INDUSTRIAL TRAINING REPORT:
THE OFFICE OF LIBRARY AND KNOWLEDGE MANAGEMENT
(UNIVERSITI MALAYSIA KELANTAN)

SPECIAL PROJECT: ELECTRONIC PUBLIC ACCESS
MANAGEMENT SYSTEM (E-PAMS)

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FACULTY OF INFORMATION MANAGEMENT
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DECLARATION

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

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ABSTRACT

Abstract: The trainee undergoing industrial training based on the period from 2 February 2017 to 29 June 2017 in The Office Of Library And Knowledge Management at Universiti Malaysia Kelantan as part of requirement in completing course for the Bachelor of Info. Science (Hons.) Information System Management. UMK's library is known as The Office of Library and Knowledge Management which is the heart of University Malaysia Kelantan. It is a place for users who need to find academic and non-academic materials, as the library served it for the users. UMK's library has started its operation in July 2007 with the collection of 3000 of books and journals and seating capacity of 200 users. During the 22 weeks period of training, students will be supervised and monitored by a supervisor. The trainee was assigned a special project for Electronic Public Access Management System (E-Pams) by organization supervisor, Mr. Amirul Firdaus Bin Zilah (Head Unit of Administration Departmrnt). The trainee required to develop examination system which develop digitized examination paper system. The trainee also required to learn about the basic operation and procedures of the organization in every department.

***Keywords:** management system, digitized examination paper, basic operation, procedures,*

ACKNOWLEDGEMENT

Alhamdulillah and first of all, I would like to thanks to Allah S.W.T for giving me a good health to complete this industrial training report on time. I was able to complete this report that was given to me successfully within the given time. My deepest appreciation and thanks to the The Office of Library And Knowledge Management for giving me the opportunity to be part of them for my industrial training. I am pleased to be able to acquire new knowledge and experience through the guidance of PPI staffs familiar with the knowledge of the work. I would also like to thanks to my organization supervisor Mr. Amirul Firdaus Bin Zilah and to all of head unit, Noor Izzati Bt. Mat Nuri, Mr. Mister Mohd Hamimi Bin Mat Ripin, and Mrs. Norhayati Binti Nordin for giving me guidance in every unit that I have been placed. I would also like to thanks to other PPI staffs that are willing to provide instructional guidance for any important tasks within the organization that are given to me. The friendly attitude of PPI staffs makes it easier for me to communicate and be more comfortable in a harmonious atmosphere.

I would like to express the deepest appreciation and thanks to my respected and beloved lecturer, Miss Noor Azreen Alimin as my faculty supervisor who has provided guidance and advice to me while during my industrial training period in PPI. Besides, thanks to Madam. Nurulannisa Binti Abdullah as the industrial training coordinator for giving me plenty of guidelines before and during my industrial training. Special thanks to visiting supervisor Miss Noor Azreen Alimin for her time and energy spent to visit me during my industrial training, many useful advice and suggestion were shared to me during a short consultation with them. However, it would not have been possible without the kind support and help from my dearest friend and family, I would like to extend my sincere thanks to all of them in helping me during my industrial training. I would like to take this opportunity to express my gratitude to all of those who have contributed their kind services to me throughout my training sessions.

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INTRODUCTION

1.1 Background of the organization

Figure 1: Organization logo

The Prime Minister of Malaysia announced the government's approval to establish a university in Kelantan under the Ninth Malaysia Plan on 31 March 2006. The establishment of Universiti Malaysia Kelantan (UMK) was stipulated in this plan with the intention to support the development of quality human capital in the higher education sector. On 14 June 2006, a Cabinet Meeting approved the establishment of the university. The Cabinet also specified that the philosophy of the curriculum in UMK should be based on entrepreneurship education and enterprises in all the study programmes. Therefore,

taglines such as "Entrepreneurship is Our Thrust" and "Entrepreneurial University" are widely used to promote the philosophy of the university. Specialised studies for short- and medium-term developments are grouped into three fields of study:

I.   Entrepreneurship and Business;

II.   Creative Technology and Heritage; as well as

III. Agro-Industry and Science of Natural Resources

Apart from the three fields of study, significant emphasis is also given to acquiring language and soft skills. All programmes aim to produce high-quality human capital with first class mentality complete with exemplary entrepreneurship attributes. This human capital will contribute to global prosperity by improving the capability and capacity of Small and Medium Enterprises (SME), while contributing towards the development of a highly entrepreneurial commercial society. In all areas of study, Information and Communication Technology (ICT) is employed as an enabler.

The temporary campus of UMK in Taman Bendahara began its official operation on 1 July 2007 with the registration of 295 pioneering students. In its second year of operation beginning July 2008, the university had successfully registered 332 students. The first Vice Chancellor of University Malaysia Kelantan was Professor Dato' Ir Dr Zainai bin Mohamed, who was appointed on 1 October 2006. UMK is the only autonomous public institution of higher learning in the state of Kelantan established with the core business of entrepreneurship education. The Bachok and Jeli campus is already in operation with almost 1500 students in Jeli and another 800 in Bachok.

UMK focuses on prioritising the customer's needs and fulfilling market requirements by providing a conducive environment. UMK staff are knowledgeable, experienced, and committed in practising a professional work culture and participative management, as well as carrying out continuous improvements. As an entrepreneurial university, UMK has created an entrepreneurship culture and environment among students and staff at all faculties in its teaching and learning activities. Entrepreneurship education is embedded in every subject in all programmes offered by UMK and students are required to register for four entrepreneurship modules that cover 12 credit hours. Bachelor degree students have 30% industry involvement, while master degree students have 40% to ensure that students are exposed to entrepreneurship knowledge that is being practised by successful entrepreneurs.

1.1.1 Vision

Championing human capital development with entrepreneurial qualities for global prosperity.

1.1.2 Mission

UMK mission is to provide quality and relevant academic programs. Currently UMK offered various programme at undergraduates level through 7 faculty and one center which are Faculty of entrepreneurship and business, Faculty of creative technology and heritage, Faculty of Veterinary Medicine, Faculty of Agro Industry, Faculty of Architecture and Ekistics, Faculty of Hospitality, Tourism and Wellness and Faculty Earth Science. Next, Center for Language Studies and Generic Development is

responsible to manage university, language and co-curriculum courses. Next mission is providing research and innovation of high commercial value and giving services that fulfill social obligation to enhance competitiveness in entrepreneurship.

1.1.3 Objectives

I. To provide educational courses and training with an emphasis on inculcating entrepreneurial traits and soft skills across the curriculum.

II. To develop quality human capital that contributes effectively to national development and benefits society.

III. To enhance the capability of staff in life-long learning, leadership and management.

IV. To develop the capacity and capability of small and medium scale enterprises (SME) in order to enhance their competitiveness in generating national wealth.

V. To provide a conducive educational infrastructure and effective support systems as the basis to becoming a World-Class University.

VI. To implement regional development activities in accordance with the Malaysian East Coast Economic Region (ECER) Development Plan.

VII. To practise effective administration and financial management with high integrity

1.1.4 Organizational structure
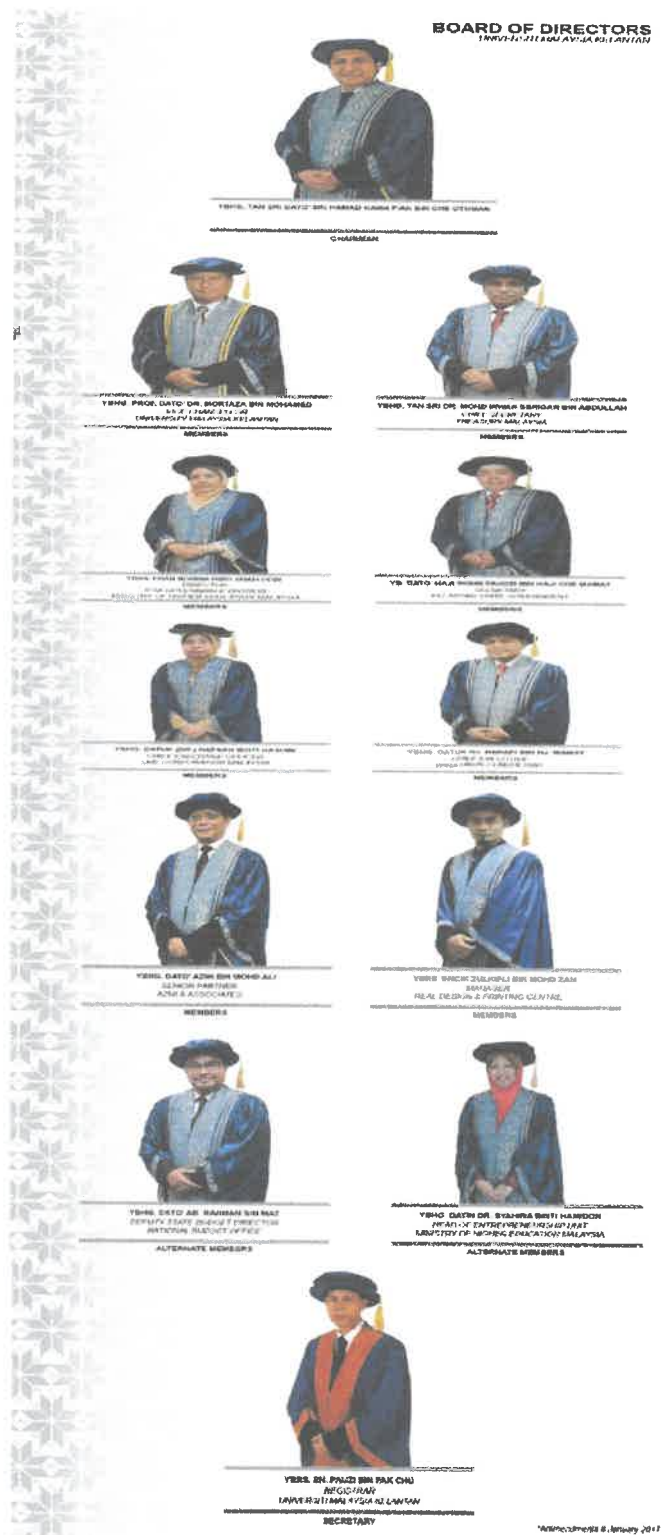
Figure 2: (Board of Directors)
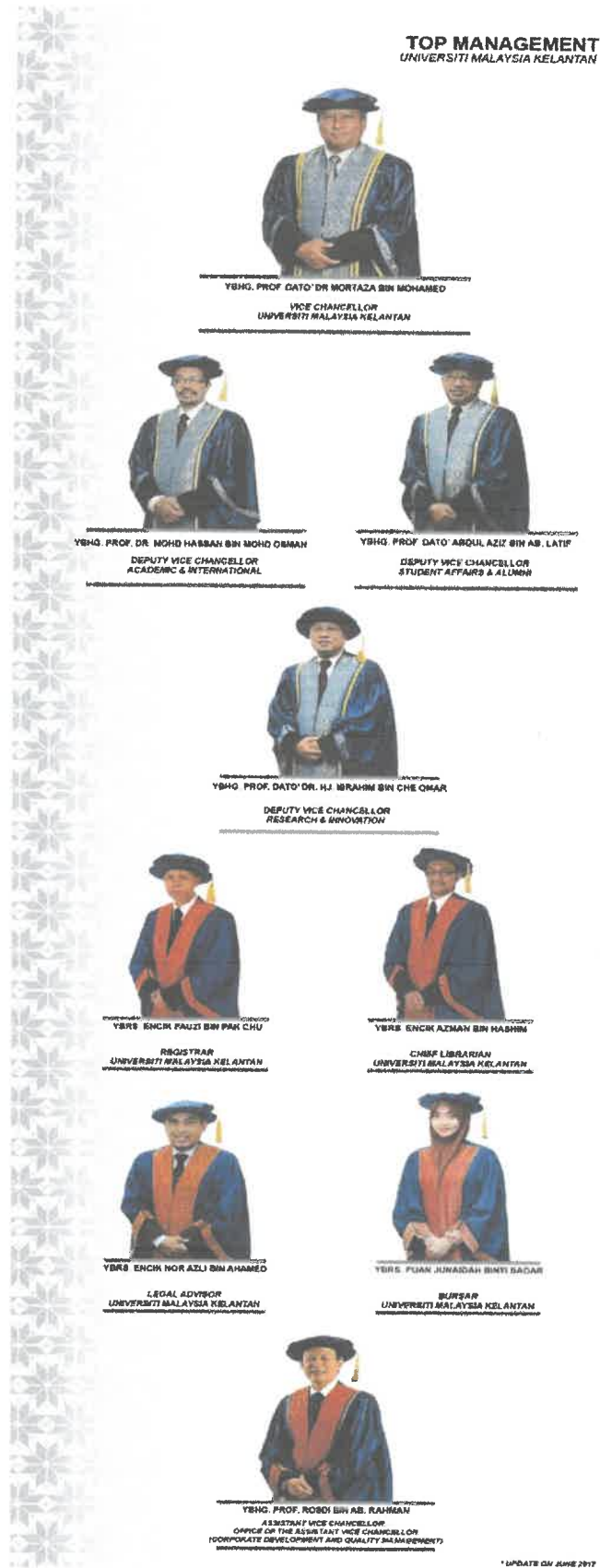
Figure 3: (UMK Top Management)

CHAPTER 2

ORGANIZATION INFORMATION

Figure 4: Entrance of the library (City Campus)

UMK's library is known as The Office of Library and Knowledge Management which is the heart of University Malaysia Kelantan. It is a place for users who need to find academic and non-academic materials, as the library served it for the users. UMK's library has started its operation in July 2007 with the collection of 3000 of books and journals and seating capacity of 200 users. UMK Library has three branches which is City Campus, Jeli Campus and also Bachok Campus. However, all the books is received and been processed in the city campus as it is the main campus, after that, the books will be sent after the process of cataloguing is done. The library campus of Jeli served their students based on the field course which is Faculty of Earth Science and Faculty of Agro Based Industry while library of Bachok Campus served their patrons from the Faculty of Creative Technology and Heritage.

2.2.1 Vision

Aspires to be the leading knowledge centre of entrepreneurial excellence through development of relevence collection, efficiency of information services and latest information technology empowerment.

2.2.2 Mission

Providing the high quality resources, infrastructure and services in supporting the instructional, learning and research programs especially in entrepreneurship field.

2.2.3 Objective

I.   To provide and manage information based services for its users

II. To provide the best quality information services and facilities

III. To manage information and knowledge culture amongst UMK's community

IV. To be effective repository institution for the university's

2.2.4 Opening Hours

Days	During Semester	Semester Break	Exam period (Semesters 1 & 2)
Sunday - Wednesday	9.00 am - 9.00 pm	9.00 am - 5.00 pm	9.00 am - 10.00 pm
Thursday	9.00 am - 9.00 pm	9.00 am - 3.30 pm	9.00 am - 10.00 pm
Friday	*Closed*	*Closed*	9.00 am - 10.00 pm
Saturday	*Closed*	*Closed*	9.00 am - 10.00 pm
Public Holiday	*Closed*	*Closed*	*Closed*

CITY CAMPUS | BACHOK CAMPUS | JELI CAMPUS

Figure 5: Opening hours schedule

2.2.5 UMK Rules and Regulation

1. Only Library members and those approved by the Chief Librarian are allowed to use the Library.

2. Members have to present their membership card when asked to do so by the Library staff.

3. Users are not allowed to eat, drink, smoke, make noise, sleep or disturb the peace of the library.

4. Users are required to surrender their bags, books or any personal belongings for inspection at the library entrance / exit at the request of library staff.

5. User is required to obey the silence rule in the library.

6. Smoking and consumption of food and drinks are forbidden in all parts of the library.

7. Personal belongings such as bags, helmet, umbrella, raincoat and other place provided outside the library.

8. User is not allowed to remove library furniture and equipment from their original place.

9. User is not allowed to take library materials out of the library without borrowing it properly at the counter or self check-out machine.

10. Must return books used to the trolley next to the shelves.

11. User is not allowed to smear, tear or damage the library materials.

12. User who photocopy library materials is fully responsible for any action liable and contravening the Copyright Act 1987.

13. Academician or support staff s who is sabbatical overseas must return all materials borrowed.

14. Academician or support staffs who are leaving the organization must also return all materials borrowed. Each borrower is responsible for the items borrowed. For an item lost, a member has to pay double the cost of the item lost. Whenever a replacement is not possible, the Library Committee will decide on the cost of the replacement.

15. The Chief Librarian may amend or change the Library Rules and Regulations as and when deemed required.

Figure 6: Entrance of the library (Jeli Campus)

Figure 7: Entrance of library (Bachok Campus)

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2.1 DEPARTMENTAL STRUCTURE
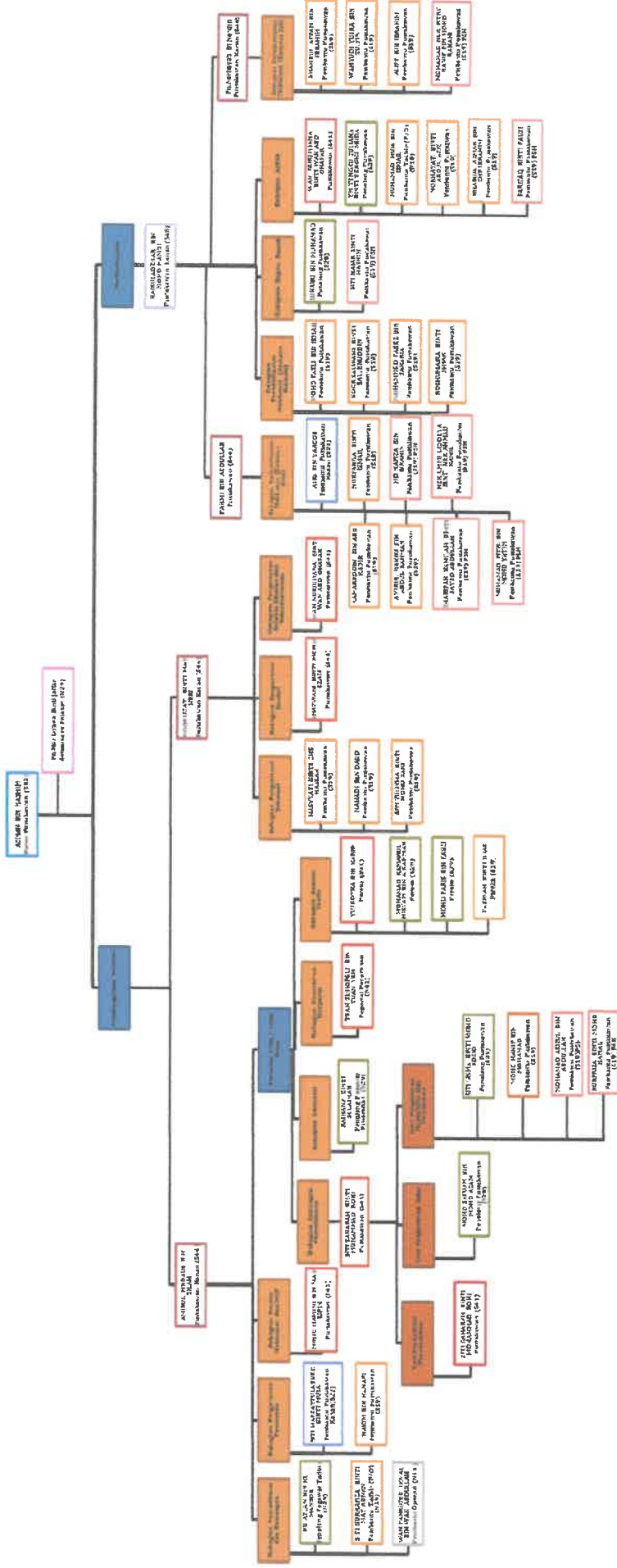
Figure 8: Departmental structure

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2.2 DEPARTMENT FUNCTION
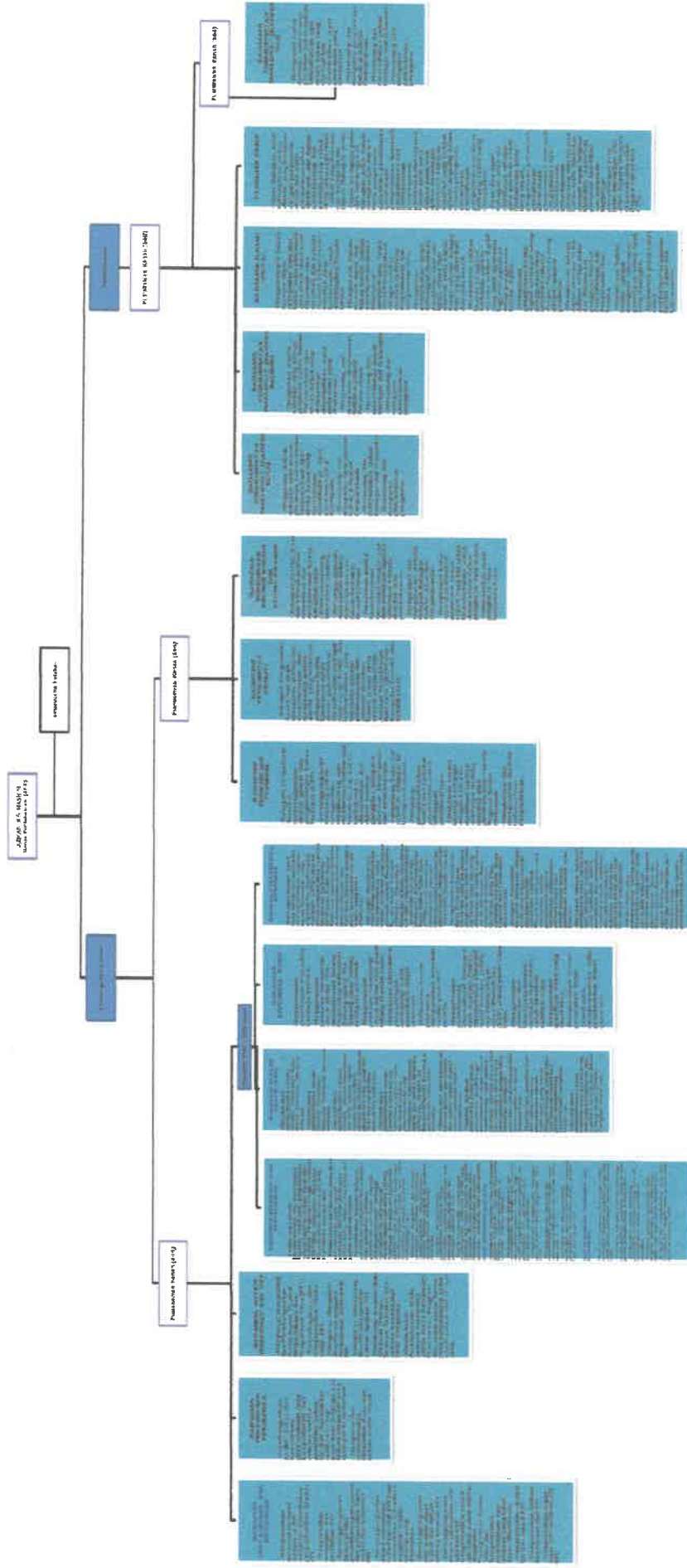
Figure 9: Department function

2.2.1 Department Function

2.2.1.1 Administration department
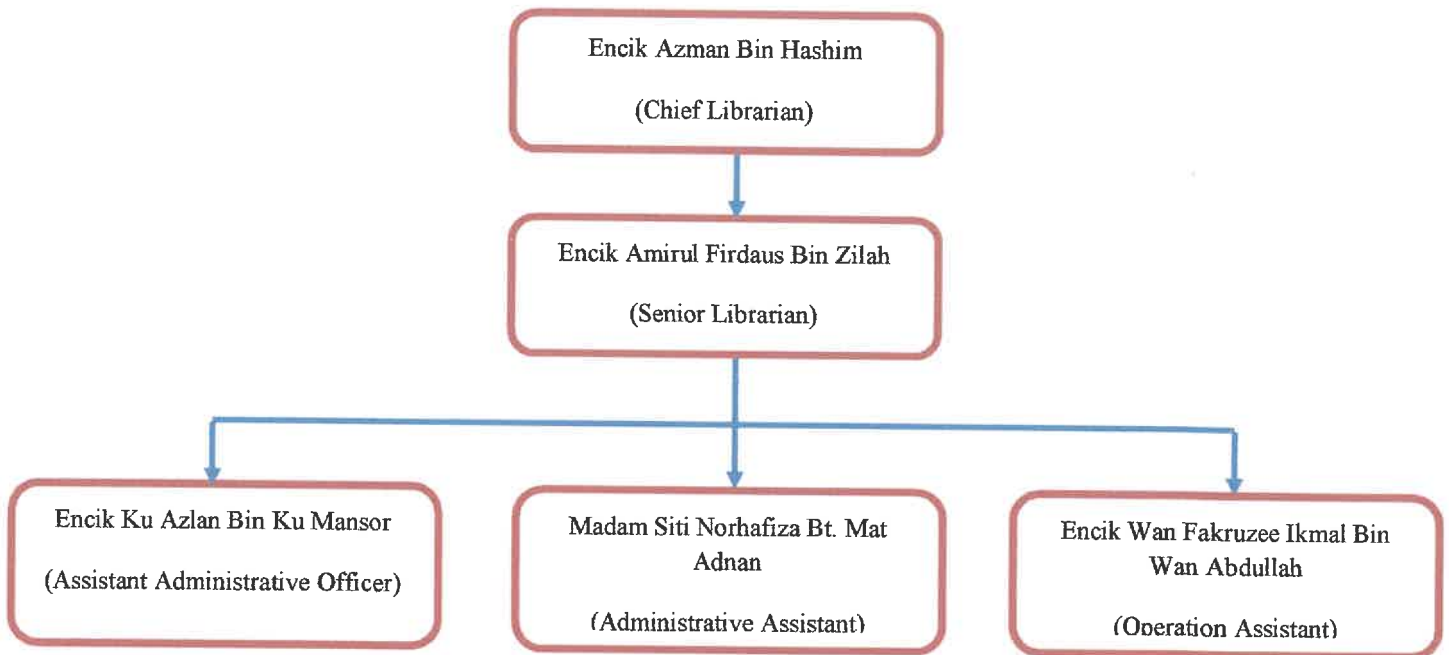
Figure 10: Acquisition department organizational chart

Administration department is the main department in PPI. This department will manage the allocated budget and financial to manage PPI from the budget given to PPI. Administration department function also responsible to register, disposed, and the movement of asset or inventory in PPI. Next, they also responsible in monitoring the staff attendance and make sure the staff work under allocated time. Other functions of administration department are, update files and PPI record, and manage staff training and courses in PPI.

2.2.1.2 Acquisition Department

```
        ┌─────────────────────────┐
        │    Encik Azman Bin       │
        │    Hashim                │
        │                          │
        │    (Chief Librarian)     │
        └─────────────────────────┘
                    │
        ┌─────────────────────────┐
        │  Encik Amirul Firdaus    │
        │  Bin Zilah               │
        │                          │
        │  (Senior Librarian)      │
        └─────────────────────────┘
```

┌──────────────────────────┐   ┌──────────────────────────┐
│ Madam Siti Marzattul   │   │ Encik Hakim Bin Hanapi   │
│ Aznee Musa   │   │   │
│   │   │ (Library Assistant)   │
│ (Library Assistant)   │   │   │
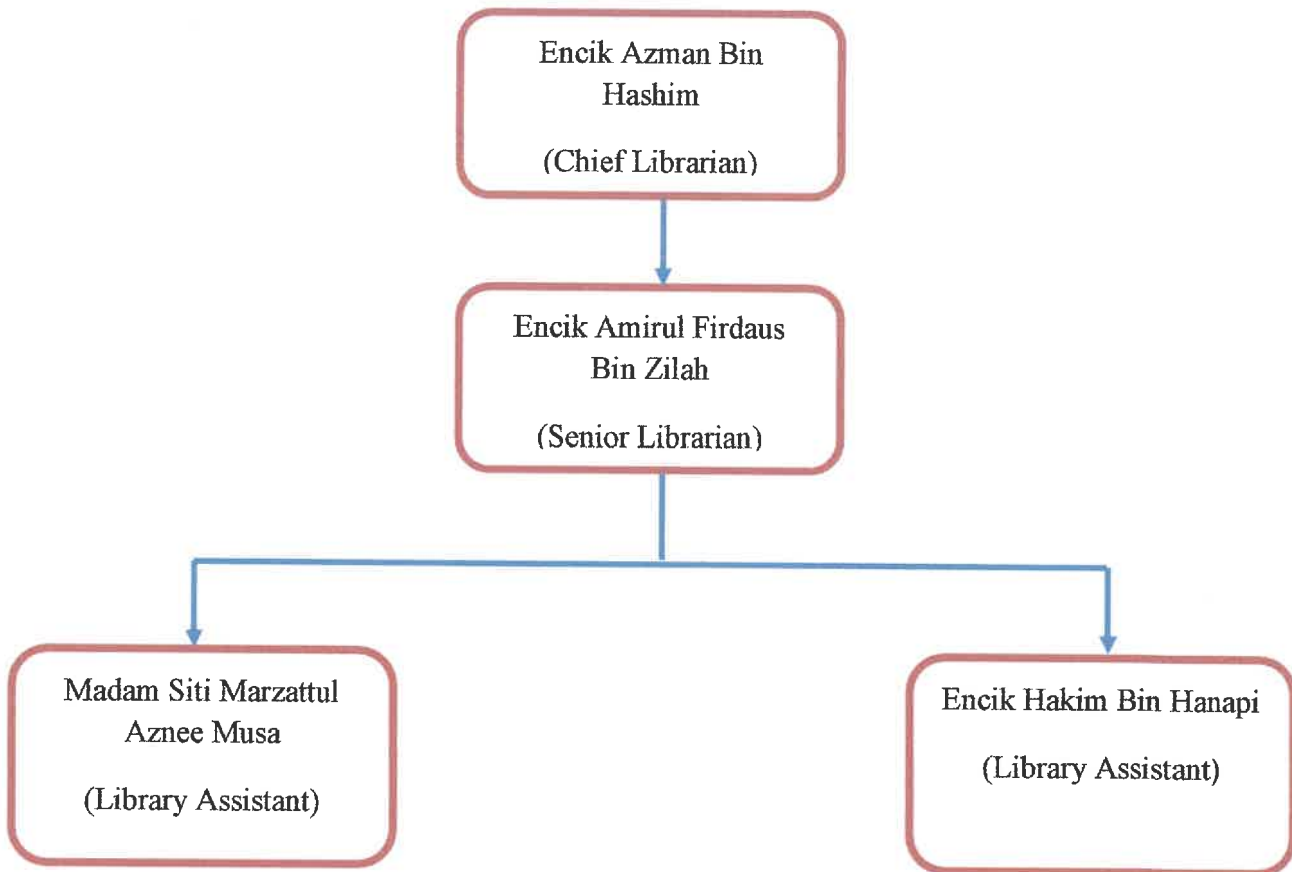└──────────────────────────┘   └──────────────────────────┘

Figure 11: Acquisition department organizational chart

Acquisition department is to develop collection of material and develop comprehensive library facilities and relevant through the acquisition of reference material and sources of information for the program needs and courses offered in UMK. The other functions of acquisition department also managing the acquisition of books and audio visual materials. Next, deal and handle all the transaction with vendor such as purchasing new material from many types of book vendor. Acquisition unit also will manage received or donation materials from individual or faculty.

2.2.1.3 Quality Management Department

Encik Azman Bin Hashim

(Chief Librarian)

Puan Noor Izzati Bt. Mat Nuri

(Senior Librarian)

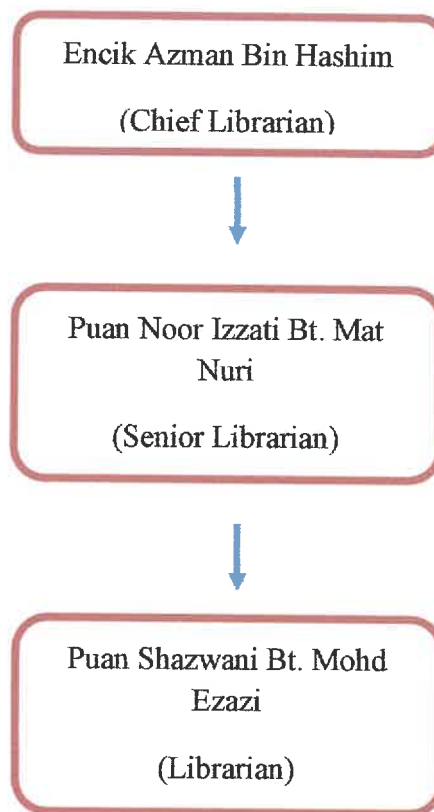Puan Shazwani Bt. Mohd Ezazi

(Librarian)

Figure 12: Quality Management Department Organizational Structure

Quality management department function is to manage, administration, standardize all handle all the activity related to quality management especially in the process of acquiring MS ISO in various scope. Various scope that related is, audit quality, and all the practices that related to culturing and improvement the quality of work process such as the implementation of Amalan Persekitaran Berkualiti QE/5S and Kumpulan Inovatif dan Kreatif (KIK).

2.2.6.3 Information System and Multi Camera Production (MCP) Department

```
┌─────────────────────────────────┐
│   Mister Azman Bin Hashim       │
│                                 │
│      (Chief Librarian)          │
└─────────────────────────────────┘
              │
              ▼
┌─────────────────────────────────┐
│  Mister Amirul Firdaus Bin Zilah │
│                                 │
│      (Senior Librarian)         │
└─────────────────────────────────┘
              │
              ▼
┌─────────────────────────────────┐
│   Mister Mohd Hamimi Bin Mat    │
│            Ripin                │
│                                 │
│        (Librarian)              │
└─────────────────────────────────┘
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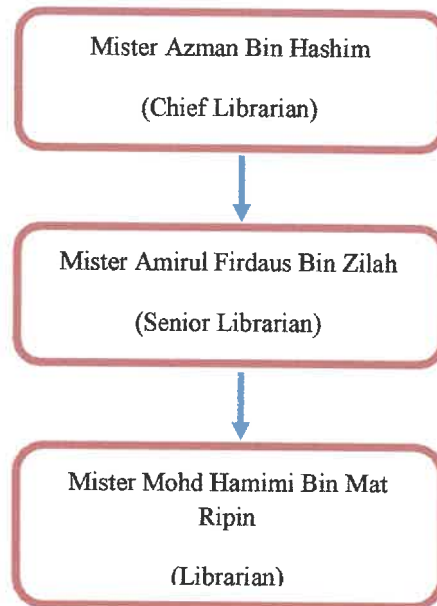
Figure 13: Organizational chart for Information System and Multi Camera Production (MCP) Department

The Information System and Multi Camera Production (MCP) Department is responsible for designing, building and maintaining the UMK library system and furthermore, The Information System and Multi Camera Production (MCP) Department also provide services in Multi Camera Production to the opening ceremony or launch, Program and official events that happened either inside or outside of the UMK. The department function is function manage and develop the official portal of The UMK library. Next, manage, control and maintenance the electronic appliances of UMK library such as Ipad, computer and book drop machine.

CHAPTER 3

INDUSTRIAL TRAINING ACTIVITIES

Training activities given by The Office of Library and Knowledge Management (PPI) is not only based on trainee skills and qualification, but also focused on all the department activities or task in PPI. I was supervised by Puan Norhayati Binti Nordin at Campus Jeli from 3rd February 2017 until 1st June 2017 and started to report duty at City Campus on 4th June 2017 until 30th June 2017. During my practical training at Jeli Campus, i also contacted En Amirul Firdaus Bin Zilah and Encik Hamimi Bin Mat Ripin to discuss about my special project. During the first day of industrial training, trainee must attend a meeting session with supervisor at City Campus which is Encik Amirul and other staff. During the session, trainee been briefed about the library, rules and also requirement that trainee needs to fulfill during industrial training. Trainees go through industrial training at Jeli Campus started from 3rd February to 1st May and start report duty at City Campus on 4th May 2017. At City Campus, trainee was divided into different department. During five months industrial training, trainee needs to carry out task given by supervisor. Other than department related task, trainee also needs to joined activities or program carried out by the library.

3.1 Training Activities

This chapter will discuss all the activities carried out by trainee during five months industrial training at Jeli Campus and City Campus.

3.1.1 Shelving Activity

Daily task given by supervisor is shelving. Shelving activity is ordered by Puan Norhayati at Jeli Campus. Each trainee was given specific shelves that need to be taken care off. Trainee was given shelves 1 to 5 by Puan Norhayati. Every new collection that arrived, trainee needs to arrange the books that allocated to assigned shelves. Each shelves contain 8 bay. Trainee needs to make sure that all the material that have been arranged to each bay is right according to classification number.. Time given to complete shelving activity is only one hour which is start from 8.00 am to 9.00 am. Shelving time for each campus is the same. Through this task, trainee can learn how to manage the material according to specific classification number. Classification number also needs to be the same as the material information details in Social Online Public Access Catalog (SOPAC). Users will use SOPAC to find required materials. Arranging collections give many advantages to staff and user which is one of the advantages is assisting searching process and can save time.

Figure 14: Shelving Activity

3.1.2 Circulation Counter.

Circulation counter is the place where trainee will interact with user. The function of circulation counter is provide services to its user which is, borrow and returned the books, students pay their fines, borrow extension and receiving new material. System used to manage all circulation process is VIRTUA. This system gives many advantages to trainee. Before student's can borrow a book, trainee will check student's record in VIRTUA system whether they have fine or not. If students have fines, they must settle the fines first before trainee can proceed to the next step.
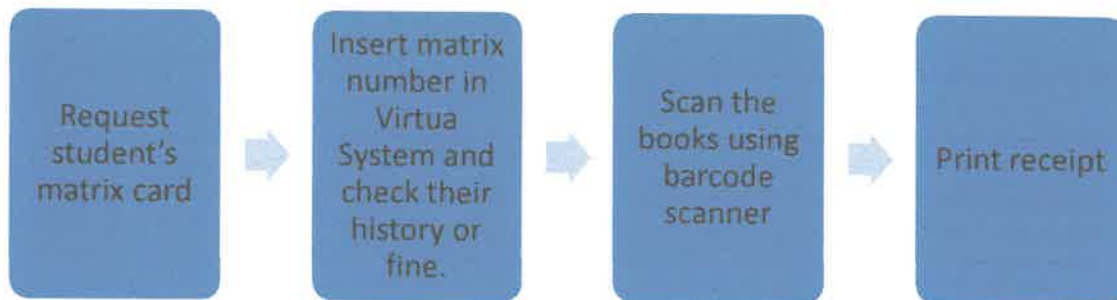
Figure 15: Borrow Process

3.1.3 Information Consultant Desk

Information consultant desk is a part of library activities. User will refer to Information Consultant Desk if they have any problems regarding to Endnote application, Turnitin, and also MyAthens. For Endnote, trainee will install it in student laptop using product key given by UMK. Trainee also will assist student that faced Endnote problem for example, enabling Endnote plugin MS Office. For Turnitin, student and staff also will refer to Information consultant desk. They will complete the

form given by inserting their personal details and librarian will register their Turnitin account. Also, trainee will register or create new account for MyAthens account for student or academic staff. Trainee also will assist user that forgot their password. Trainee will use administrator account to reset their password. MyAthens used to access online database subscribed by UMK. Students also will refer to Information Consultant Desk to borrow and returned the final year project hardcover from UMK students. Before student can borrow, they need to access UMK Repository system. This system will kept all the information about students final year project information. Student will use the system by inserting a title or keyword of the project. Students will fill their details and final project hardcover classification number in the form provided. Next, trainee will retrieve the materials for students. Trainee also will assist student on how to use UMK Repository system.

3.1.4 Online Database Accessibility Daily Report

UMK subscribes online database for their staff or student. There are many databases subscribed by UMK for example, BMJ Journal Collection, Emerald Insight and Proquest. Activities was done by trainee is by check the entire online database subscribed by UMK whether it is accessible or not. This task must be done every day using the form provided. If the online database cannot be access, librarian will report to database provider.

3.1.5 Gotong-royong Activity for 5S

Every months, PPI will held gotong-royong activity. This activity is based on 5S internal audit and external audit from MQA. During gotong-royong, trainee was divided to each task for examinationple, cleaning shelves, dust, spider web, wipe the window and cleaning book drop machine. Other activities are make sure all the labels in good condition and clearly can be read by users. Trainee also needs to make sure that all the collection is in the right place and free from dust. For your information, PPI received a certification from MQA. Before auditing process be done by MQA's auditor, PPI will ordered librarian from each campus to make auditing process to different campus. During auditing process, there's specific marks will be given to every placed checked by the auditor. During 4 months industrial training at Jeli Campus, 3 times gotong-royong activity was done by trainee.

Figure 16: Gotong-royong activity on 22nd March 2017

Figure17: Gotong-royong activity on 27th April 2017

Figure 18: Audit session by UMK staff

3.1.6 Kelas Kemahiran Pengguna

Kelas Kemahiran Pengguna (KPP) is one of UMK initiative in delivering information to its user. This workshop will focused on several topics such as, how to use application Endnote, Turnitin, and also how to access online database subscribes by UMK. This workshop been handled by Puan Norhayati. Trainee function during this workshop is, before the workshop started, trainee needs to make sure all the equipment such as computers and projector is in good condition. Trainee also needs to make sure that internet connection for each computer is good and readily can be used by users during the class. Trainee needs to fix the internet connection if the computers faced network connection problem. Trainee task also, as a photographer. Trainee will takes picture during the workshop. During the workshop, trainee will assist Puan Norhayati to help student to solve their problem. UMK also invited external instructor during the workshop which is representative from Elsevier. The representative from Elsevier gives a talk about Online Database which is Web Of Science.

Figure 19: Workshop organized by PPI (KPP)

Figure 20: Workshop (KPP) by Elsevier's representative

Figure 21: Workshop (KPP) by Elsevier's representative

3.1.7 External Visit

PPI always got a visitor from outsider. PPI Jeli Campus got a visit from SMK Dato' Mahmud Paduka Raja 1, Prince of Songkla University, SK Bendang Pauh and Maktab Rendah Sains MARA Jeli. During their visit, trainee takes an opportunity to welcoming them and brief them some information about PPI Jeli Campus. Trainee explains to them how to use SOPAC, and how to retrieve books from shelves. Trainee also shows a demonstration of how the book drop machine works to the visitors.

Figure 22: Visit from Prince of Songkla University

Figure 23: Visit from SMK Dato' Mahmud Paduka Raja, Tanah Merah

Figure 24: Visit from SK Bendang Pauh, Pasir Mas

Figure 25: Trainee explaining SOPAC, UMK Repository functions to MRSM students

3.1.8 Program Pengurusan Perpustakaan dan Literasi Maklumat at SK Gemang, Jeli.

This program been conducted by one of practical training student at Jeli Campus. This program focused on pupil that volunteer to become a library prefect. The module consists of basic library management and information literacy. During this program, trainee task as a photographer. Trainee takes photos before, during, until the end of program. Trainee also assigned by project manager to handle participants and also guide them how to shelving. Trainee also gained new knowledge which is the classification method used by SK Gemang library is Dewey Decimal Classification (DDC).

Figure 26: Program Pengurusan Perpustakaan Dan Literasi Maklumat at SK Gemang Jeli

Figure 27: Trainee guide participants during program at SK Gemang

3.1.9 Program Pengurusan Perpustakaan dan Literasi Maklumat at SK Bukit Marak.

At SK Bukit Marak, trainee was assigned to become an instructor in this program. This program contains the basic library management module. This program also focused on library classification system which is Dewey Decimal Classification (DDC). Trainee explains with detailed information to participants about library management and DDC using slide provided by project manager.

Figure 28: Trainee as an instructor

Figure 29: Trainee as an instructor

3.1.10 Bengkel Pengurusan Gedung Ilmu Dan Pelancaran Nilam Serta Majlis Perlantikan Pengawas Pusat Sumber at SMK Tan Sri Mohamed Yaacob

The next program organized by PPI is Bengkel Pengurusan Gedung Ilmu Dan Pelancaran Nilam Serta Majlis Perlantikan Pengawas Pusat Sumber at SMK Tan Sri Mohamed Yaacob. This program is for the new library prefect. In this program, the talked given by Puan Siti Aswani from UiTM Kelantan. Opening ceremony of Program Nilam were done by Deputy Chief Librarian, Encik Hairulazhar. During this program, trainee was assigned as a photographer. Trainee takes picture from before, during and the end of program by using Nikon D700 camera.

Figure 30: Bengkel Pengurusan Gedung Ilmu at SM Tan Sri Mohamad Yaacob

Figure 31: Group photo with participants

3.1.11 21st Century Library at SM Tengku Amalin Aisyah and Program Khidmat Bantu Pusat Sumber SMK Kadok.

Trainee was ordered by PPI top management to joined 21st Century Library program at SM Tengku Amalin Aisyah. This program was held by PPI because SM Tengku Amalin Aisyah was one of PPI "sekolah angkat" which based on guidance from PPI last year, SM Amalin Aisyah won the best library among schools in Kelantan. The talked given by Mr Herman Herianto. During this program, trainee joined as a participant. Trainee gained new knowledge during this program about 21st century library issues or information.

Other activities was done by PPI is Program Khidmat Bantu Pusat Sumber at SMK Kadok. Trainee was ordered to joined this program to help Pusat Sumber SMK Kadok to manage their collection which are, arrange the collection under its subject, changing new call number sticker, assign call number to material based on Perpustakaan Negara Malaysia (PNM) website. Trainee will access PNM website to search information or details of material such as call number. If the books don't have any call number, trainee will write call number using pencil inside the books. This will assist cataloging process to print out the sticker.

Figure 32: Group photo at 21st Century Library Program at SMA Tengku Amalin Aisyah
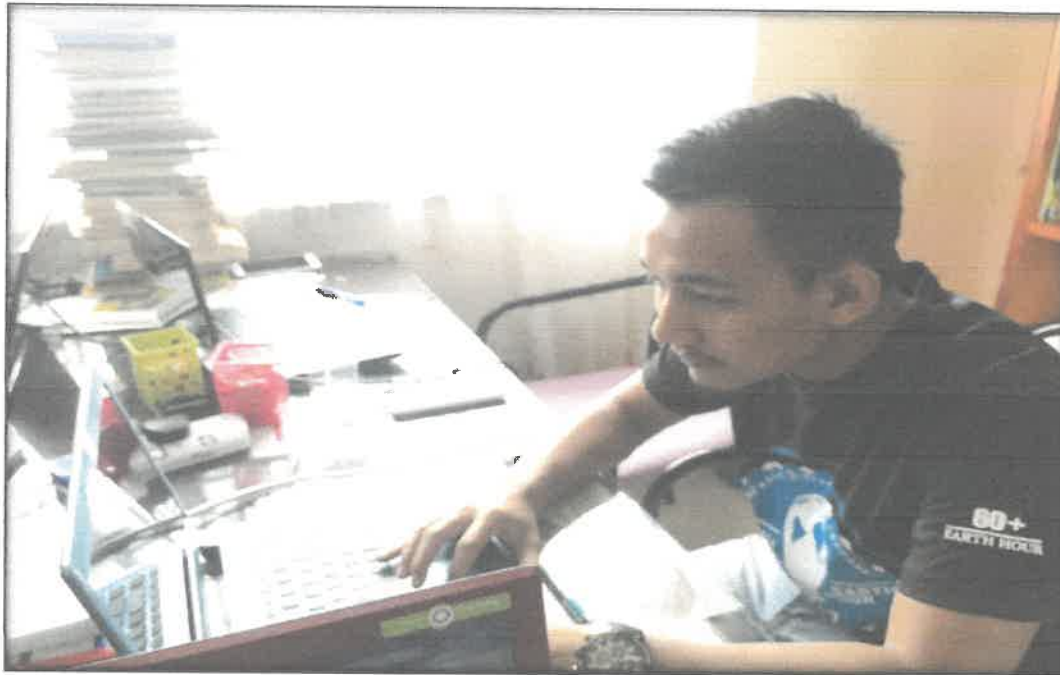
Figure 33: Trainee activity at SMK Kadok

3.1.12 Library Open Day

On 21st May 2017, PPI Jeli organized a program called Library Open Day. This program objective is to attract and encourage users to come to library. Other than that, this program can introduce users to library services by organized several games that related to the library such as, call number, how the arrangement of the shelves and a games related to Social Online Public Access Catalog. By doing this activity, we know that many students that joined the activity didn't know about call number or the arrangement of the shelves. Students that joined the activity gained new knowledge about the library. During that day, PPI take an initiative to create a new library environment by establish a leisure section. In this section, PPI put a carpet, pillow and tables especially for student to study in leisure space. To use this section, student needs to take off their shoes and sit on the carpet. PPI also make collaboration with

Kelab Pembimbing Rakan Sebaya (PRS) in order to attract more students to come to library by organizing activity. Trainee has been assign to become a cameraman. Trainee takes picture before, during, and the end of the program. Trainee also guide student in activity related to library function or services.

Figure 34: Group photo with members of Kelab Pembimbing Rakan Sebaya (PRS

Figure 35: Library Open Day crew

3.2 Special Project

3.2.1 E-PAMS (Electronic Public Access Management System)

3.2.1.1 Introduction

Assist student in academic is one of PPI objectives. PPI take an initiative to develop an electronic system to assist by providing a platform for their students to retrieve past year examination paper. This system named as E-Pams. E-Pams or Electronic Public Access Management System is the main system used by student to retrieve their past year examination paper. E-Pams provide all the digitized examination paper in the system and can be access by students. Archive department will scan the examination paper using scanner provided. After that, staff will upload the examination paper under its session or semester. Every scanned examination paper from different faculty will be mixed up together in specific category such as session by year and semester. Student will access the system and search their desired subject to helps them to study during examination week. One of the E-Pams flaws is, it cannot be access outside from UMK network. Student only can access E-Pams inside the campus by using UMK network through wifi or LAN.

3.2.1.2 Problem statement

Problem statement is the crucial part in develop a project. Problem statement helps organization to find a problem occurred. Encik Hamimi ordered trainee to study E-Pams. He also ask trainee to develop a new version of E-Pams using the latest version of Joomla. First, the problem is, E-Pams is

using outdated Joomla software which is version 1.5. There are many improvements from the latest version of Joomla which is version 3.7. Latest version of Joomla also provides the easiest way to use it for its user. Next, from the observation of existing E-Pams system, all the examination paper uploaded been grouped into session and semester. User needs to find their past year examination paper one by one scrolling and searching the subject code. There are many examination paper from different faculty that been put together in grouped session or semester. Examination paper also didn't divide into faculty. Time taken to search their desired examination paper is too long.

3.2.1.3 Objective

Objective of the project are:

I.   To provide a new version of E-Pams

II.   Assist user to save their time of searching

III. Save space to kept physical examination paper at archive department

IV.   Encourage the use of online services

V.   Assist staff that responsible to manage E-Pams to ease their work

3.2.1.4 Advantages

There are many advantages of E-Pams such as, users can save their time to search examination paper. Examination paper been divided into faculty and session. There are seven faculty at UMK offered various courses and subject. Examination paper from all the 3 campuses will grouped together under specific faculty. Users can

choose which faculty they want and session they needs. It's very different with the existing system. All the examination from 7 faculties will be put in together and users' needs to find their examination paper one by one by referring the subject code. Users also can access UMK Institutional Repository from the link provided in E-Pams.

Next, by using E-Pams, student can download and save their examination paper in their computer or pendrive. This can ease student to bring the examination everywhere and every time they want to study. Digitized examination paper also can save space. Students don't needs to bring their files that full of examination paper. They also can insert the examination paper into their smart phone. Nowadays, there many types of smartphone come with the great application to view MS Word file, MS Powerpoint, PDF files and many more. Downloaded examination paper is in PDF format.

3.2.1.5 Scope of the project

E-Pams can be access by all but students but it only can be access through UMK network only. It cannot be access through other network because of it will against the UMK policy. Staff also can access this system. E-Pams don't need any specific username and password that used to login to the system. This system will provide all examination paper from the year of 2008. There many examination paper uploaded into the system from all the faculty in UMK. This system not only gives advantages to staff, it also assist staff in managing the examination paper. For example, archive department can save their space to keep all the examination paper after digitization process.

3.2.1.6 Tools used for development

To complete the development of E-Pams, hardware and software is important to develop a functional system.

1. Laptop

Laptop computers are portable computers that allow you to take wherever you want and use it in different environment. Because laptops are mean to be used on the go, they have a battery which allows them to operate without being plugged into a power outlet. It is also a vital tool in developing the E-Pams and it enables us to create the system and also do a lot of things with it. Laptop used in development of E-Pams is important. Hardware and software must be compatible and can be used without any problems. In the development of E-Pams, trainee used Acer Aspire V5-471G with windows 7 installed in it.

2. Microsoft Window 7

Microsoft Window 7 is an operating system released by the Microsoft. Basically, the using of the Microsoft Window 7 is because, many application or computer programs that are compatible with the Window and apart from that, it is easy to install the software needed to be used in developing the Electronic Public Access Management System (E-PAMS)

3. Xampp

Xampp is a free and open source cross platform web server solution stack package developed by Apache Friends, consisting mainly of the Apache Http Server,

MariaDB database and interpreters for script written in the PHP and Perl programming language.

4. Microsoft Window Server 2008

Window Server 2008 R2 is a server operating system produced by Microsoft that builds on the enhancements built into Windows Server 2008. The operating system (OS), which is highly integrated with the client edition of Window 7, offers improvements in scalability and availability, as well as power consumption.

3.2.2 Methodology

While developing the system, trainee uses SDLC as a guide. Planning are the first phase of SDLC started on 9th March 2017. This phase involves identifying the scope and objective. This phase also involves identifying the problem statement. E-Pams system is already exist and was created by Encik Hamimi. Encik Hamimi ask from trainee to study the existing system and try to develop a new version of E-Pams using latest version of Joomla.

The second phases in System Development Life Cycle (SDLC) are the analysis phase. System analysis is a process of collecting factual data, understand the processes involved, identifying problem and recommending feasible suggestions to improving the system functioning. The thing to do in this phase is to analyze what are the flaws of the existing system.

The third phase in System Development Life Cycle (SDLC) is design phase. Among the things to be done in this phase is to create a database, user interface as well as new logo for the system. Database created are "epamsumk". Encik Hamimi also want the system been develop by using the latest version of Joomla which is Joomla 3.7.2. For user interface, Encik Hamimi ordered trainee to find a suitable template for E-Pams.

The next phase in the System Development Life Cycle (SDLC) is the implementation phase. Implementation phase involves the construction of a real system in which the program development system will be implemented using appropriate software in developing the E-Pams. Besides that, E-Pams function will be tested whether its function works or not. Examination paper will be uploaded to the server and tested using computer. E-Pams will be tested such as, the examination paper can be download or not. Apart from that, trainee created user manual for both public and administration user to refer to the user manual on how to use the system.

Lastly is the maintenance phase. The maintenance phase is necessary and the most important part in the SDLC phase because it involve the process of eliminating errors in the system. In this phase, the system will be maintained in order to make E-Pams always in a good condition and as well as to make the system to works efficiently and effectively. Besides that, trainee will also make sure that the maintenance process for E-Pams will be carried out as planned depending on how many times the system will be undergo the process of maintenance per year.

3.2.2.1 Project Planning

In project planning, the chart below will show start and finish date. The project starts from 9th March 2017 until 20th June 2017. Project planning played an important role in developing a project. Time planning and management is important for trainee to develop the system. Trainee use Gantt chart as a guide to determine how long to develop the system steps by steps.
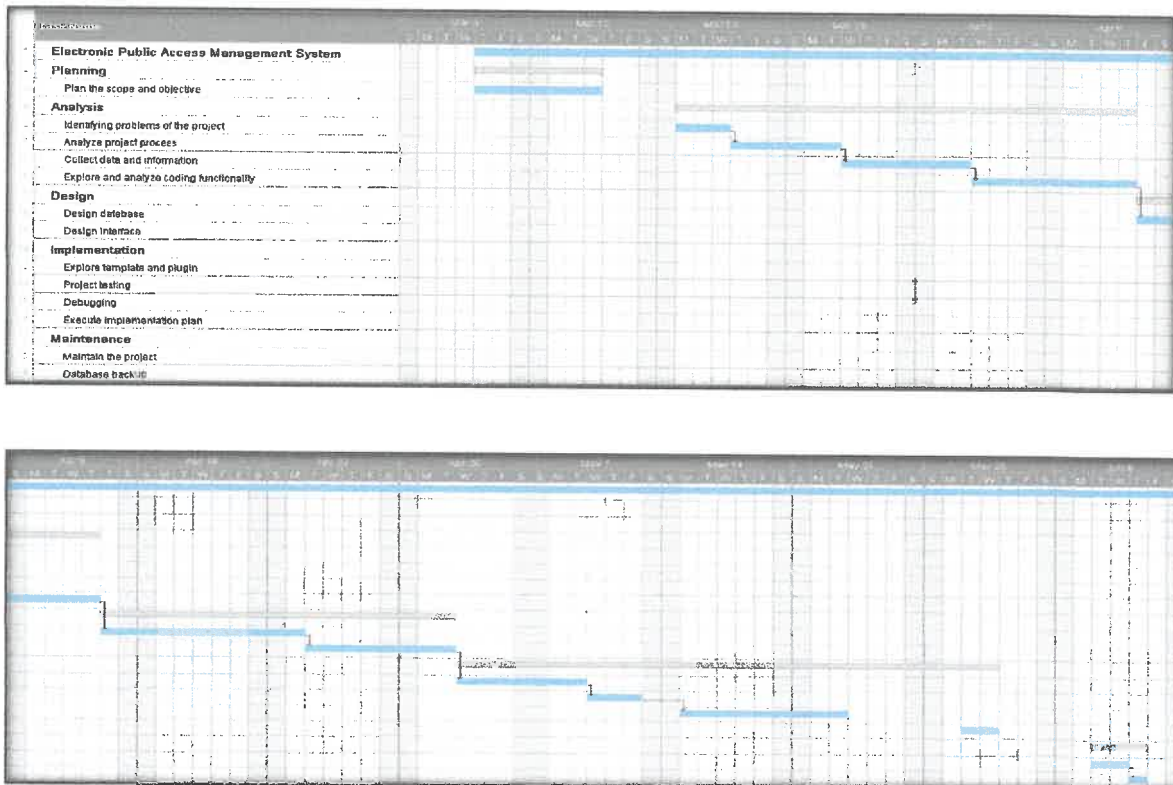
Figure 36: Gantt Chart

3.2.2.2 Analysis

Analysis starts from 20th March until 13rd April 2017. This phase is important because trainee will analyze the existing system and identify its problems. Trainee will identify the element that will be put in the system. This phase also will analyze the project process. Trainee will collect information and data. Trainee also explores all available coding or template that suitable for the system. Encik Hamimi also ordered trainee to install a Joomla module in which Phoca Download. There are many advantages of Phoca Download which is one of its advantages is easy to upload item in the system.
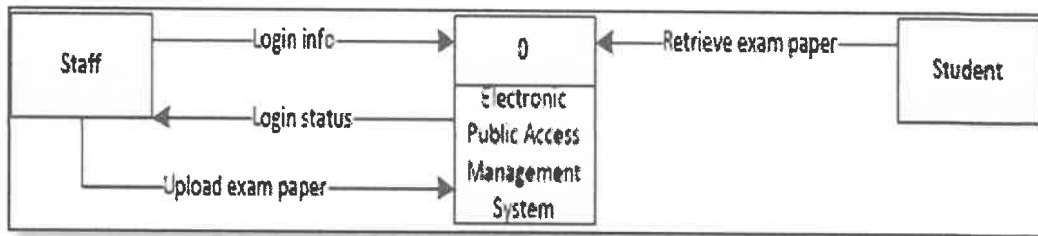
Figure 37: Context diagram
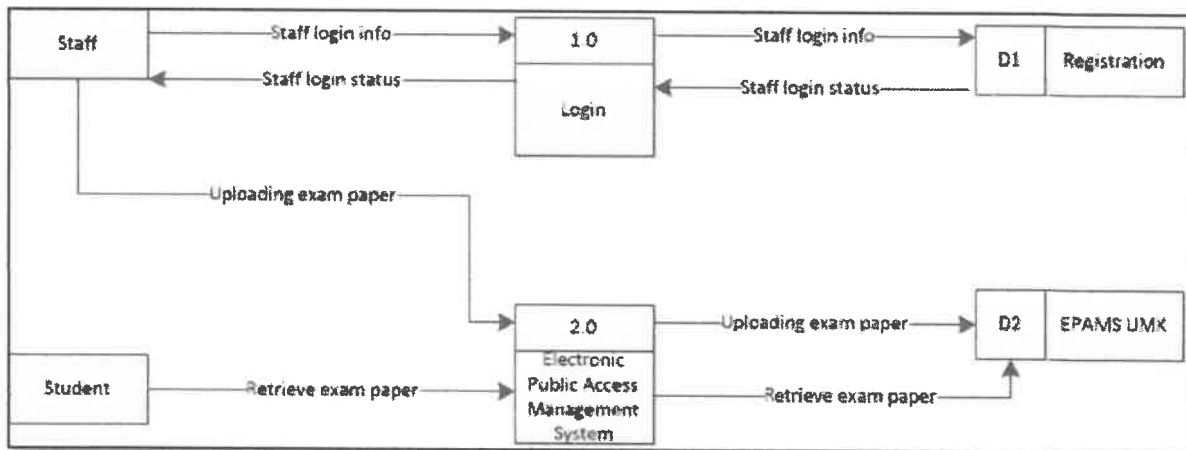
Figure 38: Data flow diagram
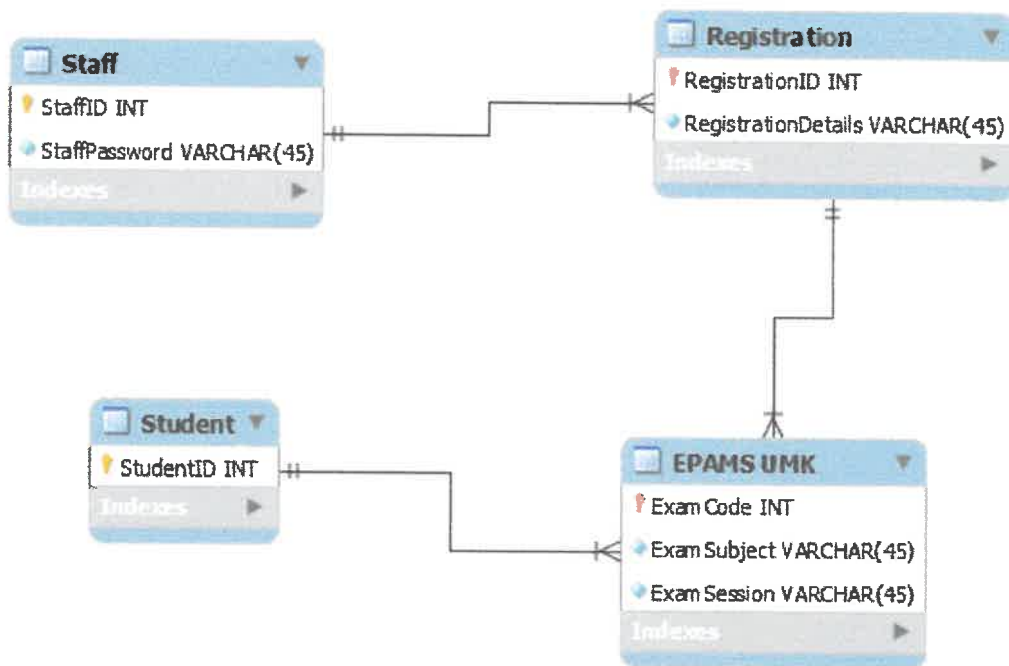
Figure 39: Entity Relationship Diagram

3.2.2.3 Design

Design phase where trainee will create a database specifically for E-Pams and also user interface as well as new logo for the system. Its start from 14th April until 2nd May 2017. Database created are "epamsumk" by using PHP Myadmin. Encik Hamimi also want the system been develop by using the latest version of Joomla which is Joomla 3.7.2. Latest version of Joomla is very easy to use. For user interface, Encik Hamimi ordered trainee to find a suitable template for E-Pams. Template that Encik Hamimi suggest if Shape 5 Forte. E-Pams being develop different from the existing one. Its function is still the same. Trainee also changed the E-Pams logo and use a different interface. Trainee add the faculty button which is the system will display all the faculty available in UMK containing examination under its specific session and semester. To ease the work of uploading examination paper, trainee install an

extension which Phoca Download. Phoca download is very easy to use it and administrator easy to understand how its work.
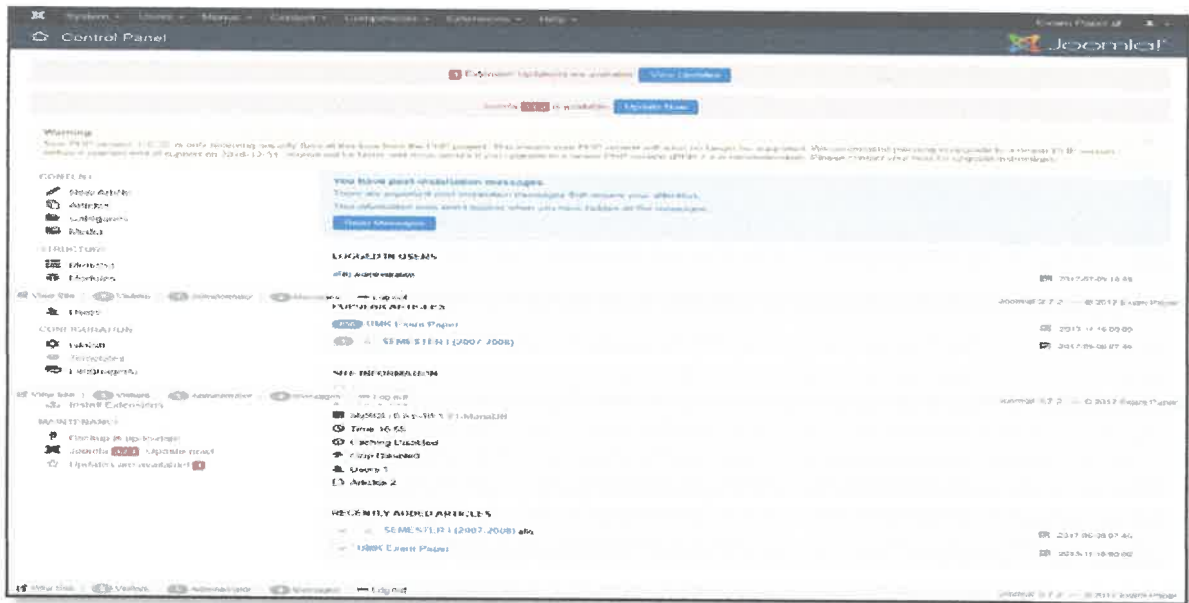
Figure 40: Joomla homepage
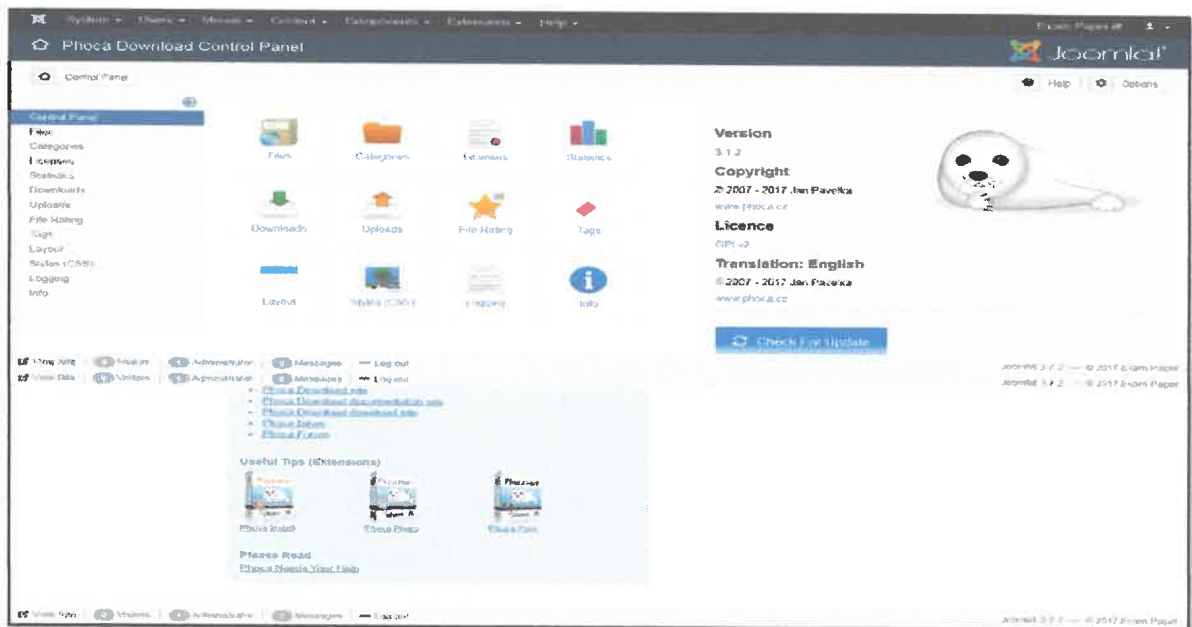
Figure 41: Phoca Download control panel
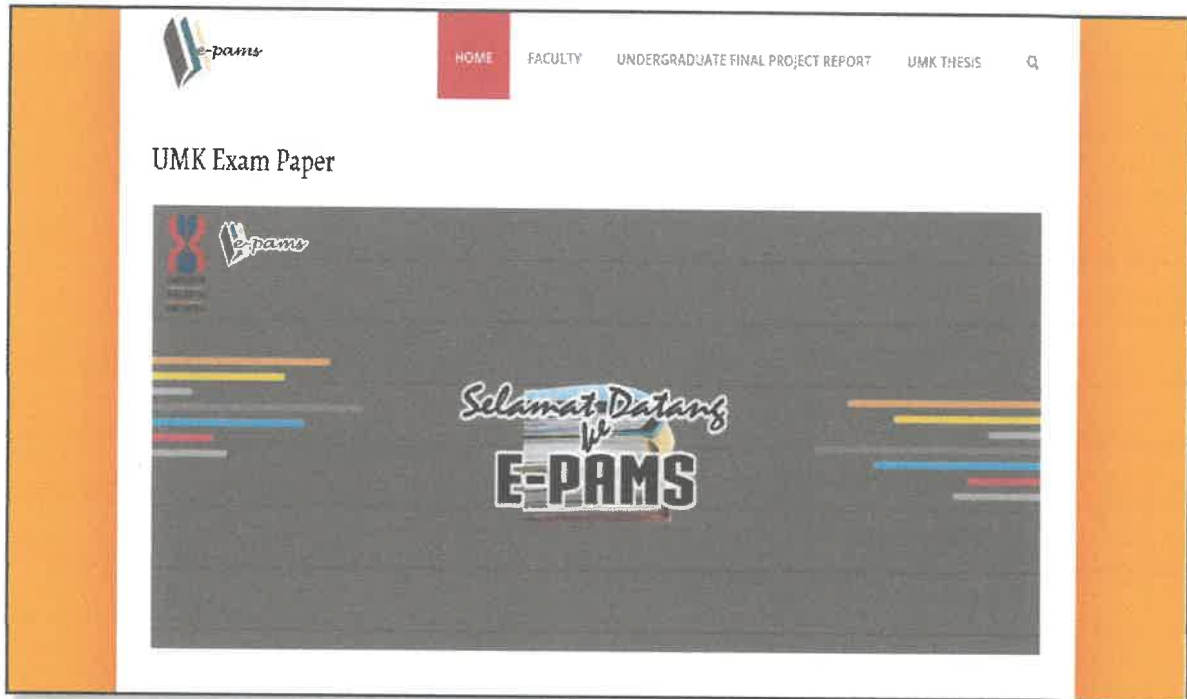
Figure 42: Epams homepage

Figure 43: List of faculty in E-Pams

Figure 44: List of the examination paper followed by its faculty

3.2.2.4 Implementation

During this phase, Encik Hamimi ordered trainee to upload all the files related to develop the project to the server. The server given to trainee can be connect using trainees laptop by using remote desktop connection through Microsoft Window Server 2008. To use remote desktop connection, trainees computer must be connected to UMK network only. Trainee will insert the username and password given by Encik Hamimi to access the Window Server.

3.2.2.4 Maintenance

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

3.2.2 Video tutorial for Endnote, Turnitin and Social Online Public Access Catalog

Next activities was done by trainee is making video tutorial for Endnote, Turnitin and Social Online Public Access Catalog (SOPAC). This activity was ordered by Puan Norhayati. During the process of video development, trainee studies how to use Endnote, Turnitin and SOPAC. After complete study all the application, trainee started to develop the video by recoding on screen video step by step. Trainee used the Ice Cream Screen Recorder version 4.89 to record on screen video. After completing recording the on screen video, trainee will edit the video by inserting guides and arrow, cut, and inserting sound or music. By inserting music, the video will be more attractive. Trainee used Wondershare Filmora version 7.3.0.8 software to edit the video. By making this video, it can assist users by showing live demonstration on how to use the application.
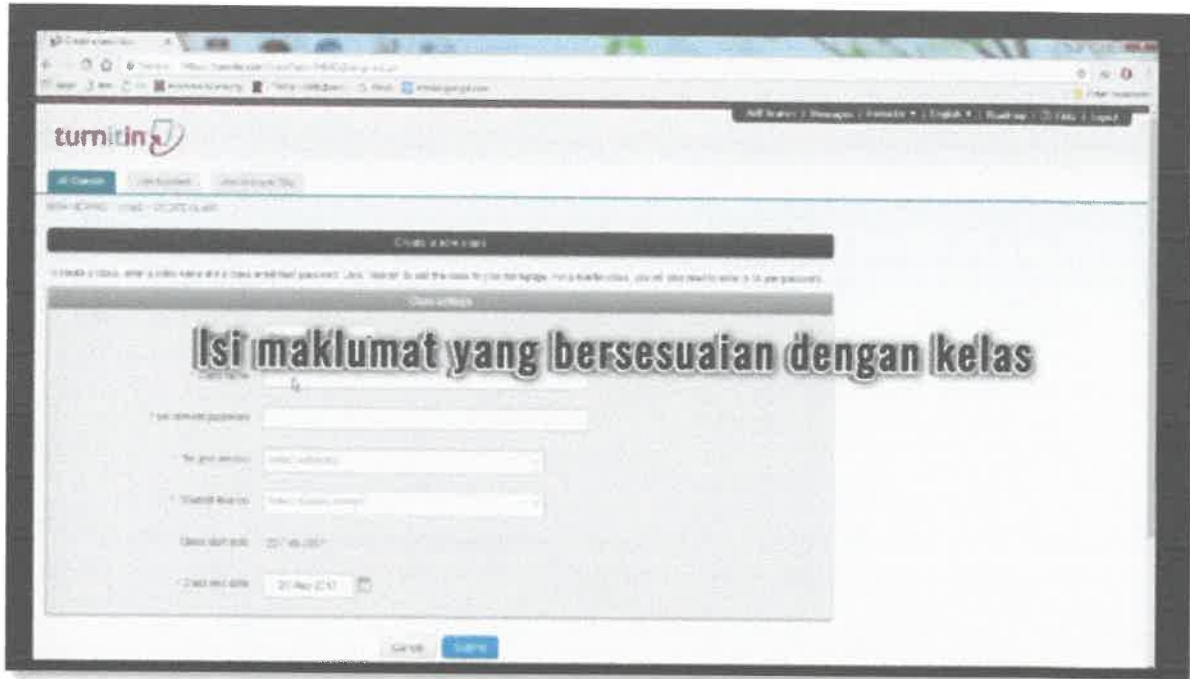

Figure 45: Endnote video tutorial

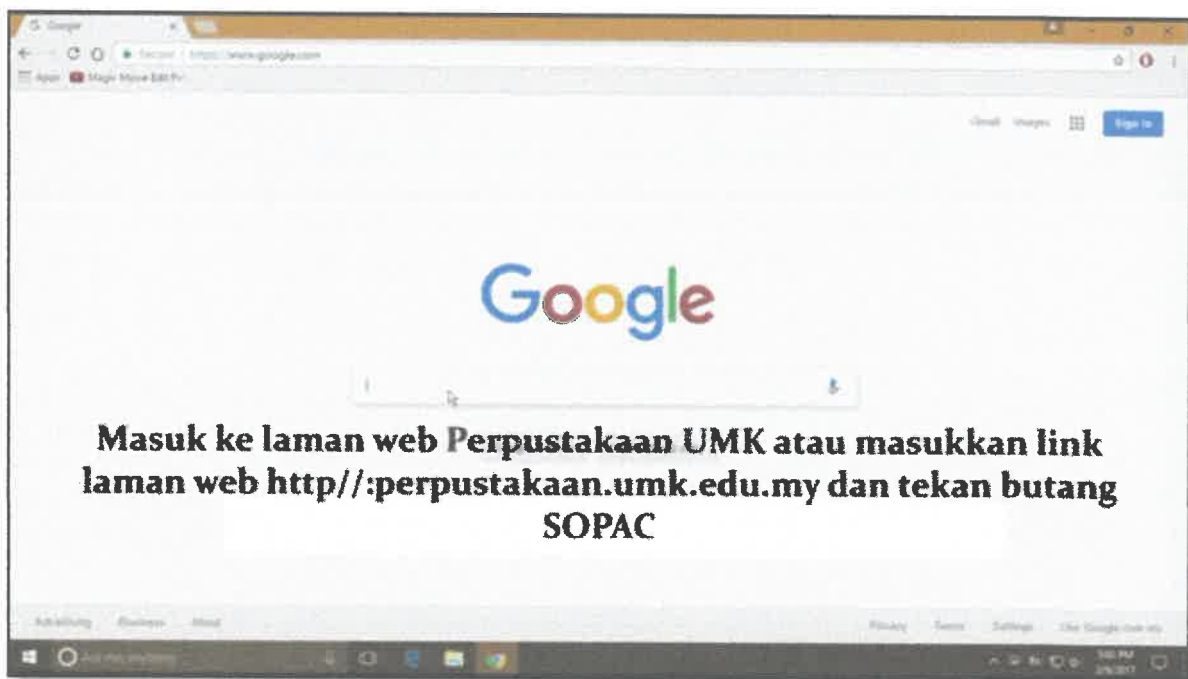Figure 46: Turnitin video tutorial

Figure 47: SOPAC video tutorial

CHAPTER 4

CONCLUSION

In conclusion, industrial training is the best platform for student to apply what they learn during at university to the industry. It also can expose students to the real working environment that don't have in their course of study. Students will work with different environment surrounding with different kind of people and also at different ages. Industrial training is the real challenge for student which is student can improve their skills and it will be more dynamic and more challenging than ever. Basically, I have gain lots of knowledge during this industrial training. Working environments and study's environment were completely different. Here I've learn on how to applied all the knowledge I gain from my studies at UiTM. Here in Library of UMK, I've learn to interact with people from various races and knowledge as the Library of UMK were the Academic library and it served the Student, Academic Staff and public.

Last but not least, industrial training is a great place for students to test their skills and thinking abilities when facing a decision making situation and apart from that, industrial training will give students an invaluable experience.

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

During industrial training in the PPI, trainee has gained so much knowledge, skill and experience. From time to time, Industrial supervisor also guide the trainee in term of the daily task as well as the special project. There's plenty of skills that trainee gained and improve from 5 months of industrial training such as self-management, problem solving skill, team work skill and more importantly, communication skill.

4.1.1 Self-management

Getting to know what is like to working in the real industry such as the PPI have taught trainee on how to conduct more properly in the working environment and furthermore, trainee are able to improve so many things in self-management during industrial training in term of time management, learnt how to wear appropriate attire to work, meeting report deadlines for undertaking task and many more.

4.1.2 Problem solving skill

Problem solving skill is one of the most important things to learn. This skill can help you to deal with any kind of problem and time taken to solve a problem is not too long. The trainee had to explore things by himself, although sometimes, the trainee had to ask the industrial training supervisor or other staff if the problem cannot be solve by trainee.

4.1.3 Team work skill

During trainee industrial training in the PPI at Jeli and City Campus, trainee have learn to worked with the other practical students or with the library staff itself on many occasions such as program organized by other practical training student such as Program Khidmat Bantu Perpustakaan, Kelas Kemahiran Pengguna and others. By joining the program organized by PPI, trainee can improve team work skill. Working in groups has so many advantages which is also can make the program reach its objective.

4.1.4 Communication skill

Communication skill is the ability to convey information to another effectively and efficiently and developing communication skill is important because it can help all aspects in life, from professional life to social life. Trainee was able to improve his communication skill. Trainee needs to interact with users at the circulation counter. There are many kind of student from other races such as Indian and Chinese. Trainee can interact with them without any language barriers. But, for international student and staff, trainee faced a little problem nut trainee manage to solve the problem. It because, the speak using their own slang trainee faced a little difficulty to understand. This also can improve trainee communication skill with international student. In a nutshell, communication skill is a must to have and communication skills are needed to speak appropriately with many kinds of people. .

4.2 Personal thoughts and opinion

Trainee personal thought and opinion is that the PPI is a good place complete industrial training because of this organization has given trainee so much knowledge and as well as experience. During the journey throughout the industrial training, trainee gained new knowledge, meet new people and there are so much things that trainee have learned at the organization. Apart from that, the staff in the UMK library is friendly and trainee want to thanks them for willing to share their knowledge. Other than that, lesson learned by trainee also comes from the program joined by trainee.

4.2 Lesson learnt

During the trainee industrial training, there are so many lesson learnt by trainee throughout the industrial training at the Office of Library and Knowledge Management at Jeli Campus and City Campus. One of the lesson that trainee have learn that the importance of teamwork. By working together, all the given task can be completed on time. Trainee also can improve the self-management as trainee are able to improve so many things in self-management during industrial training in term of time management, appropriate attire at work, task deadlines, communicate properly with both staff and library users. Communication skills is must to have and communication skills are importance to interact with other people.

4.4 Limitations and recommendations

4.4.1 Limitation

4.4.1.1 Doesn't provide work space for the practical students

Throughout trainee journey in the Jeli and City, PPI did not provide any work space for practical students. Trainees have to sit at reading area to complete a task along with the student. At Jeli Campus, there is only one department exist within the library and that is Circulation Department. Jeli Campus only provides a services and don't have other department. This situation also happens at City Campus which is they don't provide work space for trainee. Trainee can use the staff table if got permission from them or the staff is not available during that day. Trainee also used Entrepreneurs Room as a work space and this room also can be used by the student.

4.4.1.4 Less Task For The Trainee

Another drawback in The Office of Library and Knowledge Management (PPI) is task given for the trainee. During industrial training at Jeli Campus, none of the task given that related to field of the trainee. So that Supervisor at Jeli Campus just let the trainee doing a duty at Circulation Counter and Information Consultant Desk. But then, there is nothing much to record the activities on that day in log book that had been provided by faculty unless the trainee records the progress of the special project in there. When there is fewer tasks given, trainee unable to gain skills and knowledge for the upcoming preparation on real working environment. Trainee needs to go to City Campus to discuss about special project which is the distance is far between the two campus. The trainee spent most time in Circulation Counter and Information Consultant Desk.

4.4.2 Recommendation

4.4.2.1 Provide work space for the industrial training student

Working area is important. During industrial training period, trainee has to find their own places to perform their assigned task. Trainee needs to find places at the reading area and put trainee computer when entered the PPI to avoid from the suitable places for trainee be used by the students. When there is no allocated location for the trainee, this can bring effect to the task progress as the trainees have to find first the working space on completing the task. PPI

should provide a specific area for the training in order for the trainee to perform the task smoothly. A specific location is required so, the trainee can perform the task without interruption.

4.4.2.2 Giving Related Task For The Trainee

As mention at the limitation part about the task for the trainee, here is the suggestion for PPI to improve the management of the trainee by the organization. If the trainee from the IT background thus, the given tasks must be related with it. It must be the same if the trainee from management background, library background or else. Industrial training students will faced a problem if the task given not related to their field and this can affect the task given. By doing this, industrial students can apply what they learn during their study and also can improve their skills related to their fields of study. But PPI can give a related that not related to their field of study and teach them how to do the task. Students can gain more experience and knowledge that out of their field.

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APPENDICES

APPENDICES A:
INDUSTRIAL TRAINING STUDENT'S CHECKLIST

INDUSTRIAL TRAINING STUDENT'S CHECKLIST

Student's Name : MOHAMAD AFIQ B. HAMZAH

Student's Id : 2014521695

Unit / Department : PPI

Organization : UMK

Semester : Mac - July 2017

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

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

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

NOTES :

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

APPENDICES C:
REPORT DUTY DECLARATION FORM

APPENDICES F:
USER MANUAL

USER MANUAL

STEP 1

❖ Access e-pams website. Access are limited to the staff and students of UMK within the university's network only. User cannot access this website using other network except UMK.
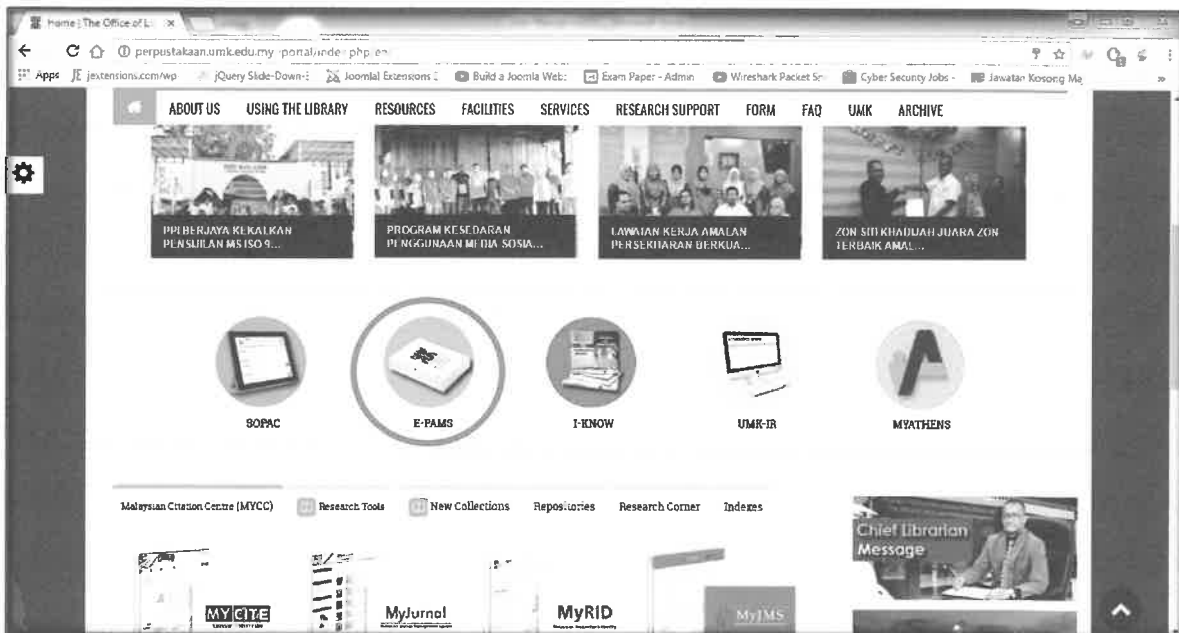
❖ E-pams website can be access through library website or type "epams umk" in google search box.

❖ E-pams homepage:

STEP 2

❖ Press faculty button and wait for the website to view the list of faculty in UMK.
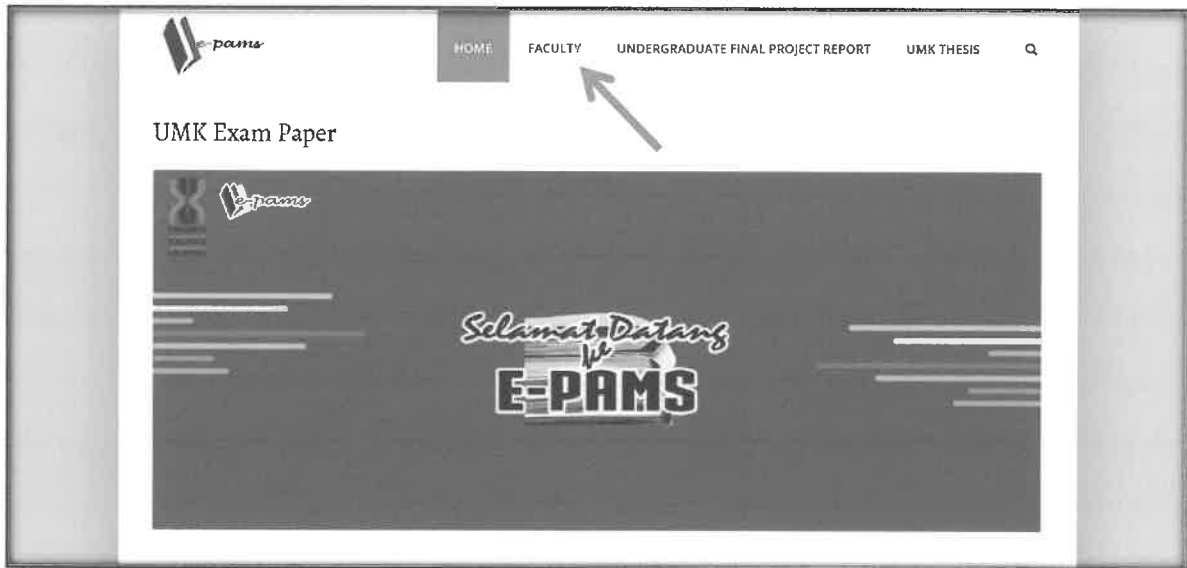
STEP 3

❖ Select which faculty, session and semester.

❖ Example: We choose "Fakulti Sains Bumi- SESI 2016-2017 – SEMESTER 1"

STEP 4

❖ Select subject that user's wanted
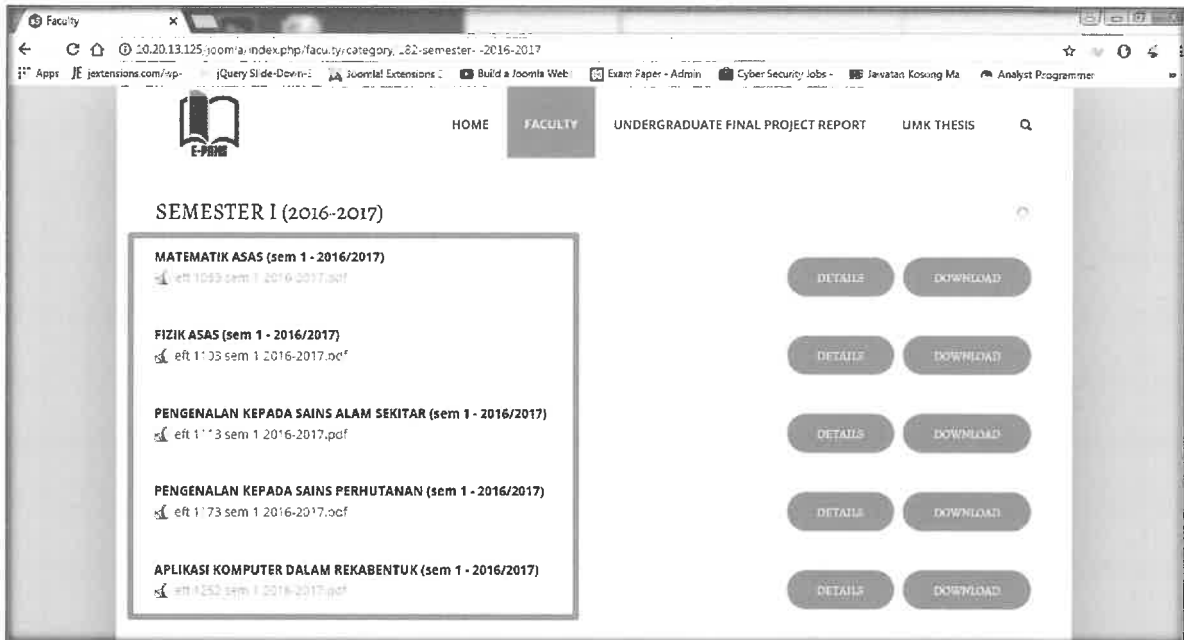
STEP 5

❖ Lastly, press download and the file will be stored in your pc
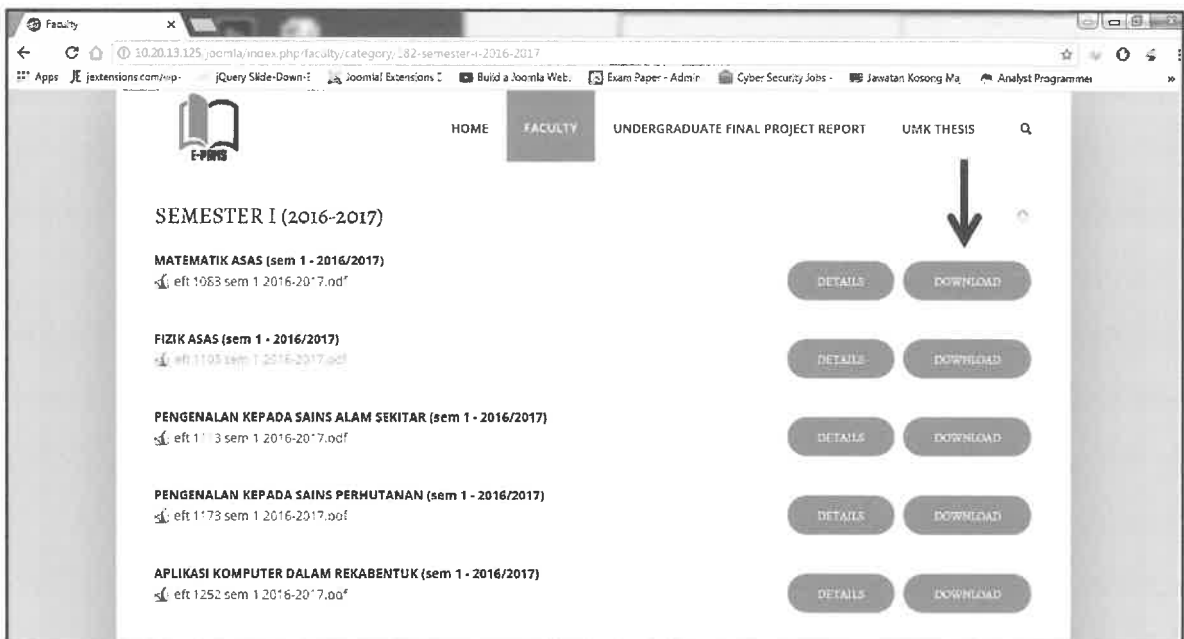
Joomla!®

USER MANUAL

ADMINISTRATOR EDITION

Introduction

Joomla is an open source platform on which Web sites and applications can be created. It is a content management system (CMS) which connects your site to a MySQLi, MySQL, or PostgreSQL database in order to make content management and delivery easier on both the site manager and visitor.

Joomla's primary focus has been on usability and extensibility since its initial release in 2005. It is because of this that the project has been the recipient of numerous awards, including being a three-time recipient of the PACKT Open Source Content Management System Award.

Why Use Joomla?

Joomla has a number of advantages over many of its competitors. In addition to being a full-featured CMS, it is easy to learn, quick to set up, and inexpensive. Joomla is absolutely free. 100% free to use, regardless of your implementation. This is due, in part, to its non-corporate roots and volunteer-driven support structure. There are few bills the Joomla project needs to pay to keep up and running, and everyone that contributes to its development does so out of a passion for creating something that truly meets the needs of sites both large and small.

Joomla is open source, and that means no surprises will pop up once you have started your site. Every part of the Joomla platform is open for you to inspect and even modify to meet your site's individual needs. Joomla's extensive third-party development community has created thousands of plugins, extensions, templates, and other options to empower you to make the most of your site without having to be an expert in Web development.

How to use Joomla for administrator?

1. Log in

Before you can use the system, you have to log in using username and password. Log in features is very important in order to maintain the security of this system. Unique username and password can keep this system more secure.
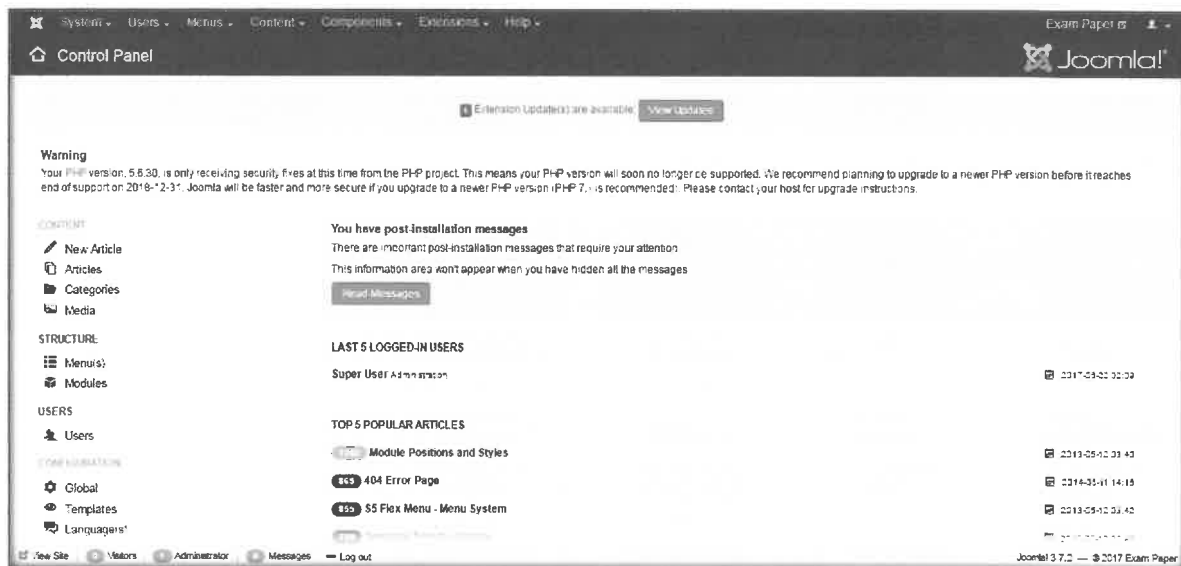

⚓ Joomla control panel interface

2. How to create categories / faculty

Categories for articles are created in order to allow you to group your content better. If you have different types of pages on your site, or you write on different topics, you should add article Categories to group your content. Article categories can be managed through the Content manager.
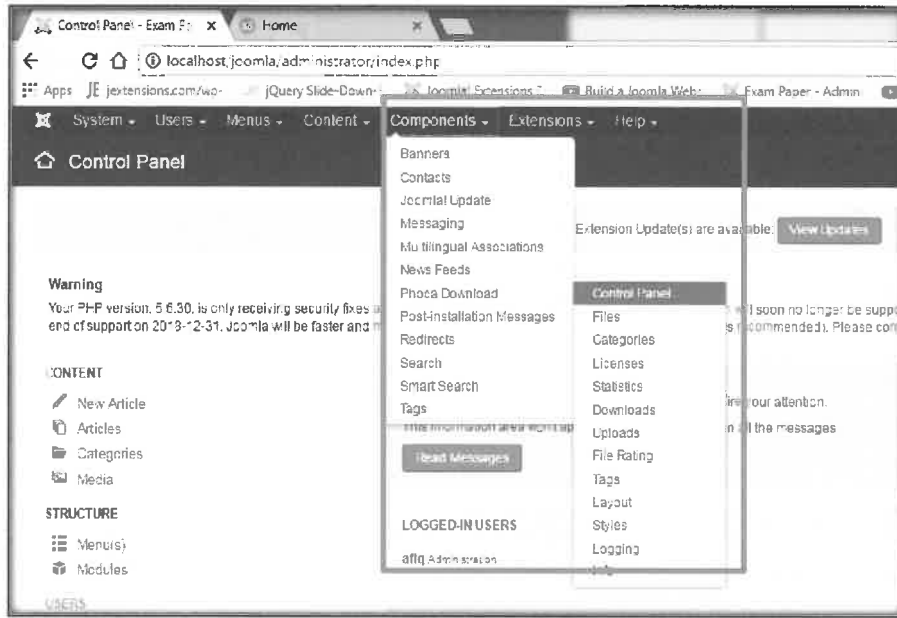
↓ First, go to toolbar and select **component**. Then, go to **Phoca download** and select **control panel**. Phoca Download control panel will appeared.
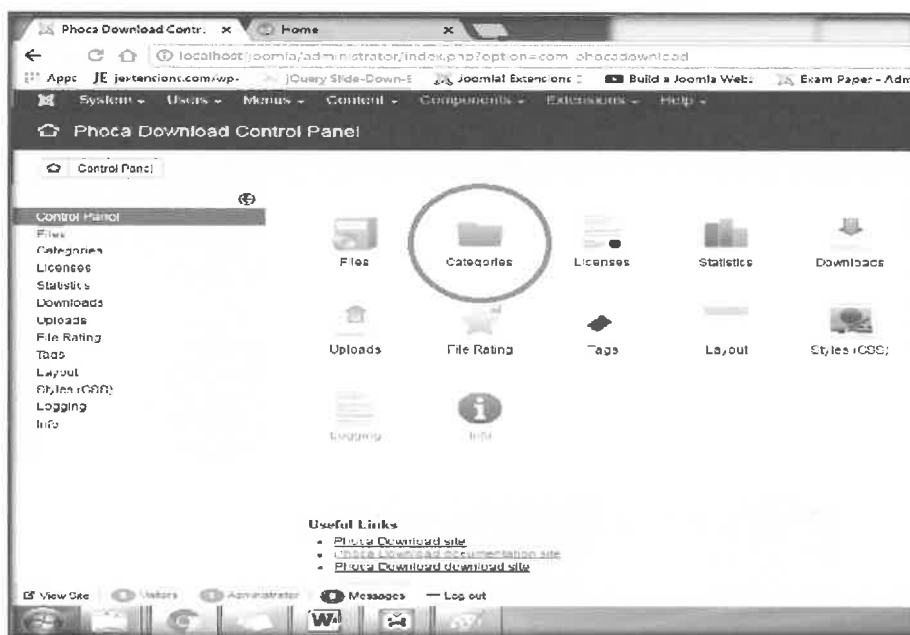
↓ Select button **categories** and press **new** to create new faculty/session

3. Insert title in the box provided.
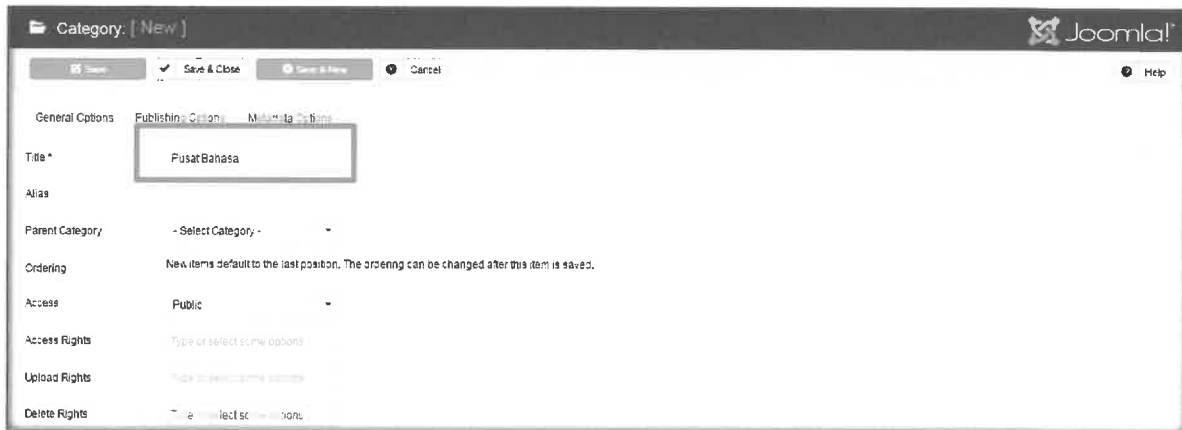
- Insert title and press **Save** or **Save & New** if you want to create other title.
  - Example: Pusat Bahasa

4. Insert session and year.
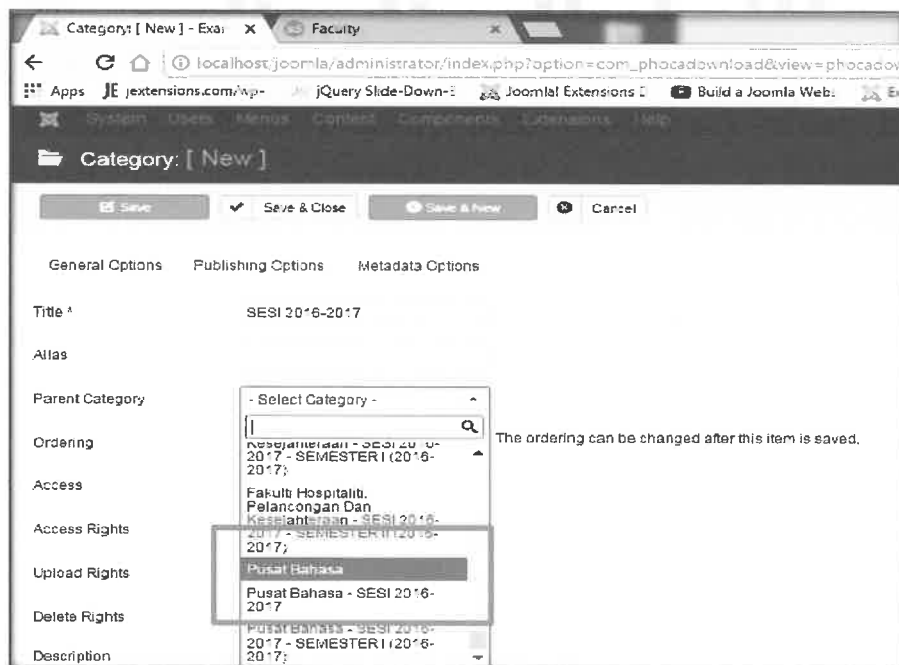
- Press button **Categories** once again, and insert the title which is session/year. After that, go to **Parent category** and find and select **Pusat bahasa**. Press **Save**.
  - Example: SESI 2016-2017

5. Insert semester.

✦ Press button **Categories** once again, and insert the title which is **Semester 1 Or 2**. After that, go to **Parent category** and find and select **Pusat bahasa – SESI 2016 - 2017**. Press **Save**.

6. Add files.

✦ To add exam paper in the website, go back to **Phoca download control panel** and press button **Files**. Then, press button **New**.
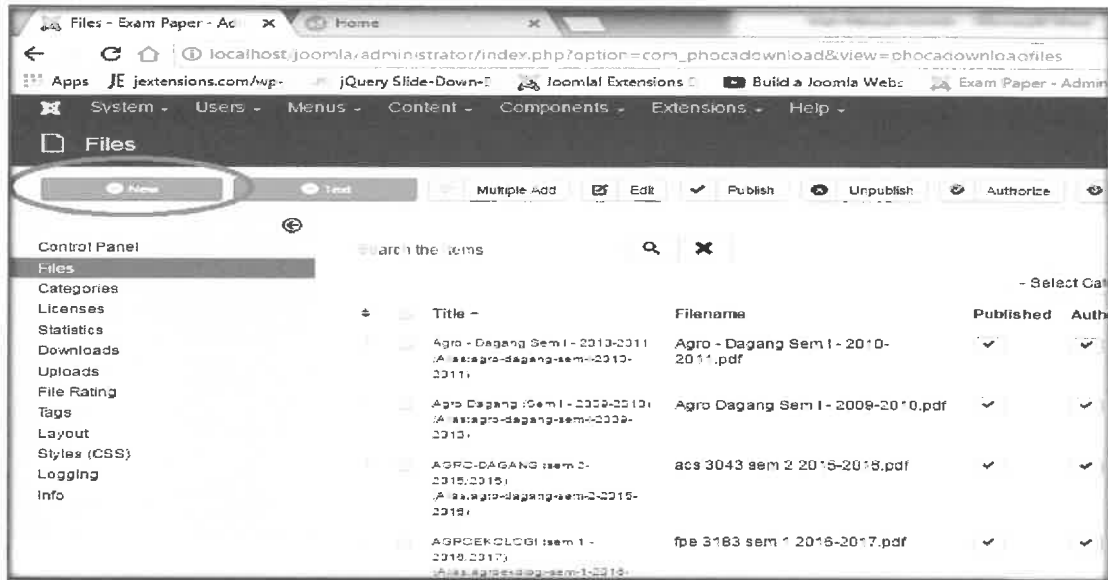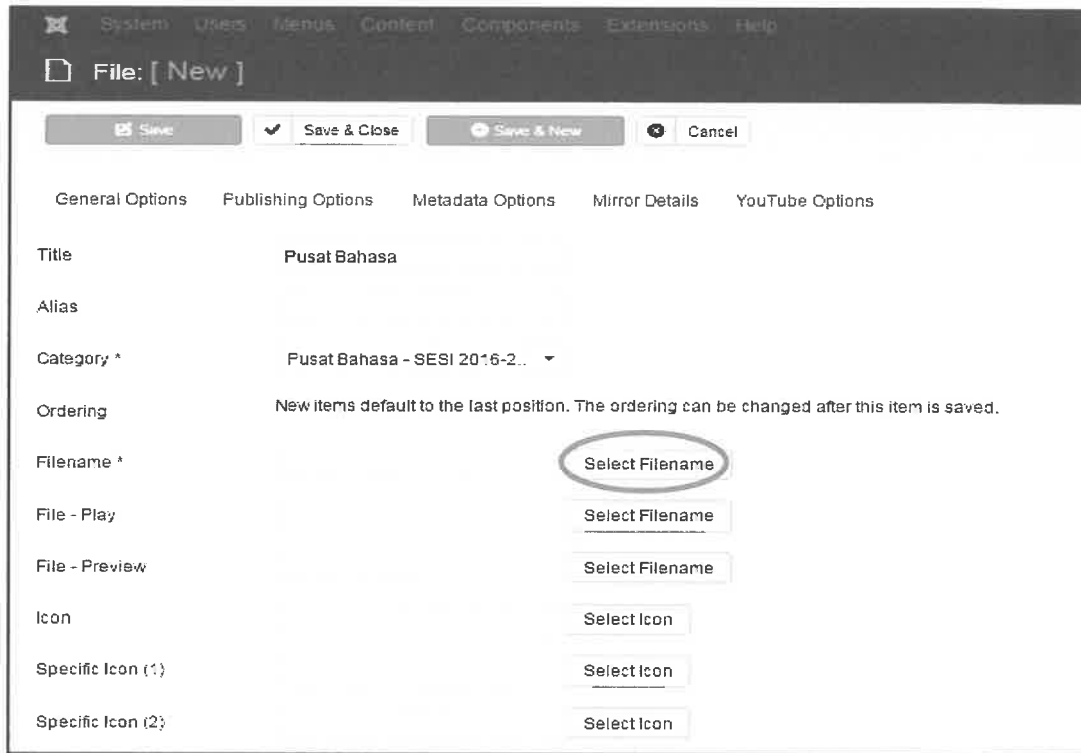
⬇ Then, insert the title of the files.

⬇ Example: Bahasa Arab 1.
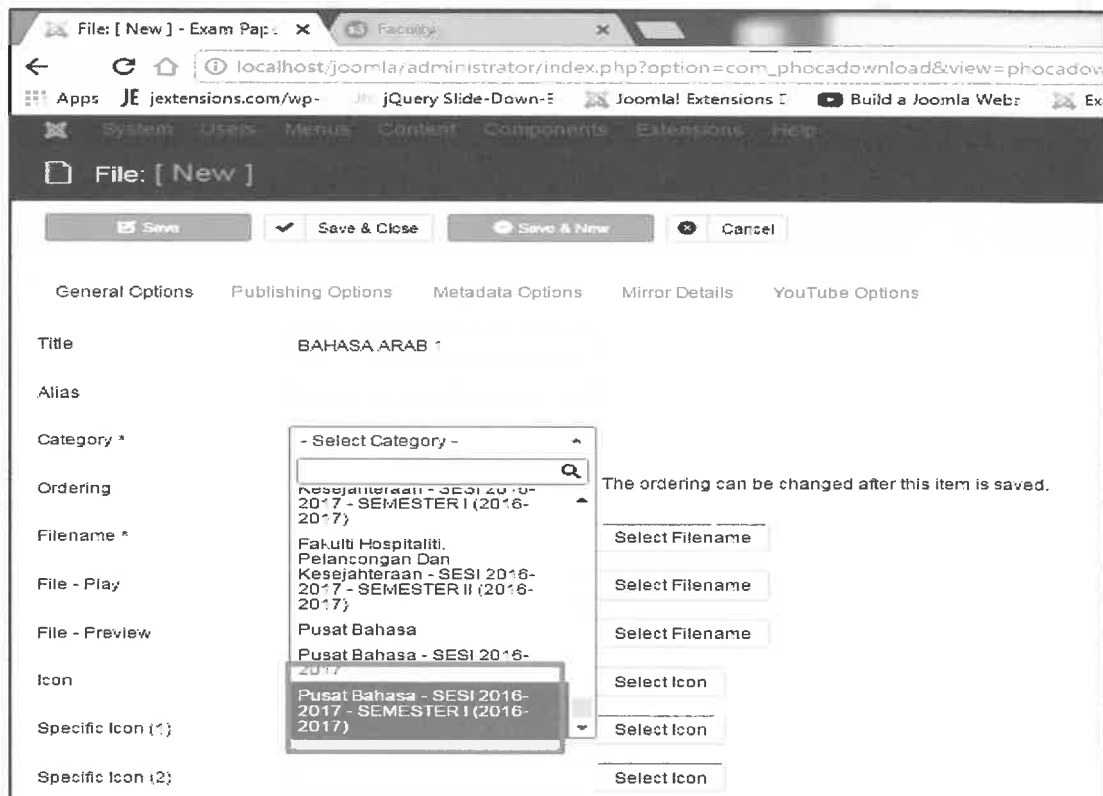
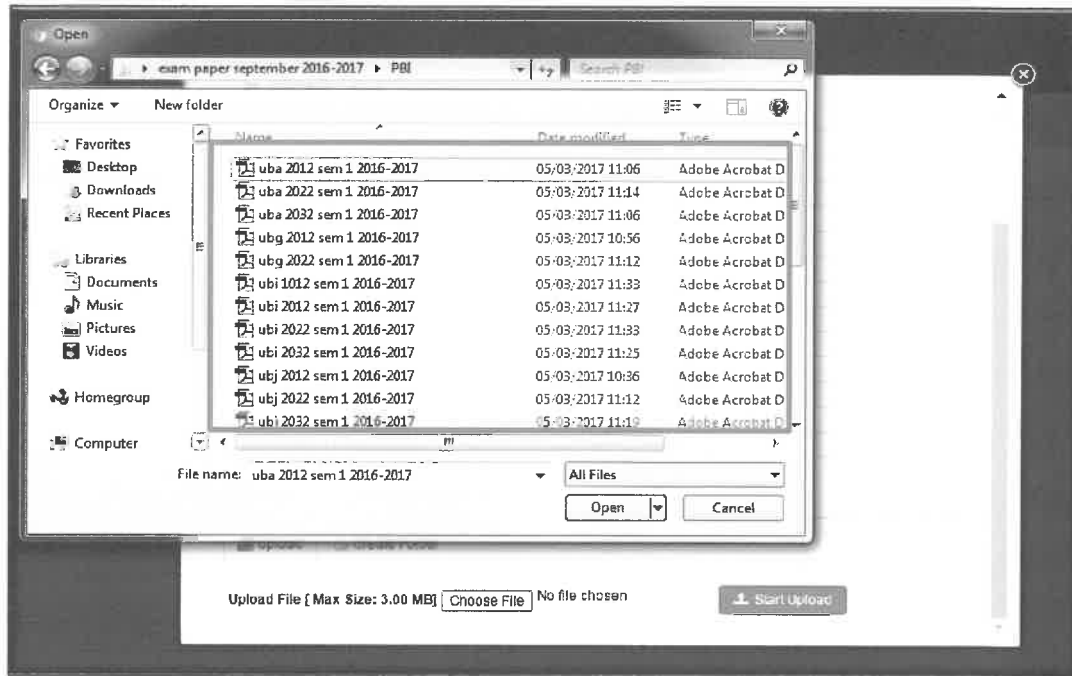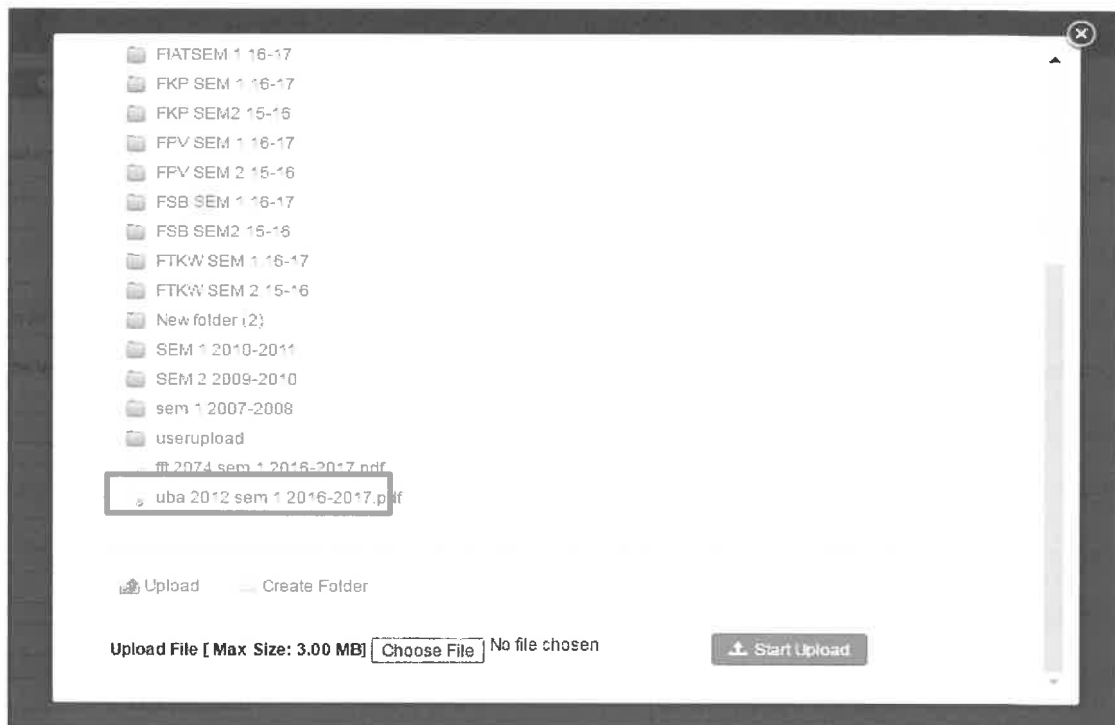⬇ Then select **Category**, and find **Pusat Bahasa – SESI 1 2016-2017.**
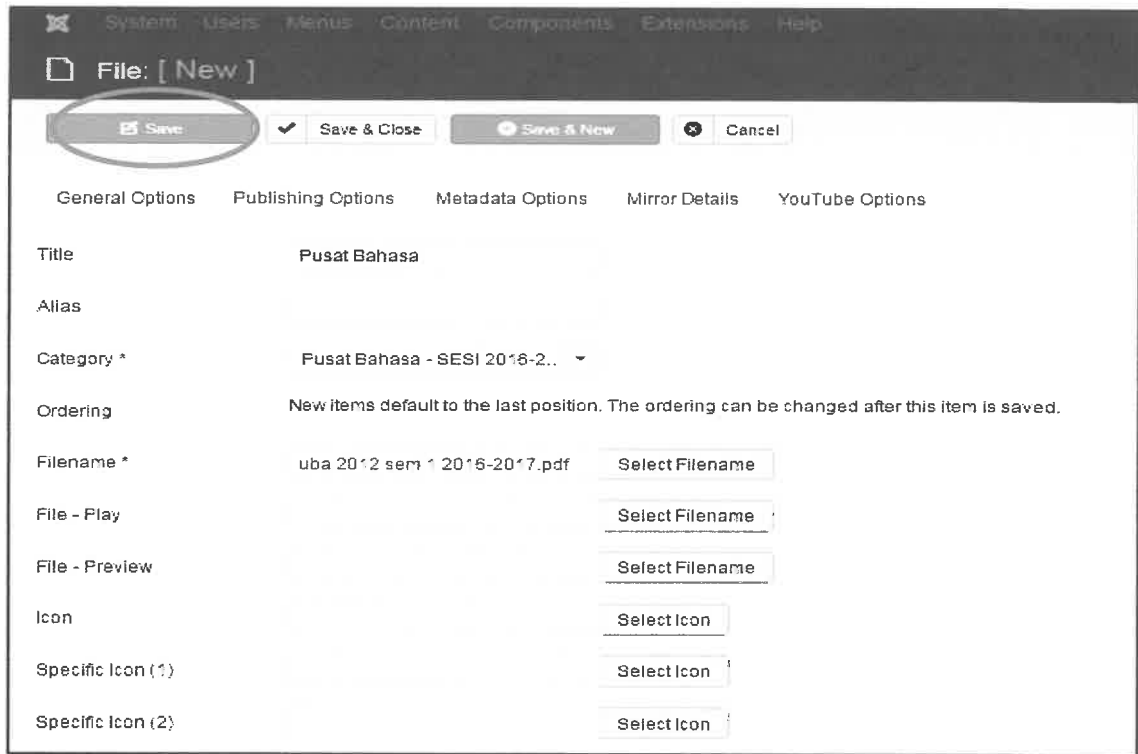
▲ Press **Select File Name**.

▲ And then, click **Choose File**

🔸 Choose which you want to upload and click open.

🔸 After the file completely uploaded, select the file.

System   Users   Menus   Content   Components   Extensions   Help

📄 File: [New]

| 🖫 Save | ✔ Save & Close | ⊙ Save & New | ⊗ Cancel |

General Options   Publishing Options   Metadata Options   Mirror Details   YouTube Options

Title	Pusat Bahasa
Alias	
Category *	Pusat Bahasa - SESI 2016-2.. ▾
Ordering	New items default to the last position. The ordering can be changed after this item is saved.
Filename *	uba 2012 sem 1 2016-2017.pdf [Select Filename]
File - Play	[Select Filename]
File - Preview	[Select Filename]
Icon	[Select Icon]
Specific Icon (1)	[Select Icon]
Specific Icon (2)	[Select Icon]

🔸 Lastly, Press **save**. Joomla will save your files and readily can be downloaded by users.

Advantages of Joomla

- Joomla! is quite simple to install. It takes only about ten minutes from downloading to having a working script on a server.
- There's thousands of free plugins available at the homepage. WordPress may have even more, but to make it as functional as Joomla!, you have to instal dozen or so plugins to start with.
- There is abundance of programmer's tools and tutorials available for users. There's also an extensive discussion board.
- Updates
- When the page design is ready, there will come a time to update the script to a newer version. You can do it from web browser.
- Advanced administration
- Administration panel provides many functions that can be intimidating in the beginning. In time, however, you can master most of them to use the full potential of the script.