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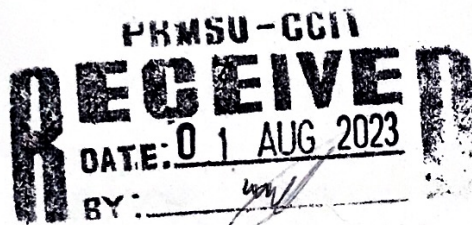
**ONLINE ARCHIVING SYSTEM FOR OFFICE OF THE  
UNIVERSITY AND BOARD SECRETARY OF PRMSU**

**dela Cruz, Everlyn O.**

**Ebilane, Angevin Kate N.**

**Prado, James Matthew A.**

**Royo, Jandrie Thom R.**



**A Capstone Project**

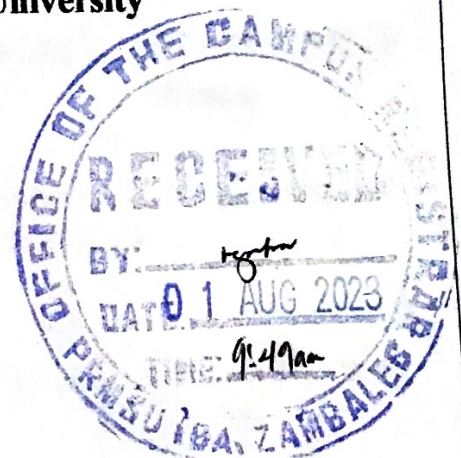
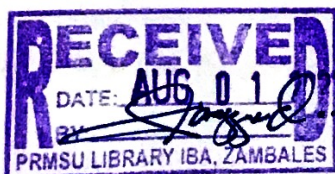
**In partial Fulfillment of the Requirements**

**for the degree of Bachelor of Science in Information Technology**

**College of Communication and Information Technology**

**President Ramon Magsaysay State University**

**Iba, Zambales**



**FEBRUARY 2023**





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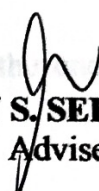
Republic of the Philippines  
**President Ramon Magsaysay State University**  
Iba, Zambales



**College of Communication and Information Technology**

**APPROVAL SHEET**

This study entitled **"Online Archiving System for University Office and Board Secretary of PRMSU"** prepared and submitted by Everlyn O. Dela Cruz, Angevin Kate N. Ebilane, James Matthew A. Prado, and Jandrie Thom R. Royo in partial fulfilment of the requirements for the degree of **BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY** are hereby recommended for oral examination.

  
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Adviser

Approved by the Panel of the Oral Examiners on February 2023 with a grade of \_\_\_\_\_.

  
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Chairperson

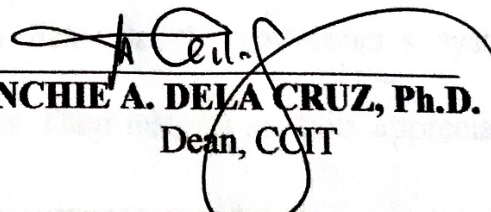
  
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Accepted and approved in partial fulfilment of the requirements for the degree of **BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY**.

31 JUL 2023

Date Signed

  
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**EXECUTIVE SUMMARY**

An online archiving system is a digital solution that enables organizations to store, manage, and access their data and information in a secure and easily accessible manner over the internet. It allows users to upload, organize, and retrieve files from a centralized repository, eliminating the need for physical storage and facilitating remote access. The goal of this system is to move out data to another storage or space where the end user could move it in or out anytime that includes data backup and recovery, data preservation, security, and flexible access controls while also supporting collaborative features, such as version control and sharing of files.

With the combined evaluations of the board secretary and office of the university, the data revealed that online archiving system was generally excellent in software quality in terms of functional suitability, performance efficiency, compatibility, usability, reliability, security, maintainability, and portability. While highly acceptable in level of acceptability in terms of functionality, and performance. Lastly, the system is very ready in terms of information system facility and technical.

The researchers accepted some recommendation such as improving the auditing with the activity of logging or building an advance features where the user can monitor the user who log in on the system, the advancement of the system in terms of the ability to assign rights to some users and restrictions while using the system, requiring an additional update of the system in terms of work space interface as it is in the average design, advancing the style of the interface can have a great impact in increasing the worth of the system and improving the warnings and error prevention of the system, the researchers





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find it lacking in terms of giving warnings in every button the users will click, as the system holds big documents and confidential files it is only right to give a second warning every time the users upload, remove or create something in the system.

### ACKNOWLEDGEMENT

### EXECUTIVE SUMMARY

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