

Universiti Teknologi Mara

**Institut Pemikiran & Kepimpinan
Melayu UiTM (IMPAK) Paperwork
Review Submission System (PReSS)**

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ABSTRACT

This project proposal will include aim, objectives, scope and significance. Institut Pemikiran & Kepimpinan Melayu UiTM (IMPAK) Paperwork Review Submission System (PReSS) is developed to help the staffs manage the user's paperwork to be checked by the club advisor. This system manages the paperwork submitted online by users. The club advisor will download it and check it afterward and then send it back to the students. The PReSS for IMPAK UiTM Shah Alam organization an alternative for the students, lecturers, outsources, staffs, directors and assistant administration for IMPAK to use and review paperwork in a proper submission system that can be done online. This web based system is focusing on managing the activities paperwork submission to be approved by IMPAK director. In addition, only submitted and corrected paperwork of IMPAK will be reviewed and stored inside the proposed system. Due to the requirement, only authorized users can create, update, retrieve and delete the paperwork in the system. By having a web as platform for the development, this web based system is limiting the usage only on web based environment. In short term plan, this system will help the organization review paperwork submitted by senders in a short time. Long term plan is all the paperwork data will be stored in the database and will help the management to find the history data quickly and in organisable way.

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CHAPTER 1

INTRODUCTION

1.0 Introduction

This chapter discusses the overview of the project. It covers the subtopic of background of study and problem statement.

1.1 Project Background

According to Koulouris & Anagnostopoulos (2009), an online submission system, known as e-thesis submission system consists of a web application, a web-based form in which the users submit the metadata and the theses file in PDF format. The institutional research (IR) staff developed guidelines for the theses submission which is in printed and in electronic form. Especially for the theses e-submission via the web-based form, online help is provided in every step. The user interface, the guidelines, the form and the online help are provided in Greek and in English for the time being, the factor contributed is people can easily access to the file via online which mean, they can submit and correcting the file wherever they are at any time they want. The similar problem of having paperwork submission system also had been faced by IMPAK. This gives a lot of advantages to those who have lack of facilities and workforce at their workplace.

Online paperwork submission system is a web based application which is integrated to the system to become better and good choice to be a new technology needed by this organization. It is done by converting from manual system to an advance system which is using Information Technology system. Information Technology system are good because its provide unlimited access to the documents and faster data retrieval.