Vault Management System

Project Documentation Submitted to the Faculty of the

School of Computing and Information Technologies

Asia Pacific College

In Partial Fulfillment of the Requirements for

Introduction to Systems and Design for CS/IT

MNTSDEV

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2024

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Executive Summary

For the columbarium of St. Alphonsus Mary de Liguori Parish Church, a vault management system will be developed. The aforementioned church has had difficulty organizing and maintaining owned vaults in addition to all of the tangible records they keep. They still save physical records in addition to having no digital system. Owner conflicts have become more likely due to the inefficiency of the manual cross-verification of vaults. The purpose of the developed vault management system is to increase the vaults' handling efficiency. The project's goals include digitizing all paperwork and storing it in a database; implementing a requirement tracker to speed up submission procedures and let users know when things need to be done; allowing applicants to upload requirements; and adding a digital payment gateway for quick and easy donation processing.

The project will create a unique system specifically designed to meet the needs of the columbarium. Before developing the front-end, database system, and back-end of the management system, the documentation and prototype must be completed and included in the first release of the release plan. The release plan will be finished with functionality testing and implementation. Beginning in May of this year and concluding in March of the following year is the development phase of the project. The parish staff, applicants, and customers stand to gain the most from the established system as it streamlines operations and maximizes efficiency for all parties. For the developers, in addition to having the chance to get better at creating, improving, and making the system more user-friendly, may learn more about how to identify issues in business processes and how to better solve them.

If the system is proved to be functional and helpful, this can be adapted to a different columbarium who may be facing similar conflicts. Revisions and improvements may be done once it is needed for the system.

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I. Introduction

Burial is a method of interring a body of a person who passed away by placing it in a dug-out pit or a tomb. As time passes by people have made modern and space-efficient alternative for burial by cremating and storing the urn in columbarium. Columbarium offers a space saving solution for the storage and display of cremated remains. Some churches offer their own columbarium for fellow catholic people, they can be acquired through donations and passing specific documents.

Columbarium in churches is also important for religious people, many church goers find comfort in the idea of being interred within the sacred place of worship. Columbarium is not just a place for urns, it is a place for memorialization of the people that was once living which is one of the purposes of a columbarium. Nevertheless, most columbarium in churches are still doing manual processes to do handle donations and requirements. Starting from putting records into storage spaces, up to receiving required documents from applicants, there is big space for errors.

InnoVentures is required to develop columbarium vault management system for St. Alphonsus Mary de Liguori Parish Church which have no existing digital system. The system will help them store and manage requirements and records from applicants, track the progress of applicants in submitting requirements, and other additional features if necessary. Payment gateway will also be added for the church to have a digital gateway for payment.

1.1 Project Context

In the interview with the client, the member in charge of the columbarium Ceferino Ang explained that there are 2 phases of columbarium. As suggested, the target for the project is the phase 2 which is the newer part of the columbarium. The corporation secretary of the church also explained the process of flow of application for columbarium in St. Alphonsus Mary de Liguori Parish Church and the problems underlying in it. First, the whole process is takes 1 month according to the staff. The process starts when an applicant submits a letter of intent to the parish then it is followed by the reply of the parish priest. The contents of the reply contain schedule of when the applicant can choose vault and pictorial design of new vaults. Terms and condition regarding privilege to use is attached in the reply. The process continues when applicant submits pictorial design of the chosen vault indicating the preferred vault number then the parish approves the location of the vault.

Upon completion of the steps mentioned, the applicant is now required to submit the reservation form, followed by information data sheet and after that applicant completes contribution and signing of memorandum with the parish priest. Applicant is now ready to execute the deed of donation, which is required but still called and considered a donation by the church, then the parish issues acknowledgement of donation and privilege to use vault.

The mentioned processes are not easy to execute in the current system as storing and finding physical records is inefficient because retrieving records takes a lot of time and effort and it also requires the staff to look for documents in remote locations for manual retrieval in storage rooms, which is prone to human errors and can delay overall business processes. The progress report of applicants is hard to track and to manage without a digital system, organizing and managing the collected data can be overwhelming as it requires the categorizing of physical records leading

to inefficiencies and human errors like the possibility of overlooking key data points in records. Applicants are required to show proof to inform that a specific vault is their property. This way of verification is inefficient as it requires cross verification with the church's records which can lead to possibility of the proof being rejected if the records are mismanaged, destroyed, or overlooked. Also, can be cause of disputes if the certificate is non-existent in the church's records which can also lead to double sale.

Managing the columbarium requires an effective and efficient digital system that can help alleviate the staff's workload in the processes involved. Furthermore, the system will help the staff finish their workload quickly to engage in other work as well.

1.2 Statement of the Problem

St. Alphonsus Mary de Liguori Parish Church have the following problems:

1. Management of requirement records is inefficient. It takes a significant amount time and effort to retrieve physical copies of requirement records. Because all documents are kept in file cabinets, it is difficult to retrieve a specific document or record.
2. Submission of requirements and tracking applicant progress are labor intensive as it is using manual method which is time-consuming and leads to data overload, complicating management and risking key information being overlooked.
3. Verification of vault ownership through manual cross-verification is labor-intensive as it requires manual location of the records which is laborious and slow as it requires scanning by hand one by one.

1.3 Objectives

A. Main Objective

InnoVentures aims to create an automated vault management system for the columbarium of St. Alphonsus Mary de Liguori parish church. The system will digitalize the church's process in their columbarium promoting efficiency.

B. Specific Objectives

1. Streamline the retrieval of requirement records and documents enabling quick and efficient access to records and documents.
2. Simplify submission process and tracking of applicant progress minimizing labor involved in management of applicant data
3. Enhance reliability and speed of vault ownership verification to minimize effort and errors.

1.4 Significance of the Project

Upon finishing the project, the client will greatly benefit, and their business processes will improve. Using user friendly interface and utilizing modern technologies, the business

processes of the client will be more efficient. This will alleviate the staffs' workload and reduces their struggle especially in retrieving and storing documents.

The staffs of the client who will be using the system may take a while to familiarize themselves but with the provided user manual, further usage of the system, and by InnoVentures ensuring to create a user-friendly interface, the staffs will learn how to use the system in no time.

Furthermore, the following roles will benefit from the project:

A. Staffs

For the staff, the vault management system will help them manage and finish tasks efficiently. The digitalized records and tracking system will give the staff consistency in terms of data. This will help the staffs ensure to avoid double sale of a single vault avoiding conflicts with customers. The system will also help them stay on track by updating them using the notification system of the project which will also help them in labelling or categorizing the customers based on their progress in requirements submissions.

B. Customers

The client's customers will greatly benefit form the project as well. In the system there is a feature which shows the needed requirements, a submission feature, required flow of steps in acquiring a columbarium and what is their current progress. This will help them be efficient in terms of requirements completion. There will also be a digital payment gateway in the system to help the customers give their donation efficiently by providing a platform which they can submit their requirements and at the same time donate.

C. Developers

Great benefit will also be enjoyed by the developers of this project. InnoVentures group members will learn more about how to better diagnose a problem in business processes and how to better create a solution. The developers will have the opportunity to be better in terms of developing, enhancing, and making the system more user friendly.

D. Future Developers

Aspiring developers will also be helped by this project by providing them a knowledge regarding on how to provide solution for the client and to improve their skills in terms of developing.

Sustainable Development Goals

The following SDG that bases the project are:

- SDG No. 8 accomplishing sustainable economic development by innovation of technology to provide employment and decent work.
- SDG No. 9 promoting modern technologies and efficient use of resources.

1.5 Scope and Limitations

Scope

The main scope of the project is to create a digital management system for St. Alphonsus Mary de Liguori Parish Church's columbarium. Also, to add a requirement tracker to streamline submission processes, notifying users of required submissions and tracking progress. Enable donors to upload requirements and giving them options on what to submit. Creating a more reachable, available, and faster finding of records would give benefits to the staff in managing records such as finding what are the available columbarium to be acquired by a donor, categorize requirements submitted, categorize donor by their submission progress, tracking donors' requirements such as examining what specific requirements the donor is still not submitting or what is the progress of requirements submission of a specific donor. To have an innovation in the project the team will add a digital payment gateway for efficient donation processing also a digital map for the columbarium that show where the columbarium is placed and so the applicants will also see every vaults position.

Limitation

The project will focus for now in the phase 2 of the columbarium as suggested by the client. The phase 1 can proceed only if the phase 2 of the columbarium are fully recorded in the system. Also, the developers will only input the data of the existing owners of vaults and not the future donors because this work would be on the staff as they have privileges in managing sensitive data of the donors. The group will only developed the mentioned features in the scope of the project.

II. Review of Related Literature / Systems

This chapter the developers discuss the literature and system that are related to our project vault management system. This system aims to streamline the management of vaults within, addressing challenges such as record-keeping, transaction monitoring, and overall efficiency.

2.1 Columbarium Management System

According to Miciano et al. [1] the columbarium management system is used for managing the records and transaction of the columbary, monitoring and recording the payments and downpayments of the proponent's client. A columbary is like mausoleum a private or public structure with a key difference that a columbary vault as the name suggests, hold urns that contain cremains. During pandemic proponent's clients experience to conduct weekly inurnment services to their columbarium, and because of this many of its parishioners invested to acquire a columbarium unit.

Columbarium management entails a variety of activities and procedures, including document storage, accounting, reservation, and purchasing, among others. A management information system is computerized database of financial information organized and programmed in such a way that it produces regular reports on operations for every level management in a company. It is usually also possible to obtain special reports from the system easily. It helps an institution to manage its business process such as the monitoring of transaction of people who avail the columbary [3].

2.2 Online Payment

The online payment is additional feature on our project so that guests don't have to go when paying at St. Alphonsus Mary de Liguori Parish. During the pandemic online payment has become popular because it's easy to use and easy to pay even when you are far away. Online payment has a provide secure and convenient options such as mobile wallet, credit card, and bank transfer. An online payment as defined by GlobalData [2], is fragmented due to the sheer number of participants involved in payment transactions but also due to the large number of payment options available to consumers. With the emergence of new technologies transforming the payments industry, long-established companies are investing heavily in new solutions through mergers and acquisitions (M&A).

According to Hassan et al. [3] where they discussed Electronic Payment Security. Electronic payment should be available only for authorized customers, and additionally, the details exchanged for the payment must only cover the authorized topics. The system must verify that it allows the user to make the requested transaction. The assets involved must be able to verify that everyone involved in the transaction may make the transaction. If authorization on information is not suitably offered to payment system, hackers can conveniently intercept the payment information of customers without mutual verification and additionally, they can control the

information. an electronic payment network needs accurate details. Integrity is connected to the believability of information resources. It is utilized to make sure that the information is precise enough for its needs. The information must be complete and authentic, making sure that information will not be replaced or maybe harmed during the transaction time or perhaps transmission time.

2.3 Incorporating Technology for Streamlined Operations

According to Alyssa [4] the case of cemetery and columbarium management, implementing technology not only leads to streamlining of operations, but also better use of space and facilities due to improved efficiency. One of the common technologies introduced in the context of cemetery and columbarium management is the use of cemetery management software, which is designed to help manage, record keeping, and mapping of space. Such digital solutions can be tailored to different needs and can be used to create a complete dataset of information to aid in the effective management and planning of the cemetery site. This approach also enhances transparency and accountability, as it ensures that all transactions and records are systematically documented and easily retrievable. Furthermore, the adoption of these technologies can significantly reduce human errors and administrative burdens, enabling staff to focus on providing better service to clients. Additionally, integrated systems can offer features such as automated notifications and reminders, ensuring timely updates and reducing the likelihood of missed or double-booked reservations.

2.4 Automated Notifications System in Columbarium

According to Chen & Lee [5**]** the integration of automated notification systems in columbarium management. These systems have helped with timely communication with clients and reduced the need for manual follow-ups. Automated notifications ensure that clients are informed about important updates, deadlines, and other critical information, improving overall efficiency and client satisfaction. By leveraging automated notifications, columbarium management not only increases operational efficiency but also fosters a more proactive and responsive approach to client interaction. Clients benefit from timely updates, ensuring they stay informed and engaged throughout the process, which ultimately enhances their satisfaction with the service provided. Furthermore, the reduction in manual follow-ups allows staff to allocate more time to higher-value tasks, such as personalized customer service and strategic planning, thereby optimizing resource allocation and improving overall service delivery.

2.5 Digital Record Keeping

According to Zettlemoyer [6] Digital records preserve this crucial information in a convenient format that can simplify a cemetery’s internal process and help prevent errors. web Cemeteries can convert your records from paper to digital to improve the experience for both your staff and the families in your care. Digital recordkeeping streamlines many aspects of your internal process, allowing staff to waste less time on data entry or paging through records and invest more time

into interacting with families. Having digital records dramatically simplifies the sales process as property and merchandise can be quickly searched for and added to a contract, and reports can be easily generated. Administrative staff in the office and maintenance staff in the field can access work orders immediately, and receive automatic notifications on their progress, improving turnaround time.

2.6 Synthesis

In this chapter, we have discussed into literature and systems relevant to our project, the Vault Management System for the St. Alphonsus Mary de Liguori Parish. Our goal is to streamline vault management processes, addressing challenges such as record-keeping, transaction monitoring, and overall efficiency within the St. Alphonsus Mary de Liguori Parish. By incorporating features that monitor adherence to established procedures and provide real-time tracking capabilities, the system promotes accountability and transparency throughout the entire columbarium process. By embracing innovative solutions, we can improve efficiency, transparency, and overall service delivery. Digital record-keeping further simplifies internal processes by converting paper records into accessible digital formats. This transition enhances staff efficiency is allows for quick property and merchandise searches, and ensures accurate, up-to-date records. Additionally, it improves the sales process and facilitates better interaction with families, contributing to a more organized and responsive columbarium management system.

III. Current Systems

3.1 Current System

The current system of St. Alphonsus Mary de Liguori in columbarium only consists of a process system that are done in a manual procedure. Notifying the church about a donor's intent of acquiring a vault is through letter and the signing of memorandum of agreement is done in the presence of both the donor and the parish priest. The records and documents submitted by the donor are stored physically. Accessing the records requires manual hand operation looking one by one through documents. The staff creates a chart of the crypt which states the vault number, holder of privilege, beneficiaries, amount of donation, receipt number, and date of donation.

3.2 Technical Background

St. Alphonsus Mary de Liguori only stores records physically and they do not use any digital tool for storing or managing these documents. The parish heavily depends on manual data input, physical storage of documents, and letter for receiving intents of acquiring privilege.

The following are the tools that the parish use are desktop which is used for creating charts of the vault, printer which is used for printing documents such as memorandum of agreement, and storing cabinet for storing records and documents signed and submitted by the donor. In software tools, the parish uses excel for creating chart of information in every vault.

3.3 List of Processes

Table 1 contains the list of current processes being performed by the clinic.

Table 1 Clinic Processes

Process ID	Process Name	Process Details
P001	Inquiring Phase	1. Applicant submits a letter of intent to the parish 2. Parish priest sends reply to the applicant 3. Reply will state schedule of when applicant may choose vault and pictorial design of new vaults 4. The terms and conditions for the privilege to use shall be attached as to the reply

P002	Choosing Phase	1. Applicant submits pictorial design indicating the preferred vault number 2. Parish approves location of vault
P003	Acquiring Phase	1. Applicant accomplishes requirements 2. Reservation form 3. Information data sheet 4. Complete contributions 5. Sign the memorandum of agreement 6. Executes deed of donation 7. Receive acknowledgment of donation and privilege to use vault form

3.4 Gap Analysis

Table 2 presents the SWOT analysis of the current clinic processes.

Table 2 SWOT Analysis

Strengths	**Weaknesses**
• The business process is well-defined and structured, with clear steps outlined for both applicants and parish staff, ensuring clarity and consistency in execution. • The inclusion of legal documents such as memorandums of agreement and deeds of donation ensures legal compliance and clarity of terms and conditions for both parties involved.	• Reliance on traditional communication methods such as letters may limit accessibility for some applicants, particularly those who prefer digital or online communication channels. • The process appears to rely heavily on manual handling of paperwork and documentation, which increases the risk of errors, inefficiencies, and delays in processing.
Opportunities	**Threats**
• There is an opportunity to digitize and automate certain aspects of the process, such as online application forms, electronic signatures, and automated notifications, to streamline and expedite processing. • Implementing user-friendly online portals or mobile applications can improve the overall experience for applicants, making	• Physical documents are prone to damage and loss. • Manual searching of documents are prone to human errors such as overlooking data.

it easier to navigate the process and access relevant information. • Introducing additional services or offerings, such as online information sessions or virtual tours of available vaults, can enrich the applicant experience and attract a broader audience. The clinic can notify the patients about their appointment status through the system or via SMS. • The clinic can monitor health trends and enable data analytics with digital records. • The clinic can have a digitalized and automated inventory system providing real-time tracking, allowing the clinic to be promptly aware of the stock levels and expiration dates of medical supplies.	

IV. Proposed Solution

4.1 Lean Canvas

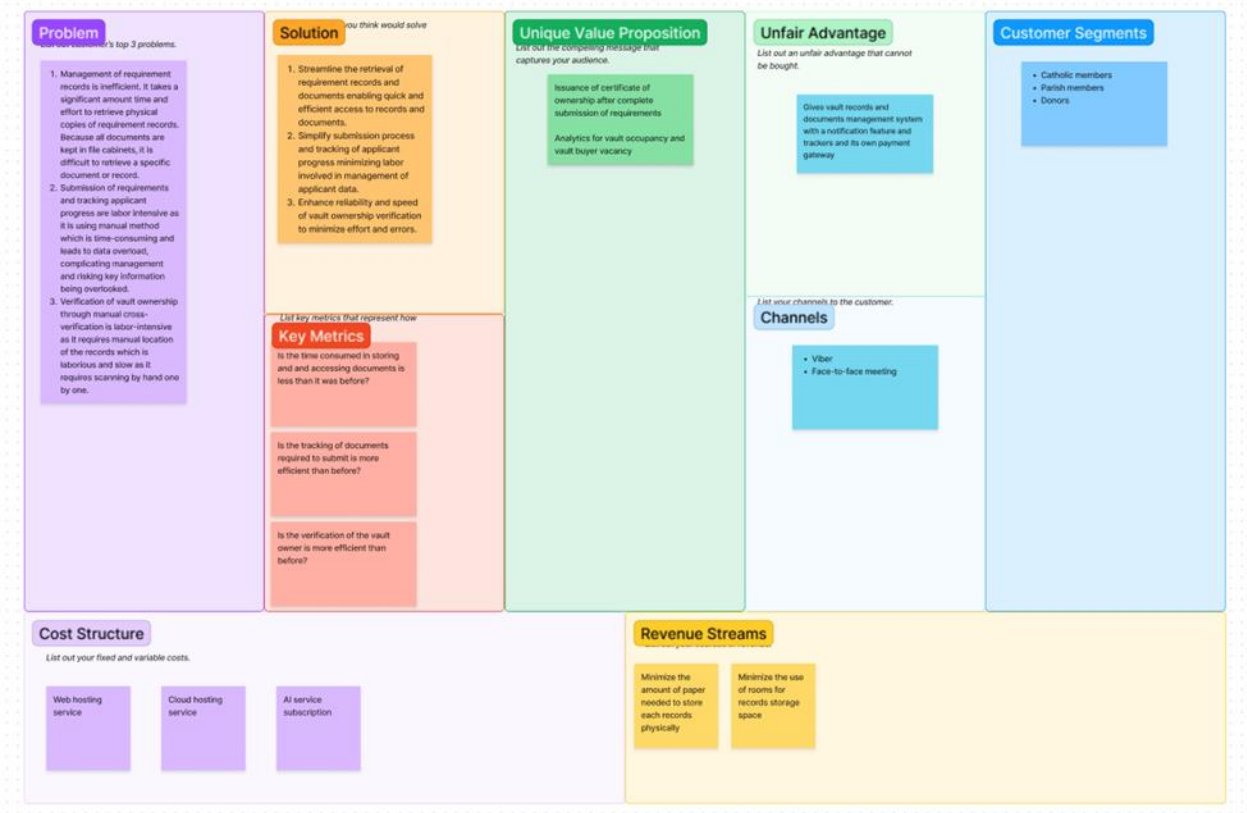


Figure 1 Lean Canvas

There are a few problems identified in the current process of the client. Records and documents coming from clients are still stored physically, due to its susceptibility to damage and loss, the manual retrieval of these documents have caused errors and delays. The current tracking of donor progress has led to data overload, has complicated management and risked information to be overlooked. The current tracking of vault ownership is inefficient and is prone to causing disputes if records and missing or mismanaged.

With the problems laid out, several solutions are suggested. By digitizing and creating a database system can retrieve documents efficiently. By implementing a requirement tracker, this can effectively streamline the submission process, notify users with their required submissions, and tracking the progress of the owned vaults. Users will also be able to upload their documents through the system reducing the hassle of submitting documents to the parish directly. Lastly, adding a digital payment gateway can conveniently allow users to send their donations.

The system will be assessed whether it is functional or not by comparing if the time consumed in storing and accessing documents have a significant difference to the previous process. Checking the efficiency of the tracking of submitted requirements and the efficiency of verifying the vault owners compared to the previous process will also be a key metric.

The unique value proposition of the system is the issuance of certificate of ownership after complete submission of requirements and it will have analytics for vault occupancy and vault buyer vacancy. cannot be easily copied or bought the unfair advantage of the project is that it gives vault records and documents management system with a notification feature and trackers and its own payment gateway. The channels or how clients will be reached includes Viber and face-to-face meetings.

Catholics, parish members and donors are going to be the customer segments. Fixed and variable costs needed to have the system functioning are web hosting services, cloud hosting services and AI service subscriptions. The system is not mainly created to generate revenue for the client but to improve efficiency in handling documents. Having the amount of paper needed to store each record physically and the use of rooms for records storage space minimized are to be considered as the revenue streams.

4.2 Product Vision

For	St. Alphonsus Mary de Liguori Parish
Who	Needs an efficient and reliable vault record management system to prevent conflicts and streamline the process of storing and accessing documents.
The	is a efficient record keeping
That	Provides alert features for conflict notification, alternative online payment methods, interface to input information before getting privilege to upload other documents or certificate and internet-based interface for remote access.
Unlike	Competing record management systems which are not tailored to the specific need of the parish
Our Product	Offers a secure, and user-friendly platform tailored to the specific needs of St. Alphonsus Mary de Liguori Parish, ensuring accurate and accessible all vault records.

Table 3: Product Vision

4.3 Technology Specifications

To develop and implement the proposed system for St. Alphonsus Mary de Liguori Parish, we to consider several components such as hardware, software, peopleware, and network. Each of these elements plays a critical role in ensuring the system functions effectively and efficiently. Our hardware for this project laptop or desktop to necessary for data entry, system management, and admin tasks. The staff will be equipped with a computer to access the system. Another hardware is servers, to host the database and application, ensuring reliable access and data. Our software specification is database management system such as MySQL or PostgreSQL to store and manage all vault records securely and efficiently. Other software is online payment gateway, integration with services like paynamics to facilitate digital payments. Our peopleware is clerk, responsible for managing and maintaining the hardware and software components, ensuring

system uptime and performance. To assist users with any issues they encounter while using the system, ensuring smooth operation and user satisfaction. For the network specification is internet connectivity, to reliable and high-speed internet connection to enable online transactions, remote access, and communication with clients and stakeholders. By Integrating these technologies specification, we can reliable system that meets the needs of St. Alphonsus Mary de Liguori Parish. This approach will address current challenges such as double sales, damaged or incomplete records, and the lack of a digital payment method, enhancing the management and planning of the vault management system.

4.4 Feasibility

4.4.1 Technical Feasibility

The project only requires a device, such as smartphones, laptops or computers with a web browser and has internet access. No additional hardware is needed, making the project technically feasible and easily accessible to all users.

4.4.2 Operational Feasibility

The project will be as user-friendly as possible to minimize the need for extensive user training, this way it will be less complicated for them to navigate our project website.

4.4.3 Economic Feasibility

The client will need to hire for additional support staff but will not need extra hardware to run the product as the website is internet-based and accessible from any location by the admin. Because this project is being developed for academic purposes, there will be no cost or payment that will be needed to develop the project. However, there will be a cost associated with purchasing a domain once the project is completed.

4.4.4 Schedule Feasibility

Our schedule feasibility is based on the project roadmap and the release plan included in this project paper.

V. Requirements Analysis

5.1 User Stories

Table 3 presents the user stories for the clinic system.

Table 3 User Stories

ID	As a …	I want to be able to…	So that…	Priority
1	Applicant	submit intent of acquiring vault and inquiries	I can be able to do the needed process in acquiring a vault	Must
2	Applicant	View vault information	I can know which vault I want by knowing information such as the location and price	Must
3	Applicant	submit requirements	I no longer need to go to the parish to pass files or documents and when I incomplete a document	Must
4	Applicant	monitor progress	I know which documents must be ready to be submitted	Must
5	Applicant	Make donation	I can give the donation required to get the vault	Must
6	Clerk/Admin	to reply to intents of acquiring vaults and inquiries from applicants	I can know and process who are the applicants that wants to acquire a vault	Must

7	Clerk/Admin	to manage vault information	I can track of vault status and availability and keep the records up to date	Must
8	Clerk/Admin	to receive and manage documents from applicants	I can record and store the documents submitted by the applicant	Must
9	Clerk/Admin	Monitor applicants' progress	I can know who are the applicant that can now be issued a vault	Must
10	Clerk/Admin	To receive donation	I can get the donation from applicant required before proceed in giving the vault	Must

5.2 Use Case Diagram

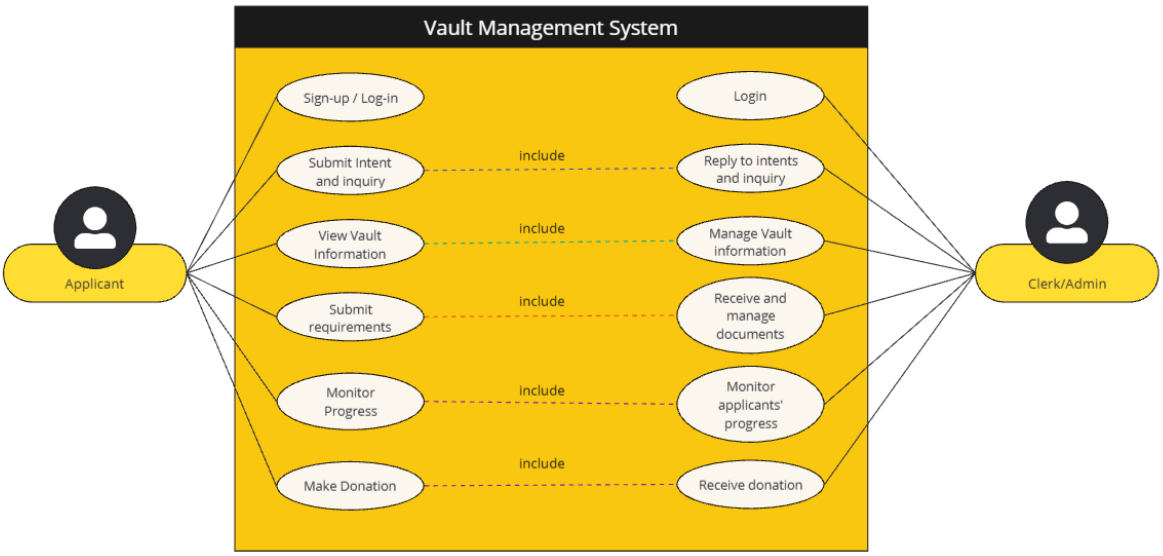


Figure 2 Use Case Diagram

5.3 User Classes and Characteristics

Table 4 User Classes and Characteristics

Roles	Description
Customer	Who access the system for information and processing requirements in acquiring a vault
Clerk	Responsible for managing records, verify the documents, replying to intents and inquiries

5.4 Prototype

For Customer:

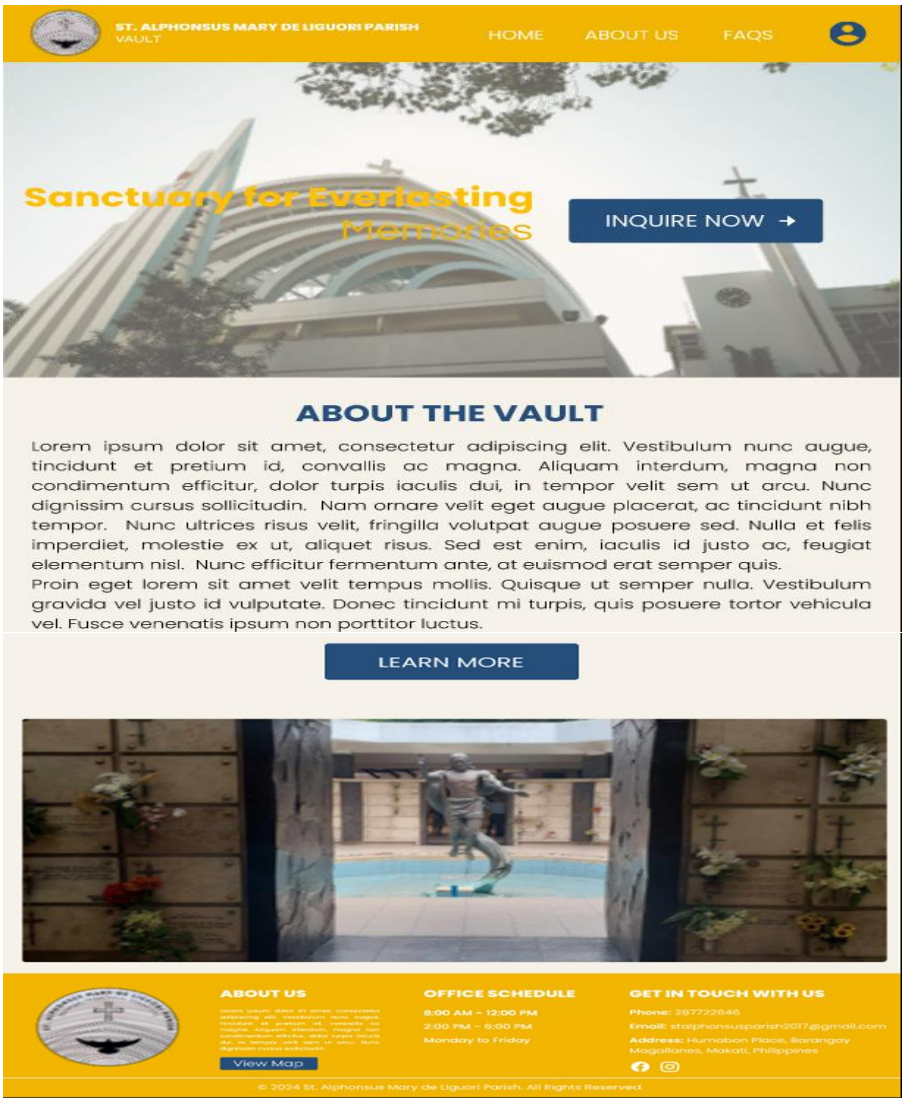


Figure 3: Home Page / Landing Page

Figure 3 is the home page or landing page of the system. The customer is welcomed with the about in vault and picture of the vault in the parish. There is a navigation menu such as HOME, ABOUT US, and FAQS. There are three buttons such as inquire now, learn more about the vault and last for the map.

Figure 4: About Us Page

Figure 4 this is connected to the home page of the system. This is another information of the vault and there are vision and mission of the parish. This page is designed to give customers a comprehensive overview of the vault's purpose, vision, and mission, ensuring transparency and clarity about our objectives and values.

Figure 5: FAQs Page

Figure 5 is connected to the home page; this page is designed to provide customers with clear answers to common questions about the St. Alphonsus Mary de Liguori Parish Vault. This page aims to address common questions and provide clear, concise information to help users understand the processes, requirements, and benefits of our vault services.

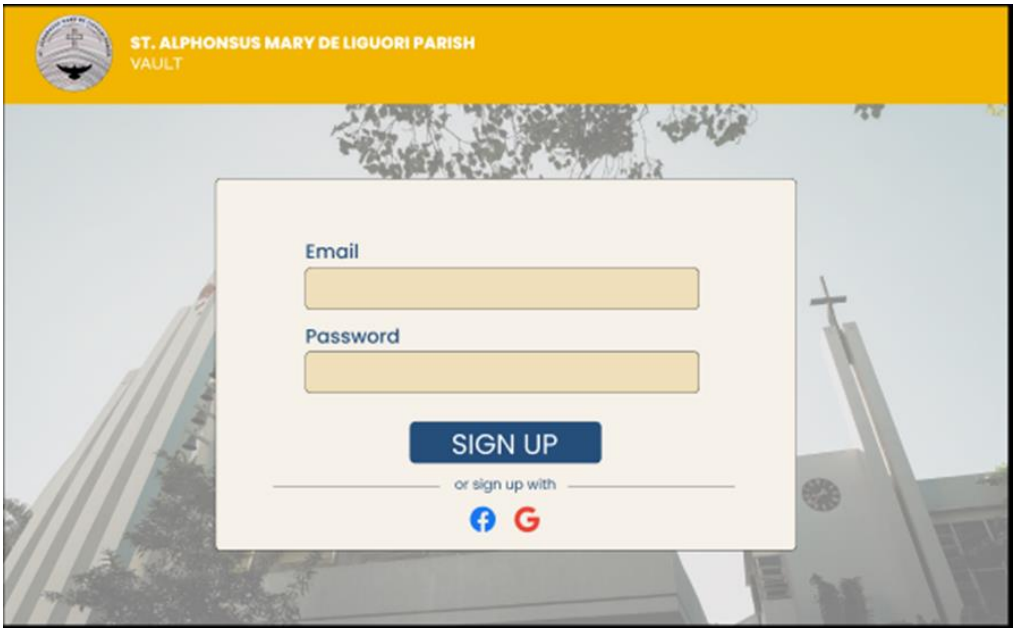


Figure 6: Sign Up Page

Figure 6 this a creating account when customers want to inquire in the parish is needed to sign up for account to access all in the system. Customers there are to choices to connect account in Facebook or Google.

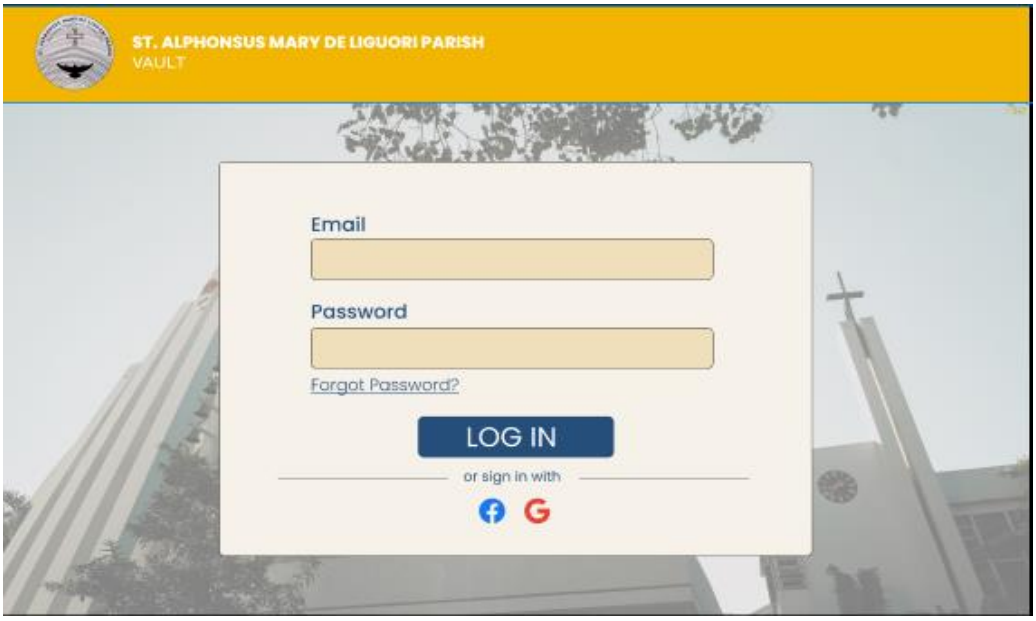


Figure 7: Log In Page

Figure 7 this a log-in page of the system, after customer create account or sign-in with Facebook or Google. This log-in page is to secure the customer details and to access all in the system.

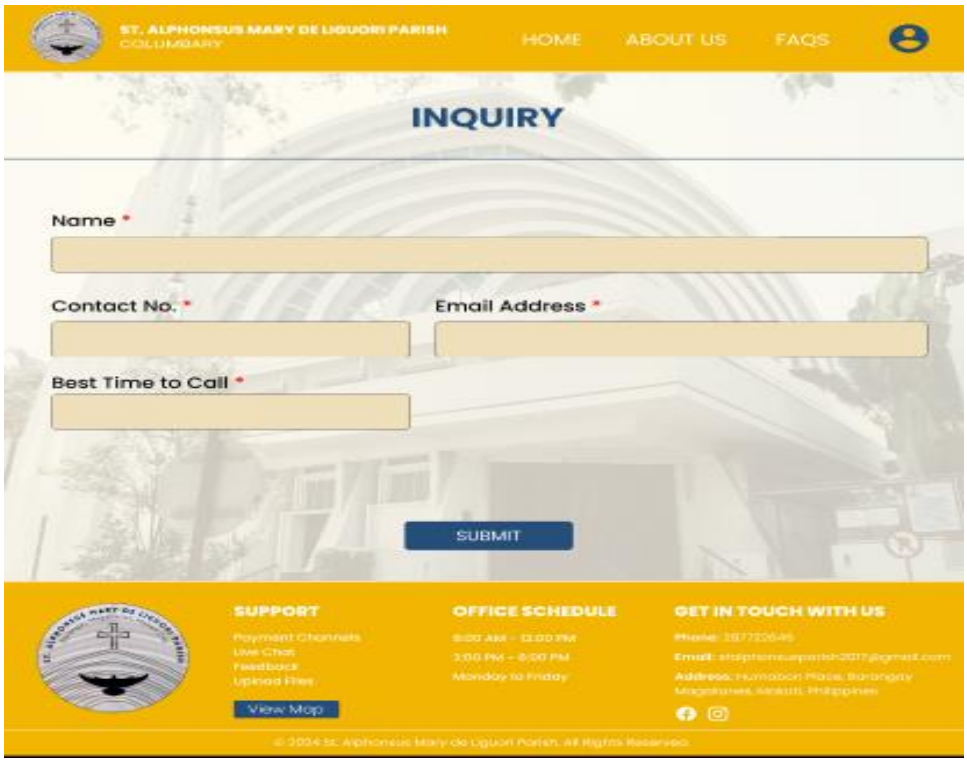


Figure 8: Inquiry Page

Figure 8 is an inquiry page this a connected to home page because this page is a form. Once customer want to inquire in the parish vault is needed to answer this form.

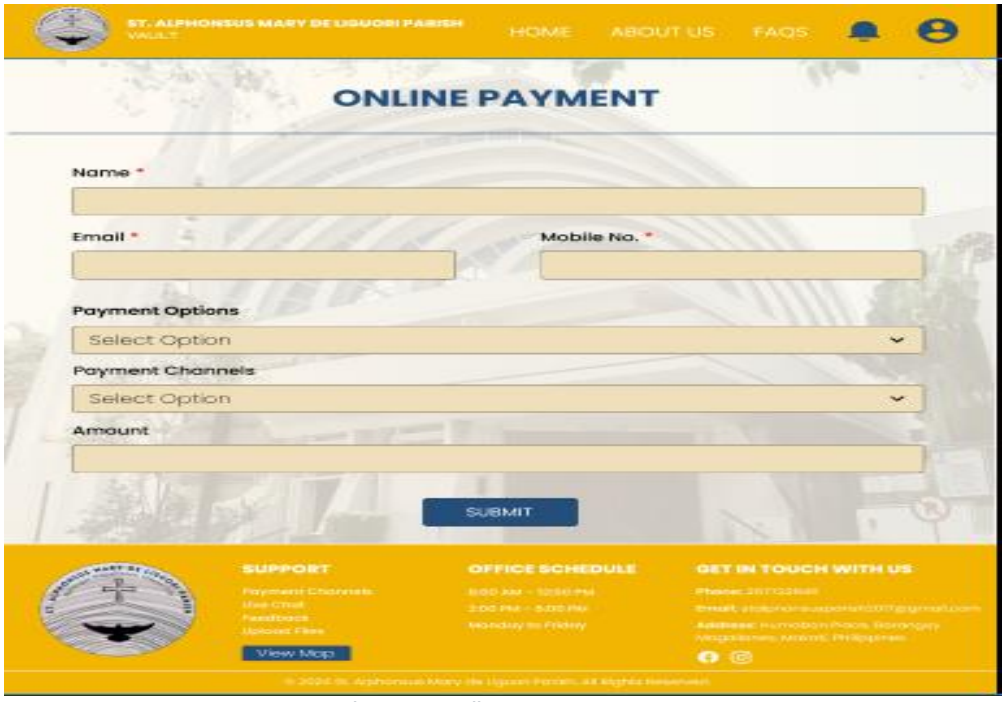


Figure 9: Online Payment Page

Figure 9 is the online payment in the system, this online payment page their payment options such as Credit/Debit card, wallet and over the counter. This online payment is for customer who want to by vault or there are to pay in the parish.

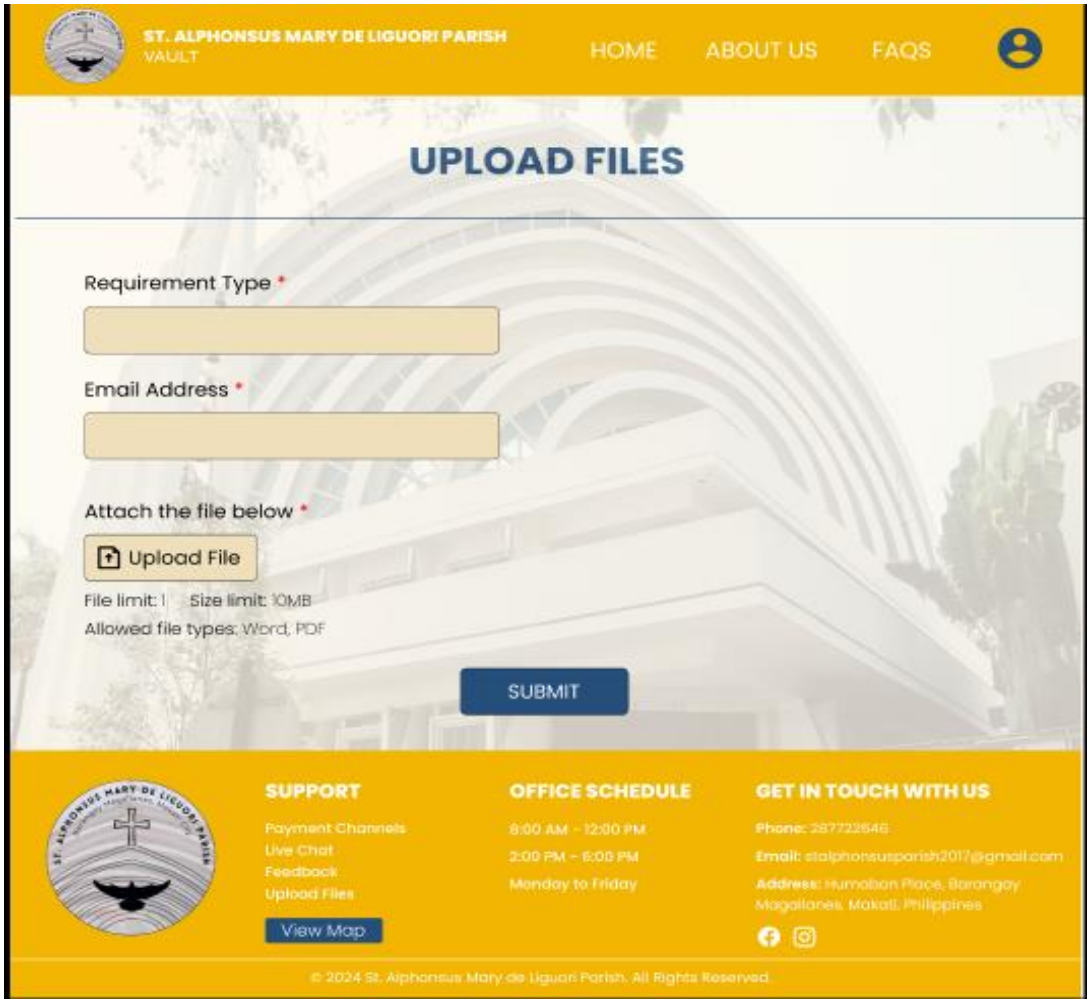


Figure 10: Upload File Page

Figure 10 shows the upload files for customer. Customer can upload requirements for the vault slot and for the agreement between customers and parish but the files there are available file type which is word and pdf.

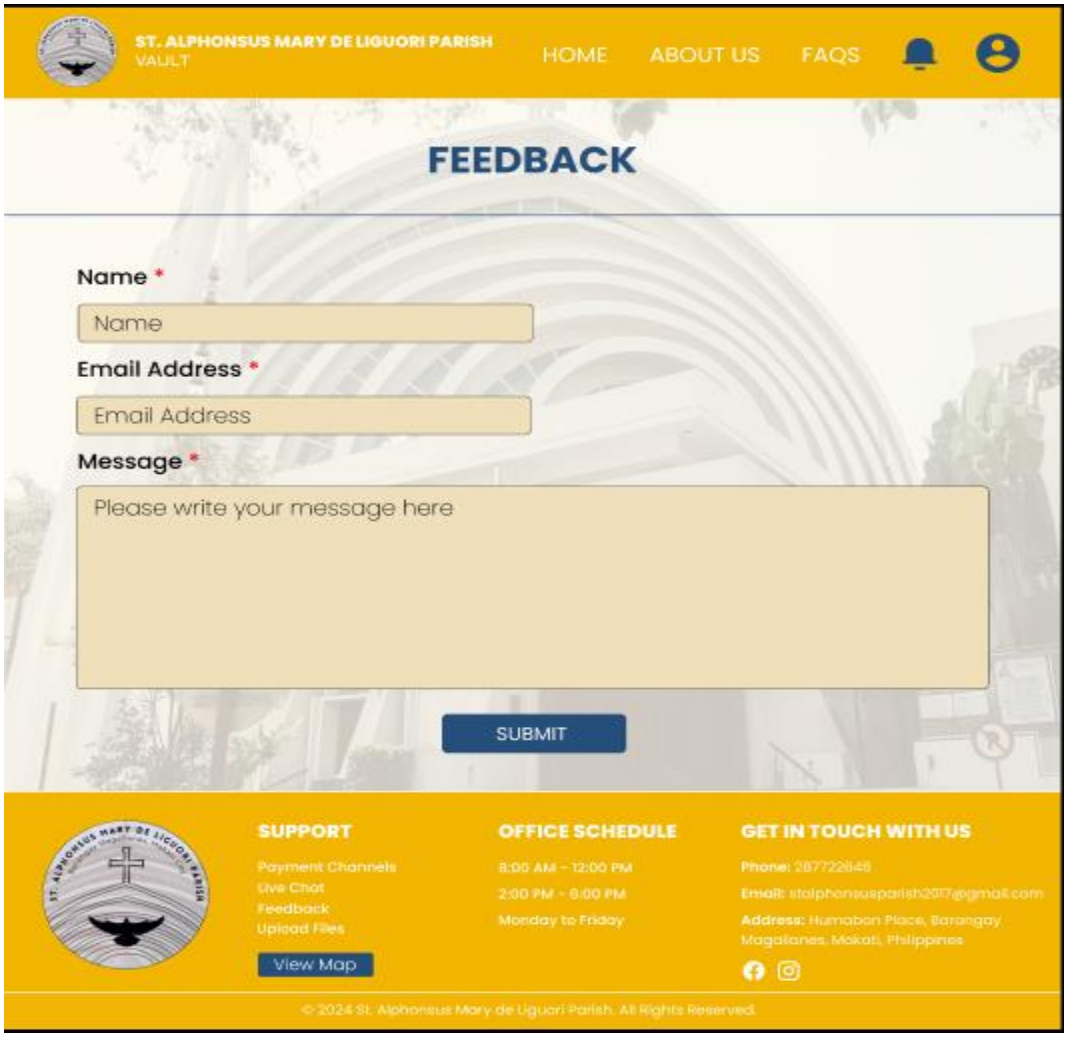


Figure 11: Feedback Page

Figure 11 is shows feedback page provides customer with a simple and clear way to give their input, ensuring their voice is heard and their suggestions can help improve the services offered by the St. Alphonsus Mary de Liguori Parish Vault.

For Admin

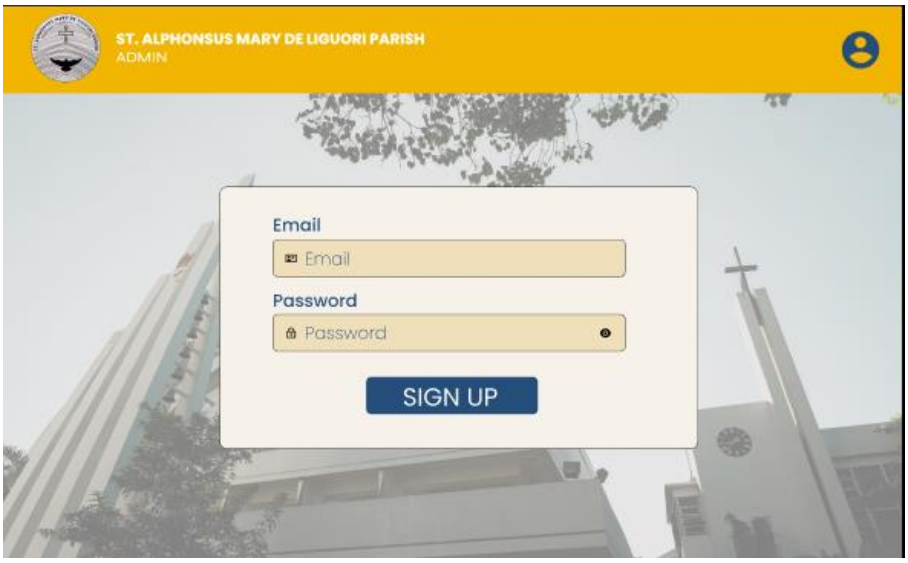


Figure 12: Sign Up Page (Admin)

Figure 12 is the sign-up page for admin to creating account for this system and to access all the system after admin creating account. This sign-up page for admin is to secure all information in the system.

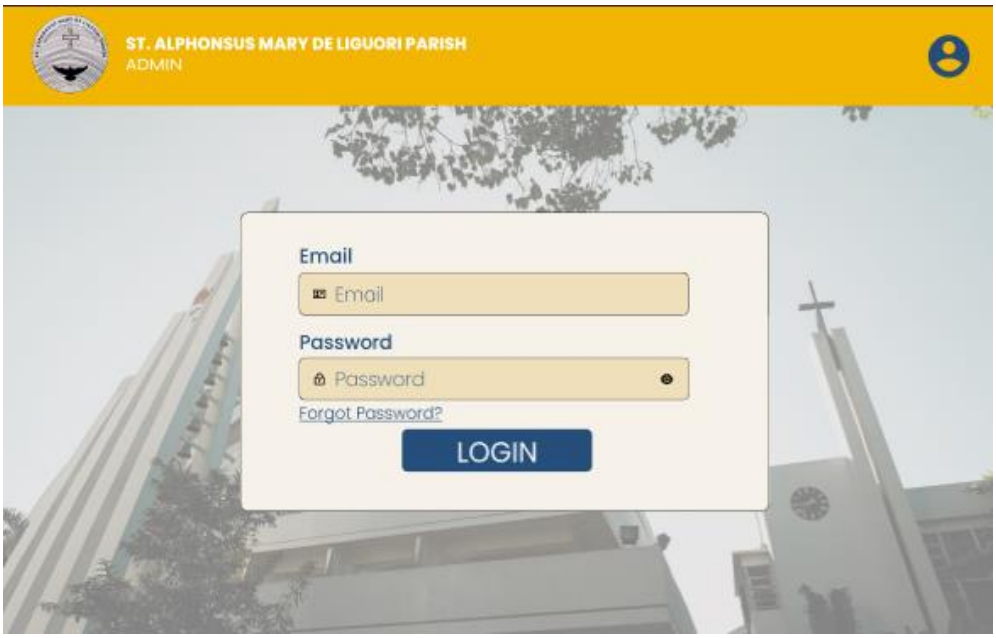


Figure 13: Log In Page (Admin)

Figure 13 is log-in page for admin after creating account admin can log in account to access all functions for admin.

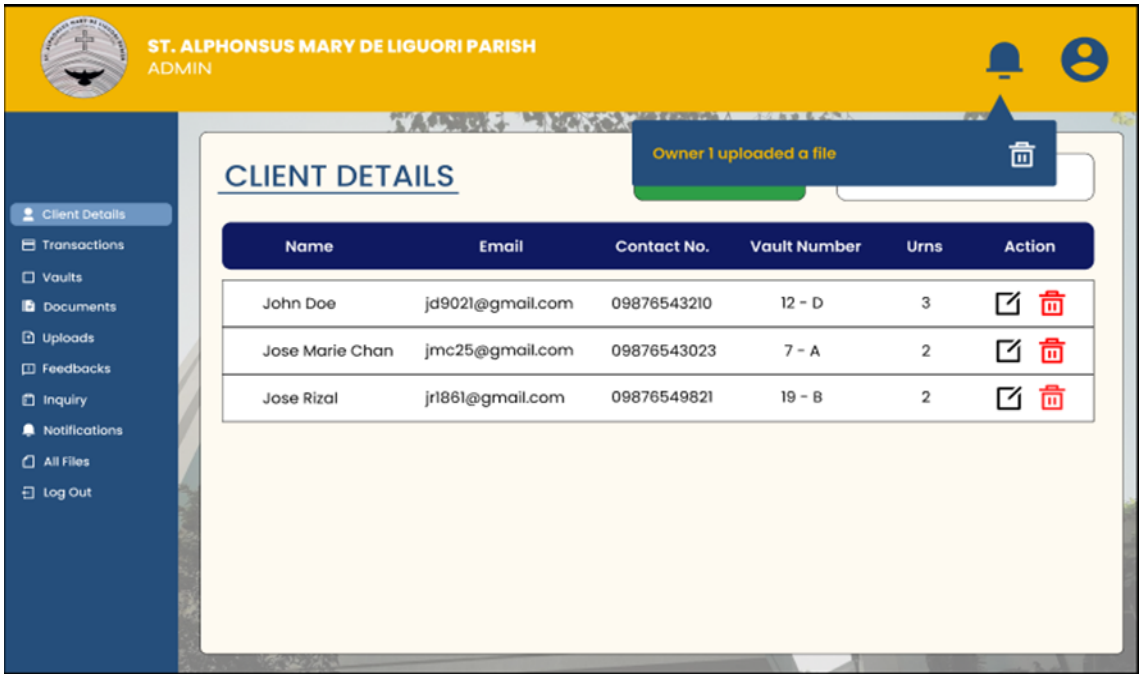


Figure 14: Client Details Page (Admin)

Figure 14 shows a client details or client information. This page after customer fill-up the form and after payment, admin can add the details or information based on what the customer put in the form. There is also a notification on this page if someone has uploaded a file.

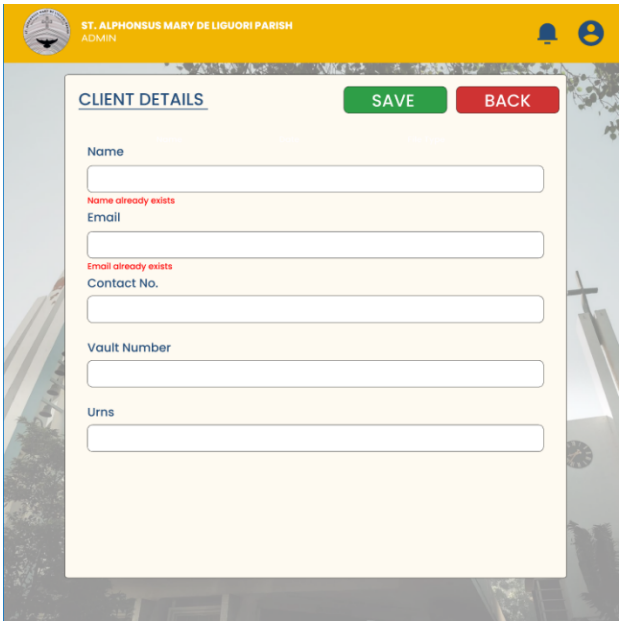


Figure 15: Add Client Details (Admin)

Figure 15 is adding owner or can edit owner information this page. This page is connected to the Client details page because there is the button at the top for adding owner's details. This page there is a red message because this an error and to avoid double.

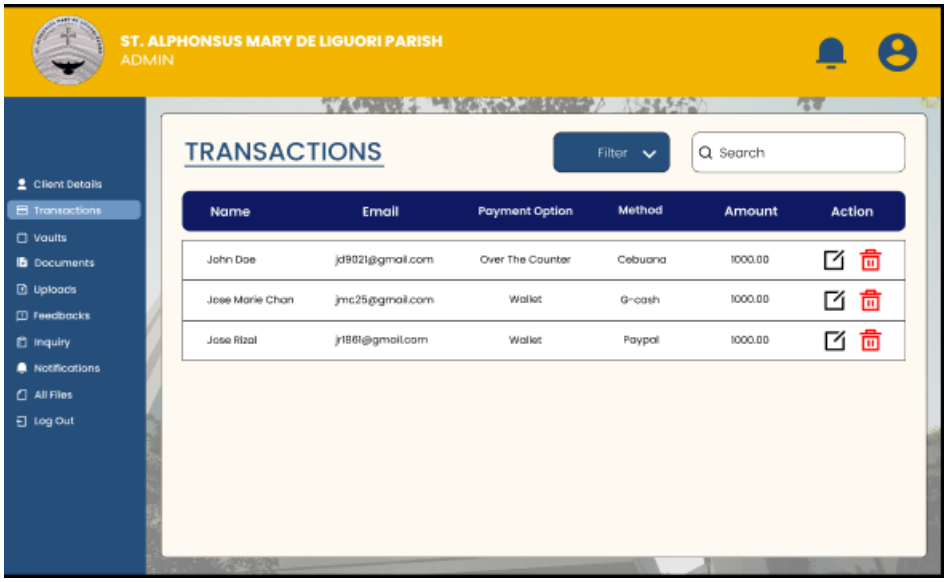


Figure 16: Transaction Page (Admin)

Figure 16 show transaction page and information from customer. This page after customer pays, the admin can see here the customer info and how much was paid and what was used to pay.

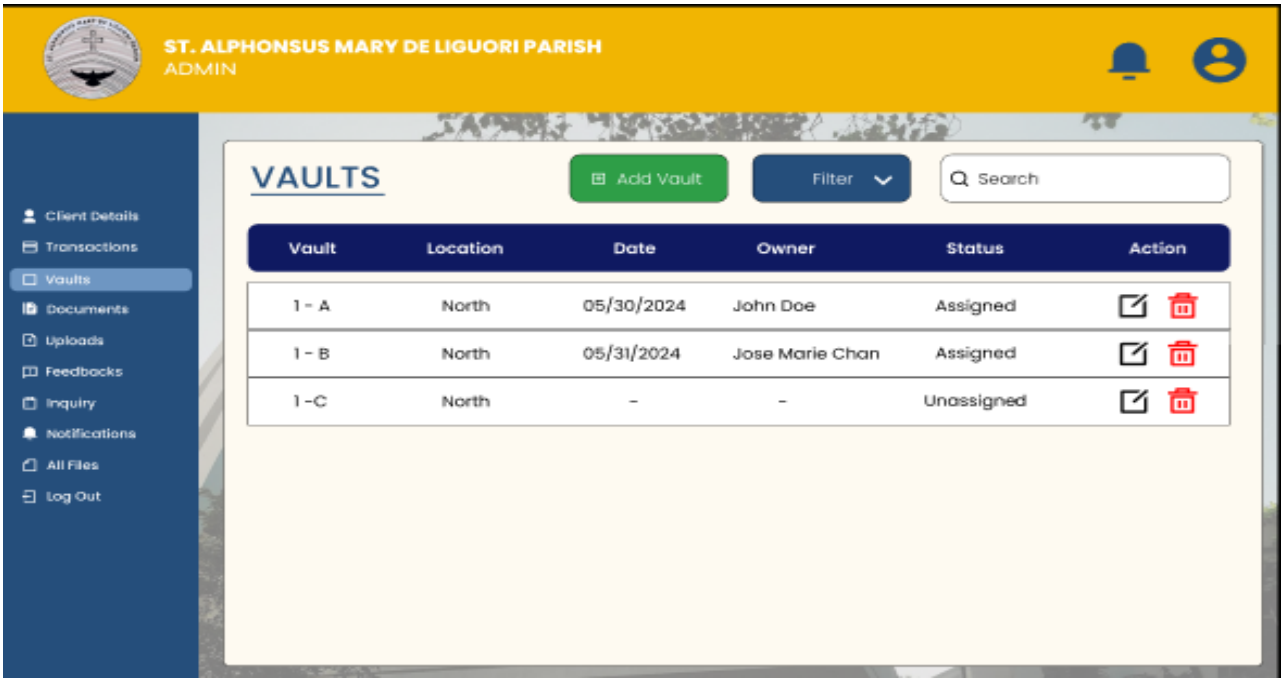


Figure 17: Vaults Page (Admin)

Figure 17 this is vault page here the admin can see the letter of the vault, location, date when it was taken, who owns it, status if it is still available or not and action can be delete or edit by the admin if something wrong.

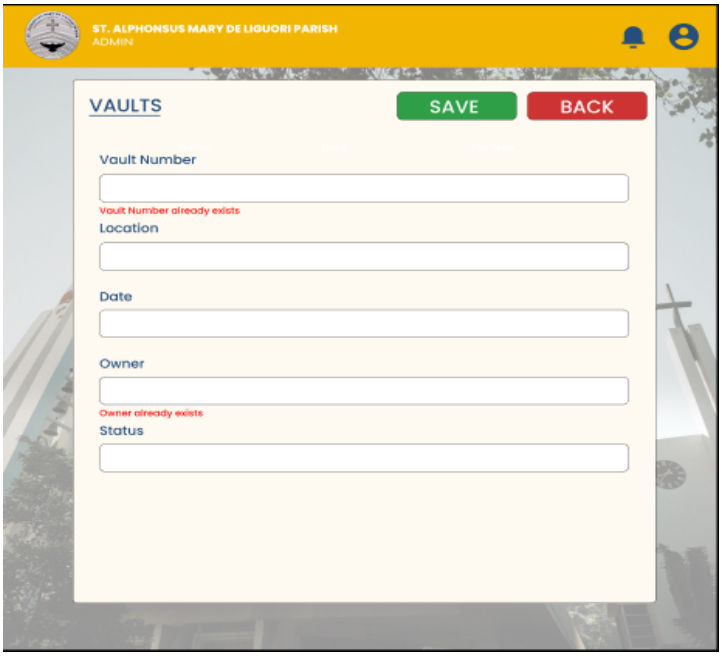


Figure 18: Adding Vaults Page (Admin)

Figure 18 is adding vaults owner and locate the customer if where still available of vault. This page can add or edit after customer pays for the vault space. This page is connected to the vault page because there is a button at the top which is add vault.

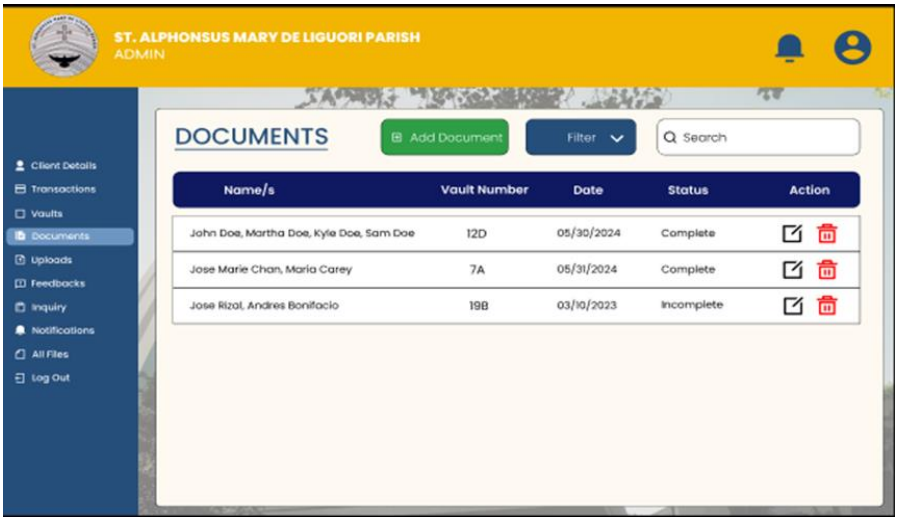


Figure 19: Documents Page (Admin)

Figure 19 here the admin can see the status of the owner's document, whether it is complete or not, so that the admin can also immediately know who else is incomplete.

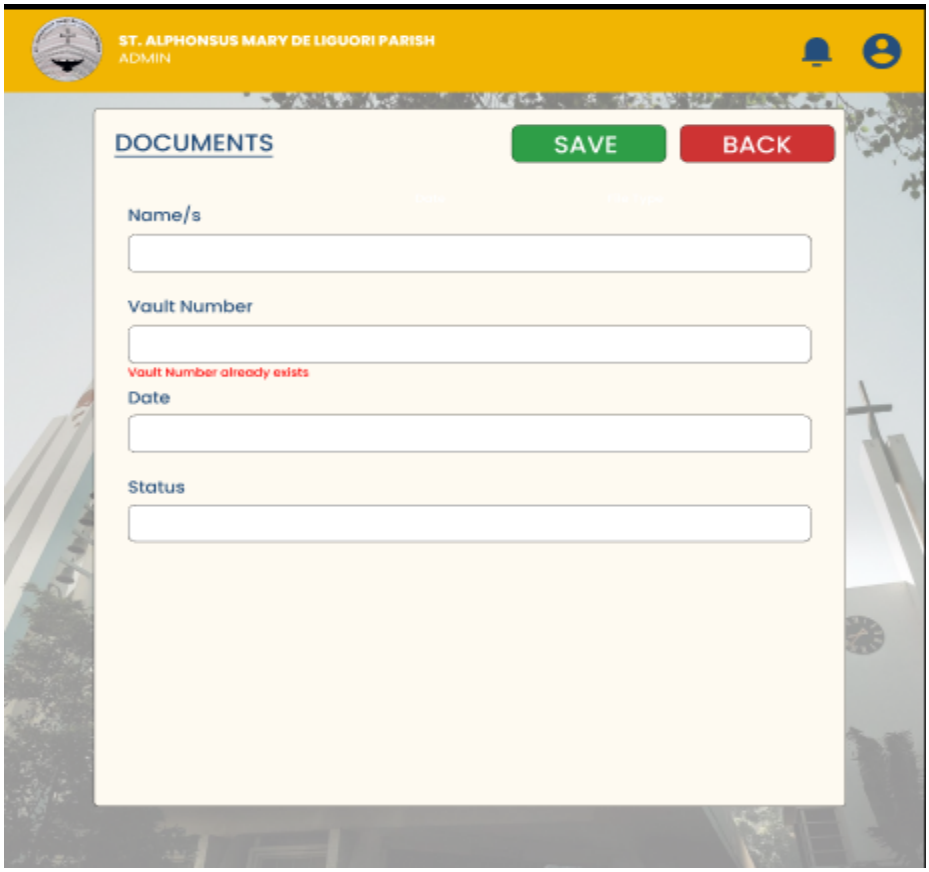


Figure 20: Add Documents Page (Admin)

Figure 20 is adding documents page this page is connected to the documents page because there is a button at the top which is add documents. This page the admin will add owners who have already submitted documents and paid.

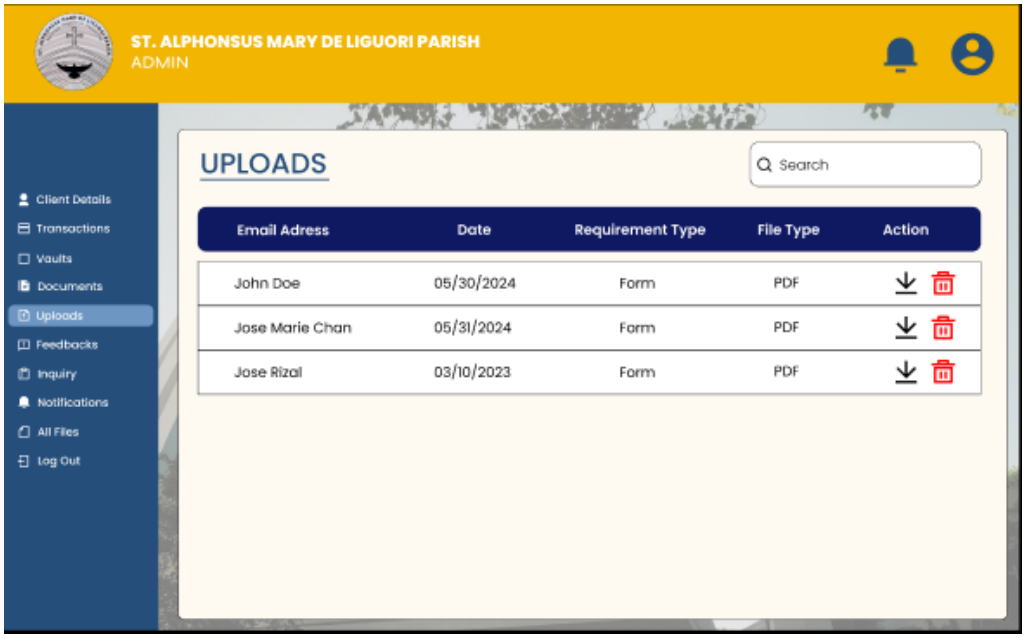


Figure 21: Uploads Page (Admin)

Figure 21 here the admin can see what the uploaded files of the owners are and can also delete the file if the wrong uploaded.

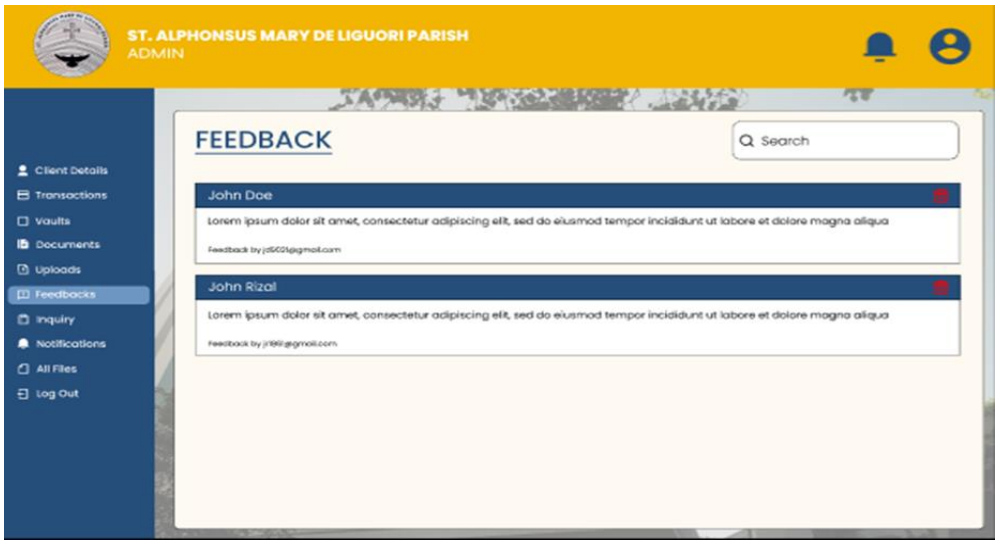


Figure 22: Feedback Page (Admin)

Figure 22 here admin can see the feedback of customers and if there is bad feedback admin can delete it. The feedback form for customers is in figure 12.

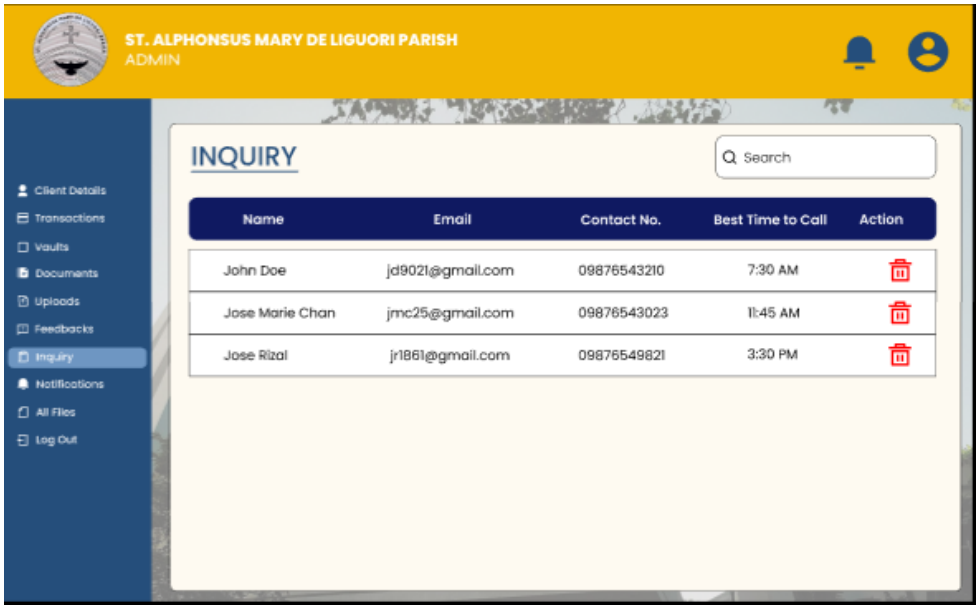


Figure 23: Inquiry Page (Admin)

Figure 23 here the admin can see who wants to inquire in the parish and the admin can also contact if the customer wants to visit in the parish.

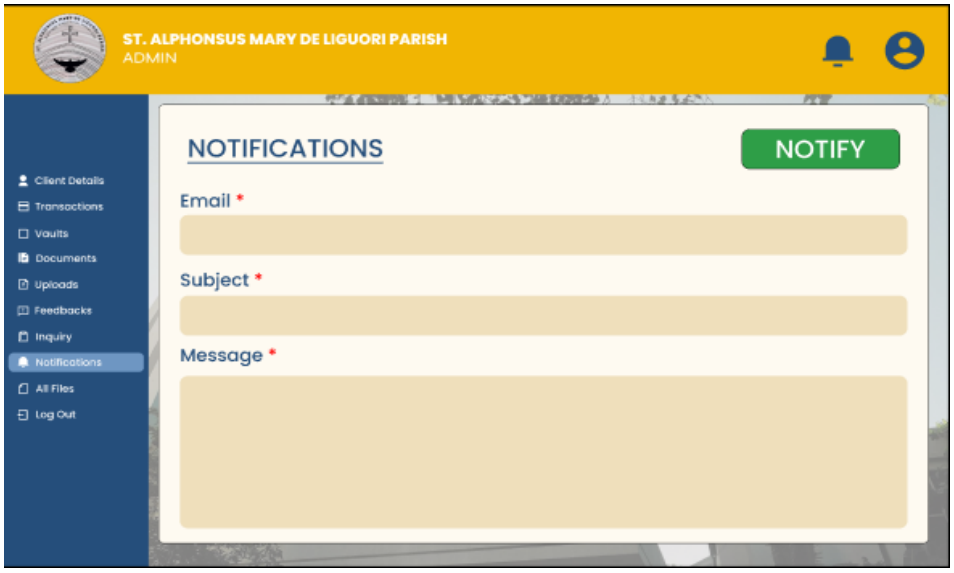


Figure 24: Notification Page (Admin)

Figure 24 this notification in the system is if the admin wants to update the customers like the uploaded documents are wrong or approved or there is a vault number and other messages that can be sent to the customers.

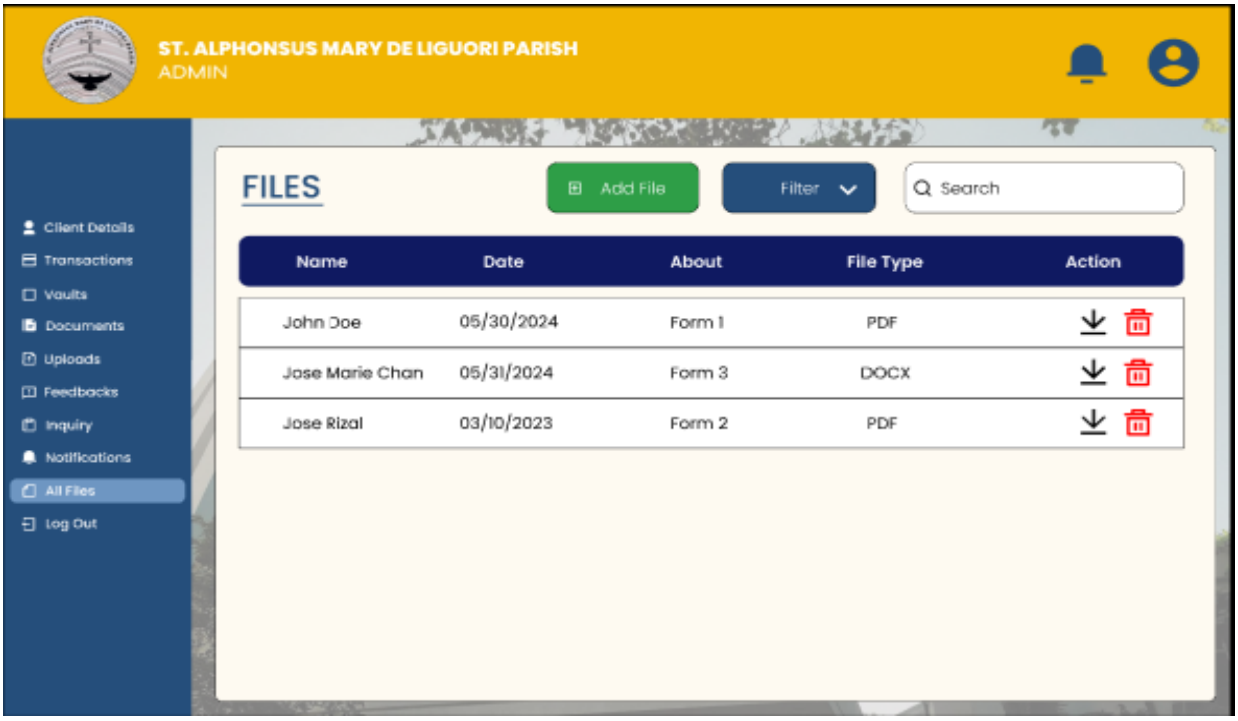


Figure 25: Files Page (Admin)

Figure 25 this page admin can save new files or old files sent by customers. Here on this page admin can also delete files with double to avoid conflict.

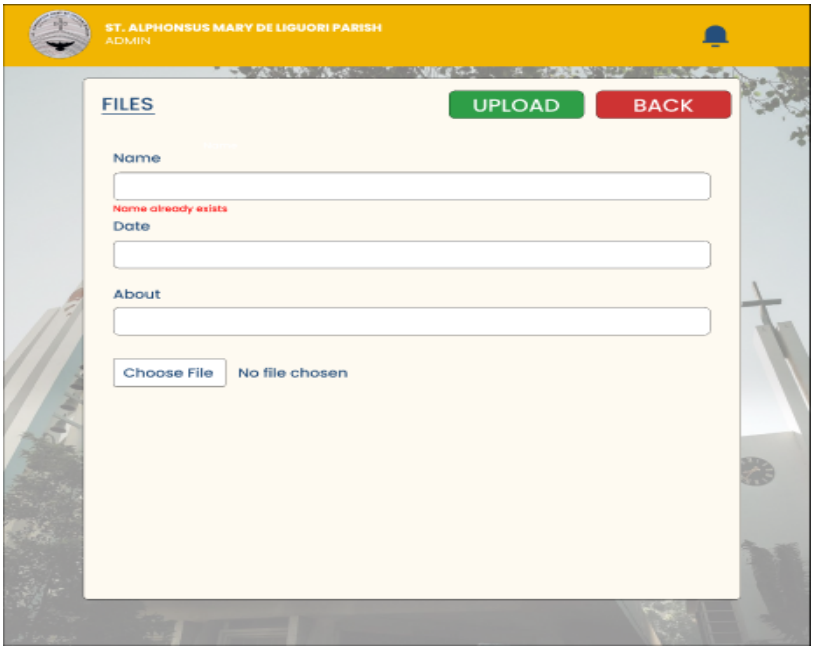


Figure 26: Add Files Page (Admin)

Figure 26 this page admin will upload new or old files because this is connected to the figure 27 files page because there is a button at the top which is add files.

5.5 Release Plan

The release plan for our proposed system outlines the key milestones, deliverables, and timelines for each phase of the project.

Target Group: St. Alphonsus Mary De Liguori Parish

Our Goal: To develop a system to manage and track the record of vault and to digitize all documents for reduce the conflict of vault in the St. Alphonsus Mary De Ligouri Parish.

Needs: A system to prevent a double sale, manage the damage records, and ensure the record is accurate

Value: This system will help St. Alphonsus Mary De Liguori Parish to prevent a conflict, streamline the management of vaults, and improve the record accuracy and accessibility.

Key features: User login, Online Payment, Alert Notification, Upload System.

Release Plan

Release 1

- Document
- Prototype

Release 2

- Front-end development
- Database Back-end development

Release 3

- Test all the functionalities
- Deploy the system

References

[1] C. D. Miciano, F. Saavedra, S. Torres, and D. Pela, April 2020. “Columbarium Management System with Virtual Tour for St. Martin De Porres Parish Bacoor City, Cavite.” [Online]. Available: https://www.scribd.com/document/580290571/Columbary-Management-System-with-Virtual-Tour. [Accessed 5 June 2024].

[2] GlobalData, 21 October 2021. “Online Payments Thematic Research.” [Online]. Available: https://www.globaldata.com/store/report/online-payments-theme-analysis/. [Accessed 2 June 2024].

[3] Md. A. Hassan, Z. Shukur, M. K. Hasan, and A. S. Al-Khaleefa, 12 August 2020. “A Review on Electronic Payment Security.” [Online]. Available: https://doi.org/10.3390/sym12081344. [Accessed 3 June 2024].

[4] Alyssa, 25 September 2023. “Columbarium Space Management and Columbarium Design.” [Online]. Available: https://singaporenirvana.com/columbarium-space-management-and-capacity-challenges/. [Accessed 5 June 2024].

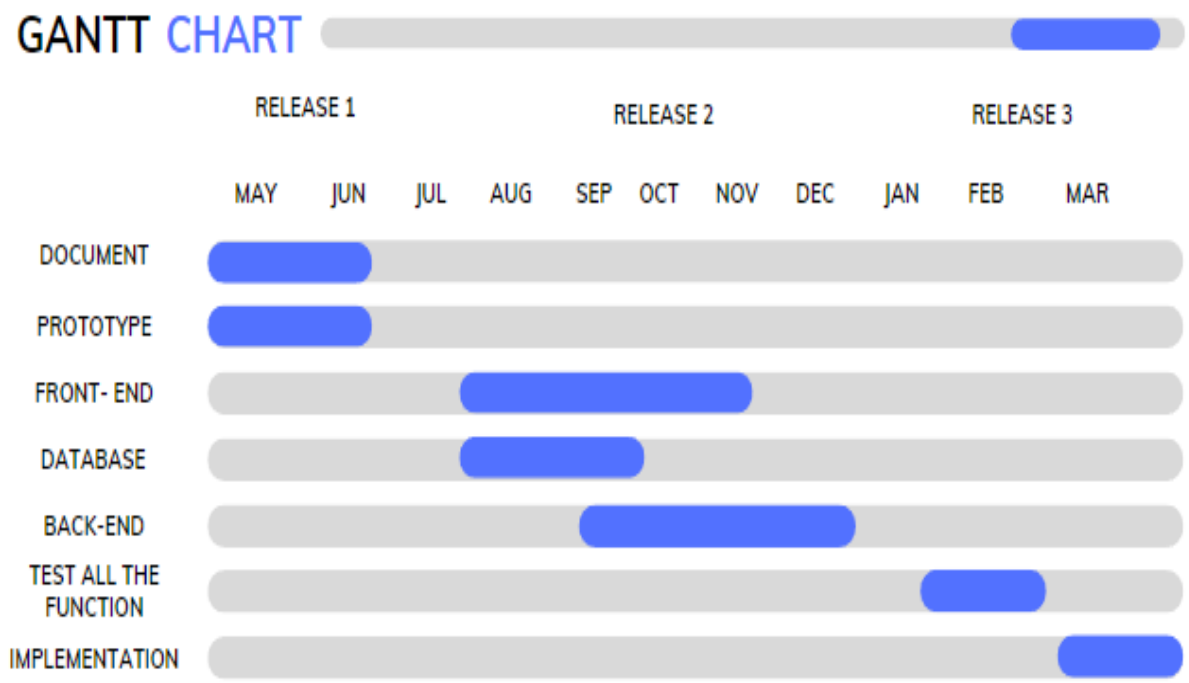
[5] Chen, Y., and Lee, M. “Implementing Automated Notification Systems in Columbarium Management." *Asian Journal of Memorial Practices*, 10(2), 78-89, 2020.

Appendices

Appendix A: Project Vision

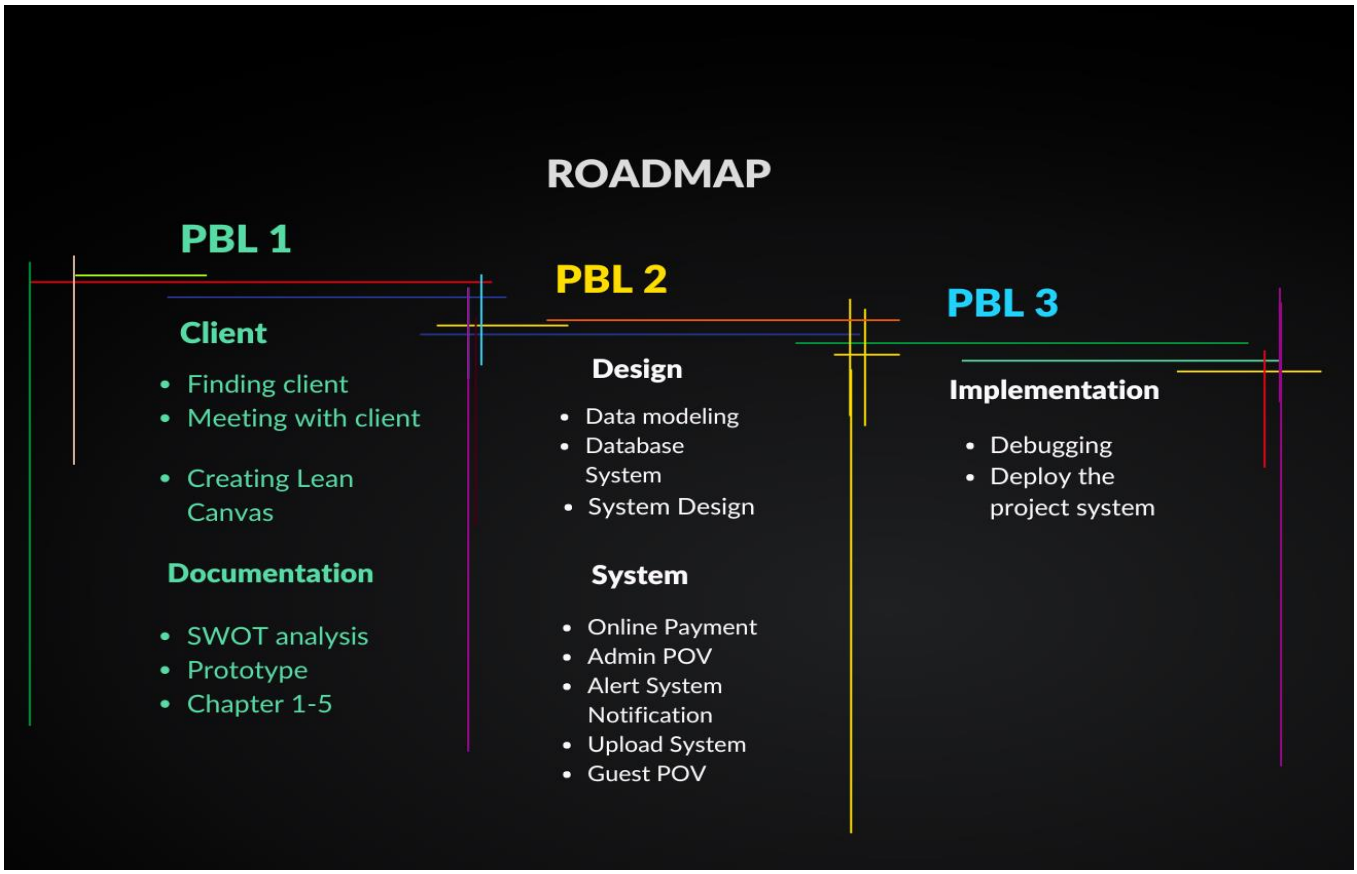
Our vision is a transformative initiative aimed at revolutionizing the management of vault records within St. Alphonsus Mary de Ligouri Parish. With the help of this project, the current paper record will be replaced with a digital version that guarantees efficiency, accuracy, and security.

Appendix B: Schedule/Release Plan



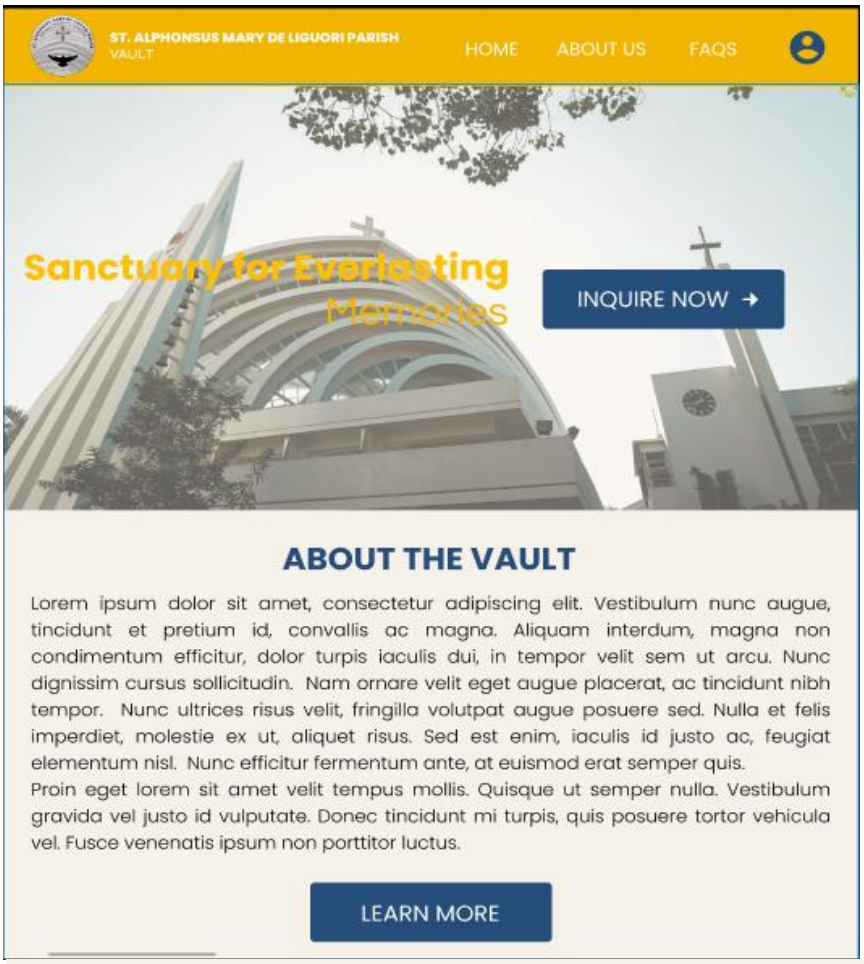
Appendix C: Product Roadmap

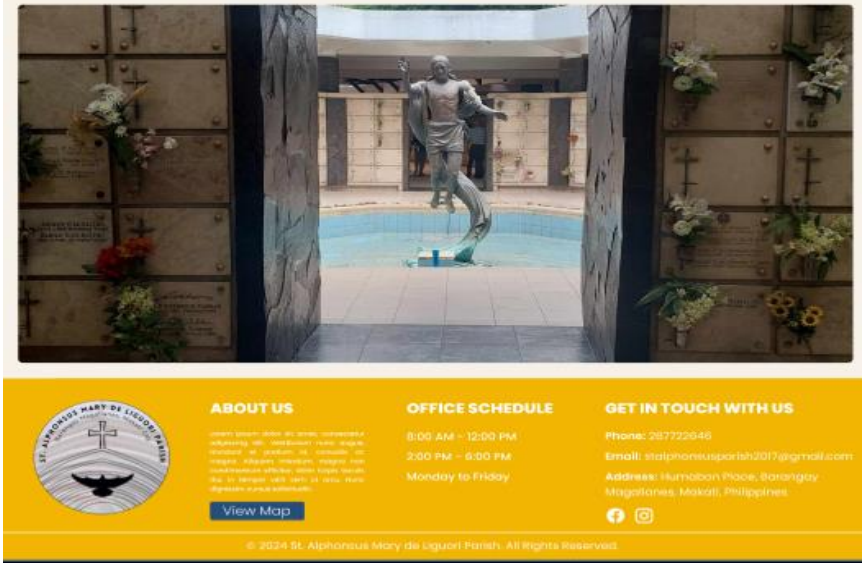
Vault Management System



Appendix D: Users' Manual

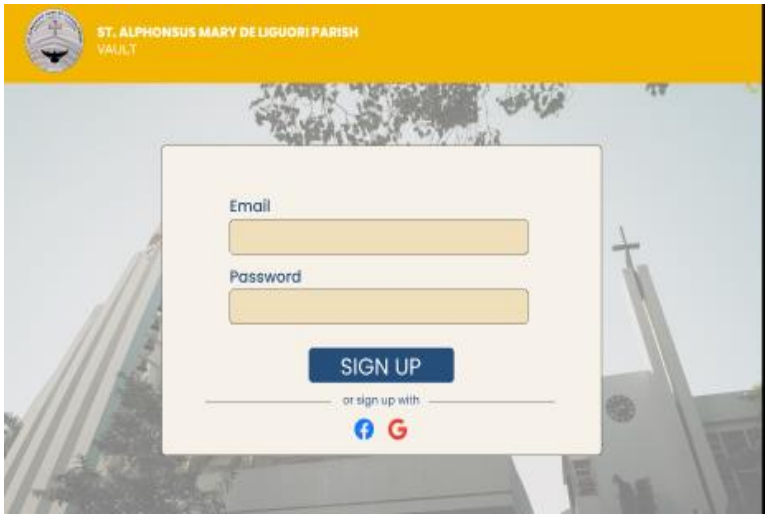
For Customer:





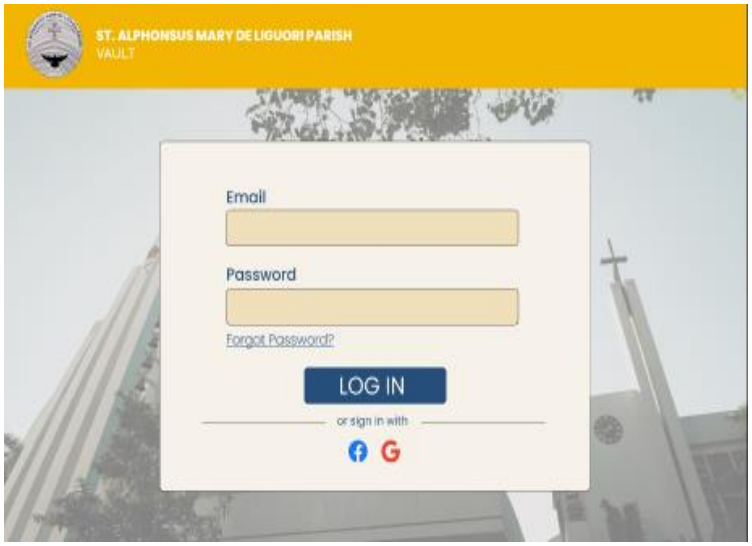
Home Page

- Click button inquire now if want to inquire
- Click About Us if want to see mission and vision
- Click FAQS if want to see what are benefits or requirements
- Click View Map if want to see the location of the parish
- Click the picture if you want to change the picture



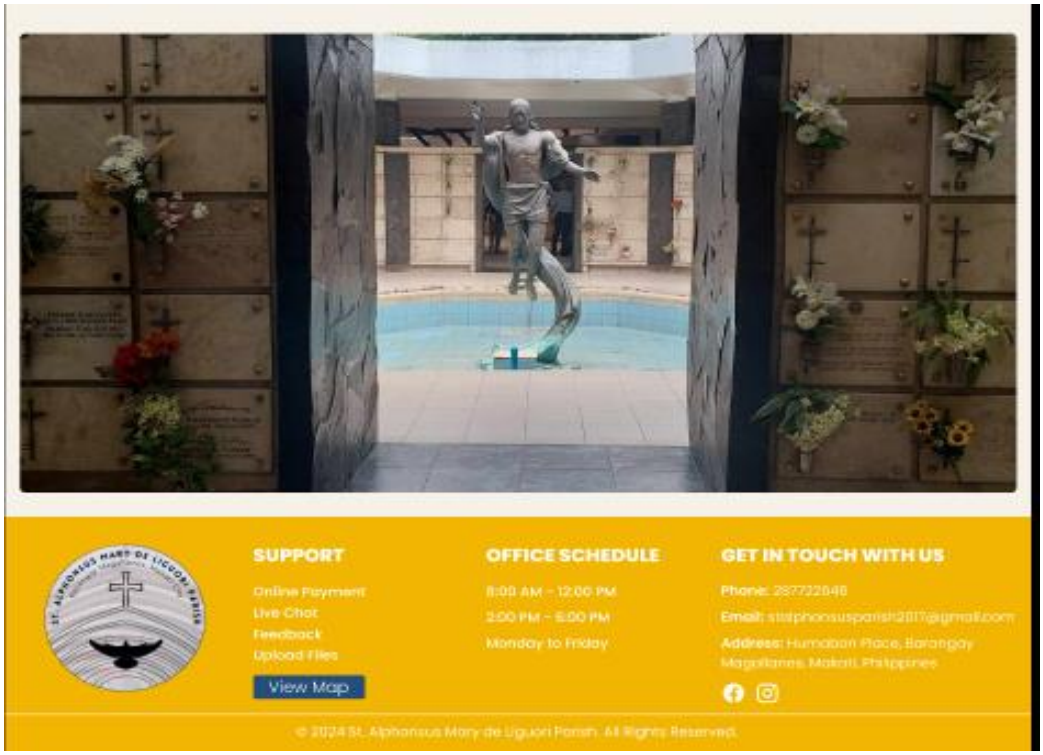
Sign-Up Page

- Enter your email and password, then click sign-up button
- Other choice clicks the Facebook and Google icon if you want to connect your account
- After your sign-up will take you back to the home page



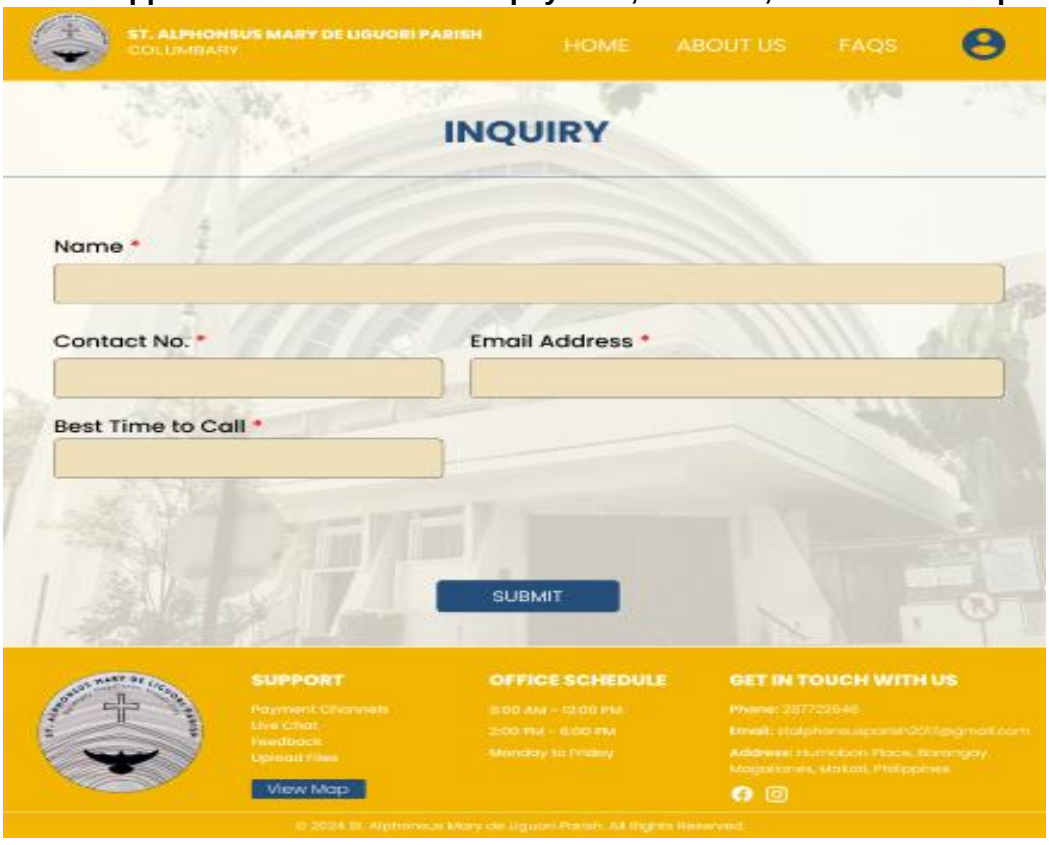
Log-in Page

- After your sign-up, click inquire now and will take you to the log-in page
- Enter your email, password and click log-in button or connect to the Facebook or Google account and will take you back to the home page.



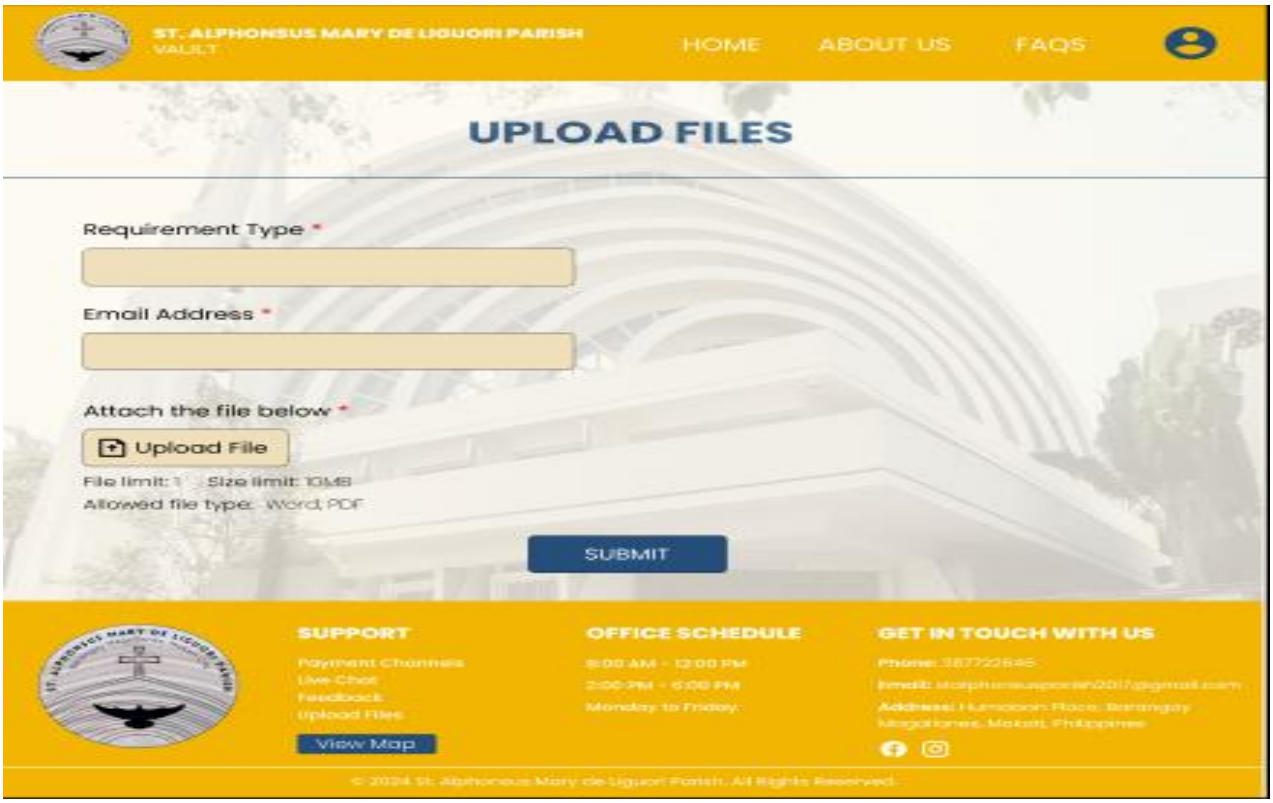
Home Page Footer

- **At the support their clickable online payment, live chat, feedback and Upload files**



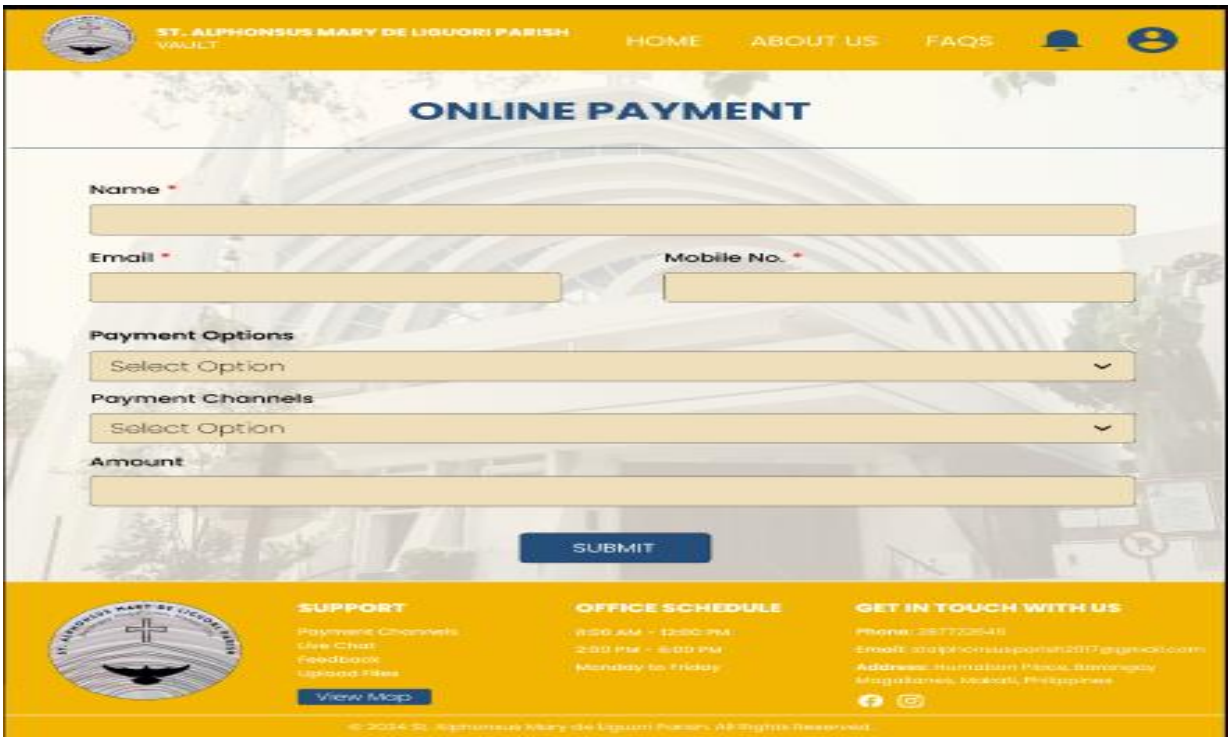
Inquiry Page

- When you click inquire now you will go the inquiry page
- Enter your name, contact, email, best time to call and click the submit button



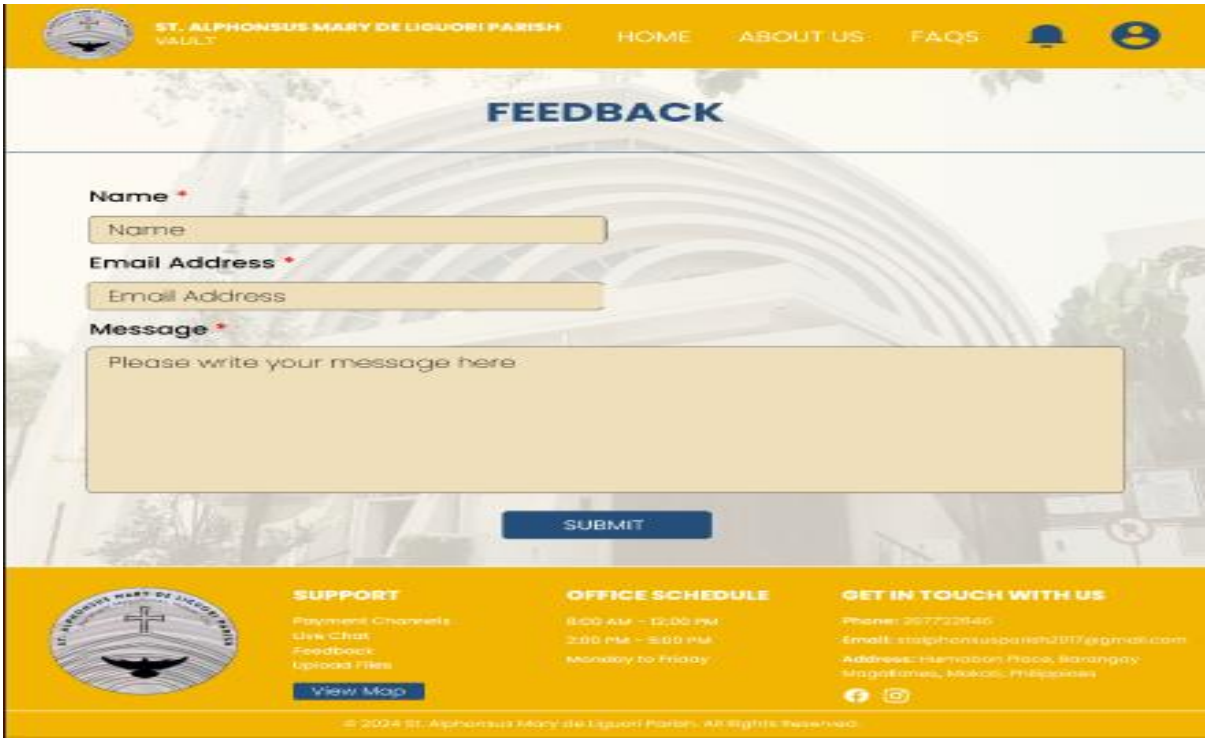
Upload Files Page

- When you click upload files at the footer in home page you will go to this page.
- Enter your requirement type, email address
- Click the upload file button to attach the file the click submit button



Online Payment Page

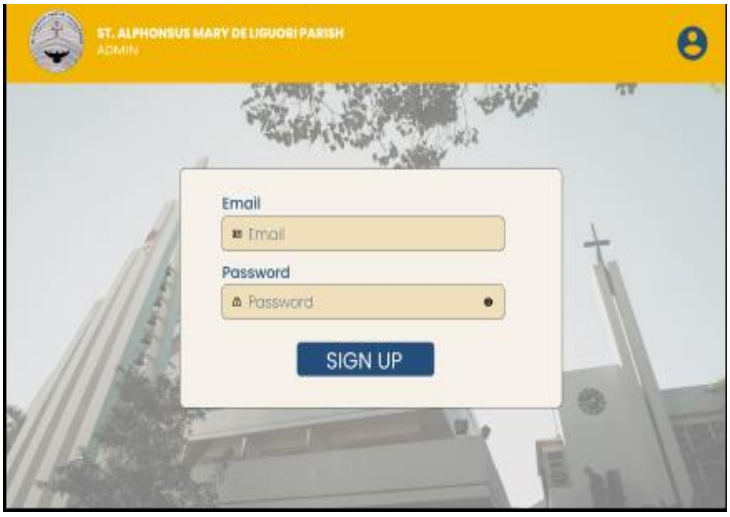
- When you click online payment at the footer in home page you will go to this page
- Enter your name, email, mobile number, you can choice your preferred payment options, same with payment channels, enter amount, and click submit button

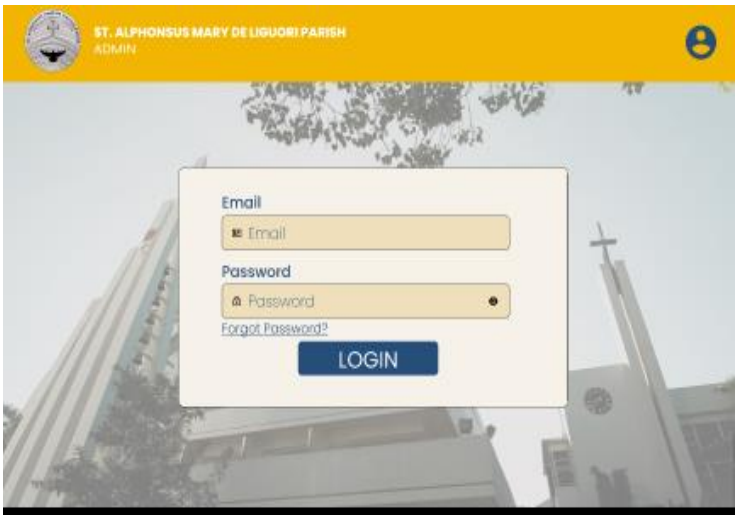


Feedback Page

- When you click feedback at the footer in home page you will go to this page
- Enter your name, email address, message, and click submit button

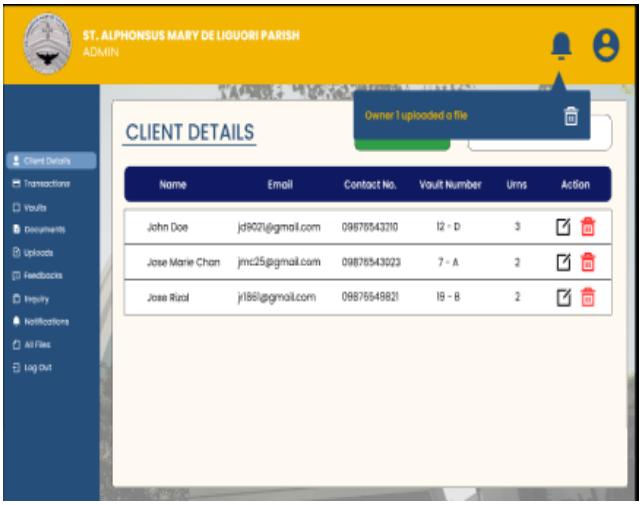
For Admin

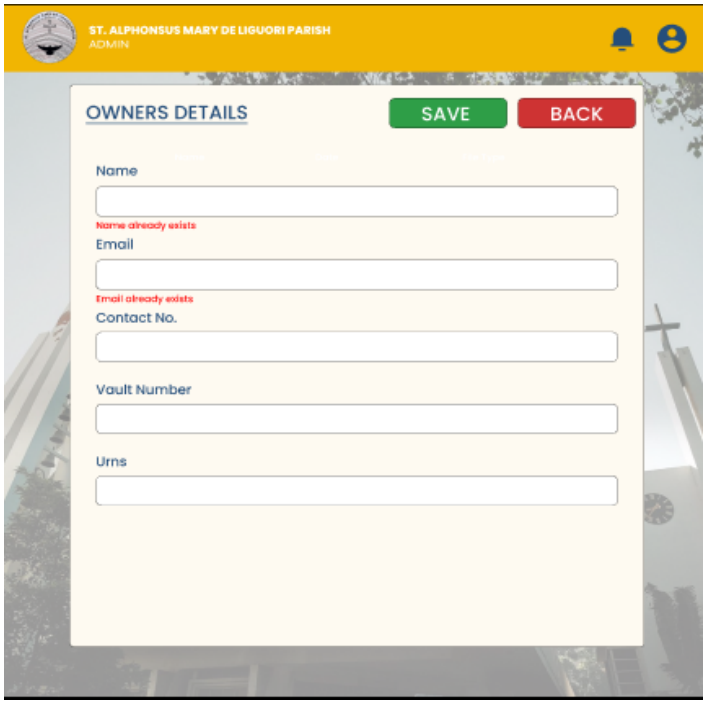




Sign-Up and Log-in Page for Admin

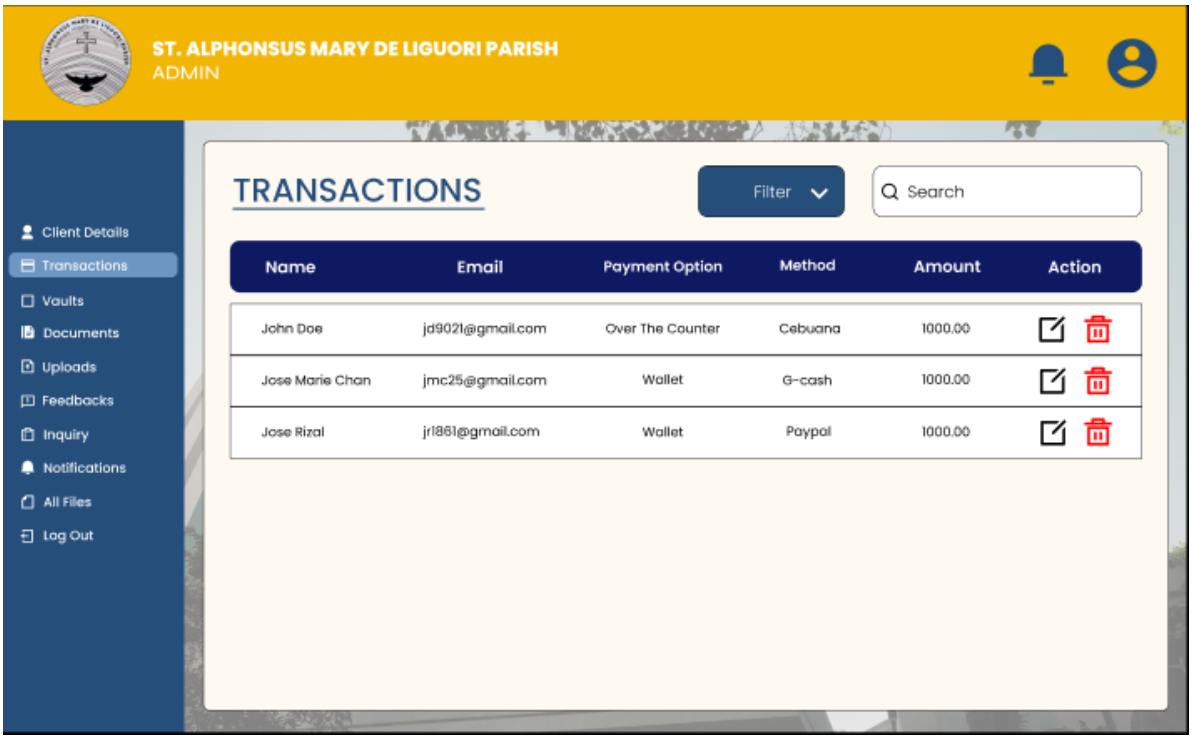
- Enter your email and password
- Click sign-up button
- For log-in page same with sign-up process





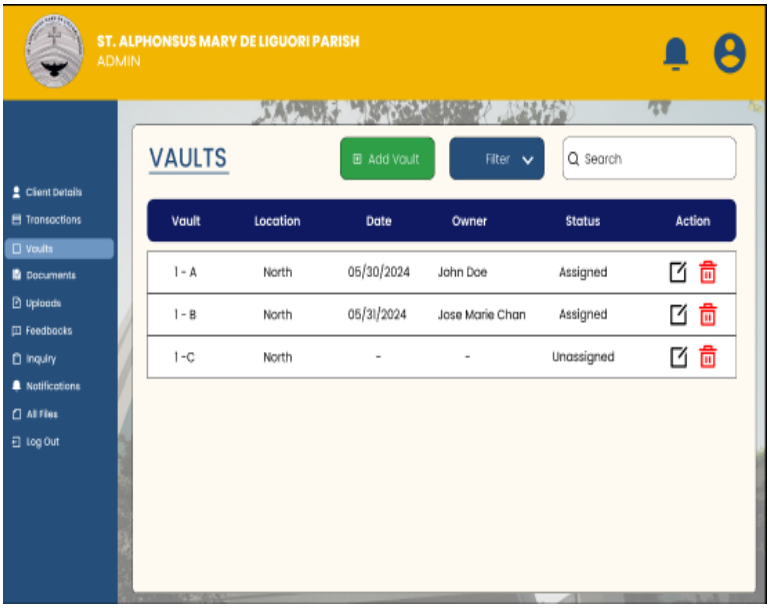
Owner details and Adding new Owner

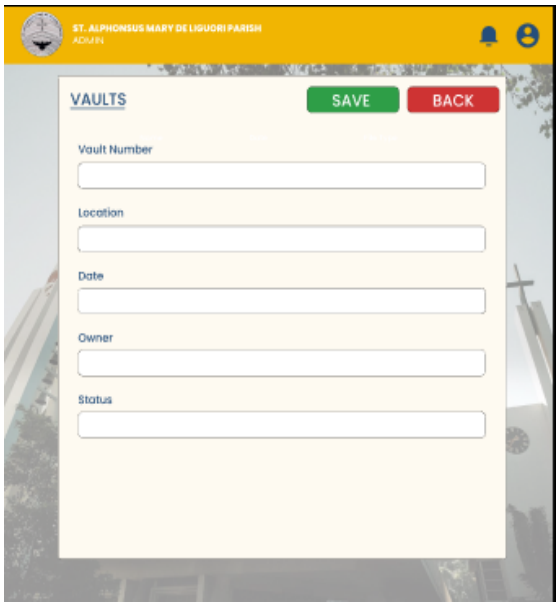
- After admin log-in, this will be the landing page of admin
- When admin click the green button at the top will go to the adding new owner
- When admin add new owner, admin enter the owner's name, email, contact, vault number, urns and save it.



Transactions Page

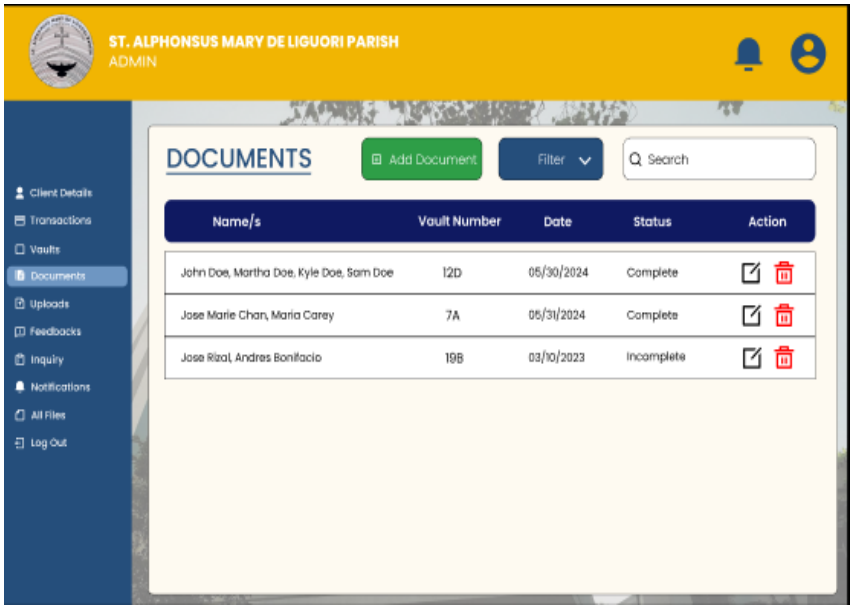
- When admin click the transaction, this is what admin will see
- Admin can search to see immediately

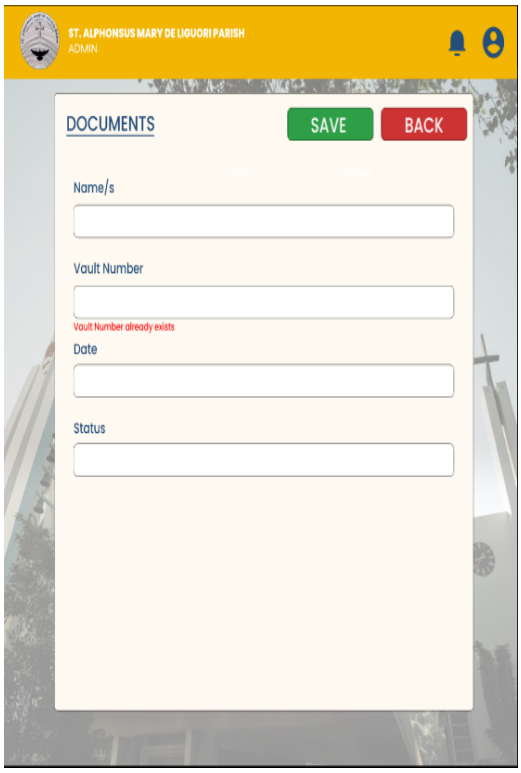




Vault and Adding new Owner vault Page

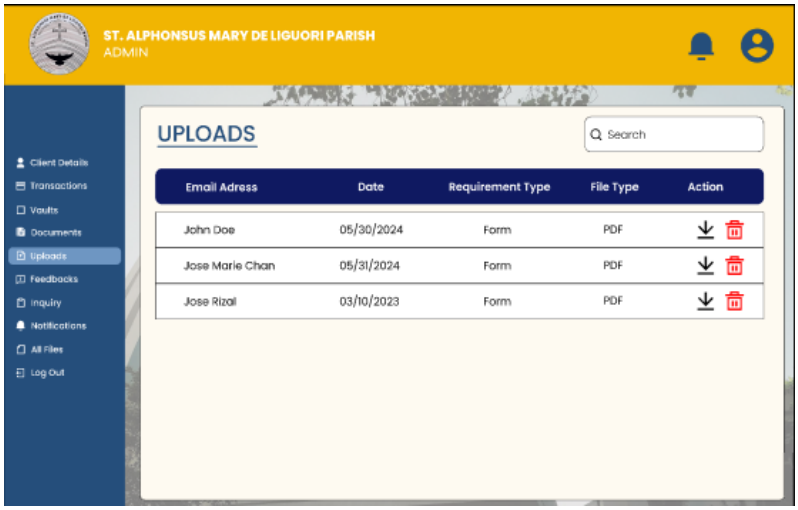
- When admin click the vault, this is what admin will see
- When admin click the button of add vault admin will go to the adding new owner vaults page
- Admin can enter vault number for the owner, location, date, status, owner and click save
- When click save, can be seen on the vaults page added by admin

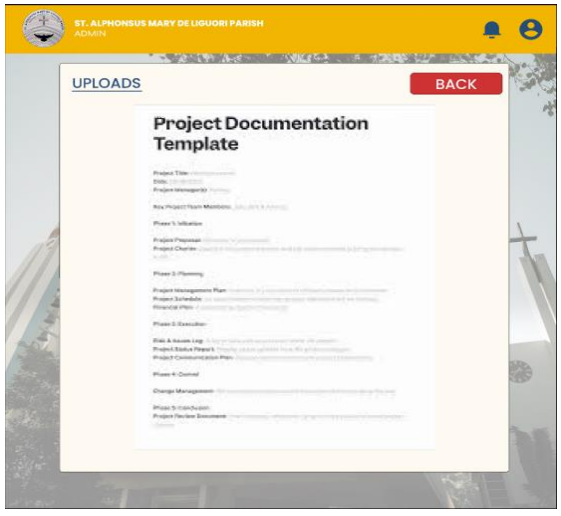




Documents Page and Adding Documents Page

- When admin click the vault, this is what admin will see
- For the adding documents same process for the vaults page



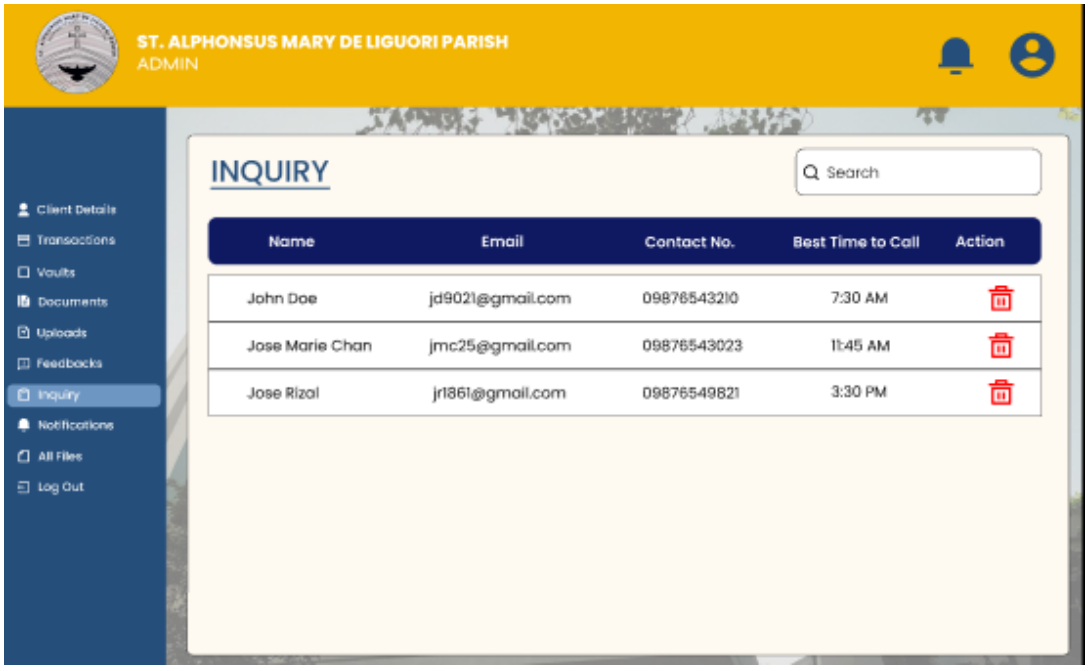


Upload Page

- When admin click the upload, this is what admin will see
- When admin click the icon download will go to the view upload page

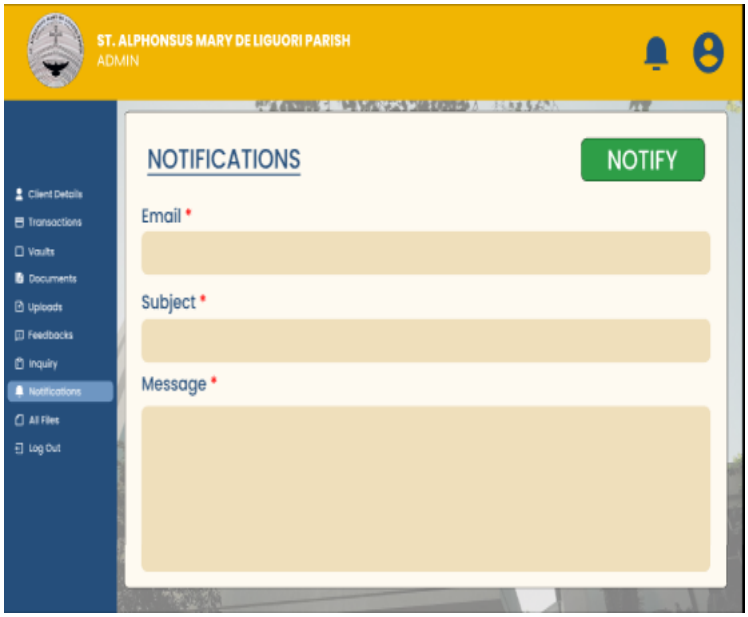
Feedback For Admin Page

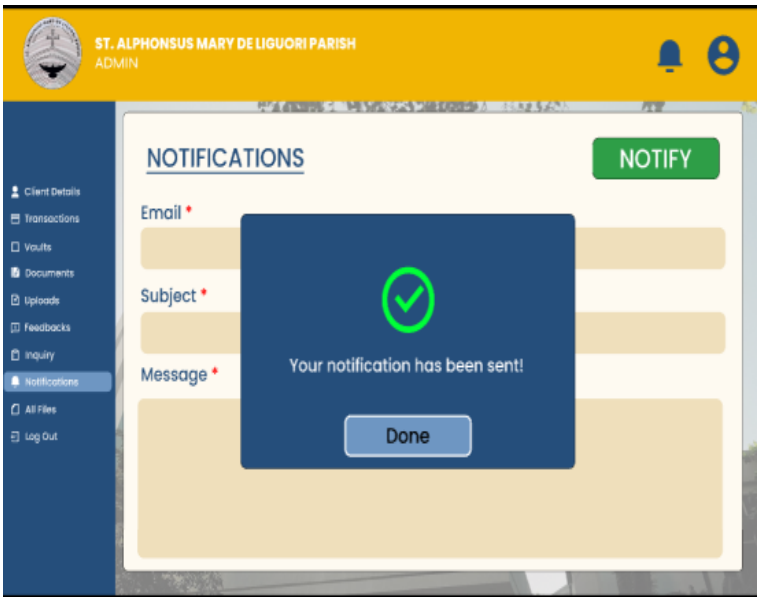
- When admin click the feedback, this is what admin will see
- Admin can search in the search bar if admin must see other feedback



Inquiry Page for Admin

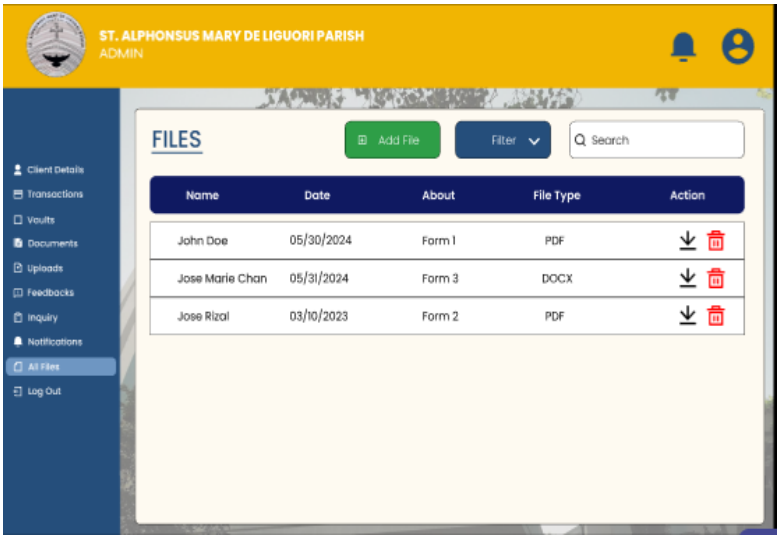
- When admin click the inquiry, this is what admin will see
- Admin can delete if there are double name

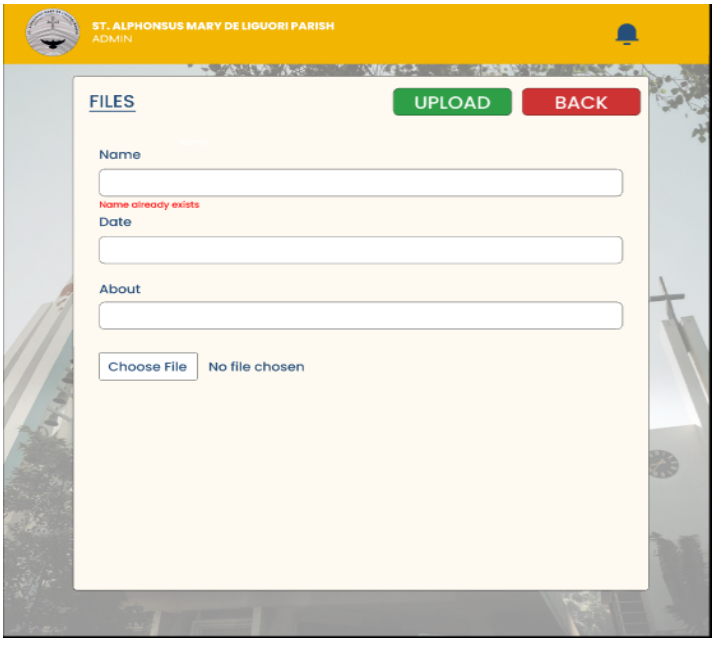




Notifications Page

- When admin click the notification, this is what admin will see
- Admin can enter name who sending a message, subject and message
- After filling up, click the notify button to notify who sending a message





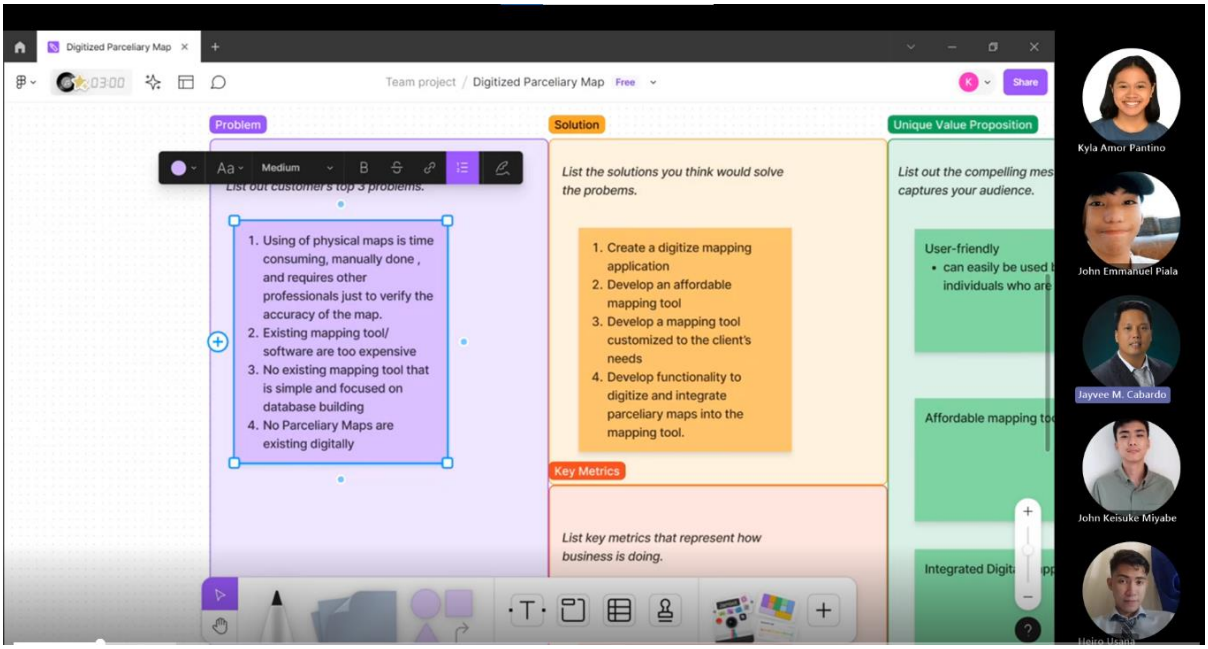
Files Page

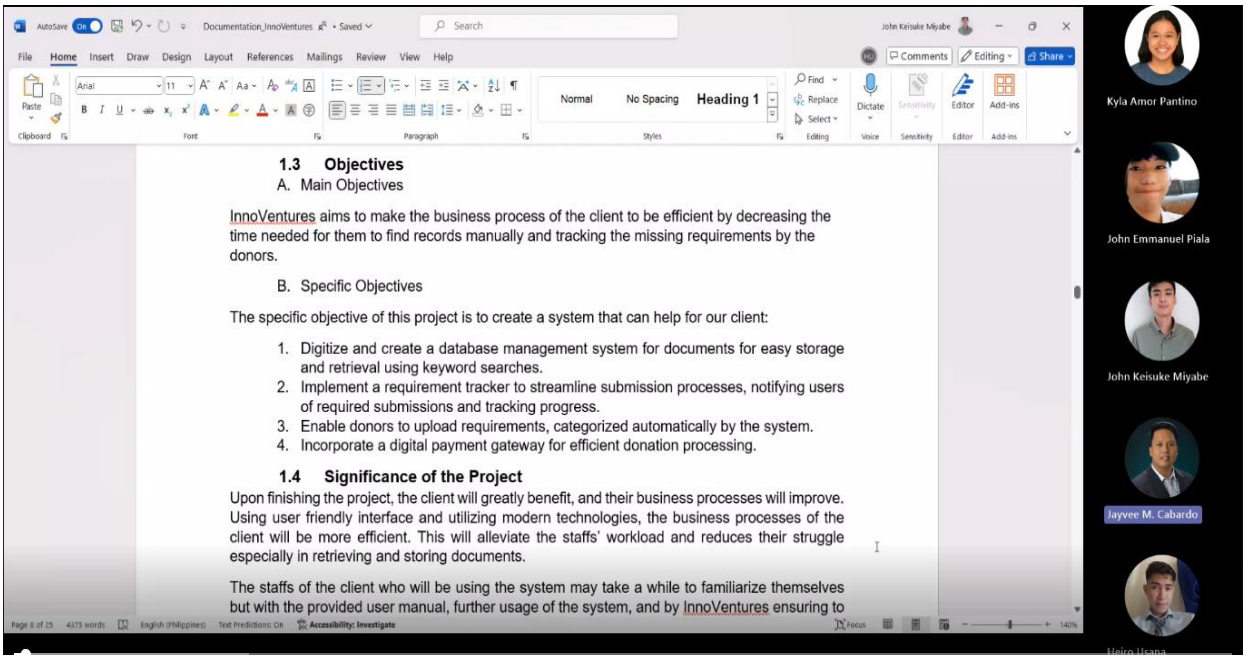
- When admin click the files, this is what admin will see
- When admin click the button of add files will go to the adding files page
- Admin can enter the name of who the owner of the files or document, enter the about if what is the form or document, enter the date
- Click the button choose file to attach the file then click the upload button

Appendix E: Team Meetings

Date: May 20, 2024

Agenda: This meeting we checked with our adviser Sir Jayvee Cabardo, if the lean canvas we made for our new client was correct.



Date: June 10, 2024

Agenda: This meeting is we consult with our adviser sir Jayvee Cabardo if our chapter 1 and 2 are correct