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An Interactive Online Employee Training and Tracking System

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Abstract: **Employee training is essential for an organization's success. When any company recruit students from the campus, it never place directly on working before providing any training to them. The company trains their employee for near about 6 to 12 months. But at last it's very difficult for administrator to decide for which post the particular employee will eligible, because they doesn't have the proper training report of the employees. So to overcome these problems we introduce this project. In this system there is a login panel for the administrator by using which he or she can login into system. The administrator can register the new employee or the trainee for training. The administrator can assign the task to the trainees. He or she can check the performance of the trainee. The system having the facility of graphical representation of their performance during the training. By using this facility the administrator can choose better trainee for the proper post in the organization.**

Keywords: **Introduction, Proposed System, study Of the System, Input and Output representation, System Modules, Feasibility study, earlier system Model Limitations, future Scope.**

I.   INTRODUCTION

The earlier system is not computerized. All transactions in the system are done manually by maintaining records. It takes much time for a placement officer to collect and approve the details of employees. There is poor communication between employees and placement officer. Employees may not obtain the desired information. It is difficult to coordinate employees, companies and interviews. The proposed system is a web based application and maintains a centralized repository of all the necessary information. This system especially designs for tracking the training of the employee for the measurement of their performance during the training. So the right trainee will assign to right post. To build software that automates the employee training. This system use for employee training management tracks employee profiles and schedules training events. The system also manages the identification, responsibilities, authorities, training and certification requirements for each employee in an easy-to-use environment. This database provides a simple way to schedule and record training. Employee Training Tacking System is specially design for automation of employee training system. This system is deal with the whole process of employee training instead of manually.

II.   PROPOSED SOLUTION

To reduce the job required to manage employee's information, a new system is proposed which is processed through computers. To develop a system that would accomplished the following:-

1)   Reduce the paperwork and storage area.
2)   Improve the output of operators.
3)   Improve accuracy in result.
4)   Manage the man and machine resources efficiently.
5)   It has user friendly interface having quick authenticated access to documents.
6)   Easily scalable to grow with changing system requirement.
7)   Secured check in, check out & updates.

III.   STUDY OF THE SYSTEM

To provide flexibility to the users, the interfaces have been developed that are accessible through a browser. The GUI'S at the top

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level have been categorized as:

A.   Administrative user interface
B.   The operational or generic user interface

The 'administrative user interface' concentrates on the consistent information that is practically, part of the organizational activities and which needs proper authentication for the data collection. These interfaces help the administrators with all the transactional states like Data insertion, Data deletion and Date updating along with the extensive data search capabilities. The 'operational or generic user interface' helps the end users of the system in transactions through the existing data and required services. The operational user interface also helps the employees in managing their own information in a customized manner as per the included flexibilities.

IV.   INPUT & OUTPOUT REPRESENTAION

Input design is a part of overall system design. The main objective during the input design is as given below:

To produce a cost-effective method of input.
To achieve the highest possible level of accuracy.
To ensure that the input is acceptable and understood by the user.

A.   Input Stages
The main input stages can be listed as below:

1)   Data recording
2)   Data transcription
3)   Data conversion
4)   Data verification
5)   Data control
6)   Data transmission
7)   Data validation
8)   Data correction

B.   Input Types
It is necessary to determine the various types of inputs. Inputs can be categorized as follows:

1)   External inputs, which are prime inputs for the system.
2)   Internal inputs, which are user communications with the system.
3)   Operational, which are computer department's communications to the system?
4)   Interactive, which are inputs entered during a dialogue.

C.   Input Media

At this stage choice has to be made about the input media. To conclude about the input media consideration has to be given to:

1)   Type of input
2)   Flexibility of format
3)   Speed
4)   Accuracy
5)   Verification methods
6)   Rejection rates

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7) Ease of correction

8) Storage and handling requirements

9) Security

10) Easy to use

11) Portability

Keeping in view the above description of the input types and input media, it can be said that most of the inputs are of the form of internal and interactive. As input data is to be the directly keyed in by the user, the keyboard can be considered to be the most suitable input device.

D. Output Design

1) External Outputs whose destination is outside the organization.

2) Internal Outputs whose destination is within organization and they are the User's main interface with the computer. Outputs from computer systems are required primarily to communicate the results of processing to users. They are also used to provide a permanent copy of the results for later consultation.

3) Operational outputs whose use is purely with in the computer department.

4) Interface outputs, which involve the user in communicating directly with the system.

E. Output Definition

The outputs should be defined in terms of the following points**:**

1) Type of the output

2) Content of the output

3) Format of the output

4) Location of the outputs

5) Frequency of the output

6) Volume of the output

7) Sequence of the output

It is not always desirable to print or display data as it is held on a computer. It should be decided as which form of the output is the most suitable.

F. Output Media

In the next stage it is to be decided that which medium is the most appropriate for the output. The main considerations when deciding about the output media are:

1) The suitability for the device to the particular application.

2) The response time required.

3) The location of the users

4) The software and hardware available.

Keeping in view the above description the project is to have outputs mainly coming under the category of internal outputs. Output will be in a graphical form.

V. SYSTEM MODULES

The system consists of three modules as admin module, employee module and user module. Each module has an same login page that contain user id and password field, by entering value in that field the user should login to the system.

A. Admin Module

The Admin module has an authority to add employee to the system and provide their valid id and password.He able to add trainee

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also provides the training assignments to trainees. He able to measure their performance by providing marks to their assignments completions. First the user should enter into the admin module of the system by entering valid user id and password. Admin of the company will able to update details. Admin module will add employee to the system successfully by entering their user id and password and these user id and password should be provided to the employee. Only those employee will able to access the system, whose successfully added by the admin module. The various tasks related to the training and tracking program is uploaded to the system by entering Assessment means tasks name and text that contain detailed information about Task. The user has an able to change their password by using change password field. There is also the mailing option available in the module which consists of inbox that stores the mail of the admin module. At the top of the module there is menu bar which contain option as home, Tasks, Admin and logout. Task option shows the Task name, date of Task,information about the Task. The field Admin in the menu bar contains information about the admin module. After the completion of task user will logout successfully by clicking on logout field at the top menu bar.
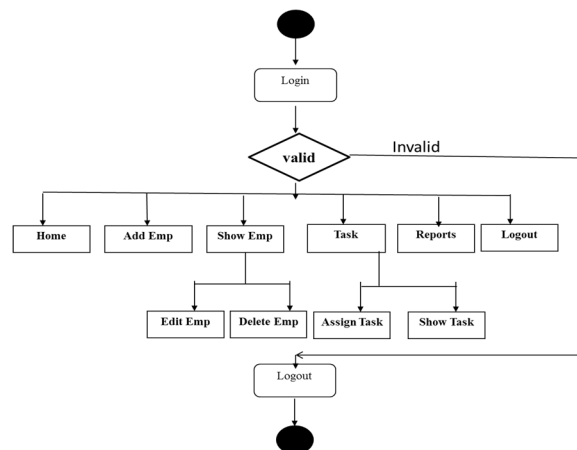
Fig.Activity diagram for Administrator

B. Employee Module

Employee module is deals with information of Employee. Employee who has added by the administrator to the system successfully can only able to access the system with their valid user name and password provided by the administrator. First Employee should login into the system by entering user name and password. Employee can able to update his information such as name, contact number, email, etc. by clicking on Update Details option. The user should also able to check his details. The Employee module consists of Show Tasks field by clicking on that field Employee can able to see TasksAppointed by the admin. The change password field is used by the Employee if he needs to change his password as same in the admin module. At the top of the module there is menu bar which consist of the field same as admin module except that the field About Us provides information about Employee module. After completing task successfully by click on the Logout, Employeecan successfully logout from the system.
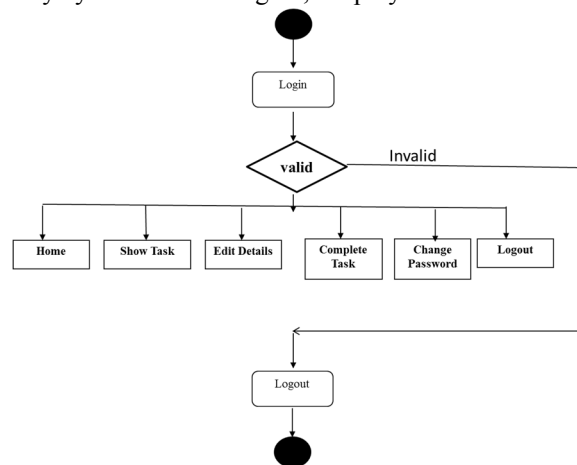
Fig.Activity diagram for Employee

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C. User Module

Administrator provides username and password to the main User. He also has the right to Add and modify the records in Database as Access. The main user can login to the System.
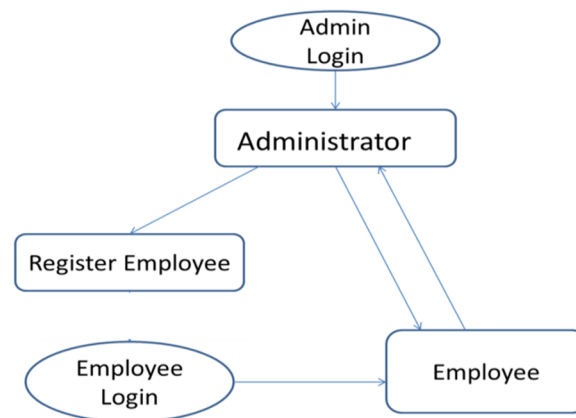

Fig: System diagram

VI. FEASIBILITY STUDY

Preliminary investigation examines project feasibility; the likelihood the system will be useful to the organization. The main objective of the feasibility study is to test the Technical, Operational and Economical feasibility for adding new modules and debugging old running system. All systems are feasible if they are given unlimited resources and infinite time. There are aspects in the feasibility study portion of the preliminary investigation:

A. Technical Feasibility

The technical issue usually raised during the feasibility stage of the investigation includes the following:

Does the necessary technology exist to do what is suggested?

Do the proposed equipment's have the technical capacity to hold the data required to use the new system?

Will the proposed system provide adequate response to inquiries, regardless of the number or location of users?

Can the system be upgraded if developed?

Are there technical guarantees of accuracy, reliability, ease of access and data security?

B. Economic Feasibility

The computerized system takes care of the present existing system's data flow and procedures completely and should generate all the reports of the manual system besides a host of other management reports. It should be built as a web based application with separate web server and database server. This is required as the activities are spread throughout the organization customer wants a centralized database. Further some of the linked transactions take place in different locations. Open source software like TOMCAT, JAVA, My-SQL.

VII. ADVANTAGES

A. User-friendly

Customer will use the forms for their various transactions i.e. for adding new routes, viewing the routes details. Also the Customer wants the reports to view the various transactions based on the constraints. These forms and reports are generated as user-friendly to the Client.

B. Reliability

The package wills pick-up current transactions on line. Regarding the old transactions, User will enter them in to the system.

C. Security

The web server and database server should be protected from hacking, virus etc

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D.   Portability:

The application will be developed using standard open source software (Except Oracle) like Java, tomcat web server, Internet Explorer Browser etc these software will work on Windows.
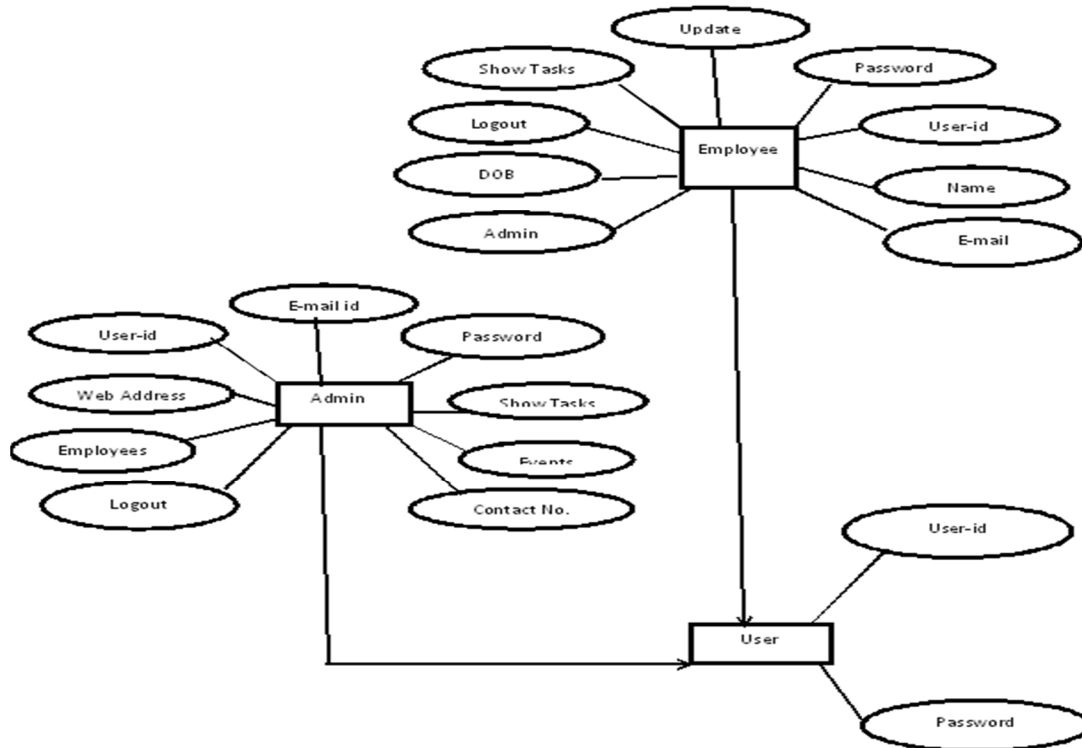

Fig. ER Diagram of the Modules

VIII.   EARLIER SYSTEM'S MODEL LIMITATIONS:

The proposed model has advantages over the existing models:

A.   The previous model does not support flexible learning process but the proposed model supports this feature, depending on the learning goal, the trainee (learner) has numerous opportunities about the different features of the learning process (time, mode, place, learning content,).

B.   Training is provided to the users but there is no co-ordination and interaction whereas the proposed model provides helping to resolve issues that influence employee performance and productivity by effective interaction.

C.   Training schedule provided in the existing models was inefficient whereas the proposed system provides proper scheduling as per the user's requirements which reduce time where experts are spending out of their office and their duties.

D.   In the proposed system, feedback is taken from the employees and necessary training is provided accordingly. It allows the trainees to progress according to their abilities.

IX.   FUTURE SCOPE

Though my project is itself matured enough but still betterment is always an open door. In this case also I can add some features to this software to make this software more reliable. These are as follows:-

A.   During the development of the project my prime object was to keep the hardware & software requirement as minimum as possible so that it supports maximum user base.

B.   With the help of this project we are able to maintain the whole database of the trainee.

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C.   The trainee can share the attachments with administrator and other trainee.

D.   The system can show the performance of each trainee with the graphical representation.

E.   It is very efficient to process workflow.

F.   The searching procedure should be very strong like Admin can search employee as fast as possible.

G.   Modify the project with better approach with more graphics.

H.   The back-up procedure can be incorporated to make sure of the database integrity.

I.   Employee can visit any time through this application and communicate with Admin.

J.   Admin can contact with Employee through message.

X. CONCLUSION

By adding more features in the future it is expected that this system will go long way in a satisfying administrator requirements. The system is able to achieve the objective and provide the ultimate result. The proposed system would serve the purpose of managing all data generated during the training sessions conducted in the organization. Also the proposed system is secure, efficient, robust, comprehensive and user friendly. The system would help in monitoring the attendance and performance of employees: easily handle scheduling of different sessions. In all the system is capable of fulfilling all training needs of the organization. To maximize organization and efficient staff, managers have to invest in web-based collaborative solutions to optimize the business processes in the organization for faster development and better throughput.

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