



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT:
EXXONMOBIL BUSINESS SUPPORT CENTRE MALAYSIA
SDN BHD
MENARA EXXONMOBIL, KUALA LUMPUR CITY CENTRE
50088 KUALA LUMPUR**

**SPECIAL PROJECT:
SKYPE FOR BUSINESS FULL MENARA EXXONMOBIL
ROLLOUT**

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

01 AUGUST 2015 – 31 DECEMBER 2015

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ROLLOUT

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

01 AUGUST 2015 – 31 DECEMBER 2015

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.

Signed by,



Norsyafiqah Filzah Mohamad Saodi

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Date of submissions: 11th January 2015

ABSTRACT

The industrial training session has been started and been marked on the date beginning from 27th August 2015 until 31st December 2015 in Menara Exxonmobil, Kuala Lumpur Malaysia. The intern has been charged under Malaysia Area Operations (MAO) department and being grouped under the End-User Services (EUS) team. Apparently, several items were highlighted in this report which includes the daily tasks and activities which have been assigned to the intern. The role of intern is to help the team to carry on the daily tasks which are; troubleshooting the MFD, troubleshoot the hardware and software issue, load the GME Operating System (customize OS) as well as provide the IT consultation toward the users that having any issue. The rollout of Skype for Business Full has been fully used by all the folks. The purposes of this rollout are (1) move everyone to have one medium of communication, (2) To replace the current hardware (Cisco phone) in order to embark current technology, (3) to improve security as well as (4) to keep up with latest technology. In addition, towards end of this year, almost 90 folks of employees and contractor staffs who have been more than 5 years and above need to change their JAVA smartcard to .NET smartcard in order to guarantee the smooth login to their machines (laptop and multifunctional device). The limitation and challenge encountered by the intern during the training session also covered in the report.

Keyword Menara Exxonmobil, Skype for Business, Multifunctional devices, GME Operating System

ACKNOWLEDGEMENT

It is always pleasure to express my gratefulness to One and Only Lord, Allah for the precious opportunity for allowing me to embrace the successfulness in completing this industrial training as well as the report. Undoubtedly, Allah and His Angels send blessings on the Prophet, O you who believe. Send upon him blessings and salute him fully well in abundance.

First and foremost, I would like to say gazillion of thanks to both of my Academic Advisor which also act as my lecturer, Mrs. Izzatil Husna bt Arshad and Mrs. Nurulannisa bt Abdullah for their keen in helping me out to complete my report. I really appreciate every effort and guidance that has been given to me. They never tired of guiding me to complete my report based on the proper standard that have been required to. Apparently all your endless support has paid off as I able to complete the report perfectly.

In addition, the biggest gratitude blows to Exxonmobil Business Support Centre Malaysia Sdn Bhd, specifically on Malaysia Area Operation (MAO) department as they give me the opportunity to carry on my industrial training for five months without any fail. I would like to thank the manager of MAO, Mr Suhaidi Ali for his endless support and contributions in making sure that I gained the knowledge and experience as much as I can do.

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which at the same time able to increase my skills and knowledge in IT field. Certainly, she is the best Team Lead with outstanding personality and good leadership skills. Not to forget, my other colleagues who consistently assisting me during the industrial training. They teach me on how to solve the IT issue that related with hardware, software and any applications available.

Not to forget I would like to express my greatest appreciation to the visiting faculty supervisor, Mr. Zulkifli Yusoff on his visit on me during the internship. He willing to spend some of his precious time to come and pay a visit to my workplace. On top of that, he has given significant cooperation by listening to my presentation regarding of my daily and task and progress of special project.

Finally, I would like to express my deepest pleasure and greater sense of gratitude to my family and friends for their unconditionally love and being the best support system during my industrial training session. They persistently remind me of being a good intern and maintaining good relationship with other colleagues in purpose to conduct the work in a very productive condition.

LIST OF ABBREVIATION

AMAF – Asset Management Acknowledgement Form

CBT – Cybersecurity Awareness Training

CS – Customer Support

EMEMPMI – ExxonMobil Exploration and Production of Malaysia Inc

EMIT – ExxonMobil Information Technology

GME User Tools – Global Managed Environment User Tools

IM – Instant Messaging

ITSC – Information Technology Support Centre

KLBSB – Kuala Lumpur Business Support Centre

KSB – Kemaman Supply Base

KGH – Kerteh Guest House

LDAP - Lightweight Directory Access Protocol

MAO – Malaysia Area Operations

MEM – Menara ExxonMobil

MFD – Multifunctional Devices

MPI – Management and Protection of Information

S4B – Skype for Business Full

SMTP - Simple Mail Transfer Protocol

SNMP - Simple Network Management Protocol

SSL - Secure Socket Layer

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CHAPTER ONE

INTRODUCTION

1.0 Background of Industrial Training

Industrial training subject IMC690 is counted as a core subject for all final-year students of Bachelor of Information System Management, Faculty of Information Management in purpose to complete the study's requirement. This final paper required the students to place themselves in work ambience, working under the supervision of experienced personnel. Industrial training is a course that gives an opportunity to open the eyes of students for the real world so as they will learn how to relate theoretical learning before and real practical in working's environment. The students are expected to contribute to the organization's activities and work tasks in line with the demands of work production and effort. Definitely, post- industrial training would help to boost up the students' experience and marketability in mean t of having a bright career jump star

1.1 Background of the Organization

1.1.1 ExxonMobil Business Support Centre Malaysia Sdn Bhd



Figure 1.1.1 (a)

Menara ExxonMobil in Kuala Lumpur

ExxonMobil is the largest publicly traded international oil and gas company, uses technology and innovation to help meet the world's growing energy needs. We hold an industry-leading inventory of resources and are one of the world's largest integrated refiners, marketers of petroleum products and chemical manufacturers. Our commitment to high ethical standards, compliance and integrity is reflected in our safety and environmental policies and practices.

Furthermore, ExxonMobil Corporation is committed to being the world's premier petroleum and petrochemical company. To that end, we must continuously achieve

superior financial and operating results while simultaneously adhering to high ethical standards. ExxonMobil Corporation aspires to be at the leading edge of competition in every angle of our business. We commit to be a good corporate citizen in all the places we operate worldwide. We will maintain high ethical standards, obey all applicable laws, rules and regulations, and respect local and national cultures. ExxonMobil folks aspire to achieve our goals by flawlessly executing our business plans and by adhering to these guiding principles and the foundation policies that follow.

While ExxonMobil is primarily known as an oil and gas company, in fact ExxonMobil is one of the largest Information Technology (IT) organizations. The ExxonMobil Support Centre in Malaysia, which operated on September 2004, is one of the Business Support Centre in Malaysia that hosts the company's IT organization as well as provides support across the globe. More than 650 employees based in Kuala Lumpur provide project management, infrastructure, applications and customer service support to ExxonMobil's affiliates all over the world. ExxonMobil IT (EMIT) work in partnership with clients in ExxonMobil's business units, which explore, develop, produce and market petroleum and petrochemical products. Their goal is to be the undisputed industry leader in leveraging Information Technology to enable business success. The computing infrastructure work includes LANs, WANs, all sizes and types of servers, and a wide variety of PC hardware and software. EMIT is also tasked with the design, development, and support of business applications solutions to meet the needs of the petroleum and petrochemical customers worldwide. They are also involved in the design, development and support of technical and scientific applications that enable ExxonMobil's exploration, production, development and research activities.



Figure 1.1.1 (b)

The official emblem of ExxonMobil

1.1.2 Mission

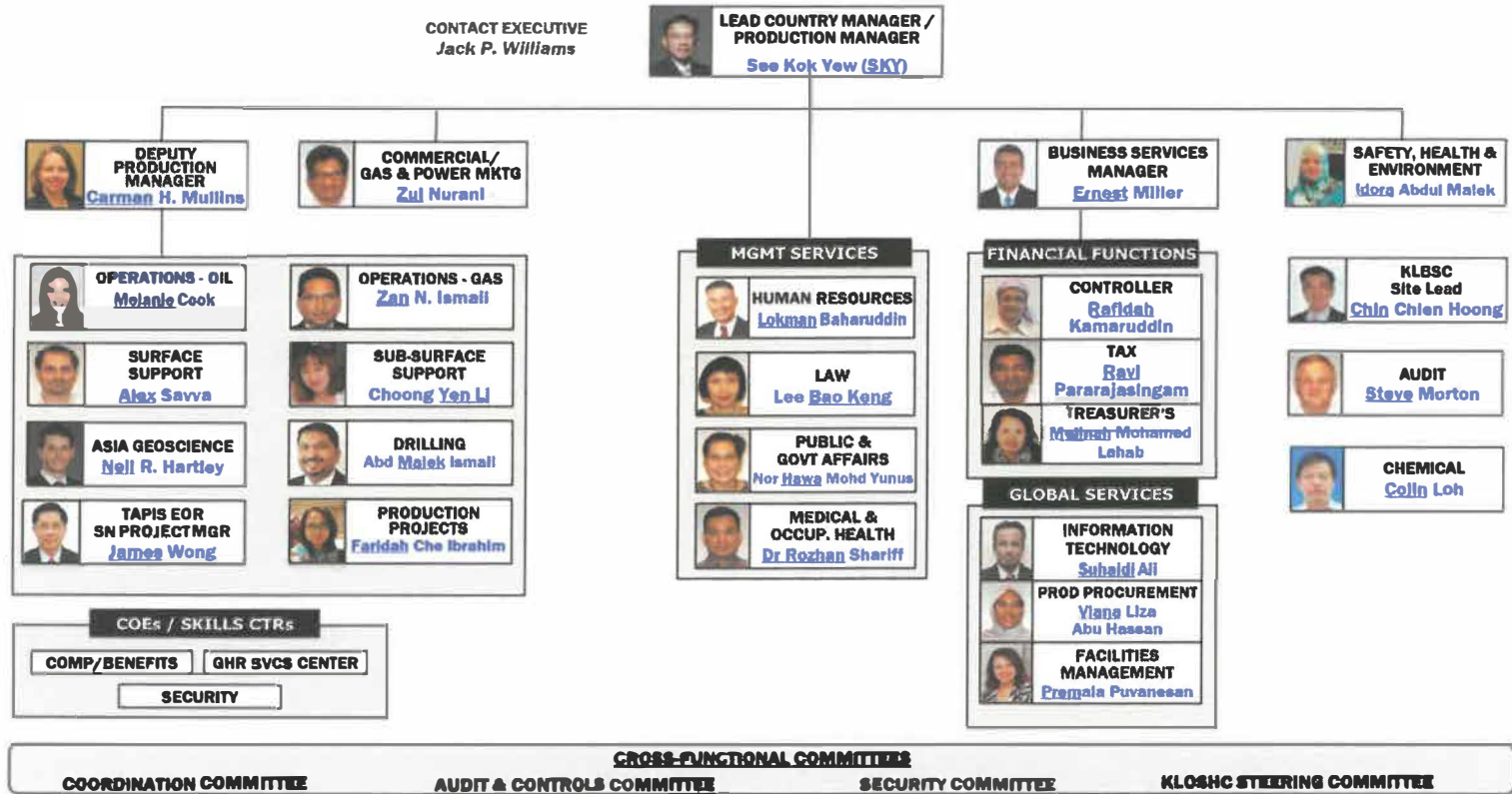
ExxonMobil Corporation is committed to being the world's premier petroleum and petrochemical company. To that end, we must continuously achieve superior financial and operating result while simultaneously adhering to high ethical standards.

1.1.3 Vision

“Nobody gets hurt”

Safety is more than just a priority at ExxonMobil. It can be defined as the core value and an integral part of our culture. Protecting the safety and health of our workforce is fundamental to our business. We are relentless in our pursuit of safety so every employee and contractor that come from home each day safe and healthy. In fact, everybody in Menara ExxonMobil is very keen moving towards the goal of Nobody Gets Hurt.

1.2 ExxonMobil Malaysia Management Team



October 2015

ExxonMobil

Figure 1.2

Corporate Structure of ExxonMobil Malaysia

CHAPTER TWO
ORGANIZATION INFORMATION

2.0 Organization Information

2.1 ExxonMobil Information Technology (EMIT) Department

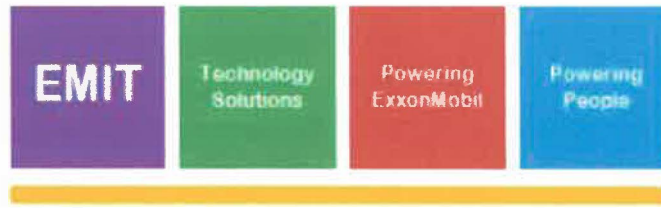


Figure 2.1 (a)

The official emblem of EMIT Department

ExxonMobil Information Technology Department or commonly known as (EMIT) plays the fundamental role in facilitating most of the Information Technology equipment and company's operation which includes the hardware, software, and other related-applications.

Apparently, EMIT can be recognized as the important "support system" for every technology hardware, software and applications that available in Menara ExxonMobil. EMIT department covered the wide range of sub-department which are Customer Service, Malaysia Area Operation, Asia Pacific Operations, Server Operations, Helpdesk and even the Information Technology Infrastructure.

Below shows the value of EMIT in reaching the solution for every technology issue that arise. Hence, all the issue will be solved at the right in order to stay engaged with the user for all times.

Table 2.1

EMIT best practice in delivering the best services

EMIT values everyone as a customer

- We are easy to do business with and value people's time
- We resolve issues quickly with a focus on end to end delivery
- We listen and learn from every interaction to improve service quality

EMIT turns ideas into solutions

- We add value through a deep understanding of business processes & information technology
- We innovative leading-edge IT solutions to create competitive advantage
- We collaborate with our partners to achieve superior results

EMIT delivers quality

- We deliver reliable, secure and efficient solutions that are initiative and easy to use
- We standardize at the core and selectively differentiate to add value
- We implement change safely, rapidly and seamlessly

In short, the intern has been attached under Malaysia Area Operation department which located at the eight floor of Menara ExxonMobil. Below shows the flowchart of the organization of the intern has been attached with;

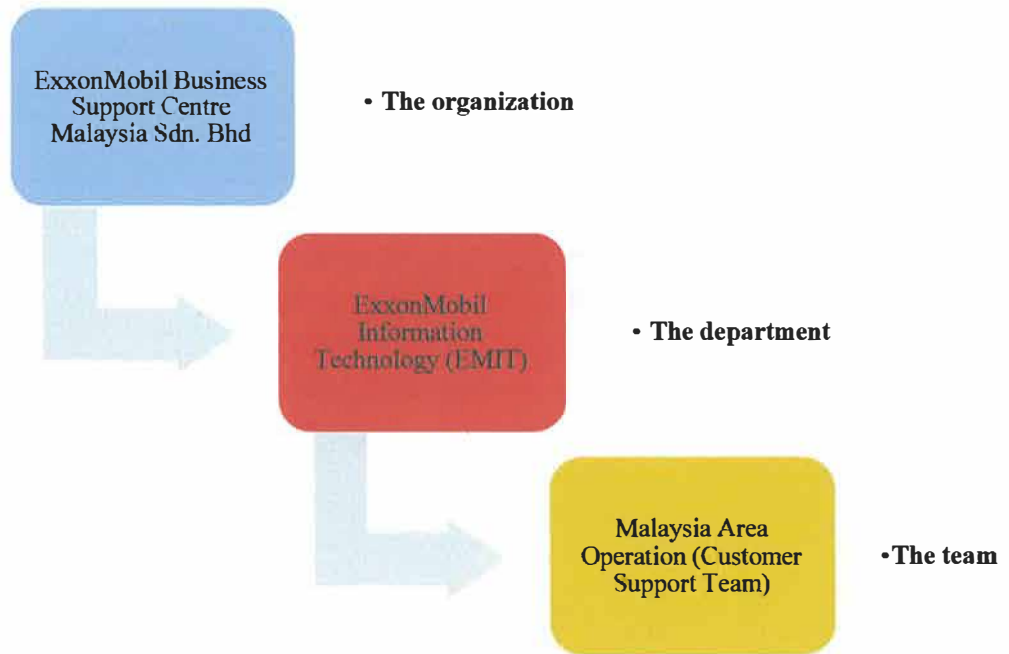


Figure 2.1 (b)

The flowchart of the organization the intern being attached with

2.2 Malaysia Area Operations (MAO) Department

Obviously, EMIT has various sub departments which consists of Malaysia Area, Server Operations, Infrastructure Information Technology, Customer Services, Helpdesk and many more. Therefore, intern has been assigned under the Malaysia Area Operation Department (MAO). Under this department, there are four teams available which are the Technical Services, Operation Services, Customer Support and last but not least is Business Planning and Coordination. MAO is design to support EMEPMI and EMBSC associates in providing infrastructure and technical support. All of these teams cooperate together in purpose to reach the best delivery services towards end user. Definitely keeping up with good KPI is the ultimate goal for each of the team. Below shows the corporate structure of MAO Department;

2.2.1 Corporate Structure of Malaysia Area Operation (MAO)



Figure 2.2.1 (a)

The corporate structure of MAO



Figure 2.2.1 (b)

Backbone of Malaysia Area Operations

2.2.2 Job Scope of Team in Malaysia Area Operation

Table 2.2.2

The List of Job Scope for each team in MAO

AFFILIATE & CENTRAL SERVICES
The team act as the front liner of the IT's projects. They steward, report and recover IT costs from PETRONAS. At the same time, they conduct the cost-reporting to the Malaysia Government during the auditing in reason to clarify the flow of cost in and out.
CUSTOMER SUPPORT
The team is one of the most significant team which they will interact and meet the user live and physically. They provide the IT support and consultation in terms of hardware, software and applications. Under this team, there a small platform where we named it as "IT Solution Centre" where the users can come and meet the solution effectively and efficiently.
INFRASTRUCTURE SUPORT
The team support the infrastructure in computer room. All the activity of the server do will be under their charged. In addition, they support the server storage, backup, maintenance and troubleshooting. Recently, they also covered the making of Disaster Recovery Plan for all items in Menara ExxonMobil.
OPERATIONS
The team plays the greatest role in guaranteeing the best service of network to whole building as well as the offshore. They act like eye and hand in major supporting of network and voice to ensure the user can be reached and stay connected each other. Back to offshore, they also support the microwave infrastructure at the same time supply various radio system on the platform. They also managed other network devices like switches and routers. Furthermore, they also act as interface of service provider like Maxis, Time and Telekom Malaysia for the consistent supply of line and network.

2.3 Customer Support Team

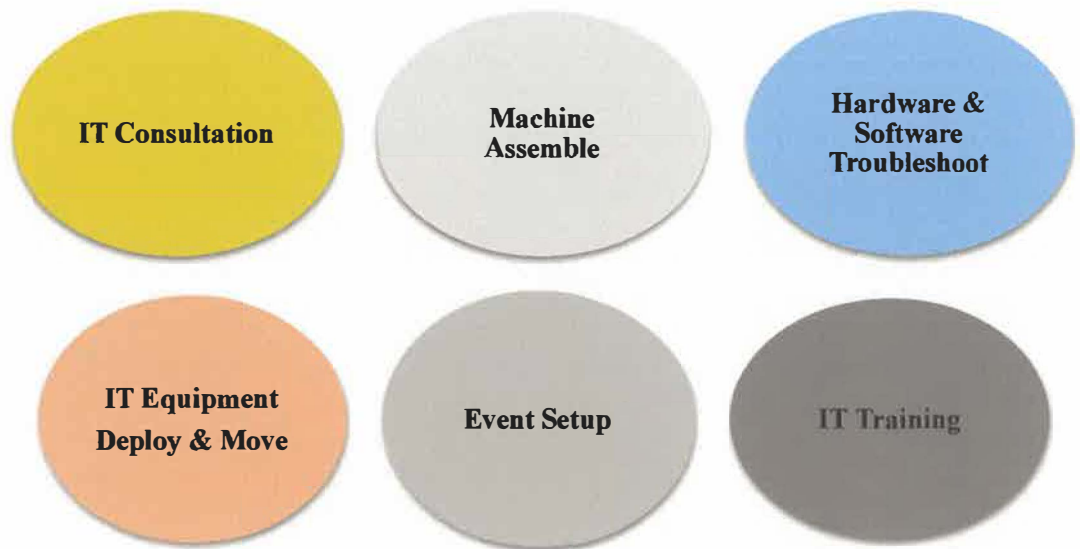


Figure 2.3 (a)

The job scope of Customer Support

Customer Support team is design to react with users live and meet the users physically in reason to assist them to meet the right solution effectively and efficiently regardless of any IT issues related. The issue covered software, hardware and application that most probably been used by the personnel in ExxonMobil. Customer support team also provide the IT consultation to those users that having the unsolved problem. Apart from that, the existence of IT Solution Centre has become the main venue for users to come down and get the right solution. IT Solution Centre provides the break or fix for any machines (company laptop) and mobile device, even for loaning any peripheral (microphone, camera and etc) that available. . Users can walk-in by bringing down their laptop or any other devices in reason to solve the issue quickly. Event setup also can be counted as one of the service that been provided; If there is an event that used the IT equipment, the team give a hand in preparing the IT equipment and making sure the equipment work very well during the event. In addition, IT solution Centre is a venue for the folks to have the IT

training for the trainer make the knowledge sharing that covered numerous of IT topics including the software applications as well as method to use certain applications that available. On top of that, CS team play the crucial role in guaranteeing the best services provided to satisfy the user needs and wants. Hence, the team need to physically and mentally ready in facing any IT issues that come in.



Figure 2.3 (b)

The IT Analyst troubleshoot the software issue



Figure 2.3 (c)

IT Training from Engineering Team in IT Solution Centre



Figure 2.3 (d)

The discussion regarding of the IT application

2.3.1 Corporate Structure of Customer Support Team



Figure 2.3.1

The corporate structure of Customer Support Team

2.3.1.1 IT Solution Centre

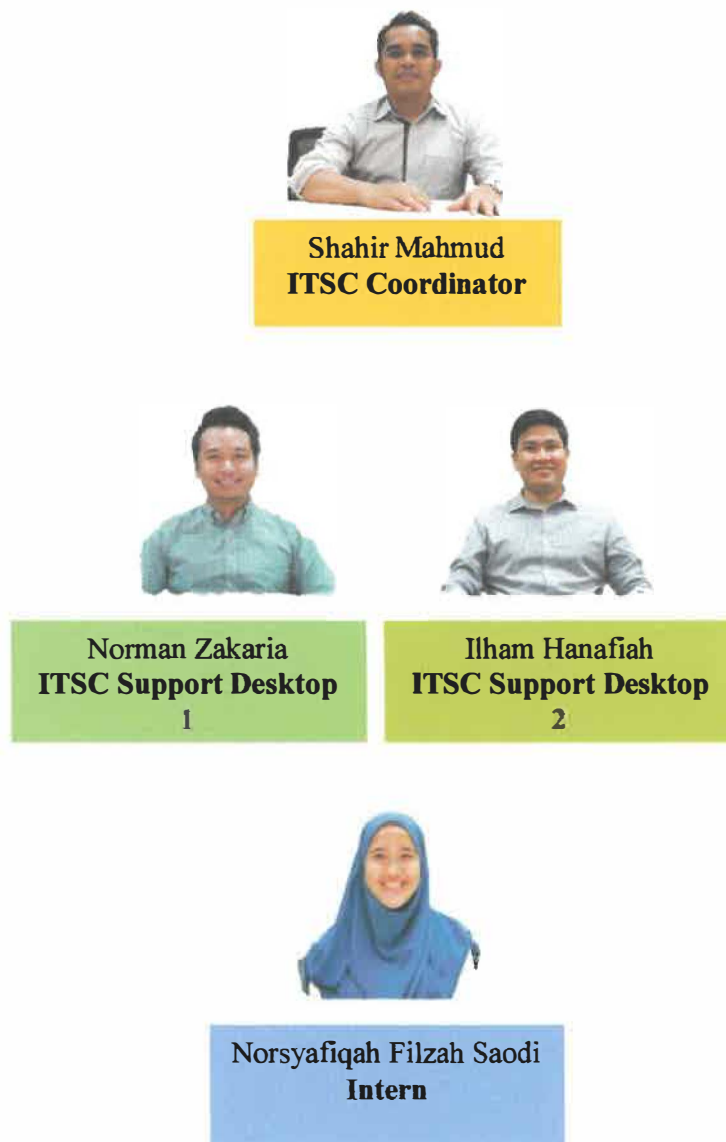


Figure 2.3.1.1 (a)

The personnel in IT Solution Centre

IT Solution Centre is a venue for the user to come and get physical troubleshooting as well as gain the IT consultation in purpose to have a good maintenance on their computer. IT Solution Centre is being lead by Shahir Mahmud who acts as ITSC Coordinator. He is the one who persistently update the news regarding of the performance of IT Solution Centre per monthly to IT Management in Houston as well as coordinate the meeting regarding of the ITSC activities. The main support system of IT Solution Centre are Norman and Ilham who acts as ITSC Support Desktop. Both play the significance role where they are in charged in facing the users at the same time troubleshoot the issue. While the intern has been assigned to sit with both of them at the IT Solution Centre counter in purpose to learn all the process that available as well as learning on how to troubleshoot any issue regardless of hardware, software application and network.

The IT Analyst will assist the users from the beginning until the end. We always hold the words of "IT Solution Centre turns the idea into solution", as every issue arise able to meet the solution immediately depending on the criticalness of the issue. The IT Solution Centre operates every Monday until Friday at 8.00 a.m. until 5.00 p.m.



Figure 2.3.1.1 (b)

IT consultation between IT analyst and user



Figure 2.3.1.1 (c)

The conducive environment for IT consultation and IT troubleshooting



Figure 2.3.1.1 (d)

The counter for user to come and get their computer to be troubleshoot

The intern has been given the opportunity to expand her theoretical knowledge and soft skills by placing her at IT Solution Centre for 4 months. IT Solution centre taught the intern to troubleshoot the IT issue in certain time as well as communicate with user nicely. Apparently, this place opened her eyes and mind that every issue arise required critical thinking then every user that comes in has different expectation and criteria which certainly need her super intelligent soft skills to stay communicate with the user.

2.3.1.2 Ergonomic Solution Centre

Apart from that, IT Solution Centre also have the Ergonomics Solution Centre which is a place that allow any users that have the ergonomics issue to come and test the ergonomic devices like mouse, keyboard, chairs and even the hand rest. All of these devices can be purchased and be charged under the cost centre. Below shows the figure of Ergonomic Solution Centre ;

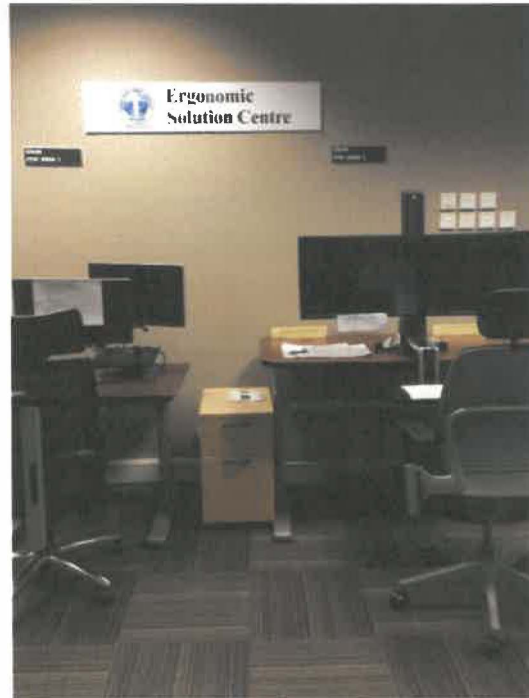


Figure 2.3.1.2

Ergonomic Solution Centre

CHAPTER THREE
INDUSTRIAL TRAINING ACTIVITIES

3.0 Industrial Training Activities

3.1 Industrial Training Activities

Best practice is about developing and implementing of an effective consultation which involved the two parties. This effective consultation will lead to successful cooperation and engagement of both sides. This phenomenon exactly can be mapped with intern's real situation during industrial training in Menara ExxonMobil. Since intern has been assigned under the Customer Support which required the intern to deal with users most of the time regarding of any hardware, software and application issues. The intern must empower the communication skills and technical skills at the same time as the intern will face with number of users at one time. In fact, dealing with user is most significance as the intern needs to consult at the same time need to solve the IT issue that arise. The intern will be guide and assist by other cooperative teammates. Below shows the daily task that intern has been assigned with;

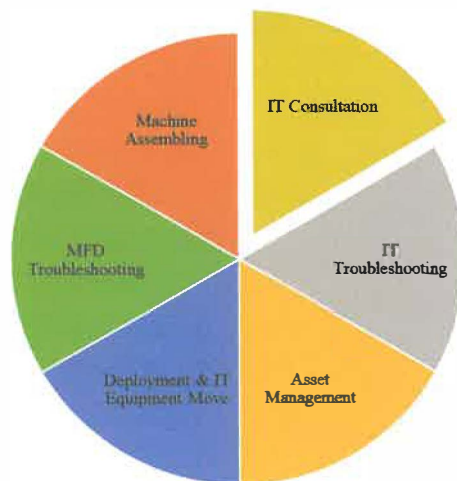


Figure 3.1

The Daily Task during Industrial Training

3.1.1 Consultation

3.1.1.1 IT Consultation

IT consulting can be declared as one of the main business under Customer Support team. Hence, direct contact with user is the most crucial activities that we need to perform with. IT consulting can cover the issue of hardware, software and applications that available in Menara ExxonMobil. All the machines that available in ME are being load with Global Managed Environment (GME) Operating System. This is a customize Operating System that only applicable and support for the applications used in ExxonMobil to support the employee tasks. Below shows the load GME Operating System in each of the machine;

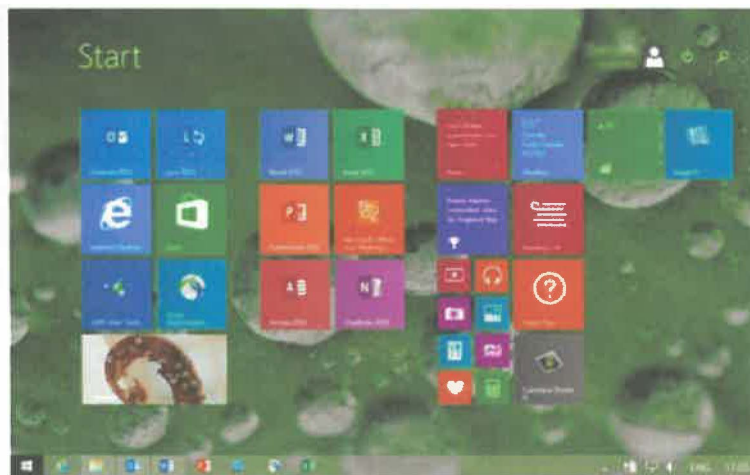


Figure 3.1.1.1 (a)

GME OS Interface

Apart from that, the iOS devices like iPhone and iPad are charged under Customer Support. We are not only apply for the machines (laptop) yet we do support for the configuration on those iOS devices. All the iOS devices need to be registered first under the company charged in reason to install the company applications. Company applications need to be installed as it allows user to access the company e-mail, Share Point, join the Skype Meeting and etc.

The process of registration called as enrolment that can be done through Airwatch. Airwatch is a webpage which allow the user to set their profile, reset passcode “Find my Iphone” and etc. Below shows the interface of Airwatch ;

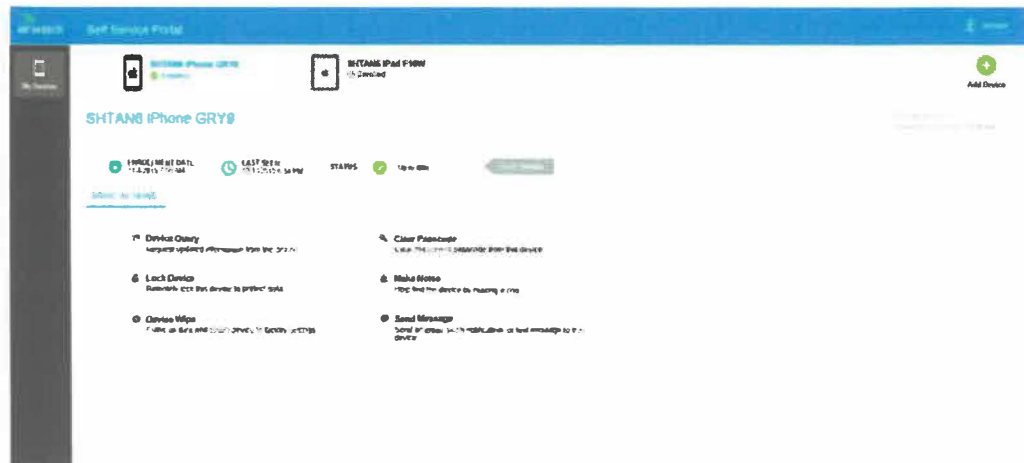


Figure 3.1.1.1 (b)

Interface of Airwatch

Once the enrolment is done, the XOM Apps Store will automatically installed which allow the user to install the Workspace and Secure Mail or any other apps depending on the user’s significant. Installing the workspace is to allow the user to access the intranet as well as any computer system in ExxonMobil while Secure Mail is an application that permits the user to access the company email through their iphone and ipad.

Installing Oracle Workspace and Secure Mail

1. Go to the XOM App Store



2. Find Workspace & Secure Mail Applications

3. Tap Install

4. When prompted, confirm the installation.

It is recommended these apps are installed via Wi-Fi. The download may take a few minutes.

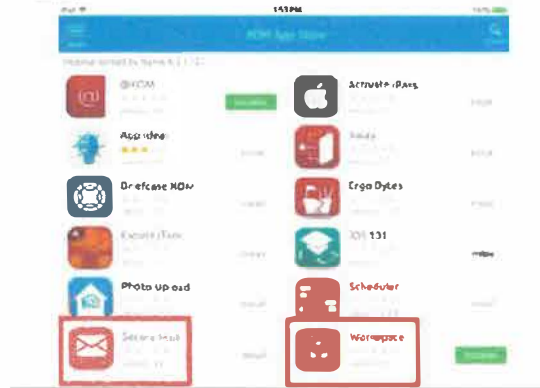


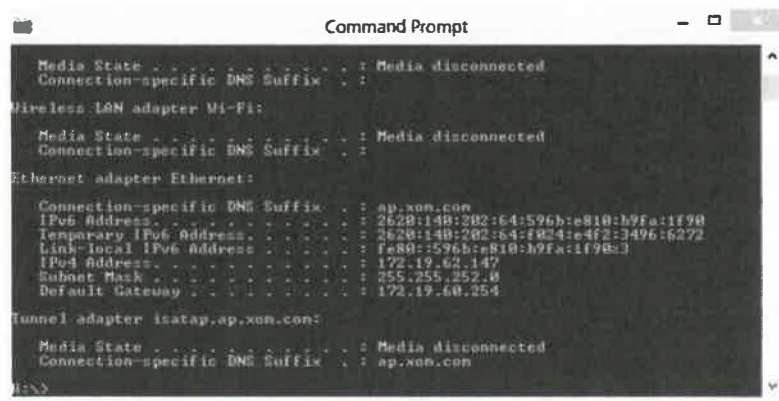
Figure 3.1.1.1 (c)

The features in XOM Apps Store

3.1.2 Troubleshooting

3.1.2.1 IT Troubleshooting

Troubleshoot certain issue definitely need an ample of critical thinking and creative skills to solve the issue effectively and efficiently in line with the objective of service delivery. Yet the employee and the intern must be persistent in keeping up with the current information technology news and applications. Instead of giving IT Consultation, the intern also being assigned to perform IT troubleshooting on every issue that arise. There are numerous of troubleshooting issue that intern has to deal with for instances, SCCM remediation, updating driver, network connections, printer configuration, application installation, re-create profile, updating policy, renewing certificate and network drive issue . All of these issue definitely related with the software applications that been developed by ExxonMobil itself. The intern has been taught and assisted by her teammates. They were very professional in teaching and assisting the intern. Due to so many processes, the intern ought to be quick thinker and proactive in remembering and practicing every process to ensure the task could be deliver in good state. Below shows a few programs that the intern need to troubleshoot with ;



```
Command Prompt
Media State . . . . . : Media disconnected
Connection-specific DNS Suffix . :
Wireless LAN adapter Wi-Fi:
Media State . . . . . : Media disconnected
Connection-specific DNS Suffix . :
Ethernet adapter Ethernet:
Connection-specific DNS Suffix . : ap.xom.com
IPv6 Address . . . . . : 2820:140:202:64:596b:e810:b9fa:1f90
Temporary IPv6 Address . . . . : 2820:140:202:64:f024:e4f2:3496:6272
Link-local IPv6 Address . . . . : fe80::596b:e810:b9fa:1f90%3
IPv4 Address. . . . . : 172.19.60.147
Subnet Mask . . . . . : 255.255.252.0
Default Gateway . . . . . : 172.19.60.254
Tunnel adapter isatap.ap.xom.com:
Media State . . . . . : Media disconnected
Connection-specific DNS Suffix . : ap.xom.com
H=NS
```

Figure 3.1.2.1 (a)

Command prompt program



Figure 3.1.2.1 (b)

CheckMyPC application to fix overall programs in computer

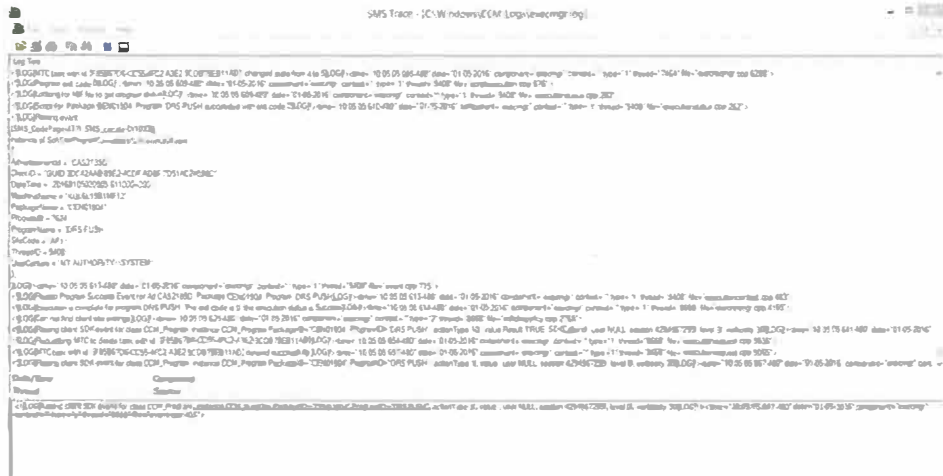


Figure 3.1.2.1 (c)

Trace32 program to view the logs of the computer

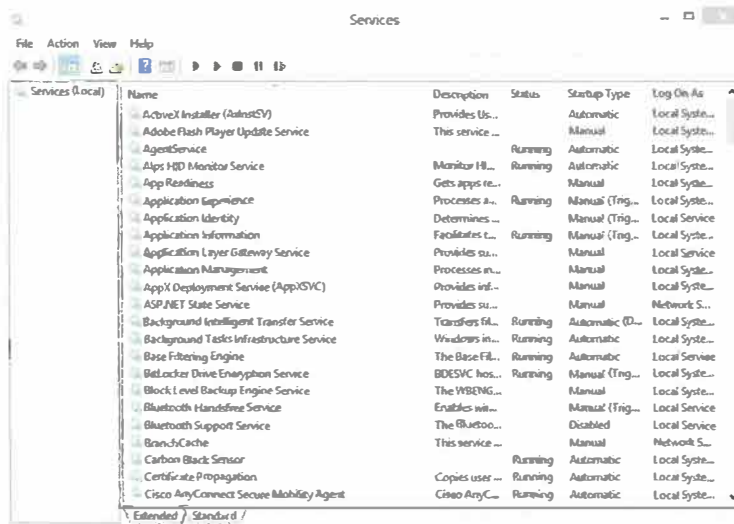


Figure 3.1.2.1 (d)

Services.msc program to look on the policy and certificates



Figure 3.1.2.1 (e)

Registry Editor is program to delete profile and machine

3.1.2.2 MFD Troubleshooting

In Menara ExxonMobil, there are almost 120 units of Multifunctional Devices (MFDs) that operated to perform the documents scanning, copying, faxing as well as emailing to inbox. This MFD is a customized machine that only apply in ExxonMobil organization whole over the world. The software and configuration of MFD were developed by ExxonMobil itself except for the hardware be maintained by the Fuji Xerox technician. Based in Malaysia Area Operation, we placed those MFDs at several locations, for instances are Menara ExxonMobil, Megan Avenue, and platforms in offshore and last but not least in Kemaman Supply Base. Statistically, there are **60** units in Menara ExxonMobil, **2** units in Megan Avenue, **20** units in offshore' s platforms and followed by **15** units in Kemaman Supply Base. All of these MFDs are under configuration of the Technical leader, Norlailee Abd Satar and the intern. The technical leader and the intern have been assigned to configure all of these machine persistent in good state in order to prohibit any unwanted faulty and error machine as this MFDs play the significance role for all the ExxonMobil workforces. MFDs can be defined as the machine that can perform multiple activities at one time which are copying, scanning, sending to e-mail as well as faxing. Each new MFD must undergo the proper configuration as the software built-in is based on the ExxonMobil requirement.

Early of August, the intern has been assigned to up this one MFD that available in Level 8. The technical lead has provide her with a thick guideline book on how to setup the MFD which include the setup of printer name and location, printer queue, tie with the Domain Name Server (DNS), set the password, set the date and time, enable the Simple Mail Transfer Protocol (SMTP), enable the Simple Network Management Protocol (SNMP), enable the Secure Socket Layer (SSL), configure the Lightweight Directory Access Protocol (LDAP)

and other configuration. She was given one week to up the MFDs based on the correct procedures.



Figure 3.1.2.2 (a)

The MFD Machine in Menara ExxonMobil

Wherever the MFD is, either Menara ExxonMobil and offshore, if any issue arise we are able to configure the MFD remotely with the strong internet connection. We just need to sit and rest our back at chair then configure the MFD remotely. Below shows the webpage that allow the admin to log-in to find the solution;



Figure 3.1.2.2 (b)

The webpage for to make the remote configuration

Every MFD comes with their own webpage, hence any troubleshooting of the MFDs need to get it done through the webpage. The admin must key-in the password and configure the MFD remotely. The intern also has been granted with access to log-in as admin and troubleshoot the MFD.

Apart from that, the intern also has been given a task to follow the Fuji Xerox technician to perform the service maintenance. The service maintenance is an activity which the technician will come in and do the service maintenance for whole MFDs that available in Menara ExxonMobil. The service maintenance will occur every three months in order to guarantee the continuous operating of the MFD and able to fulfill the needs and wants of user in terms of printing, photocopying, e-mailing and scanning.



Figure 3.1.2.2 (c)

The Fuji Xerox technician doing the service maintenance

In a nutshell, the technical lead and the interns need to make sure all the machines must be under good condition for the sake of smooth-sailing in performing any jobs that required the machine to involve with.

3.1.3 Information Management

3.1.3.1 Asset Management

IT Asset management lead and coordinate any type of software compliance requests for software currently being managed by us. The responsibilities of Asset Management are managing, procuring and maintaining all customer facing software and hardware infrastructure. In addition, processing and stewarding the development and maintain IT request form and workflows and last but not least, managing local hardware request, acquire, deploy and maintain hardware. On top of that, IT services is the web page where the users can request for any services that they desired to. For instance, they can request for loaner laptop, reset password, request software and even get assistance on how to perform certain processes and definitely many things they can ask for. The process It Services request will be elaborate in details. Below shows the IT services web page where user can used to request what type of services they wanted for ;

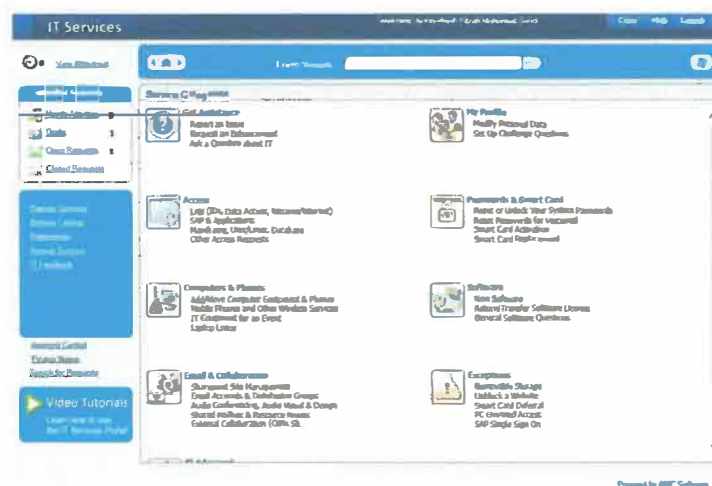


Figure 3.1.3.1 (a)

IT services webpage

3.1.3.2 Workflow of Asset Management

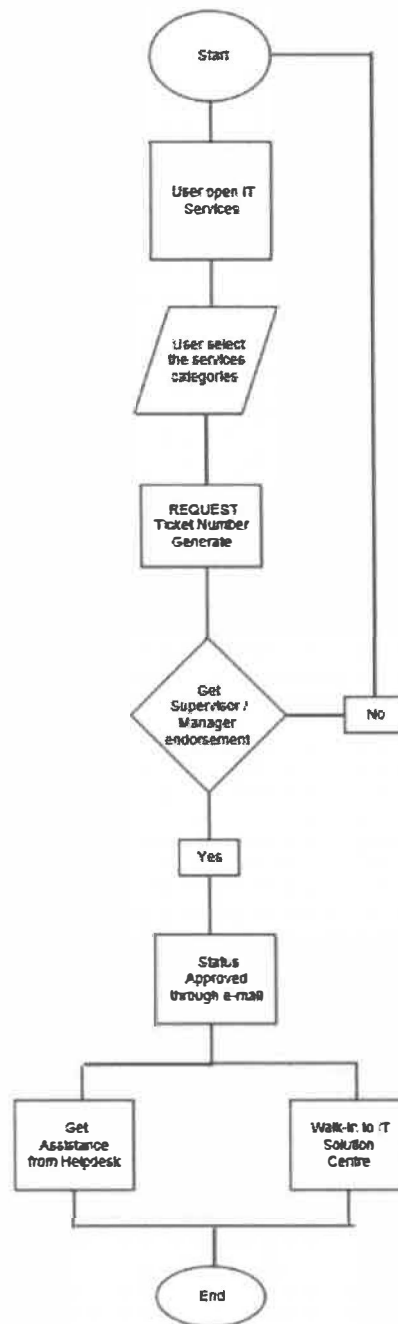


Figure 3.1.3.1 (b)

Workflow of Asset Management

3.1.4 Machine Maintenance

3.1.4.1 Machine Assembling

Commonly, machine assembling can be defined as the process of putting off and taking off the components in the laptop to be configured. During the industrial training, the intern regularly been asked to assemble the laptop of user that having an issue. Normally, the reason why the intern needs to assemble the PC because she needs to check the hardware inside to configure either it is faulty or totally crashed. Example of common issue that occur was the internal smartcard reader faulty. Employees and contractors in Menara ExxonMobil will use the smartcard to log-in to their computer, therefore they usually face this kind of issue, where their smartcard become error and their smartcard does not detect. As a result, the intern need to assemble the laptop and take out the smartcard reader hardware to make further configuration. Post- configuration certainly allow the users to log-in to the windows. However, not all type of laptop's model the intern and the contractors can simply assemble, yet certain model like DELL E6410, DELL E6420, DELL E6430 that can only do so because of the hardware are easy to configure rather than other new models. The new model like DELL E7440, DELL E7450, DELL E5440 as well Surface Pro cannot be simply assemble due to certain limitations.



Figure 3.1.4.1

The machine under assembling

3.1.5 Publishing and Design

3.1.5.1 Poster for Smartcard Migration

Publishing and design is a new lesson that intern has learnt. Even though editing and publishing seems easy for other folks yet to get the creative ideas to come out with certain design is not that too easy. The creator needs to get different creative ideas from different sources to generate the best and attractive design regardless if designing, photography, editing, drawing, sketching and etc. As for that, the intern has been assigned to produce several posters where acts as communication tools to convey the message towards users. At first, intern has been appointed to create a poster regarding of the user's smartcard migration including people in MEM and offshore. Below shows the poster has produced and sent to the desired user through e-mail;



Figure 3.1.5.1

The poster of Smartcard Migration

The use of Adobe Photoshop did help the intern to produce the poster for the management to send the communication through e-mail. Intern has made little research on how to use the Adobe Photoshop as she is not really familiar with the software. Frankly speaking, she

learnt the Adobe Photoshop software by herself which begins from zero knowledge to more knowledgeable.

3.1.5.2 “Missed You” Card For Smartcard Migration

Apart from that, the intern has produced a “missed you” card regarding about the floor-walking of user smartcard migration. During the user’s smartcard migration, those users who are not able to come down to ITSC and get her smartcard changes, hence the intern needs to floor-walk to their floor and change the smartcard straight away. The purpose of producing the card to leave a message for the user to get herself available and walk-in to ITSC . Below shows the “missed you” card regarding of the user’s smartcard migration ;



Figure 3.1.5.2

The poster of Smartcard Migration

The source of producing this card was Adobe Photoshop software who acts as backbone to create the design and sketch the creative idea on it. The process to finish producing this card took about one hour. As the intern was able to get herself familiar with the features in Adobe Photoshop, certainly help her to finish the task quickly and consume less time.

3.1.6 Others

3.1.6.1 IT Equipment Move & Deployment

Personnel in Menara ExxonMobil regularly come in and out. Hence, we need to aware the movement of IT Equipment, especially the laptop with GME Load in order to prevent any mishandle or loss of the machine. IT Equipment move can be defined as the process of returning the assets for wiping all the data that available in the laptop. User that resigned need to return their laptop to IT Solution Centre as the IT analyst will wipe the unwanted data and delete the profile.

IT equipment Move means the process of returning the assets (laptop, Iphone and Ipad) or collecting the assets from users. Hence, before the employee or contractor left the company, they need to return back all the assets to IT Solution Centre. They need to go to the IT Services and request for IT Movement and the request ticket will generate.

Once the supervisor has approved, the request ticket will escalate to Customer Support Team for the IT Analyst to contact the user and asked them to walk-in to ITSC, or else if the users has left the company, the IT Analyst need will keep in touch with Admin Assistant and collect the assets straight away.

Last but not least, the IT Analyst will update the asset in Asset Management Acknowledgement Form (AMAF) to record the movement of the assets.

Below shows the workflow process of the IT Equipment Move;

3.1.6.2 Workflow of IT Equipment Move

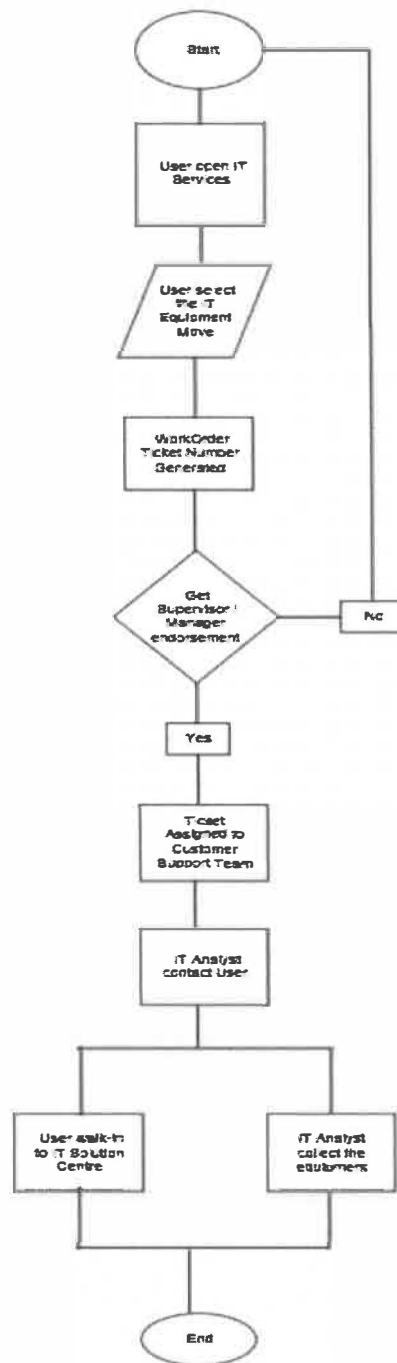


Figure 3.1.6.2

Workflow of IT Equipment Move

Deployment can be define as the process of deploying the new laptop to the new hire. Every new hire will be given a new laptop that allow him or her to log-in to the machine. Before the arrival of the new comers, the admin assistant needs to request for the Lan ID and password through IT Services in purpose to register and activate the new comer's account. This process will create a request ticket that will escalate to the right team. After all, all these processes need to get the supervisor's endorsement to proceed with the next processes. Once the supervisor approve, the request ticket will then escalate to Customer Support team, for the IT Analyst to prepare the laptop with the GME Operating System load. An e-mail will send to the requestor once the laptop is totally ready.

On the arrival date, the new comers need to get their Lan ID and password from Admin Assistant in purpose to allow them to log-in to the computer for the first time. Once log-in they will be given with the new smartcard to be enrolled (register) their new profile onto the computer. In addition, the computer need to be load with GME Operating System which is the custom OS that been invented for ExxonMobil staffs. The process comes to the end when the laptop already deployed to user, the IT analyst will update the Asset Management Acknowledgement Form. On top of that, the deployment come with their own workflow process as shown below;

3.1.6.3 Workflow of IT Deployment

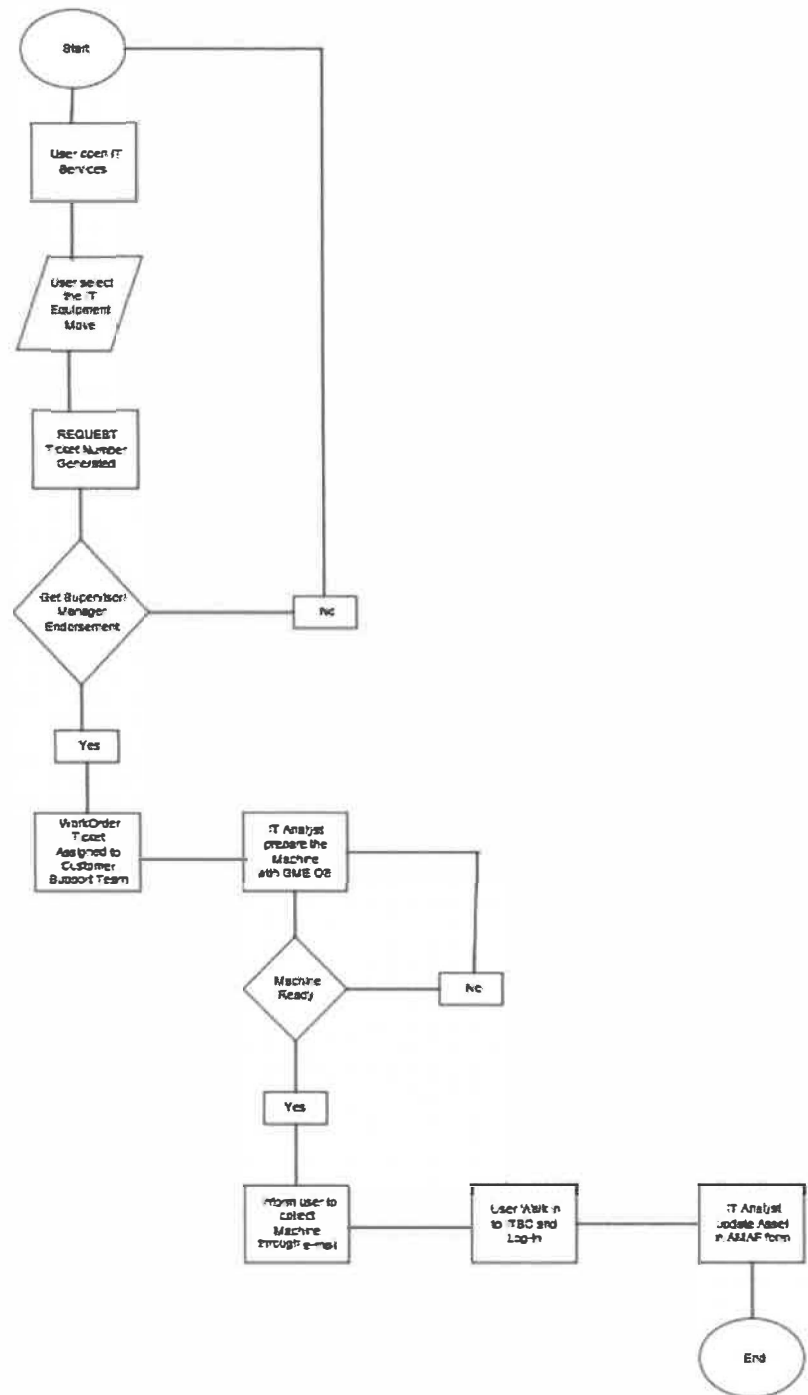


Figure 3.1.6.3

The workflow of IT Equipment

3.2 Training Completed During Industrial Training

3.2.1 Cyber security Awareness Training

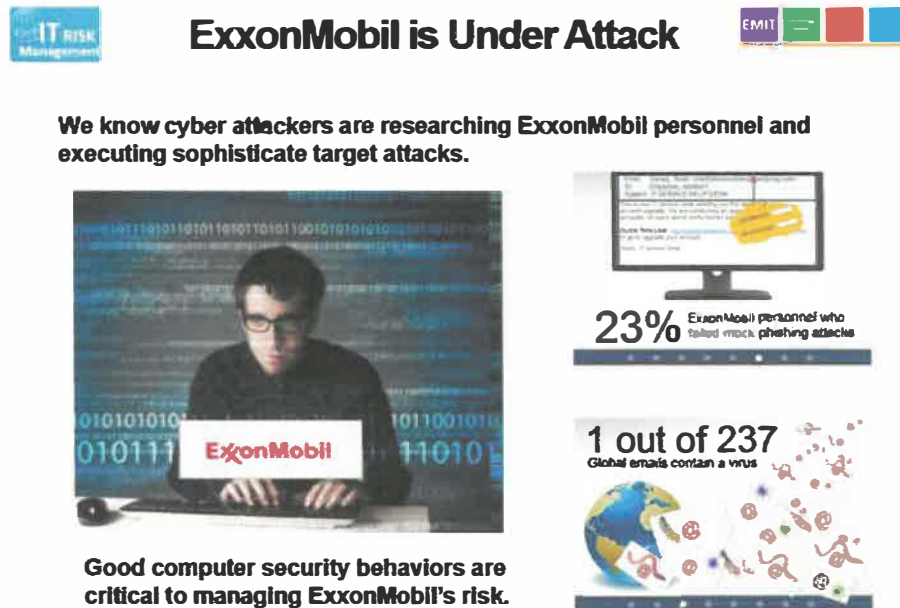


Figure 3.2.1

The Online Cyber security Training

Cyber security Awareness Training is training to help improve the security of Exxon Mobil's computing environment by educating employees and contractors on risks and computer security best practices. Cyber security do cover in protecting the information and data from being steal by anonymous, creating the strong and secure password, prohibit the email phishing, restriction of using removable storage, clicking on suspicious link as well as prohibited to download any external software without permission. The Cyber Security Awareness Training held for one hour plus which containing with multiple modules. Apart from that, intern also get the opportunity to join the Radio Talk Show regarding of the cyber

security from Singapore IT analyst. Furthermore, once the staff has done taking the online training they will be awarded with the certificate as a grant. In fact this online training will be held every quarter of year in purpose to enhance Exxon Mobil staffs understanding and knowledge on how to act wisely when they been attacked by anonymous.

3.2.2 Office Ergonomic Awareness Training

Ergonomics is the scientific discipline that studies all aspects of humans in a concrete work environment in present-day industry. The main object of study in ergonomics is the “man-machine-environment” system. The existence of equipment is to make life become easier, yet a lot of people lack of knowledge and awareness during long work on the computer often lead to the development of chronic musculoskeletal disease such as carpal tunnel syndrome, tendinitis, tennis elbow, myopia and etc. The Office Ergonomic Awareness Training is to aim at preventing industrial injuries and reducing the risk of occupational disease. Proper organization of a workplace is very important for productivity, lack of tiredness and even satisfaction from work. Some of the criteria are subjective and controversial, but there are general rules the knowledge of which helps one make work on the computer more comfortable and safer for health. This online training has been held for one hour plus as it comes with number of modules that needs to be finished. Hence, all the workforce in ExxonMobil needs to undergo this training to increase their awareness and knowledge in having secure environment during work as well as increase labour productivity.



Figure 3.2.2

Online Certificate of Office Ergonomic Awareness Training

3.2.3 Management and Protection of Information Guideline Training (MPI)



Figure 3.2.3

The online training of MPI Guideline

Information is more than priority in ExxonMobil due to information brings greatest value in terms of dealing with business purposes. All personnel in ExxonMobil need to play their parts in managing and protecting the information in order to reduce the misuse of information. Therefore, they have been exposed to undergo MPI training in purpose to give an overview of ExxonMobil's Management and Protection of Information (MPI) Guideline. In addition, All ExxonMobil employees and contractors are responsible for properly handling information and making appropriate arrangements for safeguarding information. This training module may be taken at your own place and should take about 60 minutes to complete. On top of that, this training stress the employee and contractor to be smart in classifying, protecting and labelling the information wisely and properly. Overall, protecting the information depends on the employees themselves, they certainly should possess the information and education how to care the information wholly.

SPECIAL PROJECT

3.3 Special Project

Based on the university requirement, this chapter focuses on special projects that the intern did involve during the industrial training. The project that intern has involved with was Skype for Business Full Menara ExxonMobil Rollout.

3.3.1 Introduction of Skype for Business Full



Figure 3.3.1 (a)

Poster of Skype for Business migration

Skype for Business (Full Version) has become one of the greatest platform of communication for all the Menara ExxonMobil staffs. Previously, all of them depending on the CISCO Phone and Microsoft Office Communicator to communicate among of them. After that, in 2010, they migrated from Microsoft Office Communicator to Lync Applications. Lync can be considered as a “new look” as it comes with great user interface as well as majestic patches security to protect all the data and information that been conveyed and used. Therefore, as the years passed by and technologies grow sophisticatedly, the migration of communication platform has occurred. In the year of 2011 Microsoft purchased Skype and has now rebranded Lync as “Skype for Business”. Below shows the features in Skype for Business Full application ;

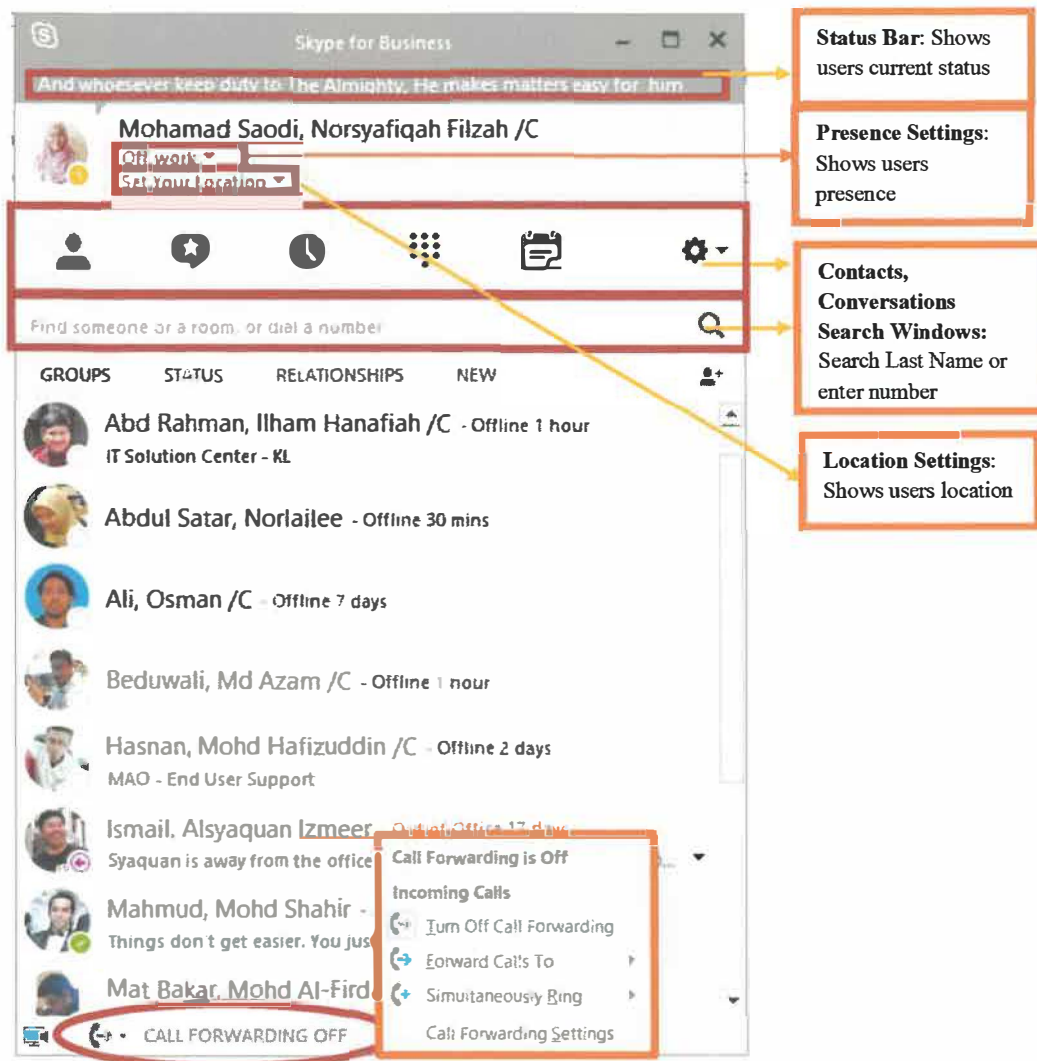


Figure 3.3.1 (b)

Features in Skype for Business Full

The interface that available in Skype for Business Full are listed as bellows;

3.3.1.1 Instant Messaging

Based on the former version, Skype for Business did allow the users to stay connected by using the instant messaging which lead to faster and quickest sending and spreading information. User needs to search the person that they wanted to communicate then click the user's profile to communicate each other.

3.3.1.2 One Click Meetings

The Join Skype Meetings is functioning to permit all the users from all over the country to join the conference meeting in the most effective way. There must be one initiator to create the meetings in the Outlook Calendars by clicking the "New Skype Meeting". The initiator needs to set the date and time as well as the venue.

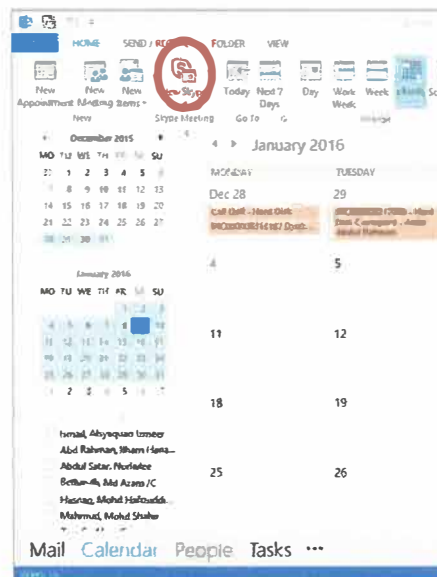


Figure 3.3.1.2 (a)

The New Skype Meeting Appointment

Once the meeting has been created, the initiator needs to make sure the details that is auto-populate in the Skype Meeting windows is correct and accurate to avoid any unwanted consequences. After that, the initiator needs to send to right participants.

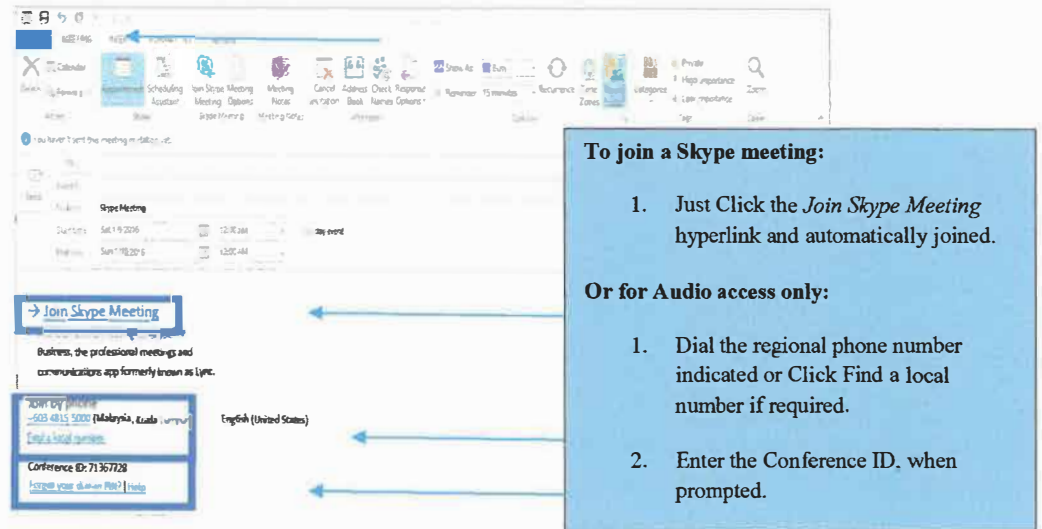


Figure 3.3.1.2 (b)

The New Skype Meeting Appointment

3.3.1.3 Integrated Audio and Video



Figure 3.3.1.3

Video Conference

Skype for Business Full is a new interface with same functionality as Lync, but Skype for Business comes with voice and video capability. On top of that, this will enable one common corporate communications platform for ExxonMobil globally. Just search the name and click to start the voice and video call. The both parties need to make sure that they have the strongest internet connection to experience great voice and video call.

3.3.1.4 Call Forwarding

In addition, there is additional function that allow the user to forward their calls to mobile phone when they are away from office. The function is called as “Call Forwarding”. Under call forwarding there are two functions which are Forward Calls to and Simultaneously Ring. This function is only allow for user to forward calls when they are away from but still in Malaysia country or else if they move to foreign country the roaming charges will incurred. Forward Calls to is a function where allow the users to forward their calls when they are off from workstation or office for a certain time. All calls are redirected to the alternate device, the Skype phone would not ring until user disable it. While for the Simultaneously Ring is functioning where user will received calls at both alternate device that ringing on Skype phone at the same time ringing at their mobile phone. Hence user will have an option either to pick up from laptop or their mobile phone. Setting remains active until you turn the feature off.

3.3.1.5 Desktop and Application Sharing

Screen or desktop sharing is an application that allow the user to share their screen with other. Apart from that, they can use the sharing screen application to present the power point slides virtually. Indeed, this will cut the cost for the user to travel to other countries just to present the slides, in fact they can used this sharing screen application effectively and efficiently with other third party.

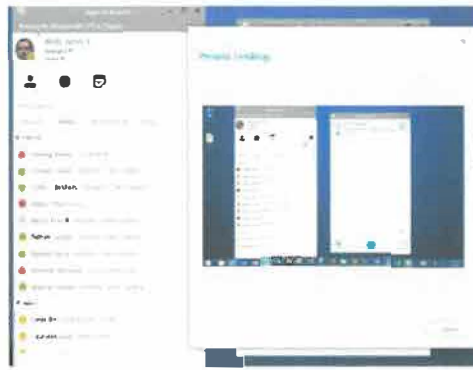


Figure 3.3.1.5
Screen Sharing

3.3.1.6 Skype for Business Mobile

For the Skype for Business application continues to welcome guest access to meetings portably using the mobile phone. User can download the Skype for Business Full application in Apple Store to proceed the use of it. Now user can join the meeting, making calls and video and screen sharing by using their own company and Bring Your Own Devices (BYOD) devices in wherever they are. They need to make sure their devices are connected to strong internet connection to experience the great call experience.



Figure 3.3.1.6
Skype for Business in Mobile

Apparently the presence of Skype has given numerous of conveniences in terms of communicate and conveying message which in line with the objective to ensure that information can be delivered in less time and less cost.

The Skype for Business Full Rollout in Menara ExxonMobil has gathered few people from Asian countries as well as Europe countries. Based on the committee involved, the Project Manger comes from Leatherhead and the rest from Asian and Australia counties. Even they are far miles separated, yet they are able to stay connected in making sure the rollout going smooth-sailing.

3.3.1.7 Corporate Structure of Skype for Business Full Menara ExxonMobil Deployment

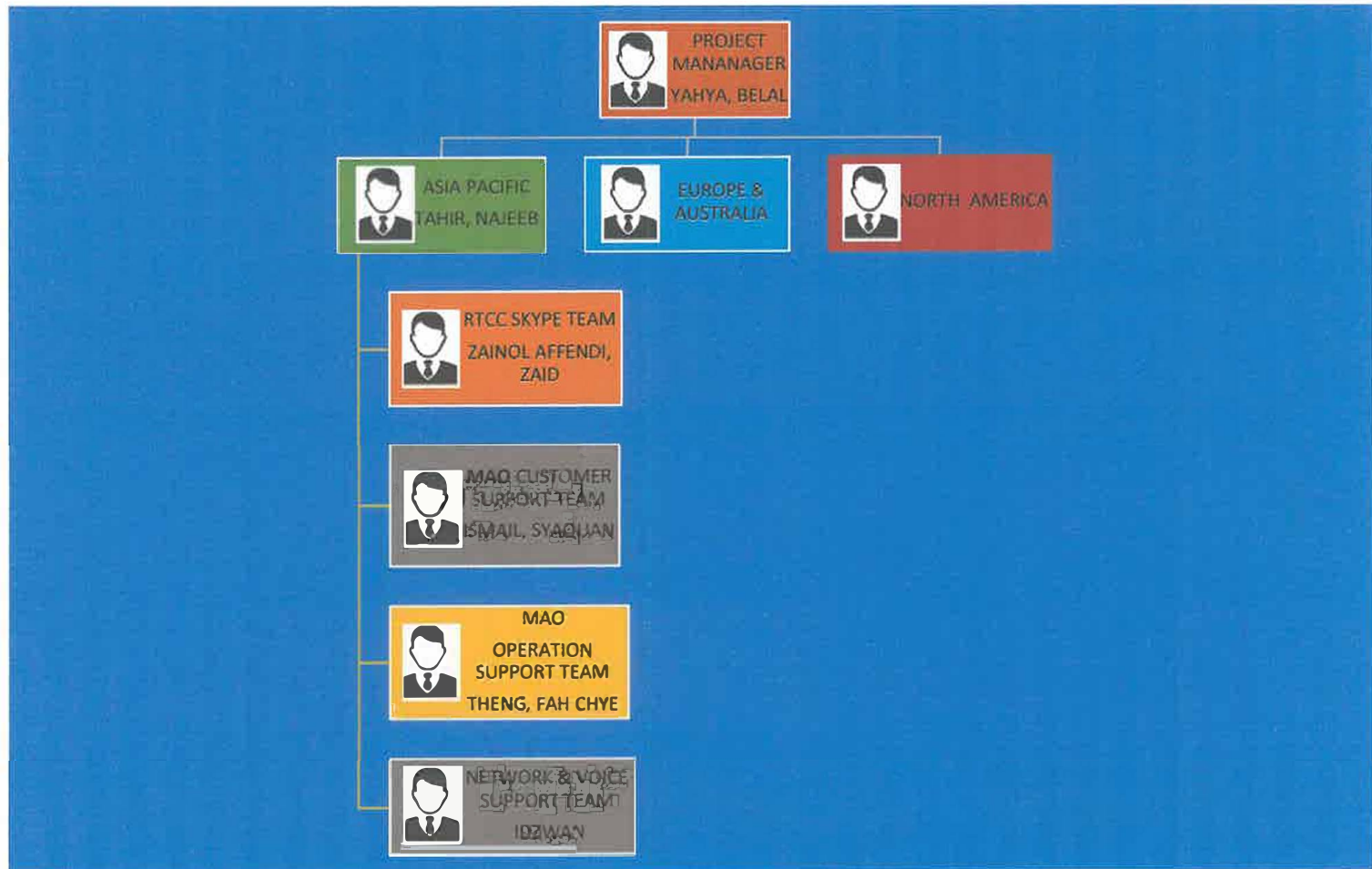


Figure 3.3.1.7

Corporate Structure for Deployment of Skype for Business

3.3.2 Problem that Leads to Skype for Business Full

Better and fastest communication among staffs in Menara ExxonMobil plays high-priority in conveying and receiving any information. Previously, the use of the Microsoft Office Communicator was significant in stay connected to one another. However in amidst of latest and sophisticated technology, ExxonMobil has decided to migrate into Skype of Business to enhance better communication between the staffs. In conjunction with the migration, there are lies of several reasons that lead to migration;

- i Unstandardized of medium communication among all staffs
- ii The end life of Cisco Phone that lead to communication transformation
- iii Previous application is less secured and embedded security patch that low convenience interfaces
- iv Technology changes drive to sophisticated application

3.3.3 Purpose of Skype of Business Rollout Project

Generally, a new project implemented is based on the issue arises, which required the specialist to apply and implement the proper and new knowledge in purpose to resolve the issue comprehensively.

Based on the Skype of Business Rollout Project, there are lies several objectives for the committee to meet with;

i To move everyone to have one medium of communication

Standardizing all the workforce to have one medium to communicate among all, allow them to convey and send information effectively and efficiently. Formerly, some of the staffs in Menara ExxonMobil are using the CISCO Phone and the rest are using the Lync applications.

In conjunction of that, ExxonMobil has come to one decision to implement and migrate all the current medium communication to latest and sophisticated technology which called as Skype for Business Full application which allow effective and efficient communication.

ii To replace the current hardware (Cisco phone) in order to embark current technology

Formerly, Cisco Phone is a phone used to allow call in and call out for the business purposes. Despite, Cisco phone acts as additional hardware for the user to stay connected as if the Lync applications having the downtime However, the lifespan of the Cisco phone has reach its end-life. Based on the contract with Telekom Malaysia, the availability of Cisco Phone only last for five years and after that the disposal of phones need to be done.

iii To improve the security of the applications and enhance the security patch that provide new and interesting interfaces

Previously, the Lync applications come with low security and only exposed to internal organization only at the same time the link and coverage with outside vendors and external parties are limited. Therefore, the cybersecurity deemed as high risk and could be exploited. As a consequences, the security patch is bundled with new interface and all the security patches will be associated with new interface. Apparently, the changes of interfaces would catch the attention of users to use the application for a longer time. Apart from that, using Skype for Business Full allows for the user to navigate the application wholly.

iv To keep up with latest technology that drive for better communication

Nowadays, technology transformation has rapidly growth in a good state. Therefore, ExxonMobil always put the belief that they should lead the country by using the latest and sophisticated technology which can act as “support system” for every business successfulness. As for consequence, ExxonMobil has come out to use the newest application to support their medium in communication between of the personnel. This will improve the way they work by permitting fastest delivery of information in term of business purposes.

3.3.4 Population of user

Number of user in Menara ExxonMobil

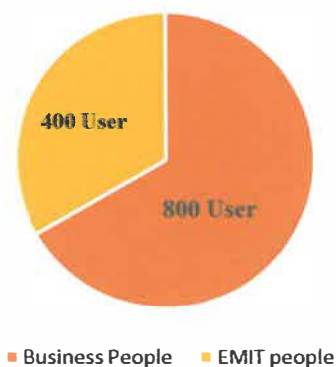


Figure 3.3.4

Number of users in ExxonMobil

The Menara ExxonMobil Deployment of Skype for Business full is targeting for the user who are presence in Menara ExxonMobil only which totally exclude the rest of personnel in Megan Avenue and offshore. In fact, the number of employees and contractors in Menara ExxonMobil covered almost 1200 people. Hence, number of EMIT people covered for four hundred (400) while for Business people covered for eight hundred (800) folks that brings total for 1200 staffs. Yet, this kind of crowd has been divided into two categories which are

Business people and EMIT (ExxonMobil Information Technology people). Before the Skype for Business deployment begin, EMIT folks has been selected as the first group that experienced the functionality of the Skype of Business Full earlier month than business people. After several months of pilot test has been run for EMIT folks, officially on September month the Skype for Business application has been rollout to whole Business people. Once the Skype headset has been deployed, the name of each user will scratch out from the official name list.

3.3.5 Method used to apply Skype for Business Full

All employees and contractors in Menara ExxonMobil has been informed six months early about the migration of the Lync/ Office Communicator to Skype for Business with voice and video capability. Hence proper communication has been rolled out from the MOC from Australia. They have prepared the poster, guidelines, special card, slides package and even the e-mail template that need to be sent to the whole employees and contractors in Menara ExxonMobil. Below shows the communication template for welcoming Skype for Business full that been sent through e-mail;



Figure 3.3.5

The Communication Template used for welcoming Skype for Business

Apart from that, as discussed in the weekly meeting, the project manager decided to apply proper approaches in nurturing the user to practice using the newest application persistently.

Those approaches are;

- i Classroom Training
- ii Floor- Walking
- iii Walk-in to IT Solution Centre

In conjunction with that, all these approaches seem to be the best method in purpose to stay the attention of the user to keep on practicing and get themselves familiar in using Skype for Business Full instead of Cisco Phone.

3.3.6 Collecting Data of Intended User

Collecting almost 1,200 of users in short time seems possible, hence the project manager has appointed Norlailee (Team Leader of Customer Support) to collect all the data which includes the user full name, current location, extension phone number and status availability. Norlailee has played her best part by asking all the admin assistant (clerk) in each department to provide her the list of name under their team. Overall, they are forty-eight (48) admin assistant altogether, which required them to sort out their team members' name and details. Lailee asked them to prepare all the list names for two weeks and they need to send through e-mail. Once Lailee has received the details, she will send to RTCC team in purpose for the team to maintain the last four digit number of extension number with the new Skype number. Clearly, every employee will be given with new number which only retained the last four digits and change the first four digits. Apart from that, all the fax machines also be migrated to the Skype number. Users need to play their part in acknowledging these new number in purpose to have smooth business delivery at the same time prevent any unwanted consequences. For example below shows the migration of users extension number to the Skype number ;



3.3.7 Creating Classroom Training Session on Share Point

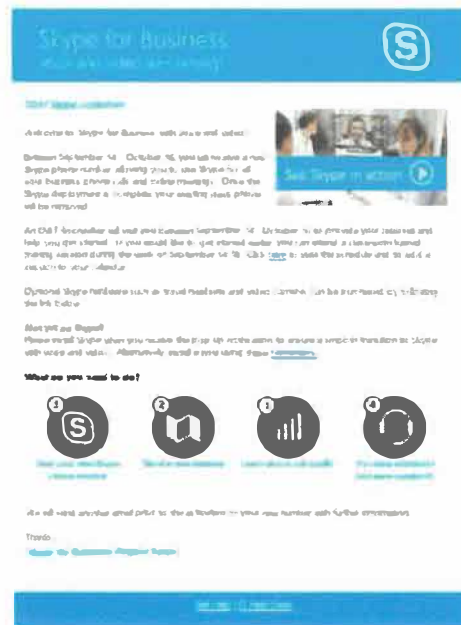


Figure 3.3.7 (a)

Skype for Business Full Communication

Organizing the classroom training was being handled by Malaysia Area Operation (MAO) Team in purpose to deal with end-user by giving the classroom training, floor-walking and walk-in to IT Solution Centre. Before the classroom training begins, a week before, the intern has been asked to prepare an online booking appointment on Share Point (a web that allow user to book their calendar to attend the event) for user to remark their calendar presenting themselves for date that they desired. The classroom training has been held starting on 14th September 2015 until 18th September 2015 at different department in reason to attract many users to join the classroom training. This official communication was sent to each user's e-mail. Once the communication has been sent to respective users, the registration of class training embedded in the e-mail to allow the user to get themselves registered. Once they registered themselves, the intern will receive the accepting meeting notification from the user

as she is the host of the classroom training. Below shows the example of user accepting (attending) the meeting (classroom training);

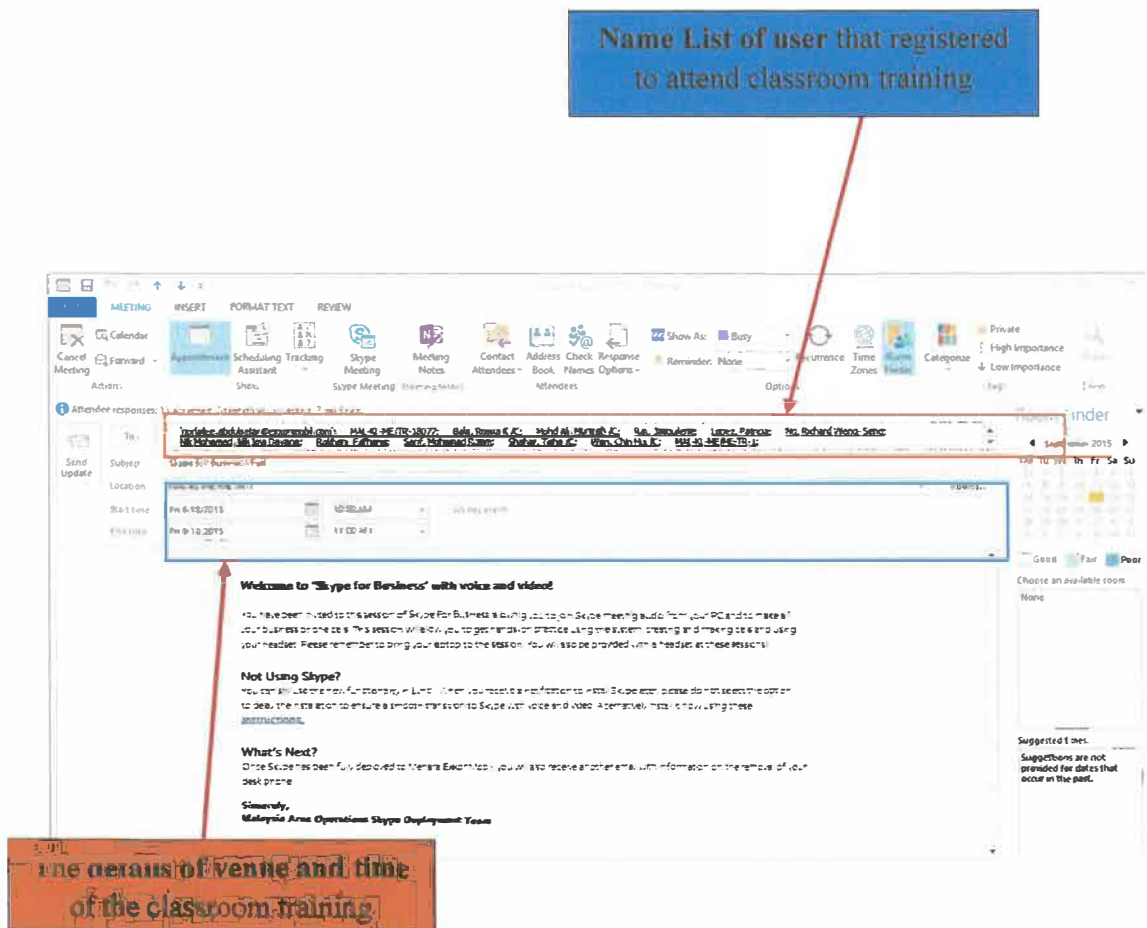


Figure 3.3.7 (b)

The notifications on attendance of classroom training



During the whole week before the class training begins, the intern need to consistently check the number of users that attend the classroom training then need to inform the technical lead in reason to prepare the venue and hardware needed properly as well as the handouts that will be given for each of them.

3.3.8 Hardware Requirement

Hardware is one of the component that the intern and users involve with. During implementation of Skype for Business in Menara ExxonMobil required all the users to deal with certain hardware. The delivery of hardware needs to follow the safety guidelines in purpose to curb any safety issue. All the hardware delivered to user must be under good condition as it was main requirement to avoid any unwanted consequences. Below shows the list of hardware that can be used for Skype for Business Full in Menara ExxonMobil ;

Table 2.3.8

The list of hardware used in Skype for Business Full

Hardware	Details
	<p>Jabra Headset UC Voice 750</p> <p>Dual ear, wired headset. Hardware that been deployed to all the users in MEM.</p>
	<p>Jabra Pro 9450 Duo</p> <p>Dual-ear, wireless headset. Require base to operate so not convenient for portability. If user want need to get the Supervisor/Manager approval.</p>

	<p>Jabra Pro UC Travel Kit</p> <p>Single ear, wireless, Bluetooth and for travel headset. If user want need to get the Supervisor/Manager approval.</p>
	<p>Jabra Speaker 510</p> <p>Bluetooth, wireless and wired PC speakerphone. Come with USB port. If user want need to get the Supervisor/Manager approval.</p>
	<p>Logitech C525</p> <p>PC video camera for Skype video calls. If user want need to get the Supervisor/Manager approval.</p>
	<p>IP 5000</p> <p>Speaker phone for every meeting room and conference room that be needed during conference call with offshore or third parties.</p>
	<p>VVX Phone</p> <p>Touch screen desk phone. Place in every huddle room (small meeting room) to allow user to make calls, join meeting and search for other employee details.</p>

applications. We are pretty sure, by organizing the classroom training permit the users to gain the understanding on how to use the applications as a whole.



Figure 3.3.9.1 (a)

The first day of classroom training



Figure 3.3.9.1 (b)

The early training given to all Admin assistant by Project Manager

3.3.9 Implementation Process

Officially, on the date of 14th September 2015 until 18th September 2015, the roll-out of Skype for Business Full application in Menara ExxonMobil went smoothly. Every employees and contractors have given big contribution by spending their precious time in attending the classroom training during the rollout time. On top of that, they also giving the space for the floor-walker to round and deploy the Jabra headset for those who did not attend the classroom training. All the personnel seems so excited and eager to use the application even some of them are not very familiar with it. They were very keen in learning how to use the Skype for Business full as this application was a replacement of Cisco Phone which knowingly as the main hardware to communicate.

3.3.9.1 Classroom Training Session

Good and convenience approaches of user definitely drive successfulness on conveying the message. Proper engagement with user definitely can foster the relationship between conveyer and recipient. In fact, my team (Customer Support) has decided to organize a class training that have been opened for a week. The calendar has been marked starting on 14th September 2015 until 18th September 2015. Each day consists of four sessions that being held at different venues due to attract more users to walk-in to the session. During the class, the trainers (Norlailee and Andrew) that include the intern as well have been assigned to deliver the training based on the package (presentation slides) prepared by the RTCC team from Australia. The package covered on how to make incoming and outgoing calls, make the call forwarding, join the meeting and even the best practices that user can practice on with. Surprisingly, during the five days of classroom training, users give full cooperation by present themselves and ask a lot of questions regarding of how to use the Skype for Business



Figure 3.3.9.1 (c)

The classroom training lead by Andrew

3.3.9.2 Floor-Walking

Dealing with many users is not a small matter yet fulfilling their needs and wants in getting good call quality definitely was our main objective during Skype for Business Full Rollout. In conjunction with that, my team has been asked to be the floor-walker to walk floor by floor which covered twenty-five (25) floors in purpose to deploy the Jabra Headset to those users who missed the classroom training session. In fact, floor-walking session allow the IT analyst to interact with user more closely as well as able to give the short training personally. Downside of having floor-walking session is, IT analyst only allowed to spend ten minutes or fifteen minutes in giving short training compared during the classroom training almost covered one hour to train all the users. The floor walking session was being conducted for two weeks to cover for whole department. Consequently, trainers get to foster the relationship between the users as well as able to enhance their communication skills in dealing with users who most probably comes with different background. If users were not around during the floor-walking, IT analyst will leave them with a “Missed You Card” that been designed by RTCC team from Australia. Hence, once the users come in to the office, they need to go to IT Solution Centre to get their Jabra Headset.



Figure 3.3.9.2

The intern is giving the short training to user

3.3.9.3 Walk –in to IT Solution Centre

Deploying the headset to the left-over users who missed the classroom training and floor walking session can be done by allowing the users to walk-in to IT Solution Centre to get the Jabra Headset. This is the last resort users can have their headset quickly and consume less time. Furthermore, the user will also be given a short training regarding of how to use the Jabra Headset properly. Other than that if the user having any other Skype issue instead of getting the headset, they can also drop by to IT Solution Centre get their laptop to be troubleshoot.



Figure 3.3.9.3 (a)

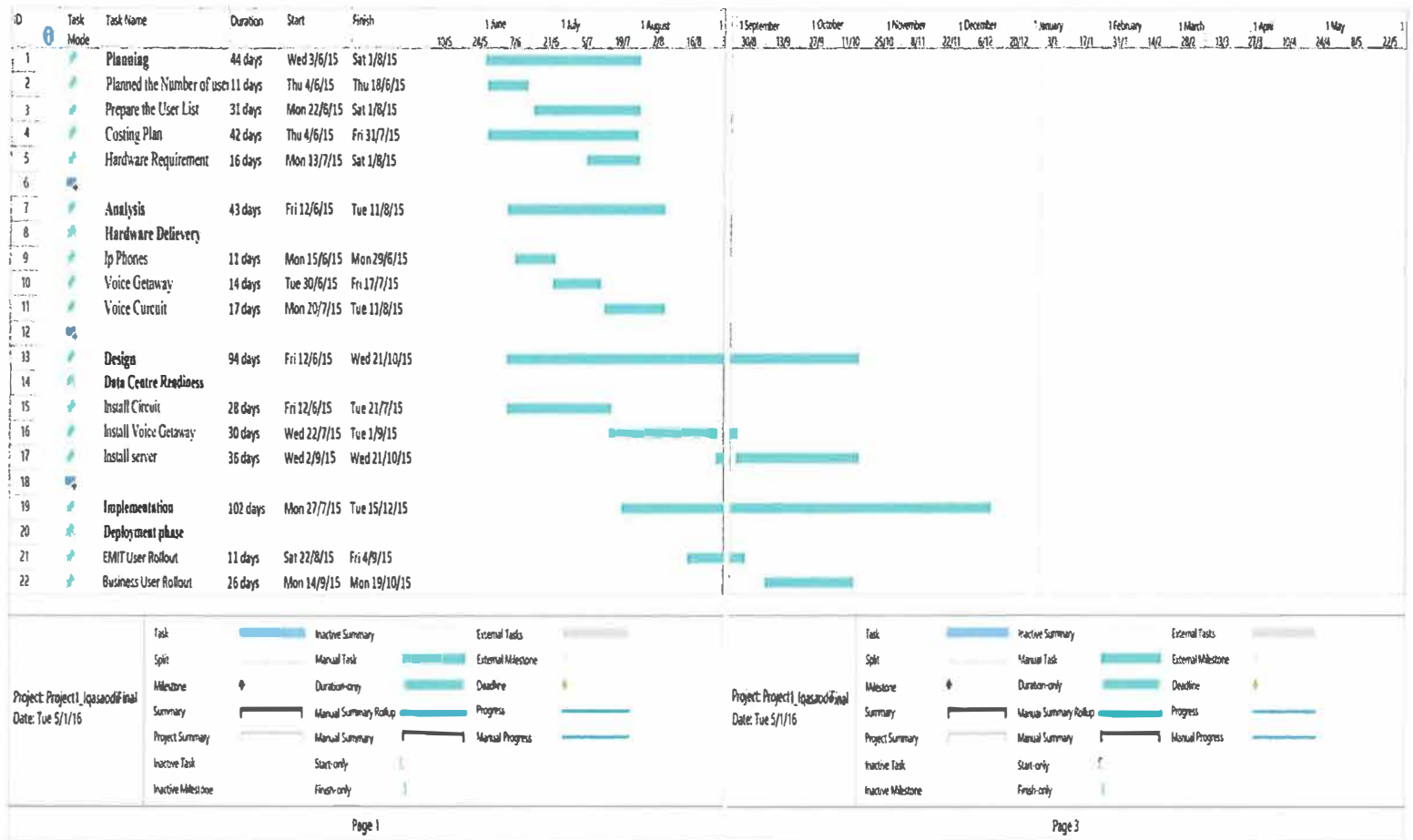
The IT Analyst is explaining about the other devices to user

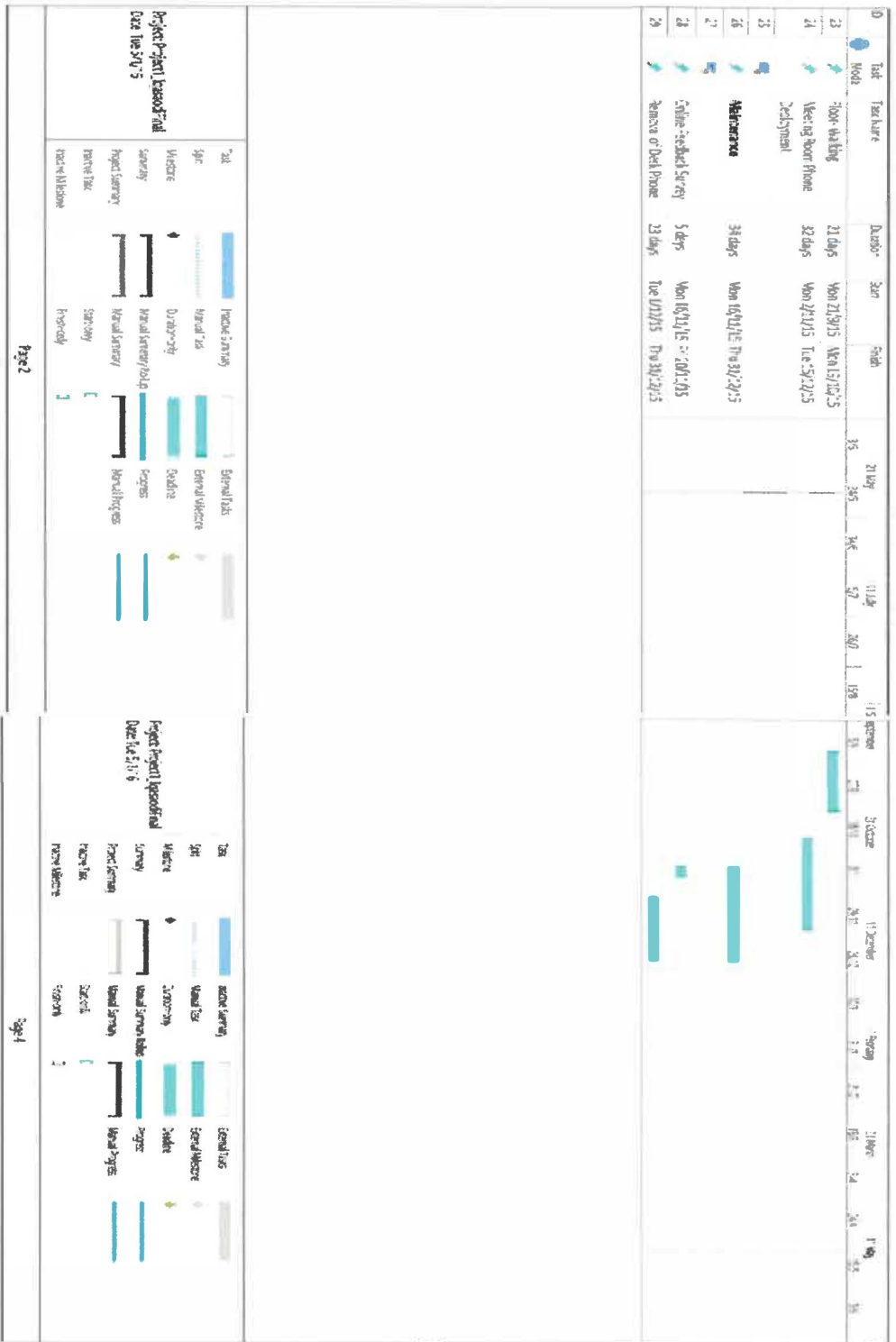


Figure 3.3.9.3 (b)

The intern teaching the user on how to join Skype Meeting

3.3.10 Gantt Chart





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3.3.11 Feedback for Post Rollout of Skype for Business Full

Once the Skype for Business Rollout marked the end of October 2015, the Skype Support Team did receive a lot of feedback from the users. An online survey form has been sent through all the users' e-mail specifically in Menara ExxonMobil, which contains feedback questions that required the users to rank the Skype for Business Full application based on their desire as well as user can contribute by commenting the use of the application either give them benefit or in other way around. The online survey has been sent approximately to 1,200 of users that covered the upstream and downstream folks. Hence, the Skype Support Team has collected and recorded all the data and information given by the users through the online survey. Below shows some of the findings of the online survey;

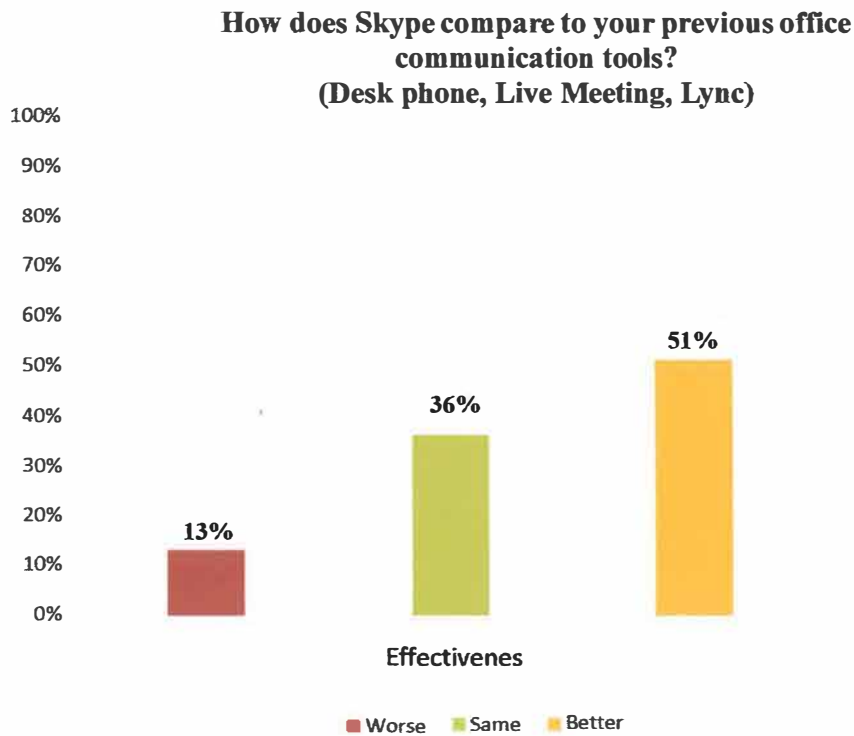


Figure 3.3.11 (a)

The analysis of the comparison between previous communication tools and Skype for Business Full

Formerly, the main medium of communication is using the CISCO Phone and Based on the bar chart above, it shows 51% of users in Menara ExxonMobil agree that the arrival of Skype for Business full far away better than previous communication tools. This is because the Skype for Business Full comes with a lot of features and functionality that allows the user to make more than calls, even they could make video call, sharing screen, joining Skype meeting and able to make a group chats. Surely, this will open the way for the users to stay in touch consistently with others in regards of business purposes. While for other 36% of users said it was the same thing and has no improvement and unlike the other 13% of users said it was worse. Apparently, the use of new application need an ample of time to get themselves familiar with.

Which of the following training & support tools did you use during Skype for Business Full rollout?

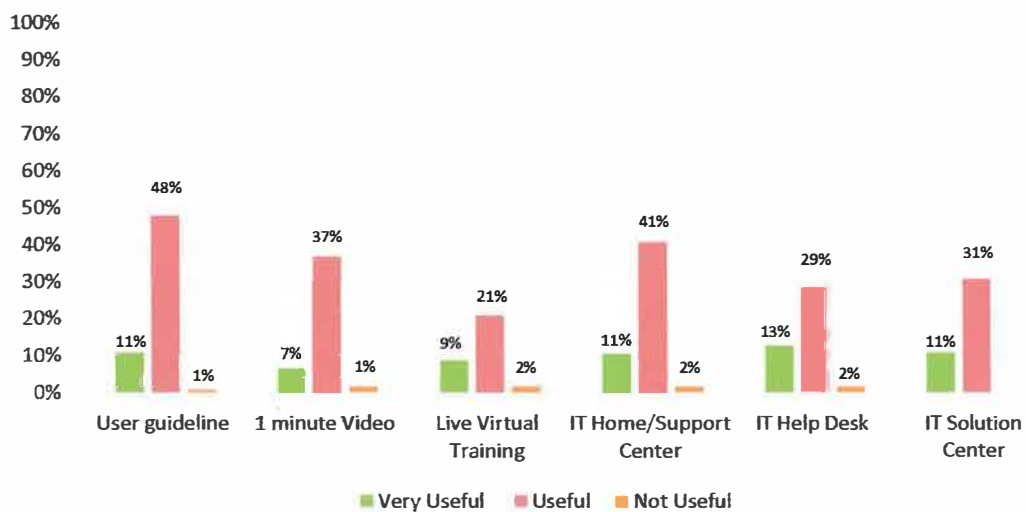


Figure 3.3.11 (b)

The analysis of training and support tools during the rollout of Skype application

User guideline and any support and training tools during the launch of newest application play the significance role in assisting the user to practice in using it properly. Before the arrival of Skype for Business Full in Menara ExxonMobil, it was already well acknowledge among the employees and contractors and they feel so eager to use the application. Hence, a lot of training and support tools has been prepared in order to guide the users. Based on the bar chart above, there are six medium used to assist the user on how to apply the Skype for Business Full. Each of the training and support tools bring different values when reach the user. 11% of user said that user guideline were very useful, while 48% of them said were useful and the minor number said it was not useful. Apart from that, for the 1 minute video, the minority number of 7% said it was very useful while 37% of users chose useful. Minority that consists of 1% said it was not useful at all. For the live Virtual training, only 9% of users said it was useful and majority 21% said the tool was only useful. Moreover, majority of user, 41% of them choose the IT Home/Support Centre as a useful tools while 11% of users vote for very useful tools to assist them in practicing the Skype applications. Getting help and assistance from IT helpdesk is one of the resort that users can get. Based on the finding, 13% of users vote for getting assistance from IT Help desk is very useful and 41% of them said it was only useful followed by another 2% vote for not useful. Last but not least, the IT Solution Centre also played the vital role in guiding and give short training to the user regarding of the Skype. Majority of them which is 31% vote for useful while the rest which is 11% of them choose very useful. In short, all of those training and support tools brings different value for the users in benefiting the information available.

What is the best method use to get support from IT Analyst during Skype for Business Full MEM Rollout ?

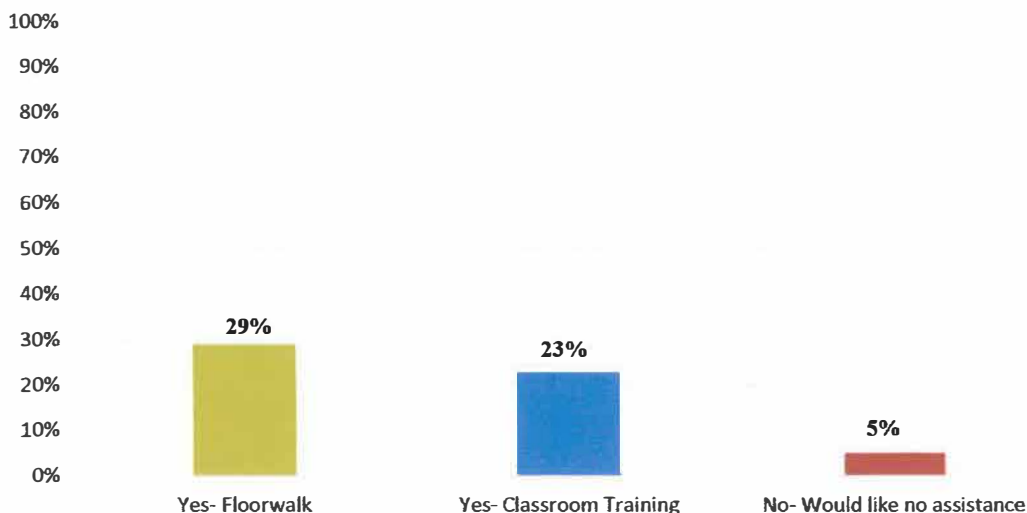


Figure 3.3.11 (c)

The analysis of best method use during Skype for Business MEM rollout

During the rollout in MEM, the IT Analyst have use numerous methods to assist the users on how to apply the Skype for Business Full. Consequently, majority of the users choose floor-walk as the best method for them to learn in details about the Skype for Business Full. This is because, floor-walk is the approaches among all, as the users able to get direct lesson from the IT Analyst and they are allowed to ask number of questions. In the other hand, 23% of the users choose for classroom training as this is the open training where everyone can join in. The one hour session did cover for whole package of Skype of Business Full application. The pros of attending the classroom was the time duration given which the users can ask questions as many as they can, unlike for the floor-walk session, the users only have ten to fifteen minutes to ask the question and the content of the training was not as much as in classroom training. Still, there is a small number of them which is 5% vote for would like no assistance from any IT Analyst due to packed schedule and burden of workload. In

conclusion, all of these approaches did aid the users to practice using the Skype for Business Full as well as get themselves familiar with the new technology.

The launch of Skype for Business Full indeed brings numerous of issues that needs further attentions and configurations from the Skype Team. Hence, post launch of the applications has brought a number of comments received from users. Majority users are happy with their headset but few have mentioned they would prefer a wireless one. Besides that, a large amount of users have commented that they had a bad call experience and screen sharing when using Skype at home. Even though Skype for Business Full did bring a bundle of convenience and make the user's communication become easy yet post-configuration issue persistently come in. In short, majority users re commenting about the screen sharing or presenting causing Skype for Business Full to crash and call quality is not as good as expected.

3.3.12 Skype for Business Full Troubleshooting

Post rollout of Skype for Business Full application certainly will cause a few problems for certain users. There are number of issue arise for instances; software crash during installation, the Skype number did not exactly the same with the last four-digits, the hardware faulty, the sharing screen drop as well as the voice and video quality do not meet the user's expectation. Therefore, as the intern already familiar with the software application, she has been delegated to troubleshoot any Skype for Business Full issue regardless of hardware or software issues. Based on the intern experience, she always get the comments from users that their headset did not detect onto the laptop once plugged-in. For that issue, it can only be solved by reinstalled the Jabra Headset driver in the device manager. Once reinstalled user ought to check it either detected or not. If it was failed, the next configuration will be taken off.

MINI PROJECT

3.4 Mini Project

3.4.1 Migration of 200 users from JAVA Smartcard to .NET Smartcard



Figure 3.4.1 (a)

A communication of changing smartcard form JAVA to .NET Smartcard

Early November, intern has been appoint a task to change all the JAVA smartcard users to the new smartcard which called .NET. The timeframe to migrate all the users' smartcard is only given for one month. Previously, all the employees and contractors that been worked for more than five years had been deployed with the JAVA smartcard to log-in to the machine (laptop and MFD). However as the years passed by and technology grows rapidly, the server that operate the smartcard changed to the new one. In conjunction with that, to meet the requirement of the new server, only the new chip is compatible to be operated, which is called as .NET chip. If the users do not change the smartcard in the month of November, consequently they will unable to log-in to any machine (desktop, laptop and MFD).

The process of changing the smartcard consume less time which required about 15 minutes more or less. The equipment required are both JAVA and .NET smartcard, smartcard

reader as well as the laptop. The process can be done through online web based as shown in the figure below;

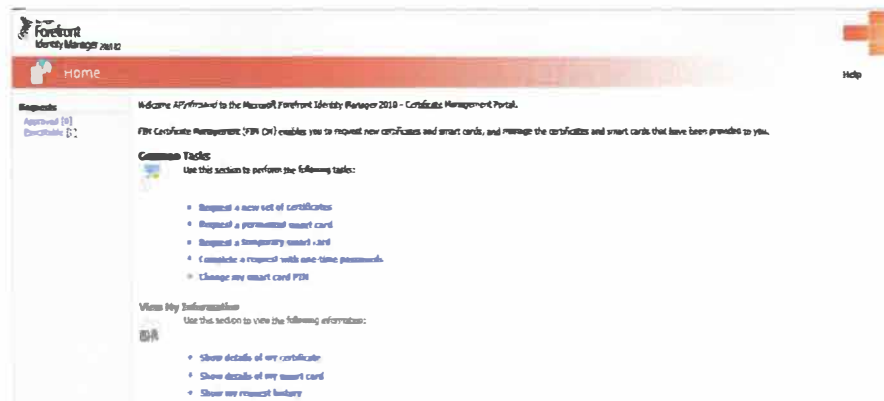


Figure 3.4.1 (b)

The forefront Identity Manager web page

A report has generated and the results shows approximately two hundreds users still in JAVA mode. These all users are including in Menara ExxonMobil as well as offshore. This is quite challenging as intern need to deal with users in different locations. Hence, the intern has performed two quick methods in reason to end the task given quickly.

Firstly, the intern send the communication poster which she created the poster by her own using the Adobe Photoshop software, and marked as high-priority to all users through e-mail (refer figure 3.4.1 (b) above). After two weeks with no respond, the intern will contact the users through Skype to give second reminder at the same time arranging an appointment with them to come down to IT Solution Centre and get themselves the new smartcard.

The second thing intern did was, if still the users unable to come down to IT Solution Centre on the fourth final week due to long vacation or too busy with their work task, the intern took

the initiative which walk-in to their room and did the changing smartcard process straight away. Certainly this will make the process become ease and less time consuming.

Unlike the offshore users, the migration was done by the IT Analyst at Kerteh Guest House, he will in charged all the smartcard migration for the offshore employees. If post-migration the user having an issue, he needs to come to IT Solution Centre to get his smartcard be troubleshoot.

3.4.2 The MAO Success Story Video

On 8th December 2015, MAO Team has organized a team-building for celebrating each of the team successfulness in performing the project. At the same time of celebrating the year-end a lot of activities has been prepared to cherish every one of them. The ultimate purpose of organizing this event was meant to celebrate and appreciate every effort of each in team in achieving the real target of certain project that they conduct. During the team building, each of the supervisor including the manager need to make a presentation in reason to conclude all the projects occurred during the year of 2015. Apparently, every hard work and effort were paid off.

In conjunction with that, intern has been assigned to be part of the committee to produce a corporate video that list all the achievement from each team. Intern has put great effort in producing the video by using Adobe Premier software. Definitely using Adobe Premier needs a lot creative ideas as well as patience too. Intern has referred various blogs and videos on Youtube as source of references. Below shows the example of video that I have produced by using the Adobe Premier software ;

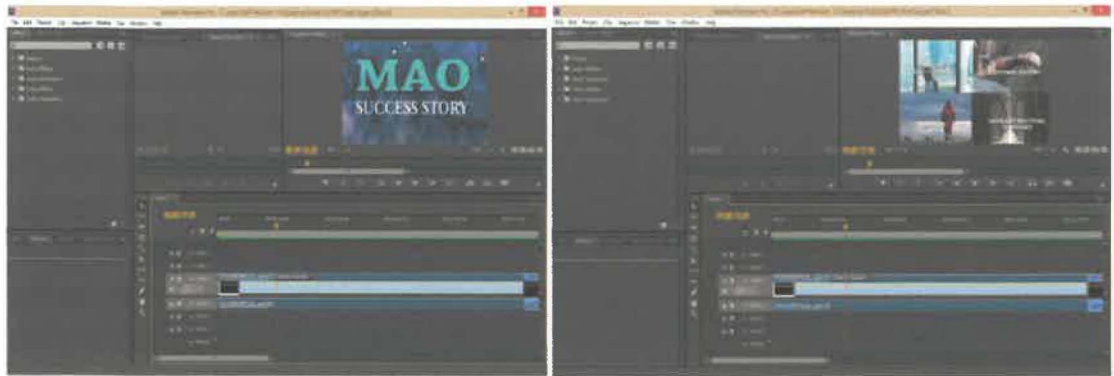


Figure 3.4.2

The MAO Success Story Storyboard

In conclusion, the video basically was about the collection of achievement of each team during the year of 2015. The time taken to finish making this video is about three weeks. Seemingly, intern gained tremendous of knowledge on how to edit the video by using this software.

CONCLUSION

4.4.2 Conclusion

4.1 Application of Knowledge, Skills and Experience

Indeed performing an industrial training in Menara ExxonMobil was an extra value for the intern to gain multiple of experience and knowledge. Every day was a learning process for intern to learn every process that available in the organization. Even the learning process seems easy yet the critical thinking and positive thoughts are vividly needed in making sure the learning process was smooth-sailing. Not all the knowledge and theories learned in university can be applied during practical, but stills helped the intern to survive with workload given.

Early month of internship, the intern has been ordered to undergo several online training which are the cybersecurity online training, office ergonomics awareness training, and even the management and protection of information training in purpose to explain the intern of do and do not and rules and regulation in the organization. The online cybersecurity awareness training indeed very similar with the lesson in subject IMS657, Legal and Ethical Aspects of Information Systems. The training obviously showed me on how to protect our data or information from been stolen, curbing the cyber-attack on organization system, recognizing the trap of email phishing as well as the restriction on the removable storage and cloud computing applications.

After several months of internship, the intern need to undergo the office ergonomics awareness training, which is a compulsory assessment for every personnel in Menara ExxonMobil. The purpose of undergo this training is due to prevent industrial injuries and reduce the risk of occupational disease. The subject learned in IMS552, Information System Management has emphasized the significant of practicing proper ergonomics when in workplace. Apart from that, the training also stressed on the consequent of having poor

ergonomics in workplace will lead to several disease, like carpal tunnel syndrome, text neck, physical fatigue, eye tiredness and etc. Indeed, this training is like a wake-up call for the intern to always care about her safety and health in workplace.

On top of that, the intern also been asked to do the laptop assemble for those users that facing any hardware issue. Commonly, the issue that leads to laptop assemble is because of internal smartcard cannot detect the smartcard once plugged in. Hence the intern needs to assemble the laptop, sort out the internal smartcard hardware for her to configure it thoroughly. This PC assemble activity can be gained from the subject of IMS455, Support Service and Maintenance for Information System, a subject that related with the pc assembling, hardware troubleshoot as well as proper maintenance of any hardware and laptop.

Above of the knowledge application, the utmost important thing being the internship student is about their soft skills especially the communication skills. The soft skills can be learned from the subject, IMS 656, Management of Information System Management and IMS 556, Information System Interaction & Consultation. Both of these subject indeed taught the intern to persistently develop her soft skills and be confident for all times in whatever she is doing. On top that, as the daily task required the intern to face with user, certainly need her strong communication skills in reason to communicate with user, to explain the solution towards user as well as give a short training to them.

In short, even not too many theories and knowledge gained during the learning process in university yet the intern need s to take an initiative to suit herself in the huge international organization where she needs strong physical and mental to survive for a long time. Apart from that, the intern also need to manage her time wisely as being in huge company, time is golden where everyone really particular about the services delivery as well as higher

productivity which leads to discipline and manageable life. The intern need to know the task priority in making sure the work produce able to meet the real objective.

4.2 Personal Thought and Opinion

As we are already informed, ExxonMobil is a well-established international oil and gas company. The intern was fortunate as she being accepted to perform her practical training in ExxonMobil. There a numerous of golden chances for her too embrace in order to improve her technical skills, soft skills as well as critical thinking which is an added value for her. Human Resources in ExxonMobil possessing an internship program where the intern will a well-defined task and will be coached by a dedicated ExxonMobil coordinator. Each internship tasks contributes to our business and will give you a taste of a typical starting position within ExxonMobil.

ExxonMobil is an operated company in most of the world's countries and all the personnel continuously achieve superior financial and operating results while simultaneously adhering to high ethical standards. Therefore, ExxonMobil in Malaysia persistently stay connected with other counterparts and affiliate such as Papua New Guinea, Houston, Africa, Asian countries and even Middle East country, which required a strong communication and great social corporate responsibility to ensure the well-established relationship. Based on intern experience, she regularly liaise and communicate with user from local and foreign country in turning the issue into solutions in regards of IT field. In fact through this kind of ambience, the intern able to boost up her communication skills and her soft skills in engaging with people thoroughly. The intern once need to give a short training for a Canadian user regarding of the Skype for Business Full, indeed she able to convey the message successfully. It is such a good exposure for intern to learn and gain experience from it.

Besides that, all the employees and contractors that available in Menara ExxonMobil comes from different background and various cultures and belief. Consequently, all the folks have different thoughts and opinions, however majority of them are user friendly and they are

never doubt to share their knowledge and experience during the working life with intern. Yet they are very proud to say that ExxonMobil is the best place for intern to have a bright jumpstart career. Regardless of their position, they are willing to “chit-chat” with the intern and share their bright sides of being the best employee. Moreover, the team members of intern works with, also play the vital role where they consistently teach and guide the intern to perform certain task successfully. Indeed they are very supportive and optimist on every matters that comes in. This is obviously, when the team organize the “Makan-Makan” session for every achievement that they gained in reason to boost up the positive feeling to achieve more and more successfulness at the same increase the productivity.

In addition, the recruiter team from Human Resource Department shows their gratitude in welcoming the intern to perform their industrial training with victory. They are very kind and helpful in making sure the intern feels secure and stress-free about the workload given by the supervisor. Apart from that, foster the relationship between interns they are always gather the intern to attend meeting session. During the meeting session, they remind the intern to always be positive thinker in whatever matters that roll in. The intern needs to have strong physical and mental to keep on survive in the working industry.

Last but not least, ExxonMobil always place the safety at the first place. Safety in ExxonMobils is more than priority as it is the core value and an integral part of our culture. Protecting the safety and health of the workforce is fundamental to the business. We are relentless in our pursuit of safety so every employee and contractor that come from home each day safe and healthy. The intern was required to undergo the test of Save Performance and Self-Assessment (SPSA) which the training expose the pros and cons of practising safety and healthy attitude in workplace as well as the consequent of incident happen if you unaware with the environment. Apart from that, the importance of safety in workplace can be seen

with the posters and videos up in every department that contains information about the safety guideline and tips. During the department meeting safety sharing session is a compulsory agenda that need to fit in where the volunteer needs share some information regarding of safety, health and environment. In fact, everybody in Menara ExxonMobil is very keen moving towards the goal of Nobody Gets Hurt.

In a nutshell, getting an experienced performing industrial training in Menara ExxonMobil did open the eyes of intern to always look forward and never think of the pasts. The exposure of working environment and involve in engagement session with external parties towards intern certainly kill the fear in her to face the real working industry with different traits and types of folks.

4.3 Lesson Learnt

Internship did offer tremendous experience and expose the intern with the real working industry ambience. Performing internship in ExxonMobil is such an advance for the intern to embrace the real working life which she will be in very soon. Hence the experience and knowledge gained in ExxonMobil definitely assist her to make herself familiar.

Five months internship in ExxonMobil did expose the intern with bundle of knowledge and lesson. There are enormous of knowledge and process that required the intern to practice without failed. The utmost lesson that intern learnt is able to kill the fear. Formerly, the intern was so insecure when facing and communicate with user. Once the intern being assigned to sit at the front of IT Solution Centre, she was able to liaise and communicate the users with confident regardless the users are manager or external party. Indeed the IT Solution Centre turns her over a new leaf. Besides that, speaking in front of crowd able to polish the intern's skills in communicate with folks from local and international. Definitely, the meeting and presentation had helped a lot in transforming the intern to be extrovert.

Apart from that, time management plays the vital part in nurturing the employee to be discipline. Time is golden, hence every employee and contractors should know how to manage their time wisely. The heavy workload that persistently comes in required the workforce to manage and control their time in order to ensure the tasks given able to finish at the right time or even early than the dateline. Therefore, intern has looked the time management from the bright sides, she must know what task to be prioritised, which helps it a lot. Rank tasks in order would help the intern to deal with time and get all the tasks assigned done at the right time.

Internship is a beginning process for intern to learn a new things which basically different theories that they get in university. Consequently, the intern must be proactive in everything she did as well as spread the positive vibes among people. Proactive person is born to join and participate as many of events at one time. He or she will become curious in everything he or she is doing. Therefore, intern needs to be proactive in order to enhance the talent as well as increase her technical skills and soft skills.

Furthermore, during the internship period, the intern has been stressed on about the safety in workplace. All the employee and contracts are aware about the safety in workplace where all of them need to undergo the Safe Assessment Self Performance, which the training covered is about performing the work in safe ambience without any injuries. Hence the intern has been taught to be aware in everything she did during the working time. Lifting up the box, using handrail when going down the stairs, walks slowly when pass through the wet floors and observe the environment thoroughly are those safety precautions that intern needs to blend in. In fact, if the employees and contractors are safe certainly will lead to higher productivity and integrity.

Moreover, intern has been taught to embrace all the chances and opportunities that comes in. The intern needs to fully utilize the chances and opportunity given properly to guarantee the best results and productivity. The intern needs to suit herself in engaging with people for the sake of well-established relationship. In short, there are tremendous of lesson can be learnt during the internship in ExxonMobil which later can be applied in real working environment as well as in daily life.

4.4 Limitations and Recommendation

Internship is like ups and downs journey, where the intern comes with zero knowledge and back with ample of knowledge. The journey will become easy if the intern able to lead her journey with joys and fun as well as able to adopt and adapt herself in working environment in quick time. However, there will be some limitations when performing internship in a giant company.

Limitation of sharing complex knowledge and restriction of access to certain application are one of the limitation for the intern. During the internship, intern will be taught with basic knowledge and she needs will only use the process of solving IT issue based on the guidelines given. If the intern is unable to solve the issue, she will call out the senior IT Desktop Support to assist her. Once the senior IT Desktop Support succeed to solve certain issue, the intern will only be told the simple solution instead of the complex solution that they have used. For them sharing the complex solution would make the intern confused and lost. On top of that, the limitation of certain applications and web page also caused the problem for intern to perform her task perfectly. The intern has to depend on her colleague if she wants to check on certain webpage and used application. For example, the IT Analyst will be given with access to carry on the remote desktop, where the program is permit the IT Analyst to remotely configure user's desktop. However, intern does not have the access to perform the remote desktop.

As for the recommendation, those intern who are in Information Technology area needs to equip them with right of access in reason to aid them gaining more knowledge and experience. Apart from that, the intern also should be sent to any IT training in purpose to improve her knowledge and technical skills where she could fit in into the IT ambience easily later.

Another limitation arises is every event organized by ExxonMobil can only be joined by the permanent employees only. For those contractors and interns do not allow to participate because there is no budget allocated for them due to cut cost.

As for recommendation, ExxonMobil management team should allow all the workforce to join any event which can open the way for foster the relationship among them in better way. They should not consume a lot of money to organize an event at lavish venue, in fact they can organize an event in conducive area that consume less budget which definitely can benefit all the workforce.

Besides that, another recommendation that I can give is, in the end of the internship, perhaps ExxonMobil can organize a session which can gather all the interns to share their experience and valuable knowledge during internship. This is such a good sides to know other roles and responsibility which comes from different fields as ExxonMobil is a huge company and have numerous number of department. Last but not least, the valid certificate of internship can be prepared for intern at the end of their internship. This is because, the certificate act as a proof of internship once the intern is able to embark the new journey in working industry later.

In conclusion, the victory of completing industrial training in ExxonMobil is a great achievement in intern's life as she able to open her eyes and mind that the real working industry is totally different from university life. The old folks saying, life is just started when you embark the new journey in working industry.

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APPENDICES

APPENDIX A
ITR STUDENT CHECKLIST AUG-DEC 2015

INDUSTRIAL TRAINING STUDENT CHECKLIST

YRR/Ver2/IM245

Name :
Organization:

UiTM ID:
Unit/Department:

(* Please ✓)

NO.	DESCRIPTION	DATE ACKNOWLEDGE	SIGN	ATTACH APPENDIXES IN LI REPORT (before hardcopy bind)
1	Read & understand the Industrial Training Handbook			
2	Understand that you are NOT allow to take any leave during ITr. But for emergency leave/MC/special case, not more than 6 days in 5 months or else your ITr status automatically FAIL. Any leaves/time off/time lieu given by organization is not counted under this clause (Exceptional). (Record/remark in your attendance form, make copy of MC or any related dcmnt to be attached in your report with attendance report)			
3	Understand that public holidays/festival leave/special leave may varied by state. therefore, folow your current state of ITr and organization/company policy. NO semester break during ITr for ITr students. Record/remark in your attendance form)			
4	Read & understand the IMC690 assessment			
5	Review all the 4 rubrics for assessment (already emailed & download from portal i-Learn – under IMC690 or IMS657 (folder "Yanty Rahayu Rambli (Ayu) -> Tumpang Pre IMC690-Industrial Training IM225)			
6	Fill in the 'Report Duty Declaration Form' (email to industrialtrainingfpm@yahoo.com , subject: Report Duty Declaration Form from <organization name> or fax : 03-79622007 latest by : 23 FEBRUARY 2015 - Utk Puncak Perdana			
7	Attendance Form (Everyday attendance need to be recorded) - if using system, please print every month and verified by Industrial supervisor. If Punch Card please photocopy every month. Acknowledge your absent to your Organization Supervisor directly, in the event of long MCs, please inform LI Koordinator/Faculty Supervisor. (Record/remark in your attendance form, make copy of MC or any related dcmnt to be attached in your report with attendance report)			

8	Log book (Everyday) - can use softcopy or photocopy if full utilized. Record everyday log and need to verify/sign/remarks by Industrial Supervisor weekly/daily)			
9	Email and print Industrial Evaluation Rubric to Industrial Supervisor (Via harcopy/softcopy) at Day 1-2 . Evaluation of organization supervisor need to be submitted directly to Faculty Supervisor A WEEK before 30 June 2015 - via email of fax : 03-79622007 - Utk Puncak Perdana			
10	Industrial Training Planner (Jadual Perancangan) for 5 months plan (to discuss with Industrial Supervisor - can be change as needed, weekly/monthly planner) you may draft using MS Office or MS Project			
11	Industrial Supervisor details (email to industrialtrainingfpm@yahoo.com, please see the template provided) DUE DATE: 23 FEBRUARY 2015			
12	Discuss with organization supervisor regarding Mini/Special Project			
13	Consultation - consult with Faculty Supervisor on your Mini/Special project (Via any types of communication medium) - minimum 3 TIMES			
14	PAID Semester (March - July 2015) fees (Last day payment 25 MAC 2015) * Refer Academic Calender			
15	IMC690 course Registration (23 Februari - 15 Mac 2015) * Refer Academic Calender			
16	IMC690 course Validation (Validation DATE 16 MAC - 29 MAC 2015, GUGUR TARAF - 31 MAC 2015) * Refer Academic Calender			
17	Presentation of Industrial Training (06 JULY - 10 JULY 2015) *estimation date, it may change upon approval, depends on campuses - book your date/time with Faculty Supervisor availability)			
18	Submission of 1 copy of Hard bind Industrial Training Report (06 JULY - 10 JULY) - Dark Blue Hardcover For UITM			

19	Check your Muet result submission to Faculty and Send a copy to Pn Halimah (Office FPM), Minimum Band 2, Band 1 will not be graduated and need to reseat your Muet and result to be provide before convo) - failed to do so, u will not listed under convocation AND might not graduated) - Utk Puncak Perdana			
20	Attach softcopy Industrial Training Report in a CD and put in a nice envelop and paste it at the back of your Industrial Training Report			
21	Put this checklist in the Table of Contents under Appendixes in Industrial Training Report and Attach this checklist in your Industrial Training Report Appendix			

ITr = Industrial Training, FS = Faculty Supervisor, Visiting Supervisor = VS, LI = Latihan Industri, OS = Organization Supervisor

APPENDIX B

INDUSTRIAL SUPERVISOR DETAILS



Name	:	Alsyquan Izmeer Bin Ismail
Contact Number	:	
(Mobile)	:	012-2300615
Office	:	03-2055 5008
E-mail	:	alsyaquanizmeer.ismail@exxonmobil.com
Position	:	Customer Support Supervisor
Department	:	ExxonMobil Information Technology (EMIT)
Address	:	ExxonMobil Business Support Centre Malaysia Menara ExxonMobil, Kuala Lumpur City Centre 50088 Kuala Lumpur

APPENDIX C
ATTENDANCE REPORT

All Events Over Time With Area

QUERY: START DATE: 7/1/2015 12:00:00 AM; END DATE: 12/31/2015 11:59:59 PM; Badge 1017981

Report Date: 1/4/2016 10:00:54AM Malay Peninsula Standard Time

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
12/31/2015					
3:24:39PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
1:41:13PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-IN	KUA-MEM-L0G-LNL2220_01	
12:37:40PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
12:26:46PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
9:32:13AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 1-IN	KUA-MEM-L0G-LNL2220_01	
9:16:28AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
7:36:22AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-IN	KUA-MEM-L0G-LNL2220_01	
7:38:04AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
12/30/2015					
5:06:48PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
5:00:25PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 1-IN	KUA-MEM-L0G-LNL2220_01	
4:43:06PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	
1:53:31PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-IN	KUA-MEM-L0G-LNL2220_01	
1:33:49PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	
1:01:30PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-IN	KUA-MEM-L0G-LNL2220_01	
1:01:14PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
12:05:44PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
8:47:55AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 1-IN	KUA-MEM-L0G-LNL2220_01	

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
12/30/2015					
8:33:17AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
7:47:01AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
7:48:43AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
12/29/2015					
5:08:06PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
5:01:31PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-IN	KUA-MEM-L0G-LNL2220_01	
4:41:59PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
1:56:56PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-IN	KUA-MEM-L0G-LNL2220_01	
1:37:35PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
1:09:20PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
1:09:02PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
12:02:25PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
11:46:27AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 1-IN	KUA-MEM-L0G-LNL2220_01	
11:32:17AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
10:23:52AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
10:23:35AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
10:21:36AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
7:40:54AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
7:40:41AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
12/28/2015					
5:08:05PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
12/28/2015					
5:01:52PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING-2-IN	KUA-MEM-LOG-LNL2220_01	
4:42:12PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING-4-OUT	KUA-MEM-LOG-LNL2220_01	
2:56:29PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING-2-IN	KUA-MEM-LOG-LNL2220_01	
2:35:29PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING-3-OUT	KUA-MEM-LOG-LNL2220_01	
1:27:00PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING-5-IN	KUA-MEM-LOG-LNL2220_01	
12:03:31PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING-4-OUT	KUA-MEM-LOG-LNL2220_01	
7:17:12AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING-5-IN	KUA-MEM-LOG-LNL2220_01	
7:17:00AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
12/23/2015					
4:58:03PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING-4-OUT	KUA-MEM-LOG-LNL2220_01	
2:16:26PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING-2-IN	KUA-MEM-LOG-LNL2220_01	
1:56:39PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING-4-OUT	KUA-MEM-LOG-LNL2220_01	
1:32:05PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING-5-IN	KUA-MEM-LOG-LNL2220_01	
1:31:47PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
11:39:43AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING-5-OUT	KUA-MEM-LOG-LNL2220_01	
9:38:44AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING-1-IN	KUA-MEM-LOG-LNL2220_01	
9:14:00AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING-3-OUT	KUA-MEM-LOG-LNL2220_01	
7:56:46AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING-5-IN	KUA-MEM-LOG-LNL2220_01	
7:56:33AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
12/22/2015					
5:00:30PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING-4-OUT	KUA-MEM-LOG-LNL2220_01	

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
12/22/2015					
1:53:50PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 2-IN	KUA-MEM-LOG-LNL2220_01	
1:07:01PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
12:56:09PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
11:52:39AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
7:42:43AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
7:42:29AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
12/21/2015					
5:24:33PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
5:00:51PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 2-IN	KUA-MEM-LOG-LNL2220_01	
4:40:06PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
2:15:42PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 1-IN	KUA-MEM-LOG-LNL2220_01	
1:55:17PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 3-OUT	KUA-MEM-LOG-LNL2220_01	
1:24:48PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
11:58:56AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
7:33:46AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
7:33:32AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
12/18/2015					
4:26:41PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 3-OUT	KUA-MEM-LOG-LNL2220_01	
2:06:26PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 1-IN	KUA-MEM-LOG-LNL2220_01	
1:49:28PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
11:58:13AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
12/18/2015					
10:15:51AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-IN	KUA-MEM-L0G-LNL2220_01	
10:01:19AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
7:22:12AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
7:21:59AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
12/17/2015					
5:02:58PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
4:55:14PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-IN	KUA-MEM-L0G-LNL2220_01	
4:32:58PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
1:40:11PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 1-IN	KUA-MEM-L0G-LNL2220_01	
1:12:57PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	
10:27:32AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 1-IN	KUA-MEM-L0G-LNL2220_01	
10:07:26AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
9:59:32AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
9:51:31AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
7:28:27AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
7:28:09AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
12/16/2015					
5:06:48PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
4:56:33PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-IN	KUA-MEM-L0G-LNL2220_01	
4:37:40PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
1:56:01PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 1-IN	KUA-MEM-L0G-LNL2220_01	

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
12/16/2015					
1:54:30PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	
1:54:09PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 1-IN	KUA-MEM-L0G-LNL2220_01	
1:33:40PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	
1:06:26PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
12:03:39PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
11:42:36AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
11:41:55AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
7:27:29AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
7:27:13AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
12/15/2015					
5:19:33PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
1:42:36PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-IN	KUA-MEM-L0G-LNL2220_01	
12:04:56PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
7:34:23AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
7:34:11AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
12/14/2015					
5:17:43PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
1:45:41PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-IN	KUA-MEM-L0G-LNL2220_01	
1:09:36PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
1:03:05PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
11:54:38AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
12/14/2015					
7:27:49AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
7:27:35AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
12/11/2015					
4:14:40PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
1:16:01PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 2-IN	KUA-MEM-LOG-LNL2220_01	
1:14:05PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
11:58:53AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
7:14:58AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
7:14:41AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
12/10/2015					
5:09:29PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
4:58:34PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
4:58:22PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
3:59:10PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
3:19:38PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
3:18:06PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
3:12:35PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
1:19:04PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 3-IN	KUA-MEM-LOG-LNL2220_01	
1:07:02PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
7:32:50AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	

12/9/2015

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
12/9/2015					
6:05:16PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
1:22:32PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
1:22:07PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
12:06:02PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
7:28:22AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
7:28:06AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
12/8/2015					
5:10:24PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
1:57:09PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
1:51:56PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
1:09:28PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
12:08:06PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 2-OUT	KUA-MEM-LOG-LNL2220_01	
7:37:38AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
12/7/2015					
7:03:23PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
12:02:27PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
12:02:17PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
11:30:24AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
11:29:23AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
7:16:49AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
7:16:35AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
12/4/2015					
4:03:25PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
1:43:52PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-IN	KUA-MEM-L0G-LNL2220_01	
1:07:53PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
11:54:29AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
7:16:18AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
7:16:05AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
12/3/2015					
5:14:27PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
4:52:37PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-IN	KUA-MEM-L0G-LNL2220_01	
4:35:47PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
3:05:49PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-IN	KUA-MEM-L0G-LNL2220_01	
2:43:56PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	
1:55:14PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
12:02:55PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
7:14:58AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
12/2/2015					
5:04:45PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
1:43:47PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-IN	KUA-MEM-L0G-LNL2220_01	
1:03:56PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
8:34:43AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
12/2/2015					
8:34:27AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
8:31:48AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
7:13:54AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
7:13:41AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
12/1/2015					
5:28:42PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
1:33:59PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-IN	KUA-MEM-L0G-LNL2220_01	
1:08:32PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	
7:38:45AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
11/30/2015					
6:26:51PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
5:01:27PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-IN	KUA-MEM-L0G-LNL2220_01	
4:43:43PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	
1:48:47PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-IN	KUA-MEM-L0G-LNL2220_01	
12:03:04PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
7:38:42AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
11/27/2015					
4:06:58PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
1:58:41PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-IN	KUA-MEM-L0G-LNL2220_01	
1:08:57PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
11:55:21AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
11/27/2015 7:55:04AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
11/26/2015 5:05:58PM	Access Granted	1017981: MOHAMAD SAODI, (Norsyafiqah Filzah)	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	
2:03:28PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
2:03:16PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
2:00:57PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-OUT	KUA-MEM-L0G-LNL2220_01	
1:21:14PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-IN	KUA-MEM-L0G-LNL2220_01	
12:43:25PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
7:48:54AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
11/25/2015 5:10:29PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
4:50:58PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-IN	KUA-MEM-L0G-LNL2220_01	
4:33:40PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
1:48:44PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-IN	KUA-MEM-L0G-LNL2220_01	
1:11:32PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	
8:00:13AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
7:59:55AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
11/24/2015 5:11:09PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
4:58:07PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-IN	KUA-MEM-L0G-LNL2220_01	
4:41:36PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
11/24/2015					
1:53:10PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
1:08:14PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
1:02:42PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
7:49:57AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
7:49:44AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
11/23/2015					
5:18:59PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
1:47:29PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 3-IN	KUA-MEM-LOG-LNL2220_01	
12:18:59PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
7:51:56AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
11/20/2015					
4:12:52PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
1:37:52PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 2-IN	KUA-MEM-LOG-LNL2220_01	
1:11:27PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
11:58:33AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
10:30:05AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 2-IN	KUA-MEM-LOG-LNL2220_01	
10:13:23AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
7:53:23AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
7:53:09AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
11/19/2015					
5:05:31PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
11/19/2015					
1:32:49PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING-4-IN	KUA-MEM-L0G-LNL2220_01	
1:09:23PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING-3-OUT	KUA-MEM-L0G-LNL2220_01	
1:03:53PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING-5-IN	KUA-MEM-L0G-LNL2220_01	
1:03:29PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
12:01:19PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING-5-OUT	KUA-MEM-L0G-LNL2220_01	
7:51:09AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING-5-IN	KUA-MEM-L0G-LNL2220_01	
7:50:55AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
11/18/2015					
5:34:59PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING-4-OUT	KUA-MEM-L0G-LNL2220_01	
1:42:00PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING-3-IN	KUA-MEM-L0G-LNL2220_01	
1:22:34PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING-3-OUT	KUA-MEM-L0G-LNL2220_01	
1:18:01PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING-5-IN	KUA-MEM-L0G-LNL2220_01	
12:11:16PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING-3-OUT	KUA-MEM-L0G-LNL2220_01	
10:02:05AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING-2-IN	KUA-MEM-L0G-LNL2220_01	
9:47:54AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING-4-OUT	KUA-MEM-L0G-LNL2220_01	
8:08:09AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING-5-IN	KUA-MEM-L0G-LNL2220_01	
8:07:56AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
11/17/2015					
5:35:25PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING-5-OUT	KUA-MEM-L0G-LNL2220_01	
5:00:12PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING-3-IN	KUA-MEM-L0G-LNL2220_01	
4:42:20PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING-4-OUT	KUA-MEM-L0G-LNL2220_01	

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
11/17/2015					
1:59:58PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-IN	KUA-MEM-L0G-LNL2220_01	
11:55:49AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
8:19:46AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
8:16:10AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
8:03:05AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-IN	KUA-MEM-L0G-LNL2220_01	
11/16/2015					
5:34:12PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
4:51:45PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-IN	KUA-MEM-L0G-LNL2220_01	
4:33:13PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
2:43:22PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
2:43:11PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
2:40:30PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
1:31:51PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-IN	KUA-MEM-L0G-LNL2220_01	
1:06:31PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
12:56:38PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
12:05:42PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
7:50:02AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
11/11/2015					
5:07:25PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
12:36:08PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-IN	KUA-MEM-L0G-LNL2220_01	
12:02:02PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
11/11/2015 7:50:31AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
11/9/2015 5:18:17PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
12:54:54PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
12:03:44PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
11:36:01AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
11:35:03AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
7:43:38AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
7:43:21AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
11/6/2015 4:15:32PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
1:44:31PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 2-IN	KUA-MEM-LOG-LNL2220_01	
1:12:22PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
11:56:55AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
7:52:49AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
11/5/2015 5:13:03PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
4:45:22PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-IN	KUA-MEM-LOG-LNL2220_01	
4:01:10PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
1:45:13PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 3-IN	KUA-MEM-LOG-LNL2220_01	
12:36:58PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
11/5/2015					
7:52:56AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
7:52:43AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
11/4/2015					
5:34:58PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
2:20:51PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
2:17:10PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
1:16:05PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-IN	KUA-MEM-L0G-LNL2220_01	
12:37:54PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
10:38:15AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
10:36:09AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
7:51:23AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
11/3/2015					
5:19:27PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
1:18:51PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-IN	KUA-MEM-L0G-LNL2220_01	
12:04:47PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	
7:51:09AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
7:50:55AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
11/2/2015					
5:07:23PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	
1:46:53PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-IN	KUA-MEM-L0G-LNL2220_01	
1:25:38PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
11/2/2015					
1:00:01PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
11:57:50AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
7:54:56AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
7:54:43AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
10/30/2015					
4:03:29PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
1:42:09PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-IN	KUA-MEM-L0G-LNL2220_01	
12:04:34PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
11:13:46AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
11:13:13AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
7:49:57AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
7:49:43AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
10/29/2015					
5:50:29PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	
2:02:15PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-IN	KUA-MEM-L0G-LNL2220_01	
1:44:17PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
1:42:07PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
11:41:26AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
8:03:28AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
8:03:18AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	

10/28/2015

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
10/28/2015					
5:16:04PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 3-OUT	KUA-MEM-LOG-LNL2220_01	
1:33:49PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 3-IN	KUA-MEM-LOG-LNL2220_01	
1:06:48PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 3-OUT	KUA-MEM-LOG-LNL2220_01	
7:56:26AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-IN	KUA-MEM-LOG-LNL2220_01	
10/27/2015					
5:10:29PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
4:52:10PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 2-IN	KUA-MEM-LOG-LNL2220_01	
4:34:59PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
1:46:58PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 3-IN	KUA-MEM-LOG-LNL2220_01	
1:01:01PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
12:56:25PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
11:55:49AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
10:13:50AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
10:12:52AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
7:55:54AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
10/26/2015					
5:21:53PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
4:46:39PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 2-IN	KUA-MEM-LOG-LNL2220_01	
4:27:08PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
1:37:08PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 3-IN	KUA-MEM-LOG-LNL2220_01	
1:01:48PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 3-OUT	KUA-MEM-LOG-LNL2220_01	

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
10/26/2015					
10:18:33AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
10:17:54AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
7:49:00AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
10/23/2015					
4:10:02PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
2:28:02PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
2:27:19PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
2:01:21PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 3-IN	KUA-MEM-LOG-LNL2220_01	
1:40:00PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 3-OUT	KUA-MEM-LOG-LNL2220_01	
1:26:55PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
1:26:42PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
11:58:50AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
8:02:06AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
10/22/2015					
5:15:37PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
2:56:00PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 2-IN	KUA-MEM-LOG-LNL2220_01	
2:35:16PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
1:13:45PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
12:09:38PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
9:42:36AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
9:41:19AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
10/22/2015 7:54:22AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
10/21/2015 5:28:31PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
2:39:57PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 2-IN	KUA-MEM-LOG-LNL2220_01	
2:19:27PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 3-OUT	KUA-MEM-LOG-LNL2220_01	
1:49:00PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
1:48:42PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
11:54:57AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
7:55:39AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
10/20/2015 5:19:35PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
4:42:58PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-IN	KUA-MEM-LOG-LNL2220_01	
4:18:18PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
4:06:00PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
3:36:43PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
2:59:19PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
2:56:03PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
1:43:31PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 3-IN	KUA-MEM-LOG-LNL2220_01	
1:09:47PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 3-OUT	KUA-MEM-LOG-LNL2220_01	
12:56:24PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
11:58:02AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
10/20/2015 7:50:35AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
10/19/2015 5:14:28PM	Access Granted	101798 1:MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
4:49:35PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 3-IN	KUA-MEM-LOG-LNL2220_01	
4:29:11PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
1:41:28PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 2-IN	KUA-MEM-LOG-LNL2220_01	
1:22:13PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 3-OUT	KUA-MEM-LOG-LNL2220_01	
1:12:29PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
1:12:12PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
12:03:04PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
7:50:43AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
10/16/2015 4:25:51PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
1:28:46PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
1:28:34PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
12:10:32PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
7:55:48AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
7:55:36AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
10/15/2015 5:13:48PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
2:19:21PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
10/15/2015 2:02:23PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
7:48:46AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
7:48:31AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
10/14/2015 5:11:04PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
7:50:47AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
10/13/2015 5:44:37PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
1:23:07PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 2-IN	KUA-MEM-LOG-LNL2220_01	
12:29:25PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
7:49:03AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
10/9/2015 4:09:22PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 3-OUT	KUA-MEM-LOG-LNL2220_01	
1:52:41PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 3-IN	KUA-MEM-LOG-LNL2220_01	
12:00:14PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
10:18:43AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 3-IN	KUA-MEM-LOG-LNL2220_01	
10:17:56AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 2-OUT	KUA-MEM-LOG-LNL2220_01	
8:20:50AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
8:20:36AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
10/8/2015 5:34:41PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
10/8/2015					
2:05:17PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
2:05:07PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
2:02:57PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	
1:43:12PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-IN	KUA-MEM-L0G-LNL2220_01	
1:07:04PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
7:49:01AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
7:48:46AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
10/7/2015					
5:17:35PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
3:08:19PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
3:08:08PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
3:04:45PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
1:40:17PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-IN	KUA-MEM-L0G-LNL2220_01	
1:09:41PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
12:01:35PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
7:48:01AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
7:47:49AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
10/6/2015					
5:43:49PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	
2:23:49PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-IN	KUA-MEM-L0G-LNL2220_01	
2:03:31PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
10/6/2015					
1:55:08PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING-5-IN	KUA-MEM-LOG-LNL2220_01	
1:54:03PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING-5-OUT	KUA-MEM-LOG-LNL2220_01	
1:53:53PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING-5-IN	KUA-MEM-LOG-LNL2220_01	
11:45:07AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING-4-OUT	KUA-MEM-LOG-LNL2220_01	
7:39:38AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING-5-IN	KUA-MEM-LOG-LNL2220_01	
7:39:27AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
10/5/2015					
5:16:35PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING-4-OUT	KUA-MEM-LOG-LNL2220_01	
1:43:24PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING-2-IN	KUA-MEM-LOG-LNL2220_01	
1:11:36PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING-3-OUT	KUA-MEM-LOG-LNL2220_01	
1:01:23PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING-5-IN	KUA-MEM-LOG-LNL2220_01	
12:06:15PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING-5-OUT	KUA-MEM-LOG-LNL2220_01	
7:47:09AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING-5-IN	KUA-MEM-LOG-LNL2220_01	
10/2/2015					
4:41:40PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING-4-OUT	KUA-MEM-LOG-LNL2220_01	
1:44:35PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING-3-IN	KUA-MEM-LOG-LNL2220_01	
1:19:25PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
11:55:46AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING-5-OUT	KUA-MEM-LOG-LNL2220_01	
7:45:58AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING-5-IN	KUA-MEM-LOG-LNL2220_01	
7:45:46AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	

10/1/2015

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
10/1/2015					
5:33:28PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
1:33:38PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 1-IN	KUA-MEM-L0G-LNL2220_01	
1:07:50PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	
7:42:44AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
7:42:28AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
9/30/2015					
6:37:13PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
1:40:17PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 1-IN	KUA-MEM-L0G-LNL2220_01	
1:12:10PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
1:07:38PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
12:03:15PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
7:44:03AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
7:43:50AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
9/29/2015					
5:16:43PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
1:35:44PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 1-IN	KUA-MEM-L0G-LNL2220_01	
12:05:40PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
8:08:42AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
9/28/2015					
5:49:31PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
4:47:16PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-IN	KUA-MEM-L0G-LNL2220_01	

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
9/28/2015					
4:30:51PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 3-OUT	KUA-MEM-LOG-LNL2220_01	
1:38:41PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 1-IN	KUA-MEM-LOG-LNL2220_01	
1:00:37PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
7:48:42AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
7:48:30AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
9/23/2015					
5:05:27PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
4:34:53PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 1-IN	KUA-MEM-LOG-LNL2220_01	
4:14:44PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
1:31:52PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 1-IN	KUA-MEM-LOG-LNL2220_01	
12:31:46PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
7:45:33AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
9/22/2015					
5:16:17PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
1:47:55PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 2-IN	KUA-MEM-LOG-LNL2220_01	
12:42:29PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 3-OUT	KUA-MEM-LOG-LNL2220_01	
12:35:48PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 1-IN	KUA-MEM-LOG-LNL2220_01	
12:20:27PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
11:25:14AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
7:52:21AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
7:52:08AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
9/21/2015					
5:18:56PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
4:48:02PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 1-IN	KUA-MEM-LOG-LNL2220_01	
4:28:58PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 3-OUT	KUA-MEM-LOG-LNL2220_01	
1:21:48PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 1-IN	KUA-MEM-LOG-LNL2220_01	
12:24:30PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 3-OUT	KUA-MEM-LOG-LNL2220_01	
7:49:20AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
7:49:03AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
9/18/2015					
5:10:18PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
1:49:44PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 1-IN	KUA-MEM-LOG-LNL2220_01	
1:29:33PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
12:24:27PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
7:45:18AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 6-IN	KUA-MEM-LOG-LNL2220_01	
9/17/2015					
5:20:24PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
7:45:17AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
7:45:04AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
9/15/2015					
5:59:24PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
7:43:32AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
9/15/2015 7:43:19AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
9/14/2015 5:57:52PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
11:11:01AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
11:07:51AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
10:31:19AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 2-IN	KUA-MEM-LOG-LNL2220_01	
10:30:26AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 2-OUT	KUA-MEM-LOG-LNL2220_01	
7:46:00AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
9/11/2015 4:18:39PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
1:19:07PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
12:00:08PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
7:47:42AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
7:47:26AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
9/10/2015 5:10:59PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
7:47:08AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
7:44:09AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
9/9/2015 5:32:52PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
2:01:28PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 1-IN	KUA-MEM-LOG-LNL2220_01	

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
9/9/2015					
1:44:54PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
1:01:52PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-IN	KUA-MEM-LOG-LNL2220_01	
12:04:43PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
7:43:02AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
7:42:51AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
9/8/2015					
5:16:35PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 3-OUT	KUA-MEM-LOG-LNL2220_01	
1:34:28PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 1-IN	KUA-MEM-LOG-LNL2220_01	
1:12:05PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 3-OUT	KUA-MEM-LOG-LNL2220_01	
7:40:55AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
9/7/2015					
5:12:04PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
1:45:41PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 1-IN	KUA-MEM-LOG-LNL2220_01	
1:18:18PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
7:42:38AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
9/4/2015					
4:13:57PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
1:48:11PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 3-IN	KUA-MEM-LOG-LNL2220_01	
12:59:47PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
7:50:35AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	

9/3/2015

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
9/3/2015					
6:27:40PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
2:22:12PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 1-IN	KUA-MEM-L0G-LNL2220_01	
2:05:57PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	
12:52:26PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
12:06:30PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
9:54:21AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
9:53:34AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
7:47:55AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
9/2/2015					
5:32:50PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KU AMEM-L0G-LNL2220_01	
1:37:10PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-IN	KUA-MEM-L0G-LNL2220_01	
1:17:56PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
1:05:20PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
12:07:26PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
7:45:51AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
7:45:38AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
9/1/2015					
5:23:36PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	
1:38:30PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-IN	KUA-MEM-L0G-LNL2220_01	
1:17:58PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	
1:00:40PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	

All Events Over Time With Area

Date/Time	Event	Details	Device	Panel	Area
9/1/2015					
12:04:14PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
7:42:28AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
8/28/2015					
4:34:14PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
1:54:50PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 1-IN	KUA-MEM-LOG-LNL2220_01	
1:21:48PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
12:04:10PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
7:42:55AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
8/27/2015					
5:58:52PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
2:14:11PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
2:12:54PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
1:41:29PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 2-IN	KUA-MEM-LOG-LNL2220_01	
1:13:03PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 3-OUT	KUA-MEM-LOG-LNL2220_01	
7:43:20AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
8/26/2015					
5:27:28PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
2:10:10PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 1-IN	KUA-MEM-LOG-LNL2220_01	
1:50:43PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
1:27:27PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
11:54:55AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
8/26/2015 7:48:12AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
8/25/2015 6:20:28PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	
1:48:46PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 1-IN	KUA-MEM-L0G-LNL2220_01	
1:20:27PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	
12:50:20PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
12:03:06PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
7:48:03AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
8/24/2015 5:38:57PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
3:31:07PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-IN	KUA-MEM-L0G-LNL2220_01	
3:30:04PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
3:01:30PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
2:59:01PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
2:04:15PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-IN	KUA-MEM-L0G-LNL2220_01	
1:45:51PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	
1:11:23PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
1:11:10PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
12:03:55PM	Anti-Passback Violation	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
12:03:48PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
7:43:58AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
8/21/2015					
4:51:20PM	Access Granted	1017981: MOHAMADSA ODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
1:43:49PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 1-IN	KUA-MEM-L0G-LNL2220_01	
12:28:26PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	
7:42:11AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-IN	KUA-MEM-L0G-LNL2220_01	
7:41:57AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
8/20/2015					
6:12:38PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	
1:41:02PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-IN	KUA-MEM-L0G-LNL2220_01	
1:04:19PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
7:38:06AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
8/19/2015					
5:31:10PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
1:48:50PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-IN	KUA-MEM-L0G-LNL2220_01	
12:37:08PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	
7:39:03AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
8/18/2015					
5:22:54PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
4:13:26PM	Invalid Access Level	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L07.03-COMMAN D-CENTER	KUA-MEM-L07-LNL2220_01	
1:51:35PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-IN	KUA-MEM-L0G-LNL2220_01	
1:32:41PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
8/18/2015					
1:10:39PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
12:07:06PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
7:44:09AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
8/17/2015					
5:42:36PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
1:38:34PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 1-IN	KUA-MEM-LOG-LNL2220_01	
1:17:32PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 3-OUT	KUA-MEM-LOG-LNL2220_01	
12:54:27PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
12:06:02PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
7:52:32AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
7:52:19AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
8/14/2015					
5:10:28PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
4:10:25PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
4:07:39PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
1:28:40PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
12:04:04PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-OUT	KUA-MEM-LOG-LNL2220_01	
7:43:23AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
8/13/2015					
5:18:26PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
1:53:04PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
8/13/2015					
1:52:12PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
7:39:57AM	Access Granted	1017981: MOHAMADSAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
8/12/2015					
5:29:53PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
2:19:50PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
11:51:51AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
7:37:44AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
7:37:21AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
8/11/2015					
5:22:50PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
1:28:33PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 1-IN	KUA-MEM-L0G-LNL2220_01	
12:53:22PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	
7:28:55AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
7:28:42AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
8/10/2015					
5:37:22PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
4:05:52PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-IN	KUA-MEM-L0G-LNL2220_01	
4:04:51PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
7:40:08AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
8/7/2015					
4:16:30PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
8/7/2015					
2:17:34PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 2-IN	KUA-MEM-L0G-LNL2220_01	
11:38:14AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
7:31:13AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
7:31:00AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
8/6/2015					
5:07:17PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	
1:43:34PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 1-IN	KUA-MEM-L0G-LNL2220_01	
1:08:50PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	
12:54:16PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-IN	KUA-MEM-L0G-LNL2220_01	
12:04:08PM	Anti-Passback Violation	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
12:04:04PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
7:40:50AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-IN	KUA-MEM-L0G-LNL2220_01	
8/5/2015					
5:08:24PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
2:06:05PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 1-IN	KUA-MEM-L0G-LNL2220_01	
12:05:02PM	Anti-Passback Violation	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
12:04:59PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
7:34:11AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-IN	KUA-MEM-L0G-LNL2220_01	
7:33:24AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
7:32:55AM	Anti-Passback Violation	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-IN	KUA-MEM-L0G-LNL2220_01	
7:32:52AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-IN	KUA-MEM-L0G-LNL2220_01	

All Events Over Time With Area

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
8/4/2015					
5:12:09PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	
1:44:12PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 1-IN	KUA-MEM-L0G-LNL2220_01	
1:11:28PM	Anti-Passback Violation	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	
1:11:27PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	
7:49:45AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 1-IN	KUA-MEM-L0G-LNL2220_01	
7:48:25AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
8/3/2015					
5:07:06PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	
4:20:00PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
4:18:52PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
3:24:29PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
3:22:12PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
1:38:23PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 1-IN	KUA-MEM-L0G-LNL2220_01	
1:15:00PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 3-OUT	KUA-MEM-L0G-LNL2220_01	
7:40:25AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-IN	KUA-MEM-L0G-LNL2220_01	
7:40:11AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	
7/31/2015					
4:04:19PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 5-OUT	KUA-MEM-L0G-LNL2220_01	
2:09:52PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 1-IN	KUA-MEM-L0G-LNL2220_01	
2:07:22PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-L0G-REVOLVING- 4-OUT	KUA-MEM-L0G-LNL2220_01	

<u>Date/Time</u>	<u>Event</u>	<u>Details</u>	<u>Device</u>	<u>Panel</u>	<u>Area</u>
7/31/2015					
1:48:07PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 2-IN	KUA-MEM-LOG-LNL2220_01	
12:04:42PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
7:42:18AM	Anti-Passback Violation	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
7:42:13AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
7/30/2015					
5:14:53PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
1:57:38PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 3-IN	KUA-MEM-LOG-LNL2220_01	
12:08:00PM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 4-OUT	KUA-MEM-LOG-LNL2220_01	
7:36:09AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-REVOLVING- 5-IN	KUA-MEM-LOG-LNL2220_01	
7:35:55AM	Access Granted	1017981: MOHAMAD SAODI, Norsyafiqah Filzah	KUA-MEM-LOG-MAIN-DOOR	KUA-MEM-LB1-LNL2220_01	

Total Events: 684

APPENDIX D

LOG BOOK

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 initialled 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:

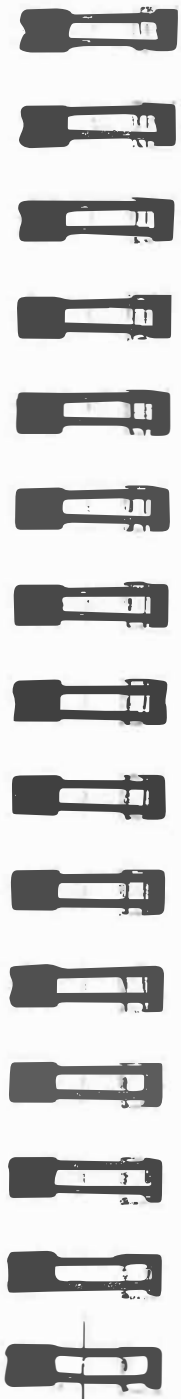
- 1) A neat concise description of each of your training locations and the work on which you are engaged.
- 2) Relevant sketches, data and circuit diagrams
- 3) References to textbooks, standards and other technical information related to the work being undertaken. Constructive comment on the work being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

1. Student's Name : NORSYAFIQAH FILZAH BT MOHAMMAD SA'ADI
2. UiTM Matrics : 2012660394
3. Programme : IM 245
4. Semester : 7
5. Home Address : NO 2, KM 18 JALAN GAMBANG
25150 KUANTAN PAHANG
6. Tel No (H) : 019-9180771
7. Place of Training : EXXONMOBIL TOWER
8. Name of Supervisor : ALSYAQUAN ISMEER ISMAIL
In-Charge
9. Duration of Training From : 27/7/2015 To : 31/12/2015

FOR OFFICE ONLY

Remarks:(Dean/Course Coordinator)

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
27/7	- Introduction Session	
27/7	- Deployed A Laptop	
28/7	- Receive Lan ID and reset - Password (P) Access CARD	
29/7	- Learning of Migration Process - Receiving guideline on handling Multidevice functional Device - Making of Access card	SOE NOTE : SUPERVISOR REMARKS COLUMN VERY TIGHT SPACE SUDHANU.
30/7	- Online Training of ITS - Conduct Migration Process	
31/7	- Troubleshoot Microsoft Office (Buy out that details) - Monitor the Cisco Probe - Online Training Assets Management	
1/8/8	Weekends	
3/8	- Migration Process - Configure Multidevice Function (MFD) - Assemble machine (Laptop) - Configure the Smartcard Reader.	
4/8	- Set up the monitor - Conduct Reconciliation process	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
5/8	- Attending ITIS Tips & Tricks - Attending Radio Talk Show - Configure MFD	
6/8	- Online Training ITSM - Configure MFD - Following Uncle Wong to move the machine - Meeting with Supervisor to discuss about the special project	will be requesting for more detailed update activities
7/8	- Deployed Laptop to the user - Load windows 7 - Deployed Laptop to the user - Attending Team's raya celebration	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
10/8	<ul style="list-style-type: none"> - Reload Laptop user with Windows 7 - Configure MFD - Migration process (Loan ID = Pyyong) 	
11/8	<ul style="list-style-type: none"> - Attend the First Meeting for Skype for Business ∴ Meeting with the Project Manager ∴ Follow-up the current issue - Update Assets ∴ 100 Laptop been updated in the assets management - Configure the MFD ∴ Making the initial setup at level 8 	Reviewed 25th August 2015
12/8	<ul style="list-style-type: none"> - Attending MAO Raya Celebration at RAMA-V - Checking on the Lowner Laptop ∴ Already done with 8 laptops. Need to check for 12 more laptops. - forgot to tether / keep secure laptop light syaavan. 	light

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
13/8	<ul style="list-style-type: none"> - Attending EUS Meeting ∴ 11:30 a.m - 1:30 p.m, discussing about the performance of each staffs Evaluate the achievements. - Learning about Wipe process with Andrew - Enrolled iphone/ipad with Tan Sa Hau 	Reviewed
14/8	<ul style="list-style-type: none"> - Conduct the migration process for with Sarah (AP) - conduct clearing process for ITSC (IT Solution Center) - Stock organization IT hardware arrangement 	25th August 2015

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
17/8	- Deployment Training for Windows 7 with Andrew and Shahrir Starts at 9:00 a.m - Key-in the MFD Name and IP Address in Excel sheet.	
18/8	- Attending the second meeting for skype for business at Level 9 with the Project Manager - Configure the MFD at Level 8	Reviewed
19/8		15/05/15
20/8		<i>[Signature]</i>
21/8		

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
24/8	- Deployed a laptop to new hire named: Muhammad Fairuz Yaacob - Made an amendment for the poster for the changing of the Smartcard	
25/8	- Attending third meeting for Skype for business discussing about the any issue arise after installing the skype full for EMIT - Update for assets for three laptops that have been deployed.	Reviewed 9th October 2015
26/8	- Round for 8 floor (EMIT) to check on user for the installation/ use of Skype for business ∴ Fee Explain to them on how to get used of using skype for business - Undergo the PMI Training	<i>[Signature]</i>

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
27/8	- Deployed the laptop to John Caballong. Loading the laptop with Windows 7. Enrolled the new smartcard for him as well.	
	- Being the floorwalker ground level 9 and 11.	
	∴ Supervising the users of their acceptance of Skype for Business	
	Obviously, most of the users were already familiarized with the features of Skype for Business as it is quite similar with the Lync / OC.	Reviewed 10th October 2015
28/8	- Making the software upgrade for MFD (4 MKLDA731 / MKL-MEM-26056-WL7855)	
	∴ Closing process for the MFD	Reviewed 10th October 2015

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/9	- Prepare for two units of desktops for Pestanas Auditor [Azlina Supardi] at level 14.	
	∴ Prepare for Windows 7 / downstream 5 units of	
	- Troubleshoot MFD at offshore with Lelee and Al-Firdaus	
	∴ 2 MFD app normal, the rest are timed-out (need to be repair)	
	- Troubleshoot printer HP printer at level 29. HP printer model B & forget : C	
	∴ unable to detect the main tray.	
	Solution: Setting the HP Tray Printer.	
	Being assigned a ticket for:	
2/9	- Troubleshoot the MFD at level 8. ∴ the main tray finisher cannot detect = solution: Call Fuji Xerox	Reviewed 10th October 2015
	- Trouble Being assign a ticket for MFD troubleshoot for paper jam at level 27.	
	∴ solution: call Fuji Xerox	
	- Assistance of charging the HP Finer image kit at for the HP printer at level 14. [Azlina Supardi]	
3/9	- Helping these JAVA smartcard users to change to NET smartcard	
	∴ About 10 users work in ITSC	Reviewed 10th October 2015

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
4/9	- Assistance of changing from JAVA smartcard to .NET smartcard. ∴ Minna & 30 users walk-in to ITSC to get the new card	
	- Deployed the laptop to new line. ∴ Preparing the windows 7 /downstream ∴ Explain them the MPI guidelines ∴ users : 1) Hajjandran 2) Maridiah	Fauziah 9th Nov

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
7/9	- Assistance of changing JAVA smartcard to .NET smartcard. ∴ 10 users walk-in to ITSC to get the replacement card	
	- Meeting Meeting Skype For Business before the deployment. The BSM of operation e-mail has been sent to the business users. ∴ Removal of physical phone will be replaced starting now.	- Fauziah 9th Nov
8/1	- Assistance of changing JAVA smartcard to .NET smartcard. ∴ 3 users walk in to ITSC to get the replacement card. - Deploying the laptop for Qamruddin with windows 7 GME/E6430 - collecting the laptops from Faizal Aziz at level 50. (Returning the laptop) - Attend the Skype meeting with the Chief Nurse for the. Skype for business progress.	Fauziah 9th Nov

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
9/9	<ul style="list-style-type: none"> - Assistance of changing JAVA smartcard to .NET smartcard. ∴ 3 users were walked-in to ITSC to get the replacement card. - Repairing the laptops for Ravinder Karmak Singh (Windows 7 / E6.430) ∴ 2 units need to be prepared - Removing Moving assets (monitor) from Fandiaki Nigah at Level 24. ∴ Assigned the ticket to Under Wong to move the assets. 	<p>Reviewed with MAM.</p>
10/9	<ul style="list-style-type: none"> - Attending the security talk with of Skype For Business Deployment with Norish M. Tahir at 10:00 a.m. ∴ Talking about the ISA and SPSA in safety. - Briefing those users who come for Jabra headset collection. ∴ I need to say give them and simple briefing on how to use Skype for Business. ∴ Teaching how to make a call call forwarding as well as add participant. 	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
11/9	<ul style="list-style-type: none"> - Troubleshoot MFD at Level 17. ∴ The issue is the MFD produce loud noise when printing. = Solution B, there is paper stuck at the extended. - Troubleshoot MFD at Majlis Amanah Rerately. Overwrite the disc and having the scanning issue. = Solution is, image overwrite repeatedly and fixing the date and time for resolving the scanning issue. - Attending small briefing session with Latlee about the Skype for Business - Full Deployment. ∴ Briefing by Latlee located at ITSC. 	<p>Reviewed with MAM to to</p>

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
14/9	- Undergo the Skype for Business Full Training. ∴ Occurred at conference room 19:048. Almost 50 users come walk-in to the training. We have provided 4 slots during the whole day. ∴ The 19 level has covered the UIT people, library folks and Tapir folks.	Reviewed 9/16 Nov
	- Troubleshoot the MPD at level 18. Printer queue: MS KUL - MEM - 18055 - WC 7855 ∴ There was an copying and printing issue as well as the laser system. ∴ The solution is trying to adjust the date and time and then into diagnostic mode. Then checked, run the MPD and made duplicate copy of the documents as well as the printing process.	Reviewed 9/16 Nov

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15/9	Undergo the Skype for Business Full Training session. ∴ Occurred at conference room at 20:027 and 16:067. During the whole day, 30 pass folks walk-in to the training session. ∴ This 20 level has covered procurement folks, white for 16 floor, covered the MCH, SHE folks as well as the off-shore men. ∴ Appx to be one of the presenter to deliver the training at session (3-4 p.m.)	Reviewed 9/16 Nov
16/9	HAPPY MALAYSIA DAY!	Reviewed 9/16 Nov
17/9	Undergo the Skype for Business Training session ∴ Occurred at conference room 19048 for the whole day. ∴ People from different department walk-in to have the training. ∴ Get the opportunity to be one of the presenter to deliver the training at session 3-4 p.m.	Reviewed 9/16 Nov

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
23/9	- Being a floor-walker at level 23 and 25. ∴ Distributing the guidelines of Skype for Business Full as well as delivered the short training about the applications.	
24/9	- Being a floor-walker at level 27. ∴ Distributing the guidelines of Skype for Business Full as well as delivered the short training about the applications.	Present before Nov 2015
25/9	- Being a floor-walker at level 26 & 24. ∴ Distributing the guidelines of Skype for Business Full as well as delivered the short training about the applications.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
28/9	- Attending Organizing the Skype for Business Full Training Session. ∴ venue at Training Room 2 (Level 18). ∴ During the day, almost 20 folks walk in to the training session. ∴ This training session specifically organized for human Resource folks in purpose to improve their skills in utilizing the Skype applications.	
29/9	- Being a floor-walker at level 14 & level 20. ∴ Distributing the guidelines of Skype for Business Full as well as delivered the short training about the applications.	Presented Nov 2015
30/9	- Being a floor-walker at level 23. ∴ Distributing the guidelines of Skype for Business Full as well as delivered the short training about the applications.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/10	<ul style="list-style-type: none"> - Organizing the Skype For Business Fall Training session. ∴ Venue at Meeting Room ∴ During the session, about 22nd folks walk-in to the training. 	
2/10	<ul style="list-style-type: none"> - This training session specifically organized for sub-staffed people in purpose to enhance their skills and understanding about the applications. - Being a floor-walker at level 14 and 17. ∴ Distributing the guidelines of Skype For Business Fall as well as deliver the short training about the applications. 	<p>Received between Nov 2015</p>

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
5/10	<ul style="list-style-type: none"> - Organizing the Skype For Business Training session ∴ Venue at Conference Room ∴ 22060 organized by Pokharity Aites. [3-4 pm] ∴ During this session, estimated about 15 people walk-in to the training. ∴ The purpose of the training is to enhance their skills in utilizing the Skype applications. 	<p>Received between Nov 2015</p>
6/10	<ul style="list-style-type: none"> - Organizing the Skype For Business Training session ∴ Venue at level 21 (SCATE) ∴ Organized by Akhel Ph-Lin ∴ During the Hands on Training, I have covered almost 20 people. 	<p>Received between Nov 2015</p>



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
7/10	<ul style="list-style-type: none"> - Being a floor-walker at level 26 and 25 - - Distributing the guideline of Skype For Business as well as delivering the short-training about the applications. - I managed to connect the almost 15 users for whole day. This is one on one training. 	
8/10	<ul style="list-style-type: none"> - Organizing the Skype For Business Training Session Time: 11:00 am - 12:00 pm - Venue at ME 27/17 [Level 27 Room 17] [Geosense folks] - During the sessions 15 folks walk in to the training. - This training session was specifically arranged to either give clarification on how to use Skype for Business Full 	<p>Reviewed 16th Nov 2015</p> <p><i>[Signature]</i></p>
7/10	<ul style="list-style-type: none"> - At the evening, we have organized the meeting & training class session: (1) 2:00 pm - 3:00 pm [ME 27-7] - Organized by Judy Song - Almost 20 users walk-in to the meeting room 	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	<ul style="list-style-type: none"> (2) 3:30 pm - 4:30 pm [ME 25/26] - Organized by Judy Song - Estimated 15 people walk-in to the training session. - Skype For Business Full 	
9/10	<ul style="list-style-type: none"> Organized a training class session for whole day with different session; Below shall the the purpose of details of the training class: (1) 8:00 am - 10:30 am: Pawan and Foon - Organized by Anshu 2/11/15 - 20 folks walk in to the class (2) 9:30 - 10:00 am: ME 24/113 - Organized by Neerasta Jolil - 18 folks walk in to the class (3) 10:30 - 11:30 am: ME 25/25 - Organized by Judy Song - 7 people walk in to the training class. 	<p>Reviewed 14th Nov 2015</p> <p><i>[Signature]</i></p>

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
12/10	I'm off [given Medical Certificate by Doctor]	
13/10	- Change Smartcard user from Javo to .NET smartcard. ∴ 3 users come -in to change to the new smartcard. ∴ The reason to change to the new smartcard is due to latest technology [machine, MFD that need latest chip chip called .NET chip.	Approved by Nov 2015
	- Troubleshoot MFD at level 20. Fuse & error issue. Solution: Called the Fujixerox technician to come and checked.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
14/10	PUBLIC HOLIDAY ◦ AWAL MUHARRAM	
15/10	- Change smartcard user from JAVO to .NET ∴ 5 users walk in to change the new to new smartcard. ∴ The reason to change to new smartcard is due to latest technology [ex machine MFD that need latest chip called .NET chip] - Deployed a new laptop to the new hire ∴ Sangeetha (upstreamoats / SRSATHE)	Approved by Nov 2015
16/10	- Organized class training session for Skype for Business Full. ∴ Venue: MR 250XS [11-12pm] ∴ 7 users walk-in to the training class. ∴ This training session was held in purpose to give extra clarification on how to use Skype for Business Full	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
19/10	<ul style="list-style-type: none"> - change user smartcard from JAVA to .NET. ∴ 4 users walk-in to ITSC to get the replacement card. - Troubleshooting MFD at level 20 [Fuser error] [and win image overwrite] ∴ Solution: Call the Fujixerox technician to fix it. AA contact: Raja Saib, Raja Nor Azam. 	Resolved with Raja Saib
20/10	<ul style="list-style-type: none"> - Conduct the short training slype for business to receptionists at the Ground Floor. ∴ check the voice / call quality. ∴ Teach them on how to pick-up the call and transfer the call to the night receptionist. - Troubleshooting two for smartcard reader issue during the classroom training at Level 15. ∴ Advise the user to use the external smartcard reader to resolve the issue. cable ∴ check on the network as well to ensure smart-carding network access. 	Resolved with Raja Saib

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
21/10	<ul style="list-style-type: none"> - Learning on how to upgrade SCCM 2012. ∴ A guideline has been given to make it done properly. Those downstream folks need to be upgraded to SCCM 2012 to ensure the list of programs listed as required. ∴ To ensure the SCCM 2012 being updated, since reloaded then we need to leave it for one night so it will automatically jump from SCCM 2007 to SCCM 2012. ∴ The SCCM 2012 is only required for AP talks with windows 7. 	Resolved with Raja Saib
23/10	<ul style="list-style-type: none"> - Change smartcard user from JAVA to .NET. ∴ 3 users walk-in to ITSC to get the replacement card. - Configure the shared printer (HP LJ14025) in Rafiq's room = Manager of contractor. ∴ The issue is the printer does not get the printing job to print whenever Rafiq's tried to print out. ∴ Solution: Add Rafiq's the printer. 	Resolved with Raja Saib

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
23/10	- Preparing the laptop (3 units #6420) to Zafarina to be deployed to new hire • Work by date is 3rd November 2015 • Load windows 7 with AP domain	
	- Preparing the laptop (1 unit of EG420) to Khairul Misyri to be deployed to new hire. • Work by date is 26th October 2015 • Load with windows 7 with AP domain	Reviewed with Nov 2015

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
26/10	- Reinstall the Skype for Business Full for Cathy K Beatty. • Reinstall the software of software centre and run an update force	
	- Berg assigned a ticket regarding of MFD issue [Donna C Chin, Megan Avenue] • Unable to scan issue the document Solution: Run imago overwrite remotely. MFD queue: MKL-KHL-1000-WL7855	
	- Berg assigned a ticket regarding of MFD issue [Rozmah Mohd Noor] • Paper jammed issue Solution: Make a call to Fujixerox Technician to come in and troubleshoot it MFD queue: KUL-MEM-17076-WL7855	Reviewed with Nov 2015
27/10	- Transferring files from CD to Laptop for Khairul Zaman Muhammad Keating • Check-out Pre-call to proceed the process.	
	- Give a shot training to Muthiah, Nidharasamy regarding of Skype of Business Full.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	- Being assigned a ticket regarding of the MFD issue. ∴ The scanning process having a problem Solution = the waste container needs to be changed as it already ends of life. Printer queue : MKL-MEM-28055-WL7855	
28/10	- Being assigned a ticket for Receipt Kaur, and HP shared printer problem ∴ The first tray doesn't detect, the printing output get through the bypass tray. Solution : Troubleshoot remotely by changing the tray behavior Tray 1 : set to A4 Plain paper Tray 2 : set to A4 paper.	Received 16th Oct 2017
	- change the Drum Cartridge for MFD [MKL-MEM-27047-WL7855] Requester : Zep Suhono by Blahmud Zam	Received 17th Oct 2017

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
29/10	- Smartcard change from JAVA to .NET for Jason Goh Tok Zham. ∴ Organizing the Skype For Business Full Training - Special slot for Admin Assistants. Time : 2.00 - 3.30 p.m Venue : MAL-KL-ME/CR-08-116 ∴ Giving extra information to all those force on how to answer call on behalf of their managers. ∴ How to use the delegate call properly.	
30/10	- call bell for the Motherboard Issue. User: Ahmad Farel Sulaiman ∴ The tech DELL technician replaced the keyboard with the new one.	Received 16th Nov 2017

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2/11	- Assisting for user smartcard changes. At 2 users walk-in to IISC to get the replacement card.	
2/11	- Assisting Hazizi Hanon in installing the SAP application. ∴ Get the apps from software centre	Reviewed
	- Giving a short training of Skype for Business Full for the new hires of EMREE and GSD. ∴ 4 users has been deployed with the new laptop and been given with HP headset.	is the new setup
	- Preparing a laptop for Mr Arif Wan Abdullah is using AP outlet with upstream load GME. Ticket number: WD 0000006183789	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	- Troubleshooting files from camera to laptop for Khairul Nizam Mohd Kassim. Solution: Check-out Firewall to prevent the process give the USB exception.	
4/11	- Troubleshoot the Skype issue for Wen Fook. ∴ Unable to listen the audio during the Skype meeting. Solution: Changes the setting from by changing the 'do not join audio' to 'Skype for Business (audio & video experience)'. - Being assigned a ticket regarding of the MFD Issue that located in of above. ∴ Unable to scan the document User: Wan Shahidan Wan Abdul Hamed Solution: Upgrade the firmware firmware of the MFD to the latest version. Printer queue: MKL-KSB-G006-WC7855 Ticket number: WD 0000008125742	Reviewed with Nanyang

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	- being assigned a ticket on the e-mail scanning to H-drive issue. User: Kenneth G Teague MFD: KUL - MEM - 13124 - WC 7855 Solution: still in progress, need Latlee to check the SMART S.M TP.	
5/11	- Floor-walking for the smartcard change from JAVA to .NET ∴ catching 10 users from upstream level to set in purpose to assist them to get the replacement card.	Resolved with NOV 2017
	- Attending the meeting of KUL Deployment Talk, chaired by Najeab M. Tolir. Time: 2.00 - 3.00 p.m Venue: MAL-KL-MEM/ME 09-72	Nov 2017
6/11	- Floor-walking for the smartcard change from JAVA to .NET ∴ able to catch 8 users from upstream level in purpose to assist them to get the replacement card.	Resolved with NOV 2017

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	- Being assigned a Task to assist Khalil Azhar Mohd Salim on how to use Sype for Business Full. ∴ Giving him a short training properly to enhance his understanding skills to enter the business Sype for Business Full.	
		Resolved with NOV 2017

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
9/11	- Learning the process of Ipad & iPhone enrollment with Tan, Sya Han. ∴ I have taken role on each of the steps to trigger my memory.	
	- Smartcard change from JAVA to NET. ∴ 3 users from Megan Avenue walk-in to ITSC to get the replacement smartcard.	
	- Solving the TPM issue for Ahmed Faisal Sulaiman. ∴ Log-in Admin ID and clear the TPM password. / Suspend the BitLocker. / Initialize the TPM	Resolved 07/11
10/11	PUBLIC HOLIDAY	1/15
	HAPPY DIWALI	1/15

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
11/11	- Smartcard Issue blocked. users Ching, Cheng How Ticket number : WO 0000006190932	
	- Smartcard change from JAVA to .NET. used : (i) Hashim, Arsal (ii) Fatch Navar (iii) Nor Eliza ∴ The reason to change to .NET smartcard is because future server will be changed to the new case server which only support the .NET chips.	
	- Giving a short training to Nor Eliza about the Skype for Business Full ∴ Deploying the headset to the user Explaining the details about how to use the Skype for Business Full	Resolved 07/11

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
12/11	EMERGENCY	
	LEAVE	
	(Grandma Passed Away)	Approved 30/11/2015
13/11	EMERGENCY	
	LEAVE	
	(Grandma Passed Away)	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
16/11	Assisting the - Monitoring the printing issue ∴ User: Wong, Sin-Beng Issue: Unable to print A3 document at his own PC.	
	Solution = The MFD involve is MKL-KSB-G006-WL7855 (1) Open the his machine. Check whether the printer added is correct or not. (2) Solving the issue by Add/Remove the printer in File Explorer. (3) After a moment, the document is ready to print.	
	- Smartcard changed from JAVA to .NET users: Amandeep Kaur ∴ The reason to change to .NET Smartcard due to changes of server to the brand new server which only supports the .NET chip.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
17/11	<p>- Being assigned as the presenter to present the "Safety Shaving" & "Maximizing Global Organization" during the MAO Monthly Meeting.</p> <p>∴ The first topic present ^{for} is Safety Shaving, speaking about: "How To Protect Yourself from Lightning".</p> <p>- Because Prioritize the Safety During thunderstorm require greatest protection in purpose to prevent any fatal incident accident.</p> <p>∴ The second topic present is for M&O is "How To Remember People's Names".</p> <p>Remembering the people's name bring the greatest significance for the both parties.</p> <p>Hence, eng remember people's name can guarantee the best and quality relationship between both sides.</p>	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
18/11	<p>- Being assigned to assist Hamid, Hayati in migrating her smartcard from JAVA to .NET. In addition,</p> <p>∴ She is a deferral smartcard or commonly known as virtual smartcard.</p> <p>∴ The process need to be done on deferral smartcard obviously different with the ^{common} changing process smartcard process.</p> <p>= Here are the procedure =,</p> <ol style="list-style-type: none"> (1) change the Enroll the smartcard at amp.na.xcm.com (2) Before the JAVA smartcard (3) Submit deferral smartcard request (4) Reset the Enable Dual Mode at IT services. (5) Reset password at IT Services. <p>- Troubleshooting the problem with Multifunctional Devices (MFDs) that located in offshore Kosonggan Supply Base (K&B)</p> <p>∴ unable to scan the document</p> <p>= Run the image overwrite for each of the MFD.</p> <p>After that, make a test by remotely control panel.</p> <p>The MFD involved: MKL-K&B-6 (003/6002) / 6004 - WC7855</p>	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
19/11	<p>- MFD has double line issue when printing.</p> <p>User: Reinyaty Alias</p> <p>MKL-M</p> <p>MKL - MEM - 27012 - WC7855</p> <p>= I will pull the toner size to full and push the string to eliminate the double line when print.</p> <p>Make a test by doing photocopy several times to double check.</p>	
19/11	<p>- Upgrade the firmware of the MFD</p> <p>MKL - MEM - 18080 - WC7855</p> <p>The reason to upgrade the firmware to 072.00 is because to the changing of servers in purpose to support all the applications that available in the MFD.</p> <p>Apart from that the speed of work processing can consume as one of the factor.</p>	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
19/11		
20/11	<p>- Change the smartcard of user from JAVA to .NET.</p> <p>User: Muhammad Yusuf, Al-Ayyubi</p> <p>∴ The reason of changing from JAVA to .NET smartcard is due to changing of server which only support to .NET chips.</p> <p>- Attending a brainstorming session with Haryani Abd Halid and Mohd Shahr Mahmod regarding of making a video for 'MAD Success Story'.</p> <p>∴ MAD Success Story is a team-building event that have been organised by the committee of MAD.</p> <p>This event is scheduled to be held on 8th December 2015.</p>	<p>MAD 3</p> <p>Pamanda 30/11/2015</p> <p>MAD</p>

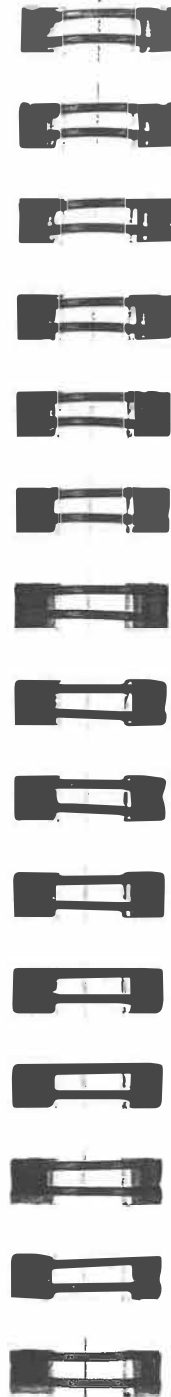
DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	<p>- INC 8205000 - Skype Audio Device setup : Reinstall the JABRA Headset Driver</p> <p>∴ The issue is that whenever the user connected the headset to the Skype app, the voice can't be listened either neither the headset icon didn't detect.</p> <p>Solution : Run the computer using Admin Id and open the device manager.</p> <p>Reinstall the Skype JABRA headset driver and restart the PC.</p> <p>And it works.</p> <p>User : Jeevamathy, Balasingam</p>	
	<p>- Given a task TAS00001470063 User : Johnson T Yap</p> <p>∴ The task is asked for giving the short training regarding of Skype for Business Full to the user.</p> <p>The short training covered the method to make calls, receiving voice ^{calls}, for call forwarding settings and update the new number in IDM.</p>	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	<p>- Internal Smartcard Reader Issue - User : Nodzyren Dzulfakor.</p> <p>Solution : Log in the windows with Admin account. Open the device manager and reinstall the smartcard reader driver.</p> <p>Restart the PC.</p> <p>Ask the user to test and it works.</p> <p>- Attending the weekly Skype Meeting. Chair by Nurazeh Tahir.</p> <p>Follow up the FAX deployment number to all MFD machines.</p> <p>∴ Still in progress by in setting all the MFD fax machines.</p>	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
25/11	- INC 000008209069 - Update the SCRM 2012. User : Nodirah IulKifli To allow the user to upgrade the ^{go Application} 'get program' to Software Centre & needs Catalog to update the SCRM 2012. Apart from that the changes of server (3 one of the key. This is not the server the client will get content from but a regional server that provide policy for the client. The issue has been solved by Andrew remotely since the laptop is a private asset which is a bidding laptop that obviously contain private and restricted information.	
	- INC 000008209070 - Activate the Virtual Smartcard. User : Leeza Wan Jusoh. Virtual Smartcard can be allowed for user who's using the windows 8 os. Steps to activate Virtual Smartcard: (1) Open GME User Tools (2) Choose the Activate Virtual Smartcard Manager. (3) Create and use the user enter the pin (4) Done.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	- INC 000008209174 - Unblock Smartcard blocked User : Hamizan Said ∴ The smartcard will be blocked after the user key-in the wrong password for 7 attempt. To unblock the smartcard : (1) Run the IE using admin account (2) Open the clmp.no.xom.com/clm (3) Enter the user's Lan Id (4) Choose the offline unblock smartcard (5) Execute the challenge response (6) User key-in the pin number (7) Done	
	- Enroll the smartcard for Ketha, Venkatprasad. ∴ Since the user from India, he has been asked to get the new smartcard in allowing him to log-in through computer. To enroll the smartcard (1) Open IE (2) Type goto /smartcard (3) Request permanent smartcard (4) Done	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	- WO 000006335428 - Return Laptop to ITSC User: Siti SARAH WAPRUP	
	∴ All the return assets need to be recorded in AMAF book. Then, Work Order Ticket need to be create.	
	Relate the WO ticket number with the assets.	
	Lastly, update the assets status in assets management system (ITSM)	
	- WO 000006335620 - Return Laptop to ITSC User: Zuriani Sulong	
	∴ All the return asset need to be done recorded in AMAF Book. Then, WO Ticket need to be create. Relate the WO ticket number with the assets.	
	Lastly update the assets status in assets management system (ITSM).	

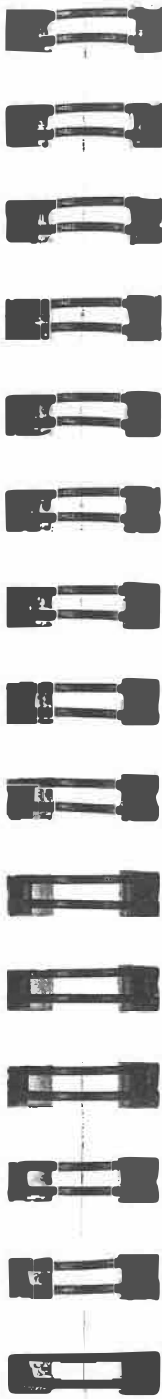


DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	- WO 000006335696 - Collect three units of smartcard. ∴ The blank smartcard usually will be collected by Admin Assistant in purpose to give to the new hire.	
2/12	- Assemble laptop E6420 to check on the internal smartcard reader. ∴ Basically, the internal smartcard reader can be check physically by assembling the PC. if the reader found as faulty, then only need to call DELL for them to bring the internal smartcard reader hardware.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
3/12	- unblock the smartcard - Smart card being blocked due to wrong several attempt. Solut User : Aemail 08 ∴ Solution (1) Open IE and run as Admin (2) Search dmp.na.xom.com/dm (3) Enter the ban id of user (4) choose the offline unblock smartcard (5) Execute the challenge response (6) Ask user to set the password again (7) Done	
	- INK 0600008229202 - Printing and copy process did of work on the MFD. User : Azina Supardi ∴ Enter the webpage of the MFD. The empty tray of MFD need to be re-filled with paper to allow for both processes to work.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
4/12	- Learning how to backup data files from secondary laptop to a primary laptop. The reason of backup files is to allow the user to forbid any loss data that might be needed to perform the work during work. Therefore there are few process need to be done in transferring the needed data. Process : (1) Take out the old hard disk (2) Put it into the KD (Backup files hard disk holder laptop) (3) Put the KD into the new laptop (4) Open the laptop switch on the laptop. (5) Transfer all the data from OSD Hard Disk to the C:\user\ hard disk. (6) Data needed during migration time ; Data in local App, Local Data, Lotus Note, Sticky Note, Favourite, Hidden files, Signature, misc App Data & Microsoft Communicator.	Week 1 Reviewed 31/12/2011 RFP
	* For better experience, make sure used the LAN/Wired connection *	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
7/12	<p>Renew Certificate for Network User : Khairul Farihan</p> <p>∴ In Exton, each user will be provided with certificate. For the user's case, this certificate has expired that disallow the user to be connected with WiFi & XOM network.</p> <p>∴ Hence by allow renewing it, the surfing internet can be proceed.</p> <p>Steps to renew :</p> <ol style="list-style-type: none"> 1) open MMC - exe & run as admin 2) Add/Remove snap-in 3) Certificate 4) Run check for the network Certificate and renew it 5) Done. 	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
8/12	<p>MAO SUCCESS STORY</p> <p>△ It is a team building event for MAO Team. This to cheerish and celebrate the project success of each team during 2015.</p>	
9/12	<p>INU 825 3084 - MFD cannot perform Scanning process.</p> <p>∴ Once the user try to scan to the process denied it.</p> <p>Solution : Update the time and date of server and run the imago overwrite test. The process would take 30 minutes to be done.</p>	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
16/12	- INC 8275921 - Skype Hardware Issue User: Abd Rahim Abu ∴ The driver of skype hardware doesn't detect Solution: Reinstall the Jabra headset driver in the device manager Steps: Open device manager and (1) run as Admin (2) Reinstall the driver (3) Scan the driver and auto install (4) Restart computer (5) Done.	
	- INC 8280401 - Syams Naqiddin ∴ The wired network didn't detect Solutions (1) open services.msc (2) Check the connection monitor (3) Run gpupdate (4) Restart Computer (5) Done.	
	- Return laptop to ITSC ∴ 4 units of laptops Update the PMAF Form and Asset Management Centre.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
17/12	- INC 8283522 User: Abdul Samad Abd Rahim Issue: Internal Smartcard Reader Faulty. ∴ Solution: (1) Using external smartcard reader (2) If stills occur, update the smartcard reader driver. a- Open the device manager and run as Admin b- Delete the driver c- Scan the driver back and auto install d- Restart the PC e- Done (3) If stills occur, call helpdesk technician to get hardware replacement.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	<p>- W0 0206423665 - Transfer files from W8 to H-Drive.</p> <p>User: Khairul Zamin Khairam</p> <p>Steps to transfer files to get exception:</p> <ol style="list-style-type: none"> (1) Create W8 ticket (2) Check out firecall (3) Key in id and password (4) Transfer files to user's files (5) Mapped network drives (6) Check-in firecall (7) Done. 	
	<p>- W0 6424699 - Transfer files from W8 to H-Drive.</p> <p>User: Zuliana Ahmad.</p> <p>Steps to transfer files</p> <ol style="list-style-type: none"> (1) Create W8 Ticket (2) Check out firecall (3) Key in ID and password (4) Transfer files to user's files (5) Mapped network drives (6) Check-in firecall (7) Done 	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
16/11/2	<p>- Enable Consultation on Joining Skype through IOS Device.</p> <p>User: Asmah Af</p> <p>Steps to join through IOS Device:</p> <ol style="list-style-type: none"> (1) Open safari on device and type http://aka.ms/skypemeetingjoin-ios (2) Back to calendar and click show all notes (3) Copy the meeting URL (4) Go back to safari and paste the meeting URL. (5) Join the skype meeting. <p>- INC 8287648 - Internal smartcard reader issue.</p> <p>User: Fauzhuin</p> <p>Steps to enable smartcard reader:</p> <ol style="list-style-type: none"> (1) Open device manager and click Admin (2) Delete the smartcard reader driver (3) Scan the driver and let auto-install (4) Restart the computer (5) Done 	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	- INC 8295917 - Unable to access the internet browser User: Stephen Morton Steps: 1) Run gpupdate 2) Run check my PC 3) Restart 4) Scan - sfc /scannow test. 5) User log-in and test 6) Works - done.	
	- Pannala Krishna - Unable to connect with LAN X.O.M network. Steps: (1) Run Gpupdate (2) Run check my PC (3) Open services.msc and run As Admin (4) Check the connection monitor Status: Failed Other Solution: Call the network team to check on the network cable at user's console.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
22/12	- INC 8299815 - HP Printer Issue User: Siti Arshah Mard Noor ∴ Printer prompt error due to software updated needed Status: Failed Solution: Call the HP technician to configure the printer in details.	
	- INC 8360010 - Skype output audio issue User: Norliza Abdul Satar ∴ Unable to output the voice ^{ringtone} of Skype Steps: (1) Open the Skype settings (2) Check on tab of ringtone and audio (3) Check the ringtone (4) Change from none ringtone to ringing ringtone. (5) Done.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
23/12	WO 6445136 - Enable Skype Voice and Video User: Lim Eng Boon	
	Steps: (1) Create WO ticket (2) Assigned to Lync Support team (3) Wait for the email. (4) Done	Next 4 Reviewed 31/12/2015
24/12	MAULIDUR RASUL - PROFHE T MUHAMMAD SAW	
25/12	MERRY CHRISTMAS	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
28/12	INC 8.314187 - Re-enroll iPhone User: Dzulkhairah Yusaf Re-enroll iPhone occur when the user key-in the wrong passcode for 7 time which lead to the device being wiped. Steps to enroll iPhone; (1) Download Airwatch (2) Scan Generate the QR code (3) Scan the QR code (4) Enrollment begin (5) Xcom Apps installed (6) installed user key-in password (Alphanumeric) (7) Installed the Workspace and Secure Mail (8) Post configure on Contacts, Mail, Calendar, Reminder & Notes (9) done	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
29/12	INC 8317076 - Hard Disk Corrupted and Backup files User: Aizi And Rahman (1) Swap the hardisk with the new (2) Hardisk and backup the data (3) using K.O. (4) Update the AMAF Form (5) Update the Asset Management Centre (6) Done	
30/12	INC 8320489 - Re enroll iPhone Re-enroll iPhone occur when the user key-in the wrong passcode for 7 times. To enroll the iPhone : (1) Download Airwatch (2) Generate the QR code (3) Scan QR code (4) Enrollment begin (5) XOM App installed (6) user key-in password (7) Install the workspace and Secure Mail (8) Post configure on Contacts, Mail, Calendar, Reminder, Tasks. (9) Done	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	- WD 6466277 - Swap laptop & Transfer files from USB to H-drive. ∴ User : Nodira Azmi Steps to transfer files from USB to H-Drive : (1) Create WD Ticket (2) Checkout firewall (3) using Log in ID & password (4) Transfer files to H-drive (5) Restart (6) Check in the firewall (7) Done * Swap the laptop for Nodira due to blinking screen Transfer and backup data using K.O	

APPENDIX E
SAMPLE OF FORM

**ASSET MANAGEMENT
ACKNOWLEDGEMENT FORM (AMAF)**

AMAF 01488 /15

WO / INC : _____

Support Analyst : _____

USER/HARDWARE INFORMATION (to be completed by user)

Name		LAN ID	
Dep/Group		Phone No	
Supervisor		Location	

USER'S ACKNOWLEDGEMENT:

*I, the undersigned have *received / returned the hardware listed below and agree to comply to the "Custodian's Responsibility on Computer Hardware" guidelines and procedures.*

Signature: _____

Date: _____

DESKTOP SUPPORT CHECKLIST (to be completed by support analyst)

1. Asset Function

1. Primary Workstation	<input type="checkbox"/>	4. Training / Lab Workstation	<input type="checkbox"/>	7. Others _____	<input type="checkbox"/>
2. Secondary Workstation	<input type="checkbox"/>	5. Loaner Equipment	<input type="checkbox"/>		<input type="checkbox"/>
3. Shared Workstation	<input type="checkbox"/>	6. LAN Printer	<input type="checkbox"/>		<input type="checkbox"/>

2. Asset (s)

NO.	NEW / RETURN	BRAND	MODEL	SERIAL NO	OS
1.					
2.					
3.					
4.					

*Comment/Remarks _____

3. Hardware(s) provided to user

NO.	ITEM	Y	N	NO.	ITEM	Y	N
1.	Desktop / Laptop			5.	Security Lock / Tehter		
2.	Monitor			6.	Docking Station		
3.	Keyboard			7.	Others		
4.	Mouse						

For further enquiries / assistance, please contact:

ExxonMobil Information Technology Service Center (EMIT)

@ ext 33333 or visit us at IT Services homepage (<http://itservices>)



**ASSET MANAGEMENT
ACKNOWLEDGEMENT FORM (AMAF)**

AMAF 01414/15

WO / INC : WO 0000005879252

Support Analyst : S/AF WAN

USER/HARDWARE INFORMATION (to be completed by user)

Name	<u>AMY NORLIDA BINTI ABD RAZAK</u>	LAN ID	<u>AP \UG30532</u>
Dept/Group	<u>HELPDESK</u>	Phone No	
Supervisor	<u>MAHATHIR</u>	Location	<u>LVL 10</u>

USER'S ACKNOWLEDGEMENT:

*I, the undersigned have *received / returned the hardware listed below and agree to comply to the "Custodian's Responsibility on Computer Hardware" guidelines and procedures.*

Signature: 

Date: 17-09-2015

DESKTOP SUPPORT CHECKLIST (to be completed by support analyst)

1. Asset Function

1. Primary Workstation	<input type="checkbox"/>	4. Training / Lab Workstation	<input type="checkbox"/>	7. Others	<input type="checkbox"/>
2. Secondary Workstation	<input type="checkbox"/>	5. Loaner Equipment	<input type="checkbox"/>		<input type="checkbox"/>
3. Shared Workstation	<input type="checkbox"/>	6. LAN Printer	<input type="checkbox"/>		<input type="checkbox"/>

2. Asset (s)

NO.	NEW / RETURN	BRAND	MODEL	SERIAL NO	OS
1.	<u>NEW</u>	<u>DELL</u>	<u>E6430</u>	<u>2MDGR71</u>	<u>GME</u>
2.					
3.					
4.					

*Done
S/AF WAN
17/9*

*Comment/Remarks _____

3. Hardware(s) provided to user

NO.	ITEM	Y	N	NO.	ITEM	Y	N
1.	Desktop / Laptop	<input type="checkbox"/>	<input type="checkbox"/>	5.	Security Lock / Tehter	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	Monitor	<input type="checkbox"/>	<input type="checkbox"/>	6.	Docking Station	<input type="checkbox"/>	<input type="checkbox"/>
3.	Keyboard	<input type="checkbox"/>	<input type="checkbox"/>	7.	Others	<input type="checkbox"/>	<input type="checkbox"/>
4.	Mouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

For further enquiries / assistance, please contact

ExxonMobil Information Technology Service Center (EMIT)

@ ext 33333 or visit us at IT Services homepage (<http://itservices>)



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APPENDIX F
SAMPLE OF USER GUIDELINE

Skype for Business

New Features Guide

Skype with Voice and Video

Welcome to Skype with Voice and Video

You can now use Skype for all your business phone calls and online meetings.

Setup your audio device

Select your headset or audio device by clicking the **Select Primary Device** button located at the bottom left of the Skype client.



Making a Call

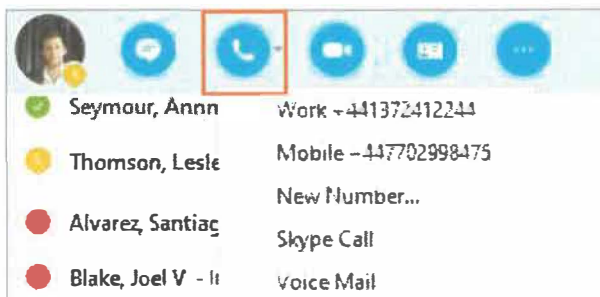
You can now make phone calls to your internal and external contacts using Skype for Business.

Making an Internal Call

To make a call to a Skype contact:

1. Hover over the contact's picture/icon in the Skype client window.
2. Click the drop down arrow next to the **phone icon** and select the number to call.

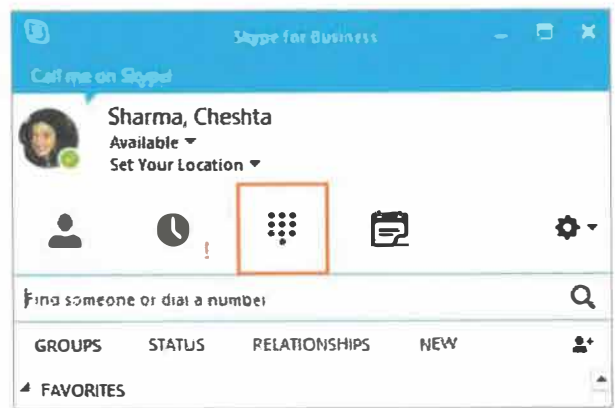
Alternatively, you can right-click the contact's name and select **Call** in drop down menu.



Making an External Call

To make a call to an external contact:

1. From the **Skype client window**, click the **dial pad icon**.
2. Type the phone number and click **Call**.



Note:

Making a Skype call to a Skype Basic user will result in an error message as they do not have voice capability. Call an alternate number for the contact.



Answering a Call

When someone calls you, an alert pops up at the bottom right-hand corner of your screen. To answer the call, click anywhere on the pop-up.



Accessing voice mail

Click the **dial pad icon**. Your voice mail messages appear in the voice mail section below the dial pad.



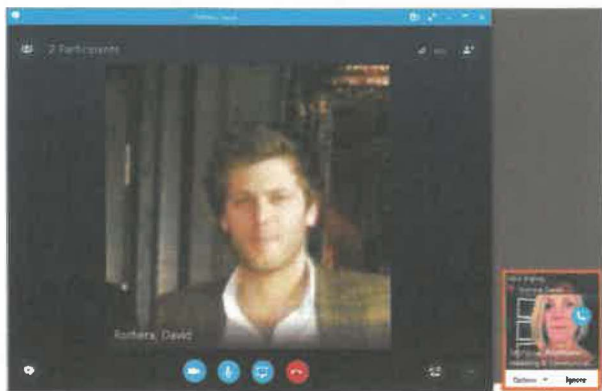
Click the **Voice Mail icon** and select **Call Voice Mail** to listen to your messages

Call Forwarding and Simultaneous Ring

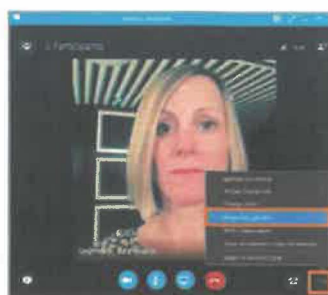
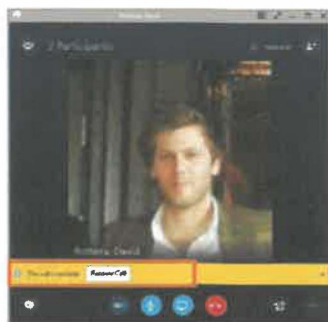
Managing Multiple Calls

Skype allows you to manage multiple calls simultaneously.

- During an active call, if you receive another call, you can:
 - Answer by clicking the call prompt. The active call will be placed on hold.
 - Redirect the call to voicemail by clicking the Options drop-down.
 - Reject the call by clicking Ignore.



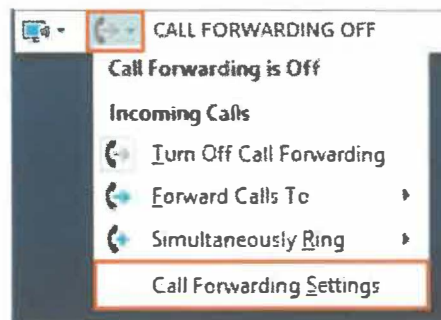
- To take a call off hold, click Resume Call on the yellow ribbon.
- To merge calls, click  at the bottom right of the call window and select Merge this call into.



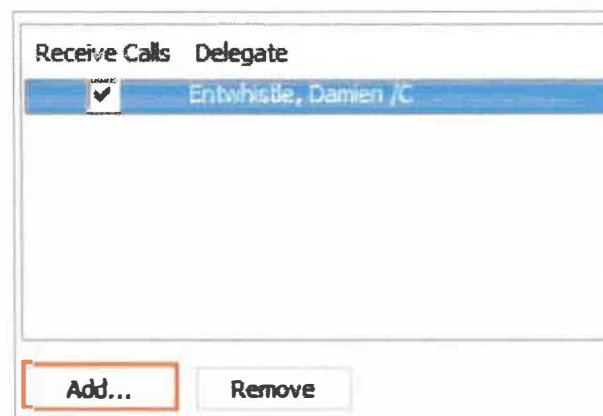
Enabling call delegation

You can add delegates to manage calls on your behalf.

- Select the Call Forwarding drop-down on the lower-left corner of the main Skype window.
- Click Call Forwarding Settings.



- Click Simultaneously Ring then select My Delegates from the drop-down.
- Use the Add button to add a list of people who will manage your calls. Ensure the Receive Calls box is checked for all active delegates.



- Set a delay if desired, using the drop-down for Ring your delegates after this many seconds then click OK.
- To specify an action to take when you or your delegates do not answer a call, click the link to the right of Unanswered calls will go to.
- Review your settings for accuracy then click OK to apply.
- Turn off call forwarding to disable call delegation.

Calls will be forwarded directly to your delegates Entwhistle, Damien J.C.

These settings will apply: All the time

Click the Call Control icon located at the bottom right of the meeting window to access call options and volume control.

Hold

Transfer

Devices

Volume Control



Meeting Participant Actions

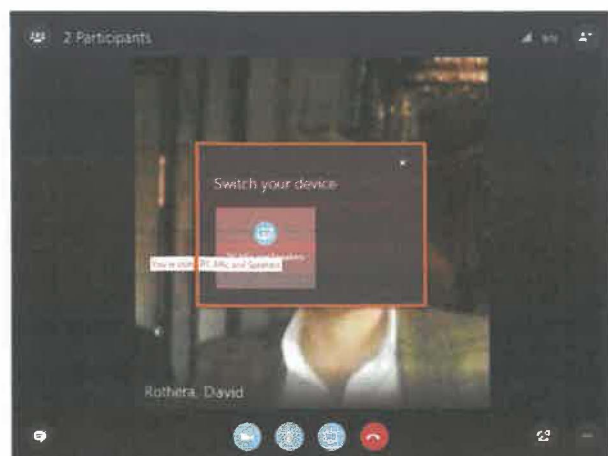
Meeting presenters can control audience participation by clicking Show Participant List and then Participant Actions.



Changing your audio device during a meeting

During a meeting, you can change your active audio device:

1. Click the Call Control icon located at the bottom right of the meeting window
2. Select Devices from the pop up
3. A Switch your device window will appear, listing the devices you can choose.



No attendee is allowed to IM

Mute or unmute audience

No attendee is allowed to video call

Hide names of all attendees

Invite via email

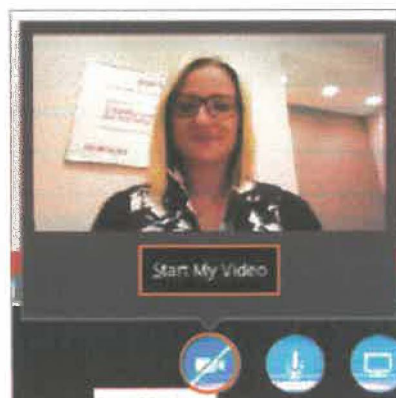
Make everyone an attendee so they won't be able to present or take over the presentation.

Note:

Skype Basic users cannot be added to a Skype Meeting using Invite More People (or drag and drop) because they don't have voice capability. To add them to the meeting content and chat, go to Participant Actions > Invite by Email to send them the meeting details.

Add video during a meeting

1. In the meeting window, click the camera button and check your preview.
2. Adjust your camera if needed, and click Start My Video.
3. To stop sharing your video, click Stop My Video.



Note: To share your screen with someone still using Office Communicator, ask them to share their screen first. Your Skype share content button will then be enabled.

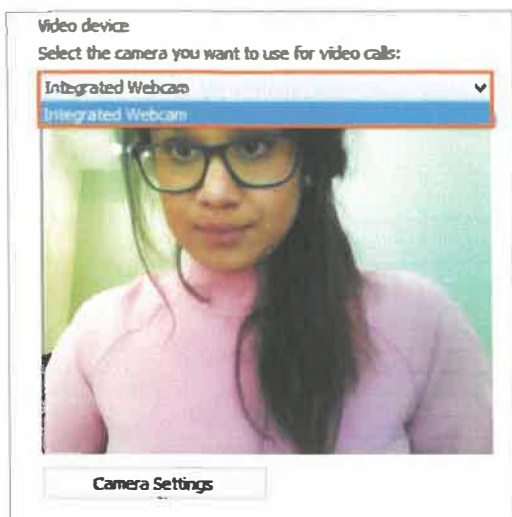
Skype Video

Skype allows you to video call your colleagues. You need a video camera to share your video, but you don't need one to see video from other people.

To set up your camera

Click **Options**  in the Skype main window, then click **Video Device**.

Select your video camera from the list and ensure you can see the video preview.



Make a Video Call

1. Hover over a contact's icon or picture and click the video camera icon.



2. An alert pops up on your contact's screen to accept your video call.
3. When you're done, hover over the camera button and click **Stop My Video**.

Purchasing optional devices

Optional Skype hardware such as travel headsets and video cameras can be purchased. Wireless standards vary between countries so to ensure that your headset is compliant while traveling, please purchase a Bluetooth or wired headset.


Visit Goto/SkypeHardware for more information.

Joining a Skype Meeting

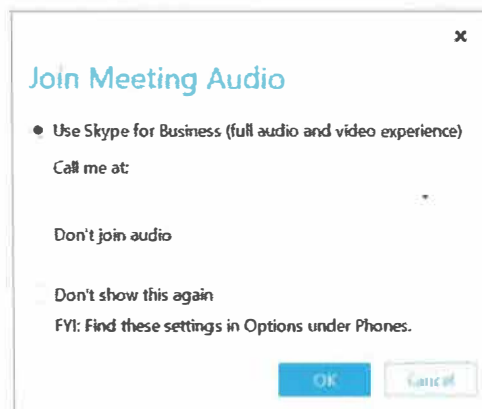
Important:

Skype offers multiple options for joining meetings. Please choose the best option based on your phone type and network connection. By default meeting participants are muted when joining a meeting and must unmute prior to speaking.

Enable the meeting pop-up

1. Click the gear icon  on the top-right of the main Skype window to access Options.
2. Select **Skype meetings** on the left pane and ensure the box is checked indicating **Before I join meetings, ask me which audio device I want to use**, then click **OK**.

You can now join Skype meeting audio from your PC. Open the meeting invitation in Outlook and click the **Join Skype Meeting** button on the ribbon.

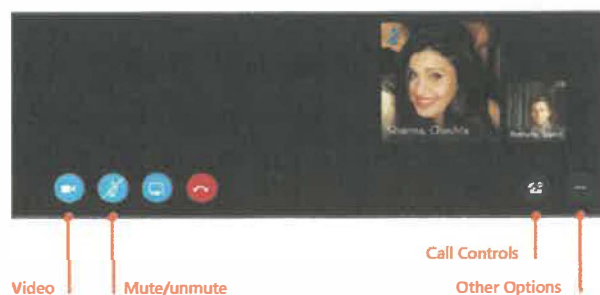


At the **Join Meeting Audio** prompt, select **Use Skype for Business (full audio and video)** unless you are joining a meeting using a poor network connection or in a meeting room with other Skype users where there is a possibility of audio feedback.

Type goto/skypemeetings into your browser to learn when to use 'Call me at' and when to use 'Don't join audio'.

Meeting controls

The meeting control buttons at the bottom of the meeting window allow you to add your video to the meeting and to mute/unmute your audio device.



APPENDIX G
OTHERS

To find out more type goto/skypeupgrade into your browser.

Skype for Business

A new look for Lync

Skype for Business provides the same functionality as Lync with an easy-to-use interface. Coming to your site 3Q 2015.



New Technology. Made Simple.

