



SUMMARY REPORT FOR PROJECT YEAR

**2021**

***Plastictecnic Hostel Management  
System (PHMs)***



## ***01 INTRODUCTION***

This system is designed in favor of the hostel management to help the HR department of Plastictecnic to store records and manage things related to the hostel. It helps them move away from manual work, from which it is very difficult to find the record from hostel details until residence details.

This system also allowed HR Staff to create a maintenance report and manage it as well so that the status for any action taken can be viewed through the system easily.



## 02 OBJECTIVES



To make it easier for HR staff to see details for current hostel and residence list



To ensure all maintenance report recorded by staff



To update the detail of residence and hostel leader time by time since the resident always change



To manage action taken for maintenance report by hostel leader

## 03 SYSTEM FEATURES

#	FEATURES	ADMIN	HEAD OF DEPARTMENT (HOD)	HR STAFF
1	User login using Staff ID and password	✓	✓	✓
2	Creating new and manage hostel/resident	✓		✓
3	View hostel/resident List	✓	✓	✓
4	Add new hostel/resident	✓		✓
5	Search resident in List	✓	✓	✓
6	Add new maintenance report	✓		✓
7	View maintenance report list	✓	✓	✓
8	Search maintenance report in list	✓	✓	✓
9	Update action taken for report maintenance	✓	✓	✓
10	View maintenance report details	✓	✓	✓



**IT  
DEPARTMENT**

**System requirement &  
user testing by HR  
Department**

- 1.Ms Wong**
- 2.Ms Nurzulaily**
- 3.Mr Ruzaini**

**IT Department**

- 1.Kelvin Tan**
- 2.Nurzulaily (UI/UX Design Back-end Developer)**

# 05 PROJECT TIMELINE

#	TASK	PIC	2021											
			August				September				October			
Plastictecnic Hostel Management System			W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12
1	Project kick off meeting	All	█											
2	Hardware Preparation	IT	█											
3	Development	IT		█	█	█								
4	UAT	IT					█	█	█					
5	User Training	User and IT								█				
6	Go Live & Test Run	All									█			
7	Documentation	IT											█	



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# PROCESS FLOW

This screenshot shows the 'Create New Hostel detail' form. It includes fields for 'Created by' (nhdam), 'Date' (2021-10-11), 'Address' (a large text area), 'Hostel Leader' (text input), and 'Leader Tel.' (text input). A blue 'Submit' button is at the bottom.

**Step 1**  
Create New Hostel detail

This screenshot shows the 'Create Resident in Hostel' form. It includes fields for 'Created by' (nhdam), 'Date' (2021-10-11), 'Name', 'Employee ID', 'Phone No.', 'Department' (QA), and 'Hostel' (Select hostel). A blue 'Submit' button is at the bottom.

**Step 2**  
Create Resident in Hostel

This screenshot shows the 'Form Report and Maintenance' form. It includes a 'Hostel' dropdown menu with a list of options: #1-313 BLOK 2, JALAN 6C/11 (NEPAL); #2-403 BLOK 6, JALAN 6C/11 (BANGLADESH); #3-208 BLOK 6, JALAN 6C/11 (NEPAL); #4-407 BLOK 7, JALAN 6C/11 (BANGLADESH + NEPAL); #5-313 BLOK 2; #6-403 BLOK 6; #7-208 BLOK 6; #8-407 BLOK 7; #9-111 BLOK 8; #10-108 BLOK A; #11-511 BLOK B; #12-512 BLOK B; #13-403 BLOK D; #14-113 BLOK 9; #15-509 BLOK 1; #17-SRI CEMPAKA BLOK D-3-12. Other fields include 'Created by' (nhdam), 'Date', 'Title', 'Report Descr', 'Photos', and 'Video'. A blue 'Submit' button is at the bottom.

**Step 3**  
Create Report

This screenshot shows the 'Status and Action Taken' form. It includes an 'Action taken' text area, an 'Attachment' section with a 'Choose File' button and 'No file chosen' text, and a 'Status' dropdown menu set to 'Pending'. A blue 'Submit' button is at the bottom.

**Step 4**  
Update Action taken

**Step 5**  
Done!



# Hostel & Resident List View

This page will appear after creating new hostel and user able to view resident list by clicking on the View Residents Tab.

The screenshot shows the 'STAFF PORTAL' interface. The user is logged in as 'Nhdam (IT123)'. The main content area is titled 'Welcome to Plastictecnic Portal' and features two primary action buttons: 'Add New Hostel' and 'Add New Residents'. Below these are six cards, each representing a hostel. Each card contains the following information:

- Hostel #1:** Address: 313, BLOK 2, JALAN 6C/11 (NEPAL); Hostel Leader: RAJESKHARAN PILAI
- Hostel #2:** Address: 403, BLOK 6, JALAN 6C/11 (BANGLADESH); Hostel Leader: ZURAINI BINTI WAHAB
- Hostel #3:** Address: 208, BLOK 6, JALAN 6C/11 (NEPAL); Hostel Leader: MOHD FARID IZWAN
- Hostel #4:** Address: 407, BLOK 7, JALAN 6C/11 (BANGLADESH + NEPAL); Hostel Leader: PLASTICTECNIC (M) SDN BHD
- Hostel #5:** Address: 313 BLOCK 2; Hostel Leader: MURARI PRASAD GIRI
- Hostel #6:** Address: 403 BLOCK 6; Hostel Leader: ALI AKBOR

Each card has a 'View Residents' button at the bottom. A red arrow points to the 'View Residents' button of Hostel #1.



# Resident List View

This page show all resident list. User able to choose either to access by hostel or search by list.

STAFF PORTAL

Welcome to Plastictecnic Portal

All residents

Click icon to update resident details

Show 10 entries

Search:

#	Resident Name	Tel. No.	Employee No.	Department	Hostel	Hostel Address	Leader name	Leader contact	Created on	Created by
27	LACHHUMAN LUNGBA	018-327596	XA964	QA	#Hostel 1	313, BLOK 2, JALAN 6C/11 (NEPAL)	RAJESKHARAN PILAI	1234567890	2021-09-07 14:01:01	nhdam
28	LACHHUMAN LUNGBA	018-32759	XA964	INJ	#Hostel 5	313 BLOCK 2	MURARI PRASAD GIRI	017-6497499	2021-10-07 00:00:00	ruzaini.MR
16	GORE GURUNG		XA962	TECH	#Hostel 13	403 BLOCK D	TEK RAJ GURUNG		2021-10-08 09:07:16	ruzaini.MR
64	TEK RAJ GURUNG	010-967865	XA961	INJ	#Hostel 13	403 BLOCK D	TEK RAJ GURUNG		2021-10-08 09:06:51	ruzaini.MR
41	MURARI PRASAD GIRI	017-64974	XA952	INJ	#Hostel 5	313 BLOCK 2	MURARI PRASAD GIRI	017-6497499	2021-10-07 00:00:00	ruzaini.MR



# Report & Maintenance List

This page show list report and status action taken. The full detail should be able to access by clicking at view icon.

STAFF PORTAL

Welcome to Plastictecnic Portal

Nhdam (IT123)

Health Management

- Sanitization +
- Covid-19 Compliance +

Hostel Management

- Hostel & Residents +
- Maintenance -

New Report

Report List

Report lists

Click icon to edit details report or update status

Show 10 entries

Search:


#	Title	Status	Hostel	Reported by	Reported date	View	Edit	Delete
2	Water Drip	Pending	#Hostel 4	nhdam	2021-09-21 13:26:25			
1	test update	Solved	#Hostel 15	nhdam	2021-10-08 12:14:30			
3	Window Glass Brokes	Solved	#Hostel 1	nhdam	2021-09-21 12:23:04			

Showing 1 to 3 of 3 entries

Previous 1 Next

Maintenance Report Details

Report Description



Report No: # 2

Date reported : 21-09-2021 12:09 pm

#Hostel 1 313, BLOK 2, JALAN 6C/11 (NEPAL)

**Window Glass Brokes**

Window Glass Broke Window Glass Broke Window Glass Broke Window Glass Broke Window Glass Broke Window Glass Broke

Solved

Created by : nhdam

Update

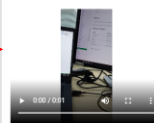
Other attachment

Action taken

Remarks

Remarks Remarks Remarks Remarks

Video



Audio

0:00 / 0:40



# 07 Requirement



**LAPTOP**  
DELL intel CORE i5



**MOBILE PHONE**



**SOFTWARE**  
Xampp, Sublime,  
Notepad++, sQL, Git



**ACCESS POINT**  
UNIFI

# 08 Planning



## PHASE 1

- Confirm workflow
- Gather information from HR Department
- Prepare Hardware and software
- Design database



## PHASE 2

- Design UI/UX interface
- Develop system Process
- Perform User Acceptance Test(UAT)



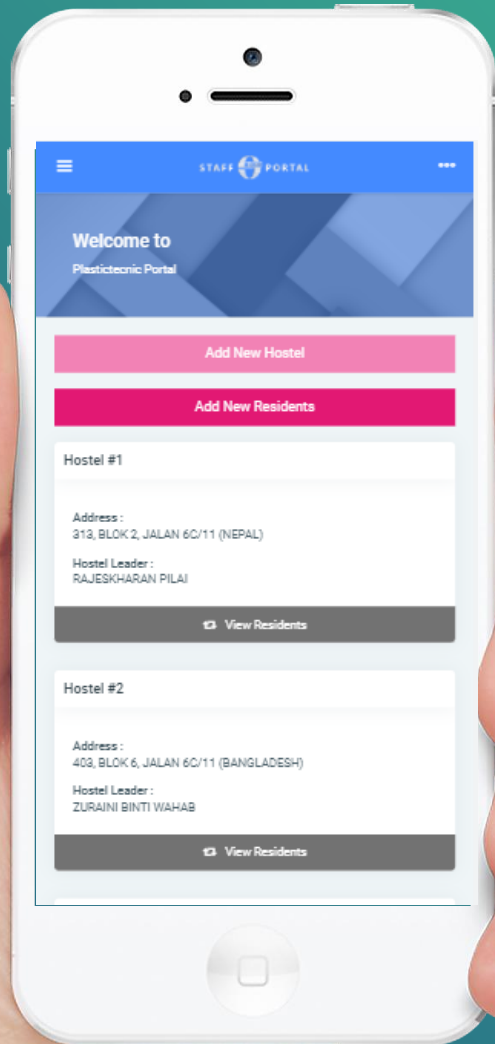
## PHASE 3

- HR Training
- Go Live

## 09 Appendix

### DESKTOP & MOBILE SUPPORT VIEW

PHMs can be access using mobile phone and tab as long as user have internet connection.





**End**