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JUDUL: EASY FILES TRACKING SYSTEM FOR JABATAN IMIGRESEN IPOH

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Easy files tracking system for Jabatan Imigresen Ipoh /  
Nurul Azrina Mohd Noor.

## EASY FILE TRACKING SYSTEM FOR JABATAN IMIGRESEN IPOH

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This report is submitted in partial fulfillment of the requirements for the  
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(Software Development)

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2006

## DECLARATION

I hereby declare that this project report entitled  
**EASY FILES TRACKING SYSTEM FOR JABATAN IMIGRESEN IPOH**

is written by me and is my own effort and that no part has been plagiarized  
without citations.

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## **DEDICATION**

I wish to dedicate this tesis to my beloved parents, supervisor and friends. I thank them for performing this difficult task, and the journey does not end here.

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## ABSTRACT

Easy Files Tracking System is developed to help staff to overcome the problem in handling files in Jabatan Imigresen Ipoh. This system is developed with facilities for recording the files information and other into relating to the files. As usual files are confidential documents in a government department. The problems that exist is the staff are not able to manage the filing process in an orderly manner, efficiently and effectively. The files need a large storage or space and some documents are redundant. Managing the file manually involves high costs. Besides that, this system will enable the files to be managed effectively and efficiently. The methodology used to build this system is Structured System Analysis and Design (SSADM) with Waterfall model. The research scope is focused on changing manual process to computerized concept. Using Easy Files Tracking System, the entire existing problems will be reduced and the staff will manage the filing process using the facilities in the system.

## ABSTRAK

Easy Files Tracking System dibangunkan untuk membantu staf untuk mengatasi masalah yang wujud dalam mengendalikan fail di Jabatan Imigresen Ipoh. Sistem ini dibangunkan dengan kemudahan untuk merekod maklumat fail dan perkara-perkara lain yang berkaitan dengan pengurusan fail. Seperti kebiasaannya, fail merupakan dokumen sulit bagi jabatan kerajaan. Masalah yang sering wujud adalah staf tidak dapat mengendalikan proses menguruskan fail secara tersusun, efektif dan efisien. Penyimpanan fail pula memerlukan ruang yang besar dan adakalanya wujud dokumen yang berulang. Pengurusan fail secara manual juga melibatkan kos yang besar. Selain daripada itu, sistem yang dibangunkan ini dapat membantu menguruskan fail secara efektif dan efisien. Disamping penggunaan metodologi dalam membangunkan sistem ini iaitu Sistem Struktur Analisis dan Rekabentuk (SSADM) dengan memodelkan Air Terjun (Waterfall Model). Skop kajian yang dibuat adalah tertumpu kepada mengubah proses pengurusan fail secara manual kepada konsep sistem pengkomputeran. Dengan menggunakan Easy Files Tracking System, semua masalah yang wujud dapat dikurangkan dan staf dapat menguruskan proses pemfailan menggunakan kemudahan yang terdapat dalam sistem.

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## LIST OF ABBREVIATION

EFTS	-	Easy Files Tracking System
SSADM	-	Structure System Analysis and Design
JIM	-	Jabatan Imigresen Malaysia
ICU JPM	-	Unit Penyelarasan Perlaksanaan, Jabatan Perdana Menteri
LAN	-	Local Area Network
ERD	-	Entity Relation Diagram
DFD	-	Data Flow Diagram
RAM	-	Random Access Memory
SMTP	-	Simple Mail Transfer Protocol
IIS	-	Internet Information Service

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## CHAPTER I

### INTRODUCTION

#### 1.1 Project Background

Easy File Tracking System is developed for Jabatan Imigresen Ipoh. The purpose of this system is to help staff at administration and financial department to manage the confidential files and records. It also helps staffs to work more efficient and systematic. This system will help staffs to arrange the department confidential files, correspondences and other documents.

This system files is much better than manual because Jabatan Imigresen Ipoh has many confidential files and correspondences to manage orderly. The confidential files should be safely records and only staff that responsible to manage the entire confidential files can hold the files cabinet keys. By using the EFTS, staff will manage all the confidential files and its will arranged and updated as soon as possible and in orderly recorded.

The history of the movement of this system to manage the files records and displays the name, location, person responsible and confirmation, plus the name of the person initiating each record and the date and time of initiation. This system will also help staff to easier track the file location and files borrower. This system will be display the updated record at files tracking report and also display the name of borrower, date

and times they take the files from the cabinets. This EFTS is an application to tackle the issue likes tracking of the file movement, activity monitoring, files tracking and document filing. The system will track the file movement which system will display name, location, type of file, time and date and so on

When this system has been developed the entire problem will be overcome smoothly. This technology which develops to help staff to arranged and controlled in and out of the files from the files cabinet. The system will reduce the loss of files, problem to record documents, saving time to records, to overcome the defect of supported staff, space problem to store the much files record, to defect highest cost to manage all documents and so on.

Otherwise, system will record the information about all documents and files. The problem always happens when staff who borrowed the files did not return the files back to the cabinet at files room. This system developed to help the users to track the files and who responsible take the files. The staff have to entered they name and the location they stand and also the type of files they borrow this is because to help other staff to know who is responsible to the files.

This system will be developed with function that can trace the time and date. With the usage of time system staff will be responsible to deliver the files on time. If staff is not responsible system will display and detect that user. This system will limit the time for staff to sent back the files into the files cabinet, this will make staff to be more responsible to them.

Beside that, this system can operate the activity of files and can also record the information about correspondence either the receive letter or deliver letter. Otherwise, this system can trace all correspondence which staff can minute into the system. All files have it own code number and it will be easy to trace the files. Before all

correspondence can be inserting into system, it will be check by top management or staff who responsible.

## 1.2 Problem statement

The current problem facing in Jabatan Imigresen Ipoh is insufficient personnel to handle the files management at administration and financial unit. At this moment, the problem that exists in daily operation is the files is not arrange systematically. But an administration and financial staff is lack of a sufficient system to handle daily operation and manage the department files. The basic operation is used many paper to handle and record of inbound, outbound records and also less of administration and financial work about department files in Jabatan Imigresen Ipoh.

The EFTS can handle both lack of personnel working task and administration and financial role and responsibility. The EFTS is included files tracking to support daily administration and financial operation in generated files report, tracking files and files confirmation and files status. Below is another problem statement that exists in the daily operation at administration and financial unit:-

- **Need a large storage/space to store all files**

To manage files record need large storage and space also using a lot of paper. Beside that, the usage of many files cabinet in the small place will give a lot of problem to find the files and it also too compact with old files which not closed and did not arrange properly.

- **Documents redundant and files will be overlapping**

Using a manual process will cause redundant and files overlapping. It happen when staff did not arrange the correspondence or files on time and this will make the information or correspondence lost or misplaces files.

- **Time Constraint**

The problem exists when admin or financial staff is not concerned to arrange the files in a daily operation. This will give problem when they need to minute the files information using manual process.

- **High cost to manage the department file**

The manual system that uses in the immigration department is entail highest cost. This is because to arrange the department files, staff needs complete equipment to manage all the files. The equipment such as cabinet in the file room, ring files or paper files, minute papers to record the content of receive and delivery of correspondence at immigration department and other equipment. All the equipment using a high cost to prepared to manage the department files.

### **1.3 Objective**

The main objective of EFTS is to manage all department file and reducing the problem in the current system. A properly designed EFTS is an interactive software-based system intended to help management staff to compile useful information from raw

data, documents and business models to identify and solve problems. The objective of the system is:-

- **To produce online files management**

The purpose of this project was to design and produce an online files management system by applying the latest technology and equipments. For example the system receive the application from the borrower's, sending the confirmation of the files registration to responsible staff, keep and update the data, arrange the files record on time and etc.

- **To facilitate staff to manage the department files.**

Using this system, it will help staff to manage the department files to be easier and more efficient. The advantages of using this system is staff can arrange they time to be more flexible with other work related. Staff can update, add, delete or else they can easily management the files contents to track the files records.

- **To give action for new contents of files**

Staff needs to check date of correspondences and it also should get confirmation from chief clerk. This system will help staff to search the files and record the information about minute documents.

- **To generate files management database**

To generate a file management database for Jabatan Imigresen Ipoh for help staff to arranged all the correspondence and department files to be more consistently. It will

give facility to staff to organize the files record, to expunge the old files and easily to achieve the files record.

- **To procure and update files record**

The admin staff will get and update the file information, class of files, files arrangement, save the files, arrange files index and detect the movement of files in the administration and financial unit.

- **To generate report for files management**

The purpose of this system is easily generating the report and staff will check the report from the system.

- **Reducing administrative cost**

Using the system staff can reduce the uses of ring file and it will save the space in the file room. This system will manage the entire document, so staff can easily find and manage.

## **1.4 Scopes**

The EFTS is developed to enhance the current system of Jabatan Imigresen Ipoh with more application. The scope of this system is: