EZZY FILES TRACKING SYSTEM
FOR PEJABAT TANAH DAN JAJAHAN BACHOK

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BACHELOR OF SCIENCE IN INFORMATION SYSTEM

MANAGEMENT (HONS.) (IM225)

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ABSTRACT

Ezzy Files Tracking System (EFTS) is developed for Pejabat Tanah dan Jajahan Bachok. The primary purpose of this system is to help staff at administration department to manage the files and records. It also helps staffs to work more efficient and systematic. This EFTS is an application to tackle the issue likes registering files, tracking of the file movement, activity monitoring and files searching. Ezzy Files Tracking System is a technology with purpose to help staff to manage and tracking the files The widespread usage of information system has increase the dependency towards the need of a proper records management. Every organization is responsible for managing records. Records management ensures that records are systematically and efficiently. Several problems regarding records management have been identified based on observation and interview of the users of the current system in Pejabat Tanah Dan Jajahan Bachok (PTJB).The methodology that have beed use for this system development is using system development life cycle.

Keywords: *Ezzy Files Tracking System, Pejabat Tanah dan Jajahan Bachok, Records Management, System Development Life Cycle (SDLC)*

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