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| In Partial Fulfillment of the requirements for MCSPROJ, PROJMAN AND SOFTDEV  By:  Amiel Pocholo B. Sobisol  Maverick Jave C. Bolo  Aldrian V. Benedicto  Lean Carreon  Dr. Lorena Rabago  Mentor |
| apc document management system |
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| Project BackgroundGeneral Objectives:  * To develop a document management system for process creation and revision for workflow efficiency and document security.  Specific Objectives:  1. To design a module for: 2. **Document Tracking Status** – for users to know that status of their submitted or revised documents. 3. **Document Notification tab** – to notify approvers of all documents submitted to the system. 4. **Version Control** – for multiple document revisions and submissions 5. **Search bar** – for users to access the file efficiently 6. To provide document security according to the standardized compliance rules of Asia Pacific College.  Vision To become #1 coffee provider that consume only locally produced coffee, for all the Filipinos. |  |  | **Vision:**  To be recognized as one of the most useful application that boosts employee productivity and efficiency. |
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| GAP Analysis   |  |  |  | | --- | --- | --- | | **User Requirements** | **Current Process** | **Proposed Changes** | | The system prevents loss of data from doing manual processes. | 1.1 Most of the data are still in hard copy, a lot of errors or unfortunate things. | 1.2 The system will automate all processes and storage of the data to avoid data loss. | | To make the document creation or revision easier and faster. | 2.1 The document creation/revision is a bit inconvenient because the request can easily be flooded by another message especially if there are many other Processes Owner’s requesting to create or revise a document. | 2.2 A web-based system for all the people involved in creating or revising documents to ease the process of request in creations/revision, to avoid ignoring of request, and to be able to track the request by the process owner. | | To reduce the time consumed by approval of the document creation/revision and reduce the use of resources like papers, inks, etc. | 3.1 In a manual document process, errors can be such a waste of time and resources because you must revise and print a new copy of the document until you perfect it to approve it by the approving authority. | 3.2 The system aims to automate all the document processes to lessen the time consumed and users just need to upload the files for reviewing different authorities to avoid wasting resources and time. |   7 |

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| **MAJOR FEATURES:**   1. **Notification Bar**   **Ringer**   1. **Search Bar**   **Folder Search**   1. **File History**   **Statistics** | **Scope of Initial Release**   * The scope of the initial release covers the following functionalities:   **Notification Bar** – this notifies the user of the documents that are needed to be revised, reviewed, and approve by all concerned.  **Document Creation Module** – This module will cover the creation of documents of the user. Instead of filling-up the form physically, it would be electronically filled-up by the user on the system.  **Document Revision Module –** This module will cover the revision of documents of the user. The notification bar which is included on the initial scope release will help this module to notify the approver and reviewer of the documents for a more efficient workflow.  **File History –** This module will show the users the history of document status. The system will automatically backup versions of the files. When the document is approved, declined, and reviewed it will show up on the procedure manual module. |

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