



UNIVERSITI TEKNOLOGI MARA  
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT:  
POLITEKNIK SEBERANG PERAI

UNIT TEKNOLOGI MAKLUMAT DAN KOMUNIKASI  
POLITEKNIK SEBERANG PERAI,  
JALAN PERMATANG PAUH,  
13500 PERMATANG PAUH,  
PULAU PINANG

SPECIAL PROJECT:  
E-BILIK  
(SISTEM TEMPAHAN BILIK MESYUARAT / MAKMAL)

BY  
MUHAMMAD FAWWAZ BIN ABDUL RAHMAN  
2013359799

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

01 FEBRUARY 2017 – 30 JUNE 2017

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MUHAMMAD FAWWAZ BIN ABDUL RAHMAN

FACULTY SUPERVISOR

MADAM SALLIZA BINTI MD. RADZI

REPORT SUBMITTED IN FULFILLMENT OF THE  
REQUIREMENT FOR THE INDUSTRIAL TRAINING

FACULTY OF INFORMATION MANAGEMENT

UNIVERSITI TEKNOLOGI MARA KELANTAN

01 FEBRUARY 2017 – 30 JUNE 2017

## DECLARATION

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Muhammad Fawwaz Bin Abdul Rahman  
2013359799

Date of submission: 13 July 2017

## ABSTRACT

The trainee has been undergone industrial training based on the period from 1st February 2017 to 31st June 2017 in Information and Communication of Technology's Unit (UIC), at Politeknik Seberang Perai (PSP), Pulau Pinang. The trainee has been placed under Information System and Application division. During the industrial training, the trainee is placed under industrial training supervisor, Mrs. Daeng Bidaiya Bt. Mohd Adris. Early in the beginning of industrial training, the trainee has been requested to develop a meeting room booking system for Administrative Department as the special project. This system is intended to facilitate Politeknik Seberang Perai (PSP) staff to make a reservation as well as to replace the manual reservation system. Apart from that, the trainee also had involved in many activities and tasks that has given a lot of exposure to trainee in UIC. Throughout industrial training, the trainee has been exposed to a real working environment. Therefore, the trainee has gained a lot of knowledge related to the field of work in the organization. In addition, the trainee has been given the opportunity to express opinions and views that can assist the organization in improving the system or work environment. Thus, the trainee can improve indirectly usable soft skills that can be used in the future.

*Keywords: system, management, application, communication*

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## CHAPTER 1

### INTRODUCTION

#### 1.1 Background of the Organization



Figure 1.1 Logo of the Seberang Perai Polytechnic

Politeknik Seberang Perai (PSP) was established on 1<sup>st</sup> September 1998 and located in Permatang Pauh, Seberang Perai, Pulau Pinang. Seberang Perai Polytechnic is the tenth of polytechnic that established in Malaysia and officially launched on 27<sup>th</sup> November 1999 by former 4th Malaysia Prime Minister, Tun Dr. Mahathir Mohamad. There are many departments that support the operations in administration and academic in PSP, which are Department of Commerce, Department of Student Affairs, Industrial Training Unit, Information and Communication of Technology's Unit (UICIT), Research and Innovation Unit and so on. Then, PSP offers full time and part-time programme for Certificate and Diploma level in the field of Electrical Engineering, Mechanical Engineering, Commerce and Information Technology.

### **1.1.1 Mission**

To produce holistic graduates with entrepreneurial skills through dynamic and internationally recognised technical and vocational education (TVET) programmes in line with industrial needs.

### **1.1.2 Vision**

To become a premier technical and vocational education (TVET) institutions in line with industrial development.

### **1.1.3 Educational Goals**

The educational goals are to produce graduates with:

1. Knowledge
2. Skills
3. Soft skills



## CHAPTER 2

### ORGANIZATION INFORMATION

The trainee has been placed in Information and Communication of Technology's Unit (UICT). At the beginning, the Information System Unit was developed in early of 2000 and started their campus network on 2001 that connected with all the departments and units by using optical fiber cabling.

In early 2007 till now, Information System Unit has increased their employee by three of Information System Officer and be integrated into UICT which includes technicians and all of the representative from every department.

#### **UICT Objectives:**

- Provides tech-savvy ICT with up-to-date applications for management, teaching and learning purposes.
- Improve existing ICT equipment.
- Improve communication systems (email, bulletin boards, websites, PSP intranets).
- Provides customer technical support services.
- Improve the level of competency of ICT-related staff by providing technical support training to customers.
- Strengthen work procedures based on ISO.
- Improve the level of competency of ICT Unit staff.

## 2.1 Departmental Structure

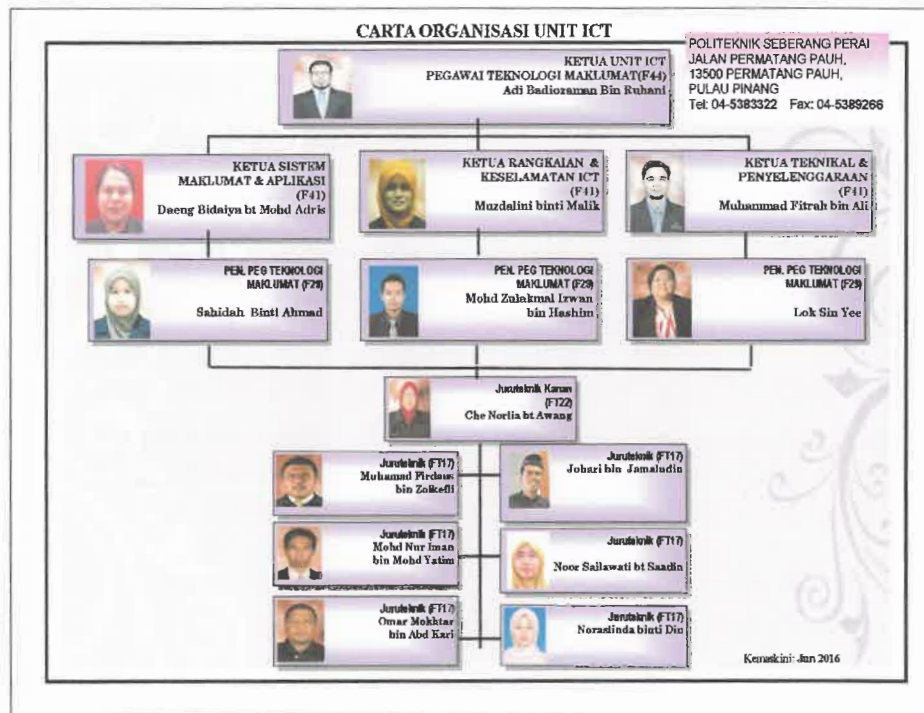


Figure 2.1: UICT Department Chart



## **2.2 Department Function**

There are three divisions in the Information and Communication of Technology's Unit (UICT) namely Information System & Application, Network & Security, and Technical & Maintenance. The trainee had been placed under the Information System & Application led by Mrs. Daeng Bidaiya.

### **2.2.1 Information System & Application Division**

1. Plan, develop and monitor ICT initiatives such as application system development, procurement of hardware and software procurement.
2. Plan and develop training in ICT training management.
3. Develop and maintain ICT systems to support operational and management functions.
4. Responsible for the maintenance of existing systems in Polytechnic.
5. Provide support services to ensure the smooth operation of the ICT system.

### **2.2.2 Network & Security Division**

1. Develop and maintain communications network infrastructure.
2. Provide computer hardware and software for Politeknik Seberang Perai as well as ensure data security and integrity.
3. Management of Local Area Network (LAN) and Wide Area Network (WAN) for services and administration.
4. Responsible for the maintenance of server and network management.
5. Responsible for designing network security guidelines.

### **2.2.3 Technical & Maintenance Division**

1. Planning, developing and regulating the disposal of Polytechnic ICT hardware.
2. Responsible for the maintenance of existing hardware and software in Polytechnic.
3. Responsible for ensuring that technical equipment is in good condition.
4. Responsible for ensuring the management of technical equipment, software and hardware according to standards.

## CHAPTER 3

### INDUSTRIAL TRAINING ACTIVITIES

#### 3.1 Training Activities

Trainee has undergone industrial training at UICT for five (5) months from 1st February 2017 to 31st June 2017. Trainee has been placed under Information System and Application division and monitored by industrial training supervisor, Mrs. Daeng Bidaiya Bt. Mohd Adris. Besides, trainee also had been placed under faculty supervisor that is Mrs. Salliza Bt. Md. Radzi. During the industrial training, trainee got various tasks and jobs that can be classified as below.

##### 3.1.1 Staff Registration

Trainee was required to registered new staff or practical student using the thumb print / biometric time recorder. The device is to record employees IN and OUT timing for attendance and overtime calculation. First, the new staff or practical student needs to fill up their personal information at the manual form given, then UICT staff will key in the data in the *Netaims (Attendance System)*. The processes of recording data become easier by using this system. Thus, data can be stored more systematically and safely.



Figure 3.1: Thumbprint Scanner

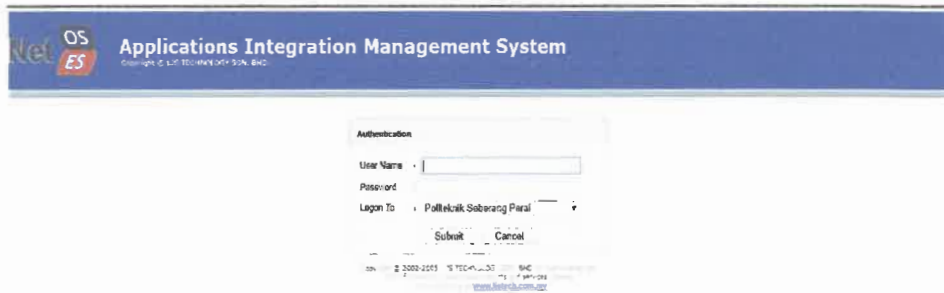


Figure 3.2: Netaims (Attendance System)

### 3.1.2 Sistem Pemantauan Pengurusan Aset (SPPA)

*Sistem Pemantauan Pengurusan Aset (SPPA)* is an application developed for asset control and monitoring purposes for all Ministries and Federal Departments. The trainee were required to check the serial number of the assets that the supervisor has given by logging into the *Sistem Pemantauan Pengurusan Aset (SPPA)* using the given username and password. Then, the trainee needs to print out the asset information form along with the barcode sticker. After that, the trainee returns the asset information form and barcode sticker to the supervisor.

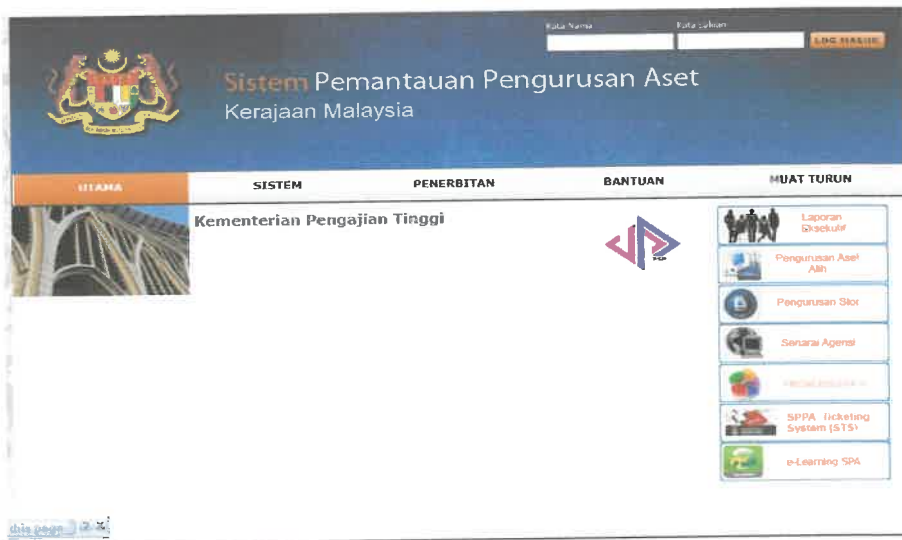


Figure 3.3: Sistem Pemantauan Pengurusan Aset (SPPA)

(No. Siri Pendaftaran: **KEW.PA-2**  
1)

**DAFTAR HARTA MODAL**

Kementerian/Jabatan :  
Bahagian :

**BAHAGIAN A**

Kod Nasional	
Kategori	
Sub Kategori	
Jenis/Jenama/Model	
Buahan	Harga Peralihan Asal
Jenis Dan No. Enjin	Tarikh Diletima
No. Casis/Siri	No. Pesanan Rasmi
Pembuat	Kerajaan
No Pendaftaran (Bagi Kenderaan)	Tempoh Jaminan
	Nama Pembekal
	Dan Alamat:
KOMPONEN/AKSESORI:	
	Tandatangan Ketua Jabatan
	Nama : Jawatan : Tarikh : Cop :

**PENEMPATAN**

Lokasi	
Tarikh	
Nama	
Pelawat	
Tandatangan	

**PEMERIKSAAN**

Tarikh	
Status Aset	
Nama	
Pemeriksa	
Tandatangan	

**PELUPUSAN/HAPUS KIRA**

Rujukan Kelulusan	Tarikh	Kandah Pelupusan	Tandatangan
-------------------	--------	------------------	-------------

Figure 3.4: Asset Form

### 3.1.3 Technical and Maintenance

#### i. Computer Lab Setup

All the computer labs in the polytechnic are managed by UICT's staff. To setup a new computer lab, upgrade hardware or software components and network cabling installation, UICT's staffs along with trainee were required to assemble and arranged the computers, cabling and extensions in the labs. Attached all the monitors, keyboards and plugs everything into the electrical outlets. Then, need to checked all the computers and make sure everything is hooked up properly. Apart from that, the trainee has also been taught for setup network connection with the Ethernet switch using the straight through cable. Apart from that, the trainee was required to assist the staff to setup the cables, network, and laptop for the *Bengkel Penilaian Dan Pemurnian Item Peperiksaan Akhir* which has been held in Instructional and Multimedia Development Unit (UIDM).



Figure 3.5: Computer Lab Setup



Figure 3.6: Laptop and Network Cabling Setup

**ii. Barcode Printer Installation**

The trainee was required to assemble and organized the barcode printer. The trainee needs to install the device driver to the main computer, and then install the local port printer. Besides, the trainee needs to configure the error occurred while printing the barcode sticker. Troubleshoot the driver installer and the printer that fail to print.

### iii. Troubleshoot Thumbprint Scanner

The trainee was required to assist the technician in order to checked and troubleshoot the thumbprint scanner at Commerce Department that has been reported defective. After checked the power supply that connected to the scanner, found there was a problem with the power cord. After being repaired by the technician, the scanner can be used as usual.

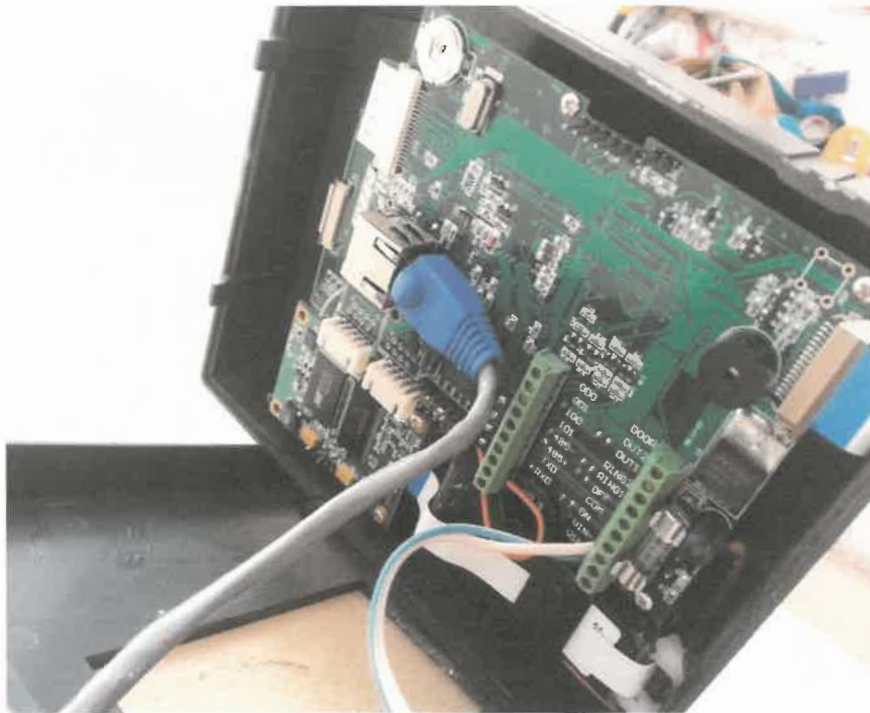


Figure 3.7: Troubleshoot Thumbprint Scanner

### 3.1.4 Web Portal Installation

The trainee was required to review and edit the Politeknik Seberang Perai web portal. First, the trainee transferred the existing web portal folder to the department's computer using XAMPP server. Then, the trainee imported the database to the server to get all the existing data from the web portal. Moreover, for this task the trainee has been requested by the supervisor to review and give an opinion or suggestion to the existing polytechnic web portal for improvement and enhancement.

The existing web portal uses the Joomla platform so that it is much easier for trainee to explore the content because the trainee was already familiar with that Content Management System (CMS). During discussions with supervisors, the trainee gave views to add some functions and modules as well as restructuring the modules in the web portal to facilitate users while surfing the polytechnic web portal. At the same time, Information System and Application division is also in the process of upgrading the web portal.



Figure 3.8: Seberang Perai Polytechnic Web Portal



### **3.1.5 Auditing Public Sector Conducive Ecosystem (EKSA)**

Public Sector Conducive Ecosystem (EKSA) is to strengthen the organization culture of high performance and innovation among the public sector agencies by providing a conducive environment, work culture and positive values. For this activity, all UICT's staffs are involved and have been divided into their job scope. This activity is carried out in stages to ensure that all departments are organized and organized in terms of filing and departmental layout. Additionally, the polytechnic administration has appointed a committee to conduct the auditing process. For the audit process, a date has been set for the evaluation process.

The activities that have been carried out are as follows:

- Painting the grill door.
- Cleaning the area around the department.
- Packing all the ICT equipment.
- Dispose of unnecessary items.
- Standardize all the signage.
- Record all the complaints.
- Arrange the file room.

### 3.1.6 Training

#### i. Web Services Short Course

During the industrial training, UICT has organized a Web Services Short Course. Mr. Khairul from the administrative unit was invited as an instructor and all the staff s were given a training to use the NetBeans IDE application software. There are three (3) programming language that have been taught and used in this short course (Java, C++, JSON). Additionally, through this short course it has provided training on how to encode the programming from different sources or language to another source through a simple method.

Apart from that, the instructor also has provided training for Android Studio use to create and develop a mobile application. This short course has been held for one day at UICT. The course aims to provide direct exposure to staff on how to use and apply the NetBeans IDE application software



Figure 3.9: Web Services Short Course

## ii. Joomla 3.6 Workshop

UICT has organized Joomla 3.6 Workshop that involved the entire department's staff. The expert trainer has been invited to give training about the Joomla Content Management System (CMS) and has been organized for three days. This workshop activity can be classified as below:

Table 3.1 Joomla Workshop Activity

<b>Day 1</b>	<ul style="list-style-type: none"><li>• Introduction to the Joomla</li><li>• Install the webserver, PHP MySQL, Joomla 3.6.X</li><li>• Global configuration</li><li>• Template setting</li><li>• Identify the template position</li><li>• Start the Joomla Web</li><li>• Create the menu and submenu</li><li>• Identify the menu class and module class suffix</li><li>• Create articles</li><li>• Upload images</li><li>• Install the extensions</li><li>• Create the gallery, video and audio extensions</li><li>• Manage the articles and categories</li><li>• Arrange the blog format</li><li>• Administrate the homepage</li></ul>
<b>Day 2</b>	<ul style="list-style-type: none"><li>• Module installation</li><li>• Install the module from JED</li><li>• The module installation according to the Probe</li><li>• Create the addition menu</li><li>• Components and module installations</li><li>• Extensions Language installation</li></ul>

	<ul style="list-style-type: none"> <li>• Learn the Content Language</li> <li>• Backup and restore</li> <li>• Installed the Joomla web into domain and hosting</li> <li>• Transferred the Joomla file to the hosting</li> <li>• Create the database</li> <li>• Create the username</li> <li>• Access to the internet and web responsive</li> </ul>
<b>Day 3</b>	<ul style="list-style-type: none"> <li>• Review the polytechnic web portal</li> <li>• Backup and restore the existing polytechnic web portal</li> <li>• Install the backup file to the computer</li> <li>• Run the extensions files to the webserver</li> <li>• Restore the existing files and start the web portal to the domain and hosting</li> </ul>



Figure 3.10: Joomla Workshop

### 3.1.7 E-Publishing / Multimedia

#### i. Design Banner

For this task, the trainee was required to design the banner for polytechnic web portal. The supervisor has requested for the new design to be put into the web portal. The trainee has submitted several designs for the new banner to the supervisor for review. The trainee has used the Adobe Photoshop software to design the banner.



Figure 3.11: Design Banner

ii. **Design Certificate Template**

For this task, the trainee was required to design the certificate template for UICT. The supervisor has requested for the certificate template to use during UICT's events. The trainee has submitted several designs for the template to the supervisor for review.



Figure 3.12: Certificate Template

### 3.1.8 Online Survey

The trainee was required to create a survey to analyse customer's satisfaction towards the canteen's services in Politeknik Seberang Perai. These survey target users are the staff and student in polytechnic. After having a discussion with the supervisor the trainees suggested that create an online survey questionnaire using the Google form. The survey consists of several question questions that related to the topic and the respondent needs to give a score based on the scale provided. Then, after distributed the online survey the trainee needs to submit the result to the supervisor.

Soal Selidik Kepuasan Pelanggan

\* Required

**POLITEKNIK**  
MALAYSIA  
SEBERANG PERAI

Soal Selidik Kepuasan Pelanggan terhadap Perkhidmatan Kantin di Politeknik Seberang Perai

Umur: \*

- bawah 20 Tahun
- 21 - 30 tahun
- 31 - 40 tahun
- 40-50 tahun
- 50 tahun ke atas

Download file from this page. 3/2/20

Figure 3.13: Online Survey

## **3.2 Special Project**

### **3.2.1 Project Overview**

E-Bilik (Sistem Tempahan Bilik / Makmal) is a system that facilitate user to reserve meeting room and lab in Politeknik Seberang Perai (PSP) through online. This system development is to meet the demands of the administration department. Through this system, reservation of meeting room and lab can be easily made and also will enhance the reservation procedure compare to the manual reservation.

#### **3.2.1.1 Project Objectives**

- To save time and cost
- To prevent redundant reservations
- To help handle the cancellations
- To help monitor meeting room and lab usage

#### **3.2.1.2 Scope of the Project**

This system development will focus on the meeting room and lab reservation in Politeknik Seberang Perai (PSP). Through this development system, it will help to facilitate and make all the bookings more systematic and organized.

#### **3.2.1.3 Target User**

The user target for this system is for entire staff in Politeknik Seberang Perai (PSP). This system will be applied for Polytechnic's staff in order to facilitate booking system.



### 3.2.1.4 Tools Used for Development

#### 3.2.1.4.1 Software

Software is a generic term for organized collections of computer data and instructions, often broken into two major categories: system software that provides the basic non-task-specific functions of the computer, and application software which is used by users to accomplish specific tasks. The following software will be used in the project:

1. **Web browser (Google Chrome):** A web browser is a software application for retrieving, presenting, and traversing information resources on the World Wide Web
2. **Windows operating system:** An operating system (OS) is a set of software that manages computer hardware resources and provides common services for computer programs.
3. **Adobe Photoshop CS3:** This software is used to design the images in the apps.
4. **Microsoft Access:** This Microsoft Access helps in creating database management system (DBMS) that combines the relational Microsoft Jet Database Engine with a graphical user interface and software-development tools which are can use in Microsoft Access to develop application software.
5. **Wampserver:** As a medium to create a system that it refers to Windows, Apache, MySQL, and PHP. Wampserver is a variation of LAMP for Windows systems and is often installed as a software bundle (Apache, MySQL, and PHP).

6. **Notepad ++:** Free source code editor and Notepad replacement that supports several languages for programming that can running in the MS Windows environment.

#### **3.2.1.4.2 Hardware**

Hardware is a general term that refers to the physical artifacts of a technology. The term artifact means an object produced or shaped by human craft, especially a tool, weapon, or ornament of archaeological or historical interest. The hardware used to develop this system is:

1. **Laptop:** A laptop computer, usually called a notebook computer by manufacturers, is a battery- or AC-powered personal computer generally smaller than a briefcase that can easily be transported and conveniently used in temporary spaces such as on airplanes, in libraries, temporary offices, and at meetings.
2. **Printer:** Printer is to print out all papers which related with documentation of this system such as proposal.

#### **3.2.2 Project Planning**

In this project development, a methodology can define the combination of logically related to the methods and step by step techniques to achieve the project development requirements, planning, control and delivery of the project. In order to develop the system, the trainee used the System Development Life Cycle (SDLC) that this methodology enable trainee to develop the system according to specific time that has been provided and followed the requirements needs.

### **3.2.2.1 Planning**

#### **3.2.2.1.1 Feasibility Analysis**

Generally in the project development, the feasibility studies are being applied to help and facilitate the project management in order to analyse and identify the project strengths and weaknesses. Thus, the feasibility studies help to improve the project development to achieve its requirements and needs. In addition, the feasibility studies are involved in the project management operations that will enable the trainee to fulfil the requirements and project implementation. In feasibility studies it involved the economic, technical, operational, scheduling, legal and contractual and political.

##### **i. Economic Analysis**

Economic analysis can be described as the process of analyse and identify the costs that involved the project development. For this system development, economic analysis will identify the benefits costs for the system development through the System Development Life Cycle (SDLC) phase. Thus, this will enable UICT to review and verify the costs and benefits. Apart from that, through the feasibility studies it helps the trainee to determine the positive economic benefits to the department that the developed system will provide, and helps quantify them.

**ii. Technical Analysis**

In this system development, the technical analysis involved to evaluate the UICT's ability to implement and sustain the system development. Generally, the technical analysis took into consideration in the project development to help the department to assign the staff to be in charge as a next developer to sustain and maintain the system. Technically, this analysis provided facilitate in the technical resources to identify the software and hardware for this system development.

**iii. Operational Analysis**

Operational analysis takes part into this system development to analyse the solution and advantages through this system's exist. In addition, this analysis will analyse and determine the clarification in order to fulfil the user requirements and needs. Thus, it defines system development's proposed that the system development is to facilitate user in order to make a reservation. Moreover, operational analysis analyse the user's satisfaction through the system development in the analysis phase of the system development.

**iv. Schedule Analysis**

In this system development, schedule analysis is the important part in order to complete and implement the system. Trainee applied the project time management and Gantt chart in order to schedule and estimated the system development period. Through schedule analysis, it enabled the trainee to complete up the tasks and job scope within the time frame that has been

scheduled. In addition, this analysis helps to improve the system development's completion time by avoiding the redundant tasks.

**v. Legal and Contractual Analysis**

In this system development, legal and contractual analysis functions as an element in order to protect the system development's data and information. Through this analysis, it enabled the trainee to determine the potential legal and contractual due to the system development. Besides, it provides the details of system structuring such as copyright, data capture or nondisclosure issues.

**vi. Political Analysis**

Political analysis is to verify the key stakeholders in the department interpretation the system development. It is attempt to gain an understanding of how key stakeholders within the organization view the proposed system.

### 3.2.2.1.2 Gantt Chart

This system development using SMART criteria which is the acronym stands for specific, measurable, assignable, realistic and time-framed. SMART been used for the milestone. Apart from that, Gantt chart will show you project schedule information by listing this project activities and their corresponding start and finish dates in a calendar format. In the Gantt chart it explained about the whole processes involved in the project management. In the Gantt chart it explained about the whole processes involved in the project management. There are 5 main processes in this project development that are planning, analysis, design, implementation and maintenance. Below are the details:

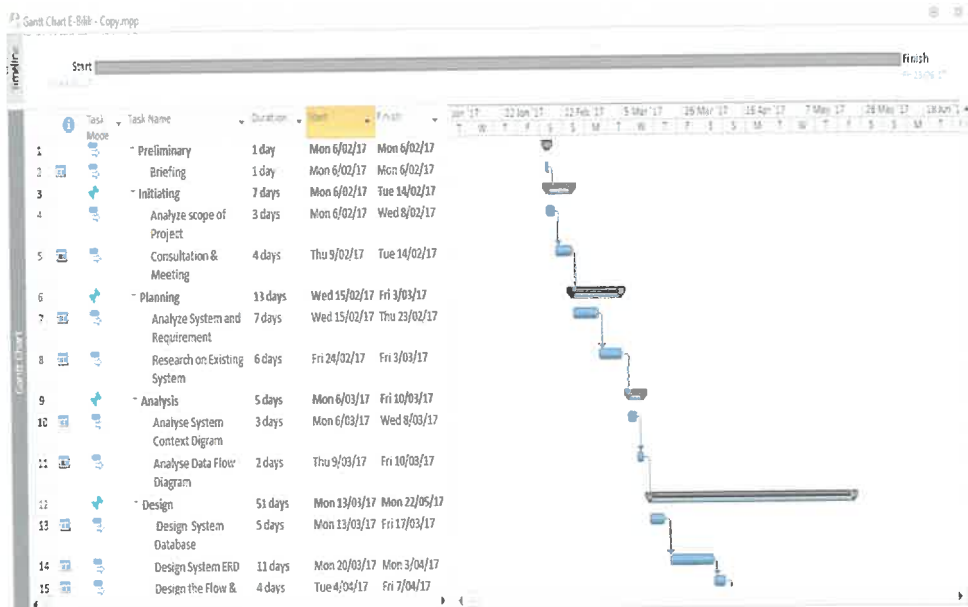


Figure 3.14: Gantt Chart 1

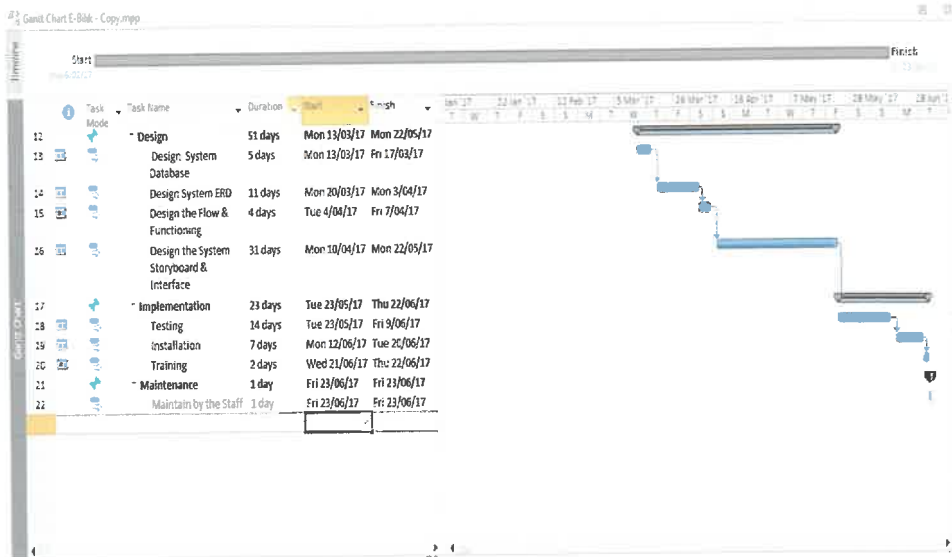


Figure 3.15: Gantt Chart 2

### **3.2.2.1.3 Stakeholder Analysis**

This system was developed based on the needs of user requirements. Trainee has been requested by supervisor to create this system based on requested by the polytechnic' Administrative Department in order to replace the manual booking system. As the needs of Administrative Department, in order to manage all the meeting room reservation they need an automated system to be more systematic handling compared to the manual system.

At the beginning of developing this system, trainee and supervisor have discussed the user requirements to meet the needs of the Administrative Department. The trainee has analysed and identified all the requirements needed in the system in order to fulfil the needs. Identifying the user requirements is important to ensure that the system is designed according to the needs of the user as well as to assist the trainee to construct the planning, control and delivery of the project development. Thus, identifying the user requirements would specifies what the user expects the software to be able to do. Apart from that, by identifying the user requirements allowing the trainee to planned the project milestones, design, and testing phases.



### 3.2.2.2 Analysis

#### 3.2.2.2.1 Context Data Flow Diagram

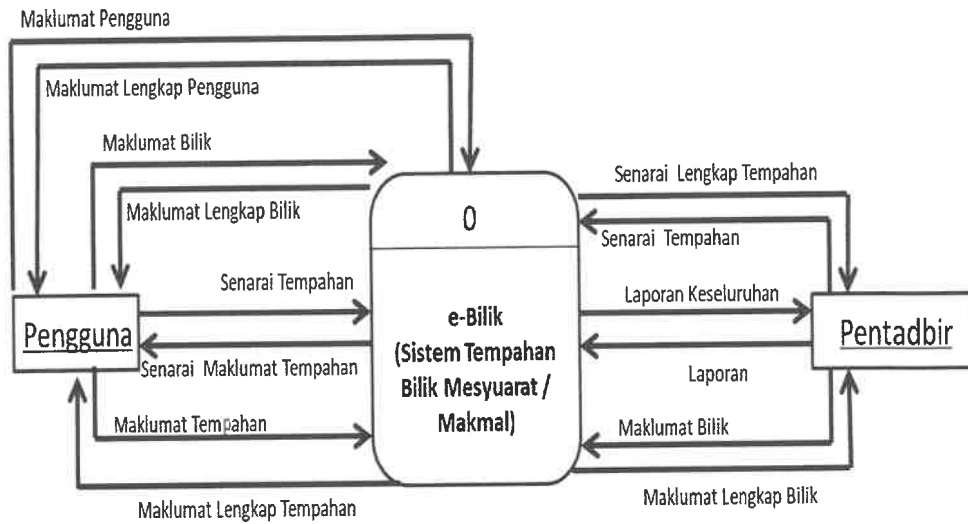


Figure 3.16: Context Diagram

### 3.2.2.2.2 Data Flow Diagram

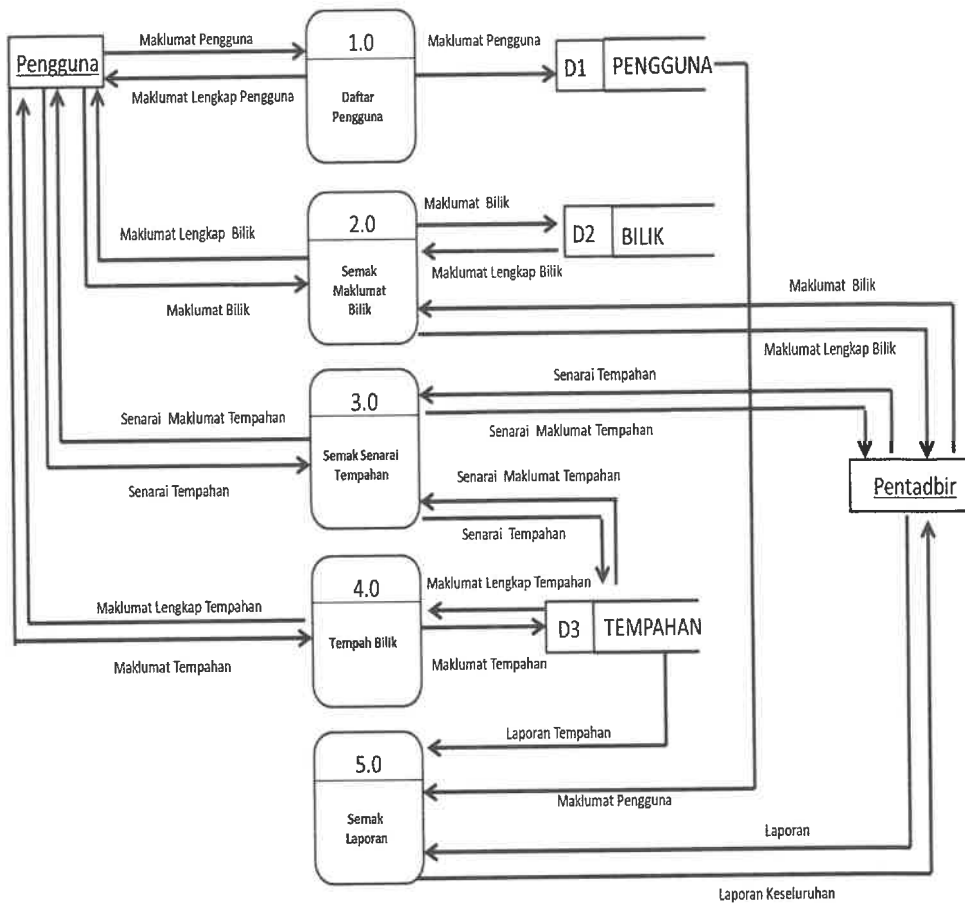


Figure 3.17: Data Flow Diagram

### 3.2.2.2.3 Flowchart of the System

The flow of the system can be described as below process:

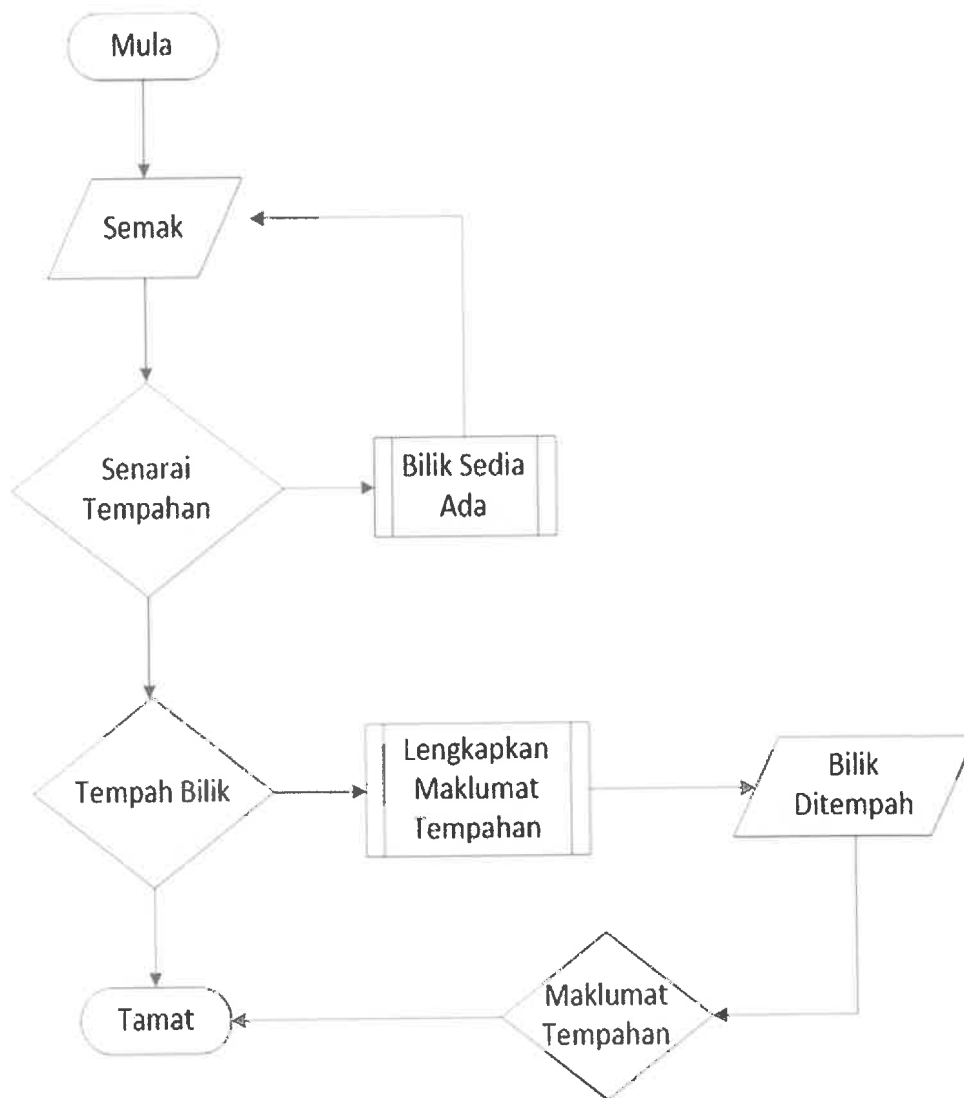


Figure 3.18: System Flowchart

### 3.2.2.3 Design

#### 3.2.2.3.1 Conceptual Entity Relationship Diagram

The conceptual Entity Relationship Diagram below will explain the relationship between the table *PENGGUNA*, *TEMPAHAN* and *BILIK*.



Figure 3.19: Entity Relationship Diagram

### 3.2.2.3.2 Data Dictionary

Table 3.2: Data Dictionary

Table Name	Attribute	Content	Type	Format	Required	PK or FK	FK Reference Table
PENGGUNA	User_Id	User Id	Number	999999	Yes	PK	
	Nama	Nama	Text	Xxxxxxxx	Yes	FK	TEMPAHAN
	Tel_Nombor	Nombor Telefon	Number	999999	Yes		
	Jabatan	Jabatan	Text	Xxxxxxxx	Yes		
	Emel	Emel	Text	Xxxxxxxx	Yes		
	Username	Username	Text	Xxxxxxxx	Yes		
	Password	Password	Number	999999	Yes		
	TEMPAHAN	Id	Id	Number	999999	Yes	PK
Nama		Nama	Text	Xxxxxxxx	Yes	FK	PENGGUNA BILIK
Username		Username	Text	Xxxxxxxx	Yes		
Title		Title	Text	Xxxxxxxx	Yes		
Tarikh_Tempahan		Tarikh Tempahan	Datetime	Xxxxxxxx	Yes		
Tarikh_Pulang		Tarikh Tamat	Datetime	Xxxxxxxx	Yes		
MasaMula		Masa Tempahan	DateTime	Xxxxxxxx	Yes		
MasaTamat		Masa Tamat	DateTime	Xxxxxxxx	Yes		
Jum_Peserta		Jumlah Peserta	Number	999999	Yes		
Tarikh_Mohon		Tarikh Memohon	DateTime	Xxxxxxxx	Yes		
Jenis_Bilik		Jenis Bilik	Text	Xxxxxxxx	Yes		
Status		Status	Text	Xxxxxxxx	Yes		
Catatan		Catatan	Text	Xxxxxxxx	Yes		
User_Id	User Id	Number	999999	Yes			
BILIK	Id_Bilik		Number	999999	Yes	PK	
	Jenis_Bilik		Text	Xxxxxxxx	Yes	FK	TEMPAHAN
	Deskripsi		Text	Xxxxxxxx	Yes		
	Kapasiti		Text	Xxxxxxxx	Yes		
	Pegawai_Bertugas		Text	Xxxxxxxx	Yes		
	Id		Number	999999	Yes		

### 3.2.2.3.2 Storyboard

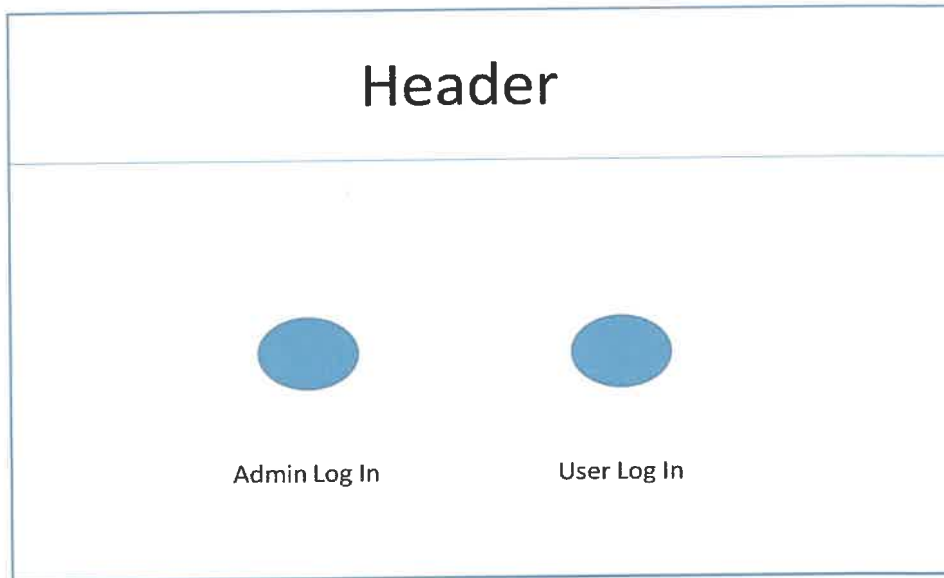


Figure 3.20: System Homepage

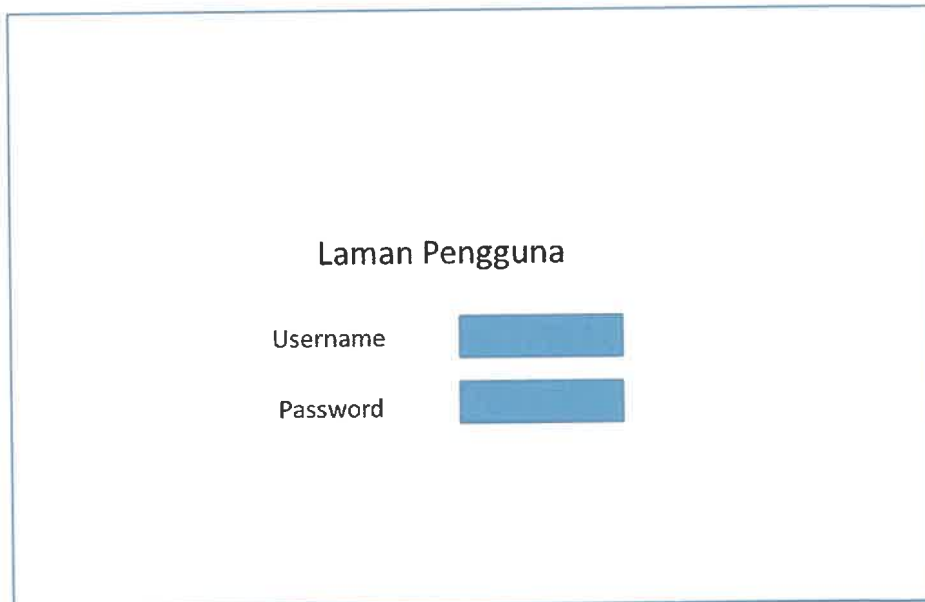


Figure 3.21: User Log In

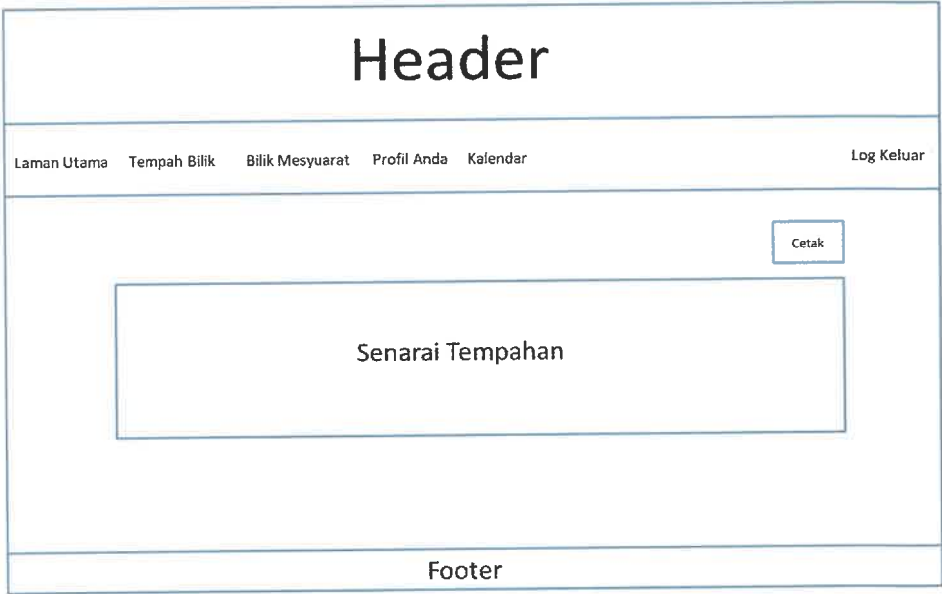


Figure 3.22: List of Reservation Page

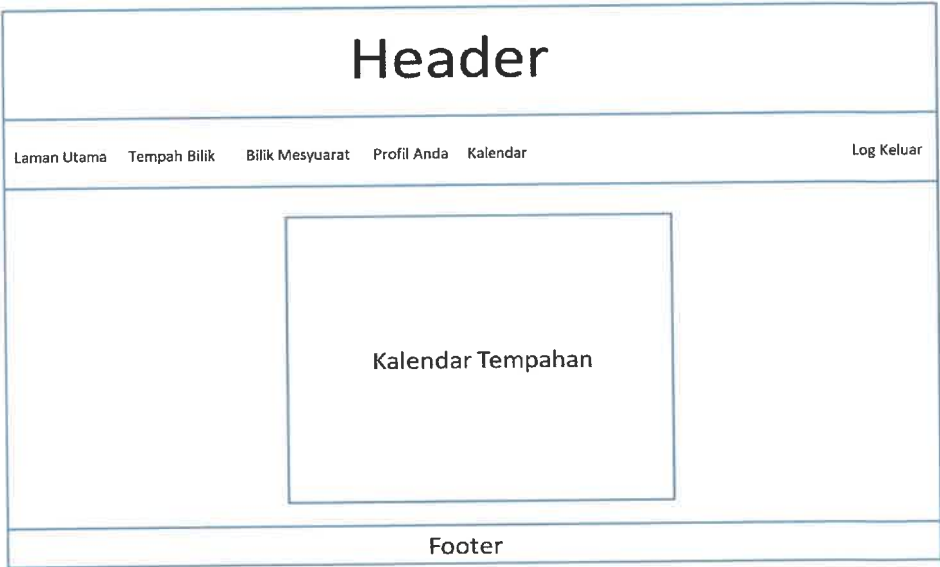


Figure 3.23: Booking Calendar Page

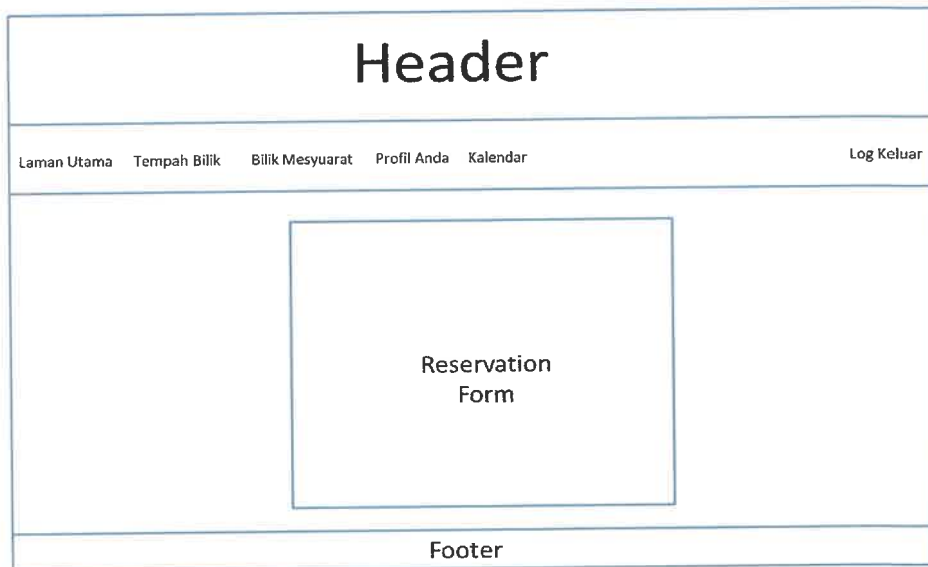


Figure 3.24: Booking Form

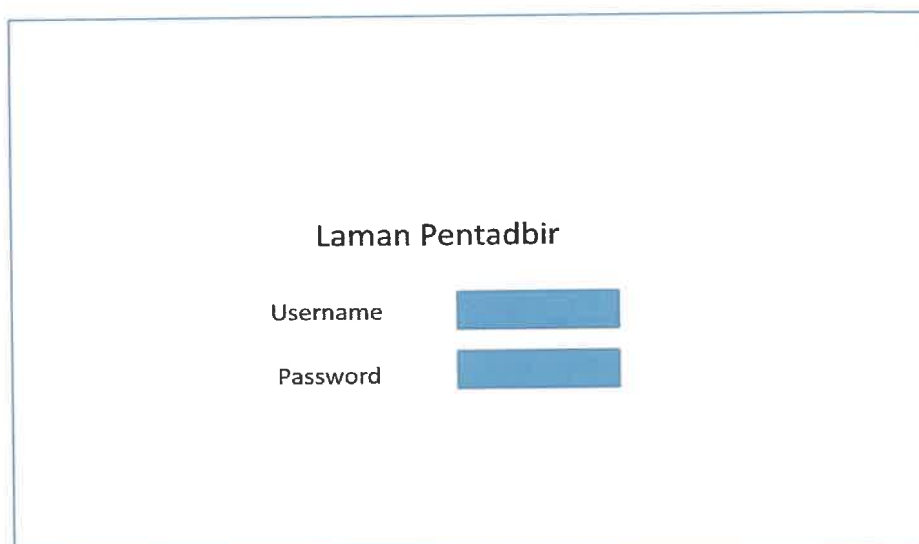


Figure 3.25: Administrator Page



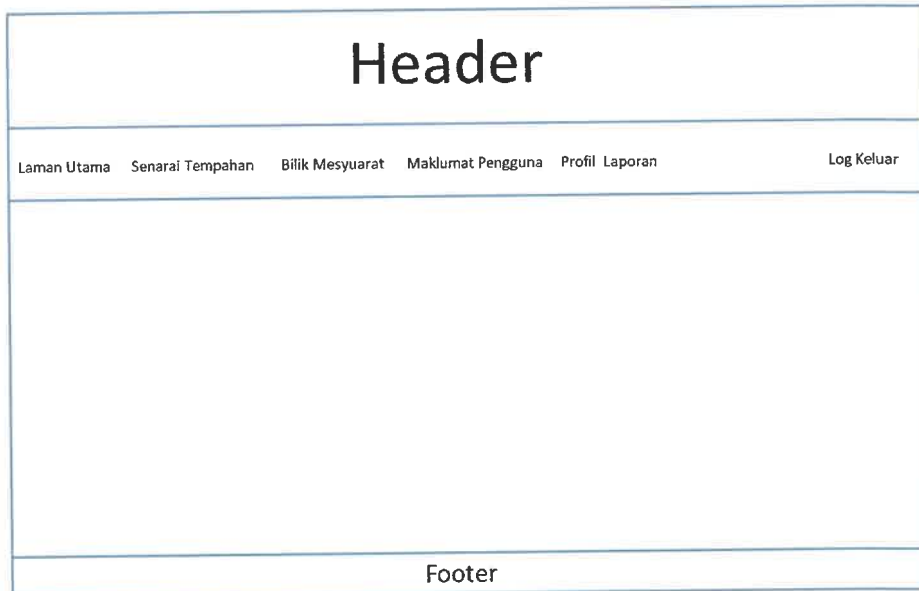


Figure 3.25: Administrator Site



Figure 3.26: List of Reservation

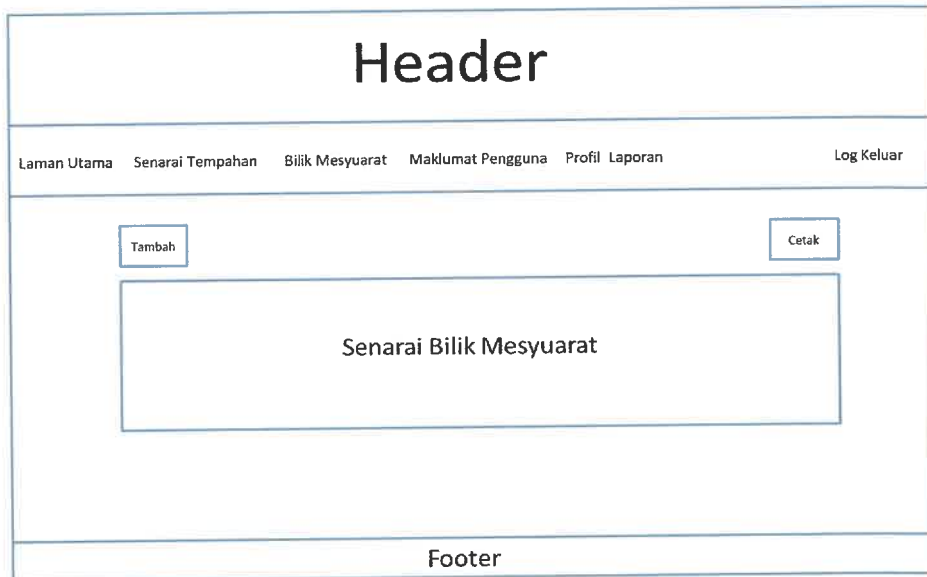


Figure 3.27: List of Room



Figure 3.28: List of User

### 3.2.2.3.3 System Interface

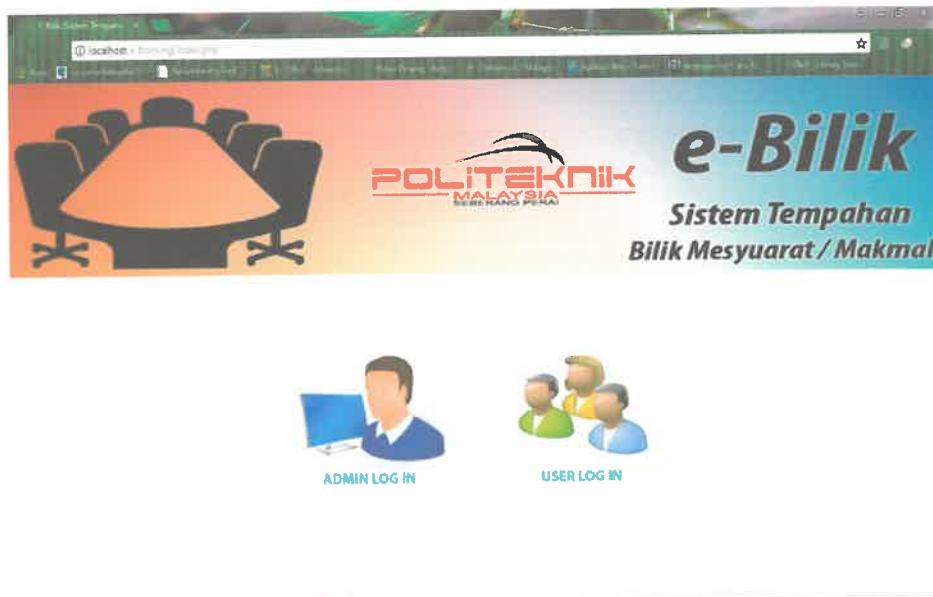


Figure 3.29: System Homepage



Figure 3.30: Register User

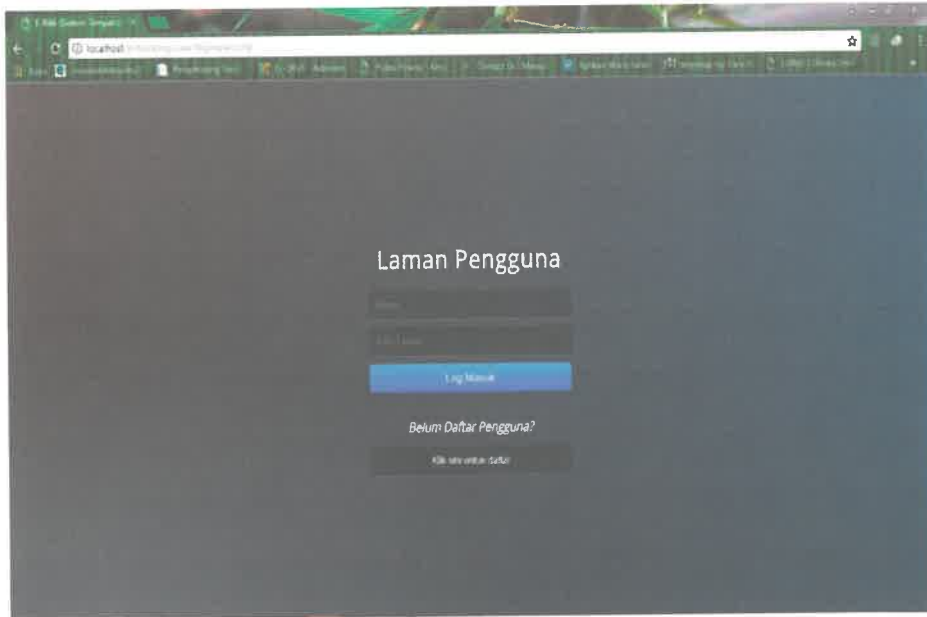


Figure 3.31: User Log In

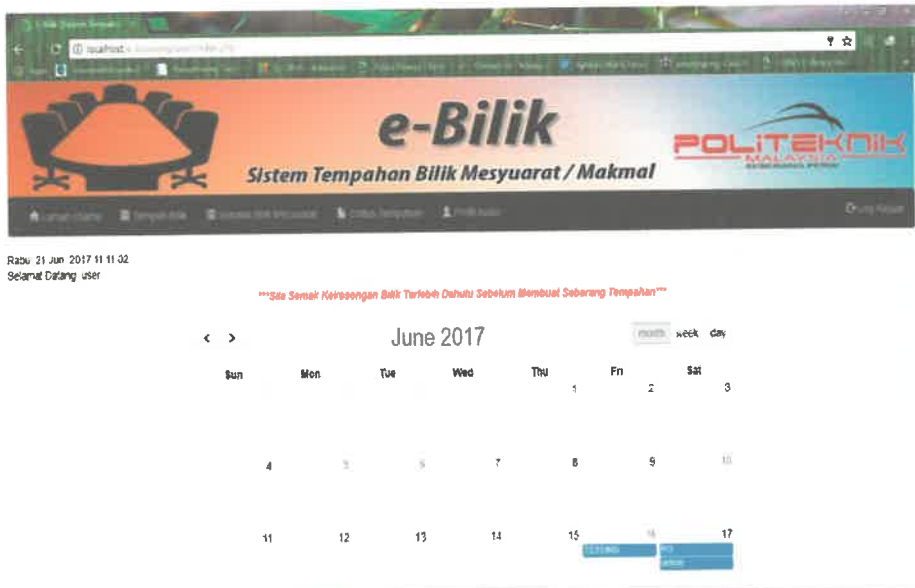


Figure 3.32: User Homepage

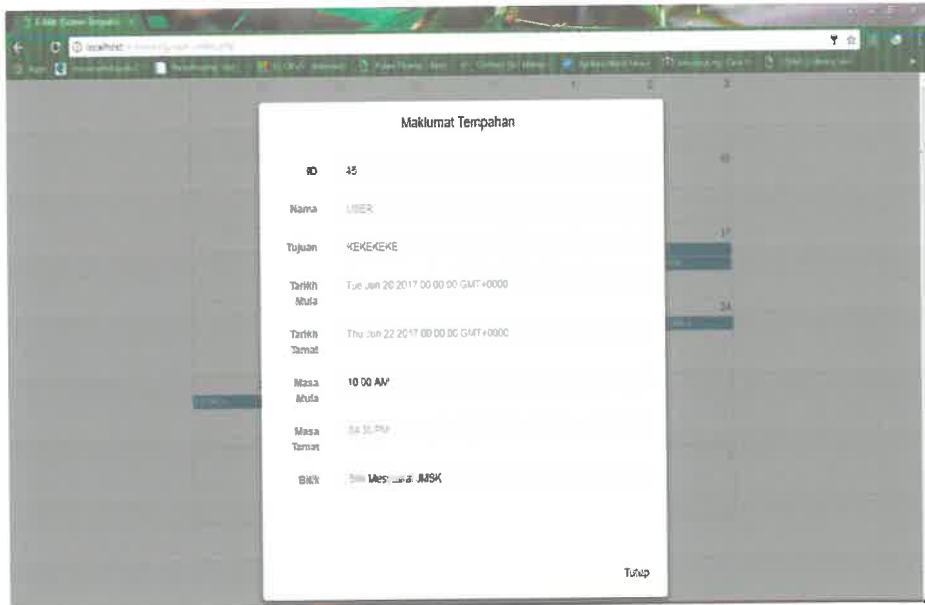


Figure 3.33: Booking Details



Figure 3.34: Booking Form

**Senarai Bilik**

ID	Bilik	Deskripsi	Kapasiti	Pegawai Bertugas
22	BILIK SEMINAR	BILIK BERTHAWA DINGIN	50	EN ZUL
24	BILIK PERSIDANGAN	BILIK BERTHAWA DINGIN	50	EN ZUL
25	BILIK TAYANGAN UDM	BILIK BERTHAWA DINGIN	50	EN ZUL
26	BILIK KUALITI	BILIK BERTHAWA DINGIN	50	EN ZUL
27	BILIK SEMINAR ULPL	BILIK BERTHAWA DINGIN	50	EN ZUL
28	BILIK MESYUARAT JMSK	BILIK BERTHAWA DINGIN	50	EN ZUL
29	BILIK MESYUARAT JPA	BILIK BERTHAWA DINGIN	50	EN ZUL
30	BILIK MESYUARAT JP	BILIK BERTHAWA DINGIN	50	EN ZUL
31	BILIK MESYUARAT JTIK	BILIK BERTHAWA DINGIN	50	EN ZUL
32	BILIK MESYUARAT JKM	BILIK BERTHAWA DINGIN	50	EN ZUL

[Cetak](#)

© Hak Cipta Tempahan 2017

Figure 3.35: List of Room

**Status Tempahan Anda**

\*\*\* Peringatan!! Tempahan anda adalah tertakuk kepada sebarang perubahan yang akan dibuat oleh pihak PSP mengikut keperluan semasa di Politeknik. Sila cetak maklumat tempahan anda sebagai rujukan. \*\*\*

ID	Nama Pendaftar	Bilik	Tarikh Mula	Tarikh Tamat	Masa Mula	Masa Tamat	Jumlah Peserta	Tarikh Mula	Bilik	Status	Tindakan
74	USER	SHORT COURSE	2017-06-31 00:00:00	2017-06-31 00:00:00	09:30 AM	02:00 PM	35	2017-06-21	BILIK PERSIDANGAN	Pending	Batal/Padam: Cetak
73	USER	POIUYTRE	2017-05-20 00:00:00	2017-06-20 00:00:00	09:30 AM	11:00 AM	11	2017-05-20	BILIK SEMINAR ULPL	Pending	Batal/Padam: Cetak
72	USER	ED	2017-06-29 00:00:00	2017-06-29 00:00:00	08:00 AM	02:30 PM	12	2017-06-15	BILIK MESYUARAT JTIK	Pending	Batal/Padam: Cetak
71	USER	CVN	2017-06-29 00:00:00	2017-06-29 00:00:00	08:00 AM	10:00 AM	12	2017-06-19	BILIK MESYUARAT JMSK	Pending	Batal/Padam: Cetak

Figure 3.36: Booking Details



Figure 3.37: User Profile

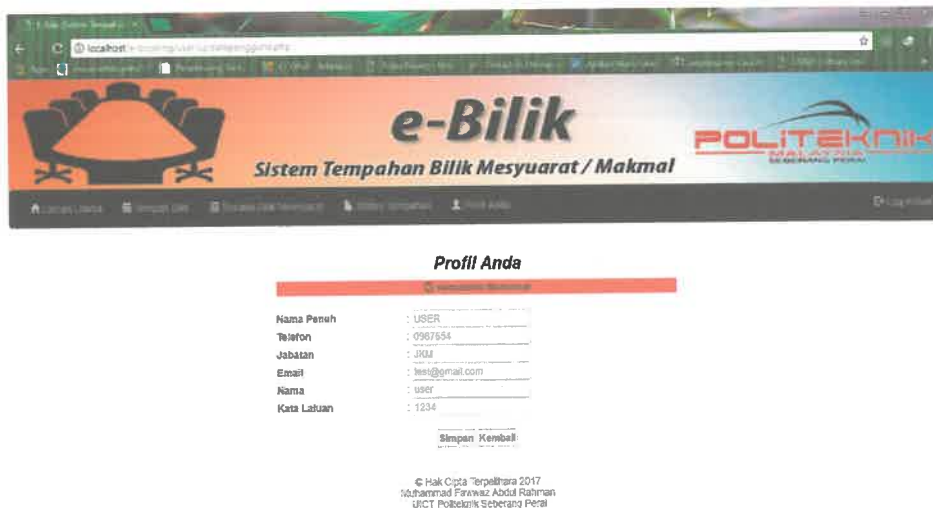


Figure 3.38: Edit Profile

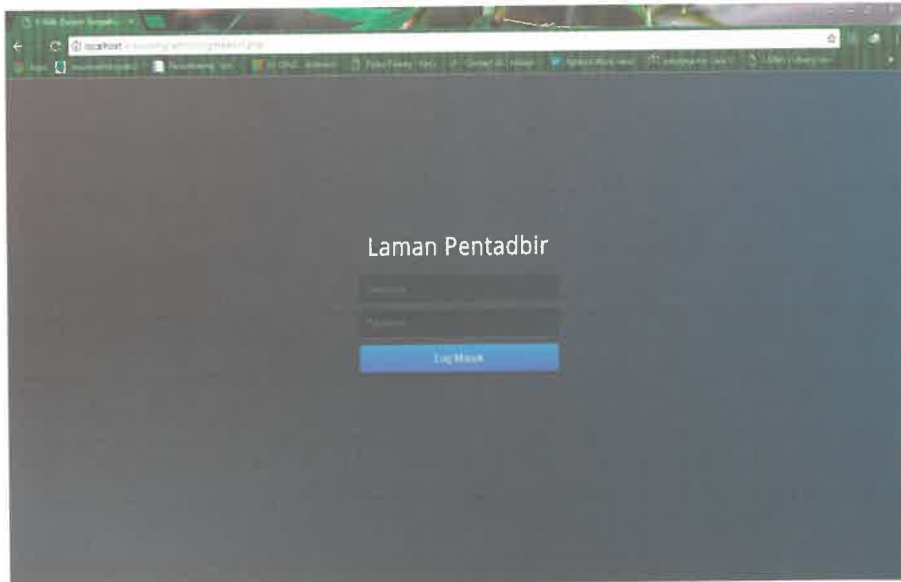


Figure 3.39: Administrator Log In

Khamis 22 Jun 2017 9:30:29

### Senarai Tempahan

ID	Tetapan	Tempah Mula	Tempah Tamat	Waktu Mula	Waktu Tamat	Arahan Pelajar	Nama Pemohon	Tempah Bilik	Bilik	Status	Perincian
67	12345	2017-06-20 00:00:00	2017-06-21 03:00:00	10:00 AM	02:30 PM	12	ABU ALI	2017-06-19	BILIK SEMINAR ULPL	Pending	<a href="#">Padam Semakan</a>
66	W	2017-06-29 00:00:00	2017-06-29 00:00:00	11:30 AM	04:00 PM	23	USER	2017-06-19	BILIK MESYUARAT JMSK	Pending	<a href="#">Padam Semakan</a>
68	AKI MERYU	2017-05-20 00:00:00	2017-06-21 00:00:00	12:30 PM	05:30 PM	12	AKIJA	2017-06-19	BILIK SEMINAR ULPL	Pending	<a href="#">Padam Semakan</a>
69	HAHAHAHAHA	2017-05-20 00:00:00	2017-06-21 00:00:00	10:30 AM	02:30 PM	13	II	2017-06-19	BILIK SEMINAR ULPL	Pending	<a href="#">Padam Semakan</a>
70	ZKZX	2017-05-20 00:00:00	2017-06-20 00:00:00	11:30 AM	04:00 PM	34	II	2017-06-19	BILIK MESYUARAT JP	Pending	<a href="#">Padam Semakan</a>
71	CVBN	2017-06-29	2017-06-29	08:00	10:00	12	USER	2017-06-	BILIK MESYUARAT	Pending	<a href="#">Padam Semakan</a>

Figure 3.40: List of Reservation



Kuaris: 22 Jun, 2017 9:41:00

**Senarai Bilik**

ID	Bilik	Deskripsi	Kapasiti	Pegawai Bertugas	Tindakan
22	BILIK SEMINAR	BILIK BERTAWA DINGIN	50	EN ZUL	<a href="#">Padam</a> / <a href="#">Kemaskini</a>
24	BILIK PERSIDANGAN	BILIK BERTAWA DINGIN	50	EN ZUL	<a href="#">Padam</a> / <a href="#">Kemaskini</a>
25	BILIK TAYANGAN UDM	BILIK BERTAWA DINGIN	50	EN ZUL	<a href="#">Padam</a> / <a href="#">Kemaskini</a>
26	BILIK KUALITI	BILIK BERTAWA DINGIN	50	EN ZUL	<a href="#">Padam</a> / <a href="#">Kemaskini</a>
27	BILIK SEMINAR JIPL	BILIK BERTAWA DINGIN	50	EN ZUL	<a href="#">Padam</a> / <a href="#">Kemaskini</a>
28	BILIK MESYUARAT JMJK	BILIK BERTAWA DINGIN	50	EN ZUL	<a href="#">Padam</a> / <a href="#">Kemaskini</a>
29	BILIK MESYUARAT JPA	BILIK BERTAWA DINGIN	50	EN ZUL	<a href="#">Padam</a> / <a href="#">Kemaskini</a>
30	BILIK MESYUARAT JP	BILIK BERTAWA DINGIN	50	EN ZUL	<a href="#">Padam</a> / <a href="#">Kemaskini</a>
31	BILIK MESYUARAT JTMK	BILIK BERTAWA DINGIN	50	EN ZUL	<a href="#">Padam</a> / <a href="#">Kemaskini</a>

Figure 3.41: List of Room

Kuaris, 22 Jun, 2017 9:51:13

**Senarai Pentadbir**

[Tambah Pentadbir](#)

ID	Nama Pentadbir	Telefon	Jawatan	Email	Nama	Kata Laluan	Tindakan
1	MUHAMMAD FAHWAZ	0174273150	UCT	test@gmail.com	ahwaz	1234	<a href="#">Padam</a> / <a href="#">Kemaskini</a>
3	KHAIRUL ENCEM	0127425610	Unit Peperiksaan (JEP)	khairulencem@gmail.com	khairul	khairul	<a href="#">Padam</a> / <a href="#">Kemaskini</a>

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 (Abdullah Fauwaz Abdul Rahman)  
 UCT Politeknik Seberang Perai

Figure 3.42: List of Admin

Khamis, 22 Jun, 2017 9:52:50

### Senarai Pengguna

ID	Nama Penuh	Telefon	Jabatan	Email	Nama	Kota Labuan	Timetable
2	USER	0987654	JKDI	tes@gmail.com	user	1234	<a href="#">Padam / Kemaskini</a>
3	ABU ALI	0123456789	Jabatan Matematik & Sains Komputer (JMSK)	abu@i	abu	abu	<a href="#">Padam / Kemaskini</a>
6	test	test	test	test@yahoo.com	test	test	<a href="#">Padam / Kemaskini</a>
7	AKIM	TEST	Unit Pembangunan dan Senggara	test	pix	pix	<a href="#">Padam / Kemaskini</a>
8	AKHI	0162549375	Jabatan Sukan Kokurikulum & Kebudayaan (JSKK)	m@gmail.com	rr	12	<a href="#">Padam / Kemaskini</a>
9	ii	667777	Unit Kaunseling dan Kerjaya	w@we.com	ii	00	<a href="#">Padam / Kemaskini</a>

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Figure 3.43: List of User

Khamis, 22 Jun, 2017 10:29:53

### Senarai Laporan Keseluruhan

ID	Tujuan	Bilik	Masa	Tarikh	Jumlah Peserta	Nama Pemohon	Tarikh Permohonan	Bilik	Status	Tindakan	
55	KEKE	2017-06-20 00:00:00	2017-06-20 00:00:00	11:00 AM	04:30 PM	12	ABU ALI	2017-06-16	Bilik Mesyuarat JP	Dikukuhkan	<a href="#">Padam / Kemaskini</a>
67	12345	2017-06-20 00:00:00	2017-06-21 00:00:00	10:00 AM	02:30 PM	12	ABU ALI	2017-06-19	BILIK SEMINAR ULPL	Pending	<a href="#">Padam / Kemaskini</a>
66	W	2017-06-29 09:00:00	2017-06-29 00:00:00	11:30 AM	04:00 PM	23	USER	2017-06-19	BILIK MESYUARAT JMSK	Pending	<a href="#">Padam / Kemaskini</a>
68	AKU MERAH	2017-06-20 00:00:00	2017-06-21 00:00:00	12:30 PM	05:30 PM	12	AKIM	2017-06-19	BILIK SEMINAR ULPL	Pending	<a href="#">Padam / Kemaskini</a>
69	HAHAHAHAHA	2017-06-20 00:00:00	2017-06-21 00:00:00	10:30 AM	02:30 PM	13	ii	2017-06-19	BILIK SEMINAR ULPL	Pending	<a href="#">Padam / Kemaskini</a>

Figure 3.44: Report



Figure 3.45: Confirmation Status

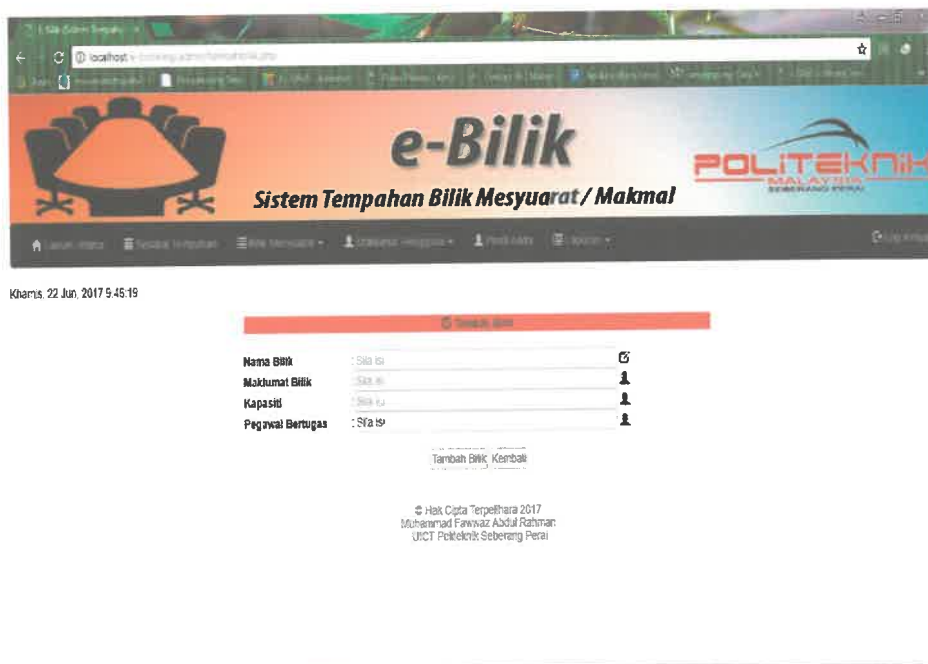


Figure 3.46: Add Room



Figure 3.47: Room Usage Report



Figure 3.48: Monthly Report

#### **3.2.2.4 Implementation**

Implementation phase is when the majority of the code for the program is written. Additionally, this phase involves the actual testing and installation of the newly-developed system. This phase enabled the trainee to check the error and failure functioning of the system. Apart from that, in this phase the trainee has provided the user manual and user training in order to help for current and future users and caretakers of the system.

##### **3.2.2.4.1 Testing**

The testing process starts with a test plan that recognizes test-related activities, such as test case generation, testing criteria, and resource allocation for testing. Before applying this system, the trainee made the test first to ensure that there were no problems regarding the coding and functioning in this system. Besides, by testing the system enabled the trainee to improve the functionality of the system as well as the new functions.

##### **3.2.2.4.2 Installation**

The trainee had transferred all the files and documents related to the system to the supervisor's computer and installed the system folder and database to the department's server. This includes conversion of existing data, software, and documentation and work procedures to those consistent with the system. The installation process was made properly by monitoring the activity regarding testing that makes the installation carry out without any problems.

#### **3.2.2.4.3 User Manual**

The trainee has included the user manual of the system and handed it to the supervisor. The user manual consists of written and other visual information about the system usage and system functioning. This user manual can help in developing for the person in charge of the system. The user manual can be referred in Appendix as attached.

#### **3.2.2.4.4 User Training**

The trainee held user training to the department's staff to facilitate them to use and maintain the system. Through this user training, the trainee has explained every detail regarding system functions and how to use the system. In addition, the trainee has also described the system and software specifications that have been used in this system.

#### **3.2.2.5 Maintenance**

Generally, the trainee involved in the planning, analysis, design, implementation phases. The department's staff will take charge in the maintenance of the system. The staff will responsible in the process of maintenance and improvement of the system functioning and enhancement.

## **CHAPTER 4**

### **CONCLUSIONS**

#### **4.1 Application of Knowledge, Skills and Experience in Undertaking the Task**

##### **4.1.1 PC Maintenance**

During the undergone industrial training, trainee had involved in the computer lab setup, network cabling setup and other technical maintenance tasks. While studying on campus, the trainee had learned the maintenance and technical tasks involving the software and hardware for the subject IMS455 Support Services and Maintenance for Information Systems. As a result, the trainee has applied the knowledge gained while studying to complete up the tasks that has been given. In addition, in completing the task, the trainee has also learned to manage the other equipment used in Polytechnic Seberang Perai. Besides the trainee also gets exposure to manage and handle the equipment.

##### **4.1.2 Multimedia**

During the undergone industrial training, trainee has been requested to design the banner for Politeknik Seberang Perai Web Portal and certificate template. Thus, the trainee had learned the designing and multimedia for the subject IMS457 Multimedia for Information System Professionals. Through the subject, the trainee has applied the skills and knowledge for designing the banner and certificate. Apart from that, trainee also explored the other software for further knowledge and usage.

#### **4.1.3 System Development**

The trainee had developed the meeting room reservation system as special project. During the process of developing this system, the trainee has applied the knowledge gained from the subjects IMS506 Database Application for Information Management, IMS654 Information System Project Management, and IMS655 System Analysis in Information Management 2. Through this entire subject, the trainee has been able to follow all procedures and steps to develop this system. The system development became more systematic and organized.

#### **4.1.4 Administrative Works**

During the undergone industrial training, trainee had learned a lot about the documentations, records filing, paper works and so on. As a result, the trainee has been able to gain a lot of exposure to work procedures and work processes in an organization and department. Thus, it benefits the trainee to apply this experiences and skills for future references while in the working environment.



## **4.2 Personal Thoughts and Opinion**

### **4.2.1 Relevancy**

Trainee feels that through the industrial training, it is relevant to the areas of expertise by the trainee. During the industrial training, the trainee had given the task that related to the trainee coursework. Besides, UICT also accepts and welcomes industrial training students to undergo industrial training in their department. Overall, UICT helped and provided guidance to the trainee in each tasks, works and easy to communicate with all staff. UICT also involves the trainee in daily tasks to expose the trainee in the field of works.

### **4.2.2 Experiences**

During the undergone industrial training, trainee gets a lot of experiences and exposures about the career field that the trainee will be involved. In fact, the trainee gets a lot of exposures about the real working environment. At the same time, the trainee was able to increase the level of communications skills during the undergone industrial training. In addition, the trainee also gets the experiences in social skills and had learned to become more responsible employee.

### **4.3 Lesson Learnt**

#### **4.3.1 Exposure to Actual Working Environment**

During the undergone industrial training at UICT, the trainee has indirectly experienced the experience of working within one organization and learned to manage the work provided by the superior. In fact, trainee was involved in work related to the field of training. Thus, the trainee gets practical exposure and helps to provide some experience for future use. In addition, the trainee has also gained many ethical work experiences in the workplace such as punctuality, work procedures and many more. In the nutshell, such exposure is what the trainee needs to use in the future to help trainee get used to actual working environment.

#### **4.3.2 Knowledge**

During the undergone industrial training, trainees were taught and exposed to the new and existing application systems within the UICT. It has helped trainee in tandem with technological developments and allows trainee to share information, knowledge and apply what they have been taught in campus. If previous trainee was only given exposure on the systems and applications used by the organization in theory, but now with the industrial training the trainee can experience the use of these systems and applications substantially.

### **4.3.3 Soft Skills**

Through industrial training, it has improved the trainee's communication skills. In addition, indirectly trainee's social skills have also developed as many interact with the public as well as polytechnic's staff while working. The trainee also becomes more confident when communicating and help improve the level of trainee's presentation. It also can help trainee in terms of interpersonal skills to interact with the top managements or colleagues. On average, it can be concluded that the trainee's soft skills have increased over the time.

#### **4.4 Limitations and Recommendations**

##### **4.4.1 Limitation**

- i. In the department, they lack in term of the facilities and infrastructure. Industrial training's students had been placed at the meeting room table. Thus, it would be troublesome for the industrial training's students that need to move to another area in the department if the UICT staff had a meeting or consultation with the vendor. Apart from that, the department also does not provide the industrial training's students a computer or laptop. They have to bring their own laptop to do their tasks or job.
- ii. In the department, the trainee noticed that they lack of the staff really expert and specialize in the department. For example, in system development mostly the existing staff just need to maintain all the system and does not involve in the development directly.

##### **4.4.2 Recommendation**

- i. The department needs to improve their facilities equipment in order to improving their productivity and provide the conducive working environment.
- ii. The management of UICT can outsources a specialist trainer to give training in order to improve the staff skills and expertise. Besides, the training will also benefits the staff in terms of promotion.

## REFERENCES

*How Your Organization Can Benefit from Meeting Room Booking Software.*  
Retrieved from

<https://www.addon.com/brochure/AOP%20White%20Paper%20Resource%20Central.pdf>

Mr. Adi Badiozaman Bin Ruhani, *Head of Information and Communication Technology Unit at UICT, Politeknik Seberang Perai Pulau Pinang, 2017.*

Mrs. Daeng Bidaiya Binti Md. Adris, *Head of Information System & Application Division at UICT, Politeknik Seberang Perai Pulau Pinang, 2017.*

*Politeknik Seberang Perai Official Portal. (2017). Retrieved from*

<http://www.psp.edu.my/pspweb/index.php?lang=en>

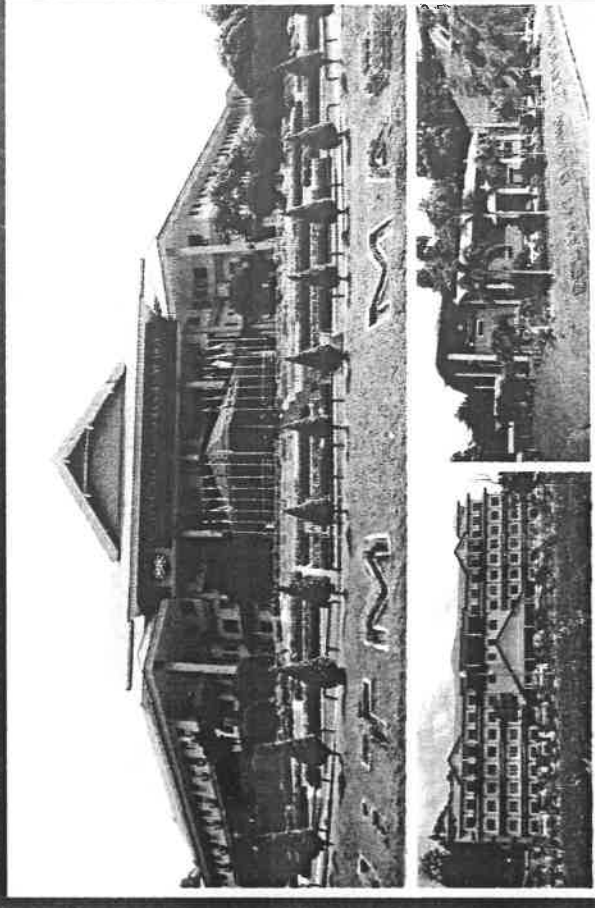
# APPENDIXES

# APPENDIX A

## LOG BOOK



# UNIVERSITI TEKNOLOGI MARA (KELANTAN)



# PRACTICAL TRAINING LOG BOOK



Universiti Teknologi MARA (Kelantan)  
Bukit Ilmu, 18500 Machang, Kelantan  
09-976 2000, 09-976 3300  
<http://www.kelantan.utm.edu.my>



## INSTRUCTIONS

- 1) This book is issued to you to provide a history of your training and to act as a weekly record by the work on which you are engaged.
- 2) Student's responsibilities for keeping log book up-to-date.
- 3) Immediately this book is issued to you, you should, in consultation with your Training Officer, complete the detail required on the next page.
- 4) It is your responsibility to make the main entries of the log book and keep it up to date. Entries must be regularly initialised by your Supervisor. You must ensure that:
  - It is available at your place of work during your training.
  - All entries, except sketches, are made in ink.
  - Entries are made within a week of the work to which they refer.
  - The book is handed to your training officer for retention on your return to UiTM and this will later be handed to the Head of Programme for grading.

## RECORDING

The log book should contain the following information:

- 1) A neat concise description of each of your training locations and the work on which you are engaged.
- 2) Relevant sketches, data and circuit diagrams
- 3) References to textbooks, standards and other technical information related to the work being undertaken. Constructive comment on the work being undertaken and your considered opinions as to its value as training

1. Student's Name

: Muhammad Fauwaz B. Abdul Rahman

2. UiTM Matrix

: 2013259799

3. Programme

: Bachelor of Info. Science (Hons) Informa  
System Management

4. Semester

: 4

5. Home Address

: No. 37 Lorong 16, Desa Kuala Muda,  
3110 Penaga, Pulau Pinang.

6. Tel No (H)

: 017-4273190

7. Place of Training

: Politeknik Seberang Perai, Pulau Pinang

8. Name of Supervisor  
In-Charge

: Pn. Daeng Bidalya bt. Md. Adris

9. Duration of Training

From: Feb 2017 To: June 2017

FOR OFFICE ONLY

Remarks: (Dean/Course Coordinator)

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/2/2017 (Wed)	Report duty at the ICT Unit, Politeknik Selangor Peras.	
	Briefing from the Head of Department regarding the organisation details and person in charge for intern student.	
	Fill up the personal information form for admin record.	
	All the tasks will be given by the supervisor.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2/2/17 (Thu)	Learn about the task and daily works in the department from the staff.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
7/2/17 (Tue)	Planning and sketch the system for special project.	
	Analyze the requirement needed in the system.	
	Involved in the hyper-converged infrastructure. Approach to the unit to migrate the servers, storage system and network devices.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
8/2/17 (Wed)	Collect data requirement for the special project	
	Research the existing and system that similar with the special project.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
14/2/17 (Tue)	Programmed the coding for special project.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15/2/17 (Wed)	Review functioning and features for special project system.	
	Install and configure Xampp server at the office's PC.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
16/2/17 (Thu)	Install and configure Xampp Server at office's PC.	
	Try to install the web portal Politeknik folder into the other PC.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
17/2/17 (Fri)	Edit and modify the special Projeca coding.	
	Replace the coding with new coding to enhance the system functioning.	

*Amal*

DAENG BIDAIYA BINTI MOHD ADELIA  
Pegawai Teknologi Maklumat (P&I)  
Petteknik Seberang Perak

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
20/2/17 (Mon)	Attend the special project's presentation from the intern student. The system is being developed using the Visual Basic .NET and Microsoft Visual.	
	The system known as Knowledge Base system.	
	My supervisor, Pn. Dany suggested and requested to upgrade and modify the e - Pinjelenggaran system that being used by the staff.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
21/2/17 (Tue)	Programmed the coding for my special project meeting room reservation system.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
22/2/17 (Wed)	Install the e-Pengelolaan sistem folder and database to the laptop.	
	Discuss with the teammate to modify and enhance the system interface and system functioning.	
	We are being requested by Pn. brang to change the system layout and organized the system file to be more systematic.	
	Explore the coding for the system that need to adjust and modify.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
23/2/17 (Thu)	Sketch and design the banner and header for the special project "meeting room reservation system".	
	Programmed the code to create the login form for the system.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
24/2/19 (Fri)	Cleaning and organizing the department for initiative to enhance the Public Sector conducive Ecosystem (EKSA).	
	To strengthen the organisational culture of high performance and innovation among public sector agencies by providing a conducive environment, work culture and positive values.	
	Setup network, cabling and laptop at Unit Pembangunan Intruksional dan Multimedia (UIM).	

DA'ENG BIDAIYA BINTI MOHD ADRIS  
 Pegawai Teknologi Maklumat (PTT)  
 Politeknik Seberang Perai



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
27/2/19 (Mon)	Print out the barcoda sticker for assets in Politeknik Seberang Perai KEMPA through the Sistem Pengurusan Aset (SPA).	
	design new banner for special project meeting room reservation system.	
	Attend the project presentation by the intern student.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
28/2/17 (Tue)	Print out the barcode sticker for assets in Politeknik KEWPA through the Sistem Pengurusan Aset (SPA).	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/3/17 (Wed)	Distribute the survey form of Satisfaction WiFi Services that been conducted by the ICT department to the Politeknik Students.	
	Programmed the coding for my special project system.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
6/3/17 (Mon)	Programmed the code for special project system.	
	Editing and modifying the coding.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
7/3/17 (Tue)	Attend the Green Carnival 2017 Politeknik Zon Utara that was organised by the Politeknik. There were project innovation competition, talk and agencies exhibit.	
	Register new staff using the thumb print system device for attendance records.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
8/3/17 (Wed)	Install the web portal database to the server's PC.	
	Programmed the code for special project system.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
9/3/17 (Thu)	Attend the Web Services short course. Participants were taught how to use the NetBeans application software.	
	Learned how to programmed the code (Java language) to perform the system applications into the web.	
	Tutorial about the connections to the server and database.	
	Then, the participants were exposed to the Android Studio Application software to develop mobile apps for android.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
14/3/17 (Tue)	Participated in the " Motivasi Dirvi Kewahsawanan " event that organised by the Pejabat Pembangunan Wanita Negeri Pulau Pinang collaborate with the Unit Kebudayaan Politeknik .	
	Activities that been organised were talk , exhibition and seminar .	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15/3/17 (Wed)	Design the banner for Polytechnic Web portal .	
	Programmed the coding for special project (meeting room booking system) .	
	Transfer the Computer (server) from Mechanical Engineering Department to IT Department .	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
16/3/19 (Thu)	Attend the Education and Career Carnival that was held in the polytechnic.	
	Register new staff using the thumb print system device for attendance records.	
	Programmed the coding for special project system.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
17/3/19 (Fri)	Register new staff using the thumb print system device for attendance records.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
20/3/17 (Mon)	- Programmed the code for special project system (E-bilik).	
	- Edited and modified the code.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
21/3/17 (Tue)	- Programmed the code for special project system (E-bilik).	
	- Edited and modified the code.	





DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
28/3/17 (Tue)	- Programmed the php code for special project (E-Bilik).	
	- Troubleshoot the error occurred in the system development.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
29/3/17 (Wed)	- Programmed the php code for special project (E-Bilik).	
	- Troubleshoot the error occurred in the system development.	





DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
3/4/17 (Mon)	register new staff using the thumb print system device for attendance records.	
	- Edited and modified the php file for special project.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
4/4/17 (Tue)	Programmed the php code for special project (E-Bilik).	
	- Troubleshoot the error occurred in the system development.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
5/4/17 (Wed)	- Edited and modified the php file for special project.	
	- Run the Coding and test the functioning.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
6/4/17 (Thu)	Register new staff using the thumb print system device for attendance records.	





DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
(11/4/17) (Tue)	Joined the Joomla workshop for 3 days from 11/4/2017 until 13/4/17.	
	Day 1.	
	- Introduction to the CMS Joomla.	
	- Install the webserver, PHP, MySQL Joomla 3.6.X	
	- Global configuration	
	- Template setting	
	- Identify the template position	
	- Start the Joomla web	
	- Create the menu and submenu	
	- Identify the Menu Class and Module class suffix	
	- Create articles	
	- Upload images	
	- How to get and install the extensions	
	- Create the gallery, video and audio extensions.	
	- Manage the articles and categories.	
	- Arrange the blog format	
	- Administrate the Homepage (featured articles, category blog)	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
12/4/17 (Wed)	Day 2.	
	- Module installation.	
	- Steps to install the module from JEB.	
	- The module installations according to the Probe.	
	- Create the addition menu.	
	- Components and module installations.	
	- Extensions Language installation	
	- Learn the Content Language (menu, module, article).	
	- Backup and restore.	
	- Installed the Joomla web into Domain and Hosting.	
	- Transferred the Joomla file to the Hosting.	
	- Create database	
	- create username	
	- Access to the internet and Web responsive	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
13/4/19 (Thu)	Day 3	
	- Review the polytechnic web portal.	
	- Backup and restore the existing polytechnic web portal.	
	- Install the backup files to the PC and laptop.	
	- Run the extension files to the webserver	
	- Restore the existing files and start the web portal to the domain and hosting.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
14/4/19 (Fri)	- Install and restore the polytechnic portal backup file into the computer server.	

*Joy*

NONG NDAIYA BINTI MOJIB ADESS  
Pegawai Teknologi Maklumat (P41,  
Politeknik Seberang Perai



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
19/4/19 (Wed)	Search and find the template for data entry table in the special project (E-Bilik).	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
20/4/19 (Thu)	Edit and adding additional features and system functioning in the special project (E-Bilik).	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
26/4/17 (Wed)	- Setting up the desktop computer in the laboratory. Assemble, arrange and setup the computers on the desks.	
	- Locate the monitor cables and then connect one end of the cable to the monitor port on the computer case.	
	- Plug in the keyboard connector, mouse connector and external speakers connector to the ports.	
	- Plug in the power supply cables at the computer case and electrical outlet, then checked whether the computers are working properly or not.	
	- There were 3 <del>three</del> lab to setup the computer and each lab consists of 30 computers.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
27/4/17 (Thu)	- View the serial number and print out the barcode stickers in Sistem Pengurusan Asekit (SPA) for asset's reference.	
	- Setup all the computer components and cabling at the new computer lab in polytechnic with the technician staff.	





DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
3/5/17 (Wed)	- Print out the barcode sticker in " Sistem Pengurusan Aset "	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
4/5/17 (Thu)	- Setting up the menu page in the system (F-Bilik).  - Programmed the code to display the data from database table.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
9/5/17 (Tue)	<ul style="list-style-type: none"> <li>- Update and check the satisfaction survey result.</li> </ul>	
	<ul style="list-style-type: none"> <li>- E-mailed the survey results to supervisor.</li> </ul>	
	<ul style="list-style-type: none"> <li>- Search and review the templates to display all the data in database to interactive datatable in Php pages for special project (E-Bilik).</li> </ul>	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
10/5/17 (Wed)	<ul style="list-style-type: none"> <li>- Wesak Day!</li> </ul>	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15/5/17 (Mon)	- Programmed the php code for special project (E-8:1)it	
	- Troubleshoot the error occurred in the system development	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
16/5/17 (Tue)	- participated in the ICT department meeting for EKSRA.	
	- In this meeting, our head department explained and assigned the staff to different area of work to be done during this week for this whole week (15-19/5) our department will be busy with the organizing and maintenance staff and work for EKSRA.	
	- Clearing, organizing, arranging the department.	
	- paint the door grille.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
18/5/19 (Thu)	- Cleaning, organizing, arranging the department	
	- paint the door grille.	
	- Discussed with Supervisor, Mr. bany about the visiting lecturer for next week.	
	- Need to prepare the special project, documents and log book.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
17/5/19 (Wed)	- Cleaning, organizing, arranging the department.	
	- paint the door grille	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
22/5/17 (Mon)	- Edit submenu files for special project C.E-filik.	
	- Modify and edit error coding in php files.	
	- Add functions coding in php files.	
	- Search and run the php calendar bootstrap in the php files and database.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
19/5/17 (Fri)	- Creating customized tasks in php coding.	
	- Edit errors function in php file	
	  N. ENG BIDAAYA BINTI MORD ADI IS Pegawai Teknologi-Maklumat (P44) Politeknik Seberang Perai	





























# APPENDIX B

## STUDENT'S CHECKLIST

### INDUSTRIAL TRAINING STUDENT'S CHECKLIST

**Student's Name** : MUHAMMAD FAWWAZ BIN ABDUL KAHMAM  
**Student's Id** : 2013359749  
**Unit / Department** : UIC  
**Organization** : POLITEKNIK SEBERANG PERAI  
**Semester** : Mac - July 2017

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

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

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

#### NOTES :

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

# APPENDIX C

## USER MANUAL





# **PANDUAN PENGGUNAAN**

## **e-Bilik**

**(Sistem Tempahan Bilik Mesyuarat / Makmal)**

Disediakan oleh:

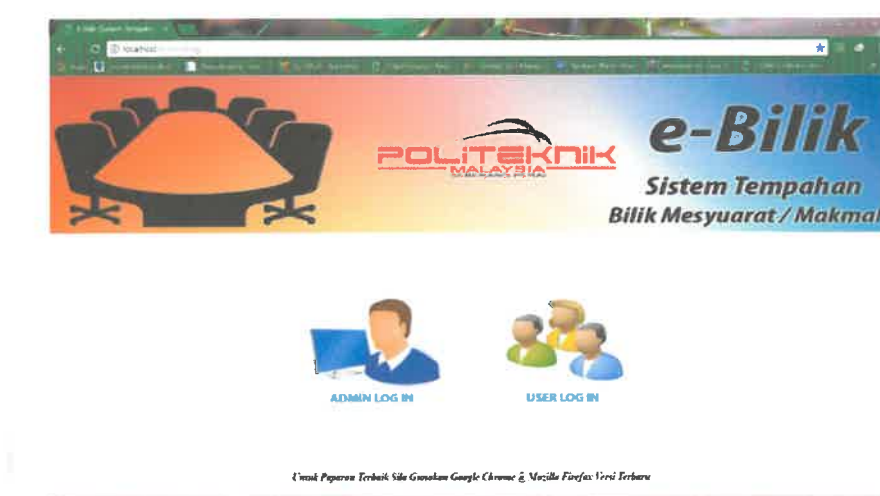
Muhammad Fawwaz Bin Abdul Rahman

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## 1.0 Manual Pengguna

### 1.1 Halaman Utama



Rajah 1 Halaman Utama Sistem

- Pilih menu log masuk sebagai pengguna.

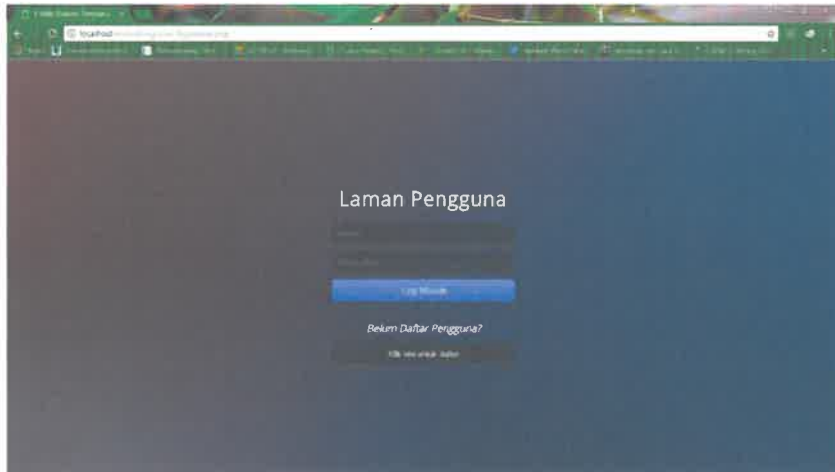
### 1.2 Daftar Pengguna



Rajah 2 Daftar Pengguna

- Isikan semua maklumat yang diperlukan.
- Kemudian klik "Hantar" untuk mendaftar sebagai pengguna.

### 1.3 Log Masuk



**Rajah 2 Log Masuk Pengguna**

- Masukkan kata nama dan kata laluan untuk log masuk sistem.
- Bagi pengguna yang memasukkan kata nama atau kata laluan yang salah paparan "error" seperti dibawah akan dipaparkan.



**Rajah 3 Paparan "error"**

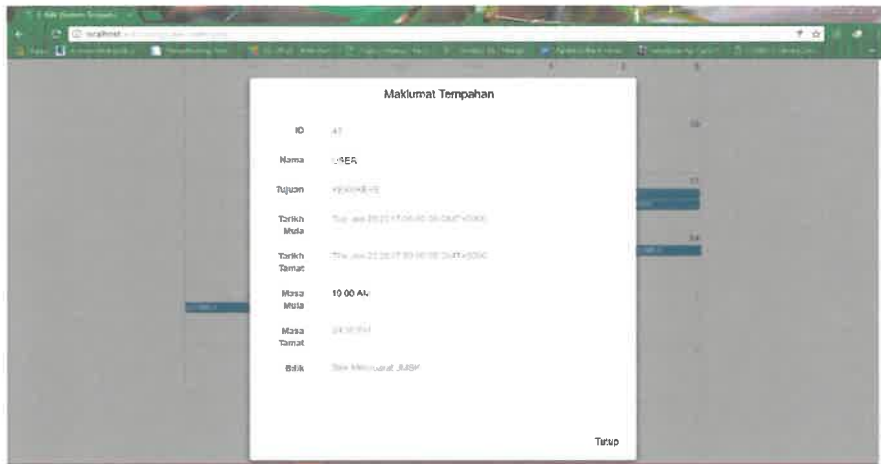
- Pengguna perlu log masuk semula seperti di **Rajah 2**.

## 1.4 Menu Utama



**Rajah 4 Menu Utama**

- Menu Utama memaparkan kalendar maklumat tempahan.
- Pengguna perlu menyemak terlebih dahulu kekosongan bilik pada tarikh dan masa yang hendak ditempah sebelum membuat sebarang tempahan.
- Tarikh kalendar akan memaparkan tajuk tempahan.
- Pengguna boleh lihat maklumat tempahan secara terperinci dengan "double click" pada tajuk tempahan yang dipaparkan seperti rajah di bawah.



Rajah 5 Maklumat Tempahan

## 1.5 Tempah Bilik



Rajah 6 Tempah Bilik

- Untuk membuat tempahan, klik pada menu “Tempah Bilik”.
- Masukkan semua maklumat yang di minta.

- Bagi tempahan yang sama, mesej seperti di **Rajah 7** akan di paparkan.
- Tempahan yang berjaya, akan di paparkan mesej seperti di **Rajah 8**.



Harap Maaf Bilik Ini Telah Di Tempah!  
[Kembali / Tempah Semula.](#)

---

**Rajah 7 Paparan Mesej Tidak Berjaya**

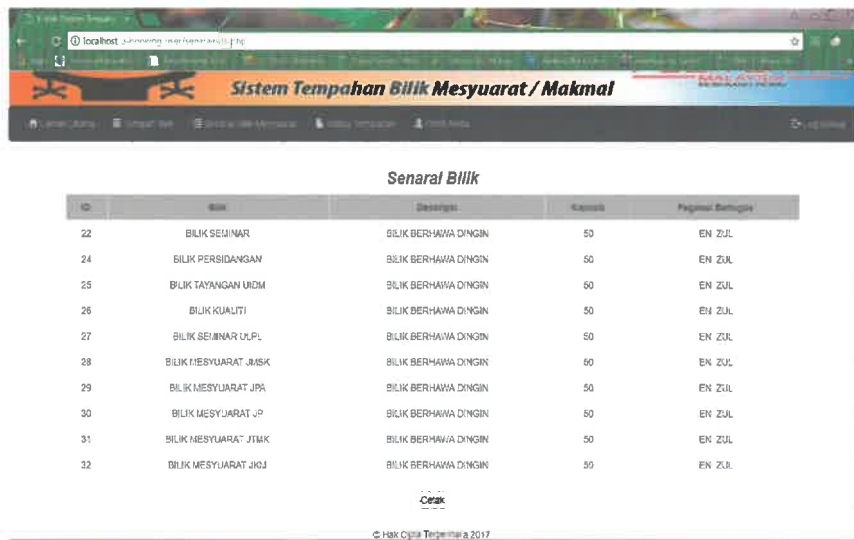


Tempahan Telah Berjaya.  
[Lihat Tempahan](#)

---

**Rajah 8 Paparan Mesej Berjaya**

## 1.6 Senarai Bilik



ID	Bilik	Deskripsi	Kapasiti	Pegawai Bertugas
22	BILIK SEMINAR	BILIK BERHAWA DINGIN	50	EN ZUL
24	BILIK PERSIDANGAN	BILIK BERHAWA DINGIN	50	EN ZUL
25	BILIK TAYANGAN UDM	BILIK BERHAWA DINGIN	60	EN ZUL
26	BILIK KUALITI	BILIK BERHAWA DINGIN	50	EN ZUL
27	BILIK SEMINAR ULPL	BILIK BERHAWA DINGIN	50	EN ZUL
28	BILIK MESYUARAT JMJK	BILIK BERHAWA DINGIN	60	EN ZUL
29	BILIK MESYUARAT JPA	BILIK BERHAWA DINGIN	50	EN ZUL
30	BILIK MESYUARAT JP	BILIK BERHAWA DINGIN	50	EN ZUL
31	BILIK MESYUARAT JTMK	BILIK BERHAWA DINGIN	50	EN ZUL
32	BILIK MESYUARAT JGJ	BILIK BERHAWA DINGIN	50	EN ZUL

**Rajah 9 Senarai Bilik Mesyurat / Makmal**

- Menu “**Senarai Bilik**” memaparkan senarai bilik dan makmal yang terdapat dalam sistem tempahan ini.
- Pengguna boleh menyemak penerangan, kapasiti dan pegawai yang bertugas untuk setiap bilik.



## 1.7 Status Tempahan

**Status Tempahan Anda**

**\*\*\* Peringatan!! Tempahan anda adalah tertakluk kepada sebarang perubahan yang akan dibuat oleh pihak PSP mengikut keperluan semasa di Politeknik. Sila cetak maklumat tempahan anda sebagai rujukan. \*\*\***

ID	Nama Pengguna	Tajuk	Tarikh Mula	Tarikh Tamat	Masa Mula	Masa Tamat	Jumlah Pajuar	Tarikh Bilik	Bilik	Status	Catatan	Tindakan
74	USER	SHORT COURSE	2017-08-31 00:00:00	2017-08-31 00:00:00	09:00 AM	02:00 PM	35	2017-08-21	BILIK PERSIDANGAN	Pending		<a href="#">Batal/Padam</a> <a href="#">Cetak</a>
73	USER	POLYURE	2017-06-20 00:00:00	2017-06-20 00:00:00	09:30 AM	11:00 AM	11	2017-06-20	BILIK SEMINAR ULPL	Pending		<a href="#">Batal/Padam</a> <a href="#">Cetak</a>
72	USER	ED	2017-06-29 00:00:00	2017-06-29 00:00:00	08:00 AM	02:00 PM	12	2017-05-19	BILIK MESYUARAT JTMK	Pending		<a href="#">Batal/Padam</a> <a href="#">Cetak</a>
71	USER	CVBN	2017-05-29 00:00:00	2017-06-29 00:00:00	08:00 AM	10:00 AM	12	2017-05-19	BILIK MESYUARAT JMSK	Pending		<a href="#">Batal/Padam</a> <a href="#">Cetak</a>

**Rajah 10 Status Tempahan**

- Menu **“Status Tempahan”** memaparkan semua tempahan yang telah di buat oleh pengguna.
- Pengguna boleh buat pembatalan tempahan sekiranya terdapat sebarang perubahan.
- Pengguna perlu mencetak setiap tempahan yang telah **“Di luluskan”** sebagai rujukan.

## 1.8 Profil Anda



Rajah 11 Profil Anda

- Pengguna boleh melihat maklumat profil pada menu “Profil Anda”.
- Pengguna boleh mengemaskini maklumat peribadi yang terdapat pada menu “Edit Profil” seperti di Rajah 12.



Rajah 12 Edit Profil



**e-Bilik**

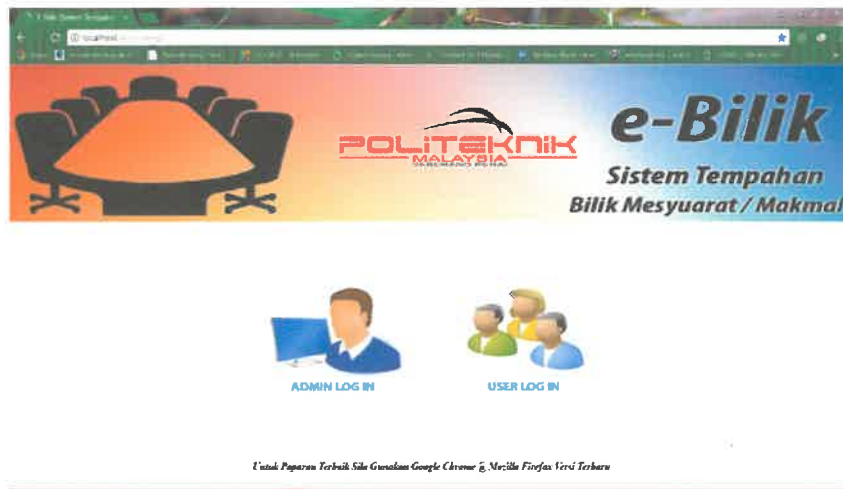
*Sistem Tempahan Bilik Mesyuarat / Makmal*



# MANUAL PENTADBIR

## 2.0 Manual Pentadbir

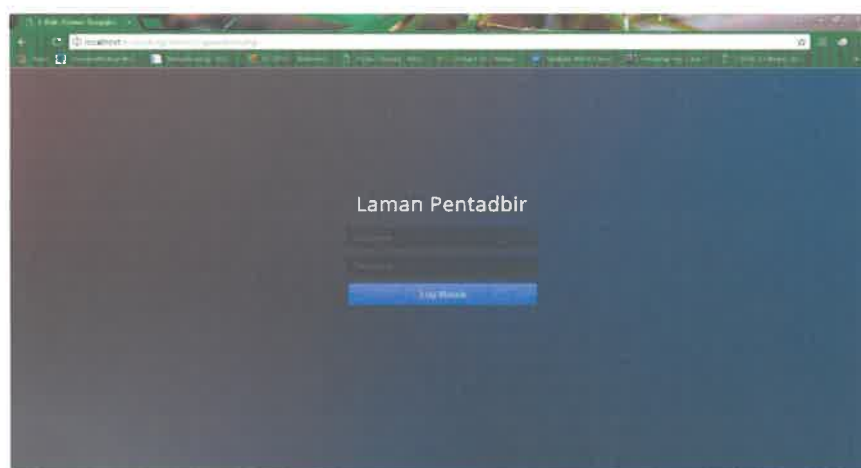
### 2.1 Halaman Utama



**Rajah 13** Halaman Utama

- Pilih log masuk sebagai pentadbir

### 2.2 Log Masuk Pentadbir



**Rajah 14** Laman Pentadbir

- Masukkan kata nama dan kata laluan untuk log masuk.
- Bagi pentadbir yang memasukkan kata nama atau kata laluan yang salah paparan "error" seperti dibawah akan dipaparkan.



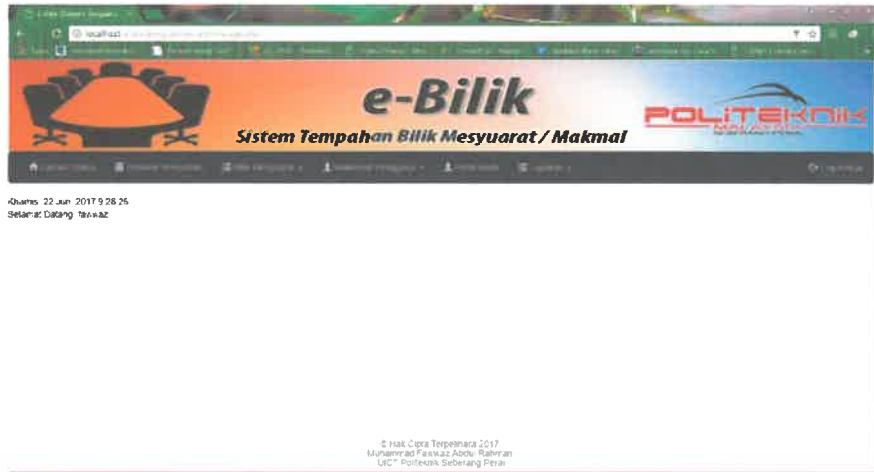
Salah username atau password!  
Klik Sini Untuk Log Masuk

---

#### **Rajah 15 Paparan "error"**

- Pentadbir perlu memasukkan semula kata nama dan kata laluan yang betul untuk log masuk sistem.

### 2.3 Laman Pentadbir



Rajah 16 Laman Pentadbir

### 2.4 Senarai Tempahan

ID	Tugasan	Tarikh Mula	Tarikh Tamat	Masa Mula	Masa Tamat	Jumlah Pesiakit	Nama Pemohon	Tarikh Mahal	Bilik	Status	Tindakan
67	12345	2017-06-20 00:00:00	2017-06-21 00:00:00	16:00 AM	02:30 PM	12	ABU ALI	2017-06-19	BILIK SEMINAR UPL	Pending	<a href="#">Carian</a> <a href="#">Kemaskini</a>
66	W	2017-06-29 00:00:00	2017-06-29 00:00:00	11:30 AM	04:00 PM	23	USER	2017-06-19	BILIK MESYUARAT JMSK	Pending	<a href="#">Carian</a> <a href="#">Kemaskini</a>
68	AKU MERAJU	2017-06-20 00:00:00	2017-06-21 00:00:00	12:30 PM	05:30 PM	12	AKU	2017-06-19	BILIK SEMINAR UPL	Pending	<a href="#">Carian</a> <a href="#">Kemaskini</a>
69	HAHAHAHAHA	2017-06-20 00:00:00	2017-06-21 00:00:00	10:30 AM	02:30 PM	13		2017-06-19	BILIK SEMINAR UPL	Pending	<a href="#">Carian</a> <a href="#">Kemaskini</a>
70	ZXX	2017-06-20 00:00:00	2017-06-20 00:00:00	11:30 AM	04:00 PM	34		2017-06-15	BILIK MESYUARAT JP	Pending	<a href="#">Carian</a> <a href="#">Kemaskini</a>
71	CVN	2017-06-29	2017-06-29	08:00	10:00	12	USER	2017-06-	BILIK MESYUARAT	Pending	<a href="#">Carian</a>

Rajah 17 Senarai Tempahan

- Senarai tempahan baharu akan dipaparkan pada menu “Senarai Tempahan”.
- Pentadbir perlu mengemaskini status permohonan tempahan “Diluluskan” atau “Ditolak” pada “Status” seperti rajah dibawah.



**Rajah 18** Kemaskini Tempahan

## 2.5 Senarai Bilik Mesyuarat



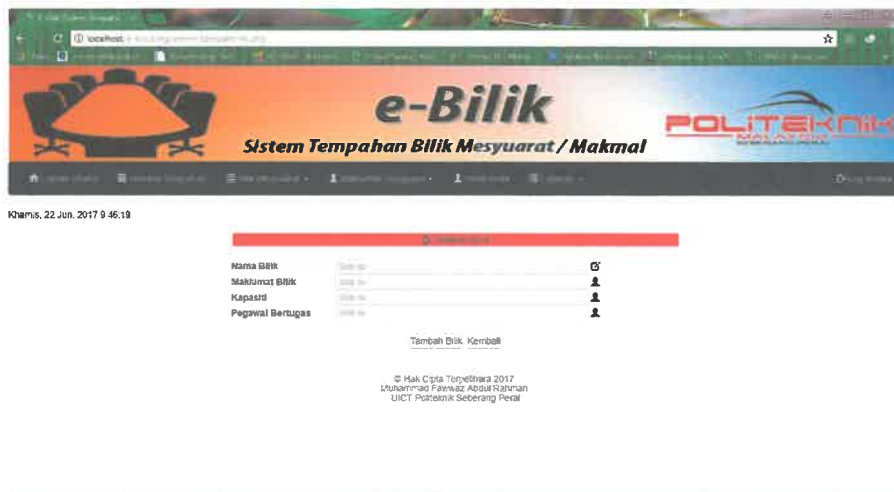
The screenshot shows the 'e-Bilik' web application interface. The header features the 'e-Bilik' logo and the text 'Sistem Tempahan Bilik Mesyuarat / Makmal' alongside the 'POLITEKNIK MARA' logo. Below the header, the date and time 'Khamis, 22 Jun, 2017 9:41:00' are displayed. The main content area is titled 'Senarai Bilik' and contains a table with the following data:

ID	Bilik	Daerah	Kapasiti	Pegawai Bertugas	Tindakan
22	BILIK SEMINAR	BILIK BERHAWA DINGIN	50	EN. ZUL	<a href="#">Padam</a> / <a href="#">Kemas kini</a>
24	BILIK PERSIDANGAN	BILIK BERHAWA DINGIN	50	EN. ZUL	<a href="#">Padam</a> / <a href="#">Kemas kini</a>
25	BILIK TAYANGAN UCMA	BILIK BERHAWA DINGIN	50	EN. ZUL	<a href="#">Padam</a> / <a href="#">Kemas kini</a>
26	BILIK KUALITI	BILIK BERHAWA DINGIN	50	EN. ZUL	<a href="#">Padam</a> / <a href="#">Kemas kini</a>
27	BILIK SEMINAR ULPL	BILIK BERHAWA DINGIN	50	EN. ZUL	<a href="#">Padam</a> / <a href="#">Kemas kini</a>
28	BILIK MESYUARAT JUSK	BILIK BERHAWA DINGIN	50	EN. ZUL	<a href="#">Padam</a> / <a href="#">Kemas kini</a>
29	BILIK MESYUARAT JPA	BILIK BERHAWA DINGIN	50	EN. ZUL	<a href="#">Padam</a> / <a href="#">Kemas kini</a>
30	BILIK MESYUARAT JP	BILIK BERHAWA DINGIN	50	EN. ZUL	<a href="#">Padam</a> / <a href="#">Kemas kini</a>
31	BILIK MESYUARAT JTMK	BILIK BERHAWA DINGIN	50	EN. ZUL	<a href="#">Padam</a> / <a href="#">Kemas kini</a>

**Rajah 19 Senarai Bilik**

- Pentabir boleh mengemaskini atau padam semua maklumat bilik pada menu "Tindakan".
- Pentadbir juga boleh tambah bilik atau makmal pada menu yang sama.





**Rajah 20** Tambah Bilik

## 2.6 Maklumat Pengguna

- Pada menu “**Pengguna**” terdapat dua kategori pengguna iaitu pentadbir dan pengguna/staf.
- Pentadbir boleh melihat, mengemaskini, padam dan tambah pengguna.



Khamis, 22 Jun. 2017 9:51:13

### Senarai Pentadbir

Tambah Pentadbir

ID	Nama Penuh	Telefon	Jawatan	Email	Nama	Kata Laluan	Tindakan
1	MUHAMMAD FAWWAZ	0174273190	UICT	jesi@gmail.com	fawwaz	1234	<a href="#">Padam</a> / <a href="#">Kemaskini</a>
3	KHAIRUL ENCEM	0127425610	Unit Peperiksaan (JPEP)	khairencem@gmail.com	khairul	khairul	<a href="#">Padam</a> / <a href="#">Kemaskini</a>

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 Muhammad Fawwaz, Abdul Rahman  
 UICT Politeknik Cenderghas Perak

Rajah 21 Menu Pentadbir



Khamis, 22 Jun. 2017 9:52:50

### Senarai Pengguna

Tambah Pengguna

ID	Nama Penuh	Telefon	Jawatan	Email	Nama	Kata Laluan	Tindakan
2	USER	0987654	JKM	test@gmail.com	user	1234	<a href="#">Padam</a> / <a href="#">Kemaskini</a>
3	ABU ALI	0123456789	Jabatan Matematik & Sains Komputer (JISBK)	abu@ali	abu	abu	<a href="#">Padam</a> / <a href="#">Kemaskini</a>
6	test	test	test	test@yahoo.com	test	test	<a href="#">Padam</a> / <a href="#">Kemaskini</a>
7	AKIM	TEST	Unit Pembangunan dan Senggara	test	plxx	plxx	<a href="#">Padam</a> / <a href="#">Kemaskini</a>
8	AKIM	0162549375	Jabatan Sukan Kokurikulum & Kebudayaan (JISROK)	m@gmail.com	rr	12	<a href="#">Padam</a> / <a href="#">Kemaskini</a>
9	ti	667777	Unit Kaunseling dan Kerjaya	ti@we.com	tu	oo	<a href="#">Padam</a> / <a href="#">Kemaskini</a>

© Hak Cipta Terpelihara 2017

Rajah 22 Menu Pengguna



**Rajah 23** Kemaskini Maklumat Pengguna



**Rajah 24** Tambah Pengguna

- Setiap maklumat yang dikemaskini, dipadam atau ditambah perlu disimpan dengan menekan **“Simpan”**.

## 2.7 Profil Anda



Khamis 22 Jun, 2017 10:02:14

**Profil Anda** Edit Profil

ID	Nama Penuh	Nombor Telefon	Jawatan	Email	Nama	Kata Laluan
1	MUHAMMAD FAWWAZ	0174273190	UIC7	tes1@gmail.com	fatwaz	1234

© Hak Cipta Terpelihara 2017  
Muhammad Fawwaz Abdul Rahman  
UIC7 Politeknik Seberang Perai

**Rajah 25** Profil Anda

- Pada menu **“Profil Anda”**, pentadbir boleh melihat maklumat profil.
- Pentadbir boleh mengemaskini maklumat profil dengan menekan **“Edit Profil”** sekiranya terdapat sebarang perubahan.



**Rajah 26 Edit Profil Anda**

## 2.8 Laporan

- Terdapat 4 kategori pada menu laporan, **“Laporan keseluruhan”**, **“Status Tempahan”**, **“Bilik”**, **“Bulanan”**.
- **“Laporan Keseluruhan”** memaparkan semua tempahan.
- **“Bulanan”** memaparkan semua tempahan mengikut bulan dan tahun yang dipilih oleh pentadbir.



### Senarai Laporan Keseluruhan

Cetak Halaman

ID	Tujuan	Tarikh Mula	Tarikh Tamat	Masa Mula	Masa Tamat	Jumlah Peserta	Nama Pemohon	Tarikh Mula	Bilik	Status	Tindakan
55	KEKE	2017-06-20 00:00:00	2017-06-20 00:00:00	11:00 AM	04:30 PM	12	ABU ALI	2017-05-16	Bilik Mesyuarat JP	Diluluskan	<a href="#">Padam</a> <a href="#">Kemaskini</a>
67	12345	2017-06-20 00:00:00	2017-06-21 00:00:00	10:00 AM	02:30 PM	12	ABU ALI	2017-05-19	BILIK SEMINAR ULPL	Pending	<a href="#">Padam</a> <a href="#">Kemaskini</a>
66	VV	2017-06-29 00:00:00	2017-06-29 00:00:00	11:30 AM	04:00 PM	23	USER	2017-05-19	BILIK MESYUARAT JUSK	Pending	<a href="#">Padam</a> <a href="#">Kemaskini</a>
68	AKU MERAYU	2017-06-20 00:00:00	2017-06-21 00:00:00	12:30 PM	05:30 PM	12	AKIM	2017-05-19	BILIK SEMINAR ULPL	Pending	<a href="#">Padam</a> <a href="#">Kemaskini</a>
68	HAHAHAHAHA	2017-06-20 00:00:00	2017-06-21 00:00:00	10:30 AM	02:30 PM	13	II	2017-05-19	BILIK SEMINAR ULPL	Pending	<a href="#">Padam</a> <a href="#">Kemaskini</a>

### Rajah 26 Laporan Keseluruhan

- Pentadbir boleh mengemaskini dan padam maklumat tempahan pada menu “Laporan Keseluruhan”.



Khamis, 22 Jun, 2017 12:34:13

### Laporan Status Tempahan

<span>Pending</span> <span>Diluluskan</span> <span>Ditolak</span>												
ID	Tujuan	Tarikh Mula	Tarikh Tamat	Masa Mula	Masa Tamat	Jumlah Peserta	Nama Pemohon	Tarikh Semasa	Bilik	Status	Calon	Tindakan
67	12345	2017-06-20 00:00:00	2017-06-21 00:00:00	10:00 AM	02:30 PM	12	ABU ALI	2017-06-19	BILIK SEMINAR ULPL	Pending		<a href="#">Padam</a> <a href="#">Kemaskini</a>
66	W	2017-06-29 00:00:00	2017-06-29 00:00:00	11:30 AM	04:00 PM	23	USER	2017-06-19	BILIK MESYUARAT JMSK	Pending		<a href="#">Padam</a> <a href="#">Kemaskini</a>
68	AKU MERYAJU	2017-06-20 00:00:00	2017-06-21 00:00:00	12:30 PM	05:30 PM	12	AKUM	2017-06-19	BILIK SEMINAR ULPL	Pending		<a href="#">Padam</a> <a href="#">Kemaskini</a>
69	HAHAHAHAHAHA	2017-06-20 00:00:00	2017-06-21 00:00:00	10:30 AM	02:30 PM	13	R	2017-06-19	BILIK SEMINAR ULPL	Pending		<a href="#">Padam</a> <a href="#">Kemaskini</a>

Rajah 27 Laporan Status Tempahan

- “Status Tempahan” memaparkan tempahan mengikut status “Pending”, “Diluluskan”, “Ditolak”.
- Pentadbir juga boleh mengemaskini maklumat tempahan.



Khamis, 22 Jun, 2017 12:38:13

### Laporan Penggunaan Bilik

ID	Jenis Bilik	Tindakan
22	BILIK SEMINAR	Lihat
24	BILIK PERBIDANGAN	Lihat
25	BILIK TAYANGAN UDM	Lihat
26	BILIK KUALITI	Lihat
27	BILIK SEMINAR ULPL	Lihat
28	BILIK MESYUARAT JMSK	Lihat
29	BILIK MESYUARAT JPA	Lihat
30	BILIK MESYUARAT JP	Lihat
31	BILIK MESYUARAT JTRK	Lihat

Rajah 28 Laporan Penggunaan Bilik

- “Bilik” memaparkan semua tempahan mengikut bilik yang ditempah seperti **Rajah 28**.

The screenshot shows the 'e-Bilik' web application interface. At the top, there is a navigation bar with the title 'e-Bilik' and the subtitle 'Sistem Tempahan Bilik Mesyuarat / Makmal'. Below the navigation bar, there is a date stamp: 'Khamis, 22 Jun, 2017 12:41:24'. The main content area displays a table titled 'Laporan Penggunaan Bilik'. The table has 11 columns: ID, Tujuan, Tarikh Mula, Tarikh Tamat, Masa Mula, Masa Tamat, Jumlah Peserta, Nama Peminat, Tarikh Mula, Bilik, and Status. There are four rows of data, each with a 'Pendaftaran' link in the Status column.

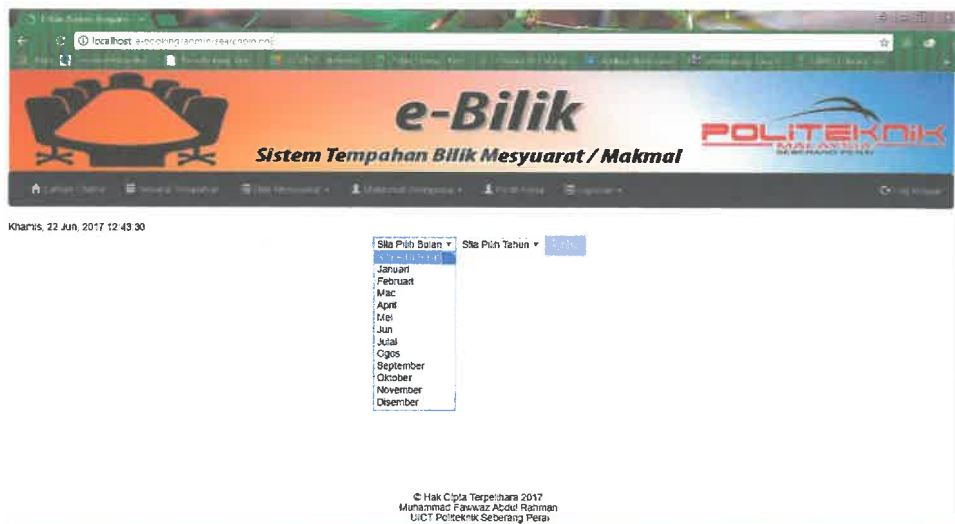
ID	Tujuan	Tarikh Mula	Tarikh Tamat	Masa Mula	Masa Tamat	Jumlah Peserta	Nama Peminat	Tarikh Mula	Bilik	Status
67	12345	2017-06-20 00:00:00	2017-06-21 00:00:00	10:00 AM	02:30 PM	12	ABU ALI	2017-06-19	BILIK SEMINAR UJPL	Pending <a href="#">Pendaftaran</a>
68	AKU MERAYU	2017-06-20 00:00:00	2017-06-21 00:00:00	12:30 PM	05:30 PM	12	AKUJ	2017-06-19	BILIK SEMINAR UJPL	Pending <a href="#">Pendaftaran</a>
69	HAHAHAHAHAHA	2017-06-20 00:00:00	2017-06-21 00:00:00	10:30 AM	02:30 PM	13	II	2017-06-19	BILIK SEMINAR UJPL	Pending <a href="#">Pendaftaran</a>
73	POLY'TRE	2017-06-20 00:00:00	2017-06-20 00:00:00	09:30 AM	11:00 AM	11	USER	2017-06-20	BILIK SEMINAR UJPL	Pending <a href="#">Pendaftaran</a>

At the bottom of the table, there is a 'Cetak Kembali' button.

**Rajah 28** Laporan Terperinci Penggunaan Setiap Bilik

- Pentadbir juga boleh mengemaskini maklumat tempahan.





**Rajah 29 Laporan Bulanan**

- Pentadbir boleh melihat laporan tempahan bulanan dengan memilih bulan dan tahun yang diinginkan seperti di Rajah 29.
- Senarai laporan bulanan akan dipaparkan seperti rajah dibawah.

The screenshot shows the e-Bilik web application interface displaying a table of monthly reports for June 2017. The table is titled 'Laporan Bulanan' and 'Laporan Bagi: Bulan 06 Tahun 2017'. The table has the following columns: ID, Nama Penuk, Tujuan, Tarikh Mula, Tarikh Tamat, Masa Mula, Masa Tamat, Jumlah Penuk, Tarikh Mula, Bilik, Status, and Catatan. The table contains the following data:

ID	Nama Penuk	Tujuan	Tarikh Mula	Tarikh Tamat	Masa Mula	Masa Tamat	Jumlah Penuk	Tarikh Mula	Bilik	Status	Catatan
55	ABU ALI	KEKE	2017-06-20 00:00:00	2017-06-20 00:00:00	11:00 AM	04:30 PM	12	2017-06-16	Bilik Mesyuarat JP	Dibulkan	
67	ABU ALI	12345	2017-05-20 00:00:00	2017-06-21 00:00:00	10:00 AM	02:30 PM	12	2017-06-19	BILIK SEMINAR ULPL	Pending	
66	USER	W	2017-06-29 00:00:00	2017-05-29 00:00:00	11:30 AM	04:00 PM	23	2017-06-19	BILIK MESYUARAT JMSK	Pending	
68	AKIM	AKU MERAYU	2017-06-20 00:00:00	2017-06-21 00:00:00	12:30 PM	05:30 PM	12	2017-06-19	BILIK SEMINAR ULPL	Pending	
69	II	HAHAHAHAHA	2017-06-20 00:00:00	2017-05-21 00:00:00	10:30 AM	02:30 PM	13	2017-06-16	BILIK SEMINAR ULPL	Pending	

**Rajah 30 Laporan Bulanan**

# APPENDIX D

# DOCUMENTS

RM 1.40

### LAPORAN HARIAN REKOD KEHADIRAN

NAMA : MUHAMMAD FAWWAZ BIN ABDUL RAHMAN  
 KEMENTERIAN : KEMENTERIAN PENGAJIAN TINGGI MALAYSIA  
 JABATAN : POLITEKNIK SEBERANG PERAI  
 BAHAGIAN / UNIT : UNIT ICT  
 BULAN : FEBRUARI 2017

WARNA KAD : 0000007125  
 PILIHAN WAKTU KERJA : 1702 WP2

TARIKH	MASUK	KELUAR	MASUK LAMBAT	KELUAR AWAL	KENYATAAN	JUMLAH MASA	KELULUSAN
01 - Wed	09:51	17:03	01:51	00:00		07:12	
02 - Thu	07:43	17:06	00:00	00:00		08:00	
03 - Fri	07:48	17:03	00:00	00:00		08:00	
04 - Sat	--:--	--:--	00:00	00:00		00:00	
05 - Sun	--:--	--:--	00:00	00:00		00:00	
06 - Mon	07:50	17:02	00:00	00:00		08:00	
07 - Tue	07:54	17:02	00:00	00:00		08:00	
08 - Wed	07:55	17:01	00:00	00:00		08:00	
09 - Thu	--:--	--:--	00:00	00:00		00:00	
10 - Fri	07:51	17:03	00:00	00:00		08:00	
11 - Sat	--:--	--:--	00:00	00:00		00:00	
12 - Sun	--:--	--:--	00:00	00:00		00:00	
13 - Mon	07:52	17:02	00:00	00:00		08:00	
14 - Tue	07:51	17:03	00:00	00:00		08:00	
15 - Wed	07:53	17:03	00:00	00:00		08:00	
16 - Thu	07:53	17:01	00:00	00:00		08:00	
17 - Fri	07:53	17:02	00:00	00:00		08:00	
18 - Sat	--:--	--:--	00:00	00:00		00:00	
19 - Sun	--:--	--:--	00:00	00:00		00:00	
20 - Mon	07:56	17:01	00:00	00:00		08:00	
21 - Tue	07:55	17:02	00:00	00:00		08:00	
22 - Wed	07:57	17:02	00:00	00:00		08:00	
23 - Thu	07:57	17:01	00:00	00:00		08:00	
24 - Fri	07:56	17:03	00:00	00:00		08:00	
25 - Sat	--:--	--:--	00:00	00:00		00:00	
26 - Sun	--:--	--:--	00:00	00:00		00:00	
27 - Mon	07:58	17:05	00:00	00:00		08:00	
28 - Tue	07:59	17:09	00:00	00:00		08:00	

#### LAPORAN BULANAN

MASUK AWAL	18	JUMLAH CATITAN MERAH	01
MASUK LEWAT (ML)	01	JUMLAH MASUK LEWAT	001:51
KELUAR AWAL (KA)	00	JUMLAH KELUAR AWAL	000:00
KELUAR LEWAT	19	JUMLAH JAM BEKERJA	151:12
TIDAK LENGKAP (TL)	00	JUMLAH KERJA LEBIH MASA	000:00
TIDAK HADIR (TH)	00		
OFFDAY	08		
CUTI UMUM	01		

\*\* TAMAT LAPORAN \*\*

DAENG BIDAIYA BINTI MOHD ADRIS  
 Pegawai Teknologi Maklumat (F4)  
 Politeknik Seberang Perai