

UNIVERSITI TEKNOLOGI MARA FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT: PARK AVENUE HOTEL E-1, JALAN INDAH DUA, TAMAN SEJATI INDAH, 08000 SUNGAI PETANI, KEDAH

SPECIAL PROJECT: SYSTEM DEVELOPMENT (LEAVE APPLICATION SYSTEM)

BY NORHANIM BINTI ABU SEMAN 2013183601

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

01 FEBRUARY 2017 - 30 JUNE 2017

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FACULTY SUPERVISOR MADAM IZZATIL HUSNA BINTI ARSHAD

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

01 FEBRUARY 2017 - 30 JUNE 2017

DECLARATION

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Date of submission: 12th July 2017

ABSTRACT

The industrial training duration based on the period from 1st February 2017 until 30th June 2017 in Electronic Data Processing Department at The Park Avenue Hotel at Sungai Petani, Kedah Darul Aman. The training consumes 5 month in one the department. The trainee have been explores a lot of new things and environment. The trainee has been exposed to technical and networking environment of working. The trainee has been assigns the project to develop new system which is Application Leave System. The trainee has been exposed to the systems that have been used in the department which are Property Management System (PMS) and Epitome Property Management System. The Electronic Data Processing Department is a well department that allows the trainee to explore a lot of things with their guidance. The staffs have a lot of experiences that they have in managing their work at the department.

Keywords: Electronic Data Processing, Property Management System,

staff, networking

Acknowledgement

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Alhamdulillah, thanks to Allah s.w.t for giving me strength and courage to finish my industrial training at Electronic Data Processing at Park Avenue Hotel. Lots of experience and knowledge gain by me through the industrial training. From the industrial training, I would able to learn new thing and able to feel the working environment in government sector. I would able to learn how to communicate with people that are much older than me in asking certain things.

Second, we would like to thank Mara Technology Institute (UiTM) for giving us such an opportunity to further our study in Information System Management (IM 245) in Kelantan. This is once in a lifetime opportunity that we would always appreciate. We would also love to thank Information Management Faculty Head and Information Management Program Coordinator of Kelantan Campus, Dr. Mohd Nasir bin Mohd Ismail and Mr. Mohd Zafian bin Mohd Zawawi, respectively.

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Besides that, I would like to thank to my supervisor at the industrial training place which is Madam Noor Linda Bt Ismail and Mr Sazali Bin Sidik that always hear my compliment about the difficulty face by me during doing the task given and also for helping me in explaining the real scope needed in the tasks. List of Tables

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CHAPTER 1: INTRODUCTION

1.1 Background of the Organization



SUNGAL PETANI

Figure 1: Park Avenue Logo

Back on 1996, the hotel is actually owned by a company called Accor Group. The hotel previously called as Novotel Sungai Petani. After three years, the hotel management was taken over by UG Hotel Property and the company changed Novotel Sungai Petani to Park Avenue Hotel. The management is remain the same until now and been awarded as 4 star hotel by Ministry of Tourism Malaysia which it is the beginning for Park Avenue to become the most demand hotel in Malaysia especially for the Northern Area.

The main vision of Park Avenue to provide a good hospitality services with 204 rooms and suites for customer convenience. Park Avenue offers various types of room and suite which are affordable for everyone such as Deluxe (single/twin), Executive Room (single/room), Royal Suite, Senior and Junior Suite. The lowest price of the room that offered by Park Avenue is starting for RM120. There are various facilities that provided by Park Avenue such as pool, free Wi-Fi, individual air-conditioning, convenience store, television, hair dryer, and safety box. Others than rooms and suite the Park Avenue Hotel also provides hall that can be rent for any kind of events. The hall can be used as a place for wedding reception, parties, meeting and grand dinner. Generally, the rental halls are used only for 8 hours for full-time and 4 hours for half-time. Every hall has fully equipped with sound system, and there will be staff that will assist the customer on using all audio-visual equipment. The guest can request any kind of arrangement of the hall suit with the guest's event.

There are also two types of restaurants that offered which are Japanese Restaurant and also Asian Restaurant. The Bistro Restaurant is a restaurant that provides Asian foods for breakfast, lunch, high-tea, dinner and buffet meals every day. The guest that staying at the rooms can request a room delivery meals and no need to go to the restaurant to order the meals. The food was prepared according to specific month and schedule.

Park Avenue also provides traditional Japanese foods which are sushi, sashimi, tempura and others. The layout of the restaurant also follows according pure Japanese restaurant to make sure the customers feel like they are at Japan. Park Avenue Hotel also provides live band that will entertain the customers while the customers eating at the Bistro. There are various types of music genre that will surely give a peaceful feeling to the customers.

Other than that, Park Avenue also provides Bowling with 36 lanes that can be considered as a family entertainment for the hotel guest. Bowling is really suite for the guests who love indoor sport activity. Park Avenue Bowling also is the largest bowling center at the northern states. Most of bowling tournaments in Sungai Petani are held at Park Avenue because of the comprehensive equipment provided by Park Avenue. Align with the motto "Your Trust is Our Strength", Park Avenue really cares of the customer's satisfaction to their hospitality services. In order to build customer loyalty, Park Avenue always will ensure the services offer is the most excellent. Park Avenue Hotel also promotes the Malaysian culture that can make the outsiders knows Malaysian culture is one of unique things in Malaysia.

Park Avenue always provides excellent services exceeding customer's expectation to sustain the trust from the customer. The Park Avenue Hotel always makes sure that their employees establish a good relationship between the staff and the guest. This is because when the internal customer satisfaction is full-filled it will lead to increase the hotel business.

As a conclusion, Park Avenue is an organization that provides hospitality services with affordable charges. Park Avenue also can be considered as one of the oldest and famous hotel in northern area. Park Avenue always welcomes any student that would like to go through internship in any field of study.

There are a lot of accommodations provided by Park Avenue to satisfy their customers. The example of facilities provided by Park Avenue Hotel, are swimming pool, bowling center, gymnasium, convenient store and others.



Figure 2 : Sejati Bowling Centre



Figure 3: Park Avenue Lobby



Figure 4 : Park Avenue Mini-Market



Figure 5 : Japanese Restaurant



Figure 6: Park Avenue Gymnasium



Figure 7: The Lounge Cafe

One of advantages that the Park Avenue Hotel has is the strategic location. Park Avenue Hotel located next to exit tol Sungai Petani Selatan PLUS. The guest can see the hotel clearly from the highway and the location also easy to be reached. The guest can see the main lobby which is designed with beautiful and fascinating view especially in the night.

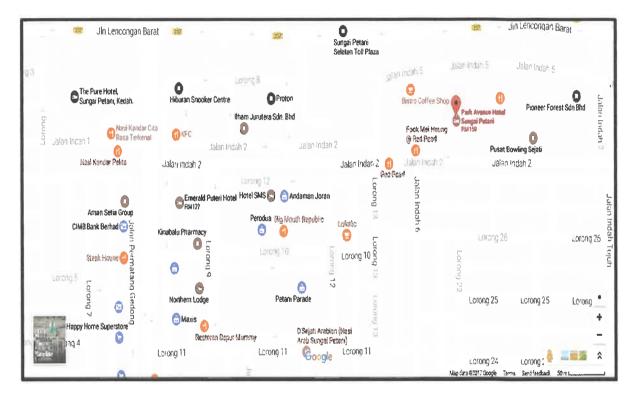


Figure 8: Park Avenue Road Map

1.2 Organizational Structure

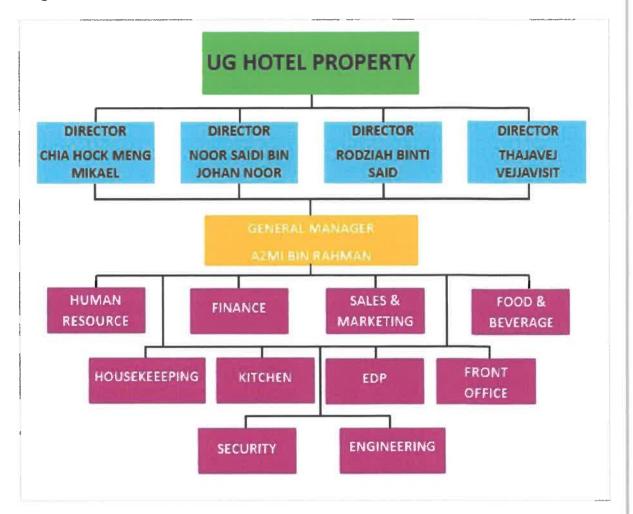


Figure 9: Park Avenue Organization Chart

As explained in the chapter 1.1, Park Avenue Hotel is fully owned by a company called UG Hotel Property or in the full name called as UniGreen Hotel Property. The top management was led by board of director which consists of four people. They played roles as the top manager in UG Hotel Property and also Park Avenue. Next, Park Avenue is under fully supervised by General Manager Sir Azmi Bin Rahman. He plays roles as the top leader of Park Avenue and becomes an important person to Park Avenue Hotel management. Under Sir Azmi Bin Rahman there are ten head of department that have their own responsibilities in order to rise up Park Avenue Hotel names.

CHAPTER 2: ORGANIZATION INFORMATION

2.1 Departmental Structure

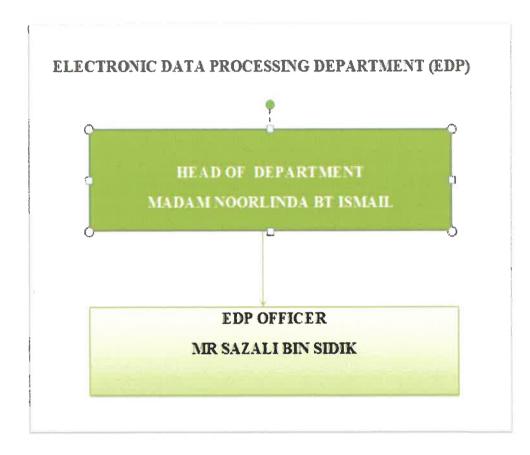


Figure 10: Electronic Data Processing Department (EDP) departmental structure

Electronic Data Processing Department (EDP) is actually a small department that exists in Park EDP is managed by two professional and skillful officer. EDP is under the head manager, Madam Noor Linda. Madam Noor Linda is a head of department for two departments in Park Avenue. The first one is Housekeeping and the second one is EDP.

2.2 Department Function

In Park Avenue, Electronic Data Processing Department (EDP) can be classified as a small department since the permanent staff in this department is only two persons. Even though, the department is small but there are various responsibilities undertaking by this department. The responsibilities of the staff can be beyond of the scope of job. Electronic Data Processing Department can be a flexible department since there are numerous tasks that need to be handled by the department.

The prior role of Electronic Data Processing (EDP) is responsible for all database management. Electronic Data Processing (EDP) needs to ensure that all the data and company transactions are daily backup. The Electronic Data Processing (EDP) also plays roles to installing new system and upgrading the system in the company.

The Electronic Data Processing (EDP) officer is responsible to retrieve the data when the user asked for it. This department also needs to do a monthly backup for the certain department in the office. For example, every month Electronic Data Processing (EDP) will help Account Department to do monthly files backup for Auditing purpose.

Other than that, Electronic Data Processing (EDP) also need to make sure the Wi-Fi and internet coverage in the Park Avenue Hotel is working and satisfied to the guest. Buying new Wireless network and diagnose the problem is the main provision that the Park Avenue Hotel emphasize to the Electronic Data Processing (EDP). Next, repairing the hardware and software is also is the main focus to this department. Most of other departments will refer to Electronic Data Processing (EDP) when their hardware such as electronic devices is having difficulty or need to be repaired. It is important for the user knows what the real problem is so the Electronic Data Processing (EDP) will easily detect and repair the devices.

Other than that the Electronic Data Processing (EDP) department also responsible to handle all the printers, fax machines and photocopy machines working and try to repair when the machines damaged. If the machines cannot be repaired, the Electronic Data Processing (EDP) is the one who responsible to contact the supplier for repairing purposes. If the machines are really broken, the Electronic Data Processing (EDP) need to deal with the machine's supplier that offered best price with the affordable prices.

CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES

3.1 Training Activities

There are various activities that the trainee has joined since the first day trainee joined the Electronic Data Processing (EDP) Department. As soon after the trainee report on duty at Human Resource Department, a senior trainee from Electronic Data Processing (EDP) fetched trainee and brought me to level 10. The training activities that the trainee has been assigned were on technical task, electronic publishing and networking task.

3.1.1Technical Task

3.1.1.1 Installation of Ubiquity Network Modem

The staff of Electronic Data Processing (EDP) was at level 10 for new device installation. The device is a modem called 'ubiquity'. As too many complaints received from the guest, EDP staff had made a decision to try using this type of modem, named Ubiquity. It is a router which relatively has wide bandwidth which could cover the entire level. Before buying the device, the supplier gives two weeks to use it as trial and to test the internet speed when using this modem. Continuously every day in two weeks, the staff also trainee check the speed and test the connection, the result are good, and besides that, by using this Ubiquity modem the user know who are the person were using it, and the admin can block the person from being connected, and set the SSID and also the password. Plus, this modem has a light appear to show the strength of the internet connection. If the lights appear in green color it shows that the connection is in good condition.



Figure 11: Ubiquity Devices at level 10

3.1.1.2 Installation of "Ookla" Application

The "Ookla" is a free application that can be downloaded from "Apple Store" and "Google Store" for mobile device. For laptop, the user can download directly from the Ookla official webpage. Basically, Ookla is an application to check the strength of Wi-Fi. The supervisor asked to download the application to ease the process of checking the Wi-Fi connection. The supervisor gave the task to the trainee to download and explore the function of this application.



Figure 12: Ookla Application through Laptop

3.1.1.3 Refresh Wi-Fi

Refresh Wi-Fi is a daily task given by supervisor to the trainee. Every day, the Wi-Fi at whole Park Avenue Hotel need to be checked to ensure it is working properly. The process of refreshing the Wi-Fi is done level by level. The trainee being asked to check the entire router from level 12 until level 1 which is the main lobby of Park Avenue Hotel. From level 3 until level 12 it is important to have a strong connection of Wi-Fi because these all level contains suites and room of the hotel's guest. Wi-Fi is a free service that provided by Park Avenue. All the guest and customers can use the Wi-Fi without being charges with additional cost.

The process of checking the Wi-Fi was started from level 12 and going down level by level. The process of checking Wi-Fi connection takes about two hours to finish all level. The trainee needs to get the key of Maintenance & Electrical Room (M&E) from the security department before enters the room that stores the switch of Wi-Fi. The process of taking the key is a bit strict since the key only can be retrieved by authorized person only. For the trainee, she or he need to fill form to ask permission to take the key and approved by the security on duty.

Each level contains it owns switch which placed in the M&E Room. First, as soon as the trainee arrived at the corridor, the trainee needs to check whether all the Wi-Fi at the level is available. Then, the trainee need to enter the M&E Room and switch off the switch and let it rest for 10 minutes. After switch on back, the trainee needs to use the "Ookla" application to check the speed of the Wi-Fi. If the result shows there are changes "Ookla" meter it means that the Wi-Fi is function well. 3.1.1.4 Solve The Bistro's Property Management System Connection Failure

Property Management System (PMS) is a main system used by the Park Avenue Hotel operation. The PMS was outsourced from India. EDP plays roles to maintain the system but only for the small problem. If the system was getting failure in worst problem such as the codding problem, the transaction error, the EDP officer will called the programmer from India to resolve the problem. The programmer will directly login the system using remote access to login the server. The EDP officer will need to capture the video on the process of debugging the codding for future used purposed and also for report.

The minor problem such as connection failure, interface failure will be maintained by EDP department. There are step by step for resolving the PMS system failure. First thing first, before resolving the problem, the trainee need to tell the Bistro staff in case they have anything unsaved before log out from the session. Then,

- First step: Click the log out button. Wait for few seconds, then log in to the system again.
- Second step: Login by using the staff ID (trainee used supervisor staff ID and password)
- Third step: Click the "admin" button and search for the "PMS operation" button.
- Fourth step: Double click at the "PMS operation" button, then wait for the upcoming pop-up and click "OK".
- Last step: Try to print any receipt to check if the problem resolved or not.

3.1.1.5 Resolved the problem regarding low internet connection.

It has been trainee's daily routine to check the Wi-Fi connection at each level so that the trainee will detect which level has problem and need to be resolved. When switching on the plug, but still had no Wi-Fi connection, the trainee been asked by supervisor to switch off/on the main gateway plug for level 9-12 in M&E room at level 9. Then, the problem resolved. Below is the photo where the main gateway switch for level 9-12 placed.



Figure 13: Main Switch for level 9,10,11,12

3.1.1.6 : Resolved Sous Chef PC's internet problem.

While doing some work, the trainee received call from Sous Chef said that his PC can't be connected to the internet. Our supervisor asked the trainees to go and resolved the problem. The problem was happens because There are few steps to resolve the problem.

a) First step: Open CMD, and type "ipconfig".

Command Prompt
Microsoft Windows [Version 10.0.14393] (c) 2016 Microsoft Corporation. All rights reserved.
C:\Users\user>ipconfig
Windows IP Configuration
Ethernet adapter Ethernet:
Media State Media disconnected Connection specific DNS Suffix . : routerbf6cf4.com
Wireless LAN adapter Local Area Connection* 2:
Media State Media disconnected Connection-specific DNS Suffix . :
Wireless LAN adapter Wi-Fi:
Connection-specific DNS Suffix .: kelantan.uitm.edu.my Link-local IPv6 Address : fe80::c800:b954:687a:4306%14 IPv4 Address : 10.50.240.145 Subnet Mask : 255.255.252.0 Default Gateway : 10.50.243.254
Tunnel adapter isatap.kelantan.uitm.edu.my:
Media State Media disconnected Connection-specific DNS Suffix . : kelantan.uitm.edu.my
Tunnel adapter Teredo Tunneling Pseudo-Interface:
Connection-specific DNS Suffix .: IPv6 Address
C:\Users\user>

Figure 14: Command Prompt Interface

b) Second step: Click the "Wi-Fi" icon, then chooses the "Open Network and Sharing Center". Next, after the general pop-up, click the "Properties" button.

ieneral			
ienerai			
Connection			
IPv4 Connectivi	ity:		Internet
IPv6 Connectiv	ity:	No netwo	rk access
Media State:			Enabled
SSID:		UITM-MHG	-Student
Duration:		2 days	22:24:25
Speed:		7	2.2 Mbps
Signal Quality:			lltee.
Details	Wireless Prop	perties	
Activity			
	Sent		Received
Bytes:	37,470,790		,497,712
Properties	Disable	Diagnose	

Figure 15: Network and Sharing Center

c) Third step: Choose the "Internet Protocol Version 4 (TCP/IPv4)" and click "properties".

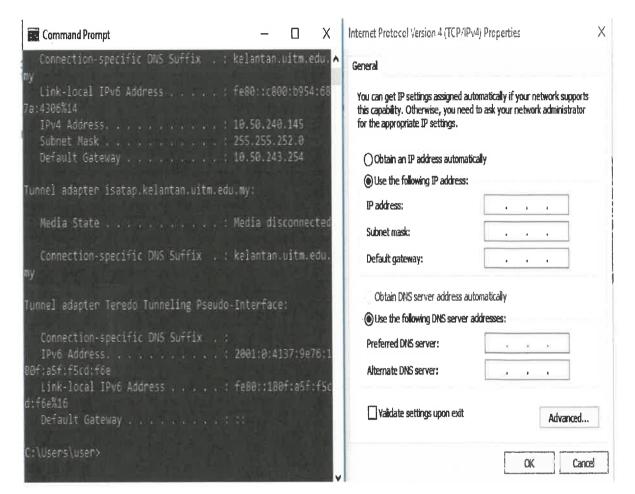


Figure 16: Wi-Fi General Details

- d) Third step: Choose the "Internet Protocol Version 4 (TCP/IPv4)" and click "properties".
- e) Fourth step: Choose the "use the following IP address" button, and filled the information needed as stated in the CMD. Besides that, we also put the DNS server number as been registered by Park Avenue Hotel.

3.1.1.7: Resolve the problem regarding The Bistro Coffee House server.

In the morning, EDP received call from Bistro inform that their system were not functioning, EDP officer asked to check the Bistro's server in server room, and the trainee notice that the "red" sign appear at the server Pc, then the trainee been asked to restart the server. By pressing "Ctrl+Alt+Del", the server is restarting and loading which need to be waited for about 5-10 minutes for the server to run properly. Finish restarting, the trainee need to go to the Bistro, and restart both PC, also the trainee needs to restart the PMS operation.

La + Shut + 192-14

Figure 17: PC at Server Room

3.1.2 Electronic Publishing

3.1.2.1 Design F&B Promotion Poster

The trainee has been asked to design three posters for department Food & Beverages. The duration given by the department to finish the design was around 2 weeks. The trainee tries to explore the Adobe Photoshop to design the poster. Since the company does not purchase the license of the Adobe Photoshop, so the trainee used the open source to design the poster. The trainee used the "Canva" website which is a free application to design the poster. The poster then brought in meeting with General Manager, Mr Azmi Bin Rahman for approval. The General Manager will choose in the meeting which was the poster that appropriate for the promotion purpose. The posters were designed for marketing purpose in order to promote "Iftar Event" in the Ramadhan. The posters were designed in three sizes which are A3, A4 and A5. These are the three designs made by the trainee.



Figure 18: Ramadhan Poster Design 1



Figure 19: Ramadhan Poster Design 2



Figure 20: Ramadhan Poster Design 3

3.1.2.2 Design Birthday Card

The Human Resource Department (HR) requested the trainee to design three types of birthday cards to be given to the General Manager. The Head of Department HR asked the trainee to design a special card that represented the whole Park Avenue wishes. The task was given two weeks. The trainee do some survey on the styles that need to be put in the design that fit General Manager. The survey includes the favorite color, design whether he likes the formal or informal design and also the types of fonts that he loved. The trainee used the Microsoft Power Point platform to design the card in A3 format.

	WITH SPECIAL	MR AZMI BIN RAHMAN	
	Birthday		
) Wishes		
J)			
		WISHING YOU A BEAUTIFUL DAY WITH A GOOD HEALTH AND HAPPINESS FOREVER	

Figure 21: Birthday Card Design 1

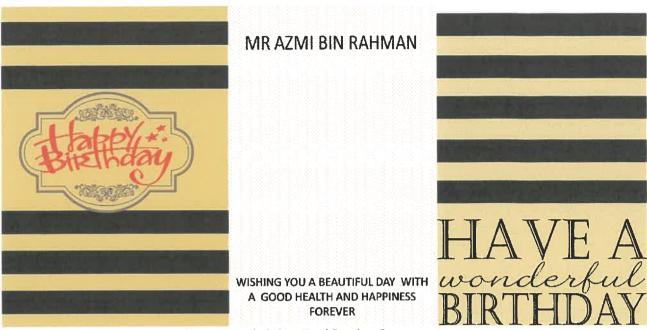
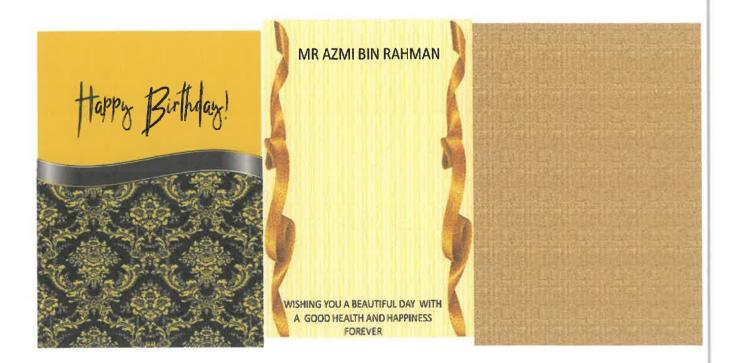


Figure 22: Birthday Card Design 2

Figure 23: Birthday Card Design 3



3.1.2.3 Design Florist Banner

The next task given to the trainee was to design florist door banner. The staff of the Florist Department requested the trainee to provide few design for florist door banner. The design was renew every year. The trainee was asked to design the banner with the flower theme. The design was submitted to the Florist Staff for election purposes. These are the design that the trainee designed for the department.



Figure 24: Florist Banner Design 1



Figure 25: Florist Design 2



Figure 26: Florist Design 3

3.1.2.4 : Design Mother's Day Poster

Every year, the Park Avenue Hotel will organize an event to celebrate Mother's Day. For this year, the Park Avenue organized a carnival to celebrate all moms. The carnival was held at the Park Avenue Lobby. The management asked the trainee to design Mother's Day Poster to promote the event to the customer. The theme of 2017 mother's day carnival was "Retro Mix Flower Theme". The poster was designed not only to attract the guest but also the outsiders. The trainee also needs to prepare brochure pamphlet for marketing purpose. These are the Mother's Day Poster designed by the trainee.

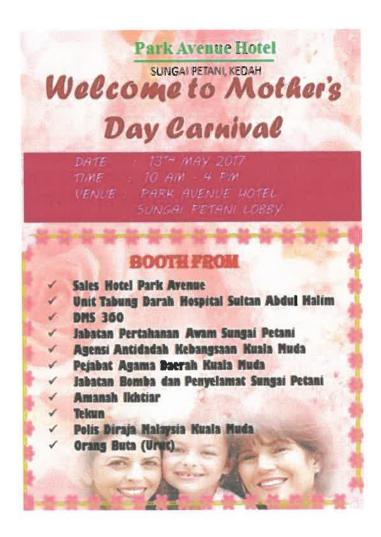


Figure 27: Mother's Day Poster Design 1



Figure 28: Mother's Day Carnival Design 2

The design 1 was choose by the management as the banner for the Mother's Day Carnival. The process of designing the banner was takes around 5 days after the staff from F&B gives some ideas on the design.

3.1.3 Administrative Task

3.1.3.1: Learning on how to do the maid assignment.

The supervisor gave a task to trainee to learn the process of using Epitome Property Management System. The system was used by Housekeeping Department for maintaining the department work. One of the Housekeeping department supervisors teach the trainee about the Housekeeping system. The trainee also learn on how to do the maid assignment, and gain new knowledge about the symb1ol they used in the system which is for occupied room, room under maintenance, check out room and the room which open for incoming guest.

3.1.4 Setup PC at Account Department

Account Department is one of important department that keep the record of the hotel transaction. It is important for this department to have an updated PC and stable storage to keep the record. After the process of acquiring the new pc that handle by the supervisor, the trainee being asked to setup the new PC at the department. The process of setting up the pc is about a day. The trainee needs to copy all the record that keeps in the PC. The process of copy all the documents and data from the pc need to be done carefully since all the data were important to the company.



Figure 29: Setup new Pc 29

3.2 Special project

3.2.1 Project Overview

The trainee will developed a system called as Application Leave System (ALS) for Park Avenue Hotel. Application Leave System is an online application to apply leave for the Park Avenue staff. The staffs use the method of manual way which is fill up the form to apply leave to the Human Resource Department. The process of applying the leave is made through paper-based form. This lack of technology has affected the Human Resource Department to documented and review all the leave application made by the employees.

3.2.2 Problem Statement

The Human Resource found that they always have the problem in keeping the records of leave application made by the Park Avenue employee. The total staffs in the Park Avenue are around 120 staffs and Human Resource Department founds that it is difficult to manage and trace the record of application form. The process fill the form also required a lot of paper which are wastage for the company. Every month, thousands ringgit Malaysia provided by Park Avenue to buy paper for working using purpose. The cost of paper also interrupted the budget that invests by the Park Avenue.

The staff also faced the problem such as losing the form that has been filled up. When they have finished fill up the form, some of them will keep the form and passed to the Human Resource Department only when they have the leisure time to send the form. Unfortunately, there are some of staffs that might forget the place they put the form before. So, it is wastage in term of getting new form and also wastage in their time spent to fill the form.

3.2.3 Objective

- To improve the record keeping system of data and information process
- To reduce problem of losing application form
- To faster the retrieval of results
- Reduce time in fill up the manual form and submitted to Human Resource Department

3.2.4 Scope of the Project

The system can be used in all departments in Park Avenue Hotel in managing the leave application made by the staffs. Each of admin user and human resource will have their own interface when login. The system will be running on Windows platform. The search engine that used to access to this system are the users need to have the Internet Explorer 9 and above, Chrome, Firefox and Opera only.

3.2.5 Target User

The system will focus on these users:

- i) Admin of the system which plays roles to add new user which is the new staff, edit, delete the user that no longer used the system
- ii) Human Resource Department of Park Avenue Hotel
- iii) The staffs of Park Avenue Hotel

3.2.6 Tools used for development Process

i. Wamp Server / XAMPPS

Wamp Server is a Windows web development environment. It allows creating web applications with Apache2, PHP and a MySQL database. Alongside, PHP My Admin allows you to manage easily your databases.

ii. Notepad++

Notepad++ is a free (as in "free speech" and also as in "free beer") source code editor and Notepad replacement that supports several languages. Running in the MS Windows environment, its use is governed by GPL License.

iii. Microsoft Project

Microsoft Project is used in this project to create Gantt chart for example a Gantt chart of our schedule of our project activity, time frames and complete schedule.

b. Hardware

i. HP Pavilion

- a) Intel
 Core ™ i5-4200U CPU @ 1.60GHz 2.30GHz
- b) 4.00 GB RAM
- c) Windows 8 64-bit OS, x64-based processor

ii. Lenovo G470

- a) Intel ® Pentium ® CPUB940 @2.00GHz
- b) 4.00 GB RAM
- c) Windows 7 Home Premium

iii. ASUS

- a) AMD E1-2100 APU with Radeon [™] HD Graphics @ 1.00GHz
- b) 2.00 GB RAM
- c) Windows 7 Ultimate 64-bit OS

c. Browser List

i. Google Chrome

Google Chrome is a freeware web browser developed by Google. It used the Web Kit layout engine until version 27 and, with the exception of its iOS releases, from version 28 and beyond uses the Web Kit fork Blink.

3.2.7 Project Planning

The first phases in SDLC are the planning phase. This phase involves identifying the problem statement. The objectives of the system are studied which is the main prior is to make sure all the leave record can be changed from conventional which is from paper to computerized. In this project the study started with the understanding of the existing problem which is there is manual way used by the Human Resource to keep the record of application made by the user which are through filling. The staffs also applied the leave application through fill up the form and hand it to the Human Resource Department. After that, the objective of the project is set after a clear understanding of the problem statement in this project. After that, the deadline of the project is set as the guideline to finish the system.

3.2.8 Analysis

The process of finishing the system is about 218 days or around 18 months. Below is the schedule set in the Gantt chart form. However, the trainee will try to finish the project early than expected.

	0	Task Mode	Task Kame 👻	Duración	Start 👻	Finish 👻	It issuary I March I May I holy I Sentember I Movember I Innunry I i
2	1	*	Planning	11 days	Thu 2/2/17	Thu 16/2/17	
3	1	-	Discuss the BBIM project	8 days	Fri 3/2/17	Mon 13/2/17	•
4		- 18	Set priorities of project	Eday	Sun 5/2/17	Sun 5/2/17	1
5	8	5	Set schedule and deadline	10 days	Sun 5/2/17	Thu 16/2/17	•
6	1	*	Analysis	30 days	Wed 15/2/17	Tue 28/3/17	
7	.	4	Analyze resource requirement	15 days	Tue 21/2/17	5et 11/3/17	
8	9	4	Analyze the budget for project	15 days	5un 12/3/17	Thu 30/3/17	
9	1.	*	Design	90 days	Sun 12/2/17	Tue 13/6/17	
10	j 🖘 👘	3	Create storyboard	25 days	Tue: 27/6/17	Mon 31/7/17	
11	2-0	-	Design the interface	25 days	Tue 1/8/17	Man 4/9/17	
12	1	-	start design the system	40 days	Fue 5/9/17	MOR 10/10/17	
13	ł	*	Implementation	47 days	Tue 31/10/17	Wed 3/1/18	
14		-	Install and test system	30 days	Tue 31/10/17	Mon 11/12/17	
15	1	-	Prepare user manual	10 days	Fue 12/12/17	Mon 25/12/17	(m)
16		1	Train the staff	7 days	Time 26/12/17	Wed 3/1/18	
17		*	Maintenance	40 days	Thu 4/1/18	Wed 28/2/18	
15	1	18	Monitor the system	15 days	Thu 4/1/18	Wed 24/1/18	
19		5	Maintenance the performance	10 days	The 25/1/18	Wed 7/2/18	
29	1	-	Upgrade and update the	15 days	Thu 8/2/18	Wed 28/2/18	
	-		system				

Figure 30: Application Leave System Gantt chart

3.2.8.1 Analyze Current System

The Park Avenue Hotel's staffs are still using the manual way to apply leave. The staff needs to go to the Human Resource Department to takes the form and fill up the form. The process of applying the leave requires much more time. After fill up the form the staff needs to wait for call from Human Resource Department whether the application is approved or not.

The Human Resource also faces the problem in term of sometimes the form is missing from the storage. The problem happens when the difficulty in term of storage. The Human Resource need to keep a lot of documents related to the company. When there are a lot of documents in the company.

3.2.8.2 : The flow chart of the system

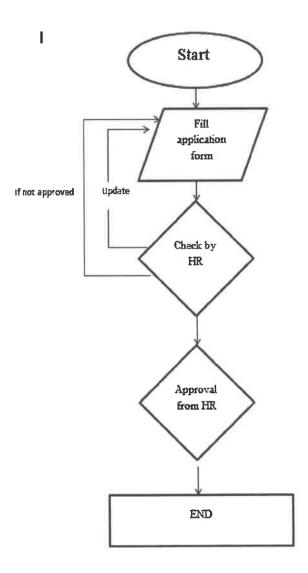


Figure 31: Flow Chart for Application Leave System

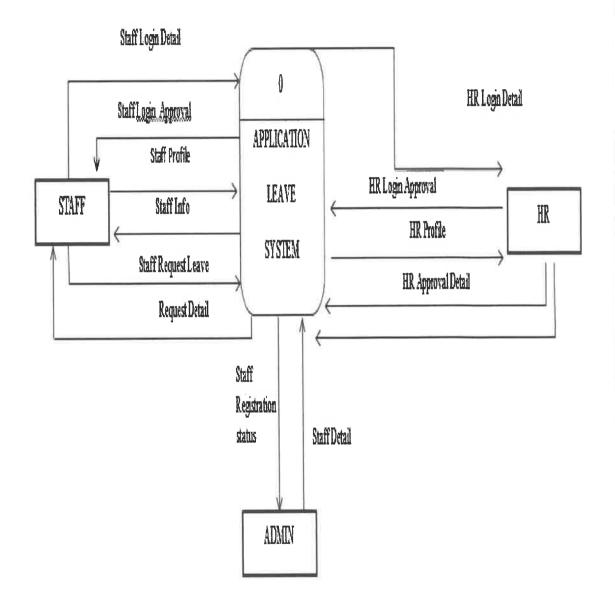


Figure 32: Context Diagram for Application Leave System

3.2.8.4: Entity Relational Diagram for Application Leave System

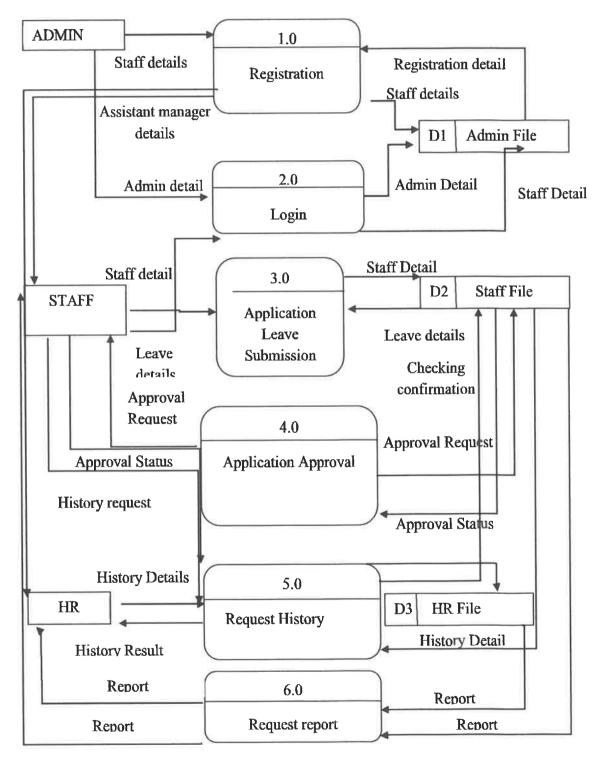


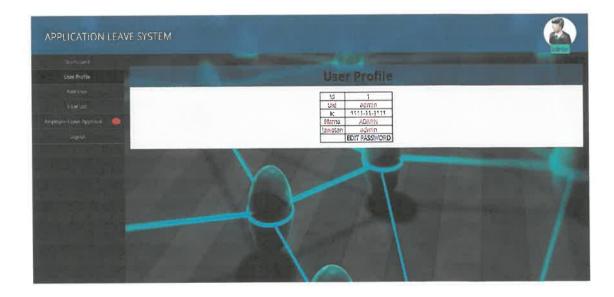
Figure 32:Data flow diagram level 0 ALS

3.2.9: Design

3.2.9.1: Main interface design for Application System



Figure 34: Main Interface for all system





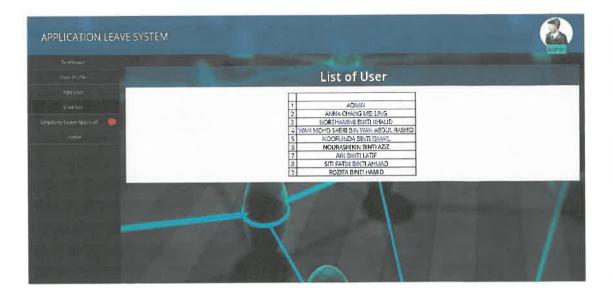
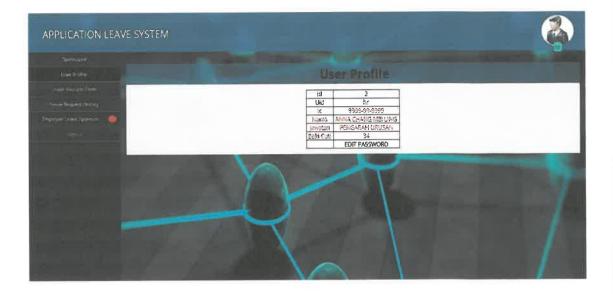


Figure 36: List of user

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		18	Christmas Day	Monday	25.12.2017		

Figure 37: Dashboard for admin





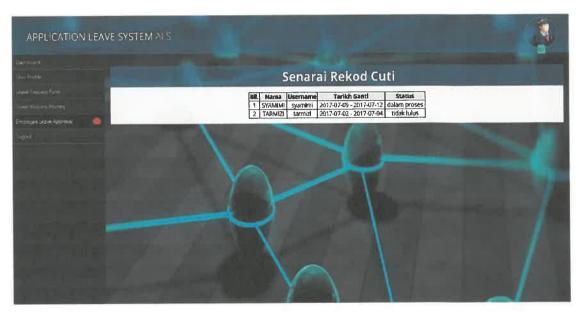


Figure 39: HR approved leave application



Figure 40: User apply leave

3.2.10 Implementation

The process of implementation after the trainee continues to fix bug at the system. The process of fixing the bug is will be in the testing phase which the trainee will test the coding every time the system is been test.

3.2.11 Maintenance

The process of maintenance the system cannot be done since the system is still ongoing system.

CHAPTER 4: CONCLUSION

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

One of application of knowledge from learning at faculty that the trainee applied in undertaking the task is the process of making Ethernet cable using RJ45 connector. The trainee has been learning from the subject Support Service and Maintenance. From the knowledge that has been acquired from the subject, the trainee easy to carry out the task. The supervisor no longer need to introduce all the items that used to make Ethernet cable because the trainee has already and it reduce time required by the supervisor to demonstrate the task.

While an internship gives trainee a hands-on chance to apply the education and knowledge the trainee gained in university, it also helps strengthen professional skills. Transferable skills like communication, teamwork, professional etiquette and work ethic can usually only be developed through actual experience. All of the skills that the trainee used in industrial training has been learn in most of subjects in university especially in Principle and Practice of Management.

One of application of skills in undertaking the task given by the supervisor that the trainee has used is the application of leadership skills. Leadership skill is important in handling problem and to shows the trainee committed to the work. When the supervisor assigned the trainee to lead the task the process of applying the leadership knowledge to settle the task was developed.

Internship is sometimes a school of hard knocks in that the trainee learn through feedback and correction offered by supervisor. The criticism helped trainee to polish skills before the trainee dive into career in future life.

4.2 Personal thoughts and opinion

On trainee's personal opinion, the trainee found that Park Avenue is actually a good place to a student to go on training. The institution will allow to feels real working life and all the responsibility as a preparation when working in future. Park Avenue always offers the trainees to show all of the skills that they have. For example, even though still a trainee all the trainee's opinions and works will be not neglected by the management.

For once, it is an honor for trainee that has been given an opportunity to design a greeting card requested personally by the general manager. The responsibility that being given need to be used wisely and it is the time for trainee to show talent that she's got. It can be considered as appreciations since the top management knows existing in their company. The chance need to be taken seriously and to show the best all the skills required by the company.

On the other hand, there is personal opinion that trainee wanted to share to the senior staff in this company. From trainee's observation, the front desk in this company might have lack understanding in handling the problem for example when the guest complaining about the strength of Wi-Fi is not enough. It is contrast from what the trainee have been learnt that the front desk should know appropriate and know to handle basic task such as asking to the guest whether the switch is on, the mobile phone of the guest is working properly, the password that the guest been inserted is correct. After all of simple and basic task is being carried and the guest is still having the same problem, then the front desk can transfer the issue to the Electronic Data Processing Department (EDP).

Next, from trainee observation the trainee thinks the system that been used by most of department in the Park Avenue is quite outdated. Most of operating system that been used is run in Windows XP operating system. The financial issues might be the main obstacle to upgrade the windows, but it is important for the company to takes the matter seriously to avoid the system suddenly cannot be used any longer in future and then it will require more money to fix the problem.

4.3 Lesson learnt

Sincerely there are a lot of lesson that the trainee have learnt from the first day the trainee registered in this company. The first lesson that trainee learnt is in term of punctuality in time management. It is important to have accurate time management. For example, it is important for a student and as a staff in planning on their time management to go to work. Proper time management is important for the punctuality in arriving to the office. As a student that entering the real working life it is important for the student to avoid coming late to the office. Frequently late in coming to the office is one of indicators that someone is still lacking in their time management.

Next, the lesson learnt is it is important to have good communication skill in establishing a proper relationship between colleagues and also with the guest. A good communication will create comfortable environment especially between the senior officemates. It is important to respect the senior and being a tolerate person. Greeting when meets, smiles, helping others is a basic things that need to be understand not only by the students but for all people in establishing a good relationship in working area. Good communication skill comes together with a good self-confidence. It is important for a student to have enough self confidence in communicating with each other and also with the guest.

Next, the lesson that the trainee have learnt is when the trainee came to this organization is technical ability has been boost up from before. Before this, trainee's technical skills are not as much that the trainee does have now after internship session in this company. Ability in handling internet problem and some hardware failure is one of lesson that the trainee frequently discover during internship life.

4.4 Limitations and Recommendations

From limitation aspect, there are few aspects that the trainee found that the trainee have been lack in. The first thing is in term of ability in repairing hardware devices. Most of department in this company especially Engineering Department will transfer all damaged devices to Electronic Data Processing Department (EDP) to be repair. The electronic devices that are usually being transferred to this department are television, walkie-talkie, printer, sound machine, computers, and other.

Usually, trainee only can handle a simple problem only. The simple problem that trainee can handle in repairing electronic devices such as detecting some screws in the electronic devices was loose and the wire was obviously cut off. Electronic devices with too complex damaged such as wiring failure, part of component missing or broken is a part of limitation from trainee herself that the trainee cannot handled it. It is so hard for trainee to trace technical failure such as in detecting the circuit problem in a television that once happens to the Bistro Department. The television is suddenly cannot be switch on and after trying some preliminary problem solving such as checking the cable, setting, the trainee still cannot figure out the actual problem that happens to the television.

Next, one of limitations that trainee faces, in term know all the components that made up the server. The supervisor used to assign trainee to find the figure images of a server and labeled all the components that made up the server. The trainee only can label the components that exist in the server but the trainee was having problem in explaining how the component works together in a server. There are also some hardware components that trainee have not seen before. Most of the limitations that the trainee has been go through are more on technical side which the trainee might be still lacking. The trainee have no issues in handling the simple problem but when it came to the too-in depth technical problem, it might consumes me a lot of time in figuring the actual problem that happens to the electronic devices.

As a recommendation that the trainee can makes is, the students need to have more knowledge in managing technical problem. The students need to rise up the capability and technical knowledge that can help them in future. It is important to have special ability especially in technical knowledge because most of company required an employee who knows everything.

Next, the server need to be more secured. From the observation that been carried by the trainee in 5 months, the trainee found that the level of safety at room server was not so good. The server room can simply entered by other unauthorized person. The server room was not locked and there was no CCTV being installed in the server room.

The trainee felt that the room needs to be locked and only authorized person such as EDP officer can access to the room. The CCTV also needs to be installed in the server room and being scrutinized from time to time. In nowadays technology, there is CCTV that can link directly to the mobile phone. When the CCTV can be view through mobile phone, authorized person such as the EDP office can observed the server room from his house. It can helps the EDP officer to make sure that the room is secured from any unauthorized person.

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Retreived 3 March 2017, https://www.canva.com/create/posters

NoorLinda Binti Ismail (personal communication 1 February 2017)

Sazali Bin Sidik (personal communication 5 February 2017)

Park Avenue Hotel (2011-2012) Retreived 15 February 2017,

http://www.parkavenue.com.my/

APPENDIXES

INDUSTRIAL TRAINING STUDENT'S CHECKLIST

INDUSTRIAL TRAINING STUDENT'S CHECKLIST

Semester	: Mac - July 2017
Organization	PARK AVENUE HOTEL
Unit / Department	LULCTRONIC DATA PROCESSING
Student's Id	- 2013183601
Student's Name	NORHAPIM BINII ABU SIMAN

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

7.	Understand that public holidays/special leaves/weekend are different between states; follow current state during internship / organization's policy. (put remark in the logbook)		~	
8.	Record every attendance in the form ('Borang Kedatangan Latihan Industri') or use any method provided by organization (thumbprint or punch card).	YES (Copy of attendance)	~	
9.	Record every task given in the logbook every day. Ask the Organizational Supervisor to sign/verify on daily OR weekly OR monthly basis.	YES (Copy of logbook entries)	\sim	
10.	Fill up Organizational Supervisor's details ('Template Maklumat Penyelia') and submit to the Industrial Training Coordinator once the supervisor has been assigned. (**You may include the topic for Special Project, if you already have it**) Email : nurul1217@kelantan.uitm.edu.my		~	28/2/2017
11.	Discuss with Organizational Supervisor regarding Special Project (must be ISM OR IM related tasks).		~	
12.	Plan and strategize all the tasks given during internship (discuss with the Organizational Supervisor regarding duration for the tasks, especially Special Project). You may use the planner ('Jadual Perancangan Latihan Industri') OR make your own custom planner using MS Office / MS Project OR use the planner provided by the organization (if any).	YES	~	
13.	Consult with your Faculty Supervisor regarding the tasks (especially Special Project) at least 3 TIMES , via face-to-face OR email OR phone calls OR any types of communication medium, which necessary.		~	
14.	Hand over the industrial evaluation form (Rubric – Industrial Evaluation) to the Organizational Supervisor (softcopy or hardcopy, any way preferable by the supervisor). The Organizational Supervisor will make an evaluation on the student's performance.		~	
15.	PAY your fees (semester Mac – July 2017) Refer Academic Calendar for the date.		~	BEFORE 26/3/2017
16.	REGISTER for IMC690 (Industrial Training) course– Refer Academic Calendar for the date.		~	27/2- 12/3/2017
17.	VALIDATE for IMC690 (Industrial Training) course.— Refer Academic Calendar for the date.		~	13–26/3/2017 GUGUR TARAF 30/3/ 2017
18.	Update your MUET status to the HEA (to those who not yet submitted the result/status).		1	
19.	Have a visit from the Visiting Supervisor (from nearest campus / faculty) during internship. Prepare the evaluation form (Borang Penilaian		1	

	Visiting Supervisor'). Students may discuss or seek for opinions from the Visiting Supervisor. But approval for the tasks (especially Special Project) may only be done by the Organizational Supervisor & Faculty Supervisor.		~	
20.	Submit the evaluation form (Rubric – Industrial Evaluation) to Industrial Training Coordinator OR Faculty Supervisor within the last week of internship		,	BEFORE / ON 30/6/2017
21.	Attend the presentation (viva) at the faculty *subject to change. Bring along the evaluation form ('Borang Penilaian Pelajar') during the presentation.		~	10-14/7/2017
22.	Submit the Industrial Training Report (hard cover bind, dark blue)		1	10-14/7/2017
23.	Provide a softcopy of Industrial Training Report in a CD, sealed in an envelope nicely, and attached at the back of the report.	YES	7	
24.	Attach this checklist in Appendices section.	YES	×	
25.	Attach any other necessary documents which related to your tasks in Appendices section (i.e. : user manual, photos of activities, forms, sketches of storyboard, sample of interface, etc.).	YES	~	

NOTES :

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

LOG BOOK

Co.		
141	1. Student's Name	NORHADIM BINTI ABU SEMAN
62 111	2. UiTM Matrics	: 2013183601
	3. Programme	BACHELOL OF INFORMATION SUSTEM MANAGEMEN
	4. Semester	:
	5. Home Address	
a		:
ġ		
	FOR OFFICE ONLY	
	Remarks:(Dean/Cours	e Coordinator)
T.		
		• •

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
01-02	Report on dury at the Organisation	
	Briefing From Human Resource (HR)	
	relaking the protocol and rules	
	OF OIBOUISakou.	
	Placement to Electronic Data	
	Processor (CP3) department	
	After of process instruducing to each	
	other the discussion on working	
	days and leave bere held.	
	Desetring Wifi	
	fobain wodew after received	
	complain trom general Manager.	
	Configure Router.	
	change video at the main video	
	shower at ballroom.	
	Park Aver	ue Hotel
	E1, JALAN INDAH DUA, T 08000 SUNGAI PETANI, KE	MAN SEJATI INDAR
	TEL: 04 431 7777 FA	X : 04 431 3399
	Email : general@parl	avenue.com.my

PRACTICAL TRAINING UNIVERSITI



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
62.03	Check: "Gode in Bistro"	
	Update & retrosh With from level 12.	
	The With will be refresh level by	
	Level begin with level 12 until the	
	Iowest level	
	The router at level 11 was pacing	
	some technical tainare so the	
	Maidory ant providing the problem	
	was paradre connied.	
	b	
	bong 29102 to nonollation insulta	
	maireling begantment	
	tring the Wifi placement.	
	Paining the printer to dil the	
	Laptope in Sales and Martehing	
	bepartment to make sure all	
	PCs in the deportment connected	
	to the main printer machine.	
	Configure Louter	
	Edit moviel using movie maker	
	Diagong the edited videos to Rark Aver	MAN SEJATI IND
	Main TV at the TODY ORDHO SUNCAL PETAN, MI	EDAH DARUL AMA
	Email : general@par	

PRACTICAL TRAINING UNIVERSITI

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
37103		
	Pottech With before duty is over.	
	47	
	D. 4. 1.	ue Horel
	STR K 21 VC	AN SEIATL DIDAR.
	08000 SUNGAI PETANI,	GEDAH DARUL AMAN. FAX : 04-431 3399
	Email: general@	parkavenue.com.mv

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UNIVERSITI TEKNOLOGI MARA



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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
03.02	Pefresh Wifi	
	With in Love' 11 was having some	
	problems related the coverage then	
	the process of fixing the problem	
	was neld.	
	Received complaint related With	
	The louter in level 11 was broke	
	and it was the root too the	
	problem related internet connection	
	Greating the account system and	
	Eti of bottons medored ant brung	
	0010b080 -	
	the dotabale was absende then	
	called the manufactures that	
	tesponable to maintain to do	
	some checking to the database.	
	tdil movier	
	Kepresh Wifi	
	Park Aven	
	E1, JALAN INDAH DUA, T 08000 SUNGAI PETANI, KI	DAH DARUL AMA
		1

PRACTICAL TRAINING UNIVERSITI LOG BOOK

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
co. p	PRFIRSH WIFI	
	With in 1902 10 and 9 ore having	
	some problem related of the	
	internet connection.	
	The Internet coverage was also	
	Slow and the guest complain	
	19491 MORT WILL ADD ADDS ADDS	4.
	d and 10	
	Represh the main gatebay that	
	located in the MRE Room	
	gn truer 9.	
	beulozes zow merdorg tegnetai ant	
	offer the main gareway was	
	refresh.	
	Solving the problem related	-
	the functionality of the the Studied	
	at the ballroom.	
	Ficted and meeting to 1 special	
	PIOTECT WOS held in EDP Dogm.	1 H.S.C.V. 1999 1997 1997
	08000 SUNGAI PETANI,	
		arkavenue.com.my

PRACTICAL TRAINING UNIVERSITI LOG BOOK



06.03 Leftesh Utiti Checking PMS system. UDdating displaying tien that Diaced at loby Fey in data for new price of menu Configure Minawatt Outlook account For the Staff	DATE		PERVISORS REMARKS
Updating displating then that placed at loby Feyin data for new price of menu Configure Misorott Outloor account For the staff	06.02	Refresh Witi	
placed at loby Feyin data for new price of men u Configure Midowott Outlook account For the staff		Checking PMS system.	
Feyin data for hew price of Menu Configure Micowort Outloor account For the staff			
Men U Configure Misserott Outloor account For the stapp			
Park Avenue II			
Park Avanua II			
Park Avenue II			
Park Avenue II			
Park Avenue II			
		Park Avenue	Lr .
		TEL : 04 431 7777 FAX : 04 Email : general@perktyeuu	e.com.tay

PRACTICAL TRAINING UNIVERSITI



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
COIFC	Rofresh Witi Connection	
	Repairing Printer from Front Office	
	Refresh Database Server	
	Editting A3 Birthday card	meli
	Darfighing Greeking could for	Good -
	Human Resource Department.	
	The cond need to be designed	
	to three state in Pauk Avenue.	
	The purpose of the lord is to	
	be given for the states that	
	Will celebidle their binthday	
	substitute and send by supervisor to	
	attend the meeting tou the	
	coming events of Hotel.	
	The meeting takes about two hours.	
	The weeking discuss about the	
	staff gathering and karaoke contest	
	Refresh and Update inventory of the	
	"Hero" system at Ball room.	
	The meny in the system also Park I W	a ne Hotel
	being updated into latest philadine	A TAN SE TATT INDAL
		L KEDAH DARUL AMAN. 7 TAX : 04-431 3399
		parkevenue.com.my

PRACTICAL TRAINING UNIVERSITI

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
	Refresh WiFi before the	
	Work Finished.	
	· ·	





DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
512117	Lefresh Wifi	
	Design Birthday Card After	
	received approval from HR department	
	related the defen of the AB a 120	
	brivinday and design, the best	
	design unes choosen.	
	Design Littleient A3 poster for Staff gathering Jinner. The poster	
	need to be designed a crothing	
	to Bollywood Night Leagn.	
	Repair HDMI pott at the	
	Front office	
	Repair With onnection at	
	Norten Louge.	
	Refresh Witi	
		enue Horel
	08000 SUNGAI PETANI	, KEDAH DARUL AMAN.
		FAX : 04-431 3399 parkavenue.com.my

PRACTICAL TRAINING UNIVERSITI

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
912117	Pofresh Wiff	
	Derected that with in level 74 was in	
	problem state which it can be	
	connected but no received	
	data Packet.	
	Defign annual dinner's poster	
	Park Aver	ue Hotel
	08000 SUNGAI PETANI, K TEL : 04 431 7777 F	EDAH DARUL AMAN.
	Email : general@par	kavenue.com.my





DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
012.	Refresh Wilti	
	Add and Update the inventory	
	File of Hero's system	
	Derign Karaoke's poster	
	Debyn Floor Plan	
	Change password for Bistro	
	พาห่	
		ventue Hotel dua, taman sejati indari
	08000 SUNGALPET. TEL: 04-431	ANI, KEDA H DARUL AMAN. 7777 - F ax : 04-431 3399
	Email : gener	al@parkavenue.com.my

PRACTICAL TRAINING UNIVERSITI

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
11/2	Backyp team for bangyes services	
	-i lounge.	
	Park An	**
	EI, JALAN INDAR BUA 08000 SUNGAL RETENTION	ue Hotel
		HILLS IT The second
	TEL : 04 431 7777 F Email : general@par	ALV: 04_121 2200





DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
13/2	Refresh Witi	
		_
	Repair telephone and test it	
	USING TONEL PULSE INTENANE	-
	telephone analyzer.	_
		-
		-
		-
	the Ar Course	we Hotel
	Tark Preve El Jalan Lonad Dua	THE TIOSEI
	08000 SUNGALPETANI, I	EDAR DARUL AMAN.
	TEL : 04 431 7777 Email : general@p	

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1412	Setup new projector including	
	tecting each of cable whother it	
	is functioning or not. After finished	
	installing the projector was definered	
*1 	to the department.	
	Update the Hero's system with the largery	
	-Ind special offer menu for	
	Valentine's day. The Hero's system	
	is only an be used by EDP state	
	and authorized only	
	&-styp data in the service.	
	Setup client bridge	
	Colup password For certain	
	places.	
	EI, JALAN INDAH DUA, T	NISELAL MIL
	TEL : 04 431 7777 F.	AX : 04-431 2200
	Email : general@par	avenue.com.my



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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
512	Represh Wirk	
	Testing the Ubiquity network. Sign	
	in the admin account that	
	will maintained the funt network	
	Covergge.	
	The process of maintaining the	
	and testing the new conter	
	types tyme about 2-3 hours including	
	process of setting up the helwork	
	and testing the strength of	
	the network .	
	Dark A.	venue Hotel
		TA TAMAN SETATI DIDA
	08000 SUNGAI PETAI	VI, KEDAH DARUL AMAN
		77 FAX : 04-431 3399 @ps-ksvenue.com.mv

PRACTICAL TRAINING



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISOF REMARKS
16/2	Petrech Willi	
	E1, JALAN INDAH DU	
	TEL 04 431 777	1, KEDAH DARUL AM 27 FAX 1 04 431 3399 @parkavenue.com.my

LOG BOOK

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
17/2	Petrosh Wifi	
	Editing poster	
	Park / ve	ue Hotel
	EL JALAN INDAE DUK. 08000 SUNGAI PUJAN, P	EDAH BARUL AMAN.
	TEL: 04 431 7777	FAX: 04-431 3399
	Enunit . general@p	A TAACBREED B. COM. CO. S.

PRACTICAL TRAINING

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
18/2	Checking server because of	
	having failure and suddenly	
	Promotion pulpores. The Each of poster Filled with Mother's	-
	Day exment	
	situated at Lounger room.	
	to print the bill.	
	Checking the main Server and reflech	
	Represh WIFI.	
	Park Aven	ue Hotel
	080000 ANI, KEI	AH DARUL AMAN
		18/1 Checking server because of one of system in the Biblo was having failule and suddenly stop operating. Description of the pasters part promotion putpers part promotion putpers. The the system of the server of the system of the system of the server of the structed of Lounge's route to print the bill. Checking the main server and reflect it. Description of the bill. Checking the main server and reflect it. Description of the server of the server of the system was halfing of the server of the server of the server of the server of the server of the server of the server of the server of the server of the server of the server

PRACTICAL TRAINING UNIVERSITI LOG BOOK

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
cio	Reprosh WITH OF every level	-
	tachieves have difference and a total	-
	of 4 modern	_
		_
	Pepnining Imptops charger	-
		_
		-
		· · · · · · · · · · · · · · · · · · ·
	*	
	Doul Ava	nue Hotel
	er teten (明) 和)	TAMAN SE ATT INDAH,
	URAND - 1(NCA) PETANI. FEL : 04 431 7777	LOAD DARDE AMAR
	Binett : general@p	arkavenne.com.my

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Universiti Teknologi Mara



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2/2	Refresh With	
	Months server because the	
	seive was having technical	
	failure before.	
	Learn on how to turn OFF the	
	server step by step.	
	Learn on how to print selected	
	Bistor Report	
		nue Hotel
	TEL : 04 431 7777 6	AX : AA (2)
	Emall : general@pa	reavenue.com.my

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DATE	EX TRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2212	Pefrech With	
	Legin on now to strip ding ? test , PIUS	
	toriome a sice (Dub col	
	Report on Ernomic service (Darabase)	
	Pr K M	ut Hotel
	08060 SUNGAI PETANI, KI	DAN SLATTINDAR,
	TEL : 04 431 7777 F. Email : general@par	X : 04-431 3399

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UNIVERSITI TEKNOLOGI MARA



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISO REMARKS
2512	Ad hoc at banquet fair Avenue	
	~	
	Park As	venue Hot
	08000 SUNCAL STA	G. KEDAR DADY
		77 FAX : 04-431 3399 Bparlavenue.com.my





DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
5412	Retresh With	
	Check LAN (CID 10 of Sq 105	
	Dopartment	
	Received call prom Bastio to Check pc. The PC was unable to	
	generale the receipt.	
	Check CPU at the Account Department	
	The power (aple have been domaged	
	Refran Witt	
	Do IS A VED	
	E) 1.11() (NEAR DUA, T. 08063 SUNGA1 PETANI, KE TEL : 04 431 7777 PA	DAH DARUL AMAN.
	Email : general@parl	kavenue.com.my





DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
72 (7	Refresh With	
	Check Couter at Sevendon and	
	Singgora. The touter of the Serendan	
	have been broken so the router	
	need to be reposifed	
	Check (CTU MODITON of Pork	
	Avenue's Bowring	
(e)	(lean laptop's motherboard	
	Refresh Witti	
	Park Aver EL, JALAN INDAR DUA, T 08000 SUNGAL DETANLA	MAN SELATE DATE
	TEL: 04 431 7777 F	A BARUL AMAN
	Emall : general@part	avenue.com.mv







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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
212	Petresh With	
	Derign F&B Paster	
	Part	AVENUE HOTEL
	08000 SUNGA.	DETANI, KEDAH DARI ILAMAN. 1431 7777 PAX : 04-431 3339
		general@parkavenue.com.my

PRACTICAL TRAINING UNIVERSITI Teknologi Mara 25



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISOF REMARKS
2812	Reflech Wik	
	Change Passibaid -1 President	
	checking can system	
	Peplace Serendan Router	
	Configure Serendon Pouter.	
	Refresh with	
	Park Ave	pue Hot
	08000 SUNGAI PETANI.	EDAH DARUL AN

PRACTICAL TRAINING UNIVERSITI LOG BOOK

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
Э	Represe With	
	change IP setting at main getway	
	at level a.	
	beprehn 2000 ecorbbe 91. ent	
	to dynamic	
	Check interverend and with connection	
	lovel by level.	
	Setup laptop at UG Hotel	
	Change Switch	
		2
	Park we u	IS TU. 3
	EL, JACAN I. UNIT FARINE RED 08000 SUNGAL PETANI, RED	AB DARUL AMAN.
	TEL: 04 431 7777 FAX	: 04-431 3399

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PRACTICAL TRAINING



	DATE	EXTRACT NATURE OF WORK DONE SUPERVISORS REMARKS
	513	Perresh With
14		Peraiv laptop that having slow
		perpormance problem.
1		Pepain by add up new ram
1 1 1		
41		EI, JALAN INDAH DUA, TAMAN SEJATLINDAH 98000U SUNGAL PETANI, KEDAH DARUL AMAN TEL: 04.411 7777 D
		TEL : 04 431 7777 FAK : 04 431 3399 Email : general@parkavenue.com.my



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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS	
313	Refresh Witti		
	Dozion bozion		
	Downlood suitable music for		1000
	wedding that held in hotel		
	borgn poster for Hijled Menu		speak 1
	++ B18110		a second
			-
			1 1 1 1 1 1 1
			1000
			1 House I
		pue Hotel	Inom
	EL JALAN INDAB DUA 08000 SUNGAI PETANI, I IEL : 94 431 7777	KEDAB DARUL AMAN.	11000
	Email : general@p		

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Universiti Teknologi Mara



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISOI REMARKS
412	Backup and add hoe staff	
	ai Banquet department For	
	wedding	
	Park Av	venue Hote
	08000 SUNGAL PETA	JA, TAMAN SEJATI IN 11. KEDAH DADIS
	LEL: 04 431 77	77 FAX : 04-431 3399 @par iavenue.com.my







DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
واھ	Setup new touter at Level 78.	
	Refresh With	-
	Received Coll From Laundry	-
	Department said that the write and	
	ethernet was Unable to be connected.	
	The process of identity the problem was carried and Found that	
	the switch was no longer call	
	pe used.	
		nue Hotel
	08000 SUNCAL PETANI,	, T _{al} - Ian <mark>sljati indah</mark> Kedah daru l aman.
		FAX: 04-431 3399 parksycnuc.com.my

PRACTICAL TRAINING UNIVERSITI

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
ŦIJ	Refresh Wifi	
	·	
	Daul, Arr	TT
	E ALK ZAVC E1, JALAN INDAB DUA	nue Hote
	08060 SUNGAI PETANI,	KEDAH DARUL AM
		TAX . 84-431 3399 a kavenue.com.my





DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
\$13	Represen With All level were	
	Checked. Every we Router at every	
	level was properly Functioned.	
	Designed poster to promote "Hachlag"	
	contest, promoted via facebook. The	
	POSTON Was requested by Markering?	
	Idles pepartment.	
	Retouch the Nork Avenue, Drnner poster	
	to change information and	
	details in the postar.	
	Park Ave	TE MAN SEJATI INDAH,
	03000 MINCAL PETANI, 1 TEL : 64 431 7777	SEDAN DARULAMAN
	Engli : general@p	

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PRACTICAL TRAINING





DATE	EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
413	Pock up and aid hoc staff at	
	Banquet Department For Institute	
	Pertonion Bumkung Lima's Dinney	
	Park A.	enue Hote
	08060 SUNGAI PETAN TEL : 04 431 777	A. TAMAN SELATER I, KEDAH DARUL AM
	Email : general@	partavenue.com.my





DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
10/3	Design timetable for Electronic DP	
	Department. the Kmetable was	
	divided into two groups. The new	
	Finetable was defign because	
	the other trainees have completed	
	their internenip of this deportment	
	Install antitive application for	
	Audio Viewal Staff's Laptop. The	
	otob out reasons out goigel	
	slower than before. The process	
	of creaning the RAM was	
	corried out.	
	Park Av	en le Hotel
	AND A STREAT PETAN	I. KEDAH DARUU AMAG
	TEL: 04 431 777	7 FAX: 04-431 3399

PRACTICAL TRAINING

UNIVERSITI TEKNOLOGI MARA

	DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	1 3	Banquet Department	
5			
Ŀ			
81			
		EL LALAN DODAT	Avenue Hotel
W R		TEL : 04 431	DUA, TAMAN SEJATI INDA TANI, KEDAH DARUL AMAN 7777 FAX : 04-431 3399 stal@parkavenue.com.my





DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS	
<u>-</u>	Refrech With		Ha
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		-	
			1
			N
	un a A	YY	
	Park Aveni El Jalan indaŭ dua ta	LAN SENATI INDAH,	
	OBUED STANDAR PETAND RE	AR DARILAMAN	
	TEL : 04 431 7777 FA Email : general@park	avenue.com.my	

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PRACTICAL TRAINING



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
14/3	Pefrezh Witi	
	Stay at level 12 to check	
	with connectivity. The process	
	to check all the connectivity was	
	turing about half day.	
	Daula A	
	E1, JALAN INDAH DUA, T	ue lotel
	08000 SUNGALPETANI, KI	EDAH DARUL AMAN
	Email : general@par	1 : 04-431 3399







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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15 3	Refrech Witi	
	Install and configure 19 addreed For router 121 and Ubiolity.	
	The ybigyty router was still In trial phose	
	Park Aver	
	08000 SUNGAI PETAR), RJ TEL : 04 431 7777 F. Email : general@dar	AX:04-431 3399

PRACTICAL TRAINING



DATE	EXTRACT NATURE OF WORK DONE SUPERVISORS
1612	Refrech With
	Checked the Ubiquity connection
	Configure and repair LAN
	connection. at Head Chef office.
	Durle A.
	Park Avenue Hotel EL JALAN ISTAH DUA, TOMAN SEJATI INDA 08000 SUNGAL DE LANI, KEDAH DARUL AMAN
	Email · general@parkavenue.com.my

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
JIS	Back up and ad-hoc staff at Banquet	
	Department	
_		
	Park Ave:	ue Hotel
	EL JALAR INDAH BUAU 08000 SUNGAI PETANI, KI	STATING AR.
	TEL: 04 431 7777 F.	X : 04-431 3399
	Email : general@.nar	CANED DE COID MY

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PRACTICAL TRAINING UNIVERSITI LOG BOOK

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
19/3	Refresh Wiff	
	Check PC at Lobby That was	
	stucked and cannot be used	
	Installation of CCTU at Bowling	
	Seich	
	Repair LAN Connection of Sales and	
	Morkering Department	
	Dragnose DNG problem at Kitchen	
	Pepartment	
	Park Ave	
	EI, JALAN INDAH DUA. 08000 SUNGAI PETANI, J	EDAN DARL'LAM.
	TEL : 04 431 7777 1 Entsil general@pt	

PRACTICAL TRAINING UNIVERSITI

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		1	
DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS	
2013	Refresh WTPi	_	
	Postart printer at Front Office	-	46.
	Derannent	_	1
		-	
			-
			a
			-
	Park Ave	nue Hotel	
	E1, JALAN (NDAH DUA) ARAA EIDICAI PENANL	KEDAH DARULAMAN.	
	TEL : 04 431 7777 Email: : general@)	F X : 04-431 3399	

PRACTICAL TRAINING



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISO REMARKS
21/3	Refresh Witi	
	Download Hinducton songe	
	EL JALAN INDARA	VETUE HOTE NA, TAMAN SE VATI DU NI, KEDAH DARI LAM
	UEL: 04-0.17	177 FAX : 04-431 3399 @parkivenue.com.mv

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
22/3	Retresh With	
	Checking internet coverage at	
	Head cher office	
	D. J. Ave	enne Hotel
	·····································	A THAN BE IN LA LIGHT AND
		7 FAX : 04-431 3399
	Email: WERER	parkavenue.com.my

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PRACTICAL TRAINING



Email : general@

DATE	EXTRACT NATURE OF WORK DONE	SUPERVIS REMARK
313	Refrech With	
	Pownload movie for displaying	
	purpose	
	50 °	
	Park A	venue Hor
	08000 SUNGAL PETA	UA. TAMANSI JAM
6	Email : general	@parkavenue.com.my

3j

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2413	Refresh Witi	
	Pepart laptop's charger. The charging	
	rable was misplaced from the	
	Circulit	
	Rocared complaint from guess	
	pertaining to the with Immediatly go	
	to level 3 and resolved the	
	freplew-	
	Checking LAN cable di Chef	
	Chacking and capter at the	
	Park Aver	we Hotel
	E1, JALAN SUDAR DUA. 7 08000 SUNCAS PETARLAN	TAN SEATLERPAR.
	08000 SURVES 1 COMMENT	: 04-431 3399
	TEL : 04 4.33 7777 . Emuil : general@p:	TKBYEDUC.COM.ury

PRACTICAL TRAINING UNIVERSITI



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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISO REMARKS
2513	Refresh Witi	1.
	Dant Lounge Report For	
	account department at the server.	
	2096iv "boowy1108" boolawod	
	tor general monager as preparation	
	For "State Gothering Dinner"	
	Sent the lepoit to the Head	
	BI, JALAN INDANINIA 08000 SUNGAL OF LANE, N	
	Email: general@pa	AN: 04 411 2200



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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2413	Refresh All With	
_		
	Park A	VETTLE Hotel
	BI, JALAN ERDAN I	HIA, TA LAN SEJATI INDAH,
	08000 SUNCALI DA	1777 FAD : 04-431 3399
		al@parkavenue.com.my

PRACTICAL TRAINING



Email : geverai@parkave

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISO REMARK
58/3	Refresh level with	
	Diggnose DNS problem at	
	Head Chef's office	
		TAMAN SEVATI INDA
		37712-24-714-28- 3 AMAN

TEKNOI MARA

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
913	Refresh With at All level	
	Refill printer in F. Since the printer	
	is a une an old printer so the	
	chip of ink canage have	
	broten.	
	2	
	Doul- Area	
	TATK AVEL 51. JALAN INDAB DUA, 1	THE HOTEL
	08000 SUNGAL PEDANL R	FDAH DARUL AMAN
	TEL : 04 431 7777 F Email : general(øjpa	and the second s

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PRACTICAL TRAINING UNIVERSITI LOG BOOK



DATE	EXTRACT NATURE OF WORK DONE SUPERV	
30/2	Refresh With at all level	
	Try to repair the printer that have	
	been broken feplace another	
	chips now the cathlings to detect	
	the inc.	
	Park Avenue Hor	
	A TAMEN SE VIT	TEI INDAL MAIN,
		· «nui»,

PRACTICAL TRAINING UNIVERSITI



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
31 (3	Refresh Writi at all level	
	Getup CCTU decoder at Parc Avenue"	
	Leigh Bowling -	
	Park Aver	we Hotel
	EL JALAN COAR DUA, 1 COMPACTANCE &	EDAN DARULAMAN.
	08000 50 55777 5 1775 - 40 231 7777 5 10 2001 1 200223(2)02	13: (4-431 3377

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n Jj

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Entail : georesi@p RESETI





DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/4	Refresh with at all level	
	Trouble shoot internet at Pars	
	Avenue Bowling.	
	-	
	Park Av	enue Hotel
		A, TA MAN SEJATI INDA I. KELAH DARUL AMAN
		7 FAN : 04-431 3399

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
314	Refresh with at an level	
		+
	Park Aven	ue Hotel
	EI, JALAN INTAR DUA TA BODG SUNCAI PETANI, KE	DAF DARUL AMAN
	TEL: 34 431 7777 FA	X : 04-431 3399

PRACTICAL TRAINING



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
4]4	Refresh With at all level	-
	· Setup pe and do usile cabling at HouseFeering OFFICE	
	at Houseforping office	
	Park Aver	
	E1, JALAN INDAB DUA, T 08000 SUNGAI PETANI, K TEL : 04.431 7777 F	ED AH DARUL AMAN.
	Email : general@par	

PRACTICAL TRAINING UNIVERSITI

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
5 4	Peresh with at all level	
	Print Hoter Revonue For account	
	department at the Serve Room	
		· -
	Park Ave	nue Hotel
	EL JALAN INDAH DUA 08000 SUNGAI PETAN3.	TAMAN SELATI INDAH
		arkavenue.com.my

PRACTICAL TRAINING UNIVERSITI

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115. Al

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
614	Refresh Witti at all level	
	Restavi PMS connection at cashier	
	Ic at Barro	
	-	
	Park Aven	ue Hotel
	E1, JALAN INDAN IMIA, TA 08000 SUNCAI PETANI, KE 1914 - 104 433 7777 FA	DAB DARUL AMAN.
	r mail : general@parl	



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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
7 (4	Refresh with at all level	
		-
	ParkA	verue Hotel
	EL SALAN STRALD ABOM STREES PETA	NI, KEDAH DARUL AMAN.
	151.:04.431.7	777 FAX : 04-431 3399 d@par kavenue.com.my

PRACTICAL TRAINING UNIVERSITI

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISO REMARKS
84	Repress With at all level	
		-
	Pa-k Ave	mue Hotel
	EL ALAN - "DA特 DRA	TAMAN SELATI INDA
	()Second C = 2 (A + 2) (A > 3), (43) (1 + 2) (A + 2)	KEDAH DARUL AMAR
	sail : general@j	

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PRACTICAL TRAINING UNIVERSITI

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
014	Refrech With . With at level of was	
	having some slow issue and	
	cannot be connected. The switch	
	that controlled the with have	
	been refreshed.	-
	Reparr handshone. The mobile	
	PHONE Was glways stuck	
	and shows the storage diready	
	Full. The mobile phono was	
	FIRETLY back Up all the data	
	and reset the phone to factory	Q.
	setting.	
	5	
	Park Aven	
	EL, JALAN INDAR DUA. TA 08000 SUNGAI PETANI, KE	
	TEL: 04 431 7777 FA	X : 04-431 3399
	Email : general@park	avenue.com.my

PRACTICAL TRAINING



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
11/4 Man Mar	Refrech with	
	Learn on how to communicate	
	with the programmer from	
	have that responsible to manage	
	Park Avenue's Account Database.	
	The database was called as	
	Épitome'.	
	Reporting to the Epitome' related	
	account issues which the codding	
	was error and database connot	
	detected the account number's owner	
	Communicate via teamviewer and	
	The programmes will revise the	
	codmag.	
	T)1_A.	<u>.</u>
	EI, JALAN INDAH DUA. T	
	08000 SUNGAI PETANI, KI	DAH DARUL AMAN
	TEL : 04 4/1 7/77 F7 Email : general@par	C 22 03200000000000000000000000000000000

PRACTICAL TRAINING UNIVERSITI

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS	
214	Rectary main switch OF UNAT.		
	The Unifi cocated at the Server		
	Room. It was because of with		_
	connection at all place in Park Avenue		
	adds having problem.		
	The process of restort need		
	to do Step by step to avoid other		
	problem happens.		(Case
	Check Usiti connection at AN		-
	level. All with and routers		
	were well operated.		
	Design postor for marteling purpose		
	which was requested by sales and		
	marching popartment.		
	Adding location of Lounge and		1
	Bistio of Pair Avoive in goggle		
	maps. It was included with adding		
	Some images		
-			
	Park Avenue	Hotel	
	EI, JALAN INDAH DUA. TAMA	N SEJATI INDAH,	
	08000 SUNGALPETANL KEDAR TEL: 04 431 7777 FAX: 0		

PRACTICAL TRAINING



DATE		VISORS ARKS
1214	Refresh With at all level	
	Install Adobe Photoshop for PC	
	at Food & Beverages department	j
	Check and setting Pc at	
	Bistro. H Includes refresh PMS	
	connection of Bistro System	
	(heck and refresh the PC at	
	Lobby due to the PC was not	
	Functioning and always becoming	
	CIOW	
	Ractart Afinter at Lobby because	
	- bazoutz you HT	
	Park Avenue He	orel
	08000 SUNGALPETA S, KEDAH DARU	ti indah Laman
	Email: general@parkavenue.com.	99



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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
14	Refresch WIFF	
	SIL	
	Need to day at server because	
	the server was down.	
	The ANNUAL Software Subscription	
	of 'HERO' system will be	
	expired. In 20 tays.	
	The warning will confin yourly	
	leappeared at source's pc Uniti	
	the subsciption fees be poid.	
		TT 1
	Park Avenu	IC FIOTEI
	08600 SUNCAT FETANI, KED	A I DARULAMAN
	TEL: 04 431 7777 FAX Vote: : general@barks	: 04-431 3399

PRACTICAL TRAINING UNIVERSITI

DATE	EXTRACT NATURE OF WORK DONE	
15/4	Refrech Witi	T
	Install ip camera at server room	+
		-
		-
	Park Avenu	le Hotel
	EI, JALAN UMAR DUALTAR 08000 SUNCAT FETAAL RED THE 164 431 7777 FAX Front granul Gparks	AR DARMI, AMAN : 14-431 3399



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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1714	Refrach Witi	
	Change RMM and add new	
	RAM gom in Head Chef's laptop.	
		· · · · · · · · · · · · · · · · · · ·
		-
	Park Aver	ue Hotel
	EI, JALAN INDAR DUA. T	AMAN SEJATI INDAH,
	Earth : geografier an	

PRACTICAL TRAINING

UNIVERSITI TEKNOLOGI MARA

DATE	EXTRACT NATURE OF WORK DONE	SUPERVIS REMARI
18 4	Potrech With	
	Dasign mother's by Carnival	
	anvitation Paster.	
		原 . A
	201 TAX S 10 10 10 10 10 10 10 10 10 10 10 10 10	CTA MAN SEJATI P
		L KECAH DARUL AN 7-1 A. : 6-401 000 Epark vonne.com.my

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS	
914	Refresch Witti		10
	Design Mother's Day Carnival's		
	Poster		Pri S Nakara an
	The poster will be advertise through		1
	OTECIAL WEDATE OF PARE AVEDUE.		
	The posters were designed into		1
	two format which were A4 and		-
	A3.		
	Received called from front Office.		
	The Pci are stop responding.		
	The process of booking the		
	computer have been made.		
	Readering Mother's Day poster becauce		
	the management requested For		
	three different design.		1
			1
			L
	Park Avenu	e Hotel	
	E1, JALAN INDAR DUA, TAM #8040 SUNGAL PETANI, KED/	AN SEJATI INDAH	1
	95040 SUNGATECTARI, KEU/ TEC: 34 431 7771 FAX	[13] 188 10 (200)	i d
	Emall : general@parkav	e-ue.com.my	

PRACTICAL TRAINING



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISOR: REMARKS
2014	Refrech WIFI.	- 81
	Help one of state to reformat	
	all the data in her mobile	
	phone.	
	Create Apple 10 For the staff	
	Park Aven	le Hotal
	EL JALAN DODAR THIA, TA	TAN SELATI ENDA
	08000 SUNDAR PETANI, KE 1817: 04-631-5771-5A	
	Ewsti : geserat@park	

LOG BOOK

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
21/4	Pefreen Witti	
	Childrenti 'speed test ' to check level	
	or interner connectivity strength	
	at the Floor II	
	-	
		XX
		enue Hotel
	OSING SUNGAL PETANI.	TEDAB DARUL AMAN.
		X : 64-431 3399 parkavenue.com.my





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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2214	Refresh With	
	Install Ubiquity router at thoor	
	8,6 and 10.	
	Park Ave	nue Hote
	0816(0.5.1) (PED.:: 6-6.3.3.2777	LAMAN SEJATI IN CLUAR DAREL AM
	Charil : general@p	Figavenue.com.my

PRACTICAL TRAINING LOG BOOK

DATE	EXTRACT NATURE OF WORK DONE	
2414	Refresh Witi	-
		1 1
		1 1
		1 1
1		
	D. J. A.	anne Hotel
	EN LAL AN HONAH DAL	enue Hotel
	CONTRACT REPORT AND A REPORT AND A	ALL MARGE MUMAN
	731, 104 431 (7)7 10-10-10-10-10-10-10-10-10-10-10-10-10-1	тах: 84-431 3399 раткачелич.сон

PRACTICAL TRAINING UNIVERSITI

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
4 20	Refresh With	
	Check the UbiQUITY Fouler performance.	
	E A E Z SVC FLALAS INDAUDUA 08000 SONGALPER SNL	T <u>aman Sejati</u> IN Sedah darije an
	1.6.1 : 54 431 7777 Email : general@ps	AX 94431 3399



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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
5614	Pefresh With	
	Davis Aver	enue Hotel
		ATHE FIOLEI
	68000 SUMGATPETATA	EDAH DARUL AMAN.
		3 AX : 04-431 3359







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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
37/4	Ratiosh Wilk	
	Pertant DMS at Bistro since	
	the interface of the system	
	The process of restarting PMS	
	connection only can be done	
	by admin.	
	E1, JALAN INDAR D(JA	
	08860 SUNGA: PETANI, <u></u>	AX:04-431 3399

PRACTICAL TRAINING UNIVERSITI

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2814	Refrech Wifi	
	Troubleshoot intornet connection	
	at level 11.	
	Park Av	venue Hotel
	ELJALAN (SDARD) 08000 SUNGAI PETA)	IIA. TA MAN SEJATI INDAH N., KEDAH DARUL AMAN.
		77 BAX : 04-431 3339 @p=rkavenue.com.my

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DATE	EXTRACT NATURE OF WORK DONE SUPERVISOR REMARKS
2914	Petroch Wik
	Help human resource deportment
	to take the picture of Mr Haidard
	the employee of the month.
	EL JALAS DAR DUA, TAMAN SEJATI D ORODO SUNGAL PLUTANI, KEDAH DARUL'AN
	Emsil : general@parkavenue.com.my

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15	Refresh with	_
	Received one po From Mr Michael	
	(the owner of Pare Avenue) to place]
	at ny depailment.	
		+
		ł
		-
	Park Ave	nue Hotel
19. 	PL SATAN TO AN AND A STATE AND	SDAH DARUL AMAN.
	Emait : geversi@dat	AX: 04-431 3399





DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
3 5	Refresh Witi	
	sietup two Pc. gt Human	
	Resources Department.	
	The process of setting up the	
	new pas include the process of	
	Setting the LAN notwork, cobling.	
	and placement the pc	
	and platament are for	
	Sotting the Printer of Human	
	Kesource Department as requested	
	by the state.	
	Do sharing printer network	
	De Spaining Plunici Mere en	
	tonking produce of best employees	
	of the month for documentation	
	Inxboes.	
		TT
		nue l'iote
		CEDAH DARUL AM
		FAX: 04-431 3399 parkavenue.com.my

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
410	Refrech With	
	Get to know and learn about	
	PMS client Hotel System.	
	2	
	4	
	ParkA	venue Hotel
	EL JALAN INDALL 08000 SUNGAT PETA	UA, FAMAN SEJATI INDAH UU, KEDAR DARUL AMAN,
		777 - FAX : 64-431 3399 Witten kavenus.com.my

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UNIVERSITI TEKNOLOGI MARA



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
515	Refresh Witti	
	Continue to learn about PMS	
	client thotal system.	
	2	
	Park Av	venue Hotel
	54.HB ****A 3.77	UA, TAMAN SEJA IT INDA NI, KEDAH DARUL AMAR 177 FAX : 04-431 3399

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
615	Petrah Witti	
	Help housereeping department	
	to count and arrange the towel for availing purpose	_
	Proord the total and report to	
	E1, JALAN INDA B B	VERUE HOTEL
	TEL: 04 431 7	NL KEDAH DARIT L AMAN. 177 PAX : 04-431 3359 i@ps kavenue.com.my

PRACTICAL TRAINING Universiti Teknologi Mara

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
8 5	Refresh With	
	Park Ave	nue Hote
	<u>私</u> 利, JALAN (NDAR DUA, 1 080 00 STIPE AT 20日本NE N	'AMAN SEJATI INI
	Kinder - Kanakajikuta	



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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15	Refrech WOTH	
	De Create "labelling tag" por titing purpase at Houseteeping	
	Fitting purpose at Houseteeping	
	Department	
	Park	wenue Hotel
	二	THA MAMAN SEJATI UNDA
		14 %1, B. E. A. B JAROL AND
	the second se	a bet has kavenue.com.my



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DATE	EXTRACT NATURE OF WORK DONE SUPERVISORS
1015	Petrosh With
	Download Dream wearon and
	"Install in the laptop.
	Park Avenue Hotel FY N. YUAR DUA, YAMAN SEJATI END. PRETAND, KUDAR DAREL AMA
	s ensenditation (avenue, com. my





DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
115	Refresh Witti	
	Create HOD Supervisor trainees	
	attendance to be submitted 10	
	Human. Desource Department	
		Verue Hotel
	080 09 SUNCAL PETA	OUR DATE DATE AMAN
		777 6 S.N.: 04-431 3399 al@narkavenue.com.my

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2161	Petresh Usiti	
	Create Maid assignment using	
	Epitomo PMs gystem.	
	PALES AND EL JALAN MORE DUR	THUE HOTE
	0 204年来4年1月1日年初期1月1日日初期1月1日日	
		sarkavenue.com.my

PRACTICAL TRAINING UNIVERSITI

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
B 12	Rofiesh USHi	
	Troubleshoot hardware problem For the printer at Front Office	
	department.	-
		-
	Park Ave	enue Hotel
	EL, JALAN INDAN DHI	ELECTION SECTION AND A MAN.
	TEL : 68 415 177 Resold : general@	9 5 AX : 04-431 3399 parkavenue.com.mv

PRACTICAL TRAINING UNIVERSITI

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1515	Pepresh Witi	
	Don them due create report for monthly	
	summary reading for	
114 - P - 114 - 114	ele chility yeage	
	Part- Ave	rue Hotel
	新聞、人本文(本文) 4~75 内別(A)。 内(1-1-1	TAMAN SEJATI IND CODAR DARKILAMA
	notes - Beannail (age	04 -31 3399

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1615	Refrech With	
	Get to know with Wanna Cry	
	primayory to 220009 of 2011iv	
	the infection of the units was bold.	1
		1
	Park Aver FI, JALAN INDAR DUA.	
	98060 SUNGA: PETAN, 8 TEL : 04 431 7777 1	EDAN DARULAMAN.
	Email : general@pu	rlevenue.com.my

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DATE	EXTRACT NATURE OF WORK DONE	
1715	Retresh With	
	Setup rouner 19 adaras to	
	Stake IP addrear.	
	Park A	venue Hot
		TELE DAMAN GETATI
	(26 B	ала киходие соф. Ш.с. 19. ф. 3. 3



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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS	
1812	Petroch With		Fig3
	Create and design animated innormal		
	Romodhan wishes image for		
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	ParkAven	ue Hotel	
	EL SALAN INDAR DUA, T. 08000 SUNGAI PETANI, KU 15.1: 04 431 //// Fr	IDAH DARUL AMAN.	
	Email : general@par		1

PRACTICAL TRAINING



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2415	Refreek Witi	
	Transferrer Lenton that	
	Troubleshoot laptop that	
	having DNS issues	
		Avenue Ho
	08000 SUNCAI PI	B DUA, TAMAN <mark>Sejati</mark> Etani, Kedah darul 11 7777 - Pax - 01 491 393
		aeral@ps kaveaue.com.mu

LOG BOOK



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	Housecerping Department	
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		Email : general@parl avenue.com.mv	





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	08001	SUNGAL PETANI, F	EDAH DARUL AMAN.
		TEL: 04 431 7777 1 Email: general@p	
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	system.	
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	TEL: 64 431 7772	FAX + 64.431 3309
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		oarksvenue.com.my

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PRACTICAL TRAINING



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PRACTICAL TRAINING UNIVERSITI LOG BOOK

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	1	777 FAN : 04-431 3399 D@psrkavtupe.com.mv

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	Park AN	venue Hote
	EL 3人社会院 3内行在時 37	KETAH DARUL AN
		72 FAX : 04-431 3399

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	Get approval from Head OF	
	Department which design of	÷
	Birthday Card has been	
	Choosen.	
	Park Aven	ut Hotel
	08000 SUMULED OB AN ELEP TEL: 03 331 7777 FAX	AI DARULAMAN.
	Email - general@parks	

PRACTICAL TRAINING

Universiti Teknologi Mara

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INDUSTRIAL TRAINING STUDENT'S CHECKLIST

INDUSTRIAL TRAINING STUDENT'S CHECKLIST

Student's Name	NORHANIM BINTI ABU SEMAN
Student's Id	2013183601
Unit / Department	ELECTRODIC DATA PROCESSING
Organization	PARK AVENUE HOTEL
Semester	: Mac - July 2017

NO.	DESCRIPTION	APPENDICES IN REPORT	TICK (√)	DATE
1.	Receive, read and understand the documents;	alle, Di Anglia		28/12/16
•••	1. Industrial Training Handbook		レ	
	2. IMC690 Assessment		~	10-14/7/2017
	3. Definition of Special Project (IM225/245 Only)		V	
	4. Insurance Letter (UiTM)		V	
	5. Industrial Training Report Overall Contents		~	
	6. Cover & Title Page Guideline		V	
	7. Declaration Guideline		~	
	8. Abstract Guideline		-	
2.	Receive, read and understand the rubrics;		L	
	1. Rubric – Industrial Evaluation			
	2. Rubric - Individual Presentation		~	
	3. Rubric - Industrial Training Report (Overall)		~	
	4. Rubric - Industrial Training Report (Reflection		~	
	Assessment)			
3.	Receive, read and understand all the forms		~	
4.	Report duty to organization and submit report duty		V	
	form to the Industrial Training Coordinator ('Borang			
	Report Duty') within the first week of internship			1-10/2/2017
	Email : nurul1217@kelantan.uitm.edu.my OR			
	Fax: 09-9762156 – HEA (please put a note : "U.P :			
	Puan Nurulannisa Binti Abdullah")			
5.	Understand that students are NOT ALLOWED to	YES		
	take any leave during internship, unless for	(MC / Letter)	10	
	emergency leave / MC / special case (not more		L. L.	
	than 6 days in 5 months); or else the internship			
	status is automatically FAIL. Get the permission			
	from Organizational Supervisor before taking any			
	leave.			
	**Any extra leave provided by organization is not			
	counted under this clause. Organization may			
	provide extra leave / benefits to students, if			
	necessary**	No. of Concession, Name of Street, or other		
6.	Understand that NO semester break during			
	internship.	一日 化合理 计正式		

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

NOTES :

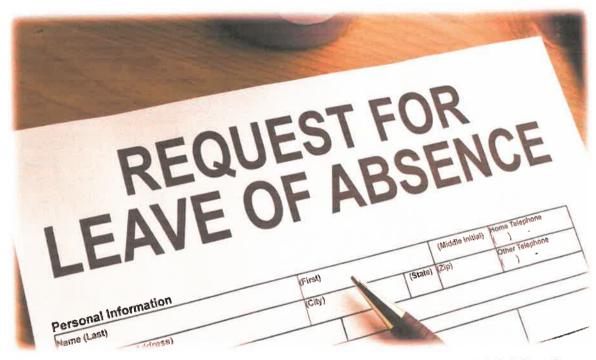
- 1. Organizational Supervisor supervisor assigned by the industry / organization.
- 2. Faculty Supervisor supervisor (lecturer) assigned by the faculty / campus, of which students come from. (i.e.: A faculty supervisor from Kelantan campus will be assigned for students from Kelantan campus).
- 3. Visiting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

7.	Understand that public holidays/special leaves/weekend are different between states; follow current state during internship / organization's policy. (put remark in the logbook)		\checkmark	
8.	Record every attendance in the form ('Borang Kedatangan Latihan Industri') or use any method provided by organization (thumbprint or punch card).	YES (Copy of attendance)	\checkmark	
9.	Record every task given in the logbook every day. Ask the Organizational Supervisor to sign/verify on daily OR weekly OR monthly basis.	YES (Copy of logbook entries)	~	
10.	Fill up Organizational Supervisor's details ('Template Maklumat Penyelia') and submit to the Industrial Training Coordinator once the supervisor has been assigned. (**You may include the topic for Special Project, if you already have it**) Email : nurul1217@kelantan.uitm.edu.my		~	28/2/2017
11.	Discuss with Organizational Supervisor regarding Special Project (must be ISM OR IM related tasks).		~	
12.	Plan and strategize all the tasks given during internship (discuss with the Organizational Supervisor regarding duration for the tasks, especially Special Project). You may use the planner ('Jadual Perancangan Latihan Industri') OR make your own custom planner using MS Office / MS Project OR use the planner provided by the organization (if any).	YES	~	
13.	Consult with your Faculty Supervisor regarding the tasks (especially Special Project) at least 3 TIMES, via face-to-face OR email OR phone calls OR any types of communication medium, which necessary.		~	
14.	Hand over the industrial evaluation form (Rubric – Industrial Evaluation) to the Organizational Supervisor (softcopy or hardcopy, any way preferable by the supervisor). The Organizational Supervisor will make an evaluation on the student's performance.		~	
15.	PAY your fees (semester Mac – July 2017) Refer Academic Calendar for the date.		~	BEFORE 26/3/2017
16.	REGISTER for IMC690 (Industrial Training) course- Refer Academic Calendar for the date.		~	27/2- 12/3/2017
17.	VALIDATE for IMC690 (Industrial Training) course.– Refer Academic Calendar for the date.		1	13–26/3/2017 GUGUR TARAF 30/3/ 2017
18.	Update your MUET status to the HEA (to those who not yet submitted the result/status).		S	
19.			/	

USER MANUAL



E-1 Jalan Indah Dua, Taman Sejati Indah, 08000 Sungai Petani, Kedah Darul Aman. Tel: 04-431 7777 Fax: 04-431 8777 E-Mail: general@parkavenue.com.my Website: www.parkavenue.com.my (Owned by UG Hotel Property Sdn. Bhd. Company No: 215000-K)



APPLICATION LEAVE SYSTEM USER MANUAL

FOR PARK AVENUE STAFF

ADMIN'S USER MANUAL



Figure 1.0: Admin Login Detail

- 1. Go to login page and fill the username and password then login
- 2. The system will be display the dashboard display of the system

Daskopard	The second street, so		Statistics of	A CONTRACTOR OF	and the second			
Due Note	State of States	P	ARK AV	ENUE				
Section .	PUBLIC HOLIDAY FOR THE YEAR 2017							
Abort Line	NO	Public Holiday	Day	Date	Remarks			
	1	Birthday of Sultan Kedah	Sunday	15.01.2017	Compulsory Paid			
kyer lean Approval 🖉	2	Chanese New Year 1	Saturday	28.01.2017				
ings a	3	Chinese New Year 2	Sunday	29.01.2017				
	4	(srak Miler	Thursday	2404.2017				
	5	Labour Day	Monday	01.05.2017	Compulsor Paid			
	6	wesak Day	Wednesday	10.05.2017				
	2	Awal Remedhan	Monitaly	27.05.2012				
	8	Agong's Brithday	Saturday	03 06 2017	Compulsory Paid			
	9.1	Harl Rava Puasa 1	Sunday	26 06 2017				
and the second se	101	Hart Raya Puasa 2	Manelay	27 06 2017				
	11	National Day	Thursday	31 08 2017	Compulsory Paid			
No. of the local data	12	Han Raia Han 1	EU08/	01 09.2017				
	13	Harl Raya H = 2	Saturday	02.09.2017				
	14	Malaysia Day	Saturday	16.09 2017	Compulsory Pald			
	15.	Awel Muharam 1439 Hiltah	Sunday	21 09 2017				
	16	Deetsevali	wednesday	18 10 2017				
	17	Prophet Muhammad	Friday	01.12.2017				
	and the second sec			01.12.2017 25.12.2017				

Figure 2.0: Admin Dashboard

1. The system will displayed current Public Holiday for the year

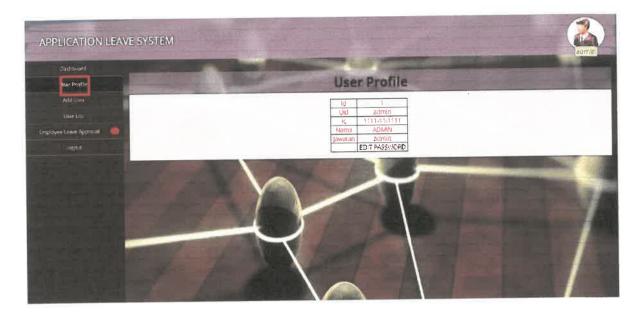


Figure 3.0: Admin User Profile

- 1. Click "User Profile" to edit password and profile.
- 2. Fill up new password and click update new password.



Figure 4.0 Add User Process

- 1. For new user, click on add user
- 2. Fill in the details for new user such as ic, uid, name, password, jawatan, jabatan.
- 3. After finished, click add user.

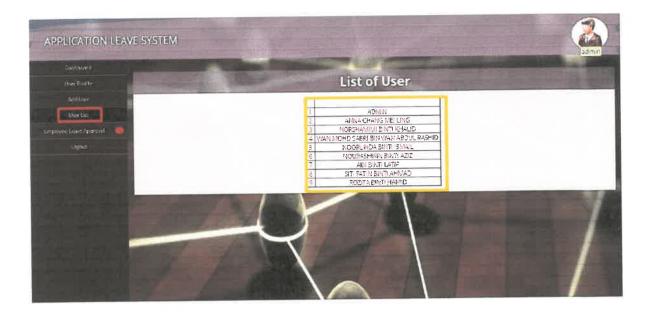


Figure 5.0 List of User

- 1. Click user list to display all the staffs list
- 2. Click at the name if the admin want to edit or delete the staff.



Figure 6.0: Employee Leave Approval

- 1. Click on employee leave approval to check list of leave record
- 2. Click at the name to view the list.

HUMAN RESOURCE USER MANUAL



Figure 7.0: Human Resource Details

- 1. Enter username and password to login.
- 2. The system will display dashboard of the system

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	6	Wesak Day	Wednesday	27.05.2017			
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	36	Deepavak	Wednesday	01 12 2017	100000000000000000000000000000000000000		

Figure 8.0 Human Resource Dashboards

1. The system will displayed current Public Holiday for the year.

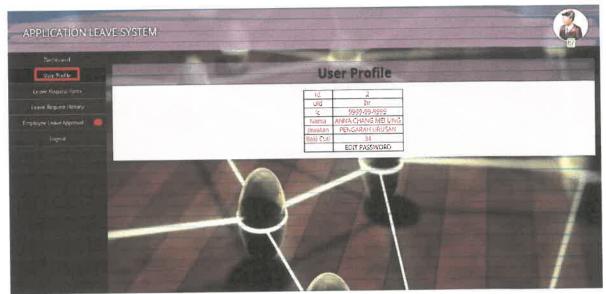


Figure 9.0 Human Resource User Profile

- 1. Click "User Profile" to edit password and profile
- 2. Fill up edit password and click new password.

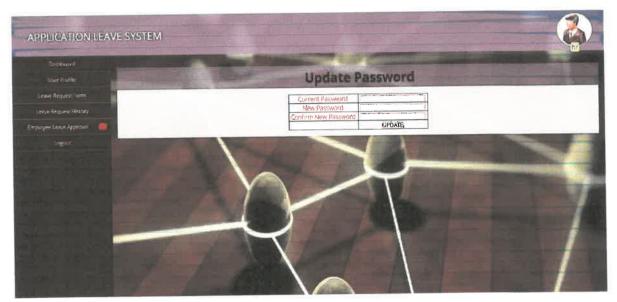


Figure 10.0 Human Resource Update Profile

- 1. Fill up current password.
- 2. Fill up new password.
- 3. Fill up again new password to confirm the password
- 4. Click update to save the "update password"

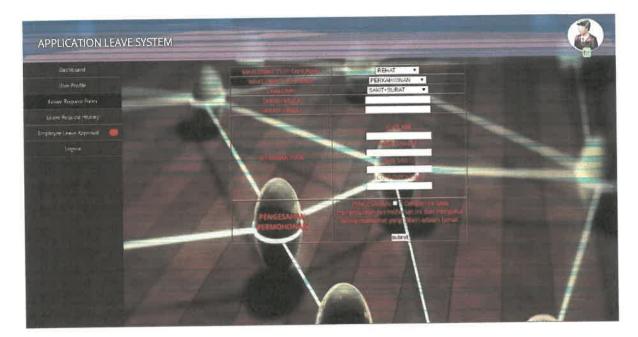


Figure 11.0: Leave Request Form

- 1. Fill up form
- 2. Submit the form

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		A DESCRIPTION OF THE OWNER OWNER OF THE OWNER OWNER OF THE OWNER OWNER OF THE OWNER OWN				

Figure 12.0: Employee Leave Approval

- 1. Click Employee Leave Approval
- 2. The system will display "senarai rekod cuti"
- 3. Select LULUS or TIDAK LULUS

STAFFS USER MANUAL



Figure 13.0: staff login interface

- 1. Enter username and password to login.
- 2. The system will display dashboard of the system

General								
				NALLER.				
Own Profile		PARK AVENUE						
we Reveal from	PUBLIC HOLIDAY FOR THE YEAR 2017							
ever Records manage	No	Public Holiday	Day	Date	Remarks			
	11	Birthday of Sultan Kedah	Sunday	15.01.2017	Cumpulsory Paid			
Jp+	2	Chinese New Year 1	Saturday	28,01.2017				
	3	Chinese New Year 2	Sunday	29.01.2017				
and the second	14	israk Mikrai	Thursday	24 04 2017				
	5	Labour Day	Monday	01.05.2017	Compulsory Paid			
the second s	6	Wesak Day	Wednesday	10.05.2017				
and the second se	7	Awal Ramadhan	Monday	27.05.2017				
	8	Agong's Brithday	Saturday	03 06 2017	Compulsory Paid			
	9	Hart River Puasa 1	Sundity	26.05.2017				
	28	Hart Raya Puasa 2	Manday	27.06.2017				
	33	National Day	Thursday	31 08.2017	Compulsory Paid			
	12	Hari Raya Hati 1	Friday	01.09.2017				
	98	Hari Raja Haji 2	Saturday	02.09.2017				
	14	Malifysia Day	Saturday	16.09.2017	Corripulsory Paid			
	15	Awal Muharam 1439 Hirah	Sundaj	21 09 2017				
	15	Deeparate	Wednesday	18.10.2017				

Figure 13.0 : Staff Dashboard

1. The system will displayed current Public Holiday for the year.

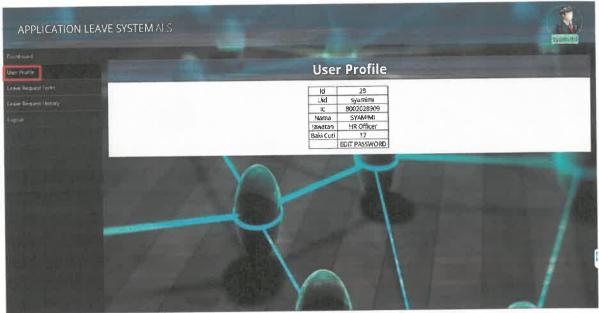


Figure 14.0 User Profile

- 1. Click "user profile" to view profile
- 2. The system allows the user to edit password
- 3. Click update password and save

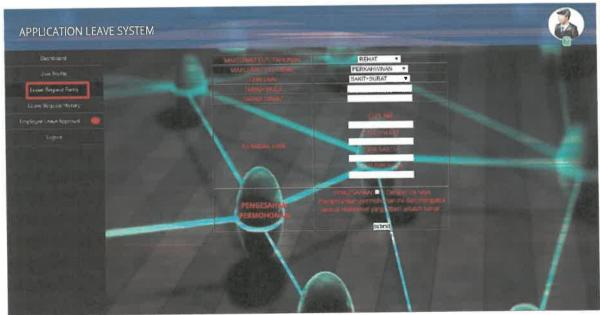


Figure 16.0 Request Form List

- 1. Click leave request form to apply leave
- 2. Fill in the form and click submit

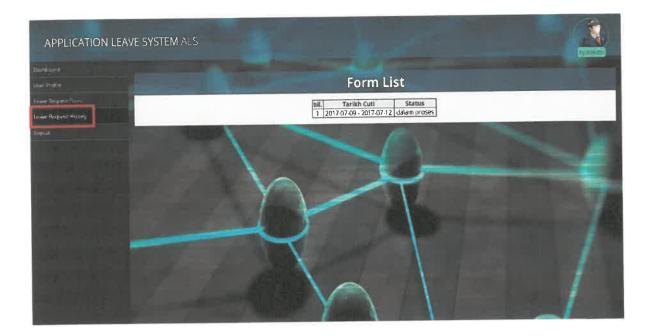


Figure 16.0 Leave Request History

- 1. Click leave request history to view leave request history
- 2. Click logout to escape from system