



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT
UNIVERSITI TEKNOLOGI MARA (MACHANG)**

SPECIAL PROJECT: E – FILING SYSTEM

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UNIVERSITI TEKNOLOGI MARA KELANTAN**

01 FEBRUARY 2017 – 30 JUNE 2017

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REPORT SUBMITTED IN FULFILLMENT OF THE
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FACULTY OF INFORMATION MANAGEMENT
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01 FEBRUARY 2017 – 30 JUNE 2017

DECLARATION

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

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Date of submission: 12 July 2017

ABSTRACT

E-filing is developed to change from manual process to system. Trainee decided to create an E-filing system for Unit Kualiti of Pejabat Am Rektor. The aim of the system is to computerized the searching of files details in Microsoft Excel. This system also created to ease the application by searching through alphabetical, numerical and chronological for file details for future reference in the system. The purpose of e-filing system is to ease the staff for key in the data and search the file. The organization had used the traditional methods to develop the e-filing system. The traditional method is the best way to collect the information from users and how I can know to improve the system.

Keyword: System, filing, application, searching

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Chapter 1

Introduction

1.1 Background of the Organization



Figure 1.1: UiTM logo

Universiti Teknologi MARA Kelantan Kampus Machang was once known with Institut Teknologi MARA (ITM), branch campus to 9 was inaugurated his establishment in 1 July 1985 by YAB Tan Sri Dato' Mohamad Bin Yaakob's Haji, Menteri Besar Kelantan that moment. UiTM's establishment was the result of close cooperation between UiTM with Central Government. Resulted as this cooperation, Central Government has set a land by 12 acres in Deer Camp located approximately 8 kilometers Kota Bharu's from town possession by Majlis Pengakap Kelantan State. Modifying works to few buildings and construction had been financed by Central Government with cost as much as RM 1.5 million.

The first group of 185 students was taken on July semester – December 1985 to take following course which are Diploma in Accounting courses, Diploma in Business Studies, Diploma in Bank Management and Diploma in Secretary Science. In early stage, number of staff is 71 people that form of 7 lecturers and 64 staff non-academic. Permanent campus construction has been initiated in 1993. Central Government has set a land wide of 200.32 hectares in Bukit Anjing, Machang to make the permanent campus. Bukit Anjing's original name has prestigious be Bukit Ilmu to keeping with his function which provides learning opportunity in various knowledge disciplines to Bumiputra. It is the inspiration from Allahyarham Dato' Nik Abd. Rashid Nik Abd. Majid, former ITM's Director's.

Official transfer to Kampus Machang starts in 01 January 1996. UiTM Kelantan what was once known as ITM has been dignified be Universiti Teknologi MARA or in short UiTM in 26 August 1999. Now, UiTM Kelantan still rapidly growing to suit be University excellent in Kelantan state especially

1.2 Organizational Structure of Pejabat Am Rektor

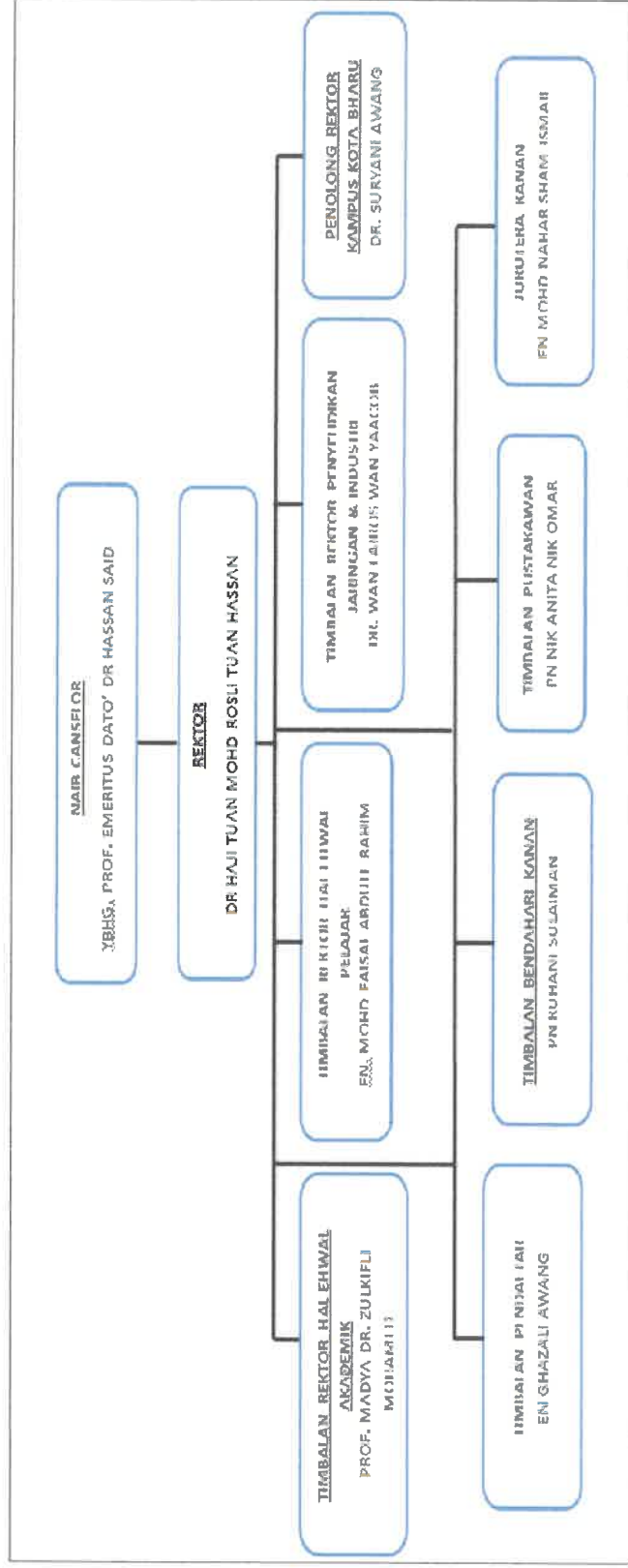


Figure 2.2: Organizational Structure of Pejabat Am Rektor

Chapter 2

Organization Information

2.1 Departmental Structure

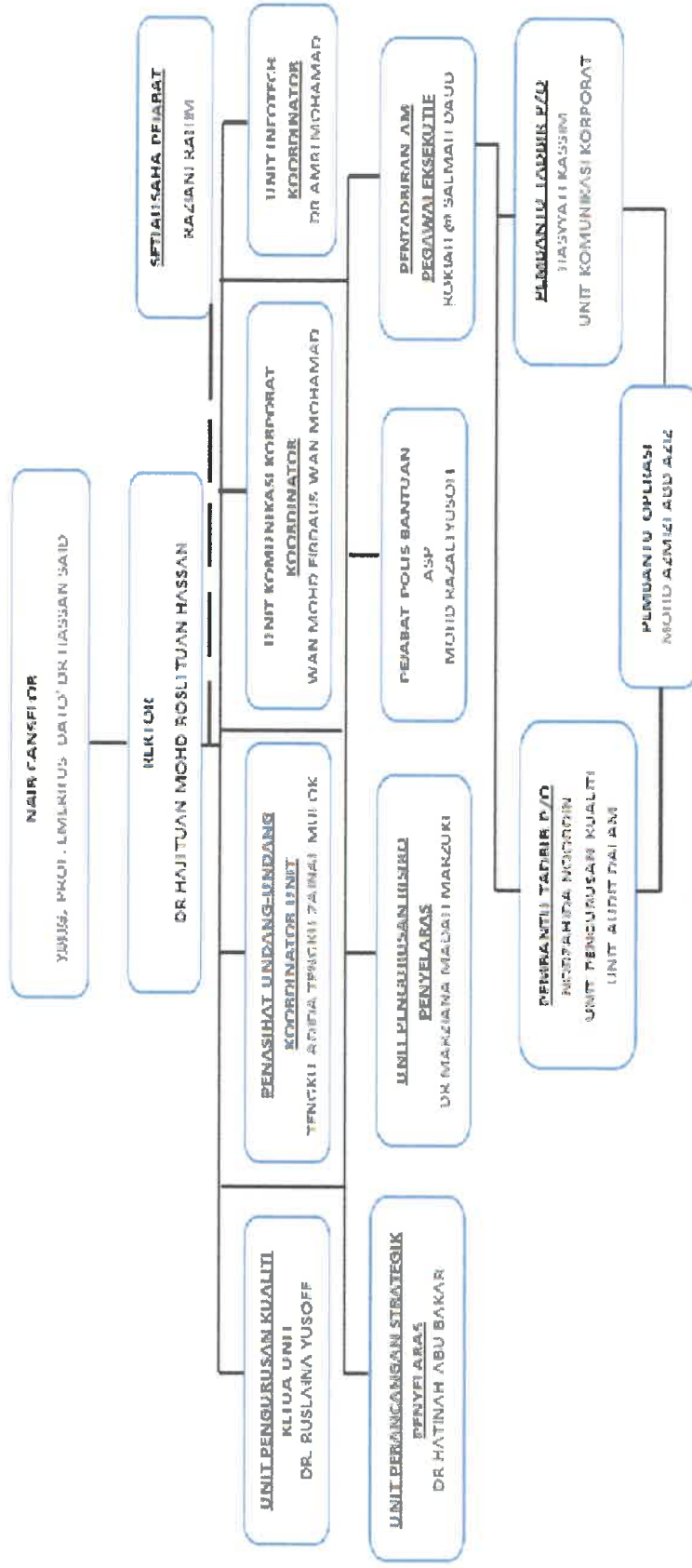


Figure 2.1: Organizational Structure of Unit Kualiti

2.2 Department Function

Rector General Office is located on the second floor at Administration Building. It was created in July 1985 with the establishment of UiTM Sabah Branch, with the original name is the Office of the Provost. The location of this unit is on the second floor of the Administration Building and was led by the Rector, Executive Officer, Assistant Secretary and General Office. Rector's Office also comprises other units under the supervision of the Rector, namely:

- I. Rector's Office
- II. Auxiliary Police Officer
- III. Corporate Communication Unit
- IV. Information Technology Unit
- V. ACIS
- VI. Strategic Plan Unit
- VII. Internal Audit Unit
- VIII. Quality Unit

Chapter 3

Industrial Training Activities

3.1 Training Activities

3.1.1 Decorating EKSA at Unit Kualiti

Public Sector Conducive Ecosystem (EKSA) is a competition between departments that encourage the staff to create the new innovation for natural conducive environment in the Quality Unit. The staffs are discussing on how to create a new innovation using the recycle things such as newspaper, tissue, paper or plastic bottle in the corner of the office. The activity that has been done is the staff has to create the box to put the newspapers or magazines inside it and will be placed in the office. Despite on using the shelf in the office room, the boxes is functional to put any paper for staff references. The EKSA board is also being decorated by putting the information about EKSA and has been decorated using the material that has been used. The decoration of the EKSA competition will be marked by the judges.

In particular, the rebranding was done to allow government agencies in expanding the implementation of government agencies in order to create a conducive environment and keep improving the corporate image of government sector. Moreover the aim is to ignite the creativity and innovation activities in line with the demands of stakeholders, encouraging activities towards creating a greener environment through acculturation Green Practices and ensure that meet the needs of diverse elements auditing agencies.



Figure 3.1: Decorating the EKSA board



Figure 3.2: The EKSA board

3.1.2 Collection of Newspaper

In the Corporate Communication Unit, the newspapers of Berita Harian, Sinar Harian, Utusan Malaysia, New Straits Time and The Star are being read and cut out about the news of UiTM campus in Malaysia. The newspaper cutting will be pasted in the file for Corporate Communication Unit record. The name of the paper and the date of the newspaper published have to write in the file. The reading of newspaper will be as a daily task as the papers has been ordered every day. The division of keeping the newspaper cutting is according to month and UiTM campus in Malaysia. The collection of newspaper is aim to make as a future reference for the use of organization. The newspaper then are being give away to every departments such as facility unit, transportation unit, administration unit and others that has been ordered from Corporate Communication Unit.



Figure 3.3: The Cover Files of Newspaper Cutting



Figure 3.4: The Newspaper Cutting

3.1.3 Public Relation Task

The public relation task that has been done is calling the media such as Berita Harian, Sinar Harian, Utusan Malaysia, New Straits Time and The Star of confirmation for their coming of the event invited by UiTM Machang. The event that has to get confirmation from media coverage are TN 50 programme, Wasatiyah programme, *Live Streaming* of Deputy Prime Minister with UiTM staff, Kempen Kesedaran Keselamatan Elektrik (KKKE) and Minggu Destinasi Siswa (MDS) which are the enrolment of Diploma student. The letter of the UiTM event will be fax for media invitation and will be called for every media that has been involved. Then the letter of the media invitation will be passed to administration department for them to post out. The confirmation of the media coming will be informed to the staff for their record and preparation.



Figure 3.5: Media Invitation for Wasatiyyah Seminar

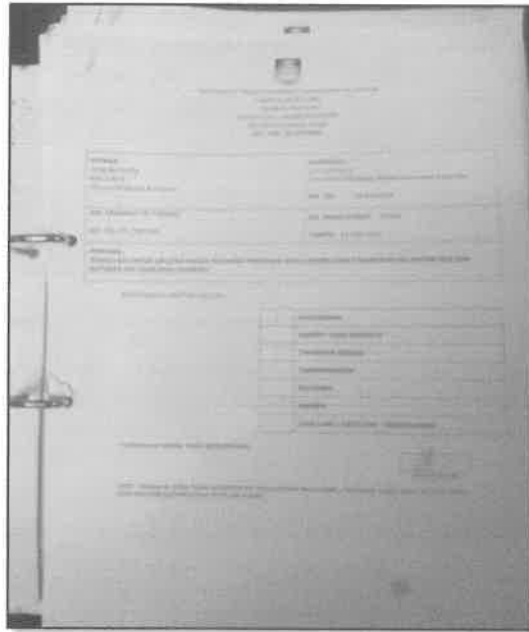


Figure 3.6: Media Invitation for MDS Program



Figure 3.7: Media Invitation of Appeal on UiTM



Figure 3.8: Media Invitation of Electrical Safety Awareness Campaign (KKKE)



Figure 3.9: The Collection of Media Invitation

3.1.4 Convocation Committee

The UiTM Convocation programme on 86th has been conducted for two days. I have been assigned to be as a runner with several staff. The duties are to arrange the graduates from four sessions including faculty of business management, science computer and mathematics, accounting, information management, art and design, science administration and policy studies and applied science. The total graduate that has to be arranged is 1390 and the problems that arise have to be reported to the officer on duty. The task that has to be done by the staff on the day of the convocation is inviting the graduates to be gathered in the hall and all staff has to take part in this task. The graduates have to be checked from their appearances look to fulfil the UiTM convocation guidelines. The graduates have to be in row according to their courses.



Figure 3.10: UiTM Convocation Program

3.1.5 National Transformation Program (TN 50)

I have been assigned to assist the staff to conduct the signing of Memorandum of Understanding (MOU) of TN 50 program. A day before the TN 50 program, we has been trained and do the rehearsal which is give the frame and plaque and ensure the exchange of memorandum of understanding (MOU) between the Rector of UiTM Kelantan, representative from Federal Development Department of Kelantan and representative from Department of Youth and Sports will be efficiently. The National Transformation Program (TN50) has been watching by YB Khairy Jamaluddin Abu Bakar the Minister of Youth and Sports and another representative from another agency. Then trainee and another crew have to go to the Dewan Professional for the *Program Dialog* which has been conducted by Dato' Mustapa Mohamed the Minister of International Trade and Industry to be incharged for the TN 50 program.



Figure 3.11: Memorandum of Understanding (MOU) of TN 50 program



Figure 3.12: Name tag for staff

3.1.6 Administrative Task

a) File of Premier Lounge Booking

The administrative task that I have done is record the book of premier lounge for staff or students who want to use for event or program. This form has to be filled in the form first so that it will be not clashed with other program and will be keeping in the file. Then the date and name of the program will be key in to the system for Communication Corporate Unit record.

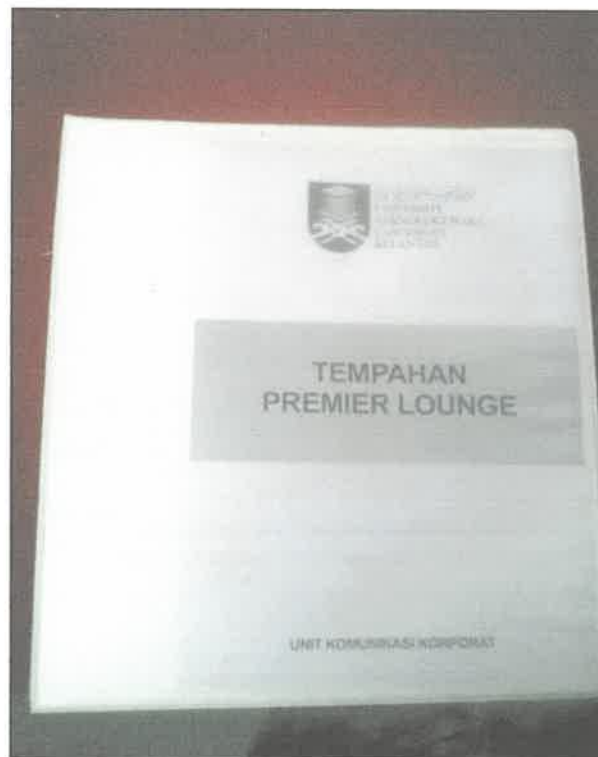



Figure 3.13: The Files of Premier Lounge Booking


PERMOHONAN TEMPATAN "PREMIER LOUNGE"

* Dengan mengisi formulir permohonan ini, Anda menyatakan bahwa Anda telah membaca dan memahami seluruh ketentuan yang tertera di atas.
 * Untuk lebih jelasnya, silakan kunjungi atau hubungi kami di alamat yang tertera di bawah ini.
 * Kami akan segera memproses permohonan Anda.

DATA DIRI
 NAMA (KATA SEMPURNA) : Wahid, Rully, Widi
 NO. KARTU KELOMPOK : 0000
 KAWAH/KELOMPOK : Wahid
 JAWABAN : Pengemudi
 NO. TELEPON : 021-7000000

DATA PERJALANAN
 JARAK : 10000
 JENIS PERJALANAN : 10000
 BIAYA : 0,20 - 0,20
 TANGGAL PERJALANAN : 10/10/10

Setelah mengisi formulir ini, silakan kunjungi kami di alamat yang tertera di bawah ini.
 Nama : Wahid, Rully, Widi
 No. KARTU KELOMPOK : 0000
 KAWAH/KELOMPOK : Wahid
 JAWABAN : Pengemudi
 NO. TELEPON : 021-7000000

Ya **Tidak**

Figure 3.14: The Form of Booking Premier Lounge

b) File of Frame & Plaque Program

The administrative task that I have done is record the book of frame and plaque for staff or students who want to use for event or program. This form has to be filled in the form first to get the approval from the staff before they get the frame and plaque from UiTM. The frame and plaque that has been give away to the student or staff has to be recorded in the card



Figure 3.15: The File of Souvenirs Application

UNIVERSITAS ISLAM SUMATERA UTARA
JALAN PONDOK BESUKAN, KAMPUS UTARA, MEDAN

FORMULIR APLIKASI SOUVENIR

Nama: _____
 No. Pendaftaran: _____
 Jenis Souvenir: _____
 Jumlah Souvenir: _____
 Materi Souvenir: _____
 Kategori Souvenir: _____

Pernyataan:
 Saya menyatakan bahwa data yang saya isi adalah benar-benar sesuai dengan kenyataan yang sebenarnya.

 Tanggal: _____

Figure 3.16: The Form of Souvenirs Application

No. Pendaftaran	Jenis Souvenir	Jumlah	Kategori	Status
1776	Kardus Souvenir	1	10	OK
1777	Mug Souvenir	2	10	OK
1778	Gelas Souvenir	1	10	OK
1779	Penas Souvenir	1	10	OK
1780	Penas Souvenir	2	10	OK
1781	Lampiran Souvenir	2	10	OK
1782	Kardus Souvenir	1	10	OK
1783	Mug Souvenir	2	10	OK
1784	Gelas Souvenir	1	10	OK
1785	Penas Souvenir	1	10	OK
1786	Penas Souvenir	2	10	OK
1787	Lampiran Souvenir	2	10	OK
1788	Kardus Souvenir	1	10	OK
1789	Mug Souvenir	2	10	OK

Figure 3.17: The Card of Souvenirs Application



Figure 3.18: The location of card of Souvenirs Application



Figure 3.19: The location of the frame & plaque

3.2 Special Project

3.2.1 Introduction

This chapter will provide background of project, problem statement, objective of the project, scope of project, user target, tools used for development and project planning. Besides that, in this chapter, the problem of *Unit Kualiti* Department which is the staff has to key in the information from form to Microsoft Excel. So, by recognized this problem, I have decided to create a system that we call it “e- Filing” system. The specific of the project scope are computerized form, online application, and the admin can access the system.

So, by developing e-filing system, I perhaps this system will assist the UiTM staff especially for staff in Unit Kualiti to key in the data to the system and help the UiTM organization in provide the systematic system in organizing the information details for PC application. Also, by using this system also can reduce the file keeping storage in record room.

3.2.2 Project Overview

The staffs have to key in the data from form to Microsoft Excel which is sometimes the details are not organize properly. So, by develop this system, staff can easily key in data to the e-filing system. Other than that, e-filing system can reduce the time of staff for searching the document instead of scrolling the data by column to column in Microsoft Excel. With this systems, the admin will direct get the users application whenever they busy with their tasks. In addition, this system will reduce the storage space for file keeping.

3.2.3 Problem Statement

Now days, everything is in computerize. Computerized system will easy the staff and admin to manage their file and organize the information by entering the data to the system. With e-filing system, staff and admin will reduce their time, cost and save their filing storage for kept in the data.

3.2.4 Objective of Project

- To display for PC application
- To ease the application from manual form to electronic system
- To systemized and organized the information

3.2.5 Scope of Project

There are several scopes of the project that have been identified. Firstly, the form will be upgrade to computerized system. Secondly, users can easily enter the files details in the system. The next scope is to easier the procedure and responds process between users and admin of Unit Kualiti. Provide guide and instruction for apply the PC application.

3.2.6 User Target

E- Filing is a system for staff in *Unit Kualiti* to enter the file details in the system. This is to ensure the organize and systematic work when searching the file without scrolling in the Microsoft Excel.

3.2.7 Tools Used For Development

Table 3.1: Tools Used For Development

Tools	Description
Ienovo, RAM	To enter the data, manipulate data, viewing process data and storing the data.
Operating system Windows 8	Manage the computer resources.
Windows	To provide a graphic interface and display the content of the file.
WampServer software	WAMP server running the application including Windows OS and MySQL
Dreamweaver Macromedia	Develop the tool that enable visualization of web content while coding.
Notepad ++	Allow data to be written to a notepad data file with or without notation.
Microsoft Project 2010	To assist in developing a plan and assigning resources task.
Language used : HTML, MySQL, PHP My Admin	To provide access to multiple database for multiple user.
Interface design : HTML	To create webpage for website.
Web browser : Google Chrome, Internet Explorer, Mozilla Firefox	To retrieve and presenting information resources on the world wide web.

3.2.8 Project Planning

Project Planning or Planning Phases are important in developing the project. The purpose of the project planning is to plan all project progress and activities required to ensure project are achieve the projects goals and create a comprehensive set of plan to manage the project from start to end. In project planning also, trainee work will build and assign the task for the project. Trainee will seek the system requirement in organization that need the improvement in their organization system such as Unit Kualiti. Other alternative to get the project is sought the organizations or departments that uses paper-based form or manual for their system process. With the requirement, the idea of type of the project will generate.

3.2.9 Gantt Chart

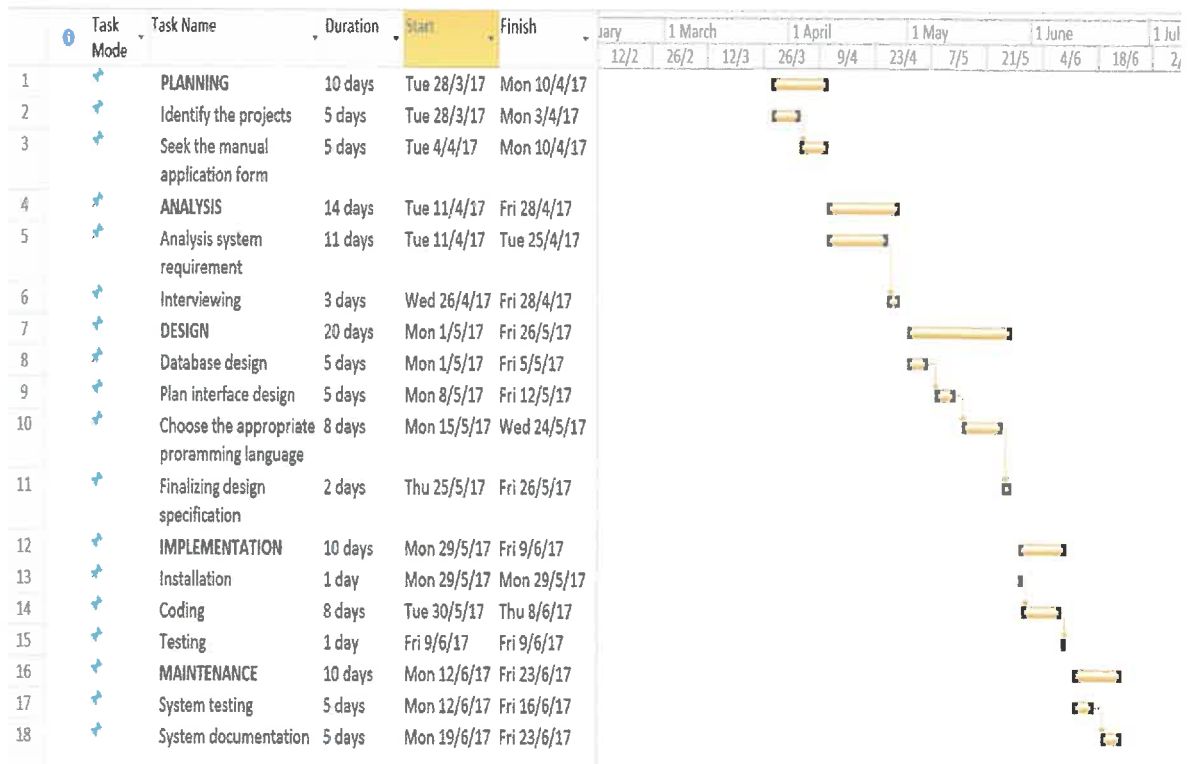


Figure 3.20: Gantt chart

3.3 Literature Review

3.3.1 Introduction

In this project we choose Internet Research: Facilitating-designer customer communication in the World Wide Web article by Salmela, T. T. (1998). This article is focused on web design. This article is related to our project which is web design is one of our application in web design which are related to our system. Even though internet is one of our useful tools for commercial purpose, web design has attributed many interactive features which have developed the proper and knowledgeable website. For example, the registration as the main page of the website allows user to enter the information detail to access the website. Every company has their own system which includes the interactive interphase that brings to well website. Nowadays the useful of website has become a trending in worldwide which has developed the environment in our lifestyle. The several criteria of a good website has been applying in different industry including business function, corporation credibility, contents reliability, web site attractiveness, systematic structure and navigation. The objectives of using these criteria are to determine if there is a difference between industries which may provide information for benchmarking purposes.

In this project trainee have developed the e-filing system which is for *Unit Kualiti*. Trainee develop this system because this company are still use the manually system that are difficult for user to use this service. Staffs have to key in the data to Microsoft Excel manually and have to scroll manually to search the file. Thus this problem will lead to waste their time on that process. The existence of e-filing system will smooth the movement of system efficiently by key in the information easily. Therefore in developing the system effectively trainee use information technology as our references and help us to do work efficiently.

According to Hoffman *et al* (1996) that site in this article it is well accepted that web site provide benefits for both corporation and consumers. The web site can be

display through its identity and can be advertise the products and services to many people. Within this existence of this website the corporation can get the feedback directly from the users. The information that has been stated in the website can give more information and give the understanding towards the users in implementing the good communication. When users access the website, the appearance, structure and maintenance status will influence the users perception of transaction experience and image. The result of their research indicates that when users cannot find an item in the on the website, approximately 50 per cent will leave while if the customers did not find the information for the first item, 40 per cent will not come back on the website.

According to Bakos (1991) electronic marketplace was a new concept when he analysed the rationale of developing these markets. In promoting the electronic commerce and to make the WWW a better place for business, the web is now filled with electronic shop, cybermalls and many website and many website are designed and maintained by the organization. The researcher also found that the content and design for commercial website are among the success factor of electronic commerce. Most business web sites are organized in a network structure and the authors study web page design from a geometric angle. By using techniques of network analysis, web sites can be classified according to the complexity of their designs, which are believed to be strongly related to the effectiveness and efficiency of the web.

According to Sahal (1981) technology is the configuration which is observing the transferring of technology that relies on a subjectively determined but specifiable set of processes and products. The technology is used to accomplished base on the variety of task for individual, organization and society. The benefit of technology can solve the solution in sany problem arise in daily work such as for communication, learning, business and others. According to Kumar et. al (1999) technology consists of two primary components which are a physical component that comprises of items such as products, tool, equipment, blueprints, techniques, and processes and the informational component which consists of know-how in management, marketing, production, quality control, reliability, skilled labour and functional areas. For example, the businessman use the facilities of technology to ease them deliver the product and services to the customer at a right time and right place.

According to W.K. Lin (2011) database is a collection of data or information in a well-organized manner so that data can be accessed, updated and managed easily. The use of database is to reduce data redundancy which is the data can be gathered in one place so that the data can be easy to retrieve. The data that have been store need to arrange and well managed so that the errors can be reduced and the consistency of data storage can be achieved. Moreover, the user that uses the large size of database has to handle information in the database at the right time given. For example that can be made is large organization had to create many files and sometimes the data are not in systematically order. Thus the information should be organized using the database management system DBMS and at the same time the data security can be improved systematically. The database management system can make many users to access the same database. The example of database model is relational model and object model which is the feature of database management system.

Interface is defined as the design of user interface for electronic device, mobile device and computer. The aim of user interface design is to attract the user to visit website and at the same time give the understanding based on the information and appearance of the website. The interface design also must be user friendly which is not too fully designed without showing the important information. The web developer needs to collect and understand the needs of user. According to McNeil (2010) practitioners working in web interface design make choices and trade-offs which inform their work. The features of web design that need to be considered is concise which means do not put a lot of words and explanation on the website. This will make the user spend too much by just reading the website.

According to Hartree (1950) programming is the process of drawing up the schedule of the sequence of individual operations required to carry out the calculation. The coding needs a lot of time to create before the implementation of the website. According to McCracken (1957), programming is basically a process of translating from the language convenient to human beings to the language convenient to the computer. Programming is to define the function to generate the data. According to Weinberg (1971), the monograph title “The Psychology of Computer Programming” assumed that every serious user of a computer would be a programmer. The programmer performed operation such as data entry. The people that did not have skill like programmer use spreadsheets to create large applications and this will bring to problems of design, testing and maintenance.

3.3.2 Conclusion

In designing the homepage which is the entrance to the e-filing system, the proper interphase of the system should be stated clearly so that user do not need to click many times to reach other pages or to wait indefinitely to bring in sufficient chunks of data. By varying the positions of links and the contents of the pages, a designer should control the proper location of the homepage and newly added pages so that the homepage is kept as centre in a website. The approaches explore various changes that will occur in the design area with the integration of these new technologies including Java-based simulation, database integration and visualising.

3.3.3 Citation

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W.K. Lin, (2011). "A novel frequent pattern mining algorithm for every large database in cloud computing environments", in *Proc. Granular Computing*, 399-403.

3.4 Methodology

Analysis is the one of the phase of the systems development life cycle (SDLC) in which system requirements is studied and structured. The purpose of analysis is to determine what information and information services are needed to support selected objectives and functions of the organization. Systems analysis also is the part of the systems development life cycle in which determine how the current information system functions and assess what users would like to see in a new system. *Unit Kualiti* had used the traditional methods to develop the e-filing system. The traditional method is the best way to collect the information from users and how trainee can know to improve the system.

3.4.1 Interviewing Individuals

The first traditional method is interviewing individuals. Guidelines for effective interviewing is need to plan the interview like prepare an appointment with interviewee & questions. There are many things that had been asking about the e-filing system. From the interview, trainee had identified that the Microsoft Excel still used the manual system. There is no the computerized system made to easy the staff in *Unit Kualiti* to enter the file details. By the interview, trainee knows that the e-filing system should be made to easy for the staff through the more structured system. E-filing systems will easy for the staff to make the file transaction without need to scroll all over the data in Microsoft Excel. Staff just need to do in the e-filing system to make the file transaction.

3.4.2 Observing Workers

The second traditional method is observing workers. Trainee had done the observing workers at the office of *Unit Kualiti* in (UiTM) Machang. The staffs at the Unit Kualiti of (UiTM) Machang still use the manual system of entering the file data in the system. Trainee looks that things going not well. It is should be a replacement for the system to be more structured system. The new systems need to be replaces for the old system. The old system showed that many thing need to do by staff. With the e-filing system, there will be no paper using and staff and student no need to do many

things to complete the credit exemption system. Observing worker is used to obtain more first hand and objective measure of employee interaction with information system. The target for observing worker is staff at HEA of (UiTM) Machang. We will observe the staff in their office. We also will choose random staff to be observing. We choose the staff that involved with the credit exemption system. The purpose of doing this observation is to observe the staff whether they doing the manual system is the easy or a hard way.

3.5 Analysis

An electronic filing system is a method of organizing files and documents on a computer network or email account that make it easy to access and retrieve information. Computers are set up easily for an electronic filing system with a series of folders for documents or other media that can be customized to a user's precise needs. The uses of Microsoft Excel in saving the information of the file will lead to loss of productivity which is from duplicate files to outdated document that will go missing without a trace.

3.5.1 Current or Existing System



Figure 3.21: The List of Unit Kualiti UiTMCK File Management

In current system, the staffs of Pejabat Am Rektor Unit Kualiti key in the data using Microsoft Excel. The staffs have to fill in the details of the file based on the number of file manually. The division of the files are according based of the number code of the file and the staffs will trace back the file in the Microsoft Excel for their future references. The list of the file is being print out for hardcopy reference. Then the files will be kept in the file room.

3.5.2 Proposed System

All lack of services commonly has the way to solve it. The enhance process in provide good service need to analyze in all system requirement aspects. Such as the data and input used, and also the features added that will assist the admin in monitoring the application system. Based on analysis of existing and current systems, the system should propose with easily and friendly system to users.

3.5.3 Diagrams

In this part, all diagram for the e-filing system will show.

a) Context Diagram

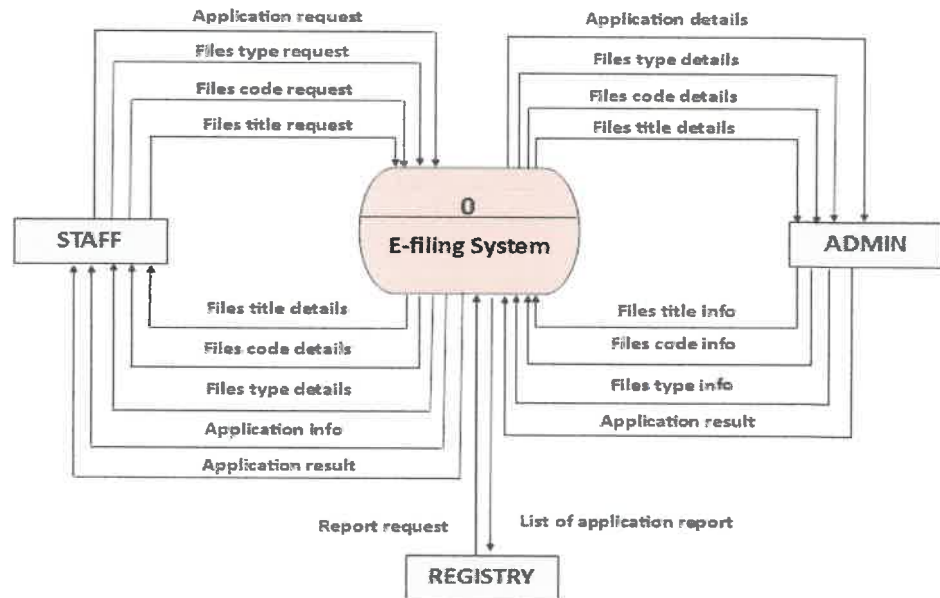


Figure 3.22: Context Diagram

Figure show about context diagram for the e-filing system. This context diagram come out with three (3) sink or source such as STAFF, ADMIN and REGISTRY.

b) Data Flow Diagram

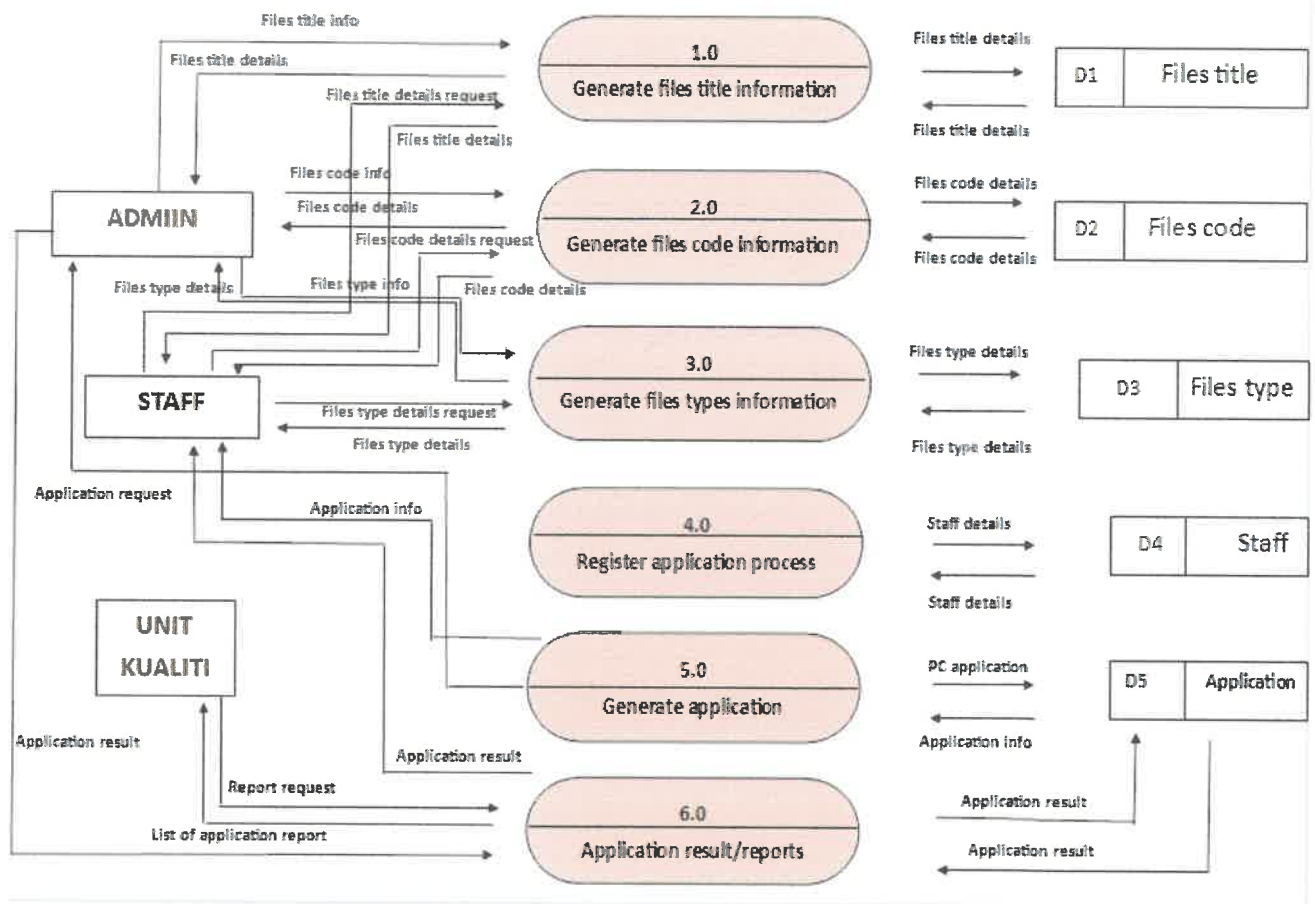


Figure 3.23: Context Diagram

All data flow of the e-filing system is shown in Data Flow Diagram like figure above. In this diagram, databases, processes and data flow are presented. The e-filing system consists of four (4) processes which are generate files title information, generate files code information, generate files type information and register application form.

3.6 Design

In this chapter, all draft about database such as Entity Relational Diagram (ERD) and also about input, output and process of the system will put in this chapter. In database part consist of ERD and also input, output, and pop-up message for proposed system.

3.6.1 Entity Relational Diagram (ERD)

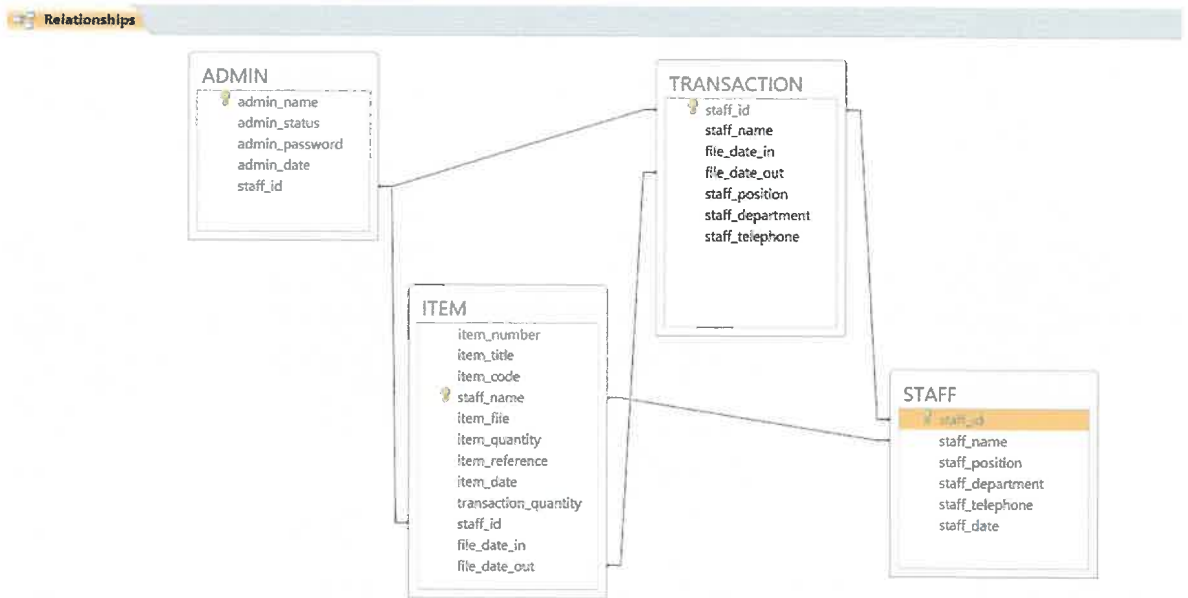


Figure 3.24: Entity Relational Diagram

3.6.2 Interface Design

Story board about input, process and output interface will show in this part.

Input



Figure 3.25: Admin login

The input form for this system is staff login.

Output



Figure 3.26: List of file record

Sistem E-Filing

Menu Staf

Maklumat Staf

+ Tambah Staf

10 records per page

Search:







ID Staf	Nama	Kategori Staf	Bahagian/Unit	No Telefon	Tarikh	Tindakan
34567	Nurul	Staf Akademik	korporat	01234567	Jun 19, 2017 21:48:52	 
89990	Adina	Staf Sokongan	OM	023456789	Jun 19, 2017 21:52:14	 
678087	mish dollah	Staf Sokongan	unit kualiti	0145678903	Jun 17, 2017 23:50:21	 

Figure 3.27: List of staff

Sistem E-Filing

Norzhaida



Menu Pengguna

Akaun Admin

+ Tambah Admin

10 records per page

Search:

Nama	Status Pengguna	Kata Laluan	Tarikh	Tindakan
Norzhaida	admin	admin	Jun 19, 2017 22:13:22	 

Showing 1 to 1 of 1 entries

Figure 3.28: List of admin

Dialog Box

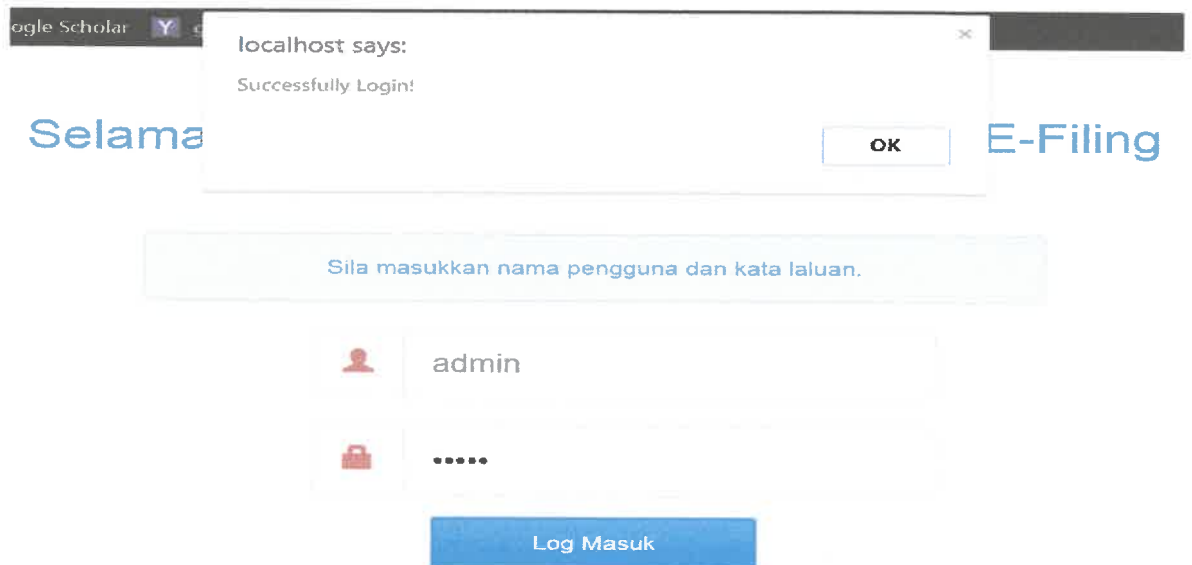


Figure 3.29: Dialog box

Figure show the dialog box for the successful log in.

3.6.3 Implementation

Implementation of this system are made up by sixth major activities coding, testing, installation, documentation, training and support. The main function of implementation that carry out by our system which are convert the physical system specification into working and reliable software and hardware, documentation the work that has been done. It also helps for current and future users and caretakers of the system.

a) Coding

Coding is process whereby the physical design specifications created by the analysis team are turned into working computer code by the programming team. Depending on the size and complexity of the system, coding can be an involved, intensive activity.

b) Testing

This testing can begin and proceed in parallel. Each of the program module is produced and it can be tested individual as a part of a larger program as a part of a larger system. This is often done during the analysis phase because testing requirement is related to system requirement.

c) Installation

In this activity, it related with process which the current system is replaced by the new system. This includes conversion of existing data, software, and documentation and work procedures to those consistent with the new system. Users must give up the old ways of doing their jobs whether manual or automated and adjust to accomplishing the same tasks with the new system.

d) Documentation

Every systems development project is unique and will generate its own unique documentation. The approach taken by development team, whether more traditional and plan oriented or more Agile, will also determine the amount and type of documentation that is generated. System development project have many similarities, however which dictate that certain activities be undertaken and which of those activities must be documented. For user documentation, it

consists of written or other visual information about an application system. This documentation can help in developing for the individuals who use the system. This type of documentation shows users, in easy-to-understand terms, how the system can and should be used.

e) Training

Training and support are critical for the success of an information system. As the person whom the user holds responsible for the new system and analysts on the project team must ensure that high quality training and support are available. Nowadays, computer literacy is important that requires skills and training people to use computer applications can be expensive for organization. Information system training is often neglected. Many organizations tend to underinvest in computing skills training. Some organization has high levels of information system training but many others offer no systematic training at all.

f) Support

This support related with information systems users which is computer support for users has been provided in one of a new form a paper, through online version of paper based support by third party vendors or by other people who work for the same organization. Whatever form has often been inadequate for users' needs and user considers support to be extremely support. The examples are helpdesk, online help and bulletin board.

Chapter 4

Conclusions

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

No.	Tasks	Knowledge	Skills	Experience	Related Course
1.	Key in data in SPSS	- Use SPSS for effective work	-Computer skills (SPSS)	Trainee need to key in data using SPSS.	- Information Analysis For Decision Making (IMS502)
2.	Key in data for staff salary according to grade	- Use Microsoft Excel in a more efficient way	-Computer skills (Microsoft skills)	Trainee need to key in the staff salary according to staff grad.	- Advanced Design & Content Management (IMS607)
3.	Handle the meeting of Operational Excellence Program for UiTM staff	-Know how to cooperate with the staff	-Teamwork skills -Communication skill	Trainee need to give more cooperation with staff.	-None
4.	Planning the idea to decorate EKSA board.	-Know how to design the creativity on decoration	-Teamwork skills -Communication skill	Trainee need to give an idea for the decoration	-None

5.	Newspaper cutting attached in the file.	-Keep information about UiTM in files	-Teamwork skills	Trainee can gain more knowledge and experience about UiTM	-None
6.	Call the media for the confirmation to come for event. Faxing the letter to media.	-Keep updating about the movement of event	-Communication skills	Trainee need to have a communication skills in communicate with the people.	-None
7.	Conduct TN 50 programme	-Handling the exchange of memorandum going smoothly	-Communication skills -Teamwork skills	Trainee need to cooperate with the staff	-None
8.	Conduct rehearsal of UiTM convocation event.	-Ensure handling the convocation event going smoothly	-Communication skills -Teamwork skills	Trainee need to cooperate with the staff	-None
9.	Updating the premier lounge booking in the system.	-Keep updating the premier lounge booking n the system	-Computer skills	Trainee need to ensure the system updating.	-None
10.	Photostat the letter of Iftar invitation and give to the staff involved.	-Spread the news	-Communication skills	Trainee need to spread the news to other department.	-None

4.2 Personal thoughts and opinion

My personal thoughts and opinion regarding to my special project which is E-Filing system in achieve the goal of paperless in office and to ease handling the digital document in the system. The files in quality unit are kept in the file and cabinet for staff references. All the data are save in the Microsoft Excel and it will be print out and keep in the file. Entering the data in the Microsoft Excel will become problematic as the data grows; new rows and columns get created and will lead to new spreadsheet. The spreadsheets also will have a re-copy data over and over again which is to maintain it in separate data files and the inability to efficiently data errors. The spreadsheets also are restricted to a finite number of records and will require a large amount of hard drive space for data storage.

Despite on that, the existence of E-Filing System in the Pejabat Am Rektor Unit Kualiti is used to keep documents organized and easy to find for staff. The staff can easily search the files in the system by adding the details of the files at the search box. The files that are stored in e-filing system will ease the staff to access files and retrieval and will allows multiple staff to retrieve the same document at the same time. E-filing system is a one point of access which can be easily monitored and restricted. The office staff can easily locate the files properly without any delay under good filing system and will leads to save in time and brings efficiency in office operation. Electronic filing arrangement helps the office staff to refer the relevant papers and documents very quickly. Moreover, a good filing system protect the save documents from loss or damage and this will trouble the staff. In the organisations we work in groups. We receive and send out documents on different subjects. We need to keep these documents for future reference. If these documents are not cared for, we cannot account for all our organisational activities. Everyone who needs to use documents should know where to get them.

4.3 Lesson learnt

The lesson that I have learnt from the industry is history of the UiTM organization established which is through the read of newspaper about UiTM. This will gain additional knowledge about the achievement and background of every UiTM campus in Malaysia. During my industrial training, there are many changes in terms of learning environments and discussion among students. It can directly increase the dedication and be rational about myself. It provides an opportunity to apply theoretical knowledge required to a real life situation. Moreover, from industrial training I have learnt interpersonal and communication skills between the staffs and this will expressed the view of confidence level. In addition, ability to network with professionals in an appropriate field will let to know people who are in my field and this include from upper management and all the staffs. This will make me get to know everyone and learn on how to manage the task that given during office hours.

4.4 Limitations and Recommendations

Technologies nowadays had entered the age of big data, in which more and more companies are seeing the value and importance of data in many different areas such as business, from market and customer research, to internal sales figures and human resource analytics. The limitations of saving the file in the Microsoft Excel is when using only one file can make the file size very big and the program run slowly. The data that has been kept has to break into smaller files and the files might be lost in the Microsoft Excel. The spreadsheets will become problematic as the data grows, new rows and columns get created will lead to bad results and decisions. Entering the data into Microsoft Excel manually can take a very long time especially the amount of data is large. Thus, the amount of time it takes to enter the data can be inefficient and can lead to boredom which is it will potentially cost inattentiveness.

The recommendation for keeping the file of Pejabat Am Rektor Unit Kualiti is keep the files using E-Filing system. The file will be uploading from the computer and will automatically save in the E-Filing system. If the staffs need to find every file that mentions particular files, they could search the document database for every mention of that name. This will turn the ordinary files into huge database of information which is that can be used for management purposes. Moreover, the switch to electronic documents can save the cost of organization. If a company uses an off-site storage facility the cost to store and retrieve files is equally expensive. The difficult task of securing confidential information is simplified with a digital document E-Filing system. Whereas paper files need to be stored in secure cabinets and controlled using a manual access system, electronic documents are easily encrypted with access controls using passwords and an authentication system. Electronic files never go missing, nor do they easily fall into the wrong hands.

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APPENDIXES

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
6/4	- Find the information on how to develop the e-filing system - Find the style of background for e-filing templates.	
9/4	- Handle the Operational Excellence Program for UiTM staff. - Helping the staff in planning the idea to decorate the EKSA board for the competition between department.	
10/4	- Helping the staff in planning the idea to decorate the EKSA board for the competition between department - Install the antivirus software into the PC staff in Unit Kualiti.	
11/4	- Helping the staff in planning the idea to decorate the EKSA board for the competition between department. - Do the E-filing system coding	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
12/4	- Create the decoration on the EKSA board with the staff for the competition between department - Do the e-filing system coding	
13/4	- Create the decoration on the EKSA board with the staff for the competition between department. - Do the e-filing system coding. - Helping the staff arrange the file in Pejabat Am Retor.	
16/4	- Create the decoration for the EKSA competition with the staff for the competition between department. - Do the e-filing system coding	
17/4	- Create the decoration for the EKSA competition with the staff for the competition between department. - Do the e-filing system coding	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
18/4	- Create the decoration for the EKSA competition with the staff for the competition between department - Do the e-filing system coding	}
19/4	- Moved to the corporate communication unit. - Attach the newspaper cutting about ViTM into the file. - Fax the application letter for using the room for VIP to Malaysia Airport Sdn Bhd Manager. - Get the signation for the application letter	
20/4	- Call the media which are Sinar Hartan, Utusan, Jabatan Penyiaran Kelantan (RTM), TV3 for the confirmation to come for the TN 50 programme. - Continue the E-filing coding system - Arrange the plak and frame for the 7th program of Memorandum of Understand NNU.	}
22/4	- Conduct TN 50 programme.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
23/4	- Cut the newspaper cutting about ViTM current issue and attach it to file. - Continue doing E-filing system	}
24/4	- Cut the newspaper cutting about ViTM current issue and attach it to file. - Continue doing E-filing system	
25/4	- Conduct rehearsal on ViTM convocation event as a runner.	}
26/4	- Involve on ViTM convocation event as a runner for Sidang 1 and Sidang 2.	
27/4	Involve on ViTM convocation event as a runner for sidang 3 and Sidang 4.	}
2/5	- Fill in the form for transportation unit. - Continue doing E-filing system.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
3/5	- Cut the newspaper of Berita Harian, Sinar Harian, New Straits Time and Utusan about UiTM news to be pasted on the file. - Continue doing E-filing system	
4/5	- Cut the newspaper of Berita Harian, Sinar Harian, New Straits Time and Utusan about UiTM news to be pasted on the file. - Continue doing E-filing system	
7/5	- Cut the newspaper of Berita Harian, Sinar Harian, New Straits Time and Utusan about UiTM news to be pasted on the file. - Continue doing E-filing system.	
8/5	- Cut the newspaper of Berita Harian, Sinar Harian, New Straits Time and Utusan about UiTM news to be pasted on the file - Continue doing E-filing system - Call the media for invitation of Wasataniyah program	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
9/5	- Cut the newspaper of Berita Harian, Sinar Harian, New Straits Time and Utusan about UiTM news to be pasted on the file - Continue doing E-filing system - Continue call the media for invitation of Wasataniyah program. - Updating the premier lounge booking in system.	
10/5	Week day.	
11/5	- Cut the newspaper of Berita Harian, Sinar Harian, New Straits Time and Utusan about UiTM news to be pasted on the file. - Continue doing E-filing system - Updating the premier lounge booking in system.	
14/5	- Cut the newspaper of Berita Harian, Sinar Harian, New Straits Time and Utusan about UiTM news to be pasted on the file. - Continue doing E-filing system - Updating the premier lounge booking in system.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	- Fill in the booking of transcription form.	
15/5	- Cut the newspaper of Berita Harian, Sinar Harian, New Straits Time and Utusan about ViTM news to be pasted on the file	
	- Continue doing E-filing System	
16/5	- Cut the newspaper of Berita Harian, Sinar Harian, New Straits Time and Utusan about ViTM news to be pasted on the file	
	- Continue doing E-filing System.	
	- Faxing the letter to Inlyte the media for Minggu Destinasi Siswa.	
	- Send the letter of invitation for 'Live Streaming of Deputy Prime Minister with ViTM staff.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
17/5	- Cut the newspaper of Berita Harian, Sinar Harian, New Straits Time and Utusan about ViTM news to be pasted on the file	
	- Continue doing E-filing System	
	- Call the person to take the frame for ViTM program.	
18/5	- Cut the newspaper of Berita Harian, Sinar Harian, New Straits Time and Utusan about ViTM news to be pasted on the file.	
	- Continue doing E-filing System	
21/5	- Cut the newspaper of Berita Harian, Sinar Harian, New Straits Time and Utusan about ViTM news to be pasted on the file.	
	- Continue doing E-filing System	
	- Call the media for invitation of Kempen Kesedaran Keselamatan Elektronik (KKEE) on 22 nd May 2017.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
20/5	1. Read and cut the newspaper of Berita Harian, Sinar Harian, Utusan Mingguan about UiTM news to be pasted on the file. 2. Find information on how to do E-Filing System.	
23/5	1. Read and cut the newspaper of Berita Harian, Sinar Harian, Utusan Mingguan about UiTM news to be pasted on the file. 2. Find information on how to do E-Filing system.	
24/5	1. Read and cut the newspaper of Berita Harian, Sinar Harian, Utusan Mingguan about UiTM news to be pasted on the file. 2. Find information on how to do E-Filing System.	
25/5	1. Read and cut the newspaper of Berita Harian, Sinar Harian, Utusan Mingguan about UiTM news to be pasted on the file. 2. Find information on how to do E-Filing System. 3. Halfday until 2p.m.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
28/5	1. Read and cut the newspaper of Berita Harian, Sinar Harian, Utusan Mingguan about UiTM news to be pasted on the file. 2. Find information about E-Filing System	
29/5	1. Read the newspaper of Berita Harian, Sinar Harian, Utusan Mingguan about UiTM news to be pasted on the file. 2. Find information about E-filing System 3. Photostate the letter	
30/5	1. Read the newspaper of Berita Harian, Sinar Harian, Utusan Mingguan about UiTM news to be pasted on the file. 2. Find information about E-filing System	
31/5	1. Read and cut the newspaper of Berita Harian, Sinar, Harian, Utusan Mingguan about UiTM news to be pasted on the file. 2. Find information about E-filing System	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/6	1. Read and cut the newspaper of Berita Harian, Sinar Harian, Utusan Harian about UiTM news to be pasted on the file.	
	2. Find information about E-filing system	
	3. Fill in the form of transportation	
4/6	1. Read the staff UiTM for staff.	
4/6		
1/6	1. Read and cut the newspaper of Berita Harian, Sinar Harian, Utusan Harian about UiTM news to be pasted on the file.	
	2. Find information about E-filing system.	
5/6	1. Read and cut the newspaper of Berita Harian, Sinar Harian, Utusan Harian about UiTM news to be pasted on the file.	
	2. Find information about E-filing system	
	3. Photostat the letter of lftar invitation and give to the staff involved.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
6/6	1. Find information about E-filing system.	
	2. Assist the staff to do the task given.	
7/6	1. Find information about E-filing system.	
	2. Assist the staff to do the task given.	
8/6	1. Find information about E-filing system.	
	2. Assist the staff to do the task given.	
11/6	1. Find information about E-filing system.	
	2. Assist the staff to do the task given.	
12/6	1. Find information about E-filing system.	
	2. Assist the staff to do the task given.	
13/6	1. Find information about E-filing system.	
	2. Assist the staff to do the task given.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
14/6	1. Find information about E-filing system. 2. Assist the staff to do the task	
15/6	1. Find information about E-filing system. 2. Assist the staff to do the task given.	
16/6	1. Find information about E-filing system. 2. Assist the staff to do the task given.	
19/6	1. Find information about E-filing system. 2. Assist the staff to do the task given.	
20/6	1. Find information about E-filing system. 2. Assist the staff to do the task given. 3. Create the set staff salary in excel.	
21/6	1. Find information about E-filing system. 2. Assist the staff to do the task given.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
22/6	1. Find information about E-filing system. 2. Assist the staff to do the task given.	
28/6	1. Find information about E-filing system. 2. Assist the staff to do the task given.	
29/6	1. Find information about E-filing system.	

INDUSTRIAL TRAINING STUDENT'S CHECKLIST

Student's Name : ROS ELIZA BINTI OMAR.....
Student's Id : 2013739835.....
Unit / Department : UNIT KUALITI.....
Organization : UNIVERSITI TEKNOLOGI MARA (MARA).....
Semester : Mac - July 2017

NO.	DESCRIPTION	APPENDICES IN REPORT	TICK (√)	DATE
1.	Receive, read and understand the documents;		/	28/12/16
	1. Industrial Training Handbook			10-14/7/2017
	2. IMC690 Assessment			
	3. Definition of Special Project (IM225/245 Only)			
	4. Insurance Letter (UiTM)			
	5. Industrial Training Report Overall Contents			
	6. Cover & Title Page Guideline			
	7. Declaration Guideline			
2.	8. Abstract Guideline			
	Receive, read and understand the rubrics;		/	
	1. Rubric – Industrial Evaluation		/	
	2. Rubric - Individual Presentation		/	
3.	3. Rubric - Industrial Training Report (Overall)		/	
	4. Rubric - Industrial Training Report (Reflection Assessment)		/	
3.	Receive, read and understand all the forms		/	
4.	Report duty to organization and submit report duty form to the Industrial Training Coordinator ('Borang Report Duty') within the first week of internship Email : nurul1217@kelantan.uitm.edu.my OR Fax : 09-9762156 – HEA (please put a note : "U.P : Puan Nurulannisa Binti Abdullah")		/	1-10/2/2017
5.	Understand that students are NOT ALLOWED to take any leave during internship, unless for emergency leave / MC / special case (not more than 6 days in 5 months); or else the internship status is automatically FAIL . Get the permission from Organizational Supervisor before taking any leave. **Any extra leave provided by organization is not counted under this clause. Organization may provide extra leave / benefits to students, if necessary**	YES (MC / Letter)	/	
6.	Understand that NO semester break during internship.		/	

7.	Understand that public holidays/special leaves/weekend are different between states; follow current state during internship / organization's policy. (put remark in the logbook)		/	
8.	Record every attendance in the form ('Borang Kedatangan Latihan Industri') or use any method provided by organization (thumbprint or punch card).	YES (Copy of attendance)	/	
9.	Record every task given in the logbook every day. Ask the Organizational Supervisor to sign/verify on daily OR weekly OR monthly basis.	YES (Copy of logbook entries)	/	
10.	Fill up Organizational Supervisor's details ('Template Maklumat Penyelia') and submit to the Industrial Training Coordinator once the supervisor has been assigned. (**You may include the topic for Special Project, if you already have it**) Email : nurul1217@kelantan.uitm.edu.my		/	28/2/2017
11.	Discuss with Organizational Supervisor regarding Special Project (must be ISM OR IM related tasks).		/	
12.	Plan and strategize all the tasks given during internship (discuss with the Organizational Supervisor regarding duration for the tasks, especially Special Project). You may use the planner ('Jadual Perancangan Latihan Industri') OR make your own custom planner using MS Office / MS Project OR use the planner provided by the organization (if any).	YES	/	
13.	Consult with your Faculty Supervisor regarding the tasks (especially Special Project) at least 3 TIMES , via face-to-face OR email OR phone calls OR any types of communication medium, which necessary.		/	
14.	Hand over the industrial evaluation form (Rubric – Industrial Evaluation) to the Organizational Supervisor (softcopy or hardcopy, any way preferable by the supervisor). The Organizational Supervisor will make an evaluation on the student's performance.		/	
15.	PAY your fees (semester Mac – July 2017) Refer Academic Calendar for the date.		/	BEFORE 26/3/2017
16.	REGISTER for IMC690 (Industrial Training) course– Refer Academic Calendar for the date.		/	27/2– 12/3/2017
17.	VALIDATE for IMC690 (Industrial Training) course.– Refer Academic Calendar for the date.		/	13–26/3/2017 GUGUR TARAF 30/3/ 2017
18.	Update your MUET status to the HEA (to those who not yet submitted the result/status).		/	
19.	Have a visit from the Visiting Supervisor (from nearest campus / faculty) during internship. Prepare the evaluation form ('Borang Penilaian		/	

	Visiting Supervisor'). Students may discuss or seek for opinions from the Visiting Supervisor. But approval for the tasks (especially Special Project) may only be done by the Organizational Supervisor & Faculty Supervisor.		/	
20.	Submit the evaluation form (Rubric – Industrial Evaluation) to Industrial Training Coordinator OR Faculty Supervisor within the last week of internship		/	BEFORE / ON 30/6/2017
21.	Attend the presentation (viva) at the faculty *subject to change. Bring along the evaluation form ('Borang Penilaian Pelajar') during the presentation.		/	10-14/7/2017
22.	Submit the Industrial Training Report (hard cover bind, dark blue)		/	10-14/7/2017
23.	Provide a softcopy of Industrial Training Report in a CD, sealed in an envelope nicely, and attached at the back of the report.	YES	/	
24.	Attach this checklist in Appendices section.	YES	/	
25.	Attach any other necessary documents which related to your tasks in Appendices section (i.e. : user manual, photos of activities, forms, sketches of storyboard, sample of interface, etc.).	YES	/	

NOTES :

1. Organizational Supervisor – supervisor assigned by the industry / organization.
2. Faculty Supervisor – supervisor (lecturer) assigned by the faculty / campus, of which students come from. (i.e.: A faculty supervisor from Kelantan campus will be assigned for students from Kelantan campus).
3. Visiting Supervisor – supervisor (lecturer / staff) assigned by the faculty / campus, from the nearest campus/state to the organization. (i.e.: A visiting supervisor from Shah Alam will be assigned for students who undergo the internship in Selangor / Kuala Lumpur).

NO: _____ NAME: ROS. ELIZA OMAR 1

DEPT: UNIT KUALITI SECT: _____

FOR THE MONTH OF APRIL YEARS 2017.

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1							
2							
3	8:07:15			8:17:07			
4	8:07:19			8:17:08			
5	8:07:28			8:17:08			
6	8:07:31			8:17:05			
7	8:07:37			8:15:48			
8							
9							
10	8:07:37			8:17:14			
11	8:07:38	8:17:05					
12	8:07:38			8:17:03			
13	8:07:41			8:17:07			
14	8:07:40			8:16:56			
15							

NO: _____ NAME: ROS ELIZA BT OMAR 1

DEPT: Unit Kualiti SECT: _____

FOR THE MONTH OF MAC YEARS 2017.

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

NO:		NAME:		2			
DEPT:			EPF:				
I/C:		AGE:	SEX:				
HOURS:		DATE	AMOUNT				
ORDINARY TIME							
OVERTIME							
LESS							
NET WAGES							
Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16	07:21		17:20				
17	07:23		17:08				
18	07:17		17:05				
19	07:26		17:07				
20	07:26		16:11				
21							
22							
23	07:17		17:06				
24							
25	07:26		17:04				
26	07:16		17:02				
27	07:13		16:15				
28							
29							
30	07:21		17:04				
31							



NO:		NAME: ROS ELIZA BT OMAR		2			
DEPT: Unit Kualiti			EPF:				
I/C:		AGE:	SEX:				
HOURS:		DATE	AMOUNT				
ORDINARY TIME							
OVERTIME							
LESS							
NET WAGES							
Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16							
17							
18							
19							
20							
21							
22							
23							
24	07:27						
25	07:27						
26							
27							
28	08:30		17:06				
29	07:48		17:02				
30	07:48		15:40				
31							



NO:	NAME: ROS ELIZA OMAR 1
DEPT: UNIT KUALITI	SECT:

FOR THE MONTH OF MEI YEARS 2017

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1							
2	8:07:37		8:17:02				
3	8:07:26		8:16:57				
4	8:07:14		8:15:35				
5							
6							
7	8:07:16		8:17:07				
8	8:07:11		8:17:02				
9	8:07:11		8:17:02				
10							
11	8:07:14		8:15:35				
12							
13							
14	8:06:29		8:17:05				
15	8:06:22		8:17:02				

NO: 1	NAME: ROS ELIZA BT OMAR 1
DEPT: PEJABAT AM REKTOR - UNIT KUALITI	SECT:

FOR THE MONTH OF JUNE YEARS 2017

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1	8:07:53		8:15:45				
2							
3							
4	8:07:12		8:16:17				
5	8:07:10		8:16:35				
6	8:07:10		8:16:33				
7	8:07:11		8:16:32				
8	8:06:10		8:15:19				
9							
10							
11	8:07:01		8:16:34				
12							
13	8:06:29		8:16:14				
14	8:06:10		8:16:11				
15	8:06:14		8:15:13				

NO:		NAME:		2			
DEPT:			EPF:				
I/C:		AGE:		SEX:			
HOURS:		DATE:		AMOUNT:			
ORDINARY TIME							
OVERTIME							
LESS							
NET WAGES							
Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16	0659		1659				
17	0657		1705				
18	0654		1534				
19							
20							
21	0656		1709				
22	0650		1705				
23	0700		1701				
24	0701		1708				
25	0746						Halfday
26							
27							
28	0727		1634				
29	0740		1635				
30	0739		1633				
31	0745		1635				



NO:		NAME: ROS ELIZA BT OMAR		2			
DEPT: UNIT KUALITI			EPF:				
I/C:		AGE:		SEX:			
HOURS:		DATE:		AMOUNT:			
ORDINARY TIME							
OVERTIME							
LESS							
NET WAGES							
Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16							
17							
18	0700		1631				
19	0707		1632				
20	0644		1633				
21	0703		1631				
22	0710		1457				
23							
24							
25							
26							
27							
28	0626		1635				
29	0613		0819				
30							
31							



E - FILING SYSTEM

USER MANUAL GUIDES TO USE THE E-FILING SYSTEM



اَوَّلُ سَبِيلٍ رَيْبٌ لَوْ كُنَّا مَارًا
UNIVERSITI
TEKNOLOGI
MARA

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1.0 STEPS TO LOGIN TO E-FILING SYSTEM

Step 1.1: Click “Log Masuk” at bottom of the main page.

Step 1.2: Enter username and password at the space provided.

Selamat Datang ke Unit Kualiti - Sistem E-Filing

Sila masukkan nama pengguna dan kata laluan.

Nama Pengguna

Kata Laluan

Log Masuk

Figure 1: Log in to E – filing system

Step 1.3: Click the “Menu” button to access the e-filing system.



Figure 2: Main page of E – filing system

Step 1.4: Click "Tambah Item" to add the item in the system.

The screenshot displays the 'Sistem E-Filing' interface. The top navigation bar includes the system name and the user 'Norzahida'. The left sidebar contains menu items: Menu, Fail, Rekod, Fajl, Staf, Akaun Admin, Transaksi, and Senarai. The main content area shows a 'Perkara' section with a '+ Tambah Item' button highlighted by a red box. Below this is a table with columns: Bil, Perkara, No Fail, Staf Menerima, Jenis Surat, Kuantiti, No Rujukan, Tarikh, and Tindakan. Two rows of data are visible, each with a 'Tindakan' column containing a blue refresh icon and a red delete icon. A red arrow points from the table area to a text box that reads: 'The item that has been key in will be save in the system.'





Bil	Perkara	No Fail	Staf Menerima	Jenis Surat	Kuantiti	No Rujukan	Tarikh	Tindakan
1	fail upm	600-CK(REK/UQ/12/1)	malek	Surat Masuk	9	78	Jun 16, 2017 14:37:20	 
2	fail uthm	600-CK(REK/UQ/12/2/2)	majid	Surat Keluar	90	890	Jun 17, 2017 20:27:41	 

Figure 3: View of file details

Step 1.5: Click icon delete or edit to change the details.

The screenshot shows the 'Sistem E-Filing' interface. The top navigation bar includes the system name and a user profile for 'Norzahida'. A sidebar on the left contains menu items: 'Menu', 'Rekod', 'Fail', 'Staf', 'Akaun Admin', 'Transaksi', and 'Senarai'. The main content area is titled 'Perkara' and features a '+ Tambah Item' button. Below this is a search bar and a table with columns: 'Bil', 'Perkara', 'No Fail', 'Staf Menerima', 'Jenis Surat', 'Kuantiti', 'No Rujukan', 'Tarikh', and 'Tindakan'. The table contains two rows of data. The 'Tindakan' column for each row contains two icons: a blue refresh icon and a red delete icon. A red rectangular box highlights these two icons in both rows.

Bil	Perkara	No Fail	Staf Menerima	Jenis Surat	Kuantiti	No Rujukan	Tarikh	Tindakan
1	fail upm	600-CK(REK/UQ/12/1)	malek	Surat Masuk	9	78	Jun 16, 2017 14:37:20	[Refresh] [Delete]
2	fail uthm	600-CK(REK/UQ/12/2/2)	majid	Surat Keluar	90	890	Jun 17, 2017 20:27:41	[Refresh] [Delete]

Figure 4: Location of item details

Step 1.6: Click button “Kemaskini” to add the item in the system.

The screenshot shows the 'Edit Maklumat' form in the 'Sistem E-Filing' interface. The form has a '← Kembali' button at the top left. The form fields are: 'Bil' (1), 'Perkara' (fail upm), 'No Fail' (600-CK(REK/UQ/12/1)), 'Staf Menerima' (malek), 'Kuantiti' (9), 'No Rujukan' (78), and 'Jenis Surat' (Surat Masuk). A red rectangular box highlights the 'Kemaskini' button at the bottom of the form.

Figure 5: Update the item details

Step 1.7: Click “Tambah Item” to add the staff details in the system.

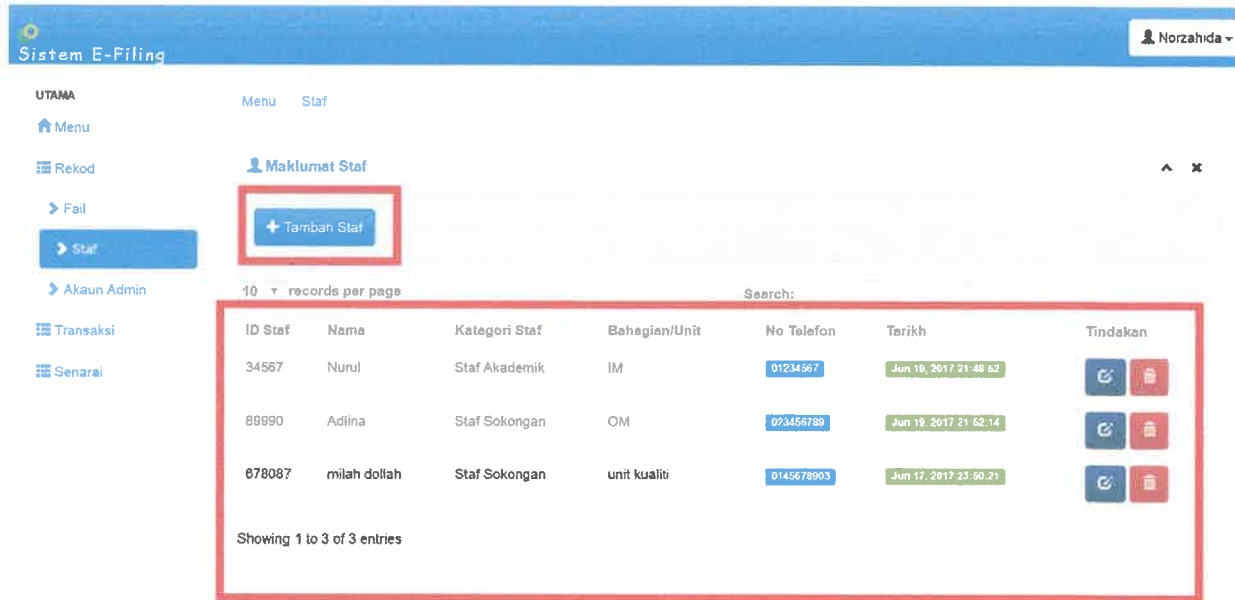


Figure 6: View of staff details

Step 1.8: Click button “Kemaskini” to add the staff details in the system.

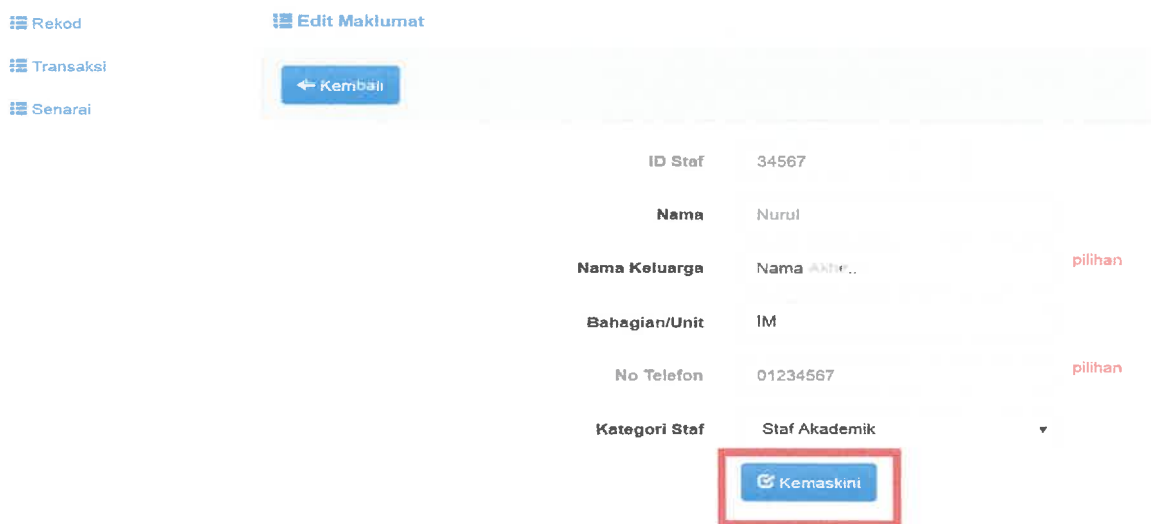


Figure 7: Update the staff details

Step 1.9: Click “Tambah Admin” to add the admin details in the system.

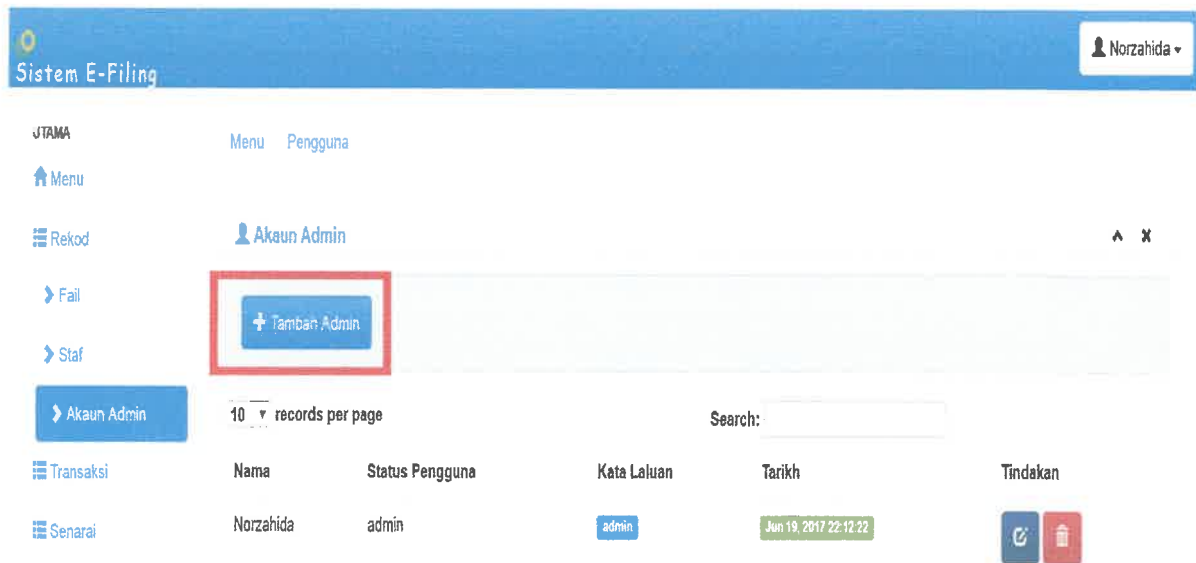


Figure 8: Update the admin details

Step 1.10: Click button “Hantar” to add the admin details in the system.

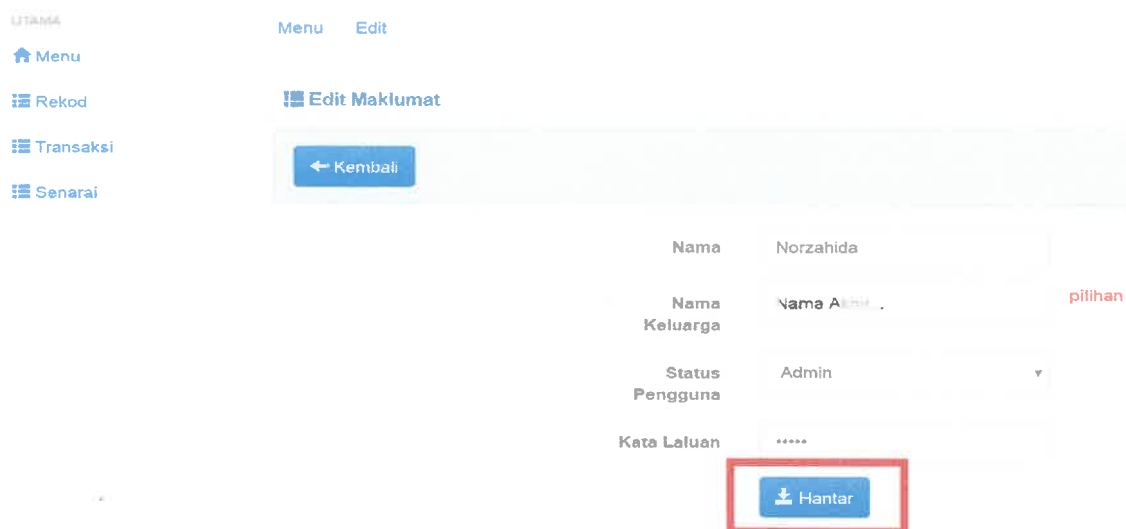


Figure 9: Update the admin details

Step 1.11: Click button “Fail Unit Kualiti” to view the whole details.

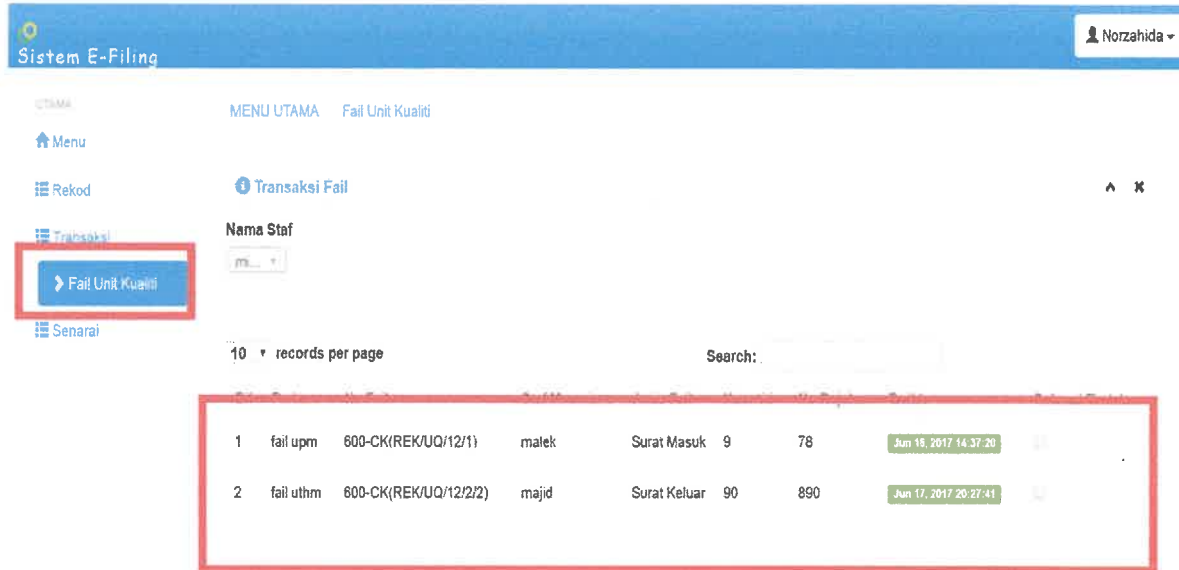


Figure 10: View the file details

Step 1.12: Click button “Senarai Fail” to view the file details.

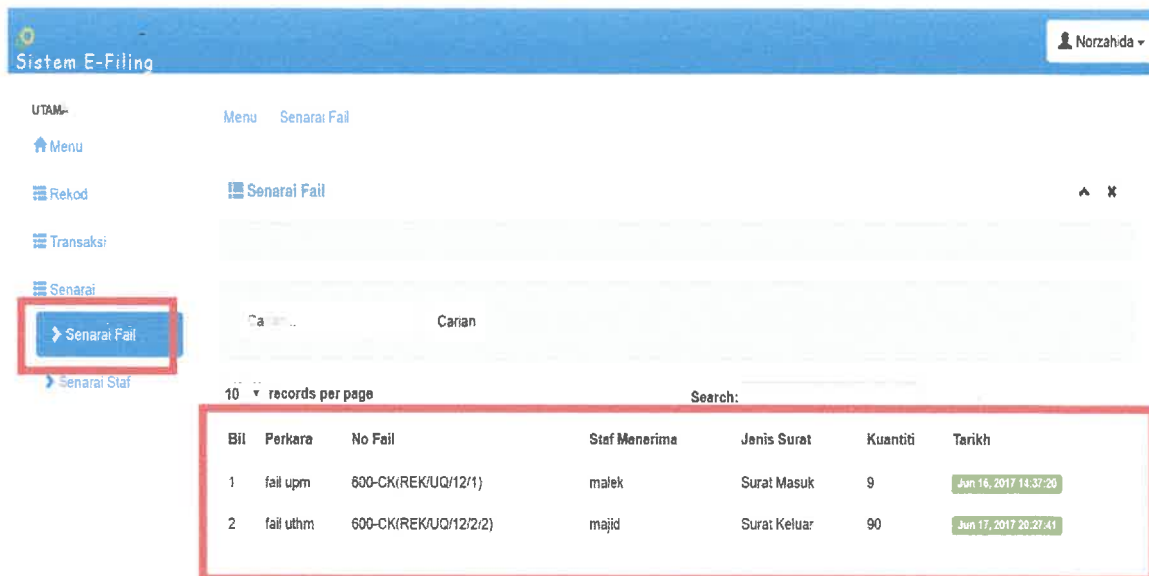


Figure 11: List of file

Step 1.13: Click button “Senarai Staff” to view the staff details.

The screenshot shows the 'Sistem E-Filing' interface. The top navigation bar includes the system name and a user profile for 'Norzahida'. The left sidebar contains a menu with options: UTAMA, Menu, Senarai Staf, Rekod, Transaksi, Senarai, Senarai Fail, and a highlighted 'Senarai Staff' button. The main content area is titled 'Senarai Staf' and features a search bar with the placeholder text 'Carian'. Below the search bar, there is a dropdown menu set to '10 records per page' and a 'Search:' label. The main data is presented in a table with the following columns: ID Staf, Nama, Kategori Staf, Bahagian/Unit, No Telefon, and Tarikh. The table contains three rows of staff data.

ID Staf	Nama	Kategori Staf	Bahagian/Unit	No Telefon	Tarikh
34567	Nurui	Sta ^o Akademik	IM	01234567	Jun 19, 2017 21:48:52
89990	Adlina	Sta ^o Sokongan	OM	023456789	Jun 18, 2017 21:52:14
678087	milah do'ah	Sta ^o Sokongan	unit kualiti	0145678903	Jun 17, 2017 23:50:21

Figure 11: List of staff

PENGURUSAN FAIL UNIT KUALITI UITMCK

BIL	NO. FAIL	PERKARA	CATATAN
1	600-CK(REK/UQ/12/1)	PENGURUSAN UNIT KUALITI (AM)	surat-menyurat yang diterima atau keluar yang tiada berkaitan dengan perkara yang telah ada fail khusus
2	600-CK(REK/UQ/12/1/1)	URUSAN DENGAN INQKA	surat-menyurat dan arahan yang diterima atau keluar yang tiada berkaitan dengan perkara yang telah ada fail khusus
3	600-CK(REK/UQ/12/1/2)	MKSP	semua yang berkaitan dengan MKSP - e.g; surat, arahan, kertaskerja, latihan, bengkel, laporan
4	600-CK(REK/UQ/12/10)	ISO	semua yang berkaitan dengan ISO - e.g; surat, arahan, kertaskerja, latihan, bengkel, laporan
5	600-CK(REK/UQ/12/2)	CARTA ORGANISASI/SENARAI TUGAS	Carta organisasi UiTMCK, Unit Kualiti, Jawatankuasa Unit Kualiti, senarai tugas, panduan tugas dan tanggungjawab, misi, visi, objektif dll
6	600-CK(REK/UQ/12/2/2)	JAWATANKUASA JAMINAN KUALITI (JJK)	surat-menyurat, mesyuarat, dll
7	600-CK(REK/UQ/12/4/1)	EKSA	semua yang berkaitan dengan EKSA - e.g; surat, arahan, kertaskerja, latihan, bengkel, laporan
8	600-CK(REK/UQ/12/4/2)	KIK	semua yang berkaitan dengan KIK - e.g; surat, arahan, kertaskerja, latihan, bengkel, laporan
9	600-CK(REK/UQ/12/5/1)	PENGUKUHAN DATA	semua yang berkaitan dengan PENGUKUHAN DATA - e.g; surat, arahan, kertaskerja, latihan, bengkel, laporan
10	600-CK(REK/UQ/12/7)	AUDIT (AM)	surat-menyurat yang diterima atau keluar berkaitan audit yang tiada berkaitan dengan perkara yang telah ada fail khusus
11	600-CK(REK/UQ/12/7/1)	AKNC	semua yang berkaitan dengan AKNC - e.g; surat, arahan, kertaskerja, latihan, bengkel, laporan
12	600-CK(REK/UQ/12/7/2)	AUDIT InQKA/ Penilai luar/ InQKA	semua yang berkaitan dengan MKSP - e.g; surat, arahan, kertaskerja, latihan, bengkel, laporan
13	600-CK(REK/UQ/12/7/4)	AUDIT DALAM (LAPORAN)	semua yang berkaitan dengan laporan AUDIT DALAM - laporan
14	600-CK(REK/UQ/12/7/5)	SRR	semua yang berkaitan dengan SRR - e.g; surat, arahan, kertaskerja, latihan, bengkel, laporan
15	600-CK(REK/UQ/12/7/6)	AKRK	semua yang berkaitan dengan AKRK - e.g; surat, arahan, kertaskerja, latihan, bengkel, laporan
17	600-CK(REK/UQ/12/8/3)	ANUGERAH KUALITI UITM CAWANGAN KELANTAN (INOVASI)	semua yang berkaitan dengan ANUGERAH - e.g; surat, arahan, kertaskerja, latihan, bengkel, laporan
18	600-CK (REK/ UQ/12/1/3)	KE ARAH PELAKSANAAN KECEMERLANGAN OPERASI (OE)	
19	600-CK (REK/UQ/12/7/8)	AUDIT RUANG P & P	
20	600-CK (REK/UQ/12/7/3)	AUDIT LUAR (SWAAKREDITASI)	
21	600-CK (REK/UQ/12/1/3)	PROSEDUR KUALITI	

PEMBAHAGIAN TUGAS:	
<p>1. GRADUAN DIPANGGIL MASUK – 7.00 – 7.30 PAGI 2. KUMPUL GRADUAN 10 MINIT (SELEPAS 7.15 PAGI)</p>	<p>SEMUA AJK</p>
<p>3. BARISAN GRADUAN - CHECK SAHSIAH RUPADIRI – KASUT, BAJU, RAMBUT, JUBAH, HOOD, MORTARBOARD – 10 MINIT</p> <p>4. SELEPAS CHECK SAHSIAH RUPADIRI – GRADUAN DIBERI 10 MINIT UNTUK SELESAIKAN</p>	<p>RUANG 1: (3 BARISAN/30 ORG (1 BARIS)</p> <ol style="list-style-type: none">1. BARISAN 1 – ADA/SITI2. BARISAN 2 – FIT/MAS3. BARISAN 3 – USTAZAH/TINI <p>RUANG 2: GRADUAN BELUM DIPANGGIL BERBARIS ANI</p> <p>RUANG 3: GRADUAN YANG TELAH DIPANGGIL BERBARIS PUTRA</p>

	<p><u>SIDANG 4 :-</u></p> <ol style="list-style-type: none">1. IM245 – ADA/TINI2. IM110 – USTAZAH3. AD242/AD112 – SITI4. AD2113/AD118 – PUTRA5. AS120 – FIT/MAS6. AM110 - HAIRI
<p>7. 8.30 PAGI – DIBACAKAN PERATURAN (3 ORANG AJK – BAGI SETIAP RUANG) SERENTAK</p>	<p>RUANG 1 – FAIZ RUANG 2 – ADA RUANG 3 - PUTRA</p>
<p>8. 8.45 PAGI – PERARAKAN MASUK DEWAN</p>	<p><u>KUTIP KAD :-</u></p> <p>SIDANG 1 – SIDANG 2 – SIDANG 3 – SIDANG 4 –</p>

ISTIADAT KONVOKESYEN UITM KE 86

UITM CAWANGAN KELANTAN

SIDANG 1 (26 APRIL 2017) RABU - 7.30 PAGI

BAHAGIAN 1

KOD	PROGRAM	JUM	ANC
FAKULTI PENGURUSAN PERNIAGAAN			
BM240	Sarjana Muda Pentadbiran Perniagaan (Kepujian) Pemasaran	42	2
BM220	Sarjana Muda Pentadbiran Perniagaan (Kepujian) (Pemasaran)	9	
BM242	Sarjana Muda Pentadbiran Perniagaan (Kepujian) Kewangan	78	15
BM222	Sarjana Muda Pentadbiran Perniagaan (Kepujian) (Kewangan)	9	
JUMLAH BAHAGIAN 1		138	17

BAHAGIAN 2

KOD	PROGRAM	JUM	ANC
FAKULTI PENGURUSAN PERNIAGAAN			
BM250	Sarjana Muda Pentadbiran Perniagaan (Kepujian) Ekonomi Perniagaan	55	3
BM230	Sarjana Muda Pentadbiran Perniagaan Dengan Kepujian (Ekonomi Perniagaan)	4	
BM111	Diploma Pengajian Perniagaan	129	4
JUMLAH BAHAGIAN 2		188	7

JUMLAH KESELURUHAN SIDANG 1	326
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JUMLAH ANC SIDANG 1	24
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LO - 6 }
PT - 6 }

SIDANG 2 (26 APRIL 2017) RABU - 1.30 PETANG

BAHAGIAN 1

KOD	PROGRAM	JUM	ANC
FAKULTI PENGURUSAN PERNIAGAAN			
BM249	Sarjana Muda Pentadbiran Perniagaan (Kepujian) Perbankan Islam	75	13
BM232	Sarjana Muda Pengurusan Sistem Pejabat (Kepujian)	110	17
JUMLAH BAHAGIAN 1		185	30

BAHAGIAN 2

KOD	PROGRAM	JUM	ANC
FAKULTI PENGURUSAN PERNIAGAAN			
BM112	Diploma Pengurusan Bank	5	
BM119	Diploma Pengajian Perbankan	95	
JUMLAH BAHAGIAN 2		100	0

JUMLAH KESELURUHAN SIDANG 2	285
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JUMLAH ANC SIDANG 2	30
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SIDANG 3 (27 APRIL 2017) KHAMIS - 7.30 PAGI

BAHAGIAN 1

KOD	PROGRAM	JUM	ANC
FAKULTI SAINS KOMPUTER DAN MATEMATIK			
CS241	Sarjana Muda Sains (Kepujian) Statistik	55	7
CS110	Diploma Sains Komputer	11	
CS113	Diploma Sains Kuantitatif	3	
CS143	Diploma Sains Matematik	134	27
JUMLAH BAHAGIAN 1		203	34

BAHAGIAN 2

KOD	PROGRAM	JUM	ANC
FAKULTI PERAKAUNAN			
AC220	Sarjana Muda Perakaunan (Kepujian)	50	
AC110	Diploma Perakaunan	105	1
JUMLAH BAHAGIAN 2		155	1

JUMLAH KESELURUHAN SIDANG 3	358
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JUMLAH ANC SIDANG 3	35
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BAHAGIAN 1

KOD	PROGRAM	JUM	ANC
FAKULTI PENGURUSAN MAKLUMAT			
IM245	Sarjana Muda Sains Maklumat (Kepujian) Pengurusan Sistem Maklumat	83	3
IM110	Diploma Pengurusan Maklumat	78	
JUMLAH BAHAGIAN 1		161	3

BAHAGIAN 2

KOD	PROGRAM	JUM	ANC
FAKULTI SENI LUKIS DAN SENI REKA			
AD242	Sarjana Muda Seni Reka Tekstil (Kepujian)	11	2
AD112	Diploma Seni Lukis dan Seni Reka (Seni Reka Tekstil)	28	
AD113	Diploma Seni Lukis dan Seni Reka (Seni Reka Logam Halus)	16	
AD118	Diploma Seni Halus	22	
FAKULTI SAINS GUNAAN			
AS120	Diploma Sains	83	5
FAKULTI SAINS PENTADBIRAN DAN PENGAJIAN POLISI			
AM110	Diploma Pentadbiran Awam	1	
JUMLAH BAHAGIAN 2		161	7

JUMLAH KESELURUHAN SIDANG 4	322
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JUMLAH ANC SIDANG 4	10
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JUMLAH KESELURUHAN GRADUAN	1291
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JUMLAH KESELURUHAN GRADUAN ANC	99
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