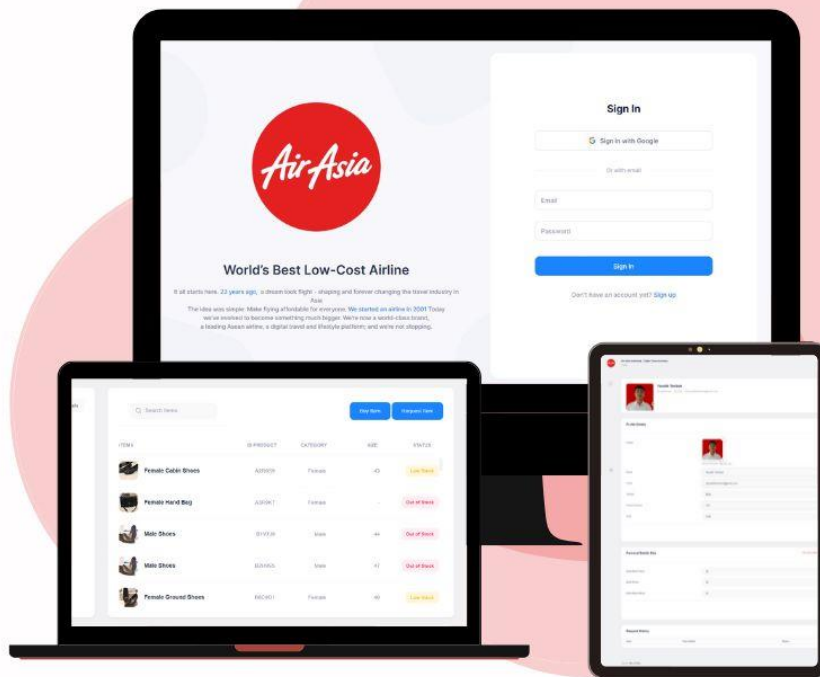




# USER MANUAL



## Inventory - Cabin Crew

# **USER MANUAL DOCUMENT CABIN CREW INVENTORY WEB BASED APPLICATION**

**PT. INDONESIA AIRASIA  
INSTITUT TEKNOLOGI DEL  
2024**

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# INTRODUCTION

## 1.1 Background

Inventory management is a critical process that involves overseeing and managing a company's goods from acquisition to distribution. Currently, the company handles inventory management activities manually, which is labor-intensive and prone to human error. This manual approach often leads to inefficiencies, inaccurate record-keeping, and an inability to track inventory in real-time. Consequently, the company faces challenges in maintaining optimal stock levels, which can negatively impact service and profitability. To address these issues, the company has decided to develop a web-based inventory management system. This system will be built using PHP programming language, the Laravel framework, and MySQL database. The new system is expected to automate inventory management processes, enhancing efficiency and accuracy, and supporting faster and more accurate decision-making.

## 1.2 Objective

The project aims to achieve several key objectives:

1. **Increase Operational Efficiency:** Reduce the time and effort required for inventory management by automating record-keeping, monitoring, and reporting processes.
2. **Minimize Human Errors:** Reduce errors in record-keeping and reporting that are common in manual processes.
3. **Enhance Data Accuracy:** Provide up-to-date and accurate inventory data to support better and timely decision-making.
4. **Support Smooth Operations:** Ensure the availability of the right goods at the right time to support the company's smooth operations.
5. **Speed Up Approval Processes:** Improve the speed of the approval process for inventory requests through an integrated and transparent system.

## 1.3 Scope

The scope or limitations of the work carried out during the development of this web-based Inventory Management system are as follows:

1. The programming language used in implementing the Inventory Management web application is PHP (in the Laravel framework).
2. The Inventory Management web application will utilize the database as a data storage (record). The technology used is MySQL.
3. The data used in this application is only obtained from the company and is used solely for testing the application to be built.

The coverage of the Inventory Management web application is divided into 3 types of users, namely:

1. **The Administrator**, Responsible for managing item availability and preparing items for operational needs. Specifically, Admins have access to:
  - a. Access to the authentication function
  - b. Access to the item availability management function
  - c. Access to the item preparation function
  - d. Access to view the list of available items
  - e. Access to update item details
  - f. Access to the function of adding new items
  - g. Access to delete items
  - h. Access to view user profiles
2. **The Management**, Responsible for monitoring inventory status and approving inventory requests. Specifically, Management has access to:
  - a. Access to the authentication function
  - b. Access to the inventory monitoring function
  - c. Access to approve or reject inventory requests
  - d. Access to view the list of pending requests
  - e. Access to view inventory levels and status
  - f. Access to generate inventory reports
  - g. Access to view user profiles
3. **The Cabin Crew**, Responsible for requesting or purchasing items and confirming requests/purchases once items are received. Specifically, Cabin Crew has access to:
  - a. Access to the authentication function
  - b. Access to request items
  - c. Access to purchase items
  - d. Access to confirm receipt of items
  - e. Access to view the status of requests/purchases
  - f. Access to view inventory relevant to their needs
  - g. Access to view user profiles

#### 1.4 Integrated Module Specifications

The system specifications needed to run the application include:

1. Sistem Operasi: Windows 11
2. Laravel Framework: Versi 10.48.7
3. PHP: Versi 8.1.5
4. Database: MySQL
5. Laragon: Versi 5.0.0
6. Web Server: Apache/2.4.47 (Win64)

Dependensi Composer :

```
"barryvdh/laravel-dompdf": "^2.2"  
"guzzlehttp/guzzle": "^7.2"  
"laravel/framework": "^10.10"  
"laravel/sanctum": "^3.3"  
"laravel/socialite": "^5.14"  
"laravel/tinker": "^2.8"  
"maatwebsite/excel": "^3.1"  
"nesbot/carbon": "2.67"  
"spatie/laravel-permission": "^6.7"  
"fakerphp/faker": "^1.9.1"  
"laravel/breeze": "^1.29"  
"laravel/pint": "^1.0"  
"laravel/sail": "^1.18"  
"mockery/mockery": "^1.4.4"  
"nunomaduro/collision": "^7.0"  
"phpunit/phpunit": "^10.1"  
"spatie/laravel-ignition": "^2.0"
```

## 1.5 Process Business Cabin Crew Via App

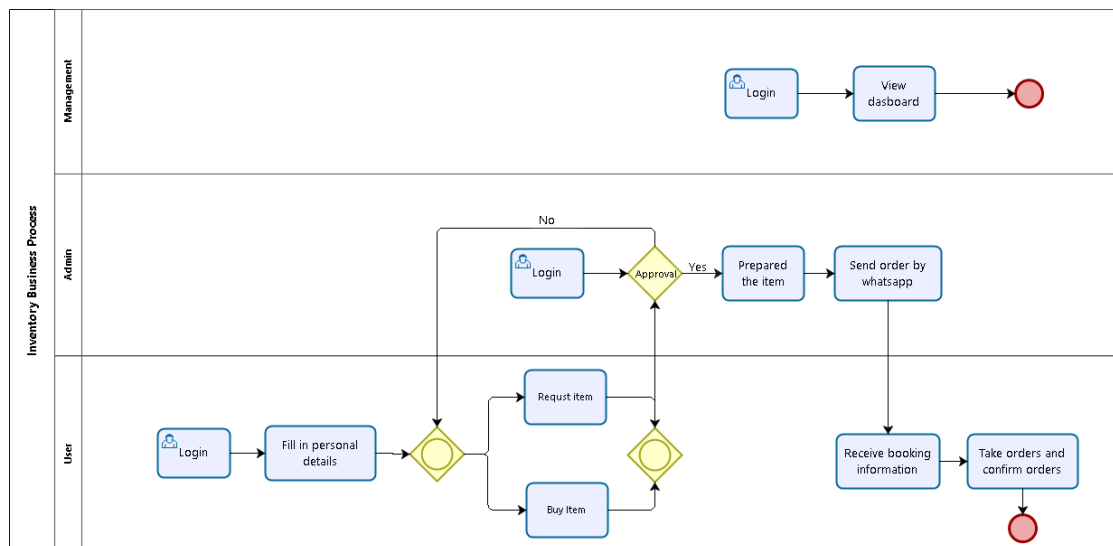


Figure 1. Inventory Business Process

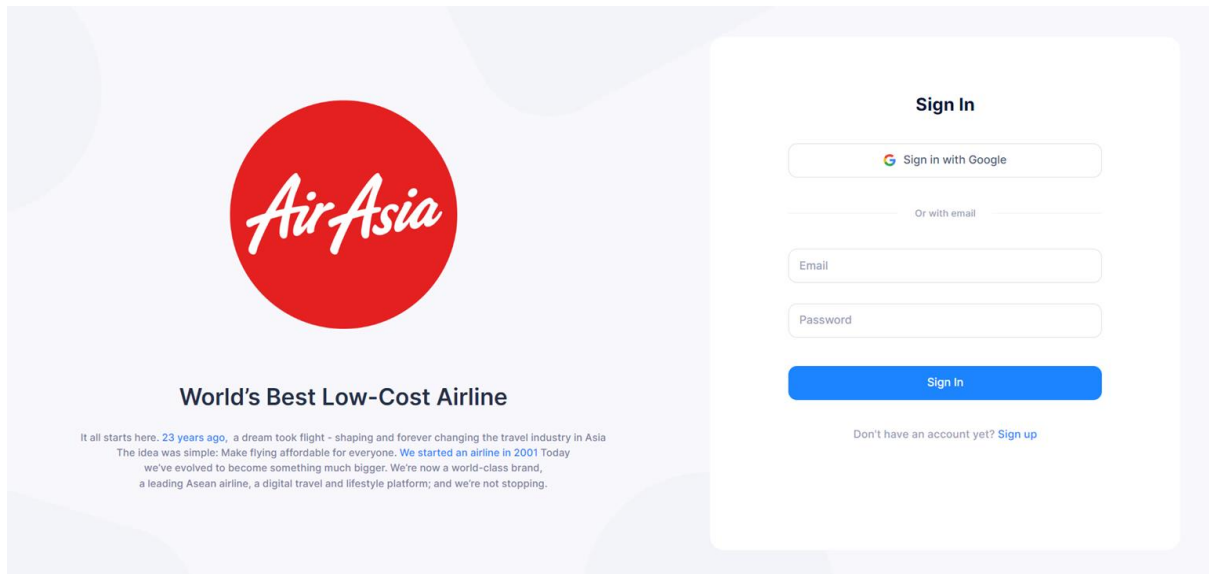
With various obstacles in the current inventory management process, the developer provides a solution, namely the development of inventory applications in web form. This application can be accessed through each user's device. The application can be used to place orders. In addition, the process of recording and data availability of goods is also faster because the stored data will automatically be stored in the database. With this application, information related to the assessment is easier to obtain because the data displayed on the application can be accessed in real-time. Specifically, the objectives of developing this web-based inventory application are as follows:

1. Make it easier for administrators to manage stock
2. Make it easy for users to place orders
3. Make it easier for admin to manage user's personal

The general flow of the application process is shown in Figure 1.

# AUTHENTICATION

*User uses login to enter and access the website. Users can log in to the website by using AirAsia Google account*

The image shows the AirAsia website's sign-in interface. On the left, there is a large red circle with the 'AirAsia' logo in white script. Below the logo, the text 'World's Best Low-Cost Airline' is displayed. Further down, a small paragraph of text describes the airline's history and mission. On the right, there is a white rectangular box containing the sign-in form. The form has a title 'Sign In' at the top. Below the title, there is a button labeled 'Sign in with Google' with the Google logo. Underneath this button, there is a link that says 'Or with email'. Below the link, there are two input fields: one for 'Email' and one for 'Password'. At the bottom of the form, there is a blue button labeled 'Sign In'. Below the button, there is a link that says 'Don't have an account yet? Sign up'.

1. Go to AirAsia Inventory Website
2. Press the "Sign in with Google" button or enter your email and password if you already have an account.
3. Enter the google account that has been integrated with the @airasia.com email domain.

## NOTES

Website can only be accessed through Google accounts associated with the @airasia.com domain. Each account already has a unique key that can only access specific designated menus.



# **PAGE VIEW ON ADMINISTRATOR**

## **NOTES**

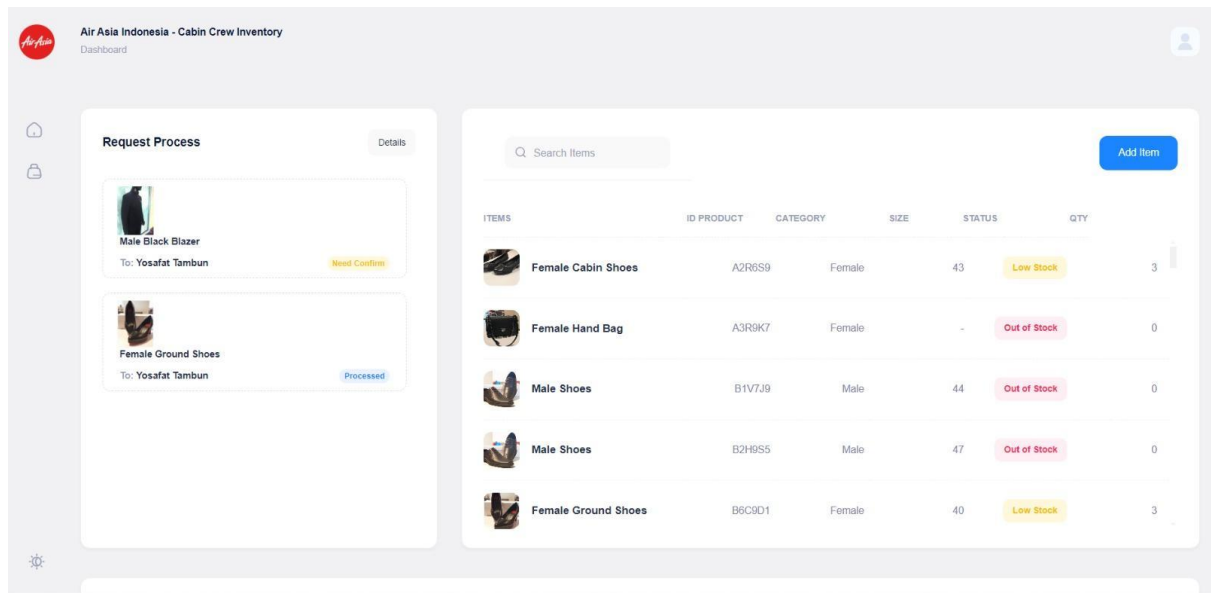
The Administrator is responsible for managing item availability and preparing items for operational needs. They have access to several functions, including authentication, item availability management, item preparation, viewing available items, updating item details, adding new items, deleting items, and viewing user profile

# ADD, EDIT OR DELETE ITEM

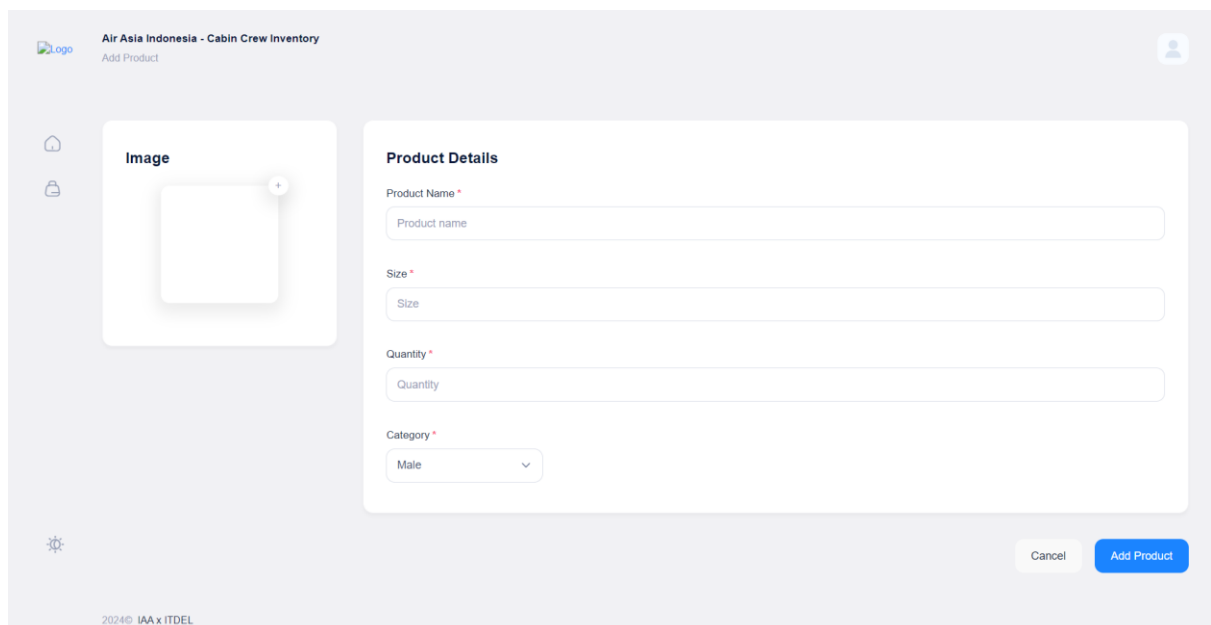
*Admins can add, edit or subtract items contained in Inventory.*

[Precondition: Administrator is already on the home page]

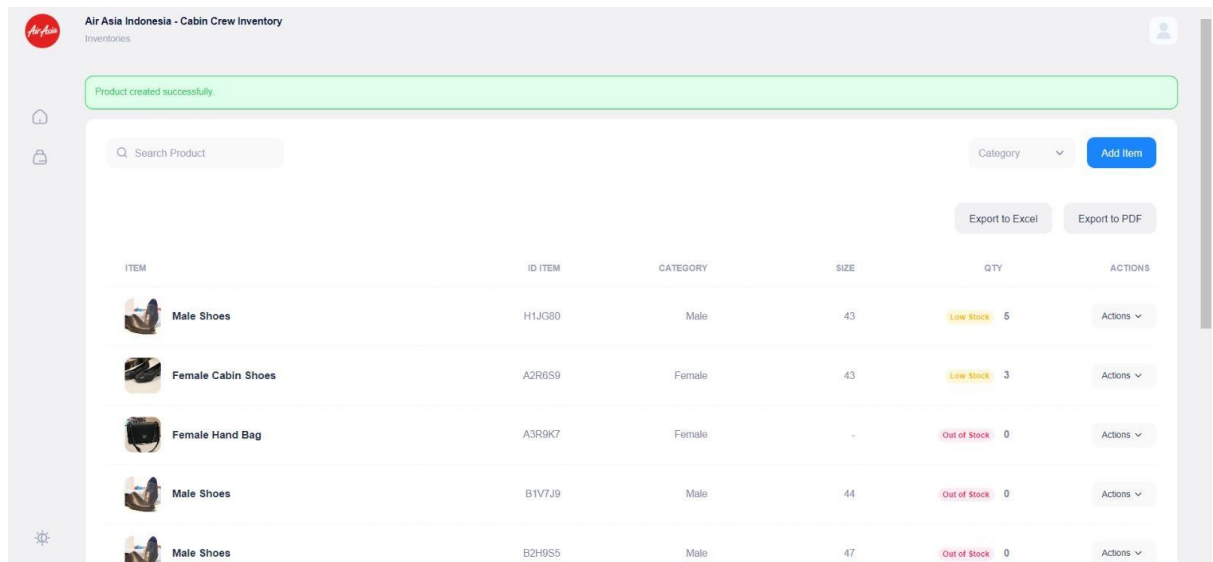
## 1. Admin Add Item



- Admin is already on the home page.
- Admin selects "Add Item".

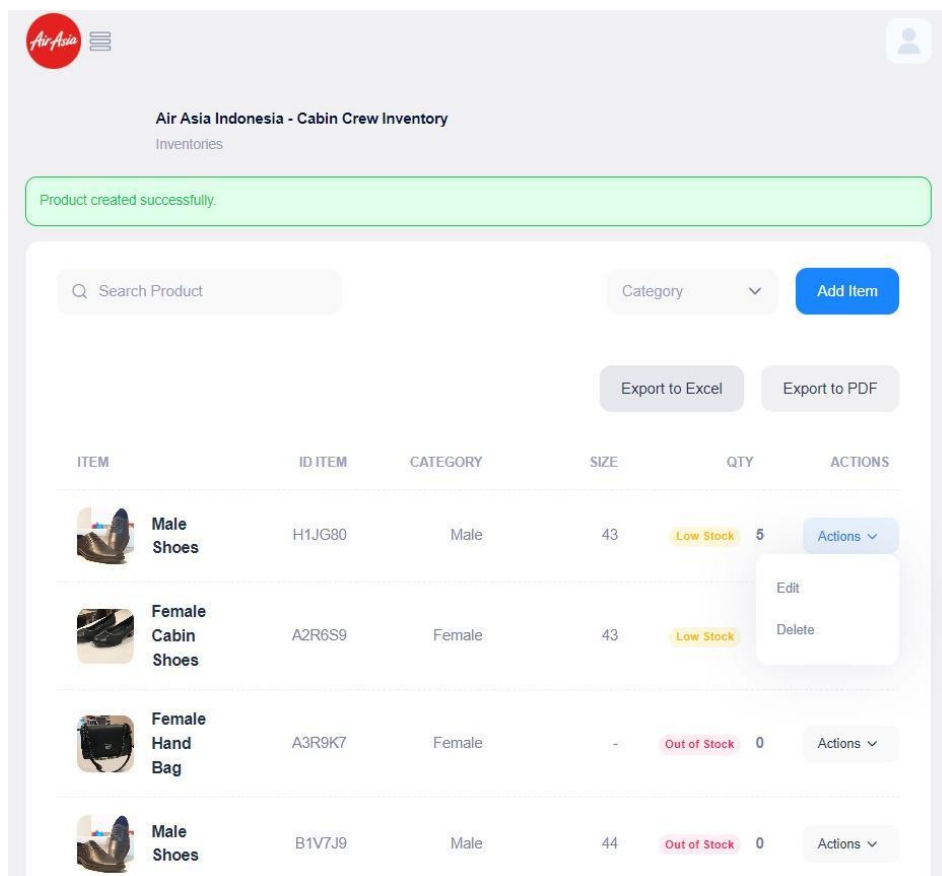


- Admin adds an image and fills in the product detail form.
- Admin selects "Add Product" to save.



e. Item has been successfully added.

## 2. Admin Edit or Delete Item




- Admin is already on the home page.
- Admin selects "Edit" to edit item data.

Air Asia Indonesia - Cabin Crew Inventory

Add Product

Image



Product Details

Product Name \*

Male Shoes

Size \*

43

Quantity \*

5

Category \*

Male

Cancel Update Product

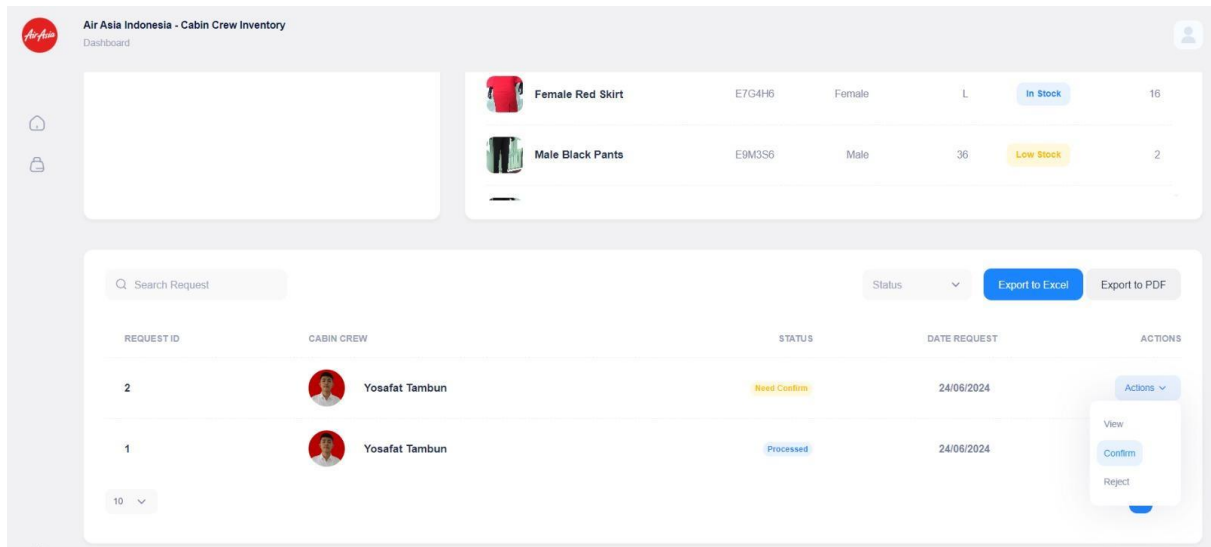
- c. Admin select "Update Product" to save the changes after finishing editing the item data.
- d. Admin can select "Delete" to delete an item, then the item will be automatically deleted.

# Confirmation of Cabin Crew Request

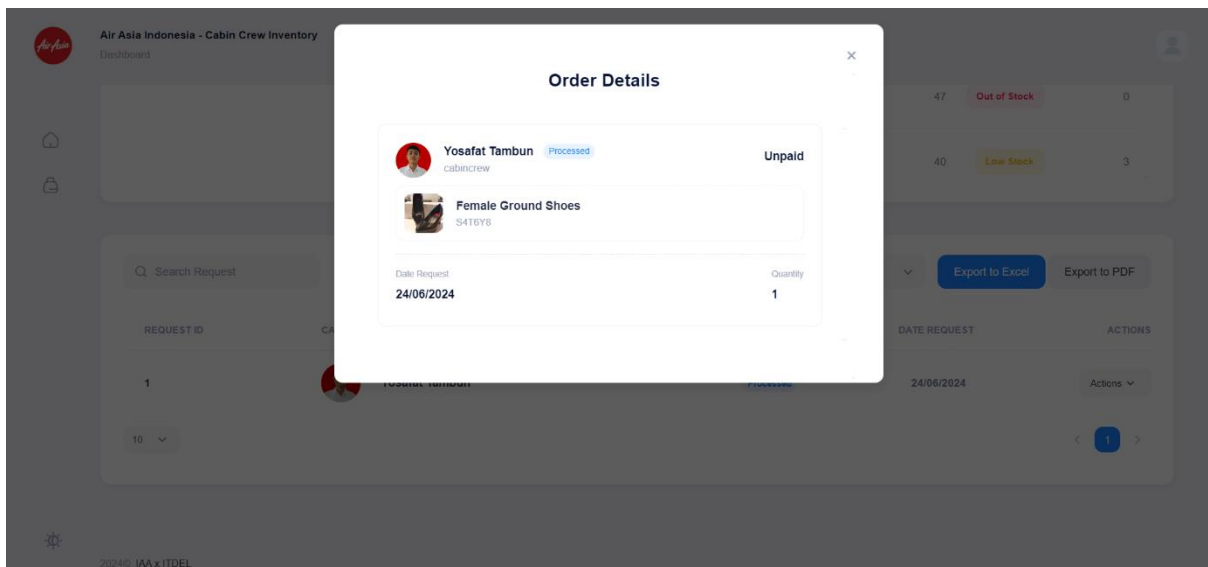
*Admin confirms the item request or buy that has been sent by Cabin Crew so that the item can be processed and followed up.*

[Precondition: Administrator is already on the home page]

- a. Admin confirms the item request that has been sent by Cabin Crew by selecting the "Confirm" Action. This section is located at the bottom of the website page.



- b. In addition, the admin can also select "View" to view the request details and select "Reject" to reject the request.



- c. After confirming, "Request status updated successfully" will appear, and the request status will be "Processed".

The screenshot shows the 'Air Asia Indonesia - Cabin Crew Inventory' dashboard. At the top, there's a header with the Air Asia logo and 'Dashboard'. Below the header, there's a sidebar with a home icon and a lock icon. The main content area displays a list of requests. The first two requests are for 'Male Shoes' with product IDs B1V7J9 and B2H9S5, both for 'Male' and size 44 and 47 respectively. Both are marked 'Out of Stock' with a quantity of 0. Below this, there's a search bar for 'Search Request', a 'Status' dropdown, and buttons for 'Export to Excel' and 'Export to PDF'. The main table has columns: REQUEST ID, CABIN CREW, STATUS, DATE REQUEST, and ACTIONS. It shows two requests, both with status 'Processed' and date '24/06/2024', for cabin crew 'Yosafat Tambun'. A pagination bar at the bottom shows '10' items per page and a page number '1'.

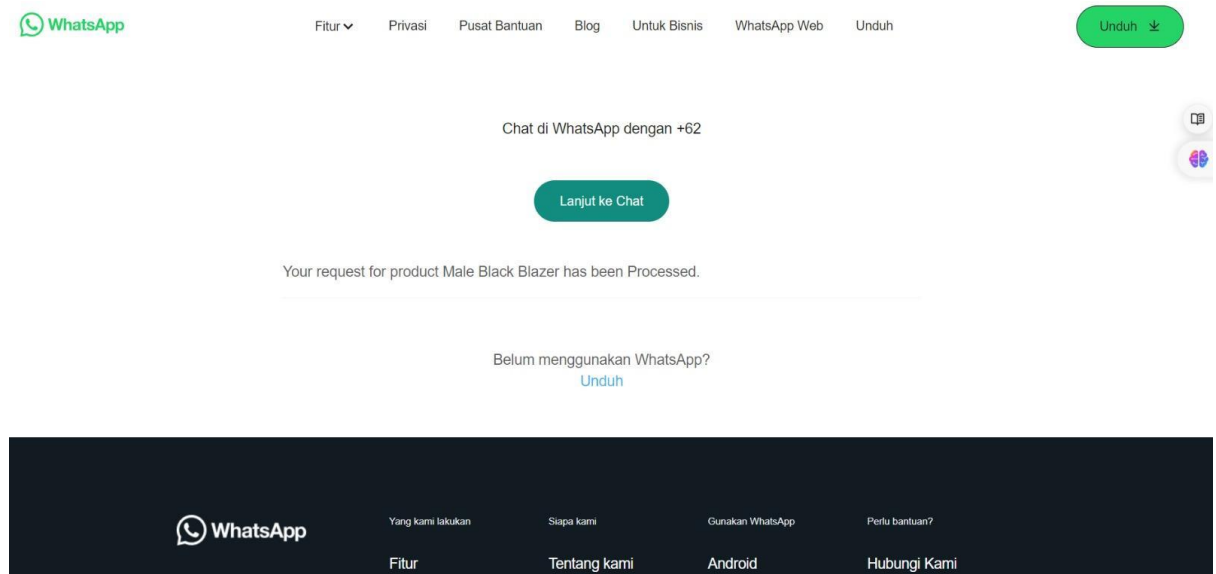
REQUEST ID	CABIN CREW	STATUS	DATE REQUEST	ACTIONS
2	Yosafat Tambun	Processed	24/06/2024	Actions
1	Yosafat Tambun	Processed	24/06/2024	Actions

- d. Furthermore, the admin can confirm further by selecting "Send WhatsApp Message" which is located next to the "Request status updated successfully" notification after confirming.

The screenshot shows the 'Air Asia Indonesia - Cabin Crew Inventory' dashboard. At the top, there's a header with the Air Asia logo and 'Dashboard'. Below the header, there's a sidebar with a home icon and a lock icon. The main content area displays a notification 'Request status updated successfully' with a 'Send WhatsApp Message' button. Below the notification, there's a 'Request Process' section with a 'Details' tab. It shows two requests: 'Male Black Blazer' and 'Female Ground Shoes', both for 'Yosafat Tambun' and marked 'Processed'. To the right, there's a search bar for 'Search Items' and an 'Add Item' button. The main table has columns: ITEMS, ID PRODUCT, CATEGORY, SIZE, STATUS, and QTY. It lists several items: 'Male Shoes' (H1JG80, Male, size 43, Low Stock, quantity 5), 'Female Cabin Shoes' (A2R6S9, Female, size 43, Low Stock, quantity 3), 'Female Hand Bag' (A3R9K7, Female, size -, Out of Stock, quantity 0), 'Male Shoes' (B1V7J9, Male, size 44, Out of Stock, quantity 0), and 'Male Shoes' (B2H9S5, Male, size 47, Out of Stock, quantity 0).

ITEMS	ID PRODUCT	CATEGORY	SIZE	STATUS	QTY
Male Shoes	H1JG80	Male	43	Low Stock	5
Female Cabin Shoes	A2R6S9	Female	43	Low Stock	3
Female Hand Bag	A3R9K7	Female	-	Out of Stock	0
Male Shoes	B1V7J9	Male	44	Out of Stock	0
Male Shoes	B2H9S5	Male	47	Out of Stock	0

- e. Admin will be directed to the WhatsApp page to send a confirmation message such as "Your request for product Male Black Blazer has been Processed", the message will be adjusted to the item requested.



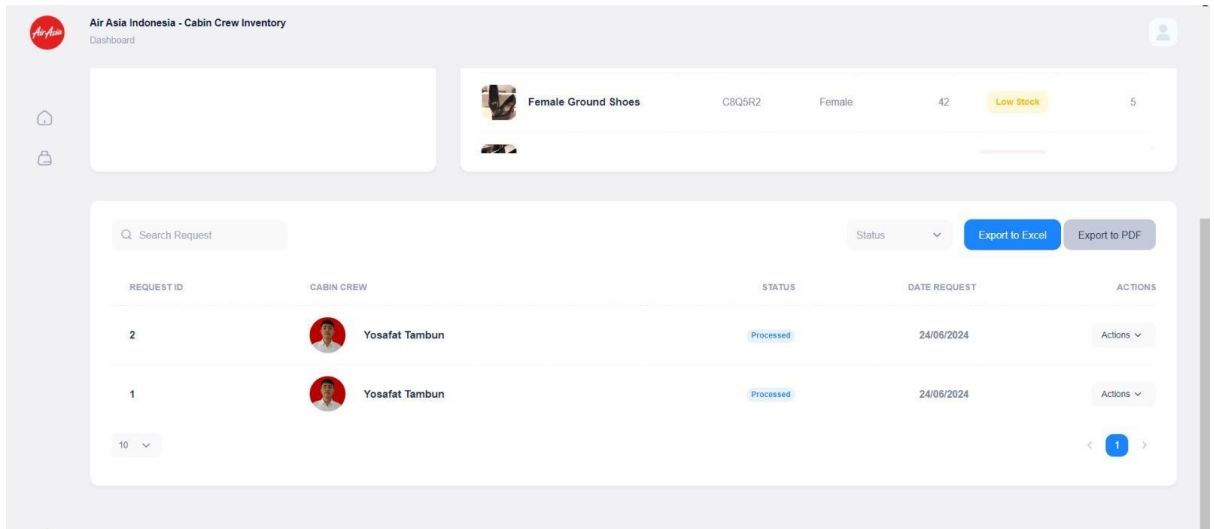
- f. The message will be sent to the cabin crew who requested or bought the item, and after getting the message, the cabin crew will confirm the item requested or purchased.

# EXPORT DATA

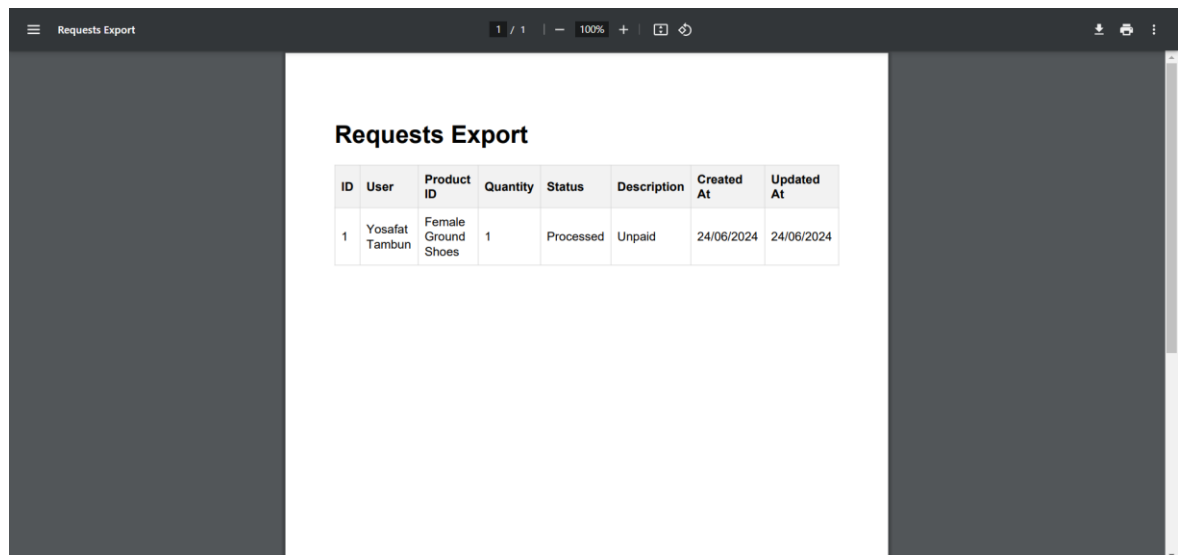
*Admin can export several pieces of data, namely the request and product.*

[Precondition: Administrator is already on the home page]

## 1. Export Request



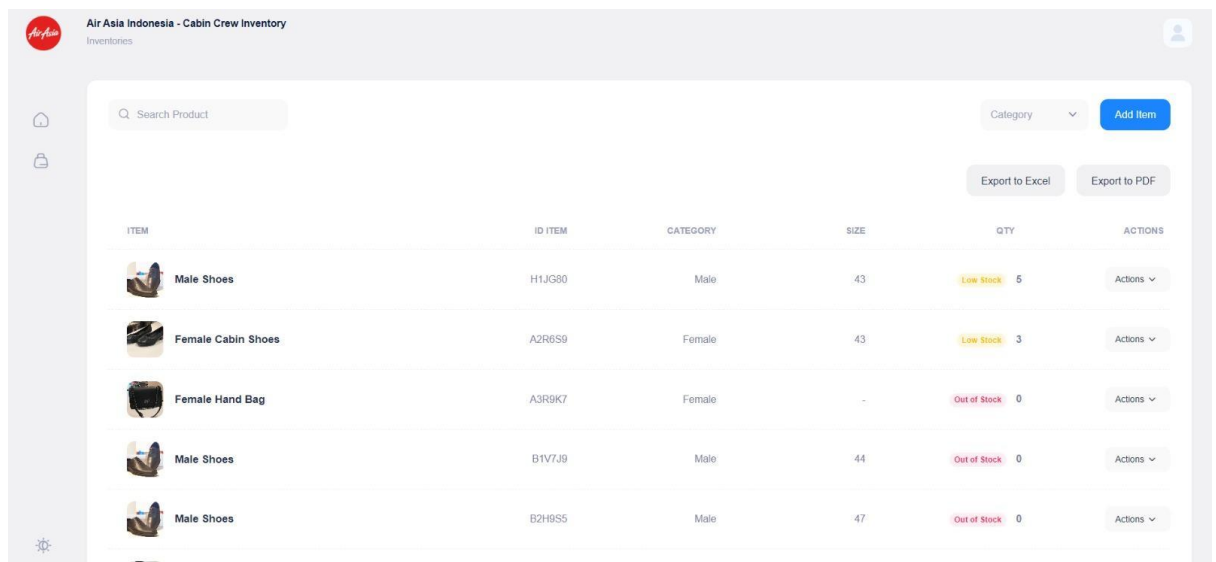
- a. Admins can export request data in pdf or excel form by selecting Export to Pdf or Export to excel.



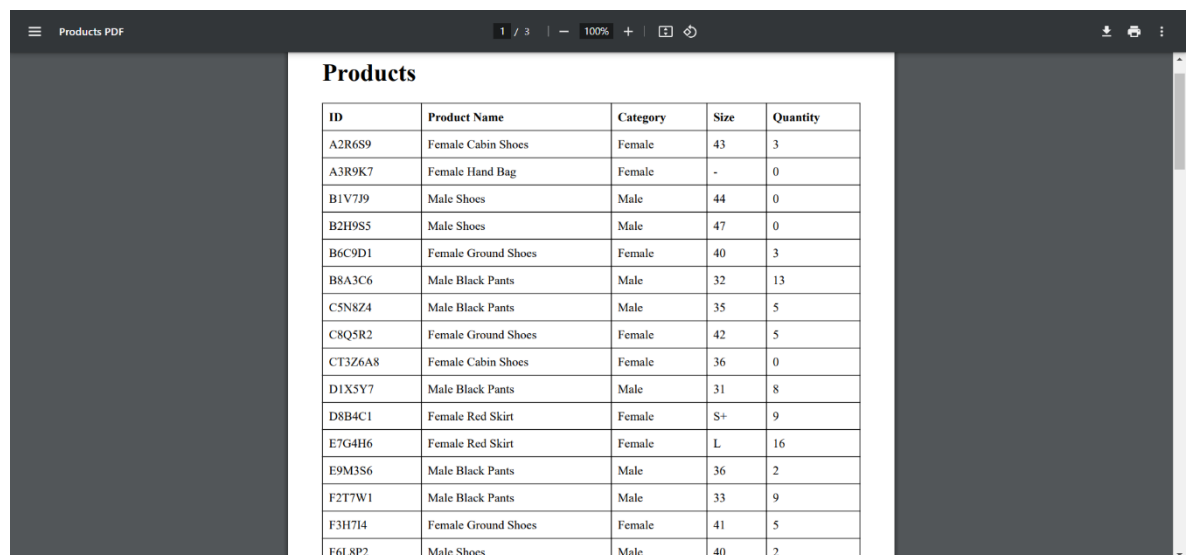
- b. The request data will be exported directly and can be downloaded.



## 2. Export Product



a. Admins can export product data in pdf or excel form by selecting Export to Pdf or Export to excel.




b. Product data will be exported directly and can be downloaded.


# VIEW AND EDIT CABIN CREW PROFILE



*Admin can view and also edit the personal size cabin crew.*

[Precondition: User is already on the home page]


Admin can view and also edit the personal size cabin crew. However, to edit the personal size, the admin must first get a valid confirmation regarding the data changes requested by the cabin crew.

Air Asia Indonesia - Cabin Crew Inventory  
View Profile





Profile Details



Name

Yosafat Tambun

Email

yosafathambun@gmail.com

Gender

Male

Phone Number

+62

HUB

CGK

Personal Details Size

Male Black Pants

29

▼

Male Shoes

39

▼

Male Black Blazer

29

▼

Save

Request History

Date	Description	Status	
Jun 24, 2024	Unpaid	Processed	View

2024© IAA x ITDEL

# **PAGE VIEW ON USER (CABIN CREW)**

## **NOTES**

The Cabin Crew is responsible for requesting or purchasing items and confirming their receipt. They have access to several key functions, including authentication, item requests and purchases, receipt confirmation, viewing the status of requests and purchases, and viewing inventory relevant to their needs and user profiles.

# ENTER PERSONAL DATA

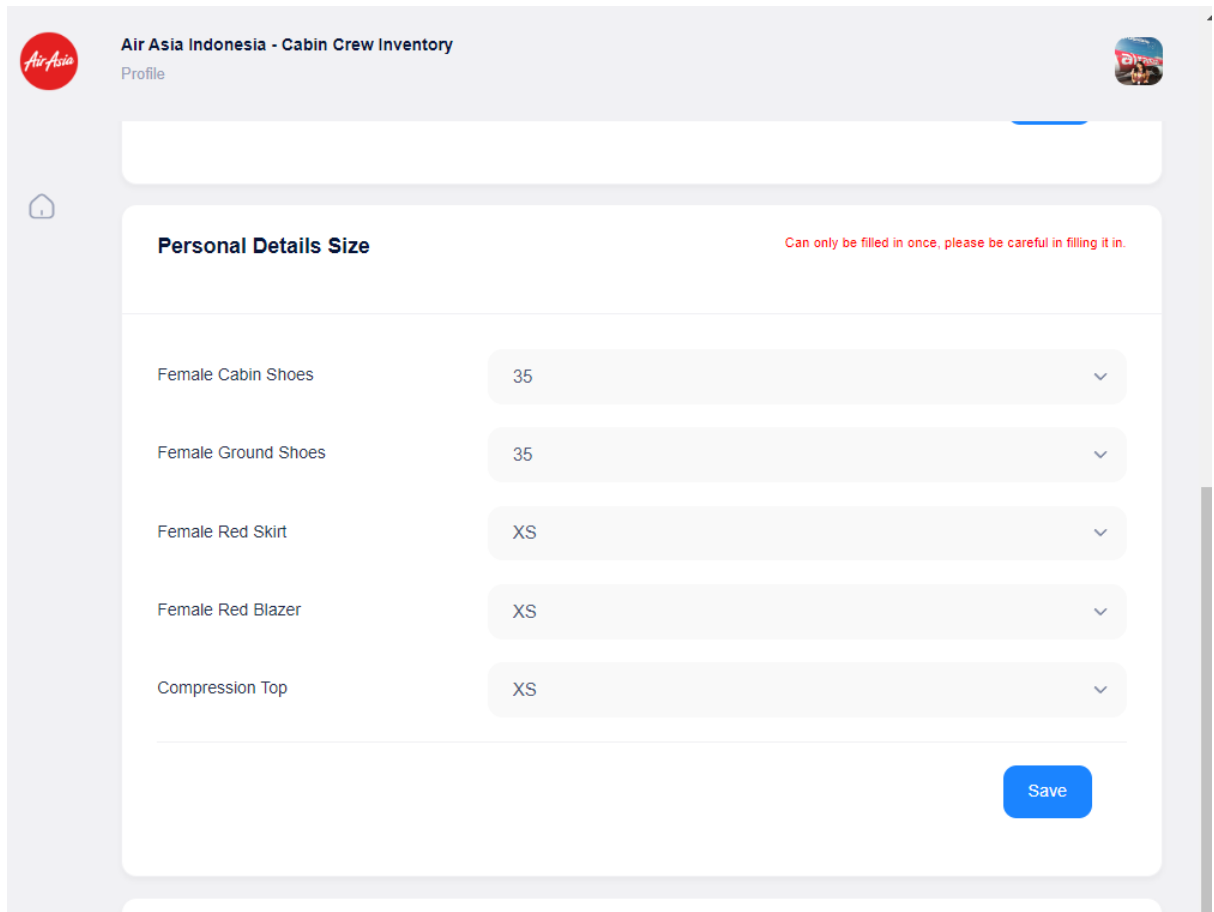
*Cabin Crew completes personal data for booking purposes.*

[Precondition: User is already on the home page]

1. User selects the account icon at the top corner to fill in personal data
2. User fills in profile details
3. After completing the profile details, the user clicks save

The screenshot displays the 'Air Asia Indonesia - Cabin Crew Inventory' profile page. At the top, the Air Asia logo and 'Profile' are visible. Below this is a header section for 'Yosafat Tambun' with a placeholder avatar, a green status dot, and contact information: 'cabincrew' and 'yosafathtambun@gmail.com'. The main section is titled 'Profile Details' and contains a form with the following fields: 'Avatar' (with a file upload icon and a note 'Allowed file types: png, jpg, jpeg'), 'Name' (filled with 'Yosafat Tambun'), 'Email' (filled with 'yosafathtambun@gmail.com'), 'Gender' (a dropdown menu currently showing 'Male'), 'Phone Number' (filled with '+62'), and 'HUB' (a dropdown menu currently showing 'CGK'). A blue 'SAVE' button is located at the bottom right of this section. Below the 'Profile Details' section is another section titled 'Personal Details Size' with a red warning message: 'Can only be filled in once, please be careful in filling it in.' This section also has a blue 'Save' button at the bottom right.

4. Then proceed with filling in the personal details size according to the user's size



The screenshot shows the 'Air Asia Indonesia - Cabin Crew Inventory' profile page. The 'Personal Details Size' section contains five items, each with a dropdown menu for size selection. The sizes are: 35 for Female Cabin Shoes and Female Ground Shoes, and XS for Female Red Skirt, Female Red Blazer, and Compression Top. A red warning message states: 'Can only be filled in once, please be careful in filling it in.' A blue 'Save' button is located at the bottom right of the form.

Item	Size
Female Cabin Shoes	35
Female Ground Shoes	35
Female Red Skirt	XS
Female Red Blazer	XS
Compression Top	XS

5. When finished, the user clicks save

# ENTER PERSONAL DATA

*Cabin Crew completes personal data for booking purposes.*

[Precondition: User is already on the home page]

1. User selects the account icon at the top corner to fill in personal data
2. User fills in profile details
3. After completing the profile details, the user clicks save

The screenshot displays the 'Air Asia Indonesia - Cabin Crew Inventory' profile page. At the top, there is a header with the Air Asia logo and the text 'Air Asia Indonesia - Cabin Crew Inventory'. Below the header, a user profile card for 'Yosafat Tambun' is shown, including a placeholder for a profile picture and contact information: 'cabincrew' and 'yosafathtambun@gmail.com'. The main section is titled 'Profile Details' and contains a form with the following fields: 'Avatar' (with a file upload icon and a note 'Allowed file types: png, jpg, jpeg'), 'Name' (filled with 'Yosafat Tambun'), 'Email' (filled with 'yosafathtambun@gmail.com'), 'Gender' (a dropdown menu currently showing 'Male'), 'Phone Number' (filled with '+62'), and 'HUB' (a dropdown menu currently showing 'CGK'). A blue 'SAVE' button is located at the bottom right of the 'Profile Details' section. Below this, there is a 'Personal Details Size' section with a red warning message: 'Can only be filled in once, please be careful in filling it in.' and a blue 'Save' button at the bottom right.

4. Then proceed with filling in the personal details size according to the user's size

The screenshot shows the 'Air Asia Indonesia - Cabin Crew Inventory' profile page. The 'Personal Details Size' section is highlighted, containing five items with dropdown menus for size selection:

Item	Selected Size
Female Cabin Shoes	35
Female Ground Shoes	35
Female Red Skirt	XS
Female Red Blazer	XS
Compression Top	XS

A red warning message states: "Can only be filled in once, please be careful in filling it in." A blue 'Save' button is located at the bottom right of the form.

5. When finished, the user clicks save

## NOTES

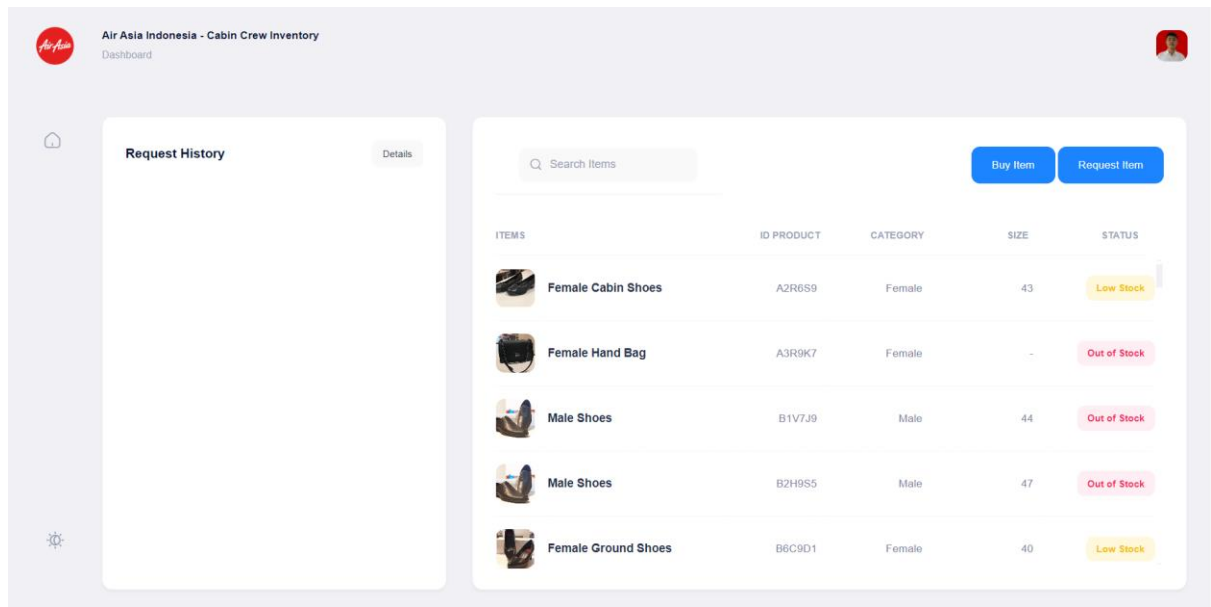
1. Cabin Crew cannot make requests or purchases if they do not fill in their personal data first in accordance with the predetermined conditions.
2. Cabin Crew can only fill in the "Personal Details Size" data once, if they want to repeat the data filling, they must confirm and get permission from the admin.

# REQUEST ITEM

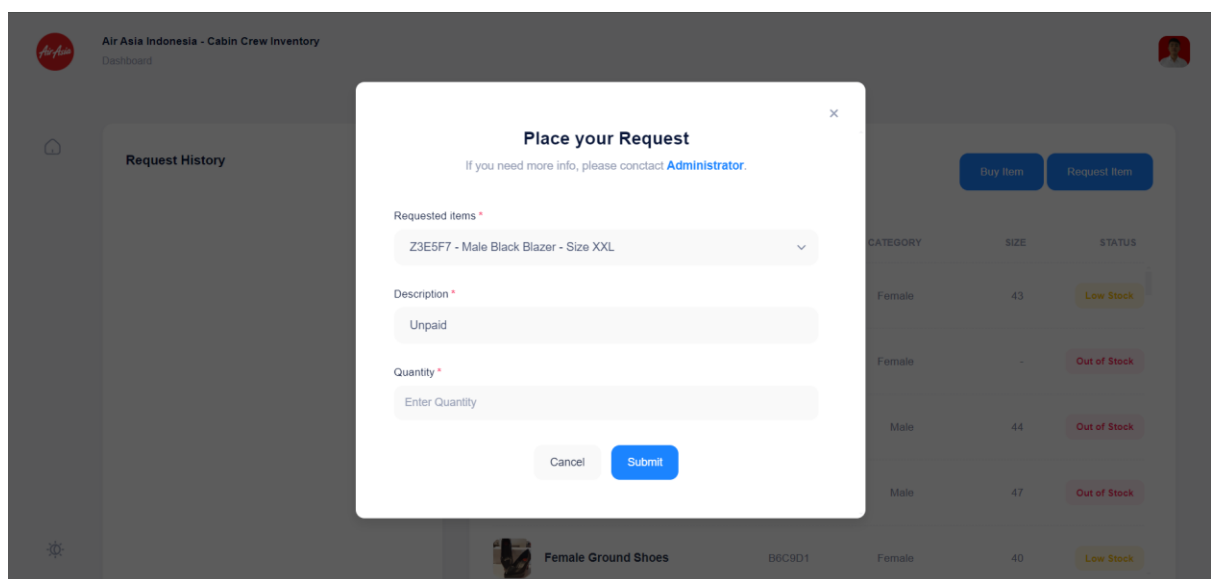
*Cabin Crew submits orders for items required for the flight*

[Precondition: User is already on the home page]

1. User selects the "Request Item" button



2. User selects which item to order and the quantity of the item ordered.
3. User selects submit button waits for the order to be confirmed by the admin.



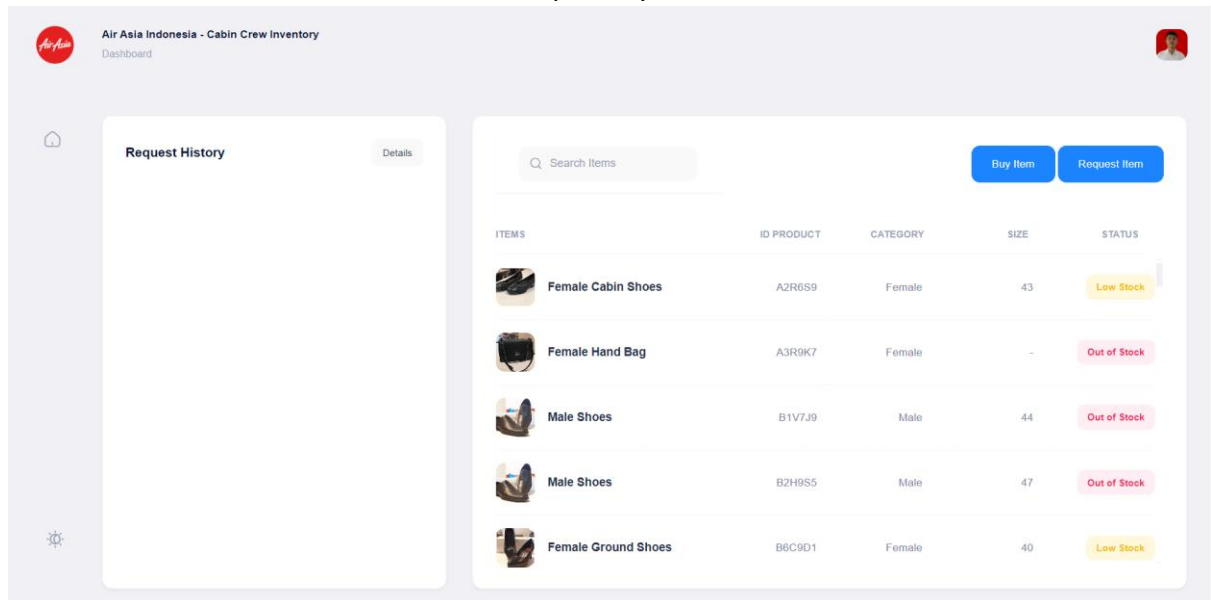


# BUY ITEM

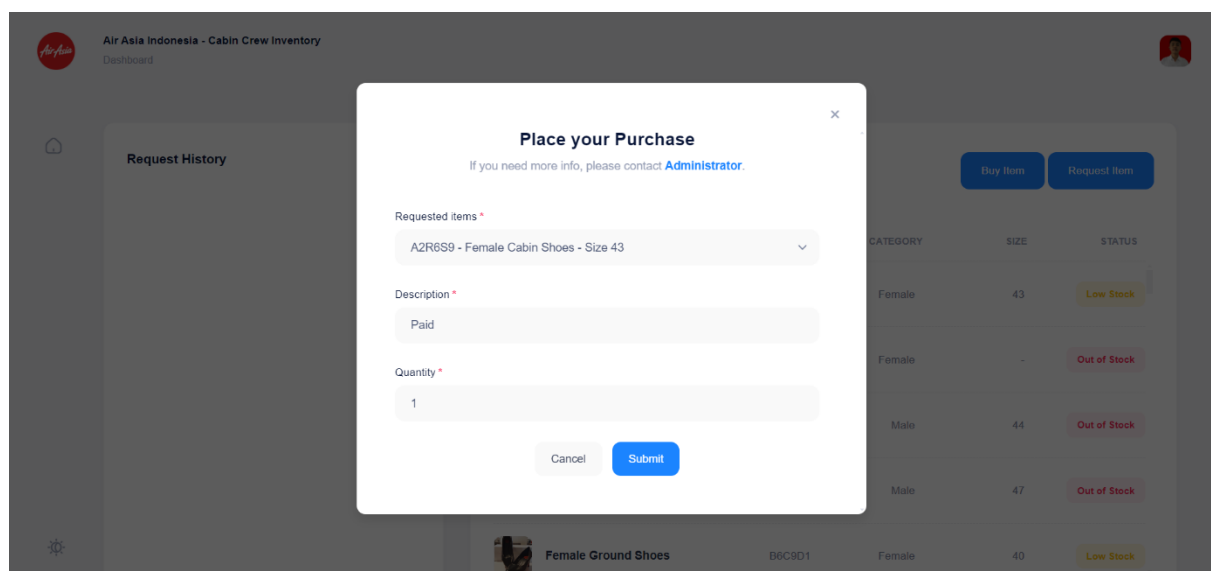
*Cabin crew purchases the items required for the flight*

[Precondition: User is already on the home page]

1. User selects the "buy item" button
2. User selects which item to order and the quantity of the item ordered.



3. User selects submit button and waits for the order to be confirmed by the admin.



## NOTES

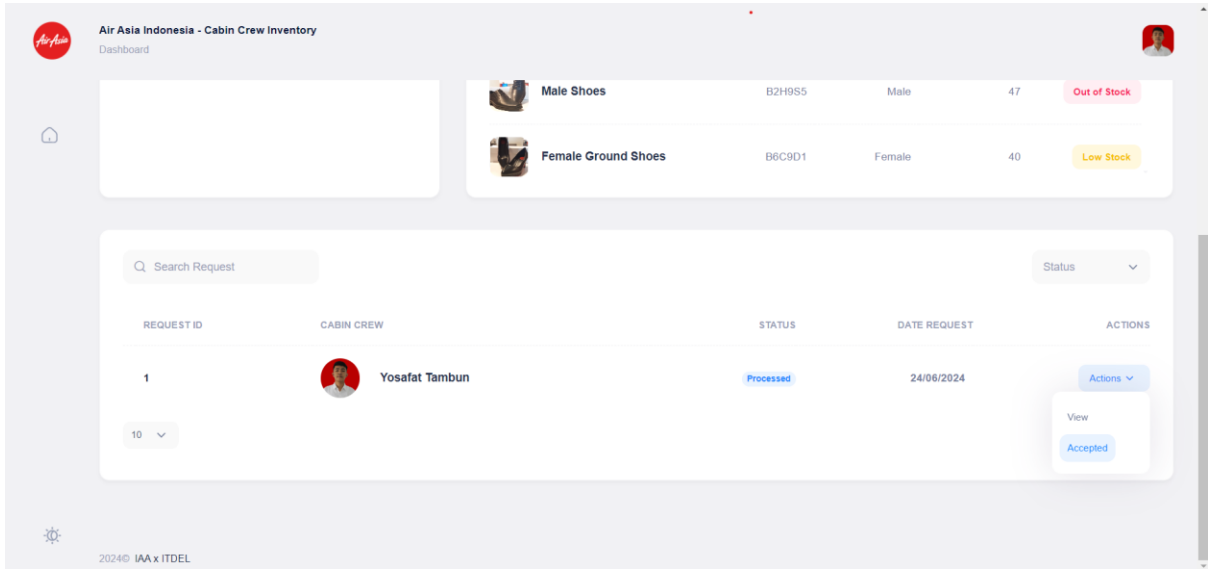
1. Users can only request and purchase items in a maximum of 2 quantities.
2. Admin can reject a user request if it is found that it does not match the terms of the request.

# CONFIRM ORDER

*Cabin Crew confirms that the order has been completed and the item is in the user's possession.*

[Precondition: User is already on the home page]

1. On the dashboard page, users can view the bookings that are being made.
2. To provide feedback to the admin for the completion of the booking, the user must first select the order they want to confirm.
3. The Cabin Crew confirms that the booking has been completed by selecting the "Accepted" button.



# PAGE VIEW ON MANAGEMENT

## NOTES

The Management is responsible for monitoring inventory status and approving inventory requests. They have access to authentication, inventory monitoring, approving or rejecting inventory requests, viewing pending requests, checking inventory levels and status, generating inventory reports, and viewing user profiles.

# VIEW ALL

Management can see all requests made by the cabin crew and can also see the actions taken by the admin on these requests.

[Precondition: Management is already on the home page]

- When management is on the home page, it will immediately see a display that shows the ongoing request process and also the status of the request.
- Management can also view details of available items, including product id, category, size and quantity.

The screenshot displays the 'Air Asia Indonesia - Cabin Crew Inventory' dashboard. On the left, the 'Request Process' section shows two items: 'Female Red Skirt' (To: Tio Manalu, Status: Processed) and 'Female Cabin Shoes' (To: Tio Manalu, Status: Need Confirm). On the right, the 'Items' table lists various products with their IDs, categories, sizes, statuses, and quantities.

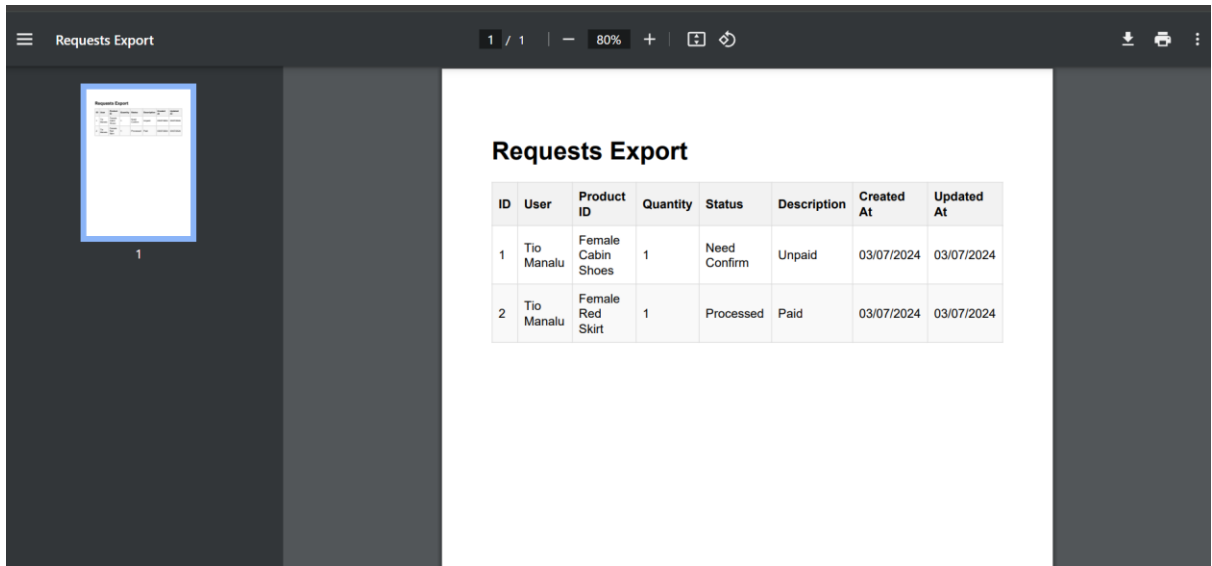
ITEMS	ID PRODUCT	CATEGORY	SIZE	STATUS	QTY
Female Cabin Shoes	A2R6S9	Female	43	Low Stock	3
Female Hand Bag	A3R9K7	Female	-	Out of Stock	0
Male Shoes	B1V7J9	Male	44	Out of Stock	0
Male Shoes	B2H9S5	Male	47	Out of Stock	0
Female Ground Shoes	B6C9D1	Female	40	Low Stock	3

- Management can also export data from cabin crew who request/buy items.

The screenshot displays the 'Air Asia Indonesia - Cabin Crew Inventory' dashboard. On the left, the 'Request Process' section is empty. On the right, the 'Items' table shows 'Male Shoes' (Status: Out of Stock) and 'Female Ground Shoes' (Status: Low Stock). Below the items, the 'Request' table lists requests made by cabin crew, including request ID, cabin crew name, status, date, and actions. There are also 'Export to Excel' and 'Export to PDF' buttons.

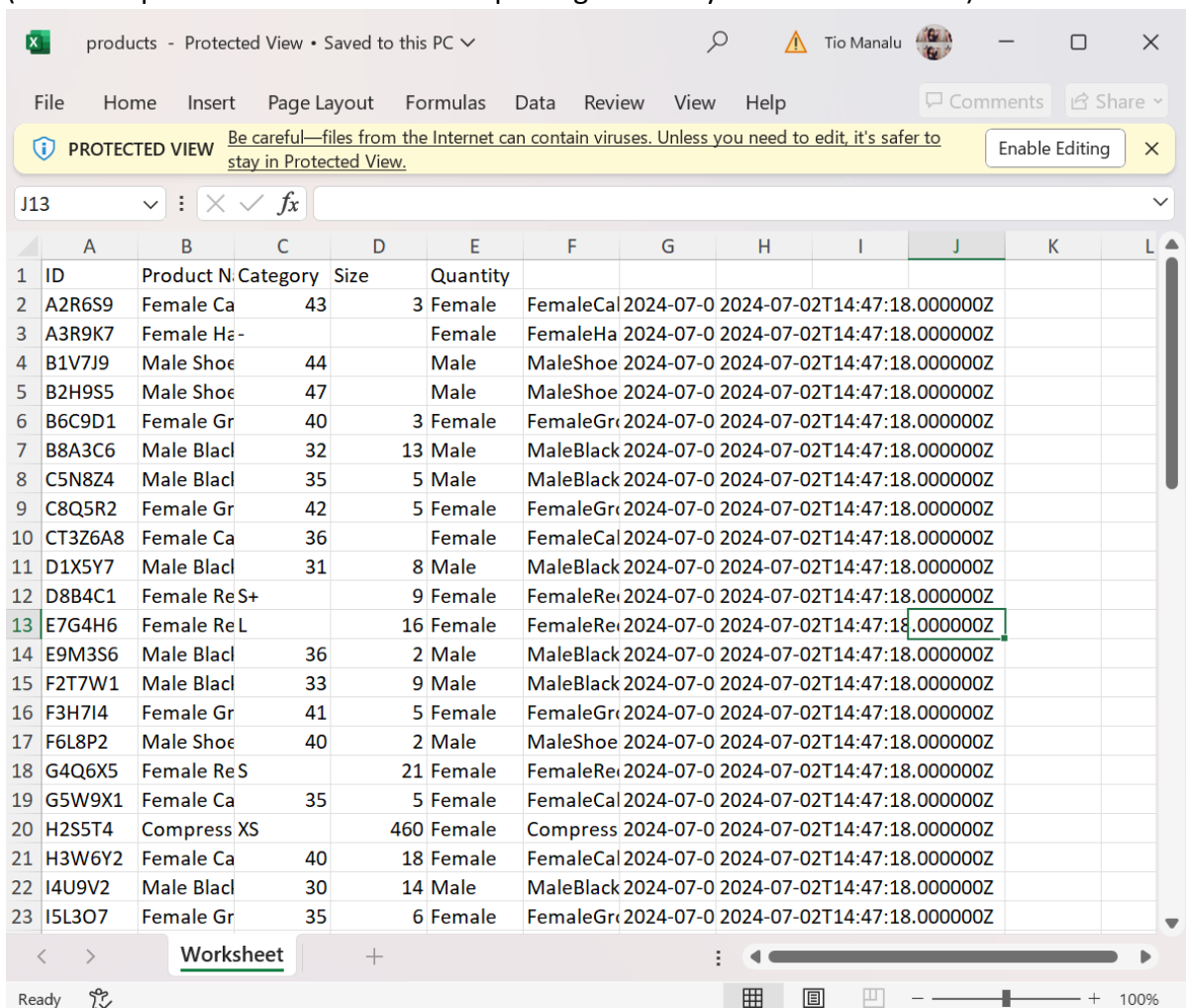
REQUEST ID	CABIN CREW	STATUS	DATE REQUEST	ACTIONS
2	Tio Manalu	Processed	03/07/2024	Actions
1	Tio Manalu	Need Confirm	03/07/2024	Actions

- d. Management can export request data into pdf or excel. (The example below is the result of exporting data in pdf form).



ID	User	Product ID	Quantity	Status	Description	Created At	Updated At
1	Tio Manalu	Female Cabin Shoes	1	Need Confirm	Unpaid	03/07/2024	03/07/2024
2	Tio Manalu	Female Red Skirt	1	Processed	Paid	03/07/2024	03/07/2024

- e. Management can export data about all items contained in the inventory into pdf or excel. (The example below is the result of exporting inventory items data in excel).




	A	B	C	D	E	F	G	H	I	J	K	L
1	ID	Product N	Category	Size	Quantity							
2	A2R6S9	Female Ca	43	3	Female	FemaleCa	2024-07-0	2024-07-02T14:47:18.000000Z				
3	A3R9K7	Female Ha			Female	FemaleHa	2024-07-0	2024-07-02T14:47:18.000000Z				
4	B1V7J9	Male Shoe	44		Male	MaleShoe	2024-07-0	2024-07-02T14:47:18.000000Z				
5	B2H9S5	Male Shoe	47		Male	MaleShoe	2024-07-0	2024-07-02T14:47:18.000000Z				
6	B6C9D1	Female Gr	40	3	Female	FemaleGr	2024-07-0	2024-07-02T14:47:18.000000Z				
7	B8A3C6	Male Black	32	13	Male	MaleBlack	2024-07-0	2024-07-02T14:47:18.000000Z				
8	C5N8Z4	Male Black	35	5	Male	MaleBlack	2024-07-0	2024-07-02T14:47:18.000000Z				
9	C8Q5R2	Female Gr	42	5	Female	FemaleGr	2024-07-0	2024-07-02T14:47:18.000000Z				
10	CT3Z6A8	Female Ca	36		Female	FemaleCa	2024-07-0	2024-07-02T14:47:18.000000Z				
11	D1X5Y7	Male Black	31	8	Male	MaleBlack	2024-07-0	2024-07-02T14:47:18.000000Z				
12	D8B4C1	Female ReS+		9	Female	FemaleRe	2024-07-0	2024-07-02T14:47:18.000000Z				
13	E7G4H6	Female ReL		16	Female	FemaleRe	2024-07-0	2024-07-02T14:47:18.000000Z				
14	E9M3S6	Male Black	36	2	Male	MaleBlack	2024-07-0	2024-07-02T14:47:18.000000Z				
15	F2T7W1	Male Black	33	9	Male	MaleBlack	2024-07-0	2024-07-02T14:47:18.000000Z				
16	F3H7I4	Female Gr	41	5	Female	FemaleGr	2024-07-0	2024-07-02T14:47:18.000000Z				
17	F6L8P2	Male Shoe	40	2	Male	MaleShoe	2024-07-0	2024-07-02T14:47:18.000000Z				
18	G4Q6X5	Female ReS		21	Female	FemaleRe	2024-07-0	2024-07-02T14:47:18.000000Z				
19	G5W9X1	Female Ca	35	5	Female	FemaleCa	2024-07-0	2024-07-02T14:47:18.000000Z				
20	H2S5T4	Compress XS		460	Female	Compress	2024-07-0	2024-07-02T14:47:18.000000Z				
21	H3W6Y2	Female Ca	40	18	Female	FemaleCa	2024-07-0	2024-07-02T14:47:18.000000Z				
22	I4U9V2	Male Black	30	14	Male	MaleBlack	2024-07-0	2024-07-02T14:47:18.000000Z				
23	I5L3O7	Female Gr	35	6	Female	FemaleGr	2024-07-0	2024-07-02T14:47:18.000000Z				

- f. Management can view the complete profile of the cabin crew including profile details, personal details size and also the history of requests or purchases made by the cabin crew.

Air Asia Indonesia - Cabin Crew Inventory

View Profile

Profile Details



Name

Tio Manalu

Email

tioamanalu1803@gmail.com

Gender

Female

Phone Number

+6285373338261

HUB

CGK

## NOTES

Management can only view product details, requests, purchases, complete cabin crew profiles and export product data as well as request or purchase data into pdf or excel.