

Project 1: Problem Space

1. Project Title:

Document Tracking System

2. Project Description

- Document Tracking System is a digital solution designed to streamline the tracking and management of documents within an organization in **Laoag City Hall, Ilocos Norte**. This system will streamline communication between Departments at City Hall and aims to solve the problem of lost or misplaced documents, delayed responses, and inefficient document handling. It uses modern web technologies for easy access and real-time updates, catering to all employees within an organization. Here are the key components:

- **Problem and Rationale:**

- **Problem:** The existing system is a bit limited function on it they have document file transferring but processes in the city hall are all hardcopy and its hard to track it.
- **Rationale/Motivation:**
 - **Improve service quality:** By digitizing processes, we can provide faster Tracking and easy to forward files to the other departments (e.g., clearance issuance, document requests).
 - **Enhance transparency:** To develop a user-friendly, efficient, and reliable document tracking system.

- **Kind of Service and Technology:**

- **Service:** The system will offer several functionalities, including managing records, file handling, and lessen to track document records.

- **Technology:** We will develop a web-based platform and to ensure accessibility for the department heads.

- **Key Tasks:**

- Design and develop user-friendly interfaces for City Hall.
- Implement secure data storage and retrieval mechanisms.
- Integrate communication features (e.g., notifications, announcements).
- Create customizable templates for request form and documents to the departments.

- **Intended Users:**

- **Department Heads:** Access their own department personal records, forms, and receive updates.
- **Internal Admin:** Manage data, letter request forms, and all department records to update their letters.

3. Objectives (General and Specific)

- **General Objective:**

- To develop a user-friendly, efficient, and reliable document tracking system.

- **Specific Objectives:**

1. To design a system that accurately tracks the status documents.
2. To implement a search function for quick document retrieval

3. Significance

The **Document Tracking System** holds significant importance:

- Locally: It directly impacts the lives of residents by providing better services and efficient processes.
- Nationally/Regionally: The DTS aligns with the national agenda of digital transformation, aiming to improve productivity and efficiency in organizations.

4. Review of Literature

Existing Systems in the Website

To inform the design and development of our **Document Tracking System**, we conducted a review of related systems that have been developed and are currently available. Here are the key findings:

1. Web-Based Document Tracking System Using Barcode Technology with SMS Notification

The Web-Based Document Tracking System Using Barcode Technology with SMS Notification (WBDTSUBTWSN) is a software application designed to monitor the movement and progress of documents. Originally conceived as a person-to-person tracking system, WBDTSUBTWSN facilitates easy identification of the document's location, tracking the whereabouts, time, and contact person associated with it. The primary objective of this system is to simplify the tracking process for users, providing them with real-time status updates on document locations.

After conducting a series of tests on the Web-Based Document Tracking System using Barcode technology with SMS Notification, the conclusion drawn by the proponent emphasizes the importance of thorough testing during the system development phase. This approach ensures that any potential issues are identified and addressed before the final implementation, minimizing potential drawbacks. At present, the system is functioning effectively, contributing to the streamlining of tasks for the end-users

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2. Document Management System and Document Tracking System

To enhance efficiency in document management and tracking, the project team is focused on accelerating their workflow for quick file retrieval and seamless transaction processing. The document management system offers an automated solution for organizing, capturing, tracking, approving, storing, accessing, and completing tasks related to business files and documents. Utilizing cloud-based document management software ensures a secure central online repository, facilitating easy search and retrieval of files.

The tracking system, designed for adaptability, proves to be a versatile solution for organizations seeking efficient tracking of documents and materials assigned to individuals or specific locations. The optimal approach involves implementing an integrated application across various departments, expediting document management and tracking processes for faster and higher-quality service delivery in daily operations. Document management, often referred to as document management systems (DMS), involves utilizing computer systems and software to store, manage, and track electronic documents and images of paper-based information captured through document scanners. In essence, document management encompasses how an organization stores, manages, and tracks its electronic documents.

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