



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT:
MAJLIS AGAMA ISLAM DAN ADAT ISTIADAT PERLIS
A2, TAMAN PENGKALAN ASAM,
JALAN TUANKU SYED PUTRA,
01000 KANGAR, PERLIS**

**SPECIAL PROJECT: USER MANUAL OF SISTEM STOR
MAIPs**

**BY
NOR ADILAH BINTI MANSOR
2015148917**

**IM245 - BACHELOR OF SCIENCE (HONS.) INFORMATION
SYSTEM MANAGEMENT
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN**

01 FEBRUARY 2016 – 29 JUNE 2016

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DECLARATION

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

2015148917

Date of submission: 12 July 2018

ACKNOWLEDGEMENT

Assalammualaikum,

First of all, Alhamdulillah (Praise be to Allah) I am very grateful to The Almighty God for helping and ease everything during my industrial training in Majlis Agama Islam Dan Adat Istiadat Melayu Perlis. Besides, He also help me in completing my industrial report and presentation of the industrial training. Then, a big thanks and sincere gratitude to the Faculty of Information Management for giving me this opportunity to learn, gain, develop, create everything in terms of skills, knowledges, experiences, friends and the best superior.

Furthermore, thanks a lot from a bottom of my heart to my Faculty Supervisor En. Faizal Haini bin Fadzil who are willing to help me, guide and advices me when I have some issues during my industrial training. Next, my special big thanks to Puan Nurulannisa binti Abdullah as a faculty advisor. Since, before we start the industrial training she gives a briefing about the information of industrial training until the end of our training.

My big and sincere thanks too to Majlis Agama Islam Dan Adat Istiadat Melayu Perlis for willing to accept and give me the opportunity and cooperation to do my industrial training in the organization. Then, I also would like to give a deepest thank you to my organization supervisor En. Mohammad Irshaduddin bin Jasinizar and all the MAIPs staffs for always being supportive, friendly and very helpful to me during my industrial training.

Last but not least, a special thanks of love to my beloved family and friends because always be by my side and give a lot of vibes for me to end of my industrial training and study in UiTM Machang. My parents who are always give me a support, advices and guidance from I enter the campus until today.

Thank You.

ABSTRACT

The trainee have undergoes to Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs) to gain knowledge and fulfill trainee faculty requirement to complete the industrial training from 1st February 2018 until 29th June 2018. The trainee has been placed in Management and Secretariat Department under ICT Unit for 5 months internship. That is why, the report for industrial training was creates as an evidence for the trainee since had undergoing to this organization. In this report the trainee was divided the contents into 4 chapters which are introduction, organization information, training activities and the last one is conclusion. In chapter 1, the trainee was covers about the organization background, mission, vision, objectives, client charter, nature of business, roles and functions and organizational chart. For chapter 2, the trainee includes information about the ICT unit, mission, vision and their functions. Next, chapter 3 the trainee was share about her activities during her internship including daily activities, other activities and her special project. For the last chapter, the trainee was writes about the application of knowledge, her personal thought, limitations and recommendation for organization and unit itself.

Keywords: *Majlis Agama Islam Dan Adat Istiadat Melayu Perlis, ICT Unit, Sistem Stor MAIPs, Sistem Pengurusan Maklumat Bersepadu, MAIPs Web Portal*

TABLE OF CONTENTS

DECLARATION	i
ACKNOWLEDGEMENT	ii
ABSTRACT	iii
TABLE OF CONTENTS	iv – vi
LIST OF TABLES	vii
LIST OF FIGURES	viii - ix
LIST OF ABBREVIATIONS	x
LIST OF APPENDICES	xi

CHAPTER 1: INTRODUCTION

1.0 Introduction	2 – 3
1.1 Background of the Organization	3 – 5
1.1.1 Mission	5
1.1.2 Vision	5
1.1.3 Objectives	5
1.1.4 Location Maps	6
1.1.5 Contacts Information	6
1.1.6 Client Charter	7
1.1.7 Nature of Business	8
1.1.8 Roles and Functions	8
1.2 Types of Aids	9
1.3 Organizational Structure	10 – 14

CHAPTER 2: ORGANIZATION INFORMATION

2.0 Information Structure	16
2.1 Unit Structure	16
2.2 Mission of ICT Unit	16
2.3 Vision of ICT Unit	16
2.4 ICT Unit Functions	17

CHAPTER 3: INDUSTRIAL TRAINING

3.0 Training Activities	19
3.1 Daily Activity	
3.1.1 Recite Verse of Al-Quran and Short Tazkirah	19 – 20
3.1.2 Change the External Hard-drive For Server Backup	20 – 21
3.2 Other Activities	
3.2.1 Software Installation	21
3.2.2 Setup and Troubleshoot New Computer	22
3.2.3 Restart Server and Router	23
3.2.4 Network Cabling	23 – 24
3.2.5 Key-in Zakat Application Data	24 – 25
3.2.6 Electronic Publishing / Design	25 – 26
3.2.6.1 Design For Banner	26 – 27
3.2.6.2 Web Portal Banner	27
3.2.6.3 Design of Book Cover	28 – 31
3.2.6.4 Design an Invitation Card	31 – 32
3.2.7 Video Editing	32
3.2.8 Format Personal Computer (PCs)	33
3.2.9 Become a Photographer for a Program / Event	33
3.2.10 Slide Show for Program	34
3.2.11 Prepare and Setup ICT Equipment for Program	34 – 35
3.2.12 Update, Archives and Delete News in MAIPs Portal	35 – 36
3.2.13 Microsoft Tutor	36
3.2.14 Fax	37
3.2.15 Photostat	37
3.2.16 Handle an Operator	38
3.2.17 Download List of Zakat Report	38
3.4 Special Project	
3.4.1 Introduction of the System	39
3.4.2 Level of Access	40
3.4.3 User Manual for Sistem Stor MAIPs	43
3.4.4 Recommendation for Future Improvement	43 – 44

CHAPTER 4: CONCLUSION

4.0 Introduction	46
4.1 Application of Knowledge, Skills and Experience	47 – 48
4.1.1 Application of Knowledge	47 – 49
4.1.2 Skills Gained	49 – 50
4.2 Personal Thought and Opinion	51
4.3 Lesson Learnt	51 – 52
4.4 Limitations and Recommendations	52 – 53

LIST OF TABLES

Table 1: Differences level of user access

41- 42

LIST OF FIGURES

Figure 1.1: The logo of Majlis Agama Islam Dan Adat Istiadat Melayu Perlis	3
Figure 1.2: MAIPs location map	6
Figure 1.3: Organizational chart in MAIPs	10
Figure 1.4: Head of department in MAIPs	11
Figure 1.5: Organization chart in Management and Secretariat Services Division	12
Figure 1.6: Organization chart in Zakat Division	13
Figure 1.7: Organization chart in Wakaf and Real Estate Division	14
Figure 3.1: Recite an Al-Quran and short tazkirah	20
Figure 3.2: Software installation activity	21
Figure 3.3: Setup new computer in One Center	22
Figure 3.4: Network cabling activity	24
Figure 3.5: Zakat system is one of the modules in SPMB system	25
Figure 3.6: Banner fo event “ <i>Majlis Aspresiasi Perkhidmatan Cemerlang 2017</i> ”	26
Figure 3.7: Banner for promotion “ <i>Pusat Hemodialisis</i> ”	27
Figure 3.8: Design web banner for Israk Mi’raj	27
Figure 3.9: Design web banner for Ramadhan Al-Mubarak	27
Figure 3.10: Book cover design for “ <i>Mesyuarat Jawatankuasa Pebangunan MAIPs</i> ” <i>on Mac</i>	28
Figure 3.11: Book cover design for “ <i>Mesyuarat Jawatankuasa Perjawatan MAIPs Bil</i> <i>2/2018</i> ” <i>on Mac</i>	29
Figure 3.12: Book cover design for “ <i>Mesyuarat Jawatankuasa Zakat MAIPs Bil</i> <i>3/2018</i> ” <i>on April</i>	29
Figure 3.13: Book cover design for “ <i>Mesyuarat Jawatankuasa Perjawatan MAIPs Bil</i> <i>3/2018</i> ” <i>on April</i>	30
Figure 3.14: Book cover design for “ <i>Mesyuarat Jawatankuasa Perjawatan MAIPs Bil</i> <i>4/2018</i> ” <i>on May</i>	30
Figure 3.15: Book cover design for “ <i>Mesyuarat Majlis Agama Islam Dan Adat Istiadat</i> <i>Melayu Perlis Bil 3/2018</i> ” <i>on Mac</i>	31

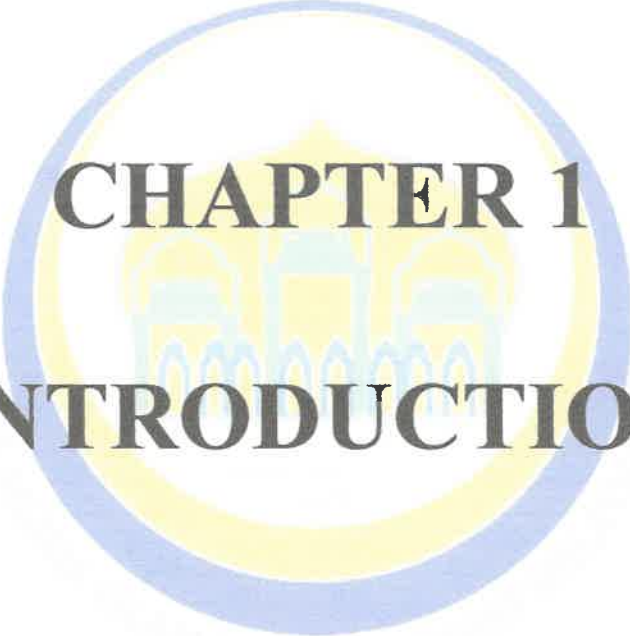
Figure 3.16: Invitation card for “ <i>Majlis Penyampaian Anugerah Kecemerlangan UPSR 2017</i> ”	32
Figure 3.17: The video to show during APC	32
Figure 3.18: Become a photographer for a program “ <i>Multaqa Pendakwah MAIPs 2018</i> ” and other programs	33
Figure 3.19: A slideshow for APC event	34
Figure 3.20: A module in MAIPs web portal	36
Figure 3.21: Seven (7) lines can be used to call MAIPs	38
Figure 3.22: The interface of <i>Sistem Perakaunan dan Belanjawan</i>	39
Figure 3.23: The interface of <i>Sistem Stor MAIPs</i>	40

LIST OF ABBREVIATIONS

MAIPs	Majlis Agama Islam Dan Adat Istiadat Melayu Perlis
MAMPU	Unit Pemodenan Tadbiran dan Perancangan Pengurusan Malaysia
MAIN	Majlis Agama Islam Negeri
CEO	Chief Executive Officer
ICT	Information and Communication Technology
KUIPs	Kolej Universiti Islam Perlis
HRMIS	Sistem Maklumat Pengurusan Sumber Manusia
SPMB	Sistem Pengurusan Maklumat Bersepadu
PC	Personal Computer
CPU	Central Processing Unit
TM	Telekom Malaysia
e-Book	Electronic book
HTF	Hospital Tuanku Fauziah
APC	Anugerah Perkhidmatan Cemerlang
JKSN	Jabatan Kehakiman Syariah Negeri Perli
JAIPs	Jabatan Hal Ehwal Agama Islam Perlis
JMNP	Jabatan Mufti Negeri Perlis
UniMAP	Universiti Malaysia Perlis

LIST OF APPENDICES

Appendix A	Old Version of User Manual and Data
Appendix B	User Manual of Sistem Stor MAIPs
Appendix C	Information about MAIPs
Appendix D	The letters for fax activity
Appendix E	Book cover design
Appendix F	Punch card of the attendance trainee
Appendix G	Log Book
Appendix H	Pictures of Programs and Events



CHAPTER 1
INTRODUCTION

MAIPs

CHAPTER 1: INTRODUCTION

1.0 INTRODUCTION

Industry training refers to a program which aims to provide supervised the industrial training within a specified timeframe from the faculty (University of Malaya, 2008). This industrial training students can choose either government or private sector to carry out the program. Obviously, through this industrial training, the students can have a great chance to learn about how the industry work's environment. Besides, it also can establish relationships between different levels of management and most importantly, the seeds start to a career in your selection profession.

Industrial training is a mandatory course for all degree students of Information Management. Industrial training is the process of developing skills and experiences in the real-life working environment to be more professional and productive. The training refers to work knowledge that is relevant to professional development prior to graduation. It's also a requirement to fulfil the course in order to complete the degree as well as graduate from the university. For Information System Management students, a 5 months period is allocated for training at locations chosen by themselves.

For students of Information Management, we have to undertake this industrial training during our seventh (7th) semester for five months. Since trainee was Information System Management student, trainee have chosen the Information Communication and Technology (ICT) Unit at Majlis Agama Islam dan Adat Istiadat Melayu Perlis as a place of Industrial Training. So, right on the 1st of February 2018, trainee started the industrial

Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs)

training at the organization chosen and must be end the training on 30th June 2018. During industrial training, En. Mohammad Irshaduddin bin Jasinizar has been incharged in trainee activities and ensuring the trainee would gain the knowledge and experiences as much as possible.

1.1 Background of the Organization



Figure 1.1: The logo of Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs)

During the Sian and British era, the affairs of the Islamic Religion in Perlis were governed by the Government of the Kingdom and it was appointed as Head of Islamic Religion and Malay Perlis Customs. That is why DYMM Tuanku Al-Marhum Syed Alwi ibni Almarhum Syed Safi Jamalullail has been established the Perlis Islamic Religious Council in 1920. Then on 1st February 1948, Majlis Agama Islam dan Adat Istiadat Melayu Perlis (MAIPs) officially established after they were joined the Federation of Malaya on 12th January 1948. DYMM Tuanku Al-Marhum Syed Putra Jamalullail has been found the first Perlis constitution through the Perlis State Governing Law which is considered as a written document for the first time for the Perlis Government (Hazman Hassan et al., 2014).

Furthermore, DYTm Al Marhum Tuanku Syed Alwi Ibni Al Marhum Tuanku Syed Saffi Jamalullail was founded the goods of zakat collection. On 27th January 1963, zakat

Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs)

collection was started with *zakat padi* and *zakat fitrah* officially. Next, in 1963 after 15 years conduct the Islamic affairs in Perlis, the Baitulmal has been approved by an amendment was made to the Administrative Laws of Islam No.3 as a body to develop, increase and maintain Muslims socio-economic in Perlis.

In 1995, Perlis Zakat Office was named as Perlis Baitulmal and was placed under MAIPs. Then, in 1986 MAIPs and Perlis Islamic Religious Affairs Department have been restructured because at that time Perlis Baitulmal was led by somebody. The Director of Perlis Baitulmal responsible for the Chairman of Baitulmal which responsible in making decision for any issues in MAIPs chaired by DYTM/DYMM. DYTM Tuanku Raja Perlis as a MAIPs President, intends MAIPs to implement holistic transformation from June 2011 in line with the demand environment changes. To realize Baginda Tuanku desire, he was asked Unit Pemodenan Tadbiran dan Perancangan Pengurusan Malaysia (MAMPU) to identify the best methods and mechanisms for the MAIPs transformation. For this transformation, there have the phases and was reinforced by Majlis Agama Islam Negeri (MAIN) as a driver of ummah transformation which is repented in MAIN Congress for the first time on 26th and 27th September 2011 (Majlis Agama Islam Perlis, 14 Mei 2015).

As a result, MAIPs was appointed Chief Officer Executive (CEO) to lead the management of MAIPs and act as Secretary of Majlis Agama Islam dan Adat Istiadat Melayu Perlis. Besides, MAIPs also has been existed two main department which are Administration Department to manage the administrative, financial, and ICT matters while the other department name as Baitulmal Department which to manage the matters about *zakat*,

Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs)

wakaf, general resources and MAIPs development and investment. The purpose of this establishment is to in line with the transformation of MAIPs by Unit Pemodenan Tadbiran dan Perancangan Pengurusan Malaysia.

1.1.1 Mission

Leaders of the administration of Islamic affairs that contribute to the excellent ummah development by 2020.

1.1.2 Vision

Ensuring the sustainability of socio-economic prosperity of the ummah through the transparency and effective Islamic affairs management based on the Al-Quran and As-Sunnah.

1.1.3 Objectives

- i. Empowering the ability and organization capacity to enhance the efficiency and effectiveness of Islamic administration;
- ii. Empowering the Islamic agenda in order to give birth to the good ummah;
- iii. Strengthening *zakat, wakaf and Baitulmal* to improve the quality of Muslims life;
- iv. Strengthen the management of Islamic law towards implementation of Islamic law;
- v. Strengthen and stabilize financial management and resources strategically to prosper the ummah.

Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs)

1.1.4 Location Maps

Basically, the organization will provide the maps or directions to the clients as a reference and guide to seek where is the building of MAIPs. Figure 1.1 shows the location of Majlis Agama Islam Dan Adat Istiadat Melayu Perlis, where people can easily come and find the building because the building was placed just around the famous university, shops and hospital.

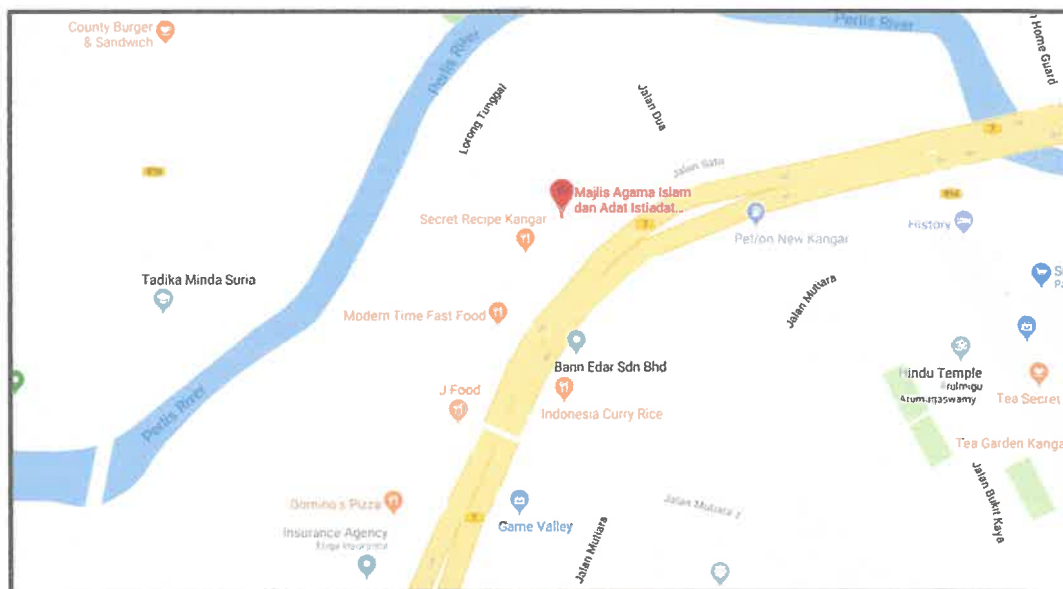


Figure 1.2: MAIPs map location

1.1.5 Contacts Information

Address : Majlis Agama Islam Dan Adat Istiadat Melayu Perlis
A2, Taman pengkalan Asam, Jalan Tuanku Syed Putra
01000 Kangar, Perlis.

Phone : 04 – 9794439 / 04 – 9794438 / 04 – 9794434

Fax : 04 – 9782400

Email : korporat@maips.gov.my

1.1.6 *Client Charter*

Majlis Agama Islam Dan Adat Istiadat Perlis promise:

- i. Provide the hospitality, judicious and courteous service to the customers quickly after the number is called.
- ii. Conduct an inquiry into a request for assistance within ten (10) days of receipt of the application.
- iii. Approve the application:
 - a. Help construction / repair homes in the last year for which application has been agreed by the committee of the parish or stakeholders.
 - b. Construction / repair of house within one (1) month (immediately) for application due to natural disaster.
 - c. Other assistance such as living, medicine, education and *fisabilillah* contribution within three (3) months.
- iv. Make full payment of bills and approved assistance requests within fourteen (14) days from the bills date is received in the Finance Unit.
- v. Issuing official receipts for the *zakat* receipt, *wakaf*, and general resources on the same day
- vi. Issuing annual *zakat* pay-out payments to *zakat* payers through monthly salary deductions not exceeding thirty (30) days in the following years.
- vii. Processing application for *wakaf* property within thirty (30) days.
- viii. Issuance of *wakaf* certificate to *pewakaf* within seven (7) days from the date of registration of *wakaf* property.

1.1.7 Nature of Business

Through this industrial training, a trainee can learn a lot from the organization. The business management function in Majlis Agama Islam Dan Adat Istiadat Perlis is to help poor citizens by giving the suitable services based on their situation and condition. Besides, MAIPs also is an organization who are have responsibility in collecting the *zakat* from Perlis citizens. From the collections of *zakat*, MAIPs was be able to help the poor citizens and help the student who are willing to further their study in university or any other institution. Next, MAIPs also provide a few education types for poor child and teen such as college and free tuition. MAIPs has been established *Kolej Universiti Islam Perlis* (KUIPs) for poor teen who are still have a willing to further their study in diploma level.

1.1.8 Roles and Functions

- i. Helping and advising DYMM Raja Pemerintah in matters which related to the Islamic Perlis State;
- ii. Motivate, encourage, help and pursue the progress and well-being if the economic and social society of the Muslim community in Perlis accordance with the Islamic Law;
- iii. To be sole trustee of *wakaf*, vow and trust property;
- iv. Manage the collections and distribution of *zakat* and *wakaf* property and Baitulmal property; and
- v. Become the main of the policymaker on the administration of Islam religion in Perlis.

1.2 Types of Aids

- i. Subsistence aid
- ii. Corpse management aid
- iii. Clothes aid
- iv. Medical aid
- v. School dress aid
- vi. School aid
- vii. Skill training aid
- viii. Business capital aid
- ix. Electric / water aid
- x. Household and new building aid
- xi. Benefits aid
- xii. External emergency aid
- xiii. Zakat association aid
- xiv. *Muallaf* aid
- xv. Middle east education aid
- xvi. Islamic activity aid



1.2 Organizational Structure

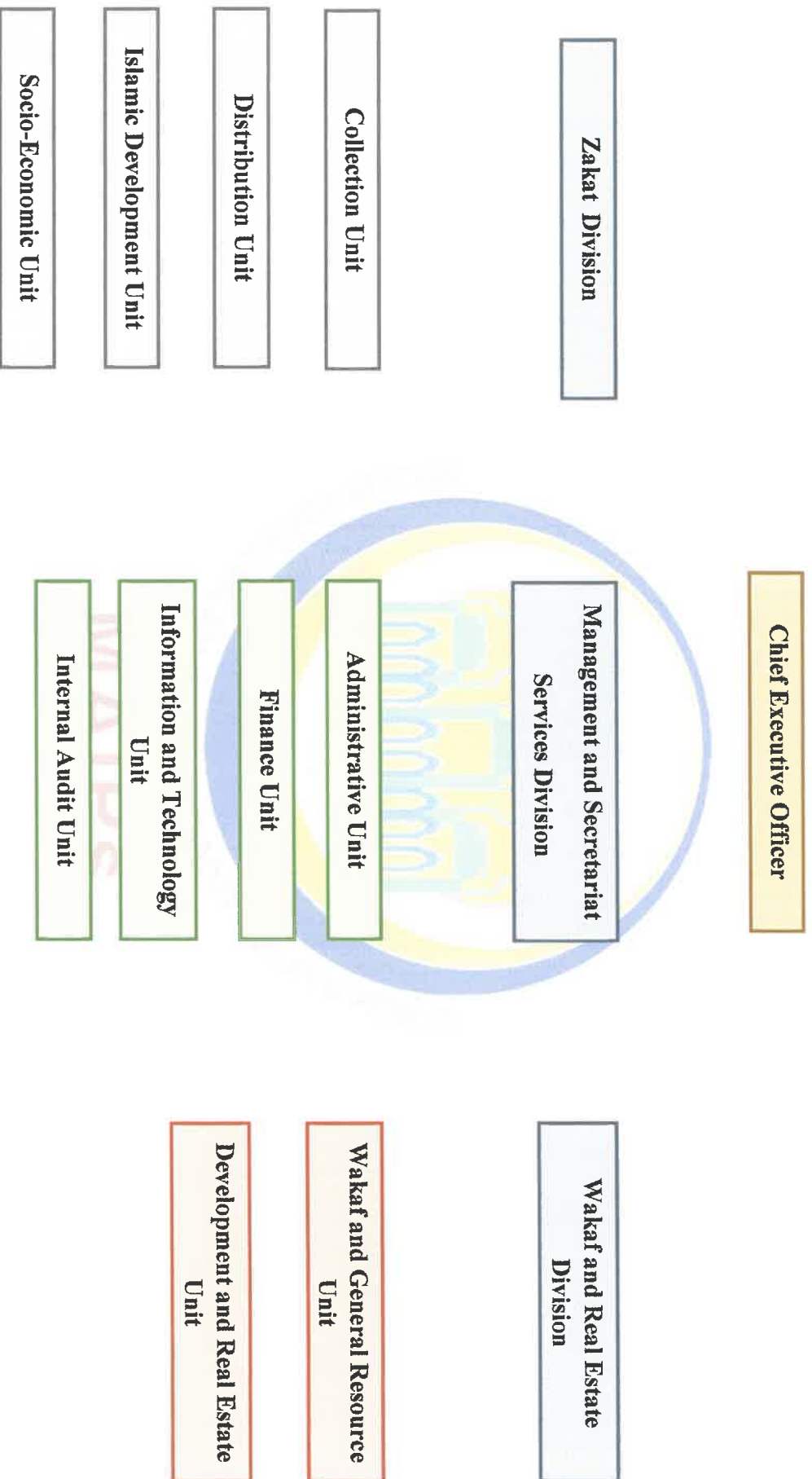


Figure 1.3: Organization chart in MAIIPs

Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs)

Top Level Management

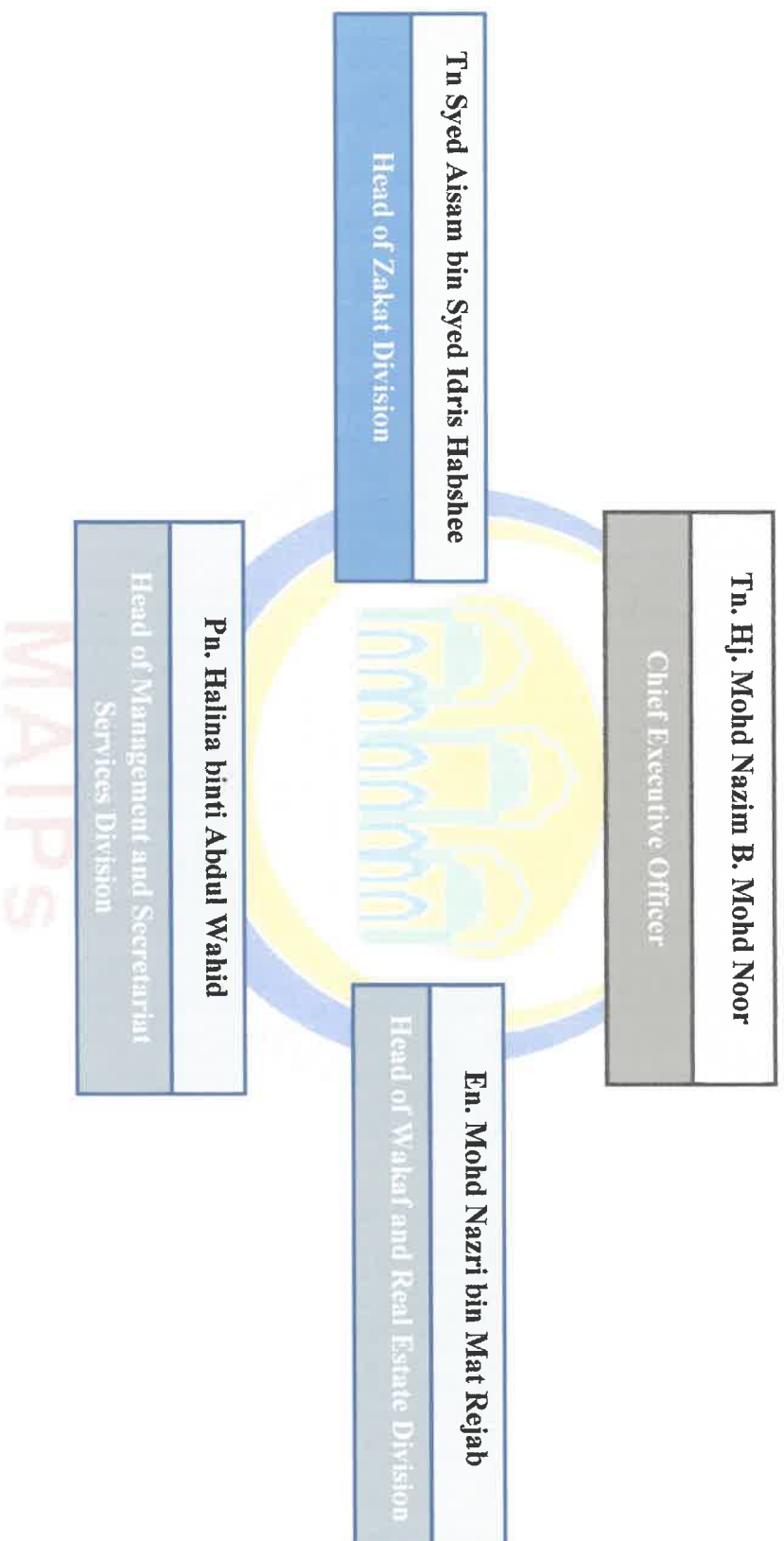


Figure 1.4: Head of department in MAIPs

Malis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs)

Management and Secretariat Services Division

Pn. Halima binti Abdul Wahid

Head of Management and Secretariat Services Division



Figure 1.5: Organization chart in Management and Secretariat Services Division

Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAlIPs)

Zakat Division

Tn Syed Aisam bin Syed Idris Habshee

Head of Zakat Division



Figure 1.6: Organization chart in Zakat Division

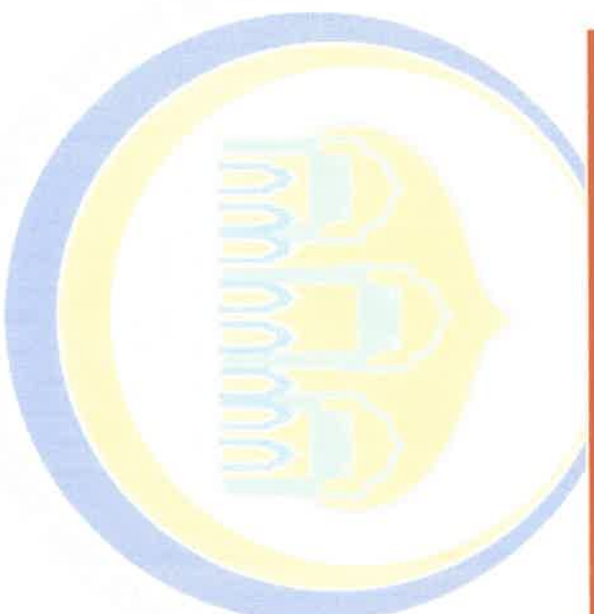
Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs)

Wakaf and Real Estate Division

En. Mohd Nazri bin Mat Rejab

Head of Wakaf and Real Estate Division

Wakaf and General Resource Unit
En. Hanif bin Omar Bakri



MAIPs

Development and Real Estate Unit
Pn. Norhayati binti Ramli
En. Zulkiffle bin Yaacob
En. Muhd Fahmi Fadhi bin Salehuddin
En. Mohd Sufizan bin Sudin
Pn. Norazizah binti Yusop

Figure 1.7: Organization chart in Wakaf and Real Estate Division

CHAPTER 2
ORGANIZATION
INFORMATION

MAIPs

CHAPTER 2: ORGANIZATION STRUCTURE

2.0 Information Structure

In this chapter 2, it was about the organization information by trainee. The trainee needs to describe the details information about the unit that has been placed during the industrial training. Then, in this chapter also would be discussed about the unit structure, unit functions, mission and vision of the unit.

2.1 Unit Structures

During trainee reporting, a trainee has been placed in the Information and Communication of Technology (ICT) Unit for five (5) months. In this unit, there have three (3) staffs who are responsible to manage and ensure all the technology activities in MAIPs were going smoothly and clearly. In ICT Unit, En. Mohammad Irshaduddin bin Jastrinizar as a Head of ICT Unit (N41), Assistant Officer (F29) and an ICT staff (N19).

2.2 Mission of ICT Unit

Strengthening the administration of Hal Ehwal Islam through the sustainable planning, development and culture of ICT to ensure the effectiveness of service delivery towards the welfare of the *ummah*.

2.3 Vision of ICT Unit

ICT as a substance for administrative superiority and the provision of Hal Ehwal Islam services in empowering the civilization of the *ummah*.

2.4 ICT Unit Functions

- i. Manage the ICT equipment to MAIPs community
- ii. Repair and prepare computer equipment to MAIPs community
- iii. Give an advice about the computer-related matters
- iv. Organise and update the MAIPs web portal
- v. Ensure the application of Information System Management can be used completely according to need
- vi. Apply the ICT knowledge and skills to the Information Technology organization needs.



CHAPTER 3
INDUSTRIAL TRAINING
ACTIVITIES

MAIPs

CHAPTER 3: INDUSTRIAL ACTIVITIES TRAINING

3.0 Training Activities

For Chapter 3, the trainee will describes and explain about the activities during her industrial training in Majlis Agama Islam dan Adat Istiadat Melayu Perlis (MAIPs). Even though a trainee has been placed in the ICT Unit, but sometimes a trainee should be exposed with the activities from the other units and departments in MAIPs. So, all the daily activities from trainee during industrial trainee must be recorded in the log book and all the activities will be briefly explain in this chapter. In other words, in this chapter it is about the summary of all the activities from trainee since 1st February 2018 until 29th June 2018.

3.1 Daily Activity

3.1.1 Recite verse of Al-Quran and Short Tazkirah

In Majlis Agama Islam Dan Adat Istiadat Melayu Perlis, the MAIPs community needs to accumulate in the meeting room at 8.20am to recite an Al-Quran and hear some short talk before start working. Normally, Monday and Wednesday every morning one of the MAIPs staff's will give a talk and share some knowledge with the rest while every Tuesday, Thursday and Friday morning the staffs need to recite an Al-Quran. Usually, one of the men staff in MAIPs community will lead the recitation, another one will be as a translator and one of *ustaz* in MAIPs will explain about the verse. Through this common activity, the staffs can get more knowledge through informal learning.

Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs)

After recitation and talk if the staff have an arising issues and activities they need to share the issues with each other and tell every staff about the future or current activities in MAIPs. For instance, every week MAIPs needs to do “*Kayuhan MAIPs Peduli*” program with *DYTM Tuanku Raja Muda Perlis* so the person-in-charge which is Ustaz Syed Aisam bin Syed Idris needs to share the details information’s about this program like time, date, place and dress code with the MAIPs community in the meeting room.



Figure 3.1: Recite the Al-Quran and short tazkirah

3.1.2 Change The External Hard-drive For Server Backup

Besides, a trainee has another daily activity and at the same time it was be one of the trainee responsibility where a trainee need to change the external hard-drive for server backup daily activity. In MAIPs, there have a few main system like *Sistem Maklumat Pengurusan Sumber Manusia (HRMIS)*, *e-HADIR* and *Sistem Pengurusan Maklumat Bersepadu (SPMB)* where the ICT staffs need to ensure those system can be used smoothly and effectively. So, in other words by changing an external hard-drive every day the server can work smoothly and also can save the information of daily business activities in MAIPs.

Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs)

The trainee need to change the external hard-drive at the server in the server room before end of work hours. MAIPs has one and only server rack and server in the organization. Pizza box server has been used in the MAIPs. Then, a trainee also need to ensure the temperature of the server room must be on twenty-five (25) Celsius. In the server room staffs are not allow to bring any food or drink, cannot take any picture in the server room and never smoking in the server room.

3.2 Other Activities

3.2.1 Software Installation

Installation of software is a common activity in any organizations or institutions. It same goes to the Majlis Agama Islam Dan Adat Istiadat Melayu Perlis, almost every weeks a trainee get a directions from ICT staff's and help from any MAIPs staff to install a software in their Personal Computer (PC). Common software a trainee needs to install like TeamViewer, Adobe Photoshop, Microsoft Office, and ESET (antivirus).



Figure 3.2: Software installation activity

3.2.2 Setup and Troubleshoot New Computer

Next, a trainee need to setup a new set of Personal Computer (PC) and various printers such as ink-jet printer, network printer and laser printer. Luckily, a trainee has been learned about this since a trainee in high school and has some knowledge and skills in this area. MAIPs use various of personal computer types such as desktop computer all-in-one, system unit desktop computer and laptop or also known as notebook. So, there have differences on how to setup the all-in-one desktop computer and system unit desktop computer.

Besides, a trainee always got a help from a staff in MAIPs if something goes wrong with their PC and printer. So, a trainee need to look and settle down those problem. Usually, a trainee need to troubleshoot a laser printer and network printer because most of MAIPs staff's do not have knowledge in this field. Sometimes, the staff's Central Processing Unit (CPU) has a problem so a trainee need to fix a problem or change a CPU to a new one.



Figure 3.3: Setup new computer in One Center new office

3.2.3 Restart Server and Router

An internet is one of the main power in the MAIPs because each operation and activities need to use the internet. So, Pn.Azzyati needs to ensure the network are stable and well-working. However, the network will have a problem sometimes where a staff cannot access the SPMB and other systems. If this incident was happened, Pn.Azzyati will ask a trainee to restart a router in the server room. If the internet still cannot work like always, a trainee need to make a report about the issue to the *Telekom Malaysia (TM)*.

Every organization either government or private has their own server to store all the data and information of daily activities in the organization. In MAIPs, En. Azrul Afzal is a person-in-charge to handle the problem for server. If anything happens like server down he will take an action. Luckily, for five (5) months industrial training a trainee got a chance to learn on how to restart the server when the problem has been came. Not all the time a server need to restart because sometimes a trainee just need to restart a router.

3.2.4 Network Cabling

Furthermore, a trainee had applied the knowledge and skills learnt from Technical Support Services and Maintenance for Information Agencies (IMD222) subject during her diploma in order to make a network cable as a backup for the organization. Unit ICT have a limited cable network so when the cable has a problem a staff need to seek the cable network everywhere and sometimes a staff just take a cable from another staff ports. So, a trainee need to make a network cable during her free time. Those network cable will be used when

Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs)

the same incident happens in the future. The trainee managed to make five (5) network cable successfully.



Figure 3.4: Network cabling activity

3.2.5 Key-in Zakat Application Data

Majlis Agama Islam Dan Adat Istiadat Melayu Perlis was received a tons of applicants from the poor people every day. Anybody Perlis citizens who are cannot afford to support their life and family can come to the MAIPs and get the applicant form at the distribution counter. MAIPs have many types of *zakat* distribution which people can ask for help such as education aid, subsistence aid, emergency aid, natural disaster aid, Islamic activity aid, etc. Each aids have different forms and procedure to be approved.

Based on client charter the applications need to process within three (3) months. So, on a first day trainee in MAIPs she needs to key-in three hundred (300) applicants per day. To insert the *zakat* data there have a few methods and it must base on the applicant. For the new applicant a trainee need to insert important details such as name, parish, identification

Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs)

number, phone number, address, types of aids, status, account number and family details while for the existed applicant a trainee just need to insert the parish, update phone number, update types of the aids and update the account number (if receive a request from the applicant).

Sistem Pengurusan Maklumat Bersepadu (SPMB) under module *zakat* management is a system from IDWAL to insert and store all the applicant information. If a staff need any information about the applicant they can just use this system to retrieve the information needs.



Figure 3.5: Zakat system one of the modules in SPMB system

3.2.6 Electronic Publishing / Design

Electronic publishing or also known as desktop publishing which is about the technique of creating and designing materials in a digital workspace. In other words, electronic publishing is a medium to share the information with others. Besides, electronic publishing

Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs)

can be create in many forms such as CD-ROMs, online advertisement, electronic book (e-Book), banner, etc. Naturally, the trainees in this field need to design anything when the organization supervisor was asked.

Five (5) months a trainee in MAIPs, she needs to design a banner for a program and web portal, design a book cover for stakeholders meeting and design an invitation card for a MAIPs program.

3.2.6.1 Design for Banner



Figure 3.6: Banner for event “Majlis Apresiasi Perkhidmatan Cemerlang 2017”

Figure 3.7 shows the banner has been designed by a trainee. This is a banner for a promotion “Pusat Hemodialisis MAIPs”. The project is a collaboration project between Hospital Tuanku Fauziah Perlis (HTF) with Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs).



Figure 3.7: Banner for Pusat Hemodialisis promotion

3.2.6.2 Web Portal Banner

Figure 3.8 and 3.9 show the trainee design for web portal banner. Those banner was placed on the MAIPs web portal at the banner sides. Pn. Azyyati gives a task to the trainee to design the web banner.



Figure 3.8: Web banner design for Israk Mi'raj



Figure 3.9: Web banner design for Ramadhan Al-Mubarak

Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs)

3.2.6.3 Design of Book Cover

Furthermore, the trainee was responsible to make a book cover design for minutes of meeting with the MAIPs stakeholders. Every months each of departments need to present the issues and report in the meeting. The meeting will be led by the DYMM Tuanku Raja Perlis. Below is the design that the trainee have been done and approved by the head of the management.



Figure 3.10: Book cover design for the “Mesyuarat Jawatankuasa Pembangunan MAIPs Bil 1/2018” on Mac

Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs)



Figure 3.11: Book cover design for the “Mesyuarat Jawatankuasa Perjawatan MAIPs Bil 2/2018” on Mac



Figure 3.12: Book cover design for the “Mesyuarat Jawatankuasa Zakat MAIPs Bil 3/2018” on April

Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs)



Figure 3.13: Book cover design for the “Mesyuarat Jawatankuasa Peerjawatan MAIPs Bil 1/2018” on April



Figure 3.14: Book cover design for the “Mesyuarat Jawatankuasa Perjawatan MAIPs Bil 4/2018” on May

Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs)



Figure 3.15: Book cover design for the “Mesyuarat Majlis Agama Islam Dan Adat Istiadat Melayu Perlis Bil 2/2018” on Mac

3.2.6.4 Design an Invitation Card

En. Khairil was asked for help from trainee to design the invitation card for his event which is “Majlis Penyampaian Anugerah Kecemerlangan UPSR 2017 Pusat Celik Minda”. He gives me a day to design, print and cut the invitation cards. En. Khairil do not mind if the invitation card was simple as long as all the required informations are in the card.

Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs)



Figure 3.16: Invitation card design for “Majlis Penyampaian Anugerah Kecemerlangan UPSR 2017 Pusat Celik Minda”

3.2.7 Video Editing

Other than that, a trainee got an opportunity to make a video for “Anugerah Perkhidmatan Cemerlang (APC) Jabatan-jabatan Dan Agensi-agensi Majlis Agama Islam Dan Adat Istiadat Melayu Perlis”. The video is about the throwback from all organizations and agencies under MAIPs such as *Jabatan Kehakiman Syariah Negeri Perlis (JKSN)*, *Jabatan Hal Ehwal Agama Islam Perlis (JAIPs)*, *Jabatan Mufti Negeri Perlis (JMNP)*, and *Pejabat DYMM Tuanku Raja Perlis*. The duration of this video is 4:53 long. Figure 3.17 below shows the start of the video.



Figure 3.17: The video to show during APC

3.2.8 Format Personal Computer (PCs)

This is another activity where a trainee need to apply her knowledge and skills from subject Technical Support Services and Maintenance for Information Agencies (IMD222). Some desktop computer in MAIPs use pirate Windows so when the genuine Windows was arrived a trainee need to format those computer and use the genuine Windows. The pirate Windows in PCs just a temporary and the organization need to use the genuine Windows because it is to avoid from the legal action during audit activity.

3.2.9 Become a photographer For A Program / Event

Furthermore, during industrial training in MAIPs a trainee had participated in a program and event as a MAIPs photographer. All the photos will be kept in the folder and the best photo will give to the BERNAMA for create a news about the program and event. Then, those news will be updated in the *Majlis Agama Islam Dan Adat Istiadat Melayu Perlis* web portal. Other than web portal, En. Irshaduddin will upload those photos into social media which Facebook. It is to expose and share daily activities, programs and events in MAIPs.



Figure 3.18: Become a photographer for a program “Multaqah Pendakwah MAIPs 2018” and other program

3.2.10 Slide Show for Program

Majlis Agama Islam Dan Adat Istiadat Melayu Perlis always have their own programs and events. So, a trainee need to make a slide show for those program. Every week on Friday MAIPs have “*Program Hijrah Minda Bersama DYMM Tuanku Raja Perlis*” so a trainee need to complete a slide for Friday sermon. Commonly, En. Irshaduddin will give a topic and contents then a trainee just copy and paste into slide. Other than that, MAIPs also held another program which is “*Majlis Aspresiasi Perkhidmatan Cemerlang Jabatan-jabatan Dan Agensi-agensi Majlis Agama Islam Dan Adat Istiadat Melayu Perlis*”. Figure 3.19 shows the slide show created by a trainee for the program.

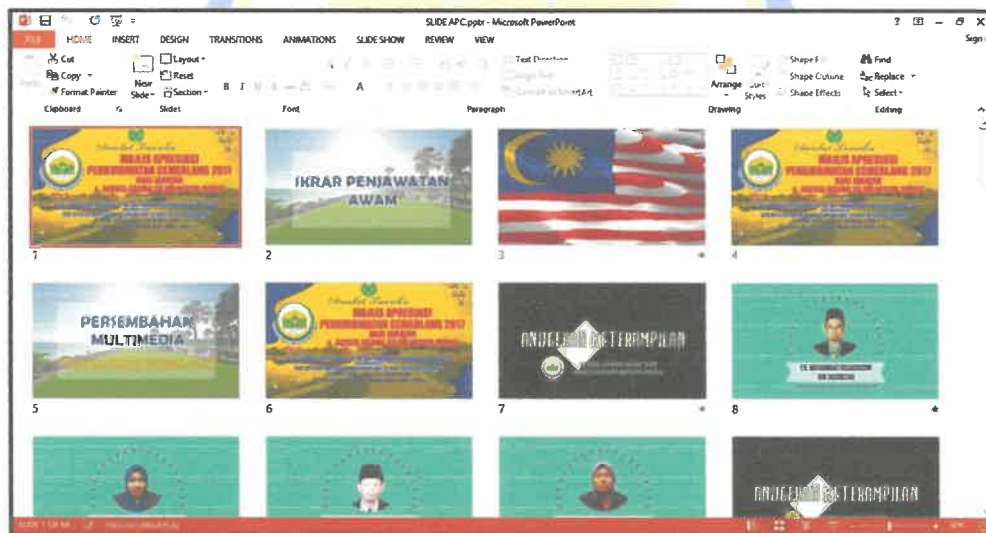


Figure 3.19: A slide show for APC event

3.2.11 Prepare and Setup ICT Equipment for Program

Afterwards, ICT Unit has a responsibilities to ensure all the equipment for program are required and need to setup all those equipment if get a request from CEO or other party. Of course a trainee had involved in the preparation and setup all the requirement. Usually,

Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs)

when a program outside from the building, the staffs and a trainee will go and setup the equipment. For five (5) months a trainee in MAIPs, she was involved in many preparations and setup the ICT equipment such as *“Anugerah Perkhidmatan Cemerlang (APC) Jabatan-jabatan Dan Agensi-agensi Majlis Agama Islam Dan Adat Istiadat Melayu Perlis”*, *“Mesyuarat Majlis Agama Islam Dan Adat Istiadat Melayu Perlis Bil 2/2018”* and *“Program Ihya Ramadha Keluarga MAIPs”*.

Besides, a trainee also was responsible to ensure the use of MAIPs laptop under control. For staff who are willing to borrow the laptop from MAIPs they must write down the date, name, and sign at the KEW-PA 9 form. If the form not complete a trainee need to find the staff and ask them to complete the form.

3.2.12 Update, Archives and Delete News in MAIPs Portal

Next, a trainee got an experienced where she need to update, archives and delete the news in the MAIPs portal. The trainee will update the news when Pn.Azyyati ask for help. Pn. Azyyati will hand the news from BERNAMA or any other resource then a trainee need to login the portal as an admin first then just copy and paste the news into the box given. Figure 3.20 below shows the modules and menus, so the trainee can choose what she want to do either to update, archives or delete the news.

Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs)

Beside update, a trainee also need to archives previous news in the web portal. Normally, the news after three (3) months will be placed in the archived will the news in archives will be deleted after a year. However, before a trainee delete those news, a trainee need to make a backup where she need to copy all the news and paste in the Microsoft Words. After backup the news can be deleted from the archives in MAIPs portal. Figures below is a bout the steps on how a trainee archives and delete the news in MAIPs portal.

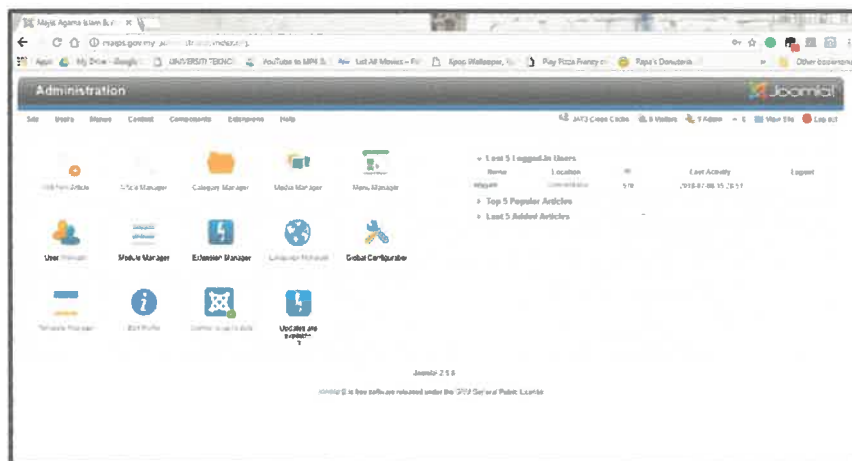


Figure 3.20: A module in MAIPs Web Portal

3.2.13 Microsoft Tutor

Naturally, Microsoft is a basic software in computer so each staff must know how to use it. However, in MAIPs there still have a few staffs who are still cannot use the Microsoft passively especially in using Microsoft Excel. Normally, the staff do not know how to use the formula in the Microsoft Excel for the auto calculation. By using the formula in Microsoft Excel, the staff can save their time in completing their task. So, the trainee willing to help and give them a tutor on how to use the formula and make the auto calculation in the Microsoft Excel.

3.2.14 Fax

The Administrative Unit is the same floor with ICT Unit, so if there need a power to support their tasks, the trainee need to help them. For admin activity the trainee are requested to fax some correspondence or invitation for a program to other organization, company or agency. If a program around the corner, the trainee will be busy too to fax a correspondence and invitation correspondence. By using fax machine as a medium of post it may save a time and the other side can get the information early and give a respond to the question quickly.

3.2.15 Photostat

The trainee also was responsible to make a photocopies if she get a request from a staff in MAIPs. There have a plenty copies of cheques, cheques registration log book, correspondences, receipt, minutes of meeting, etc. A few day before a trainee of her industrial training, the trainee was teach a new internship student on how to use a Photostat machine, how to zoom in or zoom out the copies and how to make two (2) sides of copies.

3.2.16 Handle an Operator

Then, the trainee need to become an operator. Through this activity, the trainee can gain her experience in customer service field or other related field in the industry. The trainee task as an operator not for full time, it is just for a temporary of the whole day in a meantime. It is because the staff in-charge need to go for medical check-up and sometimes she take a leaves. Since the trainee be the operator, she received a lot of differences caller so from there, the trainee learnt on how to handle the customer patiently and smartly.



Figure 3.21: Seven (7) lines can be used to call MAIPs

MAIPs

3.2.16 Download List of Zakat Report

Zakat report was be stored in the Zakat system in the server. So, if anybody request for the report details a trainee or staff can download directly from the SPMB under module *Akaun*. En. Irshaduddin was asked a trainee help him to download list of *zakat* report from January 2017 until December 2017. Those report need to send to Pn. Arniza from *Jabatan Akauntan Negeri Perlis*. To download monthly report it take at least thirty (30) minutes to complete

Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs)

the download. If in office has network problem it may take a long time to download the report. After download those report a trainee need to save a file into pdf. So, to make it easily a trainee use Win2PDF software. Figures below is about the step to download the list of *zakat* report from SPMB.



Figure 3.22: The interface of Sistem Perakaunan & Belanjawan

3.4 Special Project

3.4.1 Introduction of the system

Special project is a main task for each trainee to compete it before end of the industrial training. The trainee need to make a user manual for a new system in MAIPs which is “*Sistem Stor MAIPs*”. This system has been developed by the Technology Unit from University of Malaysia Perlis (UniMAP). Based on En.Irshaduddin, this system take one (1) and a half year to finish the system completely. *Sistem Stor MAIPs* has been launched on 26th February 2018 and the trainee need to give a demonstration for this system to the MAIPs community.

Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs)



Figure 3.23: The interface of the Sistem Stor MAIPs

3.4.2 Level of Access

Next, *Sistem Stor MAIPs* have four (4) different users which are *Pentadbir Sistem*, *Pengesah Stor*, *Pentadbir Stor*, *Pemohon* and *Pelulus*. These level of users have different access. Table 3.1 below shows the different level of access for the *Sistem Stor MAIPs*.

Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs)

	PENTADBIR SISTEM	PENGESAH STOR	PENTADBIR STOR	PEMOHON	PELULUS
PENTADBIRAN_SENARAI PENGGUNA	/	/			
BEKALAN & KAWALAN_KUMP STOK	/	/	/		
BEKALAN & KAWALAN_UNIT PENGUKURAN	/	/	/		
BEKALAN & KAWALAN_LOKASI STOK	/	/	/		
BEKALAN & KAWALAN_BARANG STANDARD	/	/	/		
BEKALAN & KAWALAN_KAD STOK	/	/	/		
PENERIMAAN_SENARAI PEMBEKAL	/	/	/		
PENERIMAAN_TERIMA DARI PEMBEKAL	/	/	/		
PENERIMAAN_REKOD PENERIMAAN	/	/	/		
PENERIMAAN_PENGESAHAN PENERIMA	/	/	/		
PERMOHONAN_KATALOG STOK	/	/	/	/	/

Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs)

PERMOHONAN_PERMOHONAN STOK	/	/	/	/	/	/
PERMOHONAN_STATUS PERMOHONAN	/	/	/	/	/	/
PERMOHONAN_PERMOHONAN MENUNGGU KELULUSAN	/	/	/	/	/	/
PENGELUARAN_PENGESAHAN PENGELUARAN	/	/	/	/	/	/
LAPORAN_KEW-PS:3	/	/	/	/	/	/
KEW-PS:13	/	/	/	/	/	/
LAPORAN_LAPORAN PERMOHONAN ENGIKUT PENGGUNA	/	/	/	/	/	/

Table 3.1: The differences level of user access

MAIPs

3.4.3 User Manual for Sistem Stor MAIPs

The trainee has been created a user manual for difference levels of user and access. The user manual for this system, trainee had attached in Appendices.

3.4.3 Recommendation for Future Improvement

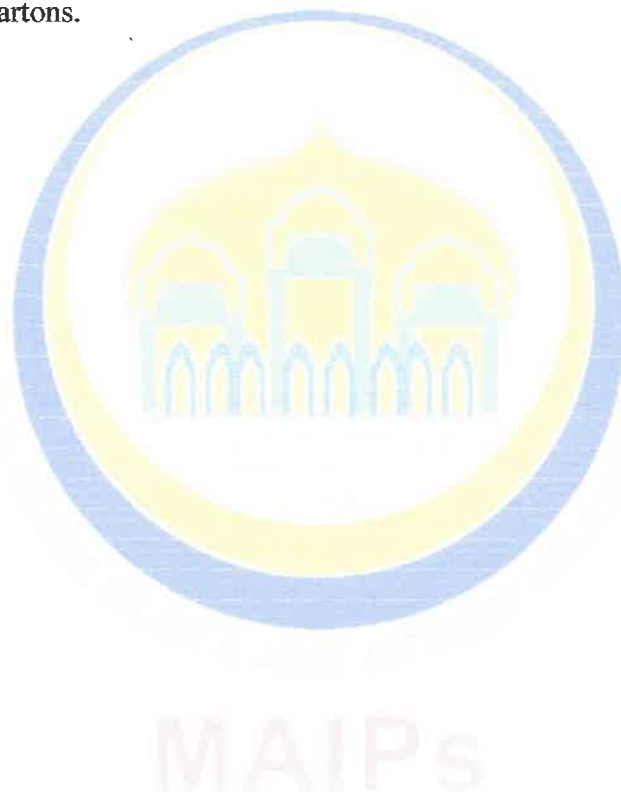
The trainee has a few recommendations for the future improvement of the *Sistem Stor MAIPs*. First of all, the trainee would like to recommend the admin of the system need to make a difference user manual based on the level of access. For instance, when the *Pemohon* enter to the system he/she can refer to the user manual *Pemohon* only. This is because, right now all the level of users can refer to the same user manual.

Secondly, the trainee would like to suggest to the system developer to add more function where the *Pelulus*, *Pentadbir Stor* and *Pengesah Stor* will receives the notifications of the stock request or any other activities which need the approval. Based on the current system, the *Pentadbir Stor* was complained that they need to enter the system every time to look if there have any stock request from the *Pemohon*. So, when they are receive the notification through e-Mail, Whatsapp or message for the stock request they can approve the request quickly.

Lastly, this system also need to make improvement in term of stock auto-calculation. By using this current system, the *Pentadbir Stor* need to calculate the stock by using a

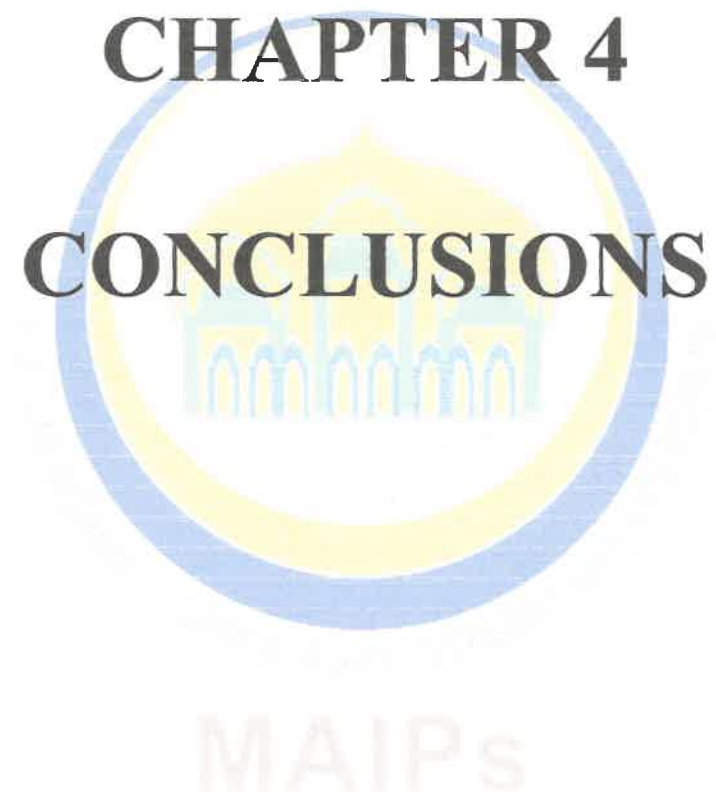
Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs)

manual method. For example, Pn. Hafiza will receives the arrival stock in MAIPs so before she need to insert the data about the ring files in the system Pn. Hafiza need to calculate by herself how many the ring file in the one (1) carton. After she get the amount of all the ring files, she will insert the amount into the system. To make her works goes well, the developer need to add the function where Pn.Hafiza just insert the amount of a carton then the system will calculate how many the total of the ring files from these cartons.



CHAPTER 4

CONCLUSIONS



CHAPTER 4: CONCLUSIONS

4.0 Conclusion

The industrial training activities and tasks were mainly to enable a trainee acquire practical skills and link the lesson theory to practice in the industry so as to meet the labour market needs. Besides, the trainee been able to gain the practical skills and knowledge through informal learning in organization. Through this industrial training, the trainee would be understand on how the real industry was work.

For five (5) months the trainee goes to industrial training in Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs) under ICT Unit but the trainee also need to do another tasks and activities from another Unit such as Administrative Unit and Zakat Unit. Besides, the trainee had learnt a lot of new things in the industry in term of work tasks, goods employee personality and how to handle the matters and come out with the good decision to resolve the matters.

The industrial training can be an eye-opener to how the real industry was work. Through what the experiences the trainee got from her industrial training, it shows the practicum course manages to teach the trainee different management skills, hard and soft skills that cannot be learned in the classroom. Besides, it also can help the trainee to make an improvement in terms of skills such as communication skills, abilities to work under-stress skills, decision making skills, time management skills, and self-esteem skills.

4.1 Application of Knowledge, Skills and Experience

4.1.1 Application of Knowledge

During the trainee industrial trainee, she has applied a lot of knowledge that she was learnt during her diploma and degree. From the theory lesson during study, the trainee can applied those knowledge into practical task. So, the trainee can use a short time to complete the task from a supervisor, ICT Unit staff and other employees in MAIPs.

a) Communication Skills for Information Professionals (IMD121)

Firstly, the trainee has been applied the knowledge from the subject Communication Skills for Information Professionals (IMD121). This subject was learnt during diploma in semester two (2). The trainee has been used this knowledge when she need to communicate with various level people in MAIPs such as the MAIPs stakeholders, customers and staffs. Not only the language she need to take care, verbal and non-verbal language also the trainee to know how to use it rightly. For example, when the trainee need to stay at the zakat counter and she has received the deaf customer, she need to use the body language. Even though the trainee do not know the sign language, she need to try hard to use the body language to communicate with the customer.

b) Electronic Publishing (IMD214)

Secondly, for the subject Electronic Publishing (IMD214) in semester three (3) the trainee has used her skill in designing to design the banner, book cover and invitation

Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs)

card during her industrial training. The trainee can use the Adobe Photoshop and Adobe Illustrator to complete the design.

c) **Technical Support Services and Maintenance For Information Agencies (IMD222)**

Thirdly, in trainee semester four (4) during her study, the trainee was learned the subject Technical Support Services and Maintenance for Information Agencies (IMD222). This subject is more to the practical task and it is about the computer maintenance and make a network cabling. So, during industrial training the trainee was applied all of those knowledge and skills to complete the tasks from the supervisor and staffs in ICT Unit itself. Most of the activities in MAIPs will related to this course such as the trainee needs to format a computer or laptop, make a network cable, troubleshoot the device and setup the new computer and ICT equipment.

d) **Extension Services for Information Agencies (IMD314)**

Fourth, under the subject Extension Services for Information Agencies (IMD314) the trainee was applied when the trainee need to participate in the programs and events in MAIPs. In this subject the trainee was learnt about how to handle a program or event correctly and smoothly. So, the trainee was applied those knowledge and skills in MAIPs. It is because MAIPs always have a programs with their agencies.

e) **Data Server Operational and Services (IMS506)**

Last but not least, for the degree subject the trainee was applied the knowledge that she has under subject Data Server Operational and Services (IMS506). For this subject the

Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs)

trainee was learnt about everything about the data center such as types of rooms in the data center, require equipment in data center, security in data center and management of the server. So, in MAIPs the trainee got the chance on how to restart the server and need to make a backup for the data information from the server.

4.1.2 Skills Gained

a) Communication Skill

During the industrial training in Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs), the trainee has been discovered a few knowledge and gain the experience and skills in communication skills. This is because the trainee need to communicate a lot with level of people either it is formal or informal communication. For instance, the trainee need to communicate with DYMM Tuanku Raja Perlis in the event or program, communicate with the poor people who are received the welfare from MAIPs, and communicate with educational people.

When the trainee need to become an operator, the trainee automatically has learnt on how to handle and communicate with a caller where each callers have differences attitudes and perception towards the operator. Besides, this activity also help the trainee to gain the skills on how to communicate with people through phone call. Hopefully, the trainee can make a lot of improvement in this communication skills from what she got and learnt from her activity during industrial trainee.

b) Abilities to Work Under-Stress

Furthermore, in the industrial training, it can teach the trainee on how to control the emotion, mental and physical. In industry, the trainee can understand on how the employee works on their tasks given. Sometimes, the trainee was faced difficult time where the trainee need to treat an annoying customer either at the counter or just through phone call. Usually, when the trainee need to be at the zakat counter for receive and give the applicants from the poor people. Those people have different of characters, so when a trainee received an arrogance customer, she need to control her emotion to deal with.

c) Time Management Skill

Time management skill is a required skills in the industry. Through this industrial training the trainee can improve her skill to be better in future. During industrial training, the trainee was received multi-tasking task such as the trainee need to receive a call (operator), design a banner for a MAIPs program, and need to troubleshoot network printer device at PC En.Zulkiflee from Wakaf and Real Estate Department so the trainee need to think how to manage the time to complete everything in a day. Through this experience it was teach the trainee to be more discipline in managing her time.

e) Self-Motivation Skills

During industrial training in MAIPs, the trainee was improve her self-motivation skill from time-to-time. This is because in MAIPs every morning before they start the work, all the employees need to gather in the meeting room to recite the Al-Quran and listen to short talk and advice. From this activity, the trainee was realized about the lack of her attitudes

Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs)

and habit so she can make the improvement to herself. Besides, most of the program in MAIPs will come out with the positive vibes to their employees, participators, and everyone. The programs like “*Kayuhan MAIPs Peduli*”, “*Multaqa Pendakwah MAIPs*”, *etc.* Those program can build the trainee self-esteem and self-confidence.

4.2 Personal Thought and Opinion

Based on the trainee personal thought industrial training very needed to the last semester students. It is because through industrial training the trainee can develop and make an improvement to her future profession. Besides, industrial training also can introduce the real world of working in the industry before the trainee end of her study. So, for sure the trainee will be more ready to face the challenges and obstacles when she was enter the industry later.

During industrial training the trainee feels the MAIPs was provides a lot of opportunities and too supportive to each other. The work environment in MAIPs is like live with family because all the staffs be supportive to each other and friendly. The real purpose for the trainee complete the industrial training is to gain knowledge, improve the skills and gain more experience in the industry. So, by chosen Majlis Agama Islam Dan Adat Istiadat Melayu Perlis, there has been achieved the trainee purpose.

4.3 Lesson Learnt

During the industrial training, the trainee has learnt to be more discipline, punctual and has an improvement in many skills and knowledge. Being working surrounding, the trainee has learnt how to commit with time rightly even the trainee was received multiple task and she can do it

Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs)

under stress. The trainee can completing all the tasks and works on time before the due date given from the supervisor or staff. MAIPs has exposed the trainee on many new field of knowledges and had a chance to the trainee to apply what has been taught throughout five (5) years study.

Besides, the trainee also has made realized to the trainee for real world working environment obviously different from what the trainee has learnt in classes. This had given the trainee a chance to develop more practical skills by the trainee efforts itself. The industrial training program was definitely beneficial for the trainee. Majlis Agama Islam Dan Adat Istiadat Melayu Perlis was involved with many efforts in helping community around, cooperation between other departments, work practices that rely on stablishing the system standards and based on the defined core.

Clearly, the trainee knows and get experiencing in work, learn how to communicate with the different staff members and learn how to solve problems faced in the workplace.

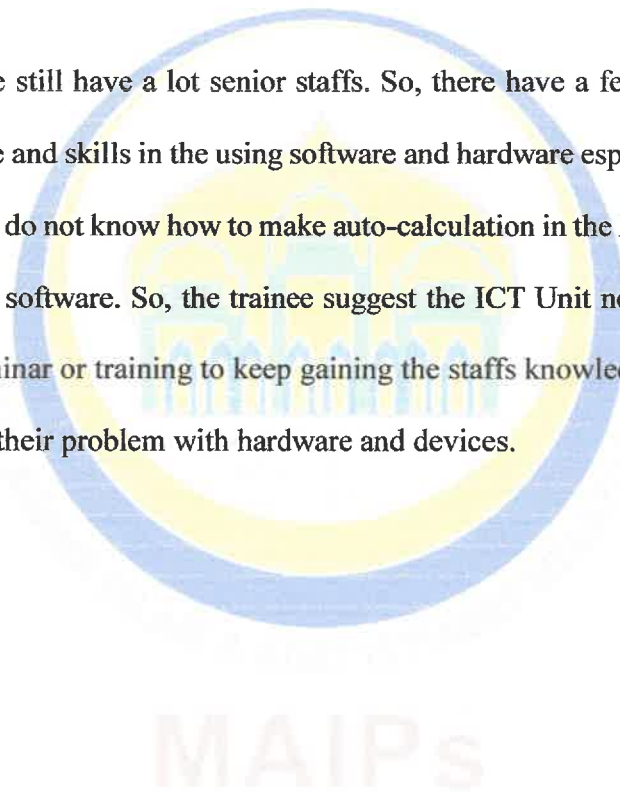
4.4 Limitations and Recommendations

Each organization has their own limitations. So, each limitations the trainee come out with some relevant suggestion. The first limitations in MAIPs is the organization lack of the employees. Majlis Agama Islam Dan Adat Istiadat Melayu Perlis is one of the empowering organisation but there only have fifty-five (55) employees including the Chief Executive Officer. Sometimes, some employees need to do the other position task such as a cleaner need to make the admin staffs even those task not include in the grant. Therefore, the MAIPs needs to hire more employees to ensure the operation and activities in MAIPs be more clear, smooth and systematic.

Majlis Agama Islam Dan Adat Istiadat Melayu Perlis (MAIPs)

Then, ICT Unit lack the ICT equipment. Every months MAIPs have their big event and program. Unfortunately, the ICT Unit was failed to prepare the complete equipment like PA system and speaker. During the program or event, MAIPs need to look for the equipment sometimes there just rent the equipment and borrow from their agencies. Hence, MAIPs need to buy the new equipment and the trainee pretty sure by buying and have a complete equipment, MAIPs does not have loss anything but it can help to smooth the preparation of program or event.

Lastly, in MAIPs there still have a lot senior staffs. So, there have a few staffs who are lack in terms of the knowledge and skills in the using software and hardware especially using a Microsoft Excel. Some staffs still do not know how to make auto-calculation in the Microsoft Excel by using a given formula in the software. So, the trainee suggest the ICT Unit needs to aware about this matter and make a seminar or training to keep gaining the staffs knowledge and skill in using the software and aware to their problem with hardware and devices.



APPENDICES

APPENDIX A

CARTA ALIR SISTEM STOR MAIPs

BIL	PROSES	MENU	TINDAKAN
1.	<p>MULA</p> <p>PENAMBAHAN AKAUN PENGGUNA</p>	PENTADBIRAN → SENARAI PENGGUNA	PENTADBIR SISTEM ATAU PELULUS STOR
2.	<p>PEREKODAN STOK OLEH PENTADBIR STOR</p>	BEKALAN & KAWALAN	PENTADBIR STOR
3.	<p>TERIMAAN STOK DARI PEMBEKAL OLEH PENTADBIR STOR</p>	PENERIMAAN → TERIMAAN DARI PEMBEKAL	PENTADBIR STOR
4.	<p>PENGESAHAN PENERIMAAN STOK OLEH PENGESAH STOR</p> <p>SAH ?</p>	PENERIMAAN → PENGESAHAN PENERIMAAN	PENGESAH STOR
5.	<p>PERMOHONAN STOK DARIPADA PEMOHON</p>	PERMOHONAN → PERMOHONAN STOK	PEMOHON
6.	<p>KELULUSAN PERMOHONAN STOK OLEH PEGAWAI PELULUS</p> <p>SAH ?</p>	PERMOHONAN → PERMOHONAN MENUNGGU KELULUSAN	PELULUS
7.	<p>PENGELUARAN STOK OLEH PENTADBIR STOR</p>	PENGELUARAN → PENGESAHAN PENGELUARAN	PENTADBIR STOR
8.	<p>PENJANAAN PELAPORAN</p> <p>TAMAT</p>	LAPORAN	PELULUS STOR

SENARAI DAFTAR KAD KAWALAN STOK

(Tatacara Pengurusan Stor 61)

BIL.	NO. KAD	NO. KOD	PERIHAL STOK	TANDATANGAN PEGAWAI STOR DAN TARIKH
1	1	AB 001	BUKU FULLSCAP (BUKU KULIT TEBAL) - 400 M/SURAT	
2	2	AB 002	BUKU FULLSCAP (BUKU KULIT TEBAL) - 300 M/SURAT	
3	3	AB 003	BUKU DAFTAR CUTI	
4	4	AB 004	BUKU DAFTAR SURAT MENYURAT	
5	164	AB 005	BUKU DESPATCH	
6	201	AB 006	BUKU KUARTO	
7	215	AB 007	BUKU REKOD PERKHIDMATAN	
8	5	AC 001	PEMADAM	
9	165	AC 017	PEMADAM WHITE BOARD	
10	6	AC 002	LIQUID PAPER	
11	7	AC 003	GLUE STICK	
12	8	AC 004	GAM	
13	9	AC 005	SELLOTAPE	
14	166	AC 015	OPT TAPE (APOLLO TAPE)	
15	202	AC 018	OPP TAPE	
16	10	AC 006	BINDING TAPE (HITAM)	
17	11	AC 007	BINDING TAPE (MERAH)	
18	167	AC 016	BINDING TAPE (BIRU)	
19	12	AC 008	MASKING TAPE	
20	13	AC 009	DOUBLE SIDED TAPE (NIPIS)	
21	14	AC 010	TALI FAIL	
22	15	AC 011	TALI HIJAU	
23	16	AC 012	REINFORCEMENT RINGS	
24	17	AC 013	DATER STAMP	
25	168	AC 014	RECEIVED + DATE STAMP	
26	18	AD 001	STAPLER HD 10 (KECIL)	
27	19	AD 002	STAPLER HD 50 (BESAR)	
28	20	AD 003	LONG ARM STAPLER	
29	21	AD 004	DAWAI KOKOT NO. 10 (KECIL)	
30	22	AD 005	DAWAI KOKOT NO. 3 (BESAR)	
31	23	AD 006	DAWAI KOKOT (SIZE: 12mm x 8mm)	
32	24	AD 007	GUNTING	
33	25	AD 008	PISAU	
34	26	AD 009	MATA PISAU	
35	27	AD 010	GUNTACKER	

SENARAI DAFTAR KAD KAWALAN STOK

(Tatacara Pengurusan Stor 61)

BIL.	NO. KAD	NO. KOD	PERIHAL STOK	TANDATANGAN PEGAWAI STOR DAN TARIKH
36	169	AD 015	CALCULATOR	
37	170	AD 016	CASH BOX	
38	171	AD 017	PENGASAH PENSIL	
39	172	AD 018	PENGHADANG BUKU	
40	28	AD 011	PUNCH (2 HOLE)	
41	29	AD 012	PUNCH (1 HOLE)	
42	30	AD 013	MAP PIN	
43	31	AD 014	KLIP KERTAS KECIL (THREE GEESE)	
44	203	AD 021	KLIP KERTAS BESAR (GERM)	
45	204	AD 022	KLIP KERTAS BESAR (50 MM)	
46	32	AD 015	BINDER CLIP (19 MM)	
47	173	AD 016	BINDER CLIP (25 MM)	
48	174	AD 017	BINDER CLIP (31 MM)	
49	175	AD 018	BINDER CLIP (32 MM)	
50	176	AD 019	BINDER CLIP (41 MM)	
51	177	AD 020	BINDER CLIP (51 MM)	
52	33	AF 001	STAMP PAD (BIRU)	
53	34	AF 002	STAMP PAD (MERAH)	
54	178	AF 006	STAMP PAD (KOSONG)	
55	35	AF 003	INK STAMP PAD (BIRU)	
56	36	AF 004	INK STAMP PAD (MERAH)	
57	37	AF 005	INK STAMP PAD (HITAM)	
58	38	AG 001	BATERI AAA ENERGIZER	
59	39	AG 002	BATERI AA ENERGIZER	
60	40	AK 001	KULIT FAIL PUTIH	
61	41	AK 002	KULIT FAIL HIJAU (SULIT)	
62	42	AK 003	SAMPUL KECIL	
63	43	AK 004	CLEAR HOLDER	
64	44	AK 005	FAIL PVC (MANAGEMENT FAIL)	
65	45	AK 006	RING FILE 2D - 40MM (PUTIH)	
66	46	AK 007	RING FILE 2D - 25MM (PUTIH)	
67	218	AK 012	RING FILE 2D - 50MM (PUTIH)	
68	205	AK 011	RING FILE 2D - 65MM (PUTIH)	

SENARAI DAFTAR KAD KAWALAN STOK

(Tatacara Pengurusan Stor 61)

BIL.	NO. KAD	NO. KOD	PERIHAL STOK	TANDATANGAN PEGAWAI STOR DAN TARIKH
69	47	AK 008	LEVEL ARCH FILE 3"	
70	179	AK 010	LEVEL ARCH FILE 2"	
71	48	AK 009	VOUCHER FILE 3"	
72	49	AL 001	COMMON SEAL	
73	50	AL 002	KERTAS KARBON	
74	51	AL 003	PLASTIC LAMINATING SIZE A3	
75	52	AL 004	PLASTIC LAMINATING SIZE A4	
76	53	AM 001	MAGNETIC	
77	54	AM 002	STICK NOTES	
78	55	AM 003	TYPE WRITER RIBBON (NYLON)	
79	56	AP 001	PEN HITAM	
80	57	AP 002	PEN MERAH	
81	180	AP 012	PEN BIRU	
82	216	AP 013	PEN HIJAU	
83	58	AP 003	PEN YOSOGO (70) (PERMANENT MARKER)	
84	59	AP 004	PEN ARTLINE (700) (PERMANENT MARKER)	
85	60	AP 005	PEN ARTLINE (90) (PERMANENT MARKER)	
86	61	AP 006	PEN ARTLINE (500 A) (WHITEBOARD MARKER)	
87	62	AP 007	PEN HIGHLIGHT	
88	63	AP 008	PENSIL	
89	64	AP 009	PEMBARIS PLASTIK (30 CM)	
90	65	AP 010	PEMBARIS BESI (30 CM)	
91	66	AP 011	PEMBARIS BESI (15 CM)	
92	67	AR 001	RING BINDING COM SAIZ 8 mm	
93	206	AR 008	RING BINDING COM SAIZ 10 mm	
94	68	AR 002	RING BINDING COM SAIZ 12 mm	
95	69	AR 003	RING BINDING COM SAIZ 14 mm	
96	70	AR 004	RING BINDING COM SAIZ 16 mm	
97	71	AR 005	RING BINDING COM SAIZ 18 mm	
98	72	AR 006	RING BINDING COM SAIZ 20 mm	
99	73	AR 007	RING BINDING COM SAIZ 22 mm	

SENARAI DAFTAR KAD KAWALAN STOK

(Tatacara Pengurusan Stor 61)

BIL.	NO. KAD	NO. KOD	PERIHAL STOK	TANDATANGAN PEGAWAI STOR DAN TARIKH
100	74	BK 001	LETTERHEAD	
101	75	BK 002	KERTAS MINIT	
102	76	BK 003	KERTAS STICKER	
103	77	BK 004	KERTAS INDEX DIVIDER	
104	78	BK 005	KERTAS SIJIL	
105	79	BK 006	KERTAS KULIT DEPAN	
106	80	BK 007	KERTAS DRAWING	
107	81	BK 008	KERTAS MESIN KIRA	
108	82	BK 009	KERTAS PHOTOSTAT A3 - 80 GSM (PUTIH)	
109	83	BK 010	KERTAS PHOTOSTAT A4 - 80 GSM (PUTIH)	
110	84	BK 011	KERTAS A4 - 80 GSM (WARNA BIRU)	
111	85	BK 012	KERTAS A4 - 80 GSM (WARNA HIJAU)	
112	86	BK 013	KERTAS A4 - 80 GSM (WARNA LAVENDER/PURPLE)	
113	87	BK 014	KERTAS A4 - 80 GSM (WARNA PEACH)	
114	88	BK 015	KERTAS A4 - 80 GSM (WARNA SAFFRON)	
115	89	BK 016	KERTAS A4 - 80 GSM (WARNA PINK)	
116	90	BK 017	KERTAS A4 - 80 GSM (WARNA IVORY)	
117	91	BK 018	KERTAS A4 - 80 GSM (WARNA KUNING)	
118	92	BK 019	KERTAS A4 - 80 GSM (WARNA GOLD)	
119	93	BK 020	KERTAS A4 - 80 GSM (WARNA LIME/LEMON)	
120	94	BK 021	KERTAS A4 - 80 GSM (WARNA TURQUOSE)	
121	207	BK 039	KERTAS A4 - 80 GSM (WARNA DARK BLUE)	
122	208	BK 040	KERTAS A4 - 80 GSM (WARNA CYBER RED)	
123	209	BK 041	KERTAS A4 - 80 GSM (WARNA RED)	
124	217	BK 043	KERTAS A4 - 80 GSM (WARNA CYBER PURPLE/ DEEP PURPLE)	
125	95	BK 022	2 SHEET CARD - 120 GSM (WARNA SAFFRON)	
126	96	BK 023	2 SHEET CARD - 120 GSM (WARNA CYBER YELLOW/ CREAM/IVORY)	
127	97	BK 024	2 SHEET CARD - 120 GSM (WARNA LEMON)	
128	98	BK 025	2 SHEET CARD - 120 GSM (WARNA RED)	
129	99	BK 026	2 SHEET CARD - 120 GSM (WARNA GOLD)	
130	100	BK 027	2 SHEET CARD - 120 GSM (WARNA CYBER GREEN)	
131	101	BK 028	2 SHEET CARD - 120 GSM (WARNA CYBER PINK)	
132	102	BK 029	2 SHEET CARD - 120 GSM (WARNA PURPLE)	

SENARAI DAFTAR KAD KAWALAN STOK

(Tatacara Pengurusan Stor 61)

BIL.	NO. KAD	NO. KOD	PERIHAL STOK	TANDATANGAN PEGAWAI STOR DAN TARIKH
133	103	BK 030	2 SHEET CARD - 120 GSM (WARNA PINK)	
134	104	BK 031	2 SHEET CARD - 120 GSM (WARNA BLUE)	
135	105	BK 032	2 SHEET CARD - 120 GSM (WARNA SALMON/PEACH)	
136	106	BK 033	2 SHEET CARD - 120 GSM (WARNA L.T YELLOW/ YELLOW)	
137	107	BK 034	2 SHEET CARD - 120 GSM (WARNA DEEP BROWN)	
138	108	BK 035	2 SHEET CARD - 120 GSM (WARNA HIJAU/LAGOON)	
139	109	BK 036	2 SHEET CARD - 120 GSM (WARNA DARK GREEN/ PARROT)	
140	213	BK 042	2 SHEET CARD - 120 GSM (WARNA TURQUOISE)	
141	110	BK 037	KERTAS KAD LASER – 230 GSM (PUTIH)	
142	181	BK 038	KERTAS GAMBAR	
143	111	CS 001	SAMPUL SURAT 4.5" x 9.5" (X TINGKAP) - LOGO	
144	112	CS 002	SAMPUL SURAT 4.5" x 9.5" (TINGKAP) - LOGO	
145	113	CS 003	SAMPUL SURAT 4.5" x 9.5" (SUMBANGAN) - LOGO	
146	114	CS 004	SAMPUL SURAT 18 x 14 (COKLAT)	
147	115	CS 005	SAMPUL SURAT 9" x 12 ¾" (A4) - LOGO	
148	116	CS 006	SAMPUL SURAT 9" x 12 ¾" (A4) - PUTIH	
149	117	CS 007	SAMPUL SURAT 9" x 12 ¾" (A4) - COKLAT	
150	118	CS 008	SAMPUL SURAT 9" x 6 ¾ (½ A4) - LOGO	
151	119	CS 009	SAMPUL SURAT 9" x 6 ¾ (½ A4) - PUTIH	
152	194	CS 010	SAMPUL SURAT 9" x 6 ¾ (½ A4) - COKLAT	
153	195	CS 011	SAMPUL SURAT 12" x 16 (A3) - LOGO	
154	196	CS 012	SAMPUL SURAT 12" x 16 (A3) - PUTIH	
155	210	CS 013	SAMPUL SURAT 12" x 16 (A3) - COKLAT	
156	120	DT 001	COVER SIJIL	
157	121	DT 002	DOKUMENT TRAY	
158	122	DT 003	KAD PERAKAM WAKTU	
159	123	IK 001	CANON - 328	
160	124	IK 002	CANON - 325	
161	125	IK 003	CANON - 312	
162	126	IK 004	HP - 85 A	
163	127	IK 005	HP - 35 A	

SENARAI DAFTAR KAD KAWALAN STOK

(Tatacara Pengurusan Stor 61)

BIL.	NO. KAD	NO. KOD	PERIHAL STOK	TANDATANGAN PEGAWAI STOR DAN TARIKH
164	128	IK 006	CANON PIXMA (HITAM) - 740	
165	129	IK 007	CANON PIXMA (WARNA) - 741	
166	130	IK 008	HP (HITAM) - 704	
167	131	IK 009	HP (WARNA) - 704	
168	132	IK 010	EPSON RIBBON CARTRIDGE • LQ 2090/2090 C/2090 H	
169	214	IK 011	TONER COMPATIBLE	
170	133	KB 001	BAKUL SAMPAH PLASTIK	
171	134	KB 002	PENYAPU	
172	135	KB 003	MOP	
173	136	KB 004	TISU GULUNG (KECIL)	
174	137	KB 005	MULTIFOLD PAPER TOWER	
175	138	KB 006	PLASTIK SAMPAH HITAM : 18" x 21" (KECIL)	
176	139	KB 007	PLASTIK SAMPAH HITAM : 28" x 35" (KECIL)	
177	140	KB 008	PLASTIK SAMPAH HITAM : 31" x 37" (BESAR)	
178	141	KB 009	ALAS KAKI (KAIN)	
179	142	KB 010	AMBI PUR SPRAY (275 G)	
180	143	KB 011	LIFEBUOY (HAND WASH - 200 ML)	
181	144	KB 012	AMBI PUR SCENTED GEL	
182	145	KB 013	AJAX FABULOSO/SABUN PENCUCI LANTAI)	
183	146	KB 014	KAYU BATANG MOP	
184	147	KB 015	KIWI CLEAN - GLASS CLEANER/SABUN CUCI CERMIN	
185	148	KB 016	HARPIC/SABUN CUCI TANDAS	
186	149	KB 017	CLOROX	
187	150	KB 018	UBAT GEGAT	
188	151	KB 019	SELIPAR	
189	152	KB 020	KIWI KLEEN CISTERN BLOO (2 X 50G)	
190	153	KB 021	AMBI TEC M.FRESH VELVET (4.5ML)	
191	154	KB 022	LIFEBUOY BODY WASH REFILL	
192	155	KB 023	AMBI PUR AUTO SPRAY (250 ML)	
193	156	KB 024	TISU GULUNG BESAR	
194	157	KB 025	SABUN MANDI LUX (KECIL)	
195	158	KB 026	BERUS SANGGUL	
196	159	KB 027	BEKAS PERAH MOP	
197	160	KB 028	SABUN SUNLIGHT	
198	161	KB 029	AMBI PUR LIQUID FRESH (5.5 ML)	

SENARAI DAFTAR KAD KAWALAN STOK

(Tatacara Pengurusan Stor 61)

BIL.	NO. KAD	NO. KOD	PERIHAL STOK	TANDATANGAN PEGAWAI STOR DAN TARIKH
199	162	KB 030	PENYODOK SAMPAH (CAM)	
200	163	KB 031	SABUN SERBUK	
201	219	KB 032	KAIN/BULU MOP	
202	220	KB 033	BERUS TANDAS	
203	221	KB 034	CUCI CERMIN	
204	222	KB 035	KAIN CUCI CERMIN	
205	223	KB 036	KAIN CUCI SINKI	
206	224	KB 037	BATANG CUCI CERMIN	
207	182	M 001	RESIT RASMI	
208	183	M 002	BORANG KEBENARAN POTONGAN ZAKAT GAJI	
209	184	M 003	BORANG PERMOHONAN BANTUAN ZAKAT (KUNING)	
210	185	M 004	FAIL BORANG PERMOHONAN (COKLAT)	
211	186	M 005	BORANG RAWATAN PERUBATAN	
212	197	M 006	BORANG BANTUAN ZAKAT KECEMASAN	
213	187	N 001	PLAK	
214	188	N 002	VELVET	
215	189	N 003	SAMPUL DUIT RAYA	
216	190	N 004	KALENDAR	
217	191	N 005	TAQWIM	
218	192	N 006	BUKU HARIAN RASMI	
219	193	N 007	PLANNER	
220	211	N 011	BUKU NOTA	
221	198	N 008	PAPER BAG A3	
222	199	N 009	PAPER BAG A4	
223	200	N 010	PAYUNG	
224	212	N 012	KUPON FITRAH	

no. kod

* Cyber red : 225

* Kertas nombor = 226

PANDUAN PENGGUNA SISTEM STOR MAIPs



MAIPs

TARIKH DISEDIAKAN: 08-DISEMBER-2016

KANDUNGAN

1) Pengurusan Akaun Pengguna :..... <i>Pentadbiran</i>	2
a) Tambah, Kemaskini dan Hapus Akaun Pengguna	
b) Mengemaskini Imej Tandatangan	
2) Proses Perekodan Stok :..... <i>perubahan & semakan</i>	3 - 6
a) Mengemaskini Suku Semasa	
b) Tambah, Kemaskini dan Hapus Kumpulan Stok	
c) Tambah, Kemaskini dan Hapus Unit Pengukuran	
d) Tambah, Kemaskini dan Hapus Lokasi Stok	
e) Tambah, Kemaskini dan Hapus Barangan Standard	
f) Tambah, Kemaskini dan Hapus Kad Stok	
3) Proses Penerimaan Stok :.....	7 - 11
a) Tambah, Kemaskini dan Hapus Pembekal	
b) Terimaan stok dari Pembekal	
c) Pengesahan Penerimaan stok dari Pembekal	
4) Proses Pemohonan Stok :.....	11 - 17
a) Katalog Barangan	
b) Permohonan Stok daripada Pemohon	
c) Kelulusan Permohonan Stok oleh Pegawai Pelulus	
5) Proses Pengeluaran Stok :.....	18 - 19
a) Pengeluaran Stok oleh Pentadbir Stor	
6) Penjanaaan Pelaporan :.....	20 - 22
a) KEW-PS: 3	
b) KEW-PS: 13	
c) Laporan Permohonan Mengikut Pengguna	

1) Pengurusan Akaun Pengguna :

ADMIN

a) Tambah, Kemaskini dan Hapus Akaun Pengguna.

BIL	NAMA	NO KP	JAWATAN	BAHAGIAN	USERNAME	TAHAP CAPAIAN	STATUS
1.	AZRUL AFZAL BIN ABDUL LATIF		PELOLONG PEGAWAI SISTEM MAKLUMAT	UNIT TEKNOLOGI MAKLUMAT, MAIPs	azrul	PENTADBIR SISTEM	AKTIF
2.	AZYATI BINTI ABDUL AZIZ		PEMBAHTU TADBIR	UNIT TEKNOLOGI MAKLUMAT, MAIPs	azyati	PENTADBIR SISTEM	AKTIF
3.	MOHAMMAD IRSHADUDDIN BIN JASRIJAZAR		KETUA UNIT ICT	UNIT TEKNOLOGI MAKLUMAT, MAIPs			

b) Mengemaskini Imej Tandatangan

i) Klik icon seperti dibawah

BIL	NAMA	NO KP	JAWATAN	BAHAGIAN	USERNAME	TAHAP CAPAIAN	STATUS
1.	AZRUL AFZAL BIN ABDUL LATIF		PELOLONG PEGAWAI SISTEM MAKLUMAT	UNIT TEKNOLOGI MAKLUMAT, MAIPs	azrul	PENTADBIR SISTEM	AKTIF

ii) Pilih imej tandatangan dan proses

1

2

Kembali PROSES

Sambutan .jpg

Pentadbir
2) Proses Perakodan Stok :

a) Mengemaskini Suku Semasa *huruf 5*

i) Klik icon seperti dibawah

SENARAI SUKU TAHUN (DIKEMASKINI SETAP AWAL SUKU)		
ID	SUKU TAHUN	STATUS
1.	2016-1	BUKAN SEMASA
2.	2016-2	BUKAN SEMASA
3.	2016-3	BUKAN SEMASA
4.	2016-4	SEMASA
5.	2017-1	SETERUSNYA
6.	2017-2	BUKAN SEMASA
7.	2017-3	BUKAN SEMASA
8.	2017-4	BUKAN SEMASA
9.	2018-1	BUKAN SEMASA
10.	2018-2	BUKAN SEMASA
11.	2018-3	BUKAN SEMASA
12.	2018-4	BUKAN SEMASA

ii) Set suku semasa dengan memilih STATUS = SEMASA dan PROSES

KEMASKINI SUKU TAHUN

SUKU TAHUN: 2017-1

STATUS: SEMASA

CANCEL

Kembali Proses

iii) Set suku seterusnya dengan memilih STATUS = SETERUSNYA dan PROSES

KEMASKINI SUKU TAHUN

SUKU TAHUN: 2017-2

STATUS: SETERUSNYA

Kembali Proses

b) Tambah, Kemaskini dan Hapus Kumpulan Stok

SEBARAI KUMPULAN STOK

1)Klik untuk tambah

2)Klik untuk kemaskini

3)Klik untuk padam

BIL	KUMPULAN STOK	
1.	ALAT TULIS	
2.	BAHAN PENCETAK	
3.	BAHAN PEKUCI	
4.	INK	
5.	KERTAS	
6.	CENDERAHATI	

on bin

c) Tambah, Kemaskini dan Hapus Unit Pengukuran

SEBARAI UNIT UKURAN

1)Klik untuk tambah

2)Klik untuk kemaskini

3)Klik untuk padam

BIL	UNIT UKURAN	
1.	UNIT	
2.	BLAH	
3.	PAIR	
4.	KEPING	
5.	SATANG	
6.	BIJI	

d) Tambah, Kemaskini dan Hapus Lokasi Stok

SEBARAI LOKASI STOK

1)Tambah

2)Klik untuk tambah

3)Klik untuk kemaskini

BIL	KOD PENUH	SEKSYEN	JENIS	BARIS	RAK	TINGKAT	PETAK
1.	SEKSYEN A-RB01-01-01-01-01	SEKSYEN A	Rak Besi	01	01	01	01
2.	SEKSYEN A-RB01-02-02-02-02	SEKSYEN A	Rak Besi	02	02	02	02
3.	SEKSYEN A-RB01-03-03-03-03	SEKSYEN A	Pak Besi	03	03	03	03
4.	SEKSYEN A-RB01-04-04-04-04	SEKSYEN A		04	04	04	04
5.	SEKSYEN B-RB01-01-01-01-01	SEKSYEN B					

1 Rows 1 - 5 Total Result 5

untuk tambah keseluruhan

e) Tambah, Kemaskini dan Hapus Barangan Standard

i) Klik pada button seperti dibawah.

Show 10 entries Search:

SENARAI BARANGAN STANDARD

1)Klik untuk tambah

BIL	KOD BARANGAN	PERIHAL BARANGAN	UNIT	STATUS	ACTION
1.	AB001	BUKU KULIT TEBAL	ALAT TULIS	UNIT	✓ [icon] [icon]
2.	AB002	BUKU KULIT TEBAL	ALAT TULIS	UNIT	✓ [icon] [icon]
3.	AB003	BUKU DAFTAR C	ALAT TULIS	UNIT	✓ [icon] [icon]
4.	AB004	BUKU DAFTAR S	ALAT TULIS	UNIT	✓ [icon] [icon]
5.	AB005	BUKU DESPATCH	ALAT TULIS	UNIT	✓ [icon] [icon]
6.	AC001	FEMADAM		T	✓ [icon] [icon]
7.	AC014	FEMADAM WHITE BOARD		T	✓ [icon] [icon]
8.	AC002	LIQUID PAPER	ALAT TULIS	UNIT	✓ [icon] [icon]
9.	AC003	GLUE STICK		UNIT	✓ [icon] [icon]
10.	AC004	GAM		UNIT	✓ [icon] [icon]

Showing 1 to 10 of 200 entries Previous 1 2 3 4 5 ... 20 Next

f) Tambah, Kemaskini dan Hapus Kad Stok

i) Klik pada button seperti dibawah.

Show 10 entries Search:

KEW.PS-5 : SENARAI DAFTAR KAD KAWALAN STOK

1)Klik untuk tambah

BIL	NO KAD	KOD BARANGAN	PERIHAL BARANGAN	STATUS KAD	ACTION
1.	1	AB001	BUKU KULIT TEBAL (400 MUKASURAT)	SALIZAH BINTI SUKI 21-JUN-2016 Aktif	✓ [icon] [icon]
2.	2	AB002	BUKU KULIT TEBAL	H BINTI SUNE 21-JUN-2016 Aktif	✓ [icon] [icon]
3.	3	AB003	BUKU DAFTAR CUS	H BINTI SUNE 21-JUN-2016 Aktif	✓ [icon] [icon]
4.	4	AB004	BUKU DAFTAR SUP	H BINTI SUNE 21-JUN-2016 Aktif	✓ [icon] [icon]
5.	164	AB005	BUKU DESPATCH	SALIZAH BINTI SUKI 21-JUN-2016 Aktif	✓ [icon] [icon]
6.	5	AC001	FEMADAM	N-2016 Aktif	✓ [icon] [icon]
7.	165	AC014	PEMADAM WHITE BOARD	N-2016 Aktif	✓ [icon] [icon]
8.	6	AC002	LIQUID PAPER	SALIZAH BINTI SUKI 21-JUN-2016 Aktif	✓ [icon] [icon]
9.	7	AC003	GLUE STICK	SALIZAH BINTI SUKI 21-JUN-2016 Aktif	✓ [icon] [icon]
10.	8	AC004	GAM	SALIZAH BINTI SUKI 21-JUN-2016 Aktif	✓ [icon] [icon]

Showing 1 to 10 of 200 entries Previous 1 2 3 4 5 ... 20 Next

ii) Kemaskini Bilangan Stok. Klik pada button pensil

KEW.PS-5 : SENARAI DAFTAR KAD KAWALAN STOK

Cetak Tambah

BIL	NO KAD	KOD BARANGAN	PERIHAL BARANGAN	PEGAWAI STOR	TARIKH	STATUS KAD	ACTION
1.	1	AB001	BUKU KULIT TEBAL (400 MUKASURAT)	SALIZAH BINTI SUKI	21-JUN-2016	Aktif	✓ [icon] [icon]

iii) Klik pada button pensil

PARAS MAKSIMUM (PURATA PENGGUNAAN STOK 3 BULAN)

JUMLAH KUANTITI STOK

HARGA STOK SEUNIT

0

0,00

Klik sini

iv) Klik pada button seperti dibawah.

SENARAI STOK SEDIA ADA

2-Klik untuk Pindah Baki ke depan

Bawa baki ke suku hadapan

BIL	SUKU TAHUN	KUANTITI
1.	2016-4	0

1-Klik untuk kemasini Stok

Kembali

v) Kemaskini Stok Sedia Ada

KEMASKINI STOK SEDIA ADA

SUKU TAHUN

2016-4

KUANTITI STOK SEDIA ADA

0

Kembali Proses

vi) Pindah Baki Stok ke Suku Hadapan

BAWA BAKI KE SUKU HADAPAN

SUKU TAHUN SEMASA

2016-4

BAKI SEMASA

$0(\text{STOK SEDIA ADA}) - 1(\text{STOK TERIMA}) - 0(\text{STOK KELUAR}) = 0 \text{ BAKI}$

SUKU TAHUN SETERUSNYA

2017-1

Kembali Pindah

tak janta

3) Proses Penerimaan Stok :

a) Tambah, Kemaskini dan Hapus Pembekal

The screenshot shows a table titled 'SENARAI PEMBEKAL' (Supplier List) with columns: BIL. (No.), NAMA PEMBEKAL (Supplier Name), ALAMAT PEMBEKAL (Supplier Address), and NO TEL. PEMBEKAL (Supplier Phone No.). Three rows of data are visible. Callouts indicate: 1) 'Klik untuk tambah' (Click to add) pointing to the 'Tambah' button; 2) 'Klik untuk kemaskini' (Click to update) pointing to the edit icon; 3) 'Klik untuk padam' (Click to delete) pointing to the delete icon. The interface also includes a search bar, a 'Show 10 entries' dropdown, and pagination controls.

b) Terimaan stok dari Pembekal

i) Isi butiran berkaitan dan klik terus

The screenshot shows a form titled 'TERIMA DARI PEMBEKAL' (Receipt from Supplier). It contains several fields for data entry:

- NO RUJUKAN* (Reference No.)
- PEGAWAI PENERIMA* (Receiving Staff): AZREE BIN ALIMIN
- NAMA & ALAMAT PEMBEKAL* (Supplier Name & Address): JUDAYA
- TARIKH TERIMA* (Receipt Date)
- BUTIR-BUTIR BUNGKUSAN* (Packaging Details)
- PEGAWAI PENGESAH* (Authorizing Staff): AZREE BIN ALIMIN
- BUTIR-BUTIR PENGANTARAN* (Delivery Details)
- PEGAWAI PENCATAT* (Recording Staff): MOHD FITRI BIN ENROS
- NO PESANAN KERAJAAN* (Government Order No.)
- TARIKH CATATAN* (Recording Date): 03/12/2018

At the bottom, there is a note: '*Ruangan Wajib Diisi' (Mandatory Fields) and a 'Terus' button with a right-pointing arrow.

ii) Tambah barang dengan klik pada Tambah Barang

TERIMA DARI PEMBEKAL

NO RUJUKAN*: NR80	PEGAWAI PENERIMA*: SALIZAH BINTI SUKI
NAMA & ALAMAT PEMBEKAL*: JUJAYA SERIAB	TARIKH TERIMA*: 12/09/2016
BUTIR-BUTIR BUNGKUSAN: .	PEGAWAI PENGESAH*: AZREE BIN ALIMIN
BUTIR-BUTIR PENGHANTARAN: .	PEGAWAI PENCATAT: MOHD FITRI BIN EDROS
NO PESAHAN KERAJAAN*: PO80	TARIKH CATATAN: 12/09/2016
TARIKH PESANAN KERAJAAN*: 17/09/2016	STATUS BORANG: BELUM DISAHKAN (BORANG BELUM LENGKAP)

Tambah Barang

BIL	NO KAD	PERHAL BARANG	BIL MOHON	BIL TERIMA	UNIT	SEUNIT(RM)	JUMLAH(RM)
-----	--------	---------------	-----------	------------	------	------------	------------

Kembali **Selesai**

iii) Isi butiran barang berkaitan dan klik submit

Tambah Barang

Kod & Perihal Barang[No Kad]:
AB001-BUKU KULIT TEBAL (400 MUKASURAT)[1]

Kuantiti Dipesan:
[]

Kuantiti Diterima:
[]

Harga Seunit:
[]

Tarikh Luput:
MM/DD/YYYY

Catatan:
[]

Submit *HANTAR*

Close

BEKARASKAN

REDA
KEMBALI

iv) Klik Selesai untuk tamatkan proses

TERIMA DARI PEMBEKAL

Barang telah diterima

NO RUJUKAN*: NRS0
NAMA & ALAMAT PEMBEKAL*: JUJAYA SERIAB
BUTIR-BUTIR BUNGKUSAN: -
BUTIR-BUTIR PENGHANTARAN: -
NO PESANAN KERAJAAN*: PG00
TARIKH PESANAN KERAJAAN*: 11/09/2016

PEGAWAI PENERIMA*: SALIZAH BINTI SUKI
TARIKH TERIMA*: 12/09/2016
PEGAWAI PENGESAH*: AZREE BIN ALIMIN
PEGAWAI PENCATAT: MOHO FITRI BIN EDROS
TARIKH CATATAN: 12/09/2016
STATUS BORANG: BELUM DISAHKAN (BORANG BELUM LENGKAP)

Tambah Barang

BIL	NO KAD	PERIHAL BARANG	BIL. MOHON	BIL. TERIMA	UNIT	SEUNIT(RM)	JUMLAH(RM)
1.	5	PENDAH	10	10	UNIT	1.00	15.00

Kembali Selesai

v) Proses penerimaan pembekal berjaya

TERIMA DARI PEMBEKAL

NO RUJUKAN*: NRS0
NAMA & ALAMAT PEMBEKAL*: JUJAYA SERIAB
BUTIR-BUTIR BUNGKUSAN: -
BUTIR-BUTIR PENGHANTARAN: -
NO PESANAN KERAJAAN*: PG00
TARIKH PESANAN KERAJAAN*: 11/09/2016

PEGAWAI PENERIMA*: SALIZAH BINTI SUKI
TARIKH TERIMA*: 12/09/2016
PEGAWAI PENGESAH*: AZREE BIN ALIMIN
PEGAWAI PENCATAT: MOHO FITRI BIN EDROS
TARIKH CATATAN: 12/09/2016
STATUS BORANG: BELUM DISAHKAN (BORANG BELUM LENGKAP)

BIL	NO KAD	PERIHAL BARANG	BIL. MOHON	BIL. TERIMA	UNIT	SEUNIT(RM)	JUMLAH(RM)
1.	5	PENDAH	10	10	UNIT	1.00	15.00
Jumlah Keseluruhan (RM)							15.00

Kembali Cetak

- c) Pengesahan Penerimaan stok dari Pembekal
 i) Pilih status seperti dibawah dan klik Proses

PENGESAHAN PENERIMAAN

STATUS: BELUM DISAHKAN (BORANG LENGKAP)

Proses

- ii) ^{KON} Klik button pensil

REKOD PENERIMAAN

BIL	NO RUJUKAN	PEG PENERIMA	TARIKH TERIMA	STATUS	PEG PENGESAH	TARIKH SAH
1.	NR80	SALIZAH EINTI SURG	09-DEC-2016	BELUM DISAHKAN (BORANG LENGKAP)	AZREE BIN ALIMEN	null

1 Rows 1 - 1 Total Result 1

Kembali

- iii) ^{KON} Klik button Sahkan

TERIMA DARI PEMBEKAL

NO RUJUKAN*: NR80	PEGAWAI PENERIMA*: SALIZAH EINTI SURG
NAMA & ALAMAT PEMBEKAL*: JUSJAYA SERIJAS	TARIKH TERIMA*: 12/09/2016
BUTIR-BUTIR BUNGKUSAN: .	PEGAWAI PENGESAH*: AZREE BIN ALIMEN
BUTIR-BUTIR PENGHANTARAN: .	PEGAWAI PENCATAT: MOHD FITRI BIN EDROS
NO PESANAN KERAJAAN*: PO80	TARIKH CATATAN: 12/09/2016
TARIKH PESANAN KERAJAAN*: 11/06/2016	STATUS BORANG: BELUM DISAHKAN (BORANG LENGKAP)

BIL	NO KAD	PERIHAL BARANG	BIL MOHON	BIL TERIMA	UNIT	SEUNIT(RM)	JUMLAH(RM)
1.	5	PEMADAM	10	15	UNIT	1.00	15.00 ✓
Jumlah Keseluruhan (RM)							15.00

Kembali Sahkan Cetak

iv) Pengesahan Terimaan Pembekal berjaya

TERIMA DARI PEMBEKAL

Terimaan Telah Disahkan

NO RUJUKAN*: NRSC	PEGAWAI PENERIMA*: SALIZAH EINI, SAKI
NAHA & ALAMAT PEMBEKAL*: JUJAYA SEREMB	TARIKH TERIMA*: 12/09/2016
BUTIR-BUTIR BUNGKUSAN: -	PEGAWAI PENGESAH*: AZREE BIN ALUMI
BUTIR-BUTIR PENGHANTARAN: -	PEGAWAI PENCATAT: MOHD FITRI BIN EDROS
NO PESANAN KERAJAAN*: POSS	TARIKH CATATAN: 12/09/2016
TARIKH PESANAN KERAJAAN*: 11/30/2016	STATUS BORANG: TELAH DISAHKAN

BIL	NO KAD	PERIHAL BARANG	BIL. MOHON	BIL. TERIMA	UNIT	SEUNIT(RM)	JUMLAH(RM)
1.	5	PEMADAM	10	10	UNIT	1.00	10.00 ✓
Jumlah Keseluruhan (RM)							10.00


[Kembali](#) [Cetak](#)

4) Proses Pemohonan Stok :

a) Katalog Barangan

Show 10 entries Search:

KATALOG STOK [Cetak](#)

BIL	NO KAD	KOD BARANGAN	PERIHAL BARANGAN	BAKI BARANGAN
1.	1	AB001	BUKU KULIT TEBAL (400 MUKASURAT)	1 <i>reput</i>
2.	2	AB002	BUKU KULIT TEBAL (300 MUKASURAT)	0
3.	3	AB003	BUKU DAFTAR CUTI	0
4.	4	AB004	BUKU DAFTAR AC001	0
5.	164	AB005	BUKU DESPA	0
6.	5	AC001	PEMADAM 	15
7.	165	AC014	PEMADAM	0
8.	6	AC002	LIQUID PAPE	1
9.	7	AC003	GLUE STICK	0
10.	8	AC004	GAM	0

Showing 1 to 10 of 200 entries Previous 1 2 3 4 5 20 Next

- b) Permohonan Stok daripada Pemohon
 i) Isikan butiran berkaitan dan klik Terus

PERMOHONAN STOK

NO. KAD PENGENALAN: 	ALAMAT E-MAIL: hanis@maips.gov.my
NAMA: NURHANIS BINTI ALI	TARIKH BEKALAN DIKEHENDAKI: 10/06/2017
JAWATAN: PELOLONG PEG TADEIR	CATATAN:
BAHAGIAN: UNIT PENTADBIRAN AHL MAIPs	PEGAWAI PELULUS*: AZREE BIN ALIMIN
TEL. H/P: 012-4558855	
TEL. PEJABAT: 04-9661555	

Terus >

- ii) Pilih Stok yang ingin dipohon

PERMOHONAN STOK

Bilik Bilan RMH C20

NO. KAD PENGENALAN: 	ALAMAT E-MAIL: hanis@maips.gov.my
NAMA: NURHANIS BINTI ALI	TARIKH BEKALAN DIKEHENDAKI: 01/26/2017
JAWATAN: PELOLONG PEG TADEIR	CATATAN:
BAHAGIAN: UNIT PENTADBIRAN AHL MAIPs	PEGAWAI PELULUS: HALEHA BINTI ABDUL WAHED
TEL. H/P: 012-4558855	STATUS Pohon: PERMOHONAN TIDAK LELAKAP
TEL. PEJABAT: 04-9661555	

Pilih Stok

BIL	KOD	PERIHAL BARANG	BIL, MOHON	UNIT	CATATAN
<p>Kembali Selesai</p>					

iii) Isikan butiran yang berkaitan dan klik Submit

Tambah Barang

Kod & Perihal Barang[No Kad]:
 AB001-BUKU KULIT TEBAL (400 MUKASURAT)[1]

Kuantiti Dipohon:

Catatan:

Submit

Close

iv) Klik Selesai untuk tamatkan proses permohonan

PERMOHONAN STOK

<p>NO. KAD PENGENALAN:</p> <p>NAMA: NURHANIS BINTI ALI</p> <p>JAWATAN: PENOLONG PEG TADBIR</p> <p>BAHAGIAN: UNIT PENTADBIRAN AHL MAIPs</p> <p>TEL. H/P: 012-4556555</p> <p>TEL. PEJABAT: 04-9081555</p>	<p>ALAMAT E-MAIL: haris@maips.gov.my</p> <p>TARIKH BEKALAN DIKEHENDAKI: 01/06/2017</p> <p>CATATAN: .</p> <p>PEGAWAT PELULUS: HALINA SINTI ABDULLWAHED</p> <p>STATUS POHON: PERMOHONAN TIDAK LENGKAP</p>
---	--

Pilih Stok

BIL	KOD	PERIHAL BARANG	BIL. MOHON	UNIT	CATATAN
1.	AC001	PEMADAM	5	UNIT	/x

Kembali **Selesai**

v) Permohonan Stok berjaya

PERMOHONAN STOK

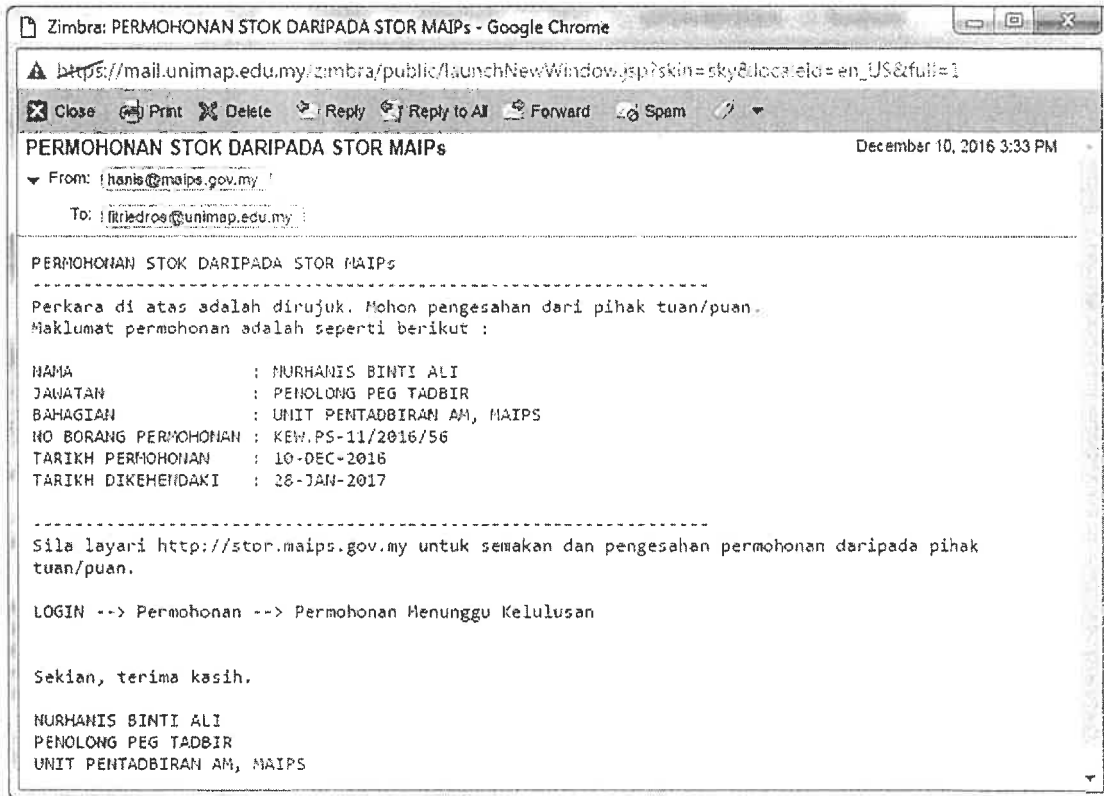
Status telah diemaskini

NO. KAD PENGENALAN:	ALAMAT E-MAIL: hanis@maips.gov.my
NAMA: NURHANIS BINTI ALI	TARIKH BEKALAN DIKEHENDAKI: 01/20/2017
JAWATAN: PENOLONG PEG TADBIR	CATATAN: -
BAHAGIAN: UNIT PENTADBIRAN MAI, MAIPs	PEGAWAI PELULUS: HALINA BINTI ABDUL WAHID
TEL. H/P: 012-4556555	STATUS POHON: PERMOHONAN BARU
TEL. PEJABAT: 04-9651555	

BIL	KOD	PERIHAL BARANG	BIL. MOHON	UNIT	CATATAN
1.	ACC01	PERMADAM	5	UNT	✓
Jumlah Keseluruhan (RM)			5		

Kembali **Cetak**

vi) Emel Pemberitahuan akan diemelkan kepada Pegawai Pelulus



c) Kelulusan Permohonan Stok oleh Pegawai Pelulus

i) Pilih Status seperti dibawah

PERMOHONAN MENUNGGU KELULUSAN

STATUS PERMOHONAN BARU

Proses

ii) Klik butang Pensil

REKOD PERMOHONAN

BIL	NO PERMOHONAN	PEMOHON	TARIKH POHON	STATUS
1.	KEW/PS-11/2016/56	NURHANIS BINTI ALI	10-DEC-2016	PERMOHONAN BARU

1 Rows 1 - 1 Total Result 1

Kembali

iii) Klik butang pensil

KELULUSAN PERMOHONAN STOK

NO. KAD PENGENALAN: ALAMAT E-MAIL: harris@maips.gov.my

NAMA: NURHANIS BINTI ALI TARIKH BEKALAN DIKEHENDAKI: 01/09/2017

JAWATAN: PENYOLONG PEG TADBIR CATATAN PEMOHON: -

BAHAGIAN: UNIT PENTADBIRAN AM, MAIPs CATATAN PELULUS: null

TEL. H/P: 012-4596555 PEGAWAI PELULUS: HALINA BINTI ABDUL WAHID

TEL. PEJABAT: 04-9661555 STATUS POHON: PERMOHONAN BARU

BIL	KOD	PERTAL BARANG	BIL MOHON	CATATAN PEMOHON	BIL LULUS	BAKI	UNIT	CATATAN PELULUS
1.	AC001	PEM04M	5	-	0	15	UNIT	NULL

Kembali Kelulusan

iv) Isikan butiran berkaitan dan klik Proses

KELULUSAN PERMOHONAN STOK	
KOD BARANGAN	AC001-PEMADAM
BIL. POHON	5
CATATAN PEMOHON	.
BIL. LULUS	.
BAKI	15
UKURAN	UNIT
CATATAN PELULUS	null

v) Setelah selesai klik butang Kelulusan dan isikan butiran berkaitan

KELULUSAN PERMOHONAN STOK	
NO. KAD PENGENALAN:	ALAMAT E-MAIL:
	hani@maips.gov.my
NAMA:	TARIKH BEKALAN DIKEHENDAKI:
HURKHANIS BINTI ALI	01/26/2017
JAWATAN:	CATATAN PEMOHON:
PENOLONG PEG. TADBIR	.
BAHAGIAN:	CATATAN PELULUS:
UNIT PENTADBIRAN AM, MAIPS	.
TEL. H/P:	PEGAWAI PELULUS:
012-4556555	HALINA BINTI ABOL WAHID
TEL. PEJABAT:	STATUS POHON:
04-9061555	DILULUSKAN

vi) Proses kelulusan berjaya

KELULUSAN PERMOHONAN STOK

NO. KAD PENGENALAN:	ALAMAT E-MAIL: hanis@maips.gov.my
NAMA: NURHANIS BINTI ALI	TARIKH BEKALAN DIKEHENDAKI: 01/28/2017
JAWATAN: PENOLONG PEG TADBIR	CATATAN PEMOHON: -
BAHAGIAN: UNIT PENTADBIRAN AM, MAIPs	CATATAN PELULUS: -
TEL. H/P: 012-4556555	PEGAWAI PELULUS: HALINA BINTI ABDUL WAHID
TEL. PEJABAT: 04-9661555	STATUS POHON: DILULUSKAN

BIL	KOD	PERIHAL BARANG	BIL. MOHON	CATATAN PEMOHON	BIL. LULUS	BAKI	UNIT	CATATAN PELULUS
1.	ACC01	PEMADAM	5		5	15	UNIT	

Kembali Cetak

vii) Emel Pemberitahuan akan diemel kepada Pentadbir Stor

Zimbra: KELULUSAN PERMOHONAN STOK DARIPADA STOR MAIPs - Google Chrome

https://mail.unimap.edu.my/zimbra/public/launchNewWindow.jsp?skin=sky&localeId=en_US&full=1

Close Print Delete Reply Reply to All Forward Spam

KELULUSAN PERMOHONAN STOK DARIPADA STOR MAIPs December 10, 2016 3:54 PM

From: halina@maips.gov.my |
To: fitri@dros@unimap.edu.my

KELULUSAN PERMOHONAN STOK DARIPADA STOR MAIPs

Perkara di atas adalah dirujuk. Mohon proses pengeluaran dari pihak tuan/puan. Maklumat permohonan dan kelulusan adalah seperti berikut :

NAMA PEMOHON : NURHANIS BINTI ALI
 JAWATAN PEMOHON : PENOLONG PEG TADBIR
 BAHAGIAN PEMOHON : UNIT PENTADBIRAN AM, MAIPs
 NO BORANG PERMOHONAN : KEW.PS-11/2016/56
 TARIKH PERMOHONAN : 10-DEC-2016
 TARIKH DIKEHENDAKI : 28-JAN-2017
 NAMA PEG PELULUS : HALINA BINTI ABDUL WAHID
 JAWATAN PEG PELULUS : KETUA BAHAGIAN
 BAHAGIAN PEG PELULUS : BAHAGIAN KHIDMAT PENGURUSAN DAN KEURUSETIAAN

Sila layari <http://stor.maips.gov.my> untuk proses pengeluaran stok oleh pihak tuan/puan.

LOGIN --> Pengeluaran --> Pengesahan Pengeluaran

Sekian, terima kasih.

HALINA BINTI ABDUL WAHID
 KETUA BAHAGIAN
 BAHAGIAN KHIDMAT PENGURUSAN DAN KEURUSETIAAN

5) Proses Pengeluaran Stok :

a) Pengeluaran Stok oleh Pentadbir Stor

i) Pilih status seperti dibawah

PROSES PENGELUARAN STOK

STATUS:

ii) Klik butang pensil

PROSES PENGELUARAN STOK

BIL	NO PERMOHONAN	PEMOHON	TARIKH POHON	STATUS
1.	KEW.PS-11(2016)/50	NURHANIS BINTI ALI	05-DEC-2016	DILULUSKAN
2.	KEW.PS-11(2016)/52	NURHANIS BINTI ALI	05-DEC-2016	DILULUSKAN
3.	KEW.PS-11(2016)/56	NURHANIS BINTI ALI	10-DEC-2016	DILULUSKAN

1 Rows 1 - 3 Total Result 3

iii) Klik butang pensil dan klik Sah Keluar Stok

tak faham jugak.

PROSES PENGELUARAN STOK

NO. KAD PENGENALAN: ALAMATE-MAIL: *haris@maips.gov.my*

NAMA: NURHANIS BINTI ALI TARIKH BEKALAN DIKEHENDAKI: 01/20/2017

JAWATAN: PENYOLONG PEG TADBIR CATATAN PEMOHON: -

BAHAGIAN: UNIT PENTADBIRAN AM, MAIPs CATATAN PELULUS: -

TEL. H/P: 012-4556555 PEGAWAI PELULUS: HALINA BINTI ABDUL WAHED

TEL. PEJABAT: 04-9661555 STATUS POHON: DILULUSKAN

BIL	KOD	PERIHAL BARANG	BIL. MOHON	CATATAN PEMOHON	BIL. LULUS	BAKI	UNIT	CATATAN PELULUS
1.	AC001	PEMADAM	5	-	5	15	UNIT	-

banyak stok sgt

iv) Isikan butiran berkaitan dan klik Proses

take faham jugah

PROSES PENGELUARAN STOK

NO. KAD PENGENALAN:	ALAMAT E-MAIL: haris@maips.gov.my
NAMA: NURHANIS BINTI ALI	TARIKH BEKALAN DIKEHENDAKI: 01/20/2017
JAWATAN: PENGLONG PEG TADBIR	CATATAN: -
BAHAGIAN: UNIT PENTADBIRAN AM, MAIPS	CATATAN PELULUS: -
TEL. H/P: 012-4556555	PEGAWAI PELULUS: HALINA BINTI ABDUL WAHED
TEL. PEJABAT: 04-5861555	STATUS POHON: PROSES PENGELUARAN
	PEG. PENGAMBIL STOK: AZREE BIN ALJAMIN
	TARIKH PENGAMBILAN: null
	CATATAN PENGAMBILAN: null

se' step w

v) Proses Pengeluaran Stok berjaya

PROSES PENGELUARAN STOK

NO. KAD PENGENALAN:	ALAMAT E-MAIL: haris@maips.gov.my
NAMA: NURHANIS BINTI ALI	TARIKH BEKALAN DIKEHENDAKI: 01/20/2017
JAWATAN: PENGLONG PEG TADBIR	CATATAN PEMOHON: -
BAHAGIAN: UNIT PENTADBIRAN AM, MAIPS	CATATAN PELULUS: -
TEL. H/P: 012-4556555	PEGAWAI PELULUS: HALINA BINTI ABDUL WAHED
TEL. PEJABAT: 04-5861555	STATUS POHON: STOK KELUAR

BIL	KOD	PERIHAL BARANG	BIL. MOHON	CATATAN PEMOHON	BIL. LULUS	BAKI	UNIT	CATATAN PELULUS
1.	AC001	PENADAM	5	-	5	10	UNIT	- ✓

6) Penjanaan Pelaporan :

a) KEW-PS: 3

i) Pilih butiran berkaitan

LAPORAN 1: KEW-PS:3

NO KAD (S)AC001-PEMADAM

TAHUN DARI 2015

TAHUN HINGGA 2016

Proses

ii) Laporan akan dipaparkan

KEW-PS-3
12.09.15

KAD KAWALAN STOK
(Tahap Pengurusan Stok S2)

Perihal Stok : PEMADAM

BAHAGIAN A

No. Kad	J.C001					Kumpulan	12/01/15
Unit Pengukuran	LIT					Gerakan	
Gelang Stok Pusat	Godang:	Bah:	Rak:	Tingkat:	Perak:		
Stok Utama	Selaman:SE:SVEN:4	Bah:01	Rak:01	Tingkat:01	Perak:01		

PARAS STOK

TAHUN	MAKSIMUM (Kuantiti)	MENOKOK (Kuantiti)	MINIMUM (Kuantiti)

TERIMAAN STOK SUKU TAHUN

TAHUN	PERTAMA		KEDUA		KETIGA		KEEMPAT	
	Kuantiti	Nilai(RM)	Kuantiti	Nilai(RM)	Kuantiti	Nilai(RM)	Kuantiti	Nilai(RM)
2015	0	0.00	0	0.00	0	0.00	0	0.00
2016	0	0.00	0	0.00	0	0.00	15	0.00

KELUARAN STOK SUKU TAHUN

TAHUN	PERTAMA		KEDUA		KETIGA		KEEMPAT	
	Kuantiti	Nilai(RM)	Kuantiti	Nilai(RM)	Kuantiti	Nilai(RM)	Kuantiti	Nilai(RM)
2015	0	0.00	0	0.00	0	0.00	0	0.00
2016	0	0.00	0	0.00	0	0.00	5	0.00

TERIMAAN STOK TAHUNAN

TAHUN	TERIMAAN STOK TAHUNAN		KELUARAN STOK TAHUNAN	
	Kuantiti	Nilai(RM)	Kuantiti	Nilai(RM)
2015	0	0.00	0	0.00
2016	15	0.00	5	0.00

b) KEW-PS: 13

i) Pilih butiran berkaitan

LAPORAN 2: KEW-PS:13

NO KAD (1)AB001-BUKU KULIT TEBAL (400 MUKASURAT)

TAHUN YYYY

Proses

ii) Laporan akan dipaparkan

LAPORAN KEDUDUKAN STOK TAHUN 2016

KEW-PS-13

No Kad : 6

TAHUN SEHASA	KEDUDUKAN STOK								KADAR PUSINGAN STOK (Suku Tahun)	
	Sedia Ada		Pembelian		Pengeluaran		Stok Semasa			
	Bilangan Stok (b)	Jumlah Nilai Stok (RM) (a)	Bilangan Stok (b)	Jumlah Nilai Stok (RM) (b)	Bilangan Stok (b)	Jumlah Nilai Stok (RM) (c)	Bilangan Stok (a)-(b)	Jumlah Nilai Stok (RM) d=(a+b)-(c)		
Baki Bawa Hade Awal										
										Baki Stok Akhir Tahun :
Suku Tahun Pertama	0	0.00	0	0.00	0	0.00	0	0.00		
Suku Tahun Kedua	0	0.00	0	0.00	0	0.00	0	0.00		
Suku Tahun Ketiga	0	0.00	0	0.00	0	0.00	0	0.00		
Suku Tahun Keempat	0	0.00	15	0.00	5	0.00	10	0.00		
	Nilai Tahunan		15	0.00	5	0.00	Kadar Pusingan Stok Tahunan adalah : ?			

Diperakikan Oleh :

Diperakikan Oleh :

(Tandatangan Pegawai Stor)
 Nama :
 Jawatan :
 Tarikh :
 Cap Kementerian/Jabatan:

(Tandatangan Pegawai Stor)
 Nama :
 Jawatan :
 Tarikh :
 Cap Kementerian/Jabatan:

c) Laporan Permohonan Mengikut Pengguna

i) Pilih butiran berkaitan

LAPORAN 3: LAPORAN PERMOHONAN STOK MENGIKUT PEMOHON DAN TAHUN

NAMA PENGGUNA: AZREE BIN ALIMIN

TAHUN PERMOHONAN: YYYY

Proses

ii) Laporan akan dipaparkan

Show 10 entries Search:

LAPORAN 3: LAPORAN PERMOHONAN STOK MENGIKUT PEMOHON: NURHANIS BINTI ALI DAN TAHUN: 2016

Kembali Cetak

BIL	NO PERMOHONAN	PEMOHON	TARIKH POHON	PEG.PELULUS	TARIKH LULUS	PEG.STOR	TARIKH KELUAR	PENERIMA	TARIKH TERIMA	STATUS
1.	KEW.PS-11/2016/56	NURHANIS BINTI ALI	12/10/2016	HALINA BINTI ABDUL WAHID	12/10/2016	SALIZAH BINTI SUGI	12/10/2016	NURHANIS BINTI ALI	12/10/2016	STOK KELUAR
2.	KEW.PS-11/2016/52	NURHANIS BINTI ALI	12/05/2016	HALINA BINTI ABDUL WAHID	12/05/2016	null	null	null	null	DILULUSKAN
3.	KEW.PS-11/2016/48	NURHANIS BINTI ALI	12/05/2016	HALINA BINTI ABDUL WAHID	12/05/2016	SALIZAH BINTI SUGI	12/05/2016	NURHANIS BINTI ALI	12/07/2016	STOK KELUAR
4.	KEW.PS-11/2016/50	NURHANIS BINTI ALI	12/05/2016	HALINA BINTI ABDUL WAHID	12/05/2016	null	null	null	null	DILULUSKAN
5.	KEW.PS-11/2016/44	NURHANIS BINTI ALI	11/29/2016	AZREE BIN ALIMIN	null	null	null	null	null	DALAM PROSES

Showing 1 to 5 of 5 entries Previous 1 Next

PANDUAN PENGGUNA SISTEM STOR MAIPs



MAIPs

Disediakan Oleh : En. Mohd Fitri Edros (SEKSYEN INFOSTRUKTUR, PUSAT ICT UniMAP)	Tarikh Disediakan : 08-DISEMBER-2016	Tarikh Kemaskini : 19-APRIL-2017	Versi : 2.0
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Terbuka

KANDUNGAN

- 1) Pengurusan Akaun Pengguna : 2
 - a) Tambah, Kemaskini dan Hapus Akaun Pengguna
 - b) Mengemaskini Imej Tandatangan

- 2) Proses Perekodan Stok : 3 - 4
 - a) Tambah, Kemaskini dan Hapus Kumpulan Stok
 - b) Tambah, Kemaskini dan Hapus Unit Pengukuran
 - c) Tambah, Kemaskini dan Hapus Lokasi Stok
 - d) Tambah, Kemaskini dan Hapus Barangan Standard
 - e) Tambah, Kemaskini dan Hapus Kad Stok

- 3) Proses Penerimaan Stok : 5 - 9
 - a) Tambah, Kemaskini dan Hapus Pembekal
 - b) Terimaan stok dari Pembekal
 - c) Pengesahan Penerimaan stok dari Pembekal

- 4) Proses Pemohonan Stok : 10 - 16
 - a) Katalog Barangan
 - b) Permohonan Stok daripada Pemohon
 - c) Kelulusan Permohonan Stok oleh Pegawai Pelulus

- 5) Proses Pengeluaran Stok : 17 - 18
 - a) Pengeluaran Stok oleh Pentadbir Stor

- 6) Penjanaaan Pelaporan : 19 - 21
 - a) KEW-PS: 3
 - b) KEW-PS: 13
 - c) Laporan Permohonan Mengikut Pengguna

1) Pengurusan Akaun Pengguna :

a) Tambah, Kemaskini dan Hapus Akaun Pengguna:

BIL	NAMA	NO KP	JAWATAN	BAHAGIAN	USERNAME	TAHAP CAPAIAN	STATUS
1	ADRIAN ARDAN ADRIAN ARDAN		SENIOR PEGAWAI SISTEM MAIPS	UNIT TEKNIKAL MAKLANJUT MAIPS	adri	SENIOR PEGAWAI SISTEM	AKTIF
2	ADRIAN ARDAN ADRIAN ARDAN		SENIOR PEGAWAI SISTEM MAIPS	UNIT TEKNIKAL MAKLANJUT MAIPS	adri	SENIOR PEGAWAI SISTEM	AKTIF
3	ADRIAN ARDAN ADRIAN ARDAN		SENIOR PEGAWAI SISTEM MAIPS	UNIT TEKNIKAL MAKLANJUT MAIPS	adri	SENIOR PEGAWAI SISTEM	AKTIF

b) Mengemaskini Imej Tandatangan

i) Klik icon seperti dibawah

BIL	NAMA	NO KP	JAWATAN	BAHAGIAN	USERNAME	TAHAP CAPAIAN	STATUS
1	ADRIAN ARDAN ADRIAN ARDAN		SENIOR PEGAWAI SISTEM MAIPS	UNIT TEKNIKAL MAKLANJUT MAIPS	adri	SENIOR PEGAWAI SISTEM	AKTIF

ii) Pilih imej tandangan dan proses

MEMBAHARU IMEJ TANDANGAN

IMEJ TANDANGAN

Kembali Proses

2) Proses Perekodan Stok :

a) Tambah, Kemaskini dan Hapus Kumpulan Stok

SEBARAI KUMPULAN STOK

1)Klik untuk tambah

2)Klik untuk kemaskini

3)Klik untuk padam

BIL	KUMPULAN STOK		
1	...	/	+
2	...	/	+
3	...	/	+
4	...	/	+
5	...	/	+

b) Tambah, Kemaskini dan Hapus Unit Pengukuran

SEBARAI UNIT UKURAN

1)Klik untuk tambah

2)Klik untuk kemaskini

3)Klik untuk padam

BIL	UNIT UKURAN		
1	...	/	+
2	...	/	+
3	...	/	+
4	...	/	+
5	...	/	+

c) Tambah, Kemaskini dan Hapus Lokasi Stok

SEBARAI LOKASI STOK

1)Tambah

2)Klik untuk tambah

3)Klik untuk kemaskini

BIL	KOD PENJAH	SEKSYEN	JENIS	BARIS	RAK	TINGKAT	PETAK		
1	/	+
2	/	+
3	/	+
4	/	+
5	/	+

d) Tambah, Kemaskini dan Hapus Barangan Standard

i) Klik pada button seperti dibawah.

1)Klik untuk tambah

2)Klik untuk kemaskini

3)Klik untuk padam

4)Klik untuk kemaskini gambar

e) Tambah, Kemaskini dan Hapus Kad Stok

i) Klik pada button seperti dibawah.

1)Klik untuk tambah

2)Klik untuk kemaskini

3)Klik untuk padam

3) Proses Penerimaan Stok :

a) Tambah, Kemaskini dan Hapus Pembekal

b) Terimaan stok dari Pembekal

i) Isi butiran berkaitan dan klik terus

ii) Tambah barang dengan klik pada Tambah Barang

TERIMA TERIMA DULU!

NO. RAKSI/BAKUL	NO. AWAL TERIMA
NAMA & JAMBE/PAKSI/BAKUL	TARIKH TERIMA
QTY/IS/BUKUT/BUKUS/BAKUL	NO. AWAL TERIMA
NO. TERBUKUT/BUKUS/PAKSI/BAKUL	NO. AWAL TERIMA
NO. PESANAN KERAJATAN	TARIKH KERAJATAN
TARIKH PESANAN KERAJATAN	STATUS BARANG

Tambah Barang

BIL.	NO KAD	PERHAL BARANG	BIL. MOKON	BIL. TERIMA	UNIT	SEUNT(RM)	JUMLAH(RM)
		Kembali		Seleksi			

iii) Isi butiran barang berkaitan dan klik submit

Tambah Barang

Kod & Perihal Barang(No Kad):

Kuantiti Dipesan:

Kuantiti Diterima:

Harga Seunt:

Tarikh Luput:

Catatan:

Submit

Close

iv) Klik Selesai untuk tamatkan proses

TERIMA DARI PEMBEKAL

<p>NO KEDAHAN*: [...]</p> <p>NAMA & ALAMAT PEMBEKAL*: [...]</p> <p>BUTIR-BUTIR BUNGKUSAN: [...]</p> <p>BUTIR-BUTIR PENGHANTARAN: [...]</p> <p>NO PESANAN KERAJAAN*: [...]</p> <p>TARIKH PESANAN KERAJAAN*: [...]</p>	<p>PEGAWAJ PENERIMA*: [...]</p> <p>TARIKH TERIMA*: [...]</p> <p>PEGAWAJ PENGESAH*: [...]</p> <p>PEGAWAJ PERKATA*: [...]</p> <p>TARIKH CATATAN*: [...]</p> <p>STATUS SURAH*: [...]</p> <p>TEL. (03) 414 3074 (REBEL) (03) 414 3075</p>
--	--

Tambah Barang

BTL	NO KAD	PERJAL BARANG	BIL. MOHON	BIL. TERIMA	UNIT	SEKUNT(RM)	JUMLAH(RM)
1	1	PERJAL	1	10	10	10	1000 / X

Kembali
Selesai

v) Proses penerimaan pembekal berjaya

TERIMA DARI PEMBEKAL

<p>NO KEDAHAN*: [...]</p> <p>NAMA & ALAMAT PEMBEKAL*: [...]</p> <p>BUTIR-BUTIR BUNGKUSAN: [...]</p> <p>BUTIR-BUTIR PENGHANTARAN: [...]</p> <p>NO PESANAN KERAJAAN*: [...]</p> <p>TARIKH PESANAN KERAJAAN*: [...]</p>	<p>PEGAWAJ PENERIMA*: [...]</p> <p>TARIKH TERIMA*: [...]</p> <p>PEGAWAJ PENGESAH*: [...]</p> <p>PEGAWAJ PERKATA*: [...]</p> <p>TARIKH CATATAN*: [...]</p> <p>STATUS SURAH*: [...]</p> <p>TEL. (03) 414 3074 (REBEL) (03) 414 3075</p>
--	--

Tambah Barang

BTL	NO KAD	PERJAL BARANG	BIL. MOHON	BIL. TERIMA	UNIT	SEKUNT(RM)	JUMLAH(RM)
1	1	PERJAL	1	10	10	10	1000 ✓

Jumlah Keseluruhan(RM): 1000

Kembali
Cetak

- c) Pengesahan Penerimaan stok dari Pembekal
 - i) Pilih status seperti dibawah dan klik Proses

PENGESAHAN PENERIMAAN

STATUS

Proses

- ii) Klik button pensil

KLIK PENERIMAAN

BIL	NO BUKUAN	PEG PENERIMA	TARIKH TERIMA	STATUS	PEG PENGESAH	TARIKH SAH
1	1	1	1	1	1	1

1 Rows | 1 Total Results

Kembali

- iii) Klik button Sahkan

DATA DARI PEMBEKAL

NO BUKUAN:	PEKERAWAI PENERIMA:
NAMA & ALAMAT PEMBEKAL:	TARIKH TERIMA:
BUTIR-DAT (R) BANGSAUSAHE:	PEKERAWAI PENGESAH:
BUTIR-DUTIR PENGHANTARAN:	PEKERAWAI PEMCATAT:
NO PESANAN KERAJAAN:	TARIKH CATATAN:
TARIKH PESANAN KERAJAAN:	STATUS BARANG:

BIL	NO KAD	PEJUAL BARANG	BIL. MOHON	BIL. TERIMA	UNIT	SEUNIT(RM)	JUMLAH(RM)
1	1	1	1	1	1	1	1

Jumlah Keseluruhan: RM 15.00

Kembali Sahkan Cetak

iv) Pengesahan Terimaan Pembekal berjaya

TERIMA DARI PEMBEKAL

NO. CIMBOKAN*

0000

NAMA & ALAMAT PEMBEKAL*

0000

000000

BIL. BIL. BIL. PENGANTARAN*

BIL. BIL. BIL. PENGANTARAN*

0000

NO. PESANAN KERAJAAN*

0000

FASIKH PESANAN KERAJAAN*

00000000

PEJAWAT PENERIMA*

000000000000

TARIKH TERIMA*

00000000

PEJAWAT PENGESAH*

000000000000

PEJAWAT PEMATAFA*

000000000000

TARIKH CATATAN*

00000000

STATUS SURUHAN*

00000000

BIL.	NO. KAD	PERDIAL BARANG	BIL. MOHON	BIL. TERIMA	UNIT	SEUNIT(RM)	JUMLAH(RM)
1	0000	00000000	0000	0000	0000	0000	0000 ✓
						Jumlah Keseluruhan (RM)	17.00

[Kembali](#)

[Cetak](#)

4) Proses Pemohonan Stok :

a) Katalog Barangan

Show 10 entries Search:

KATALOG STOK Cetak

BIL	NO KAD	KOD BARANGAN	PERTAL BARANGAN	BAKI BARANGAN
1	1	40001	BUKU KULTUREAL 40001KAD001	1
2	2	40002	BUKU KULTUREAL 40002KAD002	1
3	3	40003	BUKU CRAFT 40003	1
4	4	40004	BUKU CRAFT 40004	1
5	004	40005	Buku DEPA	1
6	5	40006	DESKTOP	1
7	005	40007	PENGENALAN	1
8	6	40008	LIQUID PAPER	1
9	7	40009	SOLEKSI	1
10	8	40010	SAK	1

1 2 3 4 5 6 7 8 9 10

b) Permohonan Stok daripada Pemohon

i) Isikan butiran berkaitan dan klik Terus

PERMOHONAN STOK

NO. KAD PEMOHONAN: ALAMAT E-MAIL:

NAAMA: TARUKU SEKALAN CIREHENDAKI:

JAWATAN: CATATAN:

BARANGAN:

TEL. HP: PERAWAI PEJUBA:

TEL. PEJABAT:

Terus >

ii) Pilih Stok yang ingin dipohon

PERHATIHAN STOK

<p>NO. KAD PENCAJAJAN: 1234567890</p> <p>NAMA: Siti Nurhaliza</p> <p>JAWATAN: Tolong Setia</p> <p>BAHAGIAN: Unit Kerja</p> <p>TEL. RUMAH: 12345678</p> <p>TEL. PEJABAT: 98765432</p>	<p>ALAMAT E-MAIL: siti@maips.gov.my</p> <p>TAGELAH BELAJARAN (KORPORAT): K123456789</p> <p>CATATAN: Kad ini telah dipohon</p> <p>PENAWAR PERKHIDMATAN: 1234567890</p> <p>STATUS PERKHIDMATAN: K1234567890</p>
--	--

BIL.	KOD	PERIHAL BARANG	BIL. MOHON	UNIT	CATATAN
<input type="button" value="Kembali"/> <input type="button" value="Selesai"/>					

iii) Isikan butiran yang berkaitan dan klik Submit

Tambah Barang

Kod & Perihal Barang[No Kod]:

Kuantiti Dipohon:

Catatan:

iv) Klik Selesai untuk tamatkan proses permohonan

PERMOHONAN STOK

NO. KAD PENEMPAHAN	ALAMAT EMAIL
NAMA	TARIKH BERKALAN DIBERSEKUTAI
JAWATAN	CATATAN
BAHAGIAN	PERAWAT PERUMUKAN
TEL. H.P.	STATUS PERUMUKAN
TEL. PERIBATI	

BIL	KOD	PERJHAL BARANG	BIL. MOHON	UNIT	CATATAN
1		PER...	1	...	✓ X

v) Permohonan Stok berjaya

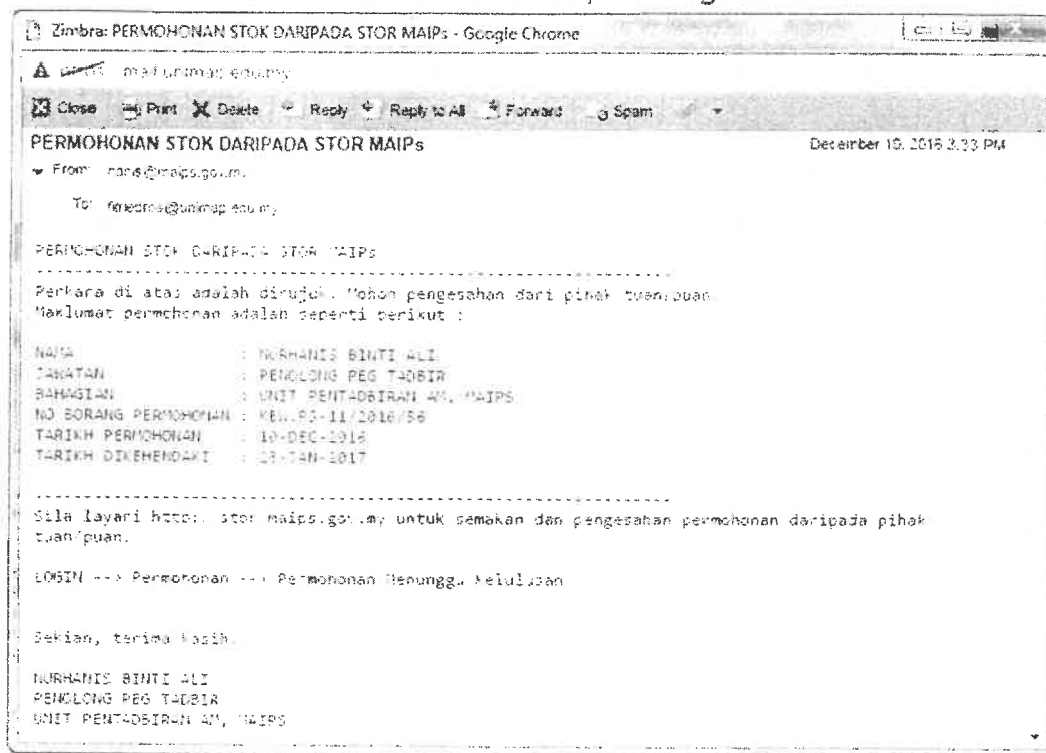
PERMOHONAN STOK

NO. KAD PENEMPAHAN	ALAMAT EMAIL
NAMA	TARIKH BERKALAN DIBERSEKUTAI
JAWATAN	CATATAN
BAHAGIAN	PERAWAT PERUMUKAN
TEL. H.P.	STATUS PERUMUKAN
TEL. PERIBATI	

BIL	KOD	PERJHAL BARANG	BIL. MOHON	UNIT	CATATAN
1		...	1	...	✓

Berkas Bersebutan RM1

vi) Emel Pemberitahuan akan diemelkan kepada Pegawai Pelulus



c) Kelulusan Permohonan Stok oleh Pegawai Pelulus

i) Pilih Status seperti dibawah



ii) Klik butang Pensil



iii) Klik butang pensil

KELULUSAN PERMOHONAN STOK

NO. KAD PENGESAHAN: NAMA: JAWATAN: BAGIAN: TEL. H/P: TEL. PESABAT:	ALAMAT E-MAIL: PANDUAN PERALAMAN HUKUM BERKAITAN: CATATAN TEMPOH: CATATAN PELULUS: PEGAWAI PELULUS: STATUS POKOK:
---	--

BIL	KOD	PERJAL. BARANG	BIL. MOHON	CATATAN PEMOHON	BIL. LULUS	BAKI	UNIT	CATATAN PELULUS
1	A000	PERJAL.	5		10	10	10	

Kembali
Kebahasan

iv) Isikan butiran berkaitan dan klik Proses

KELULUSAN PERMOHONAN STOK

KOD BARANGAN	A000000000
BIL. POKOK	1
CATATAN PEMOHON	
BIL. LULUS	
BAKI	10
UKURAN	10
CATATAN PELULUS	

Kembali
Proses

v) Setelah selesai klik butang Kelulusan dan isikan butiran berkaitan

KELULUSAN PERMOHONAN STOK

NO. KAD PENYALANG NAMA: JAWATAN: BAHAGIAN: TEL. HRP: TEL. PEJABAT:	ALAMAT E-MAIL: TARICHI BEKALAN DIKERENDAKI: CATATAN PEMOHON: CATATAN PELULUS: PECAWAI PELULUS: STATUS PERMOH:
---	--

Kembali
Proses

vi) Proses kelulusan berjaya

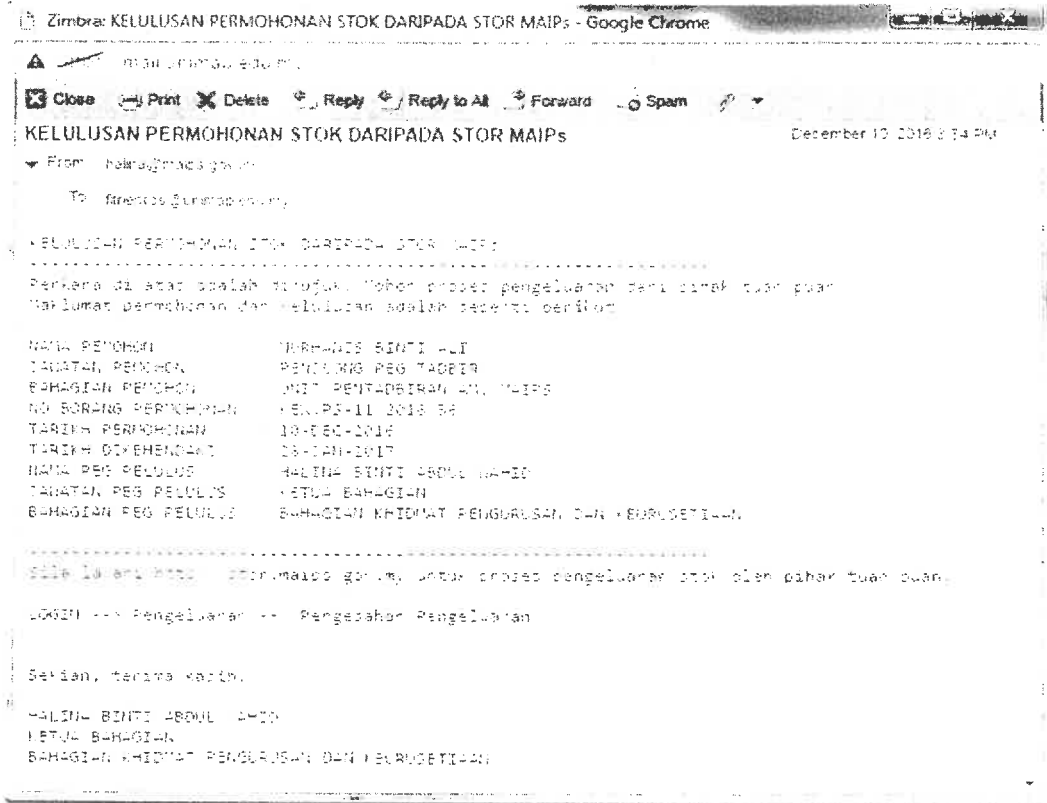
KELULUSAN PERMOHONAN STOK

NO. KAD PENYALANG NAMA: JAWATAN: BAHAGIAN: TEL. HRP: TEL. PEJABAT:	ALAMAT E-MAIL: TARICHI BEKALAN DIKERENDAKI: CATATAN PEMOHON: CATATAN PELULUS: PECAWAI PELULUS: STATUS PERMOH:
---	--

BIL.	KOD	PERHAJBARANG	BIL. MOHON	CATATAN PEMOHON	BIL. LULUS	BAKI	UNIT	CATATAN PELULUS
			4			2	2	✓

Kembali
Cetak

vii) Emel Pemberitahuan akan diemel kepada Pentadbir Stor



5) Proses Pengeluaran Stok :

a) Pengeluaran Stok oleh Pentadbir Stor

i) Pilih status seperti dibawah

PROSES PENGELUARAN STOK

STATUS

Proses

ii) Klik butang pensil

PROSES PENGELUARAN STOK

BIL	NO PERMOHONAN	PEMOHON	TARIKH MOHON	STATUS
1	PERMOHONAN 01	ADMINISTRATOR	01/01/2017	OK / OK ✓
2	PERMOHONAN 02	ADMINISTRATOR	01/01/2017	OK / OK ✓
3	PERMOHONAN 03	ADMINISTRATOR	01/01/2017	OK / OK ✓

1 Rows 1 - 3 Total Results

Kembali

iii) Klik butang pensil dan klik Sah Keluar Stok

PROSES PENGELUARAN STOK

NO. KAD PENGENALAN: [input field]

ALAMAT E-MAIL: [input field]

NAMA: [input field]

TARIKH BERALAN DIKENALMAK: [input field]

JAWATAN: [input field]

CATATAN PEMOHON: [input field]

SAHAGIAN: [input field]

CATATAN PELULUS: [input field]

TEL. H.P: [input field]

PESAWAT PELULUS: [input field]

TEL. PEJABAT: [input field]

STATUS MOHON: [input field]

BIL	KOD	PERIHAL BARANG	BIL. MOHON	CATATAN PEMOHON	BIL. LULUS	BAKI	UNIT	CATATAN PELULUS
1								

Kembali Sah Keluar Stok

iv) Isikan butiran berkaitan dan klik Proses

PROSES PENGELUARAN STOK

<p>NO. KAD PENGENALAN: 123456789012</p> <p>NAMA: 123456789012</p> <p>PAWATAN: 123456789012</p> <p>BAHAGIAN: 123456789012</p> <p>TEL. HP: 123456789012</p> <p>TEL. PEJABAT: 123456789012</p>	<p>ALAMAT E-MAIL: 123456789012</p> <p>TARIKH BEKALAN DIKIRIHENDAKI: 12/12/2017</p> <p>CATATAN:</p> <p>CATATAN PELUSUS:</p> <p>PEGAWAI PELUSUS: 123456789012</p> <p>STATUS POKOK: 123456789012</p> <p>NO. PENGAMBIL STOK: 123456789012</p> <p>TARIKH PENTAMBIHAN:</p> <p>CATATAN PENGAMBILAN:</p>
---	---

Kembali
Proses

v) Proses Pengeluaran Stok berjaya

PROSES PENGELUARAN STOK

<p>NO. KAD PENGENALAN: 123456789012</p> <p>NAMA: 123456789012</p> <p>PAWATAN: 123456789012</p> <p>BAHAGIAN: 123456789012</p> <p>TEL. HP: 123456789012</p> <p>TEL. PEJABAT: 123456789012</p>	<p>ALAMAT E-MAIL: 123456789012</p> <p>TARIKH BEKALAN DIKIRIHENDAKI: 12/12/2017</p> <p>CATATAN PEMOHON:</p> <p>CATATAN PELUSUS:</p> <p>PEGAWAI PELUSUS: 123456789012</p> <p>STATUS POKOK: 123456789012</p>
---	---

BIL.	KOD	PERIHAL BARANG	BIL. MOHON	CATATAN PEMOHON	BIL. LULUS	BAKI	UNIT	CATATAN PELUSUS
								✓

Kembali
Cetak

6) Penjanaan Pelaporan :

a) KEW-PS: 3

i) Pilih butiran berkaitan

LAPORAN I: KEW-PS:3

NO KAD

TAHUN DARI

TAHUN HINGGA

Proses

ii) Laporan akan dipaparkan

KEW-PS-3

RANGKAIAN STOK

DAFTARIAN A

No. Kod					Suruhanjaya	
Unit Pengiraan					Sejarah	
Unit Pengiraan	Unit	Unit	Unit	Unit	Unit	Unit
Unit	Unit	Unit	Unit	Unit	Unit	Unit

PARAS STOK

TAHUN	PERSEKUTUAN	PERSEKUTUAN	PERSEKUTUAN
-------	-------------	-------------	-------------

TERIMAAN STOK SEMU TAHUN

TAHUN	PERTAMA		KEDUA		KETIGA		KEEMPAT	
	Kuantiti	Mula (RM)	Kuantiti	Mula (RM)	Kuantiti	Mula (RM)	Kuantiti	Mula (RM)
2012								
2013								

KELUARAN STOK SEMU TAHUN

TAHUN	PERTAMA		KEDUA		KETIGA		KEEMPAT	
	Kuantiti	Mula (RM)	Kuantiti	Mula (RM)	Kuantiti	Mula (RM)	Kuantiti	Mula (RM)
2012								
2013								

TERIMAAN STOK TAHUNAN

TAHUN	TERIMAAN STOK TAHUNAN		KELUARAN STOK TAHUNAN	
	Kuantiti	Mula (RM)	Kuantiti	Mula (RM)
2012				
2013				

b) KEW-PS: 13

i) Pilih butiran berkaitan

TAHUN

[Proses]

ii) Laporan akan dipaparkan

LAPORAN KEDAWAHLAN STOK TAHUN 2017

KEW-PS-13

KOD BARU	KESELURUHAN STOK								KADAR PERSEKUTUAN STOK (Suka Tahun) $\frac{A}{(A+B)}$ %
	Bekal Awal		Perbelanjaan		Pengeluaran		Baki Selepas		
	Bilangan Stok (A)	Nilai (RM) (B)	Bilangan Stok (C)	Nilai (RM) (D)	Bilangan Stok (E)	Nilai (RM) (F)	Bilangan Stok (G)	Nilai (RM) (H)	
Baki Tahun Bersempena	15	150.00	1	1.00	1	1.00	15	150.00	$\frac{15}{15+1} \times 100 = 93.75\%$
Baki Tahun Bersempena	16	100.00	10	10.00	5	5.00	11	105.00	$\frac{11}{11+5} \times 100 = 68.75\%$
Baki Tahun Bersempena	17	100.00	1	1.00	1	1.00	11	100.00	$\frac{11}{11+1} \times 100 = 91.67\%$
Baki Tahun Bersempena	18	100.00	1	1.00	1	1.00	11	100.00	$\frac{11}{11+1} \times 100 = 91.67\%$
Keseluruhan			11	12.00	5	6.00		Kadar Persekituan Stok Tahunan adalah : 69.80% ((150.00+100.00)/2)	69.80%

Disiapkan Oleh: (Tandatangan Pengerusi Bar) Nama: Jawatan: Tarikh: Cap Mesej/Kedudukan/Tetapan	Disiapkan Oleh: (Tandatangan Pengerusi Bar) Nama: Jawatan: Tarikh: Cap Mesej/Kedudukan/Tetapan
---	---

c) Laporan Permohonan Mengikut Pengguna

i) Pilih butiran berkaitan

LAPORAN 1: LAPORAN PERMOHONAN STOK MENGIKUT PEMOHON DAN TAHUN

NAMA PENGGUNA:

TARIKH PERMOHONAN:

Proses

ii) Laporan akan dipaparkan

Show 10 entries Search:

LAPORAN 1: LAPORAN PERMOHONAN STOK MENGIKUT PERMOHONAN MURHANIS BINTI ALI DAN TAHUN 2016

Kembali **Cetak**

BIL	NO PERMOHONAN	PEMOHON	TARIKH FOHON	PEG.PELULUS	TARIKH LULUS	PEG.STOR	TARIKH KELUAR	PENERIMA	TARIKH TERIMA	STATUS
1	181-101 11/01/16	11111111 11111111	11/01/16	11111111 11111111	11/01/16	11111111 11111111	11/01/16	11111111 11111111	11/01/16	11111111 11111111
2	181-101 11/01/16	11111111 11111111	11/01/16	11111111 11111111	11/01/16	11111111 11111111	11/01/16	11111111 11111111	11/01/16	11111111 11111111
3	181-101 11/01/16	11111111 11111111	11/01/16	11111111 11111111	11/01/16	11111111 11111111	11/01/16	11111111 11111111	11/01/16	11111111 11111111
4	181-101 11/01/16	11111111 11111111	11/01/16	11111111 11111111	11/01/16	11111111 11111111	11/01/16	11111111 11111111	11/01/16	11111111 11111111
5	181-101 11/01/16	11111111 11111111	11/01/16	11111111 11111111	11/01/16	11111111 11111111	11/01/16	11111111 11111111	11/01/16	11111111 11111111

LAPORAN KEDUDUKAN STOK TAHUN 2013

KEW.PS-13

Contoh Pengiraan KEW.PS-13

(Pengiraan tidak perlu ditunjukkan semasa mengemukakan laporan. Helaian ini hanya panduan kepada pengguna mengenai pengiraan)

TAHUN SEMASA	KEDUDUKAN STOK								KADAR PUSINGAN STOK (Suku Tahun) $\frac{c}{[(a + d) \div 2]}$
	Sedia Ada		Penerimaan		Pengeluaran		Stok Semasa		
	Bilangan Stok	Jumlah Nilai Stok (RM)	Bilangan Stok	Jumlah Nilai Stok (RM)	Bilangan Stok	Jumlah Nilai Stok (RM)	Bilangan Stok	Jumlah Nilai Stok (RM)	
	(i)	(a)	(ii)	(b)	(iii)	(c)	(i+ii)-(iii)	d = (a+b)-(c)	
Baki Bawa Hadapan	Baki Stok Akhir Tahun 2008 :						100	5,000	
Suku Tahun Pertama	100	5,000	100	5,000	150	7,500	(100+100) - (150) = 50	(5,000 + 5,000) - (7,500) = 2,500	$\frac{7,500}{[(5,000 + 2,500) \div 2]} = 2.00$
Suku Tahun Kedua	50	2,500	150	9,000	180	10,300	(50 + 150) - (180) = 20	(2,500+9,000) - (10,300) = 1,200	$\frac{10,300}{[(2,500 + 1,200) \div 2]} = 5.56$
Suku Tahun Ketiga	20	1,200	100	6,000	100	6,000	(20 + 100) - (100) = 20	(1,200 + 6,000) - (6,000) = 1,200	$\frac{6,000}{[(1,200 + 1,200) \div 2]} = 5.00$
Suku Tahun Keempat	20	1,200	400	28,000	300	20,800	(20 + 400) - (300) = 120	(1,200 + 28,000) - (20,800) = 8,400	$\frac{20,800}{[(1,200 + 8,400) \div 2]} = 4.33$
Nilai Tahunan			750	48,000	730	44,600	Kadar Pusingan Stok Tahunan adalah:		$\frac{44,600}{[(5,000 + 8,400) \div 2]} = 5.66$

Nota : Jumlah Nilai Stok adalah merujuk kepada jumlah harga pembelian asal bagi semua Stok diruangan Terimaan di Kad Kawalan Stok (Bahagian B)

$$\text{Kadar Pusingan Stok Tahunan} = \frac{\text{Jumlah Nilai Stok Pengeluaran Tahunan}}{(\text{Baki Stok Akhir Tahun Lepas} + \text{Baki Stok Akhir Tahun Semasa}) \div 2}$$

APPENDIX B

**USER MANUAL
FOR PENTADBIR
SISTEM /
PENGESAH
STOR**

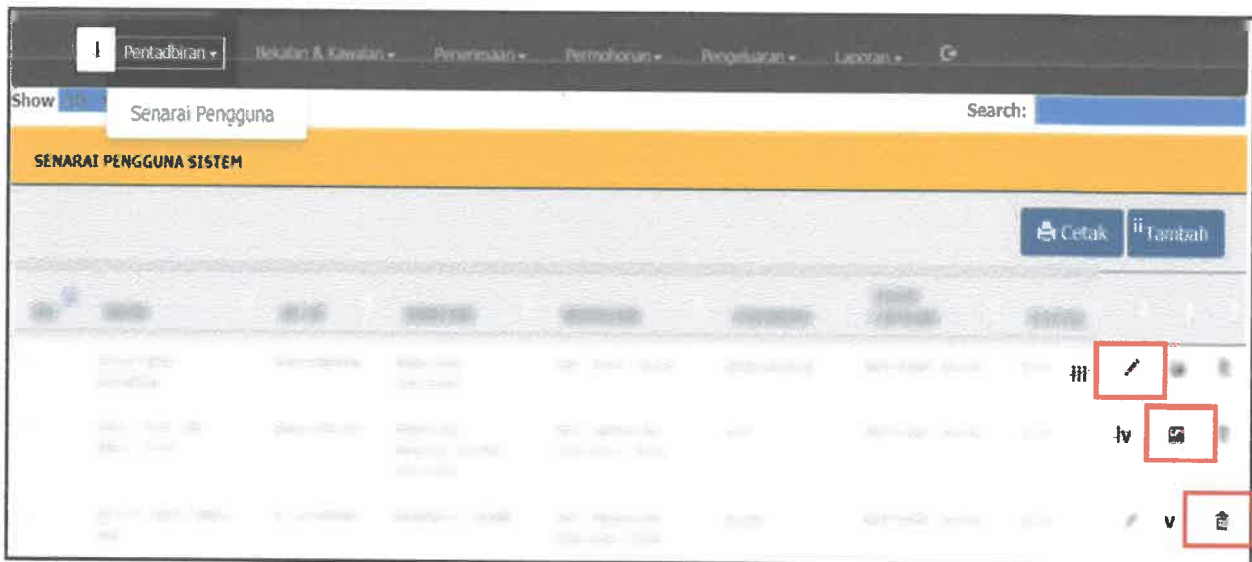
KANDUNGAN

1	PENGURUSAN AKAUN PENGGUNA.....	2
	1.1 Tambah, Kemaskini dan Hapus Akaun Pengguna	
	1.2 Mengemaskini Imej Tandatangan	
2	PROSES PEREKODAN STOK.....	3 - 11
	2.1 Kumpulan Stok	
	2.2 Unit Pengukuran	
	2.3 Lokasi Stok	
	2.4 Barang Standard	
	2.5 Kad Stok	
3	PROSES PENERIMAAN STOK.....	12 - 18
	3.1 Senarai Pembekal	
	3.2 Terimaan Dari Pembekal	
	3.3 Pengesahan Penerimaan Stok Dari Pembekal	
4	PROSES PERMOHONAN STOK.....	19 – 24
	4.1 Permohonan Stok	
	4.2 Proses Kelulusan Permohonan Stok Oleh Pegawai Pelulus	
5	PROSES PENGELUARAN STOK.....	25 – 27
	5.1 Pengeluaran Stok Oleh Pentadbir Stor	
6	PENJANAAN PELAPORAN.....	28 - 30
	6.1 KEW – PS: 3	
	6.2 KEW – PS: 13	
	6.3 Laporan Permohonan Mengikut Pegguna	

1 PENGURUSAN AKAUN PENGGUNA

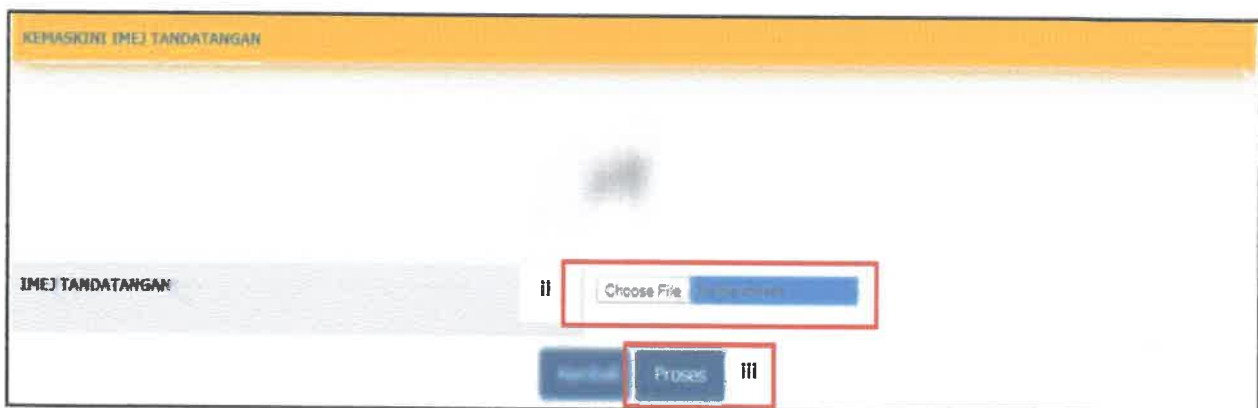
1.1 Tambah, Kemaskini dan Hapus Akaun Pengguna

- Pilih **Pentadbiran** dan **Senarai Pengguna**
- Klik pada butang **Tambah** untuk tambah maklumat pekerja
- Ikun **Pensel** untuk kemaskini maklumat pekerja
- Ikun **Image** untuk masukkan imej tandatangan pekerja
- Ikun **Tong Sampah** untuk padam maklumat pekerja



1.2 Mengemaskini Imej Tandatangan

- Klik pada ikon **Imej (1.1 - iv)**
- Pilih **Choose File** dan pilih imej tandatangan pemilik pekerja
- Klik **Proses** untuk simpan imej tandatangan pekerja



2 PROSES PEREKODAN STOK

2.1 Kumpulan Stok

2.1.1 Tambah, Kemaskini dan Padam Maklumat Kumpulan Stok

- i. Pilih **Bekalan & Kawalan** dan **Senarai Kumpulan Stok**
- ii. Klik pada butang **Tambah** untuk tambah maklumat kumpulan stok
- iii. Masukkan maklumat kumpulan stok
- iv. Klik pada butang **Proses** untuk menyimpan maklumat penambahan kumpulan stok
- v. Ikon **Pensil** untuk kemaskini maklumat kumpulan stok
- vi. Ikon **Tong Sampah** untuk padam maklumat sedia ada

The screenshot displays the MAIPs system interface. At the top, there is a navigation bar with a dropdown menu for 'Bekalan & Kawalan'. Below this, a table titled 'SENARAI KUMPULAN STOK' is shown. The table has columns for 'BIL' and 'KUMPULAN STOK'. The first two rows are: 1. ALAT TULIS and 2. BAHAN PENCETAK. To the right of the table, there are icons for editing (v) and deleting (vi). A dropdown menu is open under 'Bekalan & Kawalan', showing options: 'Senarai Kumpulan Stok', 'Senarai Unit Pengukuran', 'Senarai Lokasi Stok', 'Senarai Barang Standard', and 'Senarai Kad Stok'. The 'Senarai Kumpulan Stok' option is selected. Below the table, there is a section titled 'TAMBAH KUMPULAN STOK' with a form for entering new stock group information. The form has a 'KUMPULAN STOK' field. At the bottom of the form, there are buttons for 'Ker' and 'Proses'.

BIL	KUMPULAN STOK
1.	ALAT TULIS
2.	BAHAN PENCETAK

2.2 Unit Pengukuran

2.2.1 Tambah, Kemaskini dan Padam Maklumat Unit Pengukuran

- i. Pilih **Bekalan & Kawalan** dan **Senarai Unit Pengukuran**
- ii. Klik pada butang **Tambah** untuk tambah maklumat unit pengukuran
- iii. Masukkan maklumat unit pengukuran
- iv. Klik pada butang **Proses** untuk menyimpan maklumat penambahan
- v. Ikon **Pensil** untuk kemaskini maklumat unit pengukuran
- vi. Ikon **Tong Sampah** untuk padam maklumat sedia ada

The screenshot displays the MAIPs system interface. At the top, the navigation menu includes 'Pentadbiran', 'Bekalan & Kawalan', 'Penentuan', 'Permohonan', 'Pengeluaran', and 'Laporan'. The 'Bekalan & Kawalan' menu is expanded, showing options like 'Senarai Kumpulan Stok', 'Senarai Unit Pengukuran', 'Senarai Lokasi Stok', 'Senarai Barang Standard', and 'Senarai Kad Stok'. The 'Senarai Unit Pengukuran' option is selected, leading to a table with columns 'BIL' and 'UNIT UKURAN'. The table contains two entries: '1. UNIT' and '2. BUAH'. To the right of each entry are icons for editing (pencil) and deleting (trash). A 'TAMBAH' button is located to the right of the table. Below the table is a form titled 'TAMBAH UNIT UKURAN' with a 'UNIT UKURAN' input field. At the bottom of the form, there are 'Kembali' and 'Proses' buttons. Red boxes highlight the 'Tambah' button, the edit and delete icons, and the 'Proses' button.

BIL	UNIT UKURAN		
1.	UNIT	V /	VI
2.	BUAH		

2.3 Lokasi Stok

2.3.1 Tambah Maklumat Lokasi Stok

- i. Pilih **Bekalan & Kawalan** dan **Senarai Lokasi Stok**
- ii. Klik pada butang **Tambah** untuk tambah maklumat lokasi stok
- iii. Masukkan butiran yang betul dan lengkap
- iv. Klik pada butang **Proses** untuk menyimpan butiran tersebut

The screenshot shows the MAIPs system interface. At the top, there is a navigation bar with a home icon, a dropdown menu for 'Pentadbiran', and several other menu items: 'Bekalan & Kawalan', 'Penerimaan', 'Permohonan', 'Pengeluaran', and 'Laporan'. The 'Bekalan & Kawalan' menu is expanded, showing three options: 'Senarai Kumpulan Stok', 'Senarai Unit Pengukuran', and 'Senarai Lokasi Stok'. The 'Senarai Lokasi Stok' option is selected, and a 'Tambah' button is visible in the top right corner of the menu. Below the menu, there is a section titled 'TAMBAH LOKASI STOK'. This section contains a form with several fields: 'SEKSYEN' (00), 'JENIS' (00-00), 'BARIS' (00), 'RAK' (00), 'TINGKAT' (00), and 'PETAK' (00). Each field has a dropdown arrow on the right. At the bottom of the form, there are two buttons: 'K' and 'Proses'. The 'Proses' button is highlighted with a red box, and the letter 'iv' is placed next to it, indicating the step in the instructions.

2.3.2 Kemaskini dan Padam Maklumat Lokasi Stok

- Pilih **Bekalan & Kawalan (i)** dan **Senarai Lokasi Stok**
- Klik pada ikon **Pensil (ii-a)** / **Tambah (ii-b)** untuk mengubah butiran baru
- Masukkan butiran-butiran baru yang betul dan lengkap
- Klik butang **Proses** untuk menyimpan butiran
- Ikon **Tong Sampah** untuk padam maklumat yang sedia ada

The screenshot displays the MAIPs system interface. At the top, there is a navigation bar with a home icon, 'Pentadbiran', and a dropdown menu 'Bekalan & Kawalan'. Below this, there are several menu items: 'Penerimaan', 'Permohonan', 'Pengeluaran', and 'Laporan'. The main content area is divided into two sections. The top section, titled 'SENARAI LOKASI STOK', shows a table with columns: 'BIL', 'KOD PENUH', 'SEKSYEN', 'JENIS', 'BARIS', 'RAK', 'TINGKAT', 'PETAK', and a 'Tambah' button. A dropdown menu is open under 'Bekalan & Kawalan', listing options like 'Senarai Kumpulan Stok', 'Senarai Unit Pengukuran', 'Senarai Lokasi Stok', 'Senarai Barang Standard', and 'Senarai Kad Stok'. The table contains three rows of data. The second row is highlighted, and a red box labeled 'ii-a' is around the edit icon. A red box labeled 'ii-b' is around the 'Tambah' button. The bottom section, titled 'KEMASKINI LOKASI STOK', shows a form for updating stock location details. The form has fields for 'KOD PENUH', 'SEKSYEN', 'JENIS', 'BARIS', 'RAK', 'TINGKAT', and 'PETAK'. The 'SEKSYEN' field is set to 'SEKSYEN A', 'JENIS' to 'KB02-Kabinet Besi', and the other fields are '00'. A red box labeled 'iii' is around the 'SEKSYEN' field. At the bottom of the form, there are two buttons: 'Kembali' and 'Proses', with a red box labeled 'iv' around the 'Proses' button.

BIL	KOD PENUH	SEKSYEN	JENIS	BARIS	RAK	TINGKAT	PETAK	
1.	00-00-00-00-00-00			00	00	00	00	
2.	SEKSYEN A-KB01-00-00-00-00	SEKSYEN A	Kabinet Besi	00	00	00	00	ii-a
3.	SEKSYEN A-KB02-00-00-00-00	SEKSYEN A	Kabinet Besi	00	00	00	00	v

KEMASKINI LOKASI STOK

KOD PENUH: SEKSYEN A-KB02-00-00-00-00

SEKSYEN: SEKSYEN A

JENIS: KB02-Kabinet Besi

BARIS: 00

RAK: 00

TINGKAT: 00

PETAK: 00

Buttons: Kembali, iv, Proses

2.4 Barang Standard

2.4.1 Tambah Maklumat Barang Standard

- Pilih **Bekalan & Kawalan** dan **Senarai Barang Standard**
- Klik pada butang **Tambah** untuk tambah maklumat barang standard
- Masukkan butiran barang standard dengan betul dan lengkap
- Klik butang **Proses** untuk simpan butiran.

The screenshot displays the MAIPs system interface. At the top, there is a navigation bar with the menu 'Bekalan & Kawalan' selected. Below this, a dropdown menu is open, showing options: 'Senarai Kumpulan Stok', 'Senarai Unit Pengukuran', 'Senarai Lokasi Stok', 'Senarai Barang Standard', and 'Senarai Kad Stok'. The 'Senarai Barang Standard' option is highlighted. To the right of the dropdown, there is a 'Tambah' button, which is circled in red and labeled with 'ii'. Below the dropdown, there is a table with columns: 'BIL', 'KOD BARANGAN', 'PERIHAL BARANGAN', and 'KOD BARANGAN'. The table contains three rows of data. To the right of the table, there is a form with fields: 'ALAT TULIS', 'BAG', and 'BAG'. A red bracket labeled 'iii' spans across these fields. At the bottom right, there is a 'Proses' button, which is circled in red and labeled with 'iv'.

2.4.2 Kemaskini Maklumat Barang Standard

- i. Pilih **Bekalan & Kawalan (i)** dan **Senarai Barang Standard**
- ii. Klik pada ikon **Pensil (ii-a)** / **Tambah (ii-b)** untuk mengubah butiran baru
- iii. Masukkan butiran-butiran baru yang betul dan lengkap
- iv. Klik butang **Proses** untuk menyimpan butiran

The screenshot displays the 'Bekalan & Kawalan' section of the MAIPs system. A dropdown menu is open, showing options for 'Senarai Kumpulan Stok', 'Senarai Unit Pengukuran', 'Senarai Lokasi Stok', 'Senarai Barang Standard', and 'Senarai Kad Stok'. The 'Senarai Barang Standard' option is selected. Below the menu, a table lists standard items with columns for 'BIL', 'KOD BARANGAN', 'PERIHAL BARANGAN', 'KUMPULAN STOK', 'UNIT UKURAN (TERIMA)', and 'UNIT UKURAN (KELUAR)'. The table contains three rows of data. A red box highlights the 'Proses' button at the bottom right of the interface.

BIL	KOD BARANGAN	PERIHAL BARANGAN	KUMPULAN STOK	UNIT UKURAN (TERIMA)	UNIT UKURAN (KELUAR)
1.	AG03	PENDRIVE	ALAT GANTI KOMPUTER	KOTAK	UNIT
2.	AB 06	BULI KUAT			
3.	AB01	BULI KULT TEBAL (KO HUKUSUA)			

2.4.3 Kemaskini Imej dan Padam Maklumat Barang Standard

- i. Pilih **Bekalan & Kawalan (i)** dan **Senarai Barang Standard**
- ii. Klik pada ikon **Imej** untuk mengubah butiran baru
- iii. Pilih **Choose File** untuk masukkan imej stok (imej mestilah format JPEG/JPG)
- iv. Klik butang **Proses** untuk menyimpan imej
- v. Klik ikon Tong Sampah untuk padam maklumat barang standard

The screenshot displays the MAIPs system interface. At the top, there is a navigation bar with a dropdown menu for 'Bekalan & Kawalan' (i). Below this, a table titled 'SENARAI BARANGAN STANDARD' is shown. The table has columns for 'BIL', 'KOD BARANGAN', 'PERIHAL BARANGAN', 'KUMPULAN STOK', 'UNIT UKURAN (TERIMA)', and 'UNIT UKURAN (KELUAR)'. Two rows are visible: 1. AG003 PENDRIVE ALAT GANTI KOMPUTER KOTAK UNIT and 2. AB 006 BUKU KUARTO ALAT TULIS BUAH BUAH. Action icons (ii, iii, v) are present for each row. Below the table is a section titled 'KEMASKINI IMEJ BARANGAN' which includes an image of a USB drive and a 'Choose File' button (iii). At the bottom, there is a 'Proses' button (iv) and a trash icon (v).

BIL	KOD BARANGAN	PERIHAL BARANGAN	KUMPULAN STOK	UNIT UKURAN (TERIMA)	UNIT UKURAN (KELUAR)	
1.	AG003	PENDRIVE	ALAT GANTI KOMPUTER	KOTAK	UNIT	ii
2.	AB 006	BUKU KUARTO	ALAT TULIS	BUAH	BUAH	v

2.5 Kad Stok

2.5.1 Tambah Maklumat Kad Stok

- i. Pilih **Bekalan & Kawalan dan Senarai Kad Stok**
- ii. Klik pada butang **Tambah** untuk tambah maklumat kad stok
- iii. Masukkan butiran kad stok dengan betul dan lengkap
- iv. Klik butang **Proses** untuk simpan butiran.

The screenshot shows the MAIPs Stock Card Management System interface. The navigation menu includes 'Pentadbiran', 'Bekalan & Kawalan', 'Penerimaan', 'Permohonan', 'Pengeluaran', and 'Laporan'. The 'Bekalan & Kawalan' menu is expanded, showing options like 'Senarai Kumpulan Stok', 'Senarai Unit Pengukuran', 'Senarai Lokasi Stok', 'Senarai Barang Standard', and 'Senarai Kad Stok'. The 'Senarai Kad Stok' option is selected, and a 'Tambah' button is highlighted. The main area displays a table for adding stock card information, with fields for 'NO KAD', 'KOD BARANGAN', 'PERIHAL BA', 'NO & PERIDAL BARANGAN', 'LOKASI STOK', 'TARIKH LUPUT', 'PARAS MINIMUM STOK', 'PARAS MEWOKOK', 'PARAS MAKSIMUM', and 'HARGA STOK SEUNIT'. A 'Proses' button is visible at the bottom right.

BIL	NO KAD	KOD BARANGAN	PERIHAL BA	NO KAD
			NO & PERIDAL BARANGAN	AB001-BUKU KULIT TEBAL (400 MUKASIRAT)
			LOKASI STOK	STOR UTAMA MAIPs
			LOKASI STOK	00-00-00-00-00-00
			TARIKH LUPUT	00/00/00
			PARAS MINIMUM STOK (PURATA PENGGUNAAN STOK 1 BULAN)	0
			PARAS MEWOKOK (PURATA PENGGUNAAN STOK 2 BULAN)	0
			PARAS MAKSIMUM (PURATA PENGGUNAAN STOK 3 BULAN)	0
			HARGA STOK SEUNIT	

2.5.2 Kemaskini dan Padam Maklumat Kad Stok

- Pilih **Bekalan & Kawalan** dan **Senarai Kad Stok**
- Klik pada ikon **Pensil** untuk kemaskini maklumat kad stok
- Masukkan butiran kad stok terkini dengan betul dan lengkap
- Klik butang **Proses** untuk simpan butiran.
- Ikon **Tong Sampah** untuk padam maklumat yang disimpan

The screenshot displays the MAIPs Stock Card Management System interface. At the top, there is a navigation menu with 'Bekalan & Kawalan' selected. Below the menu, there is a search bar and a 'Tambah' button. The main area shows a list of stock cards, with one card selected and its details displayed in a form below. The form includes fields for 'NO KAD', 'KOD & PERHAL BARANGAN', 'LOKASI STOK', 'TARIDOH LUBUT', 'PARAS MINIMUM STOK', 'PARAS HENDAKI', 'PARAS MAKSIMUM', 'JUMLAH KUANTITI STOK', 'HARGA STOK SEURET (RM)', 'HARGA STOK KESELURUHAN (RM)', 'PEGAWAI STOK', 'TARIKH', and 'STATUS KAD'. A red bracket highlights the 'Proses' button at the bottom of the form. Another red bracket highlights the 'Pensil' and 'Tong Sampah' icons in the top right corner of the card view.

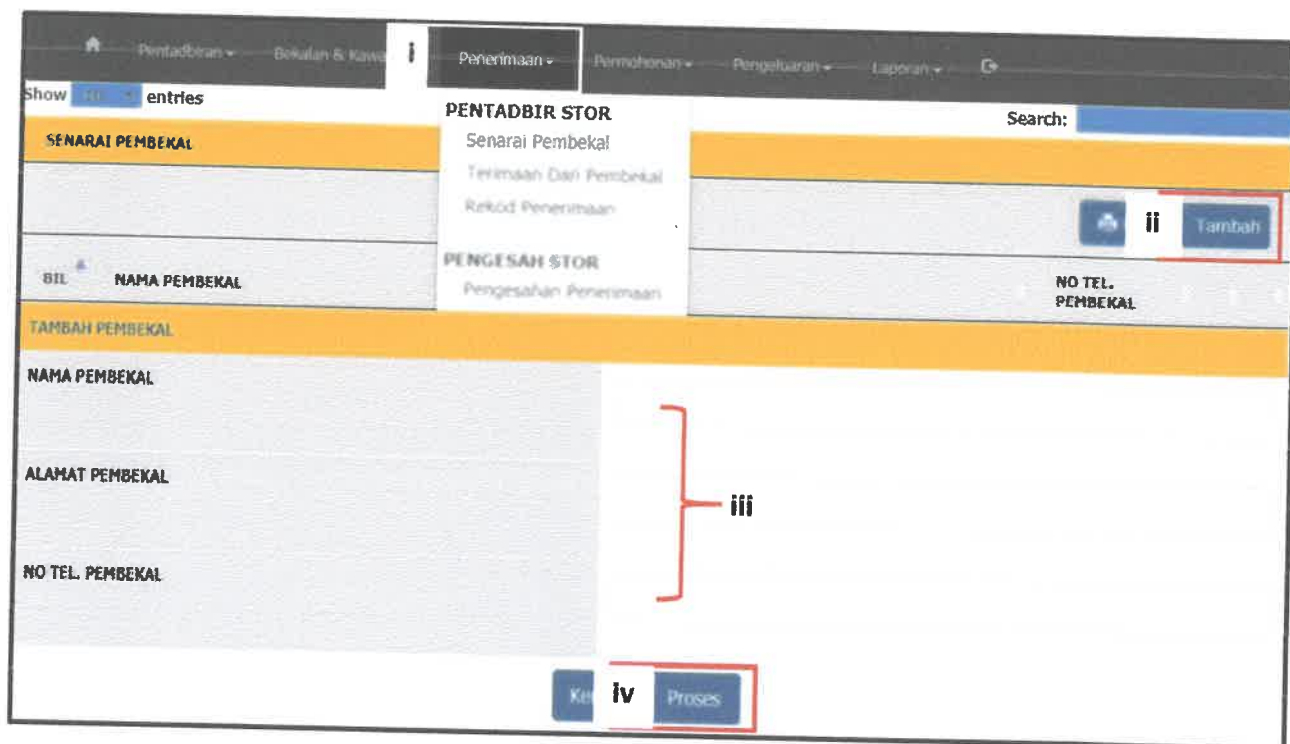
NO KAD	IKH	STATUS KAD
225		Aktif
KOD & PERHAL BARANGAN		Aktif
LOKASI STOK		
LOKASI STOK		
TARIDOH LUBUT		
PARAS MINIMUM STOK (PURATA PENGGUNAAN STOK 1 BULAN)		
PARAS HENDAKI (PURATA PENGGUNAAN STOK 2 BULAN)		
PARAS MAKSIMUM (PURATA PENGGUNAAN STOK 3 BULAN)		
JUMLAH KUANTITI STOK	59	
HARGA STOK SEURET (RM)	25.00	
HARGA STOK KESELURUHAN (RM)	1475.00	
PEGAWAI STOK	MOHAMMAD IRSHADUDDIN BIN JASRINIZAR	
TARIKH	15/02/2018	
STATUS KAD	Aktif	

3 PROSES PENERIMAAN STOK

3.1 Senarai Pembekal

3.1.1 Tambah Senarai Pembekal

- Pilih **Penerimaan dan Senarai Pembekal**
- Klik pada butang **Tambah** untuk memasukkan butiran pembekal
- Masukkan butiran pembekal dengan betul
- Pilih butang **Proses** untuk menyimpan butiran dan meneruskan aktiviti lain



3.1.2 Kemaskini dan Padam Senarai Pembekal

- i. Pilih **Penerimaan** dan **Senarai Pembekal**
- ii. Klik pada ikon **Pensil** untuk kemaskini butiran pembekal
- iii. Masukkan butiran pembekal terkini dengan betul
- iv. Pilih butang **Proses** untuk menyimpan butiran terkini
- v. Klik ikon **Tong Sampah** untuk padam maklumat pembekal

Senarai Pembekal

BIL	NAMA PEMBEKAL	NO TEL. PEMBEKAL
1.	TJADA MAKLUMAT	null
2.	KANGAR OFFICE AUTOMATION & PHOTOGRAPHIC SDN BHD	null

KEMASKINI PEMBEKAL

NAMA PEMBEKAL: KANGAR OFFICE AUTOMATION & PHOTOGRAPHIC SDN BHD

ALAMAT PEMBEKAL: 13 GROUND FLOOR,JLN BAS EKSPRESS JALAN BUKIT LAGI 01000 KANGAR

NO TEL. PEMBEKAL: null

Proses

3.2 Terimaan Dari Pembekal

- i. Pilih **Penerimaan dan Terimaan Dari Pembekal**
- ii. Isi butiran pada ruangan yang berkaitan
- iii. Klik pada butang **Terus** untuk masukkan maklumat barang dipesan dan diterima

TERIMA DARI PEMBEKAL

PENTADBIR STOR
Senarai Pembekal
Terimaan Dari Pembekal
Rekod Penerimaan

PENGESAH STOR
Pengesahan Penerimaan

NO RUJUKAN*: ii

NAMA & ALAMAT PEMBEKAL*:
AMJ CENTURY

BUTIR-BUTIR BUNGKUSAN:

BUTIR-BUTIR PENGHANTARAN:

NO PESANAN KERAJAAN*:

TARIKH PESANAN KERAJAAN*:
DD/MM/YYYY

PEGAWAI PENERIMA*:
NORHAFIZA BINTI HUSSIN

TARIKH TERIMA*:
DD/MM/YYYY

PEGAWAI PENGESAH*:
AZREE BIN ALIMIN

PEGAWAI PENCATAT:
MOHAMMAD IRSHADUDDIN BIN JASRINIZAR

TARIKH CATATAN:
07/03/2018

**Ruangan Wajib Diisi*

iii **Terus**

- iv. Klik pada butang **Tambah Barang** untuk masukkan butiran barang yang dipesan dan diterima

TERIMA DARI PEMBEKAL

NO RUJUKAN*:
B 001854

NAMA & ALAMAT PEMBEKAL*:
TEGUH JAYA UTARA ENTERPRISE
NO. 20 TINGKAT 1, PLAZA KUALA, JALAN SARAWAK

BUTIR-BUTIR BUNGKUSAN:
null

BUTIR-BUTIR PENGHANTARAN:
null

NO PESANAN KERAJAAN*:
B 001854

TARIKH PESANAN KERAJAAN*:
08/06/2017

PEGAWAI PENERIMA*:
NORHAFIZA BINTI HUSSIN

TARIKH TERIMA*:
17/07/2017

PEGAWAI PENGESAH*:
AZREE BIN ALIMIN

PEGAWAI PENCATAT:
NORHAFIZA BINTI HUSSIN

TARIKH CATATAN:
27/07/2017

STATUS BORANG:
BELUM DISAHKAN (BORANG BELUM LENGKAP)

Tambah Barang iv

- v. Isi butiran barang yang berkaitan
- vi. Klik pada butang **Submit** untuk menyimpan butiran

Tambah Barang

Kod & Perihal Barang[No Kad]:
AB001-BUKU KULIT TEBAL (400 MUKASURAT)[1]

Kuantiti Dipesan:
v

Kuantiti Diterima (Semasa Terima):

Harga Seunit (Semasa Terima):

Kuantiti Diterima (Semasa Keluar):

Harga Seunit (Semasa Keluar):

Tarikh Luput:
DD/MM/YYYY

Catatan:

Submit vi

Close

vii. Klik pada butang **Selesai** untuk tamatkan proses

TERIMA DARI PEMBEKAL

NO RUJUKAN[®]:
B 001872

NAMA & ALAMAT PEMBEKAL[®]:
HYGIENE WORLD SDN. BHD
135-137 KWS PERUSAHAAN TANDOP BARU, KOTA SETAR, 15400 ALOR SETAR, KEDAH

BUTIR-BUTIR BUNGKUSAN:
null

BUTIR-BUTIR PENGHANTARAN:
null

NO PESANAN KERAJAAN[®]:
B 001872

TARIKH PESANAN KERAJAAN[®]:
20/06/2017

PEGAWAI PENERIMA[®]:
SALIZAH BINTI SUKI

TARIKH TERIMA[®]:
20/06/2017

PEGAWAI PENGESAH[®]:
AZREE BIN ALIMIN

PEGAWAI PENCATAT:
SALIZAH BINTI SUKI

TARIKH CATATAN:
02/08/2017

STATUS BORANG:
BELUM DISAHKAN (BORANG BELUM LENGKAP)

[Tambah Barang](#)

BIL	NO KAD	PERIHAL BARANG	BIL. MOHON	BIL. TERIMA (TERIMA)	UNIT (TERIMA)	SEUNIT(RM) (TERIMA)	BIL. TERIMA (KELUAR)	UNIT (KELUAR)	SEUNIT(RM) (KELUAR)	JUMLAH(RM) (TERIMA)	
1.	135	MOP	4	4	BATANG	21.00	4	BATANG	21.00	84.00	✗
2.	KB 032	NAIN/BULU MOP	6	6	UNIT	4.00	6	UNIT	4.40	24.00	✗
3.	138	PLASTIK SAMPAH HITAM 18	5	5	PACK	36.00	5	PACK	36.83	180.00	✗
4.	KB 033	BERUS TANDAS	4	4	BATANG	6.00	4	BATANG	6.00	24.00	✗
5.	KB 034	PENCUCI TINGKAP/CERMIN	2	2	UNIT	25.00	2	UNIT	25.00	50.00	✗

Perhatian! Sila semak dan pastikan senarai barang di atas dengan betul sebelum klik butang **SELESAI**.

vii [Selesai](#)

viii. Proses terimaan pembekal Berjaya

TERIMA DARI PEMBEKAL

NO RUJUKAN[®]:
B 001845

NAMA & ALAMAT PEMBEKAL[®]:
E-GLOBAL
NO 35 TAMAN KEMAJUAN , JALAN MAJU, 01000 KANGAR

BUTIR-BUTIR BUNGKUSAN:
null

BUTIR-BUTIR PENGHANTARAN:
null

NO PESANAN KERAJAAN[®]:
B 001845

TARIKH PESANAN KERAJAAN[®]:
08/06/2017

PEGAWAI PENERIMA[®]:
SALIZAH BINTI SUKI

TARIKH TERIMA[®]:
08/06/2017

PEGAWAI PENGESAH[®]:
AZREE BIN ALIMIN

PEGAWAI PENCATAT:
NORHAFIZA BINTI MUSSIN

TARIKH CATATAN:
19/07/2017

STATUS BORANG:
TELAH DISAHKAN

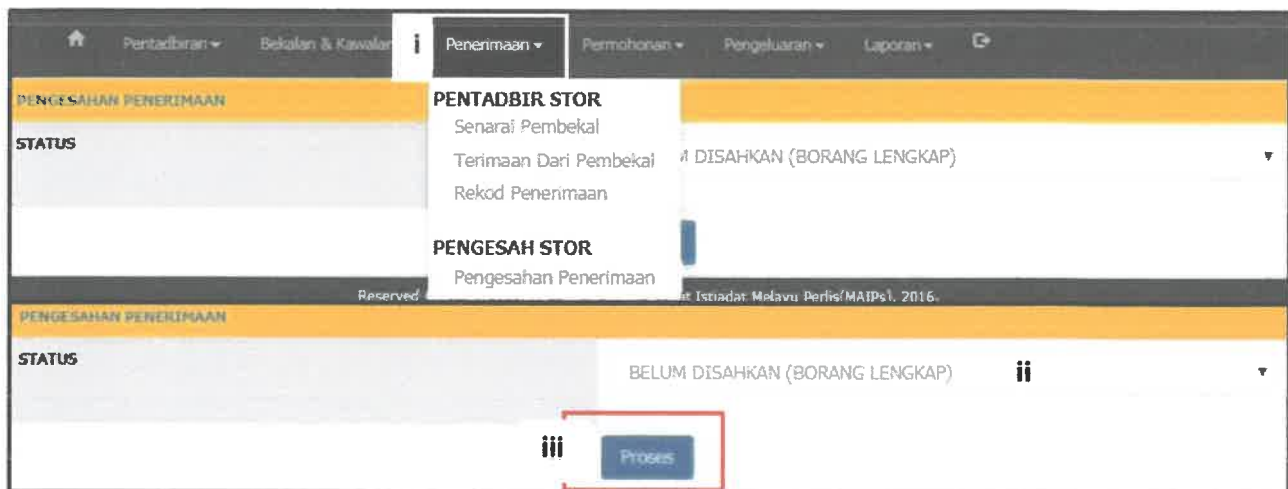
BIL	NO KAD	PERIHAL BARANG	BIL. MOHON	BIL. TERIMA (TERIMA)	UNIT (TERIMA)	SEUNIT(RM) (TERIMA)	BIL. TERIMA (KELUAR)	UNIT (KELUAR)	SEUNIT(RM) (KELUAR)	JUMLAH(RM) (TERIMA)	
1.	128	CANON PIXMA (HITAM) - 740	200	200	KOTAK	64.00	200	KOTAK	63.60	12800.00	✓
Jumlah Keseluruhan (RM)							12800.00				

Perhatian! Sila semak dan pastikan senarai barang di atas dengan betul sebelum klik butang **SELESAI**.

[Kembali](#) [Cetak](#)

3.3 Pengesahan Penerimaan Stok Dari Pembekal

- i. Pilih **Penerimaan** dan **Pengesahan Penerimaan**
- ii. Pilih **Status** seperti di bawah
- iii. Klik pada butang **Proses** menyimpan maklumat



- iv. Klik pada ikon **Pensil** untuk mengemaskini status penerimaan

The screenshot shows the 'REKOD PENERIMAAN' table in the MAIPs system. The table has the following columns: 'BIL', 'NO RUJUKAN', 'PEG PENERIMA', 'TARIKH TERIMA', 'STATUS', 'PEG PENGESAH', and 'TARIKH SAH'. There is one row of data with the following values: '1.', 'NR80', 'SALIZAH BINTI SUKI', '09-DEC-2016', 'BELUM DISAHKAN (BORANG LENGKAP)', 'AZREE BIN ALIMIN', and 'null'. A red box highlights the 'Pensil' icon (edit icon) at the end of the row, with the label 'iv' next to it. Below the table, there is a 'Kembali' button.

BIL	NO RUJUKAN	PEG PENERIMA	TARIKH TERIMA	STATUS	PEG PENGESAH	TARIKH SAH
1.	NR80	SALIZAH BINTI SUKI	09-DEC-2016	BELUM DISAHKAN (BORANG LENGKAP)	AZREE BIN ALIMIN	null

v. Pilih butang **Sahkan** untuk tamatkan

TERIMA DARI PEMBEKAL

NO RUJUKAN*: NR80	PEGAWAI PENERIMA*: SALIZAH BINTI SUKI
NAMA & ALAMAT PEMBEKAL*: JUJAYA SERIAE	TARIKH TERIMA*: 12/09/2016
BUTIR-BUTIR BUNGKUSAN: -	PEGAWAI PENGESAH*: AZREE BIN ALIMIN
BUTIR-BUTIR PENGHANTARAN: -	PEGAWAI PENCATAT: MOHD FITRI BIN EDROS
NO PESANAN KERAJAAN*: PO80	TARIKH CATATAN: 12/09/2016
TARIKH PESANAN KERAJAAN*: 11/30/2016	STATUS BORANG: BELUM DISAHKAN (BORANG LENGKAP)

BIL	NO KAD	PERIHAL BARANG	BIL. MOHON	BIL. TERIMA	UNIT	SEUNIT(RM)	JUMLAH(RM)
1.	5	PEMADAM	20	15	UNIT	1.00	15.00 ✓
Jumlah Keseluruhan (RM)							15.00

Kembali
Sahkan
Cetak

vi. Pengesahan Terimaan Pembekal berjaya

TERIMA DARI PEMBEKAL

NO RUJUKAN*: B 001845	PEGAWAI PENERIMA*: SALIZAH BINTI SUKI
NAMA & ALAMAT PEMBEKAL*: E-GLOBAL NO 35 TAMAN KEMAJUAN , JALAN MAJU, 01000 KANGAR	TARIKH TERIMA*: 08/06/2017
BUTIR-BUTIR BUNGKUSAN: null	PEGAWAI PENGESAH*: AZREE BIN ALIMIN
BUTIR-BUTIR PENGHANTARAN: null	PEGAWAI PENCATAT: NORHAFIZA BINTI HUSSIN
NO PESANAN KERAJAAN*: B 001845	TARIKH CATATAN: 19/07/2017
TARIKH PESANAN KERAJAAN*: 08/06/2017	STATUS BORANG: TELAH DISAHKAN

BIL	NO KAD	PERIHAL BARANG	BIL. MOHON	BIL. TERIMA (TERIMA)	UNIT (TERIMA)	SEUNIT(RM) (TERIMA)	BIL. TERIMA (KELUAR)	UNIT (KELUAR)	SEUNIT(RM) (KELUAR)	JUMLAH(RM) (TERIMA)	
1.	128	CANON PIXMA (HITAM) - 740	200	200	KOTAK	64.00	200	KOTAK	63.60	12800.00 ✓	
Jumlah Keseluruhan (RM)							12800.00				

Perhatian! Sila semak dan pastikan senarai barang di isi dengan betul sebelum klik butang SELESAI.

Kembali
Cetak

4 PROSES PEMOHONAN STOK

4.1 Proses Permohonan Stok

- i. Pilih **Pemohon** dan **Katalog stok** untuk semak kuantiti stok sebelum membuat permohonan

The screenshot shows the 'Permohonan' menu open, with 'KATALOG STOK' selected. Below the menu is a table with the following data:

BIL	NO KAD	KOD BARANGAN	PERI	BAKI BARANGAN
1.	1	AB001	BUKU KULTIT TEBAL (400 MUKASURAT)	1
2.	2	AB002	BUKU KULTIT TEBAL (300 MUKASURAT)	11

- ii. Pilih **Pemohonan** dan **Permohonan Stok**
- iii. Masukkan butiran permohonan dengan lengkap
- iv. Klik pada butang **Terus** untuk meneruskan permohonan

The screenshot shows the 'Permohonan Stok' form with the following fields and values:

- NO. KAD PENGENALAN:** 890619095099
- NAMA:** MOHAMMAD IRSHADUDDIN BIN JASRINIZAR
- JAWATAN:** KETUA UNIT ICT
- BAHAGIAN:** UNIT TEKNOLOGI MAKLUMAT, MAIPs
- TEL. H/P:** 010-2747369
- TEL. PEJABAT:** 04-9794439

The 'Permohonan' menu is open, with 'Permohonan Stok' selected. The 'PEGAWAI PELULUS' field is set to 'AHMAD FITRI BIN MAT ISA @ MAT HASSAN'. The 'CATATAN' field is empty. The 'Terus' button is highlighted with a red box.

- v. Pilih butang **Pilih Stok** untuk masukkan butiran permohonan stok

PERMOHDANAN STOK

Klik butang Pilih Stok

NO. KAD PENGENALAN:
890619095099

NAMA:
MOHAMMAD IRSHADUDDIN BIN JASRINIZAR

JAWATAN:
KETUA UNIT ICT

BAHAGIAN:
UNIT TEKNOLOGI MAKLUMAT, MAIPs

TEL. H/P:
010-2747369

TEL. PEJABAT:
04-9794439

ALAMAT E-MAIL:
irshaduddin@maips.gov.my

TARIKH BEKALAN DIKEHENDAKI:
13.03.2018

CATATAN:
null

PEGAWAI PELULUS:
AHMAD FITRI BIN MAT ISA @ MAT HASSAN

STATUS POHON:
PERMOHDANAN TIDAK LENGKAP

Pilih Stok v

BIL.	KOD	PERIHAL BARANG	BIL. MOHON	UNIT	CATATAN
------	-----	----------------	------------	------	---------

Kembali Selesai

- vi. Isi butiran yang berkaitan dengan lengkap
- vii. Klik butang **Submit** untuk simpan butiran permohonan stok

Tambah Barang

Kod & Perihal Barang[No Kad]:
AB001-BUKU KULIT TEBAL (400 MUKASURAT)[1]

Kuantiti Dipohon:
vi

Catatan:

Submit vii

Close

viii. Permohonan Stok Berjaya

PERMOHONAN STOK

Status telah dikenadiri

NO. KAD PENGENALAN:

NAMA:
NURHANIS BINTI ALI

JAWATAN:
PENOLONG PEG TADBIR

BAHAGIAN:
UNIT PENTADBIRAN AM, MAIPs

TEL H/P:
012-4556555

TEL PEJABAT:
04-9861555

ALAMAT E-MAIL:
hanis@maips.gov.my

TARIKH BEKALAN DIKEHENDAKI:
01/28/2017

CATATAN:
-

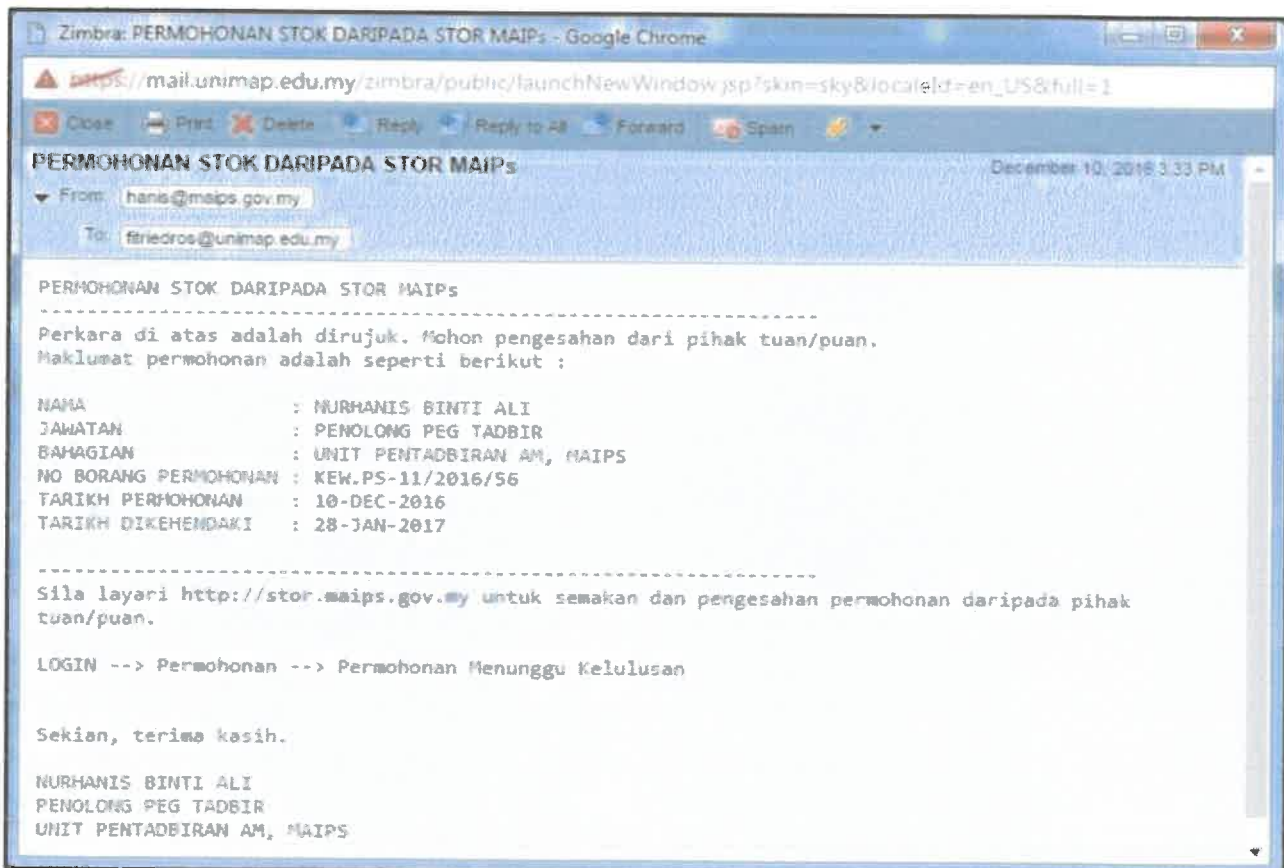
PEGAWAI PELULUS:
HALINA BINTI ABDUL WAHED

STATUS PHON:
PERMOHONAN BARU

BIL	KOD	PERIHAL BARANG	BIL. MOHON	UNIT	CATATAN
1.	AC001	PENADAM	5	UNIT	✓
		Jumlah Keseluruhan (RM)	5		

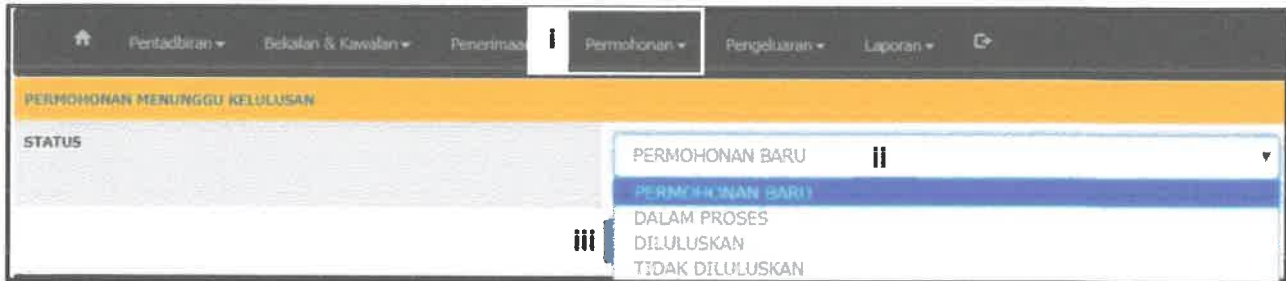
Kembali Cetak

ix. Email pemberitahuan akan diemelkan kepada pegawai pelulus



4.2 Proses Kelulusan Permohonan Stok oleh Pegawai Pelulus

- i. Pilih **Permohonan** dan **Permohonan Menunggu Kelulusan**
- ii. Pilih dan masukkan **Status** dibahagian yang tertentu
- iii. Klik butang **Proses** untuk meneruskan proses seterusnya



- iv. Klik pada ikon **Pensil** untuk proses kelulusan permohonan

REKOD PERMOHONAN				
BIL	NO PERMOHONAN	PEMOHON	TARIKH MOHON	STATUS
1.	KEW.PS-11/2016/56	NURHANIS BINTI ALI	10-DEC-2016	PERMOHONAN BARU

Rows 1 - 1 Total Result 1

[Kembali](#)

- v. Klik sekali lagi pada ikon **Pensil** untuk masukkan butiran kelulusan permohonan

KELULUSAN PERMOHONAN STOK								
NO. KAD PENGENALAN:			ALAMAT E-MAIL: hanis@maips.gov.my					
NAMA: NURHANIS BINTI ALI			TARIKH BEKALAN DIKEHENDAKI: 01/29/2017					
JAWATAN: PENOLONG PEG TADBIR			CATATAN PEMOHON: -					
BAHAGIAN: UNIT PENTADBIRAN AM, MAIPs			CATATAN PELULUS: null					
TEL. H/P: 012-4556555			PEGAWAI PELULUS: HALINA BINTI ABDUL WAHID					
TEL. PEJABAT: 04-9861555			STATUS MOHON: PERMOHONAN BARU					
BIL	KOD	PERJHAL BARANG	BIL. MOHON	CATATAN PEMOHON	BIL. LULUS	BAKI	UNIT	CATATAN PELULUS
1.	AC001	PEMADAM	5	-	null	15	UNIT	null

[Kembali](#) [Kelulusan](#)

- vi. Masukkan butiran kelulusan yang berkaitan
- vii. Klik pada butang **Proses** untuk langkah yang seterusnya

KELULUSAN PERMOHONAN STOK

KOD BARANGAN	AC001-PEMADAM
BIL. MOHON	5
CATATAN PEMOHON	-
BIL. LULUS	5
BAKI	15
UKURAN	UNIT
CATATAN PELULUS	null

Proses

- viii. Proses kelulusan Berjaya

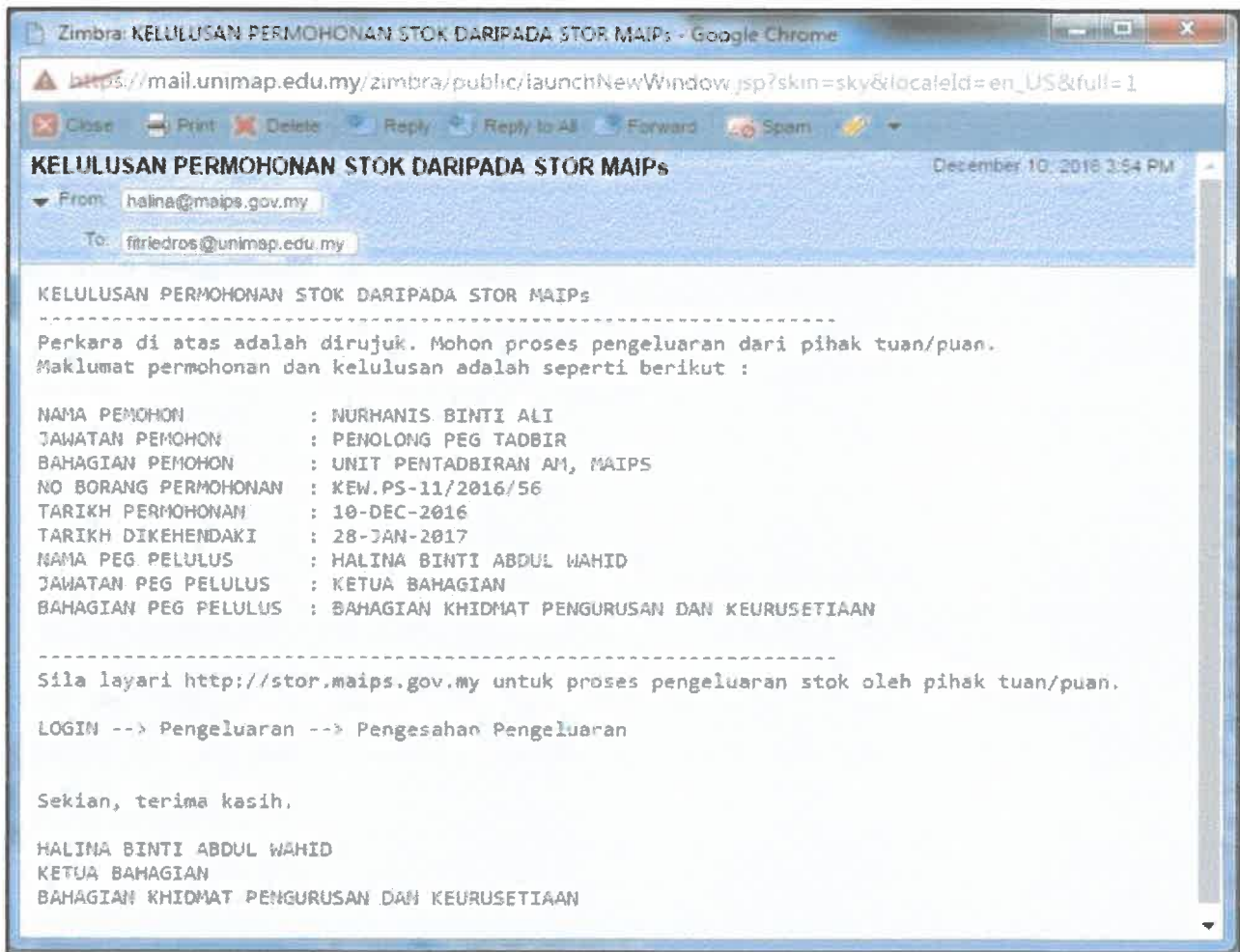
KELULUSAN PERMOHONAN STOK

NO. KAD PENGEMALAN:	ALAMAT E-MAIL: hanis@maips.gov.my
NAMA: NURHANIS BINTI ALI	TARIKH BEKALAN DIKEHENDAKI: 01/29/2017
JAWATAN: PENGLONG PEG TADBIR	CATATAN PEMOHON: -
BAHAGIAN: UNIT PENTADBIRAN AM MAIPs	CATATAN PELULUS: -
TEL. H/P: 012-4556555	PEGAWAI PELULUS: HALINA BINTI ABDUL WAHED
TEL. PEJABAT: 04-9861555	STATUS MOHON: DILULUSKAN

BIL	KOD	PERIHAL BARANG	BIL. MOHON	CATATAN PEMOHON	BIL. LULUS	BAKI	UNIT	CATATAN PELULUS
1.	AC001	PEMADAM	5	-	5	15	UNIT	-

Kembali
Cetak

ix. Email pemberitahuan akan di emailkan kepada pentadbir stor



5 PROSES PENGELUARAN STOK

5.1 Pengeluaran Stok oleh Pentadbir Stor

- i. Pilih **Pengeluaran** dan **Pengesahan Pengeluaran**
- ii. Pilih **Status** untuk diproses
- iii. Klik pada butang **Proses** untuk meneruskan proses



- iv. Klik pada ikon **Pensil** untuk mengesahkan pengeluaran stok

The screenshot shows the 'PROSES PENGELUARAN STOK' table. The table has columns: BIL, NO PERMOHONAN, PEMOHON, TARIKH POHON, STATUS, and an action column with a pencil icon. The first row is highlighted, and a red box highlights the pencil icon.

BIL	NO PERMOHONAN	PEMOHON	TARIKH POHON	STATUS	
1.	KEW.PS-11/2016/50	MURHANS BINTI ALI	05-DEC-2016	DILULUSKAN	iv
2.	KEW.PS-11/2016/52	MURHANS BINTI ALI	06-DEC-2016	DILULUSKAN	
3.	KEW.PS-11/2016/56	MURHANS BINTI ALI	10-DEC-2016	DILULUSKAN	

1 Rows 1 - 3 Total Result 3

Kembali

- v. Klik pada ikon **Pensil**
- vi. Klik pada butang **Sah Keluar Stok** untuk proses seterusnya

PROSES PENGELUARAN STOK

NO. KAD PENGENALAN: <input type="text"/>	ALAMAT E-MAIL: hans@maips.gov.my
NAMA: NURHANIS BINTI ALI	TARIKH BEKALAN DIKEHENDAKI: 01/28/2017
JAWATAN: PENOLONG PEG TADEIR	CATATAN PEMOHON: -
BAHAGIAN: UNIT PENTADBIRAN AM, MAIPs	CATATAN PELULUS: -
TEL. H/P: 012-4556555	PEGAWAI PELULUS: HALINA BINTI ABDUL WAHID
TEL. PEJABAT: 04-9861555	STATUS POHON: DILLUSKAN

BIL	KOD	PERIHAL BARANG	BIL. MOHON	CATATAN PEMOHON	BIL. LULUS	BAKI	UNIT	CATATAN PELULUS
1.	AC001	PEMADAM	5	-	5	15	UNIT	-

Kembali **Sah Keluar Stok** vi

- vii. Isi butiran berkaitan
- viii. Klik pada butang **Proses** untuk menyimpan maklumat berkaitan

PROSES PENGELUARAN STOK

NO. KAD PENGENALAN: <input type="text"/>	ALAMAT E-MAIL: hans@maips.gov.my
NAMA: NURHANIS BINTI ALI	TARIKH BEKALAN DIKEHENDAKI: 01/28/2017
JAWATAN: PENOLONG PEG TADEIR	CATATAN: -
BAHAGIAN: UNIT PENTADBIRAN AM, MAIPs	CATATAN PELULUS: -
TEL. H/P: 012-4556555	PEGAWAI PELULUS: HALINA BINTI ABDUL WAHID
TEL. PEJABAT: 04-9861555	STATUS POHON: PROSES PENGELUARAN
	PEG. PENGAMBIL STOK: AZREE BIN ALIMIN
	TARIKH PENGAMBILAN: null
	CATATAN PENGAMBILAN: null

Kembali **Proses** viii

ix. Proses pengeluaran stok Berjaya

PROSES PENGELUARAN STOK

NO. KAD PENGENALAN: <input type="text"/>	ALAMAT E-MAIL: hans@maips.gov.my
NAMA: NURHANS BINTI ALI	TARIKH BEKALAN DIKEHENDAKI: 01/28/2017
JAWATAN: PENolong PES TADEIR	CATATAN PEMOHON: -
BAHAGIAN: UNIT PENTADBIRAN AM MAIPs	CATATAN PELULUS: -
TEL. H/P: 012-4596555	PEGAWAI PELULUS: HALINA BINTI ABDUL WAHID
TEL. PEJABAT: 04-9861555	STATUS POHON: STOK KELUAR

BIL	KOD	PERIHAL BARANG	BIL. MOHON	CATATAN PEMOHON	BIL. LULUS	BAKI	UNIT	CATATAN PELULUS	
1.	AC001	PEMADAM	5	-	5	10	UNIT	-	✓

[Kembali](#) [Cetak](#)

6 PENJANAAN PELAPORAN

6.1 KEW-PS: 3

- i. Pilih **Laporan** dan **KEW-PS: 3**
- ii. Masukkan butiran yang dikehendaki
- iii. Klik pada butang **Proses** untuk mendapatkan maklumat yang dipohon

The screenshot shows the 'Laporan' menu selected. Below it, a search form for 'LAPORAN 1: KEW-PS:3' is visible. The form has three main input areas: 'NO KAD' with the value '(201)AB 006-BUKU KUART', 'TAHUN DARI' with 'YY', and 'TAHUN HINGGA' with 'YY'. A dropdown menu is open to the right, listing 'KEW-PS:3', 'KEW-PS:13', and 'Laporan Permohonan Mengikut Pengguna'. At the bottom, a blue 'Proses' button is highlighted with a red box.

- iv. Laporan yang dipohon akan dipaparkan

KAD KAWALAN STOK
(Tajeran Pengawasan Stok 53)

No. Kad: 201
R/W: PS-3

Perihal Stok : BUKU KUARTO

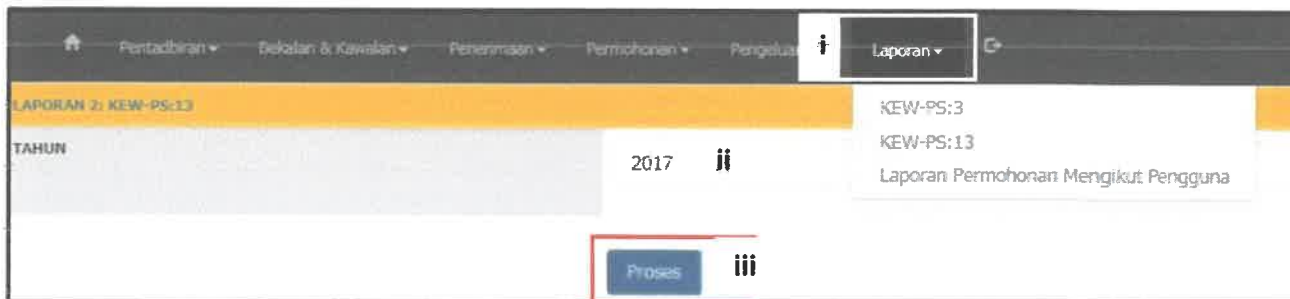
BAHAGIAN A																																																					
No. Kad	Unit Pengukuran	Ukuran	Baru	Baru	Baru	Baru	Baru	Baru	Baru																																												
201	Buku	16.00	0	0	0	0	0	0	0																																												
<table border="1"> <thead> <tr> <th>Tahun</th> <th>MAKSIKUM (kuantiti)</th> <th>MINIMUM (kuantiti)</th> <th colspan="4">TERIMAAN STOK BUNDU TAHUN</th> <th colspan="4">SELISIRAN STOK BUNDU TAHUN</th> </tr> <tr> <th></th> <th></th> <th></th> <th>PERTAMA</th> <th>KEDUA</th> <th>KETIGA</th> <th>KEEMPAT</th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>2018</td> <td>3</td> <td>16.00</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>										Tahun	MAKSIKUM (kuantiti)	MINIMUM (kuantiti)	TERIMAAN STOK BUNDU TAHUN				SELISIRAN STOK BUNDU TAHUN							PERTAMA	KEDUA	KETIGA	KEEMPAT					2017	0	0	0	0	0	0	0	0	0	0	2018	3	16.00	0	0	0	0	0	0	0	0
Tahun	MAKSIKUM (kuantiti)	MINIMUM (kuantiti)	TERIMAAN STOK BUNDU TAHUN				SELISIRAN STOK BUNDU TAHUN																																														
			PERTAMA	KEDUA	KETIGA	KEEMPAT																																															
2017	0	0	0	0	0	0	0	0	0	0																																											
2018	3	16.00	0	0	0	0	0	0	0	0																																											
<table border="1"> <thead> <tr> <th>Tahun</th> <th>MAKSIKUM (kuantiti)</th> <th>MINIMUM (kuantiti)</th> <th colspan="4">TERIMAAN STOK TAHUNAN</th> <th colspan="4">SELISIRAN STOK TAHUNAN</th> </tr> <tr> <th></th> <th></th> <th></th> <th>PERTAMA</th> <th>KEDUA</th> <th>KETIGA</th> <th>KEEMPAT</th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>2018</td> <td>3</td> <td>16.00</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>										Tahun	MAKSIKUM (kuantiti)	MINIMUM (kuantiti)	TERIMAAN STOK TAHUNAN				SELISIRAN STOK TAHUNAN							PERTAMA	KEDUA	KETIGA	KEEMPAT					2017	0	0	0	0	0	0	0	0	0	0	2018	3	16.00	0	0	0	0	0	0	0	0
Tahun	MAKSIKUM (kuantiti)	MINIMUM (kuantiti)	TERIMAAN STOK TAHUNAN				SELISIRAN STOK TAHUNAN																																														
			PERTAMA	KEDUA	KETIGA	KEEMPAT																																															
2017	0	0	0	0	0	0	0	0	0	0																																											
2018	3	16.00	0	0	0	0	0	0	0	0																																											

BAHAGIAN B										
Tarikh	No. PK/RTN/BPPG	Terima Daripada / Keluar Kepada	TERIMAAN			SELISIRAN		Baki		Tanda Tangan Pegawai Stok
			Kuantiti	Nilai (RM)	Jumlah (RM)	Kuantiti	Jumlah (RM)	Kuantiti	Jumlah (RM)	
2018	PK

Nota: PK = Pesanan Kevajaan
BPPG = Borang Perlesen Pengeluaran Stok
B7B = Borang Terimaan Barang-barang

6.2 KEW-PS: 13

- i. Pilih **Laporan** dan **KEW-PS: 13**
- ii. Masukkan butiran yang dikehendaki
- iii. Klik pada butang **Proses** untuk mendapatkan maklumat yang dipohon
- iv.



- v. Laporan yang dipohon akan dipaparkan

LAPORAN KEBUKUKAN STOK TAHUN 2018 KEW-PS-13

TAHUN SEMASA	KEBUKUKAN STOK								KADAR PUSUTAN STOK (Suku Tahun) c / [(a + d) / 2]
	Stok Ada		Pembelian		Pengeluaran		Stok Semasa		
	Bilangan Stok (a)	Jumlah Nilai Stok (RPS) (b)	Bilangan Stok (c)	Jumlah Nilai Stok (RP) (d)	Bilangan Stok (e)	Jumlah Nilai Stok (RM) (f)	Bilangan Stok (g)	Jumlah Nilai Stok (RPS) (h)	
Baki Semula Hadapan									
	Baki Stok Akhir Tahun								
Buku Tahun Pertama	440	13690.00	116919	145832.77	73	2396.60	117286	157116.17	$2396.60 / ((13690.00 + 157116.17) / 2) = 0.03$
Buku Tahun Kedua	117286	157116.17	0	0.00	0	0.00	117286	157116.17	$0.00 / ((157116.17 + 157116.17) / 2) = 0.00$
Buku Tahun Ketiga	117286	157116.17	0	0.00	0	0.00	117286	157116.17	$0.00 / ((157116.17 + 157116.17) / 2) = 0.00$
Buku Tahun Keempat	117286	157116.17	0	0.00	0	0.00	117286	157116.17	$0.00 / ((157116.17 + 157116.17) / 2) = 0.00$
Minim Tahunan			116919	145832.77	73	2396.60	Kadar Pusutan Stok Tahunan adalah : $2396.60 / ((13690.00 + 157116.17) / 2) = 0.03$		

Disiapkan Oleh :

.....

Tandatangan Pegawai Stor,
Nama :
Mesejeron :
Tarikh :
E/np Kementerian / Jabatan.

Diperikan Oleh :

.....

Tandatangan Pegawai Stor,
Nama :
Jawatan :
Tarikh :
E/np Kementerian / Jabatan.

6.3 Laporan Pemohonan Mengikut Pengguna

- i. Pilih Laporan dan Laporan Pemohonan Mengikut Pengguna
- ii. Masukkan butiran yang dikehendaki
- iii. Klik pada butang **Proses** untuk mendapatkan maklumat yang dipohon

LAPORAN 3: LAPORAN PERMOHONAN STOK MENGIKUT PEMOHON DAN TAHUN

NAMA PENGGUNA: SEMUA

TAHUN PERMOHONAN: YYYY

Proses

- iv. Laporan yang dipohon akan dipaparkan

LAPORAN 3: LAPORAN PERMOHONAN STOK MENGIKUT PEMOHON: SEMUA DAN TAHUN: 2018

Kembali Cetak

BIL	NO PERMOHONAN	PEMOHON	TARIKH POHON	PEG.PELULUS	TARIKH LULUS	PEG.STOR	TARIKH KELUAR	PENERIMA	TARIKH TERIMA	STATUS
1.	KEW.PS-11/2018/1	AZYYATI BINTI ABDUL AZIZ	21/02/2018	MOHAMMAD IRSHADUDDIN BIN JASRINIZAR	21/03/2018	NORHAFIZA BINTI HUSSIN	07/03/2018	AZYYATI BINTI ABDUL AZIZ	07/03/2018	STOK KELUAR
2.	KEW.PS-11/2018/2	NORLELA BINTI ABU	28/02/2018	HALINA BINTI ABDUL WAHID	08/03/2018	NORHAFIZA BINTI HUSSIN	08/03/2018	NORLELA BINTI ABU	08/03/2018	STOK KELUAR
3.	KEW.PS-11/2018/3	NORHAFIZA BINTI HUSSIN	01/03/2018	AZREE BIN ALIMIN	01/03/2018	NORHAFIZA BINTI HUSSIN	05/03/2018	NORHAFIZA BINTI HUSSIN	01/03/2018	STOK KELUAR

**USER MANUAL
FOR PENTADBIR
STOR**

KANDUNGAN

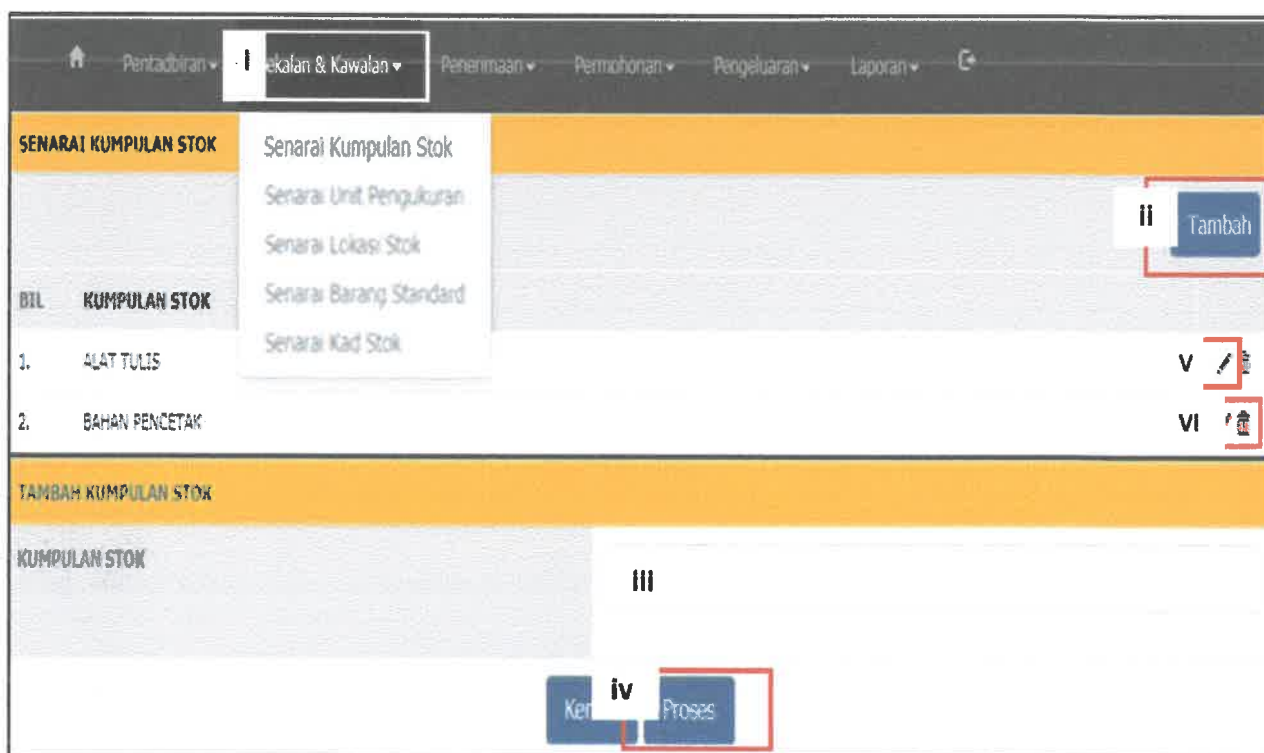
1	PROSES PEREKODAN STOK.....	2 - 10
	1.1 Kumpulan Stok	
	1.2 Unit Pengukuran	
	1.3 Lokasi Stok	
	1.4 Barang Standard	
	1.5 Kad Stok	
2	PROSES PENERIMAAN STOK.....	11 - 17
	2.1 Senarai Pembekal	
	2.2 Terimaan Dari Pembekal	
	2.3 Pengesahan Penerimaan Stok Dari Pembekal	
3	PROSES PERMOHONAN STOK.....	18 – 23
	3.1 Permohonan Stok	
	3.2 Proses Kelulusan Permohonan Stok Oleh Pegawai Pelulus	
4	PROSES PENGELUARAN STOK.....	24 – 26
	4.1 Pengeluaran Stok Oleh Pentadbir Stor	
5	PENJANAAN PELAPORAN.....	27 - 29
	5.1 KEW – PS: 3	
	5.2 KEW – PS: 13	
	5.3 Laporan Permohonan Mengikut Pegguna	

1 PROSES PEREKODAN STOK

1.1 Kumpulan Stok

1.1.1 Tambah, Kemaskini dan Padam Maklumat Kumpulan Stok

- i. Pilih **Bekalan & Kawalan** dan **Senarai Kumpulan Stok**
- ii. Klik pada butang **Tambah** untuk tambah maklumat kumpulan stok
- iii. Masukkan maklumat kumpulan stok
- iv. Klik pada butang **Proses** untuk menyimpan maklumat penambahan kumpulan stok
- v. Ikon **Pensil** untuk kemaskini maklumat kumpulan stok
- vi. Ikon **Tong Sampah** untuk padam maklumat sedia ada



1.2 Unit Pengukuran

1.2.1 Tambah, Kemaskini dan Padam Maklumat Unit Pengukuran

- Pilih **Bekalan & Kawalan** dan **Senarai Unit Pengukuran**
- Klik pada butang **Tambah** untuk tambah maklumat unit pengukuran
- Masukkan maklumat unit pengukuran
- Klik pada butang **Proses** untuk menyimpan maklumat penambahan
- Ikun **Pensil** untuk kemaskini maklumat unit pengukuran
- Ikun **Tong Sampah** untuk padam maklumat sedia ada

The screenshot displays the MAIPs system interface. At the top, the navigation menu includes 'Pentadbira', 'Bekalan & Kawalan', 'Penerimaan', 'Permohonan', 'Pengeluaran', and 'Laporan'. The 'Bekalan & Kawalan' menu is expanded, showing a list of options: 'Senarai Kumpulan Stok', 'Senarai Unit Pengukuran', 'Senarai Lokasi Stok', 'Senara Barang Standard', and 'Senara Kad Stok'. The 'Senarai Unit Pengukuran' option is selected, and a table of existing units is visible. The table has columns 'BIL' and 'UNIT UKURAN', with two entries: '1. UNIT' and '2. BUAH'. Each entry has icons for edit (pencil) and delete (trash). Below the table, the 'TAMBAH UNIT UKURAN' form is shown, with a 'UNIT UKURAN' input field and a 'Proses' button. The 'Proses' button is highlighted with a red box and labeled 'iv'. The 'Tambah' button in the top right corner is also highlighted with a red box and labeled 'ii'. The 'Pencil' icon in the table is labeled 'v', and the 'Trash' icon is labeled 'vi'. The 'Senarai Unit Pengukuran' menu item is labeled 'i', and the 'Proses' button is labeled 'iii'.

1.3 Lokasi Stok

1.3.1 Tambah Maklumat Lokasi Stok

- i. Pilih **Bekalan & Kawalan** dan **Senarai Lokasi Stok**
- ii. Klik pada butang **Tambah** untuk tambah maklumat lokasi stok
- iii. Masukkan butiran yang betul dan lengkap
- iv. Klik pada butang **Proses** untuk menyimpan butiran tersebut

The screenshot shows the MAIP5 system interface. At the top, there is a navigation bar with a home icon, 'Pentadbiran', and a dropdown menu 'Bekalan & Kawalan'. Below this, there are several menu items: 'Penerimaan', 'Permohonan', 'Pengeluaran', and 'Laporan'. The main content area is divided into two sections. The first section, 'SENARAI LOKASI STOK', has a dropdown menu with options: 'Senarai Kumpulan Stok', 'Senarai Unit Pengukuran', and 'Senarai Lokasi Stok'. A 'Tambah' button is located to the right of this menu. The second section, 'TAMBAH LOKASI STOK', contains a form with the following fields: 'SEKSYEN' (00), 'JENIS' (00-00), 'BARIS' (00), 'RAK' (00), 'TINGKAT' (00), and 'PETAK' (00). At the bottom of the form, there are two buttons: 'K' and 'Proses'. Red boxes highlight the 'Tambah' button and the 'Proses' button, corresponding to steps ii and iv in the instructions above.

1.3.2 Kemaskini dan Padam Maklumat Lokasi Stok

- i. Pilih **Bekalan & Kawalan (i)** dan **Senarai Lokasi Stok**
- ii. Klik pada ikon **Pensil (ii-a)** / **Tambah (ii-b)** untuk mengubah butiran baru
- iii. Masukkan butiran-butiran baru yang betul dan lengkap
- iv. Klik butang **Proses** untuk menyimpan butiran
- v. Ikon **Tong Sampah** untuk padam maklumat yang sedia ada

The screenshot displays the MAIPs system interface. At the top, the navigation menu includes 'Pentadbiran', 'Bekalan & Kawalan', 'Penerimaan', 'Permohonan', 'Pengeluaran', and 'Laporan'. The 'Bekalan & Kawalan' menu is expanded, showing options like 'Senarai Kumpulan Stok', 'Senarai Unit Pengukuran', 'Senarai Lokasi Stok', 'Senarai Barang Standard', and 'Senarai Kad Stok'. The 'Senarai Lokasi Stok' option is selected, leading to a table with columns: BIL, KOD PENUH, SENARAI UNIT PENGUKURAN, SENARAI BARANG STANDARD, SENARAI KAD STOK, JENIS, BARIS, RAK, TINGKAT, PETAK, and icons for edit, delete, and add. A red bracket labeled 'ii-b' spans the 'JENIS' through 'PETAK' columns. A red box labeled 'ii-a' highlights the edit icon for the second row. A red box labeled 'v' highlights the delete icon for the third row. Below the table is the 'KEMASKINI LOKASI STOK' form, which is pre-filled with data from the selected row: 'SEKSYEN A-KB02-00-00-00-00'. The form fields are: KOD PENUH, SENARAI UNIT PENGUKURAN (SEKSYEN A), SENARAI BARANG STANDARD (KB02-Kabinet Besi), BARIS (00), RAK (00), TINGKAT (00), and PETAK (00). A red bracket labeled 'iii' spans the 'SEKSYEN A' through 'PETAK' fields. At the bottom, a red box labeled 'iv' highlights the 'Proses' button.

1.4 Barang Standard

1.4.1 Tambah Maklumat Barang Standard

- i. Pilih **Bekalan & Kawalan** dan **Senarai Barang Standard**
- ii. Klik pada butang **Tambah** untuk tambah maklumat barang standard
- iii. Masukkan butiran barang standard dengan betul dan lengkap
- iv. Klik butang **Proses** untuk simpan butiran.

The screenshot displays the 'Senarai Barang Standard' (Standard Goods List) interface. At the top, there is a navigation bar with 'Bekalan & Kawalan' selected. Below it, a search bar and a 'Show entries' button are visible. The main area contains a table with columns for 'BTL', 'KOD BARANGAN', 'PERIHAL BARANGAN', and 'KOD BARANGAN'. The table lists three items: 1. AG002, PENDAIVE; 2. AB 206, BUKU (KARTU); 3. AB001, BUKU KELIT TESAL (40). A dropdown menu is open over the table, listing various stock types: 'Senarai Kumpulan Stok', 'Senarai Unit Pengukuran', 'Senarai Lokasi Stok', 'Senarai Barang Standard', and 'Senarai Kad Stok'. A red box highlights the 'Tambah' button, and another red box highlights the 'Proses' button. Red annotations 'ii', 'iii', and 'iv' are placed near the 'Tambah' and 'Proses' buttons to indicate the steps described in the list above.

1.4.2 Kemaskini Maklumat Barang Standard

- i. Pilih **Bekalan & Kawalan (i)** dan **Senarai Barang Standard**
- ii. Klik pada ikon **Pensil (ii-a)** / **Tambah (ii-b)** untuk mengubah butiran baru
- iii. Masukkan butiran-butiran baru yang betul dan lengkap
- iv. Klik butang **Proses** untuk menyimpan butiran

The screenshot displays the 'Bekalan & Kawalan' (Inventory & Control) section of the MAIPs system. A dropdown menu is open, highlighting 'Senarai Barang Standard' (Standard Item List). Below the menu, a table lists items with columns for 'BIL' (No.), 'KOD BARANGAN' (Item Code), 'PERIHAL BARANGAN' (Item Description), 'KUMPULAN STOK' (Stock Group), 'UNIT UKURAN (TERIMA)' (Receiving Unit), and 'UNIT UKURAN (KELUAR)' (Issuing Unit). The first item, 'AG003', is selected, and its details are shown in a form below. The form fields are: 'KOD BARANGAN' (AG003), 'PERIHAL BARANGAN' (PENDRIVE), 'KUMPULAN STOK' (ALAT GANTI KOMPUTER), 'UNIT UKURAN (TERIMA)' (KOTAK), and 'UNIT UKURAN (KELUAR)' (UNIT). A 'Proses' (Process) button is located at the bottom of the form. Red boxes and arrows highlight the 'Pensil' (Pencil) icon in the table and the 'Proses' button in the form, corresponding to step ii of the instructions.

BIL	KOD BARANGAN	PERIHAL BARANGAN	KUMPULAN STOK	UNIT UKURAN (TERIMA)	UNIT UKURAN (KELUAR)
1	AG003	PENDRIVE	ALAT GANTI KOMPUTER	KOTAK	UNIT
2	AB 004	BUKU KAJANG			
3	AB001	BUKU KULT TEBAL 100 PUKASURA			

Senarai Barang Standard

KOD BARANGAN: AG003

PERIHAL BARANGAN: PENDRIVE

KUMPULAN STOK: ALAT GANTI KOMPUTER

UNIT UKURAN (TERIMA): KOTAK

UNIT UKURAN (KELUAR): UNIT

Proses

1.4.3 Kemaskini Imej dan Padam Maklumat Barang Standard

- i. Pilih **Bekalan & Kawalan (i)** dan **Senarai Barang Standard**
- ii. Klik pada ikon **Imej** untuk mengubah butiran baru
- iii. Pilih **Choose File** untuk masukkan imej stok (imej mestilah format JPEG/JPG)
- iv. Klik butang **Proses** untuk menyimpan imej
- v. Klik ikon **Tong Sampah** untuk padam maklumat barang standard

The screenshot displays the 'Bekalan & Kawalan' (Inventory & Control) section of the MAIPs system. A dropdown menu is open, showing options like 'Senarai Kumpulan Stok', 'Senarai Unit Pengukuran', 'Senarai Lokasi Stok', 'Senarai Barang Standard', and 'Senarai Kad Stok'. The 'Senarai Barang Standard' option is selected. Below the menu is a table with columns: BIL, KOD BARANGAN, PERIHAL BARANGAN, KUMPULAN STOK, UNIT UKURAN (TERIMA), and UNIT UKURAN (KELUAR). The table contains two rows of data. Below the table, there is a section titled 'KEMASKINI IMEJ BARANGAN' (Update Item Image) which includes a 'Choose File' button and a 'Proses' button. A red box highlights the 'Choose File' button, and another red box highlights the 'Proses' button. A third red box highlights the 'Imej' icon in the table header, and a fourth red box highlights the 'Tong Sampah' icon in the table header.

BIL	KOD BARANGAN	PERIHAL BARANGAN	KUMPULAN STOK	UNIT UKURAN (TERIMA)	UNIT UKURAN (KELUAR)		
1.	AG003	PENDRIVE	ALAT GANTI KOMPUTER	KOTAK	UNIT	ii	iii
2.	AB 006	BUKU KUARTO	ALAT TULIS	BUAH	BUAH	v	iv

1.5 Kad Stok

1.5.1 Tambah Maklumat Kad Stok

- Pilih **Bekalan & Kawalan** dan **Senarai Kad Stok**
- Klik pada butang **Tambah** untuk tambah maklumat kad stok
- Masukkan butiran kad stok dengan betul dan lengkap
- Klik butang **Proses** untuk simpan butiran.

Senarai Kumpulan Stok
Senarai Unit Pengukuran
Senarai Lokasi Stok
Senarai Barang Standard
Senarai Kad Stok

Show 10 entries Search:

KEW.PS-S : SENARAI DAFTAR

TAMBAH KAD STOK

BIL	NO KAD	KOD BARANGAN	PERIHAL B
		KOD I. PERIHAL BARANGAN	AB001-BUKU KULIT TEBAL (400 MUKASURAT)
		LOKASI STOK	STOR UTAMA MAIPs
		LOKASI STOK	00-00-00-00-00-00
		SALAH LUPUT	00000000
		PURAS MINIMUM STOK (PURATA PENGGUNAAN STOK 1 BULAN)	0
		PURAS MEMOKOK (PURATA PENGGUNAAN STOK 2 BULAN)	0
		PURAS MAKSIMUM (PURATA PENGGUNAAN STOK 3 BULAN)	0
		HARGA STOK SEMUT	

Tambah

Proses

1.5.2 Kemaskini dan Padam Maklumat Kad Stok

- Pilih **Bekalan & Kawalan** dan **Senarai Kad Stok**
- Klik pada ikon **Pensil** untuk kemaskini maklumat kad stok
- Masukkan butiran kad stok terkini dengan betul dan lengkap
- Klik butang **Proses** untuk simpan butiran.
- Ikon **Tong Sampah** untuk padam maklumat yang disimpan

The screenshot displays the 'Senarai Kad Stok' (Stock Card List) interface. The top navigation bar shows 'Bekalan & Kawalan' selected. A dropdown menu is open, listing various stock-related options, with 'Senarai Kad Stok' highlighted. The main table displays the following data:

NO KAD	KOD	IKH	STATUS KAD
325			Aktif

The detailed view for the selected stock card (NO KAD: 325) shows the following information:

- KOD & PERIHAL BARANGAN:** AG003-PENDRIVE
- LOKASI STOR:** STOR UTAMA MAIPs
- LOKASI STOK:** 00-00-00-00-00
- TARICAH LUPUT:** null
- PARAS MINIMUM STOK (PURATA PENGGUNAAN STOK 1 BULAN):** 0
- PARAS MENOMOK (PURATA PENGGUNAAN STOK 2 BULAN):** 0
- PARAS MAKSIMUM (PURATA PENGGUNAAN STOK 3 BULAN):** 0
- JUMLAH KUANTITI STOK:** 59
- HARGA STOK SEUMET (RM):** 25.00
- HARGA STOK KESELURAHAN (RM):** 1475.00
- PEGAWAI STOR:** MOHAMMAD IRSHADUDDIN BIN JASRINIZAR
- TARICAH:** 15/02/2018
- STATUS KAD:** Aktif

At the bottom of the screen, the 'Proses' button is visible, along with a trash icon (Tong Sampah) for deleting the record.

2 PROSES PENERIMAAN STOK

2.1 Senarai Pembekal

2.1.1 Tambah Senarai Pembekal

- Pilih **Penerimaan** dan **Senarai Pembekal**
- Klik pada butang **Tambah** untuk memasukkan butiran pembekal
- Masukkan butiran pembekal dengan betul
- Pilih butang **Proses** untuk menyimpan butiran dan meneruskan aktiviti lain

The screenshot displays the 'PENTADBIR STOR' interface. The top navigation bar includes 'Penerimaan' (selected), 'Permohonan', 'Pegeluaran', and 'Laporan'. Below the navigation bar, there are sections for 'SENARAI PEMBEKAL' and 'TAMBAH PEMBEKAL'. The 'TAMBAH PEMBEKAL' section contains input fields for 'NAMA PEMBEKAL', 'ALAMAT PEMBEKAL', and 'NO TEL. PEMBEKAL'. A red bracket labeled 'iii' points to these input fields. At the bottom right, there are two buttons: 'Kembali' and 'Proses', with a red box around the 'Proses' button labeled 'iv'. A 'Tambah' button is also visible in the top right corner of the 'SENARAI PEMBEKAL' section, with a red box around it labeled 'ii'.

2.1.2 Kemaskini dan Padam Senarai Pembekal

- i. Pilih **Penerimaan** dan **Senarai Pembekal**
- ii. Klik pada ikon **Pensil** untuk kemaskini butiran pembekal
- iii. Masukkan butiran pembekal terkini dengan betul
- iv. Pilih butang **Proses** untuk menyimpan butiran terkini
- v. Klik ikon **Tong Sampah** untuk padam maklumat pembekal

The screenshot displays the 'PENTADBIR STOR' interface. At the top, there is a navigation bar with 'Penerimaan' selected. Below it, a search bar and a 'Show 10 entries' indicator are visible. The main content area is divided into three sections:

- SENARAI PEMBEKAL:** A table with columns: BIL, NAMA PEMBEKAL, TIADA MAKLUMAT, PENGESAH STOR, and NO TEL. PEMBEKAL. The table contains two entries:

BIL	NAMA PEMBEKAL	TIADA MAKLUMAT	PENGESAH STOR	NO TEL. PEMBEKAL
1.	TIADA MAKLUMAT	TIADA MAKLUMAT	TIADA MAKLUMAT	null
2.	KANGAR OFFICE AUTOMATION & PHOTOGRAPHIC SDN BHD	13 GROUND FLOOR,JLN BAS EKSPRESS JALAN BUKIT LAGI 01000 KANGAR	13 GROUND FLOOR,JLN BAS EKSPRESS JALAN BUKIT LAGI 01000 KANGAR	null
- KEMASKINI PEMBEKAL:** A form for updating supplier details. Fields include: NAMA PEMBEKAL (KANGAR OFFICE AUTOMATION & PHOTOGRAPHIC SDN BHD), ALAMAT PEMBEKAL (13 GROUND FLOOR,JLN BAS EKSPRESS JALAN BUKIT LAGI 01000 KANGAR), and NO TEL. PEMBEKAL (null). A 'Proses' button is located at the bottom right of this section.

Red boxes and labels (i-v) indicate the steps described in the text: (i) the 'Penerimaan' menu, (ii) the 'Pensil' icon, (iii) the 'KEMASKINI PEMBEKAL' form fields, and (iv) the 'Proses' button.

2.2 Terimaan Dari Pembekal

- i. Pilih **Penerimaan dan Terimaan Dari Pembekal**
- ii. Isi butiran pada ruangan yang berkaitan
- iii. Klik pada butang **Terus** untuk masukkan maklumat barang dipesan dan diterima

TERIMA DARI PEMBEKAL

PENTADBIR STOR
 Senarai Pembekal
 Terimaan Dari Pembekal
 Rekod Penerimaan

PENGESAH STOR
 Pengesahan Penerimaan

NO RUJUKAN*: ii

NAMA & ALAMAT PEMBEKAL*: AMJ CENTURY

BUTIR-BUTIR BUNGKUSAN:

BUTIR-BUTIR PENGHANTARAN:

NO PESANAN KERAJAAN*:

TARIKH PESANAN KERAJAAN*: DD/MM/YYYY

PEGAWAI PENERIMA*: NORHAFIZA BINTI HUSSIN

TARIKH TERIMA*: DD/MM/YYYY

PEGAWAI PENGESAH*: AZREE BIN ALIMIN

PEGAWAI PENCATAT: MOHAMMAD IRSHADUDDIN BIN JASRENIZAR

TARIKH CATATAN: 07/03/2018

**Ruangan Wajib Diisi*

iii **Terus >**

- iv. Klik pada butang **Tambah Barang** untuk masukkan butiran barang yang dipesan dan diterima

TERIMA DARI PEMBEKAL

NO RUJUKAN*: B 001854

NAMA & ALAMAT PEMBEKAL*: TEGUH JAYA UTARA ENTERPRISE
NO. 20 TINGKAT 1, PLAZA KUJALA, JALAN SARAWAK

BUTIR-BUTIR BUNGKUSAN: null

BUTIR-BUTIR PENGHANTARAN: null

NO PESANAN KERAJAAN*: B 001854

TARIKH PESANAN KERAJAAN*: 08/05/2017

PEGAWAI PENERIMA*: NORHAFIZA BINTI HUSSIN

TARIKH TERIMA*: 17/07/2017

PEGAWAI PENGESAH*: AZREE BIN ALIMIN

PEGAWAI PENCATAT: NORHAFIZA BINTI HUSSIN

TARIKH CATATAN: 27/07/2017

STATUS BORANG: BELUM DISAHKAN (BORANG BELUM LENGKAP)

Tambah Barang iv

- v. Isi butiran barang yang berkaitan
- vi. Klik pada butang **Submit** untuk menyimpan butiran

Tambah Barang

Kod & Perihal Barang[No Kad]:

AB001-BUKU KULIT TEBAL (400 MUKASURAT)[1]

Kuantiti Dipesan:

v

Kuantiti Diterima (Semasa Terima):

Harga Seunit (Semasa Terima):

Kuantiti Diterima (Semasa Keluar):

Harga Seunit (Semasa Keluar):

Tarikh Luput:

DD/MM/YYYY

Catatan:

Submit vi

Close

vii. Klik pada butang **Selesai** untuk tamatkan proses

TERIMA DARI PEMBEKAL

NO RUJUKAN*:
B 001872

NAMA & ALAMAT PEMBEKAL*:
HYGIENE WORLD SDN. BHD
135-137 KWS PERUSAHAAN TANDOP BARU, KOTA SETAR, 15400 ALOR SETAR, KEDAH

BUTIR-BUTIR BUNGKUSAN:
null

BUTIR-BUTIR PENGHANTARAN:
null

NO PESANAN KERAJAAN*:
B 001872

TARIKH PESANAN KERAJAAN*:
20/06/2017

PEGAWAI PENERIMA*:
SALIZAH BINTI SUKI

TARIKH TERIMA*:
20/06/2017

PEGAWAI PENGESAH*:
AZREE BIN ALIMIN

PEGAWAI PENCATAT:
SALIZAH BINTI SUKI

TARIKH CATATAN:
02/08/2017

STATUS BORANG:
BELUM DISAHKAN (BORANG BELUM LENGKAP)

BIL	NO KAD	PERIHAL BARANG	BIL. MOHON	BIL. TERIMA (TERIMA)	UNIT (TERIMA)	SEUNIT(RM) (TERIMA)	BIL. TERIMA (KELUAR)	UNIT (KELUAR)	SEUNIT(RM) (KELUAR)	JUMLAH(RM) (TERIMA)	
1.	135	MOP	4	4	BATANG	21.00	4	BATANG	21.00	84.00	✗
2.	KB 032	KAIN/BULU MOP	6	6	UNIT	4.00	6	UNIT	4.40	24.00	✗
3.	138	PLASTIK SAMPAH HITAM : 18	5	5	PACK	36.00	5	PACK	35.83	180.00	✗
4.	KB 033	BERUS TANDAS	4	4	BATANG	6.00	4	BATANG	5.50	24.00	✗
5.	KB 034	PENCLUCI TINGKAP/CERMIN	2	2	UNIT	25.00	2	UNIT	25.00	50.00	✗

Perhatian! Sila semak dan pastikan senarai barang di isi dengan betul sebelum klik butang **SELESAI**.

vii

viii. Proses terimaan pembekal Berjaya

TERIMA DARI PEMBEKAL

NO RUJUKAN*:
B 001845

NAMA & ALAMAT PEMBEKAL*:
E-GLOBAL
NO 35 TAMAN KEMAJUAN , JALAN MAJU, 01000 KANGAR

BUTIR-BUTIR BUNGKUSAN:
null

BUTIR-BUTIR PENGHANTARAN:
null

NO PESANAN KERAJAAN*:
B 001845

TARIKH PESANAN KERAJAAN*:
08/06/2017

PEGAWAI PENERIMA*:
SALIZAH BINTI SUKI

TARIKH TERIMA*:
08/06/2017

PEGAWAI PENGESAH*:
AZREE BIN ALIMIN

PEGAWAI PENCATAT:
NORHAFFIZA BINTI HUSSIN

TARIKH CATATAN:
19/07/2017

STATUS BORANG:
TELAH DISAHKAN

BIL	NO KAD	PERIHAL BARANG	BIL. MOHON	BIL. TERIMA (TERIMA)	UNIT (TERIMA)	SEUNIT(RM) (TERIMA)	BIL. TERIMA (KELUAR)	UNIT (KELUAR)	SEUNIT(RM) (KELUAR)	JUMLAH(RM) (TERIMA)	
1.	128	CANON PDXMA (HITAM) - 740	200	200	KOTAK	64.00	200	KOTAK	63.50	12800.00	✓
Jumlah Keseluruhan (RM)							12800.00				

Perhatian! Sila semak dan pastikan senarai barang di isi dengan betul sebelum klik butang **SELESAI**.

2.3 Pengesahan Penerimaan Stok Dari Pembekal

- i. Pilih **Penerimaan** dan **Pengesahan Penerimaan**
- ii. Pilih **Status** seperti di bawah
- iii. Klik pada butang **Proses** menyimpan maklumat



- iv. Klik pada ikon **Pensil** untuk mengemaskini status penerimaan

REKOD PENERIMAAN							
BIL	NO RUJUKAN	PEG PENERIMA	TARIKH TERIMA	STATUS	PEG PENGESAH	TARIKH SAH	
1.	NR80	SALIZAH BINTI SUKI	09-DEC-2016	BELUM DISAHKAN (BORANG LENGKAP)	AZREE BIN ALIMIN	null	iv 

Rows 1 - 1 Total Result 1

[Kembali](#)

v. Pilih butang **Sahkan** untuk tamatkan

TERIMA DARI PEMBEKAL

NO RUJUKAN*: NR80	PEGAWAI PENERIMA*: SALIZAH BINTI SUKI
NAMA & ALAMAT PEMBEKAL*: JUJAYA SERIAB	TARIKH TERIMA*: 12/09/2016
BUTIR-BUTIR BUNGKUSAN: -	PEGAWAI PENGESAH*: AZREE BIN ALIMIN
BUTIR-BUTIR PENGANTARAN: -	PEGAWAI PENCATAT: MOHD FITRI BIN EDROS
NO PESANAN KERAJAAN*: P080	TARIKH CATATAN: 12/09/2016
TARIKH PESANAN KERAJAAN*: 11/30/2016	STATUS BORANG: BELUM DISAHKAN (BORANG LENGKAP)

BIL	NO KAD	PERIHAL BARANG	BIL MOHON	BIL TERIMA	UNIT	SEUNIT(RM)	JUMLAH(RM)
1.	5	PEMADAM	10	15	UNIT	1.00	15.00 ✓
Jumlah Keseluruhan (RM)							15.00

v

Kembali **Sahkan** Cetak

vi. Pengesahan Terimaan Pembekal berjaya

TERIMA DARI PEMBEKAL

NO RUJUKAN*: B 001845	PEGAWAI PENERIMA*: SALIZAH BINTI SUKI
NAMA & ALAMAT PEMBEKAL*: E-GLOBAL NO 35 TAMAN KEMAJUAN , JALAN MAJU, 01000 KANGAR	TARIKH TERIMA*: 08/05/2017
BUTIR-BUTIR BUNGKUSAN: null	PEGAWAI PENGESAH*: AZREE BIN ALIMIN
BUTIR-BUTIR PENGANTARAN: null	PEGAWAI PENCATAT: NORHAFFIZA BINTI HUSSIN
NO PESANAN KERAJAAN*: B 001845	TARIKH CATATAN: 19/07/2017
TARIKH PESANAN KERAJAAN*: 08/06/2017	STATUS BORANG: TELAH DISAHKAN

BIL	NO KAD	PERIHAL BARANG	BIL MOHON	BIL TERIMA (TERIMA)	UNIT (TERIMA)	SEUNIT(RM) (TERIMA)	BIL TERIMA (KELUAR)	UNIT (KELUAR)	SEUNIT(RM) (KELUAR)	JUMLAH(RM) (TERIMA)	
1.	128	CANON PIXMA (HITAM) - 740	200	200	KOTAK	64.00	200	KOTAK	63.60	12800.00 ✓	
Jumlah Keseluruhan (RM)							12800.00				

Perhatian! Sila semak dan pastikan senarai barang di list dengan betul sebelum klik butang SELESAI.

Kembali Cetak

3 PROSES PEMOHONAN STOK

3.1 Proses Permohonan Stok

- i. Pilih **Pemohon** dan **Katalog stok** untuk semak kuantiti stok sebelum membuat permohonan

The screenshot shows the 'PEMOHON' dropdown menu with the following options: Katalog Stok, Permohonan Stok, Status Permohonan, and Permohonan Menunggu Kelulusan. Below the menu is a table with the following data:

BIL	NO KAD	KOD BARANGAN	PERI	BAKI BARANGAN
1.	1	AB001	BUKU KULIT TEBAL (400 MUKASURAT)	1
2.	2	AB002	BUKU KULIT TEBAL (300 MUKASURAT)	11

- ii. Pilih **Pemohonan** dan **Permohonan Stok**
- iii. Masukkan butiran permohonan dengan lengkap
- iv. Klik pada butang **Terus** untuk meneruskan permohonan

The screenshot shows the 'PERMOHONAN STOK' form with the following details:

NO. KAD PENGENALAN: 550619095099

NAMA: MOHAMMAD IRSHADUDDIN BIN JASRINIZAR

JAWATAN: KETUA UNIT ICT

BAHAGIAN: UNIT TEKNOLOGI MAKLUMAT, MAIPs

TEL. H/P: 010-2747369

TEL. PEJABAT: 04-9794439

The dropdown menu shows the following options: Katalog Stok, Permohonan Stok, Status Permohonan, and Permohonan Menunggu Kelulusan.

PEGAWAI PELULUS: AHMAD FITRI BIN MAT ISA @ MAT HASSAN

The **Terus** button is highlighted with a red box.

- v. Pilih butang **Pilih Stok** untuk masukkan butiran permohonan stok

PERMOHONAN STOK

Klik butan Pilih Stok

NO. KAD PENGENALAN: 890619095099	ALAMAT E-MAIL: irshaduddin@maips.gov.my
NAMA: MOHAMMAD IRSHADUDDIN BIN JASRINIZAR	TARIKH BEKALAN DIKEHENDAKI: 13/03/2018
JAWATAN: KETUA UNIT ICT	CATATAN: null
BAHAGIAN: UNIT TEKNOLOGI MAKLUMAT, MAIPs	PEGAWAI PELULUS: AHMAD FITRI BIN MAT ISA @ MAT HASSAN
TEL. H/P: 010-2747369	STATUS POHON: PERMOHONAN TIDAK LENGKAP
TEL. PEJABAT: 04-9794439	

Pilih Stok v

BIL.	KOD	PERIHAL BARANG	BIL. MOHON	UNIT	CATATAN
------	-----	----------------	------------	------	---------

Kembali Selesai

- vi. Isi butiran yang berkaitan dengan lengkap
- vii. Klik butang **Submit** untuk simpan butiran permohonan stok

Tambah Barang

Kod & Perihal Barang[No Kad]:

AB001-BUKU KULIT TEBAL (400 MUKASURAT)[1] v

Kuantiti Dipohon:

vi

Catatan:

Submit vii

Close

viii. Permohonan Stok Berjaya

PERMOHONAN STOK

Status telah dikemaskini

NO. KAD PENGENALAN:
MURHANIS BINTI ALI

NAMA:
MURHANIS BINTI ALI

JAWATAN:
PENOLONG PEG TADBIR

BAHAGIAN:
UNIT PENTADBIRAN AM, MAIPS

TEL H/P:
012-4556555

TEL PEJABAT:
04-9861555

ALAMAT E-MAIL:
hanis@maips.gov.my

TARIKH BEKALAN DIKEHENDAKI:
01/28/2017

CATATAN:
-

PEGAWAI PELULUS:
HALINA BINTI ABDUL WAHED

STATUS POHON:
PERMOHONAN BARU

BIL	KOD	PERIHAL BARANG	BIL. MOHON	UNIT	CATATAN
1.	AC001	PEMADAM	5	UNIT	-
Jumlah Keseluruhan (RM)			5		

Kembali Cetak

ix. Email pemberitahuan akan diemelkan kepada pegawai pelulus

Zimbra: PERMOHONAN STOK DARIPADA STOR MAIPs - Google Chrome

maips://mail.unimap.edu.my/zimbra/public/launchNewWindow.iso?skin=sky&localeId=en_US&full=1

PERMOHONAN STOK DARIPADA STOR MAIPs December 10, 2016 3:33 PM

From: hanis@maips.gov.my

To: fitriedros@unimap.edu.my

PERMOHONAN STOK DARIPADA STOR MAIPs

Perkara di atas adalah dirujuk. Mohon pengesahan dari pihak tuan/puan. Maklumat permohonan adalah seperti berikut :

NAMA : NURHANIS BINTI ALI
 JAWATAN : PENOLONG PEG TADBIR
 BAHAGIAN : UNIT PENTADBIRAN AM, MAIPS
 NO BORANG PERMOHONAN : KEW.PS-11/2016/56
 TARIKH PERMOHONAN : 10-DEC-2016
 TARIKH DIKEHENDAKI : 28-JAN-2017

Sila layari <http://stor.maips.gov.my> untuk semakan dan pengesahan permohonan daripada pihak tuan/puan.

LOGIN --> Permohonan --> Permohonan Menunggu Kelulusan

Sekian, terima kasih.

NURHANIS BINTI ALI
 PENOLONG PEG TADBIR
 UNIT PENTADBIRAN AM, MAIPS

3.2 Proses Kelulusan Permohonan Stok oleh Pegawai Pelulus

- i. Pilih **Pemohonan** dan **Permohonan Menunggu Kelulusan**
- ii. Pilih dan masukkan **Status** dibahagian yang tertentu
- iii. Klik butang **Proses** untuk meneruskan proses seterusnya

PERMOHONAN MENUNGGU KELULUSAN

STATUS

PERMOHONAN BARU ii

PERMOHONAN BARU

DALAM PROSES

DILULUSKAN

TIDAK DILULUSKAN

iii

- iv. Klik pada ikon **Pensil** untuk proses kelulusan permohonan

REKOD PERMOHONAN

BIL	NO PERMOHONAN	PEMOHON	TARIKH MOHON	STATUS
1.	KEW.PS-11/2016/56	NURHANIS BINTI ALI	10-DEC-2016	PERMOHONAN BARU

1 Rows 1 - 1 Total Result 1

Kembali

iv

- v. Klik sekali lagi pada ikon **Pensil** untuk masukkan butiran kelulusan permohonan

KELULUSAN PERMOHONAN STOK

NO. KAD PENGENALAN: ALAMAT E-MAIL:
hanis@maips.gov.my

NAMA: TARIKH BEKALAN DIKEHENDAKI:
NURHANIS BINTI ALI 01/28/2017

JAWATAN: CATATAN PEMOHON:
PENOLONG PEG TADBIR -

BAHAGIAN: CATATAN PELULUS:
UNIT PENTADBIRAN AM, MAIPs null

TEL. H/P: PEGAWAI PELULUS:
012-4556555 HALJNA BINTI ABDUL WAHID

TEL. PEJABAT: STATUS MOHON:
04-9861555 PERMOHONAN BARU

BIL	KOD	PERIHAL BARANG	BIL. MOHON	CATATAN PEMOHON	BIL. LULUS	BAKI	UNIT	CATATAN PELULUS
1.	ACC01	PEMADAM	5	-	null	15	UNIT	null

Kembali Kelulusan

v

- vi. Masukkan butiran kelulusan yang berkaitan
- vii. Klik pada butang **Proses** untuk langkah yang seterusnya

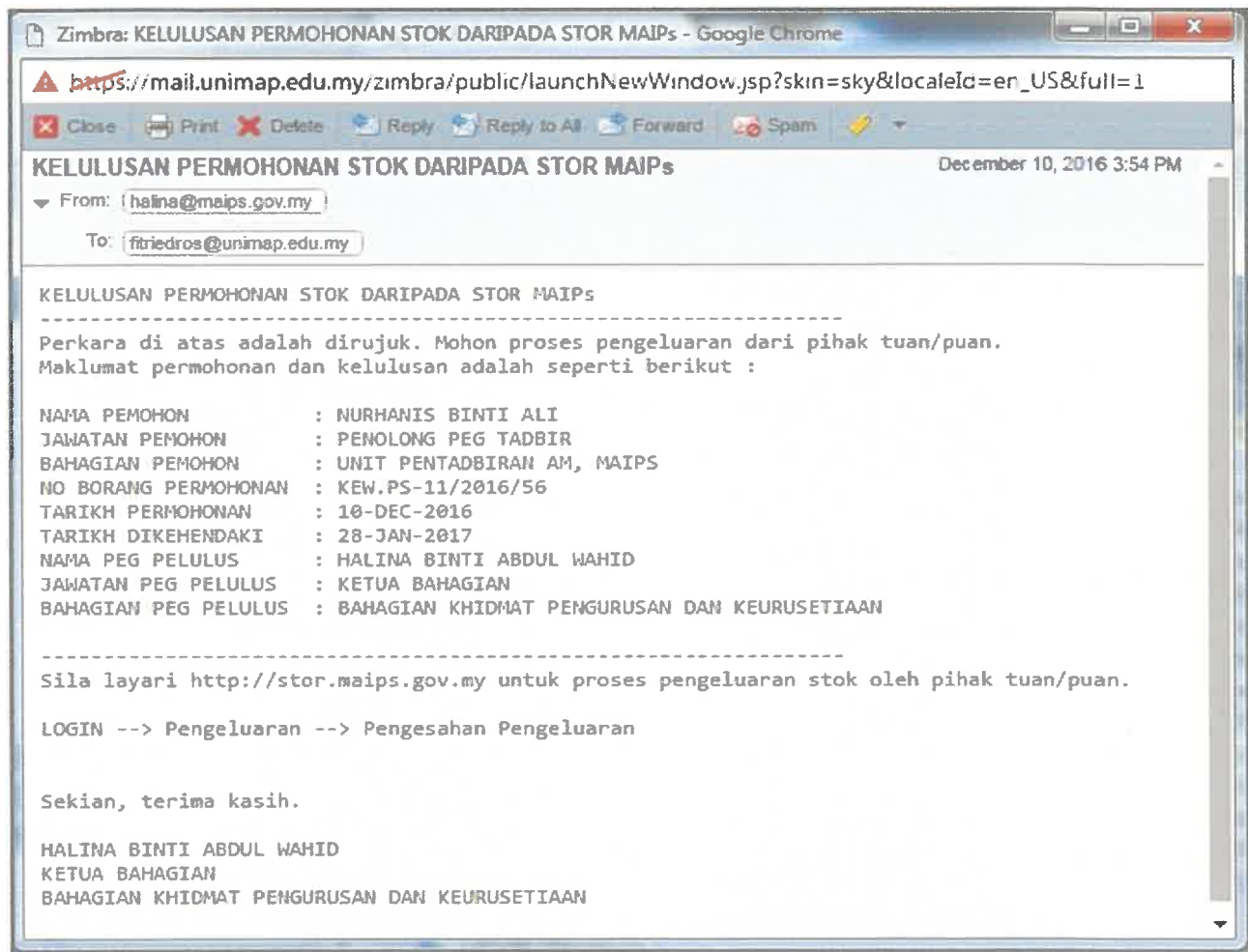
KELULUSAN PERMOHONAN STOK	
KOD BARANGAN	AC001-PEMADAM
BIL. POHON	5
CATATAN PEMOHON	-
BIL. LULUS	vi
BAKI	15
UKURAN	UNIT
CATATAN PELULUS	null

vii

- viii. Proses kelulusan Berjaya

KELULUSAN PERMOHONAN STOK									
NO. KAD PENGEMALAN:					ALAMAT E-MAIL:				
					hanis@maips.gov.my				
NAMA:					TARIKH BEKALAN DIKEMENDAKI:				
NURHANIS BINTI ALI					01/28/2017				
JAWATAN:					CATATAN PEMOHON:				
PENOLONG PEG TADBIR					-				
BAHAGIAN:					CATATAN PELULUS:				
UNIT PENTADBIRAN AM, MAIPs					-				
TEL. H/P:					PEGAWAI PELULUS:				
012-4556555					HALINA BINTI ABDUL WAHID				
TEL. PEJABAT:					STATUS POHON:				
04-9861555					DILLULSKAN				
BIL.	KOD	PERIHAL BARANG	BIL. MOHON	CATATAN PEMOHON	BIL. LULUS	BAKI	UNIT	CATATAN PELULUS	
1.	AC001	PEMADAM	5	-	5	15	UNIT	-	✓

ix. Email pemberitahuan akan di emailkan kepada pentadbir stor



4 PROSES PENGELUARAN STOK

4.1 Pengeluaran Stok oleh Pentadbir Stor

- i. Pilih **Pengeluaran** dan **Pengesahan Pengeluaran**
- ii. Pilih **Status** untuk diproses
- iii. Klik pada butang **Proses** untuk meneruskan proses



- iv. Klik pada ikon **Pensil** untuk mengesahkan pengeluaran stok

The screenshot shows the 'PROSES PENGELUARAN STOK' interface with a table of stock release requests. The table has columns: BIL, NO PERMOHONAN, PEMOHON, TARIKH POHON, STATUS, and an action column. The first row is highlighted, and the 'Pensil' icon in the action column is highlighted with a red box and labeled 'iv'. Below the table, there is a 'Kembali' button.

BIL	NO PERMOHONAN	PEMOHON	TARIKH POHON	STATUS	
1.	KEW.PS-11/2016/50	NURHANIS BINTI ALI	05-DEC-2016	DILULUSKAN	iv
2.	KEW.PS-11/2016/52	NURHANIS BINTI ALI	06-DEC-2016	DILULUSKAN	
3.	KEW.PS-11/2016/56	NURHANIS BINTI ALI	10-DEC-2016	DILULUSKAN	

1 Rows 1 - 3 Total Result 3

Kembali

- v. Klik pada ikon **Pensil**
- vi. Klik pada butang **Sah Keluar Stok** untuk proses seterusnya

PROSES PENGELUARAN STOK

NO. KAD PENGENALAN:
[]

NAMA:
NURHANIS BINTI ALI

JAWATAN:
PENOLONG PEG TADBIR

BAHAGIAN:
UNIT PENTADBIRAN AM, MAIPS

TEL. H/P:
012-4556555

TEL. PEJABAT:
04-9861555

ALAMAT E-MAIL:
hanis@maips.gov.my

TARIKH BEKALAN DIKEHENDAKI:
01/28/2017

CATATAN PEMOHON:
-

CATATAN PELULUS:
-

PEGAWAI PELULUS:
HALINA BINTI ABDUL WAHID

STATUS POHON:
DILULUSKAN

BIL.	KOD	PERIHAL BARANG	BIL. MOHON	CATATAN PEMOHON	BIL. LULUS	BAKI	UNIT	CATATAN PELULUS
1.	AC001	PEMADAM	5	-	5	15	UNIT	-

Kembali **Sah Keluar Stok** vi

- vii. Isi butiran berkaitan
- viii. Klik pada butang **Proses** untuk menyimpan maklumat berkaitan

PROSES PENGELUARAN STOK

NO. KAD PENGENALAN:
[]

NAMA:
NURHANIS BINTI ALI

JAWATAN:
PENOLONG PEG TADBIR

BAHAGIAN:
UNIT PENTADBIRAN AM, MAIPS

TEL. H/P:
012-4556555

TEL. PEJABAT:
04-9861555

ALAMAT E-MAIL:
hanis@maips.gov.my

TARIKH BEKALAN DIKEHENDAKI:
01/28/2017

CATATAN:
-

CATATAN PELULUS:
-

PEGAWAI PELULUS:
HALINA BINTI ABDUL WAHID

STATUS POHON:
PROSES PENGELUARAN

PEG. PENGAMBIL STOK:
AZREE BIN ALIMIN

TARIKH PENGAMBILAN:
null

CATATAN PENGAMBILAN:
null

Kembali **Proses** viii

ix. Proses pengeluaran stok Berjaya

PROSES PENGELUARAN STOK

NO. KAD PENGENALAN: <input type="text"/>	ALAMAT E-MAIL: hanis@maips.gov.my
NAMA: NURHANIS BINTI ALI	TARIKH BEKALAN DIKEHENDAKI: 01/28/2017
JAWATAN: PENOLONG PEG TADBIR	CATATAN PEMOHON: -
BAHAGIAN: UNIT PENTADBIRAN AM, MAIPS	CATATAN PELULUS: -
TEL. H/P: 012-4556555	PEGAWAI PELULUS: HALINA BINTI ABDUL WAHID
TEL. PEJABAT: 04-9861555	STATUS POHON: STOK KELUAR

BIL	KOD	PERIHAL BARANG	BIL. MOHON	CATATAN PEMOHON	BIL. LULUS	BAKI	UNIT	CATATAN PELULUS
1.	AC001	PEMADAM	5	-	5	10	UNIT	✓

5 PENJANAAN PELAPORAN

5.1 KEW-PS: 3

- i. Pilih **Laporan** dan **KEW-PS: 3**
- ii. Masukkan butiran yang dikehendaki
- iii. Klik pada butang **Proses** untuk mendapatkan maklumat yang dipohon

The screenshot shows the MAIPs system interface. At the top, there is a navigation bar with 'Laporan' selected. Below it, a dropdown menu is open, showing 'KEW-PS:3', 'KEW-PS:13', and 'Laporan Permohonan Mengikut Pengguna'. The 'KEW-PS:3' option is highlighted. Below the dropdown, there are input fields for 'NO KAD' (containing '(201)AB 006-BUKU KUAR'), 'TAHUN DARI' (containing 'YYYY'), and 'TAHUN HINGGA' (containing 'YYYY'). A red bracket groups these fields with the Roman numeral 'ii'. At the bottom, a blue 'Proses' button is highlighted with a red box, with a red arrow pointing to it from the Roman numeral 'iii'.

- iv. Laporan yang dipohon akan dipaparkan

No. Kad: 201 KEW-PS-3

KAD KAWALAN STOK
(Tabelcara Pengiraan Stok S3)

Perihal Stok : BUKU KUAR

BAHAGIAN A									
No. Kad	AB 006				Kumpulan	ALAT TULIS			
Makl. Pengiraan	SUAT				Susunan				
Kod. Stok	Unit	Baru	Rak	Tempoh	Tempoh	Tempoh	Tempoh	Tempoh	Tempoh
Stor Utama	Stor	Stor	Stor	Stor	Stor	Stor	Stor	Stor	Stor
PUNJAH STOK									
TAHUN	KAWALAN (Kuantiti)			KAWALAN (Kuantiti)			KAWALAN (Kuantiti)		
TERKAWALAN STOK SINGGAL TAHUN									
TAHUN	Kuantiti	PERTAMA	KEDUA	KETIGA	KEEMPAT	Kuantiti	PERTAMA	KEDUA	KETIGA
2017	0	0.00	0	0.00	0	0	0.00	0	0.00
2018	12	36.00	0	0.00	0	0	0.00	0	0.00
KAWALAN STOK SINGGAL TAHUN									
TAHUN	Kuantiti	PERTAMA	KEDUA	KETIGA	KEEMPAT	Kuantiti	PERTAMA	KEDUA	KETIGA
2017	0	0.00	0	0.00	0	0	0.00	0	0.00
2018	0	0.00	0	0.00	0	0	0.00	0	0.00
TERKAWALAN STOK TAHUNAN									
TAHUN	Kuantiti	PERTAMA	KEDUA	KETIGA	KEEMPAT	Kuantiti	PERTAMA	KEDUA	KETIGA
2017	0	0.00	0.00	0	0.00	0	0.00	0	0.00
2018	12	36.00	0.00	0	0.00	0	0.00	0	0.00
BAHAGIAN B									
Transaksi Stok									
Tarikh	No. PK/BTS/BPPS	Tarikh Diterima/ Keluar	Kuantiti	Sisa (RM)	Jumlah (RM)	Kuantiti	Sisa (RM)	Jumlah (RM)	Tanda Tangan Pegawai Stok
	..bbs	..bbs	habisan	
	..bbs	..bbs	habisan	
23.02.2018	MAIPs STOK 2018	TIADA MAKLUMAT	12	36.00	36.00	0	0.00	0.00	

PK = Pecutan Kuantiti
BPPS = Borang Pecutan Pengiraan Stok
BTS = Borang Termination Borang-Jerang

5.3 Laporan Pemohonan Mengikut Pengguna

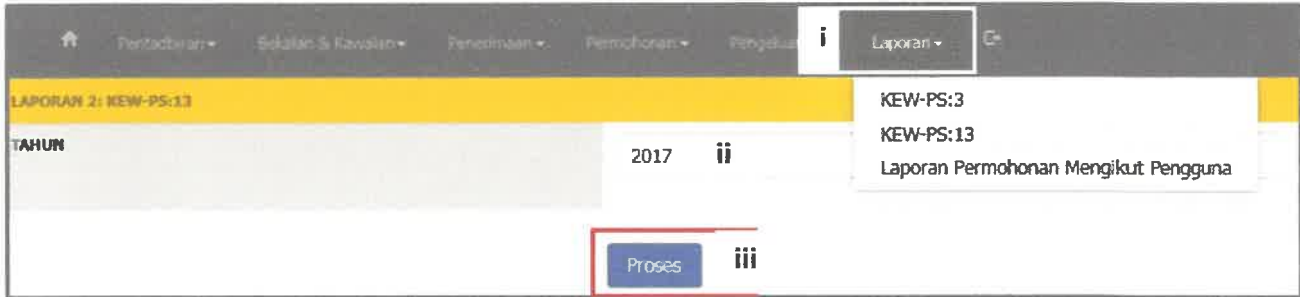
- i. Pilih **Laporan dan Laporan Pemohonan Mengikut Pengguna**
- ii. Masukkan butiran yang dikehendaki
- iii. Klik pada butang **Proses** untuk mendapatkan maklumat yang dipohon

- iv. Laporan yang dipohon akan dipaparkan

LAPORAN 3: LAPORAN PERMOHONAN STOK MENGIKUT PEMOHON SEMUA DAN TAHUN: 2018											
										Kembali	Cetak
BIL	NO PERMOHONAN	PEMOHON	TARIKH POHON	PEG.PELULUS	TARIKH LULUS	PEG.STOR	TARIKH KELUAR	PENERIMA	TARIKH TERIMA	STATUS	
1.	KEW.P5-11/2018/1	AZYYATI BINTI ABDUL AZIZ	21/02/2018	MOHAMMAD IRSHADUDDIN BIN JASRINIZAR	21/02/2018	NORHAFIZA BINTI HUSSIN	07/03/2018	AZYYATI BINTI ABDUL AZIZ	07/03/2018	STOK KELUAR	
2.	KEW.P5-11/2018/2	NORLELA BINTI ABU	28/02/2018	HALINA BINTI ABDULL WAHID	08/03/2018	NORHAFIZA BINTI HUSSIN	08/03/2018	NORLELA BINTI ABU	08/03/2018	STOK KELUAR	
3.	KEW.P5-11/2018/3	NORHAFIZA BINTI HUSSIN	01/03/2018	AZREE BIN ALIMIN	01/03/2018	NORHAFIZA BINTI HUSSIN	05/03/2018	NORHAFIZA BINTI HUSSIN	01/03/2018	STOK KELUAR	

5.2 KEW-PS: 13

- i. Pilih **Laporan** dan **KEW-PS: 13**
- ii. Masukkan butiran yang dikehendaki
- iii. Klik pada butang **Proses** untuk mendapatkan maklumat yang dipohon
- iv.



- v. Laporan yang dipohon akan dipaparkan

LAPORAN KEDUAKUARAN STOK TAHUN 2018 KEW-PS-13

TAHUN SEMASA	KEDUAKUARAN STOK						Stok Semasa		KADAR PLUS/MINUS STOK (Suhu Tahun) $c / [(a + d) / 2]$
	Stok Ada		Permulaan		Penamatan		Bilangan Stok (1)+(2)-(3)	Jumlah Stok (RM) $d - (a - b) / c$	
	Bilangan Stok (1)	Jumlah Nilai Stok (RM) (2)	Bilangan Stok (3)	Jumlah Nilai Stok (RM) (4)	Bilangan Stok (5)	Jumlah Nilai Stok (RM) (6)			
Baki Bawa Mulaian						Baki Stok Akhir Tahun	440	13680.00	
Suku Tahun Pertama	440	13680.00	116919	149832.77	73	2396.60	117286	157116.17	$1396.80 / [(13680.00 + 157116.17) / 2] = 0.01$
Suku Tahun Kedua	117286	157116.17	0	0.00	0	0.00	117286	157116.17	$0.00 / [(157116.17 + 157116.17) / 2] = 0.00$
Suku Tahun Ketiga	117286	157116.17	0	0.00	0	0.00	117286	157116.17	$0.00 / [(157116.17 + 157116.17) / 2] = 0.00$
Suku Tahun Keempat	117286	157116.17	0	0.00	0	0.00	117286	157116.17	$0.00 / [(157116.17 + 157116.17) / 2] = 0.00$
Jumlah Tahunan			116919	149832.77	73	2396.60	Kadar Plus/Minus Stok Tahunan adalah: 2396.60 / ((13680.00 + 157116.17) / 2) = 0.01		

Dibuatkan Oleh:

(tandatangan Pegawai Stor)

Nama :

Jawatan :

Tarikh :

Caj Keselamatan / Jabatan:

Diperakui Oleh:

(tandatangan Pegawai Stor)

Nama :

Jawatan :

Tarikh :

Caj Keselamatan / Jabatan:

5.3 Laporan Pemohonan Mengikut Pengguna

- i. Pilih **Laporan** dan **Laporan Pemohonan Mengikut Pengguna**
- ii. Masukkan butiran yang dikehendaki
- iii. Klik pada butang **Proses** untuk mendapatkan maklumat yang dipohon

- iv. Laporan yang dipohon akan dipaparkan

LAPORAN 3: LAPORAN PERMOHONAN STOK MENGIKUT PEMOHON SEMUA DAN TAHUN 2018											
										Kembali	Cetak
BIL	NO PERMOHONAN	PEMOHON	TARIKH MOHON	PEG.PELULUS	TARIKH LULUS	PEG.STOR	TARIKH KELUAR	PENERIMA	TARIKH TERIMA	STATUS	
1.	KEW.PS-11/2018/1	AZYYATI BINTI ABDUL AZIZ	21/02/2018	MOHAMMAD IRSHADUDDIN BIN JASRINIZAR	21/02/2018	NORHAFIZA BINTI HUSSIN	07/03/2018	AZYYATI BINTI ABDUL AZIZ	07/03/2018	STOK KELUAR	
2.	KEW.PS-11/2018/2	NORLELA BINTI ABU	28/02/2018	HALINA BINTI ABDUL WAHID	08/03/2018	NORHAFIZA BINTI HUSSIN	08/03/2018	NORLELA BINTI ABU	08/03/2018	STOK KELUAR	
3.	KEW.PS-11/2018/3	NORHAFIZA BINTI HUSSIN	01/03/2018	AZREE BIN ALIMIN	01/03/2018	NORHAFIZA BINTI HUSSIN	05/03/2018	NORHAFIZA BINTI HUSSIN	01/03/2018	STOK KELUAR	

USER MANUAL FOR PEMOHON

KANDUNGAN

1	PROSES PERMOHONAN STOK.....	2 - 5
	4.1 Permohonan Stok	

1 PROSES PEMOHONAN STOK

1.1 Permohonan Stok

- i. Pilih **Pemohon** dan **Katalog stok** untuk semak kuantiti stok sebelum membuat permohonan

BIL	NO KAD	KOD BARANGAN	PERI	BAKI BARANGAN
1.	1	AB001	BUKU KULIT TEBAL (400 MUKASURAT)	1
2.	2	AB002	BUKU KULIT TEBAL (300 MUKASURAT)	11

- ii. Pilih **Pemohon** dan **Permohonan Stok**
- iii. Masukkan butiran permohonan dengan lengkap
- iv. Klik pada butang **Terus** untuk meneruskan permohonan

PERMOHONAN STOK

NO. KAD PENGENALAN:
990619095099

NAMA:
MCHAMMAD IRSHADUDDIN BIN JASRINIZAR

JAWATAN:
KETUA UNIT ICT

BAHAGIAN:
UNIT TEKNOLOGI MAKLUMAT, MAIPs

TEL. H/P:
010-2747369

TEL. PEJABAT:
04-9794439

PEMOHON
Katalog Stok
Permohonan Stok
Status Permohonan

PEGAWAI PELULUS
Permohonan Menunggu Kelulusan

CATATAN:

PEGAWAI PELULUS*:
AHMAD FITRI BIN MAT ISA @ MAT HASSAN

Terus >

- v. Pilih butang **Pilih Stok** untuk masukkan butiran permohonan stok

PERMOHONAN STOK

Klik buton Pilih Stok

NO. KAD PENGENALAN: 890619095099	ALAMAT E-MAIL: irshaduddin@maips.gov.my
NAMA: MOHAMMAD IRSHADUDDIN BIN JASRINIZAR	TARIKH BEKALAN DIKEHENDAKI: 13/03/2018
JAWATAN: KETUA UNIT ICT	CATATAN: null
BAHAGIAN: UNIT TEKNOLOGI MAKLUMAT, MAIPs	PEGAWAI PELULUS: AHMAD FITRI BIN MAT ISA @ MAT HASSAN
TEL. H/P: 010-2747369	STATUS POHON: PERMOHONAN TIDAK LENGKAP
TEL. PEJABAT: 04-9794439	

Pilih Stok

BIL	KOD	PERIHAL BARANG	BIL. MOHON	UNIT	CATATAN
-----	-----	----------------	------------	------	---------

Kembali Selesai

- vi. Isi butiran yang berkaitan dengan lengkap
vii. Klik butang **Submit** untuk simpan butiran permohonan stok

Tambah Barang

Kod & Perihal Barang[No Kad]:
AB001-BUKU KULIT TEBAL (400 MUKASURAT)[1]

Kuantiti Dipohon:
vi

Catatan:

Submit

Close

viii. Permohonan Stok Berjaya

PERMOHONAN STOK

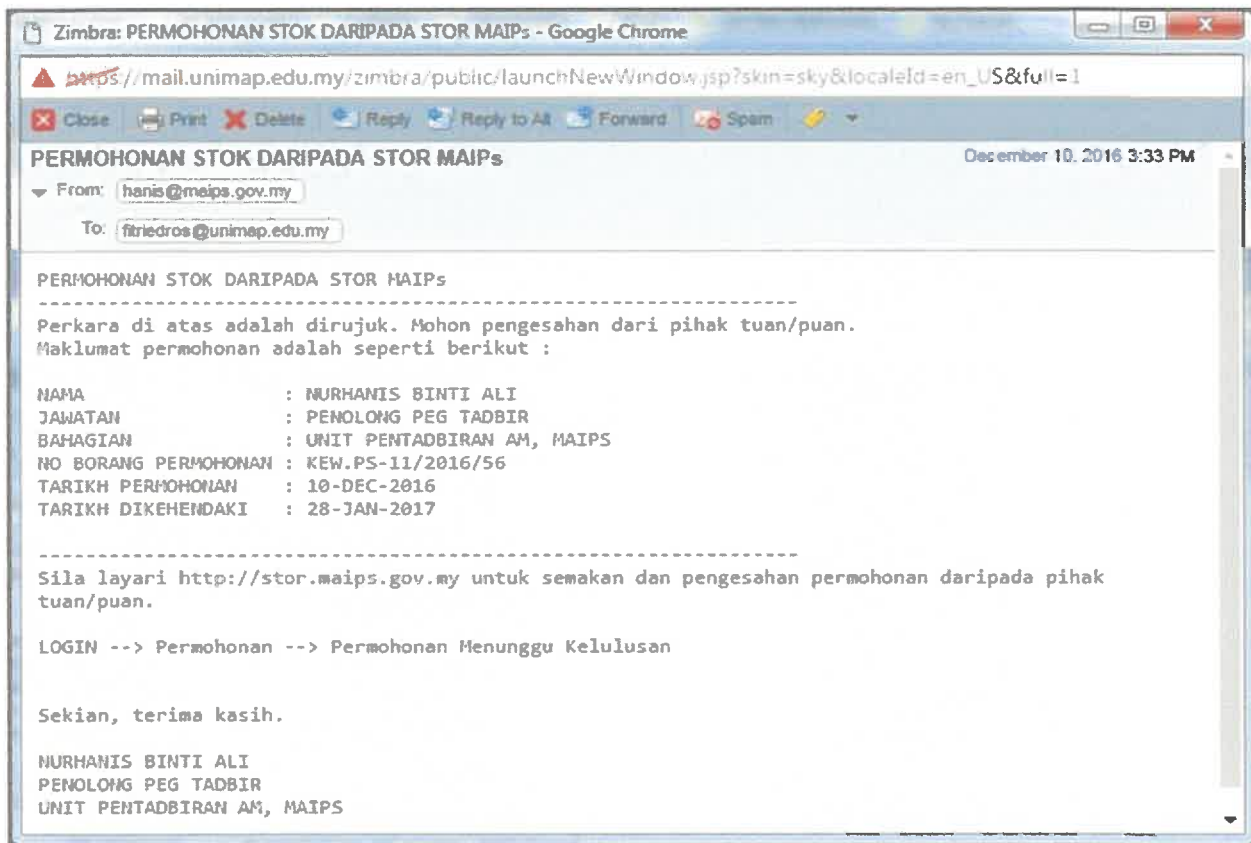
Status telah diimaskin

<p>NO. KAD PENGENALAN:</p> <p>NAMA: NURHANIS BINTI ALI</p> <p>JAWATAN: PENOLONG PEG TADBIR</p> <p>BAHAGIAN: UNIT PENTADBIRAN AM, MAIPs</p> <p>TEL. H/P: 012-4556555</p> <p>TEL. PEJABAT: 04-9861555</p>	<p>ALAMAT E-MAIL: hanis@maips.gov.my</p> <p>TARIKH BEKALAN DIKEHENDAKI: 01/26/2017</p> <p>CATATAN: -</p> <p>PEGAWAI PELULUS: HALINA BINTI ABDUL WAHED</p> <p>STATUS MOHON: PERMOHONAN BARU</p>
---	---

BIL	KOD	PERIHAL BARANG	BIL. MOHON	UNIT	CATATAN
1.	AC001	PEMADAM	5	UNIT	-
Jumlah Keseluruhan (RM)			5		

Kembali
Cetak

ix. Email pemberitahuan akan diemelkan kepada pegawai pelulus



USER MANUAL FOR PELULUS

KANDUNGAN

1	PROSES PERMOHONAN STOK.....	2 - 8
	4.1 Permohonan Stok	
	4.2 Proses Kelulusan Permohonan Stok Oleh Pegawai Pelulus	

1 PROSES PEMOHONAN STOK

1.1 Permohonan Stok

- i. Pilih **Pemohon** dan **Katalog stok** untuk semak kuantiti stok sebelum membuat permohonan

The screenshot shows the 'Permohonan' menu open, displaying options for 'KATALOG STOK', 'PEMOHON', and 'PEGAWAI PELULUS'. Below the menu is a table with the following data:

BIL	NO KAD	KOD BARANGAN	PERI	BAKI BARANGAN
1.	1	AB001	BUKU KULIT TEBAL (400 MUKASURAT)	1
2.	2	AB002	BUKU KULIT TEBAL (300 MUKASURAT)	11

- ii. Pilih **Pemohonan** dan **Permohonan Stok**
- iii. Masukkan butiran permohonan dengan lengkap
- iv. Klik pada butang **Terus** untuk meneruskan permohonan

The screenshot shows the 'Permohonan Stok' form with the following details:

- NO. KAD PENGENALAN:** 890619095099
- NAMA:** MOHAMMAD IRSHADUDDIN BIN JASRINIZAR
- JAWATAN:** KETUA UNIT ICT
- BAHAGIAN:** UNIT TEKNOLOGI MAKLUMAT, MAIPs
- TEL. H/P:** 010-2747369
- TEL. PEJABAT:** 04-9794439

The 'PEGAWAI PELULUS' dropdown menu is open, showing 'Permohonan Menunggu Kelulusan'. The 'CATATAN:' field is empty. The 'PEGAWAI PELULUS*' dropdown is set to 'AHMAD FITRI BIN MAT ISA @ MAT HASSAN'. The 'Terus' button is highlighted with a red box.

- v. Pilih butang **Pilih Stok** untuk masukkan butiran permohonan stok

PERMOHONAN STOK

Klik buton Pilih Stok

NO. KAD PENGENALAN:
890619095099

ALAMAT E-MAIL:
irshaduddin@maips.gov.my

NAMA:
MOHAMMAD IRSHADUDDIN BIN JASRINIZAR

TARIKH BEKALAN DIKEHENDAKI:
13/03/2018

JAWATAN:
KETUA UNIT ICT

CATATAN:
null

BAHAGIAN:
UNIT TEKNOLOGI MAKLUMAT, MAIPs

PEGAWAI PELULUS:
AHMAD FITRI BIN MAT ISA @ MAT HASSAN

TEL. H/P:
010-2747369

STATUS POHON:
PERMOHONAN TIDAK LENGKAP

TEL. PEJABAT:
04-9794439

Pilih Stok v

BIL	KOD	PERIHAL BARANG	BIL. MOHON	UNIT	CATATAN
-----	-----	----------------	------------	------	---------

Kembali Selesai

- vi. Isi butiran yang berkaitan dengan lengkap
- vii. Klik butang **Submit** untuk simpan butiran permohonan stok

Tambah Barang

Kod & Perihal Barang[No Kad]:
AB001-BUKU KULIT TEBAL (400 MUKASURAT)[1]

Kuantiti Dipohon:
vi

Catatan:

Submit vii

Close

viii. Permohonan Stok Berjaya

PERMOHONAN STOK

Status telah dikemaskini

NO. KAD PENGENALAN:

NAMA:
MURHANIS BINTI ALI

JAWATAN:
PENOLONG PEG TADBIR

BAHAGIAN:
UNIT PENTADBIRAN AM, MAIPs

TEL. H/P:
012-4556555

TEL. PEJABAT:
04-9661555

ALAMAT E-MAIL:
hanis@maips.gov.my

TARIKH BEKALAN DIKEHENDAKI:
01/28/2017

CATATAN:
-

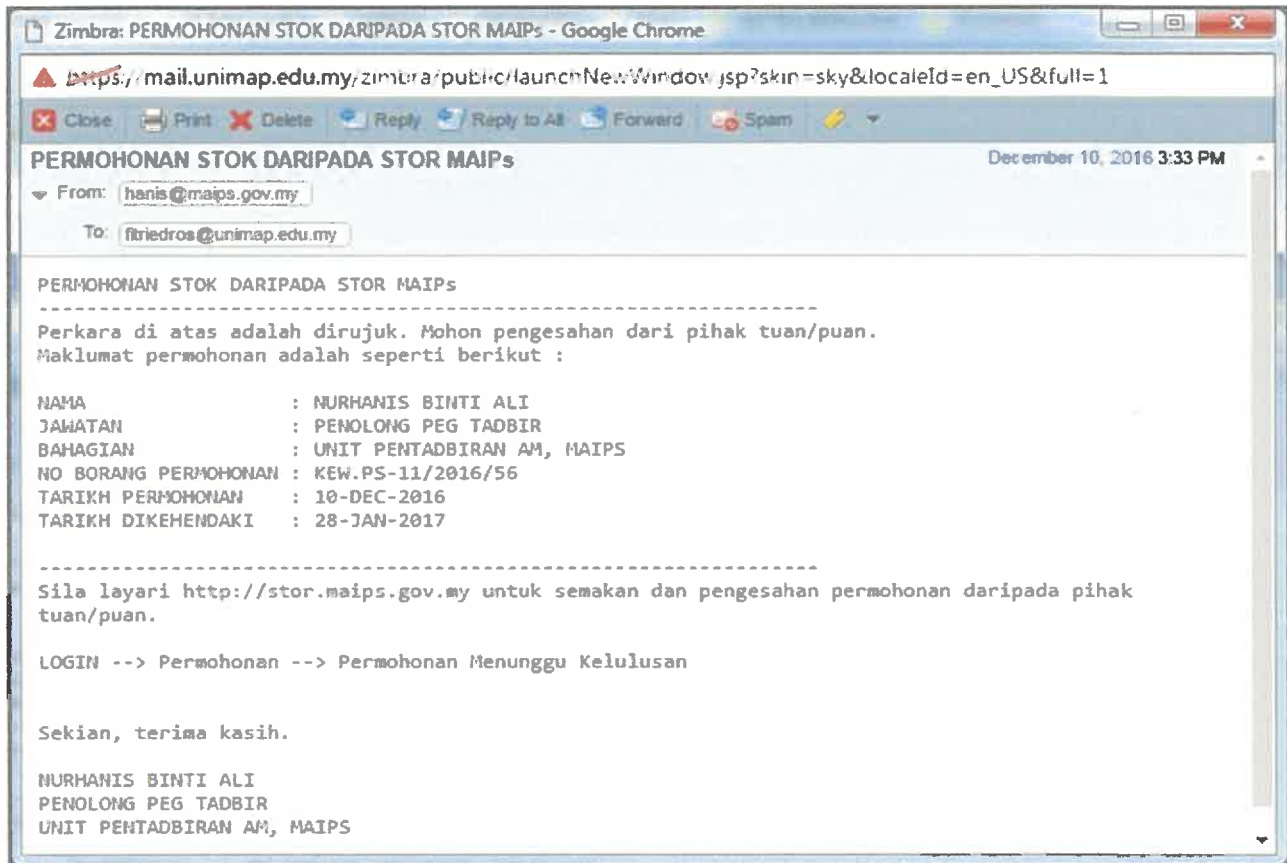
PEGAWAI PELULUS:
HALINA BINTI ABDUL WAHED

STATUS MOHON:
PERMOHONAN BARU

BIL	KOD	PERIHAL BARANG	BIL. MOHON	UNIT	CATATAN
1.	AC001	PEMADAM	5	UNIT	-
Jumlah Keseluruhan (RM)			5		

Kembali Cetak

ix. Email pemberitahuan akan diemelkan kepada pegawai pelulus



1.2 Proses Kelulusan Permohonan Stok oleh Pegawai Pelulus

- i. Pilih **Permohonan** dan **Permohonan Menunggu Kelulusan**
- ii. Pilih dan masukkan **Status** dibahagian yang tertentu
- iii. Klik butang **Proses** untuk meneruskan proses seterusnya



- iv. Klik pada ikon **Pensil** untuk proses kelulusan permohonan

BIL	NO PERMOHONAN	PEMOHON	TARIKH MOHON	STATUS
1.	KEW.PS-11/2016/56	NURHANIS BINTI ALI	10-DEC-2016	PERMOHONAN BARU

1 Rows 1 - 1 Total Result 1

[Kembali](#)

- v. Klik sekali lagi pada ikon **Pensil** untuk masukkan butiran kelulusan permohonan

NO. KAD PENGENALAN:	ALAMAT E-MAIL: hanis@maips.gov.my
NAMA: NURHANIS BINTI ALI	TARIKH BEKALAN DIKEHENDAKI: 01/28/2017
JAWATAN: PENOLONG PEG TADBIR	CATATAN PEMOHON: -
BAHAGIAN: UNIT PENTADBIRAN AM, MAIPs	CATATAN PELULUS: null
TEL. H/P: 012-4556555	PEGAWAI PELULUS: HALINA BINTI ABDUL WAHID
TEL. PEJABAT: 04-9861555	STATUS MOHON: PERMOHONAN BARU

BIL	KOD	PERIHAL BARANG	BIL. MOHON	CATATAN PEMOHON	BIL. LULUS	BAKI	UNIT	CATATAN PELULUS
1.	ACC01	PEMADAM	5	-	null	15	UNIT	null

[Kembali](#) [Kelulusan](#)

- vi. Masukkan butiran kelulusan yang berkaitan
- vii. Klik pada butang **Proses** untuk langkah yang seterusnya

KELULUSAN PERMOHONAN STOK

KOD BARANGAN	AC001-PEMADAM
BIL. POHON	5
CATATAN PEMOHON	-
BIL. LULUS	vi
BAKI	15
UKURAN	UNIT
CATATAN PELULUS	null

Kembali
Proses
vii

- viii. Proses kelulusan Berjaya

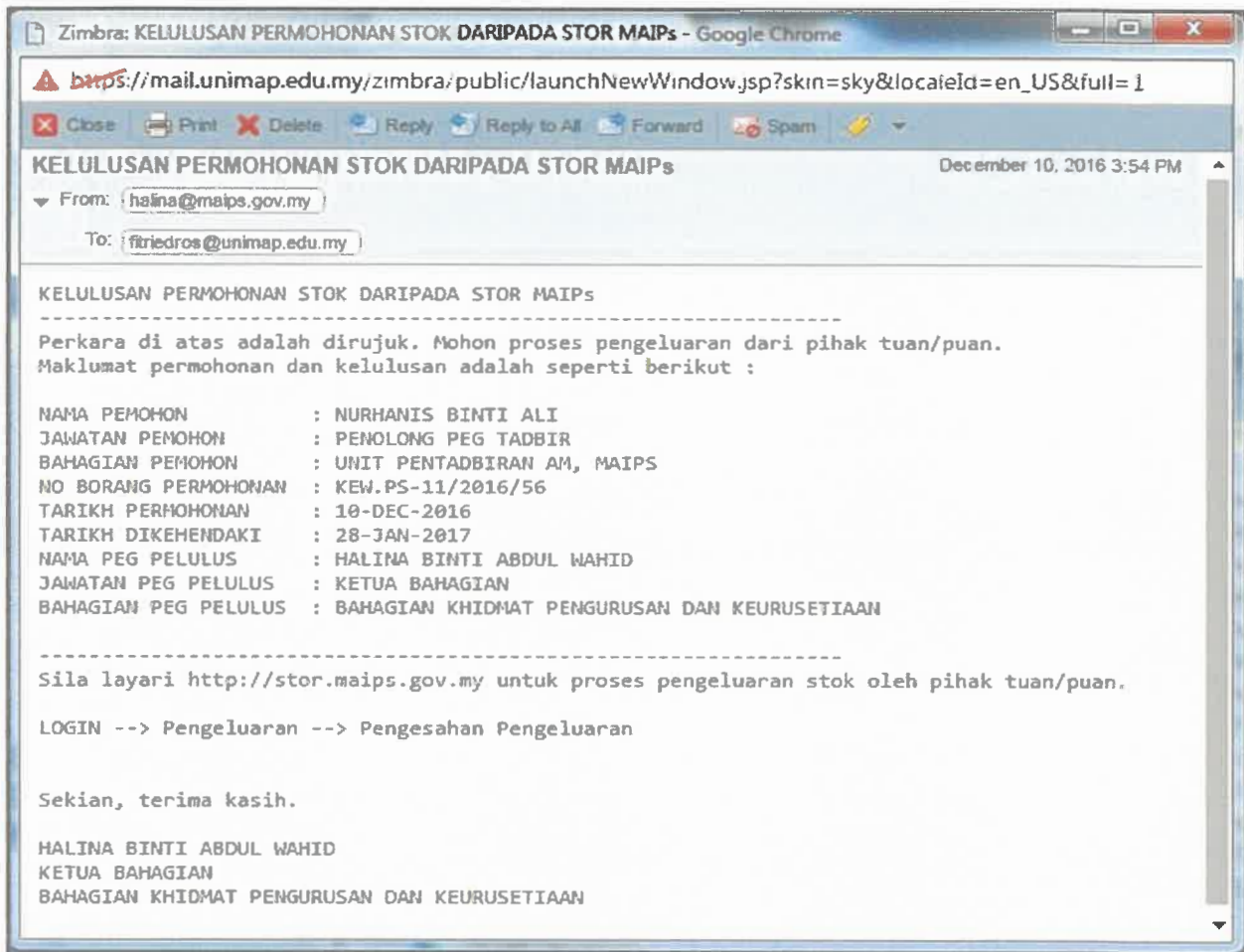
KELULUSAN PERMOHONAN STOK

NO. KAD PEMERANAN:	ALAMAT E-MAIL: hanis@maips.gov.my
NAMA: NURHAMIS BINTI ALI	TARIKH BEKALAN DIKEHENDAKI: 01/28/2017
JAWATAN: PENOLONG PEG TADBIR	CATATAN PEMOHON: -
BAHAGIAN: UNIT PENTADBIRAN AM, MAIPs	CATATAN PELULUS: -
TEL. H/P: 012-4556555	PEGAWAI PELULUS: HALINA BINTI ABDUL WAHID
TEL. PEJABAT: 04-9861555	STATUS POHON: DILULUSKAN

BIL	KOD	PERIHAL BARANG	BIL. MOHON	CATATAN PEMOHON	BIL. LULUS	BAKI	UNIT	CATATAN PELULUS	
1.	AC001	PEMADAM	5	-	5	15	UNIT	-	✓

Kembali
Cetak

ix. Email pemberitahuan akan di emailkan kepada pentadbir stor



APPENDIX C

azizulfitri@maips.gov.my
azrul@maips.gov.my
irshaduddin@maips.gov.my
norhayati@maips.gov.my
hanis@maips.gov.my
fauziah@maips.gov.my
azlina@maips.gov.my
norlela@maips.gov.my
mohdsabirin@maips.gov.my
zulkiffle@maips.gov.my
mohdsufrizan@maips.gov.my
muhdfahmi@maips.gov.my
nazrirejab@maips.gov.my
mohdyazid@maips.gov.my
mohdnazim@maips.gov.my
tengkushamshinar@maips.gov.my
khairi@maips.gov.my
mohdnazri@maips.gov.my
anassabirin@maips.gov.my
azizah@maips.gov.my
noraniza@maips.gov.my
sitinajwa@maips.gov.my
nurazirah@maips.gov.my
chekzurina@maips.gov.my
nooraidza@maips.gov.my
halina@maips.gov.my
ahmadfitri@maips.gov.my
syamsulnaim@maips.gov.my
nurhafiza@maips.gov.my
nurulharnini@maips.gov.my
edayu@maips.gov.my
syedaisam@maips.gov.my
khalisha@maips.gov.my
mohdnajdi@maips.gov.my
rosmini@maips.gov.my
nursuraya@maips.gov.my
mohdzahid@maips.gov.my
salizah@maips.gov.my
ismailhashim@maips.gov.my
khairilanwar@maips.gov.my
hanif@maips.gov.my
azree@maips.gov.my
azliza@maips.gov.my
azyyati@maips.gov.my
jefri@maips.gov.my
matrose@maips.gov.my
shuhaimi@maips.gov.my
syedalwi@maips.gov.my
mohdradzi@maips.gov.my

FUNGSI UTAMA MAIIPS

KUTIPAN ZAKAT

- KUTIPAN ZAKAT FITRAH
- KUTIPAN ZAKAT TAAWUJUN
- KUTIPAN ZAKAT PADI
- KUTIPAN ZAKAT HARTA
- KUTIPAN ZAKAT PERNIAGAAN
- KUTIPAN ZAKAT EMAS
- KUTIPAN ZAKAT WANG SIMPANAN
- KUTIPAN ZAKAT POTONGAN GAJI
- PROMOSI KUTIPAN ZAKAT

AGIHAN ZAKAT

- AGIHAN KEPADA B'ASNAF
- JENIS-JENIS BANTUAN ZAKAT
- BAHAGIAN AMIL
- KURSUS / MOTIVASI AMIL
- PROGRAM AGIHAN ZAKAT
- PROJEK SOSIO EKONOMI

PEMBANGUNAN WAKAF & HARTANAH MAL

- PELABURAN**
 - PELABURAN SAHAM
 - PELABURAN SIMPANAN TETAP
 - PELABURAN HARTANAH
 - PELABURAN SEMASA
- PEMBANGUNAN**
 - PEMBANGUNAN EKONOMI & INGAN
 - PEMBANGUNAN INSTITUSI AGAMA
 - PEMBANGUNAN TANAH-PERKUBURAN
- WAKAF**
 - HARTA WAKAF AMI & KHAS
 - HARTA SUMBER AM
 - PEMBANGUNAN TANAH WAKAF & SUMBER AM
 - REKOD HARTANAH
- LAIN-LAIN**
 - HARTA LUQATAH, SEDEKAH, FARAIID, FIDYAH, KAFFARAH, WASIAT & WANG FAEDAH

APPENDIX H













Jadikan amanat Raja Perlis sebagai garis panduan - Raja Muda Perlis



Raja Muda Perlis, Tunku Syed Faizuddin Putra Jamalullail dan Raja Puan Muda Perlis, Tunku Hajah Lailatul Shanreen Akashah Khatil bersama kakitangan agensi agama Islam Perlis dalam majlis perasmian Muqashshah Tajjih Amanat Raja Perlis dan Iftar di salah sebuah hotel di Kangar, Perlis. -UTUSAN ONLINE

