CvSU ARCHIVE SYSTEM: AN ONLINE COLLECTIONS MANAGEMENT SYSTEM (CMS) FOR CAVITE STATE UNIVERSITY

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Rationale

In the 21st century, there has been an increase in technological advancement. The increase in electronic devices, software applications, and electrical appliances are some of the implications of technological advancement. Despite these technological advancements, traditional documentation or filling is still widely used around the world. According to a journal written by Banathy (1997), she stated that human activity systems are our intentional creations. Manual-based systems are another type of human activity system that is designed for a specific purpose. However, the method data and information are handled in the future changes as technology advances. The way humans think generates new ideas for managing information with the appropriate system. Then, with an idea to develop a system for managing information with a computerized system and organizing data in a centralized database system.

As the time goes by, storing information or archiving important documents is very necessary and this must be efficient and helpful to both the user and the administrator. The method of implementation can resolve the problem that has risen within the organization. Each student or member of staff must spend considerable time in the thesis room in order to locate relevant thesis. If there is a more organized system that can store all of the projects in one system, projects completed by graduating students will be easier to find. According to O'Brien and Marakas (2008) in their book called "Management Information Systems, Computer Software", the operational database stores information about the activities of an organization and this clearly demonstrates that an archive system can be used to store all related projects created by students in an organization. In a study created by Ismail (2013) which tackled the previous online systems used for storing previously made thesis from Malaysia, safety of the physical copies of thesis is not guaranteed to last and be secured as physical files can be damaged or lost due to human error that would make it hard to be retrieved and make a copy of the original file. Not only thesis made by students who have graduated from the institution, in a study conducted by Caluza (2017), he stated that physical forms of documents are prone to being destroyed due to natural disasters unpredicted by human and the amount of storage required for each document would increase each time, along with the issues of misclassification, misplacement, and degradation of documents. Due to this, he developed an electronic document archive management system for personal documents of students, faculty and staff, and of the school administration.

The proposed study shall help not just the school administration, but also faculty and staff involved in the institution. It shall aid them retain necessary and important

documents such as lectures from different courses and thesis made by previously graduated students. It shall also provide security and preservation of files while allowing access to the people involved in the institution.

Purpose and Description

The proposed system shall be named as "CvSU Archive System", a web-based information system that allows the people in Cavite State University, faculty, staff, and admin to access digital forms of files such as thesis made by students, past lectures, policies and memorandums. The proposed system shall be created with HTML and PHP, used to create web-based systems. With PHP, as the programming language used to create dynamic web pages for the development of the proposed system. Lastly, the database management system (DBMS) to be used for the proposed system is MySQL as the said DBMS is the most widely used open-source database management system, along with XAMPP as the proposed software's web server.

The system shall act as a digital storage for files specifically for documents made inside the institution. The system shall be able to divide and assert the kind of document that was made, whether it is for research such as thesis, past lectures for subjects, or previous memorandums and policies made for the institution. It shall give access only to faculty, staff, and admins working in the institution and would require the user to log in using their CvSU email address and password for them to gain access into the database. The system shall also be able to determine and give proper accreditation to the individuals responsible for contributing the said documents to be stored in the system and shall have a search and filtering mechanism where the documents can easily be retrieved according to the search criteria.

The proposed system shall become a way for the faculty, staff, and admins to help them secure and access the previous documents developed in Cavite State University. The proposed system shall be available to the employees in the institution involved in management of documents such as faculty and staff and it may also be used by the future researchers who would gain interest in conducting studies regarding the proposed system in hopes of improving the said system. The proposed system shall benefit people, particularly the Cavite State University administration, faculty, and staff as it shall aid them in keeping track of important documents in the institution as well as the future researchers who would like to develop a similar system or improve the proposed system.

Objectives of the Study

The general objective of the proposed study is to develop a web-based archive system for the management of documents in Cavite State University that allows university personnel such faculty, staff, and administrators to access and keep track of the documents that are previously made in the institution. Specifically, the proposed study aims to:

- Identify the requirements which are useful to develop an archive system that can help the faculty and staff to store important documents such as thesis, lectures, memorandums, and policies in one system and make sure it is easy to track.

- Design a system that can solve most of the time constraints in filtering and searching for necessary documents in the institution.

- Develop a system that can maintain the safety of the institution's important files and avoid any physical damage.

- Develop a system that stores documents previously made to be used by people for future references.

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