Malaysia Auxiliary Police Association Registration Management System

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UNIVERSITI TEKNIKAL MALAYSIA MELAKA

JUDUL: Malaysia Auxiliary Police Association Registration Management System

SESI PENGAJIAN: 2017

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MALAYSIA AUXILIARY POLICE ASSOCIATION REGISTRATION MANAGEMENT SYSTEM

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This report is submitted in partial fulfillment of the requirements for the Bachelor of Computer Science (Database Management)

FACULTY OF INFORMATION AND COMMUNICATION TECHNOLOGY
UNIVERSITI TEKNIKAL MALAYSIA MELAKA 2017

I

DECLARATION

I hereby declare that this project report entitled

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ABSTRACT

Malaysia Auxiliary Police Association Registration Management System is a web-based system which provide an efficiency registration work flow. Currently, auxiliary police Malaysia organization is using paper-based management system. In this new era, paper based system is considered wasting resource and not eco-friendly. In addition, human error often occurred due to manual system is inconsistent. To overcome these problems, Malaysia Auxiliary Police Association Registration Management System is developed for replacing this old paper-based system to be user friendly system. Web based online system will accelerate the registration process thus save time and resources. Moreover, this system is aimed to provide interoperability friendly work flow. This system is developed based on the current used paper registration form and all paper documents. Thus, functional and non-functional requirements are constructed. Malaysia Auxiliary Police Association Registration Management System is one of the part of the big integration management system. It will be developed to improve the efficiency of registration process and transform the old management system from manual work to computerized system in order to reduce those current problems which always happened in the management. Users of this system will be applicant, contingent admin, Bukit Aman admin and chief PDRM. Applicant can apply service and check status via this system while contingent admin and Bukit Aman admin can vote or reject the applications. Finally, chief PDRM will in charge of application final approval.

ABSTRACT

Malaysia Auxiliary Police Association Registration Management System merupakan sistem berasaskan web yang boleh me which menyelikan aliran kerja process pendaftran yang cekap. Masa ini, penbadanan polis bantuan Malaysia memakai sistem tulis tangan. Marcapada ini, system tulis tangan dianggap membazir dan kurang mesra alam. Kesalahan manusia sering berlaku kerana sistem lama itu tidak consistent. Malaysia Auxiliary Police Association Registration Management System ditubuh adalah untuk menggantikan sistem lama agar process pendaftran dapat cekap. Sistem berasaskan web boleh menjimatkan masa dan mempercepatkan process pendaftaran. Tidak lupa lagi, sistem ini dapat menyeliakan aliran kerja yang mesra operasi. Sistem ini dibina berdasarkan borang pendaftaran kertas dan dokumen kertas yang digunakan semasa. Oleh itu, keperluan fungsional dan tidak berfungsi dibina. Malaysia Auxiliary Police Association Registration Management System merupakan sebahagian daripada sistem bersepadu. Pengguna sistem ini adalah pemohon, admin kontingen, admin Bukit Aman dan Ketua Polis. Pemohona can boleh memeriksa stauts permohonan dan membuat permohonan, admin kontingen dan admin Bukit Aman boleh menyokong permohonan. Ketua Polis boleh meluluskan segala permohonan.

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CHAPTER I

INTRODUCTION

1.1 Project Background

Every organization must have own management system. Even Auxiliary Police Malaysia Organization also need an efficiency management system to handle internal affair properly. It is essential to record down applicant's details, record down auxiliary police daily activity, inventory used and all activities related to the organization. This will help the organization to run smoothly and securely.

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Auxiliary Police Malaysia Registration Management System is a project developed to help the following organization handle internal management efficiency and systematic. We believe a huge organization as Auxiliary Police Malaysia need a computerized system to replace the old paper based system. To this day, applicant still need to fill up application form (can refer to APPENDIX A) manually and all documents need to go through many roles until the final approval. This tedious process is making the both applicant and admin hard and always caused human errors. Hand writing form often contained human mistakes, thus rejection always happened in auxiliary police service application. Admin needed to check the applicant's details carefully before they get the auxiliary

police force successfully. However, some of the details may be lost due to the documents needed to pass through multiple roles. Thus, this is an unpleasant trouble which always faced by paper based system.

To overcome these problems, Auxiliary Police Malaysia Registration Management System is proposed to help the organization to minimize the trouble and improve the registration process to be more convenient and user friendly. This system will help the applicant to apply the auxiliary police force online without fill up the paper form. Applicant can key in their details even upload their company logo and suggest the police force they needed. Admin from contingent, Bukit Aman, and chief PDRM will take turn to vote or reject their application based on the documents they had provided. The application flow will run from contingent, then Bukit Aman, and finally approved by chief PDRM. They can approve the application and update the police force supply, or reject the application with reason. Thus, the applicant can check their application status online and response to their status immediately. This system provide supports to both admin and applicant in avoiding human error and speed up the registration process.

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1.2 Problem Statement

Based on client which is Malaysia Police Auxiliary Associations (APA)'s info, they are still do not have a computerized system in their management currently. They are still practicing the manual for any management. During the registration, applicant is required to fill up a manual form and submit to APA together with all essential documents. Even the admin still need to record down all management issue in manual way. In this new era, eco-friendly always prior. Using too much paperwork is considered as wasting resources.

Besides that, the process of registration is always inconsistent and time-consuming using the old manual way. Admin are unable to review the application form remotely. There will be inconsistent period from applicant

submit the form till the form is on admin's hand. Time-consuming will bring trouble and unpleasant experience to both admin and the applicant.

In addition, manual registration process has a fatal problem which is human error. For knowledge, APA registration need to go through multiple roles from beginning to end. Once the applicant had submited their application, it will come to contingent admin follow by Bukit Aman admin, and the application only considered success after approved by Chief PDRM. A single handwriting mistake will cause the bad chain effect on the registration process. When the admin above found the mistake, all registration document need to reject back to the lower level user. They cannot just repair the mistake remotely, thus time is always consuming.

Report is the main core of every single management system. Currently, admin APA is using paper form report which need to fill in manually. This will cause discomfort to admin as there are some factors that caused them difficult to review the report especially unpleasant hand writing.

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1.3 Objective

The objectives of developing Malaysia Auxiliary Police Association Registration Management System are identified based on the review of the problem statements stated at Section 1.2. The objectives are listed as below:

i. **To develop an effective online system that is able to provide a faster registration process.**

   Applicant can apply their request through this web system remotely as there are internet provided. Admin can manage their stuff by using this computerized system which can help to reduce their workload.

ii. **To help in generate report which ease the user to review data**. Admin is able to generate monthly, yearly even contingent report to review all of the human resource arrangement. User APA can review their human resource arrangement for each branch by generate report. They can directly print the report as PDF from the system.

iii. **To provide an interoperability friendly registration work flow.** Multiple roles included in the registration process, thus a good work flow is required in management system. Level to level operation will be taken in this project from applicant to Chief PDRM. Contingent admin only can view those new applicants while Bukit Aman admin only can view those applicants who voted by contingent admin. Chief PDRM can only view the applicant who voted by both contingent and Bukit Aman admin. A single reject from either one of these three admin will caused the applicant failed to apply APA service. An error handling well system can replace the old manual system effectively which can overcome any human error.

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1.4 Scope

Scope that involved in Malaysia Auxiliary Police Association Registration Management System is divided into two (2) parts, which are involvement of user and types of module. The scope is described as below:

i. User

a. Applicant

Applicant of the APA services for their organization or company or institute. They are able to register APA service remotely by using this online web system. They can check their registration status everywhere thus easier for them to follow up the latest news.

After their application succeed, they can log into the system and manage their profile even human resource management.

b. Admin Police

Admin police officer from contingent and Bukit Aman also one of the main user for this system. The system enables them to review applicant's request and make a vote or reject for their application online and faster. This system can enable them to generate monthly or yearly report easily.

c. Chief PDRM

Chief PDRM is one of the main user of Malaysia Auxiliary Police Association Internal Management System. After the applications voted by admin contingent and Bukit Aman, Chief PDRM will the one who can approve or reject the applications. This system enabled the chief to make the decision remotely.

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ii. Module

a. Login Module

This module is used to authenticate the identity of the user before they are able to get in this system. Each user is required to login using their email and personal password. The system will alert error message if it found the password is not match. After insert the correct password, the user only be allowed to continue using this system. This module is essential especially is to protect those confidential personal data and prevent unauthorised person to steal or manipulate the data illegally.

b. Registration Module

This module allows applicant to fill up the form online. Error handling is prepared as well in this module to avoid any user input error especially for the data type. This module included the vote-reject process for the admin police. They are able to view the info of the applicant and place their vote or reject on the application easily. Admin contingent only can view those applicant in their contingent area and admin Bukit Aman can view all of the applicants who voted by Admin contingent. Chief PDRM only can view those applicants who voted by Admin Bukit Aman. This system is considered level to level work flow which means that the process need to run from lower user level to higher user level step by step. Any vote, reject or approve will be alert by email to the applicants so they can get the latest email immediately and make their response quicker.

c. Users' Personal Module

This module enabled the applicant to view their personal info and payment status. They are enable to modify their personal info or adjust the auxiliary police's quantity needed. If they move to a new branch or change any info, they can update it immediately.

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d. Generate Report Module

This module allows the admin to print out the report into PDF. This will ease to them to have a hard copy for reference anytime.

1.5 Project Significance

The primary benefactors will be applicant and admin. An interoperability friendly work flow is provided by this system which completely fasten the registration process and avoid unnecessary human error. The simple and user friendly interface design will be a good user experience for all of the users and

avoid any unpleasant experience during registration process. The system render the admin to view and modify the request status remotely anywhere and anytime. Current paper based management system which is slow and time-consuming can be well replaced by this system to perform a more efficiently and consistent registration work flow.

A well secured database design is build up with considered the data integrity and confidential issue. This system is able to store up large volume of data and they can be retrieve out efficiently and safely.

1.6 Expected Output

The expected outcomes from Malaysia Auxiliary Police Association Registration Management System are as listed as below:

i. Replace the old manual system with online web system.

ii. To enable admin review the applicant's info effectively

iii. Avoid human error when handling the registration process

iv. To store all of the data safely.

1.7 Conclusion

In this chapter, an introduction of Malaysia Auxiliary Police Association Registration Management System is plotted. This chapter had described the basic idea of this system and explain why it need to be developed. Besides, it had explained the benefits and objectives of this system and how it can replace the

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old manual management system. Basically, Malaysia Auxiliary Police Association Registration Management System enable applicant and admin to perform a good registration process and reduce their work load efficiently.

An introduction of the project is to render the readers to understand the basic work idea and explanatory effectively. Further discussion about how the project is planned and what methodology will be used will be carry out in the Chapter II – Project Methodology and Planning.

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