

BORANG PENGESAHAN STATUS TESIS

JUDUL: CUBIC E-DOCUMENT REQUEST MANAGEMENT SYSTEM

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CUBIC e-document request management system /
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CUBIC E-DOCUMENT REQUEST MANAGEMENT SYSTEM

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This report is submitted in partial fulfillment of the requirements for the
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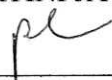
DECLARATION

I hereby declare that this project report entitled

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DEDICATION

To my beloved family members , my supportive supervisor Pn Rosleen bt Abd Samad and to all my friends who gave the full positive support to develop Cubic E-Document Request Management System..

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ABSTRACT

This project is known as Cubic E-Document Request Management System or as EDRMS. It is specially designed for Cubic Electronics Sdn Bhd. The proposed system enables more effective document management by automating the current manual tasks. By computerizing the current manual process, Cubic E-Document Request Management System able to reduce time constraint in order to request a document or to keep track the down revision release holder in a timelier manner. This leads towards the convenient and manageable document control system in Cubic Electronics Sdn Bhd. Besides that, Cubic E-Document Request Management System also able to print out the requested documents by the requestor and not by the Document control staff, this reduces the Document control's staff workload and the delivery of the unlimited request. Cubic E-Document Request Management System is developed by using Microsoft Visual Studio 2005 as the software development, VB.NET as the programming language while SQL Server 2000 used as the Database Management System. Methodologies used to developed Cubic E-Document Request Management System are Waterfall model as the system's methodology and Database Life Cycle or known as DBLC for database methodology.

ABSTRAK

Projek ini dikenali sebagai Cubic E-Document Request Management System atau dengan nama singkatan EDRMS dibangunkan khusus untuk Cubic Electronics Sdn Bhd. Sistem ini mampu mengendalikan pengurusan pengendalian dokumen dengan cara yang lebih efisien apabila sistem manual yang digunakan kini digantikan dengan sistem perkomputeraan. dan menjana sebagai sebuah sistem yang dapat menuju ke arah sistem pengurusan pengawal dokumen yang efisien di Cubic Electronics Sdn Bhd. Cubic E-Document Request Management System mampu mengurangkan kekangan masa dalam proses permohonan dokumen dan dalam mengikuti perkembangan pemegang dokumen revisi bawah akibat sistem manual yang digunakan kini dengan lebih sistematik. Selain itu, Cubic E-Document Request Management System mampu mengendalikan proses pencetakan dokumen yang dimohon dan diluluskan yang akan dicetak oleh pemohon dokumen tersebut dan bukannya pakerja bahagian pengawalan dokumen, ini secara langsung akan mengurangkan beban kerja pekerja bahagian pengawalan dokumen dan mempercepatkan proses pencapaian dokumen yang dimohon. Cubic E-Document Request Management System dibangunkan dengan menggunakan perisian VB.NET dan SQL Server 2000 digunakan sebagai sistem pengurusan pangkalan data Cubic E-Document Request Management System. Metodologi yang digunakan untuk membangunkan Cubic E-Document Request Management System ialah Waterfall model untuk sistem metodologi manakala Database Life Cycle sebagai metodologi pangkalan data.

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LIST OF ABBREVIATIONS

NO	ABBREVIATIONS	NAME
1	EDRMS	Electronic Document Request Management System
2	PC	Personnel Computer
3	DVD	Digital Video Disk
4	PDE	Personal Digital Electronic
5	PSM	Project Sarjana Muda
6	MSSQL	Microsoft SQL Server
7	VB	Visual Basic

CHAPTER I

INTRODUCTION

1.1 Project Background

Cubic E-Document Request Management System or known as EDRMS is developed for Cubic Electronics Sdn Bhd. Cubic Electronics Sdn Bhd is a wholly owned subsidiary of Creative Technology Ltd, the World's Leading provider of multimedia products and peripherals for personal computers. Cubic Electronics Sdn Bhd, incorporated in 1994 is the first off shore manufacturing plant of Creative. Today is the Largest, Preferred and the Key Strategic manufacturing facility for Creative.

Creative (Nasdaq: CREAM) is the worldwide leader in digital entertainment products for the personal computer and the Internet. Creative was founded in Singapore in July 1, 1981, with the vision that multimedia would revolutionize the way people interact with their PCs.

Over time, Creative has built upon the popularity and demand of its PC audio success to include graphics, DVD, computer telephony integration (CTI), communications, and videoconferencing. In doing so, Creative has partnered some of the industry's top technology companies and developers worldwide. Today, Creative expands the power of the personal computer with Personal Digital Entertainment

Internet (PDE) solutions, comprising desktop products, Internet appliances and Internet applications and services.

Creative's mission is to expand upon its leadership role in PDE, utilizing innovative technology, broadband and leading-edge designs for technically progressive consumers and entertainment enthusiasts.

Cubic E-Document Request Management System is developed to enhance the current system's flow of document control in a more efficient way. Currently the Document Control Department is responsible in printing out the requested and approved requested documents. Requestor needs to collect the requested documents from document control office once been print it out. Cubic E-Document Request Management System is developed to allow the requestor to print out the approved request document through their networking colour printer without collecting the documents in Document Control office.

Cubic E-Document Request Management System able to link E-document Retrieval database to the E-Document request database. Whenever document is printed out by the document's requestor, the EDoc database will be updated automatically. The developed system leads to a systematic way of document control flow.

1.2 Problem Statements

There are some weaknesses and problems that the current system is facing. The problems and weakness are inefficient manual method and time consuming.

1.2.1 Inefficient Manual Method

Currently, the Cubic's Document Control Department needs to record manually the returned down release documents in the files by the Document Control

staff. At times the requestor might misplaced certain pages of the documents, here comes the hard time for document control staff where they have to recheck and update page by page manually in the files.

1.2.2 Time consuming

The current system's document retrieval manual way consumed longer period of time to complete due to its complexity when the number of pages are more than ten pages. At times due to overload work, the Document Control staff can't support the highly requested documents to be printed it out because currently only printers at document control department are used to print out the requested documents. In a manufacturing company like Cubic Electronics Sdn Bhd, time is playing an important factor for business growth. Each and every second is very valuable.

1.3 Objectives

The Cubic E-Document Request Management System is developed to achieve objectives that it was mainly the weaknesses of the existing system. The solutions would be the goals for the Cubic E-Document Request Management System been developed. Cubic E-Document Request Management System able to print out document accurately and in timely manner, to update the returned pages of documents efficiently and able to reduce time constraint in order to retrieve documents.

1.3.1 To print out documents accurately and in timely manner

In a manufacturing company like Cubic Electronics, time is playing a big role. When a document is requested, it is meant for an important decision or task. Therefore it should be print it out in timely manner to support the decision. The proposed system is designed by allowing the requestor to print out the approved

documents at the selected printers rather than wait till the document control staff prints out for them.

1.3.2 To update the returned pages of documents efficiently

Document control's Department is responsible to update the down revision documents once returned to the Document Control Department. Cubic E-Document Request Management System able to update the returned pages efficiently by just search the staff's RecordId and inserts the number of returned pages. System able to alert once all the previous number of pages of the documents completely returned.

1.3.3 To be able to reduce time constraint in order to retrieve documents

As a manufacturing company, time playing a big role. Cubic E-Document Request Management System is developed to reduce time constraint in accessing the requested documents in a faster way because the requestor able to print out the request and approved documents at their selected networking colour printer anytime.

1.4 Scope

Cubic E-Document Request Management System's scopes are E-Document Request, update the request status more systematically, Cubic Electronic Sdn Bhd document lost revision release database, auto update and printing are clearly defined for the development of the system.