

STANDART OPERATION PROCEDURE
JOB LOADING MANAGEMENT SYSTEM

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CHAPTER 1 INTRODUCTION

1.1 Background

Job-Loading Management System is a web-based application to manage work hours of Engineering Division (ED) members. This system is developed to replace and improve the existing one that stopped because of license issue in the end of 2005.

1.2 Purpose

Job-Loading Management System has several purposes:

- Keeping track of every member's work hour and their type of job.
- Helping managers to check their subordinates' work.
- Replacing and improving the existing similar system.
- Creating a report to summarize work hours each month by their project, department, job, and staff.

1.3 Target

Target user of Job-Loading Management System are staffs including manager or higher who are working in Engineering Division.

1.4 Definition

Staff : All Engineering Division members except Division Head.

Managers : All Engineering Division Section Head up.

CHAPTER 2 SYSTEM SPECIFICATION

2.1 System Overview

Job-Loading Management System has 7 main functions.

- **Login Function** – Users need to have their account to login to the system.
- **Input Function**
 - **Job Hour** – Users input their job name, project code, and work hour.
 - **Job** – Managers can add new job to the system.
 - **Department** – Managers can add new department name and code to the system.
 - **Staff** – Managers can add new staff data and account to the system.
 - **Project** – Managers can add new project name and code to the system.
- **View and Search Function**
 - **Job List** – Users can view and search all jobs registered in the system.
 - **Project List** – Users can view and search all projects registered in the system.
 - **Staff List** – Users can view and search all staff registered in the system.
 - **Department List** – Users can view and search all department names and their section name in the system.
- **Work Hour Viewer Function** – Users can view work hour of other users in the same department.
- **View Monthly Report Function**
 - **By Project** – Users can view current and previous monthly report by project.
 - **By Department** – Users can view current and previous monthly report by department.
 - **By Job** – Users can view current and previous monthly report by job.
 - **By Staff** – Users can view current and previous monthly report by staff.
- **Setting Function** – Users can change their account data including the password.
- **Logout Function** – Users can logout from their account after finish using the system.

2.2 Database Design

Job-Loading Management System is using 1 database with 4 tables.

2.2.1 Job Table

Column Name	Type (Length)	Description
<u>id</u>	Int (5)	Id of the job
jobName	Varchar (100)	Name of the job
deptCode	Varchar (5)	Code of the department who is doing the job
jobDesc	Varchar (1000)	Description of the job

2.2.2 Staff Table

Column Name	Type (Length)	Description
<u>id</u>	Int (10)	Id of the staff
noReg	Int (10)	No registration of the staff
password	Varchar (10)	Password of the staff account
staffName	Varchar (100)	Full name of the staff
deptName	Varchar (100)	Department name of the staff
deptCode	Varchar (5)	Department code of the staff
sectName	Varchar (100)	Section Name of the staff
jobTitle	Varchar (50)	Job position of the staff
jobClass	Int (5)	Job class of the staff

2.2.3 Project Table

Column Name	Type (Length)	Description
<u>id</u>	Int (5)	Id of the project
projectName	Varchar (10)	Name of the project
projectCode	Varchar (100)	Code of the project

2.2.4 Data Table

Column Name	Type (Length)	Description
<u>id</u>	Int (10)	Id of the data
staffName	Varchar (100)	Staff name who does the job
deptCode	Varchar (5)	Department code of the staff
jobName	Varchar (100)	Name of the job
jobDate	Date	Date of the job
jobHour	Int (5)	How many hour staff does the job
projectCode	Varchar (50)	Project code of the job

2.3 Additional Features

- Responsive User Interface
- Sortable data table
- Adjustable date (week, month, year) of data table
- Input error checker
- Provide input suggestion
- Provide responsive report bar graph
- Staff and department ideal and actual work hour comparison
- Editable account data (password, name, department, position, etc.)

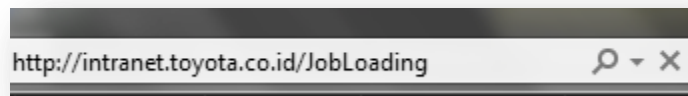
CHAPTER 3 USER'S MANUAL

3.1 Access to “Job-Loading” Management System

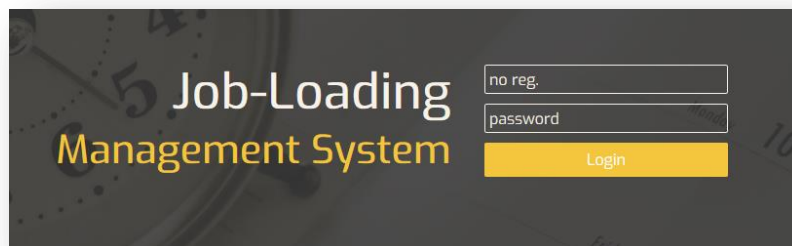
1. Open Mozilla Firefox.



2. Type: **intranet.toyota.co.id/JobLoading** in the URL address bar.



3. Login with your **TMMIN ID** (no reg.) and **password** (1234 for default).



3.2 View Monthly Job Summary

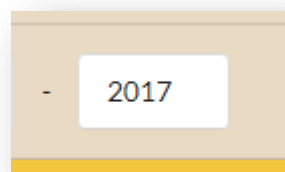
1. After logged in, you will arrive on the **Homepage** of the system where you can see your monthly job summary.

JOB LOADING MANAGEMENT SYSTEM		
Summary Month	July	2017
Proj. Code	Job Name	Hours
285W	IPT	11
285X	Director Secretary	4
285X	ECR and VA-VE Process	46
285X	General Administration	4
293W	5 R Activity	29.5
293W	Action Plan and Evaluation	28
366L	Director Secretary	43
578W	Durability Test	13
7777	Consumable/Miscellaneous Materials Development	7
7777	Document Test Preparation	26
9999	Evaluation Plan making	11
Total		222.5

2. Click and choose the month you want to see by clicking the **Month** dropdown box.



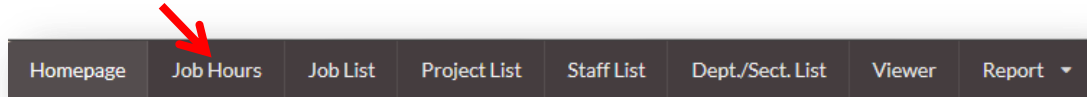
3. Click and type the year you want to see by clicking the **Year** textbox.



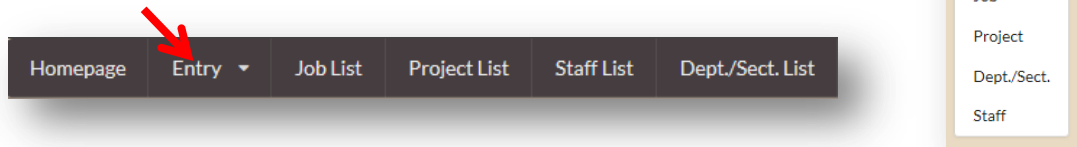
3.3 Input

3.3.1 Job Hours

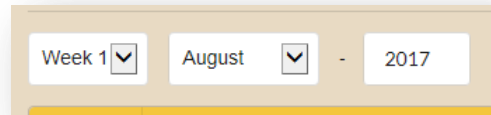
- a. For **staffs**, click the “**Job Hours**” on navigation bar on the top.



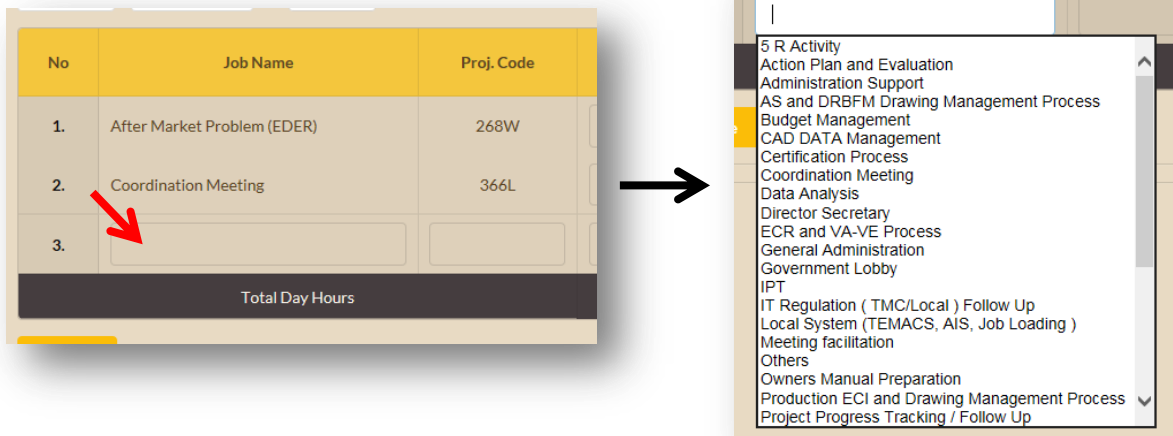
- b. For **managers**, hover the mouse over the “**Entry**” dropdown on navigation bar on the top and click “**Job Hours**”.



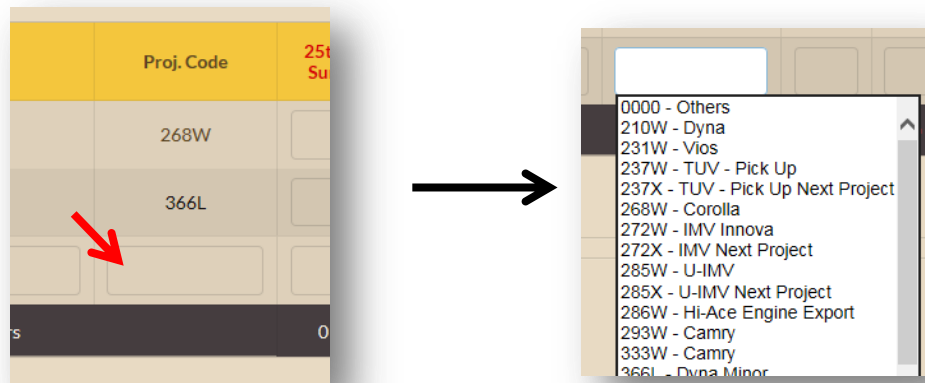
2. Click and change the **date** to your desire. The default is the current week, month, and year.



3. To input a **job name**, click the empty textbox on the job name column. Then, choose your desired job name.



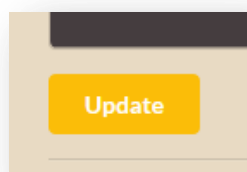
- To input a **project code**, click the empty textbox on the project code column. Then, choose your desired project code.



- To input your **chosen job hour**, type the hours on your chosen job row and today column.

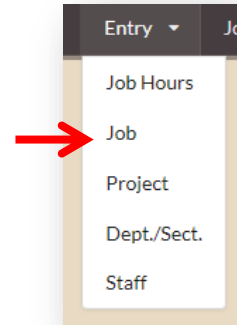
No	Job Name	Proj. Code	23rd Sun	24th Mon	25th Tue	26th Wed	27th Thu	28th Fri
1.	5 R Activity	272X						
2.	Action Plan and Evaluation	272X						
3.	<input type="text" value="Your Job Name"/>	<input type="text" value="Proj code"/>						<input type="text" value="4"/>
Total Day Hours			0	0	0	0	0	0

- Click **Update** button after finish typing the hours.

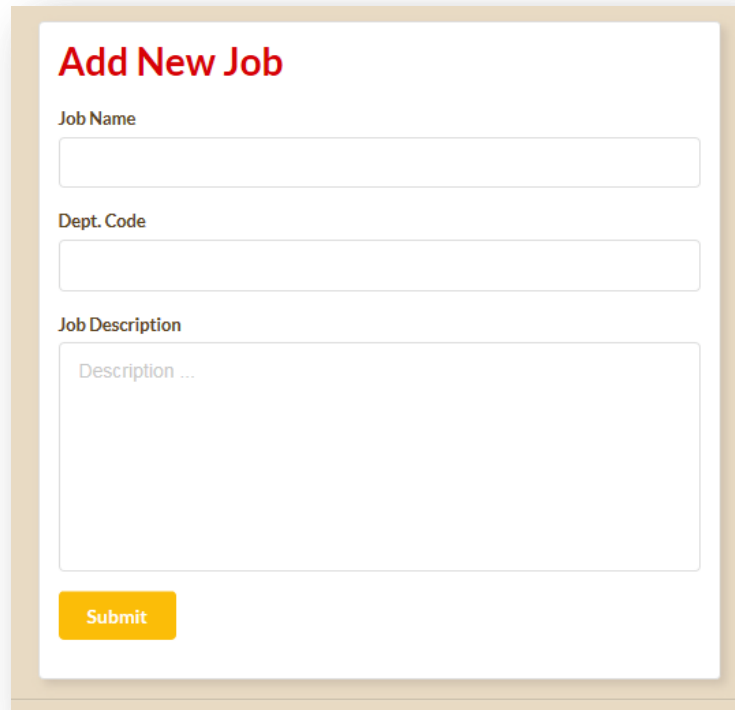


3.3.2 New Job (For Managers and EA members only)

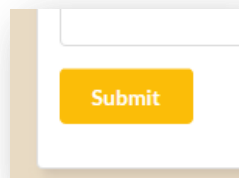
1. Hover the mouse over the “**Entry**” dropdown on navigation bar on the top and click “**Job**”.



2. Fill the form with the appropriate information for the new job.

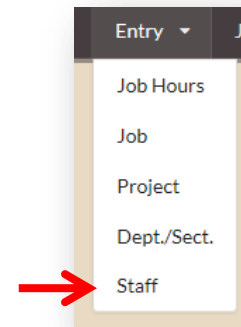
A screenshot of a form titled 'Add New Job' in red text. The form has three input fields: 'Job Name', 'Dept. Code', and 'Job Description'. The 'Job Description' field is a larger text area with a placeholder 'Description ...'. At the bottom left of the form is a yellow 'Submit' button.

3. Click **Submit** button after finish filling the form.



3.3.3 New Staff Data (For EA members only)

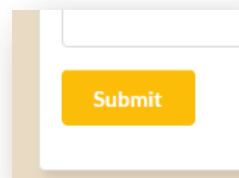
1. Hover the mouse over the “**Entry**” dropdown on navigation bar on the top and click “**Staff**”.



2. Fill the staff data to their respective text box. (Suggestions are available for Department Name, Dept. Code, Section Name, Job Title, and Detail Title box and can be accessed by clicking the text box.)

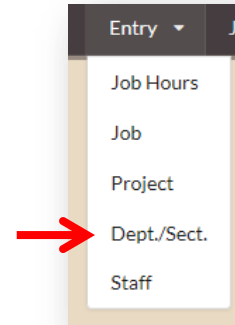
A screenshot of a form titled 'Add New Staff' in red. The form contains several text input fields: 'Registration Number', 'Full Name', 'Department Name', 'Dept. Code', 'Section Name', 'Job Title', and 'Class'. Below the fields is a note: '*Default account password is 0000'. At the bottom is a yellow 'Submit' button.

3. Click **Submit** button after filling all the staff data.



3.3.4 New Department (For EA members only)

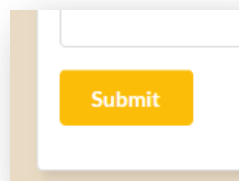
1. Hover the mouse over the “**Entry**” dropdown on navigation bar on the top and click “**Dept./Sect.**”.



2. Type the new department name, code and section name to the **Department Name**, **Department Code** and **Section Name** text box respectively.

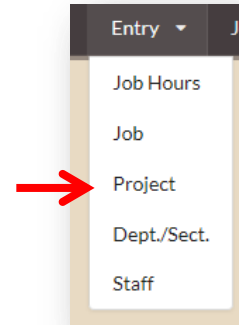
A screenshot of a form titled 'Add New Department/Section'. The form has three text input fields: 'Department Name', 'Department Code', and 'Section Name'. Below the fields is a yellow 'Submit' button.

3. Click **Submit** button after finish filling the form.

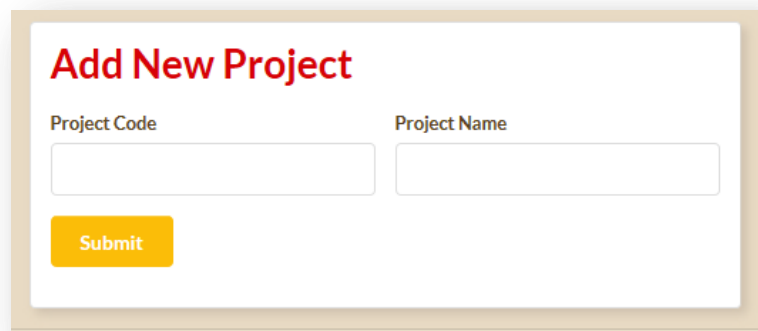


3.3.5 New Project (For EA members only)

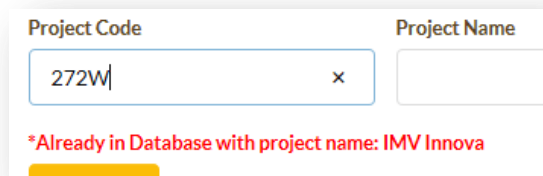
4. Hover the mouse over the “**Entry**” dropdown on navigation bar on the top and click “**Project**”.



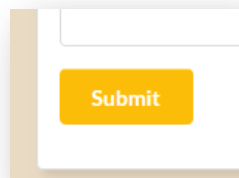
5. Type the new project code and name to the **Project Code** and **Project Name** text box respectively.

A screenshot of a form titled 'Add New Project' in red. It has two input fields: 'Project Code' and 'Project Name'. Below the fields is a yellow 'Submit' button.

The inputted project code will be checked if it is already in database.

A screenshot of the 'Add New Project' form. The 'Project Code' field contains '272W'. Below the fields, a red error message reads: '*Already in Database with project name: IMV Innova'. A yellow 'Submit' button is visible at the bottom.

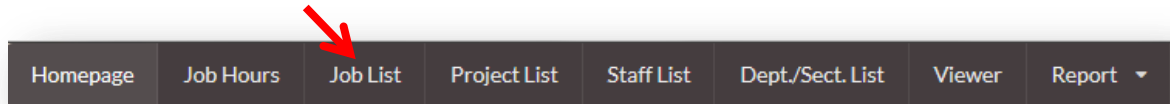
6. Click **Submit** button after finish filling the form.

A screenshot of a yellow 'Submit' button.

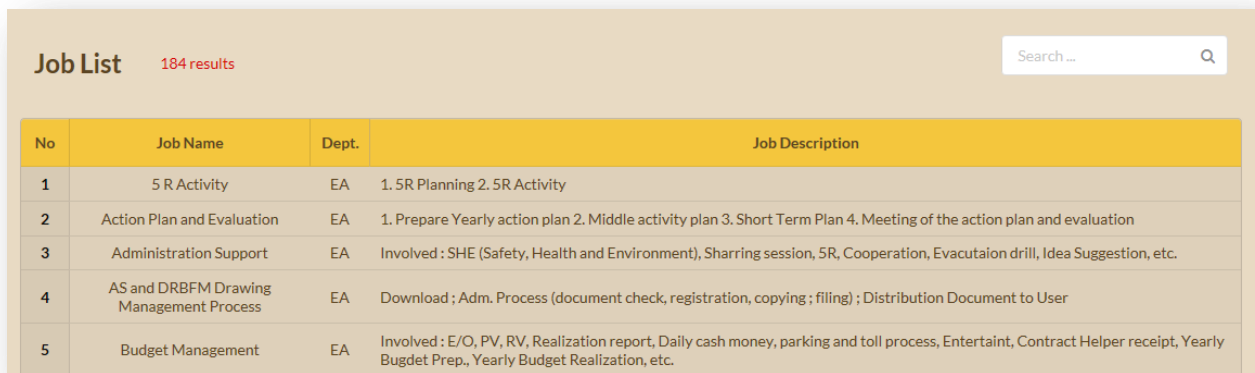
3.4 View and Search

3.4.1 Job List

1. Click the “**Job List**” on navigation bar on the top.



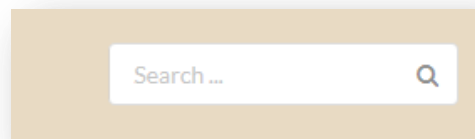
2. You will be directed to **job list** page which contains the complete list of the job.



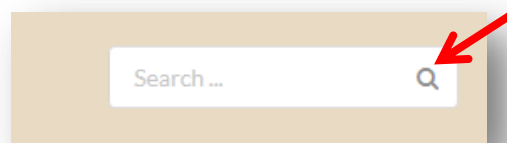
The image shows the 'Job List' page header and a table of job data. The header includes the title 'Job List', a count of '184 results', and a search bar with the placeholder text 'Search ...' and a magnifying glass icon.

No	Job Name	Dept.	Job Description
1	5 R Activity	EA	1. 5R Planning 2. 5R Activity
2	Action Plan and Evaluation	EA	1. Prepare Yearly action plan 2. Middle activity plan 3. Short Term Plan 4. Meeting of the action plan and evaluation
3	Administration Support	EA	Involved : SHE (Safety, Health and Environment), Sharring session, 5R, Cooperation, Evacutaion drill, Idea Suggestion, etc.
4	AS and DRBFM Drawing Management Process	EA	Download ; Adm. Process (document check, registration, copying ; filing) ; Distribution Document to User
5	Budget Management	EA	Involved : E/O, PV, RV, Realization report, Daily cash money, parking and toll process, Entertaint, Contract Helper receipt, Yearly Bugdet Prep., Yearly Budget Realization, etc.

3. To search data, type the keyword in the **search** text box on the top right of the page.

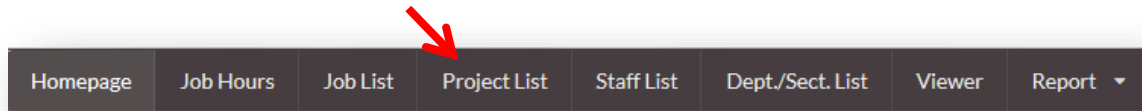


4. Press **enter** or click the **search icon** after finish typing the keyword.

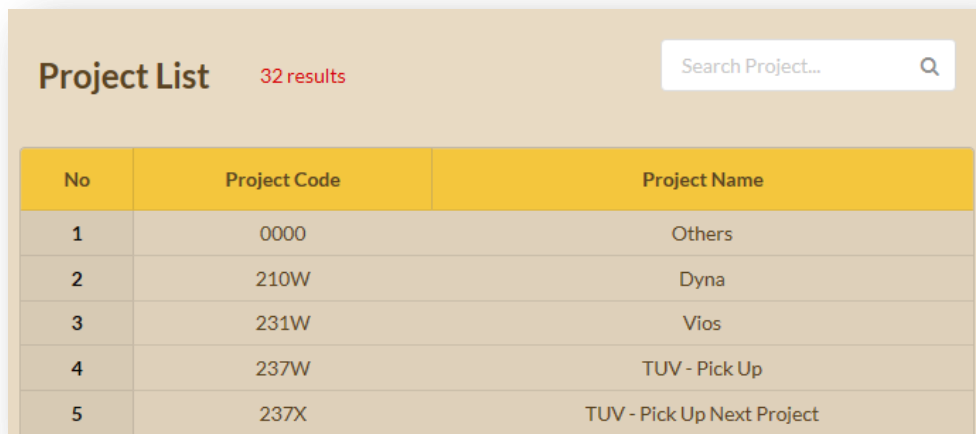


3.4.2Project List

1. Click the “**Project List**” on navigation bar on the top.



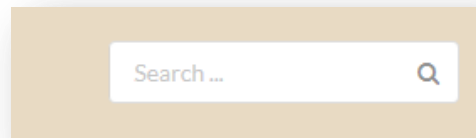
2. You will be directed to **project list** page which contains the complete list of the project.



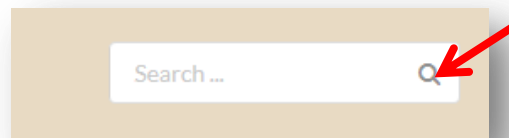
The screenshot shows the 'Project List' page. At the top left, it says 'Project List' followed by '32 results' in red. To the right is a search bar with the placeholder text 'Search Project...' and a magnifying glass icon. Below this is a table with three columns: 'No', 'Project Code', and 'Project Name'.

No	Project Code	Project Name
1	0000	Others
2	210W	Dyna
3	231W	Vios
4	237W	TUV - Pick Up
5	237X	TUV - Pick Up Next Project

3. To search data, type the keyword in the **search** text box on the top right of the page.

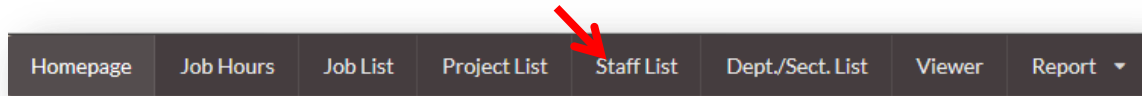


4. Press **enter** or click the **search icon** after finish typing the keyword.



3.4.3 Staff List

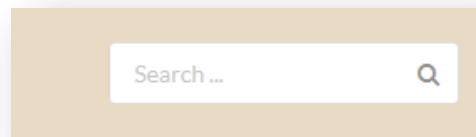
1. Click the “**Staff List**” on navigation bar on the top.



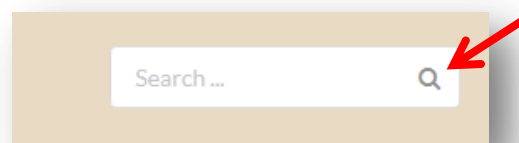
2. You will be directed to **staff list** page which contains the complete list of the staff.

Staff List 78 results							
Search staff... Q							
No	No Reg.	Staff Name	Departement Name	Dept. Code	Section Name	Job Title	Job Class
1	414703	Abdul Halim	Vehicle Evaluation	VE			0
2	9608221	Abdul Rochim	Engineering Administration	EA	Vehicle Regulation & Compliance	Staff	7
3	111317	Achmad Juniarto	ICT	ICT	Body Sheel & Exterior Parts	Staff	5
4	111340	Achmad Nurdiansyah	Product Engineering No.2	PE.2	Drive Train	Staff	5
5	9506564	Adhi Hanarto	Product Engineering No.2	PE.2	ICT	Staff	7
6	9608101	Adhitya Wiratama	Product Engineering No.1	PE.1	Body Sheel & Exterior Parts	Sect. Head	7
7	9003409	Adiyanto	Mizen Boushi	MB	Mizen Boshi	Staff	4
8	11107	Akhmad Aan Awidhanto	Engineering Administration	EA	Tech. Adm & System Information	Staff	7

3. To search data, type the keyword in the **search** text box on the top right of the page.

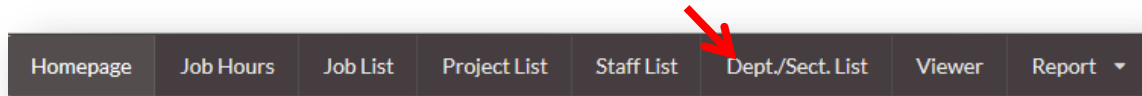


4. Press enter or click the **search icon** after finish typing the keyword.



3.4.4 Department List

1. Click the “**Dept./Sect. List**” on navigation bar on the top.



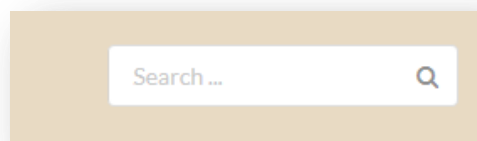
2. You will be directed to **department list** page which contains the complete list of the department and section.



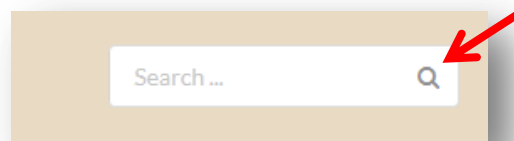
The image shows the header and first part of a table on the 'Department List' page. The header has a title 'Department List' in bold, followed by '44 results' in red. To the right is a search box with the placeholder text 'Search dept/sect...' and a magnifying glass icon. Below the header is a table with four columns: 'No', 'Department Name', 'Dept. Code', and 'Section Name'. The first six rows of the table are visible.

No	Department Name	Dept. Code	Section Name
1	Engineering Administration	EA	Body Sheel & Exterior Parts
2	Engineering Administration	EA	Engineering Administration
3	Engineering Administration	EA	Tech. Adm & System Information
4	Engineering Administration	EA	Technical Admin
5	Engineering Administration	EA	Technical Material Process
6	Engineering Administration	EA	Vehicle Regulation & Compliance

3. To search data, type the keyword in the **search** text box on the top right of the page.

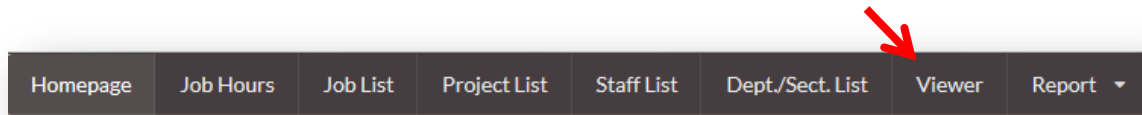


4. Press enter or click the **search icon** after finish typing the keyword.



3.5 Work Hours Viewer

1. Click the “**Viewer**” on navigation bar on the top.



2. You will be directed to **viewer** page which contains weekly work hour list of the staffs who are in the same department and the same position or lower.

Viewer EA Department										
Week 3 ▾ - July ▾ - 2005										
No	Staff Name	Title	10th Sun	11th Mon	12th Tue	13th Wed	14th Thu	15th Fri	16th Sat	Total Week Hour
1.	Abdul Rochim	Staff	-	3	4	8	-	-	-	15
2.	Akhmad Aan Awidhanto	Staff	-	2	2	2	-	-	-	6
3.	Arie Junaedi	Staff	-	-	-	-	-	-	-	0
4.	axel1	Staff	-	-	-	-	-	-	-	0
5.	axel3	Dept. Head	-	-	-	-	-	-	-	0
6.	Bambang Seputro	Sect. Head	-	-	-	-	2.5	-	-	2.5

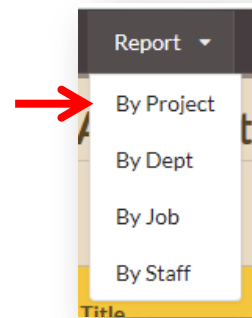
3. Change the week, month, and year according to your desire.

Week 1 ▾ - August ▾ - 2017

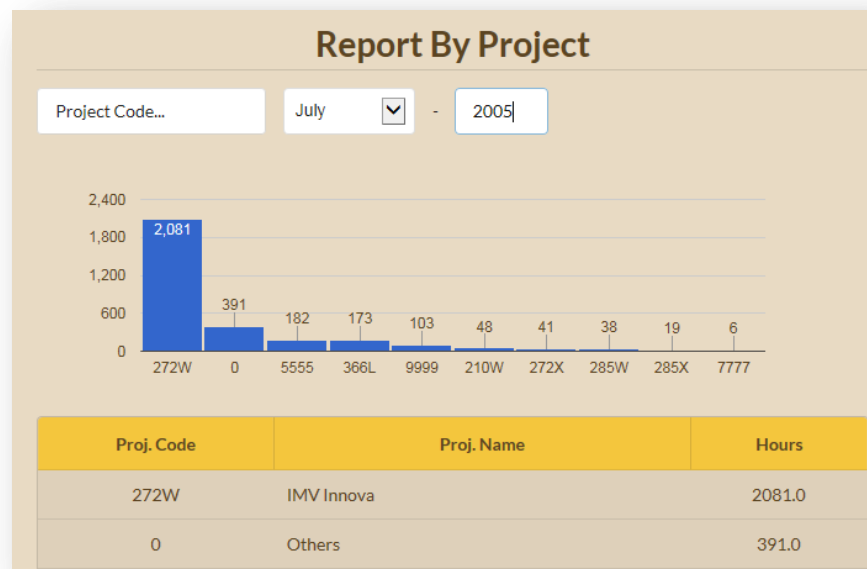
3.6 View Monthly Report

3.6.1 By Project

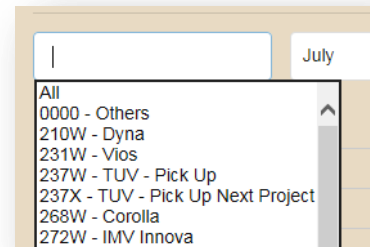
1. Hover the mouse over the “**Report**” dropdown on navigation bar on the top and click “**By Project**”.



2. You will be directed to report by **project** page which contains all projects, total project hours and graph.

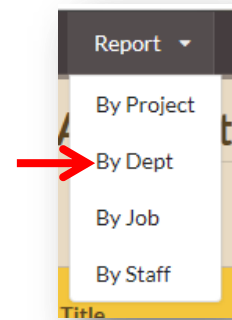


3. To see the detail job of your desired project, you can click the **Project Code** search box and choose from the suggestion list.

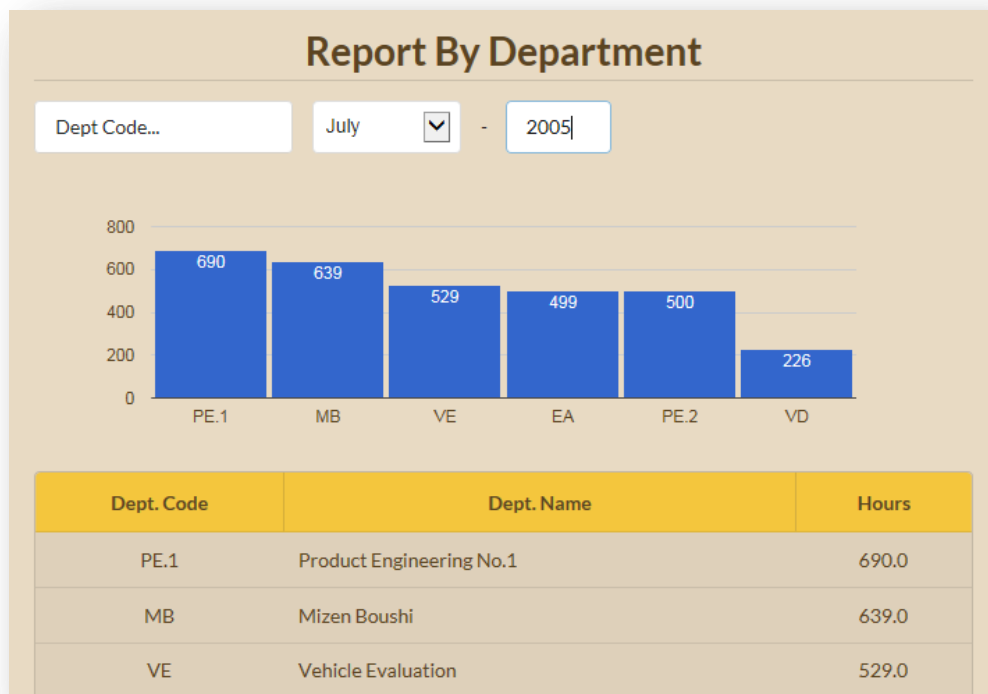


3.6.2 By Department

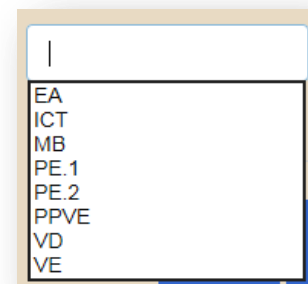
1. Hover the mouse over the “**Report**” dropdown on navigation bar on the top and click “**By Dept**”.



2. You will be directed to report by **department** page which contains all department code, name, total hours, and graph.

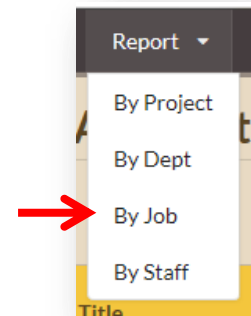


3. To see the detail job of your desired department, you can click the **Dept Code** search box and choose from the suggestion list.



3.6.3 By Job

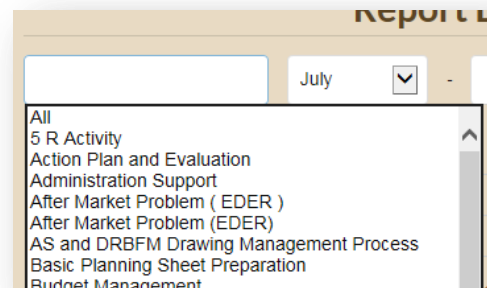
1. Hover the mouse over the “**Report**” dropdown on navigation bar on the top and click “**By Job**”.



2. You will be directed to report by **job** page which contains all job name, total hours, and graph.

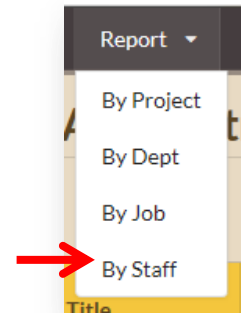


3. To see the detail staff of your desired job, you can click the **Job Name** search box and choose from the suggestion list.



3.6.4 By Staff

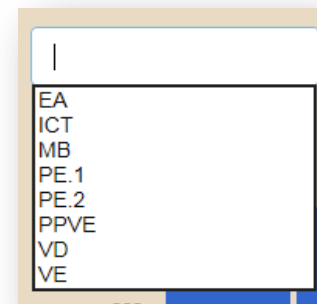
1. Hover the mouse over the “**Report**” dropdown on navigation bar on the top and click “**By Staff**”.



2. You will be directed to report by **staff** page which contains all department code, total staffs, total hours, and graph.

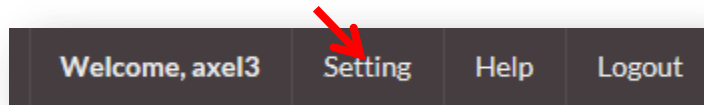


3. To see the detail staff of your desired department, you can click the **Dept Code** search box and choose from the suggestion list.

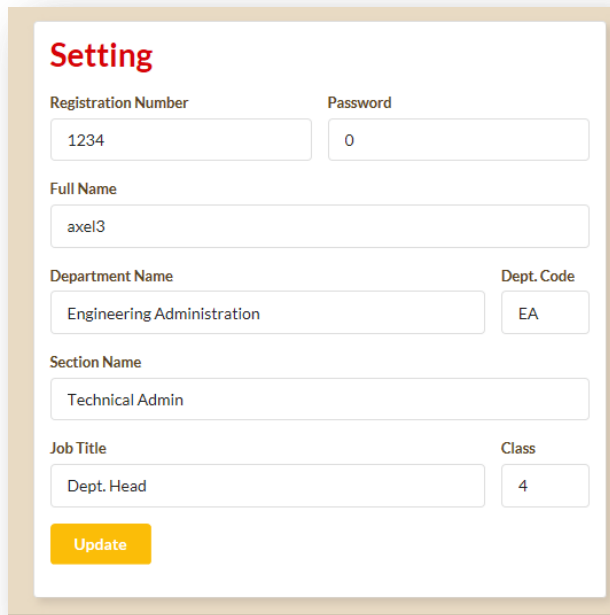


3.7 Change Account Setting

1. Click the “**Setting**” on navigation bar on the top right.

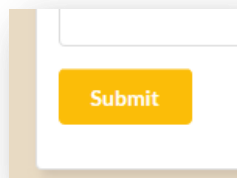


2. You will be directed to “**Setting**” page which contain your account data.

A form titled 'Setting' in red. It contains several input fields: 'Registration Number' (1234), 'Password' (0), 'Full Name' (axel3), 'Department Name' (Engineering Administration), 'Dept. Code' (EA), 'Section Name' (Technical Admin), 'Job Title' (Dept. Head), and 'Class' (4). An orange 'Update' button is at the bottom left.

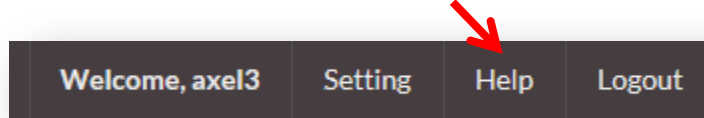
Registration Number		Password	
1234		0	
Full Name			
axel3			
Department Name		Dept. Code	
Engineering Administration		EA	
Section Name			
Technical Admin			
Job Title		Class	
Dept. Head		4	
Update			

3. Change your account data in the appropriate textbox.
4. Click “**Update**” button after finish updating your account setting.

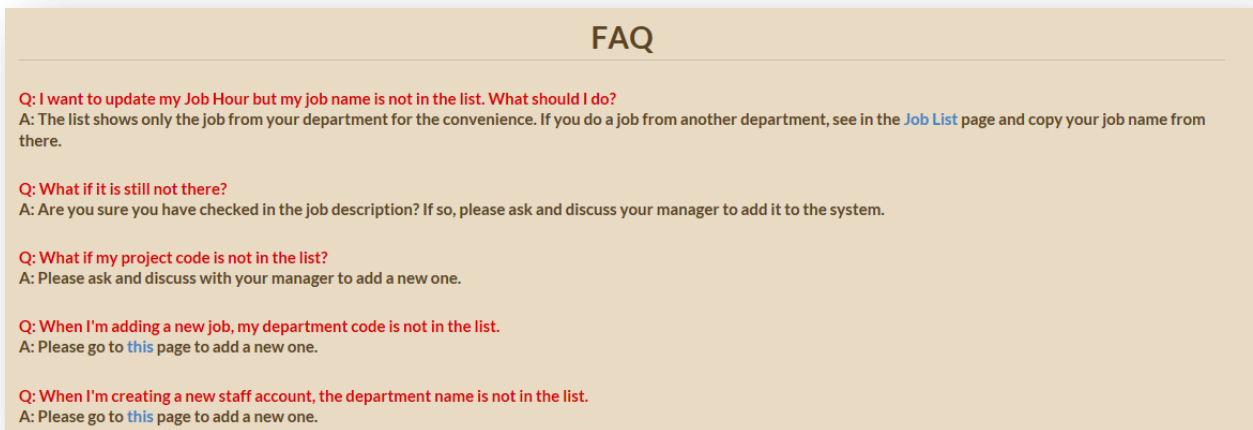


3.8 Help

1. Click the “Help” on navigation bar on the top right.



2. You will be directed to “Help” page which contain Frequency Answer and Question (FAQ).



3.9 Logout

1. Click the “Logout” on navigation bar on the top right and you will be directed to **Login** page.

