UNIVERSITI TEKNOLOGI MALAYSIA, JOHOR BAHRU

FACULTY OF COMPUTING

SEMESTER II - 2018/2019

SCSV1223 – WEB PROGRAMMING

PROJECT REPORT – USER MANUAL

MEMBER:

- HAO YUNTING   (X18CS3002)
- ZHANG JIAWANG   (X18CS3003)
- DING LU   (X18CS3001)
- CHEN RUOFAN   (X18CS3004)

SECTION: 09

LECTURER: MADAM NOR ANITA FAIROS BINTI ISMAIL

Table of Contents

1.0 Project Overview (Website Purpose)

Leave Application Management System can provide users with more convenient and more complete leave services. Users can fill out the leave slips online to see if they are approved, and do not need to go to the office to apply. At the same time, the manager can also approve the fake bars online to check the status of all the fake bars.

There are three modules of the System:

(1) Staffs (User)

(2) Managers (Manager)

(3) Administrators (Admin)

2.0 Tools & Technology

- HTML: For webpage layout.
- CSS: To design the webpage.
- PHP: To ensure our webpages give content that is more dynamic and to connect to the database.
- MySQL: To be used with PHP.
- JavaScript: For calendar, confirmation.

3.0 Modules

- Admin

- Administrators can view the personal information of all employees, sort by each type of information, and view administrator information.
- Administrators also can view the information and application status of all the fake bars.
- Administrators can modify employees information.

- Manager

- Managers can view the application and approve or reject the employee's leave slip.

- Manager can modify personal information.

- Manager can view the names and departments of all staff members who are on leave, sort by name or department, and view all leave information for each employee.

- User

- Users can modify personal information.

- Users can fill in the leave slip and apply for leave.

- Users can view the application results.

4.0 <u>Functionality</u>

- *Admins*
  - (1) Login account
  - (2) View all users' personal information
  - (3) Modify employee information
  - (4) Delete, add new user information
  - (5) View all fake application status
  - (6) Sort fake application in ascending and descending order

- *Managers*
  - (1) Login account
  - (2) Modify Personal Information
  - (3) View all pending strips
  - (4) Approving or rejecting employee leave
  - (5) View the names and departments of all employees
  - (6) View all leave information for each employee

- *Users*
  - (1) Register an account
  - (2) Login account
  - (3) Edit personal information
  - (4) Fill in the leave and submit
  - (5) View application results

Name and Password for Project Testing

Example of user from the database:

No.	Name	Password	UserType
1	hao	00000	Admin
2	zhang	88888	Staff
3	ding	12345	Manager
4	chen	11111	Staff
5	gu	22222	Manager

Extra Functions in this Project

- Password Encrypting
- Lists can be arranged in both positive and reverse order
- Using session (passing value between page)
- Many tables are used to ease the flow of our system
- Lists can be arranged in both positive and reverse order

5.0 Database and Tables

There is a total of three tables used in the database for this project.

Database Name: db_zj

Table:

1) Name: **Application**

   For: To store all leave applications.

   Relate Table: staff,department

2) Name: **Staff**

   For: To store staffs,admins and managers' information.

   Relate Table: department,application

3) Name: **Department**

   For: To store information about staffs' department.

   Relate Table: staff,application

5.1 Database Design with Entity Relationship Diagram (ERD)

Application

Id	Int(4)
Username	Varchar(100)
Department	Varchar(50)
Begintime	Varchar(15)
Days	Varchar(2)
Reason	Varchar(100)
Applytime	Varchar(20)
Status	Varchar(1)
checker	Varchar(50)

Staff

Id	Int(4)
Name	Varchar(100)
Password	Varchar(50)
Level	Varchar(1)
Department	Varchar(50)

Department

Id	Int(4)
Name	Varchar(100)

Symbol:

*In red -> Primary Key
*Blue -> Foreign Key
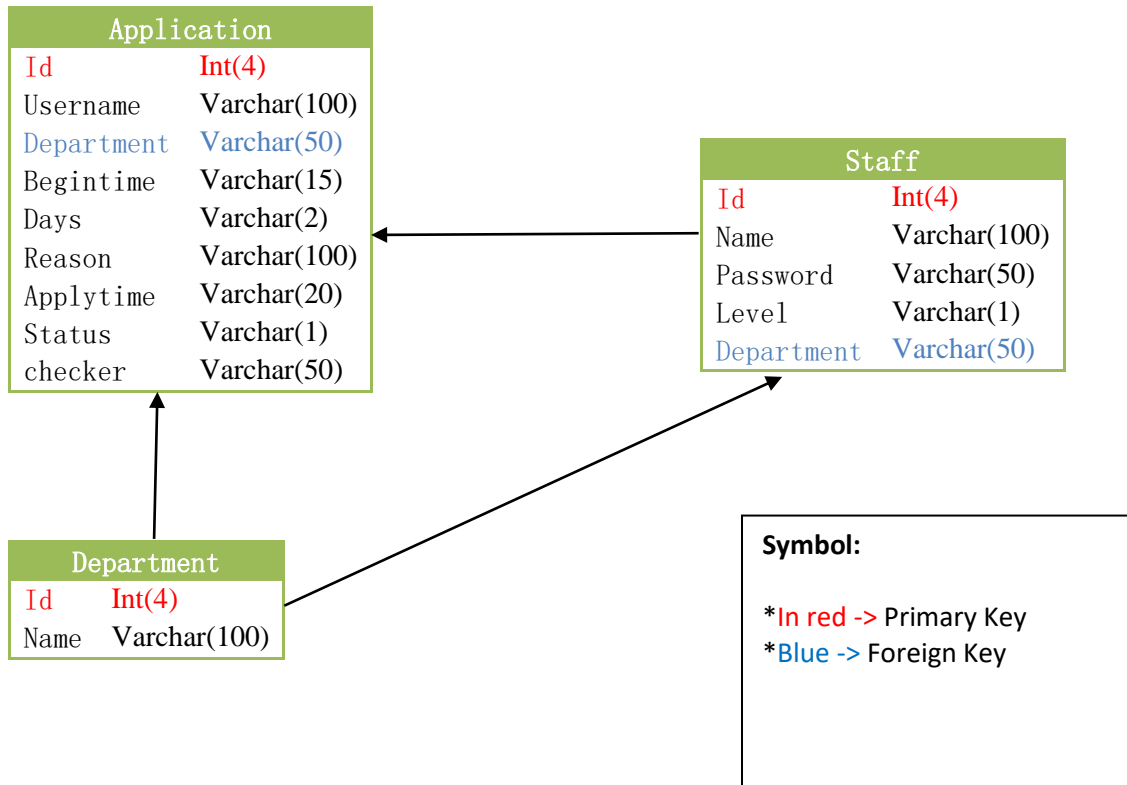
6.0 User Manual

Note: Login Page
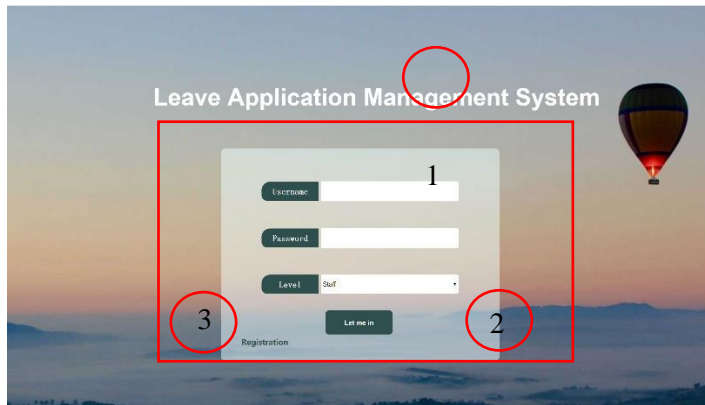
Note:

1 insert information.

2 login button

3 Registration button(if not have account)

Note: Registration Page:
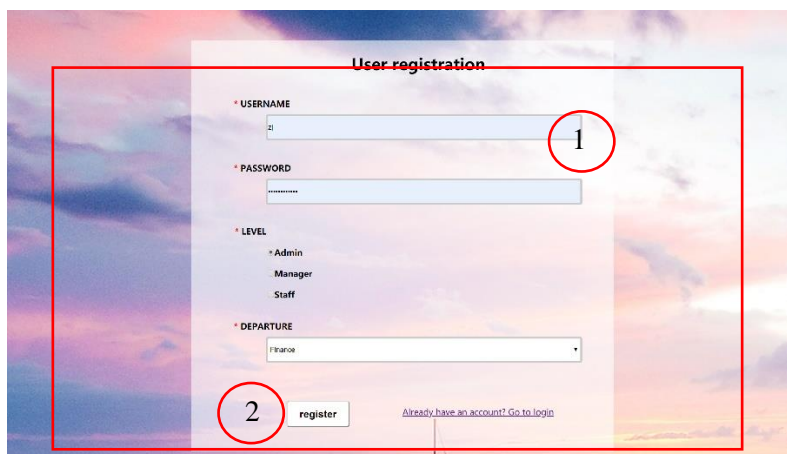
Note:

1 insert information

2 button – registar a new account

Note: database view – table staff

Note:
Insert information in database – table 'staff '

Note: Modify Personal Information

Personal Information

id: 2

username: ding

password: ding

level: ① Admin

department: Finance

Edit   Save ②

Note:

① insert information

② button – edit and save (update database)

6.1 Staff

Note: Staff Main Page

Office System

Dear ding, what do you want to do?

Personal information
View ③

Apply for leave
View ①

Application result
View ②

Note:

① button - write a leave note

② button - check result

③ button – change personal information

Note: Staff write a leave application

Note:database - insert a leave application in table 'application'

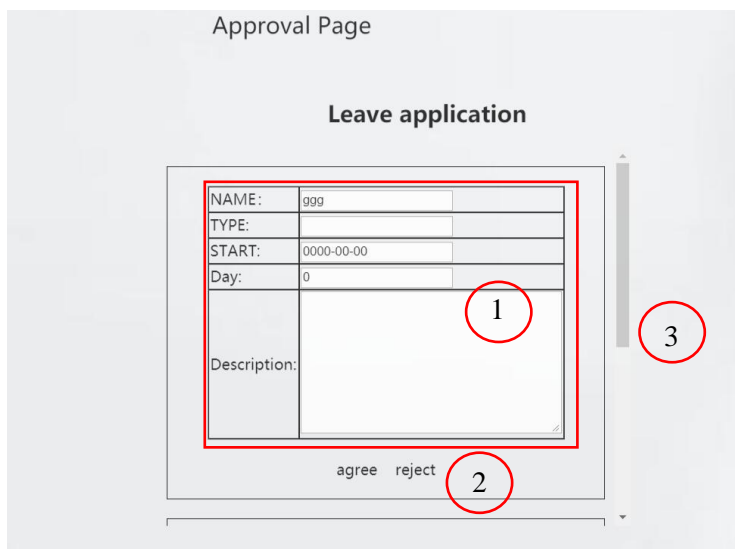|	id	username	department	start time	days	reason	applytime	status	checker
☐ 🖉 edit ꒳ copy ⊝ delete	1	Hao	finance	2019-04-04	2	sick	2019-04-06	agree	Ding
☐ 🖉 edit ꒳ copy ⊝ delete	2	Zhang	finance	2019-05-06	5	home	2019-05-11	reject	Ding

Note: View leave status

6.2 Manager

Note: Manager Main Page

Note:

① button - approve the staff's leave application.

② button – view all applications.

③ button – change personal information.

Note: Approval application

Note:

① Staff's leave application

② button – manager judge.(agree or reject)

③ slide it can see all be processed applications.

Note: database – update status in table 'application'

			id	username	department	start time	days	reason	applytime	status	checker
□	✎ edit	⁙ copy ⊖ delete	1	Hao	finance	2019-04-04	2	sick	2019-04-06	agree	Ding
□	✎ edit	⁙ copy ⊖ delete	2	Zhang	finance	2019-05-06	5	home	2019-05-11	reject	Ding

Note: see all applications

Note:

1   list – all staffs' name and department.

2   sort - Ascending and descending by name and department.

3   in part 1, click one person' name, there will be list his history applications.

4   manager can change the status.

Note: database – update status in table 'application'

	id	username	department	start time	days	reason	applytime	status	checker
☐ 🖉 edit 📋 copy ⊖ delete	1	Hao	finance	2019-04-04	2	sick	2019-04-06	agree	Ding
☐ 🖉 edit 📋 copy ⊖ delete	2	Zhang	finance	2019-05-06	5	home	2019-05-11	reject	Ding

6.3 Admin

Note: Admin Main Page

Note:

1   button – staffs' information (can edit)

2   button – all applications (can edit)

3   button – logout
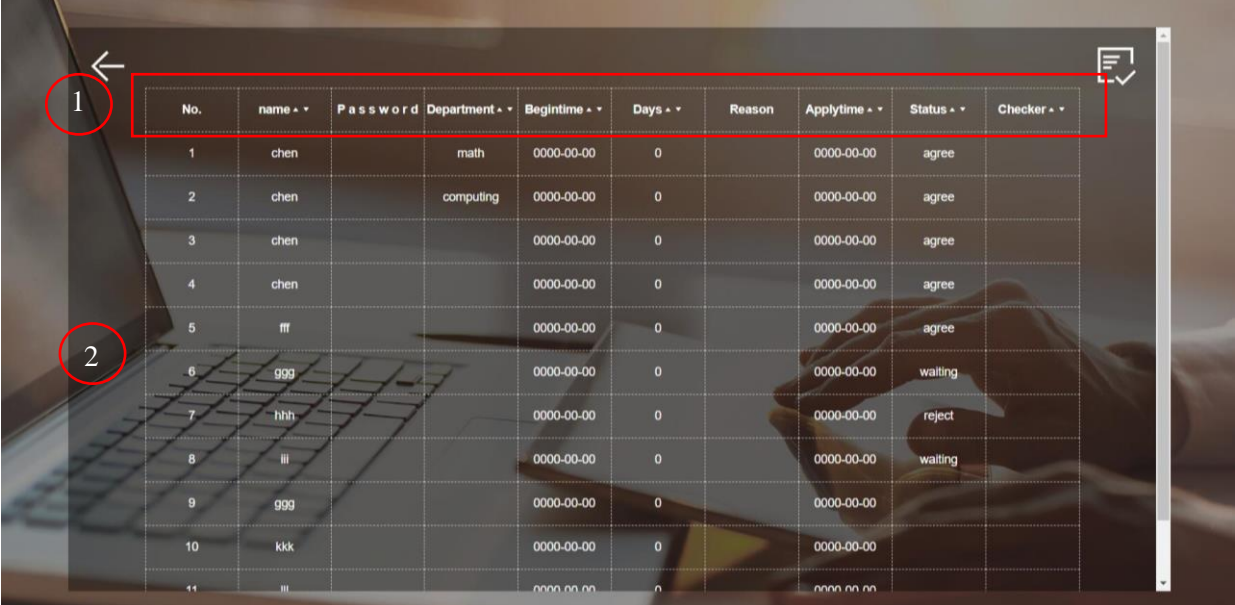
Note: sort,edit,delete – all staffs

NO.	name ▲ ▼	Password	Level ▲ ▼	Department ▲ ▼	Action
1	1				Edit Delete
2	aaa	bbb	stuff	ddd	Edit Delete
3	chen	chen1	stuff	chinese	Edit Delete
4	ding	123	stuff	english	Edit Delete
5	hao	hao1	stuff	math	Edit Delete
6	zhang	zhang1	stuff	computing	Edit Delete

Note:

① sort staff's information - Ascending and descending by name, password, level, department.

② button – edit and delete the staff's information

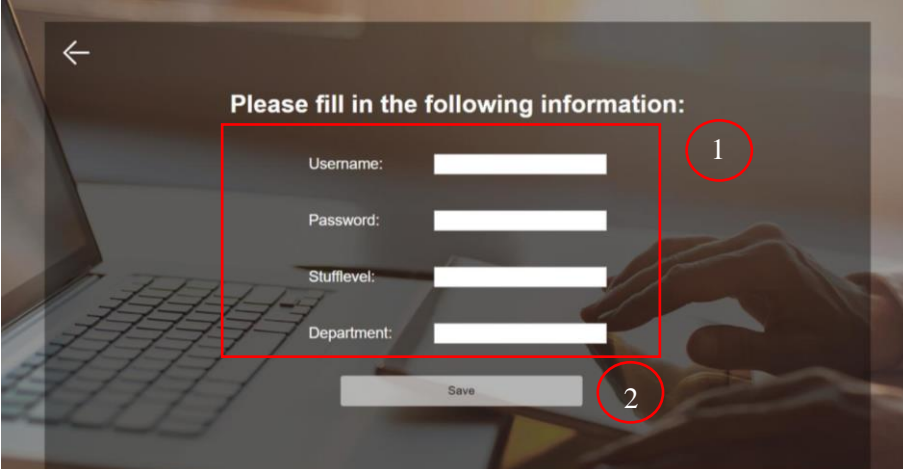③ sort result - staffs' information.

Note: sort of leaving application

Note:

(1) sort leave notes- Ascending and descending by name, password, department, begintime, days, reason, applytime, status and checker.

(2) the sort result – all leave application information.

Note: Add new staff

Note:

(1) insert account information.

(2) button – save it in database.

Note:database – update,insert staffs' information

			Id	Username	Password	Level	Department
☐	🖉 edit	⧉ copy ⊖ delete	1	Hao	00000	Admin	Finance
☐	🖉 edit	⧉ copy ⊖ delete	2	Zhang	88888	Staff	Finance

7.0 Conclusion

In short, Leave Application Management System can make the user's leave more convenient, the specific content of the leave is also clearly visible, you can also see the historical leave record, you can help the managers to count the leave information and view information. The admin can also handle the effective information of staffs and managers, and view all the information of both parties. It is convenient for them to improve work efficiency and save time.