of realizing the concept of the paperless office that facilitates the process of file management within an organization. This is done by converting documents and other papers into digital or electronic forms. This enables fast retrieval and makes the processing of files easier. It can also save time and money to create more efficient processes. The system not only accelerates file processing but also

ensures the effectiveness of capturing information and eliminating the need for manual document processing.

Cebu Technological University – Tuburan Campus is one of the higher learning institutions in the Philippines. In day-to-day activities, the university produces various kinds of documents from its different offices. Currently, all of the documents are handled manually. Documents such as manual processing and storing can result in a variety of problems and reduce performance. Hence, the need for a system that can store and manage such documents electronically is essential. The proposed system will address these challenges and allow electronic documents stored in a central repository to be efficiently managed and easily located within the university. This system is a web-based application that generally manages digital documents, storage, retrieval, and reducing the huge amounts of paper. The system users are also able to upload, download, view, share, assign and submit documents, thus allowing knowledge to be efficiently shared within the university.

As a result, with the advent of technology, it is essential to have easy access to and management of documents. The proposed system's major goal is to create an organizational tool that will aid in the filing, storage, and retrieval of electronic documents for CTU-Tuburan Campus faculties and employees.

Review of Related System

This section discusses many types of document management systems and related systems. Each of the systems covered in this section contains additional and useful features that can be used as inputs for the proposed system.

A system called File Management System, at Cebu Technological University – Tuburan Campus. This allows the users to store their document in an online environment. The users of the system are the faculty and employees in the university. It provides ease of access to files anytime using the upload and download feature, advanced search options, and web sync, which can be accessed locally. The project aims to provide an easier way of storing documents electronically and will reduce misplaced important files by human errors (Bancog et al., 2020).

Another related system, entitled "Development of Electronic Document Archive Management System," was conducted at the Leyte Normal University office of registrar by Calusa (2013). The system was developed in order to prevent the dilemma they experienced during the strongest typhoon Yolanda on November 13, 2013 that destroyed almost 90% of their infrastructures like building in the university, resulting in heavy damage to the storage area where all of the documents are scattered and deteriorated. To prevent this from happening again, they created a document management system that allows university academics

and employees to store crucial papers. Upload, download, view, and delete documents are all supported by the system.

File Tracking System was developed and submitted to Epoka University's Faculty of Architecture and Engineering. The goal of this web application was to help offices that do a lot of paperwork, especially in universities. This web application is to improve file administration, promote staff efficiency, save staff energy and time, cut costs, and boost productivity. The system's primary duty is to track all file transfers and assist users in successfully and efficiently managing file flow. The system can handle and track all files, including reports, decisions, requests, and reminders, at any moment. There are four modules in the application: super administrator, administrator, departments, and secretaries, each with their own set of privileges. Assigning users, controlling all users, managing files, updating users, sending messages, blocking all incomings, backing up the database, and so on are all privileges granted to the administrator. The distinction between the administrator and super administrator modules is that they have all privileges as well as adding users to the system. If the files are accidentally erased from the archive, only the super administrator can restore them. Secretaries and departments modules have limited powers; for example, the secretary's module cannot create files; instead, it can send a message to the administrator in the form of a request to create a certain file and forward it. Web technologies such as PHP for programming languages that will be utilized to design

the web application and (MYSQL) relational database system based on SQL for a web database were employed to develop this system. Also, HTML and CSS were used to create the web application's framework, and JavaScript and JQuery were utilized to create the animated functions (Haris, 2013).

A web application that was developed at Cochin University of Science and Technology, entitled: "Document Management System". The project's goal was to create a system that was both efficient and time-saving. Administrator, version control, registration, user, and search are the five primary modules of this web-based document management system project. The administrator is the major module of this system project; it has full control over the system and is responsible for maintaining the file categories. The second module is visual source control, which stores all of the information about the files and includes basic features such as check-in and checks out view version, and download and update of the latest version. All users can create a folder for them to upload the file and save it in their respective folders. Only users can download or upload files, which is a unique feature. In the login section, users can use a variety of security features to protect the files they post. The fourth module is the search module, which allows you to find a file in one of two ways: by searching by file name or by searching by metadata. The web application was created in ASP.NET on a Windows platform (Sathesh et al., 2011).

The development of a Resilient Document Management System for Programmatic Accreditation with Analytics is another related system (Rebong et al., 2018). The system was created with the primary purpose of managing accreditation documentation. It consists of four modules: content management, which allows for system modifications; document flow, which includes document routing for signing; accreditation requirements, which includes the collection and validation of all accreditation documents; and report, which generates self-assessment, progress, non-conformance, risk analysis, non-compliance impact analysis, and prediction reports. A decision tree method was utilized for the prediction report, and 92.16 percent of occurrences were properly classified.

A project entitled: "Online Secure Document Sharing and Management System" (Yakar, 2018). The project aims to develop an online document sharing and management system that enables for secure and efficient document distribution and sharing across all users. It includes storage, sharing, and security features such as message encryption. With the help of cryptographic algorithms and related protocols, you can ensure your privacy, integrity, and authenticity. Only authorized users can access specific documents, generate digital signatures for them, and share them with other users. It will also keep track of the log entries. There will be two types of users: admins and members.

A document management system was developed at the University of Malaysia. The purpose of his project is to develop a system for the departments in the faculty of Computer Science and Information Technology (FCSIT) at the University of Malaysia. This system allows administering and managing students' files more effectively. This system can also be used in other departments in the faculty or university. The system developed is called the Electronic Filing system (EFS). Original documents are scanned, stored, indexed, archived, retrieved, and accessed using this technology. It can help reduce document loss and damage from natural disasters such as fires and typhoons (Yousif, 2010).

The "Electronic Document Management System" is another study produced by Kirikkale University. Its goal is to make it simple for university workers to produce, upload, download, update, and share files. According to Erguzen (2015) research, if a document is destroyed, it can be recovered, hence the system safeguards the document from user errors. It further stated that once a document has been posted to the system, it may be simply shared with anyone else.

A capstone project completed by (Dizon et al., 2017), the faculty at the University of Santo Tomas has a difficult time handling the documents that come in and out of their office since they process them manually with pen and paper. This type of procedure has a wide range of consequences. Papers have a habit of being misplaced. Paper filling takes up a lot of office space. The researcher wants to create a system that uses less paper and produces a ready-to-use report. The

researcher also wants to keep track of all of the documents that come in and out of the office. The researcher advised the future researcher to include an electronic signature option. If this feature is implemented, the next researcher should ensure that the system is safer.

Castro (2017) undertook a study with the goal of developing and implementing a web-based document management and tracking system for the National Food Authority (NFA). This system, which allows for document modification, storage, retrieval, sharing, and tracking inside the business, will be managed by the administrative personnel. Reports will be saved in the system, and action status will be displayed. It also features an announcement display where employees can see what the admin has posted. The technology can also be used to exchange certain papers inside the organization's departments.

Yang (2016) worked on a project at Shandong Women's University called "Design of university fixed assets file management system and its security mechanism." From the perspective of fixed asset informatization management, a university fixed asset file management system was created. To begin, the system's functional structure was designed, and the technical structure was built utilizing the JavaEE tool and the MVC framework. Then, using the Unified Modeling Language (UML) tool, a system logic model was created, and an appropriate database was created to support the system. In the areas of idea, physical

security, network security, and database security, security mechanisms were introduced. Finally, the university's fixed assets file management system was created and evaluated. The results showed that the system was stable and that log-in and functions were normal. As a result, it was a near-perfect fixed asset file management system, capable of resolving a variety of university fixed asset file management issues and assisting with university fixed asset file management.

Estrera (2017) conducted a study named "Electronic Document Management System for Higher Education Institution," which looked into the present document management issues in Higher Education Institutions using the ISO 9001 QMS. It discovered various inconsistencies in the tracking, storage, and transfer of memos and files from one office to another. These files were compiled as a result of a variety of conditions, including document loss and redundancy, to name a few. An Electronic Document Management System (EDMS) was created in response to these issues. The Spiral Model and the In-House Development Program were employed in the research. Capitol University's three colleges, Computer Studies, Business Administration, and Criminology, completed and tested the EDMS. Furthermore, deans and secretaries from the same colleges evaluated the EDMS modules. The evaluation step discovered variations in time spent on the documents reviewed, which was then monetized to display cost-cutting solutions as a tool for their implementation. As a result, in terms of quality, time invested, and cost, EDMS is acceptable. It is suggested that the EDMS be

fully deployed in all of the university's colleges. It is also suggested that another research be conducted to improve the EDMS and bring it online in order to provide a centralized and efficient method of document monitoring and tracking.

Online File Management System is a full-featured, web-based file management system that makes online collaboration simple, according to Ad-Mays.com (2011). It gives customers secure, dependable internet access to upload and download files, and it's become a valuable offering for many enterprises. The system has the following features: an easy-to-use interface; securely share files; download files; upload and store files.

"Online File Management System for Research, Development, and Extension Office using Optical Character Recognition Scanner," a study by (Bacolod et al., 2019) presented to the Department of Information Technology, Cavite State University-Imus Campus, Imus City, Cavite. The Online File Management System for Research, Development, and Extension Office with Optical Character Recognition Scanner is a proposed software application for the Cavite State University – Imus Campus's Research, Development, and Extension Office, where files are handled online. The RDE staff, such as the administrator, Department heads, Program heads, Research Coordinators, some CvSU students, and CvSU academics – who serve in roles such as Thesis Adviser, Technical Critic, English Critic, and Statistician – can access the system's modules. Account Management

Module, On-Going Research Management and Monitoring Module, On-Shelf Research Management and Monitoring Module, Accomplishment Report Management Module, and Report Module are the five components that make up the system.

Anderson (2015) created a framework for managing files. The system implements the basic file name, sorting, and handling procedures. The researchers may make the most of their image collection by employing suitable file and folder naming techniques, as well as solid metadata practice and catalog software. The data we work with on computers is organized in a hierarchical file system, with directories containing files and subdirectories. Although we arrange our image data using the computer operating system, the most important aspects of file management are how we name files and folders. Cataloging applications, which allow organizing and discovering picture files easier than relying on the computer's directory structure, can improve the operating system's arrangement of our data. Another advantage of catalog software is that it helps simplify backup procedures for improved file security.

For Cavite State University Imus-City Campus, Romero (2017) focused on the construction of a web-based thesis management system with an Android application. The goal of this project is to develop a software package that would allow for more efficient and reliable thesis management. The system and application will assist the user in locating relevant information or ideas to aid in

the creation of their own thesis titles. It can also assist the user in saving time and effort. In order to meet the needs of the user, the system and application contain important modules. Information and Content Module, Search Module, Generate Title Module, and Percentage of Existing Study Module are the four modules that make up the Android application. One (1) module, such as the Administrator Module, is included in the Web-Based. The PHP programming language was used to create the system, and Java was used to create the application. Feature Driven Development was the method employed.

"Online Alumni Monitoring System for Cavite State University-Imus Campus: A Tracer Study aimed to innovate the manually operated processing of Alumni Association," according to a study by (Cajalne et al., 2017). The goal of this study is to develop a better system that will serve as a more reliable tool to store and gather accurate and up-to-date data of the University's alumni. The user interface is simple to use due to its well-organized layout and functionality. The study was created to help students manage their information, as well as to eliminate or reduce the association's old pen and paper approach, as well as to speed up file administration and reduce data mistakes. 16 The study gives a more efficient and effective method of obtaining correct and up-to-date alumni information. The study's goal was to design a website that would fulfill the demands of users, particularly the Cavite State University-Imus Campus Alumni Association.

The Development of a Web-based Document Similarity Detector for Plagiarism Assessment is a web-based that acts as a similarity detector to assist faculty members in determining whether or not a student's document has been duplicated. The website was created to assist faculty members in determining which documents are comparable and which are not, particularly for thesis writers (Dela Cruz et al., 2017).

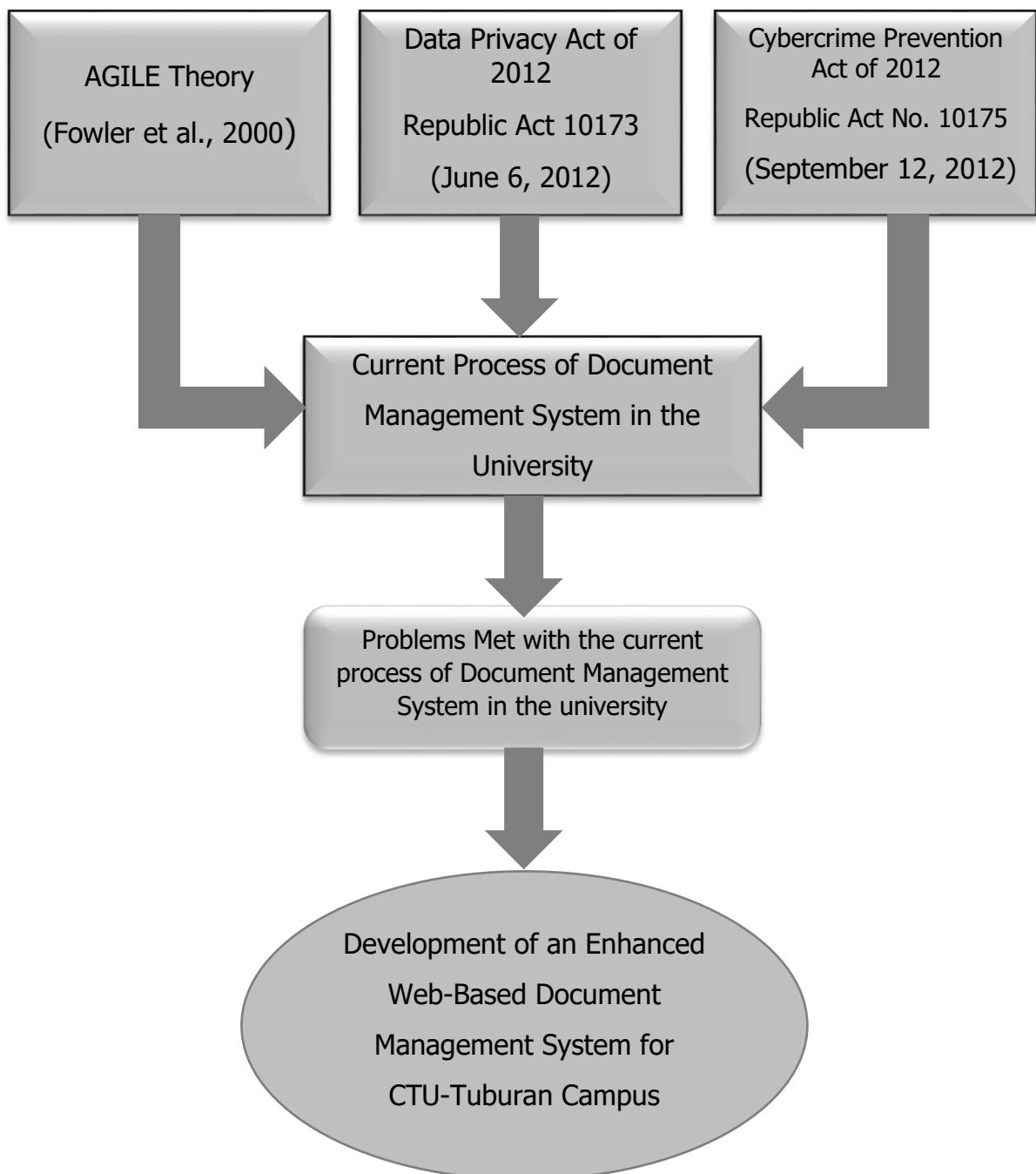
Theoretical Background

This study is based on "Agile theory by (Fowler et al., 2000). It is a method of project management that divides a project into numerous phases. It requires ongoing engagement with stakeholders as well as continual development at each stage. Teams cycle through a process of planning, executing, and assessing once the job begins. Collaboration is essential among team members as well as project stakeholders.

Agile theory in system development allows teams to quickly adapt to changing needs without jeopardizing release dates. Agile also aids in the reduction of technical debt, the improvement of customer experience, and the delivery of a higher-quality product.

Figure 1

Schematic Diagram of the Theoretical Framework of the study



Technical Background

Overview of the Present System. The school had a file management system that was implemented; the functionalities of the system included document upload, download, and viewing. The users of the proposed system were intended for the faculty of Cebu Technological University – Tuburan Campus. It also aids in the reduction of so-called physical storage such as bookshelves when keeping various types of files such as papers, while also assisting in the storage of files in computers that can be accessed locally with or without the internet.

Overview of the Proposed System. The proposed system entitled: "Development of an Enhanced Web-Based Document Management System for CTU-Tuburan Campus", improves the features present in the existing system. The systems feature include, upload, download, view, share, assign and submit a document. The users of the system will be the document controller, quality assurance officer, records officer, campus director, dean, chairperson and faculty of the university. The system is only accessible inside the CTU – Tuburan Campus premises. It replaces the traditional way of storing and accessing documents that will be stored in an electronic database.

Details of the technology to be used:

Visual Studio Code Ide is used to develop the system in this environment since the development of the system needs to collaborate with the team members for

debugging. Since the system involves serious code analysis or performance profiling or debugs from a snapshot, VSC IDE will be helpful in system development.

XAMPP is used as a local host to make a local web server for deployment and testing functions. It is also needed in developing the database connection for the System.

SQL Server is a relational database management system (RDMS) that performs as a server in the event of multi-user access to several databases. SQL server is a popular choice of database for use in making a system, and it is an open-source product. It works on the system by getting and putting the data in the specified database that we have made.

Hypertext Markup Language (HTML), since the system is in a web-based platform, HTML plays an essential role in development. It serves as visuals for displaying content on the web page like tables, images, paragraphs, and other types of content.

CSS is used in the system for describing the presentation of the web page. By this, we can edit our layout, colors, and fonts. It will make the system adapt the presentation to different devices, such as large screens, small screens, or even your phones.

Hypertext Preprocessor (Php) is used to manage dynamic content and databases. By this, we can modify elements within our system's database through PHP.

Bootstrap, in developing the system, there are many Html and CSS codes involved, and it takes a lot of time and storage just to create them. The use of bootstrap in the system is to save time creating CSS codes with reusable codes that will make the system more presentable and usable.

Javascript, to make the system more attractive, JavaScript will be helpful for the system's dynamic behavior; it gives viability and development on the website and uses it for validation.

THE PROBLEM

Statement of the Problem

The Cebu Technological University-Tuburan Campus stores departmental and office records manually, including papers for admissions, instructional materials, and other school documents. These documents are printed into hard copies, put in folders, and stored these documents in the cabinets. With this type of storage, searching and sorting out files will be harder, and there is a big tendency that these files or documents could be lost or misplaced. Another thing to consider is that requesting documents from a particular office will take time since you will have to walk to request that document. These problems can be

solved with the help of the proposed system, for it provides a user-friendly environment, searching and sorting of files will be easier.

This study specifically answered the following questions:

- 1.) What is the status of the existing system in terms of:
 - 1.1 Submitting of documents;
 - 1.2 Sharing or distribution of documents;
 - 1.3 Document transaction in a limited face-to-face situation;
 - 1.4 File Storage;
 - 1.5 Security features?
- 2.) What functionality can be added to improve the current System?
- 3.) Based on the existing System, what System can be proposed?

Objectives of the Project

The objective of this project is to scheme and develop an enhanced web-based document management system at CTU – Tuburan Campus for the document controller, quality assurance officer, records officer, campus director, deans, chairperson, and faculty of the different colleges to store and retrieve documents online and can access the features and functionality of the proposed system.

Specifically, this project will:

1. Store the documents in an electronic database and will be very useful to store the files in a database to reduce time consumption.
2. Reduce the number of documents that are lost or misfiled and has the potential to reduce costs associated with other resource waste, and common data entry errors.
3. Reduce the amount of resources like paper, cabinets, boxes, and shelves where documents are stored, and the system's users no longer have to be concerned about storing their data. They no longer need to print documents and store them in a university storage room because they can now store them online.
4. Allow instant access to documents even if you don't have an internet connection as long as you're connected to the same network and can be accessed by the authorized faculty and employees inside the CTU-TC premises.

Scope and Limitations of the Project

The study will focus on the development of an enhanced web-based document management system for the CTU-Tuburan Campus. The users of the system will be the document controller, quality assurance officer, records officer, campus director, deans, chairperson, and faculty of the different colleges to store and retrieve documents online and can access the features and functionality of the proposed system. The functionality of the proposed system will be limited to

upload, download, view, delete, share, and assign a section for submission of documents.

Significance of the Study

This study would be useful to the Cebu Technological University-Tuburan Campus, especially to the document controllers, quality assurance officers, records officers, deans, chairperson, campus director, and the faculty. The development of an enhanced web-based document management system provides efficient, fast, accurate information for managing data. The following are the people who will benefit from the proposed system.

For Cebu Technological University – Tuburan Campus:

- It helps the university to save a lot of time and space for document storage.
- Improves the university's document transaction and will have a secure environment for storage.

For Document Controllers, Quality Assurance Officer, and Records Officer:

- It improves productivity and provides faster access and retrieval of documents.
- Minimize time consumption and avoid lost and misplaced documents for later retrieval.

For Campus Director, Deans, Chairperson, and Faculty:

- Minimize time consumption.
- Uses human resources effectively.
- Improve user productivity by providing the relevant document to the specified offices on time.

Project Highlights

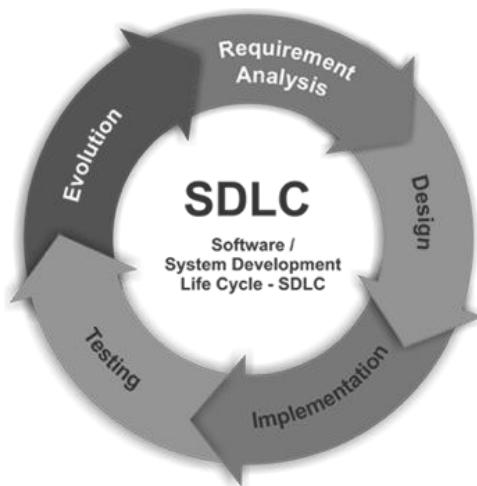
The proposed system could help in making the schools handling of documents effectively and efficiently, where it provides a central repository for documents to be stored. It will also allow the document controller, quality assurance officer, records officer, campus director, deans, chairperson, and faculty of the different colleges to upload, download, delete, share and create a section for submission of documents.

- Sharing of Documents - The users can share documents with a different user; they can perform this action by clicking the share button provided with each document.
- Assigning Documents - The users can create a section for submission to a different user on the submission section, in which they can add users to submit a specific document.
- Submitting a Document - The user can submit a document if they are asked by the other users who ask to submit a document in the submission section.

Methodology

Figure 2

SDLC Model



This study employs a qualitative research utilizing experimental development strategy. The method entails systematic work that draws on research and practical experience to develop new applications and processes, as well as improve existing ones. The major method for developing this study's application was system design. The term "design" refers to the process of planning a new system or updating an existing one by describing its components or modules to meet specific needs.

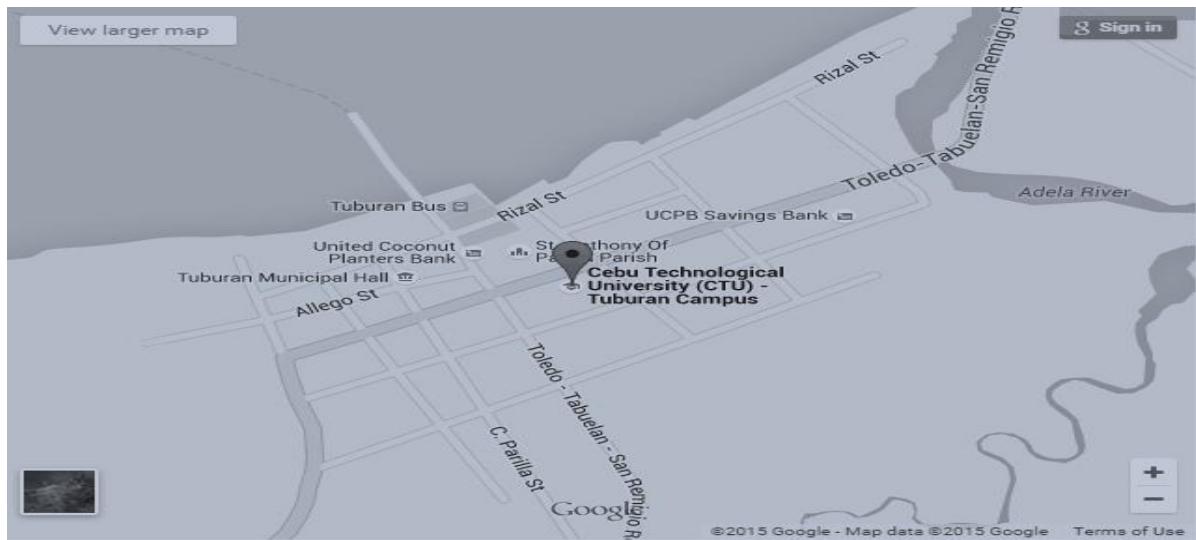
The development life cycle of the system will be based on a Waterfall Model in this study.

Environment. This section of the manuscript discusses the study's environment, which will include the location of the study, the population, the sampling process, and the data collection methods to be used.

Locale of the Study. This section addresses the study's location or environment. It gives a brief description of the study's location.

Figure 3

CTU Tuburan Campus Map



The proposed system will be used and implemented at Cebu Technological University – Tuburan Campus that was previously known as Cebu State College of Science and Technology (CSCST), on November 10, 2009, it becomes a state university by the Republic Act. No. 9744. CTU-Tuburan is located at Barangay 08,

Tuburan Cebu. The population has increased up to 3000 students or more as of October 2020.

The university is 108 kilometers away from Cebu City via the Toledo route and the Northside of Cebu. It is estimated at 89 km 55 miles away. CTU offers lots of course opportunities such as Engineering, Agriculture, Education, Arts and Information and Industrial Technologies. The location was chosen by the proponents of the project since the respondents of the project will be coming from the said university. Moreover, the university is one of the external campuses of the CTU system. CTU is the only university in the town of Tuburan and has a newly launched extension in Tabuelan, the Northern part of Cebu.

Population of the Study. The target users for the system are the CTU-Tuburan Administrators: The Campus Director, Dean, Chairperson, Faculty, Document Controller, Quality Assurance Officer, and Records Officer.

Requirements Specification. The proponents utilized a qualitative study to evaluate and guarantee the system's workability, impact on the given environment, ability to fulfill user expectations, and efficient use of resources in terms of connected systems and technological background. Operational, technical, and scheduling feasibility are all considered in this project.

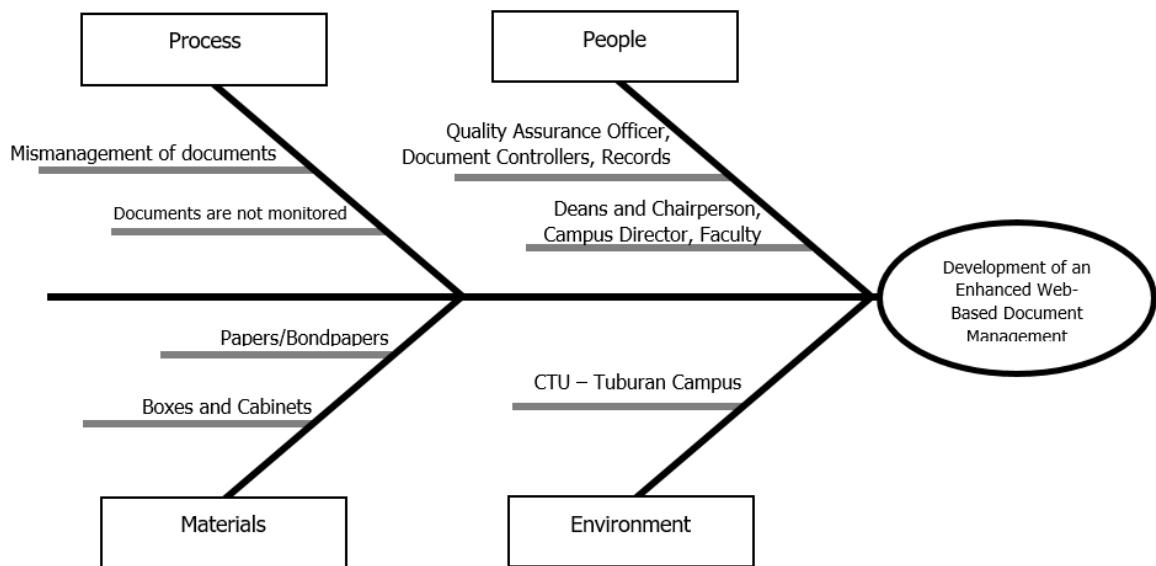
Operational Feasibility. A document management system is a step toward making the concept of a paperless office a reality. It's a piece of software that makes file management easier within the organization. This is accomplished by digitally or electronically converting documents and other papers.

The Cebu Technological University - Tuburan Campus has been manually storing documents; the vast bulk of documents are currently stored in boxes, folders, and cabinets, making retrieval difficult. Our primary goal in addressing these issues is to create a system for online document storage. The university will no longer have to worry about misplaced documents or files because this system will allow them to store them online. When using the system, document extraction will be simple, and time spent sorting these files will be reduced.

Fishbone Diagram

Figure 4

Fishbone Diagram on Loss of Documents

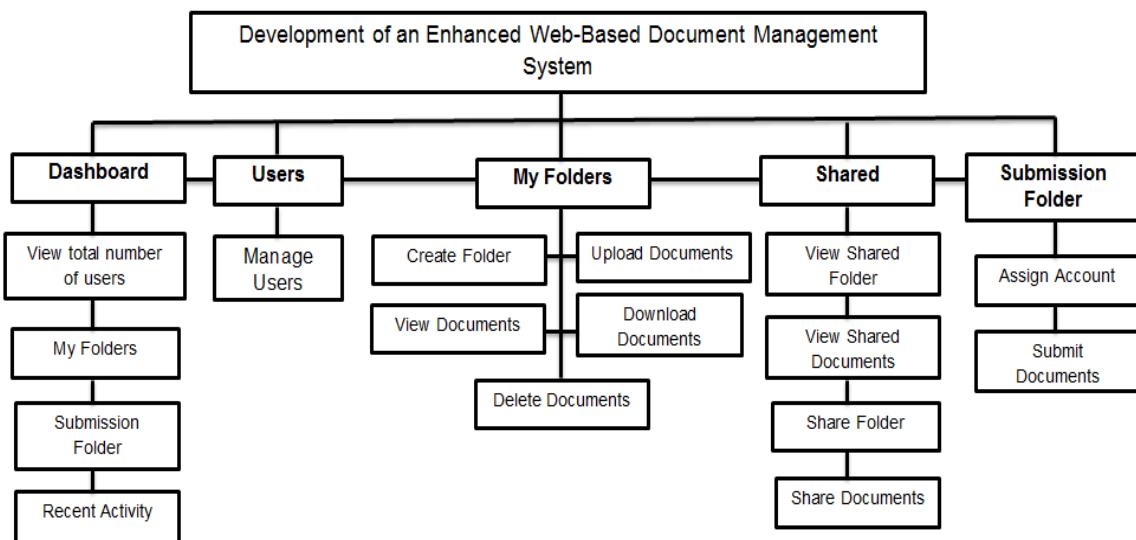


Fishbone Diagram shows the loss of documents, the materials used, the people involved, and even the environment where all these factors can greatly affect the result of the loss of documents.

The current process of documents is mostly manual, and in hard copies, the school uses online cloud storage that is owned by other companies. The materials used for printing these documents are bondpapers that could be destroyed and misplaced easily. The document controllers, records officer, deans, chairperson, campus director, and faculty in the different colleges at Cebu Technological University - Tuburan Campus.

Functional Decomposition Diagram

The Functional Decomposition Diagram (FDD) is used as a planning tool that depicts the functions, and processes of the system application. FDD shows a high- level function, process, organization, data subject area, or other type of object broken down into lower level, more detailed components. Figure 4 illustrates the Functional Decomposition Diagram of Cebu Technological University – Tuburan Campus shows the decomposing of the complex systems into lower-level processes which is easier to analyze and understand. The main level is the people involve: Quality Assurance Officer, Document Controller, Records Officer, Campus Director, Dean, Chairperson and the faculty. The second level is the process of documents in the campus, which shows the mismanagement of documents and are not monitored properly. The third level is the materials, the campus uses Bondpapers and documents are in cabinets and boxes. And the last level is the environment where the system will be used and developed.

Figure 5*EDMS Functional Decomposition Diagram*

The above figure shows the Functional Decomposition Diagram that shows how the users (admin, document controllers, quality assurance officer, records officer, deans and chairperson, campus director, and faculty) could access the proposed system. Five modules are present in the system, the Dashboard, Users, My Files, Submission Folder, and Shared module.

Technical Feasibility

Table 1

Compatibility Checking

| Desktop/ Computer Specification | | |
|--|------------|---|
| Display | Size | 15.6 Inches |
| | Resolution | 1366 x 768 (HD) |
| | Type | LED |
| Platform | OS | Microsoft Windows 7 Professional 64-bit Edition |
| | Chipset | Intel Core i3 2.4 GHz |
| | CPU | Intel Core i3 (3 rd Gen) 3110M / 2.4 GHz |
| Network | Technology | DDR3 SDRAM |
| | WLAN | Wi-Fi 802.11 b/g/n |

The table above shows the minimum and recommended system requirements for running the desktop. Desktops, chipsets, networks, and other components are always key factors in system implementation.

Schedule Feasibility

Table 2

Gantt Chart

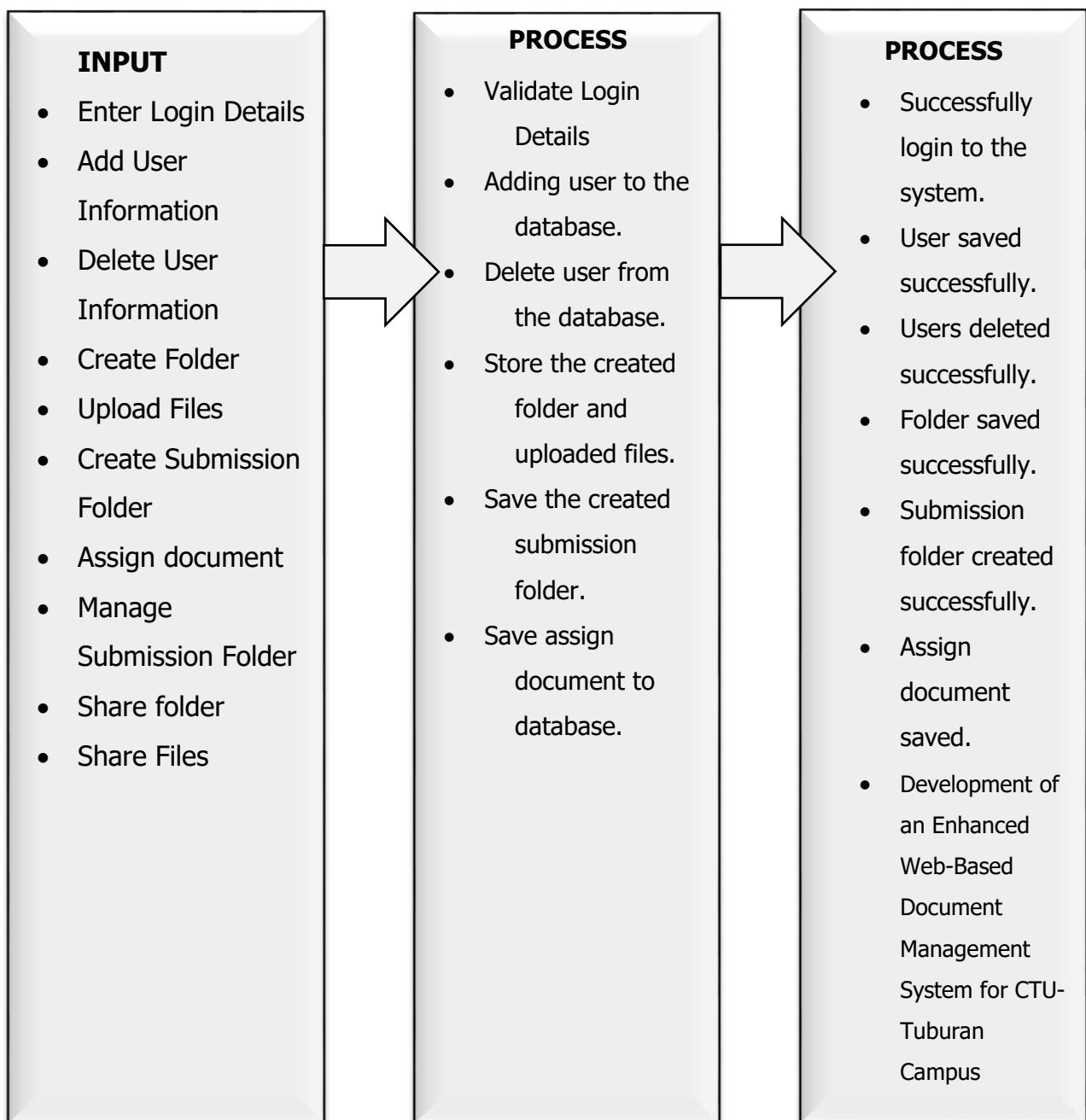
| ACTIVITY | ASSIGNED | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 | Week 7 | Week 8 | Week 9 | Week 10 | Week 11 | Week 12 | Week 13 | Week 14 | Week 15 | Week 16 |
|-----------------------|---------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|---------|---------|---------|---------|---------|
| PROJECT TITLE | | | | | | | | | | | | | | | | | |
| Finding Title | Whole Group | | | | | | | | | | | | | | | | |
| Information Gathering | Whole Group | | | | | | | | | | | | | | | | |
| Pre-Proposal | Whole Group | | | | | | | | | | | | | | | | |
| Title Hearing | Whole Group | | | | | | | | | | | | | | | | |
| Final Pre-proposal | Whole Group | | | | | | | | | | | | | | | | |
| PROJECT PHASE 1 | | | | | | | | | | | | | | | | | |
| Information Gathering | Whole Group | | | | | | | | | | | | | | | | |
| Chapter 1 Writing | Whole Group | | | | | | | | | | | | | | | | |
| Checking | Hustler | | | | | | | | | | | | | | | | |
| Finalize Chapter 1 | Hipsters | | | | | | | | | | | | | | | | |
| PROJECT PHASE 2 | | | | | | | | | | | | | | | | | |
| Information Gathering | Whole Group | | | | | | | | | | | | | | | | |
| Methodology | Whole Group | | | | | | | | | | | | | | | | |
| Requirements | Hustler, Hackers | | | | | | | | | | | | | | | | |
| Analysis | Hustler, Hackers | | | | | | | | | | | | | | | | |
| Design | Hustler, Hackers | | | | | | | | | | | | | | | | |
| Prototyping | Hustler, Hackers | | | | | | | | | | | | | | | | |
| Final Documentation | Whole Group | | | | | | | | | | | | | | | | |
| Proposal | Whole Group | | | | | | | | | | | | | | | | |

This figure shows the total period of the Development of an Enhanced Web-Based Document Management System used to develop.

Requirements Modelling

Figure 6

Input-Process-Output Diagram



Process. The system recommends to use laptop or desktop computers upon accessing the system to have a better experience of the systems functionality. It can be accessed by android and IOS phone but the design and elements of the system may be different.

Control. The Development of an Enhanced Web-Based Document Management System for CTU-Tuburan Campus allows user to upload, download, share, assign and submit documents in an online environment.

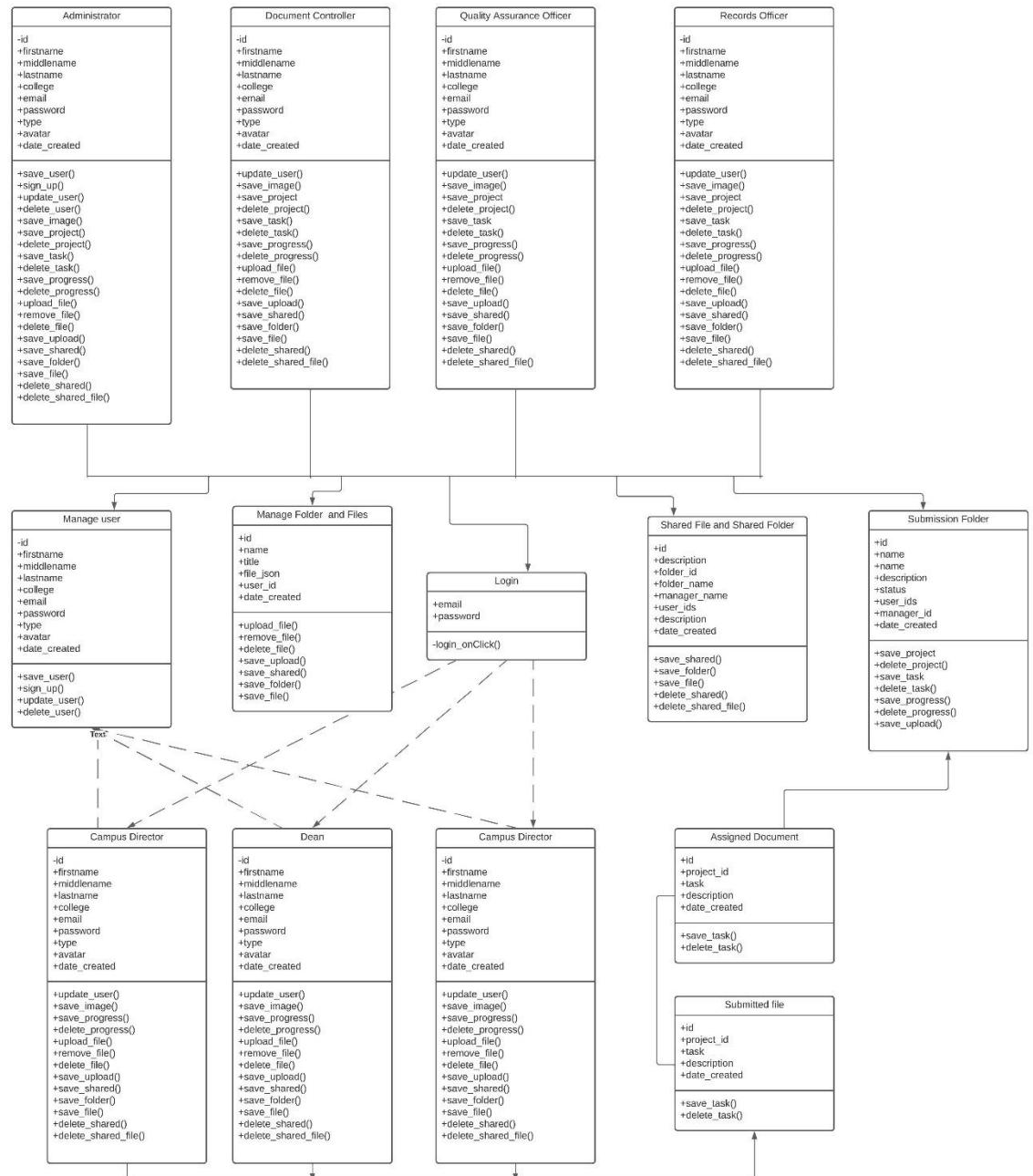
Object Modelling. Object modeling is a modeling approach for software modeling and design that is based on real-world scenarios. It was created primarily as a method for developing and supporting object-oriented systems and programming. It describes the system's static structure.

To visually represent the system's objects, activities, and associated attributes, object models are shown below, the class diagram, sequence diagram, and the activity diagram. These object models, which are aligned with the system design, will help create a consistent experience across the overall operation of the system.

Class Diagram

Figure 7

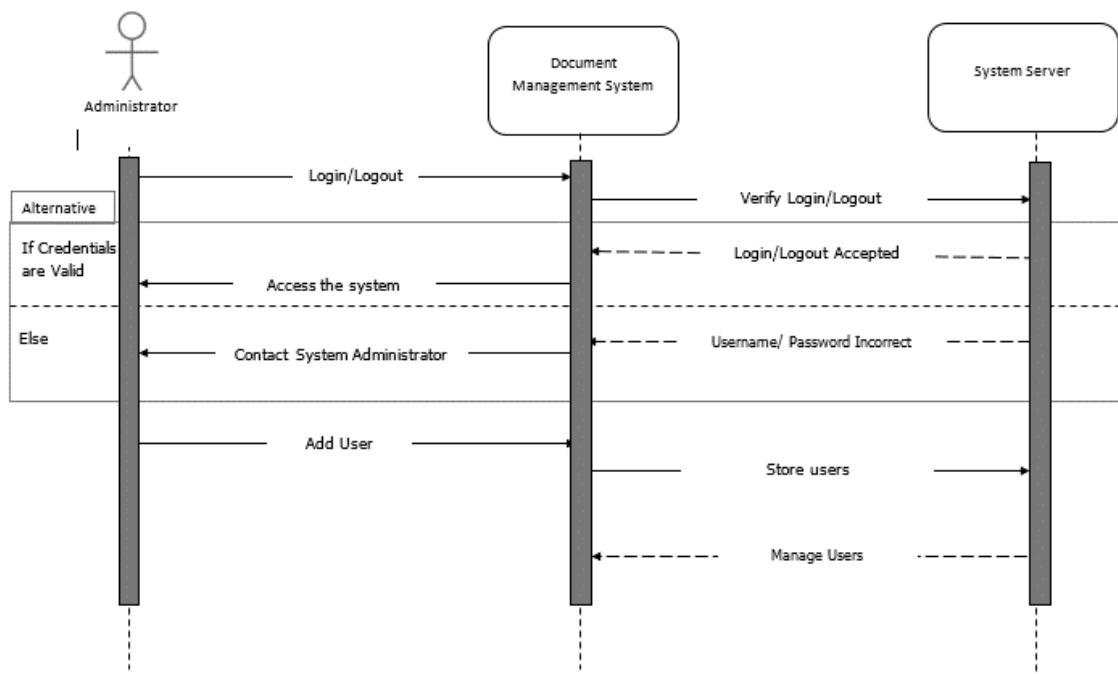
EDMS Class Diagram



Sequence Diagram

Figure 8

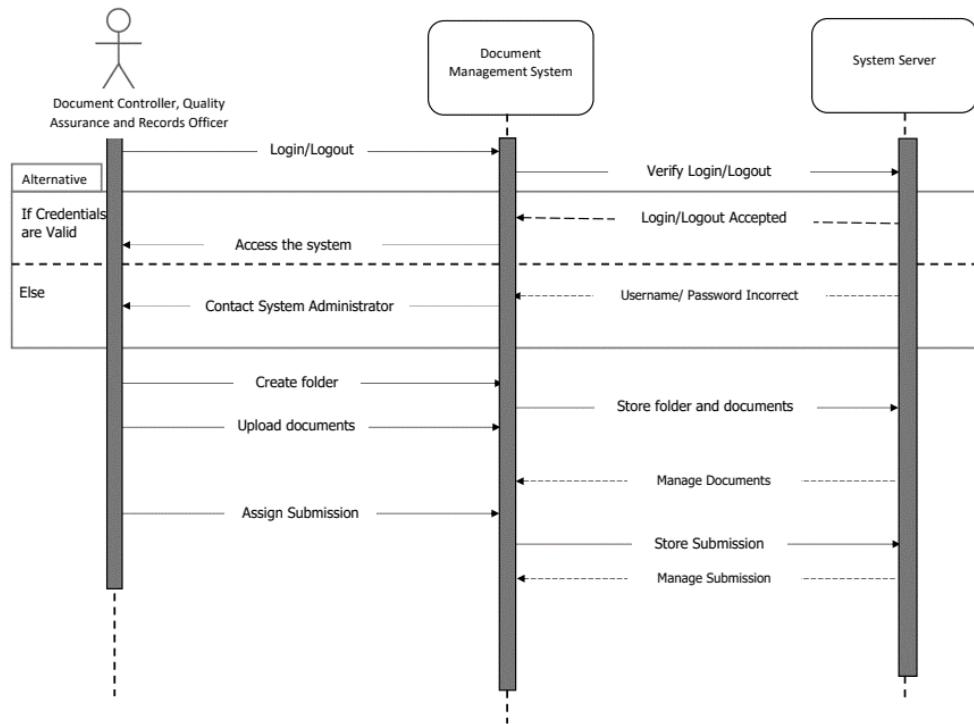
Administrator Sequence Diagram



This figure shows the flow of data from the administrator in the sequence diagram. The administrator can register the users of the system.

Figure 9

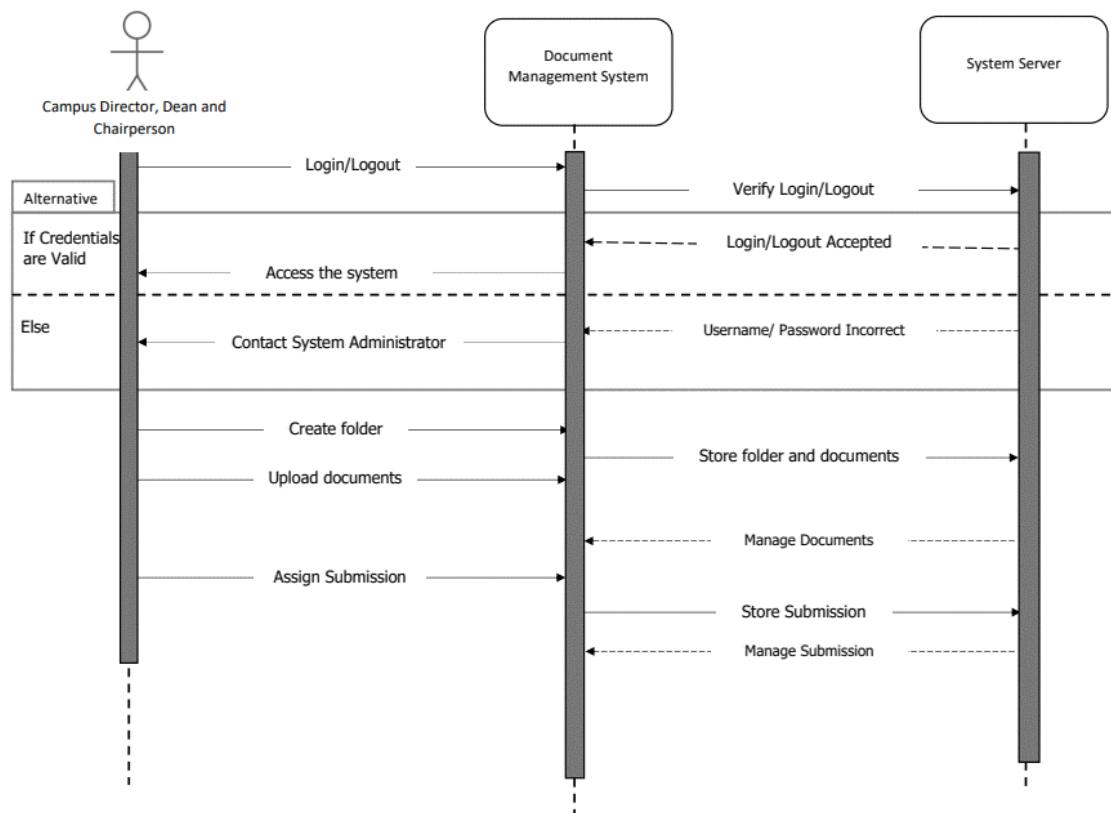
*Document Controller, Quality Assurance and Records Officer
Sequence Diagram*



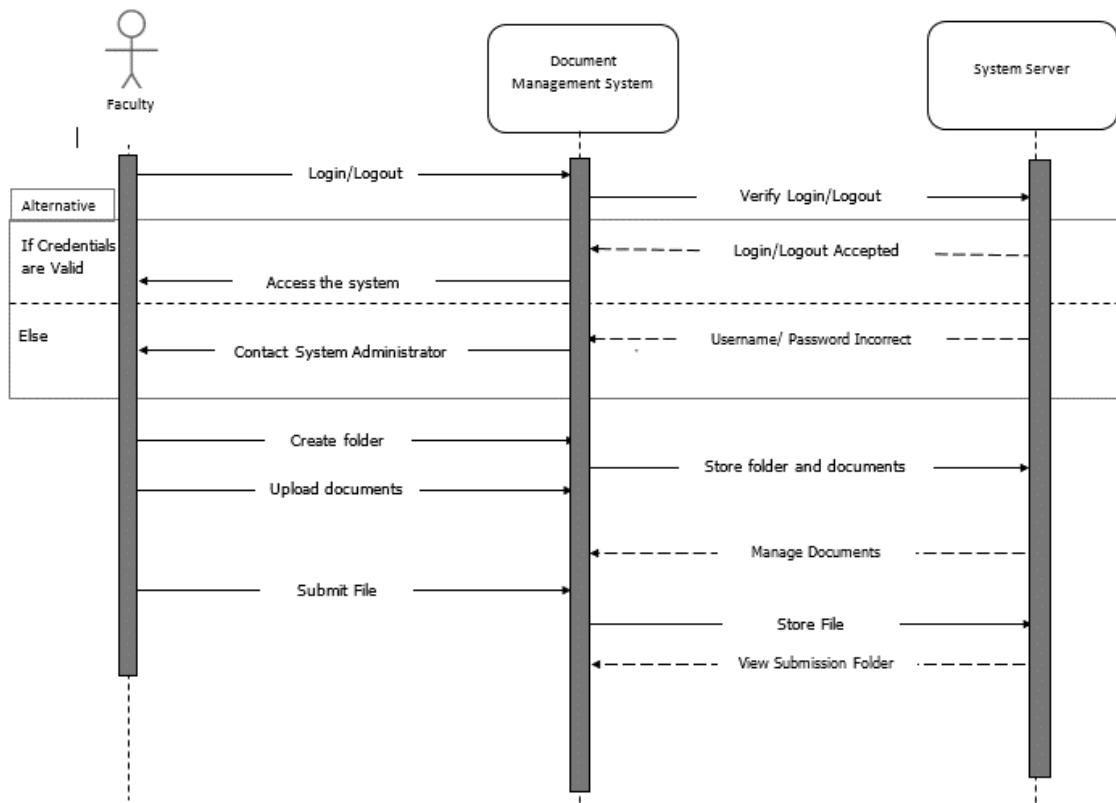
This is the flow of the data from the Document Controller, Quality Assurance, and Records Officer, where they can only access the Dashboard module containing these features that can view their total number of folders, submission folders, and the recent activity. The users cannot access the user's module because only administrators are allowed to access it. They can also create and upload a file, assign and submit documents, and can share their files.

Figure 10

Campus Director, Dean, and Chairperson



This is the flow of data for the Campus Director, Dean and Chairperson presented in the sequence diagram where these users can only submit a document in a submission folder; they can also create and upload files inside the folder, sharing their files and folders.

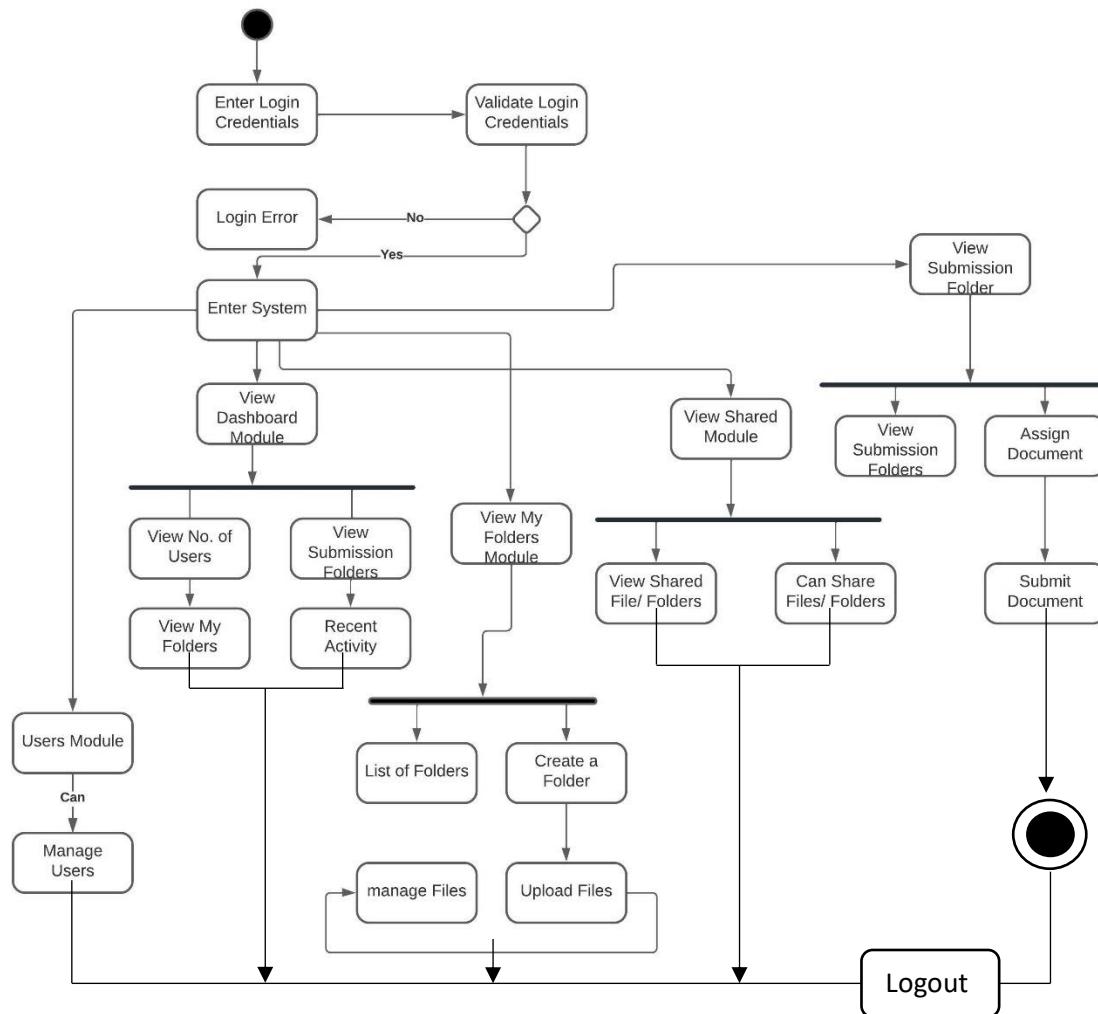
Figure 11*Faculty Sequence Diagram*

This is the flow of data for the Faculty presented in the sequence diagram where these users can only submit a document in a submission folder, and they can also create and upload files inside the folder, sharing their files and folders.

Activity Diagram

Figure 12

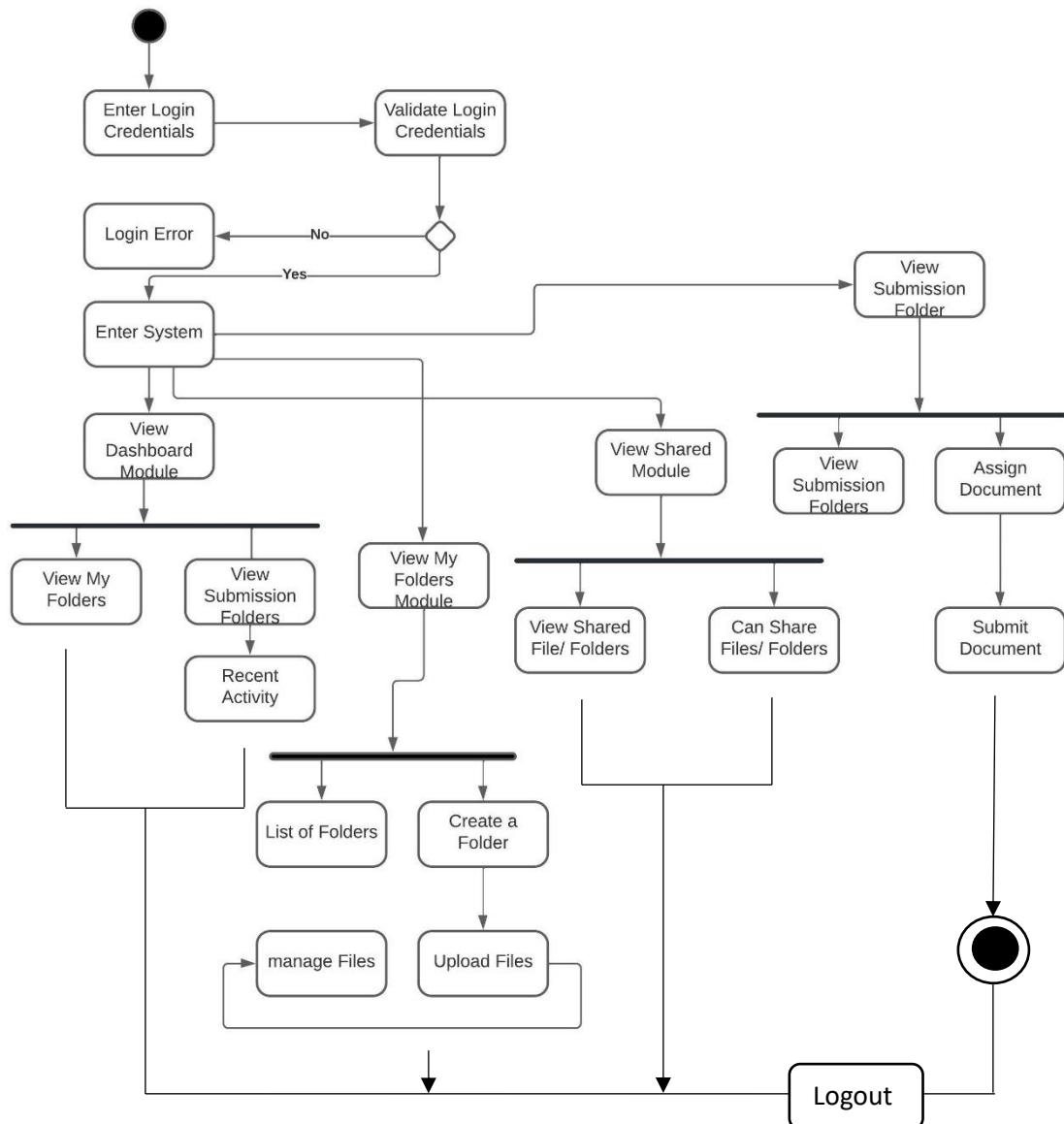
Administrator Activity Diagram



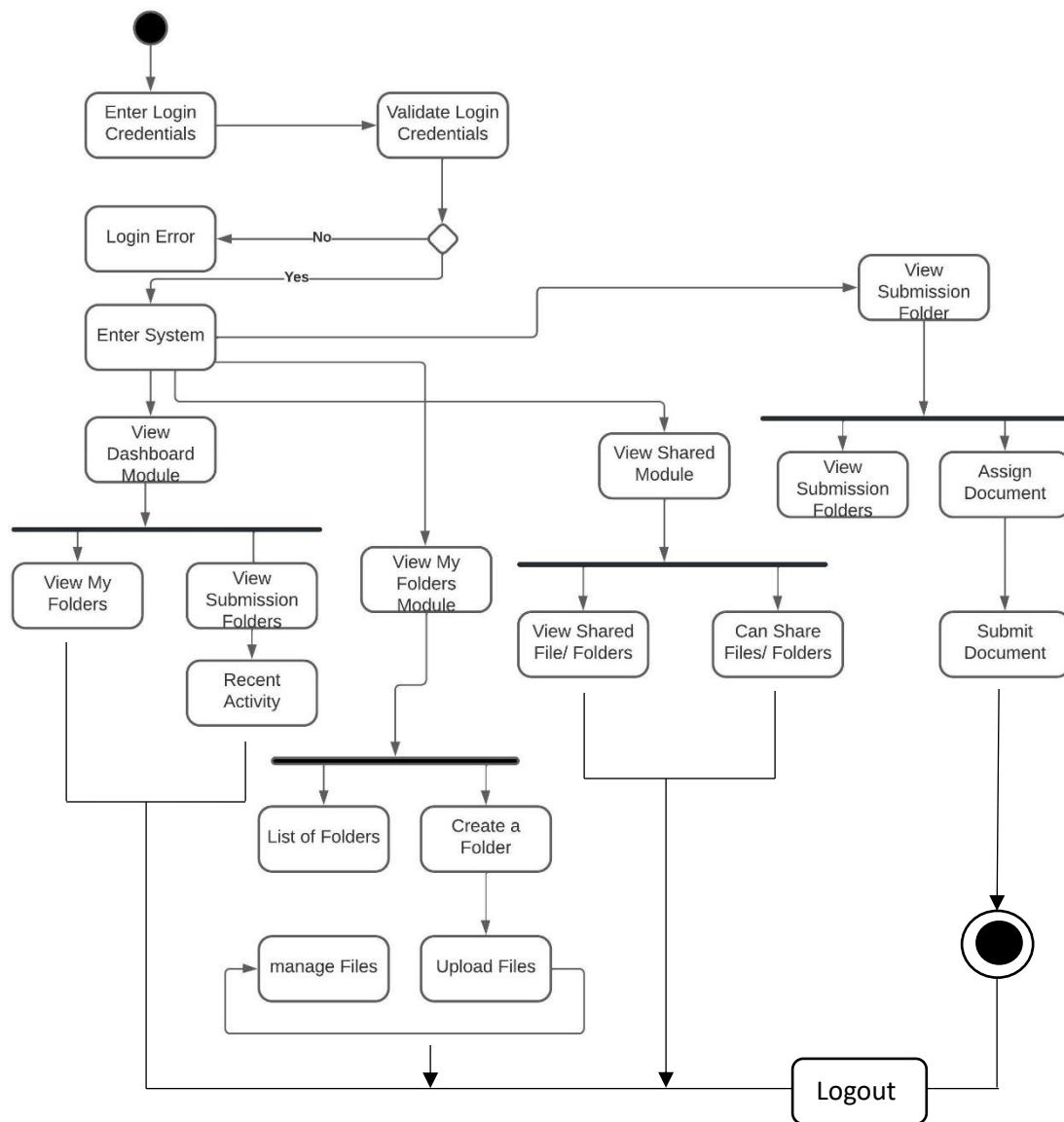
This figure shows the administrator's activity in using the system. The flow of data is represented with lines to fully understand the behavior of the system.

Figure 13

Document Controller, Quality Assurance and Records Officer Activity Diagram



This figure shows the Document Controller, Quality Assurance, and Records Officer activity in using the system. The flow of data is represented with lines to fully understand the behavior of the system.

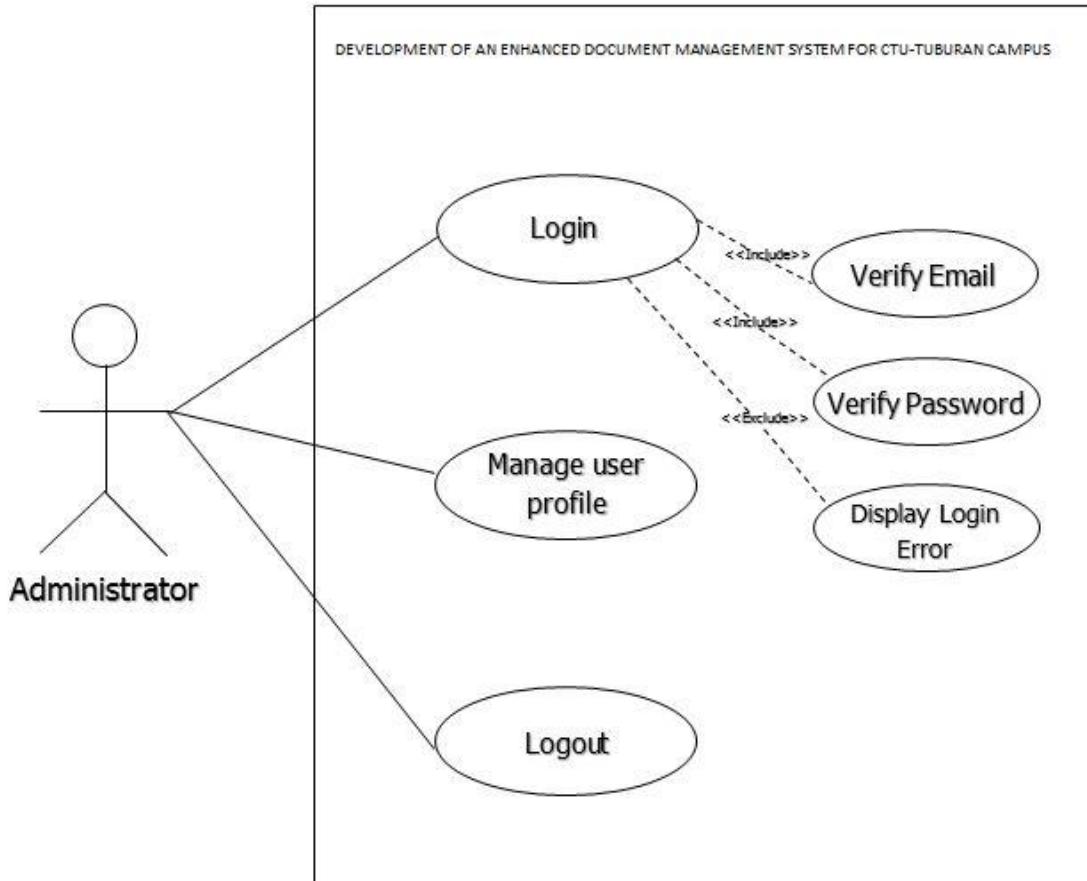
Figure 14*Campus Director, Dean, and Chairperson Activity Diagram*

This figure shows the Campus Director, Dean, and Chairperson activity in using the system. The flow of data is represented with lines to fully understand the behavior of the system.

Use Case Diagram

Figure 15

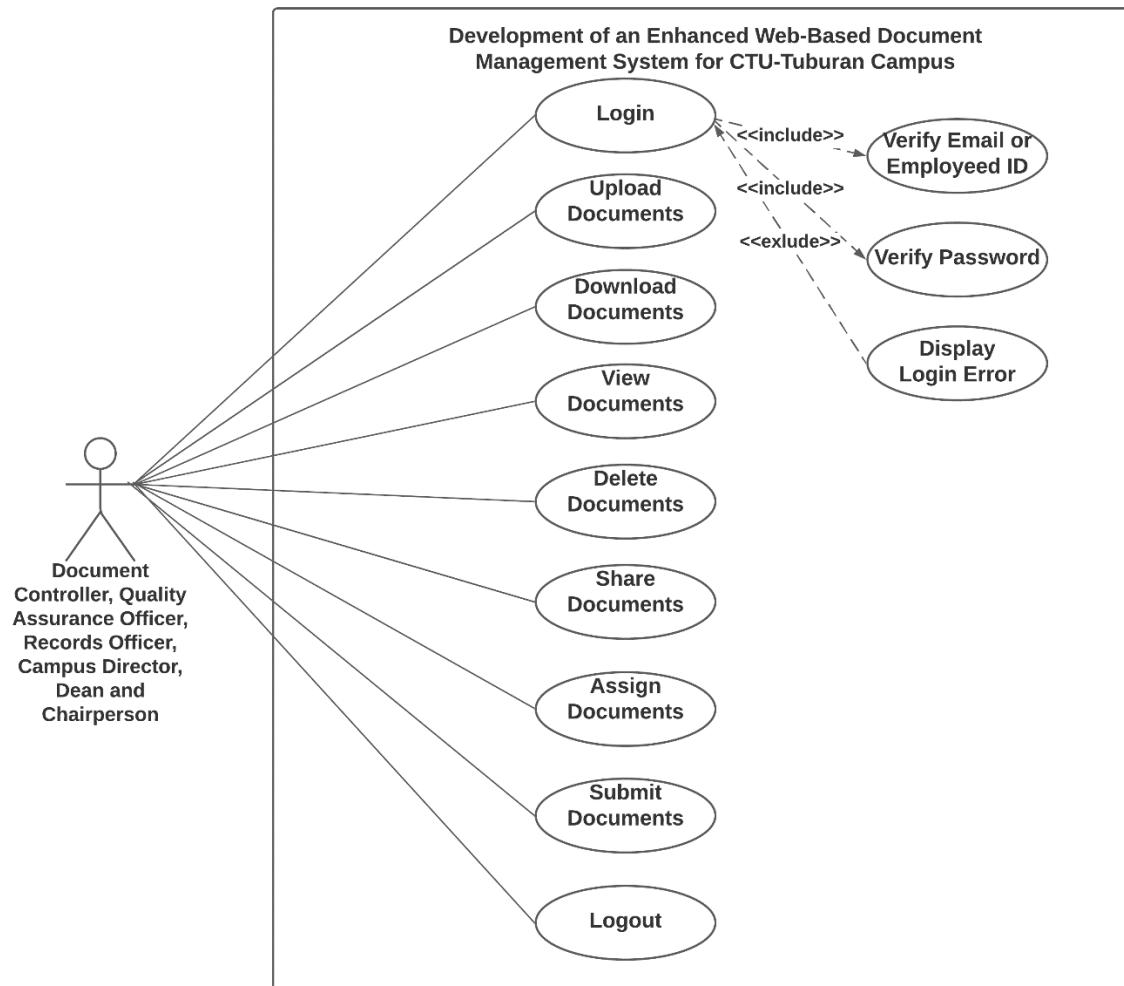
Administrator Use Case Diagram



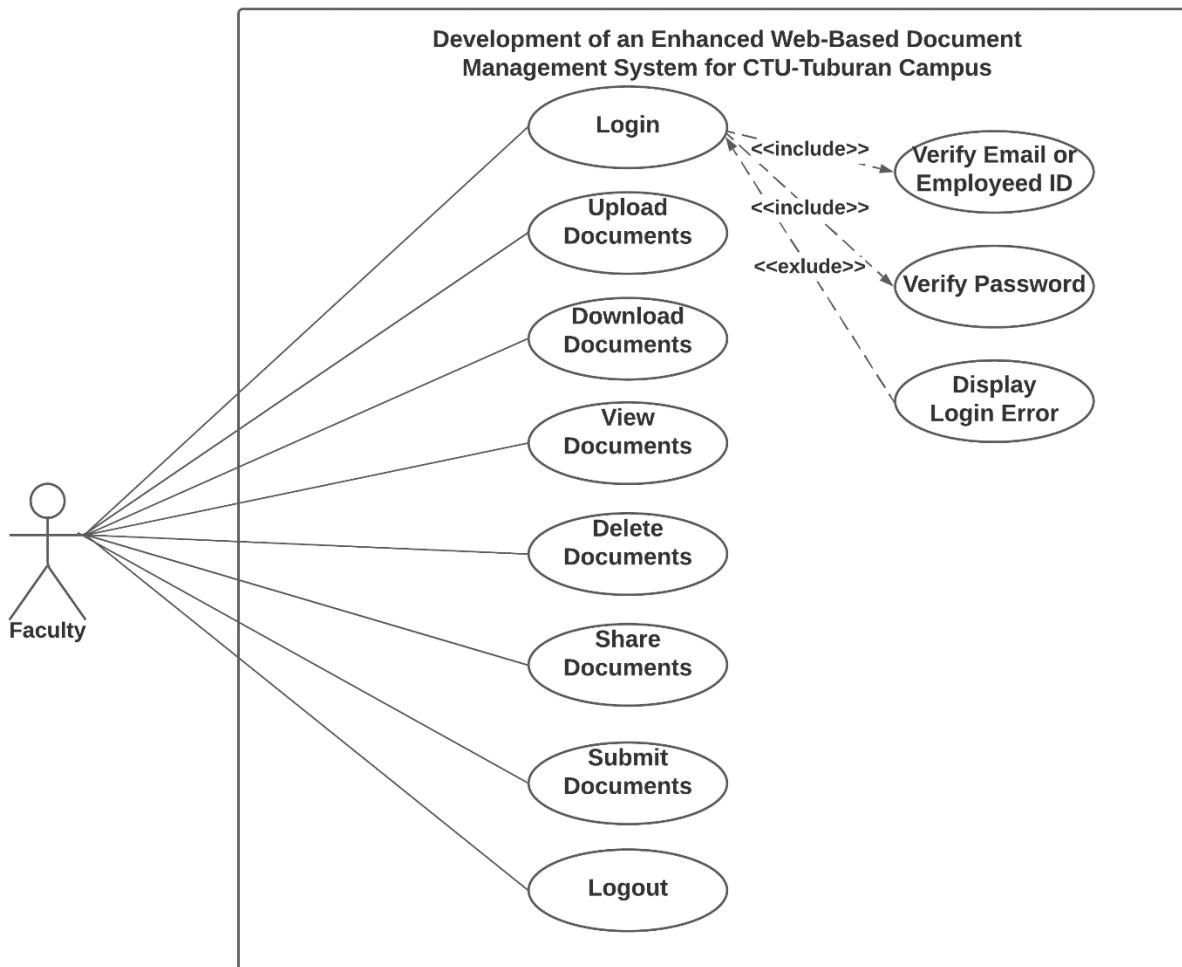
The figure above shows the use case diagram for the administrator of the system, where the administrator serves as an actor that can log in and log out, manage the user profiles in the system.

Figure 16

Document Controller, Quality Assurance Officer, Record Officer, Campus Director, Dean and Chairperson Use Case Diagram



The figure above shows the use case diagram for the document controller, quality assurance officer, record officer, campus director, dean and chairperson of the system, where these users serve as actors that can log in and log out, manage user profiles, upload, download, share, delete and view documents in the system.

Figure 17*Faculty Use Case Diagram*

The figure above shows the use case diagram for the faculty members of the system, where these users serve as actors that can log in and log out, upload, download, share, submit, delete and view documents in the system.

Analysis. The analysis will also include the cost/benefits of the overall resources being used by the system, the cost recovery scheme, and the Risk assessment/Analysis.

Cost and Benefit Analysis. Cost and Benefit Analysis is one of the most significant parts of the Project Analysis. It will be utilized to determine whether the proposal is feasible, agreeable, accepted or not.

Table 3

Cost part of the Cost and Benefit Analysis

| Category | Item | Quantity | Specification | Cost/Amount |
|----------------------|---------------------------|----------|--------------------------|--------------------------|
| Hardware | Dell E5330 | 1 | i5,3rd Generation 4GB | ₱ 39,899.00 |
| Software | Windows 10 | 1 | | Licensed (₱ 1,899.00) |
| | Sublime Text | 1 | Version 3.2.2 Build 3211 | Open Source |
| Services Development | Electricity | | | ₱ 1000.00 |
| | Internet Connection(PLDT) | 1 | Wireless | ₱ 1,900.00 |
| | Transportation | 1 | | ₱ 500.00 |
| Total Cost | | | | ₱ 45,198.00 |

The cost and benefit analysis of system is shown in table 3 above. The item, quantity, specification, and cost amount are used to utilize for our chosen capstone project are all trustworthy. To ensure the project's success, we selected high-

quality hardware and software. It also enhances the system's usability and efficiency.

Risk Assessment Analysis. The risks identified during the development stage of the proposed system are listed in the table below, along with the control procedures for minimizing them and who is accountable for doing so.

Table 4

Risk Assessment/Analysis for Document and Management System

| Risks Factors | Risk Impact | Control Procedure To Limit Risk | Responsible |
|----------------------|--------------------------|---|-----------------------|
| Server Crash | Loss of Documents | Check all systems before running | Developer |
| Network Traffic | Longer system response | Refresh system | Network Administrator |
| Unsecured Password | High Risk of Data Breach | High Security in Terms Of Adding A Username Or Password | Developer |

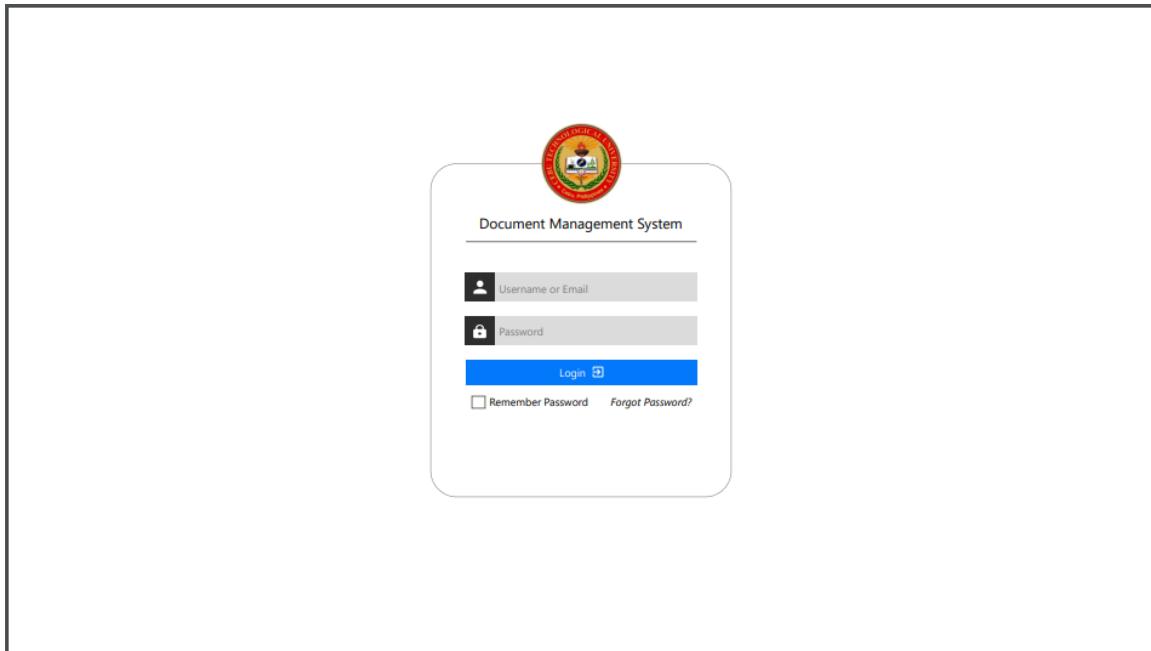
The risks discovered during the development stage of the proposed system are listed in the table above, along with the control procedures for minimizing them and who is responsible for doing so.

Design

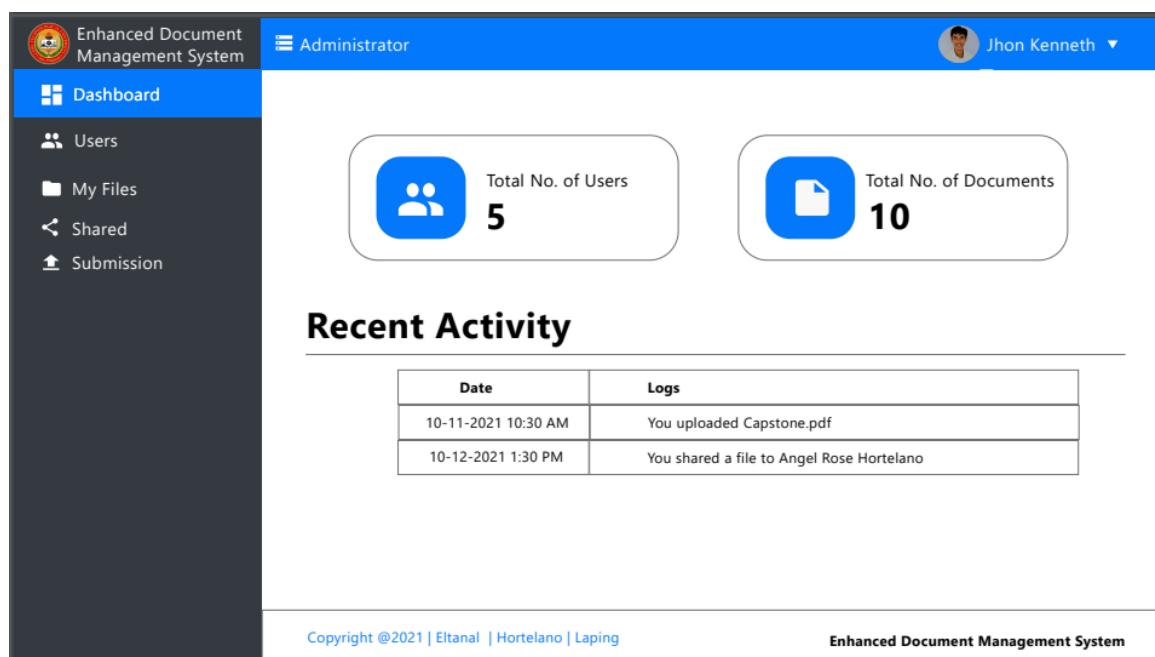
Output and Interface Design

Figure 18

Proposed Design for Login Section



This is the proposed user interface design for the login section wherein the users can enter their login credentials, their email address, and a password. There is also a remember password feature which allows user to save their login credentials in the browser.

Figure 19*Proposed Design for Dashboard Module*

This is the proposed user interface design for the dashboard module. In these sections, users can view the total number of users (for administrator), the total number of documents that are uploaded in the system, and lastly, users can view the recent activity in the system.

Figure 20*Proposed Design for Users Module*

The screenshot shows a web-based application interface for the Enhanced Document Management System. On the left is a dark sidebar menu with the following items: Enhanced Document Management System logo, Dashboard, Users (selected), My Files, Shared, and Submission. The main content area has a blue header bar with the title 'Administrator' and a profile picture of 'Jhon Kenneth'. Below the header is a section titled 'View Users' with a sub-section 'Show 10 Entries'. A table displays one user entry:

| No. | Name | Contact # | Role | Email | Action |
|-----|----------------------|-------------|---------------|-------------------------|----------|
| 1 | Jhon Kenneth Eltanal | 09123456789 | Administrator | jhoneeltana13@gmail.com | Action ▾ |

At the bottom of the main content area, there are copyright information 'Copyright @2021 | Eltanal | Hortelano | Laping' and the system name 'Enhanced Document Management System'.

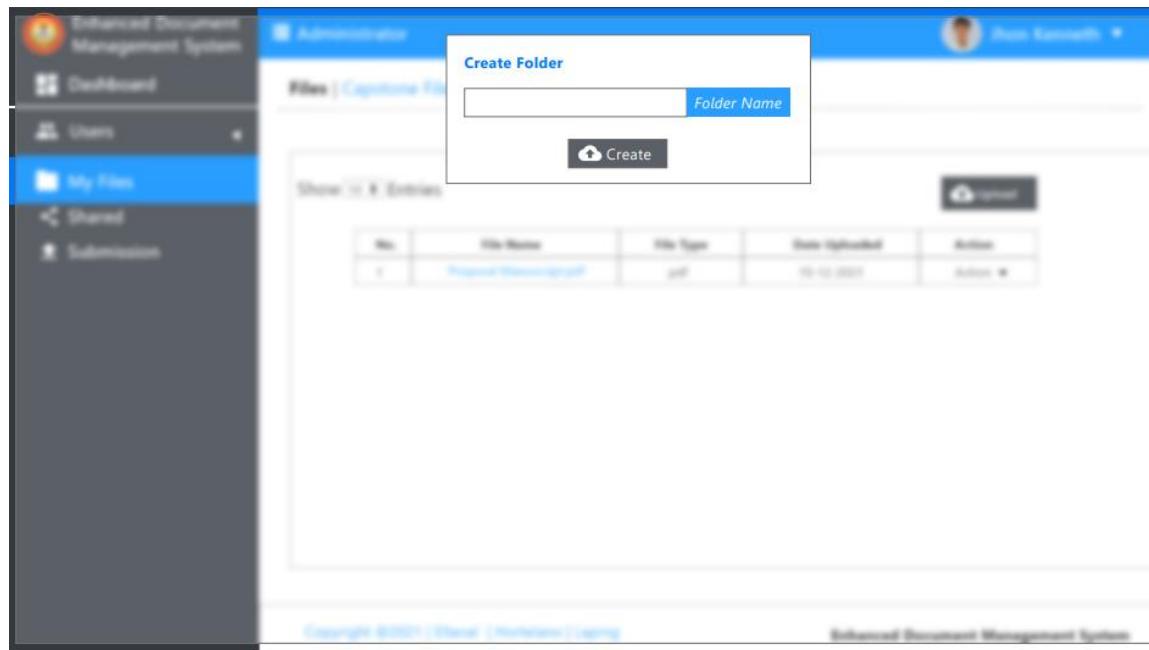
This is the proposed user interface design for the user's module. This section is only available for system administrators, in which they are the only user who can register a user to the system. Administrators can view the user's information and manage their data.

Figure 21*Proposed Design for My Files Module*

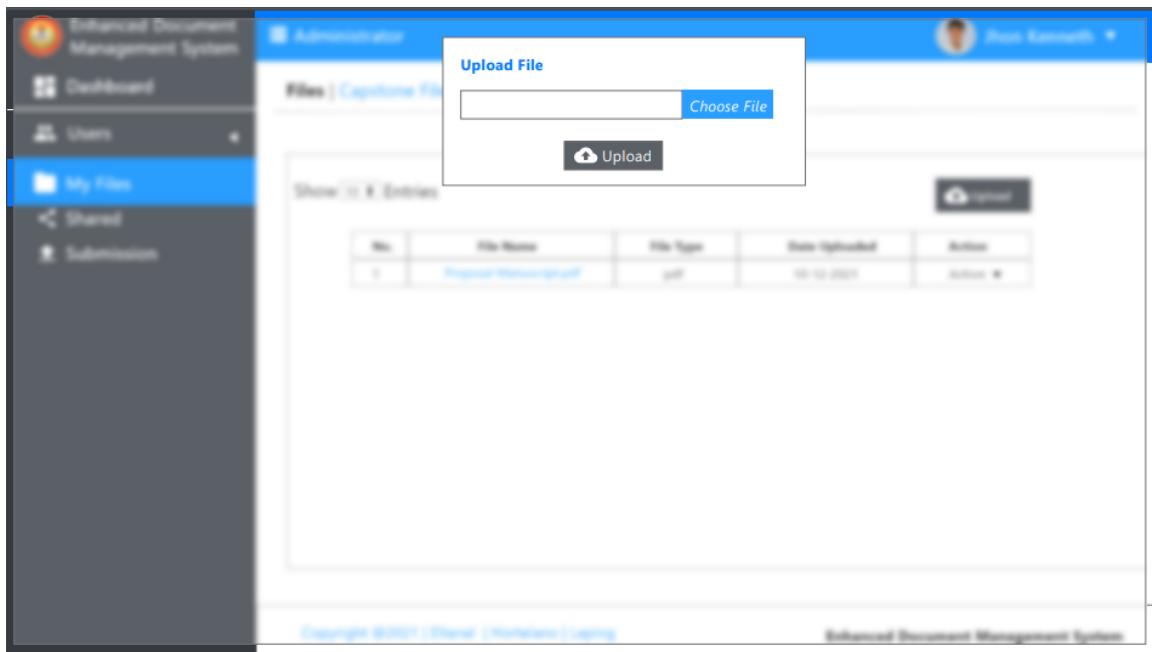
The screenshot shows a web-based application interface for the Enhanced Document Management System. On the left, a dark sidebar menu includes 'Dashboard', 'Users', 'My Files' (which is highlighted in blue), 'Shared', and 'Submission'. The main content area has a blue header bar with the text 'Administrator' and a user profile picture for 'Jhon Kenneth'. Below the header, the title 'Files' is displayed. A search bar shows 'Show 10 Entries'. There are two buttons: 'Upload' and 'Create Folder'. A table lists one folder entry: 'Capstone Files' (No. 1), which contains 3 documents, was uploaded on 10-12-2021, and has an 'Action' button. At the bottom of the page, the copyright notice 'Copyright @2021 | Eltanal | Hortelano | Laping' and the system name 'Enhanced Document Management System' are visible.

| No. | Folder Name | No. Documents | Date Uploaded | Action |
|-----|----------------|---------------|---------------|----------|
| 1 | Capstone Files | 3 | 10-12-2021 | Action ▾ |

This is the proposed user interface design for my file's module. In this section, users can be able to view their created folder and upload documents. They can also manage their documents by clicking the action button in the last section of the table.

Figure 22*Proposed Design for Creating Folders*

This is the user interface design for creating a folder. After clicking the create folder button, a modal will appear in which users can create a folder name and save it.

Figure 23*Proposed Design for Uploading a File*

This is the user interface design for uploading a file. Users can click the choose file button so that they can upload a document and save it to the system.

Figure 24*Proposed Design for the Shared Module*

The screenshot shows the user interface for the 'Shared' module of the Enhanced Document Management System. The left sidebar has a dark theme with white icons and text. It includes sections for 'Dashboard', 'Users', 'My Files' (which is currently selected and highlighted in blue), 'Shared' (also highlighted in blue), and 'Submission'. The main content area has a light blue header bar with the title 'Administrator' and a user profile for 'Jhon Kenneth'. Below this is a section titled 'Shared Files' containing a table with one row:

| No. | File Name | File Type | Shared | Action |
|-----|-------------------------|-----------|---------------------|----------|
| 1 | Proposal Manuscript.pdf | pdf | 10-12-2021 10:00 AM | Action ▾ |

Below this is another section titled 'Shared Folders' containing a table with one row:

| No. | Folder Name | No. of Documents | Shared | Action |
|-----|-------------------------|------------------|---------------------|----------|
| 1 | Proposal Manuscript.pdf | 3 | 10-12-2021 10:00 AM | Action ▾ |

At the bottom of the page, there is a footer bar with the text 'Copyright @2021 | Eltanal | Hortelano | Laping' on the left and 'Enhanced Document Management System' on the right.

This is the proposed user interface design for the shared module. In this section, users can be able to view the shared file and shared folder.

Figure 25*Proposed Design for Submission Module*

The screenshot shows the Enhanced Document Management System's user interface. On the left is a dark sidebar with a logo, the system name, and navigation links: Dashboard, Users, My Files, Shared, and Submission. The Submission link is highlighted with a blue bar. The main area has a blue header with the title 'Administrator' and a user profile for 'Jhon Kenneth'. Below the header is a section titled 'Submission' with a 'Create Post' button. A table displays a single document entry:

| Post Name | Instructions | Date Created | Users Submitted | Action ▾ |
|---------------------|------------------------------|-----------------------|-----------------|----------|
| Document for AACCUP | Please Submit your Documents | 10-12-2021 10:31 AM | 3 | Action ▾ |

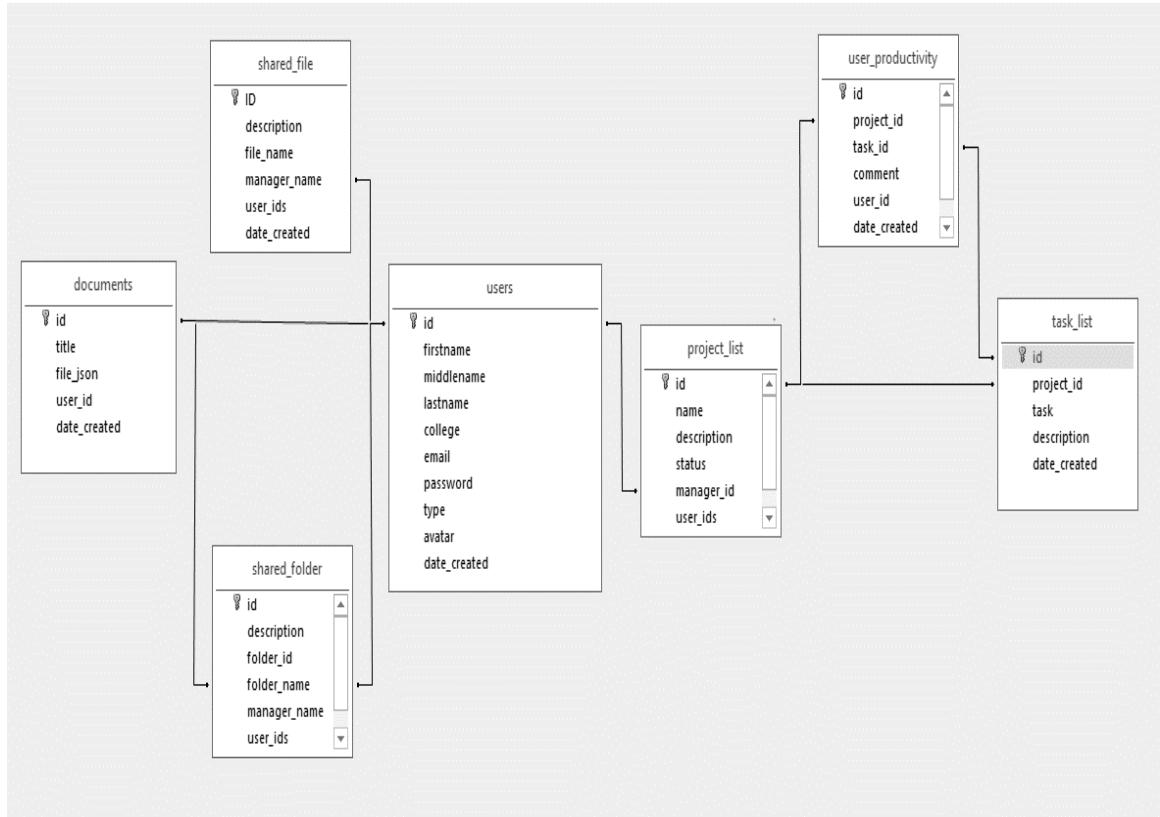
At the bottom, there are copyright notices: 'Copyright @2021 | Eltanal | Hortelano | Laping' and 'Enhanced Document Management System'.

This is the proposed user interface design for the submission module. Users can be able to create a submission folder and submit a document.

Data Design

Figure 26

Entity Relationship Diagram



Entity Relationship diagrams are used in the system to display the contents of tables data. It helps us to visualize how data is connected in a general way and is particularly used in the system database behavior.

Data Dictionary

Table 5

Documents Table

| Field Name | Description | Data Type | Size | Nulls | Values |
|-----------------------|---------------------------------|-----------|------|-------|-----------------------------|
| id (<i>Primary</i>) | Folder ID | integer | 30 | no | 3 |
| title | Folders name | varchar | 200 | no | Admin Folder |
| file_json | Uploaded files | text | none | no | Proposal manuscript.docx |
| user_id | User who uploaded The folder | int | 30 | no | 3 |
| date_created | Date of folder Created. | date time | | no | 12-01-202 07:34:00 |

This table shows the database table for storing documents with their corresponding attributes. This includes the Field Name, Description, Data Type, Size, Nulls, and Values.

Table 6*Project List Table*

| Field Name | Description | Data Type | Size | Nulls | Values |
|-----------------------|--|------------------|-------------|--------------|------------------------|
| id (<i>Primary</i>) | Submission Folder Id | int | 30 | No | 5 |
| name | Submission Folder Name | varchar | 200 | No | Accup Folder |
| description | Submission Comments/ Description | varchar | 200 | No | None |
| status | Submission status | varchar | 200 | No | 2 |
| start_date | Date of submission started | date time | | No | 02-22-2022 02:30:00 |
| end_date | Date of submission ended | date time | | No | 02-6-2022 02:30:00 |
| manager_id | User who created the submission folder | int | 30 | No | 3 |
| user_id | Assigned users to submit a document | int | 30 | No | 1 |
| data_created | Date of Submission folder Created | date time | | No | 02-22-2022 02:30:00 |

This table shows the database table for the submission folder where the data is being stored.

Table 7*Shared File Table*

| Field Name | Description | Data Type | Size | Nulls | Values |
|-----------------------|--------------------------------------|------------------|-------------|--------------|------------------------|
| id (<i>Primary</i>) | Shared File ID | int | 30 | no | 2 |
| description | Shared File Link | varchar | 200 | no | None |
| file_name | Shared File Name | varchar | 200 | no | Ssgletterhead.pdf |
| manager_name | User who share the file | varchar | 200 | no | 2 |
| user_ids | Users who can view the shared Files. | int | 30 | no | 1,2 |
| date_created | Date of shared file created. | date time | | no | 02-22-2022 06:30:00 |

This table shows the database table for the shared files where the data is being stored.

Table 8*Shared Folder Table*

| Field Name | Description | Data Type | Size | Nulls | Values |
|-----------------------|--------------------|------------------|-------------|--------------|---------------|
| id (<i>Primary</i>) | Shared Folder ID | int | 30 | No | 4 |
| description | Shared Folder Link | varchar | 200 | No | None |
| folder_id | Shared Folder Name | int | 30 | No | 2 |

| | | | | | |
|--------------|--------------------------------------|---------------------------------------|-----|----|----------------------------|
| folder_name | Share folder name | varchar | 200 | No | Jhon.Jpeg |
| manager_name | User who share the folder | User who share the folder | 200 | No | 1 |
| user_ids | Users who can view the shared folder | Int | 30 | No | 2 |
| date_created | Date of shared file created. | Date Time | | No | 01-22- 2022 02:30:00 |

This table shows the database table for the shared folders where the data is being stored.

Table 9

Task List Table

| Field Name | Description | Data Type | Size | Nulls | Values |
|-----------------------|-----------------------------------|-----------|------|-------|----------------------------|
| id (<i>Primary</i>) | Assigned document ID | int | 30 | No | 2 |
| project_id | Submission folder ID | varchar | 30 | No | 1 |
| task | Assigned document name | varchar | 200 | No | Accup Files |
| description | Description | varchar | 200 | No | None |
| date_created | Date of assigned document created | date time | | No | 01-36- 2022 01:32:00 |

Table 10*Users Table*

| Field Name | Description | Data Type | Size | Nulls | Values |
|-------------------|--------------------------|------------------|-------------|--------------|------------------------|
| id | User ID | int | 20 | no | 11 |
| firstname | First Name | varchar | 200 | no | Jhon Kenneth |
| middlename | Middle initial | varchar | 200 | no | C. |
| lastname | Last Name | varchar | 200 | no | Eltanal |
| college | College | varchar | 200 | no | College of Technology |
| email | Email | varchar | 200 | no | Jhoneltanal3@gmail.com |
| password | Password | varchar | 200 | no | Admin123 |
| type | User Type | varchar | 200 | no | 1 |
| avatar | Profile Picture | text | 200 | no | Jhon.jpeg |
| date_created | Date of the user created | date time | | no | 01-22-2022 02:30:00 |

This table shows the database table for the registered users to the system. where their data is being stored.

Table 11*User Productivity Table*

| Field Name | Description | Data Type | Size | Nulls | Values |
|-----------------------|------------------------|------------------|-------------|--------------|------------------------|
| id (<i>Primary</i>) | Submitted file ID | int | 30 | No | 1 |
| project_id | Submission Folder Id | int | 30 | No | 12 |
| task_id | Assigned Document ID | int | 30 | no | 23 |
| Comment | Submitted file comment | varchar | 200 | no | None |
| Date | Date submitted | date time | | no | 12-27-2021 10:30:00 |
| start_time | Start Time | date time | | no | 12-20-2021 10:30:00 |
| end_time | End Time | date time | | no | 12-27-2021 10:30:00 |
| user_id | User ID | int | 30 | no | 1 |
| time_rendered | Time Rendered | int | 30 | no | 3 |
| date_created | Date Created | date time | | no | 12-27-2021 10:30:00 |
| sub_file | Submitted file | varchar | 200 | no | Capstone.pdf |

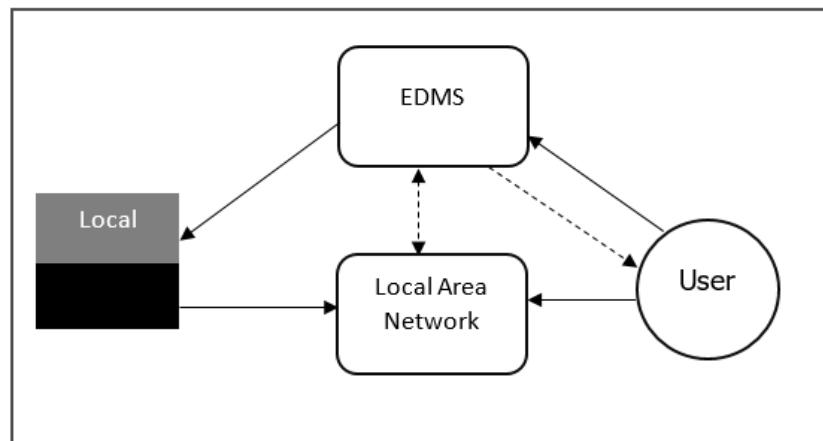
This table shows the database table for the users submitted file where the data is being stored.

System Architecture. A system architecture is a conceptual model that defines a system's structure, behavior, and other aspects. A detailed definition and representation of a system arranged in a way that facilitates understanding of the system's structures and behaviors is known as an architecture description.

Network Model. The network model is intended to be a versatile way of describing items and relationships. The network model has a schema that indicates how the proposed system will be implemented after the development phase is completed.

Figure 27

EDMS Network Model

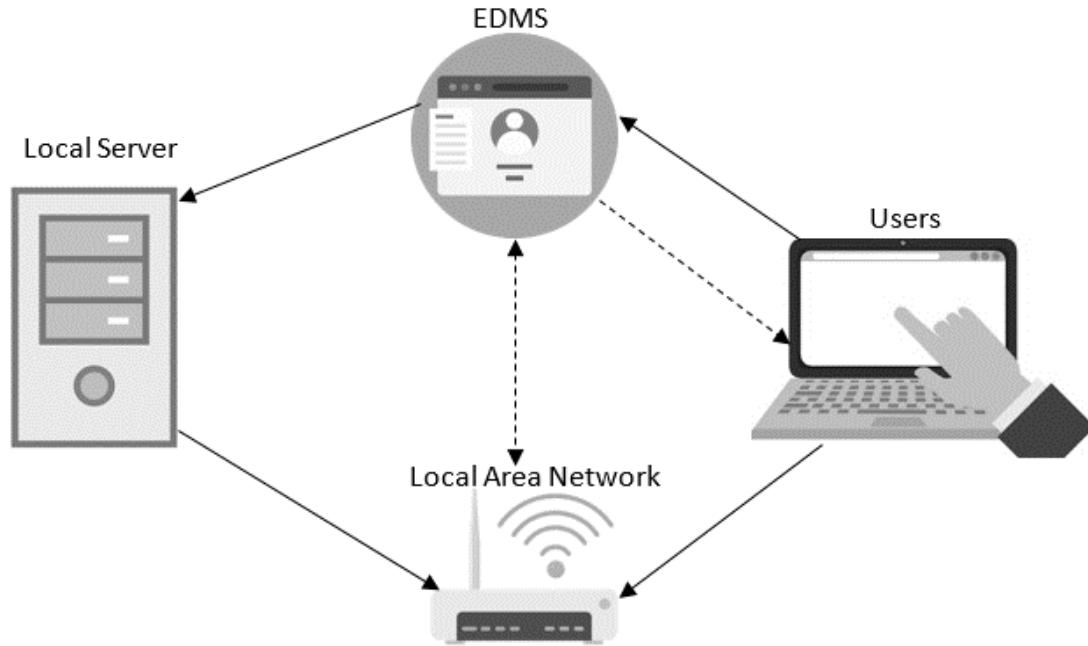


The figure above shows how the users will access the system in a local area network. The system will not be deployed to any web host for security purposes and exclusively used by Cebu Technological University – Tuburan Campus.

Network Topology. A network topology is the physical and logical layout of the proposed system's networks and connections. Switches, routers, software with switch and router functionality are typically included.

Figure 28

Star Topology



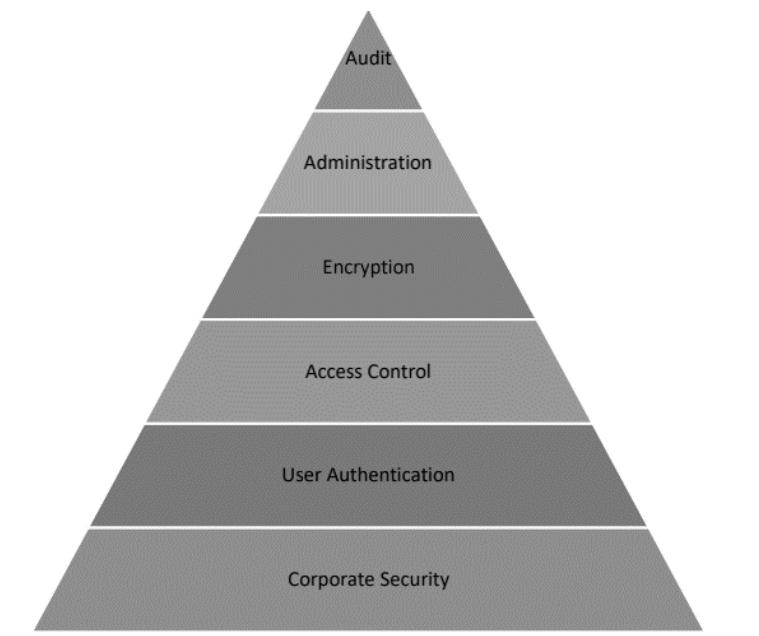
The above figure shows the implementation of the system using bus topology. Bus topology is a specific kind of network topology in which all of the various devices in the network are connected to a single cable or line. In general, the term refers to how various devices are set up in a network.

Security

Security Plan

Figure 29:

Security Elements



The Security Plan establishes information security standards and processes for maintaining the privacy, security, and reliability of all Cebu Technological University information systems and resources. The official university security policies, standards, and procedures are applied by the proposed system, the Development of an Enhanced Web-based Document Management System for CTU-Tuburan Campus security plan. To implement the security measures for the

system, we followed the essential Elements of Security: Audit, Administration, Encryption, Access Control, User Authentication, and Corporate Security Policy.

Audit

The process of collecting and evaluating evidence of an organization's security practices and operations to ensure that an information system protects the organization's assets and maintains data integrity; the process of collecting and evaluating evidence of an organization's security practices and operations to ensure that an information system protects the organization's assets and maintains data integrity. As a result, it meets the organization's needs effectively and efficiently.

Auditing in cybersecurity must follow these procedures to ensure that the system is secure from any threats: *Identify, Protect, Detect, Respond* and *Recover*.

Identify

We have to developed an organizational structure that could manage and identify the systems security threats, assets, data and capabilities. After the system will be developed and implemented inside the campus, the CTU-TC Administration will take control of the system for security. With the systems full implementation, there are a lot of threats that we need consider to avoid the

leakage of informations that is related to the school. Security threats may be in a form of phishing, Identity theft, malicious code such as viruses, worms, trojan horses and etc., spyware, packet spoofing and ransomware.

Protect

We will develop and implement an appropriate security measures that could help to prevent the attacks and ensure the delivery of the system infrastructure. We will use these tools for protecting the systems security to avoid internal modifications caused by attackers,

- Kali Linux - used for advanced Penetration Testing and Security Auditing.
- Metasploit - run spot checks on the exploitability of vulnerabilities
- Nmap - scan large networks

Detect

We will develop and implement the appropriate activities to identify the occurrence of cybersecurity events. Mostly, people who are involved in this are the IT security specialist that is hired by the university.

Respond

We will develop and implement to take actions regarding to security threats that might be experienced during the systems development and implementation.

This will require responsive planning, communications, analysis, mitigation and improvements.

Recover

Ensure the inappropriate activities to maintain plans for resistance and to restore any capabilities and data or services that were impaired during the cybersecurity attacks.

Administrations

Installation, execution, troubleshooting, and maintenance of server hardware and software configurations to ensure confidentiality, integrity, and availability. Accounts, firewalls, and security updates are all taken care of. Account creation as well as access control and passwords, are all responsibilities of the administrators to implement and enforce the security policy, monitor user behavior, and look for hackers.

Roles and Responsibility

Information Security Workgroup (IT)

- a steering committee responsible for recommending policies and assisting in the overall coordination of the University information security program.

Systems Administrator

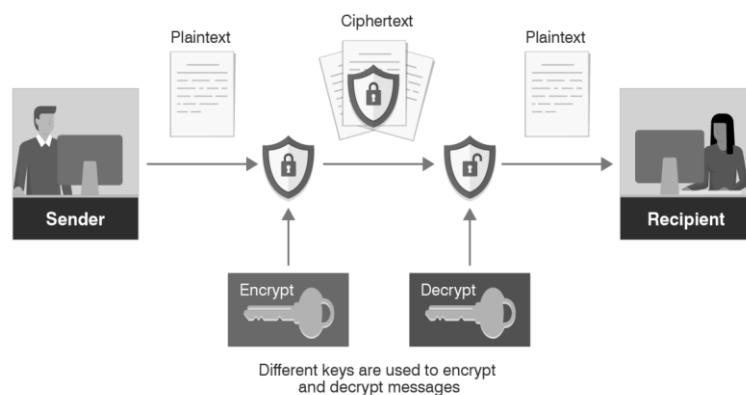
- Ensuring that users are aware of and adhere to all the systems security policies and standards;
- Ensuring that the resource meets all information security requirements, including the performance of continuous risk analysis and planning for business resumption in the event of technology failure;
- Helping to promote security awareness within the University.

Encryption

Encryption is the act of converting plain text, such as a text message or an email, into an unreadable format known as "cipher text," which increases the security of digital data kept on computers or transmitted over a network like the internet.

Figure 30

Visual Representation of Encryption



Keywords:

Plaintext - input to an encryption algorithm.

Ciphertext - the unreadable output of an encryption algorithm.

Encrypt - the process of translating plain text data (plaintext) into something that appears to be random and meaningless (ciphertext).

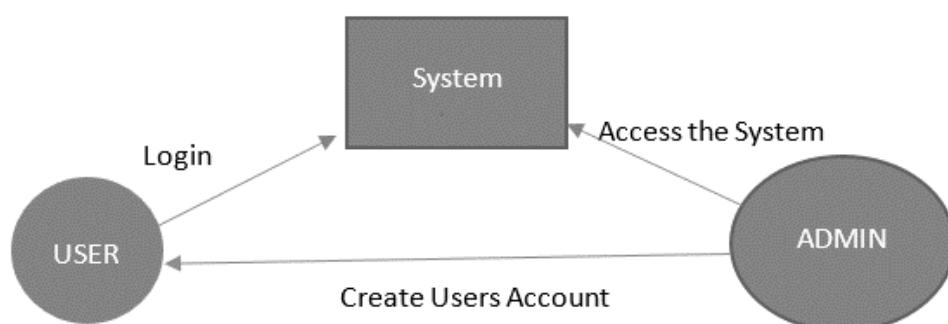
Decrypt - is the process of converting ciphertext back to plaintext.

Access Control

Is a key aspect of data security that regulates who has access to and uses business data and resources. Through authentication and authorization, access control rules ensure that users are who they say they are and have proper access to corporate data.

Access Authentication

For the system implementation, before the user must log in to the system, they must create or register to access the functionality. Only system administrators can be able to add a user account information.



User Verification Requirements:

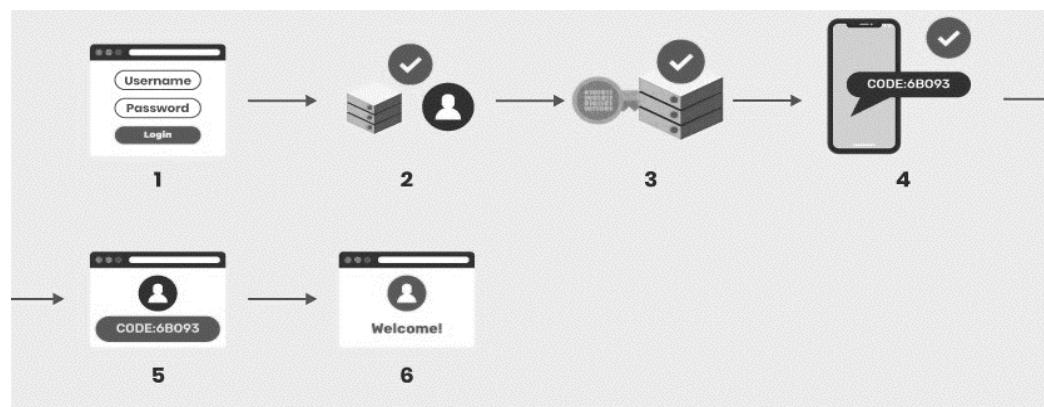
- Certified Employee of the University (*Users must be Document Controller, Quality Assurance officer, Records Officer, Campus Director, Dean, Chairperson and Faculty*).
- Email Address

User Authentication

The same thing with access control, the purpose of user authentication is to process of the user's identity. It's the process of connecting a set of identifying credentials with an incoming request. The user's identity is provided to the security system during the identification step. Aside from verifying using the user employee ID, there is also another way of identifying users' credentials and that is the Two-Factor Authentication.

Figure 31

Two Factor Authentication



1. User may login using their email and password.
2. The EDMS will prove a security measure to verify your identity in a form of text or a call.
3. The EDMS will send a code in text messages or call.
4. You will input the code that you have received in the systems verification section.
5. Verified.

Corporate Security Policy

We will create a baseline for performing security-related duties in a systematic and consistent fashion based on the system's organization's information security requirements.

Administrative Policies

Physical Policies

The system will be installed in the Cebu Technological University - Tuburan Campus. Its server will be placed in MIS Office which will be considered as the central repository for storage. The office is well ventilated and air conditioned that will maintain the smooth operations of the system.

Technical Policies

With the systems implementation, a group of IT security workgroup or staff will maintain the systems operations.

Confidentiality

Confidential data shall not be shared or divulged in any way to nonemployees of the other organizations that is outside of the university premises, and confidential data must not be put on the Internet or any publicly accessible systems.

Network Access

The user must make reasonable steps to avoid accessing network data, files, and information that are unrelated to his or her job function. The presence of access capabilities does not indicate authorization to utilize them.

Data to be Backed Up

A backup strategy must achieve a balance between the value of the data to be kept up and the load such backups impose on users, network resources, and the backup administrator.

Development and Testing Methods

Table 12

Hardware Specification

| Components | Specification |
|-------------------|--------------------------|
| Laptop Dell E5330 | i5,3rd Generation 4GB |
| Acer Mouse | Wireless |

The hardware specifications of the system utilized in the development of the system are shown in the table above. It contains the components as well as their specifications.

Table 13

Software Specification

| Components | Specification |
|-------------------|--|
| XAMPP | Build Version V3.2.4 |
| Sublime Text | Version 3.2.2 Build 3211 |
| Google Chrome | Version 98.0.4758.102 (Official Build) (64-bit) |

The table above shows the lists of software requirements for the system's development.

Program specification

Table 14

Program Specification

| SPECIFICATION | DESCRIPTION |
|---|---|
| Document Management System | |
| Responsive Website | The system can adapt to any device without causing damage to the environment. |
| User Friendly | The system's design and functionality can be simply determined by users. The color scheme and components employed are readily identifiable. |
| Can be Accessed Using Your Phones | Even though the system is on a web-based platform, people may be able to access it since it is responsive and fits on any device. |
| CREATING FOLDERS AND UPLOADING OF FILES | |
| Can Upload Multiple Files | Users may be able to upload multiple files through the System. |
| Can Upload Different File Types | The system allows the user to upload different types of files and Automatically displays them based on the file type they uploaded. |
| The Folders Are Displayed Neatly | The folder is displayed neatly so that the user can easily determine and recognize its status. |
| FILE SHARING | |
| Can Share File | A user can share a file with another user through the System. |
| Can Share Folders | Users may quickly share folders with others. |
| Can View the Shared Files and Folders | Users can view the files and folders that they have shared with another user automatically. |

The tables shown above are the program specification that the user will get when they use the EDMS WEBSITE.

Front End

HTML (Hyper Text Mark-up Language), since the system is in a web-based platform, Html plays an essential role in development. It serves as visuals for displaying content on the web page like tables, images, paragraphs, and other types of content.

Cascading Stylesheets (CSS), it is used in the system for describing the presentation of the web page. By this, we can edit our layout, colors, and fonts. It will make the system adapt the presentation to different devices, such as large screens, small screens, or even your phones.

Bootstrap, in developing the system, there are many html and css codes involved, and it takes a lot of time and storage just to create them. The use of bootstrap in the system is to save time creating css codes with reusable codes that will make the system more presentable and usable.

Javascript, to make the system more attractive, JavaScript will be helpful for the System's dynamic behavior; it gives viability and development on the website and uses it for validation.

Ajax, allows the system to read data from a web server after a web page has loaded, update a web page without reloading the page and send data to a web server in the background

Backend

Xampp, is used in this system for dealing with a server. It acts as the local web server for processing and storing documents.

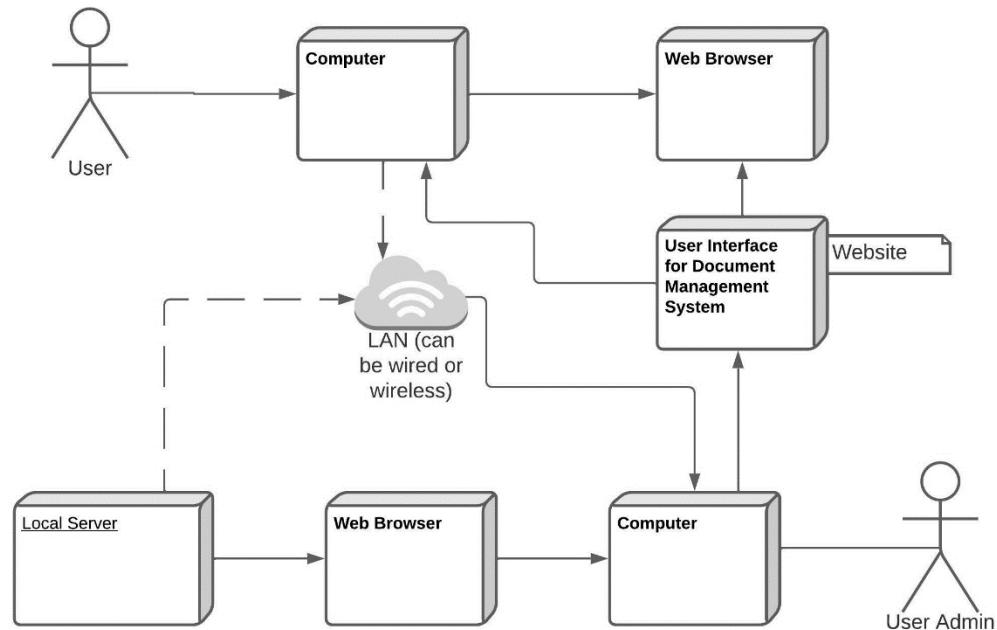
Hypertext Preprocessor (Php), The use of php in the system is to manage dynamic content and databases. By this, we can modify elements within our system's database through PHP.

Structure Query Language (Sql), It is used in the system for it is the standard language for storing, manipulating, and retrieving data in databases. It works on the system by getting and putting the data in the specified database that we have made.

Deployment Diagram

Figure 32

Deployment Diagram of an Enhanced Document Management System



A deployment diagram is a diagram that shows the physical hardware that the software system will run on. It also affects how the program will be installed on the hardware. It connects the software components of a system to the device that will run them.

Test Plan. This test plan's main purpose is to ensure that the system offers valuable and accurate information and details. The test plan assists and guides us in determining how the system will be tested.

Test Data. The input feed for testing the application is called test data. To supply the test data in order to ensure that the results are correct. While defining the test data, other users/developers may find it interesting to see what the system returned for the supplied inputs. During bug repairs, test data assists developers in locating the issue.

Table 17

Test Data for Users Table

| i d | firstna me | middlen ame | lastna me | college | email | password | ty pe | emp _id | avatar | Date_cre ated |
|----------------|-----------------------|------------------------|----------------------|----------------------------------|-----------------------------------|--|------------------|--------------------|-----------------|----------------------------|
| 1 | Admin | A. | Admin | College of Technol ogy | admin@admin.com | 0192023a7bbd 73250516f069d f18b500 | 1 | 5180 548 | jhon.jp eg | 2020-11- 26 10:57:04 |
| 3 | Jhon Kennet h | C. | Eltanal | College of Enginee ring | Jhonkenneth.eltnal@ ctu.edu.ph | 0192023a7bbd 7 3250516f069df 18b500 | 2 | 3433 55 | Profile. png | 2022-03- 03 20:32:47 |

The table above shows the data to be tested for document management system user's information during the system implementation.

Table 18

Test Data for Documents and Folders Table

| id | title | file_json | user_id | date_created |
|-----------|----------------|---|----------------|------------------------|
| 67 | Angel Folder | ["1644471000_SSG Letterhead.pdf"] | 23 | 2022-02-10 13:30:27 |
| 68 | Admin Folder | ["1644657540_SSG LOGO.jpg"] | 1 | 2022-02-10 14:36:03 |
| 69 | Cindy's Folder | ["1646311020_Capstone Project Final-OraL Defense Checklist.docx"] | 15 | 2022-03-03 13:57:01 |
| 72 | Activities | ["1646311140_Transmittal letter.doc "] | 15 | 2022-03-03 20:39:55 |
| 73 | AACCUP Files | ["1647001080_Annual Plan .docx"] | 37 | 2022-03-11 20:18:06 |

The table above shows the data to be tested for the Development of an Enhanced Web-Based Document Management System for CTU – Tuburan Campus users' information during the system implementation.

Table 19

Test Data for Submission Folder Table (project_list)

| id | name | description | status | start_date | end_date | manager_id | user_ids | date_created |
|-----------|-----------------------|--------------------|---------------|-------------------|-----------------|-------------------|-----------------|---------------------|
| 70 | Controller Submission | | 0 | 2022-03-10 | 2022-03-11 | 37 | 36, 1 ,2 | 2022-03-10 15:44:55 |

The table above shows the data to be tested for document management system user's information during the system implementation.

Table 20

Test Data for Assigned Documents Table (task_list)

| id | project_id | task | description | date_created |
|-----------|-------------------|--------------|--------------------|---------------------|
| 53 | 70 | AACCUP Files | | 2022-03-10 15:45:11 |

The table above shows the data to be tested for document management system user's information during the system implementation.

Table 21

Test Data for Submitted Documents Table (user_productivity)

| id | project_id | task_id | comment | date | start_time | end_time | user_id | date_created | sub_file |
|-----------|-------------------|----------------|----------------|-------------|-------------------|-----------------|----------------|---------------------|-----------------|
| 1 | 34 | 3 | | 2022-03-11 | 2022-03-11 | 2022-03-12 | 34 | 2022-03-03 20:32:47 | Annual Plan.pdf |

The table above shows the data to be tested for document management system user's information during the system implementation.

Table 22

Test Data for Shared Folder Table (shared_folder)

| i d | description | fold er_i d | fold er_n am e | ma na ge_r_i d | use r_i d | colle ge_e s | date_c reated |
|----------------|--|----------------------------|-----------------------------------|-----------------------------------|--------------------------|-----------------------------|--------------------------|
| 8 | http://localhost/edmsFinal/share.php?id=a3f390d88e4c41f2747bfa2f1b5f87db | 68 | Admin Folder | 1 | 2 | | 2022-03-10 14:15:07 |

The table above shows the data to be tested for document management system users information during the system implementation.

Table 23

Test Data for Shared File Table (shared_file)

| i d | description | file_n ame | manag e_r_nam e | user_i ds | colle ges | date_c reated |
|----------------|--|-----------------------|--------------------------------|----------------------|----------------------------------|--------------------------|
| 7 | http://localhost/edmsFinal/share.php?id=a3f390d88e4c41f2747bfa2f1b5f87db | Manusc ript.pdf | 2 | 1 | Colleg e of Techn ology | 2022-03-10 14:15:07 |

The table above shows the data to be tested for document management system user's information during the system implementation.

Definition of Terms

Analysis - a method of studying or examining something to learn more about it or a specific study of something. It is the process of breaking down a complex topic or substance into smaller parts to gain a better understanding of it. The method has been used in the study of mathematics and logic.

Archiving - All activity on a document is tracked by the DM software. Views, content updates, and indexing structure modifications all fall under this category. These (and other) acts are recorded in an audit trail, a database. Unauthorized access and activity can be prevented and tracked with this feature.

Assign - Designate or set aside (something) for a particular purpose. To require someone to perform a specific task.

Back End - refers to parts of a computer application or a program's code that allow it to operate and that cannot be accessed by a user.

Backup - The process of creating a redundant copy of the data and images acquired from archival documents and data. Note that data backup is a much broader function than the one we're discussing here, but in school, documents in a DM repository will be backed up as part of a larger backup strategy.

Data - It is Information in a form that a computer can store and process. Facts or figures that must be processed; evidence, records, statistics, and so on from which conclusions can be drawn.

Diagram - A schematic representation is a simplified drawing that depicts the appearance, structure, or operation of something. It is a graph, chart, drawing, or plan that explains something by demonstrating how the parts interact with one another.

Document - A document is a collection of data. A document can be converted to an electronic format and saved as one or more files on a computer. A single document frequently becomes a single file.

Download - is the process of sending a file from one computer to another, usually a smaller one. To a user of the internet, downloading a file entails requesting it from another computer (or a Web page on another computer) and receiving it.

Encryption - The process of transforming data or information into a code, particularly to prevent illegal access to your documents. Keeps hackers away from your personal information.

Front End - is a style of computer programming that focuses on the coding and creation of elements and features of a website that will be seen by the user.

Hardware - It is usually directed to execute any command or instruction by the software. It includes the physical components of a computer such as a case, central processing unit (CPU), monitor, mouse, keyboard, computer data storage, graphics card, sound card, speakers, and motherboard.

Network - It is defined as a group of two or more computer systems that are linked together. There are numerous types of computer networks, including the following: local-area networks (LANs): the computers are geographically close together (that is, in the same building).

Network Model - is a database model that is designed to represent things and their interactions in a flexible way. The network model's schema, which is regarded as a graph with arcs for relationship kinds and nodes for object types, is a unique characteristic.

Network Topology - is a visual representation of a network's devices, connections, and paths, allowing you to picture how devices are interconnected and how they communicate with one another.

Software - Computer instructions that tell it what to do. The programs and routines for a computer, or the program material for an electronic device, are what enable it to function.

Functional Decomposition Diagram - is a method used to design a detailed structure of components or modules of the software.

Use Case - describe the high-level functions and scope of a system. These diagrams also identify the interactions between the System and its actors.

Chapter 2

PRESENTATION, ANALYSIS, AND INTERPRETATION OF DATA

This chapter covers the presentation, analysis, and interpretation of the data gathered on the current status of the document management system in CTU – Tuburan Campus as perceived by Documents Controller, Quality Assurance Officer, Records Officer, Campus Director, Dean, Chairperson, and Faculty.

Moreover, since this capstone project is also developmental, this chapter also presents the final list of modules based on the assessment of the current status and the screenshots of the graphical user interface of the application or System.

Current status of Document Management System.

Table 24

System in place on campus for document storage that is currently in use.

| Theme | Responses |
|---------------|--|
| Done Manually | Respondent 1: Currently, the school is using the traditional way of storing documents, such as placing them in folders and cabinets. |

| | |
|-----------------------|---|
| | Respondent 2: The school currently has a system that is mostly done manually, but if you are referring to an electronic management system, there is none. |
| Takes time to access. | Respondent 1: The document is available upon request; however, it takes time to access it since it has to be searched manually. |
| No Electronic System | Respondent 1: There is no system being used if you are referring to an electronic/automated system. |
| Manual Process | Respondent 1: The current System or process is manual. Documents are stored in locked cabinets for security purposes. |
| Online Platforms | Respondent 1: The school uses an alternative way of requesting and accessing documents through online platforms. |

Only two respondents provide feedback on the present document management system in document storage, as shown in Table 0. It demonstrates that the existing method of document storage is manual. The respondents provide feedback on the existing state of the system in terms of document availability; this indicates that accessing documents will take time because document searches are done manually. Based on the respondent's statements on the present method, it appears that the school does not currently employ an electronic system. They also make a comment on the document security system, stating that it is a manual procedure and that documents are kept in locked cabinets for security reasons. Their remarks on the current state of the document process in a limited face-to-face environment indicate that they employed online platforms as an alternative to accessing and requesting office to office papers.

Since the existing approach revealed that obtaining documents manually takes time, there is no electronic system for document storage and accessing documents is done manually. The school employs online platforms as an alternate method of accessing papers, and everyone is working toward the same goal of developing a new system for web-based document storage. It is critical to have simple access to documents that will serve as a central repository of storage.

Chapter 3

Summary of Findings

The developers discovered that the university uses manual techniques to manage document resources based on the interview. Furthermore, the school lacks a document management system, notably in keeping and storing documents, which leads to displacement and prolonged retrieval and updating times. The developers came up with a solution that safeguards the resources and references to prevent loss or misplacement, ease of access, and a speedier process of requesting documents due to the identified concerns and issues in document management. The document controller, quality assurance officer, records officer, campus director, dean, chairperson and faculty all require a new plan to improve their manual operations promptly, based on the problem outlined above.

Conclusion

Creating a more powerful document management system the requirement to improve the present system of where the status of storage in the institution was done manually at Cebu Technological University - Tuburan Campus. Most staff took time to move to the next office to request specific files. The research was beneficial, useful, and practical, especially in workplaces. The researcher has discovered that the use of the system should be investigated and experimented

with for another year to improve the challenges faced in document management operations.

Recommendations

The proponents of this capstone project recommend that the users must conduct additional tests and use the system in order to improve its functionality. To gain a deeper grasp of the document management system, more research is required.

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APPENDICES

APPENDIX A: Relevant Source Code

Login.php

```

<!DOCTYPE html>
<html lang="en">
<title>Login | EDMS</title>

<?php
session_start();
include('db_connect.php');
ob_start();
// if(!isset($_SESSION['system'])){
    $system = $conn->query("SELECT * FROM system_settings")-
>fetch_array();
    foreach($system as $k => $v){
        $_SESSION['system'][$k] = $v;
    }
    // }
    ob_end_flush();
?>
<?php
if(isset($_SESSION['login_id']))
header("location:index.php?page=home");

?>
<?php include 'header.php' ?>
<body class="hold-transition login-page">
    <h3>Document Management System</h3>
    <div class="login-box">
        <div class="login-logo">
        </div>
        <!-- /.login-logo -->
        <div class="card">

```

```
<div class="card-body login-card-body">
    <form action="" id="login-form">
        <center>
            
        </center>
        <br>
        <div class="input-group mb-3">
            <input type="email" class="form-control" name="email" required placeholder="Email">
            <div class="input-group-append">
                <div class="input-group-text">
                    <span class="fas fa-envelope"></span>
                </div>
            </div>
        </div>
        <br>
        <div class="input-group mb-3">
            <input type="password" class="form-control" name="password" required placeholder="Password">
            <div class="input-group-append">
                <div class="input-group-text">
                    <span class="fas fa-lock"></span>
                </div>
            </div>
        </div>
        <div class="row">
            <div class="col-8">
                <div class="icheck-primary">
                    <input type="checkbox" id="remember">
                    <label for="remember">
                        Remember Me
                    </label>
                </div>
            </div>
            <!-- /.col -->
            <div class="col-4">
                <button type="submit" class="btn btn-primary btn-block">Sign In</button>
            </div>
        </div>
    </form>
</div>
```

```
        </div>
        <!-- /.col -->
    </div>
</form>
</div>
<!-- /.login-card-body -->
</div>
<!-- /.login-box -->
<script>
$(document).ready(function(){
    $('#login-form').submit(function(e){
        e.preventDefault();
        start_load();
        if($(this).find('.alert-danger').length > 0 )
            $(this).find('.alert-danger').remove();
        $.ajax({
            url:'ajax.php?action=login',
            method:'POST',
            data:$(this).serialize(),
            error:err=>{
                console.log(err)
                end_load();
            },
            success:function(resp){
                if(resp == 1){
                    location.href ='index.php?page=home';
                }else{
                    $('#login-form').prepend('<div class="alert alert-danger">Username or password is incorrect.</div>')
                    end_load();
                }
            }
        })
    })
})
</script>
<?php include 'footer.php' ?>
```

Home.php

```

<?php include('db_connect.php') ?>
<?php
$twhere = "";
if($_SESSION['login_type'] != 1)
    $twhere = " ";
?>
<title>Dashboard | EDMS</title>
<?php if($_SESSION['login_type'] != 0): ?>

    <div class="content-header">
        <div class="container-fluid">
            <div class="row mb-2">
                <div class="col-sm-6">
                    <h1      class="m-0"><!--<?php //echo $title
?>→Dashboard</h1>
                </div><!-- /.col →

            </div><!-- /.row →
            <hr class="border-primary">
        </div><!-- /.container-fluid →
    </div>

<!--Info boxes →
<div class="col-12">
    <div class="card">
        <div class="card-body" style="color: red;">
            Welcome <?php echo $_SESSION['login_name'] ?> !
        </div>
    </div>
</div>
<hr>
<?php

$where = "";
if($_SESSION['login_type'] == 2){

```

```

$where = " where manager_id = '$_SESSION['login_id']]' ";
}elseif($_SESSION['login_type'] == 3){
    $where = " where concat('[',REPLACE(user_ids,',',''),',[',''])'
LIKE '%[{$_SESSION['login_id']}]]%' ";
}
$where2 = "";
if($_SESSION['login_type'] == 2){
    $where2 = " where p.manager_id = '$_SESSION['login_id']]'
";
}elseif($_SESSION['login_type'] == 3){
    $where2 = " where concat('[',REPLACE(p.user_ids,',',''),',[',''])'
LIKE '%[{$_SESSION['login_id']}]]%' ";
}
?>
<div class="row">
    <?php if($_SESSION['login_type'] == 1): ?>
        <div class="col-12 col-sm-6 col-md-4">
            <div class="info-box">
                <span class="info-box-icon bg-info elevation-1"><i
class="fas fa-users"></i></span>

                <div class="info-box-content">
                    <span class="info-box-text">Total      No.      of
Users</span>
                    <span class="info-box-number">
                        <?php echo $conn->query("SELECT * FROM users")-
>num_rows; ?>
                    </span>
                </div>
                <!-- /.info-box-content -->
            </div>
            <!-- /.info-box -->
        </div>
        <?php endif; ?>
    <!-- /.col -->
    <?php if($_SESSION['login_type'] != 1): ?>
        <div class="col-12 col-sm-6 col-md-4">

```

```

<div class="info-box">
    <span class="info-box-icon bg-primary elevation-1"><i class="fas fa-folder"></i></span>

        <div class="info-box-content">
            <span class="info-box-text">My Folders</span>
            <span class="info-box-number">
                <?php echo $conn->query("SELECT * FROM documents
where user_id = {$SESSION['login_id']}")->num_rows; ?>
            </span>
        </div>
        <!-- /.info-box-content -->
    </div>
    <!-- /.info-box -->
</div>
<?php endif; ?>

<?php if($_SESSION['login_type'] != 1): ?>
    <?php if($_SESSION['login_type'] != 8): ?>
        <div class="col-12 col-sm-6 col-md-4">
            <div class="info-box">
                <span class="info-box-icon bg-primary elevation-1"><i class="fas fa-upload"></i></span>

                    <div class="info-box-content">
                        <span class="info-box-text">Submission
Folders</span>
                        <span class="info-box-number">
                            <?php echo $conn->query("SELECT * FROM
project_list where manager_id = {$SESSION['login_id']}")-
>num_rows; ?>
                        </span>
                    </div>
                    <!-- /.info-box-content -->
                </div>
                <!-- /.info-box -->

            </div>
            <?php endif; ?>

```

```

        <?php endif; ?>
    </div>
<?php if($_SESSION['login_type'] != 1 || $_SESSION['login_type'] ==
2 || $_SESSION['login_type'] == 3 || $_SESSION['login_type'] == 4
|| $_SESSION['login_type'] == 5 || $_SESSION['login_type'] == 6 ||
$_SESSION['login_type'] == 7): ?>
    <div class="content-header">
        <div class="container-fluid">
            <div class="row mb-2">
                <div class="col-sm-6">
                    <h1 class="m-0"><!--<?php //echo $title ?>Recent
Activity</h1>
                </div><!-- /.col -->

            </div>
        </div>
    </div>

<table class="table tabe-hover" id="list">

    <?php else: ?>
    <colgroup>
        <col width="10%">
        <col width="30%">
        <col width="50%">
        <col width="10%">
    </colgroup>
    <?php endif; ?>
    <tbody>
        <?php
            $i = 1;
            $where = '';
            if($_SESSION['login_type'] == 0):
                $user = $conn->query("SELECT * FROM users where id in
(SELECT user_id FROM documents) ");
                while($row = $user->fetch_assoc()){
                    $uname[$row['id']] = ucwords($row['firstname'].'
'.$row['middlename'].' '.$row['lastname']);
            }
        <?php
    </tbody>
</table>

```

```

        }
    else:
        $where = " where user_id = '{$_SESSION['login_id']}'"
    ";
        endif;
        $qry = $conn->query("SELECT * FROM documents $where order
by unix_timestamp(date_created) desc ");
        while($row= $qry->fetch_assoc()):
            $trans
get_html_translation_table(HTML_ENTITIES,ENT_QUOTES);
            unset($trans["\""],      $trans["<"],      $trans[">"],
$trans["<h2"] );
            $desc
strr(html_entity_decode($row['file_json']),$trans);
            $desc=str_replace(array("<li>","</li>"),  array("",",",
"), $desc);
            $desc=substr_count($desc, ".")
?>

<tr>
    <?php if($_SESSION['login_type'] != 1 ||
$_SESSION['login_type'] == 2 || $_SESSION['login_type'] == 3 ||
$_SESSION['login_type'] == 4 || $_SESSION['login_type'] == 5 ||
$_SESSION['login_type'] == 6 || $_SESSION['login_type'] == 7): ?>
        <td></td>
        <td><?php echo isset($uname[$row['user_id']]) ? $uname[$row['user_id']] : "You" ?></td>
        <td>Created a folder named</td>
        <td><b><?php echo ucwords($row['title']) ?></b></td>

        <td><b class="truncate"><?php echo strip_tags($desc)
?> file/s Uploaded</b></td>
            <td><?php echo date("M d, Y | h : I : s
A",strtotime($row['date_created'])) ?></td>

        <?php endif; ?>
    </tr>
    <?php endwhile; ?>
</tbody>
```

NewUser.php

```
<?php
?>
<title>Users | EDMS</title>
<div class="content-header">
    <div class="container-fluid">
        <div class="row mb-2">
            <div class="col-sm-6">
                <h1 class="m-0"><!--<?php //echo $title ?>-->User</h1>
            </div><!-- /.col -->
        </div><!-- /.row -->
        <hr class="border-primary">
    </div><!-- /.container-fluid -->
</div>
<?php if($_SESSION['login_type'] != 0): ?>
<div class="col-lg-12">
    <div class="card">
        <div class="card-body">
            <form action="" id="manage_user">
                <input type="hidden" name="id" value="<?php
echo isset($id) ? $id : '' ?>">
                <div class="row">
                    <div class="col-md-6 border-right">
                        <h3 style="font-style: italic;
color: gray;">Personal Information</h3>
                        <div class="form-group">
                            <label for="">
                                <?php echo $row['first_name'] ?>
                            </label>
                            <input type="text"
name="firstname" class="form-control form-control-sm" required
value="<?php echo isset($firstname) ? $firstname : '' ?>">
                        </div>
                        <div class="form-group">
                            <label for="">
                                <?php echo $row['middle_initial'] ?>
                            </label>
                            <input type="text"
name="middle_initial" class="form-control form-control-sm" required
value="<?php echo isset($middle_initial) ? $middle_initial : '' ?>">
                        </div>
                    </div>
                </div>
            </form>
        </div>
    </div>
</div>
```

```

        <input type="text"
name="103iddlename" class="form-control form-control-sm" required
value=<?php echo isset($middlename) ? $middlename : '' ?>>
        </div>
        <div class="form-group">
            <label for="">
class="control-label">Last Name</label>
                <input type="text"
name="lastname" class="form-control form-control-sm" required
value=<?php echo isset($lastname) ? $lastname : '' ?>>
                </div>
                <?php if($_SESSION['login_type']
== 1): ?>
                    <div class="form-group">
                        <label for="">
class="control-label">College</label>
                            <select name="college"
id="college" class="custom-select custom-select-sm">
                                <option
value="Select" >Select</option>
                                <option
value="College of Education" <?php echo isset($college) &&
$college == 'College of Education' ? 'selected' : '' ?>>College
of Education</option>
                                <option
value="College of Arts and Sciences" <?php echo isset($college) &&
$college == 'College of Arts and Sciences' ? 'selected' : '' ?>>College
of Arts and Sciences</option>
                                <option
value="College of Technology" <?php echo isset($college) &&
$college == 'College of Technology' ? 'selected' : '' ?>>College
of Technology</option>
                                <option
value="College of Engineering" <?php echo isset($college) &&
$college == 'College of Engineering' ? 'selected' : '' ?>>College
of Engineering</option>
                                <option
value="College of Agriculture" <?php echo isset($college) &&

```

```

$college == 'College of Agriculture' ? 'selected' : '' ?>>College
of Agriculture</option>
                                </select>
                            </div>

                            <?php else: ?>
                                <input type="hidden"
name="type" value="3">
                            <?php endif; ?>
                            <div class="form-group">
                                <label for="">
class="control-label">User Profile Picture</label>
                                <div class="custom-file">
                                    <input type="file"
class="custom-file-input" id="customFile" name="img"
onchange="displayImg(this,$(this))">
                                    <label class="custom-file-label"
for="customFile">Choose file</label>
                                </div>
                                </div>
                                <div class="form-group d-flex
justify-content-center align-items-center">
                                    
                                </div>
                                </div>
                                <div class="col-md-6">
                                    <div class="form-group">
                                        <h3 style="font-style:
italic; color: gray;">System Credentials</h3>

                                        <label for="">
class="control-label">User Type</label>
                                        <select name="type"
id="type" class="custom-select custom-select-sm">
                                            <option value="None">
None</option>

```

```

                <option value="1"
<?php echo isset($type) && $type == 1 ? 'selected' : ''
?>>Administrator</option>
                <option value="2"
<?php echo isset($type) && $type == 2 ? 'selected' : ''
?>>Document Controller</option>
                <option value="3"
<?php echo isset($type) && $type == 3 ? 'selected' : ''
?>>Quality Assurance Officer</option>
                <option value="4"
<?php echo isset($type) && $type == 4 ? 'selected' : ''
?>>Records Officer</option>
                <option value="5"
<?php echo isset($type) && $type == 5 ? 'selected' : '' ?>>Campus
Director</option>
                <option value="6"
<?php echo isset($type) && $type == 6 ? 'selected' : ''
?>>Dean</option>
                <option value="7"
<?php echo isset($type) && $type == 7 ? 'selected' : ''
?>>Chairperson</option>
                <option value="8"
<?php echo isset($type) && $type == 8 ? 'selected' : ''
?>>Faculty</option>
            </select>
        </div>
        <div class="form-group">
            <label for="">
                class="control-label">Employee I.D.</label>
                <input type="text"
name="emp_id" class="form-control form-control-sm" required
value=<?php echo isset($emp_id) ? $emp_id : '' ?>>
            </div>
            <div class="form-group">

                <label class="control-label">Email</label>
                <input type="email"
class="form-control form-control-sm" name="email" required
value=<?php echo isset($email) ? $email : '' ?>>
            </div>
        </div>
    </div>

```

```

        <small id="#msg"></small>
    </div>
    <div class="form-group">
        <label class="control-
label">Password</label>
            <input type="password"
class="form-control form-control-sm" name="password" <?php echo
!isset($id) ? "required":' '>>
                <small><i><?php echo
isset($id) ? "Leave this blank if you I want to change you
password":' '></i></small>
            </div>
            <div class="form-group">
                <label class="label
control-label">Confirm Password</label>
                    <input type="password"
class="form-control form-control-sm" name="cpass" <?php echo
!isset($id) ? 'required' : '' ?>>
                    <small id="pass_match"
data-status=' '></small>
                </div>
            </div>
        </div>
        <hr>
        <div class="col-lg-12 text-right justify-
content-center d-flex">
            <button class="btn btn-primary mr-
2">Save</button>
            <button class="btn btn-secondary"
type="button" onclick="location.href =
'index.php?page=user_list'">Cancel</button>
        </div>
    </form>
    </div>
</div>
<?php endif; ?>
<style>
    img#cimg{

```

```

        height: 15vh;
        width: 15vh;
        object-fit: cover;
        border-radius: 100% 100%;
    }
</style>
<script>
    $('[name="password"],[name="cpassword"]').keyup(function(){
        var pass = $('[name="password"]').val()
        var cpass = $('[name="cpassword"]').val()
        if(cpass == '' || pass == ''){
            $('#pass_match').attr('data-status','')
        }else{
            if(cpass == pass){
                $('#pass_match').attr('data-
status','1').html('<i class="text-success">Password
Matched.</i>')
            }else{
                $('#pass_match').attr('data-
status','2').html('<i class="text-danger">Password does not
match.</i>')
            }
        }
    })
    function displayImg(input,_this) {
        if (input.files && input.files[0]) {
            var reader = new FileReader();
            reader.onload = function I {
                $('#cimg').attr('src', e.target.result);
            }

            reader.readAsDataURL(input.files[0]);
        }
    }
    $('#manage_user').submit(functionI{
        e.preventDefault()
        $('input').removeClass("border-danger")
        start_load()
        $('#msg').html('')
    })

```

```

        if($('.[name="password"]').val() != '' &&
$('.[name="cpassword"]').val() != ''){
            if($('#pass_match').attr('data-status') != 1){
                if($('.[name='password']').val() != ''){
                    $('[name="password"], [name="cpassword"]').addClass("border-
danger")
                    end_load()
                    return false;
                }
            }
        }
        $.ajax({
            url:'ajax.php?action=save_user',
            data: new FormData($(this)[0]),
            cache: false,
            contentType: false,
            processData: false,
            method: 'POST',
            type: 'POST',
            success:function(resp){
                if(resp == 1){
                    alert_toast('User data saved
successfully.', "success");
                    setTimeout(function(){
                        location.replace('index.php?page=user_list')
                        },750)
                }else if(resp == 2){
                    $('#msg').html("<div class='alert
alert-danger'>Email already exist.</div>");
                    $('.[name="email"]').addClass("border-
danger")
                    end_load()
                }
            }
        })
    })
</script>

```

Userlist.php

```

<?php include'db_connect.php' ?>
<title>Users | EDMS</title>
    <div class="content-header">
        <div class="container-fluid">
            <div class="row mb-2">
                <div class="col-sm-6">
                    <h1 class="m-0"><!--<?php //echo $title ?>User
List</h1>
                </div><!-- /.col -->
            </div><!-- /.row -->
            <hr class="border-primary">
        </div><!-- /.container-fluid -->
    </div>
<?php if($_SESSION['login_type'] != 0): ?>
<div class="col-lg-12">
    <div class="card card-outline card-primary">
        <div class="card-header">
            <div class="card-tools">
                <a class="btn btn-block btn-sm btn-default
btn-flat border-primary" href=".index.php?page=new_user"><I
class="fa fa-user-plus"></i> Add New User</a>
            </div>
        </div>
        <div class="card-body">
            <table class="table tabe-hover table-bordered"
id="list">
                <thead>
                    <tr>
                        <th class="text-center">No.</th>
                        <th>Name</th>
                        <th>Email</th>
                        <th>Role</th>
                        <th>Action</th>
                    </tr>
                </thead>

```

```

<tbody>
    <?php
    $i = 1;
    $type =
array(‘, “Administrator”, “Document Controller”, “Quality Assurance
Officer”, “Records Officer”, “Campus
Director”, “Dean”, “Chairperson”, “Faculty”);
                $qry = $conn->query(“SELECT
*, concat(firstname, ‘, 110iddlename, ‘, lastname) as name FROM
users order by concat(firstname, ‘, 110iddlename, ‘, lastname)
asc”);
                while($row= $qry->fetch_assoc()):
?
<tr>
                <td class=”text-center”><?php
echo $i++ ?></td>
                <td><?php echo
ucwords($row[‘name’]) ?></td>
                <td><?php echo $row[‘email’]
?></td>
                <td><?php echo
$type[$row[‘type’]] ?></td>
                <td class=”text-center”>
                    <button type=”button”
class=”btn btn-default btn-sm btn-flat border-info wave-effect
text-info dropdown-toggle” data-toggle=”dropdown” aria-
expanded=”true”>
                        Action
                    </button>
                    <div class=”dropdown-menu”
style=””>
                        <a class=”dropdown-item
view_user” href=”javascript:void(0)” data-id=”<?php echo
$row[‘id’] ?>”>View</a>
                        <div class=”dropdown-
divider”></div>
                        <a class=”dropdown-item”
href=”./index.php?page=edit_user&id=<?php echo $row[‘id’]
?>”>Edit</a>

```

```

        <div class="dropdown-
divider"></div>
            <a class="dropdown-item
delete_user" href="javascript:void(0)" data-id="php echo
$row['id'] ?&gt;"Delete</a>
        </div>
    </td>
</tr>
<?php endwhile; ?>
</tbody>
</table>
</div>
</div>
<?php endif; ?>
<script>
    $(document).ready(function(){
        $('#list').dataTable()
        $('.view_user').click(function(){
            uni_modal("<i class='fa fa-id-card'></i> User
Details","view_user.php?id="+$(this).attr('data-id'))
        })
        $('.delete_user').click(function(){
            _conf("This user will be deleted. Would you like to
Continue?","delete_user",[$(this).attr('data-id')])
        })
    })
    function delete_user($id){
        start_load()
        $.ajax({
            url:'ajax.php?action=delete_user',
            method:'POST',
            data:{id:$id},
            success:function(resp){
                if(resp==1){
                    alert_toast("User data deleted
successfully.",'success')
                    setTimeout(function(){
                        location.reload()
                    })
                }
            }
        })
    }
</script>

```

APPENDIX B: Evaluation Tool

| Category ID | Description | Test Case | Description | Objective | Remarks (Passed/Failed) |
|-------------|------------------------------------|-----------|---------------------------------|---|-------------------------|
| 1 | Administrator | 1.1 | To view total number of user | To view the total number of users | Passed |
| | | 1.2 | To View Recent Activity | View the Most Recent Activity | Passed |
| | | 1.3 | To view Users | To view the Users | Passed |
| | | 1.4 | To Edit User | To edit the user | Passed |
| | | 1.5 | To Delete User | To delete the user | Passed |
| | | 1.6 | To Create New Folder | To Create New Folder | Passed |
| | | 1.7 | To Add Files | To Add Files | Passed |
| | | 1.8 | To Create Submission Folder | To Create Submission Folder | Passed |
| | | 1.9 | To Share Folder | To Share Folder to the user | Passed |
| | | 1.10 | To View Folder Sharing History | To View the Folder Sharing History | Passed |
| | | 1.11 | To Share File | To Share File to the users | Passed |
| | | 1.12 | To View File Sharing History | To View the File Sharing History | Passed |
| 2 | Document Controller User Interface | 2.1 | To View Folder | To View the folder | Passed |
| | | 2.2 | To View Submission Folder | To View all the users Submission Folder | Passed |
| | | 2.3 | To Create New Folder | To Create New Folder | Passed |
| | | 2.4 | To Create New Submission Folder | To Create Submission Folder | Passed |
| | | 2.5 | To Share Folder | To Share Folder to the user | Passed |

| | | | | | |
|---|---------------------|------|--------------------------------|------------------------------------|--------|
| | | 2.6 | To View Folder Sharing History | To View the Sharing Folder | Passed |
| | | 2.7 | To Share File | To Share File to the users | Passed |
| | | 2.8 | To View File Sharing History | To View the File Sharing History | Passed |
| 3 | Dean User Interface | 3.1 | To View Folders | To View the Folders | Passed |
| | | 3.2 | To View Recent Activity | To View Recent Activity | Passed |
| | | 3.3 | To Create New Folder | To Create New Folder | Passed |
| | | 3.4 | To Add Files | To Add Files | Passed |
| | | 3.5 | To Delete Folder | To Delete Folder | Passed |
| | | 3.6 | To View Folder | To View the Folder | Passed |
| | | 3.7 | To Edit Folder | To Edit the Folder | Passed |
| | | 3.8 | To View Submission Folder | To View the Submission Folder | Passed |
| | | 3.9 | To Share Folder | To Share the Folder | Passed |
| | | 3.10 | To View Folder Sharing History | To View the Folder Sharing History | Passed |
| | | 3.11 | To Share Files | To Share the Files | Passed |
| | | 3.12 | To View File Sharing History | To View the File Sharing History | Passed |
| 4 | Records Officer | 4.1 | To View Folders | To View the Folders | Passed |
| | | 4.2 | To View Submission Folder | To View the Submission Folder | Passed |
| | | 4.3 | To Create New Folder | To Create New Folder | Passed |
| | | 4.4 | To Add Files | To Add the Files | Passed |

| | | | | | |
|---|---------------------------|-----|---------------------------------|-------------------------------------|--------|
| | | 4.5 | To Create Submission Folder | To Create the Submission Folder | Passed |
| | | 4.6 | To Share Folder | To Share the Folder | Passed |
| | | 4.7 | To View Folder Sharing History | To View the Folder Sharing History | Passed |
| | | 4.8 | To Share Files | To Share the Files | Passed |
| | | 4.9 | To View Files Sharing History | To View the Files Sharing History | Passed |
| 5 | Quality Assurance Officer | 5.1 | To View Folders | To View the Folders | Passed |
| | | 5.2 | To View Submission Folders | To View the Submission Folders | Passed |
| | | 5.3 | To Create Submission Folder | To Create the Submission Folder | Passed |
| | | 5.4 | To Create New Submission Folder | To Create the New Submission Folder | Passed |
| | | 5.5 | To Share Folder | To Share the Folder | Passed |
| | | 5.6 | To View Folder Sharing History | To View the Folder Sharing History | Passed |
| | | 5.7 | To Share File | To Share the File | Passed |
| | | 5.8 | To View File Sharing History | To View the File Sharing History | Passed |
| 6 | Dean | 6.1 | To View Folders | To View the Folders | Passed |
| | | 6.2 | To Create New Folder | To Create New Folder | Passed |
| | | 6.3 | To Add Files | To Add Files | Passed |
| | | 6.4 | To View Submission Folder | To View the Submission Folder | Passed |

| | | | | |
|--|-----|--------------------------------|------------------------------------|--------|
| | 6.5 | To Share Folder | To Share Folder | Passed |
| | 6.6 | To View Folder Sharing History | To View the Folder Sharing History | Passed |
| | 6.7 | To Share Files | To Share the Files | Passed |
| | 6.8 | To View Files Sharing History | To View the Files Sharing History | Passed |

APPENDIX C: Testing

Unit Testing

Table 24

Test Case for Login Section

| Test Case ID | Tno.1.0 | Test Case Description | Test Case for Login Functionality | | | | | |
|------------------------|---|-----------------------------------|--------------------------------------|---------------------------|-------------------------------------|--|--|--|
| Created By | Jhon Kenneth C. Eltanal | Reviewed By | Bonibeth O. Matedios | Version | 1.0 | | | |
| <u>QA Tester's Log</u> | | | | | | | | |
| | | | | | | | | |
| Tester's Name | Bonibeth O. Matedios | Date Tested | 03-14-2020 | Test Case (Pass/Fail/Not) | Pass | | | |
| | | | | | | | | |
| S# | Prerequisites | S# | Test Data Requirement | | | | | |
| 1 | Launch Any Web Browser | 1 | Email = Bonibeth.matedios@ctu.edu.ph | | | | | |
| | | 2 | Password = admin123 | | | | | |
| <u>Test Scenario</u> | Verify valid email and password; user can now access to the system. | | | | | | | |
| | | | | | | | | |
| Step # | Step Details | Expected Results | Actual Results | | Pass/ Fail/ Not Executed/ Suspended | | | |
| 1 | Navigate to http://localhost/e dmsFinal | System will open | As expected | | Pass | | | |
| 2 | Enter email and Password | Data can be verified and accepted | As expected | | Pass | | | |

Table 25*Test Case for Add User*

| Test Case ID | Tno.1.1 | Test Case Description | Test Case for Adding User | | | | | |
|------------------------|---|--|--------------------------------------|--|------|--|--|--|
| Created By | Jhon Kenneth C. Eltanal | Reviewed By | Bonibeth O. Matedios | Version | 1.1 | | | |
| <u>QA Tester's Log</u> | | | | | | | | |
| | | | | | | | | |
| Tester's Name | Bonibeth O. Matedios | Date Tested | 03-14-2020 | Test Case (Pass/Fail/Not) | Pass | | | |
| | | | | | | | | |
| S# | Prerequisites | S# | Test Data Requirement | | | | | |
| 1 | Launch Any Web Browser Login as System Administrator | 1 | Email = bonibeth.matedios@ctu.edu.ph | | | | | |
| | | 2 | Password = admin123 | | | | | |
| <u>Test Scenario</u> | Register a user account information. | | | | | | | |
| | | | | | | | | |
| Step # | Step Details | Expected Results | Actual Results | Pass/ Fail/ Not Executed/ Suspended | | | | |
| 1 | Navigate to http://localhost/e dmsFinal | System will open | As expected | Pass | | | | |
| 2 | Enter email and Password | Data can be verified and accepted | As expected | Pass | | | | |
| 3 | Go to Users Module | Users data will be registered to the system. | As expected | Pass | | | | |

Table 26*Create a Folder and upload a file*

| | | | | | | | | |
|------------------------|---|-----------------------------------|---|---------------------------|-------------------------------------|--|--|--|
| Test Case ID | Tno.1.2 | Test Case Description | Test Case for creating and uploading of files | | | | | |
| Created By | Jhon Kenneth C. Eltanal | Reviewed By | Bonibeth O. Matedios | Version | 1.2 | | | |
| <hr/> | | | | | | | | |
| <u>QA Tester's Log</u> | | | | | | | | |
| <hr/> | | | | | | | | |
| Tester's Name | Bonibeth O. Matedios | Date Tested | 03-14-2020 | Test Case (Pass/Fail/Not) | Pass | | | |
| <hr/> | | | | | | | | |
| S# | Prerequisites | S# | Test Data Requirement | | | | | |
| 1 | Launch Any Web Browser Login to the system | 1 | Email = bonibeth.matedios@ctu.edu.ph | | | | | |
| | | 2 | Password = admin123 | | | | | |
| <u>Test Scenario</u> | Create a folder first then upload multiple files. | | | | | | | |
| <hr/> | | | | | | | | |
| Step # | Step Details | Expected Results | Actual Results | | Pass/ Fail/ Not Executed/ Suspended | | | |
| 1 | Navigate to http://localhost/e dmsFinal | System will open | As expected | | Pass | | | |
| 2 | Enter email and Password | Data can be verified and accepted | As expected | | Pass | | | |
| 3 | Go to My Folders Module | Folders and file will be stored. | As expected | | Pass | | | |

Table 27*Create a Submission and Assign users*

| Test Case ID | Tno.1.3 | Test Case Description | Test Case for creating a submission and assigning users. | | | | | |
|------------------------|--|-------------------------------------|--|---------------------------|-------------------------------------|--|--|--|
| Created By | Jhon Kenneth C. Eltanal | Reviewed By | Bonibeth O. Matedios | Version | 1.3 | | | |
| <u>QA Tester's Log</u> | | | | | | | | |
| | | | | | | | | |
| Tester's Name | Bonibeth O. Matedios | Date Tested | 03-14-2020 | Test Case (Pass/Fail/Not) | Pass | | | |
| | | | | | | | | |
| S# | Prerequisites | S# | Test Data Requirement | | | | | |
| 1 | Launch Any Web Browser Login to the system as Document Controller | 1 | Email = bonibeth.matedios@ctu.edu.ph | | | | | |
| | | 2 | Password = admin123 | | | | | |
| <u>Test Scenario</u> | Create a Submission folder and assign users. | | | | | | | |
| | | | | | | | | |
| Step # | Step Details | Expected Results | Actual Results | | Pass/ Fail/ Not Executed/ Suspended | | | |
| 1 | Navigate to http://localhost/e/dmsfinal | System will open | As expected | | Pass | | | |
| 2 | Enter email and Password | Data can be verified and accepted | As expected | | Pass | | | |
| 3 | Go to My Submission Folder Module | New Submission Section will be open | As expected | | Pass | | | |

| | | | | |
|---|------------------------|---------------------------------|-------------|------|
| 4 | Click "New Submission" | Enter details and assign users. | As expected | Pass |
|---|------------------------|---------------------------------|-------------|------|

Table 28*Test case for Assign Document*

| | | | | | | | |
|--|--|--------------------------------------|--------------------------------------|---------------------------|------|--|--|
| Test Case ID | Tno.1.4 | Test Case Description | Test Case for assigning document | | | | |
| Created By | Jhon Kenneth C. Eltanal | Reviewed By | Bonibeth O. Matedios | Version | 1.4 | | |
| <u>QA Tester's Log</u> | | | | | | | |
| Tester's Name | Bonibeth O. Matedios | Date Tested | 03-14-2020 | Test Case (Pass/Fail/Not) | Pass | | |
| <u>S#</u> Prerequisites | | | | | | | |
| 1 | Launch Any Web Browser Login to the system as Faculty | 1 | Email = bonibeth.matedios@ctu.edu.ph | | | | |
| | | 2 | Password = admin123 | | | | |
| <u>Test Scenario</u> | After creating a submission folder, assign a document to be submitted. | | | | | | |
| <u>Step #</u> Step Details Expected Results Actual Results Pass/ Fail/ Not Executed/ Suspended | | | | | | | |
| 1 | Navigate to http://localhost/e/dmsfinal | System will open | As expected | Pass | | | |
| 2 | Enter email and Password | Data can be verified and accepted | As expected | Pass | | | |
| 3 | Go to My Submission Folder Module | New Submission Section will be open | As expected | Pass | | | |
| 4 | Look for the newly created submission folder | View contents of a submission folder | As expected | Pass | | | |
| 5 | Assign a document | Assigned document added successfully | As expected | Pass | | | |

Table 39*Share Folders and Files*

| Test Case ID | Tno.1.5 | Test Case Description | Test Case for sharing folders and files | | | | | |
|------------------------|--|-------------------------------------|---|-------------------------------------|------|--|--|--|
| Created By | Jhon Kenneth C. Eltanal | Reviewed By | Bonibeth O. Matedios | Version | 1.5 | | | |
| <u>QA Tester's Log</u> | | | | | | | | |
| Tester's Name | Bonibeth O. Matedios | Date Tested | 03-14-2020 | Test Case (Pass/Fail/Not) | Pass | | | |
| | | | | | | | | |
| S# | Prerequisites | S# | Test Data Requirement | | | | | |
| 1 | Launch Any Web Browser Login to the system as Faculty | 1 | Email = bonibeth.matedios@ctu.edu.ph | | | | | |
| | | 2 | Password = admin123 | | | | | |
| <u>Test Scenario</u> | After creating a folder and uploaded files on it, users can share it to the other users. | | | | | | | |
| | | | | | | | | |
| Step # | Step Details | Expected Results | Actual Results | Pass/ Fail/ Not Executed/ Suspended | | | | |
| 1 | Navigate to http://localhost/e/dmsfinal | System will open | As expected | Pass | | | | |
| 2 | Enter email and Password | Data can be verified and accepted | As expected | Pass | | | | |
| 3 | Go to My Folders Module | New Submission Section will be open | As expected | Pass | | | | |
| 4 | Look for Share this folder | Show sharing modal | As expected | Pass | | | | |
| 5 | Select a user to share the folder | Folder shared successfully. | As expected | Pass | | | | |

Table 30*Unit Testing Summary*

| Test Case # | Test name | Test Reference | Test Priority | Test Input | Test expected output | Test Verdict |
|-------------|------------------------------------|--------------------------|---------------|---|---------------------------------------|--------------|
| Tno.1.0 | Login | Login | 1 | Email and Password | Login Successful | Passed |
| Tno.1.1 | Add User | Users module | 2 | First Name, Middle Name, Last Name, College, Avatar, User Type/ Email, and Password | User added successfully | Passed |
| Tno.1.2 | Create a folder and upload a Files | My Folders Module | 3 | Folder Name Add Files | Folder and files successfully | Passed |
| Tno.1.3 | Create Submission and Assign User | Submission Folder Module | 4 | Folder Name, assigned users, Date Started and Ended, Description, Status | Submission folder added successfully. | Passed. |
| Tno.1.4 | Assign Document | Submission Folder | 5 | Name, Description | Assigned Document Successfully | Passed. |
| Tno.1.5 | Share Folder and files | Shared Module | 6 | Assigned User, File and Folder name | Shared Successfully. | Passed. |

Unit Testing is a software development process in which the smallest testable parts of an application, called units, are individually and independently scrutinized for proper operation.

Integration Testing

Table 31

Test Case for My Folder Module

| | | | | | | | | |
|------------------------|---|--|---|---------------------------|-------------------------------------|--|--|--|
| Test Case ID | Tno.2.0 | Test Case Description | Test Case for My Folder Module | | | | | |
| Created By | Jhon Kenneth C. Eltanal | Reviewed By | Chenie Gae C. Asendiente | Version | 2.0 | | | |
| <hr/> | | | | | | | | |
| <u>QA Tester's Log</u> | | | | | | | | |
| <hr/> | | | | | | | | |
| Tester's Name | Chenie Gae C. Asendiente | Date Tested | 03-15-22 | Test Case (Pass/Fail/Not) | Pass | | | |
| <hr/> | | | | | | | | |
| S# | Prerequisites | S# | Test Data Requirement | | | | | |
| 1 | Launch Any Web Browser Login to the system Navigate My Folder Module | 1 | Email = cheniegae.asendiente@ctu.edu.ph | | | | | |
| | | 2 | Password = admin123 | | | | | |
| <u>Test Scenario</u> | Vie created folder and uploaded files. | | | | | | | |
| <hr/> | | | | | | | | |
| Step # | Step Details | Expected Results | Actual Results | | Pass/ Fail/ Not Executed/ Suspended | | | |
| 1 | Navigate to http://localhost/edmsFinal | Website should open | As expected | | Pass | | | |
| 2 | Go to My Folders Module | Created Folders will be displayed | As expected | | Pass | | | |
| 3 | Create Folder and Upload Files | The new folder section will load and save the folder and uploaded files. | As expected | | Pass | | | |

Table 32*Test Case for Submission Folder*

| | | | | | | | | |
|------------------------|--|---|---|---------------------------|-------------------------------------|--|--|--|
| Test Case ID | Tno.2.1 | Test Case Description | Test Case for Submission Folder | | | | | |
| Created By | Jhon Kenneth C. Eltanal | Reviewed By | Chenie Gae C. Asendiente | Version | 2.1 | | | |
| <hr/> | | | | | | | | |
| <u>QA Tester's Log</u> | | | | | | | | |
| <hr/> | | | | | | | | |
| Tester's Name | Chenie Gae C. Asendiente | Date Tested | 03-15-22 | Test Case (Pass/Fail/Not) | Pass | | | |
| <hr/> | | | | | | | | |
| S# | Prerequisites | S# | Test Data Requirement | | | | | |
| 1 | Launch Any Web Browser Login to the system Navigate Submission Folder Module | 1 | Email = cheniegae.asendiente@ctu.edu.ph | | | | | |
| | | 2 | Password = admin123 | | | | | |
| <u>Test Scenario</u> | Vie created submission folder. | | | | | | | |
| <hr/> | | | | | | | | |
| Step # | Step Details | Expected Results | Actual Results | | Pass/ Fail/ Not Executed/ Suspended | | | |
| 1 | Navigate to http://localhost/edmsFinal | Website should open | As expected | | Pass | | | |
| 2 | Go to Submission Folder Module | Created Submission Folders will be displayed | As expected | | Pass | | | |
| 3 | Create Submission Folder | The new submission folder section will load and save the created submission folder. | As expected | | Pass | | | |

Table 33*Test Case for Shared Folder and File Module*

| Test Case ID | Tno.2.2 | Test Case Description | Test Case for shared folder and file module | | | | | |
|------------------------|---|--|---|---------------------------|-------------------------------------|--|--|--|
| Created By | Jhon Kenneth C. Eltanal | Reviewed By | Chenie Gae C. Asendiente | Version | 2.2 | | | |
| <u>QA Tester's Log</u> | | | | | | | | |
| | | | | | | | | |
| Tester's Name | Chenie Gae C. Asendiente | Date Tested | 03-15-22 | Test Case (Pass/Fail/Not) | Pass | | | |
| | | | | | | | | |
| S# | Prerequisites | S# | Test Data Requirement | | | | | |
| 1 | Launch Any Web Browser Login to the system Navigate shared Module | 1 | Email = cheniegae.asendiente@ctu.edu.ph | | | | | |
| | | 2 | Password = admin123 | | | | | |
| <u>Test Scenario</u> | Vie created shared folder and files. | | | | | | | |
| | | | | | | | | |
| Step # | Step Details | Expected Results | Actual Results | | Pass/ Fail/ Not Executed/ Suspended | | | |
| 1 | Navigate to http://localhost/edmsfinal | Website should open | As expected | | Pass | | | |
| 2 | Go to Shared Module | Created Submission Folders will be displayed | As expected | | Pass | | | |
| 3 | Shared Folder | Sharing modal will appear to and select a user to be assigned. | As expected | | Pass | | | |

Table 34*Integration Testing Summary*

| Test Case # | Test name | Test Reference | Test Priority | Test Input | Test expected output | Test Verdict |
|-------------|-----------------------|----------------|---------------|--|--|------------------------------------|
| Tno.2.0 | My Folder Module | UT03 | 1 | Folder Name Add Files | The system will store the created folder and uploaded files. | All expected outputs were receive. |
| Tno.2.1 | Submission Folder | UT04 | 2 | First Name, Middle Name, Last Name, College, Avatar, User Type/ Email and Password | System will store the created submission folder. | All expected output were received. |
| Tno.2.2 | Share Folder and file | UT06 | 3 | Assigned User, File and Folder name | Folder and files successfully | Passed |

Integration testing is the phase in software in software testing in which individual software modules are combined and tested as a group.

System Alpha Testing

Table 35

Test Case for Login Section

| Test Case ID | Tno.3.0 | Test Case Description | Test Case for Login Functionality | | | | | |
|------------------------|---|-----------------------------------|--------------------------------------|---------------------------|-------------------------------------|--|--|--|
| Created By | Jhon Kenneth C. Eltanal | Reviewed By | Bonibeth O. Matedios | Version | 3.0 | | | |
| <u>QA Tester's Log</u> | | | | | | | | |
| | | | | | | | | |
| Tester's Name | Bonibeth O. Matedios | Date Tested | 03-14-2020 | Test Case (Pass/Fail/Not) | Pass | | | |
| | | | | | | | | |
| S# | Prerequisites | S# | Test Data Requirement | | | | | |
| 1 | Launch Any Web Browser | 1 | Email = bonibeth.matedios@ctu.edu.ph | | | | | |
| | | 2 | Password = admin123 | | | | | |
| <u>Test Scenario</u> | Verify valid email and password; user can now access to the system. | | | | | | | |
| | | | | | | | | |
| Step # | Step Details | Expected Results | Actual Results | | Pass/ Fail/ Not Executed/ Suspended | | | |
| 1 | Navigate to http://localhost/e dmsFinal | System will open | As expected | | Pass | | | |
| 2 | Enter email and Password | Data can be verified and accepted | As expected | | Pass | | | |

Table 36*Test Case for Add User*

| | | | | | | | | |
|------------------------|---|--|--------------------------------------|-------------------------------------|------|--|--|--|
| Test Case ID | Tno.3.1 | Test Case Description | Test Case for Adding User | | | | | |
| Created By | Jhon Kenneth C. Eltanal | Reviewed By | Bonibeth O. Matedios | Version | 3.1 | | | |
| <u>QA Tester's Log</u> | | | | | | | | |
| | | | | | | | | |
| Tester's Name | Bonibeth O. Matedios | Date Tested | 03-14-2020 | Test Case (Pass/Fail/Not) | Pass | | | |
| | | | | | | | | |
| S# | Prerequisites | S# | Test Data Requirement | | | | | |
| 1 | Launch Any Web Browser Login as System Administrator | 1 | Email = bonibeth.matedios@ctu.edu.ph | | | | | |
| | | 2 | Password = admin123 | | | | | |
| <u>Test Scenario</u> | Register a user account information. | | | | | | | |
| | | | | | | | | |
| Step # | Step Details | Expected Results | Actual Results | Pass/ Fail/ Not Executed/ Suspended | | | | |
| 1 | Navigate to http://localhost/e dmsFinal | System will open | As expected | Pass | | | | |
| 2 | Enter email and Password | Data can be verified and accepted | As expected | Pass | | | | |
| 3 | Go to Users Module | Users data will be registered to the system. | As expected | Pass | | | | |

Table 37*Create a Folder and upload a file*

| Test Case ID | Tno.3.2 | Test Case Description | Test Case for creating and uploading of files | | | | | |
|------------------------|---|-----------------------------------|---|---------------------------|-------------------------------------|--|--|--|
| Created By | Jhon Kenneth C. Eltanal | Reviewed By | Bonibeth O. Matedios | Version | 3.2 | | | |
| <hr/> | | | | | | | | |
| <u>QA Tester's Log</u> | | | | | | | | |
| <hr/> | | | | | | | | |
| Tester's Name | Bonibeth O. Matedios | Date Tested | 03-14-2020 | Test Case (Pass/Fail/Not) | Pass | | | |
| <hr/> | | | | | | | | |
| S# | Prerequisites | S# | Test Data Requirement | | | | | |
| 1 | Launch Any Web Browser Login to the system | 1 | Email = bonibeth.matedios@ctu.edu.ph | | | | | |
| | | 2 | Password = admin123 | | | | | |
| <u>Test Scenario</u> | Create a folder first then upload multiple files. | | | | | | | |
| <hr/> | | | | | | | | |
| Step # | Step Details | Expected Results | Actual Results | | Pass/ Fail/ Not Executed/ Suspended | | | |
| 1 | Navigate to http://localhost/e dmsFinal | System will open | As expected | | Pass | | | |
| 2 | Enter email and Password | Data can be verified and accepted | As expected | | Pass | | | |
| 3 | Go to My Folders Module | Folders and file will be stored. | As expected | | Pass | | | |

Table 38*Create a Submission and Assign users*

| | | | | | |
|-------------------------------|--|-------------------------------------|--|---------------------------|-------------------------------------|
| Test Case ID | Tno.3.3 | Test Case Description | Test Case for creating a submission and assigning users. | | |
| Created By | Jhon Kenneth C. Eltanal | Reviewed By | Bonibeth O. Matedios | Version | 3.3 |
| <u>QA Tester's Log</u> | | | | | |
| Tester's Name | Bonibeth O. Matedios | Date Tested | 03-14-2020 | Test Case (Pass/Fail/Not) | Pass |
| S# | Prerequisites | S# | Test Data Requirement | | |
| 1 | Launch Any Web Browser Login to the system as Document Controller | 1 | Email = bonibeth.matedios@ctu.edu.ph | | |
| | | 2 | Password = admin123 | | |
| <u>Test Scenario</u> | Create a Submission folder and assign users. | | | | |
| Step # | Step Details | Expected Results | Actual Results | | Pass/ Fail/ Not Executed/ Suspended |
| 1 | Navigate to http://localhost/e dmsFinal | System will open | As expected | | Pass |
| 2 | Enter email and Password | Data can be verified and accepted | As expected | | Pass |
| 3 | Go to My Submission Folder Module | New Submission Section will be open | As expected | | Pass |
| 4 | Click "New Submission" | Enter details and assign users. | As expected | | Pass |

Table 39*Test case for Assign Document*

| | | | | | | | |
|----------------------------|--|--------------------------------------|---|--|------|--|--|
| Test Case ID | Tno.3.4 | Test Case Description | Test Case for assigning document | | | | |
| Created By | Jhon Kenneth C. Eltanal | Reviewed By | Bonibeth O. Matedios | Version | 3.4 | | |
| <u>QA Tester's Log</u> | | | | | | | |
| Tester's Name | Bonibeth O. Matedios | Date Tested | 03-14-2020 | Test Case (Pass/Fail/Not) | Pass | | |
| <u>S#</u> Prerequisites | | | | | | | |
| 1 | Launch Any Web Browser Login to the system as Faculty | 1 | Email = Bonibeth.matedios@ctu.edu.ph | | | | |
| | | 2 | Password = admin123 | | | | |
| <u>Test Scenario</u> | After creating a submission folder, assign a document to be submitted. | | | | | | |
| <u>Step #</u> Step Details | | | | | | | |
| Step # | Step Details | Expected Results | Actual Results | Pass/ Fail/ Not Executed/ Suspended | | | |
| 1 | Navigate to http://localhost/e dmsFinal | System will open | As expected | Pass | | | |
| 2 | Enter email and Password | Data can be verified and accepted | As expected | Pass | | | |
| 3 | Go to My Submission Folder Module | New Submission Section will be open | As expected | Pass | | | |
| 4 | Look for the newly created submission folder | View contents of a submission folder | As expected | Pass | | | |
| 5 | Assign a document | Assigned document added successfully | As expected | Pass | | | |

Table 40*Share Folders and Files*

| Test Case ID | Tno.3.5 | Test Case Description | Test Case for sharing folders and files | | |
|------------------------|--|-------------------------------------|---|---------------------------|-------------------------------------|
| Created By | Jhon Kenneth C. Eltanal | Reviewed By | Bonibeth O. Matedios | Version | 3.5 |
| <u>QA Tester's Log</u> | | | | | |
| Tester's Name | Bonibeth O. Matedios | Date Tested | 03-14-2020 | Test Case (Pass/Fail/Not) | Pass |
| S# | Prerequisites | S# | Test Data Requirement | | |
| 1 | Launch Any Web Browser Login to the system as Faculty | 1 | Email = bonibeth.matedios@ctu.edu.ph | | |
| | | 2 | Password = admin123 | | |
| <u>Test Scenario</u> | After creating a folder and uploaded files on it, users can share it to the other users. | | | | |
| Step # | Step Details | Expected Results | Actual Results | | Pass/ Fail/ Not Executed/ Suspended |
| 1 | Navigate to http://localhost/e dmsFinal | System will open | As expected | | Pass |
| 2 | Enter email and Password | Data can be verified and accepted | As expected | | Pass |
| 3 | Go to My Folders Module | New Submission Section will be open | As expected | | Pass |
| 4 | Look for Share this folder | Show sharing modal | As expected | | Pass |
| 5 | Select a user to share the folder | Folder shared successfully. | As expected | | Pass |

Table 41*System Alpha Testing Summary*

| Test Case Id | Test Suite Name | Description | Steps | Test Data | Expected Result | Actual Result | Pass/fail | Remarks |
|---------------------|---------------------------------|---|--|------------------|---|---|------------------|----------------|
| Tno.3.0 | Add user | This will allow the administrator to register a user before logging into the System | Go to Users Module then Click Add New User | Click Save. | User is added Success fully. | Users Information are Displayed | Pass | Good |
| Tno.3.1 | Create Folder And upload files. | Users must create a folder first before uploading the files. | Go to My Folders Module the click Create a folder. | Click Save | Folder Created Successfully. | Folders and files are Displayed. | Pass | Good |
| Tno.3.2 | Create a Submission Folder | Users can create a submission for assigning documents. | Go to Submission folder Module then click add new. | Click Save. | Submission Folder Successfully created. | Submission Folder are displayed. | Pass | Good |
| Tno.3.3 | Assign a Document | Assigned users can upload documents to a submission folder. | Go to Submission folder Module, click list, then find the submission folder then click view. Then submit a file. | Click Save. | Assigned Document Created. | Assigned document are displayed. | Pass | Good |
| Tno.4.4 | Share a file and folders | Users can share a file and a folder to the other users. | Go to shared module then click share now. | Click save. | Shared successfully. | Shared files and folders are displayed. | Pass | Good |

Usability Testing

Name: _____ Age: _____ Tech Experience: _____

Sex: _____ Job Title: _____

Legend:

- 5 - Strongly Agree
- 4 - Agree
- 3 - Neither Agree / Nor Disagree
- 2 - Disagree
- 1 - Strongly Disagree

USABILITY SURVEY

| | 5 | 4 | 3 | 2 | 1 | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|
| 1. I think I would like to use this software frequently. | <input type="checkbox"/> | |
| 2. I found this software unnecessarily complex. | <input type="checkbox"/> | |
| 3. I thought this software was easy to use. | <input type="checkbox"/> | |
| 4. I think I would need assistance to be able to use this software. | <input type="checkbox"/> | |
| 5. I found the various functions in this software were well integrated. | <input type="checkbox"/> | |
| 6. I thought there was too much inconsistency in this software. | <input type="checkbox"/> | |
| 7. I would imagine that most people would learn to use this software very quickly. | <input type="checkbox"/> | |
| 8. I found this software very cumbersome/awkward to use. | <input type="checkbox"/> | |
| 9. I felt very confident using this software. | <input type="checkbox"/> | |
| 10. I needed to learn a lot of things before I could get going with this software. | <input type="checkbox"/> | |

Recommendation: _____



This is the usability survey questionnaire that is used to determine a user-centered interaction in order to assess the system's functions based on user's experience. This is an essential usability strategy since it provides direct feedback on how the selected users interact with the system.

Table 42*Usability Testing Summary*

| User # | Sex | Age | Job Title | T.E. (Yrs) | Q1 | Q2 | Q3 | Q4 | Q5 | Q6 | Q7 | Q8 | Q9 | Q10 |
|----------------|-----|-----|-----------|------------|----------|------------|------------|------------|------------|------------|------------|------------|------------|----------|
| 1 | F | 29 | Faculty | None | 4 | 5 | 5 | 1 | 2 | 1 | 5 | 5 | 5 | 5 |
| 2 | F | 25 | Faculty | 3 | 4 | 3 | 4 | 4 | 4 | 3 | 5 | 4 | 4 | 3 |
| 3 | M | 24 | Faculty | 2 | 4 | 5 | 5 | 5 | 5 | 4 | 5 | 5 | 5 | 4 |
| 4 | F | 27 | Faculty | 1 | 3 | 5 | 5 | 4 | 4 | 5 | 5 | 4 | 5 | 4 |
| 5 | F | 26 | Faculty | None | 5 | 5 | 5 | 5 | 3 | 3 | 3 | 1 | 5 | 4 |
| Average | | | | | 4 | 4.6 | 4.8 | 3.8 | 3.6 | 3.2 | 4.6 | 3.8 | 4.8 | 4 |

Average Equivalent:

5 – Task completed correctly (**4.21-5.00**)

4 – Task completed with minimal error(s) (**3.41 – 4.20**)

3 – Task completed with significant error(s) (**2.61 – 3.40**)

2 – Unable to complete task (**1.31 – 2.60**)

1 - Unable to perform task (**1.00 – 1.30**)

Feature Users
Tested: **Module**

| Feature Name | Test Case No. | Test Case Description | Function Goal | Observation | Recommendation |
|---------------------|----------------------|---------------------------------|-------------------------|--------------------|-----------------------|
| 1.Add New User | 1 | Enter Firstname | Validate Firstname | Task Completed | None |
| | 2 | Enter Middle Initial | Validate Middle Initial | Task Completed | None |
| | 3 | Enter Lastname | Validate Lastname | Task Completed | None |
| | 4 | Select College | Select College | Task Completed | None |
| | 5 | Upload Profile Picture | Upload Profile Picture | Task Completed | None |
| | 6 | Select User type/Role | Assign user role | Task Completed | None |
| | 7 | Enter Employee ID | Validate Employee ID | Task Completed | None |
| | 8 | Enter Email | Validate Email | Task Completed | None |
| | 9 | Enter Password | Validate Password | Task Completed | None |
| | 10 | Confirm Password | Validate Password | Task Completed | None |
| 2. Delete User | 1 | Delete User Account Information | Remove user Account | Task Completed | None |
| 3. Update User | 1 | Edit User Information | | Task Completed | None |

Feature My Folder
Tested: Module

| Feature Name | Test Case No. | Test Case Description | Function Goal | Observation | Recommendation |
|----------------------------|----------------------|----------------------------------|------------------------------------|--------------------|-----------------------|
| 1.Create Folder | 1 | Enter Folder Name | Folder Name Created | Task Completed | None |
| 2.Upload Document | 1 | Upload Multiple files | Files Added to the folder | Task Completed | None |
| 3. View Folder | 1 | View total uploaded files | Show number of files uploaded | Task Completed | None |
| | 2 | View folder list | Show list of created folder | Task Completed | None |
| 4.View Files inside folder | 1 | File displayed inside the folder | File uploaded will be displayed | Task Completed | None |
| | 2 | View contents of file | File contents displayed in new tab | Task Completed | None |

Feature Tested: Submission Folder Module

| Feature Name | Test Case No. | Test Case Description | Function Goal | Observation | Recommendation |
|----------------------------|----------------------|---|---|--------------------|-----------------------|
| 1.Create Submission Folder | 1 | Enter Submission folder name | Folder Name entered | Task Completed | None |
| | 2 | Select Date Started | Date Submission Started | Task Completed | None |
| | 3 | Select Date Ended | Date Submission Ended | Task Completed | None |
| | 4 | Add Status | Status of submission | Task Completed | None |
| | 5 | Assign Users | Assign users who can submit | Task Completed | None |
| | 6 | Add Description | Add submission description | Task Completed | None |
| 2. Assign Document | 1 | Enter Document Name | This is a document to be submitted by users | Task Complete | None |
| 3. Submit File | 2 | Users can submit file for submission folder | File Submitted successfully | Task Completed | None |

Feature Tested: Shared Folder Module

| Feature Name | Test Case No. | Test Case Description | Function Goal | Observation | Recommendation |
|---------------------|----------------------|------------------------------|--|--------------------|-----------------------|
| 1.Share folder | 1 | Click share this folder | Sharing folder modal will appear | Task Completed | None |
| | 2 | Choose User | Users can view the shared folder | Task Completed | None |
| | 3 | Choose college | Users under the same college will view the shared folder | Task Completed | None |

Feature Tested: Shared File Module

| Feature Name | Test Case No. | Test Case Description | Function Goal | Observation | Recommendation |
|---------------------|----------------------|------------------------------|--|--------------------|-----------------------|
| 1.Share file | 1 | Click share this file | Sharing file modal will appear | Task Completed | None |
| | 2 | Choose User | Users can view the shared file | Task Completed | None |
| | 3 | Choose college | Users under the same college will view the shared file | Task Completed | None |

APPENDIX D: Sample Input/ Output Reports

Document Submission Submission Report (March 16, 2022)

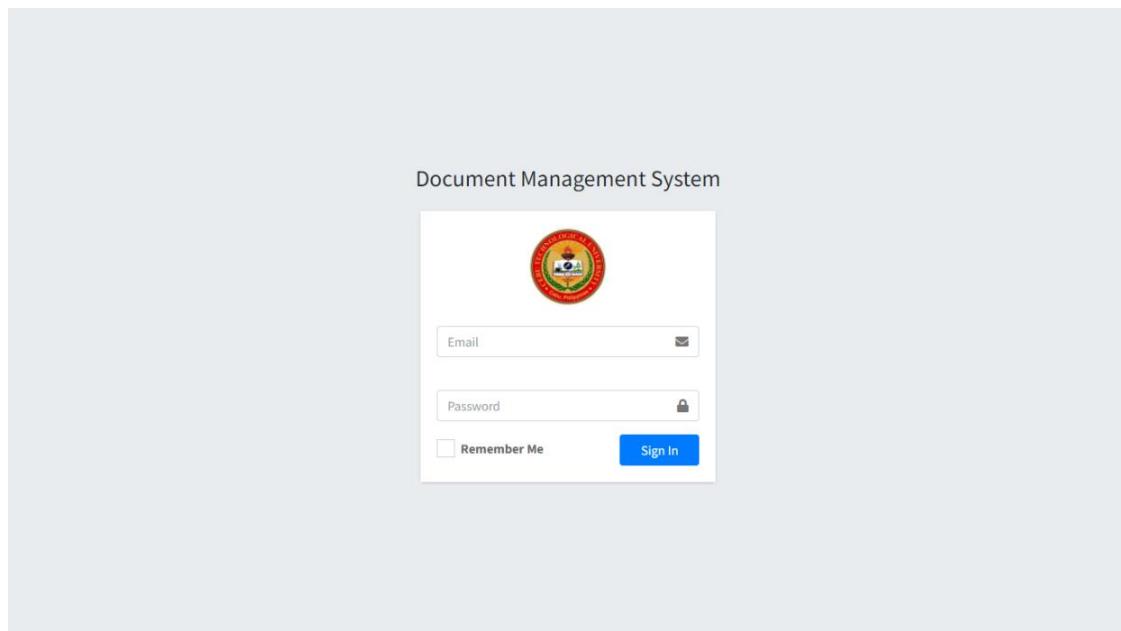
| No. | Submission Folder | Submitted By | File Submitted | Date Submitted |
|-----|---------------------|-----------------------|--|---------------------|
| 1 | Document Submission | Jhon Eltanal | RevisionDevelopment of an Enhanced Web Based Document Management System-for CTU Tuburan Campus - Capstone Manuscript.pdf | 2022-03-14 16:16:41 |
| 2 | Document Submission | Chenie Gae Asendiente | chapter .pdf | 2022-03-14 16:16:41 |
| 3 | Document Submission | Bonibeth Matedios | chapter .pdf | 2022-03-14 16:16:41 |

Prepared by: Jhon Eltanal

This is the sample generated outputs in pdf format where it shows all the users who submitted in the submission folder, it shows the submission folder name, submitted by, name of file submitted, and the date submitted. Generate report can be accessed by document controller, quality assurance officer, records officer, campus director, dean, chairperson.

APPENDIX E: Final GUI

Login Section



Dashboard Module

A screenshot of the Enhanced Document Management System dashboard. The left sidebar has a dark background with white icons and text: "Enhanced Document Management System", "Dashboard" (which is highlighted in blue), "Users", "My Folders", "Submission Folder", and "Shared". The main area has a header "Administrator" and "Dashboard". It shows a welcome message "Welcome Jhon Kenneth Eitanal!". Below that are three cards: "Total No. of Users" (7), "My Folders" (3), and "Submission Folders" (1). A section titled "Recent Activity" lists three entries: "You Created a folder named Ssg 1 file/s Uploaded Feb 22, 2022 | 11:29:11 PM", "You Created a folder named CTU Udays 1 file/s Uploaded Feb 19, 2022 | 04:36:59 AM", and "You Created a folder named Admin Folders 2 file/s Uploaded Feb 09, 2022 | 10:26:46 PM". At the bottom, there is a message "meet.google.com is sharing your screen." with "Stop sharing" and "Hide" buttons, and copyright information "Copyright © 2022 Eitanal | Hortelano | Laping . All rights reserved." and "Enhanced Document Management System".

User List

The screenshot shows the 'User List' page of the Enhanced Document Management System. The left sidebar has 'Users' selected. The main area title is 'User List'. It includes a search bar and a table with the following data:

| No. | Name | Email | Role | Action |
|-----|-------------------------|---------------------|---------------------------|--------|
| 1 | Angel O Hortelano | angel123@gmail.com | Document Controller | Action |
| 2 | Angel Rose O. Hortelano | angel@gmail.com | Dean | Action |
| 3 | Jhon B. Labajo | labajoj@gmail.com | Records Officer | Action |
| 4 | Jhon Kenneth C. Eltanal | admin@admin.com | Administrator | Action |
| 5 | John J. Smith | jhonsmith@gmail.com | Quality Assurance Officer | Action |
| 6 | Juan B. Dela Cruz | juan@gmail.com | Dean | Action |
| 7 | Rodel A. Allego | rodel@gmail.com | Chairperson | Action |

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Adding Users

The screenshot shows the 'User' creation form. The left sidebar has 'Users' selected. The main area title is 'User'. It has two sections: 'Personal Information' and 'System Credentials'.

Personal Information

- First Name: [Input field]
- Middle Initial: [Input field]
- Last Name: [Input field]
- College: [Select dropdown] (options: Select, Admin, Faculty, Staff)

System Credentials

- User Type: [Select dropdown] (options: None, Admin, Faculty, Staff)
- Email: [Input field]
- Password: [Input field]
- Confirm Password: [Input field]

User Profile Picture

Choose file [Input field] Browse

Avatar [Circular placeholder for profile picture]

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Viewing of Users

The screenshot shows the Enhanced Document Management System's user interface. On the left, there's a sidebar with options like Dashboard, Users (which is selected), My Folders, Submission Folder, and Shared. The main area is titled 'Administrator' and shows a 'User List' table with 7 entries. A modal window titled 'User Details' is open, displaying information for 'Angel Rose O. Hortelano'. The modal includes a profile picture, the name 'Angel Rose O. Hortelano', the title 'User Type Dean', and the email 'angel@gmail.com'. At the bottom of the modal is a 'Close' button. The background table has columns for No., Name, Email, Role, and Action. The footer of the page includes copyright information and navigation links.

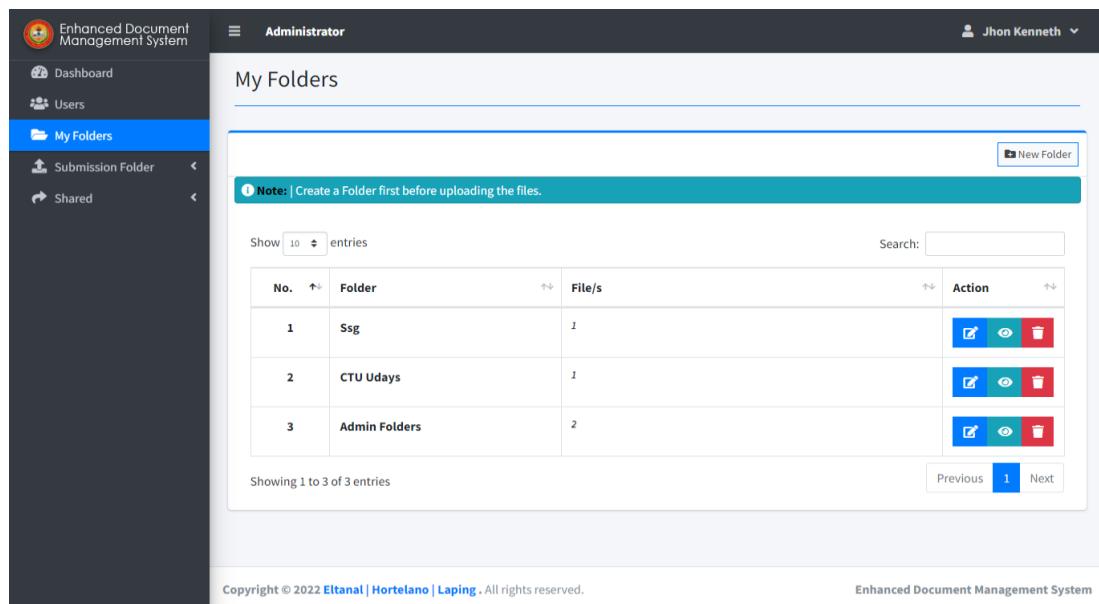
| No. | Name | Email | Role | Action |
|-----|-------------------------|---------------------|---------------------------|--------|
| 1 | Angel O. Hortelano | angel123@gmail.com | Document Controller | Action |
| 2 | Angel Rose O. Hortelano | angel@gmail.com | Dean | Action |
| 3 | Jhon B. Labajo | labajoj@gmail.com | Records Officer | Action |
| 4 | Jhon Kenneth C. Eltanal | admin@admin.com | Administrator | Action |
| 5 | John J. Smith | jhonsmith@gmail.com | Quality Assurance Officer | Action |
| 6 | Juan B. Dela Cruz | juan@gmail.com | Dean | Action |
| 7 | Rodel A. Allego | rodel@gmail.com | Chairperson | Action |

Deleting User

This screenshot shows the same system interface as the previous one, but with a 'Confirmation' dialog box overlaid on the 'User List' table. The dialog asks, 'This user will be deleted. Would you like to Continue?'. It has 'Continue' and 'Close' buttons. The background table remains the same, listing 7 users with their details and actions. The footer of the page includes copyright information and navigation links.

| No. | Name | Email | Role | Action |
|-----|-------------------------|---------------------|---------------------------|--------|
| 1 | Angel O. Hortelano | angel123@gmail.com | Document Controller | Action |
| 2 | Angel Rose O. Hortelano | angel@gmail.com | Dean | Action |
| 3 | Jhon B. Labajo | labajoj@gmail.com | Records Officer | Action |
| 4 | Jhon Kenneth C. Eltanal | admin@admin.com | Administrator | Action |
| 5 | John J. Smith | jhonsmith@gmail.com | Quality Assurance Officer | Action |
| 6 | Juan B. Dela Cruz | juan@gmail.com | Dean | Action |
| 7 | Rodel A. Allego | rodel@gmail.com | Chairperson | Action |

My Files Module

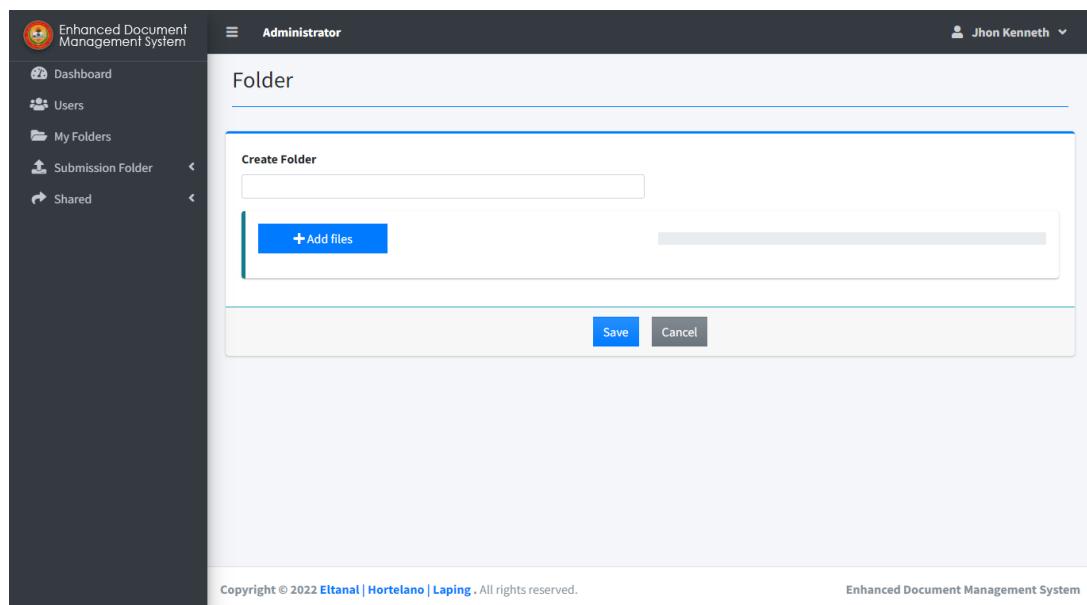


The screenshot shows the 'My Folders' section of the Enhanced Document Management System. The left sidebar has a dark theme with white text and icons. It includes links for Dashboard, Users, My Folders (which is highlighted in blue), Submission Folder, and Shared. The main content area has a light background. At the top, it says 'Administrator' and 'Jhon Kenneth'. Below that is a teal header bar with the text 'My Folders' and a note: 'Note: Create a Folder first before uploading the files.' A 'New Folder' button is located in the top right corner. The main table lists three folders:

| No. | Folder | File/s | Action |
|-----|---------------|--------|---|
| 1 | Ssg | 1 | <input checked="" type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> |
| 2 | CTU Udays | 1 | <input checked="" type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> |
| 3 | Admin Folders | 2 | <input checked="" type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> |

Below the table, it says 'Showing 1 to 3 of 3 entries'. At the bottom right are 'Previous' and 'Next' buttons. The footer contains copyright information: 'Copyright © 2022 Eltanal | Hortelano | Laping . All rights reserved.' and 'Enhanced Document Management System'.

Creating folders and upload files



The screenshot shows the 'Create Folder' page. The left sidebar is identical to the previous one. The main content area has a light background. At the top, it says 'Administrator' and 'Jhon Kenneth'. Below that is a teal header bar with the text 'Folder'. The main form area has a light gray background. It contains a 'Create Folder' input field, a file upload area with a '+ Add files' button, and a progress bar. At the bottom are 'Save' and 'Cancel' buttons. The footer contains copyright information: 'Copyright © 2022 Eltanal | Hortelano | Laping . All rights reserved.' and 'Enhanced Document Management System'.

Viewing files inside the folder

The screenshot shows the 'View Files' page of the Enhanced Document Management System. The left sidebar has a dark theme with white text and icons. It includes links for 'Dashboard', 'Users', 'My Folders' (which is highlighted in blue), 'Submission Folder', and 'Shared'. The main content area has a light gray background. At the top, it says 'Administrator' and 'Jhon Kenneth'. Below that is a button labeled 'Share This Folder'. The section title is 'View Files' and the folder name is 'Admin Folders'. A teal bar below the title says 'File/s | Click the file to View.' There are two files listed: 'SSG Letterhead.pdf' and 'Technocrat'. Both files have a blue square icon with an eye symbol and three vertical dots to the right.

Downloading Files

This screenshot is similar to the previous one but shows a context menu being displayed over the 'SSG Letterhead.pdf' file. The menu is white with a thin gray border and contains two options: 'Share' and 'Download'. The 'Download' option is highlighted with a blue background. The rest of the interface is identical to the first screenshot, including the sidebar, folder name, and file list.

Deleting Folder

The screenshot shows the 'My Folders' section of the Enhanced Document Management System. A confirmation dialog box is overlaid on the page, asking 'Are you sure to delete this Folder?'. Below the dialog, there is a note: 'Note: Create a Folder first before uploading the files.' The main table displays four entries:

| No. | Folder | File/s | Action |
|-----|---------------|--------|---|
| 1 | SL | 1 | <input checked="" type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> |
| 2 | Ssg | 1 | <input checked="" type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> |
| 3 | CTU Udays | 1 | <input checked="" type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> |
| 4 | Admin Folders | 2 | <input checked="" type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> |

At the bottom, it says 'Showing 1 to 4 of 4 entries' and has 'Previous' and 'Next' buttons. The footer includes copyright information and the system name.

View Submission Folder

The screenshot shows the 'Submission Folder' section of the Enhanced Document Management System. It displays a single entry in the table:

| No. | Folder Name | Date Started | Due Date | Status | Action |
|-----|-----------------------|--------------|--------------|-------------|---------------------------------------|
| 1 | Controller Submission | Mar 10, 2022 | Mar 11, 2022 | On-progress | <input type="button" value="Action"/> |

At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous' and 'Next' buttons. The footer includes copyright information and the system name.

Assign Submission or Documents

The screenshot shows the 'Administrator' interface of the Enhanced Document Management System. On the left, a sidebar menu includes 'Dashboard', 'Users', 'My Folders', 'Submission Folder' (selected), 'Add New', 'List', and 'Shared'. The main content area is titled 'Create Submission Folder' and contains fields for 'Folder Name', 'Status' (set to 'On-progress'), 'Start Date' (mm/dd/yyyy), 'End Date' (mm/dd/yyyy), 'Assigned to:' (with a placeholder 'Please select here'), and a rich text editor for 'Description'. At the bottom, it says 'Copyright © 2022 Eltanal | Hortelano | Laping. All rights reserved.' and 'Enhanced Document Management System'.

Shared Folder

The screenshot shows the 'Document Controller' interface. The sidebar menu includes 'Dashboard', 'My Folders', 'Submission Folder' (selected), 'Shared' (selected), 'Folder' (with 0 items), and 'File' (with 0 items). The main content area is titled 'Shared with me.' and displays a table with columns for 'No.', 'Folder Name', 'Shared by:', and 'Date Shared:'. A message at the top right indicates 'No data available in table'. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons. The footer includes 'Copyright © 2022 Eltanal | Hortelano | Laping. All rights reserved.' and 'Enhanced Document Management System'.

Shared File

Document Controller

Jhon Kenneth

Share Now | Single Shared | College Shared 0

Shared with me.

Show 10 entries | Search:

| No. | File Name | Shared by: | Date Shared: |
|----------------------------|-----------|------------|--------------|
| No data available in table | | | |

Showing 0 to 0 of 0 entries | Previous | Next

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Sharing History

Document Controller

Jhon Kenneth

File Sharing History 0

Shared File/s

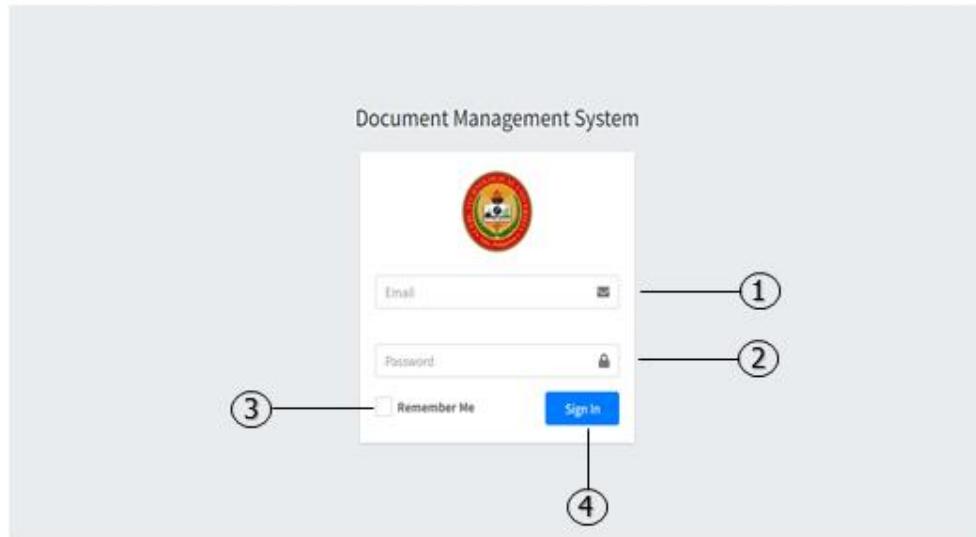
Show 10 entries | Search:

| No. | File Name | Shared to: | Date Shared: | Action |
|----------------------------|-----------|------------|--------------|--------|
| No data available in table | | | | |

Showing 0 to 0 of 0 entries | Previous | Next

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APPENDIX F: Users Guide -EULA

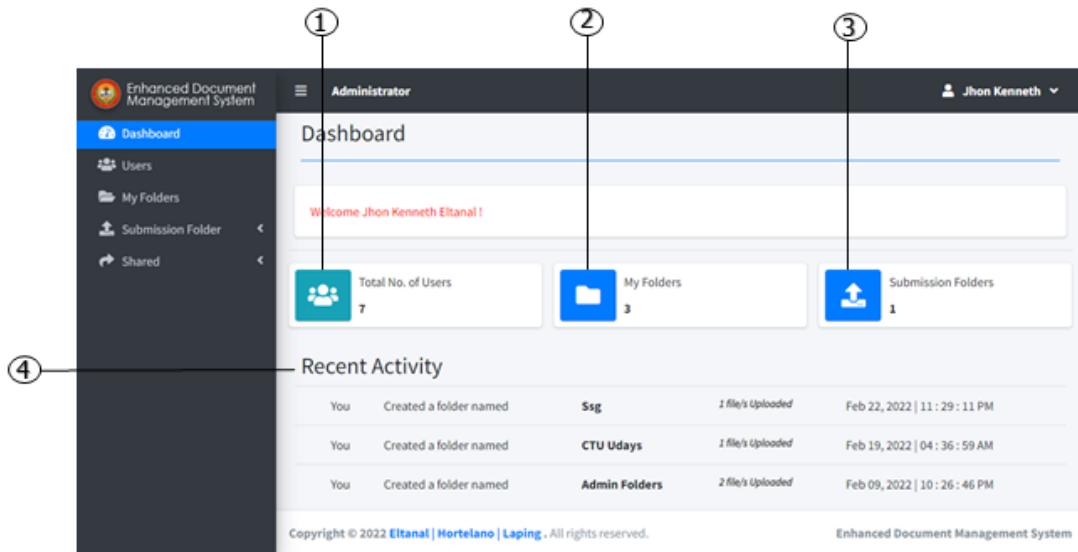


Login Form

1. Type "admin@admin.com" as your email/username.

Type your hidden password for the confirmation for the access admin page.

2. After click the box at the left side under the password.
3. After typing the email/username and password, and click remember me click the sign in button to log in the admin page.



Homepage

1. Can view total no. of users.
2. Can view my folders.
3. Can view the submission folders.
4. Can easily look the recent activity.

The screenshot shows the "User List" page of the Enhanced Document Management System. At the top, it says "Administrator". Below that is a "User List" section with a "User List" header. On the right, there is a blue button labeled "Add New User". The main area is a table with columns: "No.", "Name", "Email", "Role", and "Action". The table has four rows of data:

| No. | Name | Email | Role | Action |
|-----|-------------------------|--------------------|---------------------|--------|
| 1 | Angel O Hortelano | angel123@gmail.com | Document Controller | Action |
| 2 | Angel Rose O. Hortelano | angel@gmail.com | Dean | Action |
| 3 | Jhon B. Labajo | labajoj@gmail.com | Records Officer | Action |
| 4 | Jhon Kenneth C. Eltanal | admin@admin.com | Administrator | Action |

At the bottom, it says "Copyright © 2022 Eltanal | Hortelano | Laping. All rights reserved." and "Enhanced Document Management System".

User

Personal Information

First Name:

Middle Initial:

Last Name:

College:

System Credentials

User Type:

Email:

Password:

Confirm Password:

User Profile Picture:

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Enhanced Document Management System

User List

1. Click the user module to see the user list.
2. Click add new user to create another user.
3. Click the action button to view, edit, or delete the user.

My Folders

Note: Create a Folder first before uploading the files.

| No. | Folder | File/s | Action |
|-----|---------------|--------|--------|
| 1 | Ssg | 1 | |
| 2 | CTU Udays | 1 | |
| 3 | Admin Folders | 2 | |

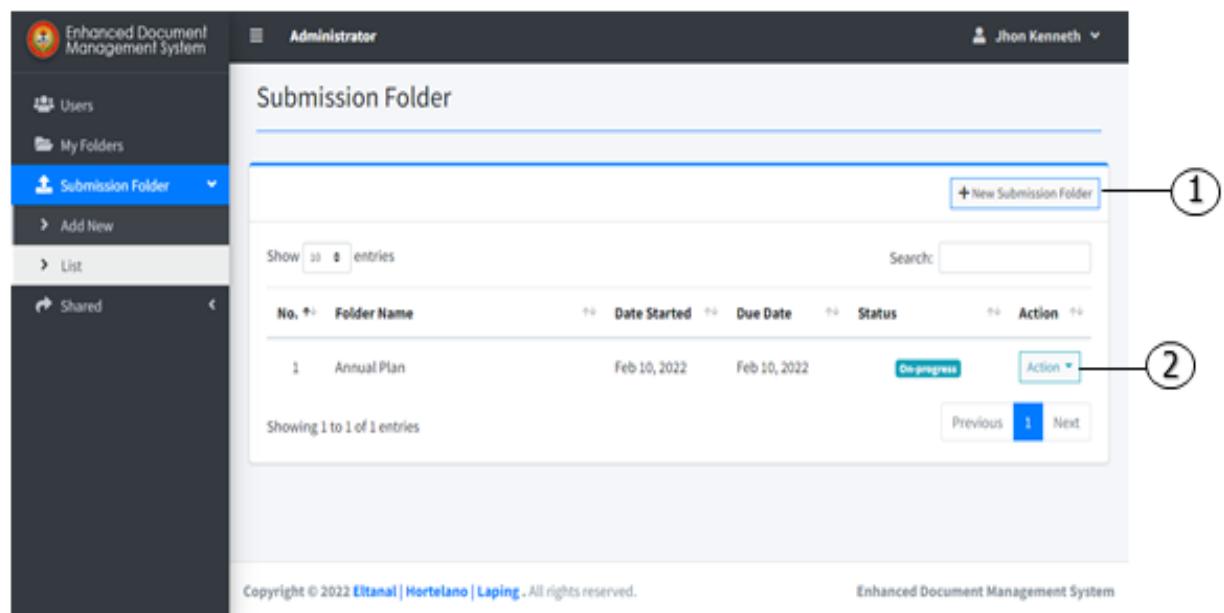
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Enhanced Document Management System

My Folders List

- 1.** Click new folder to add new folder.
- 2.** Click the blue button with a pen to create also a new folder and can add files.
- 3.** Click the eye button where the user can view the uploaded files inside a folder.

- 4.** Click the red button to delete existing folder/file.



The screenshot shows the 'Submission Folder' page of the Enhanced Document Management System. The left sidebar has 'Submission Folder' selected. The main area displays a table with one row:

| No. | Folder Name | Date Started | Due Date | Status | Action |
|-----|-------------|--------------|--------------|-------------|--------|
| 1 | Annual Plan | Feb 10, 2022 | Feb 10, 2022 | On-progress | Action |

Callout 1 points to the '+ New Submission Folder' button in the top right. Callout 2 points to the 'Action' button in the table row for the 'Annual Plan' folder.

Submission Folder

1. Click new submission folder to create another submission folder.
2. Click the action button to view, edit and delete the folder.

Enhanced Document Management System

Administrator Jhon Kenneth

Create Submission Folder

| Folder Name | Status |
|----------------------|-------------|
| <input type="text"/> | On progress |

| Start Date | End Date |
|------------|------------|
| mm/dd/yyyy | mm/dd/yyyy |

Assigned to:

Please select here

Description

(Rich text editor toolbar)

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Enhanced Document Management System

1. Fill up the file info to create another submission folder.
2. Click save button to save new folder.

Enhanced Document Management System

Administrator Jhon Kenneth

Create Submission Folder

| Folder Name | Status |
|----------------------|-------------|
| <input type="text"/> | On progress |

| Start Date | End Date |
|------------|------------|
| mm/dd/yyyy | mm/dd/yyyy |

Assigned to:

Please select here

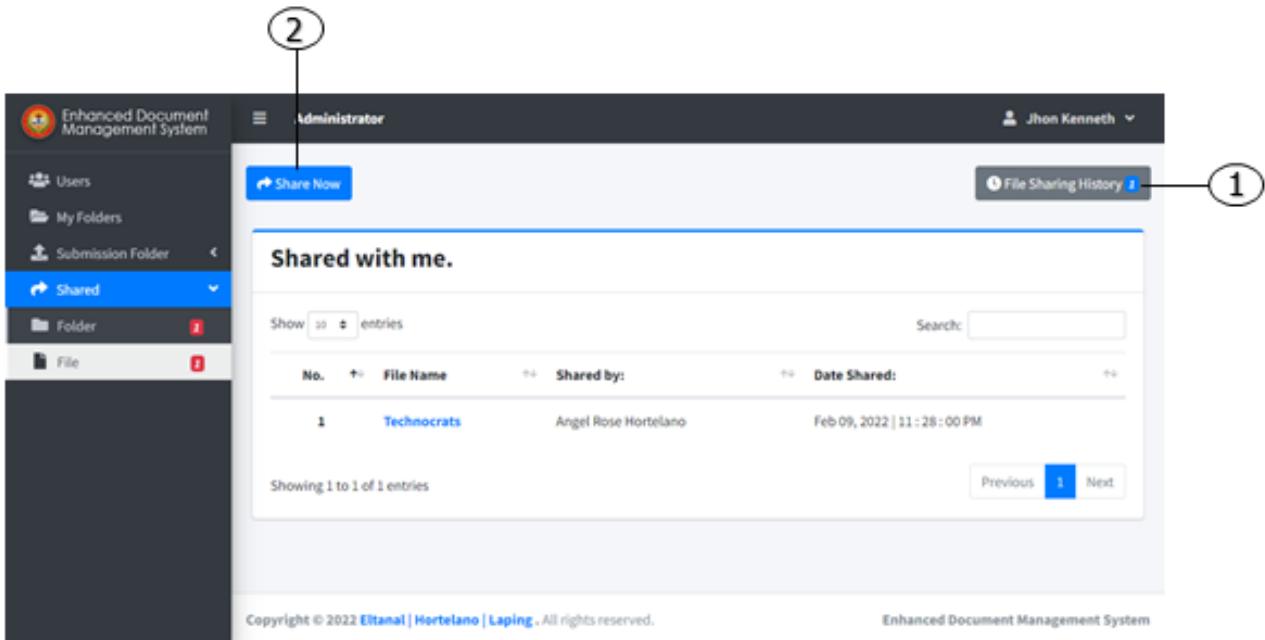
Description

(Rich text editor toolbar)

Save Cancel

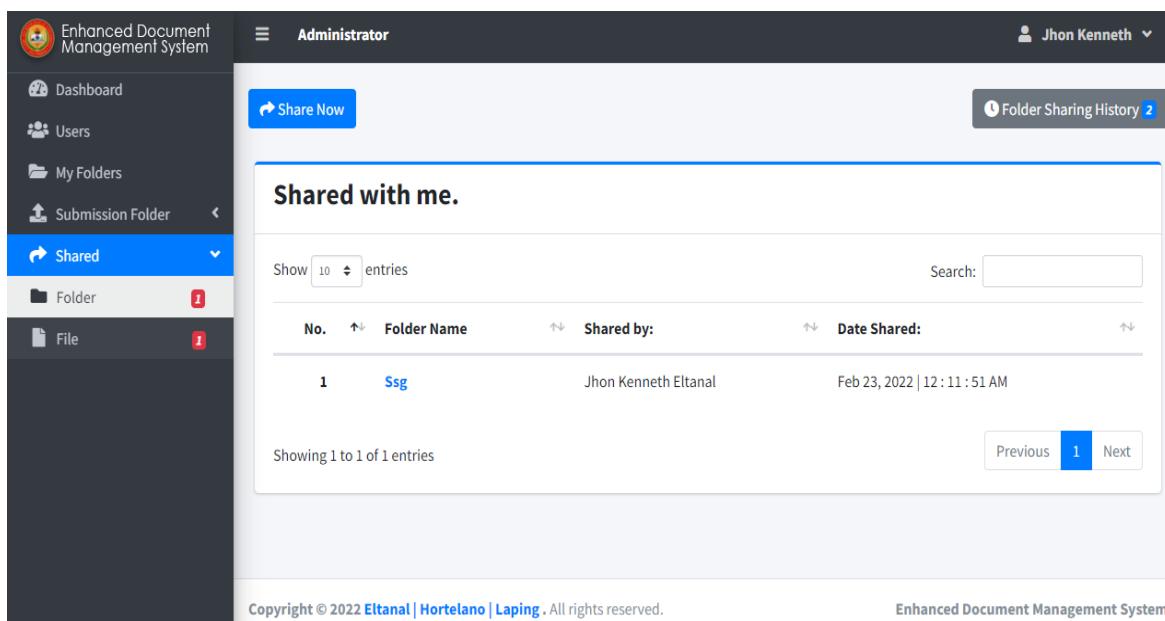
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Enhanced Document Management System



Shared

1. Click file sharing history to view history file that they shared.
2. Click the share button so that you can share a file.



1. Click folder sharing history to view history folder that they shared.
2. Click the share button so that you can share a folder.

APPENDIX G: Other Relevant Documents

APPENDIX H: Project Working Title Form

APPENDIX I: Signed Transmittal Letter

APPENDIX J: Project Adviser Appointment Form

APPENDIX K: Grammarian Certificate



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COLLEGE OF TECHNOLOGY

Bachelor of Science in Information Technology

GRAMMARIAN CERTIFICATE

This is to certify that the undersigned has reviewed and went through all the pages of the capstone project documentation entitled "The Development of an Enhanced Web-Based Document Management System for CTU- Tuburan Campus" by Jhon Kenneth C. Eltanal, Angel Rose O. Hortelano, and Cindy Metch C. Laping, aligned with the set of structural rules that govern the composition of sentences, phrases, and words in the English language.

Signed this 31th day of March in the year 2022 at Cebu Technological University - Tuburan Campus.

Signed:

ANGEN MAY F. CHARCOS, Dev.Ed.D.,Ph.D

Grammarian

APPENDIX L: Curriculum Vitae



Jhon Kenneth C. Eltanal

Brgy. Libo, Tuburan, Cebu | 6043 | 09954646970 |
jhonkenneth.eltanal@ctu.edu.ph

PERSONAL INFORMATION

Age: 21

Nationality: Filipino

Date of Birth: December 27, 1999

Religion: Roman Catholic

Gender: Male

Place of Birth: Libo, Tuburan, Cebu

EDUCATIONAL BACKGROUND

Tertiary

Course: Bachelor of Science in Information Technology

School: Cebu Technological University – Tuburan Campus

Secondary

Track: TVL-ICT

School: Tuburan National High School

Year Graduated: 2017-2018

Elementary

School: Sandayong Elementary School

Year Graduated: 2011-2012

COURSE SEMINARS AND TRAININGS

Computer Literacy Crash Course and IT Linkage

The Portal iCafe – Tuburan Cebu

January 25, 2015

Mr. Albert Peniza

Youth Servant Leadership Program

RAFI-KAC, Cansomoroy, Balamban, Cebu

August 03, 2017

Mrs. Marisol D. Gonzalvo

8th FSG Summit 2020

CTU-Moalboal Campus

January 13-17, 202

Hon. Lea D. Cababat

Research Design Hearing and Thesis Seminar

Tuburan National High School, Tuburan Cebu

March 09, 2018

Dr. Fortunato D. Broa Jr.

4 hrs. Careers in IT Seminar with History of Computers

CTU-Tuburan Bulawanong Tinubdan Cultural Center

September 20, 2018

CERTIFICATIONS

Computer System Servicing NC II

Assessor: Engr. Marlon D. Auza

Venue: Bering Institute of Skills (BIOS)

Date: January 31, 2018

CHARACTER REFERENCES

Name : Catherine P. Loseñara

Position : College IT Instructor

Company : Cebu Technological University – Tuburan Campus

Contact No. : 09339864736

Name : Johnrel M. Paglinawan

Position : College IT Instructor

Company : Cebu Technological University – Tuburan Campus

Contact No. : 09192086963

Name : Bonibeth O. Matedios

Position : College IT Instructor

Company : Cebu Technological University – Tuburan Campus

Contact No.: 09490049534

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

JHON KENNETH C. ELTANAL



Angel Rose O. Hortelano

Brgy. Pondol, Balamban, Cebu | 6041 | 09398866288 |
angelrose.hortelano@ctu.edu.ph

PERSONAL INFORMATION

Age: 21

Nationality: Filipino

Date of Birth: August 23, 1999

Religion: Roman Catholic

Gender: Female

Place of Birth: Balamban, Cebu

EDUCATIONAL BACKGROUND

Tertiary

Course: Bachelor of Science in Information Technology

School: Cebu Technological University – Tuburan Campus

Secondary

Track: Academic- HUMSS

School: Buanoy National High School

Year Graduated: 2017-2018

Elementary

School: Buanoy Central Elementary School

Year Graduated: 2011-2012

COURSE SEMINARS AND TRAININGS

4 hrs. Careers in IT Seminar with History of Computers

CTU-Tuburan Bulawanong Tinubdan Cultural Center

September 20, 2018

Engr. Dave Gould

CHARACTER REFERENCES

Name : Rodney Pintuan

Position : Safety Officer

Company : XLA Construction

Contact No. : 09336524723

Name : Ann Kitchie Canedo

Position : Teacher

Company : Balamban Central Elementary School

Contact No. : 09087690315

Name : Alejandro Madrid

Position : Supervisor

Company : Coca-cola Company

Contact No.: 09190877375

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

ANGEL ROSE O. HORTELANO



Cindy Metch C. Laping

Brgy. 3, Tuburan, Cebu | 6043 | 09064392799 | cindymetch.laping@ctu.edu.ph

PERSONAL INFORMATION

Age: 24

Nationality: Filipino

Date of Birth: March 31, 1997

Religion: Roman Catholic

Gender: Female

Place of Birth: Tuburan, Cebu

Height: 151 cm

Civil Status: Single

EDUCATIONAL BACKGROUND

Tertiary

Course: Bachelor of Science in Information Technology

School: Cebu Technological University – Tuburan Campus

Secondary

School: Tuburan National High School

Year Graduated: 2013-2014

Elementary

School: Tuburan Central School

Year Graduated: 2010-2011

COURSE SEMINARS AND TRAININGS

4 hrs. Careers in IT Seminar with History of Computers

CTU-Tuburan Bulawanong Tinubdan Cultural Center

September 20, 2018

Engr. Dave Gould

CHARACTER REFERENCES

Name : Joy Tui Potencioso

Position : Business Woman

Company : NJNC Commercial Building

Contact No. : 09954646970

Name : Marya Gabilan

Position : Teacher

Company : Gaang Elementary School

Contact No. : 09679514817

Name : Irene Subang Bandilao

Position : Teacher

Company : Kansi Elementary School

Contact No. : 09239997504

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

CINDY METCH C. LAPING