

# UNIVERSITI TEKNIKAL MALAYSIA MELAKA FAKULTI TEKNOLOGI MAKLUMAT DAN KOMUNIKASI

# WORKSHOP 1 REPORT

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Title : Company Events and Training Registration Management

System

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#### **EXECUTIVE SUMMARY**

The company events and training registration management system is a platform for company to increase their efficiency on collecting the events, tutor and staff information to encourage their staff to improve their soft skills. This project solves their problems by developing they management system from a traditional and manual methods to a seamless and secure digital method. This project significance is reducing the risk of miscommunication, improve event management efficiency and reach company's strategic goals which increasing company's reputation by holding the promise of transform event management into effective process. The user only needs to key in, update and find any information about the events. Hence, problems such as missing documents and misunderstanding will be preventing.

# TABLE OF CONTENTS

<b>CHAPTER 1:</b>	INTRODUCTION	
	1.1. Project Background	6
	1.2. Problem Statement	6
	1.3. Objective	6
	1.4. Scope	7
	1.4.1.System Scope	7
	1.4.2.User Scope	7
	1.5. Project Significance	8
	1.6. Gantt Chart of Project Activities	8
CHAPTER 2:	SYSTEM ANALYSIS	
	2.1. Problem Description	9
	2.2. Problem Decomposition.	9
	2.3. Structured Chart	10
<b>CHAPTER 3:</b>	SYSTEM DESIGN	
	3.1. Flowchart	11
	3.2. Entity Relation Diagram (ERD)	17
	3.3. Business Rule	17
	3.4. Data Dictionary	18
	3.5. Interface Design	20
<b>CHAPTER 4:</b>	SYSTEM IMPLEMENTATION	
	4.1. Selection	28
	4.2. Array	29
	4.3. Pointer	29
	4.4. Function	30
	4.5. Calculation	31
	4.6. Error Handling	31
	4.7. Control	33
CHAPTER 5:	CONCLUSION	
	5.1. Conclusion.	34
	5.2. Suggestion	34
REFERENCE		35

# LIST OF TABLES

	PAGE
Table 3.4.1: Admin	17
Table 3.4.2: Tutor	17
Table 3.4.3: Staff	18
Table 3.4.4: Events	18
Table 3.4.5 Events Registration	18

# LIST OF FIGURES

PAGI
Figure 1.6: Gantt Chart8
Figure 2.3: Structure chart9
Figure 3.1: Flowchart
Figure 3.1.1(a): Tutor record
Figure 3.1.1(b): Staff record
Figure 3.1.1(c): Event Record
Figure 3.1.1(d): Report record
Figure 3.1.1(e): Display
Figure 3.1.2 (a): Tutor information record
Figure 3.1.2 (b): Staff information record
Figure 3.1.2 (c): Tutor Display
Figure 3.1.2 (d): Attendance record
Figure 3.1.3 (a): Staff information record
Figure 3.1.3 (b) Event List and registration
Figure 3.1. 3 (c) Schedule

#### **CHAPTER 1: INTRODUCTION**

# 1.1 Project Background

The Company events and training registration management system is designed to manage the registration process of various types of company events such as internal training, seminars, and workshop. This system provide efficiency to collect events details, tutors information and staff information. The purpose of creating a system for registration is to build a platform for people easy to search and apply events.

#### 1.2 Problem Statement

Many organizers still rely on manual methods such as using paper-based registrations and email, to distribute event information. This may lead to mistakes and inefficiencies because the time required to distribute event information is longer. And mistakes are not allowed since it may result in confusion among tutors and staff and will even affect the event's reputation.

# 1.3 Objectives

- I. To study the problem that is faced by the company for managing the registration of educational events and training.
- II. To develop and design company events and training registration management system.
- III. To generate report for company events and training registration management system that was created for this project.

## 1.4 Scopes

## 1.4.1 System scope

# 1. Sign up/Registration

Admin, tutors and staff can register their own information by using user ID, username, age, gender, phone number and password.

## 2. Login

Admin, tutors and staff can login by entering the correct username and password.

# 3. Add /Delete /Update

Admin able to add, delete, and update tutor, staff and events information. Tutors can add and update events and their own information in the system, while staff can only update their own information.

# 4. Display Table

Admin able to display all the records in the system. Tutors can view their events, tutors list, staff list and list of attendees that registered for their event. staff are only able to search and display the events list to registration.

## 1.4.2 User scope

- 1. Admin
- Add, update and delete information of tutors, staff and events.
- View all records in the system including tutors, staff and events.
- Able to generate a report and download into text file.
- 2. Tutor
- Able to view the event list, tutor list, staff list and attendees list based on the events that are created.
- Able to set up and update details of the events such as venue, and time.
- 3. Staff
- Able to view upcoming events and their schedule.
- Able to update their own information.

# 1.5 Project Significance

# 1. Reducing the risk of miscommunication

This project provides a platform that gathers all the information, even provides upto-date information and ensures the accuracy of information. All the processes of registration are being simplified, so it would improve the experience of users using the system to register events.

# 2. Improving event management efficiency

The project improves capability and productiveness of events registration management process by providing a user-friendly system. The company can easily obtain the attendance tracking and monthly report.

# 3. Reach company's strategic goals

This project can be useful in helping company reach they long-term objectives that sets for themself. For example, expand their global footprint by targeting international markets.

# 1.6 Gantt Chart of Project Activities

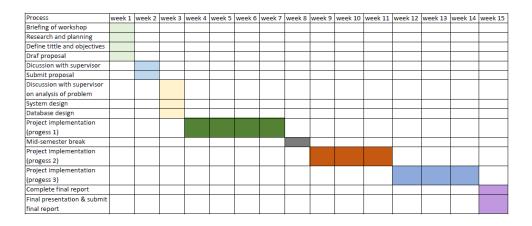


Figure 1.6 Gantt Chart

#### **CHAPTER 2: ANALYSIS OF PROBLEM**

# 2.1 Problem Description

As we know there are many companies still using manual methods to record the registration of the events such as seminars, workshop and internal training. A lot of time will be spent on managing the process of registration. Some mistakes might happen when using manual method, such as missing documents, since they mostly use paperwork to record and cause inefficiency.

# 2.2 Problem Decomposition

- Admin able to manage all information of admin, tutor, staff and events by add, delete and update.
- Tutor and staff can only manage their own information.
- Admin and tutor able to view total number of staff who attend the events that provide by company easily that have record by system.

# 2.3 Structure Chart

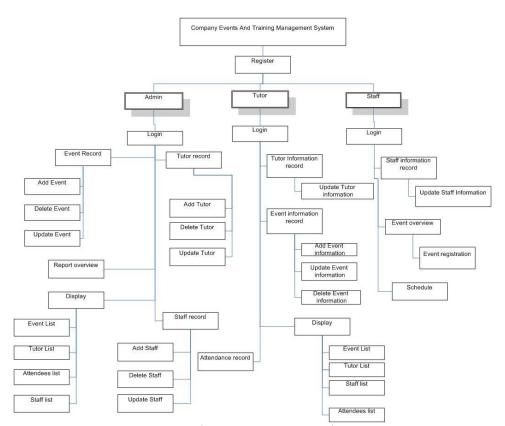


Figure 2.3 Structure chart

# **CHAPTER 3: SYSTEM DESIGN**

# 3.1 Flowchart

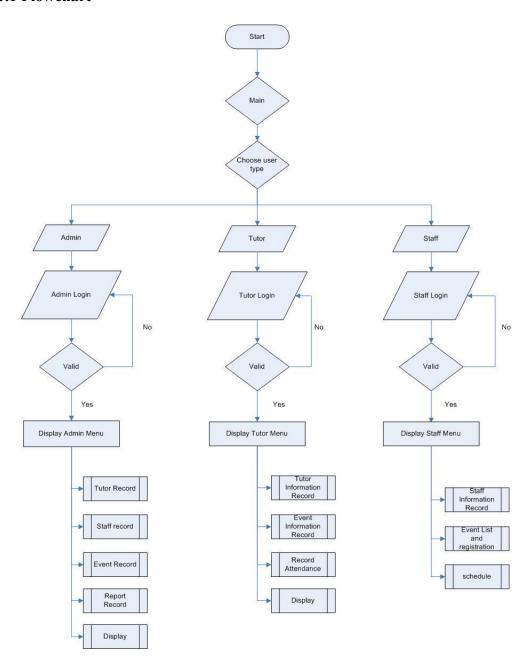


Figure 3.1 Flowchart

# 3.1.1 Flowchart for admin function

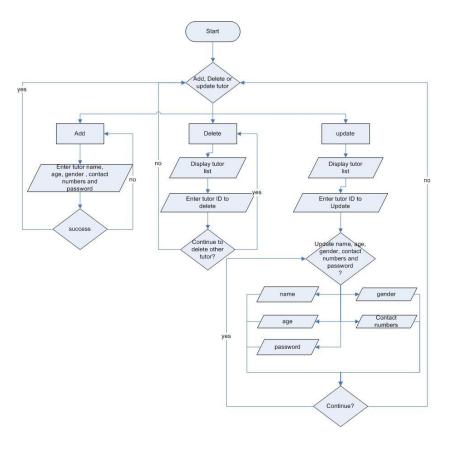


Figure 3.1.1(a) Tutor record

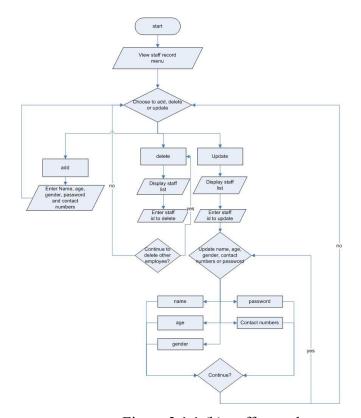


Figure 3.1.1 (b) staff record

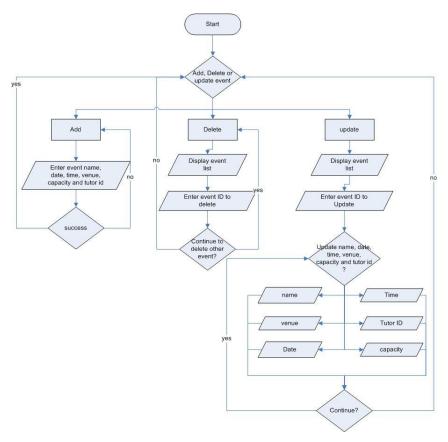


Figure 3.1.1(c) Event Record

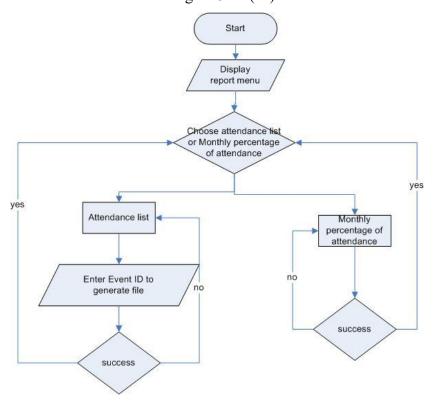


Figure 3.1.1.(d) Report record

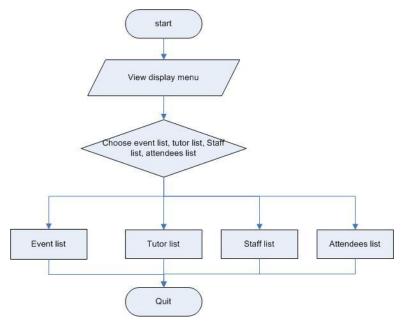


Figure 3.1.1 (e) Display

# 3.1.2 Flowchart for tutor function

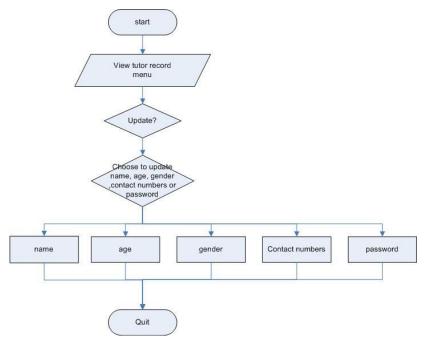


Figure 3.1.2 (a) Tutor information record

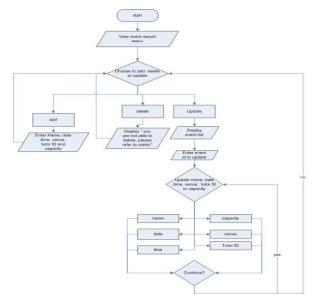


Figure 3.1.2 (b) Event information record

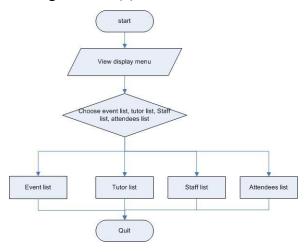


Figure 3.1.2 ( c )Tutor Display

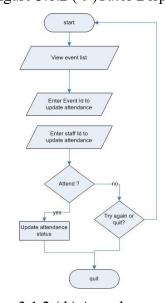


Figure 3.1.2 (d ) Attendance record

# 3.1.3 Flowchart for staff function

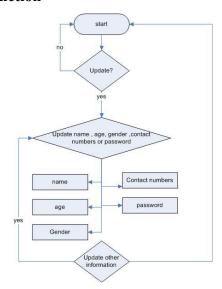


Figure 3.1.3 (a) Staff information record



Figure 3.1.3(b) Event list and registration

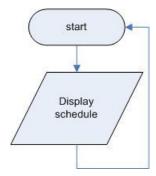
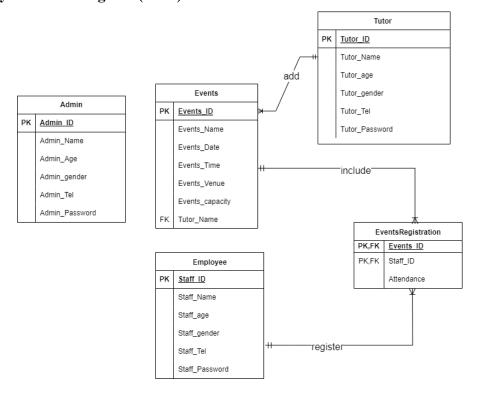


Figure 3.1.3 (c) Schedule

# 3.2 Entity Relation Diagram (ERD)



## 3.3 Business Rule

- a. Each tutor can add one or many events.
- b. Each event can be added by one tutor only.
- c. Each event included in one or many events registration.
- d. Each event registration includes only one event with one staff.
- e. Each staff registers one or many events in event registration.
- f. Each event registration registered one staff with one event only.

# 3.4 Data Dictionary

# Table 3.4.1 Admin

# Admin

Attribute name	Data type	Range	Not	Default	Unique?	PK	FK
	and size		null?	value		or	reference
						FK	table
Admin_ID	INT (11)		Yes		Yes	PK	
Admin_Name	VARCHAR2		Yes				
	(50)						
Admin_Age	INT(3)		Yes				
Admin Gender	VARCHAR2		Yes				
_	(7)						
Admin_Tel	VARCHAR2		Yes				
	(20)						
Admin_Password	VARCHAR2		Yes		Yes		
	(20)						

# Table 3.4.2 Tutor

# Tutor

Attribute name	Data type	Range	Not	Default	Unique?	PK	FK
	and size		null?	value		or	reference
						FK	table
Tutor_ID	INT (11)				Yes	PK	
Tutor_Name	VARCHAR2		Yes				
	(50)						
Tutor_Age	INT(3)		Yes				
Tutor Gender	VARCHAR2		Yes				
_	(7)						
Tutor_Tel	VARCHAR2		Yes				
_	(20)						
Tutor_Password	VARCHAR2		Yes		Yes		
	(20)						

Table 3.4.3 Staff

# Staff

Attribute name	Data type	Range	Not	Default	Unique	PK	FK
	and size		null	value	?	or	reference
			?			FK	table
Staff_ID	INT (11)				Yes	PK	
Staff Name	VARCHAR		Yes				
	2 (50)						
Staff_Age	INT (3)		Yes				
Staff_Gender	VARCHAR		Yes				
_	2 (7)						
Staff_Tel	VARCHAR		Yes				
	2 (20)						
Staff_Password	VARCHAR		Yes		Yes		
	2 (20)						

# Table 3.4.4 Events

# Events

Attribute name	Data type	Range	Not	Default	Unique?	PK	FK
	and size		null?	value		or	reference
						FK	table
Events_ID	INT(11)				Yes	PK	
Events_Name	VARCHAR2		Yes				
	(50)						
Events_Date	VARCHAR2		Yes				
	(20)						
Events_Time	VARCHAR2		Yes				
	(20)						
Events_Venue	VARCHAR2		Yes				
	(100)						
Events_capacity	INT (11)		Yes				
Tutor ID	INT(11)		Yes			FK	Tutor
_							

Table 3.4.5 Events Registration

# EventsRegistration

Attribute name	Data type	Range	Not	Default	Unique?	PK or	FK
	and size		null?	value		FK	reference
							table
Events_ID	INT(11)					PK,FK	Events
Staff_ID	INT(11)					PK,FK	Staff
Attendance	INT(3)		Yes				

# 3.5 Interface Design

1. Main Menu

2. Admin Main Menu

3. Admin Menu

4. Admin Login

5. Admin Register

```
## Welcome Admin
### Delase insert following information to register:

1. Name : example
2. Age : 12
3. Gender : f
4. Phone Number : 0167889098
5. Password : example
Enter the secret key:123
#### Your ID number is 3
#### Press Enter To Continue to Admin Menu...
```

6. Tutor record page

#### 7. Add Tutor

#### 8. Delete Tutor

```
Tutors List
                               ID
                                                                                                                   Gender
                                                                                                                                                     Contact numbers
                                                                               Jennifer Liew
Chong Jia Wen
Alisah Binti
Kelisah
                              100
101
                                                                                                                   male
female
                                                                                                                                                             0198875663
0167990885
                              102
103
                                                                                                                   female
female
                                                                                                                                                             0197665450
0145778980
                                                                                                        30
40
30
38
23
                              104
111
112
                                                                                                                   female
male
                                                                                                                                                             0146778670
0168994454
                                                                     Washil bin Muhammad
                                                                                                                                                             0167774838
Insert the Tutor ID to delete his/her information: \mid
```

# 9. Update Tutor

## 10. Staff Record

## 11. Add Staff

#### 12. Delete staff

```
Staffs List
                                                                                                                                         Gender
Female
                                                                                                                                                                                 Contact numbers
0128995058
                                                                                                                Name
Elly
                                                                                                                            Age
23
33
25
36
44
46
24
30
23
34
23
                                     200
201
202
203
205
206
                                                                                                                                                                                           0128993038
0168990670
0167889393
0149446959
0165778439
                                                                                                            kenny
Aqilah
                                                                                                                                          female
                                                                                                         Wei Dong
                                                                                                         Jun Ming
                                                                                                   Anson Chong
Aimi
                                                                                                                                                                                           0165447970
0149885057
                                                                                                              Intan
                                                                                                       Jing Ming
employee
example
                                                                                                                                                                                           0163738274
0145883940
Insert the Staff ID to delete his/her information:
```

# 13. Update staff

```
Staff List
                                                                                                                                                          Contact numbers
0128995058
0168990670
                                                                                                 Age
23
33
25
36
44
46
24
30
23
34
23
                                                                                                                Gender
                                                                                    Elly
                                                                                                               Female
male
    200
201
202
203
205
206
207
208
211
212
216
                                                                                kenny
Aqilah
                                                                                                                                                                    0167889393
0149446959
0165778439
                                                                            Wei Dong
Jun Ming
                                                                                                                   male
                                                                                  Chong
Aimi
                                                                          Intan
Jing Ming
employee
example
                                                                                                                   male
male
                                                                                                                                                                    0163738274
e StaffID that you want to update his/her information
```

#### 14. Event record

#### 15. Add event

```
Please write down the information of event that you want to add:

1.Event Name:example

2.Event Date(ex:01/01/2024):xx

3.Event Time:xx

4.Event Venue:xx

5.Event capacity:xx

4.Event tutor ID:xx

The information are correct? (y/n):
```

#### 16. Delete event

# 17. Update event

# 18. Report record

```
Report |

1.Attendance List
2.Monthly percentage of attendance
3.Back
Select a list to save the report:
```

# 19. Display Menu

## 20. Event List

# 21. Tutors List

```
Tutors List

Tutor ID Tutor Name Age Gender Tutor Phone Number

100 Jennifer Liew 33 male 0198875663

101 Chong Jia Wen 35 female 0167990885

102 Alisah Binti 30 female 0145778980

103 Kelisah 40 female 0145778980

104 Jessy Lim 30 female 0146778670

111 Washil bin Muhammad 38 male 0168994454

112 chong 23 male 0167774838

Enter Q to back:
```

# 22. Staff List

```
Staff ID Staff Name Age Gender Contact numbers 200 Elly 23 Female 0128995658 201 kenny 33 male 0168990670 202 Aqilah 25 female 0167889393 203 Wei Dong 36 male 0167889393 205 Jun Ming 44 male 0165778439 206 Anson Chong 46 female 0162776363 207 Aimi 24 female 0165447970 208 Intan 30 female 0149885657 211 Jing Ming 23 female 0167223839 212 employee 34 male 0163738274 216 example 23 male 0145883940 Enter Q to back:
```

#### 23. Attendees list

```
Attendees list

Events ID Staff ID Attendees Contact numbers

301 200 Elly 0128995058
301 202 Aqilah 0167889393
301 203 Wei Dong 0149446959
301 205 Jun Ming 0165778439
301 206 Anson Chong 0162776363

Enter Q to back:
```

#### 24. Tutor Main Menu

## 25. Tutor Login

#### 26. Tutor Menu

# 27. Tutor Register

## 28. Tutor information record

# 29. Tutor's delete events page

# 30. Update Tutor Information

# 31. Tutor's update event page

# 32. Tutor's events list

```
Events List

ID Name Date Time Venue capacity Tutor ID
301 Coding Class 2024-01-23 2:00p.m. - 3:00p.m. Deman Shah Bandar 28 100
303 Creative Thinking 2024-01-05 2:00p.m. - 3:00p.m. Deman Rasah Prima 27 100
Enter Q to back:

Enter Q to back:
```

## 33. Attendance record

```
Event list

Event ID Name Date Tine Venue capacity Tutor ID

301 Coding Class 2024-01-23 2:00p.m. - 3:00p.m. Dewan Shah Bandar 28 100
303 Creative thinking 2024-01-65 2:00p.m. - 3:00p.m. Dewan Rasah Prima 27 100
312 Graphic Design Workshops 2024-08-09 11:00p.m. Neeting Room 1 28 100
313 workshop 1 2024-06-04 3:00p.m. - 4:00p.m. Neeting Room 20 100

Enter the event ID to insert the attendances record : 301

Enter the staff ID :200
```

# 34. Staff Main Menu

# 35. Staff Login

## 36. Staff Menu

# 37. Staff Information Record

# 38. Update staff Information

# 39. Event list and registration

```
Event List

Event ID Mane Date Time Dewan Shah Bandar 28 Jennifer Liew
301 Creative Development Workshop 2824-01-05 2:00p.m. - 3:00p.m. Dewan Shah Bandar 28 Jennifer Liew
302 Creative Development Workshop 2824-01-05 2:00p.m. - 3:00p.m. Dewan Rassh Prima 27 Jennifer Liew
303 Creative thinking 2824-01-05 2:00p.m. - 3:00p.m. Dewan Rassh Prima 27 Jennifer Liew
304 workshopi 2824-03-13 1:00p.m. - 3:00p.m. Dewan Rassh Prima 27 Alisah Binti
311 morkshop 2 824-03-03 2:00p.m. - 4:00p.m. Jennifer Liew
312 Graphic Design Workshops 2824-08-093 2:00p.m. - 4:00p.m. Jennifer Liew
Enter event ID to register or '0' to back to Employee Menu:
```

## 40. Schedule

# **CHAPTER 4: SYSTEM IMPLEMENTATION**

## 4.1 Selection

This code gives a selection to user to choose their role whether admin, staff or tutor. After the user made a selection, the code will call functions such as admin main menu, tutor main menu and staff main menu.

This code is design to prompt user what function that he/she want to do by using one of the selection types, if...else.

## 4.2 Array

I use array in the code to check whether the password contains at least one number and one letter or not to make sure the user is using a strong password. A strong password can avoid cyberattack and decrease the risk of security breach.

## 4.3 Pointer

```
public:
    int userID;
    int qstate = 0;
    MYSQL* conn = nullptr;
    MYSQL_ROW row = nullptr;
    MYSQL_RES* res = nullptr;
```

I declare a pointer named 'conn' by datatype of MySQL to store the connection handle when connecting the database. I also declared a pointer named row to represent the row of data that return from MySQL query result. In addition, I also use pointer res to represent the result returned from MySQL query.

## 4.4 Function

In my source.cpp file, I use a variety of functions with void return type. With void return type, the function will not return value.

```
pclass myclass {
private:
    string usertype, ID, Name, Tel, Password, Date, Venue, capacity,age,gender;
    int check = 0; char conti = 'y';
public:
    int userID=0;
    int qstate = 0;
    MYSQL* conn = nullptr;
    MYSQL_ROW row = nullptr;
    int Register(string user);
    int login(string user);
    char add(string user);
    char deleteData(string user, string object);
    string total_capacity(string ID);
    double Mtotal_capacity(string month);
    double total_eventPM(string month);
    double total_attend(string month);
    string EventName(int ID);
};
#endif
```

In header file, there are variety of functions that takes parameters such as string ID and return a value such as return a integer value.

# 4.5 Calculation

To generate a report about monthly average attendances, I use the code to calculate how many percentages of total attendees from the total capacity that the events provide per month.

# 4.6 Error Handling

In the event display function, I use error handling to check did user repeating register same event or not. The system will show "You already registered for this event. Please choose another event" to prompt user choose other event.

To delete information of events, tutor or staff, the system will ask user to enter the ID of the events, tutor or staff to delete. If the ID selected in not exist in the database, the system will show "Invalid event ID. Please enter a valid ID." and ask the user to insert the ID again. Figure above is one of the examples of error handling that use in delete function.

```
cout < "\ninsert the " + user + " ID to delete his/her information:";
cin >> ID;
if (ID.empty()) {
    cout < "\ninvalid " + user + " ID. Please enter a valid ID." << endl;
    cin >> ID;
}
cout << "\ninva you sure you mant to delete? (Y/N):";
cin >> del;
if (del == 'y' || del == 'Y')
{
    string deletequery = "Delete from " + user + " where " + user + "_ID="" + ID + "";
    const char* query = deletequery.c.str();
    qttate = mysd_query(conn, query);
if ((gotate) {
        cout << "\ninva your <= \ninva your <= \ninva
```

This code is an example of deleting tutor or staff information and check whether the tutor or staff registered an event or not. This is because this function is mostly used to delete the tutor or staff especially when the tutor or staff is no longer associated with the company.

## 4.7 Control

Control is used in this system to control the order in which statements are executed. In this code, I use loops like 'while' and 'do... while' to make sure the system is continued while user wish to continue add user or delete by asking "Do you want to delete another user? (Y/N)" which 'Y' is for yes and 'N' is for no.

In addition, while loop also used to print out the output from database row by row.

#### **CHAPTER 5: CONCLUSION**

#### 5.1 Conclusion

In conclusion, the Company Events Registration Management System is a user-friendly system that is programmed for people to simplify managing the process of registering company events. This system can reduce time taken on collecting data of events and information of staff. Hence, Admin and tutor can oversee details of company events and list of staff easily to make an accurate arrangement.

# 5.2 Suggestion

The system can be improved by categorizing the event type to increase the convenience for users to search the event that they are interested in. Besides, by adding categories of event, the report can be more specific to show the result of which categories of event are more popular so company can base on the result to provide and conduct the event.

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