**A Web-based Document Management System for RIKDO of Columban College, Asinan, Main Building, Olongapo City Zambales**

Concept Paper

for

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**Introduction**

A document management system (DMS) is a system that stores and tracks documents. It is also a method of converting papers to digital documents, and it manages the papers in a multitude of settings, including file type, metadata, confidentiality, and priority level. Documents are collected and entered into the system once they are obtained or generated. It is used to categorize, maintain, and safeguard electronic data, and it typically facilitates content versioning, collaboration, and process flows. Companies employed this technique to get rid of the mountain of paper and saw real benefits. It decreased storage expenses and made document backup easier for businesses by allowing staff to swiftly obtain documents, thus it boosted the efficiency of research.

It was the commencement of digital document management systems which eventually ended the burden of file cabinets in business settings. User-friendly platforms are seeing growth of skilled professionals utilizing document management systems and gradually noticed the increased client interaction utilizing EDMS or Electronic Document Management System, and computerized procedures such as document retention as well as prompt deletion that meet with requirements.

Moreover, finding documents became much easier once search engine technology was implemented; full-text searching enables highly skilled people to browse a DMS seeking documents in a manner similar to how users search Google for any relevant information and data, and then the creative internet usage resulted in the creation of cloud technologies, in which organizations and companies can now store there any documents and files in a cloud storage. The document management system provides a document-related processes, such as document production, review, editing, approval, archiving, and many more, see a considerable reduction in process cycle time.

## **Project Overview**

**Trends**

Document management systems are capable of managing workflows and safeguarding records. It is a structure which makes it simple for valuable information to move throughout the company. In this trend, which is the use of a cloud storage for document and file management, it enables users to view various of files from across the globe, and any people within an organization or business can access files and documents from every device, as well as from any workplace, field, or production site with the use of cloud document management that also encourages collaboration and remote access to any documents or files without a VPN.

Another trend is the increase in security and compliance requirements and guidelines. This development is related to the dangers posed by technology. Security breaches, hacker attacks, and perhaps even unprotected private data are examples of these threats. An organization’s image and standing may be ruined, or clients may suffer as a result of being exposed to these dangers. Regulations were put into place as a result, adherence has become anticipated, therefore security is currently even more essential, and the worth of document management system have increased because of this trend, especially for those that have the best security software.

Furthermore, a new trend as of 2020 is the ability to view and upload documents via mobile devices, which is one of the aspects that will allow these systems succeed and make a profit. The development of smartphones has increasingly contributed to the growth of portable workforces, and individuals these days understand and value the significance of having to access the information and data they want to acquire as quickly as they can. It enables employees within the company to securely access and search all their documents and files which are securely stored in their company's server with the use of any mobile devices. It protects critical company data by encrypting documents, facilitates sharing and uploading without the fear of data loss, and provides easy access to approved users without passwords.

**Issues**

There are many issues that the existing document repository system of RIKDO have faced after deployment such as: their system can only upload, receive, and retrieve released research documents. The files and documents are not properly arranged or organized. They also find it difficult to keep track on the status of the documents like pending, approved, released, rejected, and in need of revision(s).

Moreover, the document repository of RIKDO does not have a notification feature that will notify the authorized staff in RIKDO and researchers regarding a research document that has been uploaded in the document repository. The researchers can’t also browse the research documents in the system to use as reference.

**Research Locale**

The study will be conducted at RIKDO of Columban College Asinan, Main Building, in Olongapo City Zambales. Columban College, located in #1 Mt. Apo Street, New Asinan, Olongapo City, is a Catholic basic and higher education institution run by the Roman Catholic Diocese of Iba, and was founded in 1961. It is dedicated to serve the educational needs of the city of Olongapo and the provinces of Zambales and Bataan. Most Reverend Bishop Deogracias Iniquez Jr. assumed control of the school's administration in 1993. The Diocese of Iba is currently in charge of overseeing it.

The institution has already produced experts in a number of subjects throughout the years. Passers of licensing exams for engineering, architecture, and education reside there. Columban College, which places a strong emphasis on leadership and service, participates in community development initiatives through its foundation St. Columban Community Extension Center Foundation, Inc. We are Christ's, not our own. This school's mission is to provide education based on Christian principles, and it is guided by the slogan "Christi Simus Non Nostri," which translates to "We are Christ's, not our own."

Research, Innovation and Knowledge Development Office or RIKDO is the support unit of Columban College in establishing a culture of research by providing research

leadership, policy direction, and avenues/opportunities where the research needs of the stakeholders may be met.

**Current Process**

**Problems/Challenges**

The current system of RIKDO doesn’t have the features that will make the system more beneficial and efficient to the users. In order to resolve the issues mentioned, the proponents come up with a web-based document management system that allows users to upload, download and delete a file, Moreover, it will generate reports automatically for inventory of documents.

The researchers can also browse published documents in the system to use it as references. In addition, the documents will be properly organized and categorized, along with a feature that can filter research documents. Status of the research documents can be modified or changed by the authorized staff of RIKDO with a dropdown list of approved, released, rejected, pending, and in need of revision(s). This will help the staff efficiently in checking the status of the documents, as well as having the control to edit it.

Furthermore, RIKDO current system does not have a notification feature that could notify researchers and authorized staffs when submitting and receiving documents. With the proposed system the system will send an SMS notification to the authorized staff in RIKDO if a research document has been uploaded and received by the system, and researchers will also receive the same notification, as well as the status of their research document if it has been changed or modified.

**Objectives**

The objectives of the system are: to design and develop a Web-based Document Management System that could electronically manage, secure, and organize research documents. Researchers will be able to upload, delete and download for backup purposes of their research documents and explore through filed research documents for references using this system.

Moreover, those who are in-charge of managing the system in RIKDO will be able to check the researchers research documents, as well as their pending documents and check them by changing the status to approved, in need of revision(s), rejected and released. In addition, it will notify the admin or the authorized staff in RIKDO when a document has been uploaded within the system via SMS notification after the researcher have uploaded his/her research documents and the researcher will also be notified through SMS if the status of their research documents has been changed.

Furthermore, researchers and authorized user of RIKDO can add comments, make suggestions, recommendations, or corrections to the research document, in order to track issues for a follow-up.

**Goal /Targets 3 Triple Constraint (Time, Cost, Scope)**

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## **Business Process Model Notation** (existing system versus your proposal)

# **Current System**

# **Proposed System**