



**UNIVERSITI TEKNOLOGI MARA  
FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT:  
KELANTAN ICT GATEWAY SDN BHD (KELANTAN)  
TINGKAT 5 BANGUNAN PKINK, JALAN TENGGU  
MAHARANI 15710 KOTA BHARU KELANTAN**

**SPECIAL PROJECT: KIGSB LEAVE  
MANAGEMENT SYSTEM (e-LMS)**

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UNIVERSITI TEKNOLOGI MARA KELANTAN**

**01 AUGUST 2017 – 31 DECEMBER 2017**

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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

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Muhhammad Hilmi bin Hassan

2015258272

Date of submission: January 2018

## ABSTRACT

Industrial training is an important phase of a student life. A well planned, properly executed and evaluated industrial training helps a lot in developing a professional attitude. It develops an awareness of industrial approach to problem solving, based on a broad understanding of process and mode of operation of organization. The aim and motivation of this industrial training is to receive discipline, skills, teamwork and technical knowledge through a proper training environment, which will help me, as a student in the field of Information Technology, to develop a responsiveness of the self-disciplinary nature of problems in information and communication technology. During a period of five months training at Kelantan ICT Gateway Sdn. Bhd. (Kelantan), I was assigned to create a leave management system since the company still based on manual method which is using a form submission (paper). Kelantan ICT Gateway Sdn. Bhd. Leave Management System (KIGSB LMS) is developed to fulfil the requirement as a trainee and to complete the industrial training. KIGSB LMS is a system that replaced the manual method for applying leave in the KIGSB Company itself. It will upgrade the current leave management method used in KIGSB. It is a system that enables users to apply for their leave conveniently. It is designed so that both applied and approved of leave can be done online, making every level of leave application a total breeze for both applying as well as those approving. This system allows officer to view the employee/staff leave history within one year. With this functionality also, each employee would be able to keep track of their current leave balance, leave taken and total leave balance.

***Keywords:*** KIGSB, Leave Management System, industrial training

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Bearing in mind previous I am using this opportunity to express my deepest gratitude and special thanks to my supervisor, Pn. Farizan Binti Jafar, who in spite of being extraordinarily busy with her duties, took time out to hear, guide and keep me on the correct path and allowing me to carry out my project at their esteemed organization and extending during the training.

Appreciation also goes to all lecturers of Information Management faculty that always help and never ignore me when I need them the most. My heartfelt gratitude goes to my parent, brothers and my sister that always gives me continuous support, and sacrifice during my study. Besides, I would like to express my personal appreciation to my friends, Mohd Nazmi for his guidance. His effort really meant a lot to me. I would like to thank to all my friends, all classmates, and all staff from the Kelantan ICT Gateway Sdn Bhd for their support, and cooperation along the journey. Lastly, my gratitude goes to Allah SWT for giving me the strength, patience, courage, and determination to complete this work. Thank you very much.

I perceive as this opportunity as a big milestone in my career development. I will strive to use gained skills and knowledge in the best possible way, and I will continue to work on their improvement, in order to attain desired career objectives.

## Contents

Declaration	:	i
Abstract	:	ii
Acknowledgement	:	iii
<b>CHAPTER 1 :</b>	<b>INTRODUCTION</b>	<b>1</b>
1.1	: Background of the information	1-2
1.2	: Organizational Chart	2
1.3	: Vision	3
1.4	: Mission	3
1.5	: Corporate Profile	3-4
<b>CHAPTER 2 :</b>	<b>ORGANIZATION INFORMATION</b>	<b>5</b>
2.1	: Organization Department	5
2.1.1	: IT Department	5
2.1.2	: Vision	5
2.1.3	: Mission	6
2.1.4	: Organization Chart	6
2.2	: Department Function	7
<b>CHAPTER 3 :</b>	<b>INDUSTRIAL TRAINING ACTIVITIES</b>	<b>8</b>
3.1	: Training activities	8
3.1.1	: Administrative task	9
3.1.2	: Outreach Programme at Headquarters Kumpulan Perladangan Sungai Terah, Gua Musang	10
3.1.3	: Outreach Programme 'Kuiz ICT Peringkat Sekolah Menengah Negeri Kelantan'	11-14
3.1.4	: Outreach Programme 'Karnival Sains & Teknologi 1.0'	15-17
3.2	: Special Project	18
3.2.1	: System Overview	18
3.2.2	: Planning	19
3.2.2.1	: Problem Statement	19
3.2.2.2	: Objective	20
3.2.2.3	: Scope	20

3.2.2.3.1 Admin Module	20-21
3.2.2.3.2 Admin Module	21
3.2.2.4 : Project Base Line	22-23
3.2.3 : Analysis	22
3.2.3.1 Traditional Ways of Leave Management System in KIGSB	24
3.2.3.2 : Determine Hardware and Software Requirement	25
3.2.3.3 : Context Diagram	26
3.2.3.4 : Data Flow Diagram (DFD)	27-28
3.2.3.3.1 : Admin Data Flow Diagram	27
3.2.3.3.1 : Staff Data Flow Diagram	28
3.2.4 : Design	29
3.2.4.1 : Flowchart	30
3.2.4.1.1 : Admin Flowchart	30
3.2.4.1.2 : Staff Flowchart	31
3.2.4.2 : Entity Relationship Diagram (ERD)	32
3.2.4.3 : Data Dictionary	33-34
3.2.4.4 : Current Systems of KIGSB Leave Management System (e-LMS)	35
3.2.4.5 : Storyboard	36-37
3.2.4.6 : Menu and Interface Design	38-41
3.2.4.7 : User Manual	42-46
3.2.4.7.1: Admin	42-45
3.2.4.7.2: Staff	46
CHAPTER 4 : CONCLUSION	47-51
4.1 : Application of knowledge, skills & experience	47-48
4.2 : Personal thoughts & opinion	49
4.3 : Lesson Learnt	50
4.4 : Limitation & Recommendation	51
Reference	52

**List of Tables**

Table 1	: Corporate Profile of Kelantan ICT Gateway Sdn. Bhd.	4
Table 2	: Project Baseline	21
Table 3	: Data Dictionary	29-30



## **List of Figures**

Figure 1	:	Logo of Kelantan ICT Gateway Sdn Bhd	1
Figure 2	:	Organizational Chart of Kelantan ICT Gateway Sdn Bhd	2
Figure 3	:	IT Department Organization Chart	6
Figure 4	:	'Kursus Intermediate Komputer Microsoft Word & Excel' programme	10
Figure 5	:	Setting the place Kuiz ICT	12
Figure 6	:	Registration of the participant	12
Figure 7	:	Emissions to the Winner	13
Figure 8	:	Final of the Kuiz ICT	14
Figure 9	:	Crew of the 'Karnival Sains & Teknologi 1.0'	15
Figure 10	:	Display Penguin from Antarctica	16
Figure 11	:	Coloring Competition	16
Figure 12	:	Context Diagram	26
Figure 13	:	Admin Data Flow Diagram	27
Figure 14	:	Staff Data Flow Diagram	28
Figure 15	:	Admin Flowchart	30
Figure 16	:	Staff Flowchart	31
Figure 17	:	Entity Relationship Diagram	32
Figure 18	:	Login Page	36
Figure 19	:	User Main Interface	36
Figure 20	:	Leave Application	37
Figure 21	:	Public Holiday Directory	37
Figure 22	:	Login Page Interface	38
Figure 23	:	Admin Interface	38
Figure 24	:	Register Interface	39
Figure 25	:	Approve Application	39
Figure 26	:	Report of Staff Leave	40
Figure 27	:	Staff Leave Form	40
Figure 28	:	Staff Application List	41
Figure 29	:	Log in Interface	42
Figure 30	:	Register Staff for Admin	43
Figure 31	:	Approve Application for Admin	44
Figure 32	:	Public Holiday Directory for Admin	45
Figure 33	:	Report Approval for Admin	45
Figure 34	:	Leave Application for Staff	46
Figure 35	:	Application List For Staff	46

## **List of Appendixes**

Appendix 1: Photocopy of Logbook Template

Appendix 2: Overall Content of Report

Appendix 3: Attendance Form

Appendix 4: Certificate

Appendix 5: Pictures of Activities

## CHAPTER 1: INTRODUCTION

### 1.1 Background of the organization



**Figure 1: Logo of Kelantan ICT Gateway Sdn Bhd**

Kelantan ICT Gateway Sdn Bhd (KIGSB) is registered with the Suruhanjaya Syarikat Malaysia (SSM) under the Companies Act 1965 on 25 July 2011 with a wholly-owned subsidiary (100%) company by Kelantan State Government through Perbadanan Kemajuan Iktisad Negeri Kelantan (PKINK). KIGSB started to operate fully on 1 Muharram 1437H equivalent October 14, 2015.

KIGSB is a one stop agency to the development of the information and communication technology (ICT) industry and is fully responsible for implementing the Kelantan ICT development.

1.2 Organizational Chart

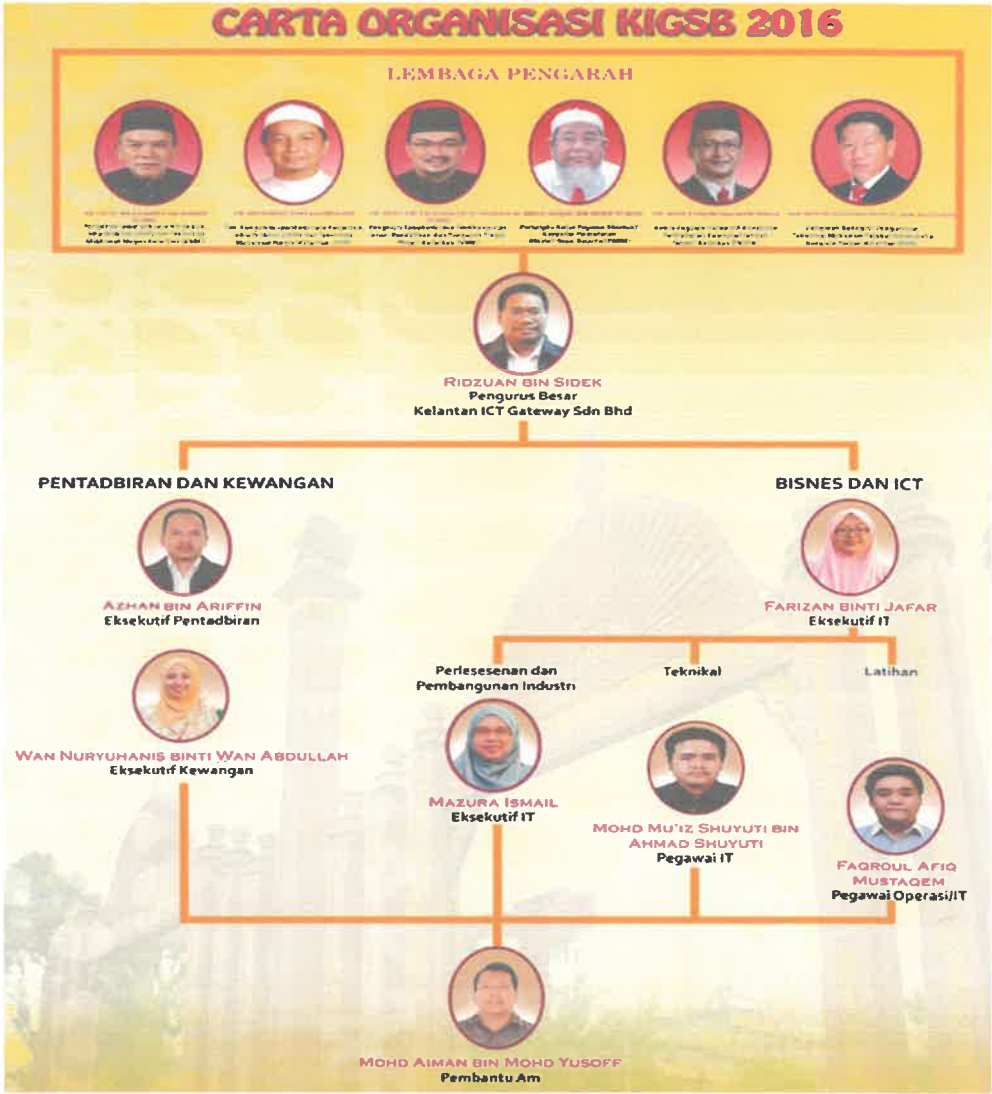


Figure 2: Organizational Chart of KIGSB Company

### 1.3 Vision

Enhance of ICT Industry Development of Kelantan to born a generation that step ahead towards IT.

### 1.4 Mission

To provide new value to our customers through high-quality products and superior services.

### 1.5 Corporate Profile

Company Name	Kelantan ICT Gateway Sdn Bhd
Registration Number	954150-P
Date of incorporation	25 July 2011
Registered Office	4th Floor, PKINK Building, Jalan Tengku Maharani, 15000 Kota Bharu, Kelantan.
Corporate Office	5th Floor, PKINK Building, Jalan Tengku Maharani, 15710 Kota Bharu, Kelantan
Phone Number	09- 743 5650, 09-7435652
No.Fax	09- 743 5651
Email	kigsb@kigsb.com
Website	www.kigsb.com

Business Type	Provides services and monitoring the development of the ICT industry in the State of Kelantan.
Shareholder	Kelantan State Economic Development Corporation (PKINK) - 100%
Company Secretary	UB Consult Sdn Bhd, 4th Floor, PKINK Building
Company Auditors	Wan Nadzir & Co. Lot 1001-E, 1st Floor, Section 48, Jalan Bayam, 15200 Kota Bharu, Kelantan.

**Table 1: Corporate Profile of Kelantan ICT Gateway Sdn. Bhd.**

## **Chapter 2: Organization Information**

### **2.1 Organization Department**

#### **2.1.1 IT Department**

KIGSB IT department are skilled and experienced in various fields such as Consultancy, research & development, technical services, multimedia, website development, ICT maintenance, system & networking development, security & network control systems and others related to ICT. They also provide a working environment that encourages employees to improve their productivity, quality and unleash their full potential.

Using the theme, "Make IT Happen", KIGSB continues to be committed to providing quality and best ICT services to meet corporate and government needs. KIGSB is committed to developing the Kelantan ICT industry as well as at the same time making the people "Celik IT" and providing an easier business environment with ICT.

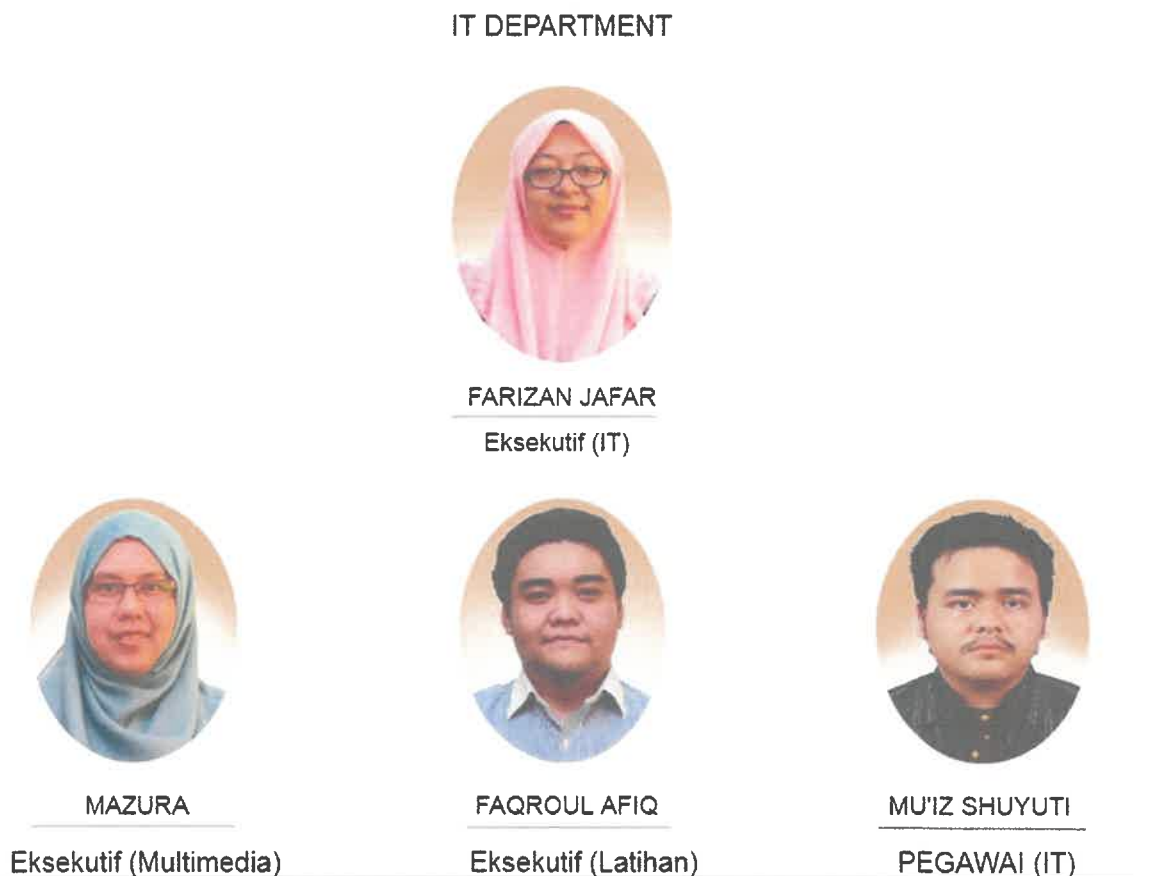
#### **2.1.2 Vision**

Information Technology Services will be recognized as a high performance team providing technology excellence that advances learning, teaching, and research.

### 2.1.3 Mission

Demonstrate technical and operational excellence through a commitment to professionalism and continuous improvement.

### 2.1.4 Organizational Chart (IT Department)



**Figure 3: IT Department Organization Chart**



## **2.2 Department Function**

1. Planning and Monitoring of ICT Industry Development of Kelantan
2. Monitoring the Implementation of State Government ICT Projects
3. To provide advisory services on state ICT development to Kelantan State Government (Policy, Planning, Project)
4. Extend ICT-related issues to state governments or relevant central government agencies
5. Providing consultancy services to government agencies and private sector
6. Provide hardware and software supply services to government and private agencies
7. Promoting and attracting ICT-related investments to Kelantan
8. Promoting ICT related products and services from Kelantan

## **Chapter 3: Industrial Training Activities**

### **3.1 Training Activities**

Trainee got a lot of experience when undergo industrial training in 5 month under Kelantan ICT Gateway Sdn Bhd (KIGSB) and have been assigned manage and assist the lecturer has provided in terms of knowledge to the trainee trainee's own personality. Here this is the task that has been done by the trainee during the 5 month industrial training at KIGSB under IT Department.

### **3.1.1 Administrative Task**

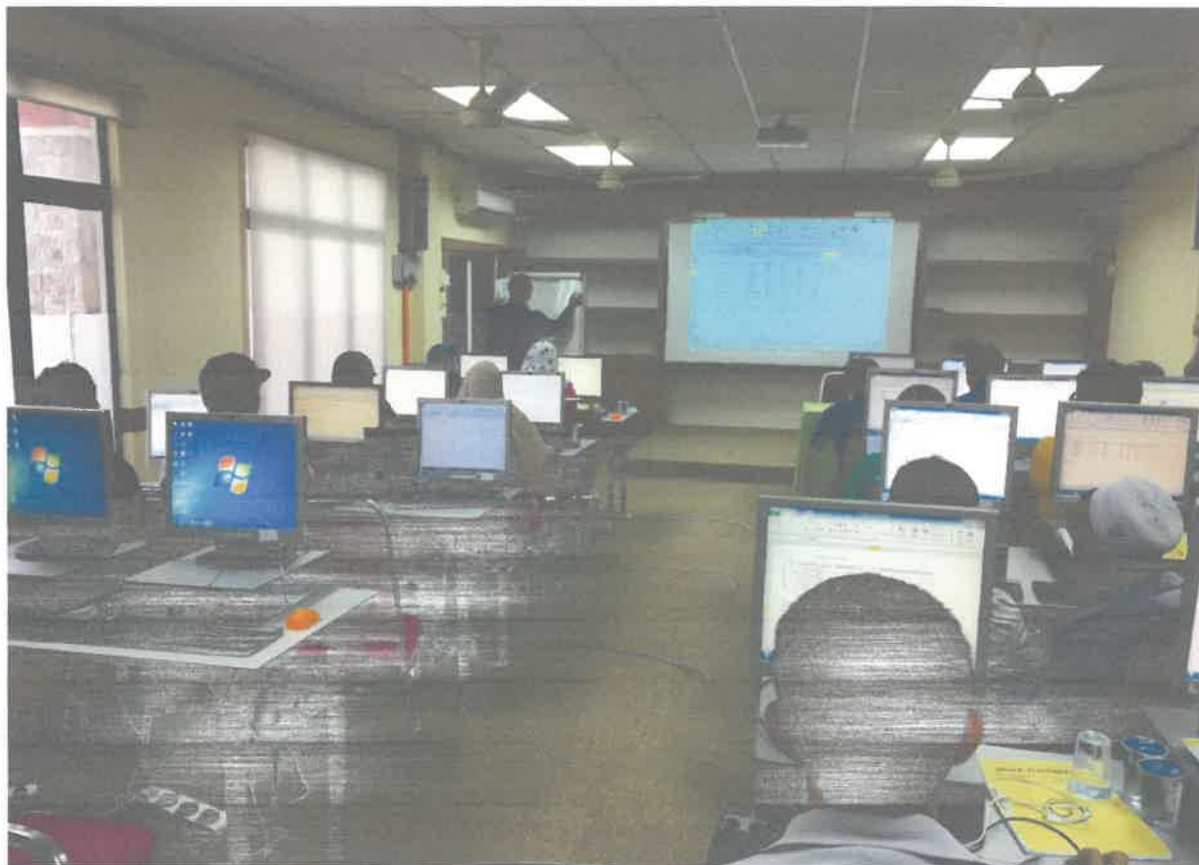
Trainee has been given the task that related to the administrative task where trainee give a task about make a criteria must have in school web site with Microsoft Word. It because the Jabatan Pendidikan Negeri Kelantan (JPN) make a contest a school website within school in Kelantan. So that criteria that has been made all representative in school website must follow that.

Beside that, trainee also has been given task re-draw the Ar-Rahnu flowchart system where the flowchart has a minor correction and with the knowledge that has been learned the flowchart has been made correction successfully. Other than that, trainee has been given responsible to monitor the company website KIGSB.com where trainee update the latest activities or any changes in company website.

Other than that, trainee also has given task about amending the website of Kompleks Perkayuan Kelantan Sdn. Bhd. (KPKSB) using wordpress that also involve major changes of their website. Meanwhile trainee also key in the databases about the survey of the KIGSB program at Gua Musang named 'Kursus Intermediate Komputer Microsoft Word & Excel' where trainee must key in from form format to excel to make a databases about survey of that program.

### **3.1.2 Outreach Programme at Headquarters Kumpulan Perladangan Sungai Terah, Gua Musang**

During internship period, trainee also has involved with outreach programme which is programme 'Kursus Intermediate Komputer Microsoft Word & Excel' as a facilitator. This programme focus on staff of Kumpulan Perladangan Sungai Terah where that programme held on 6 days where this programme has divided by 3 sessions where 1 sessions for 2 days. This programme focus on intermediate function of Microsoft Word & Excel. Other than that trainee also responsible in setup the projector, microphone, computer and else to make sure the programme run smoothly.



**Figure 4: 'Kursus Intermediate Komputer Microsoft Word & Excel' programme**

### **3.1.3 Outreach Programme ‘Kuiz ICT Peringkat Sekolah Menengah Negeri Kelantan’**

Trainee has involve in quiz competition Secondary School phase in Kelantan. This quiz has 2 type of school where first is ‘Sekolah Menengah’ and ‘Sekolah Yayasan Islam Kelantan (YIK)’. Top 3 from representative of type of school will represent in Final of this quiz competition.

Before that day of event, trainee has set up the place of the quiz competition like PA system to make sure there are no mistake during the competition. For the first phase is a ‘Sekolah Menengah’ at Sekolah Menengah Kebangsaan Kubang Kerian 1 and after that for second phase is a ‘Sekolah Yayasan Islam Kelantan (YIK)’ where held at Yayasan Islam Kelantan (YIK) Hall.

After the 2 type of school has been finish the competition they will be compete at the final where the top 3 from 2 type of school will meet at the final where the final competition held at Hall of Setiausaha Kerajaan Kelantan (SUK). This programme objective are to encourage the student to more expose to the term of IT because in the IT generation nowadays the young generation must familiar with IT term or adapt to their life.



**Figure 5: Setting the Place Kuiz ICT**



**Figure 6: Registration of the participant**



**Figure 7: Emissions to the Winner**



**Figure 8: Final of the Kuiz ICT**



### **3.1.4 Outreach Programme ‘Karnival Sains & Teknologi Kelantan 1.0’**

This programme conduct by Kelantan ICT Gateway at UTC Tunjong, Kelantan and entrusted by Kelantan State Economic Development Coporation (KSEDC) where purpose of this programme to encourage the people in Kelantan to explore the uniqueness of Science and Technology. Trainee given task to be a crew to handle this programme where setting the place, handle registration and else. There are many activities in there like coloring competition, newcaster competition, Hot Wheels Race and others.

The task that do by trainee are setup the place of the event, deal with the vendor of the booth, and setting the place for active event like setup the chair, the desk for vip, coloring event, penguin event and else that related to the crew task.

This programme got so many visitor because there are many activities that provide by this programme especially kids. With corporation with Terengganu Science & Creativity Centre (TSCC) and Antartica Malaysia bring more happening activities to the visitor to bring their kids to enjoy it.



**Figure 9: Crew of the 'Karnival Sains & Teknologi 1.0'**



**Figure 10: Display Penguin from Antarctica**



**Figure 11: Coloring Competition**

## **3.2 Special Project (KIGSB Leave Management System (e-LMS))**

### **3.2.1 System Overview**

Nowadays the technologies bring the people to change their style to manage their work, store their important information, their business process and their everyday activity. The technology exists today helped to facilitate the daily activities. Practically almost all areas, including education, manufacturing, research, sports, entertainment and business, that use the information system as a necessity

Many of company used computerized system to manage all their business. This is because, system is easy to use and it saved time. Kelantan ICT Gateway Sdn Bhd is one of the business companies that moving forward in the business environment. Currently, they still using manual system to apply leave. Day after day, they realize that they need to have leave system to make sure all the management will manage easily.

Online Leave Application System is proposed for Kelantan ICT Gateway Sdn Bhd to allow and support applications by staff through web. This system will develop to help them to keep or save all the leave application details in this system. This system will provide the features such as insert, delete, save, view, generate report, update and calculate the quantity of the leave application to user. This system will avoid the company to use the documentation to check and to apply new leave. Leave Management System will guarantee that all record are saving securely and no need to worry about losing data.

## **3.2.2 Planning**

### **3.2.2.1 Problem Statement**

Kelantan ICT Gateway Sdn. Bhd. (KIGSB) is a company that responsible of implementing IT development in Kelantan. However, for staff to apply leave, it is still based on using the manual way which is through form submission. There are a few drawbacks by using the manual way.

- Waste time and energy

Staffs need to fill up the leave application form then pass it to the officer in charge for approval. This will make the applying leave process become slower as the staff need to wait and be inform directly about their leave applying status.

- Waste financial source

By using the currently method to apply leave, it will cost money for papers, ink, files to keep the leave record, cabinet to store the files and etc.

- Leave approval process delayed

Leave approval process become slower if approving officer is not in the office.

It will delay the leave application and probably give a hard times to staff that apply it in short time of period or applying for urgent leave.

By using the manual way also, a few future problems probably can occur such as tracking the leave taken by a staff in a year, increasing amount of form to be kept.

### **3.2.2.2 Objective**

The main purpose of the E-Leave system is to improve the current medium or method for applying leave. There are several main objectives that this project is going to meet:

- To save time of the staff to apply the leave.
- To reduce the paper or paperless environment and reduce cost of maintenance.
- To ensure a timely approval of leave management of staff.

### **3.2.2.3 Scope**

The scope of the project is to help the KIGSB management to easily manage the leave application process. The module exist in the leave application system will allow for easy approval and monitoring of remaining leave for each staff. Furthermore, it will also allow staff to keep track of their own remaining leave. There are 2 module divided is admin and staff:

#### **3.2.2.3.1 Admin Module**

##### **1. Registration New Staff**

This module will process the function for administrator to register new staff in Kelantan ICT Gateway Sdn Bhd (KIGSB).

##### **2. Leave Application Module**

This module will process the function for staff, administrator to apply online.

### **3. Leave Approval Module**

This module will process the function for manager to approve the leave application.

### **4. Personal Setting Module**

This module will process the function to change the new password and update the profile for more security.

### **5. Report for leave module**

Report that generated can be graphical form such as bar graft or table.

### **6. Carry Forward Leave Approval**

Module that approve carry forward balance leave by staff.

#### **3.2.2.3.2 Staff Module**

##### **1. Personal Setting Module**

This module will process the function to change the new password and update the profile for more security.

##### **2. Leave Application Module**

This module will process the function for staff, administrator to apply online.

##### **3. Leave Cancellation Module**

This module give the staff cancel leave that staff do on a purpose.

##### **4. Carry Forward Leave Module**

Module that will forward the leave that has a balance on previous years.

### 3.2.2.4 Project Base Line

<b>Name Task</b>	<b>Expectation Date</b>	<b>Actual Date</b>
<b>Planning</b>	21/8/2017	2/9/2017
Study current problem	21/8/2017	24/8/2017
Determine objective, scope of project	26/8/2017	29/8/2017
Collecting the data	30/8/2017	6/9/2017
Determine project standard	7/9/2017	10/9/2017
Set the baseline project plan	7/9/2017	10/9/2017
<b>Analysis</b>	11/9/2017	10/10/2017
Determine database requirement	11/9/2017	14/9/2017
Determine system requirement	15/9/2017	20/9/2017
Determine hardware and software Use	21/9/2017	23/9/2017
Develop the Data Flow Design Diagram	24/9/2017	7/10/2017
Acquire client approval	8/10/2017	10/10/2017
<b>Design</b>	11/10/2017	19/10/2017
Develop ERD of system	20/10/2017	28/10/2017
Develop data dictionary	29/10/2017	4/11/2017
Develop design of system	5/11/2017	12/12/2017



<b>Implementation</b>	20/12/2017	-
Test a system	22/12/2017	-

**Table 2: Project Baseline**

The current stage that trainee stuck at implementation at one module of Leave KIGSB Leave Management System are Carry Forward Leave where the module that carry the balance leave of staff that has for previous year because of the time constraint because overload of rask and lack some of skill of the php.

### **3.2.3 Analysis**

The analysis is a part of the system development life cycle (SDLC) where in this phase we need to understand in depth for the system changes which means, in this system, all requirements will be studied and structured. The purpose of this phase is to determine what information and information processing services are needed in order to support the selected organization function and objective. Analysis has two subphases which requirement determination and requirement structuring.

### **3.2.3.1 Traditional Ways of Leave Management System in KIGSB**

Before this system applied, Kelantan ICT Gateway Sdn Bhd (KIGSB) using traditional system in applying leave, where involved in 4 processes where first is the staff that apply the leave they must get a form to filled with detail of their leave. Next, they must submit to Human Resource (HR) admin first for first sign, after that, to their department leader for signature and lastly signature from General Manager (GM). The manual style is that the process of applying leave is not efficient. The process of applying and approving leave is slow and in some cases the forms get lost in the process.

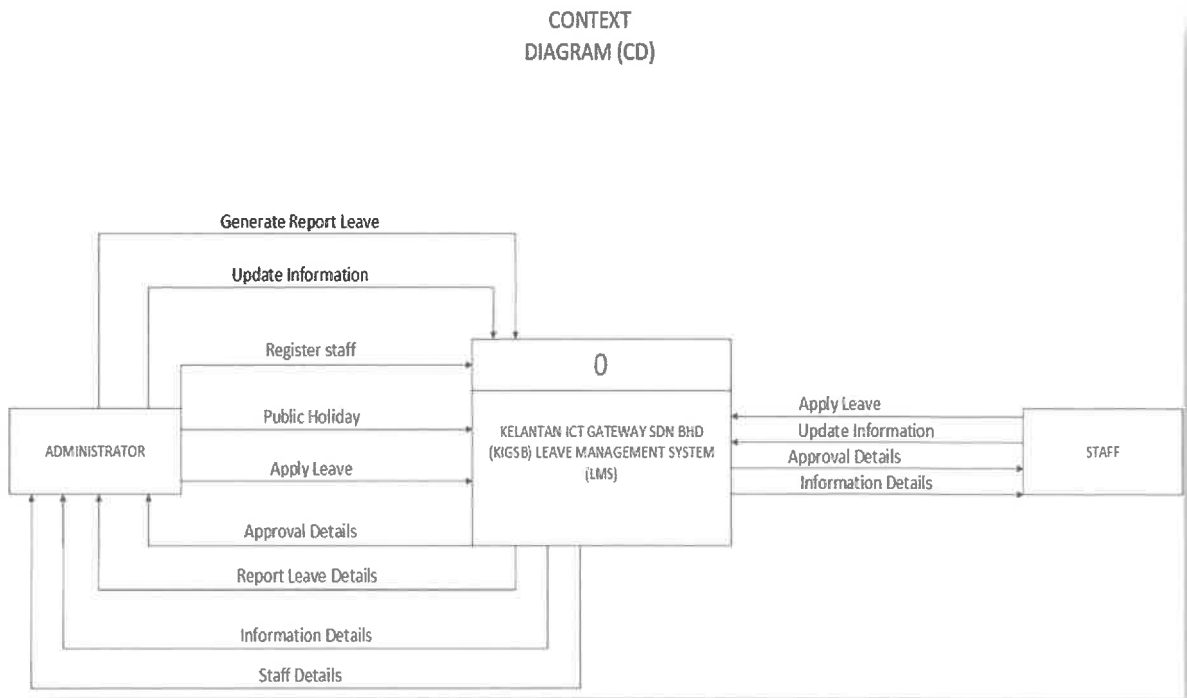
### **3.2.3.2 Determine Hardware and Software Requirement**

Database use is MySQL. It stands for Structured Query Language which standardized language use to access databases. The SQL can be entered directly, embed SQL statements into code written in another language or use a language-specific API which hides SQL syntax. It is open source software which allows free download and use. The source code can be obtain and edit to suit the needs. MySQL is a relational database which stores data in separate tables.

For that, this system will use Xampp Server in order to make the database functional. Thus, this system also uses Windows 8 as operating system. It supports 64 bit and 32 bit. It supports latest hardware and software Coding use to develop the system is PHP. PHP is open source scripting language suited for web development and can be embedded into HTML. PHP is easier and have many advance features. The Dreamweaver software has being use in developing this system. Thus, the Adobe Photoshop also being used in this project in order to design the system.

Hardware use is Asus A55V laptop. According to Asus Company, Asus A55V operating using Windows 7 64-bit or upgrade to Window 8. It uses memory of dual channel DDR3 SDRAM which support up to 4GB of DDR3 system memory. The display screen is 15.6" HD 1366 x 768 resolution with 16:9 aspect ratios. It storage of hard disk drive is 500. For security, Asus featured Asus A55V with Kaspersky as an antivirus. The External hard disc also has being used in order to back up the data.

### 3.2.3.3 Context Diagram



**Figure 12: Context Diagram**

### 3.2.3.4 Data Flow Diagram (DFD)

#### 3.2.3.4.1 Admin Data Flow Diagram

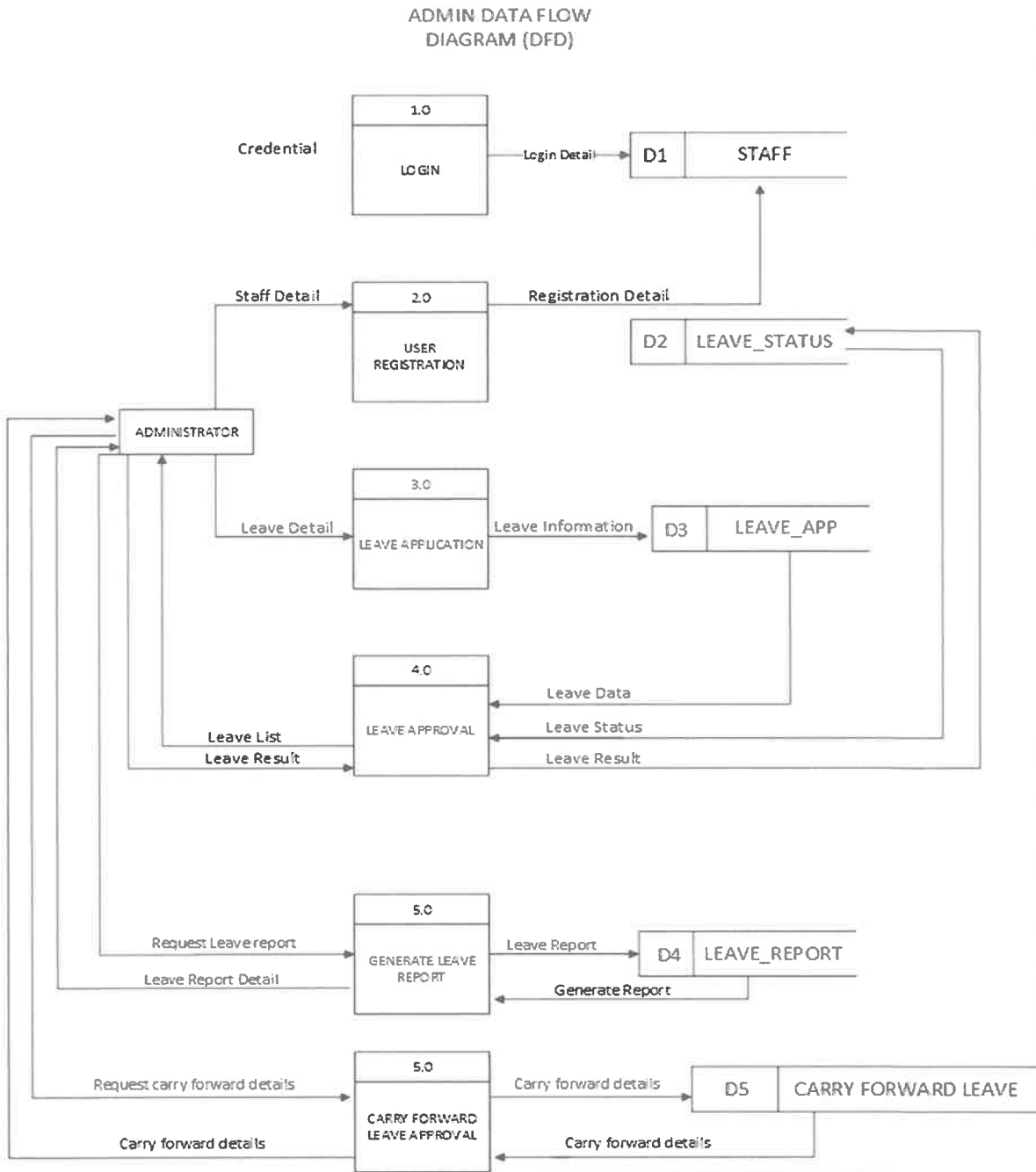
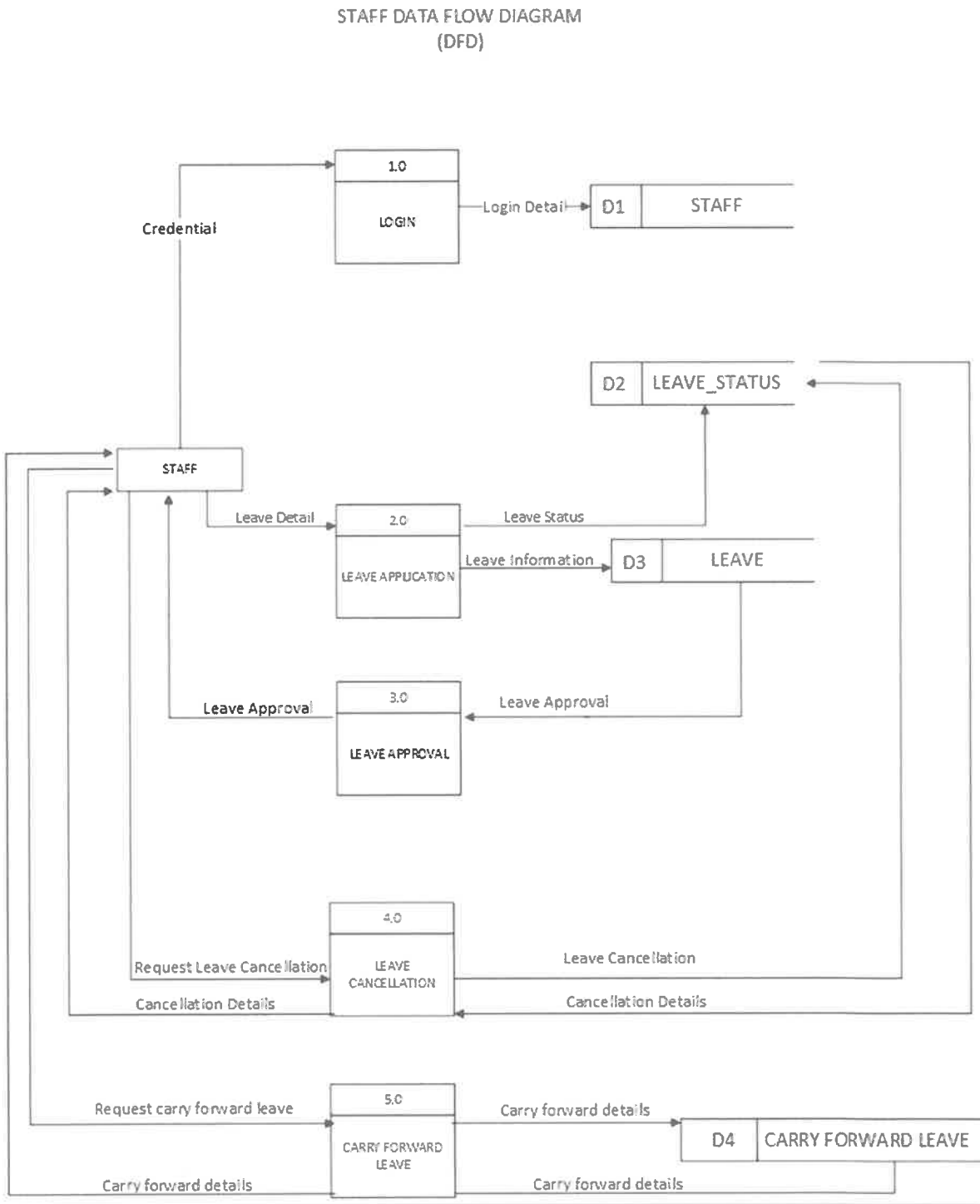


Figure 13: Admin Data Flow Diagram

### 3.2.3.4.2 Staff Data Flow Diagram



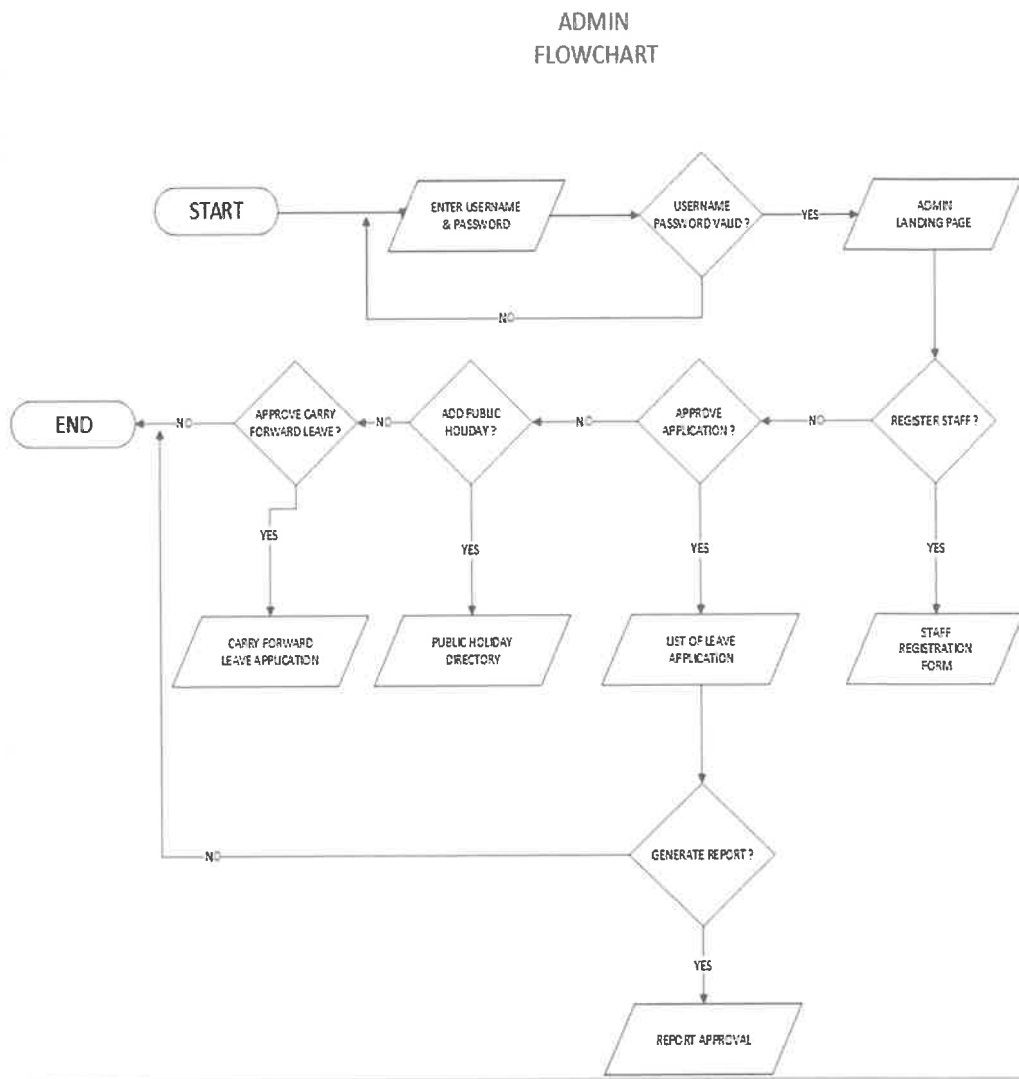
**Figure 14: Staff Data Flow Diagram**

### **3.2.4 Design**

During the Design Phase, the system is designed to satisfy the requirements identified in the previous phases. The requirements identified in the Requirements Analysis Phase are transformed into a System Design Document that accurately describes the design of the system and that can be used as an input to system development in the next phase. The purpose of the Design Phase is to transform the requirements into complete and detailed system design specifications

### 3.2.4.1 Flowchart

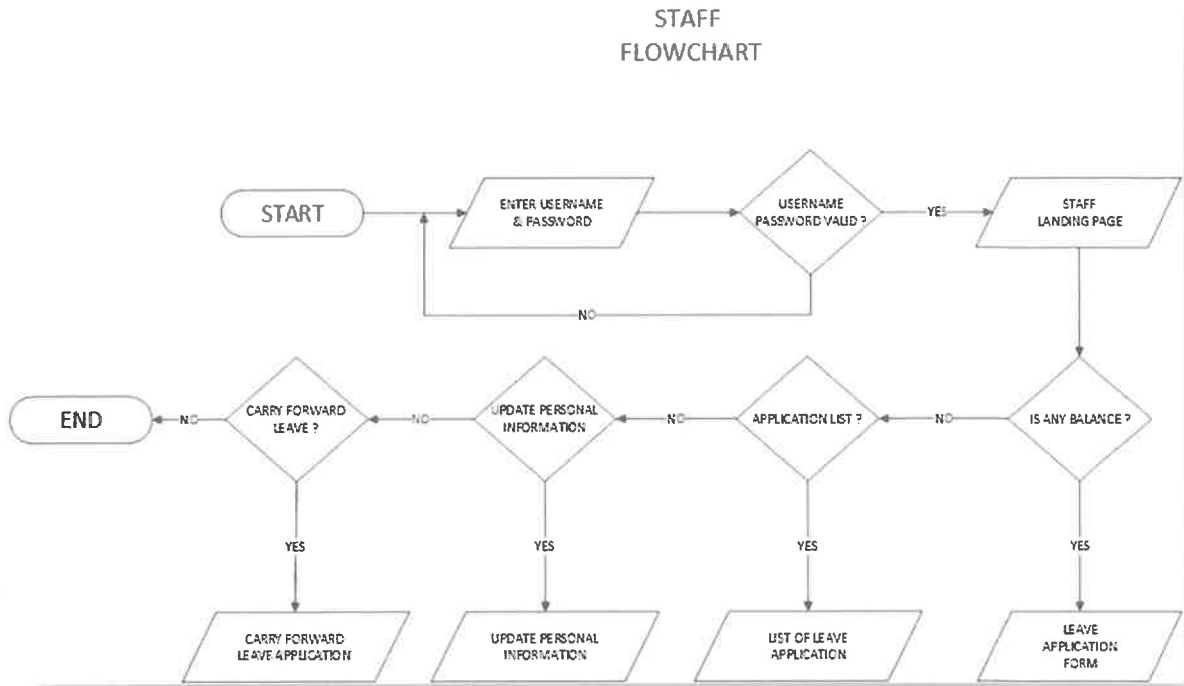
#### 3.2.4.1.1 Admin Flowchart



**Figure 15: Admin Flowchart**

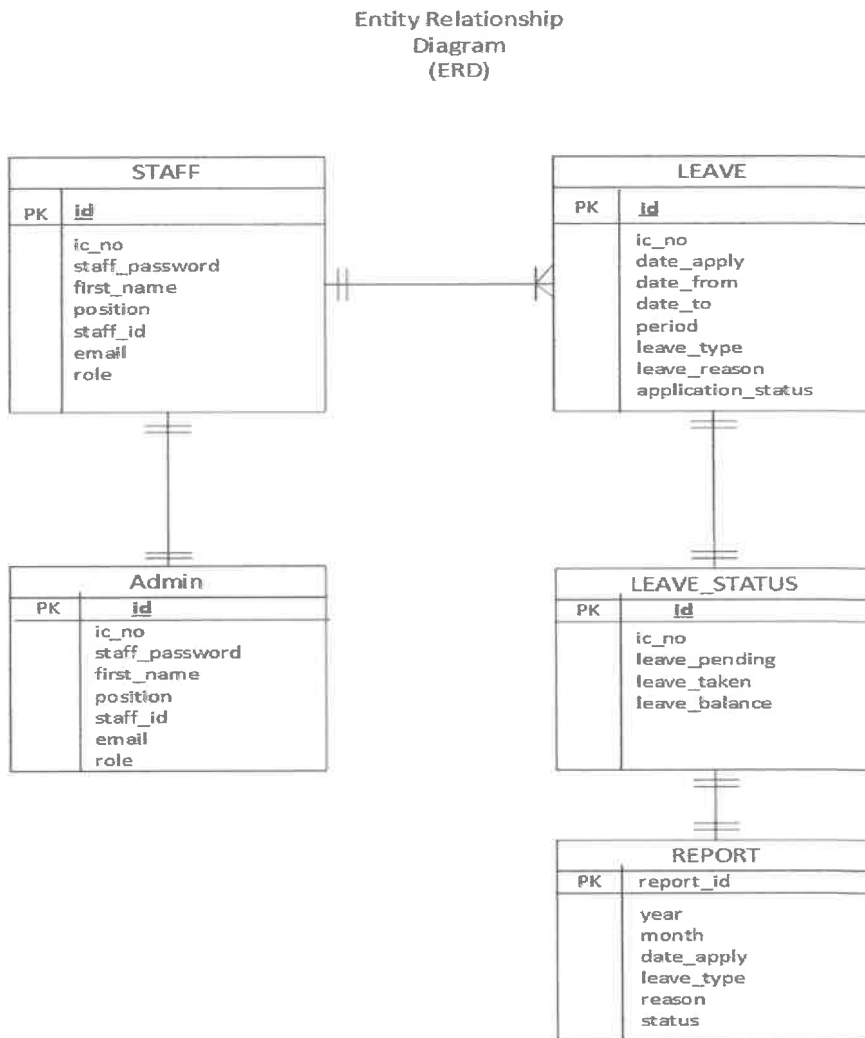


### 3.2.4.1.1 Staff Flowchart



**Figure 16: Staff Flowchart**

### 3.2.4.2 Entity Relationship Diagram (ERD)



**Figure 17: Entity Relationship Diagram**

### 3.2.4.3 Data Dictionary

PK/FK	FIELD NAME	CAPTION	DATA TYPE	FIELD SIZE
PK	Id	Auto generate	int	11
PK	ic_no	IC number	varchar	20
	staff_password	Password	varchar	20
	first_name	First name	varchar	100
	last_name	Last name	varchar	100
	position	Job position	varchar	100
	staff_id	Id for staff	varchar	25
	email	email	varchar	150
	level	Access level	varchar	30
PK	leave_id	Auto generate	int	11
FK	ic_no	IC number	varchar	25
	date_apply	Leave apply date	date	-
	date_from	Leave start date	date	-
	date_to	Leave finish date	date	-
	period	Leave period	int	11

	leave_type	Type of leave	varchar	100
	leave_reason	Reason for leave	varchar	255
	application_status	Leave status	varchar	50
PK	status_id	Auto generate	int	11
PK	ic_no	IC number	varchar	20
	leave_pending	Total leave pending	int	11
	leave_taken	Total leave taken	int	11
	leave_balance	Total leave balance	int	11

**Table 3: Data Dictionary**

#### **3.2.4.4 Current Systems of KIGSB Leave Management System (e-LMS)**

KIGSB Leave Management System (e-LMS) has reduce the 4 process where with this system the staff just log in to this system and wait for confirmation whether rejected or approved. For the admin they just need one click to decide the approval of the staff leave. This system track all the staff that working in the organization on that particular day and give the superior officer to evaluate the staff in an organization. By using the KIGSB Leave Management System (e-LMS) it can helps to increase efficiency in leave application process.

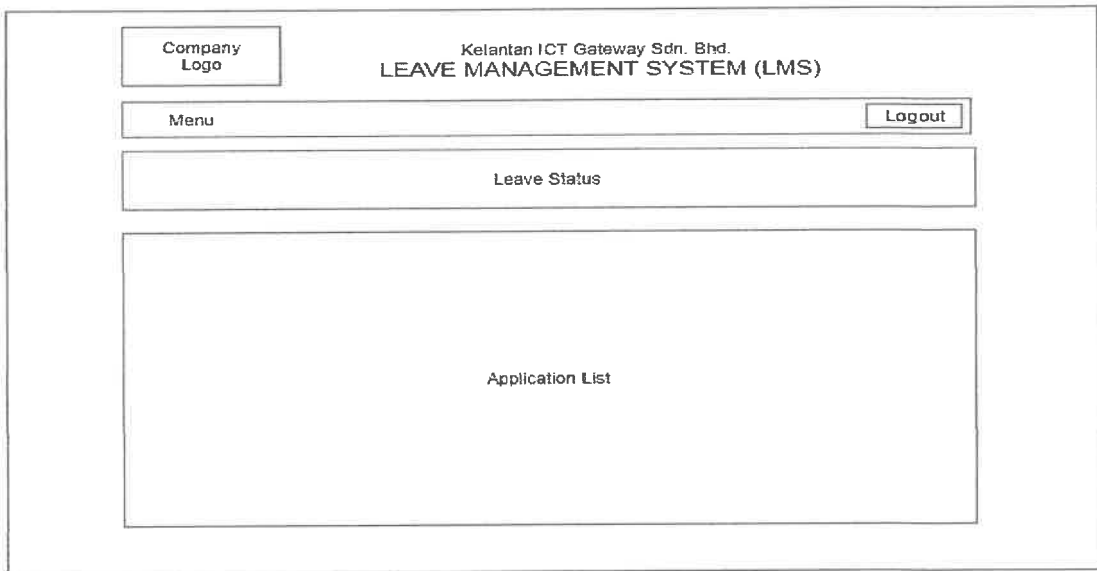
### 3.2.4.5 Storyboard

The storyboard shows a login page layout. At the top is a 'Header' section containing a 'KIGSB LOGO' on the left and the text 'Kelantan ICT Gateway Sdn. Bhd. LEAVE MANAGEMENT SYSTEM (LMS)' on the right. Below the header is a 'LOGIN' form with two input fields: 'Staff ID' and 'Password'. Below these fields are two buttons: 'Log In' and 'Reset'. At the bottom is a 'Footer' section with the text 'Copyright 2017. Leave Management SystemKIGSB'.

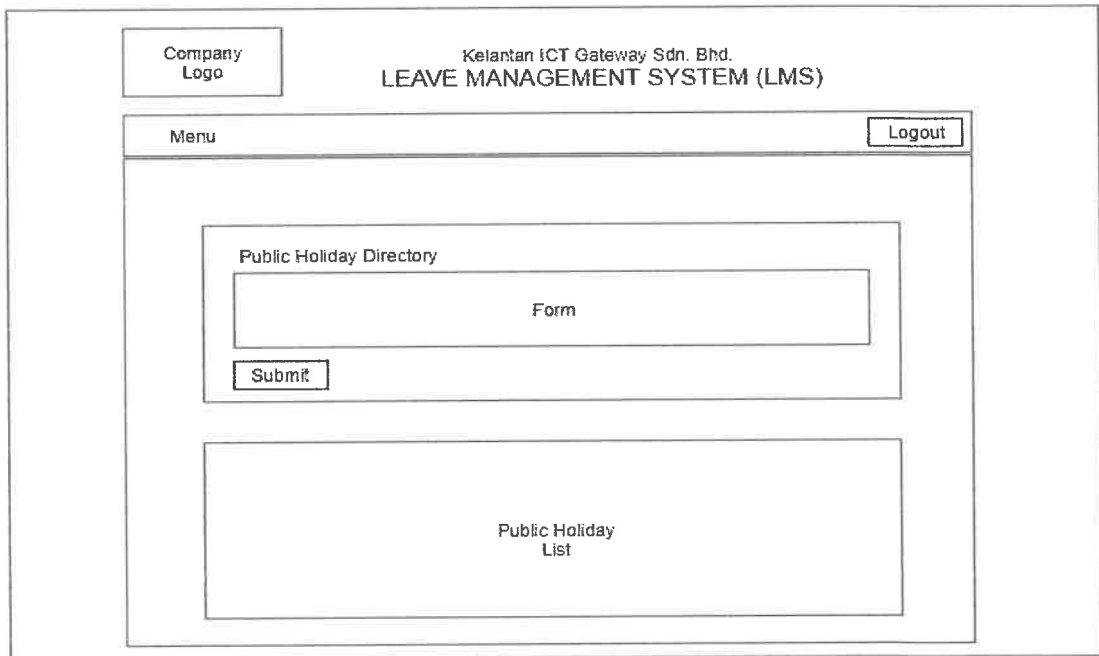
**Figure 18: Login Page**

The storyboard shows the user main interface. At the top left is a 'Company Logo' box. To its right is the text 'Kelantan ICT Gateway Sdn. Bhd. LEAVE MANAGEMENT SYSTEM (LMS)'. Below this is a 'Menu' bar with a 'Logout' button on the right. The main content area contains two sections: 'Personal Information' with a 'User Detail' form and a 'Submit' button, and 'Update Password' with a 'Change Password Form' and 'Submit' and 'Reset' buttons.

**Figure 19: User Main Interface**



**Figure 20: Leave Application**



**Figure 21: Public Holiday Directory**

### 3.2.4.6 Menu and Interface Design

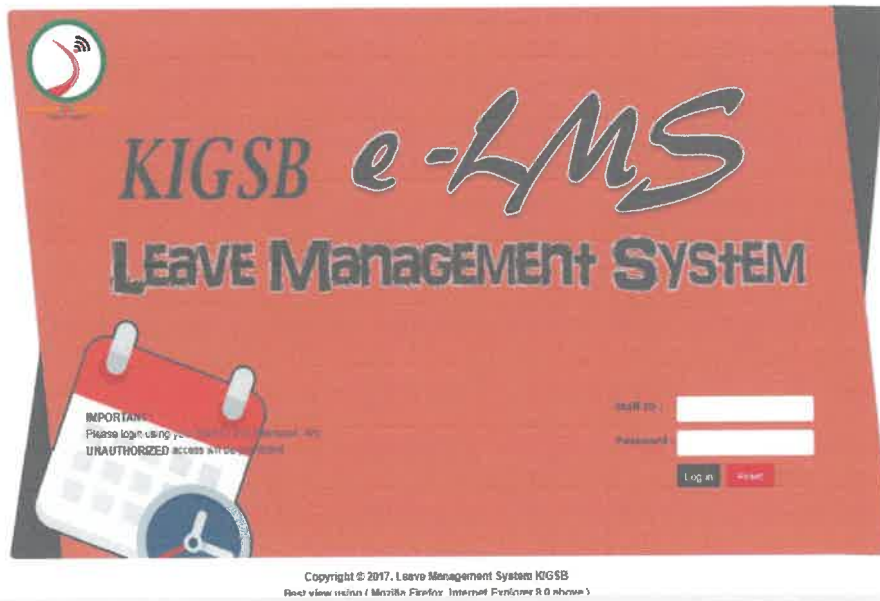


Figure 22: Login Page Interface

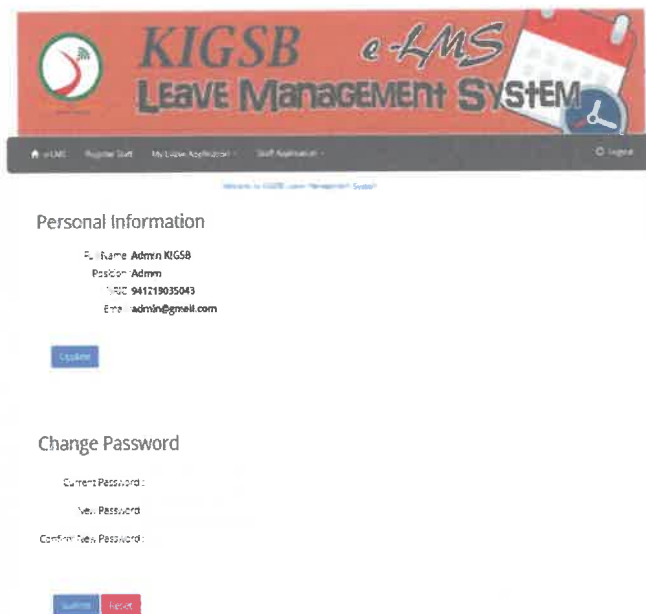
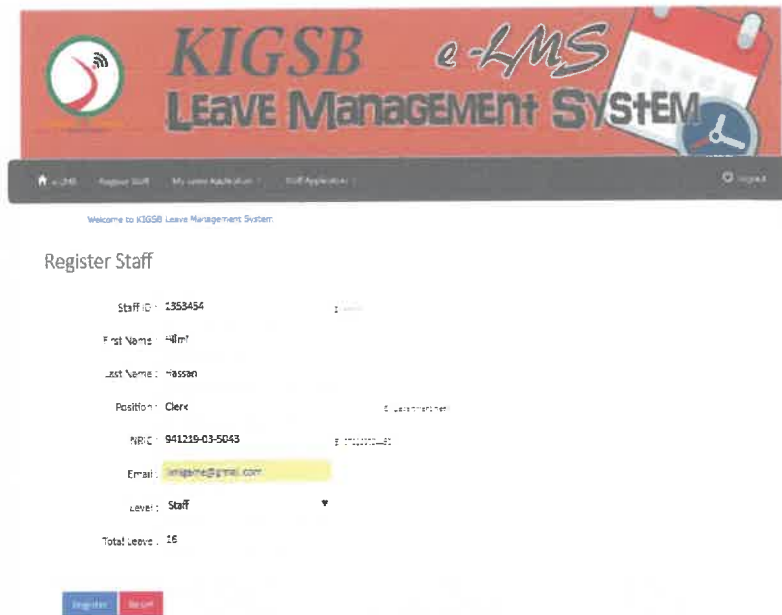


Figure 23: Admin Interface





**Figure 24: Register Staff Interface**



**Figure 25: Approve Application**

Welcome to KIGSB Leave Management System

### Report

10 record per pages

Search:

Id	Staff Name	Date Apply	Start	End	Period	Status
30	Aman HAKIM Redta	2018-01-03	2018-01-04	2018-01-09	4 day	Approved

Showing 1 to 1 of 1 entries

**Figure 26: Report of Staff Leave**

Welcome to Leave Management System

Leave Management System

Leave Application

Leave Type: Please choose leave type

From:                      Until:

Reason:

Submit    Reset

**Figure 27: Staff Leave Form**

The screenshot displays the KIGSB e-LMS Leave Management System interface. At the top, there is a header with the KIGSB logo and the text "KIGSB e-LMS LEAVE MANAGEMENT SYSTEM". Below the header, a navigation bar includes "Home", "My Leave Application", and "Logout". A welcome message reads "Welcome to Leave Management System".

Summary statistics are shown: Total Pending: 4 day, Total Taken: 8 day, and Total Balance: 7 day.

The "Application List" section features a table with columns for Id, Start, End, Period, and Status. There are two entries: one with status "Pending" and a "Cancel Leave" button, and another with status "Approved".

Id	Start	End	Period	Status
1	2018-01-07	2018-01-11	4 day	Pending <a href="#">Cancel Leave</a>
2	2018-01-04	2018-01-08	4 day	Approved

Additional interface elements include a search bar, a dropdown for "record per pages" (set to 10), and pagination controls at the bottom of the table.

**Figure 28: Staff Application List**

### 3.2.4.7 User Manual

#### 3.2.4.7.1 Admin



**Figure 29: Log In Interface**

There have a **USERNAME** and **PASSWORD** that must to fill before the staff can login into the system. **LOGIN** button is for submit the username and password before login into system.

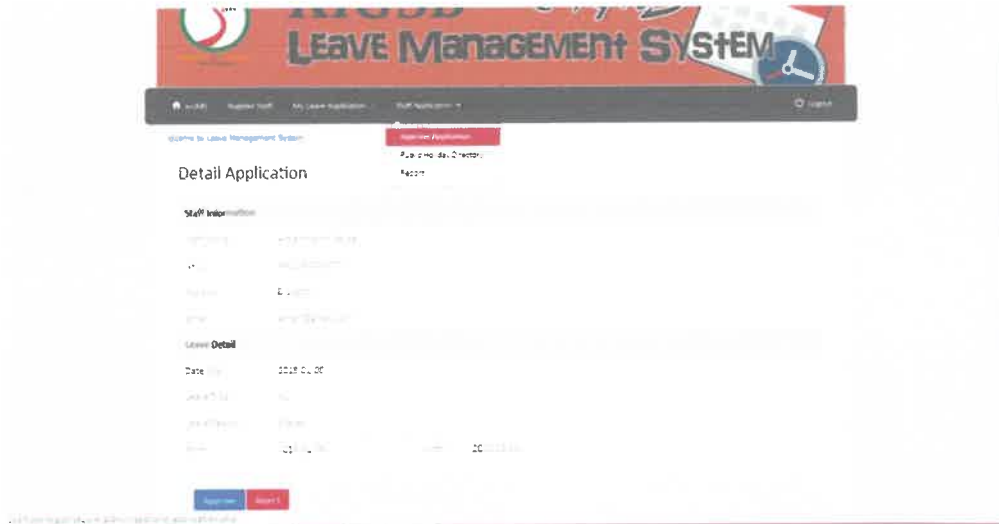
The screenshot shows the 'Register Staff' form in the 'LEAVE MANAGEMENT SYSTEM'. The form includes the following fields and values:

- Staff ID: 134323
- Full Name: Muhammad Halom bin Rusli
- Position: Clerk
- NRIC: 941219-04-5697
- Email: mhztech99@yahoo.com
- Role: Staff
- Total Leave: 15

At the bottom of the form, there are two buttons: 'REGISTER' (blue) and 'Cancel' (red).

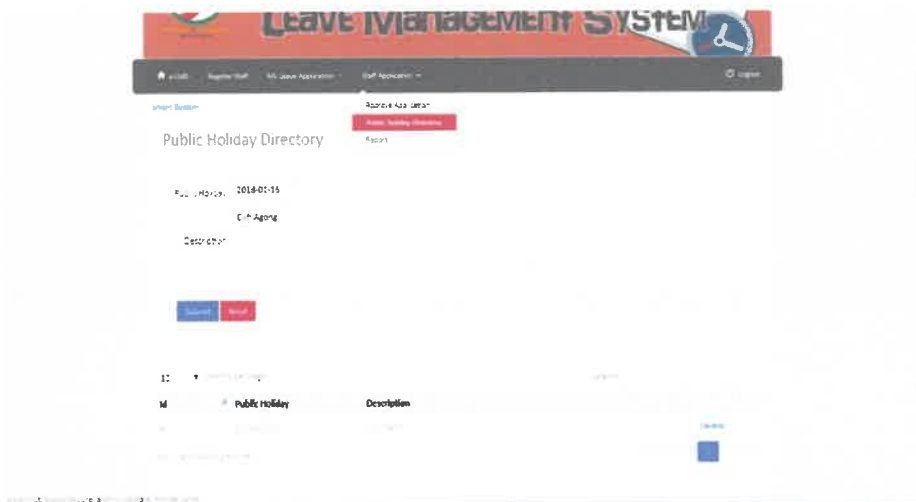
**Figure 30: Register Staff for Admin**

Here is a register user process. Admin must fill the **Staff ID, Full Name, Position, NRIC, Email, Role, Total Leave**, and then click **REGISTER**, the password will give automatically and the user must change it after first log in.



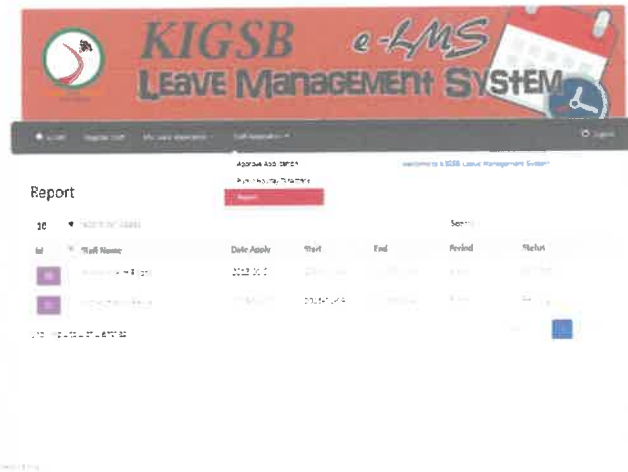
**Figure 31: Approve Application for Admin**

Admin click to **APPROVE** or **REJECT** the leave application from staff. Instead the staff **CANCEL** the leave application there will no record for admin to approve.



**Figure 32: Public Holiday Directory for Admin**

Admin fill the public holiday directory in case of there will have a public holiday and then click **SUBMIT**.



**Figure 33: Report Approval for Admin**

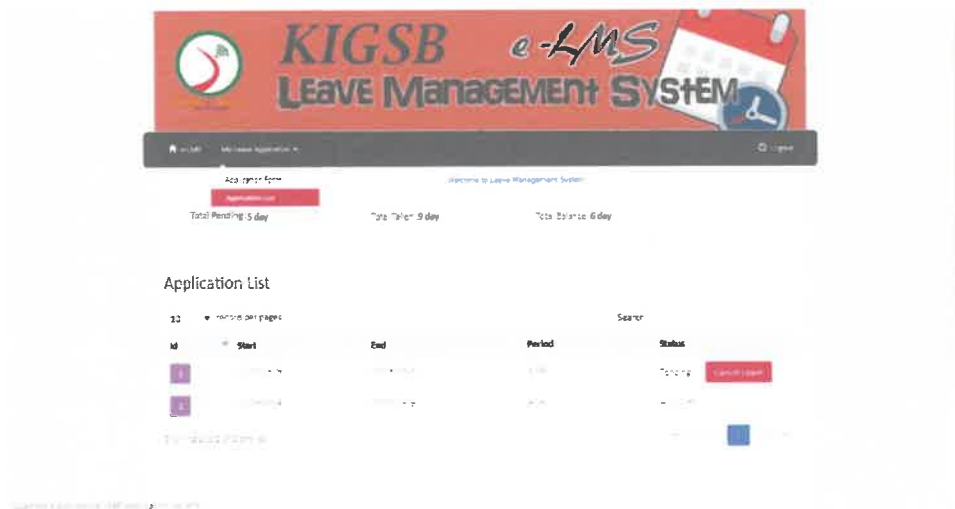
Enter this interface for report detail of staff that had a leave during the all time. This interface can filter by years or month for auditing purpose.

### 3.2.7.4.2 Staff



**Figure 34: Leave Application for Staff**

Staff just click 'Application Form' to apply a leave and then click **SUBMIT**. There also shown leave balance for leave that taken.



**Figure 35: Application List For Staff**

The staff must alert in this interface to check whether their application rejected or approved. If the staff want cancel the leave they just click **CANCEL LEAVE**.



## **4.0 Conclusion**

### **4.1 Application of Knowledge, Skills, and Experience in Undertaking the Task**

- **Knowledge**

The trainee has applied the knowledge in has been learned during the studies in the subject System Analysis I & II which it will help the trainee in developing the system for Kelantan ICT Gateway Sdn Bhd (KIGSB). During the studies, there will be five process involved in order to develop a system which is planning, analysis, design, implementation and maintenance. All of this process the trainee must practice it during to developing the system. Thus, the trainee also has to explore more about the PHP coding which it require trainee to referring other sources. The trainee also get the lesson in developing the system by referring someone that has experience in developed a system from the internet. Thus, the trainee also has practices the computer skill such as using the Microsoft Word, Microsoft Excel, Microsoft Publisher, and Microsoft PowerPoint in order to completing the task. All of that system helps the trainee to improve a lot of computer skill and as an information system student.

- **Skills**

Skills that trainee got from the industrial are framework programming  
wordpress WordPress is a free and open-source content management system  
(CMS) based on PHP and MySQL.To function, WordPress has to be  
installed on a web server, which would either be part of an Internet hosting  
service or a network host in its own right. An example of the first scenario  
may be a service like WordPress.com, for example, and the second case  
could be a computer running the software package WordPress.org. A local  
computer may be used for single-user testing and learning purposes. Features  
include a plugin architecture and a template system.

- **Experience**

Trainee experiencing in communicating with the staff, officer and with the  
top management which it help the trainee to improve a lot in communicate  
with them. The experience that was gained from studied in university such  
as in public speaking, user training, or when handling the festival has helps  
the trainee to start the communication with all the staff in Kelantan ICT  
Gateway (KIGSB) properly. Thus, the trainee also has experiencing in  
communicate with outside people which is the trainee is responsible in  
handling the booth counter whenever the people come to has a deal with a  
program that have provide by the KIGSB. Meanwhile, the trainee also  
experiencing in using the photocopies machine, fax machine, the printer.

## **4.2 Personal Thoughts and Opinion**

The trainee felt that doing the practical in KIGSB has given a lot experience which all of the staff provided to the trainee in experiencing the working surrounding by given the trainee a task that related to their work and related to trainee studies which is information system management by given the trusted to involve with the program that have been organize especially join KIGSB outreach programme. In early stage when started the practical, the staff give the much help in doing the office work before the trainee can doing the work by its own.

Besides that, there also have a weakness about payment to the trainees that committee to their company. They should have a payment or gift in money to appreciate to the trainee.

### **4.3 Lesson Learnt**

The trainee has learned many things during practical which help the trainee to become more disciplined, punctual and the most important thing is to improve a lot of the trainee's communication skills. When the trainee enters the KIGSB office, it does not feel as a practical but more as a staff member and it is very important to show the good discipline and attitude which the trainee has to wear formal attire every day. The trainee also cannot wear slippers, jeans and must wear proper attire whenever in the department. Because of that, to avoid the bad images of the university, the trainee has to make sure to wear the proper attire for every day.

Thus, the trainee also has learned how to be more punctual during practical. The trainee has to come like other staff which at KIGSB office it starts operating at 8.00 a.m. until 5.00 p.m. for Sunday to Wednesday but on Thursday the office finishes on 5.00 p.m.

Since, the trainee also has improved a lot in communication skills during practical days in KIGSB. The trainee has learned how to communicate properly with all the staff in KIGSB and how to interact with them. The trainee also has learned to communicate with the people more confidently yet nicely when dealing with them. The staff teaches the trainee not to be scared whenever dealing with them but to show people that we can help to solve their problem. It is the same when the trainee needs to call the staff to remind them about the meeting or programs.

## **4.4 Limitation and Recommendation**

### **4.4.1 Limitation**

- **.Information Management System (IMS)**

IMS implementation can be very expensive for companies looking to manage their operations more effectively. All divisions and processes must be reviewed when determining what information management wants extracted for decision purposes. The cost of this review followed by the installation costs can be extremely expensive for large companies. Additionally, new employee hiring or employee training related to the MIS can also add to the implementation costs.

### **4.4.2 Recommendation**

Although this system already meets the project and user requirements, there are always suggestions available for future work as listed:

- Increase manpower in Kelantan Ict Gateway (KIGSB) to make efficient task to the others.
- Have a payment to the trainee to appreciate them.

## References

Dennis, A., Wixom, B. H., & Roth, R. M. (2012). *Systems analysis and design, 5th edition* (5th ed.). United States: Wiley, John & Sons.

DIGITAL SIGNAL PROCESSING: system analysis and design. (2017). S.l.: AURIS REFERENCE.

KELANTAN ICT GATEWAY Sdn. Bhd. (n.d.). Retrieved October 08, 2017, from <https://kigsb.com/>

# APPENDICES

# Electronic Time Card



User ID : 106

V = Excused

Name : MUHAMMAD HELMI HASSAN

Department : TAMAT PRAKTIKAL

Page 1/4

Date	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Diff. OT	Short	Leave Taken	Remark
18-2017	Wed	Workday				17:16				0.01				
18-2017	Thu	Workday	08:27			17:03			8.30	0.03				
18-2017	Fri	Offday												
18-2017	Sat	Offday												
18-2017	Sun	Workday	08:31									0.01		
18-2017	Mon	Workday	08:16			17:18			8.45	0.03				
18-2017	Tue	Workday	08:28			17:17			8.45	0.02				
18-2017	Wed	Workday	08:32			17:15			8.43			0.02		
18-2017	Thu	Workday	08:21			17:05			8.30	0.05				
18-2017	Fri	Offday												
18-2017	Sat	Offday												
18-2017	Sun	Workday	08:33			17:19			8.42	0.04		0.03		
18-2017	Mon	Workday	08:23			17:17			8.45	0.02				
18-2017	Tue	Workday	08:17			17:17			8.45	0.02				
18-2017	Wed	Workday	08:28			17:22			8.45	0.07				
18-2017	Thu	Workday	08:24			17:00			8.30					
18-2017	Fri	Offday												
18-2017	Sat	Offday												
18-2017	Sun	Workday	08:28			17:15			8.45					
18-2017	Mon	Workday											Absent	
18-2017	Tue	Workday											Absent	
18-2017	Wed	Workday											Absent	
18-2017	Thu	Workday											Absent	
18-2017	Fri	Offday												
18-2017	Sat	Offday												
18-2017	Sun	Workday											Absent	
18-2017	Mon	Workday											Absent	
18-2017	Tue	Workday	08:46			17:17			8.29	0.02		0.16		
18-2017	Wed	Workday											Absent	
18-2017	Thu	Workday											Absent	
19-2017	Fri	Offday												
19-2017	Sat	Offday												
19-2017	Sun	Workday											Absent	
19-2017	Mon	Workday											Absent	
19-2017	Tue	Workday	08:09			17:17			8.45	0.02				
19-2017	Wed	Workday	08:32			17:17			8.38	0.02		0.07		
19-2017	Thu	Workday	08:18			17:00			8.30					
19-2017	Fri	Offday												
19-2017	Sat	Offday												
19-2017	Sun	Workday											Absent	
19-2017	Mon	Workday	08:18			17:16			8.45	0.01				
19-2017	Tue	Workday	08:19			17:15			8.45					



# Electronic Time Card

ser ID : 106      v = Excused      Name : MUHAMMAD HELMI HASSAN      Department : TAMAT PRAKTIKAL

Date	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Diff. OT	Short	Leave Taken	Remark
19-2017	Wed	Workday	1	<u>08:32</u>		17:16			8.43	0.01		0.02		
19-2017	Thu	Workday	1	08:28		17:02			8.30	0.02				
19-2017	Fri	Offday	1											
19-2017	Sat	Offday	1											
19-2017	Sun	Workday	1										Absent	
19-2017	Mon	Workday	1	08:20		17:15			8.45					
19-2017	Tue	Workday	1			17:17				0.02				
19-2017	Wed	Workday	1	08:15		17:16			8.45	0.01				
19-2017	Thu	Workday	1	<u>08:48</u>		17:01			8.12	0.01		0.18		
19-2017	Fri	Offday	1											
19-2017	Sat	Offday	1											
19-2017	Sun	Workday	1	08:27		17:20			8.45	0.05				
19-2017	Mon	Workday	1										Absent	
19-2017	Tue	Workday	1	08:22		17:15			8.45					
19-2017	Wed	Workday	1	08:20		17:16			8.45	0.01				
19-2017	Thu	Workday	1	08:28		17:00			8.30					
19-2017	Fri	Offday	1											
19-2017	Sat	Offday	1											
10-2017	Sun	Workday	1	<u>08:34</u>		17:16			8.41	0.01		0.04		
10-2017	Mon	Workday	1	08:23		17:16			8.45	0.01				
10-2017	Tue	Workday	1	08:26		17:16			8.45	0.01				
10-2017	Wed	Workday	1	<u>08:37</u>		17:20			8.38	0.05		0.07		
10-2017	Thu	Workday	1	08:12		17:00			8.30					
10-2017	Fri	Offday	1											
10-2017	Sat	Offday	1											
10-2017	Sun	Workday	1	<u>08:47</u>		17:15			8.28			0.17		
10-2017	Mon	Workday	1	08:11		17:15			8.45					
10-2017	Tue	Workday	1	08:21		17:16			8.45	0.01				
10-2017	Wed	Workday	1	08:24		17:19			8.45	0.04				
10-2017	Thu	Workday	1	08:20		17:02			8.30	0.02				
10-2017	Fri	Offday	1											
10-2017	Sat	Offday	1											
10-2017	Sun	Workday	1	08:30		17:15			8.45					
10-2017	Mon	Workday	1	08:15		17:17			8.45	0.02				
10-2017	Tue	Workday	1										Absent	
10-2017	Wed	Workday	1										Absent	
10-2017	Thu	Workday	1	08:24		17:01			8.30	0.01				
10-2017	Fri	Offday	1											
10-2017	Sat	Offday	1											
10-2017	Sun	Workday	1	<u>08:34</u>		<u>17:14</u>			8.40			0.05		
10-2017	Mon	Workday	1										Absent	
10-2017	Tue	Workday	1	08:21		17:16			8.45	0.01				

# Electronic Time Card

ser ID: 106      v = Excused      Name: MUHAMMAD HELMI HASSAN      Department: TAMAT PRAKTIKAL

Date	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Diff. OT	Short	Leave Taken	Remark
10-2017	Wed	Workday	1	08:40		17:16			8.35	0.01		0.10		
10-2017	Thu	Workday	1	08:26		17:00			8.30					
10-2017	Fri	Offday	1											
10-2017	Sat	Offday	1											
10-2017	Sun	Workday	1	08:10		17:21			8.45	0.06				
10-2017	Mon	Workday	1	07:53		17:15			8.45					
10-2017	Tue	Workday	1	08:20		17:17			8.45	0.02				
11-2017	Wed	Workday	1	08:25		17:16			8.45	0.01				
11-2017	Thu	Workday	1	08:23		17:00			8.30					
11-2017	Fri	Offday	1											
11-2017	Sat	Offday	1											
11-2017	Sun	Workday	1	08:38		18:26			8.37	1.11		0.08		
11-2017	Mon	Workday	1	07:33		17:19			8.45	0.04				
11-2017	Tue	Workday	1	08:25		17:17			8.45	0.02				
11-2017	Wed	Workday	1	08:08		17:15			8.45					
11-2017	Thu	Workday	1										Absent	
11-2017	Fri	Offday	1											
11-2017	Sat	Offday	1											
11-2017	Sun	Workday	1										Absent	
11-2017	Mon	Workday	1										Absent	
11-2017	Tue	Workday	1	08:56		17:15			8.19			0.26		
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11-2017	Fri	Offday	1											
11-2017	Sat	Offday	1											
11-2017	Sun	Workday	1	08:24		17:18			8.45	0.03				
11-2017	Mon	Workday	1	08:27		17:17			8.45	0.02				
11-2017	Tue	Workday	1	08:29										
11-2017	Wed	Workday	1	08:22		17:17			8.45	0.02				
11-2017	Thu	Workday	1	08:29		17:02			8.30	0.02				
11-2017	Fri	Offday	1											
11-2017	Sat	Offday	1											
11-2017	Sun	Workday	1	08:25		17:16			8.45	0.01				
11-2017	Mon	Workday	1	08:35		17:16			8.40	0.01		0.05		
11-2017	Tue	Workday	1										Absent	
11-2017	Wed	Workday	1	08:17		17:17			8.45	0.02				
11-2017	Thu	Workday	1	08:19		17:02			8.30	0.02				
12-2017	Fri	Offday	1											
12-2017	Sat	Offday	1											
12-2017	Sun	Workday	1										Absent	
12-2017	Mon	Workday	1	08:32		17:15			8.43			0.02		
12-2017	Tue	Workday	1	08:33		17:17			8.42	0.02		0.03		

# Electronic Time Card

ser ID : 106 v = Excused Name : MUHAMMAD HELMI HASSAN Department : TAMAT PRAKTIKAL

Date	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Diff. OT	Short	Leave Taken	Remark
12-2017 Wed	Workday	1	08:42			17:16			8.33	0.01		0.12		
12-2017 Thu	Workday	1											Absent	
12-2017 Fri	Offday	1												
12-2017 Sat	Offday	1												
12-2017 Sun	Workday	1	08:32			17:16			8.43	0.01		0.02		
12-2017 Mon	Workday	1	08:32			17:16			8.43	0.01		0.02		
12-2017 Tue	Workday	1	08:37			17:26			8.38	0.11		0.07		
12-2017 Wed	Workday	1	08:31			17:18			8.44	0.03		0.01		
12-2017 Thu	Workday	1	08:22			17:00			8.30					
12-2017 Fri	Offday	1												
12-2017 Sat	Offday	1												
12-2017 Sun	Workday	1	08:29			17:15			8.45					
12-2017 Mon	Workday	1	08:34			17:15			8.41			0.04		
12-2017 Tue	Workday	1	08:26			17:15			8.45					
12-2017 Wed	Workday	1	08:28			17:18			8.45	0.03				
12-2017 Thu	Workday	1	08:25			17:00			8.30					
12-2017 Fri	Offday	1												
12-2017 Sat	Offday	1												
12-2017 Sun	Workday	1	08:22			17:15			8.45					
12-2017 Mon	Workday	1											Absent	
12-2017 Tue	Workday	1	08:05			17:18			8.45	0.03				
12-2017 Wed	Workday	1	08:20			17:18			8.45	0.03				
12-2017 Thu	Workday	1	08:18			17:03			8.30	0.03				
12-2017 Fri	Offday	1												
12-2017 Sat	Offday	1												
12-2017 Sun	Workday	1	08:12			17:16			8.45	0.01				

Day Type	Total Days	Present	Absent	Work	Overtime	Diff. OT	Short	Absent		23
Workday	108	85	23	701.31	3.23		2.44	CUTI SAKIT		
holiday								CUTI BERSALIN		
estday										
offday	44									
total	152	85	23	701.31	3.23	0.00	2.44			23

Supervisor/Date: .....

MUHAMMAD HELMI HASSAN





# Sijil Penghargaan

**BAHAGIAN PENGURUSAN TEKNOLOGI MAKLUMAT (HPTM)  
PEJABAT SETIAUSAHA KERAJAAN NEGERI KELANTAN  
dan  
KELANTAN ICT GATEWAY SDN. BHD.**

*Dengan ini dirakamkan setinggi-tinggi  
penghargaan dan ucapan terima kasih kepada*

**MUHAMMAD HILMI BIN HASSAN**

**941219-03-5043**

*kerana penglibatan di dalam*

**PROGRAM PEMBANGUNAN SAINS DAN TEKNOLOGI  
(PPST) : KARNIVAL SAINS & TEKNOLOGI KELANTAN 1.0**

*Pada*

**2 - 3 DISEMBER 2017**

DATE: 1/8/2017 (Tuesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Report Duty at CT (afterway SIn Bns)	

Case of forward V...  
Contract/Inherits  
Shift Purchase  
Launch (Subway)  
Also purchase

DATE: 2/9/2017 (Wednesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Meeting ice sessions	
- Introduce	
- Experience	
- Skills	

DATE: 3/8/2017 (Thursday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Meeting about event to handle	

Pengetua  
FAR  
Kelantan ICT Gateway Sdn. Bhd.





DATE: 4/9/2017 (Tuesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Done for task about	
Criteria about school bus	
site that must have	

DATE: 4/8/2017 (Wednesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Given task 'Special projects that given title 'e-leave management system'	
Summary of the system about employees that in the ICT gateway want to request a leave & where leave were denied.	



DATE: 14/8/2017 (Monday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Make ERP for	
E-leave system	

DATE: 15/8/2017 (Tuesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Make ERP for	
E-leave system	

DATE : 16/8/2017 (Wednesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Observe the environment of office	

DATE : 17/8/2017 (Thursday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Observe the environment of the office	

FAKULTI  
FAR  
Kelanian CT Gateway Sdn. Bhd.



DATE: 20/8/2017 (Sunday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Gives briefing about	
facilitator at	
"Kursus Intermediate	
komputer Microsoft	
Word & Excel	

DATE: 21/8/2017 (Monday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Facilitator at	
"Kursus Intermediate	
komputer Microsoft	
Word & Excel	
(Ho kumpulan	
Perdagangan Sungai	
Ferah, (Gun Musang)	

DATE: 22/8/2017 (Tuesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Facilitator of	
"Kursus Intermediate	
Computer Microsoft	
Word & Excel	

DATE: 23/8/2017 (Wednesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Facilitator of	
"Kursus Intermediate	
Computer Microsoft	
Word & Excel	

DATE : 24/8/2017 (Thursday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Facilitator of	
"Kursus Intermediate	
Computer Microsoft	
Word & Excel"	

AR

Eksekutif IT

Kelantan ICT Gateway Sch. Bukit

DATE : 27/8/2017 (Sunday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Facilitator of	
"Kursus Intermediate	
Computer Microsoft	
Word & Excel"	



DATE : 28/8/2017 (Monday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Facilitator of	
"Fursus Intermediate	
Computer Microsoft	
Word & Excel "	

DATE : 29/8/2017 (Tuesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Key-in databases about	
Survey of "Fursus Intermediate Computer Microsoft Word & Excel"	



DATE : 3/9/2017 (Sunday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
"Ranga. Hiji"	
Leave"	

DATE : 4/9/2017 (Monday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
"Supan Sea 2017"	
Leave"	



DATE: 5/9/2017 (Tuesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Meeting about event	
of Selantan (T Carnival	
and were given to	
find materials to present	
to the audience in 3 days	

DATE: 6/9/2017 (Wednesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Find the material / modu about scratch (ongoing)	



DATE : 11/9/2017 (Monday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
"Middle of Progress	
of Material of	
Swatch "	

DATE : 12/9/2017 (Tuesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
"Middle of Progress	
of Material of	
Swatch "	





DATE: 17/9/2017 (Sunday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
" Malaysian Day Holiday "	

DATE: 18/9/2017 (Monday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
" Observe the environment environment of works in the office "	

DATE: 19/9/2017 (Tuesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
"Continue with	
Special project of	
E-leave system"	

DATE: 20/9/2017 (Wednesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
"Continue with	
Special project	
E-leave	
- Adding module	

DATE : 21/9/2017 (Monday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
"Continue with	
Special project	
E-leave	
- Adding module	

FARIDIN B JAFAR  
E-leave  
Kelantan ICT Gateway Sdn. Bhd.

DATE : 24/9/2017 (Sunday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Continue with	
Special project	
Fast E leave	

EXTRACT NATURE OF WORK DONE

SUPERVISOR  
REMARKS

"Emergency leave"

EXTRACT NATURE OF WORK DONE

SUPERVISOR  
REMARKS

"Observing behavior  
of Office Environment"

EXTRACT NATURE OF WORK DONE

SUPERVISOR REMARKS

Continue with switches

1/1/2011

EXTRACT NATURE OF WORK DONE

SUPERVISOR REMARKS

Continue with switches

1/1/2011

Esseki IT  
Kelantan ICT Gateway Sdn. Bhd.

DATE: 1/10/2017 (Sunday)

EXTRACT NATURE OF WORK DONE

SUPERVISOR REMARKS

Done Water a

Swatch tutorial

DATE: 2/10/2017 (Monday)

EXTRACT NATURE OF WORK DONE

SUPERVISOR REMARKS

Observe the environment  
of the office

DATE: 3/10/2017 (Tuesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Make some research	
about Alibaba.com	
website.	

DATE: 4/10/2017 (Wednesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Make some research	
about Alibaba.com	
website	

DATE: 5/10/2017 (Thursday)

EXTRACT NATURE OF WORK DONE

SUPERVISOR REMARKS

Observe the environment  
of the office

FABIAN DILJAPAR  
Eseku III IT  
Kelantan ICT Gateway Sdn. Bhd.

DATE: 8/10/2017 (Sunday)

EXTRACT NATURE OF WORK DONE

SUPERVISOR REMARKS

Update the information  
on EISYS Website



DATE: 9/10/2017 (Monday)

EXTRACT NATURE OF WORK DONE

SUPERVISOR REMARKS

Re-draw the

Fluorchart for

Av-Rahm systems

DATE: 10/10/2017 (Tuesday)

EXTRACT NATURE OF WORK DONE

SUPERVISOR REMARKS

Attend to program

Invas. at Politeknik

Kota Bharu (PPRB)

DATE: 11/10/2017 (Wednesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Re-draw flowchart	
of Membershp	
Registration for	
Av-Rahm	

DATE: 12/10/2017 (Thursday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Observe the environment of the office	
FARIZAN BT JAFAR Esekulli II Kelantan ICT Gateway Sdn. Bhd.	

DATE: 15/10/2017 (Sunday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Make a questions about	
completion of 1 hour RTI	

DATE: 16/10/2017 (Monday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Make a question about	
completion of 1 hour RTI	

DATE: 17/10/2017 (Tuesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Make a question about	
competition 'FOUR 101'	

DATE: 18/10/2017 (Wednesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
"Deerpavali Leave"	



DATE : 23/10/2017 (Monday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Make a Photocopy	
of Form (Letter)	
to Panchanan (Skt. Lt)	
Magesh, Venkatesh (PRINT)	

DATE : 24/10/2017 (Tuesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Observe the environment	
of the office.	

DATE: 25/10/2017 (Wednesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Consult Supervisor GA	
U:TM Machinery	

DATE: 26/10/2017 (Thursday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Make a corrections of the report of industrial	

FANULAN BI JAFAR  
Eksisiti  
Kelantan ICT Gateway Sdn. Bhd.

DATE: 29/10/2017 (Sunday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Set-Up facility	
for final ICT	
in SMK Kubang	
Perihan	

DATE: 30/10/2017 (Monday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Set Up the place for	
the programme 'EU12 (CT1'	
at SMK Kubang Perihan	



DATE: 31/10/2017 (Tuesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Facilitator of	
Quiz   CI	
at SMK Kubang	
Kerlan	

DATE: 1/11/2017 (Wednesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Deal a PA system	
with Selangor Usim	
Kolej Awam Selangor.	

DATE: 2/11/2019 (Thursday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Set up the power at	
Demam YIK ke programme	
'Kwiz ICT'	

FARIZAH B. JAFAR  
EKSEKUTIF  
Kelantan ICT Gateway Sdn. Bhd.

DATE: 5/11/2019 (Sunday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Facilitator at	
Kwiz ICT at	
Demam YIK	





DATE: 12/11/2017 (Sunday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
" Hari Keputeraan	
Sultan Kelantan "	
= Leave	

DATE: 13/11/2017 (Monday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
" Hari Keputeraan	
Sultan Kelantan "	
= Leave	

DATE: 14/11/2017 (Tuesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Observe the environment of the office	

DATE: 15/11/2017 (Wednesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Set-up for	
Final Quiz ICT	
at SVK	

DATE : 16/11/2017 (Thursday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Final of ICT	
viz at Durian	
SVC (Facilitator)	

HARIZAM B. JAFAR  
Ekskutive IT  
Kelantan ICT Gateway Sdn. Bhd.

DATE : 19/11/2017 (Sunday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Emergency Leave	





DATE : 22/11/2019 (Wednesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Collect the sources	
for amending the	
website of Lembaga	
Perkayaan Kelantan	
(LEPKS.com)	

DATE : 23/11/2019 (Thursday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Back up file	
for the LEPKS	
item in computer	

FARIQUN ET JAFAR  
Ekssekutif  
Kementerian ICT Gaterway Sdn. Bhd.

DATE: 26/11/2017 (Sunday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Make a <sup>new</sup> prototype of a website for KPLSIB	

DATE: 27/11/2017 (Monday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Proceed with interface of Kamputi Perbanyuan (Kamputi Perbanyuan) website.	



DATE : 30/11/2017 (Thursday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Make a minor changes	
about Computer, Peripherals	
Kelantan Sdn Bhd (IPPS)	
Website	

**FARIMAN B JAFAR**

EKSEKUTIF  
Kelantan ICT Gateway Sdn. Bhd

DATE : 3/12/2017 (Sunday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
FARMING Sains dan	
Teknologi V.O	





DATE: 10/12/2017 (Sunday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Make a short organization	
level of EPKSB	
(Komplitas Perayaan Kelenjin	
dan Bhd) for EPKSB	
Website	

DATE: 11/12/2017 (Monday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Adding module in	
EPKSB Website	







DATE: 18/12/2017 (Monday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Testing <del>code</del> source	
code for e-leave	
Management System	

DATE: 19/12/2017 (Tuesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Adding module	
for carry-forward	
leave	

DATE : 20/12/2017 (Wednesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Testing code for away forward leave module	
- failed	

DATE : 21/12/2017 (Thursday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Testing code for cancellation of leave Klms e-Leave Management system	

FARIZAM BT JAFAR  
Eksakutti I  
Kementerian CI Gateway Sdn. Bhd.

DATE: 24/12/2017 (Sunday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Editing Management	
Team picture of	
FPESB	

DATE: 25/12/2017 (Monday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
(Christmas Day)	
(Leave)	

DATE: 26/12/2017 (Tuesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Observe the environment of the office	

DATE: 27/12/2017 (Wednesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Testing overall module	
at VISA's bank	
Management system (e-LMS)	
- Configuration have failed	

