

**INDUSTRIAL TRAINING REPORT:
UNIVERSITI SULTAN AZLAN SHAH
SPECIAL PROJECT: WCIT SYSTEM**

BY

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

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DECLARATION

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ABSTRACT

The trainees choose Universiti Sultan Azlan Shah (USAS) Kuala Kangsar Perak the place to complete industrial training start from 1 August 2016 until 31 December 2016. USAS is the academic organization has four levels of undergraduate diploma, degree, master and PHD. USAS is academic organization and state government. The Trainee was placed in the "Jabatan Pembangunan Sistem Teknologi" under supervisor Encik Mohd Paizan Bin Abd Rahman. All the training guide and work is given by the supervisor. Furthermore, trainee many commits with technical job but for the special project USAS request to develop system for world conference Islamic through (WCIT) system. Other than that, trainee also gain knowledge how real industry work and it give real working environment.

ACKNOWLEDGMENT

I am very grateful here to Allah S.W.T that I was given a chance undergo and complete my industrial training at Universiti Sultan Azlan Shah (USAS) and able to prepare this report. Next thanks to Encik Mohd Paizan Bin Abd Rahman and USAS give me an opportunity to complete this industrial training. Also thanks to all the staff and technician on “Jabatan Pembangunan Sistem Maklumat” department teach me and share knowledge about technical task.

I also like to thank my lecturer Puan Izzatil Husna Binti Arshad as my industrial coordinator and also thank to Puan Nor Kamariah Binti Chik as my faculty supervisor because guide me to complete this report and lastly thanks to Doctor Mashitah as my supervisor visiting because came to visit my progress.

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CHAPTER 1: INTRODUCTION

Background of the Organization



The idea of setting up USAS (formerly KISDAR) was mooted by the late Sultan of Perak Sultan Azlan Muhibuddin Shah on 1986. The idea was realized with the opening of a temporary campus at Jalan Datuk Seri Shaari off Jalan Raja DiHilir, Ipoh by the late Sultan Azlan Shah on 1999. KISDAR was established under the Perak State Government Enactment Bil 3 Year 2000. The Enactment was tabled and passed by the Dewan Undangan Negeri which later received the royal assent on 6 March 2002.

On 8 February 2006 the state government approved the construction of a permanent campus for KISDAR at Chandan Putri on a piece of land donated by the then Acting Sultan of Perak Raja Dr Nazrin Shah. The campus which cost almost RM66 m, was completed in 2008. On 16 July 2009 the late Sultan of Perak Sultan Azlan Shah officiated the opening of the KISDAR campus at Bt Chandan which is now known as the Universiti Sultan Azlan Shah (USAS).

1.1.1 Moto

Rahmatan lil 'alamin ((Mercy to the World))

1.1.2 Mission

- Education

To produce excellent graduates through quality education programmers based on the integration of Islamic values and professional knowledge.

- Research

To prepare a conducive environment for scholars to explore, strengthen and renew the authorization of knowledge through research.

- Society

To champion humanitarian and social issues based on universal values

- Internationalization

To internationalize all activities of the university

1.1.3 Vision

To spread universal prosperity through the restoration of the supremacy of Islamic institutions and scholars and to explore new knowledge.

Organizational Structure

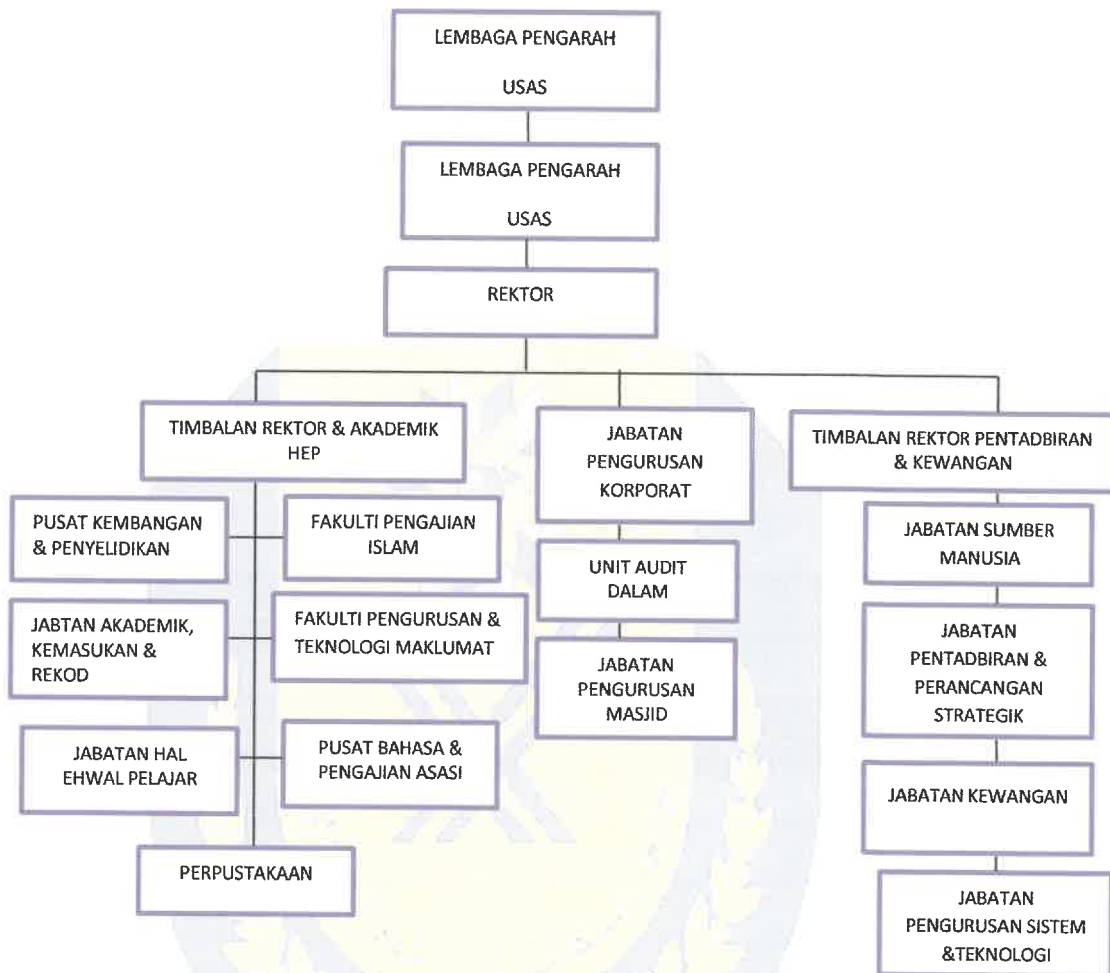


Figure 1 : USAS organization chart

Based on Organization chart USAS divided into ten departments that is Department rectorate, legal department, finance, human resource, corporate, administration & strategic planning, system & technology management department, development & maintenance, and lastly mosque management department. Each department has their own officer. For department system & technology management the officer is Encik Amiruden bin Mohamed sharif.

CHAPTER 2: ORGANIZATION INFORMATION

2.1 Departmental Structure

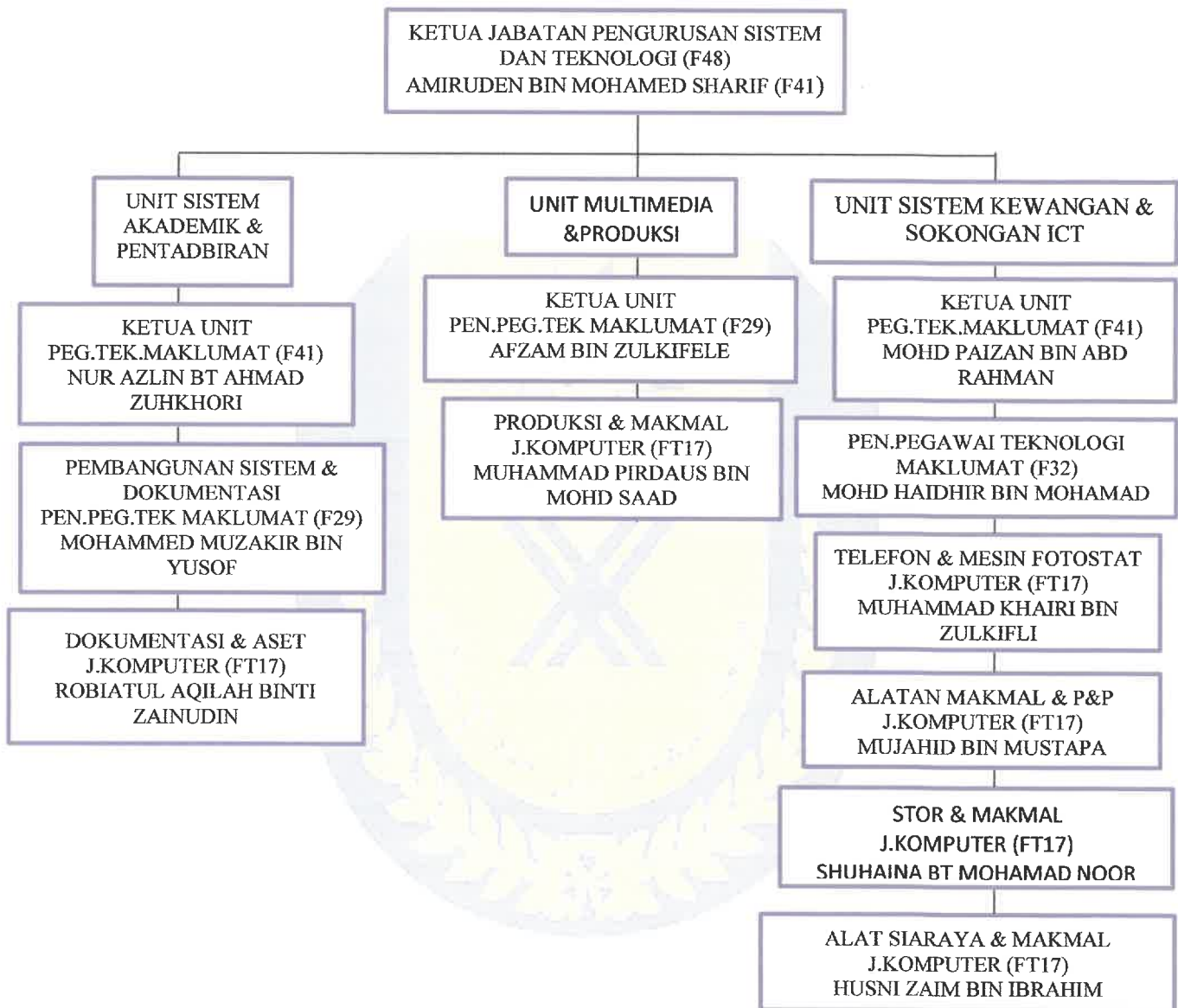


Figure 2: JPST organization chart

USAS information technology department can be provided into three section, which is multimedia, system and technical. Under the technical each technician separated according their skills and job. Each section has official. The trainee has been placed on the technical section. The supervisor name is Encik Mohd Paizan Bin Abd Rahman. The job scope for trainee is variety and multitasking. Trainee learn and do job technical and at the same time trainee will be train by supervisor as system analysis which is trainee need to join the proposal defend for diploma student develop system and trainee need to guide group of student to develop the system. Also as panel represent JPST department on the final presentation information technology diploma student.

2.2 Department Function

1. Ensure the requirements of ICT equipment are up to date with the current technology demands.
2. Ensure ICT competency is instill within the staff of USAS.
3. Develop proper supporting systems that will ease the day-to-day task of USAS's staffs.

CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES

3.1 Training Activities

The trainee had choose the University Sultan Azlan Shah (USAS) as the placement to do internship, the time for internship is for five month start from 1st august until 31 December 2016. The trainee will be given various types of the task and daily job. Each daily job trainee need to learn how to solve that problem. Because work at the academic organization all the complaint from lecturer and staff among USAS, all technician at JPST department need to do and repair it. Each technician at JPST department has their own skill and responsibility to solve the problem and repair so trainee can learn all the skill from each technician according their skill. Trainee do the variety of job include the network troubleshooting, pc maintenance , administrative work , joint program and events, manage records, consultation and need develop the system. So trainee be multitasking because learn many things.

3.1.1 Handle networking problem

Trainee learns how to solve the complaint about network. For example, trainee need give the instruction through call to USAS staff that have network problem because of the USAS upgrade their network with vendor for 2days so all staff pc setting network need to new setup. "How to setting the new internet protocol (IP) address". Other than that, at the finance department personal computer have problem doesn't have network connection and solution need to check the network cable and port. Then change the fee plate at the port because the fee plate is broken. Other than that, trainee need to do the sharing file request from the staff but the sharing file is fail because the windows of pc is different, so did disconnection to share. Besides that, have problem the PC staff with Photostat machine where cannot print. So trainee need to check the problem by test the cable network, check the IP address on server room and lastly change the switch. When trainee test one by one so can detect the problem is switch damage and solution needed to change it. Trainee also needs to set up sharing Photostat machine with pc staff by need to check the IP of machine first, and then set up on the printer & devices. Also, problem the driver of network corrupt and need to uninstall or remove the driver and install the new driver. Trainee also do cable network using network cat 5e , rj45 , crimping tools and straight cable this is because standard office use straight cable.

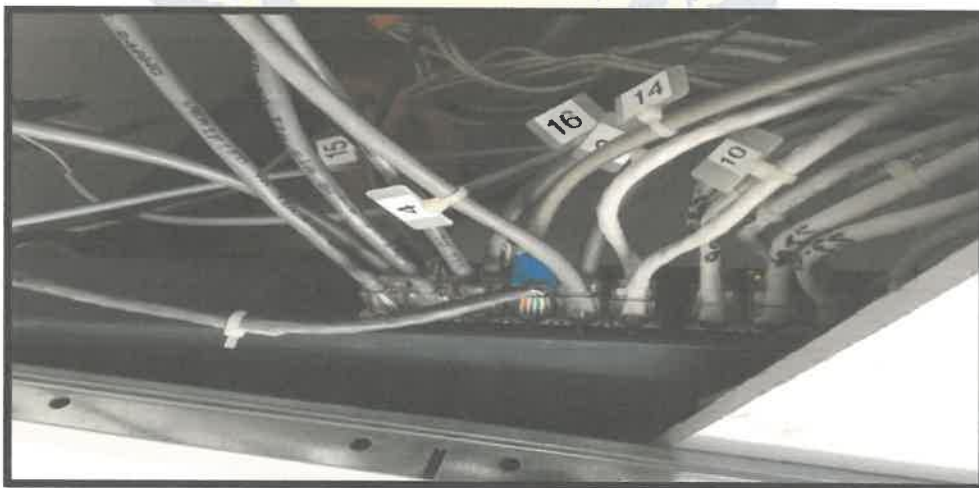


Figure 3 : check the switch network



Figure 4: Punch cable network on first plate

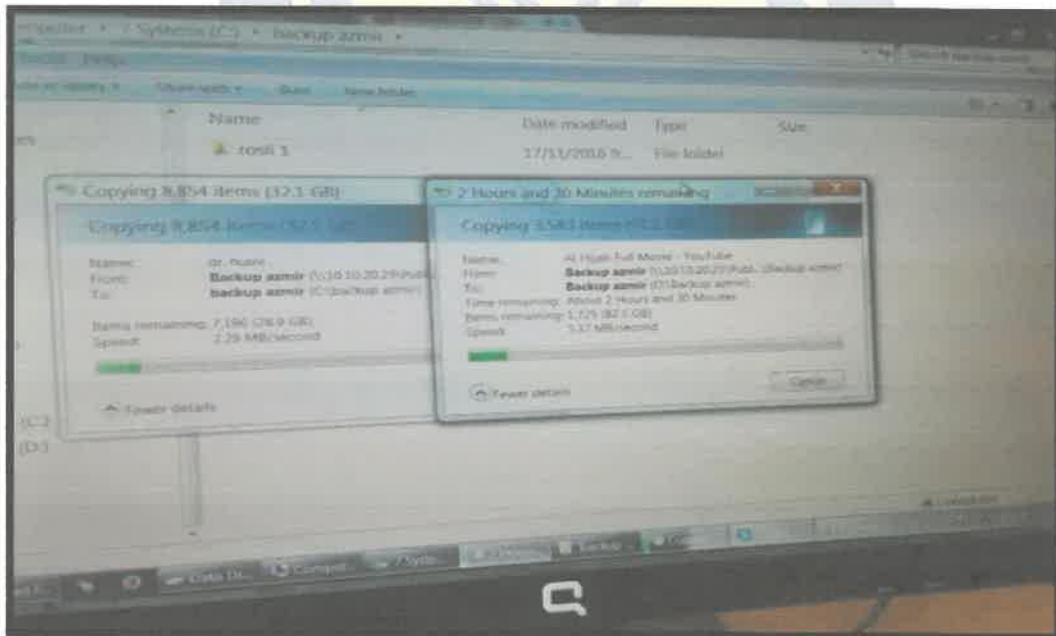


Figure 5: Transfer file to another PC

3.1.2 Pc Maintenance

For technical work is the daily job for trainee. From this, the trainee learnt many things and trainee apply what they learned also based on trainee experience and available knowledge among them trainee need to install driver of SPSS on the twenty pc on the computer lab, also need to do backup file before format the pc transfer the file to another hard disk, do the password recovery because each staff provided pc and sometimes their pc have password but the owner change room or change pc so the new comer want to login that pc did not know the password, so need to reset the password. Furthermore, has a complaint from staff the email cannot do any attachment the solutions is trainee need to making a refresh of Mozilla Firefox and login the email. Others job trainee is need to solve the problems windows cannot open the screen is blank so need to format the pc and then install the basic software and others job including:

3.1.2.1 Virus problem / recover infected file

Majority the complaint from staff is about personal computer have virus. Anti-virus did not update and some of pc doesn't have the anti-virus that's why easy to attack pc. USAS using any type of antivirus like Avira and Avast. The step to install is needed to open security, Avira agent, hostname, and server and complete. Other than that, staff have problem about their pen drive have virus and all the file are missing but the file are not missing just hidden file. to recover the hidden file firstly need scan virus to remove virus, unhide software copy into pen drive or using the command types in notepad like this "@ECHO OFF attrib. exe * . * -r -a -s -h / s / D cls" this command are create by the USAS technician and useful until now, then wait the command lost I will show the results. Unhide also can use on the any storage at PC such as external hard disk. Below step to recover the hidden file:

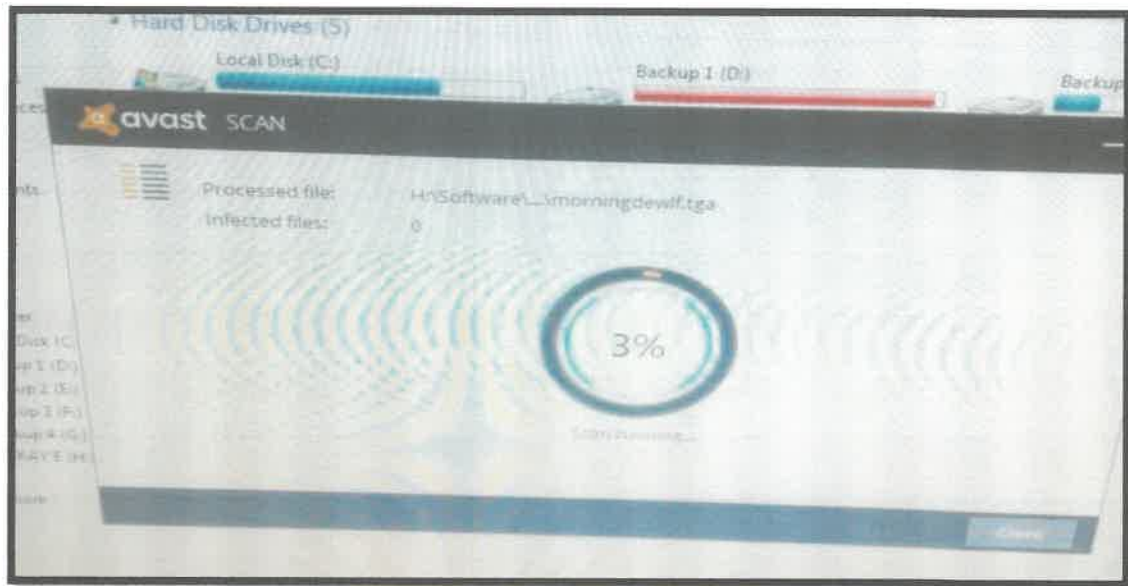


Figure 6: Scan virus process

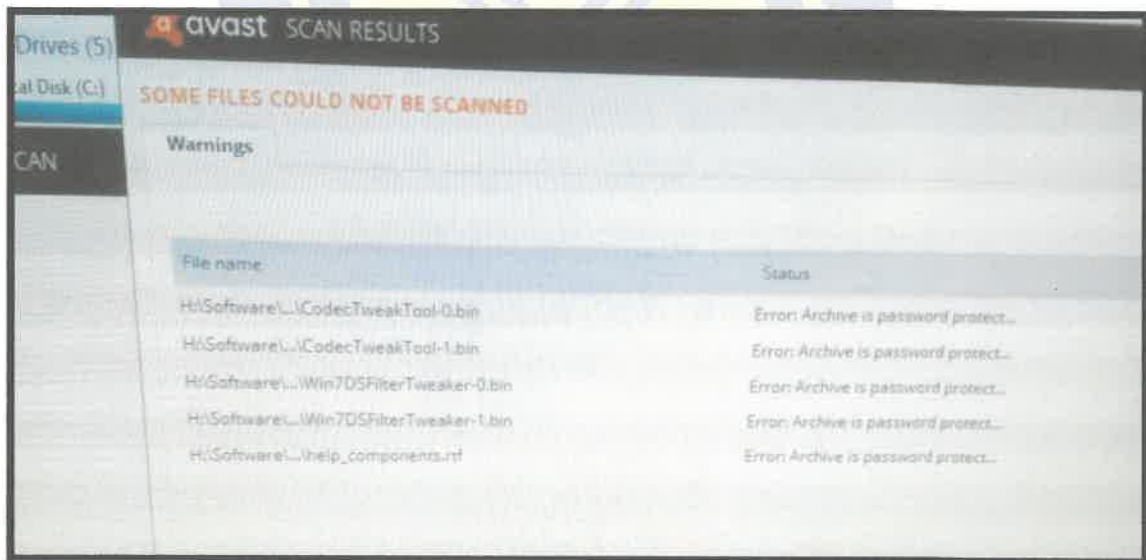


Figure 7: Scan complete will be appear the warning file have virus

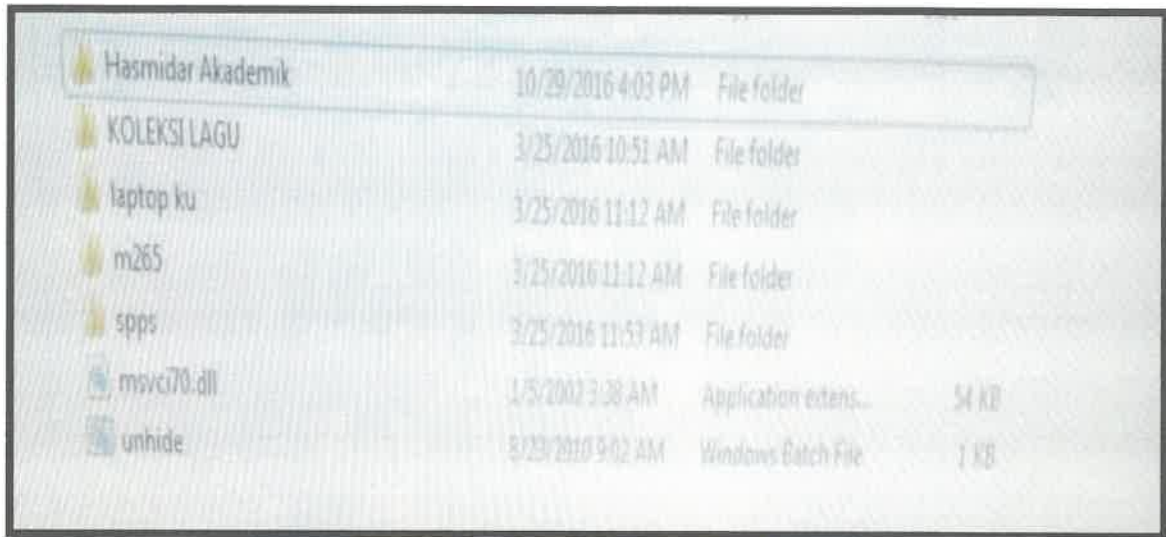


Figure 8: Double click on unhide

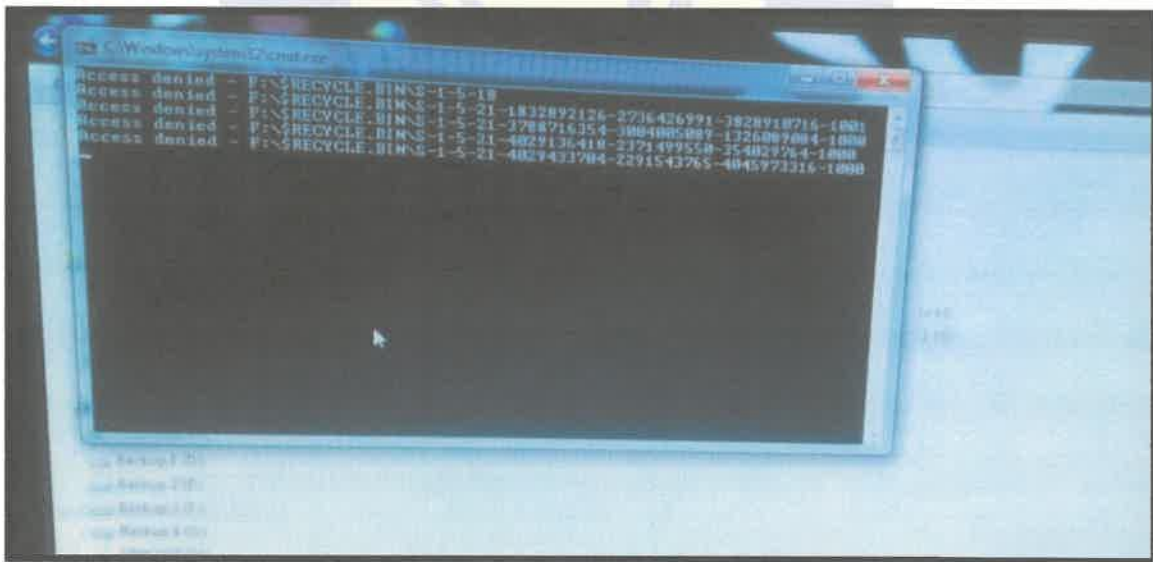


Figure 9: Wait until the command disappear

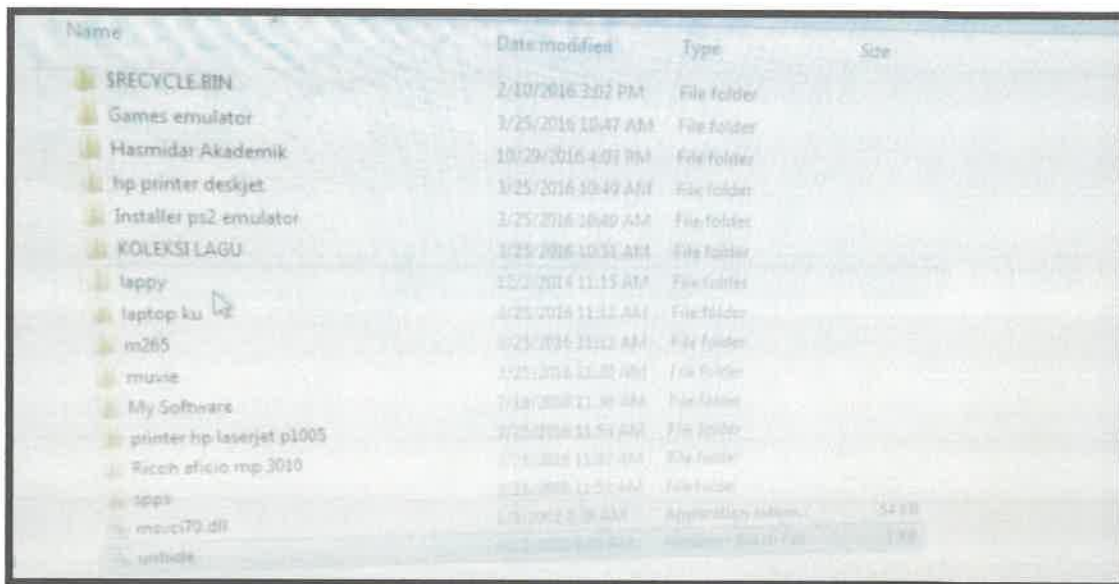


Figure 10: The hidden file can be restored

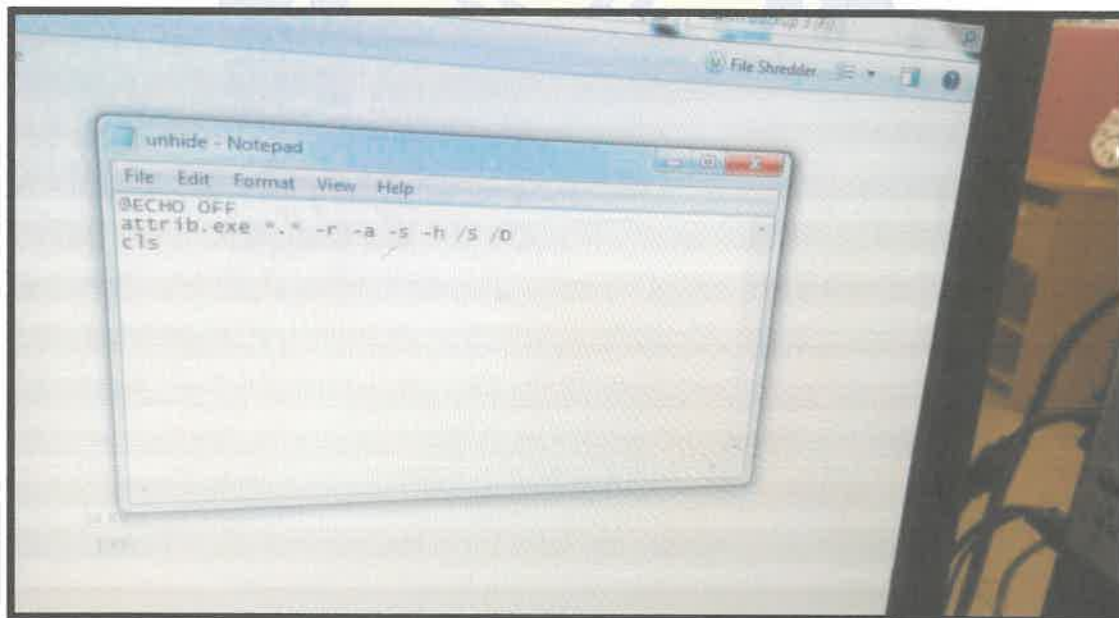


Figure 11: Example command use to find hidden file

3.1.2.2 Ccleaner and Defraggler

Ccleaner software is used for pc that have problem too slow and loading take a long time. ccleaner software function to clear the history and cache and also to remove register are cause the pc run slowly. So do the ccleaner can speed up the PC. Below is the step to use the ccleaner software:

- I. Analyze (window)
- II. Run cleaner
- III. Applications
- IV. Analyze
- V. Registry
- VI. Scan for issues
- VII. Fix all selected issues

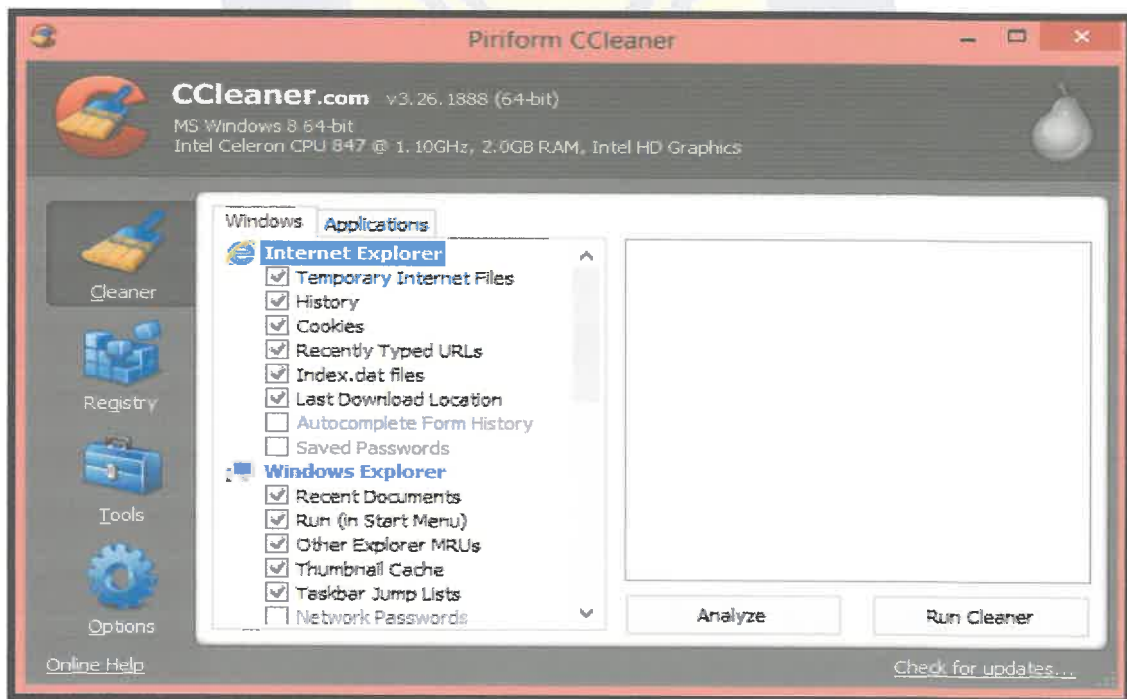


Figure 12: ccleaner software

Defraggler software also use to organize and rearrange the file become more systematically and the function also to avoid pc from virus attack because easy virus can sign into the empty space can cause our pc become slowly. The unorganized file is virus and cause the pc have problem such as slow to open browser or any file. So defraggler are needed to be done on staff pc because there are store variety of file and data. By using defraggler our pc become more secure and clean. When the defraggler is run on the drive map will be appear the status of file according the color. Each color has own meaning to show the file status. Step to use the defraggler is:

- I. choosing the drive
- II. analyze
- III. Defrag.

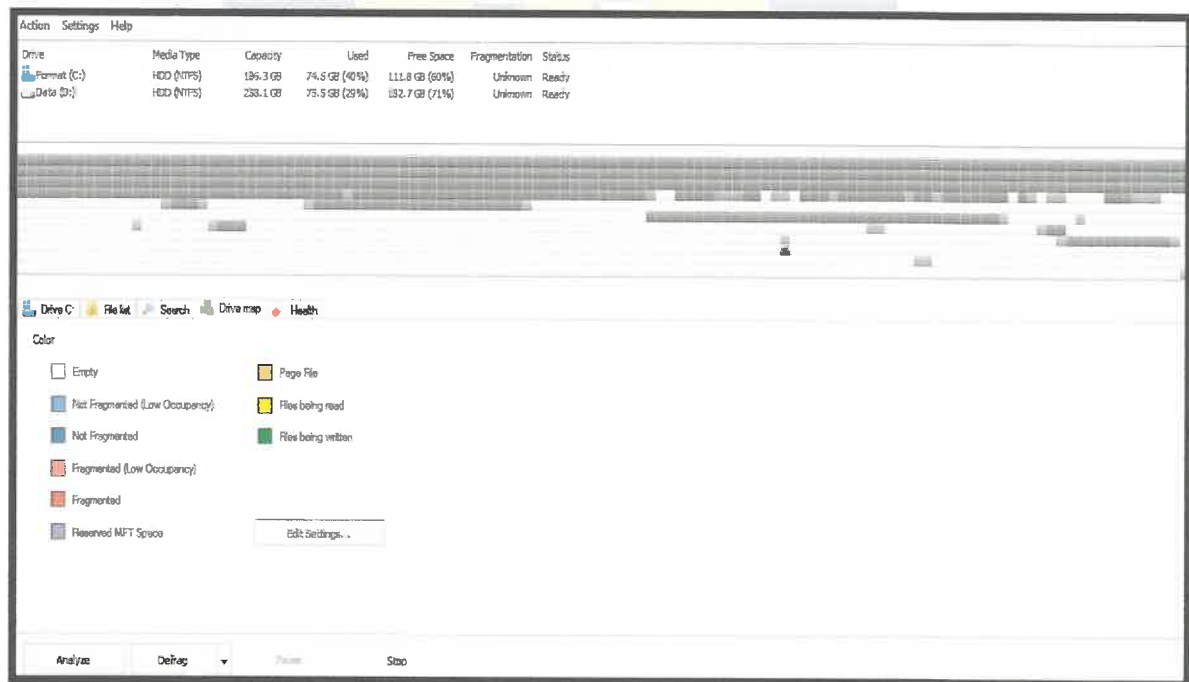


Figure 13: Defragger software

3.1.2.3 Troubleshooting Printer

Troubleshooting the printer also under the JPST and need to maintenance. Have many problem related with printer for example when print the black color is stuck and did not appear anything on paper. To solve this problem need to make cleaning. Just go to menu, ink management, cleaning and choose color or black and the cleaning will be process. Trainee also do the cleaning inside the printer by firstly open the front cover, remove print ribbon, HPP transfer film from the printer, re install printing supplies and close the front cover of printer. Other than that, have problem cannot be print anything. So trainee find the cause of problem with try to do the direct print, change the network cable, check the ip on server and lastly test the switch. The switch have problem and need to change with new one and test print is successful. Trainee also does the sharing printer/Photostat machine the step is:

- I. Need to find the IP of machine
- II. Go to devices and printer
- III. Right click and printer properties
- IV. Go to start search the IP address and install
- V. Add printer - add local - printer - add local printer - create new port - choose standard - have disc - browse - computer



Figure 14: Cleaning the inside printer

3.1.2.4 Hard disk problem

Most complaint from staff is about their pc run slowly and takes a long time to open file, open anything from web browser. To know the hard disk is problem or corrupt is when to enter the widows pc become slowly, always auto restart, blue screen, and then when to format hard disk its run slowly. When all of this happen need to check the SATA cable if the SATA cable in good condition check the hard disk by using bios, if the hard disk damage its will produce sound and lighting on cpu. If the hard disc corrupts still can format but depends on the life expectancy. Hard disc life expectancy is estimated three to four year depends on how to use. But if the hard disk damage need to change new one. Trainee also does to clone the hard disc. Normally clone the hard disc performed on the new hard disc. Step to clone hard disk:

- I. Go to hire menu
- II. Portion wizard
- III. copy disc wizard – select diascopy
- IV. select target disc
- V. select entire disc
- VI. apply – restart - finish



Figure 15: Maintenance pc

3.1.2.5 Administrative work

Trainees also do the administrative work. Trainee need to translate the step to reset password email from Bahasa Malaysia to English. This step will be email to all students of USAS. Then trainee need to key in the name of technician and their job as evidence they do the job by using the Microsoft excel. The details on form will be key in by month according the serial number. After already key in the form “Aduan Kerosakan Peralatan ICT” will be stored on file namely “Rekod Aduan Kerosakan 2016”. This is because through the form officer can evaluate and give mark for “Sasaran Kerja Tahunan” (SKT) each technician. So trainee need to do the statistics according frequency their do work.



Figure 16: “rekod aduan kerosakan “ file

3.1.2.6 System verification checklist

Trainee need to checking the status VGA cable and power cable of the liquid crystal display (LCD) each class already have LCD. The trainee needs to provide the checklist and status LCD each class. This is for ensure the LCD in good condition and to avoid problem during the teaching and learning. If the cable test in blue or yellow color means the VGA cable problem. So need to change to a new one. Trainee also needs to test the speaker and set audio to know the status on class cause have class need to use the speaker and microphone and produce the report. If have problem or not provide USAS will be set up for comforts during the learning and teaching process. Trainee also need to test the old CPU to know the problem and list the problem this is because for disposal the damage equipment ICT. Other than that trainee need to test the VGA cable, power cable, and network cable to separated it according the status if cable still in good condition means still can used it if cable damage need to disposal.

SEMAKAN PERALATAN BAHAN AUDIO DI KELAS-KELAS						
LOKASI	RA SISTEM	STATUS (PA)	MICROFON	EXTENSION	KUNCI MANGGA	CETAKAN
BKG 09/9B	ADA	BERFUNGSI	TIDAK DISEDIAKAN	DIPERLUKAN	ADA	ADA PEMASANGAN
BKG 10/10B	ADA	BERFUNGSI	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	ADA	ADA PEMASANGAN
BKG 11	ADA	BERFUNGSI	TIDAK DISEDIAKAN	DIPERLUKAN	ADA	ADA PEMASANGAN
BKG 12	ADA	BERFUNGSI	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	ADA	ADA PEMASANGAN
BKG 01	ADA	BERFUNGSI	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	ADA	ADA PEMASANGAN
BKG 02	ADA	BERFUNGSI	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	ADA	ADA PEMASANGAN
BKA 09	ADA	BERFUNGSI	TIDAK DISEDIAKAN	DIPERLUKAN	ADA	ADA PEMASANGAN
BKA 10	ADA	BERFUNGSI	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	ADA	ADA PEMASANGAN
MAKMAL 16	ADA	BERFUNGSI	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	ADA	ADA PEMASANGAN
BLR 2	ADA	BERFUNGSI	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	TIADA	TIADA PEMASANGAN
BKG 01	TIADA	TIADA	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	TIADA	TIADA PEMASANGAN
BKG 02	TIADA	TIADA	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	TIADA	TIADA PEMASANGAN
BKG 03	TIADA	TIADA	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	TIADA	TIADA PEMASANGAN
BKG 04	TIADA	TIADA	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	TIADA	TIADA PEMASANGAN
BKG 05	TIADA	TIADA	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	TIADA	TIADA PEMASANGAN
BKG 06	TIADA	TIADA	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	TIADA	TIADA PEMASANGAN
BKG 07	TIADA	TIADA	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	TIADA	TIADA PEMASANGAN
BKG 08	TIADA	TIADA	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	TIADA	TIADA PEMASANGAN
BKG 13	TIADA	TIADA	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	TIADA	TIADA PEMASANGAN
BKG 14	TIADA	TIADA	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	TIADA	TIADA PEMASANGAN
BKG 15	TIADA	TIADA	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	TIADA	TIADA PEMASANGAN
BKG 16	TIADA	TIADA	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	TIADA	TIADA PEMASANGAN
BKG 17	TIADA	TIADA	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	TIADA	TIADA PEMASANGAN
BKG 28	TIADA	TIADA	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	TIADA	TIADA PEMASANGAN
BKG 18	TIADA	TIADA	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	TIADA	TIADA PEMASANGAN
BKG 20	TIADA	TIADA	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	TIADA	TIADA PEMASANGAN
BKA 01	TIADA	TIADA	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	TIADA	TIADA PEMASANGAN
BKA 02	TIADA	TIADA	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	TIADA	TIADA PEMASANGAN
BKA 03	TIADA	TIADA	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	TIADA	TIADA PEMASANGAN
BKA 04	TIADA	TIADA	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	TIADA	TIADA PEMASANGAN
BKA 05	TIADA	TIADA	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	TIADA	TIADA PEMASANGAN
BKA 06	TIADA	TIADA	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	TIADA	TIADA PEMASANGAN
BKA 07	TIADA	TIADA	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	TIADA	TIADA PEMASANGAN
BKA 08	TIADA	TIADA	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	TIADA	TIADA PEMASANGAN
BKA 09	TIADA	TIADA	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	TIADA	TIADA PEMASANGAN
BKA 10	TIADA	TIADA	TIDAK DISEDIAKAN	TIDAK DIPERLUKAN	TIADA	TIADA PEMASANGAN

Figure 17: checklist report

3.1.2.7 Involved in Events and programs

During the practical trainee need join the events that organize by USAS. Most the program and events organize by the USAS staff compulsory to join and some of the program divided the task/job by department. So each staff needs to play their roles. First program “Hari Pendaftaran Pelajar Baru” trainee need to help technician set up the 20 PC used on registration day. Second program is “Sambutan Kemerdekaan Ke 59” trainee need to set up the audio video part and stay at the events from early morning until the program finish. The third program trainee need to involved is World Conference Islamic Thought (WCIT). At these program trainee need to develop one registration system that will be used during the WCIT registration. That system used for three days and trainee develop it request requirement from USAS. That WCIT system successful to used and run smoothly. These WCIT program give trainee benefits to learn handle the big events on technical part as technician. Other than that, trainee joint the “Istiadat Konvokesyen Ke-9 Usas” launched by Sultan Perak Sultan Nazrin Shah Muizuddin Shah. Convocation ceremony occurs only one day. Lastly, trainee need to join the lets sweat program each Wednesday morning compulsory for staff USAS.



Figure 18: “Sambutan Kemerdekaan ke-59 “



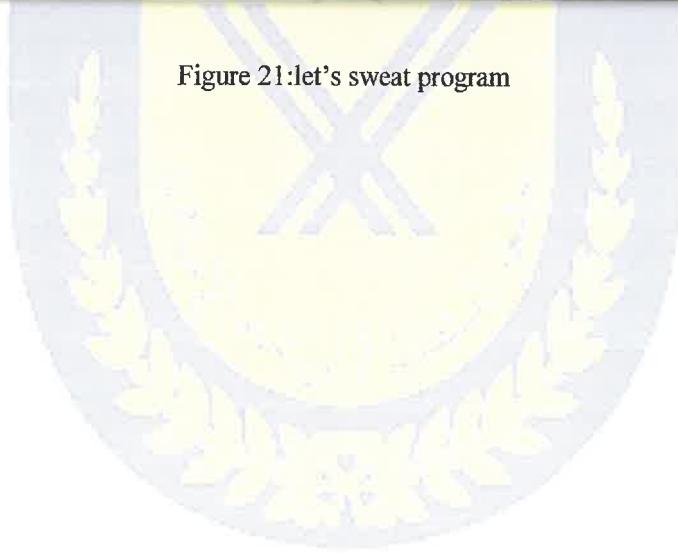
Figure 19: Istiadat Konvokesyen ke 9 USAS



Figure 20: WCIT events



Figure 21:let's sweat program



3.2 Special Project

The trainee needs to develop World conference Islamic thought (WCIT) System that used for the conference program for three days. The main user these system is staff that handle during registration and payment section. This program came from variety type of background, and also as presenter, participant, and post-graduate. This year is third year for USAS manage and organize WCIT program. WCIT is open to all joint but need to make payment and majority the representative from academic organization. Duration the trainee needs to develop and design this system in short time about two month only. Below are details about the WCIT system:

OBJECTIVE

- To save all the record key in data in to database and it's become more secure
- Easy To generate the report
- To make sure the process key in data run smoothly
- Save time during the registration section, because the staff just need to search the name or country of presenter/ participant then will be appear the details result.

USER

- The main users for WCIT system are staff that handles the registration and payment section (financial and secretariat).

PROBLEM STATEMENT

Before

- Have problem during to sketch the design interface of the WCIT system
- Take a few time to understand the requirements of clients

During

- During the development process this system has some problem at print the report part.
- Need to add some function on this system and need to change the part of that function from left to right.
- Have additional button functional need to add

- Have problem at view button that button cannot be function.

After

- Have problem to key in data after finish develop this system. And the websites cannot be open

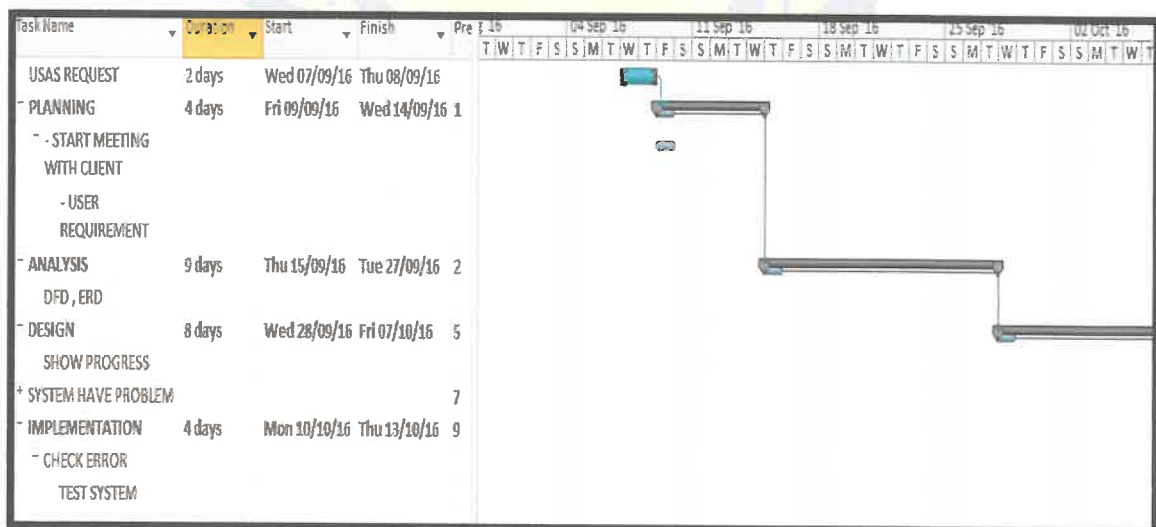
3.3 System Development Life Cycle

To develop these system become more arrange and finish on time trainee use the phase SDLC. Five phases that is start from planning, analysis, design, implementation and maintenance. To develop these system trainee will give short time to prepare everything and to develop that system.

1. Planning

At these phase, USAS request trainee to develop one registration system. So trainee and that officer start to discuss start from 09.09.2016 to 14.09.2016. The client sketches their opinion and flow the system to make sure trainee understand their requirement. Also trainee fined the objective of proposed system and established the goals for the system development. Trainee also search the any websites see the example of registration form.

Table 1 : Gantt chart develop WCIT system



2. Analysis

At these phase, the client discuss with trainee define the user of these system (secretariat and financial), also define the function each user and what the information need to put on the system. Trainee also wants to know details about the function this system. At the same time trainee can collect the data and information are needed to store on database. Also design the context diagram and

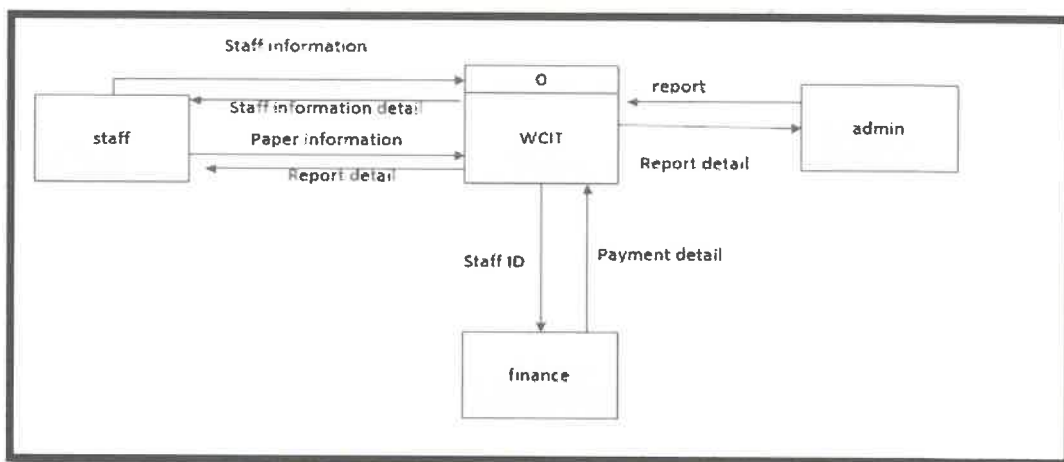


Figure 22: Context diagram WCIT system

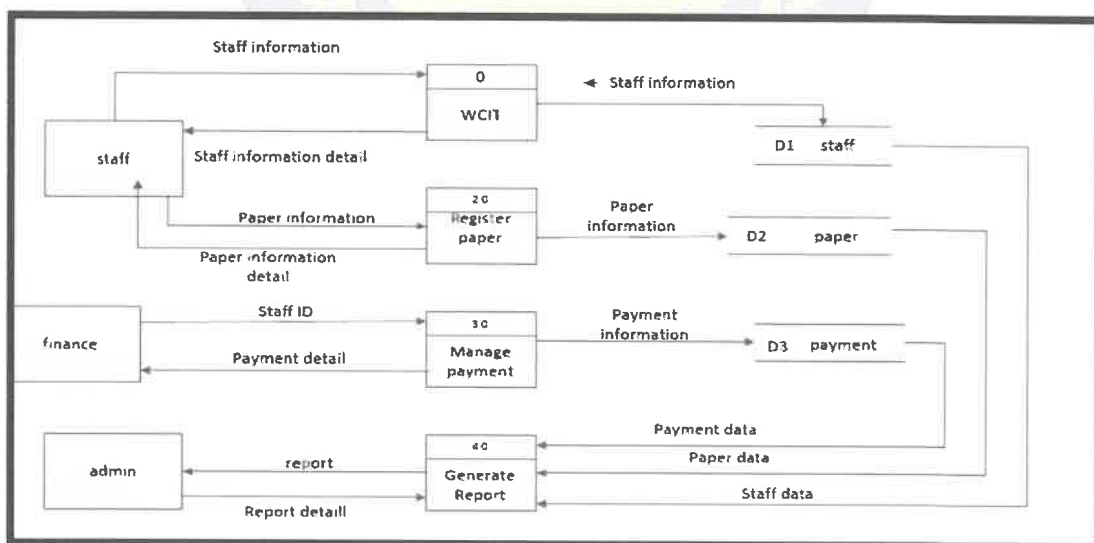


Figure 23: Data flow diagram WCIT system

3. Design

The design phase actually based on the client, the design of interface is design by client itself. Trainee just needs to develop the plain background system and make sure each button function. This is because to the graphic and multimedia officer will be design this system according the program standard. Just some button the trainee need to change the placement. Trainee also needs to design the entity diagram. State the attributes.

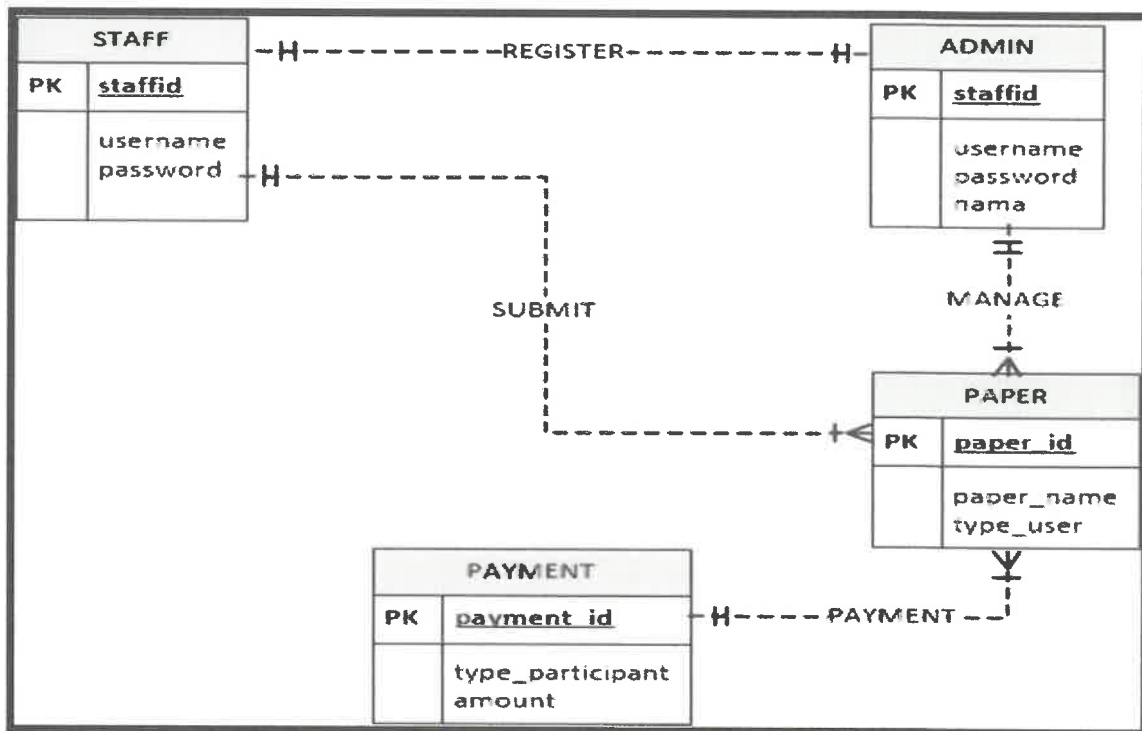
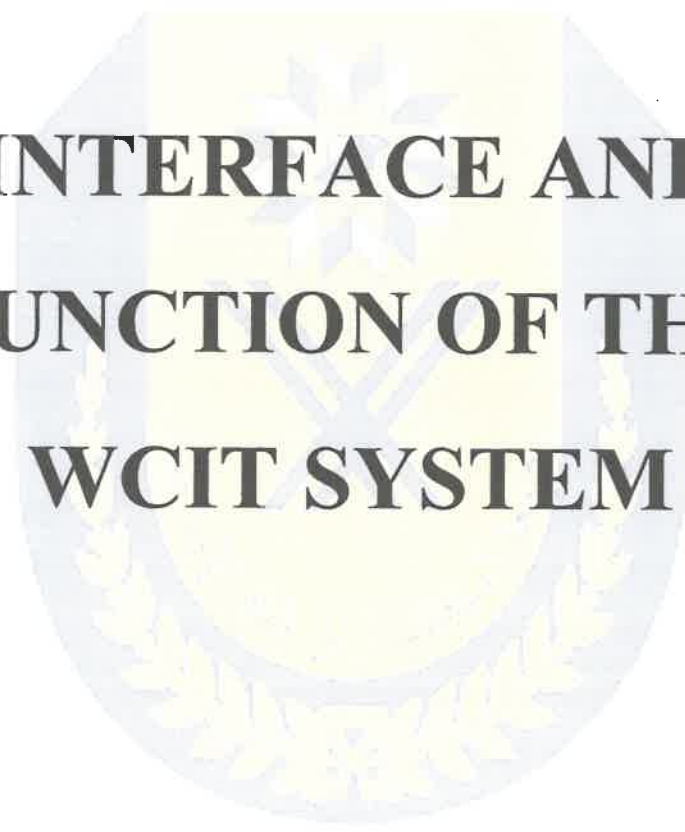


Figure 24: Entity relation diagram

4. Implementation

Implementation phase on trainee testing these system to the clients, show the complete system but have some button not functionally that is print button, so trainee need to edit it and clients request to change the button position, so trainee need to edit and change it. Trainee also provides the user manual to making sure the clients understand the flow of system. On 17 October 2016 this system already use during the world conference Islamic thought (WCIT) registration section. So trainee successful develop this system according the clients requirements.





**INTERFACE AND
FUNCTION OF THE
WCIT SYSTEM**

MAIN PAGE

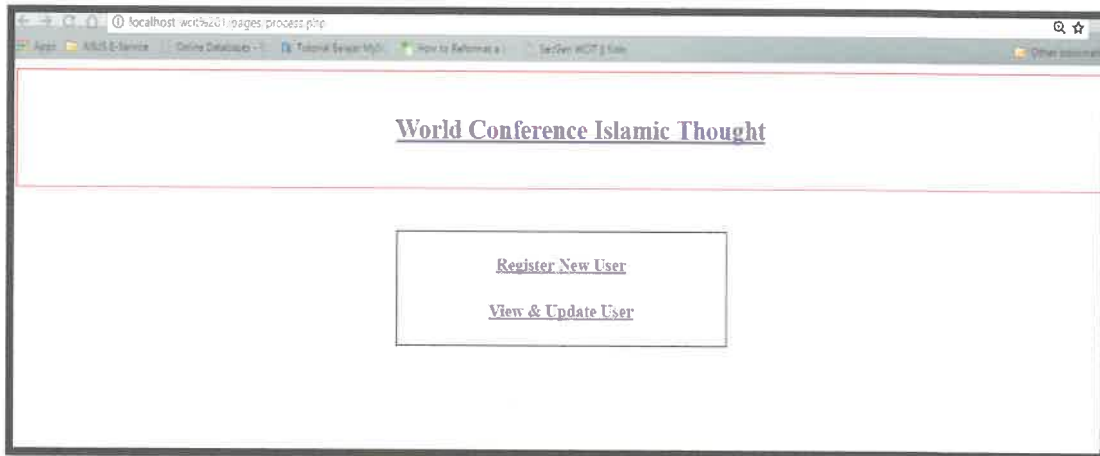


Figure 25: Main page interface

For register new user – staff use this part for full fill form register personal details information of user (include participant and presenter) View & update user - staff use this section for view details of users and update the information. (Especially payment part need to update because when the users make payment there are will be given the goodies bag and payment receipt)

REGISTER NEW PARTICIPANT

A screenshot of a web browser displaying the 'Register new participant' interface. The browser's address bar shows 'localhost: wcf201/pages/process.php'. The page has a header with the text 'World Conference Islamic Thought' in a blue, underlined font. Below the header, there is a section titled 'User Details' in bold. This section contains a form with the following fields: 'Name :', 'Address :', 'Country :', 'Phone number :', 'Email :', 'Type :' (with a dropdown menu showing 'local presenter'), 'Title :', 'Payment Status : COMPLETE', 'Total Cost :', 'Total Payment :', 'Balance :', and 'Payment : RM'. At the bottom of the form, there are two buttons: 'Submit' and 'Back'.

Figure 26: Register new participant interface

Staff need to fill complete the form participant details. When the participant details complete its will be appear on the view & update participant section. But staff need to log in first too see the full list. Only the staff that handles the registration section can use this system.

LOGIN

World Conference Islamic Thought

Login Form

Username :

Password :

Figure 27: Log in interface

Main Function of login form is for security. Which is only staff can login and know the password. This is because the presenter and participant details are confidential information.

PARTICIPANT LIST

World Conference Islamic Thought

[Logout](#)

User List

Show 10 v. entries

No	Name	Country	Type	Search
15	NIK FARIDAH	MALAYSIA	local participant	View
22	MOHD ALI	Malaysia	international participant	View
23	SARAH RAISUDIN	MALAYSIA	international participant	View
24	ELLY MAZLEIN	MALAYSIA	post-graduate	View
25	NIK LIVANA	MALAYSIA	international participant	View
26	ALI DEEN	INDONESIA	international presenter	View
27	MOHD BURHAN	THAILAND	international presenter	View
28	MOHD AMER	THAILAND	international presenter	View
29	MUJAHID	INDONESIA	post-graduate	View
30	NUKUL HANISAH	THAILAND	post-graduate	View

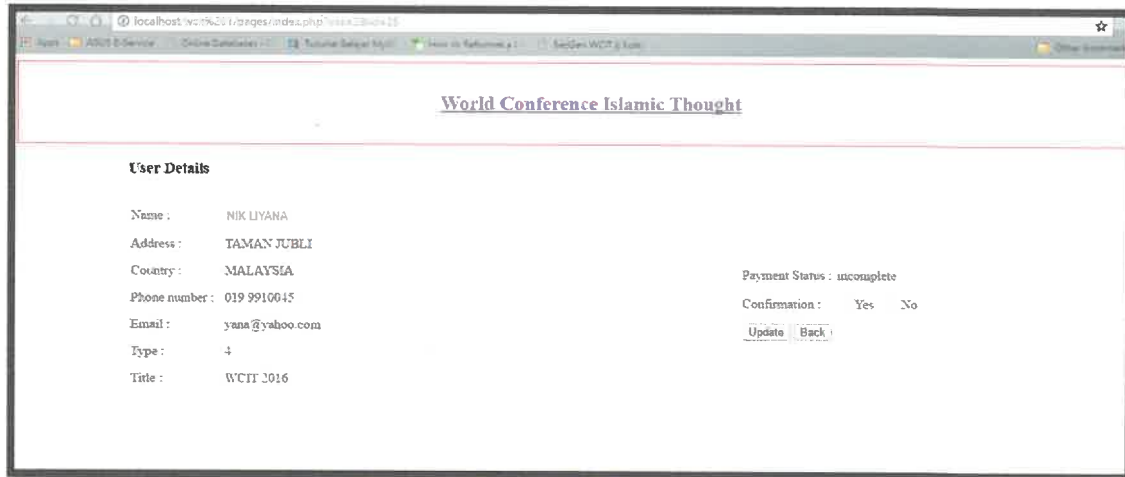
Showing 1 to 10 of 10 entries

Previous [1](#) Next

Figure 28: Participant list interface

When staff login this participant list will be appear. To view the details information need to click view button on the right.

VIEW DETAILS



World Conference Islamic Thought

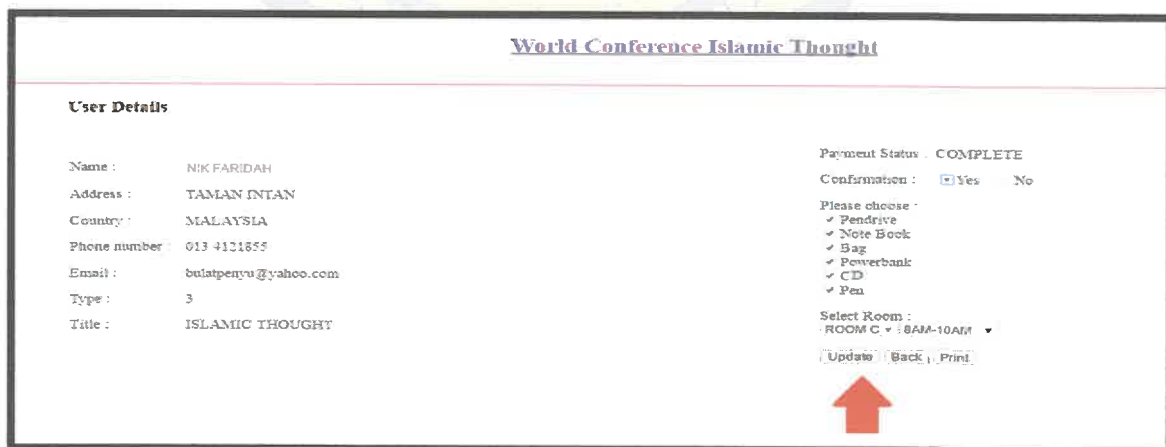
User Details

Name :	NIK LIYANA	Payment Status :	incomplete
Address :	TAMAN JUBLI	Confirmation :	Yes No
Country :	MALAYSIA	Update Back	
Phone number :	019 9916045		
Email :	yana@yahoo.com		
Type :	4		
Title :	WCIT 2016		

Figure 29: view details interface

On the left side are the participant details that already register on the “register new user” section. On the right side are the payment details. When click the update button staff can proceed tick the item of the goodies bag and payment receipt will be given.

PAYMENT



World Conference Islamic Thought

User Details

Name :	NIK FARIDAH	Payment Status :	COMPLETE
Address :	TAMAN INTAN	Confirmation :	<input checked="" type="checkbox"/> Yes No
Country :	MALAYSIA	Please choose :	<input checked="" type="checkbox"/> Pendrive <input checked="" type="checkbox"/> Note Book <input checked="" type="checkbox"/> Bag <input checked="" type="checkbox"/> Powerbank <input checked="" type="checkbox"/> CD <input checked="" type="checkbox"/> Pen
Phone number :	013 4121855	Select Room :	ROOM C v : 8AM-10AM v
Email :	bulatpenyu@yahoo.com	Update Back Print	
Type :	3		
Title :	ISLAMIC THOUGHT		




Figure 30: Payment interface

When staff wants to update the payment details need to click update and the information will be appear. When complete tick, need to click update, and the data automatically save on the database.

INCOMPLETE PAYMENT

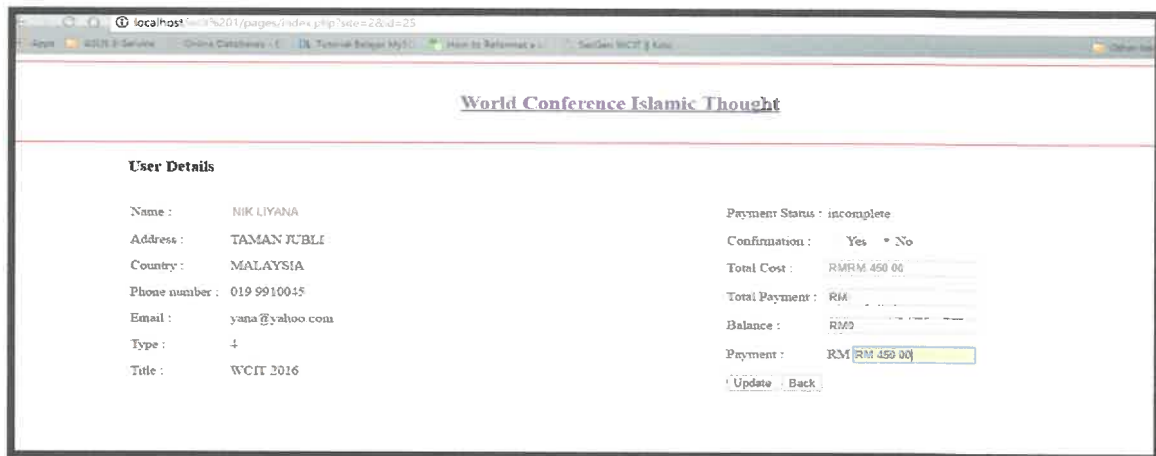


Figure 31: Incomplete payment interface

When the payment status is “incomplete” on the confirmation compulsory to tick “no” And make the payment form will be appearing on the right. Complete the payment and click update button.

COMPLETE PAYMENT

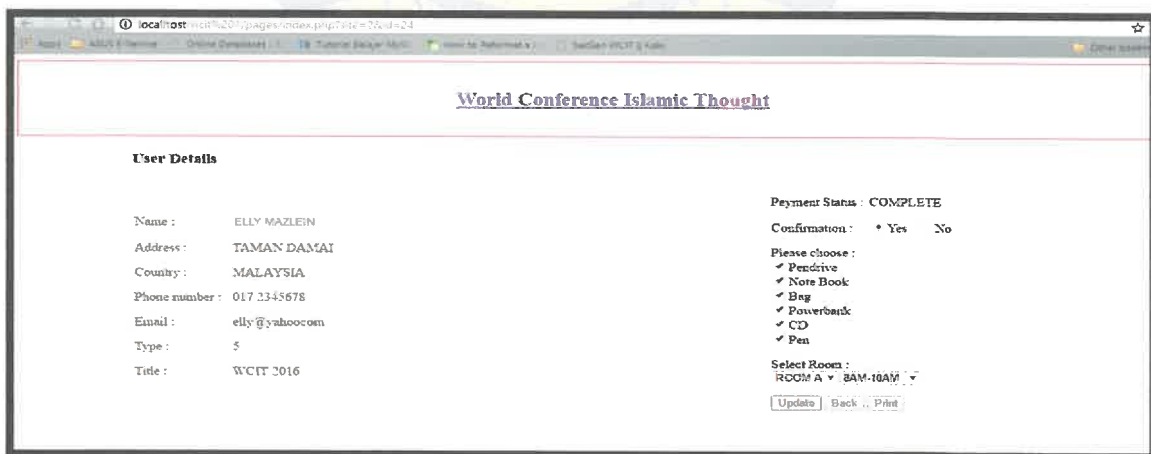


Figure 32: Complete payment interface

When the payment status “complete” on the confirmation compulsory to tick “yes” and the list of item will be appear on the right the staff need to tick all the item also need to choose the room and the time to present.

SEARCHING DATA BY NAME

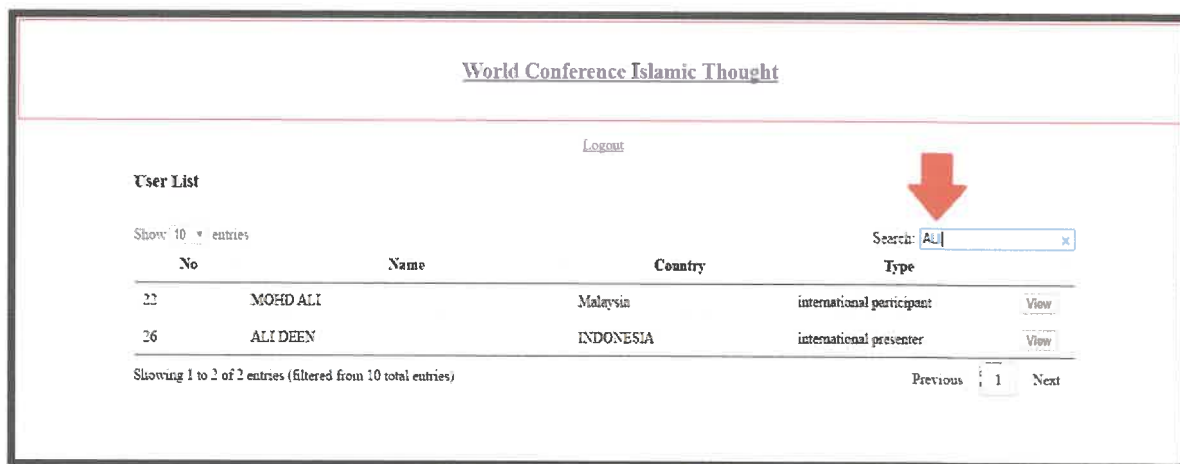


Figure 33: Searching data by name interface

To save time when want to view the users details, staff can search user list by name and the result will be appear. Ex: search by name “ALI” all listing name ALI will be appear. Then choose name to view the details.

SEARCHING DATA BY COUNTRY



Figure 34: Searching data by country interface

To save time when want to view the users details, staff can search user list by country and the result will be appear. Ex: search by country “THAILAND” all listing THAILAND country will be appears.

GENERATE REPORT

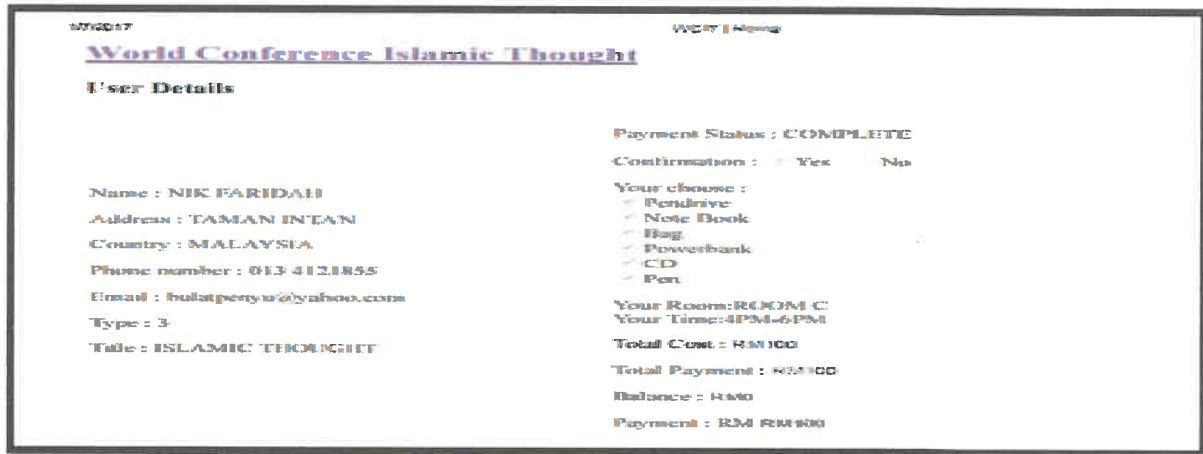


Figure 35: Generate complete report interface

Staff also can print the report as evidence when complete fill the personal information details and complete the payment.

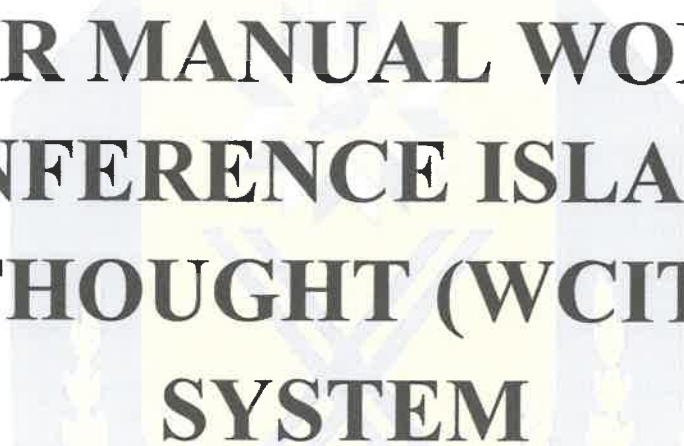
LOGOUT



Figure 36: Logout interface

Logout button in the middle of the users list, but when ten second this system will be automated logout.

3.4 USER MANUAL



USER MANUAL WORLD CONFERENCE ISLAMIC THOUGHT (WCIT) SYSTEM



**STEP TO REGISTER NEW
PARTICIPANT**



Figure 37: register new user interface

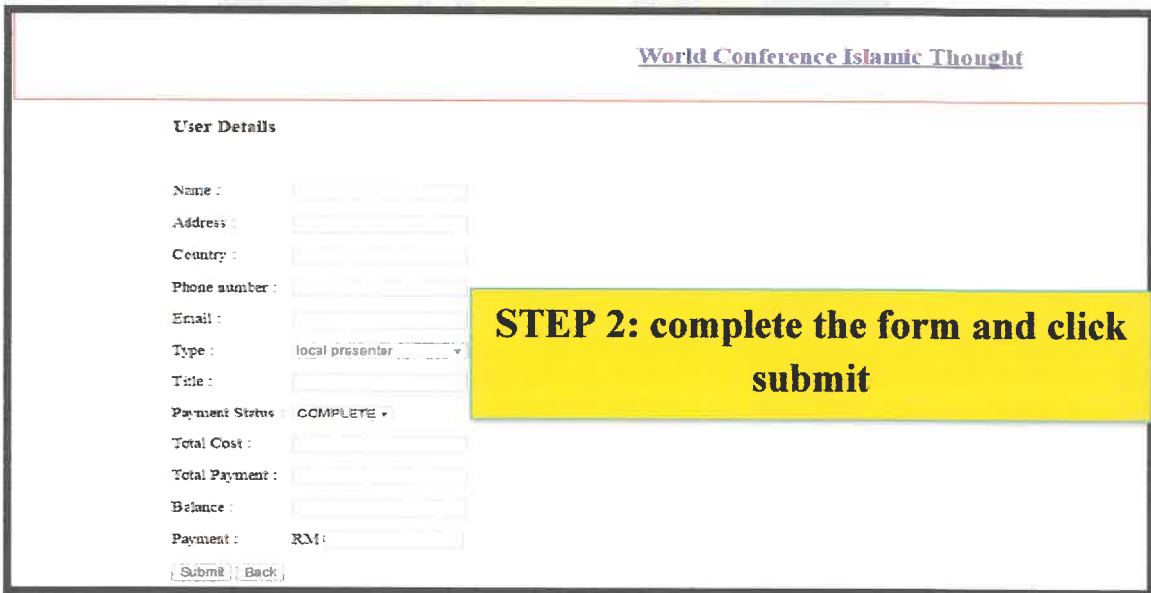


Figure 38: form participant details



**STEP TO VIEW &
UPDATE PARTICIPANT
DETAILS**

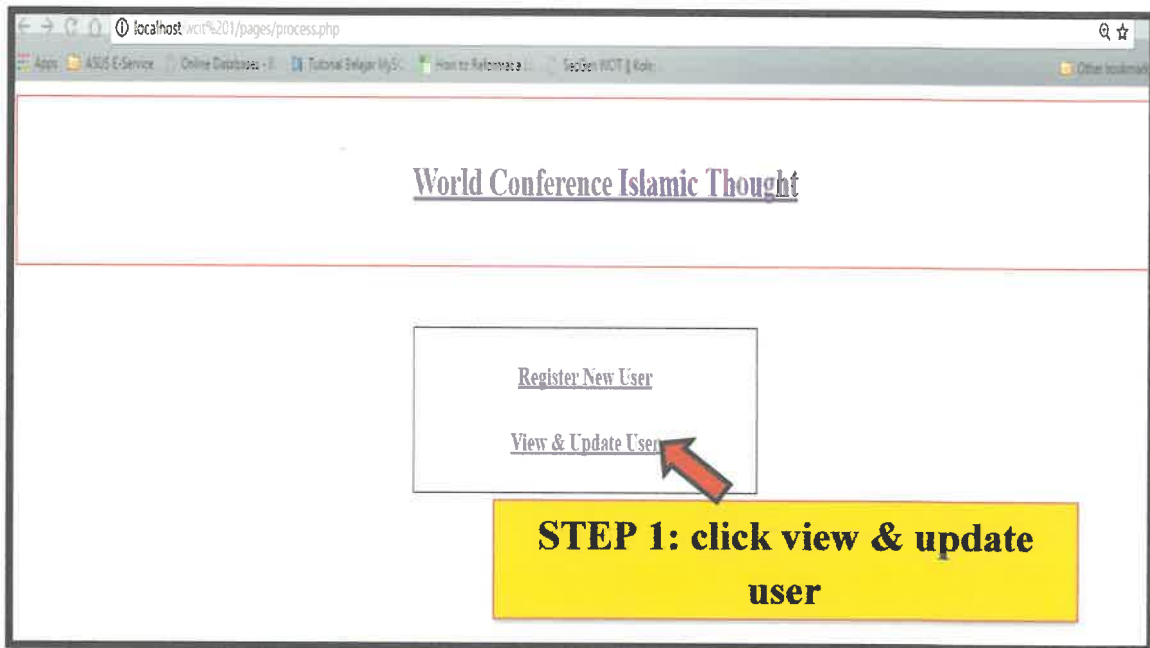


Figure 39: update participant interface

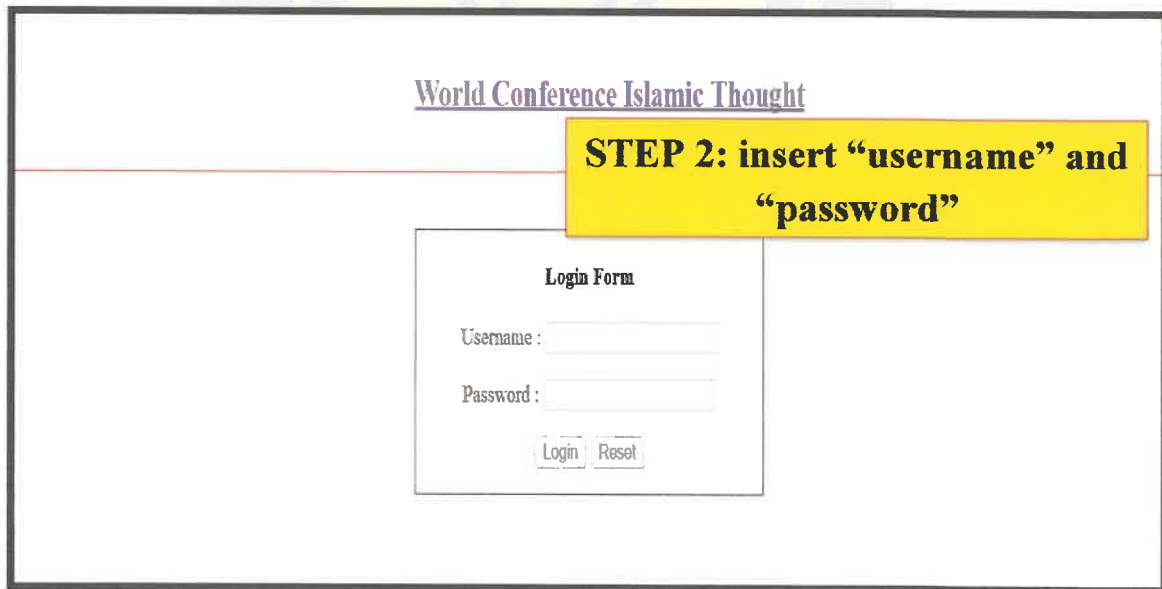


Figure 40: Login interface

World Conference Islamic Thought

STEP 3: click view to see the participant details

User List

Show 10 entries Search:

No	Name	Country	Type	
15	NIK FARIDAH	MALAYSIA	local participant	
22	MOHD ALI	Malaysia	international participant	
23	SARAH RAISUDIN	MALAYSIA	international participant	View
24	ELLY MAZLEEN	MALAYSIA	post-graduate	View
25	NIK LIYANA	MALAYSIA	international participant	View
26	ALI DEEN	INDONESIA	international presenter	View
27	MOHD BURHAN	THAILAND	international presenter	View
28	MOHD AMIR	THAILAND	international presenter	View
29	MUJAHID	INDONESIA	post-graduate	View
30	NURUL HANISAH	THAILAND	post-graduate	View

Showing 1 to 10 of 10 entries Previous **1** Next

Figure 41: Participant list interface

World Conference Islamic Thought

User Details

<p>Name : NIK FARIDAH</p> <p>Address : TAMAN INTAN</p> <p>Country : MALAYSIA</p> <p>Phone number : 013 4121855</p> <p>Email : bulatpenyo@yahoo.com</p> <p>Type : 3</p> <p>Title : 15</p>	<p>Payment Status : COMPLETE</p> <p>Confirmation : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please choose :</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Pendrive <input checked="" type="checkbox"/> Note Book <input checked="" type="checkbox"/> Bag <input checked="" type="checkbox"/> Powerbank <input checked="" type="checkbox"/> CD <input checked="" type="checkbox"/> Pen <p>Select Room : ROOM C v 8AM-10AM v</p> <p style="text-align: center;">Update Back Print</p>
--	--

STEP 4: click update to edit payment status

Figure 42: update payment interface

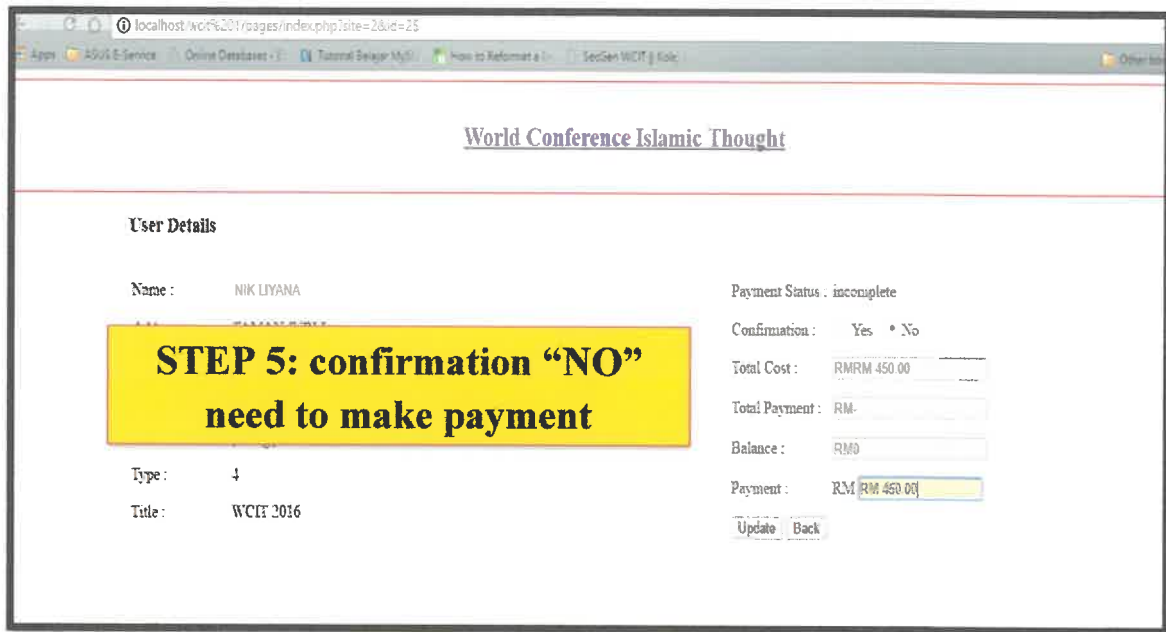


Figure 43: Incomplete payment interface

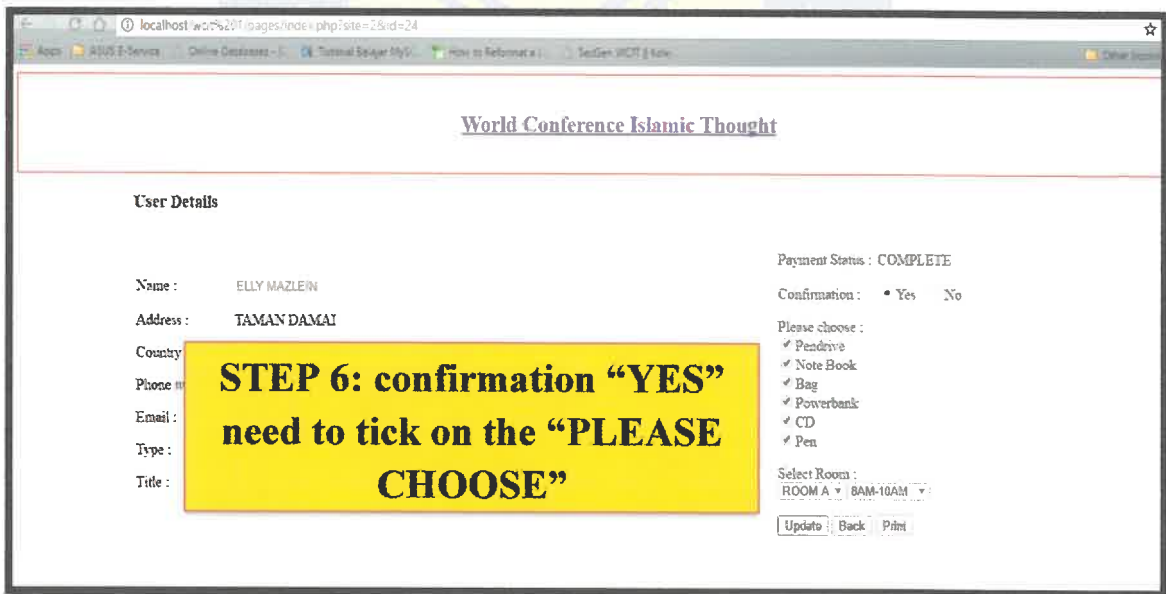


Figure 44: Complete payment interface



**SEARCHING BY NAME &
COUNTRY**

Write the name and list will be appear

World

[Logout](#)

User List

Show 10 entries

Search: x

No	Name	Country	Type	
22	MOHD ALI	Malaysia	international participant	View
26	ALI DEEN	INDONESIA	international presenter	View

Showing 1 to 2 of 2 entries (filtered from 10 total entries)

Previous 1 Next

Figure 45: Search by name interface

Write the country and the list will be appear

World Co

User List

Show 10 entries

Search: x

No	Name	Country	Type	
27	MOHD BURHAN	THAILAND	international presenter	View
28	MOHD AMIR	THAILAND	international presenter	View
30	NURUL HANISAH	THAILAND	post-graduate	View

Showing 1 to 3 of 3 entries (filtered from 10 total entries)

Previous 1 Next

Figure 46: Search by country interface



GENERATE REPORT

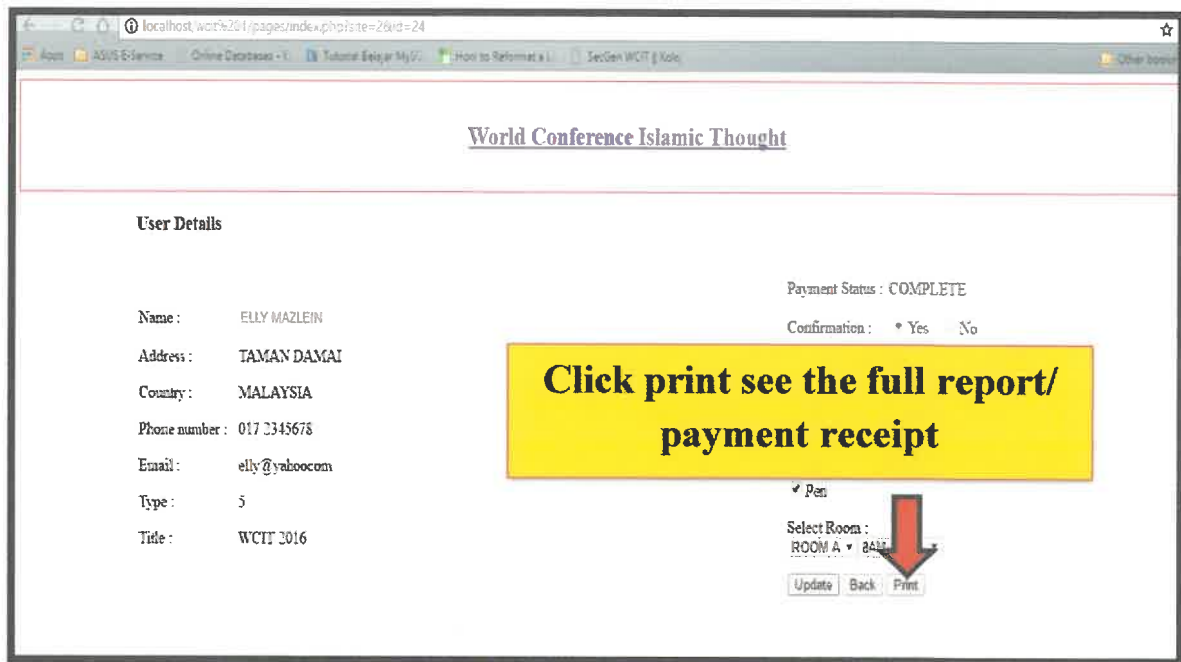


Figure 47: Print report interface

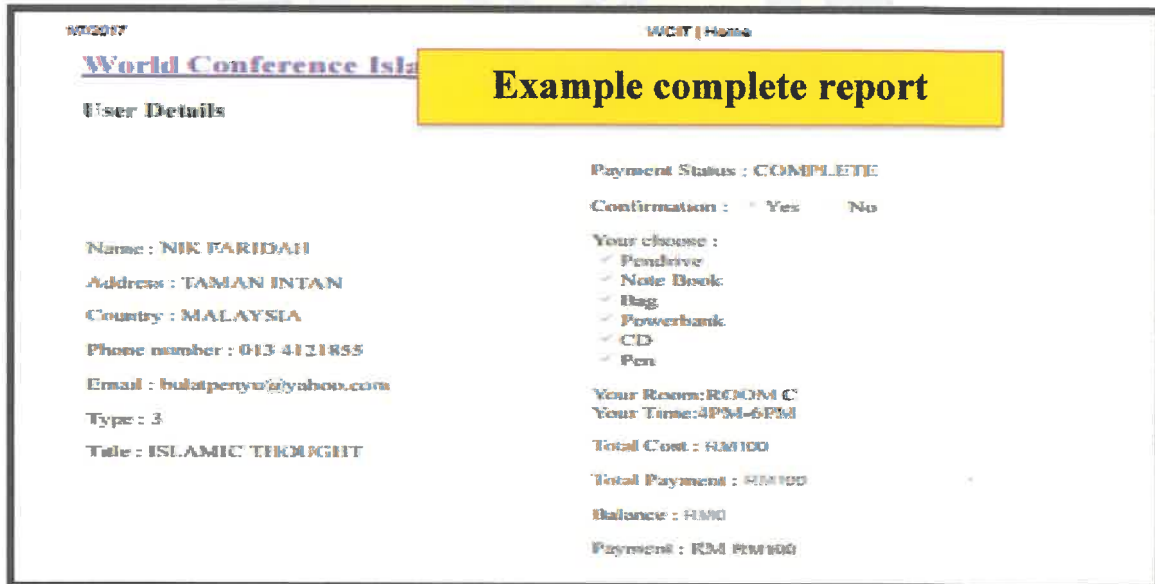


Figure 48: Full report interface

3.5 MINI PROJECT

Consultation

Trainee need guide one group of Diploma Teknologi Maklumat (DTM) student to develop system e-aduan. This project is for their final year project, each month trainee needs to make discussion with that student to complete their proposal system and to see the progress of proposal. E-aduan system is request system from “Jabatan Pembangunan Sistem Teknologi”. This is because before this staff needs to walk in complete form and also can complaints through telephone or email to make complains. This system will be automated easy to staff complete the form just through the system and can save time for first step this student needs to provide the proposal develop system E-aduan for JPST department. Their lecturer want student to develop the system related with USAS only. Trainee also invite as guest judge to evaluate their final presentation and give mark. By the way JPST provide eight systems to student choose which want there are want to develop but the requirement to develop according the JPST needed. For the first day meeting with all students DTM on 7 September 2016 just give the list of system that JPST request. So student can choose which system to be their final year project. Trainee gives explanation to the student requirement that JPST need and explain the flow to develop also trainee guide that student to make proposal according the standard guidelines. Other than that, trainee invite as panel to evaluate their final presentation. Others, trainee give some comment because have the requirement did not flow the JPST requirement. So from this mini project can apply the subject System Analysis for Information Management I and II to guide the student complete their proposal develop e-aduan system.

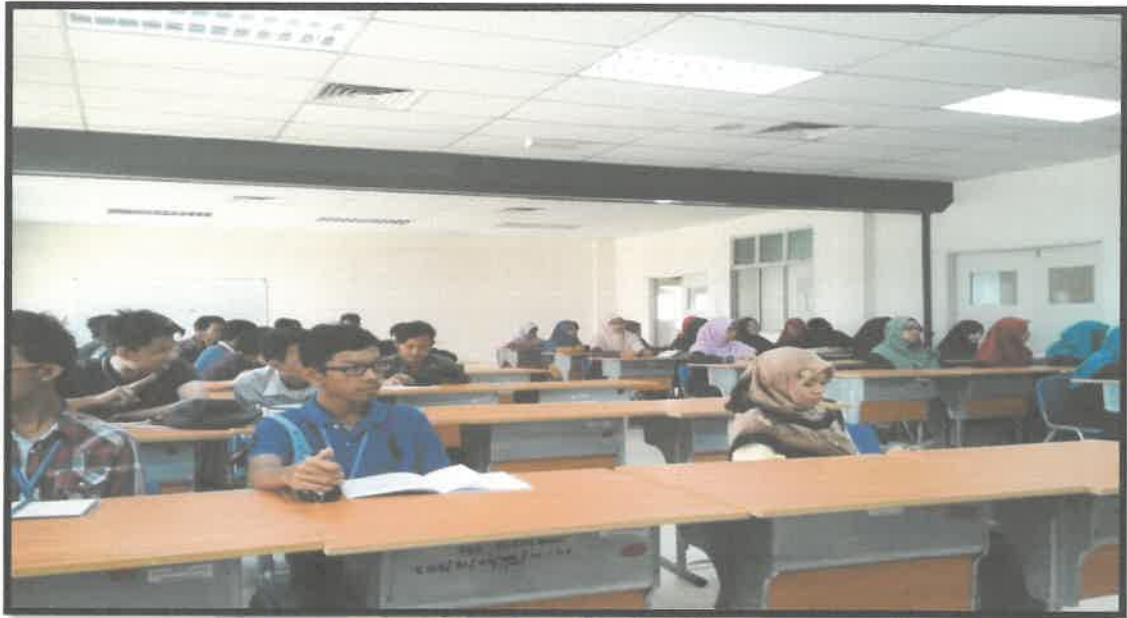


Figure 49: First day consultation with student



Figure 50: Student present progress of proposal

CHAPTER 4: CONCLUSION

4.1 Applications of Knowledge, Skills, and Experience Undertaking the Task

Table 2 : Application Knowledge, Skills and Experience

TASKS	KNOWLEDGE	SKILLS	EXPERIENCE	RELATED COURSE
Networking Problem	know the function of server room	Repair Skill Problem Solving Skills	need to repair and solve the problem related with network	IMS605 – Data Center Operational And Services
Manage Record/ Administrative	know to classifying the record according the alphabetical, numerical and alphanumeric	Thinking Skill	manage the “Aduan Kerosakan Peralatan ICT” form into file according serial number	IMD 254 - Foundation Of Records Management IMD354 - Managing Records Center IM664 - Electronic Record
Pc Maintenance	know the hardware function and how to solve the problem to repair it	Computer Skills Thinking Skills Problem Solving Skills	repair the damage pc such as hard disk corrupt, install antivirus, install driver, password recovery, backup file, recover infected file	IMD203 – Support Services And Maintenance IMS455 - Support Service Maintenance For Information Management
Events/Program	confident level to communicate with people	Communication Skill Group Discussion Skill	Need to talk with many people also handle the events and work in grouping.	IMS657 – Legal & Ethics Aspects Of Information System IMS656 – Management Of Information System Department

TASKS	KNOWLEDGE	SKILLS	EXPERIENCE	RELATED COURSE
Consultation	know manners to communicate with people	Non-Verbal And Verbal Eye Contact Body Language Tone Of Voice	communicate and discuss with student , be a leader and need to be clear delivery because trainee guide the student to develop student	IMD151 – Human Communication In Info Agencies IMS606 – System Analysis For Information Management I
Develop System	know how to develop system	Thinking Skills Problem Solving Skills	need to develop the system and sketch the flow of system, also provide the entity relationship diagram and data flow diagram	IMS506 – Database Application For Information Management IMS606 – System Analysis For Information Management

During the industrial training for five months trainee get many and several of knowledge experiences and skills. Especially trainee applied what their learnt from diploma level and degree level into industry. Subject that trainee learn on university very helpful trainee to complete their industrial training. Especially in communication and self-confident trainee apply into industry. To complete the report and to develop system trainee also refers the assignment and system that learnt on university and also refers the notes to solve some problem. All the list of subject that trainee learnt is relevant and should be practiced.

4.2 Personal thought and opinion

During the training session in USAS for five month, various type of information skills and a lot of knowledge that trainee have been gained and the skills with experiences at can be applied in daily life. Furthermore trainee gets a lot of new knowledge, skills, and also knows the environment of work especially on technical work trainee get and learns so many things. With the globalization and technological developments IT is very important to know, do not know in depth but at least know the basic because all of this important in daily life.

First personal thought and opinion is Experiences on real working environment. On industries training activities, trainee gets new knowledge and benefits that can adapt in real work environment outside the organization. Maybe out there the challenge more tuff and hard. Furthermore, trainee handles the entire task and work was given in the real working environment. No difference between trainee and permanent staff. Trainee also do the job same with the staff. Trainee also learns the ethics during working and ethic in office. For example ethic wearing apparel and timing to come work must be punctual to be good workers. Furthermore during training trainee face the real attitude and behavior also multifaceted human. Environment work at USAS is unhealthy environment. Because of that, the negative attitude cannot be emulated. Just grab the positive learning.

Second is Full support and cooperation from supervisor and staff. In industry training it is important for trainee to keep in touch and get the full support and cooperation from supervisors and other staff. This is because , there are more having experiences and knowledge to share and teach also provide the better idea or information for trainee to apply on the working environment. Through this support and cooperation, the trainee will be able to know which part is wrong to adopt in the work environment and where better to adapt the working environment that can give the best output to trainee in future or working world. Furthermore all the staff though different department there are always sharing their knowledge and skills with trainee when trainee ask question. Trainee also needs to meet with the top management because he wants to know trainee progress and what was learned at USAS. So he knows the existence of trainee to USAS.

Lastly is trainee being Multitasking. During industry training, Trainee learn so many things this is because on the JPST be backbone of the organization. Any problem related with the ICT equipment the whole USAS will be contact through the JPST and each technician should play their role and act fast. So trainee also is as the real technician to solve the problem. Mostly trainee do the technical work such as repair pc, troubleshooting printer, solve network problem, do the administrative work example need to arrange the form on the file, key in data, and be office workers to check the serial number inward and outward letters. Other than that, trainee also does the system work need to develop the system request from USAS. That system already uses. During develop the system trainee applied what their learnt at UITM. Develop the WCIT system in 2 month is challenge for trainee because in short time need to develop according the requirement from USAS. Be multitasking in real work is give good impact because know everything and information only in finger tips and be preparation to trainee when work in other industry.

4.3 Lessons learnt

The lesson learnt during the industrial training can be exposed the trainee learnt more and gained many knowledge. Besides that, the trainee can improve the skills especially in technical or IT work from experience and working environment at USAS.

First lessons learnt are Ethics in working environment. During the industrial training, the trainee had learnt how to communicate with people surroundings not only on department but in the whole USAS. At there, staff works according their task given. The officer manages the job based on technician skills and knowledge. The trainees also learnt the same thing and do all the types of task especially on technical work. Other than that, communication between staff among the department and USAS organization trainee learnt how to respect and appreciate the others. Communication skills is important symbolize of manners and attitude someone. Also important when attend interview section or give talk. So trainee learnt to communicate with different level of management and power.

Secondly is Problem Solving Skills. When work in real working environment give big impact to trainee own self. This is because, trainee face a variety of experience during the industrial training. When trainee need do the task like repair the pc, need to think the solution and the problem. So thinking skills is important to trainee think to solve that problem. Other than that, during develop the system for USAS trainee also needs to think the analysis of project, and prepare the planning to develop the system in one month and half. Trainee need to manage their self to do the planning complete that system. Trainee need to think first before takes any action to solve problem. Be mature in thinking not acting with feelings also needing be professional when at the work place. For the first time do the complains job, trainee did not clear about the flow from receive the complaint form until final the work finish, but when trainee do the complaints by itself , eventually trainee already know the flow and because of that trainee can guide the diploma student to develop the “e-aduan” system. Sometimes trainee also needs to be more creative thinking. For example, when trainee need to do the system verification checklist report, must make the report interesting colorful, and arranged easy to see. Trainee also needs to prepare and design the instruction labelling for computer lab.so trainee need to be creative make it interesting. Other than that, during the WCIT program trainee as technical team need to be

runner help the others technician work because there are lack of staff, trainee handle the printer use to print the certification of participant have problem cannot print. The problem is drum of printer problem.

Thirdly, be Leadership and teaching Skills. Trainee also learnt to be as leadership skills because given trusted to consultation with the diploma student to develop system. Furthermore, trainee learnt teaching skills because trainee needs to teach, guide and give explain to student the requirement of the system that JPST request. Trainee need to explain the flow of system, objective of the system to make sure student understand to develop that system and to do the proposal. Trainee also sharing the experience during the study and apply what their learnt to student. So when guide the student, indirectly student can practice to be a good leader.

Lastly is learnt how to control emotional. During the industry training trainee learn how to control the emotional during the work environment this is happen when have staff use the bad words to trainee in front of the others staff just because trainee ask casually questions. Because of that, effect to trainee emotional to do their work, trainee feel shame and the work not appreciated because trainee help that staff to develop system and key in the hundreds of data to system also that staff disturb weekends day to do work.so he not respect my privacy. So trainee feel down and laziness to go work with unhealthy environment but trainee must be professional during work so from that case trainee be more matured and mind set always be positive with the staff have bad manners. When bad emotional effects the whole day to do work feeling down and need time to return the spirit. All of this mixed emotional motivate trainee to be more strong and work not by the emotion but be professional when in work environment. Only own self can change it. The surrounding people did not feel what our feel. So just face it.

4.4 Limitations and Recommendation

The limitations that trainee can see during the practical is need to hire quality staff. Because at JPST department need to cover the whole college problem include the network problem, telephone and machine Photostat, personal computer problem, and etc. Recommendation is not for Discredit Company but to improve the performance and management.

First limitation is Lack of Facilities. At USAS there are lack of facilities to staff and student. For example lack of pc to staff because when pc had problem need time to solve and repair it depends on the problem, maybe need to repair in one month because no spares of hardware to replace need to order with vendor. Especially hard disk there is no spare to replace. So while waiting the pc finished repairing that staff need the others pc use to do their work. But USAS did not provide the backup pc. Other than that, while do the repairing pc equipment did not enough. This happen when technician want to do the backup file from corrupt hard disk, there are don know how backup and save that file because need large of space. So need to use the personal hard disk to backup that file. They should provide the hard disk to use during work not use the personal things. Other than that, JPST need more allocation to buy the equipment and facilities. Always need to alert with stock of equipment to avoid late ordering.

Second recommendation is Environment of work. USAS need to change their environment of work means that staff needs be more serious during do the work. And all technician already aware their responsibility and position as technician so all the technician have the same duties, Be Fair and square. When staff works in health environment and positive thinking can improve the quality of work also feel happy and enjoy going work no pressure. Work in unhealthy environment can affect the few factors include the health for example have technician got high blood pressure because pressure at work place. So affect their health. Other than that, the top management should be more alert and understand the staff situation not assume and judge without investigating first. So environment work plays a main role.

Next is, Staff Behavior. Staff at USAS should change their behavior among the staff. They should be friendlier and keep manners while in conversations. There should not use the bad words to teach the trainee or ridiculing the skills and knowledge that trainee have. Industrial training is place the trainee learnt deeper. So there are did not give the higher expectation to trainee because trainee still in learning process to expose in real working environment. Don't expect too much trainee already know everything. There are need to change perception to any practical student came to USAS. There also no need to busy body with the trainee problem or personal life because work is working no need related the work with personal life. So their behavior, perception, and attitude need to change it if want to work in healthy environment and enjoy the job if we interested.

Lastly, Staff need join training course. The entire technician should join the training course to improve their skills and to give motivation aware the staff about their responsibility and work. Organization should provide the training courses for staff to aware them. And organization also needs to filter and short list the quality staff because some the already staff did not clear about their work. This is not fair to others technician cause the payment of salary is same but not all technician knows to do their work. So to improve skills need join the training course to train the staff be multitasking in work. Other than that staff can improve their attitude during do the work and know the ethical write and wrong in working environment.

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WCIT2016 | *World Conference On Islamic Thought and Civilization: Future World - Home*. (n.d.). Retrieved January 10, 2017, from <http://wcit2016.my/page/index.php/en/>

