

## DAILY JOURNAL

**IMPORTANT INFORMATION**

- INCLUDE TASK ASSIGNMENTS OR MOVEMENTS, REFLECTION ON THE DAY'S NEW LEARNING, ACCOMPLISHMENT, CHALLENGES FACED AND HOW YOU RESPONDED, OBSERVATIONS AND RECOMMENDATIONS ON THE IMPROVEMENT OF SYSTEMS / OPERATION / MANAGEMENT, ETC.
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DATE	April 22-24	AREA ASSIGNMENT	ICTO
TASK	Introduction to Code Igniter	SHIFT/TIME	7:00 am - 5:00 pm

Apr 22 - For my first day of work, I arrived at 6:40am. Following that, I proceeded to the office of the HR to clock in. We were then oriented by Ms. Jonnalyn in regards on the house rules. After the orientation, I was assigned to Sir Reggie, who oversees the System Development and Management Division. Sir Reggie gave us a task with familiarizing CodeIgniter 4. I spent the morning getting acquainted with CodeIgniter 4. After lunch, we were given a task to be acquainted with the other Web Development Tools: XAMPv3.3, PHPv8.2, MySQL, and Bootstrap v4/5. I spent the whole afternoon familiarizing myself with the given tools. As the clock struck at 5:00pm, it marks the end of my workday, I wrapped up and headed to the HR office to clock out.

April 23 - We were given a task by Sir Reggie to help us be familiarize with CodeIgniter 4 accompanied by the other Web Development tools as this task will help us by the time will be given a project. I encountered an issue in regards on my XAMPP setup, there is an error occurring on MySQL. As 5pm struck, I had no choice but to continue troubleshooting it by tomorrow.

April 24 - I successfully resolved the compatibility issue between my XAMPP environment and CodeIgniter. I also continue working on the given task by Sir Reggie, I finished working on my login and signup module.



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DATE	April 28 - May 2	AREA ASSIGNMENT	ICTO
TASK	CodeIgniter System	SHIFT/TIME	8:00 am - 5:00 pm

April 28 - I worked my day accomplishing the integration of phpMyAdmin to my login and signup module. Following that module, I also integrate a bootstrap on my login and signup user interface.

April 29 - As I continue with the given practice system, I implemented an AJAX for my login and signup module for my web pages to update asynchronously. I also started working on my user management (CRUD on admin account) as one of the requirements of the system. As 5pm struck, I wrapped up my task and went to the HR office in ICTO to clock out.

April 30 - In the morning, I continue working on my user management module, I'm having trouble on displaying the data from the database as the data is not showing in my user interface. After lunch, I troubleshoot the problem and it works showcasing the data from the database. I continue working on CRUD functionalities by adding user, editing, and archiving the data from the admin dashboard.

May 2 - I continue working on my CRUD functionalities on editing the user and archiving their data. As I accomplished my CRUD, I integrate a bootstrap for a user-friendly interface. After the CRUD, I work my progress on accomplishing the User Logs/Trails for the admin to see their activities and processes. Also, adding a data table for the users logs and trails. As for adding the user function I create a modal form for it's simplicity and a given suggestion by Sir Reggie.



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DATE	May 5 - May 9	AREA ASSIGNMENT	ICTO
TASK	Ticketing Project	SHIFT/TIME	8:00 am - 5: 00 pm

May 5 - In the morning, as we finished our practice system using CodeIgniter 4, Sir Reggie evaluates our system so he can group us according to our skills. After lunch, as Sir Reggie evaluates our system, he formed a team including Me, Kenneth, and Carlos. Sir Reggie gave us a project which is a Tarpaulin Ticketing System.

May 6 - Sir Reggie gave us a task to do an ERD, Sitemap, Flowchart, and Benchmark Websites for references on our Ticketing System. He gave this tasks to us to help us visualize the system and to help us be familiarize on what it's like on starting a project at work.

May 7 - In the morning, as we finished the given tasks, Sir Reggie evaluates our tasks and helps us align our ERD, Sitemap and Flowchart on the given system. He told us to fix the misaligned tasks and it will be checked again in the afternoon. After lunch, we worked together on correcting the tasks.

May 8 - In a work from home setup, Sir Reggie told us to finish the ERD, Sitemap, Flowchart correctly. Me and my team worked together to accomplishing the given tasks.

May 9 - Shifting to Remote Work, We started on creating the login and ticket system with only the user role integrated. We started doing the essential part of the system.

  
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DATE	May 13 - May 16	AREA ASSIGNMENT	ICTO
TASK	ERD, Sitemap, Flowchart	SHIFT/TIME	8:00 am - 5:00 pm

May 13 - While working from home, Sir Reggie checks our ERD, Sitemap and Flowchart. He told us that the ERD and Sitemap are incorrect and gives us time to correct it.

May 14 - We had a meeting with the client to discuss what are the functionalities the system should have. I took down notes and clarify the part we don't understand, Sir Reggie also assist us on visualizing the system.

May 15 - We are finished with the ERD, Sitemap and Flowchart but the other groups are not yet finished. As a result, Sir Reggie told us to wait for the others so that he can check it all at once. As a team, we are now discussing the flow of our ticketing system.

May 16 - In the morning, Sir Reggie checks our ERD, Sitemap and Flowchart and as he evaluates he told us that it is correct and we can now begin on our Ticketing System. In the afternoon, Sir Reggie told us to create a Gantt chart for the duration of our system.



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DATE	May 19 - May 23	AREA ASSIGNMENT	ICTO
TASK	Tarpaulin Request	SHIFT/TIME	8:00 am - 5:00 pm

May 19 - In a work from home setup, me and my team polished the existing login and added a new module which is the register function. We also created a user interface for the user dashboard integrated with bootstrap and added a user model for the tarpaulin model and user model.

May 20 - Continuing on a work from home setup, We continue working on the user dashboard user interface, department head user interface, printer user interface accompanied with dashboard tarpaulin request.

May 22 - With a work from home setup, we implemented features such as ticket filtering, status update controls, admin login user interface, and basic request sorting and searching.

May 23 - From a work from home setup, we worked on improving our design by using bootstrap for a user-friendly interface for the admin.

  
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DATE	May 26 - May 30	AREA ASSIGNMENT	ICTO
TASK	Continued Development	SHIFT/TIME	8:00 am - 5:00 pm

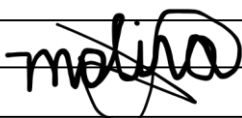
May 26 - Continuing on a work from home setup, me and my team focused on doing the appropriate function for our Tarpaulin Ticketing System. We improved working on the Admin and Department head sides by implementing features such as ticket filtering, approval buttons and status tracking.

May 27 - From a work from home setup, my team and I refined the database to make sure each request flows accordingly through different approvals from submission, approval, as well as printing.

May 28 - On a remote work, We tested the user roles and made sure that the login redirection correctly directs users to on the correct dashboard.

May 29 - While working at home, we fixed the user dashboard by removing the job information and replacing it with a dropbox. We reworked the tarpaulin request on the user dashboard, appropriately turning green when accepted, red if rejected, and gray if pending.

May 30 - Returning on the office, we continue working on the previous tasks. If the department head rejects, then the department head turns red and first approval is still green while status is red and will be labeled as closed.



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DATE	June 2 - June 6	AREA ASSIGNMENT	ICTO
TASK	System Testing	SHIFT/TIME	8:00 am - 5:00 pm

June 3 - Returning on the office, we added an approval timestamp of the user interface so that the user can track their tarpaulin request. The timestamp can also be seen from the first approval dashboard, department head dashboard, and printer dashboard.

June 4 - Back to a work from home setup, We enhanced the user experience and bugs fixing during our testing. We refined the printer dashboard, allowing the assigned personnel to view only approved requests and marked them completed or printed.

June 5 - By working from home, we implemented a notification system embedded in the web app, so that the requesters can track the status of their requests. We also implemented a create ticket in the first approval user interface.

June 6 - While working from home, We conducted an internal testing for all the users roles including User, Admin, Firstapproval, Department head, and Printer to ensure the flow of the system.

  
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DATE	<div style="border: 1px solid black; padding: 2px;">June 9 - June 13</div>	AREA ASSIGNMENT	<div style="border: 1px solid black; padding: 2px;">ICTO</div>
TASK	<div style="border: 1px solid black; padding: 2px;">System Polishing</div>	SHIFT/TIME	<div style="border: 1px solid black; padding: 2px;">8:00 am - 5:00 pm</div>

June 9 - On a work from home setup, We focused on the improving the overall design of our system. We also enhanced the layout of the dashboards to make it look appealing and user-friendly.

June 13 - While working on a work from home setup, me and my team double checked the logic of the system to verify if the user has access on what is intended to them. We also implemented a major fix for the printer bugs as well as implementing function for the firstapproval and department head where tarpaulin request will disappear after approving or rejecting the tarpaulin.

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DATE	June 16 - June 20 2025	AREA ASSIGNMENT	ICTO
TASK	System Polishing	SHIFT/TIME	8am - 5pm

**Software Development:**

During week 9 of our internship, we as a team focused on refining our user interface and ensuring that system flows consistently across different interfaces of approvals. I also tested all functions of the system to verify if there are bugs and appropriate features that needed for smooth interaction on the system.

**Technical Documentation Skills:**

We finalized the user manual by adding screenshots and step-by-step instructions on our finalized system. The technical documentation includes diagram of our system architecture, technologies used, and also module descriptions.

**Other IT-Related Activities:**

Compiled all essential outputs including final reports, user manual, and system files into practicum portfolio website



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DATE	June 23 - June 27, 2025	AREA ASSIGNMENT	ICTO
TASK	Revisions and Feedback	SHIFT/TIME	8am - 5pm

**Software Development:**

This week, we received feedback from our client by updating the overall design of our system specifically to make the user interface navigation more user friendly and intuitive. The client also address the bugs and features needed for the system smooth interaction, and as a team we fix these bugs and implemented the features on our system. We also improved the transition flow for each approval types

**Technical Documentation Skills:**

We revised the user manual and system documentation to reflect the recent changed and integrate the feedback into the guides. We also created a short quick-reference instructions for frequently accessed modules in order to help the users to familiarize the system

**Other IT-Related Activities:**

We were checked by our supervisor to gather feedback and documented the comments for system improvement

  
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DATE	June 30 - July 4 2025	AREA ASSIGNMENT	ICTO
TASK	Development Revisions	SHIFT/TIME	8am - 5pm

**Software Development Skills:**

I revised parts on the system logic based on the clients feedback and new suggestions from our supervisor. I added new features for our system and improve the user interface for all approval pages. I also implemented system logs for our admin side for monitoring.

**Technical Documentation Skills:**

We updated the diagrams and added details about newly implemented logic. The system documentation was reviewed again to ensure every functional module had proper descriptions.

**Other IT-Related Activities:**

We took down notes on points as we need improvement before turnover



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DATE	July 7 - July 11, 2025	AREA ASSIGNMENT	ICTO
TASK	Completion of Features	SHIFT/TIME	8am - 5pm

**Software Development:**

As a team, we focused on completing all the remaining modules for our system and focused on integrating them with existing workflows. We also added safeguards against invalid data entry. The role switching and account management features were also finalized.

**Technical Documentation Skills:**

We wrote integration notes to document how different modules connects and function as an overall system. The user manual was reviewed again to ensure it aligned with the new pages added.

**Other IT-Related Activities:**

We tracked the errors using a shared checklist, so the team can monitor and resolve the issues.



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