

**INDUSTRIAL TRAINING REPORT:
MAJLIS DAERAH DABONG(MDD)**

SPECIAL PROJECT: E-FILING MDD(EFM)

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

01 AUGUST 2017 – 31 DECEMBER 2017

INDUSTRIAL TRAINING REPORT 1 AUGUST 2017 – 31 DECEMBER 2017

Declaration

I hereby declare that this is my original work. I have not copied from any other student's work or from other sources. I am also declare that no part of this report has been published or submitted for publication except where due to reference or acknowledgement is made explicitly in text, nor has any part been written for me by another person. I confirm that i have read and understood the uitm regulations with regards to plagiarism and will be penalized by the university if found guilty.

Signed By

Mohammad Farhafizi Bin Mohammad Zaid

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Date Of Submission: January 2018

Abstract

The industrial training report based on the period from 1st August 2017 to 31st December 2017 Majlis Daerah Dabong [MDD]. In this company, the trainee have discussed with her organization supervisor who was Mrs. Wan Norihan Wan Isa as accounting in Majlis Daerah Dabong. The tasks are planned properly starting from the beginning of internship. Including the special project task that has been assigned by supervisor on the starting of internship. All the activities have been recorded in log book as an evidence for students in completing the period of industrial training. Gaining some experience required her a new lesson for every day they on internship.

Keywords: Internship, Special Project, Mdd.

Acknowledgement

First and foremost, the trainee would like to thanks to Allah for his blessing in completing this industrial training including physical and mental health, inspiration and passions for everything she had done. Next, the appreciation went to Majlis Daerah Dabong (MDD) for recruiting the trainee for internship in the company for 5 month started from 1st august 2017 until 31th December 2017. Thanks a lot also give to mrs Wan Norihan Wan is. The trainee do thanks also go for her tips and kindness for keeping patient on me. Her taught and advice really precious for the trainee in guiding the project successful. Through the difficulties the trainee faced, she keep on patient in ensuring everything going smooth.

Besides that, the trainee would like to thank to my beloved parents and family who inspire her in everything, correct her when she does wrong, encouraged and fully supported her in every trial that came to our way and make the trainee exuberant to complete this report. In addition, she never neglects or forgotten another people like members and classmates that have help her. Their comments, critics and idea are very important for her. Not forget also, for memories she collected with all staff and practical students here their support is really assisting her in all pertaining affairs. Despite for the slow at the beginning but the greatest in the end of my journey.

Last but not least, she wants to thanks again to all people that have been involved directly or indirectly towards her research. She will never forget your helps, advices and supports. Without their support, guidance, brainstorming and sharing experience here the trainee might not complete her training very well.

Thank you.

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CHAPTER 1

1.0 Introduction

Industrial training is compulsory for every student to fulfill part of the requirements of the award of the degree of information management. This training aims to produce graduates who will have a solid foundation and experience exposure to real employment. For the 2016/2017 session, the training will be conducted for 6 months beginning on the 1st of August 2017 until the 31st of December in 2017.

There are several objective industrial trainings:

- I. **Expose the students to the real life working experience and expanding the knowledge in their specific field.** This is because students will further learn about their real-life profession. They will also learn what they need to do in order to finish their works. This will prepare the students so that they will easily fit in and fulfill the demands of their profession after they finish their course.

- II. **To make use of the theory and learned in the UITM.** Students are only exposed to the basic theory and needed in the fields of their own. These theories and were mainly according to the books. With the industrial training in place, students will experience real life situation in the field. This will make the students use their knowledge in order to get their works done.

- III. **Enhance student's confidence at end of the training.** When the industrial training students are exposed to a variety of problems and had to face it. With the experience learned through industrial training, the students will be more confidence both in learning

and working. High spirit and skills to overcome the problems faced certainly create a strong confidence in the student.

1.1 Background Of The Organization



Figure 1:

Office Majlis Daerah Dabong

Organization names : Majlis Daerah Dabong

Registered Address : Majlis Daerah Dabong, 18200, Dabong, Kelantan,

Telephone No: 09-663345 **Fax No:** 09-667345

Email: mddabong@kelantan.gov.my

Portal/Website: www.mddabong.gov.my

1.1.1 Company Background

The Dabong District Council was established on January 1, 1979 as a result of the restructuring of three Local Assemblies, Dabong Local Assemblies, Manek Urai Local Assemblies and Kuala Balah Local Assemblies under Act 1976 (Act 171) with a total area of 1978 square kilometers (764) square covering the entire Dabong District, Kuala Balah District and Olak Jeram District. The establishment of the Dabong District Council is in line with the government's policy to ensure that every local authority in the country is reorganized to become more functional and effective in terms of administration and implementation of projects to the

surrounding population. The population at that time according to the 1980 census by the Department of Statistics, Malaysia 29,473 people. Administration of Council and Management of Dabong District Council.

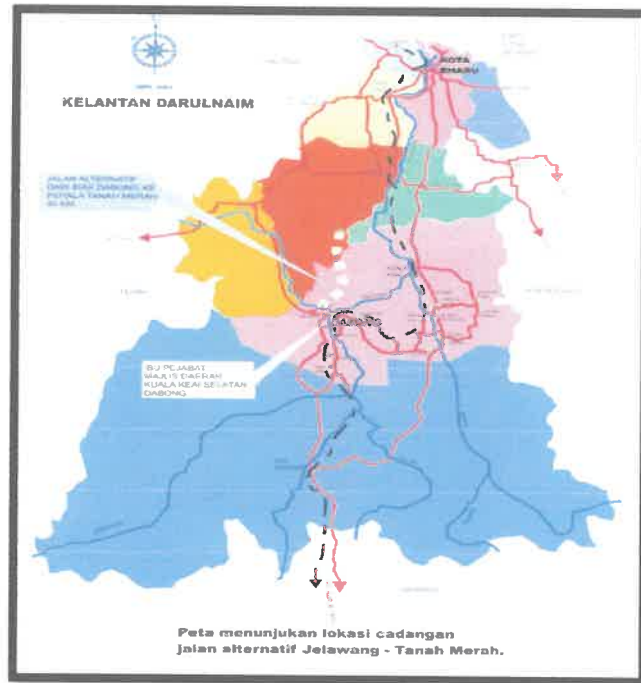


Figure 2:
Dabong District Council's Position

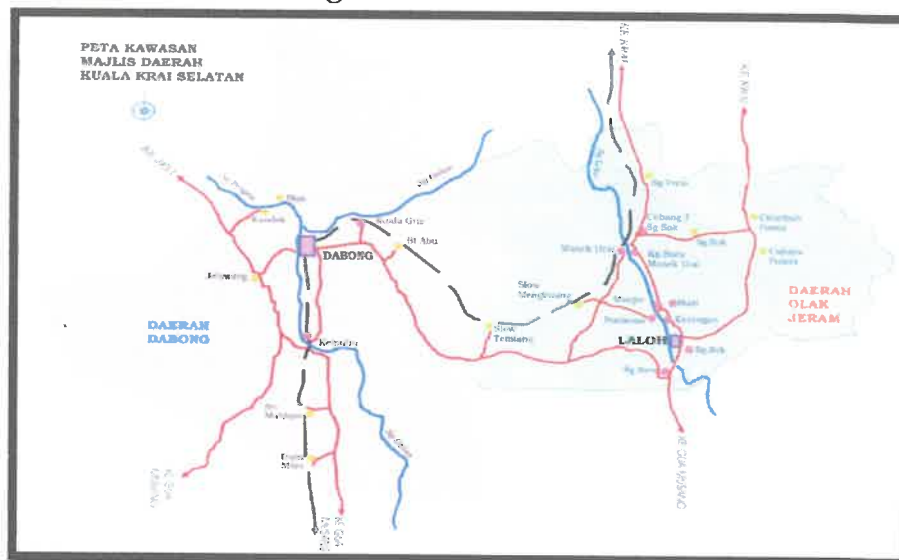








Figure 3:
Administration Area



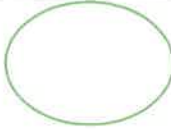
1.1.2 ACTIVITIES COMPANY

- I. Functions Responsible for governing the council area which is the Cities and areas gazette under the Local Government Act.
- II. Plan the future development of the Council area and provide municipal services to meet the needs of the daily activities of the resident area council.
- III. Responsible in carrying out the tasks entrusted in an efficient, friendly and quality manner and strives to achieve service level
- IV. towards excellence and excellence for the convenience of all residents and visitors.
- V. Establishing good relationships with all parties directly or indirectly in the context of achieving the Council's goals and objectives.
- VI. Tasks related to administration, secretariat and finance City cleaning and recreational area.
- VII. Provides street lights in taxable areas.
- VIII. Organizing, controlling and planning development and also land use within council administration areas.
- IX. Build and maintain roads within the council area. Named the streets within the council area.
- X. To regulate and provide rules in the process of building construction and supervising public park area within the council area.
- XI. Disease (control) disease. Processing and issuing business licenses.
- XII. Process and approve applications for development within the council ruling area.

1.1.3 LOGO DABONG DISTRICT COUNCIL LOGO DESCRIPTION

Table 1:
Logo Dabong And District Council Logo Description

	
	<p>GREEN -Calling eco-friendly and eco-friendly development planning symbolizes Islam.</p>
	<p>YELLOW -Assign to the main religion of Islam as well as the sovereignty of the king.</p>
	<p>RED -Easy to flame in service for the best.</p>
	<p>BLUE -Symbolic to unity between members and residents in line with our PBT's role of serving the people</p>
	<p>PICTURE TREE - Natural environment and focus on environmental aspects in development planning.</p>

	<p>KELANTAN GOVERNMENT LOGO -It is a PBT in the state government of Kelantan.</p>
	<p>JAWI WORDS "MIN DA DI" MIDDLE STREET - Discover the summary of Dabong District Council</p>
	<p>SPHERY FORM</p> <p>-Simple a life that's always around.</p>

1.1.4 Mission, Vision and Objective

Table 2:
Vision, Mission and Objective

Mission

- Ensure efficient, friendly and quality service to every customer. Always strive to make the area of dabong district council developed, clean and beautiful.

vision

- Creating an enchanting, clean, beautiful and dynamic environment through the provision of efficient, friendly and quality development services and planning.
- Establish a dynamic district council to ensure the achievement of a well-being of well-being, in addition to improving the economic standards that are aligned with the national economic and development policy.

Objective

- Develop dabong district council as economic activities, social and personally place of placement centers and competition
- Encourage bumiputera entry in trade and industry business
- Revision of local population socioeconomy
- Promising and developing the city area
- Helping about cita-cita removing poverty

1.2 Organization Structure

Majlis Daerah Dabong (MDD) has a strong employee and a high qualifying employee to give all operations has been between and perfectly. They all have merchantability like diploma and degree that is registered by the government and privacy. Experience experience gives great and warning imparks i want to sleep a problem. This merchanded has from gred 44 until gred 19, there are all people 35 people. Can be refunded for competitive information.

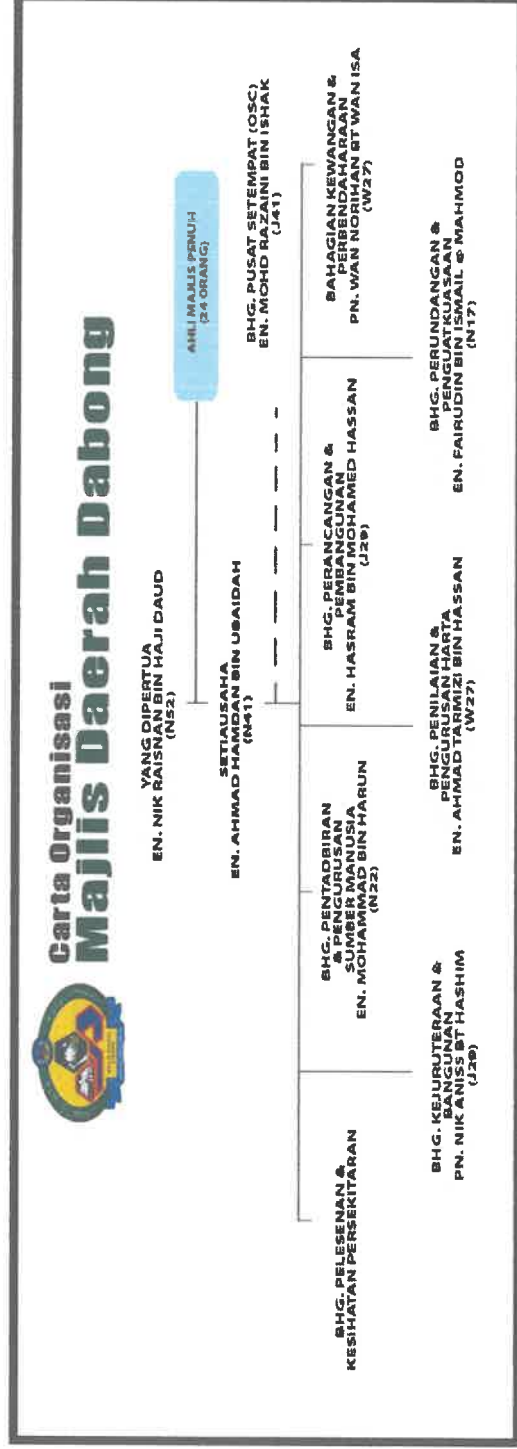


Figure 4:
Organization Structure

1.2.1 DETAIL ORGANIZATION CHART

CARTA ORGANISASI MAJLIS DAERAH DABONG

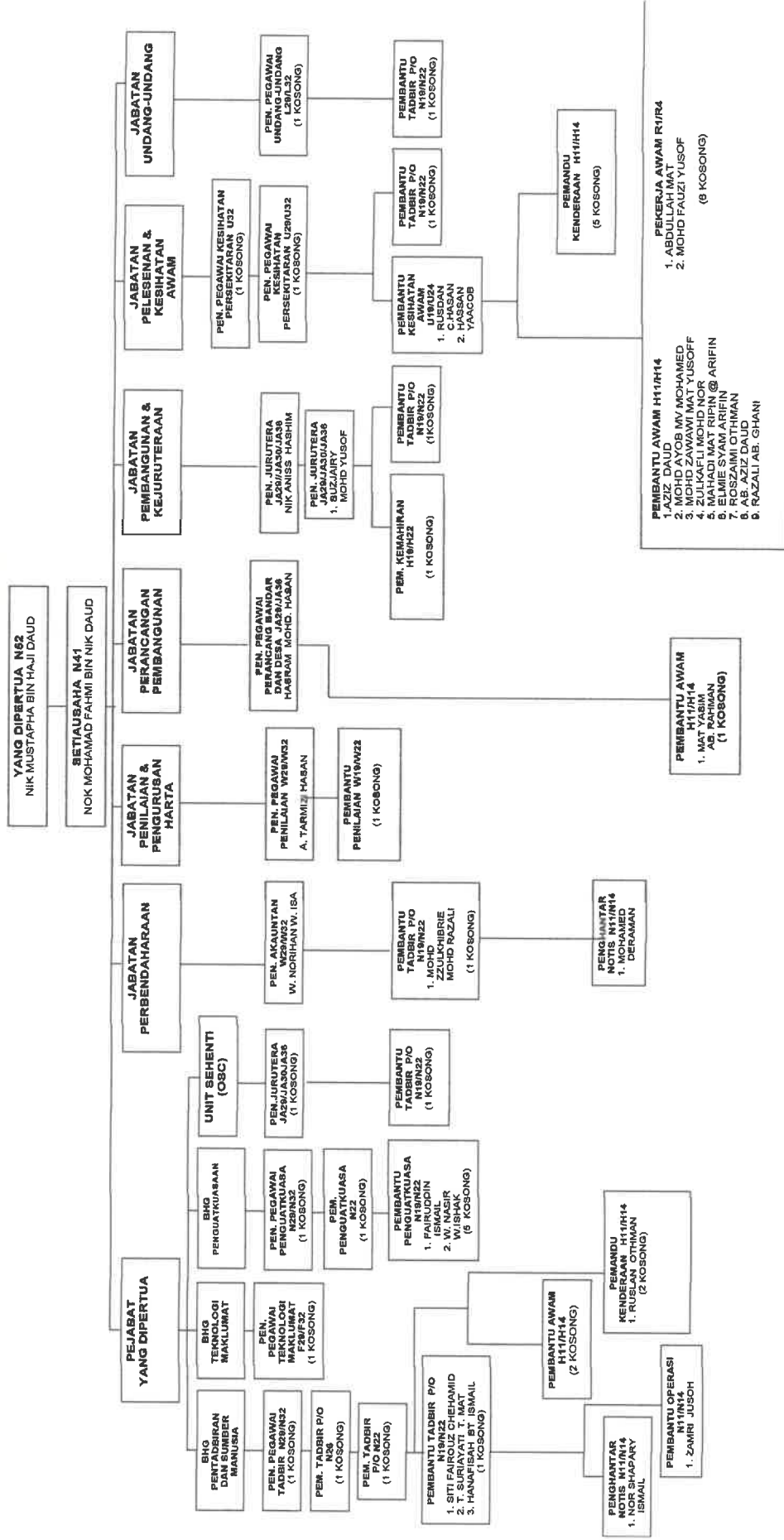


Figure 5: Organization Structure Details

CHAPTER 2

2.1 Organization Information

Majlis Daerah Dabong is one of the organizations that helps locals to provide convenience in all aspects. The organization operates from 8:00 am to 5:00 pm except Thursday only at 3.50 pm on Sunday and Thursday. The organization also has several units comprising Treasury Department units, Valuation & Property Management Department, Development Planning Department, Department of Development & Engineering, Licensing & Public Health Department, Law Department. I was in the unit where the head of the information technology unit did not have any staff in charge. There below are staff being guide me to take over the IT works.



Figure 6:
It Support

2.2 Department Function

Almost all the companies have their own role in attaining a good service for all users in a building or related link in organization. It is a must for that department solve the issues because IT Department such some main components that run each of the business in the company. In simple words, IT Department could be specified as people who walk behind the scenes than people aware of them. In Majlis Daerah Dabong department it has a many activity that need do all days such as technical support, training, application development, and security.

2.2.1 Technical Support

IT technical in MDD is to support officers monitor and maintain the computer systems and networks of an organization. They may install and conFigure computer systems, diagnose hardware and software faults and solve technical and applications problems, either over the phone or in person. Beside that them help to reboot, installing the software to the computer.

2.2.2 Training

To ensure the department provide the best quality of services, they had a monthly training based on their working scope. For example, Mrs. Nurul Hidayah Binti Mohammad had join many courses . All her needed are supported by the company since the training are done for the company too. she need to be improved from time to time because the technology always updated. So, beside joining external training, company also arranged a permanent training for staff which assist them to increase their KPI marks. It had been conducted by the Training Department and had been done through internal or external area.

2.2.3 System Development

Responsibilities vary for developers based on level of experience, type of application platform and employer. MDD always need to use the latest application to make same standard with the world now. The Application Developer contributes to the development of system or web, and multi-media applications that facilitates the achievement of business outcomes and improves business efficiencies and processes through leveraging technology.

2.2.4 Security

MDD need to protect any data or file for any people that no authority to access the file and any of various means or devices designed to guard persons and property against a broad range of hazards, including crime, fire, accidents, espionage, sabotage, subversion, and attack. MDD make it a password and installing the antivirus to protect the computer and malware.

CHAPTER 3

Industrial Training Activities

3.1 Training Activities

During the training, activities not only rely on one hundred per cent on special projects but assignable tasks can be done in various types of work including internal and external activities. Sometimes trainees need a long time to complete work and sometimes just in a short time. It depends on the skills and knowledge they have in themselves. In implementing the project, someone we call as organizer of the organization will give us the task to be completed all the time from the training. Once a project has been decided, the trainees must follow the instructions and take it as a serious responsibility to be resolved as soon as possible.

3.1.1 The Legacy Of Independence

This event is a collaboration between all cloud staff and external agencies to join the independence day. I was told by the employer to participate in this activity as it involved all MDD staff not excluded by Mohamad Fahmi bin Nik Daud, the office secretary also joined the independence parade. The indefinite division of independence during June, July and August this month we only have to attend one day. All MDD members need to sign an agreement before joining the independence parade and need to write a shirt size for uniformity during the parade. During the banner I saw many schoolchildren celebrating the Independence Day and participating in the separation of independence, among the activities during the independence parade were silat performances, poetry independence, national anthems such as my country song, Kelantan state song and 1 Malaysia.



Figure 7:
Pictures with The MDD Staff



Figure 8:
Pictures with The MDD Staff

3.1.2 Introduction to Epbt System 2.0

I. Introduction to Epbt System 2.0

The training of the epbt 2.0 system was held in the new city of open university, I was told by my supervisor to present at the venue for a week. I went with five staff from the MDD from all the departments. During the exercise I found that the Kelantan district council staff also participated in the present to find out more about this system. There I also got acquainted with all the Kelantan district council staff, all of whom were friendly and interested in asking questions related to the system. The training was also divided into several workshops as each workshop was related to the department head in all districts of Kelantan. I was assigned to follow important workshops such as finance department, valuation department, property department and asset and information technology department. During the week I was here a lot of the knowledge I had learned to practice for the use of MDD officials.



Figure 9:

EPBT 2.0 System Training Placement Place

II. Technical Training Course Epbt 2.0

This course takes place on 29 October 2017 - 1 November 2017 at holiday villa beach resort & lot 1303 mukim river reef cherishing Kuantan Pahang. I was told by the supervisor to come here with a MDD staff from the finance department. During this course I also found that all Kelantan district councils also participated and district councils from Negeri Sembilan, Pahang and Melaka also participated in the EPBT 2.0 training course. most of them bring their officers and financial departments to each system modules as they relate to their daily activities in the office. There are also many modules in the system that need to be learned for the use of the MDD office, during which the training was conducted I also asked some questions to the instructors who provided information about the EPBT 2.0 system.



Figure 10:

EPBT 2.0 System Training Placement Place

III. Training Of Use Of Epbt 2.0 Systems For Licensing Module And Licensing Results.

This course lasts one day in computer lab, Human Resource Management Division, Putrajaya's communications and multimedia ministry. I was told by my supervisor to come to Putrajaya to learn some of the modules in the epbt 2.0 system, I also met with the Kelantan regional council staff the same person was also following this training course. During this exercise I shared with the staff from the finance department to record the ways to use the module and follow the steps to install the epbt 2.0 system setup and how to use linux operations and remove the data from the server, much of what I learned from this exercise.



Figure 11:

EPBT 2.0 System Training Placement Place

IV. Innovation Science Culture Visit To University Of Sultan Idris (UPSI) Education And Public Services Department (Putrajaya).

The visit took place from 18 December 2017 to 19 December 2017, I went along with another staff of four people from different departments. During this visit I was instructed to create an asset system for office use, this visit explains the systems adopted in our own departments department. During this visit I found that it was not from the Kelantan regional council but the land department from all Kelantan states was also present in the visit.



Figure 12:
Innovation Visitor's Board

3.1.3 Family Day MDD

Every year the MDDs will organize leisure activities. Together with the family staff staff, I am no exception as part of the big family of MDDs. The MDD family day was held at Lot 128 Mukim of Telong, Jalan Tok Bali, 16300 Kampong Cham Tangga for 3 days 2 nights. Various activities are available to enliven MDD family day atmosphere. During this activity I was assigned to be an urustia for sports activities and sports activities consisting of volcanoes in the mountains, pulling rope, bottling in bottles, love laces, throwing balloons and activities for children as well as enlivening MDD family day activities.



Figure 13:
Sports Business Place

3.2 Maintenance

3.2.1 Pc Maintenance

I was asked to repair the office computer to make it perfectly usable, many things to do to repair a computer between one of them is to convert windows 7 to windows 10, install antivirus, install autocad 2017, install cyberlink, install adobe photoshop, change computer ram , change the computer hard disk, internet cable to the staff who can not use the internet.



Figure 14:
Pc Maintenance

3.2.2 Maintenance Server

I was assigned to monitor the server so that it was in good condition and could run the epbt system anywhere on the computer, for me it was easy to keep it as I was in the class of disclosures about servers I could use to monitor the server more thoroughly.



Figure 15:
Control Server

3.3 Clerical Work

Being a habit for me because the atmosphere here helps to help each other, I usually help staff send email to the top, clean the office space, complete the meeting room by installing the projector, photocopy of mail information, lifting the help items into the storage room.



FIGURE 16:
Help Staff

3.4 Special Project

Special Projects can be classified as suitable projects for students solved during their training sessions but should be recommended to industry supervisors or faculty supervisors. It can be in terms of information management whether to develop a website or portal, development system, corporate video, multimedia application, user manual or guide and any work that can benefit the organization. They can choose any subtopics depending on their ability to be solved by obtaining approval from the Supervisor and Organizer Supervisor. In Completing the project, the administrative assistant who is Mrs. Nasihah ismail has been instructing on how the MDD record keeping and other staff also provide guidance and ideas for the MDD-ESURAT system. Throughout development, the trainee did a lot of research to make sure the project was done fine.

3.4.1 Project Overview

This system is proposed as a problem for storing all records in Dabong Council organization. We have decided to set up a system that can solve the problems faced by staff that keep records. We named this system as the Dabong Electronic Reporting Council (E-FILING MDD). We retrieve information from staff that keeps records manually on how the records are stored. The Dabong Electronic Report (E-FILING MDD) District Council is a system that facilitates staff to manage all documents involving all units as well as with this system, record keeping staff can classify records according to the codes set by the National Archives, as well as save on record storage space, save time of record retrieval and back up the existing records.

3.4.2 Problem Statement

The problem with the record keeper is that the process of retrieving the record becomes long, the contents of the record will be blurred or invisible. In the event of any disaster, Dabong District Council records can not be saved. In addition, storage space is very limited.

3.4.3 Objective

- I. To help manage records more systematically
- II. To facilitate record keeping
- III. To improve the record keeping system for the organization
- IV. To save time on record keeping
- V. To backup all documents in the Dabong District Council in the event of a disaster

3.4.4 Scope

The scope for this project is to assist record keeping staff in the Dabong District Council to keep records safer and organized. Normally, keeping records manually is likely to damage the content of the information transmitted by any agency and the documents received are not clearly visible and the risk of losing documents is to deal with any agency being interrupted.

3.4.5 Advantages

- I. Improve employee performance
- II. The organization can produce the same quality decision every time
- III. All matters become more organized
- IV. Can solve problems consistently
- V. Reduces costs
- VI. Organizations can provide better services.

3.4.6 Project Description

This is a system to help the MDD and in term of registration the letter, securing the' data and help the staff to view the letter whenever they want to . The idea of automation is the start for the client to increase the performance for every assignment.

3.4.7 Estimation Project Duration

- I. 5 months (August 2017- December 2018)

3.4.8 Target User

For this project, users who involve are starting from Top Management to non-executive of MDD Because the scope is not a big one, then only internal area involve for this register the letter and search the letter. Which means, any user who willing to use provided by MDD system they need accessing by using their id. This method could give a maximum security to the system since it has authorization in accessing to the system.

Table 3:
Tools to Develops

Tools	Methods
Microsoft Project Professional Microsoft Visio Professional	System development and workflow modeling and gantt chart
Microsoft Word	Documentation, storyboard, brainstorming and discussion.
Microsoft Excel	Costing layout
Adobe Photoshop Photoscape	Interface design
Notepad++ Adobe Dreamweaver Microsoft Access Borland C++ v5.02	Coding, testing and debugging
Wamp server	Testing the system
Desktop PC/ Workstation <ul style="list-style-type: none"> • Monitor • Hard drive • Ram • Processor 	System hardware requirement and supports
Internet connectivity (ISP)	Web hosting

3.4.9 Hardware Option And Recommendation

For developing this system, we are have three hardware option and recommendation from low end and high end of option and recommendation. It consist type of desktop, processor, ram, hard drive, software application package, price and etc.

a) Low end option and recommendation

- I. Inspiron small desktop with Intel dual Pentium G3260 with 3.30 ghz.
- II. 4 GB single channel DDR3
- III. TB GB hard drive
- IV. Windows 8 professional
- V. Free basic application software
- VI. Microsoft office 2010

b) High end option and recommendation

- I. Inspiron desktop 6th Generation Intel(R) Core(TM) i5-6400 Processor (6M Cache, up to 3.30 GHz)
- II. 8GB Single Channel DDR3L 1600MHz (8GBX1)
- III. 1TB 7200 rpm SATA 6Gb/s Hard Drive
- IV. NVIDIA(R) GeForce(TM) 730 2GB GDDR3
- V. Windows 10 home

3.4.10 PROJECT INITIATING

Project charter

Project Title: E-FILING MDD
Project start: 2 AUGUST , 2017
Project end: 31 DECEMBER. 2017
Budget Information: RM 0

Project Manager: Mohammad Farhafizi Bin Mohammad Zaid
E-mail: farhafiziofficial@gmail.com
Phone: 011-39134812
Office: 09- 09-663345

3.4.11 Project Objective

The objective is to design, implement the new information system for register letter system at MDD, to improve their services regarding searching and records keeping. This new information system will assist the organization to reach their goals:

- I. Gather the record information with easily,
- II. Short time to searching the record
- III. Reduce paper for storing the information and data regarding letter and other information that related to the management.

3.4.12 Approach

MDD Innovation Cyber will develop the new system based on the System Development Life Cycle (SDLC) in approach analyzing and designing the new information system for MDD. The SDLC approach steps are follow:

I. System planning

- Define and study the problem that has been faced by the organization regarding searching record and records management problem
- MDD Innovation Cyber will investigate the workflow process that exist in organization and improve it by using new information system. And to determine of scope of this system

II. System Analysis

- Study the manual procedures that used in the organization for register and records management.
- Determine the system requirement

III. System Design

- Convert system description to logical such as entity relational database and physical system specification.
- Design input/output interface the system using web based and windows based system that can produce report.

IV. System Implementation and Maintenance

- From logical and physical design of new system are be coded into programming language by using php, Html5 and visual basic programing.
- Educate user and staff how to use the system.

3.4.13 Assign Roles And Responsibility

Table 4

This Table Show The Assign Role And Responsibility

Roles	Name	Position	Contact information
Project Manager	Mohammad Farhafizi Mohammad Zaid	Project planning	farhafiziofficia@gmail.com
System analyst	Nik Mohammad Fahmi Nik Daud	System analyst	alexfahmi@gmail.com
System analyst	Hanafisah ismail	System design	hanafisah@gmail.com

3.5 Project Planning

3.5.1 Define And Study The Problem

The problem of Majlis Daerah Dabong in is they doesn't require any computer system and all business activity such as save the file or record in computer and records are using traditional methods which are paper and files to store their information.

3.5.2 Determine Of Scope Of This System

The scopes of this project are to help staff to save the information record in the system.

3.5.3 Determine The Cost

E-FILING MDD will estimate the cost to developing this system is RM 0. The cost are include the cost of equipment, requirement, consultation, design, implement and for the maintenance of the system.

3.5.4 Produce The Proposal And Presentation.

E-FILING MDD will produce the complete project proposal of this system development, the objective of the proposal is to help staf regarding this system in term of planning phase until the last phase. We also will present this proposal to board management for give more understanding about this project.

3.5.5 Work Breakdown Structure (WBS)

Prepared By: MDD innovation cyber

Date: august 2, 2017

a) Preliminary

i- Initiating

- I. Project charter
- II. Assign Team members
- III. Assign roles and responsibility

ii- Planning

- I. Define the problem
- II. Determine project scope
- III. Determine the cost
- IV. Project proposal
- V. Present the proposal to the client

b) System Analysis

- I. Analyze new system
- II. Analyze system requirement
- III. Draw context diagram
- IV. Draw data flow diagram
- V. Meeting with staff and board managent
- VI.

iii- System Design

- a) Create the database
- b) Draw the ERD (entity relational data)
- c) Create data dictionary
- d) Designing the interface
 - i. Input
 - ii. Output
 - iii. Dialog box
- e) Workflow system
- f) Use cast model
- g) Meeting with clerk and board management

3.5.6 Gantt Chart

This Figure shows the Gantt chart

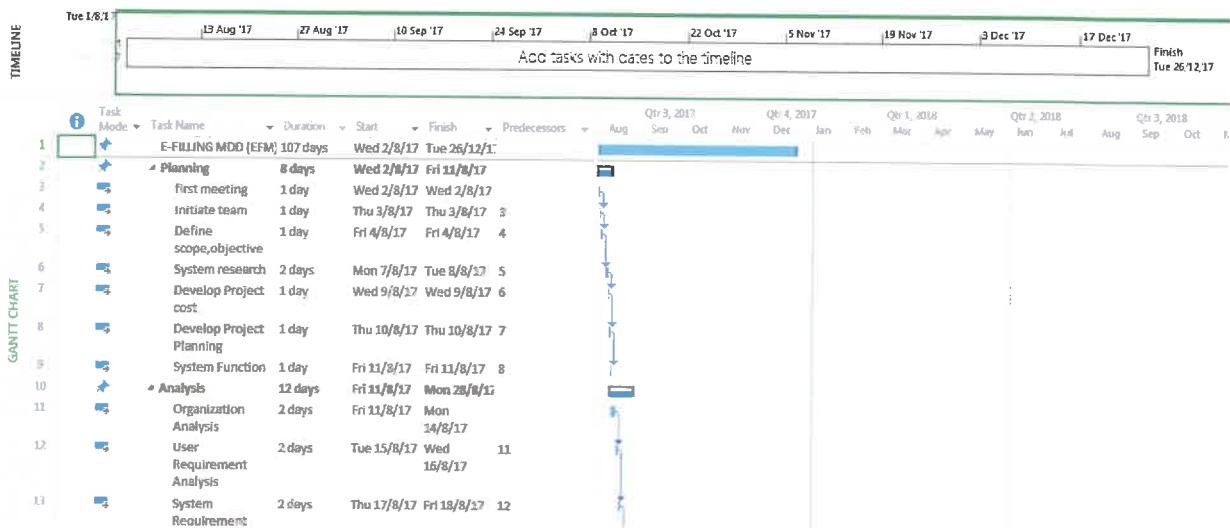


Figure 18:

Gantt Chart

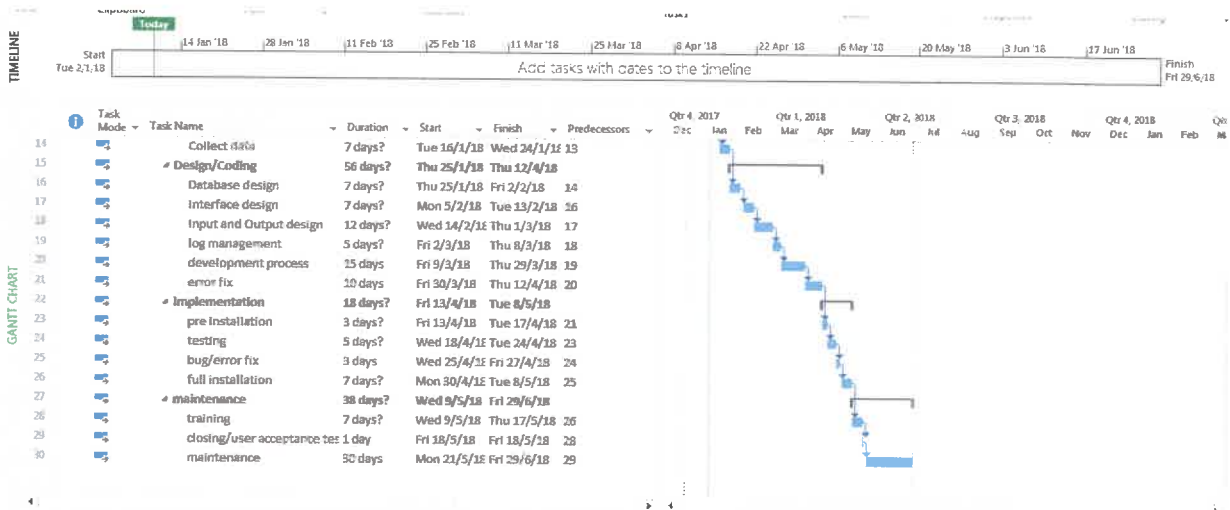


Figure 19

Gantt chart

3.6 System Analysis

3.6.1 Analyze New System

For the new system that is going to be used by the MDD that is E-FILING MDD(EFM). This is a computerized system that is going to be replaced the previous system used in the MDD. The new system that going to be implemented will give benefits towards the services provided by the MDD such as registration and searching the records. In this system the staff can easily register new records on the system and on the same time the staff can be searching the records. In this system the staff of the MDD just need to inserting detail about patient in the system. The details of the patient will be save in the system database. When the staff needs to find the detailed about the record, they just need to insert the staff identity number and the system will find it in a short time. This system is easier to manage because the staff will store all the information in just one place. In the E –FILLING MDD System, the flow is more reliable to be use. As example, if the staff wants to register the record, the staff will register on the system.

3.4.2 Analyze System Requirement

For the E-FILING MDD (EFM) there are three type of requirement that is suiTable for the system that going to be used in the MDD. There are three type of system requirement that is for low performance, middle performance and high performance. We will enable the MDD and our customers to choose the system requirement that they want to be implemented. For the low performance, the system will only be a basic system. For low performance, we are using Inspiron small desktop with intel dual Pentium G3260 with 3.30 ghz, 4 GB single channel DDR3, 1 TB hard drive, Windows 8 professional, Free basic application software, Microsoft office 2016). Within this option, the system will run a basic performance for work. While for the middle

performance system, the system will have a few high options where it will give a better performance for the system to be applied. For the middle performance system, we are suggesting Inspiron small desktop 4th generation intel(r) core(tm) i3-4170 processor (3m cache, 3.70 ghz), 4 GB Ram, 1 TB Hard drive, Windows 10 home , Free basic application software + Kaspersky internet security 2016 1 years, microsoft office + adobe package. This option will give a better performance for the system and will have advance performance on certain part. For the high end performance, it will provide a greater performance for the system and on the system will have two application that's is web based application and window based application. The option or the requirement for the system is Inspiron desktop 6th Generation Intel(R) Core(TM) i5-6400 Processor (6M Cache, up to 3.30 GHz), 8GB Single Channel DDR3L 1600MHz (8GBX1), 1TB 7200 rpm SATA 6Gb/s Hard Drive, NVIDIA(R) GeForce(TM) 730 2GB GDDR3, Windows 10 home. Within this option the system will run on high performance platform with smaller problem. This option is recommended to the user because it more advance and suiTable to use to run for a big scale system. For a better performance we are recommended the high end option which is more suiTable to be used.

3.4.3 Estimated Budget And Cost Require For The Project

To develop the system, the developer need to spend some money to fulfill the needs of the system. The estimated budgets are including the price of the system and the hardware and software that are going to use by the developer. The hardware and the software are the most important thing that is used to develop the system so that the system can be run smoothly. Budgets are depending on the option that is used by the developer in creating the system. Normally there type of option that going to be used by the developer, and the price might be different regarding the option use.

Table 4
 Are Explaining About Estimated Budget And Cost

E-FILING MDD (EFM)		
Year 2017		
1.	Development process	RM 0
2.	Hardware costs	RM 0
	• Tab screen	
	• Computer	
	• Printer and scanner	
3.	Software costs	RM 0
	• Antivirus license	
	• Application software	
	• Database software	
	• Wamp server	
	• Notepad ++	
8.	Support and maintenance	RM 0
9.	Site preparation	RM 0
10.	User training	RM 0
11.	Others	RM 0
TOTAL ONE TIME COSTS		RM 0

3.5 Context Diagram

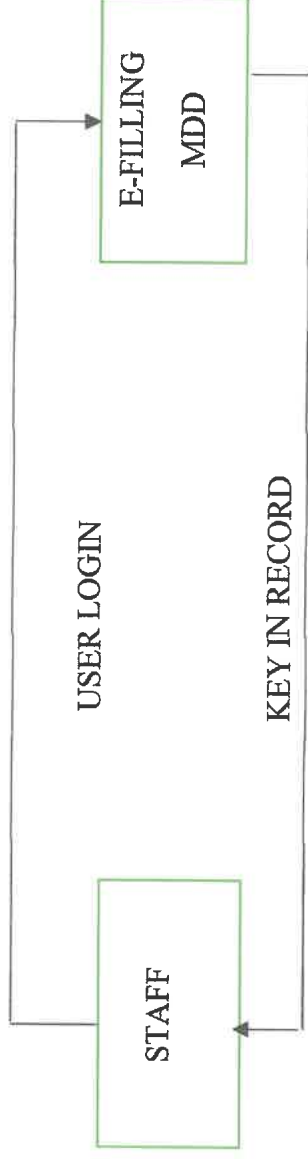


Figure 20:
Context Diagram

3.6 Data Flow Diagram (DFD)

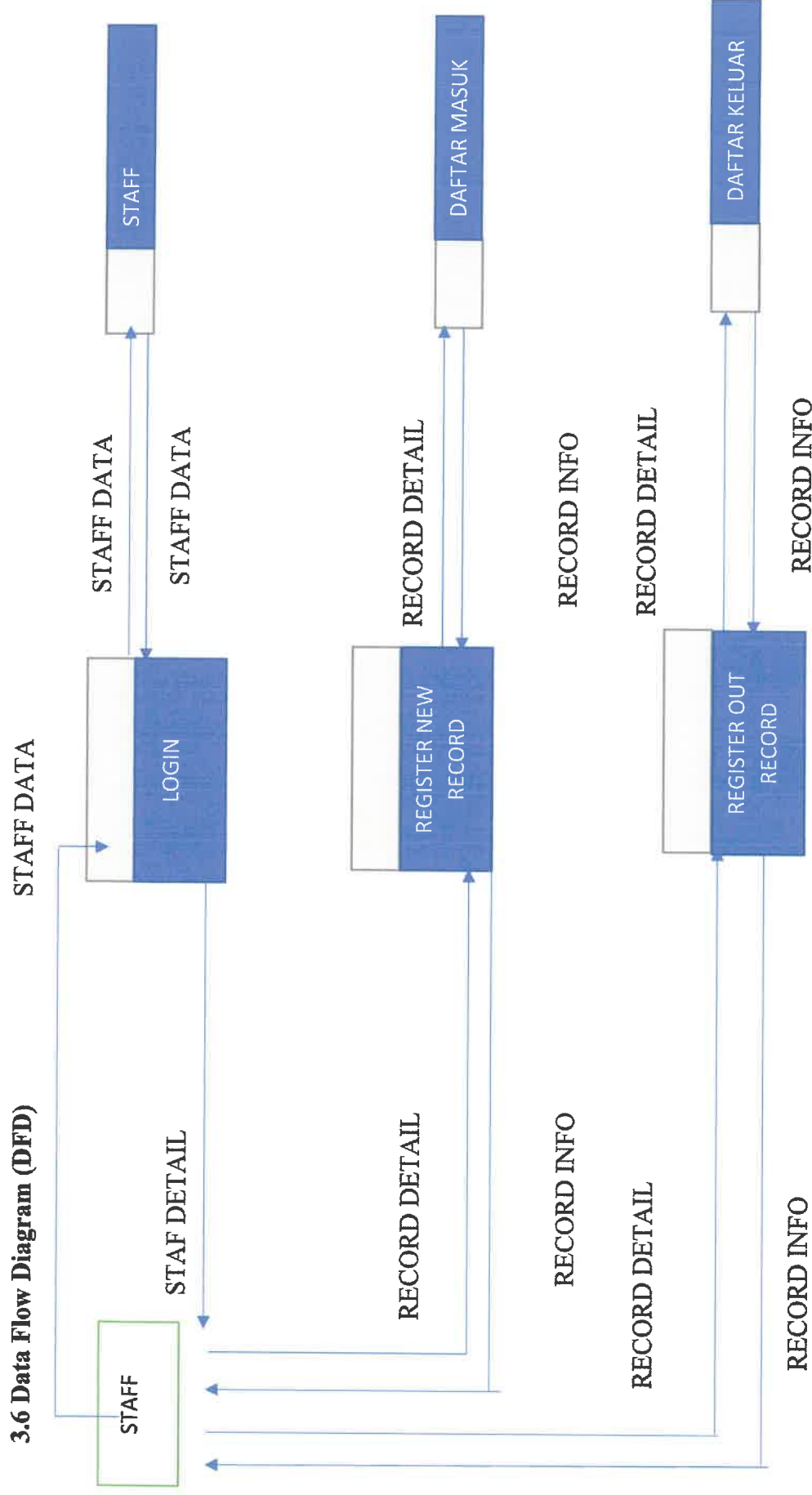
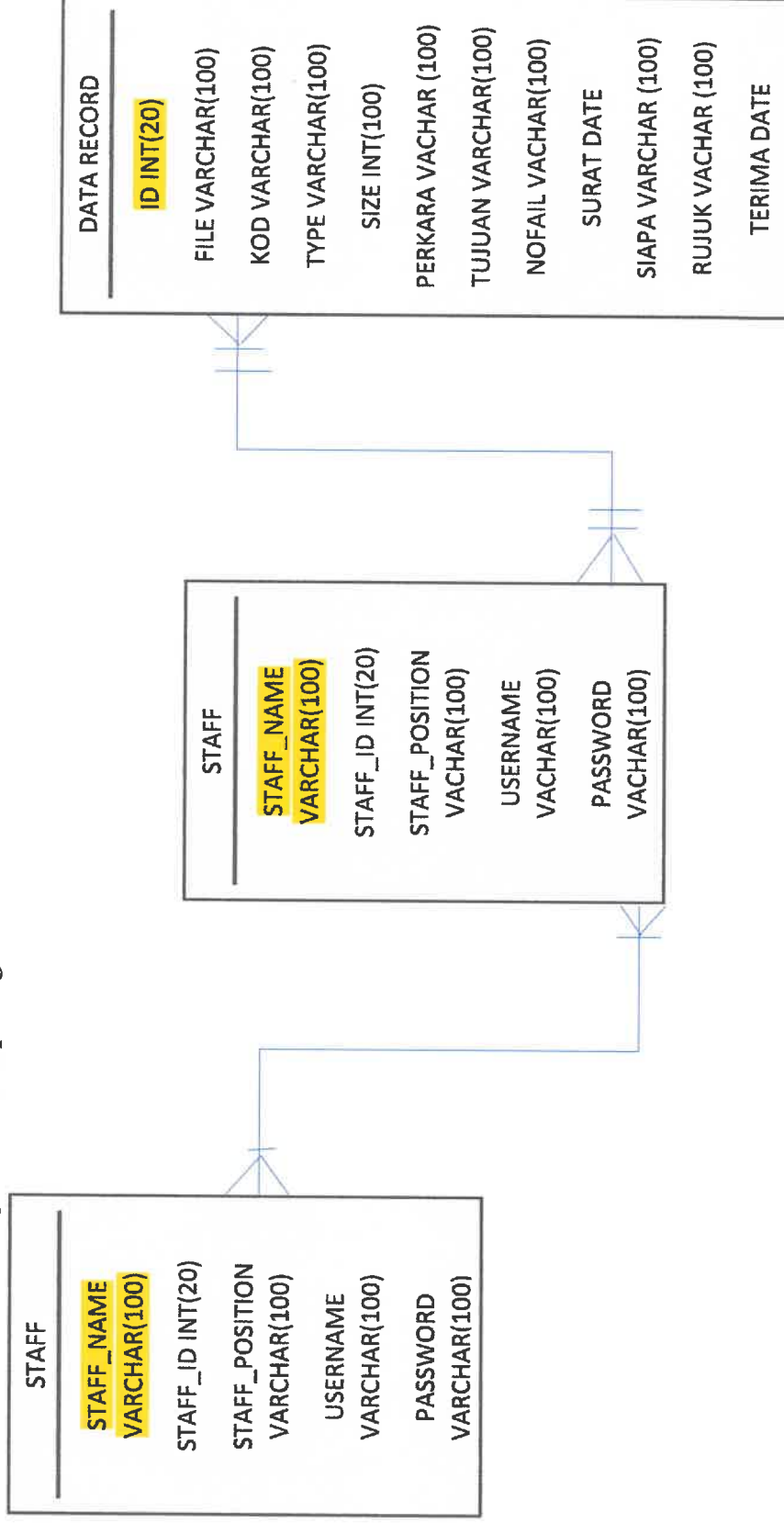


Figure 21:
Data Flow Diagram [DFD]

3.7 System Design

In our system's design, we implemented the application of entity relational diagram to create and give us the view about how our database for the system will work. Not only the ERD implementation but we also categorized the data dictionary to easily determine what the entity for the database Table is.

3.7.1 Entity Relationship Diagram



DESCRIPTION:

- i. One staff can register many record
- ii. Many staff can access many record
- iii. Many staff can view the record
- iv. One staff can keep in the record



FIGURE 22:

Entity Relationship Diagram

Table 6:

Entity Relationship Diagram

TABLE 1 : STAFF 1&2

Name	Description
Staff_name	Name of the user
Staff_id	Number staff
Staff_position	Position in company
Username	First name
Password	Name and number

TABLE 2: DATA RECORD

Name	Description
Id	Unique number
File	
Kod	Subs of file
Size	Amount of file
Perkara	Title of file
Tujuan	Purpose of the file
Nofail	Reference number
Surat	Date of the letter receive
Siapa	Letter come from
Rujuk	Authority sign the letter
Terima	The letter receive date

3.8 Interface

We design our system interface by delivering user friendly interface to user. Easier reachability means effective usage of the system by the user thus enhancing the capability of acknowledging this appointment system.

3.8.1 Staff View

a) Home Page

This Figure shows the Home Page of the system



Figure 23 :

Home page of the system

b) Login system

This Figure shows the login Page of the system



Figure 24

login page of the system

c) Menu pages

This Figure shows the menu of the system



Figure 25: Menu Pages

d) Register New Letter

This Figure shows the register new letter of the system



SILA MASUKAN MAKLUMAT SURAT

BILANGAN SURAT :

PERKARA:

NO FAIL KEMENTERIAN IBU PEJABAT / NOMBOR-NOMBOR YANG LAIN

TARIKH SURAT:

TARIKH TERIMA

DARIPADA SIAPA:

DIRUJUKKAN KEPADA

SEMAK DISINI

TAMBAH FAIL BARU

BILANGAN SURAT	TARIKH SURAT	PERKARA	NO FAIL KEMENTERIAN IBU PEJABAT / NOMBOR-NOMBOR YANG LAIN	DARIPADA SIAPA	DIRUJUKKAN KEPADA	TARIKH TERIMA
1	2017-08-20	NOTIS SUPAYA MEMBARU TUNJANGAN KADAR (BORANG E) DI BAWAH SEKSYEN 148 AKTA KERAJAAN TEMPATAN 1976	YKD 8/44/44/MLD. 1(02)	KETUA PEN. PENG. IBRAHIM PELABURAN & PENVELIDIKAN (YAGIN)	S. K. YANG DIPERTUA	2017-08-28
2	2017-08-20	NOTIS SUPAYA MEMBARU TUNJANGAN KADAR (BORANG E) DI BAWAH SEKSYEN 148 AKTA KERAJAAN TEMPATAN 1976	YKD(S) 9/3/56/JLD 2 (02)	KETUA PEN. PENG. IBRAHIM PELABURAN & PENVELIDIKAN (YAGIN)	S. K. YANG DIPERTUA	2017-08-28
3	2017-08-20	MINIT DAN MAKLUMBALAS MESYUARAT JAWATANKUASA PERANCANG NEGERI KE 69 (BIL. 3/2017)	JP/DEP/PT/05/51/16/SLD.19 (03)	TIMBALAN PENG. PAKAN/IBRAHIM PELABURAN & PENVELIDIKAN (YAGIN)	YANG DIPERTUA	2017-08-28
1	2017-10-21	NOTIS SUPAYA MEMBARU TUNJANGAN KADAR (BORANG E) DI BAWAH SEKSYEN 148 AKTA KERAJAAN TEMPATAN 1976	SKK/UKSTONG/MS/CS/3	PENGARAH SKK/PTANAH MERAH DEVELOPMENT SON-BHD	SETUJUSHA	2017-10-02
2	2017-10-02	LAPORAN KEMERAN MENYAMAI POKOK UTAMA BAGI SURGI KETISA (JULAI-SEPTEMBER TAHUN 2017	SUK D 200(05) 6/01/13 JLD. 8 (19)	KETUA PENOLONG SETUJUSHA (KERAJAAN TEMPATAN)	SETUJUSHA	2017-10-02
	2017-08-28	IKLAN JAWATAN KOSONG	YDP MAJLIS DAERAH MACHANG	SETUJUSHA MAJLIS DAERAH MACHANG	SETUJUSHA	2017-10-02

Figure 26 : Register New letter

e) Register Out Letter

This Figure shows the register new letter of the system



SIJAH MASUKAN MAKLUMAT SURAT KELUAR

BILANGAN SURAT:

PERKARA:

NO FAIL KEMENTERIAN/BU/PEJABAT / NOMBOR-NOMBOR YANG LAIN:

TARIKH SURAT:

TARIKH HANTAR:

PENERIMA/AGENSI:

CARA PENGHANTARAN: POS BIASA POS BERDAFTAR HANTAR TERUS(GY HAND) FAX

SIEMAK DISINI

NAMA SURAT YANG TELAH DISIMPAN

BILANGAN SURAT	TARIKH HANTAR	PERKARA	NO FAIL KEMENTERIAN/BU/PEJABAT / NOMBOR-NOMBOR YANG LAIN	TARIKH SURAT	PENERIMA/AGENSI	CARA PENGHANTARAN
1	Mer. cad. Z8888, aduan pokok padi di lera jalan raya	end. c. 709-11152072	2017-09-21	2017-09-25	PEJABAT SUK REGER, KELANTAN BAHAGIAN PENGURUSAN KORPRAT, KOTA DARULIMAN, 1503 KOTA BARU	POS BIASA
2	ASAHAN GAYANGAN TUMBUHAN BACA MOHAMAD BIN HASIM GAD PENERALAN NOMBOR: 80776-00-5233	MOI 0 300-141 (29)	2017-09-21	2017-09-28	SYARIKAT TAKAFUL MALAYSIA BERHAD, 26 TH FLOOR, ANNEKE BLOCK, MENARA TANGULI MALAYSIA, NO. 4, JALAN SULTAN SULAIMAN, 5000 KUALA LUMPUR	POS BIASA
3	notis arahan supaya membiakan pejabat pejabat daerah dabong	med. d. 221(N) 2521 (85)	2017-09-27	2017-09-27	pejabat baharu	HANTAR TERUS(GY HAND)
4	lawatan lapangan pembaikan di premis pejabat daerah dabong no. C2 pasar dabong	med. d. 630-311 (119)	2017-09-24	2017-09-27	zabihah binti che lissan, jalan masjid kg. dabong, 8220 dabong	HANTAR TERUS(GY HAND)
5	lawatan meninjau ka atas premis pejabat daerah dabong di bagong no. 033, pasar bahru	med. d. 630-311 (119)	2017-09-26	2017-09-27	amanah berawal kampung sangat entak, 8220 dabong	HANTAR TERUS(GY HAND)

Figure 27 : Register out letter

3.9 Flowchart Register in And Out Record

a) Login Records List

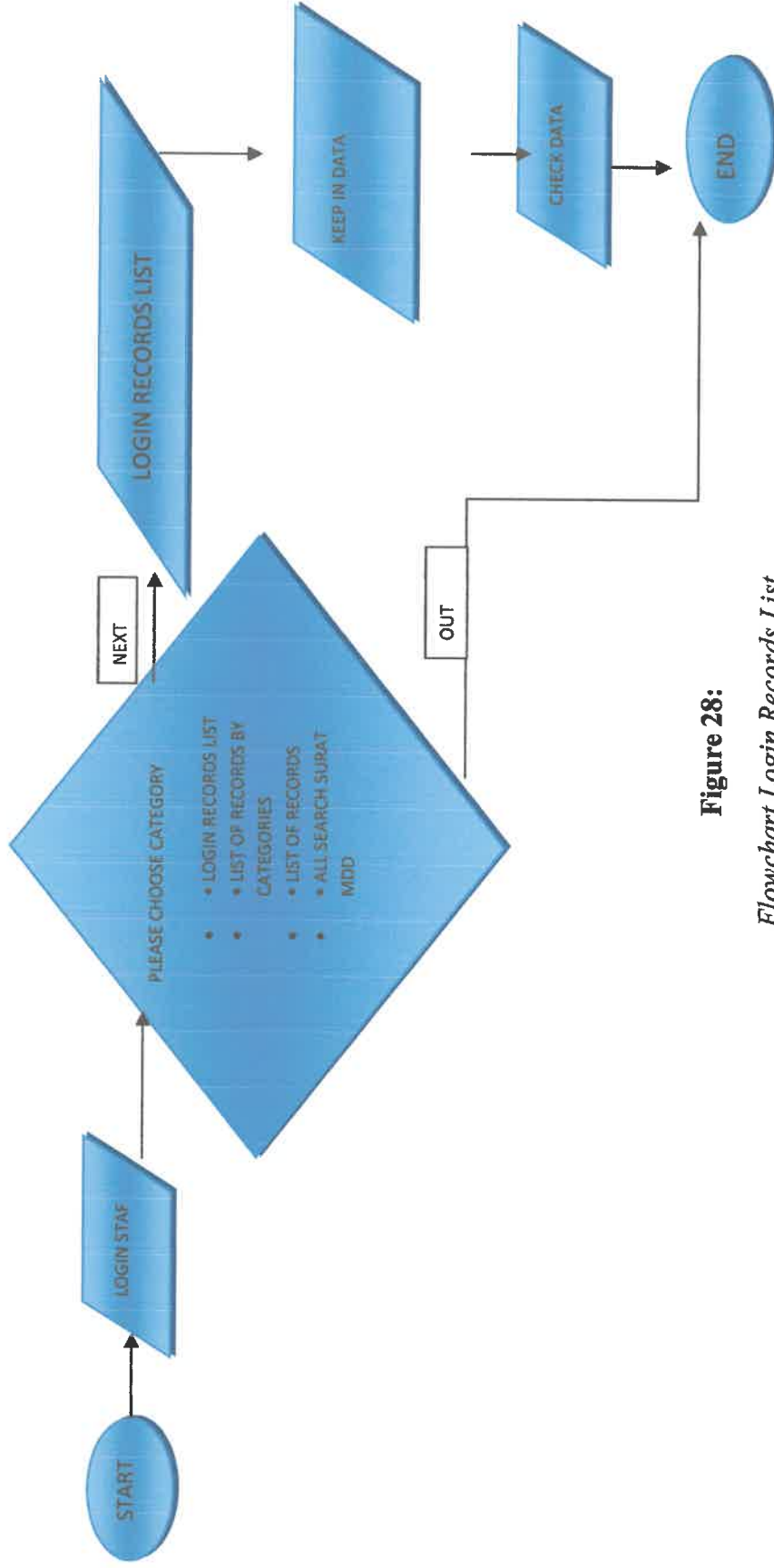


Figure 28:

Flowchart Login Records List

b) Register Record Out

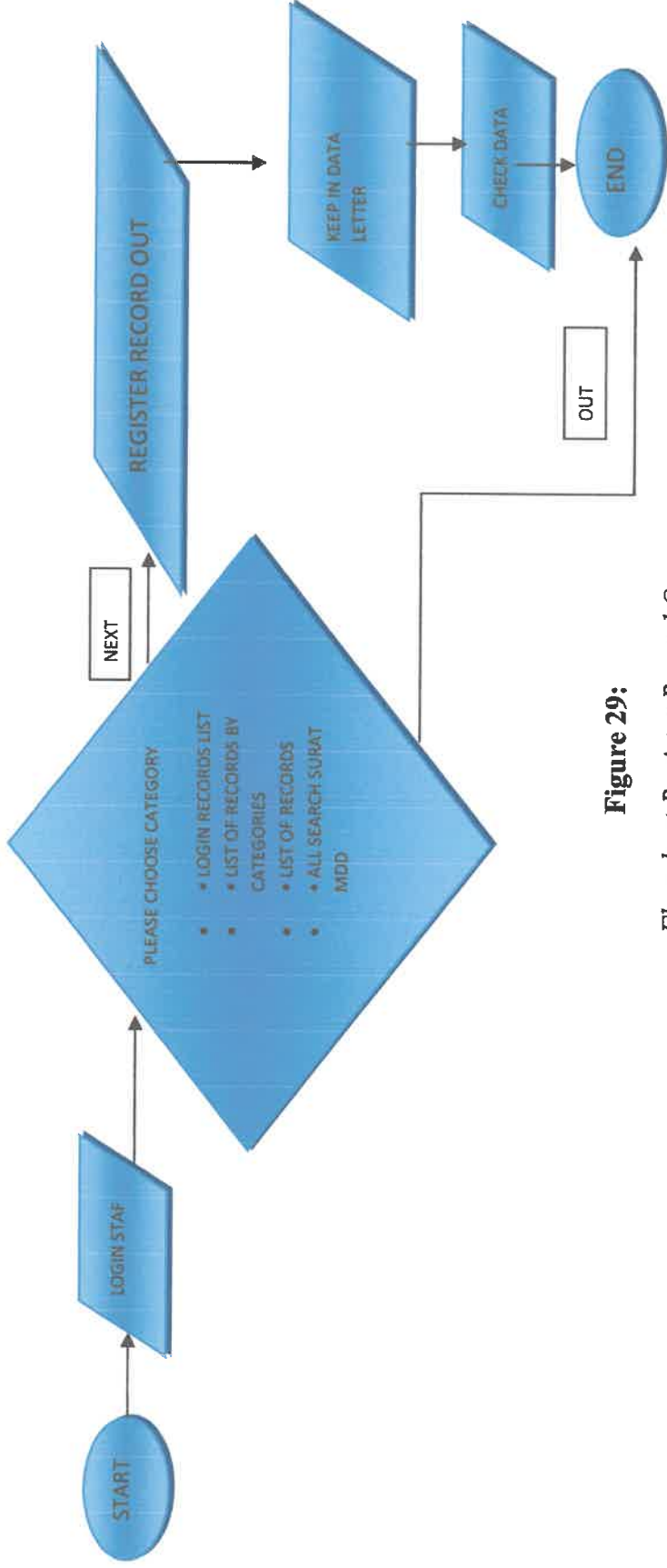


Figure 29:

Flowchart Register Record Out

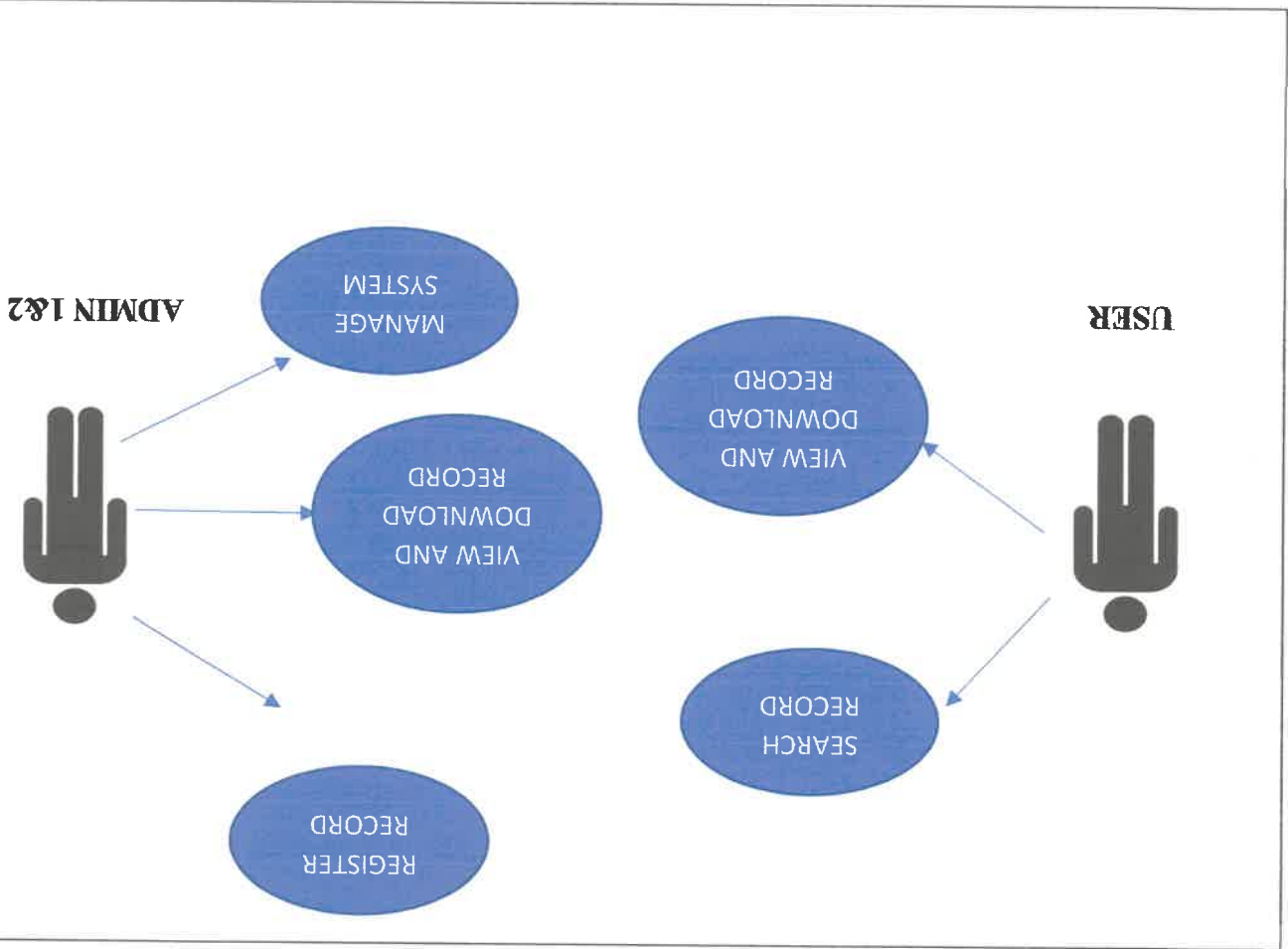


Figure 30

Use Case Model Diagram

3.11 Implementation And Maintenance

3.11.1 Programming Language

For the implementation phase for this system in term of programming we are using the open sources programming language such as PHP, HTML5, JAVA and CSS in this system development. We start implement the coding after the staff are agree with the design that purpose to the staff. We took about two weeks in developing this system. Here are the some example of coding process of this system.

The example of coding

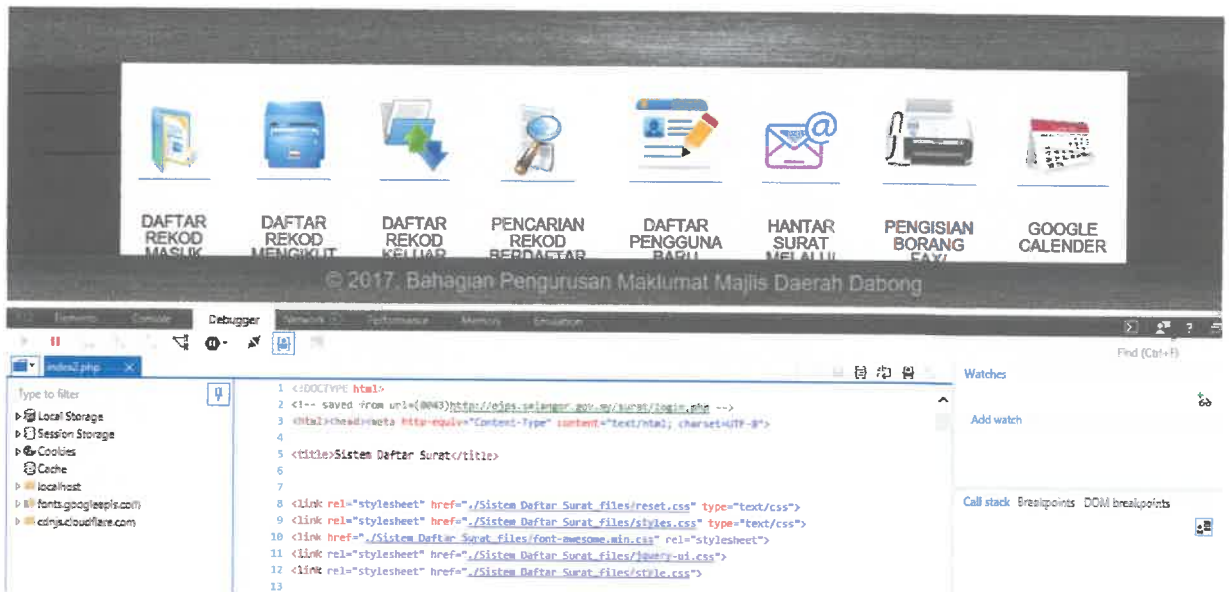


Figure 31
index.php



Figure 32
Register new letter.php

3.11.2 Development Tools/Software

For developing this project. Our team are using the few development tools and software to build in term of design, compiler and editor in order to complete the project. For the development tools that we used for this system such as adobe Photoshop's to design the layout in the system. The constraint of this tools it require high cost of payment to use this kind of software. Next development tools that our team member use is adobe wamp server that can be used as the text compiler, debugger and the editor of design the layout such as form, login and other. To test the system we are using the open sources localhost server which are wamp server.

Table 7*Development Tools*

Tools	Methods
Business modeling tools	System development and workflow modeling
GDSS	Brain-storming and discussion.
CASE	Data modeling and structured analysis, system design
Adobe Photoshop	Interface design,
Notepad++ Adobe Dreamweaver Microsoft studio	Coding, testing and debugging
Wamp server	Testing the system

3.11.3. System Testing And Pilot Testing

After go through all phases development of this system. Next phase is testing. Each developed information system needs to be tested either to identify the weakness or bugs before this system are being used by our staff. For the first stage of testing we are using the localhost server which are wamp server to define any bugs or uncomplete coding for example the undefined lines of the coding. That can help our programmer to fix the minor problems. after that we are testing the system in the our testing server to find any problem after we host this system to the server. Last phase of testing process is pilot test which are the staff from MDD are testing this system in the small scale. This process also can give them understanding and gain more interest in this system.

CHAPTER 4

Conclusion

4.1 Application Of Knowledge

skills and experience in undertaking the task (Knowledge gained) In applying the knowledge during internship, there are a few of application that could implemented with the information system field. The skills and experience in undertaking the task are really assisting her in completing the daily job. The efficiency are depends on the skills that applied into job scope by the trainee during their internship period. Including the strategic planning would come with maximum beneficial when the trainee could implement every their own specialties for the company. It is the great chance when they got work offer in continuing working as a permanent employee there. Below are the knowledge, skills and experience that the trainee could implement in her studies:

Table 8:
Application Of Knowledge

PROJECT ACTIVITIES	KNOWLEDGE	SKILLS	EXPEIENCE	RELATED COURSES
Created the system and guide by the staff	The trainee gain a new knowledge by learning a programming language that taught by staff. Mostly, all the staff are really helpful in tutoring the trainee to complete the task given.	There are a few skills of implementing and modifying the language that she got which are Programming Hypertext language (PHP), Hypertext Markup Language (HTML), and Ajax Language. The skills	In completing the industrial training, his really can use the code correctly and can connect the database to the system.	By using notepad ++ as a tool to write coding, every working process could be very fast because there is a tool to be one of because of this subject was really related to my studies field and the trainee could implement it with the subject Advanced Web Design and Content Management (IMS607).
Management record by categories	taught by staff. Mostly, all the staff are really helpful in tutoring the trainee to complete the task given.	There are a few skills of analyses the record step by step	In completing the industrial training, his really can use the code correctly and can arrange the record properly.	The course that help me to finish this system by learning by look at imr451

4.2 Thinking And Personal Opinion

In completing a six-month training at the MDD, the trainee got his own thoughts on the environment, society, facilities and others. Being grateful to train himself here because despite the challenges faced, there are many new things he learned. From the task given he can maximize his value here. Facing everyday work, all the challenges really teach him about motivating and opposing negative behaviors despite how difficult tasks are given. It depends on ourselves, if we focus on negative negative things to come. But if the mind changes, everything goes smoothly. Communication skills are the most important thing to do in the organization. It is influenced by everything we do through day-to-day activities. By using good communication including interpersonal, intrapersonal and body language skills unconsciously it will attract others to be closer to us. More than that, being a good listener is also one of the best ways to be a good communicator. Nobody likes to communicate with someone who talks about themselves and is not interested in sharing things together.

Therefore, the information will not be widespread. Similarly with the workplace environment, we will create distance with staff when no communication involves and all businesses will slow down in action. The best solution is to build a common circle because when we become closer communication can be more easily communicated. Good communication means saying good enough to say little or too much talk. The key is to deliver the message in a few possible words. As the offer says, the quality of something depends on the input given either in a short or long time. Similarly with the organization, they usually do not want to hear any reason but their respective efforts are very much needed to prove that we are responsible or not about their duties

4.3 Lesson Learnt

In completing five month internship, Including internal or external affairs that could improve the trainee become a greater people in the future. Usually a good lesson comes from the challenges experience. Sometimes we done the mistakes either once, twice or more than that there must be a different lesson behind every part of it. Especially in term of time management for each task given, require a faster result because of involving another third parties who come from another department. The situation always involving various users from top management to subordinate. Without having an effective time scheduling the performance would be bad and give effects on another upcoming work. In context of time management, punctuality also is one of an important thing that determine an indicator of someone's attitude. Even the shortest time we late people would assume everything to us unless we have the permission to be late. In managing my time, the trainee decide to finish her work by separating into two session. Which is in the morning, develop the system and on the evening session used to proceed on report writing work. On the other hand if she have the problem in completing the system, the session would be converted depends on the suiTable time. From that, she learnt to discipline herself by following the schedule from time to time. The schedule assist her to focus on the goal whether it is the short term goals or long term of jobs for the week, the goals of a deliverable or milestone, or the overall project finish date, this information is all enclosed within the schedule and providing the things to fully follow the timelines.

4.4 Limitations And Recommendations

Seems all the facilities in the company were fully perfect even though the position of the trainee only as a practical student, but the trainee did not feeling any incomplete materials during the internship. Treating like a staff sometimes provide the trainee a good experience because of the real practices before comes to new working environment. But still the limitation that the trainee could see is, the involvement in new challenges task. Staff usually did not involve the trainee into their job scope because of their work are too advance to handle and difficult to begin for the trainee who did not have any basic on that subject. In addition, the main role of the trainee are too depends on their own project. For instance, every trainee who comes in this company would be given their own project like developing website or portal, maintaining system in technical department, creating video, system development and other special project that suiTable with the trainee's expertise. From that, the trainee could not expand their talent and knowledge on the other field.

As the recommendations to this limitation, the company should involve the trainee in their daily working to ensure they are exposed with working environment like in a meeting and training because both of these could provide a maximum benefit not just to the trainee only but also to the company. The reason is because since both parties join this activity it would give a new idea and improvement to the department at the same time it could polish the skills for the trainee as a new people who want to adapt themselves into working environment. On the other hand, staff should eager to teach the trainee into new task that could give a new experience to them. From that, staff's work would be faster to be completed.

Reference

Hanafisah Ismail (2017). Consultation during Internship.

Nor Kamariah Chik (2017, December 28). Consultation during Internship.

Appendices

PHOTOS



Figure 33:
Working Area As A Trainee



Figure 34:
Office Majlis Daerah Dabong

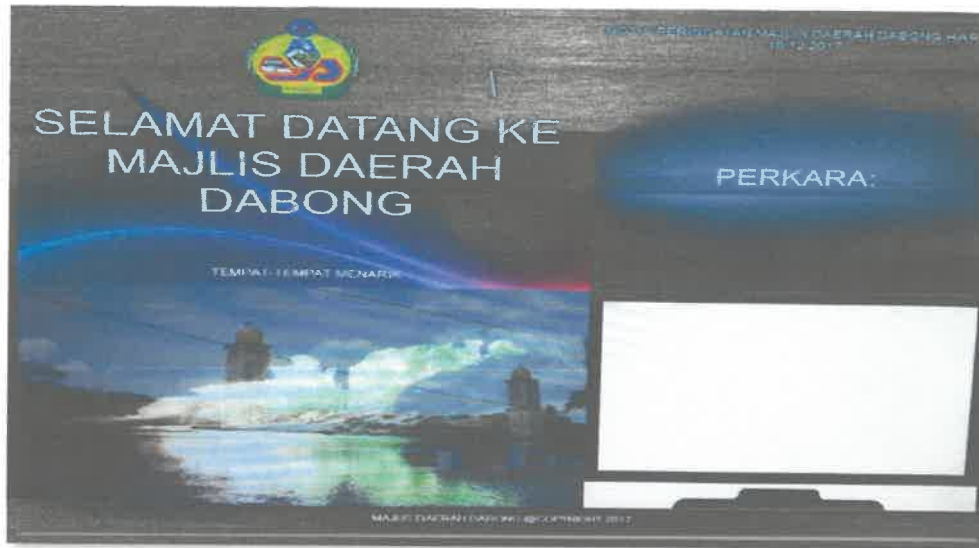


Figure 35:
Project Tv System


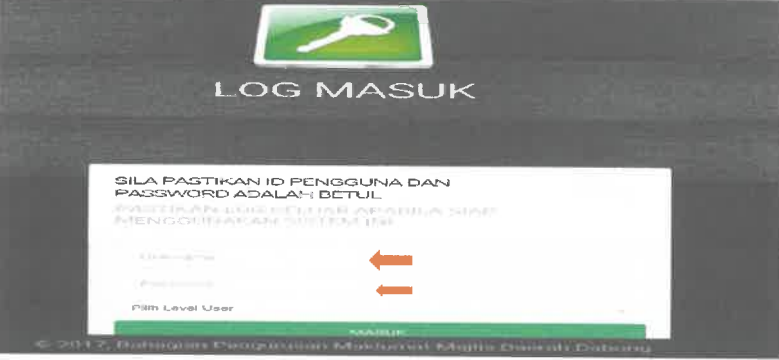
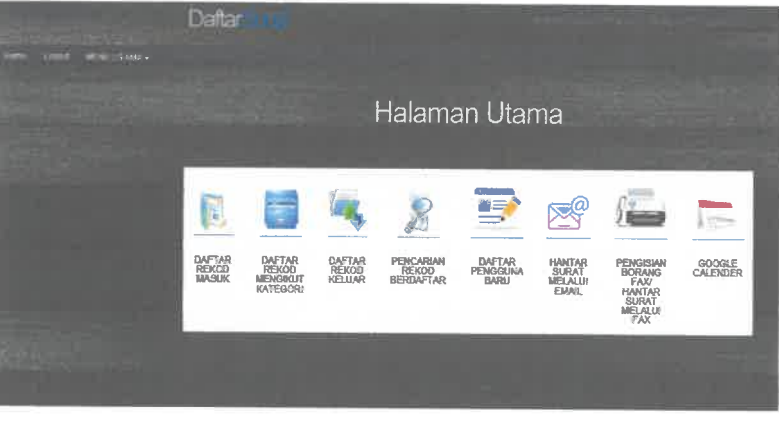


Figure 36:
E-Fiilling Mdd (Efm)

USER MANUAL

Table 9:

User Manual For Register Record Out

STEP BY PICTURE	DESCRIPTION
	<p>Step 1: click login in the top of this system</p> <p>NOTE: make sure the server are on.</p>
	<p>Step 2: insert your id and password in the fill</p> <p>Note : make sure you data have been register first .</p>
	<p>Step 3: choose register new letter in (“daftar surat masuk”)</p>

SILA MASUKAN MAKLUMAT SURAT

BILANGAN SURAT :	<input type="text"/>
PERKARA :	<input type="text"/>
NO FAIL KEMENTERIAN IBU PEJABAT / NOMBOR-NOMBOR YANG LAIN :	<input type="text"/>
TARIKH SURAT :	<input type="text" value="mm/dd/yyyy"/>
TARIKH TERIMA :	<input type="text" value="mm/dd/yyyy"/>
DARIPADA SIAPA :	<input type="text"/>
DIRUJUKKAN KEPADA :	<input type="text"/>
TAMBAH FAIL BARU	

SEMAK DISINI




MAMPU MENYEMAK SURAT

Step 4: fill out the details about the letter.

Note : make sure use uppercase to synchronize the data.

NAMA SURAT YANG TELAH DISIMPAN

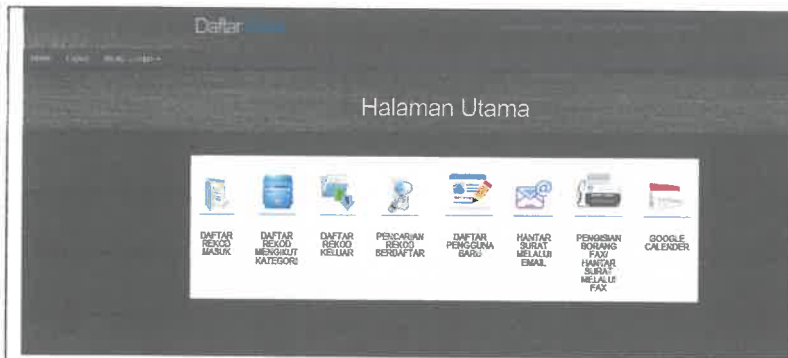
BILANGAN SURAT	TARIKH SURAT	PERKARA	NO FAIL KEMENTERIAN IBU PEJABAT / NOMBOR-NOMBOR YANG LAIN	DARIPADA SIAPA	STATUS SURAT	TARIKH TERIMA
1	2017-08-26	NOTIS SURAYA MEMBAYAR TUNGGAKAN KADAR (BORANG E) DI BAWAH SUSPEK 148 AKTA KERAJAAN TEMPAHAN 1519	YKD 844JLD 1 (82)	KETUA PEL PEND (BAHAGIAN PELABURAN & POKYERANGAN YAKIN)	DI BAWAH OBTUTIA	2017-08-28
2	2017-08-28	NOTIS SURAYA MEMBAYAR TUNGGAKAN KADAR (BORANG E) DI BAWAH SUSPEK 148 AKTA KERAJAAN TEMPAHAN 1519	YKDR 938AJLD 2 (22)	KETUA PEL PEND (BAHAGIAN PELABURAN & POKYERANGAN YAKIN)	DI BAWAH OBTUTIA	2017-08-28
3	2017-08-28	MRKT DAN MAKLUMAT AS BERTYHARAT BAHATANALASA PERANCANG NEGARA KE 89 (BIL 5287)	JPD88PHT148541145 JLD 19 (83)	TIMBALAN PEGU PLUMBAMA (MAMPU) KEMERIAH JPD NEGARA KELANTAN	YANG OBTUTIA	2017-08-28
1	2017-08-21	NOTIS SURAYA MEMBAYAR TUNGGAKAN KADAR (BORANG E) DI BAWAH SUSPEK 148 AKTA KERAJAAN TEMPAHAN 1519	800P4837C8M8C8	PEGHARAH 800P (TAMBAH MAMPU DEVELOPMENT BSN BID)	BETAUSAHA	2017-08-22
2	2017-08-02	LAPORAN BERSEKUTUAN KEMERIAH POKOK UTAMA BANI BUKU SEPAT 4168 (SEPTEMBER) TAVLAN 2017	RKD 200(8) 64P13 JLD 8 (18)	KETUA PENOLONG SETAUSAHA KERAJAAN TEMPATAN	BETAUSAHA	2017-08-02
3	2017-08-08	ISLAN JAWATAN KORBONG	YDF MAULIS DERAH MACHANG	BETAUSAHA MAULIS DERAH MACHANG	BETAUSAHA	2017-08-02
4	2017-08-09	PROGRAM TEAM EXCELLENCE HARDS ON WORKSHOP	MPQWTKJ05 14 (2017)	PONORUS PERSEDIAAN PRODUCTIVITY MALAYSIA (MPC) PSARAT NEGARA KELANTAN	BETAUSAHA	2017-08-02
1	2017-08-25	BEMKEL PENYEDIALAN HORIZON BAHARU: GUNPULAN INOVATIF DAN KREATIF PERIOD SEMBAYAN AWAM PERINGKAT NEGARA	SUKD 200-074705-1	KETUA PENOLONG SETAUSAHA KORPORAT	BETAUSAHA	2017-08-02
2	2017-08-01	POKOR MAKLUMAT AS BERTYHARAT JAWATANASIA INTEGRITI DAN TADBIR URUS UTU: POKYERANGAN NEGARA	SUKD 200(8)1341-2 (14)	PENJAWAH BAHAGIAN INTEGRITI DAN TADBIR URUS	BETAUSAHA	2017-08-02
1	2017-08-27	PERMOHONAN PENGECEKALAN GAYAHATI POKYERAN BAHAGIAN BERSEKUTUAN BERNAMA DAN BERTYHARAT BERTYHARAT MAULIS KORBONG	100 CK (PERKORP) 011	KOORDINATOR UNIT KOM MAMPU KORPORAT UTAM CANTANGAN KELANTAN	YANG OBTUTIA	2017-08-02
2	2017-08-01	MRKT MAKLUMAT AS BERTYHARAT GUNPULAN KETUA DATA OPERATIA NEGARA KELANTAN (BIL 070017)	JPD88PHT148541145 JLD 19 (83)	TIMBALAN PEGHARAH PLUMBAMA (MAMPU) KEMERIAH	BETAUSAHA	2017-08-02

Step 5: click check ("semak") for check the data in system that has been register



Last step: click ctrl+p to print the document.

Table 10:
User Manual For Register Record Out



Step 1: click register out letter("daftar surat keluar")

SILA MASUKAN MAKLUMAT SURAT KELUAR

BERANGKAP SURAT:

PERKARA:

NO FAIL KEMENTERIAN IBU PEJABAT - NOMBOR-NOMBOR YANG LAIN:

TARIKH SURAT:

TARIKH HANTAR:

PENERIMA AGENSI:

CARA PENGHANTARAN:

POS BERAS-POS
 BERDAFTAR
 HANTAR TERUS(BY HAND)
 FAX

SEMAK DISINI

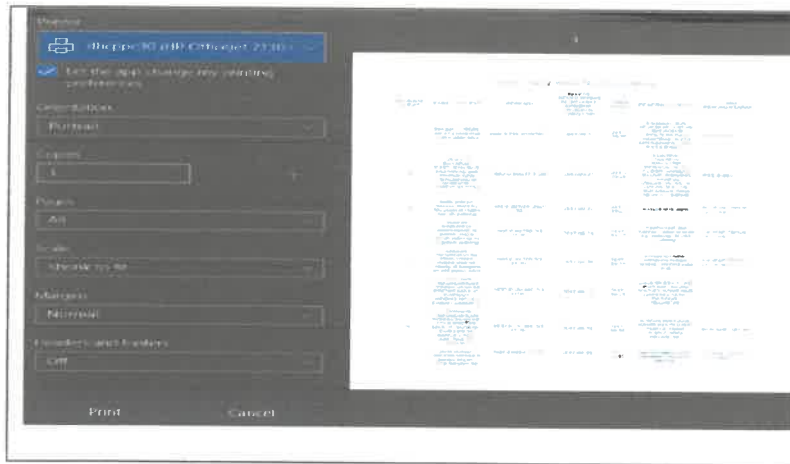
Step 2: fill out all the field and insert detail of letter

Note: all field are required

NAMA SURAT YANG TELAH DISIMPAN

No. Surat	Tajuk Surat	PENGASAS	NO FAIL KEMENTERIAN IBU PEJABAT - NOMBOR-NOMBOR YANG LAIN	TARIKH SURAT	TARIKH HANTAR	PENERIMA AGENSI	CARA PENGHANTARAN
1	2017-09-21	2017-09-21	...	POS BAWA
2	2017-09-21	2017-09-21	...	POS BAWA
3	2017-09-27	2017-09-27	...	BERDAFTAR
4	2017-09-24	2017-09-27	...	HANTAR TERUS(BY HAND)
5	2017-09-26	2017-09-27	...	HANTAR TERUS(BY HAND)
1	2017-09-24	2017-09-27	...	BERDAFTAR
2	2017-09-26	2017-09-27	...	POS BAWA
1	2017-09-08	2017-10-01	...	HANTAR TERUS(BY HAND)
2	2017-10-04	2017-10-01	...	FAX
3	2017-10-04	2017-10-01	...	BERDAFTAR
4	2017-10-08	2017-10-08	...	BERDAFTAR

Step 3: check the data letter that has been upload.



Last step: click ctrl+p for print

this record

Attendance Sheets

Date	Weekday	Day Type	Schedule	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
01/12/2017	Friday	OFFDAY	0											
02/12/2017	Saturday	OFFDAY	0											
03/12/2017	Sunday	WORKDAY	0	8:00am								0.58	ABSENT	
04/12/2017	Monday	WORKDAY	0										ABSENT	
05/12/2017	Tuesday	WORKDAY	0											
06/12/2017	Wednesday	WORKDAY	0	8:08am			5:01pm			9.00	0.01			
07/12/2017	Thursday	WORKDAY	0	8:02am			3:44pm			7.30	0.14			
08/12/2017	Friday	OFFDAY	0											
09/12/2017	Saturday	OFFDAY	0											
10/12/2017	Sunday	WORKDAY	0	8:04am			5:06pm			9.00	0.06			
11/12/2017	Monday	WORKDAY	0	8:07am			5:03pm			9.00	0.03			
12/12/2017	Tuesday	WORKDAY	0	8:09am			5:03pm			9.00	0.03			
13/12/2017	Wednesday	WORKDAY	0	8:10am			5:07pm			9.00	0.07			
14/12/2017	Thursday	WORKDAY	0										ABSENT	
15/12/2017	Friday	OFFDAY	0											
16/12/2017	Saturday	OFFDAY	0											
17/12/2017	Sunday	WORKDAY	0	8:08am										
18/12/2017	Monday	WORKDAY	0											
19/12/2017	Tuesday	WORKDAY	0											
20/12/2017	Wednesday	WORKDAY	0											
21/12/2017	Thursday	WORKDAY	0											
22/12/2017	Friday	OFFDAY	0											
23/12/2017	Saturday	OFFDAY	0											
24/12/2017	Sunday	WORKDAY	0	8:08am										
25/12/2017	Monday	WORKDAY	0											
26/12/2017	Tuesday	WORKDAY	0	7:59am			5:05pm			9.00	0.05			
27/12/2017	Wednesday	WORKDAY	0	8:11am			5:12pm			8.49	0.12			
28/12/2017	Thursday	WORKDAY	0	8:07am			3:41pm			7.30	0.11			
29/12/2017	Friday	OFFDAY	0											
30/12/2017	Saturday	OFFDAY	0											
31/12/2017	Sunday	WORKDAY	0	8:07am			5:58pm			9.00	0.58			
Total Days	21	Present	13	Absent	8	Work	86.49	Overtime	2.00	Short Minutes	1.09	ABSENT ANNUAL SICK HOLIDAY VACATION UNPAID LEAVE PTO (PAID TIME)	8.000	

Day Type	WORKDAY	8
HOLIDAY	0	
RESTDAY	0	
OFFDAY	10	
Total	31	86.49
PTO (PAID TIME)	1.09	8.000

Supervisor /Date: MUHAMMAD FARHAFIZI BIN MOHAMMAD ZAID /Date: LATIHAN INDUSTRI

Date	Weekday	Day Type	Schedule	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
01/11/2017	Wednesday	WORKDAY	0											
02/11/2017	Thursday	WORKDAY	0											
03/11/2017	Friday	OFFDAY	0											
04/11/2017	Saturday	OFFDAY	0											
05/11/2017	Sunday	WORKDAY	0											
06/11/2017	Monday	WORKDAY	0											
07/11/2017	Tuesday	WORKDAY	0											
08/11/2017	Wednesday	WORKDAY	0											
09/11/2017	Thursday	WORKDAY	0				3:47pm				0.17			
10/11/2017	Friday	OFFDAY	0											
11/11/2017	Saturday	OFFDAY	0											
12/11/2017	Sunday	WORKDAY	0											
13/11/2017	Monday	WORKDAY	0											
14/11/2017	Tuesday	WORKDAY	0	8:08am		5:02pm				9.00	0.02			ABSENT
15/11/2017	Wednesday	WORKDAY	0	8:08am		5:11pm				9.00	0.11			ABSENT
16/11/2017	Thursday	WORKDAY	0	8:05am		3:41pm				7.30	0.11			ABSENT
17/11/2017	Friday	OFFDAY	0											
18/11/2017	Saturday	OFFDAY	0											
19/11/2017	Sunday	WORKDAY	0	8:03am		5:09pm				9.00	0.09			
20/11/2017	Monday	WORKDAY	0	8:07am		5:02pm				9.00	0.02			
21/11/2017	Tuesday	WORKDAY	0	8:11am		5:07pm				8.47	0.07	0.13		
22/11/2017	Wednesday	WORKDAY	0	8:08am		5:12pm				9.00	0.12			
23/11/2017	Thursday	WORKDAY	0											
24/11/2017	Friday	OFFDAY	0											
25/11/2017	Saturday	OFFDAY	0											
26/11/2017	Sunday	WORKDAY	0	7:57am		5:03pm				9.00	0.03			ABSENT
27/11/2017	Monday	WORKDAY	0	8:15am		5:24pm				8.45	0.24	0.15		
28/11/2017	Tuesday	WORKDAY	0	8:16am		5:16pm				8.44	0.16	0.16		
29/11/2017	Wednesday	WORKDAY	0	8:19am		5:01pm				8.44	0.01	0.16		
30/11/2017	Thursday	WORKDAY	0	8:17am		3:44pm				7.13	0.14	0.17		
Day Type	Total Days	Present	Absent	Work	Work	Overtime	Short Minutes	Short Minutes	Annual	Annual	Annual	Annual	Annual	Annual
WORKDAY	22	13	13	9	103.43	2.09	1.17	1.17	9.000	9.000	9.000	9.000	9.000	9.000
HOLIDAY	8													
RESTDAY	30													
OFFDAY														

Supervisor /Date: MUHAMMAD FARHAFIZI BIN MOHAMMAD ZAID /Date: LATIHAN INDUSTRI 9.000

Employee Time Card
MUHAMMAD FARHAFIZI BIN MOHAMMAD ZAID

Finger Rec ICMS V2.2
 75 ✓ = Excused

Date	Weekday	Day Type	Schedule	In	Break	Resume Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
01/10/2017	Sunday	WORKDAY	0	8:15am		5:11pm			8.45	0.11	0.15		
02/10/2017	Monday	WORKDAY	0	8:11am							0.11		
03/10/2017	Tuesday	WORKDAY	0	8:06am		5:12pm			9.00	0.12			
04/10/2017	Wednesday	WORKDAY	0			5:59pm				0.58			
05/10/2017	Thursday	WORKDAY	0	8:00am		3:35pm			7.30	0.05			
06/10/2017	Friday	OFFDAY	0										
07/10/2017	Saturday	OFFDAY	0										
08/10/2017	Sunday	WORKDAY	0	8:01am		5:12pm			9.00	0.12			
09/10/2017	Monday	WORKDAY	0	8:03am									
10/10/2017	Tuesday	WORKDAY	0	8:04am		5:08pm			9.00	0.08			
11/10/2017	Wednesday	WORKDAY	0	8:03am		5:12pm			9.00	0.12			
12/10/2017	Thursday	WORKDAY	0									ABSENT	
13/10/2017	Friday	OFFDAY	0										
14/10/2017	Saturday	OFFDAY	0										
15/10/2017	Sunday	WORKDAY	0	8:08am		5:17pm			9.00	0.17			
16/10/2017	Monday	WORKDAY	0	8:10am		5:03pm			9.00	0.03			
17/10/2017	Tuesday	WORKDAY	0	7:58am		5:09pm			9.00	0.09			
18/10/2017	Wednesday	WORKDAY	0									ABSENT	
19/10/2017	Thursday	WORKDAY	0									ABSENT	
20/10/2017	Friday	OFFDAY	0										
21/10/2017	Saturday	OFFDAY	0										
22/10/2017	Sunday	WORKDAY	0	8:08am									
23/10/2017	Monday	WORKDAY	0	8:12am		6:05pm			8.48	1.05	0.12		
24/10/2017	Tuesday	WORKDAY	0	7:40am									
25/10/2017	Wednesday	WORKDAY	0	8:07am		5:11pm			9.00	0.11			
26/10/2017	Thursday	WORKDAY	0	8:07am		3:39pm			7.30	0.09			
27/10/2017	Friday	OFFDAY	0										
28/10/2017	Saturday	OFFDAY	0										
29/10/2017	Sunday	WORKDAY	0										
30/10/2017	Monday	WORKDAY	0										
31/10/2017	Tuesday	WORKDAY	0										
Total Days	23	Present	17	Absent	6	Work	104.33	Overtime	3.52	Short Minutes	0.38	ABSENT ANNUAL SICK HOLIDAY VACATION UNPAID LEAVE PTO (PAID TIME)	6.000

Supervisor /Date: **MUHAMMAD FARHAFIZI BIN MOHAMMAD ZAID /Date:**
 LATIHAN INDUSTRI
 6.000

MUHAMMAD FARHAFIZI BIN MOHAMMAD ZAID

75 ✓ = Excused

Date	Weekday	Day Type	Schedule	In	Break	Resume Out	OT	Done	Work	Overtime Short	Leave Taken	Remark
01/09/2017	Friday	OFFDAY	0									
02/09/2017	Saturday	OFFDAY	0									
03/09/2017	Sunday	WORKDAY	0								ABSENT	
04/09/2017	Monday	WORKDAY	0								ABSENT	
05/09/2017	Tuesday	WORKDAY	0								ABSENT	
06/09/2017	Wednesday	WORKDAY	0	8:03am		5:10pm			9.00	0.10		
07/09/2017	Thursday	WORKDAY	0	7:53am								
08/09/2017	Friday	OFFDAY	0									
09/09/2017	Saturday	OFFDAY	0									
10/09/2017	Sunday	WORKDAY	0								ABSENT	
11/09/2017	Monday	WORKDAY	0	8:12am		5:16pm			8.48	0.16	0.12	
12/09/2017	Tuesday	WORKDAY	0	8:10am		5:16pm			9.00	0.16		
13/09/2017	Wednesday	WORKDAY	0	8:10am		5:15pm			9.00	0.15		
14/09/2017	Thursday	WORKDAY	0	8:01am		3:51pm			7.30	0.21		
15/09/2017	Friday	OFFDAY	0									
16/09/2017	Saturday	OFFDAY	0									
17/09/2017	Sunday	WORKDAY	0								ABSENT	
18/09/2017	Monday	WORKDAY	0	8:05am		5:07pm			9.00	0.07		
19/09/2017	Tuesday	WORKDAY	0	8:11am		5:18pm			8.49	0.18	0.11	
20/09/2017	Wednesday	WORKDAY	0	8:06am		5:05pm			9.00	0.05		
21/09/2017	Thursday	WORKDAY	0	8:13am		3:57pm			7.17	0.27	0.13	
22/09/2017	Friday	OFFDAY	0									
23/09/2017	Saturday	OFFDAY	0									
24/09/2017	Sunday	WORKDAY	0	8:11am		5:07pm			8.47	0.07	0.13	
25/09/2017	Monday	WORKDAY	0			5:04pm				0.04		
26/09/2017	Tuesday	WORKDAY	0			5:17pm				0.17		
27/09/2017	Wednesday	WORKDAY	0	8:03am		5:13pm			9.00	0.13		
28/09/2017	Thursday	WORKDAY	0	8:10am		3:41pm			7.30	0.11		
29/09/2017	Friday	OFFDAY	0									
30/09/2017	Saturday	OFFDAY	0									

Day Type	Total Days	Present	Absent	Work	Overtime	Short Minutes	ABSENT ANNUAL SICK HOLIDAY VACATION UNPAID LEAVE PTO (PAID TIME)
WORKDAY	20	15	5	102.41	3.07	0.49	5.000
HOLIDAY	10	15	5	102.41	3.07	0.49	
RESIDAY	30						
OFFDAY							

Supervisor /Date: **MUHAMMAD FARHAFIZI BIN MOHAMMAD ZAID /Date:** LATIHAN INDUSTRI 5.000

Date	Weekday	Day Type	Schedule	In	Break	Resume Out	OT	Done	Work	Overtime Short	Leave Taken	Remark
02/08/2017	Wednesday	WORKDAY	0	8:00am								
03/08/2017	Thursday	WORKDAY	0	8:00am		3:34pm			7.30	0.04	0.23	
04/08/2017	Friday	OFFDAY	0									
05/08/2017	Saturday	OFFDAY	0									
06/08/2017	Sunday	WORKDAY	0	8:02am								
07/08/2017	Monday	WORKDAY	0	8:11am		5:01pm			8.49	0.01	0.11	
08/08/2017	Tuesday	WORKDAY	0	8:10am							0.18	
09/08/2017	Wednesday	WORKDAY	0	8:10am		5:03pm			8.43	0.03	0.17	
10/08/2017	Thursday	WORKDAY	0									ABSENT
11/08/2017	Friday	OFFDAY	0									
12/08/2017	Saturday	OFFDAY	0									
13/08/2017	Sunday	WORKDAY	0	8:08am		5:05pm			9.00	0.05		
14/08/2017	Monday	WORKDAY	0	8:00am							0.47	
15/08/2017	Tuesday	WORKDAY	0	8:20am							0.23	
16/08/2017	Wednesday	WORKDAY	0	8:28am							0.28	
17/08/2017	Thursday	WORKDAY	0	8:25am		3:44pm			7.10	0.14	0.20	
18/08/2017	Friday	OFFDAY	0									
19/08/2017	Saturday	OFFDAY	0									
20/08/2017	Sunday	WORKDAY	0	8:26am							0.26	
21/08/2017	Monday	WORKDAY	0									ABSENT
22/08/2017	Tuesday	WORKDAY	0									ABSENT
23/08/2017	Wednesday	WORKDAY	0	8:13am							0.13	
24/08/2017	Thursday	WORKDAY	0									
25/08/2017	Friday	OFFDAY	0									
26/08/2017	Saturday	OFFDAY	0									
27/08/2017	Sunday	WORKDAY	0			5:16pm				0.16		
28/08/2017	Monday	WORKDAY	0	8:05am		5:30pm			8.25	0.30	0.35	
29/08/2017	Tuesday	WORKDAY	0			5:21pm				0.21		
30/08/2017	Wednesday	WORKDAY	0	7:50am		5:26pm			9.00	0.26		
31/08/2017	Thursday	WORKDAY	0									ABSENT
Total Days	22	Present	17	Absent	Work	Overtime	Short Minutes	5.000	ABSENT ANNUAL SICK HOLIDAY VACATION UNPAID LEAVE PTO (PAID TIME)	4.21	5.000	
Day Type	WORKDAY											
HOLIDAY												
RESTDAY												
OFFDAY												
	8		17		5	58.37	2.00	4.21				
	30				5	58.37	2.00					5.000

Supervisor /Date: MUHAMMAD FARHAFIZI BIN MUHAMMAD ZAID /Date:

LATIHAN INDUSTRI

Appreciation Letter



SIKL PENGHARGAAN

MAJLIS DAERAH DABONG

Dengan ini mengesahkan bahawa

MOHAMMAD FARHAFIZI BIN MOHAMMAD ZAID

940703-03-5593

Telah mengikuti dengan jayanya

LATIHAN INDUSTRI

Pada

01 OGOS 2017 hingga 31 DISEMBER 2017

Bertempat di

MAJLIS DAERAH DABONG

.....
(NIK MUSTAPHA BIN HJ. NIK HASSAN)
YANG DIPERTUA
MAJLIS DAERAH DABONG

LOG BOOK

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Temp print kehadiran	
2) Mengenal cara susun fail	
3) menulis buku di dalam kelas	
2.1 ulasan	
melihat staf/kerani surat	
melakukan pendaftaran secara	
manual dan menyusun surat	
mengikut kawatibasi pejabat.	
	WAN NURIHAN WAN ISA
	Panglong Akauntan
	Majlis Daerah Dabong

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Temp Print kehadiran	
2) mengajuk kepasti sistem (MPP e report)	
2.1 ulasan	
Diberi tugas untuk mendeskripsikan	
sistem surat (proposel) untuk	
dikemukakan kepada pengarah/	
Su.	
	WAN NURIHAN WAN
	Panglong Akauntan
	Majlis Daerah Dabong

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Thump print kehadiran	
2) mencari bahan untuk membuat sistem (login)	
3) menyiapkan pages login	
4) c) ulasan	
mencari bahan untuk buat interface login pada sistem	
5.1) ulasan	
test interface login untuk return	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Thump print kehadiran	
2) process membuat interface	
3) menyang staff edit gambar	
4) menambah membuka email	
5) membincangkan tentang teste keeping dengan staf	
6.1) ulasan	
- tukar gambar kepada png	
7.1) Ulasan	
- membuka email jabatan dengan yang telah ura kata laluan	
8.1) Ulasan	
- membolehkan cara suat disimpan dan mengenal ked fail-kod fail jabatan.	

WAN NORHAN-WAN
Penolong Akauntan
Majlis Daerah Dabong

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Thump print p... b... ..	
② Proses masuk ke kod	
③ Proses mencari coding system	
④ menjemak harga ram untuk baiki PC	
⑤.1) ulasan	
- mencari contoh source code untuk	
menyapkan kelan bentuk untuk	WAN NORIHAN WAN ISA
interface lain.	Pencolong Akauitua Majlis Daerah Daboo
⑥.1) ulasan	
- Ditugaskan untuk mencari harga	
barang computer (ram) untuk	
kegunaan sistem cpbt 2.0.	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Bendera di pasang Puteh	
② BUNK menjayakan program	
③ Menanti sejiwa bersama	
Menanti bayer kelanjan.	
④.1) ulasan	
wajib mengikti pambenisan	
di pasr tuks besama - sama	
staf yg lain	
	WAN NORIHAN WAN
	Pencolong Akauitua
	Majlis Daerah Daboo

DATE: / /

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Temp print	
② Tukar pem komputer staff	
③ mencari coding untuk system	
④ Update windows ke windows 10	
⑤ format drive	
⑥ Paka line cable dalam pejabat	
②.1 ulasan	WAN NORHAN WAN ISA Panglong Akautan Majlis Daerah Dabong
menambah 8 gb ram untuk	
bagian sistem epbt di computer	
bunker	
③.1 ulasan	
mencari coding source untuk	
membuat pentafter surat baru	
untuk modul surat baru	
④.1 ulasan	
upgrade window untuk mengikut	
requirement tr epbt 2.0	
⑤.1 ulasan	
membaliki pulih internet connection	
di pc pejabat.	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Temp print beheraan	
② cari coding untuk sistem	
③ balaki laptop staff	
②.1 ulasan	WAN NORHAN WAN ISA Panglong Akautan Majlis Daerah Dabong
mencari coding untuk mengisytiharkan	
modul pentafter surat baru	
③.1 ulasan	
masalah window upgrade	
ke window 10	



EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Thump print kebalakan ② cari bahan ③ balik pc ④ Diuk server ⑤ tukar server baru	WAN NORIHAN WAN ISA Penolong Akauntan Majlis Daerah Dabong
②) ulasan membincak cara manual daftar di digitalkan serta method template di mana-mana system	
③) ulasan up date / format computer staff kerana terhadat virus	
④) ulasan membantu pegawai IT dari praktik untuk mengawal data di server yang lama	
⑤) ulasan membantu pegawai IT dari praktik mengurus server dan up data server yang baru	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Thump print ② format laptop staf ③ balik computer ④ Menawar staff kesney zylhan eprt	WAN NORIHAN WAN Penolong Akauntan Majlis Daerah Dab
②) ulasan format laptop berdasarkan untuk kerana virus	
③) ulasan scan virus di pc staff yang mempunyai masalah	
④) ulasan melihat staf di unit SUE mengurus sistem eprt 2.0	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Tunjail perant bekahwan 2) buker sy (jam) 3) Tarfke sptan pada boss 4) tunjail mace soft work 5) kawai pc 6.1) ulasan - Dabai sistem samhal mengopten prepaal sistem untk dijukan kepada su	WAN NORHAN WAN NDI Penolong Akauten Malis Daerah Dabong
6.2) ulasan - monevikan ketebahan sistem surat 6.3) ulasan - moneviti preadut untk manjedian mikro software dapat dijukan selamanya	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Tunjail bekahwan 2) buker untkan baru 3) check server 4) kntali / untkail mkrrefekhu 5) laon 6) perap bay untk program epbt 6.1) ulasan Dikntai untk monevikan untkan 1 bepa untkan 10 6.2) ulasan moneviti kegelamatan dan peng apkasan sistem epbt 6.3) ulasan kemntail mkrsoft work untk laon kegunaan staf 6.4) ulasan moneviti perapian untk perbedan sistem inenagi sptai manjedian bepaat sctan sistem	WAN NORHAN WAN NDI Penolong Akauten Malis Daerah Dabong

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>1) peragi latihan untuk sistem ept 2.0 @maka yang ada dalam system</p>	
<p>① kelas</p>	
<p>- Di mana untuk membuat latihan Sistem ept 2.0 di beta baru</p>	
<p>② kelas</p>	<p>WAN NORTIAN WAN ISA Penolong Akuritan Malis Daerah Dabong</p>
<p>mengenal function yang ada, modul yang terkepat dalam sistem ept 2.0</p>	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>1) mempelajari latihan sistem ept di kota b baru</p>	
<p>① kelas</p>	
<p>Di mana untuk membuat latihan awal ept di ketan baru bagi mengenal subs - subs baru</p>	<p>WAN NORTIAN WAN ISA Penolong Akuritan Malis Daerah Dabong</p>
<p>2) dan latihan ept 2.0</p>	

DATE: / /

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Jump print behaviour	
② Berikan fail untuk arwah NAF	
③ Grafik UPS waf	
④ Tolak Window	
②.1 ulasan	
membaca yesin untuk disambungkan kepada arwah abe-mact C.C	
MPO) di dalam buku majlis	WAN NORHAN WAN ISA Pentolong Akuntan Majlis Daerah Dabong
③ ulasan	
demigrell mircrosoft kepada tng farben	
④ ulasan	
monvethan window → ke window	
LO	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Thump Print	
② Baik PC	
③ Belajar fox	
④ Ramat / tukar window	
② ulasan	
sem uruss pada PC staff	
③ ulasan	WAN NORHAN WAN ISA Pentolong Akuntan Majlis Daerah Dabong
m-subat suran penghabisan melalui mesej fax	
④ ulasan	
update windows → ke window 10	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Thump Print Kencridran	
② can template	
③ install autocad 2017 (latest version)	
④ ulasan	
mencari design yg sesuai untuk menghis sistem motor	
⑤ ulasan	<p>III WAN NORIHAN WAN ISK Penolong Akuraman Wilayah Daerah Dabong</p>
Dimita untuk mencari yang terbaru sistem autocad dan memasing di dalam PC	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Thump print	
② Hantar surat ke semua	
③ install autocad 2016 pc staff	
④ membuat design	
⑤ ulasan	
2x meminta sijil menghantar WAN NORIHAN WAN I melawat dari pejabat besar untuk simpanan caran kemudi	<p>Penolong Akuraman Wilayah Daerah Dabong</p>
⑥ ulasan	
Dimita untuk memasing autocad di pc staf yang memaikan autocad yang baru (latest)	
⑦ ulasan	
cuba mementahkan data surat di dalam mesin pra draf surut baru	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Thump Print kehadiran	
② Baki PC	
③ menyiapkan sistem	
④ ulasan	
menyer software yang lama	
keperluan yang latest	
⑤ ulasan	
m aluwa sistem pindaan fiteren	
smart keluar metal surat	
berwar	

WAN NORIHAN WAN ISH
Penolong Akuntan
Majlis Daerah Debong

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Thump Print kehadiran	
② Baki yasin	
③ meniang staf menyiapkan kerja	
④ mengambil PC untuk kegunaan sendiri	
⑤ baki PC	
⑥ ulasan	
membaca yasin untuk kegunaan	
keperluan arahan abstrak dan	
pembayaran ukuran	
⑦ ulasan	
m aluwa ke staf staple	
kertas dan photo shop kertas	
⑧ ulasan	
mengambil PC dimedia yang	
lama untuk mengoptkan sistem	
surat	

WAN NORIHAN WAN ISH
Penolong Akuntan
Majlis Daerah Debong

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Tumpu print kehadiran	
② Bantu PC	
③ Build system	
④ ulasan peranti	
Tuntutan team PC staff	
⑤ ulasan	WAN NORHANA WAN ISA Pengerang Akuntansi Majlis Daerah Dabong
menyampaikan data melalui surat	
beras dan surat tersebut	
dapat melalui didalam komputer.	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Cuti dengan kebersihan pejabat	
② ulasan	
menghantar ituranda ke hospital	WAN NORHANA WAN ISA Pengerang Akuar Majlis Daerah Da
bagi rawatan rawatan	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Thun p pmt kehadiran ② Badai pc ③ Check server	
④ ulasan format komputer dan bear pd urpaws 10	WAN NORIHAN WAN ISA Penolong Akauitan Majlis Daerah Dabong
⑤ ulasan Minima untuk upkan data di dalam server	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Thun pmt kehadiran ② Siprokan saron ③ ulasan	
membaiki kecutan sistem surat yang telah dibesat mengikut tarikh temujan surat bersu	WAN NORIHAN WAN ISA Penolong Akauitan Majlis Daerah Dabong
- membuat auto new bar pada bilangan surat	
- membuat bahan untuk membuat maklumat yang baru	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Think print	
② Perbaiki sistem	
③ version	
membaca dan memahami sistem surat secara manual sebelum di digitalkan	
- mencari source code di dalam google untuk mencari kategori surat	
kemudian dari segi kod	

WAN NORHAN WAN ISA
Pondok Akuntan
Malis Daerah Dabong

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Think print	
②baiki sistem	
③ version	
membaca dan memahami cara pemasangan surat secara manual	
- membuat rangkai untuk buat kod kepada yang pertama	
	WAN NORHAN WAN Pondok Akuntan



EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
0 bulki sistem	
D alasan	
mengumpul data - data sweet	
melalui excel untuk mendapat	
gambaran sistem tersebut	
- berhubung dengan berani soal	WAN NORHAN WAN ISA
untuk mendapatkan test fail	Penolong Akauntan
yang berkaitan	Majlis Daerah Dabong

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARK
1) Ambil kegunaan 2) Banki sistem	
3) alasan	
menemui sebab fail untuk	
mendapatkan fail dari scanner	

WAN NORHAN WAN
Penolong Akauntan
Majlis Daerah Dabong

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Thump print behaviour	
2)baiki sistem	
3) ulasan	
membeli source code untuk	
mengupdate sistem source code	

WAN NORHAN WAN ISHAK
 Penerimaan Akreditasi
 Malis Daerah Dabong

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Thump print behaviour	
2)baiki sistem	
3) ulasan	
membeli dan cuba print source	
code yang dikopi untuk	
memastikan source code	

WAN NORHAN WAN ISHAK
 Penerimaan Akreditasi
 Malis Daerah Dabong

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Think part kehadaman 2. Berukir System	
1. Vision 2. membentukkan family yang ke 3. tidakan system surat	WAN ANJUNIHAN WAN Perancang Akuntansi Maktab Daerah Daboh
- membuat data yang telah direpustakaan telah berhadapan atau tidak: disimpang di warnap.sas.	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Think part kehadaman 2. Berukir System	
1. Vision 2. membentukkan family yang ke 3. tidakan system surat	WAN ANJUNIHAN WAN Perancang Akuntansi Maktab Daerah Daboh
- membuat data yang telah direpustakaan telah berhadapan atau tidak: disimpang di warnap.sas.	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Thump print behaviour 2) Bantu sistem	
3) usasan	
mencari gambar gambar hiasan untuk membuat sistem beza mana	
- cuba mengunakan buton device dan edit	WAN NORHANI WAN Penolong Akademi Mafis Daerah Dakoh
- mencari gambar png carik perujuk device dan edit	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Thump print behaviour 2) Bantu sistem	
3) usasan	
memperbaiki mesul letter surat untuk taha yang dimension hartalab berkura f besar	WAN NORHANI WAN Penolong Akademi Mafis Daerah Dakoh
4) mencari template untuk menghasil sistem surat MBO	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) jump print ke hadapan 2) ganti pc 3) ganti sistem	
4) alasan fixed window 7 ke pada untuk vd	
- menyalin sama ada laptop atau pc tersebut virus	WAN NORHAN WAN ISA Penolong Akuratan Pejabat Daerah-Dabera
5) alasan mencari source code untuk membuat metal pucaran	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) jump print ke hadapan 2) ganti pc 3) ganti sistem	
4) alasan scan virus yang terdapat dalam - mana ke	
5) alasan mencari system epst yang baru selepas oleh pihak SUK	WAN NORHAN WAN Penolong Akuratan Pejabat Daerah-Dabera
6) alasan mencari source code metal pucaran surat yang telah ditoffel	
- mencari metadata dari bahan surat menggunakan metal pucaran	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Simpan print kehardran 2) Backup sistem	
3) Ujian cuba daftar sistem surat dalam sistem dan buat pencarian surat	WAN NORHAN WAN Pengarang Ataupun Wakil Daerah Dabong
- membina beberapa item dalam sistem sebelum proses unme print surat	
- mencari source code untuk membuat tambahan pencarian dalam sistem	
(Empty rows)	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
6) Thup print kehardran 7) Backup sistem	
8) Ujian menyemat Pendaftaran surat baru kerana to be update item	
- Tidak dapat dimasuk kan dalam sistem	WAN NORHAN WAN Pengarang Ataupun Wakil Daerah Dabong
- menyemat testing surat kecur dan abah run dan mencari kesalahan untuk membaiki sistem kecur.	
(Empty rows)	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>① Thump print keadahan</p> <p>② Baki sistem</p> <p>③ Baki sistem</p> <p>④ Ulasan</p> <p>menjelaskan perolehan modul sistem yang telah dibuat</p>	
<p>- bimbingan bersama staf unit</p> <p>membuat sistem yg telah baik.</p>	<p>WAN NORIHAN WAN ISA Penolong Atakutan Jajaja Daerah Dabong</p>

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>① Thump Print keadahan</p> <p>② Baki sistem</p> <p>③ format pc</p> <p>④ Baki pc</p> <p>⑤ Ulasan</p> <p>membilici sistem tu modul kategori bebed</p> <p>⑥ Ulasan</p> <p>tutor window → pc with tower id</p> <p>⑦ Ulasan</p> <p>Baki microsoft work menjadi full protect key.</p>	<p>WAN NORIHAN Penolong, Jajaja Daem</p>

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Thump print kehadiran	
2) Daki sistem	
3) Iqik server	
4) Ujian	
menentukan maklumat kated	
MOD didalam sistem	
5) ujian	
menentukan server untuk	WAN NORHAN WANI Pentadbir Akauntan Majlis Daerah Dabong
shaf log masuk ke sistem	
cpbt	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) thump print kehadiran	
2) Daki sistem	
3) Ujian	
menentukan maklumat kated	
kedalam sistem surat	
- Manam' bahan untuk	
menentukan butiran bagi kueson	
terlalu sistem	WAN NORHAN WANI Pentadbir Akauntan Majlis Daerah Dabong

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Thump print kehadiran ② Baki sistem ③ Baki pc	
② Ujian menformat kegunaan sistem untuk perbandingan ti keta btau	
- membuat cede format ini dalam sistem	WAN NORIHAN WAN ISH Penolong Akauantai Wilayah Daerah Dabong
③ Ujian memantau penggua pc dan menbang uias dalam komputer	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Thump print kehadiran ② Baki sistem simp Report	
② Ujian mengambail sangat maklumat dari sistem sepes interface login dan madaul - madaul prin untuk diletakkan didalam Report	
- Men cari maklumat ahli grup inuasi untuk diiktatorkan didalam report -	WAN NORIHAN WAN Penolong Akauantai Wilayah Daerah Dabong

DATE:

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Thump print bechadren	
② Print system siap report	
③ usson	
mangumpulkan segala maklumat (e-dual) report untuk paterangan inovasi	
- Memeriksa sugestion paterangan seperti reported dan system sebelum Pergi ke bawahan. Untuk beformasi.	<p>WAN NORIHAN WAN Penolong Akauantai Matlis Daerah Daboh</p>

DATE:

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Thump print bechadren	
② Bank System	
③ Tyke search	
④ Bidi PC	
⑤ Pergi ke bawahan	
⑥ usson	
Ilari perbincangan inovasi yang dilakukan oleh seluruh staf IT berkaitan	<p>WAN NORIHAN WAN Penolong Akauantai Matlis Daerah Daboh</p>
- menakses bawahan - bawahan	
UMK Paterangan	
- menfandi sistem UMK paterangan	
sistem inovasi.	

DATE: . . .

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Rumus point kedudukan	
2) Baki sistem	
3) Baki per	
4) Tajuk gambar untuk epif	
3) Uraian	
mencari baki sistem Mtd e surat	
untuk peramban baki sistem seperti	
menggambarkan icon - icon fail	
- membina gambar yang tidak	
berkesan.	

WAN NORHAN WAN ISA
Penolong Akuratan
Majlis Daerah Dabong

DATE: . . .

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Tajuk point kedudukan	
2) Baki sistem	
3) Baki per	
4) Tajuk server	
3) Uraian	
mencari template yang baru untuk	
teras interface sistem sistem	
- mengambil maklumat dari tajuk	
lama dan lakukan bedakan	
sistem baru.	

WAN NORHAN WAN ISA
Penolong Akuratan
Majlis Daerah Dabong

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Thump print berdasarkan	
② cari alasan CPBT sistem	
③ Tanya staf foto staf	
④ Baki sistem	
⑤ Uraian mencari usernames dan kata laluan untuk setup staf bagi membolehkan sistem cpbt	
⑥ Uraian membina staf photographer	WAN NORHAN WA Panglong Akauite Majlis Daerah Dabong
⑦ Uraian staff untuk menyiapkan buku bagi mengumpul penuh.	
⑧ Uraian mencari code urang untuk membina header menjadi ready.	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Thump print berdasarkan	
② cuba guna sistem ept	
③ Baki sistem	
④ Server on	
⑤ Uraian diminta untuk membuat analisis kelemahan yang ada terhadap sistem CPBT dan membuat perbandingan awal yang ada di dalam sistem CPBT	WAN NORHAN WA Panglong Akauite Majlis Daerah Dab
⑥ Uraian melakukan setup header di dalam server page yang ada di dalam sistem	
⑦ Uraian memantem server untuk membolehkan sistem CPBT	

DATE :

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Thump print bahagian	
② panel sistem	
③ ujian	
membuat modul baru bahu	
carter untuk pengguna	
baru	
- memcah coding begini untuk pengguna baru dan	
membuat interface yang	WAN NORIHAN WAN ISA Penasihat Akuntansi Majlis Daerah Dabong
menarik	
- membuat proses untuk	
pengguna setelah di login	
ke dalam sistem	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Thump print bahagian	
② panel sistem	
① buras dituakan -	
sekama empat hari	
29 / 10 / 2017 hingga	
1 / 11 / 2017	
① Ujian	WAN NORIHAN WAN ISA Penasihat Akuntansi Majlis Daerah Dabong
diminta untuk menghidkan dan	
bagi latihan sistem epbt	
2-0 dan mengekstrai	
masalah - masalah yang	
hadapi oleh pengguna	
sistem epbt	

DATE: 11/11/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Temp print kehadiran	
② Baki sistem	
③ Ujian	
Bantuan dengan kerani staf	
setelah mana paghawa dapat	
access ke dalam sistem itu	
- menanti coding untuk	
print surat apabila sudah	
tamat sistem	

MAN NORIHAN WAN ISA
 Penolong Akauntan
 Pejabat Daerah Dabong

DATE: 11/11/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Cetak surat	
Berkas dimasukkan ke	
dalam sistem untuk	
pencetakan	

MAN NORIHAN WAN ISA
 Penolong Akauntan
 Pejabat Daerah Dabong

DATE: 27/11/2021

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Thump pnt kekelabian	
② Buki sistem	
③ 12-13 cofi pegabret	
④ ulason	
menambah buton untuk sistem	
suarat di samak	WAN NORHAN WAN ISA Penolong Akuratan Majlis Daerah Dabong
⑤ 12-13 ulason	
cut 2 hari sempurna	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Thump pnt kekelabian	
② Buki sistem	
③ Duraan kaban	
④ tdk sistem etof	
⑤ ulason	
menyemak sejalim mesin yang telah dibuat.	
- merancang untuk membuat saiz	WAN NORHAN WAN ISA Penolong Akuratan Majlis Daerah Dabong
masih dilakukan sistem e-suarat	
⑥ ulason	
Bantuan yang diberikan staf	
maka di dalam bilik mesyuarat	
⑦ ulason	
menyemak saiz untuk	
membuat lathin ephd 2-0	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Temp print kehadan	
② Bacaan xash	
③ Betti	
④ Permana angus palyat cakerny d' MOD	
⑤ Ulasan	
membaca yagan bawea man-sama	
staf yang lain sambil memperbaling	
kecairan:	<p>MAN NORIHAN WAN ISA Pembimbing Alumnian Muzik Daerah Dabong</p>
⑥ Ulasan	
tamtamta manghadan diti di atawan	
waktu manemana haduach ti	
dawan banasana maneter	
yang tapet manggachin	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Temp print kehadan	
② Dawai sistem	
③ Tolong staf	
④ Data PC	
⑤ Ulasan	
membuang sekeu metal untuk projektiwa	
suarat melaki.	
- mencari source code yang	
ada di dalam google drive	
mangkawan suat bawea	
mal yang ingimta suat	
⑥ Ulasan	
mambaku staf mambawh pabalat	
⑦ Ulasan	
Tuter wrihaw 7 ke wrihaw 10	

UUSA
MAN NORIHAN WAN ISA
 Pembimbing Alumnian
 Muzik Daerah Dabong

DATE: 10/11/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Think point kehadiran	
2) mengajak staf great untuk menggunakan sistem surat.	
3) alasan	
memberi tujukan agar untuk	
mendapatkan surat yang benar	
di dalam sistem	
- menunjukkan fungsi yang akan	
diperoleh sistem dan fitur surat	
benar	WAN NORHAN WAN Pencapaian Akademi Majlis Daerah Dabong
- mengajak cara untuk membuat	
surat yang telah di daftar	

DATE: 10/11/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Think point kehadiran	
2) membantu staf	
3) alasan	
menghantar surat ke hadapan SU	
dengan menggunakan sistem	
- menunjukkan cara pengaliran	
surat dengan coding yang	
benar	WAN NORHAN WAN Pencapaian Akademi Majlis Daerah Dabong
3) alasan	
membantu staf membuat perapen	
menghantar surat	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Thump print behaduan	
② mengototir cara guna system baru suent	
③ Bakti sistem	
④ ulasan	
mngototir cara menggunakan function yang ada di dalam sistem	WAN NORHAN WAN ISAH Penolong Akauantan Majlis Daerah Dabong
- Membaiki staff suent	
Makrifat dan menggunakan system suent	
⑤ ulasan	
membantu salah sistem dalam work suent	
- mencari code untuk membuat kerja yang salah	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Thump print behaduan	
② Bakti sistem	
③ ulasan	
membuat satu modul untuk membuat form untuk menghantar form suent melalui fax	WAN NORHAN WAN ISAH Penolong Akauantan Majlis Daerah Dabong
- mencari maklumat dan maklumat staff menggunakan cara fax suent	
- Tidak dapat mencari apa yang perlu ada di dalam fax serta software yang suent fax melalui sistem	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Thump print kehadiran ② Bantu sistem	
③ ulasan mencari maklumat / source code dalam google untuk membuat piliian di buktikasi kebetul	
- menambah bunk tambah tischop modul pembed law	N N S I P K E R PANDORA DOROTHY DOROTHY
- mencari koding pusing untuk membuat daftar atau folder yang sesuai	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Thump print kehadiran ② Bantu sistem	
③ ulasan membuat penambahan ti setiap kod fail dengan membuat tambah fail baru dan hapus fail baru	
- Berhingga dengan staff kebetul berenti. Untuk itu kami buat penambahan berkaitan -	N N S I P K E R PANDORA DOROTHY DOROTHY

DATE: 01/10/2011

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Citi	
① Membawa ke ke rumah di hospital untuk mendapatkan bimbingan mentem	

WAN NURHAN WAN
 Pengerang Akauntan
 Majlis Daerah Daboh

DATE: 01/10/2011

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Thump print bekedra	
② Baik PC	
③ Ujian	
- Staf meminta untuk membuat laptop	
- Format komputer ke window	
- Mencah data - data yang perus	
- Mengasingkan komputer ke dalam laptop	

WAN NURHAN WAN
 Pengerang Akauntan
 Majlis Daerah Daboh

DATE

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<ul style="list-style-type: none"> ① Thump print kehadiran ② Revisi sistem 	
<ul style="list-style-type: none"> ③ alasan meny impact data dari laptop ke PC baru 	
<ul style="list-style-type: none"> - melakukan proses somone semul mesin 	<p style="text-align: right;"> <small>WATI NORLIANA WAN ISHAK</small> <small>Pejabat Aduan</small> <small>Malaka Daerah Dabong</small> </p>
<ul style="list-style-type: none"> - menambah bang di dalam sistem suat 	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<ul style="list-style-type: none"> ① thump print kehadiran ② mengaj staff mangkutan sistem 	
<ul style="list-style-type: none"> ③ alasan membantu ditilam klesifik suat mangkutan part yang Tambah klesifik baru dan mangkutan yang ada 	<p style="text-align: right;"> <small>WATI NORLIANA WAN ISHAK</small> <small>Pejabat Aduan</small> <small>Malaka Daerah Dabong</small> </p>
<ul style="list-style-type: none"> - mengaj cara memuat naik suat mangkutan sistem 	



DATE: 12/10/2017

SUPERVISOR REMARKS	EXTRACT NATURE OF WORK DONE
	<p>① Thump print kehadapan</p> <p>② membaiki internet</p>
	<p>③ usson</p> <p>membaiki connection internet di semua komputer</p> <p>perbaikan cable menyebabkan semua mesin beroperasi</p>
	<p>— Membaiki Thump Print ishadapan connection</p>
	<p>WAN NORRIZAH WAN ISA Pegawai Daerah Darang</p>



SUPERVISOR REMARKS	EXTRACT NATURE OF WORK DONE
	<p>① thump print kehadapan</p> <p>② membantu staff membaiki hadiah</p>
	<p>③ usson</p> <p>program hari keluarga untuk membaiki hadiah kepada pemegang dan cuti-cuti bertuah</p>
	<p>WAN NORRIZAH WAN ISA Pegawai Daerah Darang</p>

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Thump print kehadiran	
② membalai type writer	
③ alasan	
staf mengujuk untuk membalai bujukan baru yang tidak berkesan	
- staf baru telah jwb mengenai untuk sama - sama balai type	

WANI NORA HAN WAN ISA
 Penolong Kanan
 Maklis Daerah Dalang

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① thump print kehadiran	
② membuat peragaan untuk the upsi selama 3 hari	
③ alasan	
diminta untuk implementation di di UPSI untuk melihat sistem sistem baru dan sistem aspect untuk dikursem di setiap minggu	
- 12 / 12 / 2017	
20 / 12 / 2017	
Jumlah sistem baru	

WANI NORA HAN WAN ISA
 Penolong Kanan
 Maklis Daerah Dalang

DATE: 28/12/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① thump print keboard	
② membanbu staff	
③ menjadi juru kementerian	
④ ulisan mesej	
⑤ ulisan mesej	
⑥ ulisan mesej	
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⑧ ulisan mesej	
⑨ ulisan mesej	
⑩ ulisan mesej	
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WAN NORHAN WAN ISA
 Penolong Akademi
 Kuala Lumpur, Malaysia

DATE: 28/12/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Cuti bisnes	
② ulisan	
③ ulisan	
④ ulisan	
⑤ ulisan	
⑥ ulisan	
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WAN NORHAN WAN ISA
 Penolong Akademi
 Kuala Lumpur, Malaysia

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Temp print kehadron	
② mengaji tempat badan	
③ mencari bahan untuk segunai	
Medan	
② ulasan	
Untuk memberi arahan dan perit	
melihat hasil kerja yang buat	
dengan senang	
③ ulasan	
mengaji bahan untuk medan	
semasa datang melawat	

NANN NORHAWAN WAN IS
 Penolong Akauntan
 Pejabat Daerah Daberk

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Temp print kehadron	
② mencari bahan untuk membuat	
Berpnt	
② ulasan	
bersefion sahkebat untuk	
megera membuat tempnt	
untuk presentation	

NANN NORHAWAN WAN IS
 Penolong Akauntan
 Pejabat Daerah Daberk

LETTER JOIN THE ACTIVITIES



مجلس دأیره دابونغ

MAJLIS DAERAH DABONG
18200 DABONG
KELANTAN DARULNAIM.

Ibu Pejabat : 09-9663345
Pej. Caw. Laloh : 09-9668988
Faks : 09-9667345

Ruj Tuan :
Ruj Kami : MDD.D.500-12/4 jld.4(34)
Tarikh : 24 Oktober, 2017

Kemajlis;

Encik Mokhtar Bin Abdullah
Kampung Stong, Dabong
18200 DABONG,
KELANTAN

Tuan,

MOHON KEBENARAN PENJAGA BAGI MENGHADIRI LATIHAN TEKNIKAL DAN PENTADBIR SISTEM ePBT 2.0 BAGI NEGERI SEMBILAN, KELANTAN, PAHANG DAN MELAKA

Adalah saya dengan segala hormatnya merujuk kepada perkara di atas.

2. Sehubungan dengan itu, pihak kami ingin memohon kebenaran tuan untuk membawa anak jagaan tuan iaitu **Mohammad Farhafizi Bin Mohammad Zaid** bagi menghadiri Latihan Teknikal Dan Pentadbir System ePBT pada 29 Oktober, 2017 hingga 01 November, 2017 bertempat di Holiday Villa Beach Resort & Spa, Lot 1303 Mukim Sg. Karang, Cherating, Kuantan, Pahang.

3. Di atas kerjasama dan kebenaran tuan di ucapkan ribuan terima kasih.

Sekian,

"RAJA BERDAULAT, NEGERI BERKAT"
"SEMOGA ALLAH MELINDUNGI TUANKU DUNIA DAN AKHIRAT"

Saya yang menurut perintah,

(**NIK MOHAMMAD FAHMI BIN NIK DAUD**)
Setiausaha,
Majlis Daerah Dabong.

Sk:

Pensyarah IM 245
Universiti Teknologi Mara Kampus Machang
Bukit Ilmu,
18500 MACHANG, KELANTAN
(U.P: Puan Nor Kamariah Binti Chik)



مجلس دأیره دابونغ
MAJLIS DAERAH DABONG
18200 DABONG
KELANTAN DARULNAIM.

Ibu Pejabat : 09-9663345
Pej. Caw. Laloh : 09-9668988
Faks : 09-9667345

Ruj Tuan :
Ruj Kami : MDD.D.500-12/4 jld.4(50)
Tarikh : 5 November, 2017

Kemajlis;

Encik Mokhtar Bin Abdullah
Kampung Stong, Dabong
18200 DABONG,
KELANTAN

Tuan,

**MOHON KEBENARAN PENJAGA BAGI MENGHADIRI LATIHAN PENGGUNAAN
SISTEM ePBT 2.0 BAGI MODUL PELESENAN DAN KUTIPAN HASIL**

Adalah saya dengan segala hormatnya merujuk kepada perkara di atas.

2. Sehubungan dengan itu, pihak kami ingin memohon kebenaran tuan untuk membawa anak jagaan tuan iaitu **Mohammad Farhafizi Bin Mohammad Zaid** bagi menghadiri Latihan Penggunaan Sistem ePBT 2.0 Bagi Modul Pelesenan Dan Kutipan Hasil pada 06 November, 2017 di Makmal Komputer, Bahagian Pengurusan Sumber Manusia, Kementerian Komunikasi Dan Multimedia Persiaran Perdana, Putrajaya.

3. Di atas kerjasama dan kebenaran tuan di ucapkan ribuan terima kasih.

Sekian,

"RAJA BERDAULAT, NEGERI BERKAT"
"SEMOGA ALLAH MELINDUNGI TUANKU DUNIA DAN AKHIRAT"

Saya yang menurut perintah,

(NIK MOHAMAD FAHMI BIN NIK DAUD)
Setiausaha,
Majlis Daerah Dabong.

Sk:

Pensyarah IM 245
Universiti Teknologi Mara Kampus Machang
Bukit Ilmu,
18500 MACHANG, KELANTAN
(U.P: Puan Nor Kamariah Binti Chik)



مجلس دایره دابونج
MAJLIS DAERAH DABONG
18200 DABONG
KELANTAN DARULNAIM.

Ibu Pejabat : 09-9663345
Pej. Caw. Laloh : 09-9668988
Faks : 09-9667345

Ruj Kami : MDD.D.100-12/4(53)
Tarikh : 28 Rabiul Awal 1439
17 Disember, 2017

Kemajlis;

Encik Mokhtar Bin Abdullah
Kampung Stong, Dabong
18200 DABONG,
KELANTAN

Tuan,

**MOHON KEBENARAN PENJAGA BAGI MENGHADIRI LAWATAN PEMBUDAYAAN
ILMU INOVASI KE UNIVERSITI PENDIDIKAN SULTAN IDRIS (UPSI) DAN KE
JABATAN PERKHIDMATAN AWAM (JPA) PUTRAJAYA**

Adalah saya dengan segala hormatnya merujuk kepada perkara di atas.

2. Sukacita dimaklumkan bahawa Kumpulan Inovasi Majlis Daerah Dabong akan menghadiri **Lawatan Pembudayaan Ilmu Inovasi di Universiti Pendidikan Sultan Idris (UPSI) pada 18 Disember, 2017 dan Lawatan Pembudayaan Ilmu Inovasi Kategori Inovasi Teknologi Maklumat Dan Komunikasi di Jabatan Perkhidmatan Awam, Malaysia pada 19 Disember, 2017.**

3. Sehubungan dengan itu, pihak kami ingin memohon kebenaran tuan bagi membawa anak jagaan tuan iaitu **Mohammad Farhafizi Bin Mohammad Zaid** ke lawatan tersebut.

4. Di atas kerjasama dan kebenaran tuan di ucapkan ribuan terima kasih.
Sekian,

**"RAJA BERDAULAT, NEGERI BERKAT"
"SEMOGA ALLAH MELINDUNGI TUANKU DUNIA DAN AKHIRAT"**

Saya yang menurut perintah,

(NIK MOHAMMAD FAHMI BIN NIK DAUD)
Setiausaha,
Majlis Daerah Dabong.

Sk:
Pensyarah IM 245
Universiti Teknologi Mara Kampus Machang
Bukit Ilmu,
18500 MACHANG, KELANTAN
(U.P: Puan Nor Kamariah Binti Chik)

Bahagian Kerajaan Tempatan

**PEJABAT SETIAUSAHA KERAJAAN
NEGERI KELANTAN**

Aras Bawah, Blok 2, Kota Darulnaim
15503 Kota Bharu, Kelantan.

Tel : 09-7481957
(Ext : 2014,2016,2017,2018)
Fax : 09-7473293
Email : bhgkt@kelantan.gov.my



48

EPADA : Urusetia Anugerah Inovasi PBT (sent to)	RUJUKAN TUAN : (Your reference)
AJUK : (subject) Jual Pembentangan Anugerah Inovasi PBT Tahun 2017	TARIKH : 16.10.2017 NO. TELEFON : 7481957 ext 2018
N. FAK TUAN : (our Fax No.)	NAMA PENGHANTAR : (Name of Sender)
HELAIAN (TERMASUK HELAIAN INI) : (number of sheets including this sheet)	2
REMARKS : (remarks) <hr/> <hr/> <hr/> <hr/>	
SAH (SIGNATURE) : (signature)	

Lampiran A

**JADUAL PEMBENTANGAN ANUGERAH INOVASI PIHAK BERKUASA TEMPATAN
(PBT) NEGERI KELANTAN TAHUN 2017**

BIL	PIHAK BERKUASA TEMPATAN	TARIKH	TEMPAT	MASA
1	Majlis Daerah Kuala Krai	22 Oktober 2017 (AHAD)	Makmal Kualiti Bahagian Perumahan	9:30 Pagi
2	Majlis Daerah Dabong			11:00 Pagi
3	Majlis Daerah Gua Musang			2:30 Petang
4	Majlis Daerah Machang	23 Oktober 2017 (ISNIN)	Makmal Kualiti Bahagian Perumahan	9:30 Pagi
5	Majlis Daerah Tanah Merah			11:00 Pagi
6	Majlis Daerah Jeli			2:30 Petang

Ubah kepada
3.30 petang



مجلس دأیره دابونج

MAJLIS DAERAH DABONG
18200 DABONG
KELANTAN DARULNAIM.

Ibu Pejabat : 09-9663345
Pej. Caw. Laloh : 09-9668988
Faks : 09-9667345

Ruj. Tuan :
Ruj. Kami :
Tarikh : MDD.D 100 – 12/4 (46)
07 Muharam , 1439H
28 September, 2017M

Ke Majlis;

YBrs. Ketua Penolong Setiausaha (Kerajaan Tempatan).
Pejabat Setiausaha Kerajaan Negeri Kelantan,
Bahagian Kerajaan Tempatan,
Aras Bawah, Blok 2, Kota Darulnaim.
15503 KOTA BHARU.

Tuan,

**LAWATAN PENILAIAN ANUGERAH INOVASI SEKTOR AWAM
NEGERI KELANTAN 2017 KE PIHAK BERKUASA TEMPATAN (PBT)
NEGERI KELANTAN.**

Dengan segala hormatnya saya diarah merujuk kepada surat SUK D.200 (05) 338
Jld. 9 (57) bertarikh 16 Zulhijjah 1438H bersamaan 07 September, 2018M mengenai
perkara di atas.

2. Bersama-sama ini disertakan senaskah Laporan Hasil Anugerah Inovasi
Sektor Awam Negeri Kelantan 2017 bagi Majlis Daerah Dabong untuk tindakan
pihak tuan selanjutnya.

Sekian, terima kasih

**#ISLAM DIJULANG, RAJA DIJUNJUNG, RAKYAT DISAJUNG#
"SEMOGA ALLAH MELINDUNGI TUANKUA DUNIA DAN AKHIRAT"**

Saya yang menujut perintah,

(NIK MOHAMAD FAHMI BIN NIK DAUD)
Setiausaha,
Majlis Daerah Dabong.

NMFND/mh/hi.

TELAH DIFAKS PADA : 1.10.2017 LAMPIRAN 1

Unit Inovasi,
Bahagian Pengurusan Korporat,
Kompleks Kota Darulnaim.

Tel : 09-7481957
Faks : 09-7443202

Tuan;

**BORANG PENGESAHAN HEHADIRAN KE MAJLIS SAMBUTAN HARI INOVASI
PERKHIDMATAN AWAM PERINGKAT NEGERI KELANTAN TAHUN 2017**

**Tarikh : 31 Oktober 2017
Masa : 8.30 Pagi – 1.00 Tengahari
Tempat : Dewan Teratai, Kompleks Kota Darulnaim**

JABATAN : MAJLIS DAERAH DABONG

BIL	NAMA	JAWATAN
1.	Nik Mohamad Fahmi Bin Nik Daud	Setiausaha
2.	Hasram Bin Mohamed Hassan	Penolong Pegawai Perancang Bandar Dan Desa
3.	Wan Norihan Bt Wan Isa	Penolong Akauntan
4.	Mohd Saifullah Bin Ali	Pembantu Penilaian
5.	Muhammad Zulhibrie Bin Mohd Razali	Pembantu Tadbir (P/O)
6.	Mohammad Farhafizi Bin Mohammad Zaid	Pelajar (Praktikal)

Nama Ketua Jabatan/Agensi : **NIK MOHAMAD FAHMI BIN NIK DAJALI**
Setiausaha
Majlis Daerah Dabong

Jabatan :

Tarikh: 01 10. 2017

**SENARAI NAMA PESERTA
BENGKEL PENGENDALIAN HORIZON BAHARU (KIK)
PERKHIDMATAN AWAM NEGERI KELANTAN**

BIL	NAMA	JAWATAN	NO TELEFON
1.	NIK MOHAMAD FAHMI BIN NIK DAUD	SETIAUSAHA	09-9663345
2.	HASRAM BIN MOHAMED HASSAN	PEN.PEG. PERANCANG BANDAR	
3.	MOHD SAIFULLAH BIN ALI	PEMBANTU PENILAIAN	
4.	MUHAMAD ZULKHIBRIE B. MOHD RAZALI	PEM. TADBIR	
5.	MOHAMAD FARHAFIZI B. MOHAMMAD	ZAID. PELAJAR (PRAKTIKAL)	

silakan kembalikan borang ini ke Bahagian Pengurusan Korporat @ faks 09 7443203 pada atau sebelum 01 Oktober 2017