

**Universiti Teknologi PETRONAS (UTP) Food and Beverage Requisition System  
(General Administration)**

By

Ahmad ‘Atif Bin Mohd Azami (13592)

Dissertation Submitted in partial fulfillment of  
the requirements for the  
Bachelor of Technology (Hons)  
(Business Information System)

September 2013

Universiti Teknologi PETRONAS  
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# **CERTIFICATION OF APPROVAL**

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Business Information System Programme  
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Approved by,

---

(Mrs. Aliza Binti Sarlan)

UNIVERSITI TEKNOLOGI PETRONAS  
TRONOH, PERAK

September 2013

## **CERTIFICATION OF ORIGINALITY**

This is to certify that I am responsible for the work submitted in this project, that the original work is my own except as specified in the references and acknowledgements, and that the original work contained herein have not been undertaken or done by unspecified sources or person.

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AHMAD 'ATIF BIN MOHD AZAMI

## **ABSTRACT**

The Dissertation contains all the documentation and information that has been performed by the student. The focus of this study is mainly to improve the current Universiti Teknologi PETRONAS (UTP) Food and Beverage Requisition System, from manual paper-based system into online requisition system. The purpose of improvement from the old system into a new system is to eliminate all the problems that have arose and also to increase the efficiency and the effectiveness of the system. There are several problems that this project try to address such as too much requests at one time, last minute request, too much time taken to process all the requests and other problems involved. Online requisition system has been used widely by many organizations. The unique features which are available in the new system compared to the traditional system make it attractive for the organizations to implement the system. The features that make it unique are like removing the usage of paper, electronic approval status, quick online entry and other features. There are two methods that will be used to perform the data collection which are qualitative analysis and the other one is quantitative analysis. Qualitative analysis involves interview and research on the journals that have been done previously. While quantitative analysis is mainly focusing on the quantity of the data that is able to be collected through questionnaires and also surveys. For the development tools, PHP, HTML and other programming language will be used to develop the system and Adobe Photoshop CS4 Portable will be used to design the system. The result of the first part of this project shows several information important features those are needed for this system for example is the availability of transaction summary, notice related with the rules of requisition, online approval and other features. The development of this project has been done and minimum viable project has been achieved. System's interface and the coding part will be elaborate in details in this report.

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# CHAPTER 1

## INTRODUCTION

This chapter will describe the overview of the project that covers the following topics.

- Background of Study
- Problem Statements
- Purpose of Study
- Objectives of Study
- Research Question
- Significance and Feasibility of Study

### 1.1 Background of Study

#### *1.1.1 UTP Food and Beverage Requisition System*

This project is basically focused on the UTP Human Resource and Administration Department. Starting from the end of 2013, this department has decided to implement online requisition system for its Food and Beverage Requisition System. Normally, the process of this system is done manually and it costs a lot of time to process the application because there are many approvals that needs to be attained before the application can be processed.

The efficiency and effectiveness of the current system also can be questioned as there are many problems arise. Some of the problems that have arose are, last minute request from the requestor, unexpected request from the requestor, too many requests at a time which lead to overlooked of the requests and other problems. The problems that have happened show that the new, effective system is needed for this department to make sure that all the applications can be processed smoothly.

The manager of UTP Human Resource Management and Administration (HRMA) Department also has stated that, the new system that needs to be developed must fulfill certain criteria those are needed by the department. This is important to ensure that the new system can improve the current system and make significant impact on how the process of the requisition can be done. He also said that there are certain optional features that can be included such as sending E-mail notification as a reminder for any approval.

New system is needed to ensure that all the processes related to Food and Beverage Requisition will be completed on time. This is important because this system involves many parties such as requestor and also caterer. To ensure this project is successful, thorough research will be done.

#### *1.1.2 Online Requisition System*

Online requisition is a website which allows the users to request any related matters and for this project it is focused on the food and beverage. According to Margaret Rose (2005), "Online is the condition of being connected to a network of computers or other devices." While for the requisition, according to Macmillan Dictionary, "Requisition is to make an official request or order that something should be given or made available." Other than that, Business Dictionary.Com has defined requisition as, "Written order or a formal demand by the user(s) of a good or service (which is not made available without specific request) to the organization's purchase (or stores) department. It generally includes the brand and model name or number, description, quantity, and the required delivery date."

For the Food and Beverage Requisition System, the requestor will notify or make a request to the Human Resource Department about the food and beverage that are needed or that need to be ordered for certain events. This system will ask the user to enter the quantity and also the delivery date which the food and beverage need to be available. This online system also required authorization or approval from the higher authorities for the request before the application can be processed.

There are many advantages of online requisition system compared with the traditional method. They are:

- With online requisition, the requestor can easily and quickly complete the requisition information by entering the requestor's name, item description, delivery location, delivery date, delivery quantity and other information. It is all at your fingertips.
- Online requisition reduces redundancy effort. Different personnel do not have to enter the same information as the information is available online.
- Requestor can review the history as it moves through the approval process.
- Online requisition allows the process of requisition can be done faster as it allows electronic approval process and also reduce the redundancy effort.
- Online requisition allows any requisition that has been rejected to be submitted electronically for reconsideration.

## **1.2 Problem Statements**

Based on the interview that has been done with the staffs of Human Resource (HR) Department, online food and beverage requisition system is a new thing in UTP because before this the system that has been used is mainly based on the manual processes. Therefore, there are several challenges that need to be considered to ensure that this project is successful. As we all know, technology keeps on changing from day to day. Thus, rapid development should be done to ensure that UTP is not left behind in term of technology. This project also shows that extensive researches and explorations need to be done to optimize every possible ways to make sure that the system that will be created can give the best solution for the current problems that have been faced by HR Department. There are several problems that need to be catered by this system. Hence, this project will mainly focus on to solve these problems:

- Too much requests at a time which cause to overlook of the request. Thus, there are several requests failed to be processed and thus lead to dissatisfaction among the requestors.
- Last minute request. This request cannot be processed if the approval cannot be obtained on time. Notification or reminder should be given to the requestors to ensure that they can submit early request.
- The current system use traditional, manual method and it is also paper-based system. The new system that will be developed is focusing on improving this system which is to make it online and at the same time reduce the usage of paper. Thus, it can lead to go-green environment.
- Too much time taken to process the request. It takes time to process the request because the request can only be processed after it has been approved. The approval can be obtained from the higher authorities such as Head of Department. The current system use manual process which is the request will be sent manually to them and it costs a lot of time. With the new system, electronic approval process will be implemented to ensure that the time taken for the request to be approved can be cut off.

### **1.3 Scope of Study**

The scope of this study is to analyze and also to explore the best online food and beverage requisition system that can be implemented in UTP to replace the current manual paper-based system. This is to ensure that the efficiency and effectiveness of the system can be improved for the future use. The best features that will be implemented into the system also will be analyzed to make sure that this system can fulfill all the requirements needed and the best solution for the new system will be used to develop the system. Other than that, this project also focuses on the implementation of online approval process.

#### **1.4 Objectives of Study**

The objectives of this study are:

- To develop the electronic approval process to ensure that the time taken to process the request can be cut off and thus increase the effectiveness of the system.
- To develop an automated system for food and beverage requisition.
- To enable the system to track the history of the requisition that has been made.
- To identified and analyzed the users of the system and their tasks.

#### **1.5 Research Questions**

How the online requisition system can automate the current food and beverage requisition processes?

## 1.6 Relevancy of the Project

The relevancy of this project can be seen from the way the current system processing the request. There are many problems come from the old system such as too much time taken to approve the request. This problem occurs because the current system is using the manual paper-based system. Oracle is one of the companies that providing requisitions system to its customers. According to Oracle, there are certain problems that will incur from using the paper requisitions include:

- The requestor may not fill in the requisition completely or accurately.
- The requestor's handwriting may be eligible.
- Someone without proper authority may be able to potentially approve a requisition.
- The requestor might have to mail the requisition to an approver at a different location and wait a number of days to get it back.
- The approver may damage the requisition.

All the problems that may arise show that it is relevant to develop this system to replace the old, paper-based system in order to eliminate all the problems. According to Oracle (2005), "When you create a requisition online, you can instantaneously send it to an approver. The approver can access your requisition from any computer and provide a note, change the requisition, and reserve funds if necessary. You also set controls to ensure that only the appropriate people can approve a particular requisition."

This online requisition also allows the administration to monitor the users who use this system thus it is easy to detect any discrepancies that may happen. The relevancy of this project is based on how good the system that will be developed fulfill all the requirements needed.

Other than that, this system will be used by the HRMA staffs and also requestors from different departments. It is relevant for this project to be developed because it can decrease the time taken to process the requisition and at the same time make the processes become easier. Furthermore, by implementing this system the usage of paper can be decreased thus can cut the cost of administration expenses.

Based on the points that have been given, this project is relevant to be done.

### **1.7 Significance and Feasibility of Study**

Thorough research is conducted on online requisition system and also the important features that should be made available in the system. It is important to identify the features to ensure that the system that will be developed meets the requirement that is needed by the HR Department. This study also aims to explore and identify the method that can be used to develop electronic approval in order to minimize the time taken to approve any requisition.

The system that will be developed is basically using the current programming language such as PHP, HTML and others. Thus, it is possible to develop this program. The time frame for the project development is two semesters or approximately eight months. For the first semester, the focus is more on extensive research, planning, design and data collection. While for the second semester, the focus is more on project development which is to develop the website. It is significance and feasible to develop this project on the time frame that has been given.

## CHAPTER 2

### LITERATURE REVIEW

This chapter discusses on the general idea of the project. It also discusses the background information of the research questions and also the theory and views on the importance of online requisition system compared with the manual paper-based requisition system.

#### 2.1 Overview of Requisition

According to Oracle (2005), “Online requisition system is a system which the organization can centralize the purchasing of products and services, source the requisitions with the best suppliers, and ensure that you obtain the appropriate management approval before creating purchase orders from the requisitions”. Before the system can be developed, there are several features that can be identified. The major features are:

- **Eliminate Paper**

By using online requisition system, the requestors can submit the requisitions online. Therefore, the usage of paper can be eliminated.

- **Quick Online Entry**

Online requisition system will allow the requesters to create the requisitions online. The requestors can complete the requisitions simply by entering the requestor’s name, delivery location, delivery quantity and others. Thus, by using this system the requestor can enter the information anytime that they want

- **Approval Status**

After the requisition has been sent, the next process is to obtain the approval from the higher authorities. By using online requisition system, the approval status can be viewed and it will inform the requestor whether the requisition is approved, cancelled, rejected, in process or other statuses.



- **Online Approvals**

Online requisition system will allow the manager to approve or reject the requisition online. The manager can access the requisition in detail thus can review it before making any approval decision.

## **2.2 Current Implementation of Online Requisition System**

Online requisition system is a system that has been practiced worldwide. Many organizations have implemented this system to improve the efficiency and the effectiveness of the system. In the business world, this system has been implemented in several departments such as accounting department, procurement department and others. For the Oracle, the online requisition system has been implemented in procurement and it is known as Oracle Advanced Procurement. It has been stated in Oracle (2005), “To deliver repeatable savings and create lasting strategic value, purchasing organizations must exploit every sourcing opportunity, eliminate manual processing, and find new ways to influence spending outside of their traditional realm of control”. It has been highlighted by the Oracle that it is important to change the manual system into the online requisition system. One of the benefits is to decrease the spending of the current system thus can cut the cost.

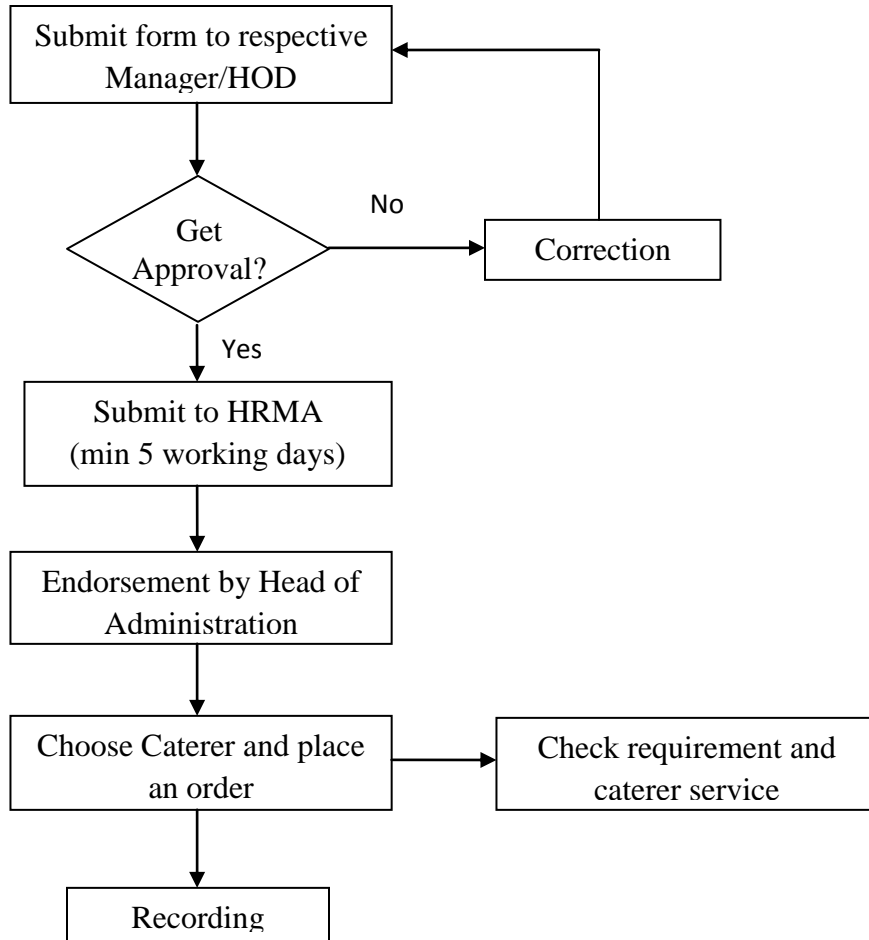
The system that has been developed by Oracle is to reduce the spending on goods and also services. University of Pennsylvania, one of the organizations that have used this system saves a lot of money since the first year they implement the system. According to Ralph Maier, Director of Purchasing Services (n.d.), “Using Oracle Advanced Procurement and Oracle Financials have enabled us to transform the purchasing department to a value-added organization, resulting in over \$74 million in documented cost savings”. This statement has proved that the online requisition system can reduce the cost compared with the traditional paper-based system.

Other than that, online requisition system also can automate and control employee buying. By using the online system, all the purchasing that has been made can be tracked thus organization can control the cash flow from the purchasing. Furthermore, it can decrease the unwanted purchasing and at the same time can control the employee buying

behavior. Oracle has stated that, “Oracle Advanced Procurement relieves purchasing professionals of the burden of employee requisitions and drives self-service with easy Web-shop ordering”. Oracle added, “The purchasing department completely controls the products and services employees see, and orders are automatically directed to the preferred suppliers”.

By using the online requisition system, all the history of requests by the requestor can be tracked. Thus, the cost control can be done by the organization.

### 2.3 Current Process Flow of Food and Beverage Requisition



The current Food and Beverage Requisition system has its own system operating procedure. All of these steps are important to make sure that all the requisitions get the approval and can be processed. The first step of this system is the requestor needs to submit the form to the Head of Department to ask for the approval. If the approval is not given, correction needs to be made before it can be submitted again. If the form is approved, the form can be submitted to the Human Resource Management Administration (HRMA) Department. The minimum required days to submit this form to HRMA is five working days. After that, the Head of HRMA will approve this form and later the executive will choose which caterer will serve the order and then the order will be placed. The caterer will be chosen based on the food and beverage that they offer. If the caterer is good in making the food and beverage which are needed then the caterer will be chosen. After all the processes have been completed, the important information will be recorded and will be saved in a file. The records of all the requisition are important to be kept and saved because it will be reference for future use especially for the budget allocation planning in the future.

## **CHAPTER 3**

### **METHODOLOGY**

Methodology is very crucial in development phase. Thus, it is important to use the right methodology to ensure that the project can be completed in time. Different methodology caters different needs. Hence, this chapter will focus on the methodology that will be implemented. This chapter will elaborate on:

- Methodology
- Product Development Phases
- Methods of Data Collection
- Development Tools
- Gantt Chart
- Key Milestones

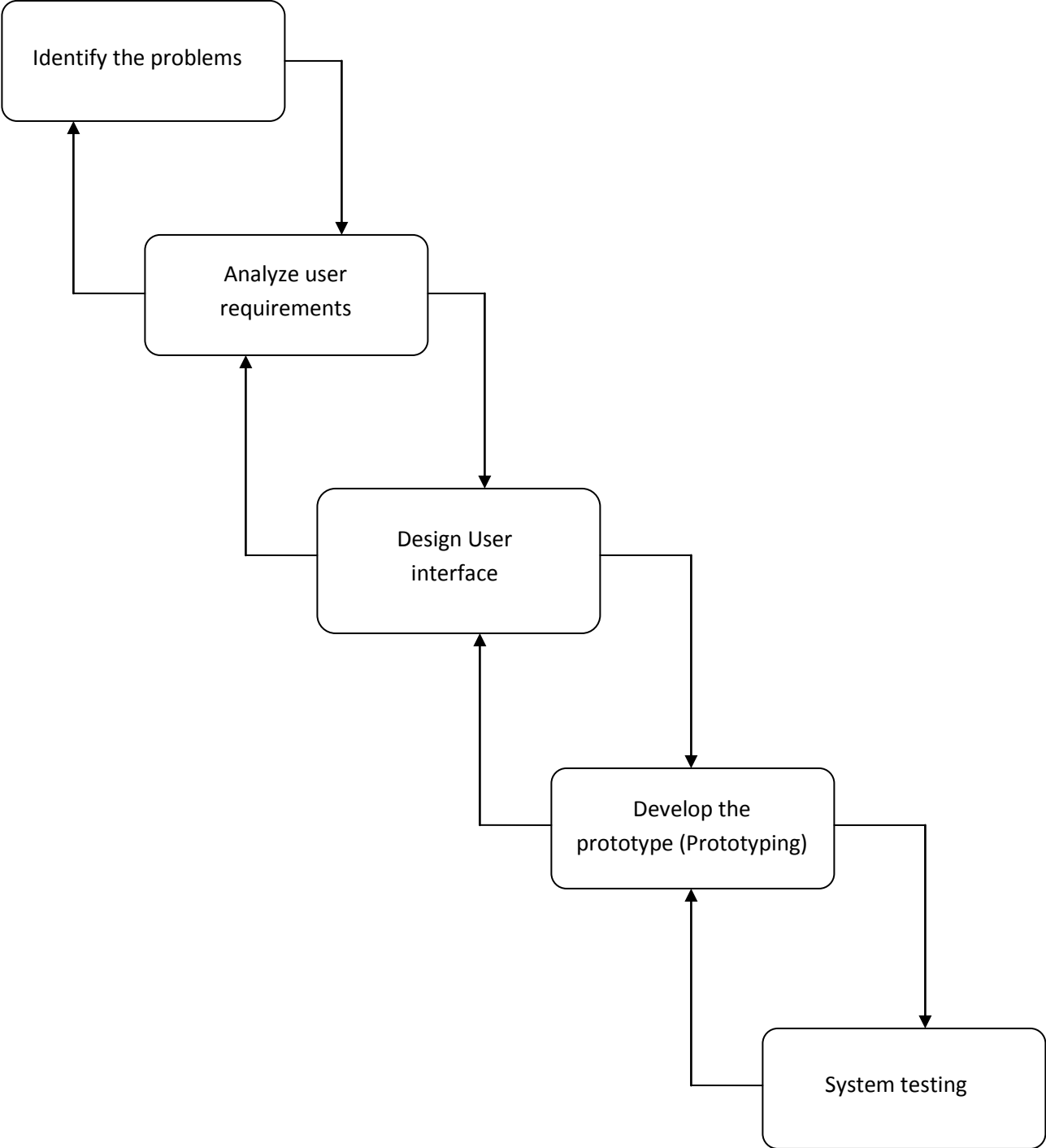
#### **3.1 Methodology**

This study will use several methods to address the research question that has been stated above. The methods that will be used are:

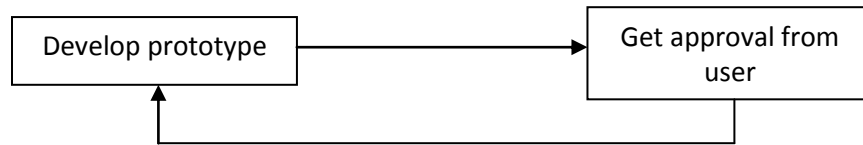
- Research on past surveys, journals and reports that have been done by the previous researchers.
- Interviews and questionnaires to collect the data about the current system and the improvement needed for the new system. Interviews will be held among the UTP staffs. It also includes questionnaires. Interview and questionnaires also will be used to collect feedbacks from the users about the online food and beverage requisition system.

**3.2 Research Frameworks**

Waterfall Model



## Prototyping



Waterfall model mixed with prototyping is used in this project in order to outline possible courses of action. This model is also used to get the approval and also agreement on the system functionality from the user. It is a preferred approach that will be taken in order to complete this project. There are five main approaches in this project. They are:

- Identify the problems.
- Analyze user requirements.
- Design user interface.
- Develop the prototype.
- System testing.

### Identify the problems

This is the first main approach that will be taken in this project which is to identify every related problem that need to be solved in order to improve the current system. Every problem that has arisen will be listed one by one to make sure that the clear view of the current system and its problem can be obtained. Other than that, the users of the system also are identified to make sure that the system that is going to be developed can suit them and their job purposes.

### Analyze user requirements

Some interview has been done with the staffs of UTP HRMA department to get a feedback from them on how the system design should be and what is the required function needed in the system. User requirements need to be analyzed to ensure that the system that will be developed meets the criteria that have been stated by the user. Other than that, it is also important to ensure that the functionality of the system can cover all the processes of the food and beverage requisition. . It is important to make sure that these requirements to be fulfilled. It is because if one requirement is failed to be met, the system may be not efficient and effective enough thus will lead to other problems. The analysis can be done through questionnaire that has been distributed to the users and also through interviews that have been held before this.

### Design user interface

Next approach is to design the user interface. User interface that is designed must meet the requirements that have been given by the user. The user interface must be user-friendly and it is important to ensure that the user can navigate easily in the system. User interface also has to be suitable with the functionality of the system. In this approach, it is focusing on the design only because the functionality of the system will be covered up in the developing prototype approach.

### Develop the prototype

The next approach of this project is to develop the prototype of the system. The system is developed by using the best method that has been identified.



## System testing

The last approach is to test the system to ensure that the functionality of the system meet the requirements needed and also to make sure it is feasible to be used.

### **3.3 Product Development Phases**

This project is mainly to develop online system that can be used by all the UTP staffs. It has been decided that the system that will be developed is an online system. There are several steps that will be taken in product development phases. The steps are:

- 1) Research on the System Requirements.
- 2) Design of the System and the Features Needed.
- 3) System Development Phase.
- 4) User Acceptance Testing.

## Research on the System Requirements

Research is done on the requirements which are needed by the system. The requirements can be obtained from the staffs of UTP HRMA department and also from the users that use the system from any different departments. System requirements are important to ensure that the system that will be developed can solve the problems that have occurred in the current system thus can lead to a better system in term of efficiency and effectiveness. System requirements are also important to obtain the clear view on how the system is operated starting from the system login until the summary of the requisition.

### Design of the System and the Features Needed

Design and the features of the system are identified during this stage. Design of the system is important to make sure that it is user-friendly and easy for the users to use it. While for the features, all the functions and algorithms in the system should be carefully monitored to ensure that all the process flows are effective and efficient. The features must fulfill the process flows needed because if one process is missing it will lead to another problem. For example is if the system does not have the requisition summary that is required by the staff of HRMA department, the staff cannot save all the data related with the requisition. Summary of requisition is important because it gives clear view on the expenses of the departments in UTP.

### System Development Phase

This is the stage where the system is developed. The system is developed based on the design and the features that have been obtained. Other than that, the best method will be used to develop the system and for this system the programming language that will be used is HTML, PHP, JavaScript and others. While for the design, Adobe Photoshop is used design all the interfaces needed.

### User Acceptance Testing

This stage is required to let the users to try the new system that has been developed thus can give them first insight on how this system operated. They also can give feedback about the system if there is any improvement that needs to be done before this system can be fully used.

### **3.4 Requirements Analysis**

#### *3.4.1 Users of the System*

There are four users of this system and all of these users have different tasks and purposes that need to be done by using this system.

The users of this system include:

- Requestor

Requestor is the one that will use the system to request for the food and beverages which are needed by any event or function. They are the one that are involved in the first stage of the process flow of this system. In the requisition, they will enter the food and beverages needed, how many people attend the events, which department involved, the date and place of the events and other details which are needed in the requisition.

- Head of Department

Head of Department (HOD) tasks in this requisition is to check the requisition and gives approval to the requisition. If there are any errors or misleading that needs to be done, HOD will notify the requestor to make the correction on error that has occurred before the requisition can be sent to the HRMA department.

- HRMA Food and Beverage Person-in-Charge (PIC)

PIC is the one that will receive the requisition from the requestors and they are the one that will check the requisition whether it abides to the rules or not. If the requisition is okay then it can be processed and later can be sent to the Head of HRMA to get the approval. After the approval has been obtained, the PIC can process the requisition and find the caterer which suits the requirements to serve the food and beverages for the event. Other than that, PIC is also the one which involves in the documentation part of the requisition. They need to save the entire requisition summary for the future use and references.

- Head of HRMA

The task of this user is to give approval on the requisition that has been sent before the requisition can be processed and sent to the caterer.

### 3.4.2 *System Specifications*

Some specifications of the system have been identified and they are needed to make sure all the process flows of requisition can be effective and efficient. They are:

- Login system

Login system is required to ensure that only allowed user can use the system. The users also will be given unique ID to make sure that it is easy to identify any user that uses the system.

- Availability of notice

The notice will be put on the first page of the system to notify the users on the rules and regulations that need to be followed in order to make any requisition. Other than that, this notice is important to make sure that the processes can be done smoothly.

- Online approval

Online approval will allow the approver to approve the requisition online. By using online approval, time taken to approve the requisition can be reduced because the approver can do not need to wait for the requisition to reach his/her table anymore.

- Reminder or notification by using E-mail

Reminder is required especially for the one who is in charge to approve the requisition. When there is any requisition that has been sent to them, notification will be sent to their mobile phone to ensure that they know there is new requisition that has been received. With this notification, it can decrease the time taken for the requisition to be approved.

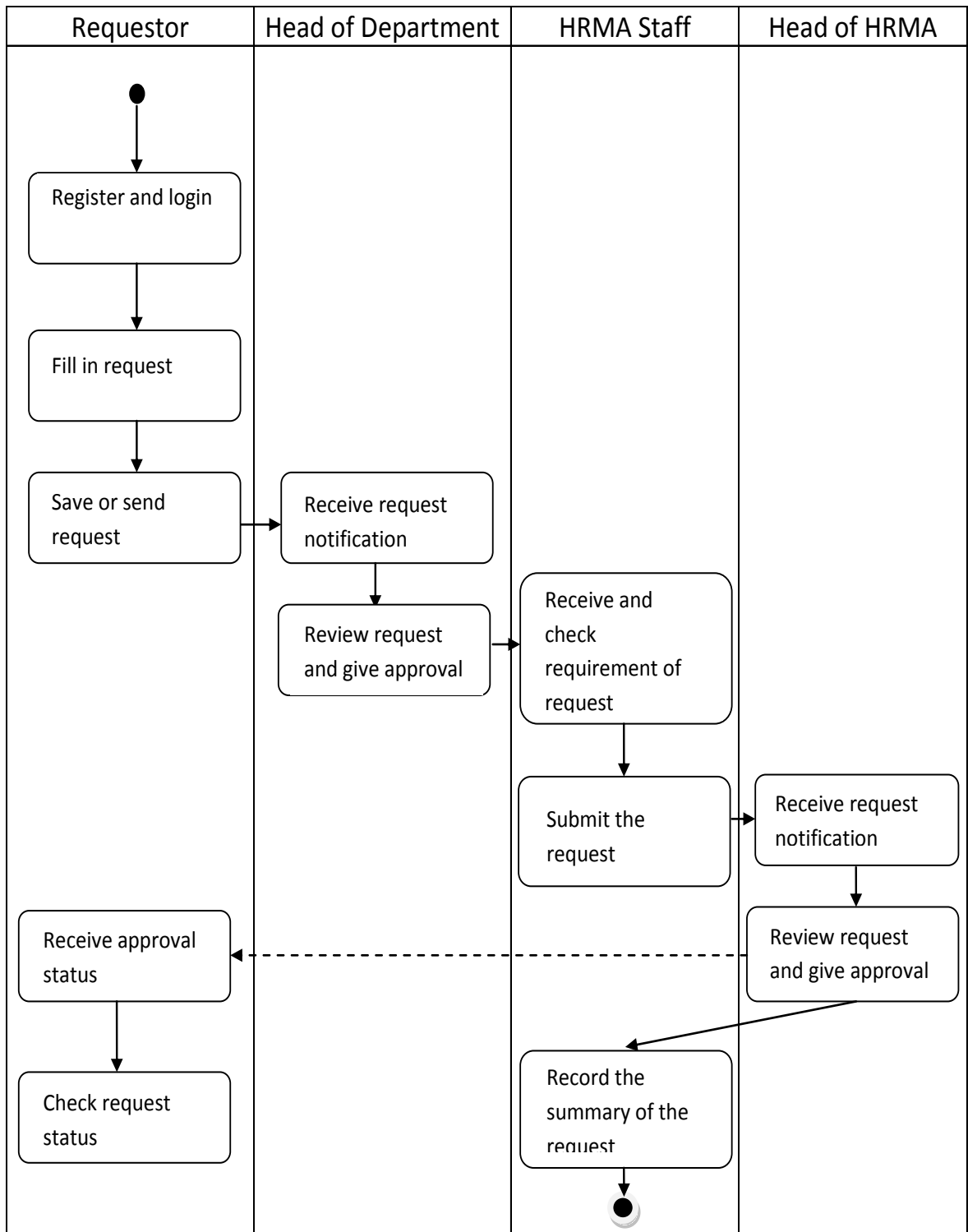
- Approval Status

Approval status will show the status of the requisition whether it has been approved or not.

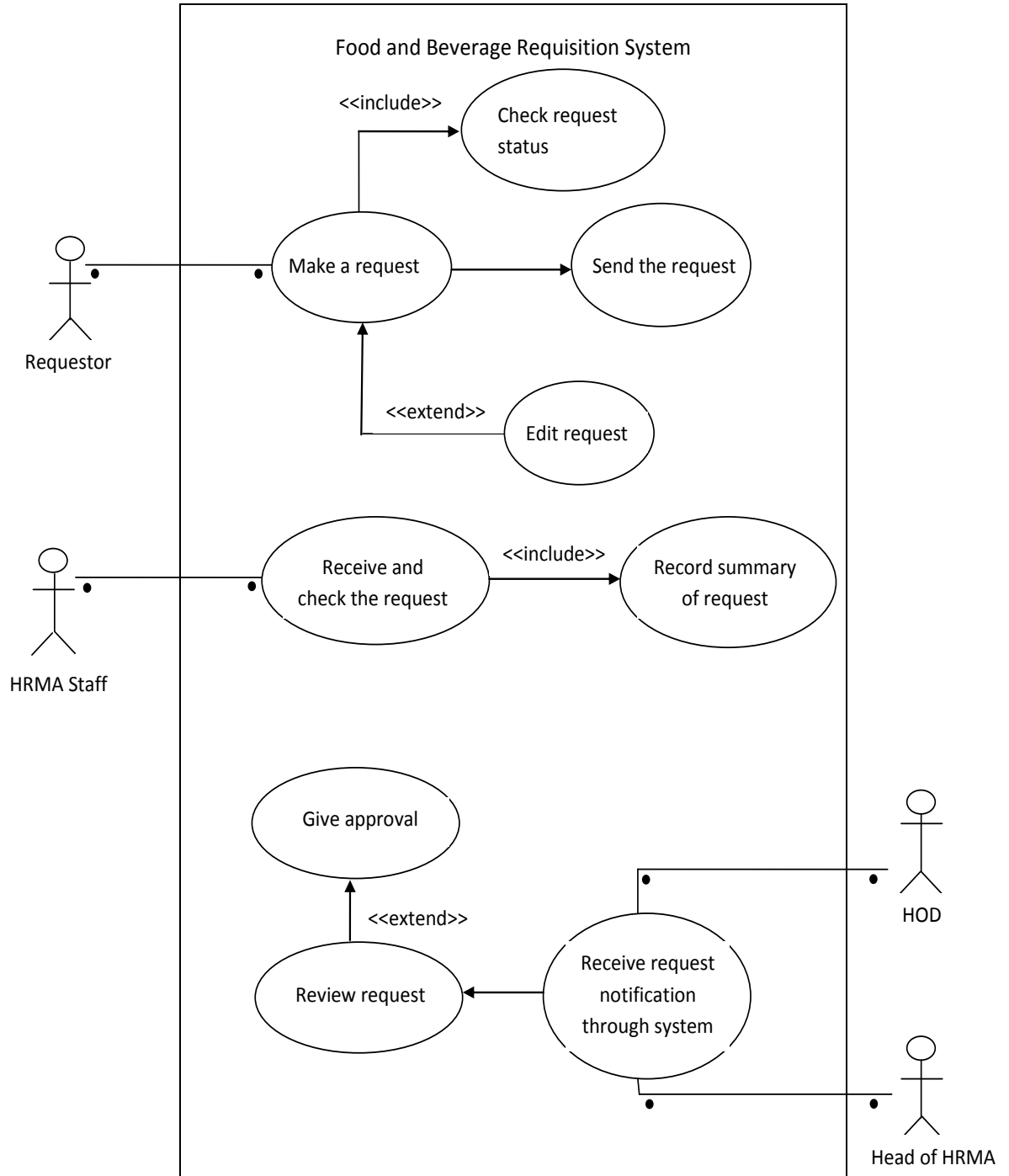
- Summary of the Requisition

Summary of requisition is needed by the staffs in HRMA to ensure all the records of the requisition can be kept for future use and references.

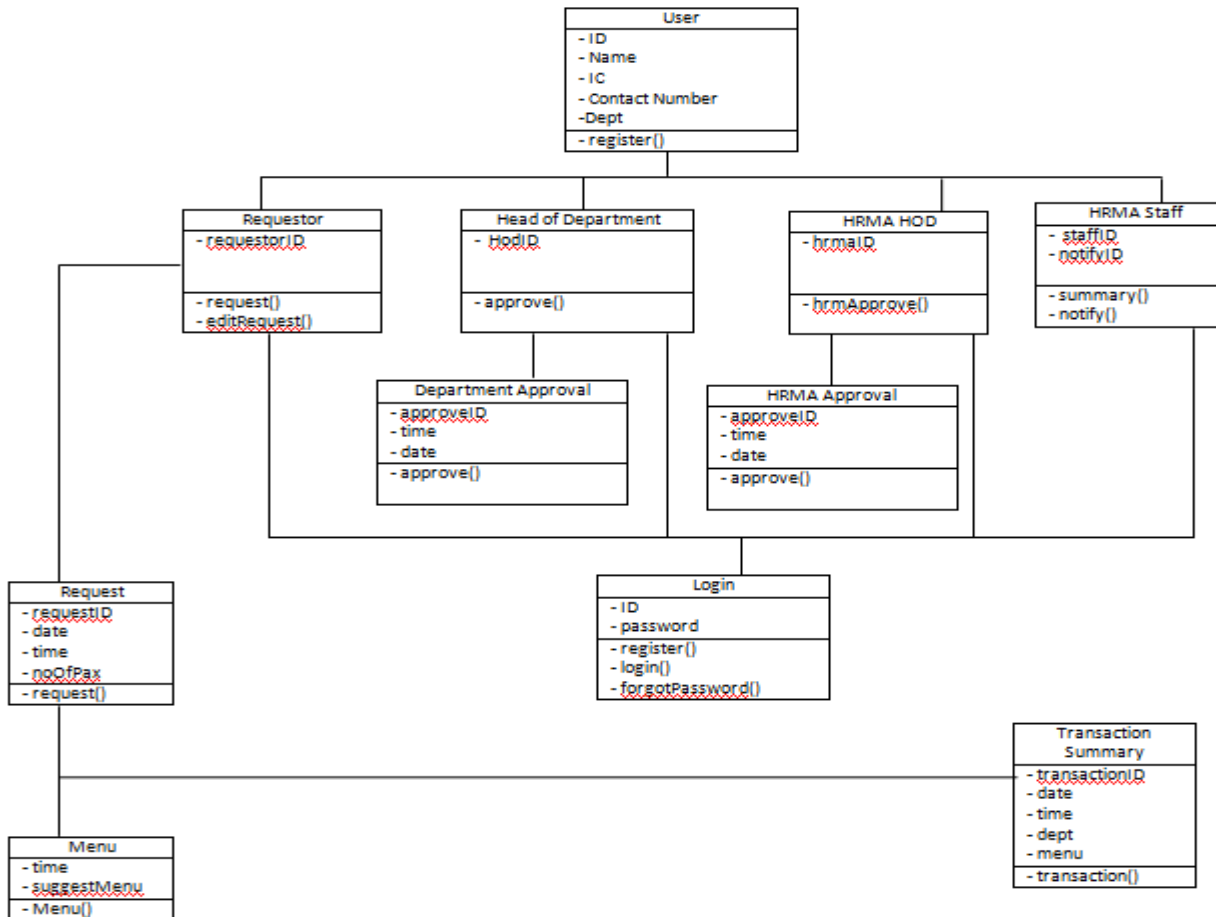
3.4.3 Activity Diagram



### 3.4.4 Use-Case Diagram



### 3.4.5 Class Diagram





### **3.5 Methods of Data Collection**

There are several methods that will be used to collect the data of the system requirements and functionalities. The methods are listed below:

- Interview with the staffs from HR Department that handle the Food and Beverage Requisition System. It is important to interview them as they are the one that handle the system and know in-depth about the system that has been used. They also can give the information about the problems that always happened.
- Data collection also will be done on the online requisition system that has been implemented by other organizations. From this information, knowledge about the system can be obtained and the best possible ways to develop the system will be used.
- Surveys and questionnaires will be given to the users that use the system to gather the information on how they want the system to be developed.

### **3.6 Development Tools**

There are several tools that will be used in this study.

- Development Tools – Adobe Photoshop CS4 Portable, Notepad++, Xampp
- Programming Language – PHP, JavaScript, HTML, CSS
- Survey Tools – Google Docs

### **3.7 Gantt Chart**

*See Appendix 1: Gantt Chart*

### **3.8 Key Milestones**

*See Appendix 2: Key Milestones*

## CHAPTER 4

### RESULTS AND DISCUSSION

#### 4.1 System Design

The system design is based on the requirements that have been stated by the staffs of HRMA. This design includes all the features and requirements needed by the system. The features of this system have been stated in the methodology section which is under the system specifications. In this part, the process flow will be shown on how the whole process will be done for the new system.

##### 4.1.1 Requests per week

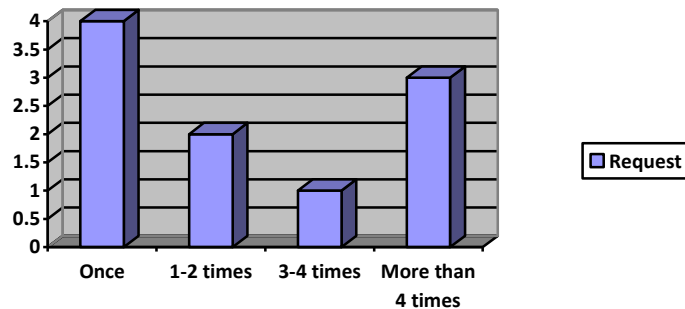


Figure 1.0: Requests Send per Week

Ten respondents have given their feedbacks on the requests that have been made by them in a week. Based on the feedbacks given by them, most of them send the requests once a week. The next is more than 4 times a week. While for the 1-2 times a week, there are 2 respondents that sent the request on this occasion. And lastly, there are respondents that sent the requests 3-4 times a week.

4.1.2 Suitable Features for the System

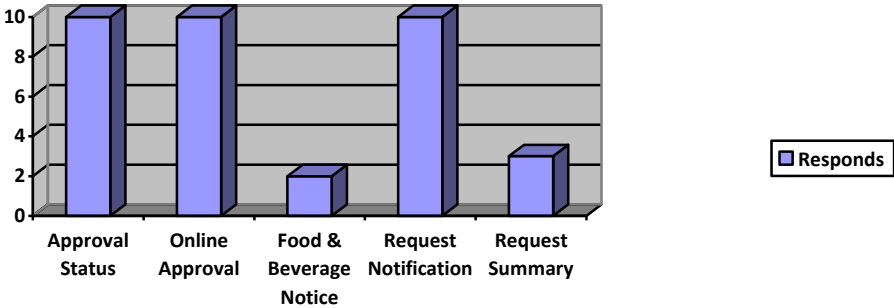
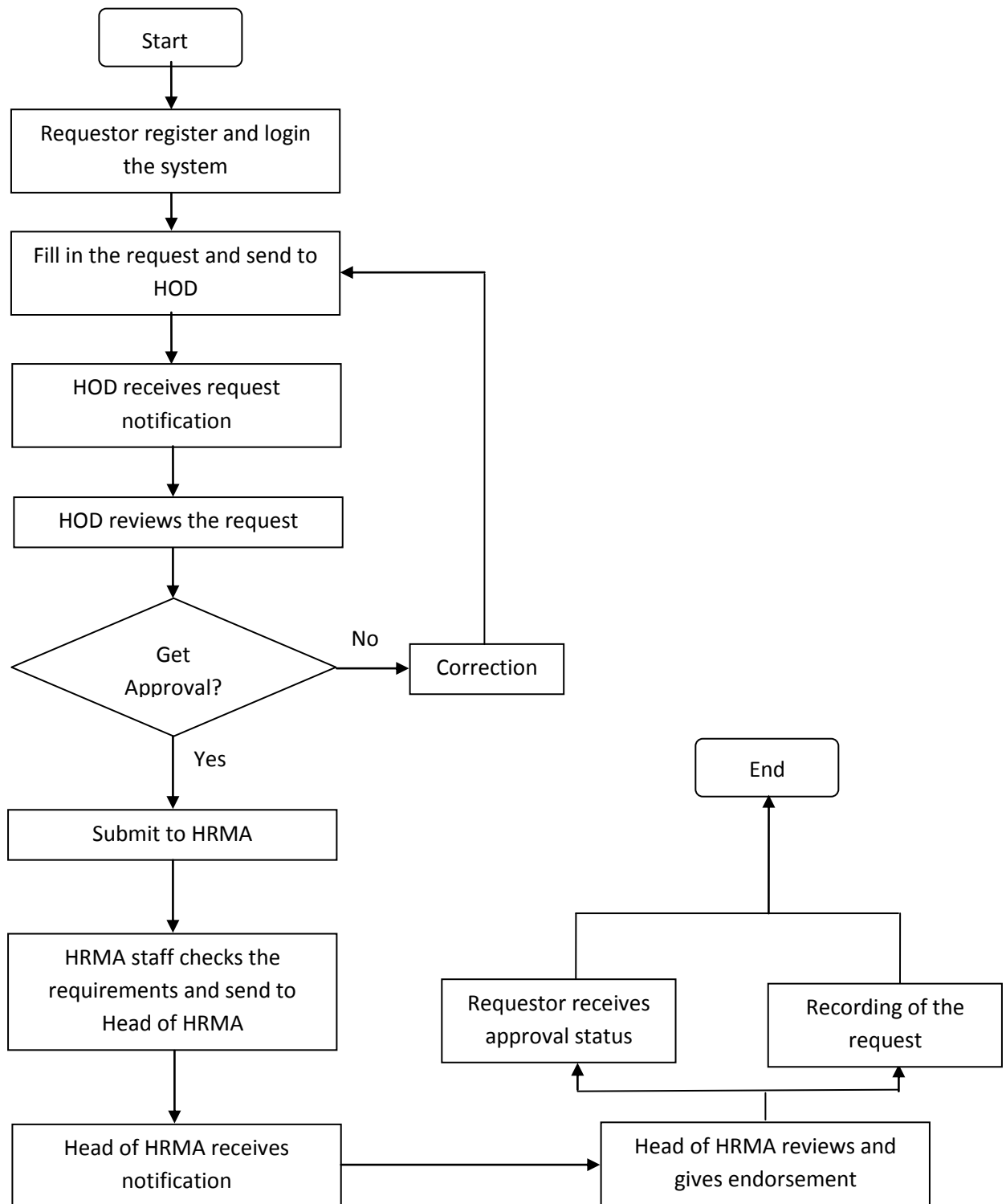


Figure 1.1: Suitable System Features Based on User Preferences

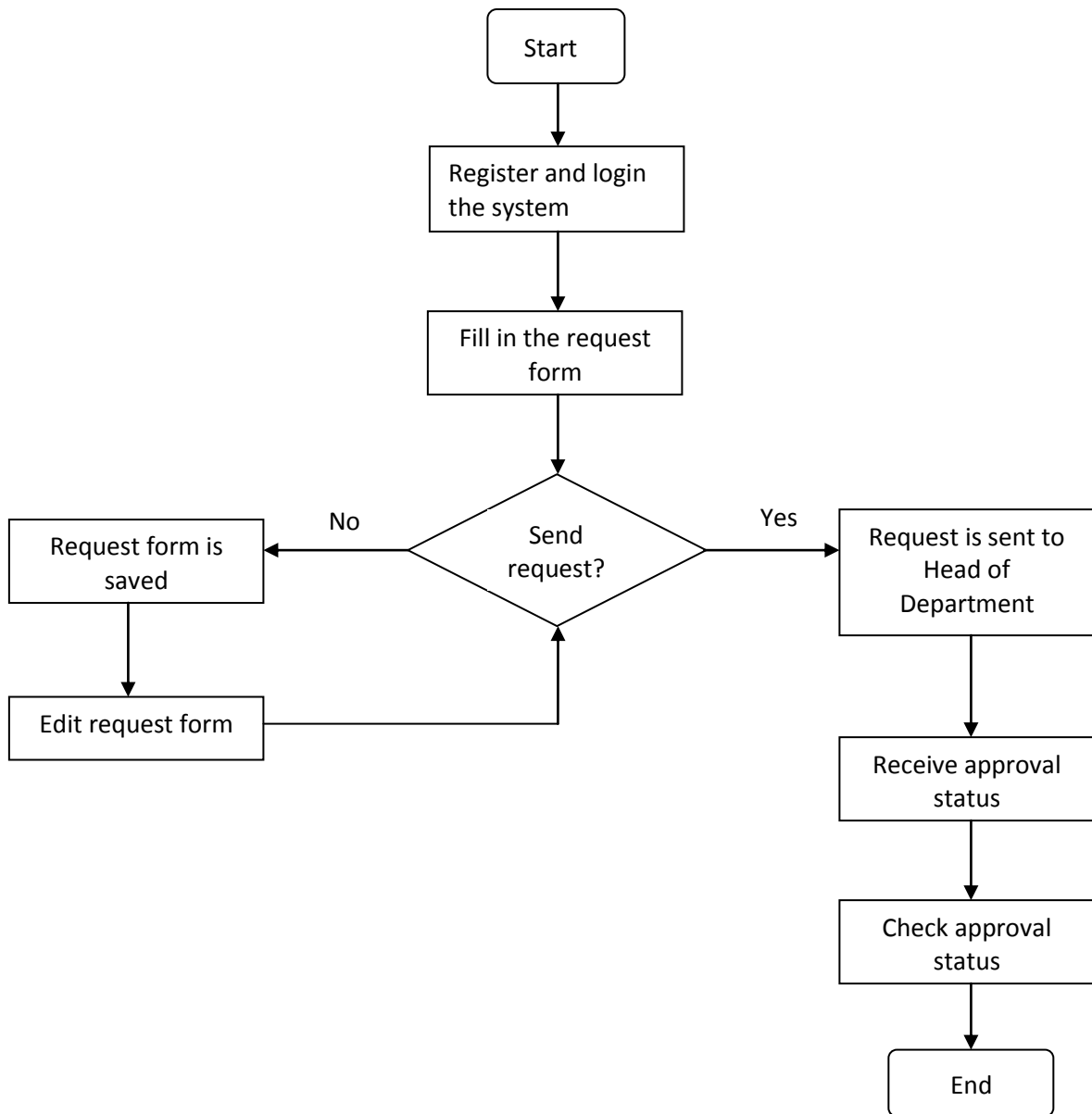
Most of the users want the system to have approval status, online approval and request notification. While for food and beverage notice, two of the respondents want the features to be available. Lastly for the request summary, three of the respondents want the request to be available.

## 4.2 System Flow Chart

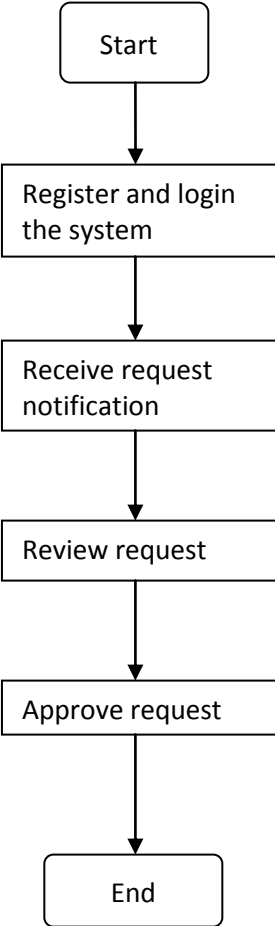
### Online Requisition System Flow Chart



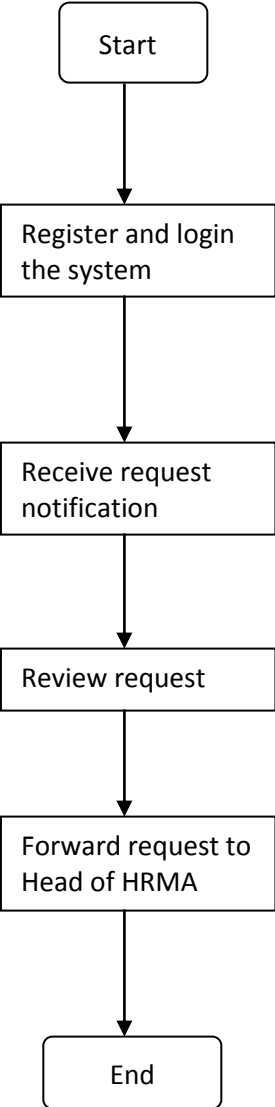
## System Flow Chart for Requestor



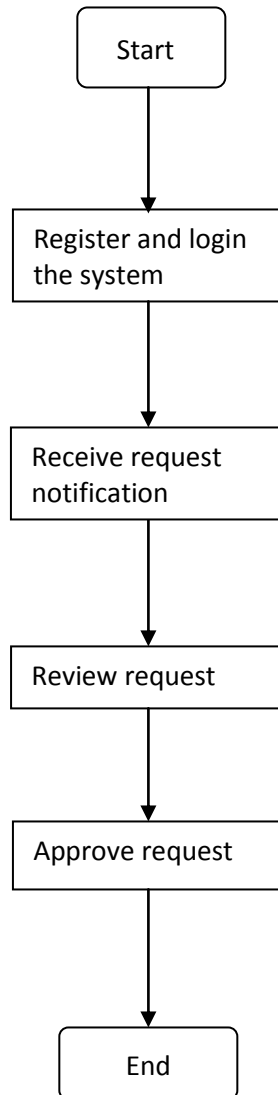
**System Flow Chart for Head of Department**



**System Flow Chart for HRMA Staff**



## System Flow Chart for Head of HRMA



This system design is based on the new implementation that will be used in the system that will be developed. The flow of this process might be changed if there are any comments or feedbacks that will be given by the users.



## 4.3 System Interface

### Registration Page



UTP FOOD & BEVERAGE

MAIN PAGE REGISTER

REGISTER

Name:

Email Address:

Phone Number:

Department: CIS

Position: Requestor

Date of Birth:

User Name:

Password:

Password Confirmation:

*Registration Page*

Registration page is the page where the users can register into the system. After registering, the user's information will be saved and the users can login into the system by using their user name and password.

### Login Page



UTP FOOD & BEVERAGE

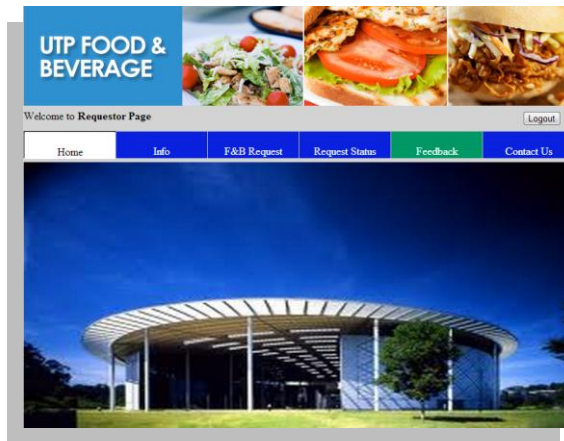
User Name:  Password:    [Main Page](#)

Image of a modern building with a curved roof.

*Login Page*

Login page is the page where the users can login into the system by using their own usernames and passwords.

## Requestor Page



*Requestor Page*

This page is basically the page for the requestors. From here, they can get the info from the HRMA department regarding food and beverage requisition and send their requests. Other than that, they also can see their requests' status whether they have been approved or not.

## Request Page

A screenshot of a web application interface showing a "REQUEST FORM". The header is the same as the previous screenshot, with "UTP FOOD & BEVERAGE" and images of food. The navigation bar is also the same, but the "F&B Request" menu item is highlighted. The form contains the following fields: "Purpose of Request:", "User Name:", "Email Address:", "Phone Number:", "Department:" (with a dropdown menu showing "CIS"), "Date:", "Time:", "Venue:", and "No of Pax:". There are also some empty input boxes at the bottom of the form.

*Request Page*

This is the page where the users can enter the requests information and the information will be stored in the database.

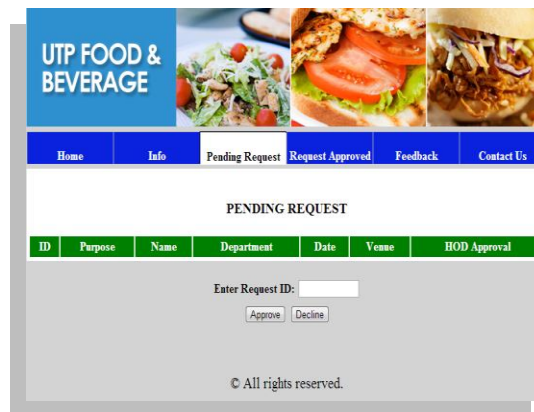
## Head of Department (HOD) Page



*Head of Department Page*

From this page, HOD can view the pending requests that have been sent to them for approval. Other than that, they also can view the requests that have been approved by them.

## HOD – Pending Request Page



*Pending Request Page*

This is the page where the HOD can view the pending requests that have been sent to them.

## HOD – Request Approved Page



ID	Purpose	Name	Department	Date	Venue	HOD Approval
18	to eat	atf	CIS	24/11/2013	main hall	Yes
22	charity event	atf	CIS	04/11/2013	main hall	Yes
23	event	adi	CIS	25/11/2013	hall	Yes

*Request Approved Page*

Request Approved page is a page where the HOD can view the requests that have been approved by them.

## Administration Page



*Administration Page*

Administration page is the page where the requests that have been approved by Head of Department will be sent. In this page, admin staff will review the requests before they will be sent to the Head of Administration. Admin staff also can view the summary of all the requests.

**Head of Administration Page**



*Head of Administration Page*

This is the page where the last approval for the requests can be obtained. Head of Administration can view the pending requests, the request that has been approved and also the summary for the requests that have been made.

## **CHAPTER 5**

### **CONCLUSION**

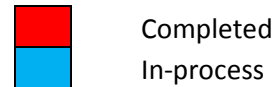
In conclusion, this project is focusing to develop a new system for the UTP Food and Beverage Requisition System by implementing online food and beverage requisition system. Online food and beverage requisition system is needed to improve the current system and also to solve all the problems those arise from using the current system. Thorough research is done to ensure that the system that will be developed meet the requirements. The objective of the new system is to ensure that the efficiency and effectiveness of the system can be improved. This system also will be developed by using the latest technology and the data collection will be done to ensure that this system is feasible to be used and it is also important to make sure it is user-friendly. For the future planning, it is important to ensure that the development of this system can be done on time.

## REFERENCES

- [1] Purchasing Department. (n.d.). Requisition FAQ. *Iowa State University*. Retrieved on June 24, 2013, from <http://www.purchasing.iastate.edu/webreg/faq.html>
- [2] Requisitions. *Oracle Purchasing User's Guide*. Retrieved on June 24, 2013, from [http://docs.oracle.com/cd/E18727\\_01/doc.121/e13410/T446883T443952.htm](http://docs.oracle.com/cd/E18727_01/doc.121/e13410/T446883T443952.htm)

## APPENDIX

Task/Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Project Work															
Progress Report Submission															
Pre-SEDEX															
Submission of Draft Report															
Submission of Dissertation (Soft Bound)															
Submission of Technical Paper															
Oral Presentation															
Submission of Dissertation (Hard Bound)															



*Appendix 1: Gantt Chart*



<i>ACTIVITIES</i>	<i>WEEK</i>
<i>Progress Report Submission</i>	<i>7</i>
<i>Pre-SEDEX</i>	<i>10</i>
<i>Submission of Draft Report</i>	<i>11</i>
<i>Submission of Dissertation (Soft Bound)</i>	<i>12</i>
<i>Submission of Technical Paper</i>	<i>12</i>
<i>Oral Presentation</i>	<i>13</i>
<i>Submission of Dissertation (Hard Bound)</i>	<i>15</i>

*Appendix 2: Key Milestones*