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EMPLOYEE INVENTORY SYSTEM

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This report is submitted in partial fulfillment of the requirements for the Bachelor of Information and Communication Technology (Software Development)

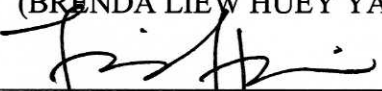
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DEDICATION

This thesis is dedicated to my parents and family, who offered me unconditional love, guidance and support throughout the course of this thesis. It is also dedicated to my supervisor and all my friends for their dedication, help and support.

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ABSTRACT

Employee Inventory System is a windows-based system. The purpose of developing the system is to manage the employee inventories in a systematic way and to keep track the employee inventory record. This system is developed since currently there is no proper system to keep track employees' inventory. All employees' inventory is recorded and assigned manually using paper or book. It is very confusing and not efficient. Using the manual system will have greater risk of losing the information easily as the information is kept in a file. The most important thing of having the Employee Inventory System is to maintain an accurate record keeping system of accessories of an office and optimize the balance of inventory in the stock. With the implementation of the inventory program, poor inventory management will be eliminated. The scope of this project is to develop an inventory system for small and medium size company and focus on three main inventories such as computer, furniture and stationary. This application allows fast searching for inventory information and save the employee inventory information in the database. The major contribution of this project is the understanding of the methodology that can be used in workload characterization and model design for the system. The waterfall model is chosen as the project methodology for this system as it provides the effective ways of system development. Multiple techniques such as fact-finding, modeling and prototyping are applied during project development. Overall, the findings of this study provided empirical evidence that there are weaknesses in the current inventory system of some organization that have to be solved. Thus, the Employee Inventory System will help to enhance the current system.

ABSTRAK

Sistem Inventori Pekerja adalah suatu sistem yang berasaskan windows. Tujuan sistem ini dilaksanakan adalah untuk menguruskan inventori pekerja secara sistematik dan untuk mengenalpasti rekod inventori pekerja. Sistem ini dibangunkan kerana buat masa ini tiada sistem yang sesuai untuk menguruskan inventori pekerja. Semua inventori pekerja direkod secara manual dengan menggunakan kertas atau buku. Cara ini sangat mengeliru dan tidak efisien. Sistem manual mempunyai risiko yang tinggi untuk kehilangan data kerana maklumat disimpan dalam fail. Perkara yang paling penting dalam Sistem Inventori Pekerja adalah untuk menguruskan rekod pekerja secara tepat dan mengenalpasti baki stok yang ada dalam stor. Dengan adanya sistem ini, cara pengurusan inventori yang lemah akan dihapuskan. Skop projek ini adalah untuk membangunkan sistem inventori untuk syarikat kecil dan sederhana dan fokus kepada tiga inventori yang penting iaitu komputer, perabot dan alat tulis. Aplikasi ini mempunyai fungsi carian yang baik dalam mencari maklumat dan menyimpan maklumat inventori pekerja dalam pangkalan data. Sumbangan utama projek ini adalah untuk memahami metodologi yang digunakan dalam rekabentuk sistem. Model Air Terjun digunakan sebagai metodologi projek untuk sistem ini kerana ia memberikan cara yang efektif dalam pembangunan sistem. Pelbagai teknik digunakan dalam melaksanakan projek ini, antaranya ialah *fact-finding*, *modeling* dan *prototyping*. Secara keseluruhannya, kelemahan sistem sedia ada dapat dikenalpasti melalui kajian ke atas projek ini. Oleh itu Sistem Inventori Pekerja dibangunkan untuk membaiki sistem yang sedia ada.

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LIST OF ABBREVIATION

Term	Definition
ADO	Active X Data Objects
ASP	Active Server Pages
AUT	Application Under Test
CD	Compact Disk
CD-ROM	Compact Disk – Read Only Memory
DAO	Data Access Objects
DD	Data Dictionary
Dept	Department
Desc	Description
E.g	Example
ENBR	Employee Number
etc	et cetera
GB	Giga Byte
GUI	Graphical User Interface
ID	Identity
IDE	Integrated Development Environment
IIS	Internet Information Services
IT	Information Technology
KUTKM	Kolej Universiti Teknikal Kebangsaan Malaysia
MB	Mega Byte
Mhz	Mega Hertz
MMC	Microsoft Management Console
ODBC	Open Database Connectivity
OLE DB	Object Linking and Embedding for Databases
OO	Object-Oriented
PC	Personal Computer
PWS	Personal Web Service
QOH	Quantity on Hand
Qty	Quantity
RAM	Random Access Memory
RDO	Remote Data Objects
SCM	Software Configuration Management
SDLC	Software Development Life Cycle
SMP	Symmetric Multiprocessing
SQL	Structured Query Language
SVGA	Super Video Graphics Array
UML	Unified Modeling Language

VGA
XML
Y2K

Video Graphics Array
Extensible Markup Language
Year 2000

LIST OF APPENDIX

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A	Gantt Chart
B	Organization Chart
C	Sequence Diagram
D	Class Diagram
E	Activity Diagram
F	Data Dictionary
G	Test Summary Report
H	Sample Coding
I	User Manual
J	Forms

CHAPTER I

INTRODUCTION

1.1 Preamble/Overview

This chapter gives an overall introduction of the project before the starting of the system planning phase. It describes the overview of project, problem statements, objective, scopes, contributions and the expected outcome of the project.

The rapid development and advancement in information technology (IT) had imposed radical changes in the modern life. Computers are used widely to simplify tasks. Information is no longer recorded using the manual system or traditional method of ink and paper but is stored in databases, which are resided in the server.

Computer-based information systems allow for the quickly accessing, storage and routing of information to the appropriate decision maker. To cope with the modern era of Information and Communication Technology, all employee inventories are recorded in a system.

Inventory in general is a company's merchandise, raw materials, and finished and unfinished products which have not yet been sold. Employee inventories are equipment that shall include furniture, computer, vehicles and any other item that qualifies for the inventory system including additions to presently owned equipment.

In order to manage the employee inventory in a systematic way, this project is carried to build an example of Employee Inventory System. The Employee Inventory System is a system that control and manage employee's inventory such as furniture

items, computer items and stationary items. For furniture there are desk, chair, cupboard, book shelves, etc. For computer, there are printers, CPU, CD-writer, speaker, keyboard, monitor and mouse. Whereas for stationary there are pens, pencils, file, calculator etc.

Employee Inventory System is a simple inventory system specifically developed for small and medium offices. The program has been created to provide the necessary features for maintaining an inventory on all types of inventory. This system will keep track employee's location in the company such as the employee's department, their room number etc. The system provides an easy way to organize the company's tools and equipment, keep track of who owns which inventory and maintain up-to-date records of inventory replacement.

In this system, we have to consider the employee category. Different category of employee will be supplied different inventory. The manager's inventory may differ from the normal staff. This is because they can have more inventories to cope with their work.

Whenever there is a new employee enters the company, the new employee will be assigned inventory that is available in the stock. All employees and their inventory will be recorded in the system. The system will enable user to search and retrieve the employee's inventory that have been assigned to them. Changes to the employee's inventory will be updated from the system. Besides, user can check the stock and quantity of the inventory. New inventories item will be added and updated in the system.

Employee's inventory that is damaged or not functional anymore will be repaired or removed from the system to replace will a new inventory. Reporting is an important element is this system for analysis and auditing.

1.2 Problem Statements

Based on the research that has been carried out, there are still many small and medium size companies that have not yet implement the Employee Inventory System. Currently there is no proper system to keep track the employee's inventory. All employees' inventory is recorded and assigned manually using paper or book. Thus it is very confusing and not systematic. Besides that, using the manual system will have greater risk of losing the information since the information is kept in a file. As a solution, this computerized system will be developed to solve the problem and provide an effective way to keep track and retrieve employee's inventory. It will provide user friendly interface to make the system easier for the user to use.

1.3 Objective

- a) To eliminate the manual tracking to improve productivity

The inventory system will help to reduce man-hours per job and reduce the risk of lost information and thus improve the company productivity.

- b) To provides support for an efficient inventory system

The system will help the user to manage the employee inventory in an efficient way and increase work performance.

- c) To improve cost and time efficiency

User can retrieve and view the records of the employee's inventory from the report generated.

d) To provide user-friendly environment/paperless.

The system will be more user friendly with windows based application. Eliminate the time-consuming and potentially inaccurate method of handwritten notes, and manual counting.

e) To improve performance in term of productivity.

The employee work performance will be improved since using computerized system can save a lot of time. It reduces work hours for inventory reconciliation. Thus it increase inventory accuracy and employee productivity

f) To improve information retrieval.

The information can be retrieve in a shorter time compare to the manual recording system. It reduces data input time.

g) To enable users and non-technical people maintenance.

The system is easy to maintain. It can be used by either technical or non technical users.

h) To manage inventory on stock rooms and produce timely, accurate reports

The inventory in the stock can be handling systematically and produce report to get the amount of inventories available.

1.4 Scopes

Employee Inventory System focused on a small and medium company. This is because a small and medium company is easier to maintain. The main user for Employee Inventory System will involve the company database administrator. In this system, outsider like suppliers, clients and sub-con are not allowed to access the system.

It is a simple windows based inventory system develops for office use. The modules of the system are:

- a) Record all employees inventory of various category including manager and executive staff
- b) Retrieve the record of the employee for review and update its inventory on the system
- c) Keep track employee's inventory record
- d) Keep track inventories condition/status. If damage, the inventory have to be replaced. Thus the inventory stock will be updated
- e) The main coverage for inventories includes employee's computer, furniture and stationary.
- f) Each inventory is identified by the inventory serial number.
- g) The Employee Inventory System is developed for the company database administrator
- h) Administrator can be able to search for employee's inventory information in fast and convenient way.

1.5 Contributions

Employee's inventory is just what every office needs, especially after a loss such as fire, flood, burglary or some other natural disaster. They are not noted for their trusting nature. If there is a model database, it can help to keep track of the employee's inventory. Subsequently, allocating, operating and accounting for the physical inventory of an office will be among the most important responsibilities of a company database administrator.

The Employee Inventory System is a program that helps the company administrator manage and track office inventories and supplies. It will provide for the input, storing, and reporting of the items of inventory controlled by the office. The most important thing of having the Employee Inventory System is to maintain an accurate record keeping system of parts and accessories of an office, and optimize the balance of inventory in the stock.

With the implementation of the inventory program, poor inventory management will be eliminated. Thus the administrator can easily keep track the inventory that has been assigned to a particular employee in a more efficient way compare to manual paper recording and file keeping system. It helps to reduce work hours for inventory reconciliation. Consequently the implementation of the system will also help to reduce clerical cost such as paper, file and stationary.

The system will easily keep track the location of the employee and the inventories provided to them. It eliminates countless work hours searching for employee location to identify their inventory. The computerized systems also provide more detailed control over inventory stock levels and identifies current inventory by specific location or serial number.

There is no doubt that the Employee Inventory System will ease the administrator burden of manual recording and saving information. It provides instant access to any information.

1.6 Expected Output

The existing system is comprised of multiple spreadsheets that are used to track different types of inventory separately. As a solution, the employee inventory system is implemented to solve the manual tracking of inventory.

The expected and planned outcome of this project will consists of 10 main modules, which are login, add/delete user, allocation, computer, furniture, stationary, quantity on hand, damage, replacement and reports. Each of these modules is independent but interrelated. The login module is implemented as security checking to allow only the authenticated user to access the Employee Inventory System.

With the main modules that have stated in the Employee Inventory System, this system is expected to help company manage the location and the rooms of the employees, assign main inventories such as computer, furniture and stationary to

employees, check the stock of the inventories and update the stock quantity from time to time, determine the damaged inventory, keep record of the repaired inventory and the replaced inventory and generate reports for analysis and review purposes.

1.7 Conclusion

Employee Inventory System is a windows based system developed for administrator of small and medium company. The administrator maintains an inventory of all equipment such as inventory information, employee's location information and employee's inventory information.

The main purpose of the Employee Inventory System is to bring convenience to the company administrator. Hence, the system is expected to increase employee work performance. The project significance is to maintain an accurate record keeping system and eliminate poor inventory management. After the significance of the project has been identified, research and analysis is carried out which will be discussed in chapter II.