

**INDUSTRIAL TRAINING REPORT:
DEPARTMENT OF RESEARCH & INDUSTRIAL LINKAGES
(DRIL)**

UNIVERSITI TEKNOLOGI MARA (KELANTAN)

**SPECIAL PROJECT:
(SISTEM PERMOHONAN PEMBELIAN PERALATAN ICT
UNTUK PENILAIAN JITEN)**

**BY
NURFATIN NADIA BINTI DAUD**

**FACULTY SUPERVISOR
MR MOHD. ZAFIAN MOHD ZAWAWI**

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

01 AUGUST 2016 – 31 DECEMBER 2016

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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2014449088

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ABSTRACT

The training undergoing industrial training based on the period on the period from 01 August 2016 to 31 December 2016 at Department of Research and Industrial Linkages (DRIL). This paper discusses the information system development for Department of Research and Industrial Linkages (DRIL) to manage the registration system as well as to solve the problems arising from the use of manually. The registration system has been named as "Sistem Permohonan Pembelian Peralatan ICT Untuk Penilaian JITEN" and the function of the system is to manage the registration system that manages the registration approval of the items made by the staffs and management the movement of registration equipment. This system was provided with user-friendly menu and interface design and also easy to be used by the staff. The "Sistem Permohonan Pembelian Peralatan ICT Untuk Penilaian JITEN" was developed in stages and has been following all SDLC process as well as used PHP language as source code, text, graphic and animation designs. To create the system database for saving and retrieving the related data, MySQL was used. The benefit of the system is to solve the problem faced by DRIL in managing registration system through the manual process used before. The process of the storing, managing, searching, and retrieving the information of registration become easily, quickly and securely by using the "Sistem Permohonan Pembelian Peralatan ICT Untuk Penilaian JITEN".

Keywords: *Department of Research and Industrial Linkages (DRIL), registration system, SDLC, PHP, and MySQL*

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I would also to thanks to my family for giving me support and my friends for supporting and sharing information. Finally, I hope my project can fulfill the requirements of the faculty and industry and hopefully this assignment is able to help us to understand more on the information system development. So, thank you very much for all who is helping me to accomplish this Industrial Training Project.

Thank you.

ABBREVIATION

ACRONYM	DEFINITION
JITEN	Jawatankuasa IT Elektronik Negeri
PADIM	Planning, Analysis, Design, Implementation, Maintenance
SDLC	System Development Life Cycle
DRIL	Department of Research and Industrial Linkages
URMI	Unit of Research Management & Innovation
ICAN	Industrial, Community & Alumni Network
MASMED	Malaysian Academic of SME & Entrepreneurship Development
PERC	Poverty Eradication Research Centre
EKSA	Ekosistem Kondusif Sektor Awam
IIDEX	Invention, Innovation & Design Exposition
SIID	Staff Invention, Innovation & Design
3R	3 Recycle, Reuse, Reduce
UCMT	Unit of Creative, Media & Technology
PTK	Pasar Tani Kekal
FAMA	Federal Agricultural Marketing Authority

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CHAPTER 1: INTRODUCTION

This chapter is summary about the organization which the trainee undergoes for industrial training. This chapter covered on several of information regarding the activities conducted by the organization and also the organization background to explain the types operates by the organization. The trainee has undergone his industrial training at Department of Research and Industrial Linkages (DRIL). This department is one of the UiTM Kelantan Branch subsidiaries that promote the development of ICT activities in the department.

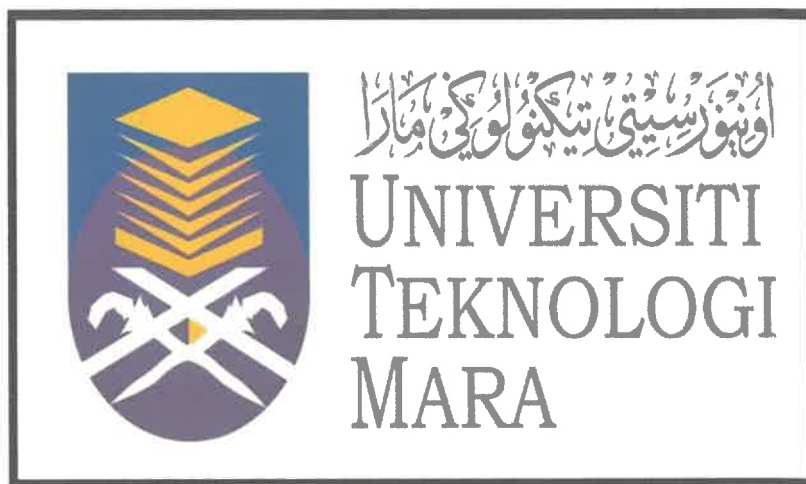


Figure 1

UiTM Logo

1.1 Background of the organization

Universiti Teknologi MARA (UiTM) Kelantan Machang Campus was formerly known as Institut Teknologi MARA (ITM). The ninth branch campus establishment was officially introduced on the 1st July, 1985 by Y.A.B. Tan Sri Dato' Haji Mohamad bin Yaakob, Menteri Besar of Kelantan at that time. The establishment of UiTM was the outcome of the collaboration between UiTM and the Federal Government. As a result, from this close cooperation, Federal Government allocated 12 acres of land property owned by Majlis Pengakap Negeri Kelantan at Kem Kijang, 8 kilometers from the city of Kota Bharu. Renovation of a few old building and the construction of new buildings were funded by Federal Government at a cost of RM1.5 million.

The first batch of 185 students was taken for the semester of July – December 1985. In the earlier stages, number of employees was only 71 where 7 of them were lecturers and the other 64 were non-academic staff. The construction of permanent campus was initiated in 1993. Federal Government allocated 200.32 hectares of land at Bukit Anjing, Machang for the construction. Bukit Anjing was then been reestablished to Bukit Ilmu, which was an inspiration from former Director of ITM, Allahyarham Dato' Nik Abd Rashid Nik Abd. Majid. The name Bukit Anjing was changed as it is compatible with the function of providing learning opportunities in various knowledge disciplines for Bumiputras. The official resettlement to Machang campus began on the 1st January, 1996. UiTM Kelantan, formerly known as ITM was upgraded to Universiti Teknologi MARA on 26th August, 1999. Today, UiTM Kelantan is emerging to meet the needs of a premier university, in the state of Kelantan in particular.

1.2 Organizational structure

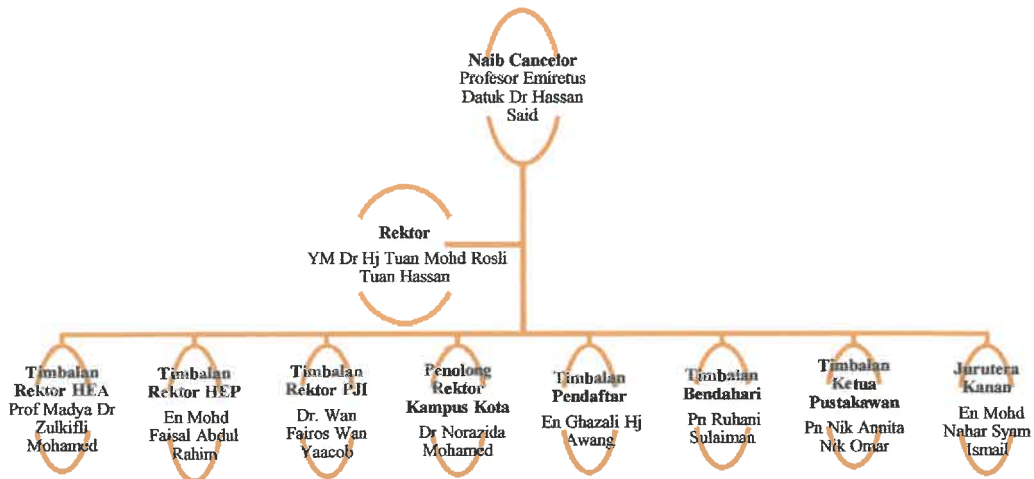


Figure 2

Organizational Structure

1.3 Vision

Enhancing indigenous knowledge and expertise in all areas of program delivery through professional, research and community service involvement based on the values and ethics of professionalism.

1.4 Mission

Being a university scholarship based on academic excellence to lead the indigenous dynamism in all areas of world-class professionals so born graduates a competitive, global and ethical.

1.5 Quality Base

UiTM Kelantan committed to conducting diploma and bachelor's degree in order to produce quality graduates indigenous professional and ethical global and constantly meet customer needs. UiTM Kelantan will implement management systems professional, efficient, effective, and responsible for the planning, implementation and continuous improvement program to become a world-class university.

CHAPTER 2: DEPARTMENT INFORMATION

This chapter is a summary of the department structure and chart which focused on the trainee department been placed of. The trainee has been chosen to serve Department of Research and Industrial Linkages (DRIL).



Figure 3

Department of Research and Industrial Linkages

Department of Research and Industrial Linkages (DRIL) were established on February 1, 2009 which started and operates as a unit of Research Management Unit (RMU). Then it has developed as one of the main parts in UiTM Kelantan which provides services to support the development of academic programs and activities such as research, writing, publishing, consulting and commercialization of academic research staff of UiTM Kelantan. Department of Research and Industrial Linkages (DRIL) main function is to deal with matters concerning the management of research, writing, publishing, entrepreneurship, consulting, alumni, intellectual

property protection and commercialization. Department of Research and Industrial Linkages (DRIL) are also mandated to assist academics in the field of writing to increase the added value of research results for publication in high-impact journals. In addition, Department of Research and Industrial Linkages (DRIL) are cooperating with government agencies, private organizations and communities to provide programs that can enhance the employability of graduates, generating opportunities for research and provide community services to residents.

Vision & Mission

Department Of Research and Industrial Linkages (DRIL)'s vision is to become a center of excellence for the management of research and development, consultancy, research and publishing industry and entrepreneurial networks. Then, Department Of Research and Industrial Linkages (DRIL)'s mission is to enhance the knowledge, creativity and innovation abilities universities through quality service and become a bridge of information, knowledge and technology between universities and industry.

Objectives

- i. To manage, coordinate and provide services needed for successful research, consultancy and research publications.
- ii. To help explore new areas through innovation and creativity.
- iii. To establish research groups and consultations among the lecturers.
- iv. To disseminate information and provide training in research, consultancy and research publications.
- v. To help business collaboration between industry in the research, development, commercialization and consulting. UITM and create

opportunities for industry through activities related to students and increase their knowledge and skills as well as student.

- vi. To strengthen the relationship with the community to build a progressive society.

2.1 Department structure

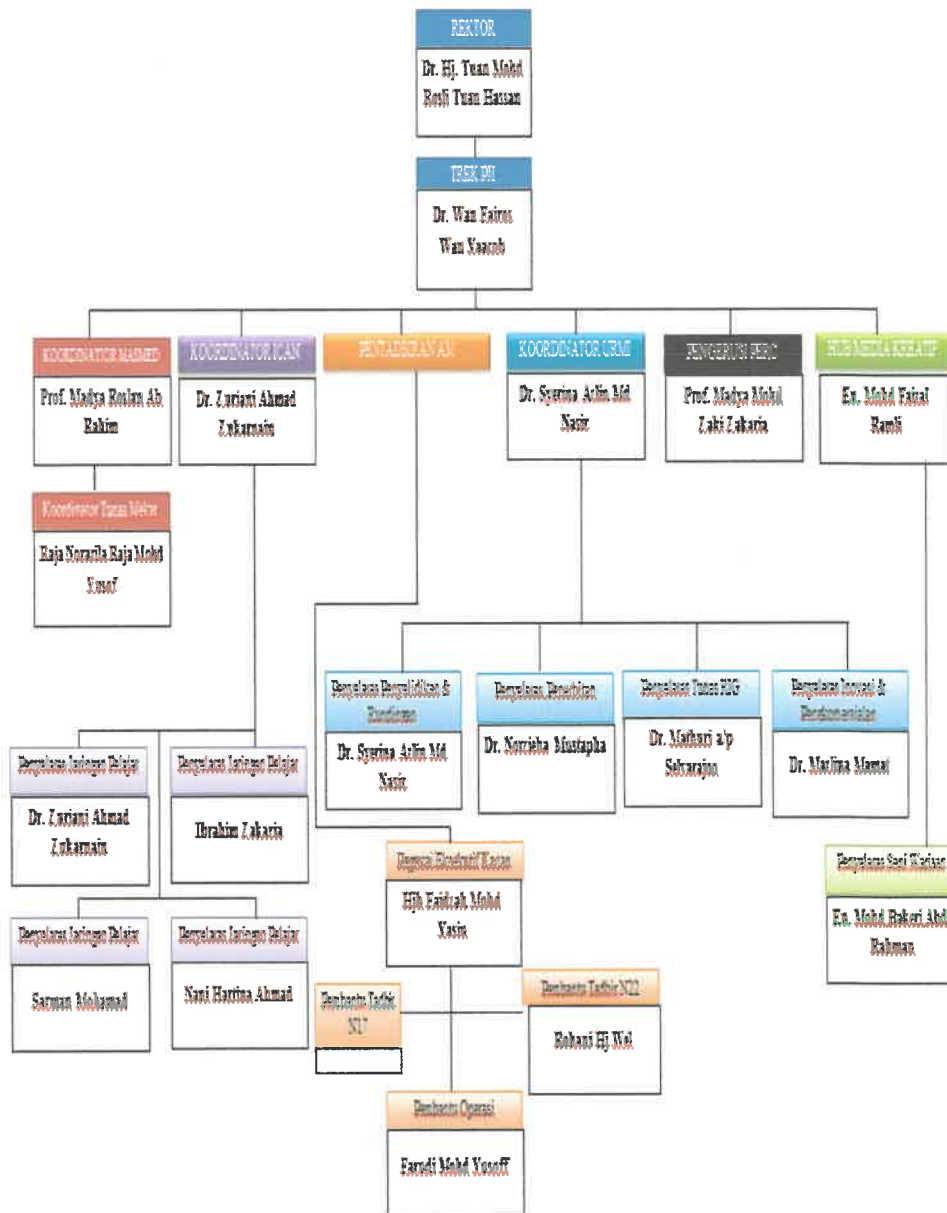


Figure 4

Department Structure

2.1.1 List of Units

- i. URMI (Units of Research Management & Innovation)
- ii. ICAN (Industrial, Community & Alumni Network)
- iii. Administration Unit
- iv. MASMED (Malaysian Academic of SME & Entrepreneurship Development)
- v. PERC (Poverty Eradication Research Centre)
- vi. Units of Creative Media Hub (UCMT)

2.2 Units function

2.2.1 URMI (Unit of Research Management & Innovation)

URMI is a department that will handle all about the research management, and also consultation. Before this, the department under responsibility by Dr. Wan Fairoz Wan Yaacob as the head of URMI coordinator but, now the replacement of Dr. Wan Fairoz Wan Yaacob is Dr. Syerina Azlin Md Nasir in that place.

2.2.2 ICAN (Industrial, Community & Alumni Network)

ICAN is a unit that responsible on society network and alumni. This unit functions by constructing organization between universities, community, and alumni. Then, proliferation the accessibility of business graduates from student. This unit under responsibility by Dr. Zuraini Ahmad Zukarnain as the head of ICAN coordinator.

2.2.3 Administration Unit

This unit involve with two staff that responsible to do all the office work such as make a letter, photocopying, managed file in file room, find the file or document and also management work given by staff in top level management instruction. They also responsible to handle the meeting and provide needs something related to the department. Other than that, all record will be handling by this unit to manage the document and file to be in the file room. This unit under responsibility by Hajah Faidzah Mohd Yasin as an executive officer at Department Of Research and Industrial Linkages (DRIL).

2.2.3 MASMED (Malaysian Academic of SME & Entrepreneurship Development)

MASMED is the unit more to entrepreneurship is the commercialization to promote product among the businesses mostly from former students at UiTM Machang. Besides that, this unit supports the former student from here to help that business needs to have experience in business too long. This unit gives advices and also encourage former student here to more advance in business and increasingly the employability in future. This unit under responsibility by Associate Professor Roslan Ab Rahim.

2.2.4 PERC (Poverty Eradication Research Centre)

The PERC unit is responsible on the value of additional product research and development in terms of economic project. This unit is under responsibility by Prof Madya Mohd Zaki Zakaria.

2.2.5 Unit of Creative, Media & Technology

This Creative, Media & Technology unit is more to art. This unit focuses on related to art and also exhibition from metal material, batik and etc. other than that, this unit is responsible to handle the platform from the creative art. This unit is under responsible by Encik Mohd Faizal Ramli.

CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES

This chapter is a summary of industrial training activities that has been completed by the trainee during serves as an internship student at Department of Research and Industrial Linkages (DRIL). The trainee has gained a lot of experiences during five (5) months being as a practical student at DRIL. During the trainee works at DRIL, the trainee has experienced by herself the actual situation become an employee of the organization. From here, the trainee has observed more and explore in deep how well to become the corporate organization employee and works under people attention. The trainee has been placed at Department of Research and Industrial Linkages (DRIL). Associate Professor Dr. Hj, Nik Kamaruzaman Hj. Abdulatiff which the responsible person that placed the trainee at Department of Research and Industrial Linkages (DRIL) as the trainee required in that particular department during that time. The first day trainee being there, the trainee has been explained regarding the rules and policies that must be obey as an internship student while serves at DRIL. The trainee has managed which including many scope of work in this organization such as administrative work, on-field work, managing event and many more during the trainee served in five (5) months. During the practical training program, the trainee has involve in many program and activities that provided by the department.

3.1 Training activities

3.1.1 Office tasks

The office tasks allocated are basically the common tasks given to an office worker. Running the counter in front is also another frequent task given by the staff where students and another staffs UiTM who require technical help, getting and submitting booking form. Other tasks in this organization in terms of administrative task include photocopying documents, troubleshooting PC and scanning, setup the computer for meeting and presentation, formatting, designing and documentation by using the adobe Photoshop and Microsoft publisher software creating the Colloquium certificate, assist the Department of Research and Industrial Linkages (DRIL) staff such as phone call, email and faxing. From the task that was given from staffs in this organization, it can help the trainee to get experiences and knowledge also understand the workflow of the level of management where we need listen the instruction from the top level, middle level and also lower level management because we still in the learning process of works in the organization.

3.2.2 Helpdesk and customer service

The helpdesk and customer service in terms of each of the trainees was given a responsibility and opportunity to serve at counter and give customer service to students, staffs in UiTM and also outsiders from UiTM who came to Department of Research and Industrial Linkages (DRIL). Then, basically the Department of Research and Industrial Linkages (DRIL), counter is provided with newspapers from “Sinar Harian, Metro, and News Strait Times” and also form for booking meeting room. Before this, for booking premier lounge can be booking at Department of Research and Industrial Linkages (DRIL), but now, premier lounge

can be booking at corporate unit. Usually people who came to the counter are for booking the meeting room. In order to easy work and also duplicate the booking process, the trainee will be monitor them to fill the form because to avoid any mistake during the booking process.

Besides, from this activity, the trainee has learnt a skilfulness to handle the customer and the most of valuable thing is the great experiences especially of learning the way to communicate with customer that comes from various backgrounds. When served at the counter, the trainee not only communicates with students, they also must communicate with lecturer or staff and also with outsider that comes to Department of Research and Industrial Linkages (DRIL) for anything related work in Department of Research and Industrial Linkages (DRIL). So, for the experiences get in this organization can apply and use in the presentation in the last of practical training programme for easy use in two way communication next. Other than that, this experiences in terms of communication can be used when apply the job for the interview session. Basically, the communication is the important things we need to learnt and get more experience for succeeded in future.

DAYS	MORNING	REST	EVENING
SUNDAY	SURFATIN NADIA BT DAUD		SURNATALLA ATSEEN BT RUHAIMI
MONDAY	AHMAD ZAIMI FIRRI B KAMARUL ZAMAN		MUHAMMAD NAZRIN B AMIN RUDIN
TUESDAY	RUSLINDA BT ESMAH		SURFATIN NADIA BT DAUD
WEDNESDAY	AHMAD ZAIMI FIRRI B KAMARUL ZAMAN		SURNATALLA ATSEEN BT RUHAIMI
THURSDAY	MUHAMMAD NAZRIN B AMIN RUDIN		RUSLINDA BT ESMAH

Figure 5

Schedule of trainee at counter Department of Research and Industrial Linkages

3.1.3 EKSA Program

The Ekosistem Kondusif Sektor Awam (EKSA) is a program that was presented to replace the practice of (5S) activity to improve the organization to be more productive. The 5S is derived from Japanese's culture of 5S is Seiri (create tidiness), Seitou (rightplace), Seison (cleanliness), Seiketso (organization), and Shitsuke (discipline). Before the implementation of the EKSA, the trainees and the administration staff in Department of Research and Industrial Linkages (DRIL) conduct the meeting. The EKSA program made on September and I as a CEO in the Pentagon Association & Consultation Firm on September is a leader to lead the other members to give support and opinion also rearrange the meeting room, store room, file room, pantry, UPMeT room, the area in front of the counter and also at the back in this office we prepared the place can do a job, eating food and drinks, reading a books because we make a mini library at the back to make sure the all of office area looks like clean, tidy, productive and so on in terms of criteria that have been given from responsibility person to evaluate and audit in this organization.

From this meeting the trainees have the chance to provide the idea for the EKSA activity and we can get the experience and knowledge in terms of actual meeting in an organization. Then, the trainees also have been trained to write the minutes meeting in suitable ways and at the same time learnt about the secretary job description. After the meeting, the trainees and the staff have created to change the idea into the action and also someone has been given to do the checklist of the job for each other's. So, it is easy to do the job and avoid the duplication of work in the organization. All the rooms in Department of Research and Industrial Linkages (DRIL) will be given another name to keep the safety of the confidential document,

items and also file in Department of Research and Industrial Linkages (DRIL). Then the trainees also have been given tasks to design the signage for all rooms and item in Department of Research and Industrial Linkages (DRIL) that look more corporate and also productive. We are helping each other's. So, in this faced I feels like we are cooperation and also have a teamwork in the organization.



Figure 6
EKSA Program

3.1.4 Housekeeping and Recordkeeping

The housekeeping and recordkeeping are the activities that the trainees have been done every month at Department of Research and Industrial Linkages (DRIL). The trainees has involves in all housekeeping activity. For example, rearrange the file room. As information system management student, the trainees have used the knowledge and experience that they had learned during diploma and degree especially when the trainees rearrange the file room with the right ways. The Department of Research and Industrial Linkages (DRIL) staffs make a decision about the opinion from us as a trainee to sort the file and document by a colour coddng for easy to all staffs to find the document and file they want. Then, the

trainee need to helps staffs Department of Research and Industrial Linkages (DRIL) to make sure managed and separate all file in the room into three types which are active, semi-active, and also non-active file and arranged that file into shelves. Then, from that knowledge, the trainees have managed to dispose many file and records that doesn't have value anymore and many file and documents to be shred. Apart from that, the trainees also have need to rearrange the store room to make sure that the store room in more effective and easier the all staff to find the equipment they want and also look neatly of the equipment.



Figure 7

Housekeeping and Recordkeeping

3.1.5 SIID 2016's Secretariat



Figure 8

SIID Logo

During this program, the trainees have completed many tasks and jobs given from who are managed that program then, at the same time this tasks related to the practical training objectives. Firstly, the trainees had been chosen as the volunteer as a secretariat for the SIID 2016 Program by Dr Mazlina Binti Mamat. Then, they have been asked to edit the name of the participants in the certificates by using the adobe illustrator and also adobe Photoshop software. Apart from that, by doing these tasks, it gives ours an experience and chance to communicate especially with the professional's person or people because this task needs the trainees to work together with the lecturers among another faculty and also have a title.

Last but not least, during the closing ceremony of SIID 2016, the trainees have been assigned as secretary to make sure the participants get the foods and drinks also goodies from us as a secretary this program to all the participants. So, the trainees given tasks to make the certificate to all the participants whereas the participants

will be choose from judges to go to the next is the IIDEX 2016 held at the DATC Shah Alam. This task was a new experience for me and it was good to proliferation my confidence level especially when we are working in front of many people in various background. I and my friend have been chosen by Dr Mazlina Mamat to join the competition IIDEX 2016 at DATC Shah Alam. I as a team member in my friend group together go to the Shah Alam with another participant. My friend and I get the certificate and also bronze medal in this competition of IIDEX 2016.

3.1.6 IIDEX 2016

IIDEX stand for Invention, Innovation & Design Exposition 2016. IIDEX2016 is an annual event that identifies remaining accomplishment in both exhibition and competition format from all multi-disciplinary research and development areas going from Science & Technology and also Social Science cluster. This program promotes the project from any types as well as offering remaining exhibitions to the public. This competition is the joint venture project with IRMI and RIBU. During this program held at Dewan Agung Tuanku Canselor (DATC) Shah Alam for competition IIDEX 2016 among secondary school students, university students and also lecturers. Furthermore, for this competition under the responsibility Dr. Mazlina Mamat, one of the staff at Department of Research and Industrial Linkages (DRIL) handle this competition for all participants who are chosen from program SIID 2016 and also she offer trainee joining this competition in as five people of team member for one competition in terms of system. The trainees choose the MDAB Online Registration System to compete joining this competition IIDEX 2016. Then, we are going to Shah Alam together with team lecturers and Dr. Mazlina Mamat for three days and two nights. My friends and I practice

communication and also for questions to bring in this competition to present about our products for judges. In that day, the two judges are satisfied about our product is MDAB Online Registration System because they says this system very good to develop and use in future for easy all of people to access that system through online only compared through manually. They are given us advice to find that client who want that system to make sure this system can be used for all peoples. The all participants joining this competition get the certificate and also gold, silver and also bronze medal. My team members get the certificate and bronze medal. Apart from that, for joining this program the trainees get the knowledge and experiences in terms of communication in front to client or customer, learnt for the learning process to answer a question from judges make helps we are in front of interview session to get a job and so on and then spent time together with lectures get a precious advice from her about life and methods of learning process, especially from Dr. Mazlina Mamat. She is kindness person and has motherhood from us. She cares about all of us. Other than that, this competition run smoothly as planned.



Figure 9

IIDEX 2016 Competition

3.1.7 Exhibition Batik and Metal Material Secretariat

The exhibition Batik and Metal Material do at the airport at Pengkalan Chepa. This exhibition held lasted for two days. This program from CMT Units. Mr Mohd Bakeri Ab.Rahman as a manager from Showcase Promosi Produk Usahawan MITI to handle this exhibition. He asks for help to make sure exhibitions run smoothly. During the exhibition was held, many of which we mingle with the famous batik entrepreneurs “Halimah Batik” and also other entrepreneurs.

During this exhibition, Sultan of Kelantan relatives visit our showroom and buy two pieces of batik cloth on display at our exhibition booths of four hundred ringgits (RM400.00) by the check. But, at the same time Mr Mohd Bakeri Ab.Rahman not there so, Mr Azri son of the famous batik “Halimah Batik” also the owner of that “Halimah Batik” helps us to accept that check and he pay cash RM400.00 for us for that cloths. I and my friends here at 8 a.m until 3 a.m, because that booths end at 5 p.m, but, we waiting Mr Mohd Bakeri and others trainees to make sure clean up the booth together. The program of exhibition Batik and Metal Material is a MITI’s Program. The Director of MITI to celebrate succession MITI’s Program together with Mr Mohd Bakeri and us held at the airport and also expenditure us because we had all the succession. Apart from that, there are a lot of experience we get from there because great experience in terms of communication with Sultan relatives, we feels so afraid because fear of mistakenly say to them but we try the best and then can convince them to but that batik cloths from Mr Mohd Bakeri’s exhibition booths. Basically, the communication is the important things we need to learnt and get more experience for succeeded.

3.1.8 Karnival Usahawan Mini Desa RTC Program Secretariat

During this program, the trainees given the task to be a secretariat program to handle this program run smoothly. Before start this program, the trainee asked from Dr. Zuriani to collect the data from seller at Paloh and Sungai Sam, Gua Musang and also create a poster each seller to promote their product at UiTM Kelantan Branch for students and lecturers are there. A lot of sellers are there to promote various products from them such as, beauty product, various cheesecake, frozen food, and shawl and scarf product from various categories, brooch and Tupperware brands also there. Besides, to launch this program again without feeling bored or tiredness, the trainees do a something new avoid bored such as, play songs, answer questions spontaneously among students and also seller in the area and can be get a gift from us if the answer are right. This program needs high capacity from others and also helping each other to make sure this program are succeeded and also run smoothly as planned. Other than that, in this program we as a trainee's cooperation each other to make sure this program run as planned. The experiences get in this program are cooperation each other and also learning for process communicate with customer or client as a promoter.



Figure 10

Sungai Sam & Paloh Seller

3.1.9 Convocation Secretariat for UiTM Alumni

The second time of convocation at UiTM Kelantan Branch held at Professional Hall on 16 and 17 November 2016. Then, on the 14 and 15 November 2016 the all staffs at UiTM Kelantan Branch busiest for convocation preparation especially staffs at Department Of Research and Industrial Linkages (DRILL), corporate unit and also Alumni unit. Madam Nani Hartina asked the trainees to helps her to be a secretariat convocation for UiTM Alumni than, given a task to photocopy one thousands and four hundred the confirmation form of the robe. Then, on 15 November 2016 the trainees helps her to handle the students for convocation to get the confirmation from UiTM Alumni, to go to the robe at the Professional Hall the division of the robe places by the another trainees. The wide range of student's convocation in there it is hard to handle but us needs to handle this with positively.

This is a challenge for us to make sure the students understand every detail about this form prepared from UiTM Alumni to get the robe for convocation easily. Apart from that, we can learn something new to handle about the confirmation from various units and step by step from start until the end. This is important needs to learn for future use.



Figure 11

Student Registration

3.1.10 Enumerator for FAMA's Project

FAMA's Project to UiTM Kelantan Branch was commissioned to make a research of entrepreneurs and visitors about the project to develop the "Pasar Tani Kekal" (PTK) at Kuala Kari, Kelantan. FAMA had a meeting to all researchers involves in their project. Then, the Director of FAMA discuss about this project to all researchers in that meeting and given the tasks in each everyone to make sure this project on track. The trainees assigned as an enumerator for FAMA's Project to collect the data from entrepreneurs and also visitors at the Kuala Krai's market. Apart from that, trainees assigned to go to the Kuala Krai on Saturday because on that day have a "pasar tani" than, have a lot of people from visitors also entrepreneurs in there to get some information to collect data from them.

Furthermore, the totals of respondents in these projects are three hundred respondents consists of two hundreds from visitors and one hundreds from entrepreneurs. Other than that, the totals of enumerator are thirteen people including trainees and also graduated students in master from research. FAMA had given us one month to complete the data collection also quotation among visitors and entrepreneurs. Besides, after the completeness of data collection from enumerator, the Research Assistant assigned to complete key in the data into the SPSS software to make sure the resolution of data is authentic and accurate. Then, FAMA can be proceed with their project to build the "Pasar Tani Kekal" at Kuala Krai to futher develop the area.

3.1.11 Facilitator English for Fun's Program

During this program, I and the another trainees become a facilitator to handle the students from SK Salor Kota Bharu come to UiTM Cawangan Machang for program "English for Fun". There are a lot of students in here to make this program run smoothly and also avoid boring and make it fun from start and end program with students. A lot of games and songs in this program spell it right, puzzles and etc. then the songs are playing Oh My English, Gummy Bear and etc. This program for them to make sure their students can improve their learning languages.

Then, this program provides certificate for students and also facilitators as a rewards or appreciation handle this program smoothly and succeeded. The trainee given the task to asked confirmation from Rector UiTM Kelantan Branch for certificate to make sure the certificate valid to be used in future. Other than that, the precious experience can be get by the trainee in this program is learnt to how can be manage the students from primary school and also communicate with them to make sure they are listen the instruction from us. This is a challenge to us and also gets something new experience as trainees in this department.



Figure 12
Student SK Salor

3.1.12 3R (Recycle, Reuse, Reduce) Activities

The 3R concept are the process of recycle, reuse, and reduce that had been implement in Department of Research and Industrial Linkages (DRIL). During this process occur, the trainees have been conceded to the clearance site of UiTM by Mr Mohd Bakeri Ab.Rahman, which is the coordinator of UCMT in Department of Research and Industrial Linkages (DRIL). Then, through joining this activity, the trainees have done and learn something new that outside of their course. Before the trainees starts the activity continue the task from the last trainees, they have cleaning the disposal area to carry on the activity smoothly. Firstly, the trainees have been taught on using the white painter to paint the boundaries from good metal that are ready to be used as the partition in Department of Research and Industrial Linkages (DRIL). Then, clear it all around make it smoothly and looking the soft colour to be used in the organization as a corporate colour.

The 3R activity took about a three week and during that time, the trainees have done many activity and task. They also have been asked to lift and cleaning the waste materials for recycling process and be used in Department of Research and Industrial Linkages (DRIL). Based on the task during these three week the trainees has joining the 3R activity that required them to do many task that were outside of the course they take. Even though the complete task was different with information system management course, the trainees can gain something new experience, knowledge and also cooperation from all task that have been do in three week with other trainees that will improve and give them additional skill which in shot will proliferation the marketability for employment in future use.



Figure 13
3R Activities

3.2 Special Project

The trainee needs to require developing the special project during the internship. Regarding to the practical training objectives, we as a trainee must to fulfill requirements to do a system or website or user training as a special project during this practical training at the organization. The trainee need has to develop system by requested from their client that called “Sistem Permohonan Pembelian Peralatan ICT Untuk Penilaian JITEN”. The roles of Jawatankuasa IT Elektronik Negeri (JITEN) UiTM Kelantan Branch is the committee serves as assessors, verifiers, defining the technical specifications of computer equipment, printers, software, and related matters. It also serves as a reviewer, support of an application for purchase of ICT equipment and recommended for approval by the management.

Apart from that, the chairman of Jawatankuasa IT Elektronik Negeri (JITEN) UiTM Kelantan Branch is Deputy Rector Research & Industrial Linkages UiTM Kelantan Branch, then the secretary of JITEN UiTM Kelantan Branch is Executive Officer at Department of Research and Industrial Linkages (DRIL). Besides, the all of members Jawatankuasa IT Elektronik Negeri (JITEN) UiTM Kelantan Branch are have eight people. This system make requested by client to make sure easy for her to do the process of the registration computer equipment, printers, software, and related matters compared to the previous process are it is hard to her to find and managed one by one process of the registration in manually. With the development of this system, it will help the organization managed the registration equipment of ICT for approval from management.

Other than that, for the development process, there will be five month of the duration given to complete the project starting from August until December 2016. Besides, in order to complete the system are requested from the client, developer of this system should do the research about the manual process also based on client needs easy the process for them. The early process until the end of the developing system should be guidance from organization supervisor and faculty supervisor to given advice about this system and it will give benefit for the trainee in future use. The automated system need to follow the System Development Life Cycle (SDLC) concept which is “PADIM” process are planning, analysis, design, implementation and also maintenance.

Basically, by using the System Development Life Cycle (SDLC) concept which is “PADIM” process, the trainee can be more effective, efficiency also productivity when that follow the workflow of “PADIM” process. The “Sistem Permohonan Pembelian Peralatan ICT Untuk Penilaian JITEN” is the system that develops for the Department of Research and Industrial Linkages (DRILL). The purpose of this system is to help the chairman and secretary of JITEN UiTM Kelantan Branch easy for the process work in terms of easy to view the lists of staff register, easy to update in and out of ICT equipment and related matter, easy to update the status in this system after the meeting with the requested from staff register and etc. This system was created because based on the interview session with the secretary of JITEN Kelantan Branch, it is hard to view the list of staff register the ICT equipment because she need to manage the many of staff requested of ICT equipment and related matter. Before this, the process work in manually, but after this, this system will transform from manually to automated system that will

provide an up to date data also quality of services. This system are developed use by PHP programming language, Notepad ++, Adobe Dreamweaver, Wamp server, also Java script.



Figure 14
PADIM Concept

3.2.1 Planning

Planning is the first process in the System Development Life Cycle (SDLC) phases, the trainee need to plan and identify the objective of the projects and goals. The trainee should be discussing the project development with the client to ensure the appropriateness and necessity by them in this phase. Then, the trainee must be prepared the schedule for the project development to ensure that the development of this system can be complete in the right time during internship program for five months equivalent one semester.

3.2.1.1 Objectives

There are some objectives of this system development process:

- i. Easy for the client to find the list of staff register to enter the meeting.
- ii. To change the manual process into automated system by the client.
- iii. To make the process of registration easy for user to know the status for applying the ICT and related matter and complete the all of form are needed to enter the meeting.
- iv. Easy for client to know the information about the staff as a user for the system.

3.2.1.2 Problem statement

Besides the goals, the trainee has spotted some problem of registration process ICT related matter in Department of Research and Industrial Linkages (DRIL). There are some problem statements which are:

- i. To apply the knowledge and develop a new skill.
- ii. There is no automated system for registration process.
- iii. The list of staff register ICT and related matter are difficult to tracking.

3.2.1.3 Project duration

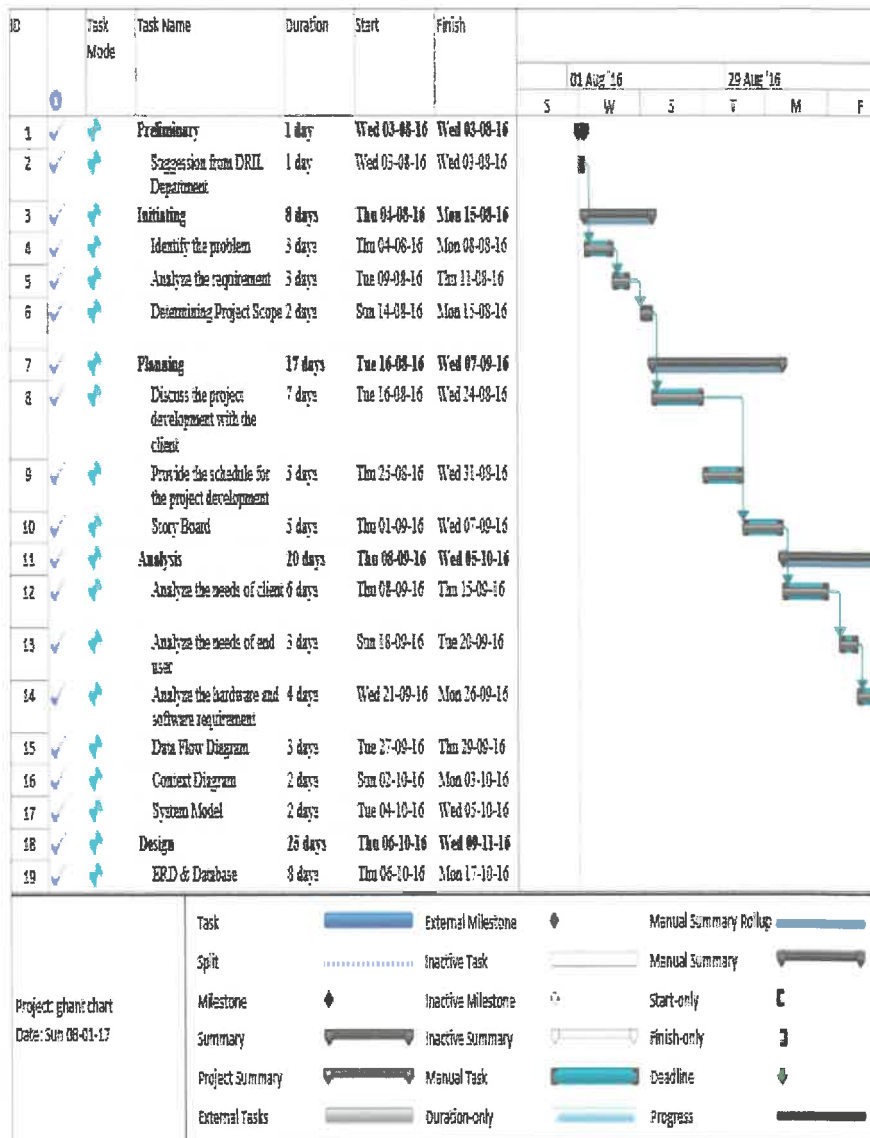


Figure 15

Gantt chart 1

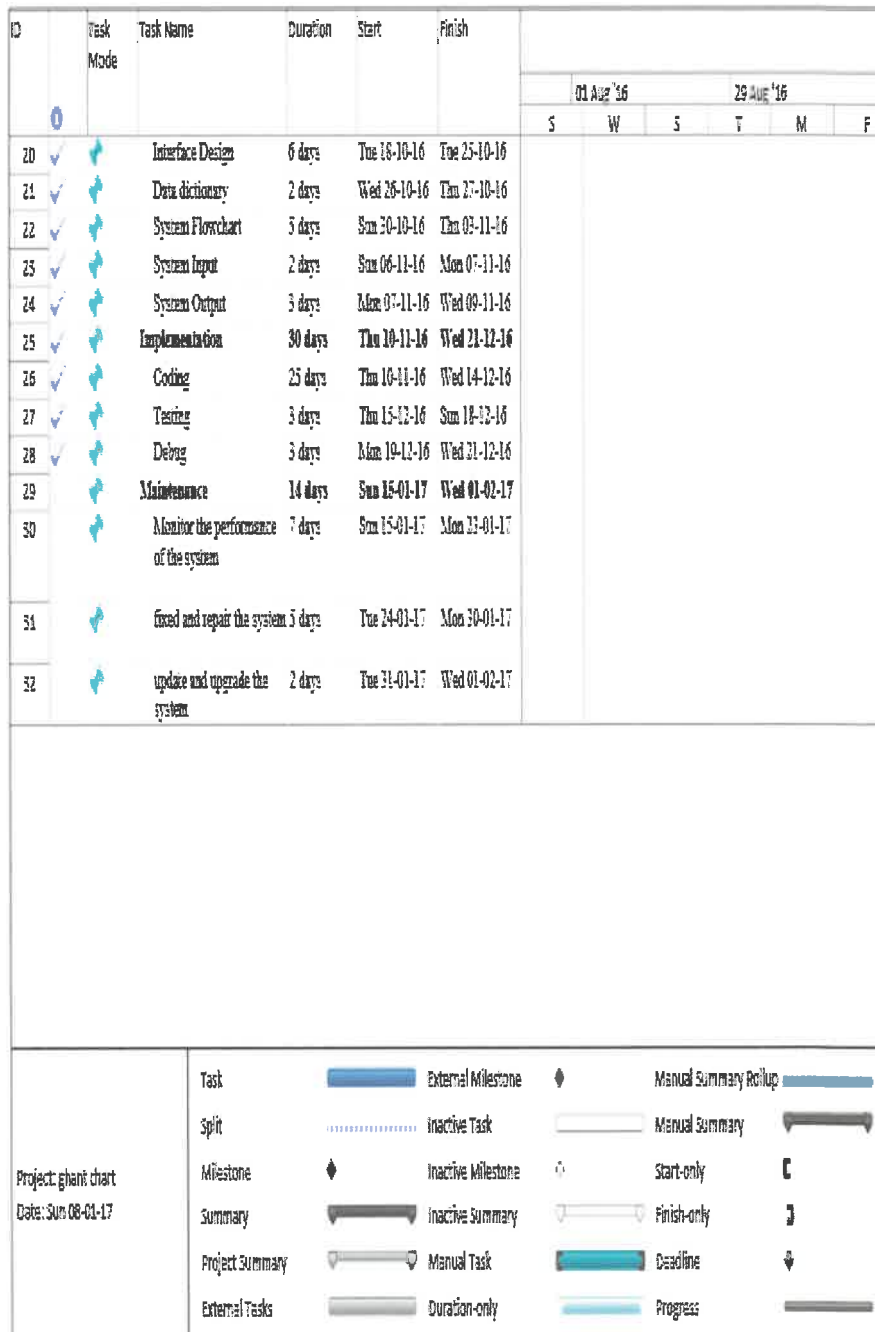


Figure 16
Gantt chart 2

3.2.2 Analysis

Analysis is the second process in System Development Life Cycle (SDLC) phases and it is a detailed study of the various operations performed by a system and their relationships within and outside of the system. The interviews is a commonly used tool in analysis, it requires special skills and sensitivity to the subjects being interviewed. Based on the interview with client, the problem of JITEN approval management it is hard to find the staff register in manually because a lot of form need to be fill followed by rules and regulation. So, the easier work for the client, they want us to develop this system to know the list of staff register the equipment of ICT and related matter. But, the all manual form before this need to be fills by the staff in the meeting for approval by management. This system just an equipment registration staff for equipment of ICT and related matter easy to client to show the list of staff register. These systems are needed for client to solving their problem.

3.2.2.1 Hardware and software requirement

- i. Laptop
- ii. Notepad ++
- iii. Java script (Query)
- iv. PHP
- v. Adobe Dreamweaver
- vi. Wamp Server
- vii. Adobe Photoshop

i. Laptop

As for the hardware, the trainee has used a laptop to develop the system. The trainee has use the LENOVO laptop that can run and also support all the software in used to complete the system. The laptop has 2 gigabyte of RAM, core i3 of processor, 64 bit operating system processor and also window 10 as the operating system.

ii. Notepad ++

The function of this software is to make the PHP coding. The reason why trainee used this software is because this software is easily can detect the error when the coding is not right or false and it is very helpful for them to use it. Other than that, this software also can run smoothly in the computer rather than using the other software such as common notepad.

iii. JavaScript (Jquery)

Jquery is a JavaScript library that allows web developers to add extra functionality to their websites. It is open source and provided for free under the MIT license. The reason why the trainee used Jquery is ideal because it can create impressive animations and interactions. Jquery is simple to understand and easy to use, which means the learning curve is small, while the possibilities are almost infinite. Jquery can help to make website more interactive, interesting and exciting.

iv. PHP

The trainee has used the PHP is a general-purpose server-side scripting language originally designed for Web development, to produce dynamic Web pages. It is one of the first developed server-side scripting languages to be embedded into an HTML source document, rather than calling an external file to process data. It is also easy to learn.

v. Adobe Dreamweaver

The trainee has used the Adobe Dreamweaver because it is the industry-leading web development tool, enabling users to efficiently design, develop and maintain standards-based websites and applications.

vi. Wamp Server

The trainee has used that software to develop the system because Wamp Server is composing of three independent software which is Apache HTTP Server, MySQL and PHP. Apache HTTP Server is a popular Web server developed and controlled by an open community of software developers. MySQL is a versatile relational database management system that stores data and their inter-relationships into tables. This software acts as a component for Web platforms. PHP is a scripting language that allows developers to create dynamic Web pages. Apart from that, by using this software, the trainee can access to the system without the internet connection.

vii. Adobe Photoshop

The trainee has used this software in order to edit the picture to be implanted in the system. There are some pictures that need to be edited before being placed in the system such as create banner of the system and the trainee choose to use this software because it is more professional rather than using the paint.

3.2.2.2 Context Diagram

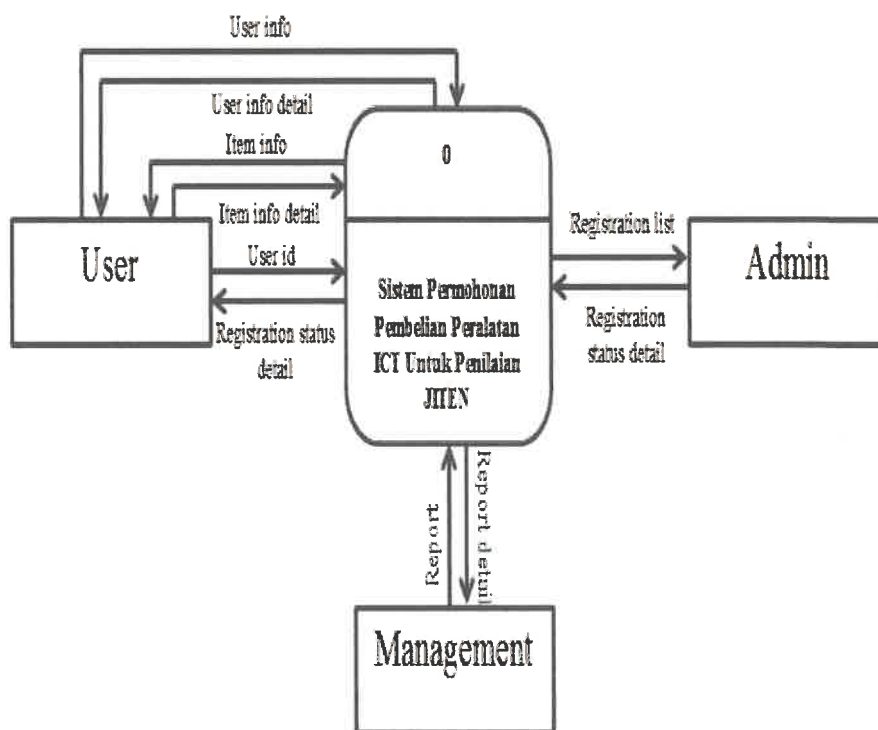


Figure 17
Context Diagram

3.2.2.3 Data Flow Diagram (Diagram Level 0)

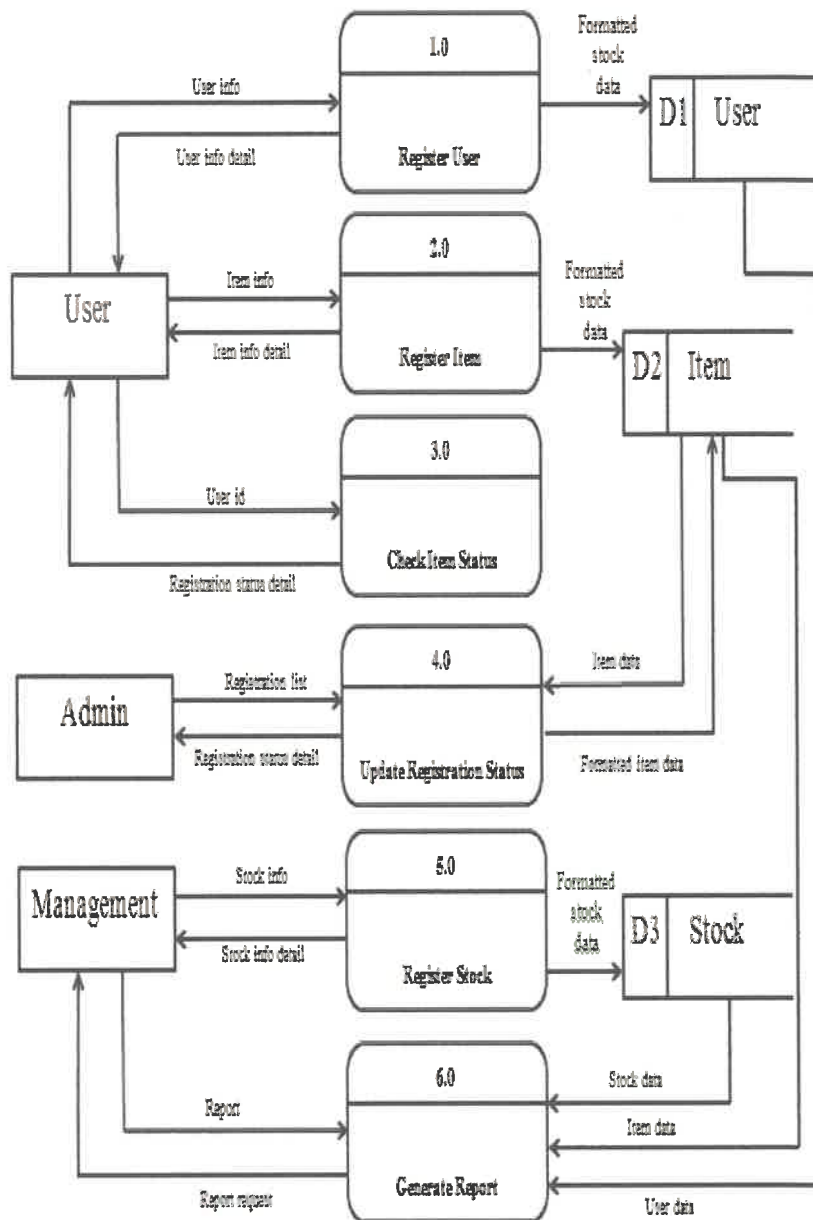


Figure 18

Data Flow Diagram (Diagram Level 0)

3.2.3 Design and Implementation

System design is the third process after analysis phases. In these phases, the designing of system is based on the requirement of the system and user acceptance is the important element in designing the system. The time duration to develop this project in design phase is around 4 weeks started from week 10 until week 13. During the designing phases, all the analysis description or all the recommended alternative solution based on the problems that was identified on the previous chapter will interpret into logical design. This is all aspect of the system from input and output screen to reports, databases and computer process. After the logical design was worked out, the physical design was started which is, the process to turning the logical design into a physical design. This process is needed to perform the physical operations necessary to facilitate the data capture, processing and information output. At this stage, the element of language, software, and databases need to selected.

The second last phase in the PADIM concept is implementation phase. During the process of implementation, the system developer will turn the specification into a working system that is tested and put into use. This process includes coding means that a process where programmers write the programs that make up the system, testing is the process of testing programs and entire system in order to find the correct errors and installation is the new systems becomes a part of the daily activities of the organization. But this system will be use internally by using local host for Miss Hajjah Faizah Mohd Yasin as a secretary of Jawatankuasa IT Elektronik Negeri (JITEN).

3.2.3.1 System Flowchart

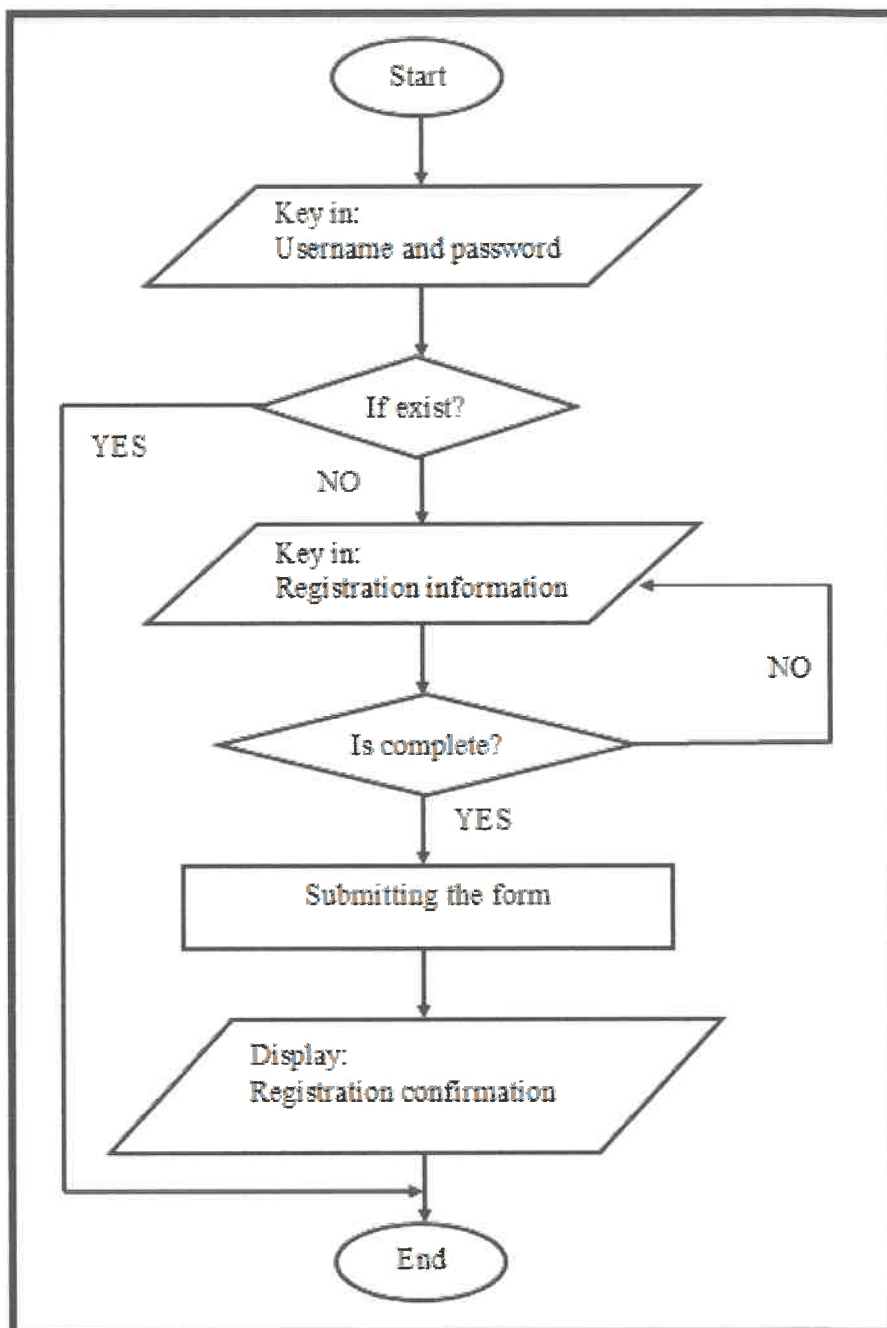


Figure 19

System Log In and Registration Process

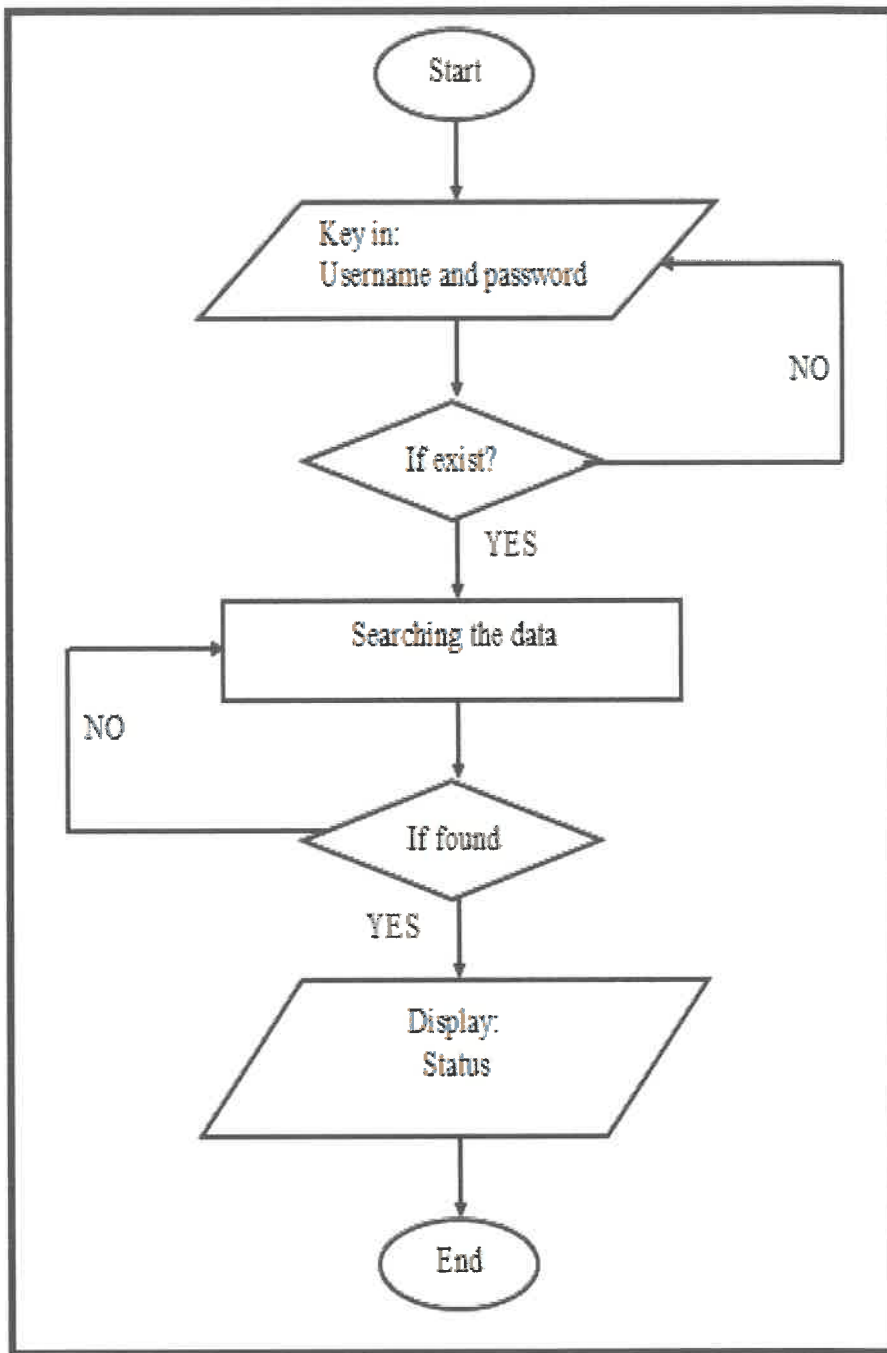


Figure 20

Application of the Registration Status Checking

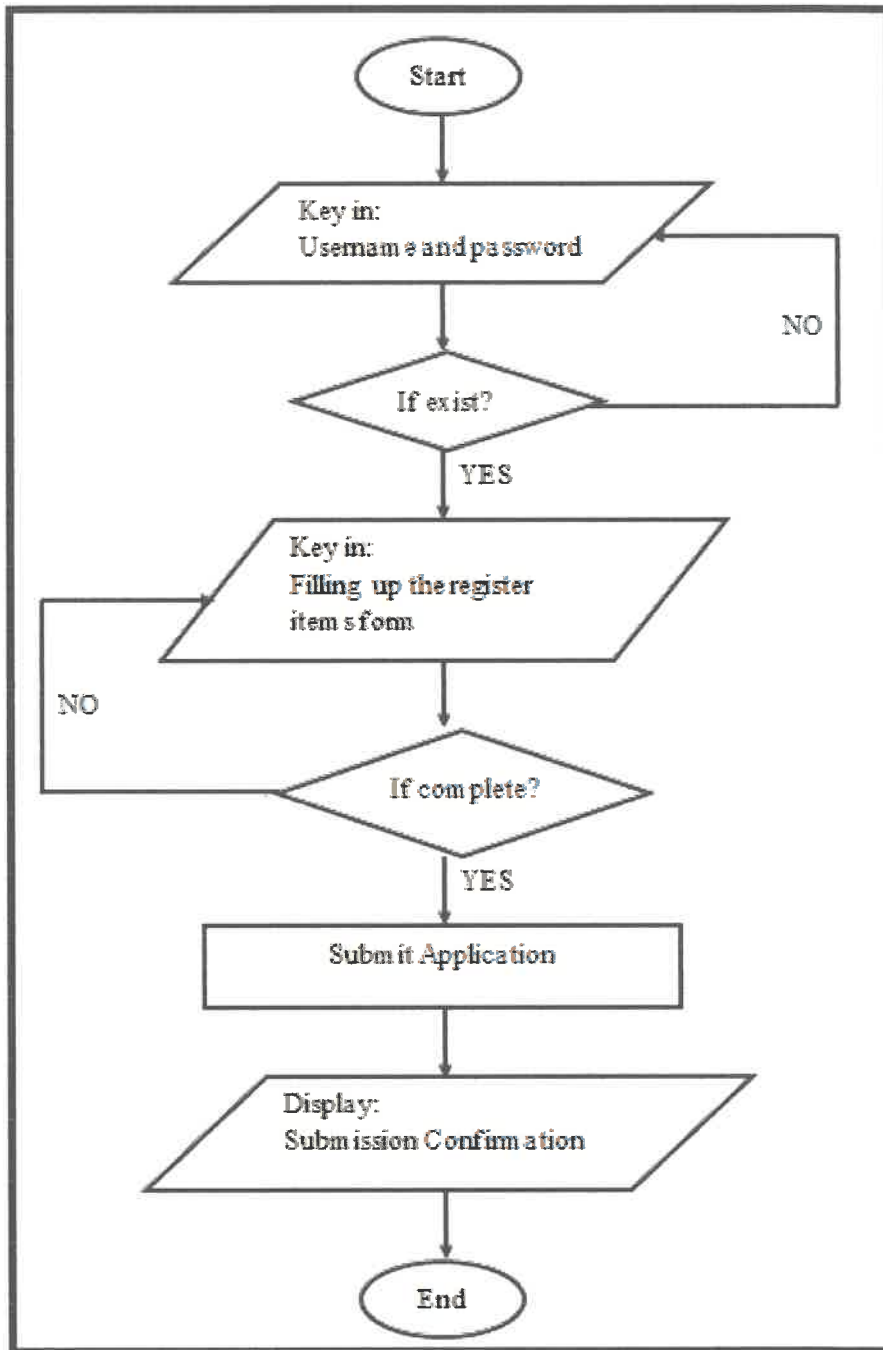


Figure 21
Register Items

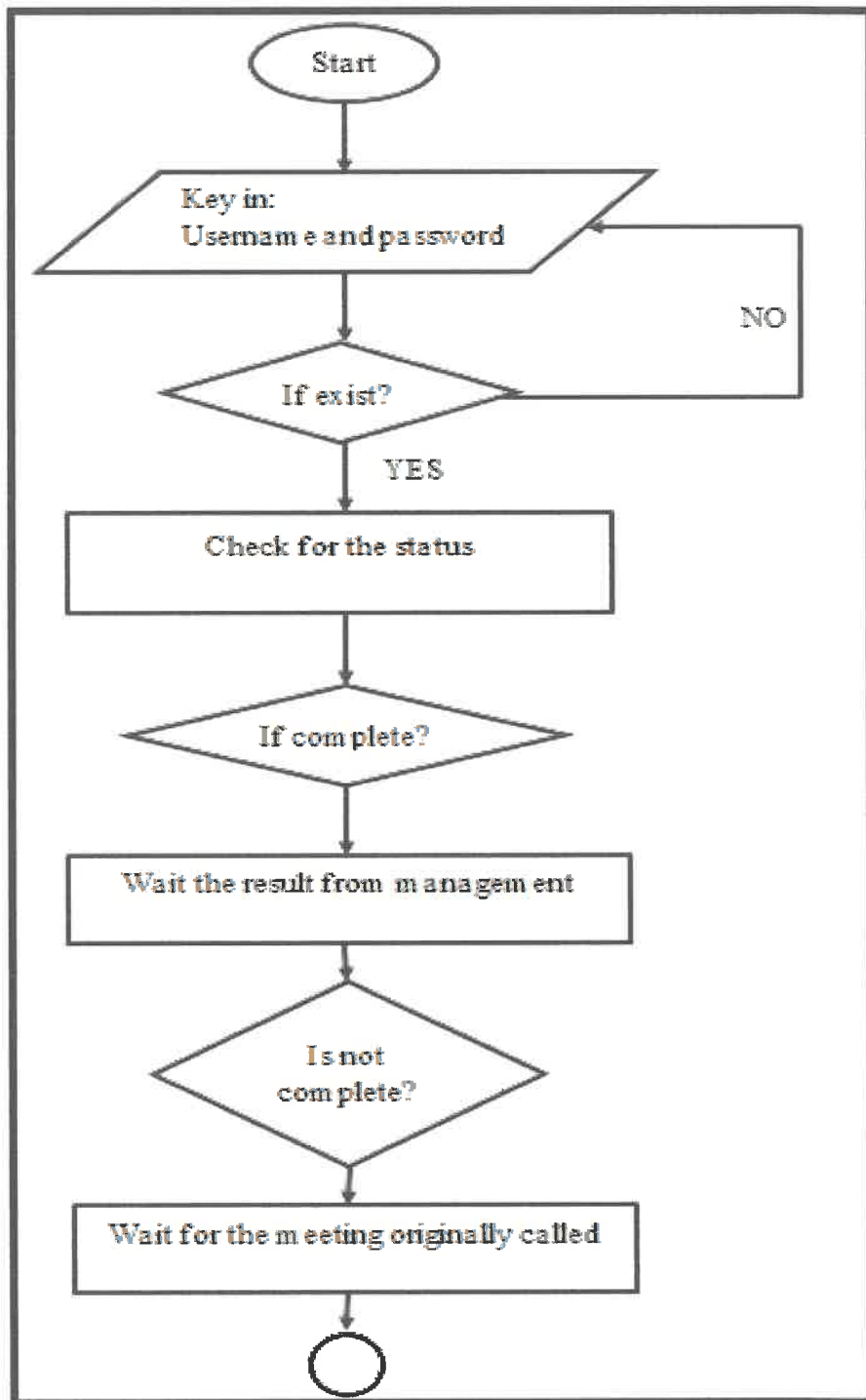


Figure 22
Application of Registration Approval

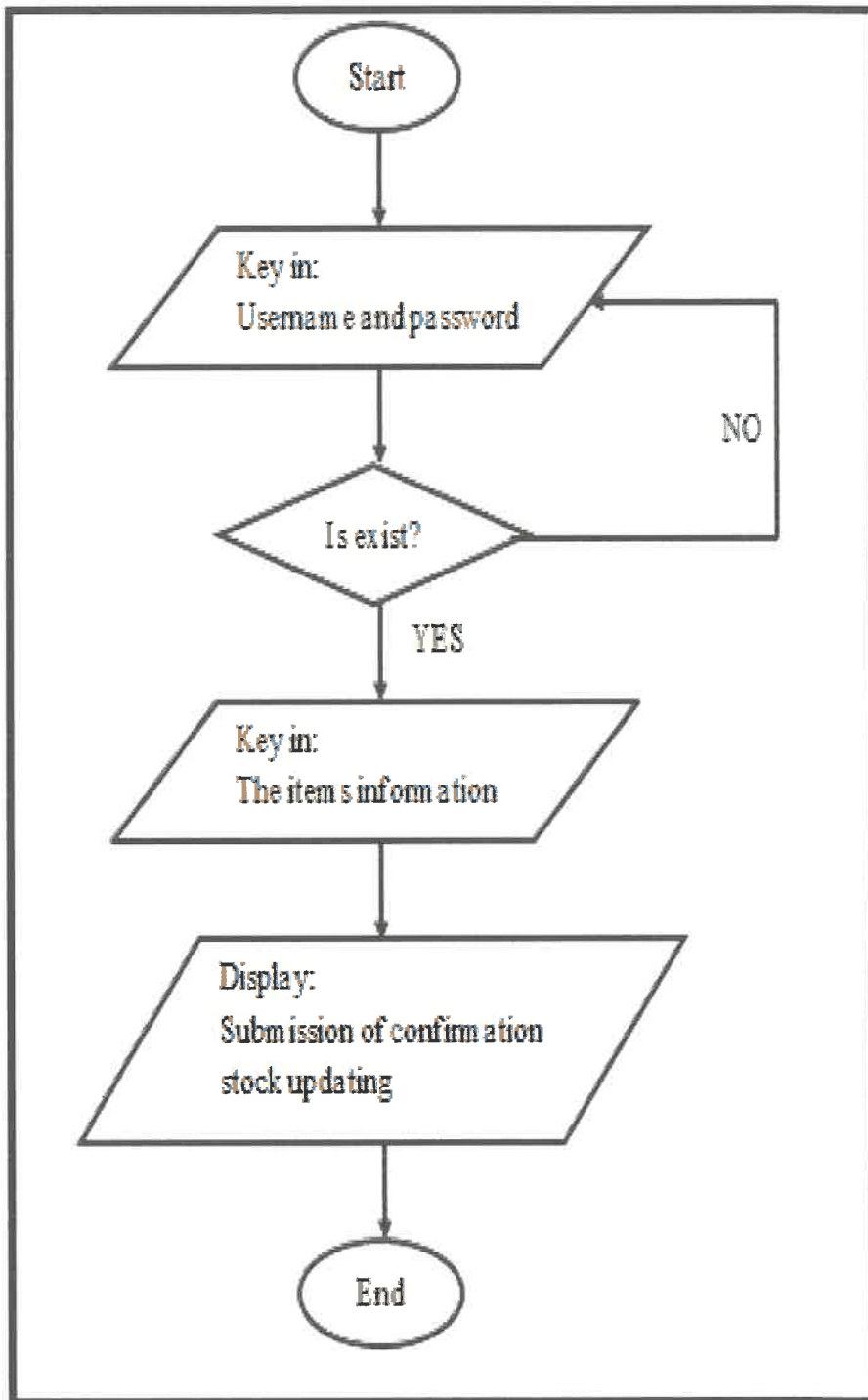


Figure 23
Updating the Items Stock

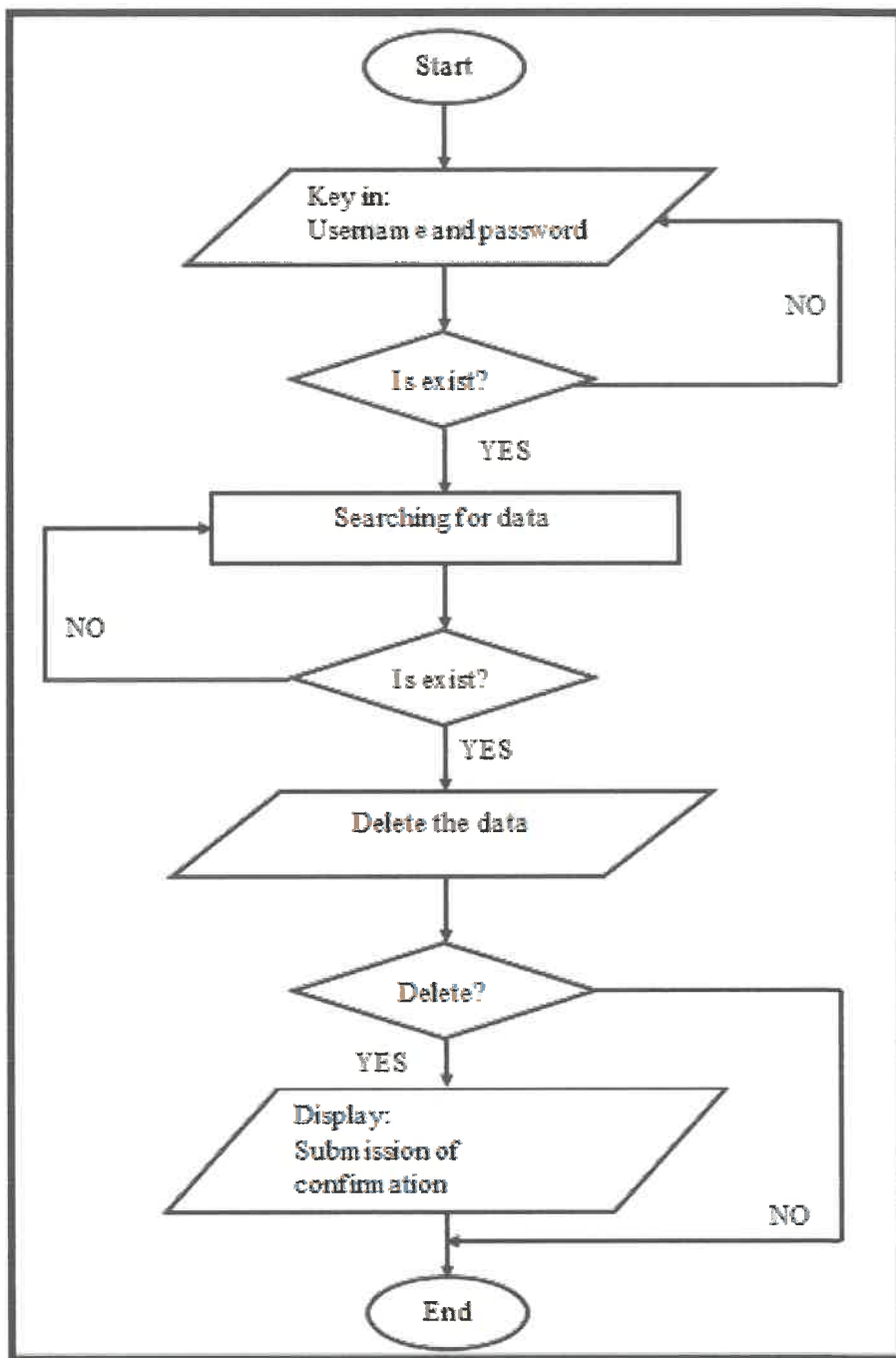


Figure 24

Delete the List of Items and Registration Approval

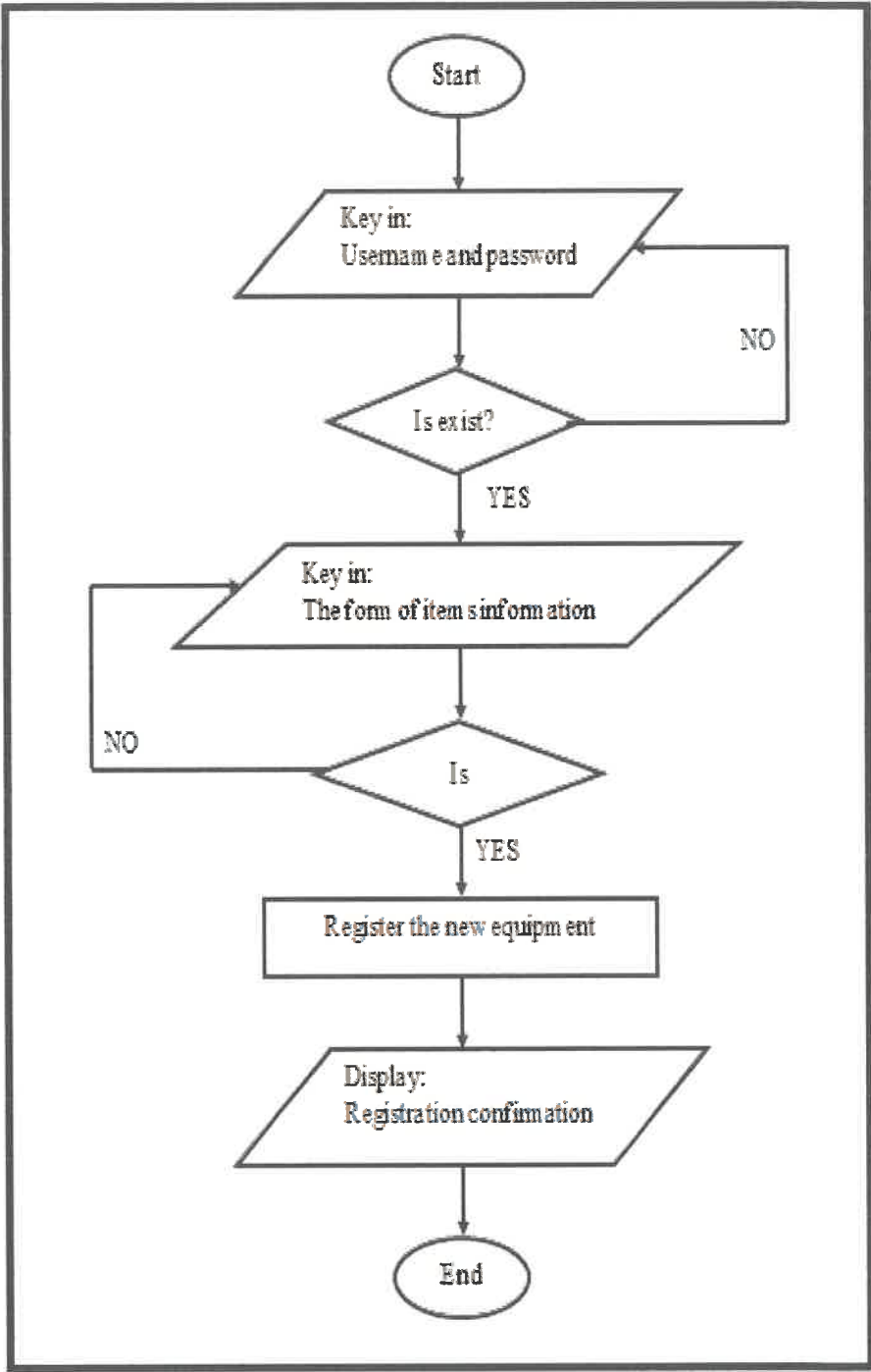


Figure 25

Register New Items

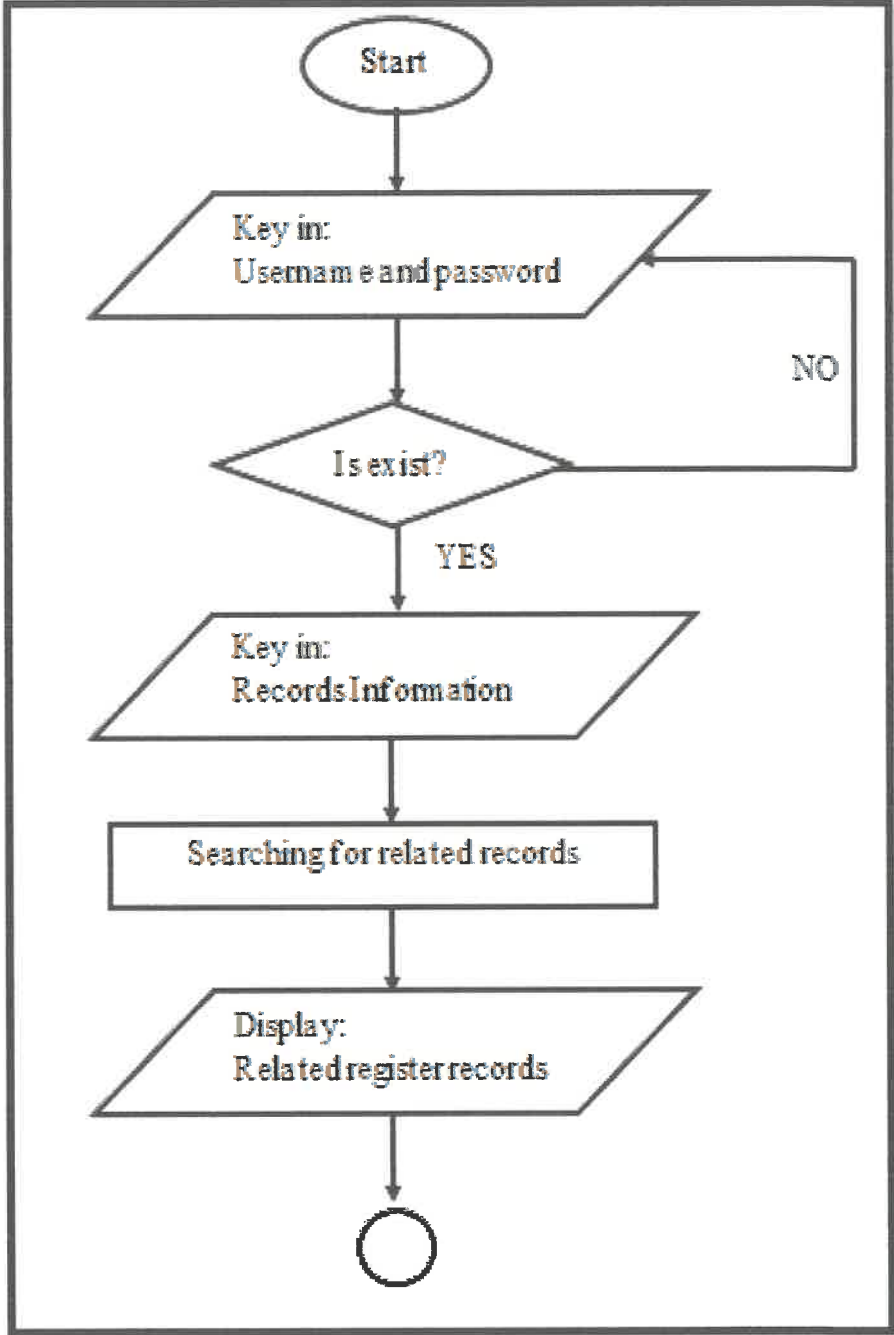


Figure 26
Generate Report

3.2.3.2 Entity Relationship Diagram (ERD)

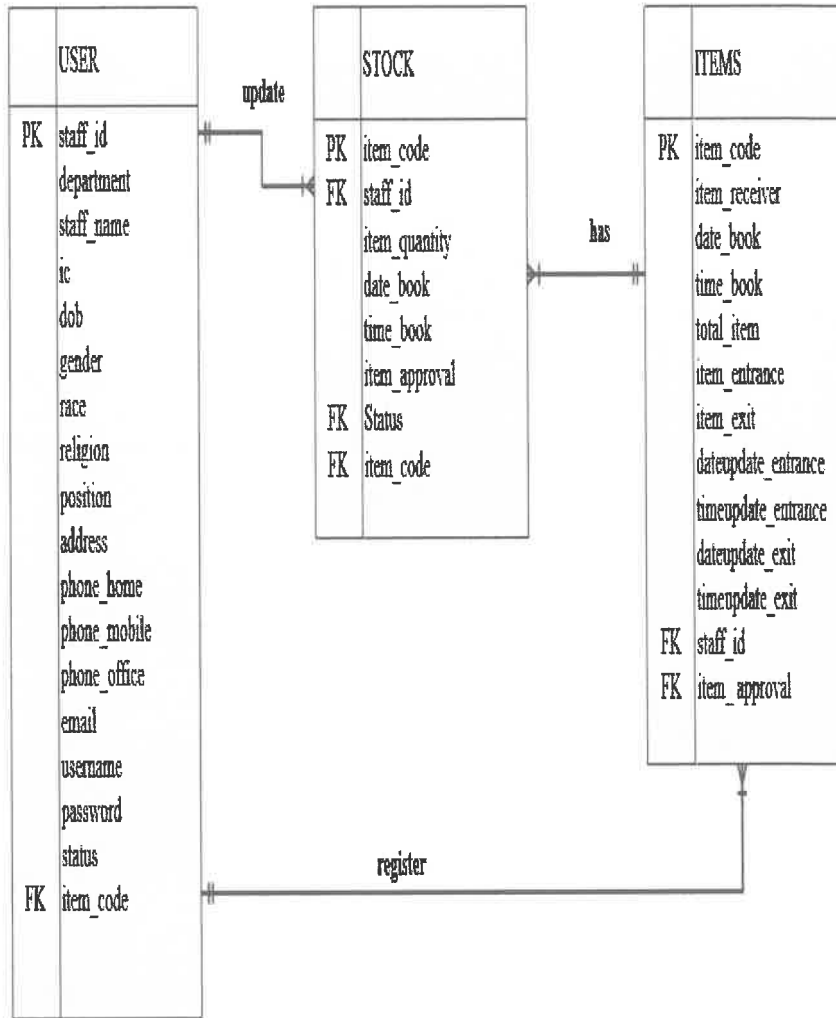


Figure 27

Entity Relationship Diagram

3.2.3.3 Data dictionary

Table 1

Stock

Column	Type	Null	Default	Comments
<u>id</u>	bigint(20)	No		
staff_id	text	No		
staff_name	text	No		
username	text	No		
department	text	No		
item_name	text	No		
quantity	text	No		
date	text	No		
time	text	No		
status	text	No		
approval	text	No		

Table 2

Item

Column	Type	Null	Default	Comments
<u>id</u>	bigint(20)	No		
staff_id	text	No		
received_by	text	No		
name_receiver	text	No		
item_name	text	No		
date	text	No		
time	text	No		
total_item	text	No		
quantity_in	text	No		
quantity_out	text	No		
dateupdate_in	text	No		
timeupdate_in	text	No		
dateupdate_out	text	No		
timeupdate_out	text	No		

Table 3

User

Column	Type	Null	Default	Comments
<u>id</u>	bigint(20)	No		
staff_id	text	No		
department	text	No		
staff_name	text	No		
ic	text	No		
dob	text	No		
gender	text	No		
race	text	No		
religion	text	No		
position	text	No		
address	text	No		
phone_home	text	No		
phone_mobile	text	No		
phone_office	text	No		
email	text	No		
username	text	No		
password	text	No		
status	text	No		

3.2.3.4 Interface Design

Input & Output

The screenshot shows a login interface for the University of Technology MARA. At the top left is the university's logo, and to its right is the name 'UNIVERSITI TEKNOLOGI MARA' in both Malay and English. Below the logo, the text reads 'Log Masuk Dahulu Untuk Menggunakan Sistem Ini'. There are two input fields: 'Username : _____' and 'Password : _____'. Below these fields are two buttons: 'Hantar' and 'Batal'. At the bottom, there is a link that says 'Klik di sini untuk Mendaftar'. At the very bottom of the page, there is small text: '© Universiti MARA. Developed by: HUSNAINI TAJAR BAKTI. All rights reserved. All in good faith.' The entire page is framed by a purple border.

Figure 28

Login Page

The screenshot shows a change password page for the 'E-PENDAFTARAN' system. The header features the university logo on the left and right, with the title 'E-PENDAFTARAN' in the center. Below the title is the text 'SEKSI PENELITIAN DAN JARINGAN INDUSTRI'. A navigation menu includes 'BERUMAH', 'HAK PENYUJUD', 'CARI PROMOSI', 'PENDAFTARAN', 'KAD BANG', and 'KELUAR'. The main content area has a yellow background and contains the text 'Silalah ke Ruang Kewang Dengan Lengkap'. Below this, there are four input fields: 'Password Semasa', 'Password Baru', 'Sahkan Password Baru', and 'Hantar'. At the bottom, there is small text: '© Universiti MARA. Developed by: HUSNAINI TAJAR BAKTI. All rights reserved. All in good faith.' The page is framed by a purple border.

Figure 29

Change Password



Figure 30
Update Profile



Figure 31
Admin Update Registration



Figure 32

List of the Registration

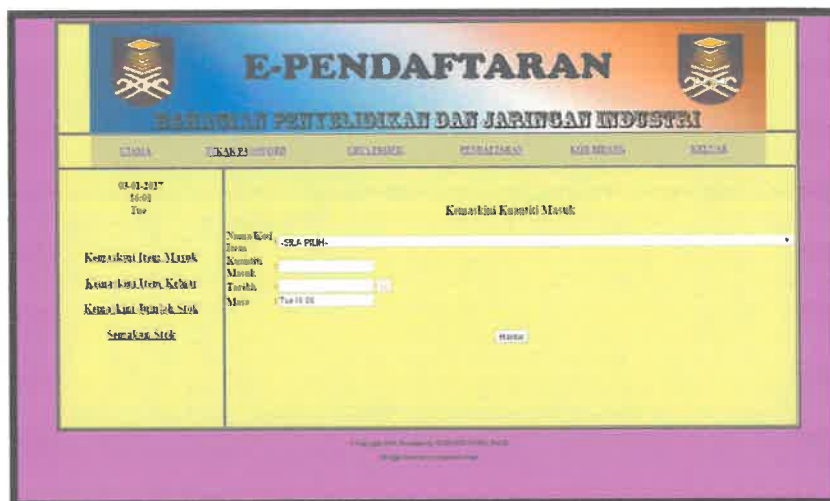


Figure 33

Update the Item



Figure 34
List of the System Users

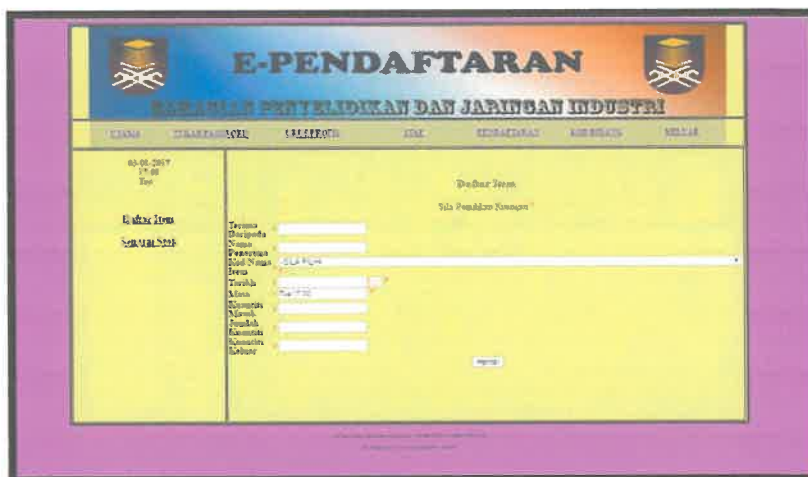


Figure 35
Registration Item by Management

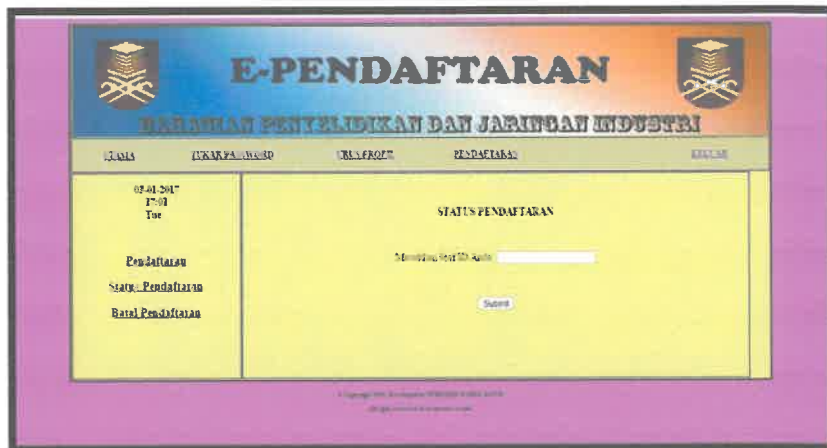


Figure 38
User Registration Status



Figure 39
User Registration Cancel

CHAPTER 4: CONCLUSION

Practical Training is one of the subjects which required the final year students to complete within whole semester in organization. This subject exposed the students with real environment of profession and undertaking the real life tasks in the organization. This practical task gives an opportunity to the students to apply their knowledge, theory and skill to be serve to the organization and as the results the student will be able to expand their knowledge and skills received from the organization.

4.1 Application of knowledge, skill and experience

Practical training / Industrial training is an opportunity by chance for students to apply their knowledge and skills learnt to serve the organization and expand the ability in real life experience of jobs during the industrial training. An industrial training placement and work experience is an arrangement between the faculty and outside organization which the place of training choose by the students itself. This internship course is one of the obligations for UiTM students to undergo for five (5) months in order to complete their studies. Any placement offers opportunities to discover our personal strength and weaknesses and the results we will spot our ability and fix the weaknesses in order to boost the employability and competitiveness when applying for graduate positions.

Apart from that, the trainee can improve their knowledge in many aspects by joining activities in that department from the internship program. For examples, the activities and task that I was done not just working in the information system management course but outside from course do in that department such as became an enumerator

of FAMA's project to collect data, become a facilitator English for Fun program handle the student from SK Salor, do the Exhibition Batik and Metal Materials at Pengkalan Chepa airport, IIDEX 2016 at DATC Shah Alam, SIID 2016 program, EKSA program, 3R activities, convocation secretariat Alumni UiTM, and also do a job in the administration unit. For the Department of Research and Industrial Linkages (DRIL), the staffs at here give me a lot of work to do a letter, fax the letter for responsible person, create the Colloquium Certificate, handling the counter and customer services also technical help for the staff troubleshooting problem in that computer. The staffs give me a lot of experience and knowledge about the occupation field in the organization. Then, the trainee has a big opportunity to be involved in a big program and we will know the workflow of the event especially in terms of management.

Other than that, during the internship program, one of the new knowledge, experience I have in here is working in a group, and then created a group firm that is Pentagon firm. Every month in during the internship program, the supervisor organization selected each of us to be CEO of the month. The trainee practical here of the 5 people. Furthermore, when the trainee becomes the CEO of this month, the task will be given by the supervisor, staff and the trainee should complete their task with other trainee, so that we can work together in a team like in working world. Besides, in the experience that can will improve the soft skill. Not only that, the trainee will get experience as a leadership and teach more to manage their members listen their instruction to complete the tasks are given by supervisor.

Apart from that, the trainee also had explore about the an information system management course especially in using the PHP coding because to do a special

project develop a system are needed by client in here. The trainee should be learned independently to explore the software by referring the other sources, such as always consultation with the faculty supervisor also referring the text book to get the reliable information.

Last but not least industrial training that been organized for five (5) months is more than gaining knowledge and work experience, indeed the participation in outreach programs organized by Department of Research and Industrial Linkages (DRIL) give a chance to trainee to experience a teamwork job and learnt from information sharing that convey to me directly from the DRIL staff. Then, DRIL teaches a trainee on how to survive among the others when involved with organization challenges. Besides, being a trainee assist him a lot in self-development for both aspects personally and professionally. From his behalf, the trainee learnt how to work both as part of a team and independently. The trainee will take much of what his have learned this year and apply it in his career future. It was such a great experience that his personally remain in his self and hard to forget.

4.2 Personal thoughts and opinions

I am very grateful with the opportunity that was given to me by Department of Research and Industrial Linkages (DRIL) to complete my industrial training within the 5 month period. This was a golden opportunity to me to gain a new experience and knowledge of the working environment before enters the real employment lifestyle. There are new knowledge that I had learned here, and also I can horn the skill or knowledge that I learned at my major course information system management at UiTM Kelantan Branch for example Photoshop skill, PHP, Adobe Dreamweaver, and also the important soft skill like how to entertain the customers,

and others like the handling counter and customer services at that organization. However, there is some improvement that should be made to satisfy the staffs and student to fill the form for booking process also easy for the responsible staff handle this booking form. One of the suggestion from me and other trainee to make the form for booking process by day in each month. It is easy to write and fill that they want the date of the day. This improvement to standardize the booking process and also avoid the redundant process.

The others problem that have to be improvement are the management of records at the file room. The suggestion and sharing the idea from me as I learn to make sure the all records and documents easy to find make the color coding in each unit or department file. Then, rearrange the documents in each file. Besides, we as trainee gives opinion to put the signage of each department the place of save that file or document into shelves or cabinet. It is easy ways to find the document are needed. Apart from that, the old file needs to be divided into three categories which are active, semi active also non active. Then, the document does not have value need to close that file and dispose.

The last problems that occur within the mostly Department of Research and Industrial Linkages (DRIL) are the limited access of internet which will make the entire job for that day delayed. This will make staffs at here it is hard to do a job if the job are important in that day based on my experience from staff Department of Research and Industrial Linkages (DRIL), she asked me to help her to do the report on the program held in the year 2016 to be presented to the meeting room last minutes preparation. Because of the problem access the internet to be email for her

that presentation are delayed at that moment. In my observation, this entire problem should be solved as soon as possible to fulfill the staffs need.

4.3 Lesson learnt

From 5 month as trainee at Department of Research and Industrial Linkages (DRIL), the benefits and lesson learn that I get which are can train the communication skill and management skills. It can be seen through how to handle and answer questions from staff and students to booking the meeting room and UPMet to do a meeting at the department. Other than that, communication skill between top management whereas do a meeting each two week to discuss the experiences and also knowledge get in here, I consult the special project with supervisor organization and then he pass through for their assistant and I meeting with his assistant to fulfill her need and requirements because the mostly information, are private and confidential. In addition, the management skill I can learn from how to conduct and preparation before meeting and after meeting also organize events just like the SIID 2016 program. I can learn and at the same time participate into this situation for get the experiences.

Other than that, it can be train the punctuality from us. As a student practical we treated likes other staffs at Department of Research and Industrial Linkages (DRILL) department. We must be on time at office and if we have personal problems also need a leaves we must fill the form to apply the leave. Then, if we have to settle the job in outside from the office we must tell to Hajjah Faidzah Mohd Yasin as an executive officer at here because we are under responsible her to make sure we are not against the rules and regulation in this organization. Other than that, it can train punctuality where are ever we going.

Apart from that, it can gain experience about the management administration unit in the organization. The most valuable experiences about the administration unit I learn how to write a formal letters, fax the letters to responsible person, make a minute of meeting and prepare documents before meetings, rearrange the file and document, find that file and document are needed by the top management, handling the counter, helpdesk, and so on.

Furthermore, we can apply the skills learned major in course. At the Department of Research and Industrial Linkages (DRIL) I can apply the skill that I learn for example skill in used software like Adobe Dreamweaver Adobe Photoshop, Wamp Server, PHP, Notepad ++ and others to develop a system that asked from the supervisor organization as a client to develop the “Sistem Permohonan Pembelian Peralatan ICT Untuk Penilaian JITEN” and used the Adobe Dreamweaver or Notepad ++ to coding a system, and teach them to login the system. Then, teach them to use the Adobe Photoshop to do a Colloquium Certificate. This software it is easy to use if we explore more about that and also will be skilled and competent.

4.4 Limitations and recommendation

The mostly staff at the Department of Research and Industrial Linkages (DRIL) has less skill and knowledge especially in term of an information technology (IT). Besides, the lack of knowledge and skill in information technology (IT) among the staff at Department of Research and Industrial Linkages (DRIL), it hard to the trainee to make the meeting or consultation all about in system development. This department should hire staff in information technology (IT) major also more experiences and knowledgeable to help the staff at Department of Research and Industrial Linkages (DRIL), learn also at the same time they have knowledge about

the basic of the information technology (IT). Then, the trainee will get guidance from information technology (IT) staff to complete their task and also learning something new about the information technology (IT) to improve their skill and knowledge in terms of information technology (IT) management.

Apart from that, the second limitation is not enough space for document or file at Department of Research and Industrial Linkages (DRIL). The document or file in the file room at Department of Research and Industrial Linkages (DRIL) are much disorganized file or document and not divided into three categories of records keeping procedures which are current record, semi current record and not current record. The management of records under responsibility staff in administration unit at Department of Research and Industrial Linkages (DRIL), they are not rearrange the file or document and this situation it hard to find the file are needed at that time. Then, the space of save the file or document are not enough because that situation are not concern from them also they save all the file or document, even though that document or file is supposed should be disposed because it does not have value also has expired. Other than that, on September 2016 have EKSA program at here to appraise and audit the records and document at Department of Research and Industrial Linkages (DRIL), I and other trainee do the best for the EKSA program in terms of records and document, but it still not complete because a lot of records and document in the file room to be handle and managed at that time. In order to solve the problem, Department of Research and Industrial Linkages (DRIL) should hire staff major in records management to do the management of record system. Then, the staff major in an information system management also records management can cooperate together for help this department in terms of management in records and

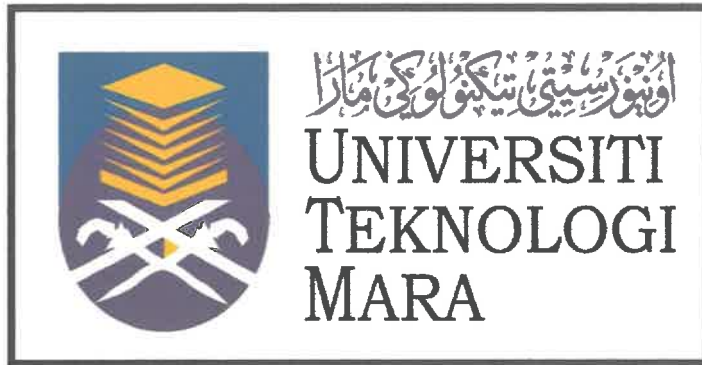
system or information technology at Department of Research and Industrial Linkages (DRIL) avoid lack of knowledge about the information technology also management of records. Other than that, the third limitation is too many things are stored so that is not enough space in terms of that should not be disposed of such as in terms of furniture for examples, a lot of chairs, tables, and also podium are stored at the back in department. In addition, other than furniture are equipment in terms of desktop, shredder, cutter, toner is not used and scanner are damaged or broken is still keep in that equipment in department it cause limitation of space to be stored at that equipment in department. Then, in order to solves the problem, the staff Department of Research and Industrial Linkages (DRIL) should care about it together to make sure this department are productive, attractive, neatly also orderly in terms of sort out the equipment, furniture, also items not used must be disposed of store items that are not used to fill a narrow space. So, the good environment without too much things in Department of Research and Industrial Linkages (DRIL) for staff and trainee, it will help they working comfortable in this organization.

The last limitation is pantry look less attractive. The pantry look less attractive in terms of the pantry in department are not really well organized the objects in the store. For examples, biscuits, 3 in 1 instant mix coffee and tea beverages, small packet sugar, cakes, vials, jug to make the drinks, dishes to fill food and etc. Apart from that, in order to solve the problem in department need to make the pantry look more attractive in terms of by providing all the suggested before if possible. Then, the essential needs that we need every day for example like coffee, tea to avoid sleepiness and refresh our mind to be able to work more efficiently in this organization.

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APPENDIX 2
USER MANUAL



Manual Pengguna

**Sistem Permohonan Pembelian Peralatan ICT untuk Penilaian Jawatankuasa
IT Elektronik Negeri (JITEN)**

Oleh:

NurFatin Nadia Binti Daud

(Pelajar Praktikal UiTM Machang)



Manual Pengguna

**Sistem Permohonan Pembelian Peralatan ICT untuk Penilaian Jawatankuasa
IT Elektronik Negeri (JITEN)**

Oleh:

NurFatin Nadia Binti Daud

(Pelajar Praktikal UiTM Machang)

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PENGENALAN

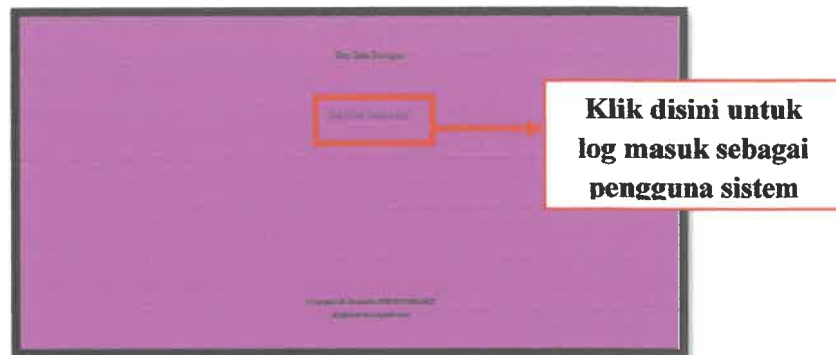
Sistem Permohonan Pembelian Peralatan ICT Untuk Penilaian JITEN

- ✦ Sistem Permohonan Pembelian Peralatan ICT Untuk Penilaian Jawatankuasa IT Elektronik Negeri (JITEN) merupakan satu aplikasi sistem yang dibangunkan untuk menguruskan permohonan peralatan ICT dan inventori inventori di Bahagian Penyelidikan dan Jaringan Industri (PJI). Sistem ini akan merekodkan hal-hal yang berkaitan peralatan ICT dan inventori secara manual kepada pengurusan sistem inventori secara lebih sistematik dan lebih teratur.
- ✦ Sistem ini juga dibangunkan untuk menyelesaikan masalah yang timbul seperti masalah oleh setiausaha Jawatankuasa IT Elektronik Negeri (JITEN) UiTM Cawangan Kelantan dimana sukar untuk mencari pendaftaran atau permohonan staf untuk permohonan pembelian peralatan ICT dan inventori untuk penilaian oleh Jawatankuasa IT Elektronik Negeri (JITEN).
- ✦ Sistem ini berfungsi untuk menguruskan maklumat peralatan ICT dan inventori di Bahagian Penyelidikan dan Jaringan Industri (PJI) dimana setiap peralatan ICT dan inventori yang dimohon dan disokong akan direkodkan secara sistematik.
- ✦ Manual penggunaan ini dibuat adalah untuk memberi tunjuk ajar dan sebagai panduan untuk menggunakan sistem ini dengan betul dan dapat menguruskan sistem ini dengan cara yang betul dan sistematik.

MANUAL PENGGUNA

(STAF)

- i. Untuk mendaftar masuk, pengguna perlu melengkapkan semua maklumat yang terdapat pada halaman “Borang Pendaftaran Pengguna”.
- ii. Pengguna perlu mengikuti arahan yang terdapat dalam halaman tersebut.
- iii. Pengguna perlu menekan butang “Hantar” yang terdapat pada ruangan bawah halaman tersebut.



Gambarajah 3: Link Log Masuk Sistem

- i. Anda dikehendaki menekan pada link berkenaan untuk memasuki sistem ini.

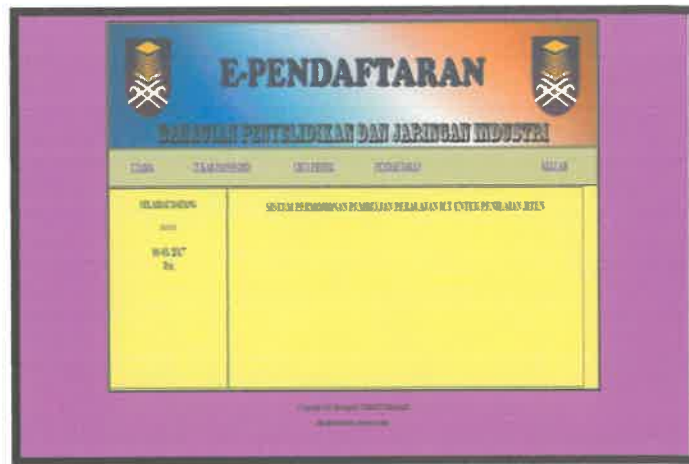
2.0 Log Masuk Pengguna (Staf)



Gambarajah 4: Log Masuk Pengguna (Staf)

- i. Masukkan *username* atau nama pengguna anda dengan betul.
- ii. Masukkan kata laluan pengguna atau *password* dengan betul.
- iii. *Username* atau nama pengguna serta kata laluan atau *password* pengguna mestilah sama pada halaman Borang pendaftaran.
- iv. Pengguna perlu menekan butang “hantar” untuk menggunakan sistem ini.

2.1 Halaman Utama



Gambarajah 5: Halaman Utama

- i. Halaman utama Sistem Permohonan Pembelian Peralatan ICT Untuk Penilaian Jawatankuasa IT Elektronik Negeri (JITEN) memaparkan *link* untuk menukar *password* (kata laluan), menguruskan profil, membuat pendaftaran permohonan peralatan ICT dan inventory, semak status pendaftaran, batal pendaftaran.

2.2 Pengurusan Halaman Utama

Halaman utama sistem ini bergantung kepada kategori pengguna iaitu terdiri daripada staf, *admin* dan *super admin*. Setiap kategori pengguna mempunyai aras penggunaan sistem yang berbeza mengikut kategori tersebut. Untuk pengguna staf, mereka merupakan pengguna yang mempunyai penggunaan yang terhad dan terkawal.

2.3 Menukar Kata Laluan (*Password*)



The screenshot shows the 'E-PENDAFTARAN' interface for 'MAMPUAN PENYELIDIKAN DAN JARINGAN INDUSTRI'. The page has a yellow background with a purple border. At the top, there are navigation tabs: 'HOME', 'HAK PENYELIDIKAN', 'LAKSANA', 'PENGALIHAN', and 'KELUAR'. Below the tabs, the text 'Sila Isi Ruang Berikut Dengan Lengkap' is displayed. The form contains three input fields: 'Password Semula' (Current Password), 'Password Baru' (New Password), and 'Sahkan Password Baru' (Confirm New Password). A 'HANTAR' button is located below the fields. At the bottom, there is a small copyright notice: '© Copyright © 2010 by MAMPUAN PENYELIDIKAN DAN JARINGAN INDUSTRI'.

Gambarajah 6: Menukar Kata Laluan (*Password*)

- Untuk menukar *password* (kata laluan), pengguna perlu memasukkan *password* baharu yang ingin ditukar pada ruangan *Password Baru*.
- Sila masukkan sekali lagi *password* baharu yang ingin ditukar pada ruangan “Sahkan *Password Baru*”.
- Tekan butang “hantar” untuk menukar *password* anda.

2.4 Mengurus Profil

a) Profil Pengguna



The screenshot shows the 'E-PENDAFTARAN' interface for 'MAMPUAN PENYELIDIKAN DAN JARINGAN INDUSTRI'. The page has a yellow background with a purple border. At the top, there are navigation tabs: 'HOME', 'HAK PENYELIDIKAN', 'LAKSANA', 'PENGALIHAN', and 'KELUAR'. Below the tabs, the text 'Edit Profil Pengguna' is displayed. The profile information is listed as follows:

No. Kad ID	204
Divisi	KESEKUTUPAN A MAMPUAN PENYELIDIKAN
Jenis	PERAKATA ALYSA BINTI SARI
No. Kad Pengalihan	40210019
Tarikh Lahir	1/10/1988
Jantina	MURAHAT
Alamat	101, 101/1
Telefon	011-2222 2222
No. Kad Pengalihan	40210019
No. Bilik Pejabat	101/101/1
No. Bilik Pejabat	101/101/1
Email	alysa@mpni.com

At the bottom, there is a small copyright notice: '© Copyright © 2010 by MAMPUAN PENYELIDIKAN DAN JARINGAN INDUSTRI'.

Gambarajah 7: Profil Pengguna

- Halaman ini memaparkan profil pengguna.
- Untuk sebarang pembetulan, pengguna perlu klik pada bahagian kiri sistem iaitu pada link “Edit Profil Pengguna”.

b) Edit Profil Pengguna



Gambarajah 8: Edit Profil Pengguna

- i. Sila isi borang dengan lengkap dan tekan butang hantar pada ruangan bawah.

2.5 Mengurus Pendaftaran Permohonan Peralatan ICT dan Inventori

a) Pendaftaran



Gambarajah 9: Pendaftaran Permohonan Peralatan

- i. Sila isi borang pendaftaran peralatan dengan lengkap
- ii. Tekan butang “hantar” untuk meneruskan tempahan.

b) Semak Status Pendaftaran Permohonan Peralatan

The screenshot shows the 'STATUS PENDAFTARAN' page. The sidebar on the left contains the following items: 'Pendaftaran', 'Semak Pendaftaran' (highlighted with a red circle), and 'Batal Pendaftaran'. The main content area is titled 'STATUS PENDAFTARAN' and contains a form with the label 'Masukkan Staf ID Anda:' and a 'Submit' button.

Gambarajah 10: Semak Status Pendaftaran Permohonan Peralatan

- i. Masukkan Staf ID anda untuk membuat semakan tempahan
- ii. Tekan butang *submit* untuk meneruskan semakan.

c) Pembatalan Pendaftaran Permohonan Peralatan

The screenshot shows the 'Pembatalan Pendaftaran' page. The sidebar on the left contains the following items: 'Pendaftaran', 'Semak Pendaftaran', and 'Batal Pendaftaran' (highlighted with a red circle). The main content area is titled 'Pembatalan Pendaftaran' and contains a form with the label 'Masukkan Nama Item:' and a 'Hantar' button.

Gambarajah 11: Pembatalan Pendaftaran Permohonan Peralatan

- i. Masukkan nama item yang anda telah daftar untuk permohonan peralatan.
- ii. Tekan butang “hantar” untuk membuat pembatalan pendaftaran permohonan peralatan.

- iii. Untuk memastikan pendaftaran anda telah dibatalkan, semak status pendaftaran.

2.6 Log Keluar

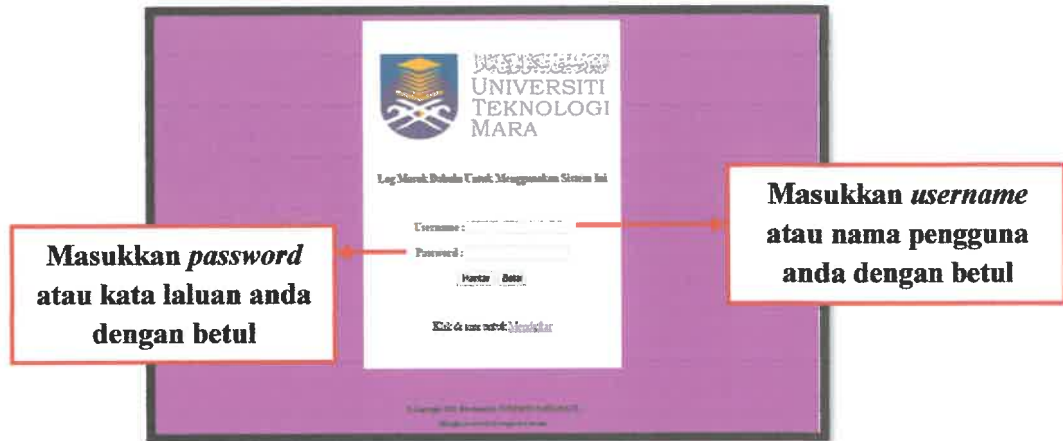


Gambarajah 12: Log Keluar

- i. Untuk log keluar daripada sistem ini, pengguna perlu klik kepada link *Keluar* pada penjuru atas di sebelah kanan sistem.

MANUAL PENGGUNA
(ADMINISTRATOR)

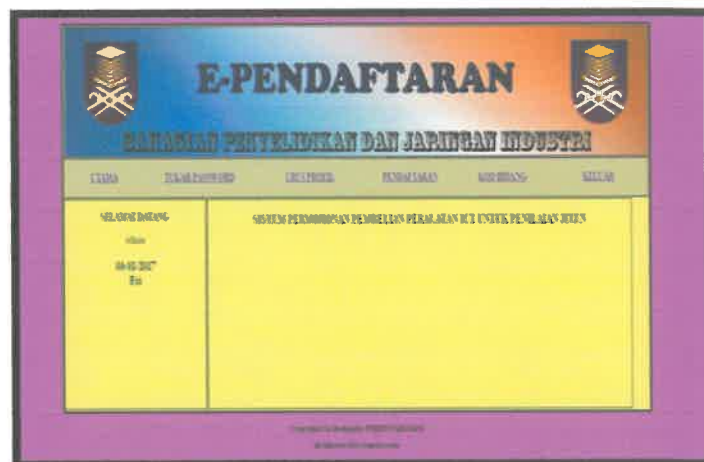
3.0 Log Masuk Pengguna (*Administrator*)



Gambarajah 13: Log Masuk Pengguna (*Administrator*)

- i. Masukkan *username* atau nama pengguna anda dengan betul.
- ii. Masukkan kata laluan pengguna atau *password* dengan betul.
- iii. *Username* atau nama pengguna serta kata laluan atau *password* pengguna mestilah sama pada halaman Borang pendaftaran.
- iv. Pengguna perlu menekan butang “hantar” untuk menggunakan sistem ini.

3.1 Halaman Utama



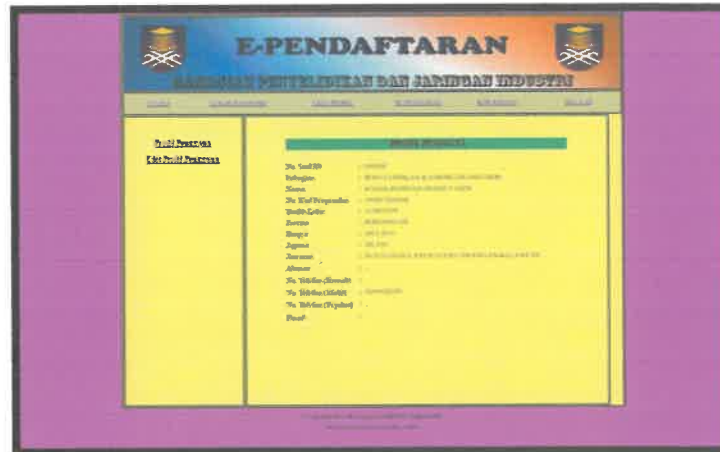
Gambarajah 14: Halaman Utama

- i. Halaman utama Sistem Permohonan Pembelian Peralatan ICT Untuk Penilaian Jawatankuasa IT Elektronik Negeri (JITEN) memaparkan *link*

- ii. Sila masukkan sekali lagi *password* baharu yang ingin ditukar pada ruangan “Sahkan *Password* Baru”.
- iii. Tekan butang “hantar” untuk menukar *password* anda.

3.4 Mengurus Profil

a) Profil Pengguna



Gambarajah 16: Profil Pengguna

- i. Halaman ini memaparkan profil pengguna.
- ii. Untuk sebarang pembetulan, pengguna perlu klik pada bahagian kiri sistem iaitu pada link “Edit Profil Pengguna”.

b) Edit Profil Pengguna



Gambarajah 17: Edit Profil Pengguna

- i. Sila isi borang dengan lengkap dan tekan butang hantar pada ruangan bawah.

3.5 Mengurus Senarai Pendaftaran Pemohon



Gambarajah 18: Mengurus Senarai Pendaftaran Pemohon

- i. Gambarajah diatas merupakan senarai penuh pendaftaran pemohon yang dibuat oleh para staf.

a) Carian tempahan



Gambarajah 19: Carian Tempahan

- i. Untuk mencari pendaftaran pemohon yang lebih spesifik, *admin* perlu memasukkan ID Staf pada ruangan carian pendaftaran.

- ii. Tekan butang “Hantar” untuk mencari pendaftaran pemohon yang lebih spesifik seperti rajah diatas.

b) Mengurus Tindakan



Gambarajah 20: Mengurus Tindakan

- i. Untuk menguruskan tindakan yang terdapat pada halaman Senarai Pendaftaran, tindakan “View” adalah untuk melihat senarai lengkap pendaftaran pemohon. Seperti rajah dibawah:



Gambarajah 21: Senarai Lengkap Pendaftaran Pemohon

- ii. Sila tekan butang “Kembali” untuk kembali ke halaman Senarai Pendaftaran.
- iii. Untuk link kemaskini, tindakannya adalah untuk menguruskan pendaftaran yang dilakukan oleh staf seperti yang ditunjukkan pada muka surat sebelah (mengurus pendaftaran pemohon).

3.6 Mengurus Pendaftaran Pemohon



Gambarajah 22: Mengurus Pendaftaran

- i. Masukkan nama item yang telah didaftarkan oleh staf pada ruangan “Nama Item”
- ii. Sila pilih status iaitu sama ada sudah diterima atau sedang diproses pada ruangan “Status Pendaftaran”
- iii. Sila pilih keputusan iaitu sama ada borang-borang daripada pemohon untuk memohon pembelian peralatan ICT dan inventori lengkap atau tidak lengkap pada ruangan “Keputusan” selepas mesyuarat JITEN. Jika tidak lengkap pemohon dikehendaki masuk mesyuarat semula untuk sokongan daripada Pengerusi JITEN UiTM Cawangan Kelantan untuk kelulusan daripada pihak pengurusan.
- iv. Untuk meneruskan pendaftaran permohonan peralatan ICT dan inventori, sila tekan butang “Hantar”.

3.7 Mengurus Dan Menyemak Peralatan ICT dan Inventori

a) Kemaskini Item Masuk

Gambarajah 23: Kemaskini Item Masuk

- i. Setiap maklumat item atau alatan yang didaftarkan atau dipohon oleh staf perlu direkodkan seperti nama/kod item, kuantiti masuk bermakna berapa kuantiti yang dipohon oleh staf semasa pendaftaran yang dibuat oleh staf, tarikh dan masa.
- ii. *Admin* perlu memasukkan data tersebut dengan betul dan tepat.
- iii. Tekan butang “Hantar” untuk memasukkan data item masuk dalam pengkalan data.

b) Kemaskini Item Keluar

Gambarajah 24: Kemaskini Item Keluar

- i. Setiap maklumat item atau alatan yang diluluskan perlu direkodkan seperti nama/kod item, kuantiti keluar bermakna berapa kuantiti yang diluluskan, tarikh dan masa. Ia juga perlu direkodkan dan disimpan dalam pengkalan data.
- ii. *Admin* akan bertindak menguruskan peralatan ICT dan inventori apabila pendaftaran permohonan oleh staf telah disokong dan diluluskan.
- iv. Untuk data tarikh dan masa adalah mengikut masa dan tarikh item itu diluluskan.
- v. Sila tekan butang “Hantar” untuk memasukkan data ke dalam pengkalan data.

c) Semakan Stok



Gambarajah 25: Semakan Stok

- i. Untuk melihat maklumat stok dengan lebih terperinci, *admin* boleh menggunakan butang “cari” pada bahagian atas halaman semakan stok iaitu dengan cara memasukkan nama/kod item dan tekan butang “cari”.
- ii. Untuk mengemaskini jumlah stok, *admin* perlu membuat semakan terlebih dahulu jumlah kuantiti semasa yang ada pada halaman semakan stok.
- iii. Untuk melihat maklumat senarai peralatan ICT dan inventori yang lebih terperinci, *admin* perlu klik pada link “View” pada bahagian “Tindakan” dan paparan halaman adalah seperti rajah di sebelah:



Gambarajah 26: Maklumat Senarai Peralatan

d) Kemaskini Jumlah Stok



Gambarajah 27: Kemaskini Jumlah Stok

- i. Jumlah stok perlu dikemaskini pada setiap item yang masuk dan juga pada item keluar. Contohnya, jika ada kemasukan item dimana pendaftaran permohonan peralatan ICT dan inventori daripada staf, *admin* akan mengemaskini item masuk.
- ii. Selepas itu, *admin* perlu mengemaskini jumlah item keluar dimana pendaftaran permohonan peralatan ICT dan inventori yang sudah disokong dan diluluskan oleh pihak pengurusan.

3.8 Log Keluar

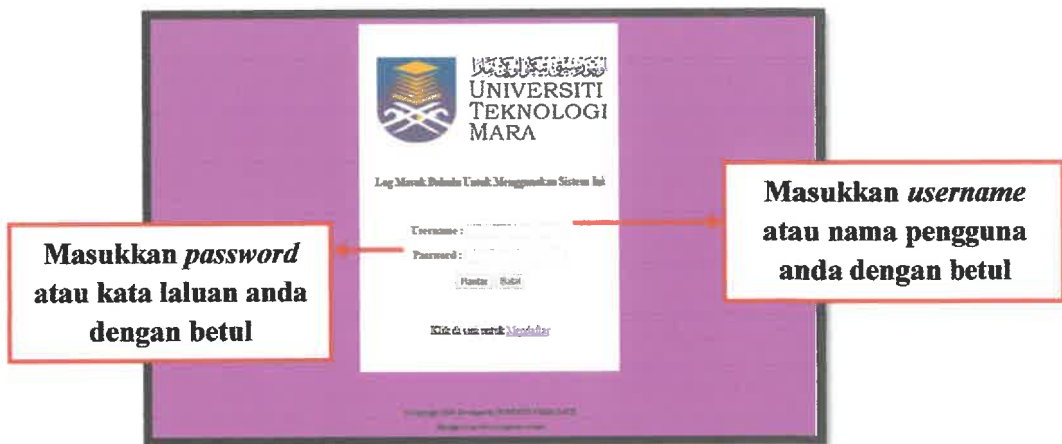


Gambarajah 28 : Log Keluar

- i. Untuk log keluar daripada sistem ini, pengguna perlu klik kepada link *Keluar* pada penjuru atas di sebelah kanan sistem.

MANUAL PENGGUNA
(*SUPER*
***ADMINISTRATOR*)**

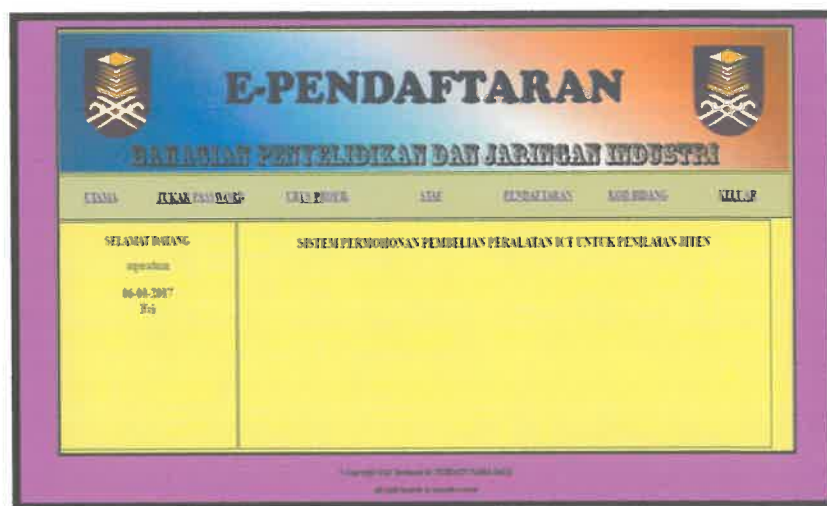
4.0 Log Masuk Pengguna (Super Administrator)



Gambarajah 29: Log Masuk Pengguna (Super Administrator)

- i. Masukkan *username* atau nama pengguna anda dengan betul.
- ii. Masukkan kata laluan pengguna atau *password* dengan betul.
- iii. *Username* atau nama pengguna serta kata laluan atau *password* pengguna mestilah sama pada halaman Borang pendaftaran.
- iv. Pengguna perlu menekan butang “hantar” untuk menggunakan sistem ini.

4.1 Halaman Utama



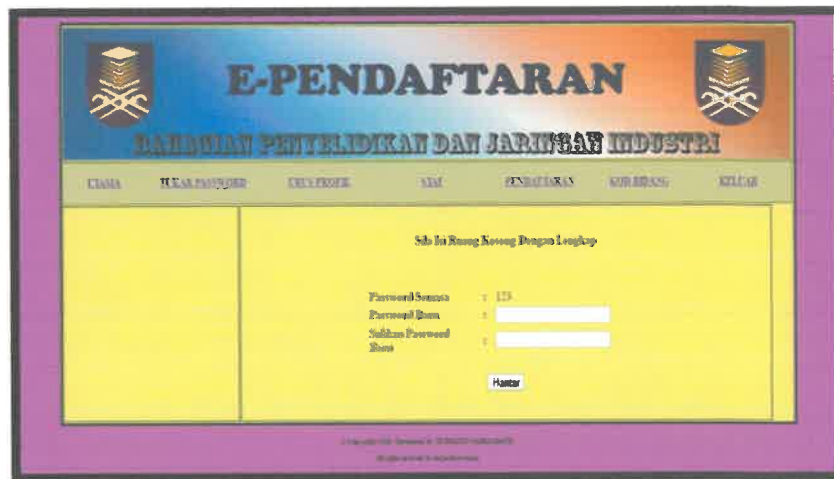
Gambarajah 30: Halaman Utama

- i. Halaman utama Sistem Permohonan Pembelian Peralatan ICT Untuk Penilaian Jawatankuasa IT Elektronik Negeri (JITEN) memaparkan *link* untuk menukar *password* (kata laluan), menguruskan staf yang menggunakan sistem ini, mengurus dan mengawal senarai pendaftaran permohonan peralatan ICT dan inventori.

4.2 Pengurusan Halaman Utama

Halaman utama sistem ini (*super administrator*) berbeza dengan halaman utama untuk staf dan *administrator* kerana *super administrator* bertindak sebagai pengawal dan pengurus kepada sistem ini dimana *super admin* bertanggungjawab melantik *admin* untuk menguruskan pendaftaran permohonan peralatan ICT dan inventori. *Super admin* juga bertanggungjawab dalam mengawalselia pengguna sistem ini serta mengawalselia dan mengurus senarai peralatan dan pendaftaran agar sentiasa terkawal.

4.3 Menukar Kata Laluan (*Password*)



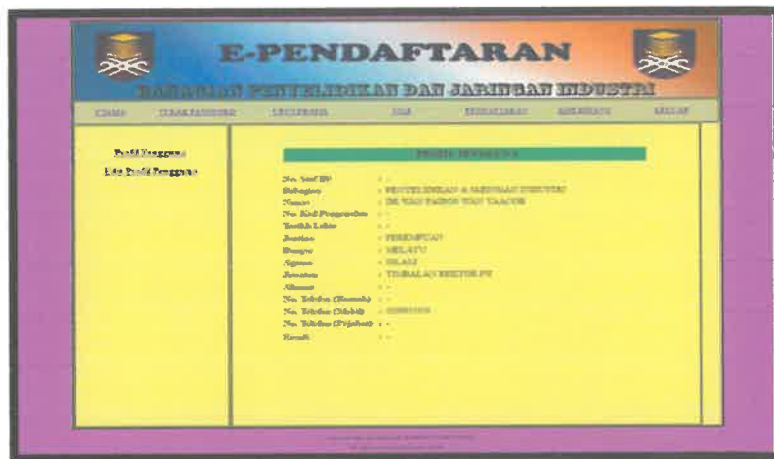
The screenshot shows a web interface titled "E-PENDAFTARAN" for the "BADAN PENELITIAN DAN JARINGAN INDUSTRI". The interface includes a navigation menu with options: "HOME", "MENU PASTOR", "CARI PROJEK", "SEM", "PENDAFTARAN", "SUKSES", and "KELUAR". The main content area is yellow and contains the text "Silu Isi Ruang Kosong Dengan Loopup". Below this, there are three input fields: "Password Semasa" (with a value of "123"), "Password Baru", and "Sahkan Password Baru". A "Hantar" button is located at the bottom of the form.

Gambarajah 31: Menukar Kata Laluan (*Password*)

- i. Untuk menukar *password* (kata laluan), pengguna perlu memasukkan *password* baharu yang ingin ditukar pada ruangan "*Password* Baru".
- ii. Sila masukkan sekali lagi *password* baharu yang ingin ditukar pada ruangan "*Sahkan Password* Baru".
- iii. Tekan butang "hantar" untuk menukar *password* anda.

8.3 Mengurus Profil Pengguna

a) Profil Pengguna



Gambarajah 32: Profil Pengguna

- iii. Halaman ini memaparkan profil pengguna.
- iv. Untuk sebarang pembetulan, pengguna perlu klik pada bahagian kiri sistem iaitu pada link “Edit Profil Pengguna”.

c) Edit Profil Pengguna



Gambarajah 33: Edit Profil Pengguna

- ii. Sila isi borang dengan lengkap dan tekan butang hantar pada ruangan bawah.

4.5 Mengurus Staf

No.	Nama	No. Staf	Bahagian	Nama Ikon	Keperluan	Tindakan
1	INDAH PADICAMENDO DARY	2010	PEMULUTAN & JARINGAN INDUSTRI	0101	Levitip	[Edit][Hapus]
2	IRWAN ALIYAH BINTI ZAHID	2011	PEMULUTAN & JARINGAN INDUSTRI	0101	Levitip	[Edit][Hapus]
3	IRWAN ALIYAH BINTI ZAHID	2011	PEMULUTAN & JARINGAN INDUSTRI	0101	Levitip	[Edit][Hapus]
4	IRWAN ALIYAH BINTI ZAHID	2011	PEMULUTAN & JARINGAN INDUSTRI	0101	Levitip	[Edit][Hapus]
5	IRWAN ALIYAH BINTI ZAHID	2011	PEMULUTAN & JARINGAN INDUSTRI	0101	Levitip	[Edit][Hapus]

Gambarajah 34: Mengurus Staf

- i. *Super admin* bertanggungjawab dalam mengurus dan mengawal staf yang menggunakan sistem ini. Jika ada pertukaran staf berlaku atau staf tersebut bukan lagi memegang jawatan di organisasi tersebut, *super admin* akan memadam data staf berkenaan.
- ii. Untuk mencari data staf yang lebih terperinci lagi, *super admin* boleh memasukkan nama staf dan ID staf serta tekan butang “Cari”.

4.6 Mengawal Dan Mengurus Senarai Pendaftaran

No.	Nama	No. Staf	Bahagian	Nama Ikon	Keperluan	Tindakan
1	INDAH PADICAMENDO DARY	2011	PEMULUTAN & JARINGAN INDUSTRI	0101	Levitip	[Edit][Hapus]
2	IRWAN ALIYAH BINTI ZAHID	2011	PEMULUTAN & JARINGAN INDUSTRI	0101	Levitip	[Edit][Hapus]

Gambarajah 35: Mengawal Dan Mengurus Senarai Pendaftaran

- i. *Super admin* bertanggungjawab dalam mengawal senarai pendaftaran dimana *super admin* boleh memadam senarai pendaftaran oleh pemohon.
- ii. *Super admin* juga boleh melihat pendaftaran yang telah dibuat oleh staf secara terperinci dengan cara mengklik link “View”.
- iii. Untuk memadam senarai pendaftaran, *super admin* hanya perlu mengklik pada link “Delete” pada ruangan tindakan.
- iv. *Super admin* juga boleh mencari pendaftaran dengan cara yang cepat iaitu dengan memasukkan Staf ID pada ruangan “Carian Pendaftaran” dan tekan butang “Hantar”.

4.7 Mengurus Peralatan

a) Mendaftar Peralatan



Gambarajah 36: Mendaftar Peralatan

- i. *Super admin* bertanggungjawab dalam mendaftar semua kod-kod bidang peralatan ICT dan inventori.
- ii. Untuk mendaftar item, sila isi ruangan kosong di halaman “Daftar Item” dengan lengkap dan tekan butang “Hantar” untuk mendaftar item yang akan digunakan.

b) Mengurus Dan Mengawal Senarai Stok



Gambarajah 37: Mengurus Dan Mengawal Senarai Stok

- i. *Super admin* bertanggungjawab dalam mengurus dan memastikan data yang dipaparkan adalah betul. Jika ada sebarang kesalahan, *super admin* boleh memadam data berkenaan dengan cara menekan link “Delete”.
- ii. *Super admin* juga boleh melihat maklumat kemaskini stok dengan lebih terperinci lagi dengan cara menekan link “View” seperti rajah dibawah:



Gambarajah 38: Maklumat Kemaskini Stok

- iii. Sila klik butang kembali untuk “Kembali” ke halaman senarai stok.

4.8 Log Keluar



Gambarajah 39: Log Keluar

- ii. Untuk log keluar daripada sistem ini, pengguna perlu klik kepada link *Keluar* pada penjuru atas di sebelah kanan sistem.

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OVERALL CONTENT OF REPORT

Industrial Training Report Overall Content

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COVER PAGE REPORT



UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT:
DEPARTMENT OF RESEARCH & INDUSTRIAL LINKAGES (DRIL)
UNIVERSITI TEKNOLOGII MARA (KELANTAN)
BUKIT ILMU, 18500 MACHANG, KELANTAN

SPECIAL PROJECT:
(SISTEM PERMOHONAN PEMBELIAN PERALATAN ICT UNTUK
PENILAIAN JITEN)

BY
NURFATIN NADIA BINTI DAUD
2014449088

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

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