



UNIVERSITI TEKNOLOGI MARA FACULTY OF
INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT:

POLITEKNIK SEBERANG PERAI,
UNIT ICT,
JALAN PERMATANG PAUH, 13500 PERMATANG PAUH,
PULAU PINANG.

SPECIAL PROJECT:
SISTEM PELAPORAN KESELAMATAN (SPKes)

BY

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INFORMATION SYSTEM MANAGEMENT
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TEKNOLOGI MARA KELANTAN

01 FEBRUARY 2017 – 30 JUNE 2017

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

01 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 acknowledgment 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

Industrial training is a compulsory things for the University Technology MARA (UiTM) students to undertake for their final year Bachelor's Degree and the main objectives of industrial training is to provide the work experience to students in particular field and to provide a certificate for future record. The industrial training that start at 01 February 2017 and ended in 30 June 2017 at Information and Communication of Technology Unit (UICT), Seberang Perai Polytechnic (PSP) and during the period of five month industrial training, trainee have gained so many things in term of knowledge, skill and as well as experience, that can never be learn by only learning theory in the classroom and with industrial training, it is more practical, more dynamic and more challenging. Apart from that, there are many activities that trainee have done within the UICT unit in PSP that range from doing daily task to helping another staff in doing their task.

Keywords: *Information and Communication of Technology Unit, Seberang Perai Polytechnic (PSP), industrial training.*

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I would like to express my gratitude and thanks to Information and Communication of Technology Unit (UICT), Seberang Perai Polytechnic (PSP), Head of ICT unit, Mr. Adi Badiozaman Bin Ruhani for accepting and trusting me to conduct my industrial training in the UICT unit and special thanks and my deepest gratitude to both my industrial training supervisor and faculty supervisor, Mrs. Daeng Bidaiya Bt Mohd Adris and Madam Salliza Binti Md Radzi for giving me a lot of guidance and inspiration in helping me throughout my journey for over five month in the UMK library. I also would like to thanks to the staff of UICT unit in PSP, other practical students which is Nur Fatini Binti Mohamad Sharif, Masturina Binti Mohamad, and Mohamad Sarulnizam Bin Mahni for helping and support me while I doing my practical training.

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CHAPTER 1:

INTRODUCTION



Figure 1.1: Polytechnic logo designed by Diana Binti Jais from Department of Design & Visual Communication at Muadzam Shah Polytechnic (PMS)

Polytechnic education was first introduced in Malaysia by setting up its first polytechnic, Politeknik Ungku Omar in Ipoh under the Plan of Organization of the United Nations (UN) in 1969. Education is reinforced by the Cabinet Committee on Education in 1979 and Pelan Induk Perindustrian Kebangsaan Pertama (1985-1995). All plans include the Cabinet Committee on training (1991), has enabled the establishment of polytechnics and add more programs to meet the needs of semi-professional workers in engineering, commerce and services. The function of Polytechnic Education Department is to formulate policy and sets the direction for developing polytechnic studies of human capital in the technical sector, trade and services.

There are 3 types of Polytechnics in Malaysia namely Premier, Conventional and Metro and there are 36 branches of polytechnic entire Malaysia, which Politeknik Ungku Omar at Perak, Politeknik Sultan Haji Ahmad Shah at Pahang, Politeknik Sultan Abdul Halim Mu'adzam Shah at Kedah, Politeknik Kota Bharu at Kelantan, Politeknik Kuching Sarawak at Sarawak, Politeknik Port Dickson at Negeri Sembilan, Politeknik Kota Kinabalu at Sabah, Politeknik Sultan Salahuddin Abdul Aziz Shah at Selangor, Politeknik Ibrahim Sultan at Johor, Politeknik Seberang Perai at Pulau Pinang, Politeknik Melaka at Melaka, Politeknik Kuala Terengganu at Terengganu, Politeknik Sultan Mizan Zainal Abidin at Terengganu, Politeknik Merlimau at Melaka, Politeknik Sultan Azlan Shah at Perak, Politeknik Tuanku Sultanah Bahiyah at Kedah, Politeknik Sultan Idris Shah at Selangor, Politeknik Tuanku Syed Sirajuddin at Perlis, Politeknik Muadzam Shah at Pahang, Politeknik Mukah Sarawak at Sarawak, Politeknik Balik Pulau at Pulau Pinang, Politeknik Jeli at Kelantan, Politeknik Nilai at Negeri Sembilan, Politeknik Banting at Selangor, Politeknik Mersing at Johor, Politeknik Hulu Terengganu at Terengganu, Politeknik Sandakan at Sabah, Politeknik Metro Kuala Lumpur at Kuala Lumpur, Politeknik Metro Kuantan at Pahang, Politeknik Metro Johor Bahru at Johor, Politeknik Metro Betong at Sarawak, Politeknik Metro Tasek Gelugor at Pulau Pinang, Politeknik Tun Syed Nasir Syed Ismail at Pahang, Politeknik Besut at Terengganu, Politeknik Bagan Datuk at Perak and lastly is Politeknik Metro Tawau at Sandakan.

Every organization have their own vision and mission. Vision of polytechnic education is to becomes a technical and vocational education and training (TVET) institutions premier that industry-led. While they have several missions, which is to offers access to technical and vocational education programs and training that quality and recognized. Polytechnic education also wants to develop curriculum led by industry and improve the readiness of graduates through

coordinated industry participation. In addition to produce graduates who are balanced and sustainable in entrepreneurship through programs that dynamic and sustainable. Last of all to gained international recognition through cooperation and active participation in community TVET.

Polytechnic Education Department has five objectives, the first and foremost is to boost TVET (technical and vocational education and training) Polytechnic as a leading institution in the field of technical training at diploma level and above. Second is to strengthen the relevance and responsive program of study at the Polytechnic against the requirements of the economic development of the State. The third is a leading thrust and specific technology to produce quality graduates who are competitive entrepreneurs (enterprising), and capable of high and competitive market. In addition, to build a reputation and brand that is able to put the best academic Polytechnic State. And lastly to diversify and expand its program offerings that attract students to the Polytechnic. The structure of the whole polytechnic education department chart can be referred to Figure 2.

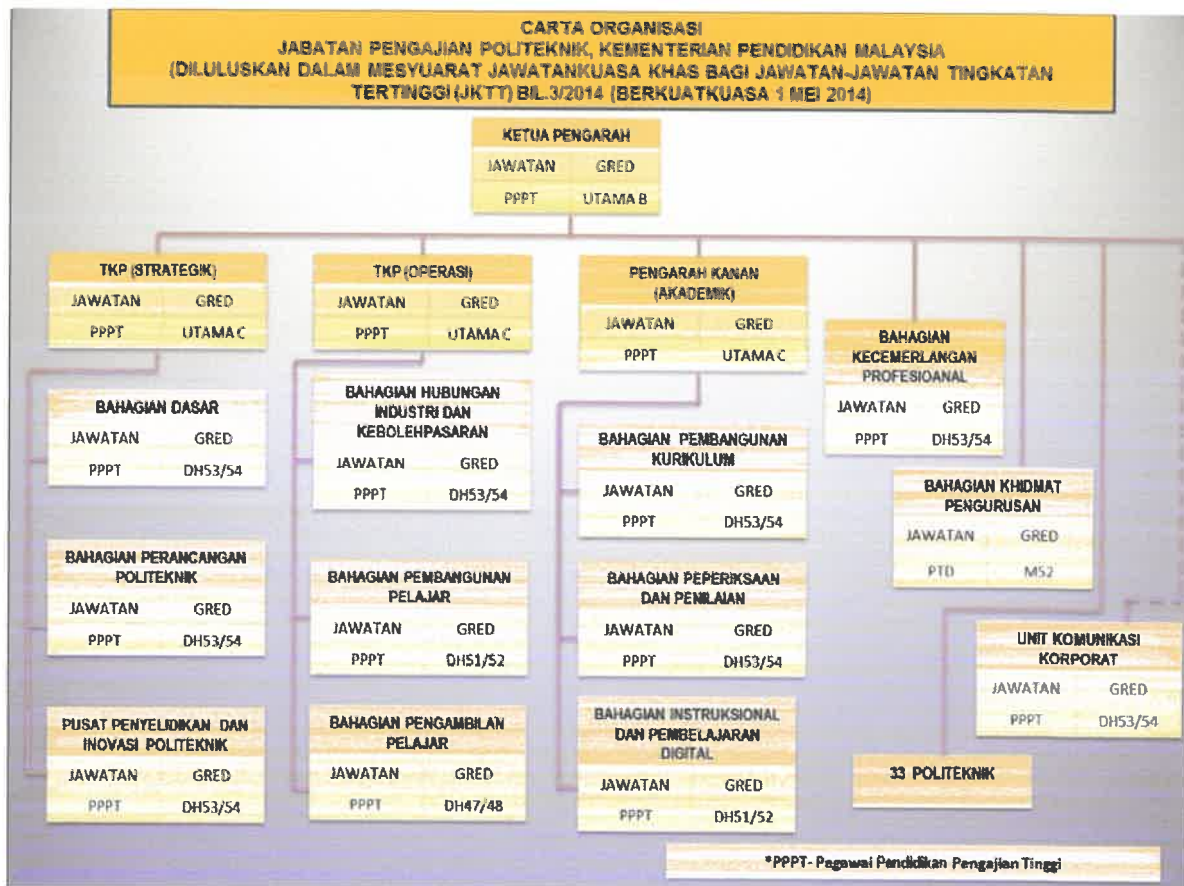


Figure 1.2 : Polytechnic Education Department organization's chart

1.1 Introduction to Seberang Perai Polytechnic



Figure 1.3: Gate of Seberang Perai Polytechnic

Seberang Perai Polytechnic (PSP) was established on 1st September 1998 and located in Permatang Pauh, Seberang Perai, Pulau Pinang which is in the rapidly growing industrial area and it takes about 30 minutes to reach here from the Georgetown, Pulau Pinang. PSP is the tenth of polytechnic that established in Malaysia and officially launched on 27 November 1999 by the fourth of Malaysia Prime Minister who is Tun Dr. Mahathir Mohamad. This campus was built in an area of 100 acres.

There are many departments that support the operations in administration and academic in PSP, which are Department of Commerce, Electrical Engineering Department, Department of Information Technology and Communication, Mechanical Engineering Department, General Department of Education., Mathematics and Computer Science Department, Student Affairs Department, Co-curriculum and Cultural Sports Department, Examination Unit, Training Unit and Advanced Education, Communication and Industrial Training Unit, and Academic Support.

In addition, since 2011 till now, PSP also established cooperative relationships with several educational institutions and companies in Malaysia and abroad such as Indonesia, Thailand, Japan and India.

1.1.1 Vision

- To become a Premier TVET Institution in Line with Industrial Development.

1.1.2 Mission

- To Produce Holistic Graduates with Entrepreneurial Skills through Dynamic and Internationally Recognised TVET Programmes In Line with Industrial Needs.

1.1.3 Educational Goals

The educational goals are to produce graduates with:

- Knowledge.
- Skills.
- Soft skills.

1.1.4 Organization Activities

1.1.4.1 System of study at Seberang Perai Polytechnic

PSP is an educational institution that offers full time and part time programmed for Certificate and Diploma level. The courses that offered in PSP are based on four departments which are Department of Information and Communication of Technology, Department of Mechanical Engineering, Department of Electrical Engineering and Department of Commerce.

Every department have their own courses offered, Department of Electrical Engineering offered courses of Diploma in Electronic Engineering (Computer) and Diploma in Electronic Engineering (Communication). Department of Mechanical Engineering offered courses of Diploma in Mechanical Engineering (Plant), Diploma in Mechanical Engineering (Manufacturing), Diploma in Mechanical Engineering (Textile) and Diploma in Mechanical Engineering. While Department of Commerce offered Diploma in Accountancy - Diploma in Business Studies (Management), Diploma in Logistics Management and Supply Chain and Diploma in Finance and Islamic Banking. Lastly Department of Information and Communication of Technology offered Diploma in Information Technology (Programming) and Diploma in Information Technology (Network).

Although there are five courses offered for part-time courses which Diploma in Electronic Engineering (Computer), Diploma in Mechanical Engineering (Manufacturing), Diploma in Information Technology (Programming), Diploma in Accountancy and Diploma in Business Studies (Management).

Seberang Perai Polytechnic has an effective time for its students. Studies in polytechnics are from Monday to Friday and on a typical day is from 8.15am till 4.15pm. They also have a rest time which is from 1.15 pm till 2.15pm. However, students need to refer to the timetable set for lectures, practicalities and tutorials for courses taken. Students also need to refer to the module lecturer if there is an additional lecture or a change in lecture or practical in the outset.

In terms of attendance, the presence of students is compulsory for all lecture activities, laboratories or workshops, tutorials, co-curriculum and other activities related to academic programs. For students who are absent for more than 3 consecutive days without the permission of the Head of Department or for any reasonable reason and reason, may be terminated in polytechnics. Students may also be terminated in polytechnics for reasons such as breaching disciplinary rules, not showing a tendency or interest in a study or examination achievement that does not reach a prescribed minimum level. Also for students who want to stop or postpone the study. Students who wish to quit or suspend studies for some reason may do so by filling out a post-graduation form or a refugee form. However, students are asked to refer their respective academic advisor before making a final decision.

In terms of course registration, it is mandatory for each student to register for the course at the beginning of the semester. Course registration is done after the student is discussing with their respective academic advisor. Students are required to register using the course registration form provided and submit it to an academic advisor. Registration after the specified date is not allowed. Apart from course registration, abortion or addition courses are also available for students in need. Students may apply to drop or increase courses. Abortion or addition of a course may be made for strong reasons and certified by the Head of Department. Abortion or

addition of a course can be made by filling out the form and sent to an academic advisor on a designated date.

In Seberang Perai Polytechnic also have their own “Sistem Nilaiian Mata”. The Malaysian Education Ministry Polytechnic evaluation system is based on the quantitative evaluation method of student performance in a course and is known as the “Sistem Nilaiian Mata” (SNM). According to SNM, the score or point of a course will be taken into account to set the “Purata Nilaiian Mata” (PNM) or Grade Point Average (GPA) and the Cumulative Grade Point Average (CGPA). GPA shows student performance for the current semester while CGPA shows the academic achievement of a student in the last few semesters.

PSP offers several types of studies and each of them has a certain period of study. For the Advanced Diploma, it will take between 6 to 11 semesters. Duration for Diploma courses ranges from 5 to 9 semesters while for Certificate studies between 3 to 7 semesters. Students must complete all semesters to qualify themselves for graduation.

1.1.4.2 Industrial Training for students PSP

Industrial Training is one of the requirements of every Polytechnic student before being eligible to be considered for award of certificates or diplomas. Each student must pass an industrial training before being allowed to enter the next semester. Students will undergo Industrial Training for 22 weeks in the Government or private department and will be exposed to the real world of employment which is far different from the Polytechnic environment. This Industrial Training will give a positive impact to each student. The main purpose of this industry training guide is to provide guidance to students undergoing industrial training to prepare for the

challenges and to comply with regulations set by the Polytechnic as well as the relevant departments or firms.

The Polytechnic Education Department provides about 12 objectives of Industrial Training. The first is to expose the students to real-world employment. As we know the learning environment and work is very different, so students can prepare themselves for the work environment for their future. The second is adding and expanding the technical knowledge and skills of students. From this industrial training experience, students can add up their technical knowledge and strengthen their skills. The third is to raise awareness and increase the students' interest in Polytechnics. Students can associate the knowledge of the industrial training they acquire with the knowledge they are studying in the classroom. So, they can practice it together.

The fourth objective of industrial training is to enable students to associate the theories to practical or otherwise. Theoretical learning in the classroom will not be complete if we do not practice it, so students can use the theoretical knowledge that they have during industrial training in companies or organizations. The fifth is to practice safety regulations in the industry. Every organization and company has its own laws and regulations. Students can train themselves to follow laws that have been coordinated by companies and organizations. The sixth is for trust and responsibility. With the industrial training that the students face, it able to teach them to be a trustworthy person in doing the job and be responsible for every action they take.

The seventh is to build self-confidence. When students are convinced of every action they practice in the company or organization, it can increase their confidence in working life in the future. The eighth is to widen the association with the workers' groups in the industry. With this industry training, students are able to mix with many experienced workers. They can share

knowledge and opinions about something. Students can learn something new and will not repeat the same mistake anymore. The ninth is for a team spirit of teamwork and good relationships with fellow workers. Throughout the training session of the industry, students should maintain good relationships with their fellow workers and familiarize themselves with working in groups environment.

The tenth is to evaluate the student's ability in the workforce to prepare for the post-graduate work environment. Students are required to undergo industrial training in the course they take, so this can expose students to the work environment that they will face later. The next is to introduce the students themselves in terms of ability, willingness and attitude to potential employers. This can increase the value of students in the industry when they can do the job well-requested and be open to receiving comments and suggestions from various parties. Next is to provide an official report after completing the training. It is common for students to provide a complete report when completing industrial training in an organization. This is to assess the knowledge and experience that the students obtain from the training of the industry.

1.1.4.3 Excellent Award in PSP

The Excellent Student Award is an acknowledgment given to students who have performed excellently as a token of appreciation from Polytechnic. Since Polytechnic has begun producing graduates, various student excellence awards have been created and presented in conjunction with the Polytechnic Convocation Ceremony.

Accordingly, it is hoped that with this award it will be a new catalyst for students to continue to work and contribute to Polytechnics in all fields. It also encourages all students to excel not only in the academic field but also continue to engage and participate in all activities organized by Polytechnic. Recognition of excellence will also be a recognition of excellent, steady and fair excellence as judged from all aspects of excellence. There are three categories of awards namely Head of Department Award, Academic Excellence Award and Co-curriculum and Polytechnic Director Award.

1.1.5 Location of PSP



Figure 1.4: Map of Seberang Perai Polytechnic

CHAPTER 2:

ORGANIZATION INFORMATION

The support unit at Seberang Perai Polytechnic has always been working together to ensure that everything related to polytechnics goes smoothly. For this purpose, various units have been created. Each Unit has its own functions in managing the administration and launching polytechnic academic affairs. Support Unit consists of Administration and Finance Units, Counseling and Career Units, Information Technology Unit, Instructional and Multimedia Development Unit (UIDM), Library Units, Development and Employment Units, Student Residential College Unit, Industrial Collaboration & Graduate Marketability Unit (Cisec), Quality Unit, Research and Innovation Unit, Entrepreneurship Unit and Occupational Safety & Health Unit.



Figure 2.1: Information and Communication of Technology's Unit (UICT)

Based on the Figure 5, one of the important support unit in Seberang Perai Polytechnic is Information and Communication of Technology's Unit (UICT) also known as Information System Unit. This department plays an important role in administering and updating data systems and computer networks throughout Seberang Perai Polytechnic. In an ever-evolving technology era, the unit is constantly striving to make the process of teaching and learning easier, fast and precisely with the latest ICT facilities. As an Information Management student, I have been assigned to further my industrial training in UICT for six months, started from early February 2017 till end of June 2017. This campus network started on 2001 that connected with all the departments and units by using optical fiber cabling.

PSP has become the pilot testing center for the Polytechnic Management application system. Information System (PMIS) introduced at the end of 2002 which was accounted to the Information Systems Unit. PMIS is a guideline for students to update personal profiles where the data will be used to obtain various information such as information of a person or guardian, contact address, financial, health and so on.

2.1 Vision

Vision for UICT unit in PSP is making the UICT as an Information Technology and Communication center that are effective, efficient and qualities. While mission for UICT unit is

2.2 Mission

To enhance the level of competence in the use of ICT equipment and transform the PSP to be an institution that produces graduates that are technologies advanced.

2.3 Objective

- Provides high tech ICT infrastructure with the latest applications for management, teaching and learning.

- Improve existing ICT equipment.

- Improve communication systems (email, bulletin boards, websites, PSP intranets).

- Provide customer technical support services.

- Increase the level of competency of ICT - related staff by providing technical support training to customers.

- Strengthen work procedures based on ISO.

- Improve the level of competency of ICT Unit staff.

2.4 Department Structure

At the beginning, the Information System Unit was developed in early of 2000, where at that time there was an information system officer and a technician. It has expanded in terms of job restructuring in 2003, an Information Systems Assistant Officer, followed in 2004, two Information System Officers and four technicians. The structure of the whole UICT chart can be referred to Figure 6.

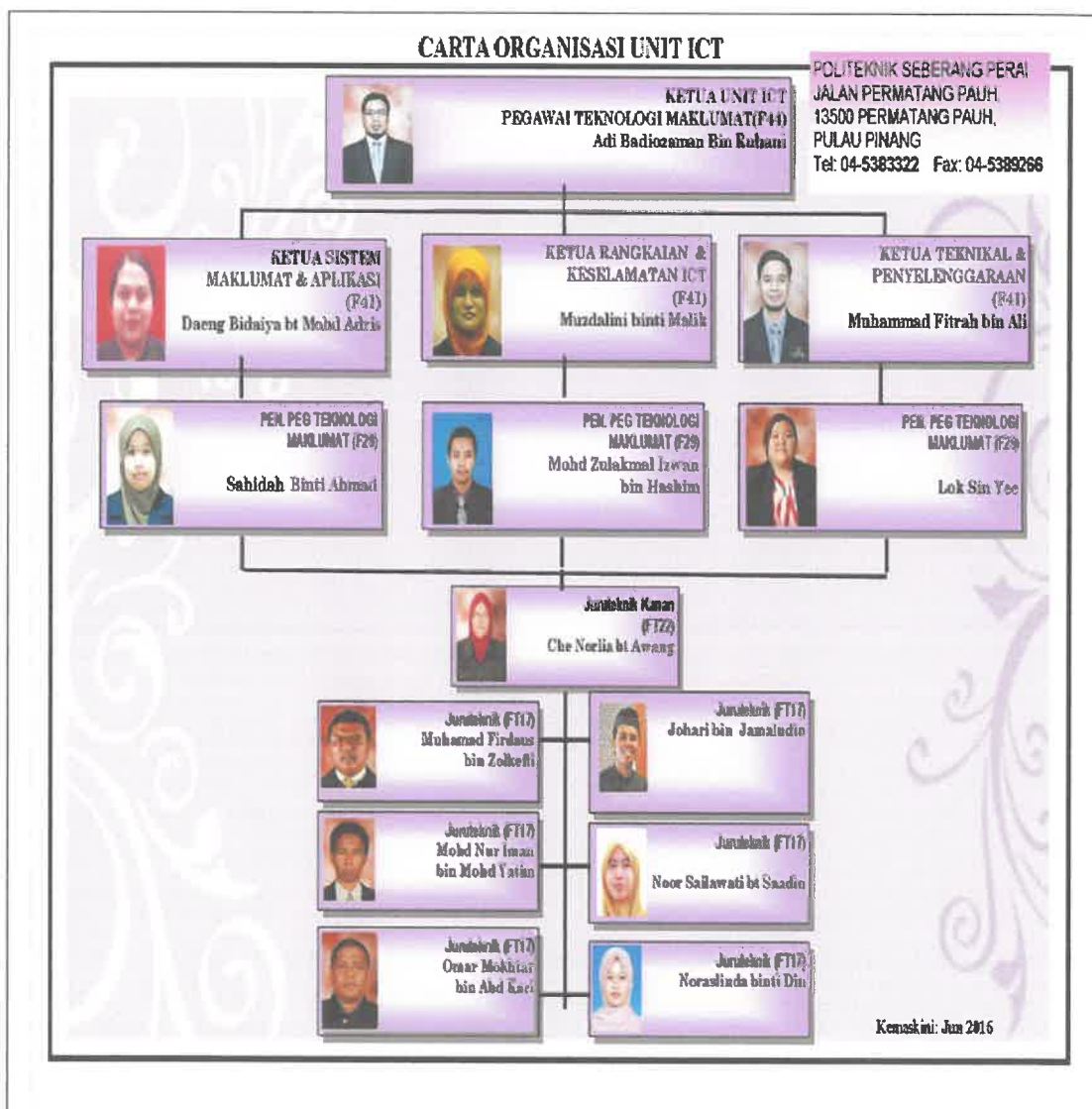


Figure 2.2: Information and Communication of Technology's Unit (UICT) chart.

2.5 Department Function

In early 2007 till now, Information System Unit has increased their employee by three of Information System Officer and be integrated into UICT which includes technicians and all of the representative from every department. UICT works through several sections, which are Information and Application Systems Division, ICT Network and Security Division, and Technical Division & Computer Maintenance.

Division of Information Systems and Applications led by Mrs. Daeng Bidaiya Bt Mohd Adris. This section works in terms of developing and providing some software and information systems for more efficient management facilities. Also provide and maintain the staff emails of all PSP. Develop, design, update and prepare PSP's website from time to time. And also provide training or courses related to information systems example the use of the HRMIS system, CIDOS and others. While another part is the ICT Network and Security Division headed by Mrs. Muzdalini Binti Malik. This section works in terms of providing and maintaining a whole campus network at the PSP. And create restrictions and protect the network for security in the PSP. This section also acts in managing assets operated under UICT such as computers, routers, servers, software and others.

The final part is the Technical Division & Computer Maintenance headed by Mr. Muhammad Fitrah Bin Ali. This section works in terms of accepting any computer complaints and repairing damaged computers. And make periodic checks on all the places that have a computer (Computer Labs or Staff) at the PSP. And this section provides training or courses related to the maintenance and repair of computers.

CHAPTER 3:

INDUSTRIAL TRAINING ACTIVITIES

3.1 Training activities

Over the past five month, I have learned so many things in my industrial training in Information Technology Unit (UICT) at Seberang Perai Polytechnic (PSP). Like the rest, my industrial training start at 01 February 2017 and ended in 30 June 2017 and over the course of my industrial training, there are many activities that I have done and learned within the UICT unit in PSP that range from my daily task. Trainee have did many activities and it is inserted into a few scope which is clerical task, technical and maintenance, training and workshop, multimedia, and others activities.

3.1.1 Clerical Task

Clerical workers perform a variety of duties that can change throughout the day. Typical duties of a clerical worker can include entering data into a computer, filing records, sending and receiving faxes, answering telephone calls, relaying messages, and so on.

3.1.1.1 Staff Registration

The UICT department had been assigned to handle staff registration all over PSP. New staff will receive their new ID from Head Division of Information Systems and Applications, Mrs Daeng Bidaiya Bt Mohd Adris. Since trainee join this department, Mrs Daeng Bidaiya had assigned trainee to create staff registration at the thumbprint system machine. When a staff done register at the machine and system, it will facilitate them to come to work everyday. They also can

thumbprint at any check point that have thumbprint machine since their name had been register in the registry. It also facilitate organization in managing staff salary every month.



Figure 3.1: Security system machine for attendance

3.1.1.2 Sistem Pemantauan Pengurusan Aset (SPPA)

Sistem Pemantauan Pengurusan Aset (SPPA) is an application developed for asset control and monitoring purposes for all Ministries and Federal Departments. SPPA had two scope to handle which is managing asset and managing store. The Managing Assets handling process includes Acceptance, Registration, Use, Storage, Inspection, Maintenance, Disposal, Loss and Disposal.

While Store Management processes include Acceptance, Stock Storage, Storage, Production, Inspection, Safety and Hygiene, and Disposal. Mrs Daeng Bidaiya handling this work so staff PSP will email to her a list of registration to be a sticker. There is a unique bar code on the

sticker that allow the staff to use the asset legally. Trainee had been assigned tasks to print sticker for asset in PSP every time staff asked for it.



Figure 3.2 : Sistem Pemantauan Pengurusan Aset (SPPA)



Figure 3.3 :Example of asset sticker



Figure 3.4: Trainee print the SPPA sticker for PSP staff

3.1.1.3 Ekosistem Kondusif Sektor Awam (EKSA)

MAMPU has undertaken the initiative to enhance the existing Public Sector 5S Practice in a rebranding exercise which introduced the Public Sector Conducive Ecosystem or better known as EKSA. This move is in line with efforts to strengthen the organizational culture of high performance and innovation among public sector agencies by providing a conducive environment, work culture and positive values for public servants. There is about two until three times, trainee and others perform EKSA activity since PSP will audit every department. There are several aspects will be evaluated such label on every asset, corporate image at the counter area, neatness and uniformity.

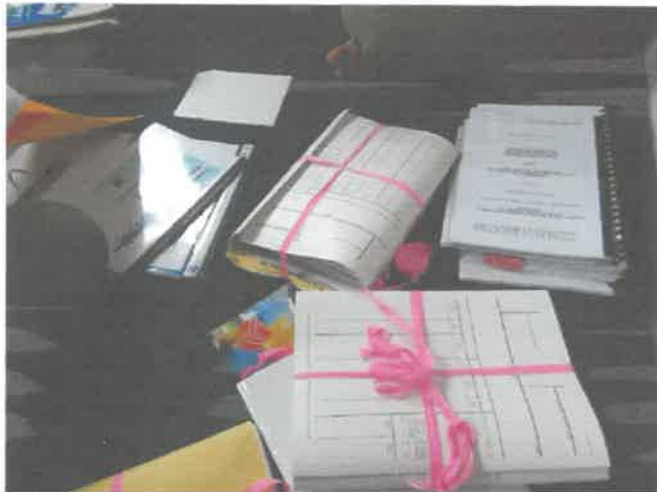




Figure 3.5: Pictures during EKSA activities

3.1.1.4 Check accuracy of document

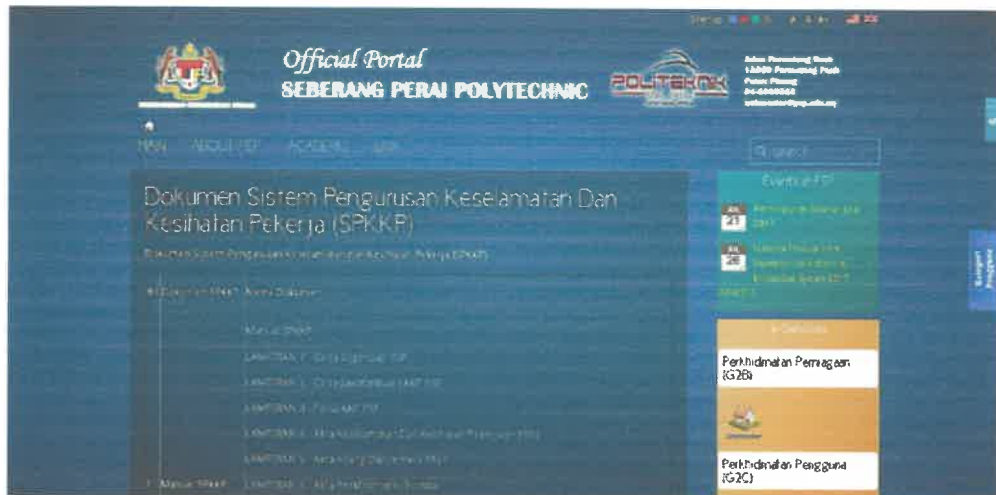


Figure 3.6: PSP website in staff page

Trainee asked by supervisor to check the accuracy of each documents of “Dokumen Sistem Pengurusan Keselamatan dan Kesihatan Pekerja (SPKKP) in PSP website. To ensure it content is tally with the title. Supervisor will check every document in PSP website every three till six month to make sure the content in update time by time.

3.1.1.5 Sistem Pengurusan Maklumat Sumber Manusia (HRMIS)



Figure 3.7: HRMIS system

Human resources management information system (HRMIS) is the computer software intended for simplification and acceleration of HR management process, improvement of its quality via automation of the basic (routine) objectives and activities. Every Government staff have an ID in HRMIS system to facilitate organization to handle all employee need in terms of Talent Management, Job Evaluation & Market Positioning, Performance Management System and so on. Supervisor teach and asked trainee to make an update towards performance management of several employee since there are promoted. Trainee also make update of leave management for staff when fasting month because return hour has changed to one hour earlier.

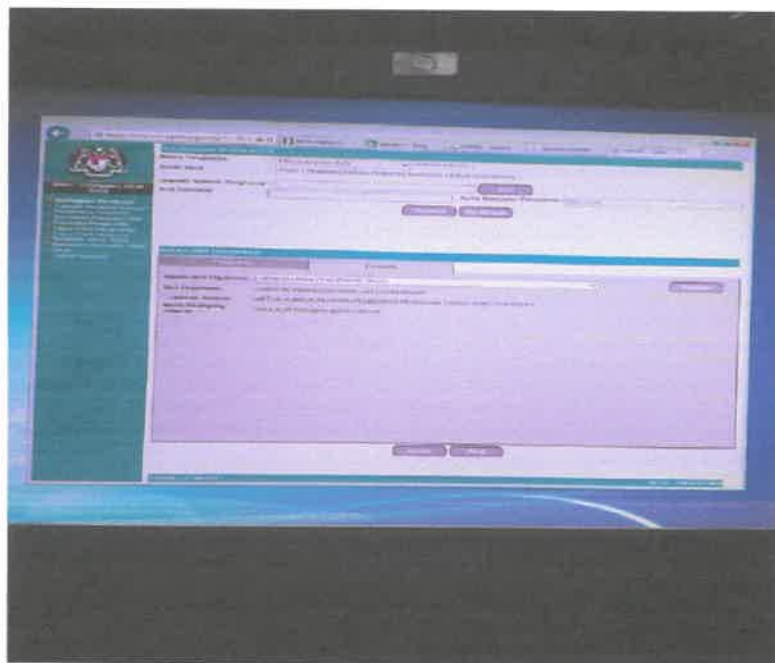


Figure 3.8: Updated leave management for staff in HRMIS

3.1.1.6 SISTEM CIDOS (E-Learning)



Figure 3.9: CIDOS portal

CIDOS System (E-Learning) is a system of online education practices and provide convenience to the lecturers and students to create materials - quality materials for learning. PSP students very rely on CIDOS as it is the only portal student that make a connection between student and lecturer. It also provide test, forum, group and so on. Supervisor had taught trainee on how to troubleshoot CIDOS problem if she is not around. But usually student problem regarding CIDOS must be refer to supervisor itself because she is the one that handle the system.

3.1.1.7 Create online survey

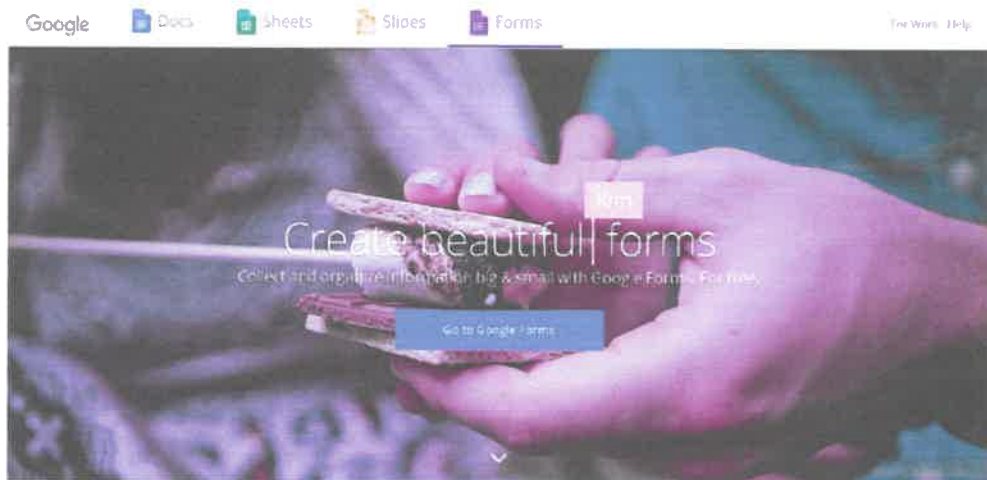


Figure 3.10: Google Form

Mrs Hawariah Binti Kamaruddin asked trainee and others to create an online survey using any medium. So trainee and others decide to use Google Form to create this online survey. Supervisor and Mrs Hawariah agreed with the decision. There are five scope of survey which is about customer satisfaction survey on security control service, canteen services, older hostel café services, photostat machine services, and hygiene services in Seberang Perai Polytechnic. With this Google form, it more facilitate Mrs Hawariah to handle it herself.

3.1.2 Technical and Maintenance

It is usual for UICT department to do technical and maintenance because UICT also have Technical Division & Computer Maintenance headed by Mr. Muhammad Fitrah Bin Ali. Sometime trainee and others have asked to help technicians to setup lab, setup network cabling, monitor server room, install software and so on. During this practical training, trainee much to learn about these technical and maintenance activities.





Figure 3.11: Picture during doing technical works

3.1.3 Training and Workshop

3.1.3.1 “Kursus Profesional JOOMLA 3.6”

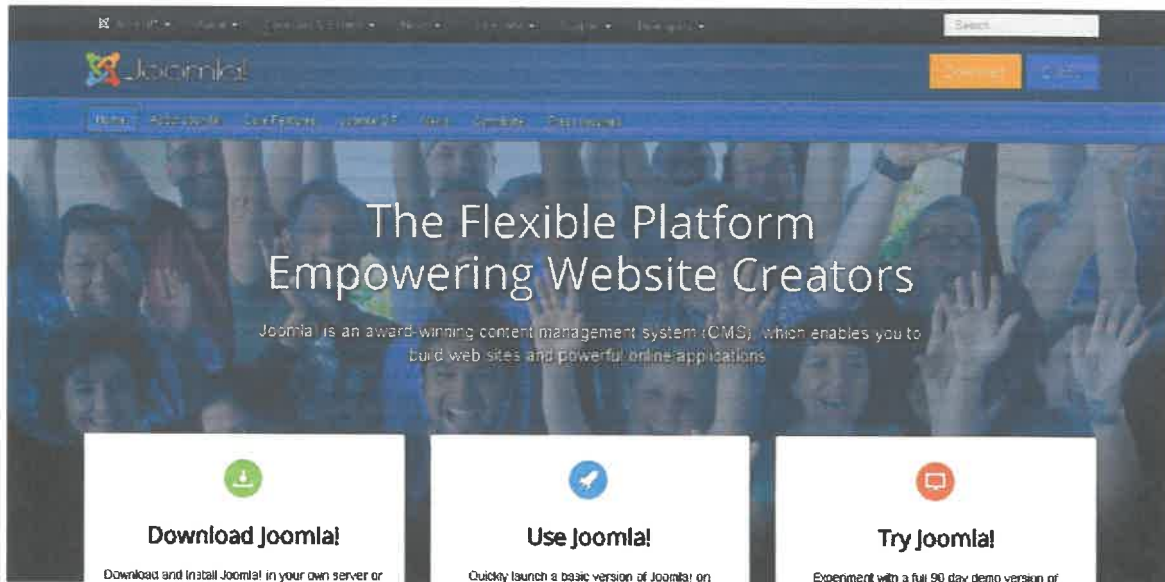


Figure 3.12: JOOMLA website

Joomla! is an award-winning content management system (CMS), which enables you to build Web sites and powerful online applications. Many aspects, including its ease-of-use and extensibility, have made Joomla! the most popular Web site software available. Best of all, Joomla! is an open source solution that is freely available to everyone. Joomla! is used all over the world to power Web sites of all shapes and sizes. For example: Corporate Web sites or portals, Corporate intranets and extranets, Online magazines, newspapers, and publications, E-commerce and online reservations, Government applications, Small business Web sites, Non-profit and organizational Web sites, Community-based portals and School and University Web sites.

The course was first organized by UICT and about four to five government organizations involved. Almost 50 persons join this courses including staff UICT and trainee members. This course is held for 3 consecutive days. All three days of the course are provided with breakfast, lunch, and afternoon tea. All borne by the PSP. This course also provided a certificate, trainee that which assigned to obtains a signature from the director for the use of this certificate. In this courses, we got to learn the introduction to CMS Joomla !, 3 Easy Ways to Understanding Joomla !, Installing Templates, Starting Joomla Web Development !, What is Extension, installing modules, installing components.

For the first day of the courses, trainee start with the basic step of CMS JOOMLA. Trainee used CloudAccess.Net as a web hosting platform. Trainee setup the configuration global, setting up the template, define template position, and start to develop Web JOOMLA. In this beginner, trainee start to build menu and sub-menu, create article and learn what is the extension and how to plug-in the extension into the project. For the 2nd day of courses, trainee learn to install a module and the important steps in installation a module into JOOMLA project. Then trainee construct on additional menu, menu module and construct a component into the project. After lunch hour, trainee learn to install extension language to complete our project. Next level is to make a backup and restore and built the database. On the last day of JOOMLA courses, instructor teach and review PSP portal. Instructor troubleshoot all the problem that happened for future use.





Figure 3.13: Picture during “Kursus Profesional JOOMLA 3.6”

3.1.3.2 Web Services

This short courses is about Web Services of Java EE using NetBeans 8.2 platforms, instructed by Mr Khairul from Examination Unit. The instructor is one of the developer of examination schedule by apps in PSP. Java SE is Java Platform, Standard Edition is a widely used computing platform for development and deployment of portable codefor desktop and server environments. The platform uses the object-oriented Java programming language. It is part of the Java software-platform family. Java SE defines a wide range of general-purpose APIs such as Java APIs for the Java Class Library and also includes the Java Language Specification and the Java Virtual Machine Specification. The "SE" is used to distinguish the base platform from the Enterprise Edition (Java EE) and Micro Edition (Java ME) platforms. The Java EE platform is built on top of the Java SE platform. The Java EE platform provides an API and runtime environment for developing and running large-scale, multi-tiered, scalable, reliable, and secure network applications. Instructor teach from the beginning which is from the installation until complete project.

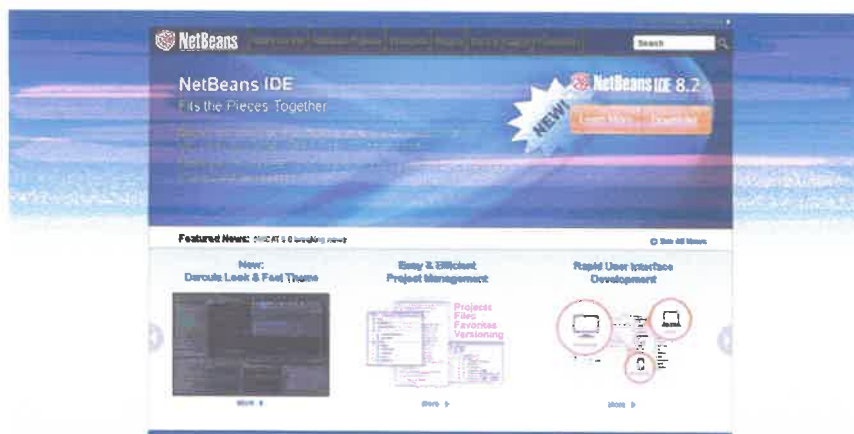


Figure 3.14: NetBeans platform had been used in this short courses

In this course, trainee also learn several server that suitable to be used which is Tomcat, Wildfly and others. Tomcat is an application server from the Apache Software Foundation that executes Java servlets and renders web pages that include Java Server Page coding. Tomcat can be used as either a standalone product with its own internal Web server or together with other Web servers, including Apache, Netscape Enterprise Server, Microsoft Internet Information Server (IIS), and Microsoft Personal Web Server. while WildFly formerly known as JBoss AS, or simply JBoss, is an application server authored by JBoss, now developed by Red Hat. WildFly is written in Java, and implements the Java Platform, Enterprise Edition (Java EE) specification. It runs on multiple platforms.



Figure 3.15: Trainee and other staffs in Web Service short course

3.1.3.3 “Laporan Audit dalam EKSA” forum

This forum actually be held for EKSA committee in PSP but supervisor invite trainee to join too as she is one the committee that organize the forum. In this forum, EKSA committee will be teach about all the criteria that will be evaluated in EKSA. After this MAMPU organization will give an EKSA certification to the PSP and they can handle EKSA evaluation by themselves. The instructor is Tuan Haji Faudzi Bin Saad from IAB (Institut Aminuddin Baki) North Branch. According to MAMPU's record, IAB North Branch is the first Training Organization in Malaysia that has been certified under the EKSA. The instructor explain about the audit schedule every year and the proper manner for new auditor to audit next time. Instructor also tell about the best characteristic of auditor should have which is good in communication, honest in doing job, critical thinking. Friendly and occupy the audit criteria.



Figure 3.16: Instructor is giving a talk about EKSA

3.1.4 Multimedia

During this industrial training, trainee also been asked by the supervisor to design a banner to be insert into android television. Supervisor asked trainee to design a simple banner named “Aktiviti Hari Ini”. The design must follow the corporate characteristic to make it standardize to be used in television layout. In this task, trainee had used Adobe Photoshop and Adobe Illustrator to make the banner more attractive. Trainee had submit three sample of banner to be choose by the supervisor.



Figure 3.17: 1st banner



Figure 3.18: 2nd banner



Figure 3.19: 3rd banner

3.1.5 Other Activities

3.1.5.1 Switch on Android Television

At UICT unit, there are a must things to do and basically done by the trainee which is to switch on an android television at administration building every working day in every morning before 8.30 am. The purpose of this activities is to make sure all staff that passes through the way will realize and informed about all activities in PSP within the day. All the activities was updated by Mrs Daeng Bidaiya which is she is the one person that have the right to update anything on the android television. So if the android television does not display the activities or wrong in terms of date or place or arrangement, any person that realize it will called her and inform about it immediately. The information will be updated again to ensure it easily accessible and usable by PSP patrons.



Figure 3.20: Android Television



Figure 3.21: Switch on Android Television

3.1.5.2 Collect document in the pigeon hole

After trainee done the task to switch on android television, trainee have to collect any document belong to UICT at the pigeon hole area. All department have their own pigeon hole at this area. The purpose of this pigeon hole is for make it easily accessible In the PSP.



Figure 3.22: Pigeon Hole for every departments



Figure 3.23: Trainee collect letter on pigeon hole

3.2 Special project

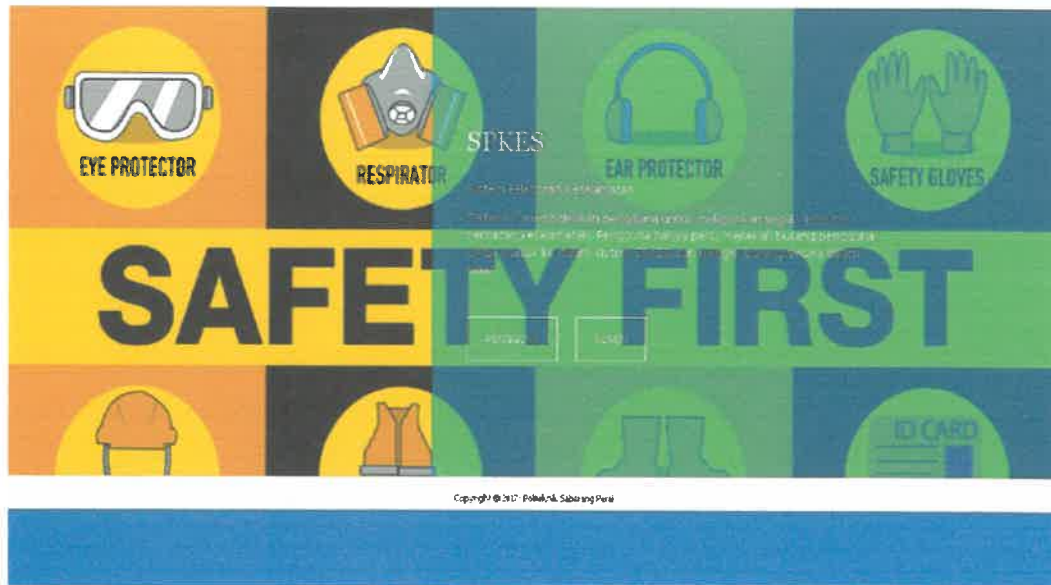


Figure 3.24: Sistem Pelaporan Keselamatan (SPKes)

Special project is an initiative and idea from the trainee to be implementing at the organization or company. Usually, the idea comes from problem or situation happen in the place itself. Otherwise, the idea can be from theories learn from lecturers at the faculty. Special project also can be one of token appreciation for accepting the trainee to do industrial training at the organization. Special project can be any suitable or various project to be proposed to the industrial supervisor or faculty supervisor and that include developing a website/portal or system/application or multimedia applications and many more. In this case, industrial supervisor, Mrs Daeng Bidaiya Bt Mohd Adris has given trainee a task or special project during this training in the UICT at PSP. Trainee was to do a system that have the capability to save complaints regarding safety around PSP and it namely as Sistem Pelaporan Keselamatan (SPKes).

3.2.1 Introduction

3.2.1.1 Project overview

The head of Information and Communication of Technology's Unit (UICT) is Adi Badiozaman Bin Ruhani. There are several sections, which are Information and Application Systems Division, ICT Network and Security Division, and Technical Division & Computer Maintenance. In this chapter will briefly describe about Sistem Pelaporan Keselamatan (SPKes) developed by the trainee. Major aspects that will be discussed include background of the system, problem statement, objectives of the project, target user and scope of the project.

This project is about a system which contains the database in order to manage all the report regarding safety around Seberang Perai Polytechnic. In order to fulfill the objective of this Industrial Training, trainee will create a system for Seberang Perai Polytechnic, hopefully will help the Occupational Safety and Health Unit PSP in term of gathering and store data and information of security. Before this, Occupational Safety and Health Unit in Seberang Perai Polytechnic have already collect and store data related to the security using manual which is a user must to fill the form then submit to the Occupational Safety and Health Unit, then they will store the form in files. The Occupational Safety and Health Unit wants to facilitate their users especially for those who is in emergency situation. In order to gain all the information needed to be inserted into the system, trainee need to study and analyze all the information and data that must be include inside the form. This is vital to ensure that there will not include unneeded information in the form as this information will be keep in long term period of time. Therefore, they will need a database to save the users information and every time the staff log in into the system, they will automatically can review all the data that users had fill through the online form.

The specialty for this system is every time user log in into the system, they can automatically can filled the form directly. At the same time, the data will be stored to the database where it allows the department to review all the user data. In term of updating, every report that was make by the user in the system can be verified by the person in charge. Why it must be verify? In case there are fake report that was made by the irresponsible users, so the person in charge have the right to approve or reject the report. Thus, this can keep track the valid data to be stored in the database. The database system also stores the user information which user can track all the report that was made by them before this. Only Occupational Safety and Health Unit staff can log in into the SPKes System.

Other than that, this system also provide some features like admin can delete and edit any unnecessary complaint form that has been entered into the system but it is not related with the PSP.

3.2.1.2 Problem statement

The main situation of Occupational Safety and Health Unit is all the report were collected by manual which is user who wants to make a report must fill a form then submit it to the department itself. At first, everything goes well until it becomes excessively. It takes more effort and physical space to keep track of paper documents, to find information and to keep details secure. When mistakes are made or changes or corrections are needed, often a manual transaction must be completely redone rather than just updated. With manual or partially automated systems information often has to be written down and copied or entered more than once.

Another impact of manual systems is on customer service. Customer queries can be difficult to respond to as information is stored in different places and may even require that you find the right person before being able to respond. This is not secure if they are out to lunch or their duty was replaced by another person. We hope that SPKES system could help this organization in managing their report effectively.

3.2.1.3 Objectives and benefits of the system.

- To save user information.

Before this the Occupational Safety and Health Unit only save their record manually using a paper form. Then they also having difficult problem when they want to retrieve the record and data back. So when this system being implement, it will ensure their data and record will be keep safely. They staff can easily save and retrieve the data and record as they just need to enter the keyword to find the complaint back.

- To report security cases that occurred around PSP.

By this system, user can submit a report to the responsible parties at anytime and anywhere efficiently. The report also can be view and solve by the responsible parties as responsible parties had submit a report regarding the problem. It main purpose is to maximize the issues around PSP because responsible parties can take action fast regarding the report. While ensuring everyone is always in a safe and comfortable conditions.

- To standardize the report of the surrounding incident.

As the form in this system is created according to accident or damage complaint form from Occupational Safety and Health Unit, they can keep on track the formatting of report to ensure it

always standardize with the other Polytechnics. It also ensure the data and record was arranged neatly and easy to be read and fill by the user.

- To ensure only the relevant and valid information will be save.

The person in charge can keep on track all the submitted report by the user. The person has the right to approve or reject the report based on the relevancy of the information.

- To generate report and print the complaint form for reference.

The admin can generate the report in order to be as reference and proof when needed and it also can be bring to meeting. When required, admin can print directly or copy any data that they need.

3.2.1.4 Function of developed system

- Prevent unauthorized user from accessing the system.
- Admin can search related data in the search box.
- Print the report needed as references or proof.
- Receive all the information submitted by the user in one stop system.
- Edit the information that were already submitted into the system.
- Admin can edited or deleted reports that have been submitted.

3.2.1.5 Scope of project

This system is created for all the people in the PSP. Mostly for academic and non-academic staff. Because they work in PSP and they also exposed to any incident that might be happen. If they saw any incidents or problem occur in PSP, they can make a report to facilitate the action taken. Other than that, this system also can be used by the student PSP itself. Students also can make report if the saw suspicious things around them. Sometimes something unexpected happened like a bully case or loss of goods in the dorm. Student can report it immediately through this system. In addition this system also provided for the visitors. As visitors often get in and out from the PSP, so they are also prone to accidents and danger. But responsible staff must guide visitor in fill out the form in SPKES system. The SPKES system develops using SQL. The use of this kind of platform is because it's easy to learn and understand. SQL mainly consists of English statements and it is very easy to learn and understand a SQL query. Databases using SQL can be moved from device to another without any problems.

In addition, this system accessible to staff, student and visitor of PSP. But only admin from Occupational Safety and Health Unit can access into the system to update and edit the report that have been submitted by the user. In term of language, Malay was choosing to be used in the system. This is because the staffs in this organization are mostly familiar and are able to understand Malay

3.2.2 System Development Life-Cycle

The system that we are currently developed is a system that we like to call the Corporate Souvenir Request System or the E-Souvenir system and we are using the System Development Life Cycle (SDLC) in order to develop this system. The SDLC process was designed to ensure end-state solutions meet user requirement in support of business strategic goals and objectives. In addition, the SDLC also provides a detailed guide to help Project Manager with all kind of aspects in IT system development, regardless of how big the system size and scope. The SDLC contains a comprehensive checklist of the rules and regulations governing IT system.

3.2.2.1 Planning

The first phases in SDLC are the planning phase. This phase involves identifying the problem statement. The objective of the system is to study and also to solve the matters contained in the problem statement pertaining to user needs. In addition, the planning phases also studying the ability of proposing alternatives solutions after staff from Occupational Safety and Health Unit had meet with Mrs Daeng Bidaiya Bt Mohd Adris. In Occupational Safety and Health Unit in PSP had encountered some problem at this department which is all the complaint or report from user is been done by manually. So the trainee started the planning of the system by identified, analyze and collect all the data that relate with the system that will be implement. In this method, trainee has asking a lot question that relate with the report elements that will be inserted into the form in system. According the situation, a lot of discussion between trainee and Mrs Daeng Bidaiya needs to be done to obtain the ideas and implement the project Sistem Pelaporan Keselamatan (SPKes). Mrs Daeng Bidaiya become middle man between Occupational Safety and Health Unit and trainee.

3.2.2.1.1 Technical Feasibility

It is important to consider these following requirements to ensure this system development runs smoothly:

Table 3.1 Software and Hardware Requirement

Hardware Requirement	Software Requirement
<ul style="list-style-type: none"> ● A PC/Laptop ● Operating System: Window 8.1 ● Processor: Intel Core i5 CPU ● Printer Canon ● Optimal Mouse M62 ● 4GB Flash Drive ● 4GB RAM 	<ul style="list-style-type: none"> ● Adobe Dreamweaver CS3 ● Web Server Application: WAMP Server ● MySQL database: Php MyAdmin ● Web Browser: Google Chrome ● Adobe Photoshop CS5 ● Microsoft Office Word 2013 ● Microsoft Office Project 2010 ● Photoscape

3.2.2.1.2 Economic Feasibility

Economic feasibility is projected benefit of the proposed system.

Table 3.2 Software and Hardware Cost

Tools	Costs
<u>HARDWARE</u>	
● Personal Computer (LENOVO)	RM 1,299.00
● External Re-writable Drive	
✓ 4GB Flash Drive	RM 25.00
✓ CD-ROM	RM 10.00
● Printer CANON	RM 300.00
<u>SOFTWARE</u>	
● Microsost Window 8.1	Licensed
● Php MyAdmin Sql	Free Download
● WAMPServer	Free Download
● Microsoft Office 2013	Licensed
● Microsoft Photoshop CS5	Free Download

● Adobe Dreamweaver CS3	Free Download
OTHERS	
● A4 Paper	RM 20.00
● Printed Ink	RM 35.00
TOTAL BUDGET	RM 1,689.00

3.2.2.1.3 Gantt Chart

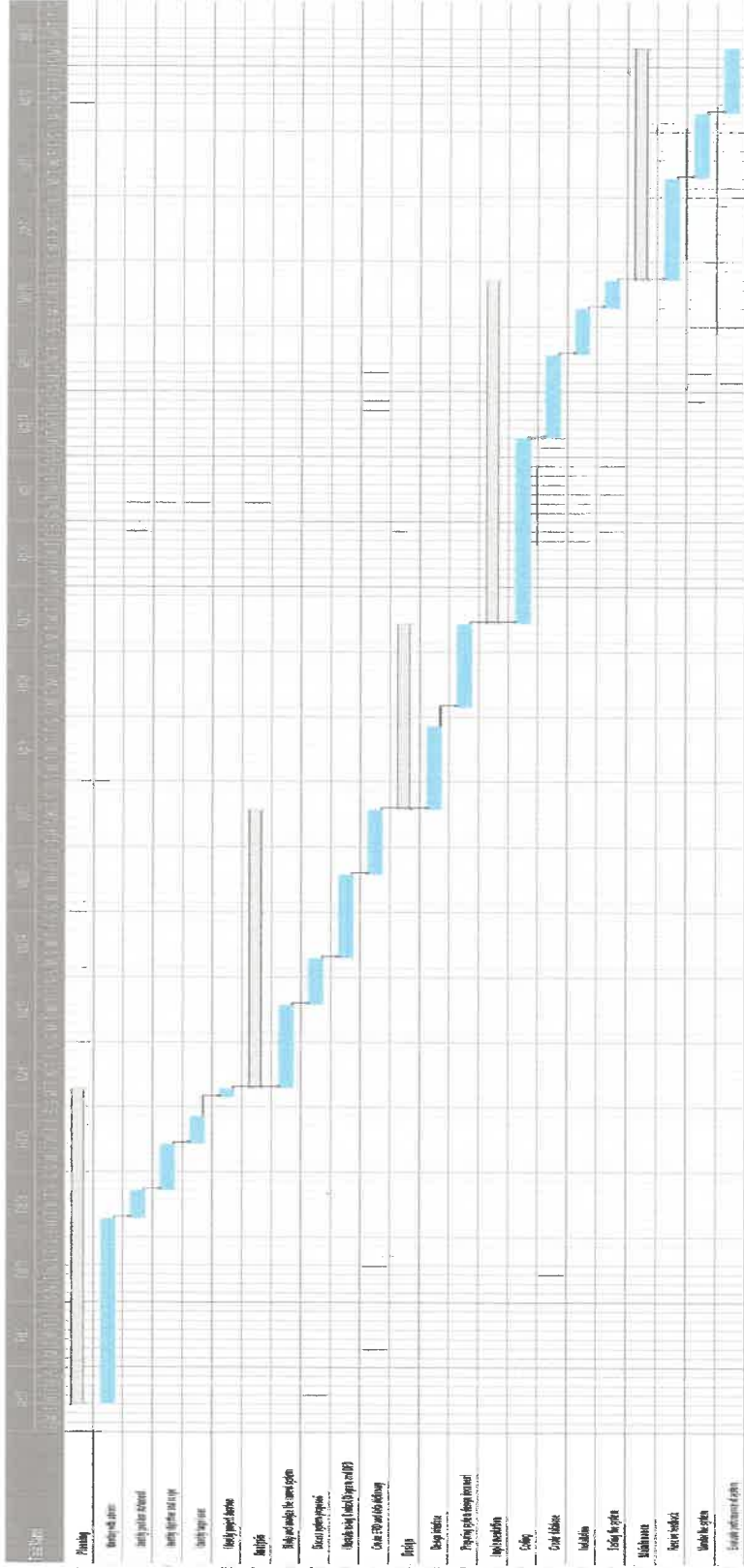


Figure 3.25: Gantt chart for SPKes

3.2.2.2 Analysis

3.2.2.2.1 Analyze a current system (exist)

Currently, at Seberang Perai Polytechnic, The Office of Library and Knowledge Management, use an existing system which is manually system using form. This manual form also relevant to be used but there is a increasing of paper usage and space used to store those documents. So its need a changes.

3.2.2.2.2 Discuss a system proposed

The specialty for this system is every time user log in into the system, they can automatically can filled the form directly. At the same time, the data will be stored to the database where it allows the department to review all the user data. In term of updating, every report that was make by the user in the system can be verified by the person in charge. Other than that, this system also provide some features like admin can delete and edit any unnecessary complaint form that has been entered into the system but it is not related with the PSP.

3.2.2.2.3 Context Diagram

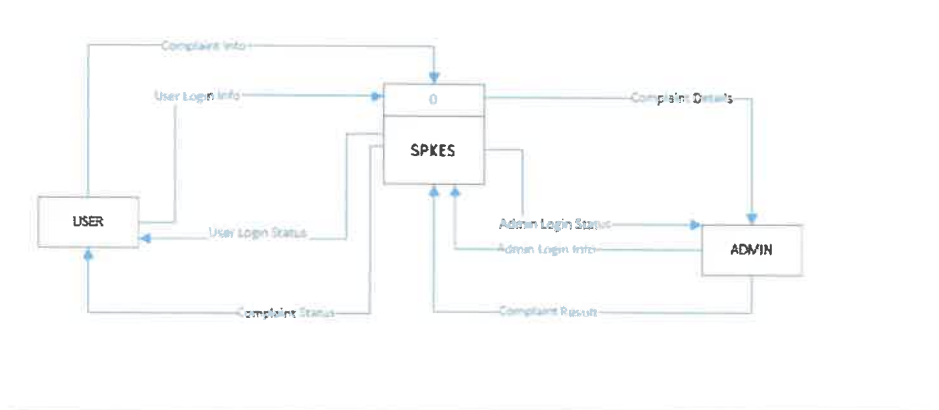


Figure 3.6: Context Diagram for SPKES

3.2.2.2.4 Data Flow Diagram (DFD) Level 0

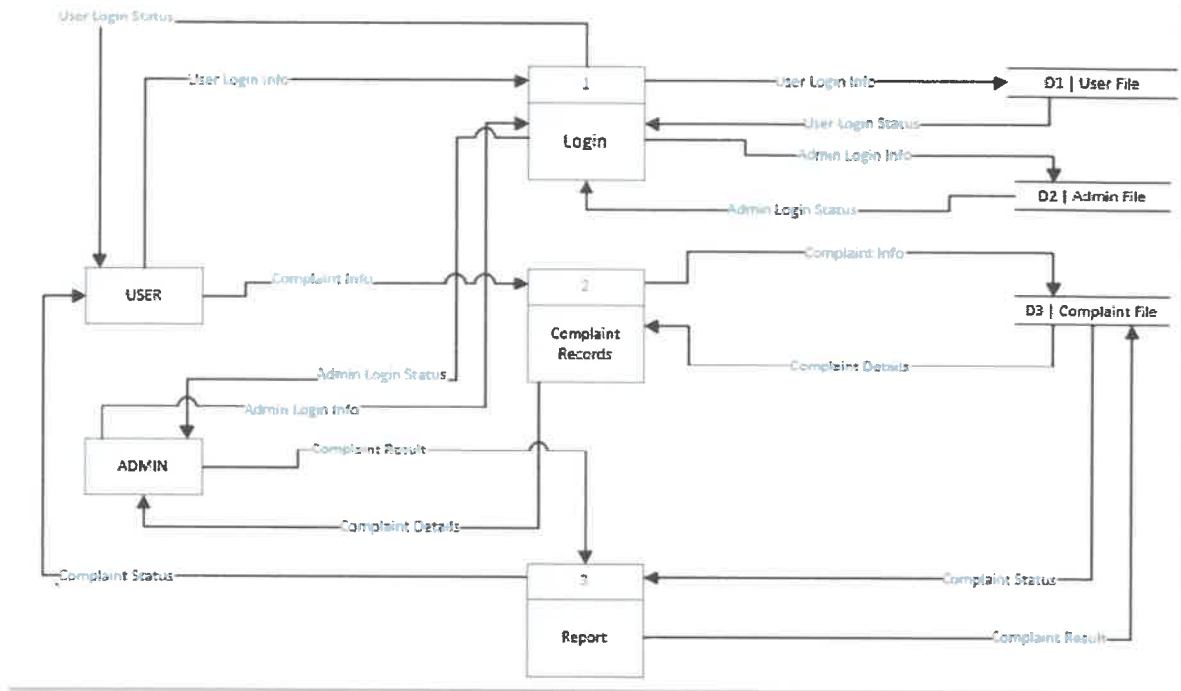


Figure 3.27: DFD for SPKES

3.2.2.3 Design

In this phase, trainee deal with the defining the types of information that need to put in the system. The process of logical design involves arranging data into a series of logical relationships called entities and attributes. An entity represents a chunk of information. In relational databases, an entity often maps to a table. An attribute is a component of an entity and helps define the uniqueness of the entity. The trainee needs to identify each entity and the attributes to ensure all the information can be linked to another entity or tables.

3.2.2.3.1. ERD

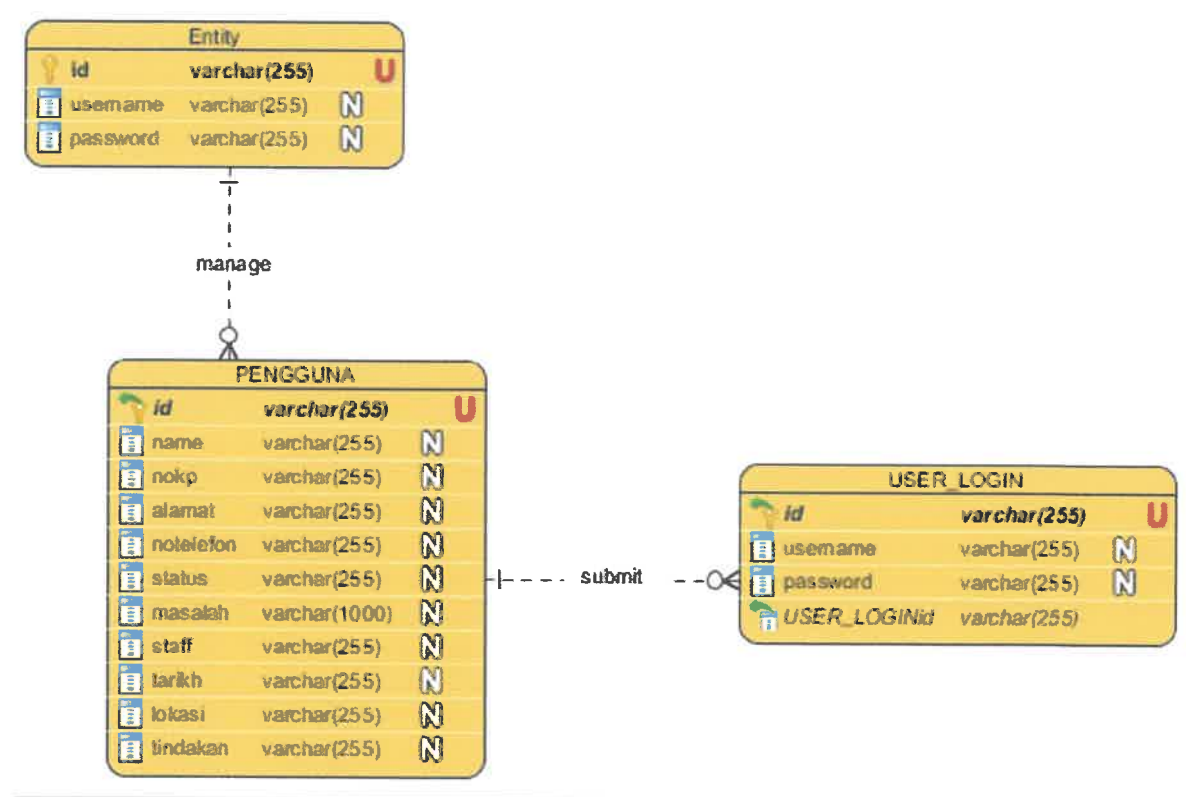


Figure 3.28: Entity Relational Diagram for SPKes

3.2.2.3.2 Data Dictionary

admin				
Field	Type	Null	Default	Comments
id	varchar(10)	Yes	NULL	
username	varchar(100)	No		
password	varchar(50)	No		

pengguna				
Field	Type	Null	Default	Comments
id	int(11)	No		
name	varchar(100)	No		
nokp	varchar(12)	No		
alamat	varchar(100)	No		
notelefon	varchar(20)	No		
status	varchar(100)	No		
masalah	varchar(500)	No		
staff	varchar(50)	No		
tarikh	varchar(20)	No		
lokasi	varchar(100)	No		
tindekan	varchar(100)	No		

user_login				
Field	Type	Null	Default	Comments
id	int(255)	No		
username	varchar(100)	No		
password	varchar(20)	No		

Figure : Data dictionary from SPKES

3.2.2.3.3 Interface design



Figure 3.29: Interface for SPKES

3.2.2.3.3.1 Input

User can log in into the system using username and password. Admin can log in into the system to get into the inventory.

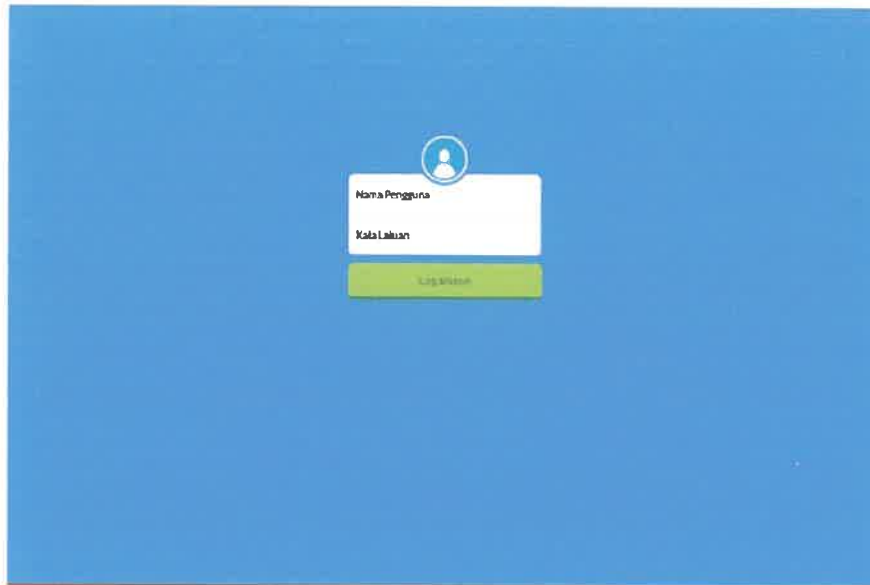


Figure 3.30: User and admin log in into the SPKES

Figure 3.31: Form in the SPKES

Meldasat Pengguna	
Name	Siti
No. Kad Pengenal	9900-01-0092
Alamat	1234, Jalan Semarak, T
No. Telefon	0123456789
Status	Pelawat
Meldasat Aduan	
Masalah	Kenderaan bertembung
Staff Ber Tugan	En Muthu
Tarikh	2017-05-30
Lokasi	Hadapan pagar PSP
Tindakan	Ditolak
	save

Figure 3.32: Verification form for admin in SPKes

Admin must verify the report between approved or rejected in the space provided.

ID	Nama Pelanggan	No. Kad Pengenal Pelanggan	Alamat Pelanggan	No. Telefon	Status Pelanggan	Masalah/Kesalahan/Aduan	Staff Ber Tugan	Tarikh Pelan Tindakan	Tindakan	Status
8	Siti	9900-01-0092	1234, Jalan Semarak, Tanjung Pandang, 0000 Jakarta	0123456789	Pelawat	Kenderaan bertembung dihadapan pagar PSP	En Muthu	2017-05-30	Hadapan pagar PSP	Ditolak

Figure 3.33: Search page in SPKes

Admin can search by using name as keyword in the space provided. The result usually make as a references or proof.

3.2.2.3.3.2 Output



Figure 3.34: Pop-out for user

After user fill up the order form required, this output will pop out on user screen. Then user can click “Kembali” to go to back to the main page.



Figure 3.35: Interface for admin

Only admin can access into this interface to see the report inventory after admin log in into this system.

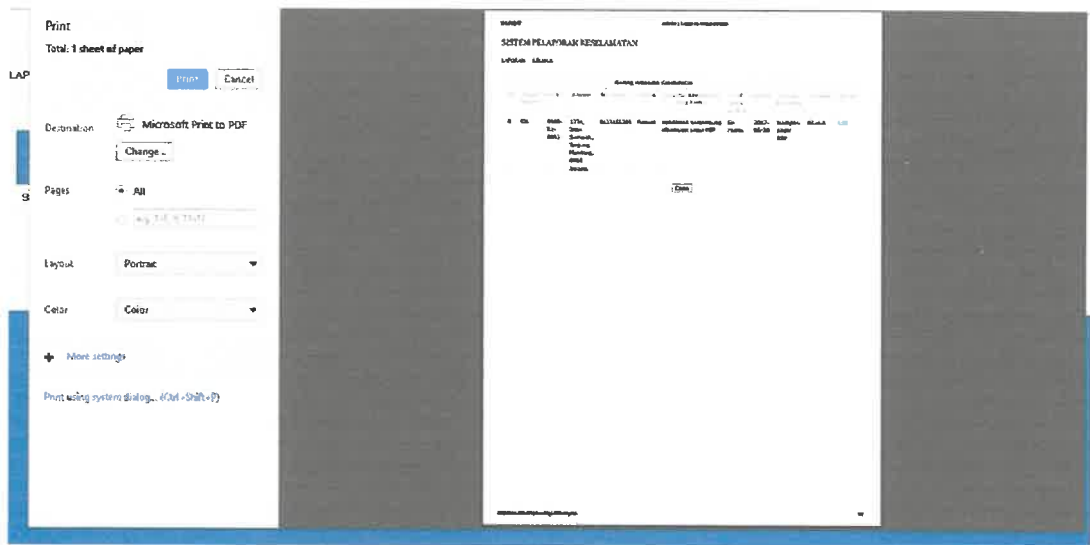


Figure 3.36: Print out the inventory data in SPKes

Admin can print the inventory report by click button “Cetak” on the system.

ID	Nama Pelajar	Nomor Pendaftaran Pelajar	Alamat Pelajar	No. Telepon	Status Pelajar	Melayan (K/ Jakarta/ A/ Luar)	Staf Berstatus	Tanggal Keluaran	Lokasi Keluaran	Tipe Kamar
B	Siti	9900-01-0092	1234, Jalan Semarak, Tanjung Plandeng, 0000 Jakarta	0123456789	Pelawat	Kendaraan bertambung dihadapan pagar PSP	En Muthu	2017-06-30	Hadapan pagar PSP	Dilulus

Figure 3.37: Response after admin search

After admin search in the space provided, the result will appear on this page. Admin can click button “Cetak” to print the result or “Kembali” to back to the previous page.

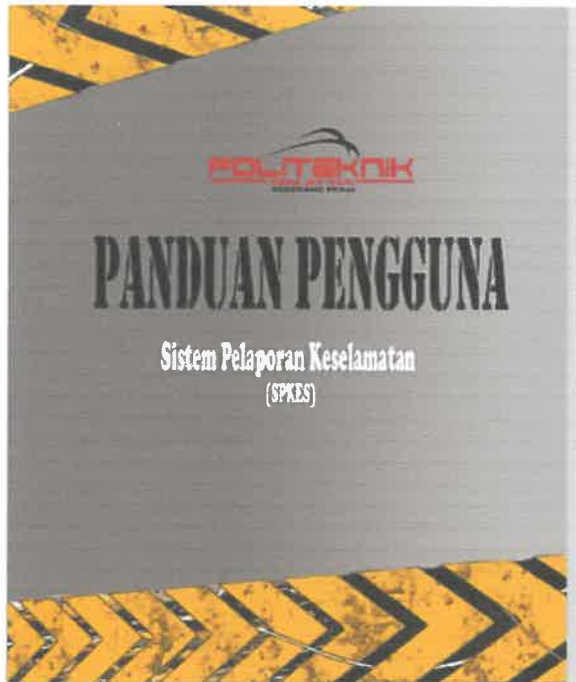
3.2.2.4 Implementation

System implementation is the development, installation and testing of system components and delivery of that system into production (Bentley *et. al.*, 2007). The purpose of the system implementation is to build a system, install it, replace old systems or build a new one, preparing system and user documentation and train the intended users. During this phase, it is also involved the close down of the entire project.

3.2.2.4.1 Testing and Installation

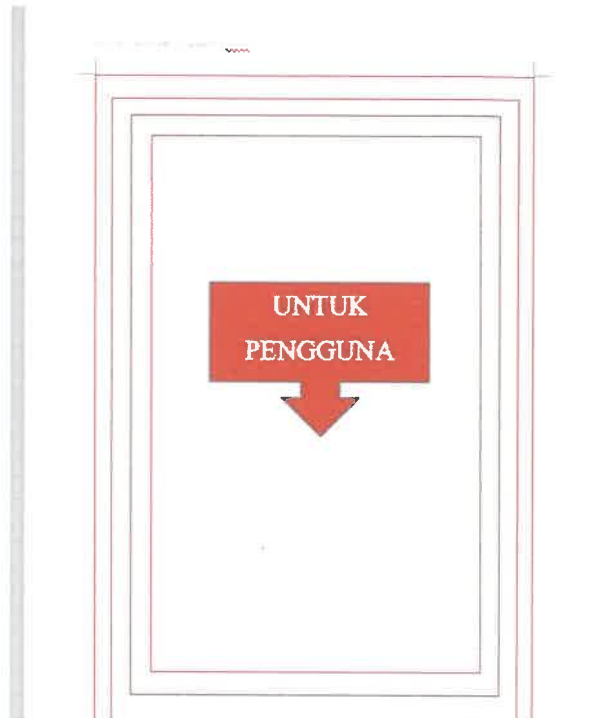
The final stage of initial development is where the software is put into production and runs actual business. Sistem Pelaporan Keselamatan (SPKes) is coded in Dreamweaver and Wamp Server is ready to run. Before that, all the coding is checked for many times to ensure the coding are correct and it will be run successful. After all have been coded, the trainee tested the system. This is to ensure the coded are correct and it will install without any problem. The system must be tested for two or three times to avoid any complexion. While tested, everything alright, the system can run on computer.

3.2.2.4.2 User manual



ISTIKANBUHAN

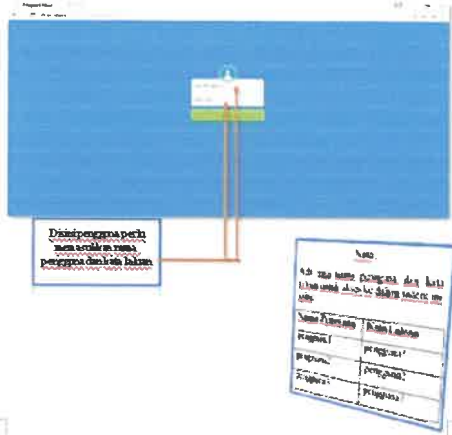
Pengenalan Sistem Pelaporan Keselamatan (SPKes)	3
PENGUNA	
Cara Menggunakan Sistem Pelaporan Keselamatan	
• Lay Muka untuk Pengguna	5
• Cara untuk membuat laporan di dalam SPKes	6
ADMINISTRATOR	
Cara Menggunakan Sistem Pelaporan Keselamatan	
• Lay Muka untuk admin	8
• Paparan untuk admin	9
• Konfirmasi tindakan	9
• Carian Laporan	10
• Ekstrak Laporan	10
• Kejuruteraan Sistem	11



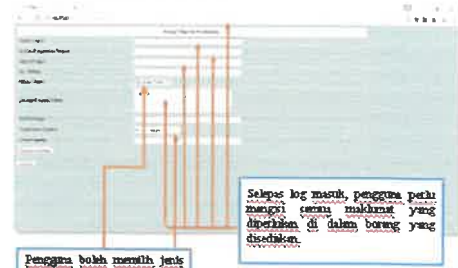
CARA MENGGUNAKAN SISTEM PELAPORAN KESELAMATAN.

Log Masuk untuk Pengguna

Pertama sekali, anda perlu log masuk ke dalam sistem dan tetapkan nama pengguna dan kata laluan dalam kotak yang disediakan oleh sistem. Semua jenis pengguna terdiri daripada pelajar PSP, pelajar yang belajar di PSP dan pelajar boleh mengakses ke dalam sistem ini. Ini bertujuan untuk pelajar untuk membuat aduan keselamatan dengan cepat dan pantas. Bagi pelajar dan pelajar mereka akan disediakan mengenai nama pengguna dan kata laluan untuk akses ke dalam sistem ini. Malah, bagi pelajar pula mereka akan diarahkan oleh staf dari keselamatan untuk akses ke dalam sistem ini.



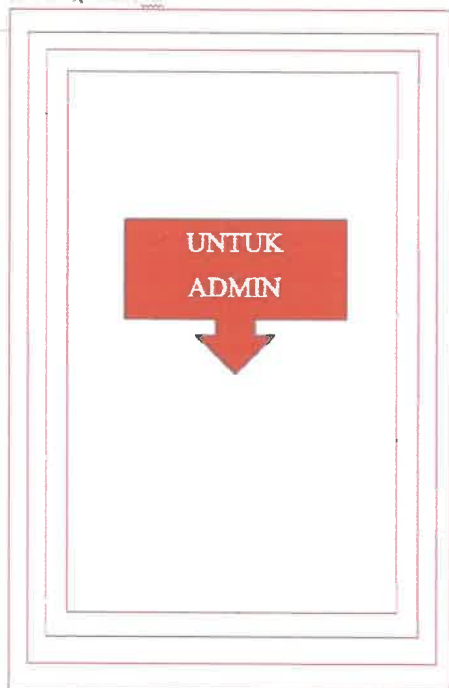
Cara untuk membuat aduan di dalam PSP.



Pengguna boleh memilih jenis pengguna lain seperti, pelajar ataupun pelajar.



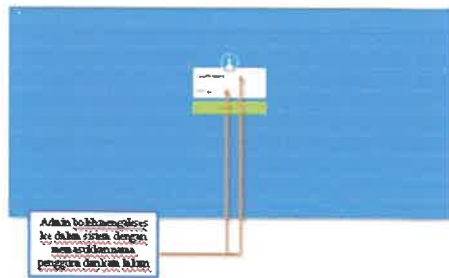
Setelah pengguna membuat aduan di dalam borang yang disediakan, pengguna akan menerima notifikasi terma lesen ini. Seterusnya pengguna boleh keluar dari sistem melalui butang "Kembali".



CARA MENGGUNAKAN SISTEM PELAPORAN KESELAMATAN.

Log Masuk untuk admin

Untuk admin, anda perlu log masuk ke dalam sistem dan tetapkan nama pengguna dan kata laluan dalam kotak yang disediakan oleh sistem. Hanya seorang sahaja admin dibenarkan untuk akses ke dalam sistem.



Report untuk admin

Admin akan melihat laporan ini selepas log masuk ke dalam sistem. Muka carian ini mengandungi semua maklumat dari para pelajar.



Admin boleh memencilkan semua laporan dengan menekan butang "Edit".

Tindakan admin dibenarkan kerana, sebagai admin, memencilkan status dengan menekan butang "Edit".

Kemahiran tambahan



Di paparan ini admin boleh memilih antara dua tuisyen iaitu "Dibahar" dan "Dituisyen". Sementara "Kapas" untuk menggunakan tuisyen.

Carian Laporan



Admin boleh mencari laporan berdasarkan nama pengguna di dalam ruangan yang disediakan.

Di ruangan ini, admin boleh mencari laporan yang telah dipaparkan menggunakan nama pelajar.

Hasil Laporan



Admin boleh memencilkan hasil carian yang dicari dengan menekan butang "Cetak" dan butang "Kembali" untuk kembali ke halaman sebelumnya.

Kemahiran sistem



Kemahiran sistem dengan menekan butang ini.

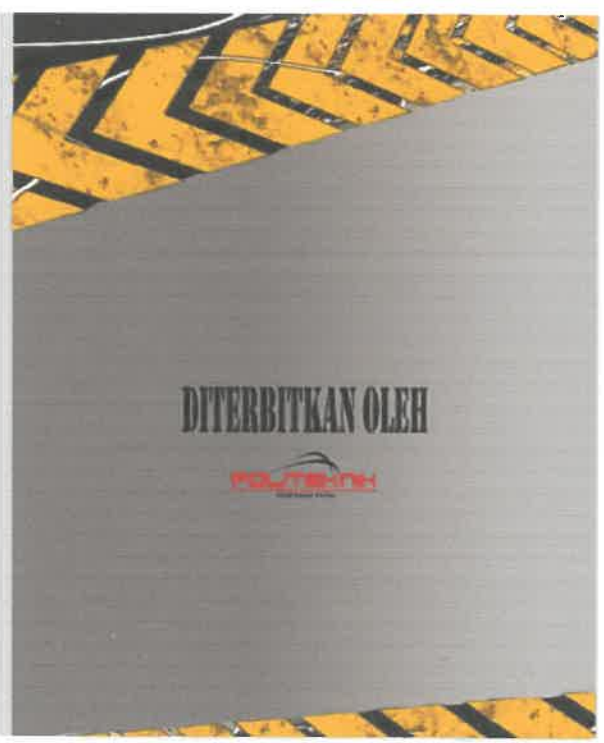


Figure 3.38: User manual of SPKes

3.2.2.4.3 User Training



Figure 3.39 :Done user training

Before trainee left the system with the organization, trainee need to give a training to other staff to ensure they can use the system properly without any problem. The purpose of user training also is to make organization's staff to understand well the system so it will facilitate them to make any update or changes for future use. Trainee make a user training between Head of Information and Communication of Technology's Unit (UICT), Mr Adi Badiozaman, Head of Division of Information Systems and Applications, Mrs. Daeng Bidaiya, and Advisor from Universiti Teknologi MARA (UiTM) Kampus Merbok, Mohd Zool Hilmie Mohamed Sawal.

3.2.2.5 Maintenance

For the maintenance phase, maintenance phase includes all the activity after the installation of software that is performed to keep the system operational. As we have mentioned earlier, software often has design faults. The two major forms of maintenance activities are adaptive maintenance and corrective maintenance. The corrective maintenance is changes made to a system to repair flaws in its design, coding, or implementation and adaptive maintenance is changes made to a system to evolve its functionality to changing business needs or technologies.

Maintenance is necessary to eliminate errors in the system during its working life and to tune the system to any variations in its working environments. It must meet the scope of any future enhancement, future functionality and any other added functional features to cope up with the latest future needs. It has been seen that there are always some errors found in the systems that must be noted and corrected. It also means the review of the system from time to time. The review of the system is done for knowing the full capabilities of the system, knowing the required changes or the additional requirements and studying the performance. If a major change to a system is needed, a new project may have to be set up to carry out the change. The new project will then proceed through all the above life cycle phases.

CHAPTER 4: CONCLUSION

Through the 5 months of the industrial training program in Information Technology Unit (UICT) at Seberang Perai Polytechnic (PSP), the trainee has gained a lot of valuable knowledge, skills and of course experience that trainee would not get in class. It is totally different from the study environment. Although the time frame of this training is appropriate for the trainee to gain skills and adapt to working environment. So this chapter will conclude the application of knowledge, skills and experience in undertaking the task (knowledge gained), personal thoughts and opinion, lesson learnt and limitations and recommendations by the trainee.

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

Basically, trainee have gain lots of knowledge during this industrial training. Working environments and study's environment were completely different. Here trainee learn on how to applied all the knowledge trainee gain from studies at UiTM. Here in UICT of PSP, trainee learn to interact with people from various races and knowledge as the UICT of PSP were the support unit and it served the student, academic staff and public which is vendor .

4.1.1 Improve communication skills

Trainee was able to interact and learn on how to deal with the staffs and students which is from teenager to the old ones. Moreover, during the training trainee also challenged to be proactive, confident and thoughtful in doing multitasking person and responsibilities given to ensure that trainee are able to produce the good outcome in making decision and able to applied all the knowledge and skills that have been learn in class to achieved self-satisfactions during practical

session. Thus, trainer as well despair that trainee will able to apply all the knowledge and experienced that was gained in working environment in the future.

4.1.2 Learn and doing technical process

Basically trainee only learn in theory despite of training. When learning the theory, trainee have to imagine the situation but when in practical training, trainee have chance to do the technical process practically. When trainee can practice it in real situation, trainee can have the experience and skill too. Trainee can do it on their own instead just sit and write. A part from that, trainee also learnt well on how to settle down problems when facing it. For example, facing problem with the printer or setup laboratory.

4.1.3 Problem solving skills

Trainee have to be an independent person and try to find solutions by their own. If the trainee not able to solve the problem, trainee must humbly ask other staff about the solutions. It is not waste if asking something for good purpose. When trainee confidence to do it so that trainee can solve the problems effectively and efficiently. For example, when trainee have to perform a daily task for the first time, so trainee take initiative to ask and learn from other practical training member that already sitting on that unit before. Trainee also learning by looking at the process while the staffs were doing it.

4.2 Personal Thought and Opinion

Trainee personal thought and opinion is that the PSP is a great place to do industrial training because of this organization have given trainee so much knowledge and as well as experience. During the journey throughout the past five month in UICT, trainee got to learn a new things,

meet new people, got to acquire communication skill and there are so much things that trainee have learned when first came to the organization. The trainee has observing each particular part in UICT department on how they do their daily task and handle problem. The knowledge of IT is very important to work in this department because almost everyday both students and staff will come and report their problem regarding WiFi, PC, student portal access, and so on. Trainee learns indirectly on how to keep calm while facing with the problems. Trainee also learn to be friendly and respect each other as the organization consists of academic and non-academic staff. So it has a different ways to communicate.

Besides that, the working space in UICT department is not too huge yet not too small. The working area can accommodate around 20 staffs which are very comfortable and not too crowded. From here, the trainee can make a conclusion that the management accentuates the comfort to ensure all staffs enjoy doing their works. The facilities provided also very sufficient. There provided a meeting area, a discussion area, pantry, printer, and so on. Meanwhile, there has the ICT equipment such as laptop. All staffs can rent the ICT equipment only for working purpose. All the facilities provided can make work become more effective and efficient. The trainee also can use all the facilities same as the staffs.

While doing the special project, the trainee needs a guide from the staff who expert in developing system but then the staff who expert in that are less. There are some skilled people but they also have their own job to be done so the time to discuss and learn is very limited. Most of the time trainee refers to video tutorial on YouTube and other website. It is more like self-learning process which at university the trainee practice the spoon feed concept by lecturer. The trainee also joins with the programs that organize by UICT in order to gain more knowledge and experiences.

4.3 Lesson Learnt

During the trainee industrial training, there are so many lesson have been learnt by trainee throughout the past five month of industrial training in the Information Technology Unit (UICT) at Seberang Perai Polytechnic (PSP). In UICT, the trainee learnt a lot and improves a little bit. There are some of the skills that the trainee grabs during the industrial training program within 5 months. The lesson learnt is the important of cooperation and teamwork. All the given task can be complete efficiently and quickly because the trainee can ask the industrial training supervisor and also other staffs for solving a certain problem that cannot be solved by the trainee herself. With a courage and determination, the trainee was able to contribute the ideas and insights in every task. Trainee can overcome anything, increase the self-management as trainee are able to improve so many things in self-management during industrial training in term of time management which is punctual to go to work, learnt about appropriate attire in work environment, meeting report deadlines for undertaking task, communicate properly with both staff and other patrons and because communication is essential to have. Communication skills are needed for speaking appropriately with a wide variety of people while maintaining a good eye contact, demonstrate a varied vocabulary and tailor language to the audience, listen effectively, present your ideas appropriately and many more things that trainee have learn and it was truly a very valuable experience to have.

4.4 Limitations and Recommendations

After 5 months the trainee being here in UICT to complete the IMC 690 course, personally the trainee can say that there are a little bit of differences between studying and working. From the differences the trainee finds some limitations and suggests the recommendations for it.

4.4.1 Limitations

4.4.1.1 Allowances

The organization stated earlier in the offer letter that allowances are not providing for the trainee. Throughout 5 months of industrial training program, the trainee needs to be saving. Fortunately the trainee's house and work place is near so it can cut the cost in terms of budget for fuel of the transportation. If the duration of the industrial training program only for 2 months, the trainee does not mind about the allowances. The trainee notified that the organization has prepared proposal about this issues but not accepted by those responsible.

4.4.1.2 Software

The other limitation that the trainee found in UICT is not providing software that the trainee might be used in daily routine. They asked to install it by self whatever software to use. The problem is the trainee cannot download and install the software that uses a license such as Adobe product. The trainee needs to use Adobe Photoshop, Microsoft Manager and Microsoft Visio. That software is needed in order to finish process of documentation system. In the end the trainee downloads the trial software and use open source software. For the trial software is limited because the trial only for 30 days.

4.4.1.3 Proper workplace

Trainee student have not been provided a proper workplace in this department. The table is very limited and just prepared for the staff only. While trainee student need to sitting at the meeting table. Fortunately the meeting table is enough to accommodate all the trainee student. But when the staff have a meeting and need to use the projector, trainee student need to move to another place and wait until the meeting is over. Sometime its a bit inconvenient when trainee is doing a special project but need to move to other place because the meeting table wants to be used by the staff. These things happen a few times as well.

4.4.2 Recommendations

4.4.2.1 Provide allowances

Information Technology Unit (UICT) should provide allowances for the trainee that undertakes the industrial training program there. No need to provide much but enough for the trainee to survive from beginning to the end of the industrial training program about 5 months. The allowances may cover the meals expenses which are quite expensive because the café charges according to staff standard. At the same time, the allowances also may cover the fuel of the transportation everyday.

4.4.2.2 Provide software needed

The trainee suggests that the organization provide the software needed by the trainee to do complete the tasks and works given. Do not ask the trainee to download and install it by self because the software needs the license before use it. As a big organization, it is does not matter to provide it for the trainee. Moreover, it will facilitate the trainee to complete the tasks and works given.

4.4.2.3 Provide a proper workplace

As mention at the limitation part about the proper workplace for the trainee, here the suggestion for it to improve the management of the trainee by the organization forthcoming. It need to be provided in order for trainee to be more effective in accomplish the task that been assigned to them. If they are not being given a proper place, it might disrupt them when employees want to use the place. Other than that, the trainee also need to bring their own notebook in order to doing the task given and this can contribute for stolen and loss of property.

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APPENDICES

APPENDIX A
(User Manual of SPKES)



PANDUAN PENGGUNA

**Sistem Pelaporan Keselamatan
(SPKES)**

ISI KANDUNGAN

Pengenalan Sistem Pelaporan Keselamatan (SPKes)	3
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PENGGUNA

Cara Menggunakan Sistem Pelaporan Keselamatan

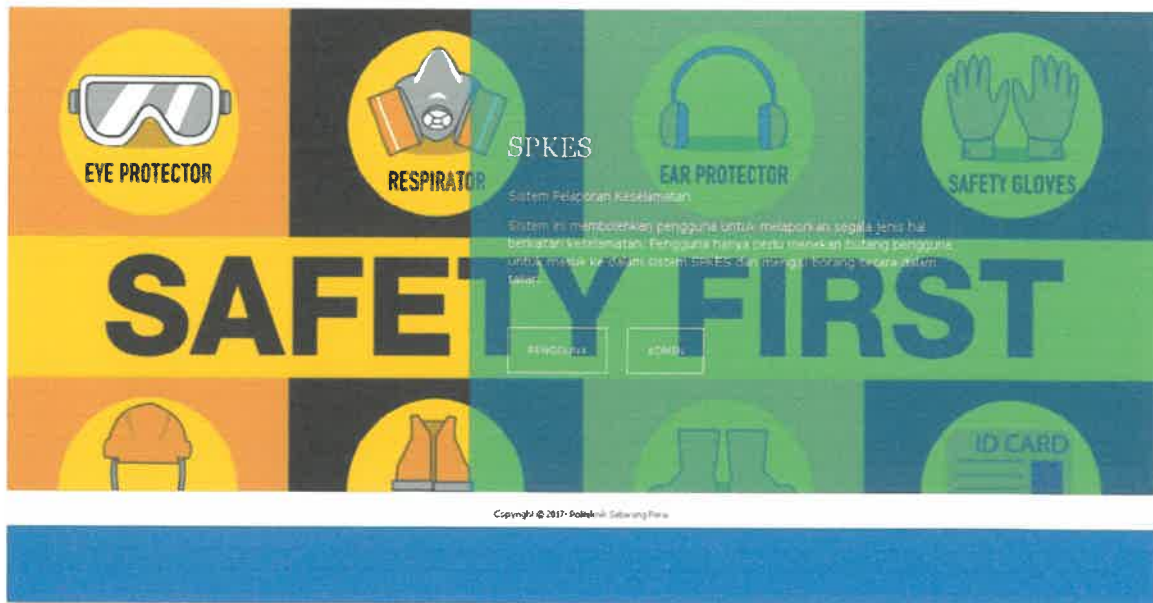
● <i>Log Masuk untuk Pengguna</i>	5
● <i>Cara untuk membuat aduan di dalam SPKes</i>	6

ADMIN/PENTADBIR

Cara Menggunakan Sistem Pelaporan Keselamatan

● <i>Log Masuk untuk admin</i>	8
● <i>Paparan untuk admin</i>	9
● <i>Kemaskini findakan</i>	9
● <i>Carian Laporan</i>	10
● <i>Hasil Laporan</i>	10
● <i>Keluar dari Sistem</i>	11

PENGENALAN SISTEM PELAPORAN KESELAMATAN (SPKes)



Sistem Pelaporan Keselamatan (SPKes) adalah sistem yang membolehkan pengguna menguruskan semua laporan dan aduan mengenai keselamatan di sekitar Politeknik Seberang Perai dengan cara mudah, cepat dan bebas yang pernah anda bayangkan. Sistem ini menawarkan penyelesaian yang berkesan bagi pengguna untuk membuat laporan. Manakala bagi admin pula, sistem ini menawarkan penyelesaian yang berkesan untuk menyimpan, mengatur, mencari, dan mengambil laporan dan aduan mengenai keselamatan di seluruh Politeknik Seberang Perai. SPKes mudah dan mesra pengguna untuk digunakan kerana sistem ini adalah sistem pelaporan yang memberi peluang kepada pelawat, pekerja dan pelajar untuk mengakses dan membuat laporan melalui talian.

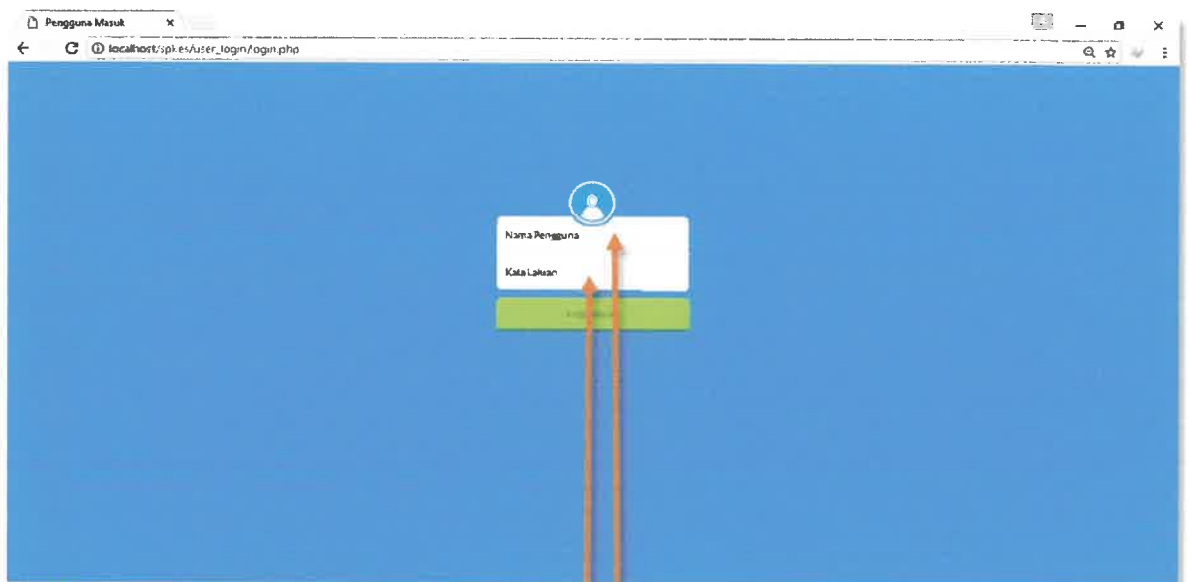
Sistem ini disediakan untuk dipakai di mana-mana sahaja, pada bila-bila masa dan ia dijamin oleh admin yang bertanggungjawab terhadapnya. Apa lagi yang anda boleh mengakses sistem pelaporan ini dari mana-mana peranti web sama ada anda berada di meja anda, bekerja dari jabatan atau di kafe di Politeknik Seberang Perai selagi anda berada di dalam rangkaian tempatan PSP.



CARA MENGGUNAKAN SISTEM PELAPORAN KESELAMATAN.

Log Masuk untuk Pengguna

Pertama sekali, anda perlu log masuk ke dalam sistem dan letakkan nama pengguna dan kata laluan dalam kotak yang disediakan oleh sistem. Semua jenis pengguna terdiri daripada pekerja PSP, pelajar yang belajar di PSP dan pelawat boleh mengakses ke dalam sistem ini. Ini bagi membantu para pelapor untuk membuat aduan keselamatan dengan cepat dan pantas, Bagi pekerja dan pelajar mereka akan didedahkan mengenai nama pengguna dan kata laluan untuk akses ke dalam sistem ini. Manakala bagi pelawat pula mereka akan dibimbing oleh staf dari unit keselamatan untuk akses ke dalam sistem ini.



Disini pengguna perlu memasukkan nama pengguna dan kata laluan

Nota :

Ada tiga nama pengguna dan kata laluan untuk akses ke dalam sistem ini iaitu:

Nama Pengguna	Kata Laluan
pengguna1	pengguna1
pengguna2	pengguna2
pengguna3	pengguna3

Cara untuk membuat aduan di dalam SPKes.

The screenshot shows a web browser window with a form titled "Borang Pelaporan Keselamatan". The form contains several input fields: "Nama Pelapor", "No Kad Pengiraan Pelapor", "Alamat Pelapor", "No. Telefon", "Status Pelapor", "Malah/Kesedaran/Aduan", "Staff Bertugas", "Tarikh/Masa Kejadian", and "Lokasi Kejadian". There is also a dropdown menu labeled "Sila Pilih Pihak". Orange arrows point from a text box to each of these fields. A "Kembali" button is located at the bottom left of the form.

Pengguna boleh memilih jenis pengguna iaitu pekerja, pelajar ataupun pelawat.

Selepas log masuk, pengguna perlu mengisi semua maklumat yang diperlukan di dalam borang yang disediakan.

The screenshot shows a confirmation message: "Terima Kasih! Aduan anda telah berjaya dihantar". Below the message is a "Kembali" button. An orange arrow points from a text box to the button.

Pengguna boleh keluar dari sistem dengan menekan butang "Kembali"

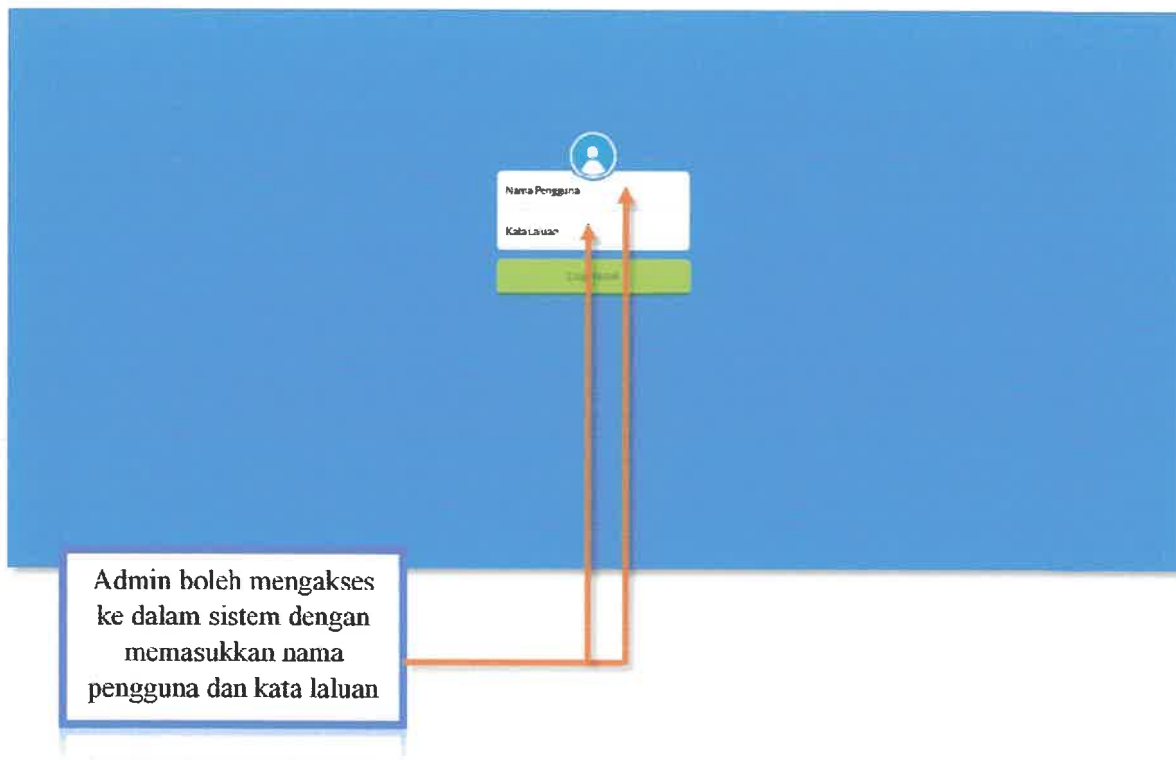
Selepas pengguna membuat aduan di dalam borang yang disediakan, pengguna akan menerima notifikasi terima kasih ini. Seterusnya pengguna boleh keluar dari sistem melalui butang "Kembali".



CARA MENGGUNAKAN SISTEM PELAPORAN KESELAMATAN.

Log Masuk untuk admin

Untuk admin, anda perlu log masuk ke dalam sistem dan letakkan nama pengguna dan kata laluan dalam kotak yang disediakan oleh sistem. Hanya seorang sahaja admin dibenarkan untuk akses ke dalam sistem.



Paparan untuk admin

Admin akan melihat paparan ini selepas log masuk ke dalam sistem. Muka surat ini mengandungi semua maklumat dari para pelapor.

The screenshot shows the 'SISTEM PELAPORAN KESELAMATAN' dashboard. At the top, it says 'LAPOFAN KELUAR'. Below is a table titled 'Borang Pelaporan Keselamatan' with columns: ID, Nama Pelapor, No. KP, Alamat, No. Telefon, STATUS, Masalah/Kerusakan yang Bertindak, Masa yang Terkhuat, Tarikh, Lokasi Kejadian, Tindakan, and Update. Two rows are visible: one for 'vivvy' and one for 'Siti'. Below the table, there are two callout boxes. The first box points to a 'Cetak' button and contains the text: 'Admin boleh mencetak semua laporan dengan menekan butang "Cetak"'. The second box points to an 'Edit' button and contains the text: 'Tindakan akan dibiarkan kosong, sehingga admin menukar status dengan menekan butang "Edit"'. The 'Edit' button in the table is circled in red.

ID	Nama Pelapor	No. KP	Alamat	No. Telefon	STATUS	Masalah/Kerusakan yang Bertindak	Masa yang Terkhuat	Tarikh	Lokasi Kejadian	Tindakan	Update
9	vivvy	909	2222	7990	Pelajar	har	zainol	2017-07-06	Blok D		Edi
8	Siti	9900-01-0092	1234, Jalan Semarak, Tanjung Pandang, 0000 Jakarta	0123456789	Pelawat	Kenderaan bertembung dihadapan pagar PSP	En Murhu	2017-06-30	Hadapan pagar PSP	Dilulus	Edi

Kemaskini tindakan

The screenshot shows the user profile page for 'vivvy'. It displays personal information like name, ID, address, and phone number. It also shows details of the report, including the staff member 'zainol' and the date '2017-07-06'. Under the 'Tindakan' field, a dropdown menu is open, showing two options: 'Ditolak' and 'Diterima'. The 'Ditolak' option is currently selected.

Di paparan ini admin boleh memilih antara dua tindakan iaitu "Ditolak" atau "Diterima". Seterusnya "simpan" untuk mengemaskini tindakan.

Carian Laporan

Admin boleh mencari laporan berdasarkan nama pengguna di dalam ruangan yang disediakan

ID	Nama Pelapor	No. Kuit. Pengeluaran Pelaporan	Alamat PagarPSP	No. Telepon	Status Pelapor	Masalah/Keselamatan/Alasan	Staff Bertugas	Tanggal/Masa Kejadian	Lokasi Kejadian	Tindakan
9	viv	909	2222	7890	Pelajar	hai	zainol	2017-07-06	Blok D	Dilulus
8	Siti	9900-01-0092	1234, Jalan Semarak, Tanjung Pandang, 0000 Jakarta	0123456789	Pelawat	Kenderaan bertembung dihadapan pagar PSP	En Murthu	2017-06-30	Hadapan pagar PSP	Dilulus

Di ruangan ini, admin boleh mencari laporan yang telah dilaporkan menggunakan nama pelapor.

Hasil Laporan

Cetak

ID	Nama Pelapor	No. Kuit. Pengeluaran Pelaporan	Alamat PagarPSP	No. Telepon	Status Pelapor	Masalah/Keselamatan/Alasan	Staff Bertugas	Tanggal/Masa Kejadian	Lokasi Kejadian	Tindakan
8	Siti	9900-01-0092	1234, Jalan Semarak, Tanjung Pandang, 0000 Jakarta	0123456789	Pelawat	Kenderaan bertembung dihadapan pagar PSP	En Murthu	2017-06-30	Hadapan pagar PSP	Dilulus

Admin boleh mencetak hasil carian yang dicari dengan menekan butang “Cetak” dan butang “Kembali” untuk kembali ke mukasurat sebelumnya.

Keluar dari sistem

SISTEM PELAPORAN KESELAMATAN

LAPORAN KELUAR

Borang Pelaporan Keselamatan

ID	Nama Pelapor	No. KSP	Alamat	No. Telefon	Status	Masalah/Peristiwa/Kejadian yang berlaku	Nama Pihak Terasa	Tarikh	Lokasi Kejadian	Status	Update
9	wivy	909		7950	Pelajar	hai	zainol	2017-07-06	Blok D	Dilulus	Edit
8	Siti	9900-01-0092	1234, Jalan Semarak, Tanjung Pandang, 08000 Jakarta	0123456789	Pelawat	Kenderaan bertembung dihadapan pagar PSP	En Mutthu	2017-06-30	Hadapan pagar PSP	Dilulus	Edit

Keluar dari sistem dengan menekan butang ini

DITERBITKAN OLEH



APPENDIX B

**(User Manual of “Kursus
Profesional JOOMLA 3.6”)**



POLITEKNIK

Seberang Perai

Jabatan Pengajian Politeknik



Panduan Asas Pentadbir Laman Sesawang



joomla.org



Sekapur Sirih

OpenSourceMatters

Joomla! ialah sebuah sistem pengurusan kandungan sumber terbuka yang diedarkan secara percuma. Ia ditulis dalam bahasa pengaturcaraan PHP untuk menerbitkan kandungan ke laman web dan intranet dengan menggunakan Pangkalan data MySQL.

Ciri-ciri unik Joomla! termasuklah laman cache untuk meningkatkan prestasi, RSS, laman boleh cetak, berita terkini, blog, undian, carian laman, dan bahasa-bahasa.

Nama "Joomla" diambil daripada perkataan Swahili iaitu jumla yang bermaksud "mari bersama-sama" atau "secara keseluruhannya". Ia dipilih bagi menunjukkan komitmen pasukan pembangunan dan komuniti projek berkenaan. Keluaran pertama Joomla! (Joomla! 1.0.0) diumumkan pada 16 September 2005. Ini adalah keluaran penjenamaan semula Mambo 4.5.2.3 digabungkan dengan pembaikan keselamatan serta pepijat komputer. Di peta laman projek ini, pasukan pembangunan asas menyatakan bahawa Joomla! 1.5 adalah kod yang ditulis semula dengan dibina menggunakan bahasa pengaturcaraan PHP 5. Versi terbaharu menyokong PHP 7

Joomla! dibebaskan di bawah Lesen Dokumentasi Bebas GNU.

Joomla! mula terjadi apabila terjadinya pembangunan perisian daripada versi Mambo diantara Miro Corporation dari Australia, pemegang hak cipta Mambo pada masa itu, dan kesemua ahli pemaju pusat. Kedua-dua kumpulan berpisah pada 17 Ogos 2005. Miro Corporation menubuhkan sebuah yayasan dengan tujuan untuk menaja projek itu dan melindunginya daripada tindakan undang-undang. Pasukan pembangunan mendakwa bahawa banyak struktur yayasan berkenaan melanggar perjanjian yang dibuat oleh Jawatankuasa Mambo yang dilantik. Mereka juga mendakwa kurangnya perbincangan dengan pemegang saham utama dan melanggar nilai-nilai asas Sumber Terbuka.

Pasukan pembangunan mencipta sebuah laman web yang dipanggil OpenSourceMatters untuk mengedarkan maklumat kepada para pengguna, pemaju, pereka web dan komuniti secara amnya. Ketua projek pada waktu itu, Andrew Eddie, juga dikenali sebagai "MasterChief," menulis sepucuk surat terbuka kepada komuniti, yang muncul di papan pemberitahuan di forum awam di mamboserver.com.

Menjelang keesokkan hari, 1000 orang telah menyertai laman forum opensourcematters.org dengan kebanyakan mesej menunjukkan perkataan-perkataan semangat dan galakan kepada Pasukan Pembangunan. Laman web berkenaan menerima komen dan artikel berita berhubung peristiwa berkenaan di newsforge.com, eweek.com, and ZDnet.com. CEO Miro, Peter Lamont, memberi respon awam di dalam artikel bertajuk Kontroversi Sumber Terbuka - 20 Soalan Bersama Miro.

Peristiwa ini telah mengakibatkan komuniti sumber terbuka berfikir semula tentang apa tafsiran "Sumber Terbuka". Laman-laman forum di kebanyakan projek sumber terbuka dibanjiri dengan mesej-mesej menyokong dan menentang tindakan kedua-dua pihak berkenaan. Khabar-khabar angin dan tuduhan tentang kesilapan yang dilakukan oleh Miro dan Yayasan Mambo mula menjadi hangat.

Dalam masa dua minggu selepas pengumuman Eddie, pasukan-pasukan mula disusun semula dan komuniti ini mula tumbuh. Pada 1 September 2005 nama baru diumumkan dengan sambutan berbeza oleh 3000+ penyokong setia Pasukan Pembangunan. (Sumber sejarah dari Wikipedia)

Kandungan

Pengenalan Kepada CMS Joomla!

Mengetahui Keperluan untuk Pemasangan Joomla!
Pemasangan (Installation) WebServer, PHP & MySQL
Pemasangan (Installation) CMS Joomla! Core 3.6.5

3 Rahsia Cara Mudah Memahami Joomla!

Mengenalpasti 3 Perkara Penting dalam sesebuah Joomla!
Memahami 3 Perkara Penting Joomla!
Membuat Konfigurasi Global

Pemasangan Template

Jenis-jenis Template
Memahami fungsi dan penggunaan Template
Mengenalpasti Template Position
Mendapatkan Template Percuma atau Berbayar

Mulakan Pembangunan Web Joomla!

Membina Menu dan Submenu
Apa itu Menu Class Suffix dan Module Class Suffix
Membina Article & Memasukkan Gambar

Apa itu Extention?

Dimana Mendapatkan Extention?
Cara Memasang Extentions Plugins?
Memasang Extention Galeri Gambar, Video & Audio
Pengurusan Article (Categories, Article dan Tags)
Membina kandungan artikel dalam format Blog
Menyusun atur format Blog
Menguruskan Halaman Utama (Featured Article / Category Blog)

Pemasangan Module

Apa itu Module?
Langkah-langkah Penting Pemasangan Module
Cara Pemasangan Module Joomla! Core
Cara Pemasangan Module dari JED
Pemasangan Module mengikut keperluan ProBe
Pembinaan Menu Tambahan & Module Menu

Pemasangan Components

Membuat Pilihan Bahasa (Melayu, English dan lain-lain)
Pemasangan Extension Language
Apa itu Joomla! System Language?
Apa itu Contents Language?
Sambungan membuat Pilihan Bahasa
Pilihan Bahasa - Menu
Pilihan Bahasa - Module
Pilihan Bahasa - Article
Asas Keselamatan Joomla!
Pengurusan Extention (Module, Plugin, Language, Template, Components)
Membuat Backup dan Restore
Memasang web Joomla! yang telah siap dihosting / Internet
Apa itu Domain & Hosting?
Memindahkan Fail Web Joomla ke Hosting
Membina Database
Membina Username

Pengenalan Kepada CMS Joomla!

CMS atau Contents Management System, merupakan suatu alat yang sesuai digunakan bagi kerja-kerja penerbitan kandungan didalam laman web, terutamanya portal dan blog

Maklumat seperti teks, gambar dan video lebih mudah dimuatnaik dan diselenggara menggunakan platform seperti ini, mejadikan tugas pengendali laman lebih mudah dan cekap

Tidak ada keperluan khusus untuk kemahiran pengaturcaraan PHP, HTML dan CSS diperlukan tetapi ia amatlah membantu jika anda ingin mengubahsuai fungsi asal sesebuah extension atau template. Ini adalah salah satu sebab mengapa Joomla! sangat popular digunakan

Mengetahui Keperluan untuk Pemasangan Joomla!

Sebagai perisian yang dibangun menggunakan bahasa pengaturcaraan PHP dan MySQL, kita perlukan platform ini dipasang pada komputer kita terlebih dahulu sebelum boleh digunakan

Pemasangan (Installation) WebServer, PHP & MySQL

Ada terdapat banyak perisian ini yang boleh didapati secara percuma seperti XAMPP, WAMP dan MAMP. Kesemua perisian ini boleh dimuat turun dengan percuma seperti dibawah;

XAMP (Cross Platform / Window & Linux) - <https://www.apachefriends.org/download.html>

WAMP (Platform Window) - <http://www.wampserver.com/en/>

MAMP (Platform OSX) - <https://www.mamp.info/en/>

USB WebServer - <http://www.usbwebserver.net/en/>

Nota lanjutan pemasangan XAMPP di <http://www.phpknowhow.com/basics/working-with-xampp/>

Setelah dimuat turun, klik pada fail *installer* dan teruskan ikut arahan pada dialog tettingkap

Taipkan pada browser anda alamat ini - <http://localhost:8080/> atau <http://localhost>

Ini adalah dipanggil "*Localhost Environment*" kita akan membincangkan lebih lanjut lagi tentang "Webhost" dan "Internet Server" diakhir bab nanti

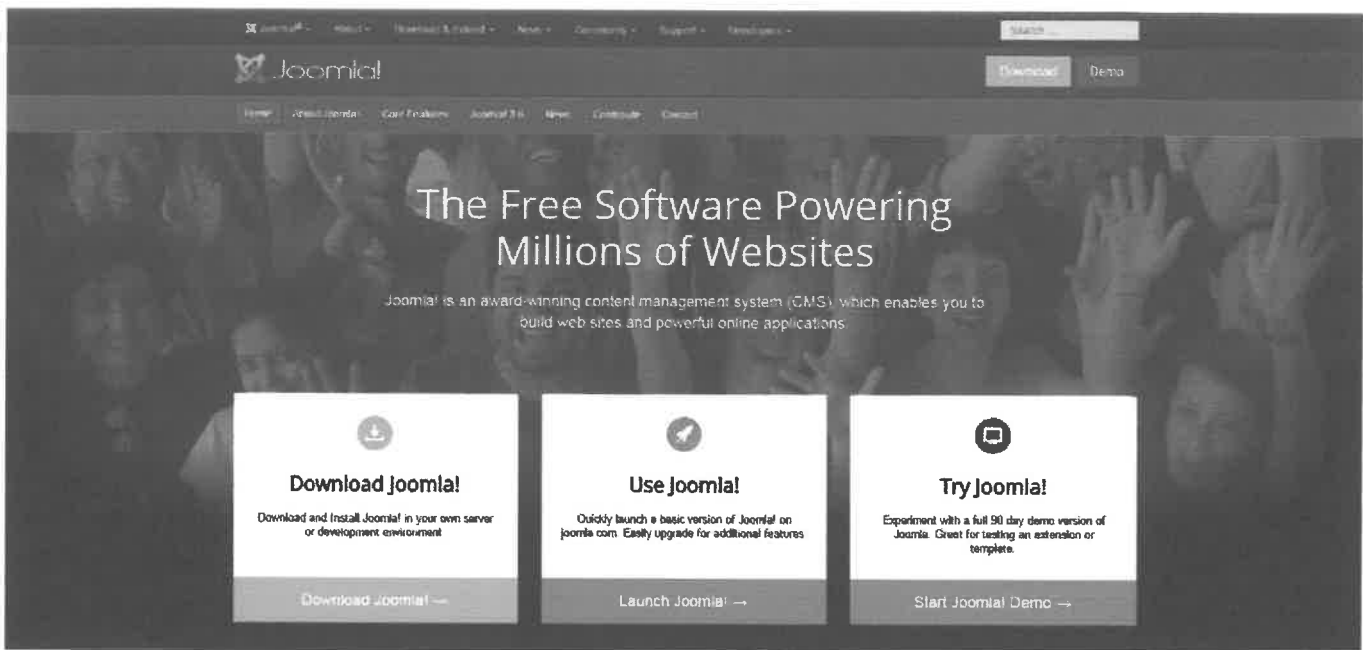
Cari folder **root** atau **htdocs** didalam *drive* C: komputer anda mengikut jenis perisian localhost yang anda gunakan, biasanya folder ini akan terdapat didalam direktori perisian ini tadi

Muat turun installer Joomla! disini dan unzip serta letakkan didalam folder root atau htdoc itu tadi <https://downloads.joomla.org/cms/joomla3/3-6-5/joomla-3-6-5-stable-full-package-zip?format=zip>
<http://localhost> tadi kita tambahkan nama folder unzip tadi dihubungnya <http://localhost/namafolder>

Pemasangan (Installation) CMS Joomla! Core 3.6.5

Pada suatu masa dahulu, pembangun laman sesawang biasanya akan membangunkan laman mereka pada localhost atau di PC mereka sebelum dimuatnaik pada webhost, pada masa sekarang, ianya sudah tidak sesuai lagi kerana kebanyakan *Web Hosting* sudah mempunyai installer terbina dalam (*Built-in Installer*).

Untuk mengelakkan masalah CHMOD atau "*files permissions*" diantaranya, kita akan tumpukan terus membuat laman kita di live webhost, terdapat fungsi "*Site Offline*" dimana laman kita boleh dilawati tetapi memaparkan *blank page* dengan nota *offline* site itu tadi

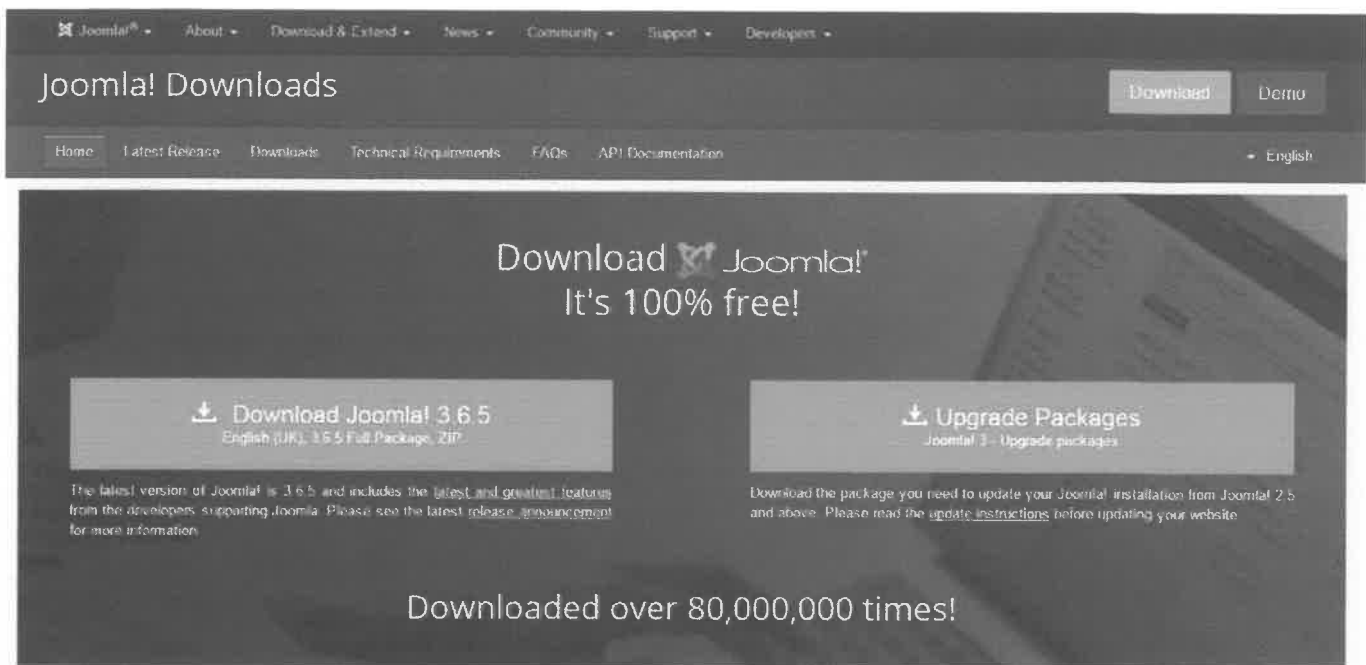


Ini adalah laman utama portal Joomla! <https://www.joomla.org/> dimana anda boleh mendapatkan fail asal muat turun Joomla! dan pelbagai jenis extension yang lain, juga terdapat forum untuk seluruh pengguna diseluruh dunia, anda boleh berkongsi masalah tentang laman Joomla! disini untuk mendapatkan nasihat dari masyarakat pengguna yang lain secara percuma, kebiasaanya Anda boleh melawati forum ini dicapai berikut - <https://forum.joomla.org/>



Board index			
Register Login			
It is currently Sat Apr 08, 2017 11:32 am			
Joomla! ANNOUNCEMENTS	TOPICS	POSTS	LAST POST
Announcements Announcements from the Joomla! Project for the attention of all Users. We encourage all Joomla! users to subscribe to this forum or check it regularly. Joomla! Security Updates: http://feeds.joomla.org/JoomlaSecurityNews Joomla! Vulnerable Extensions: http://feeds.joomla.org/JoomlaSecurityV ... Extensions Subforum: Announcements Discussions	448	11026	Re: Discuss Joomla! 3.5 Beta 3 by andypooz G Wed Mar 29, 2017 6:41 am
Joomla! 3.x ASK SUPPORT QUESTIONS HERE	TOPICS	POSTS	LAST POST
General Questions/New to Joomla! 3.x General questions relating to Joomla! 3.x. Please consider the availability of third-party templates and extensions when deciding which Joomla version to use. Moderator: General Support Moderators	22677	92787	Re: Warning Jinstaller: :Ins... by VideoWhisper G Sat Apr 08, 2017 10:07 am
Installation Joomla! 3.x Need help installing Joomla! 3.x? For all Joomla! 3.x installation issues please use this forum. Note: Users creating new sites can use either version 2.5 or 3.x. Please consider the availability of third-party templates and extensions when deciding which Joomla version to use.	2470	13147	Re: Help Upgrading to Joomla ... by leolam G Thu Apr 06 2017 3:27 pm

Juga terdapat sub forum khas untuk pengguna di Malaysia dimana anda boleh menggunakan Bahasa Malayu sebagai bahasa pengantar



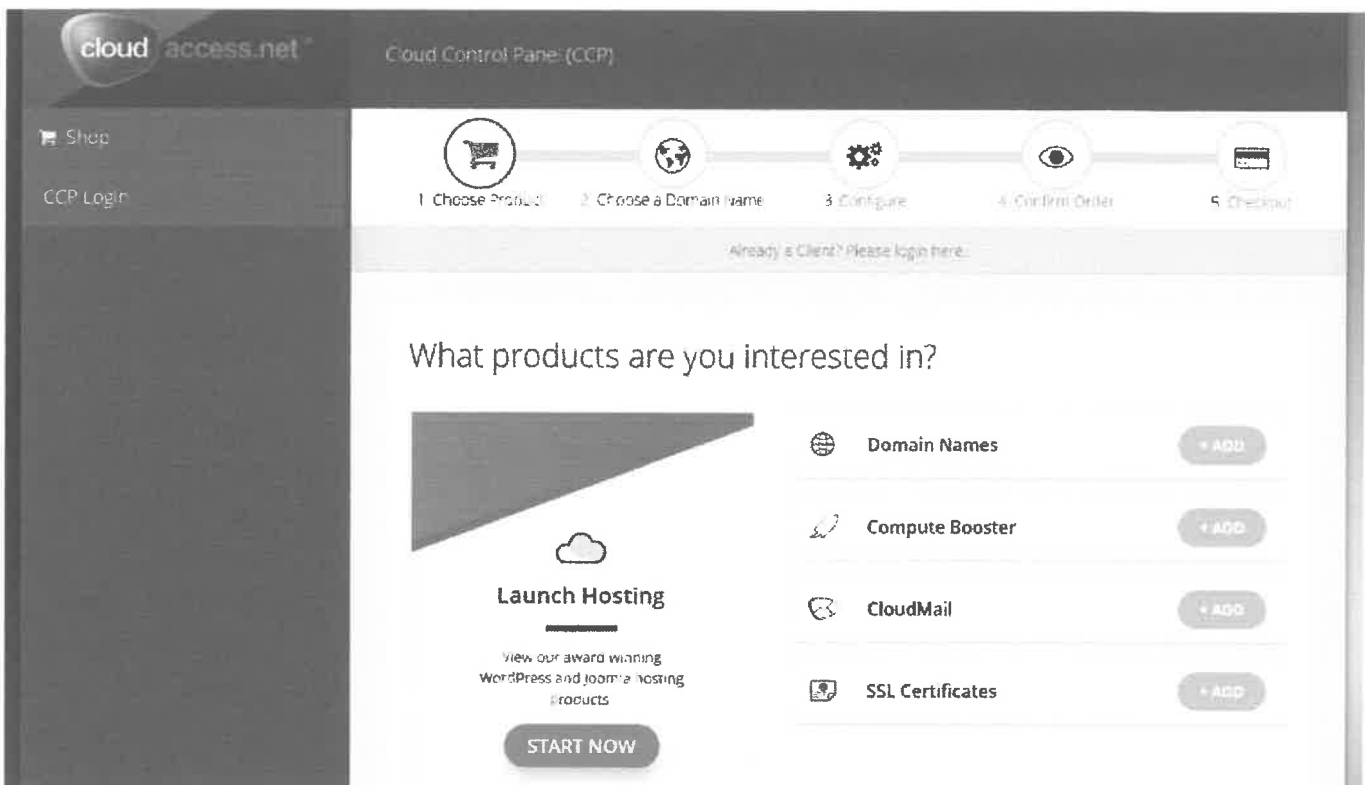
Ini adalah muka laman untuk memuat turun fail pemasangan Joomla! secara percuma di <https://downloads.joomla.org/>

Seperti yang kita bincangkan tadi, kali ini kita akan teruskan webhost, menggunakan perkhidmatan hosting server percuma dari Cloud Access di <https://www.cloudaccess.net/>



Klik pada butang *Sign Up* pada belah atas kanan dan teruskan untuk membuat akaun pengguna anda. Disini anda boleh memilih untuk membuat laman berdasarkan platform Joomla! ataupun Wordpress secara percuma. Anda akan diberikan alamat sub domain yang terhad yang boleh dinaik taraf kepada nama domain anda sendiri dengan melanggan perkhidmatan dari mereka

Anda diberi akses secara percuma selama 30 hari, kemudian anda harus memperbaharui laman anda secara manual secara 30 hari lagi secara percuma, ini adalah untuk mengelakan pembaziran sumber server mereka



Klik pada butan **Start Now** dan pilih **Free Plan** seperti dibawah ini

Free Plan	Mini Plan	Standard Plan	Business Plan	Enterprise Plan
\$0/mo	\$10/mo	\$20/mo	\$100/mo	\$200/mo

Free Plan

The limited Free Plan provides anyone the opportunity to learn and build with a fully functional website. Choose your free subdomain and if you need help building, you can upgrade at anytime to utilize our expert Support Team.

Perfect for: Staging sites, testing and development

Want more specifics?
[Visit our Pricing page](#)

Comes with:

- 500MB Disk Space
- 1 CPU Core
- 1 GB RAM
- FTP
- PHPMyAdmin
- Free Subdomain

START NOW

Anda kemudian akan dibawa kehalaman berikutnya dimana anda boleh memilih untuk menggunakan Joomla! ataupun Wordpress

← GO BACK

Which CMS is right for you?

Together Joomla! and WordPress power nearly 30% of world's websites. They have achieved this because they are both easy to use and open source. The result is thriving developer communities, great security and many thousands of add-ons that allow for extensive flexibility.



WordPress



FLEXIBILITY



EASY TO USE

START NOW



Joomla!



FLEXIBILITY



EASY TO USE

START NOW

Apakah Platform yang Sesuai?

Kita tidak boleh mengatakan bahawa sesebuah platform itu adalah yang terbaik dikalangan yang lain, ini adalah kerana keperluan sesetiap pentadbir laman itu adalah berbeza tergantung pada sumber yang ada terutamanya masa untuk disiapkan sesebuah laman sesawang itu

WordPress adalah sangat mudah digunakan dan serba boleh, ia sangat popular diseluruh dunia dimana mengikut rangkaian ia digunakan untuk membina 25% laman sesawang diseluruh dunia

Ia sangat cekap didalam menguruskan SEO dan ini adalah penting untuk Google Ranking kita

Pada kali ini kita akan tumpukan pada Joomla! sebagai platform utama kita didalam pembinaan sesuatu laman sesawang yang dinamik dan mudah diurus oleh pengendali laman



1. Choose Product



2. Choose a Domain Name



3. Configure



4. Confirm Order



5. Checkout

Already a Client? Please login here.

Choose a Domain Name

Product: Free Joomla! Site

Free sites are limited to sub-domains. You can upgrade later if a custom domain name is required.

Create a Free Subdomain

This is a common option for use during migrations or while creating your site. You can always change to a custom domain name later.

Register a New Domain

Purchase a brand new domain name for this website. Type in the domain name you would like to use and we will check if it's available for you.

Use Existing Domain

If you already have a domain name registered elsewhere, you can simply point the domain name to this site.

Transfer Existing Domain

You would like to transfer a domain registered elsewhere to CloudAccess.net. This option requires additional time to perform the transfer.

http://

- .cloudaccess.host
- .cloudaccess.host
- .freesite.host
- .jdevcloud.com
- .wpdevcloud.com

Disini anda boleh memilih nama sub domain anda, perkhidmatan percuma ini boleh dinaiktaraf pada bila-bila masa. Isikan nama seperti apa yang anda mahukan dan klik pada butang *Next Step*

Product: Free Joomla! Site

Please choose from the following options.

Joomla! Version:



Pada masa buku ini ditulis, versi terbaru adalah 3.6.5, dan penghujung tahun 2017 atau awal 2018 kita akan dapat melihat versi *Long Terms Support (LTS)* terbaru iaitu Joomla! 4.0

Pre-installed Template

CloudBase3	Preview
CloudBase3	
Protostar (Default Joomla)	

What Do You Plan to Build?

A brief description of your goals will allow our team to provide an even better service to you.

Next step

Pada peringkat ini, anda boleh memilih template Protostar seperti diatas, juga sila tulis sedikit maklumat tentang tujuan anda menggunakan perkhidmatan percuma mereka seperti diatas ini

Order Summary

Free Joomla! Site	Edit Configuration Remove
Joomla! Version: 3.6	
Pre-installed Template: Protostar (Default Joomla)	
Domain: psp.cloudaccess.host	
FREE!	

+ Add More Products

Promotional Code: Validate Code

Total Due Today: \$0.00 USD

CHECKOUT

Payment Method

Free Order Credit Card Payment PayPal

I agree to the CloudAccess.net Terms of Service and certify that sites in my account will not be used for fraudulent or malicious purposes.

Complete Order

Pastikan anda tandakan kedua ruangan *Free Order* dan *I agree* seperti diatas dan seterusnya klik pada butang *Complete Order*

Thank you! Your order is complete.

What's next?

- Go to your Cloud Control Panel (CCP) and start building!
- Take a tour of Cloud Control Panel
- Check out our free webinar to learn more

The screenshot shows the Cloud Access.net Cloud Control Panel (CCP) dashboard. The top navigation bar includes the logo, the title 'Cloud Control Panel (CCP)', and a dropdown menu for 'Choose your active product'. The main content area is divided into a left sidebar and a main panel. The sidebar contains a 'Welcome PSP Web Portal' section with 'EDIT PROFILE' and 'LOGOUT' buttons, a 'Need help? Call us +1-231-401-7160' link, an 'Add Funds' section showing '\$0.00 USD', and navigation links for 'CCP Home', 'Shop', 'Support', and 'Training'. The main panel features a 'Your products' section with a table of active products. The table has columns for 'Product/Service', 'Status', 'Renew By', 'Renew', 'Upgrade', 'Terminate', and 'Actions'. The first row shows 'Free Joomla! Site' with a status of 'Active', a 'Renew By' date of '465 days', and buttons for 'Renew', 'Upgrade', and 'Terminate'. The 'Actions' column contains 'Manage' and 'Login' buttons. The 'Renew' button and the 'Login' button are highlighted with red boxes.

Ini adalah *Dashboard* anda yang baru selepas anda mendaftar akaun tadi, disini kita akan melihat senarai domain kita, status, butang *Renew*, *Upgrade*, *Terminate* dan *Login*

Renew by bermaksud bilangan hari yang tinggal untuk kita memperbaharui *hosting* kita, ini boleh dilakukan secara mudah dan percuma dengan hanya klik pada butang *Renew*, dan anda akan mendapat langganan percuma selama 30 hari lagi

Klik pada butang *Login* disebelah kanan dan *Control Panel* laman anda akan dibuka secara automatic, nama pengguna dan kata laluan juga telah diemel kepada anda dialamat emel yang anda gunakan ketika pendaftaran account sebelum ini, anda juga boleh menukarnya disini nanti

Ini adalah laman anda yang baru, biasanya ia dirujuk sebagai *Front End* cuma ada sedikit teks dan gambar pada bahagian hadapan dan kita akan mengubahsuai kandungan mengikut kesesuaian

Your Joomla! Site hosted with CloudAccess.net

Search

Home



Popular Tags

- Joomla

Latest Articles

- Getting Started

Login Form

Username

Password

Remember Me

[Forgot your username?](#)

[Forgot your password?](#)

Getting Started

Joomla

It's easy to get started creating your website. Knowing some of the basics will help.

What is a Content Management System?

A content management system is software that allows you to create and manage webpages easily by separating the creation of your content from the mechanics required to present it on the web

In this site, the content is stored in a *database*. The look and feel are created by a *template*. Joomla! brings together the template and your content to create web pages.

Logging in

To login to your site use the user name and password that were created as part of the installation process. Once logged-in you will be able to create and edit articles and modify some settings.

Creating an article

Ini adalah *Control Panel* laman pengendali atau juga dikenali sebagai *Back End* untuk masuk kesini anda cuma perlu tambah perkataan *administrator* pada *URL* laman anda seperti www.namadomain/administrator, ada juga terdapat plugin untuk menukar URL untuk keselamatan

| Visitors | Administrator | Messages |

Untuk melihat laman hadapan anda, cuma klik pada ikon *View Site* seperti diatas

3 Rahsia Cara Mudah Memahami Joomla!

Mengenalpasti 3 Perkara Penting dalam sesebuah Joomla!

Secara asasnya, didalam sesebuah laman sesawang, perkaranya yang paling penting ialah kandungan, kerana pelawat datang ke sesebuah laman itu adalah untuk mendapatkan maklumat tentang sesuatu perkara, ini menepati kata slogan para pembangun laman iaitu **Contents is King**

Memahami 3 Perkara Penting Joomla!

Untuk memudahkan kita memahami element kandungan Joomla! Kita boleh bahagikan kepada 3;

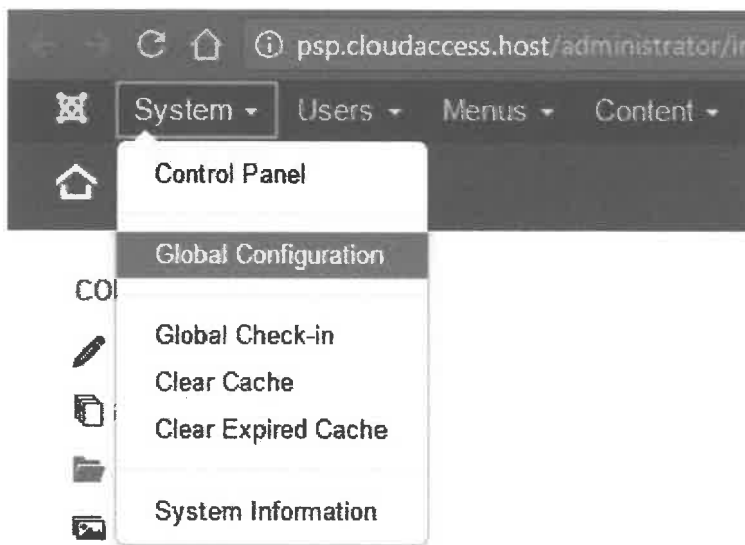
Category - Didalam sesebuah buku, kategori boleh difahami sebagai jilid ataupun bab cerita

Article - Kandungan berbentuk teks, gambar atau pun video

Tag - Kata kunci yang boleh diletakan pada setiap artikel, ini memudahkan proses pengelasan

Membuat Konfigurasi Global

Sebelum membuat sesebuah laman, terutamanya jika kita terus membina laman kita di *webhost*, pada muka hadapan kita kelihatan kosong, atau tidak terdapat banyak kandungan seperti tadi



Pergi pada tab System dan klik pada Global Configuration seperti rajah diatas

Joomla! would like your permission to collect some basic statistics.

In order to better understand our install base and end user environments, this plugin has been created to send those statistics. Plugins > System - Joomla! Statistics. [Click here to see which information will be sent.](#)

Enable Joomla Statistics?

Always

Once

Never

Kebiasaanya, selepas kita memasang Joomla! Yang baru pada webhost kita, mesej seperti ini akan terpapar, ia adalah normal dan terpulang kepada kita untuk memilih yang mana, tetapi adalah lebih baik untuk memilih **Always**, ini adalah untuk membantu Joomla! lebih memahami cara penggunaan para pengguna, tiada data sensitif yang akan diambil jadi pilihan ini adalah selamat

← ↻ 🏠 ⓘ psp.cloudaccess.host/administrator/index.php?option=com_config

System ▾ Users ▾ Menus ▾ Content ▾ Components ▾ Extensions ▾ Help ▾

Save Save & Close Cancel

SYSTEM
Global Configuration

Site System Server Permissions Text Filters

Site Settings

COMPONENT

- Articles
- Banners
- Cache
- Check-in
- Contacts
- Installer
- Joomla! Update
- Languages
- Media
- Menus
- Messaging
- Modules
- News Feeds

Site Name *

Site Offline Yes No

Mouse-over Edit Icons for

Default Editor

Default Captcha

Default Access Level

Ini adalah aturan yang biasa pada laman baru, jika anda tidak mahu pelawat masuk lagi ke laman anda bolehlah pilih Yes pada pilihan *Site Offline*. Pelawat laman anda akan melihat nota berikut

Untuk menukar *Default Editor* dan *Default Captcha* juga boleh dilakukan disini

www.psp.edu.my

This site is down for maintenance.
Please check back again soon.

Username

Password

Log in

Save Save & Close Cancel

SYSTEM

Site

System

Server

Permissions

Text Filters

Global Configuration

COMPONENT

Articles

Banners

Cache

Check-in

Contacts

Installer

Joomla! Update

Languages

Media

Menus

Messaging

Modules

News Feeds

Plugins

Post-Installation Messages

Redirects

Search

Smart Search

Tags

Server Settings

Path to Temp Folder

/mnt/data/vhosts/casite-759036.clo

Gzip Page Compression

Yes

No

Error Reporting

System Default

Force HTTPS

None

Location Settings

Server Time Zone

Universal Time. Coordinated (... ▲

kuala



Asia

Kuala Lumpur

FTP Settings

Enable FTP

Yes

No

Disini kita boleh tentukan zon waktu kita

Mail Settings

Send Mail

Yes

No

Disable Mass Mail

Yes

No

From Email

info@psp.edu.my

From Name

Your Joomla! Site hosted with Clou

Mailer

PHP Mail

Send Test Mail

Kita juga boleh mengubah tetapan email kita disini

Pemasangan Template

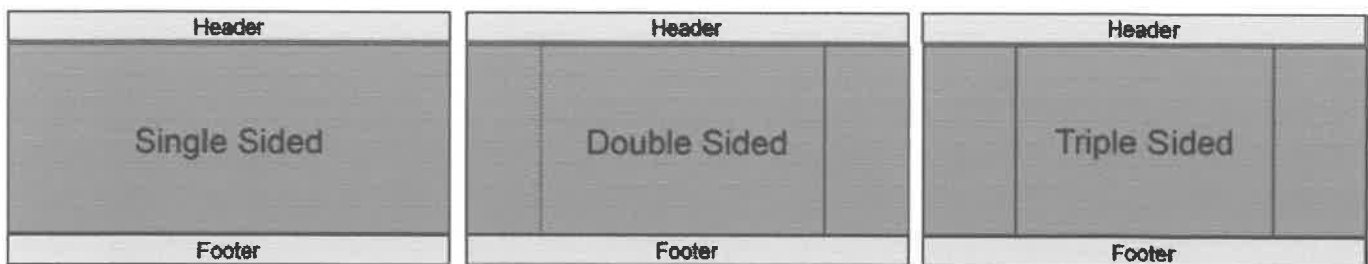
Jenis-jenis Templat

Terdapat 2 jenis templat pada dasarnya

1. Responsive
2. Non Responsive

Juga terbahagi kepada 3 jenis *Layout* atau Module Position Layout

1. *Single Sided*
2. *Double Sided*
3. *Triple Sided*



Templat terbaru sekarang sudah mempunyai fungsi *Layout Builder*, membolehkan pengguna membuat *Layout* yang lebih rumit dan canggih

Memahami fungsi dan penggunaan Template

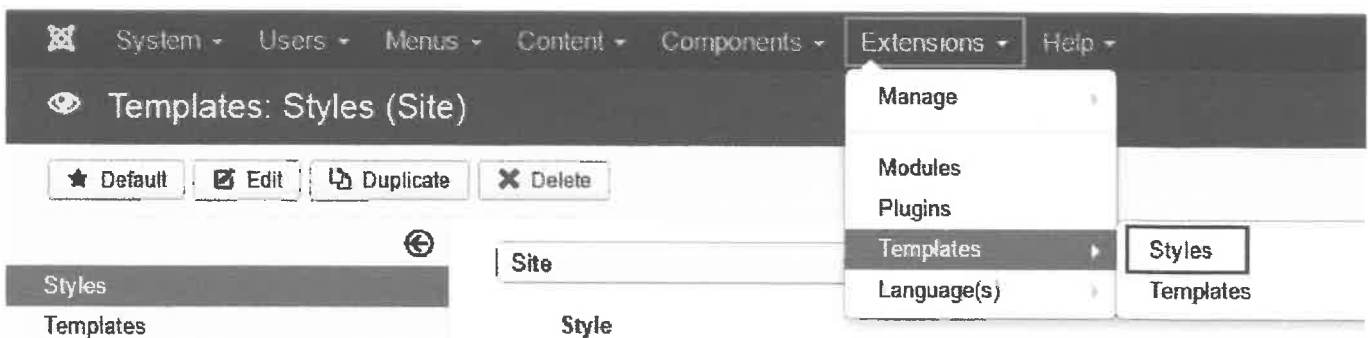
Templat berfungsi untuk menukar keseluruhan rupa bentuk sesebuah laman sesawang, fungsi ini hanya terdapat pada Pentadbir Utama sahaja (*Super Administrator*). Ia boleh dipasang sama seperti pemasangan modul yang lain

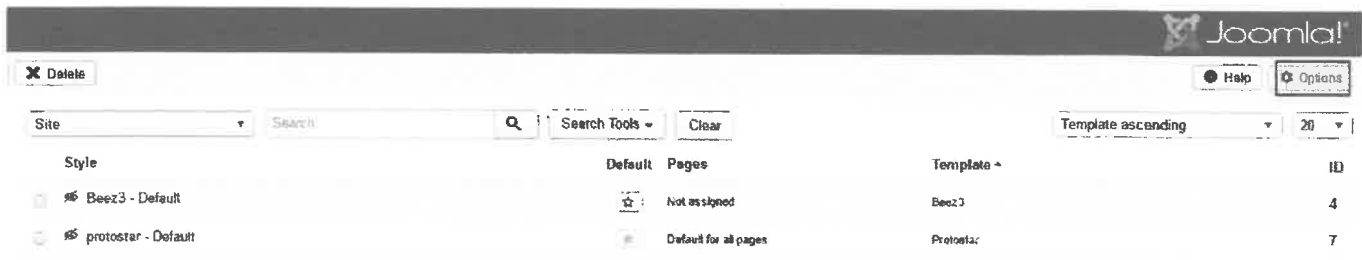
Mengenalpasti Template Position

Templat berfungsi secara grid layout, bermakna module disusun mengikut kekotak yang terdapat pada sesuatu templat, kebanyakan templat baru sekarang disertakan dengan *Layout Builder*, dimana ada boleh menambah sendiri module position.

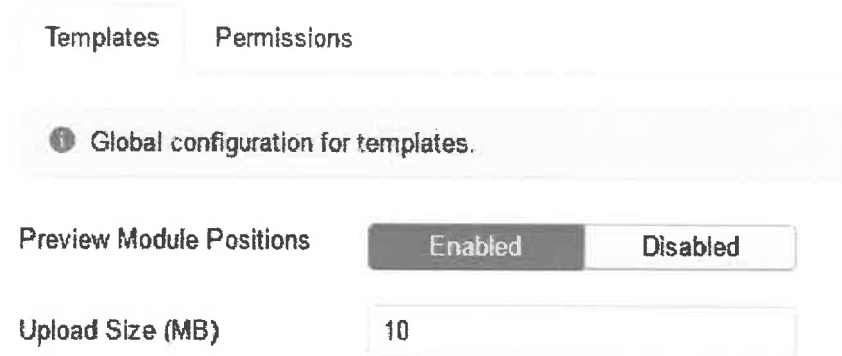
Sekarang, kita akan melihat module position didalam sesebuah template, sebelum itu, kita hendaklah mengaktifkan fungsi ini, sila ke halaman Control Panel, dan pergi ke laman berikut

1. *Control Panel*
2. *Templates*
3. *Styles*





Ini adalah laman *Template Manager* anda dimana boleh menukar templat laman anda dan tetapan lain. Klik pada butang *Options* pada sebelah kanan atas dan anda boleh melihat pilihan seperti rajah berikut



Pilih *Enabled* untuk mengaktifkan seperti diatas, selepas tidak digunakan, anda boleh nyahaktifkan



Kemudian pilih *Save & Close* untuk kembali kelaman utama

Dengan menukar sedikit tetapan, anda boleh memaparkan *Template Position* menggunakan skrip dibawah pada penghujung URL domain **?tp=1**

Contoh

www.domainname.com?tp=1

Mendapatkan Template Percuma atau Berbayar

Anda boleh mendapatkan pelbagai templat menarik dari pengeluar templat di internet samada percuma atau pun berbayar, terdapat juga versi *Lite* sesebuah templat yang boleh didapati secara percuma dan terdapat fungsi tambahan yang boleh dibeli dan dinaiktaraf dari templat *Lite* ini tadi

Antara pengeluar templat yang popular adalah seperti berikut

- [www.joomlart](http://www.joomlart.com)
- www.rocketthemes.com
- www.jomshaper.com
- www.joomlashine.com

Anda perlu mendaftar sebagai pengguna terlebih dahulu sebelum dibenarkan memuat turun templat secara percuma, ini tertakluk pada templat yang diberi percuma sahaja

Mulakan Pembangunan Web Joomla!

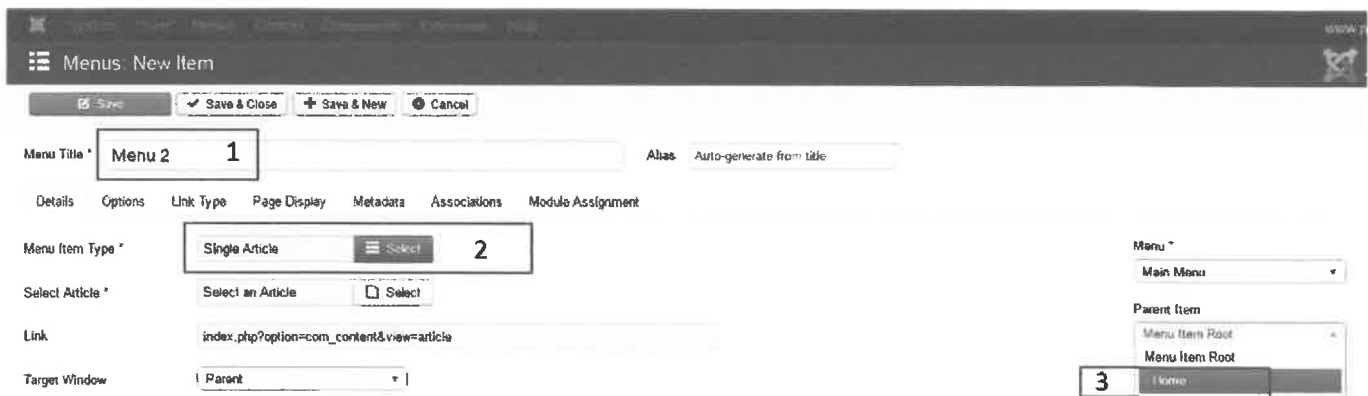
Membina Menu dan Submenu

Menu merupakan suatu perkara yang paling penting sekali didalam sesebuah laman, tanpa menu, para pelawat laman anda tidak boleh bergerak kemana-mana muka yang lain, terdapat 2 jenis menu

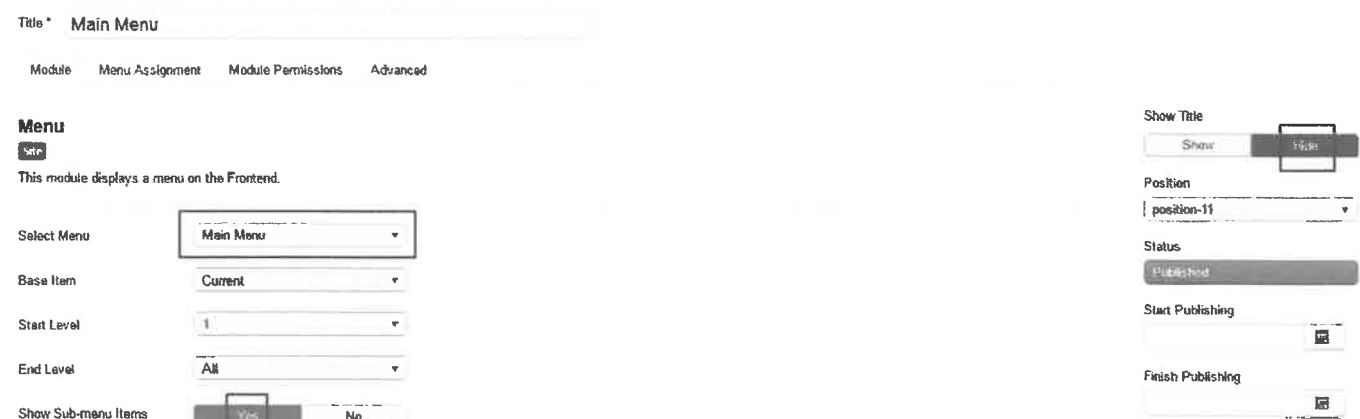
- 1.) **Menu** - Pautan yang akan menghubungkan antara muka laman diantara yang lain
- 2.) **Submenu** - Berfungsi sama seperti menu, cuma diletakan dibawah Menu utama, ini lebih kepada susun atur hubungan rangkaian antara muka laman



Cara untuk membuat *sub menu* adalah sama seperti menu biasa, yang membezakan menu jenis ini ialah ia terletak dibawah menu yang lain seperti dibawah ini



Berikut adalah aturan pada modul menu, untuk membolehkan Sub Menu dipaparkan, klik pada pilihan *Show Sub-Menu Items*. Anda juga boleh memilih menu yang anda telah siapakan sebelum ini. Pada kebiasaanya, kita akan memilih untuk menyembunyikan nama menu seperti dibahagian *Show Title*, anda juga boleh memilih tarikh penerbitan sesuatu menu



Apa itu Menu Class Suffix dan Module Class Suffix

Suffix berkaitan rapat dengan template styling, dimana terdapat sesetengah templat akan mempunyai personalized styling atau penampilan khas untuk setiap menu dan *module*

Pada ruangan *Module Manager*, dibawah modul *Menu*, anda boleh menukar aturan seperti dibawah

System Users Menus Content Components Extensions

Modules: Menu

Save Save & Close Save & New Save & Duplicate

Title * Main Menu

Module Menu Assignment Module Permissions **Advanced**

Menu Tag ID

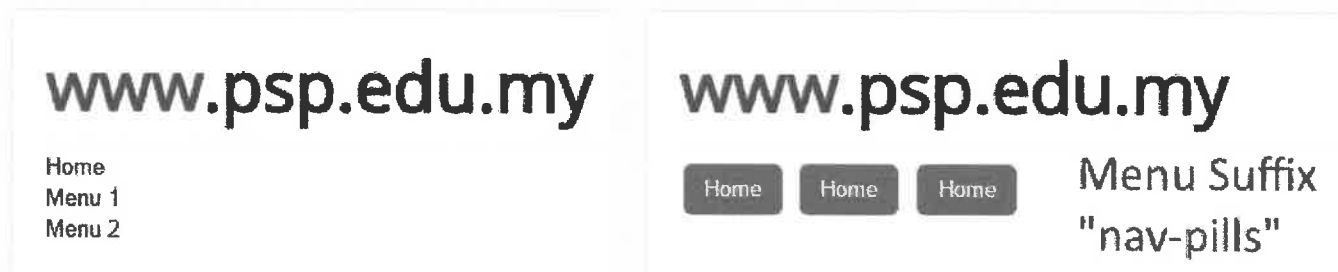
Menu Class Suffix

Target Position

Alternative Layout

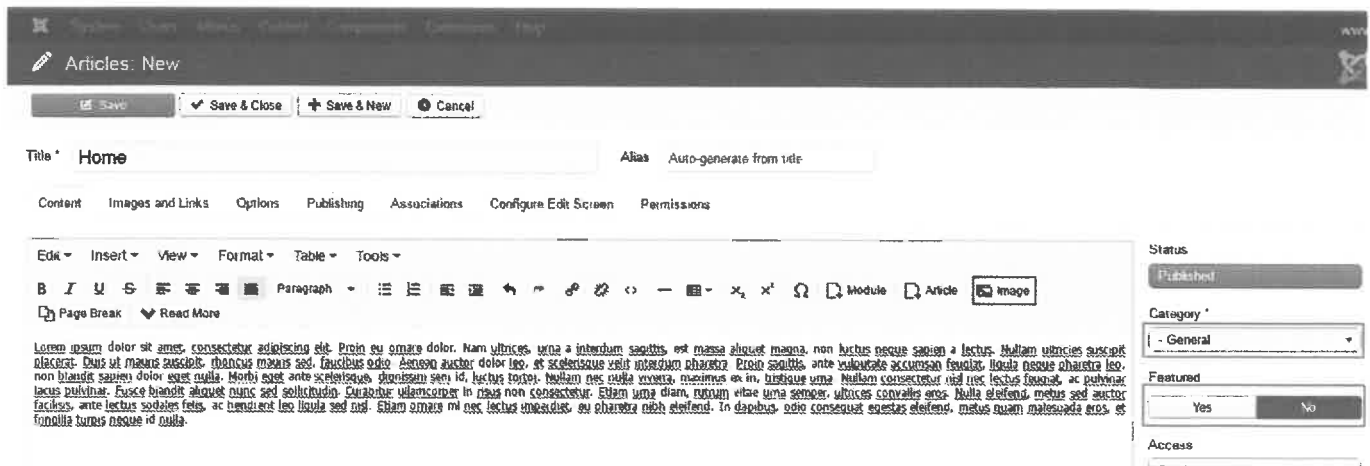
Module Class Suffix

Gunakan *menu suffix nav-pills* seperti diatas untuk mendapatkan hasil seperti dibawah



Membina Article & Memasukkan Gambar

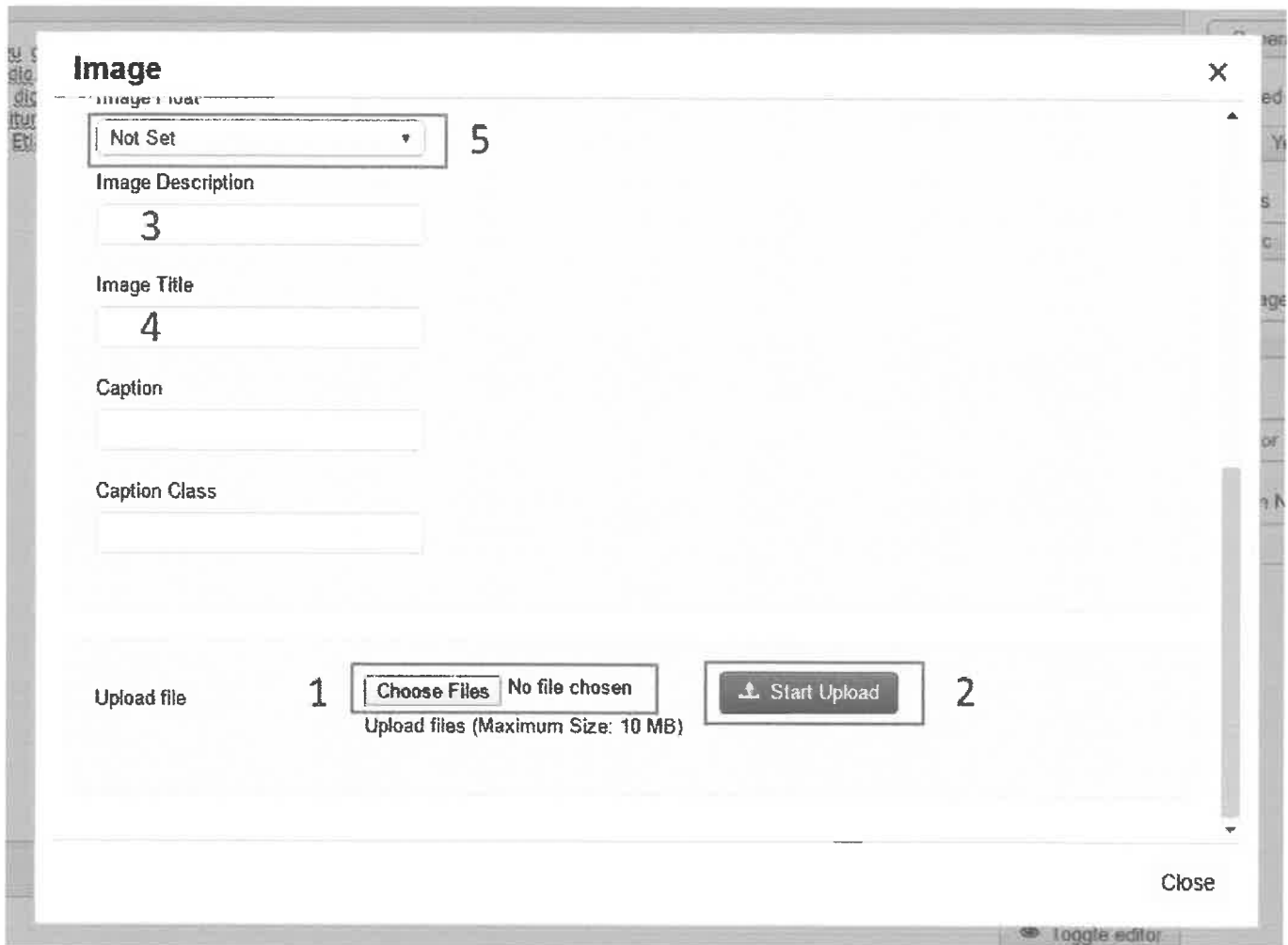
Apabila kita menulis sebuah kandungan, selain daripada teks, kita juga akan menggunakan gambar didalam artikel kita, berikut adalah cara untuk memasukan gambar, tekan pada ikon **Image**



Kemudian kita boleh memilih apa-apa gambar yang telah ada didalam server, jika tidak kita masih boleh memuatnaik gambar kedalam server kita seperti dibawah



Kita juga boleh menambah teks pengenalan dan tajuk pada gambar seperti dibawah



Hasilnya adalah seperti berikut

Home

Details

Written by Super User

Category: General

Published: 10 April 2017

Hits: 1



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin eu ornare dolor. Nam ultrices, urna a interdum sagittis, est massa aliquet magna, non luctus neque sapien a lectus. Nullam ultricies suscipit placerat. Duis ut mauris suscipit, rhoncus mauris sed faucibus odio. Aenean auctor dolor leo, et scelerisque velit interdum pharetra. Proin sagittis, ante vulputate accumsan feugiat, ligula neque pharetra leo, non blandit sapien dolor eget nulla. Morbi eget ante scelerisque, dignissim sem id, luctus tortor. Nullam nec nulla viverra, maximus ex in, tristique urna. Nullam consectetur nisl nec lectus feugiat, ac pulvinar lacus pulvinar. Fusce blandit aliquet nunc sed sollicitudin. Curabitur ullamcorper in risus non consectetur. Etiam urna diam, rutrum vitae urna semper ultrices convallis eros. Nulla eleifend metus sed auctor facilisis, ante lectus sodales felis, ac hendrerit leo ligula sed nisl. Etiam ornare mi nec lectus imperdiet, eu pharetra nibh eleifend. In dapibus, odio consequat egestas eleifend, metus quam malesuada eros, et fringilla turpis neque id nulla

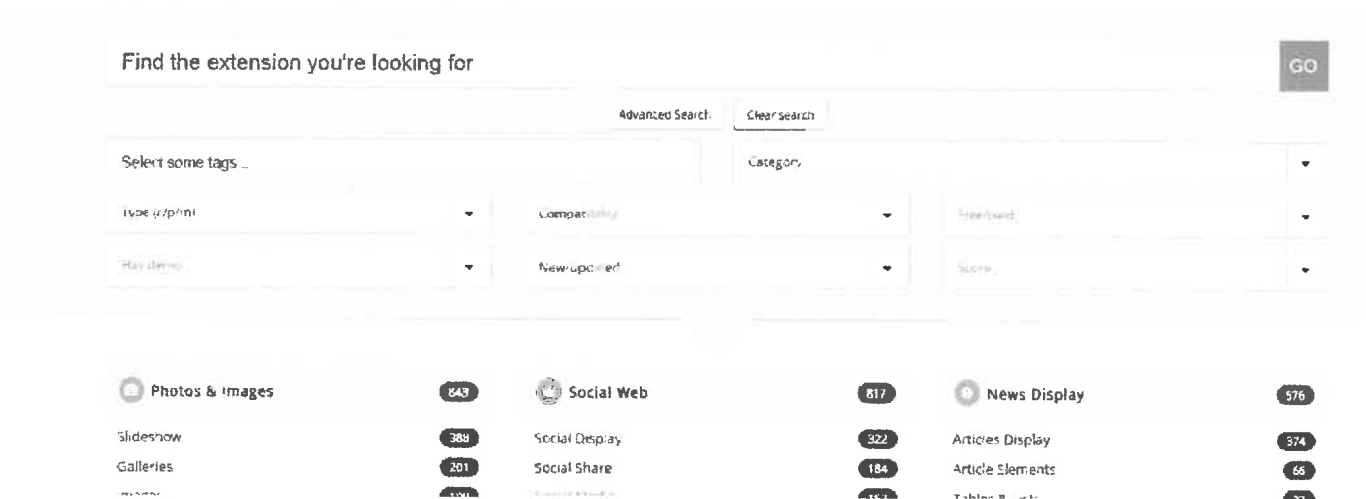


Apa itu Extention?

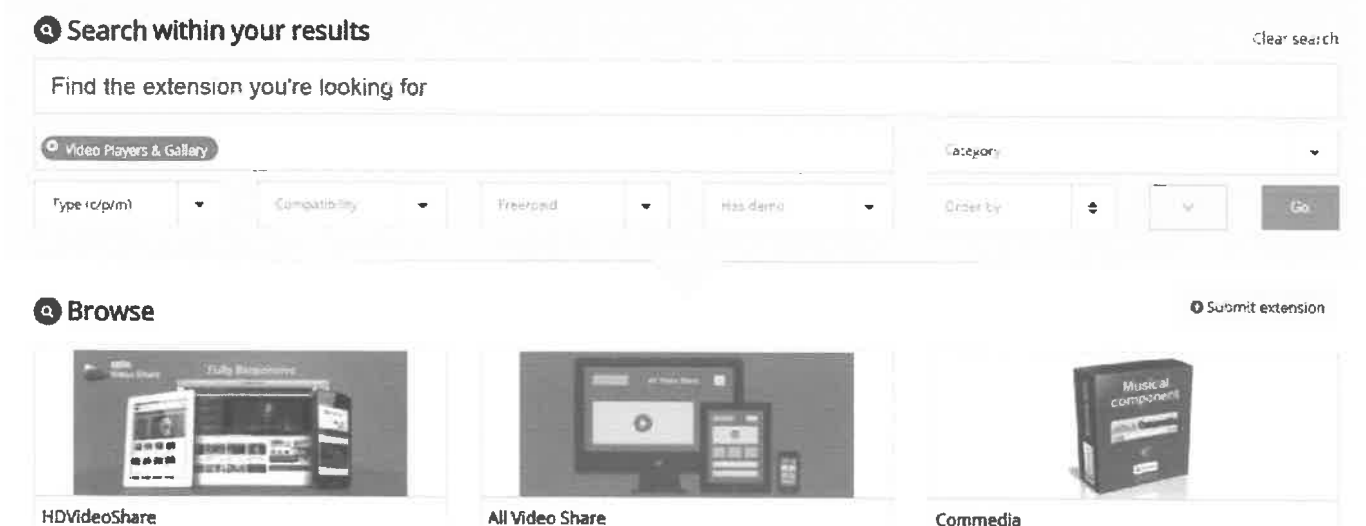
Dimana Mendapatkan Extention?

Extention berfungsi untuk menyambung fungsi asal Joomla! Kepada ciri-ciri yang tidak terdapat pada laman dan termasuk dalam kategori pengubahsuaian laman (*Portal Customization*)

Anda boleh medapatkan extention dari laman ini, ia terdiri dari *Component*, *Module*, *Plugin*. Manakala *Template* boleh didapati dari *Template Vendor*



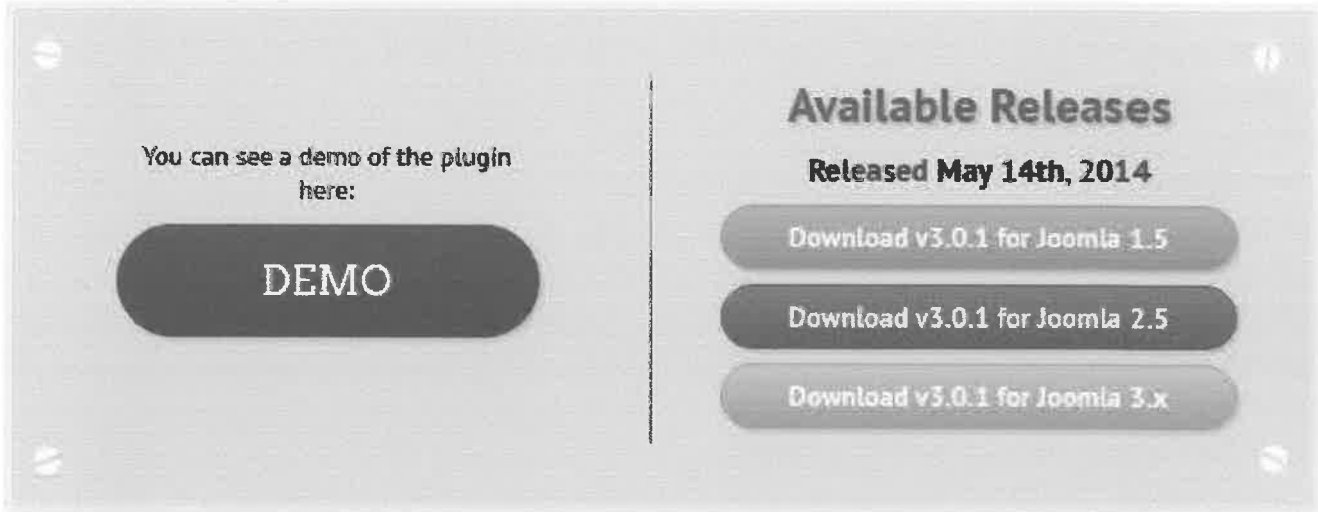
Contoh dibawah untuk kita mencari fungsi galeri gambar, gunakan kata kunci diruangan carian berikut



Cara Memasang Extentions Plugins?

Iii Extention boleh dipasang dengan 3 cara

1. Cari dari *extention gallery* yang terbina dari dalam Joomla!
2. Muat naik dari PC setelah dimuat turun dari laman pembangun (*Vendor Page*)
3. Muat naik dari URL, sesetengah pembangun menyediakan direct URL dilaman mereka
Contoh dilaman ini, <http://www.joomlaworks.net/extensions/free/simple-image-gallery>



Memasang Extention Galeri Gambar, Video & Audio

Dari contoh diatas, pembangun ini membenarkan kita memuat turun atas menggunakan URL untuk memasang plugin kita, pautan tersebut boleh didapati dengan menyalin URL yang ada pada ikon itu

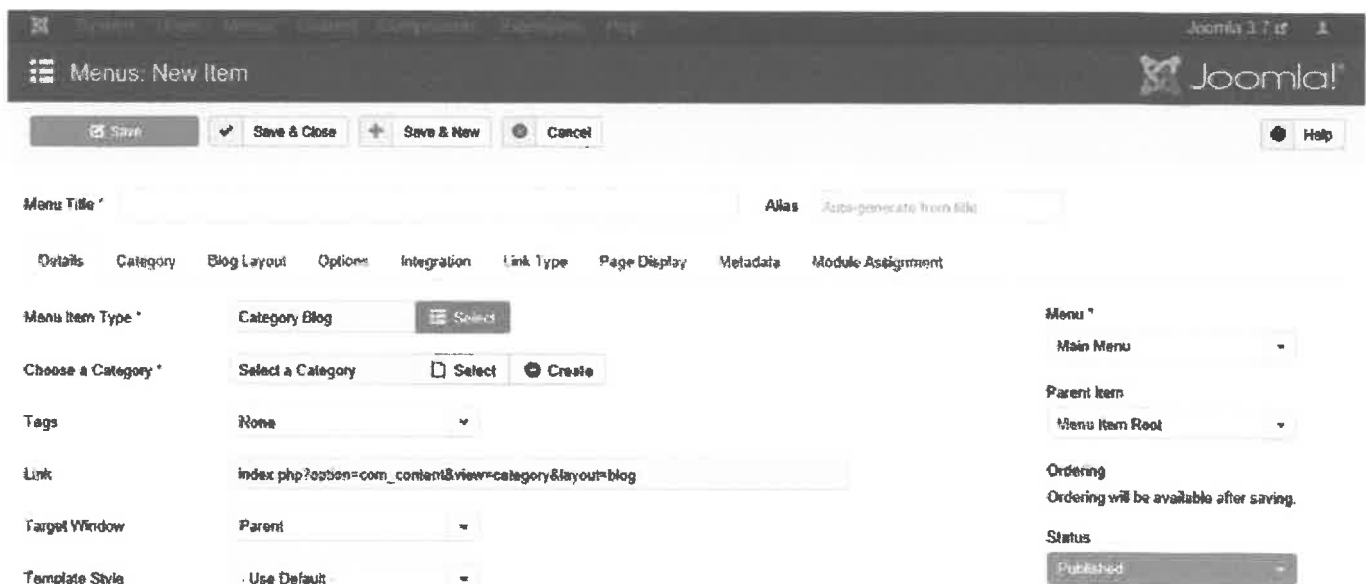
http://www.joomlaworks.net/downloads/?f=plg_jw_sig-v3.0.1_j1.5-3.x.zip

Pengurusan Article (Categories, Article dan Tags)

Amalkan membuat kategori terlebih dahulu sebelum artikel, dan kemudian letak tag yang sesuai

Membina kandungan artikel dalam format Blog

Berikut adalah cara untuk menerbitkan artikel didalam bentuk blog



Cipta satu menu baru dan pilih Category Blog sebagai jenis menu

Terdapat pilihan untuk menukar tetapan Blog Layout seperti dibawah

Details Category Blog Layout Options Integration Link Type Page Display Metadata Module Assignment

If a field is left blank, global settings will be used.

Leading Articles Use Global (1)

Intro Articles Use Global (4)

Columns Use Global (2)

Links Use Global (4)

Multi Column Order Use Global (Down) ▾

Include Subcategories Use Global (None) ▾

Category Order Use Global (Category Order) ▾

Article Order Use Global (Most Recent First) ▾

Date for Ordering Use Global (Published) ▾

Pagination Use Global (Auto) ▾

Pagination Results Use Global (Show) ▾

Featured Articles Use Global ▾



Ini adalah contoh format blog, boleh diubah mengikut keperluan pengendali laman

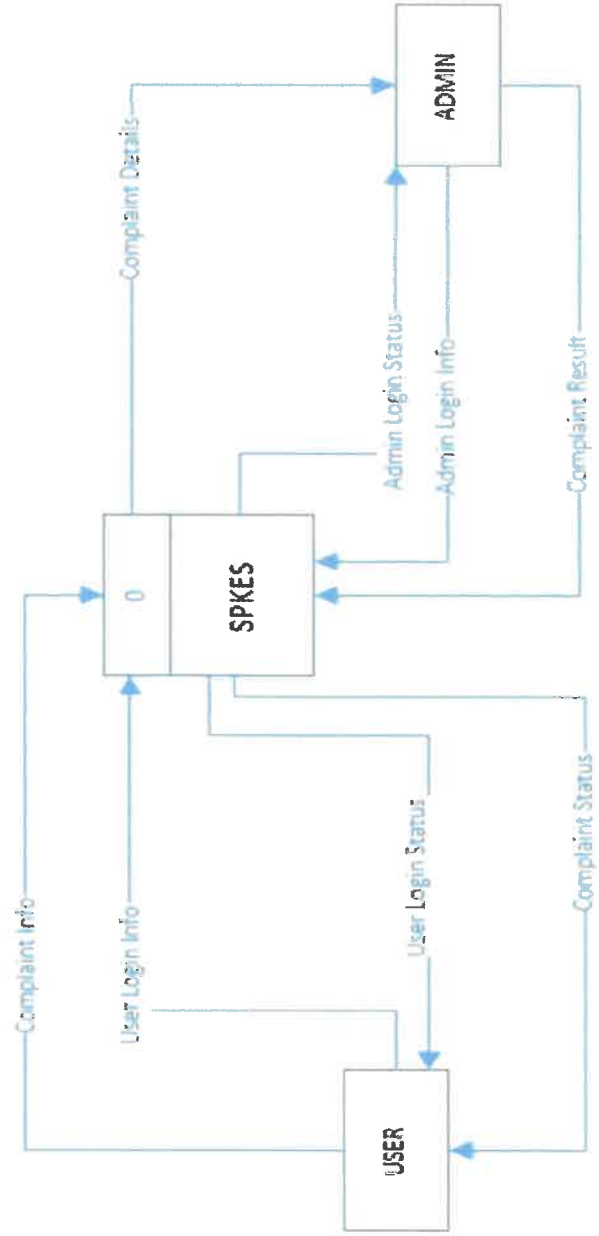
The screenshot displays a Joomla! blog layout. At the top, there is a navigation menu with items: Home, External Link, New menu item, Categories Menu, and Featured Articles. Below the menu is a large featured article with a background image of a plant. To the right of the featured article is a 'Latest Article' sidebar containing a list of article titles: Article 1, New test article, Another Featured Test Article, Sample Article 2, and Sample Article 4. Below the featured article is the main content area, which is a grid of five article cards. Each card includes a title (Article 1, Sample Article 2, Sample Article 3, Sample Article 4, Sample Article 5), a 'Details' section with metadata (Written by Super User, Category: Uncategorized, Published: 23 September 2012, Hits: 0), and a short paragraph of text. To the right of the grid is a 'Login Form' sidebar with input fields for username and password, a 'Remember Me' checkbox, a 'Log in' button, and links for 'Create an account', 'Forgot your username?', and 'Forgot your password?'. At the bottom of the page, there is a pagination bar showing 'Page 1 of 2' and a breadcrumb trail: Home » Featured Articles.

Menyusun atur format Blog

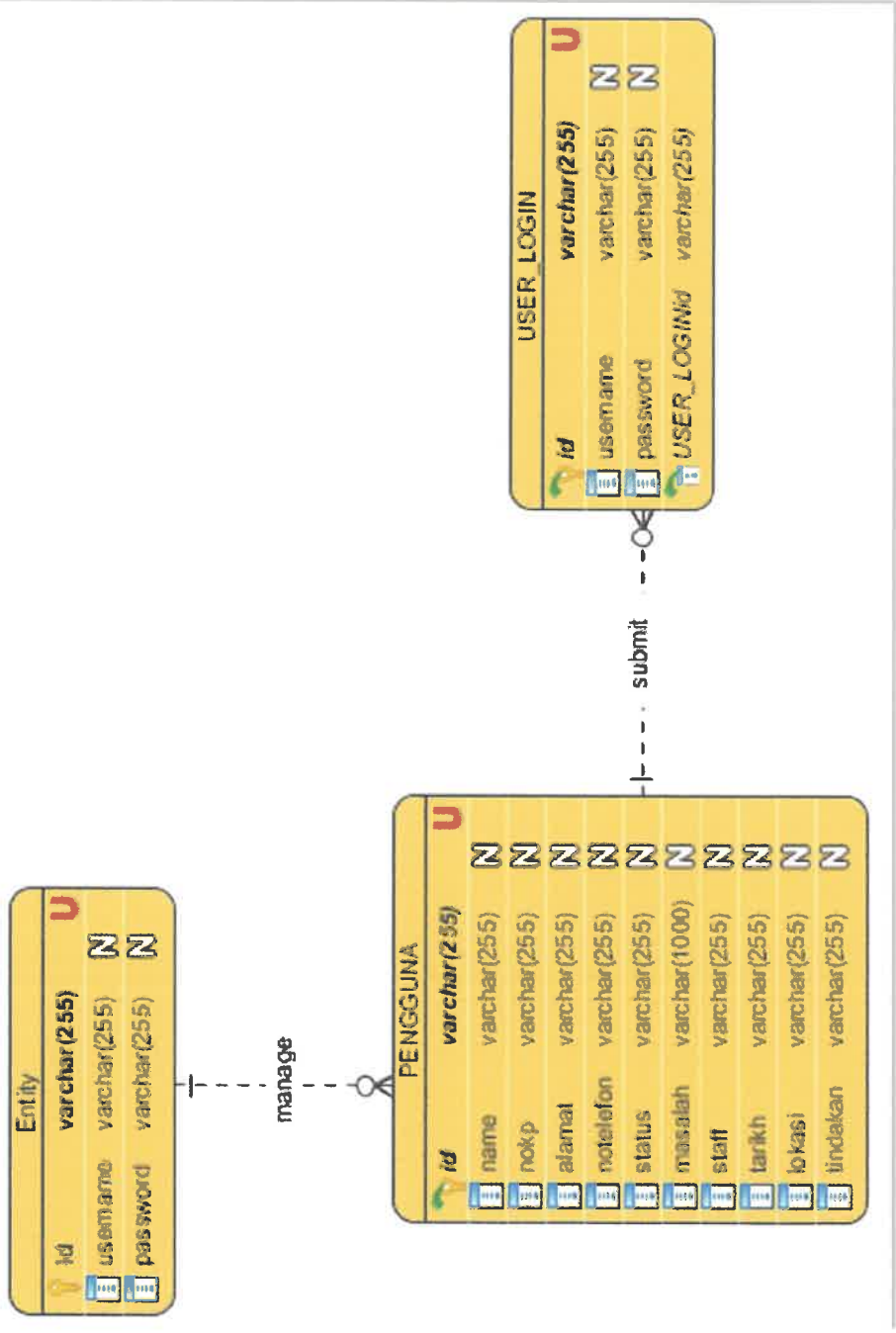
Lataran boleh disusun mengikut keperluan, ianya berbeza mengikut keperluan setiap laman anda. Untuk gambaran lebih lanjut boleh rujuk nota terperinci disini

https://docs.joomla.org/Help36:Menus_Menu_Item_Article_Category_Blog

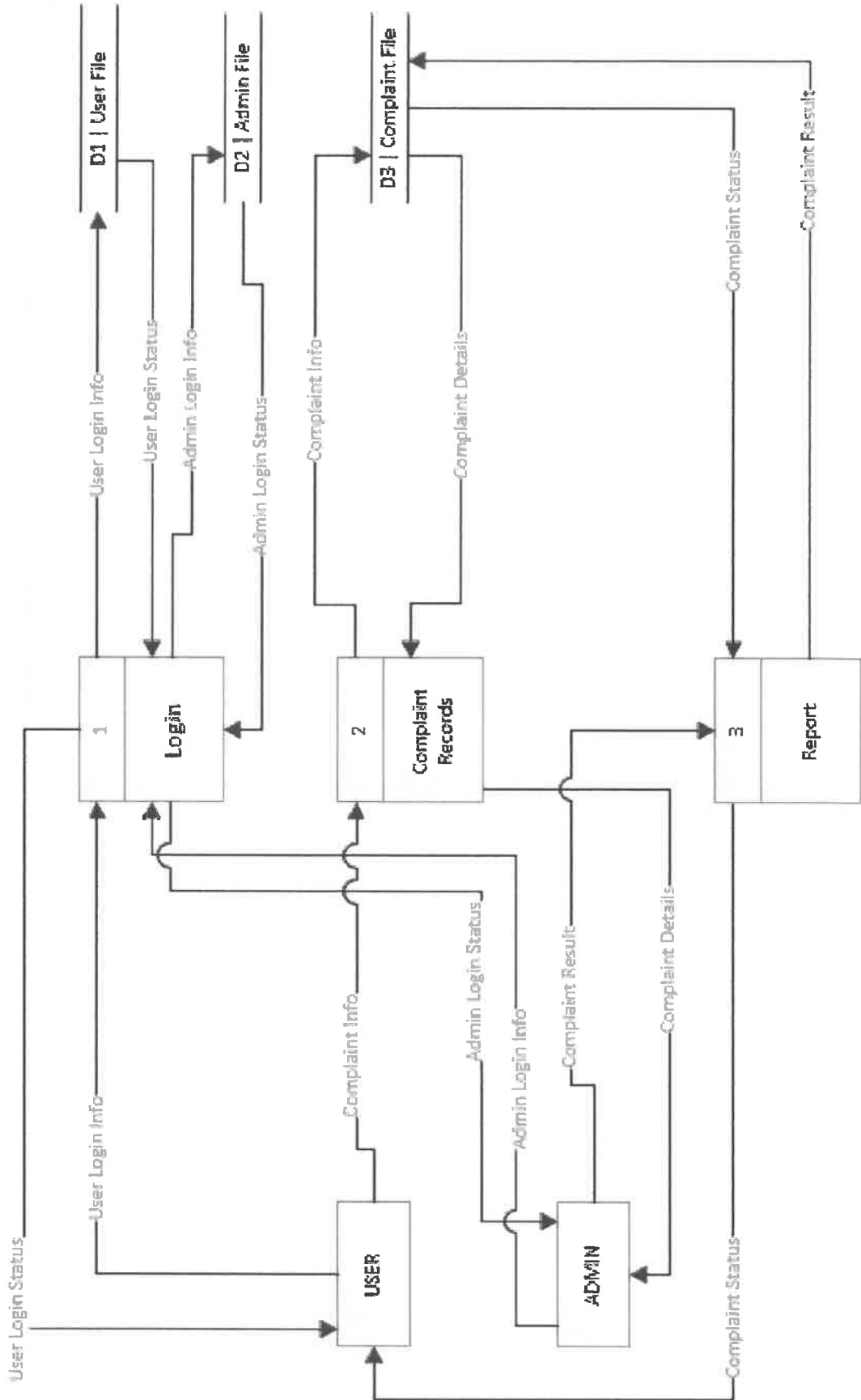
APPENDIX C
(Context Diagram)



APPENDIX D
(Entity Relational Diagram
(ERD)



APPENDIX E
(Data Flow Diagram (DFD))



APPENDIX F
(Attendance Record)

LAPORAN HARIAN REKOD KEHADIRAN

NAMA : DAYANG KU HIDAYAH BINTI AWANG MOHAMAD
KEMENTERIAN : KEMENTERIAN PENGAJIAN TINGGI MALAYSIA
JABATAN : POLITEKNIK SEBERANG PERAI
BAHAGIAN / UNIT : UNIT ICT
BULAN : FEBRUARI 2017

WARNA KAD : 0000007124
PILIHAN WAKTU KERJA : 1702 WP2

TARIKH	MASUK	KELUAR	MASUK LAMBAT	KELUAR AWAL	KENYATAAN	JUMLAH MASA	KELULUSAN
01 - Wed	09:52	17:03	01:52	00:00	<i>Pendaftaran akses kehadiran</i>	07:11	
02 - Thu	07:49	17:06	00:00	00:00		08:00	
03 - Fri	07:39	17:03	00:00	00:00		08:00	
04 - Sat	--:--	--:--	00:00	00:00		00:00	
05 - Sun	--:--	--:--	00:00	00:00		00:00	
06 - Mon	07:44	17:02	00:00	00:00		08:00	
07 - Tue	07:44	17:02	00:00	00:00		08:00	
08 - Wed	07:46	17:01	00:00	00:00		08:00	
09 - Thu	--:--	--:--	00:00	00:00		00:00	
10 - Fri	07:40	17:04	00:00	00:00		08:00	
11 - Sat	--:--	--:--	00:00	00:00		00:00	
12 - Sun	--:--	--:--	00:00	00:00		00:00	
13 - Mon	07:43	17:01	00:00	00:00		08:00	
14 - Tue	07:44	17:02	00:00	00:00		08:00	
15 - Wed	07:51	17:03	00:00	00:00		08:00	
16 - Thu	07:47	17:02	00:00	00:00		08:00	
17 - Fri	07:43	17:02	00:00	00:00		08:00	
18 - Sat	--:--	--:--	00:00	00:00		00:00	
19 - Sun	--:--	--:--	00:00	00:00		00:00	
20 - Mon	07:46	17:01	00:00	00:00		08:00	
21 - Tue	07:48	17:02	00:00	00:00		08:00	
22 - Wed	07:47	17:02	00:00	00:00		08:00	
23 - Thu	07:42	17:01	00:00	00:00		08:00	
24 - Fri	07:46	17:02	00:00	00:00		08:00	
25 - Sat	--:--	--:--	00:00	00:00		00:00	
26 - Sun	--:--	--:--	00:00	00:00		00:00	
27 - Mon	07:49	17:16	00:00	00:00		08:00	
28 - Tue	07:39	17:09	00:00	00:00		08:00	

LAPORAN BULANAN

MASUK AWAL 18
 MASUK LEWAT (ML) 01
 KELUAR AWAL (KA) 00
 KELUAR LEWAT 19
 TIDAK LENGKAP (TL) 00
 TIDAK HADIR (TH) 00
 OFFDAY 08
 CUTI UMUM 01

JUMLAH CATITAN MERAH 01
 JUMLAH MASUK LEWAT 001:52
 JUMLAH KELUAR AWAL 000:00
 JUMLAH JAM BEKERJA 151:11
 JUMLAH KERJA LEBIH MASA 000:00

** TAMAT LAPORAN **

LAPORAN HARIAN REKOD KEHADIRAN

NAMA : DAYANG KU HIDAYAH BINTI AWANG MOHAMAD **WARNA KAD** : 0000007124 **KUNIN**
KEMENTERIAN : KEMENTERIAN PENGAJIAN TINGGI MALAYSIA **PILIHAN WAKTU KERJA** : 1703 WP2
JABATAN : POLITEKNIK SEBERANG PERAI
BAHAGIAN / UNIT : UNIT ICT
BULAN : MAC 2017

TARIKH	MASUK	KELUAR	MASUK LAMBAT	KELUAR AWAL	KENYATAAN	JUMLAH MASA	KELULUSAN
01 - Wed	07:49	17:05	00:00	00:00		08:00	
02 - Thu	07:43	17:07	00:00	00:00		08:00	
03 - Fri	07:46	17:07	00:00	00:00		08:00	
04 - Sat	--:--	--:--	00:00	00:00		00:00	
05 - Sun	--:--	--:--	00:00	00:00		00:00	
06 - Mon	07:43	17:03	00:00	00:00		08:00	
07 - Tue	07:44	17:05	00:00	00:00		08:00	
08 - Wed	07:41	17:05	00:00	00:00		08:00	
09 - Thu	07:43	17:14	00:00	00:00		08:00	
10 - Fri	07:45	17:09	00:00	00:00		08:00	
11 - Sat	--:--	--:--	00:00	00:00		00:00	
12 - Sun	--:--	--:--	00:00	00:00		00:00	
13 - Mon	07:43	17:05	00:00	00:00		08:00	
14 - Tue	07:51	17:08	00:00	00:00		08:00	
15 - Wed	07:49	17:09	00:00	00:00		08:00	
16 - Thu	07:51	17:06	00:00	00:00		08:00	
17 - Fri	07:45	17:03	00:00	00:00		08:00	
18 - Sat	--:--	--:--	00:00	00:00		00:00	
19 - Sun	--:--	--:--	00:00	00:00		00:00	
20 - Mon	--:--	--:--	00:00	00:00	Menghadiri majlis perkahwinan di Perak	00:00	
21 - Tue	07:45	17:04	00:00	00:00		08:00	
22 - Wed	07:49	17:04	00:00	00:00		08:00	
23 - Thu	07:49	17:02	00:00	00:00		08:00	
24 - Fri	07:47	17:03	00:00	00:00		08:00	
25 - Sat	--:--	--:--	00:00	00:00		00:00	
26 - Sun	--:--	--:--	00:00	00:00		00:00	
27 - Mon	07:51	17:01	00:00	00:00		08:00	
28 - Tue	07:50	17:01	00:00	00:00		08:00	
29 - Wed	07:44	17:00	00:00	00:00		08:00	
30 - Thu	07:49	17:00	00:00	00:00		08:00	
31 - Fri	07:51	17:06	00:00	00:00		08:00	

LAPORAN BULANAN

MASUK AWAL	22	JUMLAH CATITAN MERAH	01
MASUK LEWAT (ML)	00	JUMLAH MASUK LEWAT	000:00
KELUAR AWAL (KA)	00	JUMLAH KELUAR AWAL	000:00
KELUAR LEWAT	22	JUMLAH JAM BEKERJA	176:00
TIDAK LENGKAP (TL)	00	JUMLAH KERJA LEBIH MASA	000:00
TIDAK HADIR (TH)	01		
OFFDAY	08		
CUTI UMUM	00		

LAPORAN HARIAN REKOD KEHADIRAN

NAMA : DAYANG KU HIDAYAH BINTI AWANG MOHAMAD **WARNA KAD** : 0000007124 **KUNIN**
KEMENTERIAN : KEMENTERIAN PENGAJIAN TINGGI MALAYSIA **PILIHAN WAKTU KERJA** : 1704 WP2
JABATAN : POLITEKNIK SEBERANG PERAI
BAHAGIAN / UNIT : UNIT ICT
BULAN : APRIL 2017

TARIKH	MASUK	KELUAR	MASUK LAMBAT	KELUAR AWAL	KENYATAAN	JUMLAH MASA	KELULUSAN
01 - Sat	--:--	--:--	00:00	00:00		00:00	
02 - Sun	--:--	--:--	00:00	00:00		00:00	
03 - Mon	07:45	17:04	00:00	00:00		08:00	
04 - Tue	07:54	17:04	00:00	00:00		08:00	
05 - Wed	07:52	17:03	00:00	00:00		08:00	
06 - Thu	07:49	17:02	00:00	00:00		08:00	
07 - Fri	07:51	17:04	00:00	00:00		08:00	
08 - Sat	--:--	--:--	00:00	00:00		00:00	
09 - Sun	--:--	--:--	00:00	00:00		00:00	
10 - Mon	07:55	17:00	00:00	00:00		08:00	
11 - Tue	07:53	17:03	00:00	00:00		08:00	
12 - Wed	07:54	17:03	00:00	00:00		08:00	
13 - Thu	07:55	17:09	00:00	00:00		08:00	
14 - Fri	07:51	17:04	00:00	00:00		08:00	
15 - Sat	--:--	--:--	00:00	00:00		00:00	
16 - Sun	--:--	--:--	00:00	00:00		00:00	
17 - Mon	07:54	17:04	00:00	00:00		08:00	
18 - Tue	07:55	17:07	00:00	00:00		08:00	
19 - Wed	07:49	17:03	00:00	00:00		08:00	
20 - Thu	07:51	17:09	00:00	00:00		08:00	
21 - Fri	07:51	--:--	00:00	00:00		00:00	
22 - Sat	--:--	--:--	00:00	00:00		00:00	
23 - Sun	--:--	--:--	00:00	00:00		00:00	
24 - Mon	--:--	--:--	00:00	00:00		00:00	
25 - Tue	07:58	17:07	00:00	00:00		08:00	
26 - Wed	07:53	17:01	00:00	00:00		08:00	
27 - Thu	07:56	17:02	00:00	00:00		08:00	
28 - Fri	07:56	17:03	00:00	00:00		08:00	
29 - Sat	--:--	--:--	00:00	00:00		00:00	
30 - Sun	--:--	--:--	00:00	00:00		00:00	

LAPORAN BULANAN

MASUK AWAL	19	JUMLAH CATITAN MERAH	01
MASUK LEWAT (ML)	00	JUMLAH MASUK LEWAT	000:00
KELUAR AWAL (KA)	00	JUMLAH KELUAR AWAL	000:00
KELUAR LEWAT	18	JUMLAH JAM BEKERJA	144:00
TIDAK LENGKAP (TL)	01	JUMLAH KERJA LEBIH MASA	000:00
TIDAK HADIR (TH)	00		
OFFDAY	10		
CUTI UMUM	01		

LAPORAN HARIAN REKOD KEHADIRAN

NAMA : DAYANG KU HIDAYAH BINTI AWANG MOHAMAD
KEMENTERIAN : KEMENTERIAN PENGAJIAN TINGGI MALAYSIA
JABATAN : POLITEKNIK SEBERANG PERAI
BAHAGIAN / UNIT : UNIT ICT
BULAN : MEI 2017

WARNA KAD : 0000007124
PILIHAN WAKTU KERJA : 1705 WP2

TARIKH	MASUK	KELUAR	MASUK LAMBAT	KELUAR AWAL	KENYATAAN	JUMLAH MASA	KELULUSAN
01 - Mon	--:--	--:--	00:00	00:00		00:00	
02 - Tue	07:50	17:02	00:00	00:00		08:00	
03 - Wed	07:55	17:00	00:00	00:00		08:00	
04 - Thu	07:49	17:05	00:00	00:00		08:00	
05 - Fri	07:57	17:05	00:00	00:00		08:00	
06 - Sat	--:--	--:--	00:00	00:00		00:00	
07 - Sun	--:--	--:--	00:00	00:00		00:00	
08 - Mon	07:53	17:02	00:00	00:00		08:00	
09 - Tue	07:56	17:03	00:00	00:00		08:00	
10 - Wed	--:--	--:--	00:00	00:00		00:00	
11 - Thu	07:53	17:03	00:00	00:00		08:00	
12 - Fri	07:57	17:01	00:00	00:00		08:00	
13 - Sat	--:--	--:--	00:00	00:00		00:00	
14 - Sun	--:--	--:--	00:00	00:00		00:00	
15 - Mon	07:47	17:00	00:00	00:00		08:00	
16 - Tue	07:53	17:05	00:00	00:00		08:00	
17 - Wed	07:49	17:00	00:00	00:00		08:00	
18 - Thu	--:--	--:--	00:00	00:00	Majlis akikah.	00:00	
19 - Fri	07:56	17:02	00:00	00:00		08:00	
20 - Sat	--:--	--:--	00:00	00:00		00:00	
21 - Sun	--:--	--:--	00:00	00:00		00:00	
22 - Mon	07:51	17:03	00:00	00:00		08:00	
23 - Tue	07:55	17:03	00:00	00:00		08:00	
24 - Wed	07:57	17:08	00:00	00:00		08:00	
25 - Thu	07:53	17:02	00:00	00:00		08:00	
26 - Fri	07:52	17:02	00:00	00:00		08:00	
27 - Sat	--:--	--:--	00:00	00:00		00:00	
28 - Sun	--:--	--:--	00:00	00:00	Menghadiri sesi kemuduga "master"	00:00	
29 - Mon	--:--	--:--	00:00	00:00		00:00	
30 - Tue	07:41	16:32	00:00	00:00		08:00	
31 - Wed	07:46	16:31	00:00	00:00		08:00	

LAPORAN BULANAN

MASUK AWAL	19	JUMLAH CATITAN MERAH	03
MASUK LEWAT (ML)	00	JUMLAH MASUK LEWAT	000:00
KELUAR AWAL (KA)	00	JUMLAH KELUAR AWAL	000:00
KELUAR LEWAT	18	JUMLAH JAM BEKERJA	144:00
TIDAK LENGKAP (TL)	01	JUMLAH KERJA LEBIH MASA	000:00
TIDAK HADIR (TH)	02		
OFFDAY	08		
CUTI UMUM	02		

LAPORAN HARIAN REKOD KEHADIRAN

NAMA : DAYANG KU HIDAYAH BINTI AWANG MOHAMAD
KEMENTERIAN : KEMENTERIAN PENGAJIAN TINGGI MALAYSIA
JABATAN : POLITEKNIK SEBERANG PERAI
BAHAGIAN / UNIT : UNIT ICT
BULAN : JUN 2017

WARNA KAD : 0000007124
PILIHAN WAKTU KERJA : 1706 WP2

TARIKH	MASUK	KELUAR	MASUK LAMBAT	KELUAR AWAL	KENYATAAN	JUMLAH MASA	KELULUSAN
01 - Thu	07:38	16:31	00:00	00:00		08:00	
02 - Fri	07:47	16:32	00:00	00:00		08:00	
03 - Sat	--:--	--:--	00:00	00:00		00:00	
04 - Sun	--:--	--:--	00:00	00:00		00:00	
05 - Mon	07:46	16:32	00:00	00:00		08:00	
06 - Tue	07:59	16:39	00:00	00:00		08:00	
07 - Wed	07:43	16:34	00:00	00:00		08:00	
08 - Thu	07:43	--:--	00:00	00:00	<i>Kemangkatan saudara terdekat</i>	00:00	
09 - Fri	07:59	16:40	00:00	00:00		08:00	
10 - Sat	--:--	--:--	00:00	00:00		00:00	
11 - Sun	--:--	--:--	00:00	00:00		00:00	
12 - Mon	--:--	--:--	00:00	00:00		00:00	
13 - Tue	07:40	16:31	00:00	00:00		08:00	
14 - Wed	07:48	16:34	00:00	00:00		08:00	
15 - Thu	07:41	16:32	00:00	00:00		08:00	
16 - Fri	07:44	16:37	00:00	00:00		08:00	
17 - Sat	--:--	--:--	00:00	00:00		00:00	
18 - Sun	--:--	--:--	00:00	00:00		00:00	
19 - Mon	07:50	16:36	00:00	00:00		08:00	
20 - Tue	07:45	16:33	00:00	00:00		08:00	
21 - Wed	07:50	16:34	00:00	00:00		08:00	
22 - Thu	07:54	16:32	00:00	00:00		08:00	
23 - Fri	07:52	--:--	00:00	00:00		00:00	

LAPORAN BULANAN

MASUK AWAL 16
 MASUK LEWAT (ML) 00
 KELUAR AWAL (KA) 00
 KELUAR LEWAT 14
 TIDAK LENGKAP (TL) 02
 TIDAK HADIR (TH) 00
 OFFDAY 05
 CUTI UMUM 02

JUMLAH CATITAN MERAH 02
 JUMLAH MASUK LEWAT 000:00
 JUMLAH KELUAR AWAL 000:00
 JUMLAH JAM BEKERJA 112:00
 JUMLAH KERJA LEBIH MASA 000:00

LOG BOOK

INSTRUCTIONS

- 1) This book is issued 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 initialised 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 undertaken. Constructive comment on the work being undertaken and your considered opinions as to its value as training

1. Student's Name : DAYANG KY HIOASHAH BT. AWG MOHAMMAD
2. UiTM Matrics : 2014510697
3. Programme : BACHELOR OF INFO. SCIENCE (HONS) INFORMATION SYSTEM MANAGEMENT
4. Semester : 7.
5. Home Address :
6. Tel No (H) :
7. Place of Training : POLITEKNIK SEGERANG PERAI AYUHAN PINANG
8. Name of Supervisor : PN. DAENG BIDAJAYA BT MO. ADARIS
In-Charge
9. Duration of Training From : FEBRUARY 2017 To : JUN 2017

FOR OFFICE ONLY
Remarks:(Dean/Course Coordinator)

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/3/17	Pn Sahichah & Ahmad, assistant to Pn Daeng Sidainga take four of us which is student practical to "Jabatan Pengajaran Am" building to create fingerprint scanner for time and attendance management. So we can get the attendance in every month by accessing into this system.	
	We also meet up with all the workers in the ICT unit. We also they also shown us the place for us to sit during the practical training.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2/2/17	(Thus) Surrounds the entire building over ICT Unit. to identify the important places.	
	Briefing about PSP, such as proper parking place for staff, cafe, "surau" and important buildings such as administrative buildings.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
3/2/17 (Fri)	Meet up with the supervisor report on duty, Pn Daeng Biadaya. There is a bit orientation session with her on her room. She tells about the ICT Unit and the importance of ICT Unit for Politeknik Seberang Perai. She asked us to think of what to do for special project.	
	Pn. Muzdalimi and En. Mohd Zulakmal Izwani bring us to the computer lab to setup the cabling network cabling. We make the network cabling installation by using the tools and wire given provided.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
6/2/17 (Mon)	Pn. Daeng Biadaya give some system suggestion to be develop by us. That those systems had been request by some department in Politeknik Seberang Perai. We discuss some of the the system suggestion and I have choosed one of the suggestion, the entitled "Sistem Pelaporan Keselamatan".	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
7/5/17 (Tues)	Monitor Server room while worker from other company wants to transfer some of the data into the new technologies to maintain of server called Hyper Converged Infrastructure (HCI)	
	the Draft the input and output of system that will be develop.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
8/2/17 (Wed)	Switch on android television at the admin department and collect letter of the pigeon hole for ICT unit.	
	Find any example system regarding safety system.	
	Collect pictures and logo to be use in the system.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
10/2/17 (Friday)	Learn how to create fingerprint system for attendance for new user / staff, been taught by Pn. Saadiah.	
	Continue in progress to create system.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
13/2/17 (Mon)	Learn how to create sticker for asset in Politeknik Seberang Perai. Taught by other practical student here named Alice from UUM, Simlok.	
	Bring new practical student (psychology and counseling unit) to create their attendance system.	
	Consult with supervisor about the system that will be develop. (SPKes)	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
14/2/17 (Tues)	Perform a daily routine duty which is switch on android television to display current event and took letter of pigeon hole.	
	Send important documents from Pn. Daeng Bidaiya to office director.	
	Continue in process a system (customize a suitable coding)	
	Bring new practical student (JMK unit) to create their attendance system.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15/2/17 (Wed)	Switch on android television on administration building and collect letter on 8.00 am with my other practical student, Fatini.	
	Ph. Daeng Bidaiya shows us how to solve CDOS problem. There are several student that make a report in this department, said that they had a problem with the CDOS system. CDOS, which is Curriculum Information Document Online System is an e-learning platform that provide a full information of curriculum and platform to enhance the level of learning in Politeknik.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
12/17 Thurs	Daily routine, switch on android television and collect letter of administration building.	
	Continue creates system by explore of videos in YouTube and other websites.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
17/12/17 (Fri)	Switch on android television and collect letter on pigeon hole.	
	Continue in progress a system.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
20/5/17 (Mon)	Perform daily routine, switch on android television and collect letter.	
	Mr. Daeng Bidaiya ask Alex (practical student from UUM) to present his completed system to us on a screen.	
	Saw Alex presentation about his system which is "Knowledge base" for Politetnik Sejerang Perai. This system allowed student and staff to share their knowledge regarding any topic. Example, Liyo put key in a meaning of virus on the portal, and the meaning of virus could be seen and used by other users who search about it. Mr. Daeng Bidaiya give a comment.	
	Bring the new practical student on this department, named Mas from UTM Tassin to create her attendance system.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
21/5/17 (Tues)	Bring new practical student to about daily morning routine which is switch on android television and collect letter.	
	Had a bit orientation session with new practical student and show her the places that we should know and familiar.	
	Continue with the system.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
23/12/17 (Wed)	Switch on android television and collect letter at of administration building. Ph Daeng also asks us to collect parcels any parcel belongs to our departments staff at Customer Service department.	
	Continue create the system. Explore coding at on the internet.	
	Ph. Daeng Bidaiga ask us to key in Cjot down on a paper) series number for asset registration.	

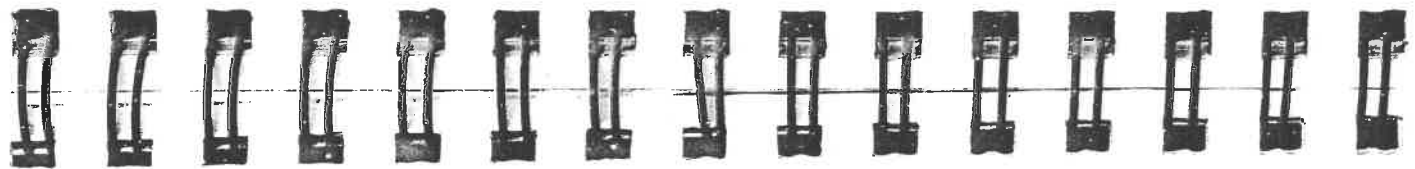
DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
23/2/17 (Thurs)	Perform the daily routine with my practical partner.	
	Continue in creating database for the system.	
	Have a conversation with Mr. Daeng Bidaiga about the system.	
	Discuss about 'the preparation for EKSA for next day, which is we should wear a sports wear to ease the cleanup activity.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
24/2/17 (Fri)	Carry out the daily routine, switch on android television and took a letter.	
	Perform EKSA activity in ICT department. EKSA also known as "Ekosistem Kondusif Sektor Awam" is a 5S practice. We cooperate with each other to cleaning and organize our department. We use unused goods to embellish the situation, which is using our creativity idea as long as it can save the money. Tied up file that no longer used anymore and keep at the file room. Update the achievement corner and clear the pressroom.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
27/2/17 (Mon)	Daily routine: Switch on tele and android television and collect letter of administration.	
	Ph. Daeng asks Bee Khadjiah, Alice and Alex to prepare make final presentation about their system: Khadjiah and Alice develop system named "Sistem Pengurusan Peralatan Sewaan" while Alex have develop a "Knowledge Base" system. Their presentation very well and all staff here give a positive feedback comments.	
	Make a KEW PA sticker which it is for management of government assets. There are about 600 sticker to be done for to be attached to the fire extinguisher.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2/3/17	Switch on android television and collect letter.	
	Continuing Proceed in developing a system.	
	Auditors came and audit all the document in this department. They auditors will give a marks based on their evaluation.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
3/3/17		
(Fri)	Carry out the daily task routine, switch on android television and collect letter.	
	Today we had activities EKSA (Ekosistem Konduktiv Sektor Aksem) because every department will be evaluated and the department that fulfill the EKSA criteria will get a certificate and cash. We clean and tidy up every corner in this department. Shred every pieces of document that contain valuable information before it been discarded. Paste a label about the officer in charge in at each corner.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
6/3/17 (Mon)	Switch on android television and collect letter.	
	Design and submit banner about "Aktiviti Hari Ini" to Ph-Daeng. She will give a comment.	
	Continue progress the system.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
7/3/17 (Tues)	As usual, carry out the daily routine activities which switch on android television and collect letter.	
	Today, Politeknik Seberang Perai organised a program named Green Carnival. We join the carnival by visiting visit students booth and food truck. We also join several quiz held at Dewan Seri Muftiara (DSM).	
	Design a new banner for "Aktiviti Hari Ini".	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
13/17	Wed) Switch on android television and collect letter. of Administration dept.	
	Continue with the system.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
9/3/17	Perform a daily task routine. Switch on android television and collect letter.	
	We had an exciting courses about "Web Services" using NetBeans 8.2.	
	Instructed by Mr. Khairul from Examination Unit. Mr. Khairul is one of the developer of examination schedule by apps. We learn several server that suitable to be used which is Tomcat, WildFly and other. In this courses we use a Java EE. Meals also provided for breakfast and lunch.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
10/3/17 (Fri)	Perform daily routine, switch on android television and collect letter.	
	Today is the last preparation for EKSA before the audit day. We clean each corner, label each shelf and door and arrange file of the right place. Our department also plans to decoration decorate with plant (flower plant). We tried to use used material in this EKSA activity.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
13/3/17 (Mon)	Our daily routine is to switch on android television and collect letter.	
	Today the auditor will come and audit our department. We had prepared since last two weeks. So when the time comes, because we do not have specifically table, so we have to sit in the library for a moment. After all matter regarding auditor settled, we need to be in steps office again.	
	Pn. Daeng send email regarding card KEW PA 2 and sticker. There are 11 no series number to be register and made as sticker to ease to be patch of the tools.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
4/3/17 (Tues)	Make daily activities which is switch on android television and collect letter of administration department.	
	Today, Politeknik Seberang Perai had program "U-boleh Usahawan" at DSM.	
	The program start from 8am until 9pm.	
	This program involve 20 businesswoman "PERWANI BIZ3" under supervision of Jabatan Pembangunan Wanita Pulau Pinang with 30 student of young entrepreneur PSP as mentee. There are many interesting product such food, ice cream, books, cloth, mobile spa and others.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15/3/17 (Wed)	Perform daily routine task. Switch on android television and collect letter of administration department.	
	Continue etc in creating system.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
16/3/17 (Thurs)	Carry out daily task activities. Switch on android television and collect letter.	
	Create form.php to be put into the system.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
17/3/17 (Fri)	As usual, switch on android television and collect letter of administration department.	
	Today is my birthday, so all my practical-made wish me.	
	Continue create form.php since	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
20/3/17 (Mon)	I take a leave today because I have some best something to do at Perak. My leave allowed by my supervisor, Pn. Daeng.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
21/3/17 (Tues)	Switch on android television and collect letter at administration department.	
	Pn. Daeng ask us to I and Fajini to send her document regarding her medical leave and other document at administration department.	
	During lunch hour, we had a bit birthday party of Pn. Daeng celebrate Pn. Daeng's birthday party in the office. We enjoy eat cake and take pictures as memories.	
	Continue to install required application since I send my laptop to shop for formatting.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
12/3/17 Wed)	Carry out daily routine task: Switch on android television and collect letter of administration building.	
	Install the latest version of ABBE into my laptop.	

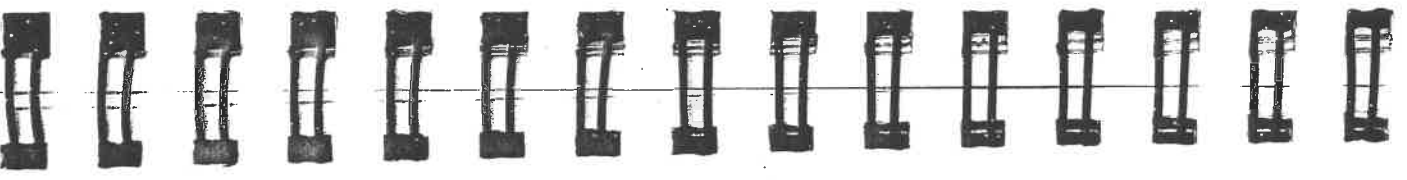
DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
23/3/17 (Thurs)	Perform my daily routine task which is switch on android television and collect letter. All run as usual, we proceed with our own system.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
13/17	Switch on android television and collect letter of administration building as usual.	
	Continue with SPKES system	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
27/3/17		
(Mon)	Start our works with the daily routine task. Switch on android television and collect letter of administration building.	
	Pn. Daeng asks us to send a document to the Office Director of administration building. We met with the director of politeknik Seberang Perai, Mejar (k) Zulkifli Bin Ariffin. At the same time getting signatures from him on a certificate.	
	Create format form.php for my system	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
28/3/17 (Tues)	Carry out my daily task routine, switch on android television and collect letter in administration building.	
	Continue with the system.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
29/3/17 (Wed)	Perform my daily routine task which is switch on android television and collect letter at administration building.	
	Today we go to the program MY BEST BUY that managed by Youth Logistic Club (YLC) and cooperation with Perang Pama.	
.	It was held at Padang ASP. Starts at 12 noon until 6 pm.	
:		



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
12/3/17 (1 hrs)	Caring out my daily task routine: switch on android television and collect letter of administration building.	
	Ph. Daeng asks met me to check all documents of Safety and Health Policy in Politeknik Seberang Perai portal. To ensure the content is fully with the title.	
	After lunch break, we join a program of Sports Complex in Politeknik Seberang Perai. The program entitled Android Day. This program involve with student ASP with their mini project using Android Studio application. There are almost 30 group of student with various project.	

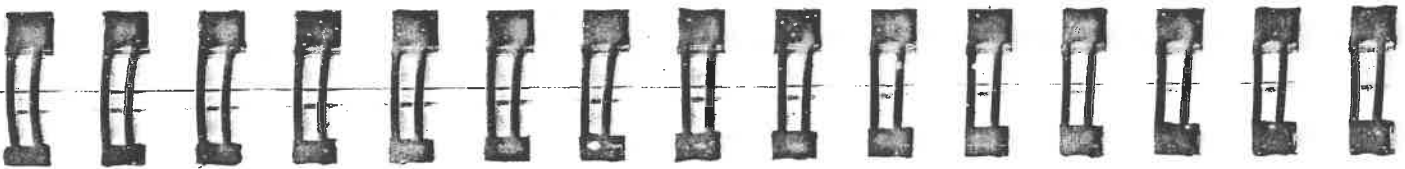
DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
31/3/17 (Fri)	Switch on android television and collect letter as usual of administration building	
	Today is Ann's last day practical. So staff here make a little party to celebrate her. We enjoy eating and take photo as memories. Good luck for your future Ann!	

E	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
'17	Perform the daily routine task. Switch on android television and collect letter of administration building.	
	Continue with the system.	
	Help Pi. Daeng to update about staff requirement in HRMIS system.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
4/4/17 (Thurs)	Carry out daily task routine: switch on android television and collect letter of administration building.	
	Pi. Daeng asks two of us to update help her to update management staff in HRMIS (Sistem Pengurusan Maklumat Sumber manusia) system. There are a few staff that need to re-update because of the changing the employment grade.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/17 Wed)	Switch on android television and collect letter at administration building.	
	Continue in updating the staff management in HRMS system.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
6/4/17 Thu)	Perform a daily routine task every morning which is switch on android television and collect letter at administration building.	
	Mr. Jaeger asks us to meet with Mr. Abu at UPL unit to collect receipt cheque.	
	At a time we also meet Mr. Rasiah of Administration department to get a signature.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/17		
(vi)	Carry out daily routine task, switch on android television and collect letter of administration building.	
	Ph. Daeng asks to get the signature from the director for our Joomla courses next week. Almost 50 person join this Joomla course including UIC staff and practical students. This course will be held on 11th until 13th April.	
	Before lunch break, we I and Fatin went to see Mr. Abu of "Unit Kajian dan Pendidikan Langit" to collect a blue form which is booking form food for the Joomla courses next week.	
	Continue with SPKec system.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
10/4/17		
(Mon)	Like usual, switch on android television and collect letter of administration building.	
	Since tomorrow we have a courses. Joomla courses, we need to face up with the Director to get his signature on our certificate.	
	I and my practical-mates also meet with the Mr. Abu of UICPL department to take a cheque book. I was assigned by Ph. Daeng to write down the receipt for each participant from outside institution. This receipt can be used by them to make as claimed to their institution.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
14/17	Perform our daily routine activities which is switch on android tablet television and collect letter.	
	Today we had a course named "Kursus Profesional ZOOMLA 3.6". Our instructor for this course is Mr. Sufiddin, from Kuala Lumpur.	
	We start with the basic step of CMS ZOOMLA. We used CloudAccess.net as our web hosting platform. We make setup the configuration global, setting up template, define template position, and start to develop Web ZOOMLA.	
	In this beginner project, we start to build menu and submenu, create article and learn what is extension and how to install / plug-in the extension into this project.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
17/4/17		
(Wed)	Before we start our courses today, we still perform our daily routine task. Switch on android television and collect letter of administration building.	
	Today is the 2nd day we build a ZOOMLA Web. We try learn to install a module. We also learn the important steps in installation a module into ZOOMLA project. After that we construct an additional menu, menu module and construct a component into project. After to have a lunch break, we learn to install Extension language to complete our project.	
	Next level is we learn to make a backup and restore. Build the database.	

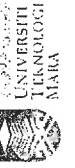


DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
4/17 Sun	Switch on android television and collect letter of administration buildings.	
	Today is the last day of our course Joomla courses. Our instructor teach and review ASP Port-91. He teach on end-how-to troubleshoot all the problem for future use.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
14/4/17 Fri	Conduct our daily routine task which is switch on android television and collect letter of administration buildings.	
	Ph. Dnyez ask us to send a document of Director office.	
	Before lunch hour, Ph. Shila had request me I and Mas to follow her to install an Adobe Reader at Auto-Cad Lab.	
	We find each computer that doesn't install Adobe Reader yet and install it into the computer.	
	Continue with the system	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
17/7	Spent a day with my daily routine task: switch on android television and collect letter at administration building.	
	Ph. Daeng teach us how to delete item listed in a SPA portal (in case it have been classified in a wrong criteria). Then, Ph. Daeng ask us to help her to delete the item in SPA Portal.	
	Continue with the system.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
18/4/17 (Tues)	Perform my daily routine task, switch on android television and collect letter at administration building.	
	Helps Ph. Daeng to buy a souvenir at the "Koperasi" to give for gift to the guest.	
	Continue with the system. Link system with MySQL.	

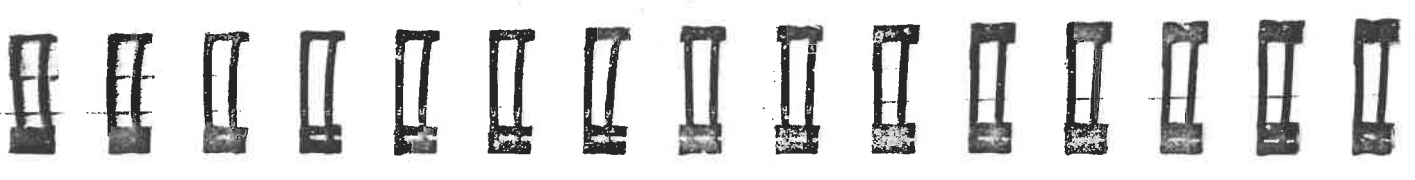


DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
14/7	Wed)	
	Like usually, go to administration building and switch on android television thus collect letter.	
	Confine with the system	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
20/4/17	C Thurs)	
	Conduct my daily routine task which is switch android television and collect letter of administration building	
	Today, Mr. Dery ask me to join her and Mr. Sahidah in EKSA Courses.	
	"Laporan Audit Dalam EKSA". In this courses, our briefing is about the certificate of EKSA from Ministry.	
	They also brief about the sustainable and innovation of EKSA. The instructor explain about the audit schedule every year and the proper manner for auditor new auditor to audit next time. He also tell about the best features of auditor should have, which is good in communication, honest in doing a job, critical thinking, friendly and angrite occupy the audit criteria.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/4/17		
(Fri)	perform my daily task which is switch on android television and collect letter of administration building.	
	troubleshoot my database because error detected.	
	Mn. Daeng ask us to create a feedback form for user use, so we decided to use Google form as our medium to create feedback form. There are six criteria to be formed.	



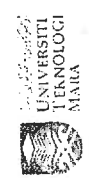
DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
25/4/17		
(Tues)	Conduct my daily routine task, switch on android television and collect letter of administration building.	
	Continue in troubleshooting my database because the error still appear on the system.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISOR'S REMARKS
14/17	My usual daily work, switch on android television and collect letter of administration building.	
	Confine in doing a KEMPA sticker in SPA (Sistem Pengurusan Aset) system.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISOR'S REMARKS
2/5/17 (Tues)	Switch on android television and collect letter of administration building.	
	Confine with my SPKES system	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
4/5/17		
(Thurs)	Switch on android television and collect letter of administration building.	
	Settled down KEWPA job. There are another registration number series number to be print as a sticker. Also print registration asset number for UTCT staff.	
	Continue in troubleshooting my SPKES form, and I was assisted by Master my practical-mates, Masloring.	

EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
7 i) Perform my daily task activities : Switch on android television and collect letter of administration building.	
Print a sticker for KEWPA in SPA (System Pengurusan Aset) system. There are almost 60 registration number to be print as sticker.	
Troubleshoot my form in SPKES system since it cannot connect to the database.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
17	Switch an android television and collect letter on pigeon hole at administration building.	
	Troubleshoot my SPKES system since its into lot of error occur.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
8/5/17	Like usual, switch on android television and collect letter of administration admin.	
	Create login new login.php for my SPKES system. Try new form on it.	

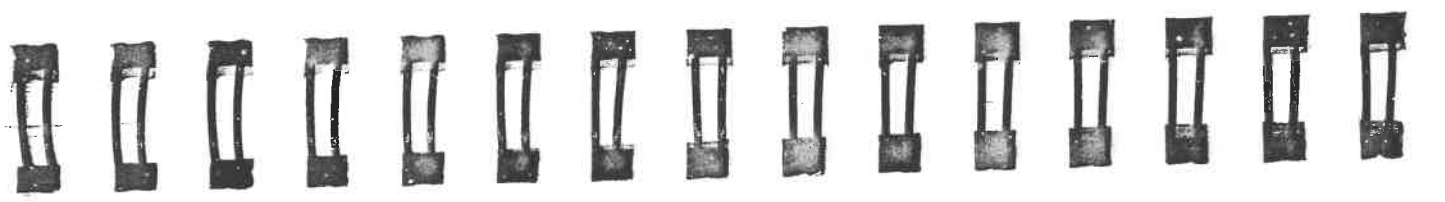
DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
5/11	Switch on android television and collected letter of administration building	
	Print KEWA sticker on SPA System. There are 8 registration number to be print on sticker.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15/5/17	(Mon) Perform my daily task routine : switch on android television and collect letter of administration building	
	Whole UIC staff had a meeting about EKSA (Ekosistem Kondusif Sektor Awam). So our boss, En. Adi Badriawan as a leader explain a bit about EKSA and the final date to be evaluated.	
	Continue in creating login.php for my SPKES.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
5/7		
(Wed)	No start today, we will start our EKSA day until Friday. Before start, we perform our daily task which is switch on android television and collect letter at administration building.	
	Before start, En. Adi Radinoman make a short meeting about a to assign task for each of us. So it will facilitate us to perform our duty with group.	
	En. Adi use Excel as medium a medium in assigning the task. After 30 minutes something, meeting done, and everyone make a move to do their job. We had been, asked by Ms. Lok to follow her to buy some things of the hardware shop.	
	We start EKSA activity with painting the fence, wiping the window, arrange all the furniture in this department and so on.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
17/5/17		
(Wed)	Today also EKSA day, so before start we must go to administration building to switch on android television and collect letter.	
	We continued our job last day.	
	So we continue in arranging the furniture and party room. Also monitor the vendor in setting up the CCTV and ceiling.	
	Also followed Mr. Firdaus to setting up the lab. We need to hide up all the cable, computer cable.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
22/5/17 (Mon)	Conduct my daily task to switch on android television and collect letter.	
	Works with my SPKES system since Mr. Daeng ask to see it.	

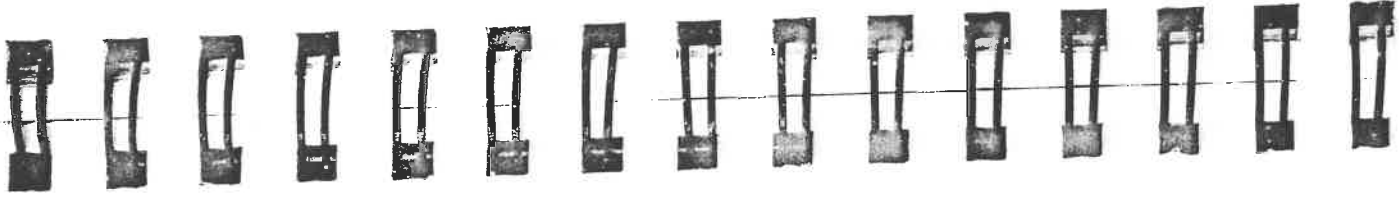


DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
27/7	We perform our daily task which is switch on android television and collect letter at administration building	
	Today is the last day for PKSA, so Mr. Hadi make a short meeting again regarding our task.	
	Since my staff locally supervisor will visits us on next Wednesday, I have to make a better preparation for myself and system	

E	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
17	Switch on android television and collect letter of administration building	
	Consult with Pr. Dony about SPKES system.	
	Pr. Dony give ideas towards my the system, so I have to make an improvement	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
24/5/17 CWed)	Perform my daily task job which is switch on android television and collect letter of administration building	
	Today my faculty supervisor will visit Jan 7 and Ramos a) Dofiteknik Seberang Perai. The supervisor which also a lecturer of IM is from UiTM Merbok.	
	Since UiTM Machang is far, so lecturer from UiTM Merbok will take over of student in Northern. Our faculty supervisor try from UiTM Merbok named En. Zool En. Mohd Zool Hilmi	
	We presented him our project and give him a report of our system. En. Adi and Pr. Dony also there to see our presentation. En. Zool very friendly person, he give a good response and comment through our system. He also shared his experience in Brunei, Thailand regarding IT nowadays.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
31/5/17	<p>Make my usual routine task which is switch on android television and collect letter of administration building.</p>	
	<p>Since the last few month, we just focus on our project to make sure it can be done before 30 June.</p>	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
/17	<p>Perform my daily routine task which is switch on android television and collect letter of administration building.</p>	
	<p>Continuing to change my and add on what is need in my system. The process of try and error coding is so long since it is more error than success</p>	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
16/11/2018	Like usual, doing my routine task: switch on android television and collect letter at administration building.	
	Around 10 am, Pn. Dzeng ask us to go back and switch on the television back because of display error. It might be caused of the internet connection. So we go back and solve the problem.	
	Continue with my system.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2/6/17 (Fri)	Perform my daily task at the administration building which is to open switch on android television and collect letter.	
	Today is like usual, me I and others practical mate just focus on our system.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2/17	Prepare on my daily task for	
10/17	switch on android television and collect letter of administration letter.	
	Focus on special project.	

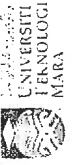
DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
6/6/17	(Tues) Like usual, switch on android television and collect letter of administration building before 9 am.	
	Proceed with my system.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/7	i) Conducting Prepare for our daily task which is switch on android television and collect letter at administration building.	
	Pn. Daeng asks I to change time management for staff on leave management system in system SPA.	
	If have to be change due to Ramadhan month. We all will be back home for 30 minutes early.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
8/6/17		
Others	Perform my daily task which is switch on android television and collect letter at administration building.	
	No/ not much works for today, so we just proceed as usual our works with project and report.	

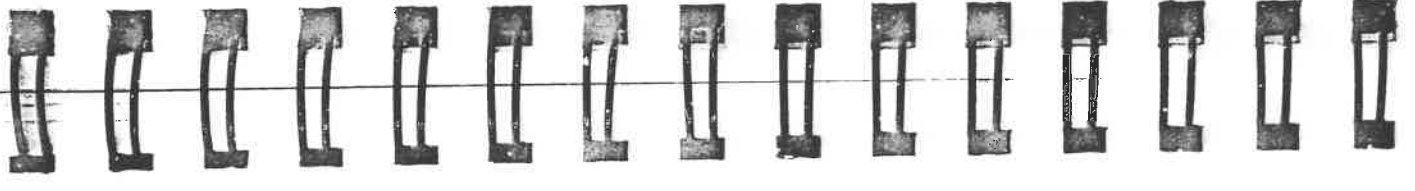
DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
6/7	Settle down my routine task, switch on android television and collect letter of administration letter building.	
	This week, I just focus on with my project since it have to be change a bit.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
13/6/17 (Tues)	Like usual, perform my daily task which is switch on android television and collect letter of administration building.	
	We just had a leave yesterday for usual Quran. Like usual, we just focus on our project and report.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15/6/17	Before we follow En. Firdaus to setup lab, we have to perform our daily routine task at administration building.	
	After that we followed En. Firdaus to setup lab. We fix the PC with a proper cable. Then a vendor came to fix the problem regarding the PC	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15/6/17 (Thurs)	Like usual, switch on android television and collect letter of administration building.	
	Configure with the system.	
	Fix the problem on my socket.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/6/17	Perform my daily routine task with my practical mates, Rafini and Masfura. We have to switch on android television to display daily activities and collect letter on pigeon hole	
	Continue with my system	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
19/6/17	Daily routine, Switch on android television and collect letter at administration building.	
	Ph. Daeng ask us to do KEWPA and sticker. Since the PC had a problem when we wants to print the sticker.	
	And Rafini and Rafini have to teach new practical students regarding KEWPA system to ensure he can do it after we finished our internship.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
16/17	Switch on android television and collect letter as usual at administration building.	
	Since the Hail Raya is coming soon, our department decide to make a bit decoration for Raya. We hang a kedapot made by ribbon and flashing lights on the ceiling.	
	Continue with my system	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
21/6/17	perform my daily routine which switch on android television and collect letter at administration building	
	Present my system to Pn. Jaeng and have to add login for user.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
16/17	(hrs) Prepare to switch on android television and collect letter at administration building.	
	Since I have made a change towards my system, I just give a soft copy of my system to Mr. Daisy to allow her to put my system info server.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
23/6/17 (Fri)	Since Haji Raya is coming soon, many staff also take earlier leave to "batik kampung". So we does not have to switch on android television and collect letter at administration building	
	Settle up all documents needed before we finish this internship. Make a copy and validation of leave letter and attendance.	