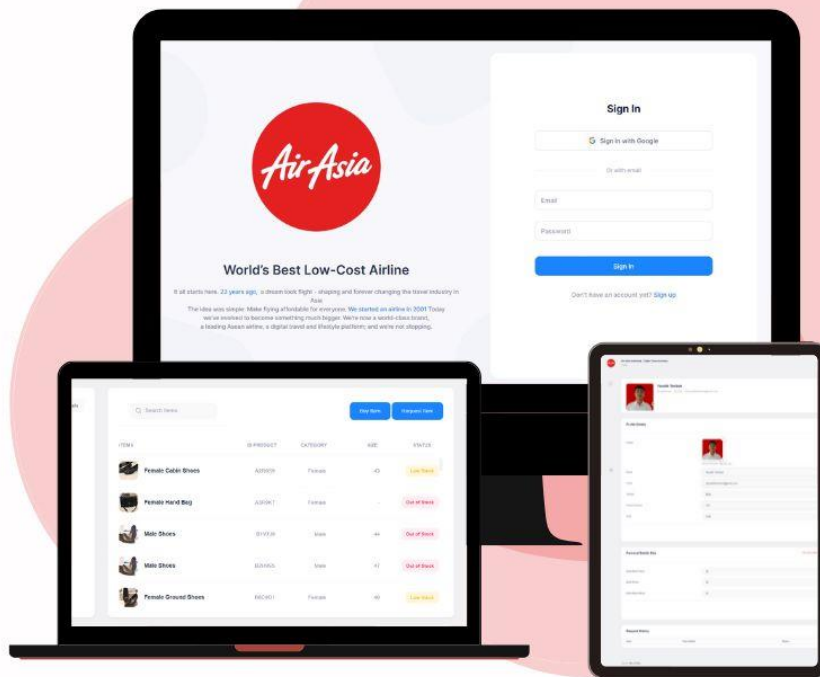# USER MANUAL

Inventory - Cabin Crew

USER MANUAL DOCUMENT
CABIN CREW INVENTORY
WEB BASED APPLICATION

PT. INDONESIA AIRASIA

INSTITUT TEKNOLOGI DEL

2024

DAFTAR ISI

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
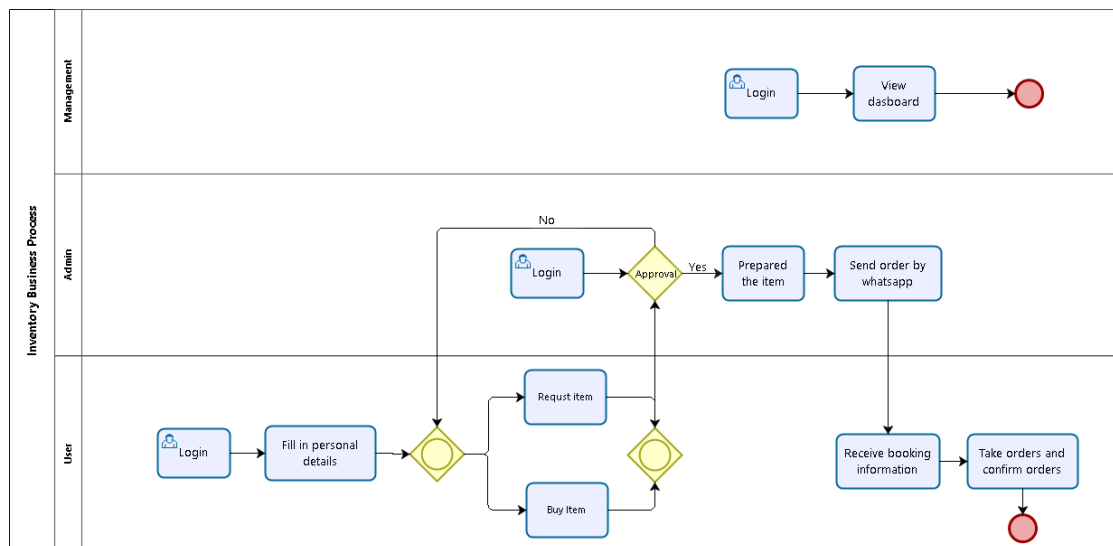
Figure 1. Inventory Business Process
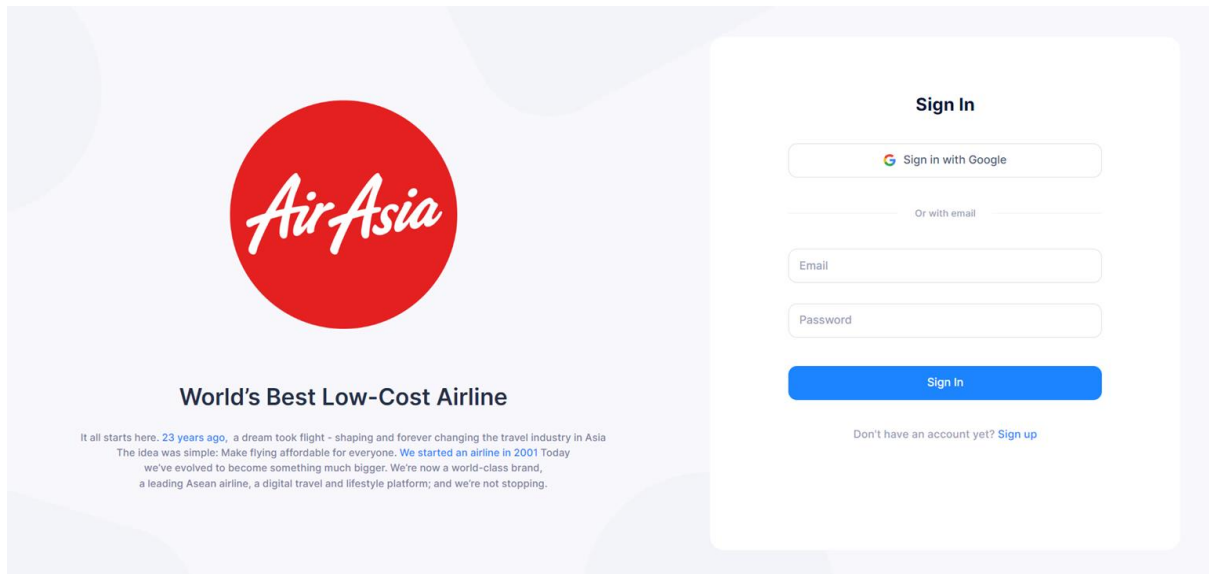
With various obstacles in the current inventory management process, the developer provides a solution, namely the development of inventory applications in web form. This application can be accessed through each user's device. The application can be used to place orders. In addition, the process of recording 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

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
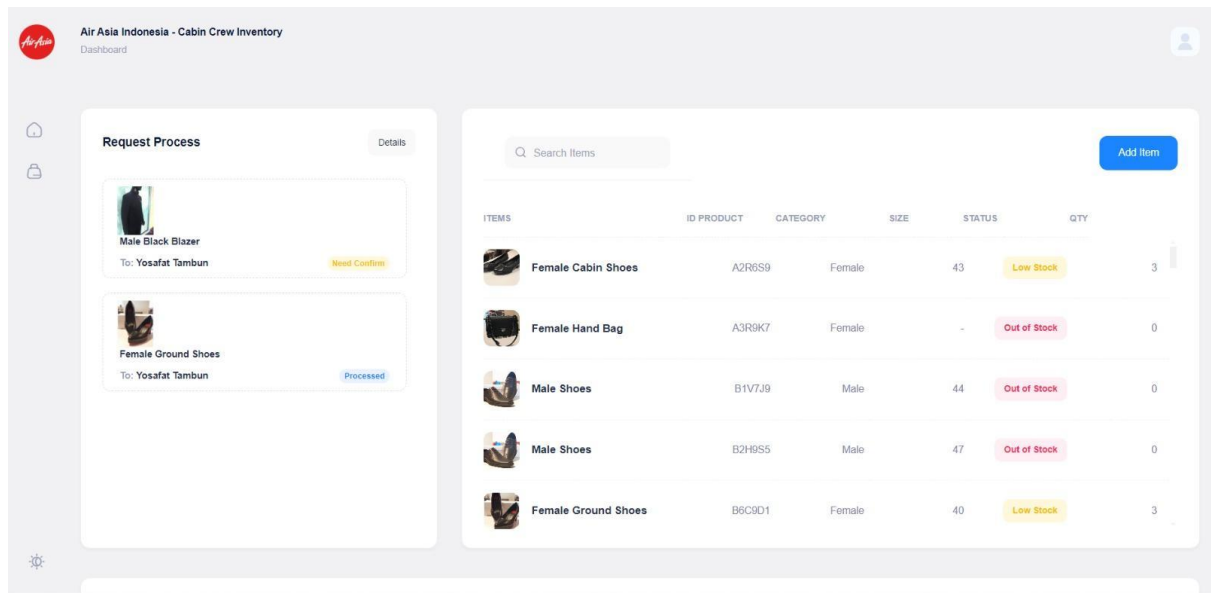
a.   Admin is already on the home page.

b.   Admin selects "Add Item".
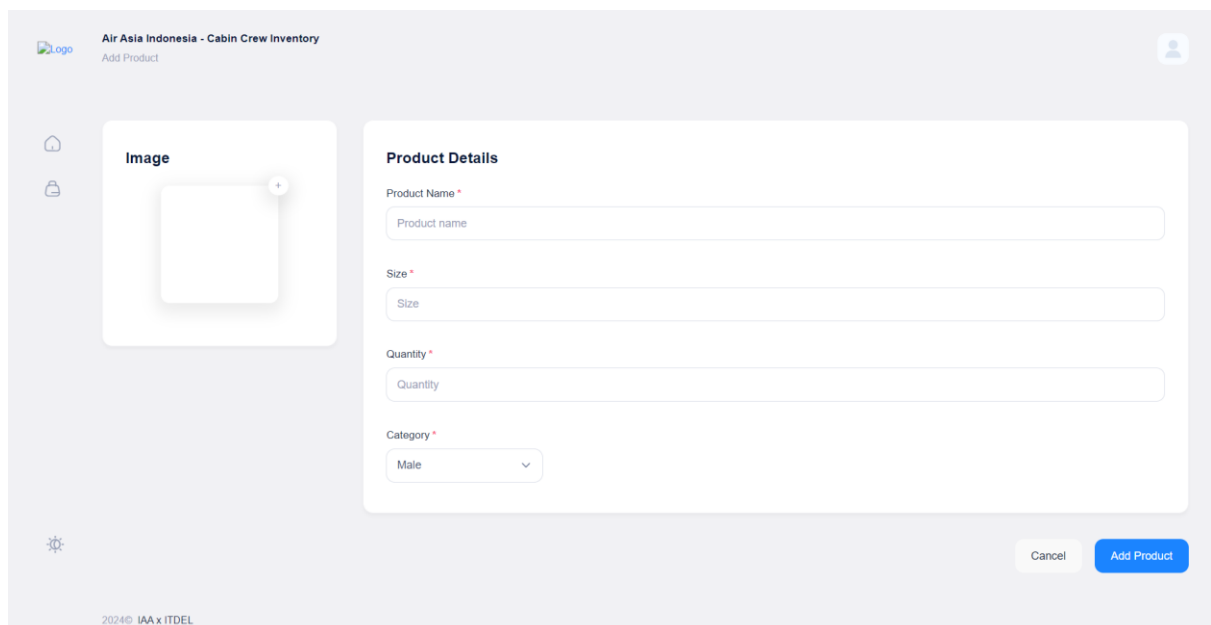
c.   Admin adds an image and fills in the product detail form.

d.   Admin selects "Add Product" to save.
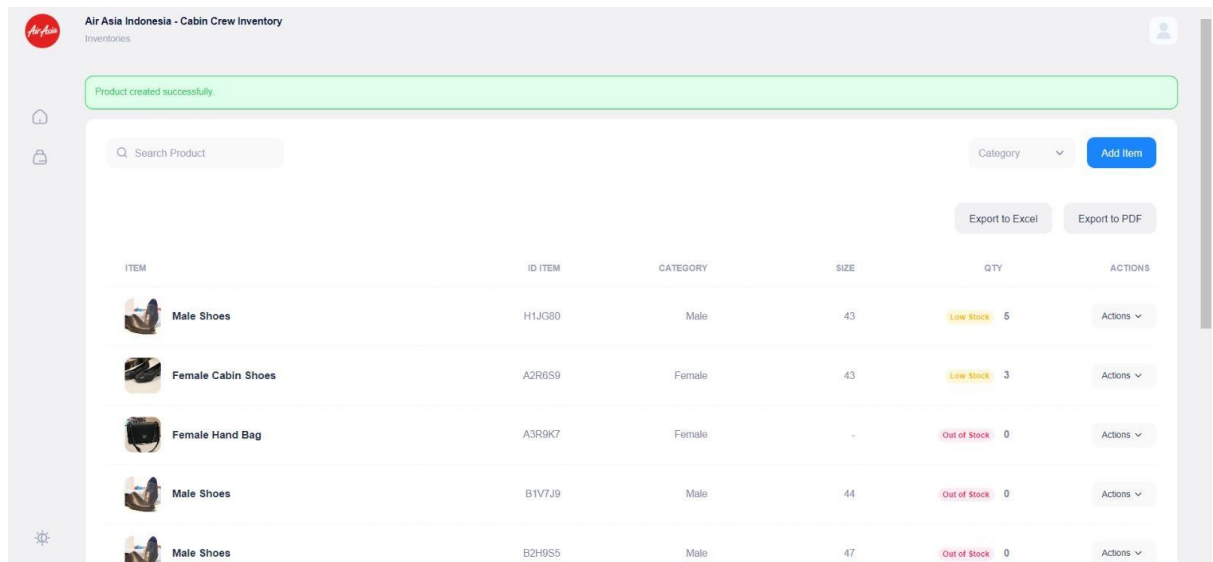
e.   Item has been successfully added.

2. **Admin Edit or Delete Item**
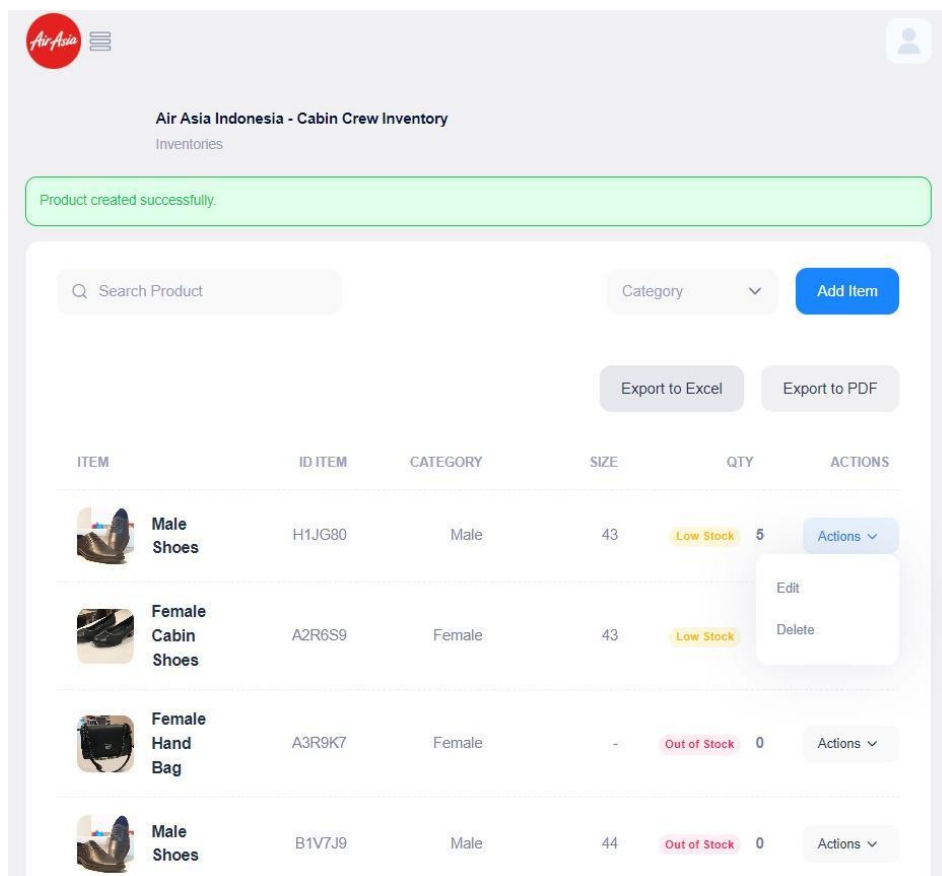
a.   Admin is already on the home page.
b.   Admin selects "Edit" to edit item data.

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.
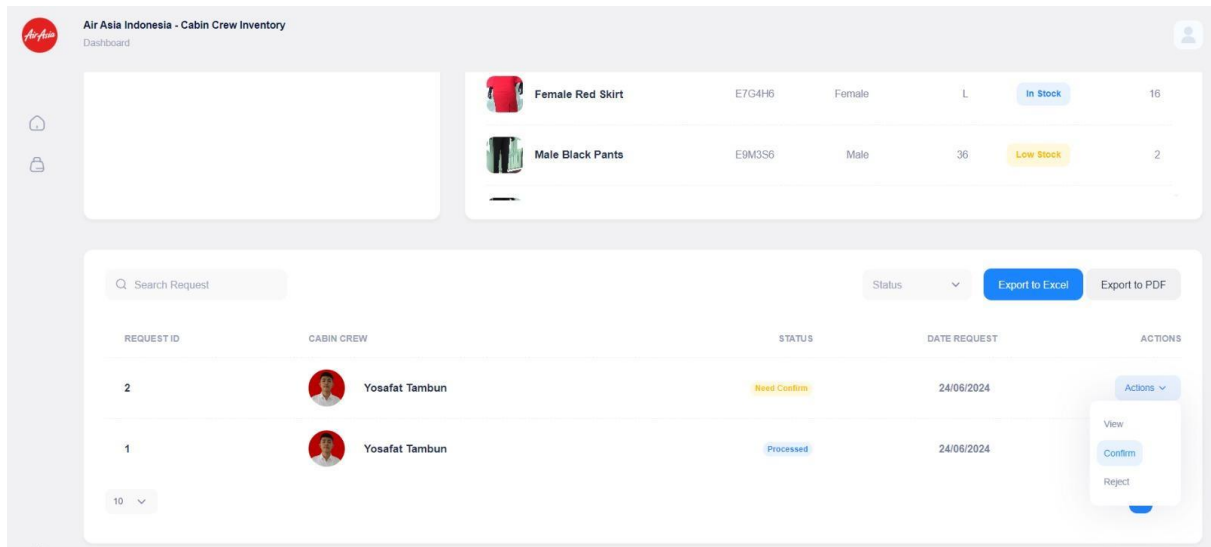
b. In addition, the admin can also select "View" to view the request details and select "Reject" to reject the request.
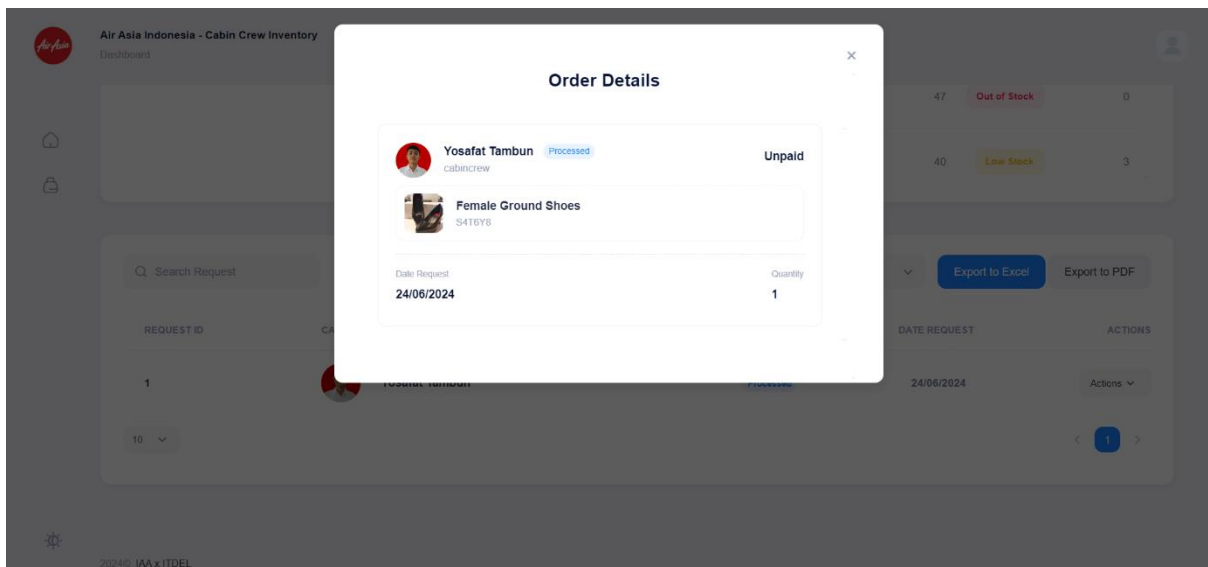
c. After confirming, "Request status updated successfully" will appear, and the request status will be "Processed".

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.

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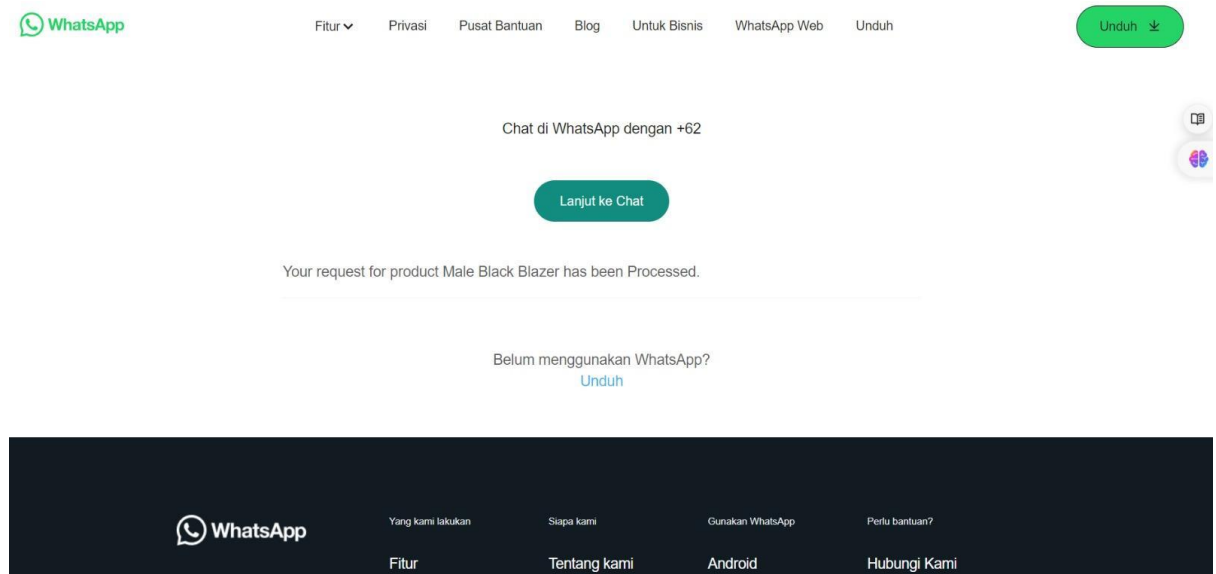
f. The message will be sent to the cabin crew who requested or bought the item, and after getting the message, the cabin crew will confirm the item requested or purchased.

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
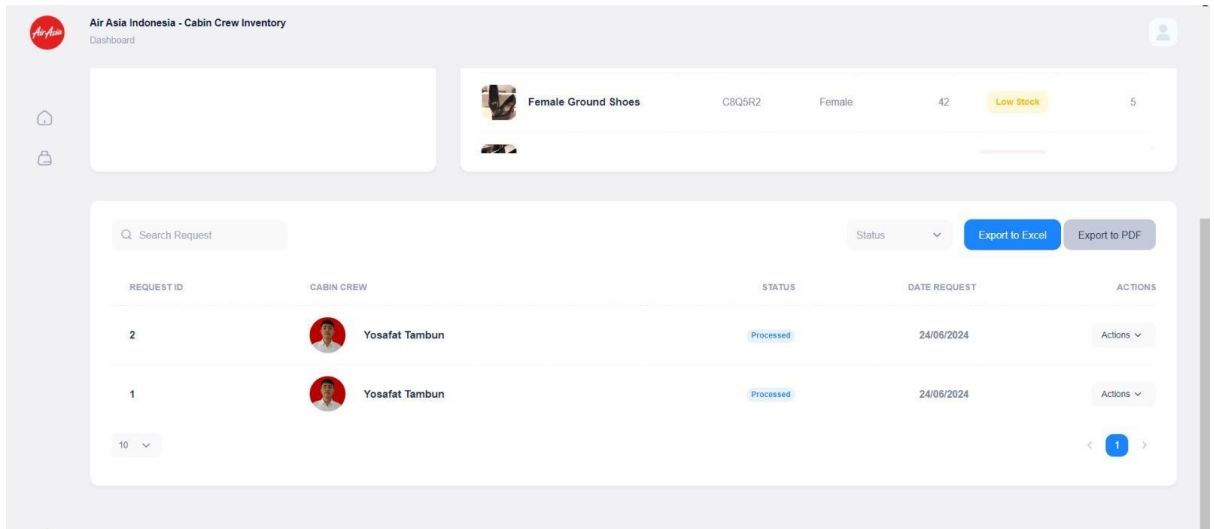
a. Admins can export request data in pdf or excel form by selecting Export to Pdf or Export to exel.
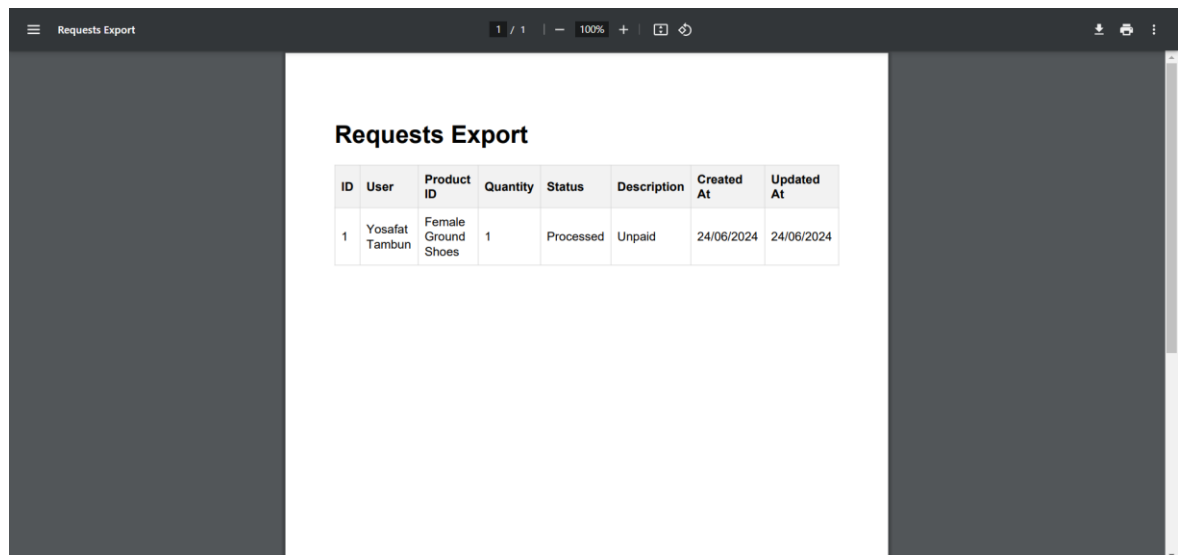
b. The request data will be exported directly and can be downloaded.

2. Export Product
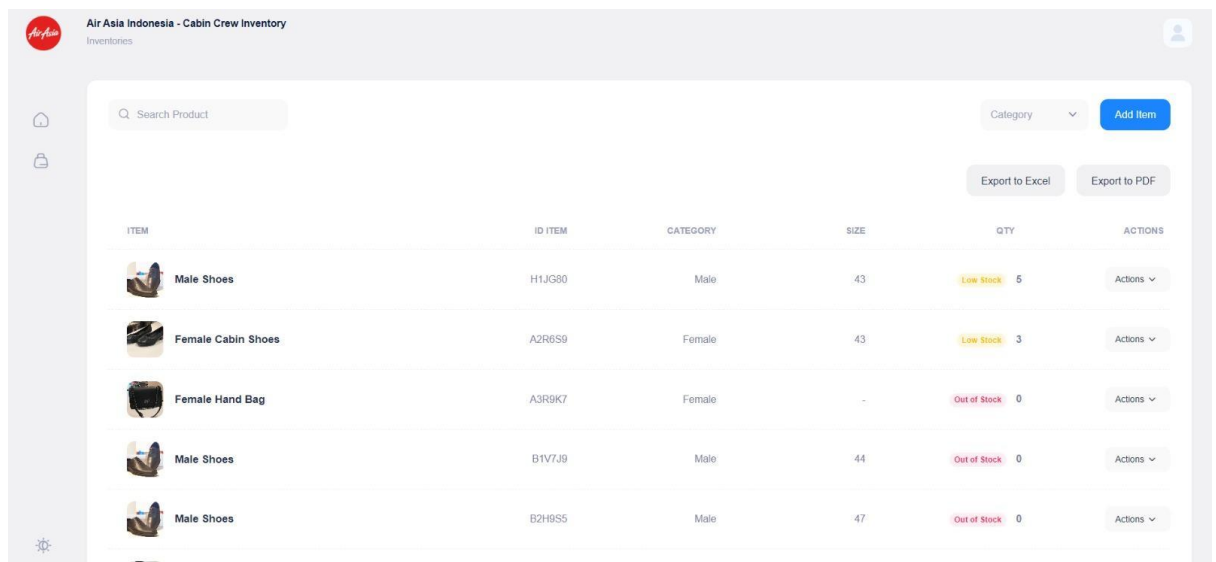
a. Admins can export product data in pdf or excel form by selecting Export to Pdf or Export to exel.
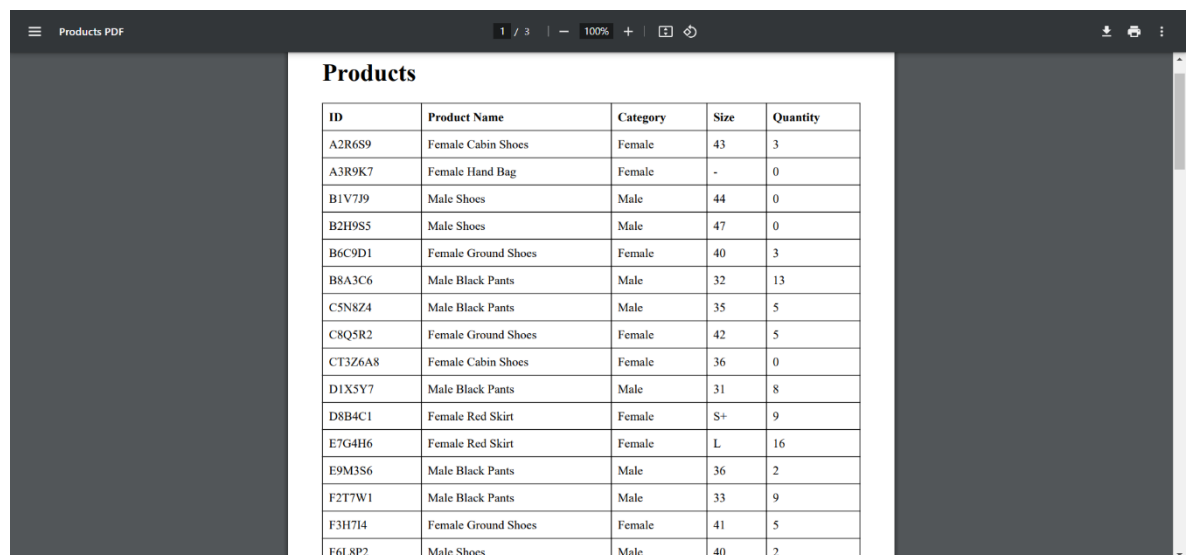
b. Product data will be exported directly and can be downloaded.

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.

PAGE VIEW ON USER (CABIN CREW)

ENTER PERSONAL DATA

Cabin Crew completes personal data for booking purposes.

[Precondition: User is already on the home page]

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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

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

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

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

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]

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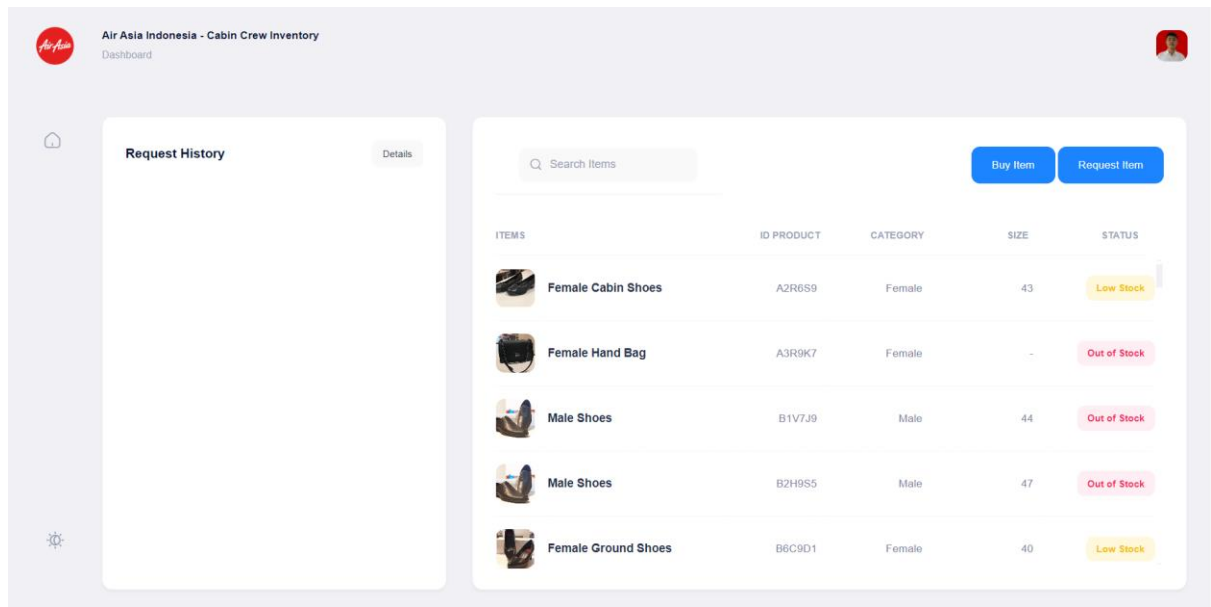
2. User selects which item to order and the quantity of the item ordered.

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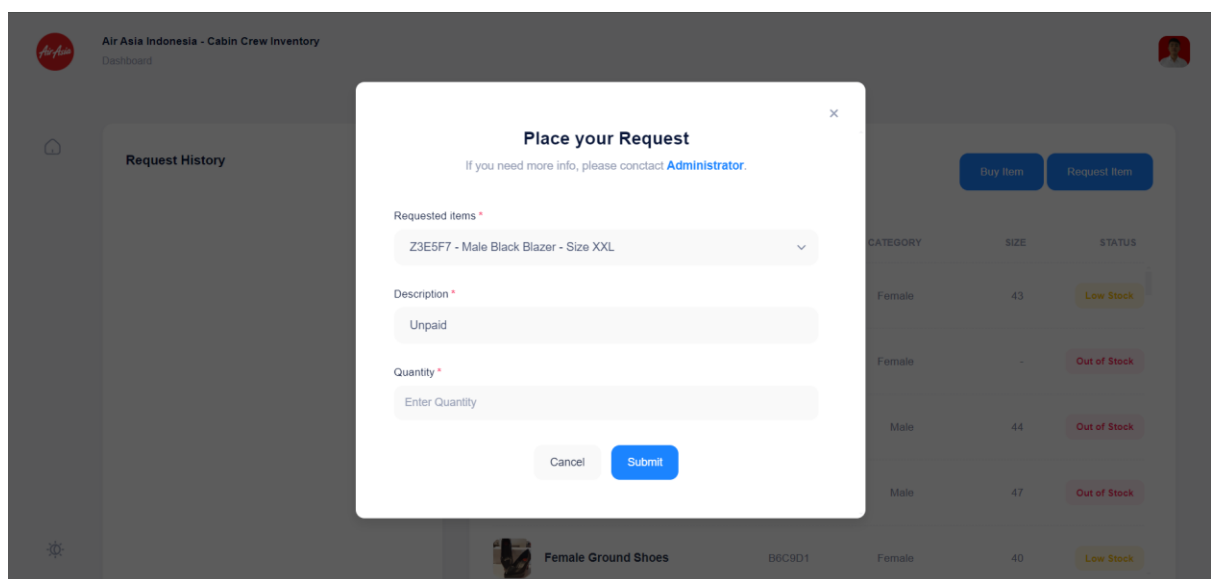
BUY ITEM

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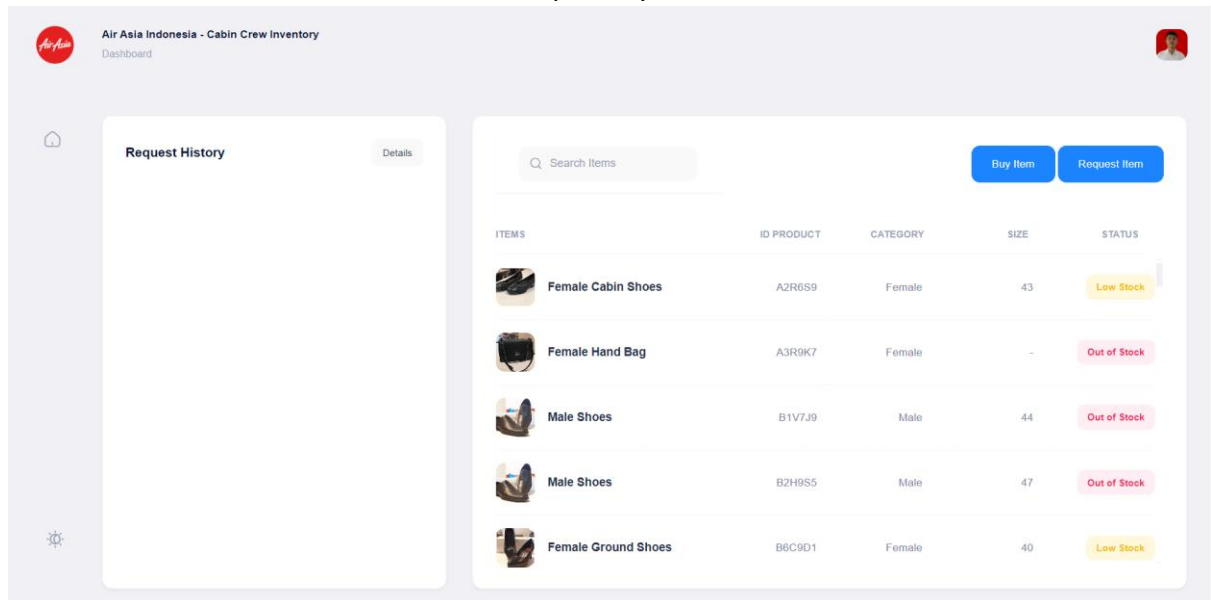
3. User selects submit button and waits for the order to be confirmed by the admin.
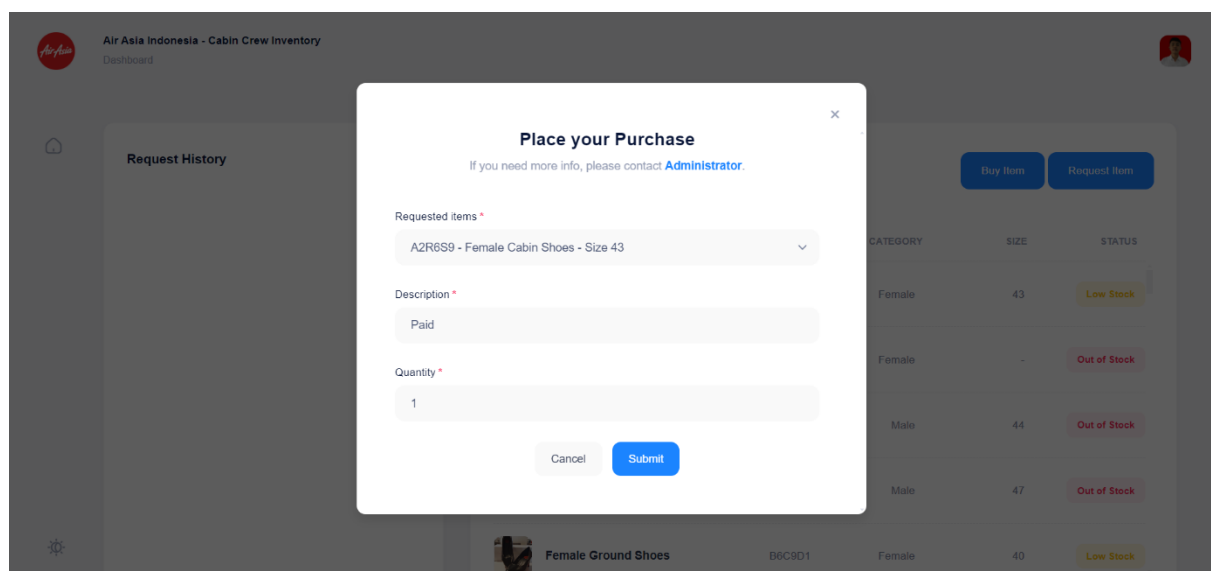
NOTES

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]

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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.
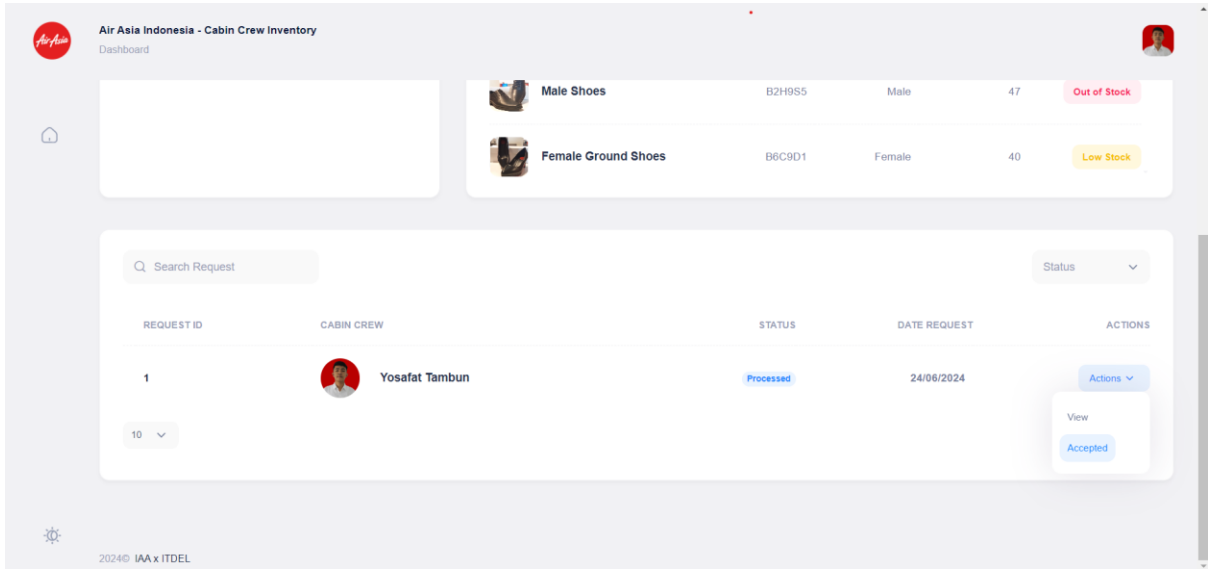
PAGE VIEW ON MANAGEMENT

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]

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a. 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.

b. Management can also view details of available items, including product id, category, size and quantity.
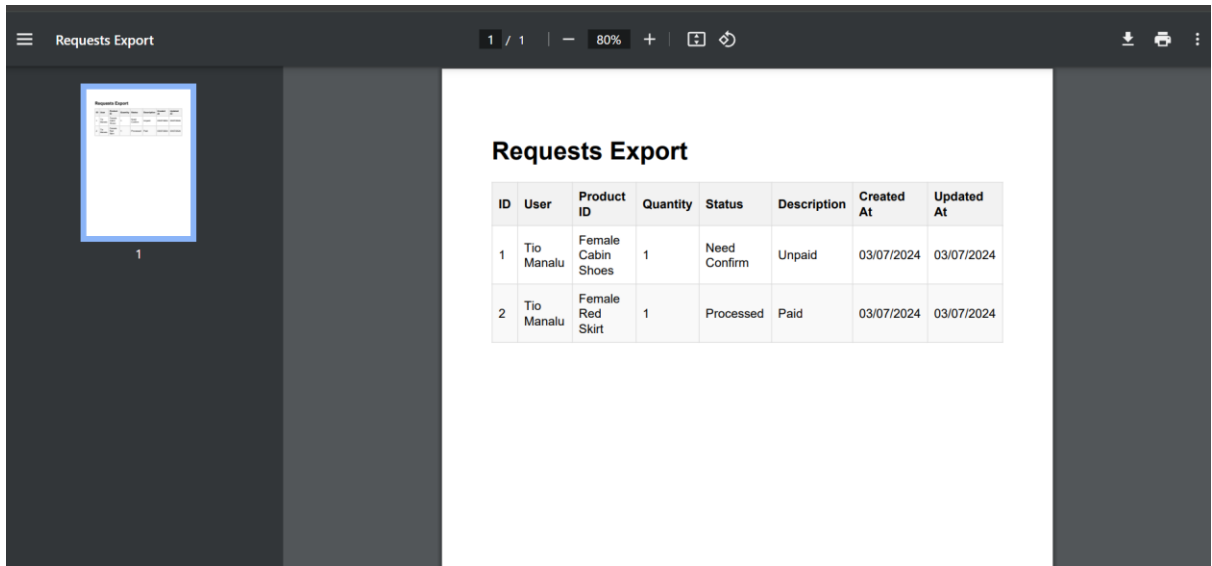
c. Management can also export data from cabin crew who request/buy items.

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

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).

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.

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.