ITEM REGISTRATION
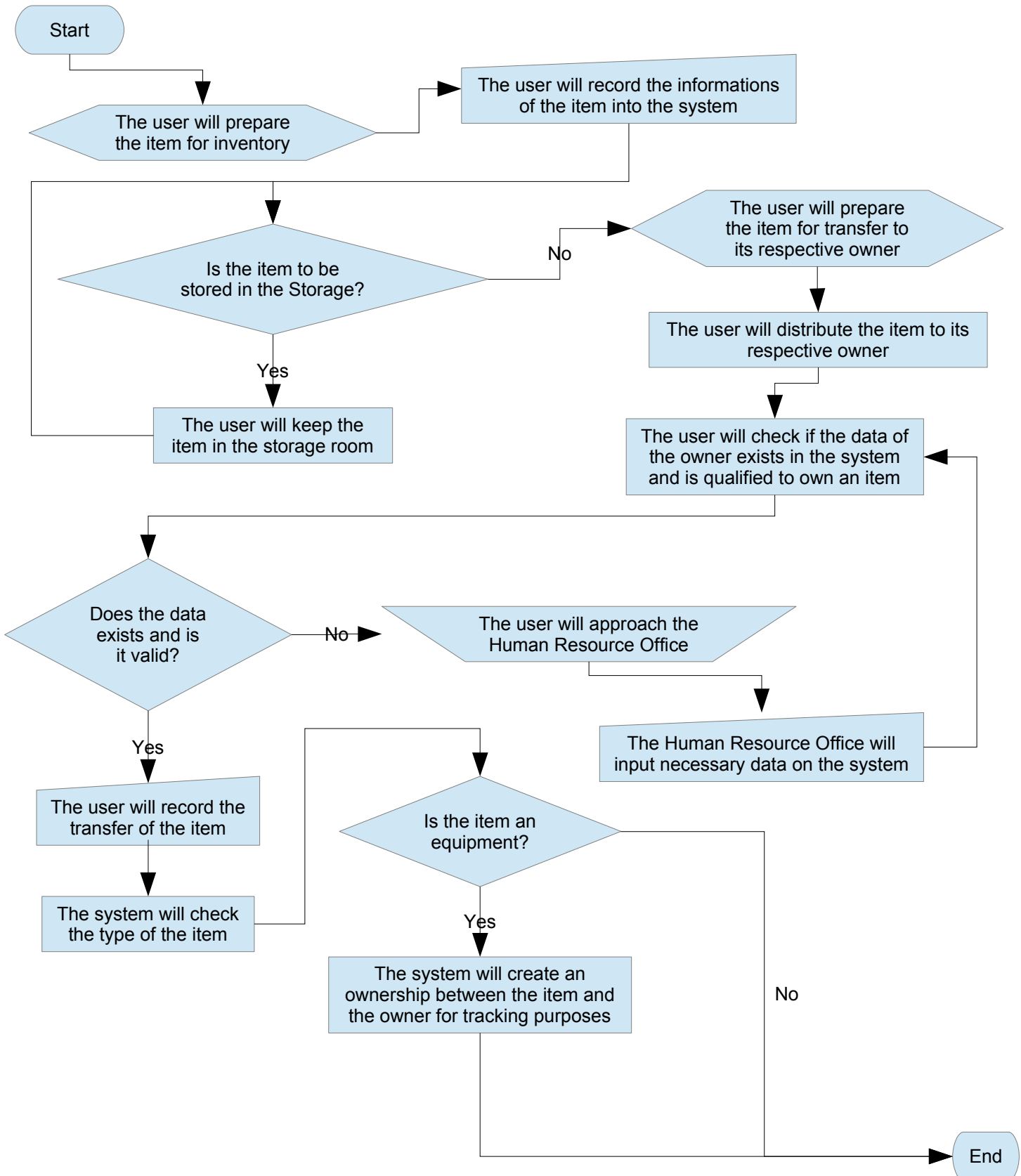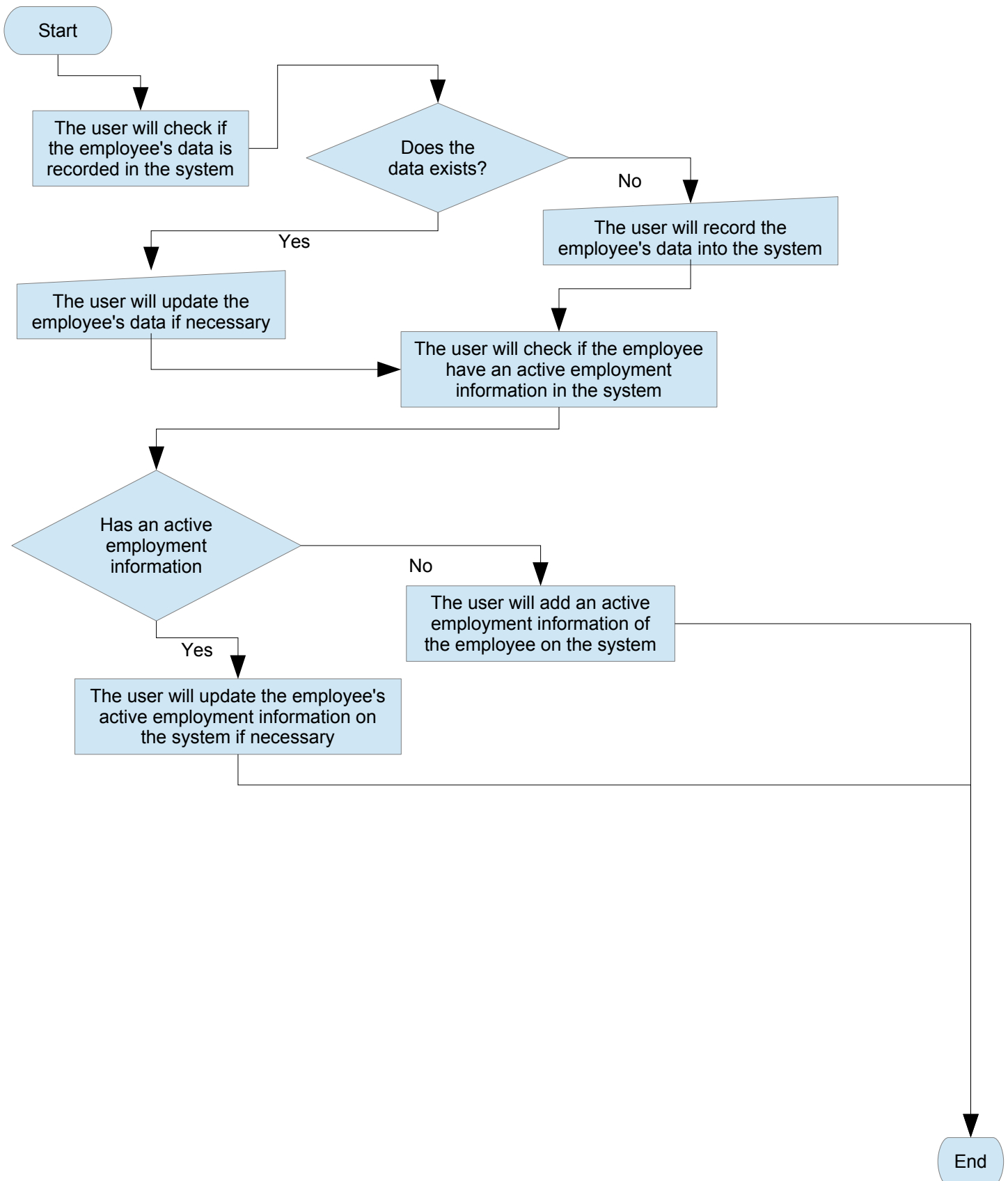
This is the flow of the transaction upon the arrival of the item on the Properties and Supplies.

Start

The user will prepare the item for inventory

The user will record the informations of the item into the system

Is the item to be stored in the Storage?

No → The user will prepare the item for transfer to its respective owner

The user will distribute the item to its respective owner

Yes

The user will keep the item in the storage room

The user will check if the data of the owner exists in the system and is qualified to own an item

Does the data exists and is it valid?

No → The user will approach the Human Resource Office

The Human Resource Office will input necessary data on the system

Yes

The user will record the transfer of the item

The system will check the type of the item

Is the item an equipment?

Yes

The system will create an ownership between the item and the owner for tracking purposes
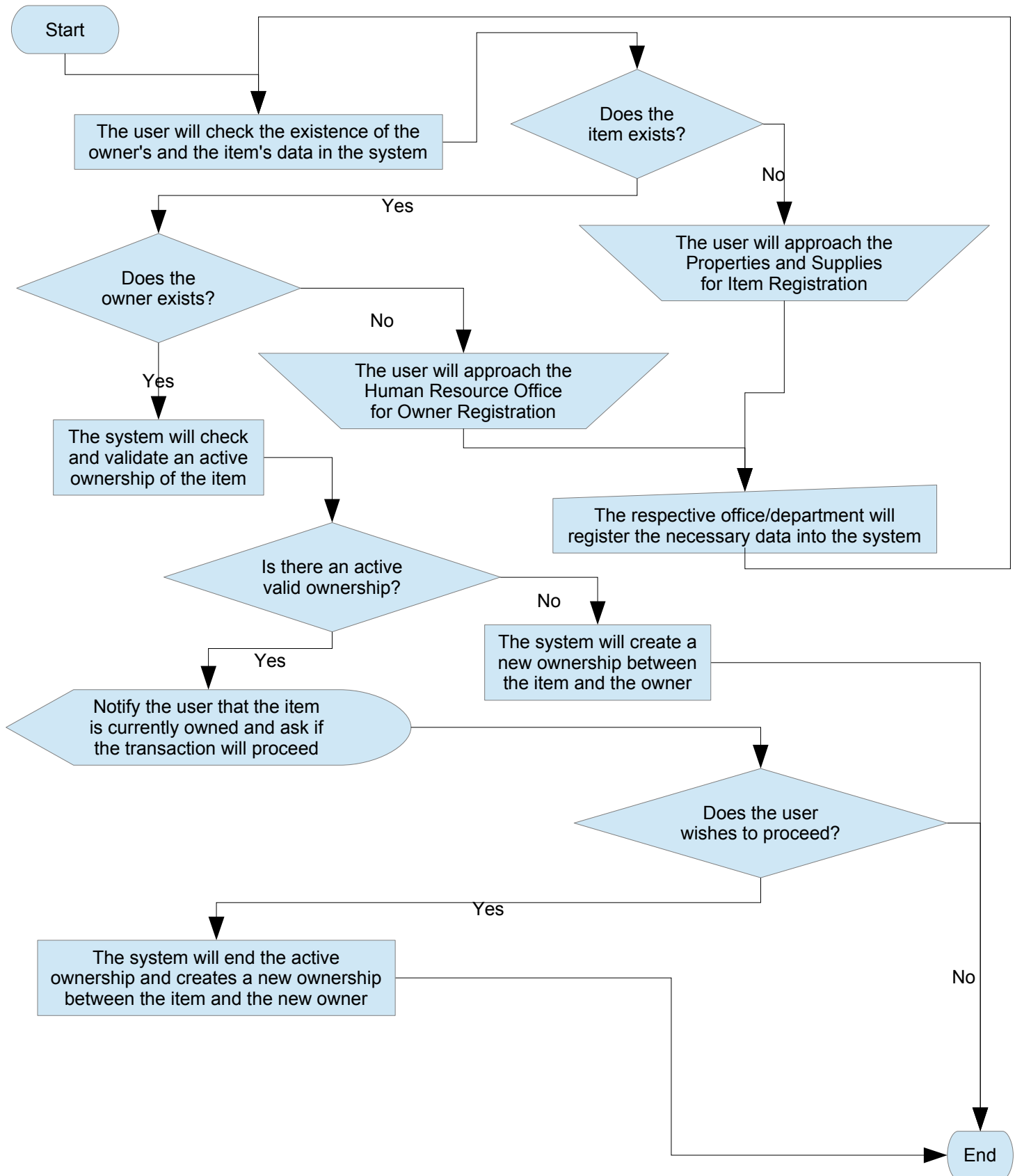
No

End

OWNER REGISTRATION

This is the flow of the transaction when the Human Resource Office is going to register a qualified owner of an item in the system expected that the owner is a bonafide employee of the organization.

Start

The user will check if the employee's data is recorded in the system

Does the data exists?

No

The user will record the employee's data into the system

Yes

The user will update the employee's data if necessary

The user will check if the employee have an active employment information in the system

Has an active employment information

No

The user will add an active employment information of the employee on the system

Yes

The user will update the employee's active employment information on the system if necessary
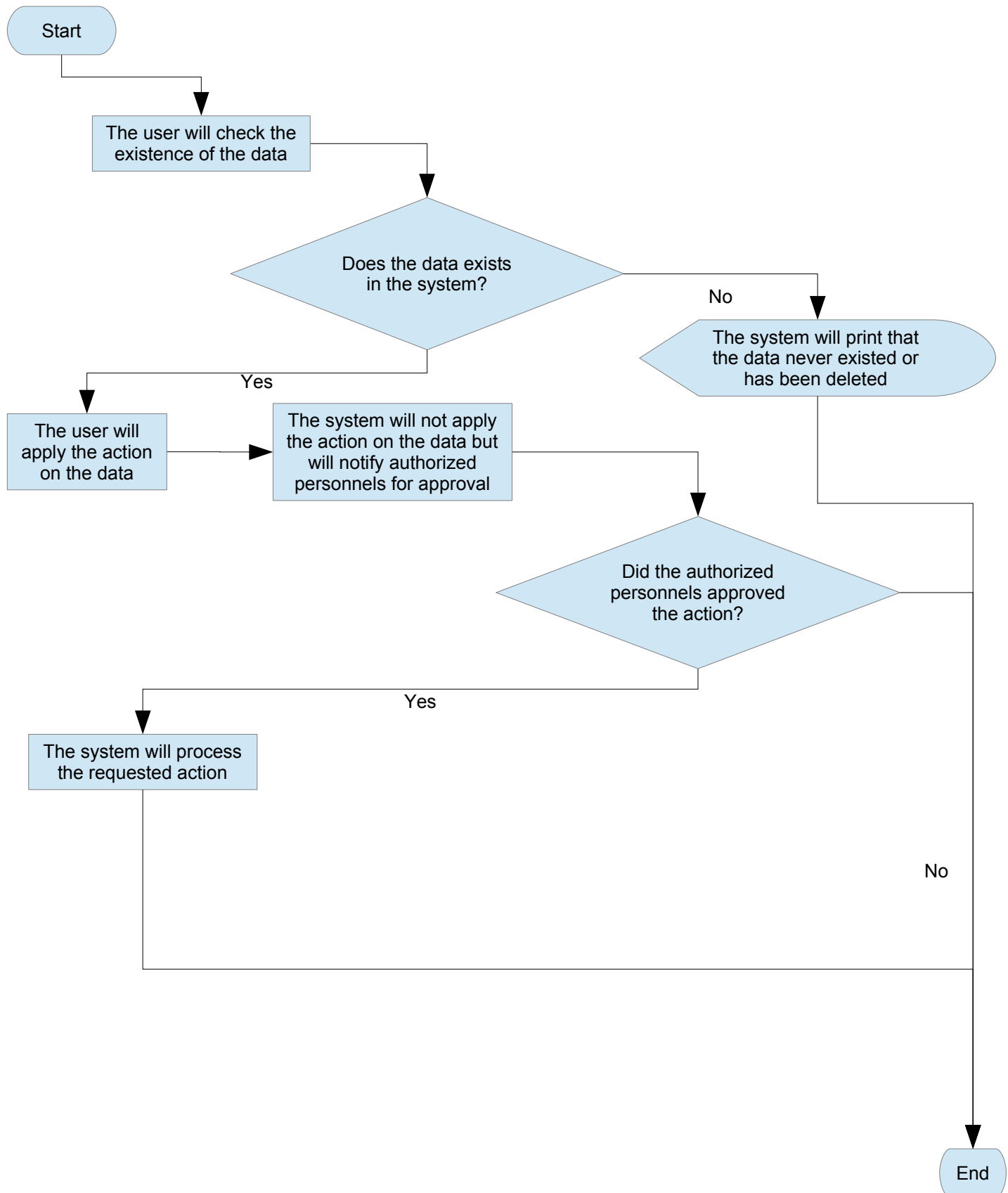
End

OWNERSHIP-RELATIONSHIP ESTABLISHMENT

This is the flow of the transaction on the establishment of ownership-relationship of items and its owners for monitoring and tracking purposes which will be manage by the IT Technical Staff.

Start

The user will check the existence of the owner's and the item's data in the system

Does the item exists?

No

The user will approach the Properties and Supplies for Item Registration

Yes

Does the owner exists?

No

The user will approach the Human Resource Office for Owner Registration

Yes

The system will check and validate an active ownership of the item

The respective office/department will register the necessary data into the system

Is there an active valid ownership?

No

The system will create a new ownership between the item and the owner

Yes

Notify the user that the item is currently owned and ask if the transaction will proceed

Does the user wishes to proceed?

Yes

No

The system will end the active ownership and creates a new ownership between the item and the new owner
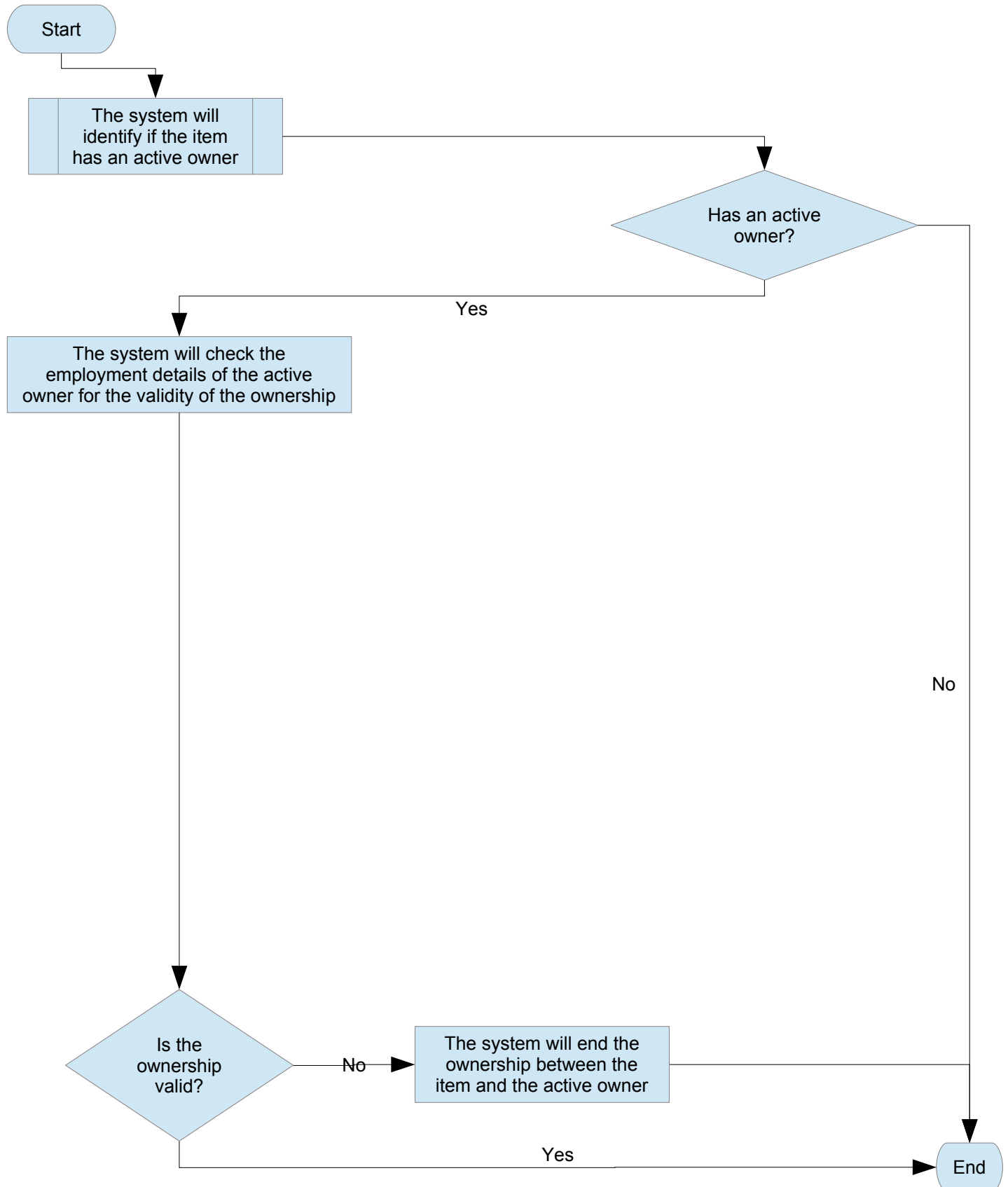
End

DATA ADMINISTRATION

This is the flow of the transaction when a user wants to do a sensitive data manipulation, such as data deletion, and will be needing an approval from authorized personnels from the department in charged of the data.

Start

The user will check the existence of the data

Does the data exists in the system?

No

The system will print that the data never existed or has been deleted

Yes

The user will apply the action on the data

The system will not apply the action on the data but will notify authorized personnels for approval

Did the authorized personnels approved the action?

Yes

No

The system will process the requested action

End

OWNERSHIP VALIDATION

This is the flow of the system when it will validate the ownership between a specific item and its active owner.

Start

The system will identify if the item has an active owner

Has an active owner?

Yes

No

The system will check the employment details of the active owner for the validity of the ownership

Is the ownership valid?

No

The system will end the ownership between the item and the active owner

Yes

End

DATA MANIPULATION LOGGING

This is the flow of the system when an action has been committed and a data has been added, manipulated, or deleted.

Start

The system will identify the action/event

The system will log the action into the system with necessary information

Is the action/event an error?

Yes

The system will notify the System Developers and the System Administrators of the error

Is it a database-related error?

No

The system will log the error into the database

Yes

The system will log the error into a file

Does a ticket exists for handling these errors?

No

The system will create a ticket dedicated for fixing the system errors

Yes

The system will open the ticket dedicated for fixing the system errors

The assigned staffs on the ticket will do the necessary actions

No

End