INDUSTRIAL TRAINING REPORT:
HOSPITAL TANAH MERAH (KELANTAN)

SPECIAL PROJECT: "SISTEM PENDAFTARAN KURSUS"

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

01 FEBRUARY 2017 – 31 JUNE 2017

DECLARATION

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

Signed by

_____

Farhah Binti Mohammad Nasir
2014732247

Date of submission: 11 July 2017

ABSTRACT

This industrial training report consists of 4 chapters and that are introduction organization of information, industrial training activities and conclusion. Chapter 1 consists of background of the organization, chapter 2 consists of departmental structure and function. While chapter 3 consist of training activities and special project and the last chapter is chapter 4 which has the conclusion of the report. In order to complete study, trainee needs to undergo five months of practical training in Industry starting from 1st February 2017 until 31st June 2017. The placement that has been choose by the trainee is ICT Unit in Hospital Tanah Merah. During five months of training, the trainee got opportunity to learn IT field in ICT Unit. Trainee scheduled has been prepared by the supervisor of practical training for the trainee to learn important task at ICT Unit. Besides that, student also learn to improve communication skills, learn to be more discipline and punctual. Last but not least, the knowledge, skills and experience gain during the practical training is the best method I order to prepare student to expose to the real working environment and also to be a good and better worker in future.

Keywords: ICT Unit, Hospital Tanah Merah, IT

ACKNOWLDGEMENT

The internship opportunity I had with Information Communication Technology Unit (ICT) in Hospital Tanah Merah (HTM))was a great chance for learning and professional development. Therefore, I consider myself as a very lucky individual as I was provided with an opportunity to be a part of it. I am also grateful for having a chance to meet so many wonderful people and professionals who led me though this internship period.

Bearing in mind previous I am using this opportunity to express my deepest gratitude and special thanks to the Mr. Mohammad Zakie Shafie as my supervisor of ICT Unit who in spite of being extraordinarily busy with his duties, took time out to hear, guide and keep me on the correct path and allowing me to carry out my project at their esteemed organization and extending during the training.

Besides that, I am thankfull to my IMC690 (Industrial Training) lecturer, Madam Nurulannisaa for giving information about preparation on internship. Also I am thankful to Madam Nur Shaliza Bt Sapiai who had helped me a lot in completing this report. The understanding and continuos support from her throughout the duration of fulfilling this assignment are most appreciated.

I express my deepest thanks to other staff in HTM, which is Mr. Ismail Bin Jusoh and also Mrs. Nor Hazlienda Binti Mat Yusoof for taking part in useful decision & giving necessary advices and guidance and arranged all facilities to make life easier. I choose this moment to acknowledge his/her contribution gratefully.

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

Sincerely,

(Farhah Binti Mohammad Nasir)

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LIST OF ABBREVIATIONS

SHORT FORM	DESCRIPTIONS
HTM	Hospital Tanah Merah
ICT UNIT	Informationcommunication Technology
CME	Continuos Medical Educations
1GovUC	Portal
PHIS	Pharmacy Information System
SPSS	Statistical Package For The Social Sciences
UiTM	Universiti Teknologi Mara

LIST OF APPENDIXES

INDUSTRIAL TRAINING BRIEF

Bachelor Student from Faculty of Information Management are compulsory to go for industrial training at organization either government sector or private sector. The training is a part of academic subject IMC609 that require final year students to undergo training at selected organization. This industrial training provide professional work experiences or the students. The period of industrial training is five month includes presentation of knowledge gained during training and the semester break

Students are required to choose any information for industrial training's placement whether it is paid or unpaid. The student are able to learn more on management, gained added skills and practical knowledge that are possibly different at the class. For this industrial training, students will be grade through the assessment that comes from report of organizational itself, industrial training report prepared by the students and presentation at the end of the training period.

The main purpose of industrial training report is to gather all the data gained and reorganized it to be as new information for readers. Potential readers are from students of Faculty of Information Management who want to search for information regarding agencies that have been explored by alumni of their faculty. Thus, it can be as the medium to spread knowledge gained to readers. Generally this report contains four chapter where chapter 1 and chapter 2 are regarding the organization. Meanwhile, in chapter 3, student was describing work done by his or her during the training. It will also include special project that the student have done which give an impact to the organization. In contrast, chapter 4will discussing the lesson learnt by the students throughout all activities that have been done. On the other hand, it also contains suggestions and recommendation at chapter 4.

OBJECTIVES OF INDUSTRIAL TRAINING

The main objective of Industrial Training is to expose the students to actual working environment and enhance their knowledge and skill from what they have learned in the college. Another purpose of this program is to instill the good qualities of integrity, responsibility and self-confidence. All ethical values and good working practices must be followed by student. It is also to help the students about the safety practices and regulations inside the industry and to instill the spirit of teamwork and good relationship between students and employees.

Besides that, is to give students wide exposure to real environment in industry. During the internship, students can apply the skills that they have gained throughout their academic years. In addition, they can enhance their knowledge and abilities at the companies they attached to and also is can learn new things that can give benefits.

This internship was also is public social responsibility for both UiTM and the practical companies involved. Students will help out the companies in handling any related job and polytechnic also enables to know industries current need, thus improving weakness discovered. Therefore, the polytechnic will be able to strengthen its curriculum and produce graduates that who are marketable.

Moreover, students can gain hands-on experience that is related to the students majoring so that the student can relate to and widen the skills that have been learnt while being in university. Industrial training also exposes the students to the real career world and accustoms them to an organizational structure, business operation and administrative functions. Furthermore, students implement what they have learned and learn more throughout this training. Besides, students can also gain experience to select the optimal solution in handling a situation. During industrial training students can learn the accepted safety practices in the industry. Students can also develop a sense of responsibility towards society

CHAPTER 1:

INTRODUCTION

1.0 INTRODUCTION

1.1 BACKGROUND OF THE ORGANIZATION

Hospital Tanah Merah began operation on 2nd May 1985. It took about 10 years to complete its construction. The history of the construction which began in 1975 was swallowed up about RM7.8 Million and was inaugurated by His Royal Highness the Sultan Al-Kelantan on Sunday, April 20, 1986. Located on a hill called Bukit Remah with an area of 6 hectares, only 500 meters from the center of Tanah Merah. The location is on the main road like Road / Highway East - West connecting Grik in Perak to Jeli in Kelantan through Tanah Merah to Kota Bharu and other districts in Kelantan. Districts around was the Jeli district in the west, Machang in the east, Pasir Mas in the north and in the south is Kuala Krai. Proximity to Kota Bharu is about 51km.

HTM with 342 staff has been upgraded as a spiked hospital in year 2006 and becoming the reference point of patients from other hospital and health clinic nearby. It covers the entire district of Tanah Merah, Jeli, part of Machang and Pasir Mas. The expertise that available in HTM, for example Orthopedics, General Surgery, Obstetrics and Gynecology, Anesthesiology, and Pediatric. In addition there is also an expert tour from Raja Perempuan Zainab II Hospital (HRPZ II) Kota Bharu and Hospital Universiti Sains Malaysia (USM) in Kubang Kerian which runs their expertise here.

There are 30 units consisting of units of clinical and non-clinical support at the Tanah Merah Hospital. It runs almost all the affairs of patient management. Unit Pesakit Dalam include from General Ward with a total of four General Ward and the Board of Surgery. Meanwhile, the Outpatients Unit consist of Outpatient Unit, Respiratory Clinical, specialists clinical and Emergency and Trauma Unit. Clinical support unit consists of Pathology and Blood Bank Unit, Unit Diagnostic Imaging, Physiotherapy Unit, Unit Pharmacy, Hemodialysis Unit and Sterilization Unit.

HTM has initiated activities or quality program since 1991. The main strategy of the program is to improve and upgrade the facilities and for total human development and improvement of the quality program.

In addition to improve the facility, the human capital development is also a priority. All staff members were exposed to various elements of the spiritual and physical qualities as a driver towards improved quality of work. From the result of careful planning by management and commitment of all citizens of the Tanah Merah Hospital have successfully obtained certification MS ISO 9002 (1994 version) in year 2001. The certification for three years from 2001 to 2004 was among the first regions of the first hospitals in Kelantan received the certification.

Since then it became a benchmark of excellence in service quality improvement in Kelantan and outside. Hospital Tanah Merah also recently, from 28 to 29 July 2008 was held the Surveillance Audit by SIRIM QAS auditor which has proposed to retain the MS ISO 9001: 2000 for a period of three years.

a) **Logo of Hospital Tanah Merah**

Figure 1.1 HTM logo

b) Vision

HTM will become the center of excellence for the ultimate in care services through the employee responsible, committed and highly skilled with emphasis on corporate culture, customer satisfaction, continuous quality improvement, innovation, technology affordable and proactive and to promote healthy lifestyle and participation the whole society towards improving the health status and better

c) Mission

To set up a network of medical and support quality, dynamic and comfortable environment to internal and external users of the hospital.

d) Objectives

To provide medical treatment and support network-quality, dynamic and comfortable environment to internal and external users of the hospital.

e) Motto

Tracking Quality, Generate Excellence

f) Quality Base

> Top management Hospital Tanah Merah confident and responsible commitment to quality and constantly strive for improvement "Quality Management System" to meet customer needs. Each member is responsible for providing the best quality service within their means in accordance with professional ethics and practice standards that have been set.

g) Location of Hospital Tanah Merah
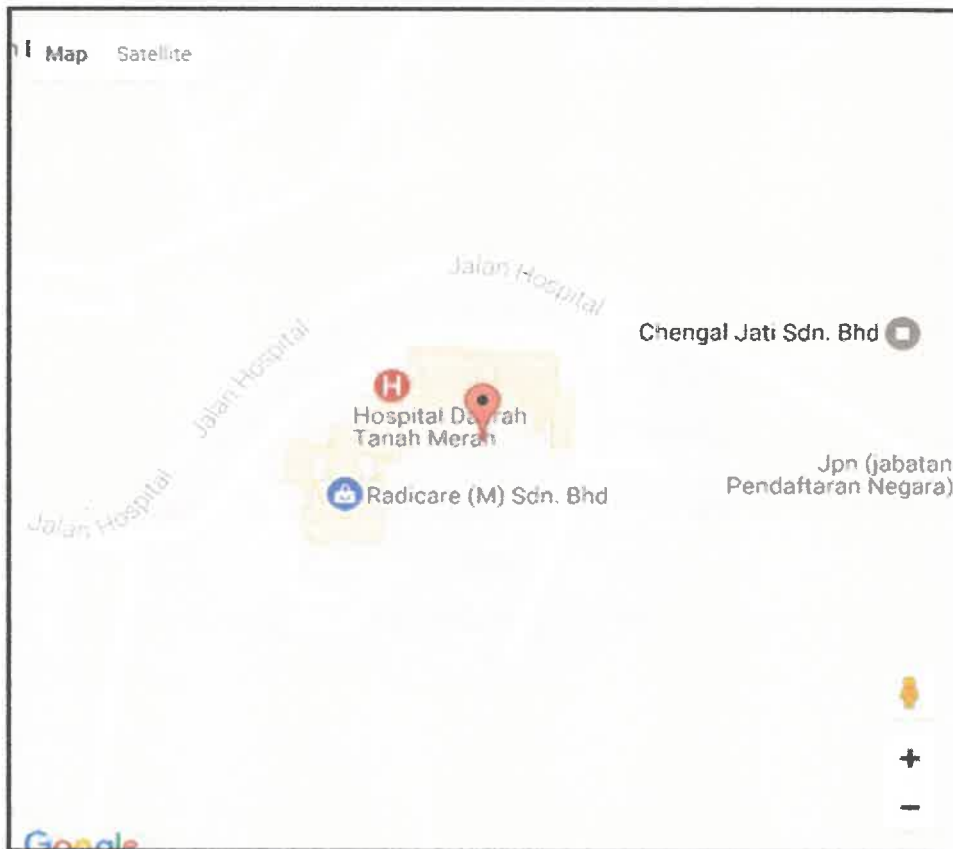
Figure 1.2 Location HTM

CHAPTER 2:

ORGANIZATION

INFORMATION

1.2 ORGANIZATIONAL STRUCTURE
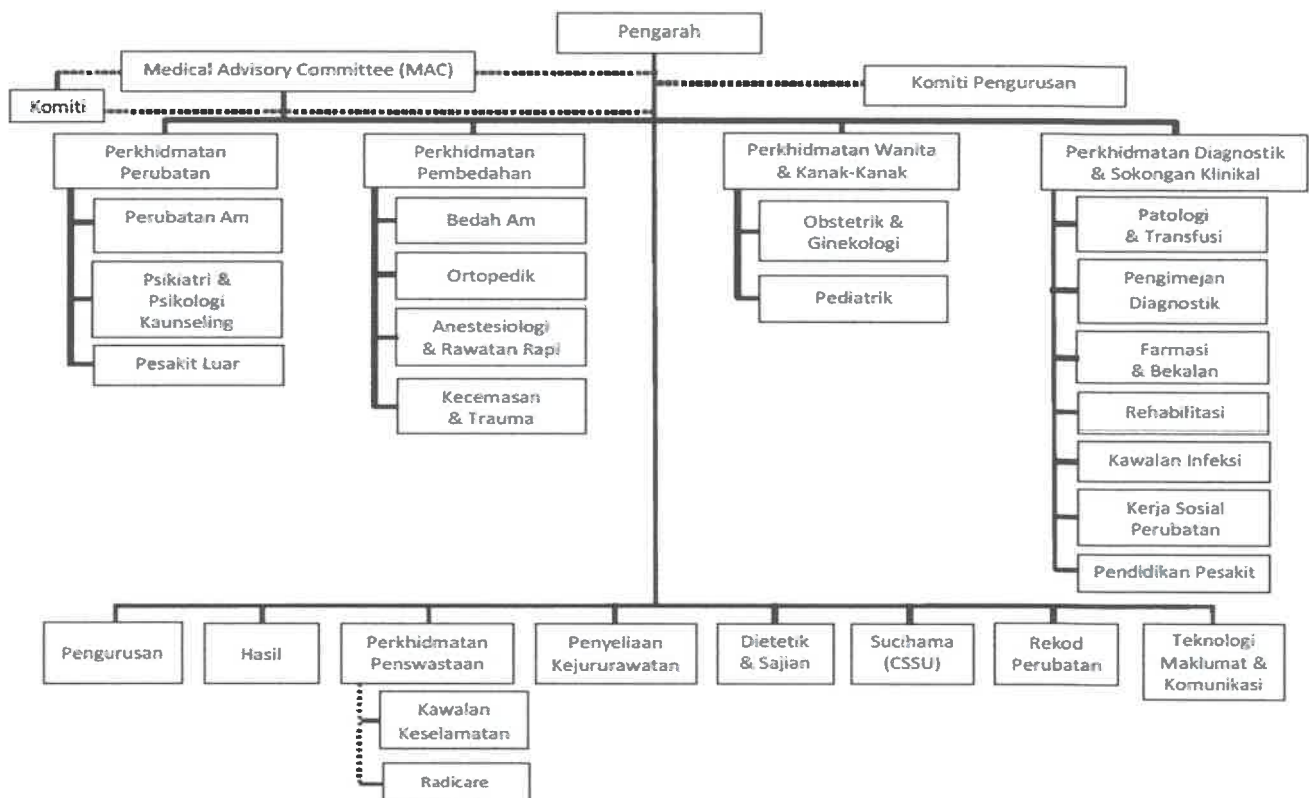
Figure 1.3 Organizational structure in HTM

2.1 Department Structure

DR MOHD NASIR BIN ABDUL KADIR
PENGARAH HOSPITAL
UD54

MOHAMMAD ZAKIE BIN SHAFIE

PEGAWAI TEKNOLOGI MAKLUMAT F44

ISMAIL BIN JUSOH
PEGAWAI TEKNOLOGI MAKLUMAT F41

NOR HAZLIENDA BT MAT YUSOFF
PENOLONG PEGAWAI TEKNOLOGI MAKLUMAT F29

2.2 Department Function

ICT Unit is a unit that plays an important role in administering and updating the data systems and computer networks throughout Hospital Tanah Merah (HTM). ICT Unit also providing infrastructure and ICT services to the HTM for improving the quality of service delivery to customers. In this era of technology that is growing rapidly and constantly changing, ICT unit is constantly striving to make the learning process easier, faster and more accurate aid of the latest ICT facilities.

This unit also provide an ICT technical support to the citizens of the HTM for ensuring the facilities and ICT services can be used to help the hospitals carry out its functions effectively, efficiently and continuously. For example, if there are any problems relate about computer, networking or printer, the ICT staff will go there and solve the problem happens with their capabilities. Besides that, ICT Unit can optimizing the use of ICT to improve the ICT knowledge and culture among the HTM.

ICT Unit also held a program for example a training course for HTM staff to give them a chance for learning new knowledge. The purpose of hold a training course is to teach and sharing the information about information technology field for example "Kursus Automasi Pejabat". This training course is about tips and tricks on how to use Microsoft Office such as Microsoft Word, Microsoft Excel and Microsoft Power Point. Besides, this unit also teach the HTM staff on how to use cloud storage in order to store the files by using Dropbox, Google Drive and One Drive cloud storage.

This unit has three staff consisting of two Information Technology Officer, and one Assistant Information Technology Officer.

CHAPTER 3:

INDUSTRIAL

TRAINING

ACTIVITIES

3.1 Training Activities

On 1st February 2017, the trainee has went to Information Technology and Communication (ICT) to report on duty, Mr Mohamad Zakie Bin Shafie was in charge to give short briefing to all trainees and also being a supervisor of the trainee. The trainee now understand the task doing by ICT Unit. On the first day, the supervisor was explained about on the daily task that will be doing by the trainee during practical training conducted. He also tell about how to pick up a phone call in the office when a phone is ringing. The phone is ringing and might be a staff or non-staff who want to get a help when they need or report about either personal computer, printer, network or system who have a problem. There are three telephone have in this unit and the extension number for ICT Unit is 5223, 5233 and 5234. If they have any problem related with ICT, they must call ICT Unit to get a help.

3.1.1 MANAGING COMPUTER PROBLEM

3.1.1.1 Component of Computer CPU

The trainee need to open the case of computer CPU in order to identify the component that install on the computer CPU.

Figure 3.1 Computer CPU open by trainee

3.1.1.2 No Input Signal

There are some computer that having this problem which the monitor is cannot be on and "No Input Signal" popup while they want to on the pc. In order to resolve this problem, the trainee go to each unit in hospital that having this problem. First of all, the trainee analyze the main cause of occurrence of "No input signal". After analyze the cause of this problem, the trainee can said that the pc either having problem with monitor is not connect properly or computer is not transmitting signal.

At the beginning, the trainee make sure that the plug of monitor and computer CPU have plugged in on the socket properly and have a power after plugged in properly. After that, restart again the computer CPU to see its works or not. To restart the computer, the trainee press the button "ON" of the computer CPU. If the first action is not working, the trainee use the second method to solve this problem occurs.

Figure 3.2 shows the trainee press button ON of the computer CPU

If the computer monitor is not connect properly, the trainee make sure that the monitor is properly connected in the back of the monitor, as well as to the back of the computer. The monitor data cable will connect to the back of the computer using either a VGA connector or DVI connector usually. The pictures below are an example of a VGA cable and the connector on the video card.

Figure 3.3 shows the VGA Connector and VGA/DVI port

Figure 3.4 shows the computer CPU with cable VGA and plug monitor that plugged in already by the trainee

3.1.1.3 PERSONAL COMPUTER (PC) RUNNING SLOWLY

The trainee also involve in computer problem task including handling the computer running slowly. The trainee first checking the main cause of the pc is running slowly. The trainee installing CCleaner software to remove or clean any junk that cause of slow pc. After that the trainee checking either the antivirus is expired or not. The antivirus that usually used by HTM are Kaspersky Internet Security and McAfee Internet Security. Then, the trainee also clear browsing data and cache on internet browser including Chrome, Internet Explorer, and Mozilla Firefox.
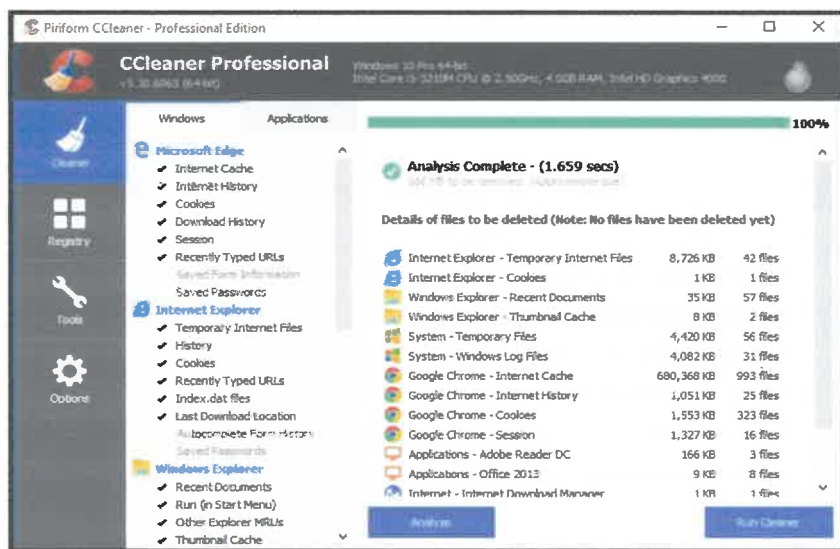
Figure 3.5 shows the processing on how to clear the junk using CCleaner

1.1.1.4 FORMAT WINDOW 7/8/10

For the first time the trainee learn from the staff to format the window on laptop or pc that having windows problem. To format the hard disk during Windows installation, the trainee need to start, or boot, the computer using the Windows installation disc or USB flash drive and restart again the computer. After that the trainee will choose an option while formatting.


Figure 3.6 shows the interface of do formatting

After selecting an options partition for disk drive C and D, the window is on formatting now. After finishing it, the computer will restart and will work as usual.
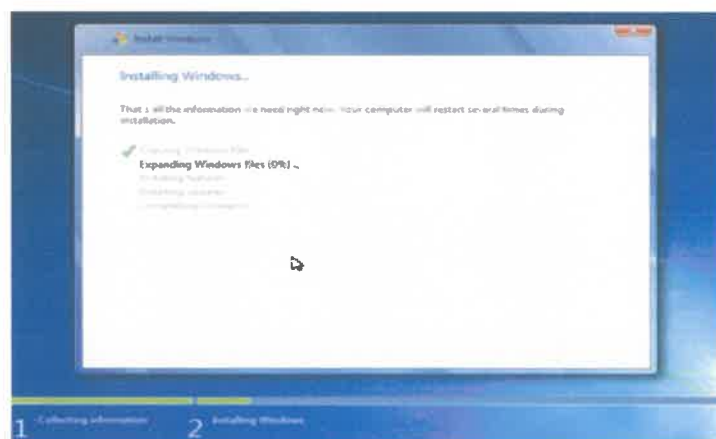

Figure 3.7 show installing window

1.1.1.5 PROTECT THE COMPUTER FROM RANSOMWARE (WANNACRY)

In the middle of June 2017, several computer in HTM were attack by virus which known as WannaCry Ransom Ware. WannaCry virus attacked the computer in HTM that connected to the internet cable network. Mostly computer here were attacked because of their computer have a sharing on pc. This sharing related about Pharmacy Information System (PHIS). The sign that pc was attacked is showing blue screen which is the user cannot on the monitor. Some pc that still not in worst condition show restarting by itself if the pc is connected with the network. If that pc not connected to network, it not restart by itself. To prevent and fix this problem occurs, the trainee was assigned by the ICT Staff to install the window patch, service pack and clam antivirus.

The window patch need to be install must suitable with the pc which is include window XP, window 7, window8, and 8.1. After finishing installation, the pc need to be restart for updates.
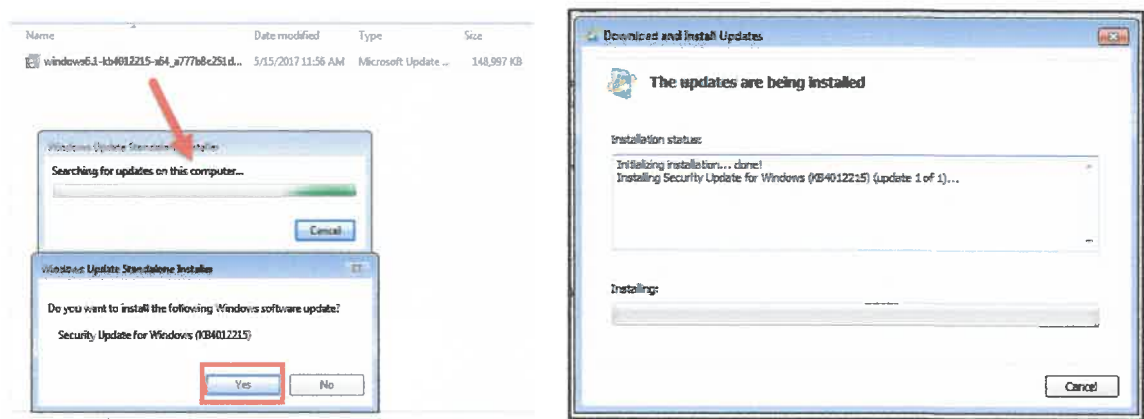
Figure 3.8 and 3.9 shows the window patch that successful install on window

If the window on pc does not have service pack 1, the pc must be install service pack first before install the patching. Meanwhile for window already have service pack 1, the trainee just install the window patch.
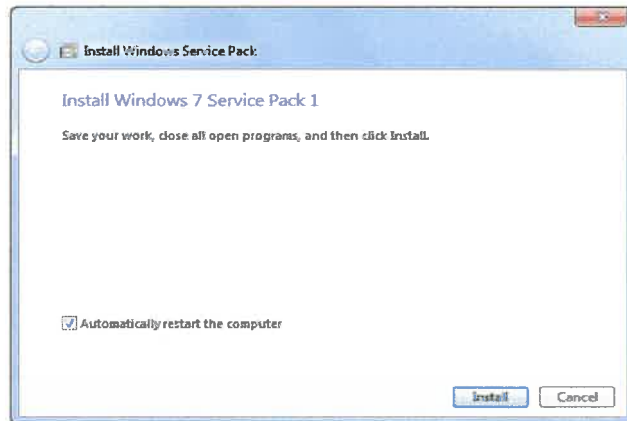
Figure 3.10 show the installing service pack 1

After successful install window patch and window service pack 1, the trainee install Clam Antivirus for the last step for protection from Ransom Ware. Then after successful install ClamWin Antivirus, the trainee scan the pc.
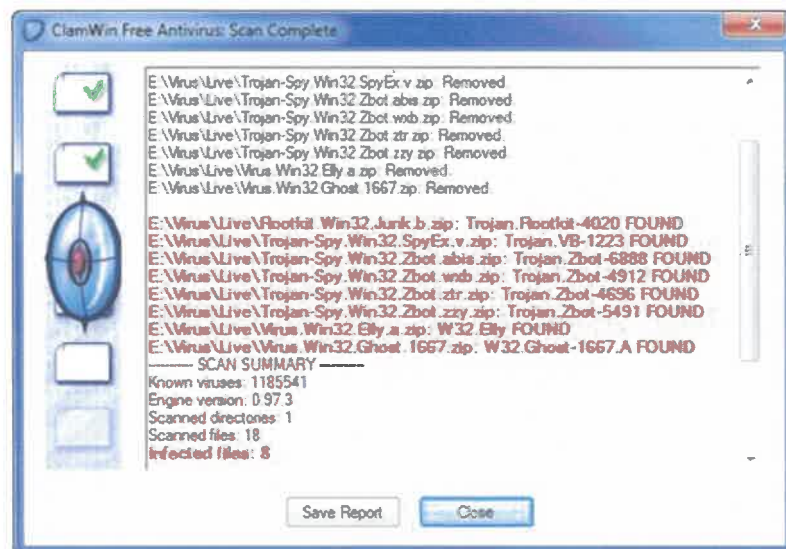
Figure 3.11 show the ClamWin Antivirus

3.1.2.3 CLEAN CACHE, BROWSING DATA

On that day, the trainee got a task which is the staff in Dewan Bedah Delima make a complaint to ICT Unit because he cannot login to Yahoo Mail using Internet Explorer and it always show error while the staff want to login. The staff did not know how to handle this problem and decide to get a help from staff in ICT Unit. The trainee go to Dewan Bedah Delima to settle this problem.

Figure 3.16 show the trainee were using CCleaner to clear the cache

The trainee also clear browsing data on Google Chrome, Internet Explorer, and Mozilla Firefox
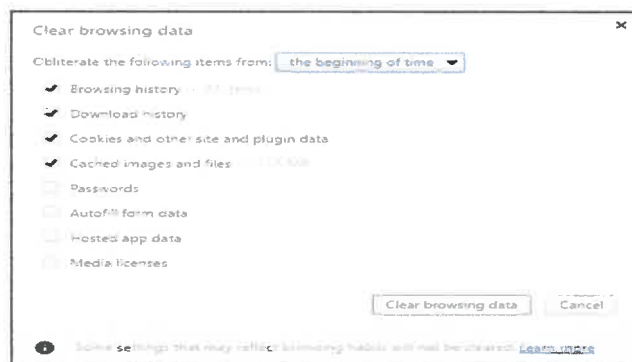
Figure 3.17 shows the clear browsing data process

3.1.2 MANAGING SOFTWARE

3.1.2.1 RENEW THE SUBSCRIPTIONS OF MCAFEE INTERNET SECURITY

The supervisor who in charge to lead the trainee gave her a task which is the trainee need to renew the subscription of antivirus on each laptop that available in ICT Unit. Laptop that available in ICT Unit is used for the staff or doctor in HTM in case they want to borrowing the laptop for the presentation or training course. If the laptop in ICT Unit already expired their own antivirus, the trainee need to renew the subscription and install the software on the laptop. To renew the subscriptions, the trainee need to use McAfee Internet Security for the laptop.

Figure 3.12 shows the process of installing the antivirus software

Figure 3.13 shows the trainee was installing the antivirus McAfee

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3.1.2.2 INSTALLING ANTIVIRUS SOFTWARE

The trainee also have a task of installing software in laptop or computer but usually the trainee in charge installing software in computer at the HTM. When the antivirus that installed in computer is expired, the trainee need to install a new antivirus to protect the pc from any malicious or malware activities. HTM are rottenly using Kaspersky Internet Security and McAfee Internet Security for the computer that available in HTM. The trainee renew subscription of the antivirus when the subscriptions is expired.

Figure 3.14 shows the website of McAfee use to download software

Figure 3.15 shows the process of downloading McAfee Internet Security software

3.1.2.3 CLEAN CACHE, BROWSING DATA

On that day, the trainee got a task which is the staff in Dewan Bedah Delima make a complaint to ICT Unit because he cannot login to Yahoo Mail using Internet Explorer and it always show error while the staff want to login. The staff did not know how to handle this problem and decide to get a help from staff in ICT Unit. The trainee go to Dewan Bedah Delima to settle this problem.


Figure 3.16 show the trainee were using CCleaner to clear the cache

The trainee also clear browsing data on Google Chrome, Internet Explorer, and Mozilla Firefox

Figure 3.17 shows the clear browsing data process

3.1.2.4 INSTALLING MS OFFICE ON LAPTOP

The trainee also involved in installing Microsoft Office when the computer is not able to open Words, Excel and other products of Microsoft Office. To install a new Microsoft Office, the trainee found this software on storage using network that provided by ICT Unit and then the trainee copy the software on the computer that does not have Microsoft Office. From the folder of Microsoft Office, the trainee double click "Setup" application to begin the installing Microsoft.

autorun	14-Dec-11 5:04 AM	Setup Information	1 KB
readme	31-Jul-12 11:36 AM	Chrome HTML Do...	1 KB
setup.dll	01-Oct-12 6:15 PM	Application extens...	811 KB
setup	01-Oct-12 6:13 PM	Application	203 KB

Figure 3.18 shows the application that for installing Microsoft Office

After the trainee clicking setup, Microsoft Office now was installing on the computer. To installing this software, the trainee need to turn off the internet in order to not have any disruption while installing it.
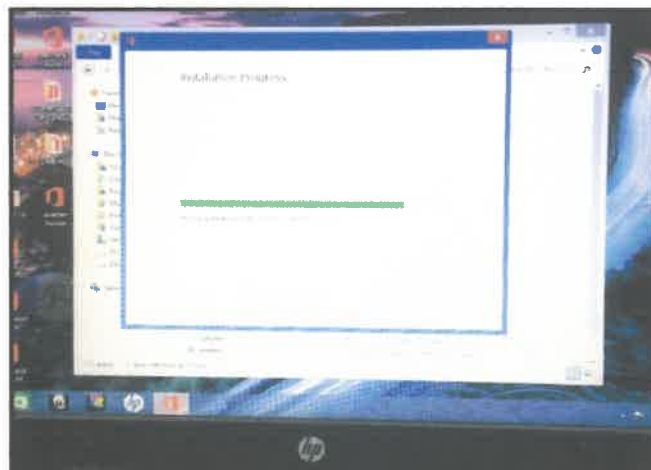
Figure 3.19 show Microsoft Office is installing on the computer

After that, the trainee using KMSpico for the last step of installing Microsoft Office.

Figure 3.20 shows the trainee installing KMSpico

3.1.3 PROGRAM/EVENT

3.1.3.1 COMPUTED TOMOGRAPHY SCAN (CT SCAN) LAUNCH CEREMONY AT HOSPITAL TANAH MERAH

On 6th February 2017, a day before the CT Scan Launch Ceremony, the trainer help the HTM staff prepared for the ceremony tomorrow, 7th February 2017. The trainer help by decorate the tent, stage and also place for the medical assistant trainer have their coir performance.

Figure 3.21 show the preparation before the day of CT scan be launch

Figure 3.22 show the scenery while preparing for CT Scan

On 7th February which is the day for CT scan launch ceremony in HTM. This launch ceremony will be attended by Datuk Seri Dr Hilmi Yahaya who are the Deputy Minister of Health, Datuk Dr Ahmad Razin Datuk Ahmad Mahir known as Director of Health State and also Datuk Seri Ikmal Hisham Abdul Aziz as a Tanah Merah Parliament. Starting from 7th Febuary 2017, HTM will offering CT scan services to enable the process to diagnose the disease more quickly and efficiently. Previously, patients that need CT scan inspection at the affected areas had to be sent to a hospital in Kota Bharu or Kuala Krai, now they no need because the same services is available at HTM.

Figure 3.23 shows the ongoing event happened

Figure 3.24 shows the audience that attend the event

Figure 3.25 shows the ongoing event

3.1.3.2 "KURSUS AUTOMASI PEJABAT"

"Kursus Automasi Pejabat" was organize by ICT Unit and duration for this training courses over two days starting from 8.00 am until the training course is done. This training course was attended by HTM staff which include nurses, doctors, and pharmacists etc. The trainee are responsible to be a facilitator during the training course is running.

On the first day, for the morning session there are two slot were running. First slot is tell about explanation of the ICT security policy. This policy related about ICT Security Policy Ministry of Health (DKICT KKM) contains regulations which must be followed in the use of Information Technology and Communication Technology (ICT) Ministry of Health.

This training course that organized by ICT Unit include learning about oh how to use Microsoft Word, Excel and Power Point. Also additional slot include about cloud storage which is the use of Dropbox.

Figure 3.27 shows the joined participants

Figure 3.28 shows the trainee and joined participants

3.1.4 MANAGING PRINTER

3.1.4.1 PRINTER LEXMARK CANNOT PRINT OUT AND SHOWING OFFLINE STATUS

For this task, the internship student need to solve the problem that related with printer cannot does printing on the second pc. This printer Lexmark is working on the first pc but not on the second pc. The internship student taking an initiative by installing CCleaner to cleaning the PC and will protects user privacy and makes user's computer faster and more secure.

Figure 3.29 shows the software that use to clean the pc

After clean the pc using CCleaner, the students also use desktop application which is known as "Services" that existing on computer. After clicking the "Services" application, the student press "ctrl" keyboard and "F" keyboard to find Print Spooler. After that the student click restart to managing all print jobs currently being sent to the computer printer or print server. The student use Print Spooler user to delete a print job being processed or otherwise manage the print jobs currently waiting to be printed.
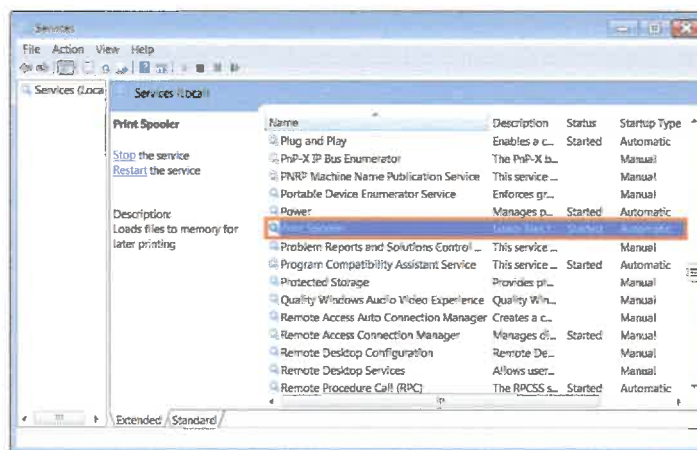
Figure 3.30 show the print spooler need to be restart

3.1.4.2 SHARING PRINTER THAT DOES NOT HAVE LEDM DRIVER

On Thursday 1st June 2017, the trainee got a phone call from Cardio Lab and the staff there request a shortcut for PHIS browser on the desktop and printer driver on second pc in that lab. The trainee began the task by creating a PHIS shortcut on desktop with copy the link of PHIS and paste on "Create New Shortcut" box.
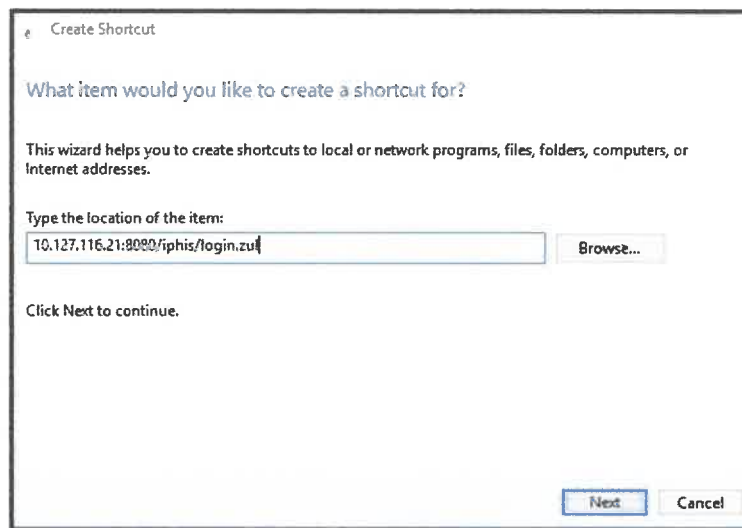
Figure 3.31 shows the box of create shortcut

Figure 3.32 shows the icon shortcut for PHIS system

After finishing creating a shortcut PHIS, the trainee do sharing printer driver so that the second pc also can do printing using one printer in Cardio Lab. Because of LEDM driver printer is not install on the first pc, the trainee need to download and install new driver of printer LaserJet.

After installed the printer driver, the trainee allow a sharing printer on the first pc so that the second pc also can have printer driver on this pc. The trainee began sharing printer by running command \\CardioLab and the box showing like below.
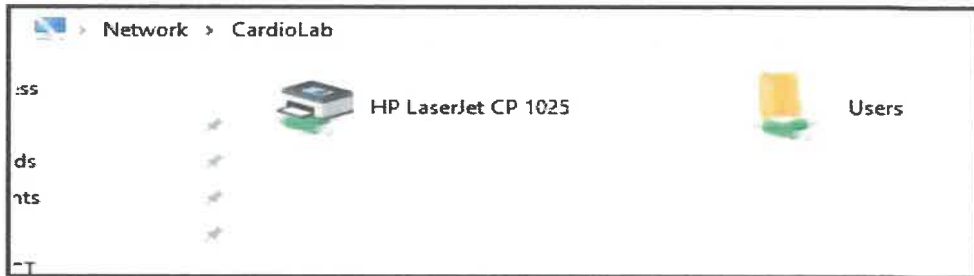
Figure 3.33 shows the printer driver that will be sharing on the second computer

The trainee double click on HP LaserJet CP 1025 and after a seconds, the driver successfully install on the second computer. The computer is ready to print the document.
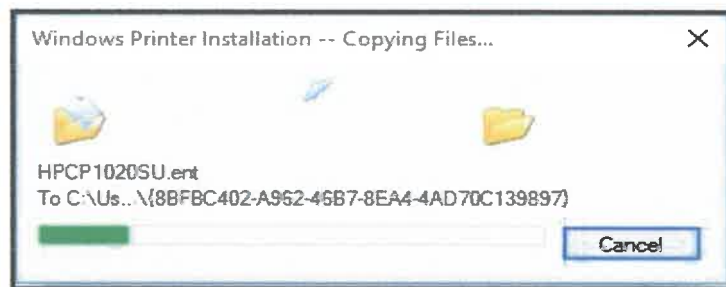
Figure 3.34 shows the driver printer is on installation
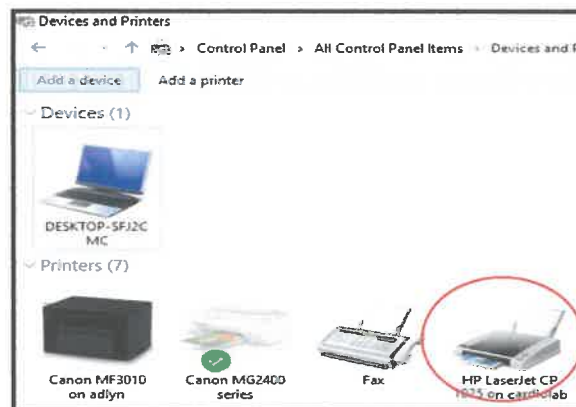
Figure 3.35 show the installation is successful

3.1.5 NETWORK

3.1.5.1 IP Config

One of the pc at the counter of Emergency & Trauma Unit (E&T) having a problem which is the internet icon on the desktop show no internet access but the computer is connected to the network. In order to know the cause of this problem, the trainee needs to find out first and then solving the problem. To find the problem, below are the step that the trainee need to solve no internet connection on computer;

1) First the trainee searching "CMD" on searching window and Command Prompt will appear.
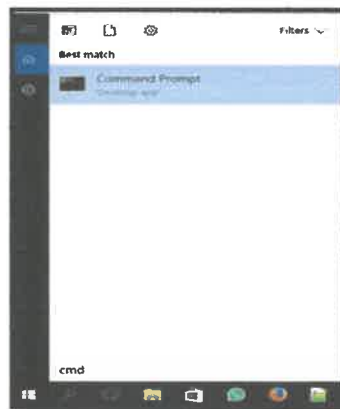
Figure 3.36 Command prompt

2) The trainee click "Command Prompt" and the box are shown as below. Then type "ipconfig".

Figure 3.37 ipconfig

3)   After the trainee searching the "ipconfig", it will show the IP address, subnet mask and default gateway. These three element will be used for fixing this problem.

Figure 3.38 ipconfig information

4)   After that, the trainee type "ipconfig /all" to find out the DNS Network.

Figure 3.39 ipconfig/all

5) Next by using search window, the trainee type "Network and Sharing Center" and she click "change adapter settings"and it will show like this. Right click the wi-fi and click "Disable".
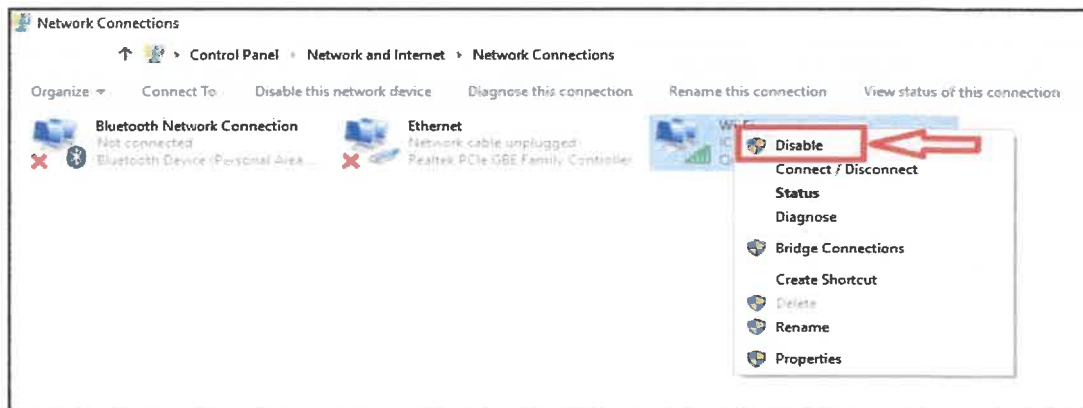
Figure 3.40 shows network connection interface

6) When the trainee click "Disable", automatically the internet is not available. Do right click again and click "Properties".
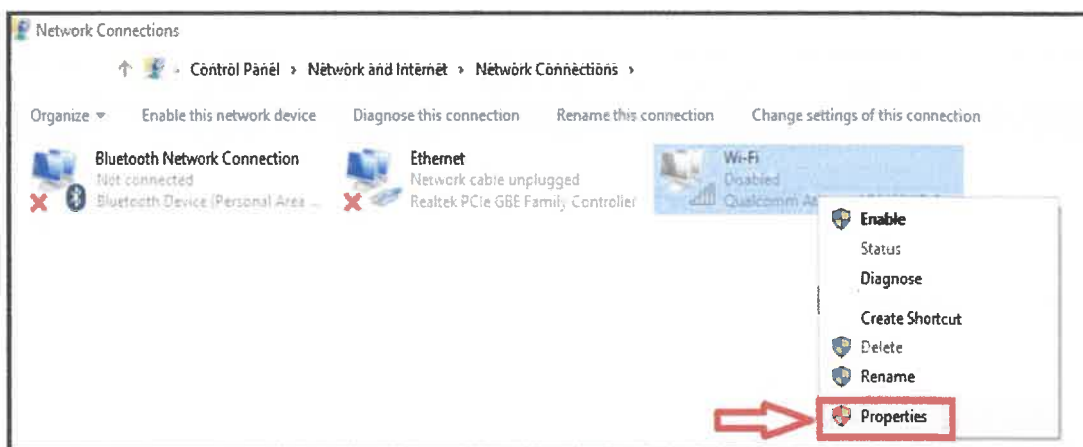
Figure 3.41 click properties

7)   After the trainee clicking the "Properties", the Wi-Fi properties box will appear and click "Internet Protocol Version 4 (TCP/IPV4)". Then, click button "Properties".
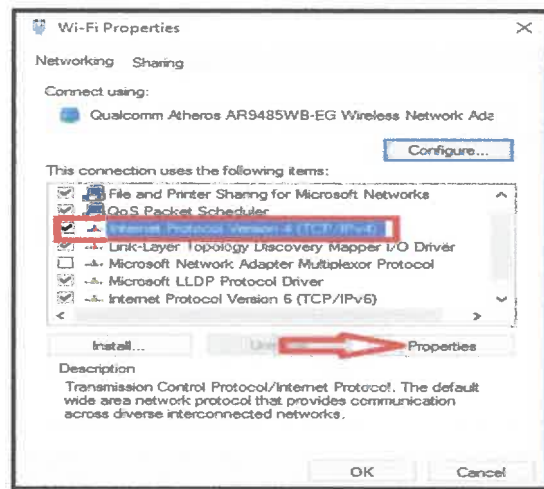
Figure 3.42 Wi-Fi properties

8)   It will show the Internet Protocol Version 4 (TCP/IPV4) properties box. Then, the trainee tick "use the following IP address". After that, fill in the blank box including IP address, subnet mask, default getaway, preferred DNS server and alternate DNS server. Finally, click button "OK" to finish the last step.
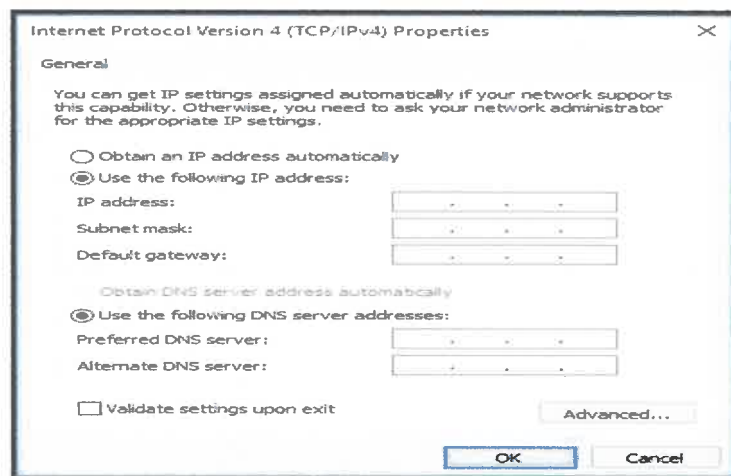
Figure 3.43 show IPV4 box properties

3.1.5.2 UNIDENTIFIED NETWORK

The trainee got a task which is need to configure the network problems and the network icon show status "Unidentified Network, No Internet Access".

Figure 3.44 shows the network icon shows sign of connection problem

If this happens, the trainee type ipconfig /release and it'll "release" the adapter from the network; when lose network connection, and the IP address. Then type ipconfig /renew, it'll go out to the network and request an IP address. Most networks are DHCP, which stands for dynamic host configuration protocol. This means that the PC will request of the network, the correct configuration in order to access the IP network. Most home networks are setup in this way, so a release and renew can often times correct a PC that is not connecting to the network.

Figure 3.45 show how trainee release using ipconfig /release

Figure 3.46 shows how trainee renew using ipconfig /renew

3.1.6 INSERT DATA INTO SYSTEM

3.1.6.1 E-mail Form

For this task, the trainee was assign to use register the new email for the staff that newly registered in HTM. The trainee use 1GovUc portal to login and register 1GovUC email for the new staff. 1GovUC be implemented as a cost savings through integrated collaborative communications where all the public sector in Malaysia can liasing and ensure the success of a project through communication systems offered by 1GovUC.

Figure 3.47 shows the 1GovUC portal

In this portal, the trainee will key in the information about the new staff refer to the email form that filled by them and decide the total of storage depend on grade position.
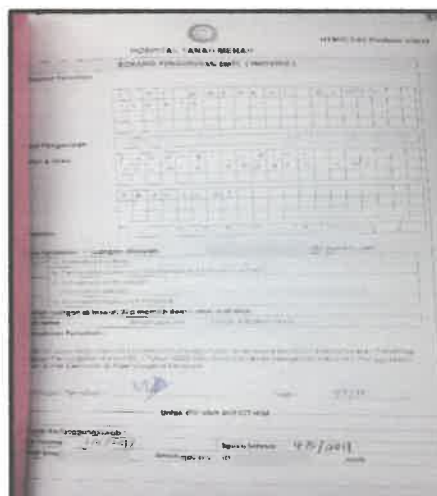
Figure 3.48 shows the email form from the HTM staff

3.1.6.2 Checking the Active/Inactive Status of the Staff Nurse and Medical Officer

During the industrial practical session, the internship student need to check active and inactive status of staff nurse using Pharmacy Information System (PHIS). The reason why the internship student checking active and inactive status is the ICT staff need to know either the staff nurse is still working at HTM or not. PHIS is a system for medical staff which include nurses and doctors to key in the patient's information and the medicine take by the patients and also for change the department location.

Figure 3.49 shows the portal of Pharmacy Information System (PHIS)

After the student login to PHIS, the interface of PHIS will show like below. The student need to find active and inactive user by inserting using username and specified position to easy for the student find the active and inactive user.
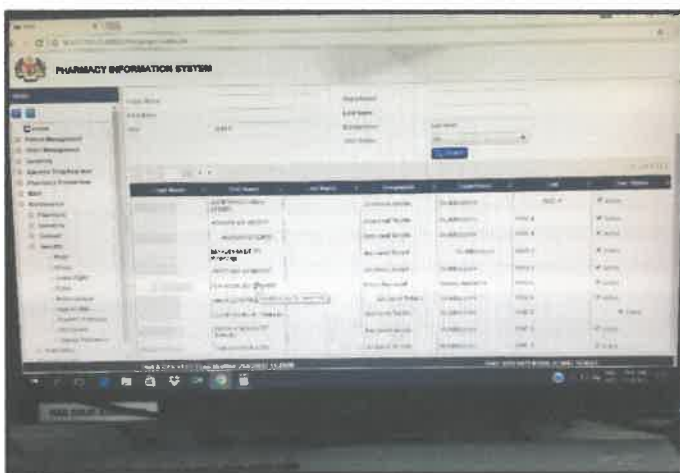
Figure 3.50 show the content of staff information

Figure 3.51 show the PHIS form

3.1.7 OTHER TASKS

3.1.7.1 BORROWING LCD PROJECTOR AND LAPTOP

The daily task that usually do by the trainee is fill in the form of borrowing projector and laptop, then verify that all information is included in this form. Staff that usually borrowing these electronic equipment are office staff, doctors and nurses. The purpose of the borrowing was for presentation and going to training courses if needed. The trainee must check the equipment that installed together with the laptop and LCD projector like VGA cable, power cable, adapter and external mouse.

Figure 3.52 shows the form that filled by the staff to borrowing the ICT equipment

Figure 3.53 shows the record of borrowing LCD Projector

Figure 3.54 shows the record of borrowing laptop

3.1.7.2 CHANGING BACKUP TAPE

The trainee also do a daily task which is the trainee need to change backup tape from the servers. The function of backup tape is the practice of periodically copying data from a primary storage device to a tape cartridge so the data can be recovered if there is a hard disk crash or failure. Tape backups can be done manually or be programmed to happen automatically with appropriate software. This backup tape one of the best options for fixing an unstructured data backup problem because of its inexpensive operational and ownership cost, capacity and speed. Magnetic tape is especially attractive in an era of massive data growth. This backup tape need to change every day which is the backup tape will be label five days of the week include Sunday, Monday, Tuesday, Wednesday and Thursday.

Figure 3.55 show the trainee changing backup tape

3.1.7.3 KEY IN DATA ABOUT CUSTOMER SURVEY SATISFACTION USING (SPSS)

The trainee got a task which is she need to key in data about customer survey satisfaction which has distributed to each unit to be filled by staff in HTM. This survey been distributed to staff for collecting any comments or complaint that will change the HTM services. The trainee use SPSS software to collecting data refer to customer survey satisfaction.
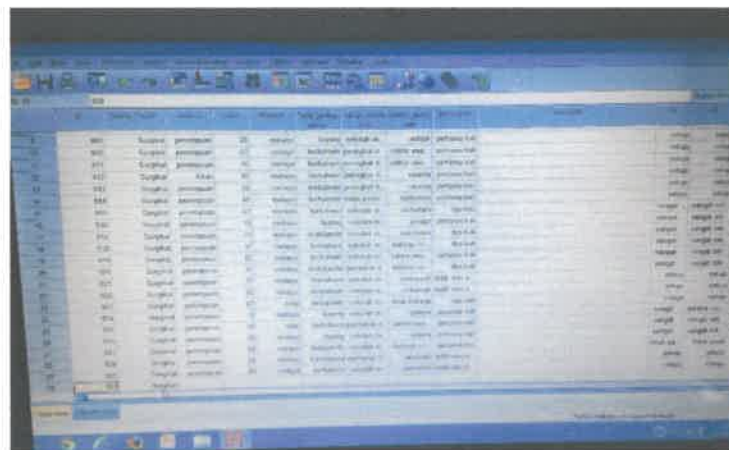
Figure 3.57 shows the data was key in by the trainee
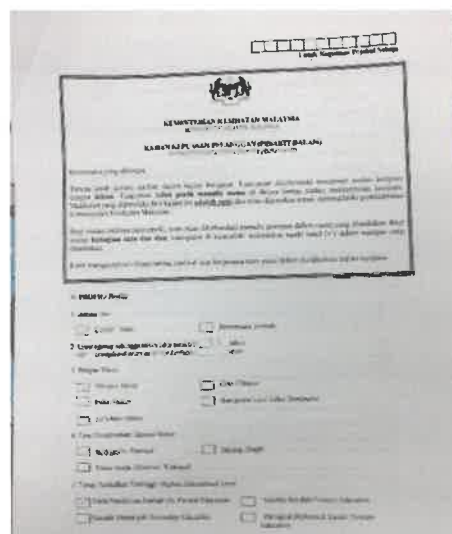
Figure 3.58 shows the customer satisfaction survey

3.2 SPECIAL PROJECT

For this special project, the trainee are using Xampp as the main software to running the system. Xampp is a local web server which helps programmer to make the web application at any system and run at the browser at local environment at user's local machine. In user's local machine would need to use specially Apache server and MySQL.

Figure 3.59 Xampp logo

1. To install Xampp, firstly download Xampp software on it official website and go to https://www.apachefriends.org/index.html. Then after finishing download, click running Xampp software.
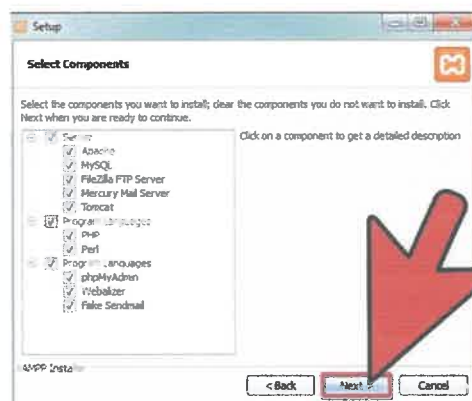
Figure 3.60 Xampp software wasrunning

2. A command will open and offer an initial installation prompt. Just hit the Enter key, and accept the default settings. To simplify installation, just hit ENTER when prompted on the command line. You can always change settings, by editing the configuration files later.

Figure 3.61 Finishin install Xampp

3. When the installation is complete, exit the command window by typing x on the command line and open Xampp software.
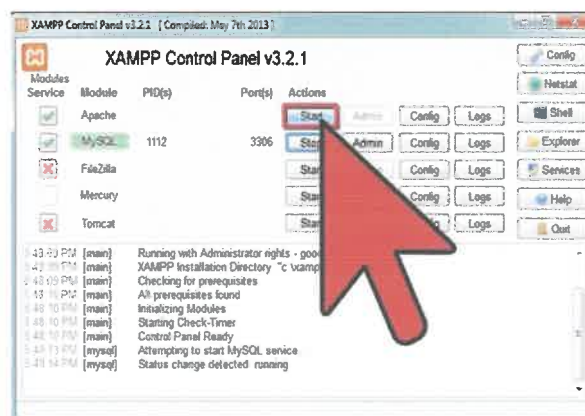
Figure 3.62 click start Xampp

4. Start the Apache and MySQL components. This can also start the other components, if users plan to use them.

3.2.1 OVERVIEW SYSTEM ("Sistem Pendaftaran Kursus")

The aim of this project is to develop a new system that has not existed yet in Hospital Tanah Merah (HTM). Then, in order to create a new system to the people, the trainee decided to choose the title of her system is "Sistem Pendaftaran Kursus" (e-Kursus). The trainee has chooses this topic because, in each time of the seminar program was held, the staff in HTM need to register their name using manual which is either using a form or give their name to the

employee in the ICT Unit. This is because the manual version needed the employee who handle the registration to fill in the form by themselves. Therefore, with the existing this system, it will facilitate the staff to register their attendance seminar by their own using the system and no need go to ICT unit again. Besides, they also no need to call the employee in charge to register the attendance seminar.

3.2.2 OBJECTIVES SYSTEM

     i.   To enables user register the training course through online that provided at the Hospital Tanah Merah (HTM).

    ii.   To facilitate the users able to register without going to ICT Unit and can register anytime anywhere.

    iii.   To saving the cost of money to printout the registration form and the ICT staff no need to do manual version.

    iv.   To increases the speed in services and user satisfaction.

3.2.3 PROBLEM STATEMENT

According to the staffs in HTM, the problem that had been identified often arises due to manual version. This is because the staffs who want to participate in training courses held by ICT Unit need go there to register their names and sometimes they need to call the ICT staff by giving his/her name to them. Besides that, the certain staff complain that they did not get any information about training course was not held. Because of lack of notice, the staff not able to get latest news in ICT Unit. . In this work, the trainee propose a "Sistem Pendaftaran Kursus" (e-Kursus). the staff in HTM to register participation. e-Kursus is a system of which the core objectives are for online registration. This system enables users to make an online. Not only does this system benefit the users but the organizers themselves benefit through cost savings on form printing.

3.2.4 SCOPE OF PROJECT

The main aim for this project is to simplify and improve the efficiency of the registration for both user and organization. They need to minimize the manual registration that deals with money and many users. This project also will ensure that data accuracy and security during registration process. Users will also be able to view the type of training course will be hold and the day of the program.

3.2.5 TARGET USERS

The target users for this project are basically for the staff in HTM which is targeted to the ICT Unit. By using this system, both of these no need to think too much for handling these entire problems. Besides, if e-Kursus been use, the staff that in charges of register no need to fill in the form by using manually. So that, it can be settle down all of them easily without any missed or redundant works happened. While for the staff, which are they want to register online, they will use this system to search the availability of training course.

3.2.6 BENEFITS OF THE SYSTEM

i. **Saving paper**

By using this system, the HTM staff will be just click register the training course through online only on their fingertips.

ii. **Reduce time and energy.**

By surfing the e-Kursus, the users does no need to come themselves to ICT Unit to register using form.

iii. **Cost reduction**

E-Kursus also can reduce cost. Then, by installing the e-Kursus, the users are no need to come two times just to register their participation.

3.2.7 TOOLS USE FOR DEVELOPMENT

To develop the e-Kursus, the trainee has been choosing the suitable software or tools to make the systems being more attractive beside the other system. Below are the software or application that are suitable for the trainee to create the system.

i. **MySQL**

SQL or Structured Query Language is a standardized query language, which is used to access information from a database. The request for information which is written in SQL is called a query. It was initially designed by the IBM in 1975s, and later introduced in the commercial market by Oracle Corporation. SQL utilizes distributed databases, which means that the databases are spread over several machines. That is why it is gradually gaining popularity among LAN network users. MySQL is a Relational Database Management System which is used to provide access to multiple databases for multiple users, as the situation requires. Some basic functions of MySQL are connect function, repair table and optimize table, and so on.

ii. **PHP**

PHP is a server-side scripting language designed primarily for web development but also used as a general-purpose programming language. PHP code may be embedded into HTML or HTML5 markup, or it can be used in combination with various web template systems, web content management systems and web frameworks. PHP code is usually processed by a PHP interpreter implemented as a module in the web server or as a Common Gateway Interface (CGI) executable. The web server software combines the results of the interpreted and executed PHP code, which may be any type of data, including images, with the generated web page. PHP code may also be executed with a command-line interface (CLI) and can be used to implement standalone graphical applications.

iii. **XAMPP**

XAMPP is an open source cross-platform web server solution stack package developed by Apache Friends, consisting mainly of the Apache HTTP Server, MariaDB database, and interpreters for scripts written in the PHP and Perl programming languages. XAMPP stands for Cross-Platform (X), Apache (A), MariaDB (M), PHP (P) and Perl (P). It is a simple, lightweight Apache distribution that makes it extremely easy for developers to create a local web server for testing and deployment purposes. Everything needed to set up a web server – server application (Apache), database (MariaDB), and scripting language (PHP). XAMPP is also cross-platform, which means it works equally well on Linux, Mac and Windows. Since most actual web server deployments use the same components as XAMPP, it makes transitioning from a local test server to a live server extremely easy as well.

iv. **Notepad++**

Notepad++ is a text editor and source code editor for use with Microsoft Windows. It supports tabbed editing, which allows working with multiple open files in a single window. The project's name comes from the C increment operator. Based on the powerful editing component Scintilla, Notepad++ is written in C++ and uses pure Win32 API and STL which ensures a higher execution speed and smaller program size. By optimizing as many routines as possible without losing user friendliness, Notepad++ is trying to reduce the world carbon dioxide emissions. When using less CPU power, the PC can throttle down and reduce power consumption, resulting in a greener environment.

3.2.7 PROJECT PLANNING

Based on the planning phase of the project, below shows that the table of overviewing of our project planning.

Table 3.1: Overview of Project Planning.

Project Title	"Sistem Pendaftaran Seminar" (e-Kursus)
Prepared By	Farhah Binti Mohammad Nasir
Date	4 April 2017
PROJECT JUSTIFICATION	Encik Mohammad Zakie has delighted the task to the trainee to have a system that can manage the management of registeration for ICT Unit to make the registration session to be easy to monitored and overcome the problem happen before.
PRODUCT DESCRIPTION	The system that will be developed by the trainee is based on web as nowadays the technology is on people fingertips. The web and will sync into the same database. This feature of system is easy for user using it online
PROJECT OBJECTIVES	The objectives for this project to enable HTM staff to place the registration at everywhere and anytime they want and also to enable users feel satisfied by having a visual confirmation that the placement of training course was placed correctly and others.

3.2.7.1 Baseline Project Plan

In the project planning, it must define a clear and such a discrete activities and the work needed to complete each activity. Through our Baseline Project Planning, our team members are requires to managing the resources, activities and tasks to ensure our project is successfully complete.

Table 3.2 Baseline Project Plan

Baseline Project Plan

1.0 Introduction

A) Project Overview

"Sistem Pendaftaran Seminar" is a system that provides the registration of seminar through online. It is available to all HTM Staff that want to register in order to see participate in training course at the HTM. The users just go to the website of Sistem Pendaftran Seminar and then do the registration of the seminar only through fingertips at anytime and anywhere. Moreover, "Sistem Pendaftaran Seminar" can be overcome the existing alternatives to register using form or call. Therefore, by using this new system, "Sistem Pendaftaran Seminar" can realize the HTM staff about their uses on register the training course. Through the environment by register using form, it is just waste of time where the staff need to fill in the form manually.

B) Recommendation

To create "Sistem Pendaftaran Seminar", there are many things that need to be considered where the first is the uses of system are not proactive. This is because the trainee need to explore more details about some of the software and tools that should be most useful to this project.

2.0 Feasibility Assessment

A) Economic Analysis

The total budget of 'Sistem Pendaftaran Seminar" is zero. This kind of total is due to the software that has been used by the trainee in creating the "Sistem Pendaftaran Seminar".

B) Technical Analysis

The trainee is able to explore more details about the Microsoft project, PhP and MySQL software to create an attractive system to the user. It is to ensure the satisfaction of the user to use it in order to help them register the training course easily.

C) Schedule Analysis

The tasks to develop "Sistem Pendaftaran Seminar" are taking three to four weeks to do an analysis project. Then, each of the tasks has been completely complete due to the dateline that has taken.

D) Operational Analysis

The trainee do the operations based on the searching the information about the scope, target users, objective and types of the tools needed in do the project.

E) Legal Analysis

The trainee do the construction on a new system called "Sistem Pendaftaran Seminar"to ensures the creativity of system are needed.

F) Political Analysis

Each of the stakeholders are taking their responsibilities in planning, executing, monitoring, designing and others due to the task given to make sure the project are going smooth.

3.0 Management Issues

A) Team Configuration and Management

The trainee do each duty that has been given on time due to the dateline. Responsibilities on the task given are successfully fulfill. The are assist in do the documentation and critical thinking.

B) Team Management Risk

The team develops or selects the right solution, based on program needs and priorities. The "Sistem Pendaftaran Seminar" is then tested in a small-scale pilot to measure outcomes, impacts, and costs, and to identify potential improvements.

First step in starting the project, the trainee was found out the deliverables of the project. Below are given the System Service Request (SSR) for "Sistem Pendaftaran Seminar" project:

Figure 3.3: System Service Request for e-Kursus

<div style="border:1px solid black">

System Service Request

REQUESTED BY : Farhah Binti Mohammad Nasir   DATE: 5th May 2017

DEPARTMENT : Information and Communication Technology (ICT) Unit,

LOCATION : HOSPITAL TANAH MERAH (HTM)

TYPE OF REQUEST: URGENCY:

(X) New System   ( ) Immediate-Operation are impaired

( ) System Enhancement   ( ) Problem exist but can run

( ) System Error Correction   (X) New system installed when business loss

PROBLEM STATEMENT:

According to the staffs in HTM, the problem that had been identified often arises due to manual version. This is because the staffs who want to participate in training courses held by ICT Unit need go there to register their names and sometimes they need to call the ICT staff by giving his/her name to them. Besides that, the certain staff complain that they did not get any information about training course was not held. Because of lack of notice, the staff not able to get latest news in ICT Unit. . In this work, the trainee propose a Training Course Registration System the staff in HTM to register participation. Training Course Registration System is a system of which the core objectives are for online registration. This system enables users to make an online. Not only does this system benefit the users but the organizers themselves benefit through cost savings on form printing.

</div>

SERVICE REQUEST:

I request a thorough analysis for the current operations with the intense to design and build a completely the new system that called "Sistem Pendaftaran Seminar". This system is handled all the support display.

IS LIAISON: Farhah bt Mohammad Nasir (Phone: 013-9303904 Email:farhah42@yahoo.com)
SPONSOR   : Encik Mohammad Zakie Bin Shafie (IT Officer)

------------------- TO BE COMPLETED BY SYSTEM PRIORITY BOARD---------------------

[   ] Request approved   Assigned to : _____

[   ]   Recommend Revision   Start Date : _____

[   ] Suggest User Development

[   ] Reject for Reason _____

_____

Table 3.4: Project Charter.

Hospital Tanah Merah	Prepared: 5th May 2017
Project Charter	

Project Name	: "Sistem Pendaftaran Kursus"
IT Officer	: Encik Mohammad Zakie Bin Shafie

User	: HTM Staff
Project Start / End : 5/3/2017 – 30/6/2017	

Project Overview

This project will be develop a new system of the registration seminar. The system of the new system is "Sistem Pendaftaran Kursus" where its functions are to help the HTM staff register the training course through online. The purpose of this project is to automate the users in buying the ticket on fingertip, to save the budget of paper to print out the information, and to save employee time.

Objectives

- ✓ To enables user register the training course through online that provided at the Hospital Tanah Merah (HTM).
- ✓ To facilitate the users able to register without going to ICT Unit and can register anytime anywhere.
- ✓ To saving the cost of money to printout the registration form and the ICT staff no need to do manual version.

Key Assumptions

1) System will be access by fingertips at any time anywhere.
2) Interface provides user needs.
3) System can able at the Web Browser.

Stakeholders and Responsibilities

Stakeholders	Role	Responsibility	Signatures
Farhah	Internship Student	Evaluate procedures, processes	

3.2.7.2 Feasibility Assessment

Then, after done sending a system service request, the trainee are go through to do a feasibility studies. The trainee choose to do a feasibility study because through that study, which can determines the proposed information systems to make sense for the organization from an economic and operational standpoint. Below are the components that the trainee in completing the project planning through feasibility studies:

3.2.7.2.1 Economic Analysis

Economic feasibility purpose is to identify the financial benefits and cost that associated with the development project. In this project, economic feasibility is referring to a process of identifying the financial and costs that associated with a development project.

i. **Problem statement**

The management still use manual which is register the training course using form through ICT Unit and it is create a problem among HTM staff while registration.

ii. **Step to prevent this problem**

The trainee decide to create a system that known as "Sistem Pendaftaran Kursus" for users to give convenience for them in order to register online the placement for training course. This system will ease for them to register through online and no need to go ICT Unit to get the register form.

iii. **Benefits from creating "Sistem Pendaftaran Kursus"**

- By using this system, the HTM staff will be just click register the training course through online only on their fingertips.
- By surfing the Training Course Registration System the users does no need to come themselves to ICT Unit to register using form.
- Training Course Registration System also can reduce cost. Then, by installing the Training Course Registration System, the users are no need to come two times just to register their participation.

3.2.7.2.1.1 Determining Project Benefits

i.   Intangible Benefits

Table 3.5: Intangible benefits for "Sistem Pendaftaran Seminar"

More timely information
Improved organizational planning
Increase organizational flexibility
Ability to investigate more alternatives
Improve processing efficiency
More confidence in decision quality
Faster decision making

3.2.7.2.2 Assessing Technical Analysis

Technical feasibility is a process of assessing the development organization's ability to conduct a proposed system. In this project, this analysis be include in the assessment of the development group's understanding of the possible target hardware, software and operating environment so that it can be used, as well as system size, complexity and group experience with similar system. All projects have a risk and the risk is not necessarily something to avoid. This project also has a risk. A risk need to be managed in order to minimized this element if we want to develop our project. Below show the risk that face by the trainee in order to implement the system.

i.   Project Structure

The trainee need to change from the old to new technology for easier user to register the training course. Sometimes, it is hard for the trainee to change from the old to new technology. Also, the trainee need to analyze the user perception in order to introduce new technology for them. This important to know the reactions from them in order implementing new system, because a few of them might be disagree with the implementation system for online registration.

ii.   **User Group**

The project is less risky when the user group familiar with the system development process rather than if the user group are not familiar with them. Users that not familiar with the using similar system is more likely not understand what they need for their involvement. The trainee must to make sure that users must know how to use the application for having an active involvement.

3.2.7.2.3 Assessing Operational Analysis

In accessing the operational about this project, the trainee always checking up what is the something new that need to be improve for "Sistem Pendaftaran Seminar" besides its functionality is just providing the registration through online. Moreover, the "Sistem Pendaftaran Seminar" are able to be the best system ever to all the HTM staff in order to register the training course attendant.

3.2.7.2.4 Assessing Legal and Contractual Analysis

Regarding to creating a new system to the ICT Unit, the trainee already does a System Service Request to request permission from them. After that permissions are accepted, the trainee can be considered project successfully.

3.2.7.2.5 Assessing Political Analysis

The trainee is taking the responsibilities in doing the task based on the schedules set up. Each of the tasks has been already give a dateline to completing the task.

3.2.7.2.6 Assessing Schedule, Timeline and Resource Analysis

All potential time frames and completion date schedule can be met and that meeting these dates will be sufficient for dealing with the needs of the organization.

i. **Representing Project Plan**

	ⓘ	Task Mode	Task Name	Duration	Start	Finish	Predecessors
1			⁻ Planning	9 days	Sun 12-02-17	Wed 22-02-17	
2			Discussing with the supervisor	1 day	Sun 12-02-17	Sun 12-02-17	
3			Information gathering	1 day	Mon 13-02-17	Mon 13-02-17	2
4			Identify organization problem	1 day	Tue 14-02-17	Tue 14-02-17	3
5			Idenify scope of project	1 day	Wed 15-02-17	Wed 15-02-17	4
6			Identify user target	1 day	Thu 16-02-17	Thu 16-02-17	5
7			Create an objective	1 day	Fri 17-02-17	Fri 17-02-17	6
8			Identify tools use for development	2 days	Mon 20-02-17	Tue 21-02-17	7
9			Create a project planning	1 day	Wed 22-02-17	Wed 22-02-17	8
10			⁻ Analysis	15 days	Thu 23-02-17	Fri 10-03-17	1
11			Analyze an existing system	6 days	Thu 23-02-17	Tue 28-02-17	
12			Discusse a system proposal	4 days	Wed 01-03-17	Sun 05-03-17	
13			Illustrated using context diagram and DFD	4 days	Mon 06-03-17	Thu 09-03-17	11
14			⁻ Design	15 days	Sun 12-03-17	Thu 30-03-17	10
15			Design ERD and schema	5 days	Sun 12-03-17	Thu 16-03-17	
16			Create a data dictionary	4 days	Fri 17-03-17	Wed 22-03-17	15
17			Design on interface	5 days	Thu 23-03-17	Wed 29-03-17	16
18			⁻ Implementation	48 days	Thu 30-03-17	Fri 02-06-17	14
19			Coding the system	30 days	Thu 30-03-17	Tue 09-05-17	
20			System testing	5 days	Tue 16-05-17	Mon 22-05-17	19
21			Install the system	5 days	Tue 23-05-17	Mon 29-05-17	20
22			Prepare user manual	4 days	Tue 30-05-17	Fri 02-06-17	20,21
23			⁻ Maintenance	20 days	Mon 05-06-17	Fri 30-06-17	18
24			Monitor the system	7 days	Mon 05-06-17	Tue 13-06-17	
25			Fix Bugs & Error	7 days	Wed 14-06-17	Thu 22-06-17	24
26			Maintain the system	6 days	Fri 23-06-17	Fri 30-06-17	24,25

Figure shows 3.63 representing project plan

ii.   **Gantt Chart**

A Gantt chart, commonly used in project management, is one of the most popular and useful ways of showing activities tasks or events displayed against time.
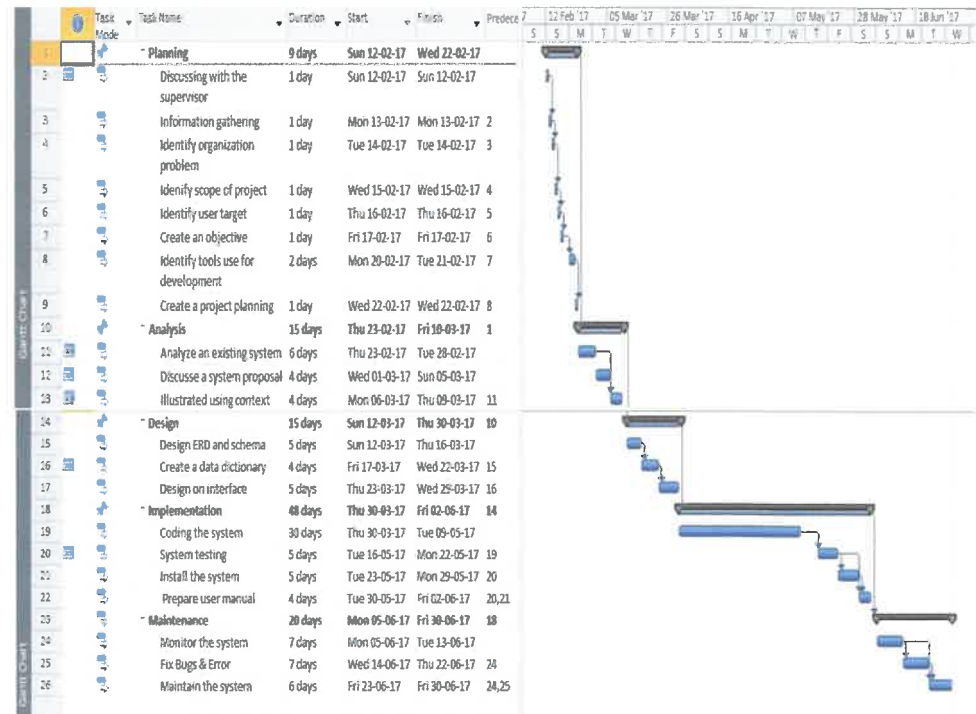
Figure 3.64 show Gantt chart for development system

On the left of the chart is a list of the activities and along the top is a suitable time scale. Each activity is represented by a bar; the position and length of the bar reflects the start date, duration and end date of the activity. This allows to see at a glance:

➢   What the various activities are

➢   When each activity begins and ends

➢   How long each activity is scheduled to last

➢   Where activities overlap with other activities, and by how much

➢   The start and end date of the whole project

Therefore, the Gantt chart will be based on work breakdown structure

iii.   Network Diagram

Network diagram is a schematic display of project schedule activities and the interdependencies between the activities consist. A Network Diagram is a graphical way to view tasks, dependencies, and the critical path of a project. Boxes or nodes represent tasks, and dependencies show up as lines that connect those boxes.
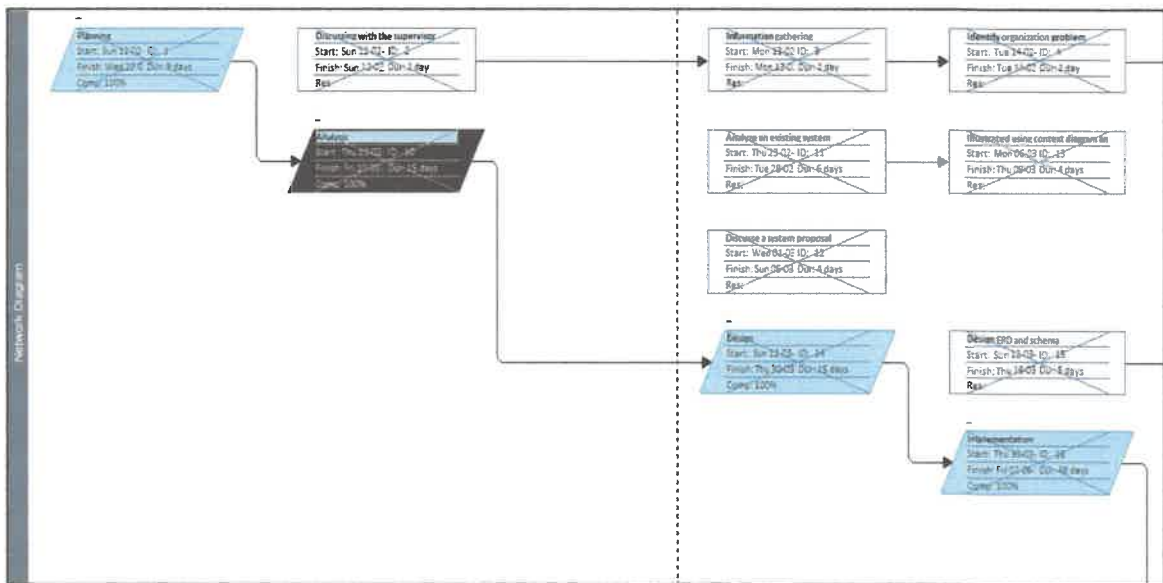
Figure 3.65 network diagram 1
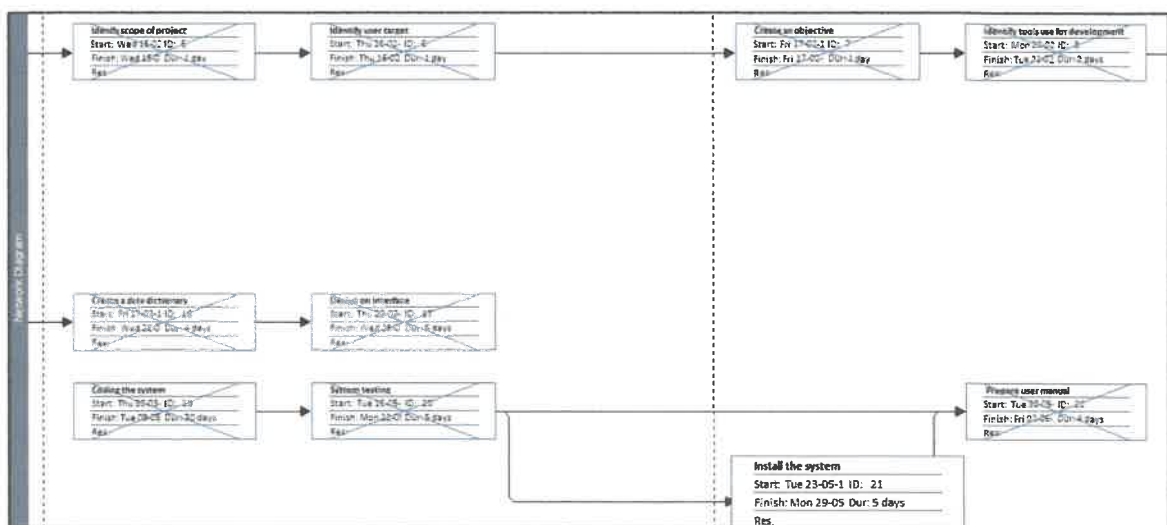
Figure 3.66 network diagram 2
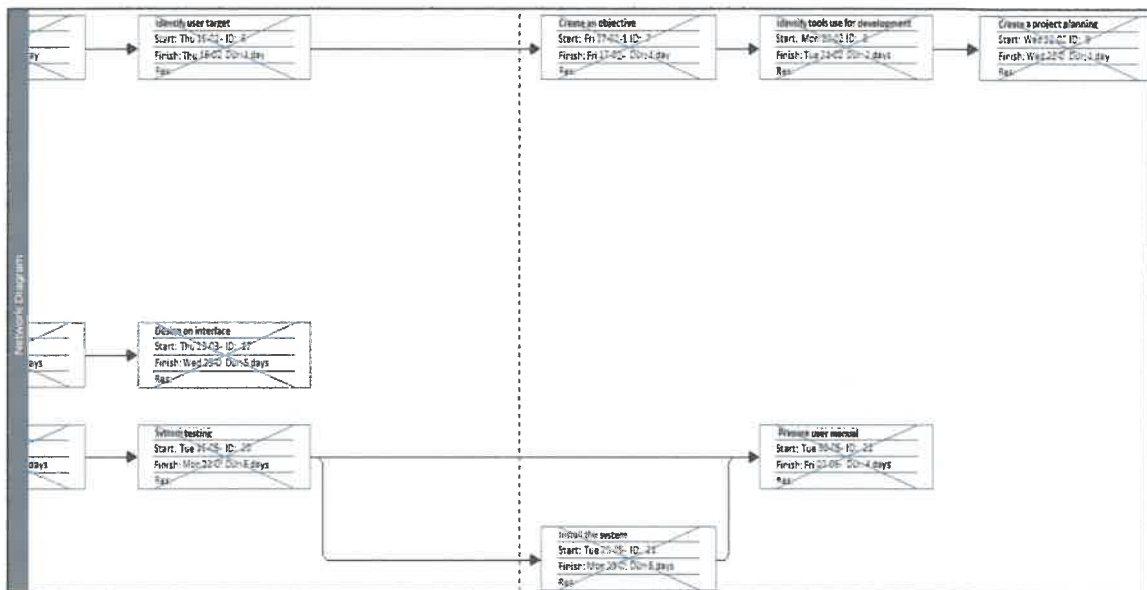
Figure 3.67 network diagram 3
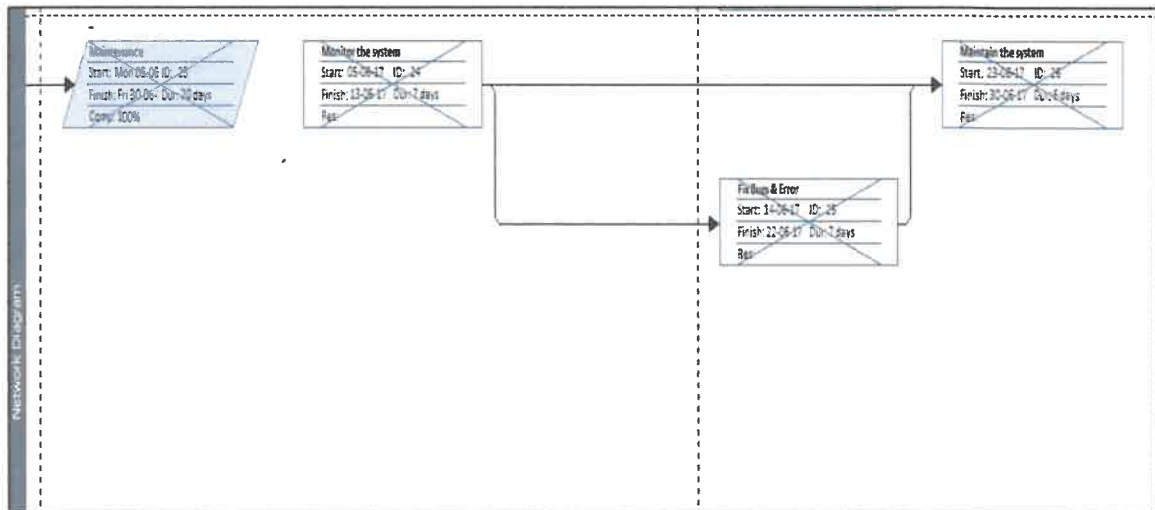
Figure 3.68 network diagram 4

3.2.7.3 Management Issues

3.2.7.3.1 Team Configuration and Management

In the team configuration and management, the trainee identify the types of people to work on the project, responsibility of each tasks and how work will prevised and reviewed.

Table 3.6 show task responsibility matrix

Project: e-Kursus		Prepared by: Farhah Mohd Nasir	Legend: P=Primary S=Support
Manager: En Mohammad Zakie		Page: 1 of 1 Resposibility Matrix	
Task ID	Task	Farhah	Farhah
A	Collect requirement	P	P
B	Build database	P	P
C	Create user documentation	P	P
D	Install system	P	P

3.2.7.3.2 Communication Plan

For the communication plan portion, the trainee explain how the user will be kept informed about project progress and what mechanism used to foster sharing ideas. In this situation, the trainee explain each elements that put on the system.

3.2.7.3.3 Project Standards and Procedures

Type of information contained on project standard and procedure portion include procedures for submitting and approving system project change requests and any other issues deemed important for the project's success.

3.2.7.3.4 Other Project Specific Topics

Other project specific is include walkthrough. Walkthrough are peer group reviews of product created during the systems development process and are widely used by professional development organizations. The trainee been analyzed by supervisor of the industrial training about system created by the trainee.

3.2.8 ANALYSIS

System analysis is that the method of gathering and technique that decomposes a system into its part items for the aim of the learning and structuring.. The system that was created is named "Sistem Pendaftaran Kursus". The system is employed by client users for getting purpose like register the training course for their needed. The system analysis is also the a part of the systems development life-cycle during which it verify however the present data system functions and assess what users would really like to visualize in a very new system. Besides, gathering this data is named demand determinations.

3.2.8.1 Determining Systems Requirement

3.2.8.1.1 Requirements Collected From Conversation / Observation

From trainee observation, the HTM staff having difficult register through manual version. Several staff complain that they did not have a chance to attend the training course due to lack of time to go ICT Unit register their name. They do not have a time because they are busy with their schedule. The trainee also told them, if the system is built would they agree with the suggestion? The staff are excited to have this system in HTM. Besides that, the trainee also ask the supervisor of the industrial training what elements need to add in the system. The elements include register account and training course.

3.2.8.1.2 Requirements Collected From Written Information

The trainee also collected from written information which is include about the system requirement. The trainee refer many sources to help in completing the system that need to be built. The written information include the requirement in guidelines and also from the supervisor company.

3.2.8.1.3 Listing / Summary of requirements

For requirement determination, the traditional sources of information include observation, useful documentation and procedure. Often the trainee use many sources to gather perspectives on the adequacy and requirement of the system. Each information have its advantages and disadvantages. Selecting methods is depend on the need for rich and potential audience from trainee collected.

3.2.8.2 Structuring Systems requirement: Logic Modeling

3.2.8.2.1 Decision Table

Decision table is a diagram of process logic, where the logic is reasonably complicated. All of the possible choices and the conditions the choices depends on are represented in tabular form.

Table 3.7 show decision tree

	Condition/Courses of Action	Rules	
		1	2
Action Stubs	Employee type	L	R
	Unit type	R	L
Condition Stubs	Register account		
	User login		X
	Admin login		
	Register course	X	

3.2.8.3 Structuring Systems requirement: Conceptual Data Modeling

3.2.8.3.1 Entity Relationship Diagram (ERD)

Figure 3.71 show ERD of the system

3.2.9 DESIGN

3.2.9.1 DATABASE

3.2.9.1.1 Data Dictionary

A data dictionary is a file or a set of files that contains a database's metadata. The data dictionary contains records about other objects in the database, such as data ownership, data relationships to other objects, and other data. The data dictionary is a crucial component of any relational database. Ironically, because of its importance, it is invisible to most database users. Typically, only database administrators interact with the data dictionary.

i. **Admin data dictionary**

Column	Type	Null	Default	Links to	Comments	MIME
user_id *(Primary)*	int(11)	No			user ID	
Email	varchar(60)	No			Email Admin	
Password	varchar(255)	No			Admin Password	

INDEX

Keyname	Type	Unique	Packed	Column	Cardinality	Collation	Null	Comment
PRIMARY	BTREE	Yes	No	user_id	0	A	No	
Email	BTREE	Yes	No	email	0	A	No	

ii. **"Kursus" data dictionary**

Column	Type	Null	Default	Links to	Comments	MIME
user_id *(Primary)*	int(11)	No			"Kursus" ID	
Name	varchar(60)	No			Full Name	
Icnumber	varchar(60)	No			User IC Number	
Email	varchar(60)	No			User Email	
Position	varchar(60)	No			User's position e.g: Doctor	
Unit	varchar(60)	No			Unit e.g "ICT Unit"	
Seminar	varchar(60)	No			Type of seminar (kursus)	

INDEX

Keyname	Type	Unique	Packed	Column	Cardinality	Collation	Null	Comment
PRIMARY	BTREE	Yes	No	user_id	0	A	No	
Email	BTREE	Yes	No	Email	0	A	No	

iii.   Data dictionary for tbl_user

Column	Type	Null	Default	Links to	Comments	MIME
user_id *(Primary)*	int(11)	No				
Username	varchar(60)	No				
Email	varchar(60)	No				
Password	varchar(255)	No				

INDEX

Keyname	Type	Unique	Packed	Column	Cardinality	Collation	Null	Comment
PRIMARY	BTREE	Yes	No	user_id	2	A	No	
Email	BTREE	Yes	No	Email	2	A	No	

3.2.9.1.2 Data Dictionary Based on Data Flow Diagram (DFD)

Table 3.8 Data dictionary based on DFD

Source / Sink	Description
User	Contains all the information about the people that register the online training course
Organizational Unit	Contains all the information about the admin.
Data Flow	**Description**
Registration	User register the form.
Reservation	User successful register
Confirmation	Ask user approval
Status	Availability of placement
Recorded	User's data captured and send to admin

3.2.9.2 INTERFACE DESIGN

During the designing the interface, the system will be designed by the trainee to become a user friendly system. The user friendly and attractive and interactive interfaces design helps to achieve this by enabling users. It also helps to easily the users in browse through register training course with just a few clicks. Besides, it also allows the admin to quickly go through the registration details as the user requested during online registration. The system will be simple to use. There are provides three activities within the design phase which are a system input, output and dialog box. Data is considered the vital part in this system. It is necessary to study all the system elements before operating it

3.2.9.2.1 Input

i.   Homepage is about mainpage of "Sistem Pendaftaran Kursus" (e-Kursus)

Figure 3.72 show the homepage of "Sistem Pendaftaran Kursus" (e-Kursus)

ii. About us page is describe about whats the function of e-Kursus system.
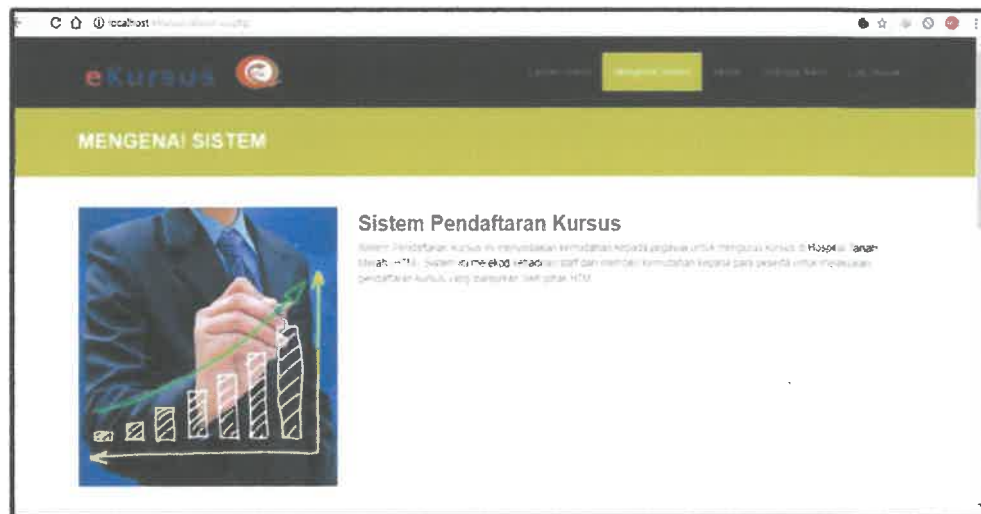
Figure 3.73 show the about page

iii. This page is describe about program that already done by ICT Unit.

Figure 3.74 show the activities page

iv. This page is about listing contact that users can refer when they need have any question about training course
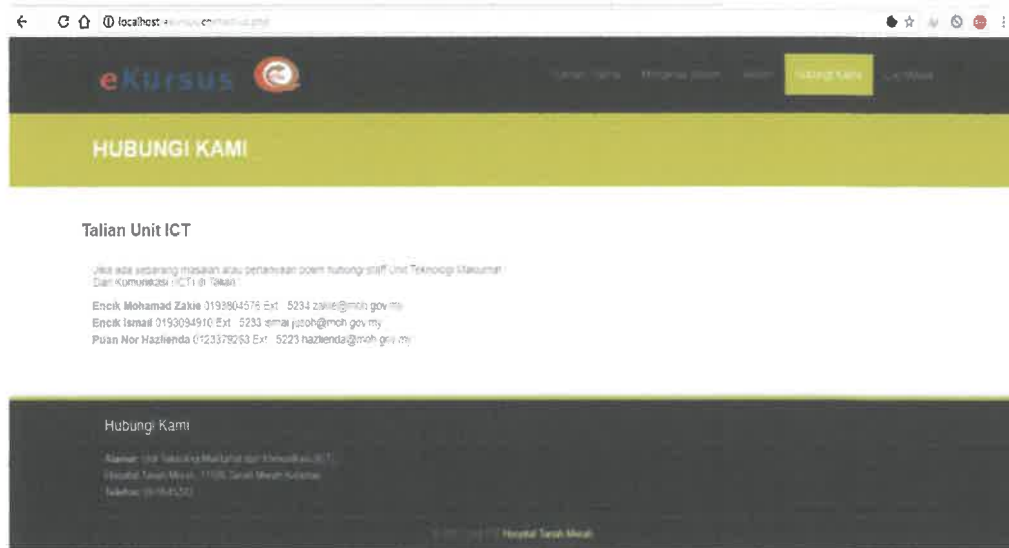
Figure 3.74 show contact page

v. User can login to "Log Masuk" if they already register the account. There also provide button "Daftar Masuk" and Admin.
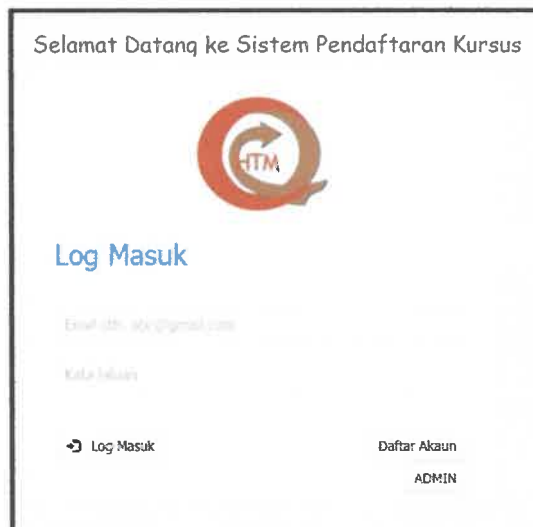
Figure 3.75 show the portal of "Sistem Pendaftaran Kursus" (e-Kursus)

vi.   For those users do not have account, they can register new account by inserting username (user's name), email and password.

Figure 3.76 show for register account

vii.   Admin login page is only for admin use to see the list of user's registration.

Figure 3.77 show admin login page

3.2.9.2.2 Output

Figure 3.78 Output

3.2.9.2.3 Dialog Box

A dialog box will appear when users successful register the training course
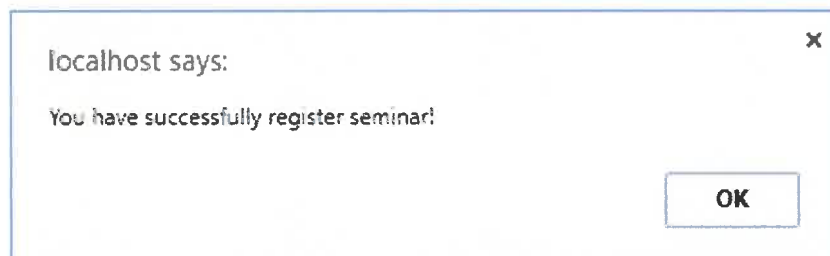

Figure 3.80 show dialog box

3.2.10 IMPLEMENTATION & MAINTENANCE

3.2.10.1 IMPLEMENTATION

During the systems implementation phase, the new system was made. whether or not the developers used structured analysis or O-O strategies, the procedure was an equivalent during which the system was written, tested, documented and put in. At the conclusion of this phase, the system was prepared to be used. Final preparations embody changing information to the new system's files, training users and performing the particular transition to the new system.

1) **Agile Methodology**

   For the implementation phase, so as to make the e-Kursus, the trainee decide using agile methodology that is intense communication and collaboration begin between the trainee and also the users. The target of exploitation this technique is to make the system through designing, coding and testing.

2) **System Development Tools**

   For this system, the trainee using entity-relationship diagram (ERD) to show the interaction among system entities an object.

3) **Coding**

   To implement the system, the trainee using PHP which is suitable been use in Notepad ++ which is PHP is a script language and interpreter that is freely available and used primarily on Linux Web servers. PHP stands for Hypertext Pre-processors. PHP is an alternative to Microsoft's Active Server Page (ASP) technology.

4) **Testing the system**

   After running a coding, the trainee have a tendency to have test every program to make sure its functions properly. The primary step to testing the system is, compile the program by using CASE tool. This method will

detects either the programs shows programming error or not. If the trainee got programming error, must have a tendency to correct the error till the program executes properly.

After the trainee finishing the integration system, it need to have a tendency to had performed system testing that is involving the whole system. System tests embrace all typical process situations. Throughout a system test, we have a tendency to enter the data together with admin login and password. All process options and output are verified by users and us to make sure that the system perform properly. The method of system take a testing embrace perform final test of all system, verify that system can handle all computer file properly either valid or invalid and verify that every system parts are integrated properly and actual process handle properly.

5) **Documentation**

Every system development project is unique and will generate it's on unique documentation. Documentation helps users interact with information system.

   a) **User documentation**

   The trainee even have user documentation that consists of instructions and information to users who will interact with the system and includes user manual. The trainee have a tendency to create this to provide effective and clear user documentation and therefore have successful project

   b) **System documentation**

   During the implementation phase, the trainee have a tendency to review prior documentation to verify the system is complete, correct and up to date. Any changes created throughout the implementation process like if the trainee modified screen, have a tendency to should update the documentation.

3.2.10.2 MAINTENANCE

The system support and security phase is a vital component of total cost of ownership because ongoing maintenance expenses can determine the economic life of a system. There are two types of maintenance tasks that use by the trainee in maintenance phase which is corrective maintenance and adaptive maintenance. For the corrective maintenance, the trainee made changes by repairing defects in the design, coding, and implementation system. To avoid introducing new problems, all maintenance work requires careful analysis before making changes.

For the adaptive maintenance, the trainee involving making changes the system to evolve the function of changing business and technology's needs. The trainee then analyses, design, test and implement the enhancement. Although the procedures for two types of maintenance are alike, adaptive maintenance requires more IT department resources.

Hardware the internship student use in order to maintain the system is laptop. Laptop is been use to see the system is running out smoothly or not. Beside that the laptop also use to install software like Notepad++ and Xampp. Without the laptop, the trainee cannot running a system.

For the software, the trainee use Notepad ++ and Xampp. Xampp refer to a software stack for the Microsoft Windos operating system. Xampp running PHP, MySQL Database, Apache and Window OS. Notepad ++ use to run the coding system. When the trainee want to create a system, by using Notepad ++ as a basic text editing program and commonly use to vie or edit text files. A text file is a file type typically identified by the .txt name extension.

CHAPTER 4: CONCLUSION

4.1 Application of knowledge, skills and experience in undertaking the task (Knowledge gained)
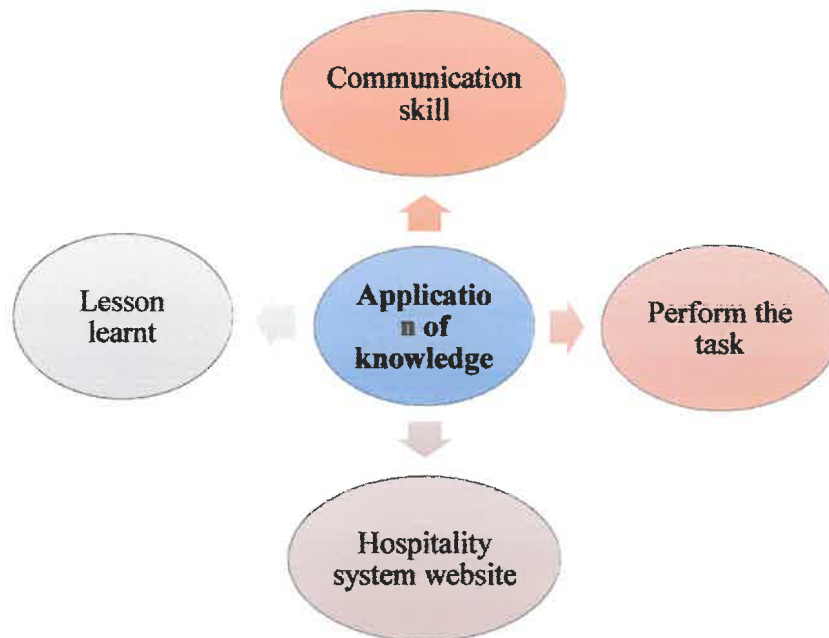
Figure 4.1 Application of knowldge

Through five months industrial training at ICT Unit in Hospital Tanah Merah, the trainee gained a lot of knowledge about information technology scope. Aligned with the objective of industrial training which is students are able to apply the knowledge gained in the class to the working environment. Faculty of information management has come out with good course outline that is useful for working environment.

ICT Unit at HTM require basic skill and theory from trainee. Since the trainee has learnt various scope of information management from diploma level until degree level, its make the trainee easier to understand the job given. The trainee improve the communication skill by use the technique problem solving which need to be apply on the task given and explain to the user about on how to fix the problem is the same problem happen. Rottenly, the trainee faced the problems with the computer, printer and network in the HTM. In order to perform the task completely, the scope of areas related about information management and information system.

Besides that, the trainee got opportunity to perform task with successfully. The trainee has learnt about technical support service and maintenance for information agencies (IMD259) in diploma level. The trainee has applied the services at the working nature from theories learnt at the faculty. The trainee has experience to settle the task given by the ICT staff. All tasks are related with Information Technology (IT) include computer problem, internet, and also printer.

Other than that, in the ICT Unit, the trainee been trusted by the staff to use the hospital system which is include Pharmacy Information System (PHIS) and 1GovUC Portal. With this opportunity, the trainee know how to checking the status active and inactive user id in PHIS system and list down the name of inactive user status to given towards the staff. The trainee also delivered information by registration the email to the staff so that the staff can use their 1GovUC email.

Furthermore, the trainee also challenge by offer to be a facilitator on training course held by ICT Unit. The training course is related about tips and tricks on using Microsoft Office that include Word, Excel and PowerPoint. This task related about lesson learnt and by perform this requirement, subjects of Information Systems Interaction and Consultant (IMS556). This subject help the trainee applied the skill and knowledge by delivering the information to the user and teach the users about the topic been discussed in the training course.

To conclude all about experience gained by the trainee, a minute at ICT Unit is a precious time to learn. It is not easy to get a free training from this unit. Knowledge gained at the faculty is adequate to make the trainee cope with the working environment.

4.2 Personal thoughts and opinion

The trainee feel that the times is fly so fast since the five months of training end quickly. The trainee felt sad to end the moment of learning at the ICT Unit. There is a lot of knowledge, skills, and experience gained as been mentioned in earlier point. In trainee's opinion, ICT Unit is one of good unit in on organization. This ICT Unit frequently alert about users problem when they having a problem about the IT scope. The trainee had learnt that, when there is a problem occurs, the trainee need to act fast as soon as possible when it related with the problems because the users need to use computer for their duty.

Other than that the trainee felt lucky because the ICT Staff gave the opportunity to the trainee to learn about the scope of job do by the staff in ICT Unit. However, it is best the trainee can learn longer in ICT Unit since all the activities are based on ICT Unit. During training, the trainee got several days to learn basic activities perform in this unit.

Besides that, the trainee also thinks that knowledge and skills provided by faculty is necessary and useful. However, some improvement can be done by the trainee when learn it from the industrial place. The trainee will lean many things that usually not been practiced on study. With the mental and physical, the trainee learn many new things in the industrial.

The trainee feels that the organization provide a lot of opportunities and supportive environment. The supervisor, the staff, and even the top management are friendly and easy to deal with the trainee. When the trainee do not understand the task, the trainee ask the ICT staff to give more explanation about that.

4.3 Lesson learnt
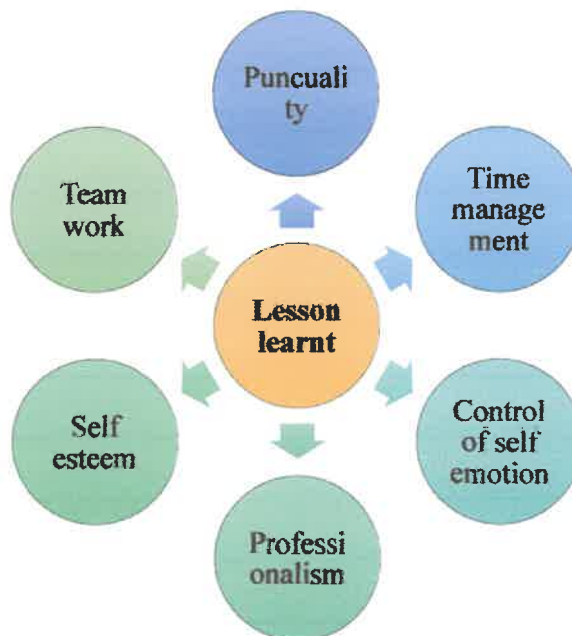
Figure 4.2 show lesson learnt

Industrial training is a medium for trainee being exposed to real nature of work. It is good for students who has none of working experience to learn about working environment. There are varieties of lesson learnt by the trainee during industrial training.

During industrial training, the trainee be more punctual compare when trainee is at the faculty. This is because the trainee fell more responsibility towards the working. Besides that, the trainee brings the image of university and the family, thus the trainee should show positive attitude during training. The trainee always tried to arrive at the ICT Unit at least 5 minute or more before 8.00 a.m. so that, the trainee have time to prepare mind and physical before starting working. This lesson learnt by trainee during the training, punctuality makes the trainee be more confident and dependable.

Other than that, the trainee has learnt about time management between tasks given and training report. In a day, trainee need to complete the task given and make notes regarding the tasks. When have a free time, the trainee wrote the report on training log book. The trainee need to divide time smoothly in order to avoid the trainee become stressful with the overloaded task. List making is one of strategy for trainee to manage time properly.

In addition, during five months at ICT Unit, the trainee learnt to control of self-emotion. For example in a situation where the ICT staff assign the trainee more tasks to do when the trainee already overloaded. The trainee learnt to control emotions with always smile and keep positive mind.

Another skill that trainee gain during industrial training is professionalism. Government institutions are common with professionalism attire and attitude. The trainee has learn a lot about professionalism especially in attire. At the faculty, the trainee is always wear casual and only wear formal attire during presentation and corporate day. Nevertheless, during training, the trainee need to looks professionalism every day by wearing proper clothes to go to the ICT unit.

The trainee has also gained self-esteem skill during training at ICT Unit. For example, creating special project for the library has built up trainee's self-esteem. Encik Mohd Zakie (IT Officer) has gave a trust to the trainee to implement the suggested projects at the library. In other words, the staff must feel a sense of personal control over their work and their activities within the work

environment. Then, they can suggest for improvement regarding their works. It also related about self-confident. Once we have a confidence in conducting something, we are able to gain self-esteem that will make the life easier.

Last but not least, the trainee gained teamwork skill through the tasks doing by trainee every day in ICT Unit. For instances, protected computer from Ransom ware attacks require trainee to have teamwork skill in order to divide the tasks given. The trainee also do the task with responsibility and able to complete the task at targeted time. Protect computer from Ransom ware attack require trainee to install the window patch, service pack and Clam Antivirus on each computer available in HTM. This is a big responsibility because the trainee need to do correctly and did not remove any software form the computer. Thus, teamwork and responsibility are connected value gained by the trainee during five month of industrial training.

4.4 Limitations and Recommendations

ICT Unit in HTM is a good ICT Unit that follow all rules provided by government policy. This ICT Unit is a growing organism that frequently upgrade their facilities and services. Nevertheless, there have some improvements that the ICT Unit can do for their users which can support the ICT Unit's mission and vision.

From the trainee's observation, the equipment provided by organization is quite limited. The trainee would like to suggest the ICT Unit need to buy additional equipment like tools for motherboard. From what the trainee analyze, the ICT staff do not buy those equipment as soon as possible when they realize that those equipment is lost in the ICT Unit.

Other than that, the trainee also realize that, there is no CCTV install in this office. The trainee can tell that, CCTV should install in office because ICT Unit have many equipment that valuable like laptop, computer cpu and also server room. With the CCTV, they can monitor all activities doing by the staff and can view the proof in CCTV when they have any incident happens. Besides, the locker for store the laptop also not secure because the locker only use key locker and do not have additional lock on that shelf.

In addition, ICT Unit also need to be enlarged because from what the trainee experienced while doing industrial training, there do not have a space to put any things in ICT Unit.

The trainee would also like to recommend that faculty may improve the courses by providing more hands-on courses so that the future students who will undergo practical training will be well-equipped will hands-on skills rather than only theories learnt in classes."

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APPENDIXES

000085   ✓=Excused

Date	Weekday	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
01/02/2017	Wednesday	HARI KERJA	0	10:20			17:07			6.40	0.07	2.20		
02/02/2017	Thursday	HARI KERJA	0	07:47			15:32			7.30	0.02			
03/02/2017	Friday	RESTDAY	0											
04/02/2017	Saturday	RESTDAY	0											
05/02/2017	Sunday	HARI KERJA	0	07:50			17:02			9.00	0.02			
06/02/2017	Monday	HARI KERJA	0	07:51			17:03			9.00	0.03			
07/02/2017	Tuesday	HARI KERJA	0	07:51			17:02			9.00	0.02			
08/02/2017	Wednesday	HARI KERJA	0	07:52			17:08			9.00	0.08			
09/02/2017	Thursday	HARI KERJA	0	07:52			15:35			7.30	0.05			
10/02/2017	Friday	RESTDAY	0											
11/02/2017	Saturday	RESTDAY	0											
12/02/2017	Sunday	HARI KERJA	0	07:52			17:09			9.00	0.09			
13/02/2017	Monday	HARI KERJA	0	07:52			17:05			9.00	0.05			
14/02/2017	Tuesday	HARI KERJA	0	07:52			17:06			9.00	0.06			
15/02/2017	Wednesday	HARI KERJA	0	07:53			17:03			9.00	0.03			
16/02/2017	Thursday	HARI KERJA	0	07:49			15:33			7.30	0.03			
17/02/2017	Friday	RESTDAY	0											
18/02/2017	Saturday	RESTDAY	0											
19/02/2017	Sunday	HARI KERJA	0										TIDAK HADIR	
20/02/2017	Monday	HARI KERJA	0	07:51			17:02			9.00	0.02			
21/02/2017	Tuesday	HARI KERJA	0	07:49			17:03			9.00	0.03			
22/02/2017	Wednesday	HARI KERJA	0	07:54			17:03			9.00	0.03			
23/02/2017	Thursday	HARI KERJA	0	07:52			13:02			5.02		2.28		
24/02/2017	Friday	RESTDAY	0											
25/02/2017	Saturday	RESTDAY	0											
26/02/2017	Sunday	HARI KERJA	0	07:52			17:06			9.00	0.06			
27/02/2017	Monday	HARI KERJA	0	07:57			17:06			9.00	0.06			
28/02/2017	Tuesday	HARI KERJA	0	07:57			17:03			9.00	0.03			

Day Type	Total Days	Present	Absent	Work	Overtime	Short			
HARI KERJA	20	19	1	160.12	1.18	4.48	TIDAK HADIR	1.000	CUTI HAJI
KELEPASAN AM							REHAT/TAHUNAN		CUTI TANPA
RESTDAY	8						SAKIT		
OFFDAY							HOSPITAL		
							MATERNITY		
	28	19	1	160.12	1.18	4.48	PATERNITY		
							EMERGENCY		

HOSPITAL TANAH MERAH   1.000

000085   ✓=Excused

Date	Weekday	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
01/03/2017	Wednesday	HARI KERJA	0	07:58			17:03			9.00	0.03			
02/03/2017	Thursday	HARI KERJA	0	07:57			15:35			7.30	0.05			
03/03/2017	Friday	RESTDAY	0											
04/03/2017	Saturday	RESTDAY	0											
05/03/2017	Sunday	HARI KERJA	0	07:56			17:02			9.00	0.02			
06/03/2017	Monday	HARI KERJA	0	07:58			17:04			9.00	0.04			
07/03/2017	Tuesday	HARI KERJA	0	07:55			17:08			9.00	0.08			
08/03/2017	Wednesday	HARI KERJA	0	07:56			17:05			9.00	0.05			
09/03/2017	Thursday	HARI KERJA	0	07:55			15:36			7.30	0.06			
10/03/2017	Friday	RESTDAY	0											
11/03/2017	Saturday	RESTDAY	0											
12/03/2017	Sunday	HARI KERJA	0	07:54			17:05			9.00	0.05			
13/03/2017	Monday	HARI KERJA	0	07:58			17:05			9.00	0.05			
14/03/2017	Tuesday	HARI KERJA	0	07:55			17:03			9.00	0.03			
15/03/2017	Wednesday	HARI KERJA	0	07:57			17:04			9.00	0.04			
16/03/2017	Thursday	HARI KERJA	0	07:55			15:33			7.30	0.03			
17/03/2017	Friday	RESTDAY	0											
18/03/2017	Saturday	RESTDAY	0											
19/03/2017	Sunday	HARI KERJA	0	07:56			17:01			9.00	0.01			
20/03/2017	Monday	HARI KERJA	0	07:56			17:01			9.00	0.01			
21/03/2017	Tuesday	HARI KERJA	0	07:59			17:02			9.00	0.02			
22/03/2017	Wednesday	HARI KERJA	0	07:56			17:03			9.00	0.03			
23/03/2017	Thursday	HARI KERJA	0	07:59			15:35			7.30	0.05			
24/03/2017	Friday	RESTDAY	0											
25/03/2017	Saturday	RESTDAY	0											
26/03/2017	Sunday	HARI KERJA	0										TIDAK HADIR	
27/03/2017	Monday	HARI KERJA	0	07:55			17:02			9.00	0.02			
28/03/2017	Tuesday	HARI KERJA	0	07:55			17:02			9.00	0.02			
29/03/2017	Wednesday	HARI KERJA	0	07:57			17:02			9.00	0.02			
30/03/2017	Thursday	HARI KERJA	0	08:00			15:35			7.30	0.05			
31/03/2017	Friday	RESTDAY	0											

Day Type	Total Days	Present	Absent	Work	Overtime	Short	TIDAK HADIR	1.000	CUTI HAJI
HARI KERJA	22	21	1	181.30	1.16		REHAT/TAHUNAN		CUTI TANPA
KELEPASAN AM							SAKIT		
RESTDAY	9						HOSPITAL		
OFFDAY							MATERNITY		
	31	21	1	181.30	1.16	0.00	PATERNITY		
							EMERGENCY		

HOSPITAL TANAH MERAH   1.000

000085   ✓=Excused

Date	Weekday	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
01/04/2017	Saturday	RESTDAY	0											
02/04/2017	Sunday	HARI KERJA	0	07:54			17:01			9.00	0.01			
03/04/2017	Monday	HARI KERJA	0	07:58			17:01			9.00	0.01			
04/04/2017	Tuesday	HARI KERJA	0	07:59			17:03			9.00	0.03			
05/04/2017	Wednesday	HARI KERJA	0	08:00			17:02			9.00	0.02			
06/04/2017	Thursday	HARI KERJA	0	07:57			15:35			7.30	0.05			
07/04/2017	Friday	RESTDAY	0											
08/04/2017	Saturday	RESTDAY	0											
09/04/2017	Sunday	HARI KERJA	0	07:57			17:02			9.00	0.02			
10/04/2017	Monday	HARI KERJA	0	07:55			17:01			9.00	0.01			
11/04/2017	Tuesday	HARI KERJA	0	07:56			17:02			9.00	0.02			
12/04/2017	Wednesday	HARI KERJA	0	07:55			17:02			9.00	0.02			
13/04/2017	Thursday	HARI KERJA	0	07:57			15:35			7.30	0.05			
14/04/2017	Friday	RESTDAY	0											
15/04/2017	Saturday	RESTDAY	0											
16/04/2017	Sunday	HARI KERJA	0	07:56			17:01			9.00	0.01			
17/04/2017	Monday	HARI KERJA	0	07:57			17:01			9.00	0.01			
18/04/2017	Tuesday	HARI KERJA	0	07:56			17:01			9.00	0.01			
19/04/2017	Wednesday	HARI KERJA	0	07:56			17:00			9.00				
20/04/2017	Thursday	HARI KERJA	0	07:57			15:32			7.30	0.02			
21/04/2017	Friday	RESTDAY	0											
22/04/2017	Saturday	RESTDAY	0											
23/04/2017	Sunday	HARI KERJA	0	07:53			17:01			9.00	0.01			
24/04/2017	Monday	HARI KERJA	0										TIDAK HADIR	
25/04/2017	Tuesday	HARI KERJA	0										TIDAK HADIR	
26/04/2017	Wednesday	HARI KERJA	0	07:56										
27/04/2017	Thursday	HARI KERJA	0	07:57			15:33			7.30	0.03			
28/04/2017	Friday	RESTDAY	0											
29/04/2017	Saturday	RESTDAY	0											
30/04/2017	Sunday	HARI KERJA	0										TIDAK HADIR	

Day Type	Total Days	Present	Absent	Work	Overtime	Short		
HARI KERJA	21	18	3	147.00	0.33		TIDAK HADIR	3.000 CUTI HAJI
KELEPASAN AM							REHAT/TAHUNAN	CUTI TANPA
RESTDAY	9						SAKIT	
OFFDAY							HOSPITAL	
							MATERNITY	
	30	18	3	147.00	0.33	0.00	PATERNITY	
							EMERGENCY	

HOSPITAL TANAH MERAH   3.000

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✓=Excused

Date	Weekday	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
01/06/2017	Thursday	HARI KERJA	0	07:50			15:20			7.20		0.10		
02/06/2017	Friday	RESTDAY	0											
03/06/2017	Saturday	RESTDAY	0											
04/06/2017	Sunday	HARI KERJA	0	07:48			16:34			8.34		0.26		
05/06/2017	Monday	HARI KERJA	0	07:49			16:34			8.34		0.26		
06/06/2017	Tuesday	HARI KERJA	0	07:52			16:36			8.36		0.24		
07/06/2017	Wednesday	HARI KERJA	0	07:50			16:46			8.46		0.14		
08/06/2017	Thursday	HARI KERJA	0	07:52			14:50			6.50		0.40		
09/06/2017	Friday	RESTDAY	0											
10/06/2017	Saturday	RESTDAY	0											
11/06/2017	Sunday	HARI KERJA	0	07:55			16:30			8.30		0.30		
12/06/2017	Monday	HARI KERJA	0										TIDAK HADIR	
13/06/2017	Tuesday	HARI KERJA	0	07:58			16:30			8.30		0.30		
14/06/2017	Wednesday	HARI KERJA	0	07:51			16:32			8.32		0.28		
15/06/2017	Thursday	HARI KERJA	0	07:48			15:10			7.10		0.20		
16/06/2017	Friday	RESTDAY	0											
17/06/2017	Saturday	RESTDAY	0											
18/06/2017	Sunday	HARI KERJA	0	07:49			16:33			8.33		0.27		
19/06/2017	Monday	HARI KERJA	0	07:50			16:31			8.31		0.29		
20/06/2017	Tuesday	HARI KERJA	0	07:49			16:38			8.38		0.22		
21/06/2017	Wednesday	HARI KERJA	0	07:49			16:37			8.37		0.23		
22/06/2017	Thursday	HARI KERJA	0	07:52			15:08			7.08		0.22		
23/06/2017	Friday	RESTDAY	0											
24/06/2017	Saturday	RESTDAY	0											
25/06/2017	Sunday	HARI KERJA	0										TIDAK HADIR	
26/06/2017	Monday	HARI KERJA	0										TIDAK HADIR	
27/06/2017	Tuesday	HARI KERJA	0										TIDAK HADIR	
28/06/2017	Wednesday	HARI KERJA	0										TIDAK HADIR	
29/06/2017	Thursday	HARI KERJA	0										TIDAK HADIR	
30/06/2017	Friday	RESTDAY	0											

Day Type	Total Days	Present	Absent	Work	Overtime	Short
HARI KERJA	21	15	6	122.49		6.11
KELEPASAN AM						
RESTDAY	9					
OFFDAY						
	30	15	6	122.49	0.00	6.11

TIDAK HADIR	
REHAT/TAHUNAN	
SAKIT	
HOSPITAL	
MATERNITY	
PATERNITY	
EMERGENCY	
CUTI HAJI	6.000
CUTI TANPA	

6.000

HOSPITAL TANAH MERAH

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✓ =Excused

Date	Weekday	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
01/05/2017	Monday	HARI KERJA	0										TIDAK HADIR	
02/05/2017	Tuesday	HARI KERJA	0										TIDAK HADIR	
03/05/2017	Wednesday	HARI KERJA	0									2.36		
04/05/2017	Thursday	HARI KERJA	0	07:55			15:46			7.30	0.16			
05/05/2017	Friday	RESTDAY	0											
06/05/2017	Saturday	RESTDAY	0											
07/05/2017	Sunday	HARI KERJA	0	08:00			17:05			9.00	0.05			
08/05/2017	Monday	HARI KERJA	0	08:00			17:04			9.00	0.04			
09/05/2017	Tuesday	HARI KERJA	0	07:59			17:06			9.00	0.06			
10/05/2017	Wednesday	HARI KERJA	0										TIDAK HADIR	
11/05/2017	Thursday	HARI KERJA	0	07:59			15:35			7.30	0.05			
12/05/2017	Friday	RESTDAY	0											
13/05/2017	Saturday	RESTDAY	0											
14/05/2017	Sunday	HARI KERJA	0	07:59			17:03			9.00	0.03			
15/05/2017	Monday	HARI KERJA	0	07:57			17:06			9.00	0.06			
16/05/2017	Tuesday	HARI KERJA	0	07:58			17:05			9.00	0.05			
17/05/2017	Wednesday	HARI KERJA	0	07:58			17:04			9.00	0.04			
18/05/2017	Thursday	HARI KERJA	0	08:01			15:38			7.30	0.08			
19/05/2017	Friday	RESTDAY	0											
20/05/2017	Saturday	RESTDAY	0											
21/05/2017	Sunday	HARI KERJA	0	08:02			17:04			9.00	0.04			
22/05/2017	Monday	HARI KERJA	0	07:58			17:04			9.00	0.04			
23/05/2017	Tuesday	HARI KERJA	0	07:59			17:09			9.00	0.09			
24/05/2017	Wednesday	HARI KERJA	0	07:58			17:07			9.00	0.07			
25/05/2017	Thursday	HARI KERJA	0	07:59			15:32			7.30	0.02			
26/05/2017	Friday	RESTDAY	0											
27/05/2017	Saturday	RESTDAY	0											
28/05/2017	Sunday	HARI KERJA	0	07:59			17:04			9.00	0.04			
29/05/2017	Monday	HARI KERJA	0	07:43			17:02			9.00	0.02			
30/05/2017	Tuesday	HARI KERJA	0	07:57			16:35			8.35		0.25		
31/05/2017	Wednesday	HARI KERJA	0	07:58										

Day Type	Total Days	Present	Absent	Work	Overtime	Short	
HARI KERJA	23	20	3	155.35	1.34	3.01	
KELEPASAN AM							
RESTDAY	8						
OFFDAY							
	31	20	3	155.35	1.34	3.01	

TIDAK HADIR   3.000   CUTI HAJI   3.000
REHAT/TAHUNAN   CUTI TANPA
SAKIT
HOSPITAL
MATERNITY
PATERNITY
EMERGENCY

HOSPITAL TANAH MERAH