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FACULTY OF INFORMATION MANAGEMENT

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SPECIAL PROJECT:
CUTTING KANBAN SYSTEM
(CKS)

BY
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IM245 - BACHELOR OF SCIENCE (HONS.) INFORMATION
SYSTEM MANAGEMENT
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN

06 FEBRUARY 2017 – 30 JUNE 2017

INDUSTRIAL TRAINING REPORT:
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(CKS)

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FACULTY SUPERVISOR
PN SALLIZA MD RADZI

REPORT SUBMITTED IN FULFILLMENT OF THE
REQUIREMENT FOR THE INDUSTRIAL TRAINING
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN

06 FEBRUARY 2017 – 30 JUNE 2017

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Declaration

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Signed by

_____

HAMIZAH BINTI AHMAD TALHAH

2014307105

Date of submission: 13 July 2017

Abstract

The report is based on the period from 6 February 2017 to 30 June 2017 in Information Technology (IT) Department at Esquel Malaysia Sdn. Bhd (EGM) which located in Penang. The trainee has been places in the IT Department with supervision from Mr. Jason Yeap, IT Manager. The trainee undergoes the daily task in preparing presentation, system development, system documentation, deal with end user and being exposed on how the business process by visited the factory. To complete the industrial training program successfully, the trainee must complete the special project which is developing Cutting Kanban System (CKS). The trainee also has been trained on how to communicate with professional people such as present about the project in front of top management which are Senior IT Manager, Acting General Manager, Human Resource Manager and Senior Human Resource. Besides that, the trainee also has an opportunity to learn a new thing such as attending in-house training such as Ethics 360: Be a Virtuous Ambassador training and the E-Way training. Through that the trainee gain knowledge, skill and experience and feel the environment on how the industry work.

Keywords: Information Technology, Industrial Training, Cutting Kanban System (CKS), System Development, System Documentation, In-house Training

Acknowledgement

I would like to express my deepest appreciation to all those who provided me the possibility to learn new thing during my internship. I am also grateful for having a chance to meet so many wonderful people and professionals who led me though the internship period.

I would like to express my deepest gratitude to Mr. Jason Yeap (IT Manager), my supervisor, for his patient guidance and encouragement as well as allowing me to involve in the system development which is Cutting Kanban System (CKS) and all the activities during my internship.

I would also like to thank Ms. Alyssa Cheong (Senior System Analyst) for her advice, took time out to listen, guide and coach me on the correct path. My grateful thanks are also extended to Mr. Lam Chong Liang (Senior IT Manager) and Ms. Wan Ying (Application Analyst).

Thanks to Esquel Management for accepting me to undergo my internship training at Esquel Malaysia.

I would also like to extend my gratitude to all the project members involved in my system development.

Finally, I wish to thank my intern mate, Ms. Nur Fatin Hazwani for her support and encouragement throughout my internship.

Besides that, I would to appreciate my internship supervisor which Puan Salliza Binti Md Radzi. She is the person that in-charge to evaluate my assessment and performance related in working industry.

Chapter 1: Introduction

1.1 Background of the Organization

Figure 1.1 Company Logo

Esquel Group is one of the world's leading producers of premium cotton shirts. With production facilities in China, Malaysia, Vietnam, Mauritius and Sri Lanka and a network of branch offices servicing key markets worldwide, the Group is one of the most dynamic and progressive global-scale textile and apparel manufacturers.

Founded in 1978, Esquel Group is a global textile and apparel manufacturer with a vertically-integrated supply chain that straddles from cotton to retailing. Esquel manufactures over 100 million pieces of garments annually for leading brands including Ralph Lauren, Tommy Hilfiger and Nike.

Long an advocate in innovation, environmental protection and corporate social responsibility, Esquel aspires to make a difference in the textile and apparel industry and contribute to the well-being of a wider community.

1.1.1 Vision

A company of fun people serving happy customers

1.1.2 Goal

To be the best cotton shirt partner

- Innovate to deliver value through leadership, speed and quality

- Be the best in everything we do

1.1.3 Mission

- Be a good citizen and a good employer

- Cherish the environment

- Explore and embrace innovative solutions

- Reduction of waste through functional excellence

- Dare to err but quick to learn

1.2 Organizational Structure

Figure 1.2 Organizational Structures

Chapter 2: Organization Information

2.1 Departmental Structure

EGM IT

EGM IT Team Organization Structure as at Sep 1st 2016

Kent Teh
Director of Gmt Mfg.

Derek
Associate Director, IT

FK Chin
Associate Director, Lean

Karthigesu
Factory Manager, Operations

Lam Chong Liang
Sr. IT Manager

Jason Yeap
IT Manager

EGM   EGK   EPP

Alyssa Cheong
Senior System Analyst

Catherine Cheah
Assistant Officer

Choong Wan Ying
Application Analyst
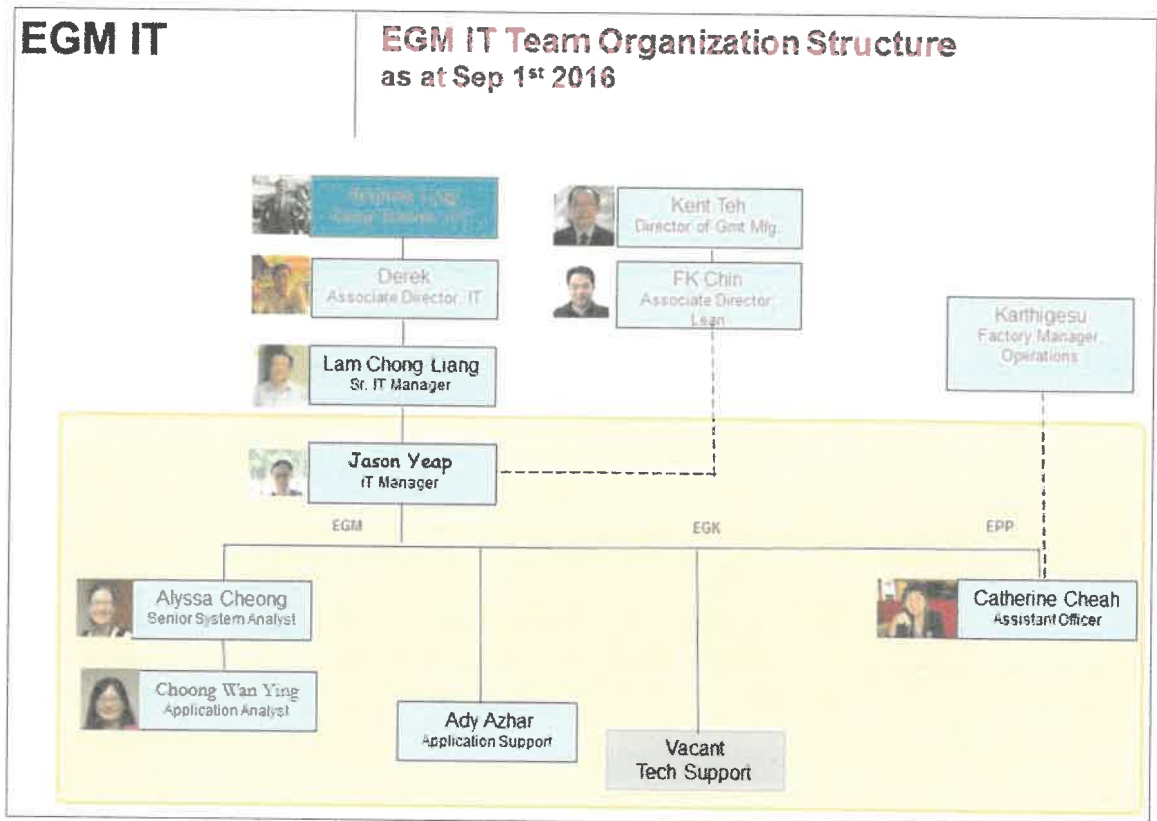
Ady Azhar
Application Support

Vacant
Tech Support

Figure 2.1 Departmental Structures

2.2 Department Function

They oversee all IT related function in Malaysia. This includes all applications (3rd party, in-house), infrastructure (LAN & WAN network, IT equipment like desktops, laptops, switches, routers, printers, scanners and many more). They work directly with corporate IT teams located in Hong Kong and China as the main ERP system is maintain by the corporate team. They work as first level support currently for such systems. They support currently more than sixty (60) systems which are being used by Garment Factory like Esquel Malaysia. This includes systems for various functions like Supply Chain, Production tracking, Human Resource (HR), Payroll, Finance, Quality Assurance (QA), Logistics and many more.

2.3 Department Mission

Promoting and developing an internal information structure that will dramatically improve the company's ability to use information systems. Esquel IT exists to maximize the value of information by working together with our customers on the conception, development and delivery of business processes and IT systems to world class standards.

2.4 Department Objectives

i. Analyst:

Seeking theories and logic to allow elimination of barriers as well as suggesting best solution for accomplish company common goals.

ii. Designer:

Designs that capture and accomplish the contributions of individuals.

iii. Distribution Centre:

Employing "pull & push" methodology an accessing the information system throughout the company and other counterparts.

iv. Friendly neighbor:

Tighten up inter-departments more closely together by acting as the coordinator correspond various job functionality of departments.

v. Knowledge reservoir:

Providing access to information related to research, electronic data and sharing of data.

vi. Service provider:

Providing tools and training and always leaving implementation to individuals.

vii. Supporting Organization:

Providing technical support to practitioners.

Chapter 3: Industrial Training Activities

3.1 Training Activities

The duration of the practical training, starting from 6th February 2017 until 30th June 2017 the trainee involved in many activities during the internship such as:

3.1.1 Attending Orientation

At the beginning of internship, the trainee must to join the organization orientation. It is compulsory to all new staff to attend the orientation. This orientation focused on explanations about organization background, products, and workplace environment. Purpose of attending this orientation is to make sure each of the new staff or trainee understand what the company is about, what the product produce by organization, what regulations must be follow and what scope of work that they need to do when they work in the organization. The orientation is conducted by Training & Development Department. The orientation is in English version.

3.1.2 Preparing Job Logs

The Esquel Group provided sheets of job log to the trainee. The trainee is compulsory to do job log every day and send to supervisor and Training & Development department every week for their review. IT Manager will sign the job log and give remarks if necessary. The job log is important to track the self-progress of the trainee during the internship. At the end of the internship, the trainee needs to submit the job logs at the Training & Development department for their reference. (The job logs are attached in appendix).

3.1.3 Cyber Awareness Presentation

At the beginning of the internship, the industry supervisor asked the trainee to prepare the presentation about the cyber awareness at the workplace. He gives two (2) weeks to prepare. The trainee needs to present to the IT colleagues. It includes the way how protecting the workplace from the cyber-attack and explaining how the viruses attack the organization. (The content of the slide is attached on the appendix).

3.1.4 In house training

During the internship, the trainee also participates in house training which are training about Ethics 360: Be a Virtuous Ambassador and the E-Way training. It is compulsory to the trainee to attend the training. (The materials get from the trainings is attached in appendix).

3.1.4 (a)   **Ethics 360: Be a Virtuous Ambassador Training**

For training about Ethics 360: Be a Virtuous Ambassador, it gives information about ethic in workplace. It gives the trainee knowledge about ethics when the trainee enters the working environment. The training is conducted by Reginald See who is Senior HR Manager. The knowledge gain from the training are how to tell decision openly, have enough evidence to justify our decision, same decision from other people and take consideration of the interest of the company. This training provides useful information and knowledge to the people who attend because they can practice the knowledge not also during working in Esquel but also in their everyday life.

3.1.4 (b)   **The E-Way Training**

Next, for E-Way training, the E-Way stands for Esquel Way. It is about how employee do their work based on the Esquel way. The training is conducted by Mr. Leong Keat Keat which is Associate Director, Quality Assurance (Overseas Operations). The training is discussed about seven (7) steps of excellence which are get commitment on project objectives, identify key process, understand current performance, establish improvement targets, identify & implement solution, monitor performance & review results and lastly conduct cycles of learning. Participants were divided into three groups and each group must do their activities assign to them in their team. The trainee understands on how to handle business, how to prevent business from being corrupt and how to make the business become more successful. All the training is in English version.

3.1.5 System Development

The trainee also involved in system development task, which are developed Cutting Kanban System (CKS) for Cutting Department, Employee Verification System (EVS) for Security Department and Image Load System (ILS) for Human Resources Department. All the system is using Microsoft Visual Studio 2013 with C# programming language.

The trainee special project during internship is developing Cutting Kanban System (CKS) which focused on Cut Panel Calling Card. It is a web-based application. The purpose of CKS is to track the progress status of each process from Marker to Kitting (process to finish the garment). The system can track the progress status of each process from Marker, Fabric Received, Cutting, SPP (Sub-Part Preparation) & Kitting. If each of the process is being confirm timely upon completion, managers can also use it for analysis on how much product is being produced and how long it takes if needed. The detail information regarding this system development can be found in next section (3.2 Special Project).

The Employee Verification System (EVS) is developed for security department to identify people in and out into the organization. It is a windows form application. The purpose of the system is to verify either people in and out into the organization are Esquel staff or not. The system allows security staff to do the background check for each staff which can be considered as a preventive measure to ensure the integrity of the organization and the safety of employees. Below is the interface for the system.

EMPLOYEE VERIFICATION

Employee No: Worker No:

Name:

Employee Details

IC:

Passport:

Department:

Section:

Designation:

CLEAR

Figure 3.1.5 (s) Main Interface of EVS

EMPLOYEE VERIFICATION

Employee No: Worker No:

Name: HAMIZAH BINTI AHMAD TALHAH

Employee Details

IC: 930720-07-

Passport:

Department: ED

Section: ED

Designation: INTERNSHIP

CLEAR

Figure 3.1.5 (b) Result after searching in EVS

EMPLOYEE VERIFICATION

Employee No: Worker No:

Name:

Employee Details

IC:

Passport:

Department:

Section:

Designation:

No Result Found

OK

CLEAR

Figure 3.1.5 (c) Alert if no result found EVS

Lastly, the Image Load System (ILS) has been assigned to the trainee to fix the issue faced in EVS. After completed the EVS, the trainee find out that the system has issue regarding in slow to retrieve the employee details. It is because the employee images retrieve from shared folder through network. So, it required high speed internet connection to retrieve it quickly. It takes almost one (1) minute to retrieve the employee image. So, to fix that issues, the trainee industry supervisor asked to develop the mini system to HR department which they can load image into database. Because of that, the trainee need to change retrieval method for EVS to retrieve the employee image from shared folder to database. Luckily, it fixed the issue. Below is the interface for the system.

IMAGE LOAD

Employee No :

Name:

Image Path :

CLEAR   SAVE   UPDATE

Figure 3.1.5 (d) Front page of ILS

IMAGE LOAD

Employee No : TR0319

Name: HAMIZAH BINTI AHMAD
          TALHAH

Image Path :

CLEAR   SAVE   UPDATE

Figure 3.1.6 (e) After enter employee no. in ILS

IMAGE LOAD

Employ

Already Exist

BINTI AHMAD

OK

Image Path :   \egmnas01\HR photo 2\TR TR0319 I   [...]
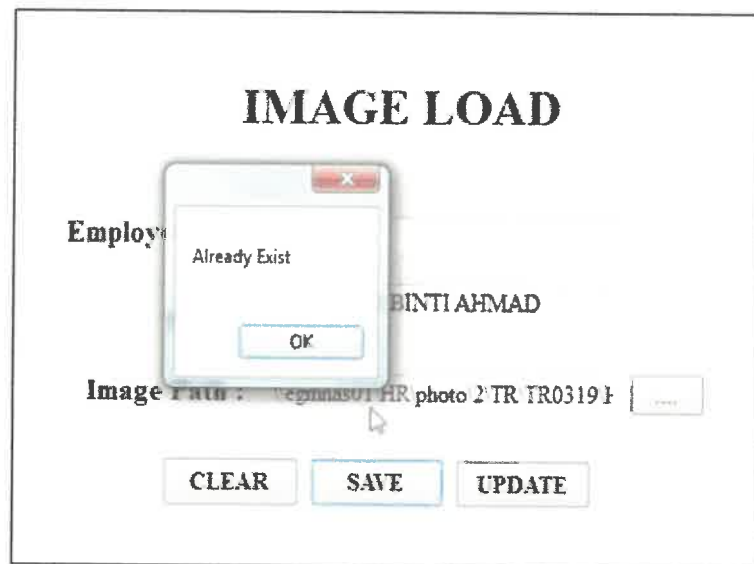
CLEAR   SAVE   UPDATE

Figure 3.1.7 (f) If data already exist prompt message in ILS

As a conclusion, by involved in the system development the trainee has been participated with the all the System Development Life Cycle (SDLC) phase which are Planning, Analysis, Design, Implementation and Maintenance (PADIM).

3.1.6 Understanding User Requirement

The trainee involved in understanding user requirement for system development. It is to specify what the user expects the system to be able to do. This activity is happened before starting developing the system. The trainee collects the user requirement through meeting with involved department such as cutting department (for CKS) and security department (for EVS). During the meeting, user will explain their requirement and what function that they need. The entire user requirement is collected and applies to the system. The trainee has to ensure all the functions in the system workable as user requirement.

3.1.7 IT Interns' Presentation

During the internship, the trainee must do presentation in front of top management which is general manager, senior manager human resource, IT senior manager and all IT colleagues regarding of project that have been assigned. There are two (2) times presentations during the internship which one in mid of trainee internship, which on 3rd May 2017 and another one on the last month of trainee internship, which on 30th June 2017.

Preparations of the presentation have been done two (2) weeks before the actual date. Ms. Alyssa, senior system analyst in IT department offer help in prepares the slide presentation and teaches on how to be confident during presentation. She contributes her time help the trainee prepare to make sure the presentation run smoothly.

During the presentation, trainee have to talk about the task that have been assign and explains about the challenges faced and help needed, the summary of self-evaluation and continuous improvement that want to be done by the trainee. After the explanation, session questions and answers begin. The panel will ask questions and the trainee need to answer it with confidently. The mid presentation is being evaluated by the panel in terms of content of the slide, the explanation, the confident level and how the trainee answers the questions. The time given for the trainee to present is one hour including 15 minutes reserved for questions and answers. (The slide presentation is attached in appendix).

3.1.8 Monthly Meeting

Once every month, the IT department organizes monthly meetings among members to:

i.   Discuss various issues in the IT department and brainstorm for solutions

ii.   Make plans for the up-coming months and evaluate the outcome of members' efforts during the previous month

iii.   Discuss how the ways members collaborate can be improved.

The trainee has participates the monthly meeting from February to June. The trainee have been chosen as the scribe for June meeting is responsible for preparing the monthly update from each of the IT staff for keeping the meeting minutes. The minutes are intended to help the IT department organize its tasks and facilitate its future discussions. (The example of minutes meeting is attached at the appendix).

3.1.9 System Documentation

The trainee also involved in system documentation such as prepares the test cases and user guide for Cutting Kanban System (CKS) and prepare the technical documentation for Employee Verification System (EVS).

The purpose of the technical documentation is to show everyone interested in the project an overview of the technologies the trainee have used while developing and programming this project. Making easy for them to learn the way the trainee have used them and making easier as well future improvements from their side. (The system documentation is attached in appendix).

The technical documentation for EVS will describe how the application works from a technical standpoint. It will provide an overview of main components and how they function by themselves and how they interact with other components. It is meant as a broader and additional explanation to comments the trainee made in the source code.

The intended audiences for the technical documentation are:

i.   Group Members, to have a general overview of our application functionality and how it was created

ii.   Future Developers will find it easier to improve our project if they understand how it works

iii. Customer and Supervisor who would like to know the inner workings of our application

3.1.10 Windows Updates

The trainee involved in windows updates which trainee need to update windows security for each employee PC and laptop in the organization. The trainee has to defend against the ransomware by installing the new patch from Windows. The trainee spends two (2) days to complete the windows updates for all employees in the organization.

3.2 Special project

After being discuss with the IT Team for special project, the industry supervisor, Mr. Jason Yeap decided to give the trainee special project which is developing Cutting Kanban System (CKS).

Cutting Kanban System (CKS)

Kanban is a Japanese manufacturing system in which the supply of components is regulated through the use of an instruction card sent along the production line. The system is built using Microsoft Visual Studio with C# programming language. It is a web based application that can access by various devices such as PC, smartphone and tablet. Before this, the cutting department is using manual system by entering the requisition into Microsoft Excel which spends more time to retrieve back the information. So, with this system, it will be making them easier to retrieve information. And the result can be used for further analysis in future likes how long time taken to finish each of the process.

CUT PANEL CALLING CARD

SEWING LINE : _____ REQUEST DATE : _____

BUYER : _____

JO NO : _____ DELIVERY DATE : _____

QTY NEED : _____

PIC NAME : _____ PIC SIGN : _____

* Request to be submitted to Cutting Dept by 9am

	Fabric	Marker	Cutting	SPP	Kitting	Sew Received
Date						
Sign						

Figure 3.2 Manual Way of CKS

3.2.1 Project Overview

Cutting Kanban System (CKS) is the system that requested by cutting department to track the progress status from marker to kitting, to minimize human error, ensure data quality and to make it accessible across multiple devices. It consists of three modules which are requisition, inquiry and confirmation page. Requisition page is for sewing line which they able to raise a requisition for cut panel calling card, after the requisition have been submitted, the requestor will get the requisition ID for their reference. The inquiry page is enable user query back the data and chooses the data that they want to confirm. After the data is being chosen, they will be redirect to confirmation page. Lastly, the confirmation page will allow the user of each process make the confirmation on that requisition id after their process already completed.

3.2.2 Problem Statement

Cutting department is having some problem with the manual system when they store and retrieve data in the Microsoft Excel. They need to find back the data one by one if they want to view and they do not know which process already complete for that request Job Order. The problem statements are:

i. No automated system used to store and retrieve the request of Cut Panel Card.

ii. Difficult to know which process already complete their part of that request Job Order. More time needed to manually ask person in charge if their part is already completing their process.

iii. Loss of data store if excel is corrupt.

3.2.3 Objectives

The main objectives of this system are:

i. To track the progress status of each process from Marker to Kitting

The system can track the progress status of each process from Marker, Fabric Received, Cutting, SPP (Sub-Part Preparation) & Kitting. If each of the process is being confirm timely upon completion, they can also use it for analysis on how much product is being produced and how long it takes if needed. All related parties can easily view the progress status of each Job Order (JO) in the Mini Factory of Cutting.

ii. To minimize human error and ensure data quality

The system has built-in validation controls. So, the data is not simply submitted for requisition and confirmation. The system has some control on how many character they can enter, data format and user cannot simply confirm previous process if the previous process not confirm yet. As an example, Job Order (JO) cannot be blank, requisition date cannot select previous date. By default, the Request Date is set to current date and time

iii.   Accessible across multiple devices such as PC, laptop, tablet & smartphone and create a seamless experience

Users can use this system across multiple devices such as PC, Laptop, Mobile (Smartphone) and Tablet within Esquel Sdn Bhd environment to raise requisition, inquiry and confirmation anywhere and anytime.

3.2.4   Target User

The system consists by two (2) roles which are requestor and mini factory. Requestor role is for a sewing line. Only sewing line can raise a requisition for Cut Panel Card. Mini factory includes various process such as Fabric, Marker, Cutting, SPP (sub-part preparation) and kitting. The mini factory only can inquiry and confirm the process.

3.2.5   Tools Used for Development

3.2.5 (a)   Hardware

Table 3.2.5 (a) Hardware used for CKS

Items	Description
PC	4.00 GB RAM 64-bit Operating System Intel® Core™ i5-3470S CPU @ 2.90 GHz.
Smartphone	Samsung Galaxy J7 *for system testing
Tablet	iPad Air *for system testing

3.2.5 (b)   Software

Table 3.2.5 (b) Software used for CKS

Software	Description
Visual Studio 2013	As a tools to write a code
Microsoft Structured Query Language (MSSQL) - SQL Server 2014	A relational database management system storing and retrieving data as requested by Visual Studio 2013, which may run either on the same computer or on another computer across a network (including the Internet).
Google Chrome	To run the system on PC and smartphone
Safari	To run the system on iPad

Planning

The trainee begins to develop Cutting Kanban System (CKS) after understand all the requirements needed by the user. Trainee and IT teams were having first meeting with the stakeholders which is Mr. Max and other production teams to ensure what the system they need to be build and what requirements needed to be in the system. After the meeting, trainee is keeping up with the stakeholders to know what other requirements they need and the changes that they want. Trainee need to identify the data flow of the system process which the objectives of the project and goals. Trainee prepared task list and project plan for system development to make sure that the development of the system is on track and can finish within time given. The time given to finish this Cutting Kanban system is from February until end of March but some technical problems occur, thus the due date is lengthened until end of April. Trainee must complete the first phase of the system by end of April.

3.2.6 Feasibility Analysis

During the system planning phase, trainee has identified three (3) types of feasibility which are technological, operational and economical.

3.2.6 (a) Technological Feasibility

The proposed system will be developed in web bases completely and it is required to use web technologies appropriately. Technology to build the overall system is available.

- Currently, they are using manual system.

- Server: SQL Server 2012

- DBMS: Microsoft SQL server

- The system is developed using C# as the main development language, and SQL server 2012 has been chosen to be the web server due to high reliability and flexibility in between platforms. MSSQL is chosen to be the DBMS of the system, due to flexibility.

- Availability of the chosen technologies: All the chosen technologies are common used in the IT department. All the software has been purchased by the organization.

3.2.6 (b)   **Operational Feasibility**

It is the measure of how well a proposed system solves the problems and takes advantages of the opportunities identified during the scope definition and problem analysis phases. And how well it satisfies the system requirements identified in the requirement analysis phase.

- Potential users of the system are familiar with the website navigation and handling. Hence training up to necessary level would be easy.

- The implementation of the system in the local network can easily managed, and the security issues needs to be addressed in network level or else in the application level.

- Microsoft visual studio supports object oriented development approaches so that well defined design can maintain the smooth run and the flexibility of the proposed system.

- Security issues - user access levels will be set and the system will only allow privileged users.

3.2.6 (c)   Economic Feasibility

Economic feasibility is the most frequently used method for evaluating the effectiveness of a new system. The procedure is to determine the benefits that are expected from the system. Then the decision is made to design and implement the system.

- If each of the process is being confirm timely upon completion, they can also use it for analysis on how much product is being produced and how long it takes if needed.

- All related parties can easily view the progress status of each Job Order (JO) in the Mini Factory of Cutting.

- To minimize human error and ensure data quality

- Accessible across multiple devices such as PC, laptop, tablet & smartphone and create a seamless experience for us

3.2.7 Project Charter

	Project Name:		
	Cutting Kanban System - Cut Panel Calling Card		

Project Members

Role	Responsibilities	Name (Title, OU)	
CFT Sponsor	To acknowledge the CFT's initiatives as part of the organization goal and bear the right and responsibility to verify and endorse the effectiveness of CFT's recommendations.	Max Ooi /EGM/Garment/Management Office	
Cross-Functional Team (CFT)			
Advisor / Facilitator	To provide advice on business or subject knowledge to the CFT's initiatives. They may not be the one who executes the CFT's initiatives but their responsibility is to provide support where it is needed.	Lam, Chong Liang /ESL/IT MYS	
CFT Leader	To serve as a communication representative on behalf of the CFT and share information with the organization on the CFT's considerations, decisions and actions. He/she will also ensure the project is run on track according to the charter and the E-Way.	Jason Yeap /EGM/IT	
Measurement Specialist(s)	To lead and advise the CFT team on measurements, such as developing different data and measurement matrix, collecting and analyzing relevant data and reports for improvement.	1. Chong, Chun Chan/EGM/Production 2. Nurul Shanas /EGM/Cutting	
CFT Member(s)	To develop, execute and evaluate the project from start to end by attending all meetings and act as empowered decision maker. They also represent the voice of their own function.	1. Chong, Chun Chan/EGM/Production 2. William Khng /EGM/Cutting 3. Kevin Emmanuel Dawson /EGM/Production 4. Nurul Shanas /EGM/Cutting	5. Nur Fatin Hazwani /EGM/IT 6. Hamizah /EGM/IT 7. Choong, Wan Ying /EGM/IT 8. Alyssa Cheong /EGM/IT
Scribe	To maintain the documentation of the CFT such as preparation of agenda and publish of WO within 24 hours of the meeting.	1. Hamizah /EGM/IT 2. Nur Fatin Hazwani /EGM/IT	

Project Objectives:
1. To track the progress status of each process from Marker to Kitting
2. To minimize human error and ensure data quality
3. Accessible across multiple devices such as PC, laptop, tablet & smartphone and create a seamless experience for users
5.

	Measurements	Key Performance Indicators (FFY / Cycle Time / Productivity)	Baseline	Entitlement		Rationale for choosing these measurements (Consideration: Imapct / Difficulty)
				The entitlement target	Justification for setting this entitlement	
1	Capability of new programming language challenges	Able to develop workable application	70%	80%	meet minimum core values	
2						
3						
4						
5						

Drumbeat Commitment (Regular Meeting)
Frequency: Bi-Weekly

Figure 3.2.7 Project Charter of CKS

The picture above is the project members and roles. The trainee is one of the Cross Functional Team (CFT) members and the trainee role in this project is as programmer and IT tester. As a programmer the trainee needs to write a code to the system and make sure the code is workable. As the IT tester, the trainee has to know how the system work and understand what needs to be tested. Based on the information procured, the trainee has to decide how it is to be tested and then inform the test lead about what all resources will be required for system testing and develop test cases. Lastly, execute all the test case and report bugs.

3.2.8 Project Timeline

The system begins in early March and complete for the first phase on April. The enhancements are done one by one from May until June.
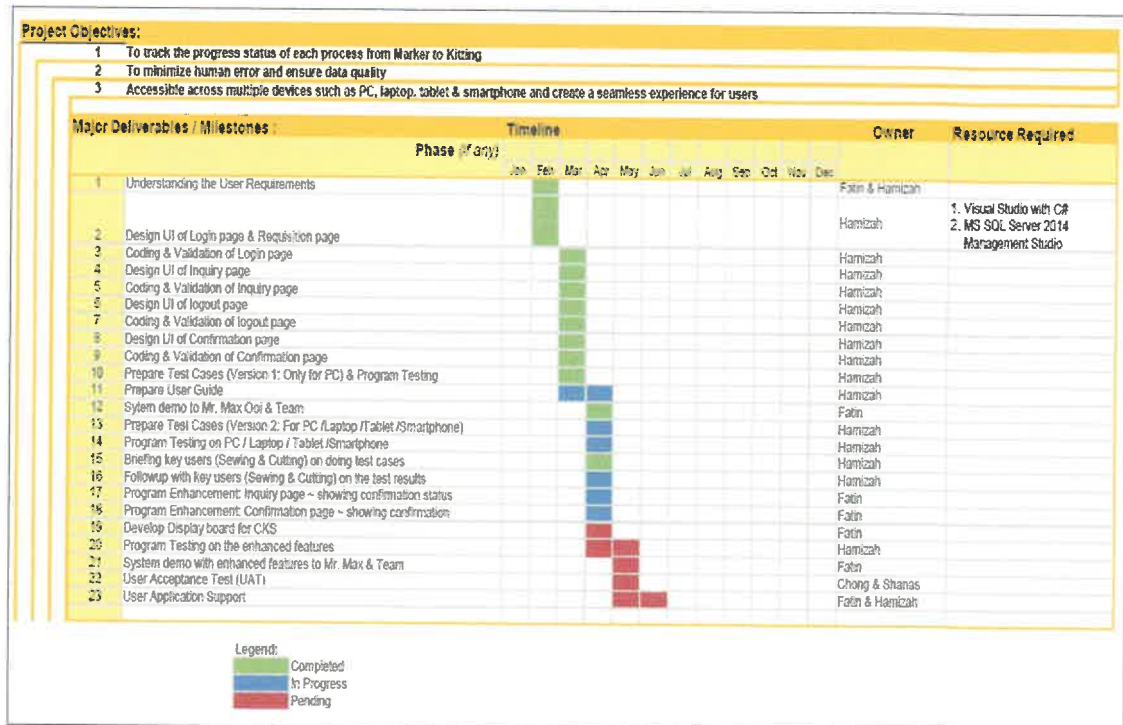

Figure 3.2.8 Timeline of CKS

3.2.9 Methodology

Collecting requirements is a crucial activity in project management because requirements of a project define the project scope. And any weakness in requirements management will cause scope issues respectively. In order to collect requirements from project stakeholders, several tools and techniques are used.

i. Interviewing

Interviewing is the first collect requirements technique. It has been done through a meeting. In this collect requirements technique IT team interviews the stakeholders to get their requirements. The IT teams ask the stakeholders to express their expectations from the project in a free form. The trainee notes down and stores the requirements received from the project stakeholders.

ii. Focus Group

Focus group is the second collect requirements technique and it is used to get a specific set of stakeholders' requirements. The project manager organizes a meeting with executive directors to get their requirements first, and then organize a separate meeting with the functional managers to get their requirements.

Analysis

Based on the analysis from the meetings with the stakeholder with their requirements, the trainee find out they have some issue on manual way which are:

i. Difficult to do analysis in future

Manual way is using card and it quite hard to do analysis on how much product is being produced and how long it takes if needed.

ii. Potentially have human error

The manual way is using hand writing and sometimes it hard to read. So, it has chances of human error.

Some reasons why system need to be done:

i. Manually system to automated system is need because nowadays everything needs to be done faster and smoothly

ii. Maintaining to fulfill the needs of user in modern technology

3.2.10 Context diagram

A context diagram is a data flow diagram that only shows the top level, otherwise known as Level 0. At this level, there is only one visible process node that represents the functions of a complete system in regards to how it interacts with external entities.
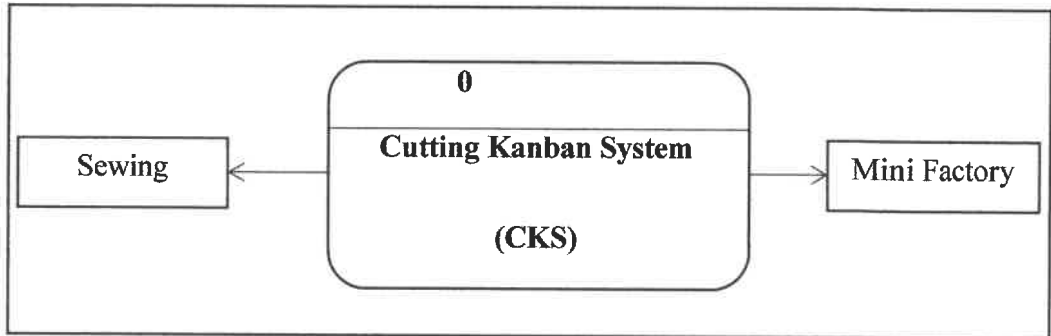
Figure 3.2.10 Context Diagram of CKS

3.2.11 Data Flow Diagram

The figure below shows the level 1 DFD, which is the decomposition of the system process shown in the context DFD.
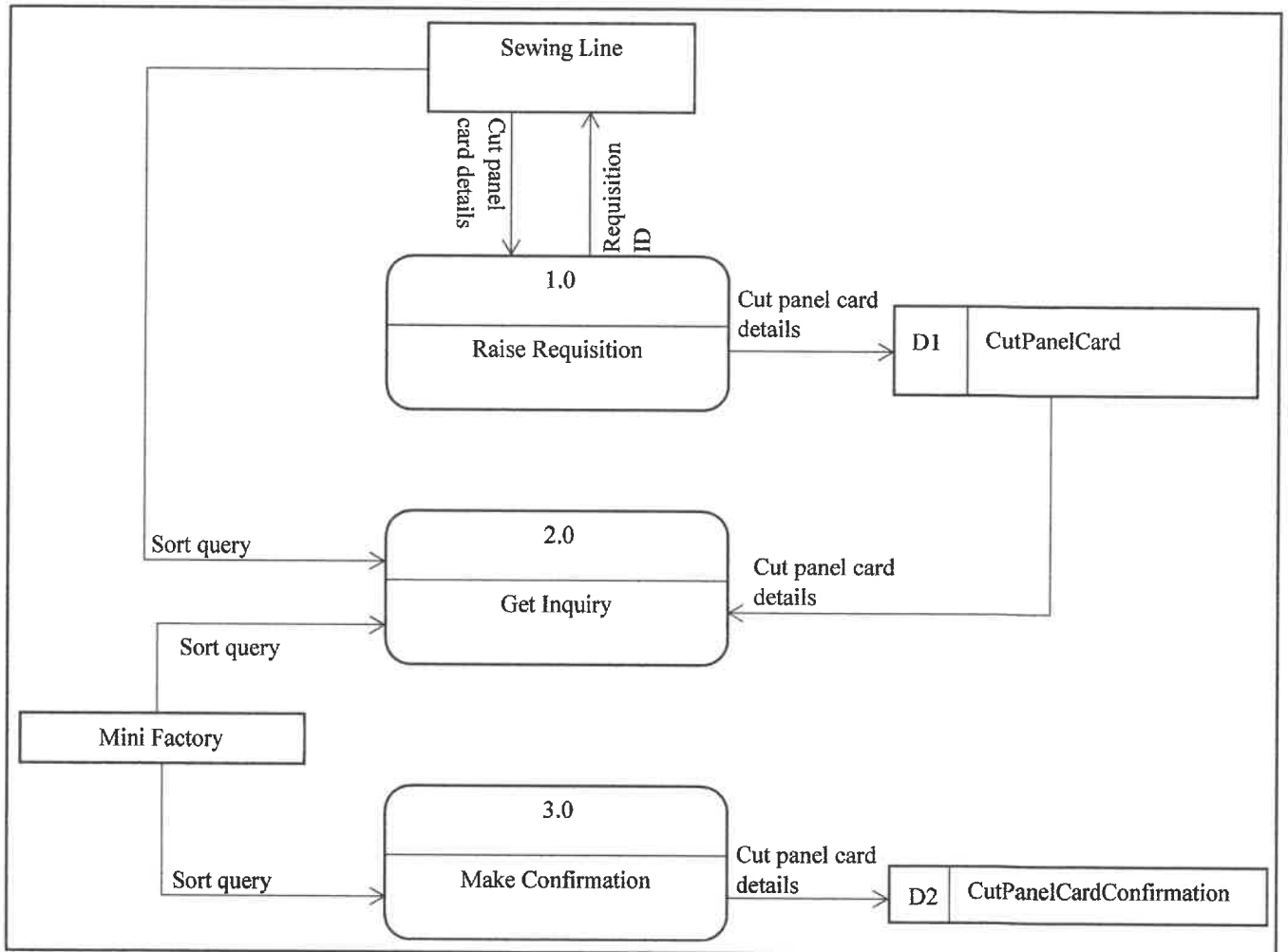
Figure 3.2.11 DFD of CKS

3.2.12 Entity Relationship Diagram (ERD)
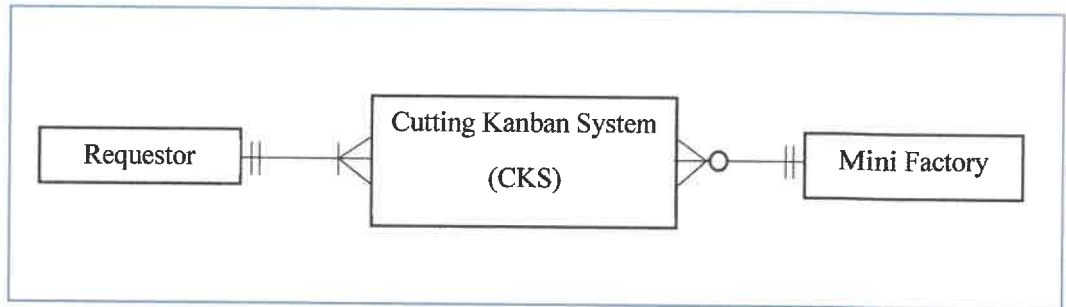
Figure 3.2.12 ERD of CKS

3.2.13 System Workflow

All user

Login

Username & Password correct? — Yes → Successful Login
No → Login Error

Others than Sewing

Login as Sewing? — Yes → Requisition
No → Inquiry

Inquiry → Select JO → Select Line → Select Need by Date

Selected Value

Tick Row to confirm — No → End
Yes → Confirm

Confirm

Cut Panel Card Confirmation

Sewing

Requisition → Enter JO → JO Checking
No (loop back)
Yes → Select Buyer

Select Buyer → Select Request Date → Select Need by Date → Enter Quantity

Enter Quantity → Quantity Checking — No (loop back)
Yes → Submit

Submit → Generate Requisition ID → Cut Panel Card

Data already confirm? — Yes → Notify User
No → Enable Confirmation

Enable Confirmation

LEGEND :

▭	Process
◇	Decision
▤	Internal Storage
⬭	Display
⬭	Start/ End
→	Arrow

Design

3.2.14 Storyboard

3.2.14 (a)   Login Page

Figure 3.2.14 (a) Login page

3.2.14 (b)   Requisition Page

Figure 3.2.14 (b) Requisition page

3.2.14 (c)   Inquiry Page

Label Title	Label Inquiry						
Label Requisition	Label JO	Dropdown Menu JO	Label Pending Status	Dropdown Menu Pending Status	Label Line	Dropdown Menu Line	Label Need by Date / Textbox Need by
Label Inquiry/ Confirmation				Button Query			
Label Logout				Grid view Result Query			
				Select Query			

Figure 3.2.14 (c) Inquiry page

3.2.14 (d)   Confirmation Page

Label Title	Label Confirmation					
Label Requisition	Grid view Result Query					
Label Inquiry/ Confirmation						
Label Logout	Label Marker	Label Fabric	Label Cutting	Label SPP	Label Kitting	Label Sew Received
	Button Confirm	Button Confirm	Button Confirm	Button Confirm	Button Confirm	Button Confirm
	Label Name Label Date/ Time	Label Name Label Date/ Time	Label Name Label Date/ Time	Label Name Label Date/ Time	Label Name Label Date/ Time	Label Name Label Date/ Time

Figure 3.2.14 (d) Confirmation page

3.2.15 System Interface

3.2.15 (a)   Login Page

Figure 3.2.15 (a) Login page of CKS

3.2.15 (b)   Requisition Page

Figure 3.2.15 (b) Requisition page of CKS

3.2.15 (c)   Inquiry Page

Figure 3.2.15 (c) Inquiry page of CKS

3.2.15 (d)   Confirmation Page

Figure 3.2.15 (d) Confirmation page of CKS

3.2.16 Data Dictionary

3.2.16 (a)   User Login

	Column Name	Data Type	Allow Nulls
🔑	username	varchar(30)	☐
	password	varchar(50)	☑
	process_id	varchar(10)	☑
	line	varchar(4)	☑

Figure 3.2.16 (a) Data Dictionary user login of CKS

3.2.16 (b)   Card Panel Card

Column Name	Data Type	Allow Nulls
req_id	decimal(18, 0)	☐
prod_line	varchar(3)	☑
jo_no	varchar(12)	☑
buyer	varchar(12)	☑
request_date	datetime	☑
need_by_date	datetime	☑
qty	int	☑
status	char(3)	☑
username	varchar(30)	☑
last_update	datetime	☑

Figure 3.2.16 (b) Data Dictionary Card Panel Card of CKS

3.2.16 (c)   Card Panel Confirmation

Column Name	Data Type	Allow Nulls
req_id	decimal(18, 0)	☑
username	varchar(30)	☑
process_id	varchar(10)	☑
last_update	datetime	☑

Figure 3.2.16 (c) Data Dictionary Card Panel Confirmation of CKS

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3.2.16 (d)   Line Profile

Column Name	Data Type	Allow Nulls
fty_cd	char(10)	☐
line_profile	char(10)	☐
line	char(10)	☐

Figure 3.2.16 (d) Data Dictionary Line Profile of CKS

3.2.16 (e)   Customer Library

Column Name	Data Type	Allow Nulls
cuscode	char(6)	☐
cusfname	char(12)	☑

Figure 3.2.16 (e) Data Dictionary Customer Library of CKS

3.2.16 (f)   Job Order

Column Name	Data Type	Allow Nulls
po_no	varchar(20)	☐
customer_cd	varchar(10)	☐
sc_no	varchar(16)	☐
style_no	varchar(16)	☑
fab_type_cd	varchar(10)	☑
garment_type_cd	char(1)	☑
product_type_cd	varchar(6)	☑
item_code_cd	varchar(10)	☑
create_date	smalldatetime	☑
sleeve_type	varchar(30)	☑
fab_type	char(1)	☑
prodcat	varchar(10)	☑
coplanetd	smalldatetime	☑
coordqty	int	☑
factory_cd	varchar(10)	☑
podeldte	smalldatetime	☑

Figure 3.2.16 (f) Data Dictionary Job Order of CKS

Implementation

In this phase, the system is installed and made operational in the production environment after the system and users' acceptance testing. Activities in this phase include efforts required for implementation including notification to end users, execution of training, data entry or conversion, and system monitoring. This phase continues until the production system is operating in accordance with the defined requirements and planning for sustainment has begun.

Key Tasks:

    i.   User Guide

    ii.   Test Cases and Program Testing

3.2.17 User Guide of Cutting Kanban System (CKS)

The trainee also involved doing the user guide for Cutting Kanban System (CKS). After completed developed the CKS, the trainee have to prepare the user guide for user. The user guide contains all essential information for the user to make full use of the system. It includes a step-by-step procedure for system access and use. (The user guide is attached in appendix).

3.2.18 Test Cases and Program Testing of Cutting Kanban System (CKS)

The trainee involved in preparing test cases by doing the program testing. In using test cases, the trainee as a tester is trying to simulate the behavior of how different users & all the possible human error the users will make during trainee program testing. The whole point of using test cases is to find is there any program bugs need to be fixed before program released. Building test cases is about doing the best to find the worst in a program to deliver a quality product to the user. (The documentation of test cases is attached in appendix).

3.2.18 (a)   Before & After of the Test Cases

From the bar chart as shown, we can see that the trainee improvement before and after doing the test cases. As testing for the system, the trainee test three (3) modules which are requisition, inquiry, and confirmation.
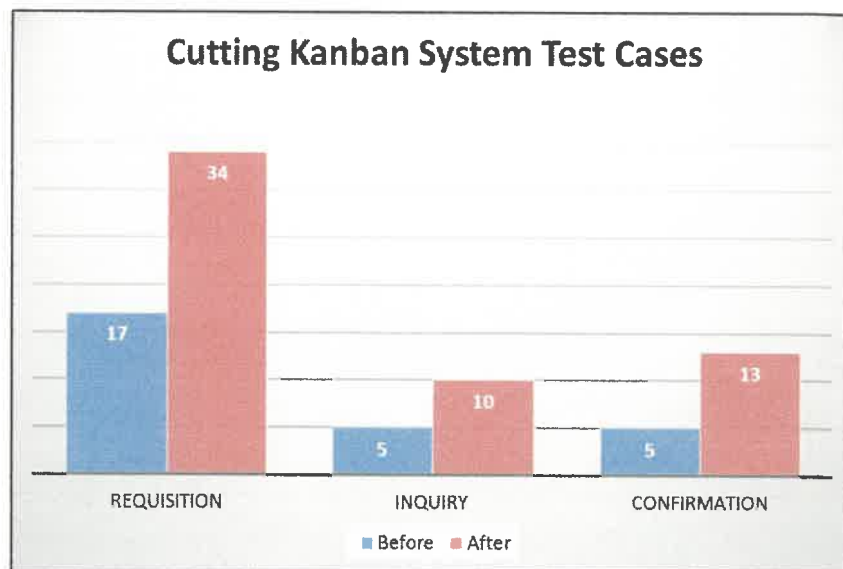
Figure 3.2.18 (a) Before and After Test Cases of CKS

At the beginning doing the test cases, the trainee only manages to produce seventeen (17) test cases for requisition, after knowing what to test it increases to thirty-four (34) test cases for that module.

Next, for inquiry only five (5) test cases that trainee can produce, after that it increases to ten (10) test cases.

Then for confirmation module, only five (5) test cases at the beginning and after that it rise from five (5) to thirteen (13) test cases.

As conclusion, the trainee can say that it has the improvement before and after do the test cases even though the trainee never does it before. Hopefully the improvement will increase from time to time. So, it will easier for trainee to do in future.

Maintenance

System maintenance is critical to keeping systems running smoothly and preventing unplanned disruptions. System maintenance is an ongoing activity, which covers a wide variety of activities, including removing program and design errors, updating documentation and test data and updating user support. For the purpose of convenience, maintenance has been categorized into three classes, which are:

i. Corrective

    This type of maintenance implies removing errors in a program, which might have crept in the system due to faulty design or wrong assumptions. Thus, in corrective maintenance, processing or performance failures are repaired.

ii. Adaptive

    In adaptive maintenance, program functions are changed to enable the information system to satisfy the information needs of the user. This type of maintenance become necessary because of stakeholders needs some changes which are:

    a. Change in information needs of managers

    b. Change in system controls and security needs

iii. Perfective

    Perfective maintenance means adding new programs or modifying the existing programs to enhance the performance of the information system. This maintenance undertaken because user's additional needs.

Chapter 4: Conclusions

4.1 Application of knowledge, skills and experience in undertaking the task (Knowledge gained)

During the internship, the entire task is relevant and related with the course during studying. As an example, during studying the trainee have experience do the user manual for group project which is "Tips and Trick using Microsoft Word" for subject Information Systems Interaction & Consultation (IMS556). From the experience, the trainee able to finish the user guide for Cutting Kanban System (CKS). Next, for the system development, trainee has experience develop the "Hostel Reservation System" using PHP programming language for individual project in subject Advanced Web Design and Content Management (IMS607). But during internship, trainee must to develop the system that used C# programming language. It is a quite challenging, because trainee never learns that language before and need to explore independently on how to write that language. Even though it takes time to learn it, but it worth to learn because C# is the most in demand programming language nowadays. So, it will valuable for trainee in future. Lastly, for test cases task, it is a new thing that trainee learnt during internship. The trainee never learn it before and it fun work with that task because trainee able test the system from various devices such as PC, smartphone and iPad. Besides that, trainee knows the importance of test cases and what to testing.

During the internship, trainee have experiences that allow trainee to apply what have learnt in the classroom and more generalized experiences that are going to be valuable. What trainee can say is internship help to test drive a potential job in industry to see if the work is a good fit trainee interest and skills. It helps trainee decide what kind of work trainee want to pursue after graduate. The trainee does the internship at IT Department because trainee wants to learn more about system. The trainee learned many things that will help trainee through the beginning of trainee post-university career. Not only did trainee learn basic system practices such as system development, the trainee also learned skills that most students never realize they are going to need, including how to present and conduct self as a professional at all times and work effectively with other department and IT team. The internship experience is helping trainee develop these well-rounded professional skills before trainee even graduate from university. Besides that, it helps trainee to gain skill development. This is because during the internship, it is not directly related to the trainee interest which just only involved in system development. Therefore, by involving in system development trainee got valuable transferable skills by all employers such as problem solving and communication which span all academic majors as well as diverse industries. For communication skills, establishing rapport with supervisors and coworkers is essential in any position. The internship stressed to me the importance of communication and teamwork. In today's business world, a lot of communication is done through email, and it really is a skill to be able to get trainee point across accurately and politely through email. On top of that, trainee has learned that teamwork is a must which trainee must know how to ask for help, how to give help, and how to work with others to collaborate effectively. The most valuable part of the internship experience was that it taught what trainee did not want in a career. The trainee found out

that trainee would not be happy workings for the rest of life just do coding. At the end of the internship, trainee realized that trainee love technical support work more than just coding.

Throughout internship, trainee gain business management skills such as project management & planning and problem solving. For the project management & planning, it is not easy to handle a project from the beginning until end. Before start to do the system, trainee as a developer should clearly understand what user need and the purpose the system. After finish, trainee should ask user to do system testing. By that, trainee will know if any further improvement for the system.

Besides that, trainee learns on how to solve certain independently. When studying, trainee depends on lecturer and friends to solve certain problem. But during internship trainee should handle it alone. As an example, it is not easy for trainee to learn C# programming language alone without any guide. Sometimes when trainee googling around, still do not know how to apply the code into the code. After learn it every day, trainee able to make the system workable. The trainee solves the problem throughout the forum website such as stack overflow to make the system workable as user required.

4.2 Personal thoughts and opinion

The internship has been very instructive for trainee. Esquel Malaysia Sdn Bhd, especially IT Department has offered the trainee opportunities to learn and develop trainee in many areas. The trainee gained a lot of experience, especially in the system development. A lot of tasks and activities that trainee have worked on during the internship are familiar with what trainee studying. The trainee worked in multiple tasks. This gave trainee the challenge to find out which task is to do first. The trainee should sort which task is more important to do first. The area that the trainee found most interesting is doing test cases. By doing test cases, trainee had to do lots of test where trainee had to simulate the behavior of how different users and all the possible human error the users will make during program testing. The trainee learned many things about test cases by testing the system using several of devices such as PC, smartphone and tablet.

As a bonus, the trainee got the experience on the organization business process. The trainee learned how the process occurs in the factory to finish the garment. The trainee also learned how the production process occurs by visit the factory.

There is a big difference in the university projects and the tasks and activities during the actual work. During studying, the trainee learns how to describe the work in projects, where in work the trainee learn how to implement them in reality. This internship was definitely an introduction to the actual work field for trainee. The trainee has learned to work in a business organization and apply trainee knowledge into practice.

The trainee learned a lot from trainee intern mate that have been working with during the internship. The intern mate has a different educational background and that made it interesting for trainee. By working with her trainee have a chance to learn new things from her.

The trainee mentor during the internship was Ms. Alyssa. The trainee learned a lot from her during the internship. She has lots knowledge in system management. She has also lots of knowledge in the working area. She was very helpful and always willing to give trainee advice and feedback which trainee appreciates. The trainee has tried to learn as much as possible from her and trainee intern mate during the internship.

The conversation through email with IT team is also an important learning moment for trainee during the internship. They had always time to answer all trainee questions concerning trainee internship. They also helped trainee a lot by giving trainee feedback on how to finish certain task. The trainee appreciates all the helps they gave trainee during the internship.

This internship was beneficial for trainee. The trainee is grateful and thankful that trainee got to experience and learns many things.

4.3 Lesson learnt

During five months of internship training at IT department, it gives the some lesson to the trainee such as:

i. **Independence**

   The internship taught trainee that sometimes we need to teach our self. When the industry supervisor asked the trainee to develop the system using C# programming language, trainee had to learn it from the scratch and make the system workable as user requirements. It was very rewarding. Work independently is very important in the working world.

ii. **Punctuality in all aspects**

   Whether arriving early in the morning or getting a task done on time, punctuality is essential. The trainee has to manage time well to get things done. It is because during the internship, trainee has to do multiple tasks. So, trainee needs to prioritize which task to do first. Punctual submit the task according to the supervisor needs shows that trainee dedicated to work, and capable of responsibility and professionalism.

iii. **Adopt new skills**

   When the trainee was interning, trainee involved in system development using C# programming language. That language is new to the trainee because trainee never learns it during studying. It was a good opportunity to learn because that language is on demand language in programming nowadays.

iv.   **Speak up**

The first few weeks the trainee quite afraid to speak with IT colleagues about how to solve certain problem regarding the system development because afraid if bother anyone. The trainee motivated owns self to speak up to the IT colleagues after they always push to complete certain task immediately. As a conclusion, the lesson learnt during the internship is if you need help, just ask.

4.4 Limitations and Recommendations

During internship, the trainee faced a few challenges such as deal with new programming language and has multiple tasks to do. It is quick challenging when trainee must develop the Cutting Kanban System (CKS) using C# programming language which is a new language for trainee because when studying the trainee learnt HTML and PHP programming language. It is a quite different language. But from the challenge trainee take as an opportunity. The trainee learned a lot in YouTube, Stack Overflow and many resources. The trainee leaning towards just diving into projects and googling around. It takes two (2) to three (3) months to learn the language. What the trainee can conclude is programming is more than just writing code and knowing the syntax of a language, it is a way of thinking. The help needed from this challenge is need someone who expert with C# programming language during the internship. This is because during internship the trainee explores the language independently. So, it takes time to complete the system.

The next challenge is trainee have multiple task to do. The trainee is not good in multi-tasking. The trainee rarely handles many tasks at one time. As an example, during training trainee need to do user guide, test cases for PC, Mobile and Tablet, program testing, follow up with user, do process flowchart, preparation for presentation, do the job log and need to develop another system. This creates a problem for trainee to prioritize and do it correctly, the trainee need to have due dates for things. The trainee thinks all the task should set the due date, so that trainee can know what the task trainee needs to do first. So, for trainee tasks without due dates make it difficult to trainee to plan what to do first. Ultimately, the trainee expectations are to have a successful task completed on time.

Besides that, the training provided by organization is quite limited. The trainee would like to suggest the organization to train the trainee with multiple task such as doing support or maintenance task. This is because during the internship within five (5) month the trainee is likely more involved in system development. So, the trainee does not have any chances to learn other than that such as support or maintenance work. This is because as we know Information Technology (IT) is the wide fields. They should give various tasks, so that trainee will find their interest in various fields.

The trainee would also like to recommend that faculty may improve the courses by providing more hands-on courses so that in the future students who will undergo practical training will be well-equipped and will hands-on skills rather than only theories learnt in classes. This is because throughout the internship, the trainee is fully independent. So, the trainee needs to explore by their self.

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Lastly, the recommendation from the organization themselves is they suggest that the faculty will list down what their expectation from their student through the internship and where exactly the suitable department for their intern. By that, it will be win-win situation because during the internship the organization want the certain project meet their deadline and the intern will apply what they learn into the task that have been given.

In conclusion, the entire challenges trainee can handle it properly and the entire project finished as expected.

REFERENCES

About Esquel. (n.d.). Retrieved February 3, 2017, from http://www.esquel.com/en/

Yeap, Jason. (June 6, 2017). Personal Interview

Chong, Alyssa. (June 30, 2017). Personal Interview

APPENDIXES

SURAT TAWARAN

Hamizah Binti Ahmad Talhah   February 3, 2017
2R-3-1, Perumahan Polis Fasa 2,
11500, Ayer Itam,
Pulau Pinang

Ms Hamizah,

Per : Surat Tawaran Bagi Menjalani Latihan Industri

Merujuk kepada perkara yang tersebut di atas, pihak syarikat dengan ini menerima permohonan anda untuk menjalani latihan industri di Esquel Malaysia Sdn Berhad. Tawaran ini bertujuan untuk menjalani latihan industri semata-mata di syarikat ini dan **BUKAN** untuk pekerjaan dan tertakluk kepada syarat-syarat dan terma yang berikut:

1. TEMPOH

Tempoh latihan adalah bermula dari **February 6, 2017** hingga **Jun 30, 2017.** Latihan anda akan diselaraskan oleh pihak jabatan yang mana anda akan ditempatkan kelak.

2. ELAUN SEMASA LATIHAN

Anda akan dibayar elaun latihan bulanan sebanyak RM800.00.

3. PENAMATAN

Sekiranya anda memilih untuk tidak meneruskan atau berhenti menjalani latihan, anda perlu memaklumkan kepada kami secara bertulis dalam tempoh 24 jam. Pada masa yang sama , jika syarikat mendapati anda tidak mematuhi undang-undang dan peraturan atau tidak memenuhi keperluan latihan , kami akan memaklumkan kepada anda dalam tempoh 24 jam secara bertulis.

4. JADUAL LATIHAN

Waktu latihan adalah seperti berikut : -

        Isnin – Jumaat   : 8.00 pagi - 5:00 petang
        Ahad / Cuti umum : Cuti
        Rehat Masa   : 1.00pm – 2.00pm

Anda mungkin dikehendaki untuk menjalani latihan di luar waktu biasa sepanjang tempoh latihan jika perlu.

5. LAIN-LAIN

   a. Anda boleh mendapatkan rundingan dan rawatan perubatan percuma dari klinik dalaman syarikat.

UNIVERSITI TEKNOLOGI MARA

FAKULTI PENGURUSAN MAKLUMAT
UiTM Kampus Puncak Perdana
No. 1, Jalan Pulau Angsa A U10/A
Seksyen U10, 40150 SHAH ALAM
SELANGOR DARUL EHSAN
Tel: 03-79622002/2020/2021/2024
Fax: 03-79622007

LAPORAN LATIHAN INDUSTRI
PENYELIA UNIVERSITI ('VISITING SUPERVISOR')

Nama Pelatih	No. Matrik
HAMIZAH BINTI AHMAD TALHAH	2014307105

Tarikh/Masa Lawatan : 14/6/2017 / 4.00 ptg

Nama Pegawai : Dr Abd Latif Abdul Rahm.

Alamat Organisasi : UiTM Cawangan Kedah.

Nama Pensyarah Penyelia:

Tandatangan : LATIF BIN ABDUL RAHIM
Timbalan Rektor
bagian Hal Ehwal P

Tarikh :

1

Bil	Perkara	Catatan
1	Jadual latihan disediakan dengan sistematik	Terbaik.
2	Pelatih dapat menjalani latihan mengikut jadual latihan.	Ya.
3	Tugas-tugas yang diberikan kepada pelatih adalah relevan dengan kehendak Fakulti.	Ya. { walaupun begitu pelajar
4	Sekiranya perkara 1,2 & 3 tidak dibuat, apakah tindakan pensyarah penyelia?	perlu dedidahkan dgn teknologi
5	Nyatakan kekuatan organisasi yang dilawati.	pengaturcaraan terkini.
6	Nyatakan kelemahan organisasi yang dilawati (jika ada).	
7	Cadangan/ulasan pensyarah penyelia (Kesesuaian tempat untuk pelajar akan datang)	Sesuai untuk pelajar akan dtg.

- Borang ini hendaklah diserahkan kepada Koordinator Latihan Industri setiap program.

Cutting Kanban System (CKS).

User Guide

Table of Contents

Revision History

Version No.	Changes Made	Prepared By	Revision Date
1	- Change image to latest system update - Add cover page - Add Table of content	Hamizah /EGM/IT	June 20, 2017
2	- Change title from user manual to user guide - Page number on the center bottom of page - Change "make requisition" to "raise requisition" - Divided section how to confirm and how to delete function	Hamizah /EGM/IT	June 22, 2017

1.0 How to login

Figure 1: Login Page

Instructions:

1. Type your **username** in this field.
2. Provide your **password**.
3. Click the **Login** button to access your account.

Only sewing can raise a requisition.

Others only can inquiry/ confirmation.

2.0 How to raise a requisition for Cut Panel Calling Card

Figure 2: Requisition page

Instructions:

4. General navigation to go to another page.

5. The line will appear your own line.

6. Enter your Job Order Number (JO).

7. The buyer name automatically appears after enter Job Order No.

8. Enter your **Quantity** (min 1 pcs).

9. Select your **Request Date** by clicking on calendar image (cannot select back dated).

10. Select your **Need by Date** by clicking on calendar image (cannot select back dated).

11. Click **Clear** button to clear all fields.

12. Click **Submit** button to submit the requisition.

13. After successfully submit the requisition, it will generate your Requisition No.
    (Jot Down your Requisition No. for reference)
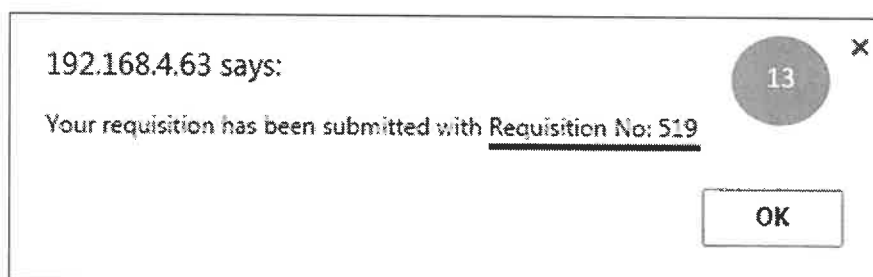
Figure 3: Requisition No. popup

2.1 Extra Notes to raise a requisition for Cut Panel Calling Card

User can submit NR (No Request) for Job Order No.

Figure 4: Requisition for NR

Instructions:

14. Enter NR in Job Order No. textbox

15. Quantity will automatically fill with zero after enter Job Order No. as NR

16. After submitting the NR requisition, it will generate requisition no. as usual.
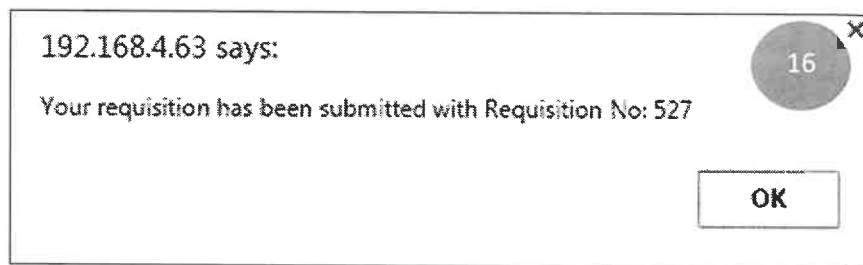
Figure 5: Requisition no. for NR

3
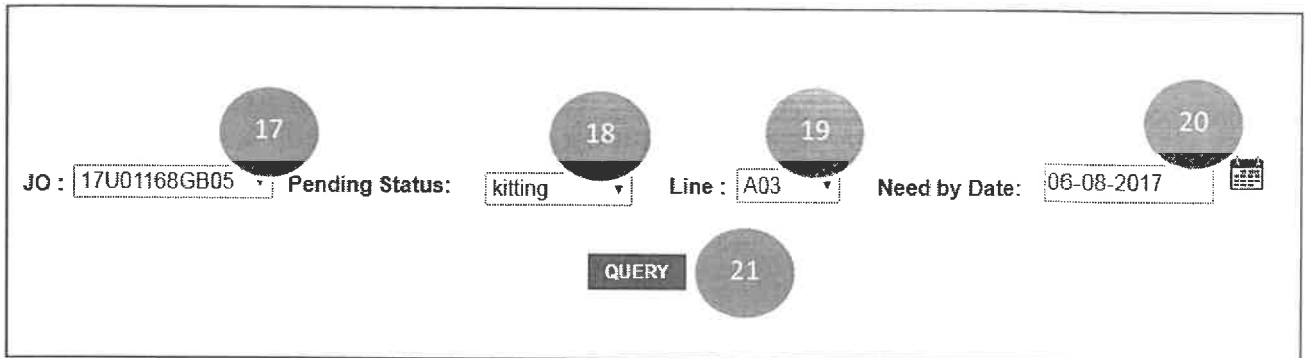
3.0 How to query

Figure 6: Inquiry page

Instructions:

17. Select JO to query.

18. Select Pending Status to query.

19. Select Line to query.

20. Select Need by Date to query.

21. Click Query button to get the query results.

•

3.1 How to select query for confirmation

Figure 7: Query Result

Instructions:

22. Selected row to confirm.

23. Click Select Button to redirect to confirmation page.

Delete button only appear if your selected row is your own line.

3.2   Extra note on how to delete your selected row

Figure 8: How to delete selected row

24. Check row to delete

25. Click delete Button to delete the selected row.

26. After click delete button, the popup will show as below.
    - Click OK to confirm delete
    - Click Cancel to cancel delete

Figure 9: Popup to delete selected item

4.0 Confirmation Page

Requisition	Production Line	Job Order No	Buyer	Request Date	Need By Date	Quantity
197	B06	17U04160DE07	HUGO BOSS	6/1/2017 1:39:38 PM	06/08/2017	125

Marker	Fabric	Cutting	SPP	Kitting	Sew Received
			CONFIRM		
shanasn 06-08-2017 18:35 PM	shanasn1 06-08-2017 18:37 PM	nursakinah 06-13-2017 13:02 PM			

Figure 10: Confirmation page

Instructions:

27. Your selected row that you want to confirm

28. Name of person, date and time who already confirm their process.

29. Click Confirm button to confirm your ticked row (Confirm button appears according to your role as login).

4.1 Redirect Message After Click Confirm Button
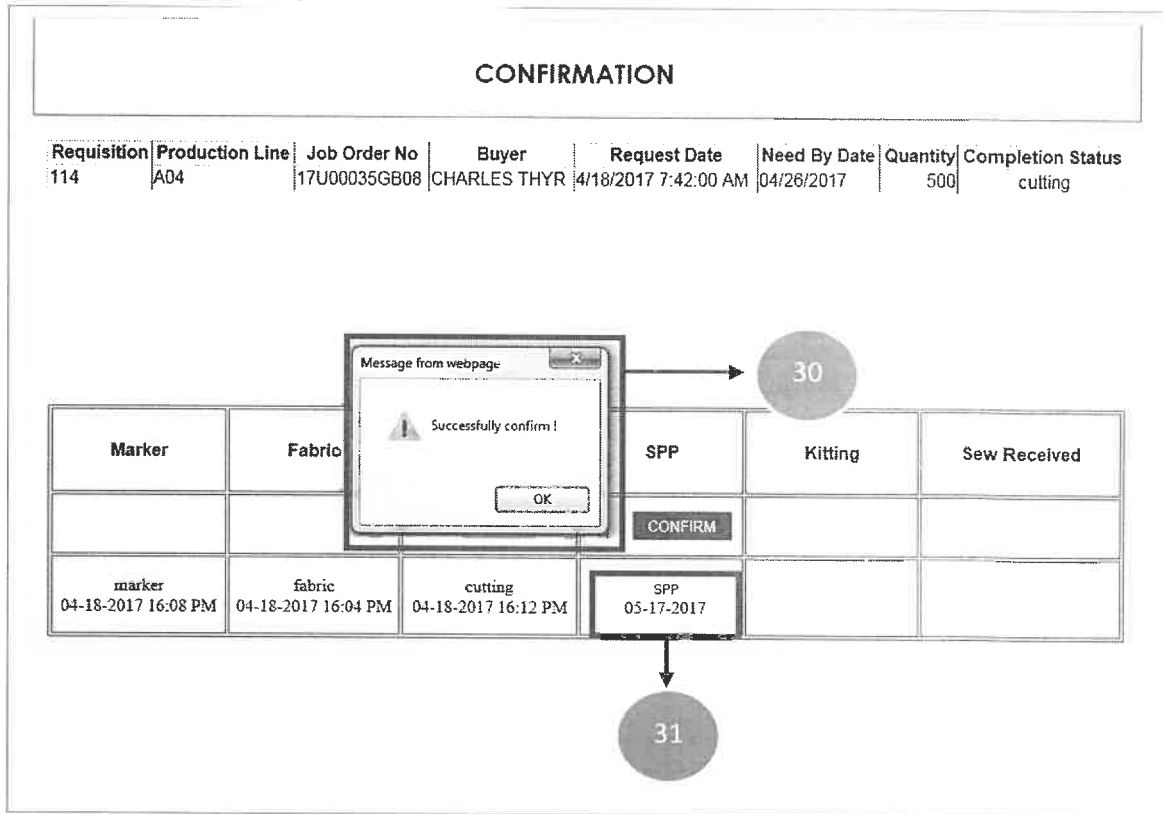
Figure 11: After click Confirm button

Instructions:

30. After click confirm button, popup message will appear. Click OK.

31. Your line and date confirm will appears.

4.2 Extra note for confirmation page

i.   Previous process must confirm first

Figure 12: Popup previous process must confirm first

Instructions:

32. The selected row cannot confirm because previous process not confirm yet, the popup message will appear. Click OK.

ii.   Each process cannot confirm twice
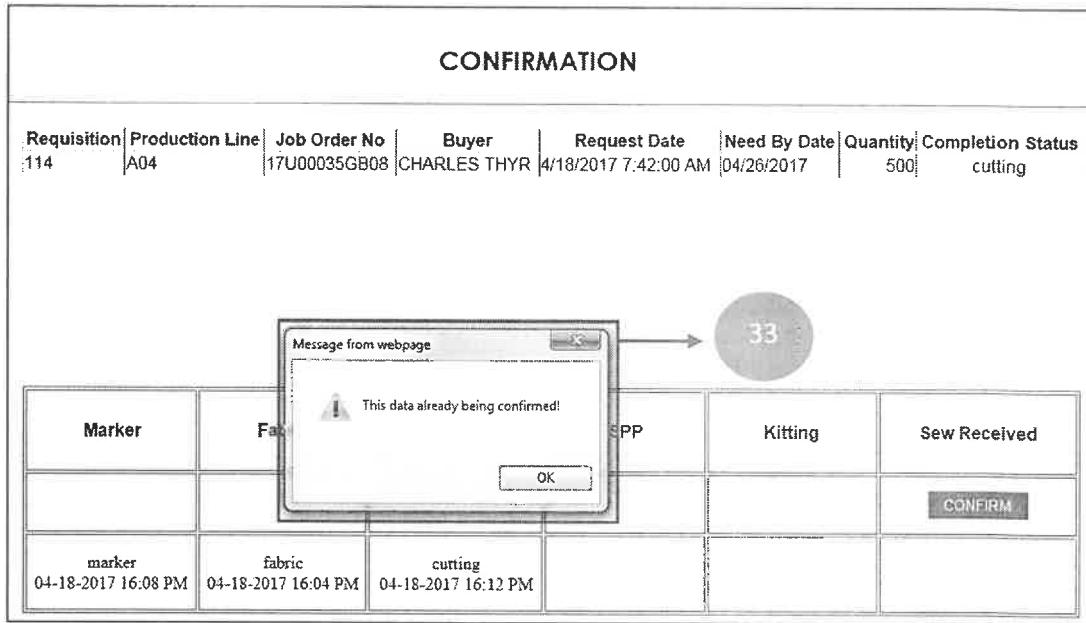
Figure 13: Popup each process cannot confirm twice

Instructions:

- 33. The selected row already being confirmed. Each process cannot confirm twice.

5.0 How to logout
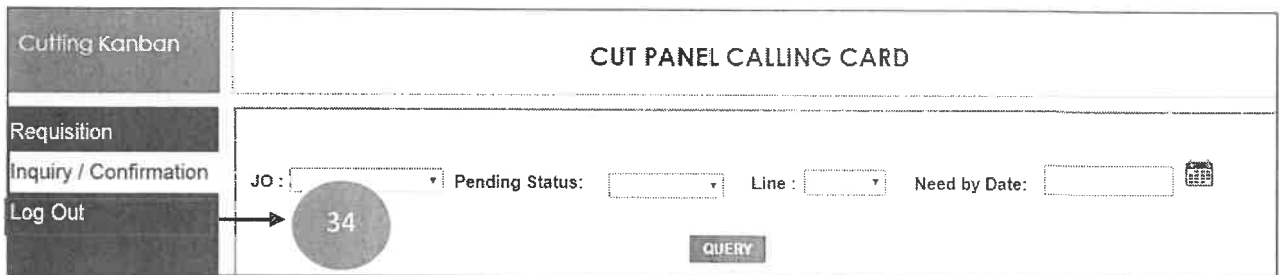
Figure 14: Logout

Instructions:

34. Click Logout to exit from the system.

Employee

Verification System

Technical Documentation

Table of Contents

Revision History

Date	Description	Author
June 16, 2017	- Summary of the system - User interface	Hamizah
June 20, 2017	- Add cover page & table of content - System specification used - Technical requirement	Hamizah

Definitions and Acronyms

Definitions

Keyword	Definitions
Component	Group of code that represents an independent part of our application

Acronyms and abbreviations

Acronym or Abbreviation	Definitions
EVS	Employee Verification System
GUI	Graphic User Interface
XML	Extensible Markup Language
DFD	Data Flow Diagram

1.0 General Overview

This system is developed for security department to identify people in and out into the organization. The purpose of the system is because every day many people in and out into the organization and security cannot prove that they are staff of Esquel. This system is primarily aimed for security staff to verify the employees enter the Esquel building. The system can generate employee details such as IC/ passport, department, section and designation. The employee details can be search either by employee number, worker number or employee name. The system only shows employee result that still work with Esquel Sdn Bhd. The result is not shown for inactive workers.

1.1   Objectives

i.   To help protect the organization

The background check can be considered as a preventive measure to ensure the integrity of the organization and the safety of employees.

ii.   To ensure that an employee is who they say they are

Sometime people will act likes they are staff of the Esquel. So, to prevent anything bad happen into the organization we should prove that they are who they say. With this system, security will search the staff information by their name, employee number or worker number. With that searching, it will retrieve the employee details. So that, it can prove that the person is staff of Esquel.

1.2   Technologies used

Employee Verification System (EVS) is a windows form application built using the C# programming language. Visual Studio 2013 was used to develop both code and the GUI. The configuration data were stored in the XML format.

1.3   System Specification

Specification	Description
Operating system	Windows 7
User interface	Visual Studio 2013
Programming language	C#
Database used	GMT
Database table	m_employee

For using this system, the computer should be connected to the internet.

2.0 Overview of functionality

2.1 User interface

Upon starting EVS the main screen will appear the empty textbox. From the main screen, the user can search employee details using the textbox provided which are;

- Search by employee number
- Search by worker number
- Search by employee name
- Textbox read only which employee details will show after search either by employee number, worker number or employee name
- Image of employee will appear after search either by employee number, worker number or employee name
- Button clear

The results are shown in the same window. Our user interface was designed using the Visual Studio form designer.

EMPLOYEE VERIFICATION

Employee No: **Worker No:**

Name:

Employee Details

IC:

Passport:

Department:

Section:

Designation:

CLEAR

Figure 1: EVS Interface

EMPLOYEE VERIFICATION

Employee No: TR0319   **Worker No:**

Name:

Employee Details

IC:

Passport:

Department:

Section:

Designation:

CLEAR

Figure 2: Search by employee no.

EMPLOYEE VERIFICATION

Employee No: **Worker No:** 940313

Name:

Employee Details

IC:

Passport:

Department:

Section:

Designation:

CLEAR

Figure 3: Search by worker no.

EMPLOYEE VERIFICATION

Employee No: **Worker No:**

Name: HAMIZA

name	empno	workno
HAMIZA AMIRA BINTI GHAZALI		
NURUL HAMIZA BINTI DERAMAN		
NOR EFFANDI BIN HAMIZAN		
HAMIZAH BINTI AHMAD TALHAH		

Employee Details

IC:

Passport:

Department:

Section:

Designation:

CLEAR

Figure 4: Search by name

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EMPLOYEE VERIFICATION

Employee No: [REDACTED]   **Worker No:** [REDACTED]

Name: HAMIZAH BINTI AHMAD TALHAH

Employee Details

IC: [REDACTED]

Passport:

Department: ED

Section: ED

Designation: INTERNSHIP

CLEAR

Figure 5: Result after searching

•

EMPLOYEE VERIFICATION

Employee No: **Worker No:**

Name:

Employee Details

IC:

No Result Found

OK

Passport:

Department:

Section:

Designation:

CLEAR

Figure 6: Alert if no result found

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2.2 Components

The main component in EVS is the employee details. It consists of eight (8) textbox, one (1) picture box and one (1) button. All the components have difference events which are:

Name	Event/ Properties
textBoxEmplNo	Key up
textBoxWorkNo	Key up
textBoxName	Key press
dataGridView1	Cell mouse click
textBoxICPass	Read only
textBoxPassport	Read only
textBoxDept	Read only
textBoxSection	Read only
textBoxDesignation	Read only
pictureBox1	Visible after search either by employee number, worker number or employee name

2.3 Technical requirements

Employee Verification System (EVS) was tested on Windows 7. There is no need to install any external components we used for creating EVS since they are bundled together with the application.

2.4 Where to find the source code?

The source code for the system can be find at \\egmit-pg1\app_pool\ALL PROGRAMMES\EmployeeVerificationSystem. Below is the screenshot on how to get into the shared folder.
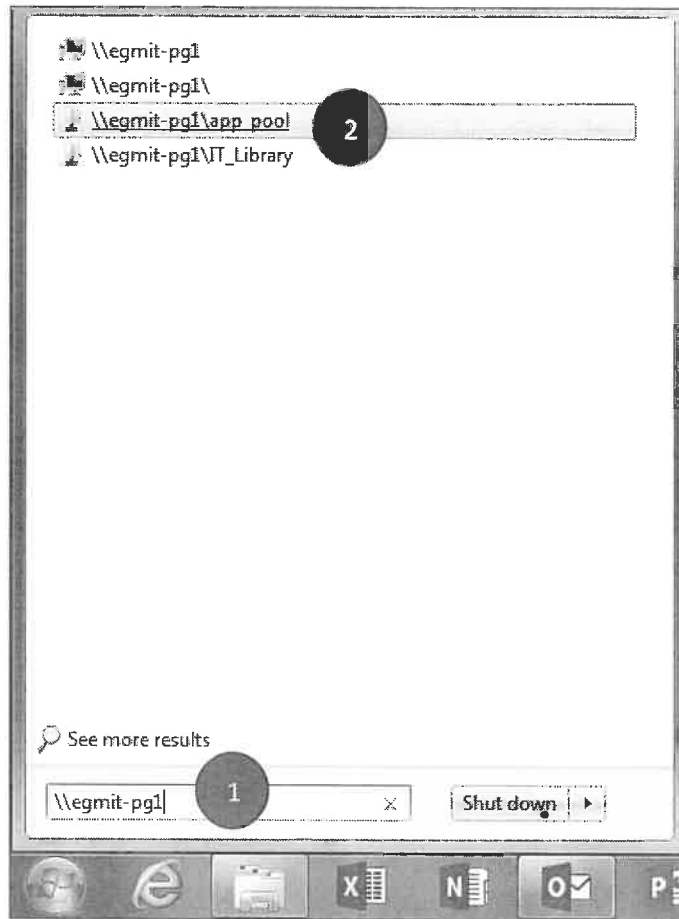
Figure 7: Search network

Instructions:

1. Type in search box
2. Select \\egmit-pg1\app_pool

Figure 8: Select folder (1)

3. Select ALL PROGRAMMES folder

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Name	Date modified	Type
CanteenDeduct	6/17/2015 10:13 AM	File folder
CutGrpPay	1/20/2016 10:41 AM	File folder
CuttingBillBoard	3/22/2016 9:53 AM	File folder
CuttingKanban	5/31/2017 10:09 AM	File folder
DatabaseBac	6/17/2015 10:15 AM	File folder
eLeaveOwnTable	6/17/2015 10:15 AM	File folder
EmployeeVerificationSystem ⑤	6/20/2017 4:38 PM	File folder

Figure 9: Select folder (2)

4. Select EmployeeVerificationSystem

Name	Date modified	Type
EV_150617 ⑥	6/15/2017 8:41 AM	File folder
EV080617	6/1/2017 3:03 PM	File folder

Figure 10: Select folder (3)

5. Choose the EV_150617 (latest one)

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3.0 Data Flow Diagram (DFD)
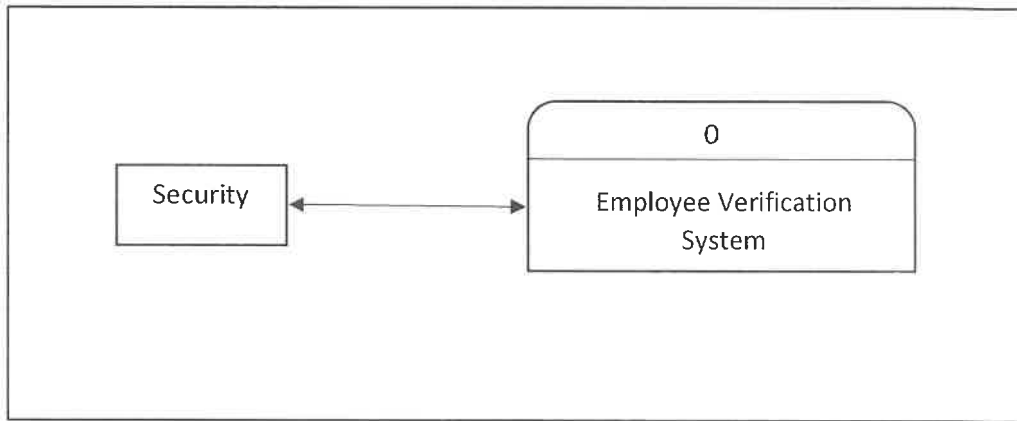
Figure 11: Data Flow Diagram
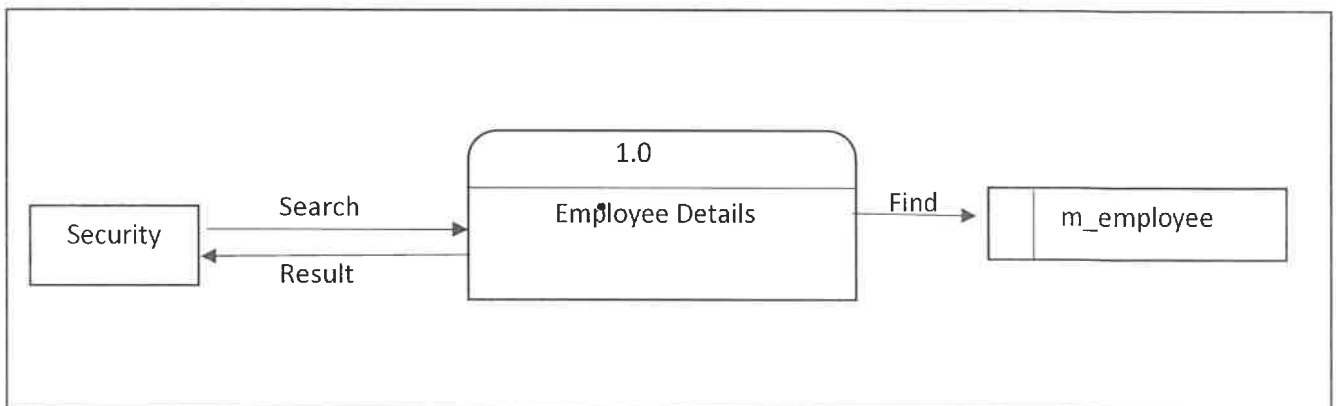
Figure 12: Level 1 DFD

4.0 Conclusion

As a conclusion, the system allows the users to search employee details to verify that who they say they are. By helps with this system, it will prevent anything bad happen into the organization.

The E-way

Meeting Minutes and W3

Team:	EGM IT	Start:	11:30 am
Date:	06/22/2017	End:	01:00 pm
Objective:	Monthly EGM IT Meeting		
Brief Recap:			

Chairman: Nur Fatin Hazwani

Attendees: Mr. Lam Chong Liang, Jason Yeap, Alyssa Cheong, Choong Wan Ying, Ady Azhar, Hamizah, Catherine Cheah

Achievements in previous work-month

Jason
1. Legacy payroll – new pay scheme
2. HRIS – Update epayslip interface to use the "Job Category" as the staff / worker separate criteria.
3. HRIS attendance and personnel info interface parallel run since June 13
4. Staff OT application roll out
5. Cisco wireless controller and APs upgrade firmware
6. GMARS app upgrade

Ady
1. Prepare laptop for Chan Jung Yong , Khaw Kai Syen and Wendy Wong
2. Reformat Chin Sook Cheng laptop
3. Troubleshoot Danny Teoh Skype(login error)
4. Prepare and send out 1 PC to EGM-KB
5. Done Installing the Ransomware Security patch for All PC
6. Troubleshoot Ong Siew Ngoh and Jenny Yeoh EDI DiCentral system error

Fatin
1. Finish upgrade CKS
2. Demo latest CKS to user, system already release to the user
3. Write internship experience report

Hamizah

1. Finish EVS (1st phase)
2. Finish Image Load (1st phase)
3. Done release EVS to security & teach how to use
4. Done User Manual for CKS
5. Done internship experience report

Alyssa

1. Smart Manufacturing Learning Report
2. Management By Exceptional (MBE)
   Had a short discussion with Martin Yaw on 5/5
3. HRIS TNA Data Extraction
   Liaise with Li Ming to extract TNA data of 5/9 – 5/27 for Prod & HR
4. MES & FGIS: LeftOver Garment
   Testing on returning LeftOver Garment via this new method, successfully printed UCC label & approved by PS

Wan Ying

1. Testing on eGatePass (the approver alert link is not point to testing server)
2. Fine tuning on Card Panel Calling Card
3. Check on Employee Verification for further fine tuning

Catherine

1. Cimpack System – Design New Product / Engineering Change Notice (ECN) Product
2. Cimpack System – Set New Price (Price Increased)
3. Installed SM200 in EPP IT Room & completed on 19 May 2017.

Target in coming work-month

Jason

1. EGMKB expansion planning
2. EGM Internet line speed upgrade

Ady

1. Prepare laptop for David Tan
2. Prepare IT Equipment Handover Receipt Form to let Emily sign for the total units of laptop that she having on hand
3. Move Attendance terminal from A04 to A02 Tan Kheng Jo Place
4. Upgrade Ikhwan warehouse CPU to Win 7
5. Follow up on Gerber Cutter for CIDB report error

Fatin

1. In progress prepare slide presentation for last presentation
2. In progress doing test cases for CKS
3. In progress write report of internship for UiTM
4. In progress write CKS technical documentation

Hamizah

1. In progress preparing slide presentation for last presentation
2. In progress doing EVS technical documentation

Alyssa

1. MES – New Cutting Data Entry & GTN creation briefing for C2B (requested by Izati) – 6/1
2. eSCM – Combine JO (Not shown in BPO Report)
   Liaise with YW & Jackson Dai
3. "The CEO Speaks on Smart Manufacturing" Sharing Session – 6/14
4. MBE – Revisit on Cutting process data (In Progress)
5. WPS (For Sample Order) - Install WPS for WP to query TDC Info of washing formula - 6/21

Wan Ying
1. Phase 1: Develop program for MBE (in progress)
2. Meeting with HR regarding the photo loading for Employee Verification System

Catherine
1. Trouble shoot on Cimpack interface to Oracle as the PO status changed to "In-Complete" instead of "Approved"
2. Follow up on the CCTV installation in IT Room, Production & Guard House
3. Cimpack system invoicing (pdf format) - Finance requested to Add "Tax Invoice" & Currency Code in the report

Project/Assignment plan and milestone

Jason
1. EGMKB expansion planning – 7/01/2017
2. EGM Internet line speed upgrade – 7/15/2017

Ady
1. Updating the IT MML list when got changes

Fatin
1. Enable to complete test cases, report and technical documentation

Hamizah
1. Enable to complete all the task before finish internship

Alyssa
1. HRIS Project Phase 2
2. Requirement study on MBE

Catherine
1. Implementation Cimpack DotNet by phase.

Challenges and Mitigations Plans

Alyssa
1. MES & FGIS: LeftOver Garment
2. Pending Cheah Chen Poh confirmation of LeftOver document in FGIS to see final outcome in MES

Hamizah
1. EVS load image slow from share folder

The E-way

Esquel's Working aids & philosophy

#	WHAT (Defined deliverable)	WHO (Owner or identified resource requirement)	WHEN (Defined due date)	Status (Any outstanding action under this deliverable)
1	EGMKB expansion planning	Jason	07/01/2017	In-progress
2	EGM Internet line speed upgrade	Jason	07/15/2017	In-progress
3	Legacy payroll new pay scheme	Jason		Done
4	HRIS – Update epayslip interface to use the "Job Category" as the staff / worker separate criteria	Jason		In-progress
5	Prepare laptop for David Tan	Ady		Done
6	Prepare IT Equipment Handover Receipt Form to let Emily sign for the total units of laptop that she having on hand	Ady		In-progress
7	Move Attendance terminal from A04 to A02 Tan Kheng Jo Place	Ady		In-progress
8	Upgrade Ikhwan warehouse CPU to Win 7	Ady		In-progress
9	Preparing slide presentation for last presentation	Hamizah	06/29/2017	In progress
10	EVS technical documentation	Hamizah	06/21/2017	Done
11	Enhancement for image load	Hamizah	06/21/2017	In-progress
12	MES – New Cutting Data Entry & GTN creation briefing for C2B (requested by Izati)	Alyssa		In-progress
13	MBE – Revisit on Cutting process data	Alyssa		In-progress
14	WPS (For Sample Order) - Install WPS for WP to query TDC Info of washing formula	Alyssa	06/21/2017	In-progress
15	Phase 1: Develop program for MBE	Wan Ying		In-progress
16	Testing on eGatePass	Wan Ying		Done
17	Do test cases for CKS	Fatin		
18	Write CKS technical documentation	Fatin		
19	Installed SM200 in EPP IT Room	Catherine		Completed on 05/19/2017

Prepared by: Hamizah /EGM/ IT

Date: 06/29/2017

TRANSACTIONID	TRXDATETIME	EMPLOYEENO	LOGDATE	LOGMODE	TERMINALNO	DAILYWORKSCHEDULEID	LASTUPDATE
13749130	2/6/17 5:07 PM	TR0319	2017/2/6	0	50002	199354	2/6/17 5:07 PM
13752163	2/7/17 7:51 AM	TR0319	2017/2/7	1	50001	199355	2/7/17 7:51 AM
13754429	2/7/17 5:11 PM	TR0319	2017/2/7	0	50002	199355	2/7/17 5:11 PM
13757583	2/8/17 7:59 AM	TR0319	2017/2/8	1	50001	199356	2/8/17 7:59 AM
13759772	2/8/17 5:30 PM	TR0319	2017/2/8	0	50002	199356	2/8/17 5:30 PM
13762741	2/10/17 7:58 AM	TR0319	2017/2/10	1	50001	199358	2/10/17 7:58 AM
13764959	2/10/17 5:43 PM	TR0319	2017/2/10	0	50002	199358	2/10/17 5:43 PM
13772440	2/13/17 7:55 AM	TR0319	2017/2/13	1	50001	199361	2/13/17 7:55 AM
13774960	2/13/17 6:04 PM	TR0319	2017/2/13	0	50002	199361	2/13/17 6:04 PM
13777275	2/14/17 8:01 AM	TR0319	2017/2/14	1	50001	199362	2/14/17 8:01 AM
13779852	2/14/17 5:24 PM	TR0319	2017/2/14	0	50002	199362	2/14/17 5:24 PM
13783089	2/15/17 8:14 AM	TR0319	2017/2/15	1	50001	199363	2/15/17 8:14 AM
13785090	2/15/17 5:39 PM	TR0319	2017/2/15	0	50002	199363	2/15/17 5:39 PM
13788137	2/16/17 8:09 AM	TR0319	2017/2/16	1	50001	199364	2/16/17 8:09 AM
13790361	2/16/17 5:02 PM	TR0319	2017/2/16	0	50002	199364	2/16/17 5:02 PM
13793633	2/17/17 8:04 AM	TR0319	2017/2/17	1	50001	199365	2/17/17 8:05 AM
13795684	2/17/17 5:15 PM	TR0319	2017/2/17	0	50002	199365	2/17/17 5:16 PM
13803824	2/20/17 8:15 AM	TR0319	2017/2/20	1	50001	199368	2/20/17 8:15 AM
13805738	2/20/17 5:11 PM	TR0319	2017/2/20	0	50002	199368	2/20/17 5:11 PM
13808908	2/21/17 7:58 AM	TR0319	2017/2/21	1	50001	199369	2/21/17 7:58 AM
13810907	2/21/17 5:06 PM	TR0319	2017/2/21	0	50002	199369	2/21/17 5:06 PM
13814217	2/22/17 8:03 AM	TR0319	2017/2/22	1	50001	199370	2/22/17 8:03 AM
13816259	2/22/17 5:18 PM	TR0319	2017/2/22	0	50002	199370	2/22/17 5:18 PM
13819650	2/23/17 8:28 AM	TR0319	2017/2/23	1	50001	199371	2/23/17 8:28 AM
13821637	2/23/17 5:27 PM	TR0319	2017/2/23	0	50002	199371	2/23/17 5:27 PM
13824858	2/24/17 8:01 AM	TR0319	2017/2/24	1	50001	199372	2/24/17 8:01 AM
13826901	2/24/17 5:10 PM	TR0319	2017/2/24	0	50002	199372	2/24/17 5:10 PM
13834913	2/27/17 8:06 AM	TR0319	2017/2/27	1	50001	199375	2/27/17 8:06 AM
13836792	2/27/17 5:06 PM	TR0319	2017/2/27	0	50002	199375	2/27/17 5:06 PM
13840075	2/28/17 8:04 AM	TR0319	2017/2/28	1	50001	199376	2/28/17 8:04 AM
13842128	2/28/17 5:29 PM	TR0319	2017/2/28	0	50002	199376	2/28/17 5:29 PM
13845239	3/1/17 7:52 AM	TR0319	2017/3/1	1	50001	199377	3/1/17 7:52 AM
13847336	3/1/17 5:07 PM	TR0319	2017/3/1	0	50002	199377	3/1/17 5:07 PM
13850640	3/2/17 8:04 AM	TR0319	2017/3/2	1	50001	199378	3/2/17 8:04 AM

13852545	3/2/17 5:08 PM	TR0319	2017/3/2	0	50002	199378	3/2/17 5:08 PM
13855796	3/3/17 8:00 AM	TR0319	2017/3/3	1	50001	199379	3/3/17 8:00 AM
13857707	3/3/17 5:04 PM	TR0319	2017/3/3	0	50002	199379	3/3/17 5:04 PM
13865841	3/6/17 7:58 AM	TR0319	2017/3/6	1	50001	199382	3/6/17 7:58 AM
13867847	3/6/17 5:42 PM	TR0319	2017/3/6	0	50002	199382	3/6/17 5:42 PM
13870924	3/7/17 8:02 AM	TR0319	2017/3/7	1	50001	199383	3/7/17 8:02 AM
13872901	3/7/17 5:50 PM	TR0319	2017/3/7	0	50002	199383	3/7/17 5:50 PM
13875899	3/8/17 7:49 AM	TR0319	2017/3/8	1	50001	199384	3/8/17 7:49 AM
13877943	3/8/17 5:08 PM	TR0319	2017/3/8	0	50002	199384	3/8/17 5:08 PM
13881177	3/9/17 8:08 AM	TR0319	2017/3/9	1	50001	199385	3/9/17 8:08 AM
13883033	3/9/17 5:23 PM	TR0319	2017/3/9	0	50002	199385	3/9/17 5:23 PM
13885113	3/10/17 7:52 AM	TR0319	2017/3/10	1	50001	199386	3/10/17 8:11 AM
13888162	3/10/17 5:38 PM	TR0319	2017/3/10	0	50002	199386	3/10/17 5:38 PM
13895652	3/13/17 7:50 AM	TR0319	2017/3/13	1	50001	199389	3/13/17 7:50 AM
13897617	3/13/17 5:12 PM	TR0319	2017/3/13	0	50002	199389	3/13/17 5:12 PM
13900672	3/14/17 7:53 AM	TR0319	2017/3/14	1	50001	199390	3/14/17 7:53 AM
13902655	3/14/17 5:09 PM	TR0319	2017/3/14	0	50002	199390	3/14/17 5:09 PM
13905864	3/15/17 8:07 AM	TR0319	2017/3/15	1	50001	199391	3/15/17 8:07 AM
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13910344	3/16/17 8:05 AM	TR0319	2017/3/16	1	50001	199392	3/16/17 8:05 AM
13913917	3/16/17 6:03 PM	TR0319	2017/3/16	0	50002	199392	3/16/17 6:03 PM
13916230	3/17/17 8:01 AM	TR0319	2017/3/17	1	50001	199393	3/17/17 8:01 AM
13918318	3/17/17 5:57 PM	TR0319	2017/3/17	0	50002	199393	3/17/17 5:57 PM
13925888	3/20/17 7:58 AM	TR0319	2017/3/20	1	50001	199396	3/20/17 7:58 AM
13927833	3/20/17 5:08 PM	TR0319	2017/3/20	0	50002	199396	3/20/17 5:08 PM
13930846	3/21/17 7:52 AM	TR0319	2017/3/21	1	50001	199397	3/21/17 7:52 AM
13932824	3/21/17 5:18 PM	TR0319	2017/3/21	0	50002	199397	3/21/17 5:18 PM
13936049	3/22/17 8:03 AM	TR0319	2017/3/22	1	50001	199398	3/22/17 8:03 AM
13937893	3/22/17 5:09 PM	TR0319	2017/3/22	0	50002	199398	3/22/17 5:09 PM
13941069	3/23/17 7:57 AM	TR0319	2017/3/23	1	50001	199399	3/23/17 7:57 AM
13942976	3/23/17 5:12 PM	TR0319	2017/3/23	0	50002	199399	3/23/17 5:12 PM
13946160	3/24/17 7:59 AM	TR0319	2017/3/24	1	50001	199400	3/24/17 7:59 AM
13948101	3/24/17 5:31 PM	TR0319	2017/3/24	0	50002	199400	3/24/17 5:31 PM
13955753	3/27/17 8:00 AM	TR0319	2017/3/27	1	50001	199403	3/27/17 8:00 AM
13957663	3/27/17 5:02 PM	TR0319	2017/3/27	0	50002	199403	3/27/17 5:02 PM

13971152	3/30/17 8:08 AM	TR0319	2017/3/30	1	50001	199406	3/30/17 8:08 AM
13973085	3/30/17 5:45 PM	TR0319	2017/3/30	0	50002	199406	3/30/17 5:45 PM
13975776	3/31/17 7:49 AM	TR0319	2017/3/31	1	50001	199407	3/31/17 7:49 AM
13978050	3/31/17 5:05 PM	TR0319	2017/3/31	0	50002	199407	3/31/17 5:05 PM
13985648	4/3/17 8:07 AM	TR0319	2017/4/3	1	50001	199410	4/3/17 8:07 AM
13987373	4/3/17 5:19 PM	TR0319	2017/4/3	0	50002	199410	4/3/17 5:19 PM
13990361	4/4/17 7:55 AM	TR0319	2017/4/4	1	50001	199411	4/4/17 7:55 AM
13992189	4/4/17 5:30 PM	TR0319	2017/4/4	0	50002	199411	4/4/17 5:30 PM
13995228	4/5/17 7:58 AM	TR0319	2017/4/5	1	50001	199412	4/5/17 7:58 AM
13997187	4/5/17 5:20 PM	TR0319	2017/4/5	0	50002	199412	4/5/17 5:20 PM
14000277	4/6/17 7:56 AM	TR0319	2017/4/6	1	50001	199413	4/6/17 7:56 AM
14002228	4/6/17 5:04 PM	TR0319	2017/4/6	0	50002	199413	4/6/17 5:03 PM
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14007224	4/7/17 5:35 PM	TR0319	2017/4/7	0	50002	199414	4/7/17 5:35 PM
14014507	4/10/17 7:55 AM	TR0319	2017/4/10	1	50001	199417	4/10/17 7:55 AM
14016412	4/10/17 5:35 PM	TR0319	2017/4/10	0	50002	199417	4/10/17 5:35 PM
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14022724	4/11/17 6:52 PM	TR0319	2017/4/11	0	50002	199418	4/11/17 6:52 PM
14024308	4/12/17 7:55 AM	TR0319	2017/4/12	1	50001	199419	4/12/17 7:55 AM
14027754	4/12/17 6:54 PM	TR0319	2017/4/12	0	50002	199419	4/12/17 6:54 PM
14029467	4/13/17 8:34 AM	TR0319	2017/4/13	1	50001	199420	4/13/17 8:34 AM
14032699	4/13/17 7:19 PM	TR0319	2017/4/13	0	50002	199420	4/13/17 7:19 PM
14034340	4/14/17 8:10 AM	TR0319	2017/4/14	1	50001	199421	4/14/17 8:10 AM
14037586	4/14/17 6:50 PM	TR0319	2017/4/14	0	50002	199421	4/14/17 6:50 PM
14043525	4/17/17 7:51 AM	TR0319	2017/4/17	1	50001	199424	4/17/17 7:51 AM
14048650	4/18/17 8:03 AM	TR0319	2017/4/18	1	50001	199425	4/18/17 8:03 AM
14050507	4/18/17 5:28 PM	TR0319	2017/4/18	0	50002	199425	4/18/17 5:28 PM
14058616	4/20/17 8:01 AM	TR0319	2017/4/20	1	50001	199427	4/20/17 8:01 AM
14060444	4/20/17 5:22 PM	TR0319	2017/4/20	0	50002	199427	4/20/17 5:22 PM
14063511	4/21/17 7:53 AM	TR0319	2017/4/21	1	50001	199428	4/21/17 7:53 AM
14065405	4/21/17 5:03 PM	TR0319	2017/4/21	0	50002	199428	4/21/17 5:03 PM
14073163	4/25/17 8:04 AM	TR0319	2017/4/25	1	50001	199432	4/25/17 8:04 AM
14076102	4/25/17 7:19 PM	TR0319	2017/4/25	0	50002	199432	4/25/17 7:19 PM
14078158	4/26/17 8:15 AM	TR0319	2017/4/26	1	50001	199433	4/26/17 8:15 AM
14079861	4/26/17 5:17 PM	TR0319	2017/4/26	0	50002	199433	4/26/17 5:17 PM

EmpNo	Punch	Code	Flag	Date	ID	Punch	Terminal
199434	4/27/17 8:03 AM	50001	1	2017/4/27	14083033	4/27/17 8:03 AM	TR0319
199434	4/27/17 6:16 PM	50002	0	2017/4/27	14085815	4/27/17 6:16 PM	TR0319
199435	4/28/17 7:48 AM	50001	1	2017/4/28	14087887	4/28/17 7:48 AM	TR0319
199439	5/2/17 7:51 AM	50001	1	2017/5/2	14097239	5/2/17 7:51 AM	TR0319
199439	5/2/17 5:47 PM	50002	0	2017/5/2	14099146	5/2/17 5:47 PM	TR0319
199440	5/3/17 8:10 AM	50001	1	2017/5/3	14102262	5/3/17 8:10 AM	TR0319
199440	5/3/17 5:03 PM	50002	0	2017/5/3	14103991	5/3/17 5:03 PM	TR0319
199441	5/4/17 7:58 AM	50001	1	2017/5/4	14107092	5/4/17 7:58 AM	TR0319
199441	5/4/17 5:17 PM	50002	0	2017/5/4	14108921	5/4/17 5:17 PM	TR0319
199442	5/5/17 7:52 AM	50001	1	2017/5/5	14111910	5/5/17 7:52 AM	TR0319
199442	5/5/17 5:05 PM	50002	0	2017/5/5	14113850	5/5/17 5:05 PM	TR0319
199445	5/8/17 8:02 AM	50001	1	2017/5/8	14121391	5/8/17 8:02 AM	TR0319
199445	5/8/17 5:07 PM	50002	0	2017/5/8	14123181	5/8/17 5:07 PM	TR0319
199446	5/9/17 8:08 AM	50001	1	2017/5/9	14126239	5/9/17 8:08 AM	TR0319
199446	5/9/17 5:07 PM	50002	0	2017/5/9	14128015	5/9/17 5:07 PM	TR0319
199448	5/11/17 8:29 AM	50001	1	2017/5/11	14131196	5/11/17 8:29 AM	TR0319
199448	5/11/17 5:32 PM	50002	0	2017/5/11	14132874	5/11/17 5:32 PM	TR0319
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199452	5/15/17 7:43 AM	50001	1	2017/5/15	14145125	5/15/17 7:43 AM	TR0319
199453	5/16/17 7:52 AM	50001	1	2017/5/16	14149916	5/16/17 7:52 AM	TR0319
199453	5/16/17 5:03 PM	50002	0	2017/5/16	14151771	5/16/17 5:03 PM	TR0319
199454	5/17/17 7:31 AM	50001	1	2017/5/17	14154501	5/17/17 7:31 AM	TR0319
199454	5/17/17 5:05 PM	50002	0	2017/5/17	14156498	5/17/17 5:05 PM	TR0319
199459	5/22/17 7:46 AM	50001	1	2017/5/22	14173530	5/22/17 7:46 AM	TR0319
199459	5/22/17 5:01 PM	50002	0	2017/5/22	14175386	5/22/17 5:01 PM	TR0319
199460	5/23/17 7:53 AM	50001	1	2017/5/23	14178290	5/23/17 7:53 AM	TR0319
199460	5/23/17 5:28 PM	50002	0	2017/5/23	14180150	5/23/17 5:28 PM	TR0319
199461	5/24/17 8:00 AM	50001	1	2017/5/24	14183196	5/24/17 8:00 AM	TR0319
199461	5/24/17 5:03 PM	50002	0	2017/5/24	14184971	5/24/17 5:03 PM	TR0319
199462	5/25/17 7:47 AM	50001	1	2017/5/25	14187695	5/25/17 7:47 AM	TR0319
199462	5/25/17 5:01 PM	50002	0	2017/5/25	14189840	5/25/17 5:01 PM	TR0319
199463	5/26/17 7:48 AM	50001	1	2017/5/26	14192788	5/26/17 7:48 AM	TR0319
199463	5/26/17 5:02 PM	50002	0	2017/5/26	14194673	5/26/17 5:02 PM	TR0319
199466	5/29/17 7:50 AM	50001	1	2017/5/29	14201684	5/29/17 7:50 AM	TR0319

14203186	5/29/17 5:02 PM	TR0319	2017/5/29	0	50002	199466	5/29/17 5:02 PM
14203187	5/29/17 5:02 PM	TR0319	2017/5/29	0	50002	199466	5/29/17 5:02 PM
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14207978	5/30/17 5:12 PM	TR0319	2017/5/30	0	50002	199467	5/30/17 5:12 PM
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14212699	5/31/17 5:04 PM	TR0319	2017/5/31	0	50002	199468	5/31/17 5:04 PM
14215836	6/1/17 7:45 AM	TR0319	2017/6/1	1	50001	199469	6/1/17 7:45 AM
14217470	6/1/17 5:02 PM	TR0319	2017/6/1	0	50002	199469	6/1/17 5:02 PM
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14229255	6/5/17 7:33 AM	TR0319	2017/6/5	1	50001	199473	6/5/17 7:33 AM
14230979	6/5/17 5:06 PM	TR0319	2017/6/5	0	50002	199473	6/5/17 5:06 PM
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14256285	6/13/17 8:22 AM	TR0319	2017/6/13	1	50001	199481	6/13/17 8:22 AM
14257677	6/13/17 5:12 PM	TR0319	2017/6/13	0	50002	199481	6/13/17 5:12 PM
14265366	6/15/17 8:00 AM	TR0319	2017/6/15	1	50001	199483	6/15/17 8:00 AM
14266728	6/15/17 5:06 PM	TR0319	2017/6/15	0	50002	199483	6/15/17 5:06 PM
14269911	6/16/17 8:00 AM	TR0319	2017/6/16	1	50001	199484	6/16/17 7:59 AM
14271323	6/16/17 5:41 PM	TR0319	2017/6/16	0	50002	199484	6/16/17 5:41 PM
14278210	6/19/17 7:54 AM	TR0319	2017/6/19	1	50001	199487	6/19/17 7:54 AM
14279650	6/19/17 5:25 PM	TR0319	2017/6/19	0	50002	199487	6/19/17 5:25 PM
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14284028	6/20/17 5:02 PM	TR0319	2017/6/20	0	50002	199488	6/20/17 5:02 PM
14287255	6/21/17 8:04 AM	TR0319	2017/6/21	1	50001	199489	6/21/17 8:04 AM
14288579	6/21/17 5:01 PM	TR0319	2017/6/21	0	50002	199489	6/21/17 5:03 PM
14291696	6/22/17 8:07 AM	TR0319	2017/6/22	1	50001	199490	6/22/17 8:07 AM
14293016	6/22/17 5:17 PM	TR0319	2017/6/22	0	50002	199490	6/22/17 5:17 PM

14306497 6/29/17 7:45 AM TR0319	2017/6/29	1	50001	199497 6/29/17 7:45 AM
14308755 6/29/17 7:09 PM TR0319	2017/6/29	0	50002	199497 6/29/17 7:09 PM
14310656 6/30/17 7:46 AM TR0319	2017/6/30	1	50001	199498 6/30/17 7:46 AM

The E-Way

7-step to excellence

ESQUEL GROUP

Step 1 - Get Commitment on Project Objectives

Sponsor	sponsors and acknowledges CFT's initiatives
CFT Leader	is held accountable for the results of the team / CFT's initiatives
Advicer(s) / Facilitator(s)	provides advice & support, or facilitates the CFT's initiatives
Measurement Specialist(s)	leads & advises the CFT's team on measurements
CFT Member(s)	develops, executes & evaluates the CFT's initiatives
Scribe	maintains the documentation of the CFT's initiatives

Step 2 - Identify Key Process

1. Define scope
2. List functions / depts involved
3. Identify sequence of activities
4. Correlate activities with functions
5. Map activities from left to right (in time sequence)
6. Use appropriate process map symbols
7. Breakdown cycle time into meaningful segments

Step 3 - Understand Current Performance

Cycle Time

Static

$$\frac{Completed\ CT_1 + ... + Completed\ CT_n}{n}$$

Dynamic

$$\frac{Average\ AIPs}{Average\ Processing\ Speed}$$

FPY

$$\frac{Total\ action\ output\ right\ first\ time}{Total\ action\ output} \times 100\%$$

Productivity

$$Productivity = \frac{Total\ Output}{Total\ Input}$$

Sunlight ethics 360° series
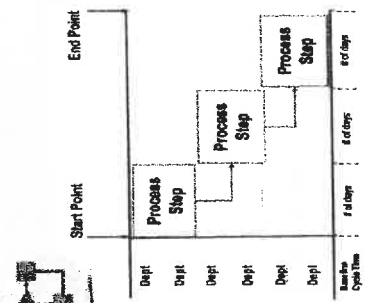
T – tell your decision openly

E – enough evidence to justify your decision

S – same decision from other people

T – take consideration of the interest of the company

GPS Ethics Compass

ESSELTE GROUP

G – Guide your decision making with ethics compass

1st Legal Requirements

4th Stakeholders' Interests   2nd Rules & Guidelines

3rd Professional & Self Values

P – Perform the guardian role proactively

S – Sunlight Test

Slide 1

ESQUEL GROUP

Cyber Security Awareness at the Workplace

Presented by: Hamizah Ahmad Talhah
Department: IT

Slide 2

Status Update | Cyber Security at Workplace

- Having company firewalls and antivirus in place doesn't mean you can rest easy.

- Viruses, spyware and malware are evolving so quickly that it's inevitable something will slip through.

- Information is a critical asset. Therefore, it must be protected from unauthorized modification, destruction and disclosure.

Cyber Security at Workplace
- Use Strong Password
- Cannot download/ install unnecessary software
- Do not simply click link or attachment
- Do not simply use USB thumb drive at PC

Slide 3

Status Update | Cyber Security at Workplace

Use Strong Password

- A strong password is one that is more secure by virtue of being difficult for a machine or a human to guess.

- Hackers often use password-cracking software that can keep testing many different passwords until they find the correct one, and they can easily crack weak passwords.

An example of a secure password : Hgs3@4j55nKX!sl
✓ Passwords MUST be at least 6 characters long
✓ Passwords MAY NOT contain your username or any part of your full name
✓ Passwords MUST contain characters from at least three of the four class characteristics

Common Password Mistakes cracked
Weak Passwords

Slide 4

Status Update | Cyber Security at Workplace

7 Characteristics of Weak Passwords

1. Repeating previously used passwords
2. Names of close family members or friends
3. Your name
4. Words in the dictionary
5. Common names
6. Repeating your login code
7. Keyboard patterns and swipes (i.e., 123456 or QWERTY)

Remember, having a secure password is meaningless if you write it down and leave it where anybody could find it.

Slide 5

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Cannot Download/ Install Unnecessary Software

- Program can connect to the internet to perform malicious functions without the user's explicit consent.

- Once connected to the internet, these programs can cause all sorts of damage to your PC, making it vulnerable to thousands of online threats.

- Be mindful of files that end in the extensions .exe or .scr.

Slide 6

Status Update | Cyber Security at Workplace

Do not Simply Connect the USB Thumb Drive at PC

- A thumb drive or external hard disk can infect connected computers at the boot stage before antivirus tools have a chance to intervene.

- USB storage devices have gotten so popular, cyber criminals are starting to write viruses and worms that specifically target them.

- If its connect to their office network the worm can upload and replicate itself on the network.

- Be careful where you get your USB drives!

Slide 1:

Status Update	Cyber Security at Workplace

Do not Simply Click Link or Attachment

- We live in a world of phishing emails, malicious links, sketchy websites, and malware.
- Spammers will use every trick to get you to click on their links to malicious web sites, or to open their malicious attachments, or to divulge personal information for identity theft.
- Simply clicking on an email link or attachment can, within minutes, corrupt your machine, infect other machines and destroy critical data.
- Use common sense – read unknown or suspicious emails carefully and don't click on them.

BGM

Slide 2:

PHISHING

7

Slide 3:
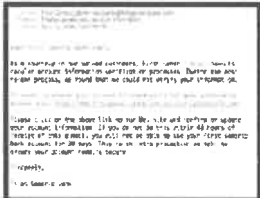
Status Update	Cyber Security at Workplace

What is Phishing?

- A fraudulent attempt, usually made through email, to steal your personal information.
- Phishing emails usually appear to come from a well-known organization and ask for your personal information

BGM

Slide 4:

Status Update	Cyber Security at Workplace

What to look for in a phishing email?

1. **Generic greeting.** Phishing emails are usually sent in large batches. To save time, Internet criminals use generic names like "First Generic Bank Customer" so they don't have to type all recipients' names out and send emails one-by-one. If you don't see your name, be suspicious.

2. **Forged link.** Even if a link has a name you recognize somewhere in it, it doesn't mean it links to the real organization. Roll your mouse over the link and see if it matches what appears in the email. If there is a discrepancy, don't click on the link. Also, websites where it is safe to enter personal information begin with "https" — the "s" stands for secure. If you don't see "https" do not proceed.

3. **Requests personal information.** The point of sending phishing email is to trick you into providing your personal information. If you receive an email requesting your personal information, it is probably a phishing attempt.

4. **Sense of urgency.** Internet criminals want you to provide your personal information now. They do this by making you think something has happened that requires you to act fast. The faster they get your information, the faster they can move on to another victim.

BGM

Slide 5:

Status Update	Cyber Security at Workplace

From: First Generic Bank <accounts@firstgenericbank.com>
Subject: Please update your account information
Date: Sep 12, 2008 3:23 PM PST

Generic greeting → First Generic Bank user

No "https" → http://www.firstgenericbank.com.account-update.nfo.com ← **Forged link**

Requests personal info → your account information   **Sense of urgency**

Generic sender → First Generic Bank

BGM

Slide 6:

RANSOMWARE

11

Status Update | Cyber Security at Workplace

What Is Ransomware?

- Type of malware that prevents or limits users from accessing their system, either by locking the system's screen or by locking the users' files unless a ransom is paid.
- Forces users to pay the ransom through certain online payment methods to get a decrypt key.

Status Update | Cyber Security at Workplace

Ransomware Infection

- Considered "scareware" as it forces users to pay a fee (or ransom) by scaring or intimidating them.
- Ransomware can be downloaded onto systems when unaware users visit malicious or compromised websites.
- It can also arrive as a payload either dropped or downloaded by other malware.
- Lock the computer screen, or, in the case of crypto-ransomware, encrypt predetermined files.

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Infection Vectors

Email Vector
- Hackers will send a file with multiple extensions to try to hide the true type of file you are receiving. If a user receives an email with an attachment or even a link to a software download, and they install or open that attachment without verifying its authenticity and the sender's intention, this can lead directly to a ransomware infection

Drive-by-Download
- Where visiting a compromised website with an old browser or software plug-in or an unpatched third party application can infect a machine.
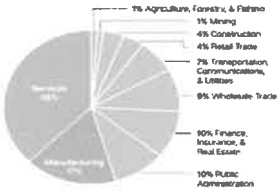
Free Software Vector
- This can come in many flavors such as "cracked" versions of expensive games or software, free games, game "mods", adult content, screensavers or bogus software advertised as a way to cheat in online games or get around a website's paywall.
- By preying on the user in this way, the hackers can bypass any firewall or email filter.

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What Kinds of Organizations Are Most Likely to Be Infected?

Ransomware Infections by Organization Sector, January 2015 – April 2016

- One possible explanation is that organizations with a higher level of integration with different internet services tend to have a higher exposure to infection risks, hence the large number of Services sector infections.
- While attacks against the Healthcare sector have been widely reported in recent months, it does not appear among the most frequently infected sectors.

Status Update | Cyber Security at Workplace

Impacts of Ransomware Attack

Downtime costs	Financial cost	Data Loss	Loss of life
• Organizations may be forced to shut down systems to deal with the infection. • Customers may be affected as the targeted organization's services may be impacted	• Companies may have to pay for incident response and other security-related solutions in response to ransomware. • Organizations could also be hit with large legal bills if customers are affected.	• The loss of company records, customers' Personally Identifiable Information (PII), or intellectual property can significantly impact the organization's finances, brand, and reputation.	• Patient records including medical history may also be inaccessible, leading to delays in treatment or even incorrect medication being administered

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Status Update | Cyber Security at Workplace

Conclusion

- Attackers target organizations and individuals as well as machines and networks, so cybersecurity is inherently concerned with human adversaries and behaviors of those in the organizations they target.
- Cybersecurity is a function of organizational policies and process as well as technologies. As a result, people are needed who understand the organizational context which are mission requirements, business processes, and organizational culture.

Thank you.