



# **INDUSTRIAL TRAINING REPORT**

By

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**Abstract**

*This report is study on the industrial training report at Express Rail Link from 4 February until 3 July 2015. I have been placed at Information Service Management on documentation and ISM help desk support. ISM actually is more on technical works and many things we can learn in one department. The activities that i have done are creating a new EDMS system, Rack labeling and indexing. That was my special project done in the company. Besides, i also did a CCTV daily check list, Update SPAD ICPS, Update SPA Indexing and more on documentation project includes scanning, labeling, and filing the document.*

**Keyword :** *Information Service Management, Express Rail Link, Documentation, Information Technology, filing, scanning and labeling, EDMS*

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