

Document Tracking System

By Group: MumMumKokKok

Name List

1. 6631502009 Thanyaporn Subna
2. 6631502012 Pottharut Ajchariyapradit
3. 6631502015 Natticha Sukhawat
4. 6631502023 Arkar Pyae Phyo
5. 6631502028 Swan Htet
6. 6631502034 Patteera Muntawee
7. 6631502044 Wachiraya Sithikasemkit
8. 6631502055 Aung Myint Myat

Secretary Part

Prototype: <https://www.figma.com/proto/bHzDcgfHD5u5jOTJuEDFvJ/Tracking-Project?node-id=515-10560&t=DJwymHPXKfObTJeF-1&scaling=scale-down-width&content-scaling=fixed&page-id=0%3A1&starting-point-node-id=329%3A7200>

Image 1: Sign-in for Mae Fah Luang University's Document Tracking System.

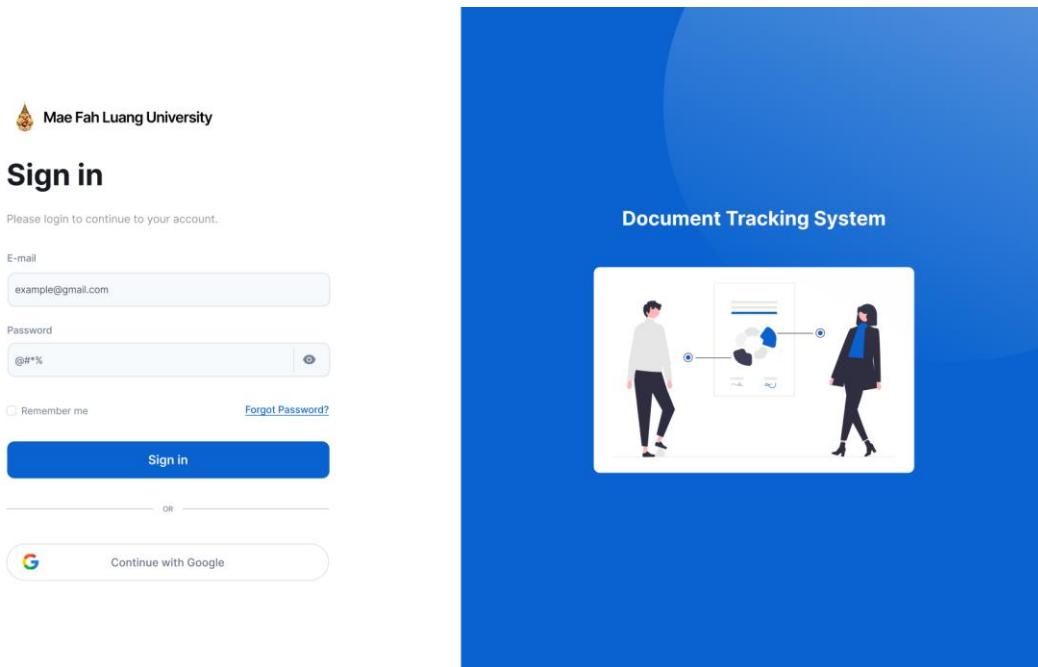
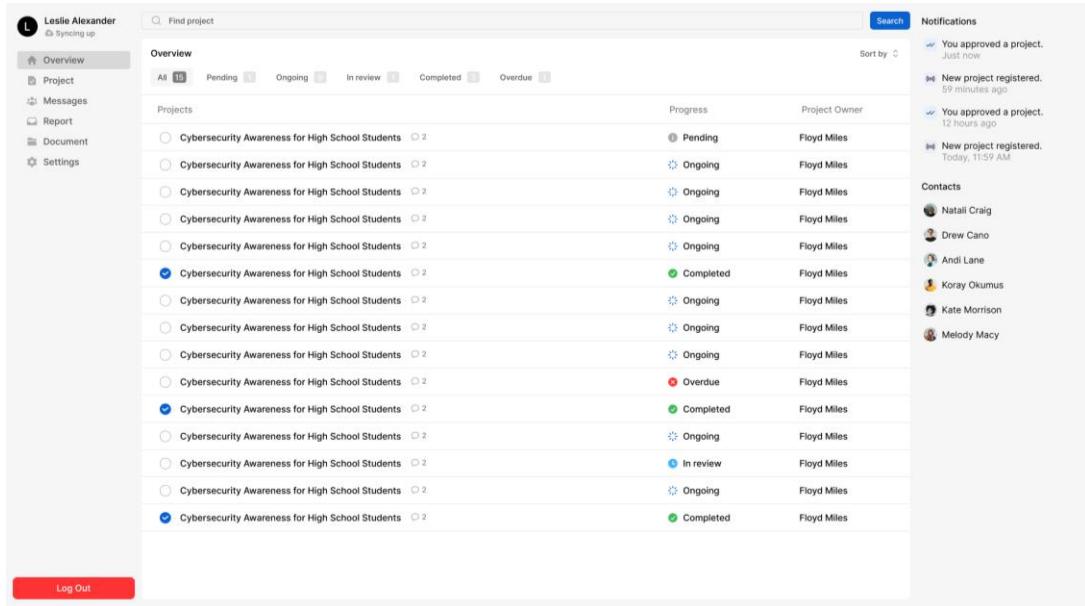


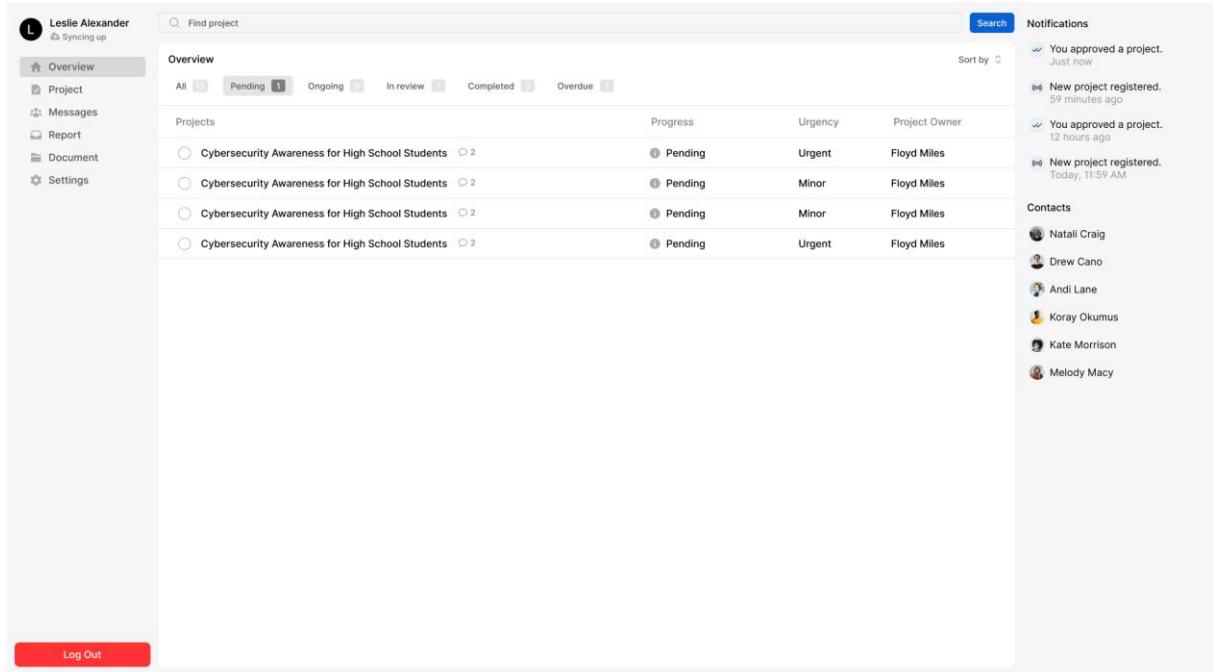
Image 2: Project Management Overview - Displays all project statuses.



The screenshot shows the Project Management Overview page for a user named Leslie Alexander. The left sidebar includes links for Overview, Project, Messages, Report, Document, and Settings. The main content area has a search bar and a 'Find project' input. Below is a table with columns for Progress, Project Owner, and a list of projects. The 'Progress' column uses icons to represent status: Pending (grey), Ongoing (blue), Completed (green), and Overdue (red). The 'Project Owner' column lists Floyd Miles for all projects. The table shows 15 rows of projects, with the 16th row being a summary. The right sidebar features a 'Notifications' section with recent activity and a 'Contacts' section with a list of users.

Progress	Project Owner
Pending	Floyd Miles
Ongoing	Floyd Miles
Completed	Floyd Miles
Ongoing	Floyd Miles
Overdue	Floyd Miles
Completed	Floyd Miles
Ongoing	Floyd Miles
In review	Floyd Miles
Ongoing	Floyd Miles
Completed	Floyd Miles

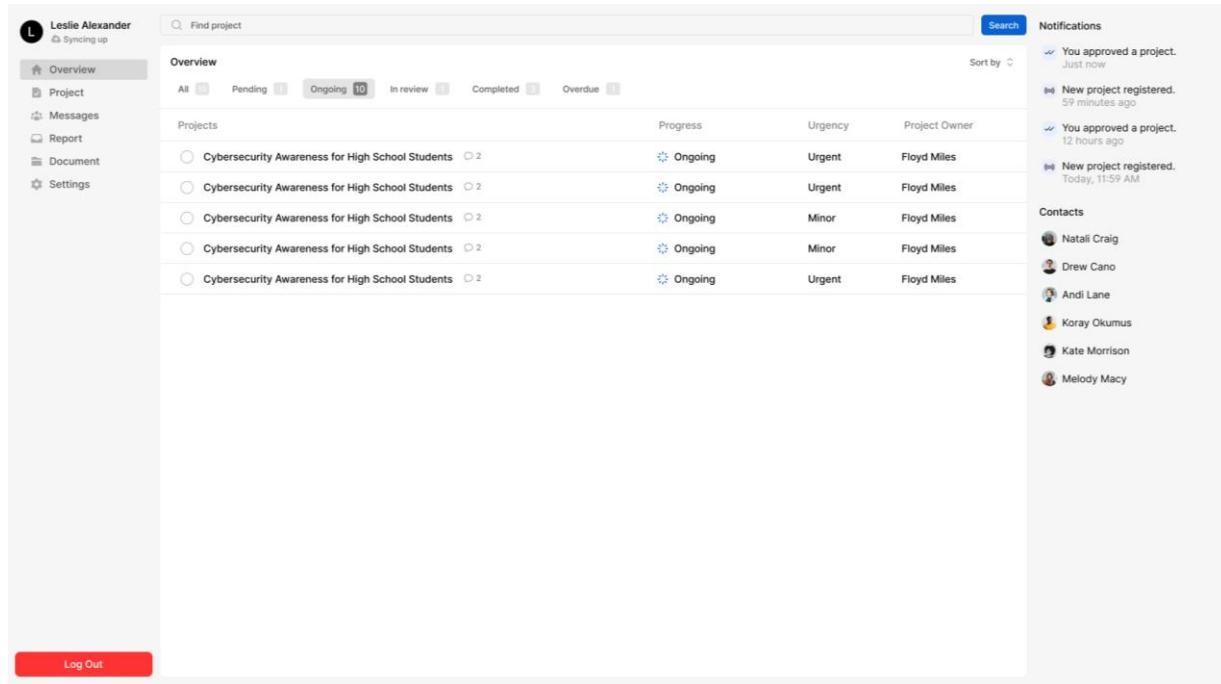
Image 3: Project Overview - Filtered to show Pending projects.



The screenshot shows the Project Overview page with a filter applied to show only Pending projects. The left sidebar and main layout are identical to Image 2. The table in the center now only displays rows where the 'Progress' column is 'Pending'. The right sidebar remains the same, showing notifications and contacts.

Progress	Urgency	Project Owner
Pending	Urgent	Floyd Miles
Pending	Minor	Floyd Miles
Pending	Minor	Floyd Miles
Pending	Urgent	Floyd Miles

Image 4: Project Overview - Filtered to show Ongoing projects.



The screenshot shows the Project Overview page with the 'Ongoing' filter selected. The sidebar on the left includes 'Overview', 'Project', 'Messages', 'Report', 'Document', and 'Settings'. The main area shows a table of projects with columns for Progress, Urgency, and Project Owner. All projects listed are 'Ongoing' and assigned to 'Floyd Miles'. The right sidebar displays notifications and contacts.

Project	Progress	Urgency	Project Owner
Cybersecurity Awareness for High School Students	Ongoing	Urgent	Floyd Miles
Cybersecurity Awareness for High School Students	Ongoing	Urgent	Floyd Miles
Cybersecurity Awareness for High School Students	Ongoing	Minor	Floyd Miles
Cybersecurity Awareness for High School Students	Ongoing	Minor	Floyd Miles
Cybersecurity Awareness for High School Students	Ongoing	Urgent	Floyd Miles

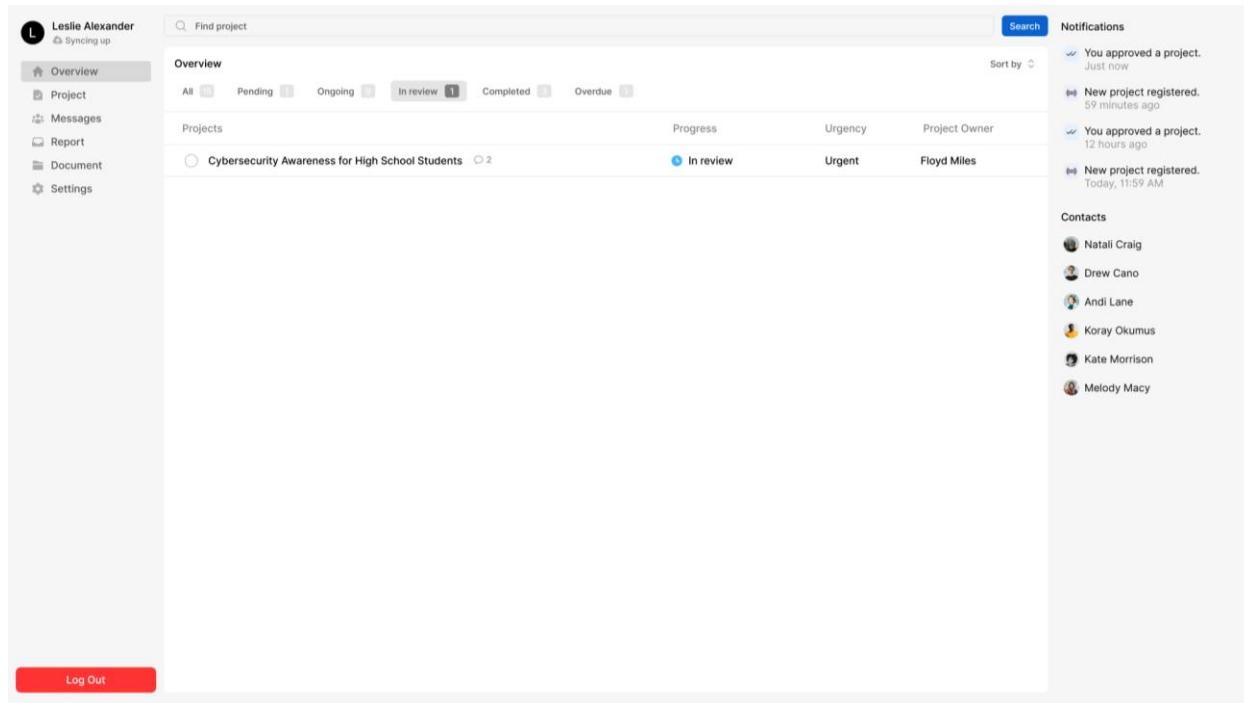
Notifications

- You approved a project. Just now
- New project registered. 59 minutes ago
- You approved a project. 12 hours ago
- New project registered. Today, 11:59 AM

Contacts

- Natali Craig
- Drew Cano
- Andi Lane
- Koray Okumus
- Kate Morrison
- Melody Macy

Image 5: Project Overview - Filtered to show projects In review.



The screenshot shows the Project Overview page with the 'In review' filter selected. The sidebar on the left includes 'Overview', 'Project', 'Messages', 'Report', 'Document', and 'Settings'. The main area shows a table of projects with columns for Progress, Urgency, and Project Owner. One project is listed as 'In review' and assigned to 'Floyd Miles'. The right sidebar displays notifications and contacts.

Project	Progress	Urgency	Project Owner
Cybersecurity Awareness for High School Students	In review	Urgent	Floyd Miles

Notifications

- You approved a project. Just now
- New project registered. 59 minutes ago
- You approved a project. 12 hours ago
- New project registered. Today, 11:59 AM

Contacts

- Natali Craig
- Drew Cano
- Andi Lane
- Koray Okumus
- Kate Morrison
- Melody Macy

Image 6: Project Overview - Filtered to show Completed projects.

The screenshot shows the Project Overview page with the following interface elements:

- Header:** Features a search bar labeled "Find project" and a "Search" button.
- Left Sidebar:** Displays the user profile "Leslie Alexander" and a "Syncing up" status. Below this is a navigation menu with "Overview" (selected), "Project", "Messages", "Report", "Document", and "Settings".
- Overview Section:** Shows a list of projects with the following details:
 - Filter buttons: All, Pending, Ongoing, In review, Completed (selected), Overdue.
 - Projects table:

Projects	Progress	Project Owner
Cybersecurity Awareness for High School Students (2)	Completed	Floyd Miles
Cybersecurity Awareness for High School Students (2)	Completed	Floyd Miles
Cybersecurity Awareness for High School Students (2)	Completed	Floyd Miles
- Notifications:** A sidebar on the right lists recent notifications:
 - You approved a project. Just now
 - New project registered. 59 minutes ago
 - You approved a project. 12 hours ago
 - New project registered. Today, 11:59 AM
- Contacts:** A list of contacts with small profile icons:
 - Natali Craig
 - Drew Cano
 - Andi Lane
 - Koray Okumus
 - Kate Morrison
 - Melody Macy
- Footer:** A red "Log Out" button.

Image 7: Project Overview - Filtered to show Overdue projects.

The screenshot shows the Project Overview page with the following interface elements:

- Header:** Features a search bar labeled "Find project" and a "Search" button.
- Left Sidebar:** Displays the user profile "Leslie Alexander" and a "Syncing up" status. Below this is a navigation menu with "Overview" (selected), "Project", "Messages", "Report", "Document", and "Settings".
- Overview Section:** Shows a list of projects with the following details:
 - Filter buttons: All, Pending, Ongoing, In review, Completed, Overdue (selected).
 - Projects table:

Projects	Progress	Project Owner
Cybersecurity Awareness for High School Students (2)	Overdue	Floyd Miles
- Notifications:** A sidebar on the right lists recent notifications:
 - You approved a project. Just now
 - New project registered. 59 minutes ago
 - You approved a project. 12 hours ago
 - New project registered. Today, 11:59 AM
- Contacts:** A list of contacts with small profile icons:
 - Natali Craig
 - Drew Cano
 - Andi Lane
 - Koray Okumus
 - Kate Morrison
 - Melody Macy
- Footer:** A red "Log Out" button.

Image 8: Direct messages: allows discussing documents, approvals, revisions, or any other project-related information directly.

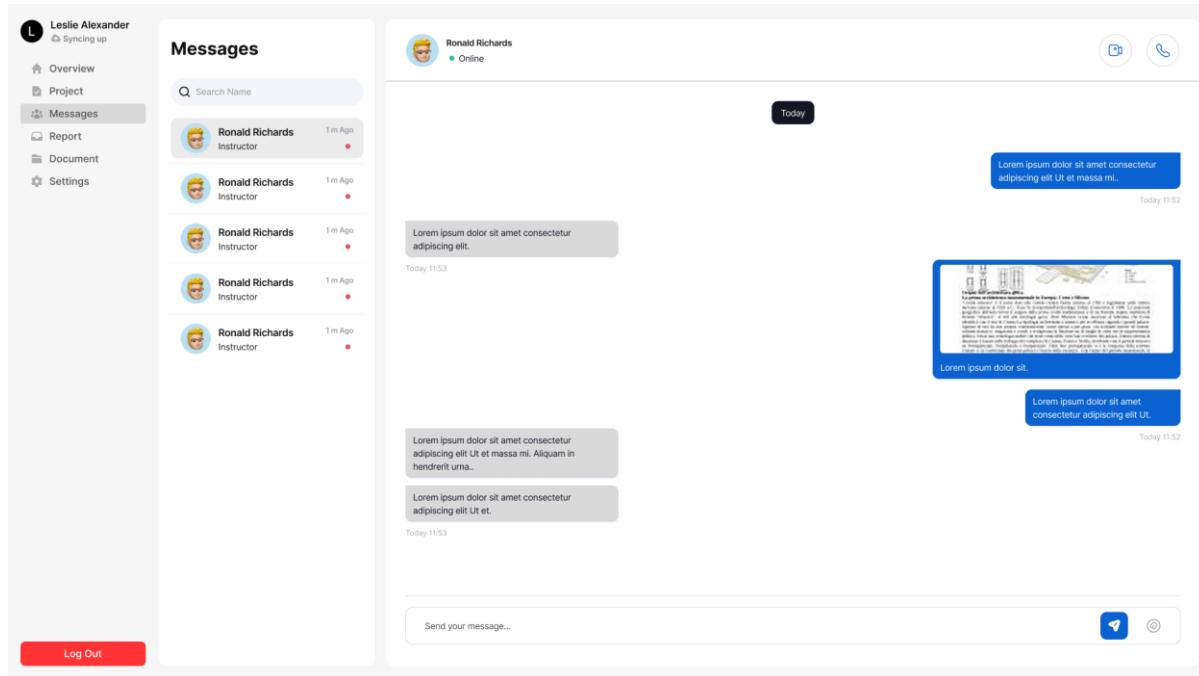


Image 9: Report - Lists projects requiring revision.

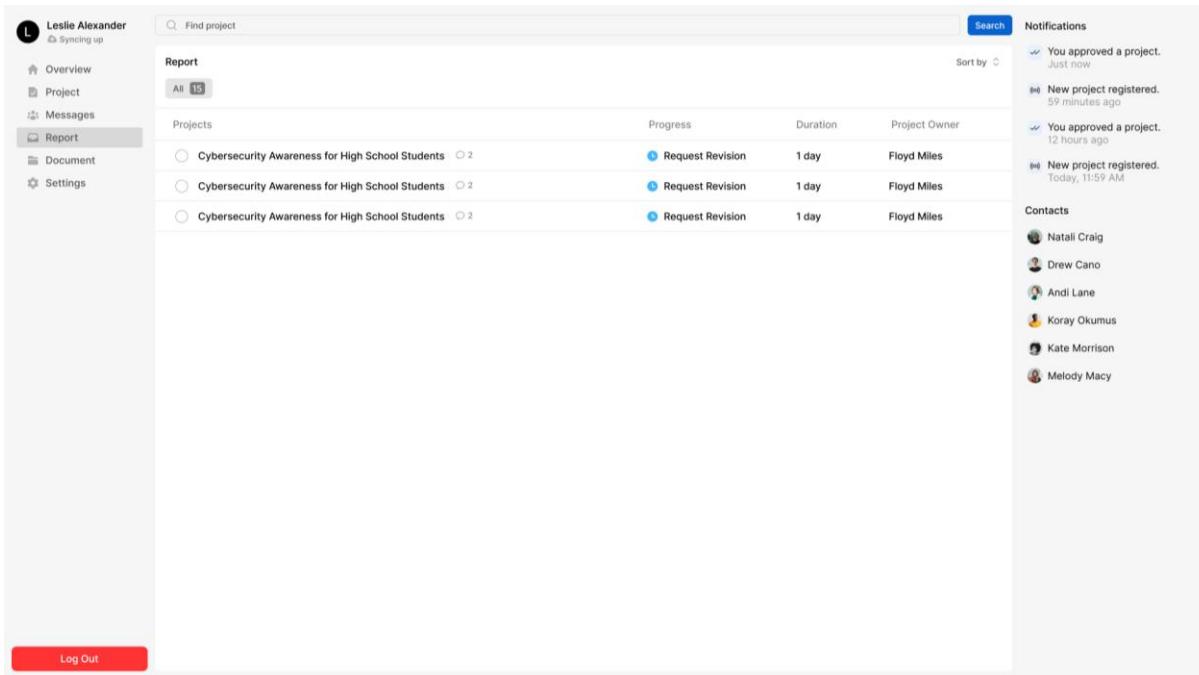


Image 10: Document Management - Shows project-related files.

The screenshot shows a user interface for document management. On the left, a sidebar menu includes 'Overview', 'Project', 'Messages', 'Report', 'Document' (which is selected and highlighted in grey), and 'Settings'. The main area is titled 'Overview' and shows a list of 'Documents'. Each document entry includes a thumbnail, the document name, the number of pages, the 'Word Version' (e.g., 2013, 2016, 2019), the 'Convert' option, and a 'Microsoft 365' link. To the right of the document list is a 'Sort by' dropdown and a 'Search' bar. On the far right, a 'Notifications' sidebar lists recent activity: 'You approved a project. Just now', 'New project registered. 59 minutes ago', 'You approved a project. 12 hours ago', and 'New project registered. Today, 11:59 AM'. Below the notifications is a 'Contacts' section listing users: Natali Craig, Drew Cano, Andi Lane, Koray Okumus, Kate Morrison, and Melody Macy. At the bottom left is a 'Log Out' button.

Image 11: User Settings - Manages personal account information.

The screenshot shows a user interface for user settings. The left sidebar menu is identical to Image 10, with 'Document' selected. The main area is titled 'Setting'. It features a profile section with a circular 'Avatar' placeholder (a cartoon character with pink hair), the name 'Leslie Alexander', and the email 'elementary221b@gmail.com'. Below this is a 'Personal Info' section with fields for 'Full Name' (Leslie Alexander), 'Email Address' (elementary221b@gmail.com), 'Phone Number' (+44 (123) 456-9878), and 'Account Type' (Secretary). There is also a 'Change Avatar' section with a placeholder image and a 'Click Here to upload your file or drag.' button. At the bottom, there are 'Notifications' and 'Reports' sections, both with checkboxes. The 'Notifications' section is described as 'This is where you'll receive notifications'. The 'Reports' section is described as 'Enable reports notifications'. On the far right, a 'Notifications' sidebar and a 'Contacts' sidebar are present, identical to Image 10. A 'Log Out' button is at the bottom left.

Image 12: Project Information: Basic details of the project.

The screenshot shows a project management interface. On the left, a sidebar for 'Leslie Alexander' displays navigation options: Overview, Project (selected), Messages, Report, Document, and Settings. Below this is a 'Log Out' button. The main content area is titled 'All Projects' and shows a list of various projects. One project, 'Cybersecurity Awareness for High School Students' by Brooklyn Simmons, is selected. The project details page shows the following information:

- Project Status:** Approved
- Project Name:** Cybersecurity Awareness for High School Students
- Implementation Status:** Completed
- Implementation Month (Plan):** March
- Actual Start / End Date:** 2023-01-28 - 2023-02-10
- Number of Actual Implementation Days:** 14
- Project Type:** Revenue Generated
- Sub-Activities:** Round 1
- Revenue (if any):** -
- Expenses (if any):** -
- Satisfaction:** 4
- Service Field:** Education
- Attached Document:** No File Attached

Image 13: Committee: Details of the project team and attached files.

The screenshot shows the 'Committee Information' tab for the selected project. The left sidebar and project list are identical to Image 12. The main content area shows the following committee details:

- Name:** Jacob Jones
- Employee ID:** FA10022
- Academic Position:** Associate Professor
- Role:** Project Lead
- Conducted By:**
 - Self-Implemented
 - External Organization
- Working Hours:** 5 hours
- Implementing Agency:** School of Applied Digital Technology
- External Organization Name:** National AI Ethics Council
- Attached File:** Document.jpg (Yesterday, 80 KB of 120 KB)

Image 14: Participants: Number and types of people involved.

The screenshot shows a project management interface with a sidebar and a main content area. The sidebar on the left is titled 'Leslie Alexander' and includes links for Overview, Project, Messages, Report, Document, and Settings. The main content area shows 'All Projects' on the left and a detailed view of a project on the right. The project details include the title 'Cybersecurity Awareness for High School Students' by Brooklyn Simmons, status 'Approved', and tabs for Project Information, Committee information, and Participant Information (which is currently selected). The 'Participants Information' section lists categories: Student, Teacher, Government Officers, Professionals, and General Public, each with a dropdown arrow. To the right of these categories is a table titled 'Total Participants' with columns for Online (25), Onsite (5), and Hybrid (7). A 'Log Out' button is located at the bottom left of the sidebar.

Total Participants		
Online	5	7

Image 14: Example Image Overlay: Official announcement.



Image 15: Confirm Conversion: Asks to confirm the conversion of project data.

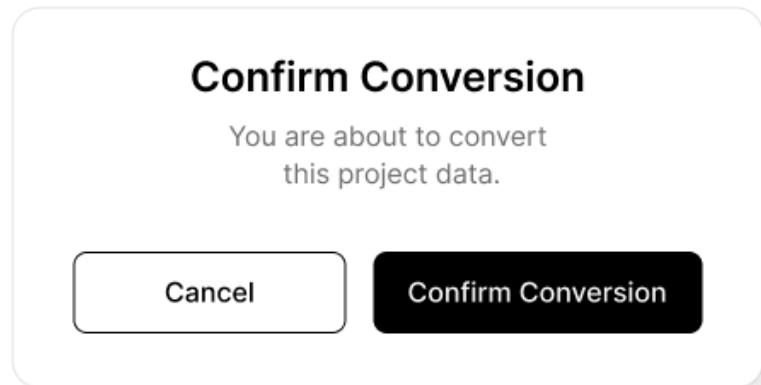


Image 16: Confirm Approval: Asks to confirm the approval of a submission.

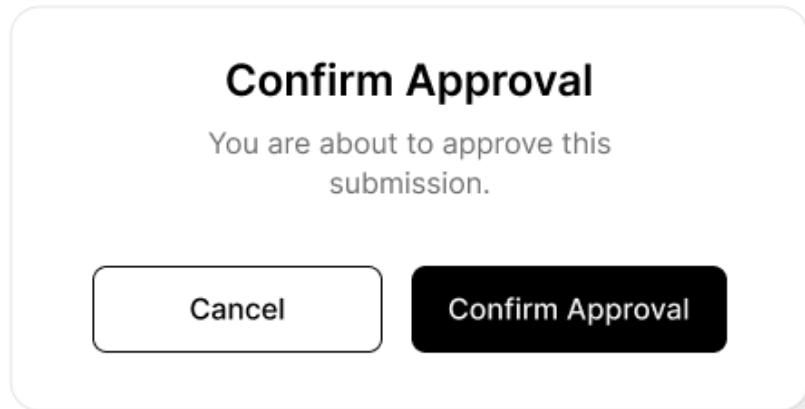
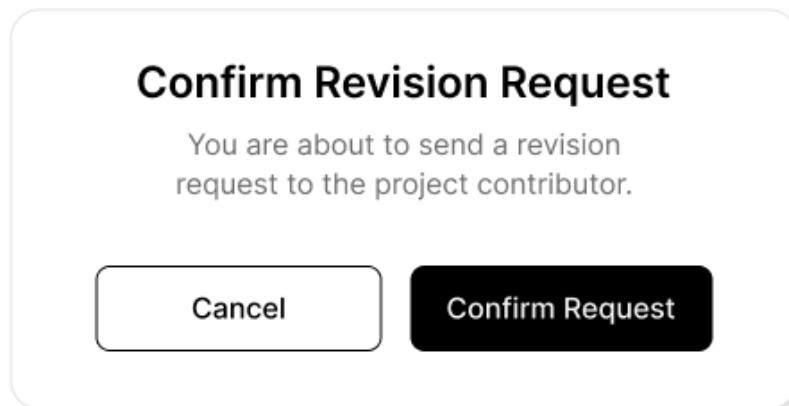


Image 17: Confirm Revision Request: Asks to confirm sending a revision request.



Instructor Part

Prototype: <https://www.figma.com/proto/bHzDcgfHD5u5jOTJuEDFvJ/Tracking-Project?node-id=111-1321&p=f&t=rEaFR8V96h8xdeZO-1&scaling=scale-down-width&content-scaling=fixed&page-id=6%3A3005&starting-point-node-id=357%3A5994>

Image 1: Sign in: Login page for Mae Fah Luang University's Document Tracking System

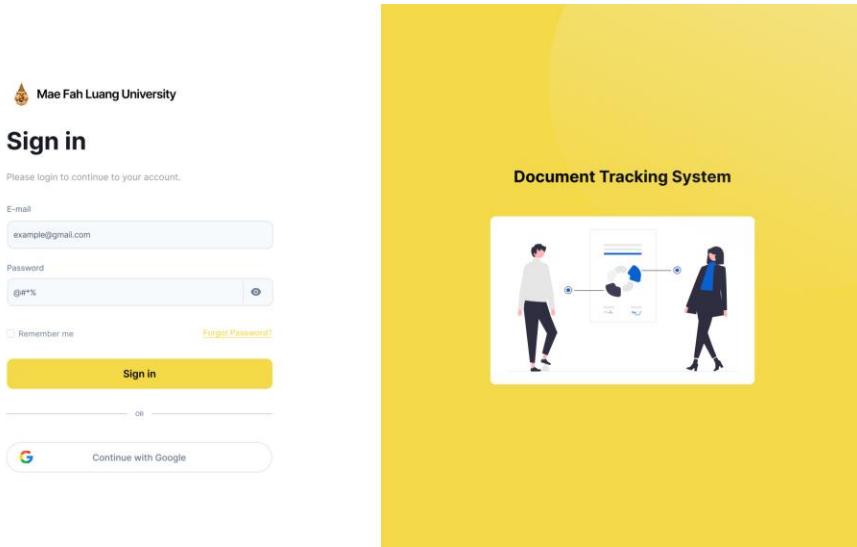


Image 2: Dashboard: Dashboard showing project statistics, progress overview, and today's activity schedule.

The dashboard features a top navigation bar with a logo, a search bar, and a user profile for Emma Taylor. Below this is a summary section with four cards: Total Projects (100), Ongoing Projects (70), Completed Projects (30), and Upcoming Deadlines (70). To the right is a donut chart showing 30% in the purple segment. The main area is divided into two sections: 'Project summary' and 'Today, 05 March'.

Project summary: A table listing seven projects with columns for Name, Project manager, Due date, Status, and Progress. The projects are:

Name	Project manager	Due date	Status	Progress
Netsa web development	Emma Taylor	May 25, 2023	Completed	100%
Datascale AI app	Emma Taylor	Jun 20, 2023	Delayed	80%
Media channel branding	Emma Taylor	July 13, 2023	At risk	60%
Corlax iOS app development	Emma Taylor	Dec 20, 2023	Completed	100%
Website builder development	Emma Taylor	Mar 15, 2024	On going	80%
Corlax iOS app development	Emma Taylor	Jan 24, 2024	Completed	100%
Website builder development	Emma Taylor	Apr 13, 2024	On going	80%

Today, 05 March: A daily calendar from Monday to Friday. Key events include a 'Client Meeting' at 9 am, a 'Check List' at 10 am, and a 'Course' at 12 pm.

Image 3: Notification Pop up: Shows a drop-down notification where Kathryn Murphy, Secretary, reminds users to complete projects and update roles and content.

The dashboard layout is identical to Image 2, but a notification pop-up is overlaid on the right side. The notification is from Kathryn Murphy, Secretary, and contains three items:

- App: Complete the project
- Pen: Add the roles of the project
- Pen: Add the context

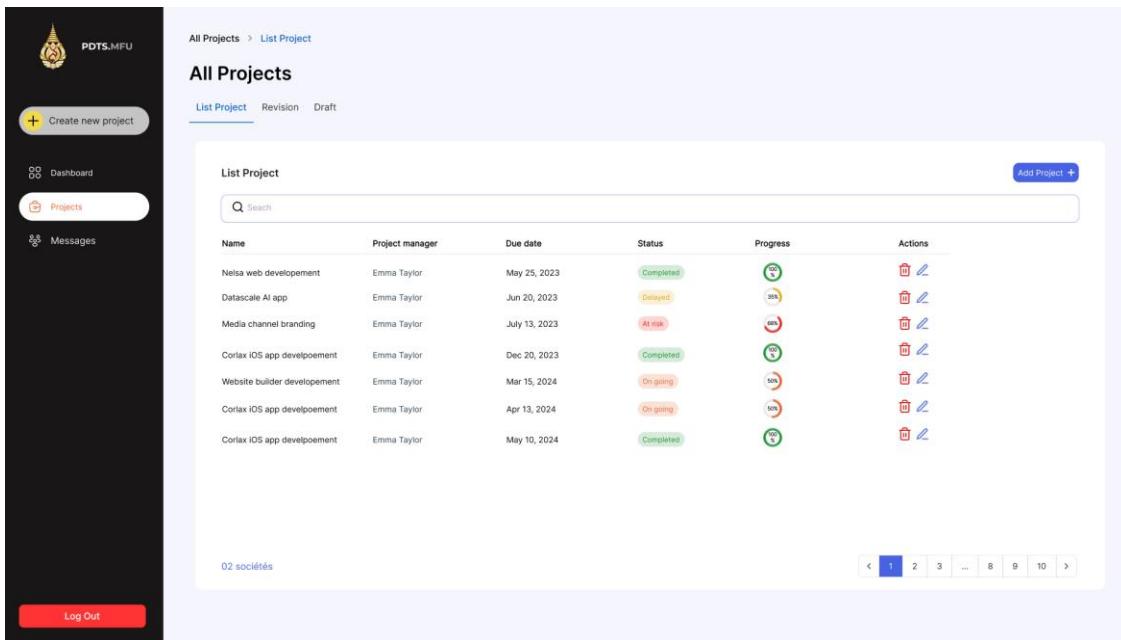
The rest of the dashboard content, including the project summary and daily schedule, remains visible.



Notification

-  Kathryn Murphy
Complete the project
-  Kathryn Murphy
Add the roles of the project ?
-  Kathryn Murphy
Add the content
-  Kathryn Murphy
Add the roles of the project ?

Image 4: Project: Page listing all projects with statuses such as Completed, Ongoing, and At Risk.

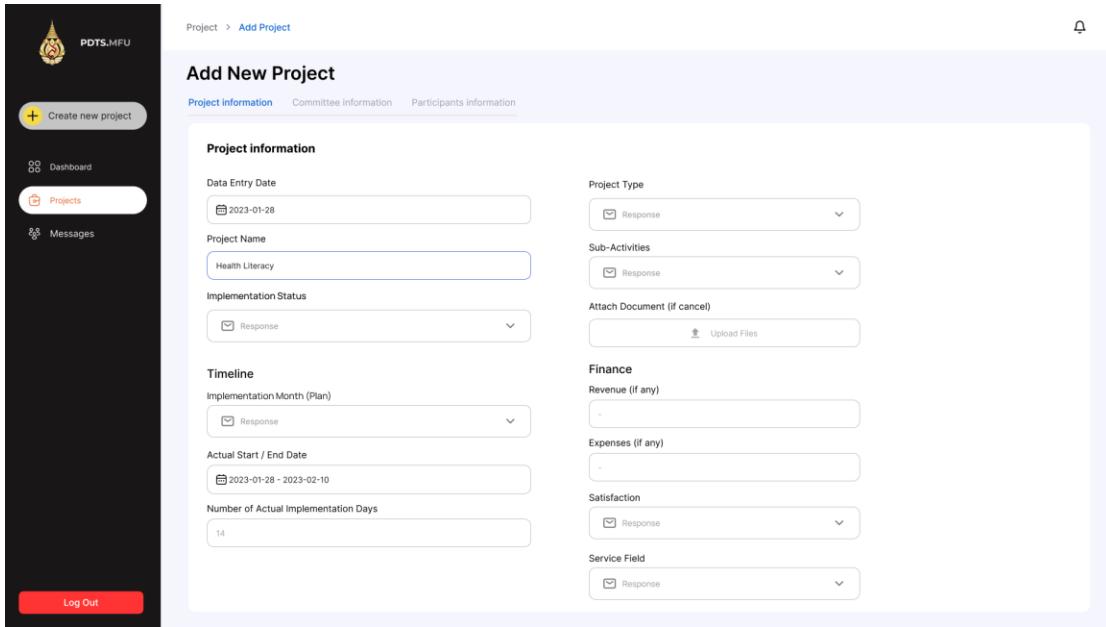


The screenshot shows the 'All Projects' page of a software application. The left sidebar has a dark theme with icons for Dashboard, Projects (selected), and Messages. The main content area has a light theme. At the top, there are buttons for 'Create new project', 'List Project', 'Revision', and 'Draft'. The 'List Project' section includes a search bar and a table with the following data:

Name	Project manager	Due date	Status	Progress	Actions
Neila web developement	Emma Taylor	May 25, 2023	Completed	100%	Edit
DataScale AI app	Emma Taylor	Jun 20, 2023	Delayed	95%	Edit
Media channel branding	Emma Taylor	July 13, 2023	At risk	80%	Edit
Corlax iOS app developement	Emma Taylor	Dec 20, 2023	Completed	100%	Edit
Website builder development	Emma Taylor	Mar 15, 2024	Ongoing	70%	Edit
Corlax iOS app developement	Emma Taylor	Apr 13, 2024	Ongoing	60%	Edit
Corlax iOS app developement	Emma Taylor	May 10, 2024	Completed	100%	Edit

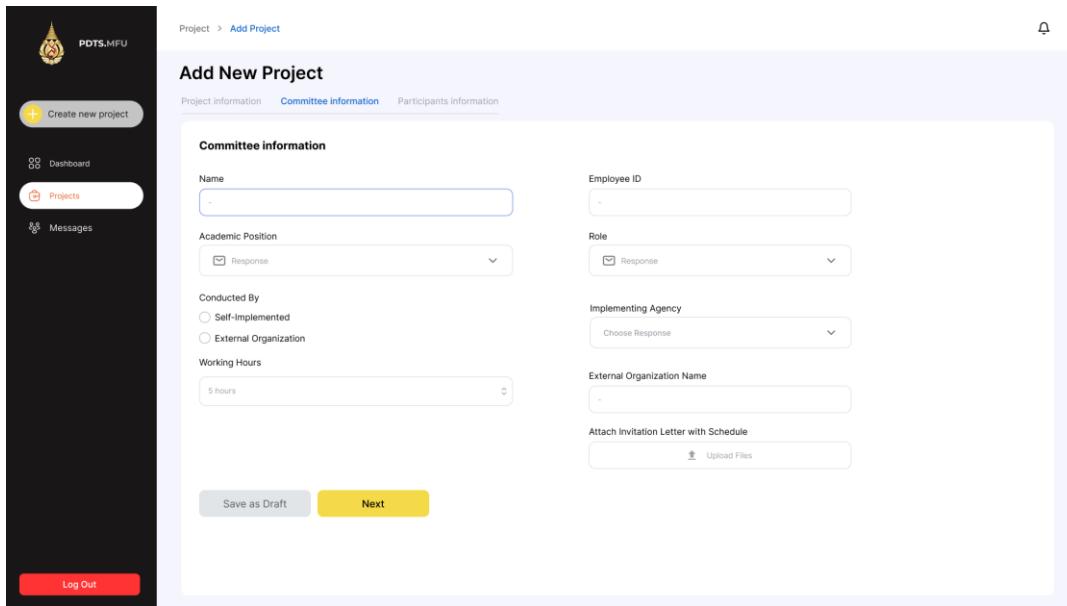
At the bottom, it says '02 sociétés' and shows a page navigation with numbers 1, 2, 3, ..., 8, 9, 10, >.

Image 5: Project information: Form to enter new project details



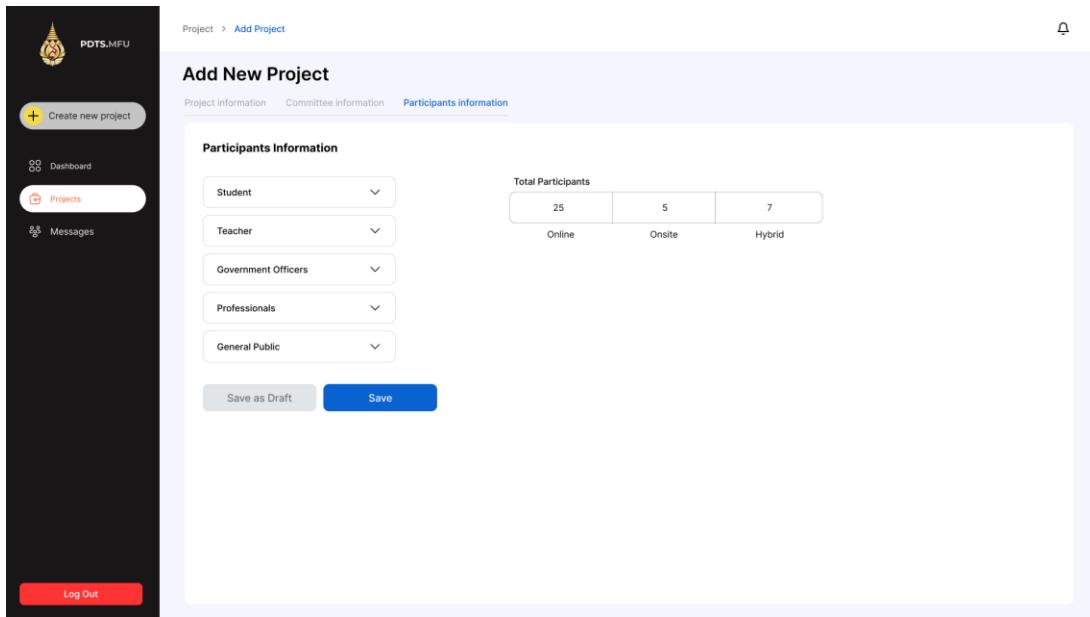
The screenshot shows the 'Add New Project' form for 'Project information'. The left sidebar has a dark theme with icons for 'Create new project', 'Dashboard', 'Projects' (which is selected), and 'Messages'. The main area has a light background. The title is 'Add New Project' with tabs for 'Project information', 'Committee information', and 'Participants information'. The 'Project information' tab is active. It contains fields for 'Data Entry Date' (2023-01-28), 'Project Name' (Health Literacy), 'Implementation Status' (Response), 'Project Type' (Response), 'Sub-Activities' (Response), 'Attach Document (if cancel)' (Upload Files), 'Timeline' (Implementation Month (Plan) Response), 'Actual Start / End Date' (2023-01-28 - 2023-02-10), 'Number of Actual Implementation Days' (14), 'Finance' (Revenue (if any) and Expenses (if any) both empty), 'Satisfaction' (Response), and 'Service Field' (Response). Buttons at the bottom include 'Save as Draft' and 'Next'.

Image 6: Committee information: Form to fill in committee details



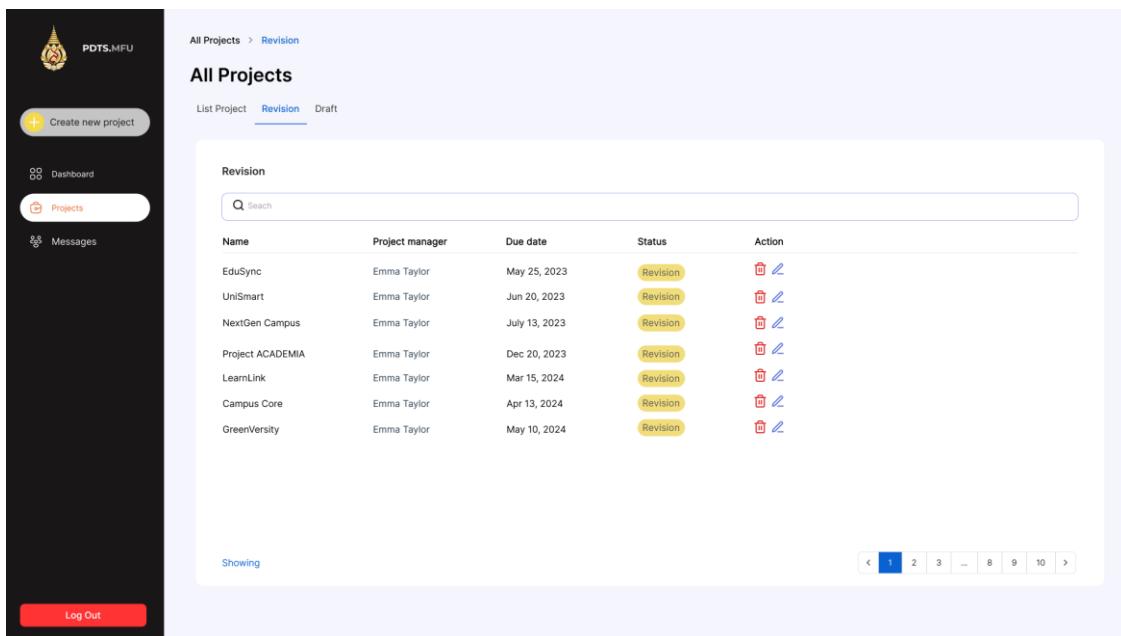
The screenshot shows the 'Add New Project' form for 'Committee information'. The left sidebar has a dark theme with icons for 'Create new project', 'Dashboard', 'Projects' (selected), and 'Messages'. The main area has a light background. The title is 'Add New Project' with tabs for 'Project information', 'Committee information' (selected), and 'Participants information'. The 'Committee information' tab is active. It contains fields for 'Name' (empty), 'Employee ID' (empty), 'Academic Position' (Response), 'Role' (Response), 'Conducted By' (radio buttons for 'Self-implemented' and 'External Organization'), 'Implementing Agency' (Choose Response), 'Working Hours' (5 hours), 'External Organization Name' (empty), and 'Attach Invitation Letter with Schedule' (Upload Files). Buttons at the bottom include 'Save as Draft' and 'Next'.

Image 7: Participants information: Form for specifying participant types and total numbers by Online, Onsite, and Hybrid modes.



The screenshot shows the 'Add New Project' interface. At the top, there are tabs for 'Project information', 'Committee information', and 'Participants information'. The 'Participants information' tab is active. On the left, there is a sidebar with 'Dashboard', 'Projects' (which is highlighted in orange), and 'Messages'. The main content area is titled 'Participants Information' and contains five dropdown menus: 'Student', 'Teacher', 'Government Officers', 'Professionals', and 'General Public'. To the right, a table titled 'Total Participants' shows the breakdown: 25 Online, 5 Onsite, and 7 Hybrid. At the bottom, there are 'Save as Draft' and 'Save' buttons.

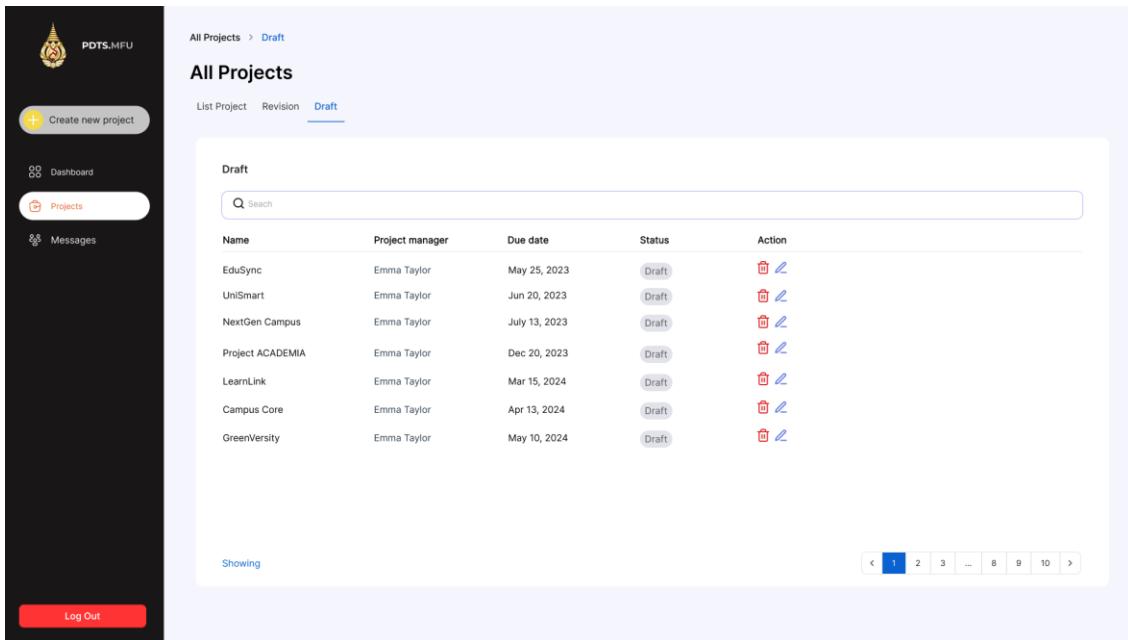
Image 8: Revision: Page showing a list of projects marked for revision.



The screenshot shows the 'All Projects' page. The top navigation bar includes 'All Projects' and 'Revision' (which is highlighted in blue). The sidebar on the left has 'Dashboard', 'Projects' (highlighted in orange), and 'Messages'. The main content area is titled 'Revision' and contains a table of projects. The table has columns: 'Name', 'Project manager', 'Due date', 'Status', and 'Action'. The 'Status' column for all projects shows 'Revision'. The 'Action' column contains icons for 'Edit' and 'Delete'. At the bottom, there is a search bar, a page number indicator 'Showing 1 2 3 ... 8 9 10 >', and a 'Log Out' button.

Name	Project manager	Due date	Status	Action
EduSync	Emma Taylor	May 25, 2023	Revision	 
UniSmart	Emma Taylor	Jun 20, 2023	Revision	 
NextGen Campus	Emma Taylor	July 13, 2023	Revision	 
Project ACADEMIA	Emma Taylor	Dec 20, 2023	Revision	 
LearnLink	Emma Taylor	Mar 15, 2024	Revision	 
Campus Core	Emma Taylor	Apr 13, 2024	Revision	 
GreenVersity	Emma Taylor	May 10, 2024	Revision	 

Image 9: Draft: Page showing a list of projects saved as drafts.

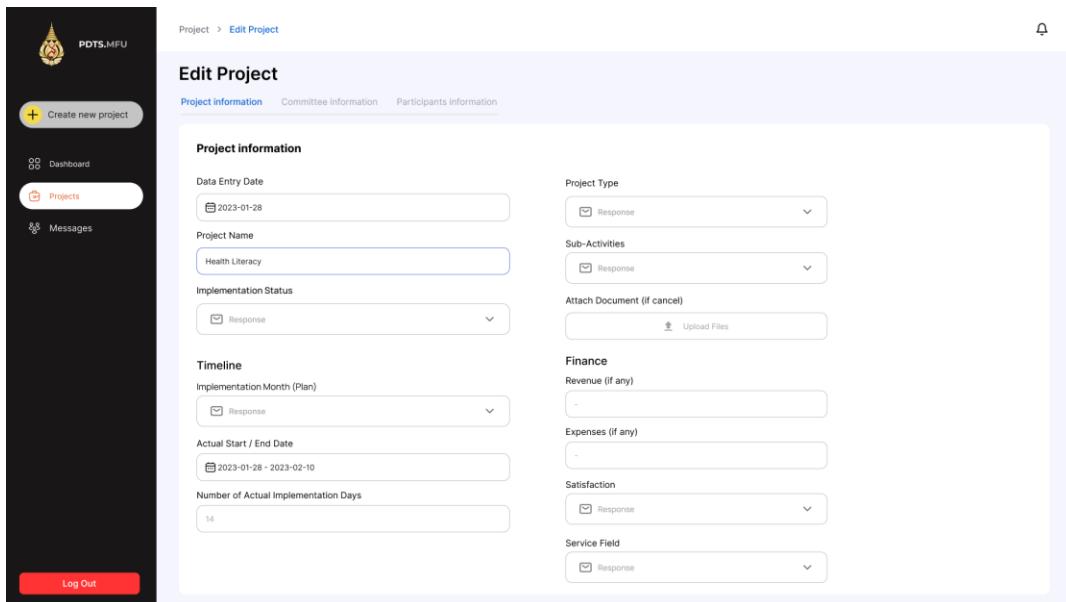


The screenshot shows a web application interface for managing projects. On the left, a dark sidebar features a logo, the text 'PDTs.MFU', and three buttons: 'Create new project', 'Dashboard', and 'Projects'. The main content area is titled 'All Projects' and has a sub-section 'Draft'. At the top of this section are buttons for 'List Project', 'Revision', and 'Draft'. A search bar is present. Below is a table with the following data:

Name	Project manager	Due date	Status	Action
EduSync	Emma Taylor	May 25, 2023	Draft	 
UniSmart	Emma Taylor	Jun 20, 2023	Draft	 
NextGen Campus	Emma Taylor	July 13, 2023	Draft	 
Project ACADEMIA	Emma Taylor	Dec 20, 2023	Draft	 
LearnLink	Emma Taylor	Mar 15, 2024	Draft	 
Campus Core	Emma Taylor	Apr 13, 2024	Draft	 
GreenVersity	Emma Taylor	May 10, 2024	Draft	 

At the bottom, there is a 'Showing' label and a page navigation bar with buttons for 1, 2, 3, ..., 8, 9, 10, >.

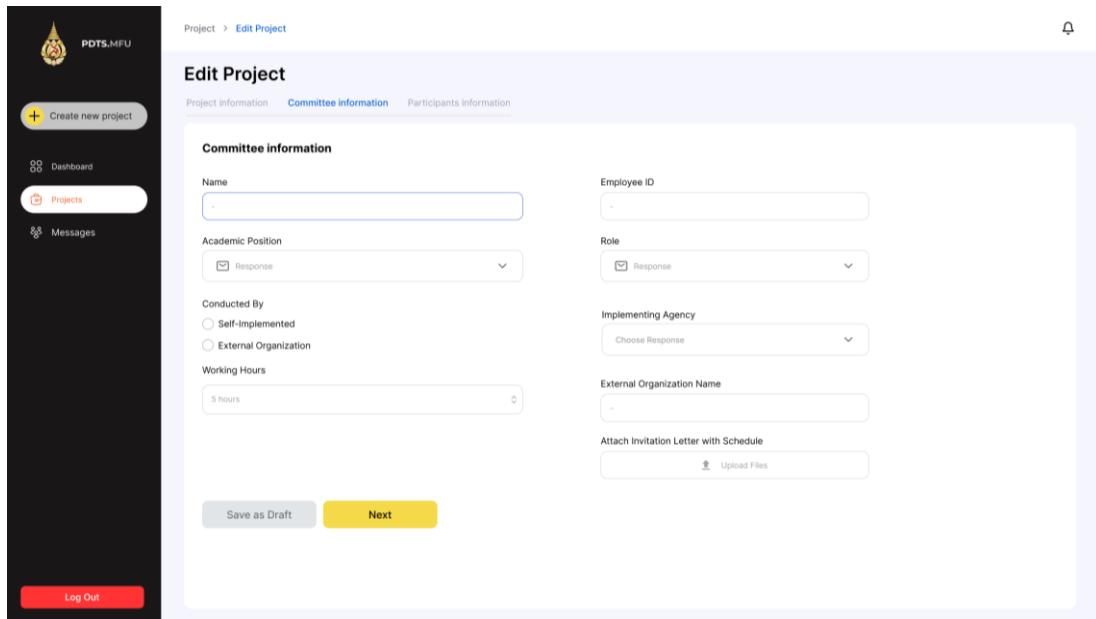
Image 10: Edit Project information: Page for editing existing project details.



The screenshot shows the 'Edit Project' page. The left sidebar is identical to Image 9. The main area is titled 'Edit Project' and has a sub-section 'Project information'. It includes tabs for 'Project information', 'Committee information', and 'Participants information'. The 'Project information' tab is active. The form fields include:

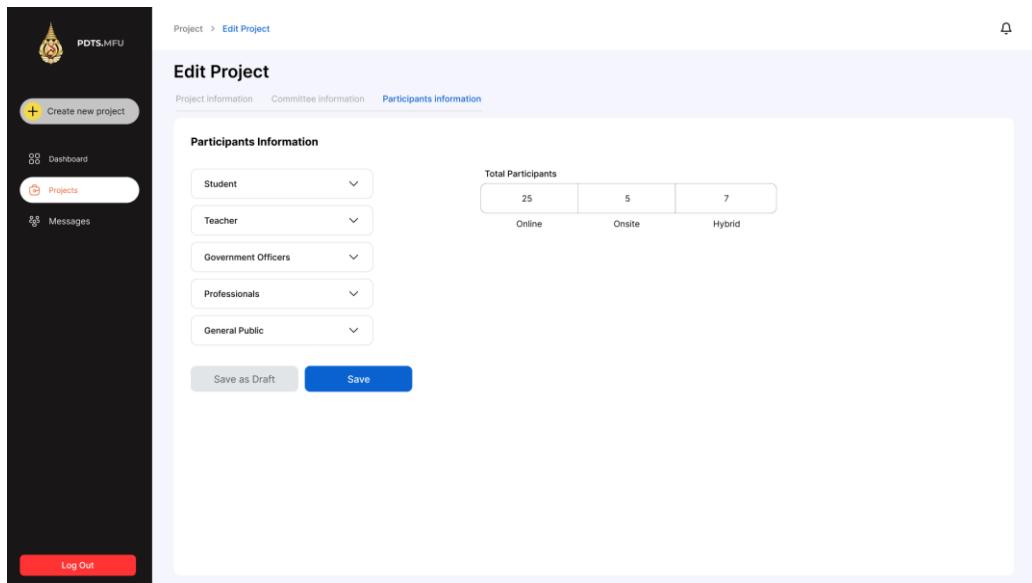
- Project information**
 - Data Entry Date: 2023-01-28
 - Project Name: Health Literacy
 - Implementation Status: Response
 - Project Type: Response
 - Sub-Activities: Response
 - Attach Document (if cancel):
- Timeline**
 - Implementation Month (Plan): Response
 - Actual Start / End Date: 2023-01-28 - 2023-02-10
 - Number of Actual Implementation Days: 14
- Finance**
 - Revenue (if any):
 - Expenses (if any):
- Satisfaction**
 - Response
- Service Field**
 - Response

Image 11: Edit Committee information: Page for editing committee information of an existing project.



The screenshot shows the 'Edit Project' interface. The left sidebar has a dark theme with icons for Dashboard, Projects (highlighted in orange), and Messages. The main header 'Edit Project' is above a navigation bar with 'Project information', 'Committee information' (which is active and highlighted in blue), and 'Participants information'. The 'Committee information' section contains fields for Name, Employee ID, Academic Position, Role, Conducted By (radio buttons for 'Self-implemented' and 'External Organization'), Implementing Agency, Working Hours (5 hours), External Organization Name, and an 'Attach Invitation Letter with Schedule' section with an 'Upload Files' button. At the bottom are 'Save as Draft' and 'Next' buttons.

Image 12: Edit Participants information: Page for editing participant types and total counts for a project.



The screenshot shows the 'Edit Project' interface with the 'Participants information' tab selected. The left sidebar is identical to Image 11. The main header 'Edit Project' is above a navigation bar with 'Project information', 'Committee information', and 'Participants information' (highlighted in blue). The 'Participants Information' section contains dropdown menus for Student, Teacher, Government Officers, Professionals, and General Public. To the right is a 'Total Participants' table with columns for Online (25), Onsite (5), and Hybrid (7). At the bottom are 'Save as Draft' and a large blue 'Save' button.

Image 13: Message: Messaging screen showing a conversation between the professor and secretary regarding incomplete participant data.

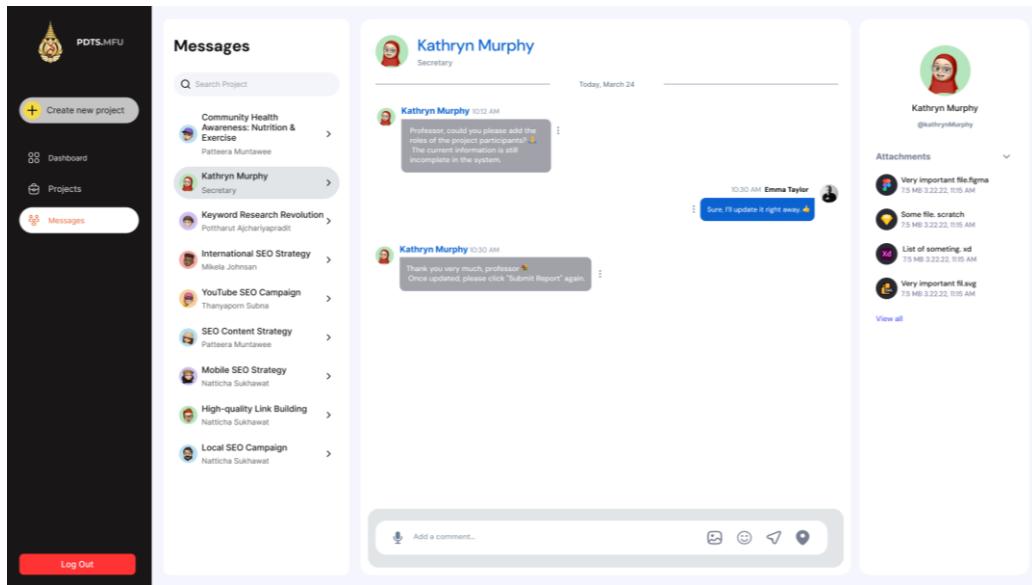


Image 14: Upload files: Page for uploading files and Displaying files after successful upload.

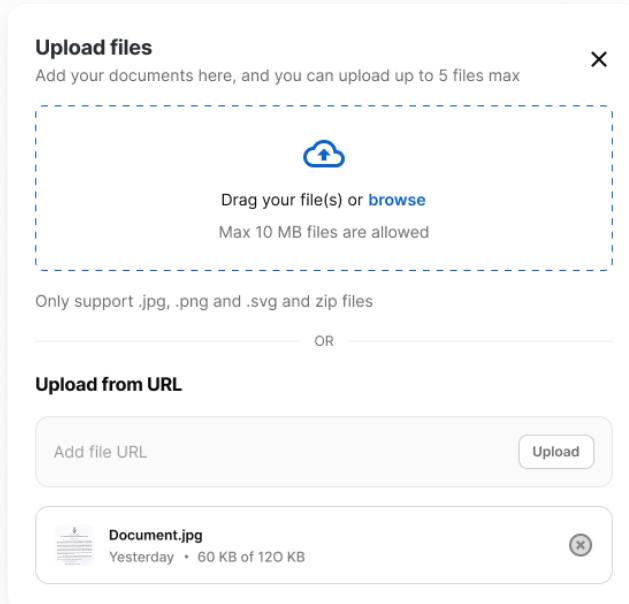


Image 15: Save Pop up: Confirmation popup for saving the project information.

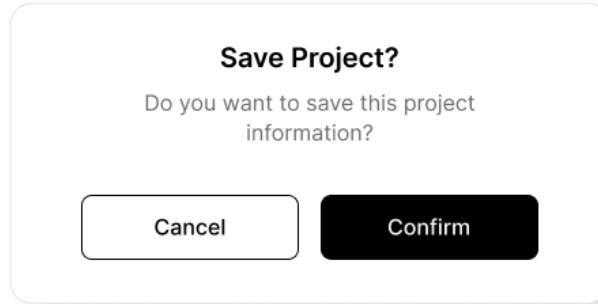


Image 16: Edit Pop up: Confirmation popup for updating existing project information.

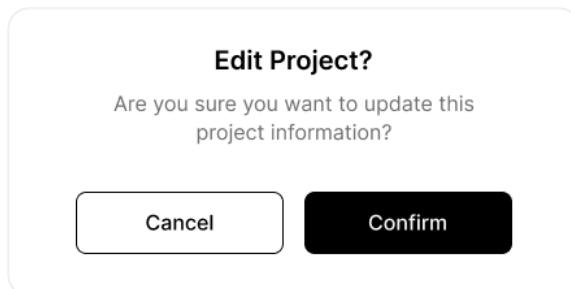


Image 17: Delete Pop up: Confirmation popup for deleting a project.

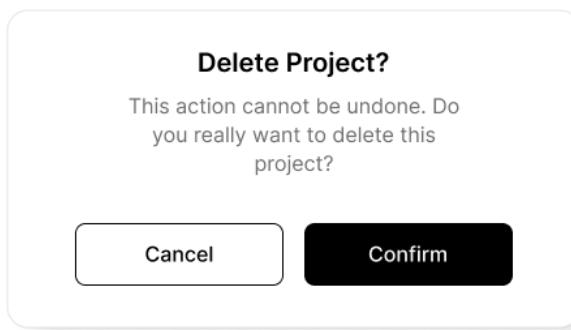


Image 18: Draft Pop up: Confirmation popup for saving a project as a draft.

