VIRTUAL FILING CABINET

FOR THE COLLEGE OF COMPUTER STUDIES

CENTRAL PHILIPPINE UNIVERSITY

A Capstone Project

Presented to

The College of Computer Studies

Central Philippine University

In Partial Fulfillment of the

Requirements for the Degree

Bachelor of Science in Information Technology

Anape, Jennifer A.

Eufan, Mari Angeli J.

Ladublan, Maricris B.

Mandariza, Aldie C.

Millama, Jogemar P.

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ABSTRACT

The College of Computer Studies (CCS) of Central Philippine University (CPU) manually files documents and stores them in a cabinet for achieving. Problems such as the difficulty in categorization of files, time consuming browsing and retrieval of documents, possible loss of files, over stacking of hardcopies and lack of filing cabinets for storage are identified.

The study aims to develop a Virtual Filing Cabinet for the College of Computer Studies of Central Philippine University for easy categorization, easy browsing, retrieval and securing of documents, eliminating of over stacking files, and provision of automated filing of documents.

The development of the proposed system is intended for the use of faculty, staff, and specifically the of the dean of The College of Computer Studies (CCS). The study will provide an automated Virtual Filing System that could help and render better service for the College. The proposed system will also provide information and ideas for future system developers having the same objectives with the proposed system.

The study was conducted for almost a year and the proponents used the most suitable development methodology, the Rapid Application Development (RAD) Model.

The Virtual Filing Cabinet improves the manual operation into with the use of a computerized information system. Researchers recommended the enhancement and improvement of the proposed system to use an enhanced Graphical User Interface (GUI), larger storage capacity for documents and top of the line the hardware components to be use in the system.