

Summary Report Year **2021 Project**



staff.plastictecnic.com

1.0 Introduction

Staff Portal V2 is upgraded version for the first Staff Portal with additional module which able to helps staff to record data in more systematic ways.

During requirement gathering process, there are some new data collected from HR Department and IT Department that requires additional module and sub-module. Therefore, the old module version of staff portal was rearrange back together with the new functions. The modules will includes all the following :

- Staff Management
- HR Management
- Health Management
- Inventory Management
- IT Projects & operations
- Hostel Management
- ISO Management



2.0 Objectives



Better looks

New Elements and graphics with user friendly interface



Better Function

Auto-generate report, easy to search data and sharing documents



Additional Module

New additional module
Eg. Staff can apply online leave, HR can record vaccination data for staff, IT can manage Asset and Incident Report easily



Less cost and Save Environment

Save paper and reduce cost (Leave management & ISO Module)



3.0 System Features

#	Module	Function/Requirement	Privilege				
			Admin	HR	HOD	IT	Staff
1	Login & Registration	Login	√	√	√	√	√
		Register	√	√			
2	Profile & Setting	View Own Profile					
		View Department Team	√	√	√	√	√
		View Projects	√			√	
		Change password	√	√	√	√	√
		Logout	√	√	√	√	√
3	Dashboard	View announcement	√	√	√	√	√
		View news/event	√	√	√	√	√
		View public holiday for current year	√	√	√	√	√
4	Summary	Total IT Asset	√	√	√	√	
		Total IT Incident Report	√	√	√	√	
		Total IT Project	√	√	√	√	
		Total ISO Documents	√	√	√	√	
		Total Vaccinated Staff	√	√	√	√	
		Total Unvaccinated Staff	√	√	√	√	
		Total Case Covid-19 Compliance Reported	√	√	√	√	
		Total Hostel	√	√	√	√	
		Total Residence	√	√	√	√	
		Total Case Reported(Hostel Maintenance)	√	√	√	√	
		Total Staff by location	√	√	√	√	
		Total All Staff	√	√	√	√	
		Total Active & Non-active Staff	√	√	√	√	
Total Contract & Full-time Staff	√	√	√	√			



3.0 System Features (cont.)

5

HR Management								
#	Module	Function/Requirement	Admin	HR	HOD	IT	Staff	
Event & Info	>>News	Add news	√	√				
		View list news	√	√	√	√	√	Different view for HR and Admin
		Update news details	√	√				
		Delete news	√	√				
	>>Announcement	Add announcement	√	√				
		View list announcement	√	√	√	√	√	Different view for HR and Admin
		Update announcement details	√	√				
		Delete announcement	√	√				
	>>Public Holiday	Add public holiday	√	√				
		View list public holiday	√	√	√	√	√	Different view for HR and Admin
		Update public holiday	√	√				
		Delete public holiday	√	√				
Staff List	>>All Staff	View All Staff	√	√				
		View Staff by Location	√	√				
		Update staff details	√	√				HR can update staff profile except staff role
	>>Waiting List	View Waiting List Staff(New staff self-register)	√	√				
		Update Info New Staff(Self-register)	√	√				HR can update staff profile except staff role
Leave Application	>>Waiting Approval	View all waiting leave application list	√	√				
		View waiting HOD approval list	√	√	√			
		View waiting for HR verification list	√	√				
	>>Leave List	View approved leave application	√	√				Latest date
	>>Leave Rejected List	View rejected application list	√	√				



3.0 System Features (cont.)

6 Staff Management							
#	Module	Function/Requirement	Admin	HR	HOD	IT	Staff
Staff		View all staff	√	√	√	√	√
		Manage team approval	√		√		
		View Department team	√	√	√	√	√
Leave		Manage Own leave list	√	√	√	√	√
		Manage Leave approval	√		√		
7 Health Management							
Daily Health		View Own health	√	√	√	√	√
Vaccination	>>Staff Vaccine record	Manage vaccine record	√	√			
Sanitization	>>Factory	Manage Factory Sanitize list	√	√			
		View Summary	√	√			
	>>Hostel	Manage Hostel Sanitize list	√	√			
		View Summary	√	√			
Covid-19 Compliance	>>List report	Manage report	√	√			
	>>Report element	Manage Location	√	√			
		Type of Offend	√	√			
		Manage Action Taken	√	√			
Visitors Health	List Record	View List record by location					
		Add visitor details					



3.0 System Features (cont.)

8	Inventory Management							
	#	Module	Function/Requirement	Admin	HR	HOD	IT	Staff
Assets	Own Asset	View own asset	✓	✓	✓	✓	✓	
		Manage asset	✓	✓	✓	✓	✓	
	Staff List asset	View Staff List asset	✓			✓	✓	
		Add Element	✓			✓	✓	
	License List	View License	✓			✓	✓	
		Manage License	✓			✓	✓	
	Summary	View summary	✓			✓	✓	
	IT Incident	Own Incident list	View Own Incident	✓	✓	✓	✓	✓
			Manage Own Incident	✓	✓	✓	✓	✓
		Assigned Incident	Assign Incident	✓			✓	
View assigned Incident			✓			✓	✓	
Manage assigned incident detail			✓			✓	✓	
Incident list		View open,pending,KIV list	✓			✓	✓	
Category & Root Cause		View and Manage	✓			✓	✓	
Summary		View summary Incident List	✓			✓	✓	



3.0 System Features (cont.)

9	IT Project & Operations							
#	Module	Function/Requirement	Admin	HR	HOD	IT	Staff	
	Operation		√	√	√	√	√	
	IT Projects	>>Project List	√		√	√		
10	Hostel Management							
	Hostel & Residents	>>Hostel List	Add hostel	√	√	√		
			Add hostel residents	√	√	√		
			Manage hostel & residents	√	√	√		
			Delete hostel	√				
	Maintenance	>>New report >>Report list	Manage report	√				
			View report list	√	√	√		
			PDF	√	√	√		
11	ISO Management							
	Category		Add new category	√	√	√	√	√
			View and edit category	√	√	√	√	√
			Delete category	√				
	Plastictenic	>>New file >>List file	Add new file	√	√	√	√	√
			View and edit file	√	√	√	√	√
			Delete file	√				
	Bangi Plastict	>>New file >>List file	Add new file	√	√	√	√	√
			View and edit file by category	√	√	√	√	√
			Delete file	√				



4.0 Teams



Kelvin Tan

IT Executive
IT Department

*Responsible in network,
domain and hosting
configuration*

Amar Syarifuddin

IT Support
IT Department

*Responsible in hardware
configuration (barcode print
and QR scanner)*

Nurul Hilwadiana

IT Programmer
IT Department

*Responsible in
designing, coding and testing
system*

System Requirement & user testing

- Ms Farah (HR)
- Mr Kelvin (IT)
- Mr Amar (IT)
- Ms Salmah (HR)
- Mr Azhar (HR)

5.0 Project Timeline

PHASE I (Module 1-6)

#	TASK	PIC	2021															
			April				May				June				July			
Staff Portal V2			W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12	W13	W14	W15	W16
1	Project kick off meeting	All	●	●														
2	Requirement gathering	HR & IT			●	●	●											
3	Designing (Database)	IT						●	●			●						
4	Developing system	IT						●	●	●	●	●	●					
5	Testing & Debugging	User and IT						●	●	●	●	●	●	●	●			
6	Go Live	All														●		
7	User Training & UAT	IT															●	●

PHASE II (Module 7-11)

#	TASK	PIC	2021																							
			August				September				October				November				December							
Staff Portal V2			W17	W18	W19	W20	W21	W22	W23	W24	W25	W26	W27	W28	W29	W30	W31	W32	W33	W34	W35	W36				
1	Requirement gathering	HR & IT	●	●																						
2	Designing (Database)	IT			●	●	●																			
3	Developing system	IT					●	●	●	●	●	●	●	●					●							
4	Testing & Debugging	User and IT						●	●	●	●	●	●	●	●				●	●						
5	Go Live	All																		●						
6	User Training & UAT	All																			●					
7	Documentation	IT																			●	●				



6.0 Project Flow

ROLES

Administrator

Have full access to the system

Human Resource (HR)

Manage Staff records

Information Technology

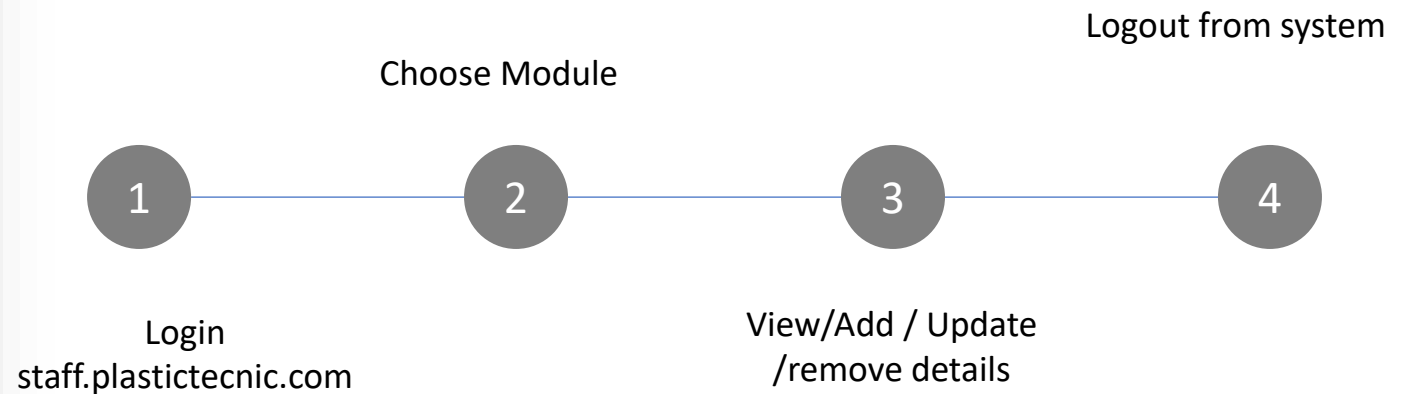
Manage IT assets and incident

Head of Department(HOD)

Manage own department

Staff

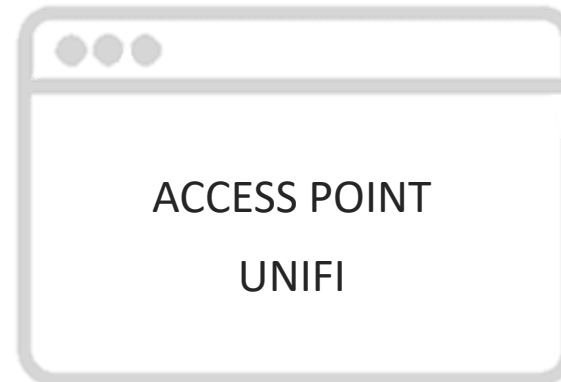
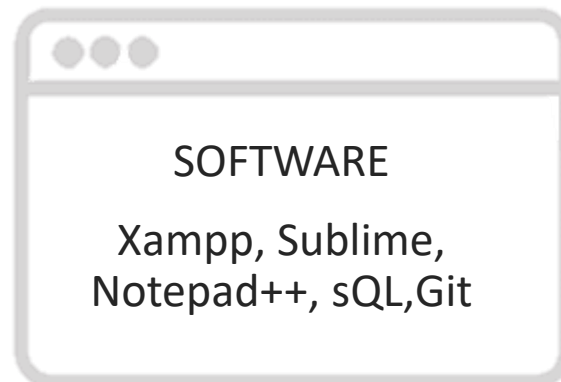
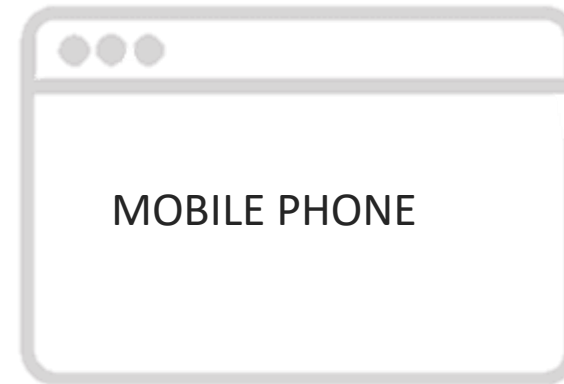
Manage own details only



**For full flow refer user manual



7.0 Hardware Requirement



8.0 Project Budget

Project Cost

No	Item	Quantity	Unit Price	Total
1	Devices for testing (Laptop/Desktop/Mobile)			0
2	A4 Printing Visitor QR code			0
3	Hosting+domain (Premium VPS) per year			2750
Grand Total				2750

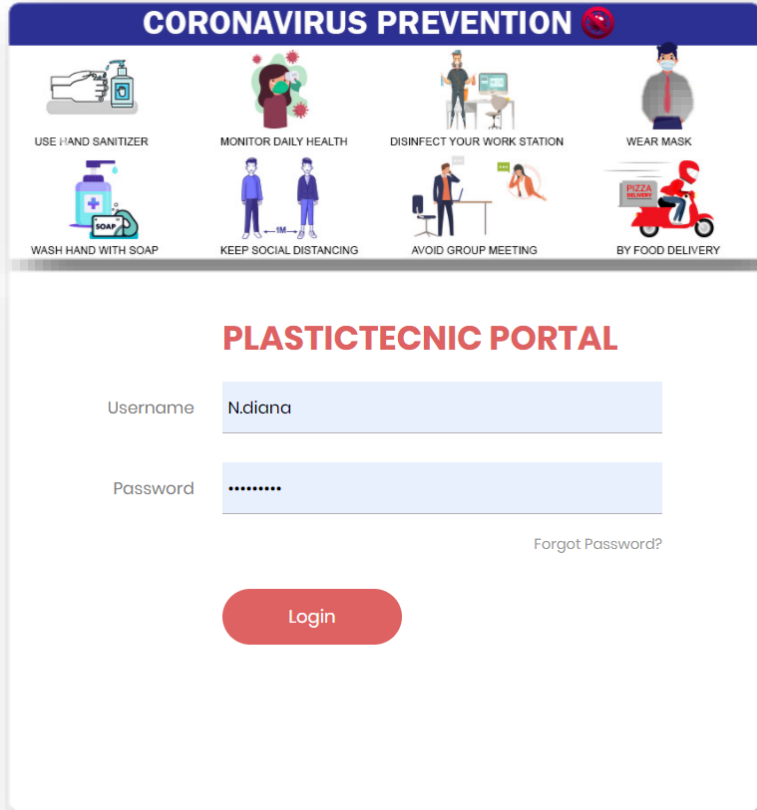
Outsource Market Cost

- Inventory Management System - MYR 63,197.24 to MYR 126,382.04(\$15,000 –\$30,000)
- Employee Management System - MYR 842,448.66 (\$200,000)
- HR management System - MYR 8,424.02 to MYR210,600.60 (\$2,000 to \$50,000)
- Health Management System - MYR 63,197.24 to MYR 294,845.04 (\$15,000 and \$70,000)

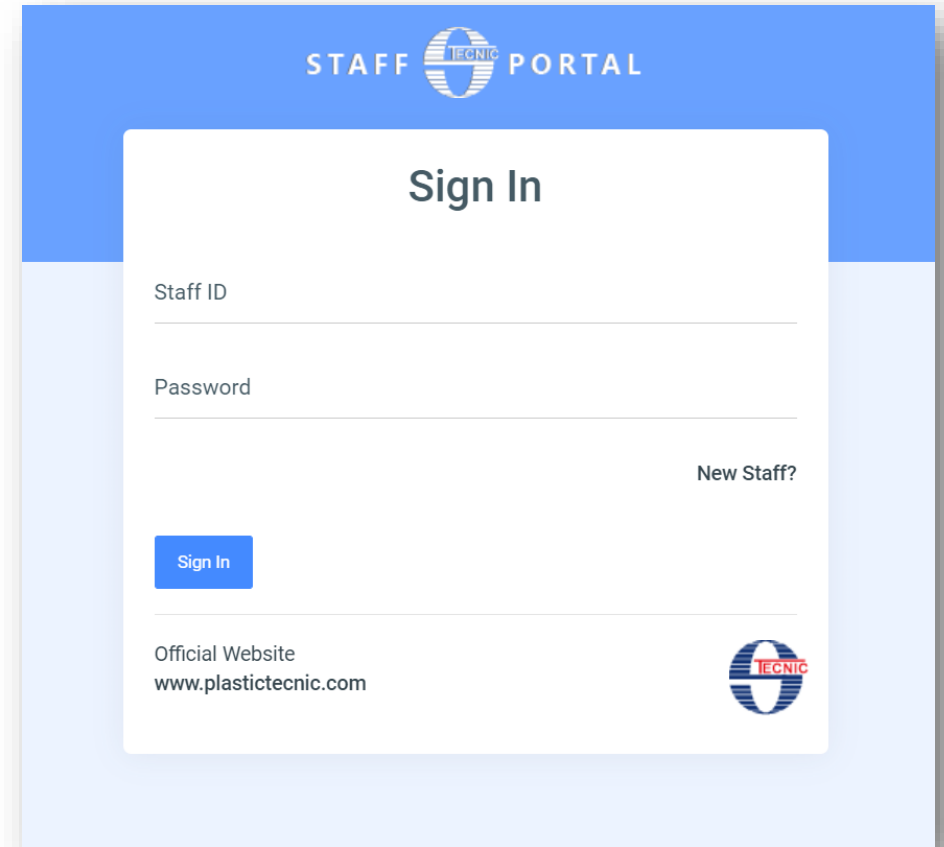
** Depend on requirement



Appendix



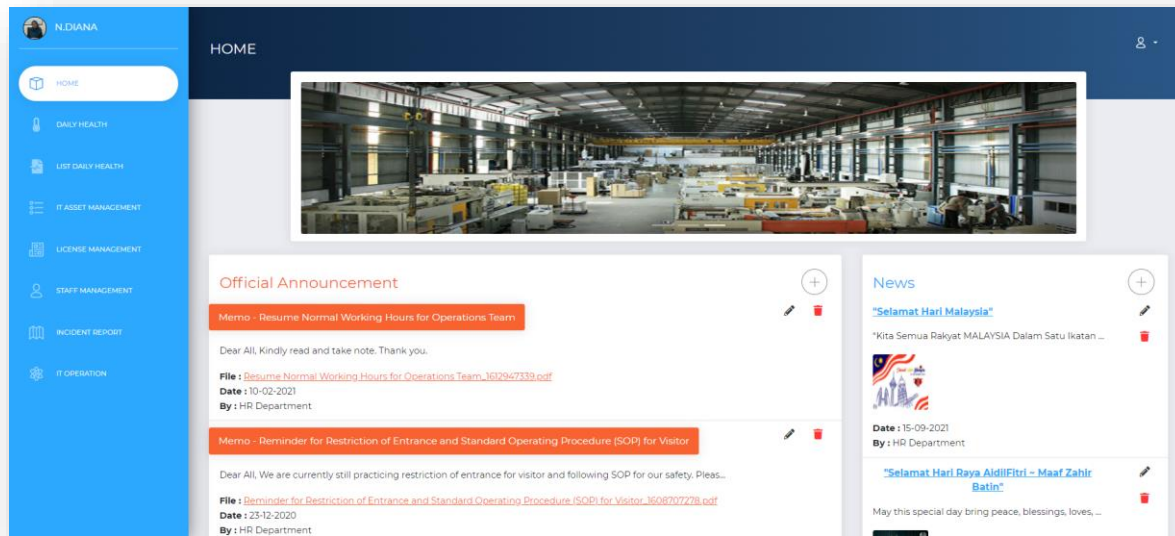
Version 1 Staff Portal



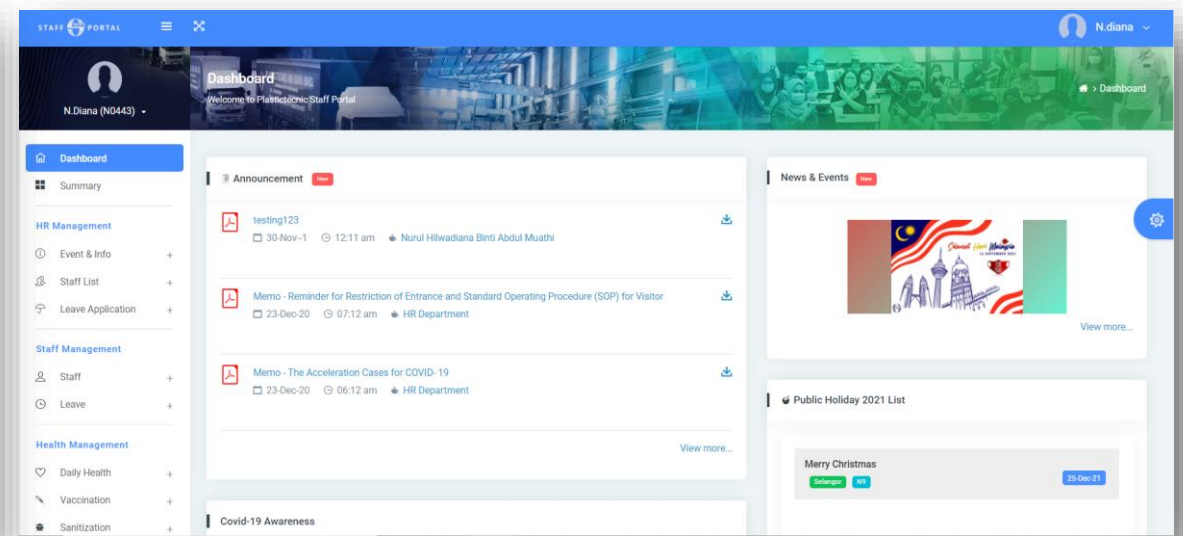
Version 2 Staff Portal



Appendix



Version 1 Staff Portal




Version 2 Staff Portal




Appendix


Additional Module and Sub-module

Public Holiday

 Add Public Holiday 21-12-2021 04:04 Am

Title

From 

To 

Selangor Yes No

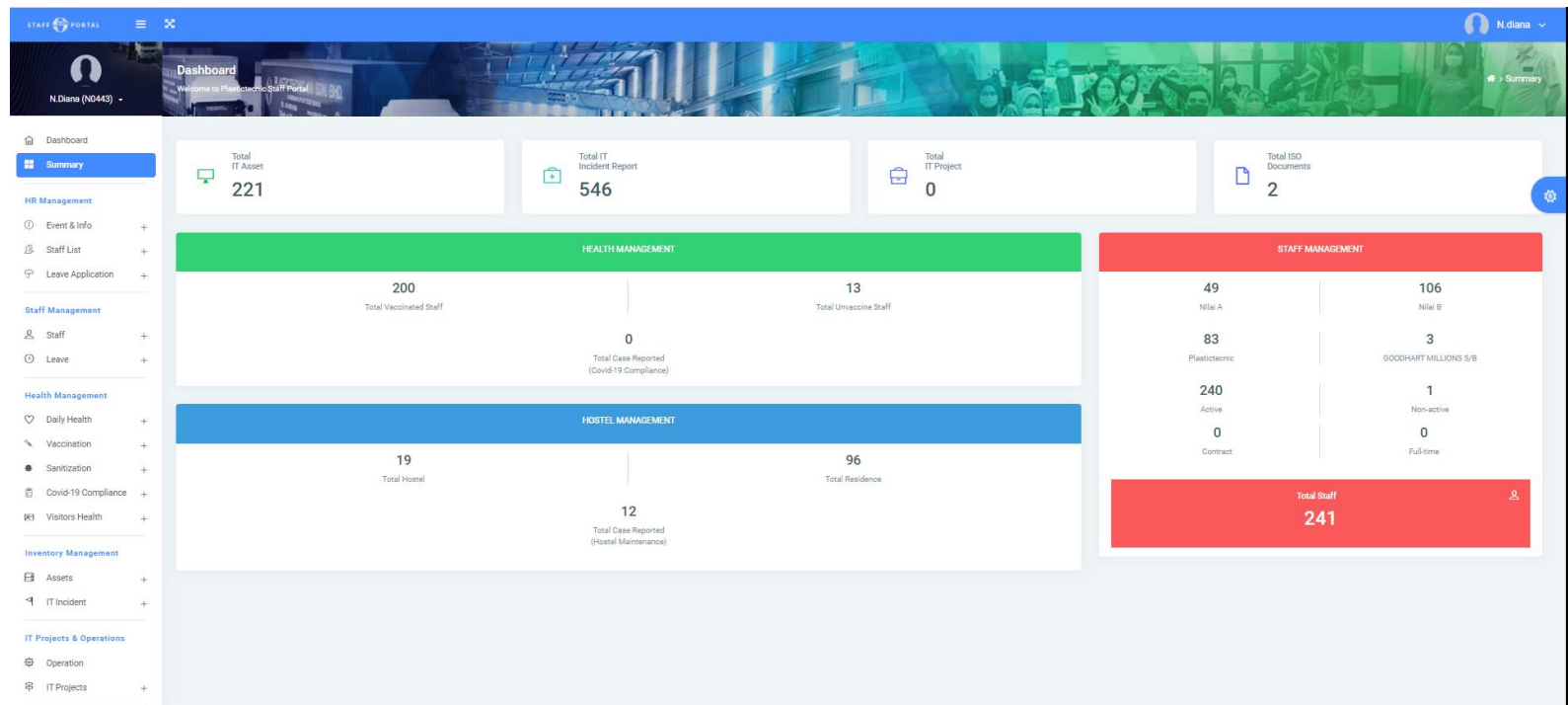
Negeri Sembilan Yes No

Created by : Nurul Hilwadiana Binti Abdul Muathi

Appendix

Additional Module and Sub-module

Summary




Appendix

Additional Module and Sub-module

Leave application list

Pending Application List + New Leave

Click  icon to view detail of application

Show 10 entries Search:

#	Leave type	Total Day Applied	From	To	HOD Approval	HR Verification	Leave Status	Date applied
1	Annual Leave	2	2021-12-08 09:00:00	0000-00-00 00:00:00	Approved	Verified	Verified	2021-01-04 00:13:34
3	Maternity Leave	0	2021-10-22 16:22:00	2021-10-22 16:23:00	Pending	Verified	Waiting	2021-01-04 00:13:34
4	Compassionate Leave	0	2021-10-22 14:41:00	2021-10-22 14:41:00	Pending	Pending	Waiting	2021-01-04 00:13:34
2	Unpaid Leave	3	2021-10-22 00:00:00	2021-10-25 00:00:00	Pending	Pending	Waiting	2021-01-04 00:13:34





Appendix


Additional Module and Sub-module


Vaccination Record

Vaccination Timeline


2nd Dose  **06/21/2021**
Congratulations!!You're now fully vaccinated 😊

1st Dose  **03/21/2021**
Wow!You are partially vaccinated!





 Your vaccine type is **AstraZeneca**

 Your are not yet vaccinated 🗨️

Vaccinated list

Click  icon to view staff profile

Show 10 entries Search:

# ↑↓	Staff ID ↑↓	Full name ↑↓	Vaccine Type ↑↓	First dose ↑↓	Second dose ↑↓	Vaccine Type (Booster) ↑↓	Third dose ↑↓	Status ↑↓	Edit ↑↓
1	N0443	Nurul Hilwadiana Binti Abdul Muathi	AstraZeneca	 03/21/2021	 06/21/2021			Complete	

Showing 1 to 1 of 1 entries Previous **1** Next

Appendix

Additional Module and Sub-module

Sanitization Record



- All
- Common Area
- Warehouse
- Operation
- Office
- Attachment

Disinfect attachment for 2021-12-14

Updated by : nurzulaily.mz

1st Disinfect

🕒 Time : 09:55



+ New Sanitize

Hostel #1 Address: 313 BLOCK 2 (NEPAL)	Sanitize List	Hostel #2 Address: 403 BLOCK 6 (BANGLADESH)	Sanitize List
Hostel #3 Address: 208 BLOCK 6 (NEPAL)	Sanitize List	Hostel #4 Address: 407 BLOCK 7 (BANGLADESH)	Sanitize List
Hostel #5 Address: 111 BLOCK 8 (QUARANTINE UNIT)	Sanitize List	Hostel #6 Address: 108 BLOCK A (NEPAL)	Sanitize List



Appendix

Additional Module and Sub-module

View own asset and create incident report

The screenshot displays two main sections of the Plastic Technic Staff Portal. The left section, titled 'Amar AB's Asset List', shows details for a laptop asset assigned to Amar Syarifuddin Bin Abdullah. The right section, titled 'Pending Incident Report List', shows a list of incident reports with details for a specific report.

Amar AB's Asset List
Welcome to Plastic Technic Staff Portal

PTS-B-IT
April 06, 2020

Assign Staff (PIC) To Asset: Amar Syarifuddin Bin Abdullah

Category	: Laptop	Model	: Latitude 3400
Brand	: Dell	Serial No.	: HY11LT2
Company Register	: Plastic Technic (M) Sdn Bhd. (Bangi)	Status	: Running
Remark	:		

License/Software List
No Record

Pending Incident Report List
Welcome to Plastic Technic Staff Portal

Incident List Report New Tickets

Show 10 entries Search:

Category	#Ticket No	Asset	#Root Cause	Description	Job Start	Job Finish	Priority
Computer & Printer	20201013901662	PTS-B-IT	SW/HW/DB Configuration	Change to laptop	09-10-2020	13-10-2020	Unset

Issued by Amar Syarifuddin Bin Abdullah

Job Assigned to/Handle by Amar Syarifuddin Bin Abdullah

Status Closed

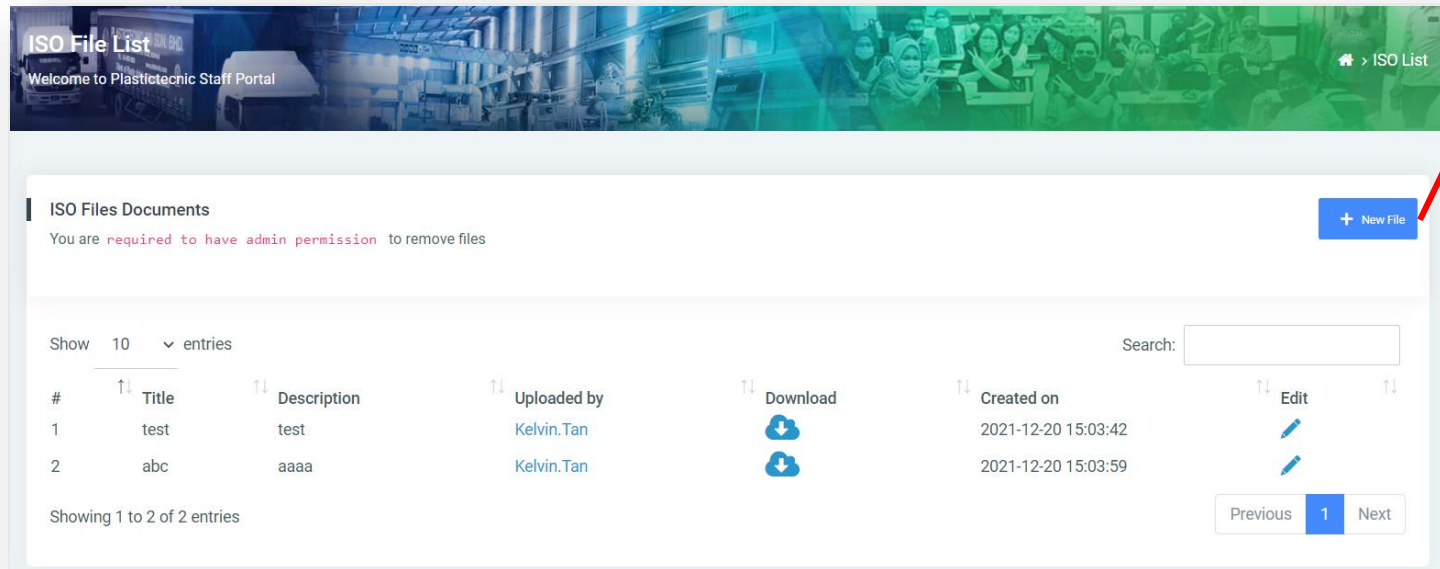
Action Update



Appendix

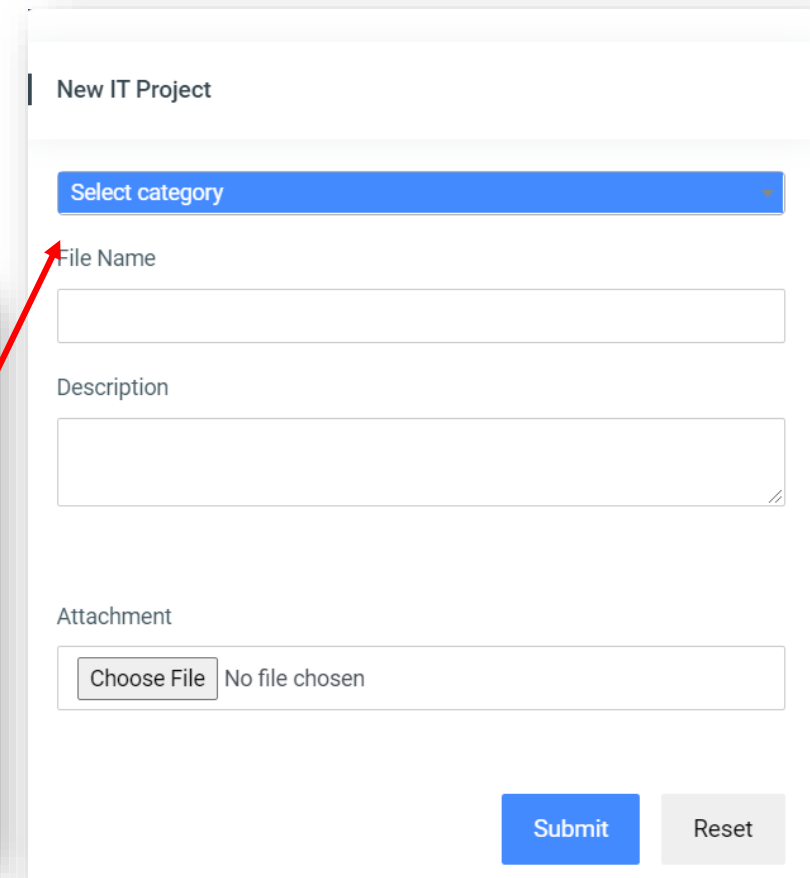
Additional Module and Sub-module

ISO Files



The screenshot shows the 'ISO File List' interface. At the top, there is a header with 'ISO File List' and 'Welcome to Plastictecnic Staff Portal'. Below the header, there is a section titled 'ISO Files Documents' with a '+ New File' button. A message states: 'You are required to have admin permission to remove files'. Below this, there is a table with columns: '#', 'Title', 'Description', 'Uploaded by', 'Download', 'Created on', and 'Edit'. The table contains two entries. Below the table, it says 'Showing 1 to 2 of 2 entries' and has 'Previous', '1', and 'Next' navigation buttons. A search bar is also present.

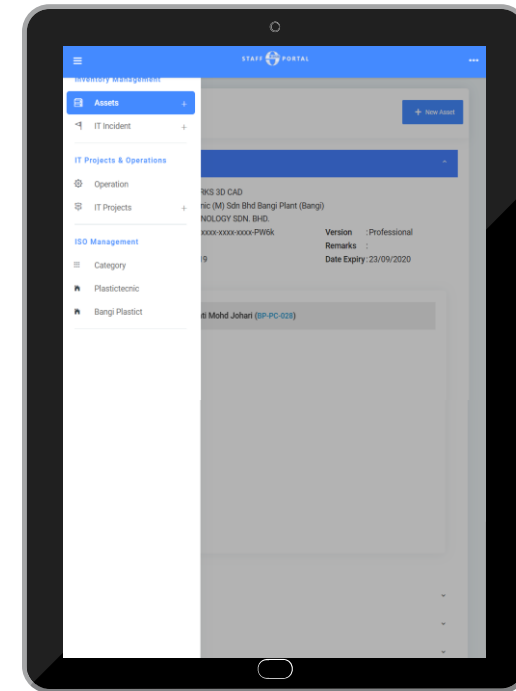
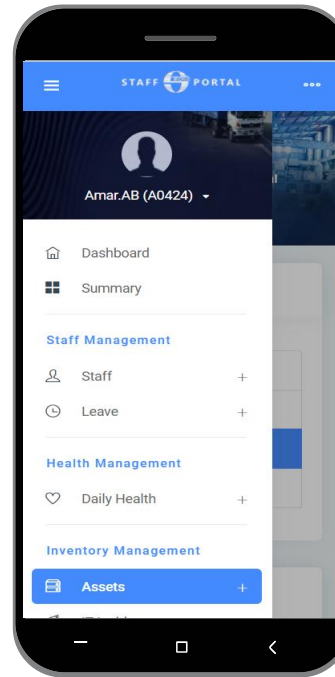
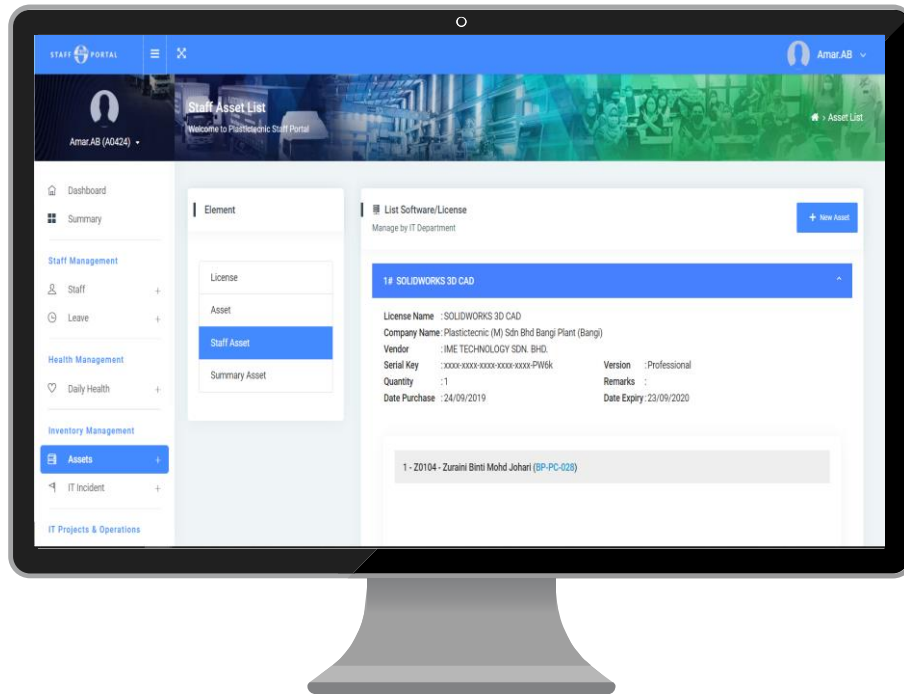
#	Title	Description	Uploaded by	Download	Created on	Edit
1	test	test	Kelvin.Tan		2021-12-20 15:03:42	
2	abc	aaaa	Kelvin.Tan		2021-12-20 15:03:59	



The screenshot shows the 'New IT Project' form. It has a 'Select category' dropdown menu. Below it are input fields for 'File Name' and 'Description'. At the bottom, there is an 'Attachment' section with a 'Choose File' button and 'No file chosen' text. At the very bottom, there are 'Submit' and 'Reset' buttons. A red arrow points from the '+ New File' button in the ISO File List interface to the 'File Name' input field in this form.



Appendix



Desktop & Mobile
support view





End of Slides