

**OFFICIAL WEBSITE OF INTERNATIONAL ASSOCIATION OF BUSINESS
COMMUNICATORS - PHILIPPINES CHAPTER**

A Project
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CHAPTER 1: INTRODUCTION

1.1 Background of the Study

The International Association of Business Communicators (IABC) is an international network of communications professionals. IABC enables a global standard network of communicators that works in various industries and regulates, contributes, and applies the world's best communication practices. Professional communicators who aspire to excel in their chosen fields acknowledged IABC as their go-to professional association to help them flourish more.

The International Association of Business Communicators Philippines is an association of top business, industrial and organization communicators, and professionals. IABC Philippines is the first country chapter in Asia, since 1983. IABC Philippines is committed to professional growth, learning, and communication.

The International Association of Business Communicators Philippines is a community that helps improve and connect communication professionals. IABC Philippines supports the highest professional standards and practice of exceptional quality and innovation in the organization and business communication—support its community of business communication professionals with innovative thinking, shared best practices, in-depth learning, and career guidance. They recognize the value and power of a diverse community and are committed to embracing the diversity, equity, equality, and inclusion of all people. Regardless of who you are, may it be your religion, socio-economic status, age, gender identity, sexual orientation, physical capabilities, and occupation, you are an equal and valued part of their global community.

IABC's shared values state: "We are a diverse community. We welcome diverse communication professionals of all levels and practices. We embrace diverse

viewpoints, encourage conversation, and celebrate cultural differences. We believe these differences benefit our community and we are more enlightened, well-informed, and successful when we honor our unique experiences and perspectives.”

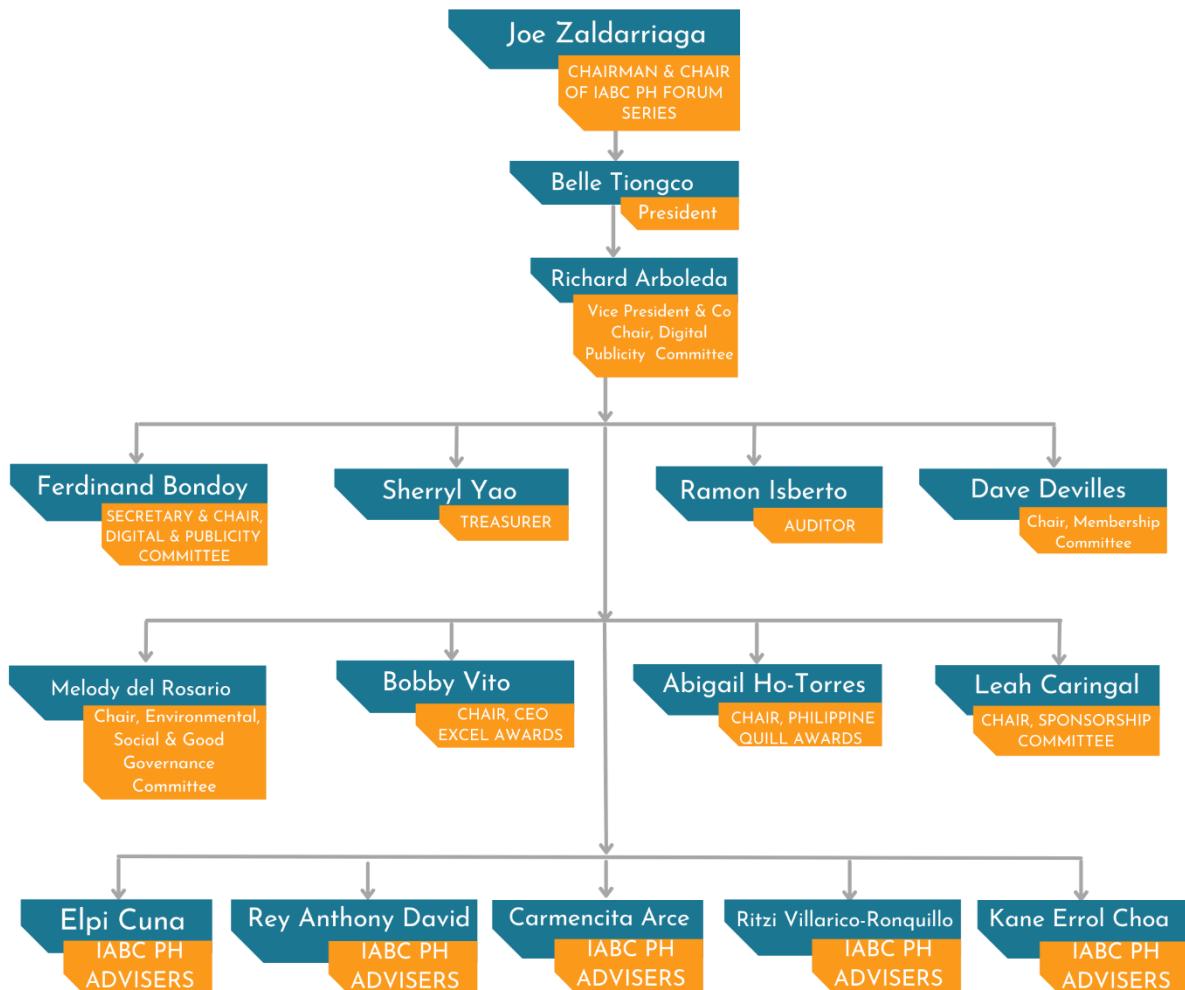
The International Association of Business Communicators Philippines is committed to maintaining the highest business communication standards in the country for Filipino practitioners and communication professionals, bringing together their collective disciplines. IABC Philippines promote professional development by providing events, webinars, forums, certification, and awards program that will help increase their members' knowledge of developments in all types of marketing and business communication. They promote continued professional growth, learning, and communication excellence, linking Filipino practitioners with their other colleagues worldwide.

IABC Philippines has two major communication excellence industry awards to give credit to their member's arduous work in their field. The two major awards are the Philippine Quill Awards and the CEO Excel Award, it is a member of the Global Alliance of Public Relations and Communication Management.

The Philippine Quill is the country's most prestigious awards program in the field of business communication honors the dedication, innovation, and passion of communicators using a global standard. It has been bestowing the seal of approval to the most reputable organizations and corporations in the nation for almost two decades, emphasizing the use of excellent communication to achieve business goals and to make a difference in society. The golden feather symbolizing a quill writing pen is a universal icon recognized throughout the industry.

Until the present time, the International Association of Business Communicators Philippines Chapter continuously upholds its advocacy to provide service and support to communication professionals to still be at the top of their game despite being in the middle of a pandemic.

1.2 Organizational Chart



1.3 Statement of the Problems

1.3.1 Problem #1: The time-consuming process for the verification of awards applicants' entries.

Documents Involved:

1. Invoice/Billing Statement - a statement that contains the amount/cost of the service/entries that a client acquired from the company.
2. Receipt - a statement that contains the amount/cost of the service/entries that a client has paid to the company.
3. Email - a legal document that consists of the conversation of the client and the company, including the proof payment.

Scenario/Background:

1. This problem is observed in all application entries that will vary in magnitude depending on the client and other factors that contribute to the ability to process the transaction.
2. Filtering of paid entries - the company lacks tools for sorting and filtering payment transactions.
3. The company has experienced being taken advantage of by clients, clients can upload multiple entries without payment and tend to get away with it (user uploads entries without paying the entry fee).

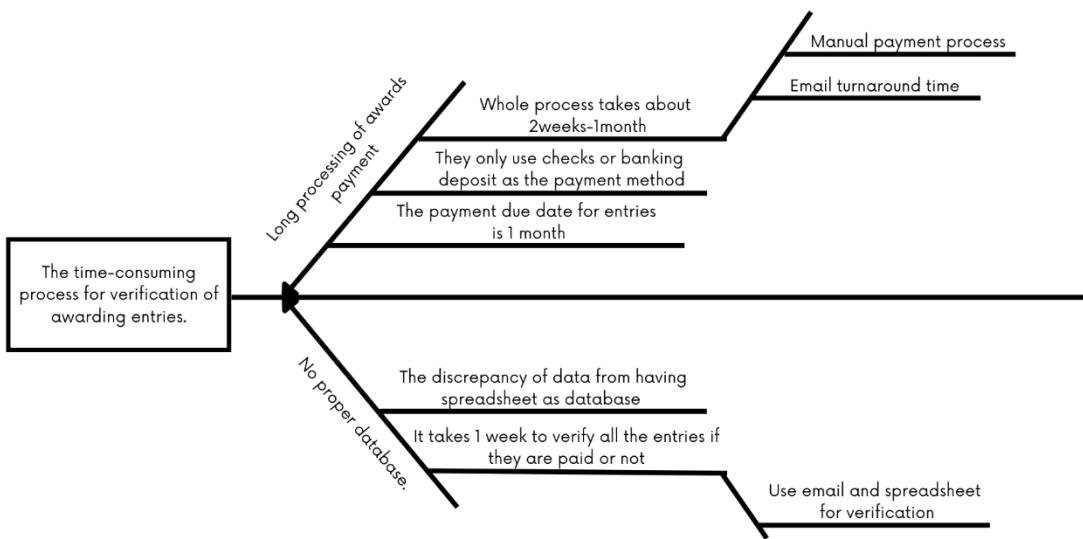


Figure 1: Fishbone Diagram for Problem #1

Quantification:

1. Entries per Awards = 1000+ entries
2. Verification Process = 1 week

Impact:

1. Lower productivity rate; instead of focusing on more valuable work, manual verifying from email and spreadsheet consumes a lot of time.
2. Imbalanced ratio for income and entries, the company would lose some of their income because of an unpaid entry that slips through their verification.

1.3.2 Problem #2: Managing of data for new application and renewal process of IABC membership is not organized.

Documents Involved:

1. Registration Form - a document where the possible clients fill out the information needed by the company for verification and security purposes.
2. Invoice/Billing Statement - a statement that contains the amount/cost of the service that a client acquired from the company.
3. Receipt - a statement that contains the amount/cost of the service that a client has paid to the company.
4. Spreadsheet – a downloaded document that stores the information of the awards entries, this serves as their database.
5. Email - a legal document that consists of the conversation of the client and the company, including the proof of payment.

Scenario/Background:

1. It will vary a large amount of load, depending on the client's availability to reply and other factors such as spam email that contribute to being able to process the transaction.
2. The company does not have a tool to look for their member's membership expiration date faster.
3. The company does not get information immediately when needed.
4. Every company that caters to several members must have a proper database where they can store their member's information, for easy access or retrieval of the data when it is urgently needed.

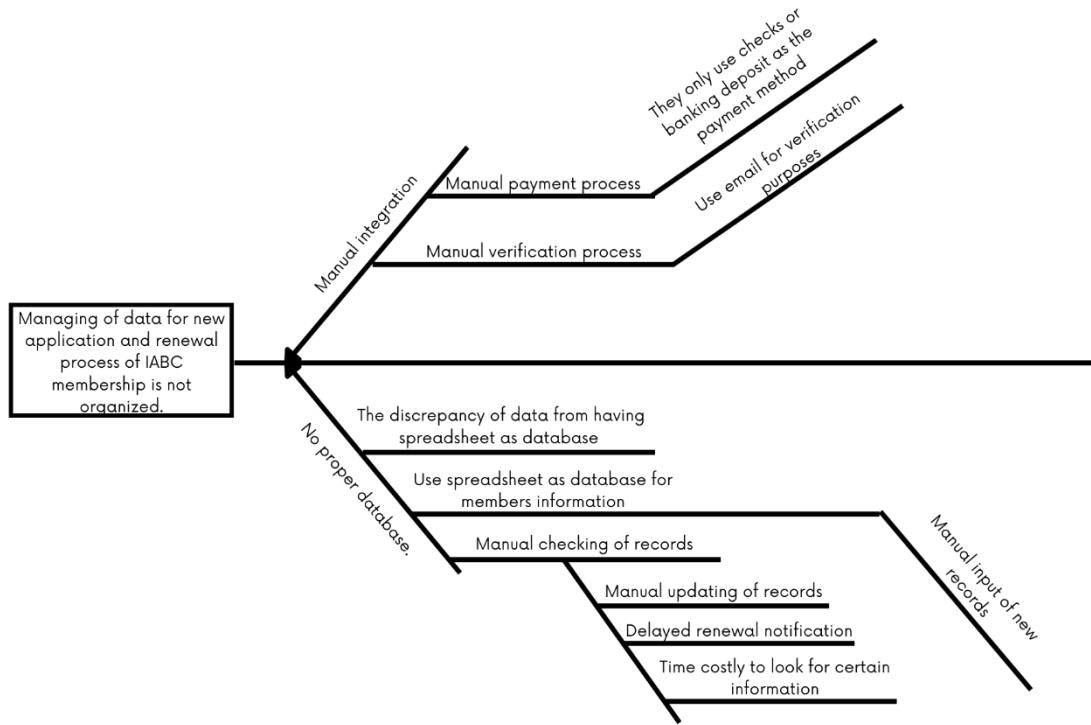


Figure 2: Fishbone Diagram for Problem #2

Impact:

1. The database or the spreadsheet itself is unorganized; thus, more chances of data inconsistency can happen, such as duplication of data or information.
2. Data is more prone to mismanagement, possibly impacting the company's business profit by losing its members without them knowing; or knowing it late.
3. Delayed notification of membership expiry date; manual checking and verifying records uses a lot of time that results in a delay in notifying their members' expiry date, which causes the loss of a client.

1.3.3 Problem #3: Organizing an event is a tedious process in areas such as agency bidding and project tracking.

Documents Involved:

1. Proposal - a document that contains the agency bidder's proposed event plans and timeline.
2. Email - a legal document that consists of the conversation of the client and the company; it also shows the timeline of the transaction process based on the conversation history.
3. Project Tracking Spreadsheet - a document that contains the track record of the event progress.

Scenario:

1. There can be a discrepancy in the tracking coordination of both parties, which is the agency and the company's secretariat.
2. Communicating through email is a burden by having multiple exchanges which causes inbox congestion.

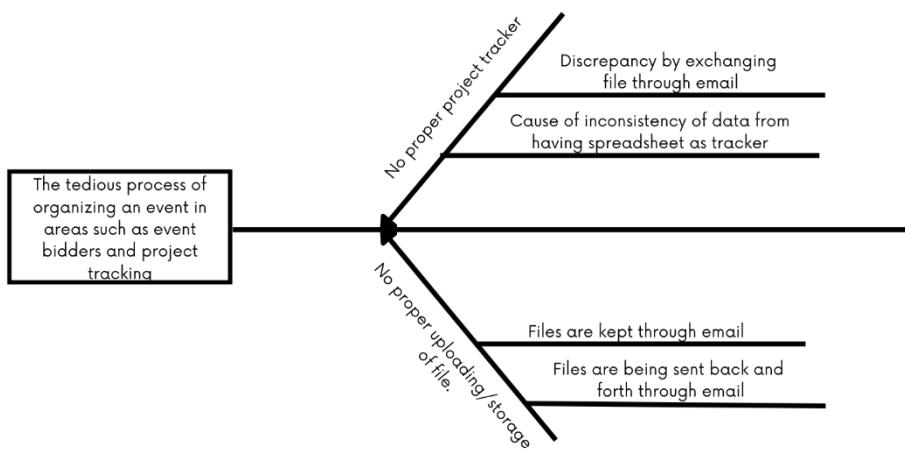


Figure 3: Fishbone Diagram for Problem #3

Impact:

1. It takes a lot of effort to review and compile the files exchanges by the bidder and the secretariat.
2. Could cause delayed progress (i.e. pre-event planning) and possible interruption during an ongoing event which can lead to a big misunderstanding.
3. Might cause a big inconvenience to the people involved.
4. Bad image for the company.

1.4 Objectives

1.4.1 General Objective

Our general objective is to create an official website for the Philippine chapter of the International Association of Business Communicators. Make a website more functional to their desire and maximize its use. Creating a website that showcases the company's mission and goals. Making manual work into an automated one for more efficient and smoother transactions. This will help the company's credibility and will make the website easier to navigate and use.

1.4.2 Specific Objectives

Specific Objective #1:

1. To be able to create a feature that will be able to display and filter out entries depending on if they have already paid or not so that they can appear on the judging page.
2. To be able to create a feature that will be able to display the status of the submitted application entries.
3. To be able to generate an e-bill statement for the client to proceed with the payment.
4. To be able to create an option for 2 kinds of payment methods which will be the following: Online Payment and Cheque/Bank Deposit.

Specific Objective #2

1. To be able to create a feature that can automatically or manually update a user client's account to a premium membership depending on if they have availed the service or not which will be decided by an admin/staff user.
2. This feature will include a filtering function which will help the admin/staff user lessen the amount of work they need to do compared to their current process.
3. To be able to create a feature where an admin/staff user can view the list of members with their different information (database).
 - a. Where the admin/staff user will be able to view their membership expiry date so that they can notify a user member if their account is about to expire.
4. To be able to generate an e-bill statement for the client to proceed with the payment.
5. To be able to create an option for 2 kinds of payment methods which will be the following: Online Payment and Cheque/Bank Deposit.

Specific Objective #3

1. To be able to create a feature that can track the progress or phases of a current event project.
2. To be able to create a feature that will handle the uploading of the proposals of the agency bidders.

1.5. Scope and Delimitation

This project will focus on improving the manual process of awarding, organizing the membership process, and managing event phases of the International Association of Business Communicators Philippines Chapter.

Internal Entities:

- Admin/IABC Employees
- Awards Committee
- Secretariat

External Entities:

- Client (Member/Non-Members)
- Event Agency Organizers/Bidders

These are the processes that we will include in the study:

- Improving the current payment process – We'll improve the current payment system by adding an online payment method so they can easily pay any transactions with the company, online.
- Automated Registration – In this approach, there will be a form that any user can directly use to create an account just by filling up the information needed online and submitting the form.
- Managing and filtering process for awards application – A feature wherein the client can send all the required documents on one page only. An admin page that can review the documents that are sent by the applicant and whether they have already paid the entry fee and can immediately confirm it just by clicking the confirm button and a confirmation email and notification will be sent to the applicant.
- Managing and filtering process for membership application and renewal – This system aims to construct a list of members that can be filtered by the admin, so they can easily identify the status of the user's membership. We will also improve

their database so they can properly store their data, apart from just using spreadsheets. It also has a feature that will notify the member if their membership is 3 months away from the expiration date through email and the website.

- Tracking the event phases – This system focuses on organizing the event in which both the company and the event organizer will be informed on what phase of the event is currently happening.
- Chatbot or FAQ Bot – This feature will contain automated answers to the frequently asked questions for the company.
- A page for past winners – This page will display the past winners of the Philippine Quill Awards and CEO Excel Awards.
- Feedback or Review part – This feature will be placed on the home page of the website, where members can write their testimonies or feedback about the company and its services. This part will also be displayed in the home page.

Delimitation:

This study is solely focused on improving the manual process, organizing the membership information and process, and managing the event phases of the IABC Philippines Chapter. That includes the following: improvement of payment, automated registration, managing and filtering of membership and awards application process, and managing the event phase. Hence anything that is not stated in our scope will not be included in this study.

CHAPTER 2: SYSTEM ANALYSIS (EXISTING SYSTEM)

2.1 System Analysis Tools

2.1.1. System Outline

1. Membership Application
 - 1.1 Inquire for Application for Membership
 - 1.2 Send Email Registration form
 - 1.3 Receive Email Registration form
 - 1.4 Send Billing Statement
 - 1.5 Check Payment
 - 1.5.1 Check mode of payment
 - 1.5.1.1 Cheque or Bank Deposit
 - 1.5.2 Receive Proof of payment
 - 1.5.3 Email back receipt
 - 1.6 Update of Member's Data Spreadsheet
2. Membership Renewal Application
 - 2.1 Check Client Membership
 - 2.2 Notify Client
 - 2.3 Send Billing Statement
 - 2.3.1 Payment Method
 - 2.3.1.1 Cheque or Bank Deposit
 - 2.3.2 Receive Proof of Payment
 - 2.3.3 Email Receipt
 - 2.4 Update of Member's Data Spreadsheet

3. Award Application

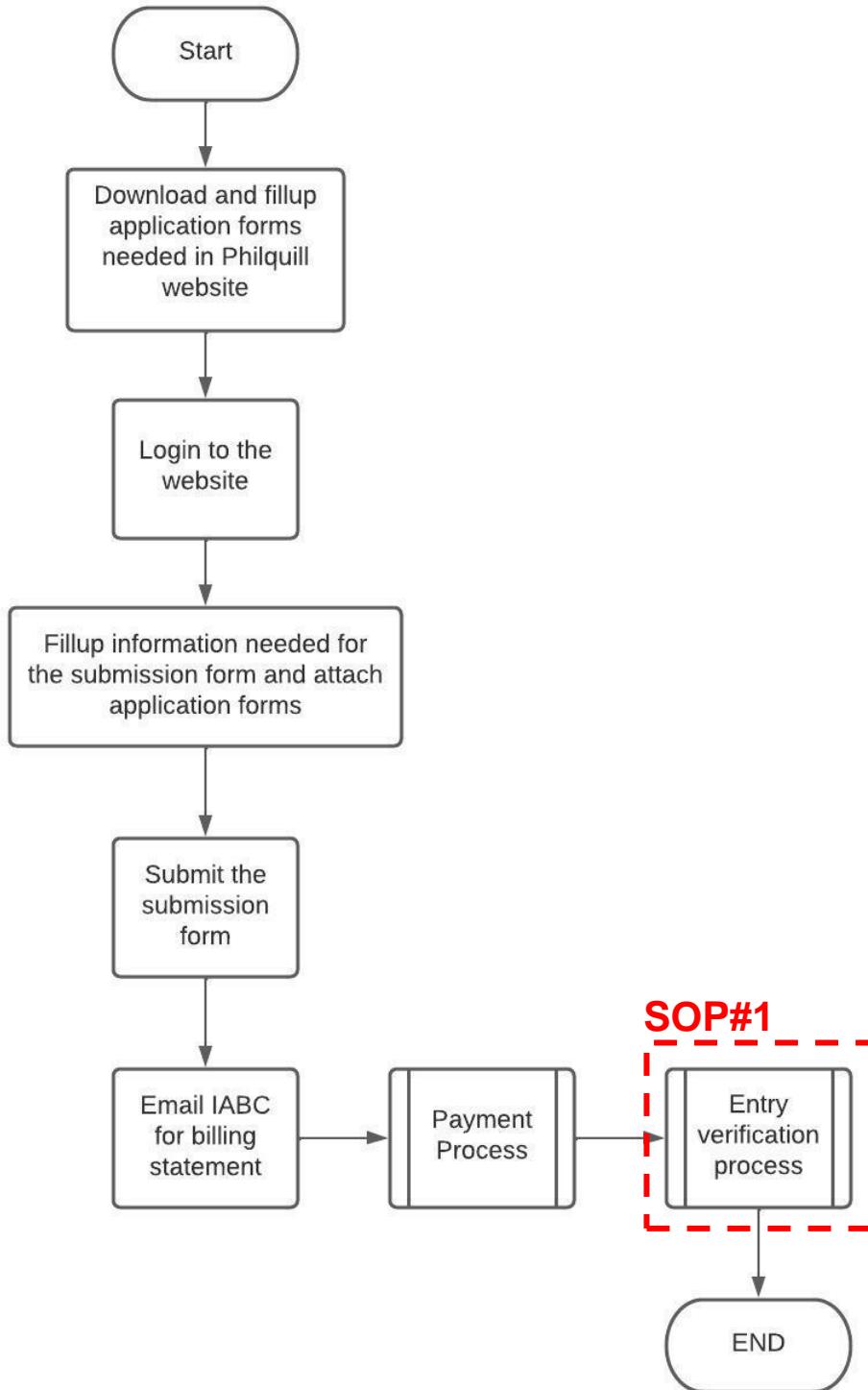
- 3.1 Download Application Form
- 3.2 Check Completeness
 - 3.2.1 Log-in website and fill up requirements
 - 3.2.2 Upload Application form with complete information
- 3.3 Email IABC
- 3.4 Check Award Application
 - 3.4.1 Email Billing statement
- 3.5 Receive Payment
 - 3.5.1 Payment Method
 - 3.5.1.1 Cheque or Bank Deposit
 - 3.5.2 Receive proof of payment
 - 3.5.3 Email receipt and verification
 - 3.5.4 Approve Application

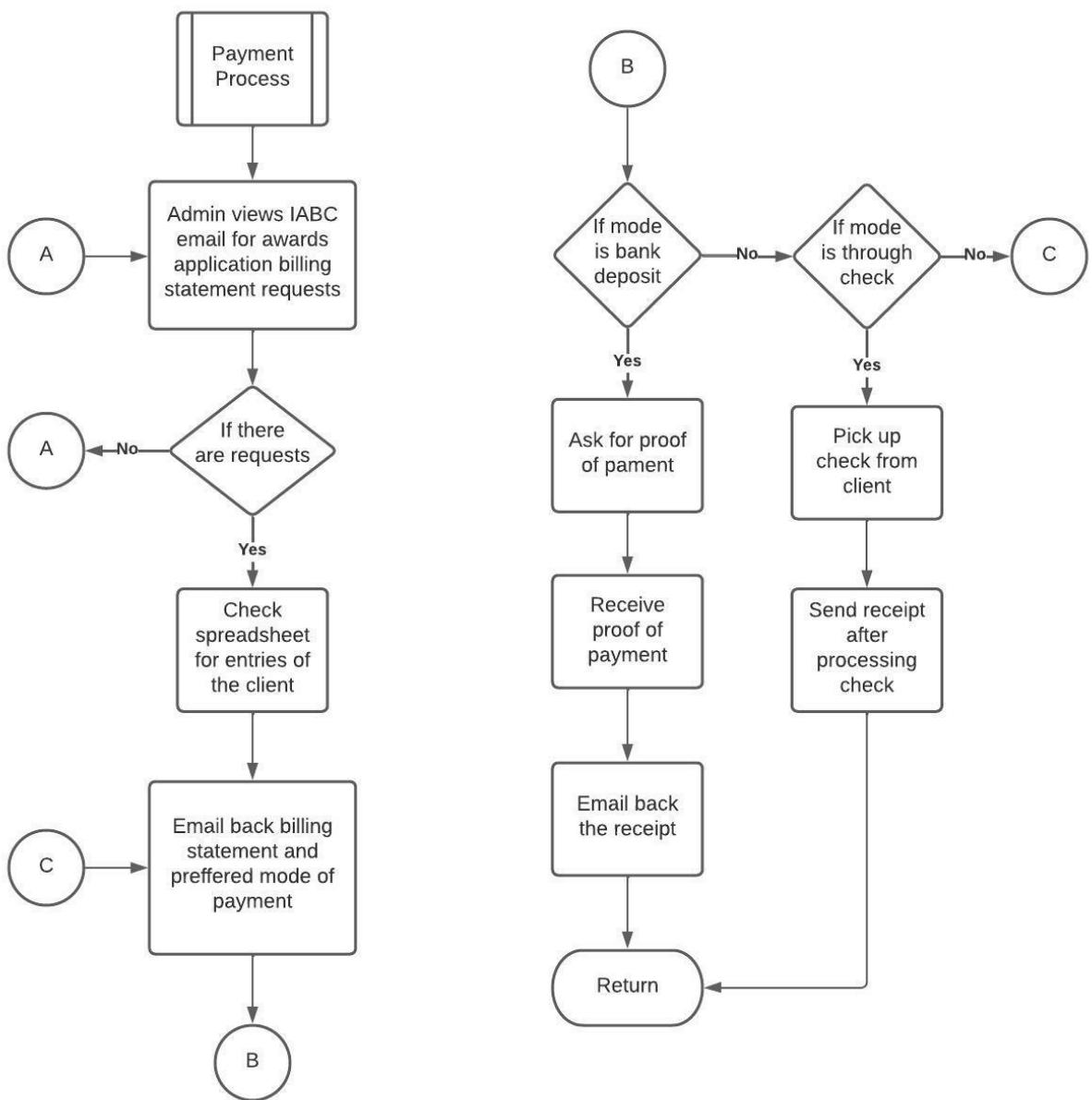
4. Events Organizing

- 4.1 Advertise project to bidders
- 4.2 Bidder emails proposal
- 4.3 Checks for revisions
 - 4.4.1 Email bidder for clarifications
- 4.4 Create meeting with bidder
- 4.5 Approve
- 4.6 Track progress in spreadsheet
- 4.7 Advertise to members
- 4.8 Register Participant
- 4.9 Payment of participants
 - 4.9.1 Admin receives event applications
 - 4.9.2 Email billing statement
 - 4.9.2.1 Cheque or Bank Deposit
 - 4.9.3 Receive proof of payment
 - 4.9.4 Email back receipt
- 4.10 Email link venue to participant

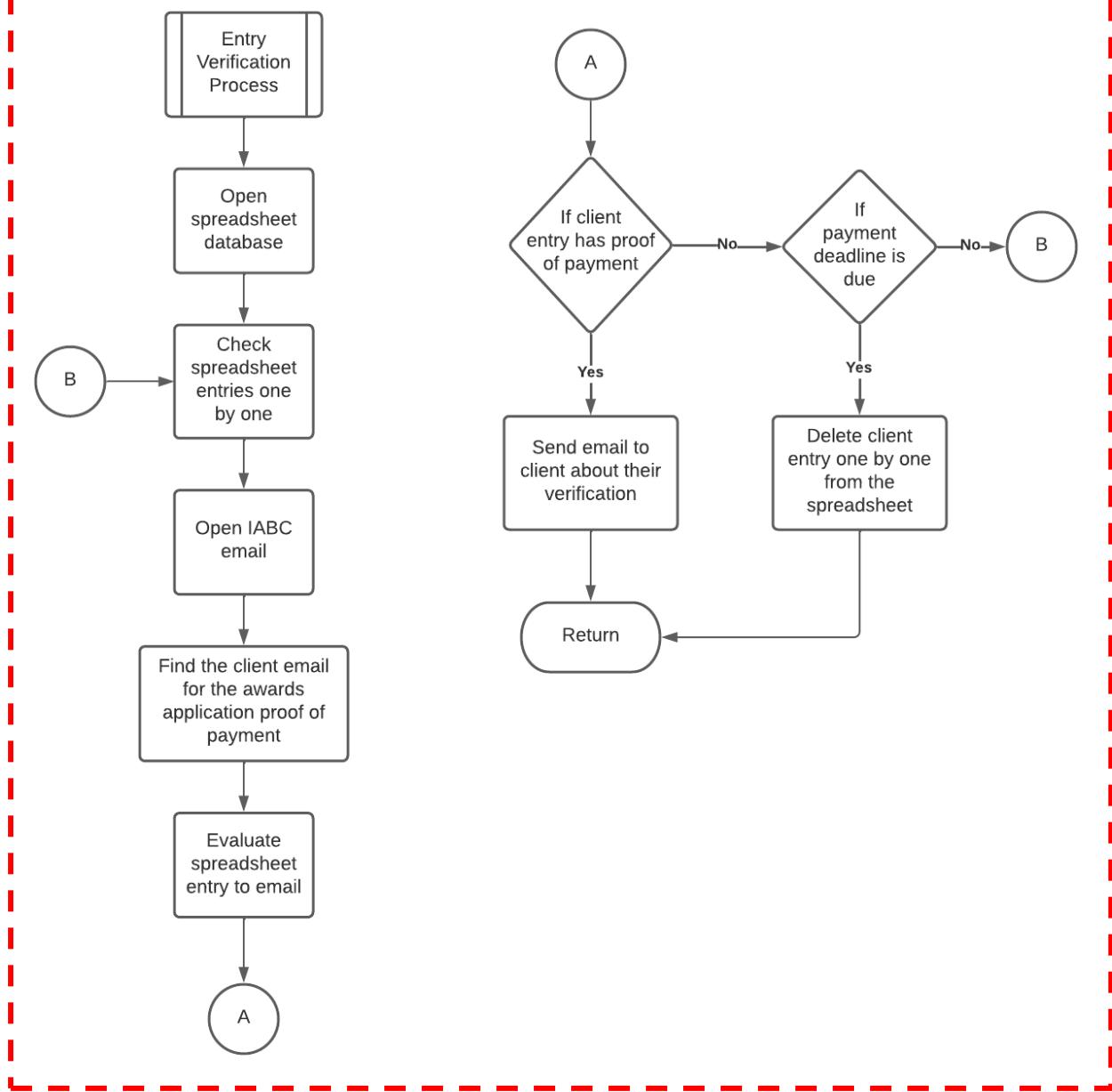
2.1.2. System Flowchart

Awards Application Flowchart

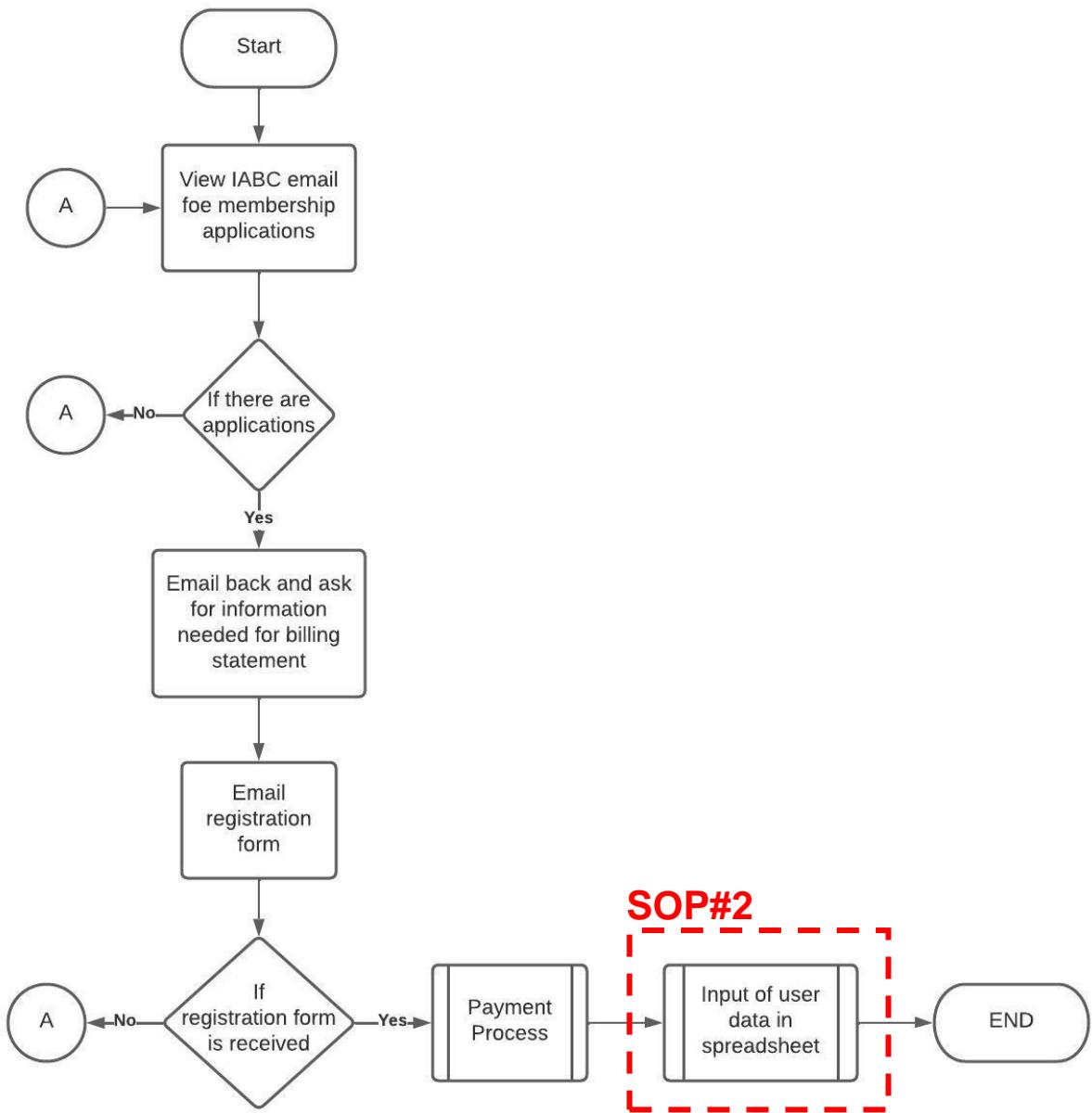


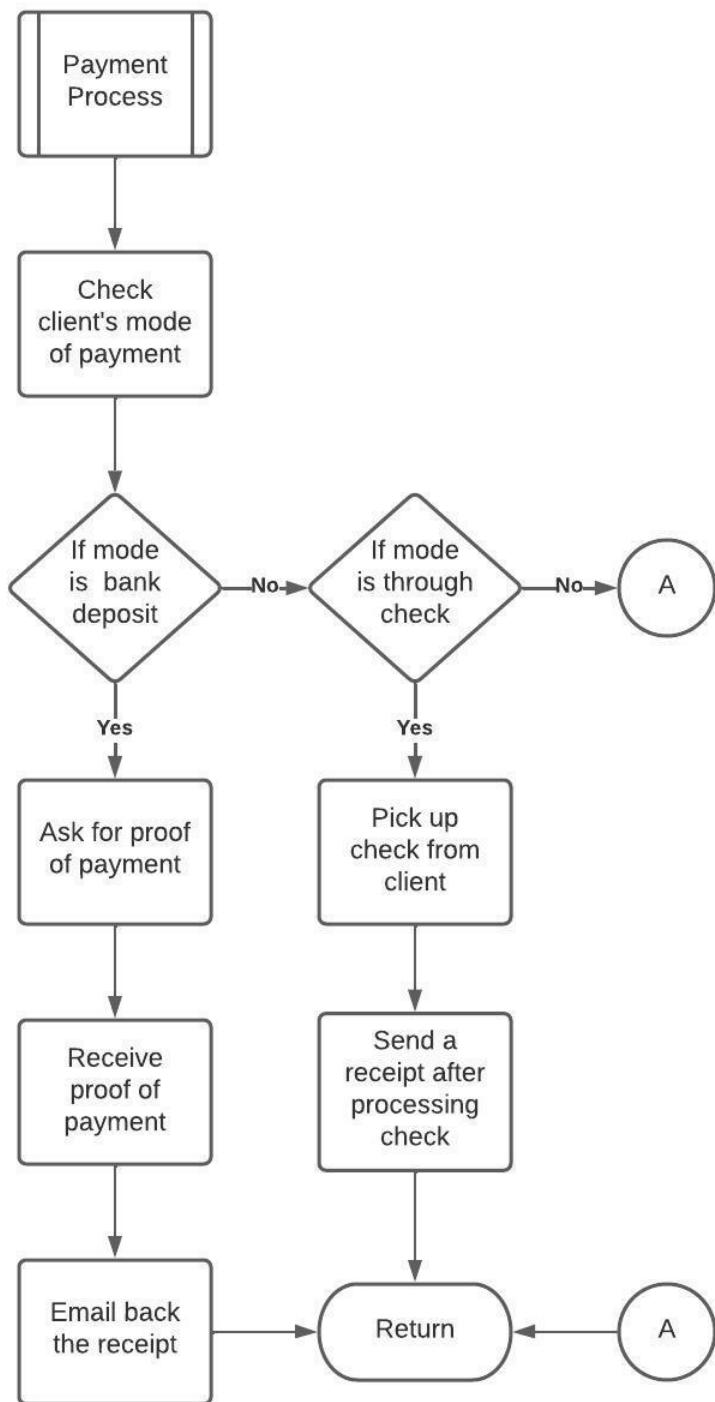


SOP#1

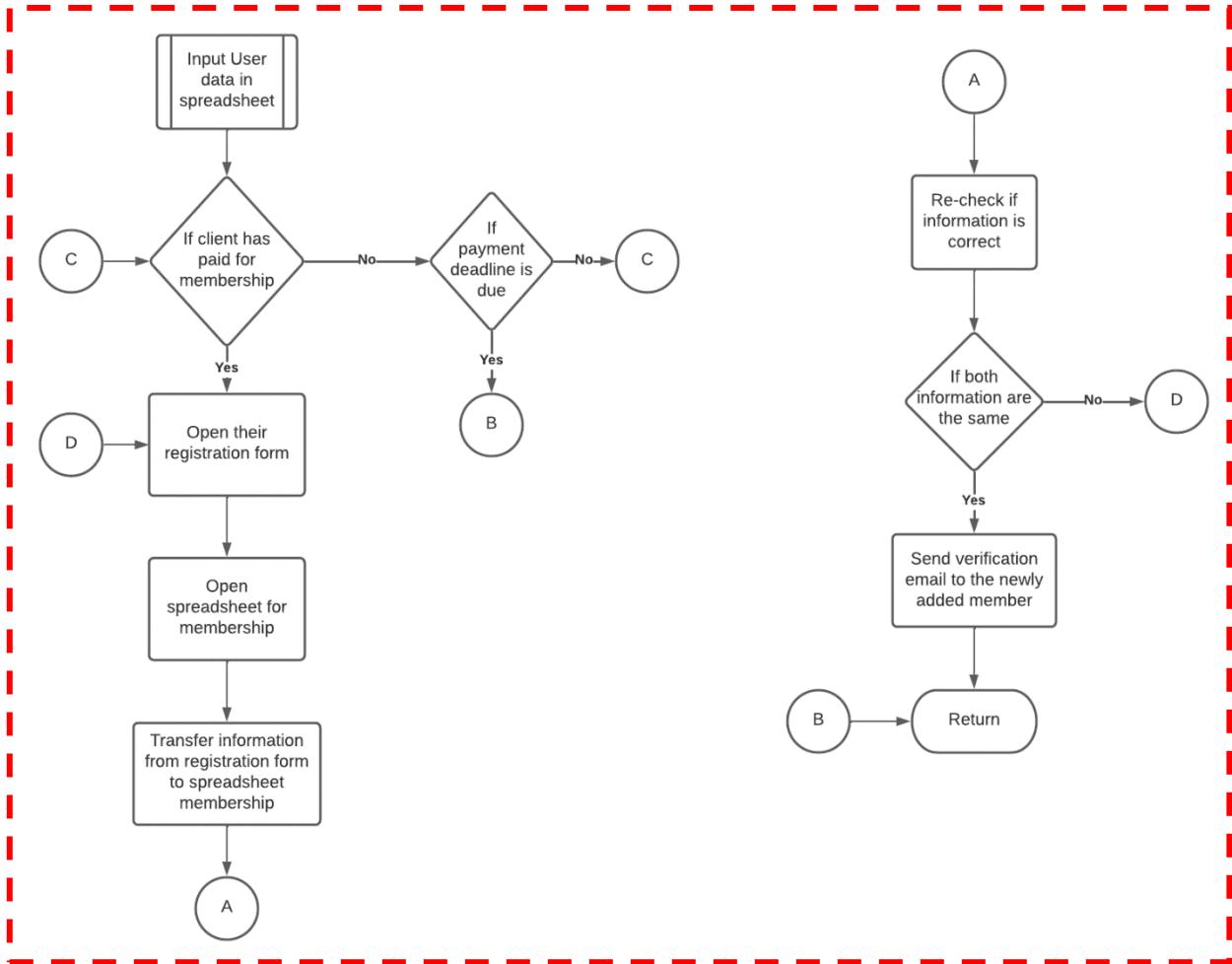


Membership Application Flowchart

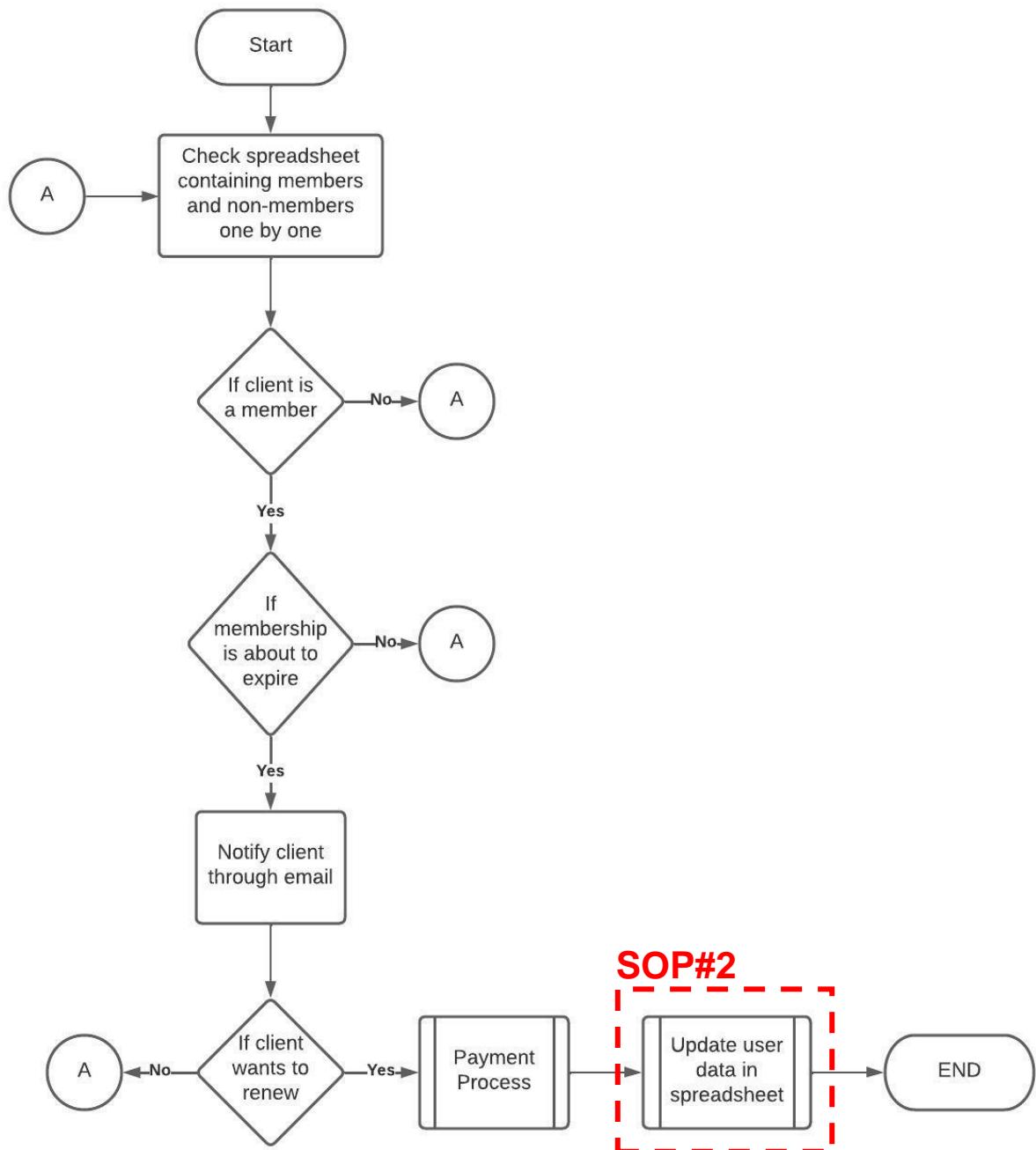


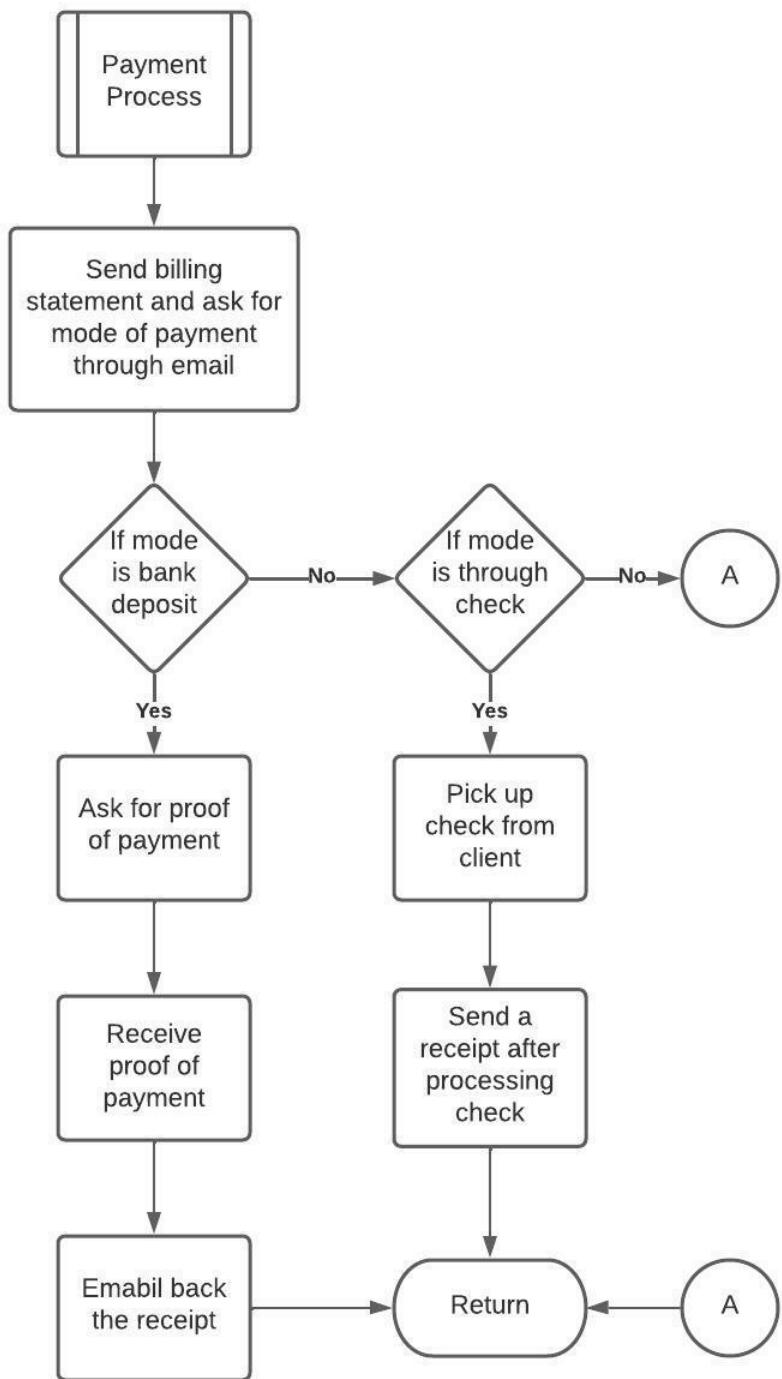


SOP#2

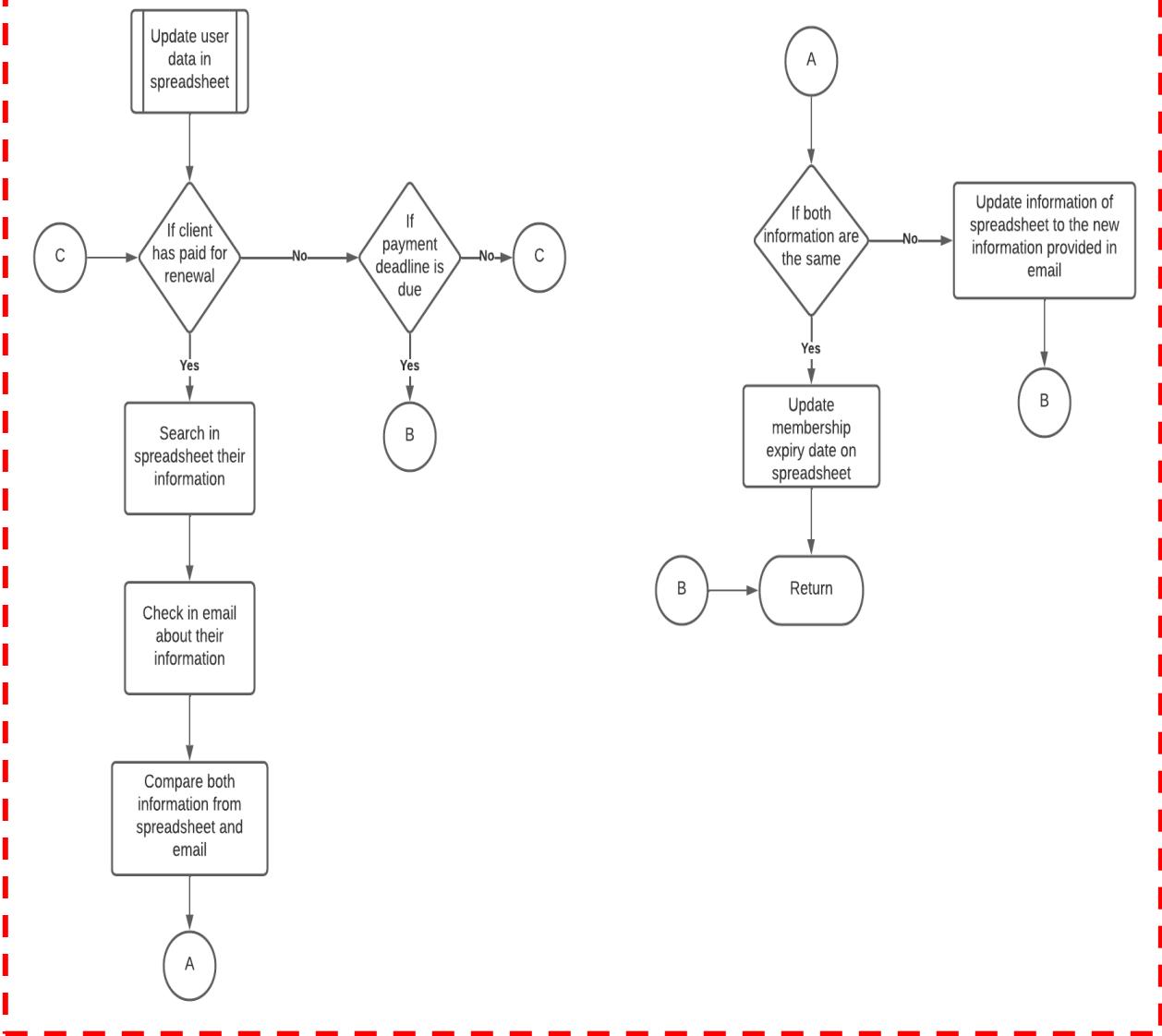


Membership Renewal Flowchart



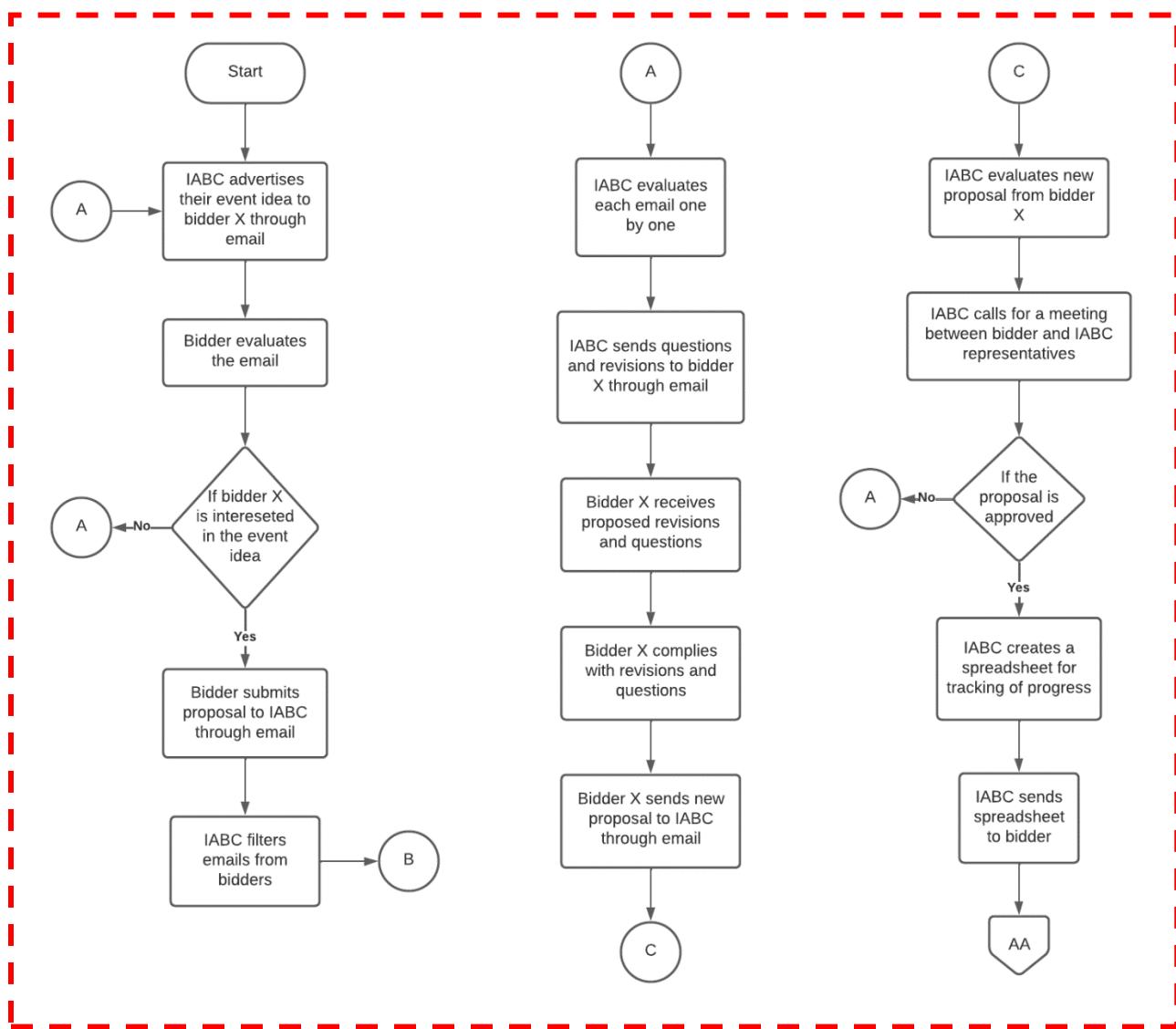


SOP#2

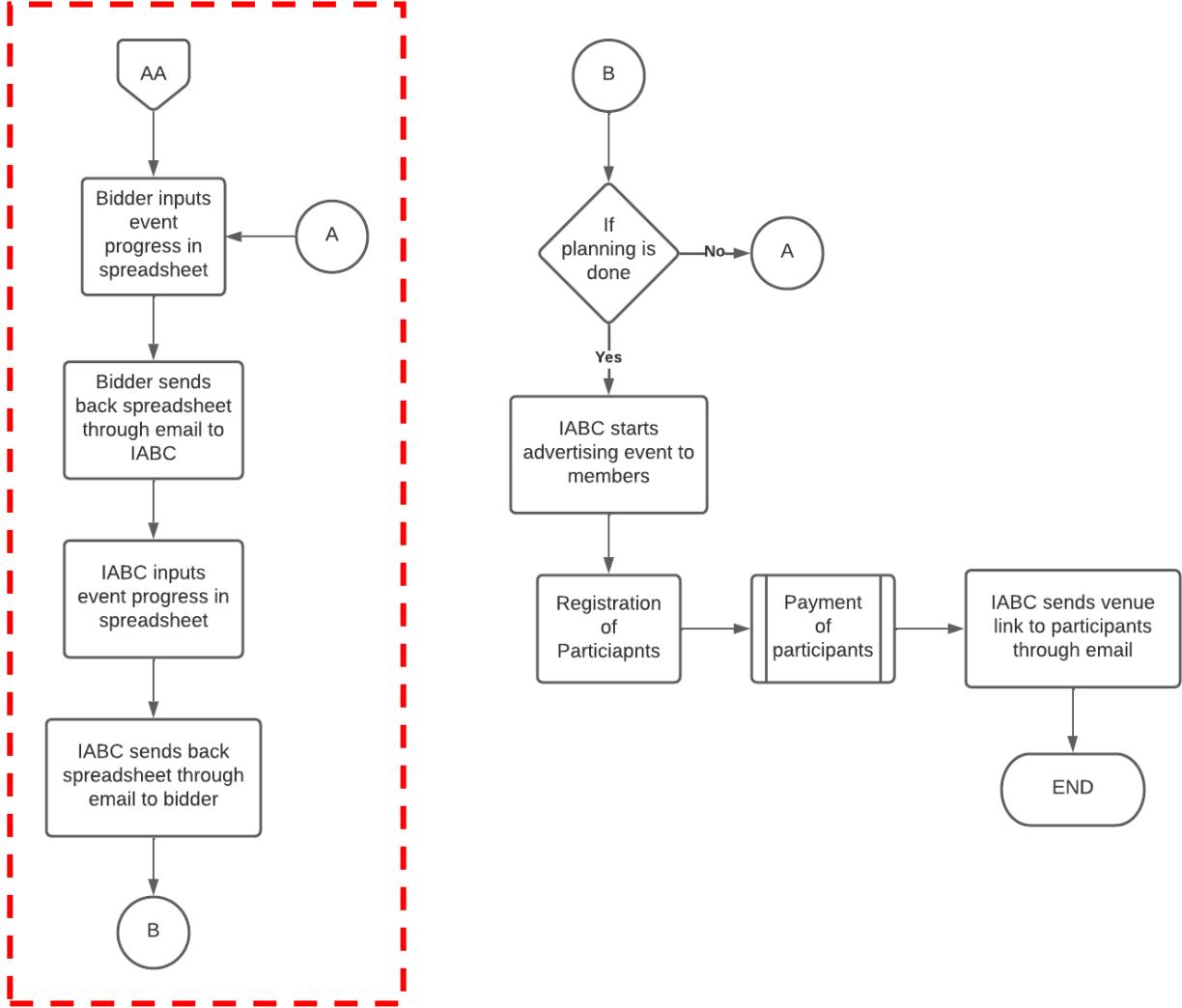


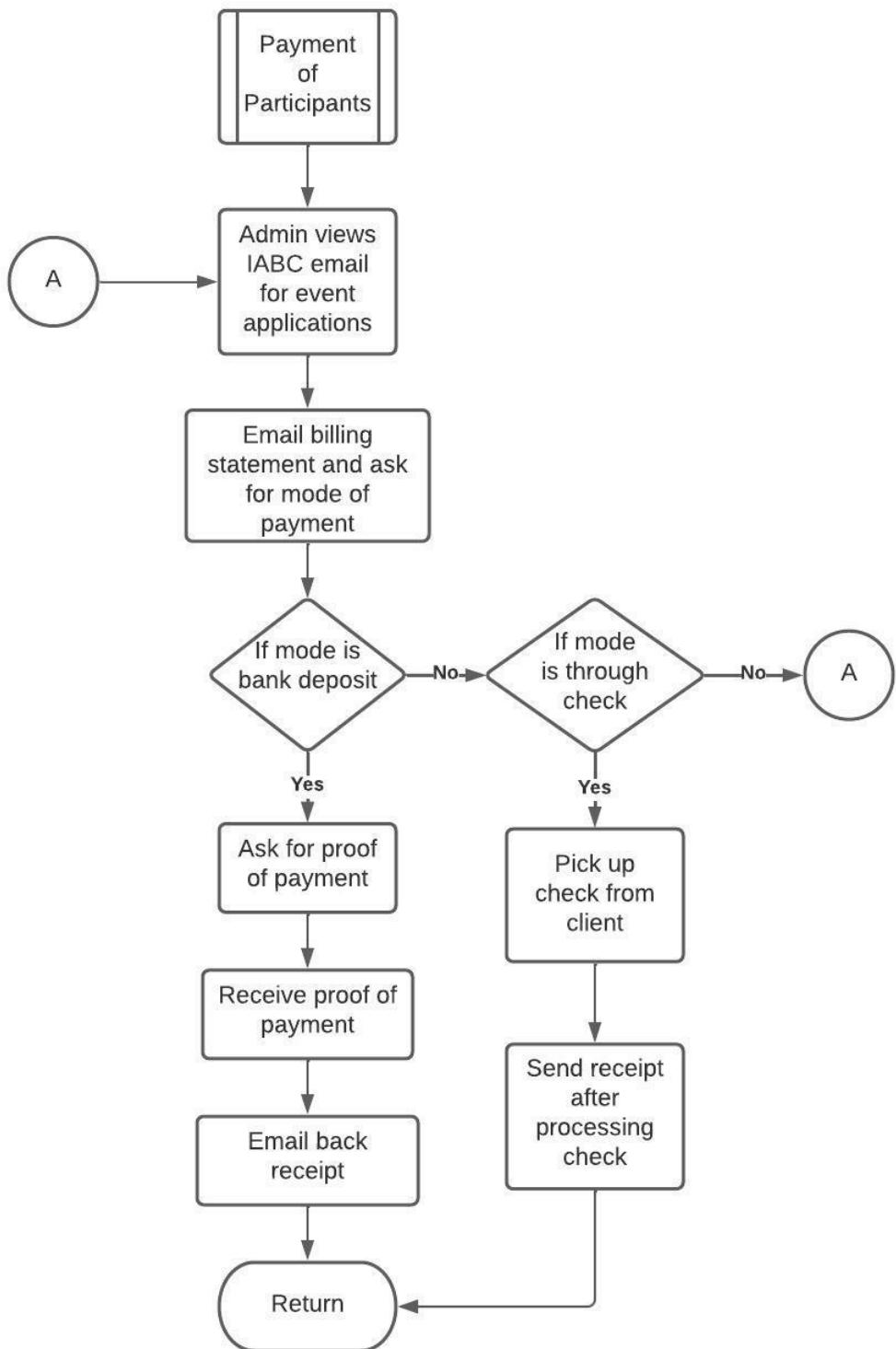
Organizing Event Flowchart

SOP#3



SOP#3





2.1.3. Grid Chart

Documents Involved	Entities				
	IABC Employees	Secretariat	Members/Non-Members	Bidders	Judges
Invoice/Billing Statement	2		1, 3		
Email (Membership & Awards)	2, 4		1, 3		
Spreadsheet (Database)	1				
Application Form	2		1		
Proposal		2		1	
Receipt	1		2		
Spreadsheet for Project Tracking	3	2		1	
Proof of Payment	2		1		
Awards Entries	2, 4		1		3

2.1.4. Context Diagram

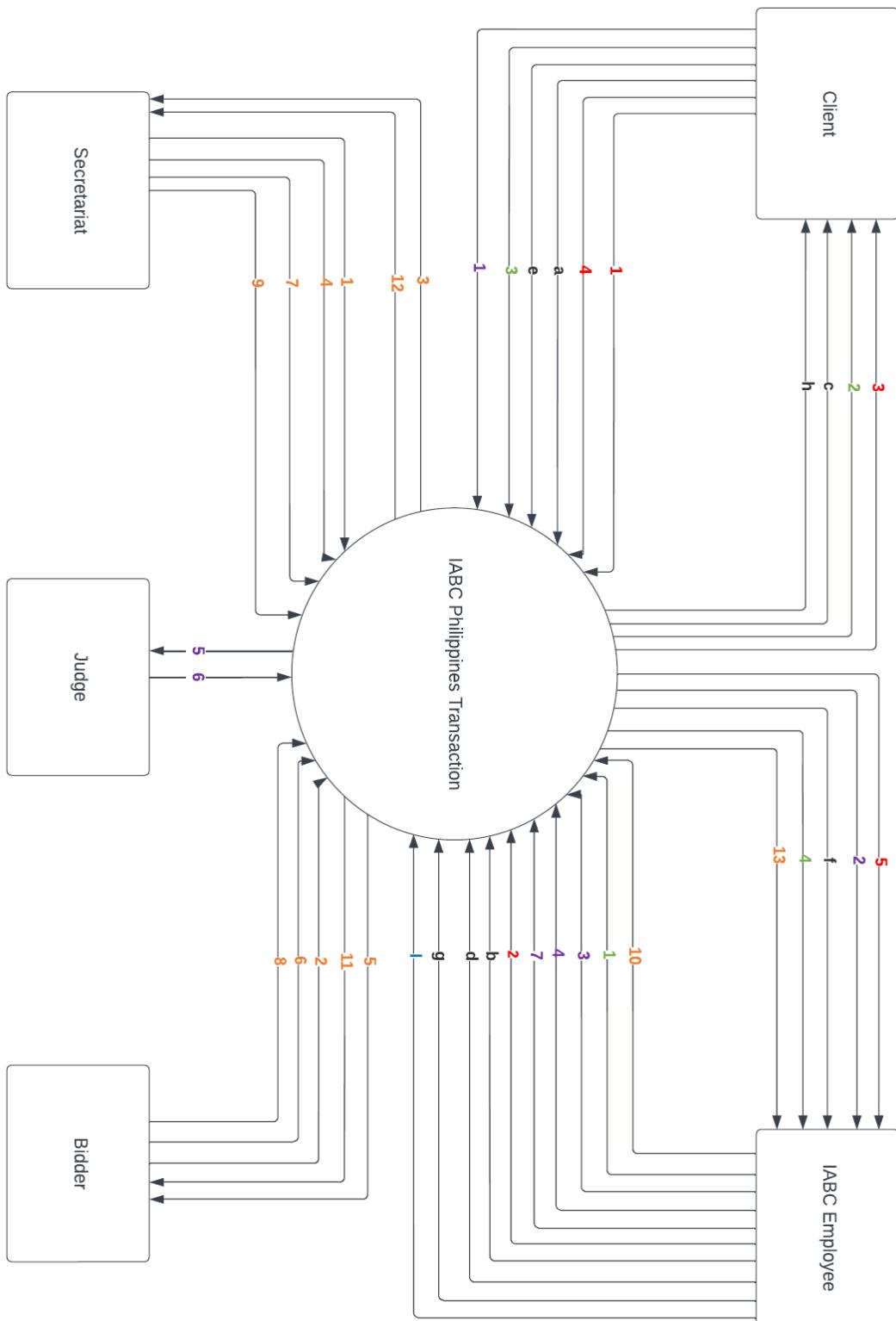


Figure 4: Context Diagram

Legend:

Membership Application

1. Request for membership application form
2. Send membership application form
3. Attached Membership form
4. Return filled out application form
5. Attached application form

Payment Transaction

- | | |
|---------------------------------------|------------------------------|
| a. Request invoice/billing statement | e. Send proof of payment |
| b. Send invoice/billing statement | f. Attached proof of payment |
| c. Attached invoice/billing statement | g. Send Receipt |
| d. Request proof of payment | h. Attached receipt |

Input/Update Data

- I. Input/Update information in database

Membership Renewal

1. Notify members expiration/renewal
2. Notification of expiration/renewal
3. Renewal of membership
4. Process membership renewal

Payment Transaction

- | | |
|---------------------------------------|------------------------------|
| a. Request invoice/billing statement | e. Send proof of payment |
| b. Send invoice/billing statement | f. Attached proof of payment |
| c. Attached invoice/billing statement | g. Send Receipt |
| d. Request proof of payment | h. Attached receipt |

Input/Update Data

- I. Input/Update information in database

AWARDS APPLICATION AND VERIFICATION

- 1.** Apply to entry for awards
- 2.** Attached entries of award

Payment Transaction

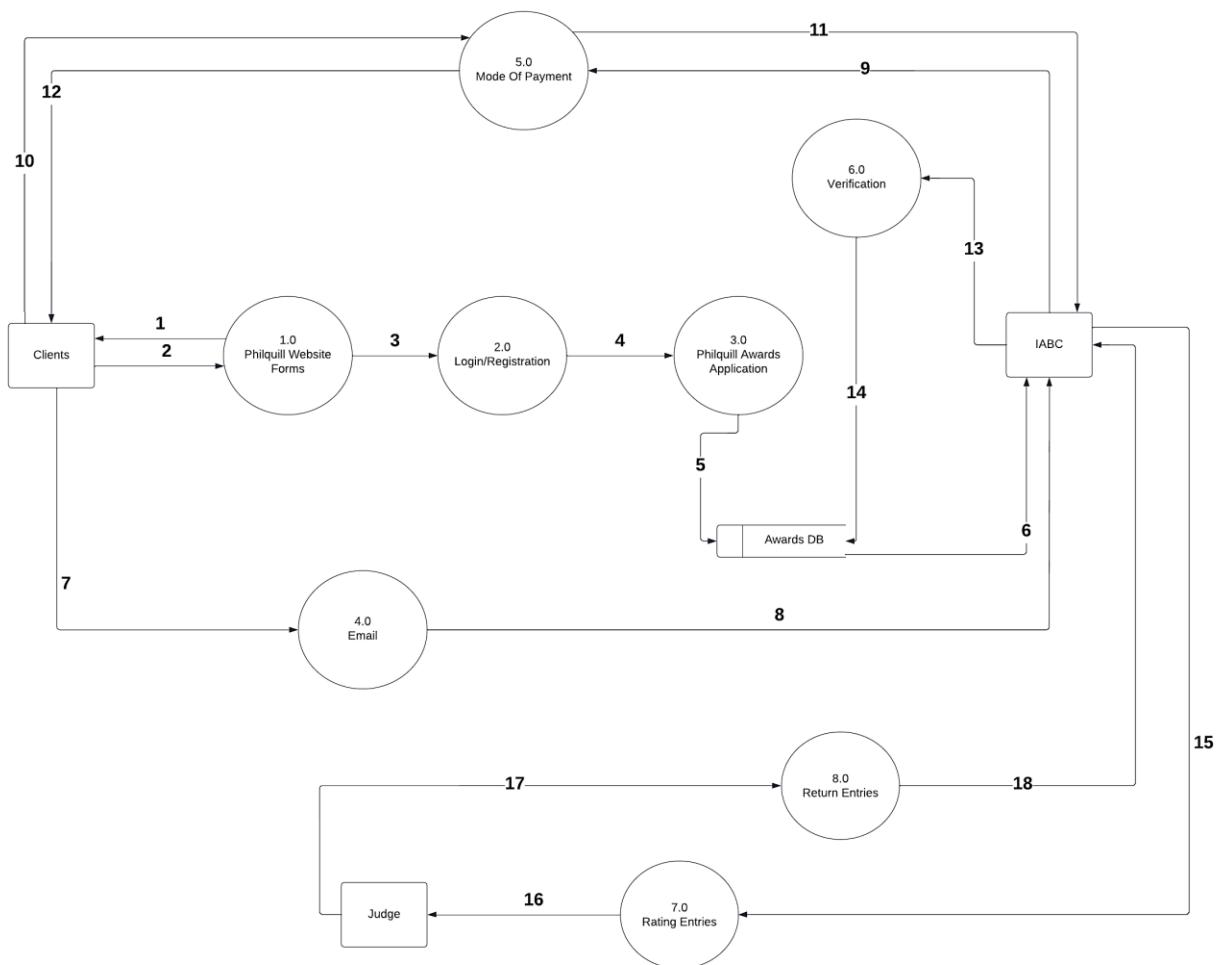
- | | |
|--|-------------------------------------|
| a. Request invoice/billing statement | e. Send proof of payment |
| b. Send invoice/billing statement | f. Attached proof of payment |
| c. Attached invoice/billing statement | g. Send Receipt |
| d. Request proof of payment | h. Attached receipt |
- 3.** Verification of paid entries
 - 4.** Send entries to judge
 - 5.** Give judging account
 - 6.** Evaluation of award entries
 - 7.** View and compute judge score

Events Organizing

- 1.** Send invites to bidders
- 2.** Send event proposal
- 3.** Attached event proposal
- 4.** Send proposal revisions/questions/suggestions
- 5.** Received proposal revisions/questions/suggestions
- 6.** Return of revised proposal
- 7.** Send confirmation of proposal
- 8.** Update project tracking from bidder's end
- 9.** Update project tracking from secretariat ends
- 10.** Update project tracking from employee
- 11.** View attacked project tracking from both ends
- 12.** View attached project tracking from both ends
- 13.** View attached project tracking from both ends

2.1.5. Data Flow Diagram

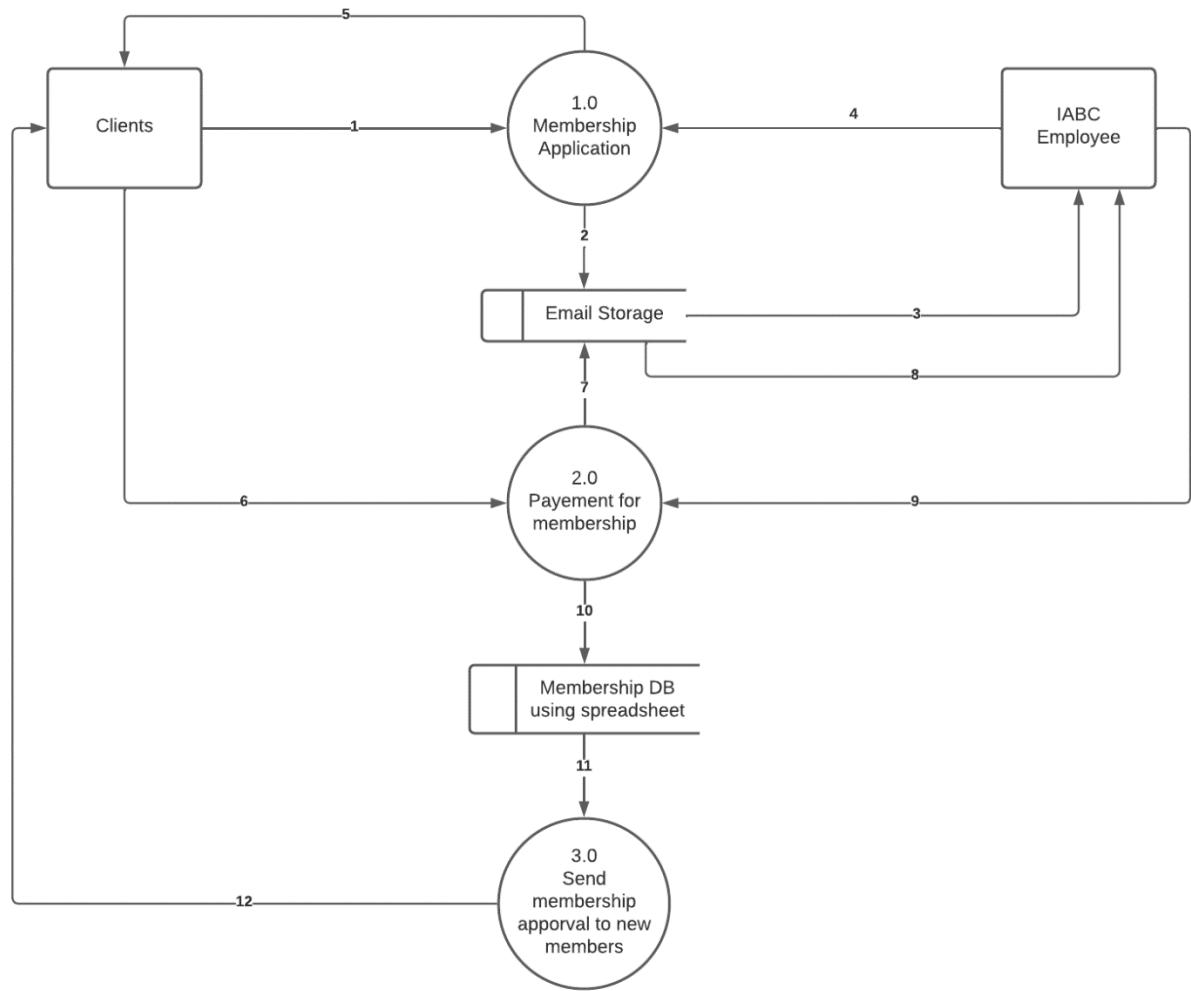
Awards Application



Legend:

1. Download Forms
2. Fill up information
3. Client Info
4. Fill up Information
5. Receive Awards Application
6. Receive Awards Entries
7. Asks For Invoice and Verification
8. Receive Email
9. Send Invoice and asks what method of payment
10. Send proof of payment
11. Receive proof of Payment
12. Receipt
13. Admin Search for Entries
14. Admin Verify Information
15. Send Entries to Rate
16. Grading the Entries
17. Send Graded Entries
18. Receive Graded Entries

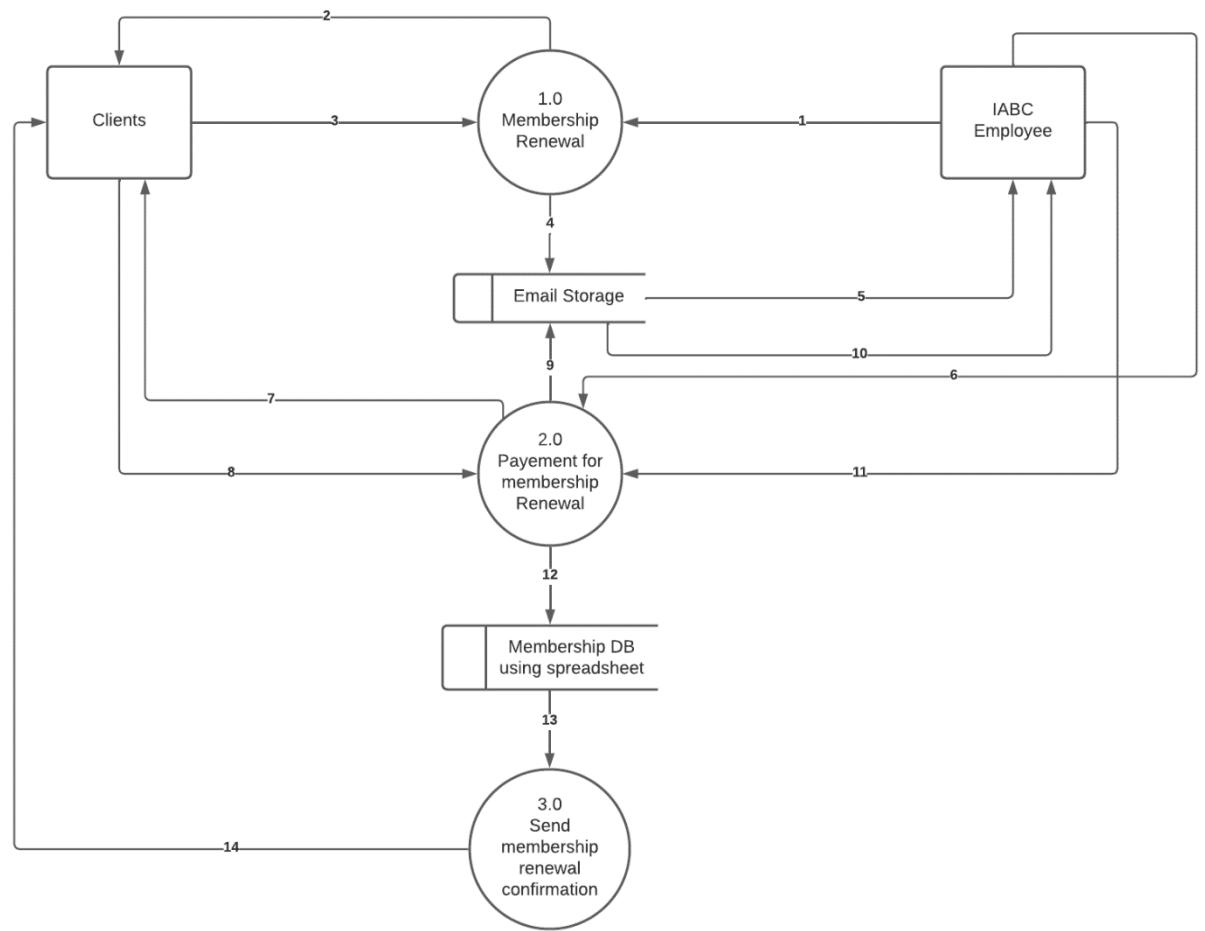
Members Application



Legend

- 1.** Send email about application
- 2.** Emailed application
- 3.** Emails for membership application
- 4.** Reply to email applications
- 5.** Email from IABC
- 6.** Send Payment verification and inquiries
- 7.** Client payment verification and inquiries
- 8.** Emails about payment verification and inquiries
- 9.** Verified payments
- 10.** Add new members
- 11.** New member information
- 12.** Send email to new members about confirmation

Membership Renewal

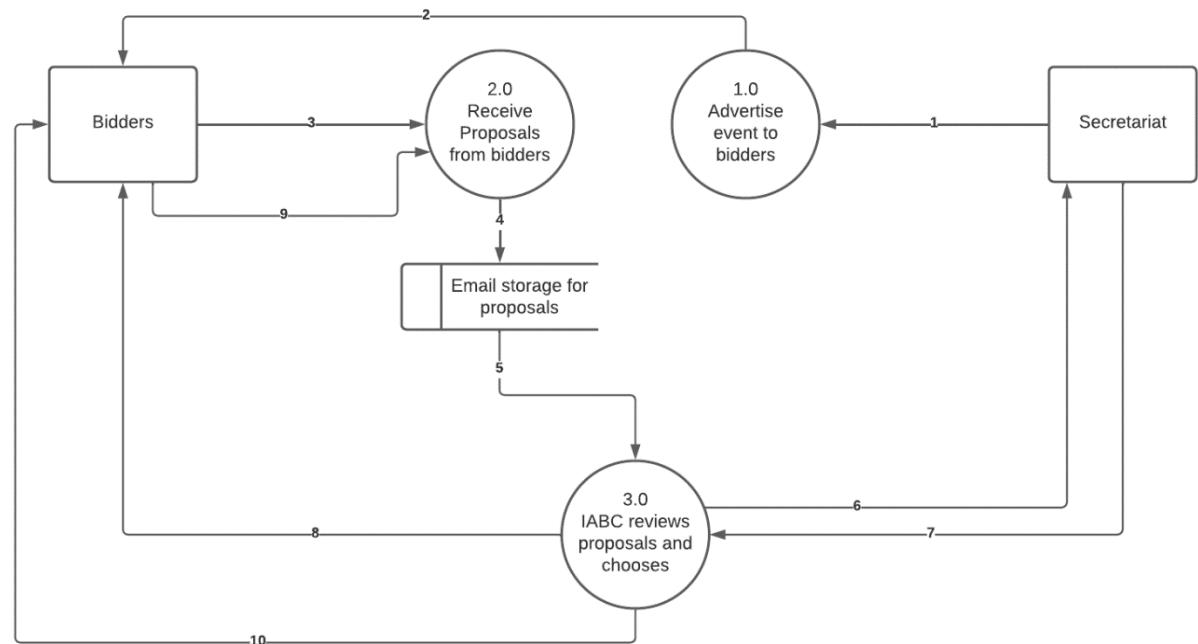


Legend:

1. Send Notification for expiration of membership
2. Email from IABC employee
3. Send confirmation of renewal
4. Emailed confirmation of renewal
5. Emails for Renewal application
6. Ask client about payment inquiries
7. Email of payment inquiries
8. Send Payment verification and inquiries
9. Client payment verification and inquiries
10. Emails about payment verification and inquiries
11. Verified payments
12. Update membership information
13. Renewed member information
14. Email renewed members for confirmation

Organizing Event

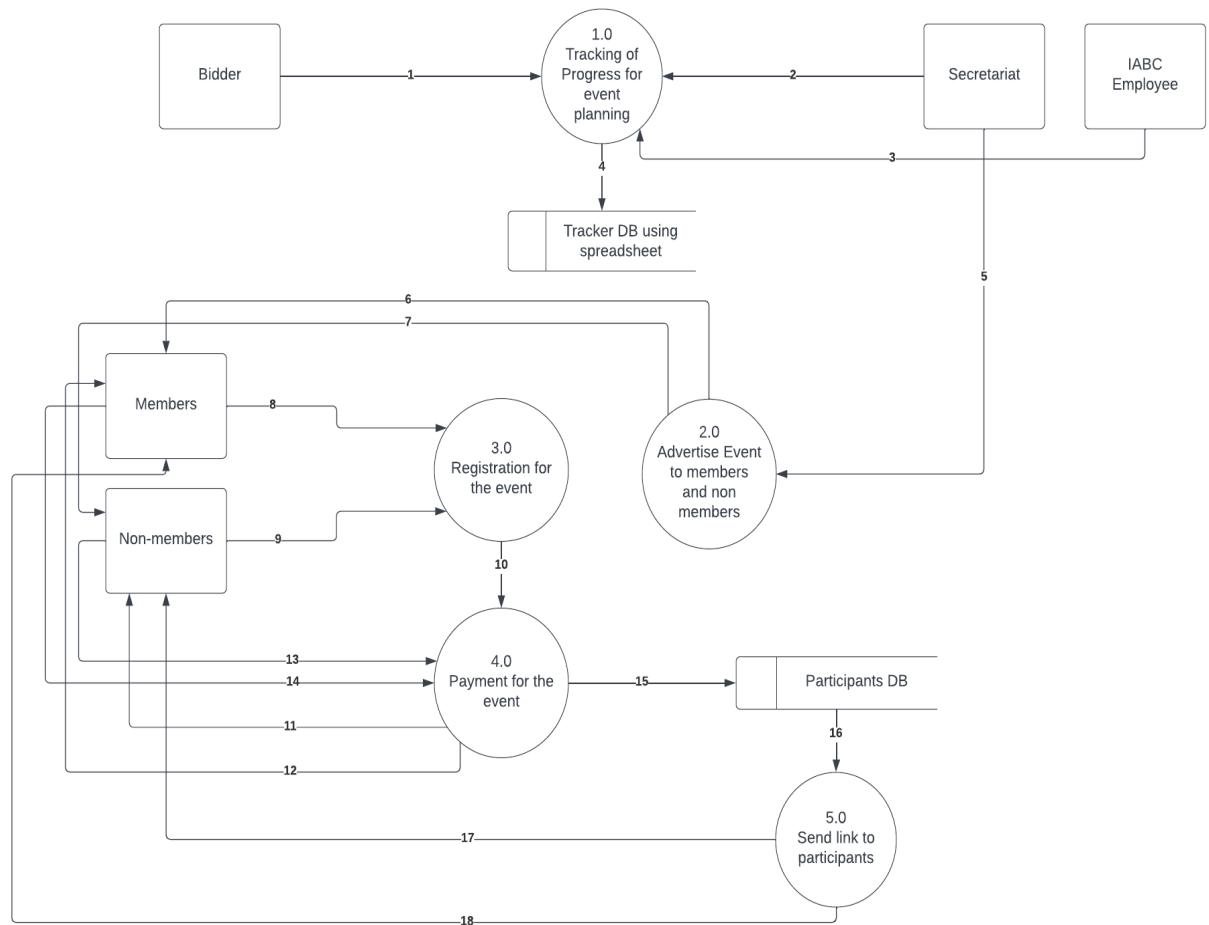
a. Bidding Process



Legend

1. Event Ideas
2. Advertising
3. Proposals
4. Storing of proposals
5. Submitted proposals
6. View proposals
7. Questions and revisions
8. Send questions and revisions to chosen bidder
9. Send back new proposal
10. Send verification to chosen bidder

b. Event Tracking and Registration



Legend:

1. Update from bidder
2. Update from secretariat
3. Update from IABC employee
4. Update from all sides
5. Send email to members and non-members
6. Member advertisement
7. Non-member advertisement
8. Submit member form
9. Submit Non-member form
10. Registered client information
11. Ask payment verification to non-member
12. Ask payment verification to member
13. Payment verification to non-member
14. Payment verification to member
15. Confirmed payments
16. Confirmed Participants
17. Send event info and setting to non-member
18. Send event info and setting to member

CHAPTER 3: GENERAL TECHNICAL DESIGN

3.1 Proposed System Flowchart

USER LOGIN

IF REGISTERED



1. Fill up login credentials



IF NOT YET REGISTERED



1. Fill up registration form
2. Login into the account



MEMBERSHIP APPLICATION

IF REGISTERED

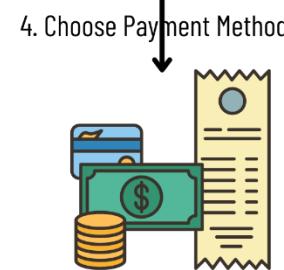


1. Fill up login credentials
2. Fill up application form
3. Send E-Bill Statement



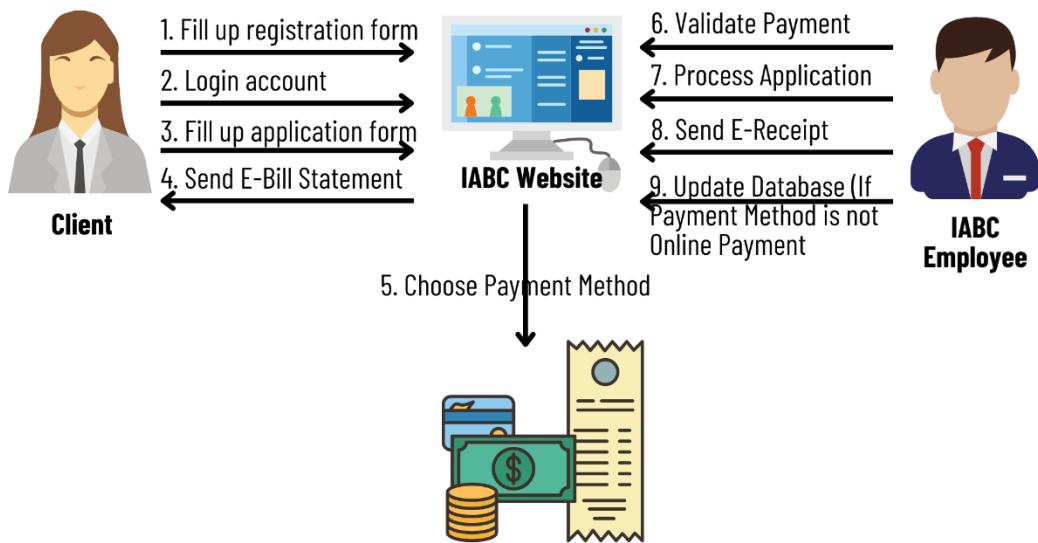
IABC
Employee

5. Validate Payment
6. Process Application
7. Send E-Receipt
8. Update Database (If Payment Method is not Online Payment)

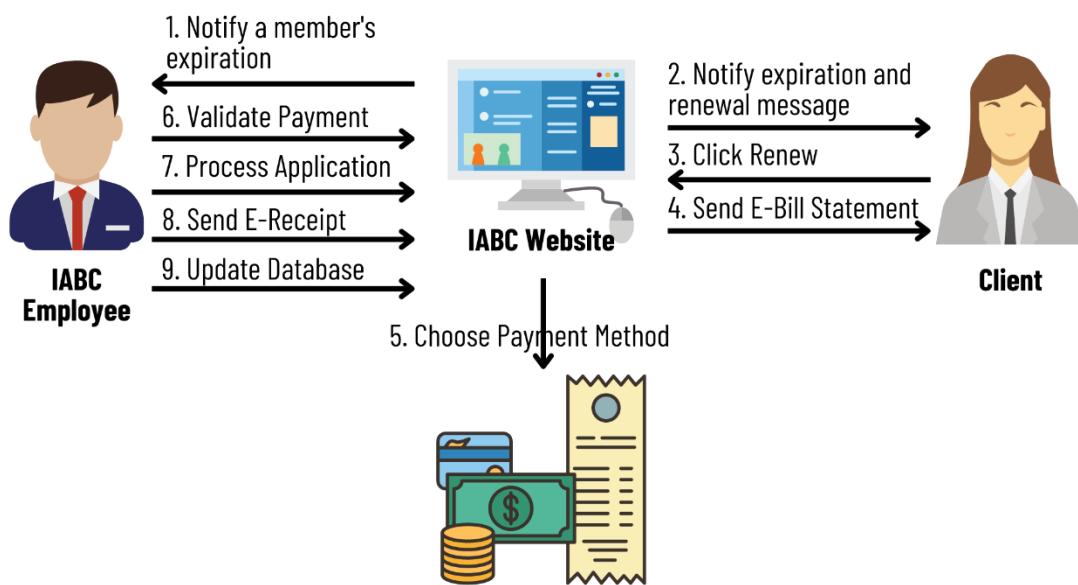


MEMBERSHIP APPLICATION

IF NOT YET REGISTERED

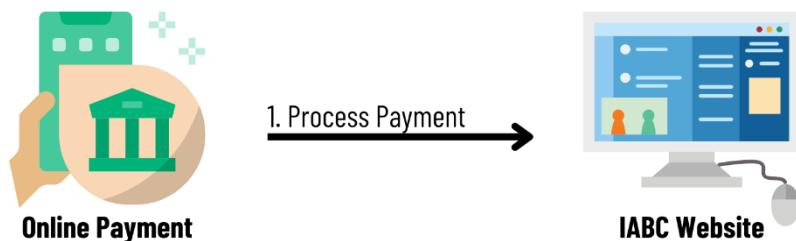


MEMBERSHIP RENEWAL



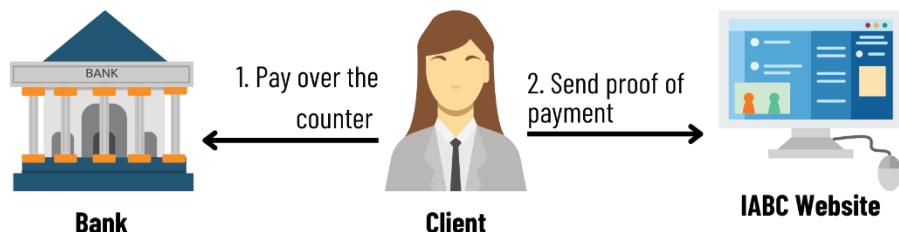
Payment Method

IF ONLINE PAYMENT



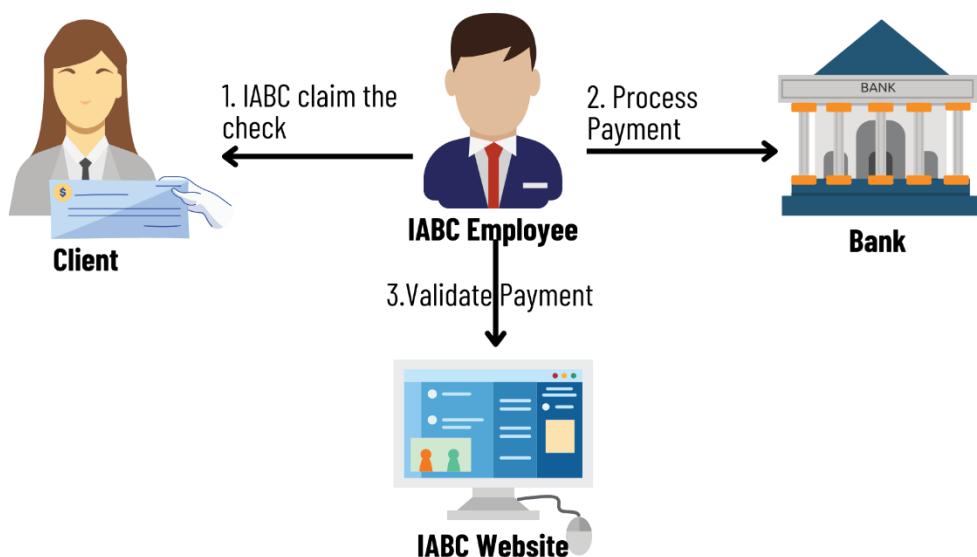
Payment Method

IF BANK DEPOSIT

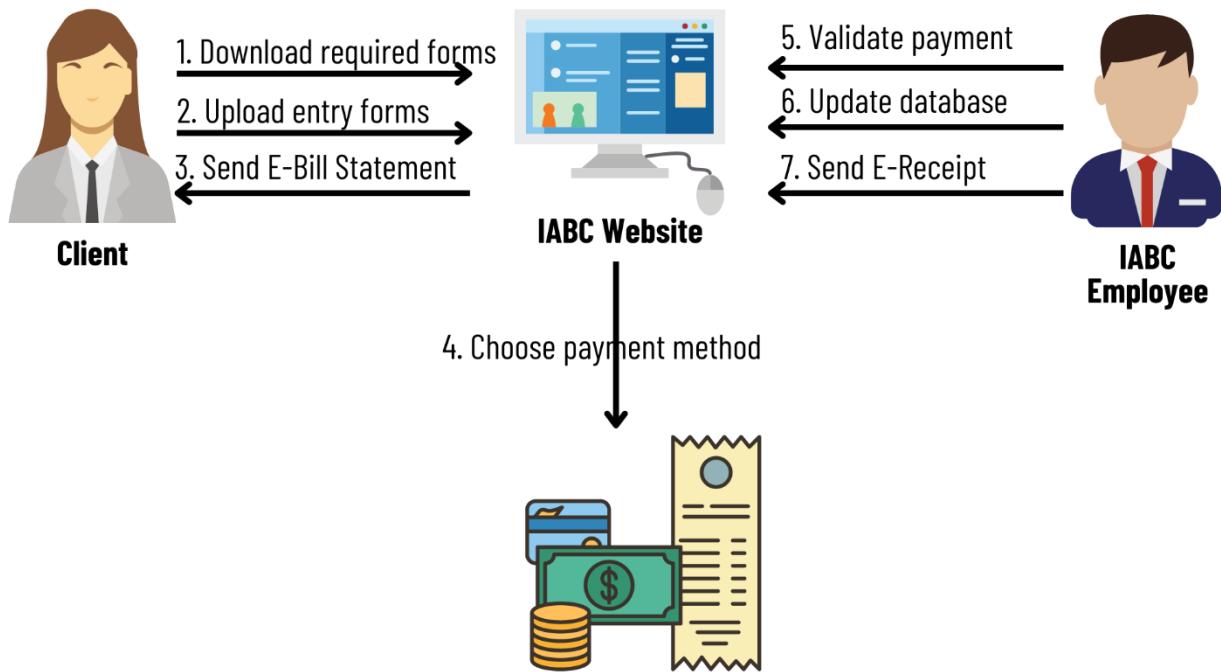


Payment Method

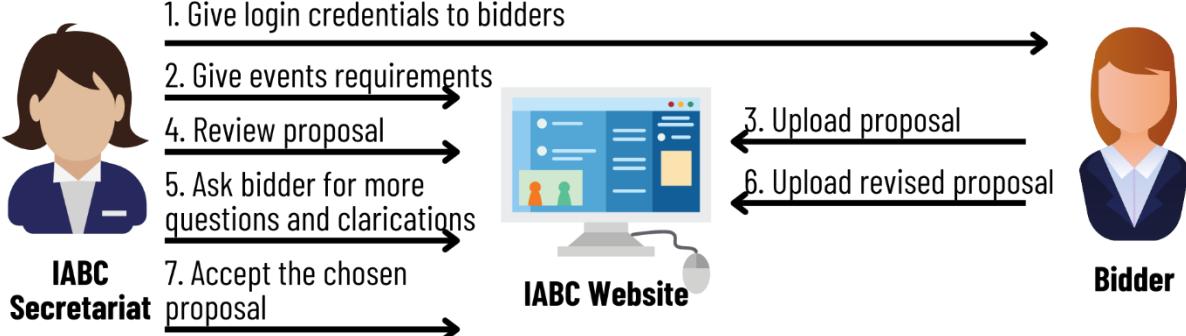
IF CHECK



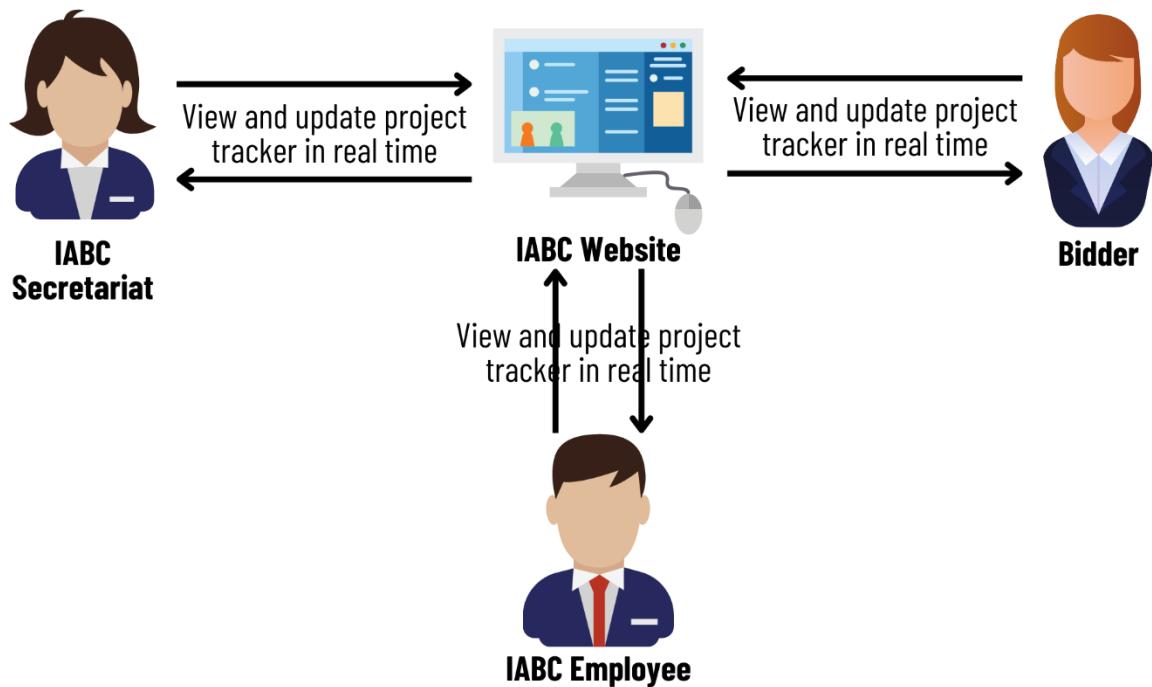
AWARDS ENTRIES APPLICATION AND VALIDATION



BIDDER'S APPLICATION



PROJECT TRACKING



3.2 System Architecture Diagram

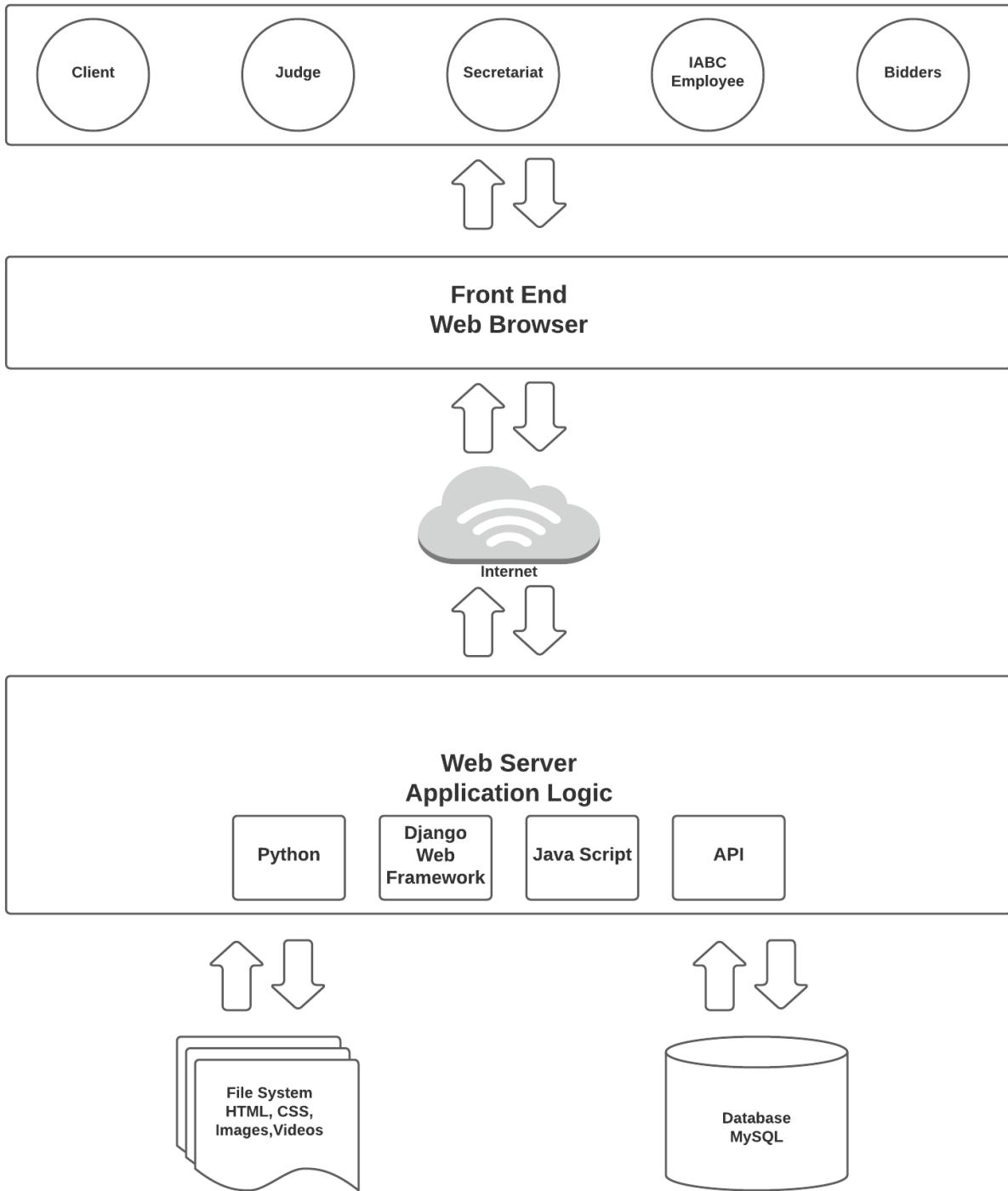


Figure 5: System Architecture Diagram

3.3 Network Layout

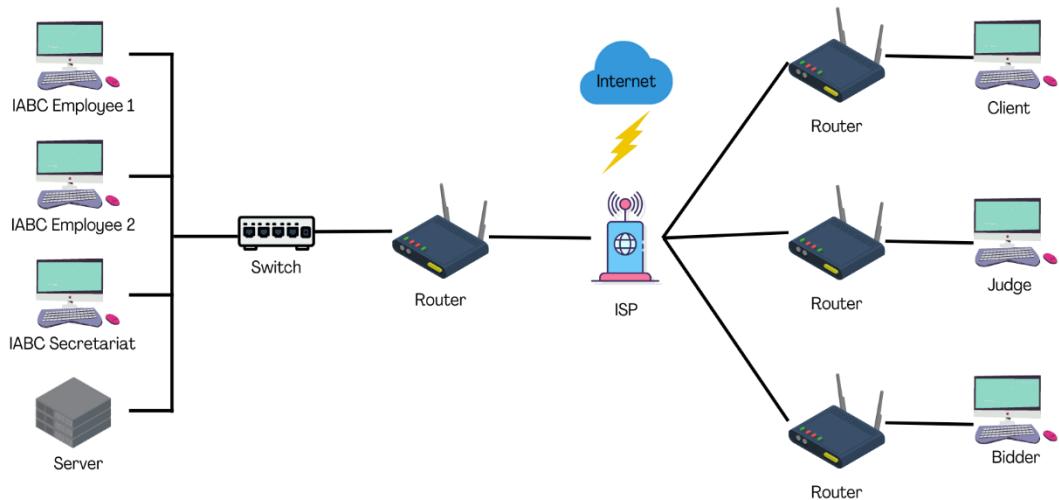


Figure 6 Network Diagram

3.4 Functional Requirements

1. Transaction
 - a. The system should be able to record the information of the client.
 - b. The system should be able to record the payment transactions that has been made through the website.
2. Audit tracking
 - a. The system should be able to track members information and membership expiration date.
 - b. The system should be able to track payment status for membership application, membership renewal and award entries.
3. External Interfaces
 - a. The online payment method should have an API, so the payments would directly go into the company's bank account.
4. Business Rules
 - a. The client should pay a certain amount of price to become a member and gain membership's benefit.

- b. The client should pay a certain amount of price to participate in the company's events such as webinars and awarding's.

5. Authentication

- a. The system will be able to authenticate if the user is admin/employee, members/non-members, judge, and bidder.

6. Authorization

- a. If the user is admin or employee of the company, then he can access the admin part of the system.
 - b. The member should be able to access the whole website except the admin, judge, and bidder's page.
 - c. The judge should only be able to access the judges' page.
 - d. The non-member should be able to access only the whole website except the feedback part, admin, judge, and bidder's page.

7. Historical

- a. All the member/non-member's information should be stored in the database system.

8. Reporting

- a. The chatbot should be able to answer frequently asked questions of any users, so they can easily navigate through the website.
 - b. The Event tracker system should be able inform both the company and the organizer, so they will easily track the current phase of the event real time.

3.5 Non-Functional Requirements

1. Scalability

- The system must be future proof in case of improvements and requirements for the succeeding needs of the company.

2. Reliability

- The system is the foundation of transactions and information of the clients.

3. Security

- The system should only be regulated by the admin user and authorized personnel. It is also considered for the admin only to be able to control, create, see, copy, change or delete information.

4. Maintainability

- The system will be maintainable and easy to manage as the creators will provide/turn over the complete source code to the company.

5. Serviceability

- The system should be able to maximize its use and functions by the user.
- The system caters all the needs of the user who will visit the site. (Membership Application, Renewal of Membership, Awards Application, and Events Tracking)

6. Data integrity

- The information sent or uploaded by clients shall be verified by the system and admins to maintain correctness of the applications.

7. Availability

- The system shall always be available online and can be seen by everyone who visits the site.

8. Usability

- The system must be user-friendly, even non-technical users are able to navigate and use it easily.

3.6 Cost and Benefit Analysis

Cost Benefit Analysis	Price
Database hosting and domain can be in the package	₱7,130.00
SSL certificate	₱2,100.00
SEO marketing	₱20,000.00
Web admin maintenance (optional)	₱120,000.00
Web creation labor and contents	₱0.00
TOTAL COST	₱148,130.00

3.6.1 Tangible Benefits

Savings	Price
Official Billing Statement	₱6,000.00
Official Receipt	₱6,000.00
Philippine Quill Awards Website	₱89,000.00
TOTAL SAVINGS	₱101,000.00

PAYBACK PERIOD

****With Web Admin**

Total Cost (Estimated): ₱148,130.00

Total Savings (Estimated): ₱101,000.00

Payback Period = Total Cost / Total Savings

= ₱148,130.00 / ₱101,000.00

= 1.47 years or 1 year and 5 months

****Without Web Admin**

Total Cost (Estimated): ₱29,230.00

Total Savings (Estimated): ₱101,000.00

Payback Period = Total Cost / Total Savings

= ₱29,230.00 / ₱101,000.00

= 0.30 years or 3 and a half months

3.6.2 Intangible Benefits

- The website is more enhance and be able to use with the new user experience.
- Clients having a more capable and more reliable website and increase satisfaction.
- Clients have more options when it comes to selecting payment transaction that can cause to be more efficient.
- Clients are updated real-time notification on their membership expiry date.
- Employees accomplish their work in time and obliterate redundant processes in their work.
- The company will have a more organize and more systematical database at their perusal.
- Increase company's integrity.
- Non-tech friendly since the website is not that complicated to access and navigate.

CHAPTER 4: SYSTEM DEVELOPMENT AND TESTING

4.1 Graphical User Interface/ User's View

The screenshot shows the log-in page of the International Association of Business Communicators Philippines website. At the top left is the IA BC logo and the text "International Association of Business Communicators Philippines". In the center is a cartoon illustration of three people in a meeting room. To the right is a "Log-in" form with fields for "Email Address" and "Password", both with placeholder text and icons. A "Login" button is below the fields, and a link "Don't have an account yet? [Register](#)" is at the bottom. The footer contains the copyright notice "Copyright © 2022 | International Association of Business Communicators Philippines".

The screenshot shows the "Create an Account" page of the International Association of Business Communicators Philippines website. At the top left is the IA BC logo and the text "International Association of Business Communicators Philippines". Below it is a "Create an Account" heading and a sub-instruction "Please enter the information needed below.". The page contains several input fields: "Last Name" (placeholder: "Enter Last Name"), "First Name" (placeholder: "Enter First Name"), "Middle Name" (placeholder: "Enter Last Name"), "Email Address" (placeholder: "Enter a valid email address"), "Password" (placeholder: "Enter Password"), and "Confirm Password" (placeholder: "Confirm Password"). A "Register" button is located at the bottom right, and a link "Already have an account? [Log-in](#)" is at the bottom. The footer contains the copyright notice "Copyright © 2022 | International Association of Business Communicators Philippines".



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Create an Account

Please enter the information needed below.

Last Name	Password
<input type="text" value="Enter Last Name"/>	<input type="password" value="Enter Password"/> 
First Name	Confirm Password
<input type="text" value="Enter First Name"/>	<input type="password" value="Confirm Password"/> 
Middle Name	<input checked="" type="radio"/> Bidder's Account
<input type="text" value="Enter Middle Name"/>	Register
Email Address	
<input type="text" value="Enter a valid email address"/>	

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ADMIN USER INTERFACE



**International Association
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Philippines**

- [Members](#)
- [PhilQuill Entries](#)
- [Transaction History](#)
- [Events▼](#)
- 

MEMBER'S DATABASE

 Members	<input type="text" value="Search"/> 						
 Pending Members							
 Non-Members							
 Renewal							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #0070C0; color: white;">MEMBERSHIP ID</th> <th style="background-color: #0070C0; color: white;">NAME</th> <th style="background-color: #0070C0; color: white;">DETAILS</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;"><i>No entries Yet</i></td> </tr> </tbody> </table>		MEMBERSHIP ID	NAME	DETAILS	<i>No entries Yet</i>		
MEMBERSHIP ID	NAME	DETAILS					
<i>No entries Yet</i>							

LOGOUT

**IA
BC** International Association
of Business Communicators
Philippines

Members PhilQuill Entries Transaction History Events ▾ 

MEMBER'S DATABASE

-  Members
-  Pending Members
-  Non-Members
-  Renewal

ID NUMBER	NAME	DETAILS	STATUS
No entries Yet			

Search 

LOGOUT

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MEMBER'S DATABASE

-  Members
-  Pending Members
-  Non-Members
-  Renewal

ID NUMBER	NAME	DETAILS
No entries Yet		

Search 

LOGOUT

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RENEWAL DATABASE

-  Members
-  Pending Members
-  Non-Members
-  Renewal

Search 

ID NUMBER	NAME	DETAILS	STATUS
No entries Yet			

LOGOUT

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AWARDS ENTRIES

-  Paid Entries
-  Pending Entries
-  Professional Winners
-  Student Winners

Search 

ENTRY NO.	NAME	ENTRY NAME	DIVISION	DETAILS	REMARKS
No entries Yet					



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LOGOUT

AWARDS ENTRIES

 Paid Entries

 Pending Entries

 Professional Winners

 Student Winners

Search 

ENTRY NO.	NAME	ENTRY NAME	DIVISION	DETAILS	STATUS
-----------	------	------------	----------	---------	--------

No entries Yet



International Association
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LOGOUT

AWARDS ENTRIES

 Paid Entries

 Pending Entries

 Professional Winners

 Student Winners

◀ Back

CHOOSE A CATEGORY:

Category 





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LOGOUT

AWARDS ENTRIES

-  Paid Entries
-  Pending Entries
-  Professional Winners
-  Student Winners

◀ Back

CHOOSE A CATEGORY:

Category 



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LOGOUT

TRANSACTION HISTORY

		DATE	PRODUCT TYPE	SEARCH 
--	--	------	--------------	--

LOGOUT

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EVENT BIDDERS

BIDDER ID.	REPRESENTATIVE NAME	DETAILS
------------	---------------------	---------

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PROJECT TRACKER

DATE*	EVENT NAME*	ADD	
<input type="text"/> dd/mm/yyyy	<input type="text"/> Activity Tasks		
<hr/>			
DATE	EVENT NAME	PROGRESS	REMOVE



The header of the International Association of Business Communicators Philippines website. It features the IA BC logo, the text "International Association of Business Communicators Philippines", and navigation links for Members, PhilQuill Entries, Transaction History, Events (with a dropdown arrow), and a gear icon for settings. A "LOGOUT" link is also present in the top right corner.

Event Name

[◀ Back](#)

Date Started*	Deadline*	Assign To*	Activity*	Add				
<input type="text"/> dd/mm/yyyy	<input type="text"/> dd/mm/yyyy	<input type="button"/> Users	<input type="button"/> Activities	<input type="button"/> +				
Date Added	Date Started	Deadline	Assigned by:	Assigned to:	Activity	Progress	Remarks	Remove



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[◀ Back](#)

Meeting
On going

Create Check List:

List	Add
<input type="button"/> Add List	<input type="button"/> +

Start **End** **List**

July 27, 2022, 3:01 p.m.	On going	<input checked="" type="checkbox"/> Meeting
-----------------------------	----------	---

Save checklist

Comments:

Remarks

Save Comment



International Association
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Philippines

Members PhilQuill Entries Transaction History Events ▾ 

LOGOUT

ACTIVITY CRUD

ACTIVITY NAME		ADD
NO.	ACTIVITY NAME	REMOVE
1	Meeting	
2	Theme	
3	Announcement of opening of PhilQuill Awards Entries	
4	Opening of PhilQuill submission entries	
5	Listing of possible judges	
6	Sponsorship & online media partners	
7	Final Deadline of Entries submission	



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CHART CRUD

 CRUD

 Division

 Category

 Certification

 Back

Choose a Chart

ENTER NEW TYPE:

Enter new type

Successfully Added!

Add

LOGOUT

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Awards | Divisions

- CRUD
- Division
- Category
- Certification

Search

NO.	DIVISION
1	Division 1: Communication Management
2	Division 2: Communication Research Management
3	Division 3: Communication Training and Education
4	Division 4: Communication Skills
5	Student Quill Division

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Awards | Categories

- CRUD
- Division
- Category
- Certification

Search

NO.	CATEGORY
1	Category 1: Internal Communication
2	Category 2: Employee Engagement
3	Category 3: Human Resources and Benefits Communication
4	Category 4: Change Communication
5	Category 5: Safety Communication
6	Category 6: Leadership Communication



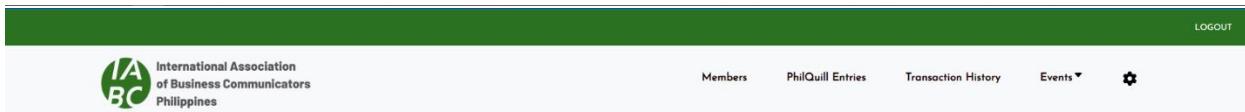
The header features the IA BC logo, the text "International Association of Business Communicators Philippines", and navigation links for Members, PhilQuill Entries, Transaction History, Events, and a gear icon for settings. A "LOGOUT" link is also present.

Awards | Certifications

-  CRUD
-  Division
-  Category
-  Certification

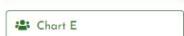


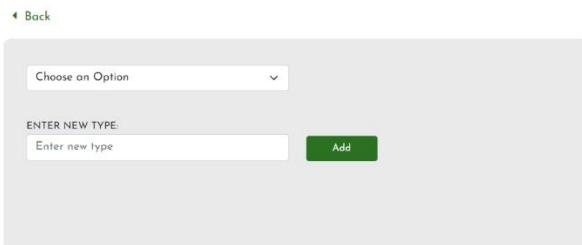
NO.	CERTIFICATION
1	School ID and Certification of Entry
2	Letter of Permission from Client



The header features the IA BC logo, the text "International Association of Business Communicators Philippines", and navigation links for Members, PhilQuill Entries, Transaction History, Events, and a gear icon for settings. A "LOGOUT" link is also present.

CHART CRUD

-  Add values Charts
-  Chart A
-  Chart B
-  Chart C
-  Chart D
-  Chart E
-  Chart F
-  Chart G



Back

Choose an Option

ENTER NEW TYPE:

Enter new type

Add

CHART A | Type of Industry

[Add values Charts](#)
[Chart A](#)
[Chart B](#)
[Chart C](#)
[Chart D](#)
[Chart E](#)
[Chart F](#)
[Chart G](#)
 

NO.	TYPE OF INDUSTRY
1	Accounting
2	Advertising/Marketing/PR
3	Aerospace/Defense
4	Agriculture
5	Automotive and Transport
6	Banking

CHART B | Type of Business

[Add values Charts](#)
[Chart A](#)
[Chart B](#)
[Chart C](#)
[Chart D](#)
[Chart E](#)
[Chart F](#)
[Chart G](#)
 

NO.	TYPE OF BUSINESS
1	Consulting Firm (Management)
2	Consulting Firm (PR/Communications)
3	Corporation
4	Educational Institution
5	Government/Military
6	Labor Union

LOGOUT



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CHART C | Current Title

- [!\[\]\(f8793e1a75a4490df590b208a039bd6d_img.jpg\) Add values Charts](#)
- [!\[\]\(6c84eccf44840841dbc697f117cc24c6_img.jpg\) Chart A](#)
- [!\[\]\(69c85a70fff99d357eb834bc7baefb3b_img.jpg\) Chart B](#)
- [!\[\]\(aa6b84be4b39774712f974443a1ee462_img.jpg\) Chart C](#)
- [!\[\]\(b7eb3c5fc0ff6f8928749005bbbf0cda_img.jpg\) Chart D](#)
- [!\[\]\(52020dd4837a413b7c989c1a66b183ee_img.jpg\) Chart E](#)
- [!\[\]\(5b9e19e61cf645e942dc9877c378f0fe_img.jpg\) Chart F](#)
- [!\[\]\(c00cfcb2e65001a14e5e9ae2476ab1e9_img.jpg\) Chart G](#)

Search 

NO.	CURRENT TITLE
1	Account Executive
2	Assistant Manager
3	Associate
4	Consultant
5	Coordinator
6	Director

127.0.0.1:8000/IABC_W18/chartC/

LOGOUT



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CHART D | Key of Area Responsibility

- [!\[\]\(77eb1abe3c1b2c2a1b9c47fd3eddb173_img.jpg\) Add values Charts](#)
- [!\[\]\(d9cebe696d871a5563710a91104ea379_img.jpg\) Chart A](#)
- [!\[\]\(2410f9f2366eeef13425da19a8dd46f7_img.jpg\) Chart B](#)
- [!\[\]\(ed0bf298cab001c684f995b18a552b49_img.jpg\) Chart C](#)
- [!\[\]\(f06a4ae235aa46cf117196fcda75266f_img.jpg\) Chart D](#)
- [!\[\]\(41210380afaae6e83941080bfcbe4fad_img.jpg\) Chart E](#)
- [!\[\]\(176365ad28d8f7517dfb75dd55ec2361_img.jpg\) Chart F](#)
- [!\[\]\(010b84b56a6629af7806d7d17a51fa2a_img.jpg\) Chart G](#)

Search 

NO.	KEY OF AREA RESPONSIBILITY
1	Brand/Reputation
2	CEO/Executive/Sr. Management
3	Community Relations
4	Corporate Communication
5	Customer/Member Communication
6	Employee Communication

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CHART E | Number of Employees

- [Add values Charts](#)
- [Chart A](#)
- [Chart B](#)
- [Chart C](#)
- [Chart D](#)
- [Chart E](#)
- [Chart F](#)
- [Chart G](#)

Search

NO.	NUMBER OF EMPLOYEES
1	1-50 Employees
2	51-200 Employees
3	201-500 Employees
4	501-1,000 Employees
5	1,001-5,000 Employees
6	5,001-10,000 Employees

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CHART F | Greatest Amount of Experience / Interest in Learning More

- [Add values Charts](#)
- [Chart A](#)
- [Chart B](#)
- [Chart C](#)
- [Chart D](#)
- [Chart E](#)
- [Chart F](#)
- [Chart G](#)

Search

NO.	GREATEST AMOUNT OF EXPERIENCE / INTEREST IN LEARNING MORE
1	Benefits Communication
2	Brand/Reputation
3	Communication Planning
4	Community Relations
5	Corporate Social Responsibility
6	Crisis/Risk Communication

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[Members](#) [PhilQuill Entries](#) [Transaction History](#) [Events ▾](#) 

CHART G | How did you hear about IABC?

- [!\[\]\(4fcaecb2042afca2cad0b03b66b75a93_img.jpg\) Add values Charts](#)
- [!\[\]\(53c36030c407ffabe867b70cb6e147a6_img.jpg\) Chart A](#)
- [!\[\]\(d3b5c3c948d58890bcbf28c7f6a7b3a0_img.jpg\) Chart B](#)
- [!\[\]\(17d20b16b3f4a6c37d8faf73c5238a1c_img.jpg\) Chart C](#)
- [!\[\]\(62650e7b1422e2c7f85799d8463c3fe2_img.jpg\) Chart D](#)
- [!\[\]\(d63d6ca81f022fdd4f9693b6d7dddcb5_img.jpg\) Chart E](#)
- [!\[\]\(7fb6e95425d692d6e9f557eb191e2e5b_img.jpg\) Chart F](#)
- [!\[\]\(e6f2eff00e76318a1cf36430249fd5fb_img.jpg\) Chart G](#)



NO.	HOW DID YOU HEAR ABOUT IABC?
1	Conference/Seminar
2	Mailing
3	Member Referral
4	Publication
5	Website
6	Other

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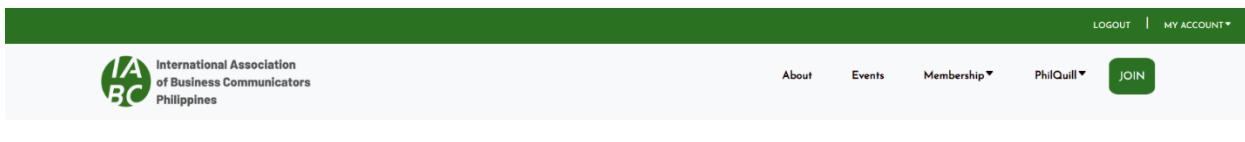
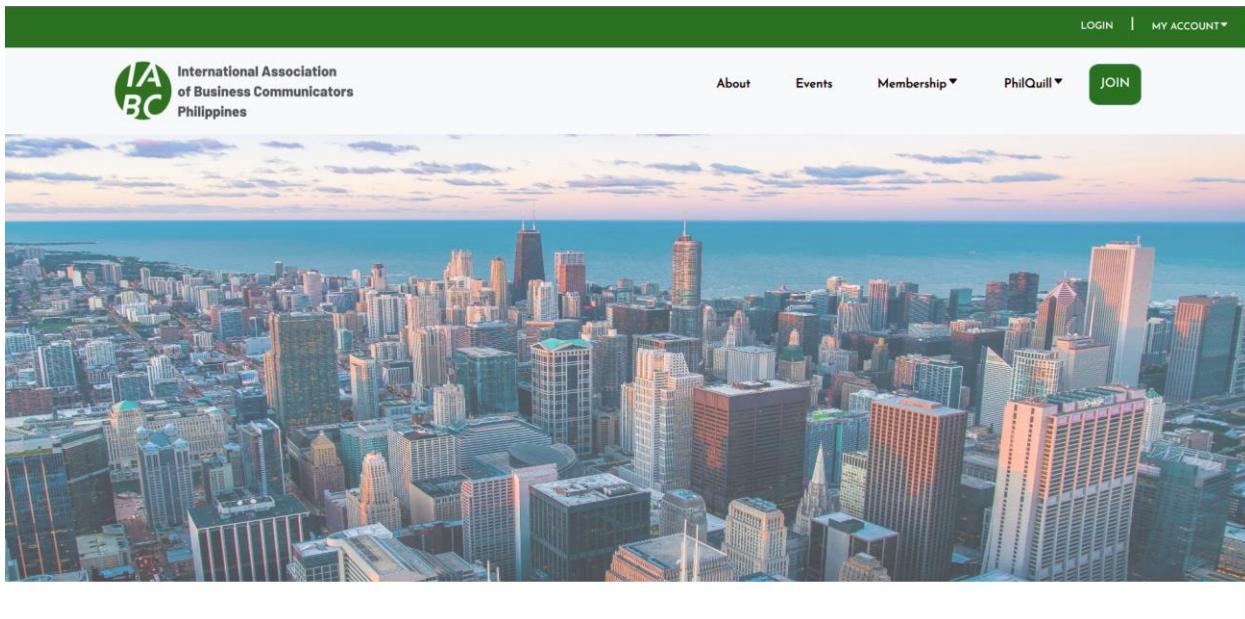
PRODUCT/SERVICES CRUD

Product/Services:	<input type="text"/>
Amount:	<input type="text"/>
	

PRODUCT/SERVICE NAME

PRICE

GENERAL USER – USER INTERFACE



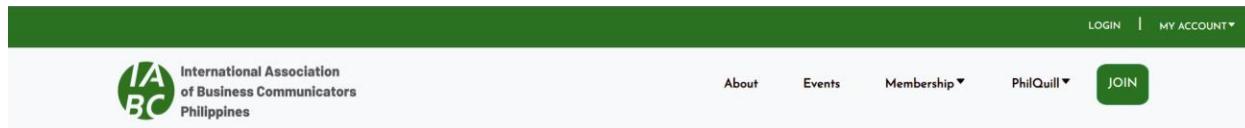


The header features the IA BC logo and the text "International Association of Business Communicators Philippines". On the right side, there are links for "About", "Events", "Membership", "PhilQuill", and a green "JOIN" button. A "LOGOUT" link and a "MY ACCOUNT" dropdown are also present.

MY PROFILE

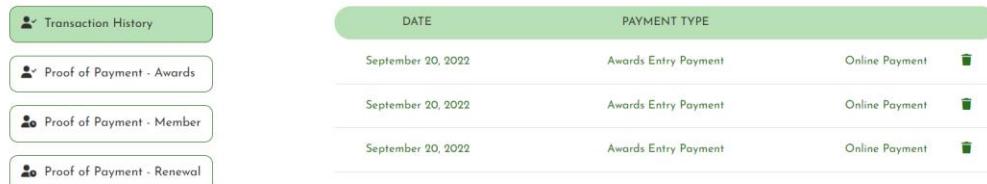


This screenshot shows the "My Account" section. It includes a sidebar with "My Account" (selected), "Pending Transactions", and a "Back" button. The main area displays a user profile for "Juan Santos Dela Cruz" with the email "juan@gmail.com" and membership expiration date "12/25/2025". Buttons for "Edit", "Change Password", and "Delete Account" are visible.



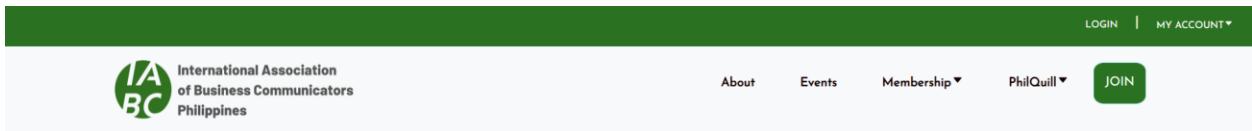
The header features the IA BC logo and the text "International Association of Business Communicators Philippines". On the right side, there are links for "About", "Events", "Membership", "PhilQuill", and a green "JOIN" button. A "LOGOUT" link and a "MY ACCOUNT" dropdown are also present.

TRANSACTION HISTORY



This screenshot shows the "Transaction History" table. The table has columns for DATE, PAYMENT TYPE, and a delete icon. There are three entries, all dated September 20, 2022, for "Awards Entry Payment" via "Online Payment".

DATE	PAYMENT TYPE	
September 20, 2022	Awards Entry Payment	Online Payment
September 20, 2022	Awards Entry Payment	Online Payment
September 20, 2022	Awards Entry Payment	Online Payment

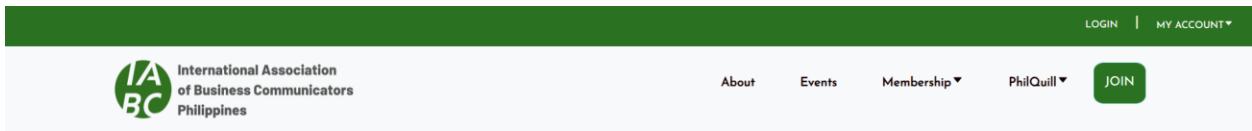


The header features the IA BC logo, the text "International Association of Business Communicators Philippines", and navigation links for "About", "Events", "Membership", "PhilQuill", and a green "JOIN" button.

PROOF OF PAYMENT

- [Transaction History](#)
- [Proof of Payment - Awards](#)
- [Proof of Payment - Member](#)
- [Proof of Payment - Renewal](#)

ENTRY NO.	ENTRY TITLE	DIVISION	STATUS	UPLOAD
508	System Integration and Architecture	Division I	Pending	
508	System Integration and Architecture	Division I	Pending	
508	System Integration and Architecture	Division I	Pending	



The header features the IA BC logo, the text "International Association of Business Communicators Philippines", and navigation links for "About", "Events", "Membership", "PhilQuill", and a green "JOIN" button.

PROOF OF PAYMENT

- [Transaction History](#)
- [Proof of Payment - Awards](#)
- [Proof of Payment - Member](#)
- [Proof of Payment - Renewal](#)

APPLICATION NO.	NAME	EMAIL	STATUS	UPLOAD
508	System Integration and Architecture	Division I	Pending	
508	System Integration and Architecture	Division I	Pending	
508	System Integration and Architecture	Division I	Pending	

LOGIN | MY ACCOUNT ▾

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About Events Membership ▾ PhilQuill ▾ JOIN

PROOF OF PAYMENT

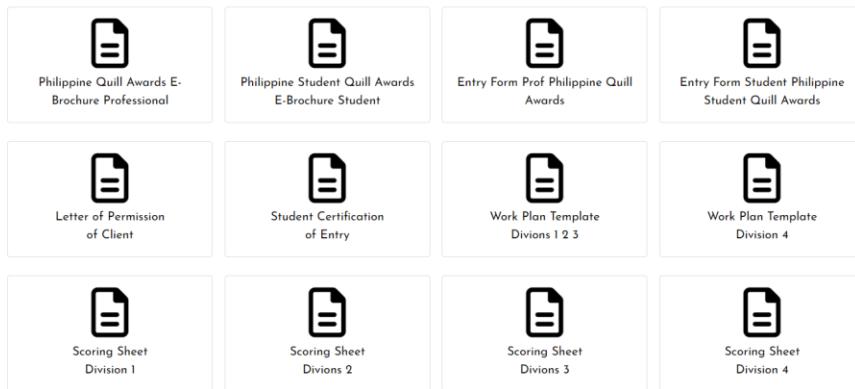
- [Transaction History](#)
- [Proof of Payment - Awards](#)
- [Proof of Payment - Member](#)
- [Proof of Payment - Renewal](#)

ID NO.	NAME	STATUS	UPLOAD
1	Juan dela Cruz	Pending	
1	Juan dela Cruz	Pending	
1	Juan dela Cruz	Pending	

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DOWNLOADABLES



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AWARDS APPLICATION FORM

Student Quill Professional Quill

* Entry Title (required if entered by agency)

SIA2

* Has this been entered before?

Yes No

* Division

Division

* If yes, what year did you enter?

Ex. 2018

* Category

Category

Attached files in PDF file format only. Each entry can have up to three (3) work sample attachments with a total maximum limit of 50mb.

* Entry Form

Choose File No file chosen

* Work Plan

Choose File No file chosen

* Certification

* Work Sample

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MEMBERSHIP APPLICATION FORM

I. MEMBER INFORMATION

First Name

Juan

Middle Name

Santos

Family Name

Dela Cruz

Nickname

Juan

Designation

Chief Executive Officer

Office | Company Name

International Association of Business Communicators

Company Address

Floor No.

Building No.

Street

Barangay

City

Region

Province/Region

NCR

Postal/Zip Code

###

Telephone No.

Fax No.

Mobile No.

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For Billing Statement

Company Name:

Address:

TIN No.:

Contact Person:

Contact Number:

→

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PAYMENT OPTION



PayPal



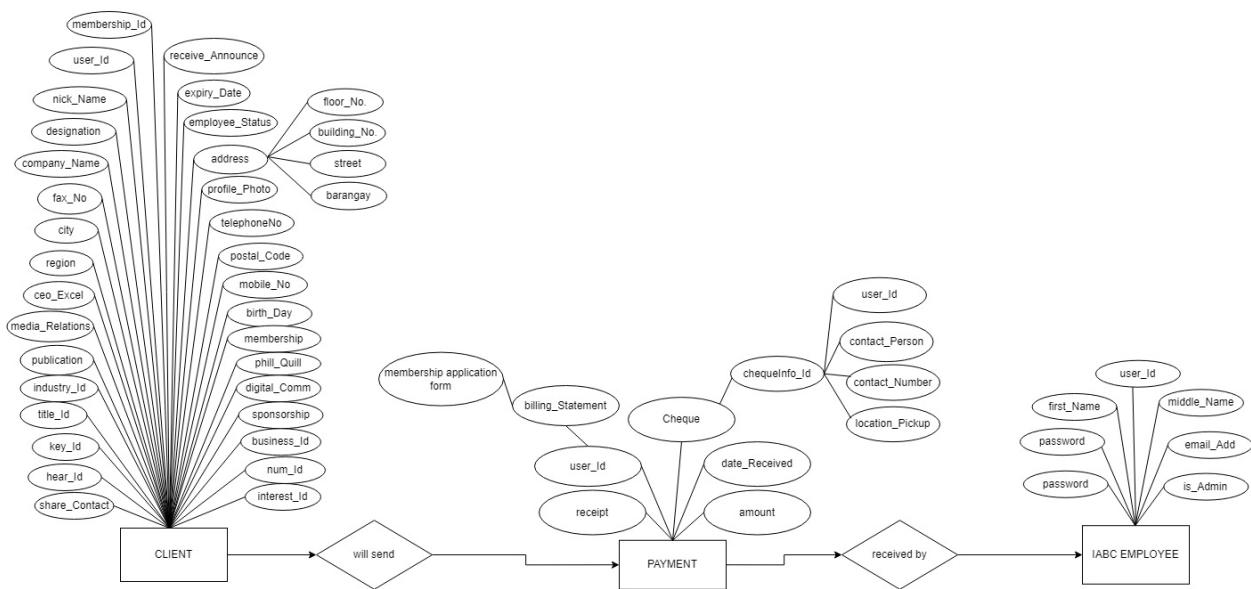
Over-the-Counter



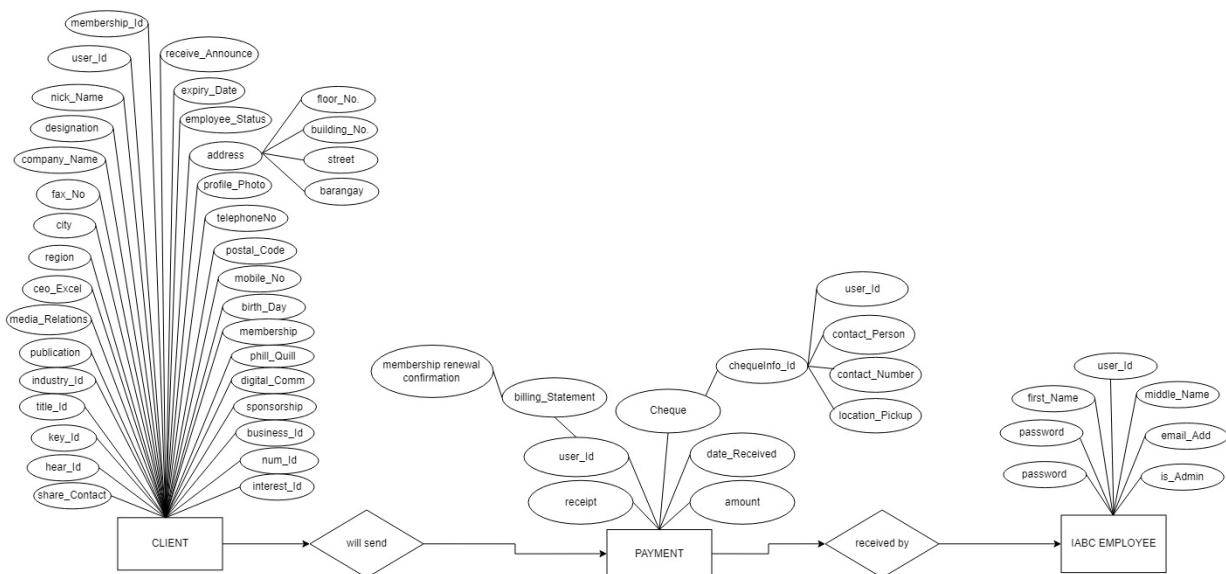
Check

4.2 Entity-Relationship Diagram

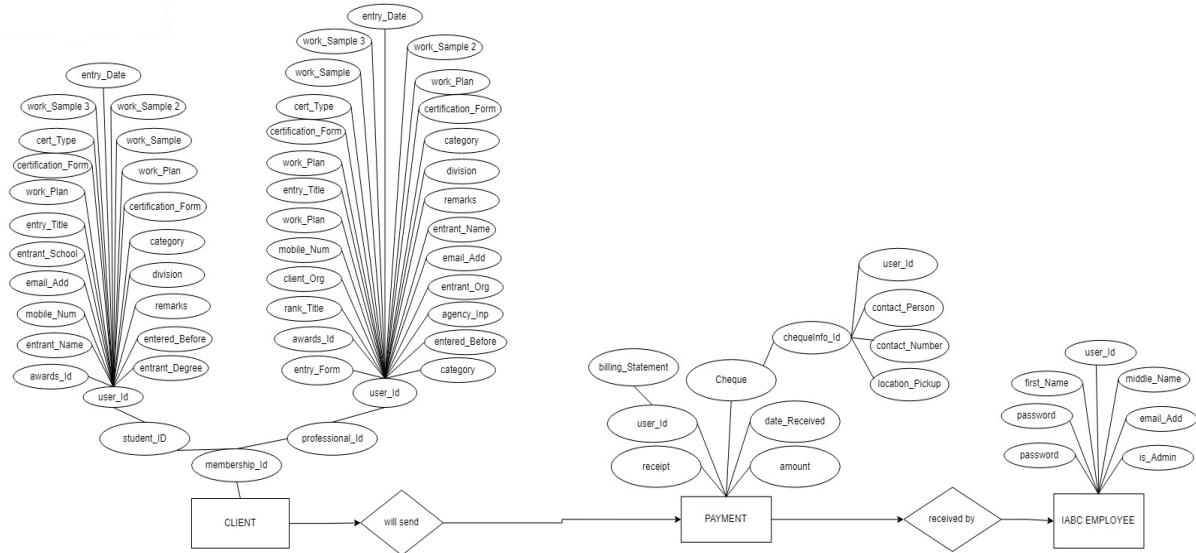
MEMBERSHIP APPLICATION



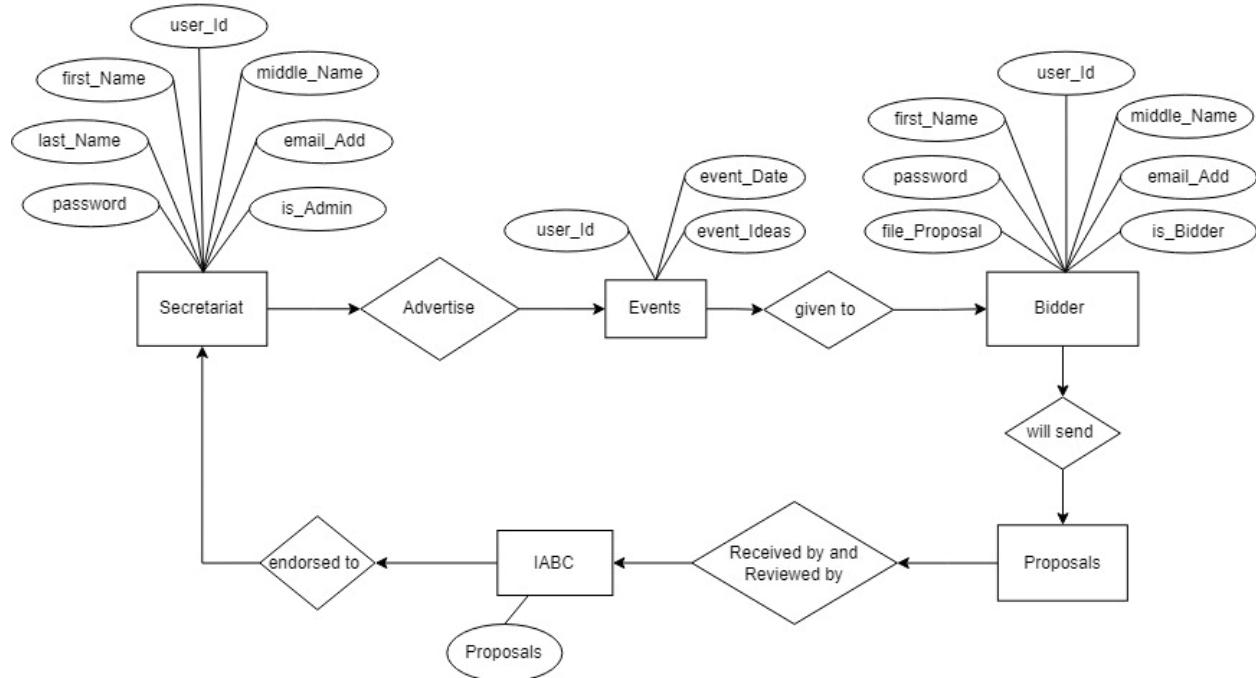
MEMBERSHIP APPLICATION RENEWAL



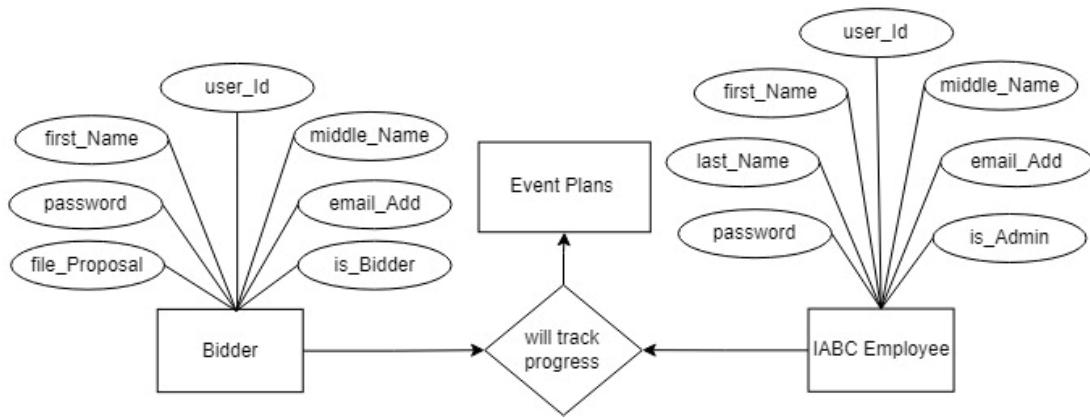
AWARDS APPLICATION



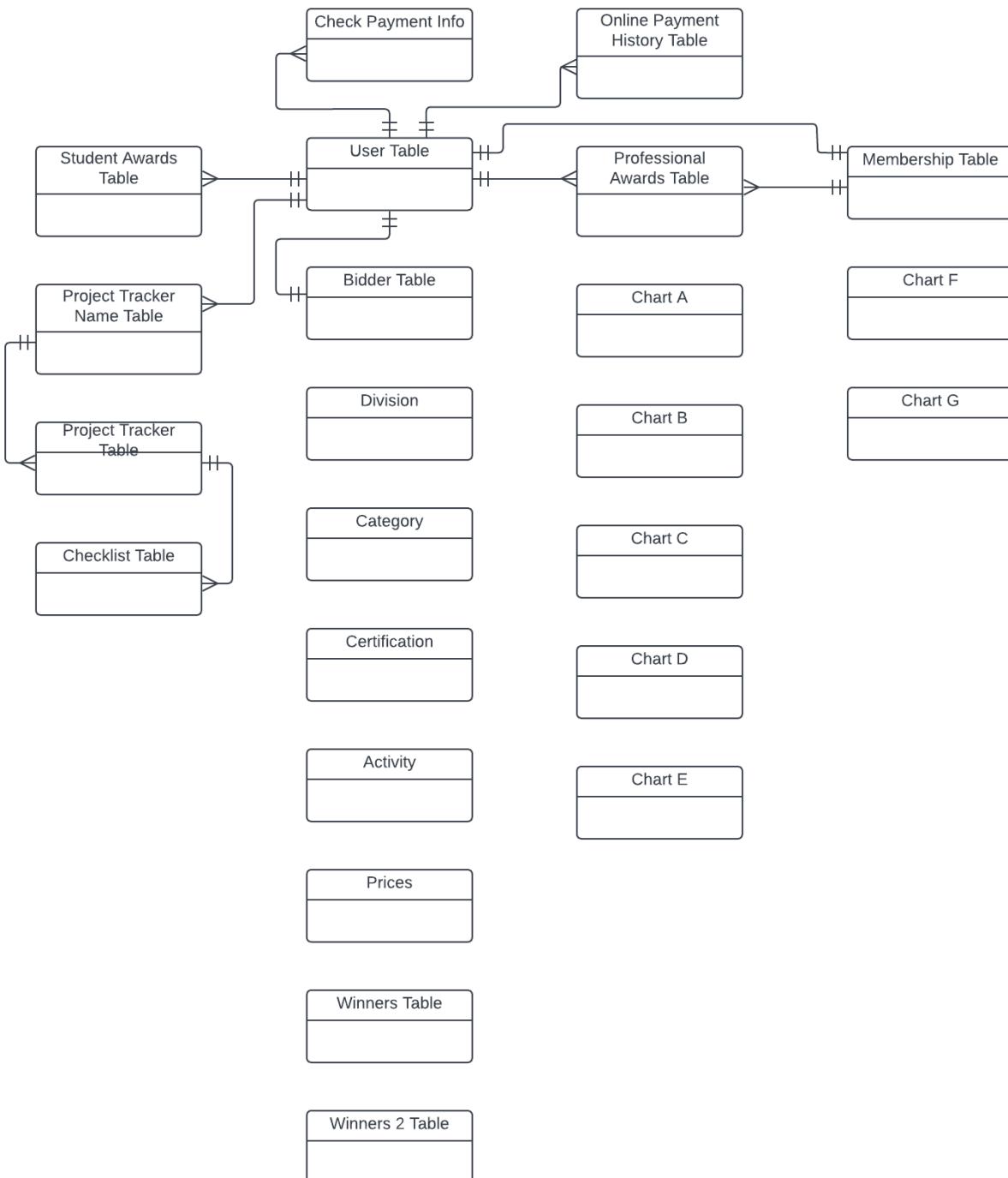
BIDDING PROCESS



EVENT TRACKING



4.3 Conceptual Data Model



4.4 Normalization

User							Authority	
user_id	first_name	middle_name	last_name	email_addr	password	auth_id	auth_id	account_Authority
1	Kristine	A.	Arreola	arreola.kristine@gmail.com	12345678	1	1	Admin
2	Bryan	B.	Gines	gines.bryan@gmail.com	12345678	2	2	Member
3	Ron	C.	Reyes	reyes.ron@gmail.com	12345678	3	3	Nonmember
4	Mari	D.	Tsutsui	tsutsui.mari@gmail.com	12345678	4	4	Bidder
5	Carl	E.	Dacanay	dacanay.carl@gmail.com	12345678	5	5	Judge

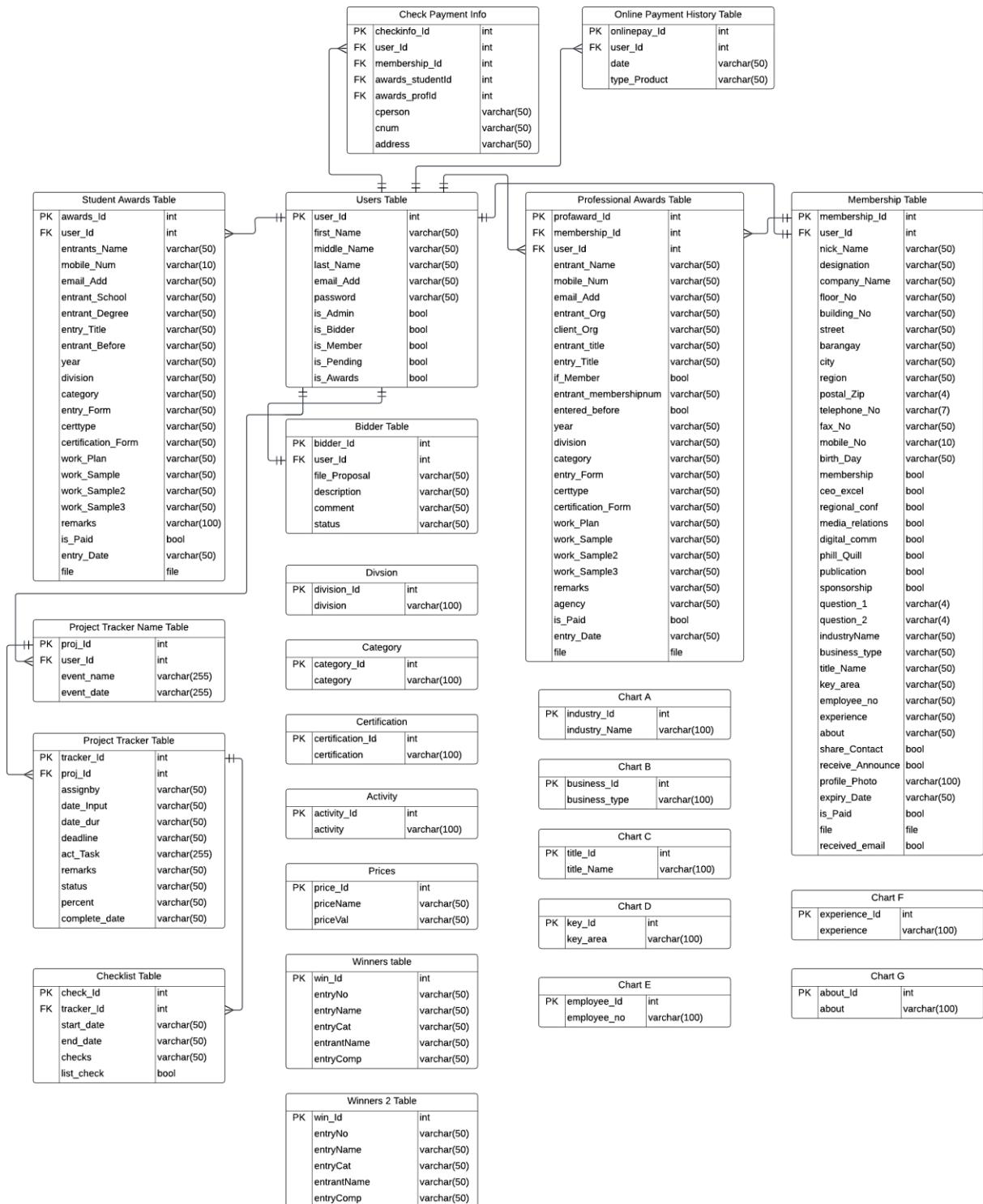
Bidder							Status	
bidder_id	user_id	file_Proposal	description	comment	status		status_id	status_inp
1	1	PROP1		good	ongoing		1	On-going
2	2	PROP2		nice	ongoing		2	Complete
3	3	PROP3		ok	complete		3	Cancelled
4	4	PROP4		bad	cancelled			
5	5	PROP5		good	ongoing			

Payment Verification							Check Payment					
pay_id	user_id	verification_file	application_id	date_received			checkinfo_id	user_id	contact_person	contact_number	location_pickup	application_id
1	1	VERI1	3	03/09/2022			1	1	Kristine	9105559276	MAKATI	1
2	2	VERI2	3	04/09/2022			2	2	Bryan	9295553014	MANILA	1
3	3	VERI3	2	05/09/2022			3	3	Ron	9295559097	CAVITE	2
4	4	VERI4	1	06/09/2022			4	4	Mari	9285550836	LAGUNA	3
5	5	VERI5	2	07/09/2022			5	5	Carl	923555172	TAGUIG	3

Online Payment							Application Type		
onlinepay_id	user_id	pay_date	application_id				application_id	application_type	
1	1	07/10/2022	1				1	Student Awards	
2	2	08/10/2022	1				2	Professional Awards	
3	3	09/10/2022	2				3	Membership	
4	4	10/10/2022	3						
5	5	11/10/2022	3						

Application Type	
application_id	application_type
1	Student Awards
2	Professional Awards
3	Membership

4.5 Relational Database Management System



4.6 Data Dictionary

user

Field Name	Field Type	Field Length	Description
user_id*	int		User Id
email	varchar	255	Email Address
firstName	varchar	100	First Name
middleName	varchar	100	Middle Name
lastName	varchar	100	Last Name
date_joined	datetime	mm/dd/yyyy	Date Joined/Registered
last_login	datetime	mm/dd/yyyy	Last Login
is_active	bool		If the user is active
is_admin	bool		If the user is an admin
is_member	bool		If the user is a member
is_nonmember	bool		If the user is a nonmember
is_superuser	bool		If the user is a superuser
is_bidder	bool		If the user is a bidder
is_staff	bool		If the user is a staff
date_inactive	datetime	mm/dd/yyyy	Date where the user become inactive

member

Field Name	Field Type	Field Length	Description
membership_id*	int		Membership ID
user_id	int		User Information ID
nick_Name	varchar	50	Nick Name
designation	varchar	50	Work Designation / Position
company_Name	varchar	50	Company Name
floor_No	varchar	50	Floor No.
street	varchar	50	Street
barangay	varchar	50	Barangay No.
city	varchar	50	City

region	varchar	50	Region
postal_Zip	varchar	4	Postal / Zip Code
telephone_No	varchar	8	Telephone No.
fax_No	varchar	8	Fax No.
mobile_No	varchar	11	Mobile No.
birth_Day	varchar	50	Birthdate
membership	bool		If the user wants to join membership committee
ceo_excel	bool		If the user wants to join ceo excel committee
regional_conf	bool		If the user wants to join regional conference committee
media_relations	bool		If the user wants to join media relationship committee
digital_comm	bool		If the user wants to join digital communication committee
phil_quill	bool		If the user wants to join Philippine quill awards committee
publication	bool		If the user wants to join publication committee
sponsorship	bool		If the user wants to join sponsorship committee
question_1	varchar	4	Year began in profession
question_2	varchar	4	If they are self-employed
industry_Name	varchar	50	What type of industry they belong
business_type	varchar	50	What type of business they have
current_title	varchar	50	Title/Position

key_area	varchar	50	Key Area / Responsibility
employee_no	varchar	50	No. of employees in the company
experience	varchar	50	Experience
about	varchar	50	How did they hear about IABC
share_Contact	bool		Do they want to share their contacts
receive_Announce	bool		Do they want to hear announcements
profile_Photo	varchar	100	Profile Photo
expiry_Date	varchar	50	Membership Expiry Date
is_Paid	bool		If the user has paid
file	file		File uploaded for proof of payment
received_email	bool		If the user wants received email

chart a

Field Name	Field Type	Field Length	Description
industry_id	int		Industry Id
industry_Name	varchar	100	Name of Industries

chart b

Field Name	Field Type	Field Length	Description
business_id	int		Business Id
business_type	varchar	100	Business Types

chart c

Field Name	Field Type	Field Length	Description
title_id	int		Title Id
current_title	varchar	100	Current Title / Position

chart d

Field Name	Field Type	Field Length	Description
key_id	int		Key Id
key_area	varchar	100	Key Area of Responsibility

chart e

Field Name	Field Type	Field Length	Description
employee_id	int		Employee Id
employee_no	varchar	100	No. of Employees in the company

chart f

Field Name	Field Type	Field Length	Description
experience_id	int		Experience Id
experience	varchar	100	Amount of Experience

chart g

Field Name	Field Type	Field Length	Description
about_id	int		About Id
about	varchar	100	List of how did the user hear about IABC

awards_prof

Field Name	Field Type	Field Length	Description
profaward_id	int		Professional Awards Applicant ID
user_id	int		User Information Id
membership_id	int		Membership Information ID
entrant_Name	varchar	50	Entrants name

mobile_Num	varchar	50	Mobile number
email_Add	varchar	50	Email address
entrant_Org	varchar	50	Entrants Organizations Name
client_Org	varchar	50	Clients Organization Name
entrant_title	varchar	50	Entrants Title / Position
entry_Title	varchar	50	Title of entry
if_member	bool		If entrant is a member
entrant_membershipnum	varchar	50	Membership Number
entered_before	bool		If entry has entered before
year	varchar	50	Year
division	varchar	50	Division
category	varchar	50	Category
entry_Form	varchar	50	Information of entry form
certtype	varchar	50	Certification type
certification_Form	varchar	50	Certification form
work_Plan	varchar	50	Work plan
work_Sample	varchar	50	Work sample number 1
work_Sample2	varchar	50	Work sample number 2
work_Sample3	varchar	50	Work sample number 3
remarks	varchar	50	Information for remarks
agency	varchar	50	Entrants Agency
is_Paid	bool		Info if the entrant is paid or not
entry_date	varchar	50	Date of entry
file	file		Uploaded file for proof of payment

awards_student

Field Name	Field Type	Field Length	Description
awards_Id	Int		Student Awards Applicant ID
user_Id	Int		User information ID
entrants_Name	varchar	50	Entrants name
mobile_Num	varchar	10	Mobile number
email_add	varchar	50	Email address
entrant_school	varchar	50	Name of Entrant school
entrant_Degree	varchar	50	Entrant degree
entry_Title	varchar	50	Title of entry
entrant_Before	varchar	50	If entry has entered before
year	varchar	50	Year
division	varchar	50	Division
category	varchar	50	Category
entry_Form	varchar	50	Information of entry form
certtype	varchar	50	Certification type
certification_Form	varchar	50	Certification form
work_Plan	varchar	50	Work plan
work_Sample	varchar	50	Work sample number 1
work_Sample2	varchar	50	Work sample number 2
work_Sample3	varchar	50	Work sample number 3
remarks	varchar	50	Information for remarks
is_Paid	bool	100	Info if the entrant is paid or not
entry_Date	varchar	50	Date of entry
file	file		Uploaded file for proof of payment

division

Field Name	Field Type	Field Length	Description
division_Id	Int		ID of the division
division	varchar	100	Information of the division

category

Field Name	Field Type	Field Length	Description
category_Id	Int		ID of the category name
category	varchar	100	Information of the category name

certification

Field Name	Field Type	Field Length	Description
certification_Id	Int		ID of certification
certification	varchar	100	Information of the certification

projecttrackername

Field Name	Field Type	Field Length	Description
proj_Id	Int		ID of the project
user_Id			User information
event_name	varchar	255	Name of event
event_date	varchar	255	Date of event

projecttracker

Field Name	Field Type	Field Length	Description
tracker_Id	Int		ID for tracking event
proj_Id	int		ID of the project
assignby	varchar	50	Who assigned the task
date_Input	varchar	50	Input of the date today

date_dur	varchar	50	Date start of the task
deadline	varchar	50	Due date of the task
act_Task	varchar	255	Activity of the task
remarks	varchar	50	Remarks for the task
status	varchar	50	Status of the task
percent	varchar	50	Percentage of the task
complete_date	varchar	50	Completion date of the task

checklist

Field Name	Field Type	Field Length	Description
check_Id	Int		Check if the tasks are done
tracker_Id	int		ID of the tracker
start_date	varchar	50	Start date of the task
end_date	varchar	50	End date of the task
checks	varchar	50	List of checklist input
list_check	bool		If the checklist is done or not

activity

Field Name	Field Type	Field Length	Description
activity_Id	Int		ID of the activity
activity	varchar	100	Information of the activity name

bidderssubmission

Field Name	Field Type	Field Length	Description
bidder_Id	Int		ID of the bidder
user_Id	int		ID of the user
file_Proposal	varchar	50	Bidder proposal upload file
description	varchar	50	Description for the proposal
comment	varchar	50	Comment for the proposal
status	varchar	50	Status of the proposal

prices

Field Name	Field Type	Field Length	Description
price_Id	Int		ID of the price
priceName	varchar	50	Name of product of service
priceVal	varchar	50	Value of the product

checkpayment

Field Name	Field Type	Field Length	Description
checkinfo_Id	Int		Information of Client ID
user_Id	Int		User information ID
membership_Id	Int		Membership Information ID
awards_studentId	Int		ID of student entry for award
awards_profid	Int		ID of professional entry for award
cperson	varchar	50	Contact Person
cnum	varchar	50	Contact Number
address	varchar	50	Address Information

onlinepaymenthistory

Field Name	Field Type	Field Length	Description
onlinepay_id	int		
user_id	int		
date	varchar	50	
type_Product	varchar	50	

winners

Field Name	Field Type	Field Length	Description
win_Id	Int		ID of the winners
entryNo	varchar	50	Number of entry
entryName	varchar	50	Name of the entry
entryCat	varchar	50	Category name of entry
entrantName	varchar	50	Name of entrant
entryComp	varchar	50	Company name of entry

winners2

Field Name	Field Type	Field Length	Description
win_Id	Int		ID of the winners
entryNo	varchar	50	Number of entry
entryName	varchar	50	Name of the entry
entryCat	varchar	50	Category name of entry
entrantName	varchar	50	Name of entrant
entryComp	varchar	50	Company name of entry

CHAPTER 5: IMPLEMENTATION AND MAINTENANCE

5.1 Implementation Procedures

5.2 User Manual

FOR ALL USERS

1. Registration

- 1.1. Fill-up information needed (First name, Middle name, Last name, And Password)
- 1.2. Click Register Button
 - 1.2.1. You will now be redirected to the user index page

2. Login

- 2.1. Fill-up login credentials (Email address and Password)
- 2.2. Click login button
 - 2.2.1. You will now be redirected to the user index page

FOR GENERAL USERS

1. Membership Application

- 1.1. If user already has an existing account, then login; if not, register first
- 1.2. Click the Join button
- 1.3. Fill-up application form
- 1.4. Check box to accept terms and conditions
- 1.5. Click Submit form
- 1.6. You will be redirected to E-billing statement page
 - 1.6.1. Fill-up information needed for E-billing statement
 - 1.6.2. Click attach
 - 1.6.3. Click generate E-bill to view the E-billing statement
- 1.7. Proceed to payment option
 - 1.7.1. If payment option is PayPal
 - 1.7.1.1. Login to PayPal account
 - 1.7.1.2. Proceed to transact the payment

- 1.7.1.3. If transaction is successful, your account will automatically upgrade to as a member
- 1.7.2. If payment option is Over the Counter
 - 1.7.2.1. User must take note of the bank information that is being displayed on the page
 - 1.7.2.2. User must upload proof of payment for the admin to validate their payment
 - 1.7.2.3. To upload proof of payment
 - 1.7.2.3.1. Click my account
 - 1.7.2.3.2. Click pending transaction
 - 1.7.2.3.3. Click proof of payment membership
 - 1.7.2.3.4. Click Upload button to upload the proof of payment
 - 1.7.2.3.5. Click Save Changes
 - 1.7.2.4. After uploading proof of payment wait until the admin approve your proof of payment to upgrade your account
- 1.7.3. If payment option is Cheque
 - 1.7.3.1. If for pickup
 - 1.7.3.1.1. User must input pickup details
 - 1.7.3.1.2. Click Submit button
 - 1.7.3.2. If for delivery
 - 1.7.3.2.1. User must take note of the delivery information
 - 1.7.3.3. After IABC process the payment, wait for the admin to upgrade your account
- 1.8. You will be redirected to the index page

2. Awards Application

- 2.1. Hover the Phil Quill in the Navigation bar
- 2.2. Click Join now
- 2.3. If you are a Student Quill
 - 2.3.1. Fill-up the form
 - 2.3.2. After filling-up the form click Next

- 2.4. If you are a Professional Quill
 - 2.4.1. Fill-up the form
 - 2.4.2. After filling-up, click Next button
- 2.5. Fill-up the Billing Statement
 - 2.5.1. Fill-up information needed for E-billing statement
 - 2.5.2. Click attach
 - 2.5.3. Click generate E-bill to view the E-billing statement
- 2.6. Proceed to payment option
 - 2.6.1. If payment option is Paypal
 - 2.6.1.1. Login to Paypal account
 - 2.6.1.2. Proceed to transact the payment
 - 2.6.2. If transaction is successful, you will be redirected to index page

FOR ADMIN USER

1. Project Tracker

- 1.1. Fill-up information admin account in the login page
- 1.2. Hover Event in the navigation bar
- 1.3. Add Event Name and Date
 - 1.3.1. It will be added under the table displaying, date started, deadline, assigned to then the checklist of the task
 - 1.3.2. You can also delete the activity if you want
 - 1.3.3. Click Add
 - 1.3.3.1. Click Open Tracker
 - 1.3.3.2. Add Date started, deadline, assign to, then activity
 - 1.3.3.3. Click Add
 - 1.3.3.4. It will be added under the table displaying, date started, deadline, assigned to then the checklist of the task
 - 1.3.3.5. You can also delete the activity if you want
 - 1.3.3.6. Click Task
 - 1.3.3.6.1. Input list
 - 1.3.3.6.2. Click add

- 1.3.3.6.3. It will be added under the table
- 1.3.3.6.4. You can check the box if you are done with the task
 - 1.3.3.6.4.1. Once you the list is checked, the end date will automatically display
- 1.3.3.6.5. Save Checklist
- 1.3.3.6.6. You can also delete the task
- 1.3.3.6.7. You can leave a comments/remarks
- 1.3.3.6.8. Save comment
- 1.3.3.6.9. Then repeat the process if you want to add more Activity
- 1.3.3.7. Progress of the checklist will be also displayed (i.e. 50% complete)

2. Membership CRUD

- 2.1. Paid Members
 - 2.1.1. View all information of each members database
 - 2.1.2. View details
 - 2.1.3. Edit
 - 2.1.4. Input expiry date
 - 2.1.5. Then Save Changes
 - 2.1.6. It will now update
- 2.2. Pending Members
 - 2.2.1. Admin will check if they are pending members
 - 2.2.2. If there are pending members
 - 2.2.2.1. View status
 - 2.2.2.2. Check the proof of payment
 - 2.2.2.3. Choose remarks if paid
 - 2.2.2.4. Click Save
 - 2.2.3. After clicking Save it will automatically add on the Paid Members database

- 2.3. Non-Members
 - 2.3.1. View Details
 - 2.3.2. Edit (name and email)
 - 2.3.3. Click Submit
 - 2.3.4. Then it will be saved
- 2.4. Renewal
 - 2.4.1. View details
 - 2.4.2. View proof of payment
 - 2.4.3. Approve button
 - 2.4.4. Automatically transfer data to Members database

3. PhilQuill Entries

- 3.1. Paid
 - 3.1.1. Can view details
- 3.2. Pending Entries
 - 3.2.1. Admin will check if they are pending entries
 - 3.2.2. If there are pending entries
 - 3.2.2.1. View status
 - 3.2.2.2. Check the proof of payment
 - 3.2.2.3. Choose remarks if paid
 - 3.2.2.4. Click Save
- 3.3. Professional Winners
 - 3.3.1. Choose category of the winner
 - 3.3.2. Choose entrant's name
 - 3.3.3. Then add
 - 3.3.4. The chosen entrant will be the winner
 - 3.3.5. You can now view the display winner under
- 3.4. Student Winners
 - 3.4.1. Choose category of the winner
 - 3.4.2. Choose entrant's name
 - 3.4.3. Then add

- 3.4.4. The chosen entrant will be the winner
- 3.4.5. You can now view the display winner under

4. Transaction History

- 4.1. View all the payment transaction of users

5. Bidders

- 5.1. Hover on the Event
- 5.2. Displayed all bidder's information
- 5.3. View Details
 - 5.3.1. Can change the Status
 - 5.3.2. If you want to remove their proposal
 - 5.3.3. Remarks will send to the bidder's page
 - 5.3.4. Then click Send remarks

6. Activity CRUD

- 6.1. Can add, view, delete, and update

7. Awards CRUD

- 7.1. Chart CRUD
 - 7.1.1. Choose a chart
 - 7.1.2. Input name of the chosen chart
 - 7.1.3. Click add
- 7.2. Division
 - 7.2.1. Can view and delete
- 7.3. Category
 - 7.3.1. Can view and delete
- 7.4. Certification
 - 7.4.1. Can view and delete

8. Product Prices CRUD

- 8.1. Input product or service
- 8.2. Input amount
- 8.3. Then click add
- 8.4. It will be display on the right side

9. Create Bidders Account

- 9.1. Fill-up all the needed information (name, email, password)
- 9.2. Click Register
- 9.3. It will be redirected on the admin index

FOR BIDDERS ACCOUNT

1. Bidders Account

- 1.1. Login to bidder's account
- 1.2. Can view if you have notification from admin
 - 1.2.1. If you have notification
 - 1.2.2. Click the message
 - 1.2.3. Message will be displayed
- 1.3. Application form
 - 1.3.1. Upload file
 - 1.3.2. Input additional form
 - 1.3.3. Agree to terms and conditions
 - 1.3.4. Click Submit Form
- 1.4. Project tracker
 - 1.4.1. Fill-up information admin account in the login page
 - 1.4.2. Hover Event in the navigation bar
 - 1.4.3. Add Event Name and Date
 - 1.4.3.1. It will be added under the table displaying, date started, deadline, assigned to then the checklist of the task
 - 1.4.3.2. You can also delete the activity if you want
 - 1.4.3.3. Click Add

- 1.4.3.3.1. Click Open Tracker
- 1.4.3.3.2. Add Date started, deadline, assign to, then activity
- 1.4.3.3.3. Click Add
- 1.4.3.3.4. It will be added under the table displaying, date started, deadline, assigned to then the checklist of the task
- 1.4.3.3.5. You can also delete the activity if you want
- 1.4.3.3.6. Click Task
 - 1.4.3.3.6.1. Input list
 - 1.4.3.3.6.2. Click add
 - 1.4.3.3.6.3. It will be added under the table
 - 1.4.3.3.6.4. You can check the box if you are done with the task
 - 1.4.3.3.6.4.1. Once you the list is checked, the end date will automatically display
 - 1.4.3.3.6.5. Save Checklist
 - 1.4.3.3.6.6. You can also delete the task
 - 1.4.3.3.6.7. You can leave a comments/remarks
 - 1.4.3.3.6.8. Save comment
 - 1.4.3.3.6.9. Then repeat the process if you want to add more Activity
- 1.4.3.3.7. Progress of the checklist will be also displayed (i.e. 50% complete)

5.3 Maintenance Procedures

WEEKLY MAINTENANCE

- Check if all pages are loading without errors
- Run a backup and make sure a previous version of the site is stored
- Make updates to website software and plugins
- Check if all the forms are running properly
- Check the pages to see if there are any broken links
- Search for 404 errors and fix or redirect

YEARLY MAINTENANCE

- Check if there should be any update needed with the graphics and images
- Update any reference that is up to date
- Review each page for content accuracy, grammar, typos, and relevancy
- Ensure that the website domain name is renewed

5.4 System Risks Management Plan

1. Duplication of Membership Application
 - a. User's may encounter the risk if they are already a member, and they click again the Join button for membership application.
 - b. Logging in the system using a user account that is already a member
 - c. The system will automatically check the user account if it is already a member or not, a message prompt will pop out.
2. Uploading of Wrong File
 - a. User's may encounter the risk if they are attaching files, they may be confused on the file name, mis-click the file
 - b. Logging in the system, unorganized files to be submitted
 - c. By only accepting what type of file needed for that certain attachment