

Computerized record keeping

[Technology](#), [Computer](#)



Information technology refers to the collection of tools that make it easier to use, create, manage and exchange information. It's a convenient term for including both telephony and computer technology in the same word. It is the technology that is driving what has often been called " the information revolution."

Information technology has been around for a long, long time. Basically as long as people have been around, information technology has been around because there were always ways of communicating through technology available at that point in time.

Over the ensuing decades, many corporations created so-called " IT departments" to manage the computer technologies related to their business. Whatever these departments worked on became the actual definition of Information Technology, one that has evolved over time.

Job posting sites commonly use IT as a category in their databases. The category includes a wide range of jobs across architecture, engineering and administration functions. People with jobs in these areas typically have college degrees in computer science and/or information systems. They may also possess related industry certifications. A career in Information Technology can involve working in or leading IT departments, product development teams, or research groups.

With a computerized record keeping system, the record keeper can use software to store information, summarize data, generate and sort transactions easily and organically. With this, finding a record even if it is a long time ago can be done with just one click.

One common problem with manual record keeping is that they don't have back up. Once their record book is full, they will need to replace it with a new one. But with a computerized record keeping system, you can just enter a log and it will automatically save on database. Less hassle, less waste, less work, more efficient.

In March 2004, Hellen P. Marasigan and her youngest sister, Melly Panizales, were planning to open a business. Hellen was a teller in a bank that time and Melly was a plain housewife. They have decided to open a laundry shop to have an extra income.

St. Hellen Laundry and Dry Cleaning Services was started on December 2005 at Rosario, Cavite. With the help of Nelly Panizales, their other sister, Hellen and Melly managed their business personally despite their busyness and hectic schedule. They are also the one who did laundry chores and sentinel the shop all day.

At first, the income was not that good. Customers seldom avail their services. But they did not lose hope. They just keep on believing that business doesn't always start triumphantly in the beginning. They need to be patient and determined and they will soon succeed.

In 2007, St. Hellen Laundry and Dry Cleaning Services started to prosper. They also hired employees to work for them. It made steady progress and Marissa Panizales inherited their family business on June 2012 and it is now known as RMJ Laundry. Today, RMJ Laundry is starting to open another branch in Noveleta, Cavite.

RMJ Laundry using only a logbook were they manually write the information of the customers.

1. All articles sent for processing are accepted at owner's risk. RMJ Laundry will exercise GREAT CARE but it cannot be held responsible for any damage resulting from the laundry process.
2. Rmj Laundry is not responsible for items left in packet, loss of buttons, ornaments of pockets, shrinkage, stains, fading discoloration or damage by reason of arising from any defect including perspiration, moth or insect destruction, substance manufacture or normal wear and tear. Our liability is limited to three (3) times the laundry charges.
3. RMJ Laundry is not responsible for any damages incurred due to the natural effect of washer and dryer to the garments. To avoid such incidence, clients should declare the fragility of items such as washing, drying and pressing.
4. Complaints will not be entertained after forty-eight (48) hours from receipt of garments/linen.
5. Articles not claimed within 30 days will be charged DOUBLE. Rmj Laundry reserves the right to dispose of items not claimed within 60 days. In case of force majeure such as fire, earthquake, civil disturbance, flood any unforeseen events of loss etc., Rmj laundry assumes no responsibility/liability of any loss/damages as consequence of such events.
6. Liability of loss is limited up to three (3) times the cost of laundry.

Main problem The main problem is that they manually record all the information.

Specific problem It takes time to find records especially if it is recorded a long time ago. More paper waste They don't have backup copies of their customer's information. They didn't always monitor the information of the customer.

General Objective The main objective of this study is to develop a computerized record keeping and monitoring system for RMJ Laundry Shop.

Specific Objective To create a system that will lessen the time in finding the customer's record/information. To develop a system that will minimize the use of papers. To create a system that saves and backups all the records of the customers and its transactions. To develop a system that can monitor all the transactions and information of the customers.

Scope It requires username and password for its security. Will use Visual Basic 6.0 and Microsoft Access 2010. It has only 3 users.

Limitation The record keeper only has the copy and is not viewable for the customers. The record is for only the list, the kilos, the kinds, the price, the name of the customer, and the date of deposit and claim. Printing receipt is not supported of this system.