INDUSTRIAL TRAINING REPORT:
JABATAN TEKNOLOGI MAKLUMAT,
KUMPULAN WANG SIMPANAN PEKERJA
(KWSP)

SPECIAL PROJECT:
EXCEL VBA SEMAKAN BERKALA

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ABSTRACT

Industrial training is intended to given an experience to the students to feel the real working environments in the industry. Within given five month's period to complete the practical training at Department of Information Technology (IT) also as known as Jabatan Teknologi Maklumat (JTM) at The EPF Head Office building. Many experiences and knowledge the trainee gained at IT department which make trainee more responsible and give commitment in working on task given. IT department plays the role as a key enabler is achieving customer focused operational excellence through the implementation of ICT initiatives, providing IT support and service, ensuring a secured, reliable ICT environment for the business to work smarter and more efficiently. The special project given is related to new subject to trainee which is Excel VBA for the Semakan Berkala task. This project is being developed because to automate custom functions in using Excel to finishing a large amount of data in short time.

Keywords: *Information Technology, IT, ICT, Excel VBA, Semakan Berkala*

ACKNOWLEDGEMENT

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INTRODUCTION

CHAPTER 1: INTRODUCTION

Figure 1: The EPF Head Office building

1.1   Background of the Organization

The EPF (Employee Provident Fund) is one of social institution formed according to the Employees Provident Fund Act 1991 (Act 452) under Laws of Malaysia. This Institution provides retirement benefits for members through management of their savings in an efficient and reliable manner. Other than that, The EPF also provides a convenient framework for employers to meet their statutory and moral obligations to their employees.

The EPF is Malaysia's premier retirement savings fund providing basic financial security for retirement. Established in 1951, the fund is one of the world's oldest and among the largest with total investment assets of RM586.66 billion as at end 2013. The EPF members are from private and Non-Pensionable Public Sector employees. In 2016, the totals of EPF

members are about 14.72 million members. The total number of active and contributing members is 6.83 million. The total number of active employers is 541,503.

Given its pivotal role of safeguarding the well-being of Malaysian retirees, the EPF places highest priority in ensuring that its investments are judicious and protects the value of members' savings while providing reasonable returns. Hence, the bulk of the Fund's assets are channeled into safe investment instruments such as government bonds and securities. In its initial years, the EPF was able to park all of its assets locally in Malaysian Government securities, Loans and Bonds, Equities, Money Market Instruments and Property. In so doing, it served to help finance a large number of major government as well as private sector projects that have contributed towards shaping the nation's development. More recently, it has had to look at suitable investment options internationally, as the local capital and money markets have not kept pace with the growth of the EPF's assets.

Other than providing for the retire needs of Malaysians, the EPF also allows members to withdraw from their savings to fund their educational and health needs as well as to help secure a home as these would enhance the value of their postretirement life. To carry out its social security role to the best of its ability, the EPF also takes on the role of watchdog, ensuring the employers registered with the Fund as fulfil their responsibility of contributing towards their employees' savings. The Fund's enforcement team routinely carries out checks at work premises throughout the country and follows up on reports of evasion submitted by employees.

At the same time, the EPF seeks to ensure that Malaysians are aware of their retirement needs and carries out educational campaigns via the print and electronic media to highlight the importance of prudent financial planning to ensure financial security in one's golden years. In its ongoing efforts to increase financial literacy in the country, the organization

does not only target its members in its educational campaigns but also seeks to inspire employers to reinforce the concept of saving in the workplace while influencing policy makers to focus more intently on financial education for the nation.

Over and above serving the retirement needs of its members, the EPF is committed to a high standard of service delivery and has adopted the latest technologies to improve its customer experience. The EPF benchmarks its performance against international best practices and is driven by a vision to be a world-class social security organization providing the best retirement savings for Malaysians'. Towards this end, it is constantly innovating to meet both its members' current as well as future needs.

1.2 Organizational Structure
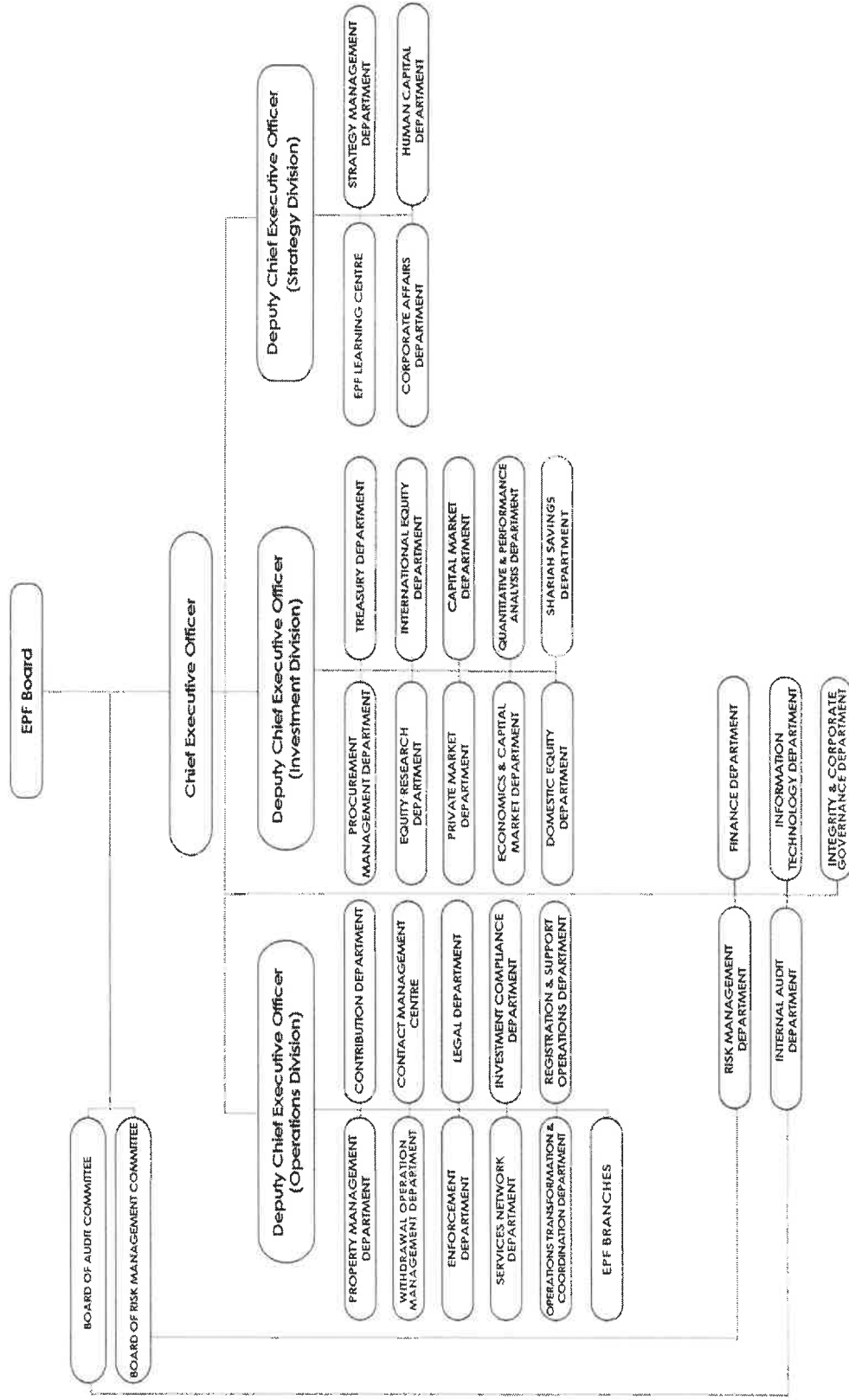
Figure 2: The EPF Organizational Chart

EPF Board

- BOARD OF AUDIT COMMITTEE
- BOARD OF RISK MANAGEMENT COMMITTEE

Chief Executive Officer

Deputy Chief Executive Officer (Investment Division)
- PROCUREMENT MANAGEMENT DEPARTMENT
- EQUITY RESEARCH DEPARTMENT
- PRIVATE MARKET DEPARTMENT
- ECONOMICS & CAPITAL MARKET DEPARTMENT
- DOMESTIC EQUITY DEPARTMENT
- TREASURY DEPARTMENT
- INTERNATIONAL EQUITY DEPARTMENT
- CAPITAL MARKET DEPARTMENT
- QUANTITATIVE & PERFORMANCE ANALYSIS DEPARTMENT
- SHARIAH SAVINGS DEPARTMENT

Deputy Chief Executive Officer (Operations Division)
- PROPERTY MANAGEMENT DEPARTMENT
- WITHDRAWAL OPERATION MANAGEMENT DEPARTMENT
- ENFORCEMENT DEPARTMENT
- SERVICES NETWORK DEPARTMENT
- OPERATIONS TRANSFORMATION & COORDINATION DEPARTMENT
- EPF BRANCHES
- CONTRIBUTION DEPARTMENT
- CONTACT MANAGEMENT CENTRE
- LEGAL DEPARTMENT
- INVESTMENT COMPLIANCE DEPARTMENT
- REGISTRATION & SUPPORT OPERATIONS DEPARTMENT

Deputy Chief Executive Officer (Strategy Division)
- EPF LEARNING CENTRE
- CORPORATE AFFAIRS DEPARTMENT
- STRATEGY MANAGEMENT DEPARTMENT
- HUMAN CAPITAL DEPARTMENT

- RISK MANAGEMENT DEPARTMENT
- INTERNAL AUDIT DEPARTMENT
- FINANCE DEPARTMENT
- INFORMATION TECHNOLOGY DEPARTMENT
- INTEGRITY & CORPORATE GOVERNANCE DEPARTMENT

1.3 Vision

- Helping members achieve a better future.

What does better future means?

➤ Financially secure: Adequate and sustainable income to live and retire comfortably.

➤ Happy and meaningful life: Financial and physical health leads to good mental health and meaningful life.

➤ Healthy: Live a healthy life and have access to good medical and nursing facilities.

For Staff
- Good career growth in EPF.
- Better job satisfaction and purpose in delivering results.

For Members
- Adequate savings.
- Funding for housing, education & medical needs.
- Financial & retirement planning.
- Lower risk for member's savings.

For Employers
- Effective benefits to employees.
- Lower cost of managing employee benefits.
- A value proposition to attract potential workers.

For The Nation
- Encourage economic growth.
- Influence Government on socio-economic policies.
- Assist in cultivating savings culture for all Malaysians.
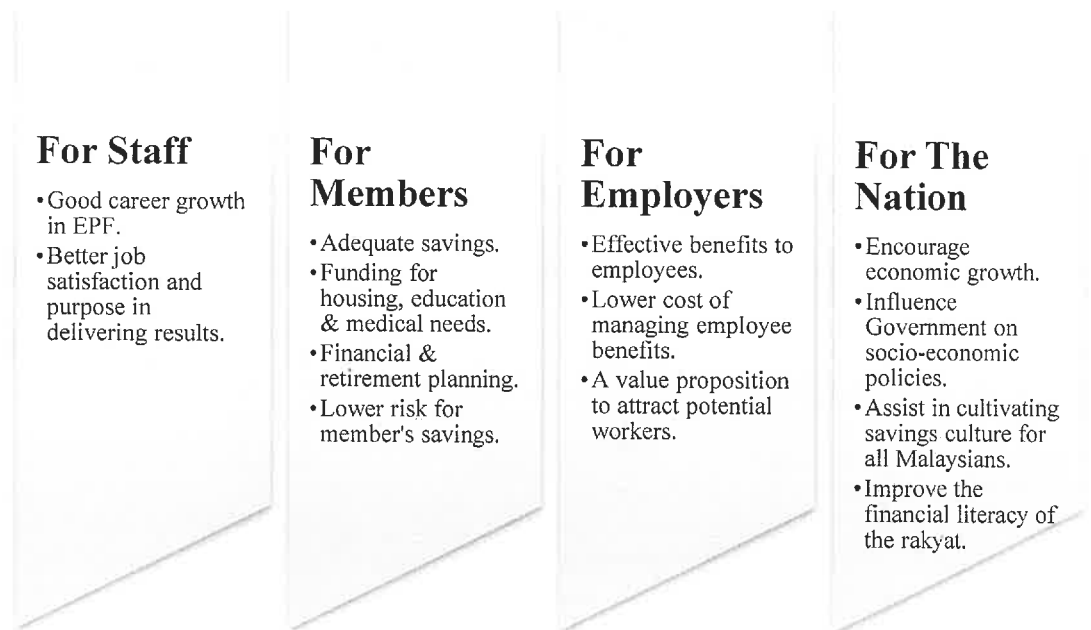- Improve the financial literacy of the rakyat.

Figure 3: The EPF Vision

1.4   Mission

- Safeguard members' savings and deliver excellent services.

What does it mean?

➢ Capital preservation

- Guaranteed savings

- Diversified investment (varied, wide ranging investment)

➢ Strong Returns

- Annual dividends of >2% above inflation

- Consistently give good returns

➢ Sound Governance

- Good corporate governance

- Transparent in dealings

- A trusted organization

➢ Fund Administration

- Collect and enforce

- Protect contributions

- Advise on retirement planning

1.5   Shared Values
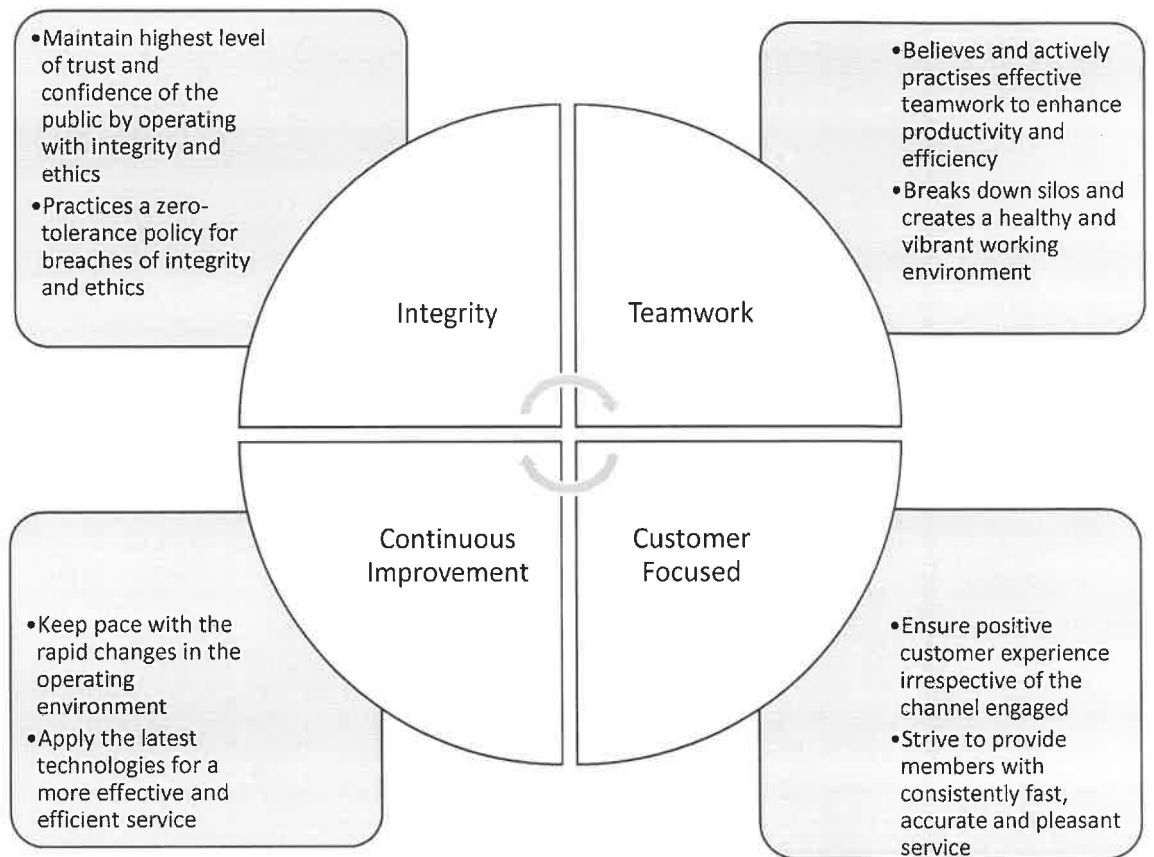

- Maintain highest level of trust and confidence of the public by operating with integrity and ethics
- Practices a zero-tolerance policy for breaches of integrity and ethics

- Believes and actively practises effective teamwork to enhance productivity and efficiency
- Breaks down silos and creates a healthy and vibrant working environment

Integrity   **Teamwork**

Continuous Improvement   **Customer Focused**

- Keep pace with the rapid changes in the operating environment
- Apply the latest technologies for a more effective and efficient service

- Ensure positive customer experience irrespective of the channel engaged
- Strive to provide members with consistently fast, accurate and pleasant service

Figure 4: The EPF Shared Values

1.6 Milestone the EPF

1951: The EPF was established under the EPF ordinance 1951, and placed under the National Director of Posts.

1952: The EPF has 518,948 members and 11,918 registered employers in its network. A total of 2.6 million was collected in contributions.

1956: The EPF made its first short and long-term investments in the Federation, Singapore and Municipal Government securities.

1960: The EPF officially opened its new headquarters in Petaling Jaya, Selangor, in November.

1980: Membership increased to 3.7 million with close to 110,000 registered employers, while contributions for the year surpassed the RM 1 billion mark.

1970: The EPF's asset size grew to RM 2.1 billion, while membership approached two million.

1968: The EPF Ordinance was amended to provide for the withdrawal of one-third of a member's savings upon reaching age 50 to assist in purchasing a house and preparing for retirement.

1961: Tan Sri Dato' Abdul Jamil Abdul Rais was appointed as the EPF's first Malaysian Chairman.

1995: The EPF introducted the first Social Scurity Course in the country, attended from other social security organizations.

2000: The EPF introduced the Education Withdrawal Scheme and the Pensionable Employees withdrawal scheme.

2001: Membership grew to 10 million and total assetss to RM186 billion. In April, Tan Sri Azlan Zainol was appointed as chief Executive Officer of the EPF.

2009: The EPF was awarded a Five-Star Rating by the Malaysian Administrative Modernisation and Management Planning Unit (MAMPU).

2016: The Introduced Simpanan Shariah to provide members with the option to have their account managed and invested according to Shariah Principles.

2014: The EPF launched its first mobile application, the EPF i-Akaun.

2013: The EPF introduced e-Carumanand e-Pengeluaran through i-Akaun on the myEPF website.

2010: The EPF introduced the electronic Members Investment Option system to replace the manual of withdrawal applications by members for investment in unit trusts.

Figure 5: The EPF Milestone

CHAPTER 2:

ORGANIZATION

INFORMATION

CHAPTER 2: ORGANIZATION INFORMATION

Information Technology Department / Jabatan Teknologi Maklumat (JTM)

2.1   Department Background

The ICT Department plays the role as a key enabler in achieving customer focused operational excellence through the implementation of ICT initiatives, providing IT support and service, ensuring a secured, reliable ICT environment for the business to work smarter and more efficiently.

JTM are committed to support the Users with the highest level of services within the functionality of the department. JTM will continuously improve its operations and reduce the number of problem and incidents that impact the availability and reliability of IT services. JTM will establish processes to empower Users and JTM staff to engage in proactive activities and corrective actions to prevent problems and will focus on production/operational support to achieve short-term and long-term improvements.

2.2 JTM Client's Charter

1. Availability Management: JTM shall commit resources to ensure availability that is in accordance with Service Level Agreements for system components that are within the scope of JTM support services.

2. Performance Management: JTM shall continuously enhance and improve the IT infrastructure to ensure that the services provided will continue to meet and exceed the expectations of the Users.

3. Communication: JTM shall make it as easy as possible for Users to contact and seek assistance from the Service Desk during normal office hours by telephone or email. We shall implement improvement programs to increase the First Call Resolution Rate (FCRR) and provide clear, complete and accurate information/guidance/'walk-through' on the telephone/via email whenever possible.

4. Staff Performance: JTM shall ensure that in every aspect of our work, each individual is responsible and accountable for the quality of their work. We shall work with the Users to correct any problem and take action to ensure that the problem does not recur.

5. Honesty & Integrity: At all times JTM staff shall strife to be honest, friendly, courteous, and treat all Users as Valued Customers. Should the level of service fail to meet your reasonable expectations, JTM shall take steps to rectify the situation, as soon as it is brought to our attention.

VISION

- To be recognized as the driver of EPF's productivity

MISSION

- We are committed to provide secure ICT solutions to enable EPF to deliver world-class service

VALUES

- Integrity, Commitment, Teamwork, Discipline, Agile

2.4 Organization Structure / Chart

Figure 6: IT Department Organization Chart

2.5 JTM Responsibilities

1. Providing technical and operational management support for a wide variety of information systems projects and activities.

2. Configuring and updating workstations, servers, networks, firewalls and other information systems equipment used in support of business EPF activities.

3. Configuring and updating systems software in these same information systems so that all applications critical to the business are supported, response time is within tolerable limit and security vulnerabilities are minimized.

4. Establishing and maintaining user access control systems for those multiuser information systems that are not handled by the SPSIT (Seksyen Pengurusan Sekuriti IT).

2.5 IT Department Division Function

IT Security management division (SPSIT) Function

Business Function	Critical business process
1. User access management	New registration
	Access grant
	Password resetting
2. Network security management	Managing & monitoring firewall
	Managing & monitoring IDS
	Managing & monitoring internet gateway
	Managing load balancers
	Managing & monitoring network box
3. Application security management	Managing the protection of databases, dataset, DASD storage & data
	Managing the protection of batch & online programs
4. Monitor & coordinate simulation DRP for mainframe	Updating of DRP document
	Prepare the test plan
	Coordinate implementation of DRP
	Produce simulation report
5. Policy management	interpreters information security policies, standards, other requirements as they relate to specific internal information system
	Coordinate information security management committee meetings
6. Security audit management	auditing
	Penetration test

Strategic Planning & Architecture Division Function

Business function	Critical business process
1. Strategic planning & research	Develop overall IT strategy
	Develop and maintain pragmatic and holistic plans to implement the IT strategy
	Develop and maintain IT Architecture Framework
	ICT Planning
	IT Research & Development and to project the potential impact of new and developing technologies
	Quality Assurance
2. Value Management Office	Monitor performance of IT projects and progress on benefits realization
	Manage, coordinate % monitor activities relating to IT Investment Framework
	Assess the value of business results, alignment, financial worth and risk map to the overall project prioritization
	Oversee cost/benefit management of initiatives
	Ensure IT projects adhere to organization standards

Infrastructure Management -- Technical Support Division

Business Function	Critical Business Process
1. Wintel management	Windows server troubleshooting
	Window server management
2. Active Directory Infrastructure Administration	Active Directory Administration
	WINS / DNS Administration
3. System Support for Investment / Human Resource	Troubleshoot user problem
	System maintenance
4. Anti-virus Administration	Update virus pattern
5. LINUX Administration	Batch transfer
	Troubleshooting
6. Exchange Administration	Check the log
	Check on mail activity
	Troubleshooting

Infrastructure management – Operation Division

Business Function	Critical Business Process
1. Network Operation	Receive report from helpdesk or users
	Coordinate with service provider to check link availability
	Liaise with JTM management about the network status
	Check resource availability
	Initiate network setup / configuration
	Perform network monitoring and troubleshooting
2. Diskette/SDBA/Internet Testing	New registration
	Diskette testing
	Approval/rejected letter to employer
	Send testing result file to banks through FTP
3. Hardware troubleshooting	Troubleshooting PC
	Troubleshooting Printer
	Troubleshooting Scanner
	Troubleshooting thumbprint scanner
	Replace hardware components such as monitor, mouse, hardisk and ram.
4. Software Installation	Install all the software
	Troubleshooting software/ application problem
5. Recommendation for PC disposal	PC checking / evaluation for disposal purposes
	Recommendation for PC disposable

2.6 Job Description SPSIT Staffs

Position	Job Description
Senior Manager	- Ensure the integrity and confidentiality of processes on the system / applications to ensure continuity of operations in the EPF.
	- Coordinate and monitor awareness activities among EPF members through ongoing basis awareness programs.
	- Manage section budget planning of short-term and long-term in overall.
	- Manage and maintain network security to be at satisfactory level.
	- Observing and ensuring smooth security audit evaluation whether the assessment in the internal or external so that it is in compliance with industry standards.
	- Observes continuous testing risk and security policy management
	- Coordinate disaster recovery plan and management change in existing systems and applications.
	- Manage staff.
Deputy Manager	- Manage the development, review, implementation and improvement of information security policies, guideline and standard for project, daily process and the EPF operation.
	- Provide advice and confirmation of projects and new developments/improvements
	- Carrying out risk assessment information

	security related projects/upgrades and operations
	- Make assessment and give approval related to firewall and change request
	- Administer and manage security assessment activities. E.g. activities of penetration testing.
	- Analyzing network packet for the forensic purposes.
Manager	- Planner and designer developed strategic IT security for system and application, introducing technical security policies, implementers and administrator security configuration based on standard IT security.
	- Manage the implementation of IT security, decision-makers in the IT security projects, act as project manager for quite defines the implementation of plan, work plan, significant achievement, schedules and budgets.
	- Ensure the evaluation of the safety audit was line with industry standards.
	- -Manage and ensure IT security staffs meet the roles and accountability of duties as set out in the work description. Planned IT security section's budget in the short term and long term.
Assistant Manager	- Plan, manage and maintain user roles based on Security Access Matrix (SAM) set.
	- Evaluations on a basis periodic on Security

	Access Matrix (SAM) to ensure it comply with the IT security policy certification ISO27001:2005.
	- Provide technical assistance in the management of user access to end-users and process improvement team.
Senior Security Analyze	- Manages the development, implementation, maintenance and revision of the information security policy of EPF
	- Coordinate and provide information security awareness briefings to EPF through ongoing basis information security awareness program.
	- Provide consulting about EPF information security policy to EPF staffs and third parties
	- Coordinate activities of EPF network, system, application and databases in the EPF.
	- Help carry out tasks related to disaster recovery plan/business.
	- Administer and manage operational risk for JTM under operational risk management (ORM) initiative.
Security Analyst (Audit Security)	- Plan, Manage and maintain periodic evaluation activities at system design, applications and infrastructure design and network access in the EPF organization
	- Implementing and monitoring evaluation security audit smoothly before auditing compliance with industry standards from the internal or external

	- Provide technical assistance in terms of demand management and preparation of audit report when needed
Assistant Security Analyst (ID Management)	- Ensure the integrity of the system and all processes certified, smooth and controlled to ensure confidentiality guaranteed
	- Administer user registration and give authority to staff to access a system/ application in the EPF
	- Prevent security vulnerabilities on the network in the EPF from penetration and report cases of security leaks

CHAPTER 3:

INDUSTRIAL TRAINING

ACTIVITIES

CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES

3.1 Training Activities

Practical student involved with training activities whether doing daily task as a worker or involved with events or program whether one time or periodically events of the company. During five (5) months industrial training at Seksyen Pengurusan Sekuriti IT (SPSIT), one of training activities is doing some variety office works/tasks required by organization supervisor or as a helper. Mostly office works/tasks is from admin tasks such as photocopy, arrange document into file, arrange old file in file room, be a delivery girl get approval signature and help with transfer Microsoft PowerPoint data into new standard theme slide. Other than that, trainee also involved with department periodically events or programs such as monthly assembly. Lastly, trainee also need to do special project as course assessment and usually spend most of Industrial training period to do the special project.

3.1.1   Office Works

Industrial Training trainee basically assigned with normal tasks or as a helper when staff needed some help. Usually staff asks help for trainer to deliver some documents that need approval signature because staff busy handles office tasks at that time. This task gives opportunity to trainee be familiar with other department or unit staffs and develops communication skills with other staff. Next, most of task trainee involved is admin task with one of it is help with arrange bunch of documents to be arrange in file based on system name. Addition, trainee get task to arranged old files from office into file room to make space for new files placement. Trainee also helps staff with using Excel built-in function to finishing their task in easy way and reduces time taken.

3.1.2 Self-Learning about Excel VBA

As required by the organization supervisor, trainer been assigned to working on Excel VBA as special project. Excel VBA kinds of a new subject and never be learned before by the trainee. Therefore, to be more understand and easier for trainer to working on Excel VBA, trainer need to spending more time to learn and study about Excel VBA from start. Trainer doing self-learning and take a long time to learn about excel VBA before starting doing special project. As result, trainee able to finish the special project tasks just like as required by organization required.

3.1.3 JTM Monthly Assembly

The official monthly assembly of Information Technology Department (JTM) held at the beginning of every month which is one of JTM compulsory event. The assembly needs to be attended by all employees at the JTM and usually located at the department office at level two. This Assembly headed by a speaker either the department heads or assistant head. This assembly aims to discuss topics related to current news that occurs either internal or external issues about the EPF or Information Technology Department.

In addition, it also will include with sessions to give any advice or warning as a reminder to all employees. Among the topics be discussed in this JTM monthly assembly among trainee industrial training period are about the achievements of the Information Technology Department in inspection audit, presentation of the latest vision and mission of the EPF, evaluation and complaints from the client about the level of service from employees of the Information Technology Department and topics about the threat and attack of Ransomware Wannacry virus that currently been faced around the world. In addition, the Assembly is also the right time for the session to introduce new workers or industrial training to all

employees of the Information Technology Department. This JTM monthly assembly is using a relaxed method and held in the spacious office space that can accommodate a large number of employees.

3.1.4   Project Development

Semakan Berkala is one of office task that been done two (2) times in a year as for checking the status of user ID of each system whether want to maintain or delete the user roles in each system. This Semakan Berkala need to be distributed by department in main building and by branch in each state. As trainee required to working on Excel VBA for this Semakan Berkala task, trainee also need to help finishing the Semakan Berkala task with implemented the complete Excel VBA code and until the last step before distributed final workbook for each The EPF branch at every state and departments in The EPF head office located at Jalan Raja Laut, Kuala Lumpur.

3.2   Special Project

The trainee required to develop a special project as one of course requirement during five months of Industrial Training duration. Based on organization supervisor, trainee required to develop Excel VBA functions to automate all process and function that involved in Semakan Berkala work task that been handled in manually way by staff at IT Security Management Section.

Visual Basic for Application (VBA) is an integration of the Microsoft's event-driven programming language Visual Basic with Microsoft Office applications such as Microsoft Excel, Microsoft Word and Microsoft PowerPoint. By running VBA within the Microsoft Office applications, user can build customized solutions and programs to enhance the capabilities of those applications. Microsoft Excel is the most popular among the Visual Basic for applications. Excel VBA code can be written in every version of Microsoft Office including MS Office 97 until latest version of MS Office. By running VBA, User can build some very powerful tools in MS Excel such as financial and scientific application that perform financial calculations and programs that can perform statistical analyses. There are many reasons why should learn VBA for Microsoft Excel such as:

1. User can learn the fundamentals of Visual Basic programming within the MS Excel environment without having to purchase a copy of Microsoft Visual Basic software.

2. User can build custom made functions to complement the built-in formulas and functions of Microsoft Excel but not enough for certain complex calculations and applications.

The process of Excel VBA Semakan Berkala project follow "PADIM" concept which is planning, analyze, design, implementation and maintenance.

3.2.1 Planning Phase

3.2.1.1 Project overview

Semakan Berkala is one of work task that need to be handled by the IT Security Management Section staff under IDM Management team. This task is performed aiming to isolate data on user's roles in all systems used by KWSP. At the beginning, staff in charge in this task will collect raw data from staffs who handle each system that is used by the EPF. Then, Excel VBA is used to combine all raw data in multiple worksheets into one worksheet. Later continue with task to isolate data of each system user's roles to be passing to each The EPF branch and each department at The EPF Head Office building.

3.2.1.2 Problem Statement

There are a total of 67 EPF branches throughout Malaysia while there are a total of 34 Department at The EPF Head Office building. With this huge amount, it takes quite some time to manage Semakan Berkala task to be passing to each branch and department. Before the use of Excel Vba, Semakan Berkala is managed in a way staff need to done this task manually such as using VLOOKUP function to combine raw data and compiled the amount approximately 50 system used by The EPF. Due to the large amount of data, long time taken by the staff to manage this Semakan Berkala consuming almost three to four months before being able to distribute to each branches and departments for the purpose of cancellation user roles and system used by each The EPF staffs.

3.2.1.3   Objectives

i.   To ease staff in handle large amount of data in one time.

ii.   To automate custom function in Excel based on project requirement.

iii.   To save the time taken for staff to finishing the project task.

3.2.1.4   Project Scope

This Excel VBA Semakan Berkala focusing in automates all custom function when working this task using Excel. The automate function which means that when staff working on Semakan Berkala task, they just need to click command button that contained macro for each step until the task have been done and can be distribute to each The EPF branch and to each department in The EPF head office building.

This Excel VBA will be used by the IDM Management team under IT Security management section. The trainee is given about 4 month to complete this special project which is started at early February and need to be done by early May.

3.2.1.5 Gantt chart

This Excel VBA Semakan Berkala project duration takes about four month starting from February until April 2017. At early May, this Excel VBA Semakan Berkala needs to be done completely and be passing to staff in charge to be used in working on Semakan Berkala task. Below show the Gantt chart for this project duration for four month.
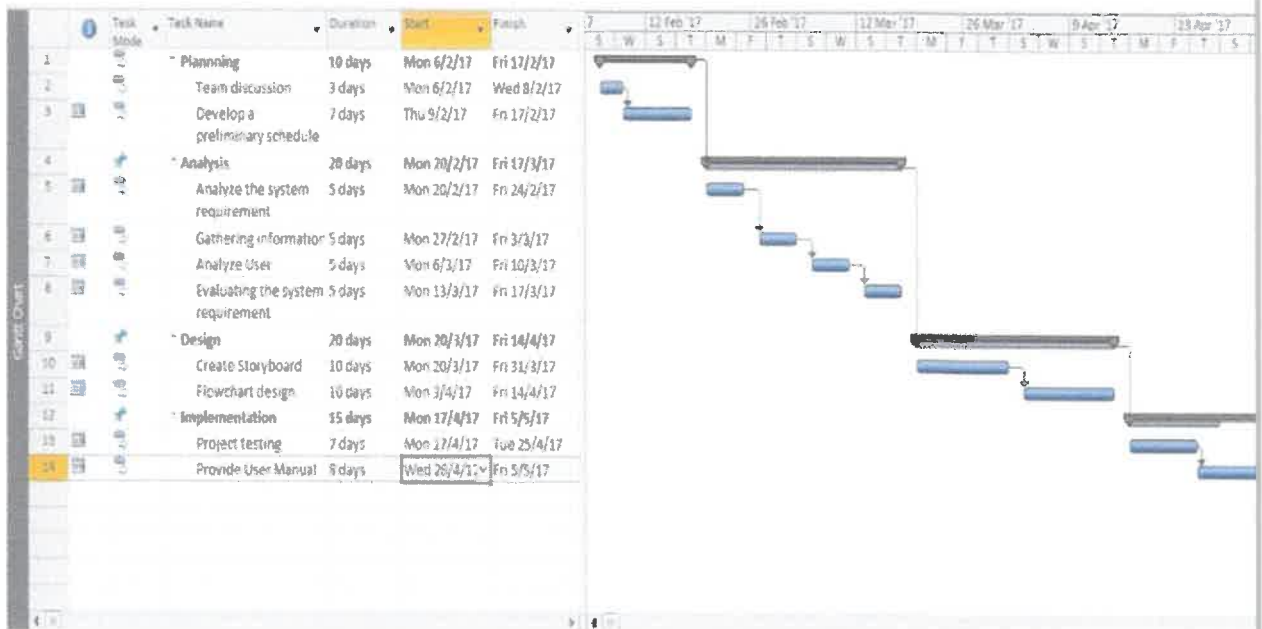
Figure 7: Gantt Chart

3.2.2 Analysis Phase

In analysis process explains how the user requirements were gathered for this Excel VBA Semakan Berkala project and then list the requirements that the final of this project must satisfy to be considered a success. In this section also trainee need to provide Context Diagram, Data Flow Diagram and ERD for this Excel VBA Semakan Berkala project.

3.2.2.1   Context Diagram
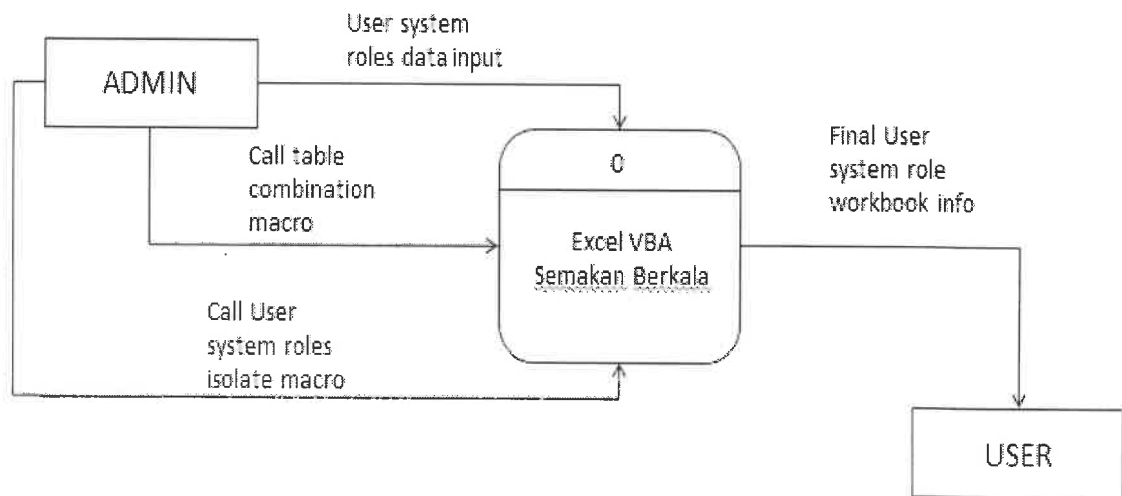
Figure 8: Context Diagram

3.2.2.2   Data Flow Diagram (DFD)
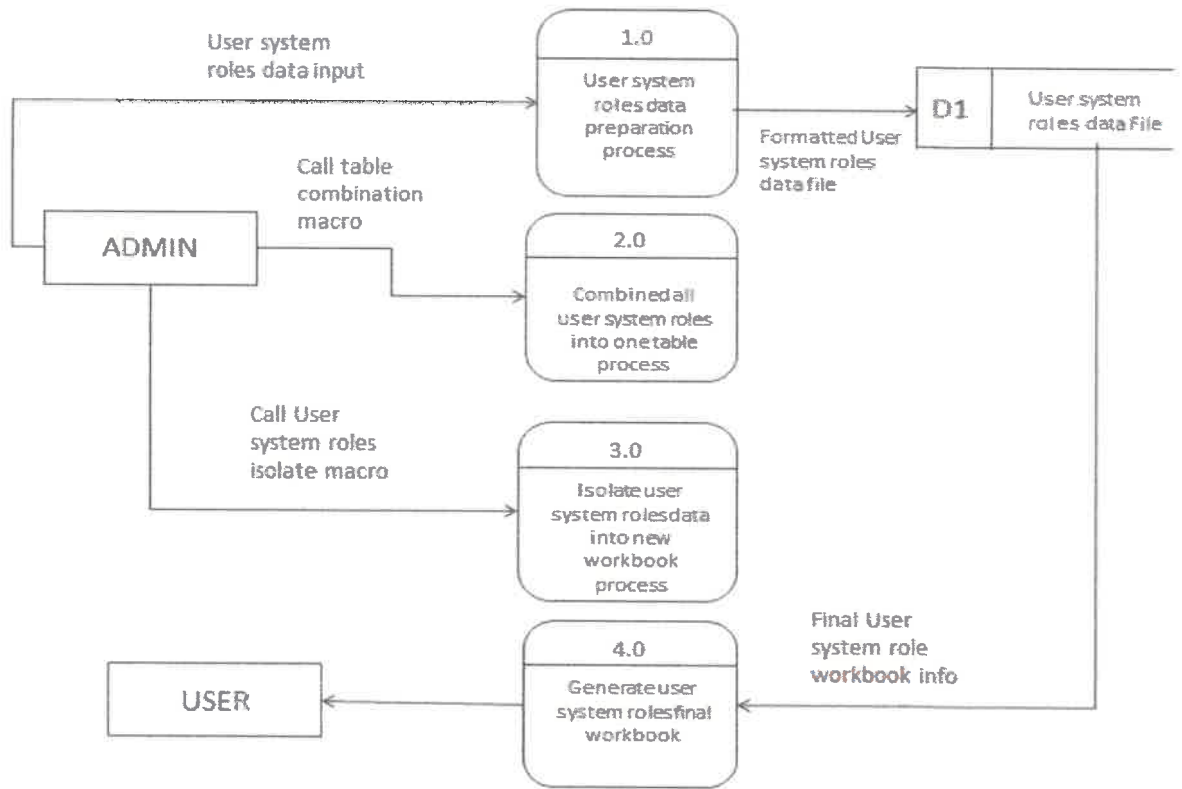
Figure 9: Data Flow Diagram (DFD)

3.2.2.3   Entity Relation Diagram (ERD)
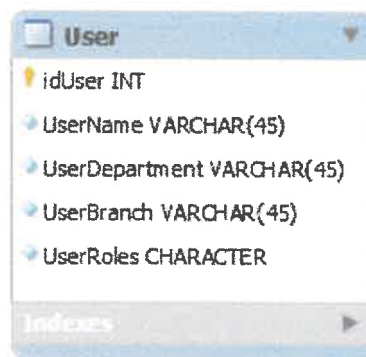
Figure 10: Entity Relation Diagram

3.2.3   Design Phase
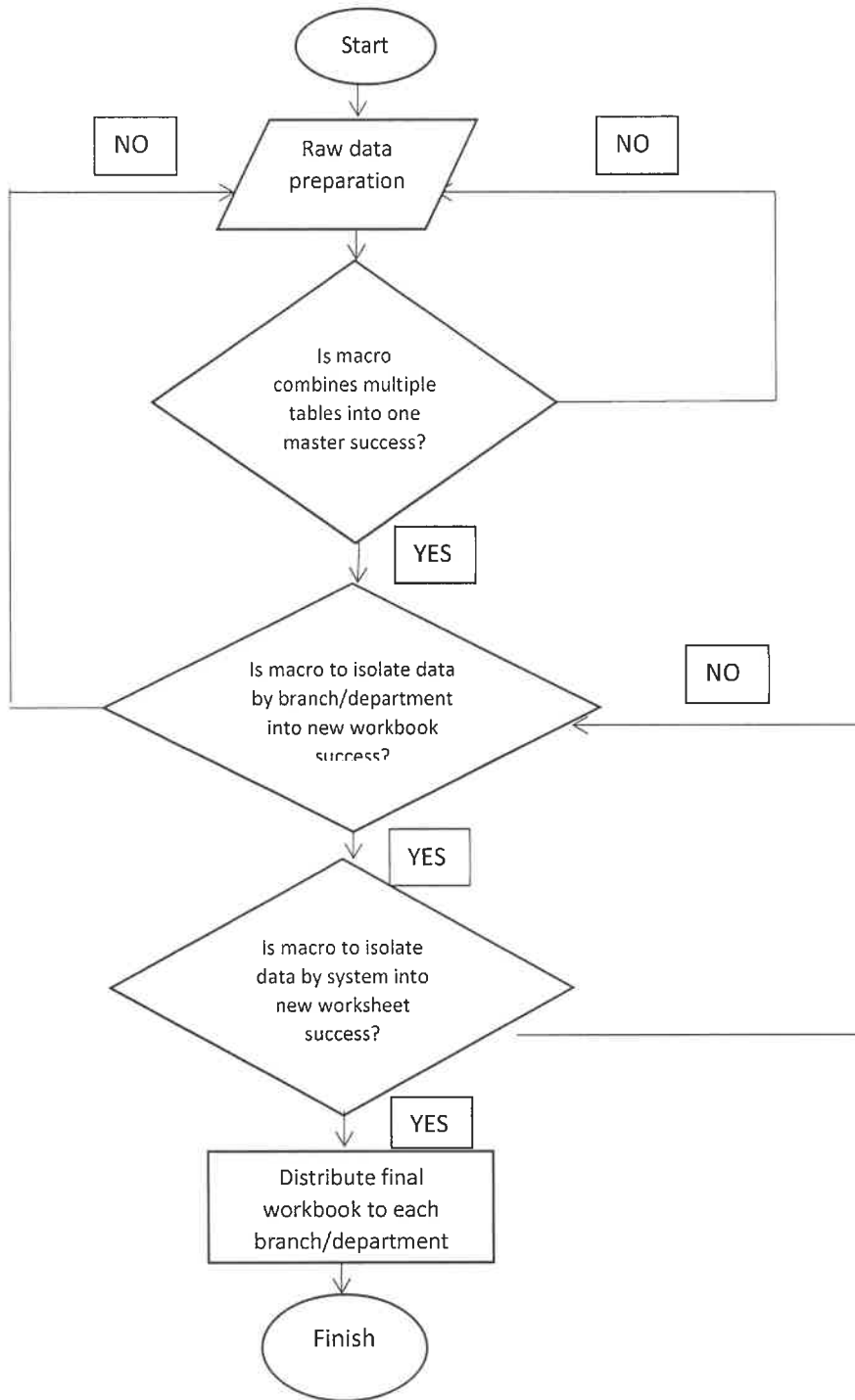
Figure 11: Excel VBA Semakan Berkala Flowchart

3.2.4   Implementation Phase

3.2.4.1   Project Testing

After trainee completed the special project, this Excel VBA need to be testing first at staff computer for error checking before can be implement completely. Trainee need to show in front the staff how to run the macro step by step follows the Semakan Berkala workflow.

During the project testing, there are so many error happened when run the macro for each phase in the task. Trainee take about a week to change the macro code until all the macro can be run without any error happened. After project testing done, staff immediately use the Excel VBA macro in Semakan Berkala task because the task started early May, and the Semakan Berkala task completely be done at the end of May. It takes only a month to finish the task compared to working manually the task that takes about three to four month to finish the task.

3.2.4.2   User Manual

Chapter 1: Display the Developer tab – The Basic

Step 1: First, enable **Developer** Menu in Excel. Click **File** > **Options**.

Step 2: Click **Customize the Ribbon** tab and check **Developer**. Click **OK**.
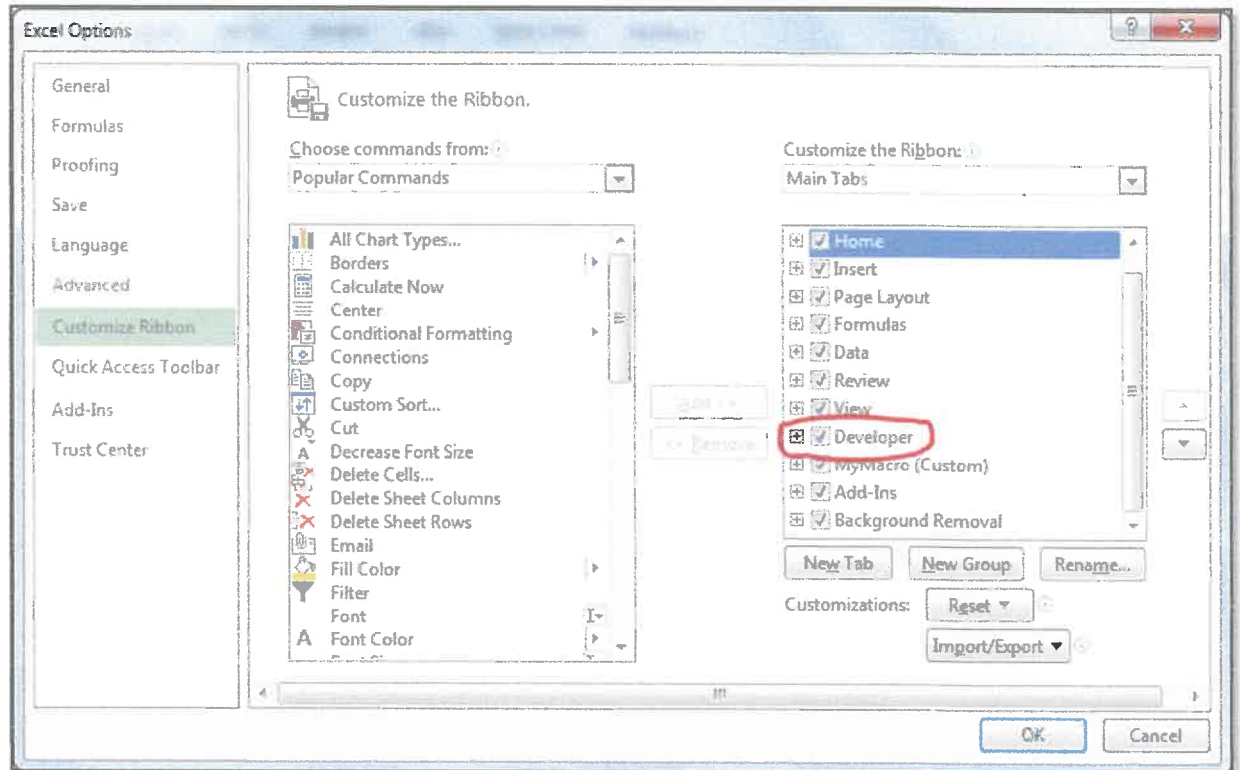
Step 3: The **Developer** menu appears in the menu bar. Click **Developer** and click **Visual Basic** icon to open VBA window. (Or press **alt+F11** to open VBA window).
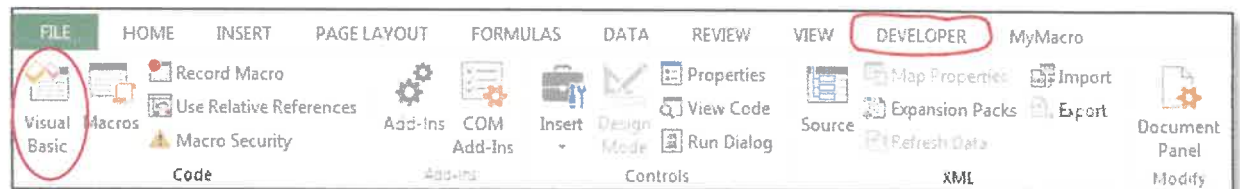
Chapter2: Standardize All Tables & VLOOKUP Formula

> **Before start, PLEASE to make sure DATA under ROLES COLUMN in RAW DATA workbook is AVAILABLE and DO NOT left BLANK CELL without any data before starting any macros to AVOID DATA MISPLACED**

Step 1: Make sure all tables in multiple worksheets have same amount of column and same header name. For Semakan Berkala, set five standard column with same header name for all tables.

For example:

ID	Name	Unit	Location	System Name (eg: ACTAS)

Step 2: If there are more than five columns, that extra column will be separate when use macro for filter/split by system column in new worksheet and will be located at new worksheet as one of system column. How to solve? Data in extra column can be combined with column five (system column) and separate the data using this / & , symbols.

Formula: =(A2&" / "&B2) - for combined data in two column.

Formula: =(A2&" /"&B2&" / "&C2) - for combined data in three column.

Formula: =("Enter Word" &A2& "Enter Word" &B2) - if put word before the data column.

H2	▼	f_x	=(E2&" / "&F2&" / "&G2)				
	C		D	E	F	G	H
1	Username		Useremail	WriteOnly	DeleteOnly	ReportOnly	
2	IPOH SENIOR CLERK 1		anoorzaidah@epf.gov.my			REPORT	/ / REPORT
3	Seremban Senior Clerk (Admin)		abhabibah@epf.gov.my			REPORT	/ / REPORT
4	Seremban Customer Enquiry Exec. (CEE) 2		anormah@epf.gov.my			REPORT	/ / REPORT
5	SM , Corporate Services (ELC)		hanuar@epf.gov.my			REPORT	/ / REPORT
6	SM , Corporate Services (ELC)		hanuar@epf.gov.my			REPORT	/ / REPORT
7	Head, Contribution Department		azmi@epf.gov.my			REPORT	/ / REPORT
8	Head, Contribution Department		azmi@epf.gov.my	WRITE		REPORT	WRITE / / REPORT
9	Head, Contribution Department		azmi@epf.gov.my	WRITE		REPORT	WRITE / / REPORT
10	Head, Contribution Department		azmi@epf.gov.my			REPORT	/ / REPORT
11	SJ Back Office process Lead 2		rzubir@epf.gov.my			REPORT	/ / REPORT
12	DCEO (Investment)		nasir@epf.gov.my			REPORT	/ / REPORT
13	DCEO (Investment)		nasir@epf.gov.my	WRITE	DELETE	REPORT	WRITE / DELETE / REPORT

VLOOKUP Formula:

=VLOOKUP(Value you want to look up, range where you want to look up the value, the column number in the range containing the return value, Exact Match or Approximate Match – indicated as 0/FALSE or 1/TRUE)

Example:

Make sure to remove VLOOKUP Formula in cell after done to avoid data missing!!!

Sort Sheet Tab Alphabetically

Open VBA Editor **(Alt+F11)**, Right click on **VBA project** and click **Import File**. Then choose **SortAllSheets.bas** module and click **Open**.

Chapter 2: Function 1-Combined All Tables into One Table

Step 1: Save **Raw Data** (eg: Semakan Berkala) Workbook as **Excel Macro-Enable Workbook**.
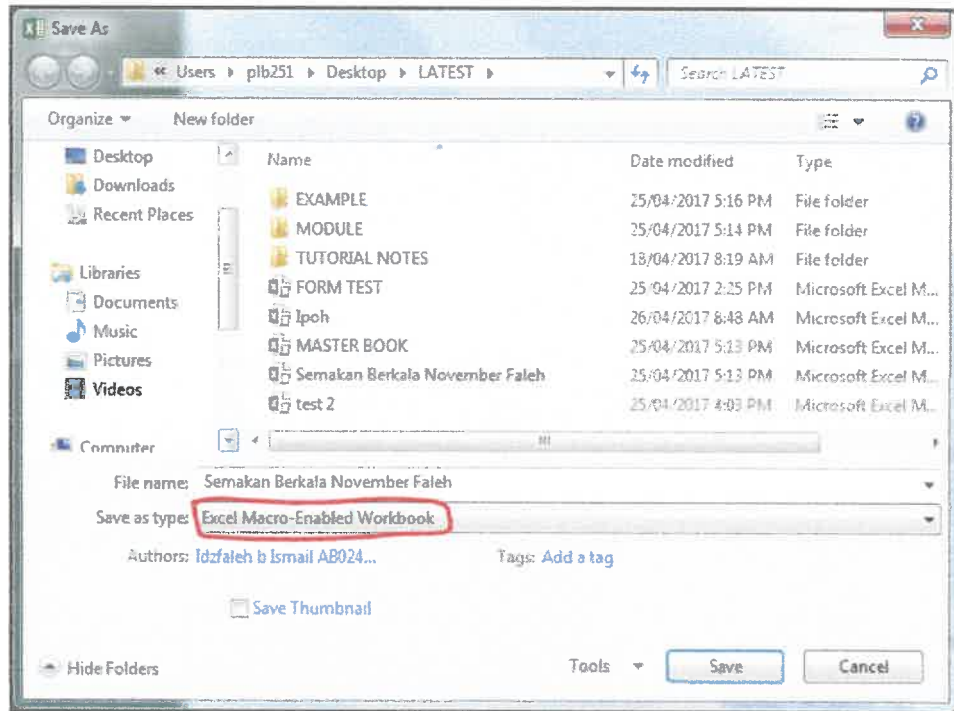
Step 2: Open Visual Basic Editor Window **(alt+F11)**. Right Click on VBAProject (Semakan Berkala) and click **Import File**.
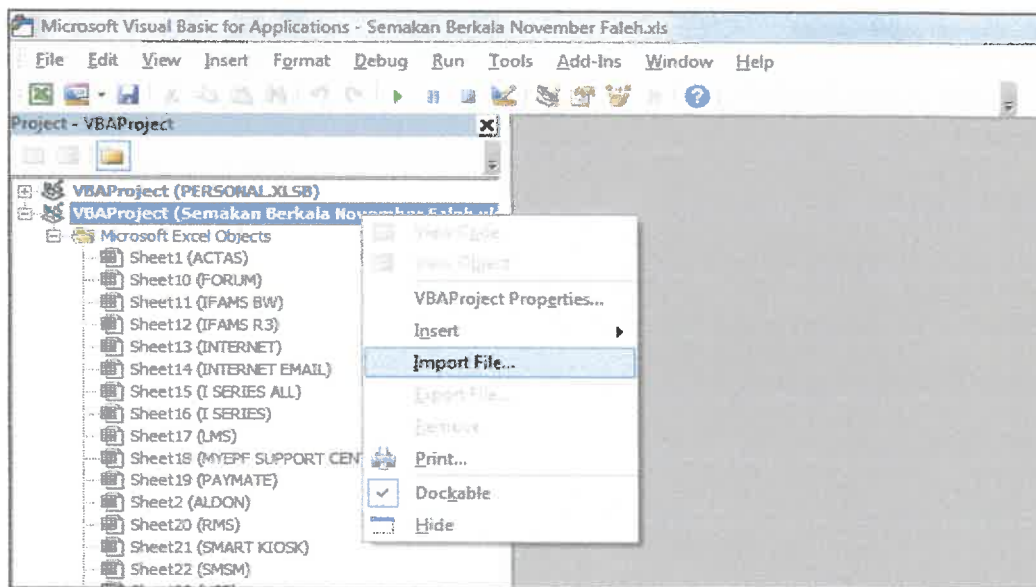
Step 3: Then choose **CombineSheetsWithDifferentHeaders.bas** module. Click **Open**.
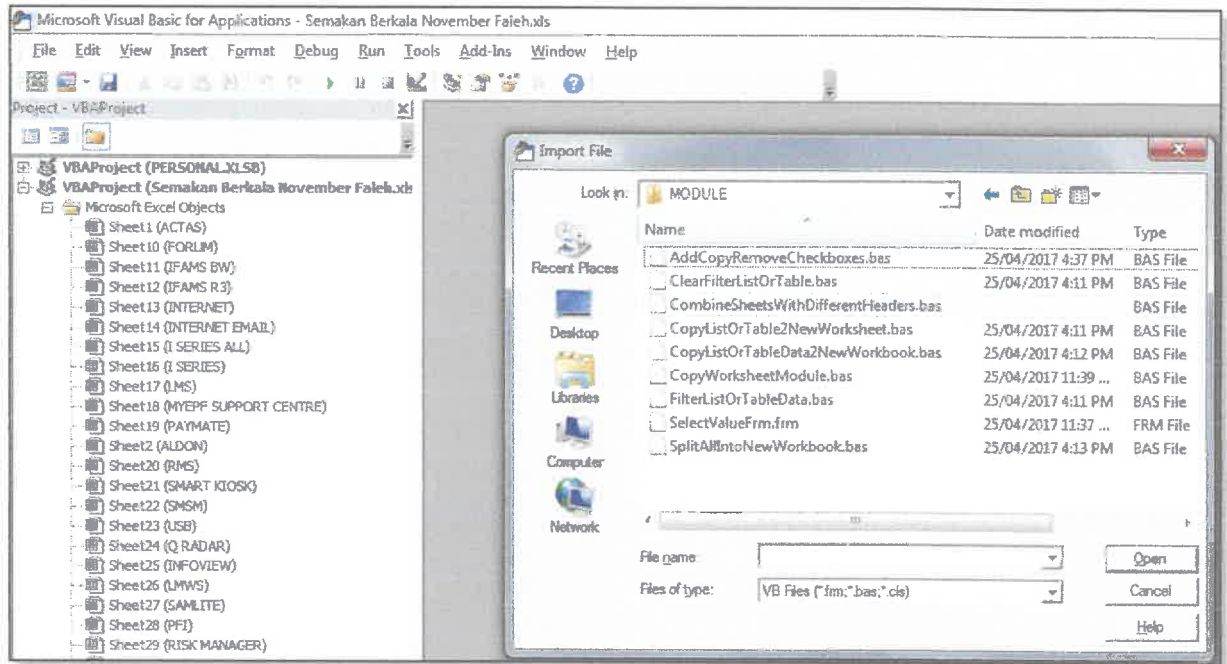
Step 4: In VBA Editor Window, Click **Tools** from the file menu. Then, select **References** in Tools menu.
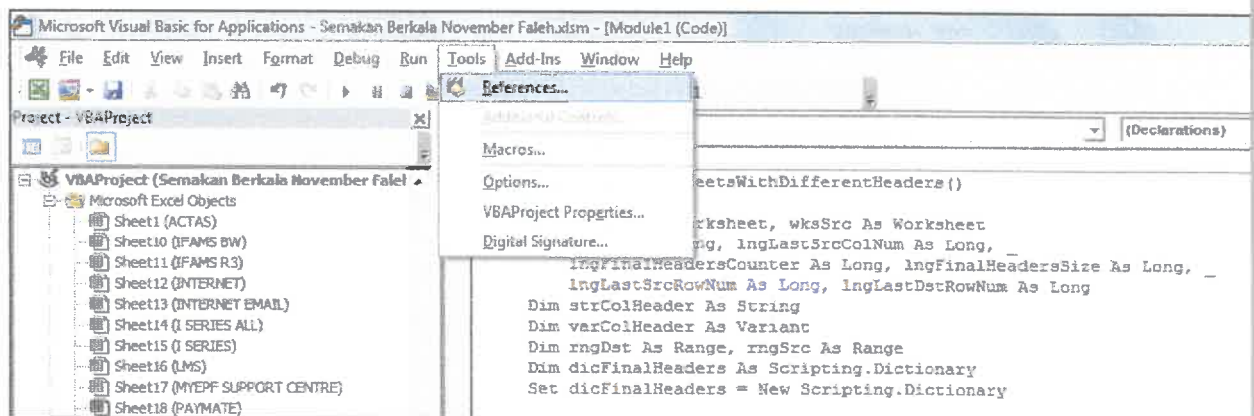
Step 5: Scrolling down until find **Microsoft Scripting Runtime** and check the box. Then, click **OK**.
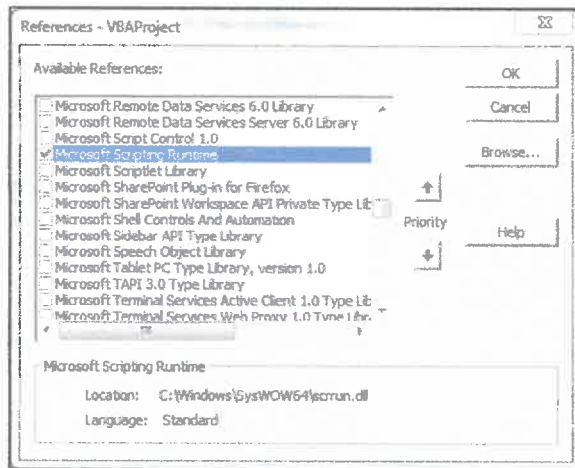
Step 6: Go back to excel sheet view. Open **New Sheet**, click **Developer** menu. Then, click **Macros**.
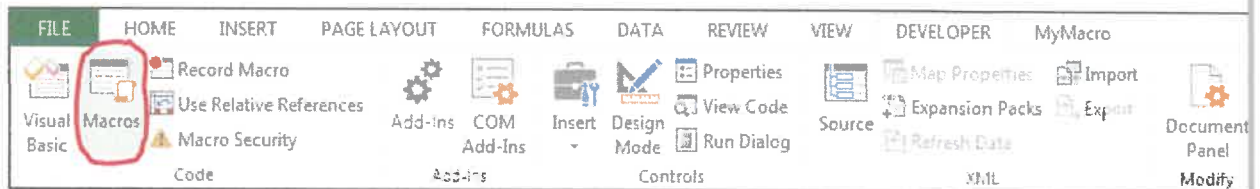
Step 7: Select **CombineSheetsWithDifferentHeaders** macro. Click **Run**.
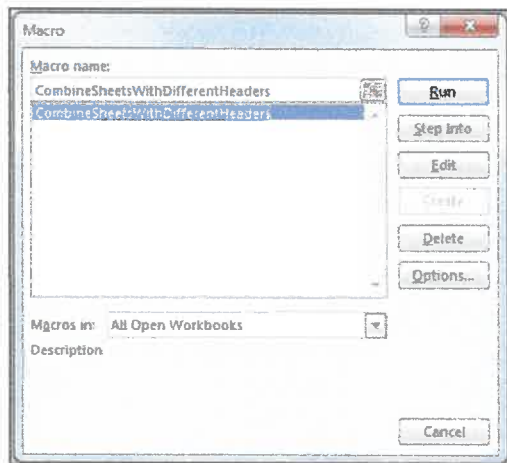
Step 8: After done combined, click **INSERT** menu and click **Table**.
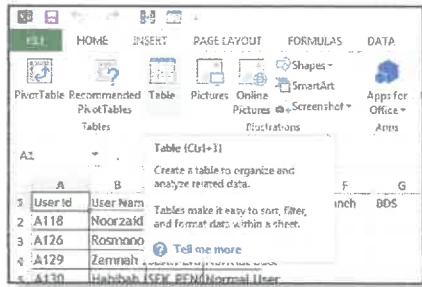
Then, check on box **My table has headers**. Click OK.
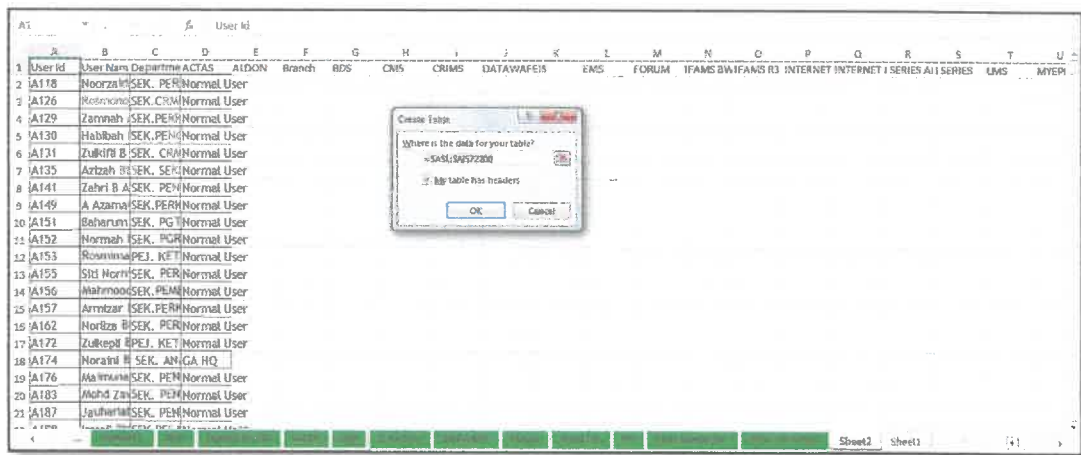
Step 9: Highlight table then Cut (ctrl+x) table and placed/paste (ctrl+v) at A6 cell/column.

Blank space above table can be used to put Button (Form Control) for macro.

Note: Need to make sure data table placed at A6 to avoid macro cannot be run!!!
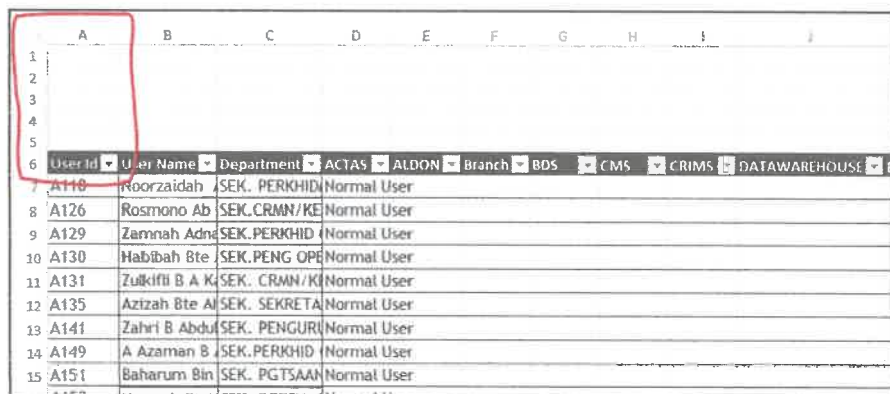
Additional Step (If needed): If want to move/copy master table into new workbook, right click selected sheet tab, then click **move or copy**.
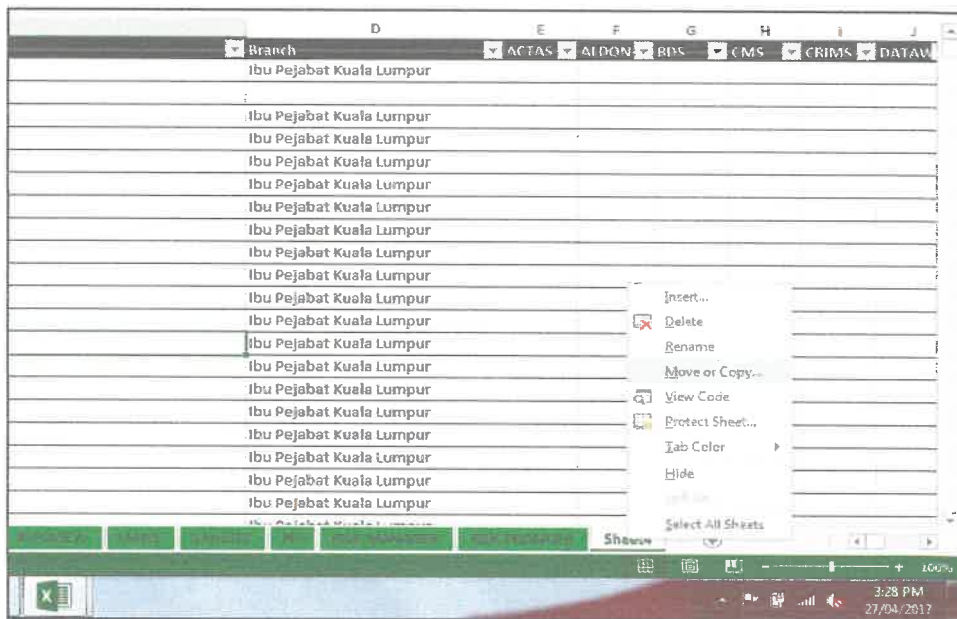
Select **(new book)** form the **To book** drop-down list. Then, Select the **Create a copy** check box. Click **Ok**.
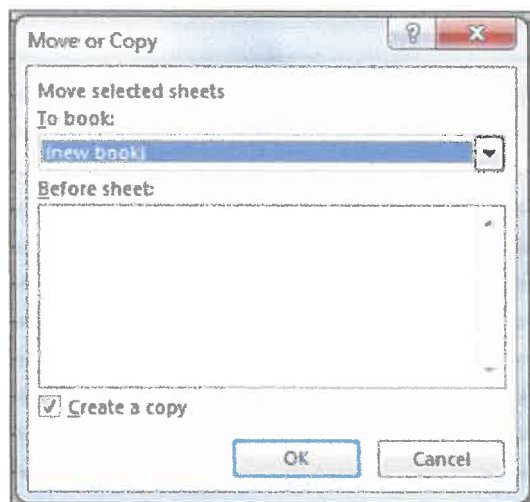
Notes: If you want to move the worksheet into the other workbook, do not select the **Create a copy** check box.

Note: Before run the macro, need to make sure to **standardize** the table to avoid any error. Follow these steps:

1. Highlight table. Go to **HOME** menu, in **Font** group, click **Fill Color** and choose **No Fill**. Then, click **Border** and choose **No Border**.
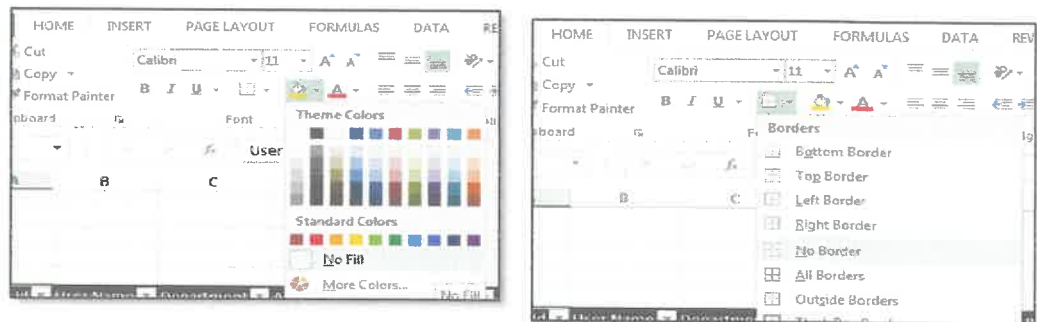
2. Highlight table. Go to **HOME** menu, in **Alignment** group, click **Wrap Text**. Then, click it again one more time.

3. If using VLOOKUP formula, cell/column with no value remark with **#N/A. Delete** **#N/A** and leave the cell/column blanks. **(Select all #N/A cell/column then press delete button on keyboard)**
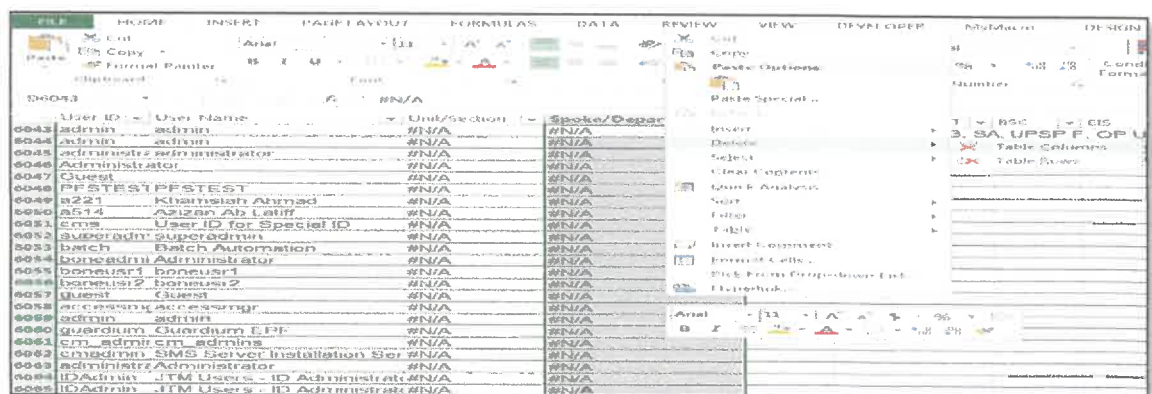
Step 1: Open master table workbook. Then, open **VBA editor window (alt+F11)**. Right click VBAProject (master book) and click **Import File**. Then, click **FilterListOrTableData.bas**. Click **Open**. Repeat this step for other module:

- **ClearFilterListOrTable.bas**
- **CopyListOrTable2NewWorksheet.bas**
- **CopyListOrTableData2NewWorkbook.bas**
- **SplitAllIntoNewWorkbook.bas**
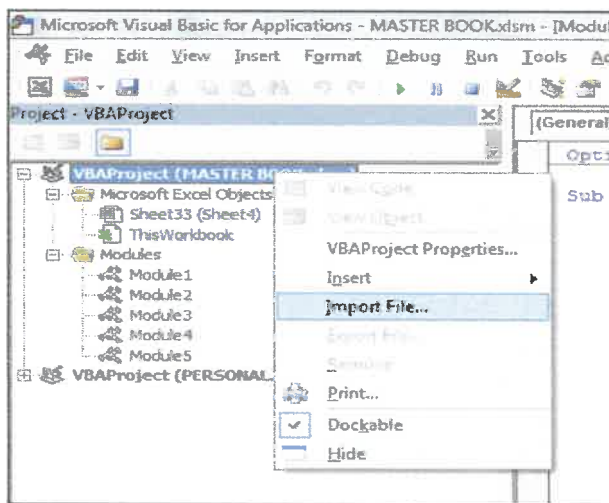
Step 2: Go Back to Excel sheet view (alt+F11). Click **Developer** and click **Insert**. Then under **Form Controls**, choose **Button (Form Control)** shape.
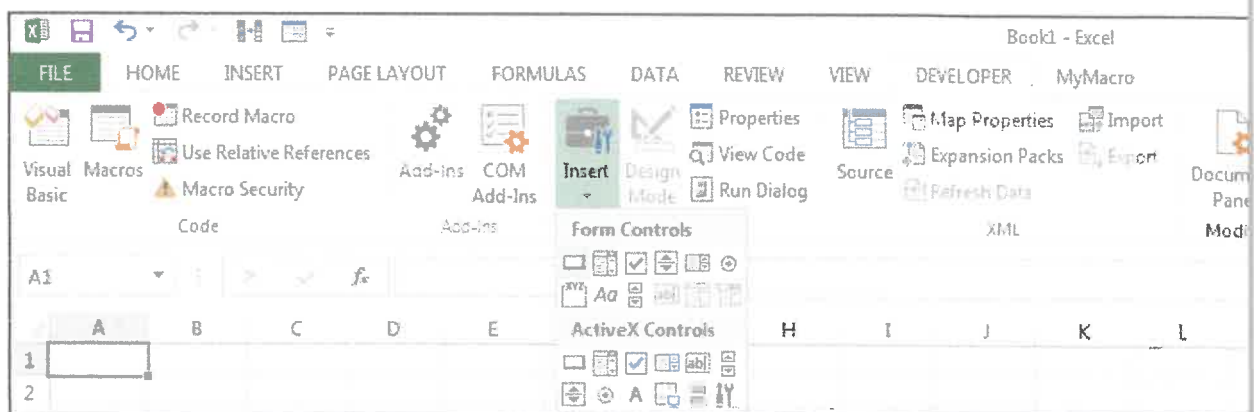
Step 3: Assign macro for each Button. Then, right click and choose **Edit Text** to rename the Button. Follow below example:
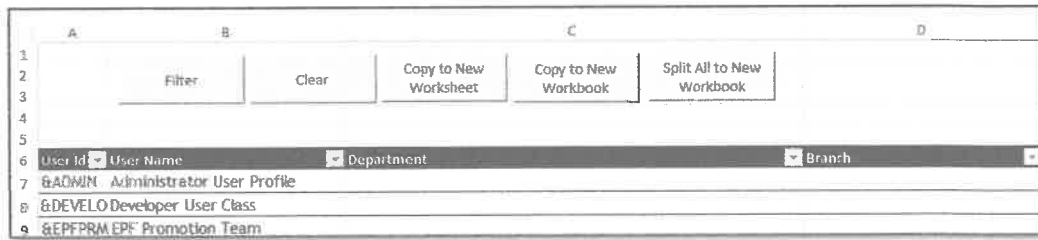
- Filter Button - **FilterListOrTableData.bas**

- Clear - **ClearFilterListOrTable.bas**

- Copy to New Worksheet - **CopyListOrTable2NewWorksheet.bas**

- Copy to New Workbook - **CopyListOrTableData2NewWorkbook.bas**

- Split All to New Workbook - **SplitAllIntoNewWorkbook.bas**

Explanation functions of each macro:

1. Filter (**FilterListOrTableData.bas**)

   - This macro use for filter data/value based on selected column.

2. Clear (**ClearFilterListOrTable.bas**)

   - This macro use for clear filter function.

3. Copy to New Worksheet (**CopyListOrTable2NewWorksheet.bas**)

   - This macro use for copy selected data into new worksheet.

4. Copy to New Workbook (**CopyListOrTableData2NewWorkbook.bas**)

   - This macro use for copy selected data into new workbook.

5. Split All to New Workbook (**SplitAllIntoNewWorkbook.bas**)

   - Split all data in selected column into new workbook.

Notes: Need to make sure Table of data placed at A6 to avoid macro cannot be run!!!

Chapter 4: Function 3- Filter/Split All System Column into New Worksheet

Step 1: Open any Branch/Department workbook. Make sure to save the workbook as **Excel Macro-Enable Workbook.** Then, Open Visual Basic Application Editor (alt+F11). Right click VBAProject (Ipoh) and click **Import File**.
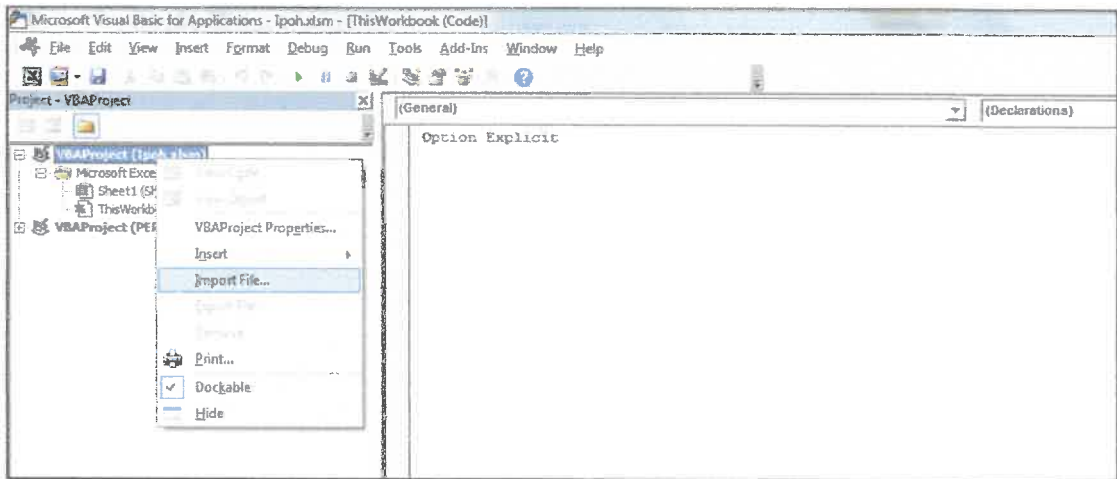
Step 2: Then, Click **SelectValueFrm.frm**. Click **Open**.
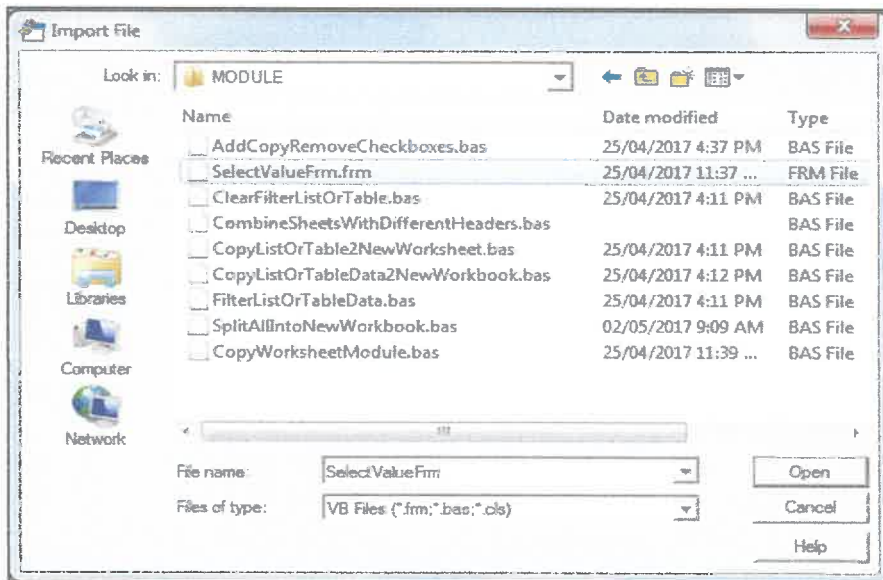
Step 3: Repeat step 1 & 2 for **CopyWorksheetModule.bas**.

Step 4: Go back to Excel sheet view (**alt+F11**). Click **Developer** and Click **Macros**. Then, choose **showUserform** macro. Click **OK**.

OR

Go back to Excel sheet view (alt+F11). Click **Developer** and Click **Insert**. Then under **Form Controls**, choose **Button (Form Control)** shape.
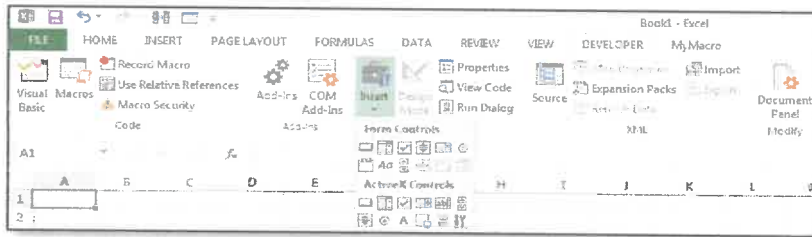
Step 5: For assign macro, choose **showUserform** macro. Click **OK**. Then, right click on the Button and click **Edit Text** to rename the Button.
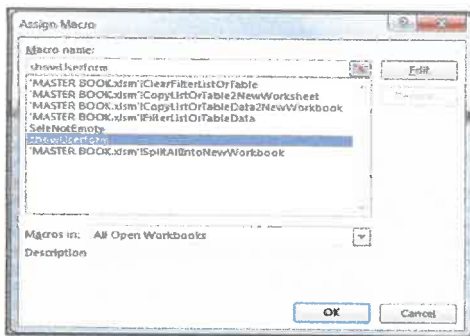
Step 6: Click Button, a form will appear. Choose any system in **drop-down list** or click **check to process all** for split all system column to new worksheet.
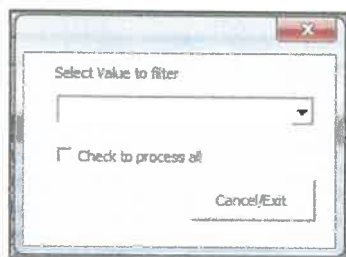
Notes: If there any changes of column header name or any additional column, so its also need to make some changes in macro code in VBA editor.

1. In VBA editor, under **form** click **SelectValueFrm** and click the form to show the code. At **line 26**, change **"user id|user name|department|branch"** based on column header name. No need to include the system column header name.

```
Option Explicit

Dim Tbl      As ListObject
Dim ws       As Worksheet
Dim tCol     As Integer
Dim cList    As Integer

Private Sub UserForm_Activate()
With Me
    .Top = Application.Top + (Me.Height)
    .Left = Application.Width - (Me.Width + 50)
    .Caption = ""
    .CheckBox1.Value = False
    .CheckBox1.Visible = .CBoxList.ListCount > 1
    .CommandButton1.Visible = False
    .CommandButton2.Caption = "Cancel/Exit"
End With
End Sub

Private Sub UserForm_Initialize()
Set ws = Worksheets(mySheetName)
Set Tbl = ws.ListObjects(myTableName)
With CBoxList
    .Clear
    For tCol = 1 To Tbl.ListColumns.Count
        If InStr(1, "user id|user name|department|branch", LCase(Tbl.Range(1, tCol).Text)) = 0 Then .AddItem Tbl.Range(1,
    Next tCol
End With
End Sub
```

2. Next, under **module** click **CopyWorksheetModule.** At **line 177**, change **"user id|user name|department|branch|"** based on column header name. No need to include the system header.

```
        'Delete the ws2 sheet
        On Error Resume Next
        Application.DisplayAlerts = False
        .Delete
        Application.DisplayAlerts = True
        On Error GoTo 0

    End With

    If ErrNum > 0 Then
        MsgBox "Rename every WorkSheet name that start with ""Error_"" manually" & vbNewLine & _
               "There are characters in the Unique name that are not allowed in a sheet name or the sheet exist."
    Else
        '*  This section will be executed if no error was triggered
        '*  all columns but the four requested remain visible

        Dim Lcol      As Long
        WSNew.Activate
        Lcol = Cells(1, Columns.Count).End(xlToLeft).Column
        Set rng = WSNew.Range(Cells(1, 1), Cells(1, Cells(1, Columns.Count).End(xlToLeft).Column))
        rng.Columns.Hidden = False
        For CCount = Lcol To 1 Step -1
            If InStr(1, "user id|user name|department|branch|" & LCase(myfield), LCase(Cells(1, CCount).Text)) = 0 The
        Next CCount
        Range("A2").Select
    End If

    With Application
        .ScreenUpdating = SU
        .Calculation = CalcMode
    End With
    Else
        MsgBox "Select a cell in the column of the List or Table that you want to filter"
    End If
End Sub
```

3. Next, under **module** click **CopyWorksheetModule.** At **line 245**, change

[User Id]:[Branch]] based on header name of first column and column before

system column.

```
        Else
            Application.DisplayAlerts = False
            WSNew.Delete
        End If
    End If
    Application.DisplayAlerts = True
    Sheets.Add After:=Sheets(Sheets.Count)
    ActiveSheet.Name = myfield
    Set WSNew = Worksheets(myfield)
    Set ws2 = Worksheets("Sheet1")
    ws2.Select
    Set wst = ws2.ListObjects("Table1")
    wst.AutoFilter.ShowAllData
    For FieldNum = 1 To wst.ListColumns.Count
        If wst.ListColumns(FieldNum) = myfield Then Exit For
    Next FieldNum
    wst.Range.AutoFilter Field:=FieldNum, Criteria1:="<>"
    Range("Table1[[#All],[User Id]:[Branch]]").Select
    Application.CutCopyMode = False
    Selection.Copy
    WSNew.Select
    ActiveSheet.Paste
    Application.CutCopyMode = False
    ws2.Select
    Range("Table1[[#All],[" & myfield & "]]").Select
    Application.CutCopyMode = False
    Selection.Copy
    WSNew.Select
    Range("E1").Select
    ActiveSheet.Paste
    Application.CutCopyMode = False
    Cells.Select
    Cells.EntireColumn.AutoFit
    Range("A2").Select
    ws2.Select
    wst.AutoFilter.ShowAllData
    Range("A1").Select
```

Chapter 5: Find/Search Form Function

Step 1: Open Workbook. Click **Developer Tab**, then click **Visual Basic (atl+f11)** to Open VBA Editor.

Step 2: In VBA editor, Right click **VBA project**, Click **Import File…** then choose **f_FindAll.frm** module.
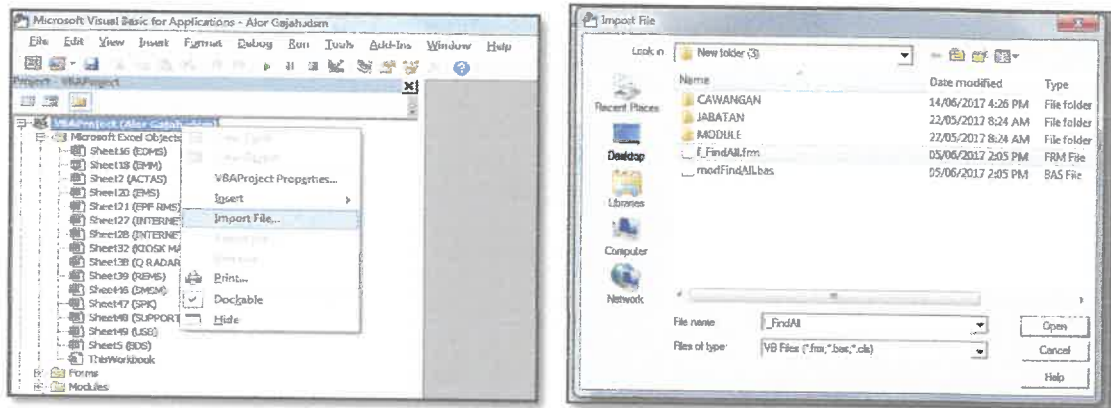
Step 3: **Repeat Step 2** for **modFindAll.bas** module.

Step 4: Return to Excel worksheet view, Under Developer Tab click Macros, then choose **Show_FindAll_Form** and click **Run**.
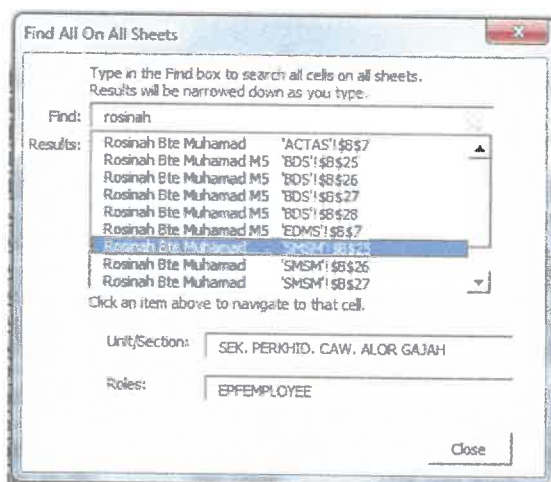
CHAPTER 4: CONCLUSION

4.1   Application of knowledge, skills and experience in undertaking the task

Before my internship started my ideas did not match the experiences have gained during my internship. There is difference in the university projects and tasks and activities during the actual work. In university we learn how to describe the work in projects, where in work you learn how to implement them in reality. This internship was definitely an introduction to the actual work field for me. I have learned to work in a large organization and apply my knowledge into practice.

During my internship at The EPF, I have applied my knowledge or skills from my educational background in office tasks and special project requirement. In special project requirement, user manual is one of compulsory documents need to be provided for user. Therefore, with the knowledge and skills I gain from my studies at university level it make more ease for me to develop in making user manual of my special project in structure and easy for user to follow as guideline.

The past five months of my internship have been very instructive for me. The EPF organization has offered me opportunities to learn and develop myself in competitive working environment. I gained a lot of experience especially in the working with project team environment. By involved with project team, I learned that each member of the team must play their roles and be actively supporting each other to gain satisfy as required for the project development. Moreover, the project indirectly helps me to learn independently, discipline myself, be considerate/patient, self-trust, and take initiative and the ability to solve problems.

As a bonus, my communication skill is strengthening as well when communicating with others. I also gain new knowledge and experiences with self-learning about excel VBA which is the new subject that I haven't learned before. As reward from my internship, I gain new knowledge and have develop a bit skills in using Excel VBA code because of in my special project requirement that I need to develop automate functions in excel using Excel VBA.

4.2   Personal thought and opinion

The Industrial Training program was quite beneficial for me. It helped me in improving my various technical skills and enhanced my knowledge in new areas and subject.

- Improve my communication skills. At beginning, I realize that I have problem not confident to communicate with others especially in using English because I unsecure about my English. Halfway my internship I have improved this by communicating more with supervisor and other staffs I have to work with and talking to them about all any subject or guideline related with project task. Addition, I also involved with project team discussion where I need to be a presenter for Excel VBA Semakan Berkala as my special project to IDM management project team.

- Great relationship between staffs with trainee.

  As trainee at The EPF Information Technology department, I felt so grateful be placed with kind and friendly staffs that never make me felt out from the team. They always give their best in guiding me with the task given and give the best answer when I ask them any question related with work. Besides that, I'm the only Industrial Training in IT Security Management Section and its doesn't make me felt so lonely with other trainee friend because of the best cooperation from staffs to me.

4.3   Lesson learnt

- **Important of communication skills.**

  I realize during my Industrial Training period, communication skills is so important when working in a large amount of employees because the communication need to good whether with our own officemates or other departments staff and external clients or users. In term of project team discussion, communication important when needed to be a speaker in the discussion or meeting that discuss about the progress task given and the update about special project given to trainee.

- **Speak up.**

  Many times I would be sitting at my isolated desk with endless questions about what I was supposed to be doing. I was completely paralyzed in my chair because I was too afraid to walk around or bother anyone. I rarely moved from my desk the first few weeks, but I would have been much more efficient and happier if I had gotten up, asked my questions, and got back to work. Other than that, ask staffs how they got this far and what advice they have for me because they have a lot of experience, therefore I could learn a lot and get some great ideas.

- **Important of responsibility and keeping commitments.**

  The importance of honoring commitments and time of others was an important thing, which I learnt as an Industrial Training student. Especially, while working as a team it is very important to keep these points in mind.

4.4 Limitations & Recommendations

4.4.1 Limitations

- Limited trainee involve with office task

  During my industrial training at The EPF organization, my involvement with office task is limited because of a very strict security in handling confidential data. Therefore, staffs of IT Security Management Section need to have permission approval Id to handling their tasks in each system used. If I need to involve with their office task, I need to request Id and need to go through long process before get specific Id to allow me to handling the tasks. At last, within my internship period, I spend more time in focusing working on special project.

- Lack of guide from supervisor to completed the project

  When trainee is given any task whether office task or special, supervisor is only giving order without providing any guide in finishing the task given. Therefore, I need do self-learning through internet to improve understanding how to finishing the task given. Hence, I need to spend most of time to do this self-learning plus the subject is new thing for me.

4.4.2 Recommendations for the Internship Company

The EPF is a great learning company for interns because it will give opportunities to student to works in competitive environments as The EPF is one of large social institution in Malaysia that has established stay at top in longer time. I would recommend The EPF to keep hiring interns with different educational background to help build and improve industrial training student with knowledge and skills related with working and organization environment as their preparation before step into the realm of employment. Addition, I also recommend The EPF more focuses to provide any training programs for industrial training student as one of compulsory activities for them attend to improve their skills and gain more knowledge with certificate.

Next, recommendation for change from manages large user system roles using Excel VBA to manage automatically in system database server. This is because using Excel VBA is still ineffectively work that need to manage the data manually after done used the macro function. I suggest to The EPF organization to used system database method which are manage user system roles direct in system database where there raw data is been collected, then after finishing the Semakan Berkala task, distribute to each branch and department using email or system database platform.

REFERENCES

About EPF. (n.d.). Retrieved July 11, 2017,

from http://www.kwsp.gov.my/portal/en/about-epf

Zamzairi Bin Zainal Abidin (Personal Communication, February 6th , 2017)

APPENDICES

Ruj. Tuan : -

Ruj. Kami : **10/2/1-0578-2-1**

Tarikh : 11 Oktober 2016

Universiti Teknologi MARA (Kelantan),
Bukit Ilmu,
18500 Machang,
Kelantan.

Tuan/Puan,

PERMOHONAN MENJALANI LATIHAN AMALI DI KUMPULAN WANG SIMPANAN PEKERJA

Surat tuan/puan mengenai perkara di atas dengan hormatnya dirujuk.

2.   Sukacitanya dimaklumkan bahawa Kumpulan Wang Simpanan Pekerja (KWSP) telah meluluskan permohonan tuan/puan untuk menjalani latihan amali di organisasi ini. Sila rujuk butir-butir di bawah:

Nama Pelajar	:	Nur Diana Binti Ahmad Nor
No. Kad Pengenalan	:	
Tempoh Latihan Amali	:	01 Februari 2017 hingga 30 Jun 2017
Lokasi Pejabat	:	Jabatan Teknologi Maklumat Tingkat 10, Bangunan KWSP, Jalan Raja Laut, 50350 Kuala Lumpur
Tarikh Lapor Diri	:	01 Februari 2017 (8.15 pagi)
Melapor Diri Kepada	:	Lim Ching Hui

3.   Dimaklumkan bahawa Kumpulan Wang Simpanan Pekerja (KWSP) akan membayar elaun kepada tuan/puan RM 750.00 sebulan, pembayaran elaun ini adalah dihadkan kepada maksimum tiga (3) bulan sahaja bagi setiap pelajar latihan amali.

5.   Bersama-sama ini juga disertakan Surat Akujanji dan Borang Persetujuan untuk dilengkapi oleh pelajar. Salinan borang yang telah dilengkapkan perlulah dikembalikan ke Jabatan Modal Insan, Tingkat 21, Bangunan KWSP, Jalan Raja Laut, 50350 Kuala Lumpur atau emel kepada *internship@epf.gov.my* untuk tindakan selanjutnya dan juga dikemukakan kepada jabatan/cawangan semasa melapor diri.

Sekian, terima kasih.

Noraba'atul Adawiah Bt Mohd Sa'ad
Seksyen Perancangan & Strategi
Jabatan Modal Insan

Salinan kepada :   Jabatan Teknologi Maklumat
       Pelajar :   Nur Diana Binti Ahmad Nor

FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA (UiTM)
KELANTAN BRANCH

REPORT DUTY DECLARATION FORM
(Semester March – July 2017)

To   :   Puan Nurulannisa Binti Abdullah
                        Industrial Training Coordinator IM245 – UiTM Kelantan

Name   :   Nur Diana Binti Ahmad Nor

UiTM ID   :   2014786155

Program Code :   IM 245

H/P No   :

I hereby, confirmed and report my duty to _Kumpulan Wang Simpanan Pekerja (KWSP)_(organization).

Date: _2_ February 2017   Student Signature   _____   _____

                                 Verified by,

                                 Signature   _____ 2/2/2017

                                 Name   _____

                                 Designation   _____

                                 Official Stamp   _____

**

KEHADIRAN > URUS KEHADIRAN

KEHADIRAN BULANAN INDIVIDU

Nama & No Anggota	NUR DIANA BT AHMAD NOR (PLB251)
Penempatan Semasa	Ibu Pejabat Kuala Lumpur -> Pej. Pengurus Besar Kanan JTM - SEK.PENGURUSAN SUMBER JTM
Bulan & Tahun	Februari, 2017

Bil	Tarikh	Syif	Masa Masuk	Masa Keluar	Jumlah Jam	Status	Alasan
1	01/02/2017 - RBU	08:15-17:15	Kemaskini Masa	Kemaskini Masa		Hari Wilayah Persekutuan.	
2	02/02/2017 - KHA	08:15-17:15	Kemaskini Masa	Kemaskini Masa			✔ ➡ Anggota Baru (Belum Dapat Kad Akses)
3	03/02/2017 - JUM	08:15-17:15	11:03:31	17:20:00	06:16:29		✔ ➡ 19 : Anggota Baru (Baru Terima Kad Akses)
4	04/02/2017 - SAB	Off Day	Kemaskini Masa	Kemaskini Masa			
5	05/02/2017 - AHD	Rest Day	Kemaskini Masa	Kemaskini Masa			
6	06/02/2017 - ISN	08:15-17:15	08:12:28	17:19:21	09:06:53		
7	07/02/2017 - SEL	08:15-17:15	08:16:50	17:18:22	09:01:32	Datang Lewat.	✔ ➡ DL : Jalan Sesak
8	08/02/2017 - RBU	08:15-17:15	08:18:01	17:18:21	09:00:20	Datang Lewat.	✔ ➡ DL : Jalan Sesak
9	09/02/2017 - KHA	08:15-17:15	Kemaskini Masa	Kemaskini Masa		Hari ThaiPusam.	
10	10/02/2017 - JUM	08:15-17:15	08:12:21	17:21:05	09:08:44		
11	11/02/2017 - SAB	Off Day	Kemaskini Masa	Kemaskini Masa			
12	12/02/2017 - AHD	Rest Day	Kemaskini Masa	Kemaskini Masa			
13	13/02/2017 - ISN	08:15-17:15	08:11:14	17:18:58	09:07:44		
14	14/02/2017 - SEL	08:15-17:15	08:13:58	17:18:07	09:04:09		
15	15/02/2017 - RBU	08:15-17:15	08:14:03	17:17:55	09:03:52		
16	16/02/2017 - KHA	08:15-17:15	08:12:25	17:18:52	09:06:27		
17	17/02/2017 - JUM	08:15-17:15	08:13:46	17:18:30	09:04:44		
18	18/02/2017 - SAB	Off Day	Kemaskini Masa	Kemaskini Masa			
19	19/02/2017 - AHD	Rest Day	Kemaskini Masa	Kemaskini Masa			
20	20/02/2017 - ISN	08:15-17:15	08:12:11	17:16:40	09:04:29		
21	21/02/2017 - SEL	08:15-17:15	08:15:15	17:16:14	09:00:59		
22	22/02/2017 - RBU	08:15-17:15	08:08:34	17:17:45	09:09:11		
23	23/02/2017 - KHA	08:15-17:15	08:11:42	17:17:17	09:05:35		
24	24/02/2017 - JUM	08:15-17:15	07:58:32	17:17:31	09:19:59		
25	25/02/2017 - SAB	Off Day	Kemaskini Masa	Kemaskini Masa			
26	26/02/2017 - AHD	Rest Day	Kemaskini Masa	Kemaskini Masa			
27	27/02/2017 - ISN	08:15-17:15	Kemaskini Masa	Kemaskini Masa		Tidak Hadir.	✔ ➡ TH : cuti rehat pelatih Praktikal
28	28/02/2017 - SEL	08:15-17:15	08:05:05	17:18:07	09:13:02		

Jumlah Jam : 142:54:09	Jumlah Jam Hilang Masa Kerja (HMK) : 00:00 (jam)	Jumlah Hadir : 16 hari
Datang Lewat (DL) : 2 hari	Keluar Awal (KA) : 0 hari	Tidak Hadir (TH) : 1 hari	Transaksi Tidak Lengkap (TL) : 0 hari

Pengesahan & Kelulusan :-

✖ Menunggu Kelulusan : 0	✔ Lulus : 5	✖ Tidak Lulus : 0

Papar Laporan

Masa Proses : 5.927734s

KEHADIRAN > URUS KEHADIRAN

KEHADIRAN BULANAN INDIVIDU

Nama & No Anggota	NUR DIANA BT AHMAD NOR (PLB251)
Penempatan Semasa	Ibu Pejabat Kuala Lumpur -> Pej. Pengurus Besar Kanan JTM - SEK.PENGURUSAN SUMBER JTM
Bulan & Tahun	Mac, 2017

Bil	Tarikh	Syif	Masa Masuk	Masa Keluar	Jumlah Jam	Status	Alasan
1	01/03/2017 - RBU	08:15-17:15	08:05:33	17:17:45	09:12:12		
2	02/03/2017 - KHA	08:15-17:15	08:06:26	17:21:39	09:15:13		
3	03/03/2017 - JUM	08:15-17:15	08:01:13	17:17:32	09:16:19		
4	04/03/2017 - SAB	Off Day	Kemaskini Masa	Kemaskini Masa			
5	05/03/2017 - AHD	Rest Day	Kemaskini Masa	Kemaskini Masa			
6	06/03/2017 - ISN	08:15-17:15	08:04:57	17:20:16	09:15:19		
7	07/03/2017 - SEL	08:15-17:15	08:05:24	17:18:20	09:12:56		
8	08/03/2017 - RBU	08:15-17:15	08:04:35	17:17:05	09:12:30		
9	09/03/2017 - KHA	08:15-17:15	08:06:42	17:16:33	09:09:51		
10	10/03/2017 - JUM	08:15-17:15	08:07:50	17:16:34	09:08:44		
11	11/03/2017 - SAB	Off Day	Kemaskini Masa	Kemaskini Masa			
12	12/03/2017 - AHD	Rest Day	Kemaskini Masa	Kemaskini Masa			
13	13/03/2017 - ISN	08:15-17:15	08:06:51	17:17:18	09:10:27		
14	14/03/2017 - SEL	08:15-17:15	08:02:50	12:15:51	04:13:01		14: Cuti Rehat Separuh Hari (Petang)
15	15/03/2017 - RBU	08:15-17:15	08:01:46	17:16:50	09:15:04		
16	16/03/2017 - KHA	08:15-17:15	08:05:43	17:15:58	09:10:15		
17	17/03/2017 - JUM	08:15-17:15	08:05:06	12:24:50	04:19:44		14: Cuti Rehat Separuh Hari (Petang)
18	18/03/2017 - SAB	Off Day	Kemaskini Masa	Kemaskini Masa			
19	19/03/2017 - AHD	Rest Day	Kemaskini Masa	Kemaskini Masa			
20	20/03/2017 - ISN	08:15-17:15	08:11:13	17:16:19	09:05:06		
21	21/03/2017 - SEL	08:15-17:15	08:06:33	17:18:48	09:12:15		
22	22/03/2017 - RBU	08:15-17:15	08:10:19	17:16:40	09:06:21		
23	23/03/2017 - KHA	08:15-17:15	08:09:14	17:16:04	09:06:50		
24	24/03/2017 - JUM	08:15-17:15	07:50:23	17:17:32	09:27:09		
25	25/03/2017 - SAB	Off Day	Kemaskini Masa	Kemaskini Masa			
26	26/03/2017 - AHD	Rest Day	Kemaskini Masa	Kemaskini Masa			
27	27/03/2017 - ISN	08:15-17:15	07:56:15	17:18:49	09:22:34		
28	28/03/2017 - SEL	08:15-17:15	08:03:56	17:18:24	09:14:28		
29	29/03/2017 - RBU	08:15-17:15	08:12:18	17:16:36	09:04:18		
30	30/03/2017 - KHA	08:15-17:15	08:00:09	17:16:55	09:16:46		
31	31/03/2017 - JUM	08:15-17:15	08:02:56	17:20:47	09:17:51		

Jumlah Jam : 202:05:13	Jumlah Jam Hilang Masa Kerja (HMK) : 00:00 (jam)	Jumlah Hadir : 23 hari
Datang Lewat (DL) : 0 hari	Keluar Awal (KA) : 0 hari / Tidak Hadir (TH) : 0 hari	Transaksi Tidak Lengkap (TL) : 0 hari

Pengesahan & Kelulusan :-

Menunggu Kelulusan : 0	Lulus : 2	Tidak Lulus : 0

Papar Laporan

Masa Proses : 6,800781s

KEHADIRAN > URUS KEHADIRAN

KEHADIRAN BULANAN INDIVIDU

Nama & No Anggota	NUR DIANA BT AHMAD NOR (PLB251)
Penempatan Semasa	Ibu Pejabat Kuala Lumpur -> Pej. Pengurus Besar Kanan JTM – SEK.PENGURUSAN SUMBER JTM
Bulan & Tahun	April, 2017

Bil	Tarikh	Syif	Masa Masuk	Masa Keluar	Jumlah Jam	Status	Alasan
1	01/04/2017 - SAB	Off Day	Kemaskini Masa	Kemaskini Masa			
2	02/04/2017 - AHD	Rest Day	Kemaskini Masa	Kemaskini Masa			
3	03/04/2017 - ISN	08:15-17:15	08:01:11	17:16:10	09:14:59		
4	04/04/2017 - SEL	08:15-17:15	08:08:05	17:22:05	09:14:00		
5	05/04/2017 - RBU	08:15-17:15	08:02:33	17:25:24	09:22:51		
6	06/04/2017 - KHA	08:15-17:15	08:02:56	17:17:50	09:14:54		
7	07/04/2017 - JUM	08:15-17:15	08:11:04	17:20:07	09:09:03		
8	08/04/2017 - SAB	Off Day	Kemaskini Masa	Kemaskini Masa			
9	09/04/2017 - AHD	Rest Day	Kemaskini Masa	Kemaskini Masa			
10	10/04/2017 - ISN	08:15-17:15	07:53:22	17:19:16	09:26:54		
11	11/04/2017 - SEL	08:15-17:15	08:12:58	17:19:55	09:06:57		
12	12/04/2017 - RBU	08:15-17:15	08:12:03	17:19:35	09:07:32		
13	13/04/2017 - KHA	08:15-17:15	08:10:57	17:23:20	09:12:23		
14	14/04/2017 - JUM	08:15-17:15	08:10:27	17:16:36	09:06:09		
15	15/04/2017 - SAB	Off Day	Kemaskini Masa	Kemaskini Masa			
16	16/04/2017 - AHD	Rest Day	Kemaskini Masa	Kemaskini Masa			
17	17/04/2017 - ISN	08:15-17:15	08:06:57	17:16:24	09:09:27		
18	18/04/2017 - SEL	08:15-17:15	08:13:00	17:17:34	09:04:34		
19	19/04/2017 - RBU	08:15-17:15	08:12:08	17:17:42	09:05:34		
20	20/04/2017 - KHA	08:15-17:15	08:05:46	17:16:20	09:10:34		
21	21/04/2017 - JUM	08:15-17:15	08:07:39	17:17:22	09:09:43		
22	22/04/2017 - SAB	Off Day	Kemaskini Masa	Kemaskini Masa			
23	23/04/2017 - AHD	Rest Day	Kemaskini Masa	Kemaskini Masa			
24	24/04/2017 - ISN	08:15-17:15	Kemaskini Masa	Kemaskini Masa		Cuti Umum & Israk dan Mikraj.	
25	25/04/2017 - SEL	08:15-17:15	08:12:41	17:18:50	09:06:09		
26	26/04/2017 - RBU	08:15-17:15	08:10:57	17:18:59	09:08:02		
27	27/04/2017 - KHA	08:15-17:15	08:16:21	17:18:01	09:01:40	Datang Lewat.	DL : Jalan Sesak
28	28/04/2017 - JUM	08:15-17:15	Kemaskini Masa	Kemaskini Masa		Tidak Hadir.	TH : cuti rehat pelatih plaktikal
29	29/04/2017 - SAB	Off Day	Kemaskini Masa	Kemaskini Masa			
30	30/04/2017 - AHD	Rest Day	Kemaskini Masa	Kemaskini Masa			

Jumlah Jam : 165:11:25	Jumlah Jam Hilang Masa Kerja (HMK) : 00:00 (jam)		Jumlah Hadir : 18 hari
Datang Lewat (DL) : 1 hari	Keluar Awal (KA) : 0 hari	Tidak Hadir (TH) : 1 hari	Transaksi Tidak Lengkap (TL) : 0 hari

Pengesahan & Kelulusan :-

Menunggu Kelulusan : 0	Lulus : 2	Tidak Lulus : 0

Papar Laporan

Masa Proses : 4.056641s

KEHADIRAN > URUS KEHADIRAN

KEHADIRAN BULANAN INDIVIDU

Nama & No Anggota	NUR DIANA BT AHMAD NOR (PLB251)
Penempatan Semasa	Ibu Pejabat Kuala Lumpur -> Pej. Pengurus Besar Kanan JTM - SEK.PENGURUSAN SUMBER JTM
Bulan & Tahun	Mei, 2017

Bil	Tarikh	Syif	Masa Masuk	Masa Keluar	Jumlah Jam	Status	Alasan
1	01/05/2017 - ISN	08:15-17:15	Kemaskini Masa	Kemaskini Masa		Hari Pekerja.	
2	02/05/2017 - SEL	08:15-17:15	08:13:40	17:16:47	09:03:07		
3	03/05/2017 - RBU	08:15-17:15	08:06:49	17:21:21	09:14:32		
4	04/05/2017 - KHA	08:15-17:15	08:09:44	17:17:21	09:07:37		
5	05/05/2017 - JUM	08:15-17:15	08:07:05	17:17:37	09:10:32		
6	06/05/2017 - SAB	Off Day	Kemaskini Masa	Kemaskini Masa			
7	07/05/2017 - AHD	Rest Day	Kemaskini Masa	Kemaskini Masa			
8	08/05/2017 - ISN	08:15-17:15	08:08:34	17:16:06	09:07:32		
9	09/05/2017 - SEL	08:15-17:15	08:05:36	17:16:24	09:10:48		
10	10/05/2017 - RBU	08:15-17:15	Kemaskini Masa	Kemaskini Masa		Hari Wesak.	
11	11/05/2017 - KHA	08:15-17:15	08:14:44	17:17:49	09:03:05		
12	12/05/2017 - JUM	08:15-17:15	08:08:07	17:16:15	09:08:08		
13	13/05/2017 - SAB	Off Day	Kemaskini Masa	Kemaskini Masa			
14	14/05/2017 - AHD	Rest Day	Kemaskini Masa	Kemaskini Masa			
15	15/05/2017 - ISN	08:15-17:15	07:59:39	17:18:16	09:19:37		
16	16/05/2017 - SEL	08:15-17:15	08:10:20	17:17:19	09:06:59		
17	17/05/2017 - RBU	08:15-17:15	08:07:10	17:17:27	09:10:17		
18	18/05/2017 - KHA	08:15-17:15	08:11:35	17:17:22	09:05:47		
19	19/05/2017 - JUM	08:15-17:15	08:09:15	17:17:55	09:08:40		
20	20/05/2017 - SAB	Off Day	Kemaskini Masa	Kemaskini Masa			
21	21/05/2017 - AHD	Rest Day	Kemaskini Masa	Kemaskini Masa			
22	22/05/2017 - ISN	08:15-17:15	08:08:50	17:19:07	09:10:17		
23	23/05/2017 - SEL	08:15-17:15	08:10:00	17:16:19	09:06:19		
24	24/05/2017 - RBU	08:15-17:15	08:06:53	17:17:07	09:10:14		
25	25/05/2017 - KHA	08:15-17:15	08:07:39	17:26:52	09:19:13		
26	26/05/2017 - JUM	08:15-17:15	08:08:09	17:17:10	09:09:01		
27	27/05/2017 - SAB	Off Day	Kemaskini Masa	Kemaskini Masa			
28	28/05/2017 - AHD	Rest Day	Kemaskini Masa	Kemaskini Masa			
29	29/05/2017 - ISN	08:15-17:15	08:11:55	16:46:54	08:34:59	Keluar Awal.	✔ ➜ KA : Flexi Ramadhan
30	30/05/2017 - SEL	08:15-17:15	08:10:08	16:51:18	08:41:10	Keluar Awal.	✔ ➜ KA : Flexi Ramadhan
31	31/05/2017 - RBU	08:15-16:45	08:07:24	16:46:38	08:39:14		

Jumlah Jam : 190:47:08	Jumlah Jam Hilang Masa Kerja (HMK) : 00:00 (jam)		Jumlah Hadir : 21 hari
Datang Lewat (DL) : 0 hari	Keluar Awal (KA) : 2 hari	Tidak Hadir (TH) : 0 hari	Transaksi Tidak Lengkap (TL) : 0 hari

Pengesahan & Kelulusan :-

✖ Menunggu Kelulusan : 0	✔ Lulus : 2	✖ Tidak Lulus : 0

Papar Laporan

Masa Proses : 4.228510s

KEHADIRAN > URUS KEHADIRAN

KEHADIRAN BULANAN INDIVIDU

Nama & No Anggota	NUR DIANA BT AHMAD NOR (PLB251)
Penempatan Semasa	Ibu Pejabat Kuala Lumpur -> Pej. Pengurus Besar Kanan JTM - SEK.PENGURUSAN SUMBER JTM
Bulan & Tahun	Jun, 2017

Bil	Tarikh	Syif	Masa Masuk	Masa Keluar	Jumlah Jam	Status	Alasan
1	01/06/2017 - KHA	08:15-16:45	08:08:22	16:47:43	08:39:21		
2	02/06/2017 - JUM	08:15-16:45	08:08:46	16:47:38	08:38:52		
3	03/06/2017 - SAB	Off Day	Kemaskini Masa	Kemaskini Masa			
4	04/06/2017 - AHD	Rest Day	Kemaskini Masa	Kemaskini Masa			
5	05/06/2017 - ISN	08:15-16:45	08:07:13	16:48:02	08:40:49		
6	06/06/2017 - SEL	08:15-16:45	08:09:31	16:46:33	08:37:02		
7	07/06/2017 - RBU	08:15-16:45	08:08:42	16:47:31	08:38:49		
8	08/06/2017 - KHA	08:15-16:45	08:09:18	16:47:22	08:38:04		
9	09/06/2017 - JUM	08:15-16:45	08:08:00	16:47:14	08:39:14		
10	10/06/2017 - SAB	Off Day	Kemaskini Masa	Kemaskini Masa			
11	11/06/2017 - AHD	Rest Day	Kemaskini Masa	Kemaskini Masa			
12	12/06/2017 - ISN	08:15-16:45	Kemaskini Masa	Kemaskini Masa		Hari Nuzul Al Quran.	
13	13/06/2017 - SEL	08:15-16:45	08:06:52	16:46:31	08:39:39		
14	14/06/2017 - RBU	08:15-16:45	08:07:52	16:46:09	08:38:17		
15	15/06/2017 - KHA	08:15-16:45	08:11:08	16:46:05	08:34:57		
16	16/06/2017 - JUM	08:15-16:45	08:07:17	16:46:32	08:39:15		
17	17/06/2017 - SAB	Off Day	Kemaskini Masa	Kemaskini Masa			
18	18/06/2017 - AHD	Rest Day	Kemaskini Masa	Kemaskini Masa			
19	19/06/2017 - ISN	08:15-16:45	08:12:51	16:46:49	08:33:58		
20	20/06/2017 - SEL	08:15-16:45	08:10:52	16:46:45	08:35:53		
21	21/06/2017 - RBU	08:15-16:45	08:15:11	16:49:04	08:33:53		
22	22/06/2017 - KHA	08:15-16:45	08:09:45	16:47:09	08:37:24		
23	23/06/2017 - JUM	08:15-16:45	08:10:21	12:05:32	03:55:11	Keluar Awal. MK (Peribadi/Klinik) - 14:45-16:45	✖ ➡ KA : Masa kelepasan
24	24/06/2017 - SAB	Off Day					ⓐ TH ⓐ DL ⓐ KA
25	25/06/2017 - AHD	Rest Day					ⓐ TH ⓐ DL ⓐ KA
26	26/06/2017 - ISN	08:15-16:45				Hari Raya Puasa (Kedua).	
27	27/06/2017 - SEL	08:15-16:45				Hari Raya Puasa (Ganti Ahad).	
28	28/06/2017 - RBU	08:15-16:45					✖ ➡ TH : cuti rehat
29	29/06/2017 - KHA	08:15-16:45					✖ ➡ TH : cuti rehat
30	30/06/2017 - JUM	08:15-16:45					✖ ➡ TH : cuti rehat

Jumlah Jam : 133:20:38	Jumlah Jam Hilang Masa Kerja (HMK) : 02:00 (jam)	Jumlah Hadir : 16 hari
Datang Lewat (DL) : 0 hari	Keluar Awal (KA) : 1 hari	Tidak Hadir (TH) : 0 hari	Transaksi Tidak Lengkap (TL) : 0 hari

Pengesahan & Kelulusan :-

Menunggu Kelulusan : 4	Lulus : 0	Tidak Lulus : 0

[Papar Laporan](#)

Masa Proses : 4.601563s

PERMOHONAN CUTI REHAT TAHUNAN

A. BUTIR-BUTIR PERMOHONAN

KEPADA : Encik Zamzairi Bin Zainal Abidin

i. Harap saya mendapat kebenaran cuti selama : Jum. Hari __3__ mula: __28/6/17__ hingga : __30/6/17__

Saya mengaku bahawa jika diluluskan, cuti yang dipohon tidak akan melebihi peruntukan cuti saya bagi tahun ini.

Tandatangan :

Nama (Huruf Besar) : NUR DIANA BT AHMAD NOR
No. Anggota : P16251

Tarikh : 13/6/2017

Jawatan :

B. PERAKUAN

KEPADA :
(Pegawai Yang meluluskan)

i. Baki cuti rehat sebelum permohonan ini dibuat __2__ hari

ii. Peraturan untuk menyempurnakan kerjanya boleh dibuat */ tidak boleh dibuat. Adalah diperakukan permohonan ini dibenarkan */ tidak dibenarkan.

iii. Alasan (Jika cuti tidak diperakukan) X Anggota memohon extra 1 hari dengan kelulusan

Tandatangan Penyelia :

Seksyen/ Jab : Juruanalisa Sistem
Seksyen Pengurusan Sekuriti IT
Jabatan Teknologi Maklumat

Jawatan : KUMPULAN WANG SIMPANAN PEKERJA

Tarikh : 13/6/2017

C. UNTUK KEGUNAAN KUASA MELULUS

Permohonan diluluskan* / tidak diluluskan

i. Tempoh cuti : Jum. Hari _____ mula : _____ hingga : _____

ii. Pemohon telah dimaklumkan.

AHMAD JEFRY ABD HASHIM
Pengurus Kanan
Seksyen Pengurusan Sekuriti IT

Tarikh : 13/6/2017

PERINGATAN :

i. Permohonan hendaklah dibuat sekarang sekurang-kurangnya 7 hari sebelum permulaan cuti.

ii. Kelulusan hendaklah diperolehi sebelum memulakan cuti.

iii. Pastikan baki cuti rehat dari Ketua Unit sebelum permohonan cuti dibuat. Pengambilan cuti rehat yang melebihi dari kelayakan boleh dikenakan **TINDAKAN TATATERTIB.**

PERMOHONAN CUTI REHAT TAHUNAN

A. BUTIR-BUTIR PERMOHONAN

KEPADA : _____

i. Harap saya mendapat kebenaran cuti selama : Jum. Hari `1` mula : `25/4/17` hingga : `28/4/17`

Saya mengaku bahawa jika diluluskan, cuti yang dipohon tidak akan melebihi peruntukan cuti saya bagi tahun ini.

Tandatangan : _____

Nama (Huruf Besar) : NUR DIANA BT AHMAD NOR

No. Anggota : PLB251

Tarikh : `25/4/17`

Jawatan : Pelatih Praktikal

B. PERAKUAN

KEPADA :
(Pegawai Yang meluluskan)
_____

i. Baki cuti rehat sebelum permohonan ini dibuat `1` hari

ii. Peraturan untuk menyempurnakan kerjanya boleh dibuat */ tidak boleh dibuat. Adalah diperakukan permohonan ini dibenarkan */ tidak dibenarkan.

iii. Alasan (Jika cuti tidak diperakukan) _____

Tandatangan Penyelia : _____

Seksyen/ Jab : Seksyen Pengurusan Sekuriti IT
Jabatan Teknologi Maklumat
KUMPULAN WANG SIMPANAN PEKERJA

`25/4/17`

Tarikh :

Jawatan : _____

C. UNTUK KEGUNAAN KUASA MELULUS

Permohonan diluluskan* / tidak diluluskan

i. Tempoh cuti : Jum. Hari `1` mula : `28/4/17` hingga : `28/4/17`

ii. Pemohon telah dimaklumkan.

AHMAD JEFRY ABD HASHIM
rus Kanan
en Pengurusan Sekuriti IT

Tarikh :

`27/4/17`

PERINGATAN :

i. Permohonan hendaklah dibuat sekarang sekurang-kurangnya 7 hari sebelum permulaan cuti.

ii. Kelulusan hendaklah diperolehi sebelum memulakan cuti.

iii. Pastikan baki cuti rehat dari Ketua Unit sebelum permohonan cuti dibuat. Pengambilan cuti rehat yang melebihi dari kelayakan boleh dikenakan TINDAKAN TATATERTIB.

PERMOHONAN CUTI REHAT TAHUNAN

A. BUTIR-BUTIR PERMOHONAN

KEPADA : Encik Zamzaivi Bin Zaina Abidin

i. Harap saya mendapat kebenaran cuti selama : Jum. Hari 0.5 pm mula : 17/3/2017 hingga : _____

Saya mengaku bahawa jika diluluskan, cuti yang dipohon tidak akan melebihi peruntukan cuti saya bagi tahun ini.

Tandatangan

Nama
(Huruf Besar)
No. Anggota

Tarikh : 13/3/2017

Jawatan

B. PERAKUAN

KEPADA :
(Pegawai Yang meluluskan)

i. Baki cuti rehat sebelum permohonan ini dibuat   hari

ii. Peraturan untuk menyempumakan kerjanya boleh dibuat */ tidak boleh dibuat. Adalah diperakukan permohonan ini dibenarkan */ tidak dibenarkan.

iii. Alasan (Jika cuti tidak diperakukan)

Tandatangan
Penyelia

Seksyen/ Jab

13/3/2017

Tarikh :

Seksyen Pengurusan Sekuriti IT
Jabatan Teknologi Maklumat
KUMPULAN WANG SIMPANAN PEKERJA

Jawatan

C. UNTUK KEGUNAAN KUASA MELULUS

Permohonan diluluskan* / tidak diluluskan

i. Tempoh cuti   Jum. Hari _____   mula : 17/3/2017 hingga : _____

ii. Pemohon telah dimaklumkan.

AHMAD JEFRY ABD HASHIM

Tarikh :

13/3/2017

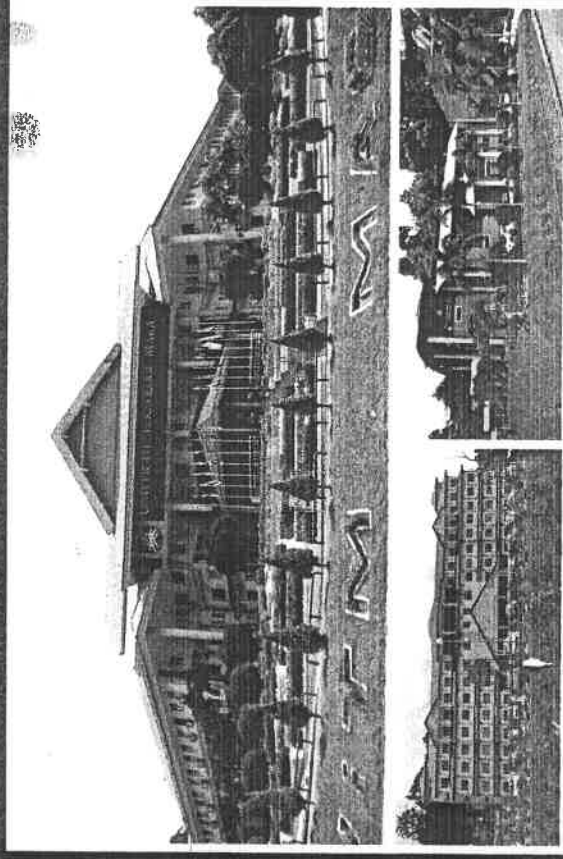**PERINGATAN :**

i. Permohonan hendaklah dibuat sekarang sekurang-kurangnya 7 hari sebelum permulaan cuti.

ii. Kelulusan hendaklah diperolehi sebelum memulakan cuti.

iii. Pastikan baki cuti rehat dari Ketua Unit sebelum permohonan cuti dibuat. Pengambilan cuti rehat yang melebihi dari kelayakan boleh dikenakan TINDAKAN TATATERTIB.

UNIVERSITI TEKNOLOGI MARA
(KELANTAN)

PRACTICAL TRAINING
LOG BOOK

INSTRUCTIONS

1) This book is issues to you to provide a history of your training and to act as a weekly record by the work on which you are engaged.

2) Student's responsibilities for keeping log book up-to-date.

3) Immediately this book is issued to you, you should, in consultation with your Training Officer, complete the detail required on the next page.

4) It is your responsibility to make the main entries of the log book and keep it up to date. Entries must be regularly initialled by your Supervisor. You must ensure that:

- It is available at your place of work during your training.

- All entries, except sketches, are made in ink.

- Entries are made within a week of the work to which they refer.

- The book is handed to your training officer for retention on your return to UiTM and this will later be handed to the Head of Programme for grading.

RECORDING

The log book should contain the following information:

1) A neat concise description of each of your training locations and the work on which you are engaged.

2) Relevant sketches, data and circuit diagrams

3) References to textbooks, standards and other technical information related to the work being under taken. Constructive comment on the work being undertaken and your considered opinions as to its value as training

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1.	Student's Name	: Nur Diana Bt Ahmad Nor
2.	UiTM Matrics	: 2014786155
3.	Programme	: JTM 245
4.	Semester	: 7
5.	Home Address	:
6.	Tel No (H)	: —
7.	Place of Traning	: Kumpulan Wang Simpanan Pekerja (KWSP)
8.	Name of Supervisor In- Charge	: Encik Zamzairi Bin Zainal Abidin
9.	Duration of Training	From : 2/2/2017 To: 30/6/2017

FOR OFFICE ONLY
Remarks:(Dean/Course Coordinator)

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/3/17	- contact supervisor for faculty supervisor to introduce as student under his' supervision - Supervisor (Sir Rahimi) - discuss with him about special project. He suggest to suggest to change using excel macro/vba to php for the special project. - faculty supervisor ask for storyboard	
2/3/17	- Discuss with supervisor kwsp about suggestion to change to php for special project. (just Dateline SP: Before May)	
7/3/17	- Doing draft of SP storyboard for early view before start working on task. - send draf storyboard to faculty supervisor (Sir Rahimi) for project overview.	
6/3/17	- Help transfer/move file of previous years into file room. Arrange (by year/subject) (by year alphabetical/subject)	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
21/2/17	continue working on excel macro & vba. - SV suggest make this assessment as SP (special project) - 'Additional requirement: - option button (BATAL) - from excel export to form.	
22/2/17	- continue working on special project (excel macro & VBA) - searching for checkbox function script to be use by user to select user Id to be cancel. Then, selected user data/details transfer into excel form.	
23/2/17	- continue working on special project	
24/2/17	- continue working on special project	
27/2/17	- CR (Cuti rehat)	

Left page

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
14/3/17	- continue working on SP task. - Half day (STCK)	
15/3/17	- continue working on SP task. (Excel macro & VBA') - Adding new function: Inputbox for selected search column and search value (text). - Pilot test assesment : 31/3/2017	
16/3/17	- continue working on SP task. (Excel macro & VBA) - Finish finding function & working on function: Inputbox for selected search column and search value (text).	
17/3/17	- update : special project. - Finish with split data into new worksheet by (categorized) system. - upcoming: transfer/copy data from worksheet into form (printout & save)	

PRACTICAL TRAINING
LOG BOOK UNIVERSITI TEKNOLOGI MARA

Right page

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS

20/3/17	- Update of excel macro & VBA task.
	- transfer selected checkboxes (row data) into a list form. (
	- most common variable types :
	  : Text = String
	  : Integer (number) = Long
	  : Decimal = Double
	  : Currency = Currency (4 decimal place only)
	  : Date = Date	

21/3/17	- continue doing/working on special project task. (Excel macro & VBA)	
22/3/17	- 10:00 am - Discussion with sv team about IDM (special project). - need to do correction, still need to change make the function process automatically with button click.	
23/3/17	- continue working on special project. (Excel macro & VBA) - finding/searching function for task correction. - suggestion : using userform /Data form for automatically merge data from multiple table into one master table.	

PRACTICAL TRAINING
LOG BOOK UNIVERSITI TEKNOLOGI MARA

Log Book — Page 1

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
3/4/17	- Explore more Excel VBA functions to be used in working special project	
4/4/17	- Continue working on special project (Excel VBA Semakan Berkala)	
5/4/17	- IT department Assembly (Presentation about managing financial by Mr. Ravi) - Continue working on special project (Excel VBA semakan Berkala)	
6/4/17	- self-learning through internet about Excel VBA functions to automate functions for semakan Berkala	
7/4/17	- Continue working on special project (Excel VBA & semakan Berkala)	

Log Book — Page 2

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
10/4/17	- Helps arrange file in file room at mobile shelf in file room. - Continue working on Special project	
11/4/17	- Continue self-learning explore more about common functions using Excel VBA	
12/4/17	- Help key in data using Excel - Continue self-learning on Excel VBA functions	
13/4/17	- Continue working on special project (Excel VBA semakan Berkala)	
14/4/17	- Continue self-learning on Excel VBA to automate function by using command button	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
28/4/17	- Cuti Rehat.	
2/5/17	- Continue making user manual for Excel macro & VBA (semakan Berkala) (Chapter 4 : Filter/split system column into new worksheet.)	
3/5/17	- testing the macro/vba with user (staff)	
4/5/17	- Continue do some testing with staff to make sure it running smoothly. - Do correction for the user manual : Expan more details : showed/insert more details of manual : Add some more additional notes : if the macro error/cannot be run.	
5/5/17	- IT Department monthly assembly (by Mr. Lim (manager)) - Do some testing again with staff - Do last checking on user manual before passing to staff to be used-	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
8/5/17	- Starting doing Industrial training report → Chapter 1 : Introduction → Background Organization → Organizational Structure	
9/5/17	- Trying/testing coding for copy rows into new worksheet using checkboxes (Additional)	
11/5/17	- Doing some searching in internet for VBA coding for transfer data into another sheet using checkboxes (additional)	
12/5/17	- continue doing Industrial training report ~ small discussion with supervisor. →need to do a little correction with Excel VBA semakan Berkala → Add search function (user friendly)	

Left Page

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
25/5/17	- Do a little study on Excel VBA function.	
	- Continue working on Industrial Training Report	
26/5/17	- Continue working on Industrial Training Report.	
29/5/17	- Do study on Excel VBA search/ Find function for data in all worksheets.	
	- Help pick up incoming call because staff on leave and take note for any important information to be pass to sv.	
30/5/17	- Help convert/transfer data from slide with old theme into slide with latest default theme.	
	- Attend SPSIT (seksyen pengurusan sekuriti IT) meeting at meeting room level 10.	
	→ Attendance: All SPSIT staff	
	→ Discuss issues/progress project of each system.	
	→ Discuss agenda in minute meeting.	

Right Page

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
31/5/17	- Help arranging application access system into file by system name.	
	- Success with modified Excel VBA code for search function using Inputbox for search data in all sheets in workbook. (Result search go to for each cell of selected data)	
	ZAMZAIRI BIN ZAINAL ABIDIN Juruanalisa Sistem Seksyen Pengurusan Sekuriti IT Jabatan Teknologi Maklumat KUMPULAN WANG SIMPANAN PEKERJA	
1/6/17	- Working on Industrial Training Report.	
2/6/17	- Help move/transfer data in old format into new slide with the latest format/theme.	
5/6/17	- Continue working on Industrial Training Report.	
	- Inform and send Industrial Evaluation form to Organization Supervisor for the Industrial Training Mark from Organization Supervisor.	